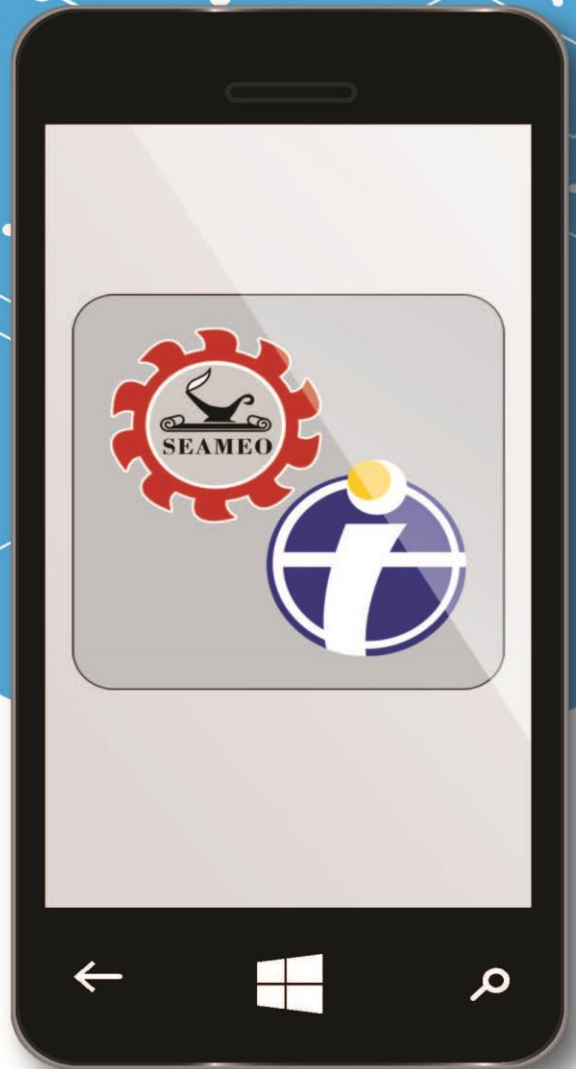




SEAMEO INNOTECH READER

USER GUIDE
FOR WINDOWS





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For more resources on Mobile Technology for Teachers, please visit our website at <https://www.seameo-innotech.org/mt4t> or download the  SEAMEO INNOTECH Reader from your Apple, Android, or Windows device's application store.

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Introduction

The SEAMEO INNOTECH (SI) Reader is a mobile application developed to serve as SEAMEO INNOTECH's official e-book reader. It has special features that maximize one's reading experience when reading e-books on mobile devices and can work on both ePub and PDF files. The SI Reader is compatible with mobile devices running on Android, iOS, iPadOS, and Windows platforms. It is integrated in the Mobile Technology for Teachers (MT4T) website and is also recommended as the e-reader of choice for reading the MT4T e-books. The SI Reader can also be used to cater to SEAMEO INNOTECH's other customized interactive e-books.

This user guide is intended to facilitate the use of the SI Reader on **Windows devices** including tablets, mobile phones, laptops, and desktops.

The SI Reader Guide includes instructions for the following:

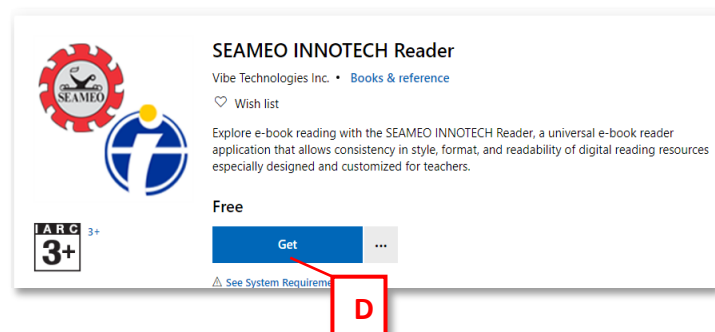
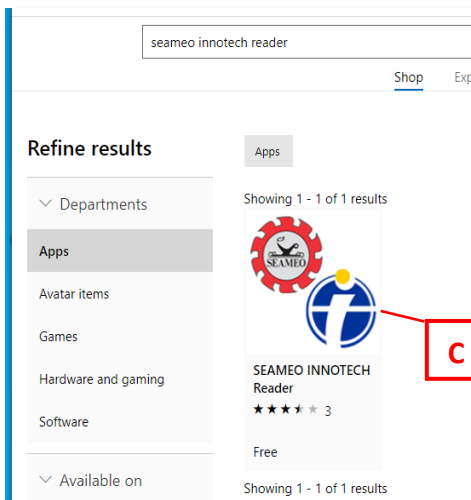
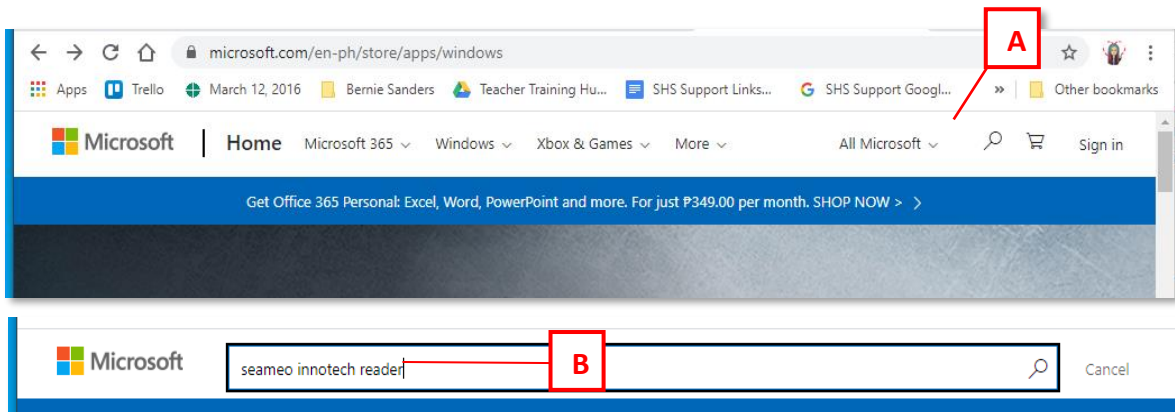
- downloading e-books (both from the SI Reader library and the MT4T website)
- importing e-books
- reading Interactive e-books
- drawing tools
- page settings
 - brightness setting
 - font style, color, and size setting
 - background color setting

