

3M Cloud Library Reading Apps User's Guide

Revision Date: September 2014



This manual provides information on using the 3M Cloud Library patron reading application(app), which include apps for iOS and Android devices, PCs and MACs.

What you can do with the 3M Cloud Library app

The 3M Cloud Library app enables you to locate, check out, read and check in eBooks from the 3M Cloud Library.

Where to Download apps

You can download the 3M Cloud Library apps at the ebook.3m.com website, there are links to all of the apps on the left hand side of the page. These links will bring you to the appropriate app market where patrons can download and update any of the patron apps.

Starting the 3M Cloud Library app

After you have downloaded and installed the 3M Cloud Library app click on the icon the app icon within your device or computer this will open up the app to the login screen. Then choose your state, library and enter your username and PIN/Password if required. Users will only need to login once unless they log out of the system.



*If no PIN/Password is required leave field blank.

The screenshot shows a 'Login' dialog box with a black header and a white body. In the top right corner of the header is a 'Close' button. The form contains four input fields: 'State' (a dropdown menu), 'Library' (a dropdown menu), 'Username' (a text field), and 'Password' (a text field with a placeholder that reads 'If you dont have a password, leave this field blank'). Below the password field is a red arrow pointing to a line of text: 'In order to access and use the 3M Cloud Library Services, you will be required to agree to additional [Terms of Use](#).' Another red arrow points from this text to a 'Login' button at the bottom of the form, which is highlighted with a red rectangular border.

User Controls

The reading apps provide the user the ability to controls for locating material in the Cloud Library and checking books in and out and reading access. The apps are designed to have a consistent look and feel with only minor differences between apps and devices.

