



**kobo** arc7<sup>HD</sup>

# User guide

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Welcome!

# kobo arc 7<sup>HD</sup>

Thank you for purchasing a Kobo Arc 7HDHD.

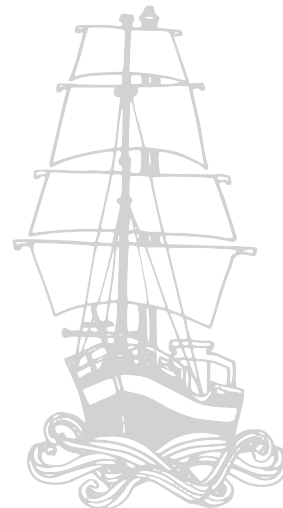
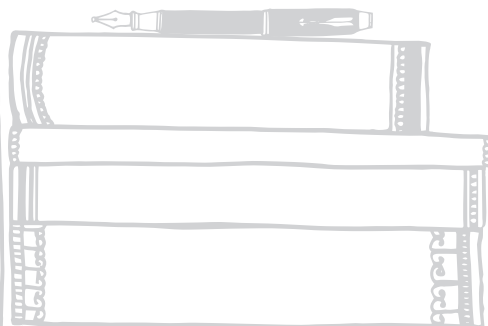
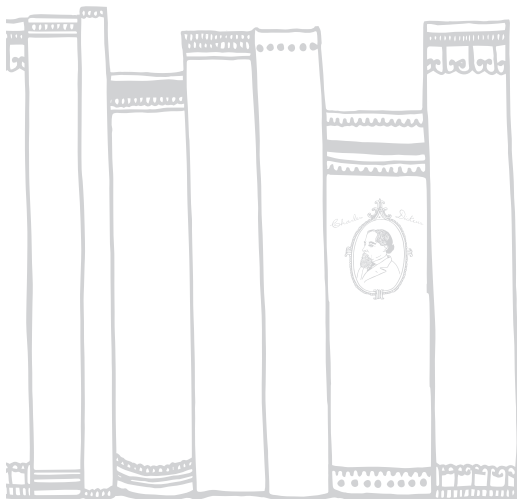
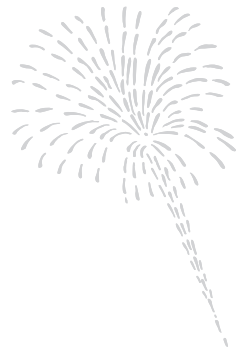
Your Kobo Arc 7HD is a new breed of Android tablet, designed by and for readers. You'll find the comfortable, award-winning reading experience you've come to expect from Kobo, alongside the best of Android.

The Kobo Arc 7HD also brings a powerful new way to collect and manage content, whether it's from the Internet, favorite apps, or your other devices—your personal collections—for fun, for work, or just because!

With your Kobo Arc 7HD, you'll also be able to take advantage of Kobo's Featured Collections. These collections are all about your favorite authors and books—ideas, background, themes, related books, videos, quotes and more. Join us in discovering more about the books you love.

This User Guide will walk you through everything you need to know to customize and use your new tablet. We hope you enjoy your Kobo Arc 7HD.

# Getting started



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## Getting Started

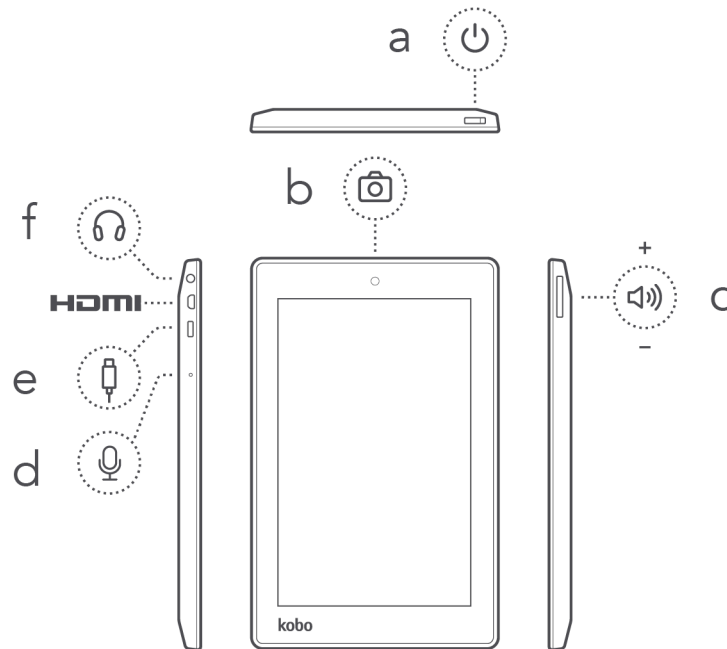
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What's in this section:

- Anatomy of your Kobo Arc 7HD
- Charging your Kobo Arc 7HD
- Putting your Kobo Arc 7HD to sleep and waking it up
- Using the touch screen
- Unlocking the screen
- Using apps or widgets
- Adding or removing other users
- Changing your user profile image
- Using Wi Fi
- Adding items from your computer
- Navigating on your Kobo Arc 7HD
- Customizing your Quick Launch Bar
- Using your Apps & Widgets page

## Anatomy of your Kobo Arc 7HD

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### Where you'll find ...

- a. **On / Off slider**  
Turn your Kobo Arc 7HD on or off, or put it to sleep.
- b. **Camera**  
Take pictures or video with apps like Skype.
- c. **Volume button**  
Press the volume button to increase or decrease the audio volume.
- d. **Microphone**  
Connect to a microphone to add live sound to video or apps like Skype.
- e. **USB port**  
Connect the included power adapter to charge your Kobo Arc 7HD, or use a Micro USB/USB connector to transfer files to your tablet.



## HDMI

Connect your Kobo Arc 7HD with an HDMI-enabled device like a television and live-stream images or video.

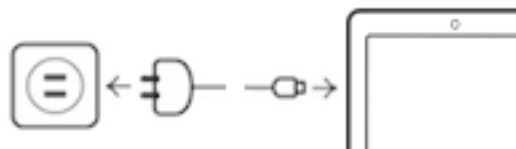
### f. **Headphone jack**

Connect a pair of headphones to listen to music, video, and audio books.

## Charging your Kobo Arc 7HD

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We recommend you fully charge your Kobo Arc 7HD when you take it out of the box for the first time. To charge your Kobo Arc 7HD, attach the included wall charger to the Micro USB port at the right of your Kobo Arc 7HD and plug it into a wall outlet.



You can always see how much charge your Kobo Arc 7HD has using the battery icon at the top right corner of the screen. A white thunderbolt symbol within the battery icon means that your Kobo Arc 7HD is charging. If you see a red line at the bottom of the battery icon, or a red thunderbolt symbol within the battery icon, it means your battery is low and you should charge your Kobo Arc 7HD immediately.

**Note:** Always use the included wall charger to charge your Kobo Arc 7HD; it may not charge at all or charge very slowly if you use a computer and USB cable.

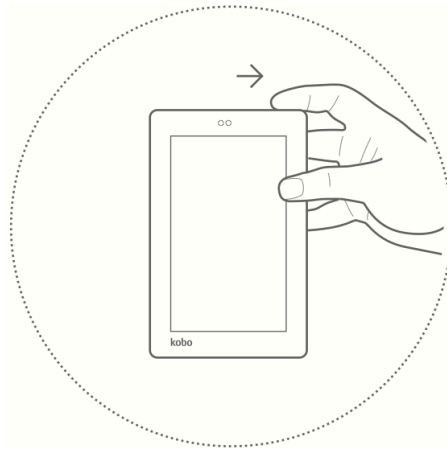
## Putting your Kobo Arc 7HD to sleep and waking it up

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You can turn your Kobo Arc 7HD off or put it to sleep when you're not reading. Both help your battery last longer. When your Kobo Arc 7HD is asleep it still uses a little power, and when it's off, there's no drain on the battery.

When you put your Kobo Arc 7HD to sleep and then wake it up, it only takes a few seconds to go back to the last screen you saw, which could be a page in a book, your collections page, or one of your apps. If you turn your Kobo Arc 7HD off, you'll go back

to your Home page when you turn it on again, and it can take up to 25 seconds to restart.



To turn your Kobo Arc 7HD on:

- Pull the power slider to the right for a few seconds, then release it.

You'll see a blinking blue light beside the power button while your Kobo Arc 7HD is turning on.

To turn off your Kobo Arc 7HD:

1. Pull the power slider to the right until a prompt appears.
2. Tap **Power off**.
3. Tap **OK**.

To put your Kobo Arc 7HD to sleep:

- Briefly pull the power slider to the right and release it.  
The screen will turn off.

To wake up your Kobo Arc 7HD:

- Briefly pull the power slider to the right and release it.

## Using the touch screen

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You can touch your Kobo Arc 7HD screen to select items, open books, turn pages, and more. In many cases you can just touch the screen lightly with a fingertip to interact with it. There are a few other gestures that you may find useful.

- **Tapping**

This is the gesture you'll use the most. Just tap the screen lightly to open a book, turn a page, open an item in a collection, and more.

- **Double-tapping**

To double-tap, you tap the same spot on the screen twice quickly.

- **Swipe**

You can use this gesture to navigate, to turn pages in a book, or to unlock the screen. To swipe, place your finger on the screen and quickly drag it.

- **Press and hold**

This gesture is also called *long press*. This gesture lets you select text while reading and move items around. To use this gesture, touch the screen and hold your finger in place. Depending on what you're pressing, you'll see a change on the screen – for example, when you long press an app, you'll see an outline appear, indicating the app is selected.

