

Rakutenkobo

kobo clara **BW**

User Guide

TABLE OF CONTENTS

Kobo eReader basics	5
Turn your Kobo eReader on and off.....	5
Charge your eReader	7
Use gestures on the touch screen.....	11
Adjust screen brightness	13
Use the Natural Light feature.....	14
Use your eReader around Water	16
Use Wi Fi on your eReader	20
Connect your eReader to a Wi Fi network	20
Check your eReader's Wi Fi status.....	21
Sync your eReader over Wi Fi	22
Turn Wi Fi off (Airplane mode).....	23
Listen to audiobooks	24
Turn on Bluetooth on your eReader	24
Open your audiobook	26
Audiobook player controls	27

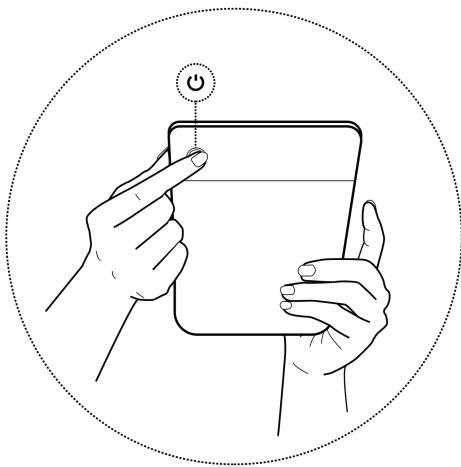
Buy a book.....	30
Buy a book on your eReader.....	30
Find your books on your eReader	32
About the 'My Books' menu.....	32
Delete books.....	33
Read a book on your eReader.....	35
Skip chapters.....	35
Skim through the book	35
View the table of contents	36
Change font size, line spacing, and margins.....	36
Bookmark pages.....	38
Borrow books from the public library	40
Troubleshoot your eReader	44
Repair your eReader account.....	44
Force your eReader to turn off.....	45
Sign out of your eReader	45
Factory reset your eReader.....	47
Manual reset your eReader	48

Need help?	51
Safety, Regulatory and Warranty Information.....	51

Kobo eReader basics

Turn your Kobo eReader on and off

The power button is located behind the eReader.



You can turn your eReader off or put it to sleep when you're not reading. Both help your battery last longer.

The main difference is that 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 the book, the Kobo

Store, or an area in your library. If you turn your eReader off, you'll go back to your Home page when you turn it on again.

Note that putting your eReader to sleep can interrupt things like library syncing and wireless connections.

To turn on your eReader:

- Press the power button and hold until your eReader turns on.

To turn off your eReader:

- Press the power button and hold until you see a 'Powered off' screen.

To put your eReader to sleep:

- Press the power button and release quickly.

To wake your eReader from sleep:

- Press the power button and release.

Charge your eReader

Before using your Kobo eReader for the first time, you should charge it for at least one hour.

Charge your Kobo eReader with the supplied USB-C cable if possible.

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

Battery health and charging tips

Lithium-ion batteries power most electronic devices today—such as your smartphone and laptop—and is safe and reliable. It's important to be informed about lithium-ion battery safety to ensure the safe operation of your eReader. To get the longest lifespan from the battery:

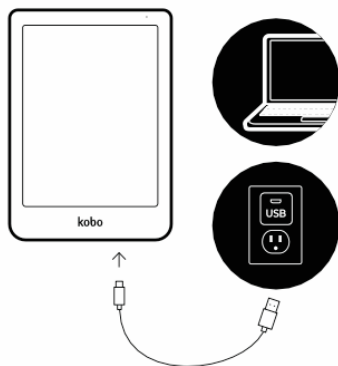
- Use the included charging cable when possible, to charge your eReader.
- Use a genuine [Kobo 5V USB adapter](#) to charge your eReader.
- Set a timer on your phone when charging your eReader so that you remember your eReader is

charging. This will prevent overcharging your eReader to prolong battery life.

- Disconnect your eReader after it's fully charged.
- Charge your eReader on a hard surface. Charging your eReader on soft surfaces like a bed can prevent the battery from cooling properly and can overheat your eReader.
- Charge your eReader away from children, direct sunlight, liquids, tripping hazards and in a location where the eReader isn't at risk of falling.

Follow these steps to charge your eReader.

