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- 1. Open the **Books** app on your iPhone or iPad and tap on **the Book Store**.
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3. Tap on GET. If asked, confirm your free download or purchase with Touch ID, Face ID,

or Apple ID password. The book will start downloading. If you had already purchased this title, you might see a popup confirming this. Tap on **OK**.

4. Once the book downloads, tap on **READ**. Or, tap on Library from the bottom row to see this book.



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You can re-download past purchased titles for free. The steps below also apply to free books that you may have downloaded in the past.

- 1. Open the **Books** app and tap on **Library**. You will see all the books and added PDFs here. If you see a cloud icon below a title, it means this is added to your Library but not downloaded locally/offline. If you do not see a cloud icon, that means the book is already saved offline.
- 2. Simply tap on a book. It will start downloading.



3. You may also tap on the **three-dots icon** and choose **Download** from the Share Sheet.



Note: Hidden books may not appear in Library.

How to Sync Books on iPhone, iPad, and Mac

After you sign in to the Books app with your Apple ID on any device, all your titles are visible in the Library. However, to enjoy <u>effortless syncing</u> of your bookmarks, highlights, Reading Now collection, and added PDFs on all devices, you need to enable iCloud Drive for the Books app. Here is how to do that.

- 1. Open the **Settings** app and tap on your **Apple ID** from the top.
- 2. Tap on **iCloud**.

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3. Scroll down and enable the toggle for **Books**.



4. Now go back, by tapping on **<Apple ID** from the top left. Next, tap **<Settings** to go back one more screen.

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- 5. Scroll down the **Settings** app and tap on **Books**.
- 6. Under SYNCING, turn on the toggle for **Reading Now** and **iCloud Drive**.



On Mac: Open System Preferences \rightarrow Apple ID \rightarrow iCloud \rightarrow Options next to iCloud Drive \rightarrow check the box for Books and click Done. Next, open the Books app and click on Books from the top menu bar. After this, click on Preferences \rightarrow General \rightarrow check the box for Sync collections, bookmarks, and highlights across devices.

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When you tap the share button in most inbuilt apps like Safari, Photos, Mail app, and thirdparty apps, you will see the Books option in the Share Sheet. This makes it possible to save several things to this app. You can even convert an image and save it as a PDF in the Books app! Here is how to do these.

• **From Safari**: Visit a webpage. Let it load fully. Next, click on the **Share icon**. Horizontally swipe the row of app icons and tap on **Books**. The app will create a PDF and save it to the Books app. If iCloud Drive is enabled (above steps), then this PDF would be synced to all your Apple devices.



• From the Photos app: Open an image and tap on the Share icon. Next, tap on the Books app icon from the Share Sheet. The photo will be converted to PDF and added to the Books app.



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How to Customize Your Reading in Apple Books App

1. While reading a book, you may change the font size, font type, background color, switch scrolling view, etc. To do so, **tap on** AA when you are inside a book. Please note that these settings do not apply if you are reading a PDF.

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3:12 AА Q A Letter from Captain Gulliver to his Cousin Sympson. 0000-Written in the Year 1727. I hope you will be ready to own publicly, whenever you shall be called to it, that by your great and frequent urgency you prevailed on me to publish a very loose and uncorrect account of my travels, with directions to hire some young gentleman of either university to put them in order, and correct the style, as my cousin Dampier did, by my advice, in his book called "A Voyage round the world." But I do not remember I gave you power to consent that any thing should be omitted, and much less that any thing should be inserted; therefore, as to the latter, I do here renounce every thing of that kind; particularly a paragraph about her majesty Queen Anne, of most pious and glorious memory; although I did reverence and esteem her more than any of human species. But you, or your interpolator, 5 of 594



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2. Depending on the setting, drag the slider at the bottom or right of the screen to quickly go to a particular chapter or page.



