



Apple Books

Tom Bonanno, TVAUG Program Chairperson

Dec. 7, 2021



What we are going to talk about...



The Apple Books App User's Guide

How I use the App in Ebooks, Apple User Guides & PDF's

Live Demo of the Books App from the iPad - maybe

How to navigate the Books App

The Apple Books App from Mac View

Books App what you can do...



Buy books and audiobooks

Read books on the iPad

Listen to audiobooks books

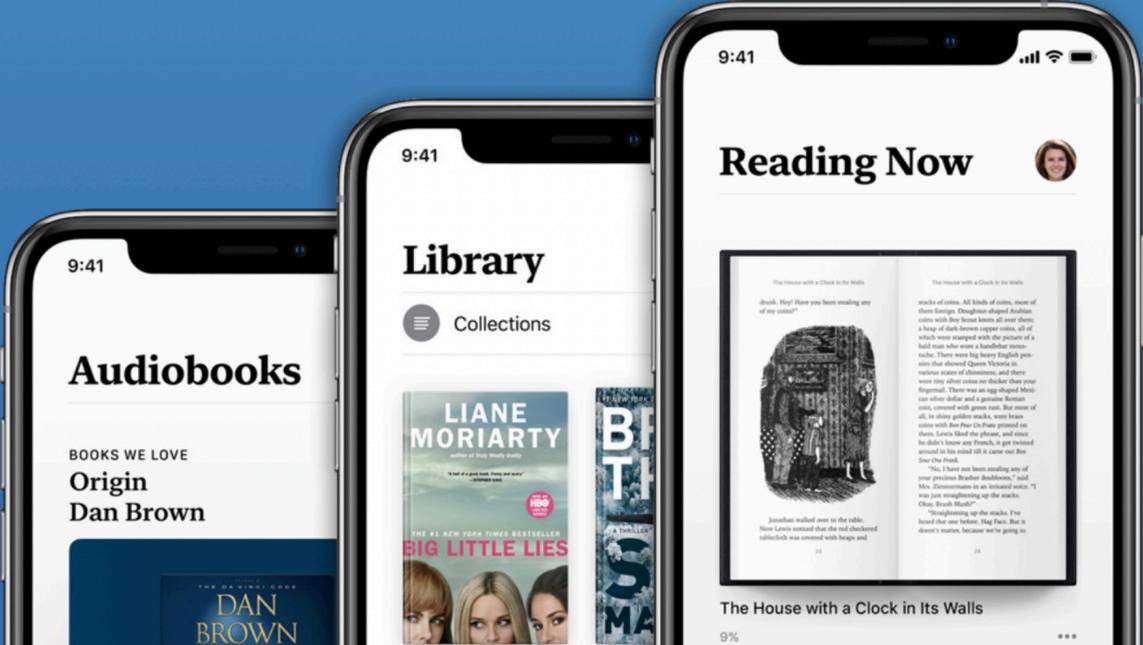
Set reading goals

Organize books

Read PDF

<https://support.apple.com/books>

Apple Books Support



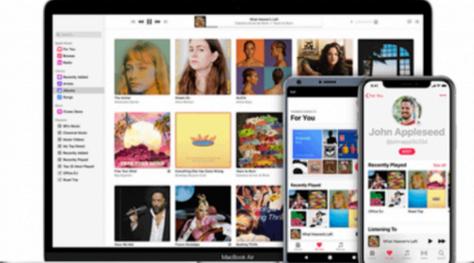
[Save and edit PDFs >](#)



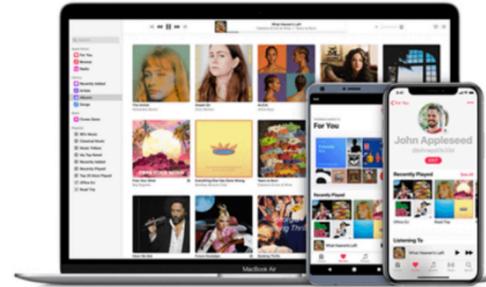
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Access to User Guides

User Guides



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Monterey Quick Start

You can read this book in any order, jumping to whatever topics interest you most. However, I recommend reading the first couple of chapters ([Take In the Scenic View](#) and [A Quick Tour of Monterey](#)) first to get an overview, and if you're upgrading to Monterey from an earlier version of macOS, you should go through the [Upgrade to Monterey](#) chapter to ensure a smooth transition.

Learn about what's new:

- Discover what you have to look forward to when you upgrade to Monterey, as well as what features were added (and removed) in the last several macOS versions. Read [Take In the Scenic View](#).
- Take a more detailed look at the new features and interface in [A Quick Tour of Monterey](#).

Upgrade your Mac to Monterey:

- Make sure your computer can run Monterey. See [Check Your Mac for Compatibility](#).
- If you're upgrading from the Monterey *beta*, read the sidebar [Upgrading from the Monterey Beta](#).
- Follow detailed, step-by-step instructions to upgrade your Mac. See [Upgrade to Monterey](#).

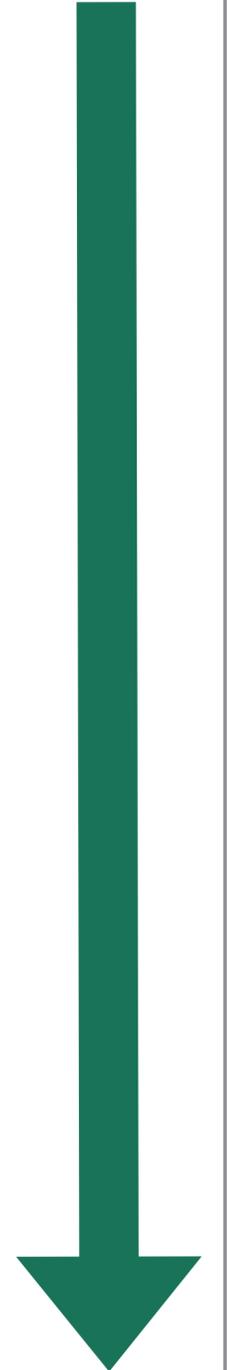
Dive in to the major new features:

- Use new audio, video, scheduling, and sharing options in FaceTime. See [Get a Little Closer with FaceTime](#).

