Getting Started With
ADOBE® DIGITAL EDITIONS

Adobe® Digital Editions 4.5 contains capabilities specifically designed to make it easier for people with disabilities to read and manage eBooks and other digital publications. It leverages accessibility functions built into Windows® and Mac OS systems and allows adjustment of user preferences to optimize the reading experience as well as supporting screen reading technologies for blind and visual impaired users.

Adobe

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ADOBE DIGITAL EDITIONS 4.5

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Introduction

Welcome to Adobe Digital Editions 4.5! This application is designed for simplified management and reading of eBooks. It can be used in conjunction with screen reading software for vision impaired users.

Automatic download of books across devices Adobe Digital Editions 4.5 provides the ability to sync your DRM-enabled books across all your devices. Therefore, if you purchased a book using one device, you can now easily access the book on all your other devices too. This feature is enabled by default (you can turn it off through Library > Preferences (Windows) or Adobe Digital Editions > Preferences (Mac OS)

eBook Formats Supported

ADE 4.5 supports EPUB 3.0, including its four specifications:

- EPUB Publications,
- EPUB Content Documents,
- EPUB Open Container Format (OCF),
- and EPUB Media Overlays.

ADE 4.5 also supports EPUB 2.0.1, EPUB 2 versions, and PDF/A format.

Accessibility

To enable Adobe Digital Editions (ADE) for use with screen readers, you need the JAWS or NVDA reader on Windows or VoiceOver reader on the Macintosh.

Installation instructions can be found on the following web sites:

- Windows – JAWS:
  http://www.freedomscientific.com/jaws/
- Windows – NVDA: http://www.nvda-project.org/
- Macintosh – VoiceOver:
  http://www.apple.com/accessibility/voiceover/

ADE was designed with full keyboard support (tab navigation and shortcuts), as well as high-contrast support. Shortcuts are listed near the end of this book.

Opening eBooks

When you download a book from your library or bookseller's web site, simply open the book from the browser download window, and Adobe Digital Editions (ADE) will launch. If ADE doesn't launch automatically, start it manually, and then drag your book onto the application icon. Or, choose File > Add to Library to browse for the file on your computer.

When ADE opens your book, it confirms you have permission to read it. Many books are DRM (Digital Rights Management) protected, such as books you check out from the library or purchase at an online book seller. If it's not a protected book, ADE will open it and you can begin reading.

Authorizing with an Adobe ID or Vendor ID

The first time you open a protected book, ADE will ask you to authorize your computer. The best way to do this is to supply an Adobe ID or Vendor ID, associating the book with your ID. If you later open the book on another computer, you can simply supply the same ID to open the book.

If you don't have an Adobe ID, click the Create an Adobe ID link. After creating the ID on the Adobe website, you can close that browser window, return to ADE, and enter the newly-created Adobe ID.

Authorizing without an ID

If you choose to authorize without an ID, ADE will enable reading of the book only on your computer. You will not be able to read it on other eReader devices or other computers (or the same computer if you re-install). If you don't plan on moving your books to other computers (or re-installing), this approach will work for you.

Bookseller-specific IDs

Some booksellers use a special form of protection where your book is locked to the bookseller's ID. For example, Barnes & Noble uses this method. When you buy a book,

download to your computer, and open in ADE, you'll be asked to supply the username and unlock code you use on the bookseller's web site (for example, for Barnes & Noble, the name and number of the credit card associated with your ebook purchase).

Organizing eBooks: Library and Bookshelves When you are reading a book, it occupies the whole Adobe Digital Editions (ADE) window. You automatically enter reading mode when you open a new book (described in "Opening eBooks" above).

You can organize all your books by showing your library. From reading mode, you can open your library by clicking Library in the top-left corner of the screen.

The library view is broken into two panels:

- The left panel shows your Last Read book plus the list of bookshelves. (Click Read to resume reading the Last Read book.) There are built-in bookshelves for all books, unread books, borrowed books, and so on. You can create your own bookshelf by clicking the Create button (the plus sign). To fill a shelf, drag books to it. (To view all available books, click All Items.)

  Note: Removing a book from a user-created shelf removes it only from that shelf, but removing it from a built-in shelf removes it entirely from ADE. (User-created shelves have a brown icon; built-in shelves have a blue one.)

