



# iLEIO

## Quick start guide

### ❖ Introduction

Thank you for choosing iLEIO as your preferred ebook reading platform. iLEIO is a fully integrated platform that allows you too:

- Create your digital library
- Purchase ebooks from the selected online bookstores
- Get ebooks onloan the iLEIO libraries
- Upload your own ebooks (formt ePUB )

Although simply to use and accessible on [www.ileio.pt](http://www.ileio.pt) we recommend the reading of this very short manual to rapidly enjoy all the facilities provided iLEIO.

### ❖ Beneficts

#### Easy of use

iLEIO does not require the purchase or installation of hardware or software ; all that is need is the most widely distribution app on the planet ,the internet browser.

We recommend that you have installed the latest version of one of the following browsers :

- Chrome (<http://www.google.com/intl/pt-PT/chrome/> )
- Firefox ( <http://www.mozilla.org/pt-PT/firefox/new/> )
- Opera (<http://www.opera.com/pt> )
- Safari (<http://support.apple.com/kb/dl1531> )

#### Flexibility

With iLEIO you have your personal digital library whenever and wherever you want it.



## Total mobility

You can read your ebooks online or offline. All you need to do is to select the titles you want to read offline.

## ❖ Open your account

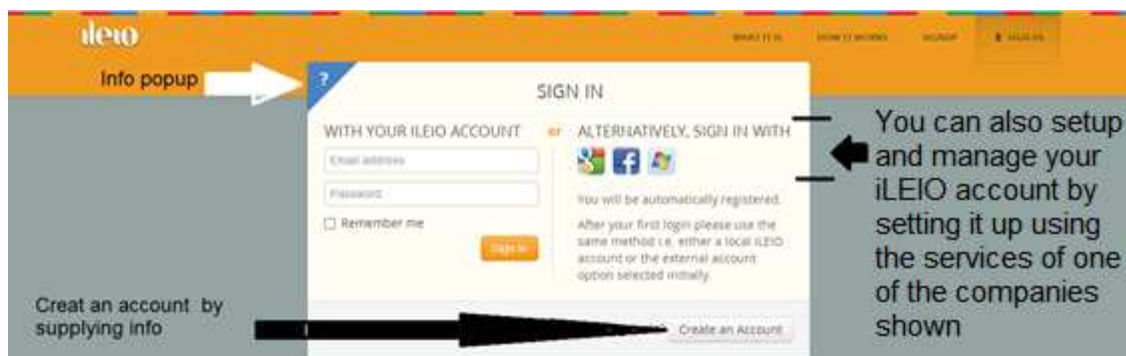
To start enjoying iLEIO you must first open an account.

Opening an account is a free and easy process, initiated by clicking “sign In” on the home page.



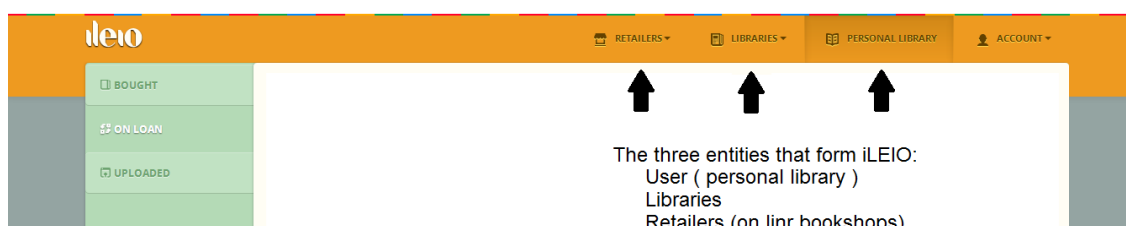
The account can be opened by:

- Entering your name, email and password or alternatively
- Setting up by using an external account (google, facebook etc)