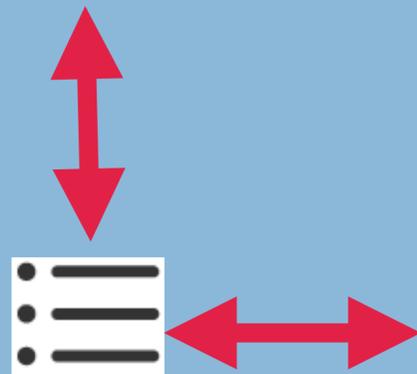
15

There are 9
Areas on this
Slide I want
To talk about

Navigating
books on
the iPad



Taping from
The previous
Slide



Take Control of Numbers (3.0)

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9:22 AM Tue Dec 7

Take Control of Numbers (3.0) Sharon Zardetto

Messages Mail Notes Reminders

Copy

Web Snapshot

Drafts Quick Capture

Edit Actions...

Read a book

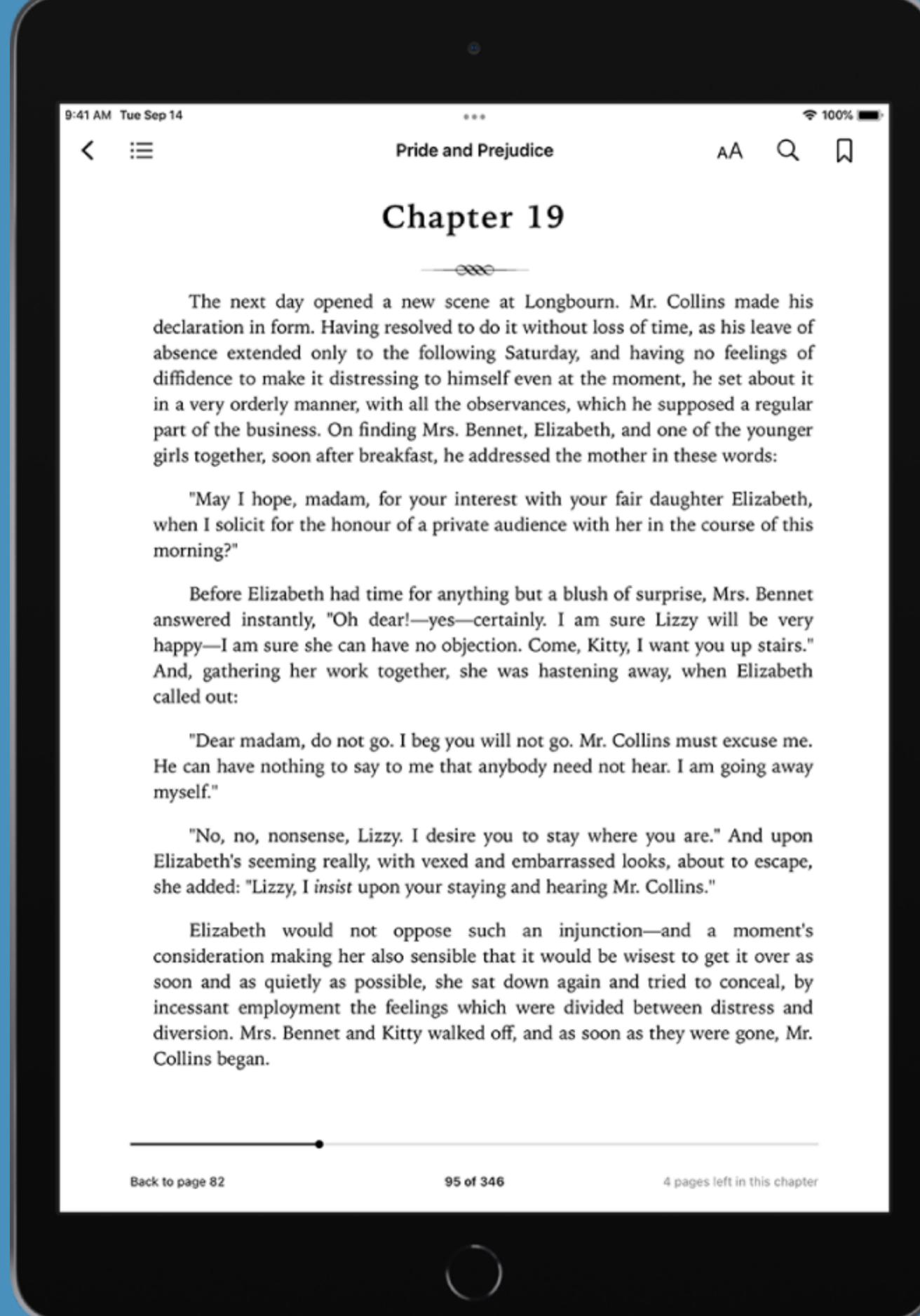
Tap Reading Now or Library, then tap a cover to open a book. Use gestures and controls to navigate as follows:

- *Turn the page:* Tap the right side of the page or swipe right to left.
 - *Go back to the previous page:* Tap the left side of the page or swipe left to right.
 - *Go to a specific page:* Tap the page and move the slider at the bottom of the screen left or right. Or, tap  and enter a page number, then tap the page number in the search results
 - *Close a book:* Tap the center of the page to show the controls, then tap .
-  Tip: Turn iPad to landscape orientation to view two pages at once.

