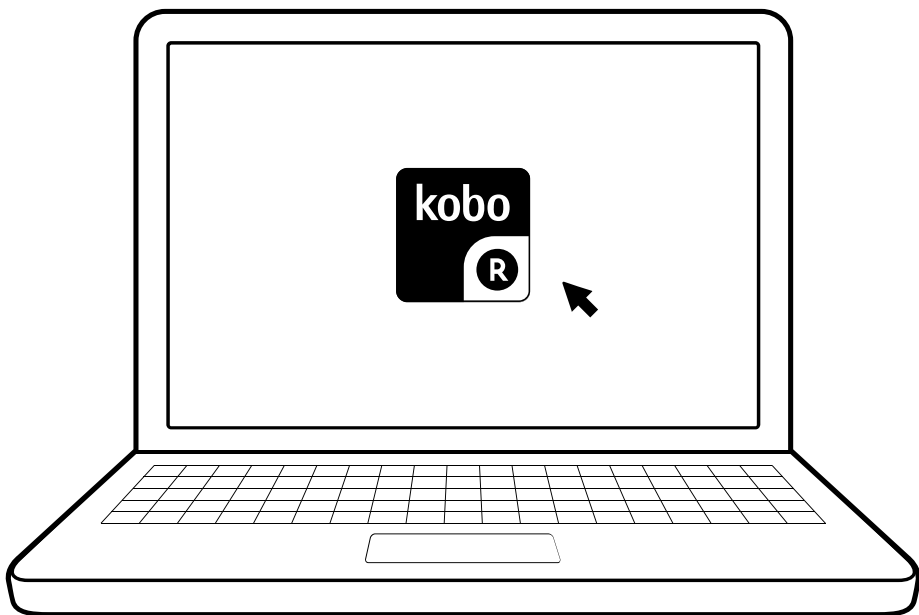


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Kobo Desktop User Guide

Kobo Desktop User Guide

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About Kobo Desktop

What's in this section

- About Kobo Desktop

About Kobo Desktop

Kobo Desktop is a free application for your computer that lets you:

- **Buy books:** Kobo Desktop lets you browse for books in the Kobo Bookstore right on your computer. You'll find recommended books, top new releases, Kobo Staff picks, and more.
- **Manage books on your Kobo eReader:** Kobo Desktop lets you manage your Kobo books on your eReader. For example, you may have over fifty eBooks that you've purchased from Kobo, and only want select books stored on your eReader. Kobo Desktop lets you easily choose which books you want saved on your Kobo eReader.
- **Read Kobo books on your computer:** You can access all your Kobo eBooks on your computer using Kobo Desktop. Kobo Desktop lets you customize

font size, font style, and even add notes while you read.

Downloading and installing Kobo Desktop

What's in this section

- Getting Kobo Desktop
- Installing Kobo Desktop for Windows
- Installing Kobo Desktop for Mac

Getting Kobo Desktop

Downloading and installing Kobo Desktop takes a few minutes. Once you've installed Kobo Desktop, you can buy eBooks, set up your eReader, and more.

Kobo Desktop is available on Windows and Mac. You can download Kobo Desktop by going to kobo.com/desktop on your computer's web browser.

Note: Kobo Desktop does not support the Kobo Original. The Kobo Original has a blue directional pad.

Installing Kobo Desktop for Windows

Your computer must have the following to install Kobo Desktop:

- Pentium 4 or higher
 - 512 MB RAM
 - 200 MB hard drive space (plus extra for books)
 - 1024x768 display
1. Go to kobosetup.com.
 2. Click **DOWNLOAD FOR PC**.
 3. Save the file somewhere you will remember (for example, to your Windows Desktop).
 4. Once the download is complete, find the downloaded file.
 5. Double-click the saved file.
 6. Follow the onscreen instructions.

