Cloud Library - Using the PC App

This guide provides information on using the Cloud Library desktop reading app for PCs and Macs.

This app enables you to search/browse, check out, read eBooks and listen to eAudiobooks from the Cloud Library on your desktop or laptop computer.

You can download the Cloud Library apps at www.yourcloudLibrary.com. There are links to all of the apps on the left hand side of the page including Windows PC and MacOS.

For help with downloading the app onto your desktop, finding your library card number or PIN, or logging in please consult the GoWyld Cloud Library help pages.

Tour the Tabs (1-6)

1 Welcome to the 'Featured' book tab!

The first screen that will welcome you to the desktop app after you log on for the first time is the 'Featured' books tab, the first tab at the top of your screen. It will also open to this tab every time you open your app.

The 'Featured' tab showcases books highlighted by your library. You can browse and borrow titles from these featured shelves.

Click on any book bover for more details →

At any time and in any tab, you can click on a cover image for more info!

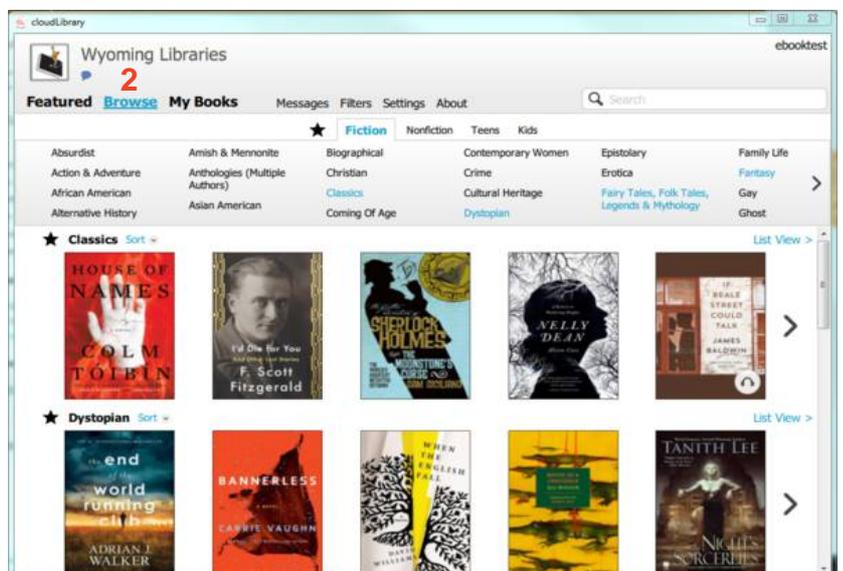A new window will open, showing you all about the title and any publishing details.

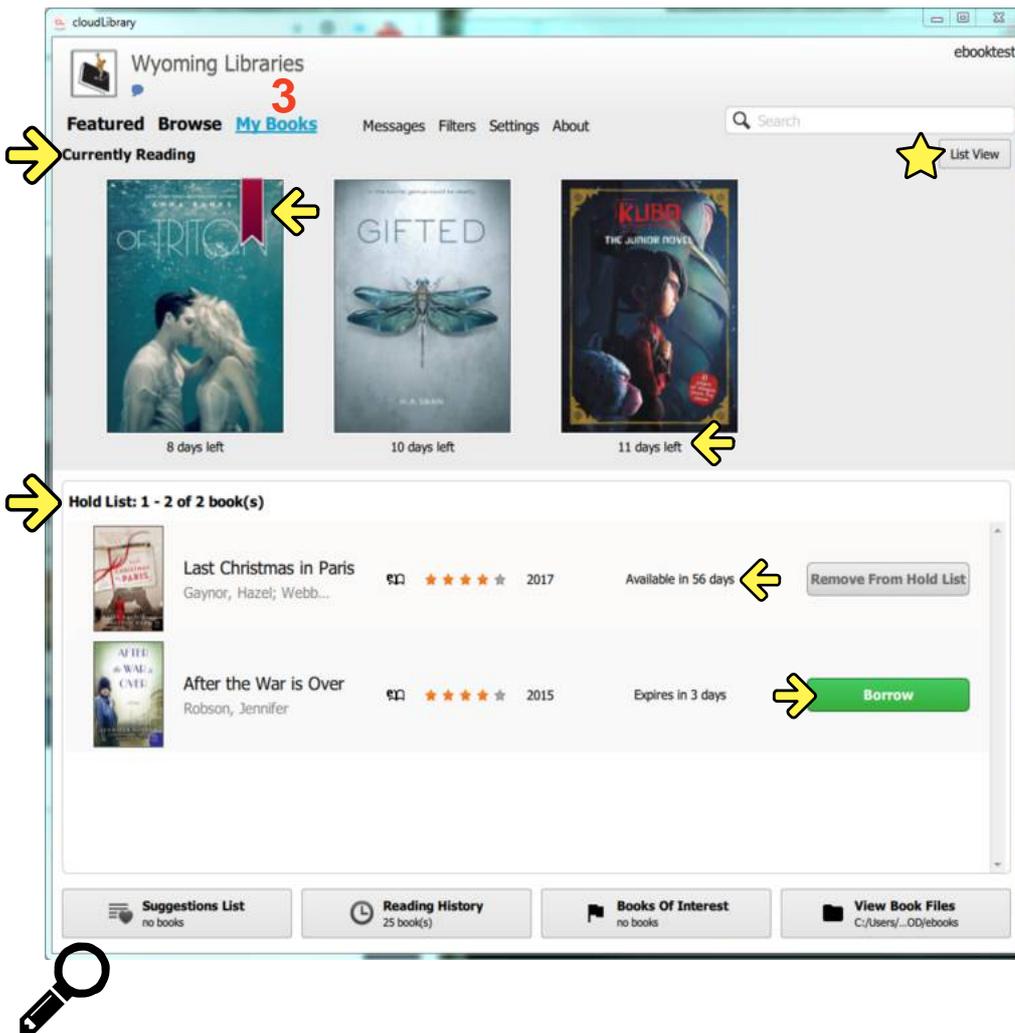We'll take a closer look at the detail window and the option buttons in the following pages.

