

Apple iOS

Listening to Audio Books using Dolphin EasyReader



This tutorial has been designed to introduce you to downloading and reading audio books from the RNIB Reading Services web site, using the Dolphin EasyReader App on your Apple iPhone or iPad.

What is Dolphin EasyReader?

Dolphin EasyReader is a specially designed app that provides simple access to books in a range of formats. These include Text, E-pub, PDF, DAISY (Digital Accessible Information System) and Audio. This tutorial concentrates purely on books in DAISY and audio format.

Assumptions Made in this Tutorial

A number of assumptions have been made in the creation of this tutorial. These are as follows:

- You have downloaded and installed the Dolphin easyReader app on your iPhone.
- You have created a Dolphin Account and signed in to it in the Dolphin EasyReader app.
- you have signed up to the RNIB Reading Service and that you have your email address and password to hand. If you have not already signed up, you can do this by completing the registration form found at <https://readingservices.rnib.org.uk/Account/Register>.
- Your iPhone or iPad is running iOS 12.0 or later.

Before continuing with this tutorial, ensure that you have opened the Dolphin EasyReader app. The quickest method of doing this is to invoke Siri and say "Open Easy Reader".

Connecting to the RNIB Reading Services Library

Before you can download and listen to an audio book, you must first specify which library you would like to connect to. In this case, this is the RNIB Reading Services Library. To do this, follow these suggested steps:

1. Activate the Side Menu button, situated at the upper left corner of the screen. Upon doing this, a list of options will be displayed. This list includes a shortcut

to the last book you were reading, a list of all books you have downloaded (My Books), an option for managing available libraries and a list of libraries you have chosen to display for quick access.

2. Activate the option labelled RNIB Reading Services. Upon doing this, the RNIB Reading Services screen will be displayed.

Note 1: If this is the first time you have opened the RNIB Reading Services screen, you will be presented with the following message:

"EasyReader wants to use RNIB.org.Uk to sign in. This allows the app and web site to share information about you."

3. Activate the Continue button, associated with this message. Upon doing this, you will be taken to the Login page of the RNIB Reading Services web site. Here, you will need to provide your email address and password.

Note 2: This page is a little confusing, as the message at the top of the page states "Login - Dolphin Computer Access Ltd". I am not quite sure why this message refers to Dolphin, as it is actually the Sign-In page for the RNIB Reading Services web site.

4. Activate the Email Address Text Field. Upon doing this, a keyboard will be displayed at the bottom of the screen. Use the keyboard to type your email address.
5. Activate the Password Text Field. Then, using the keyboard, carefully type your password.
6. Beneath the Password field, you will find a check box labelled 'Remember My Login'. It is recommended to tick this check box, as it will ensure that you do not have to keep logging in to the RNIB Reading Services library each time you use the EasyReader app.
7. When you have accurately entered your email address and Password and ticked the 'Remember My Login' check box, activate the Login button. A few seconds later, you will be logged into the RNIB Reading Services library!

Note 3: Each time you start EasyReader from now on, you will automatically be logged into the RNIB Reading Services library!

Description of the RNIB Reading Services Screen

Situated at the upper left corner of the RNIB Reading Services screen, you will find the Side menu button. To the right of this, you will find the heading RNIB Reading services. This indicates the library you are currently using. At the upper right corner, you will find the Logout button. When this button is activated, a popup window is displayed which asks if you want to sign out of the RNIB Reading Services web site. This is not recommended!

Beneath the RNIB Readings Services heading, you will find a search field. When this field is activated, a keyboard is displayed at the bottom of the screen. You can then type the name of an author, title of a book or a key word. When you have done this, activating the Search button at the bottom right corner of the keyboard results in the search being carried out.

Beneath the Search field, you will find three buttons labelled My Reading Lists, Latest and Categories. Each button is described below:

The My Reading List Button

At the time of writing (03 August 2020), I am not at all sure what this button is for. Therefore, this button will not be discussed.

The Latest Button

Activating this button results in a list of books which have recently been released being displayed. These are usually in Text, e-Pub, PDF or Braille formats. To close this screen, activate the Back button, situated at the upper left corner of the screen.

The Categories Button

Activating this button results in a long list of available categories being displayed. Choosing a category results in a list of books being displayed applicable to the category you chose. To close this screen, activate the Back option, situated at the top of the list, just beneath the Side Menu button.

