# HOW TO OPEN AN ACCOUNT AND READ A BOOK AT THE *INTERNET ARCHIVE* WEBSITE

| | Column 2 | Column 3 |
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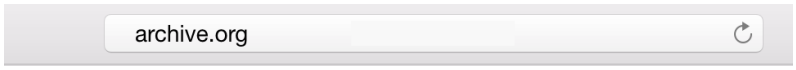
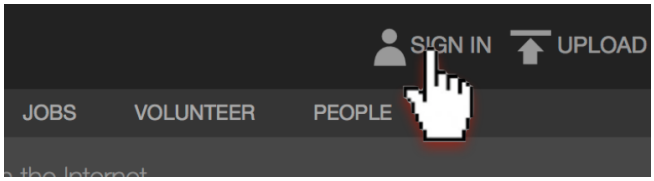
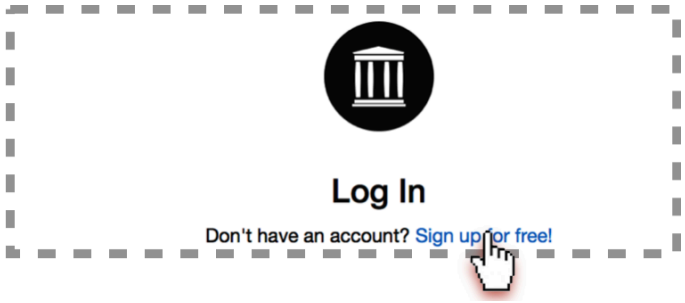
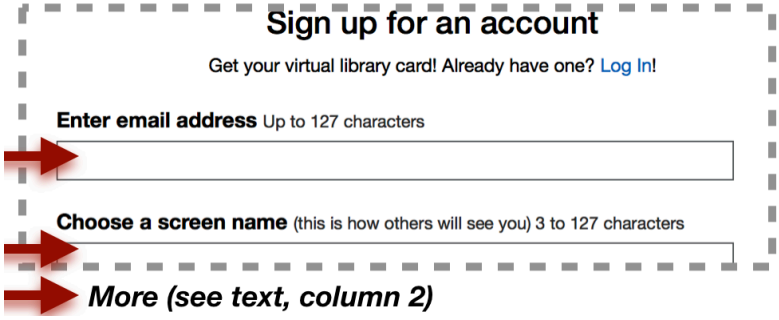
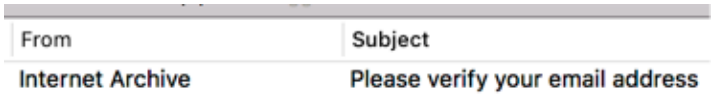
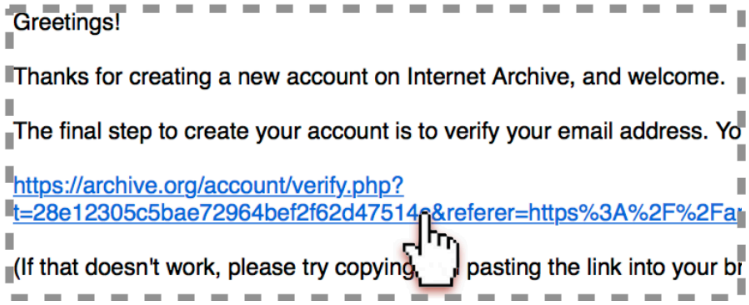
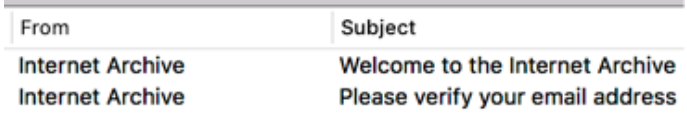
| 1 | Go to Archive.org |   |
| 2 | *On the Internet Archive **home** page:*<br>Click on "SIGN IN" at the top black menu bar, almost all the way to the right. |   |
| 3 | *On the **Log In** page:*<br>Click on the "Sign up for free!" link. |   |
| 4 | *On the **Sign up for an Account** page:*<br>• Type in your email address.<br>• Type in a screen name (perhaps not your real name)<br>• Type in a password. Write it down and keep handy.<br>• De-select the "send me" [junk mail] box<br>• Click the blue **sign up** button. |   |
| 5 | *In your email in-box,*<br>• Find and open the email from Internet Archive<br>• Click the link in the email to verify your email address. |  <br>   |
| 6 | *In your email in-box,*<br>Wait for and find the Welcome letter from Internet Archive |   |