- The right panel shows the contents of the selected bookshelf. You can sort and change the view by selecting the options shown in the top-right corner. To

enter reading mode, simply double-click a book. You can also right-click and choose Read.

Reading eBooks

Adobe Digital Editions (ADE) was designed to help you start reading books quickly, and to keep the reading experience as simple and straightforward as possible. We hope you enjoy reading your book!

When you open a book, the Reading menu appears at the top of the application window, providing navigation, search, and other features. Below that is a row of icons representing common actions you might want to take while reading, as

follows:

Go To Library. Takes you to the library view **Add Bookmark.** Creates a bookmark for the current page **Show/Hide Navigation Panel.** Opens up a left-side navigation panel; for table of contents or bookmarks **Text size (EPUB) or PDF View Options (PDF).** Adjusts view settings **Search Box.** Searches the document **Full Screen.** Toggle Full Screen View There are two types of eBooks with slight differences in navigation and magnification features: EPUBs and PDFs.

Reading EPUBs
For EPUBs, the navigation bar is across the bottom of the screen, consistent with how most eReaders present a book (scrolling left to right like flipping the pages of a book). The Reading menu has an EPUB Text Size submenu for modifying the text size.

Reading PDFs
For PDFs, the scroll bar is on the right side of the screen, consistent with Adobe Reader software (and a better compliment to its Fit Width view, in which top-down scrolling

is more natural). The Reading menu has a PDF View submenu for adjusting the magnification of the PDF.

Bookmarks

To create a bookmark for the current page, simply click the Add Bookmark button. To view your list of bookmarks, click the Show/Hide Navigation Panel button. With the navigation panel, you can page through the book and click the plus sign (+) to add new bookmarks. The Option Menu allows you to remove or rename bookmarks.

Highlights

To highlight text, select the text, right click to choose Highlight from the pop up menu. To view your list of highlights, click the Show/Hide Navigation panel button and then choose the Bookmark tab. With the navigation panel, you can navigate to the position where you added highlight. The Option Menu allows you to remove or rename highlights.

Notes (Annotations)

To add a note to text, select the text, right click to choose Add Note to Text from the pop up menu, and then input your notes or annotations on the yellow pop up panel. To view your list of notes, click the Show/Hide Navigation Panel button and then choose the Bookmark tab. With the navigation panel, you can navigate to the position where you added a note. The Option Menu allows you to edit, remove or rename notes.

Searching text

To search your book, enter text in the top-right text box, or choose Reading > Find on Windows (Edit > Find on Macintosh). The reading panel highlights the found text. To navigate to each instance of a search term, click the left or right arrows on either side of the search box, or choose

Reading > Find > Find Next or Find Previous on Windows (Edit > Find > Find Next or Find Previous on Macintosh).

Transferring eBooks between Computers If you have authorized your computer using an ID (see "Opening eBooks" above), you can copy the book to another computer, run ADE, and authorize with the same ID to open the book.

You can find your books in the My Digital Editions folder in your computer's documents folder. Locate the book you want to copy, and transfer it to the other computer. On the other computer, double-click the book or drag it into ADE.

Note that highlights and annotations are not copied when items are transferred to another computer.

Transferring eBooks from / to a supported eReader Adobe Digital Editions allows you to transfer items from / to a supported eReader device.

Connect the supported eReader device to your computer and launch Digital Editions. Digital Editions automatically detects the presence of your device. Both Digital Editions and the device must be authorized to be able to transfer protected content to and from the device. Unprotected content can be transferred to and from the device without authorizing either the device or Digital Editions, but Adobe strongly advises authorizing Digital Editions as it gives you content portability for your protected books, whether on Digital Editions or the supported device.

After connection, the device appears in the library section. You can transfer items to and from the device just as you do with bookshelves in your library. You can read books that are on your device or your own computer.

Note: Do not disconnect the device while transferring library items to or from your computer.

Diagnosing Problems

Connectivity issues
When you first open a book, Adobe Digital Editions (ADE) may encounter problems trying to confirm that you are authorized to read the book. The most common messages are "Activation Server Error" or "Connection Error," which means that ADE simply could not connect to the server from which it was supposed to retrieve authentication information. Confirm that you are connected to the network (for example, open your browser and try to navigate to a web site). Typically, retrying resolves this problem.