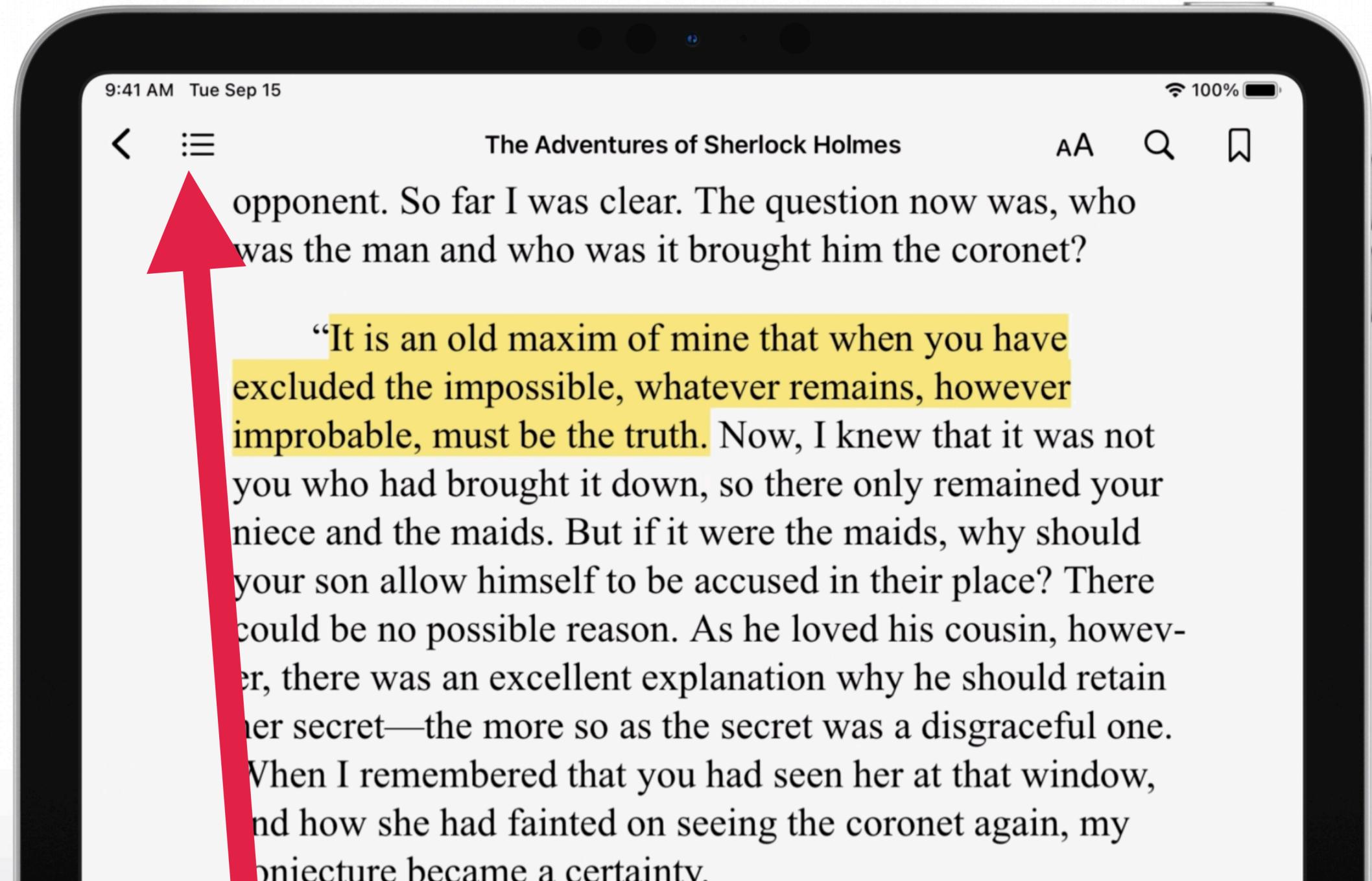


Tip: Turn iPad to **landscape** orientation to view two pages at once.

When you finish a book, personalized recommendations appear to help you discover your next read.



Apple Books



Highlights

Highlight

Touch and hold a word, then drag across the text you want to highlight. To see all of your highlights, tap , then tap Notes.



Upgrade your Mac to Monterey:

- Make sure your computer can run Monterey. See [Check Your Mac for Compatibility](#).
- If you're upgrading from the Monterey *beta*, read the sidebar [Upgrading from the Monterey Beta](#).

Other Highlights Colors

- Follow detailed, step-by-step instructions for upgrading. See [Upgrade to Monterey](#).



Dive in to the major new features:

- Use new audio, video, scheduling, and sharing options in FaceTime. See [Get a Little Closer with FaceTime](#).
- Have more fun (and be more productive) when chatting with your friends. See [Get More from Messages](#).
- Enhance your privacy and customize your browsing experience. See [Meet Safari 15](#).
- Eliminate distracting notifications when you're trying to concentrate on a task. See [Find Your Focus](#).
- Use Apple's popular iOS/iPadOS Shortcuts app, now available in macOS, to automate a wide variety of activities. See [Automate Your Mac with Shortcuts](#).
- Get directions and information about potential travel destinations. See [Find Your Way Around Maps](#).
- Uncover smaller, miscellaneous changes in both system-wide technologies ([Discover Other System Improvements](#)) and specific apps ([Explore Other App Improvements](#)).

Changing Text Size, Font, and Background

Take Control of Monterey (1.0)

Notes

- > Introduction
- > Monterey Quick Start
- > Catch Up with macOS Changes
- > Memoji Changes
- > Enjoy Slightly Improved Privacy
- > Discover Other New Maps Features
- > Window Management
- > Voice Memos
- ▼ Also by Joe Kissell

Sep 11, 2021 at 12:23 PM 400

Take Control of Apple Mail: Learn the ins and outs of Apple's email app in macOS, iOS, and iPadOS.

Add note...

Meet Safari 15

Safari 15 ships with Monterey, and is available as an optional download for Big Sur and Catalina. Although the basics of using Safari remain the same, significant (and in some cases controversial) design changes have been introduced.

