

# Kobo Desktop User Guide

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# About Kobo Desktop

Kobo Desktop is a free application for your computer. You can use it to buy books from Kobo, read and rate books, organize your library of Kobo books, set up a Kobo eReader, and more. Download Kobo Desktop from [www.kobo.com/desktop](http://www.kobo.com/desktop).

Use Kobo Desktop to enjoy these features:

- **Shopping:** The Bookstore section in Kobo Desktop makes it easy for you to find your next great read. You'll find titles recommended for you based on your reading preferences, reading lists, and categories you can browse. When you see a book in the Bookstore that's interesting, you can get a preview, or save it to your Wishlist.
- **Reading:** When you're reading on Kobo Desktop, you can adjust things like text style and size to make it easier for you to read, highlight and add notes.
- **eReader support:** Kobo Desktop lets you manage Kobo eReaders. Anything you add to your Kobo Desktop library will also be in your library on your Kobo eReader, so you don't have to worry about where and when you read your books. When you *sync* your eReader with Kobo Desktop, you'll also get your latest bookmarks.

# Downloading and installing Kobo Desktop

Downloading and installing Kobo Desktop only takes a few minutes. Once you're done, you can use Kobo Desktop to buy books, rate books, organize your eReader library, set up your eReader, and more. Kobo Desktop is available for both Windows and Macintosh computers.

**Note:** Kobo Desktop does not support the Kobo Original eReader. The Kobo Original eReader has a blue directional pad.

## Installing Kobo Desktop for Windows

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Your computer must have the following to run Kobo Desktop for Windows:

- Windows 8 / Windows 7 / Windows Vista
- Pentium 4 or higher (PC)
- 512 MB RAM
- 200 MB hard drive space (plus extra for books)
- 1024x768 display

To download and install Kobo Desktop for Windows:

1. Navigate to [www.kobo.com/desktop](http://www.kobo.com/desktop).
2. Click **Download Now**.
3. Save the newly downloaded file to your computer.
4. Once the download is complete, find the downloaded file.
5. Double-click the saved file.
6. Complete the steps in the installation wizard.

## Installing Kobo Desktop for Mac

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Your computer must have the following to run Kobo Desktop for Mac:

- Mac OS X v10.7 (Intel) or later.
- Intel Core Duo (Mac)
- 512 MB RAM
- 200 MB hard drive space (plus extra for books)
- 1024x768 display

To download and install Kobo Desktop for Mac:

1. Navigate to [www.kobo.com/desktop](http://www.kobo.com/desktop).
2. Click **Download Now**.
3. Double-click the downloaded file. A new icon with a similar name will appear and a Finder window will automatically open.

**Note:** If Finder doesn't open, double-click the new icon and it will open the Finder window.

4. Copy or drag the new icon to your Applications directory.

# Buying eBooks with Kobo Desktop

You can use Kobo Desktop to buy eBooks from the Kobo Store. When you buy a book, it's automatically added to your Library.

There are many ways to find your next great book with Kobo Desktop, from browsing recommendations to searching for something specific.

## Finding books

You can use the Bookstore tab to browse for new eBooks. To get started, just select one of the options on this tab:

- **Recommended for you** — books we think you'll enjoy, based on what you've already bought and books you've rated. You can improve recommendations by rating more books.
- **Featured** — popular books that you might enjoy.
- **Similar Books** — recommendations for books that are similar to a specific book in your library.
- **New Releases** — the latest books from some popular authors.



- **Wishlist** — books you've found while browsing that you're interested in but are not yet ready to buy.
- **Search** — a way to find a specific book you're looking for. If you know the book's title or author, enter it in the Search Books field at the top of the page.

Once you've located a book you'd like to read, simply click **Buy Now** and follow the steps to get your book.

# Using your library in Kobo Desktop

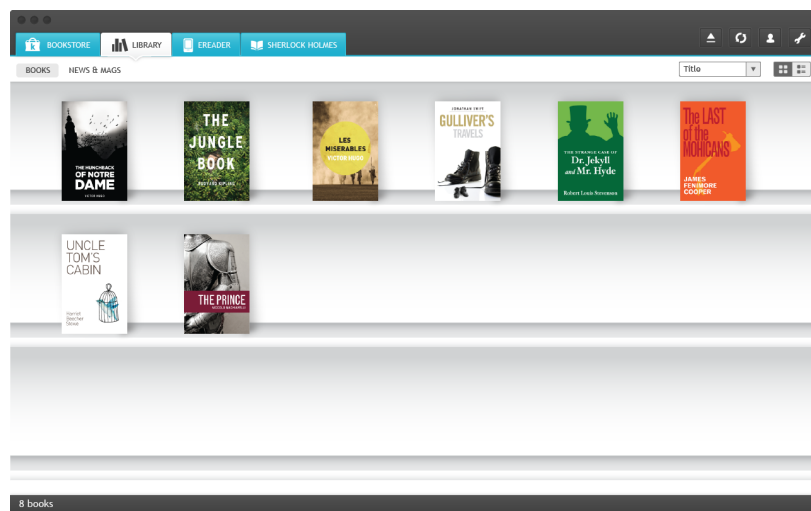
Your library lets you sort your books in different ways to make it easier to find a particular book, and delete books you don't want anymore.

