



Read a Book Using Zoom

Note: Be sure to ask the library to provide an iPad with ZOOM turned on.

Using the Zoom Feature

- **To zoom:** Double-tap with three fingers.
- **To increase the zoom:** With three fingers, double-tap and drag up (in increase size) or down (to decrease size).
- **To return to regular print size:** Double-tap with three fingers.
- **To move around the screen:** Use three fingers to “drag” the screen where you would like it to move.

How to Read a Book on the iPad

1. Find the Reading folder, and tap to open.
2. Locate the iBooks icon. It looks like this:



iBooks

3. Tap the iBooks icon to open.
4. You will see a list of books. Use the Zoom and Drag features described above to enlarge the screen print and to scroll down or from side to side so you can read each listed title and author.
5. Once you find a book you would like to read, tap to open.
6. You will need the menu to increase the font size. To access the menu, tap in any white space near the center of the page. You should then see several small icons along the top of the page. If you can't see them, turn Zoom back on by double-tapping with three fingers. Drag down and to the left until you can see the upper-right corner of the page.
7. If you have the Zoom feature on, turn it off by double-tapping.
8. Tap on the **AA** icon, which is the third icon to the left from the right hand corner of the screen.

9. A box will open which looks like this:



10. Tap the **A** on the right side of the box to enlarge the print. Allow a few seconds to pass during which the print on the screen should change. Tap it again if you want the print still larger. Tap on the small A on the left if you want the print smaller.
11. To close the box, tap any portion of the screen outside of the box.
12. You are ready to read your book. Turn pages using a motion similar to that which you would use when you read a book. To turn to the next page, place the pad of your finger on the right side of the screen and drag it to the left. To return to a prior page, place the pad of your finger on the left hand side of the screen and drag it right.

13. If you want to return to the library of books, you will need the menu. To access the menu, tap in any white space near the center of the page. You should then see several small icons along the top of the page. Tap on the Library icon in the upper-left corner of the page to return to the list of books.
14. You can exit the iBooks app at any time by pressing the home button.

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