

# Kono Libraries

## User Manual

Kono Libraries - A top-rated digital reading platform in Asia, tailored for libraries and enterprises. Select magazines from Taiwan, Hong Kong, Japan, South Korea, Europe and the Americas based on users' preferences and needs. Users can also listen to audio book summaries of non-fiction bestsellers in the West with bilingual English-Chinese transcripts. Access is simplified with corporate IDs or email domains, identifying the affiliated unit and individual for login. The platform features a comprehensive keyword search function across magazines, book summaries, and articles. Users can follow favorite publications, curate article collections, stay updated on the latest knowledge trends, and enhance personal competitiveness.

# ← How to log in?

Email Domain

On Website

- Go to <https://library.thekono.com/> ® Choose "TW Corporate" ®  
Select your company
- Click "Log in" in the upper right corner (not Sign Up) ® Enter your  
company email ® Click "Verify Email" ® Fill in the verification code  
sent to your email to log in. No password is needed.
- After logging out, click "Log in" again, and repeat the above steps to  
use. If the email is entered incorrectly, you won't receive the email.  
Please re-enter the correct one again to proceed.

Kono Libraries official website

<https://library.thekono.com>

## Steps

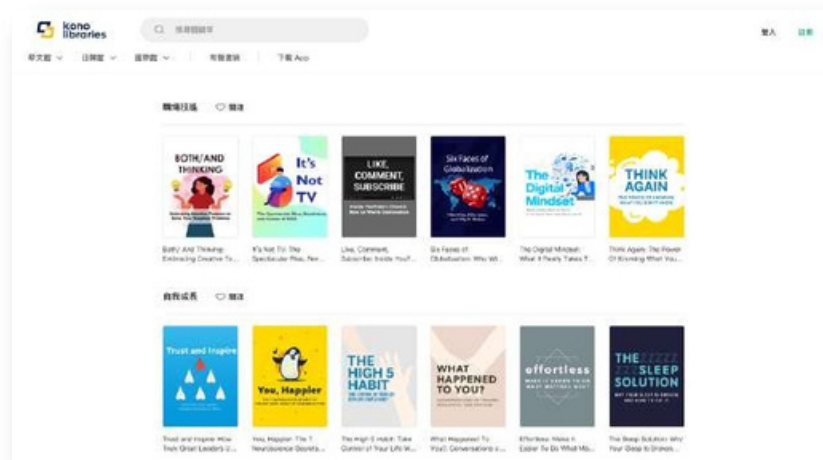
### 1. Choose "TW Corporate Library"



### 2. Select your company or library.



### 3. Enter the home page, click "Log In" in the upper right corner (not Sign Up)



\*If you wish to replace the logo in the top left corner with your company's logo, please email us at: [support@thekono.com](mailto:support@thekono.com) and we'll adjust it for you.

4. Enter your company email <sup>®</sup> Click "Verify Email"

登入

帳號


請輸入公司email

傳送驗證碼

請輸入公司 email 後至信箱收取驗證碼，請輸入驗證碼後即可登入

5. Fill in the verification code sent to your email to log in.

For example:

 **kono libraries**

**Welcome to Kono Libraries!**

您的驗證碼為318139，請返回至登入頁面輸入驗證碼。

您的 Kono Libraries 會員帳號：[konotest@hotaimotor.com.tw](mailto:konotest@hotaimotor.com.tw)

Your Kono Libraries code is 318139.  
Please return to the login page and verify email by entering the code.  
Your Kono Libraries account: [konotest@hotaimotor.com.tw](mailto:konotest@hotaimotor.com.tw)

Kono Libraries

Download Kono Libraries app: [iOS](#), [Android](#)  
Customer support: [support@thekono.com](mailto:support@thekono.com)

Copyright © 2020 Kono Digital Inc., All rights reserved.  
[Privacy 隱私權政策](#) [Unsubscribe 取消訂閱](#)

# How to log in?

## Corporate IDs

### On Website

- Go to <https://library.thekono.com/>® Choose "TW Corporate Library"® Select your company
- Click "Log In" in the upper right corner® Enter your Corporate ID® Click "Confirm"® Log in successfully. No password is needed.
- After logging out, click "Log In" again, and repeat the above steps to use.

