

# miEbooks Manual







# Contents

1. Introduction to miEbooks.....	2
2. Installing miEbooks.....	3
2.1 Preparing the Device for miEbooks.....	3
2.2 Downloading miEbooks.....	5
2.3 Logging into miEbooks .....	6
2.4 Troubleshooting tips.....	7
3. Navigation within the application .....	9
3.1 Library.....	10
3.2 Navigation within your book .....	10
3.3 Resources Icon .....	12
3.5 Highlight a section of the work.....	12
3.6 Generate a summary .....	13
3.7 Create a note or sketch .....	16



# 1. Introduction to miEbooks

miEbooks is an application that allows students/learners to actively engage with their electronic textbook and content in an unprecedented way. Students/Learners add their own notes, sketches and highlights to the textbooks with the ability to generate automated summaries from their highlights and export this as a PDF. In addition, all their notes, sketches and highlights are stored on their device and backed-up to a local server as well as cloud server. An integrated diary keeps students informed about school activities and tests.

To stay up-to-date, students/learners can access eBooks, provided by national and international publishers, and additional content either offline on their device, or at home via 3G/Wi-Fi. Students/learners always have access to important additional content and exercises and it is the perfect way to help students/learners prepare specific content for class discussion or a flipped classroom environment.

Students can also add documents from their Google Drive and share with their Educator. What's even more, is that the student does not need to find the information, the information will find the student. Once synchronised with the system, the student will receive all information deemed necessary by the Educator, in their miEbooks app.

This manual will assist you in guiding your students in terms of the use of the miEbooks app.





## 2. Installing miEbooks

You can download the miEbooks app onto your Android 4.4 (or higher) tablet, iPad with iOS 7 or higher or your Windows 8.1/Windows 10 tablet or laptop. Download the app from the Google Play Store, App Store or Windows App Store. Internet connection is required via cable, Wi-Fi or 3G.

