

Kobo Glo

User Guide

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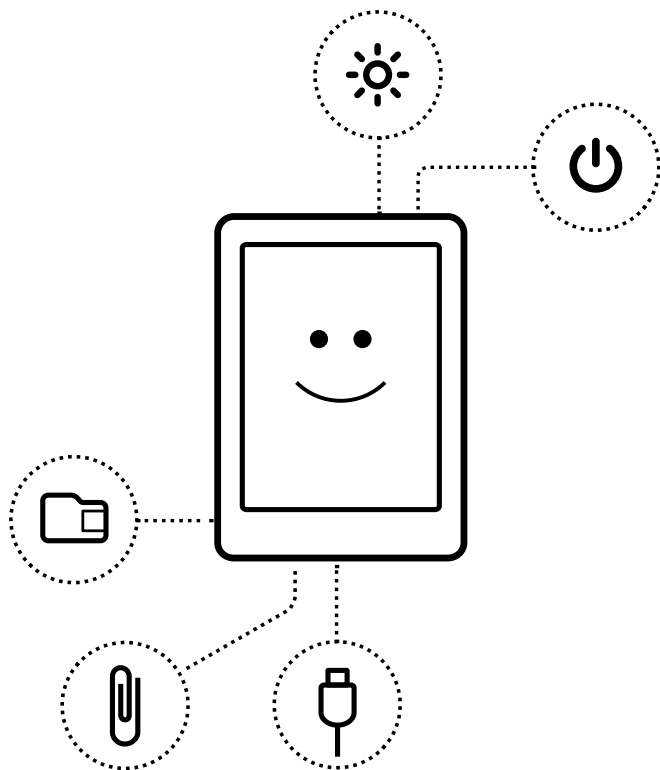
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About your eReader

What's in this section

- Anatomy of your eReader
- Charging your eReader
- Using the touch screen
- Going to sleep and waking up
- Using the light
- Connecting to your computer

Anatomy of your eReader





Power slider

Turn your eReader on or off, or put it to sleep.



Light button

Turn on the screen light to read in the dark.



Micro SD slot

Increase the number of books your eReader can hold by inserting a micro SD card.



USB port

Connect your eReader to your computer using the supplied USB cable to charge your eReader or add books.

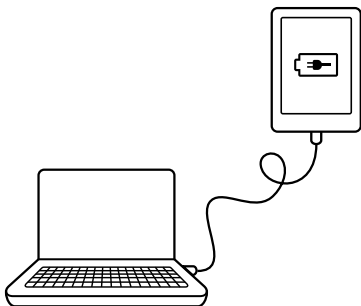


Reset hole

Insert a paper clip and press gently to reset your eReader.

Charging your eReader

To charge your eReader, connect it to your computer using the USB cable provided in your box.



As it charges, your eReader will display the battery's charge at the top right-hand corner of the screen.

Battery icon...

Meaning...



Your eReader is out of power.




Your eReader is charging.



Your eReader has a partial charge.



Your eReader is fully charged.

To find out how much power your eReader has left, tap the  Home icon at the top of the screen to go to the Home page. You'll find the battery icon at the top right-hand corner of the screen with the battery's current capacity.

Using the touch screen

When your eReader is on, you can touch the screen to open books, turn pages, select items, and more. In many cases you can just touch the screen lightly with a fingertip to interact with it. There are a few other gestures that you may find useful.

Tapping

This is the gesture you'll use the most. Just tap the screen lightly to open a book, turn a page, select a menu, and more.

Double-tapping

To double-tap, you tap the same spot on the screen twice quickly. If you're reading a PDF, you can double-tap to zoom in to a page and make it bigger. If you're already zoomed in, double-tapping the page will zoom out.

Swipe

You can use this gesture to page through books you are reading. To page forward, place your finger on the right edge of screen

and quickly drag it horizontally to the left. The page will turn just like a real book. You can swipe from the left edge of the screen to page backwards.