To fully enjoy the SEAMEO INNOTECH Reader for Windows devices, we recommend the following device specifications:

Operating System	Windows 10
Internal Device Storage	256Gb
RAM	8Gb
Screen Size	8 inches (tablet) and 13 inches (laptop)

Downloading the SEAMEO INNOTECH Reader App

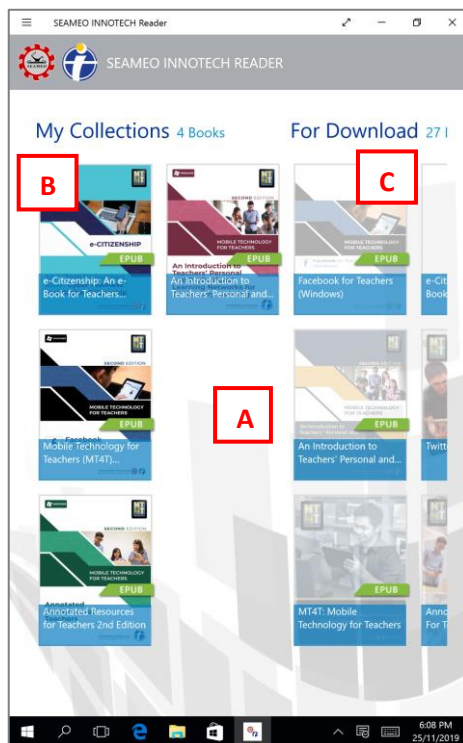
- Go to Microsoft Store. Tap the **Magnifying Glass** icon for search found on the upper left corner.
- Type **SEAMEO INNOTECH Reader** in the Search Bar. Tap **Enter/Return** once you have typed in the app name.
- Select the correct app to download once the results appear.
- Tap **Get** to download the app. Wait for the download to finish and start accessing the app to enjoy free content.



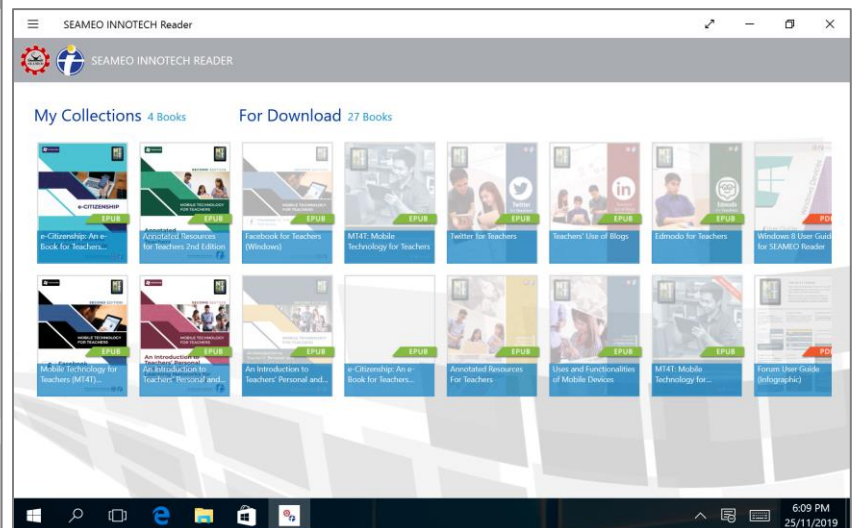
Navigating Inside the SI Reader App

- A. Landscape orientation is the default orientation of the SEAMEO INNOTECH Reader for Windows. You may scroll the page to the left to view display on the right side if the device is in portrait orientation.
- B. **My Collections** tab displays all downloaded and imported MT4T e-books.
- C. **For Download** tab displays all available MT4T e-books for download.

Note: Users with a weak Internet connection might experience a slight delay in displaying the e-books. Kindly wait for the application to finish loading and for the MT4T e-books to be fully displayed.



Portrait orientation



Landscape orientation

Downloading e-Books from the e-Reader Library

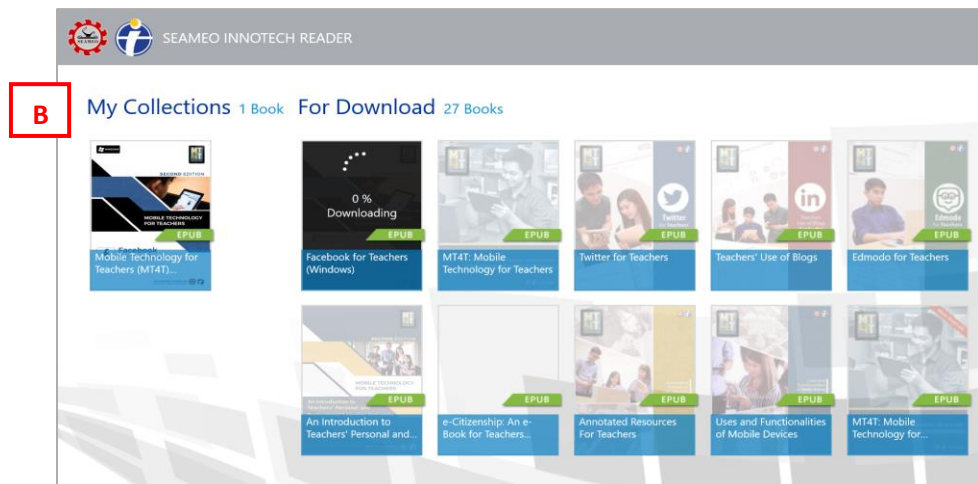
There are two ways to download an MT4T e-book—one is through the SEAMEO INNOTECH Reader Library and the other is through the MT4T website. The steps to download an MT4T e-book from the SI Reader Library are as follows:

- A. Tap the e-book you wish to download. A pop-up will appear with the MT4T e-book's brief description, tap the **Download** button to proceed with the e-book download.

