

# Quick Start Guide

Version 2.0

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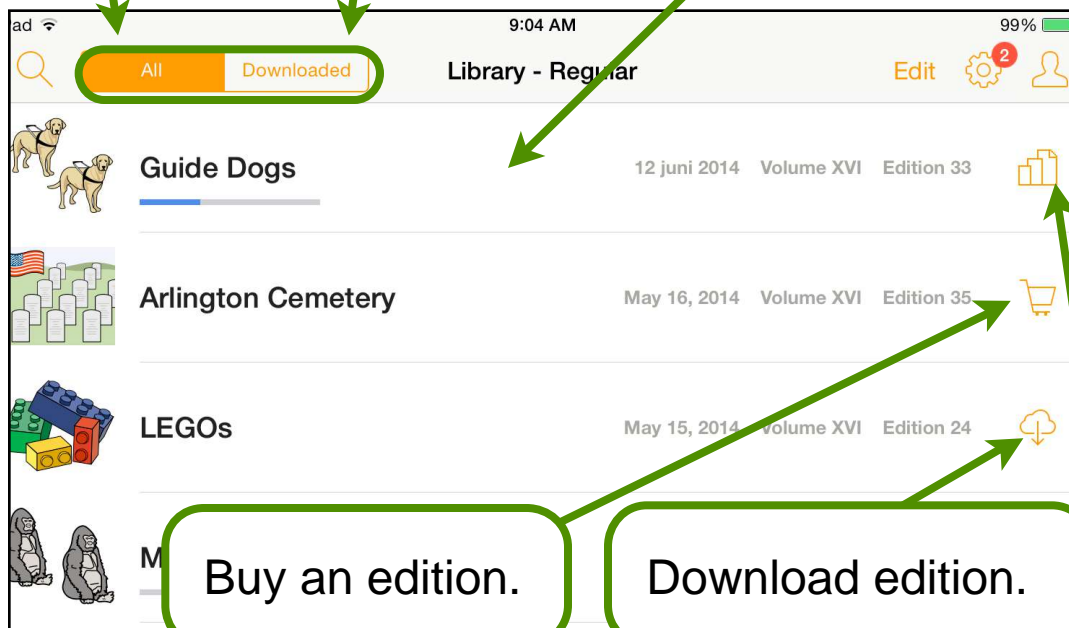
# Library

Library can display either all available editions or only editions that are already downloaded to your iPad.

Tap to see all editions.

Tap to see only the editions you have downloaded.

This edition is on your iPad.



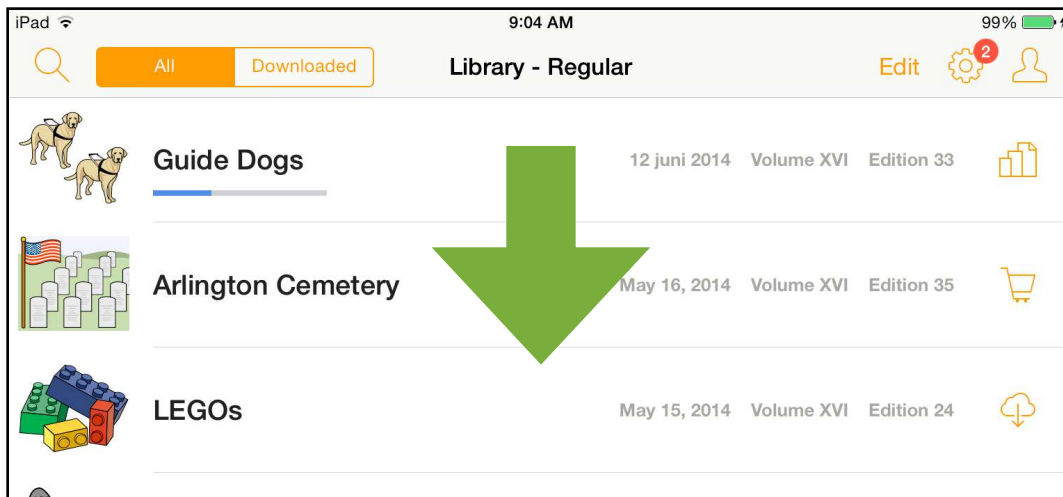
Buy an edition.

Download edition.

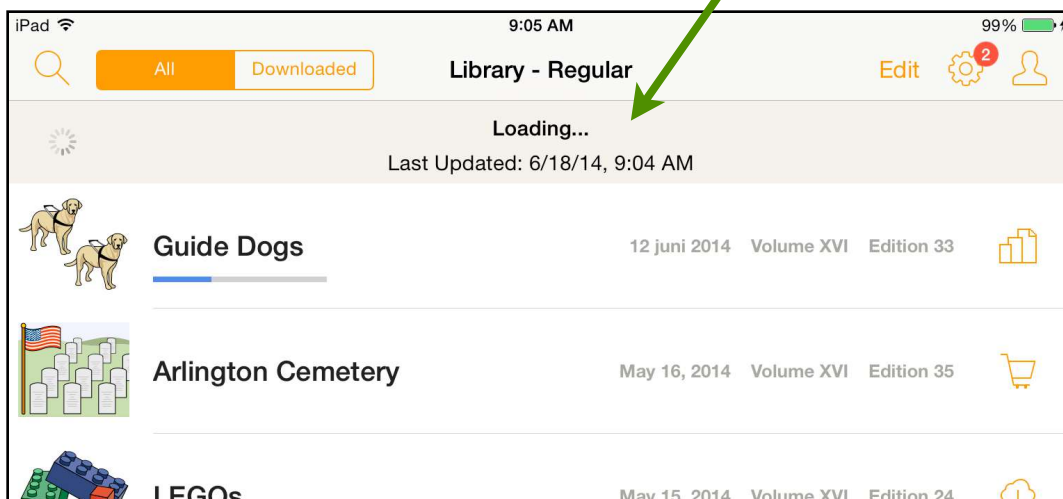
Select a reading level (refer to the "Reading Level" chapter).

# Updating Editions

**News-2-You** automatically checks for new editions on launch. You can check for new editions at any time by dragging down the Library list.



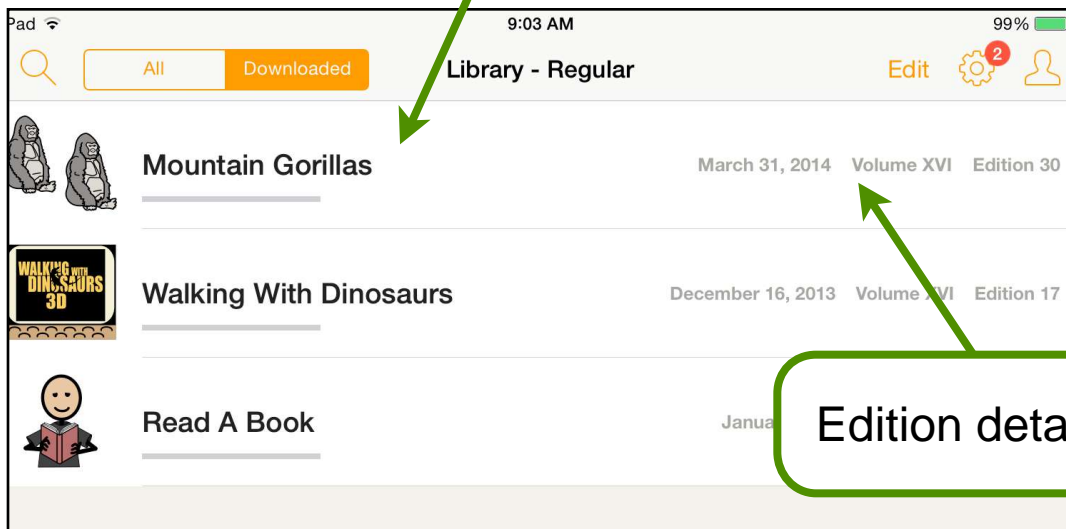
A special notification area will be visible while **News-2-You** is retrieving the list.



# Editions on your iPad

In the Downloaded list the editions that are installed on your iPad are shown.

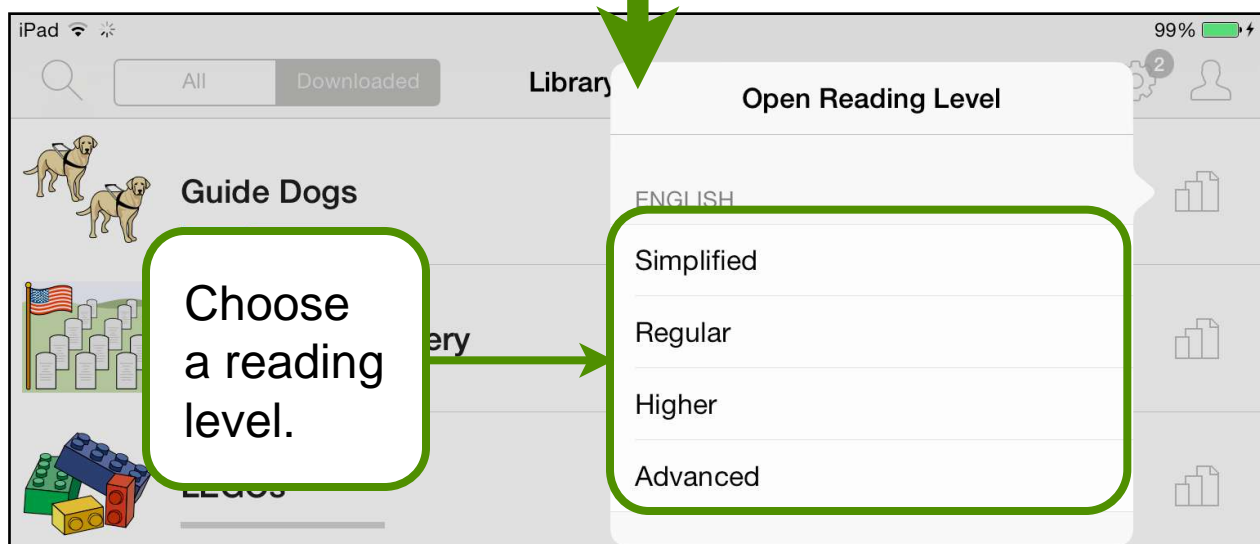
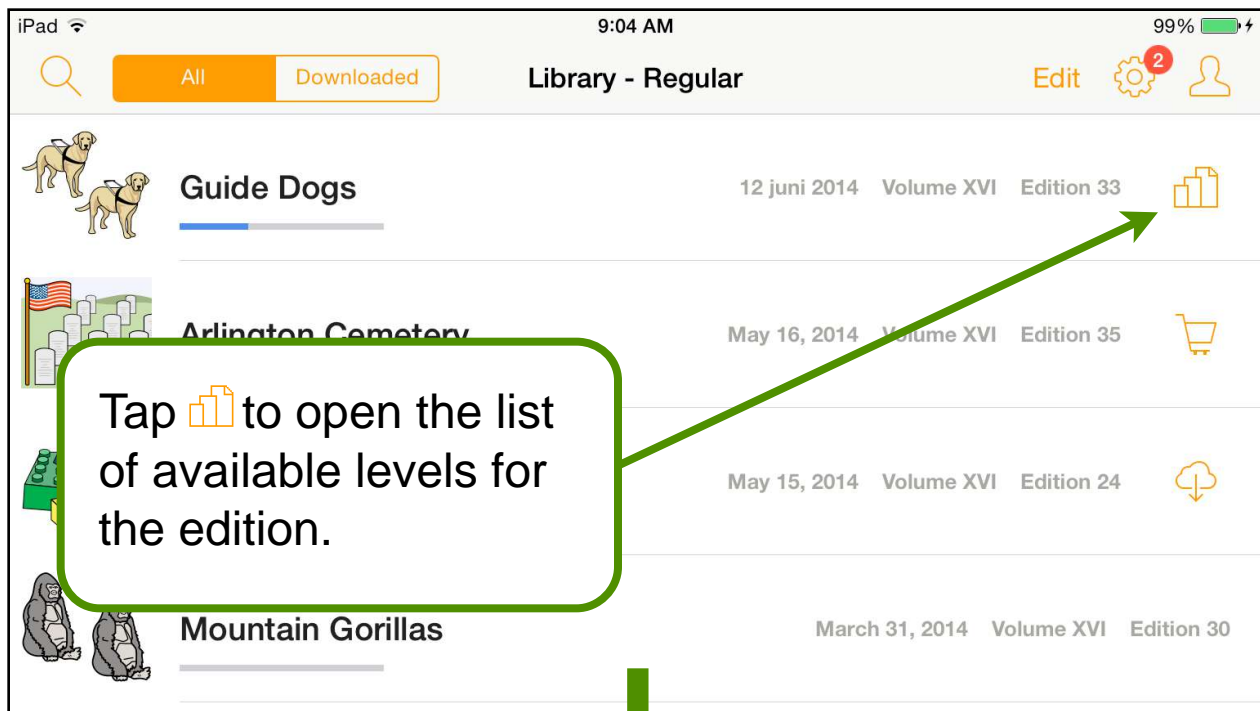
Reading progress shows how many pages have been read by the current user.