### Steps

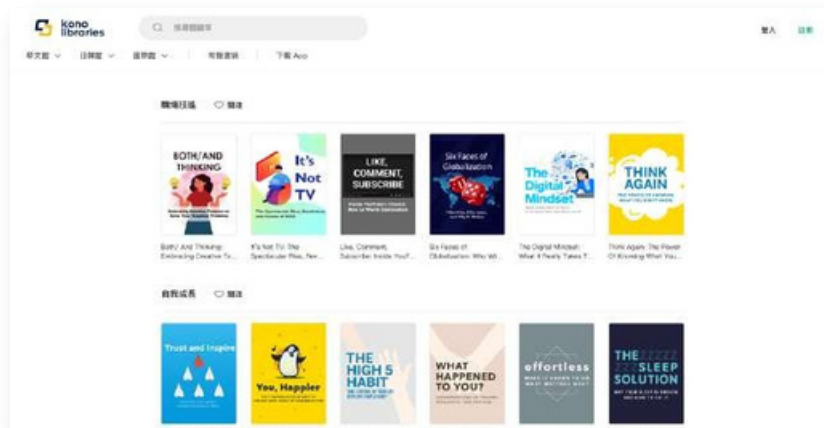
1. Choose "TW Corporate Library"



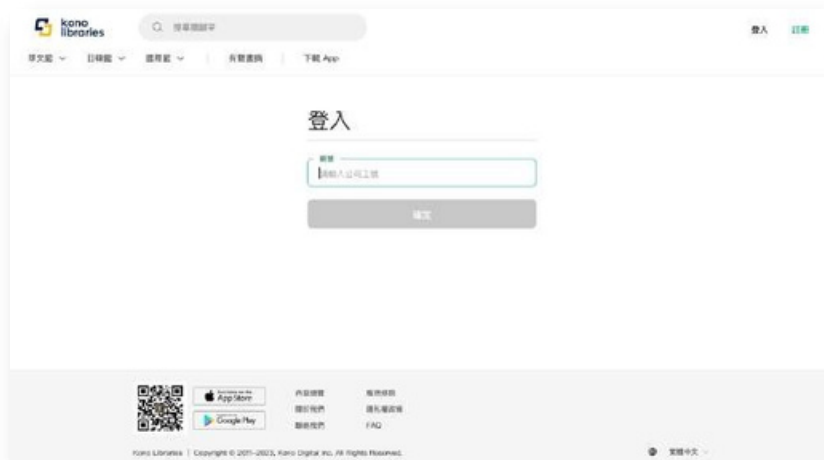
2. Select your company or library.



3. Enter the home page, click "Log In" in the upper right corner.



4. Enter your Corporate ID <sup>®</sup> Click "Confirm" <sup>®</sup> Log in successfully.





# How to log in?



## Single Sign On – Corporate Designated Account

### On Website

- Go to <https://library.thekono.com/> ® Choose "TW Corporate Library" ® Select your company.
- Click "Log In" in the upper right corner (not Sign Up) ® Acc: enter your company email ® Pwd: enter "123456" ® Click "Confirm" ® Log in successfully. You can change your password via the green word "Welcome OOO" in the upper right corner.
- After logging out, click "Log In" again, and repeat the above steps to use. If you forget the password, click "Forgot Password" to reset it.