1. Turn on your computer.
2. Connect your USB-C cable to your eReader and your computer or USB wall charger (not included).



You can continue reading while your eReader charges. The battery's charge status appears in the top-right corner of the screen.

You can also charge your Kobo eReader with any 5V, 2A USB-C adapter.

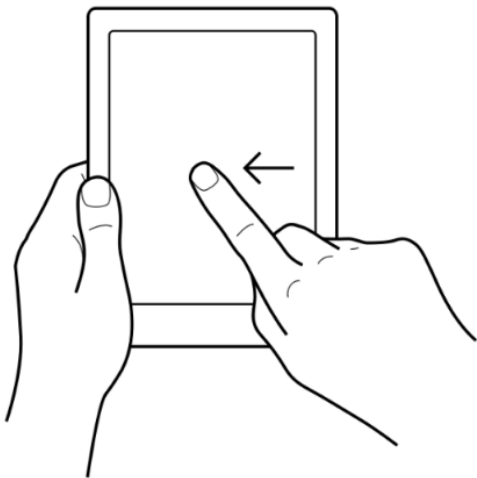
Note: If you're travelling to a country with different electrical systems, be sure you have the proper converter before you charge your Kobo eReader using a power outlet.

Battery icon	Meaning
	Your eReader is out of power.
	Your eReader is charging.
	Your eReader has partial charge.
	Your eReader is fully charged.

Use gestures on the touch screen

When your eReader is turned on, you can touch the screen to open books, turn pages, select items, and more.

- **Tap:** Touch the screen lightly to open a book, turn a page, select a menu, and more.
- **Swipe:** Use this gesture to turn pages and scroll through menus.



- **Press and hold:** Touch the screen and hold your finger in place.

You can use this gesture on book covers and book titles to see more options. This gesture also 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.

- **Drag:** If you're reading a PDF and you zoom in to see a bigger version of your page, you can drag the page around to see different parts of it. To do this, touch anywhere on the screen and lightly move your finger around. The page will move in the direction of your finger.

Adjust screen brightness

Your eReader has a built-in light that lets you read in the dark.

You can adjust your screen's brightness in a few ways:

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

Use the Natural Light feature

With Natural Light, you can adjust the colour temperature of the screen. Colours range from an orange candlelight for nighttime reading, to a white sunlight for daytime.

1. Go to your Home screen.
2. Tap the  Brightness icon near the top of the screen.
3. Beside 'Bedtime', tap the  drop-down arrow.
4. Select the time that you'd normally go to sleep.
5. Adjust the screen's colour:
 - To let your eReader automatically adjust the screen colour, make sure the circle icon beside 'Auto' is towards the right .
 - To manually adjust your Natural Light settings, make sure the circle icon beside 'Auto' is towards the left .
 - Drag the  circle icon towards the  sun icon to make the screen glow white for daytime reading.

- Drag the ☉ circle icon towards the ☾ moon icon to make the screen glow orange for nighttime reading.
- **Note:** When you manually adjust your Natural Light settings, your eReader won't automatically adjust the screen colour according to the time of day.

Use your eReader around Water

For the best reading experience, your eReader's screen and your hands should be dry. If the screen gets wet, just wipe it with a dry cloth. The screen may not respond as expected if used while wet or under water.

If your eReader gets wet with any of the following, rinse it with fresh water immediately and dry it before use. This will extend the life of your eReader.

- Salt water
- Soapy water
- Chlorinated water from a swimming pool

Waterproofing your Kobo eReader

Your eReader can be submerged in 2 meters (6.5 ft) of fresh water for up to 1 hour if you follow these instructions.

Your eReader is IPX8-certified, which means that it has been tested and certified as waterproof in certain conditions.

Here are a few things you should do to avoid damaging your eReader with water. Note that your eReader is not dustproof or sandproof.

- Dry the USB port before connecting the USB charger to your eReader.
- Avoid exposing your eReader to water moving powerfully, like waterfalls or waves.
- Do not charge your eReader in or near water, or in areas with high humidity.
- Your eReader does not float. Do not submerge it deeper than 2 metres (6.5ft) of water.
- Do not submerge your eReader in water for more than 60 minutes.

About the Kobo eReader Home screen

Your Home page is the first thing you see when you turn on your eReader.