Spend some time exploring the RNIB Reading Services screen. If you decide to activate either the My Reading List, Latest or Categories buttons, activate the Back option or the Back button to return to the RNIB Reading Services screen when you have finished.

This concludes the description of the controls found in the RNIB Reading Services screen.

Searching for a Book

Searching for a book is quick and easy. For practice, you are going to search for a book right now. For this example, you will search for the book called To Kill a Mocking Bird, by Harper Lee.

1. Ensure that you are in the main RNIB Reading Services screen. For reference, this is the screen which contains the 3 buttons My Reading Lists, Latest and Categories.
2. Activate the Search field. Upon doing this, a keyboard will be displayed at the bottom of the screen.

3. Using the keyboard, type Harper Lee, and then activate the Search button, situated at the bottom right corner of the keyboard. Upon doing this, the search will be performed and a few seconds later, books by the author you specified, in this case, Harper Lee, will be displayed.
4. Each search result is a button consisting of the title of the book and the name of the author. To the right of this button, is an associated button labelled Book Information.

Activate the Book Information button associated with the book To Kill a Mockingbird, by Harper Lee. Upon doing this, the Book Information screen will be displayed.

Description of the Book Information Screen

Situated at the upper left corner of the Book Information screen, you will find the Back button. Activating this button results in you being returned to the Search Results screen. To the right of this button you will find the heading Book Information. Beneath the Book Information heading, you will find the title of the book and the name of the author.

Beneath the book title and author's name, you will find a button labelled Download. Activating this button results in the book being prepared and then downloaded to your device.

Beneath the Download button, you will find a description of the book, and beneath this description, the format of the book, the name of the library from where the book comes from and additional information, such as the ISBN (International Standard Book Number), whether the book is part of a series, the language of the book, the size of the book in MB (megabytes), the name of the Publisher and whether it is available for download or not.

This concludes the description of the controls found in the Book Information screen.

Downloading a Book

You are now going to download the book called To Kill a Mocking Bird, by Harper Lee. To do this, follow these suggested steps:

1. Ensure that you are in the Book Information screen for the book called To Kill a Mockingbird, by Harper Lee.
2. Activate the Download button. Upon doing this, the name of the button will change to become Abort Download. Beneath this button, you will find the current download progress as a percentage.

Note 4: Before the book can be downloaded, the book needs to be prepared. Once this has been done, the download progress will be displayed. If you wish to cancel the downloading of the book, activate the Abort Download button. Upon doing this, the book will stop downloading and the Abort Download button will change to become the Download button once more.

Note 5: The download progress can take quite a few minutes, so be patient. Why not make a cup of tea or coffee whilst the book is being downloaded!

3. When the book has been fully downloaded, it will be added to the My Books section of the Dolphin Easy Reader app and the Abort Download button will change to become the Open button. You could open the book by activating the Open button, but for now, please don't do this, as opening a book will be explained shortly!
4. Activate the Back button, situated at the upper left corner of the Book Information screen. Upon doing this, you will be returned to the main RNIB Reading Services screen and the Search Results.

Opening and Playing a Book

You now have a book available to open and play. However, in order to do this, you must first go to the My Books section of the Easy Reader app. To do this, follow these suggested steps:

1. Activate the Side Menu button, situated at the upper left corner of the main RNIB Reading Services screen.
2. Activate the My Books button. Upon doing this, the My Books screen will be displayed.

Description of the My Books Screen

Situated at the upper left corner of the My Books screen, you will find the Side menu button. To the right of this, you will find the heading My Books, and to the right of this heading, you will find 2 buttons, labelled Collection View and Sort. Each button is described below:

The Collection View Button

When the Collection View button is activated, the books in the My Books section are displayed as Thumbnails, with the book title, author and Book Information displayed as separate buttons. The name of the Collection View button changes to become the List button. Activating the List button results in the books being displayed in a list format, one after another on a single line, and the name of the List button changes to become the Collection View button again. Basically, there are two ways of displaying your books, Thumbnails view or List view!

The Sort Button

When the Sort button is activated, a popup window is displayed consisting of buttons for sorting your books. The buttons available are: Most Recent, Title, Author and Cancel. Activating any of the buttons results in the books being sorted into the order you specified and you being returned to the My Books screen.