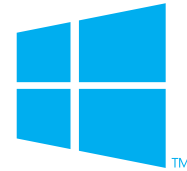
*Minimum requirements*



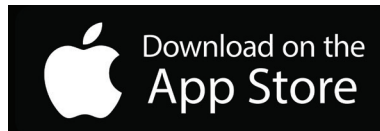
**Android 4.4 or higher**



**Apple iOS 7 or higher on  
Apple iPad 3 or higher /  
iPad mini 2 or higher**

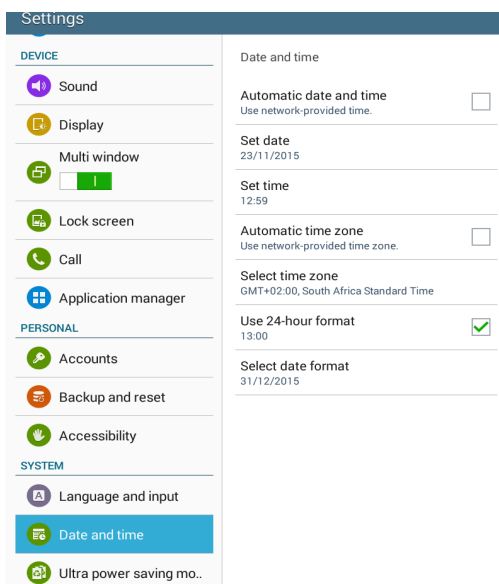


**Windows 8.1 or higher**

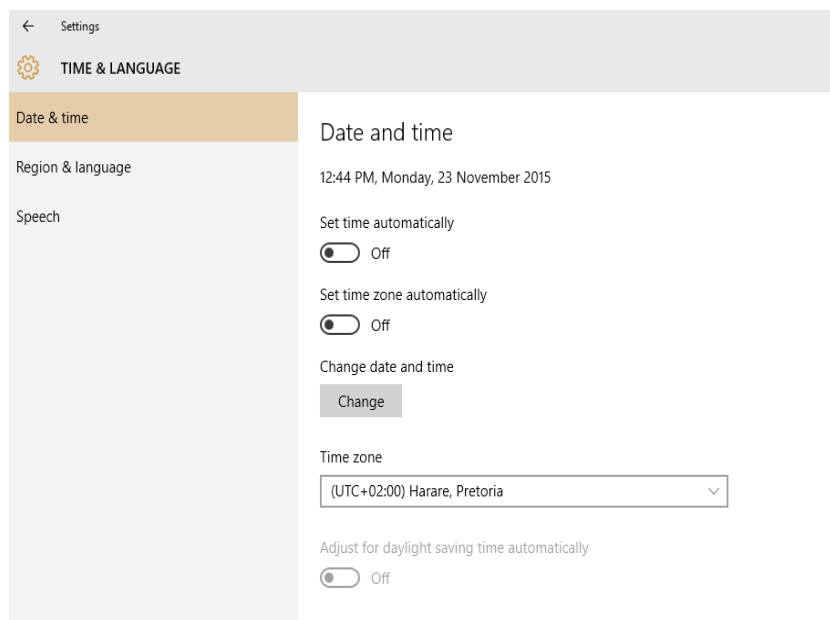


### 2.1 Preparing the Device for miEbooks

- Set the date and time to GMT +02:00, Central Africa Time (certain devices may show this as South African Standard Time).
- The date format should be set to dd/mm/yyyy i.e. 31/12/2015
- The date and time needs to be set to the current date and time.
- Display timeout should be set to 'never' or as long as possible to avoid interrupting the books download process. This can be reset after the initial installation.



*Android*



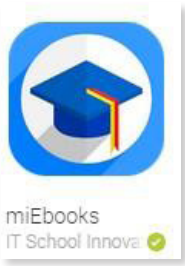
## Windows



## iOS/Apple



## 2.2 Downloading miEbooks



### Installing miEbooks from the Google Play Store



1. Connect to the internet.
2. Open Play Store.
3. Search for miEbooks.
4. Select the miEbooks with the logo shown above.
5. Tap on Install.
6. Then Tap on Accept.

### Installing miEbooks from the Apple App Store



1. Open the Apple App Store by clicking on the icon.
2. Search for miEbooks.
3. Select the miEbooks with the logo shown above.
4. Tap on Install.
5. If prompted, enter your AppleID and password and click OK.

### Installing miEbooks from the Windows App Store



1. Open the App Store.
2. Search for miEbooks.
3. Select the miEbooks with the logo shown above.
4. Tap on Install.

#### NOTE:

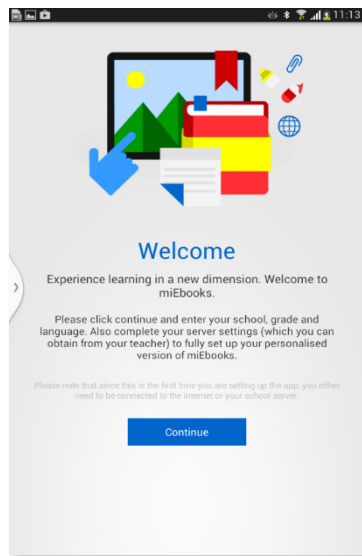
If you're a Windows user and cannot find the miEbooks app, check that the Region and Language Settings found in Settings are set to South Africa.

Please contact HELPDESK on [helpdesk@itschoolinnovation.com](mailto:helpdesk@itschoolinnovation.com) for assistance.



## 2.3 Logging into miEbooks

Open the application on your tablet and follow the instructions below.

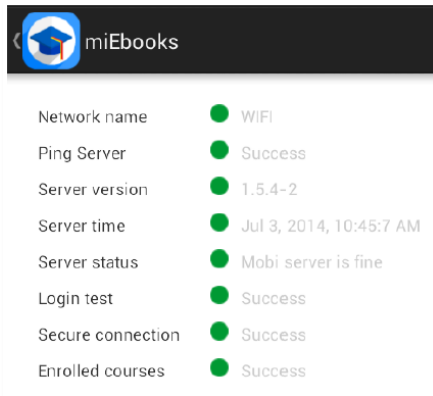


Select “Continue”.