- **Dragging**

This gesture lets you move items around on your Tapestries. To use this gesture, press an item and then slide your finger across the screen to where you want the item to go.

- **Pinching and zooming**

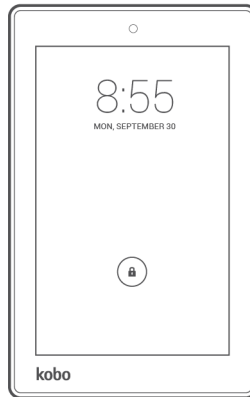
This gesture allows you to zoom in or out on pages.

- **To zoom in:** Put your thumb and one finger together on the screen and move them apart.
- **To zoom out:** Put your thumb and one finger one or two inches apart on the screen and move them together.

## Unlocking the screen

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When you get your Kobo Arc 7HD, you'll see a lock icon on the screen when it wakes up. The lock prevents you from making accidental changes. To unlock your Kobo Arc 7HD, drag the lock icon in any direction to the edge of the circle that's around it. Once you unlock your Kobo Arc 7HD, you can read books and magazines, use your collections, and more.



You can change the slider lock to a password or other kind of secure lock, or remove the screen lock completely.

To unlock your screen when you're using a secure lock, after turning your Kobo Arc 7HD on or waking it up:

- **PIN:** Enter your four-digit personal identification number (PIN).
- **Password:** Tap the password field and use the on-screen keyboard to type your password.
- **Pattern:** Use your finger to trace your unlock pattern on the screen.
- **Face Unlock:** Hold your Kobo Arc 7HD screen in front of you as you turn it on. Move your Kobo Arc 7HD around slowly in front of your face and blink a few times if the screen doesn't immediately unlock.

## Using apps or widgets

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Your Kobo Arc 7HD comes with apps that let you browse the web, send email, view images, listen to music, and more. You can also add free or purchased apps and widgets from Google Play to your Kobo Arc 7HD.

An app is a program that lets you do anything from playing games to reading a book. If you have favorite apps it's easy to add shortcuts to any of your personal collections, the Apps & Widgets page, or the Quick Launch Bar so that you can find and open them quickly.

A widget is different. Widgets sit on your Apps & Widgets page or collections screens and do one of two things. They either:




- Display information that you want to see regularly (like the current weather).
- Let you change a setting or reach content without opening an app. For example, you might have a widget to turn Wi Fi on or off, or use another to open your current book.

### Getting new apps and widgets

Google Play is an online store where you can download free and paid apps for your Kobo Arc 7HD. If you've already paid for apps or widgets in Google Play and put them on another Android device, you don't need to pay again to put them on your Kobo Arc 7HD.

**Note:** We recommend that you get any apps or widgets from Google Play. Apps or widgets from other sources may not be secure.

To get an app or widget from Google Play:



1. Tap the  Home icon at the bottom of the screen.
2. Tap the  All Apps icon at the bottom of the screen.
3. Tap the  Get Apps icon.  
The Google Play store opens and displays apps.
4. Locate the app or widget you'd like to download, and if required, pay for it.

5. Tap **Install**.
6. Tap **Accept & Download**.



### **Adding apps and widgets to personal collections or the Apps & Widgets page**

If you have apps or widgets that you use frequently, you can add them to the Apps & Widgets page. You can also add apps or widgets to your personal collections, making them easy to find and combine them with other items. For example, if you like to surf, you can create a personal collection that includes weather and surf condition widgets, a traffic mapping app, surfing magazines and photos of surfing moves you'd like to try.

To add an app shortcut or a widget to your Apps & Widgets page to a collection:

1. Tap the  Home icon at the bottom of the screen.
2. Swipe from left to right to open the Apps & Widgets page.
3. Tap the  All Apps icon at the bottom of the screen.
4. Swipe from right to left to see more apps and widgets.
5. Press and hold the app or widget you want to add to your Apps & Widgets page. The Apps & Widgets page will appear.
6. Drag the app or widget where you want it.

To add an app shortcut or a widget to a personal collection:

1. Tap the  Home icon at the bottom of the screen.
2. Swipe from right to until you see your collections page.
3. Tap the personal collection where you want to put the app shortcut or widget.
4. Tap the  All Apps icon at the bottom of the screen.
5. Swipe from right to left to see more apps and widgets.



6. Press and hold the app or widget you want to add to the personal collection.  
The personal collection will appear.
7. Drag the app or widget where you want it.  
If you release the app or widget over another item, you'll create a new collection

**Note:** If you drag the app or widget over a personal collection and hold it there, the collection will open. You can then drag the app or widget where you want.

## Opening an app

To open an app, just tap its icon. You can find a list of all your apps and widgets on the All Apps screen.

To open an app or use a widget on your All Apps screen:

1. Tap the  Home icon at the bottom of the screen.
2. Tap the  All Apps icon at the bottom of the screen.
3. Swipe from right to left to see more apps and widgets.
4. Tap the name or icon of the app you want to open.

## Adding or removing other users

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You can share your Kobo Arc with family and friends using *user profiles*. You can add up to eight additional user profiles, with different Kobo accounts (and their personal Library collections), Google Play accounts, login and password details, settings, and personal collections. Because user profiles are created with the Android operating system, all user data is secure and completely separate.

As the Kobo tablet owner, you can delete other user profiles, but each user can manage their own profile. This means that each user can change the password they use to open their profile, switch the Kobo Account used for the profile, change their reading preferences, and manage their personal collections. Any changes users make are only for their profile—other users will always see their own profile choices.


When you create additional user profiles you have to complete the Kobo tablet setup steps again. This setup only applies to the user you're adding, not your existing account.

**Note:** The additional user profiles you create share the storage space on your Kobo tablet with you.



To create a new user profile on your Kobo Arc 7HD:

1. Tap the  Home icon at the bottom of the screen.
2. Tap your profile image, located at the top of the Quick Launch Bar.
3. Tap **Add User**.
4. Swipe the Lock icon to unlock the screen.
5. Complete setup for the new user.

To delete an user profile:

1. Tap the  Home icon at the bottom of the screen.
2. Put your finger at the top right of the screen and swipe down.  
The settings shortcuts will appear.



3. Tap the  Settings icon.
4. Swipe up at the left of the screen until the **Users** option appears at the bottom of the *Device* section.
5. Tap **Users**.
6. Tap the  Trash icon at the right of the user you wish to delete.




7. Tap **Delete**.

## Changing your user profile image

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Your user profile includes the option to add a personal photo. You'll see the image you add at the left of the Quick Launch Bar, and if you're sharing your Kobo Arc, on the login page. You can create your user profile image using the built-in camera, or grab it from an app like Gallery.

To change your user profile image:


1. Tap the  Home icon at the bottom of the screen.
2. Tap your profile image, located on the Quick Launch Bar.
3. Tap **Set Photo**.
4. Tap the app you want to use to add the image.  
The app will open.
5. Locate or create the image you wish to use.

## Using Wi Fi


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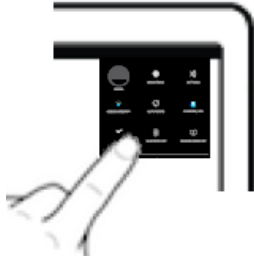
Your Kobo Arc 7HD was designed for the Internet. With a wireless Internet connection you can browse the web, play games, watch videos, chat with your friends, and more.


### Connecting to a Wi Fi network

When your Kobo Arc 7HD is connected to a wireless network, you'll see a  Wireless icon at the top of the screen.

To join a Wi Fi network:

1. Tap the  Home icon at the bottom of the screen.
2. Put your finger at the top right of the screen and swipe down.  
The settings shortcuts will appear.



3. Tap the  Settings icon.  
The Wi-Fi section at the top left of the screen will show **OFF** at the right, which means you aren't currently connected to a Wi-Fi network.
4. Tap the blank area at the right of the word **OFF** in the Wi-Fi section.  
The button will switch to the right and **ON** will appear.
5. Tap the name of the network you wish to connect to.
6. Tap **Connect**.  
If you see a lock icon beside the wireless connection, it means that the connection requires a password. You'll need to enter the password to connect.

### Turning on Airplane Mode

You can use Airplane Mode to quickly and easily turn off any wireless network connections you have open. Turning on Airplane Mode lets you use your Kobo Arc 7HD safely on an airplane or in a hospital, and extends your battery life.

To turn on Airplane Mode:

1. Pull the power slider at the top of your Kobo Arc 7HD to the right for a few seconds.  
The power off menu will appear.
2. Tap **Airplane mode**.

### Adding items from your computer

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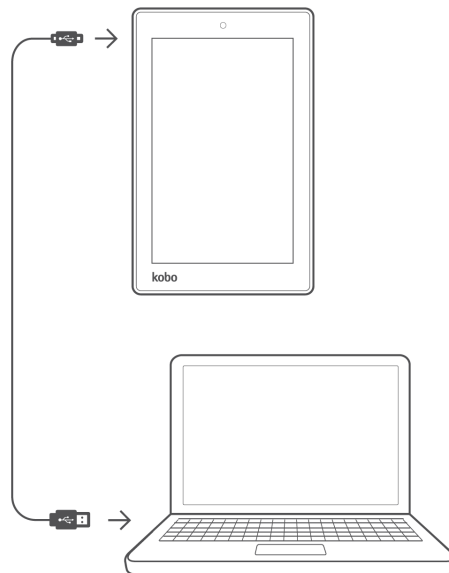
You can connect your Kobo Arc 7HD tablet to a computer, similar to a USB thumb drive. When it's connected, you can drag and drop content from your computer to your Kobo Arc 7HD.

Once you've transferred content to your Kobo Arc 7HD you can view it, import it, and add it to collections. For example, if you add any personal photos, you'll see them when you open an image app like Gallery, and if you've added books, you'll be able to import them into your Books collection.

