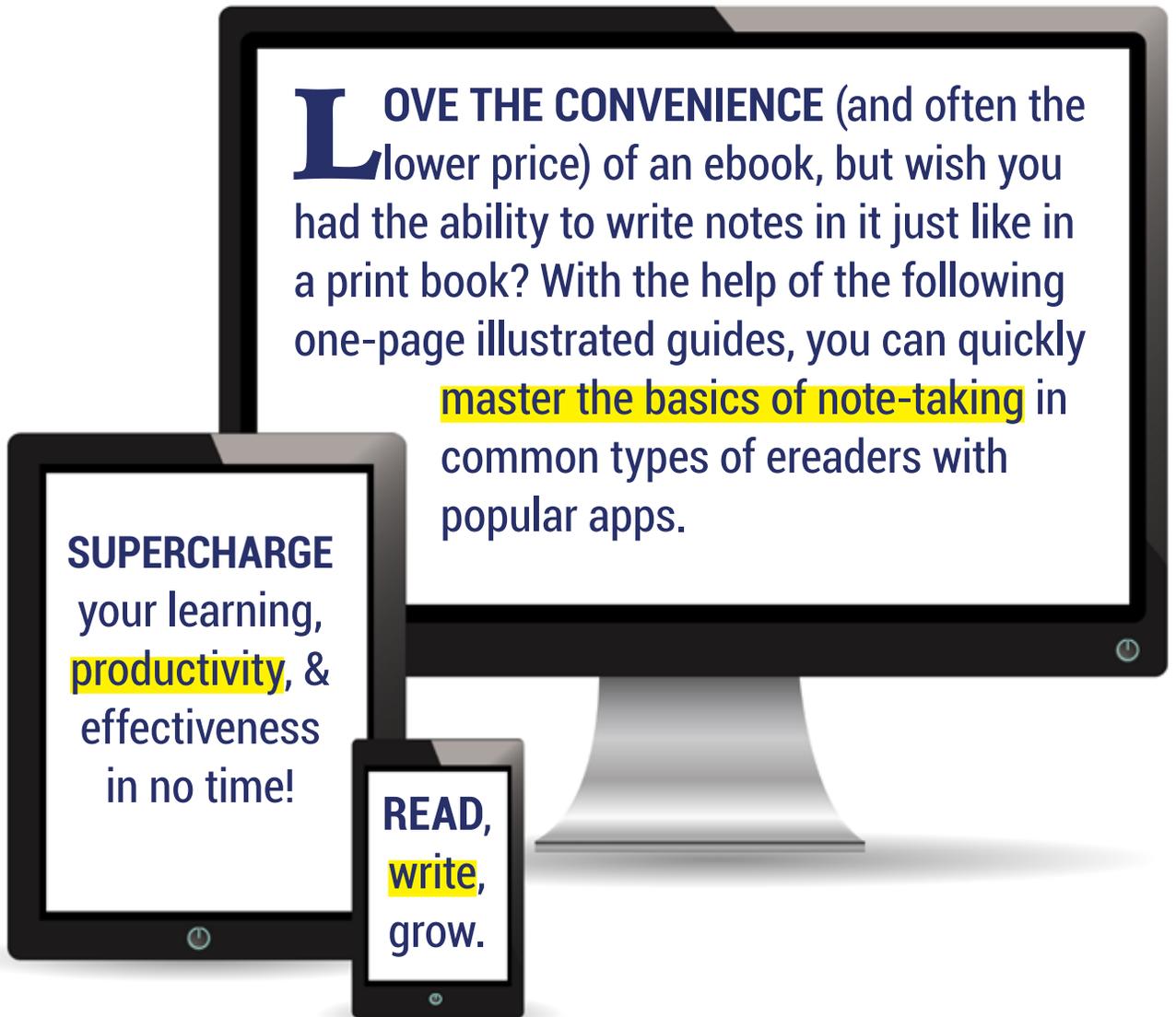




HOW TO TAKE NOTES IN AN EBOOK

AN ILLUSTRATED GUIDE



LOVE THE CONVENIENCE (and often the lower price) of an ebook, but wish you had the ability to write notes in it just like in a print book? With the help of the following one-page illustrated guides, you can quickly **master the basics of note-taking** in common types of ereaders with popular apps.

SUPERCHARGE
your learning,
productivity, &
effectiveness
in no time!

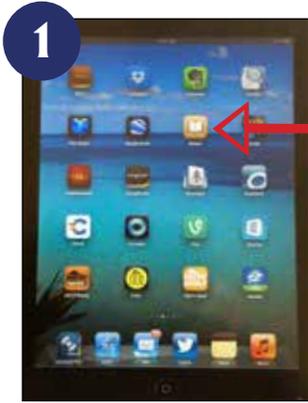
READ,
write,
grow.