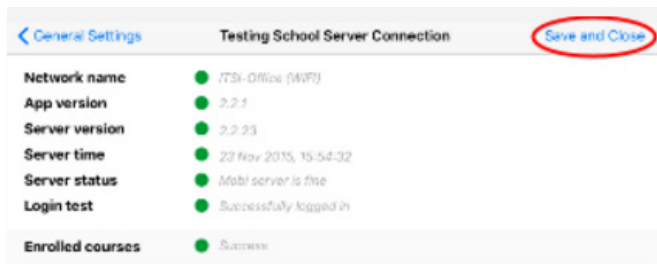
This will navigate you to the Server Settings screen.

1. Under the school dropdown, select your school's name. The school's server address should appear in the relevant field. This would be the DNS/ IP address allocated to your school. e.g itsi.schoolname.co.za
2. Enter your username.
3. Enter your password.
4. Select the “Test School Server Connection” button. Wait for the fields to all be green.





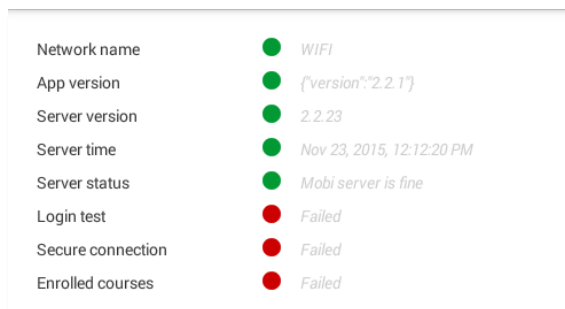
*Windows and Android*



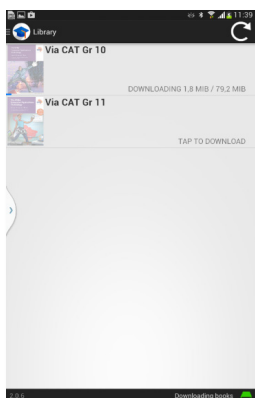
*Apple iOS*

## 2.4 Troubleshooting tips

- If all the red dots do not turn green, check the date and time settings as described in the Preparing the Device for miEbooks section.
- If the last 3 dots are red, the username or password has not been entered correctly.



Once all the dots are green and it has been saved, all the books required by that user will automatically appear in the bookshelf.



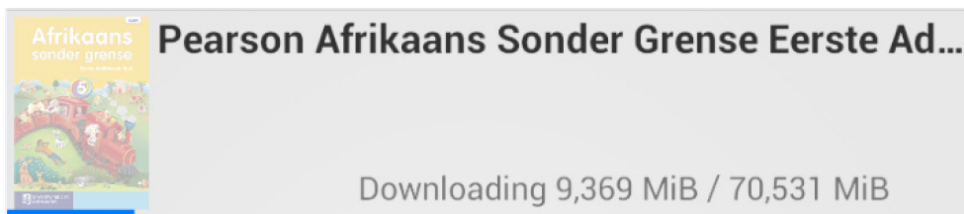
There are comments on the right-hand side of the book to indicate the status of a book. 'Status' refers to whether or not the books are available for use by that specific user. If the book has not been assigned to a user it means they cannot access the content of the book. They will receive this message:

Authentication failed, tap to retry 


- If a book is assigned to the user, they will need to tap on the book to download it.

Tap to download

- Once a book has been tapped to be downloaded, the user can see the status of the download.



- If a book has been downloaded and the user has permission to access the book, they can tap on it to open it.