### Steps

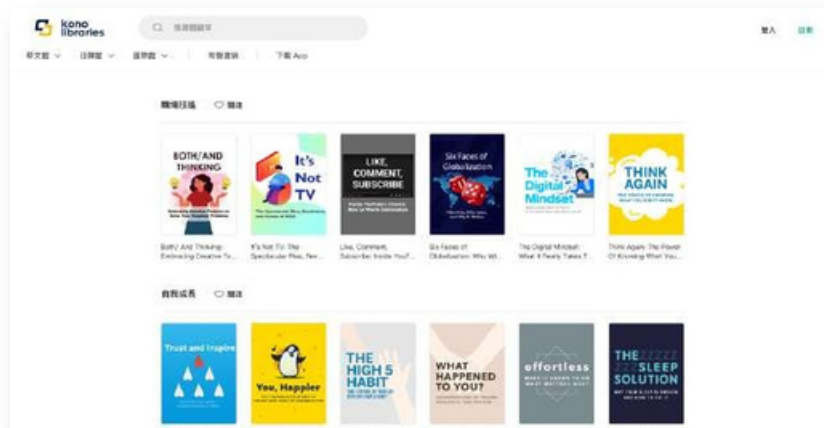
1. Choose "TW Corporate Library"



2. Select your company or library.



3. Enter the home page, click "Log In" in the upper right corner.



4. Enter the designated email account and default password "123456" <sup>®</sup> Click "Confirm" <sup>®</sup> Log in successfully.



# How to log in?

IP + Email (Sign-up is needed for the first time)

## On Website

- During the initial registration, please ensure that your location is within the IP range of your affiliated unit.
- Go to <https://library.thekono.com/> ® Choose "TW Corporate Library" ® Select your company.
- Click "Sign Up" in the upper right corner ® Acc: enter your company email ® Pwd: set password ® Enter password again ® Sign up successfully. You can change your password via the green word "Welcome OOO" in the upper right corner.
- After logging out, click "Log In" and enter your email and password. If you forget the password, click "Forgot Password" to reset it.

## Steps

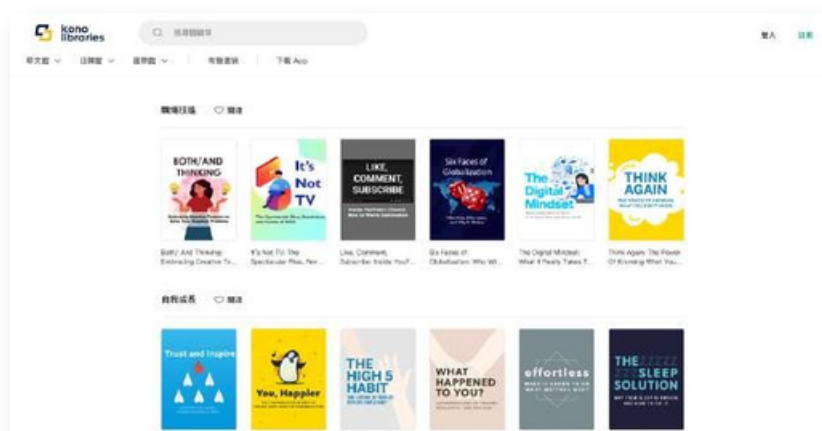
1. Choose "TW Corporate Library"



## 2. Select your company or library.



## 3. Enter the home page, click "Sign Up" in the upper right corner.



## 4. Set your email account and password ① Click "Confirm" ② Sign up successfully.





# Features of magazines



- 1. Diverse international magazines: A variety of best-selling magazines from Taiwan, Hong Kong, Japan, South Korea, Europe, and the America.**
  - | The magazine content includes both new and old issues. The cost previously spent on purchasing publications can now provide continuous reading.
  - | The publications cover a range of categories to meet users' diverse needs. If your organization chooses an unlimited reading plan instead of selecting specific issues, any newly acquired publications will be consistently updated at no additional cost.
- 2. Users can read entire issues or select and read topics of interest.**
  - | Content breaks down magazine content into separate articles, allowing you to read specific publications like Business Today in the traditional magazine format.
  - | If you're interested in specific topics, you can use keywords to find article titles, making it convenient to read in spare time, aligning with modern lifestyle habits.
- 3. Users can read both online and offline. Magazines can be pre-loaded into the app if internet bandwidth is low or the connection is unstable.**
- 4. Users can bookmark articles.**
  - | Users can access and collect their favorite articles anytime, allowing each user to have their magazine retrieval database, promoting autonomous and diverse learning, and enjoying reading.
- 5. Provide Text-to-speech functionality, enabling users to "listen" to magazines even while commuting.**
- 6. Reduce the manpower cost of subscribing to and managing physical magazines.**
  - | Users can access and collect favorite articles anytime, creating personal magazine libraries for diverse, autonomous learning and enjoyable reading.



