

Kobo Glo

# User Guide

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# About your Kobo eReader

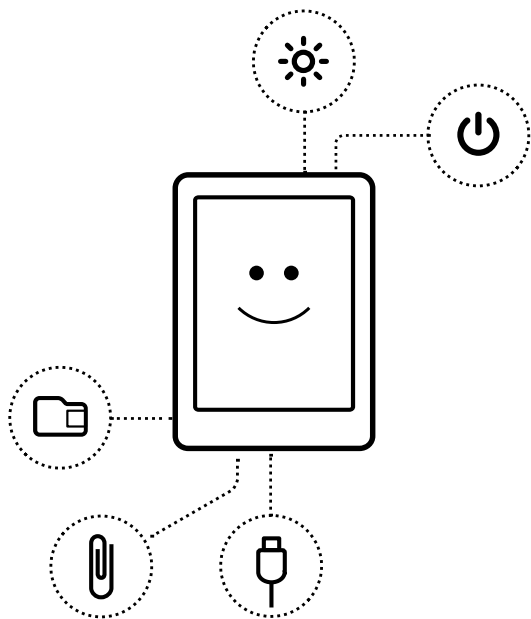
## What's in this section

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- Anatomy of your Kobo eReader
- Charging your Kobo eReader
- Charging your Kobo eReader with a wall adapter
- Turning your Kobo eReader on and off
- Using the touch screen
- Using ComfortLight
- Connecting to your computer

## Anatomy of your Kobo eReader

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**Power slider** – Turn your eReader on or off, or put it to sleep.



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**Light button** – Press to turn on the screen's light.



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**Micro SD slot** – Insert a Micro SD card to increase

the number of books your eReader can hold.

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**Reset hole** – Insert a paper clip and press gently to reset your eReader.

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**Micro USB port** – Connect your eReader to your computer using the supplied Micro USB cable to charge your eReader or add books.

## Charging your Kobo eReader

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Before using your Kobo eReader for the first time, you should charge it for four hours. A fully charged Kobo eReader battery can last up to a month. We recommend you charge your Kobo eReader with the supplied Micro USB cable.

If you need to replace your Micro USB cable, you can get a new one at any location where Micro USB cables are sold.





Follow these steps to charge your eReader.

1. Turn on your computer.
2. Connect your Micro USB cable to your eReader and your computer.

You can continue reading while your eReader charges.

You can see the battery's charge in the top-right corner of the screen.

## Battery icons

-  Out of power
-  Charging
-  Partially charged
-  Fully charged

## Charging your Kobo eReader with a wall adapter

You can charge your Kobo eReader with any 5V, 500mA Micro USB adapter.

**Note:** If you're travelling to a country with different electrical systems, be sure you have the proper converter before you charge your Kobo eReader using a power outlet.



## Turning your Kobo eReader on and off

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Turning your Kobo eReader off or putting it to sleep both help your battery last longer.

When you put your eReader to sleep and then wake it up, you go directly back to the last screen you saw. This could be a page in a book, the Kobo Bookstore, or an area in your Library.

If you turn your eReader off, you'll go directly to your Home page when you turn it on again.

- **To turn your eReader on:** Slide the power button to the right and hold it for one second. The eReader will turn on and you will see the Powering On screen.
- **To put your eReader to sleep:** Slide the power button to the right and then release it quickly.
- **To wake up your eReader:** Slide the power button to the right and then release it.
- **To turn your eReader off:** Slide the power button to the right and hold it until the Powered off screen appears.

## Using the touch screen

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When your eReader is on, you can touch the screen to open books, turn pages, select items, and more. Here are a few gestures you might find useful.

- **Tap:** Touch the screen lightly to open a book, turn a page, select a menu, and more. This is the gesture you'll use the most.
- **Swipe:** Use this gesture to scroll through the books in your Library and turn pages.
- **Press and hold:** Touch the screen and hold your finger in place. This gesture lets you select text while reading. Press and hold a word, and when you let go, your eReader will underline your selection and show a circle at each end of the word. Drag the circles to select more text.