**Notes:**

- To transfer files from your desktop you'll need the following OS and applications on your computer:
  - ✓ Windows XP with SP2+ and Windows Media Player 10+
  - ✓ Vista
  - ✓ Windows 7
  - ✓ Mac OS X 10.5+
- If you're a Mac user, you'll also need the Android File Transfer app to add items to your Kobo Arc 7HD. You can get this app at <http://www.android.com/filetransfer/>.

To add an item from your Windows computer to your Kobo Arc 7HD:



1. Connect your computer and your Kobo Arc 7HD with a Micro USB/USB cable.
2. On your computer:
  - a. Double-click **My Computer**.

- b. Click the device named **Kobo Arc 7HD**.
- c. Drag the content you want to add into the open Kobo Arc 7HD window.

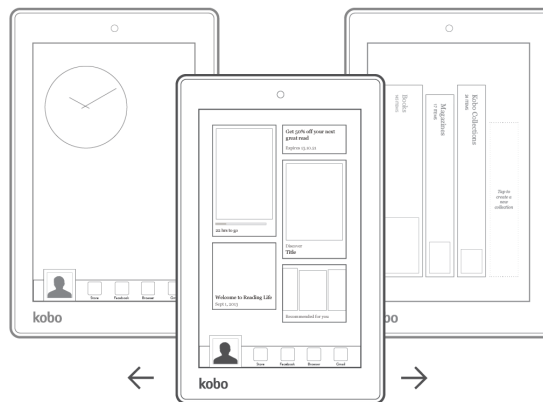
To add an item from your Mac to your Kobo Arc 7HD:

1. Connect your computer and your Kobo Arc 7HD with a Micro USB/USB cable.
2. On your computer:
  - a. Open the Android File Transfer app.
  - b. Drag the content you want to add into the open app window.

## Navigating on your Kobo Arc 7HD

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At any time on your Kobo Arc 7HD, when you tap the Home icon at the bottom of the screen you'll be a swipe away from the three areas you'll use the most – your Kobo Home page, the Apps & Widgets page, and your collections. There are a few other features on your tablet that make it easy to find what you want.



- **Kobo Home Page**

When you turn on your Kobo Arc 7HD you'll see your Home page after you unlock your screen. Your Home page shows you books and magazines you've had open recently, your ratings and reviews for books, and lists to help you find exciting new reads.

- **Apps & Widgets Page**

If you tap the Home icon at the bottom of your page while you're on your Kobo Home

page, you'll see your Apps & Widgets page. You'll also find it by swiping from left to right from your Kobo Home page. The Apps & Widgets page on your Kobo Arc 7HD is a standard Android page where you can put your favorite widgets or shortcuts for your favorite apps.

- **Profile Image**

You'll see your Profile image at the bottom of your Kobo Home page and your Apps & Widgets page. You can tap your Profile Image and add an image, switch profiles, or add a new profile.

- **Quick Launch Bar**

You'll see your Quick Launch Bar at the bottom of your Home page and your Apps & Widgets page. You'll find apps that we've pre-selected for you—if you'd prefer different apps, just drag any app that's in the bar off it and drag the app you want into it.

- **Library collections**

Swipe from right to left a few times to find your Library collections. Library collections can't be moved or deleted, and only hold one type of content—your books and previews in the Books collection, your Pocket articles in the Articles from Pocket collection, and your magazines in the Magazines collection. Just tap a Library collection to find your books, previews, Pocket articles, or magazines.


- **Personal collections**

Your personal collections are in the same area on your Kobo tablet as your Library collections. To find them, simply swipe from right to left a few times from your Kobo Home page. Collections are groups of things. You can put a lot of things in personal collections; your books, magazines, articles, photos, apps and widgets, videos, and more. If you've used Kobo before on any other device, you'll find any existing personal collections of books or magazines you already have in your Library – you can add different kinds of content on your Kobo Arc 7HD.

## Customizing your Quick Launch Bar


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Your Quick Launch Bar lets you keep favorite apps handy. You'll always see the Quick Launch Bar when you're on your Home page or your Apps & Widgets page, and getting


to either of these pages is easy—you just tap the  Home icon at the bottom of the screen.

You can add any app you want to the Quick Launch Bar, but you can only keep four apps on it. If you want to change apps on your Quick Launch Bar, you simply remove one of the apps already there and add the app you want.

To customize your Quick Launch Bar:

1. Tap the  Home icon at the bottom of the screen.
2. Remove any apps you don't want:
  - a. Long press an app until it grows slightly and a blue outline appears.
  - b. Drag the app over the word **Remove** at the top of the screen.
  - c. When the app turns red, remove your finger from the screen.  
The app shortcut is removed.

**Note:** This only deletes the shortcut, not the app itself. You can still find the app in your All Apps area.

3. Add the new app you want to your Quick Launch Bar:
  - a. Tap the  All Apps icon at the bottom of the screen.
  - b. Long press the app you want to add to your Quick Launch Bar.  
The Kobo Home page or the Apps & Widgets page will appear.
  - c. Slide the app over the Quick Launch Bar.
  - d. Remove your finger from the screen.  
The app will appear on your Quick Launch Bar.



## Using your Apps & Widgets page

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The Apps & Widgets page is pure Android—a place for you to put the app shortcuts and widgets you use the most or want to keep handy. Because the Apps & Widgets page is pure Android, you can't add other types of content.

If you find yourself running out of space on your Apps & Widgets page, you can always create a personal collection for your apps and widgets. A personal collection can grow as large as you like, so you'll never run out of space.

To add an app or widget to your Apps & Widgets page:

1. Tap the  Home icon at the bottom of the screen.
2. If necessary, swipe from left to right to open your Apps & Widgets page.
3. Tap the  All Apps icon at the bottom of the screen.
4. Long press the app you want to add to your Apps & Widgets page.  
The Apps & Widgets page will appear.
5. Slide the app or widget to the spot where you want it.
6. Remove your finger from the screen.  
The app or widget will appear where your finger was on the screen.

To remove an app or widget you don't want on your Apps & Widgets page:

1. Long press the app until it grows slightly and a blue outline appears.
2. Drag the app to the word **Remove** at the top of the screen.
3. When the app turns red, remove your finger from the screen.  
The app is removed.

**Note:** This only deletes the shortcut, not the app itself. You can still find the app in your All Apps area.

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## Using Collections

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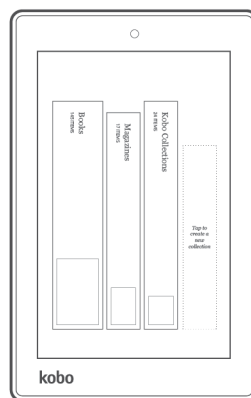
What's in this section:

- About collections
- Managing your personal collections
- Moving round in a collection
- Adding items to a personal collection
- Resizing items
- Removing items from a personal collection

### About collections

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Collections are groups of items. They help you keep your books, files, apps, and other kinds of content organized. When you swipe from right to left on the Kobo Home page, your collections will appear. Each collection looks like a book on a shelf, with a small image of the last item that was added or opened.



You'll find four kinds of collection on your Kobo Arc 7HD:



- **Library collections:** These collections show you the books and magazines you already own and previews of books you've picked. If you've added personal collections to your Library on any other device you'll also see them on your Kobo Arc 7HD.
- **Articles from Pocket:** This collection is full of web articles you've saved using a tool named Pocket. You'll find details about Pocket below.
- **Kobo Collections:** This is where you'll find collections curated by popular authors and other experts, and collections that expand on themes, names, places, authors, and characters in the books you're reading. If you see a Kobo Collection and save it, you'll find it here.
- **Personal collections:** Your personal collections can include anything that you want to keep together, like books, music, magazines, images, apps, widgets, and more. For example, you can create a collection about your favorite author and go there to follow their tweets, get details of upcoming tours, magazine articles, and of course, find all their books!

**Note:** You can't delete or modify the Books, Magazines, Want To Read, Kobo Collections, or Articles from Pocket collections.

## Managing your personal collections

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With personal collections, you can organize apps, books, or any item that you'd like quick access to. You'll find your personal collections on the collections page. The collections page shows you all the collections you've made on your Kobo tablet.

Most of the time when you add something to a personal collection—like a book, a song or a web site—you create a link to the item. When you delete something you've added to a personal collection you just delete the link, not the book, image, song, or other item it links to.

### Opening a collection

You'll always find your collections—including your Kobo Library collections—on the collections page.

- To open a collection, just tap it lightly.

- To find a personal collection that's nested inside another collection, open the collection and swipe from right to left until it appears.

### Adding a personal collection

You can create a new personal collection on the collections page, or inside any of your other personal collections. Once you've created a personal collection, you can move it around.

**Note:** You can't delete or modify the Books, Magazines, Want To Read, Kobo Collections, or Articles from Pocket collections.

To add a new personal collection:

1. In the collections area, swipe from left to right until you see an outlined that says *'Tap here to create a new collection'*.
2. Tap it.
3. Enter a name for the new collection using the on-screen keyboard.
4. Tap **OK** when you're done.

### Moving a collection

You can reorganize your collections, just like books on a shelf. You can also move your personal collections inside each other, and back out.

To move a collection left or right in the collections list:

- Press and hold the collection and drag it to the new location.

To move a personal collection inside or out of another personal collection:

1. Close the collection if you have it open.
2. Press and hold the collection until **Move to Collection** appears at the top of the screen.
3. Drag the collection to **Move to Collection**.  
A list of your collections will appear.

