

Rakutenkobo

kobo sage

User Guide

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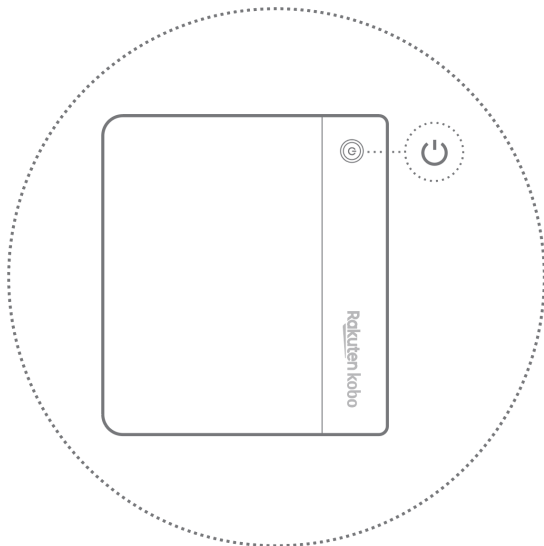
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Kobo eReader basics

Turn your Kobo eReader on and off

The power button is located on the back of the eReader.



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 directly back to the last screen you saw. This could be a page in the 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.

Note that putting your eReader to sleep can interrupt things like library syncing and wireless connections.

To turn on your eReader:

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

To turn off your eReader:

- Press the power button and hold until you see a 'Powered off' screen.

To put your eReader to sleep:

- Press the power button and release quickly.

To wake your eReader from sleep:

- Press the power button and release.

Charge your eReader

Before using your Kobo eReader for the first time, you should charge it for at least one hour.

A fully charged Kobo eReader battery can last up to two months depending on how frequently you use your eReader. Charge your Kobo eReader with the supplied USB-C cable if possible.

If you need to replace your USB-C cable, you can get a new one at any location where USB-C cables are sold.

Follow these steps to charge your eReader.

1. Turn on your computer.
2. Connect your USB-C cable to your eReader and your computer.

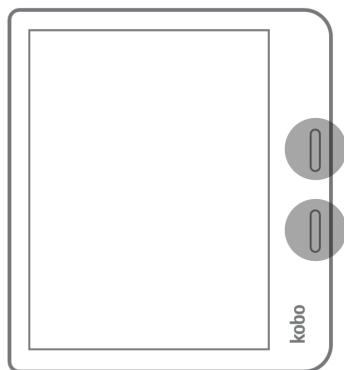
You can continue reading while your eReader charges. The battery's charge status appears in the top-right corner of the screen.

You can also charge your Kobo eReader with any 5V, 2A USB-C adapter.

Note: If you're travelling to a country with different electrical systems, be sure you have the proper converter before you charge your Kobo eReader using a power outlet.

Battery icon	Meaning
	Your eReader is out of power.
	Your eReader is charging.
	Your eReader has partial charge.
	Your eReader is fully charged.

Turn pages with the page turn buttons



To page forward and backwards: Press the upper or lower page turn buttons. Depending on how you hold your eReader, the page turn button automatically adjusts so that the top button pages backward, and the bottom button pages forward.

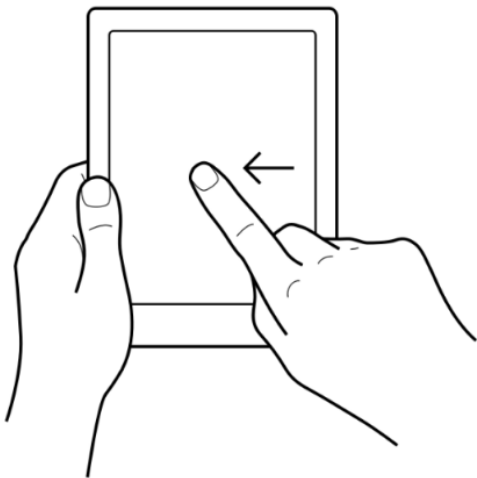
Invert the page turn buttons: You can invert the direction of the page turn buttons so that the top button pages forward, and the bottom button pages backwards. To do this, go to your Home Screen, and tap **More** at the bottom of the screen. Then tap **Settings**, then tap **Reading Settings**. Under 'Button Controls', tap **Inverted**.

Quick page turn: To rapidly skip pages, press and hold either of the page turn buttons to skim through the book.

