PALM™ READER

USER GUIDE

MACINTOSH
v1

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INTRODUCTION

About Palm™ Reader

Welcome to Palm™ Reader, a program that brings electronic books to your desktop computer. With Palm Reader, you can read books in Palm Reader format and Palm Doc format. Both of these types of files end in the extension .pdb.

Who Should Use Palm Reader?

Anyone with a desktop computer can use Palm Reader. Thousands of titles are available from Palm Digital Media (www.palmdigitalmedia.com).

From within Palm Reader, you can go directly to the Palm Digital Media website by selecting Get Books from the Help menu.

System Requirements

To run Palm Reader on a Macintosh computer, you need:

- A PowerPC running Mac® OS 8.6 or later with CarbonLib 1.5 or later. If you are running Mac® OS X, Palm Reader requires version 10.1 or later. Mac® OS 10.1.5 or later is recommended.
- A hard drive with at least 11 MB of available disk space (2 MB for the application and 9 MB for this user guide)
- At least 16 MB of available memory

About this Guide

This guide gives step-by-step instructions for reading eBooks in Palm Reader. It describes the basics for working in the software, viewing an eBook, and navigating through an eBook.

This guide assumes that you are familiar with the basic operations of your computer, such as opening and saving files, and clicking and dragging. If you are not familiar with these operations, see the documentation that came with your computer.

Conventions

This guide uses the following conventions:

Single-step tasks

An arrow in the left margin identifies a single-step task. For example:

➤ From the View menu, select Full Screen.

Nonessential information

Information that is not essential to a task or to your understanding of the software is displayed in italics and preceded by the word Note. For example:

Note: To display information (such as ISBN or publisher) about an eBook you are reading, select Book Info from the View menu.

Keyboard shortcuts

In some places in the text, keyboard shortcuts are abbreviated. For example, the following abbreviation calls for you to hold down the Command key and press the letter f:

Command-f

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VIEWING EBOOKS

This chapter explains how to view eBooks using Palm Reader. It covers:

- Starting Palm Reader, this page
- Opening eBooks, page 2–2
- Changing How Text Displays, page 2–4
- Changing the Background, page 2–6
- Displaying Using the Full Screen, page 2–7

Starting Palm Reader

Palm Reader is located in the Palm Reader folder.

To start Palm Reader:

1 Open the Palm Reader folder.

2 Double click the Palm Reader icon:

Palm Reader

If you have previously used Palm Reader, it opens the last book you had open, turning to the last page you viewed.

If you have not previously used Palm Reader, you are prompted for an eBook to open. Follow steps 2 through 5 in the next section.

Opening eBooks

Palm Reader can open Palm Reader and Palm Doc files ending in the extension .pdb.

To open an eBook:

1 From the File menu, select Open.

You see the following dialog box:
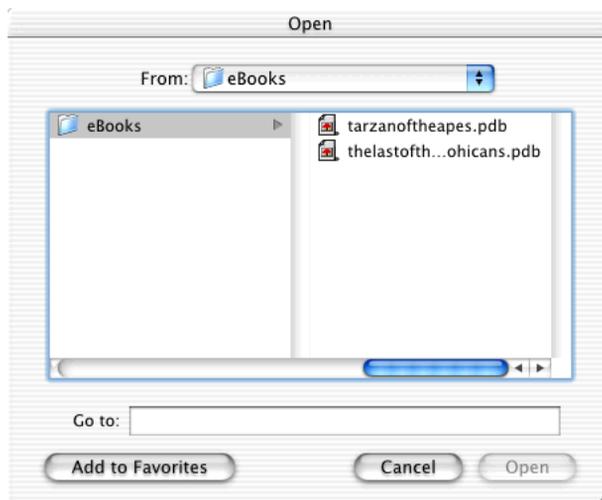
2 Locate the eBook you want to read.

If the eBook you want to open is shaded out, it is not in a format that Palm Reader can open.