# Features of audio book summaries



## 1. Audio book summaries of newest non-fiction bestsellers from Europe and America:

- | Selects from bestsellers recommended by The New York Times, Timemagazine, covering five major categories.
- | Continuous updates: Condenses English books into 15-25 minute audio summaries, maximizing fragmented time for competitiveness. Offers Chinese/English transcripts and audio recordings for easy comprehension and skill enhancement. A cost-effective platform for high-quality information and educational content.

## 2. Users can listen to the entire book summary or search for chapters of interest by keyword.

- | Each book summary is divided into chapters based on content themes. If you're interested in the entire book summary, you can listen to it chapter by chapter in sequence to fully understand the book's meaning. If you're interested in specific topics, you can search by keyword to find chapter titles, making learning more efficient and aligning with modern lifestyle habits.

## 3. Users can follow book summary categories and bookmark chapters.

- | You can follow favorite categories in book summaries and find the latest additions in "My Favorite." Bookmark specific chapters in "My Collection" for easy access, promoting independent learning and enjoyment.

## 4. Offers bilingual transcripts and English audio with adjustable speeds.

| Switch between languages to deepen understanding of the author's ideas and

## 5. Reduce manpower cost for subscribing to and managing physical books.

- | Convenient and fast service ensures that all users can access them at any time.



# Magazine overview



Click in "Library" to access the magazine overview page, where you can search for magazine categories according to personal preferences.





# Book summary overview



Click on "Book Summary" to access the summary overview page, where you can browse all summaries according to summary categories.

The screenshot displays the Kono Libraries website interface. At the top, there is a search bar with the text "搜尋關鍵字" and a user profile "K4Lreader1001". Navigation options include "中文版", "日韓版", "區庫版", "有聲書", and "下載 App".

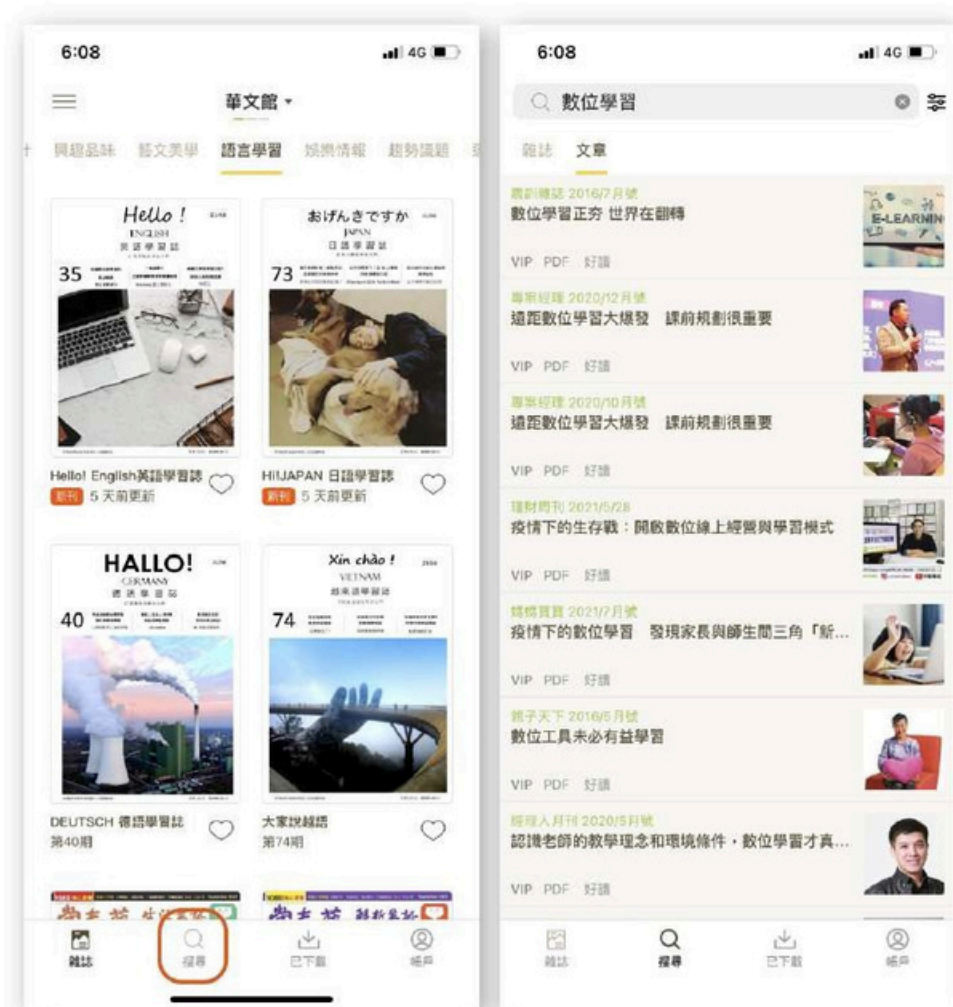
Three categories are highlighted with red circles:

- 職場技能** (Workplace Skills): This category features six book covers: "BOTH/AND THINKING", "It's Not TV", "LIKE, COMMENT, SUBSCRIBE", "Six Faces of Globalization", "The Digital Mindset", and "THINK AGAIN".
- 自我成長** (Self-Growth): This category features six book covers: "Trust and Inspire", "You, Happier", "THE HIGH 5 HABIT", "WHAT HAPPENED TO YOU?", "effortless", and "THE SLEEP SOLUTION".
- 紐約時報暢銷書** (New York Times Bestsellers): This category is partially visible at the bottom of the page.



# Keyword search for magazines

1. Click on the "Search" icon below.
2. Enter keywords according to personal needs.
3. The search results are divided into two categories: magazines and articles, which can be viewed separately.
4. The search results include magazine titles containing the keywords, as well as all articles containing the keywords.





# Keyword search for book summaries



5. Click on the "Search" icon above.
6. Enter keywords according to personal needs.
7. Search results are divided into two categories: summary categories and chapters, which can be viewed separately.
8. The search results include summary categories containing the keywords, as well as all chapters containing the keywords.

The screenshot shows the Kono Libraries website interface. At the top, there is a search bar with the keyword "Business" and a search icon. Below the search bar, there are navigation options for language (Chinese, Japanese, English), a login button, and a download app button. The main content area displays search results for "Working", showing 19 results. The results are categorized into "Magazines, Book Series (2)" and "Articles, Book Chapters (5)". The visible results include:

- 01. Cultivating Success in Business (Book cover: BREAKTHROUGH)
- 02. This Is Very Serious Business (Book cover: STACKED)
- 04. Run Ideas Like a Business (Book cover: CREATIVE CAREERS)
- 06. Constellation Structure in economy and Business (Book cover: THE POWER OF GOING AWAY)
- 06. Keep Your Business Going (Book cover: BREAKTHROUGH)

