

Basic Instructions for Palm Reader and Using eBooks

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WHAT ARE eBooks AND WHERE CAN I GET THEM?

?? eBooks are electronic books that are available from Palm Digital Media and other related web sites, i.e. www.palm.com, www.palmgear.com, and www.palmdigitalmedia.com. eBooks can also be found in the Mansfield Middle School Media Center; you can access them from the four computers located on the left side just as you enter the library.

HOW CAN I PUT eBooks ON MY PALM?

BEGINNER SKILLS

?? There are two ways to get eBooks:

1. The first way is by visiting various web sites offering freeware or shareware.

NOTE: Be careful when downloading - while freeware is free, shareware is not.

- a. Visit any of the aforementioned sites or go to a search engine and type in eBooks.

- b. Searches can be conducted by author, title or keyword.

NOTE: If you are looking for any book published in the 19th century or earlier, see section 2. Many classics can be found through the Mansfield Middle Intranet eBook source.

- c. Locate desired eBook and download. Remember that when downloading, you should save the file in a folder that is easy to remember and access. We suggest creating your own eBook folder in your Download directory.

- d. Once downloaded, open the Palm Desktop program. Click on **INSTALL**. You should now be viewing the Install window. Click on **ADD**. Find your desired file and click **OPEN**. You will see that file in your Install menu.

- e. With your palm in the Hot Sync cradle, begin Hot Syncing. Once this process is complete, your Install menu should be empty.

2. The second way is by using the Mansfield Middle School Intranet. MMS has approximately 300 classic novels and poetry anthologies for free viewing on your palm.

NOTE: You may not access these from outside of the school. MMS has purchased the use of these books only for students and faculty.

- a. The easiest way to access MMS's eBooks is by typing in the following address into your browser or clicking on the following link.

[File:///Y:/Intranet/Home/reads/index.htm](file:///Y:/Intranet/Home/reads/index.htm)

- b. Click on the **COMPUTER ICON** on the bottom right of the screen.

- c. Scroll to the bottom of the screen. Now you can search by title or author.

- d. Find desired eBook. Click on its link.
- e. Click on **DOWNLOAD**.
- f. Follow the same steps as mentioned above.

Getting to Know Your Palm Reader Software

I HAVE SEVERAL eBooks NOW, BUT I CAN'T FIND THEM IN WORD VIEW OR DOCUMENTS TO GO. WHERE ARE THEY?

?? You will have to view your eBooks on special software called Palm Reader. You cannot read your eBooks in Word View or Memo Pad.

WHAT IS PALM READER?

?? Palm Reader is a program that allows you to view electronic books (eBooks) on your palm. Student-palms have all been installed with the newest Palm Reader software. In contrast to other electronic reading programs for the palm, Palm Reader displays text one page at a time - similar to how you would read a paper book one page at a time.

HOW DO I USE PALM READER?

BEGINNER SKILLS

?? Palm Reader is a very easy program to use. Go to your **HOME** view, and click on the **PALM READER ICON**.

1. If this is the first time you have used Palm Reader, you will need to write in your name and password (use "classics"). Then open up the Palm Reader menu. Here you can view the titles of all the books that you have downloaded and hot synced. Click on one of your titles.
2. If this is not the first time you have used palm reader, you will open into the last page of the last eBook you were reading.

?? Palm Reader offers special features that allows for easy viewing of eBooks. On the bottom of your screen you will see a series of icons. From left to right, the icons are as follows:

1. Open book - **PALM READER MENU** - Tapping on this icon will bring up the title page with all of your downloaded eBooks. This is a valuable feature in that it allows you to switch eBooks easily and quickly.
 - ~~///~~ If you tap on **INFO** while on this screen, you will bring up the amount of memory a specific eBook occupies as well as how much memory you have free.
2. Box with the letter C - **TABLE OF CONTENTS ICON** - This feature allows you to easily and quickly maneuver through different chapters of an opened eBook. Use **GO TO** to access other chapters.
 - ~~///~~ Use either the black arrows on the right side of the screen or your two vertical buttons on the bottom of the palm to scroll through the chapters.