Note: There are two types of MT4T e-books—PDFs and ePubs. The SI Reader can be used to view both. A **green** icon indicates an **e-Pub** file while a **red** icon indicates a **PDF** file.

- B. Wait for the download to finish. Once done, it will be displayed under the **My Collections** tab.

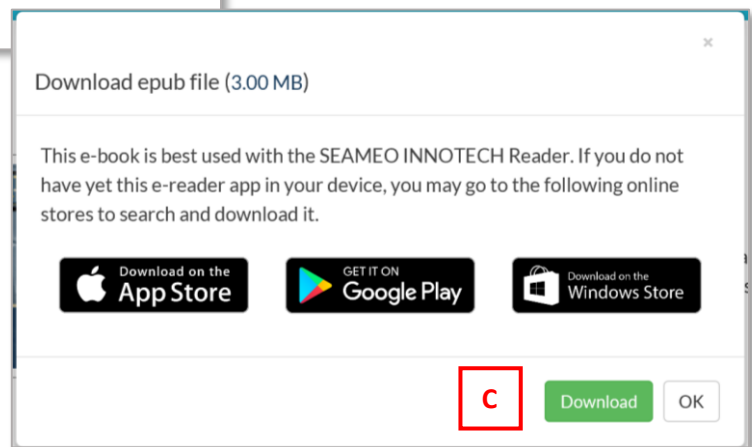
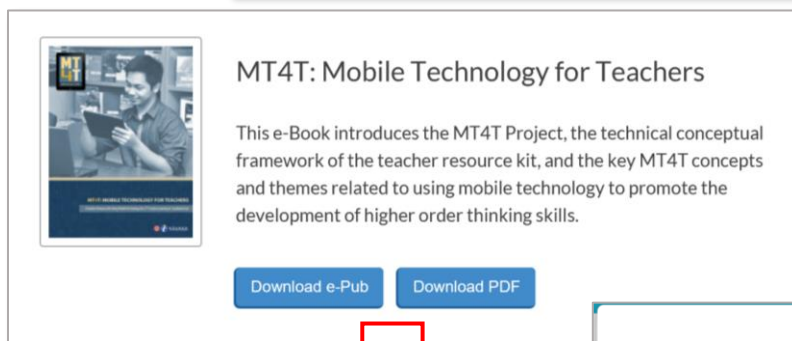
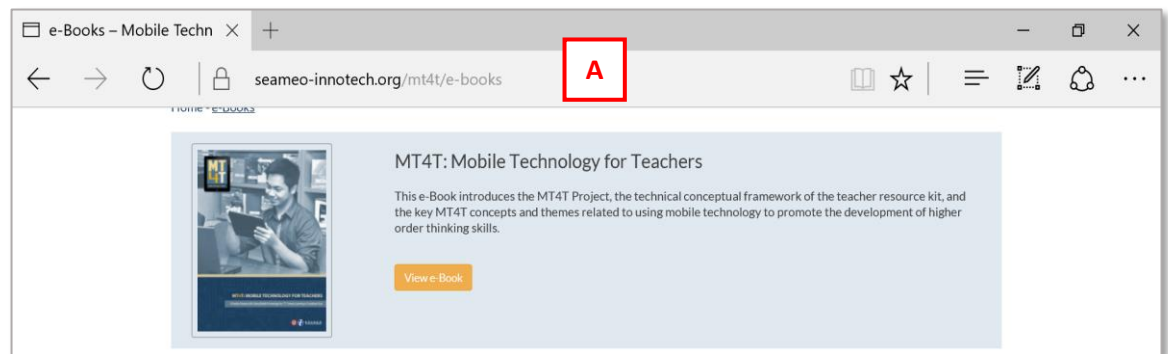
Note: Downloading MT4T e-books will need an Internet connection. Please ensure that your Windows device is connected to the Internet to download. This could be through Wi-Fi or your Android mobile device's cellular data. A slow Internet connection may affect the speed of downloading an MT4T e-book.



Downloading e-Books from the MT4T Website

- Go to www.seameo-innotech.org/mt4t/e-books/ and tap the MT4T **e-book** you want to download.
- Tap the **button** of the file type you want to download (ePub or PDF).
- A pop-up will appear, tap the **Download** button to proceed with the MT4T e-book download. Wait for the download to finish.

Note: Downloaded file will be saved on your device's local storage. To read an MT4T e-book, open the file in the SEAMEO INNOTECH Reader app. Read more about importing the downloaded file on the next page.



Importing e-Books (ePubs and PDFs)

Importing is the process of bringing or copying the file from your device's local storage to a software or a web application. Downloading, on the other hand, is about copying files, such as documents or images from a web server to your device's storage.