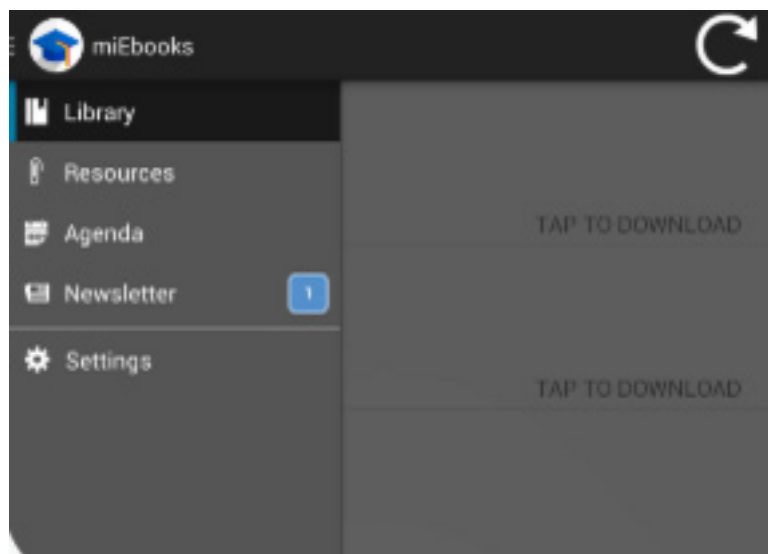
Tap to open 



### 3. Navigation within the application

This is the section you will most often make use of. Both learners and teachers will be able to highlight, add notes and sketches etc.

The first section, pertaining to the server status, back-ups etc. will only pertain to schools where access to local and/or cloud servers through a robust Wi-Fi connection are in place. To open the main menu, swipe from the left of the screen to the right until the menu opens.



To refresh the application, tap the arrow on the top right-hand corner of the screen.



The status bar shows the activity of the app and the app version.



There are several messages that can be displayed here:

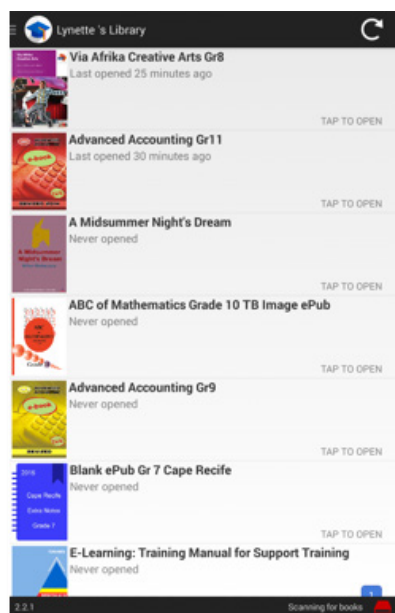
- **Scanning for books:** miEbooks is looking for books that may be required by the user.
- **Connecting to server:** miEbooks is trying to connect to the school's server.
- **Logged in to server:** The user successfully logged in to use miEbooks.
- **Error connecting to server:** The user has failed to login successfully, which means that the server address, username or password could be filled in incorrectly.
- **Downloading book covers:** miEbooks is downloading the covers of the books on the app.
- **Sending data to server:** miEbooks is sending data to the school's server.
- **Downloading resources:** miEbooks is downloading any new resources that have been added by teachers.
- **Backing up annotations:** miEbooks is backing up any annotations done by the user.
- **Backing up highlighting:** miEbooks is backing up any highlights that the user has made.
- **You have no network connectivity:** There is no connection to the server, which means the



user's Wi-Fi connection or Internet is turned off.

## 3.1 Library


The library shows all off the eBooks available on your device. In the Library, tap once on the book you wish to open.

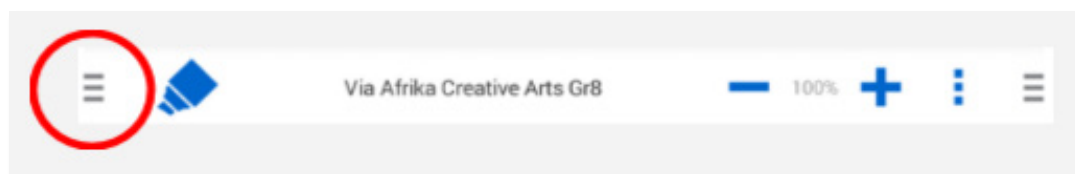


## 3.2 Navigation within your book

This section deals with finding the section or lesson you are looking for.

