

Datalogics

READynamic User Guide for Managing and Publishing eBooks

READynamic Version 3.4

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Table of Contents

What is READynamic?.....	1
The READynamic Portal.....	1
Getting Started with eBooks.....	2
The All Books Tab Screen	2
The My Bookshelf Tab Screen	3
What eBooks Look Like.....	4
Access Permissions	4
The eBook Information Screen	5
About This Book, and the LTI Link	5
Access Rights for an eBook.....	5
Granting a Person or Group Access to an eBook.....	5
Working with an eBook in the Information Screen.....	6
My Media Library.....	7
Filtering, Sorting, and Searching for Titles.....	8
Adding a New eBook to READynamic	9
URMS Encryption.....	11
Completing the Process.....	12
Working with eBook Extensions	13
Displaying Extensions.....	13
Adding an Extension to an Existing eBook.....	14
Opening an Extension	15
Editing and Adding eBook Content	16
Select.....	16
Search textbook.....	17
Search dictionary	17
Copy text.....	17
Read text.....	17
Create comment	17
Highlight this	17
Create overlay	17
Panning	18
Pen	18
Eraser.....	18
Bookmark.....	19
Comment	19

Table of Contents	19
Search	20
Adding Interactive Elements or Overlays to eBooks	21
Working with the Appearance of an Overlay window	23
Text	23
Links and Cross References	24
Links to YouTube videos.....	24
Image, Video, or Audio files	24
Widgets (script).....	24
File Attachments	25
Create a Quiz.....	25
Document Information and Settings.....	26
Textbook Information.....	26
Disabling Features.....	26
Displaying Items in your Media Library.....	26
Changing How the READynamic Screen Appears	27
eBook Display.....	27
Scroll Bar	27
Zoom Buttons	27
Font Size	27
Navigating the Pages	27
Reading Mode.....	28
Working with Groups.....	29
Reports and Notifications.....	31

What is READynamic?

READynamic allows you to manage your collection of eBooks. If you are a teacher or college professor, you can import PDF or EPUB documents and assign them to your classes so that your students can access them at the beginning of the term. But you can also add custom features to your eBooks, to make learning easier, including videos, audio files, interactive diagrams, and even quizzes.

If you work in a business, you could use READynamic to add custom changes to PDF and EPUB materials provided by human resources or your internal training department, or to create corporate reports, technical content, and promotional documents. After the eBooks are in place, users can access them and open them on mobile devices or using any browser on a desktop or laptop computer.

This guide is intended for publishers or administrators, people with the authority to upload eBooks into the READynamic Portal and edit them.

The READynamic Portal

The READynamic Portal is your front end for the software. This guide describes how administrators can use this tool to edit and manage eBooks. That is, a professor could open and edit a book assigned to a class that she will be teaching, or a manager at a business can edit and distribute internal training materials.

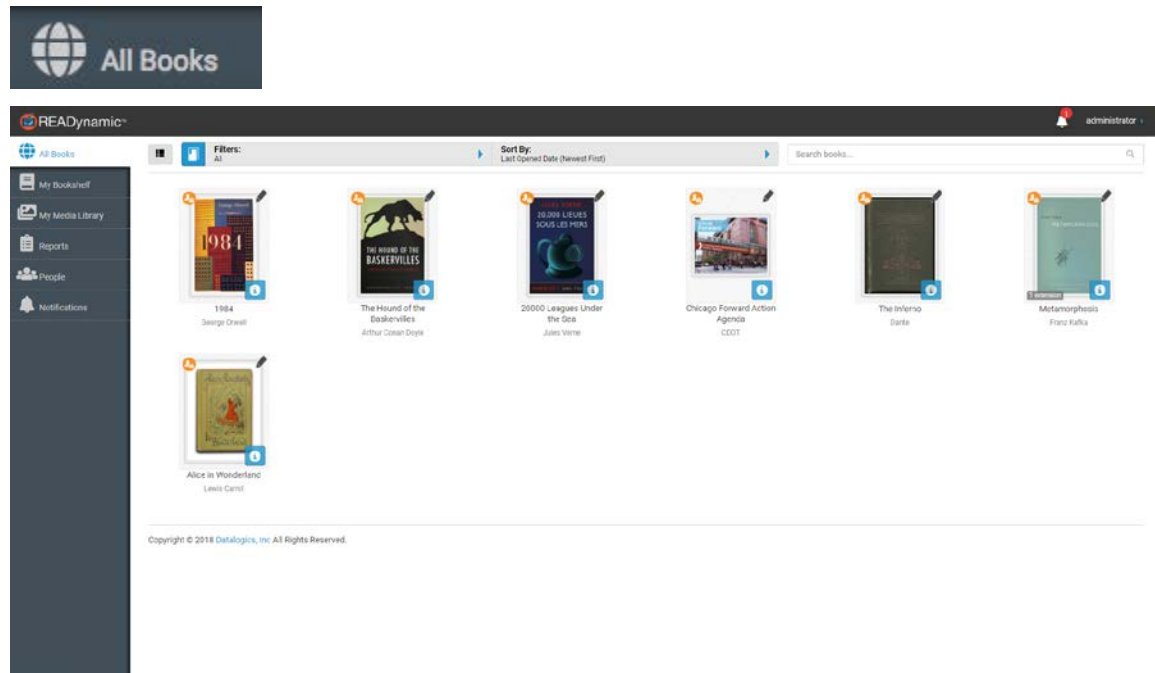
The functions available to you with the Portal include:

- Search for, sort, filter, open for display, and select books for editing. The All Books tab features books purchased for your use by an administrator at your location. You can copy these books to the My Bookshelf tab. Your bookshelf features are books that you own and that you are free to edit, share with others, and assign to groups, such as college classes or departments.
- Add your own PDF or EPUB books to your bookshelf
- Add media files to your media library, such as video files, audio (such as MP3) files, photographs or other images, or diagrams
- Look at reports that describe activity related to each eBook on your Bookshelf
- Create groups, and add people to those groups. A common example of a group would be a college class in Botany or Algebra. You can add individual users (students) to a group and add eBooks to the group as well. Every member of the group would have reading access to every title added to the group.
- Look at automatic messages describing changes to your platform, such as new users added to groups or new groups created.