Use gestures on the touch screen

When your eReader is turned on, you can touch the screen to open books, turn pages, select items, and more.

- **Tap:** Touch the screen lightly to open a book, turn a page, select a menu, and more.
- **Swipe:** Use this gesture to turn pages and scroll through menus.



- **Press and hold:** Touch the screen and hold your finger in place.

You can use this gesture on book covers and book titles to see more options. This gesture also lets you select text while reading. Press and hold a word, and when you let go, your eReader will underline your selection and show a circle at each end of the word. Drag the circles to select more text.

- **Drag:** If you're reading a PDF and you zoom in to see a bigger version of your page, you can drag the page around 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.

Adjust screen brightness

Your eReader has a built-in light that lets you read in the dark.

You can adjust your screen's brightness in a few ways:

- While you're reading, swipe up or down along the left edge of the screen.
- From your Home screen, tap the  brightness icon at the top of the screen, then drag the  circle icon under Brightness to the left or right.

Use the Natural Light feature

With Natural Light, you can adjust the colour of the screen. Colours range from an orange candlelight for nighttime reading, to a white sunlight for daytime.

1. Go to your Home screen.
2. Tap the  Brightness icon near the top of the screen.
3. Beside 'Bedtime', tap the  drop-down arrow.
4. Select the time that you'd normally go to sleep.
5. Adjust the screen's colour:
 - To let your eReader automatically adjust the screen colour, make sure the circle icon beside 'Auto' is towards the right .
 - To manually adjust your Natural Light settings, make sure the circle icon beside 'Auto' is towards the left .
 - Drag the  circle icon towards the  sun icon to make the screen glow white for daytime reading.
 - Drag the  circle icon towards the  moon icon to make the screen glow orange for nighttime reading.
 - **Note:** When you manually adjust your Natural Light settings, your eReader won't automatically adjust the screen colour according to the time of day.

Use your eReader around Water

For the best reading experience, your eReader's screen and your hands should be dry. If the screen gets wet, just wipe it with a dry cloth. The screen may not respond as expected if used while wet or under water.

If your eReader gets wet with any of the following, rinse it with fresh water immediately and dry it before use. This will extend the life of your eReader.

- Salt water
- Soapy water
- Chlorinated water from a swimming pool

Waterproofing your Kobo eReader

Your eReader can be submerged in 2 meters (6.5 ft) of fresh water for up to 1 hour if you follow these instructions.

Your eReader is IPX8-certified, which means that it has been tested and certified as waterproof in certain conditions.

Here are a few things you should do to avoid damaging your eReader with water. Note that your eReader is not dustproof or sandproof.

- Dry the USB port before connecting the USB charger to your eReader.
- Avoid exposing your eReader to water moving powerfully, like waterfalls or waves.
- Do not charge your eReader in or near water, or in areas with high humidity.
- Your eReader does not float. Do not submerge it deeper than 2 metres (6.5ft) of water.
- Do not submerge your eReader in water for more than 60 minutes.

About Kobo Stylus

Use Kobo Stylus to write and draw on the screen

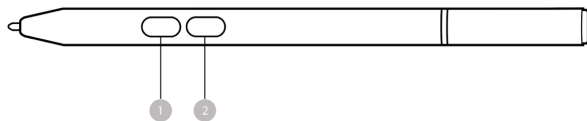
Note: Kobo Stylus is an optional accessory that you can purchase for your Kobo Sage. Kobo Stylus is not included with your Kobo Sage.

Your Kobo Stylus is designed to work with Kobo Sage and lets you write and draw on the screen just like pen on paper. For example, if you're reading a cookbook, you might want to jot a few notes on the margins of the page. You can even use the 'My Notes' feature to write notes and convert them to text.

Your Kobo Stylus is designed to mimic a real pen with a few added features:

Highlight button (#1): Press and hold to highlight text.

Erase button (#2): Press and hold to erase text or lines.



Kobo Stylus can come in useful if you want to write notes on the page and convert those notes to annotations that you can reference later. You can use Kobo Stylus to make notes on these file formats:

- ePub
- Kobo ePub
- PDF (non-protected, non-DRM)

Replace your Kobo Stylus battery

Your Kobo Stylus uses one replaceable AAAA battery. Under normal use, your stylus battery should last several months.

Note: If you haven't used your Kobo Stylus in a while, inspect the batteries to ensure they are in good condition. Be sure the battery isn't corroded or bloated. If the battery appears to be in bad condition, discard it and use new batteries.