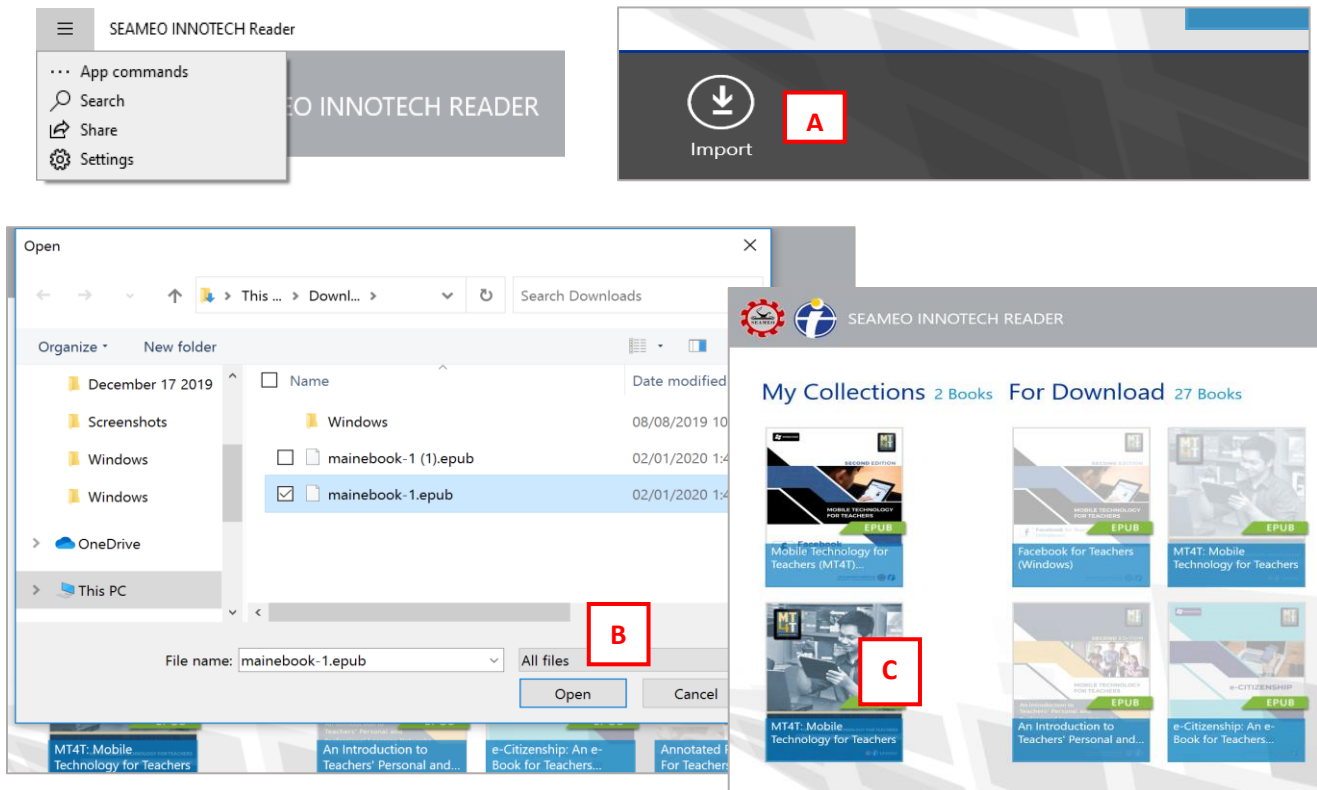
The SI Reader for Windows devices allow importing of any PDF and ePub files that you might have on the local storage of your Windows device. Once you download the SI Reader, you will see that MT4T materials (i.e., e-books and infographics) and resource toolkits are already preloaded in its library. These preloaded files are not yet downloaded to the e-reader but may be readily accessed once you choose to download. If there are other e-book files (in ePub format and PDF) that you have on your Windows device, you may use the SI Reader to access these through the **import function** of the app.

Importing an e-book file allows other PDFs and ePubs to be stored to the SI Reader library. Once you have successfully imported a PDF or an ePub to the SI Reader, you can open the file, read its contents, and use applicable functions of the e-reader app depending on the file type that you have imported.

Here is a guide on how to import a PDF or an ePub file to the SI Reader installed on your Windows device.

- A. Go to **App commands** found on the top left of the screen, then tap the **Import** button.
- B. A pop-up of your device's local storage will be displayed. Locate the ePub or PDF file you want to import, then tap **Open**.
- C. Wait for the e-book to load. Once importing is complete, the MT4T e-book will be displayed under the **My Collections** tab.

*Note: If the e-book you imported did not show on the **My Collections** tab, it might be due to your internet connection. Try refreshing the page by going to **App commands** then tapping the **Refresh** button to reload the page.*