Press and hold

This gesture is also called *long press*. To use this gesture, touch the screen and hold your finger in place. This allows you to select text while reading. Just press and hold on a word, and when you let go, your eReader will underline your selection and show two circles — one at each end of the word. You can then use the drag gesture on the circles to select more text.

Note: Not all books allow for text selection; for example, you cannot select text in PDFs or comic books.

Dragging

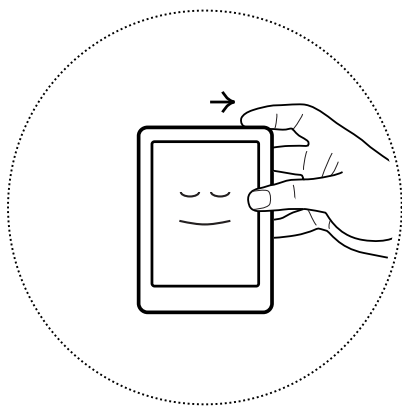
If you're reading a PDF and zoom in to see a bigger version of your page, you can drag the page to see different parts of it. To do this, touch anywhere on the screen and lightly move your finger around. The page will move in the direction of your finger.

Putting your eReader to sleep and waking it up

You can turn your eReader off or put it to sleep when you're not reading. Both help your battery last longer. The main difference is that when you put your eReader to sleep and then wake it up, you go back to the last screen you saw. This could be a page in a book, the Kobo Store, or an area in your library. If you turn your eReader off, you'll go back to your Home page when you turn it on again.

Another significant difference between putting your eReader to sleep and turning it off is the length of time it takes to come back on again. When you wake your eReader up after putting it to sleep, it's ready to use in one or two seconds; when you turn it off, it can take up to 25 seconds before it's ready to use.

Note that putting your eReader to sleep can interrupt things such as library syncing and wireless (Wi Fi) connections.



To turn on your eReader:

- Slide the power button and hold until your eReader turns on.

To turn off your eReader:

- Slide the power button and hold until the Off screen appears.

To put your eReader to sleep:

- Quickly slide the power button and release.



To wake your eReader from sleep:

- Quickly slide the power button and release.

Using the light

Your eReader has a built-in light that lets you read in the dark and in areas with low light. You can adjust the screen's brightness to your liking.

To turn the light on:

1. Press the light button at the left of the power button.
2. Tap the  light icon at the bottom of the screen.
3. Drag the brightness slider to adjust the screen's brightness.
4. Tap  when you're done.

To turn the light off:

- Press the light button.

Connecting to your computer

You can connect your eReader to your computer using the USB cable. You can then download and install Kobo Desktop software, which lets you buy and rate books, organize your eReader library, and more.

Here are a few things you can do with Kobo Desktop:

- Read your books on your computer
- Manage your collection of books
- Browse the Kobo Store, read previews and buy books

You can also do all of these actions on your eReader directly; for more information, see *Getting a Book*.

For more details on Kobo Desktop, you can download the Kobo Desktop guide from www.kobo.com/userguides. You can also search our online help portal at www.kobo.com/help to ask questions about Kobo Desktop or your eReader.


Using Your Library

What's in this section

- Navigating your Home Page and Library
- Searching for books
- Syncing your library over Wi Fi
- Deleting books

Navigating your Home Page

Your Home page is the first thing you see when you turn on your eReader. You'll find the covers of up to 5 books, newspapers, documents or magazines in a mosaic on your Home page. These are your most recent reads or purchases. Just tap a book cover to open the book and start reading.

You can always get to your Home page by tapping the  Home icon at the top of the screen. The Home page contains only your most recent reads or purchases. To view all of your books, go to your Library.

Ready to buy your first book? You can find books by categories, recommended lists, and more. Your eReader makes buying books easy by sorting them into categories:

- **Similar Books** — find books that are similar to the ones in your library.
- **Recommended for you** — find books recommended based on your reading preferences.
- **Categories** — see a list of book categories.
- **Reading Lists**— see a list of popular book selections.
- **Search Kobo Books** — search for a specific book.