To replace your Kobo Stylus battery:

1. Twist the end of the stylus counterclockwise to remove the cap.



2. Remove the old battery.
3. Insert the new AAAA battery.

Tip: The battery is marked with a plus (+) and minus (-) symbol. Insert the battery with the plus (+) symbol into the stylus.

4. Replace the stylus cap.

Use gestures to edit handwriting

Your Kobo Sage recognizes gestures to make editing and writing notes easy. You can use gestures to edit your handwriting or handwriting that you converted to text.

Note: You can only use handwriting gestures when you select an Advanced notebook when using your notebook.

You can use gestures while using the My Notebook feature.

Erase text

Cross out or scribble over the word or letter you want to erase.



Join text

To join two words together, draw line from the bottom of the word to the top.



Split text

To add a space in between two words, draw a line from the top of the letter to the bottom.



Headings

Create bolded headings text by drawing one or two lines underneath the word.

Main Header - Draw one line under the text.

Read more



Sub header - Draw two lines under the text.

Read more



Highlight

To highlight a word or a sentence, draw a box around the word or sentence.



Numbers and bullets

You can write numbers, dashes, and other symbols in your notes. Your eReader recognizes most symbols.

Here's a small sample of the symbols that you can convert to text:

? ! , ; = + - @ / \$: " ' . \ () { }

Use Kobo Sage as a notebook

With the My Notebooks feature, you can take handwritten notes on your Kobo Sage using your Kobo Stylus. You can create as many notebooks as you'd like.

To keep your notes safe for long-term storage, you can export your notes so that you have a backup.

Note: If you reset your Kobo eReader, you'll lose all your notes.

To write notes:

1. Go to your Home screen.
2. Tap **More** at the bottom of the screen.
3. Tap **My Notebooks**.

Note: After you've used the Kobo Stylus with your Kobo Sage for the first time, the Notebooks menu will move to the bottom of your Home Screen.

4. Tap **New** to create a new note.
5. Enter your notebook's name.
6. Select the type of notebook you'd like to create:

Basic notebook: A Basic notebook lets you write and draw on the screen just like pen on paper.

Note: If you want to convert your handwriting into text, you'll need to select Advanced notebook instead.

Advanced notebook: Lets you convert your handwriting into text. When using the Advanced notebook feature, you'll have to follow some guidelines—such as writing a certain size, writing within lines and margins—so that your handwriting can be converted into text.

Converting your handwriting into text can be useful if you prefer to have your notes edited later. For example, after you convert your handwritten notes to text, you can export your notes as a text file and edit it on your computer.

7. Tap **Save**.
8. Use your Kobo Stylus to write on the notebook. Your notes are automatically saved onto your Kobo eReader.

Learn how to use your notebook

Your notebook acts like a real pen and paper notebook with some extra features. Your notebook has icons at the top of the page that lets you select your pen style, eraser, and more.

- **Scroll around the page (Basic notebook)**

To move around the page, tap the  arrow icon at the top of the page to open the menu. Next, drag the circle icon or tap the arrows at the bottom of the screen.

- **Scroll up and down the page (Advanced notebook)**

To scroll up or down your notebook, tap the   arrows on the right side of the screen, or drag the scrollbar. There's no page limit, so you can scroll down as far as you'd like while writing your notes.

- **Write notes**

To write notes or draw, just start writing or drawing

anywhere on the screen. Tap the  Pen icon at the top of the screen to select the Pen, then tap again to see different pen options, such

- **Erase text**

With your notebook open, tap the  eraser icon at the top of the screen to turn your stylus into an eraser. You can also press and hold the erase button on your Kobo Stylus to turn the tip of the stylus into an eraser. Tap on the eraser icon again to see additional eraser options

- **Undo and redo**

Tap the  Undo icon to go back to the previous letter, symbol, stroke, or number you wrote.

Tap the  Redo icon to show the last letter, symbol, stroke, or number you wrote.

- **Draw diagrams, illustrate pictures, write math equations (Advanced notebook only)**

When using an Advanced notebook, you can draw diagrams, pictures, or write math equations on your notebook.

To draw diagrams or write math equations, tap the  Menu icon at the top of the page, then select one of the options:

Insert Free Form section: Lets you write or draw anything within the defined border. With a Free Form section, you can't convert shapes you've drawn into a properly rendered shape. For example, if you draw a circle, it won't automatically convert into a perfect circle.