Reading MT4T Interactive e-Books

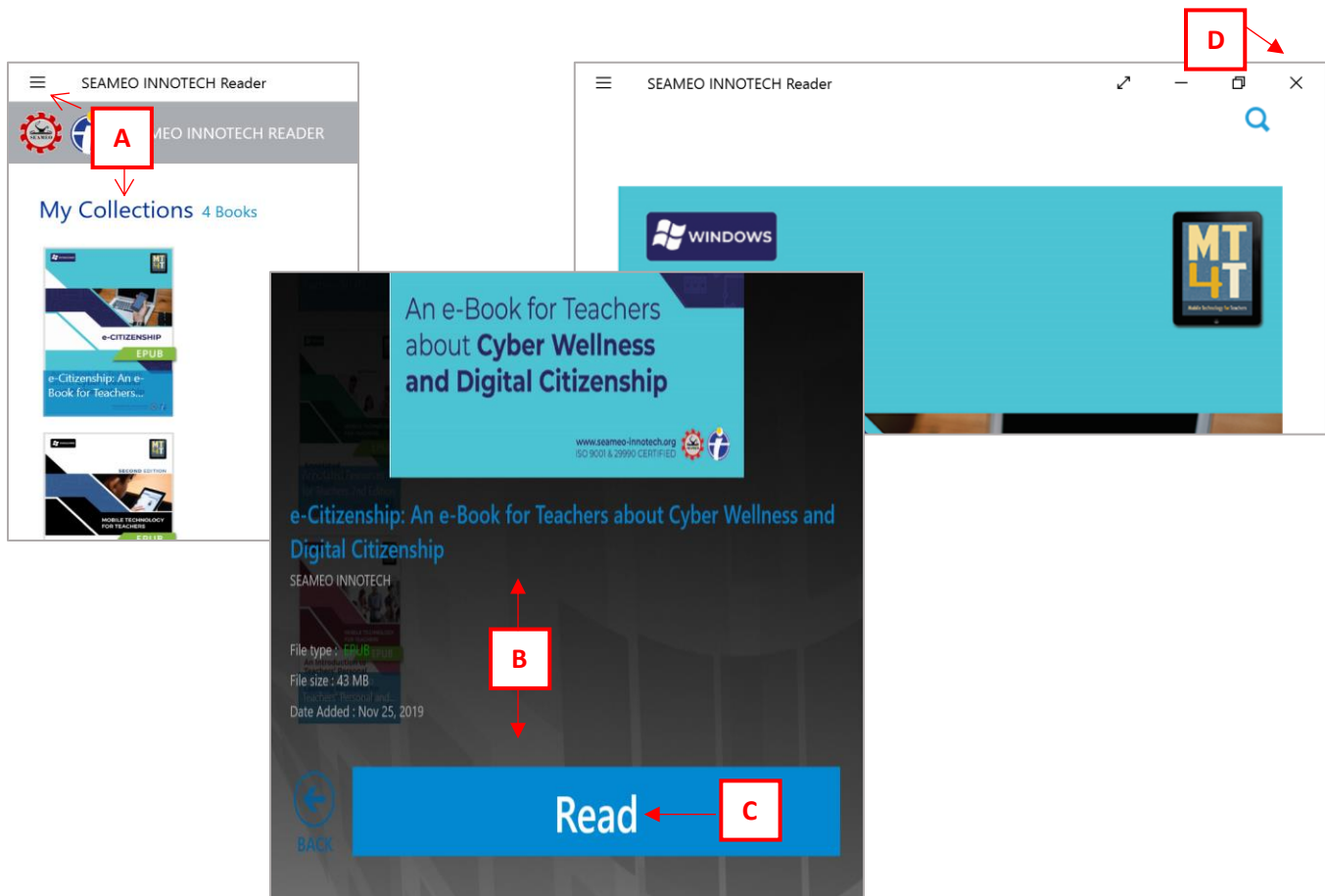
- A. From the **My Collections** tab, select the MT4T e-book you want to read by tapping it. If the e-book you wish to read is not yet downloaded, go to the **For Download** tab first then select an e-book to download. Only downloaded and imported e-books can be read using the SEAMEO INNOTECH Reader app.

Note: When the **For Download** tab is not seen on the screen, try refreshing the page by tapping **Apps Command** button from the menu (three parallel lines) on the top left of the screen, then tap **Refresh**. If this doesn't work, check if the device is still connected to the Internet.

- B. A pop-up window will appear with the e-book's brief description.

Note: The space between the e-book cover and the **Read** button is scrollable where the e-book description is detailed. You may scroll on that space to read the description.

- C. Tap the **Read** button to open and start reading the e-book. The front e-book cover will be displayed, and you may now start reading the e-book.
- D. Double tap **all images** to view the maximum size. Tap the **"X"** button on the upper right part to close.



The SEAMEO INNOTECH Reader Features for ePubs

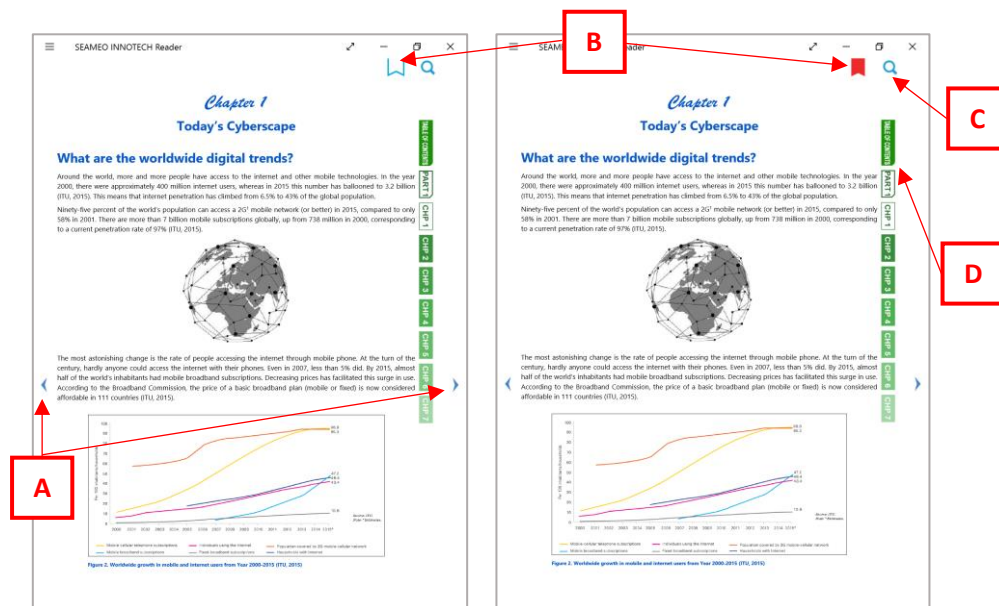
There are two types of MT4T e-books—PDF and ePub. ePub, short for “electronic publication,” is an open e-book standard and file format that is optimized for viewing on mobile devices and computers through an ePub reader. The major difference between ePub and PDF is the reading experience. PDF documents can be viewed exactly the same as the original format, but for readers using small/compact devices, this can be a challenge. On the other hand, ePub is a reflowable document that can adjust its presentation depending on the device it is being viewed from.