## Sorting your library

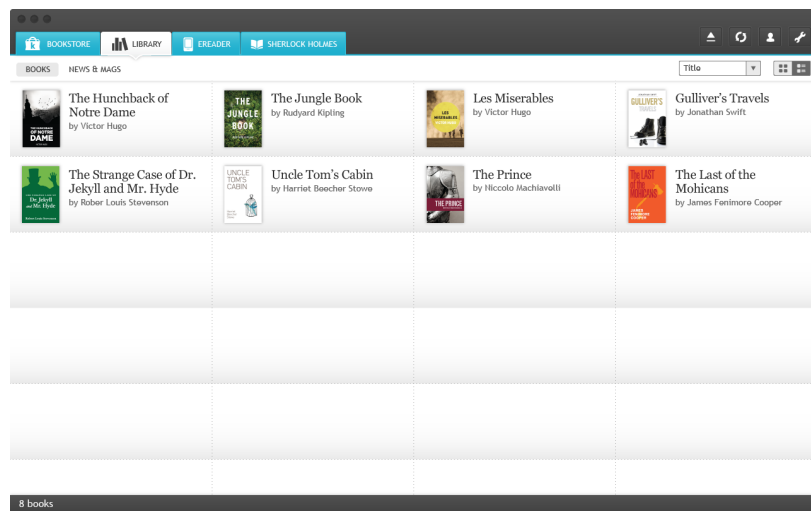
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You can see books in your library in two ways – **Cover View** and **Column View**.



**Cover View** displays all the books in your library as book covers.



If you want more details than just your book cover, **Column View** shows you the book cover, book title, and author name.



To change the view:

1. Click the **Library** tab.
2. Click the  Column View or  Cover View icon at the top right-hand corner of the page.

## Sorting by title, date, or author

You can also sort your books by title, date, or author. This gives you more flexibility when you're looking for your favourite book.

To sort books:

1. Click the **Library** tab.
2. Click the drop-down menu at the top right-hand corner of the page.
3. Select from:
  - **Date last opened** — see your most recently opened books at the top of the list.
  - **Title** — sort your book list by title.
  - **Author** — sort your book list by author last name.


## Removing books

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If you're done with a book you can remove it from your Kobo Desktop Library. If you have a Kobo eReader or use a Kobo app, when you remove a book from your Kobo Desktop Library, it's also removed from your Library there.

Don't worry though. If you ever want to retrieve purchased books again, sign in using your user account details at [www.kobo.com](http://www.kobo.com) and visit the My Account page. You'll be able to add books from your purchase history back into your library.

To delete a book:

1. Click the  Library tab at the top of the screen.
2. Right-click the book cover.
3. Click **Remove this book**.
4. Confirm you want to remove the book from your library.

# Reading on Kobo Desktop

## Reading a book

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- To open a book, just double-click the title or cover in your Kobo Desktop Library.

## Navigating a book

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Moving around while reading is easy. To turn pages in a book, just click the arrows at the sides of the pages, or use the left and right arrow keys on your keyboard.

If you want to jump forward by more than a page or two, you can:

- Use the navigation bar to change pages or chapters.
- Use the Table of Contents to browse a list of chapters and change chapters.


To jump around in a book using the navigation bar:

1. Click the center of the page.

The navigation bar appears at the bottom of the page.

2. To scroll through the book's pages, click the circle in the navigation bar and slide it to the right to move forward or to the left to go back.

To use the Table of Contents:

1. Click the  Table of Contents icon at the top of the page.
2. Click the chapter you wish to open.

## Changing the way text looks

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

When you're reading a book, you can adjust the size or style of the text to make reading easier on your eyes. Kobo Desktop offers several different sizes of text for most books.

You can also change the text theme. Themes change the background color of the page, and the color of the text.

Note: If you're reading a PDF, you can't adjust the text or pick a text theme.

To adjust text:

1. While reading, tap the  Settings icon at the top of the page.

2. Click the circle in Text Size, and drag it right to make the text larger or left to make text smaller.
3. To change the style of the text, select a font from the Font Style list.
4. To add more space around the edges of your book pages:
  - Click the bar at the left or right of the margins bar, and drag it right or left to increase or decrease the space around the.
5. To change the theme on your page, click the theme you wish to use:
  -  Shows black text on a white background.
  -  Shows black text on a sepia background.
  -  Shows white text on a black background.

When you're done customizing your book, click anywhere on the page to go back to reading.

**Note:** When you change the way text looks, Kobo Desktop remembers your preferred text size and style, and applies it to other books you're reading.



# Adding notes and looking up or translating words

## Highlighting text


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Some books let you highlight text, just like using a highlighter in a printed book.