Insert Diagram: Select this if you want hand drawn shapes to convert into perfect shapes. For instance, if you draw a square, it will automatically straighten the lines and produce a perfectly drawn square.

Insert Math Equation

Lets you write and solve math equations on your notebook. To solve an equation, write the equation out in full—for example “ $1+1=$ ”, then tap the ●●● Menu icon at the top of the screen, then tap **Convert All**. This may not work on some equations.

Save your notes

You can save your notes to your computer. It's a good idea to save your notes so that you won't lose them if you reset your eReader or sign out of your account on your eReader.

You can copy your notes from your eReader onto your computer. For example, you can export your note as a '.txt' file so that you can email the file to yourself or save the file onto your computer.

If you have to reset your eReader, you'll lose all of your notes. Export your notes so that you have a backup.

To export your notes:

1. Go to your Home screen.
2. Tap **My Notebooks** at the bottom of the screen.
3. Tap the ●●● Menu icon next to the note you want to export.
4. Select **Export to Computer**.
5. Tap **Export**.
You'll see the 'Exporting Notebook' status window.
6. When you see the 'Notebook exported' message, connect your eReader to your computer.

7. Connect your eReader to your computer using the supplied USB-C cable.
8. On your eReader, you'll see a 'Computer Detected' message. Tap **Connect**.
9. On your computer, open the folder named 'KOBOeReader'.
10. Open the folder named **Exported Annotations**. You'll see a list of the notes you've made.
11. Copy the desired files onto your computer.

Copy your note files onto your computer's desktop, or anywhere you'd normally keep backup files, such as an external hard drive, USB drive, or an online storage service like Google Drive.

Delete notes

Delete notes from your eReader to manage the number of notes you have, and to free up eReader storage space.

To permanently delete notes on your eReader:

1. Go to your Home screen.
2. Tap **My Notebooks** at the bottom of the screen.

3. Beside the note that you'd like to delete, tap ●●● the Menu icon.
4. Tap **Delete**.
5. Tap **Delete** in the confirmation dialog box.

Save your notes to Dropbox

You can save your notes to your computer or onto an online storage service called Dropbox. Dropbox is a free online storage service that lets you save your personal files.

To learn how to export your notes onto Dropbox, visit Kobo's help page at: <https://help.kobo.com>.

Write notes in your book with Kobo Stylus

While reading, you can write, draw, and highlight on the page just like a real book. For example, you can write on the margins and circle key words.

A few things to remember

- If you reset or sign out of your eReader, you'll lose your annotations and handwritten notes.
- Handwritten notes will only appear on your Kobo eReader and won't transfer to your Kobo Books app, or other Kobo eReaders.

You can use Kobo Stylus to write notes on these files:

- Kobo ePub (.kepub)
- ePub (.epub)
- PDF (.pdf)

Note: Kobo Stylus cannot write notes on DRM-Protected PDF files and PDF files that disables annotations and markups.

Write notes on the page

With Kobo Stylus, you can write and draw on the page while reading.

To write notes while reading:

- Use your Kobo Stylus and write anywhere on the screen.

View your handwritten notes on a page

In most cases, you'll see your handwritten notes right on the page. If you don't see your note, it means that you may have changed the font size. This means that your notes will appear inside a bracket to indicate that there's a handwritten note.

To view your handwritten note:

1. Tap on the  scribble icon on the right margin. Your handwritten note will appear in a small box as a preview.
2. Tap the  expand icon to view the page in full view.

View your notes in a list

You can view all of your handwritten notes you've made in a book using a list.

To view or delete your notes in an annotation list, while reading:

1. Tap the middle of the screen. The Reading Menu will appear.

2. Tap the  note icon at the bottom of the screen.
3. View or delete your annotation:

To view your handwritten note: tap the preview of the annotation.

Tip: You'll see a  scribble icon next to annotations you've made with Kobo Stylus.

To delete your handwritten note: tap the preview of the annotation. You'll see your annotation in a preview box. Tap the ● ● ● Menu icon in the preview box, then tap **Delete**.

Troubleshoot your Kobo Stylus

If your stylus isn't responsive, try the following:

- Change the battery with new ones
- Power your eReader off, then back on
- Replace the stylus tip

For detailed steps on replacing the stylus tip, visit the Kobo Help Centre: <https://help.kobo.com/>

Your Kobo stylus works with the following files below. If your Kobo Stylus isn't working on a file on your eReader, it may not be compatible with Kobo Stylus.