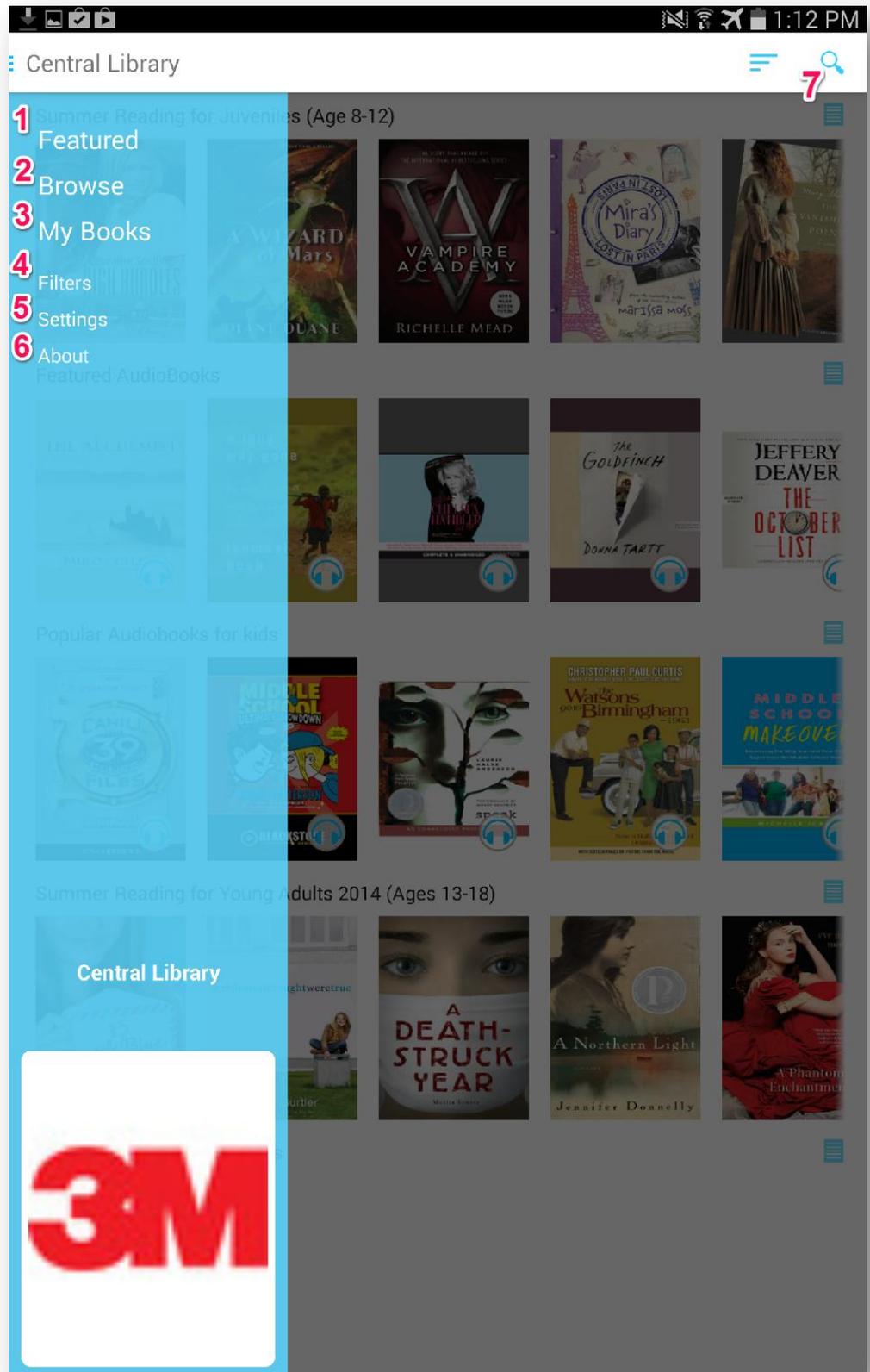
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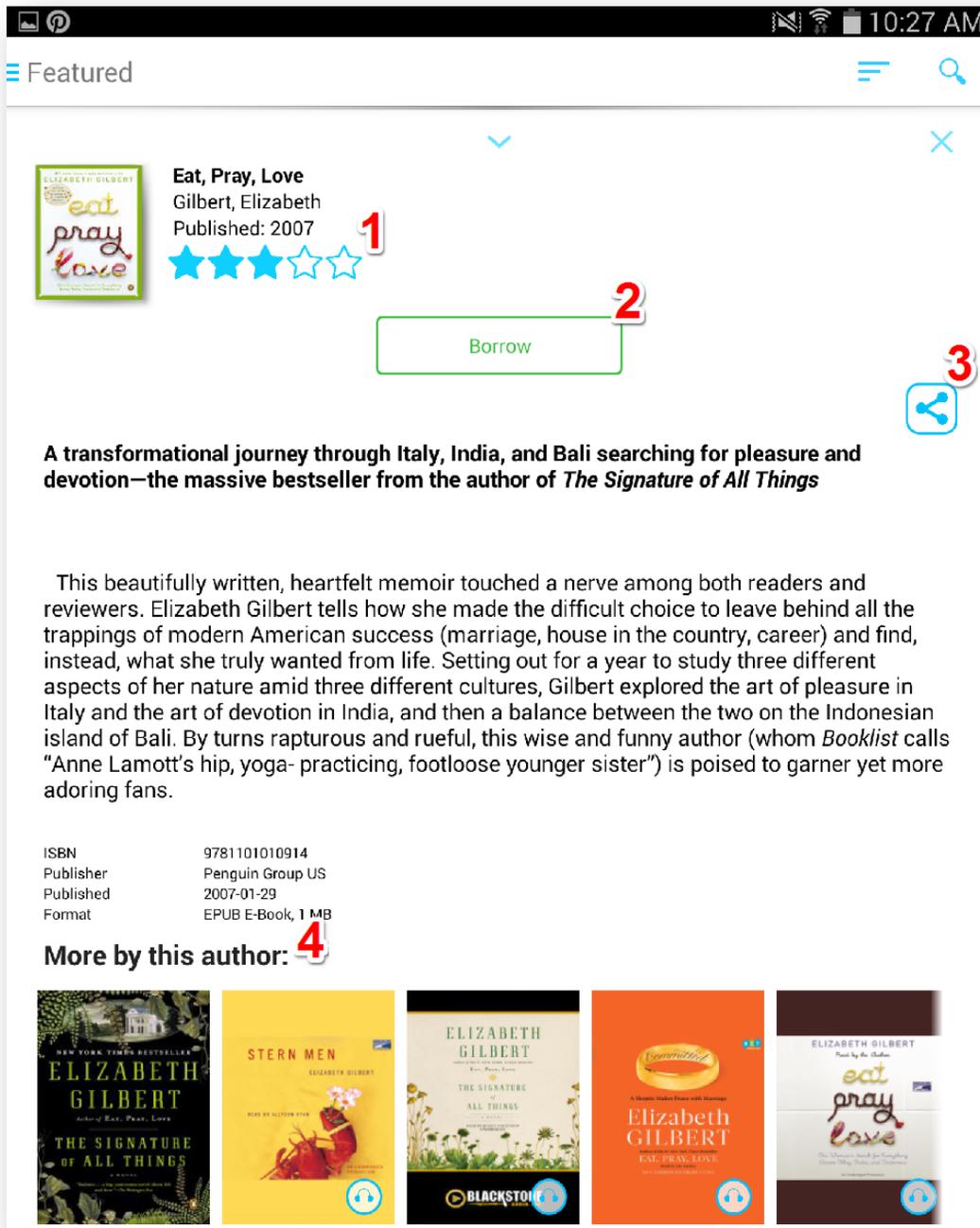
Main Menu within app