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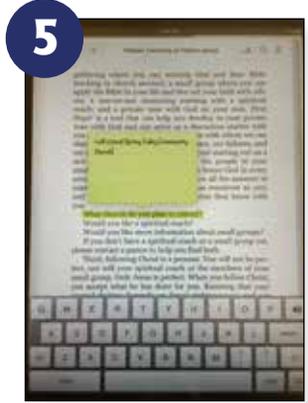
HOW TO TAKE NOTES IN AN EBOOK: AN ILLUSTRATED GUIDE

On an iPad using the iBooks app

Memory Shortcut: **DRAG • TAP • TYPE • TAP**



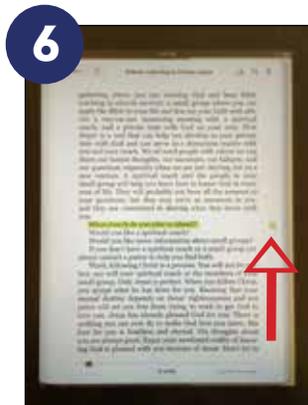
1 Select the iBooks app. If it's not pre-installed on your tablet, you can download it free from the App Store.



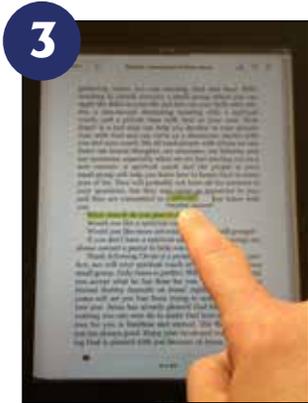
5 The keyboard will appear, and you can **TYPE** your note or answer to the question.



2 Choose the book you wish to take notes in. For this example, we'll use *Follow: Learning to Follow Jesus* by Daniel McNaughton and Bryan Koch.



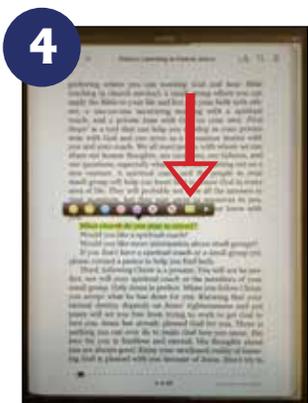
6 When you are finished typing, use your finger to **TAP** off the notecard and it will disappear. A little square sticky-note appears in the margin to show where a note exists. It is automatically saved when you leave the ebook.



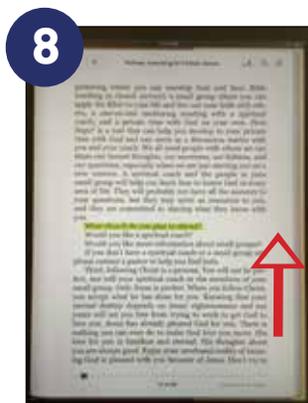
3 When you find a question to answer or a place you want to make a note, press and **DRAG** your finger (or stylus) across the sentence, phrase, or word where you want the note to be. Depending on the pressure you use, it may cause you to turn the page. Don't be discouraged; go back to your original location and try again. You'll get the hang of it!



7 To open up the note (for example, during a meeting with your spiritual coach), just tap on the little square, and the note you wrote pops up again.



4 **TAP** on the area you highlighted. You will see a bar appear that allows you to change the color of the highlight, underline the selected area (instead of the highlight), and at the end, you'll see what looks like a little word balloon or note card. Choose the note card.



8 To delete a note, open the note, tap on it to bring up the keyboard, and erase the words with the backspace key. When you tap off the note area, the small square no longer is in the margin.

HOW TO TAKE NOTES IN AN EBOOK: AN ILLUSTRATED GUIDE

On an iPad using the Kindle app

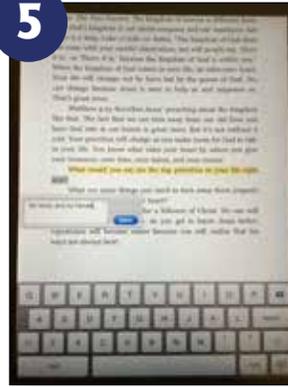
Memory Shortcut: **DRAG • TAP • TYPE • TAP**

1



Select the Kindle app. If it's not installed on your tablet yet, you can download it free from the App Store.