2 The 'Browse' tab is customizable!

The 'Browse' tab allows you to search all of the titles available from your library and customize what genres you want to see within each of the four categories:

- Fiction
- Nonfiction
- Teens
- and Kids

You can also save ★ "Favorite" genres for future browsing.

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Featured Browse **My Books**   Messages Filters Settings About

Q Search

List View

Currently Reading

OF TRITON

8 days left

GIFTED

10 days left

KUBO
THE JUNIOR NOVEL

11 days left

Hold List: 1 - 2 of 2 book(s)

Last Christmas in Paris Gaynor, Hazel; Webb…	📖	★★★★☆	2017	Available in 56 days	Remove From Hold List
After the War is Over Robson, Jennifer	📖	★★★★☆	2015	Expires in 3 days	Borrow

Suggestions List no books	Reading History 25 book(s)	Books Of Interest no books	View Book Files C:/Users/…OD/ebooks

The 'My Books' tab provides access to the individual titles that you have checked out, the holds you have placed, your reading history of past check-outs, and more.

'Currently Reading' displays books you have currently checked out and their:
- bookmarks, if any
- days left on your check-out period.

Click on the cover image to read in the PC e-reader screen.

The 'Hold List' window displays the titles that you have put on hold:
- approximate wait time
- action buttons to remove hold or borrow when it has become available.

Your hold will allow 5 days for you to check the title out before it moves on to the next patron.

The 'List View' button takes you to an alternate view of your books with more functions- See more on the following 'List View' page.

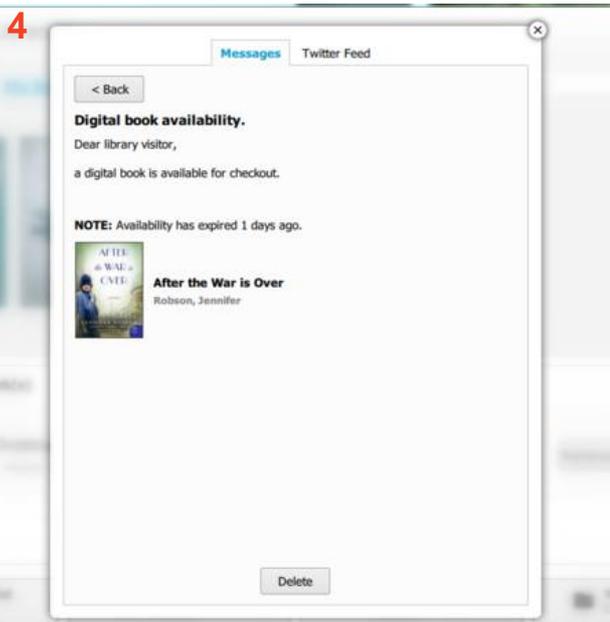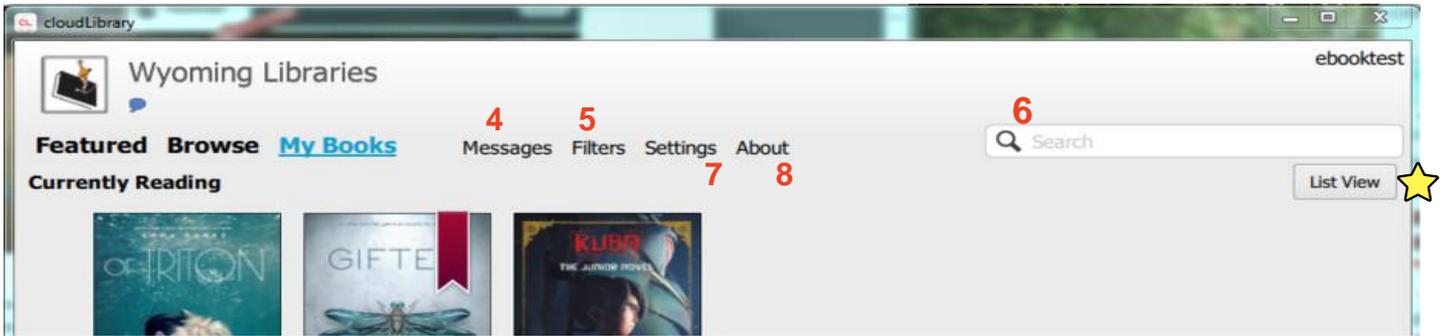| Suggestions List no books	Reading History 25 book(s)	Books Of Interest 2 book(s)	View Book Files C:/Users/…OD/ebooks