**Note:** Not all books allow text selection. For example, you cannot select text in PDFs or comic books.

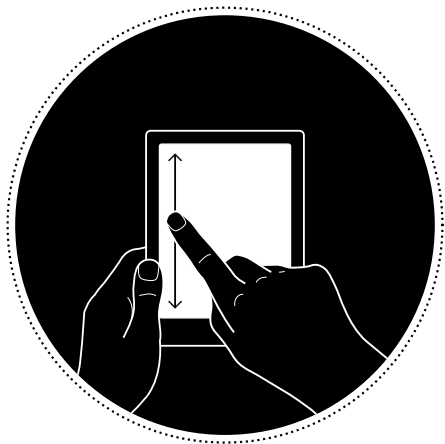
## Using ComfortLight

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You can adjust the ComfortLight brightness from your Home screen or while you're reading. Before you adjust

your screen's brightness, press the Light button on your eReader to turn on ComfortLight.

- From your Home screen, tap the  brightness icon at the top of the screen, then drag the slider to the left or right.
- While you're reading, swipe up or down along the left edge of the screen.



## Connecting to your computer

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Kobo Desktop is free software that lets you add and manage books on your eReader.

Kobo Desktop lets you:

- Quickly add and delete a large number of books on your eReader.
- Read books you've purchased from Kobo.
- Shop for books on your computer.
- Sync your eReader.

For more information about Kobo Desktop, you can:

- Download Kobo Desktop at [kobosetup.com](http://kobosetup.com).
- Download the Kobo Desktop user guide from [kobo.com/userguides](http://kobo.com/userguides).
- Search our help site at [kobo.com/help](http://kobo.com/help).

# Using Wi Fi

## What's in this section



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- Connecting your Kobo eReader to a Wi Fi network
- Checking the Wi Fi status on your Kobo eReader
- Turning Wi Fi off on your Kobo eReader

## Connecting your Kobo eReader to a Wi Fi network

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Use Wi Fi to connect to the Internet on your eReader, to search the Kobo Bookstore, and sync your Kobo eReader. All you need is access to a wireless network.

1. Go to your Home screen.
2. Tap the  **Sync** tile.  
Your eReader will try to connect to Wi Fi. This may take a moment.
3. You'll be prompted to choose a wireless network. Tap the name of the network you want to use. If there's a  Lock icon next to a network, you need a password to use that network.




4. If you're prompted for a network password, use the keyboard to type in the password and then tap **Join**. You can tap Show Password to see what you're typing.

## Checking the Wi Fi status on your Kobo eReader


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To see if you're connected to the Internet, check the Wi Fi status icon at the top of your screen.

### Wi Fi icons

-  Wi Fi is disabled.
-  You have a moderately good Wi Fi connection.
-  You have an excellent Wi Fi connection.



You may have to sync your eReader to see the Wi Fi status icon.

1. Go to your Home screen.
2. Tap the  Sync tile.  
The Wi Fi status icon will appear at the top of the screen.

## Turning Wi Fi off on your Kobo eReader

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You can turn Wi Fi off to stop your Kobo eReader from connecting to the Internet. This will extend your eReader's battery life, and let you use your eReader on an airplane. Your Wi Fi connection will turn off automatically if it's inactive for more than five minutes.

1. Go to your Home screen.
2. Tap the  Menu icon at the top of the screen. The Quick Settings panel will appear.
3. Tap **Wi Fi**.
4. Tap the  slider icon beside *Wi Fi: Enabled*. When you see a dialog box that says *Wi Fi: Disabled*, your eReader will no longer have access to the Internet.

# Syncing your Kobo eReader

## What's in this section

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- Understanding Sync
- Syncing your Kobo eReader with Wi Fi
- Syncing your Kobo eReader with Kobo Desktop


## Understanding Sync

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It's important to sync regularly to get recent software or app updates, download newly purchased books to your Kobo Library, and to update your books with bookmarks or annotations you made while reading on another device. If you buy a book on kobo.com, you'll need to sync before you'll see the book in your Kobo Library.

There are two ways you can sync: using Wi Fi, or by connecting your Kobo eReader to Kobo Desktop on your computer.