5



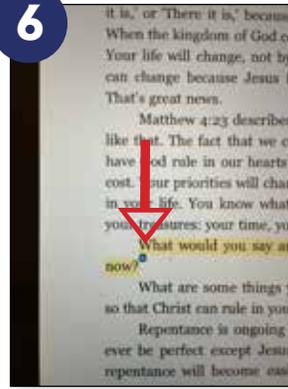
The keyboard will appear, and you can **TYPE** your note or answer to the question. You can hit save when you are done; however, the note will be saved even if you don't hit the button as long as there is at least one character in it.

2



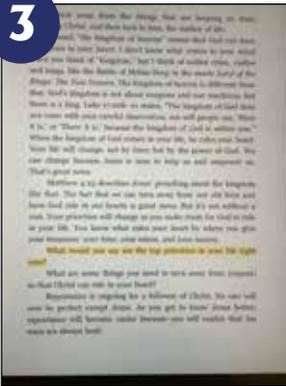
Choose the book you wish to take notes in. For this example, we'll use *First Steps* by Daniel McNaughton and Bryan Koch.

6



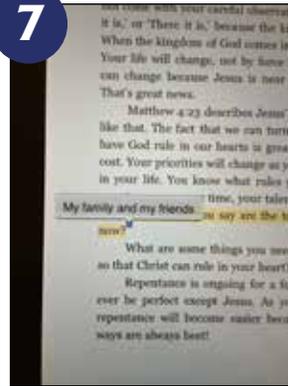
When you are finished typing, use your finger to **TAP** off the notecard and it will disappear. A little blue square appears at the end of the highlighted selection to show where a note exists. It is automatically saved when you leave the ebook.

3



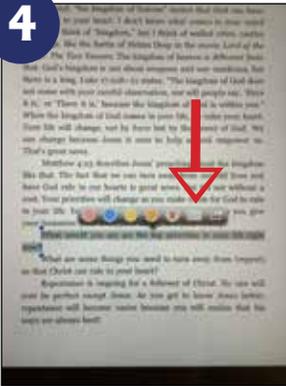
When you find a question to answer or a place you want to make a note, press and **DRAG** your finger (or stylus) across the sentence, phrase, or word where you want the note to be. Depending on the pressure you use, it may cause you to turn the page. Don't be discouraged; go back to your original location and try again. You'll get the hang of it!

7



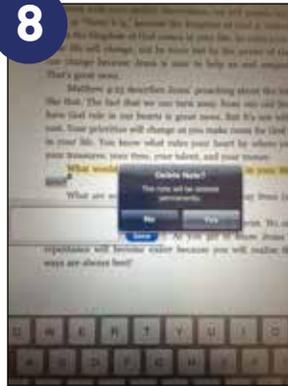
To open up the note (for example, during a meeting with your spiritual coach), just tap on the little square, and the note you wrote pops up again. To change or edit the note, tap the pop-up and the keyboard will reappear, allowing you to edit the note.

4



TAP on the area you highlighted. You will see a bar appear that allows you to change the color of the highlight, and at the end, you'll see what looks like a little piece of paper or note card. Choose the note card.

8



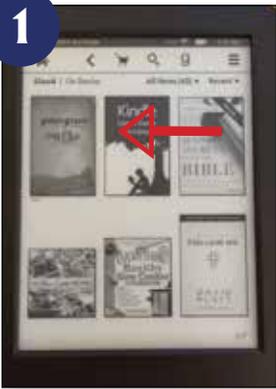
To delete a note, open the note and erase the words with the backspace key. When you tap off the note area or hit the save key, you get a prompt to be sure you wish to delete the note permanently.

HOW TO TAKE NOTES IN AN EBOOK: AN ILLUSTRATED GUIDE

On a Kindle

Memory Shortcut: **DRAG • ADD • TYPE • SAVE • TAP**

1



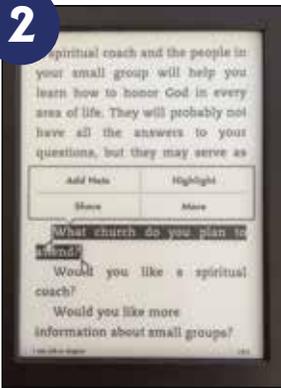
On your kindle, select the book you want to read. For this example, we'll use *First Steps* by Daniel McNaughton and Bryan Koch.

5



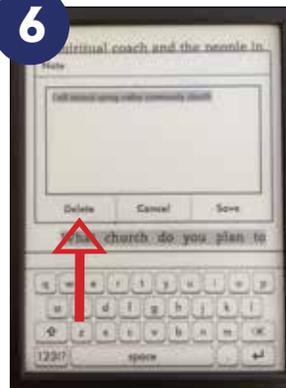
To open up the note (for example, during a meeting with your spiritual coach), just **TAP** on the little square, and the note you wrote pops up again.