Beneath the Collection View and Sort buttons, you will find the Search Text Field. Here you can enter the name of a book you would like to search for in the My Books section. Beneath the Search Text Field, you will find a list of all of the books you have downloaded. One of these will be To Kill a Mockingbird, by Harper Lee.

This concludes the description of the controls found in the My Books screen.

For practice, you are going to open and play the book To Kill a Mockingbird, by Harper Lee.

Activate the button for the book To Kill a Mockingbird, by Harper Lee. For reference, this should be situated directly beneath the Search Text Field. Upon doing this, the Play and Navigation Controls screen will be displayed.

Description of the Play and Navigation Controls Screen

There are plenty of options for playing and navigating a book. Some of these options are specifically for reading Text, e-pub and PDF books and others are specifically for playing DAISY and Audio Books. For completeness, all options will be described.

Situated at the upper left corner of the My Books screen, you will find the Side menu button. To the right of this button, you will find 5 more buttons. These are labelled: Search, Bookmarks, Text Settings, Audio Settings and Book Options. Each button is described below:

The Search Button

Activating the Search button results in the Search screen being displayed. Situated at the upper left corner of this screen, you will find the Back button. Activating this button results in you being returned to the Play and Navigation Controls screen. To the right of the Back button, you will find a heading labelled Search. Beneath this heading, you will find the Search Text Field, and at the bottom of the screen, you will find a keyboard.

The search facility is used for finding text strings within an e-pub, PDF or DAISY book with synchronised text. It does not serve any purpose if you are reading an Audio Book. Therefore, activate the Back button to return to the Play and Navigation Controls screen.

The Bookmarks Button

Activating the Bookmarks button for the first time, results in a popup window being displayed asking if you would like to add a bookmark. Activating the Bookmarks button for a second time results in the Bookmark screen being displayed. Situated at the upper left corner of this screen, you will find the Save button. When this button is activated, any changes you make in the Bookmark screen are saved and you are returned to the Play and Navigation Controls screen. To the right of the Save button, you will find a heading labelled Bookmark and to the right of this, a button labelled Cancel. Activating the Cancel button results in you being returned to the Play and Navigation Controls screen without any changes being saved.

A little further down the screen, you will find the Text Note label, and beneath this, an associated edit box. Activating this edit box results in a keyboard being displayed towards the bottom of the screen. You can now type in a note associated with the bookmark.

Beneath the Text Note edit box, you will find the Audio Note label, and beneath this, the Record button. To the right of this button, you will find an associated Text Field which contains the length of the note, displayed in minutes and seconds.

When you activate the Record button, the microphone will be activated and the button will change to become the Stop button. You can now dictate a note to be associated with the bookmark. To stop recording, activate the Stop button.

Note 6: Upon activating the Record Audio Note button, you may be prompted to enable the use of the microphone. The message states that no data is retained by Dolphin. You have two options, Don't Allow, in which case you will not be able to dictate audio notes, and OK, in which case the microphone will be enabled and dictation will be allowed.

If you do record a note, two additional buttons become available. These are labelled Play and Remove. These will not be discussed in this tutorial.

Bookmarks are generally used when reading a text, e-pub, PDF or DAISY book with synchronised text. They do not serve much purpose when reading an Audio Book. Therefore, activate the Cancel button, situated at the upper right corner of the screen, to return to the Play and Navigation Controls screen.

The Text Settings Button

Activating the Text Settings button results in the Text Settings screen being displayed. Situated at the upper left corner of this screen, you will find the Save button. When this button is activated, any changes you make in the Text Settings screen are saved and you are returned to the Play and Navigation Controls screen. To the right of the Save button, you will find a heading labelled Text Settings.

The controls available in the Text Settings screen are all to do with how text is presented and which colours you prefer. The first control in the Text Settings screen

is the Text Size slider bar, which has the current setting displayed on the associated text label. For reference, the sizes available range from 100% (standard size), to 600% (6 times the original size).

The second control in the Text Settings screen is the Font List button, which has the current setting displayed on the associated label. When this button is activated, the Font screen is displayed. In this screen, you can choose from a range of different fonts. When you have selected a font, activate the Back button, situated at the upper left corner of the screen, to save your changes and return to the Text Settings screen.