3. To see the contents, bookmarks, and notes tap on the three horizontal lines icon from the upper left.

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at stool, which he found by frequent experiment; for, in such conjunctures, when he used, merely as a trial, to consider which was the best way of murdering the king, his ordure would have a tincture of green; but quite different, when he thought only of raising an insurrection, or burning the metropolis.

The whole discourse was written with great acuteness, containing many observations, both curious and useful for politicians; but, as I conceived, not altogether complete. This I ventured to tell the author, and offered, if he pleased, to supply him with some additions. He received my proposition with more compliance than is usual among writers, especially those of the projecting species, professing "he would be glad to receive further information."

I told him, "that in the kingdom of Tribnia, ^[454a] by the natives called Langdon, ^[454b] where I had sojourned some time in my travels, the bulk of the people consist in a manner wholly of discoverers, witnesses, informers, accusers, prosecu-

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4. To search, tap on the magnifying glass icon. To bookmark tap on the ribbon-like icon.

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5. To <u>set reading goals</u>, tap on Reading Now. Next, scroll down and tap inside Today's Reading. Next, tap on **ADJUST GOAL**, choose the desired value and tap **Done**. If you do not see this option, open the Settings app → Books → enable the toggle for Reading Goals.



How to Sort Your Books and Change Display Style

- 1. Launch the **Books** app and tap on Library.
- 2. Tap on **SORT** and choose to display your books and PDFs by Recent, Title, Author, or Manually. (**Tip**: If Manually is selected, you can long-press a thumbnail and drag it according to your preference.)



3. To change display style, tap on **three horizontal lines icon**. This lets you switch into a list view or big thumbnail view.



How to Add a New Collection and Manage Them

- 1. Launch the **Books** app and tap on Library.
- 2. Tap on **Collections** from the top.
- 3. From the bottom, tap on New Collection and type a name. After that, tap Done.



To add books and PDFs to the Collection tap on **Library**. Next, tap on **Edit** and select multiple books. Finally, tap on **Add to...** and tap on a Collection to add the selected titles to it.



For single books, tap on the **three-dots icon** and then tap on **Add to Collection**. You may also copy books from one collection to another following the above methods.



To re-arrange the Collections, touch on one and drag it up or down.

To delete a Collection from the Books app, swipe right to left and tap **Delete** \rightarrow **Delete**.



Or, tap on **Edit**, and then tap on the **red minus button** and choose **Delete**. After you delete a Collection, the actual books and PDFs that were in it are not deleted.

How to Hide Books from iBooks App

- 1. Open the **Books** app \rightarrow **Library**.
- 2. Tap on the **three-dots icon** below a book.
- 3. Scroll down and tap on Remove. Next, tap on Hide Book.



Note: You can not hide the PDFs you added to the Books app. You can remove them from downloads or delete them altogether.

How to Unhide Books from iBooks app

- 1. Launch the **Books** app \rightarrow **Reading Now**.
- 2. Tap on your **profile picture**.
- 3. Tap on **Manage Hidden Purchases**. Enter your Apple ID password if asked, and tap on Sign In.



4. Tap on **UNHIDE** next to a title. At last, tap **Done**.



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You can hide a book (explained above), or you can remove a downloaded book. This will stop occupying the local storage of your iPhone. Just like apps, books' downloads and purchases are also tied to your Apple ID. There is no way to dissociate the two permanently.

For added PDFs, you can remove them from downloads, which <u>frees up the local space</u>. Or, you may also delete them permanently, which will remove the locally downloaded file as well as delete it from iCloud Drive and all other synced Apple devices.

1. Open the **Books** app and tap on **Library**. This has all the books and PDFs you have added, downloaded offline, or purchased. If there is a cloud icon below an entry, that means the book or PDF is not downloaded locally but stored in your iCloud account.



2. To delete a single book: Tap on the three dots icon and then tap on Remove.



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3. To delete multiple books: Tap on Edit. Next, tap on the trash can icon and choose Remove Downloads.



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