4. Tap the collection you'd like to move it to.
5. Tap **Done**.

### Renaming a personal collection

You can rename a personal collection to make it easier to find or identify what's in it. Renaming a collection doesn't change the items it contains or its location.

#### Notes:

- You can't rename the Books, Magazines, Want To Read, Kobo Collections, or Articles from Pocket collections.
- When you rename a personal collection that includes books or magazines from your Kobo Library, the collection will also be renamed in your Kobo Library on other devices.

To rename a collection:


1. Tap the collection to open it.
2. Press and hold the title until a dialog box appears.
3. Enter a new name for the collection using the on-screen keyboard.
4. Tap **Done**.  
Your collection will appear with the new name.

### Deleting a personal collection

When you're organizing your content or your interests change, you can delete a collection you don't want any more. When you delete a collection all the items it contains and any collections inside it are also deleted, except items in your Library collections like books and magazines, images saved with apps like Gallery, and apps or widgets.

**Note:** You can't delete the Books, Magazines, Want To Read, Kobo Collections, or Articles from Pocket collections.

To delete a collection:

1. Close the collection if you have it open.
2. Press and hold the collection until the word **Remove** and a  Trash icon appear at the top of the screen.
3. Drag the collection to the word **Remove**.  
When the collection turns red, it's in the trash.
4. Remove your finger from the screen.  
A prompt will appear.
5. Tap **Delete**.

**Note:** If your collection includes apps, they aren't deleted when you delete the collection. To delete an app, you have to use the All Apps page.

## Moving round in a collection

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Each time you add something to a collection, it gets a little larger. There's no limit to how large a collection can be.

When you drop a new item into a collection, it's added at the right of similar items. So for example, if you add a group of images, you'll find them at the right of any apps, widgets or images already in the collection. Once the visible area of the screen is full of items, you'll find more by swiping from right to left.

## Adding items to a personal collection


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When you find a website, video, image, book, song, or quote you like, you can add it to one of your collections. You can add the same item to several different collections—just like creating shortcuts for your apps.



## Adding items from a web browser


When you're using a browser, the add icon at the top of the page makes it quick and easy to add something you see to a collection. This is like bookmarking a page.

To add an item from your browser:

1. Use the browser on your Kobo tablet to go to the page you want to add to your collection.
2. Tap the  Add icon at the top right of the browser page.
3. Tap **Add to collection**.
4. Select the name of the collection where you want the item and tap **Done**.

### Adding an item from an app




Some apps, such as Gallery, include the  Add icon at the top of the page, making it easy to add items to your collections. Other apps, such as You Tube, include a  Share icon at the top of the page that includes the **Add** option on a menu that will appear.

Occasionally, you'll have to use the  Actions icon to find the Share option.

**Note:** A few apps—such as Rdio—don't allow you to share or add items to your collections.

To add an item from an app:

1. Open the app that manages the item you want to add to a collection.
2. Tap the item to select it.
3. Add the item:


- Tap the  Add icon at the top of the screen.  
-Or-
- Tap the  Share icon, then tap **Add to collection**.  
-Or-
- Tap the  Actions icon, tap **Share**, then tap **Add to collection**.

4. Select the name of the collection where you want the item and tap **Done**.

### Adding books or magazines from your Kobo Library

After you've synced your Kobo Arc 7HD, you'll see your latest books, previews, and recommendations on your Kobo Home page and in your Library collections. You can add any of these to a personal collection to make it easier to find and open them.

To add a book or magazine to a personal collection:

1. Tap the  Home icon at the bottom of the screen.
2. Swipe from right to left until you see your collections page.
3. Tap **Books, Magazines, or Want to Read**.
4. Find the book or magazine you want to add to a collection, and press and hold the cover for a few seconds.  
**Add to Collection** will appear at the top of the screen.
5. Drag the book or magazine to **Add to Collection**.  
The cover will turn blue.
6. Remove your finger from the screen.
7. Select the name of the collection where you want the book or magazine and tap **Done**.

### Adding articles from Pocket

Pocket is a tool that lets you save articles from websites that you'd like to read later on your tablet. For example, if you're browsing the web on your laptop, you can save an article to Pocket using the Pocket add-on installed on your web browser.

After you login to Pocket on your Kobo Arc 7HD you'll find all articles you've saved to your Pocket account in the Articles from Pocket collection. You can add any of the articles in your Articles from Pocket collection to one of your personal collections.

## Resizing items

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You can change the size of the things you've added so your personal collections look less cluttered, or so you can see details on items like photos.

To resize an item:

1. Press and hold the item for a few seconds until a blue line appears around the edge.
2. Remove your finger.  
You'll see a blue line with four blue diamond shapes around the item.
3. Put your finger on any part of the blue line and drag it outwards to increase the item size, or inwards to decrease the item size.


## Removing items from a personal collection

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To keep your collections interesting and focused, you'll probably want to delete items from time to time. When you delete items they're removed from the collection, but may still be found on your Kobo Arc 7HD. For example, books in your Kobo Library are still in your Books collection, photos you took with the Kobo tablet camera are still in the Gallery app, and apps and widgets are still available on your All Apps page.

**Note:** If you've added a web page or image you've found on the Internet (among other things), and you delete it from a collection, it may be hard to find the item again.

To remove an item from a collection:

1. Press and hold the item until a  Trash icon and **Remove** appear at the top of the screen.
2. Drag the item to the top of the screen.  
The item will turn red when it's in the trash.
3. Release the item.

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## Using apps

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What's in this section:

- About your Kobo Arc 7HD and apps
- Setting up the Email app
- Browsing the web
- Listening to music
- Viewing images and video

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### About your Kobo Arc 7HD and apps

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Apps let you open and use different kinds of content and do things you enjoy, like playing games. You can use apps on your Kobo Arc 7HD when you're connected to the Internet with a Wi Fi network, and while you're offline. For example, you can play games like Jewel Quest and Angry Birds offline, but if you want to use the Email app, you'll only get new email when you're connected.

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### Setting up the Email app

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You can link any of your personal email accounts to the Email app on your Kobo Arc 7HD. After your email account is linked, you can view the emails and contacts it contains, and send and receive emails. You can also configure notifications for when new email arrives, and have different notification sounds for different accounts.


**Note:** You'll also find the Gmail app in the All Apps section—just login with your existing account credentials to get your email from Gmail.

To set up an email account in the Email app:

1. Tap the  Home icon at the bottom of the screen.



2. Tap the  All Apps icon at the bottom of the screen.
3. Tap the  Email app icon.

**Note:** The first time you open the Email app, the Account setup page will appear. If you see the Account setup page, skip to step 8 below.
4. Tap the  Actions icon at the top of the screen.
5. Tap **Settings**.
6. Tap **Add Account** at the top right of the screen.
7. Tap **Email**.
8. Enter your full email address in the Email address field.
9. Enter your password in the Password field.
10. Tap **Next**.
11. Enable or disable any options shown, as follows:
  - **Inbox checking frequency:** Use **Automatic (Push)** to see email as it's delivered to the account, or select the frequency you'd like new email delivered.
  - **Days to sync:** Use *Automatic* to see all changes in the email account immediately, or select the time you want to wait. Syncing updates the Email app with any changes made directly to the email account, such as emails sent or deleted with another device.
  - **Send email from this account by default:** If you add several email accounts to the Email app, all your outgoing emails will be sent from this account.
  - **Notify me when email arrives:** You'll receive a notification each time an email arrives.
  - **Sync contact from this account:** The contact list for this account will be available in the Email app.

- **Sync calendar from this account:** The appointments calendar for this account will be available in the Email app.
- **Sync email from this account:** When you enable this you'll see the latest changes you've made on your Kobo Arc 7HD everywhere you use the email account. For example, if you read an email on your Kobo Arc 7HD it will be marked *read* on your other devices.
- **Automatically download attachments when connected to Wi-Fi:** Any email attachments will download automatically.  
**Note:** If you don't select this option you'll be able to download attachments individually.

12. Tap **Next**.



13. Enter an account name (optional).

The account name shows in the Email app and lets you to choose the account from a list.

14. Tap **Next**.

**Note:** There are additional configuration options and required details for some types of email account. Please visit [www.androidcentral.com](http://www.androidcentral.com) for help setting up different types of email, or contact your email service provider or administrator.

To view your synced email account:

1. Tap the  Home icon at the bottom of the screen.
2. Tap the  Email app icon.
3. To switch between accounts:
  - a. Tap the name of the active email account at the top left of the screen.
  - b. Tap the name of the account you want to view.




## Browsing the web

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Your Kobo Arc 7HD includes a Google browser app. If you prefer, you can download another browser app to use on your Kobo Arc 7HD.

Before you start, connect to a Wi Fi (wireless) network.

To open the browser:

1. Tap the  Home icon at the bottom of the screen.
2. Tap the  All Apps icon at the bottom of the screen.
3. Tap the  Browser app.

## Listening to music




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You can use your Kobo Arc 7HD to listen to music files you own (such as MP3s) with apps like Play Music, or to connect to online music services such as SoundCloud or Rdio.

You can listen to music with the speaker at the back of your Kobo Arc 7HD or with headphones. When you're playing music, you can control the volume using the built-in volume button, or with the app you're using.



**Note:** When you turn the volume up or use the built-in speakers, your Kobo Arc 7HD uses more power.

To play an audio file (such as an MP3) on your Kobo Arc 7HD:

1. Tap the  Home icon at the bottom of the screen.
2. Tap the  All Apps icon at the bottom of the screen.
3. Tap an app that will play your music file, such as  Play Music.
4. Use the app to start playing your audio file.

**Note:** You can also tap the audio file and choose the app you want to use to play it. The first time you open an audio file that can be played by more than one app, you'll be able to pick the app you want to use. Tap the option *'Use by default for this action.'* if you'd like to use the same app each time you open an audio file.