Files that are compatible with Kobo Stylus:

- Kobo ePub
- ePub
- PDF (non-DRM and non-protected PDF)

Lock the screen orientation

Your eReader's screen can automatically rotate to landscape or portrait mode.

When the screen is on auto-rotate mode, you'll see the  auto-rotate icon at the top of the screen. When the auto-rotate feature is turned off, you'll see the  or  icon.

About the Kobo eReader Home screen

Your Home page is the first thing you see when you turn on your eReader.

Here are a few things you can do from your Home screen:

- **Sync and update your eReader:** The Sync feature keeps your eReader up-to-date with the latest software updates and books you've purchased from Kobo. To sync your eReader, tap the  sync icon.
- **Buy books:** Looking for something to read? Tap the  Search icon to find a book on your eReader or browse the Kobo Store.

- **Read a book:** Tap on a book cover to start reading.

To go to your Home screen:

- While reading: Tap the middle of the screen. The Reading Menu will appear. Tap **Back to Home**.

Tap any of these icons on the Home screen:

-  **More icon**
Opens the eReader menu.
-  **Wi-Fi icon**
View and connect to available Wi-Fi networks.
-  **Brightness icon**
Adjust screen brightness.
-  **Battery icon**
See the battery status and change energy savings settings.
-  **Sync icon**
Download recently purchased books onto your eReader and update your eReader software if there's one available.

- **Search icon**

Search for books on your Kobo eReader or new books to buy in the Kobo Store.

Use Wi Fi on your eReader

Connect your eReader to a Wi Fi network

Connect to a Wi Fi network to download books onto your eReader, and to shop for books on your eReader.

1. Go to your Home screen.
2. Tap the  Sync icon at the top of the screen.
3. Tap **Sync now**.
Your eReader will try to connect to Wi Fi. This may take a moment.
You'll be prompted to choose a wireless network.
4. Tap the name of the network you want to use.
If there's a  Lock icon next to a network, you'll need a password to join 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.

Check your eReader's Wi Fi status

To see if you're connected to the internet, check the Wi Fi status icon at the top of your screen.

-  Wi Fi is on standby to conserve battery power.
-  Wi Fi is disabled.
-  You have a moderately good Wi Fi connection.
-  You have an excellent Wi Fi connection

Sync your eReader over Wi Fi

To download books onto your eReader and update your software, you'll need to sync your eReader.

Syncing your Kobo eReader:

- Downloads eBooks you've recently purchased onto your Kobo eReader.
- Downloads eBook previews you've added to your account.
- Checks for eReader software updates.
- Updates any bookmarks or annotations that you've made to your eBooks.

To sync your eReader:

1. Go to your Home screen.
2. Tap the  Sync icon at the top of the screen.
3. Tap **Sync now**.

Turn Wi Fi off (Airplane mode)

You can turn Wi Fi off to stop your Kobo eReader from connecting to the internet. This will extend your eReader's battery life, and let you use your eReader on an airplane. Your Wi Fi connection will turn off automatically if it's inactive for more than five minutes.

1. Go to your Home screen.

2. Tap the  Wi Fi icon at the top of the screen

Note: If you don't see the  Wi Fi icon, tap the  Sync icon at the top of the screen, then tap **Sync now**.

Tap the  Wi Fi icon at the top of the screen when it appears.

3. Tap the  circle icon beside Wi Fi: Enabled.
If a 'Cancel Sync?' message appears, tap **Yes** to continue.
When you see a dialog box that says Wi Fi: Disabled, your eReader will no longer have access to the internet.

Listen to audiobooks

To listen to audiobooks using your eReader, you'll need to pair your Bluetooth speaker or headphones to your eReader.

You can only pair Bluetooth headphones and speakers to your eReader.

Turn on Bluetooth on your eReader

Set your headphones or speaker to pairing mode, then place your Bluetooth headphones or speaker near your eReader before you complete the steps below.

To connect your Bluetooth speaker or headphones:

1. Go to your Home screen.
2. Tap **More**.
3. Tap **Settings**.
4. Tap **Bluetooth Connection**.
5. Beside 'Bluetooth', tap the  circle icon to turn Bluetooth on.