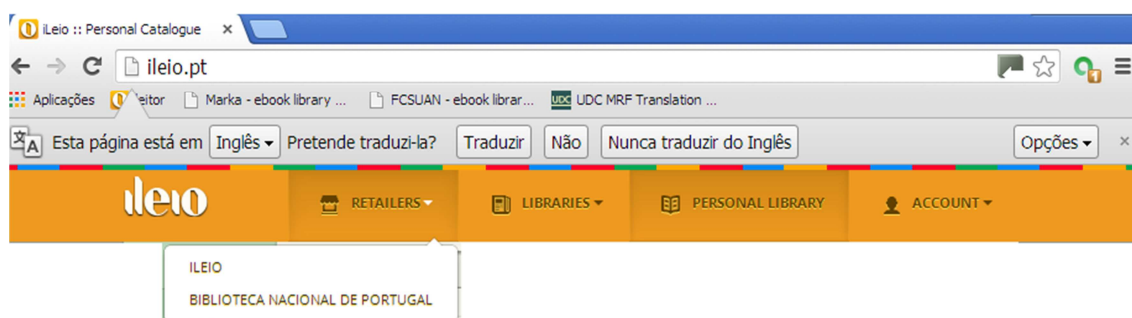
## ❖ Components of iLEIO

The platform iLEIO aggregates the 3 entities



## ❖ Components of iLEIO : retailers

The tag “Retailers” displays all the online ebook stores presently available for the purchase of ebooks. The number of online bookstores (and indeed the number of titles for purchase) is increasing so the actual page you will see may be different from the one shown below



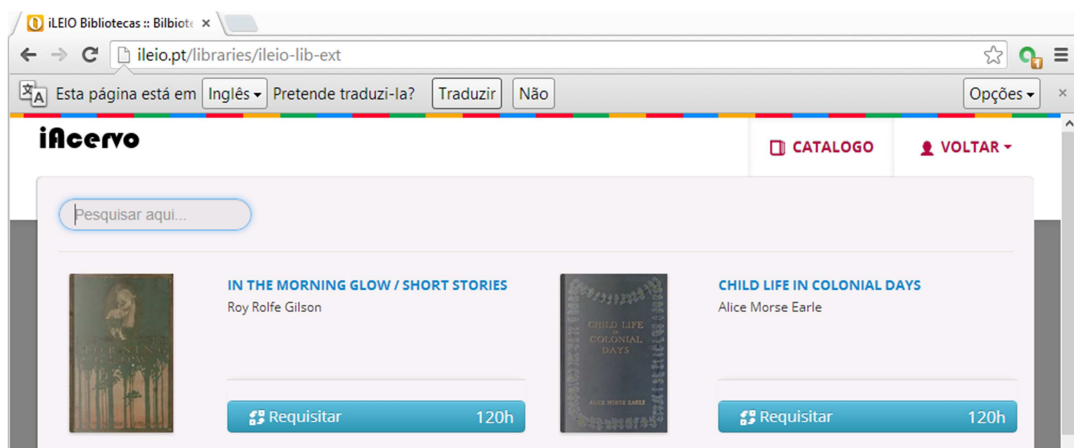
Please note that ebooks are made available either for purchase with a perpetual license or a limited time license, or eventually both . The availability of the ebook under of the above specified licenses is the exclusive responsibility of the Publisher

## ❖ Components of iLEIO : libraries

The tag “Libraries” displays all the libraries that joined the iLEIO platform . Please note some of the libraries shown may require a registration prior to downloading the ebook . Please follow the instruction on the library site. If your library is not present please send a message to [ileio@ileio.pt](mailto:ileio@ileio.pt) and we will try to set it up.



Once selected the library site is displayed with all the ebooks available for download (actual page may vary from library to library)

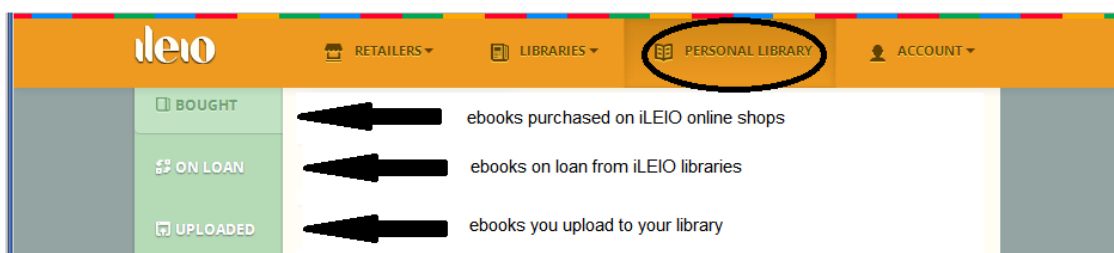


Click on the “Request” , the library conditions for the loan of the ebook are shown and once you agree with the conditions the ebook is immediately placed in your persona library under the “on loan” tag