Here are a few things you can do from your Home screen:

- **Sync and update your eReader:** The Sync feature keeps your eReader up-to-date with the latest software updates and books you've purchased from Kobo. To sync your eReader, tap the  sync icon.
- **Buy books:** Looking for something to read? Tap the  Search icon to find a book on your eReader or browse the Kobo Store.
- **Read a book:** Tap on a book cover to start reading.

To go to your Home screen:

- While reading: Tap the middle of the screen. The Reading Menu will appear. Tap **Back to Home**.

Tap any of these icons on the Home screen:

-  **More icon**
Opens the eReader menu.
-  **Wi-Fi icon**
View and connect to available Wi-Fi networks.
-  **Brightness icon**
Adjust screen brightness.
-  **Battery icon**
See the battery status and change energy savings settings.
-  **Sync icon**
Download recently purchased books onto your eReader and update your eReader software if there's one available.
-  **Search icon**
Search for books on your Kobo eReader or new books to buy in the Kobo Store.

Use Wi Fi on your eReader

Connect your eReader to a Wi Fi network

Connect to a Wi Fi network to download books onto your eReader, and to shop for books on your eReader.

1. Go to your Home screen.

2. Tap the  Sync icon at the top of the screen.

3. Tap **Sync now**.

Your eReader will try to connect to Wi Fi. This may take a moment.

You'll be prompted to choose a wireless network.

4. Tap the name of the network you want to use.

If there's a  Lock icon next to a network, you'll need a password to join that network.

5. 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.

Check your eReader's Wi Fi status

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

-  Wi Fi is on standby to conserve battery power.
-  Wi Fi is disabled.
-  You have a moderately good Wi Fi connection.
-  You have an excellent Wi Fi connection

Sync your eReader over Wi Fi

To download books onto your eReader and update your software, you'll need to sync your eReader.

Syncing your Kobo eReader:

- Downloads eBooks you've recently purchased onto your Kobo eReader.
- Downloads eBook previews you've added to your account.
- Checks for eReader software updates.
- Updates any bookmarks or annotations that you've made to your eBooks.

To sync your eReader:

1. Go to your Home screen.
2. Tap the  Sync icon at the top of the screen.
3. Tap **Sync now**.

Turn Wi Fi off (Airplane mode)

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  Wi Fi icon at the top of the screen

Note: If you don't see the  Wi Fi icon, tap the  Sync icon at the top of the screen, then tap **Sync now**. Tap the  Wi Fi icon at the top of the screen when it appears.

3. Tap the  circle icon beside Wi Fi: Enabled. If a 'Cancel Sync?' message appears, tap **Yes** to continue. When you see a dialog box that says Wi Fi: Disabled, your eReader will no longer have access to the internet.

Listen to audiobooks

To listen to audiobooks using your eReader, you'll need to pair your Bluetooth speaker or headphones to your eReader.

You can only pair Bluetooth headphones and speakers to your eReader.

Turn on Bluetooth on your eReader

Set your headphones or speaker to pairing mode, then place your Bluetooth headphones or speaker near your eReader before you complete the steps below.

To connect your Bluetooth speaker or headphones:

1. Go to your Home screen.
2. Tap **More**.
3. Tap **Settings**.
4. Tap **Bluetooth Connection**.
5. Beside 'Bluetooth', tap the  circle icon to turn Bluetooth on.
6. Tap on your Bluetooth device's name.
Under the name of your Bluetooth device, you'll see 'Connected'.

It may take a few moments before you see your device name in the list.

Troubleshoot pairing issues

If you're having issues pairing your Bluetooth device to your eReader, turn Bluetooth on and off on your eReader and Bluetooth device. Next, try the pairing process again.

For steps on setting your headphones or speaker to pairing mode, contact your headphones or speaker manufacturer for details.

For more troubleshooting steps, visit the Kobo Help site at <https://help.kobo.com>.

Open your audiobook

To open an audiobook on your eReader:

1. Go to your Home screen.
2. Tap **My Books** at the bottom of the screen.
3. Tap on the audiobook that you'd like to listen to.

Tip: Use the audiobook filter to sort through only audiobooks on your eReader. If you don't see your audiobook, you may have to repair your Kobo account on your eReader.

Repair your Kobo account

1. Go to your Home screen.
2. Tap **More**.
3. Tap **Settings**.
4. Tap **Device information**.
5. Beside 'Repair your Kobo account', tap **Repair**.
6. Tap **Repair now**.

