CELA

Quick user's guide to Dolphin EasyReader

🍂 Overview

This guide provides a quick tutorial to get you started using EasyReader with your CELA account.

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You can also watch our video on using EasyReader (Word transcript also available).

CELA and EasyReader cheat sheet

Webinar recording on using Dolphin's EasyReader app to listen to CELA books

🔲 Key features

EasyReader by Dolphin Inc. is an easy-to-use, free, accessible reading app for people with print disabilities including dyslexia, low vision and blindness. EasyReader is available on iPhone, iPad, Android and Windows computers.

With Dolphin EasyReader, you can do the following:

- Play audio books
- Receive books daily through automatic selection
- Search for Direct to Player books and magazines in the app
- Add a human sounding voice to text only titles with synchronized text and audio
- Easily navigate through the book
- Search within the text
- Add bookmarks
- Set a sleep timer
- Adjust colours, text size and highlights, and speed to your preferences

⤓ Download the EasyReader app

You can get the free EasyReader app through the Apple App Store (for iPhone and iPad), Google Play (for Android devices) or Dolphin's website (for Windows computers). Visit the App store, Google Play or Dolphin's website, and download the EasyReader app on the device or devices you'll be using.

👤 Create a Dolphin account

Because EasyReader isn't a CELA product, you'll need to create a free account with Dolphin before you can use the app to read your CELA books. Or you can log in with your Apple or Google account .

To create a Dolphin account:

1. Open Dolphin Easy Reader.
2. Select **Sign up for a new Dolphin account**.
3. Enter your email address and select **Next**.
4. Choose a secure password, at least 6 characters long.
   Note the email address and password you use to create your Dolphin account for future reference.
5. Select **I agree to the Terms & Conditions** and then select **Sign Up**.
   A pop-up will appear telling you that your account has been successfully created and that have been sent an email to confirm your account.
6. Select **OK**.

After creating your Dolphin account, you can log in to EasyReader with your Dolphin account username and password.

👤 Sign in with your Apple or Google account

If you have an Apple or Google account, you have the option of logging in with your Apple or Google account. If you sign in with Apple or Google, you don't need to create a Dolphin account.

Note: Signing in with your Apple account is only available on iPhone and iPad.

To log in using your Apple or Google account:

1. Open Dolphin Easy Reader.

2. Select **Sign in with Apple** or the Google option.
3. Depending on the option you select, you may be asked to continue with your Touch ID, or select your Google account. Follow the prompts.
4. Select **I agree to the Terms & Conditions** and then select **Sign Up**.

   A pop-up will appear telling you that you're now logged in to EasyReader.
5. Select **OK**.

📌 Sign in to CELA with EasyReader

The first time you log in to EasyReader with a new device, you'll need to sign in to your CELA account. Once you've completed these steps, the app will save your login information and passwords, allowing you quick access for subsequent use.

1. Open the EasyReader app on your device.
2. Select the **Dolphin account** button to log in to your Dolphin account.
3. Log in using the email address and password you used to set up your Dolphin EasyReader app account.

   If you forgot the email address or password you used to create your Dolphin account, please ask Dolphin for help .

   Please note: There is a **Forgot Password** option on the app sign in screen.

   You have successfully logged in to EasyReader.
4. On mobile:

   1. Open the **Side** menu (📖) and select **Manage Libraries**.
   2. In the list of libraries, enable **CELA Library**. This will take you to a login screen for CELA.

      On a Windows computer:

   1. From the side menu, select **Manage libraries**. The **Manage libraries** screen appears.

2. Select the **Add** button. Select **CELA Library** from the list of libraries and select **Add**.
   CELA Library will appear in the list of libraries on the side menu. This will take you to a login screen for CELA.

5. At the CELA login screen, enter your six-digit CELA account number or user name. **(Note: adding CELA_ is not required for version 1.3 of EasyReader and later)**.

6. Enter the same password you use to log in to your CELA account on the CELA website. Please note this password may be different than the password you selected for the EasyReader app.

You've successfully signed in to CELA with EasyReader. Any DAISY Direct to Player books issued to you will appear on your Direct to Player bookshelf in EasyReader but may take a few moments to load.

Note: Your CELA number and password are stored on your device until you log out of CELA. Logging out of EasyReader will not automatically log you out of CELA. If you're using the EasyReader app to read CELA books on a borrowed device, you need to log out of CELA before shutting down the app to keep your CELA account secure.

