



3M Cloud Library Reading Apps

User's Guide

This manual provides information on using the 3M Cloud Library reading apps, which include apps for the iPhone, iPad, Android tablets and phones, and the PC.

© 3M, 2012. All rights reserved.

3M Cloud Library Reading Apps User's Guide, 78-8129-4838-4A

3M is a trademark of 3M Company.

Table of Contents

What you can do with a Cloud Library app.....	2
Where to download apps.....	2
User controls.....	2
Starting the Cloud Library application.....	3
Locating books.....	3
Checking out a book.....	4
Opening a book.....	4
Checking in a book.....	4
Transferring an e-Book from the PC App.....	4
About the wish list.....	5
A few cautions.....	5

What you can do with a Cloud Library app

Apps enable you to locate, check out, read and check in e-Books from the 3M Cloud Library.

Where to download apps

If you haven't done so already, you can locate and download the 3M Cloud Library reading app for your device from the following locations:

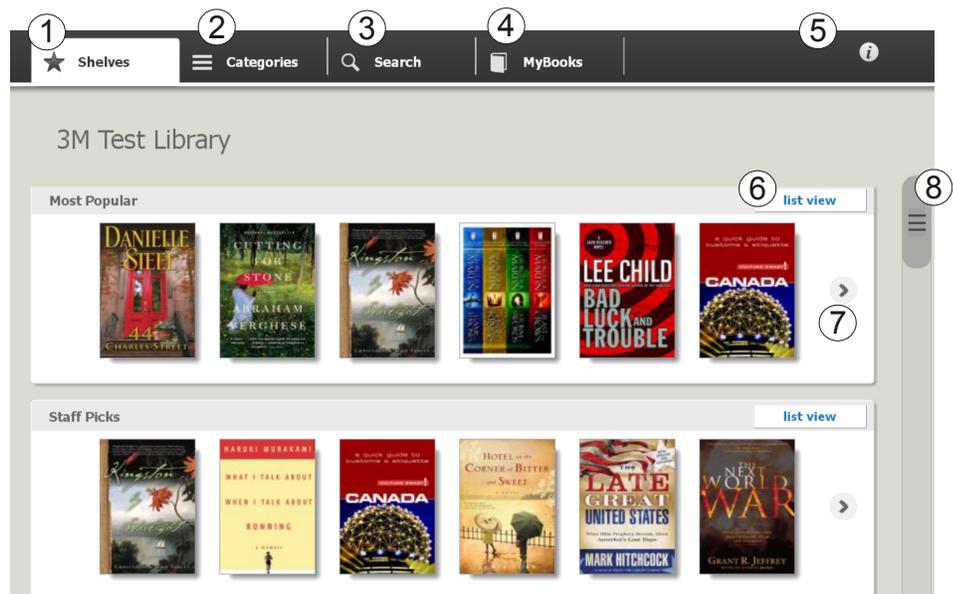
To download an App for ...	Go to ...
iPhone and iPad	App Store
Android phones and tablets	Android Market
PC	ebook.3m.com

User controls

The reading apps provide library level controls for locating material in the Cloud Library and checking books in and out. They also offer controls to facilitate reading. Both sets of controls are similar, though not identical, across reading apps. The images in this section are from the PC app. The controls depicted will provide the same functionality as in the app you are using, even if your app presents them in a slightly different way.