If you followed Apple news sites, pundits, and commentators over the summer of 2021, you likely heard a lot of chatter about Safari's redesign, most of it negative. Apparently as a result of the criticism during beta testing of Monterey and iOS 15/iPadOS 15 (which has different but still inscrutable changes to Safari), Apple pulled back from some early design

Page 256

Background
Changes

Font
Changes

Change text and display appearance



Tap the page, tap. **AA** then do any of the following:

- *Adjust the screen brightness: Drag the slider left or right.*
- *Change the font size: Tap the large A to increase the font size or tap the small A to decrease it.*
- *Change the font: Tap Fonts to choose a different font.*
- *Change the page background color: Tap a circle.*
- *Dim the screen when it's dark: Turn on Auto-Night Theme to automatically change the page color and brightness when using Books in low-light conditions. (Not all books support Auto-Night Theme.)*

Lookup Options and Speaking a Selection

changes and made the look and feel...less bad, I suppose? But most of the opinions I've read echo my own: Apple took a design that was straightforward, functional, and well understood and made arbitrary changes that decrease usability for no apparent benefit.

Perhaps a future update to Safari will restore the old interface, or at least make the new one clearer. In the meantime, whatever you may think of the new look and feel, you should understand

Work with Tabs

Tabbed browser windows seemed like a clear yet obvious innovation when they first appeared, and now many of us routinely have dozens or even hundreds of tabs open at once.

Page 257 11 pages left

Look Up

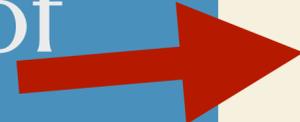
- Search Book
- Search Web...
- Search Wikipedia...

- Mail
- Messages
- Notes

- Start Speaking
- Stop Speaking

Highlight Colors

Example of making a note linked to a website for more info



- **Keyboard:** Previously, there were two tabs: Hardware and Keyboard. Now there are three:
 - *Navigation:* Select Enable **Full Keyboard Access** below that checkbox. These enable you to navigate the Dock and menu bar, and perform other actions without using mouse options for a dialog with two tabs. Appearance lets you customize the overlay that pops up on screen when you use the aforementioned shortcuts, while Commands lists all the keyboard shortcuts available in this mode. Finally, a Keyboard Preferences button takes you to System Preferences > Keyboard > Shortcuts, where you can view and adjust a wide variety of keyboard shortcuts.
 - *Hardware:* As before, this contains controls for Sticky Keys and Slow Keys.
 - *Viewer:* Like the former Accessibility Keyboard tab, this contains controls for the Accessibility Keyboard.

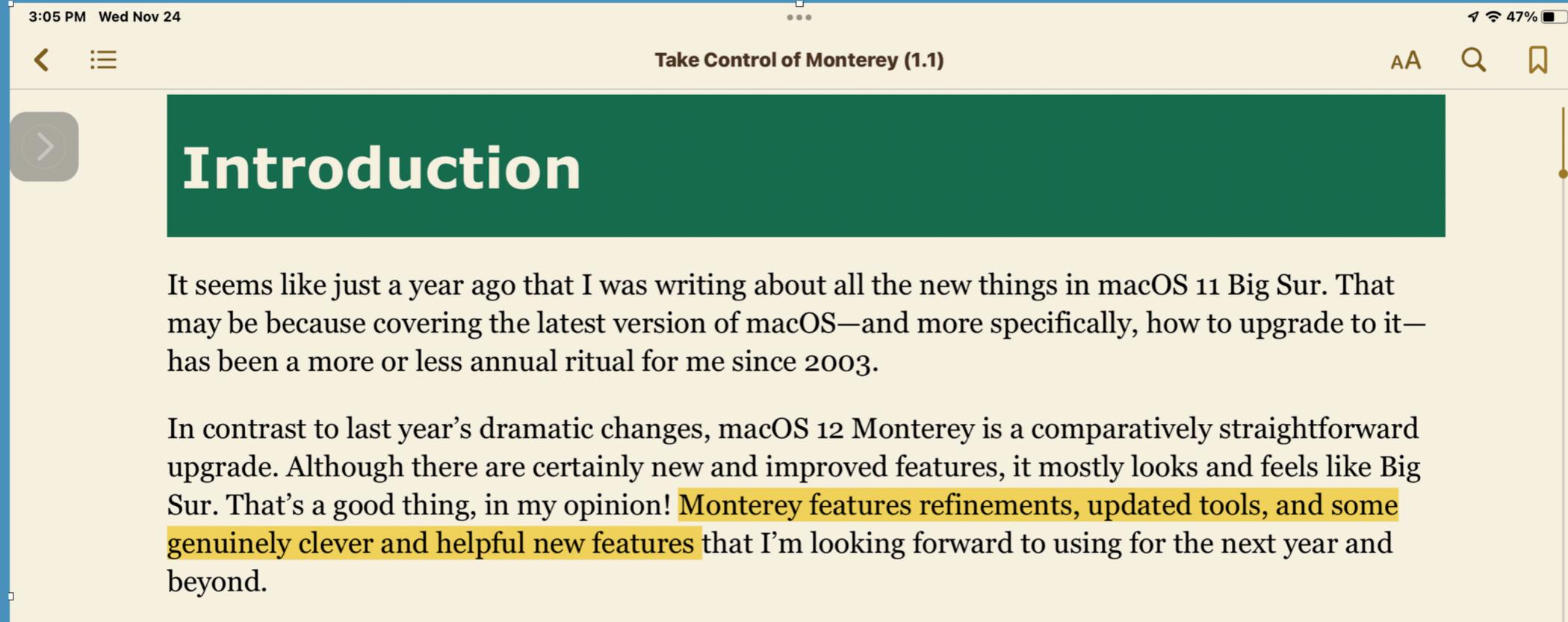
SEE macmost video...