After you've synced, you'll see the covers of all your books and previews in your Library. Some books will have the word


Download beside the book title, or a  Download icon on the book cover. Tap the cover to get the book on your eReader.



## Syncing your Kobo eReader with Wi Fi

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Make sure your Wi Fi is enabled and you are connected to a network before syncing your eReader.

1. Go to your Home screen.
2. Tap the  Sync tile.
  - If you are within range of a known network, your eReader automatically joins that network and will begin syncing.
  - If you are not within range of a known network, your eReader will begin the Adding a Network process.




## Syncing your Kobo eReader with Kobo Desktop

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You can also sync your eReader by connecting it to your computer with Kobo Desktop. Kobo Desktop is a free app that lets you shop the Kobo Store and manage books on your eReader. Your computer should be connected to the Internet before you sync.

To download Kobo Desktop, visit [kobosetup.com](http://kobosetup.com).

1. Connect your eReader to your computer using a Micro USB cable and tap **Connect**.
2. Open Kobo Desktop on your computer.

3. If you're not already signed in to your Kobo account, click the  Profile icon at the top of your screen and sign in.
4. Click the  Sync icon.  
Your eReader will sync and update your Library.
5. Click the  Eject button at the top of the screen to disconnect your eReader from your computer.

# Using your Library

## What's in this section


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- Using your Home screen
- Exploring your Library
- Searching for books

## Using your Home screen

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Your Home screen is the first thing you see when you turn on your eReader after setup. From your Home screen, you can see your recently opened books, access the Kobo Bookstore, and more.

Go to your Home screen by tapping the  Home icon at the top of the screen. While reading, tap the centre of your screen to see the Home icon.

Your Home screen is organized with tiles to make things easier to find. Tap a tile to interact with it.

Home screen tiles include:

- The book you're currently reading.
- Books you've recently opened or purchased.

- Recommended books we think you'll enjoy.
- The  Sync tile to add newly purchased books to your Library and to update your eReader.

Above the tiles, you'll see the Search bar. Use the Search bar to find books in your Kobo Library or in the Kobo Bookstore.

At the bottom of your Home screen, you can access your Library, the Kobo Bookstore, and Extras, which include a dictionary and your personal reading statistics.

## Exploring your Library

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Your Library lets you read and manage books on your eReader.

To access your purchased books, free book previews, and collections in your Library:

1. Go to your Home screen.
2. Tap **Library**.
3. Select one of your Library areas:
  - **Books:** all the Kobo books, PDFs, and other documents in your Library.

- **Previews:** excerpts of books you've added to your eReader as previews.
- **My collections:** books you've grouped together, much like bookshelves. For example, you can create a collection about cookbooks and only include culinary books.
- **Articles from Pocket:** online articles or webpages you've added using the free Pocket app on your computer, tablet, or other device.

## Searching for books

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Use the search bar at the top of your Home screen to find a book already in your Library, or a new book in the Kobo Bookstore.

Search using the book title, author name, or a keyword.

1. Go to your Home screen.
2. Tap the search bar at the top of the screen.
3. Choose where you'd like to search:
  - Select **Bookstore** to search the Kobo Bookstore (you must be connected to Wi Fi).
  - Select **Library** to search your eReader's library.

4. Using the keyboard, type a book title, author name, or keyword.  
Search results will appear as you type.
5. Tap a suggestion to go to that result, or tap **Go** to see the full list of results.

# Using the Kobo Cloud

## What's in this section

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- About the Kobo Cloud
- Downloading books from the Kobo Cloud to your Kobo eReader
- Downloading all your books to your Kobo eReader at once
- Removing books from your Kobo eReader
- Removing all your books from your Kobo eReader at once

## About the Kobo Cloud

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All the books you purchase from Kobo are stored in the Kobo Cloud, an online storage area with unlimited space. You can choose which books you want to download from the Kobo Cloud to your device. When you finish a book, you can remove it from your device to increase storage space. You can re-download a book from the Kobo Cloud any time you have access to Wi Fi.