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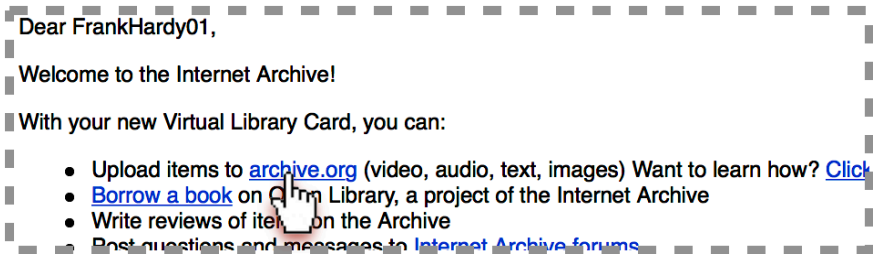
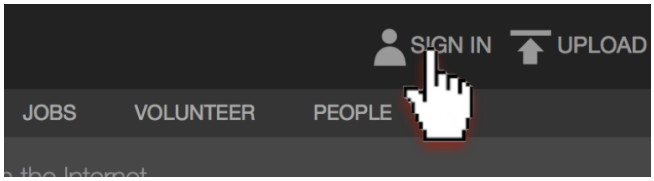
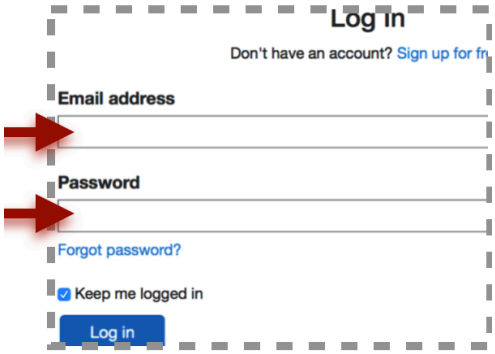
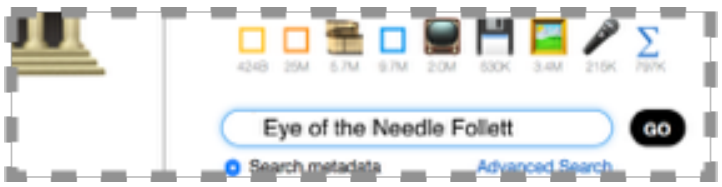
| 7 | *In your email in-box,*<br>• Open the Welcome letter<br>• Click on the archive.org link (in the first bullet). This will take you back to the home page of Internet Archive. |  |
| 8 | *On the Internet Archive **home** page:*<br>Click on "SIGN IN" at the top black menu bar, almost all the way to the right. Yes, this is the same as step 2, except this time you are going there as a member to log in. |  |
| 9 | *On the **Log In** page:* This time:<br>• Type in your email address.<br>• Type in your password.<br>• Click on the **Log in** button. |  |
| 10 | Note 1: You are now back on the home page. Should you ever get lost in other pages of this website, you can get back to the home page by clicking on the logo in the top left corner.<br><br>Note 2: You can recognize the home page by the search box partly down and centered on the page. | <br> |
| 11 | *On the home page:*<br>• Enter the book title and author last name in the search box. (Including the author name will eliminate the clutter of many of books with eye and needle in the title.)<br>• Click the **GO** button. |  |