## ❖ Components of iLEIO: Personal Library

Your personal library is pre-configured with 3 digital bookshelves :

- Ebooks purchased on iLEIO online shops
- Ebooks on loan from iLEIO libraries
- Ebooks you uploaded to your library



## ❖ Components of iLEIO: upload of ebooks

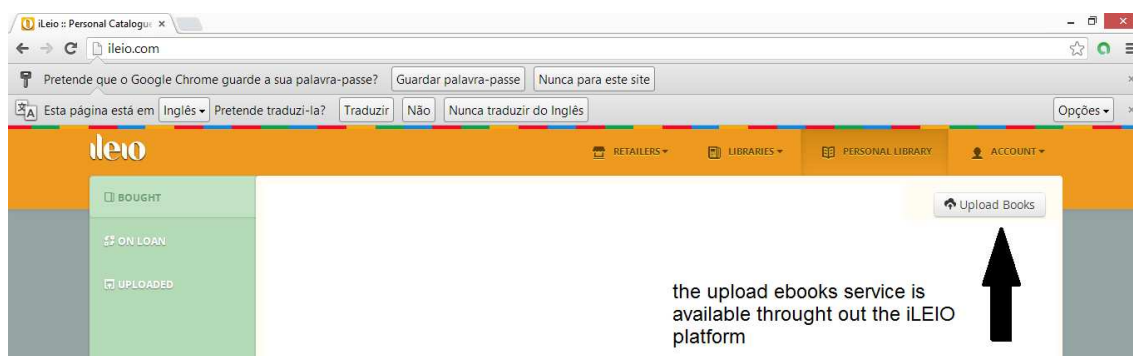
The other option to add ebooks to your personal library is to upload ebooks you already own

This service is accessible via the “ Upload “ button . At the moment we only accept ebooks in the ePUB format versions 1 and 2 . We plan to



make available the uploading of version 3 at the end of the 1<sup>st</sup> quarter of 2014

Once correctly uploaded the ebook will be available under the uploaded Bookshelf



Once the “upload ebook” button is selected the conditions page is displayed :

### UPLOAD BOOKS

**Conditions to upload ebooks to iLEIO**  
In order to be able to ebooks to iLEIO you must read and accept the following conditions:

- The ebook is my property and was purchased by me
- I have all rights to use the ebook
- The ebook is not protected by any restriction on use imposed by the editor and / or author
- The ebook is in ePUB format
- The free storage limit is 10 titles or 100MB, whatever is reached first, once this limit is reached to continue uploading more ebooks will delete existing titles, transfer them to an external storage or request paid storage to iLEIO

I do **not accept** the conditions above  
 I have read and **accept** the conditions above

**Note:** Currently we only support ePUB 2 specification ; support for ePUB 3 will be available soon

Cancel

You must accept the conditions before ebooks can be uploaded by following the instructions on the page:

### UPLOAD BOOKS ×

ebooks will delete existing titles, transfer them to an external storage or request paid storage to iLEIO

I do **not accept** the conditions above  
 I have read and **accept** the conditions above

Please drag your pub here or click here to select location of the file you want to add to your library