Corrupted and deleted documents In some cases, a book may become corrupted or inadvertently deleted. Or, ADE may report it is unable to find lending information. Simply go back to your library or bookseller website, re-download the book, and re-open it in ADE.

Incorrectly formatted documents Documents may produce minor errors or warnings if a PDF file uses features not supported by ADE (for example, JPEG 2000 compression), or an EPUB document uses markup that is not recommended. In most cases, these minor warnings and errors do not produce any visible problems, but the book may not be rendered exactly as the author intended.

Shortcut Keys

LIBRARY MODE

WIN KEYS	MAC KEYS	ACTION DESCRIPTION
Ctrl+Shift+1	Ctrl+Cmd+1	Sorts by Title
Ctrl+Shift+2	Ctrl+Cmd+2	Sorts by Author
Ctrl+Shift+3	Ctrl+Cmd+3	Sorts by Publisher
Ctrl+Shift+4	Ctrl+Cmd+4	Sorts by Last Read
Ctrl+Shift+5	Ctrl+Cmd+5	Sorts by Date Added
Ctrl+Shift+6	Ctrl+Cmd+6	Sorts by Pages
Ctrl+Shift+7	Ctrl+Cmd+7	Sorts by Status
F2	Enter	Renames bookshelf (when selected a user bookshelf)
Spacebar, Enter	Spacebar	Opens selected item in Reading Mode
Ctrl+A	Cmd+A	Selects all items in current bookshelf
Ctrl+Shift+A	Cmd+Shift+A	Deselects all items
Ctrl+I	Cmd+I	Opens Item Info dialog box
Ctrl+Shift+I	Cmd+Shift+I	Displays computer authorization Information
Ctrl+J	Cmd+J	Changes current view between thumbnail and list views
Ctrl+K	Cmd+K	Changes current view between list and thumbnail views

LIBRARY MODE

WIN KEYS	MAC KEYS	ACTION DESCRIPTION
Ctrl+L	Cmd+L	Switches to Library Mode (No menu item)
Ctrl+Shift+L	Cmd+Shift+L	Navigates to bookshelf / device content area
Ctrl+N	Cmd+N	Creates a new bookshelf
Ctrl+Shift+N	Cmd+Shift+N	Copies selected item(s) to new Bookshelf
Ctrl+O	Cmd+O	Opens Add Item dialog box
Ctrl+R	Cmd+R	Switches to Reading Mode (No menu Item)
Ctrl+Shift+U	Cmd+Shift+U	Opens Computer Authorization dialog box

READING MODE

WIN KEYS	MAC KEYS	ACTION DESCRIPTION
Ctrl+0	Cmd+0	Switches to Fit Page view for PDF document
Ctrl+1	Cmd+1	Switches to Actual Size (1:1) view for PDF document
Ctrl+2	Cmd+2	Switches to Fit Width view for PDF document

READING MODE		
WIN KEYS	**MAC KEYS**	**ACTION DESCRIPTION**
Ctrl+Spacebar Page Up	Page Up	Goes to previous page (in Fit Width or Fit Single Page views)
Spacebar Page Down	Spacebar Page Down	Goes to next page (in Fit Width or Fit Single Page views)
Ctrl+=	Cmd+=	Zooms in (for PDF documents) Increases font size (for EPUB documents)
Ctrl+-	Cmd+-	Zooms out (for PDF documents) Decreases font size (for EPUB documents)
F2	Enter	Renames bookmark or annotation in Bookmark Panel
Ctrl+F7	N/A	Opens the links window (For EPUB document)
Up Arrow	Up Arrow	Scrolls up by line (in Fit Width, Actual Size (1:1) or Zoom level views) Scrolls up a page (in Fit Page views)

READING MODE		
WIN KEYS	**MAC KEYS**	**ACTION DESCRIPTION**
Down Arrow	Down Arrow	Scrolls down by line (in Fit Width, Actual Size (1:1) or Zoom level views) Scrolls down a page (in Fit Page view)
Left Arrow	Left Arrow	Goes to previous half screen (for PDF documents) Goes to previous page (for EPUB documents)
Right Arrow	Right Arrow	Goes to next half screen (for PDF documents) Goes to next page (for EPUB documents)
Ctrl+Home Shift+Ctrl+Page Up Shift+Ctrl+Up Arrow	Home Shift+Cmd+Up Arrow	Goes to first page of document
Ctrl+End Shift+Ctrl+Page Down Shift+Ctrl+Down Arrow	End Shift+Cmd+Down Arrow	Goes to last page of document