## Downloading books from the Kobo Cloud to your Kobo eReader

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If your books are stored in the Kobo Cloud, you'll need to download them to your eReader before you can read them. Make sure your eReader is connected to Wi Fi to download books from the Kobo Cloud.

1. Go to your Home screen.

2. Tap **Library**.

3. Tap **Books**.

Any books that aren't already on your eReader will have the word *Download* beside the book title or a



Download icon on the book cover.

4. Tap the book's cover to download it.

The book will start downloading.

5. Tap the book's cover or title to open it.


If you select several books, your books will be placed in a queue and downloaded to your eReader one at a time. In List view, the word *Pending* will appear beside books that are in the download queue. In Cover view, you'll see progress bars on the covers of books you're waiting to download. Once a book is downloaded to your device, you don't need to be connected to Wi Fi to read it.



# Downloading all your books to your Kobo eReader at once

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Follow these steps to download your entire Kobo Library to your eReader.

1. Go to your Home screen.
2. Tap **Library**.
3. Tap **Books**.
4. Tap the  Menu icon in the grey bar underneath Books.
5. Tap **Download all**.  
Your books will be placed in a queue and downloaded to your eReader one at a time. In List view, the word *Pending* will appear beside books that are in the download queue. In Cover view, you'll see progress bars on the covers of books you're waiting to download.

## Removing books from your Kobo eReader

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
After you remove a book from your eReader, you can re-download it from the Kobo Cloud any time you have access to Wi Fi.

1. Go to your Home screen.
2. Tap **Library**.
3. Tap **Books**.
4. Tap and hold the cover or title of the book.  
A menu will appear.
5. Tap **Remove**.  
A dialog box will appear.
6. Choose where you want to remove the book from:
  - eReader: Re-download the item from the Kobo Cloud later. This option is automatically selected.
  - Kobo account: Delete the book from your Kobo account and all of your devices.
7. Tap **Remove**.

## Removing all your books from your Kobo eReader at once

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You can remove all of your downloaded books from your eReader to free up storage space. When you remove books from your eReader, your books will still be saved in the Kobo Cloud, and you can re-download them later.

1. Go to your Home screen.
2. Tap **Library**.
3. Tap **Books**.
4. Tap the  Menu icon in the grey bar underneath Books.
5. Tap **Library settings**.
6. Beside *Downloaded Kobo Books*, tap **Remove All**.
7. Tap **Remove**.  
All of your Kobo books will be removed from your eReader.

# Reading on your Kobo eReader

## What's in this section

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- Getting around a book
- Changing text and font options on your Kobo eReader
- Closing books
- Bookmarking pages
- Finding a bookmarked page
- Highlighting text on your Kobo eReader
- Seeing highlights on your Kobo eReader
- Removing highlights on your Kobo eReader
- Adding notes to your book on your Kobo eReader
- Seeing your note while reading on your Kobo eReader
- Removing notes from your books on your Kobo eReader
- Using the dictionary on your Kobo eReader
- Adding or removing dictionaries
- Translating a word

## Getting around a book





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You can quickly go to any chapter or page in your book with just a few taps.

Tap the cover or title of your book on your Home screen or Library to open it.

Tap or swipe the side of the page in your book to turn pages.

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


1. Tap the centre of the page to bring up the Reading Menu.
2. Tap the  Navigation icon.
  - To scroll through the book's pages, touch the circle in the navigation bar and slide it to the right to move forward, or to the left to go back.
  - To move to the next page, tap the  Forward icon.
  - To move to the previous page, tap the  Back icon.
  - To jump to the next chapter, tap the  Jump Forward icon.

- To jump to the previous chapter, tap the  Jump Back icon.
  - To go to a specific chapter, tap **Table of contents** and tap the chapter.
  - Tap the  Snap Back icon to return to your previous position in the book.
3. Tap anywhere on the page to close the navigation bar.

## Changing text and font options on your Kobo eReader

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Your eReader offers several different sizes of text for most books. You can adjust the text size, fonts, line spacing, and justification to make reading easier on your eyes.