To highlight text:

1. In your book, click and drag to select the text you want to highlight.
2. On the menu that appears, click **Highlight**.


To see your highlights:

1. While reading, click the  Annotations icon at the top of your page.

Kobo Desktop will show a list of all the highlights and notes you've made in your book.

2. Click a highlight to go to the page where you created it.

To delete a highlight:

1. While reading, click the  Annotations icon at the top of your page.

Kobo Desktop will show a list of all the highlights and notes you've made in your book.

2. Right-click the highlight you wish to delete.
3. Click **Delete Annotation**.
4. Confirm your deletion.

## Using notes


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You can add notes to your books. This can be useful when you study a passage, or want to add comments about what you're reading.

To add a note:

1. In your book, click and drag to select the text you want to use for your note.
2. On the menu that appears, click **Add Note**.
3. Use the keyboard to enter your note.
4. Click **Save**.

To read your notes:

1. While reading, click the  Annotations icon at the top of your page.  
  
Kobo Desktop will show a list of all the highlights and notes you've made in your book.
2. Click a note to open the page where you created it.

## Using the dictionary

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Kobo Desktop has a built-in dictionary that you can use while reading Kobo eBooks. The dictionary may not work if you're reading books from other sources such as a public library, and does not work when reading PDFs.

To look up a word:

1. In your book, select the word you want to look up.
2. On the menu that appears, click **Definition**.

## Translating a word

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Kobo Desktop has built-in translation that you can use while reading Kobo eBooks. Translation may not work if you're reading books from other sources, and does not work when reading PDFs.

To translate a word into different languages:

1. In your book, select the word you'd like translated.
2. On the menu that appears, click **Translate**.
3. Using the language list at the top of the pop-up, select the languages you'd like to translate between.

# Using Kobo Desktop with a Kobo eReader

You can get the latest books and magazines by browsing the Kobo Store in Kobo Desktop. Once you purchase an item, it appears in your Kobo Desktop Library.

If you have a Kobo eReader, you can use Kobo Desktop to add books to it and delete books you're finished with. Just make your changes in Kobo Desktop, then connect your eReader to your computer and *sync* it in Kobo Desktop. Syncing updates your eReader so that books on your eReader will have the latest bookmarks and annotations.


## Notes:

- Your computer needs to be connected to the Internet to sync your eReader's library.
- You can't use Kobo Desktop with your Kobo Vox.
- After you're done syncing, you must eject your eReader from your computer before you unplug it.

## Syncing a Kobo eReader using Kobo Desktop

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To sync your eReader using Kobo Desktop:

1. Connect your eReader to your computer using the USB cable.
2. Tap **Connect** on your eReader screen.
3. Open Kobo Desktop on your computer.
4. Select the eReader tab.
5. Click the  Sync icon at the top of the screen.

## Using Kobo Desktop to manage the Kobo Cloud

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If you prefer to manage your eReader library using your computer, you can use Kobo Desktop.

With Kobo Desktop, you can:

- Add books from the Kobo Cloud to your eReader
- Remove books from your eReader
- Delete books from the Kobo Cloud

To manage books on your eReader:


1. Connect your eReader to your computer using the USB cable provided in the box.
2. Start Kobo Desktop.
3. Click the **Library** tab at the top of the screen.
4. Click **Library**.  
You'll see your entire Kobo Library.
5. Choose the books you want to manage on your eReader:
  - a. Right-click on the book cover.
  - b. Select an option:
    - **Add to eReader**—Adds the book to your eReader. A book icon will appear on the top corner of the book cover when it's added to your eReader.
    - **Remove from eReader**— Removes the book from your eReader, and into the Kobo Cloud.
    - **Delete from Library** — Deletes the book from the Kobo Cloud and your eReader. If you delete a book from the Kobo Cloud, you'll no longer be able to see the book on the Kobo Cloud, or download the book onto your eReader.

## Ejecting your eReader

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When you use your eReader with Kobo Desktop, your computer makes a connection with your eReader. Before you unplug your eReader, you need to end this connection. This is called *ejecting* your eReader.

To eject your eReader after using Kobo Desktop:


- Click the  Eject icon at the top of the screen.



# Switching Kobo accounts


If you share your computer, you may want to sign out of your Kobo account when you're not using it. When you sign out of your account, Kobo Desktop automatically saves your books and bookmarks.

To sign out of your account in Kobo Desktop:

1. Click the  Account icon at the top of the screen.
2. Click **Sign out**.
3. Click **Yes** to confirm signing out.

When you're ready, you can sign back into your account.

To sign in to your account:

1. Click the  Account icon at the top of the screen.
2. Click **Sign In or Create an Account**.
3. Enter your Kobo credentials to sign in.

# Getting Help

Got questions or need help?

**Online:**

[www.kobo.com/help](http://www.kobo.com/help)

Find answers to your questions using our help page. Simply type a question in the field to get your answer.