<https://macmost.com/using-full-keyboard-access-on-your-mac.html>

The Apple ID Pane

In the iCloud category of the Apple ID pane, there are now two new options, both part of iCloud+:

- **Private Relay:** This new privacy feature helps to prevent websites and other online services from identifying your precise location and tracking you as you browse the web. Check this to enable the feature; click Options to set various parameters. I cover all the details in [iCloud+](#).
- **Hide My Email:** Building upon a feature already available on sites that support [Sign in with Apple](#), Hide My Email lets you create and manage disposable email addresses. Again, see [iCloud+](#) for more information.

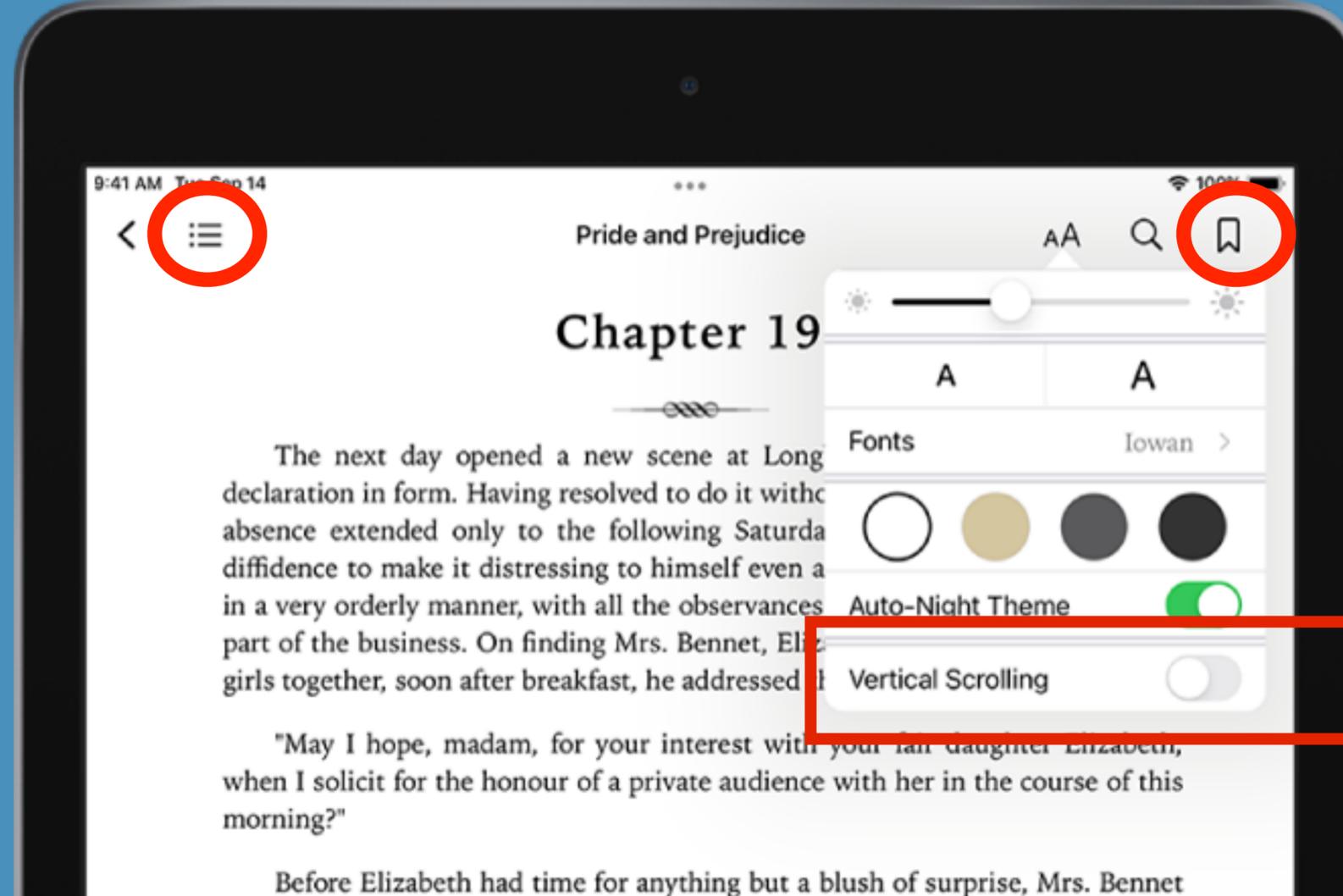


Highlight or underline text

1. Touch and hold a word, then move the grab points to adjust the selection.
2. Tap Highlight, then tap  to choose a highlight color or underline.

To remove a highlight or underline, tap the text, then tap .

To see all of your highlights, tap , then tap Notes.



Vertical Scrolling

Bookmark a page



When you close a book, your place is saved automatically—you don't need to add a bookmark. Bookmark pages you want to return to again.

Tap to add a bookmark; tap it again to remove the Bookmark.

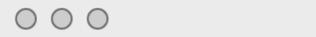
To see all your bookmarks, tap  then tap Bookmarks.



Add a note

1. Touch and hold a word, then move the grab points to adjust the selection.
2. Tap Note, then enter note text.
3. Tap the page to close the note and continue reading.

To see all of your notes, tap  then tap Notes. Swipe left on a note to delete it.



Search

Apple Books

- Reading Now
- Book Store
- Audiobook Store

Library

- All
- Want to Read
- Finished
- Books
- Audiobooks
- PDFs
- My Samples

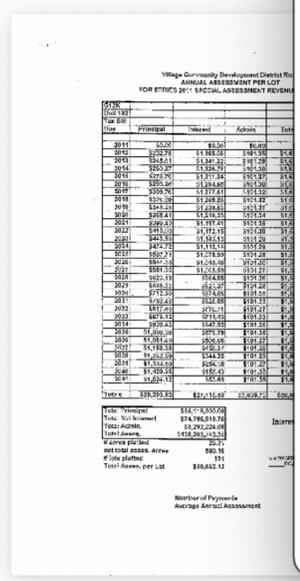
My Collections

- Take Control Books
- User Guides
- Apple User Guides
- My Books
- New Collection
- Dan's Recap Tutor...
- Recipes
- The Villages
- + New Collection



The Villages

2 PDFs



NEW

Update All

Updates



HomePod User Guide

Apple Inc.