The third control in the Text Settings screen is the Margins slider bar, which has the current setting displayed on the associated text label. For reference, the sizes available range from 0% (no margins), to 20% (very wide margins).

The fourth control in the Text Size screen is the Line Spacing slider bar, which has the current setting displayed on the associated text label. For reference, the sizes available range from 100% (standard line spacing), to 300% (triple line spacing).

The fifth control in the Text Settings screen is the Letter Spacing slider bar, which has the current setting displayed on the associated text label. For reference, the sizes available range from 1pt (standard letter spacing), to 3pt (wide letter spacing).

The sixth control in the Text Settings screen is the Colour Theme List, which has the current setting displayed on the associated text label. Activating this button, results in the Colour Theme screen being displayed. In this screen, you can choose from a range of different themes. When you have selected a theme, activate the Back button, situated at the upper left corner of the screen, to save the changes and return to the Text Settings screen.

The next few controls in the Text Settings screen are all buttons. In order, they are Text Colour, Background Colour, Sentence Highlight Colour and Word Highlight Colour. Activating any of these buttons results in a screen being displayed consisting of 28 different colours. When you have chosen a colour, activate the Back button, situated at the upper left corner of the screen, to save your changes and return to the Text Settings screen.

The final control in the Text Settings screen is a button labelled Reset To Default. Activating this button results in all changes you have made being deleted and the settings reverting to the default.

The options found in the Text Settings screen only affect e-pub, PDF and DAISY books with synchronised text. They do not serve any purpose when reading an Audio Book. Therefore, activate the Save button, situated at the upper left corner of the Text Settings screen, to return to the Play and Navigation Controls screen.

The Audio Settings Button

Activating the Audio Settings button results in the Audio Settings screen being displayed. Situated at the upper left corner of this screen, you will find the Back button. When this button is activated, any changes you make in the Audio Settings screen are saved and you are returned to the Play and Navigation Controls screen. To the right of the Save button, you will find a heading labelled Audio Settings.

The first control in the Audio Settings screen is the Audio Speed slider bar, with the current setting displayed directly underneath. For reference, the speeds available range from 75% (slightly slower than normal speed), to 300% (3 times normal speed). The default option is 100%.

The second control in the Audio Settings screen is the Play Sound on Bookmark Switch button. Activating this button toggles between On and Off. For reference, the default setting is On.

The third control in the Audio Settings screen is the Play on Navigation Switch button. Activating this button toggles between On and Off. For reference, the default setting is On.

The fourth control in the Audio Settings screen is the Rewind Audio on Book Load Edit button, which has the current setting displayed on the associated label. Activating this button results in a popup window being displayed which consists of the following buttons: Off, 10 Seconds, 30 Seconds, 1 Minute, 5 Minutes and Cancel. Activating any of these buttons results in you being returned to the Audio Settings screen and the setting you selected being displayed on the associated label.

The final control in the Audio Settings screen is a button labelled Reset To Default. Activating this button results in all changes you have made being deleted and the settings reverting to the default.

In general, the default settings are absolutely fine for the reading of Audio Books. However, do experiment with the available settings, as we all have our own preferences! When you have finished in the Audio Settings screen, activate the Back button, situated at the upper left corner of the screen, to save the changes and return to the Play and Navigation Controls screen.

The Book Options Button

Activating the Book Options button results in a popup window being displayed consisting of the following buttons: Sleep Timer, Where Am I, Book Information and Cancel.

When the Sleep Timer button is activated, another popup window is displayed consisting of the following buttons: 15 Minutes, 30 Minutes, 45 Minutes, 60 Minutes and Cancel. If you choose to activate one of the available time buttons, the book will

be set to stop playing after the specified time has elapsed and you will be returned to the Play and Navigation Controls screen. If you activate the Cancel button, you will also be returned to the Play and Navigation Controls screen.

When the Where Am I button is activated, the Where Am I screen is displayed. In this screen, you will find information about your position in the book. For example, the name of the book, the current section and how far through that section you are as a percentage and the current time. When you have found the information you require, activate the OK button, situated at the bottom of the screen. Upon doing this, you will be returned to the Play and Navigation Controls screen.

When the Book Information button is activated, the Book Information Screen is displayed. This screen provides the same information described earlier in this tutorial, in the section called Description of the Book Information Screen. To close this screen, activate the Back button, situated at the upper left corner. Upon doing this, you will be returned to the Play and Navigation Controls screen.