Currently, the MT4T resource kit includes e-books that are available in both ePub formats and PDFs: *An Introduction to Teachers’ Personal and Professional Learning Networks for 21st Century Learning*, *Annotated Resources for Teachers*, *e-Citizenship*, *Facebook for Teachers*, and *LinkedIn for Teachers*. The rest of the MT4T e-books are available only in PDFs: *Twitter for Teachers*, *Edmodo for Teachers*, *Blogging for Teachers*, *Uses and Functionalities of Mobile Devices* (i.e., Apple and Android), and the *Mobile Technology for Teachers: A Teacher Resource Kit for 21st Century Learning in Southeast Asia*.

The SEAMEO INNOTECH Reader has features that are meant to enhance your reading experience. Using the SI Reader to read an e-book is easy. Here are simple instructions on how to navigate through the e-book and use the features of the e-reader app.

- A. To go to the next page, swipe the page to the left or tap the > button on the middle right part of the screen. To go back to the previous page, swipe the page to the right or tap the < button on the middle left part of the screen.
- B. To bookmark a page, tap the **Bookmark** icon. Once tapped, the button will be colored red.
- C. To search for terms in the book, tap the **Search** button, and type the keyword.
- D. Most SEAMEO INNOTECH e-books have a side tab that function the same as the table of content. Tap the **Tab** and you will be redirected to its page in the e-book.

Note: Once an e-book is downloaded, you should be able to read it offline.

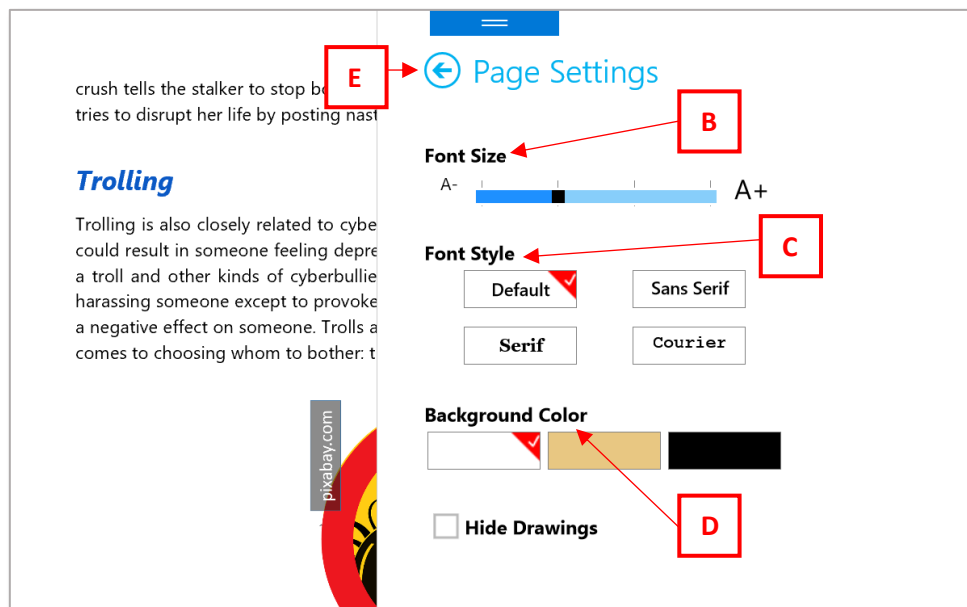
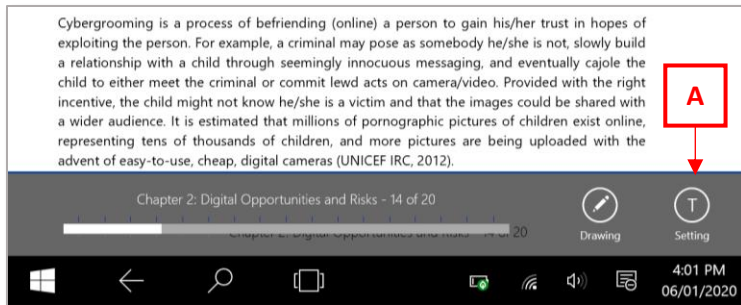


Adjusting the Page Settings

The SEAMEO INNOTECH Reader experience can be customized by adjusting the **Page Settings** represented by the **T** button.

- A. To adjust the settings of the SI Reader, pull down the screen and tap the **Settings** button found on the bottom right part of the screen.
- B. To change the font size of the SI Reader, move the **Font Size** range slider.
- C. To change the font style of the SI Reader, select an option from the **Font Style**.
- D. To change the background of the SI Reader, select an option from the **Background Color**.
- E. To close the setting, tap the **Back** button or tap the **Screen**.

Note: Choosing a setting option will automatically be applied on your SI Reader. To close the Page Settings, tap anywhere outside the pop-up page.