Update



Keynote User Guide for Mac

Apple Inc.

Update



Pages User Guide for iPad

Apple Inc.

Update



iMac Essentials

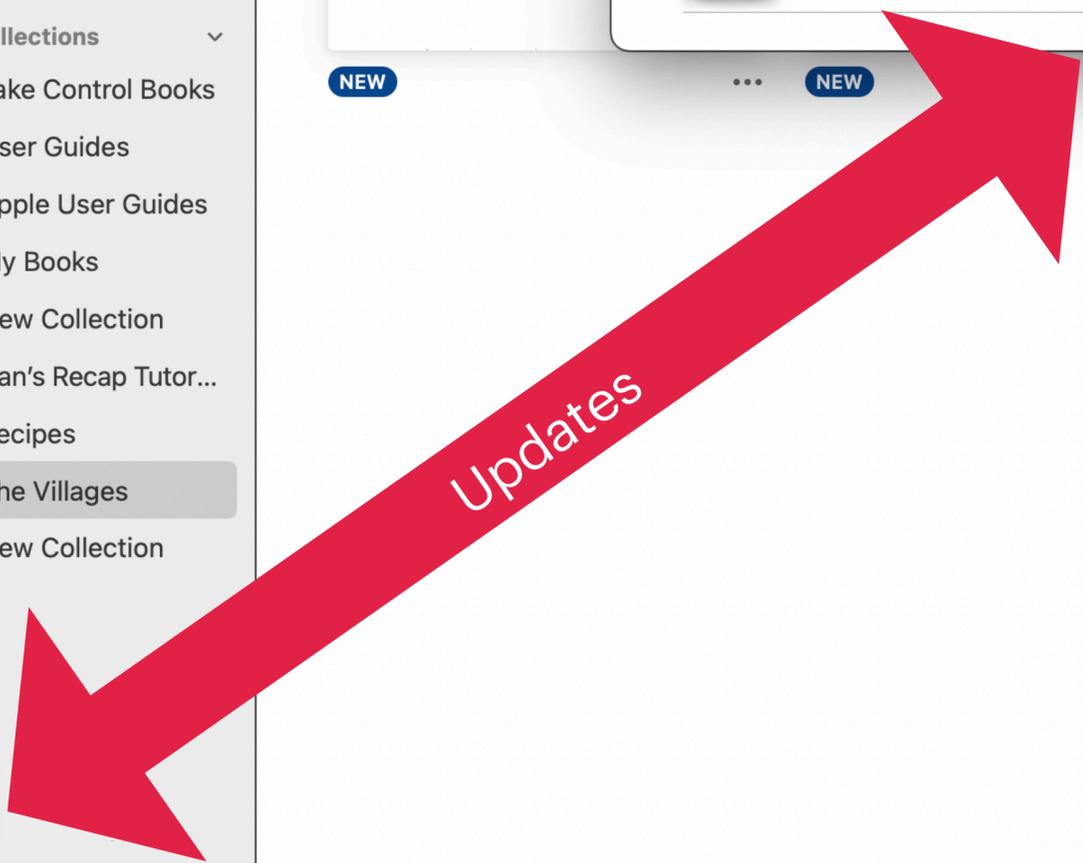
Apple Inc.

Update

NEW

The View in Books App on the Mac

for updates



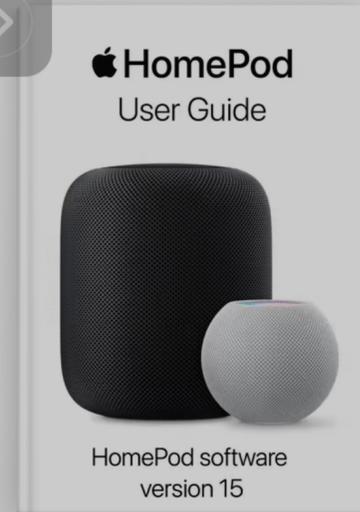
The View in Books App on the iPad

Reading Now

Current

Recent

for updates



HomePod User Guide
2%



Take Control of Monterey (1.1)
17%

Account Done

email

MY PURCHASES

- Updates
- Books
- Audiobooks

Notifications

Manage Hidden Purchases

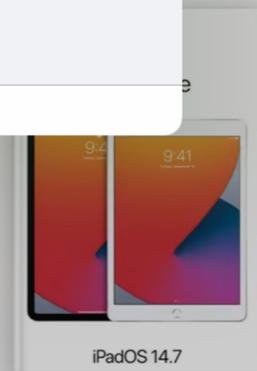
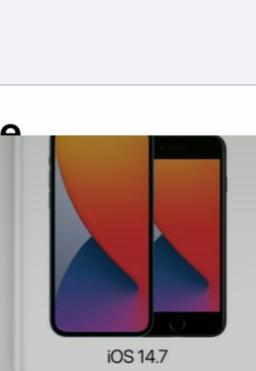
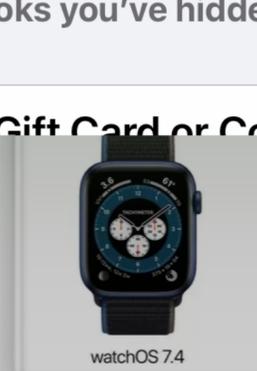
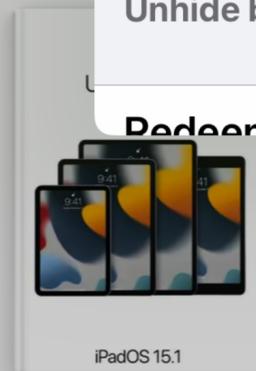
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updates