2



When you find a question to answer or a place you want to make a note, press and **DRAG** your finger (or stylus) across the sentence, phrase, or word where you want the note to be. Depending on the pressure you use, it may cause you to turn the page. Don't be discouraged; go back to your original location and try again. You'll get the hang of it!

6



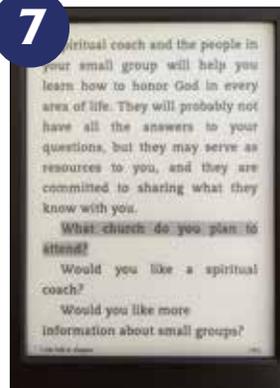
To delete a note, open the note and choose Edit Note. You will then have the option to hit Delete and the note will be erased.

3



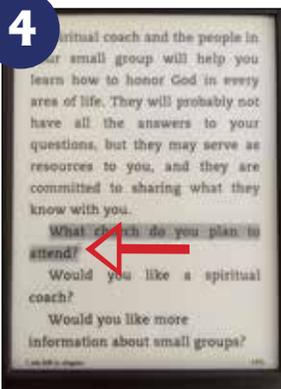
A bar appears above the highlighted phrase. You have several options. Choose **ADD** Note. The keyboard will appear, and you can **TYPE** your note or answer to the question.

7



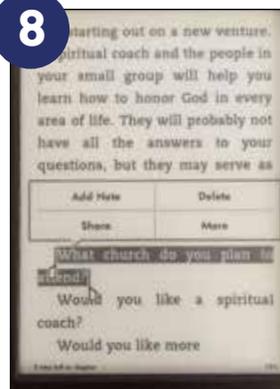
Once you delete the note, you will still be left with the highlighted selection. To get rid of the highlight, once again press and drag over the highlighted area.

4



When you are finished typing, choose the **SAVE** button and it will disappear. A tiny rectangle with a number in it appears at the end of the selection to show where a note exists. It is automatically saved when you leave the ebook.

8



The bar will appear, and if you choose the Delete button, the highlight will be erased.

HOW TO TAKE NOTES IN AN EBOOK: AN ILLUSTRATED GUIDE

On an iPhone using the iBooks app

Memory Shortcut: **DRAG • TAP • TYPE • DONE • TAP**



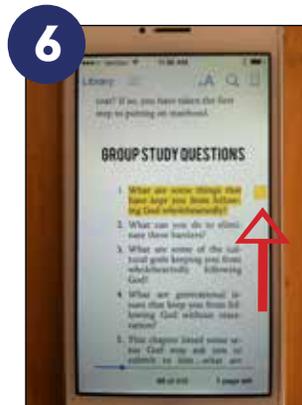
1 Select the iBooks app. If it's not pre-installed on your phone, you can download it free from the App Store.



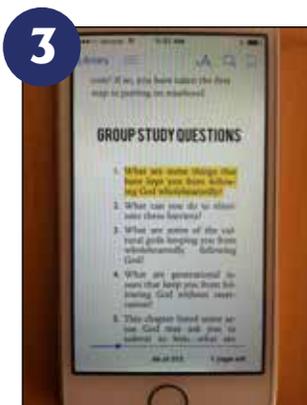
5 The keyboard will appear, and you can **TYPE** your note or answer to the question. When you are finished typing, hit the **DONE** key at the top.



2 Choose the book you wish to take notes in. For this example, we'll use *Putting On Manhood* by Jamie Holden.



6 A little square sticky-note appears in the margin to show where a note exists. It is automatically saved when you leave the ebook.



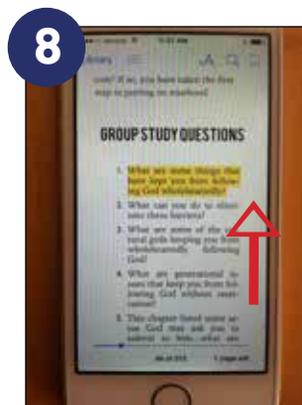
3 When you find a question to answer or a place you want to make a note, press and **DRAG** your finger (or stylus) across the sentence, phrase, or word where you want the note to be. If you don't use enough pressure, it may cause you to turn the page. Don't be discouraged; go back to your original location and try again. You'll get the hang of it!



7 To open up the note (for example, during a meeting with your spiritual coach), just **TAP** on the little square, and the note you wrote pops up again.



4 **TAP** on the area you highlighted. You will see a bar appear that allows you to take actions like change the color of the highlight, delete it, or share it. At the end of the bar, you'll see what looks like a little word balloon or note card. Choose the note card.