Getting Started with eBooks

The All Books Tab Screen

The books available in the READynamic portal are found on two tabs, All Books and My Bookshelf.



The All Books tab shows public titles. This group of books appears for all system users, and any system user can access these eBooks, edit them, and assign them to groups.

Many of the books that appear on All Books will be uploaded there directly by a system administrator. At a university, for example, faculty in each department will decide what text books to assign to students for each class. The faculty members send these book requests to an official in the Dean’s office, who will order them from online publishers using an internal purchasing system. Or a business might also have a single person given the authority to place orders for eBooks from publishers for use with internal training sessions.

This purchasing system handles the licensing for the eBooks. If three sections of a class have 80 students, three faculty members, and three teaching assistants, the purchasing system will negotiate a contract with the publisher to allow the college to effectively distribute 86 copies of an electronic textbook needed for that class. Then, the students enrolled in that class will pay a fee to read that eBook textbook for the term on their mobile devices or laptops.

The My Bookshelf Tab Screen

Each publisher or administrator using the READynamic Portal has a My Bookshelf tab.

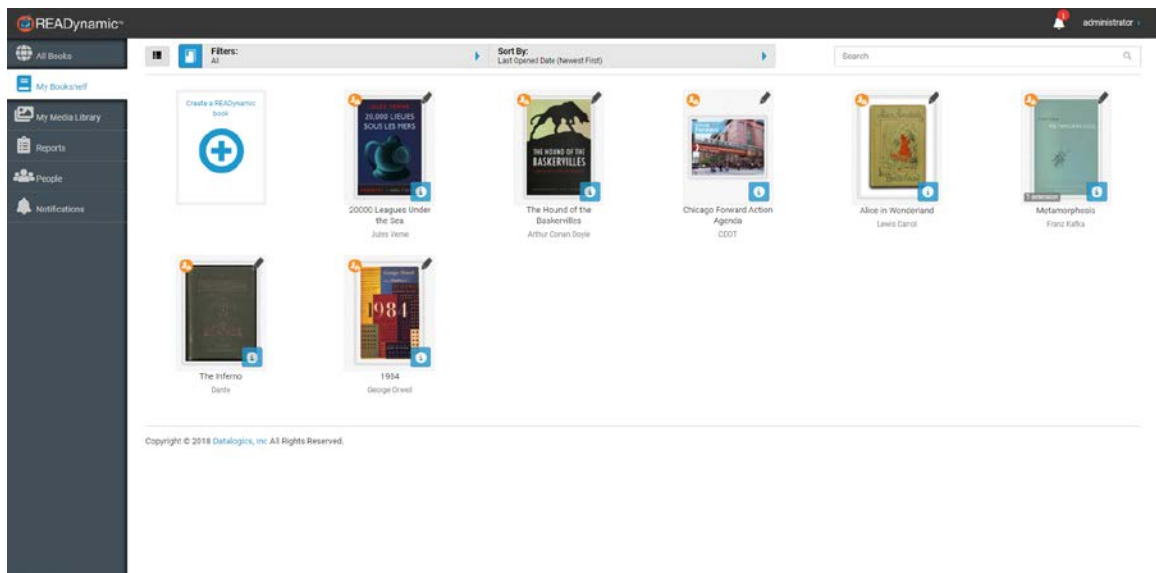


This tab shows the books that you own, or the books for which you are considered the “author.” These are books that you have uploaded to READynamic personally, or that you were given authority to edit and distribute.

Note the “Create a READynamic book” thumbnail in the upper left corner of the My Bookshelf screen. You can use this to manually upload PDF and EPUB files as eBooks into the READynamic portal, one eBook at a time. Any book you upload manually will also appear on the All Books tab. A faculty member could upload a book to READynamic using his or her My Bookshelf tab, and set permissions to Public. Then the title would be made available to everyone with access to the portal. A book set to Restricted will only appear on the My Bookshelf tab.

Keep in mind that if you want to upload a PDF or EPUB document file to your **bookshelf in READynamic, and make it available to everyone on the All Books tab, you must have permission to distribute it. That means that you can’t buy a single copy of an eBook and post it to the All Books tab for others to access.**

If you need 15 copies of an eBook from a publisher, you need make sure that you have paid for a license to distribute 15 copies of this title before you upload the eBook into the READynamic portal. You may post a PDF or EPUB document you write and create yourself, or provide public access to documents that you know that the author intends to be distributed for free.



The My Bookshelf tab displays your books, the eBook files you added to READynamic yourself or copied in from the All Books tab. These are the books that you can edit and assign to a group (such as a college class or a department). My Bookshelf is custom for each user. Only you can look at the eBooks assigned to you and displayed on your version of the My Bookshelf tab. From here you can edit your eBooks. See “Editing and Adding eBook Content” on page 16.


What eBooks Look Like

Your eBooks will look something like one of these thumbnails:



To open an eBook, simply tap or double click on the thumbnail.




To leave your eBook and return to your My Bookshelf window, click the back button on your browser. If you use Firefox, however, if you click the back button it takes you back to your previous screen. Firefox, unlike other popular browsers, counts each page read in an eBook as a separate page viewed in the browser. To return to My Bookshelf in Firefox, right click on the Firefox browser back button to display a list of the pages you have previously visited. Select the page labeled "Portal" to return to your My Bookshelf page.

The pencil icon, , shows that you are the Author of an eBook.


That means that you are the one who downloaded this eBook to READynamic, and are responsible for it, and you can edit, add content to, or delete that eBook. It is also possible for an administrator to grant you author privileges to an eBook that someone else provided.

Access Permissions

The icon shown on the upper left corner of an eBook image describes the access permission:

- | | | |
|---|------------|---|
|  | Restricted | The title has limited access. A restricted eBook is not available to the public, but the owner of that eBook can grant access to that book to other users or groups, such as by giving the title to someone, or lending it. |
|  | Private | The title has limited access. A private eBook is only available to the user who owns that book. The owner can read it but is not permitted to share it with others. |
|  | Public | A public book can be downloaded and read by any user. |

The eBook Information Screen

Click the information icon, , to open the Access Control Panel. This window displays information about the eBook title.