1. **“Featured”** area showcases titles highlighted by your library. Patrons can browse and borrow titles from these featured shelves.
2. **“Browse”** area allows patrons to search all of the titles available from their library and customize what categories they want to see. Patrons can also choose their “Favorite” categories for future browsing.
3. **“My Books”** tab provides access to patron’s individual titles, holds and reading history.
4. **“Filter”** area allows patron to filter out any content they do not want to see.
5. **“Settings”** button allow patrons to manage email notifications, logout, Clear Reading History and other settings.
6. **“About”** area provides more informational links to return to Library’s catalog, Support, End User License Agreement and App version.
7. **“Search”** area allows patron to search for titles using a keyword search function.



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Book Detail

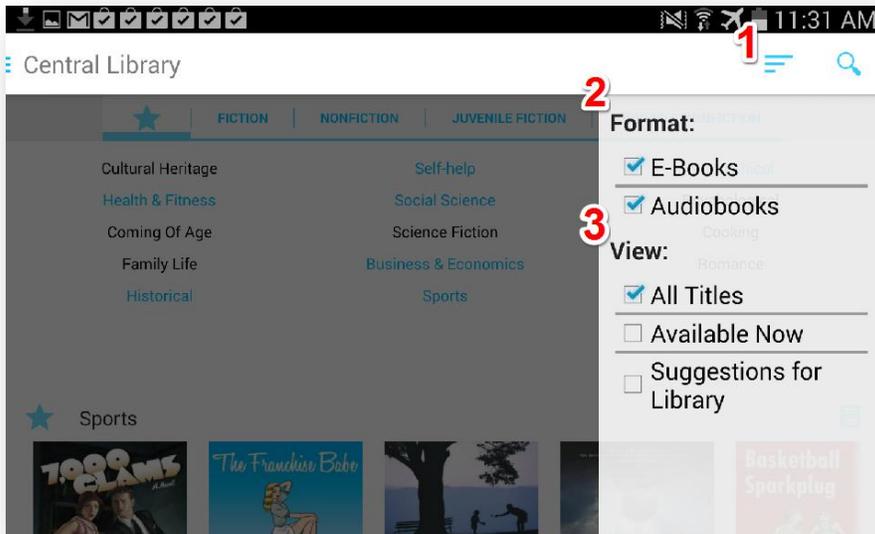
1. User generated ratings.
2. Status button show the status of the book, either available to “Borrow”, Add to HoldLiist” or “Suggest a Purchase.
3. Share this book.
4. “More by this author:” will display other books by the author of the book you are looking at.

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Filter allows patrons to filter out content they do not want to see.