3 Select the eBook and click Open.

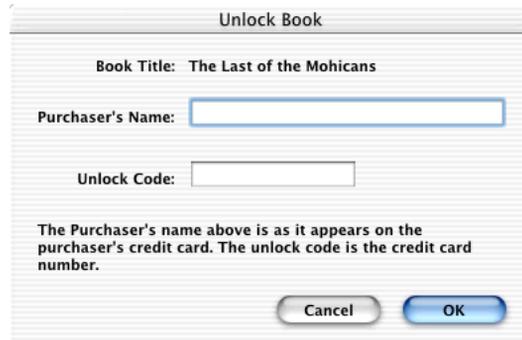If the eBook is not encrypted, Palm Reader displays it in a new window. If the eBook is encrypted, you see the following dialog box:

4 To unlock the eBook, enter the purchaser's name and unlock code (the credit card number used to purchase the eBook).

5 Click OK.

Palm Reader displays the eBook in a new window, as in the following figure:
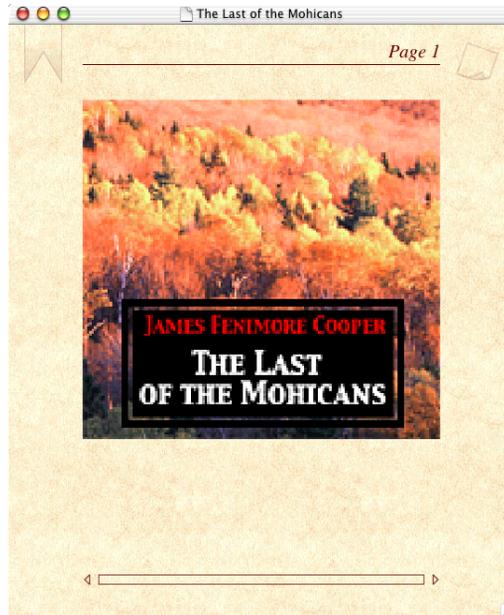
Note: To display information (such as ISBN or publisher) about an eBook you are reading, select Book Info from the View menu.

Changing How Text Displays

By default, eBooks display in Times with full justification. The default font size varies depending on the size of your screen.

You can change the font family and size to any settings available on your computer, and you can turn off full justification.

To change the font family, size, or justification:

1 From the View Menu, select View Settings.

You see the following dialog box:
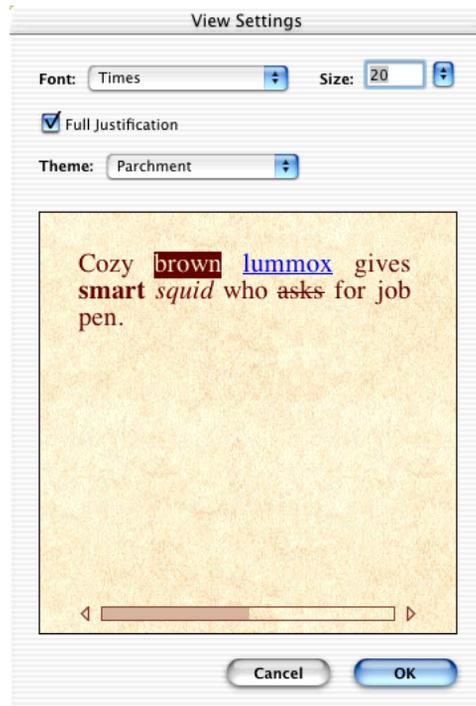
2 From the Font pop-up menu, select a font family.

The display area illustrates the styles (for example, under-lines, bold, and italic) of that font family.

3 Enter a font size in the Size field, or select a font size from the Size pop-up menu.

The display area illustrates the selected font size.

4 To turn off full justification (in other words, to have a justified left margin and a ragged right margin), uncheck the Full Justification check box.

5 Click OK.

The text of any currently open eBooks changes to reflect the new settings. Any eBooks you open will also appear with the new settings.

Changing the Background

You can choose from several different backgrounds when reading an eBook. When you start Palm Reader for the first time, the text appears brown on a golden background that resembles parchment paper. Available choices include:

- Plain (black text on a white background)
- Inverse (white text on a black background)
- Parchment (brown text on a golden background)
- Canvas (black text on a textured creamy background)
- Marble (dark blue text on a marbled gray background)
- Note Paper (black text on a white lined background)
- Legal Pad (dark blue text on a yellow lined background)
- Torn Parchment (brown text on a golden background with rough edges)

To change the background:

1 From the View menu, select View Settings.

2 Select a background from the Theme pop-up menu.

The display area illustrates how the book will appear using the new background.

3 Click OK.

The background of any currently open eBooks changes to reflect the new settings. Any eBooks you open will also appear with the new settings.