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Reading Now

The View in Books App on the iPad

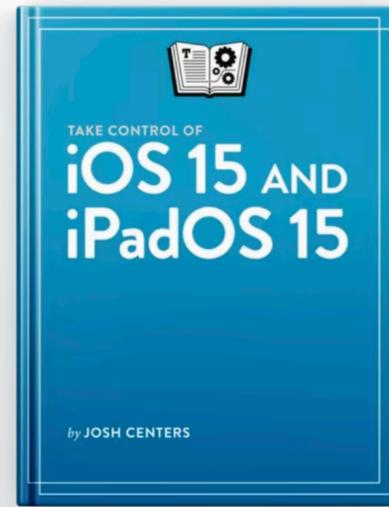
Current

Recent



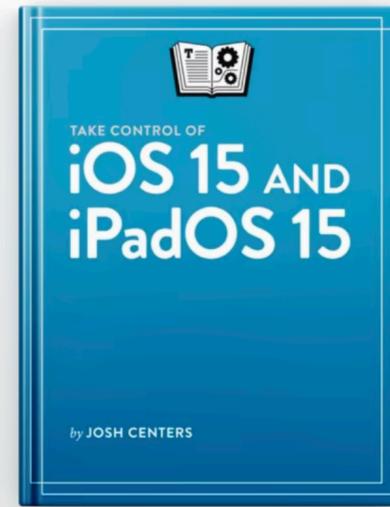
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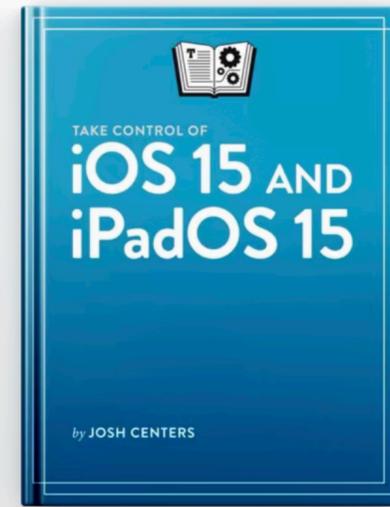
Take Control of iOS 15 and iPadOS 15...

NEW



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NEW



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Mac OS X

89%



HomePod User Guide

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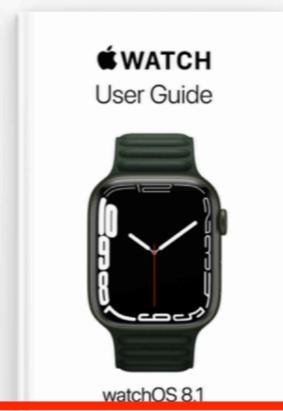
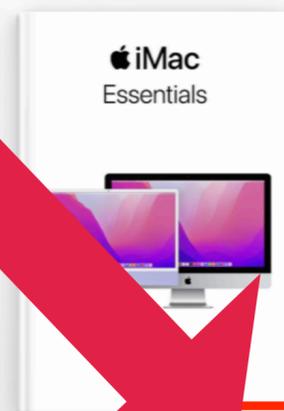


iP...

17

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The View in Books App on the iPad

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Library

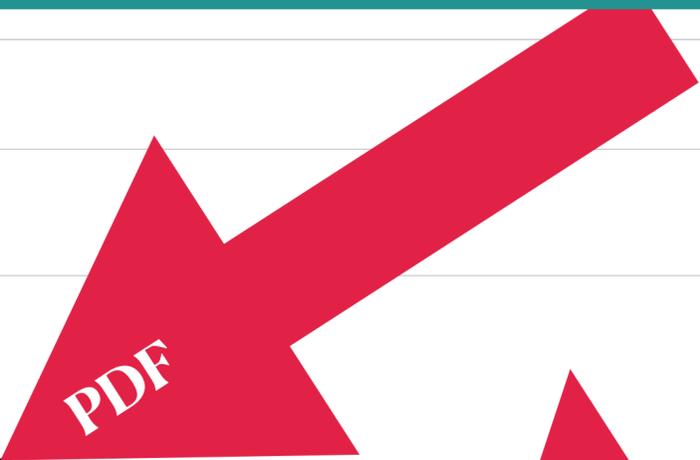
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Tony's Buying Guide
Unknown Author
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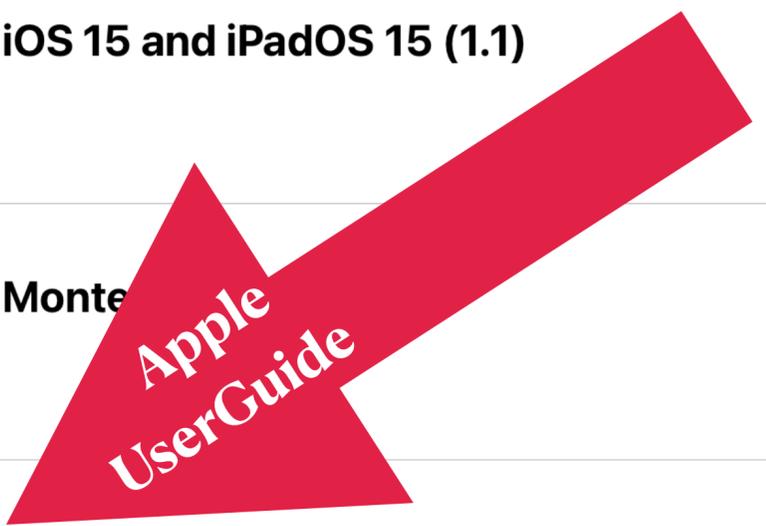
Take Control of iOS 15 and iPadOS 15 (1.2)
Josh Centers
8%



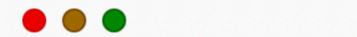
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Josh Centers
34%



Take Control of Monterey
Joe Kissell
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Apple Inc.