At the bottom of the 'My Books' window you will find 4 additional access points to more information about the titles you have checked out, suggested, or added to a wishlist.

♡ The 'Suggestions List' displays titles that you have suggested to your library for purchase.

🕐 'Reading History' displays the last 25 titles that you have checked out, the date they were returned, and displays additional actions available for each title. For more details about these actions, see the following 'Reading History' instructions in the following pages.

🚩 The 'Books of Interest' window displays titles that you have flagged for future checkouts, as a favorites list, or for any other reason you may want to save a title or group of titles to remember. The window features similar action buttons and details as 'Reading History'.

☑ The 'View Book Files' takes you to the location of the temporary book files on your computer. It will open a new window, where you will find the titles you currently have checked out. Book files will automatically disappear when titles are returned or expire.
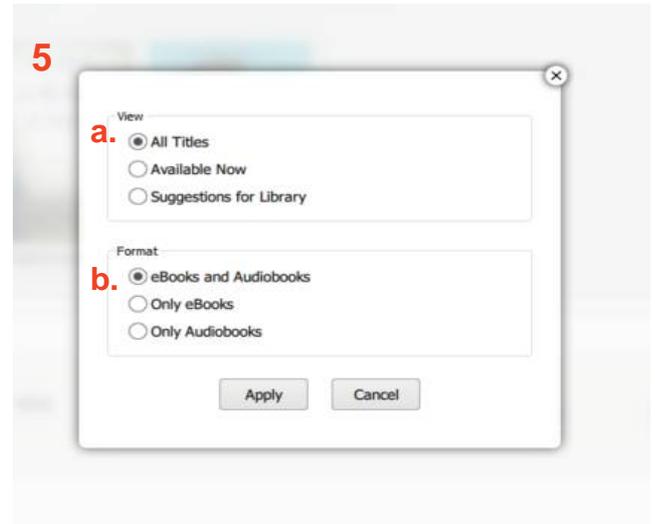
4 The 'Messages' button opens a window with 2 tabs, one tab is for messages about Holds becoming available and other alerts, and the other tab is for a Twitter Feed of updates from Bibliotheca.