To shop for new books, tap the  Home icon at the top of the screen, then tap **Find Books**.

Navigating Your Library

Your Library lets you read and manage books on your eReader – you can even see your reading stats.

To open your library, tap the  Home icon at the top of the screen to return to the Home page. Next, tap **Library**.




In your Library you'll find:

- **Books** — see all the books and documents in your library.
- **News & Magazines** — see any newspapers and magazines you have subscribed to.
- **Previews** — see excerpts of new and exciting books.
- **Shelves** — add and edit bookshelves to organize your library.

Searching for books

If you know exactly what you want to read, you can search to find a book already in your library, or a new book in the Kobo Store. You can search using the book title, author name, or a keyword.

To find a book in your library or in the Kobo Store:




1. Tap the  Home icon at the top of the screen.
2. Tap the  Menu icon at the top of the screen.
3. Tap  **Search**.
4. Choose what you'd like to search:
 - Tap **Library** to search your library.

- Tap **Search Kobo Books** to search Kobo books (you must be connected to the Internet).
5. Using the keyboard, type a book title, author name, or keyword. Your search results will appear as you type. Tap a suggestion to go to that result.

Syncing your library over Wi Fi (updating your library)

If you have bought eBooks from Kobo before, you can easily add these to your eReader using a Wi Fi connection. Just set up your eReader, and it will automatically download any books to your Kobo account. This is called *updating* or *syncing*.

To sync your eReader over Wi Fi:



1. Tap the  Home icon at the top of the screen.
2. Tap the  Menu icon at the top of the screen.
3. Tap the  Sync icon.



Deleting books

If you're done with a book, you can delete it from your eReader. This means that if you use any of Kobo's other reading apps you will no longer have access to the book.

Don't worry, though. If you ever want to retrieve your book, sign in to kobo.com and visit the My Account page. You can add books from your purchase history back to your library.

To delete a book:

1. Tap the  Home icon at the top of the screen.
2. Tap **Library**.
3. Tap **Books**.
4. Find the book you want to delete and tap the  Menu icon next to it.

You should see a list of books; if you see only covers, tap the  View icon at the bottom of the screen and select  to see your books in list view.

5. Tap **Delete**.
6. When prompted to confirm your deletion, choose "continue."

Reading on your eReader

What's in this section

- Reading a book
- Navigating a book
- Changing the way text looks
- Closing a book and bookmarking your page

Reading a book

To open a book from the home screen or library, just tap the title or cover.







Navigating a book


To turn pages in a book, just tap or swipe the sides of the page.

If you want to jump forward by more than a page or two, you can:

- Use the navigation bar to change pages or chapters.
- Use the Table of Contents to browse a list of chapters and change chapters.

To jump around in a book using the navigation bar:

1. Tap the center of the page to bring up the Reading Menu.
2. Tap the  Navigation icon.
 - To scroll through the book's pages, touch the circle in the navigation bar and slide it to the right to move forward and to the left to go back.
 - To move to the next page, tap the  Forward icon.
 - To move to the previous page, tap the  Back icon.
 - To jump to the next chapter, tap the  Jump forward icon.
 - To jump to the previous chapter, tap the  Jump back icon.
3. To close the navigation bar, tap anywhere on the page; or tap the  icon on the navigation bar.

Note: When using the navigation bar, you can quickly return to your original position in the book by tapping the  Snap Back icon.



Changing the way text looks

When you are reading a book, you can adjust the size or alignment of the text or adjust the line spacing to make reading easier on your eyes. Your eReader offers several different sizes of text for most books.

Note: Line spacing, margin spacing, and text justification aren't available in Japanese books.