8 To delete a note, open the note, tapping on it if necessary to bring up the keyboard. Erase the words with the backspace key. Then hit the Done key. When you see the highlighted area, the small square no longer is in the margin. You can eliminate the highlight by tapping on it and selecting the trash can.

HOW TO TAKE NOTES IN AN EBOOK: AN ILLUSTRATED GUIDE

On an iPhone using the Kindle app

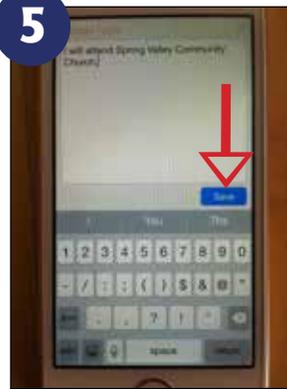
Memory Shortcut: **PRESS • TAP • TYPE • SAVE • TAP**

1



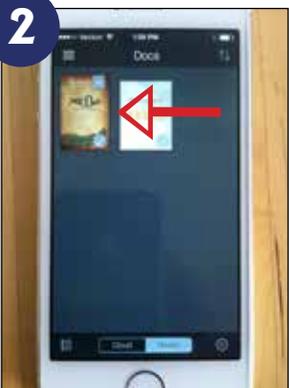
Select the Kindle app. If you don't have it installed yet, you can download it free from the App Store.

5



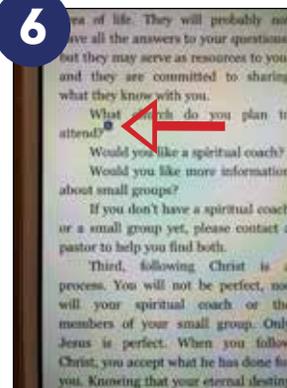
The keyboard will appear, and you can **TYPE** your note or answer to the question. Hit **SAVE** when you are done.

2



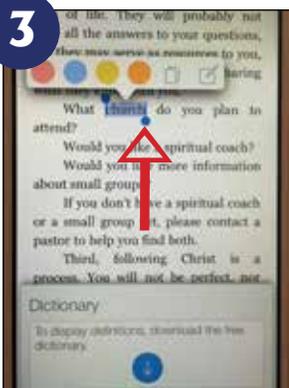
Choose the book you wish to take notes in. For this example, we'll use *Follow: Learning to Follow Jesus* by Daniel McNaughton and Bryan Koch.

6



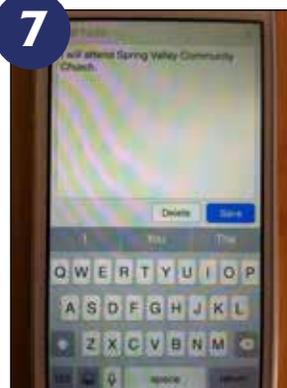
A little blue square appears at the end of the highlighted selection to show where a note exists. It is automatically saved when you leave the ebook.

3



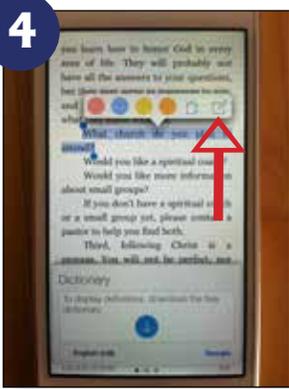
When you find a question to answer or a place you want to make a note, **PRESS** your finger (or stylus) on one word where you want the note to be. Two little blue "paddles" appear on either side of the word. You can use your finger to expand the highlighted word to include the whole sentence or passage where you want your note to be.

7



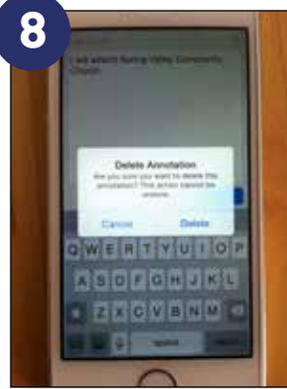
To open up the note (for example, during a meeting with your spiritual coach), just **TAP** on the little square, and the note you wrote pops up again. You may edit or change the note when you pull it up.

4



Above your selection, a bar appears that allows you to change the color of the highlight, and at the end, you'll see what looks like a little piece of paper with a pencil on it. **TAP** the icon with the pencil on it.

8



To delete a note, open the note and hit the delete key. You will get a prompt to be sure you wish to delete the note permanently.

In the Kindle app, if you tap a page, a bar comes up allowing you to move to a different location, change the font size, and find all your notes. Tap the page icon and your notes will pop up. Selecting a note will take you to its location.