About This Book, and the LTI Link


Note the LTI Link at the bottom of the list of information about the eBook, under Author, Publisher, and Language. LTI refers to an Application Programming Interface (API) called the Learning Tools Interoperability. LTI is provided by the IMS Global Learning Consortium, and it is designed to allow READynamic to connect to your local Learning Management System, such as Blackboard, or Moodle, or Edmodo.


There are a wide variety of LMS platforms available, and you probably have one in place at your institution. When you add an eBook to READynamic it is automatically assigned an LTI link, and you can use this web address to allow your students to access the eBook in your local LMS system. If you have set up courses in Moodle, for example, you could add the LTI link for an eBook in READynamic to one of those Moodle courses. Your students could click on the link in the Moodle course and open an eBook that you added to, and edited, in READynamic.

Access Rights for an eBook

The page also lists:

- Pending Access Requests, requests from individuals who want to be able to open and read this eBook
- Pending Invitations, invitations to access this title that were sent to users but that have not been accepted yet
- Users, or contacts (individuals) who have been granted access to this title
- Groups, such as college classes, where this title has been added. Any individual who is added to a group with an eBook will be able to access that title.

Select the users or groups that appear in these lists and click  to grant those users or groups access to the eBook.

Click  to revoke access to the selected users or groups.

Granting a Person or Group Access to an eBook

You can also use the Access Control Panel to grant a contact (a user, or reader) or a group (such as a college class) access to this eBook.

To lend a book to a contact, click the arrow to select “Contacts” under Type. Then, click the arrow to the right of this, under Contacts, to choose the contact you want.

Type	Contacts	Contacts
<input type="text" value="Contacts"/>	<input type="text" value="Alex"/>	

Click .

The Book Permissions window appears:

Book Permissions
✕

How long would you like to loan this book?

∞ **Indefinite**
The user/group will have access to this book until you revoke it.

🕒 **Temporary**
The user/group will have access to this book until a given date or you revoke it.

What can the user do?

👁️ **Only View**
The user can only read the book.

✎ **Can Edit**
The user can read and create extensions for the book.

Cancel
Loan

Define the type of loan, either until you remove the eBook or until a specific date you select.

Then define whether the user can edit the eBook or merely open and read it.

Click Loan.

Note that you can also lend an eBook to a group, using the same process. This would be the approach you would use to assign an eBook to a class as required reading, available to the students in that class until the end of the term.

Working with an eBook in the Information Screen

In the upper right corner of the Access Control Panel, note these icons:



Click this icon to download a copy of this eBook. The download will appear as a *.matb file, a special compressed format proprietary to READynamic. The download file includes every extension for the eBook you created in READynamic, and each extension includes all of the custom changes and overlays added to that copy of the title. You could use this feature to preserve your own personal backup copy of your work with an eBook.

You might also find this download feature useful if you want to copy an eBook that you have edited so that you can move it to another READynamic user portal.

Suppose you are a professor teaching the botany classes at Central Southern State University and at Linden College. You have a textbook, “Scientific Classification for

Angiosperms,” that you want to assign to two different introductory Botany classes, one at Central Southern and the other at Linden. If you had already added an extension to this textbook while working on READynamic at Central Southern, you could download your updated copy of this textbook from the portal at Central Southern and then import it using the READynamic portal at Linden College. Your changes would be preserved. Both institutions would of course need to have a licensed copy of READynamic for this to work.

In a business setting, imagine that you are a training consultant, and teach software classes at several companies and institutions near where you live. You could create an updated copy of an ePUB or PDF eBook file for one company, download that copy, and upload it into READynamic for another one of your clients to use in training at that site as well.

This feature is likely to be rarely used. Keep in mind, however, the purpose of this download utility. It is not to allow you to simply download a copy of a PDF or EPUB document from READynamic. In fact, you won't be able to use the resulting download file, except to import it into another READynamic user portal.



Change the Settings for this eBook



Display the list of extensions available for this eBook, and edit them

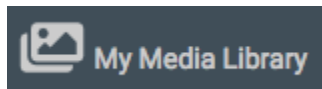


Open one of the extensions

See “Working with eBook Extensions” on page 13.

My Media Library

Note this tab on the left side of the screen:



This tab shows every graphic image, video, and file attachment you have uploaded to the READynamic portal for use with your eBooks.

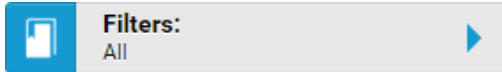
You can upload a media file to READynamic using the Media Library tab. You can also open a specific eBook file and add a graphic, video, or audio file directly to a document as an Overlay. The file that you add to an eBook as an Overlay it will automatically be added to your Media Library. See “Adding Interactive Elements or Overlays ” on page 21.

Filtering, Sorting, and Searching for Titles

In a browser window, the All Books and My Bookshelf tab screens are designed to display thumbnails for up to 12 eBooks at a time. But you may have dozens or even hundreds of eBooks in your personal library, and your institution might provide access to many more than that on All Books.

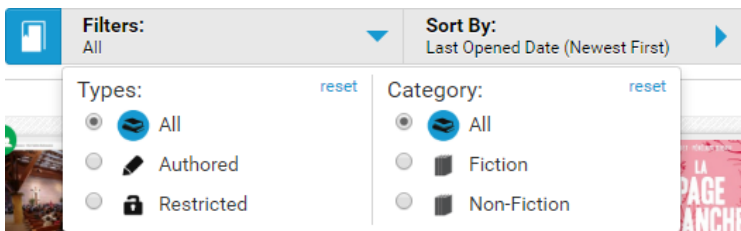
To make it easier to find the title you need, READynamic provides a search tool. Enter the name of a title and it appears on the window.

You can also filter the eBooks shown:

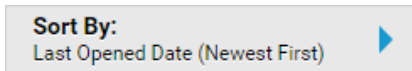


You can limit the titles shown to the eBooks that you authored, or to restricted eBooks.

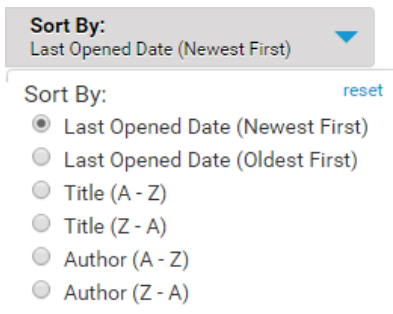
You can also filter books by category, fiction or non-fiction.