### Table of Contents (TOC)

Once the book is open, you will find the Table of Contents (TOC) icon  on the top left-hand corner.



- Tap the TOC icon to open the Contents Page of the book you are using. (You can also swipe from the left to the right of the screen to open the TOC.)

Table Of Contents

Q Type to search X

**Contents**

1. Cover page
2. Contents
3. How to use this book
4. Chapter 1 : Computer management p1
5. Introduction p2
6. Unit 1 : Concepts of computing p4
7. Unit 2 : Using the computer p16
8. Unit 3 : File management p32
9. Unit 4 : Computer management tasks p49
10. Questions p44
11. Chapter 2 : Hardware and software p45
12. Introduction p46
13. Unit 1 : Hardware p48
14. Unit 2 : More about hardware p54
15. Unit 3 : Software p64
16. Unit 4 : More about software p68
17. Questions p72
18. Index
19. Chapter 3 : Networks p73
20. Introduction p74
21. Unit 1 : Introduction to networks p77
22. Unit 2 : More about networks p80
23. Questions p84
24. Index
25. Chapter 4 : Electronic communication p85
26. Introduction p86
27. Unit 1 : The Internet p88
28. Unit 2 : E-mail p98
29. Unit 3 : Other e-Communication p106
30. Questions p108
31. Index
32. Chapter 5 : Word processing p109
33. Introduction p110
34. Unit 1 : Basic concepts and skills p112
35. Unit 2 : Lists, tables, views and layouts p134
36. Unit 3 : Reviewing and hyperlinks p146
37. Unit 4 : Templates and offline help p152
38. Questions p159

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Every effort has been made to obtain  
have unwittingly used material require  
matter to our attention so we can m

- Tap on an item in the TOC to open that section of the book. To close the TOC, swipe to the right of the screen.
- A Search Bar can also be found in the TOC to assist with navigating to particular chapters.

Table Of Contents

Q Type to search X

**Title**  
**Welcome**  
**How to navigate through your eBook**  
**Art form 1 Dance**  
Art form 1 Introduction to Dance  
Topic 1 Dance performance  
Topic 2 Improvisation and composition  
Topic 3 Dance theory and literacy  
Term 1 Introduction to Term 1  
Aims and objectives  
Unit 1 Topic 1 Dance performance

Table Of Contents

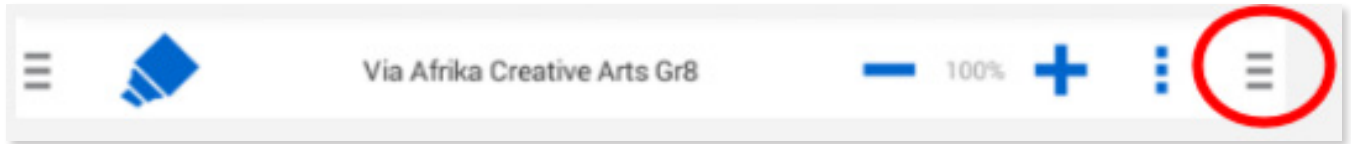
Q improvisation X

Title  
Welcome  
How to navigate through your eBook  
Art form 1 Dance  
Art form 1 Introduction to Dance  
Topic 1 Dance performance  
**Topic 2 Improvisation and composition**  
Topic 3 Dance theory and literacy  
Term 1 Introduction to Term 1  
Aims and objectives  
Unit 1 Topic 1 Dance performance

- When the word required is typed in the search bar, all instances of the word will be bold and all other TOC entries will be dull.

### 3.3 Resources Icon

The resources icon is used to navigate to personal notes and sketches. (You can also swipe from the right to the left of the screen to open the resources.)