📕 Choosing books and magazines

Now that you've added EasyReader to your phone, tablet or computer, you're ready to add some books. You can choose your own titles or let us do this for you through our automated selection service.

To choose your own books or individual magazine issues to read on the EasyReader app, go to celalibrary.ca and log in to your

account. You also have the option for search or browse for Direct to Player books and magazines directly within the EasyReader app.

You can also receive books through automatic selection by contacting our Contact Centre so they can add your favourite reading genres to your account. You'll receive 3 books daily up to a maximum of 12 book titles. Once you're ready to read more books, you'll need to delete some titles so our system can issue new reading materials to you. If you like a mixture of choosing your own as well as receiving titles automatically, you'll be able to add as many books as the storage on your device allows, but automatic selection will only add more books if you have less than 12 Direct to Player books on your bookshelf.

Searching for a Direct to Player book or magazine in EasyReader

1. Under **Manage Libraries** in the side menu, select **CELA Library**.
2. Select **Search or browse**.
3. Select **Keyword search**.
4. Enter your author or title keywords.
   A list of search results appears.
5. Select the title you would like in the list.
   The title details page will open.
6. To request the book on mobile:
   1. Select **Borrow**. The **Download** and **Open** options will appear.
   2. Select **Download** to download the book to your device.

   To request the book on a Windows computer:
      - Select the **Download** icon on the book or double-click the book.

It'll take a few minutes for the title you selected to be added to **My Books** and be ready for you to read.

⬇️ Download a Direct to Player book in EasyReader

In the EasyReader app, the **CELA Library** page shows a list of DAISY Direct to Player books you've already placed (or the system already placed through automatic selection) on loan and can immediately listen to. To learn how to download a DAISY .zip book to EasyReader, see <u>Download and read a DAISY .zip book in EasyReader</u> instead.

1. From the **CELA Library** page, choose the **Book information** button (ⓘ) that immediately follows the book description of the book you would like to read.
2. On mobile:
   1. To request the book, select **Borrow**. The **Download** and **Open** options will appear.
   2. Select **Download** to download the book to your device.
      The book will begin to download and a progress bar will show the progress of download. You may experience a slight pause at the end of the download process before the book is ready to play.
   3. The book has downloaded. To open your book, select **Open**.

   On a Windows computer:
   1. To request the book, select the **Download** icon on the book or double-click the book.
      The book will begin to download and a progress bar will show the progress of download. You may experience a slight pause at the end of the download process before the book is ready to play.
   2. The book has downloaded. To open your book, press the **Play** icon on the book or click the book.

You'll also be able to access the book from **My Books** after it has downloaded.

📖 Read a book

After you've completed the <u>previous step</u> and downloaded a book in EasyReader, the book is available to read from the **My Books** page.

To read a book:

1. Select the book you would like to read from the **My Books** page.
   The book opens.
2. Select the **Play** arrow.
   If you haven't started the book yet, EasyReader will read the beginning of the book. If you've already begun the book, EasyReader will take you to the last word/phrase/paragraph that was read. If you selected a chapter, EasyReader will begin reading that chapter.
   If you're using the VoiceOver screen reader, it'll follow the same pattern with VoiceOver reading the highlighted text. To continue to read, select the **Play** button.

For more information on using the skip forward and backward controls in the EasyReader, read the <u>Skip forward and backward</u> topic.

Stream a book

Streaming allows you to play a book immediately without downloading the whole book whereas, if you download a book, you can read it even when you don't have an internet connection. If you're not sure you'll read the whole book, streaming will be faster

and likely use less of your mobile data plan. The ability to stream a book is only available on the mobile version of EasyReader.

To stream a book:

1. From **CELA Library**, select the **Book Information** button (ⓘ) that immediately follows the book description of the book you'd like to read.
2. Select the **Borrow** option.
   Two options appear on screen: **Download** and **Open**.
3. Select **Open**.

The book will begin to stream. Select the **Play** button to begin playing. You may experience a short pause before it begins.

▶ Navigate through a book

You can navigate through books by heading or chapter, by page number, or by bookmark, depending on how the book is structured. The default navigation is by heading. The book navigation button is in the bottom left corner of the screen near the **Play/Pause** button.

To navigate through the book:

1. Select the **Book Navigation** button (≡) to take you to a list of headings within the book.
2. On the **Headings** tab, select specific chapters or pages to which you you wish to navigate.
3. Push **Play** to move to the selected position in the book.