This concludes the description of the 5 buttons at the top of the Play and Navigations Controls screen.

Towards the bottom of the Play and Navigation Controls screen, you will find a text label which indicates which section of the book you are currently reading and how many sections in total there are. If you have just started to read a book, this label will be "1, 1 of X, where x represents the total number of sections".

A little further down the screen, you will find the Back to Last Reading Position button. At the time of writing (03 August 2020), I am not too sure what this button is for! To the right of the Back to Last Reading Position button, you will find a text label which indicates, in minutes and seconds, how far through the current section you are. To the right of this, you will find the Track Position Slider Bar. This indicates, as a percentage, how far through the current section you are. Using the Slider bar, you can adjust the playback position. To the right of the slider bar, you will find another text label which indicates, in minutes and seconds, how much time is remaining in the current section.

At the very bottom of the Play and Navigation Controls screen, you will find a row of 5 buttons. These are, from left to right, Book Navigation, Previous, Play, Next and Navigation Settings. Each button is described below:

The Book Navigation button

Activating the Book Navigation button results in the Book Navigation screen being displayed. Situated at the upper left corner of this screen, you will find the Back button. Activating this button results in you being returned to the Play and Navigation Controls screen. To the right of this button you will find the heading Book Navigation and beneath this heading, you will find 3 buttons labelled Headings, Pages and Bookmarks.

When the Headings button is activated, a list of all sections in the book is displayed. The sections are numbered, starting from number 1. The length of the section is

displayed alongside the associated number. Activating a section number results in you moving to that section in the book and you returning to the Play and Navigation Controls screen.

When the Pages button is activated, an Text Field, labelled Search, is displayed. Here, you can enter the page number you wish to move to in the book. To the right of this Text Field, you will find the Current Page button. The Page navigation options are of no use when reading an audio book. They are designed to provide easy access to pages in an e-pub, PDF or DAISY book with Synchronised text.

When the Bookmarks button is activated, all bookmarks that have been set are displayed. Activating one of these bookmarks results in you moving to the position of the bookmark in the book. Bookmarks are generally used when reading an e-pub, PDF or DAISY book with synchronised text and do not serve much purpose when reading an Audio Book.

The only option in the Book Navigation screen that serves any real purpose when reading a DAISY or audio book is the Headings button. Therefore, ensure that this option is selected and then activate the Back button, situated at the upper left corner of the screen, to return to the Play and Navigation Controls screen.

The Previous Button

The Previous button is used to rewind the audio by a pre-defined amount. The default setting is Chapter. However, this setting can be changed to time based amounts using the options found in the Navigation Settings screen, discussed later in this tutorial.

The Play Button

The Play button is used to begin playback of an audio book. When the Play button is activated, its name changes to become the Pause button. Activating the Pause button, results in the audio being paused and the button changing to become the Play button once more.

The Next Button

The Next button is used to fast-forward the audio by a pre-defined amount. The default setting is Chapter. However, this setting can be changed to time based amounts using the options found in the Navigation Settings screen, discussed next.

The Navigation Settings Button

Activating the Navigation Settings button results in the Navigation Settings screen being displayed. At the upper left corner of this screen, you will find the Back button. Activating this button results in you being returned to the Play and Navigation Controls screen. To the right of this button you will find the heading Navigation Settings and beneath this heading, you will find 6 buttons - 15 Seconds, 2 Minutes, 5 Minutes, Book Default, Heading 1 Only and Heading 1 and 2 Only.

To change how far the book is rewound or fast-forwarded, activate the desired button. Upon doing this, you will be returned to the Play and Navigation Controls screen. Now, when you activate either the Previous or Next buttons, the audio will rewind or fast-forward by the amount you specified in the Navigation Settings screen.

This concludes the description of the controls found in the Play and Navigation Controls Screen.

Spend some time getting used to playing and pausing your audio book. Also, spend some time rewinding and fast-forwarding the audio with the Previous and Next buttons. Why not try using the Track Position Slider Bar to rewind and fast-forward by larger increments!

Deleting a Book

It is very easy to delete a book. However, you will only usually do this once you have finished reading it!