6. Tap on your Bluetooth device's name.

Under the name of your Bluetooth device, you'll see 'Connected'.

It may take a few moments before you see your device name in the list.

Troubleshoot pairing issues

If you're having issues pairing your Bluetooth device to your eReader, turn Bluetooth on and off on your eReader and Bluetooth device. Next, try the pairing process again.

For steps on setting your headphones or speaker to pairing mode, contact your headphones or speaker manufacturer for details.

For more troubleshooting steps, visit the Kobo Help site at <https://help.kobo.com>.

Open your audiobook

To open an audiobook on your eReader:

1. Go to your Home screen.
2. Tap **My Books** at the bottom of the screen.
3. Tap on the audiobook that you'd like to listen to.

Tip: Use the audiobook filter to sort through only audiobooks on your eReader. If you don't see your audiobook, you may have to repair your Kobo account on your eReader.

Repair your Kobo account

1. Go to your Home screen.
2. Tap **More**.
3. Tap **Settings**.
4. Tap **Device information**.
5. Beside 'Repair your Kobo account', tap **Repair**.
6. Tap **Repair now**.

Audiobook player controls

Play or pause your audiobook

- To start or stop your audiobook, tap the  Play or  Pause icon.

Control the volume

To control the volume of your Bluetooth speaker or headphones using your eReader:

1. Tap the  Volume icon at the top of the screen
2. Drag the  circle icon left or right to decrease or increase the volume.

Skip backward or forward

You can skip forward or backward 30-seconds at a time through your audiobook.

- To listen to the previous 30 seconds of audio: Tap the



- To listen to the next 30 seconds of audio: Tap the  icon.

Skim through the audiobook

If you'd like to skim through the entire chapter of an audiobook, drag the  circle icon left or right in the timeline.

Adjust playback speed

You can decrease or increase your audiobook's playback speed. Playback speeds range from 0.5X (half the original playback speed) to 3X (three times faster than the original playback speed).

To adjust playback speed:

1. Tap the **1X** icon at the top of the screen.
2. Select your desired playback speed.

Open the table of contents

To browse your audiobook's table of contents:

1. Tap the  table of contents icon.
2. Select the chapter that you'd like to listen to.

Note: Some chapters may have to be downloaded before you can start listening. Depending on the audiobook file size and your WiFi connection speed, it can take several minutes to download a chapter.

Buy a book

Buy a book on your eReader

When you've found a book you want to purchase, you simply tap Buy Now, and you're taken to checkout. You can use Visa, MasterCard, store credit, or gift cards from select partners to pay for your book. If you have a promo code, you can enter this during checkout to get a discount on your book.

To buy a book:

1. Go to your Home screen.
2. Tap  **Discover** at the bottom of the screen.
Note: To shop for audiobooks, tap the **Audiobooks** tab to only browse for audiobooks.
3. Enter a book title or author name in the search bar and tap **Go** on the keyboard.
4. Tap the **Buy** button.

Note: If you have shopped with Kobo before and saved your billing information you'll go directly to the confirmation screen. Skip to step 6.

5. Tap **Add credit card** and 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.

6. Tap **Continue**.

7. Review your order.

Note: 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**.

8. Tap **Buy Now**.

9. Tap **Keep Shopping** to buy more books, or press the Home button to return to the home screen.

Find your books on your eReader

About the 'My Books' menu

The 'My Books' menu shows you all the eBooks that are on your Kobo eReader.

1. Go to your Home screen.
2. Tap  **My Books** at the bottom of the screen.
You'll see a list of all the books on your eReader.

Tip: Tap **Filter** near the top of the screen, then select the desired file type to sort by. For example, tap the **Audiobooks** filter to only show audiobooks you own.

3. Tap on a book cover to open a book.



If you see a  download icon on the book cover, it means that you need to download the book onto your eReader.

To download the book, just tap on the book's cover. You'll need access to a Wi Fi connection to download eBooks onto your eReader.

Search for books on your eReader

To search for a book that you have on your eReader, or in the Kobo store, follow the steps below.

1. Go to your Home screen.
2. Tap the  Magnify glass icon at the top of the screen.
3. Tap the  drop-down icon.
4. Select where you'd like to search:
 - a. **Kobo Store:** Search for eBooks from the Kobo store.
 - b. **My Books:** Search for books that are in your Kobo account and in your eReader.
5. Enter a book title or author name.
6. Tap **Go** to see your results.