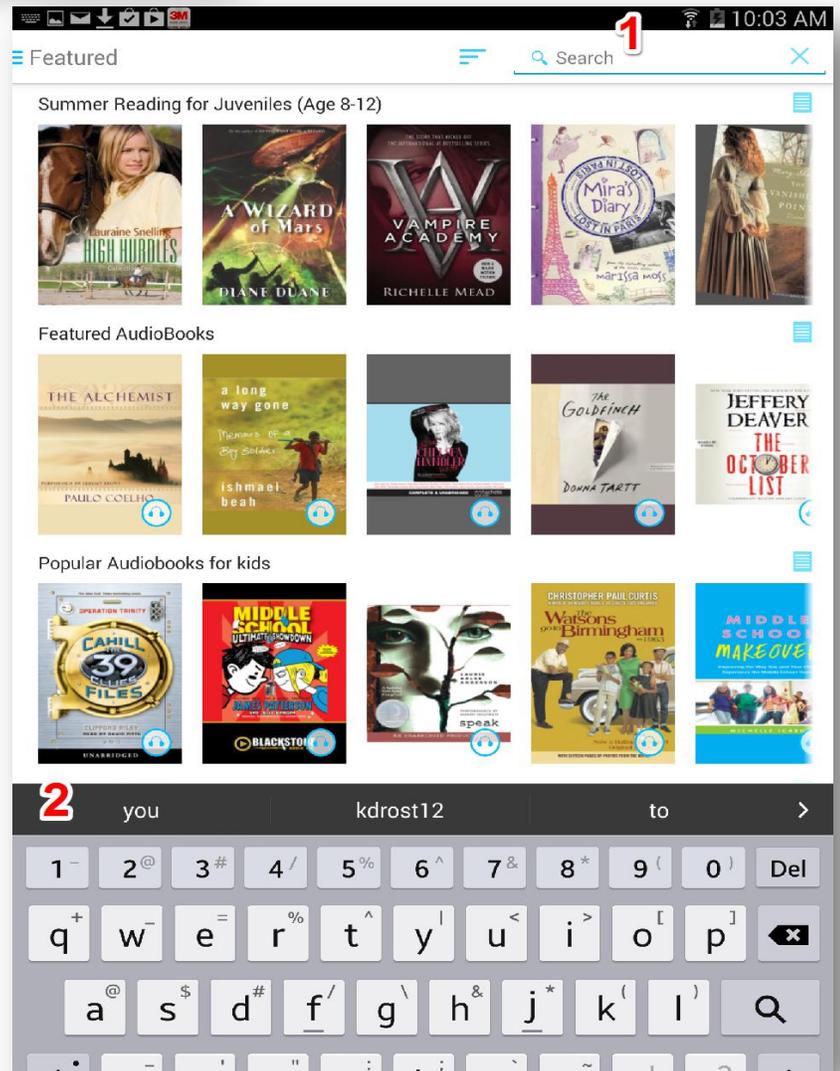
1. Filter icon at the top right of the app allows users to access the filters within the app. Swiping from right to the left of the screen will also expose the filter menu.

2. "Format" Allows users to select the format type of titles that they want to see.

3. "View" Allows users to select the status of the titles that they want to see.

Search Function

1. Search icon and field allows users to use a key word search to lookup and find content.
2. Keyboard allows users to type in the key word that they would like to run a search for. *The way this function is displayed may vary by device.