Audiobook player controls

Play or pause your audiobook

- To start or stop your audiobook, tap the  Play or  Pause icon.

Control the volume

To control the volume of your Bluetooth speaker or headphones using your eReader:

1. Tap the  Volume icon at the top of the screen
2. Drag the  circle icon left or right to decrease or increase the volume.

Skip backward or forward

You can skip forward or backward 30-seconds at a time through your audiobook.

- To listen to the previous 30 seconds of audio: Tap the  icon.

- To listen to the next 30 seconds of audio: Tap the



Skim through the audiobook

If you'd like to skim through the entire chapter of an audiobook, drag the  circle icon left or right in the timeline.

Adjust playback speed

You can decrease or increase your audiobook's playback speed. Playback speeds range from 0.5X (half the original playback speed) to 3X (three times faster than the original playback speed).

To adjust playback speed:

1. Tap the **1X** icon at the top of the screen.
2. Select your desired playback speed.

Open the table of contents

To browse your audiobook's table of contents:

1. Tap the  table of contents icon.
2. Select the chapter that you'd like to listen to.

Note: Some chapters may have to be downloaded before you can start listening. Depending on the audiobook file size and your WiFi connection speed, it can take several minutes to download a chapter.

Buy a book

Buy a book on your eReader

When you've found a book you want to purchase, you simply tap Buy Now, and you're taken to checkout. You can use Visa, MasterCard, store credit, or gift cards from select partners to pay for your book. If you have a promo code, you can enter this during checkout to get a discount on your book.

To buy a book:

1. Go to your Home screen.
2. Tap  **Discover** at the bottom of the screen.
Note: To shop for audiobooks, tap the **Audiobooks** tab to only browse for audiobooks.
3. Enter a book title or author name in the search bar and tap **Go** on the keyboard.
4. Tap the **Buy** button.

Note: If you have shopped with Kobo before and saved your billing information you'll go directly to the confirmation screen. Skip to step 6.

5. Tap **Add credit card** and use the keyboard to enter your billing address and credit card information.

Note: This is the address associated with your credit card. You need to provide this even if you use store credit or a gift card to pay for your order — this address is used to ensure the correct tax is calculated for your purchases.

6. Tap **Continue**.
7. Review your order.

Note: If you want to use a gift card to pay, tap **Add gift card**. If you want to use a promo code, tap **Add promo code**.

8. Tap **Buy Now** and complete the onscreen steps.

Find your books on your eReader

About the 'My Books' menu

The 'My Books' menu shows you all the eBooks that are on your Kobo eReader.

1. Go to your Home screen.
2. Tap  **My Books** at the bottom of the screen.
You'll see a list of all the books on your eReader.

Tip: Tap **Filter** near the top of the screen, then select the desired file type to sort by. For example, tap the **Audiobooks** filter to only show audiobooks you own.

3. Tap on a book cover to open a book.

If you see a  download icon on the book cover, it means that you need to download the book onto your eReader.

To download the book, just tap on the book's cover. You'll need access to a Wi Fi connection to download eBooks onto your eReader.

Search for books on your eReader

To search for a book that you have on your eReader, or in the Kobo store, follow the steps below.

1. Go to your Home screen.
2. Tap the  Magnify glass icon at the top of the screen.
3. Tap the  drop-down icon.
4. Select where you'd like to search:
 - a. **Kobo Store:** Search for eBooks from the Kobo store.
 - b. **My Books:** Search for books that are in your Kobo account and in your eReader.
5. Enter a book title or author name.
6. Tap **Go** to see your results.

Delete books

You can delete a book from both your eReader and Kobo account. Deleting a book from your Kobo account means that you won't be able to see the book in your Library even after you sync your eReader.

To delete a book:

1. Go to your Home screen.
2. Tap  **My Books** at the bottom of the screen.
3. Tap and hold the cover or title of the book. A menu will appear.
4. Tap **Remove**.
5. Select one of these options:
 - a. **Remove download:** Remove the book from your eReader, but have the ability to re-download the item from the Kobo Cloud later. You'll still see the cover of the book on your eReader. This option is automatically selected.
 - b. **Remove from My Books:** Delete the book from your Kobo account and all of your devices. You'll no longer see the book cover on your eReader or Kobo apps.