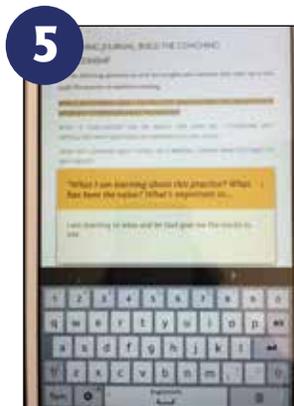
HOW TO TAKE NOTES IN AN EBOOK: AN ILLUSTRATED GUIDE

On a Samsung Tab using Google Play (Play Books)

Memory Shortcut: **PRESS • TAP • TYPE • TAP**



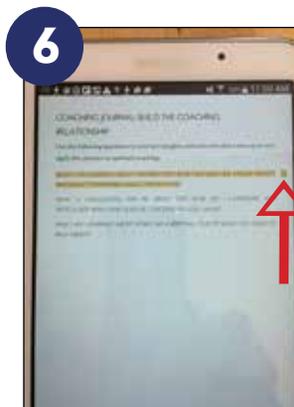
1 Select the Play Books app.



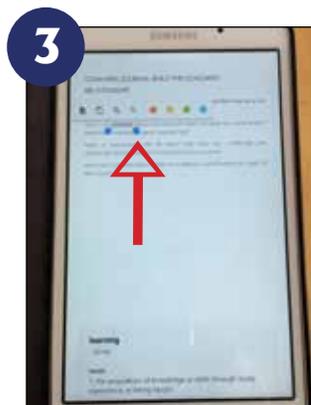
5 The keyboard will appear, and you can **TYPE** your note or answer to the question.



2 Choose the book you wish to take notes in. For this example, we'll use *Spiritual Coaching Toolkit* by Daniel McNaughton and Jane Abbate.



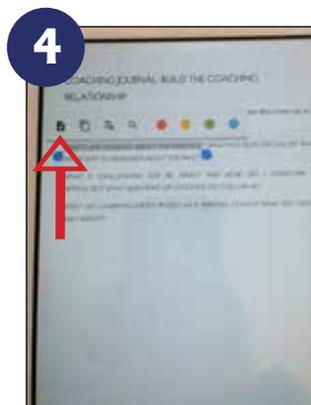
6 When you are finished typing, use your finger to **TAP** off the notecard and it will disappear. A little colored square appears at the end of the highlighted selection to show where a note exists. It is automatically saved when you leave the ebook.



3 When you find a question to answer or a place you want to make a note, **PRESS** your finger (or stylus) on one word where you want the note to be. Two little blue "paddles" appear on either side of the word. You can use your finger to expand the highlighted word to include the whole sentence or passage where you want your note to be.



7 To open up the note (for example, during a meeting with your spiritual coach), just tap on the little square, and the note you wrote pops up again. You may edit or change the note when you pull it up by tapping on the open note. If you tap the three vertical dots in the upper right of the note, you have an opportunity to save or delete the note.



4 Above your selection, a bar appears that allows you to change the color of the highlight, and at the end, you'll see what looks like a little black piece of paper with a plus sign on it. **TAP** the icon with the plus sign on it.



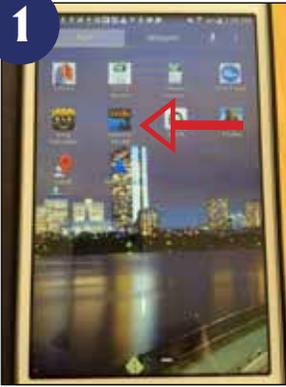
8 To delete a note, open the note and select the three vertical dots in the upper right of the note. Select *Delete*. You will get a prompt to be sure you wish to delete the note permanently.

HOW TO TAKE NOTES IN AN EBOOK: AN ILLUSTRATED GUIDE

On a Samsung Tab using the Kindle app

Memory Shortcut: **PRESS • TAP • TYPE • SAVE • TAP**

1



Select the Kindle app. If you don't have it installed yet, you can download it free from Google Apps.

5



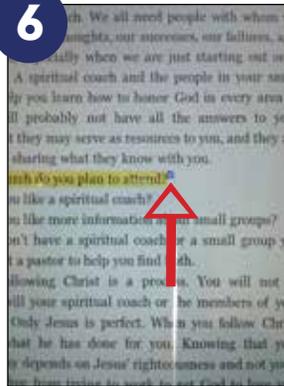
The keyboard will appear, and you can **TYPE** your note or answer to the question.