**Note:** Currently we only support ePUB 2 specification ; support for ePUB 3 will be available soon.

Cancel

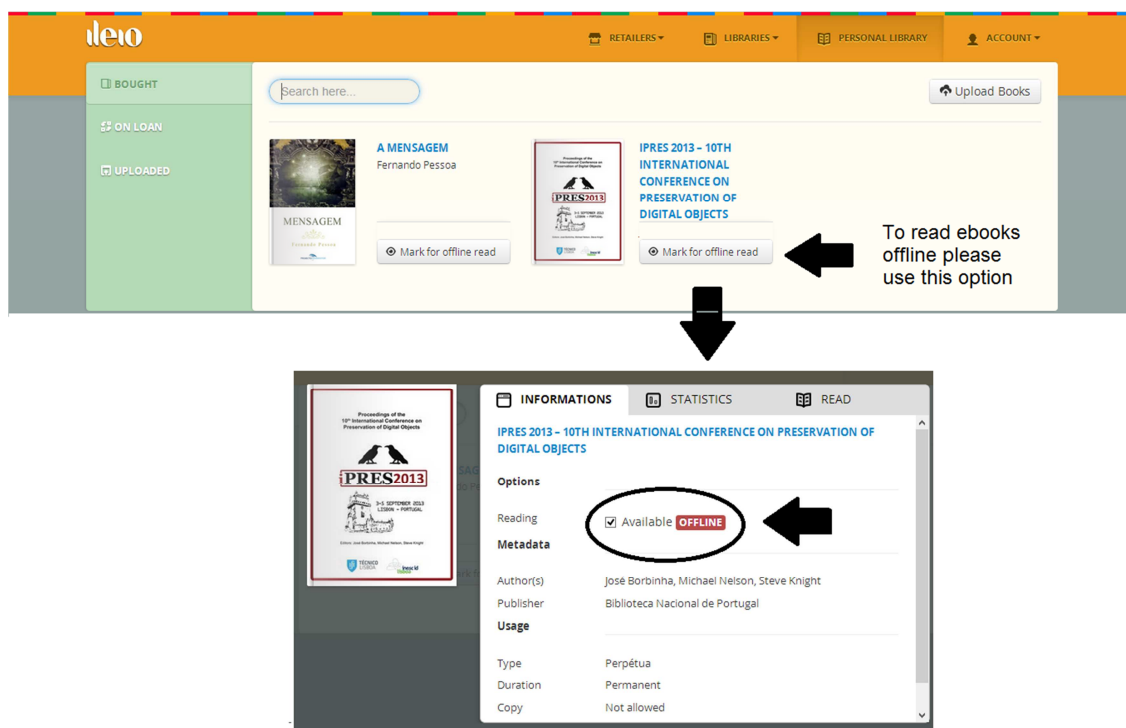
## ❖ Components of iLEIO : online reading

The reading of ebooks is the same:

- Independently if the bookshelf
- If you reading on or offline

For online reading you can start by clicking either on the cover image or title of the ebook you want to read

To be able to read ebooks offline you must first select the titles you want to make available offline by clicking on “ mark for offline reading”