1. While reading, tap the middle of your page to bring up the Reading Menu.
2. Tap the  Text icon.
3. Adjust your font settings:
  - Tap the dropdown menu beside **Font Face** to select from a list of available fonts.
  - Drag the slider beside **Font Sizes** to change the size of the text.

- Drag the slider beside **Line Spacing** to increase or decrease the space between the lines of type.
- Drag the slider beside **Margins** to make the margins bigger or smaller.
- Tap your choice of justification.

### Notes:

- When you change the way text looks, your eReader remembers your preferred size and style, and applies it to other books you're reading.
- If you're reading a PDF, you can't change the size or style of the text.

## Closing books

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When you're done with a book, you can mark it as *Finished* so that the next time you open it, you'll start at the beginning.

Marking a book as *Finished* won't remove any bookmarks, annotations, or highlights.

1. In your Library, find the book you'd like to close.
2. Press and hold the book's cover.  
A menu will appear.
3. Select **Mark as finished**.

## Bookmarking pages

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You can mark interesting passages or pages that you'd like to return to using bookmarks.

- While reading, tap the top-right corner of the page. A bookmark will appear as a dog-ear.

## Finding a bookmarked page

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If you added a bookmark to a page, you can easily find it again using the Reading Menu.

1. While reading, tap the centre of the page to bring up the Reading Menu.
2. Tap the  Menu icon at the bottom of the page.
3. Tap **Annotations**.
4. Tap the bookmark you want to see.


## Highlighting text on your Kobo eReader

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

**Note:** You cannot highlight text in a PDF.




1. While reading, press and hold a word for a few seconds until an underline appears.
2. Lift your finger from the page.  
You'll see a  circle at each end of the word.
3. Drag the first circle to the start of the text you want to select, and the second circle to the end.
4. Tap **Highlight**.

## Seeing highlights on your Kobo eReader

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
You can see the list of highlights you made in the book while you're reading.

1. Tap the centre of the page.  
The Reading Menu will appear.
2. Tap the  Menu icon at the bottom of the page.
3. Tap **Annotations**.  
A list of bookmarks, highlights, and notes that you made in your book will appear.
4. Tap on a highlight to see the entire highlighted passage.

## Removing highlights on your Kobo eReader

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You can remove highlights you made in your book while you're reading.

1. Tap the centre of the page.  
The Reading Menu will appear.
2. Tap the  Menu icon at the bottom of the page.
3. Tap **Annotations**.
4. Tap and hold the highlight you'd like to remove.  
A menu will appear.
5. Tap **Remove highlight**.  
The highlight will be removed from your book.

## Adding notes to your book on your Kobo eReader

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You can add notes to your books while you're reading.


1. While reading, press and hold a word for a few seconds, until an underline appears.
2. Lift your finger from the page.  
You'll see a  circle at each end of the word.

3. Drag the first circle to the start of the text you want to select, and the second circle to the end.
4. Tap **Add Note**.
5. Use the keyboard to enter your notes, and tap **Save**.

## Seeing your note while reading on your Kobo eReader

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After you've made a note, you can see it any time while you're reading.

1. Tap the centre of the page.  
The Reading Menu will appear.
2. Tap the  Menu icon at the bottom of the page.
3. Tap **Annotations**.  
A list of bookmarks, highlights, and notes that you made in your book will appear.
4. Tap the text beside *Note* on the right to view your entire note.

## Removing notes from your books on your Kobo eReader

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If you no longer need a note, you can delete it from your book while you're reading.

1. Tap the centre of the page.  
The Reading Menu will appear.
2. Tap the  Menu icon at the bottom of the page.
3. Tap **Annotations**.  
A list of bookmarks, highlights, and notes that you made in the book will appear.
4. Tap and hold the note that you'd like to delete.  
A menu will appear.
5. Tap **Remove annotation**.  
A dialog window will appear.
6. Tap **Continue** to delete your note.

## Using the dictionary on your Kobo eReader

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If you see an unfamiliar word while you're reading, you can use your eReader's built-in dictionary to view its definition.


1. While reading, press and hold the word you'd like to look up.  
An underline will appear beneath the word.
2. Lift your finger from the screen.  
The word's definition will appear.