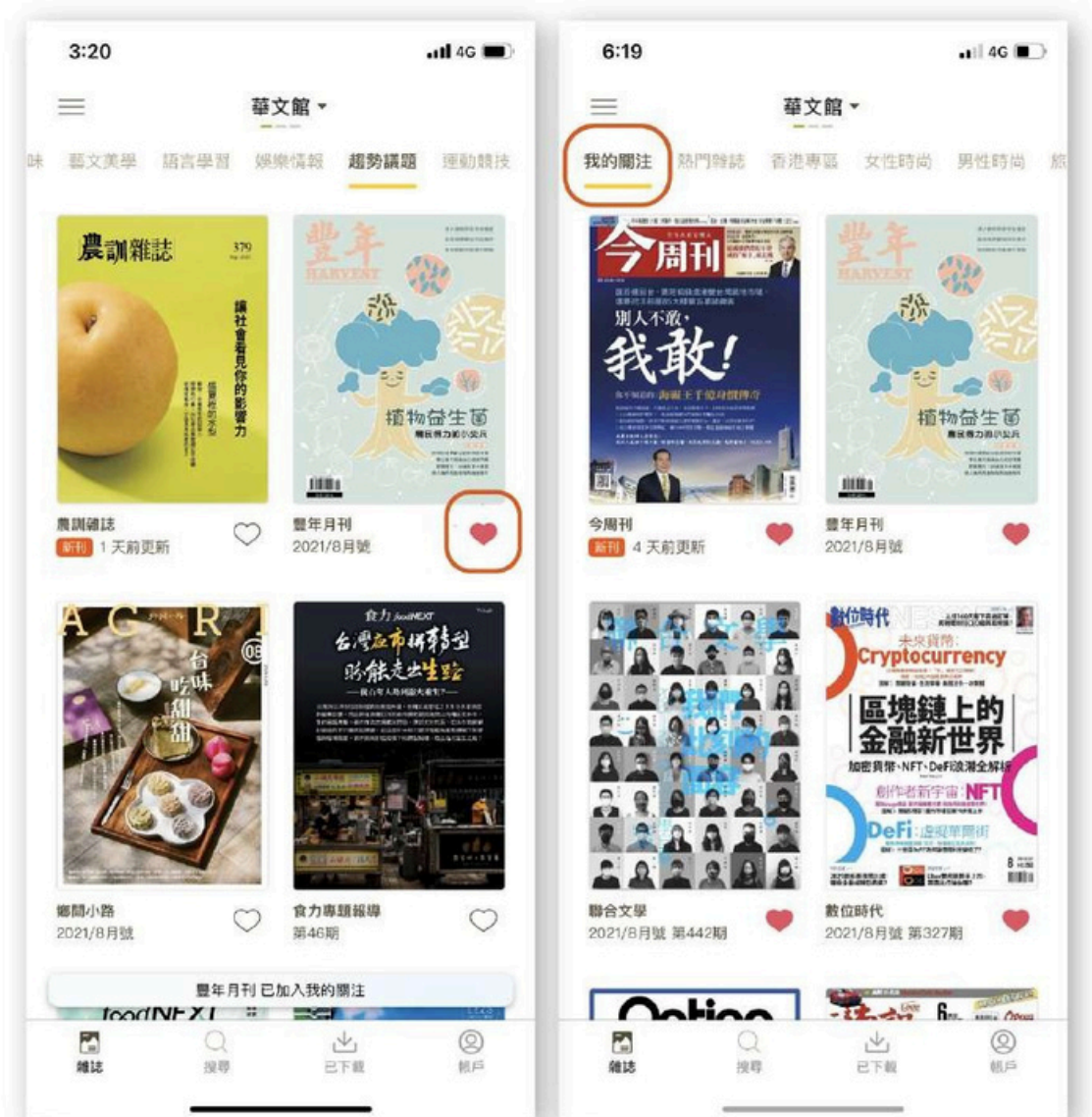
Each result includes a bookmark icon, a title, and a "好讀" (Easy to Read) label. The footer contains a QR code, app store links (App Store, Google Play), contact information, and a copyright notice: "Kono Libraries | Copyright © 2011-2023, Kono Digital Inc. All Rights Reserved." There is also a language selection dropdown set to "繁體中文".



# Follow magazines



1. After following a magazine, you'll receive its latest updates, and you'll be instantly notified when a new issue is available online. While browsing magazines, you can click on the "heart" icon to follow that magazine.
2. On the magazine category section at the top of the page, click on "My Favorite" to view the magazines you've followed.





# Follow book summary categories

1. After following a book summary category, you'll receive its latest updates, and you'll be instantly notified when a new book summary is available online. While browsing book summaries, you can click on the "heart" icon to follow that category.
2. On the magazine category section at the top of the page, click on "My Favorite" to view the book summary categories you've followed.

