Maybe you're new to the Apple Books app or just haven't had the time to explore its various features. To make the most out of this handy reading tool, check out these tips that'll turn you into an Apple Books pro.
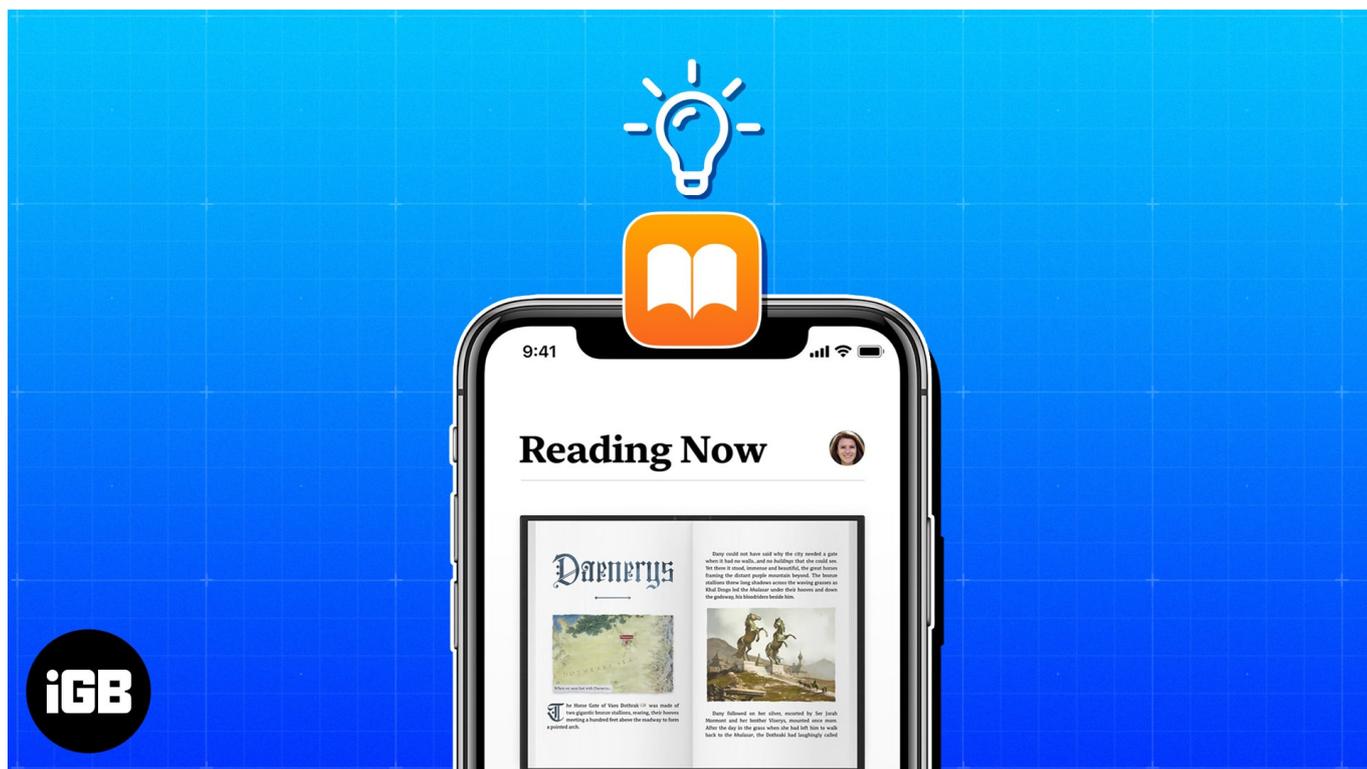
1. Set reading goals

If one of your goals is to spend more time relaxing with a good book or improving your focus, knowledge, and vocabulary through books, check out the [Reading Goals feature](#).

With it, you can keep track of the number of books you read per year, how many minutes you read per day, and share your achievements with pals.

1. To turn on reading goals, open your **Settings** → Select **Books**.
2. Toggle on **Reading Goals**.
   *If you want the PDFs you read applied to your goals, turn on the **Include PDFs** toggle too.*
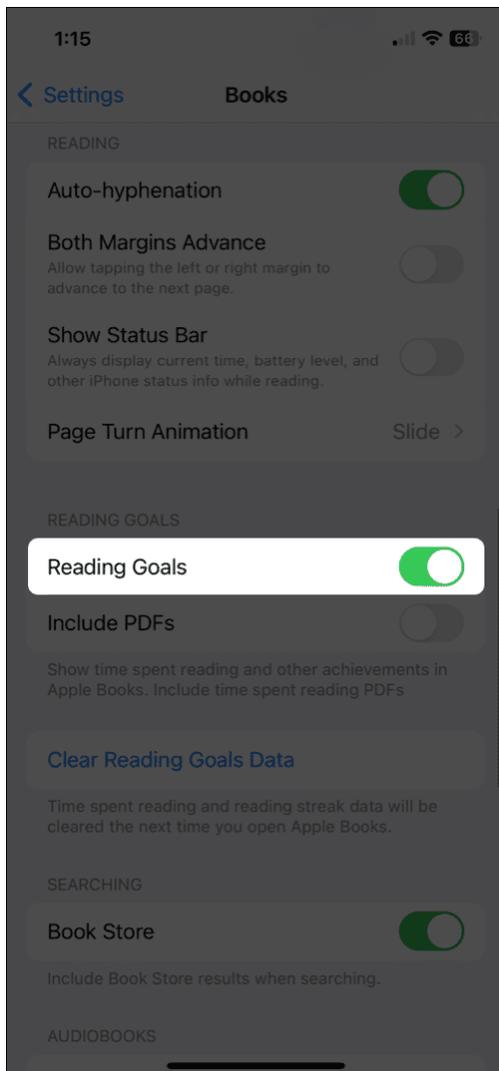
3. You can then set your **reading goals.**

To view your reading goals:

1. Open the **Books** app → Go to the **Reading Now** tab.
2. Scroll to the bottom until you see **Reading Goals**.
   - You'll see how you're doing with your reading goals for the current day right at the top of the Reading Now tab. For full details, **Reading Goals** is ideal.
   - To choose the number of minutes per day goal, tap the **Adjust Goal arrow** within the **Today's Reading** section.
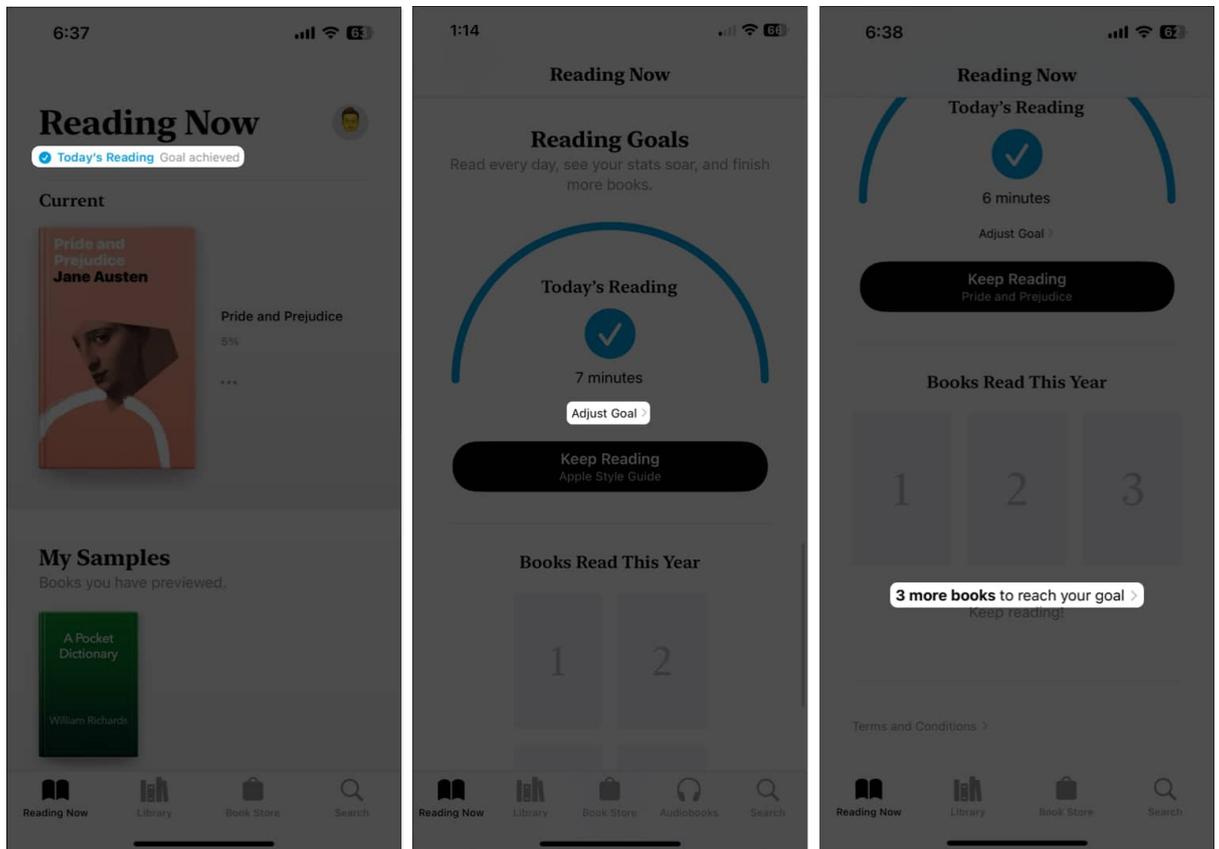
- To choose the number of books to read per year, tap the **arrow** in the **Book Read This Year** section.
- Further, you can also use the **Share** button for either reading minutes or the number of books to let friends know how well you're doing.
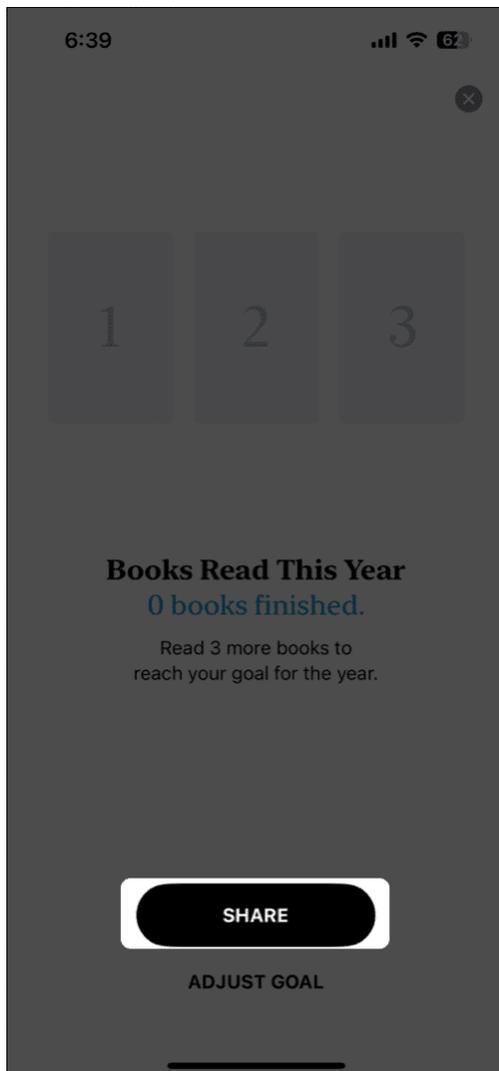
Use the reading coach

If you need a bit of encouragement to reach your Reading Goals, you can use the Coaching feature. This provides a brief notification to motivate you to keep reading.