Displaying Using the Full Screen

While reading, you can choose to display only Palm Reader by using the full screen for the application. This option allows you to concentrate on your eBook, eliminating distractions from other applications.

To display Palm Reader using the full screen:

➤ From the View menu, select Full Screen.

The current eBook appears in the center of your screen, which is otherwise dark gray. You can access the menu bar by moving your cursor over the top of the screen.

To return to the normal view, select Full Screen again from the View menu or press Escape or Command-period.

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NAVIGATING THROUGH EBOOKS

This chapter explains how to move around in an eBook in Palm Reader. It describes:

- Visual Navigation Elements, this page
- Turning Pages, page 3–3
- Following Links, page 3–8
- Searching for Text, page 3–12
- Using Bookmarks, page 3–13
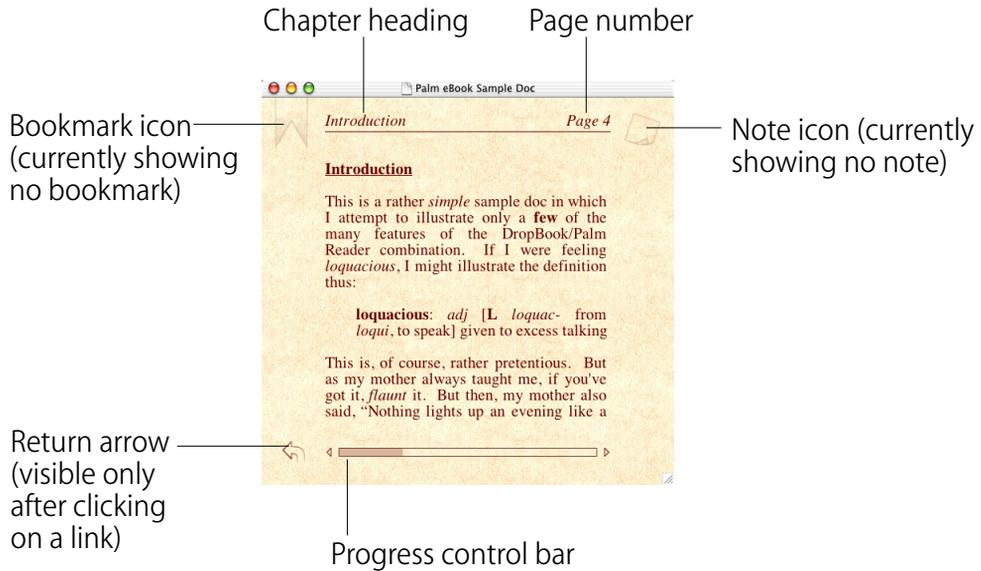- Using Notes, page 3–16

Visual Navigation Elements

Palm Reader uses several visual elements to help you find your location within an eBook:

- Chapter headings, which you can click on to move to another chapter
- Page numbers, which you can click on to move to another page
- Bookmarks, which you can add and remove (see page 3–13)
- Notes, which you can add and remove (see page 3–16)
- Progress control bar, which represents the current page position relative to the entire book. (In the following figure, for example, the current page is very near the

beginning of the book.) You can also use the progress control bar to move through the book, as discussed in the next section.

- Return arrow, which takes you back to your original location after following a link

Chapter heading   Page number

Bookmark icon (currently showing no bookmark)

Note icon (currently showing no note)

Introduction

This is a rather *simple* sample doc in which I attempt to illustrate only a **few** of the many features of the DropBook/Palm Reader combination. If I were feeling *loquacious*, I might illustrate the definition thus:

> **loquacious**: *adj* [**L** *loquac-* from *loqui*, to speak] given to excess talking

This is, of course, rather pretentious. But as my mother always taught me, if you've got it, *flaunt* it. But then, my mother also said, "Nothing lights up an evening like a

Return arrow (visible only after clicking on a link)

Progress control bar

Turning Pages

You can page through an eBook using the visual naviga-tion elements, the Navigate menu, and the keyboard. You can also click on the page by changing the preferences.

Turning Pages Using Visual Navigation Elements

You can click on the chapter heading or page number to go to another chapter or page. You can also navigate using the progress control bar at the bottom of the eBook, which shows the position of the current page in relation to the rest of the eBook. These options are sum-marized in the following table.