And you can sort the titles:



Display the books in order by title or author, or the date the book was last opened.



Adding a New eBook to READynamic


To add a title to your bookshelf, you must own the book. From the READynamic portal, click:



This opens the Create window. How it appears depends on how your system is configured. It might look like this:

Create a READynamic book ✕

1: Book Content*


Click here to upload a file.
Allowed filetypes: .epub, .pdf, .matb, .zip

[Continue](#)

2: Book Cover

Use First Page [Change](#)

3: Book Data*

Name: * [Change](#)

Author

Description:

Category:

Tags:

4: Permissions

Permission: [Change](#)

5: Comments Visibility

Visible to: [Change](#)


I certify that I have the right to use this content.

[Create](#)

Or like this:

Create an Active Textbook ✕

1: Book Content*



Click here to upload a file.
Allowed filetypes: .epub, .pdf, .matb, .zip

[Continue](#)

2: Book Cover

Use First Page [Change](#)

3: Book Data*

Name: *	Add a Name	Change
Author	Add an Author	
Description:	Add a Description	
Category:	Select a Category	
Tags:	Add Tags	

4: Permissions

Permission: Restricted [Change](#)

5: Comments Visibility

Visible to: The creator and the owner of the book [Change](#)

6: Upload the book with URMS protection

URMS Settings: With URMS [Change](#)

PDF->EPUB

I certify that I have the right to use this content.

[Create](#)

Start at the top, with Book Content.

You can click in the box to browse to the file that you want.

It is easier, however, to simply find the ePUB or PDF file you want in a file manager like Windows Explorer. Then, click and drag the file to the top of this screen and drop it there.

Usually the system will simply take the first page of the document to serve as a cover page, to appear on the eBook icon on your bookshelf.

But you can provide your own graphic instead, in the form of a TIF, PNG or JPG file.

Enter the title of the book and the author, and the publisher. Enter the category (fiction or non-fiction) and add tags to make it easier to find this book when searching for titles.

For permissions, see “Access Permissions” on page 4.

If you are using URMS, decide whether you want to apply URMS encryption to the title.

Check the box to show that you have the rights to add this book to your bookshelf.

Click .

URMS Encryption

Use option number 6 to apply URMS protection to the new eBook as you upload it to READynamic.

If URMS has been enabled in your READynamic environment you will see this option on your Create eBook Screen. If you don't see option 6, disregard this section and go on to the description of the “Adding an Extension to an Existing eBook” on page 14.

URMS refers to the User Rights Management System, a digital content management tool provided by Sony DADC to protect eBook content. URMS is designed for use by educational institutions, businesses, libraries, and eBook retail outlets. For eBook content that is under copyright, and offered for sale by bookstores or publishers, URMS works to protect the rights of the owner of the content from theft of intellectual property. If you apply URMS encryption to an eBook when you upload it to READynamic, the book is secured against hackers who might try to gain access to the content for resale, and it prevents the book from being distributed to individuals who did not pay for rights to read the eBook or who did not properly borrow the book from a library or receive it as a gift.

You can select “With URMS” or “No URMS.” That means that when you upload a new book into READynamic, you can choose to apply URMS protection to that eBook or not.


Some eBooks do not need to be encrypted. Perhaps you are adding a book to READynamic that was created by your HR department for internal training, and you have no plans distribute it outside of your company. Some eBooks are in the public domain, which might mean that the copyright has expired, such as for a 19th century novel. Or the eBook might be in the public domain because it was produced by a government agency that, by law, is required to add any content it generates to the public domain on the day it is published. This would apply to the United States government and to the governments of some of the states, such as Massachusetts and Florida. As your institution will be charged a fee for every eBook you encrypt using URMS, you would want to select “No URMS” for any eBook that you know does not need to be encrypted.

6: Upload the book with URMS protection

URMS Settings:

With URMS No URMS

Per book URMS setting to override default value in server config file



6: Upload the book with URMS protection

URMS Settings:

With URMS No URMS

Per book URMS setting to override default value in server config file

Use Old PDF View

[Continue](#)

If you select URMS, and the eBook file is a PDF document, READynamic will convert it to a fixed-format EPUB file before encrypting it. READynamic can only apply URMS encryption to an EPUB file.

Select “No URMS” if you don’t want to use URMS with your eBook. If the eBook is an EPUB file, READynamic will upload it without encrypting it.

If the eBook is a PDF document, check “Use Old PDF View” if you want READynamic to convert the PDF document into a set of bitmap files before uploading it.

If you want READynamic to take the PDF document and convert it to a fixed-format EPUB file instead, but upload it without URMS encryption, do not check the “Use Old PDF View option.”

Completing the Process

After you click [Create](#) a progress bar appears. In a few moments, the thumbnail of the eBook appears on your bookshelf, with a cover image.

It may take a few minutes for the eBook file to upload. If you try to open it too soon, you will see an error message:

This READynamic book is not available for viewing yet.

Working with eBook Extensions

An extension represents a version of an eBook with custom edits, in the form of Overlays, such as text, video files or audio clips, links to YouTube videos or web pages, images, quizzes, JavaScript passages, or attached files. After you add an eBook to READynamic, you can create extensions for that eBook. If you have five extensions of an eBook, including the original version, five different copies of this eBook will be available to your users, each with its own unique set of custom changes. You can create as many extensions as you like for a single eBook, and add as many Overlays as you like to each extension.

To learn more about overlays see “Editing and Adding eBook Content” on page 16.

Displaying Extensions

If an eBook has at least one extension, when you click on the book thumbnail in the READynamic portal the list of extensions available with that eBook will appear. Click on the name of the extension you want to open that version of the eBook. The overlays associated with that copy of the eBook will appear.