To change the way text looks:

1. While reading, tap the center of the page to bring up the Reading Menu.
2. Tap the **AA** Text icon.
3. To change the style of the text, select a font from the Font Face list.
4. To make text bigger or smaller, tap the + or - signs beside Font Size.
5. To add more space between lines of text, tap the + or - signs beside Line Spacing.
6. To add more space around the edges of your screen, tap the + or - signs beside Margins.
7. To change how text lines up at the edges, select one of the Justification options:

- **OFF** Uses the default publisher's settings for your book.
 -  Forces text to line up on both the left and right sides.
 -  Forces text to line up with the left side of the screen.
8. When you're done customizing your book, tap anywhere on the screen to go back to reading.

Notes:

- When you change the way text looks, your eReader remembers your preferred text size and style, and applies it to other books you read.
- If you are reading a PDF you can't change the size or style of the text, but you can zoom in to make the entire page bigger and easier to read.


Closing books and bookmarking your page

When you're done reading, you can stop reading by:

- Turning your eReader off or putting it to sleep
- Going to your Home page or one of your Library pages

Your eReader automatically closes your book and remembers the page you were on. The next time you open the book, it will remember where you stopped reading and open your book to that page.

Books that you're still reading are shown on your Home page. If you're finished with a book and don't want it on your Home page, here's how you can close it:

1. In the Books area of your library, find the book you would like to close.
2. Tap the  Menu icon next to your book to see the options menu, or press and hold the book's cover until you see the menu.
3. Select **Mark as Finished**.

Adding notes and looking up or translating words

What's in this section

- Highlighting text
- Using notes
- Bookmarking pages
- Using the dictionary
- Translating a word

Highlighting text


Some eBooks allow for highlighting text in a way that is similar to using a highlighter in a printed book.

To highlight text:



1. In your book, press and hold a word on the page.
2. Release your finger from the page.
You'll see a highlight underlining the word and two circles — one at each end of the word.
3. Drag the first circle to the start of the text you want to highlight, and the second circle to the end of the text.

4. Tap the  Highlight icon.
5. Tap **Highlight**.

To see all the text you've highlighted in a book:

1. Tap the center of the page to bring up the Reading Menu.
2. Tap the  Book icon.
3. Tap **Annotations**.
Your eReader will show a list of all the highlights you've made in your book.
4. Tap a highlight to open the page where you created your highlight.

To delete a highlight:

1. Tap the center of the page to bring up the Reading Menu.
2. Tap the  Book icon.
3. Tap **Annotations**.
Your eReader will show a list of all the highlights and notes you've made in your book.
4. Tap the  Menu icon next to the highlight.
5. Tap **Remove Highlight**.

Using notes


You can add notes to your books. This can be useful when you study a passage, or want to add comments about what you're reading.

To add a note:

1. In your book, press and hold on a word that appears in the section you'd like to comment on.
2. Release your finger from the page.

You'll see a highlight underlining the word and two circles — one at each end of the word.



Note: You can select more text to highlight for the note by moving the circles at either end of the word.

3. Tap the  Highlight icon.
4. Tap **Add Note**.
5. Use the keyboard to enter your note.
6. Tap **Save**.

To read your note:

- Press and hold the text you highlighted for the note.

Or

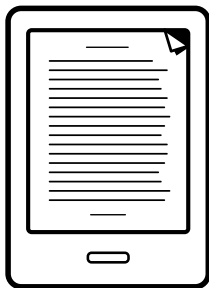
1. While reading, tap the center of the page to bring up the Reading Menu.
2. Tap the  Book icon.
3. Tap **Annotations**.
Your eReader will show a list of all of your notes and highlights.
4. Tap the text next to the  Note icon.

Bookmarking pages



Like a dog-ear in a paper book, you can mark interesting passages or pages that you want to return to using dog-ears.

To bookmark a page:

- While reading, tap the top right-hand corner of the page. A bookmark or *dog-ear* will appear in that corner of the page.