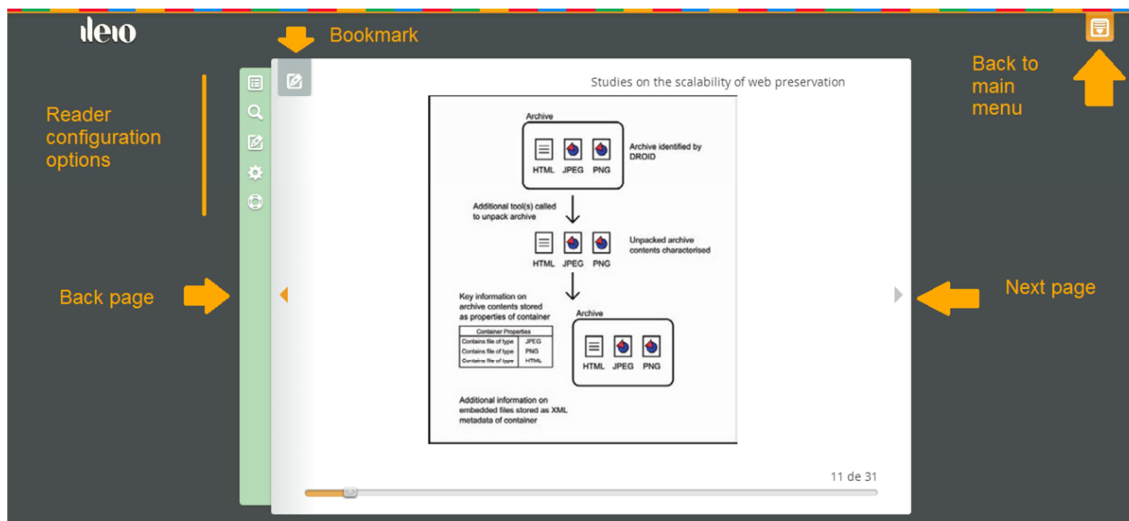


The screenshot shows the iLEIO web interface. At the top, there is a navigation bar with 'ileio' logo and links for RETAILERS, LIBRARIES, PERSONAL LIBRARY, and ACCOUNT. Below this is a search bar and an 'Upload Books' button. The main content area displays two book covers: 'A MENSAGEM' by Fernando Pessoa and 'IPRES 2013 - 10TH INTERNATIONAL CONFERENCE ON PRESERVATION OF DIGITAL OBJECTS'. Both books have a 'Mark for offline read' button. A black arrow points from the text 'To read ebooks offline please use this option' to the 'Mark for offline read' button for the second book. Below this, a larger screenshot shows the details page for the second book. The 'Options' section has a 'Reading' option with a checked box and the text 'Available OFFLINE'. A black arrow points from the text 'To read ebooks offline please use this option' to the 'Available OFFLINE' text.

## ❖ Components of iLEIO : the reader

On the reader page there are 5 control areas, as indicated in the next image:

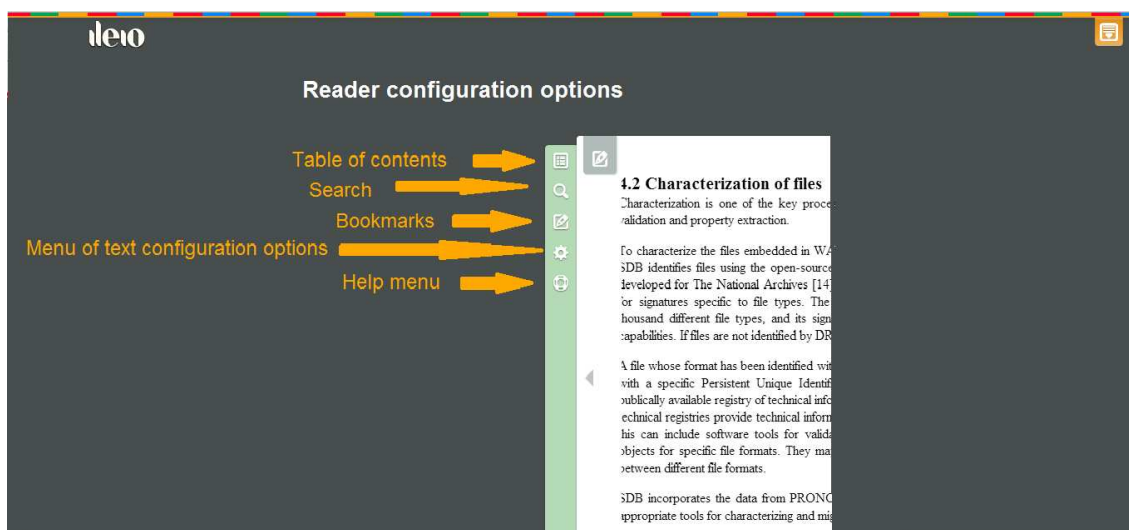
- Reader configuration menu
- Back page control
- Forward page control
- Back to main menu button
- Bookmarks



## ❖ Components of iLEIO : reader configuration

The reader has 4 tools to make reading a pleasant and efficient experience. The tools are shown on the next image.

**The menu is permanently available on the reading page except on small and screens and devices with touch screens: on both cases please touch the centre of the screen to gain access to the menu**







For further information please send a message to:

[ileio@ileio.pt](mailto:ileio@ileio.pt)

Thank you using iLEIO as your preferred ebook reading platform