Read a book on your eReader

Skip chapters

1. While reading, tap the middle of the screen.
2. The Reading Menu will appear.
3. Tap the >|Chapter Forward or |< Chapter Backward icon at the bottom of the screen.

Skim through the book

To quickly browse through your book:

1. While reading, tap the center of the page to bring up the Reading Menu.
2. Drag the  circle icon in the navigation bar left or right to skim through the entire book. You'll see a page preview in the middle of the screen.
3. Tap on the page preview in the middle of the screen to start reading.

View the table of contents

To see the table of contents:

1. While reading, tap the center of the page to bring up the Reading Menu.
2. Tap the  Table of Contents icon at the bottom of the screen.
3. Tap on a chapter that you'd like to read.

Change font size, line spacing, and margins

When you are reading a book, you can adjust the size of text to make reading easier on your eyes. Your eReader offers several different sizes of text for most books.

To change the way text looks:

1. Tap the center of the page to bring up the Reading Menu.
2. Tap the  Text icon.

3. Adjust the font size or style:
 - a. To change the style of the text, beside 'Font Face', tap the  drop-down arrow.
 - b. To make text bigger or smaller, beside 'Font Size', tap the + or - signs or drag the  circle icon left or right beside Font Size.
 - c. To add more space between lines of text, tap the + or - signs beside Line Spacing.
 - d. To add more space around the edges of your screen, tap the + or - signs beside Margins.
4. To change how text lines up on the edges, select one of the Justification options:
 - **OFF** Uses the default for your book.
 -  Forces text to line up on both the left and right sides.
 -  Forces text to line up with the left side of the screen.

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

Notes:

- When you change the way text looks, your eReader remembers your preferred text size and style, and applies it to other books you're reading.
- If you are reading a PDF you can't change the size or style of the text, but you can zoom in to make the entire page bigger and easier to read.

Bookmark pages

Use bookmarks to mark favourite parts of your book.

To bookmark a page:

- While reading, tap the top right-hand corner of the page. A dog-ear will appear in the top right-hand corner of the page.

To find a bookmark:

1. While reading, tap the center of the page to bring up the Reading Menu.
2. Tap the  Notes icon at the bottom of the screen.
3. Beside the bookmark you want to go to, tap **Bookmark**. You'll be taken to the bookmarked page.

Borrow books from the public library

OverDrive is a free service offered by public libraries that lets you borrow eBooks from their digital collections. Note: OverDrive may not be available at your local library. Some Kobo titles may not be available from your library, and some library titles may not be available from Kobo.

With OverDrive on your Kobo eReader, all you need is a library card and a Wi Fi connection to borrow eBooks from your public library. Browse, borrow, and place holds on library books directly from your eReader.

Finding local libraries that support OverDrive

To find the closest library that supports OverDrive, go to overdrive.com and click Find libraries near you. You'll see a map with libraries that support OverDrive.

Note: OverDrive may not be available in your country. OverDrive is available in most public libraries in: Canada, the United States, the United Kingdom, Australia, New Zealand, Denmark, Finland, Norway, Sweden, Taiwan, and Hong Kong. Book selections will be different for each library.

Setting up your OverDrive on your eReader

To borrow eBooks with OverDrive, you'll need to sign in using your library card information, Facebook, or an existing OverDrive account.

Before you start, you'll need:

- A valid library card from your local library.
 - An active Wi Fi connection.
1. Go to your Home screen.
 2. Tap the  **More** icon at the bottom of the screen.
 3. Tap **Settings**.
 4. Tap **OverDrive**.
 5. Tap **Get started**.

Tap **Create account** to create an OverDrive account or tap **Sign in** to OverDrive to find your library and sign in with your library card, Facebook, or an existing OverDrive account.

Borrowing books with OverDrive

After you've signed in to your library, you can borrow books on your eReader.

1. Go to your Home screen.
2. Tap  **Discover** at the bottom of the screen.
3. Search for the book that you'd like to borrow.
4. Tap on the book title or cover that you'd like to borrow.
5. Tap the ●●● More icon.
6. Tap **Borrow with OverDrive**.

If the book is available, you'll see a dialogue that confirms that you've checked out the book. Simply sync your eReader to see the book on your Home screen. If the book isn't available, you'll have the option to place the book on hold. You'll be notified by email when the book is available.