- ☞ If you tap on **INFO** in this feature, you are presented with the page numbers at which the highlighted chapter begins and ends.
3. Page with the folded corner - **BOOKMARK ICON**- This function serves as a way to bookmark a specific page in an eBook.
- ☞ If you tap on the bookmark icon, the marked page list will be presented. Here, you can view (Go To), add new (Add), and delete (Delete) all bookmarked pages.
- ☞ When you decide to add a new bookmark, tap on **ADD**. The palm will default the bookmark title to the page number and the title of the eBook chapter. Tap on **OK**.
- ☞ You should notice that on the top right of the eBook page, there is now a bookmark, similar to bending the corner of a page in a paper book.
- SHORTCUT: Tap on this bent corner symbol once to delete the bookmark, rather than go through the process of tapping on the Bookmark Icon and then Delete.
4. Box with the letter N - **NOTES ICON** - Similar to writing a note inside a paper book, the notation feature on the palm allows you to write a note inside an eBook. (Example: You are reading Aesop's Fables and would like to write down the moral of a fable in your own words.)
- ☞ If you tap on the notes icon, you will be presented with the Notes Page. This is where you can find a list of the different pages and eBook chapter titles where you have made a notation.
- ☞ Select **ADD** to add a new notation. Palm Reader will present a screen with the noted page number and chapter title where you wish to add a notation. A blinking cursor will appear under Note: for you to begin writing your note. When you are done, tap **DONE**.
- ☞ This will bring you back to the opened eBook. Notice that now on the bottom of the screen, next to the Notes Icon, there is an attached blank page. This means that you have successfully added a note to this page. Tap on the blank page and your note appears. Tap on the Notes Icon and you are brought back to the Notes Page, where all of your notes will be listed in order of page numbers.
- ☞ Tap **DONE** to get back to the eBook.
5. Box with the letter I - **eBOOK INFORMATION ICON** - This allows you to find out the title and the location from where you accessed the open eBook. It also tells you what page you are presently on, as well as how many pages the eBook has in total. If you want to categorize your stories, you may do so by tapping on Category and selecting desired categorization.
- NOTE: Most people wish to keep their eBooks unfiled so that they are able to view all eBooks at one time, rather than having to look through each category directory.
6. Box with clock - **CLOCK ICON** - Tapping this accesses the time as well as the battery indicator.

7. Box with arrow pointing left - **BACKWARDS ICON** - This feature is used more with documents that have links to web sites than with eBooks. If you tap on the arrow in an eBook, you will get the following message: "The Back function is not available at this time because you have not tapped on a link." The feature will let you go from an accessed link back to the document from which it came. For the most part, you will be ignoring this icon.
8. (Partially) Shaded Rectangle with a number to the right - **PAGE NUMBER ICON** - This tells you the number of the page you are presently reading. If you tap on it, you are able to maneuver through the eBook using page numbers. There are three ways you may do so:
 - ☞ Tap on the shaded region to the approximate point in the eBook you'd like to read.
 - ☞ Use the black arrows to scroll one page at a time.
 - ☞ Highlight the page number and write in your own desired number.
 - ☞ Tap **OK** whenever you are ready to go to the next desired page.

?? In order to scroll through an eBook, you may either tap the screen [depending on your page-tapping preferences (see below)] or use the two vertical scroll buttons.

MY WHOLE CLASS HAS TAKEN NOTES ON AN eBook AND I WOULD LIKE EACH STUDENT TO READ WHAT THEIR GROUP MEMBERS HAD TO SAY. CAN THEY BEAM NOTES TO EACH OTHER?