Installing Kobo Desktop for Mac

Your computer must have the following to install Kobo Desktop:

- OSX 10.7.7 or later
 - Intel Core Duo
 - 512 MB RAM
 - 200 MB hard drive space (plus extra for books)
 - 1024x768 display
1. Go to kobosetup.com.
 2. Click **DOWNLOAD FOR MAC**.
 3. The file should download to your Macintosh Desktop or your Downloads folder.
 4. Double-click the file that you have downloaded.
 5. A new icon with a similar name will appear and a Finder window may open automatically.
 6. If Finder doesn't open, double-click the new icon.
 7. Copy or drag the new icon (the one that appeared when you opened the .dmg) to your Applications directory.

Buying eBooks with Kobo Desktop

What's in this section


- Buying a book

Buying a book

You can use Kobo Desktop to buy eBooks from the Kobo Bookstore. When you buy a book, it's automatically added to your Kobo Library.

To browse the Kobo Bookstore, just click **Bookstore** at the top of the screen. Once you've found the book you'd like to read, click the book cover and follow the onscreen instructions to purchase the book.

Note: You'll need a valid credit card to make a purchase.

Once you've completed the purchase, sync your eReader to add the new book to your eReader. Your newly purchased book will also appear in Kobo Desktop when you click **Library** at top of the screen. If you don't see your new purchase, click the  sync icon at the top of the screen.

Using your library in Kobo Desktop

What's in this section

- Changing your Library view
- Sorting your Library



Changing your Library view

Kobo Desktop lets you customize how you'd like your books to appear in your Library.

You can see books in your library in two ways:

- **Cover View:** Shows all the books in your library as series of book covers.
- **Column View:** Shows your book covers, title, and author name.

To change your Library view:

1. Click **Library** at the top of the screen.
2. Click the  Column View or  Cover view icon at the top-right corner of the screen.

Sorting your Library

If you have a lot of books, you might find that sorting your books by title, author, file size, or most recently added helpful.

You can sort your Library with different options:

- **All:** See your entire Kobo book collection.
 - **Reading:** Show only the books that you're currently reading.
 - **Unread:** Show only the books that you haven't opened.
 - **Finished:** Show only the books that you've completed.
 - **Recent:** Show the most recently added books first.
 - **Title:** Sort the books alphabetically.
 - **Author:** Sort the books alphabetically by the author's last name.
 - **File size:** Show the books with the largest file size first.
1. Click **Library** at the top of the screen.
 2. Click the drop-down lists beside the *Search Library* field at the top-right corner of the screen and choose how you'd like to sort.


Reading on Kobo Desktop


What's in this section

- Turning pages and using the Table of Contents in Kobo Desktop
- Adjusting font size, page margins, and page colour
- Zooming and Panning

Turning pages and using the Table of Contents in Kobo Desktop


Get around your book by turning one page at a time, using the page scrubber, or table of contents.

1. Double-click a book to open it.
2. Browse the page or view the table of contents:
 - Click the arrows on the sides of the page to turn pages (or use the left and right arrow keys on your keyboard).
 - Drag the  slider at the bottom of the page to skip forward or back in the book.

- Click the  Table of Contents icon at the top of the screen to see the Table of Contents. Jump to the chapter by clicking it in the list.

Adjusting font size, page margins, and page colour

You can change the appearance of your book from the Settings menu. Note that you can't change the appearance of the page when reading some books like comics and graphic novels.

1. Click the  **Settings** icon at the top-left corner of the window.
2. Adjust how your page looks:
 - Drag the slider under Text Size to make the text smaller or bigger.
 - Select a font from the **Text Style** list.
 - Use the **Alignment** options to make the text in your book line up on the left, or both the left and the right (justified).
 - Drag the slider under **Margins** to change the amount of space on the sides of the page.
 - Change the background colour and colour of the text by selecting an option from the **Theme** list.

3. When you're done, click the **X** at the top of the settings window to save your preferences.

Zooming and Panning

Some content—like comic books and graphic novels—lets you zoom in and pan around the page while you read.

There are a few ways to zoom and pan around the page.

Zooming in and out

- Drag the slider on the top-right corner of the screen to zoom in or out of the page.
- Hold the Command key (Mac) or Alt key (Windows) and scroll up and down on your mouse to zoom in or out.
- Double-click an area that you'd like to zoom in to.