Edition details

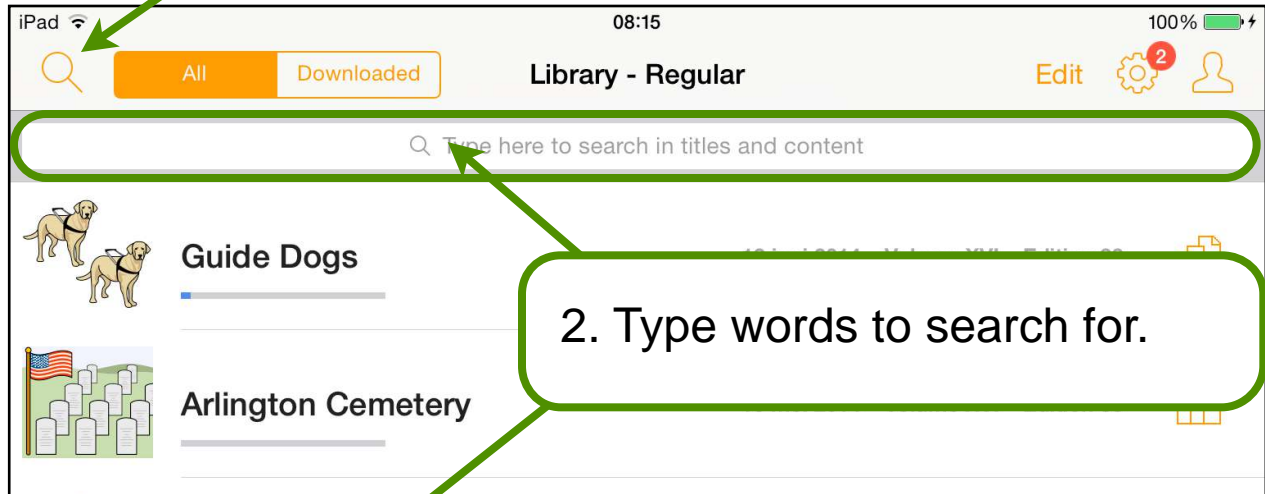
# Reading Level

If you are the administrator, you can choose a reading level when opening an edition. For other users the level can be chosen in Options.

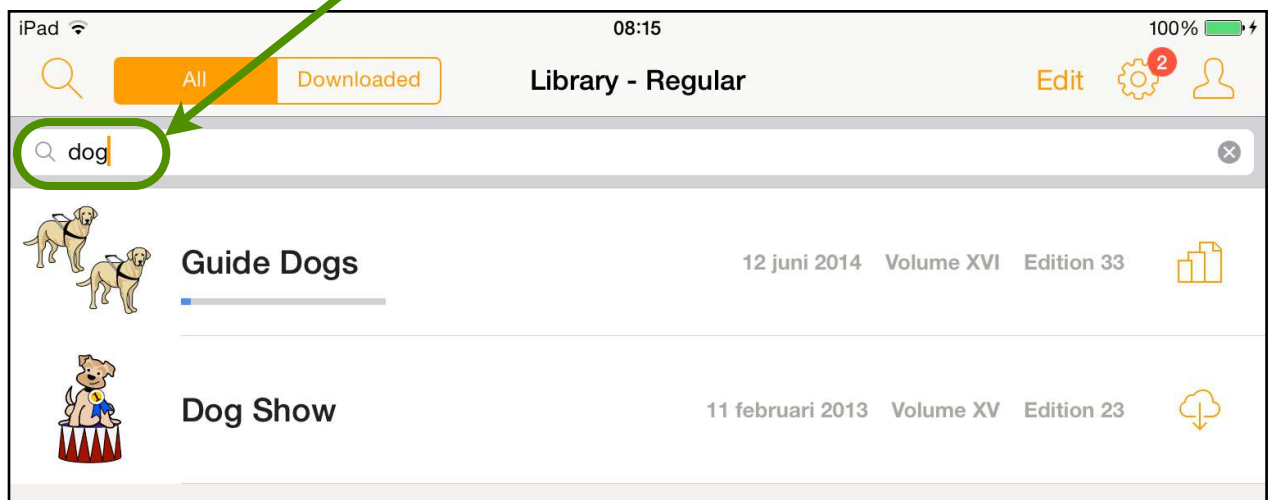


# Searching for Editions

1. Tap  to open the search field.



2. Type words to search for.



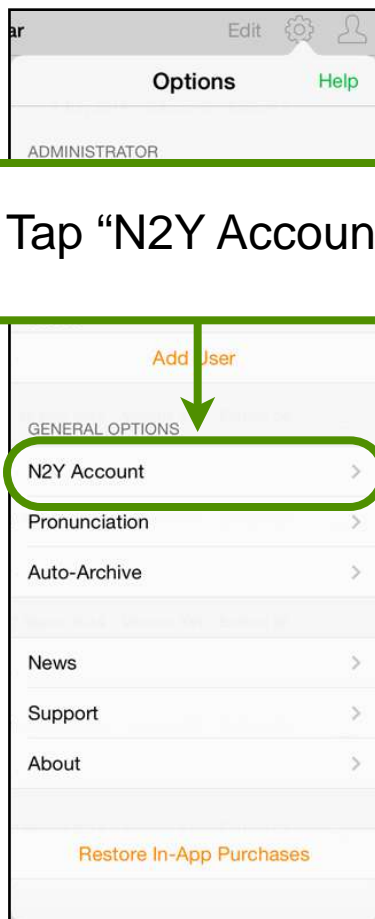
Only editions that contain words you search for are listed.

# N2Y Account

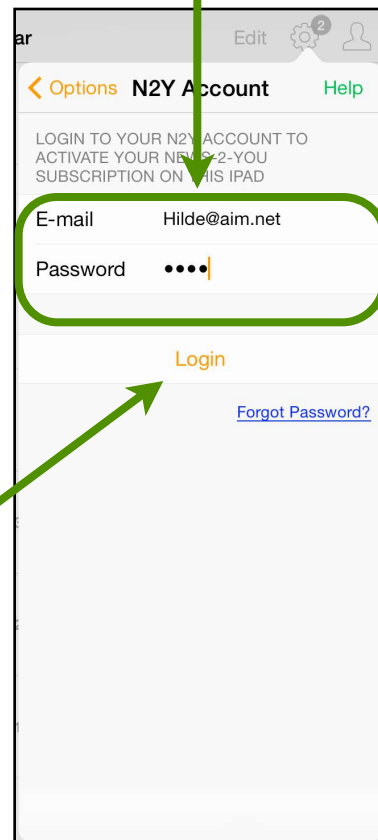
Existing news-2-you subscribers can access the editions by connecting to their N2Y account.

Activate your account in Options.

1. Tap "N2Y Account."



2. Enter your N2Y Account email address and password.

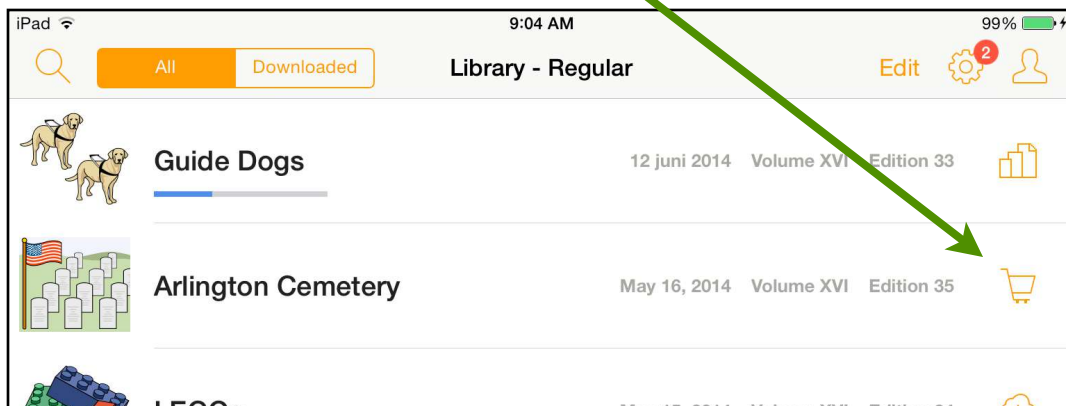


3. Log in to the account.

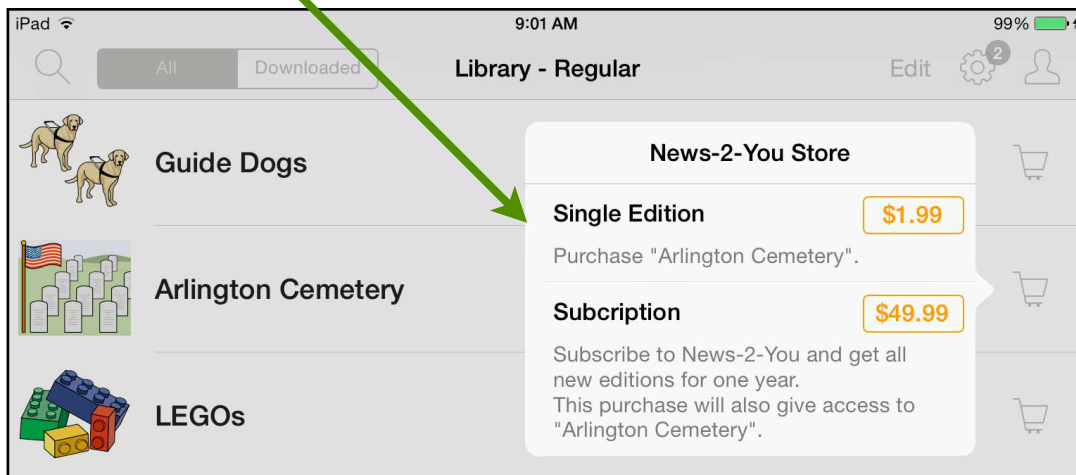
# In-App Purchase

After you install **News-2-You**, one sample edition is available for free. To get more editions you can either buy individual editions or buy a subscription.

1. Tap .



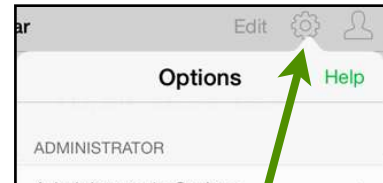
2. Choose to buy a particular edition or subscribe.



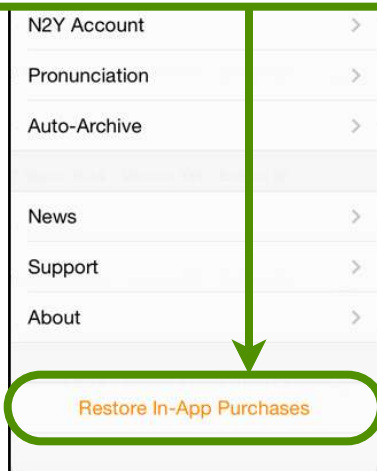


# Restore Purchases

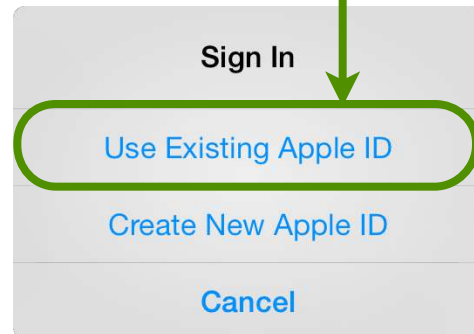
You can restore the editions that you have bought as In-App Purchases on another iPad using your Apple ID.