To find a dog-ear:

1. While reading, tap the center of the page to bring up the Reading Menu.
2. Tap the  Book icon.
3. Tap **Annotations**.
4. Tap the  Menu icon beside the dog-ear you want to see.
5. Tap **Show on Page**.

Using the dictionary

Your Kobo eReader has a built-in dictionary that you can use while reading Kobo eBooks. The dictionary may not work if you're reading books from other sources, such as books you get from a public library, free eBooks you've found on the Internet; the dictionary also does not work with PDFs.


To find a definition:

1. In your book, press and hold the word you'd like to look up.
An underline will appear on the word.
2. Release your finger from the page.

Translating a word

Your Kobo eReader has built-in translation that you can use while reading Kobo eBooks. Translation may not work if you're reading books from other sources, and does not work when reading PDFs.

To translate a word into different languages:

1. In your book, press and hold the word you'd like to translate.
2. Release your finger from the page.
3. Tap the  Dictionary icon.
4. Tap **Translation Dictionary**.
5. Tap the drop-down menu under Translate Word.
6. Select the language that you'd like the translation for..

Getting a Book

What's in this section

- Shopping for a new book
- Buying a book
- Using your Wishlist
- Adding library books and books from other bookstores

Shopping for a new book


You can find and purchase books in several ways on your eReader.

Using Find Books

Find Books lets you browse the Kobo Store in different ways, or search for a particular book you want:

- **Similar books** — find books that are similar to the ones in your library.
- **Recommended for you** — find books recommended based on your reading preferences.
- **Categories** — see a list of book categories.
- **Reading Lists**— see a list of popular book selections.
- **Search Kobo Books** — search for a specific book.


To use Find Books:

1. Tap the  Home icon at the top of the screen.
2. Tap **Find Books**.
3. Tap any of the listed options.

Using Discover

Discover shows you books that you might like based on books you own and books you've rated.

To use Discover to find a book:

1. Tap the  Home icon at the top of the screen.
2. Tap **Discover**.
3. Tap a book cover at the left or right of the center book to see more books.

Note: Tap the center book cover to see a synopsis.

Buying a book

When you've found a book you want to purchase, simply tap Buy Now to check out. You can use credit cards, store credit, or gift cards from select partners to pay for your book. If you have a promo code (which is a sort of coupon) you can enter this during checkout to get a discount on your book.

To buy a book:

1. Tap the **Buy Now** button.

If you have shopped with Kobo before and saved your billing information, you'll go directly to the confirmation screen. Skip to step 5.

2. Use the keyboard to enter your billing address and credit card information.


Note: This is the address associated with your credit card. You need to provide this even if you use store credit or a gift card to pay for your order — this address is used to ensure the correct tax is calculated for your purchases.

3. Tap **Done** to continue.
4. Review your order.
5. If you want to use a gift card to pay, tap **Add Gift Card**. If you want to use a promo code, tap **Add Promo Code**.
6. Tap **Buy Now**.
7. Tap **Keep Shopping** to buy more books.


Using your Wishlist

Your Wishlist is where you save books you are interested in but not yet ready to buy. You can add books to your Wishlist while browsing and easily find them later. For example, if you see three books you like in Discover, you can add them to your Wishlist and buy one, two, or all of them later.

To add a book to your Wishlist:

- While shopping, in Discover, or when using Find Books, tap the  Pin icon.

To see the books in your Wishlist:

1. Tap the  Home icon at the top of the screen.
2. Tap the Wishlist bar at the bottom of the screen.
 - Tap a book to read the synopsis or buy it.

Adding library books and books from other bookstores

Want to borrow eBooks from a public library and read them on your eReader? Or maybe you have eBooks from other sources that you'd like to add?

Most eBooks that you borrow and buy are protected using Digital Rights Management, or DRM. They're protected so that only you can read them (and in the case of library books, only for a specific period of time). Your eReader can display books protected using Adobe DRM, which is a form of DRM used by most libraries and booksellers.