Delete books

You can delete a book from both your eReader and Kobo account. Deleting a book from your Kobo account means that you won't be able to see the book in your Library even after you sync your eReader.

To delete a book:

1. Go to your Home screen.
2. Tap  **My Books** at the bottom of the screen.
3. Tap and hold the cover or title of the book. A menu will appear.
4. Tap **Remove**.
5. Select one of these options:
 - a. **Remove download:** Remove the book from your eReader, but have the ability to re-download the item from the Kobo Cloud later. You'll still see the cover of the book on your eReader. This option is automatically selected.
 - b. **Remove from My Books:** Delete the book from your Kobo account and all of your devices. You'll no longer see the book cover on your eReader or Kobo apps.

Read a book on your eReader

Skip chapters

1. While reading, tap the middle of the screen.
2. The Reading Menu will appear.
3. Tap the >|Chapter Forward or |< Chapter Backward icon at the bottom of the screen.

Skim through the book

To quickly browse through your book:

1. While reading, tap the center of the page to bring up the Reading Menu.
2. Drag the  circle icon in the navigation bar left or right to skim through the entire book. You'll see a page preview in the middle of the screen.
3. Tap on the page preview in the middle of the screen to start reading.

View the table of contents

To see the table of contents:

1. While reading, tap the center of the page to bring up the Reading Menu.
2. Tap the  Table of Contents icon at the bottom of the screen.
3. Tap on a chapter that you'd like to read.

Change font size, line spacing, and margins

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

To change the way text looks:

1. Tap the center of the page to bring up the Reading Menu.
2. Tap the  Text icon.
3. Adjust the font size or style:

- a. To change the style of the text, beside 'Font Face', tap the  drop-down arrow.
 - b. To make text bigger or smaller, beside 'Font Size', tap the + or - signs or drag the  circle icon left or right beside Font Size.
 - c. To add more space between lines of text, tap the + or - signs beside Line Spacing.
 - d. To add more space around the edges of your screen, tap the + or - signs beside Margins.
4. To change how text lines up on the edges, select one of the Justification options:
- **OFF** Uses the default 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.

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're reading.
- 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.

Bookmark pages

Use bookmarks to mark favourite parts of your book.

To bookmark a page:

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

To find a bookmark:

1. While reading, tap the center of the page to bring up the Reading Menu.
2. Tap the  Notes icon at the bottom of the screen.

3. Beside the bookmark you want to go to, tap **Bookmark**. You'll be taken to the bookmarked page.

About the Kobo Desktop app

Kobo Desktop is a free app for your PC or Mac that lets you shop for eBooks in the Kobo Store and manage books on your eReader.

Kobo Desktop lets you:

- Add and delete books on your eReader.
- Read books you've purchased from Kobo.
- Shop for books on your computer.
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Finding local libraries that support OverDrive

To find the closest library that supports OverDrive, go to overdrive.com and click Find libraries near you. You'll see a map with libraries that support OverDrive.

Note: OverDrive may not be available in your country. OverDrive is available in most public libraries in: Canada, the United States, the United Kingdom, Australia, New Zealand, Denmark, Finland, Norway, Sweden, Taiwan, and Hong Kong. Book selections will be different for each library.

Setting up your OverDrive on your eReader

To borrow eBooks with OverDrive, you'll need to sign in using your library card information, Facebook, or an existing OverDrive account.

Before you start, you'll need:

- A valid library card from your local library.
 - An active Wi Fi connection.
1. Go to your Home screen.
 2. Tap the  **More** icon at the bottom of the screen.
 3. Tap **Settings**.
 4. Tap **OverDrive**.
 5. Tap **Get started**.

Tap **Create account** to create an OverDrive account or tap **Sign in** to OverDrive to find your library and sign in with your library card, Facebook, or an existing OverDrive account.

Borrowing books with OverDrive

After you've signed in to your library, you can borrow books on your eReader.

1. Go to your Home screen.
2. Tap  **Discover** at the bottom of the screen.
3. Search for the book that you'd like to borrow.
4. Tap on the book title or cover that you'd like to borrow.
5. Tap the ●●● More icon.
6. Tap **Borrow with OverDrive**.

If the book is available, you'll see a dialogue that confirms that you've checked out the book. Simply sync your eReader to see the book on your Home screen. If the book isn't available, you'll have the option to place the book on hold. You'll be notified by email when the book is available.