Note: Selecting the **Back** button returns the reader to the start of the book. Dolphin is aware of this issue and will correct it in future versions.

For more information on book navigation, read [EasyReader's navigation help](#) .

⊗ Delete a book

1. From the **Side** menu (📖), select **My Books**.
2. Select the **Book information** button (ⓘ) that comes after the description of the book you want to delete.
3. Select the **Trash can** icon (🗑).
   If you're using VoiceOver on mobile, the **Trash can** is one swipe back after arriving on the **Book information** page, and the **Trash can** is reported as "Return book."
   Note: If the **Trash can** doesn't appear, the book can't be deleted because it hasn't been borrowed or downloaded. Borrow or download the book first to delete it from EasyReader.
4. EasyReader will ask if you want to remove the book from your device. Select **Yes**.

You've successfully deleted the book.

❓ FAQs

How do I read a book that's not currently on my bookshelf?

To add a book to EasyReader, log on to the CELA website, find your book, select the DAISY Direct to Player format in the **Get it! options** menu, and then select the **Get it!** button.

How can I tell if a book has been downloaded to my device?

On mobile, downloaded books appear on the **CELA Library** and **My Books** page with a star over the top left corner of the book cover image. On a Windows computer, downloaded books appear

with a **Play** button on the book icon when you select the book. If viewed with the VoiceOver screen reader, the book details will be read with "on device" reported at the end of the description. Streamed books appear with a cloud over the top left corner of the book cover image. VoiceOver shows these books as "Online."

What is the difference between downloading and streaming a book?

If you download a book, it's available to read, even if you have no internet connection. If you choose to stream a book, the book is played immediately without downloading the whole book. If you're not sure you will read the whole book, streaming will be faster and likely use less of your mobile data plan. The quality of the book experience is the same for both the download and streaming options.

I requested a Direct to Player book on CELA's website. Why hasn't it shown up in EasyReader yet?

First, make sure you're logged in to your CELA account within EasyReader. (The steps can be found in the Sign in to CELA with EasyReader section.) If you've logged in to **CELA Library** and aren't seeing the book: please keep in mind it can take anywhere from a few minutes to 24 hours for a book to show up. Whenever a patron requests a book on CELA's website, the system generates a unique file for the patron, which usually takes less than 5 minutes. Two factors can make it take longer: longer book length and synthetic audio, as compared to books with human narration. Synthetic audio books may take several hours before they are available to download. If a book doesn't appear in EasyReader after 24 hours, please let the Contact Centre know by calling 1-855-655-2273 or emailing help@celalibrary.ca .

How much battery power does EasyReader require?

EasyReader is designed to stay active on the book reading page. Unless you close the app, the screen will not dim, and the phone will not go into sleep mode. This feature ensures you don't have to constantly wake up the phone to keep listening to your book, but it also means that your battery can run down. It is important when you finish reading to pause your book, and navigate back out of the book reading page to preserve your battery.

I have EasyReader installed on two devices. If I remove a book from EasyReader on one device, will the book be removed from EasyReader on the other device too?

If the book is a Direct to Player book and you remove it from **My Books** in EasyReader, it will be removed from both devices. If you downloaded the book as a ZIP file on both devices, it will still exist on the other device.

Will EasyReader work on a data plan rather than Wi-Fi?

Yes. If you have a data plan, it will automatically work with EasyReader. If you specifically prefer to use data instead of Wi-Fi, you can enable the data option on your device.

My book didn't appear in EasyReader but I see it on my bookshelf in My Account. What should I do?

Refresh your bookshelf by doing the following:

- Select the **Side menu** (📚).
- Select **CELA Library**. The book should appear.

If you still don't see the book, please update EasyReader. For information on updating apps on iPhone or iPad, see the Update apps or use automatic downloads . For information on updating apps on Android, see Update your Android apps . In the Windows EasyReader app, select the **Help** menu and then select **Search for updates**.

On my Android device, why does sentence highlighting work in EasyReader but word highlighting isn't available?

See Dolphin's FAQs (the "Usage" section) for more information.

How do I get more help or information on EasyReader?

The EasyReader app provides online help, including a full manual for mobile and for Windows computer users . For help with reading books and magazines from CELA on EasyReader, call our Contact Centre at 1-855-655-2273 or email help@celalibrary.ca .