5 The 'Filter' window allows you to select options for the content that you want to see in your browse/search results.
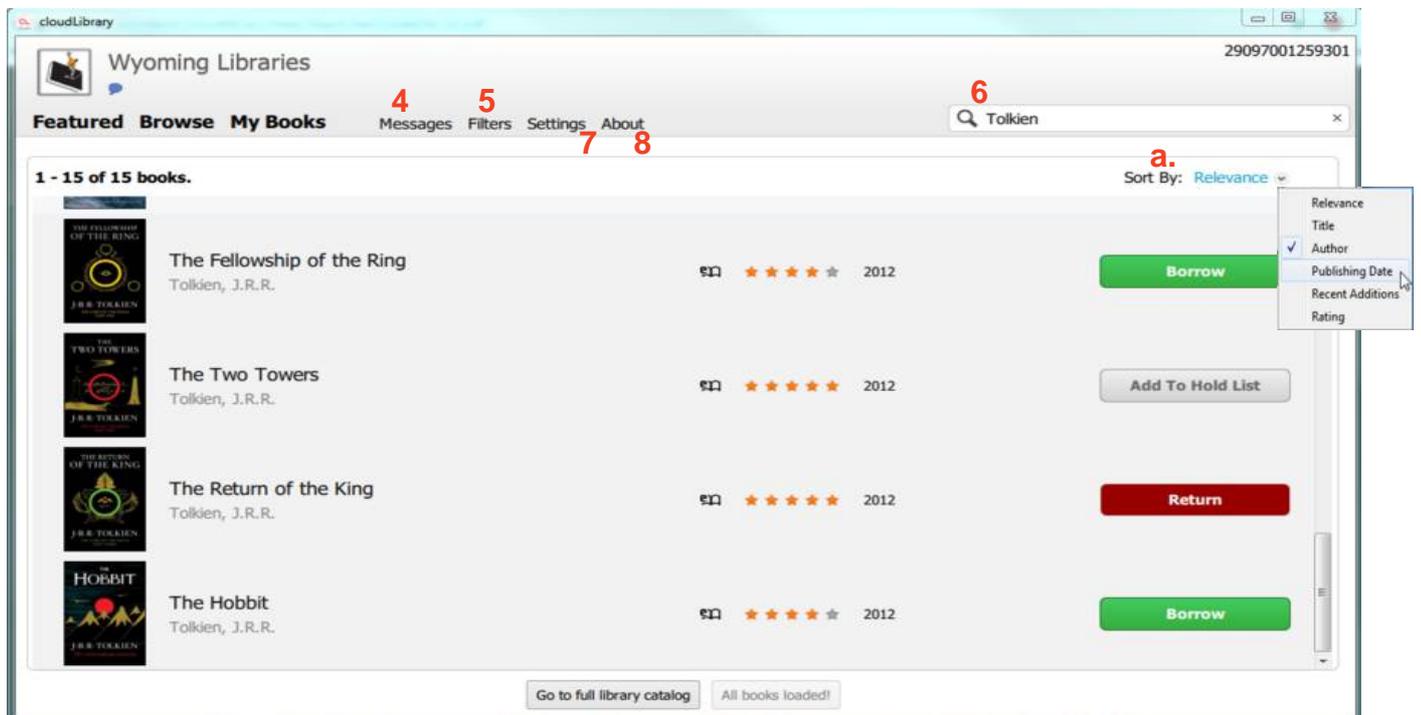
    a. 'View' filters allow you to show "All Titles" your library owns, only titles 'Available Now', or include titles you can suggest to your library.
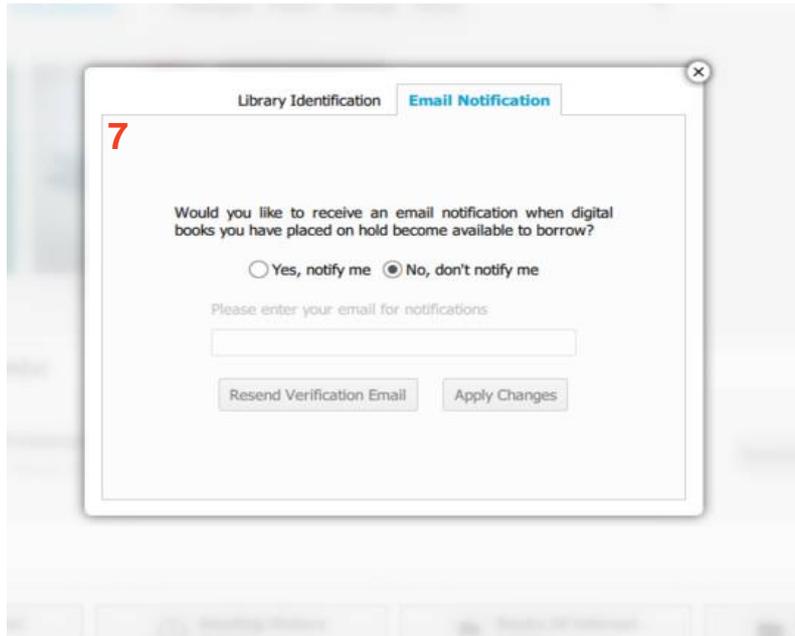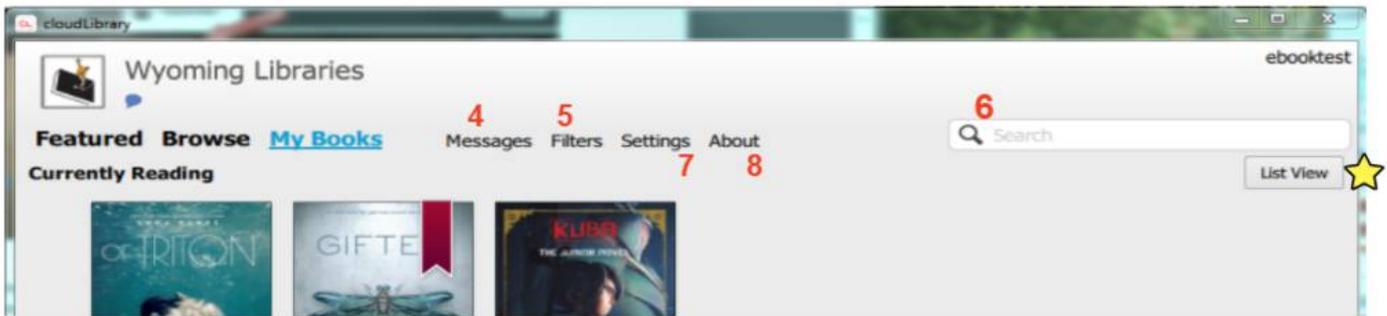
    b. 'Format' filters allow you to select the format that you want to see.

