

# Quick Start Guide for SimplyE

## Installing the App & Logging In

Search the Google Play or Apple App Store for “SimplyE.” To begin using the app, open it and log in with your full library card number and PIN.

## How to Log In with Your Library Card

### Apple iOS Devices

1. Tap the Settings tab at the bottom right of the screen
2. Tap Accounts
3. Select your library
4. Tap and enter your barcode number or your username
5. Tap the PIN field and enter your PIN
6. Tap Catalog tab at the bottom left of the screen to start browsing and searching for e-books

### Android Devices

1. Tap Menu on the Upper Left of the screen
2. Tap Manage Accounts
3. Tap Accounts
4. Tap the relevant library you wish to log into
5. Tap Log In
6. Enter your library card number and pin
7. Tap Log In
8. Tap Accounts in the top left corner until you see Settings then tap Catalog to start browsing for e-books

## Searching & Browsing

To browse titles: Tap Catalog at the bottom of the screen, which will display titles in various categories. Swipe from left to right to view the popular and available books in each category (tap the category titles or More... to view all books in a category). To search for a specific author or title: Tap the search icon in the upper right corner and enter the author or book name. Tap the cover of any book to read its description, or download or reserve it.

## Sorting & Filtering Results

When viewing all books in a category, you can sort by Author, Availability, or Collection. You can also sort books in the My Books and Reservations tabs.

## Reading E-Books

Once a book is downloaded, tap the Read button. Turn pages by tapping on the right or left edges of the screen. Tap the center of the screen to open the navigation bar. The table of contents can be found in the upper right corner. To exit the title, tap the back arrow (<) in the upper left corner. Tap Aa to access controls for adjusting text style and size, brightness, and contrast.

## **Accessing New Holds & Borrowed E-Books**

In the Reservations and My Books screens, tap the refresh icon in the upper left corner to check for available holds and books you may have checked out from another source. E-books downloaded with another app might not be available to view in SimplyE.

## **Returning E-Books**

All borrowed digital titles are automatically returned at the end of their lending periods, so you never have to worry about late fees (exceptions include titles in the public domain, which can stay on your SimplyE bookshelf indefinitely). To return a title early: Go to My Books, tap the title and tap Return.