To play music using an app or online music service:

1. Tap the  Home icon at the bottom of the screen.
2. Tap the  All Apps icon at the bottom of the screen.
3. Tap the app you'd like to open.
4. Use the app to start listening to the online stream you want.




## Viewing images and video

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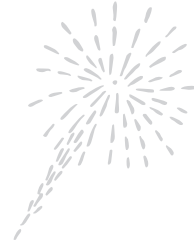
You can use the Gallery app to images, videos, and the photo's you've taken with your Kobo Arc offline, and use other apps such as YouTube to view visual media online. You can adjust the screen brightness or change screen orientation (by rotating your Kobo Arc 7HD) to make it easier to view things.

**Note:** You can also use the built-in HDMI connection to stream images from your Kobo Arc 7HD to an HDMI-enabled device like a television.

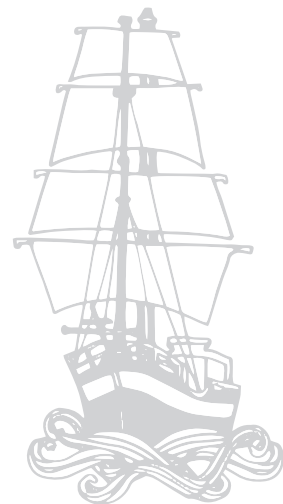
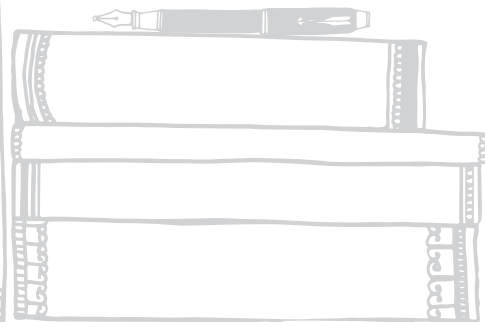
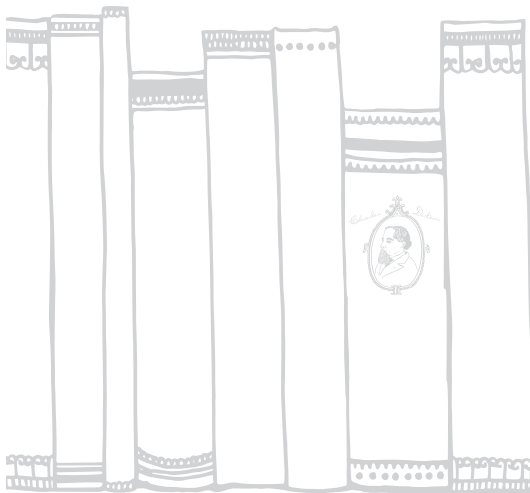
To view pictures, video, other visual media or photos you've taken with your Kobo Arc 7HD with the Gallery app:

1. Tap the  Home icon at the bottom of the screen.
2. Tap the  All Apps icon at the bottom of the screen.
3. Tap the  Gallery app.
4. Tap the Album that includes the image or video you wish to view.
5. Tap the image or video.

**Note:** Swipe left or right to view more images.



# Reading with Kobo



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# Adding eBooks or eMagazines to Your Kobo Arc 7HD

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What's in this section:

- Finding new eBooks or eMagazines
- Buying an eBook or eMagazine
- Adding eBooks from other sources
- Adding library eBooks

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## Finding new eBooks or eMagazines

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If you'd like to find a new eBook or eMagazine there are several options available on your Kobo Arc 7HD. On your Kobo Home page, you'll find lists that feature new releases, popular books or magazines, and books and magazines we recommend for you based on what's in your Kobo Library.

You can use the Kobo Store app to browse by category—there are more than 50 categories for you to explore—or search by author, series, title, or publisher name. In the Store, you'll see eBooks and eMagazines you can buy or add to your *Want to Read* list.

The Kobo Store includes books in many languages. To find eBooks or eMagazines in other languages, you can search using that language. For example, to find books in Italian, search with a phrase such as “essere innamorati”. In some cases you'll see a language option in the filters at the left of the page; click a language to only see eBooks or eMagazines in that language.

**Note:** Kobo's new eMagazines are not available in all countries at this time. If you don't see eMagazines in your collections or in the Kobo Store, they aren't available in your country yet.


## Using your Kobo Home page to find a new eBook or eMagazine

Your Kobo Home page is where you'll find books and magazines you've had open recently, your ratings and reviews for books, and lists to help you find exciting new reads. You'll see separate areas known as tiles on your Home page, with different types of content, including several lists of eBooks and eMagazines we think you'll enjoy – based on what's new, what's popular, and what you've added to your Library.

You'll find these lists on your Kobo Home page:

- **Recommended for You** – eBooks or eMagazines that are similar to the books or magazines in your Library or books that you've liked or rated highly.
- **New Releases** – new eBooks from favorite authors, and new issues of popular eMagazines.
- **Top 50** – the top sellers in the Kobo Store today.
- **Friends are reading** – books and magazines in your friends' Libraries, if they've shared them.






To use a list on your Kobo Home page to find your next eBook or eMagazine:

1. Tap the  Home icon at the bottom of the screen.  
**Note:** If your Kobo Home page is open, your Apps Quick Launch Bar will appear at the bottom of the screen. If you don't see it, tap the Home icon again.
2. Swipe up the page to see more tiles, including more lists.
3. Tap the list you'd like to explore.  
A panel will expand from the right of the page.
4. Swipe up on the list to see more eBooks or eMagazines.
5. Tap a book or magazine cover to view details, add it to your *Read it Later* list, or buy it.

## Using categories to find a new eBook

You'll find categories in the Kobo Store that make finding your next great read quick and easy. Some categories contain books or magazines that are popular or recently released, while others reflect popular genres.

To use categories to find your next great eBook or eMagazine:





1. Tap the  Home icon at the bottom of the screen.
2. Tap the  All Apps icon at the bottom of the screen.
3. Tap the  Kobo Store icon.
4. Depending on what you see, you can explore categories and browse books as follows:
  - **eBooks or eMagazines:** Tap eBooks or eMagazines at the top of the page to only browse for a book or magazine.
  - **Lists:** Swipe up to see more lists. Swipe left or right on any lists to see more. If you see a pink arrow at the right of a list, tap it to see all the books in the category.
  - **Category button:** If you see the  Category button at the top left of the page, tap it, then tap the category you'd like to explore.
  - **Browse Categories:** If you see the **Browse Categories** list, tap it to see all categories, or tap a specific category you'd like to explore.
  - **Menu:** If you see the  Menu icon at the top left of the screen, tap it, then tap the category you'd like to explore.

## Searching for an eBook or eMagazine

If you know part of the eBook or eMagazine title, author, series, or publisher name, then searching is the fastest and easiest way to find it.



To search for an eBook or eMagazine:

1. Tap the  Home icon at the bottom of the screen.
1. Tap the  All Apps icon at the bottom of the screen.
2. Tap the  Kobo Store icon.
3. Tap the  Search icon at the top of the screen.
4. Start typing the title, author, series, or publisher name using the on-screen keyboard. As you type, suggestions will appear above the keyboard.
5. Tap a suggestion that matches what you're looking for, or keep typing until you've entered what you're looking for.
6. Tap **Go** on the keyboard.

## Buying an eBook or eMagazine

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When you've found an eBook or eMagazine you want to purchase, simply tap the cover to check out. Note, once you've added your payment details, you'll be able to use the Quick Buy option, which lets you enter a password to take a single eBook, eMagazine issue, or eMagazine subscription directly to checkout.

You can use a credit card, store credit, or a gift card to pay for your eBook or eMagazine. If you have a promo code, you can enter this during checkout to get a discount.

To buy an eBook or eMagazine:

1. Tap the cover of any eBook or eMagazine you'd like to buy.
2. Tap *Buy Now*, *Buy Issue*, or *Subscribe* to start checkout.
3. Sign in or create a new Kobo account.

4. Enter your billing name and address details.  
**Note:** Your billing details should match the details you use for your credit card if you're using a credit card with your Kobo account.

5. Tap **Add**.

6. Click the payment method you'd like to use.

7. Enter your payment method details.

8. If you have a gift card:

a. Tap **Add Gift Card**.

b. Tap the drop-down menu to see a list of gift card types.

c. Select the type of gift card you want to use.

d. Enter your gift card number.

e. Enter your gift card PIN.

f. Tap **Apply**.

g. Tap **Continue**.

9. To use a promo code:

a. Tap **Add Promo Code**.

b. Enter the promo code.

c. Tap **Apply**.

10. Tap **Purchase**.

You're done – you'll find your new books and magazines in your Library Collections.

**Note:** You'll need to connect your Kobo tablet to the Internet to get your new books and magazines.

To purchase a preview:

1. Press and hold the cover of the preview you'd like to buy.  
The book options will appear.
2. Tap **Buy Now**, and complete the steps above to check out.



## Adding eBooks from other sources

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If you've bought EPUBs from other stores, or found free EPUBs on the Internet, you can import them to your Kobo Arc 7HD from your computer. After you've added DRM-free EPUBs to your Kobo Arc 7HD from other sources, you can import them into your Books collection. These imported EPUBs won't appear in your Kobo Library on other devices like Kobo eReaders.

**Note:** You can't import all eBooks to your Kobo Library from your computer desktop; you can't add PDF eBooks or DRM-protected EPUBs. However, you can use other apps to read PDFs or DRM-protected EPUBs.