To delete a book, follow these suggested steps:

1. Activate the Side Menu button, situated at the upper left corner of the screen.
2. Activate the My Books button. Upon doing this, the My Books screen will be displayed. Remember, this screen contains a list of all books you have downloaded.
3. Locate the book you wish to delete and then activate the associated Book Information button. Upon doing this, the Book Information screen will be displayed.
4. Situated at the upper right corner of the Book Information screen, you will find a button labelled Remove Book. Activate this button! Upon doing this, a popup window will be displayed titled Remove Book. A message will ask if you would like to remove the book from your device. You have two options, Yes and Cancel.
5. Activate the Yes button. Upon doing this, the book will be removed from your device! If you decide you don't want to remove the book, activate the No button instead.

Congratulations, you have completed the introduction to downloading and reading audio books from the RNIB Reading Services library, using the Dolphin EasyReader app. If necessary, go through this tutorial again, to help reinforce the learning.

Following are a couple of exercises to help further reinforce your learning.

Exercise 1

In this exercise, you are going to search for the audio book called Red Notice by Andy McNab. You are then going to download the book and play it.

1. Activate the Side Menu button, situated at the upper left corner of the screen. Upon doing this, a list of options will be displayed.
2. Activate the option called RNIB Reading Services. Upon doing this, the RNIB Reading Services screen will be displayed.
3. Activate the Search Text Field. Upon doing this, a keyboard will be displayed at the bottom of the screen.
4. Using the keyboard, type the author's name. In this case, Andy McNab.
5. When you have accurately entered the author's name, activate the Search button, situated at the bottom right corner of the keyboard. Upon doing this, the search will be performed and books written by Andy McNab that are available in audio format will be listed.
6. Activate the Book Information button associated with the book called Red Notice, by Andy McNab. Upon doing this, the Book Information screen will be displayed.
7. In the Book Information screen, activate the Download button. Upon doing this, the book will be downloaded to the My Books section. Remember, this process might take a few minutes, so be patient!
8. When the book has fully downloaded, activate the Back button, situated at the upper left corner of the screen. Upon doing this, the Book Information screen will close and you will be returned to the RNIB Reading Services screen, with the Search Results still displayed.
9. Activate the Back button, situated at the upper left corner of the screen. Upon doing this, you will be in the RNIB Reading Services screen!
10. Activate the Side Menu button, situated at the upper left corner of the screen. Upon doing this, a list of options will be displayed.
11. Activate the My Books button. Upon doing this, a list of all books you have downloaded will be displayed.
12. Activate the button for the book called Red Notice, by Andy McNab. Upon doing this, the Play and Navigation Controls screen will be displayed.

Congratulations, you have successfully searched for, downloaded and opened your second audio book! Go ahead and play the book!

End of Exercise 1

Exercise 2

In this exercise, you are going to search for the audio book called Smoke Screen by Dick Francis. You are then going to download the book and play it.

1. Activate the Side Menu button, situated at the upper left corner of the screen.
2. Activate the option called RNIB Reading Services. Upon doing this, the RNIB Reading Services screen will be displayed.
3. Activate the Search Text Field. Upon doing this, a keyboard will be displayed at the bottom of the screen.
4. Using the keyboard, type the author's name. In this case, Dick Francis.
5. When you have accurately entered the author's name, activate the Search button, situated at the bottom right corner of the keyboard.
6. Activate the Book Information button associated with the book called Smoke Screen, by Dick Francis. Upon doing this, the Book Information screen will be displayed.
7. In the Book Information screen, activate the Download button. Upon doing this, the book will be downloaded to the My Books section. Remember, this process might take a few minutes, so be patient!
8. When the book has fully downloaded, activate the Back button, situated at the upper left corner of the screen. Upon doing this, the Book Information screen will close and you will be returned to the RNIB Reading Services screen, with the Search Results still displayed.
9. Activate the Back button, situated at the upper left corner of the screen. Upon doing this, you will be in the RNIB Reading Services screen!
10. Activate the Side Menu button, situated at the upper left corner of the screen.
11. Activate the My Books button. Upon doing this, a list of all books you have downloaded will be displayed.
12. Activate the button for the book called Smoke Screen, by Dick Francis. Upon doing this, the Play and Navigation Controls screen will be displayed.

Congratulations, you have successfully searched for, downloaded and opened your third audio book! Go ahead and play the book!

End of Exercise 2

End of Tutorial