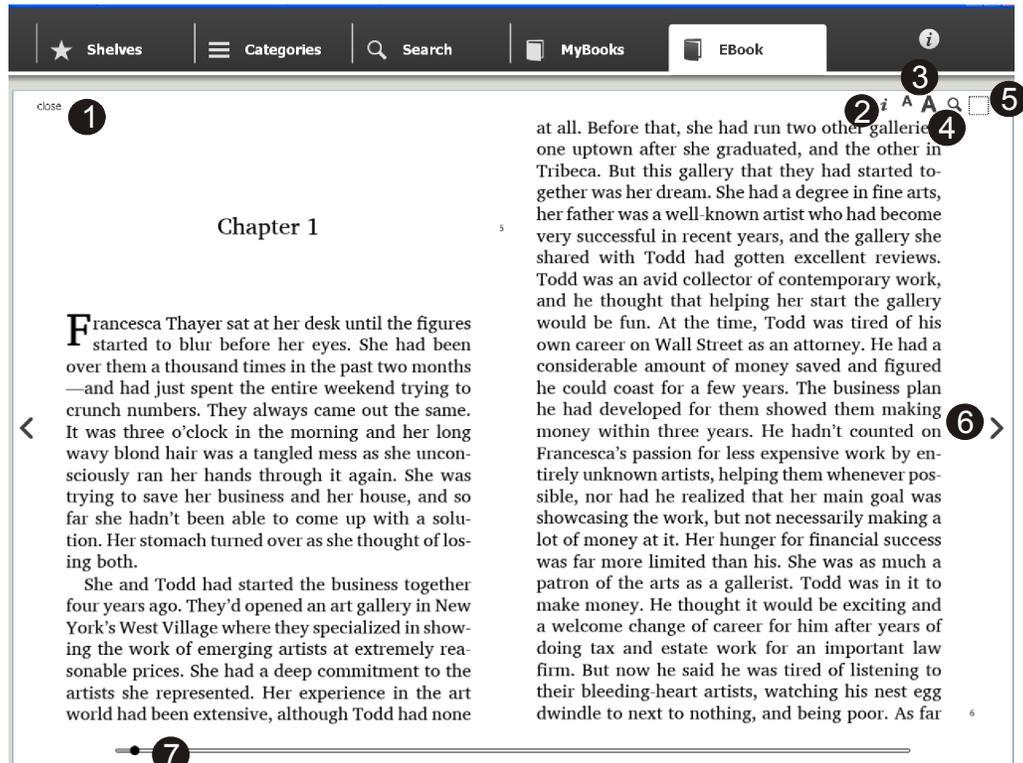
Library level controls

1. Enables browsing by library defined collections, such as “staff picks.”
2. Enables browsing by common categories, such as “computers.”
3. Text search, which includes searching by author name.
4. Provides access to your checked out books and a list of books you have on hold.
5. Provides access to help and the end user license agreement. It also enables Cloud Library feedback to 3M.
6. Provides an alternate way of browsing and checking out material.
7. Enables browsing through the list of books within a particular classification.
8. Enables scrolling across classifications.



Reading controls

1. Closes the book.
2. Provides access to a book description, table of contents, bookmarks, a list of similar books, and a **Check In** button.
3. Increases or decreases font size. Click the appropriate label multiple times to continue increasing or decreasing font size.
4. Enables a text search.
5. Places a bookmark. *Note:* Some apps display the bookmark icon nearer the right margin.
6. Pages forward in book.
7. Enables rapid paging through the book.



App Interface2

Note: To display reading controls, you may have to tap the e-Reader screen.

Starting the Cloud Library application

- From the PC application, do one of the following:
 - ◆ Select the **3MCloudLibrary PC Edition** icon from the desktop (or)
 - ◆ Select the **3MCloudLibrary PC Edition** entry from the Windows Start menu.
- From other reading devices, select the **3M Cloud Library** app.

Locating books

The 3M Cloud Library provides three ways to locate books:

- A word search, which searches for words in the book title and body, which includes the author's name.
- Browsing by shelves, which are library defined collections, categorized by some common theme, such as “staff picks,” “most popular,” and “new arrivals.”
- Browsing by common categories, such as “computers,” “religion,” and “science.”

Checking out a book

1. Start the 3M Cloud Library application.
2. Search for a book using one of the methods described in [Locating books](#) on page 3.
3. Once you locate a book that interests you, do one of the following:
 - a) Click the book.
 - b) Click **check out**.

Opening a book

1. Click **MyBooks**.
2. Click the book.

Checking in a book

Unlike traditional books, check in is not required in order to avoid a library fine. Once the loan period ends, the book is simply disabled on your reader and made available to other patrons. However, checking it in as soon as you are through is a courtesy, because it is then immediately available to another patron.

1. Access **MyBooks**.
2. Click **list view**.
3. Locate the book in the list and click **check in**.

Transferring an e-Book from the PC App

The PC app provides a function that is not available with any of the other reading apps. It enables you to transfer an e-Book to a Nook, Kobo, or Sony T1 e-Reader. If you plan to use this function, keep the following in mind:

- This function has been tested only on the devices listed above.
- The transfer will use the user credentials associated with the PC app. Consequently:
 - ◆ If the e-Reader has e-Books checked out under different credentials, these e-Books will become inaccessible. If the PC app detects this conflict, it will warn you before transferring the book.
 - ◆ Each user's credentials can be associated with up to six devices. The e-Reader to which the book is transferred will count as one of these devices.
 - ◆ Page syncing among devices will not occur, which complicates reading the same book on multiple devices. For example, if you start reading on the PC app at home and then continue reading on the Nook e-Reader on the bus ride to work, the Nook will not open the e-Book to the page you last read at home. (It will open to the last page you read on the Nook.)

Procedure

1. Check out an e-Book to the PC app.
2. Access **My Books** on the PC app.
3. Cable the e-Reader to a USB port on the PC.

When the PC app detects the e-Reader, a **download to device** button will appear at the bottom of the e-Book.

4. Click **download to device** and then respond to the prompts.
5. Disconnect the cable by doing the following:
 - a) Safely eject the device using your system's safe ejection procedures.
 - b) Disconnect the cable.

About the wish list

Your library may permit you to search for books in the 3M collection that the library has not purchased. These cannot be checked out, but you can let the library know of your desire for access to this material by putting it on your “wish list.”



A few cautions

- A regular e-reader, such as an Apple iPad or a Android device can host only one Cloud Library reader application. While multiple patrons can use this application, the Cloud Library will see this as a single user. Consequently, user books will be mingled together in the MyBooks view. And if two people read the same book, the application will open the book to the page viewed by the last user of the application.
- The PC reader application can be installed multiple times, but only if it is installed under different PC user credentials. Otherwise sharing a reader application has the same limitations as a regular e-reader.
- If you change your account profile, all the books that you have checked out will be checked in.