Suppose you are a college professor teaching Botany. You offer three classes next term:

- Botany 601—Introduction to Botany
- Botany 660—Ecology of Flowering Plants
- Biology 722—Desert Ecosystems

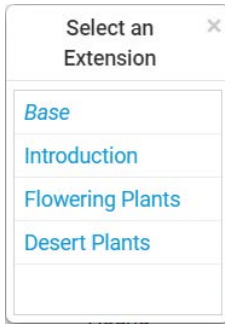
You decide to assign a textbook called “Scientific Classifications for Angiosperms” to each of these classes. Use the READynamic Portal to create three custom versions of this electronic textbook, one extension for each class:

Class	Extension	Overlays added to the eBook
Botany 601	Introduction	Some simple videos and images not found in the text, and a set of three quizzes for review
Botany 660	Flowering Plants	A set of more advanced videos and diagrams, and a quiz at the end of each chapter
Biology 772	Desert Plants	Videos, diagrams, and images specific to your own research specialty in research ecology, plus a research article offered as a PDF document and an audio recording of a lecture on desert flowers presented at a conference in San Diego last year.

This eBook appears in your bookshelf in the READynamic user portal, a textbook called “Scientific Classifications for Angiosperms.”





And that eBook will have three extensions:



You have four versions of this textbook, including the original (“Base”) and three others, each with a unique set of changes.

Adding an Extension to an Existing eBook

To add an extension to an existing eBook, click  for that eBook.

Click  to list the extensions for this title, if any. You will see the  icon in the upper right corner of the screen.

Click  to create a new extension. The Create Extension window appears:

Create Extension

Name:

Description:

Permissions:

Active Textbook

Restricted
Visible only to people you choose.

Private
Visible only to you.

Display this book in public search results.
Users will be able to request access to this book, but will not be able to view it unless you grant them permission.

Comments Visibility:

Visible to

The creator and the owner of the extension
Comments are only visible to the creator of comments and the owner of the extension.

Everyone
Comments are visible to everyone.

Create

Enter the name and a description of the new extension.

Set the permissions, Restricted or Private.

Then, select the Comments Visibility.

This setting defines who can see comments in an eBook. You can choose the option to make sure that the comments appear for anyone who opens the eBook. Or you can make the comments private, so that they only appear for the person who owns the book. This setting overrides the reader-private server setting.

Click  .

Opening an Extension

When you open an eBook extension, you are opening the copy of the original eBook that you just created. You can edit and add Overlays to this extension and save your changes, and those edits and overlays will only appear in that extension.

Continuing our example, the extension of Scientific Classification for Angiosperms called “Introduction” will have some simple videos and quizzes for introductory students. The extension called “Desert Flowers” will feature an audio lecture and a PDF document attachment for more advanced students.

Any eBook in your READynamic portal can have as many extensions (copies) as you want to create, and you can add as many overlays to each extension as you like. Use the extension feature to create your own custom versions of the eBooks you provide.

Note that you cannot grant an extension Public access, making the extension available to any reader, unless the book itself is also designated for public access. That would be because by nature an eBook extension in READynamic is intended to be offered only to a specific group, such as a college class. After you add an extension to an eBook in READynamic, you must personally grant access permission to that eBook to individuals or groups who will need to read it.

Editing and Adding eBook Content

If you are designated as the author of an eBook, either because you uploaded it to READynamic or because an administrator gave you author privileges, you can open that eBook and make changes to the content. The kinds of changes you can make include:

- Scribble or draw lines and letters on a document
- Erase those lines or scribbles
- Add bookmarks
- Add comments
- Add overlays, such as text, video files or audio clips, links to YouTube videos or web pages, images, quizzes, JavaScript passages, or attached files
- Add or edit a table of contents

You can make multiple copies of an eBook, each with its own set of edits and additions. These separate copies are called “extensions.” For more details on adding extensions to an eBook, see “Working with eBook Extensions” on page 13.

Note that several of the editing features in READynamic only work with PDF documents, but not with EPUB files. This includes:



Panning



Pen, to draw lines in the document



Eraser, to delete content from the document

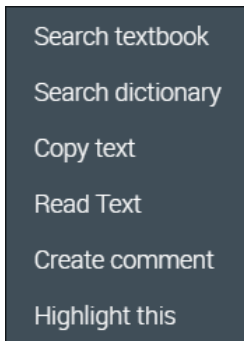
You can, however, edit EPUB files by adding bookmarks, comments, and overlays. For example, you could embed a video or a link to an external web page in a PDF or EPUB file.

Select

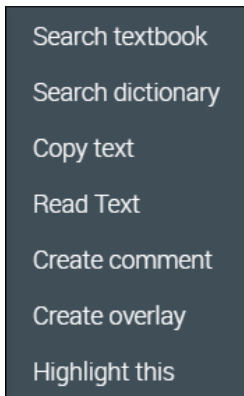
When you open an eBook in READynamic, the system defaults to this setting. The arrow allows you to select text on a page.



Double click a word, or click and drag to highlight a phrase, sentence, or other section of text. On a mobile device, touch the words you want to select, or drag your finger across the screen to select a phrase or sentence. This dialog, the Context Menu, appears:



If you are the owner/author of the eBook, you will see this dialog instead:



Search textbook

The software will search for other examples of this word elsewhere in the text, and list them.

Search dictionary

Display a definition of a word shown. Make sure you click the magnifying glass icon.

Copy text

Copy selected text to a clipboard.

Read text

Use Text-to-Speech to read text to the user.

Create comment

Add a text box with your comment. You can delete this later by clicking on the box.

Highlight this

Add a yellow highlight to text. Right click on the highlight to delete it.

Create overlay

You must be the owner of a document to add an overlay.

Note that with a PDF document, when you select the Overlay feature, the icon will change to a plus sign. You can use it as a guide to draw a box anywhere on the page and place your overlay in that box. For an ePUB file, to add an overlay you must highlight a block of text on the page.

You can also create an overlay in a PDF document by highlighting a block of text and then selecting Create Overlay on the Context Menu.

With the overlay feature, you can add a variety of items to an eBook:

- Text boxes
- Hyperlinks to web pages, or cross reference links to other places in the same document
- Links to YouTube videos
- Local video, audio, or image files
- Portions of executable program script, using either HTML5 or JavaScript (a widget)
- Attached files
- Quizzes

To learn more, see “Adding Interactive Elements or Overlays ” on page 21.

Panning

Using the panning tool, you can move the current page in any direction on the screen. This can be useful for viewing different sections of a page in a PDF document, after you zoom in to see content more clearly.



Pen

The pen is an editing tool.

Use the pen to draw lines on a PDF document. You can underline sections of text, circle items, draw sketches, and so on. Hold down the left mouse button to start drawing.