You'll know when you've bought or borrowed a book using this type of protection if the library or bookseller gives you a file with an .acsm extension (rather than an .epub or .pdf extension). The .acsm file contains licensing information for unlocking your book.

To read one of these books on your Kobo eReader, you need to use an application called Adobe Digital Editions. This application can open your .acsm file, read the licensing information, download your book, and copy the book to your eReader.

Understanding EPUB, PDF, and DRM

eBooks come in a range of formats. When you look for books to read on your Kobo eReader, look for books in EPUB or PDF formats.

There are different types of EPUBs, as well: Kobo EPUBs, which come from the Kobo store, and other EPUBs, which come from other sources. There are some features in Kobo EPUBs that you may not find in other EPUBs.

Sometimes books are protected using Digital Rights Management (DRM). DRM prevents unauthorized copying of books, and is often used to protect the books you get from libraries and booksellers. There are several types of DRM. Your eReader can display books that are protected using Adobe DRM.

Once you've found books that you want to read, you can choose from several ways to add them to your eReader. You can transfer books using:

- A wireless connection on your eReader
- The free Kobo Desktop software on your computer
- Adobe Digital Editions
- A micro SD card

- Drag and drop

Which method works best depends on whether your books are protected by DRM, and where they came from.

If you purchase books from Kobo, you can add them to your eReader using a wireless connection or using the free Kobo Desktop software for your computer. See *Syncing your Library*.

If your books are protected by DRM, you can add them to your eReader using Adobe Digital Editions.

If your books are not protected by DRM, you can add them to your eReader using:

- a Micro SD card
- drag and drop
- Adobe Digital Editions

For details on adding books to your eReader, please visit our help page at www.kobo.com.

Using Wi Fi





What's in this section

- About Wi Fi
- Turning off Wi Fi (Airplane mode)
- Connecting your eReader to a wireless network
- Syncing your library over Wi Fi

About Wi Fi

You can use your eReader to connect to Kobo over a wireless Internet connection (Wi Fi). When you're connected to Kobo you can update your library and shop for new books.



To see when you're connected, look for the Wi Fi status icon at the top right corner of your eReader's screen:

-  you are not connected
-  Wi Fi is on, but your eReader can't find a network
-  you have a fairly good connection
-  you have an excellent connection

Turning Wi Fi on/off

If you want to extend the battery life of your eReader or you want to use your eReader on a plane or in a hospital, you can turn Wi Fi off.



To turn off Wi Fi:

1. Tap the  Home icon at the top of the screen.
2. Tap the  Menu icon at the top of the screen.
3. Tap the Wi Fi checkbox. When the checkbox is blank, Wi Fi is disabled.

Connecting your eReader to a wireless (Wi Fi) network

Before you can add Kobo books to your eReader, you need to connect to Kobo online. Your eReader lets you use Wi Fi (wireless Internet) to connect. All you need is access to a wireless network in your area.


To connect to a wireless network:

1. Tap the  Home icon at the top of the screen.
2. Tap the  Menu icon at the top of the screen.

3. Tap the  Sync icon.

Your eReader will try to connect to Wi Fi. This may take a moment.

4. You will be prompted to choose a wireless network. Tap the name of the network you want to use.

If there is a  Lock icon next to a network, you need a password to use that network.

5. If you're prompted for a network password, use the keyboard to type in the password and then tap **Join**. You can tap Show Password to see what you're typing.

Getting Help

Got questions or need help?

Online:

www.kobo.com/help

Find answers to your questions using our help page. Simply type a question in the field to get your answer.

Safety, Regulatory and Warranty Information

Important safety, regulatory and warranty details about your Kobo Glo can be found on the Kobo website at www.kobo.com/userguides.

Note: The Declaration of Conformity may vary for different models of the Kobo Glo eReader. The web site includes details of how to find your Kobo Glo model number.