Navigating with the Visual Navigation Elements

To…	Do this…
Go to the beginning of a specific chapter	Click the chapter heading at the top of the page. In the Table of Contents dialog box, click the chapter and click OK.
Go to a specific page	Click the page number at the top of the page. In the Go to Page dialog box, enter the page number and click OK.
Move forward one page	Click the right arrow on the progress control bar
Move backward one page	Click the left arrow on the progress control bar
Move steadily forward through the eBook, one page at a time	Click and hold the right arrow on the progress control bar
Move steadily backward through the eBook, one page at a time	Click and hold the left arrow on the progress control bar
Jump to an approximate place in the eBook	Click inside the progress control bar where you want to move (for example, click the center of the bar to move to the middle of the eBook)
Thumb through the eBook	Click and drag the progress control bar

Turning Pages Using the Navigate Menu

You can move to specific places in the eBook using the Navigate menu, as summarized in the following table.

Navigating with the Navigate Menu

To go to…	Select this option from the Navigate menu	And then…
A specific page number	Go To Page (keyboard shortcut: Command-j) OR Click the page number heading at the top of the page	Enter the page number and click OK.
A specific chapter	Go To Chapter (keyboard short-cut: Command-d)	Select the chapter and click OK.
The first page	Go To First Page (keyboard shortcut: Command-1)	
The last page	Go To Last Page (keyboard shortcut: Command-e)	

Turning Pages Using the Keyboard

You can move around an eBook using the keyboard, as summarized in the following table.

Navigating with the Keyboard

| To go to…	Press this key
The next page	Page down OR Down arrow OR Right arrow OR Spacebar
The previous page	Page up OR Up arrow OR Left arrow
The first page	Home
The last page	End

Turning Pages by Clicking on the Page

You can configure Palm Reader so that you can move forward and backward by clicking the page.

1 From the Palm Reader menu, select Preferences.

You see a dialog box with two figures:

- The left-hand figure illustrates page turning by clicking on the top and bottom of the screen. With this option, clicking the top half of the screen pages backward, while clicking the bottom half of the screen pages forward.

- The right-hand figure illustrates page turning by clicking on the left and right sides of the screen. With this option, clicking the left hand of the screen pages backward, while clicking the right half of the screen pages forward.
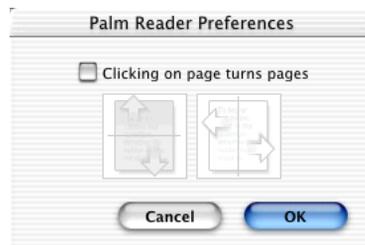
2 To enable page turning by clicking on pages, check the check box.

3 Select the page turning option you prefer:

a To turn pages by clicking the top or bottom of the screen to go backwards or forwards respectively, click the left-hand image.

b To turn pages by clicking the left or right half of the screen to go backwards or forwards respectively, click the right-hand image.

4 Click OK.

Following Links

Some eBooks use links to connect parts of a document. For example, an eBook might use a link to connect a word to its definition in a glossary, a footnote number to its text, or a word to a sidebar. A link is underlined and appears in a different color from the surrounding text. In the following figure, the word "Here" is a link.
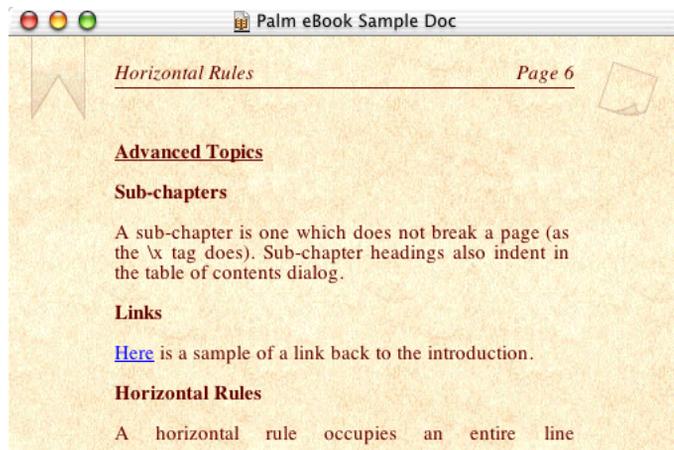
When you click on some links, Palm Reader brings you to another location in the document. For example, clicking on the link above brings you to the location in the following figure. Clicking on the back arrow returns you to the original location.
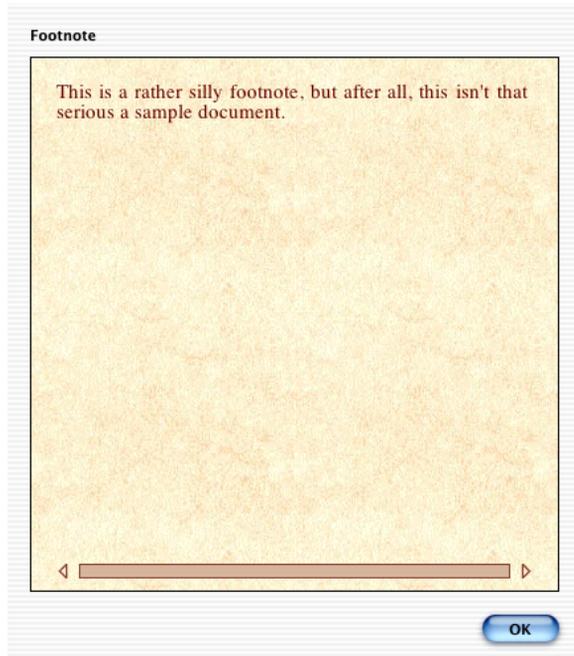
Clicking here returns you to the original location —
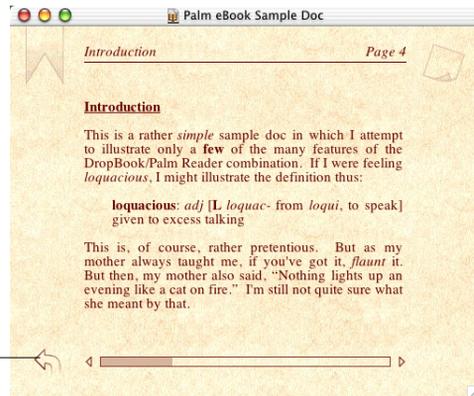
Clicking on other links (such as sidebars and footnotes) brings up a dialog box. The following figure shows two links: a footnote (indicated by [1]) and a sidebar:
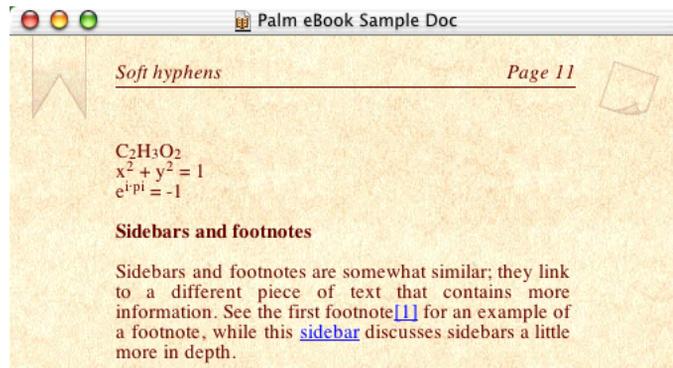
Clicking on the footnote link brings up the following dialog box, which contains the text of the footnote:

Footnote

This is a rather silly footnote, but after all, this isn't that serious a sample document.

OK

Clicking on the sidebar link brings up another dialog box, which contains the text of the sidebar:
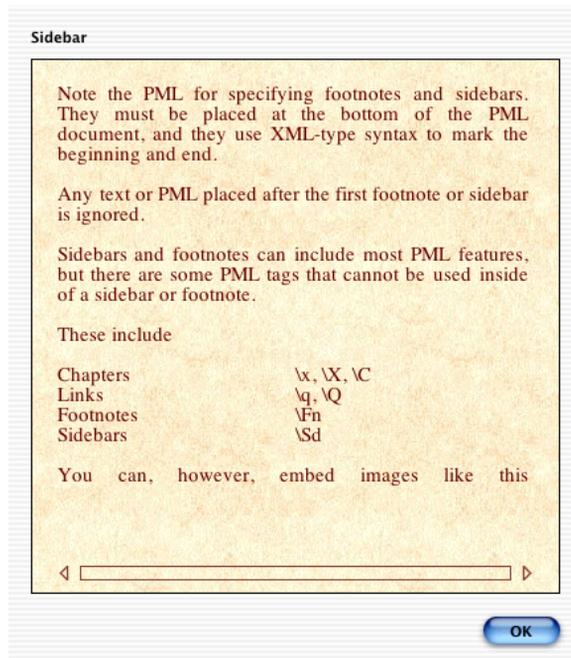
To follow a link:

➤ Click on text identified as a link (underlined and in a color different from the surrounding text).