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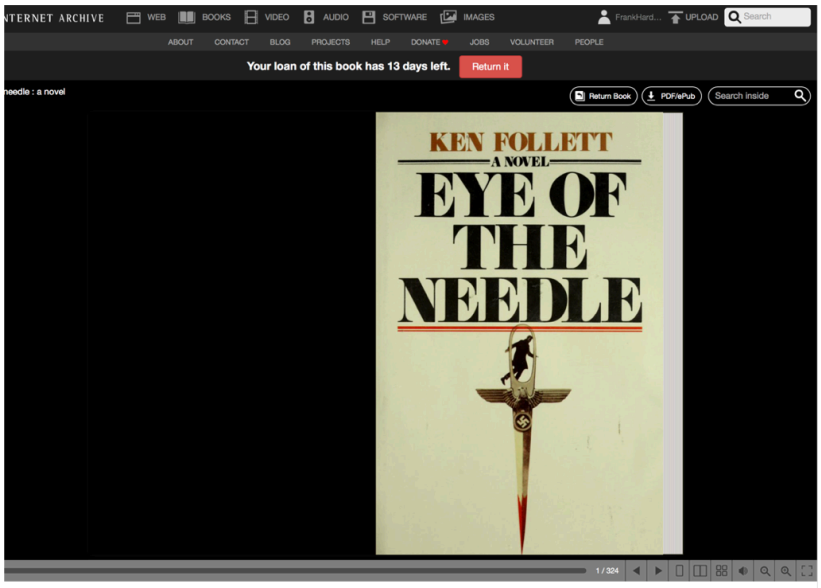
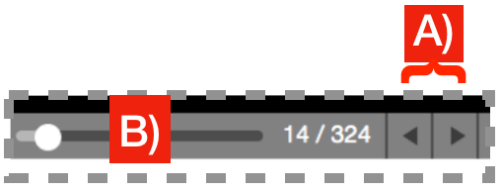
| 12 | *On the results page:*<br>• Look over the choices. Note there are more than 5 actual paperback copies of the book. (You may have to try several to find the cleanest, brightest pages for your eyes to read.)<br>• Select (for starters) the one indicated in column 3. In other words, click on it. | |
| 13 | Note: You have now opened the book in the online “reader” tool.<br><br>**<u>The controls are mainly in the gray bar at the bottom.</u>** |  |
| 14 | *In the reader tool:*<br>Open the book and turn the pages. You can:<br>A) Use the page flip left and page right buttons<br>B) For moving quickly to other parts of the book, use the slider.<br>C) Just click on the book. The right side to move forwards; the left side to move back. |  <br> |

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| 15 | *In the reader tool:*<br>Maximize your image of the book scanned pages. You can:<br>*A)* Click the **Full Screen** button to fill the screen with the reader tool. *To get out of "Full Screen," you typically need to hit the Escape (esc) key on your computer keyboard.*<br>B) Increase the size of the page using the **Magnifier** increase and decrease buttons.<br>C) View double pages or single pages at one time. | |

**Understand:** This is not Kindle where you can increase the size of the ***font*** while the ***page*** is the same size. Here the magnifier button increase and decrease the size of the whole page. Each page has been scanned (like photocopied) into the file, all done by automation. So while the pages are all there, the quality of scans differ by the book-scan; some books have print that is too dark or too light, or page backgrounds that are too dark or too soiled. A large computer screen improves readability.

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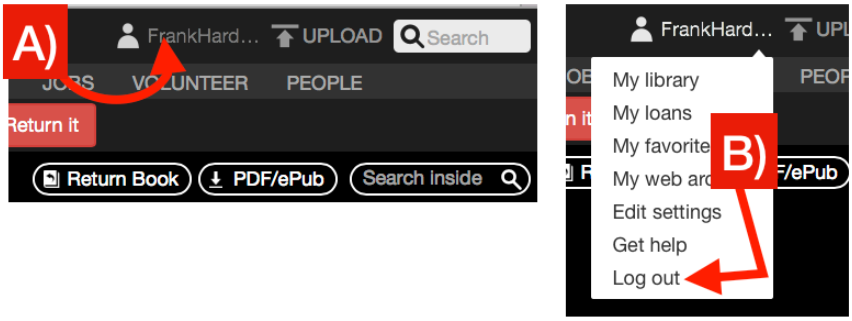
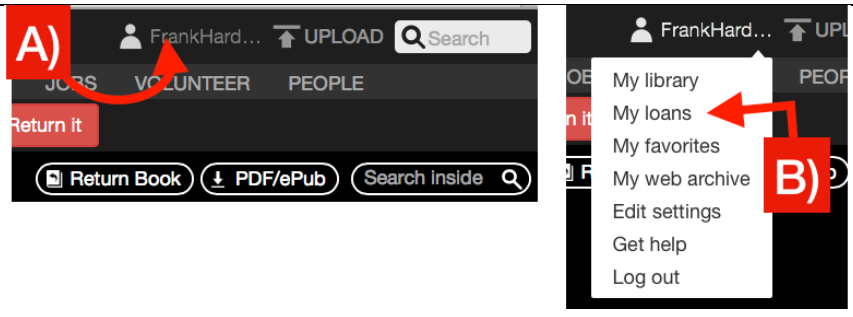
| 16 | *When you are done:*<br>Log out.<br>A) Click **account icon** button which also displays part of your user name. A drop down menu appears.<br>B) Click the **Log out** link at the bottom of the drop down menu. |  |
| 17 | *When you return to read more:*<br>Log in (see step 9.) THEN…<br>A) Click **account icon** button which also displays part of your user name. A drop down menu appears.<br>B) Click the **My loans** link at the bottom of the drop down menu. This will take you back to your book(s) which will let you continue on the page where you left off. |  |