6 The 'Search' bar allows you to search for titles or authors and find content using keywords.

    a. The 'Sort by' dropdown menu allows you to choose how your search results are arranged. By Author, Date, Rating, etc...

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Featured Browse **My Books**

4 Messages **5** Filters **7** Settings **8** About

6 Search

Currently Reading

List View

Library Identification | **Email Notification**

Would you like to receive an email notification when digital books you have placed on hold become available to borrow?

○ Yes, notify me   ● No, don't notify me

Please enter your email for notifications
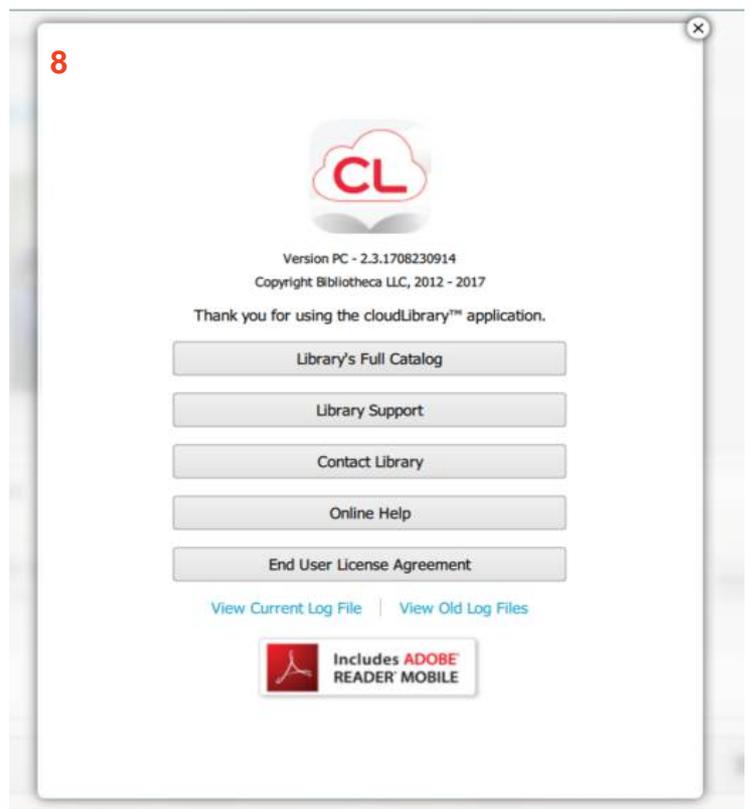
Resend Verification Email | Apply Changes

7 The 'Settings' window also has 2 tabs:

- The 'Email Notification' tab allows you to manage email notifications and edit your email address.