Panning

Note: You'll need to be zoomed in before you can pan around the page.

- Click and drag anywhere on the page to move around.

- Drag the rectangle in the navigation window at the top-left corner of the screen. If you don't see the navigation window, click and drag anywhere on the page to make the navigation window appear.

Highlighting text

What's in this section

- Highlighting text
- Viewing highlighted text
- Removing highlights

Highlighting text


You can highlight text in most books from the Kobo Bookstore. Once you've highlighted text, you can view all your highlights in a list.

Note: Some eBooks do not support highlighting.

1. While reading, click and drag to select the text that you'd like to highlight.
A menu will appear.
2. Click **Highlight**.


Viewing highlighted text

You can see all the highlights you've made in your book as a list.

1. While reading, click the  Annotations icon at the top of the screen.
A list of your highlights will appear on the left.
2. Click on a highlight that you'd like to see.

Removing highlights

You can delete any highlights that you no longer want.

1. While reading, click the  Annotations icon at the top of the screen.
A list of highlights will appear.
2. Right-click on the highlight that you'd like to delete.
3. Click **Delete Annotation**.

Adding, editing, and viewing notes

What's in this section

- Adding notes to your book in Kobo Desktop
- Editing notes in your book in Kobo Desktop
- Viewing notes in your book in Kobo Desktop

Adding notes to your book in Kobo Desktop

You can use Kobo Desktop to add notes to your book.

To add a note, first you need to highlight a word, sentence, or passage in your book.

1. While you're reading, right-click a word from the passage where you would like to make a note.
2. Select **Add Note**.
3. Type your note.
4. Click **Save**.

Editing notes in your book in Kobo Desktop

You can use Kobo Desktop to edit notes in your book.

To edit a note, first you need to highlight a word, sentence, or passage in your book.

1. Right-click the highlighted text that contains your note.
2. Click **Edit Note**.
3. Edit your note and click **Save**.

Note: You can also delete your note from the same menu.

Viewing notes in your book in Kobo Desktop

You can use Kobo Desktop to view notes in your book.

1. While you're reading, click the Annotations icon at the top left of the screen.

The Annotations menu will appear, and your annotations will be listed. You can click an annotation in your Annotations menu to go to that page, double-click to edit, or right-click to delete.

Using the dictionary

What's in this section

- Using the dictionary
- Translating a word

Using the dictionary

Kobo Desktop has a built-in dictionary that you can use while reading Kobo eBooks.

Note: The dictionary may not work if you're reading PDFs or books from other sources such as a public library.

1. While reading, select the word you want to look up. A menu will appear.
2. Click **Definition**.

After your definition appears, you can look up the definition on Google or Wikipedia. Click the Google or Wikipedia icon to start your search.

Translating a word

Kobo Desktop has a built-in translation feature that lets you translate words while you read.

Note: The translation feature does not work while reading PDFs.

1. While reading, select the word that you'd like to translate.
A menu will appear.
2. Click **Translate**.
3. Click the translation drop-down menu and choose the languages that you'd like to translate between.

Using Kobo Desktop with a Kobo eReader

What's in this section

- Syncing your eReader
- Managing books on your eReader and Kobo Library


Syncing your eReader

If you have a Kobo eReader, you can use Kobo Desktop to add and remove books on your eReader.

It's important to sync regularly to get recent software or app updates, download newly purchased books to your Kobo Library, and to update your books with bookmarks or annotations you made while reading on another device. If you buy a book on kobo.com, you'll need to sync before you'll see the book in your Kobo Library.

Note: You'll need access to an Internet connection before you can sync your eReader.

1. Connect your eReader to your computer using the USB cable provided.
2. Tap **Connect** on your eReader.

3. Open Kobo Desktop on your computer.
4. Click **eReader** at the top of the screen.
5. Click Sync at the top of the screen.
6. Click the  eject icon at the top of the screen when you're done.