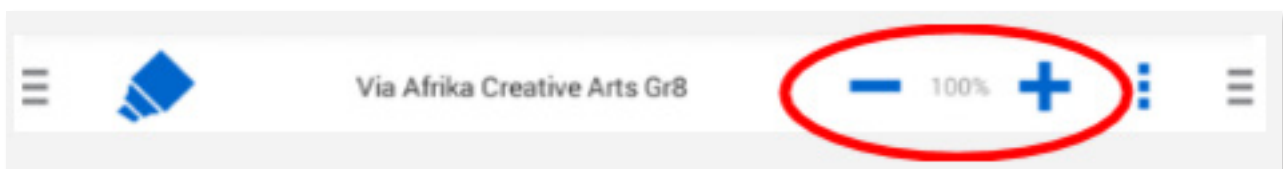


You are also able to access your resources from the main menu by tapping on 'Resources'.



### 3.4 Zoom Tools

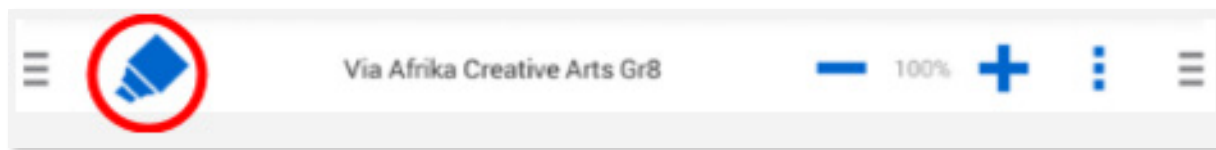
At the top of your screen you will also find the zoom tools. If you zoom in (+) you will notice that your margins will stay the same and your text will get bigger and "drop" down your screen. This is called liquid text.



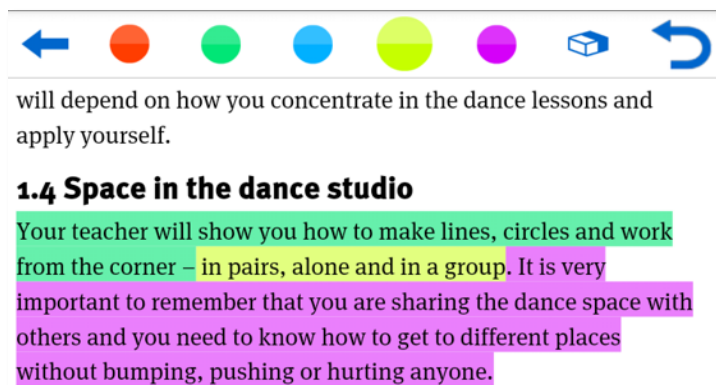
### 3.5 Highlight a section of the work

We weren't allowed to highlight or underline in our physical books, but learners today can do so in their eBooks. With eBooks, the book belongs to that learner. He/she can highlight all of the sections he/she feels are of importance. Teachers can emphasise a certain aspect in the classroom and the learner can quickly highlight that area for future reference.

1. Tap the highlight tool at the top of the screen.



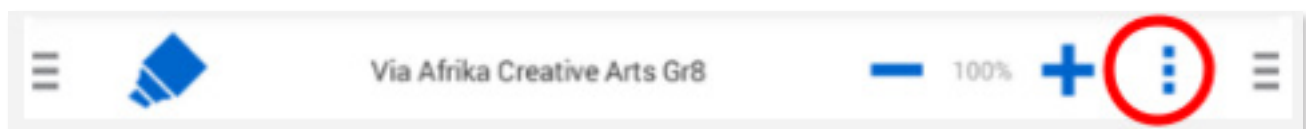
2. Select a highlighter from the tray of highlighters and drag your finger across the text.