Items you've borrowed are automatically returned at the end of their lending period.

Viewing your OverDrive books

After you've borrowed books from OverDrive, you can sort your book view so that it only shows books you've borrowed from your public library.

Sorting your books lets you easily see all the books you've borrowed from OverDrive.

1. Go to your Home screen.
2. Tap  **My Books** at the bottom of the screen.
3. Tap **Filter** near the top of the screen.
4. Tap **OverDrive**.

You'll see all the books you've borrowed using OverDrive.

Troubleshoot your eReader

Repair your eReader account

If your eReader is missing books, try repairing your Kobo account.

Before you start, you'll need access to a Wi Fi connection.

1. Go to your Home screen.
2. Tap the  **More** icon at the bottom of the screen.
3. Tap **Settings**.
4. Tap **Device information**.
5. Beside 'Repair your Kobo account', tap **Repair**.
6. Tap **Repair now**.

The account repair process will begin. If you have a lot of books, it may take a while.

Force your eReader to turn off

If your eReader is frozen or not responding, try forcing it to turn off.

1. Press and hold the power button until you see the *Powered Off* screen.

Note: If you see the Sleeping screen, turn your eReader back on and try turning your eReader off again.

2. Press and hold the power button until your eReader turns on.

If your eReader is frozen and you cannot turn it off, try charging your eReader

Sign out of your eReader

Signing out of your eReader, and then signing back in can also fix some common problems. When you sign back in, your eReader will start the set-up process again. You'll need to enter the email address associated with your Kobo

account and your password to set up your eReader over a Wi-Fi connection.

Sync your eReader before continuing, so that you don't lose the most recent bookmarks, notes, or highlights that you added to your books.

1. Go to your Home screen.
2. Tap the  **More** icon at the bottom of the screen.
3. Tap **Settings**.
4. Tap **Accounts**.
5. Under Kobo, tap **Sign out**.
6. Tap **Sign out**.

Once you've signed out, you'll need to set up your eReader. After you've set up your eReader and signed in, sync your eReader to get access to your books.

Factory reset your eReader

Factory reset your Kobo eReader to restore your eReader to its original settings. After a factory reset, you'll have to set up and sync your eReader again.

If you reset your eReader, you'll:

- Remove all books from your eReader. Any books you purchased from Kobo can be re-downloaded after a factory reset.
- Lose any bookmarks and annotations you've made in your books since you last synced your eReader.
- Sign out of your account on your eReader.
- Reset all your settings and preferences.
- Return your eReader to its original settings.

To reset your eReader:

1. Go to your Home screen.
2. Tap the  **More** icon at the bottom of the screen.
3. Tap **Settings**.
4. Tap **Device information**.

5. Tap **Factory reset** under Advanced.
6. Tap **Reset now**.

After you reset your eReader, follow the onscreen steps to set up your eReader again.

Manual reset your eReader

If a factory reset didn't solve your problem, you can try a manual factory reset to restore your eReader to its original settings.

After a manual factory reset, you'll need to set up and sync your eReader again.

Before you start:

- Charge your eReader for at least 1 hour.
 - Make sure you have access to a Wi Fi connection.
1. Connect your eReader to a power source by doing one of the following:
 - a. Turn on your computer and connect the included USB power cord to your computer

first, and then your eReader.

- b. Plug the wall charger (not included) to a power outlet, and then connect your eReader to the wall charger.
2. Press and hold the power button until you see the words "Powered off" at the top of the screen.
3. Release the power button.
4. Hold the power button down until the power light blinks rapidly.
Note: The power light is located near the top-right-corner of the eReader.
5. When the power light stops blinking rapidly, release the power button.
6. Wait for the 'Restore' screen to appear.
Your eReader screen will turn black and begin the restoring process. After the restoring process finishes, follow the onscreen instructions to set up your eReader.

You'll need access to an active Wi Fi or internet connection to complete setup.

Need help?

To get help and learn more about your eReader and other Rakuten Kobo products, visit:

<https://help.kobo.com>

Safety, Regulatory and Warranty Information

Important safety, regulatory and warranty details about your Kobo eReader can be found on the Kobo website at:

- <https://help.kobo.com>
- www.kobo.com/userguides

Note: The Declaration of Conformity may vary for different models of the Kobo eReader. The web site includes details of how to find your Kobo eReader model number.