You can set the width of the lines drawn, select the color of the ink, and set the level of transparency of your lines. Set the Opacity level of the lines you draw low so that the lines will be transparent, and the text underneath will still be visible.

You can use the eraser to remove pen marks from a document.

Eraser



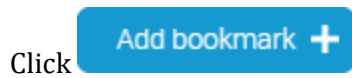
The eraser works the same way as the pen, except that you can use it to remove pen marks. Click the left mouse button and drag the eraser across a pen drawing.

Bookmark



A bookmark is a link that will take you to another page or location within the same document.

Move to the page within the document where you want to place the bookmark and then click the bookmark tab.



Click

Type in the name of the bookmark, and the color, and click add. A bookmark appears. Whenever you click on this bookmark, you will be moved to the appropriate page within the PDF document.

Click the X next to a bookmark to delete it.

Comment



Use the Comment feature to add comments. You can click the tab to look at or search for existing comments, add a new comment, delete a comment, or respond to an existing comment. If you click on a comment in the comment window the document will move to the page where that comment appears. If you click on a comment icon on a page in a document the dialog for that comment opens.

If a document has dozens or hundreds of comments, you can sort them in order by the names of the contributors, the dates the comments were added, or by their location in the document.

Note that this Comment icon only works for PDF documents. To add a comment to an EPUB file, select text and then select Create Comment from the Context Menu.

To add a comment, click the comment icon and then click on the place on the page where you want to add the comment. Type whatever you like and click Comment.

For a PDF document, you can also add a text comment from the Context Menu.

Table of Contents




Click the Table of Contents icon to display a table of contents for the document if it exists. If the original eBook features a table of contents with hyperlinks, READynamic will preserve those links.


Table of Contents

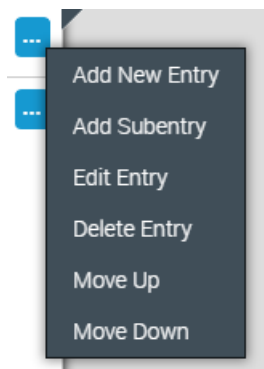
Book cover	...
CK-12 License	...
CK-12 Author Attribution	...
History of Cenozoic Life	...

You can click on the links in the table to move to other places within the document.

You can only create or edit a table of contents in a document if you are the author of that document.

If a document does not have a table of contents, the  button appears.

Click  to display a list of options related to any of the entries that appear in a table of contents. A list of options appears:



Search

Use the Search tool to find specific words or phrases in the document.



Type in the word and then click the magnifying glass icon. Every example of this term in this document appears in a list.

You can also use the search tool to look for a definition of a term in the built-in dictionary.

Adding Interactive Elements or Overlays to eBooks

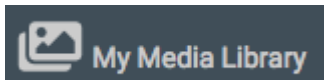


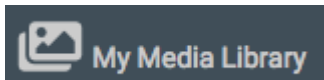
Use the Create Overlay tool to add any of these items to a document:

- Text boxes
- Hyperlinks to web pages, or cross reference links to other places in the same document
- Links to YouTube videos
- Local video, audio, or image files
- Portions of executable program script, using either HTML5 or JavaScript (a widget)
- Attached files
- Quizzes

You can place an overlay anywhere on a page. For a PDF document, the overlay does not need to be anchored to an image or selected text, but it must be anchored to selected text in an EPUB file.

Note the media library on the left sidebar.



Click  to display the items you have stored for later use, such as photographs or attached files. You can add any of these items to an eBook in READynamic as an overlay. Or you can import other items separately.

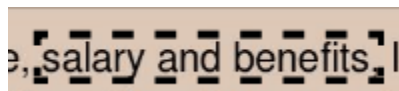
The Overlay feature works for both PDF and EPUB files, but you may only use this tool to add elements to an eBook if you are the author of that document.

Also, the way the Overlay feature works differs from PDF and EPUB documents.



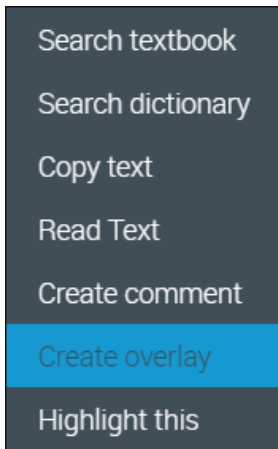
For a PDF document, click  and the cursor looks like this: 

Use the cursor to draw a box on the screen, anywhere on the page, like this:

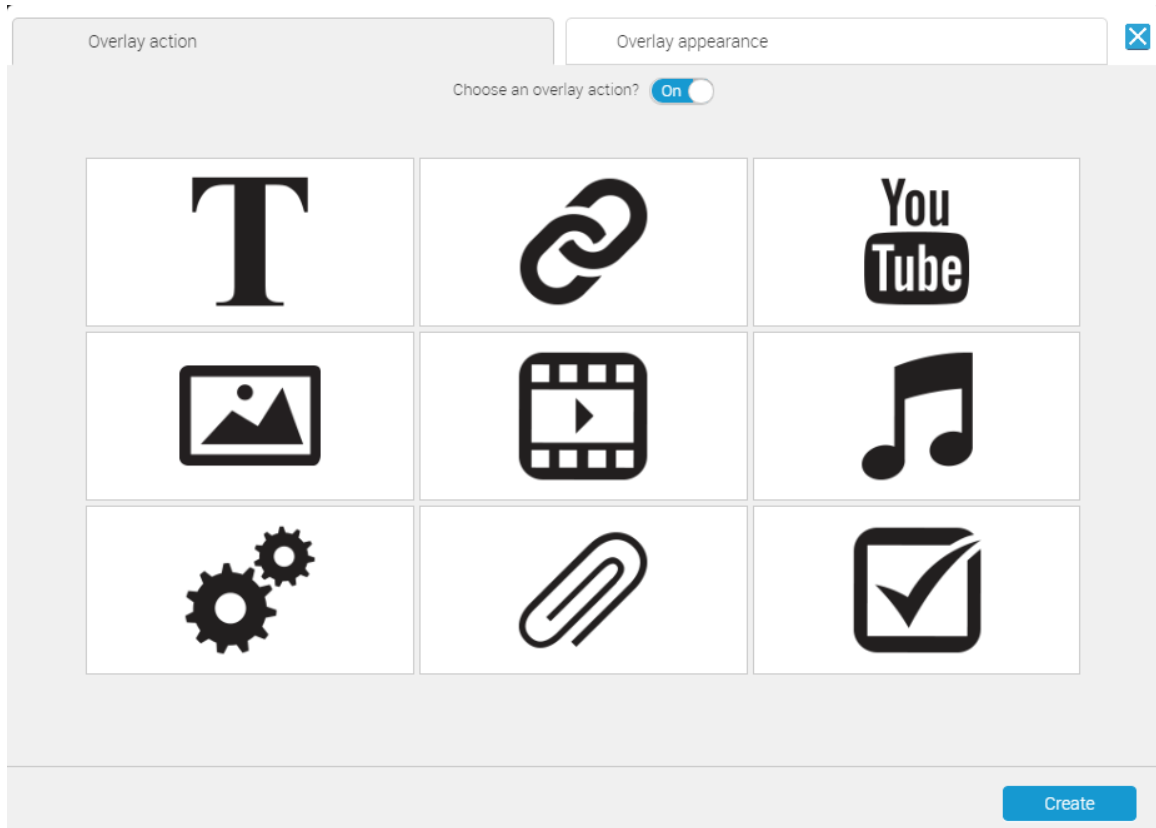


The Overlay will appear in this box.

For an EPUB document, highlight text on the page. Right click and select Create overlay:



In either case, the options window appears:

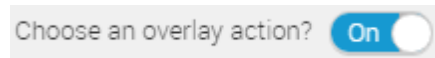


Nine options are available, Text, Link, YouTube, Image, Video, Audio, Widget, Attachment, or a Quiz.

To edit or delete an existing overlay, simply right click on the object on the page.

Working with the Appearance of an Overlay window

Note the “Choose an overlay action” switch.



Turn the switch off to disable the overlays.

Every one of the nine Overlay options will be shaded. That means that you can't select a feature for the overlay. You can add an overlay to a page, but you won't be able to embed a YouTube video in that place, or a text box, a link to a web page, or a text box. All you can do is define the appearance of the overlay, in terms of setting the background color or image, and the border color.

Why would you want to do this?

Well, in a PDF document, you might want to use the Overlay appearance feature to draw a series of boxes on pages throughout the document, each with the same size, position, background color, and border. These could serve as placeholders. After the boxes are in place, you can return to the PDF document later and add the overlay elements. Maybe you want to embed a series of YouTube videos, but you are still looking for some of the videos you need. Or maybe you know what you are looking for but you need to look up a series of relevant web pages and blog articles.

The same would apply to an EPUB file. You could scroll through a document and mark the places where you want to place overlays, and then return to them later to add the actual features—the links to web pages or audio files, for example. For an EPUB, however, the overlay would be in the form of highlighted blocks of text.

Or, if you wanted to simply create a small red box on a PDF document page with a thin black border, or a box with a small picture inside, you could do that. Maybe you want to let your students know to pay special attention to certain pages in a PDF document because the information will be included on a test later. You would mark these pages with small red boxes.

This is also a good way to add pictures to a document. Simply select a picture to use as a background for an overlay.

With an EPUB file, you could select a block of text and then turn off the Overlay action, and use Overlay appearance to choose your own color to highlight that text. If you wanted to you could use three or four different colors in an EPUB document to highlight text. Yellow highlight would mean to simply pay careful attention to this passage. Red could mean that the passage has been revised since a previous version of the same eBook, while green would be used to highlight passages that were quoted from another source.

Text



Use the Text overlay to add comments or information to a page, to appear as a popup. Click the icon to open a page where you can type or paste in text. The text editor offers a standard set of tools for working with characters, such as typeface and font size, and bold face. You can also choose a background color or image, and select a color for the border of the text box or underline.

Links and Cross References



You can add a link to an external web page in a document, or a link that will take the reader to a different page of the same document. Type or paste in the web address for the link.

Links to YouTube videos



You can also embed a YouTube video in a document. This is like adding a hyperlink to an external web page, except that when a reader clicks this link, a small YouTube window opens over the top of the document page. The reader can then start the video, but the YouTube page does not open, and no other videos will start automatically when the selected video is complete.

You can select a background color and a border color for the overlay.

Image, Video, or Audio files



You can use these three options to add an image, such as a JPG photograph, a video file, like AVI or WMV, or an audio file, such as MP3.

The dialog for these three types of overlays is the same.

Drag and drop the file you want to embed as an overlay, or click the icon to open a browsing tool to find it in a directory.

When a reader clicks on the link on the page, the graphic file will open, the video will run, or the audio file will start.

In the Overlay dialog window, you can see your collection of all of the images, videos, and audio recordings you added to the READynamic Overlay tool.

For videos, use .mp4 or .mkv files.

Widgets (script)



A widget is a simple program app, commonly embedded in web pages, such as a clock or calendar or weather report, presented as an icon in a corner of the page.

You can add a widget to a document. Click the icon and an editing page appears. There you can type, or more likely, copy and paste, a portion of HTML5 or JavaScript language code.

Click the Preview button to test your widget.

Click Add Media Item to add a file from your media library, such as a photograph, and audio file, or a video.

You can also set the pixel height and width of the Widget window when it opens. And you can click “Open in a new window instead” to open the widget in a window other than the document page in READynamic.

File Attachments



Use this option to attach files to a PDF or EPUB document. You can attach any kind of file, and it will be available to readers to download these files and save them to local directories.

Create a Quiz



Click this icon to open the Quiz Wizard, to add a quiz to a document.

Begin by entering a title for the quiz.

Then, select either “Self Assessment” or “Graded Assessment.” They are effectively the same thing, except that the Self Assessment is designed to work within READynamic. If you create a Graded Assessment, it can be opened in a Learning Management System (LMS), like Blackboard, Moodle, Canvas, or Edmodo. READynamic is designed to communicate with a vendor’s LMS system using an Application Programming Interface called the Learning Tools Interoperability (LTI) provided by the IMS Global Learning Consortium. So, for example, you could create a Graded Assessment in READynamic and then add that quiz to a college class page in Moodle.