ADVANCED SKILL

- ?? Yes, students can beam notes to each other. However, in contrast to beaming documents and receiving them into either Word View or Docs to Go, notes from eBooks beam into Memo Pad.
- ?? This is the process you need to follow to beam notes.
1. In an opened eBook, tap on the **MENU ICON** (in the lower left corner below the Home icon).
 2. Under **BOOK** in the menu bar, scroll down or tap on **EXPORT NOTES**. You will see a message that says "Export Complete - All notes have been written to a memo called 'Notes - [NAME OF EBOOK].'"
 3. Tap on the **HOME ICON** and go to the **MEMO PAD** application.
 4. Open the document with the name of your book to read your notes.
 5. Now, if you want to beam your notes to someone else who has exported notes from the same eBook, you must change the name of your memo or you will overwrite their notes! To change the name of your memo, open the memo and add your initials or name to the title located on the first line of the memo. Then tap on **DONE**.
 6. Line your Palm up on the same plane as your partner's, no more than a few feet apart.
 7. With your memo still open, tap on the **MENU ICON**. Be sure that Record is highlighted and then tap on **BEAM MEMO**.

8. Your partner should accept your beam. S/He will now be able to read your notes in the open file in Memo Pad.

NOTE: Each time students add a new note and then Export Notes from Palm Reader, the person to whom they are beaming will receive ALL notes, not just the added one. Be sure to erase all notes in Memo Pad that have already been used and beamed to ensure enough free memory.

WHAT IF A STUDENT WANTS TO READ AN eBook THAT THEIR FRIEND HAS, BUT THERE IS A LONG LINE AT THE HOT SYNC STATION. IS THERE ANOTHER WAY TO ACCESS THAT eBook?

BEGINNER SKILL

- ?? Similar to beaming notes to each other, eBooks can also be beamed. This prevents long lines at the Hot Sync stations, as well as lots of whining.
- ?? In an opened eBook, select the **MENU ICON**. Be sure that **BOOK** is highlighted, and select **BEAM**.
- ?? This brings you back to your list of downloaded and hot synced books. Choose the desired book to be beamed.
- ?? Tap **BEAM**. (Follow beaming procedures as mentioned above.)

NOW THAT I KNOW HOW TO USE PALM READER, IS THERE ANY WAY I CAN CHANGE MY SETTINGS TO MAKE READING EASIER?

BEGINNER SKILLS

- ?? In an opened eBook, tap on the **MENU ICON** and go to **OPTIONS** in the menu bar. Under Options, you will notice that there are many different preferences/settings for you to set.
 - o **GENERAL PREFERENCES** - This allows you to change the audio and visual settings. Our suggestion is to check everything by clicking on the empty box to the left of the setting.
 - o **TOOLBAR PREFERENCES** - Again, this feature allows you to change the array of icons that will appear on the bottom of your screen in an opened eBook. We suggest that you definitely check off Open, Contents, Bookmarks, Notes, Book Info, and Clock.
 - o **SCREEN PREFERENCES** - This allows you to select desired screen orientation, as well as the manner in which you would like to scroll through the eBook.

NOTE: If you want the eBook to resemble a paper book, a good way is to change the screen orientation to the third option, where the screen is wider than it is tall. This is also good because your right thumb will be resting directly on top of the scroll button, making for easier and faster page turning.

o **FONT SMALL/LARGE** - Simply select one or the other to change the size of the reading font.

NOTE: If you make the font large, then your page numbers will not coincide with the page numbers of an eBook in small font. In a class discussion, it would be a good idea to have the

students all in the same size font so that you can refer to a specific page without confusion.

- **INVERT SCREEN** - This changes the background color from white to black, and lettering from black to white. It may be easier for students and faculty alike to keep the default setting of a white background and black lettering.
- **AUTO SCROLL PREFERENCES** - This allows you to select a scrolling speed for the text if you don't want to "turn a page" by scrolling manually. If you tap on One Pixel, Small Font, or Large Font, the palm will select a predetermined number of pixels to scroll by. You may also choose to write the number of pixels manually that you wish the palm to scroll by. We suggest that you select One Pixel (although you may be able to read at a speed of up to 5 or 6 pixels, the screen does become blurred with faster settings).
- **START AUTO SCROLL** - If you have selected a speed for Auto Scroll, this function allows your text to begin scrolling automatically.

NOTE: You may stop Auto Scroll at any time by tapping any part of the screen.