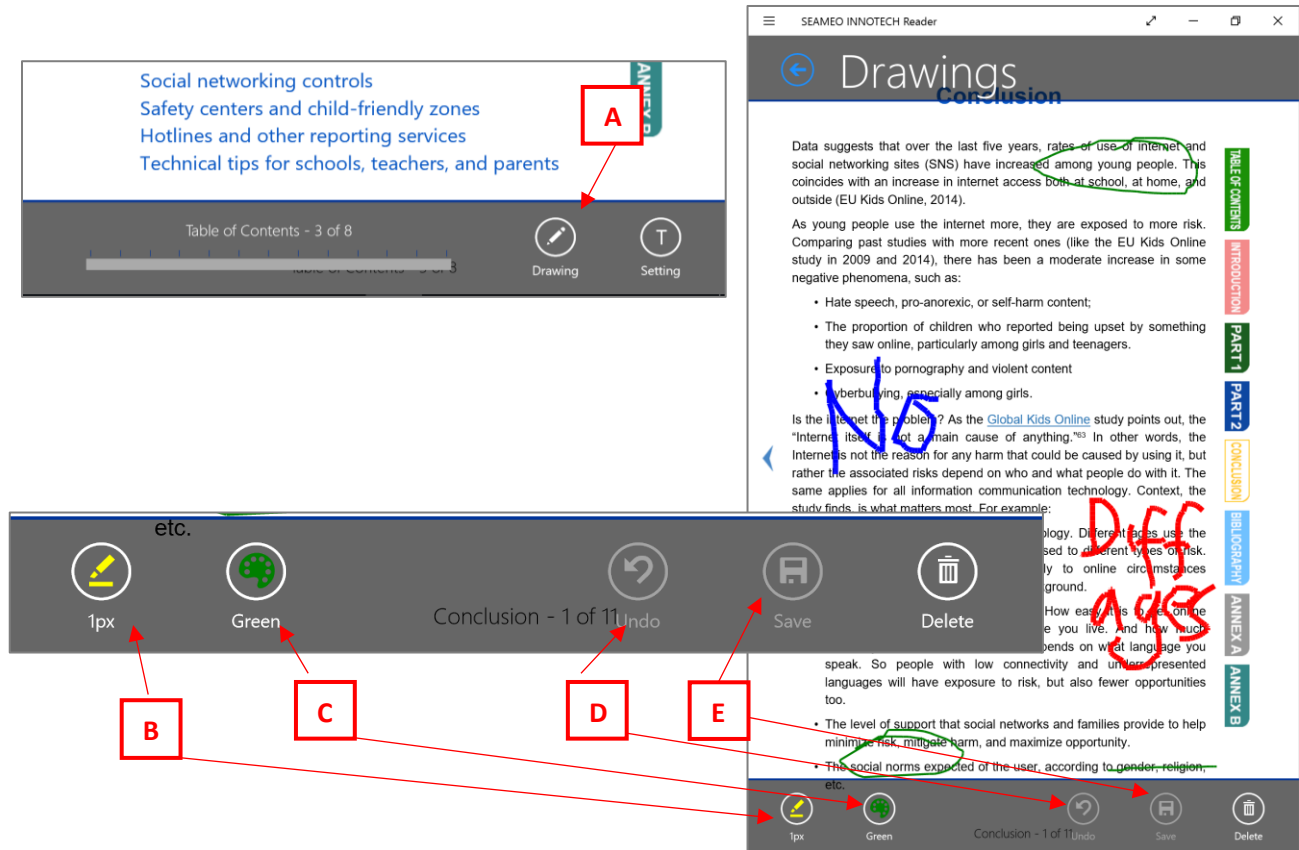
Exploring the Drawing Tool

The SEAMEO INNOTECH Reader has a drawing tool that allows scribbling doodles, marks, shapes, and/or notes on specific pages of an ePub version of any MT4T e-book. This feature is specially helpful if you want to add notes to the page you are reading, or emphasize a word or phrase that you found to be interesting by drawing a circle, or rectangle around that word/phrase. To make your doodles more attractive, you can also use different colors. You can save these notes and marks for viewing later. Here are the steps to navigate the Drawing Tool.

After tapping the pen icon for drawing, you will be able to view the different tools to customize your reading experience while using the SEAMEO INNOTECH Reader.

- A. To add drawings, pull down the screen and tap the **Pen** icon for Drawing found at the bottom right part of the screen.
- B. To select the size of the pen, tap the **Pen PX** icon.

- C. To select the color of the pen, tap the **Palette** icon. Once tapped, you may now start doodling on the page.
- D. To erase the drawing, tap the **Undo** icon.
- E. To save the drawing, tap the **floppy disk** icon.