1. In the **Books** app, go to the **Reading Now** tab and select your **profile** icon on the top right.
2. Select **Notifications** and turn on the toggle for **Coaching**. You might also enable the **Goal Completion** toggle to receive a notification when you achieve your goals.
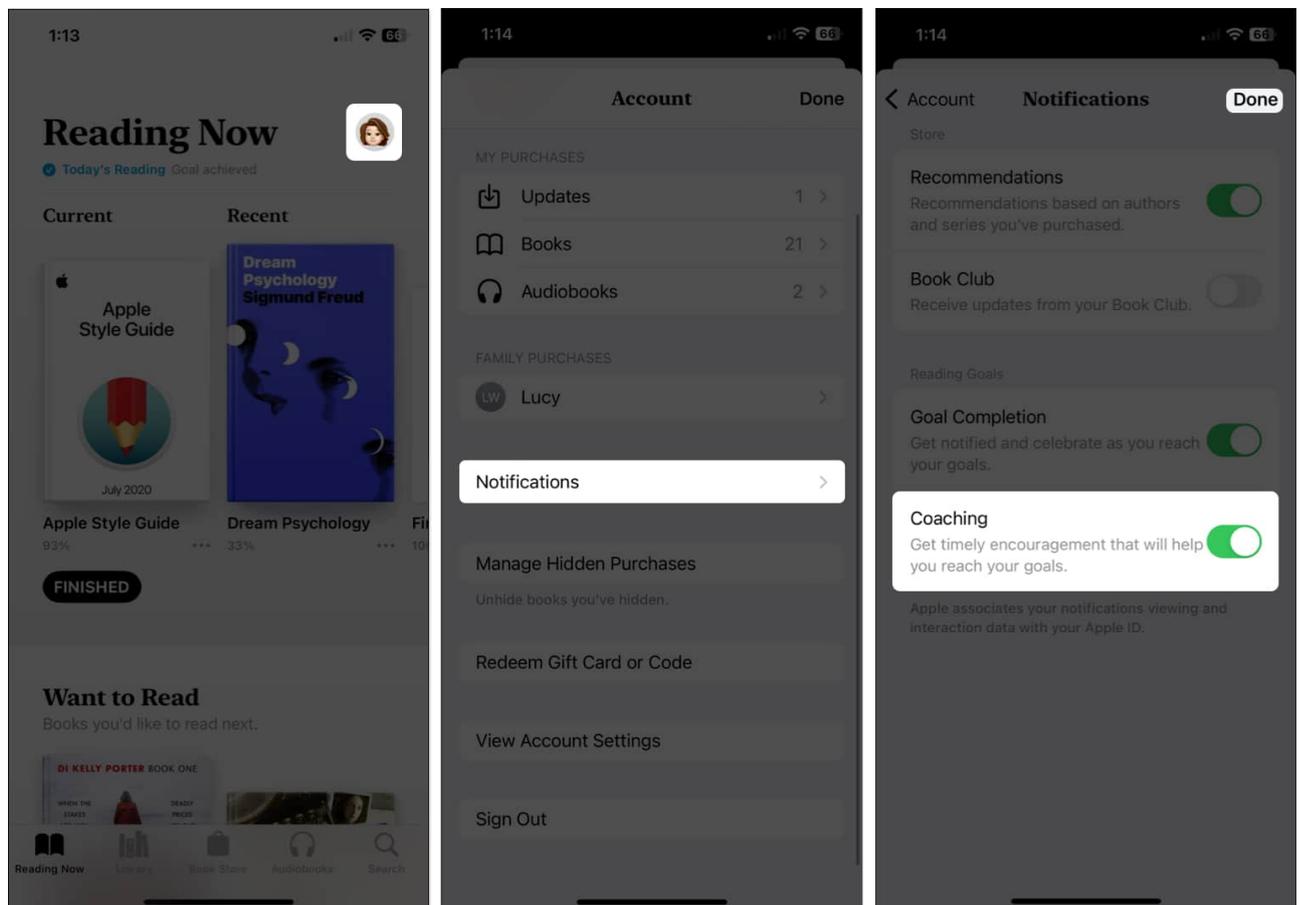
3. Tap **Done** to save and return to the Account settings and **Done** once more to return to the Reading Now tab.

2. Highlight passages and take notes

If you use the Books app for research or reference, you can highlight portions and/or add notes to selected text. You can then see the highlights and notes on the page where you place them or view them all in the Reading Menu.

- **To add a highlight**: Select the **text** on the page → Tap **Highlight** in the toolbar that appears. Choose the **color** you want to use, or pick the **underline** option.
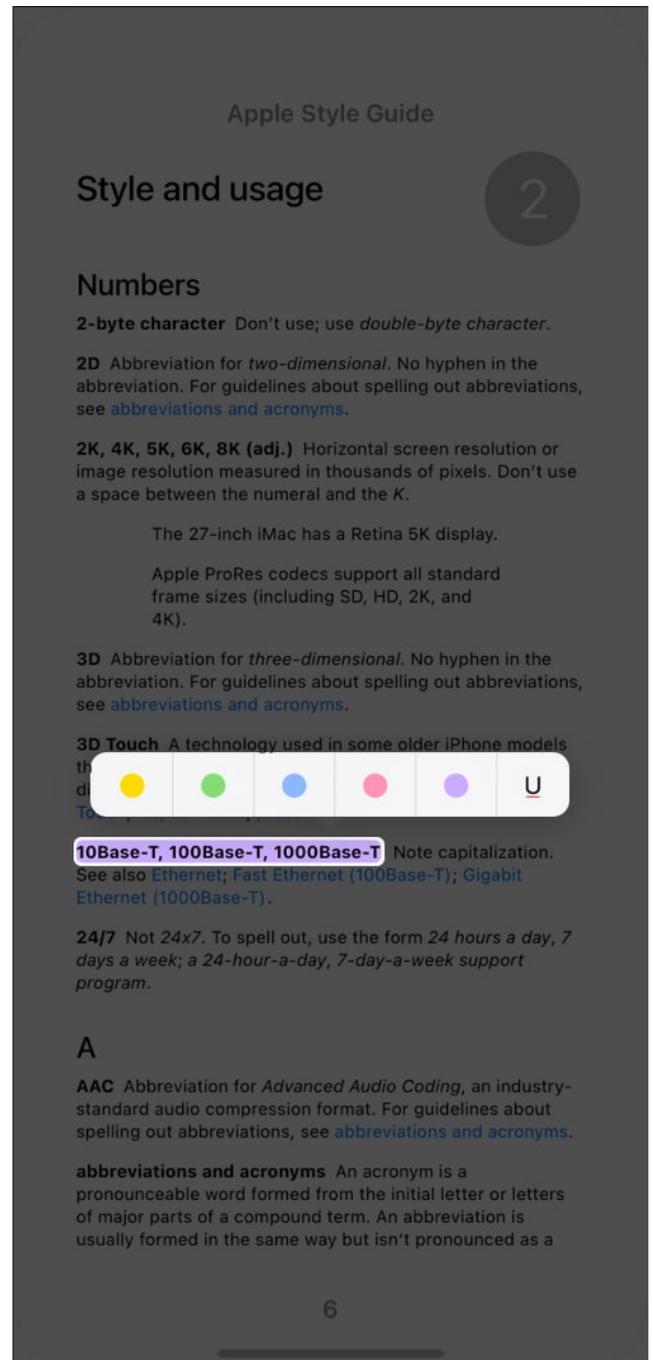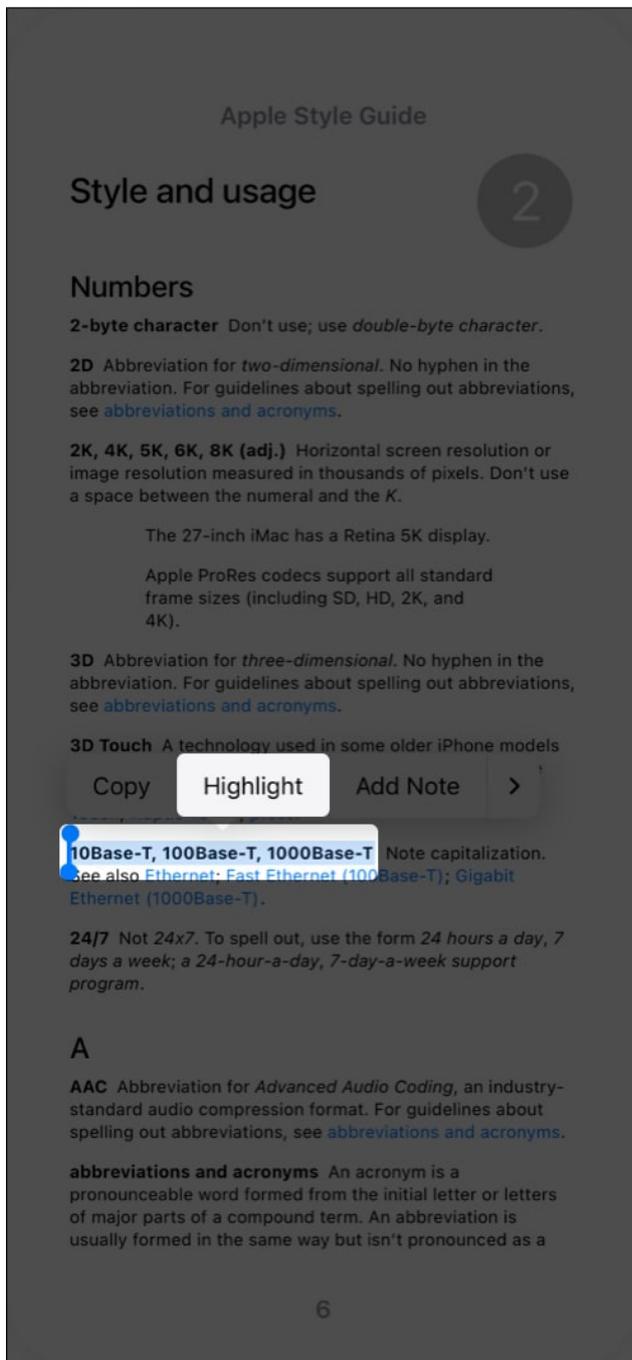
- **To add a note**: Select the **item** on the page → Tap **Add Note** in the toolbar. Enter your note and choose **Done** on the top right to save it.
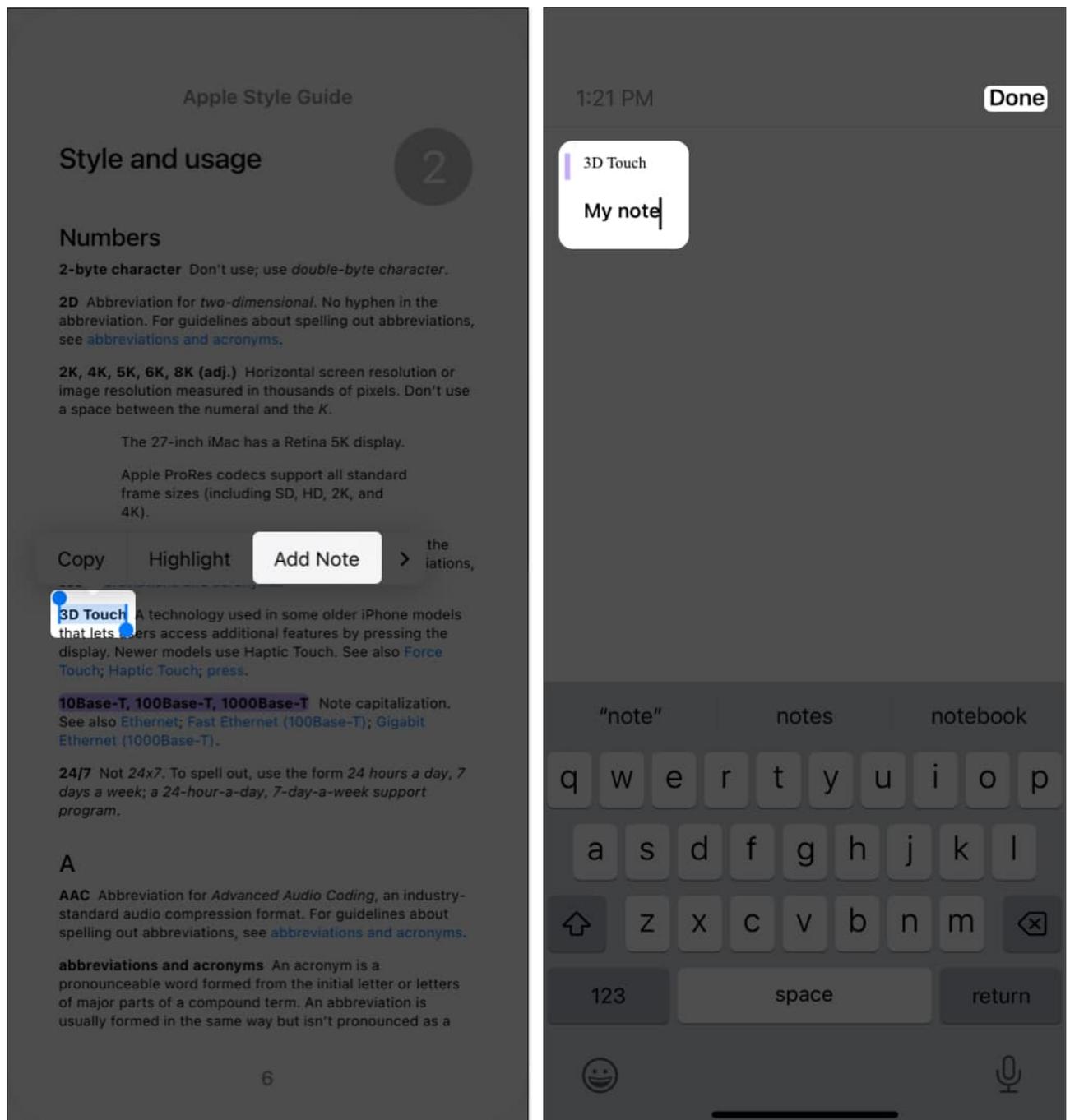
You'll see both highlights and notes in the book. Although both show highlighted text, a note also displays a small square on the side of the page which you can tap to view the note.

To see all highlights and notes in a book, open the **Reading Menu** and pick **Bookmarks & Highlights**. Go to the **Highlights** tab, and you'll see all items listed. Tap one to go to its

page in the book or swipe to share it.
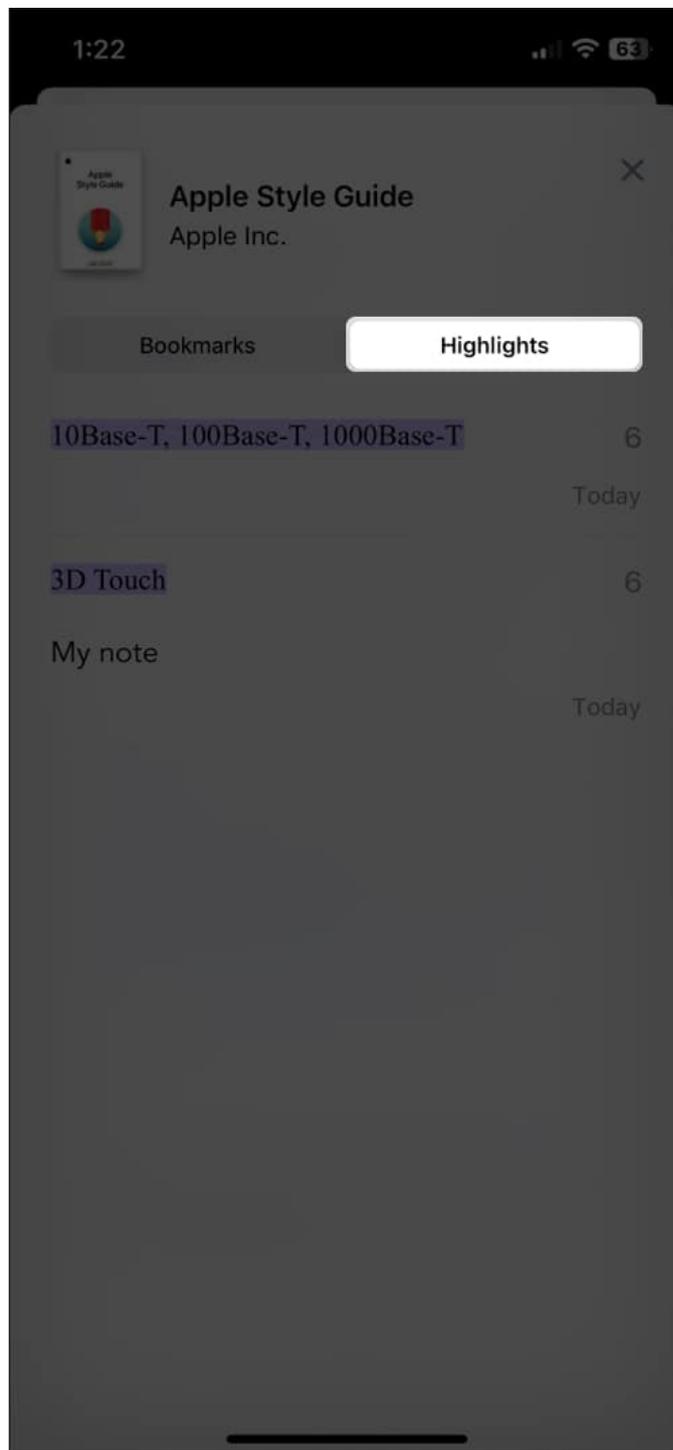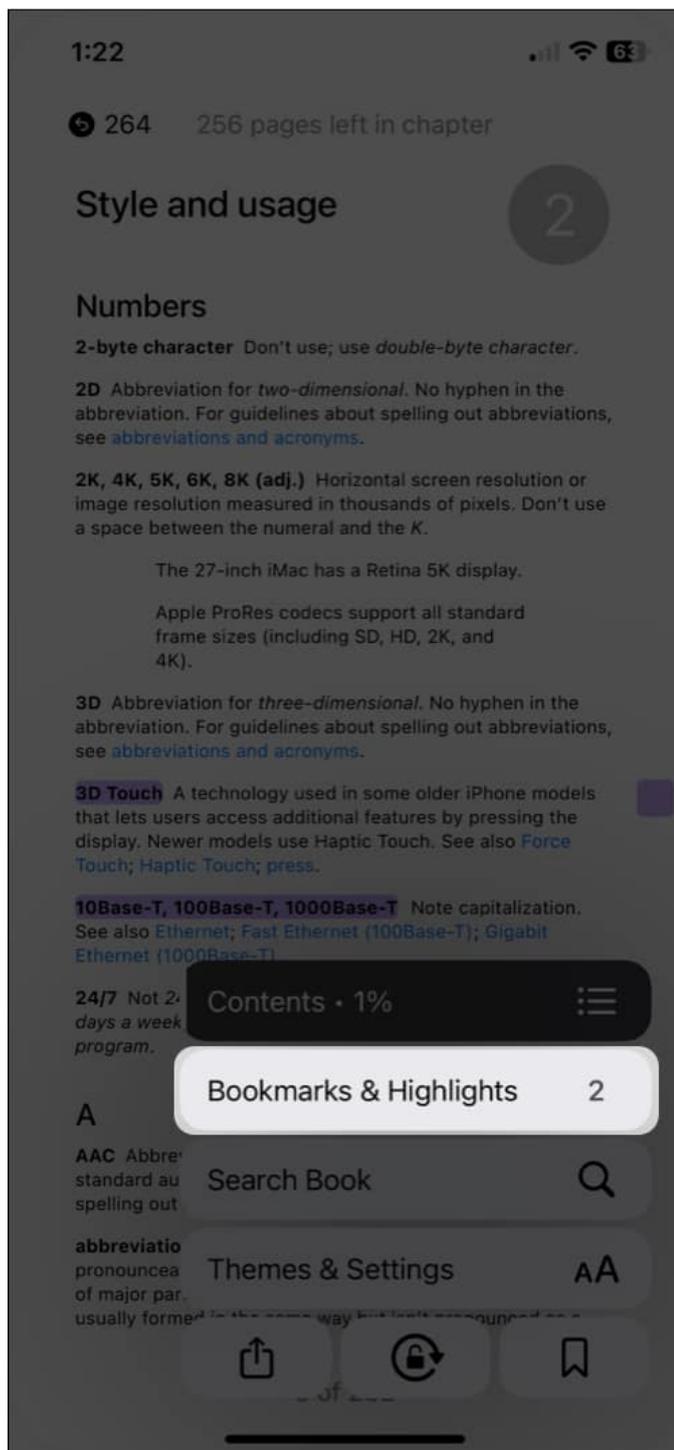
To remove a highlight, do one of the following:

- Tap the text or item on the page and pick **Remove** in the toolbar.
- Go to **Bookmarks & Highlights > Highlights** in the **Reading Menu** and swipe it from right to left, and tap the **Delete** icon (trash can).
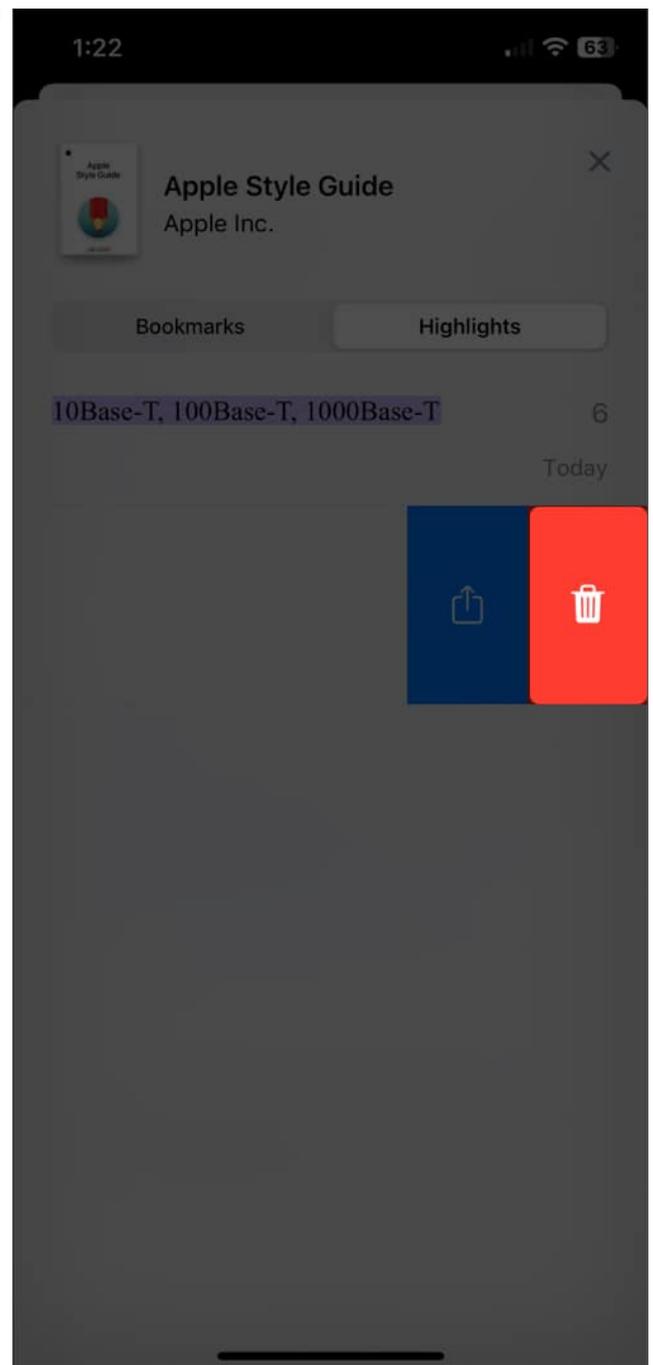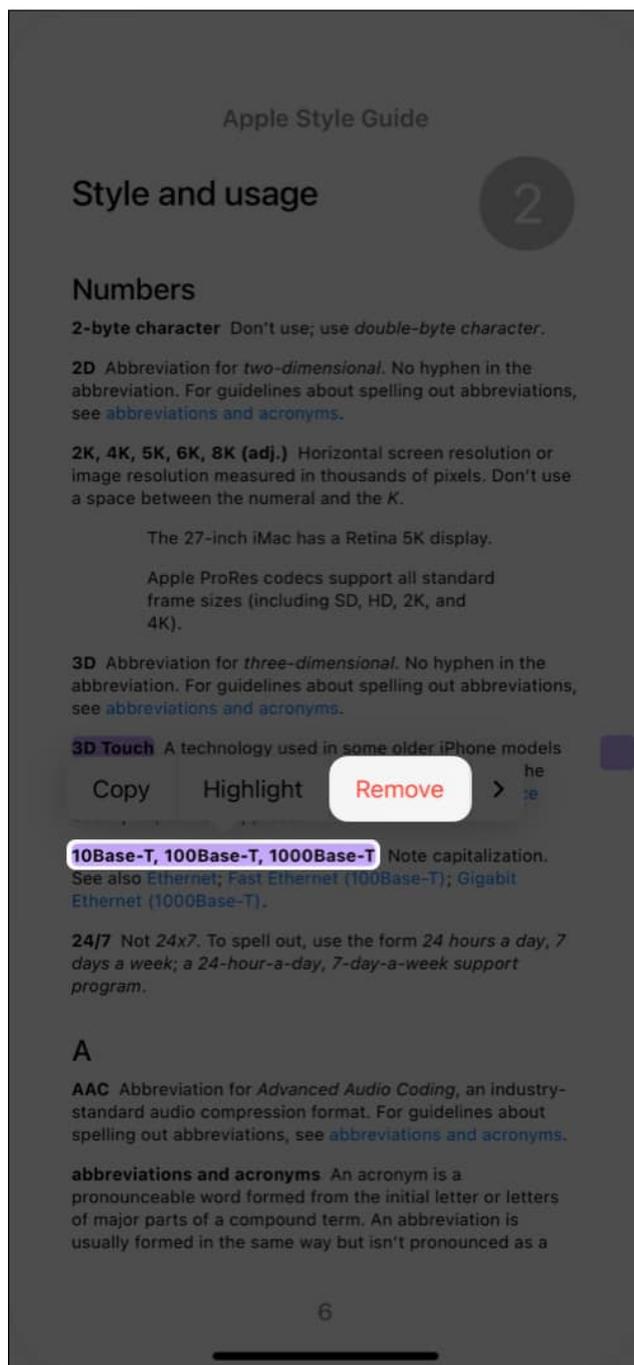
3. Use bookmarks

Just like a physical bookmark you place in a spot in your book, you can use digital Bookmarks in the Books app. You can then quickly jump to a page you bookmark.

1. While on the page, open the **Reading Menu** at the bottom right → Tap the **Bookmark** button.
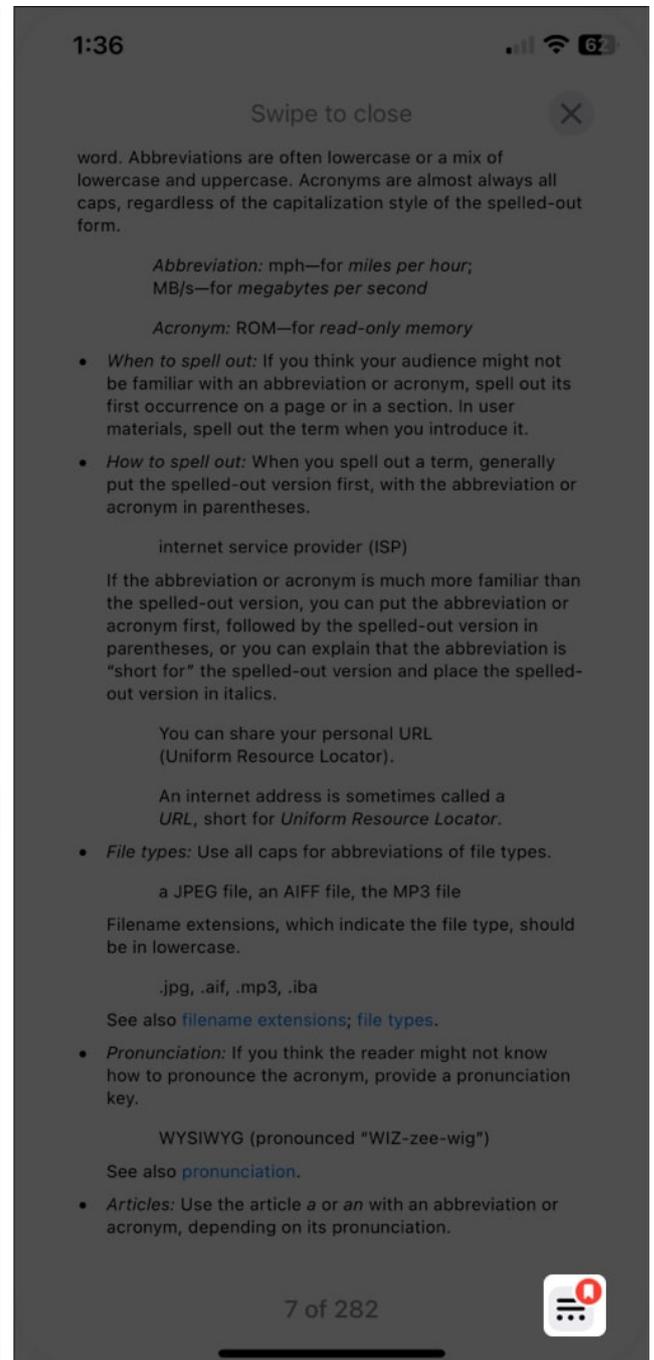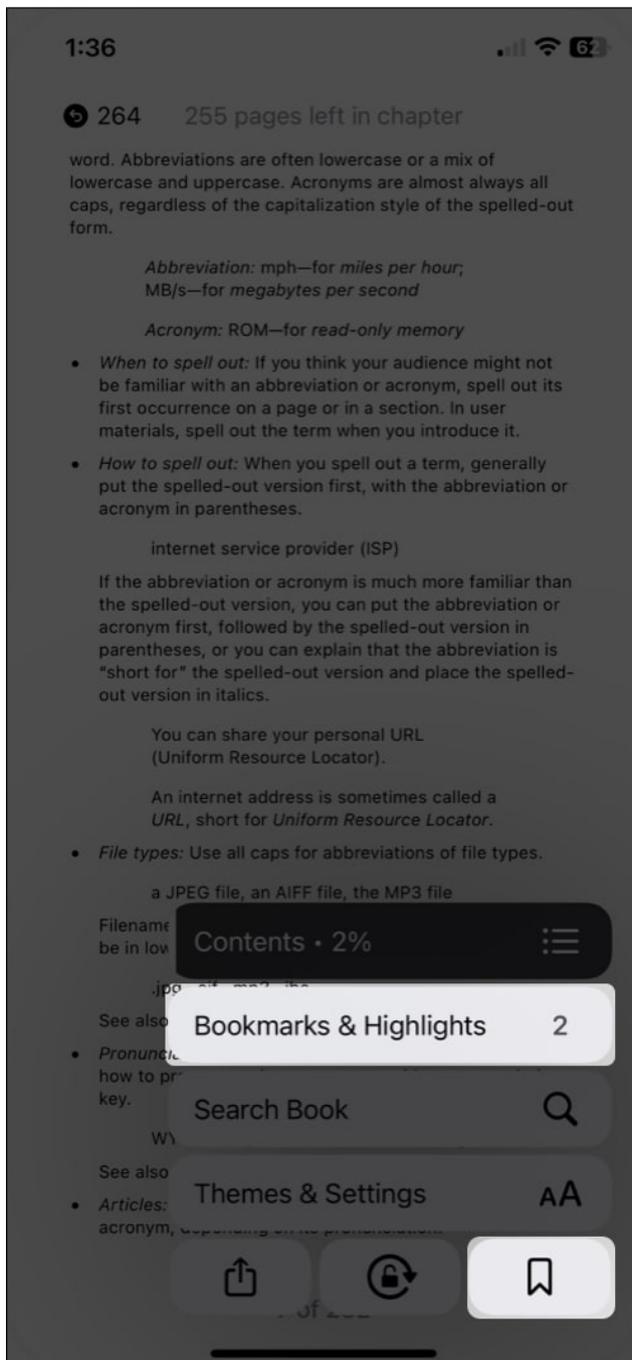
2. Now, whenever you visit that page, you'll see the **Bookmark** icon display at the bottom.
   - You can also view all bookmarks by opening the **Reading Menu** and choosing **Bookmarks & Highlights**. Go to the **Bookmarks** tab for a list of bookmarks, and tap one to go directly to the page.

To remove a bookmark, do one of the following:

- Go to the page, tap the **Bookmark** icon, and deselect the **Bookmark** button.
- Go to **Bookmarks & Highlights → Bookmarks** in the **Reading Menu**, swipe the bookmark from right to left and tap the **Delete** icon.
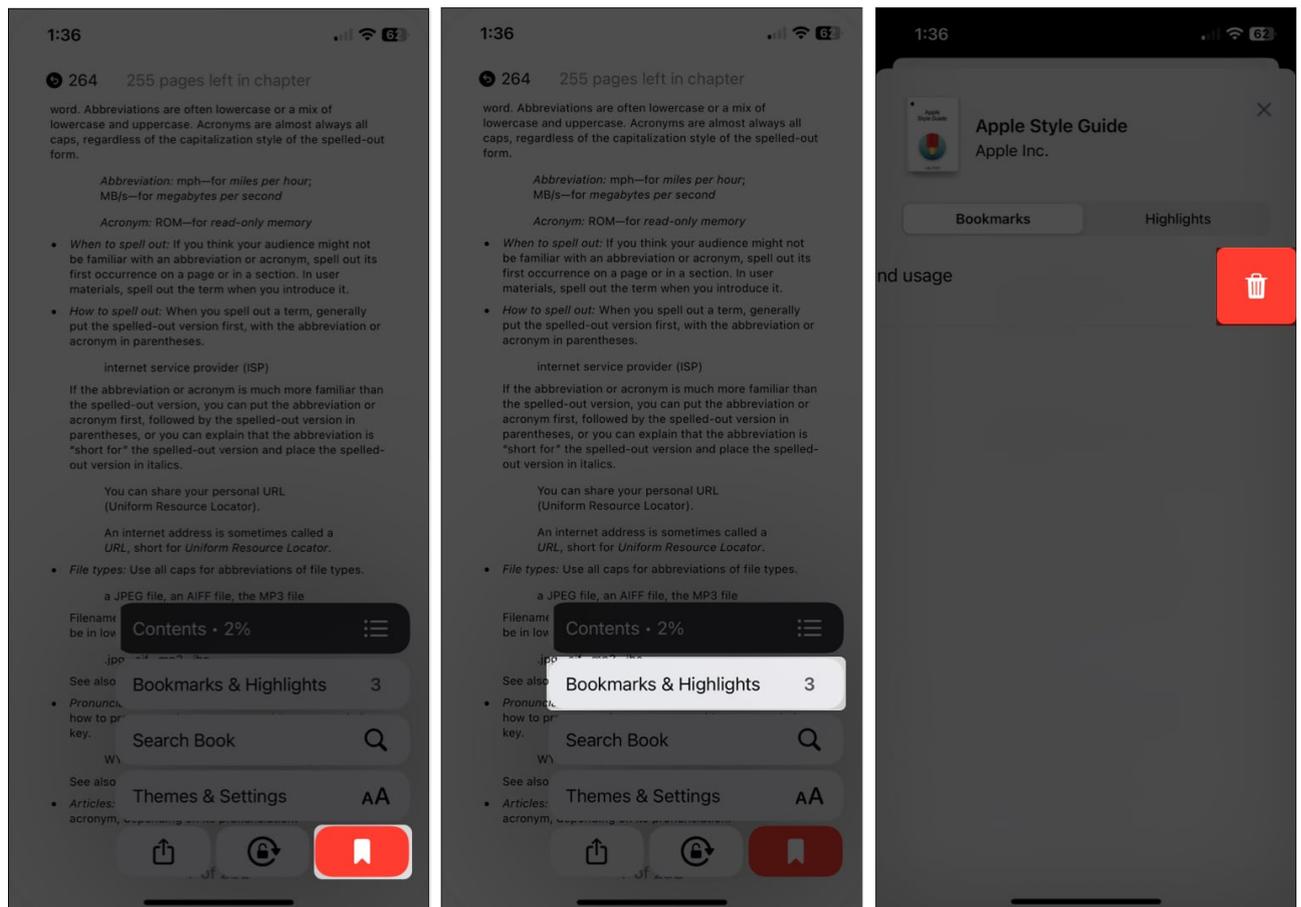
4. View your book progress

When you're reading a lengthy book, you may want to see your progress. You can view how far you are in the chapter or the entire book as well as which page you're on out of the total number of pages.

1. **Tap a spot** in the center of the page, being careful not to tap a margin to advance or go back.
2. You'll then see the **number of pages left** in the chapter at the top and the page number you're on out of the total number of pages in the book at the bottom.
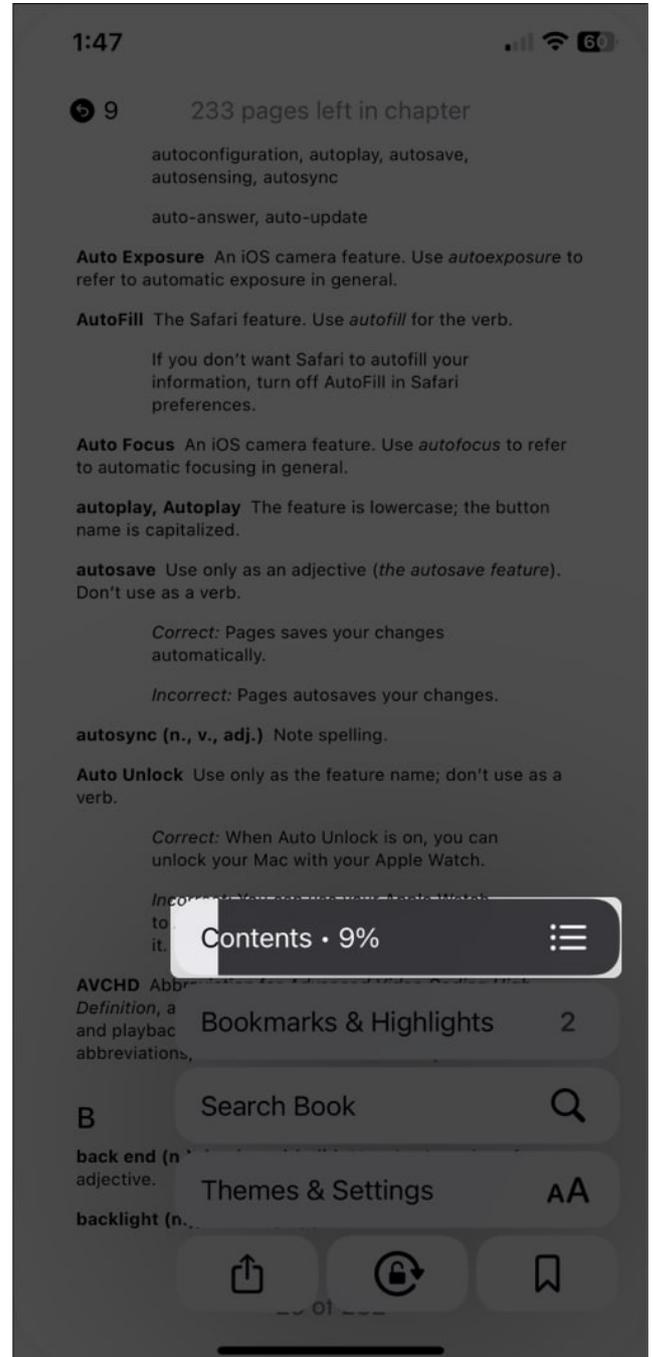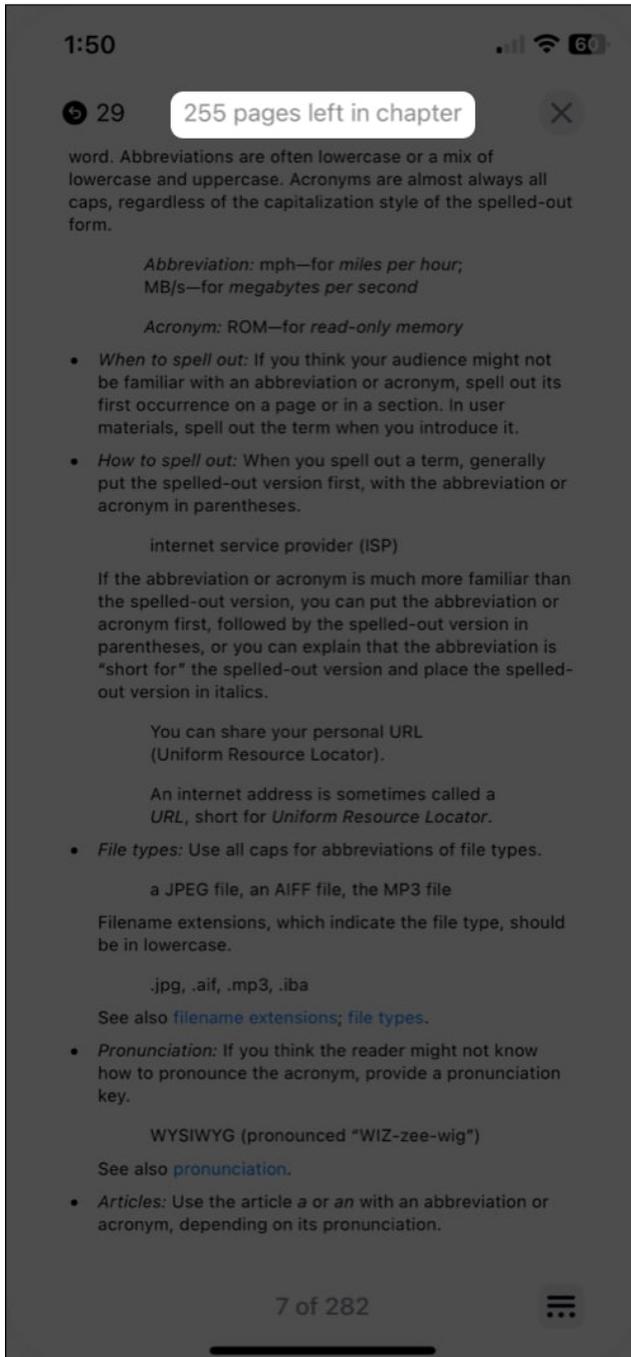
You can also open the **Reading Menu** and see the percentage of the book you've read so far in the **Contents** section of the menu.

5. Switch between scroll and page animation

A flexible feature of the Books app you'll like is the ability to change how you move through the pages. You can use an animation, scroll, or nothing at all.

To change how to turn pages, open the **Reading Menu** and select **Themes & Settings**.
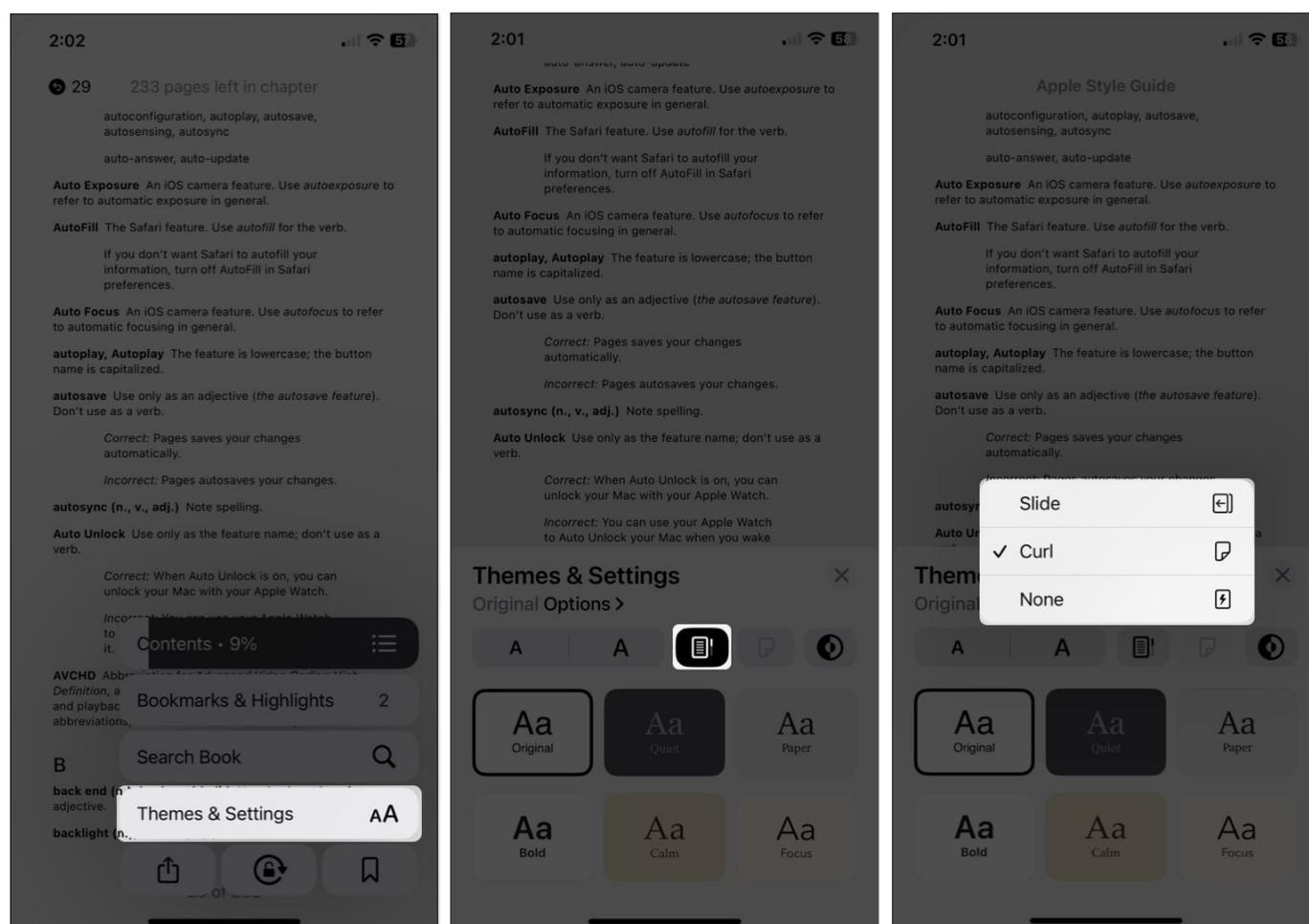
- To use the scroll style, tap the **Scroll** button to the right of the Font button. With this option, you scroll down through the pages similar to reading a web page.
- To use an animation, tap the **Page Turning** button to the right of the Scroll button. You can pick **Slide**, which swipes the page left or right, or **Curl** that resembles page turning in a physical book.
- To use no special page turning style, open the **Page Turning** options above and pick **None**. With this option, you'll simply jump to the next page when you tap the side.

Note: You'll also see the page-turning options in **Settings → Books** in the Reading section.

6. Skip to pages

When you move about the book and use the table of contents or your bookmarks to skip around, you may want to return to the page you were reading before or after.

Conveniently, you'll see **circular** icons on the top right and left **with the page number(s)** you visited. Simply tap on those **arrows** or **digits** to go to one of those pages.
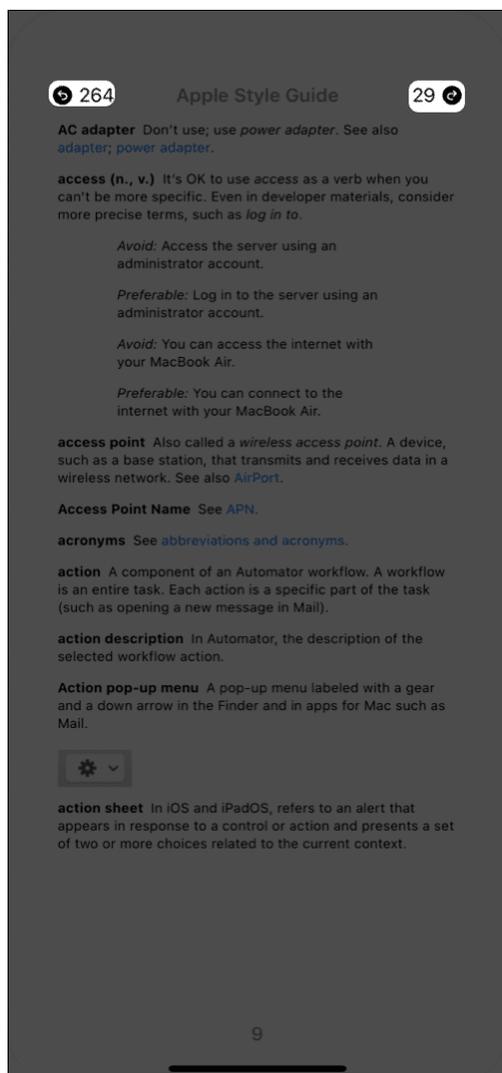
7. Show your device Status Bar

This may seem like a simple thing but is important to many people. You can either hide or show your device's **Status Bar** when reading in the Books app.

For instance, you may want to hide the Status Bar so that you have a distraction-free reading experience. On the other hand, you may want to display it to keep track of the time or your battery level.

1. Open your **Settings** → Select **Books** → Go to the **Reading** section.
2. Toggle on **Show Status Bar** to display it or turn off the toggle to hide it.
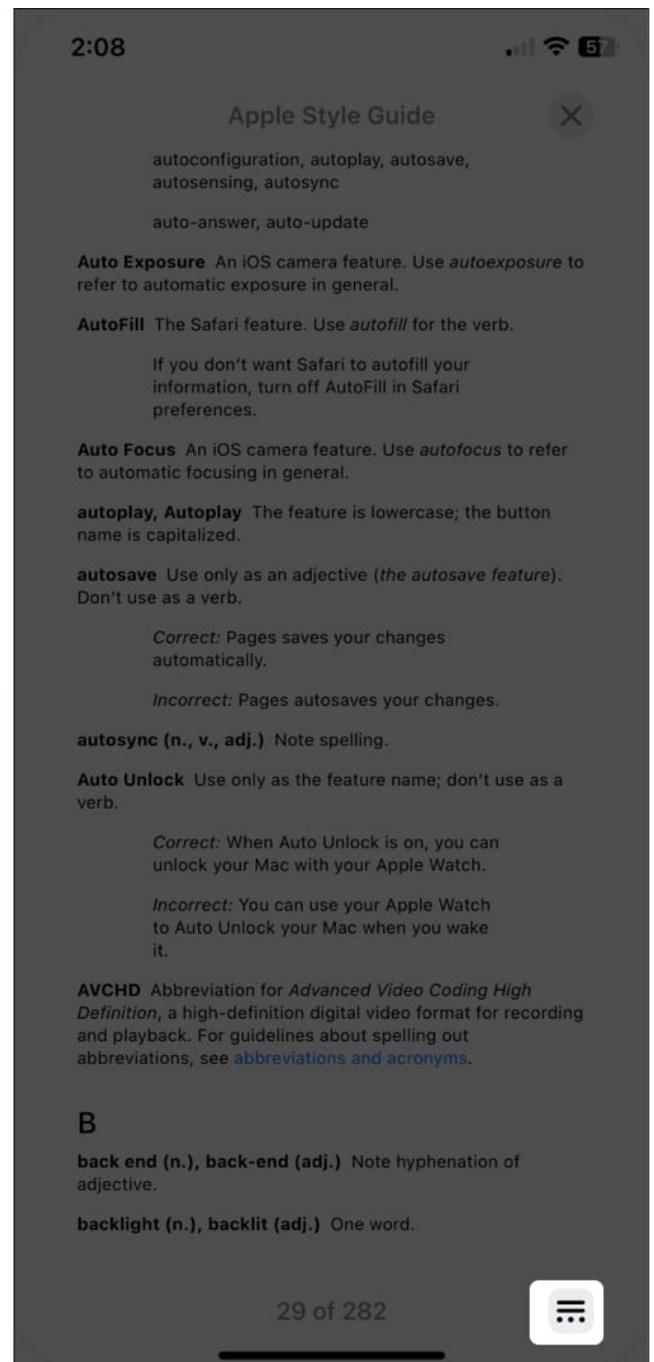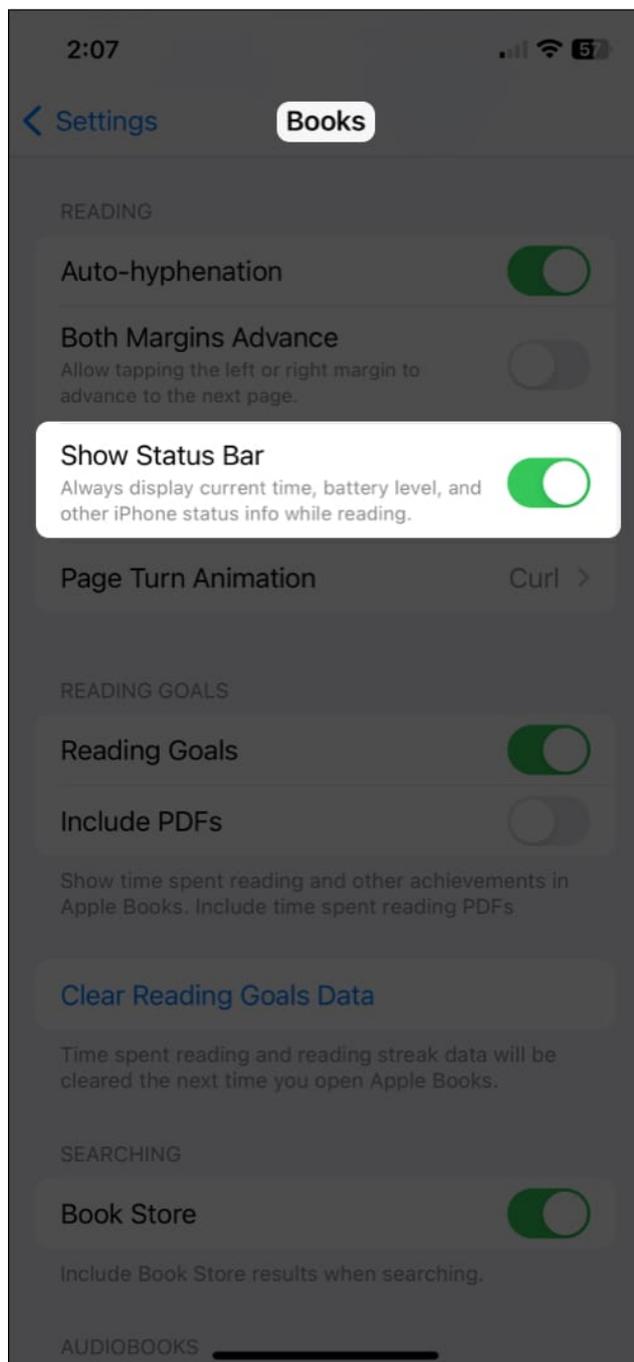
8. Use the mini Audio Player for audiobooks

Similar to songs in the Music app, you can use the mini Audio Player when listening to audiobooks in the Books app. This then keeps the controls for playback in a tidy bar at the bottom rather than consuming the entire screen.

When you are listening to an audiobook, swipe down from the line at the top. You'll then see the controls in the mini-player so you can *play, pause, or skip* quickly.

- **To hide the Audio Player:** Open the **audiobook** in full view, just tap the player.
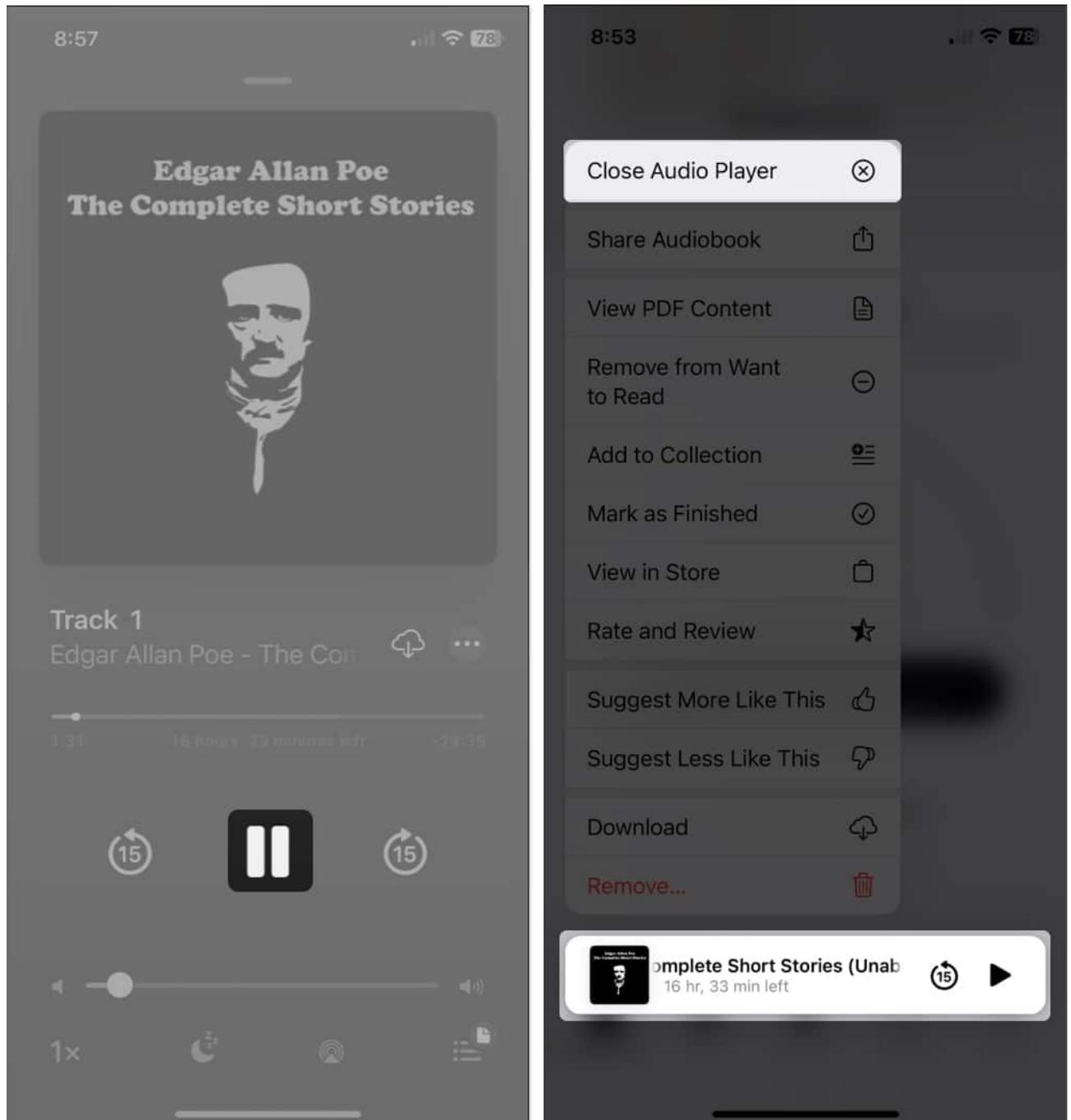
- **To close the Audio Player altogether:** Long-press it and choose **Close Audio**

Player.

9. Adjust the appearance

To enhance the experience in the Books app, you can customize the appearance when you're reading. Going beyond the page turn style mentioned above, you can pick a theme, adjust the brightness, change the font, lock the orientation, and more.

1. Open the **Reading Menu** and select **Themes & Settings**. You can then adjust a few appearance options right in the pop-up window.
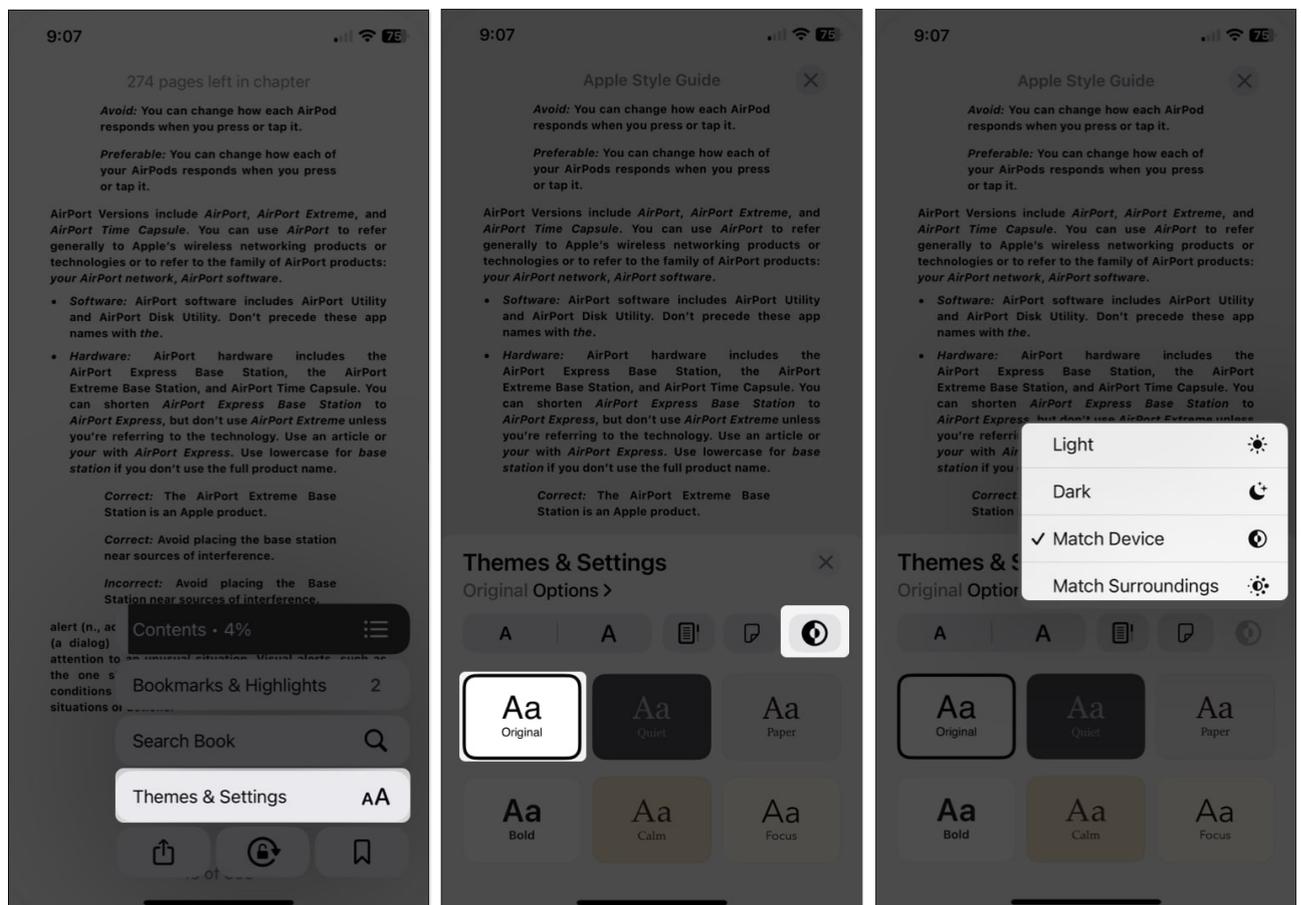
- **Font size**: Use the letter **A** buttons to increase or decrease the font size.
- **Brightness**: Use the **Brightness** button to pick Light, Dark, Match Device, or Match Surroundings.
- **Theme**: [Pick from one of the six themes](#), which include a background color and font style.

2. To change additional appearance settings, select **Options**. As you adjust the following,

you'll see a preview at the top of the screen.
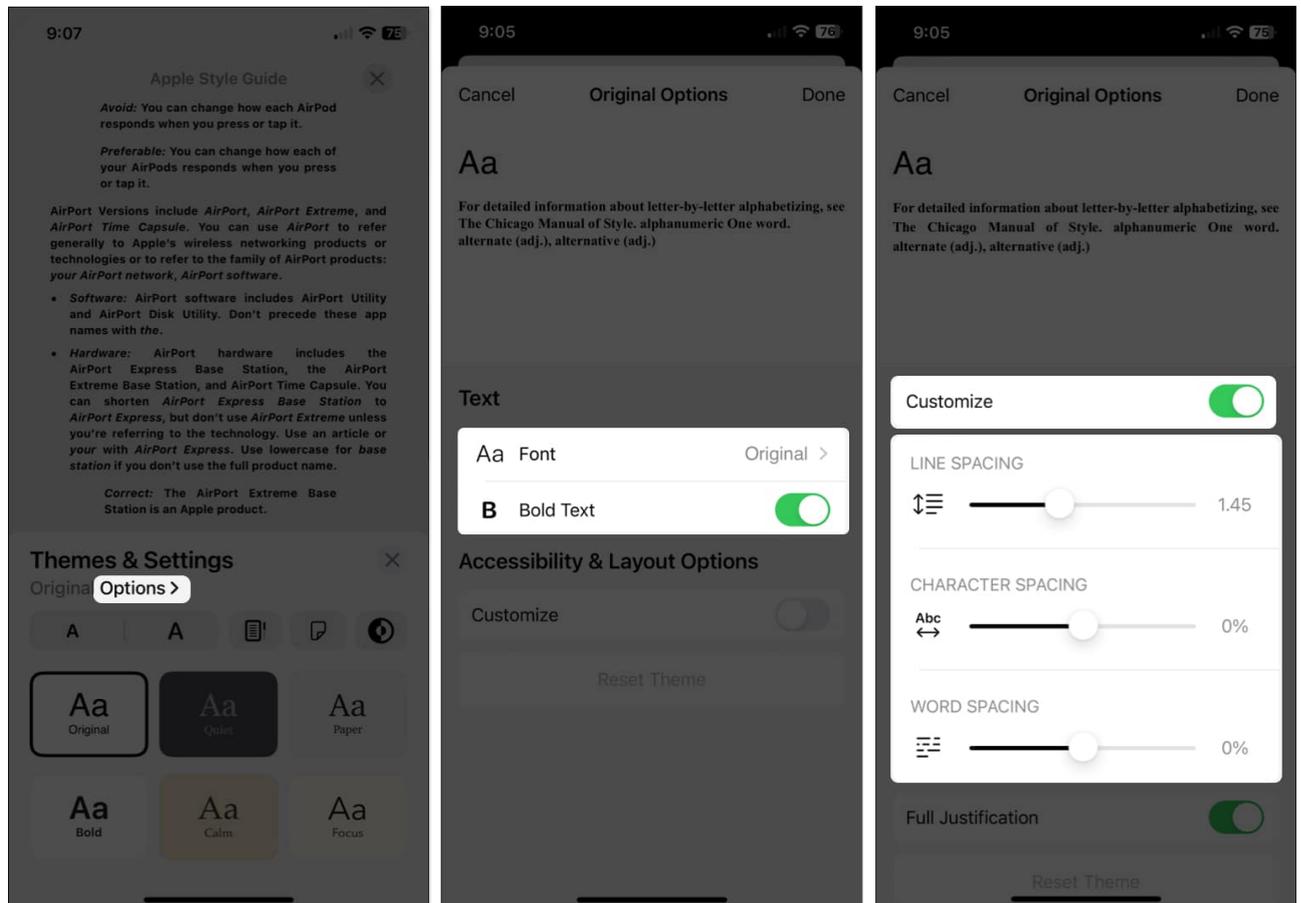
- ○ **Font**: Change the font style.
- ○ **Bold Text** : Turn on the toggle to make the text bold.
- ○ **Customize**: Turn on the toggle to change the line, character, or word spacing and enable full justification.

To revert these changes back to the defaults, select **Reset Theme** at the bottom.
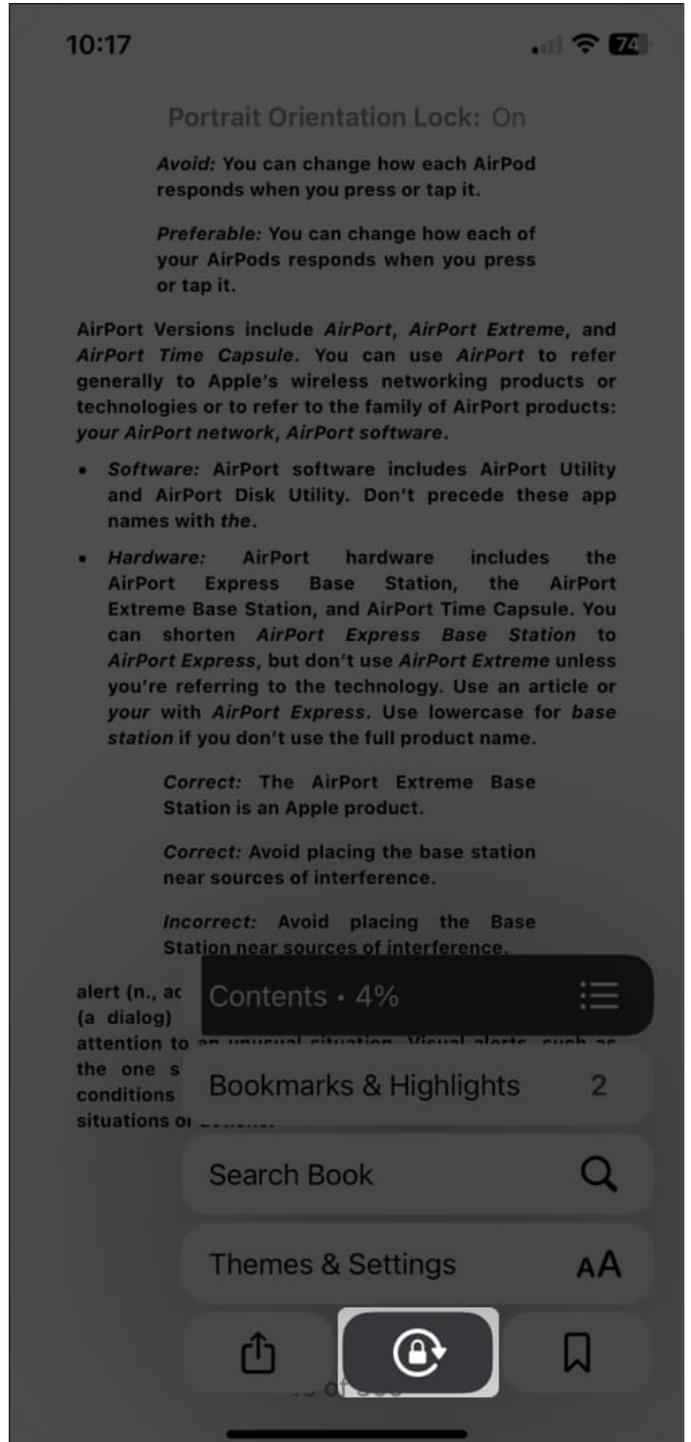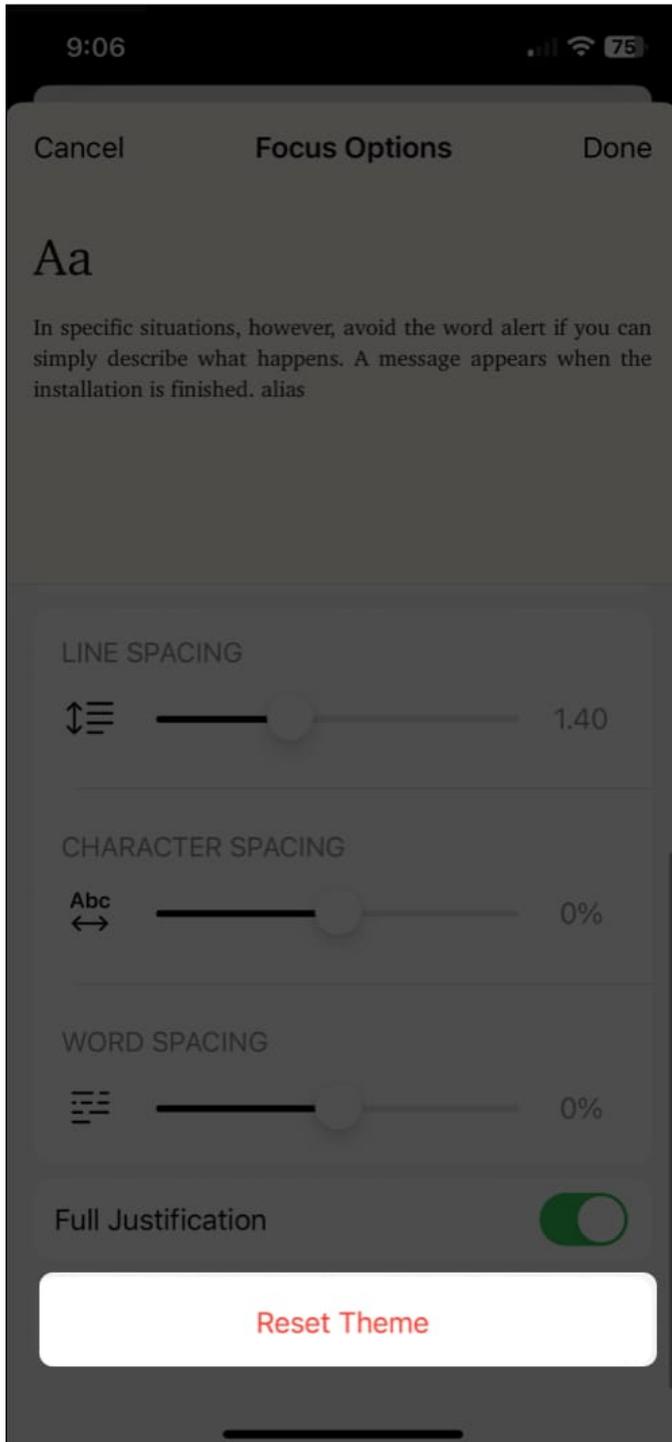
To lock the page orientation so that the page doesn't change from portrait to landscape or vice versa when you rotate your device, open the **Reading Menu** and tap the **Orientation Lock** button (circle and lock).