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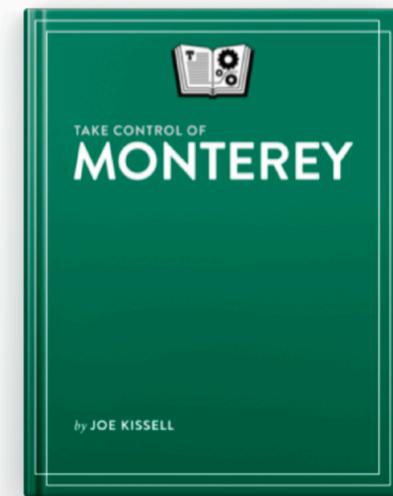
- My Books
- New Collection
- Dan's Recap Tutor...
- Apple User Guides
- Take Control Books
- Good Notes Info
- Recipes
- Email PDF's
- The Villages
- User Guides

Reading Now The View in Books App on the Mac

Today's Reading 5 minutes left

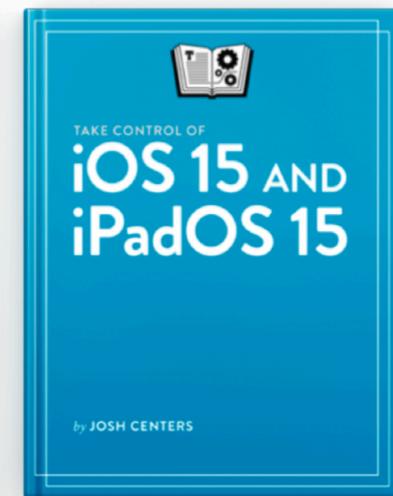
Current

Recent



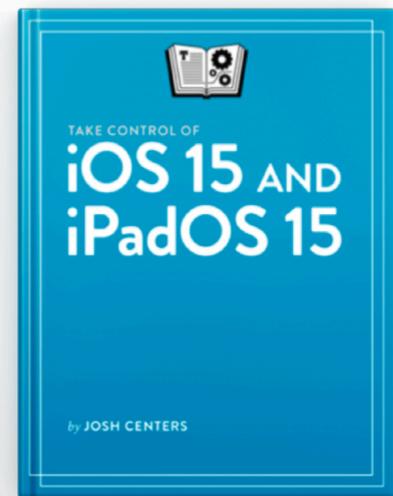
Take Control of Monterey (1.1)

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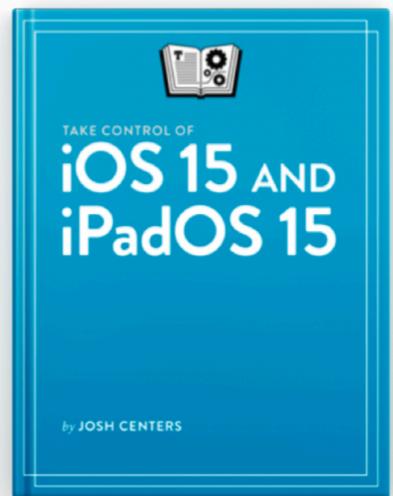
Take Control of iOS 15 and iPadOS 15 (1.0)

48%



Take Control of iOS 15 and iPadOS 15 (1.2)

NEW



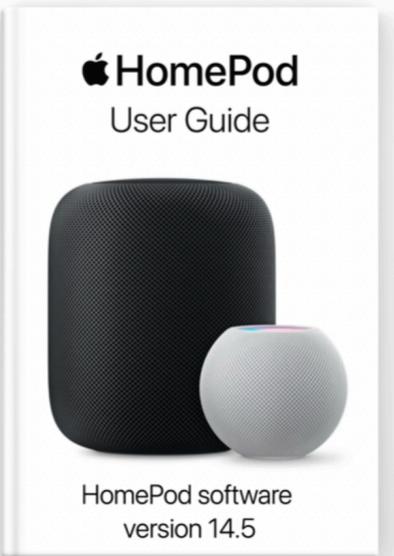
Take Control of iOS 15 and iPadOS 15 (1.1)

34%



Mac OS X

89%



HomePod User Guide

5%

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See All



FINISHED



watchOS 8.1



iPadOS 15.1

14%



watchOS 7.4

59%



iOS 14.7

15%



iPadOS 14.7

17%



June 2021



tvOS 12.3

9%

Share a selection



You can send text selections using AirDrop, Mail, or Messages, or you can add the selection to Notes. If the book is from the Book Store, a link to the book is included with the selection. (Sharing may not be available in all countries or regions.)



1. Touch and hold a word, then move the grab points to adjust the selection.
2. Tap Share, then choose a method.

You can also send a link to view the book in the Book Store. Tap a page, tap , then tap .



Access your books on all your devices



To keep your Books information updated across your iPhone, iPad, and iPod touch, sign in with the same Apple ID on each device, then do the following:

- *Sync Reading position, bookmarks, notes, and highlights: Go to Settings*  >
[your name] > iCloud, then turn on both iCloud Drive and Books.
- *Sync Reading Now, Library, and collections: Go to Settings > [your name] >*
iCloud, then turn on both iCloud Drive and Books. Then go to
Settings > Books, and turn on Reading Now.

Access your books on your Mac



To see your books, audiobooks, and PDFs on your Mac, choose

Apple menu  > System Preferences, then do one of the following:

- *macOS 10.15 or **later***: Open System Preferences, click Apple ID, select iCloud in the sidebar, then select iCloud Drive. Click Options, then select Books.
- *macOS 10.14 or **earlier***: Open System Preferences, click iCloud, then select iCloud Drive. Click Options, then select Books.

To see your collections, bookmarks, notes, and highlights on your

Mac, choose Books > Preferences, click General, then select “Sync collections, bookmarks, and highlights across devices.”

The End of Books Presentation



Dec. 7, 2021



Questions



&

Discussion