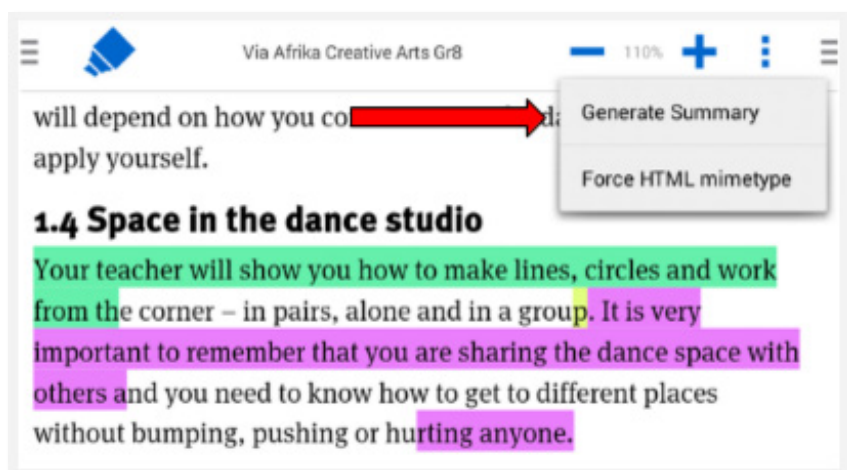
3. Use the undo arrow if you wish to remove the last highlight made.
4. The eraser can be used to remove other highlights no longer required.
5. Once highlighted, select the back arrow at the top of the screen to close the tool.

### 3.6 Generate a summary

After text has been highlighted, the learner can generate a summary by selecting the Option button found at the top right-hand corner of the screen.



1. Select 'Generate Summary'.

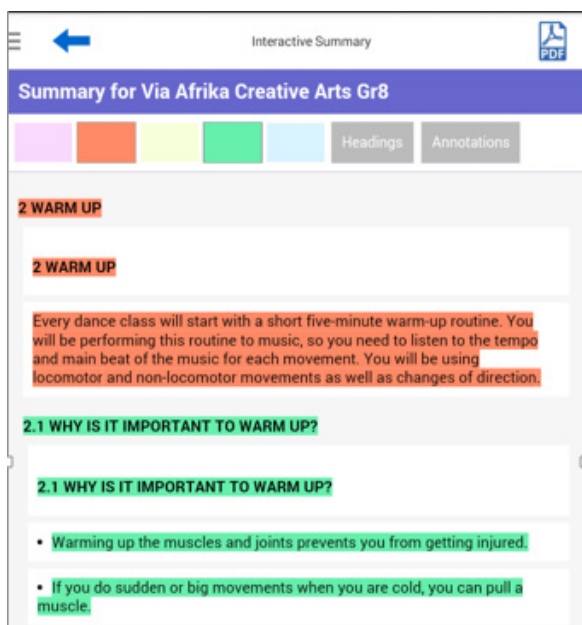


2. Choose from the options available in the summary screen.

- If you tap on a paragraph you will be taken to that particular place in the book.



- You can choose to leave paragraphs out of your summary by deselecting the colour(s) you do not wish to see from the colour palette. Note: all colours are automatically selected.





- Unit and chapter headings can be included in the summary by tapping on 'Headings'.



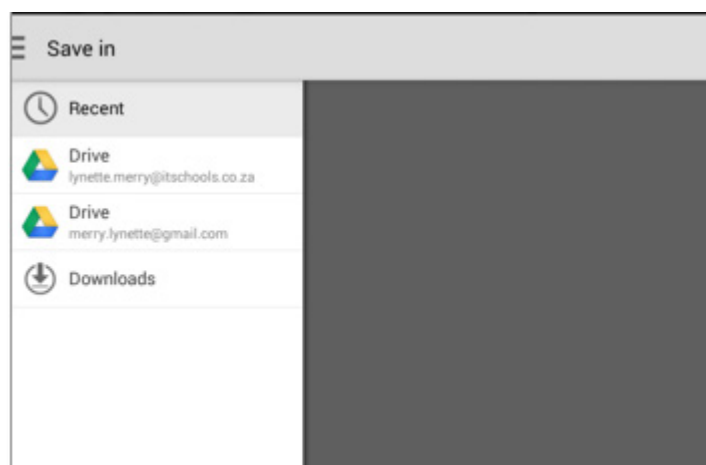
- Annotations can also be included in the summary by tapping on 'Annotations'.