READING MODE		
WIN KEYS	**MAC KEYS**	**ACTION DESCRIPTION**
Ctrl+B	Cmd+B	Adds a bookmark at the top of current screen
Ctrl+Alt+C	Cmd+Alt+C	Collapses All items in TOC panel
Ctrl+Alt+E	Cmd+Alt+E	Expands All items in TOC panel
Ctrl+E	Cmd+E	Shows book file in Explorer (Finder on Macintosh)
Ctrl+Shift+F	Cmd+Shift+F	Toggles full screen
Ctrl+F	Cmd+F	Moves keyboard focus to find control in toolbar
Ctrl+G	Cmd+G	Finds next instance of text in find control
Shift+Ctrl+G	Shift+Cmd+G	Finds previous instance of text in find control
Ctrl+Shift+H	Cmd+Shift+H	Shows/Hides page numbers
Ctrl+I	Cmd+I	Opens Item Info dialog box
Ctrl+M	Cmd+Shift+M	Adds Highlight

READING MODE		
WIN KEYS	**MAC KEYS**	**ACTION DESCRIPTION**
Ctrl+Shift+O	N/A	Copies ebook to Digital Editions library
Ctrl+P	Cmd+P	Opens Print dialog box
Ctrl+Shift+P	Cmd+Shift+P	Opens Go to Page dialog box
Ctrl+T	Cmd+T	Shows/Hides Navigation Panel
Ctrl+W	N/A	Go to Library
Ctrl+Shift+T	Cmd+Shift+T	Switch to Single-page / Double-page view mode
Ctrl+Shift+K	Cmd+Shift+K	Start / Stop Playing Media Overlay

Note: If JAWS is launched, the Up/Down/Left/Right arrow keys will be redefined for JAWS.

JAWS/NVDA SCREEN READER (WINDOWS ONLY)	
KEYS	**ACTION DESCRIPTION**
READING TEXT	
Left Arrow	Says prior character
Right Arrow	Says next character

JAWS/NVDA SCREEN READER (WINDOWS ONLY)	
KEYS	**ACTION DESCRIPTION**
Ctrl+Left Arrow	Says prior word
Ctrl+Right Arrow	Says next word
Up Arrow	Says prior line
Down Arrow	Says next line
Insert+Down Arrow	Says all
Page Up	Increases voice rate during Say All (JAWS Say All mode). Move to previous page (others)
Page Down	Decreases voice rate during Say All (JAWS Say All mode). Move to next page (others)
INFORMATIONAL	
Ctrl	Interrupts speech
Insert+T	Says window title
FOR DIALOG BOXES	
Insert+B	Reads window from top to bottom
Insert+E (JAWS only)	Says default button of dialog box

Note: The above table is valid only when JAWS/NVDA is not customized. For more information about NVDA shortcuts, please check Start > Program Files > NVDA > Documentation > Keyboard Commands. For JAWS, please

read the Using JAWS > Reading Screens and Documents section in its help document.

Known issues

- Digital Editions will not turn to the next page automatically under the NVDA Say All mode. Unlike JAWS, NVDA only reads the current page.

- When using Mac OS X's VoiceOver screen reader (for accessibility), press Ctrl+Option+W to read the contents of dialogs.

- When using Mac OS X's VoiceOver screen reader (for accessibility), Digital Editions will not support navigate and read by paragraph, line, word, or character.

- If you have both Adobe Digital Editions 1.7 and Adobe Digital Editions 4.5 installed, uninstalling one of them will de-associate the EPUB and ASCM file types with the application. You'll then need to manually associate file types (see your operating system's instructions for associating file types).

- Extremely large images (greater than 50MB) can cause sluggish behavior in the application.

- Some advanced rendering features (such as knockout, overprint, small caps, and non-separable blend modes) are not supported.

- When DE returns an error message W_ADEPT_CORE_LOAN_NOT_ONRECORD, it means no record for this loan is found on this machine, which

most likely means you are attempting to open a borrowed book that was previously expired or returned.