When you create the Graded Assessment, READynamic automatically assigns that quiz a web address called an LTI Link. You can use this LTI link to add the quiz to a course in your local LMS system (such as Moodle). Then a student could click on the link in that course open the quiz there. The Graded Assessment reports grades to the instructor through the LMS System. A Self Assessment reports grades through READynamic.

Define how long the quiz will be available, the number of attempts a reader may take to pass it, and the amount of time allowed to complete the quiz.

Click Create Questions to start adding questions to your quiz. After creating the first question, click Add Question as often as necessary to add as many questions as you like to the quiz. You can create multiple choice, true/false, or short answer questions.

Click Create when you are done to build the quiz. To review the results of a quiz, see “Reports and Notifications” on page 31.

Document Information and Settings


After opening an eBook, click  to access the My Settings window for that title.

Textbook Information

This provides basic information about a text, including the name of the author, number of pages, the size of the eBook file, and the date it was added to the READynamic portal. The availability refers to the permissions for the eBook, private, public, or restricted.

Disabling Features

You can select Toggle Visibility on the My Settings screen to turn off editing features for an eBook.

Click  and then click Toggle Visibility.

You can disable features for this document on this screen for your own use. The Overlays icon will be shaded on the left side of the screen, but overlays still appear for other users. This setting does not prevent another user who could otherwise create overlays for a book from creating an overlay. And this setting only affects visibility. A user could still interact with the overlay by clicking on the text where it would normally appear.

You can turn these features back on at any time for the document.

Displaying Items in your Media Library


Use the Media Library tab to display all of the photos, videos, or audio files that you have added to READynamic. These items are all available to add to an eBook, if you are the author of that eBook.


If you have many pages of items in your Media Library, you can sort or filter the items that appear on this screen to make it easier to find the items you want.

Changing How the READynamic Screen Appears

eBook Display

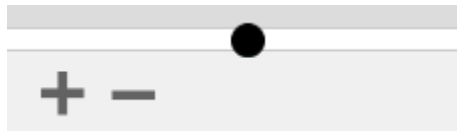
Note the small icon in the upper left corner of the screen, for All Books and My Bookshelf. This controls how the eBooks appear in READynamic.

Click  to display the eBooks shown as a list.

Click  to display them as thumbnails.

Scroll Bar

Drag the scroll button right or left to scroll through the pages of your eBook.



Zoom Buttons

Click these buttons to zoom in or out of a PDF document.



Zoom in to make the page wide enough to fill the reading window.





Zoom out to see the entire page in the reading window.

Font Size

Use these buttons to change the size of the font shown on an EPUB file.



Click  to increase the font size or  to make the font smaller.




Navigating the Pages

For PDF and fixed layout ePUB files, you can look on the bottom of the page to see the current page number and the total number of pages in the eBook. Type a page number in the box to move to that page.




For reflowable EPUBs, a percentage appears, to show the approximate amount of content remaining.





Click  to return to the page you were most recently looking at.

For an EPUB file, note this tool in the bottom bar:



Click  to view two pages, like a printed book.

Click  to view one page of text on your screen at a time.

Click  to scroll through the document without flipping between pages. Continuous scrolling is helpful on small screens, but it is only available for reflowable EPUB files.

Reading Mode

Reading Mode hides both the bottom and side toolbars by default.

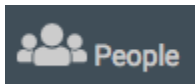


You can switch to Reading Mode by clicking on the double-headed arrow. The left side bar menu will disappear and the reading window will expand.



Selecting the two-arrow icon restores the left sidebar menu.

Working with Groups



In READynamic, individual users can be added to groups, so that access to eBooks may be shared. A group could be a college class, or an accounting department in a technology firm. An instructor could assign a set of texts, articles, and recommended reading documents in PDF or ePUB format to a group, and every user who is later added to that group would automatically have access to the resources owned by that group.

That means that every Biology student who enrolls in Principles of Ecology 410 or Botany: Marine Ecosystems 425 would be granted access to the textbooks and articles available to that class (group). And every employee in the Technical Support Department could be given access to a set of eBooks that are intended for internal training for the firm's products and services.

Note that you can only assign a restricted eBook to a group. Anyone in that group would be able to access that restricted eBook. Public eBooks may not be assigned to a group because they are, by definition, available to anyone. And private eBooks cannot be assigned to a group either, because only the person who owns and uploads a private eBook may access that eBook.

The person who creates a group in READynamic becomes the owner of that group.


When you open the People tab, you will see icons for all of the groups available in your READynamic environment.

For example, if you are a professor at a college, and you have created four groups in READynamic for four classes you plan to teach next term, these four groups will appear on your tab. But you will also see 120 other groups, representing the classes offered by other professors at your college for that semester.


Click a group icon to open that group. The window displays information about the group, including the following items.

- name of the group
- description
- name of the owner
- list of people (contacts) who have access to this group




From this window, you can assign contacts to the group and see invitations to join that are still pending.

Click  to request access to a group. Note that it isn't necessary to request access to a group with public access permissions.

Click  to edit the settings for a group, or delete it.

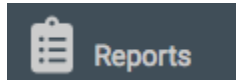
Click  to create a new group.

As with an eBook, a group can be granted access permissions:

-  **Restricted** The titles added to this group have limited access. The eBooks in a restricted group are not available to the public. Only the individuals that the group owner adds to the group may open and read the eBooks assigned to this group. This permission level would be commonly used for a class of students, so that only people registered as students in this class can access the titles assigned as reading for that class.
-  **Private** The titles added to this group have limited access. The eBooks in a private group are only available to the user who owns that group.
-  **Public** A public book can be downloaded and read by any user.

A group icon remains on the People tab until the owner deletes that group.

Reports and Notifications




Click the Reports tab to display information about eBooks you have been editing.

If you have added an extension to an eBook, that eBook appears on this page.

For each extension, the report lists every comment added to that document, either comments from you or from readers.

The report also lists the Quizzes added to the eBook, including the number of questions, the date it was created, and the number of submissions, or the number of times students have completed the quiz. The average score also appears.

Click  from within a report to open the eBook extension itself.



The Notifications tab displays messages or announcements. If you are granted access to an eBook or a group, a notice will appear under Notifications.

If a message is waiting for you, should see a number appear next to the bell icon on the top right side of the READynamic Portal window:

