Bookshare and EasyReader Cheat Sheet

Step 1 - Using your device, go to the **Google Play** or **Apple** store—search **EasyReader**

Step 2 - **Download** the app to your device

Step 3 - **Sign in**

- **Student**—sign into your Dolphin account using your school email, or the login information you've been assigned by the school
- **New user/home-user**—create a Dolphin account using any email

Step 4 - **Familiarize yourself with EasyReader Buttons**

1. **Book cover -** tap to open the book
2. **Side menu -** Find a new book or newspaper to read from a library or open a clipboard text to read.
3. **Search -** Search your My Books list for a title you have already downloaded.
4. **List/Tile view -** Choose to display your My Books list as either a list or as tiles.
5. **Sort -** Sort your My Books list by title, author or most recently read.
6. **Book information -** Find information about the book, such as the title, author, format, size and a synopsis where available.

Step 5 - Sign in to Your Libraries—select the side menu button (#2 above), choose your library from the list, and enter your login credentials. Repeat this for each library of which you are a member.

Step 6 - Find and Download a Book from Bookshare—select the side menu button (#2 above), select Bookshare. You have a variety of search options available: My Reading Lists, My History, Latest, Popular, Browse by Category and Browse by Grade. Try out a few different search options and select a book. View the book information and then touch the **Download** icon. ***Note-** Students with school-access only who receive assigned books from teachers have access to only those books. They can either search for specific titles assigned to them; or if teachers have assigned books on a Bookshare Reading List, they can also find them on Dolphin's My Reading List. If students want to find and read books on their own, they can upgrade to a full Individual Membership through Bookshare.

Step 7 – Open a Book—select the side menu button (#2 from above) and then select **My Books** from menu. View the books you've downloaded and select the **Book Cover** (#1 above) to open that book. ***Note-**once you've downloaded a book to **My Books** you DO NOT need to be connected to Wi-Fi to read books from **My Books**, they are stored to your device.

Step 8 – Set Text Preferences—Select the **A Icon** in the upper right corner of the book to adjust: Text Size, Font, Margins, Line Spacing and Colors.

Step 9 – Set Audio Preferences—Select the **Speaker Icon** in the upper right corner of the book to adjust: Rate, Pitch, Volume and Pause.

Step 10 – Explore Navigation Buttons—at the bottom of the book there are buttons that enable you to: Go Back, Go to the Index, Rewind 15 second, Play, Fast Forward 15 seconds and Set the Timer.

Step 11- Set a Bookmark—While reading a book, you can set a bookmark by selecting the text or chapter heading you want to return to, once it's highlighted, select the Bookmark Icon at the upper right corner of the book. You can have as many Bookmarks as you like and can make text and voice notes for yourself referencing the Bookmark.

Step 12 – Read Tons of Books!

**Note-If students are using EasyReader at school, and they need to access the books they've been assigned by their teacher, make sure you use the same login/password to sign into their Dolphin Account when using EasyReader at home. Dolphin logins/passwords, are not necessarily the same as Bookshare logins/passwords.