- You can download a PDF summary of all the highlights that have been made in a book. Press the PDF icon on the top right of the screen.
- Choose the options you prefer and tap on 'Save'.

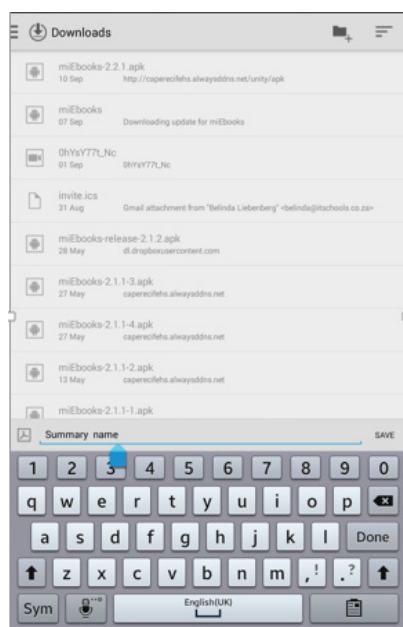




5. Select the folder you would like your summary saved in.



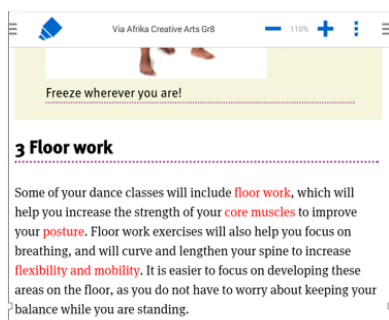
6. Give the summary a meaningful name and tap on 'Save'.



### 3.7 Create a note or sketch

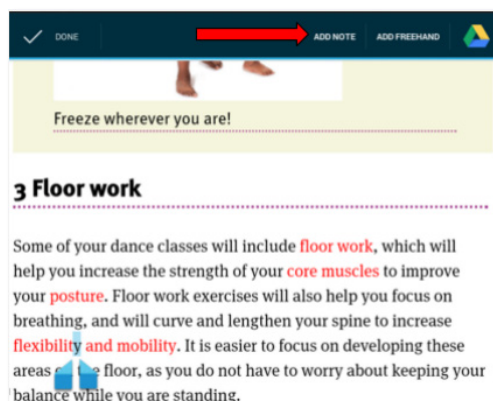
Learners can add their own notes and sketches to assist them later when they need to study. Teachers/Educators can give advise to learners as to what they can add to a specific section.

1. Tap and hold the text and then select the text where you wish to create the note. The option to add a note or freehand sketch will appear on the top of the screen.

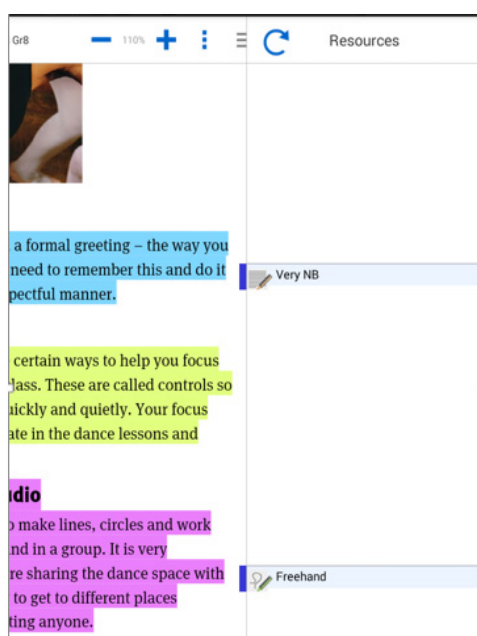




2. Select “ADD NOTE” or “ADD FREEHAND” and once you have added the information or drawing, select save.



3. Your annotation can be found in the Resources panel within the book as well as your ‘Resources’ accessible through the menu.



Should you encounter any challenges, please contact your school champion to assist. Your school champion will be able to contact ITSI in the event of an issue not being resolved.