2



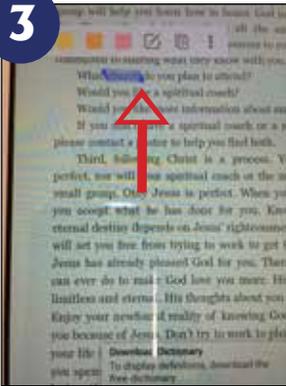
Choose the book you wish to take notes in. For this example, we'll use *Follow: Learning to Follow Jesus* by Daniel McNaughton and Bryan Koch.

6



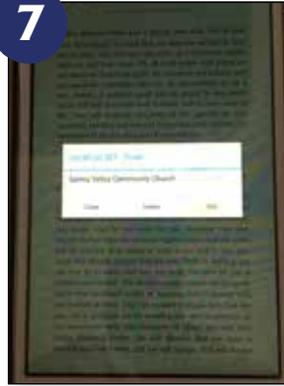
When you are finished typing, use your finger to **TAP** off the notecard or hit the save key and it will disappear. A little colored square appears at the end of the highlighted selection to show where a note exists. It is automatically saved when you leave the ebook.

3



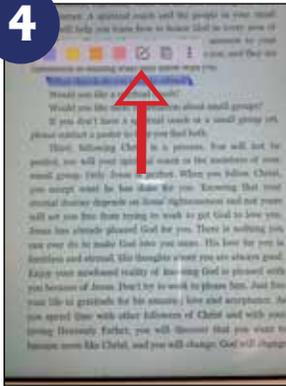
When you find a question to answer or a place you want to make a note, **PRESS** your finger (or stylus) on one word where you want the note to be. Two little blue triangles appear on either side of the word. You can use your finger to expand the highlighted word to include the whole sentence or passage where you want your note to be.

7



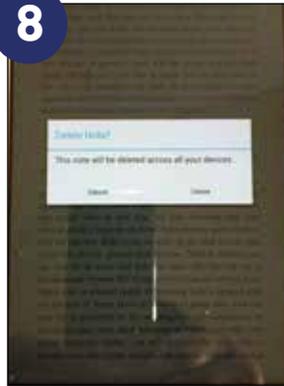
To open up the note (for example, during a meeting with your spiritual coach), just tap on the little square, and the note you wrote pops up again. You may edit, close, or delete the note when you pull it up by choosing the appropriate button.

4



Above your selection, a bar appears that allows you to change the color of the highlight and some other actions. You'll see what looks like a little piece of paper with a pencil on it. **TAP** the icon with the pencil on it.

8

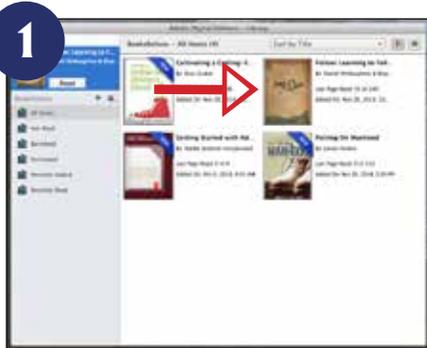


To delete a note, open the note and choose the Delete button. You will then get a prompt to be sure you wish to delete the note permanently.

HOW TO TAKE NOTES IN AN EBOOK: AN ILLUSTRATED GUIDE

On a Computer using Adobe Digital Editions

Memory Shortcut: **HIGHLIGHT • RIGHT-CLICK • TYPE • CLOSE • HOVER**



1 Select Adobe Digital Editions from your applications menu. If you do not have ADE, you can download it free from www.adobe.com/solutions/ebook/digital-editions. Choose the book you wish to take notes in. For this example, we'll use *Follow: Learning to Follow Jesus* by Daniel McNaughton and Bryan Koch.



2 When you find a question to answer or a place you want to make a note, use the cursor to **HIGHLIGHT** the word or phrase where you want the note to be.



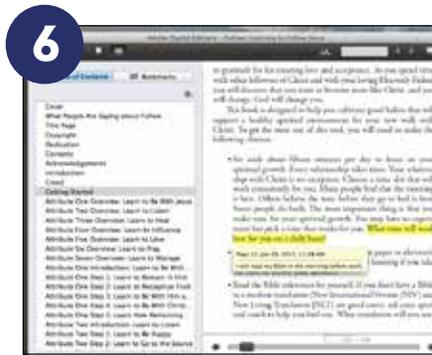
3 **RIGHT-CLICK** on the highlighted area and a menu pops up. You have the option to add a note or to permanently highlight the selection.