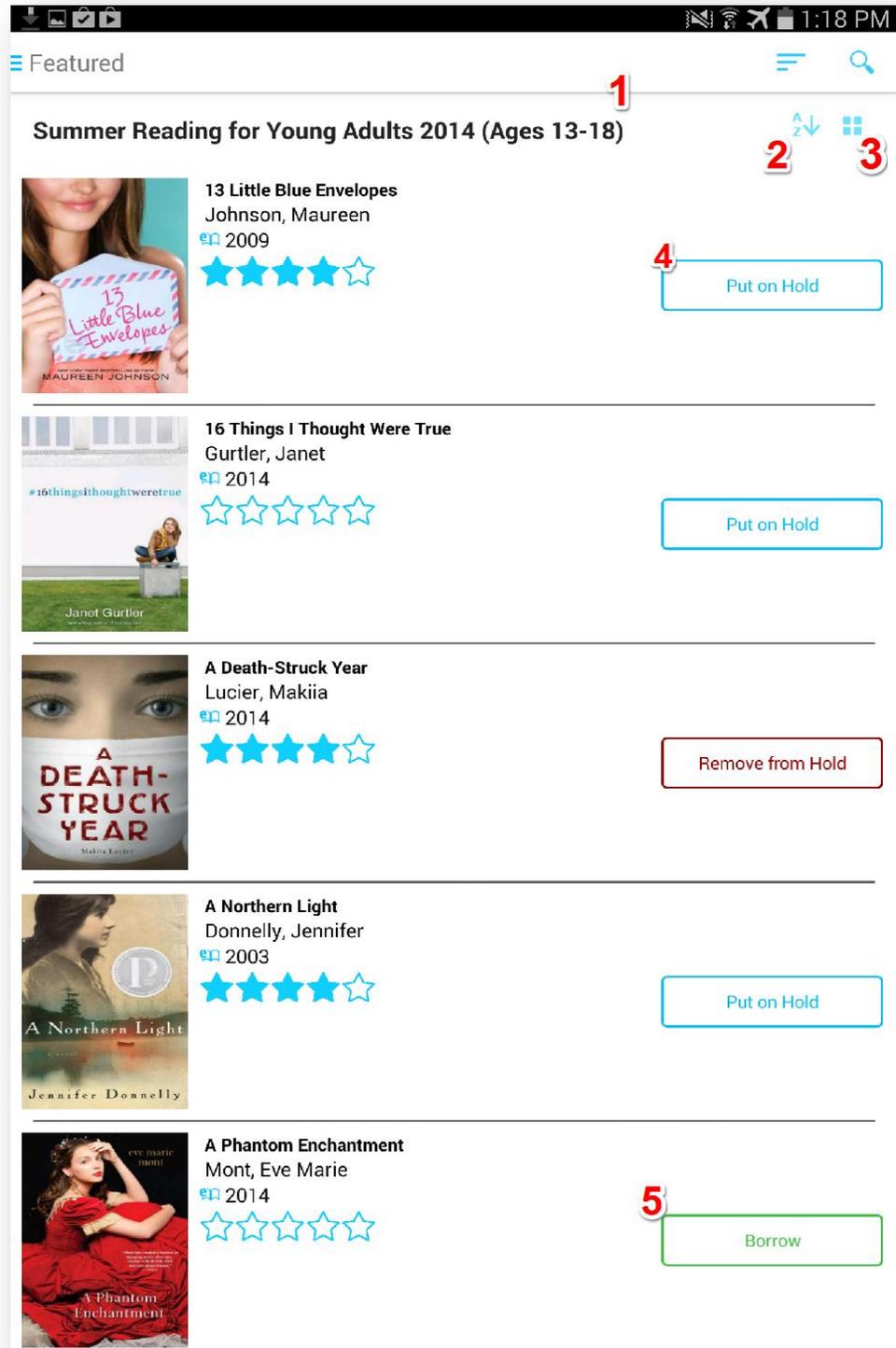
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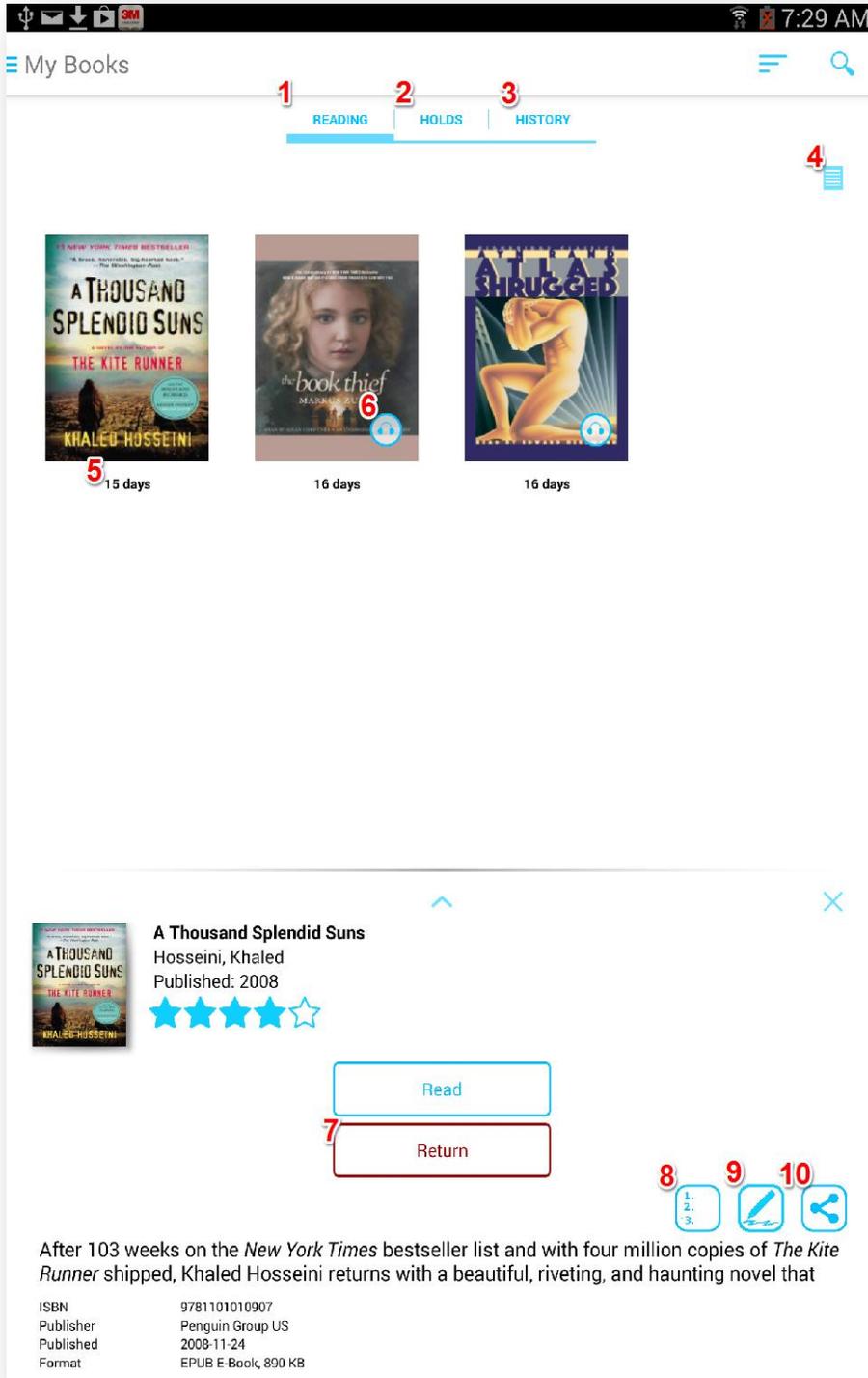
List View of Featured Shelves or Categories allows users to see all titles in that shelf or category as well as the status of each book.