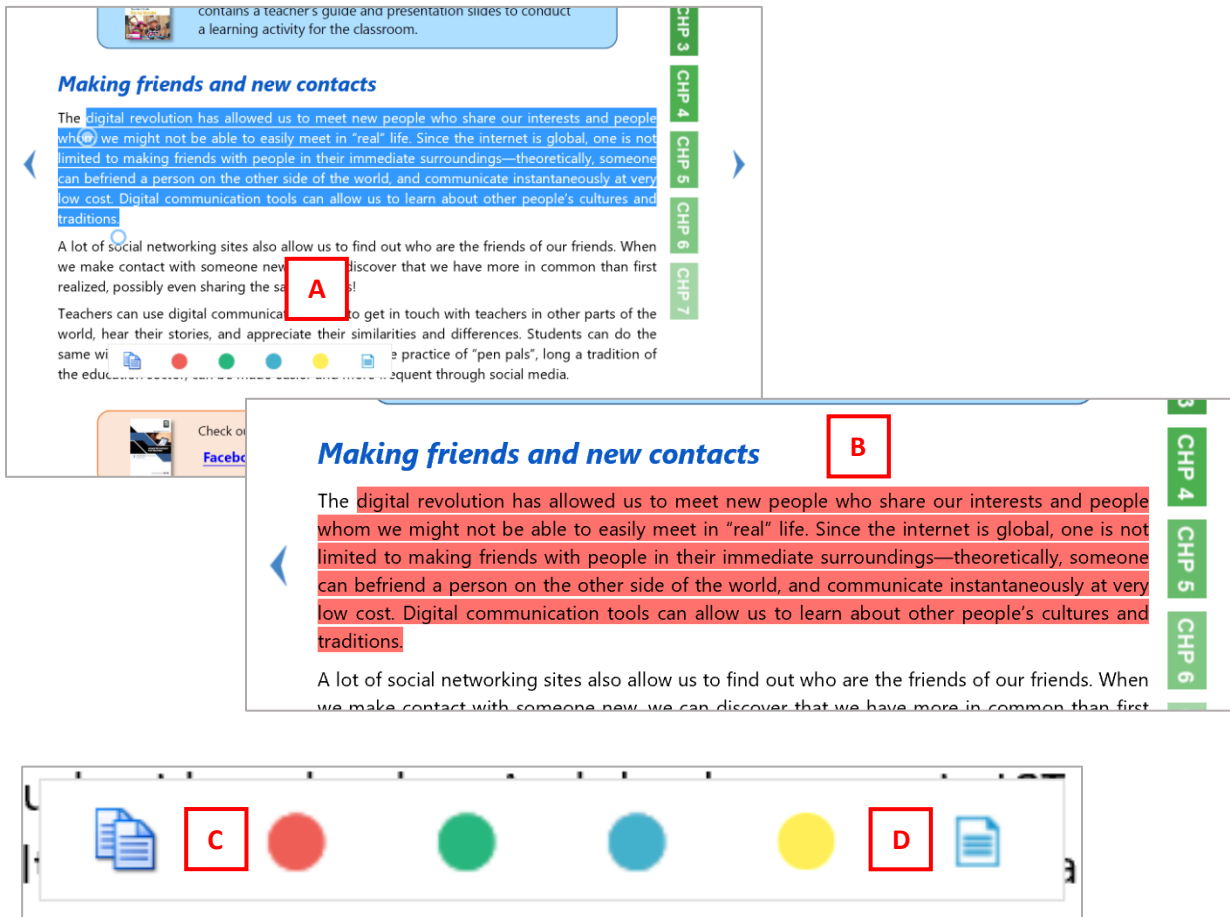


Highlighting Texts and Adding Notes

- A. Select a word or paragraph you wish to highlight. A pop-up will appear. Choose your preferred color.
- B. Once done, the chosen words will be highlighted.

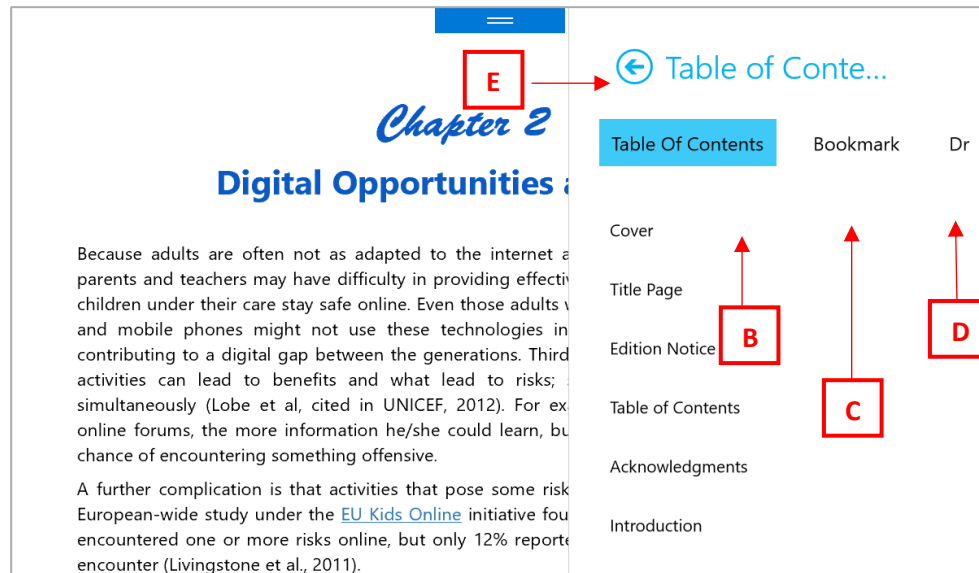
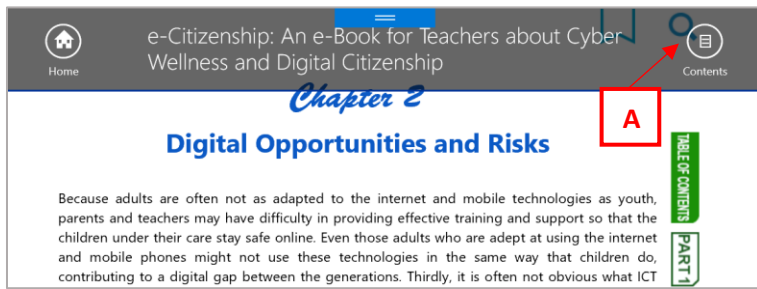
Note: To remove the highlight, just tap the **highlighted word/words** and tap the **trash** button.
- C. When selecting a word/words, a pop-up appears. To copy the selected words, tap the **Copy** button (the extreme left button). These were copied to clipboard.
- D. To add a note, select a word/phrase, then tap the **Notes** button (found on the extreme right of the pop-up). Type your notes on the pop-up and tap the **Save** button.

Note: Once a note was added, the chosen word/words will have an underline. To remove/delete the note, just tap the underlined word and tap the **Trash** button.



Accessing the Table of Contents, Highlights, Bookmarks, and Drawings

- A. Pull down the screen and tap **Contents** on the upper right hand portion of the screen.
- B. To view the Table of Contents, tap the **Table of Contents** tab. Once topic is tapped, you should be redirected to its actual page in the e-book.
- C. To view the list of bookmarked pages, tap the **Bookmarks** tab. Tap the **Bookmarked** page to the get to the actual page.
- D. To view the list of pages with drawings, tap the **Drawings** tab. Select a page on the list to the see the page with drawings.
- E. To go back to reading mode, tap the **Back** button or tap the **Screen**.



Conclusion

The SEAMEO INNOTECH Reader is meant to enhance the reading experience of educators accessing MT4T resources, in particular, the ePub files. The MT4T ePubs were programmed to complement the SI Reader. However, the ePubs may still be accessed from any universal e-book reader. Similarly, the SI Reader, as a universal e-reader mobile application, may be used to open other ePub and PDF files.