- The 'Library Identification' tab shows your Library name and location as well as a Logout button.
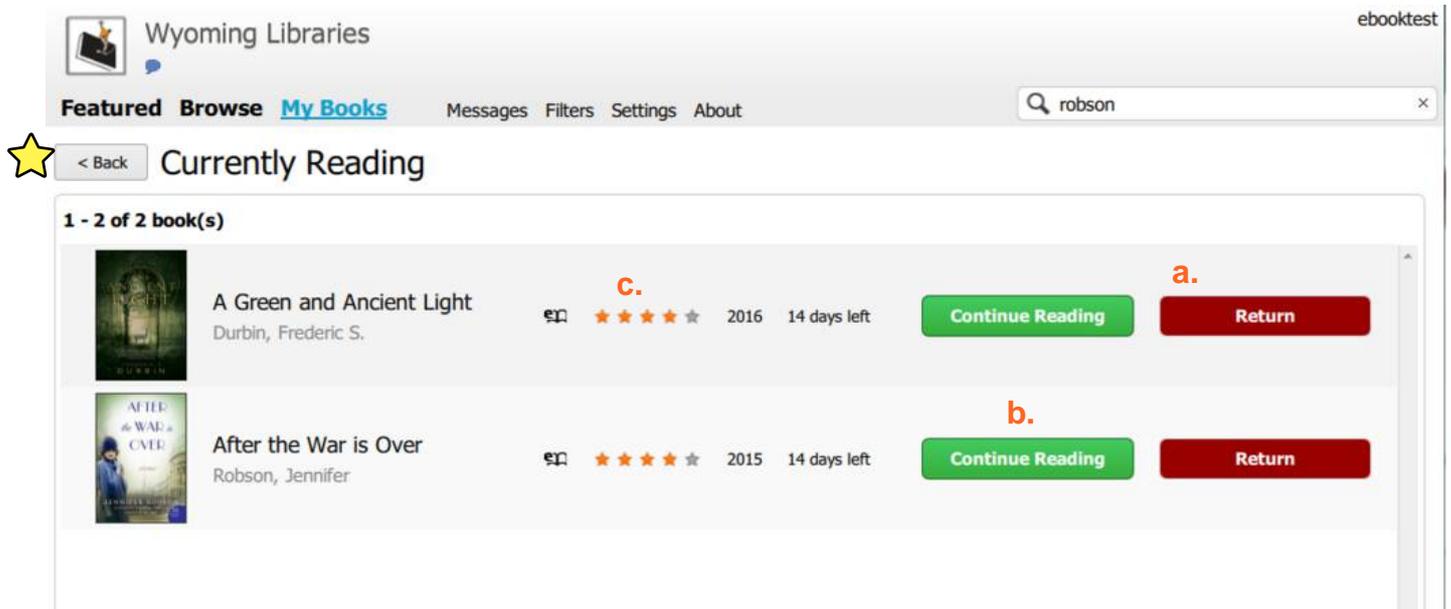
8 The 'About' window provides links to:

- Your Library's catalog

- Access to your Library's Support pages

- The End User License Agreement

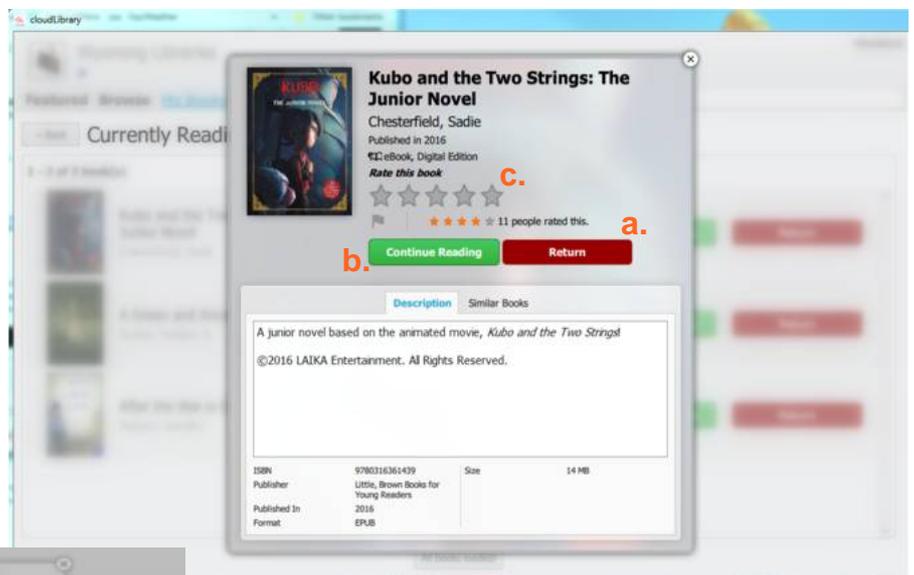- It also shows you the current version of your PC App.

8

CL

Version PC - 2.3.1708230914

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Thank you for using the cloudLibrary™ application.

Library's Full Catalog

Library Support

Contact Library

Online Help

End User License Agreement

View Current Log File | View Old Log Files

Includes ADOBE READER MOBILE

⭐ **List View**

The 'List View' button, found at the top right of your 'My Books' page, takes you to an alternate view of your checked-out books. It shows your current books in a list, information about the title and check-out period, and buttons for more functions like:

a. Return

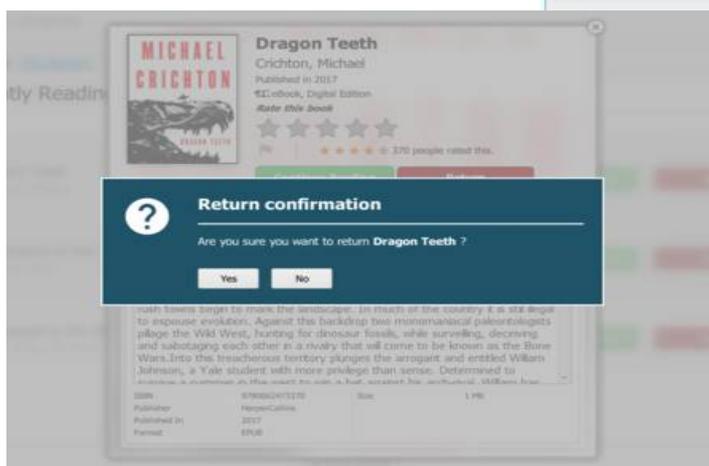**b.** Continue Reading

c. The title's Star Rating

Clicking the Cover Image in List View will take you to the title information window where you will see all available information for that title like ISBN, publisher, year published, file type, and description, in addition to options **a, b, and c.** The 'Similar Books' tab will suggest tiles by the same author or same genre.

a. Return

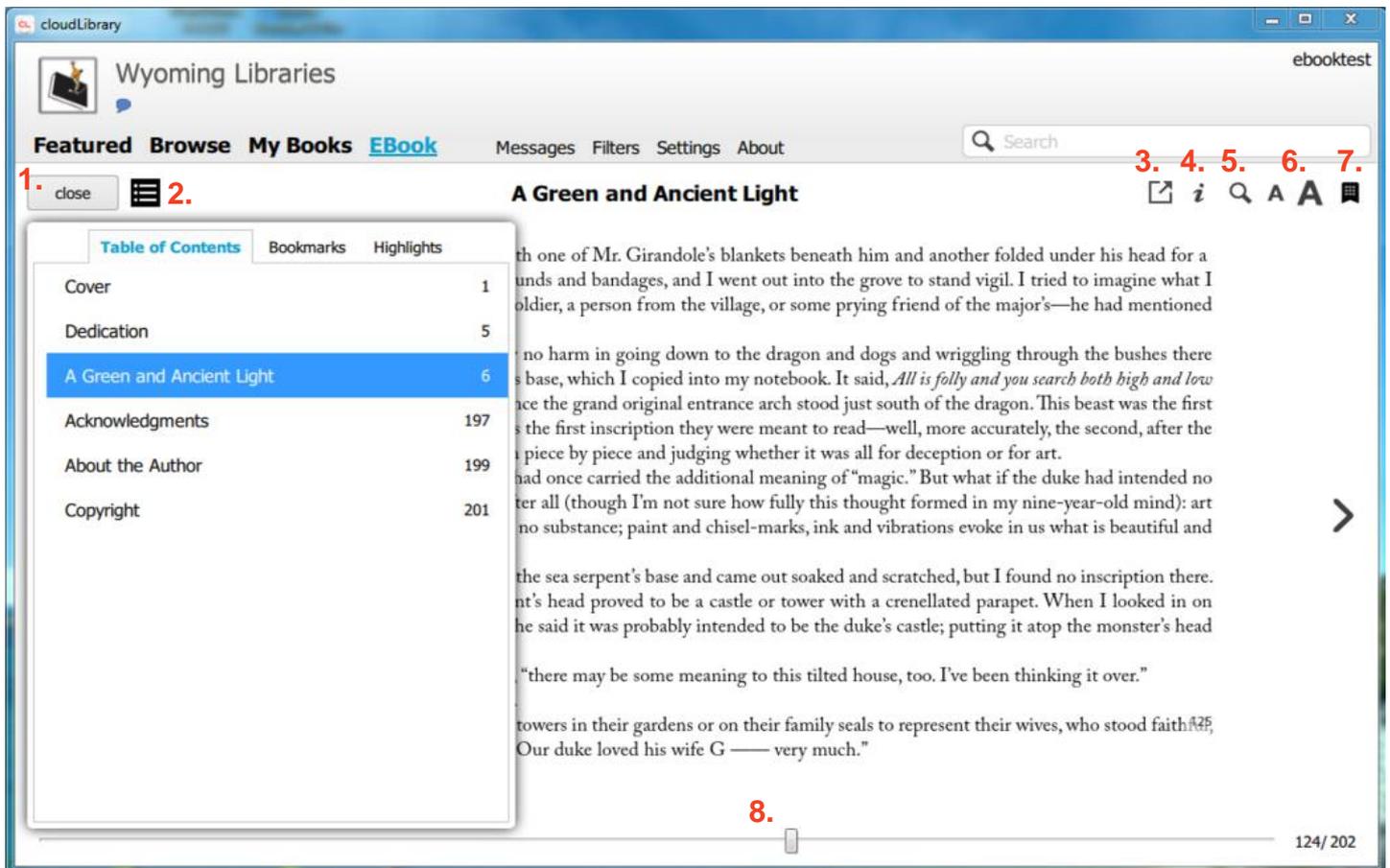The 'Return' button will always ask for a confirmation:

b. The 'Continue Reading' button will always open the title in the e-reader application. See more on the e-reader in the following pages.