Items you've borrowed are automatically returned at the end of their lending period.

Viewing your OverDrive books

After you've borrowed books from OverDrive, you can sort your book view so that it only shows books you've borrowed from your public library.

Sorting your books lets you easily see all the books you've borrowed from OverDrive.

1. Go to your Home screen.
2. Tap  **My Books** at the bottom of the screen.
3. Tap **Filter** near the top of the screen.
4. Tap **OverDrive**.

You'll see all the books you've borrowed using OverDrive.

Troubleshoot your eReader

Repair your eReader account

If your eReader is missing books, try repairing your Kobo account.

Before you start, you'll need access to a Wi Fi connection.

1. Go to your Home screen.
2. Tap the  **More** icon at the bottom of the screen.
3. Tap **Settings**.
4. Tap **Device information**.
5. Beside 'Repair your Kobo account', tap **Repair**.
6. Tap **Repair now**.

The account repair process will begin. If you have a lot of books, it may take a while.

Force your eReader to turn off

If your eReader is frozen or not responding, try forcing it to turn off.

1. Press and hold the power button until you see the *Powered Off* screen.

Note: If you see the Sleeping screen, turn your eReader back on and try turning your eReader off again.

2. Press and hold the power button until your eReader turns on.

If your eReader is frozen and you cannot turn it off, try charging your eReader

Sign out of your eReader

Signing out of your eReader, and then signing back in can also fix some common problems. When you sign back in, your eReader will start the set-up process again. You'll need to enter the email address associated with your Kobo account and your password to set up your eReader over a Wi Fi connection.

Sync your eReader before continuing, so that you don't lose the most recent bookmarks, notes, or highlights that you added to your books.

1. Go to your Home screen.
2. Tap the  **More** icon at the bottom of the screen.
3. Tap **Settings**.
4. Tap **Accounts**.
5. Under Kobo, tap **Sign out**.
6. Tap **Sign out**.

Once you've signed out, you'll need to set up your eReader. After you've set up your eReader and signed in, sync your eReader to get access to your books.

Factory reset your eReader

Factory reset your Kobo eReader to restore your eReader to its original settings. After a factory reset, you'll have to set up and sync your eReader again.

If you reset your eReader, you'll:

- Remove all books from your eReader. Any books you purchased from Kobo can be re-downloaded after a factory reset.
- Lose any bookmarks and annotations you've made in your books since you last synced your eReader.
- Sign out of your account on your eReader.
- Reset all of your settings and preferences.
- Return your eReader to its original settings.

To reset your eReader:

1. Go to your Home screen.
2. Tap the  **More** icon at the bottom of the screen.
3. Tap **Settings**.
4. Tap **Device information**.
5. Tap **Factory reset** under Advanced.

6. Tap **Reset now**.

After you reset your eReader, follow the onscreen steps to set up your eReader again.

Manual reset your eReader

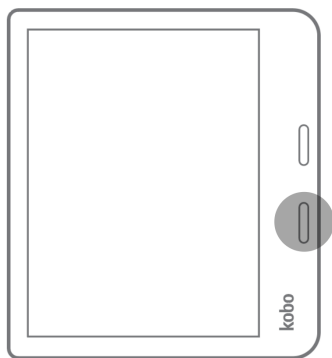
If a factory reset didn't solve your problem, you can try a manual factory reset to restore your eReader to its original settings.

After a manual factory reset, you'll need to set up and sync your eReader again.

Before you start:

- Charge your eReader for at least 1 hour.
 - Make sure you have access to a Wi Fi connection.
1. Press and hold the power button until you see a black 'Powered off' screen. If you don't see the 'Powered off' screen, go to the next step.

2. Press and hold one of the page turn buttons.



3. While holding the page turn button, press and hold the power button.
4. Wait until the screen flashes. It usually takes 30-seconds for the eReader to start the reset process.

After the restoring process finishes, follow the onscreen instructions to set up your eReader. You'll need access to an active Wi Fi or internet connection to complete setup. You can also use the Kobo Desktop app to set up your eReader using your computer.

Need help?

To get help and learn more about your eReader and other Rakuten Kobo products, visit:

<https://help.kobo.com>

Safety, Regulatory and Warranty Information

Important safety, regulatory and warranty details about your Kobo eReader can be found on the Kobo website at:

- <https://help.kobo.com>
- www.kobo.com/userguides

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