The dictionary may not work in some books such as PDFs, books you borrowed from a public library, or free books you found on the Internet.

## Adding or removing dictionaries

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You can remove the dictionaries that are installed on your eReader to save storage space, or add dictionaries in other languages.

1. Go to your Home screen.
2. Tap the  Menu icon at the top of the screen.  
The Quick Settings panel will appear.
3. Tap **Settings**.


4. Tap **Language**.
5. Under Dictionary, tap **Edit**.
6. Add or remove a dictionary:
  - To add a dictionary, tap the  plus icon beside the dictionary you want to add.
  - To remove a dictionary, tap the  check mark icon beside the dictionary you'd like to remove.
7. Tap **Save**.

## Translating a word

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Your Kobo eReader has a translation dictionary that you can use while reading Kobo eBooks.

The dictionary may not work in some books such as PDFs, books you borrowed from a public library, or free books you found on the Internet.

1. In your book, press and hold the word you'd like to translate.
2. Lift your finger from the screen.  
A definition of the word will appear in a dialog box.
3. Tap the  dropdown icon at the bottom-right corner of the dialog box.

A list of languages will appear in the dropdown menu.

4. Select the language that you'd like to translate to.

# Adding books

## What's in this section

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- Browsing the Kobo Bookstore
- Buying a book on your Kobo eReader
- Adding a book to your Wishlist on your Kobo eReader
- Viewing your Wishlist
- Getting started with Adobe Digital Editions
- Installing Adobe Digital Editions
- Creating an Adobe ID
- Authorizing your computer and your Kobo eReader with Adobe Digital Editions
- Adding books to your eReader using Adobe Digital Editions

## Browsing the Kobo Bookstore

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You can find and buy books in several ways on your eReader.

1. Go to your Home screen.
2. Tap **Bookstore**.



3. Tap any of the listed options:
  - **Storefront:** See Kobo's latest releases. You can also access the search bar through Storefront to find a book by title, author, or keyword.
  - **Related reading:** Books similar to those you're reading or looking up in the Kobo Store.
  - **Recommended for you:** Books Kobo thinks you might enjoy, based on your purchases and reading history.
  - **Categories:** A list of topics that can help you find books. Select a subject that interests you.
  - **Featured lists:** Books organized thematically for easy browsing.
  - **Wishlist:** Where you can save books you're interested in, but not ready to buy.

## Buying a book on your Kobo eReader

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You can buy eBooks right on your eReader. All you'll need is a Wi Fi connection and a valid credit card.

Once you've completed the checkout process, your book will appear on the Home screen.

1. Go to your Home screen.
2. Tap **Bookstore**.

3. Tap **Categories**.
4. Tap the category you're interested in.
5. Tap a sub-category to begin browsing eBooks.
6. Find an eBook you'd like to buy.
7. Tap **Buy** next to the book you want to purchase.
8. If you've shopped with Kobo before and saved your billing information, go to step 11.
9. Use the keyboard to enter your billing address and credit card information.  
**Note:** We need your billing address to calculate taxes for your order based on your location.
10. Tap **Continue**.
11. Review your order.
12. If you want to use a gift card or promo code, tap **Add Gift Card** or **Add Promo Code**, and provide the required information.  
**Note:** Promo codes can only be applied to eligible books or magazines, since not all publishers choose to take part in promotions. When applying a promo code, make sure you use Standard Checkout.
13. Tap **Confirm**.


14. Tap **Keep Shopping** to buy more books, or return to the Home screen.

**Note:** If you don't see the book you purchased on the Home screen, tap the  Sync tile.

## Adding a book to your Wishlist on your Kobo eReader

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With Wishlist, you can keep track of books that you're interested in buying later.

1. While shopping for a book, tap the  dropdown icon beside the book you'd like to add to your Wishlist.
2. Tap **Add to Wishlist**.

## Viewing your Wishlist

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After you've added books to your Wishlist, you can see the Wishlist from your eReader.

1. Go to your Home screen.
2. Tap **Bookstore**.
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# Getting Help

## What's in this section

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- Getting help
- Safety, regulatory, and warranty information

## Getting help

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