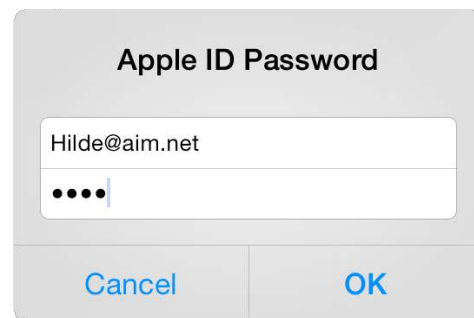
1. Open Options and tap "Restore In-App Purchases".



2. If you are not logged in yet tap "Use Existing Apple ID".




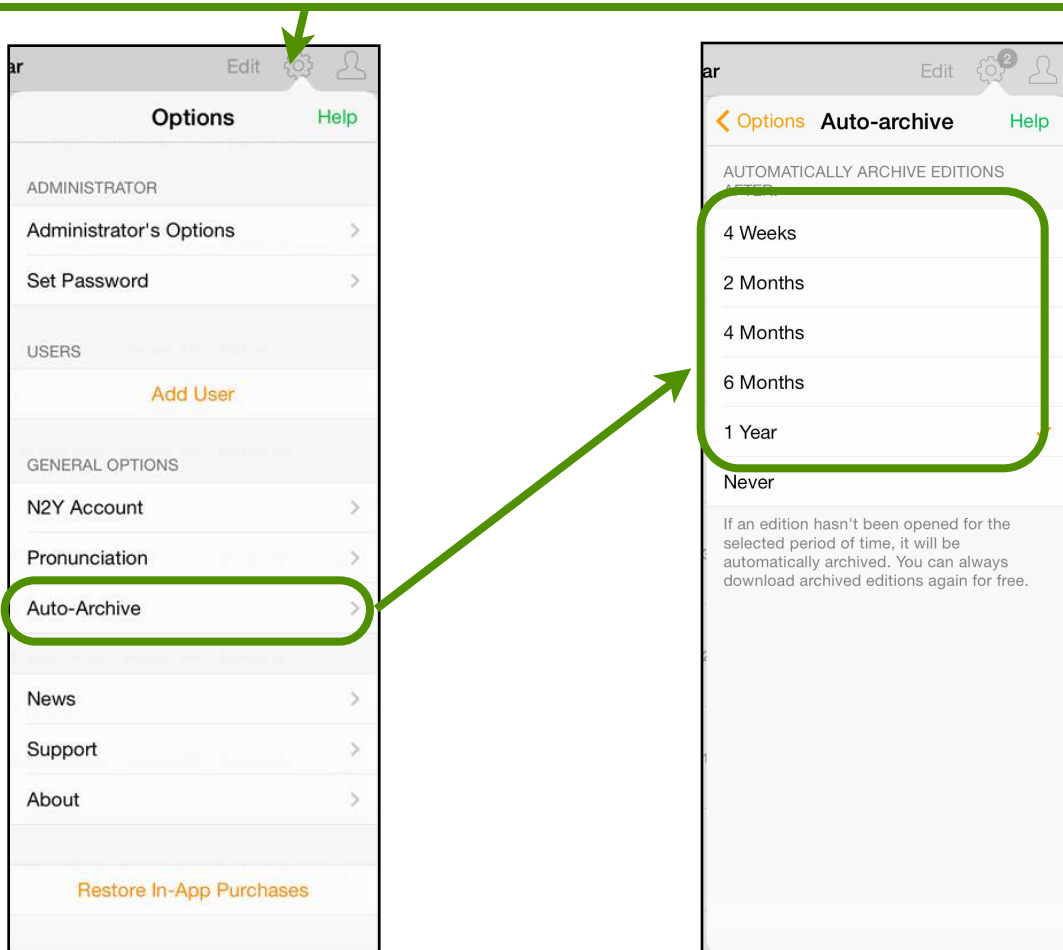
3. Enter the email address and the corresponding Apple ID password, and then tap OK.



# Archiving Editions

You can archive editions manually or let **News-2-You** do this automatically. Archive will remove editions from your iPad, but you can download them again at any time for free.

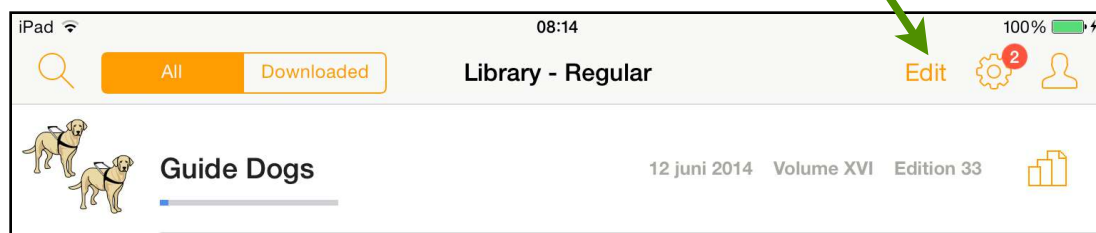
To schedule automatic archiving, tap , tap “Auto-Archive”, and then choose a time period. Any editions that have not been opened for this period will be archived automatically.



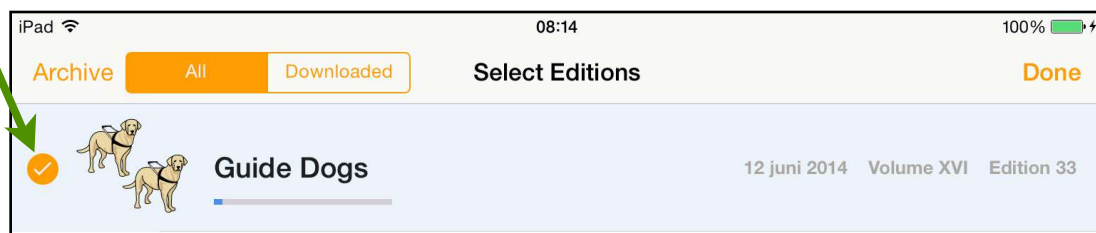
# Archiving Editions

To archive editions manually:

1. In either All or Downloaded list, tap **Edit**.

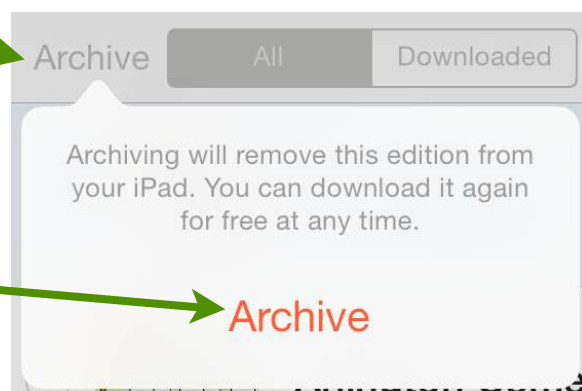


2. Select the editions you want to archive.



3. Tap **Archive**.

4. Tap the "Archive" button in the message that appears.

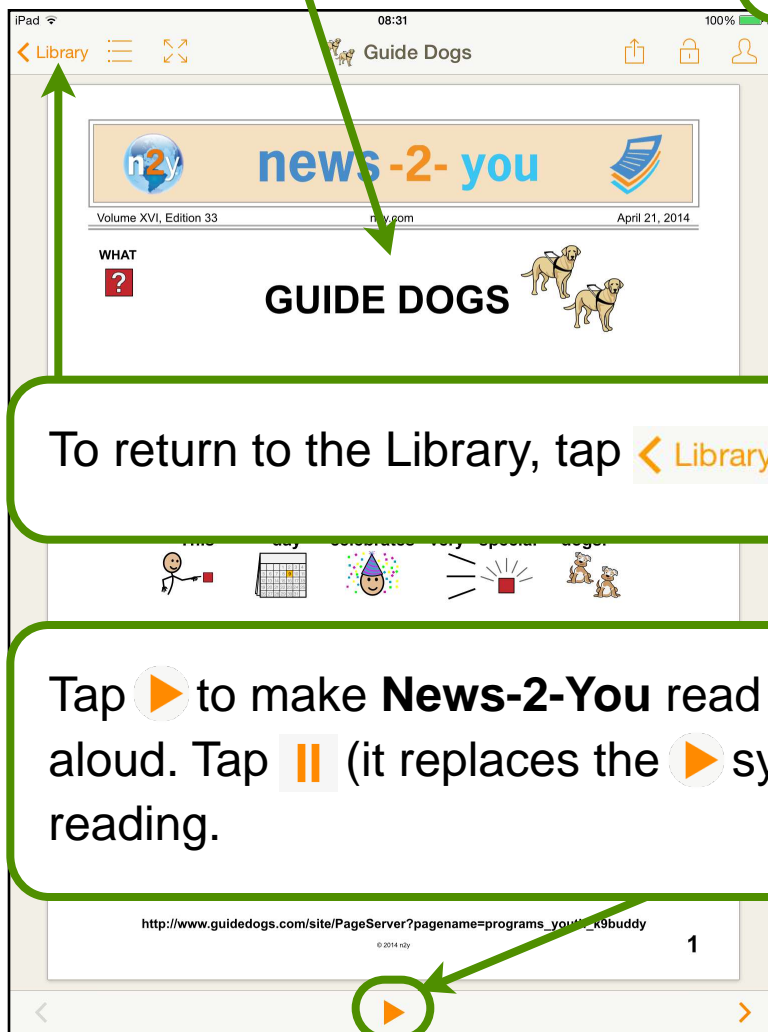


# Reading an Edition



Tap the edition that you want to read. The edition opens at the last page you viewed.

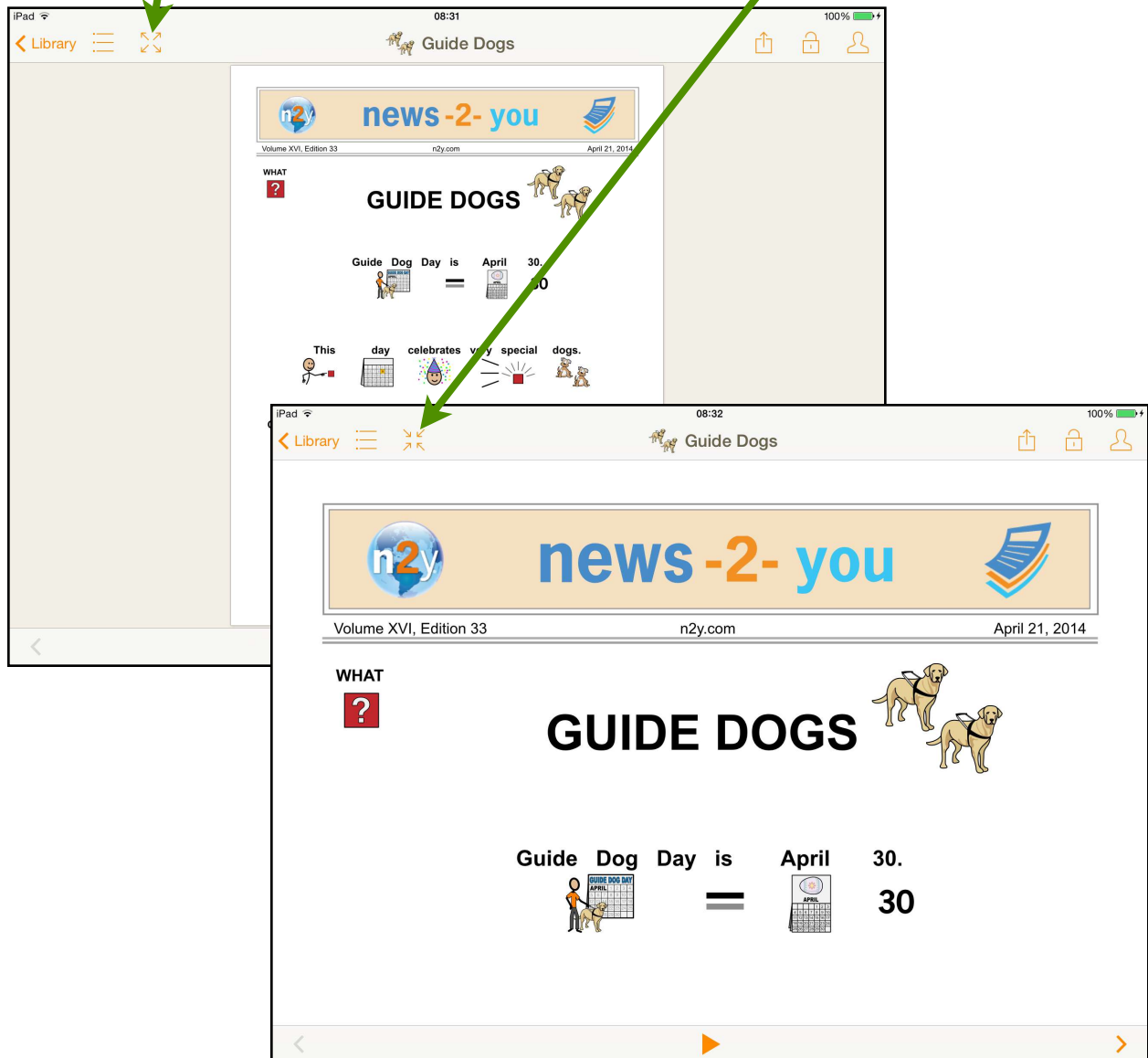
To listen to a single sentence, tap it.

To hear a single word, touch and hold the word.

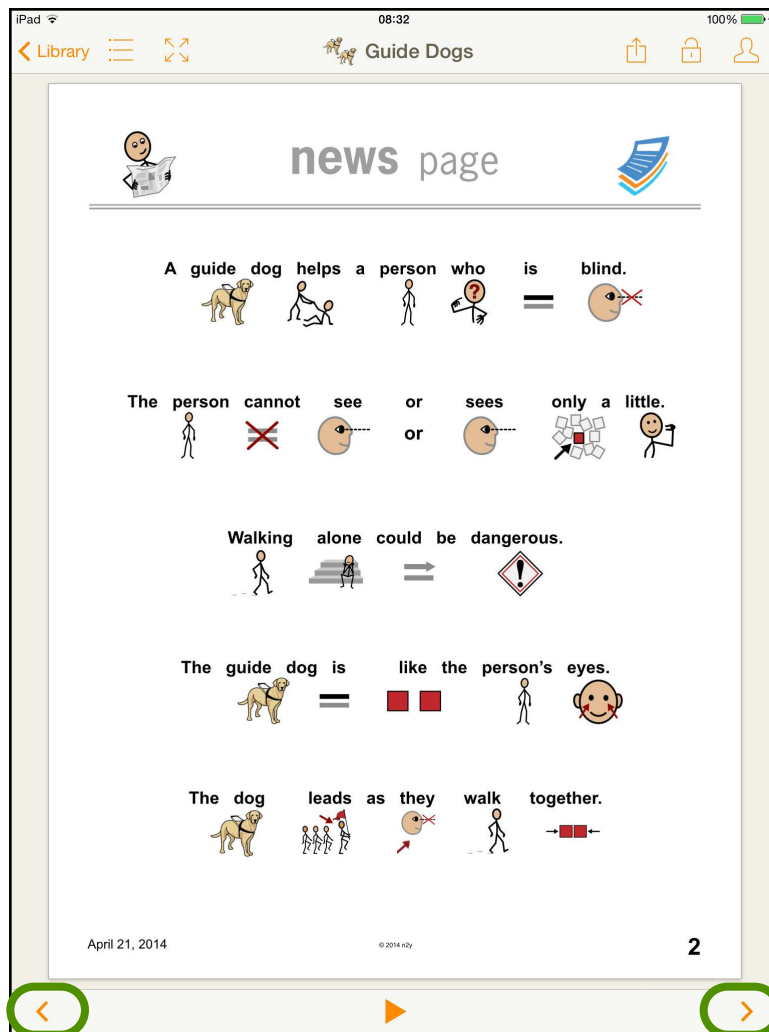


# Zooming

Tap  to enlarge the page. Tap  to zoom out again.



# Navigating an Edition



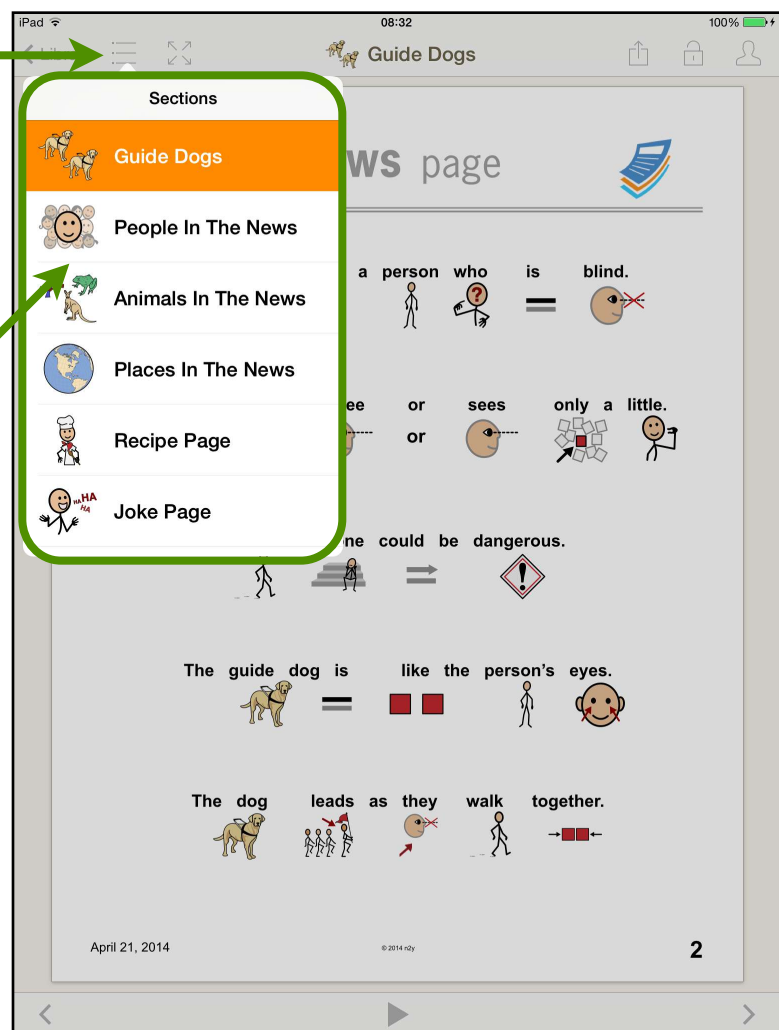
You can read an edition page by page. To turn pages, swipe right or left or tap the corresponding navigation button: > or < at the bottom of the screen. You can also jump between parts of the edition. (See the next chapter.)

# Choosing a Section

Editions are divided into sections. By tapping the section button you can go directly to the section you want.

1. Tap .

2. Choose a section you want from the menu that appears.



# Interactive Pages

Some sections are activity pages that require input from you. These sections are Game, Review, Puzzle, Sudoku, and Think.





# Interactive Pages: Game

In the Game activity, tap the pictures that match the edition subject.



# Interactive Pages: Review

For the Regular reading level, tap the pictures that answer the questions.

iPad 08:33 100%

< Library > Guide Dogs

## review page

- 1. WHAT is this paper about ?**
- 2. WHO do guide dogs lead ?**
- 3. WHERE did one guide dog school begin ?**
- 4. WHAT day celebrates special dogs ?**
- 5. WHAT does each guide dog wear ?**
- 6. WHICH kind of dog is not a guide dog ?**

April 21, 2014 © 2014 nzy 17

**Options for Question 1:** Kite Month, Herb Garden, Guide Dogs

**Options for Question 2:** tourists, kites, people with blindness

**Options for Question 3:** Los Gatos, California, Fort Myers, Florida, Castle Rock, Colorado

**Options for Question 4:** Buzzard Day, Groundhog Day, Guide Dog Day

**Options for Question 5:** boots, harness, hat

**Options for Question 6:** Chihuahua, German Shepherd, Labrador

# Interactive Pages: Review

For the Advanced reading level, tap the options that answer the questions or tap the blanks to enter answers.

iPad 9:48 AM 100%

< Library Guide Dogs

## review page

1. WHAT is the main idea of this story?
  - ☒ Guide dogs and K-9 Buddies are special dogs that help people.
  - ☐ Guide dogs are not pets.
  - ☐ Not all rescued dogs become guide dogs.
2. CIRCLE True or False about the following statements:

A school in California started training guide dogs in 2004.	True	<input checked="" type="radio"/> False
K-9 Buddies can also be guide dogs.	True	<input checked="" type="radio"/> False
Guide dogs wear a harness when they are working.	<input checked="" type="radio"/> True	False
3. ANSWER these questions about the story:

When is International Guide Dog Day in 2014?	<input checked="" type="radio"/> November 12
What is one kind of dog that is often trained as a guide dog?	<input checked="" type="radio"/> Labrador
What are the dogs called, that do not become guide dogs?	
4. IDENTIFY some things about a guide dog:

<input type="radio"/> leads a person who is blind	<input type="radio"/> uses white cane	<input type="radio"/> wears harness
<input checked="" type="radio"/> can be a German Shepherd	<input checked="" type="radio"/> wears bow tie	<input type="radio"/> can be a Labrador
<input type="radio"/> reads Braille	<input type="radio"/> keeps their owner safe	<input checked="" type="radio"/> is specially trained
5. CIRCLE Fact or Opinion about the following statements:

Guide dogs are working dogs.	Fact	Opinion
K-9 Buddies make good pets.	Fact	Opinion
Having a K-9 Buddy is fun!	Fact	Opinion

April 21, 2014 © 2014 n2y 5

# Interactive Pages: Puzzle

Fill the grid with words from the “Across” and “Down” lists according to the word numbers.

iPad 08:35 100%

< Library Guide Dogs puzzle page

Interactivity users must use all lowercase letters in the puzzle.

ACROSS	DOWN
2  K-9 Buddy	1  guide dog
4  harness	3  trains
6  blind	5  school
7  help	8  pet
9  friends	

Tap a cell ...

... tap the character.


q w e r t y u i o p  
a s d f g h j k l  
z x c v b n m -


# Interactive Pages: Sudoku

Fill in the grid so that every row, every column and every large box contains the four items.

Tap a cell to select it.

Tap a picture to put into selected cell.

Tap  to clear cells.

Tap  to hide the picture keyboard.

# Interactive Pages: Think

Write your answers to the questions on the blank lines.


The screenshot shows an iPad screen with the following elements:

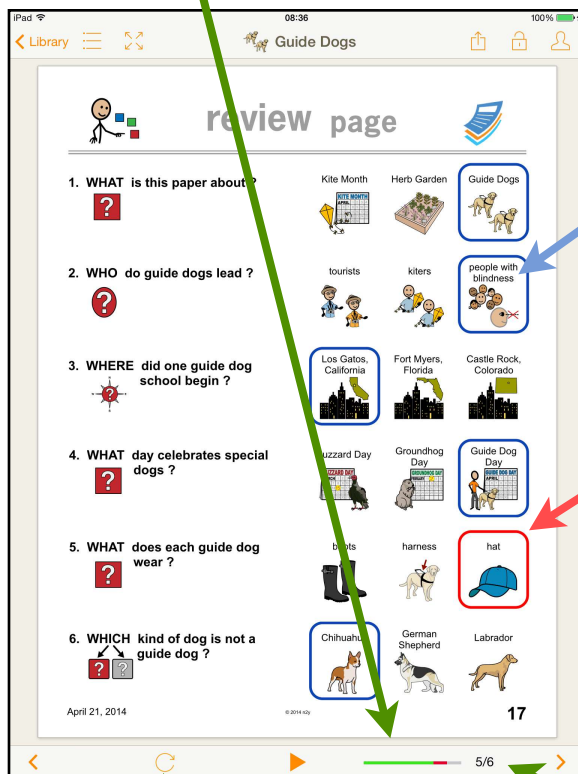
- Top Bar:** iPad status bar (08:36, 100% battery), a 'Library' button, and a 'Guide Dogs' header with a dog icon.
- Page Title:** 'think page' with a stick figure icon.
- Question 1:** '1. WHAT is your favorite kind of dog ? Why ?'. It includes a red square icon with a question mark, an equals sign, a stick figure icon, a heart icon, a red circle icon, a grey square icon, a triangle icon, a dog icon, and three question mark icons (one red diamond, two black).
- Answer Line:** A text entry field with the text 'really like' and a green box highlighting it. A play button icon is to the left of the field.
- Question 2:** '2. WHAT would you name a dog ? Why ?'. It includes a red square icon with a question mark, a stick figure icon, a stick figure icon, a dog icon, and three question mark icons (one red diamond, two black).
- Question 3:** '3. WHAT kind of pet would you like ?'. It includes a red square icon with a question mark, a red circle icon, a grey square icon, a triangle icon, a dog icon, a cat icon, a stick figure icon, and a question mark icon.
- Keyboard:** A standard iPad keyboard is visible at the bottom.

Three callout boxes provide instructions:

- Top Right:** 'Tap to start typing your answer.' with an arrow pointing to the red diamond question mark icon in Question 1.
- Middle:** 'Tap [play button] to have the answer read aloud.' with an arrow pointing to the play button icon in the answer line for Question 1.
- Bottom:** 'Use the keyboard to enter text.' with an arrow pointing to the keyboard.


# Checking Answers

Tap  to verify your answers. If all answers are correct, you will see the “Congratulations!” message. The color of picture borders will indicate the correct and incorrect answers.




Correct answer

Incorrect answer

Tap  to clear all results of an activity.

Number of correct answers vs. total number of questions.

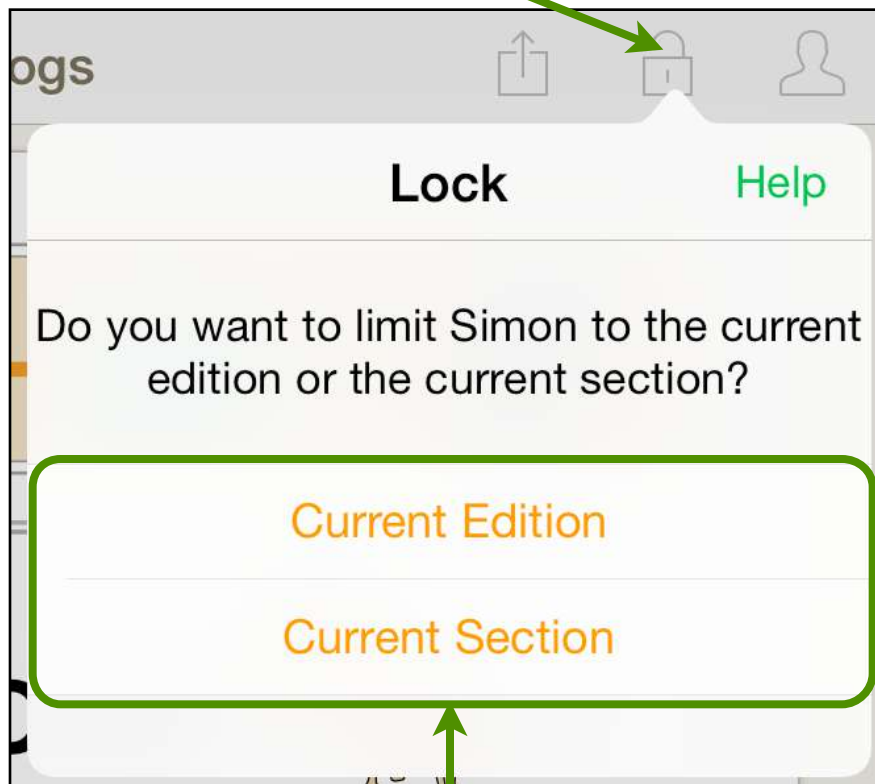
 5/6

# Locking Edition or Section

You can limit user's reading to a single edition or single section within an edition.

1. Switch to the user you want to restrict.


2. Tap .



3. Choose the scope of the limit. To cancel the lock, tap outside the Lock popup.



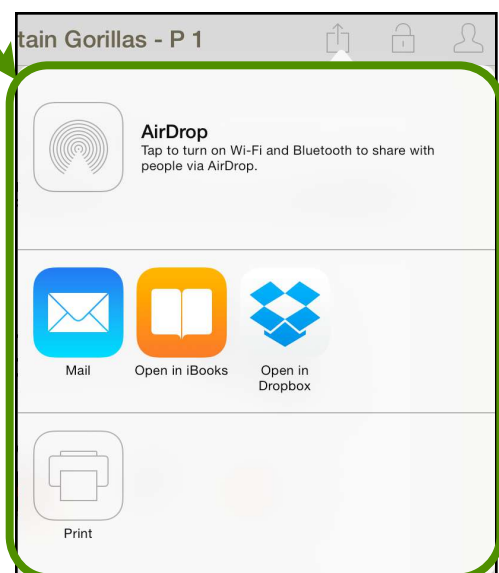
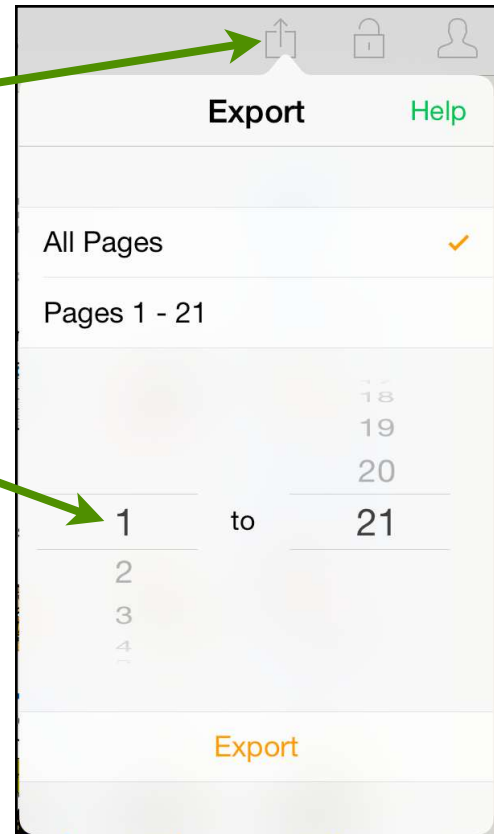
# Exporting an Edition

1. Tap  to export the currently opened edition.

2. Choose the range of pages that you want to export and then tap the “Export” button.

3. Tap the corresponding icon to print the edition, share via AirDrop, open as a PDF document with iBooks, send using Mail, or save to Dropbox.

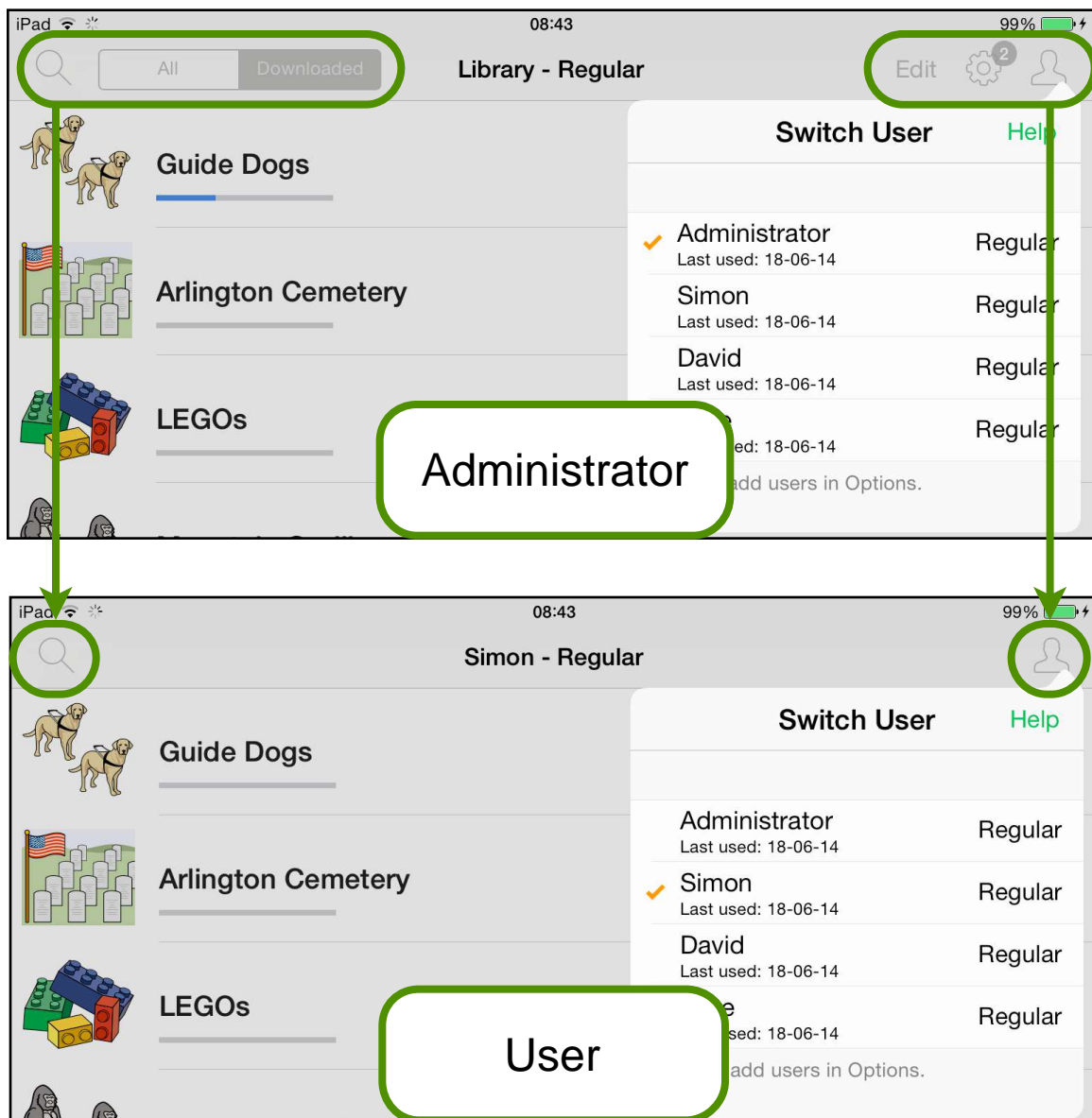
Sign in to Dropbox if you want to export the edition there.




# Users

There are two kinds of users in **News-2-You**. There is a single Administrator user, who can add other users, set their reading level, purchase and archive editions.

All other users can only read the installed editions.



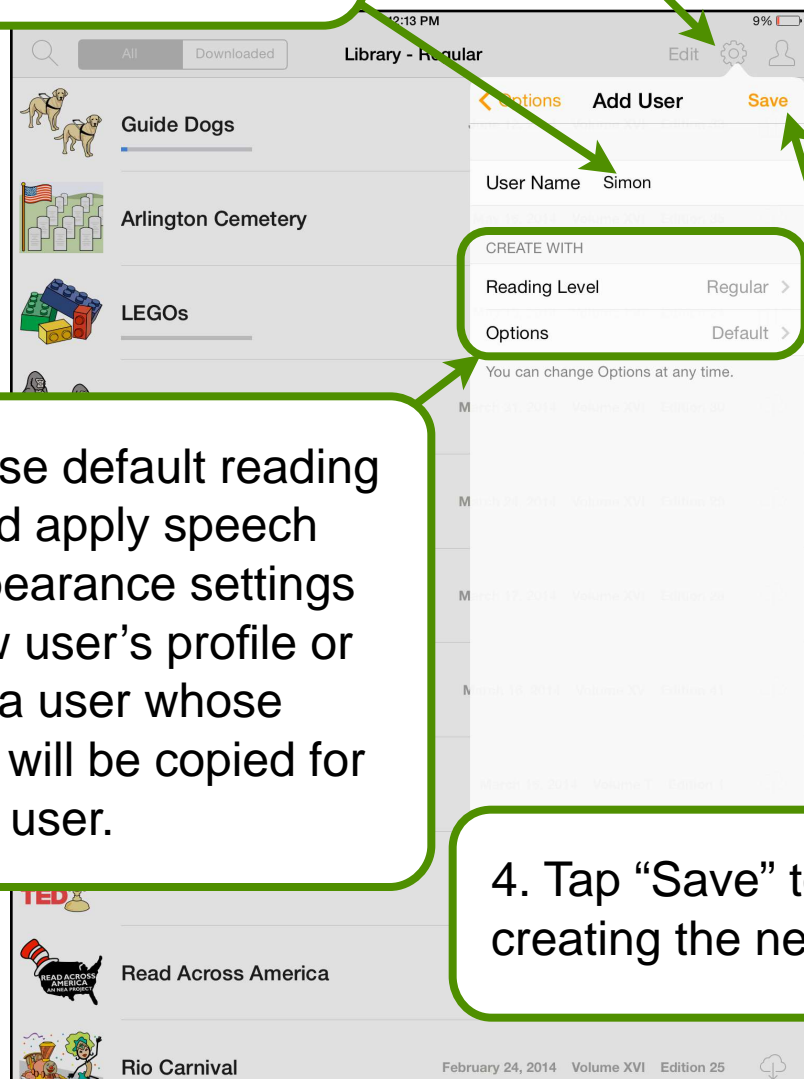
# Adding Users

1. Tap  to open Options, and then tap “Add User”.

2. Type the user name.

3. Choose default reading level and apply speech and appearance settings to a new user’s profile or choose a user whose settings will be copied for the new user.

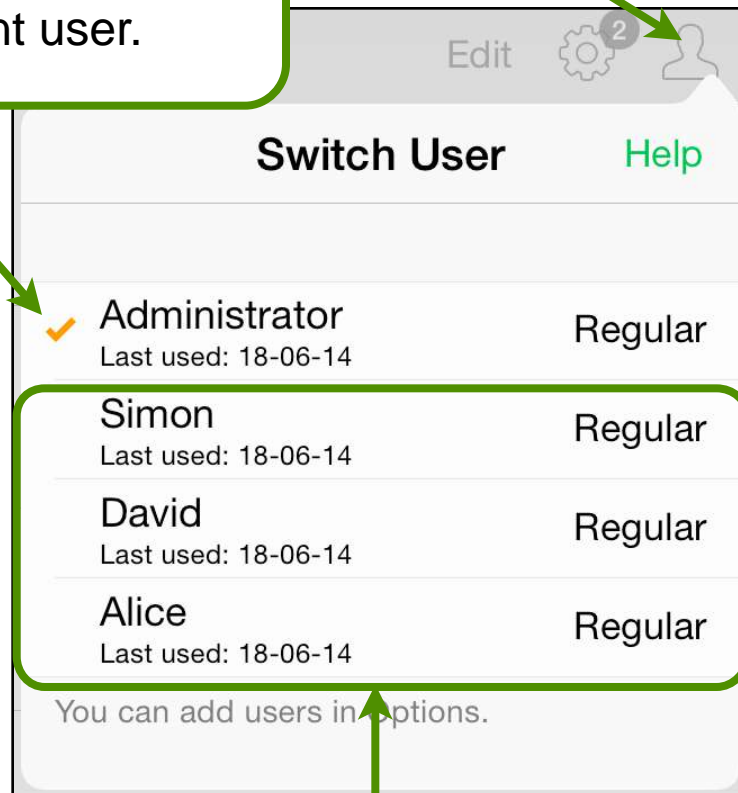
4. Tap “Save” to finish creating the new user.



# Switching Users

1. Tap .

A check mark shows the current user.



2. Tap the name of the user you want to switch to.

You may need to enter the Administrator's password to switch to another user.

# Options

Tap  to open **News-2-You** options.

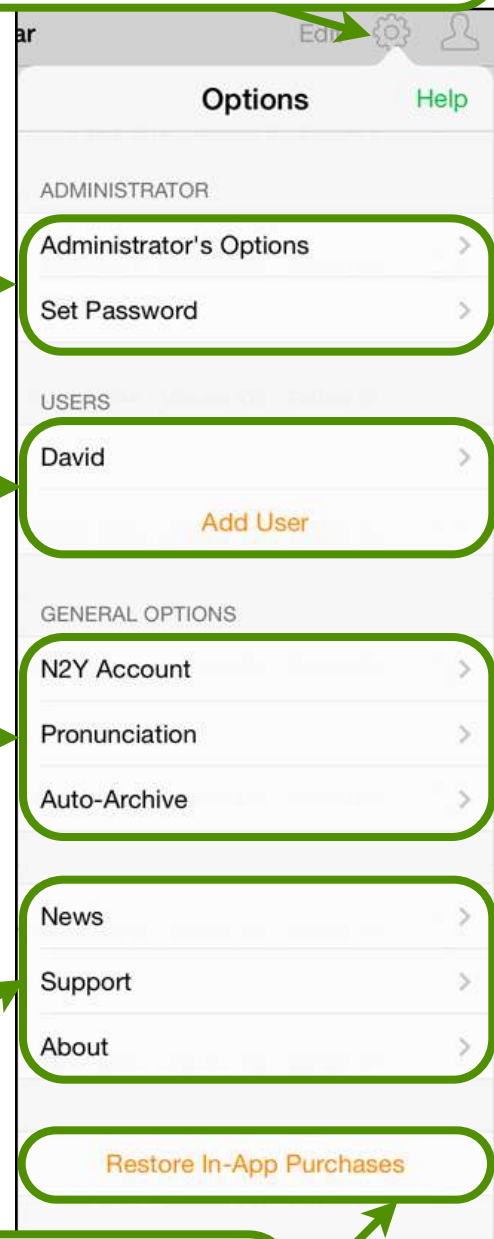
Change Administrator's appearance and speech options or set a password.

Change users' options or add a user.

Activate your N2Y account, change pronunciation, or set up automatic archiving.

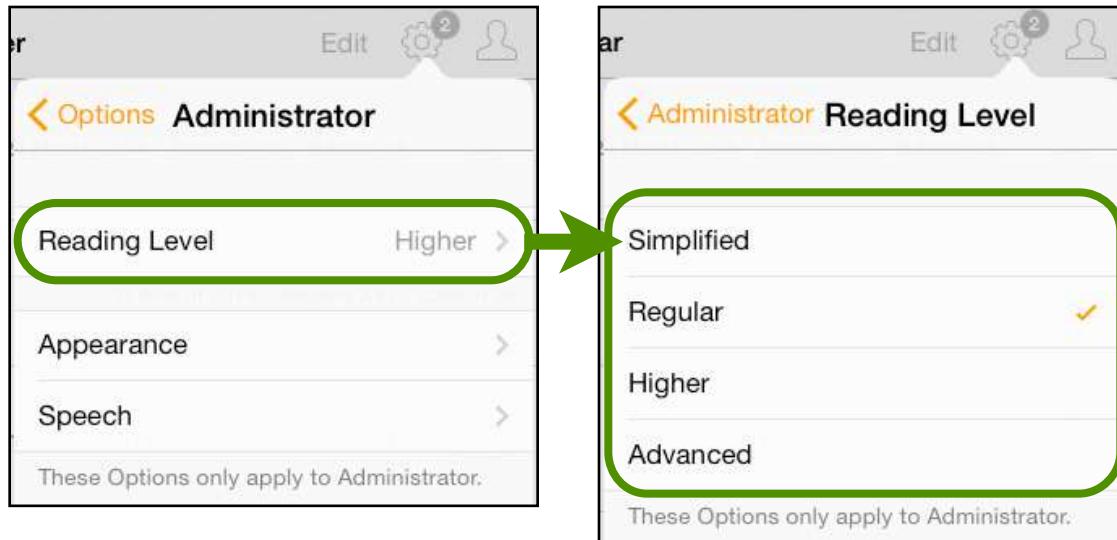
Get news from News-2-You, contact support, or learn more about the app.

Restore editions and subscriptions you have purchased on another device.



# Reading Level

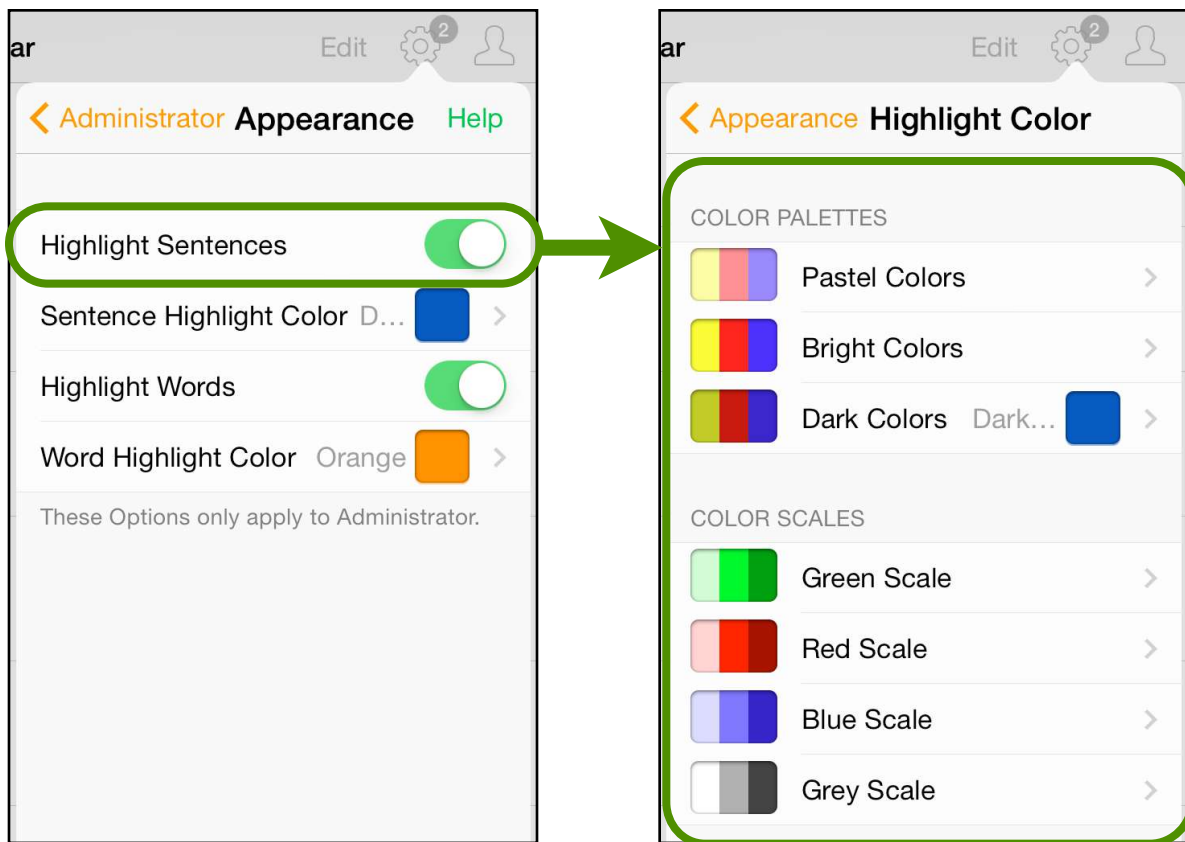
Different reading levels are available for users with different reading skills.



Administrator sets reading level options separately for each user. Users can open only editions that match their reading level.

# Appearance Options

These options allow you to turn word and sentence highlighting on or off and to change the highlight color.



These options are set separately for each user.

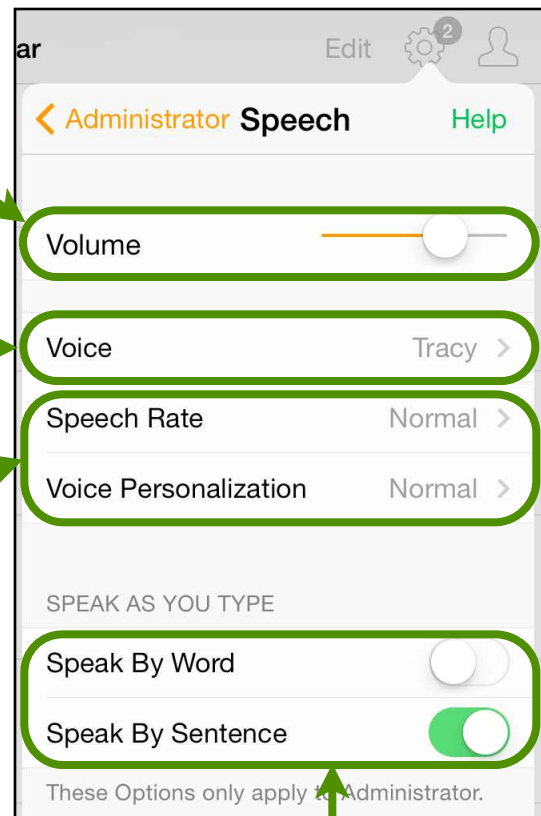
# Speech Options

Change speech settings and download more voices.

Change the speech loudness.

Choose and download voices.

Choose speech rate and voice pitch.



Select whether each word or sentence should be spoken as you type.



# Choosing a Voice

Choose the voice that **News-2-You** uses from installed voices.

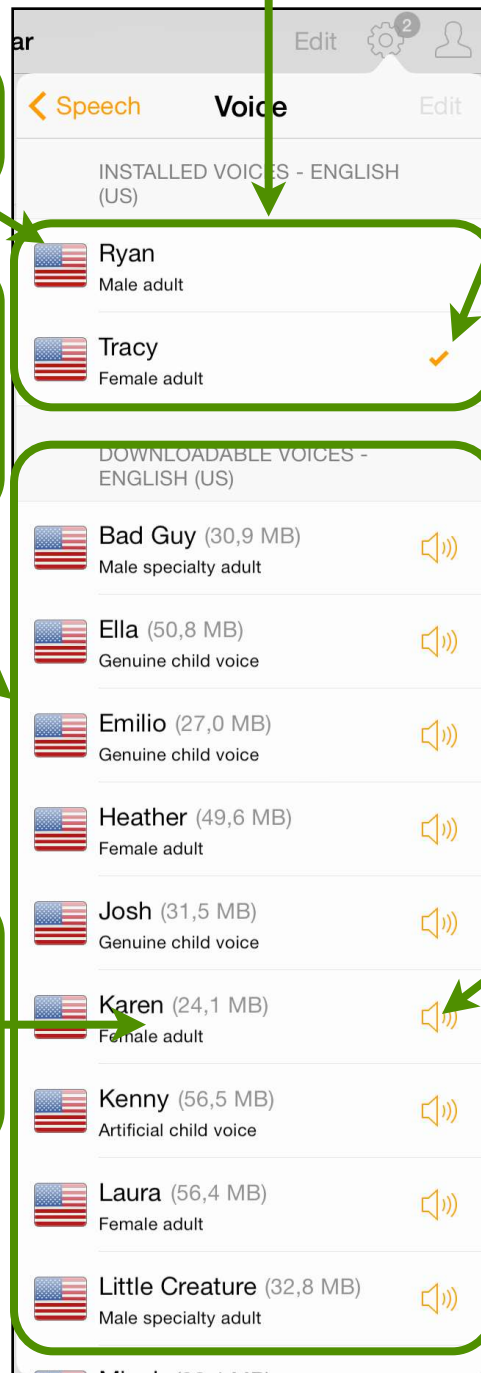
Voice language

Voices that you can download and use.

Tap the name to download the voice.

Current voice

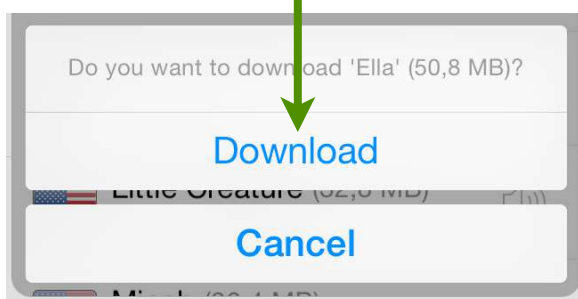
Listen to voice.



# Downloading Voices

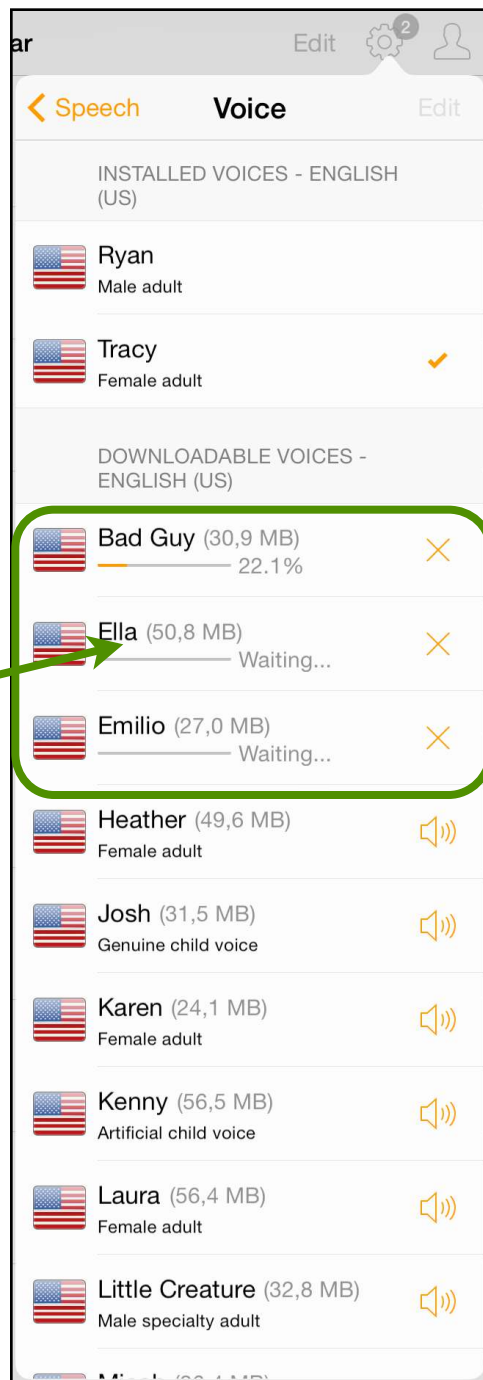
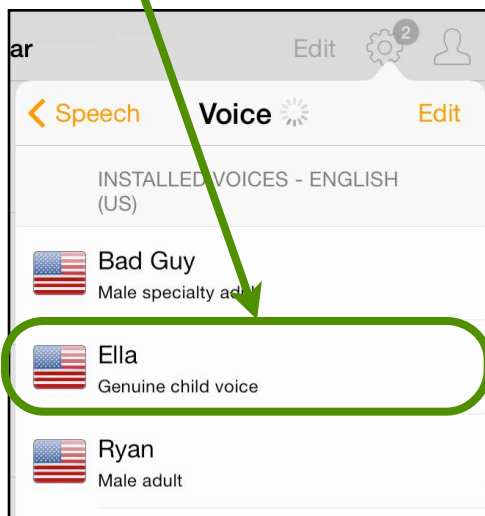
1. Tap a voice name.

2. Tap "Download".

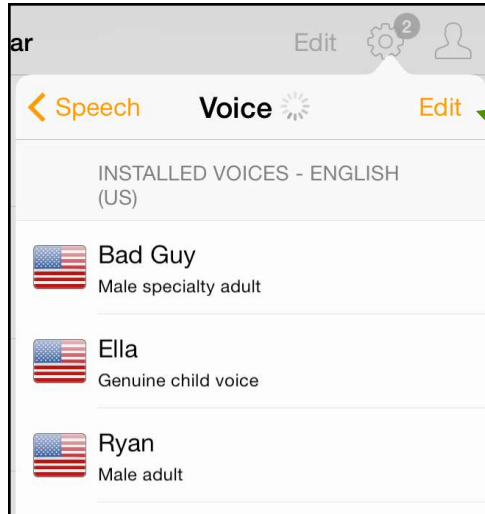


3. Wait until voice is loaded.

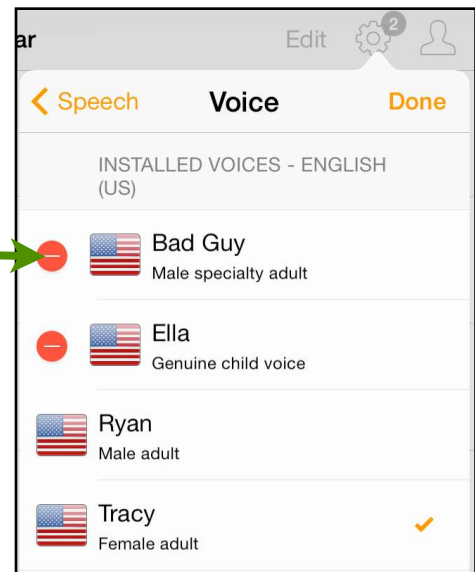
4. Choose the voice from the "Installed Voices" list.




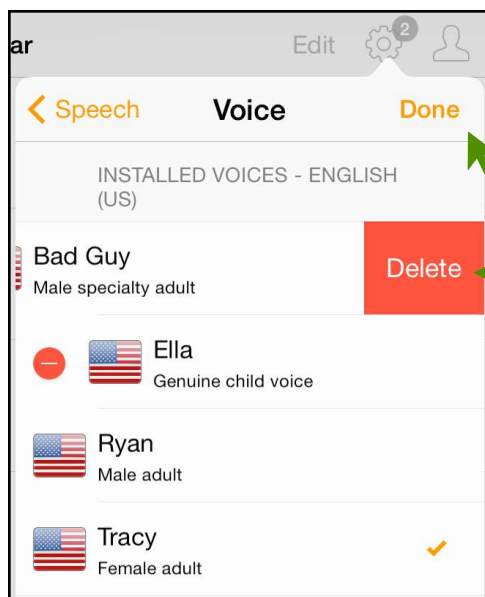
# Deleting Voices



1. Tap the **Edit** button.



2. Tap  next to the voice that you want to delete.

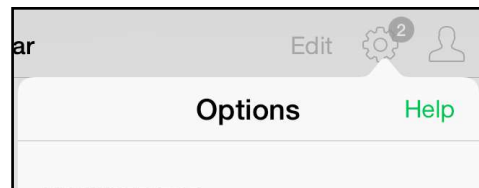


3. Tap **Delete**.

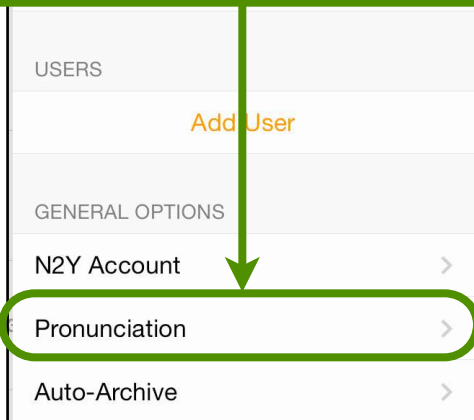
4. Tap **Done**.

# Editing Pronunciation

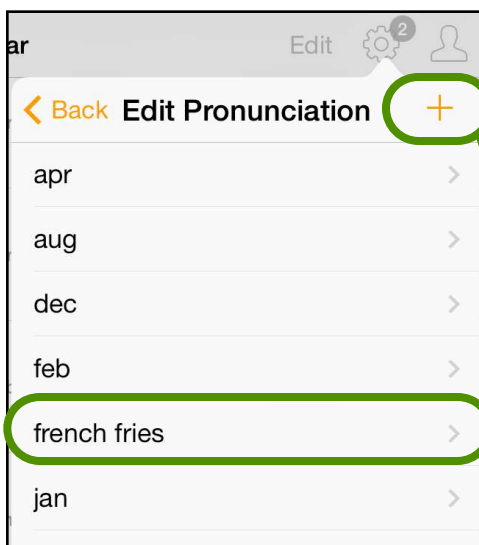
1. Open the Options.



2. Tap **Pronunciation**.



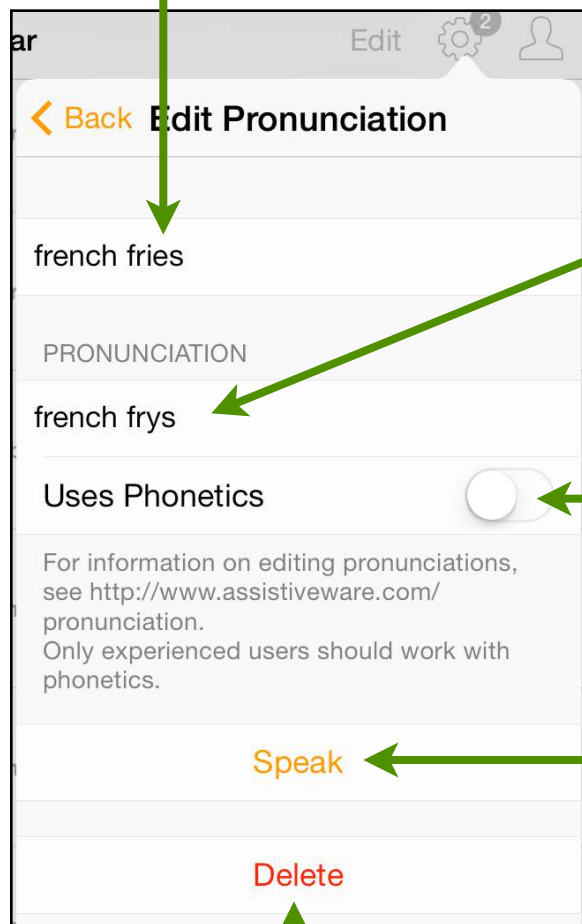
3. Tap the language for which you want to add pronunciation exceptions.



4. Tap **+** to add an exception or tap an existing one to edit it.

# Editing Pronunciation

5. Type or edit the text for which you want to change pronunciation.



6. Define the pronunciation.

7. Enable the use of symbols of phonetic alphabet.

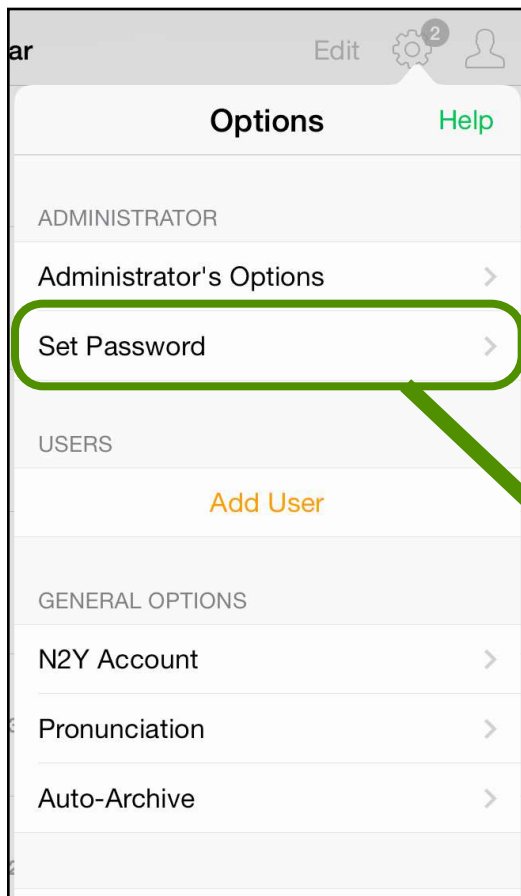
8. Listen to resulting pronunciation

9. Delete the exception.

For more information, visit <http://www.assistiveware.com/pronunciation>.

# Setting a Password

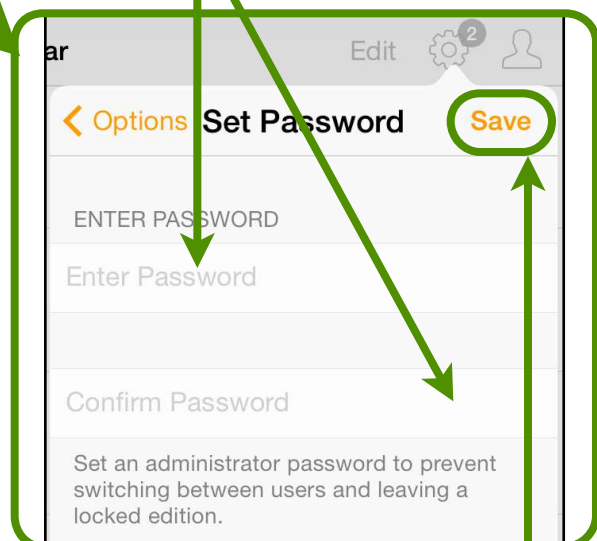
Password is used to control switching between users and restricting users within an edition. Only the Administrator user can set or change a password.



1. Open the Options.

2. Tap "Set Password".

3. Enter the password and confirm it.

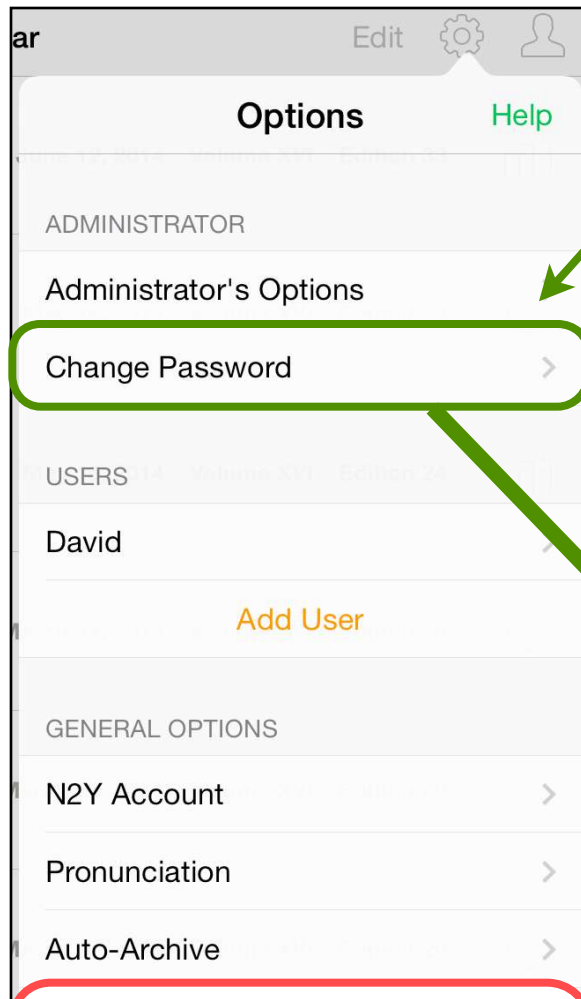


If you lose your password, send an email to support to receive password reset instructions.

4. Tap "Save".

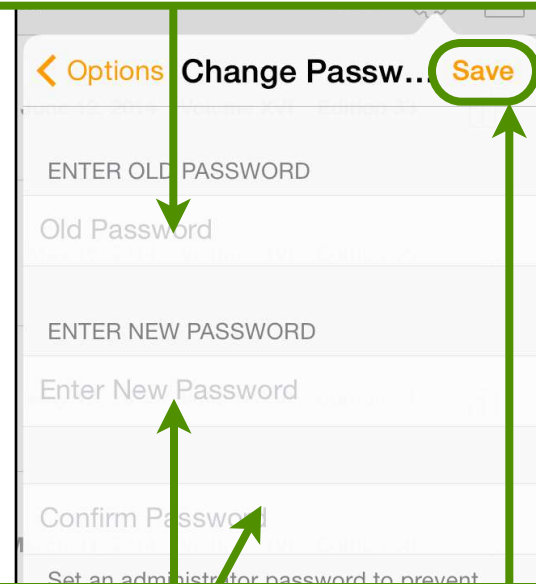
# Changing the Password

Only the Administrator user can change the password.



1. In the Options, tap "Change Password."

2. Enter the old password.



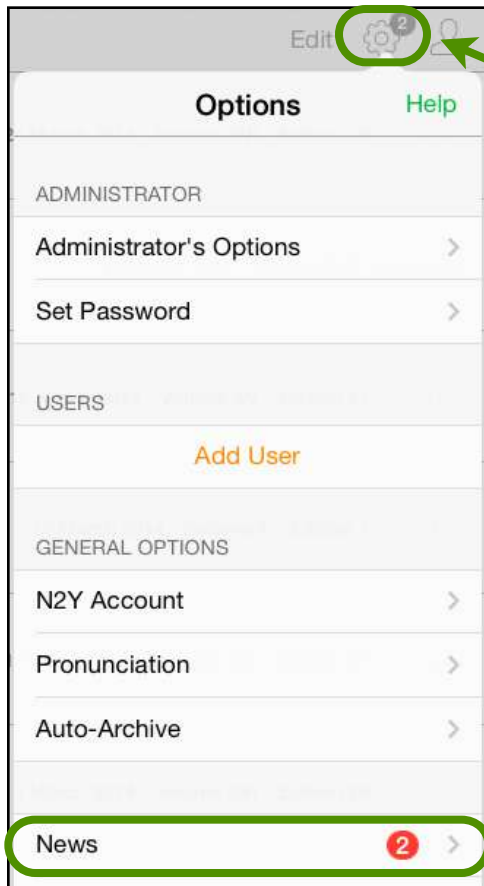
3. Enter the new password and confirm it.


4. Tap "Save".

If you lose your password, send an email to support to receive password reset instructions.

# News Feed

The News feed keeps you informed on updates, tips and changes to the News-2-You app.



1. Tap the  button if you see a badge on it.

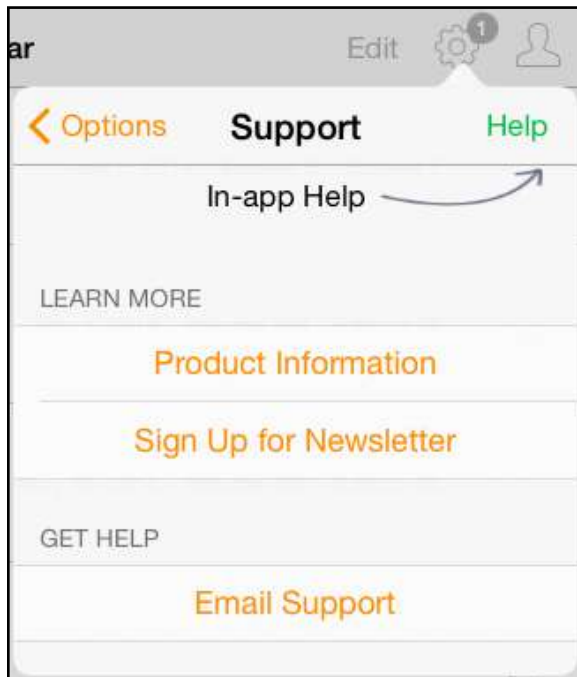
2. Tap “News” to open the list of latest news about the app.

3. Tap a news item that you want to read.





# About and Support



To learn more about News-2-You, access the **About** and **Support** options. In **About** you can see what version of the app you have installed and find useful links. In **Support** you can sign up for newsletter and request support.