To add books from your computer to your Books collection on you Kobo Arc 7HD:

1. Copy your EPUB files to your Kobo Arc 7HD.  
**Note:** See Adding items from your computer in this guide for details about importing items from your computer.
2. Tap the  Home icon at the bottom of the screen.
3. Swipe from right to left until you see your collections page.
4. Tap **Books**.
5. Tap the  menu button at the top of the screen.
6. Tap **Import Content**.
7. Tap **Start**.  
You'll see a list of books stored on your tablet.
8. Select the checkbox beside the book you want to import.

9. Tap **Import Selected**.

A dialog box will appear.

10. Perform one of the following:

- Tap **No** keep a backup copy of the book on your memory card, and import the file.
- Tap **Yes** to delete the original copy of the book on your memory card, and import the file.

**Note:** If you log out of your Kobo account on your Kobo Arc 7HD, you will delete any books you've imported with this method.

## Adding library eBooks

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If you'd like to read library eBooks on your Kobo Arc 7HD you'll need to use the free Overdrive app, or another reading app supported by your library. You can get the Overdrive app and many other reading apps from Google Play.

Check your library's web site for a list of supported apps, along with instructions on how to download library eBooks. You can also contact your library's Information Desk for personal help.

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## Reading on your Kobo Arc 7HD

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What's in this section:


- Syncing your Library over Wi Fi
- Downloading books or magazines
- Opening a book, magazine or Pocket article
- Navigating a book
- Navigating a magazine
- Guided reading for magazines
- Closing a book or magazine

### Syncing your Library over Wi Fi



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Any books or magazine issues you buy are automatically delivered to your Kobo Library. If a book or magazine is added to your Kobo Library and your Kobo Arc 7HD isn't connected to a Wi Fi network, however, you'll have to connect and *sync* to see them in your Library collections.

Sync is short for synchronizing, and means getting the latest changes to your Library from the Kobo Cloud, a secure online storage area. Having your Library in the Kobo Cloud also means you choose how much of your Library content is downloaded to your Kobo Arc 7HD, so you can manage the memory being used.

You'll see some magazines and books in your collections with a  Download icon on the cover. This means that the content hasn't been downloaded to your Kobo Arc 7HD. When you're ready to read a book or magazine you just tap the Download icon, and when you're finished it you can remove it from your Kobo Arc 7HD and get the storage space back for something else.

To sync your Kobo Arc 7HD and see your latest books and magazines:



1. Tap the  Home icon at the bottom of the screen.
2. Swipe from right to left until you see your collections page.
3. Tap **Books** or **Magazines**.
4. Tap the  Sync icon at the top of the collection.  
Your Kobo Arc 7HD will sync and update your books, magazines, bookmarks, and recommendations.

## Downloading books or magazines


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You can only read books or magazines if the content is on your Kobo Arc 7HD, so if you're travelling or will be away from a Wi Fi network, you need to download anything you want to read. You can download the contents of all your books or magazines if you prefer to have them available to read at any time (and if you have enough space on your tablet).

To download the contents of a single book or magazine:

1. Tap the  Home icon at the bottom of the screen.
2. Swipe from right to left until you see your collections page.
3. Tap **Books** or **Magazines**.
4. Tap the  Download icon on the cover of any books or magazines you want to download.
  - To pause a book that's downloading, tap the book cover. The Download icon on the book cover will change to a Paused icon.
  - To resume downloading a book you've paused, tap the book cover again.

To download the contents of all your books or magazines:

1. Tap the  Home icon at the bottom of the screen.
2. Swipe from right to left until you see your collections page.

3. Tap **Books** or **Magazines**.
4. Tap the  Menu icon at the top of the collection.
5. Tap **Download All**.  
Your Kobo Arc 7HD will download the contents of all your books or magazines, depending on the collection you have open.

**Note:** Tap **Pause All** to pause the download.



## Opening a book, magazine or Pocket article

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You'll find your Kobo Library and your Pocket article collection on your collections page. You'll find all your books in the Books collection, your magazines in the Magazines collection, previews in the Want to Read collection, and any Pocket articles in the Articles from Pocket collection. If you don't see a Magazines collection, Kobo isn't selling eMagazines in your country yet.


**Note:** Your Library doesn't show any books or magazines you've deleted, and only shows books you've added from your computer after you've imported them (see page 18 for more on importing books).

To open a book or magazine in your Library:

1. Tap the  Home icon at the bottom of the screen.
2. Swipe from right to left until you see your collections page.
3. Tap **Books**, **Want to Read**, or **Magazines**.
4. If you like, change the way your books or magazines are sorted:
  - a. Tap the  Sort icon at the top right of the screen.  
The Sort By options will appear.
  - b. Pick the way you'd like to sort your books or magazines:

- **Last Read:** Move your most recently opened books or magazines—or new books or magazines—to the left.
- **Title:** List your books or magazines alphabetically from left to right.
- **Author:** List your books or magazines alphabetically by author (magazines are sorted alphabetically by publisher).
- **Custom:** Shows you your books or magazines in the order you've put them.

5. Tap the cover of the book or magazine you wish to start reading.

**Note:** If you see a  Download icon on the cover, your book or magazine will start downloading when you tap the cover. Once it downloads you can start reading.

## Opening Pocket Articles


Pocket is a tool that lets you collect articles from web sites, apps, or email, and open them later on different devices. Before you can start using Pocket, you need to set up a free account on the Pocket web site at [www.getpocket.com](http://www.getpocket.com). Once you have an account it's easy to collect articles with Pocket's browser extensions, using the Share option in Android, or with apps available from the Apple Store or Google Play.

On your Kobo Arc 7HD you'll find all your articles in your Articles from Pocket collection. If you want to view online articles, videos or images, you'll find an option to open the Pocket app in your Articles from Pocket collection.

You'll see new articles in your Articles from Pocket collection almost immediately after you've saved them, but if it's taking too long, you can sync to see new articles.

**Note:** For details about the ways you can add and use different types of content, and how to collect content for Pocket, please visit <http://help.getpocket.com/>.

To open a Pocket article:

1. Tap the  Home icon at the bottom of the screen.
2. Swipe from right to left until you see your collections page.
3. Tap **Articles from Pocket**.



4. If required, log into Pocket:
  - a. Tap the outlined area '*Learn how to add to your unread pocket collection here*'. An information panel will appear at the right of the screen.
  - b. Tap **Open Pocket to Get Started**.  
The Pocket Login page will appear.
  - c. Tap **Log in** and enter your login credentials, or tap **Sign up** to create a new Pocket account.
5. Tap the article you'd like to read.

## Navigating a book





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The Kobo Arc 7HD includes a number of options that let you navigate your book while reading. You'll find it easy to turn pages, find a particular page, or find and start reading a chapter.

To turn a page:


- Tap the right edge of the screen to see the next page.
- Tap the left edge of the screen to see the previous page.

To skip through pages or chapters while reading:

1. Tap the center of the page.  
The Reading Menu will appear at the right of the page.
2. Tap the  Navigation icon.
  - To scroll through the book's pages, touch the circle in the navigation bar and slide it to the right to move forward and to the left to go back.
  - To jump to the next chapter, tap the  Jump forward icon.
  - To jump to the previous chapter, tap the  Jump back icon.
  - To return to your original position, tap the  Snap Back icon.

3. Tap the center of the screen to resume reading.

To view the table of contents while reading:

1. Tap the center of the screen.
2. Tap the  Table of Contents icon at the top of the screen.
3. Tap the chapter you wish to read.


## Navigating a magazine

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You'll find many options in your magazine that make it quick and easy to browse for an article or just see what's there. If you prefer to flip through pages or take a quick look before you start reading, you can explore with:

- **Pages grid:** See thumbnails of all the pages in your magazine.
- **Navigation bar:** See a ribbon of the pages in your magazine.
- **Table of Contents:** View a list of article titles with details about each article.

To use the pages grid, with your magazine open:


1. Tap the center of the page.  
The reading options will appear.
2. Tap the  grid icon at the bottom of the page.
3. Swipe up or down the list to view more.
4. Tap the page you wish to open.

To use the navigation bar, with your magazine open:

1. Tap the center of the page.  
The reading options will appear.
2. Swipe left or right on the page images at the bottom of the page.

3. Tap the page you wish to open.

To use the Table of Contents, with your magazine open:

1. Tap the center of the page.  
The reading options will appear.
2. Tap the  Table of Contents icon at the top of the page.
3. Swipe up or down on the list to view more.
4. Tap the article you wish to open.

To navigate in your magazine:


1. Swipe left or right, or tap the edge of the screen to turn a page.
2. **Pinch in** on the screen to see more of the page.
3. **Pinch out** on the screen to zoom in on part of the page.
4. While you're zoomed in, **drag** your finger on the screen to pan around the page.  
**Note:** When you zoom in on a page, you'll activate the guided reading experience.

## Guided reading for magazines

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In magazines, articles are often broken up by pictures and sidebars. When you're zoomed in on a page, it can be difficult to find the next piece of text when you reach the end of a column. Guided reading solves this by taking you to the start of the next part of the article when you tap the side of the screen, making it easy for you to read.

To use guided reading, with your magazine open:

1. Pinch out to zoom in on part of the page.  
You'll see a flash at the edges of the screen, and guided reading will be turned on.  
**Note:** You can zoom in as much as you wish.
2. If required, tap the  Go to Start of Article icon.  
The page focus will move to the first section of the article.

3. Tap the left or right of the screen to move to the start of the next section of text in the article.

To turn off guided reading:


- Zoom out until the full page is visible.

## Closing a book or magazine

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When you close the book or magazine you're reading, the current page you're on will be bookmarked. When you open the book or magazine again, you'll return to the same page.

To close a book or magazine while reading:

1. Tap the center of the page.  
The book or magazine options will appear at the top of the screen.
2. Tap the  Kobo icon to return to your Library collection.


## Removing a book or magazine

When you've finished a book or magazine, or if you decide you don't want to read it, you can either remove it from your Kobo Arc 7HD or from your Library.

When you remove a book or magazine from your tablet you free up memory space, but you still see the cover in your Library. When you remove a book or magazine from your Library, it's deleted from the Kobo Cloud and from your Library.



**Note:** If you're removing a book or magazine you've purchased from your Library, you'll still be able to find it in your purchased books on the Kobo web site.

To remove a book or magazine:

1. Tap the  Home icon at the bottom of the screen.
2. Swipe from right to left until you see your collections page.
3. Tap **Books** or **Magazines**.

4. Press the cover of the book or magazine you want to remove.  
The cover will grow slightly and **Remove item** will appear at the top of the screen.
5. Drag the book or magazine over **Remove item**.  
The book or magazine cover will turn red.
6. Remove your finger from the screen.  
The **Remove Item...** dialog box will appear.
7. Tap one of the following:
  - **From Device**  
The book or magazine contents will be removed from your tablet (but not your Library) and the memory it was using will be freed up for something else.
  - **From Library**  
The book or magazine will be removed from your Library.

To remove more than one book in your Library:

1. Tap the  Home icon on your Kobo Arc 7HD.
2. Swipe from right to left until you see your collections page.
3. Tap **Books** or **Magazines**.
4. Tap the  Actions icon at the top of the screen.
5. Tap **Set Kobo Preferences**.
6. Tap **Manage Device Library**.
7. Tap the check mark at the right of each book or magazine you want to remove.
8. Tap **Remove**.
9. Tap one of the following:
  - **From Device**  
The book or magazine contents will be removed from your tablet (but not your Library) and the memory it was using will be freed up for something else.

- **From Library**

The book or magazine will be removed from your Library.

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## Changing your Reading Experience

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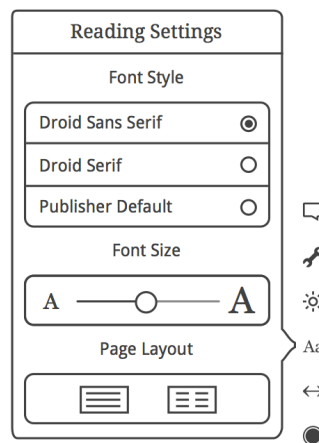
What's in this section:

- Changing text size and style
- Changing the page theme
- Using night reading mode
- Adjusting screen brightness while reading
- Rotating the page orientation (portrait vs landscape)


### Changing text size and style

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You can experiment with the font size and style on your Kobo Arc 7HD to find the most comfortable reading experience. For example, you can change the font style if you find reading in bright light easier with heavier letters, or change the font size if you prefer reading with larger text.



To change the text size and font style while reading:

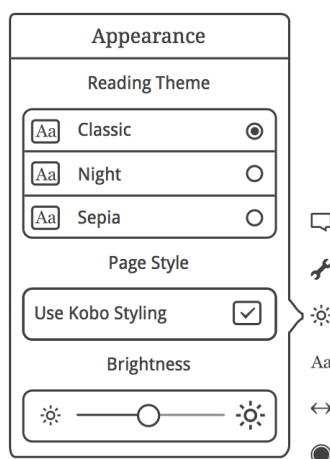
1. Tap the  Reading Menu icon at the bottom right of the page.
2. Tap the **Aa** Fonts icon.

3. Select your desired font.
4. Drag the slider to the left to decrease font size, or to the right to increase font size.
5. Tap the center of the screen to resume reading.



## Changing the page theme

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You can change the page theme so that you can read more easily in the dark, or even change the colour of the page to look like a vintage novel.



To change the page theme while reading:

1. Tap the  Reading Menu icon at the bottom of the page.
2. Tap the  Appearance icon.
3. Tap the reading theme you'd like to apply:
  - **Day Mode:** The page is white with black text.
  - **Night Mode:** The page is black with white text.
  - **Sepia Mode:** The page is sepia with black text.
4. Tap the center of the screen to resume reading.





## Using night reading mode

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If you read in the low-light environments for long periods, you may want to turn on night reading mode to improve your reading experience. Night reading mode turns the text white and the page black, which can be easier on your eyes.

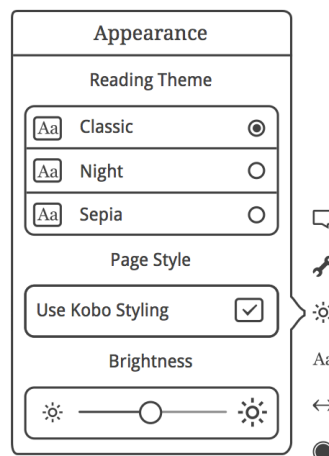
To enable night reading mode while reading:

1. Tap the  Reading Menu icon at the bottom of the page.
2. Tap the  Appearance icon.
3. Tap **Night**.
4. Tap the center of the page to resume reading.



## Adjusting screen brightness while reading

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The Kobo Arc 7HD screen will automatically adjust to the light levels around you. If you'd prefer, you can change this brightness level to make reading more comfortable.



To manually adjust the screen brightness while reading:

1. Tap the  Reading Menu icon at the bottom of the page.
2. Tap the  Appearance icon.

3. If required, tap the check mark at the left of **Use System Brightness** to display the Brightness slider.  
**Note:** If you don't see this check box, you must disable system brightness in your Kobo Arc 7HD's Android settings.
4. Drag the slider to the left to dim the screen, or to the right to brighten the screen.
5. Tap the center of the screen to resume reading.

## Rotating the page orientation (portrait vs landscape)

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Kobo Arc 7HD can display pages in portrait or landscape orientation, so you can adapt the screen orientation for different things you read, like magazines or comics.

Portrait view mimics the look of a real book, showing one page at a time. Landscape view allows you to:



- View up to two pages at a time, or
- See a wider portion of the page in single page mode.

To rotate the page orientation:



- Turn your tablet 90 degrees to the left or right. The page will automatically rotate.

**Note:** The page will not rotate if the Kobo Arc 7HD is on a flat surface, or if **Auto-rotate screen** is disabled in settings.

To change the number of pages that you see in landscape orientation:

1. Tap the  Reading Menu icon at the bottom of the page.
2. Tap the **Aa** Reading Settings icon.
3. Tap the  Page Layout icon showing two pages.
4. Tap the center of the screen to resume reading.

To set the default page orientation while reading:

1. Tap the  Reading Menu icon at the bottom of the page.
2. Tap the  Advanced Settings icon.
3. Tap **Portrait** or **Landscape**, depending on the default orientation you'd prefer.
4. Tap the center of the screen to resume reading.

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## Adding Notes, Bookmarks, and Looking Up Words

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What's in this section:

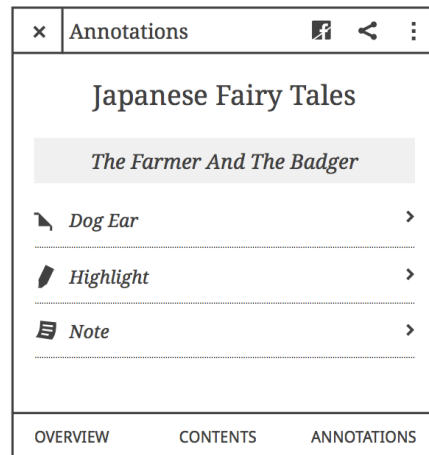
- Highlighting text
- Adding notes
- Bookmarking pages
- Looking up words

### Highlighting text

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You can highlight text as you read and refer to it later in the annotation list, which displays all your highlights in a list. This can be useful if you're studying, or wish to see highlights you've made throughout the book.

**Note:** Annotations aren't available for magazines at this time.




To highlight text while reading:


1. Press and hold a word in the text for a few seconds.  
When you remove your finger you'll see a highlight and two circles at each end of the word, and a text options bar on the page.

2. Drag the  and  icons to select the text.
3. Choose the highlight color you wish to use on the options bar.

To delete a highlight:

1. Tap the highlight you want to delete.  
The text options bar will appear on the page.
2. Tap the  No Highlight icon on the text options bar.

To view a list of your highlights while reading:




1. Tap the center of the screen.
2. Tap the  Contents icon at the top of the screen.
3. Tap **Annotations** at the bottom of the screen.  
The Annotations list will appear.
4. To see a highlight, tap it in the list. You'll go to the page with the highlighted passage.


## Adding notes

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You can add notes to your book. This can be useful if you study a passage, or want to add comments.

To add notes to text:


1. Press and hold a word on the page where you want to add a note.  
When you remove your finger you'll see a highlight and two circles at each end of the word, and a text options bar on the page.
2. Drag the  and  icons to select the text.  
Your note will be associated with this text.
3. Choose a highlight color if desired.
4. Tap the  Add Note icon on the text options bar.

5. Enter your note using the keyboard.
6. Tap **Save**.  
A  Note icon will appear at the side of the page.

To view notes, while reading:

1. Tap the center of the screen.
2. Tap the  Contents icon at the top of the screen.
3. Tap **Annotations** at the bottom of the screen.  
The Annotations list will appear.
4. To see a note, tap it in the list. You'll go to the page with the note.

To edit a note:

1. Tap the  Note icon at the right of the page.  
The Edit Note window will appear.
2. Tap the note text. Use the keyboard to make your changes.
3. Tap **Save**.

## Bookmarking pages


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Like a bookmark in a paper book, you can mark interesting pages that you want to return to on your Kobo Arc 7HD.

To bookmark a page while reading:

- Tap the top right-hand corner of the page.  
A bookmark will appear in the top right-hand corner.

To find a bookmark while reading:

1. Tap the center of the screen.
2. Tap the  Contents icon at the top of the screen.

3. Tap **Annotations** at the bottom of the screen.

The Annotations list will appear. Any bookmarks will include the  Dog-Ear icon at the right.

4. Tap the dog-ear to view the page it's on.


## Looking up words

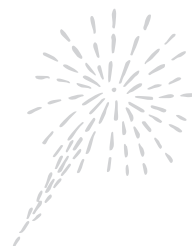
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If you see a word that you'd like to look up while you're reading, you can just tap it to see a definition or related details from Wikipedia or Google Search.

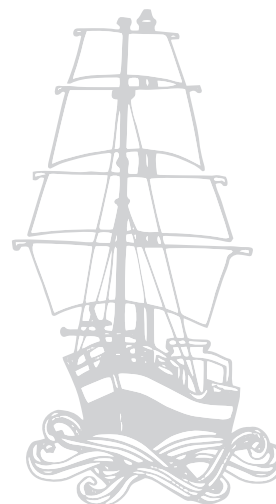
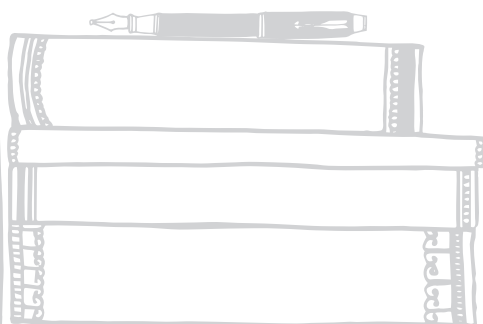
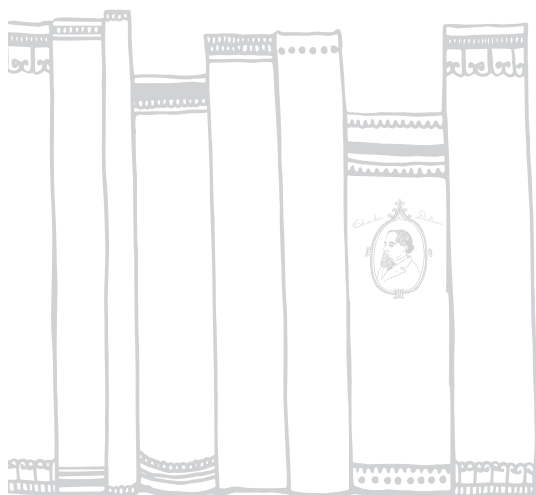
**Note:** You have to connect to a wireless network to see Wikipedia or Google Search details.

To look up a word:

1. Briefly press and hold the word you'd like to look up.  
When you remove your finger, you'll see a highlight and two circles at each end of the word, and the definition dialog box will appear.  
**Note:** You can press the highlight and drag it to another word if required.
2. Tap **Full definition** to open the dictionary definition.
3. Tap **Wikipedia** to open Wikipedia.
4. Tap **Google Search** to open Google Search results.
5. Tap the  Info icon to change the language of the dictionary definition.



# Troubleshooting





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# Troubleshooting

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What's in this section:

- Troubleshooting apps and widgets
- Troubleshooting Wi Fi issues
- Restart your Kobo Arc 7HD

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## Troubleshooting apps and widgets

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If you're having trouble running a particular app or widget, or if your Kobo Arc 7HD is very slow and you suspect an app or widget is causing problems, here are some things you can try:

- Force stop the app
- Clear data
- Uninstall and reinstall the app


We recommend you try troubleshooting in the order these options are listed.

### Force stop apps

If you're having trouble with one specific app, you can shut it down. This fixes many problems.

1. Tap the  Home icon at the bottom of the screen.
2. Put your finger at the top right of the screen and swipe down.  
The Settings shortcuts will appear.




3. Tap the  Settings icon.
4. Tap **Apps**.
5. Swipe from right to left a few times until you see **All**.
6. Scroll down until you find the name of the problem app.
7. Tap the name of the app.
8. Tap **Force stop**.
9. Tap **OK**.
10. Try your app again to see if this resolved your issue.


### Clear data

When you clear data, you sign out of the app and delete any app-related data, which returns the app to its original, new state. You may need to sign in again.

To clear data:

1. Tap the  Home icon at the bottom of the screen.
2. Put your finger at the top right of the screen and swipe down.  
The Settings shortcuts will appear.




3. Tap the  Settings icon.
4. Tap **Apps**.
5. Swipe from right to left a few times until you see **All**.
6. Scroll down until you find the name of the app that's causing problems. Tap the app's name.
7. Tap **Clear data**.
8. Tap **OK**.
9. Start the app again and see if this fixed the problem.

### Uninstall and reinstall apps


If you continue to have trouble with one specific app, try reinstalling it.

**Note:** You can only uninstall apps that you've added to your Kobo Arc 7HD yourself – you can't remove the apps that came with your Kobo Arc 7HD.

To uninstall the app:




1. Tap the  Home icon at the bottom of the screen.
2. Put your finger at the top right of the screen and swipe down. The Settings shortcuts will appear.



3. Tap the  Settings icon.
4. Tap **Apps**.
5. Swipe from right to left a few times until you see **All**.

6. Scroll down until you find the name of the app that's causing problems.
7. Tap the app's name.
8. Tap **Uninstall**.
9. Tap **Ok**.

To reinstall the app:

1. Tap the  Home icon on your Kobo Arc 7HD.
2. Tap the  All Apps icon.
3. Tap the  Get Apps icon.
4. Search and download the app on Google Play.
5. Tap the **Download** button. The download will begin automatically.
6. Tap **Open**, and see if reinstalling the app fixed your problem.

## Troubleshooting Wi Fi issues

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If you are having trouble connecting or staying connected over Wi Fi, here are some things you can try:

- Make sure that Wi Fi is on
- Make sure that there are available wireless networks in your area
- Turn Wi Fi off and then on again

## Make sure that Wi Fi is on

To connect to a wireless network you must first turn on Wi Fi.

**Note:** If you see the ✈️ Airplane Mode icon at the top right of your screen it means Airplane Mode is turned on—this also turns off Wi Fi.

To turn on Wi Fi:

1. Tap the 🏠 Home icon on your Kobo Arc 7HD.  
If there is no Wi Fi icon at the top right of the screen, your Kobo Arc 7HD is not connected to a wireless network.
2. Put your finger at the top right of the screen and swipe down.  
The settings shortcuts will appear.



3. Tap the 📶 Wi Fi icon.
4. Tap the word **Off** beside Wi-Fi.  
The word **On** and a list of available wireless networks will appear.
5. Tap the name of the network you want to join.
6. If required, enter the network password.
7. Tap **Connect**.  
If your Kobo Arc 7HD connects properly, you'll see "Connected" beneath the network name.

## Make sure that there are available wireless networks in your area

You may be in an area that does not have any wireless networks, or where the networks are not available for you to use. To check for available networks, tap the 🏠 Home icon


on your Kobo Arc 7HD. If there is no Wi Fi icon at the top right of the screen, your Kobo Arc 7HD is not connected to a wireless network.

**Note:** Follow the steps in the section above, Make sure that Wi Fi is on, to connect to a network.


### Turn Wi Fi off and then on again

If you're still having trouble with Wi Fi, try turning it off and then on again. Sometimes turning off Wi Fi and turning it on again will stop a download or other activity that's caused your Wi Fi to hang.

To restart Wi Fi:

1. Tap the  Home icon on your Kobo Arc 7HD.
2. Put your finger at the top right of the screen and swipe down. The Settings shortcuts will appear.



3. Tap the  Wi Fi icon.
4. Tap the word **On** beside Wi-Fi.  
The word **Off** will appear and Wi Fi will be disabled.
5. Tap the word **Off** beside Wi-Fi.  
The word **On** will appear.
6. Tap **Wi-Fi**.  
A list of available networks will appear.
7. Tap the name of the network you want to join.
8. If prompted, enter the network password.

9. Tap **Connect**.

If your Kobo Arc 7HD connects properly, you will see "Connected" beneath the network name.

## Restart your Kobo Arc 7HD

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If nothing else has worked when you have an issue with your Kobo Arc 7HD, you may resolve a problem by turning your tablet off and restarting it. If you restart your Kobo Arc 7HD and you're prompted to download a software update, please accept the update, as it may include a resolution for a common issue.

1. Press and hold the power button until a prompt appears.
2. Tap **Power off**.
3. Tap **OK**.
4. Wait a few seconds to allow your Kobo Arc 7HD to shut down.
5. Press and hold the power button for a few seconds to restart your Kobo Arc 7HD.

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## Getting Help

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If you have questions on how to use your Kobo Arc 7HD, use the Help feature to find your answer. The Help feature lets you ask a question using natural language, as if you were talking to a real person. For example, you could type, “How do I charge my Kobo Arc 7HD?”

**Note:** You need a Wi Fi connection to use Help.

To use Help:

1. Tap the  Home icon on your Kobo Arc 7HD.
2. Tap the  All Apps icon at the bottom of the screen.
3. Tap the  Help icon.
4. Enter your question in the Ask box.

### Contact Kobo

If you can't find the answer you need with the built-in Help feature, contact Kobo at <http://www.kobobooks.com/help>.

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## Safety, Regulatory and Warranty Information

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Important safety, regulatory and warranty details about your Kobo Arc 7HD can be found on the Kobo website at [www.kobo.com/userguides](http://www.kobo.com/userguides).

**Note:** The Declaration of Conformity may vary for different models of the Kobo Arc 7HD. The web site includes details of how to find your Kobo Arc 7HD model number.