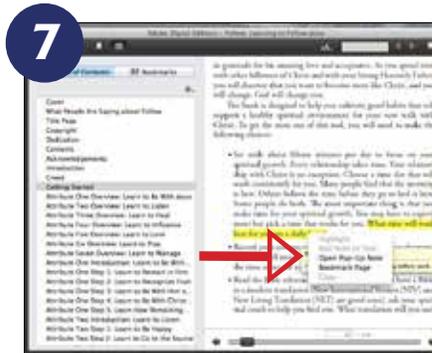
4 A notecard will appear, and you can **TYPE** your note or answer to the question. When you are done, hit the minus sign in the upper left of the notecard.



5 Once you **CLOSE** the notecard, the area remains highlighted to indicate a note is there. It is automatically saved when you leave the ebook.



6 To see the note (for example, during a meeting with your spiritual coach), just **HOVER** over the highlighted area with your cursor and the note you wrote pops up again.



7 To open up the note in order to edit it, right-click over the highlighted area and select Open Pop-Up Note.



8 To delete a note, open the note and press the gear at the upper right of the notecard. Choose Clear Note. The area remains highlighted, but you can delete it by right-clicking on the highlighted area, opening the pop-up note, and, after selecting the gear again, choose Delete Highlight.

HOW TO TAKE NOTES IN AN EBOOK: AN ILLUSTRATED GUIDE

On a Computer using the Kindle app

Memory Shortcut: **HIGHLIGHT • ADD • TYPE • SAVE • CLICK**

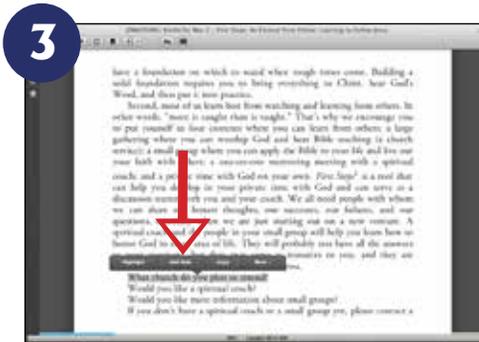


Select Kindle from your applications menu. If you do not have the Kindle app, you can download it free from www.amazon.com. Choose the book you wish to take notes in. For

this example, we'll use *First Steps* by Daniel McNaughton and Bryan Koch.



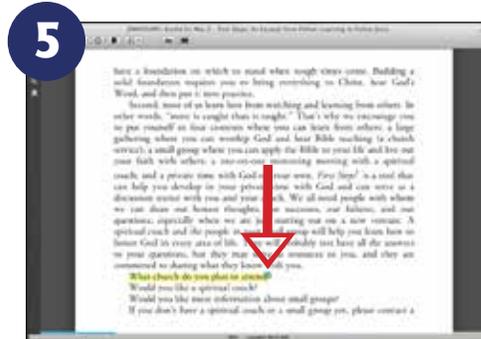
When you find a question to answer or a place you want to make a note, use the cursor to **HIGHLIGHT** the word or phrase where you want the note to be.



A bar appears above the highlighted phrase. You have several options. Choose **ADD** Note.



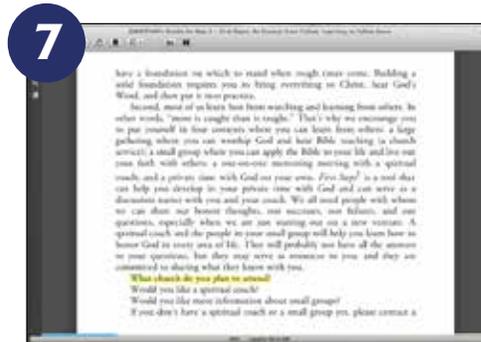
A note area will appear, and you can **TYPE** your note or answer to the question. When you are done, hit the Save button.



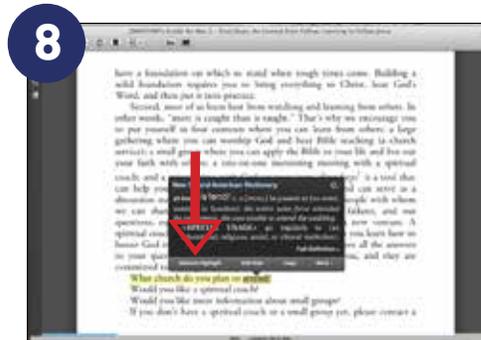
Once you **SAVE** the note, the area remains highlighted and a small blue icon that looks like a piece of paper indicates a note is there. It is automatically saved when you leave the ebook.



To see the note (for example, during a meeting with your spiritual coach), just **CLICK** the blue icon and the note you wrote pops up again. You may edit it or delete it at this point.



Once you delete a note, the highlight where the note used to be remains.



To delete the highlight, right-click on the highlighted area and choose Remove Highlight.