To return to your original place in an eBook:

➤ Click on the back arrow.

Searching for Text

You can search for a word or phrase in an eBook.

To search for text:

1 From the Navigate menu, select Find.

You see the following dialog box:

Find:	
☐ Start At Current Page	
Cancel	Find Next
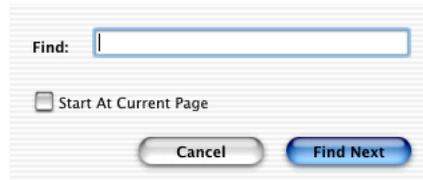
2 Enter the word or phrase to search for. You do not have to consider the case of the letters. (For example, if you search for "Metaphor", Palm Reader will find "metaphor" as well as "metaPHor".)

3 To begin searching at the current page, check the Start At Current Page check box. With this option selected, Palm Reader starts searching from the beginning of the current page instead of at the beginning of the book.

4 Click Find Next.

5 To find the same text again, select Find Next from the Navigate menu.

Note: Once Palm Reader has reached the end of an eBook, selecting Find Next starts the search from the beginning.

Using Bookmarks

As with a printed book, you can use a bookmark to save your place. You can use an unlimited number of book-marks within an eBook.

To add a bookmark:

1 Go to the page where you want to add a bookmark.
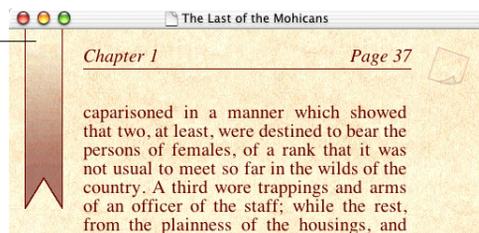
2 From the Navigate menu, select Add Bookmark.

Alternatively, you can click the bookmark icon in the upper left-hand corner of the page, shown in the follow-ing figure.
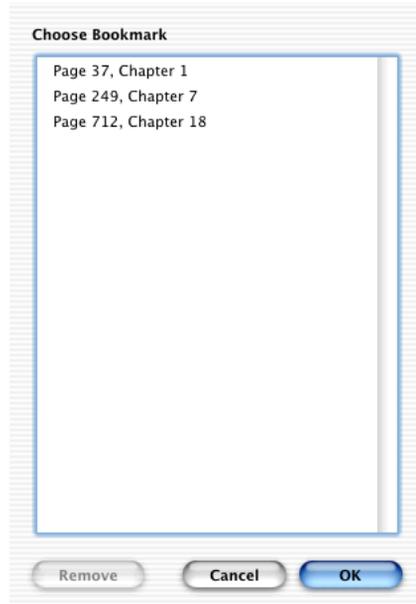
Click here to add a bookmark
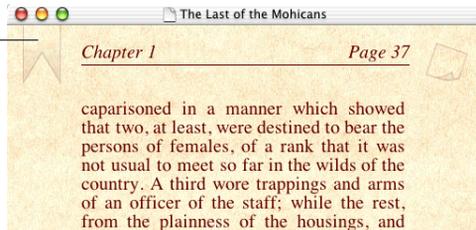
The icon extends and darkens to indicate a bookmark, as in the following figure:

The icon changes to indicate the addition of a bookmark

To go to a bookmark:

1 From the Navigate menu, select Bookmarks.

You see the following dialog box:

Choose Bookmark

Page 37, Chapter 1
Page 249, Chapter 7
Page 712, Chapter 18

Remove   Cancel   OK

2 Select the bookmark for the location of where you want to go.

3 Click OK.

Palm Reader goes to the location of the bookmark.