1. Displays the Shelf, or Category Name the user is seeing.
2. Allows the user to sort the order in which the titles are displayed.
3. Allows users to return to the carousel view.
4. Status button of the book. This button shows that a user can place this book on hold.
5. Status button for a book that is available and read to be "Borrowed."



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My Books Area

1. **READING** displays the books you currently have checked out.
2. **HOLDS** displays the titles that you have put on hold.
3. **HISTORY** displays the users Reading History, which can be cleared at anytime.
4. **LIST VIEW** icon displays a detailed list of the books you have checked out.
5. **Days** displays the number of days the user has left to read the book.
6. **eAudiobook** Icon indicates that this is an eAudiobook.
7. **RETURN** Button Center displays any message that the library has sent and notification specific to that user's account.
8. **Table of Contents** icon allows you to jump to various chapters within the book.
9. **Notes** icon allows users to access the notes they have made within the book.
10. **Share** icon allows the user to share that they are reading the book.

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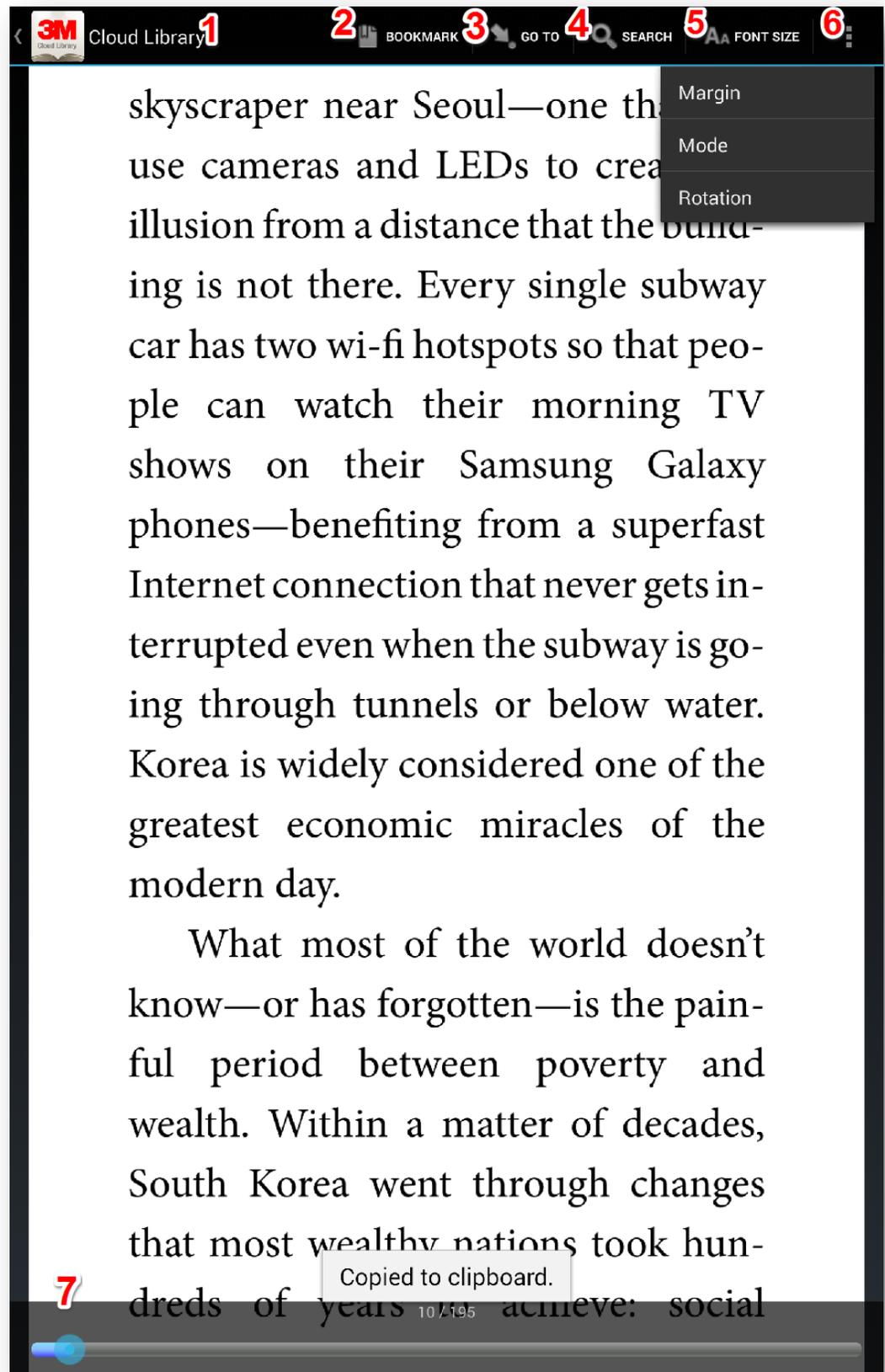
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In Book Reading