10. Organize your library

Once you start purchasing more and more books, you'll want to keep your library organized so that you can easily find the book you want.

- **Sort**: Sort by title, author, recent, or manually using the **Sort** drop-down menu at the top.
- **Display**: Use list or grid view using the **Display** icon (three lines).
- **Collections**: Create Collections of related books. Select **Collections** to make a new one, tap the **three dots** for a book to add it to a Collection, and edit the order in which your Collections display.
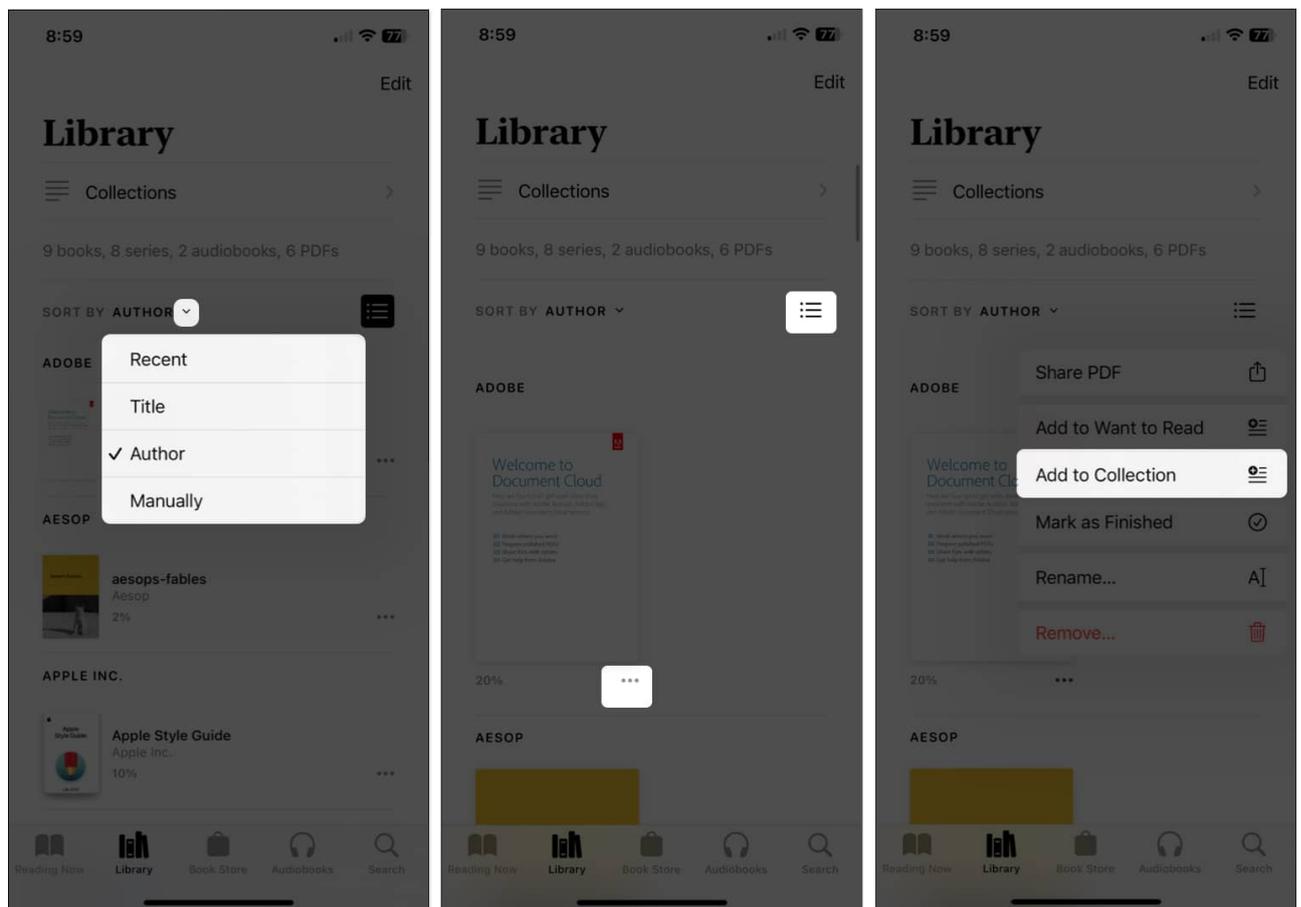
For more, look at these additional suggestions for your managing your Books library.

Other adjustable settings

Along with all of the above features, there are a few more settings for Books that you may want to check out.

Open your **Settings** and select **Books**. Then, take a look these settings:

- **Reading Menu Position**: Choose from the bottom right or left for the placement of the Reading Menu.
- **Both Margins Advance**: Enable this toggle to use both the right and left margins to advance to the next page.
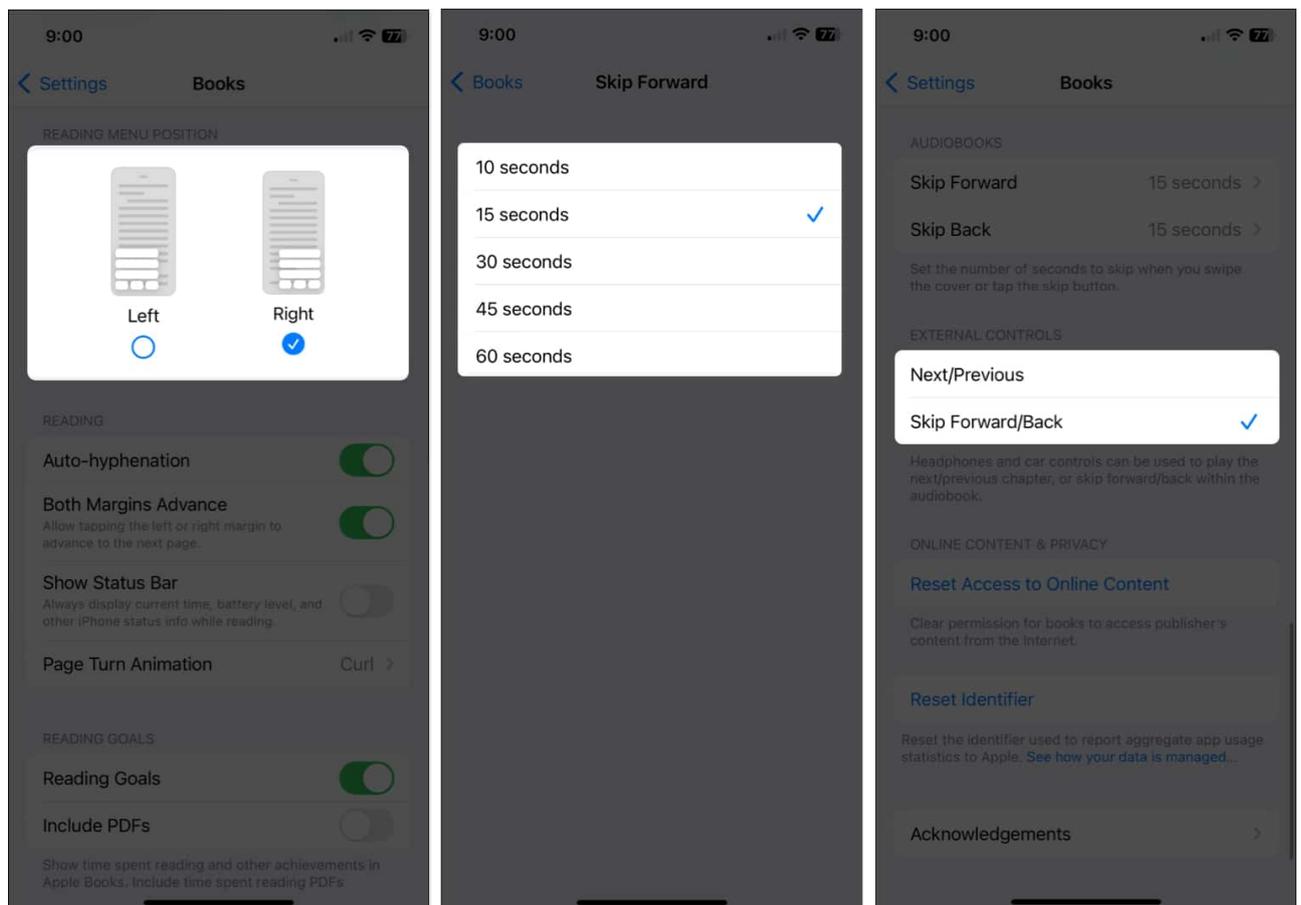
- **Audiobooks**: Adjust the Skip Forward and Skip Back timing when using the forward and back buttons in the audiobook player.
- **External Controls**: Choose one of these options for moving through audiobooks when using headphones or car controls.

Be a Books pro!

With these tips and features, you can enjoy your Books app experience even more than before. Do you have tips of your own you'd like to share? Let us know!

For more, look at how to [share books with your family on iPhone](#).

Read more:

- [Best speed reading apps for iPhone and iPad](#)
- [15 Best ebooks reader apps for iPhone](#)
- [Best Read It Later Apps for iPhone](#)