To remove a bookmark:

1 From the Navigate menu, select Bookmarks.

You see the following dialog box:

Choose Bookmark

Page 37, Chapter 1
Page 249, Chapter 7
Page 712, Chapter 18

Remove   Cancel   OK
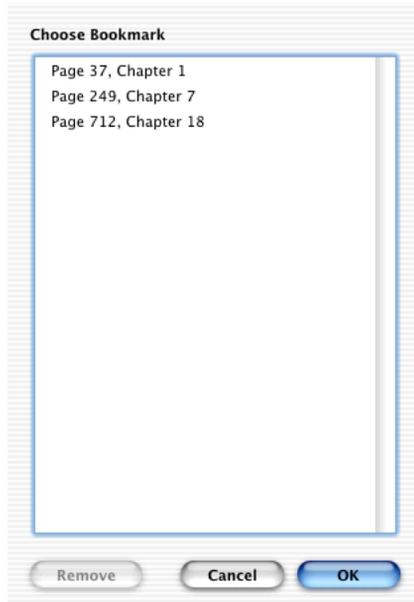
2 Select the bookmark to remove.

3 Click Remove.

4 Click OK.

The bookmark is removed.

*Note: If you are already at the location of a bookmark you want to remove, you can remove it by clicking the book-mark icon or by selecting Remove Bookmark from the Navigate menu.*

Using Notes

As you read, you can make notes and attach them to specific locations in the eBook. You can edit and delete these notes.
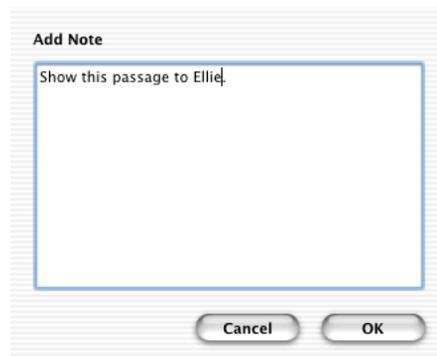
To add a note:

1 Go to the page where you want to add a note.

2 From the Navigate menu, select Add Note.

Alternatively, you can click the note icon in the upper right-hand corner of the screen, indicated in the following figure:
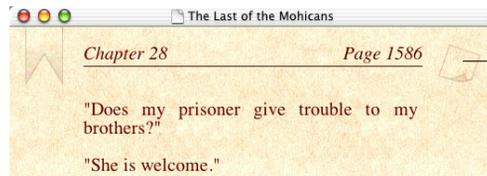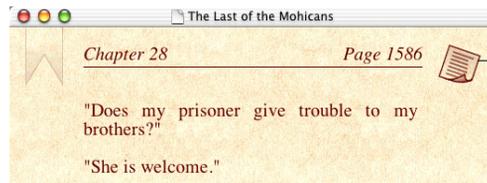

Click here to add a note

3 In the dialog box, enter the text of the note, as in the following figure.

4 Click OK.

The note is added, indicated by the darkened note icon in the upper right-hand corner of the page, as shown in the following figure:

The icon changes to indicate the addition of a note

To edit a note:

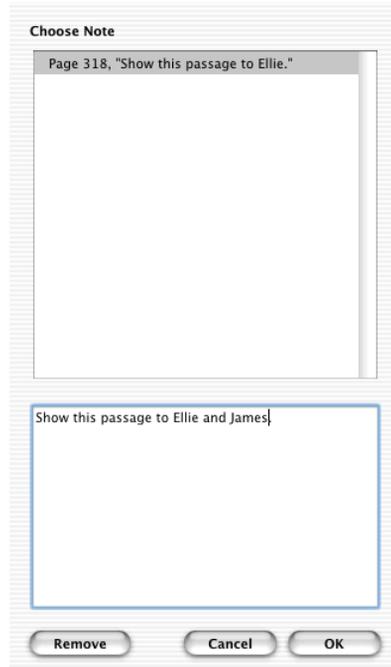**1** From the Navigate menu, select Notes.

You see a dialog box that displays a list of notes in the top portion and a blank space in the bottom portion, as in the following figure:

2 Select the note to edit.

The text of the note appears in the lower portion of the dialog box.

3 Edit the text in the lower portion of the dialog box, as in the following figure:

Choose Note

Page 318, "Show this passage to Ellie."

Show this passage to Ellie and James.

Remove   Cancel   OK

4 Click OK.

To remove a note:

1 From the Navigate menu, select Notes.

2 In the dialog box, select the Note to remove.

3 Click Remove.

4 To confirm the deletion, click OK.

5 Click OK to close the Note dialog box.

Note: If you are already at the location of a note you want to remove, you can remove it by clicking the note icon and then clicking Delete or by selecting Remove Note from the Navigate menu.

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