c. The Star Rating is for you to rate how you feel about the title, and underneath smaller stars also show the Star Rating of other Cloud Library users.
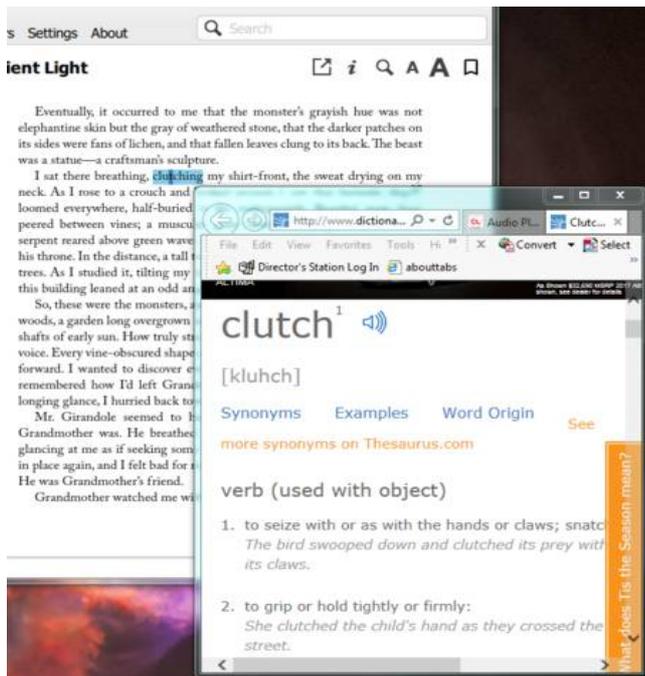
E-reader Functions and Features

Below is an example of the PC App's E-reader window. Take a tour of the functions and features numbered **1-8** below.

1. The 'close' button closes the current book and returns you to 'My Books' area.

2. The Menu [icon] opens a window with three tabs that allow you to access the Table of Contents, your saved Bookmarks, and your saved Highlights.

3. The New Window [icon] icon will open the current book in a new web browser window. The web browser e-reader must be connected to the internet for continuous reading.

4. The *i* icon stands for 'information' about the current book. It opens the same window as clicking on the book cover.

5. The 'search' [icon] icon allows you to search for a word or text within the book.

6. The two Font Size A A icons increase or decrease font size of the text.

7. The Bookmark [icon] icon allows you to place a bookmark on the current page you are reading and add a custom name or note.

8. The Scroll Bar along the bottom allows you to jump to different sections of the book and see your progress.
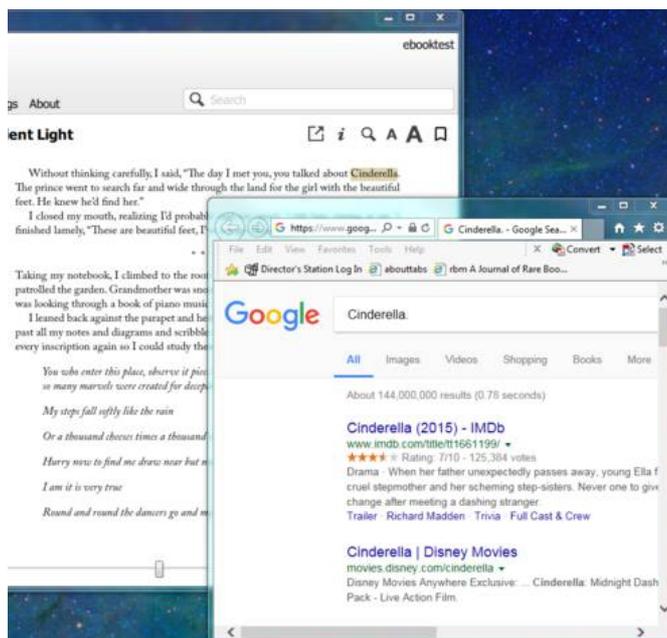
See the following page for more Features the e-reader has available!

Extra E-reader Features

In the e-reader, you can double click on any word or phrase in your current book and a set of options will drop down:

   - You can choose 'Look up in Dictionary' and a new browser window will open with the word and it's definition on dictionary.com

   - Or you can choose 'Search on Google' and the browser will pop open with your term's Google search results.

Audiobook Features

The Audiobooks that you check out will display in the 'My'Books' window next to your other check-outs.

   - The Audiobook Player will open in a new browser window, as Google and the Dictionary do, or as a new tab in the browser.

   - The controls include Play, Pause, Skip Forward and Back, as well as Bookmarks, Track list, and a Volume control.

   - Progress Bars show your place in the Track and in the Book, and time remaining.