Managing books on your eReader and Kobo Library

Kobo Desktop lets you add and remove books from your eReader and Kobo Library.

When you remove a book from your eReader or Kobo Library, you can always add the book back later.

All the books you purchase from Kobo are stored in the Kobo Cloud, an online storage area with unlimited space. You can choose which books you want to download from the Kobo Cloud to your device. When you finish a book, you can remove it from your device to increase storage space. You can re-download a book from the Kobo Cloud any time you have access to Wi Fi.

1. Connect your eReader to your computer using the USB cable provided.

2. Start Kobo Desktop.
3. Click **Library** at the top of the screen.
4. Choose the books that you want to manage on your eReader:
 - a. Right-click on the book cover.
 - b. Select an option:
 - **Add to eReader:** Adds the book to your Kobo eReader.
 - **Remove from eReader:** Removes the book from your eReader. Your book will still be available for download in the Kobo Cloud.
 - **Delete from Library:** Deletes the book from the Kobo Cloud and your eReader. If you delete a book from the Kobo Cloud, you'll no longer see the book in the Kobo Cloud or your eReader.

Removing a book

What's in this section

- Removing a book from your Kobo Library or eReader

Removing a book from your Kobo Library or eReader

You can remove books from Kobo Desktop to free up space.

When you remove a book from Kobo Desktop, the book will also be removed from your Kobo eReader.

All of your books are safely stored in the Kobo Cloud so that you can retrieve the books later, even if you've removed them from your Library.

To learn about recovering deleted books, go to kobo.com and visit the My Account page. You'll be able to add books from your purchase history back into your Library.

1. Launch Kobo Desktop on your computer.
2. Connect your eReader to your computer.
3. Sign in to your account.
4. Click **Library**.

5. Right-click the book you want to remove or delete.
6. Click **Remove from eReader** or **Delete from Library**.
7. Click **Yes** to confirm you'd like to remove or delete the book.

Troubleshooting Kobo Desktop

What's in this section

- Troubleshooting Kobo Desktop
- Uninstalling Kobo Desktop for Windows
- Uninstalling Kobo Desktop for Mac

Troubleshooting Kobo Desktop

If you're having trouble with Kobo Desktop, try restarting your computer or reinstalling Kobo Desktop.

Try these troubleshooting steps if you're having problems with Kobo Desktop:

- Close Kobo Desktop, and then launch it again.
- Restart your computer, and run Kobo Desktop again.

If those steps don't work, try reinstalling Kobo Desktop:

1. Uninstall Kobo Desktop.
2. Restart your computer.
3. Download and install Kobo Desktop.
4. Start Kobo Desktop.

Kobo Desktop is compatible with:

- Mac OSX 10.7.7 or later
- Windows Vista or later

Uninstalling Kobo Desktop for Windows

Follow these steps to uninstall Kobo Desktop for Windows.

1. From the **Windows Start menu**, click **Control Panel**.
2. Click **Add/Remove Programs** or **Uninstall a Program** (depending on your version of Windows).
3. Click **Kobo** from the list of installed applications.
4. Click **Uninstall/Change**.
5. Click **Uninstall**.
6. Click **Close**.

Uninstalling Kobo Desktop for Mac

Follow these steps to uninstall Kobo Desktop for Mac.

1. Open your **Applications** folder in Finder.
2. Right-click on the **Kobo** icon and click **Move to Trash**.

Changing Kobo accounts



What's in this section

- Signing out and signing in

Signing out and signing in

If you have more than one person using Kobo Desktop on your computer, you may need to sign out of your current account and sign in to a new one.

To change Kobo accounts, you'll need to sign out and sign back in.

1. Sign out of your Kobo account:
 - a. Click the  Account icon at the top of the screen.
 - b. Click **Sign Out**.
 - c. Click **Yes** to sign out.
2. Sign in to your account:
 - a. Click  **Sign In** at the top of the screen.
 - b. Enter your Kobo credentials to sign in.

Getting Help

What's in this section

- Visiting our help site

Visiting our help site

Have questions or need help? Visit kobo.com/help.