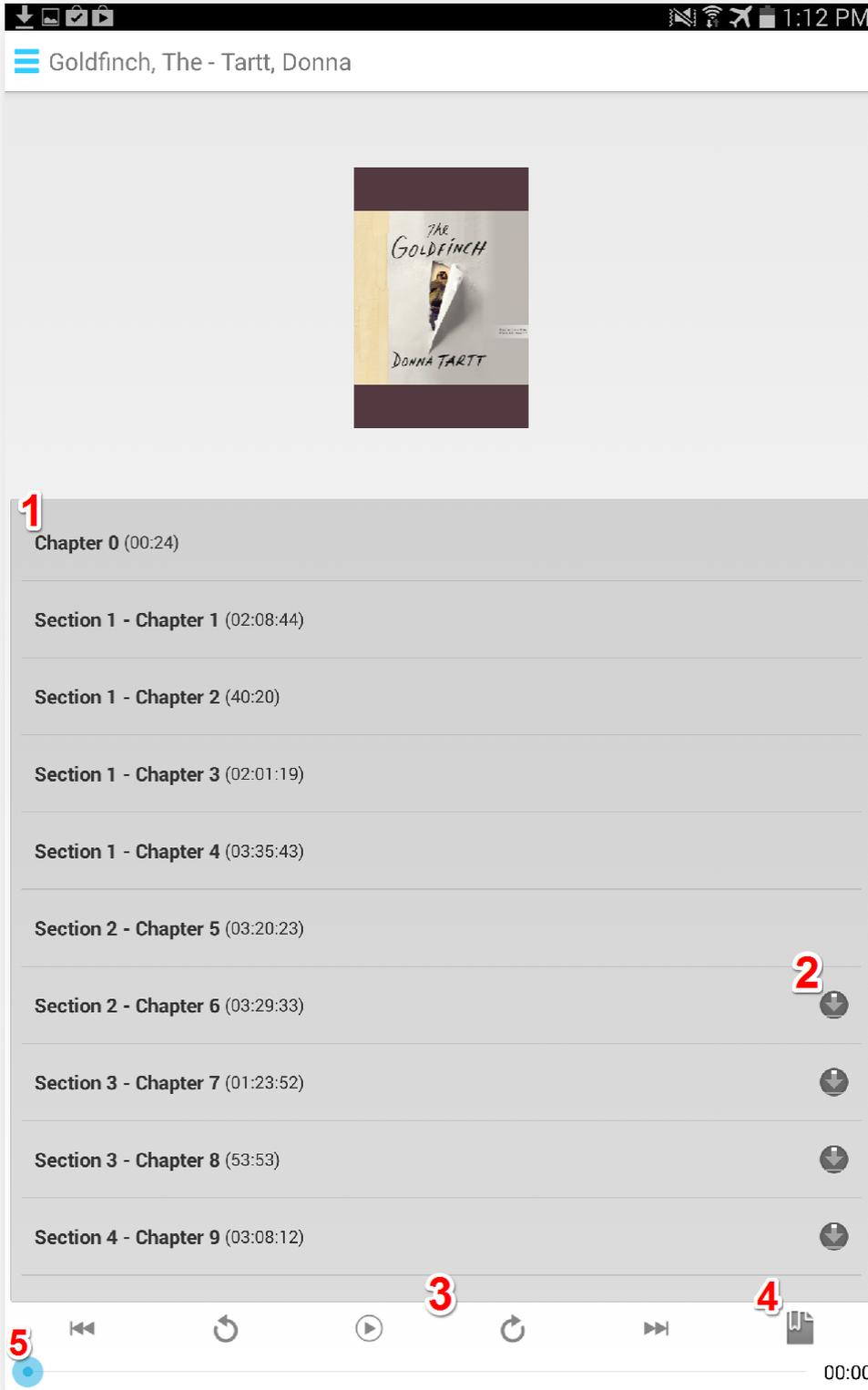
Features:eBooks

1. Close the current book you are reading and return to “My Books” tab.
2. **Bookmark** icon allows the user to create note or look up an existing note.
*These will stay with the book and sync across all devices and can be accessed as long as the user has access to the book.
3. **GO TO** icon allows users jump to different part of the book using the table of contents.
4. **SEARCH** allows users to search for a word or text within the book.
5. **FONT SIZE** Increase or decrease font size of the book's text.
6. This icon allows users to make adjustments to Margin, Mode and Rotation. These settings may vary by device.
7. **Scroll Bar** allows users to jump to different sections of the book and see their progress.



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In Book Reading Features:eAudioBooks

1. Displays the book Chapters/Section and length.
2. Icon show that the Chapter is still downloading.
3. eAudiobook play menu. Allows users to play, skip chapters or skip ahead within the book.
4. Bookmark icon allows users to add a bookmark or note within the chapter of the book. .
*These will stay with the book and sync across all devices and can be accessed as long as the user has access to the book.
5. Scroll Bar allows users to jump to different areas of the chapter and shows your progress.