The screenshot displays the kono libraries website interface. At the top, there is a search bar and navigation links for language (English, Japanese, International), account status (Registered), and app download. The main content area is divided into three sections, each with a "Follow" (關注) button circled in red:

- 職場技能 (Work Skills):** Features book covers for "BOTH/AND THINKING", "It's Not TV", "LIKE, COMMENT, SUBSCRIBE", "Six Faces of Globalization", "The Digital Mindset", and "THINK AGAIN".
- 自我成長 (Self-Growth):** Features book covers for "Trust and Inspire", "You, Happier", "THE HIGH 5 HABIT", "WHAT HAPPENED TO YOU?", "effortless", and "THE SLEEP SOLUTION".
- 紐約時報暢銷書 (New York Times Bestsellers):** Partially visible at the bottom.

In the top right corner, a user profile menu is open, showing options: "我的關注" (My Favorites), "我的收藏" (My Collections), "修改密碼" (Change Password), and "登出" (Logout). The "我的關注" option is circled in red.



# PDF and Fit-reading mode

For user convenience, Kono's fit-reading mode adapts well to various devices. Additionally, users can switch to PDF mode to retain the magazine layout. With Kono Libraries, reading is smooth in portrait and landscape mode. In PDF mode, pages can be swiped left or right, and by clicking the eyeglass icon in the bottom left corner, users can access the "Fit-reading mode."

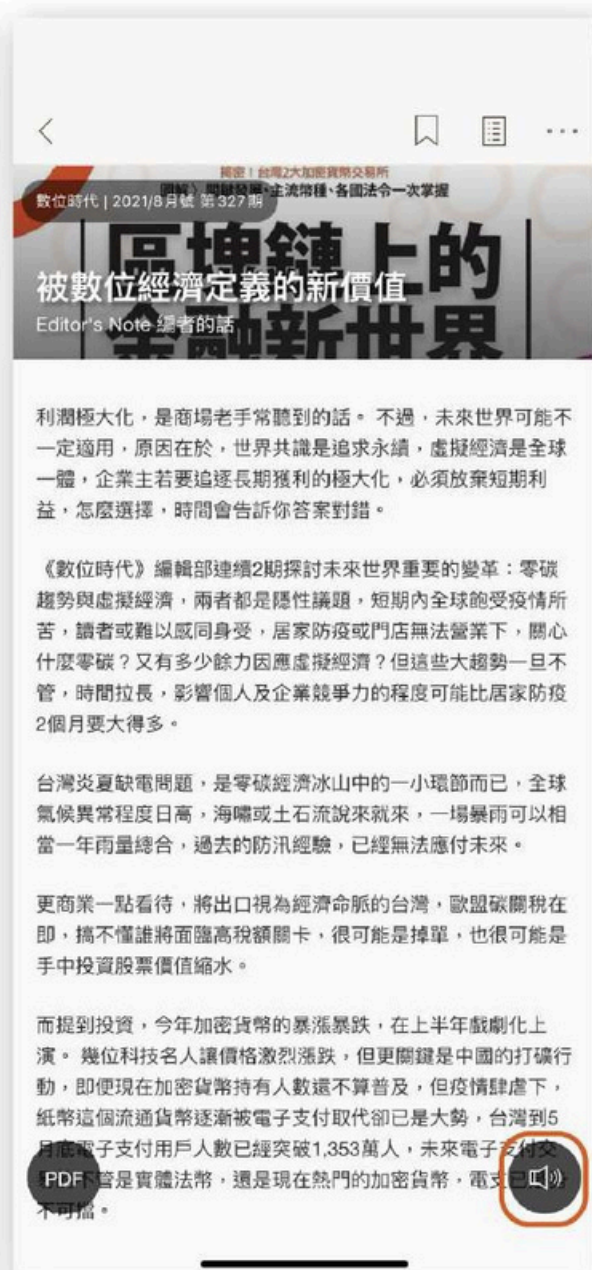


The Fit-reading mode offers users a clearer reading interface without compromising the experience of reading printed magazines. It better aligns with the device's usage patterns. (Left image)

In addition to enhancing the reading experience, the Fit-reading mode also offers a "Text-to-Speech" feature. Click the sound button at the bottom right to experience the magazine through "listening." (Right image)



Kono Fit-reading mode



Click the sound button and enjoy listening to the magazine



# Listen to the audio recordings



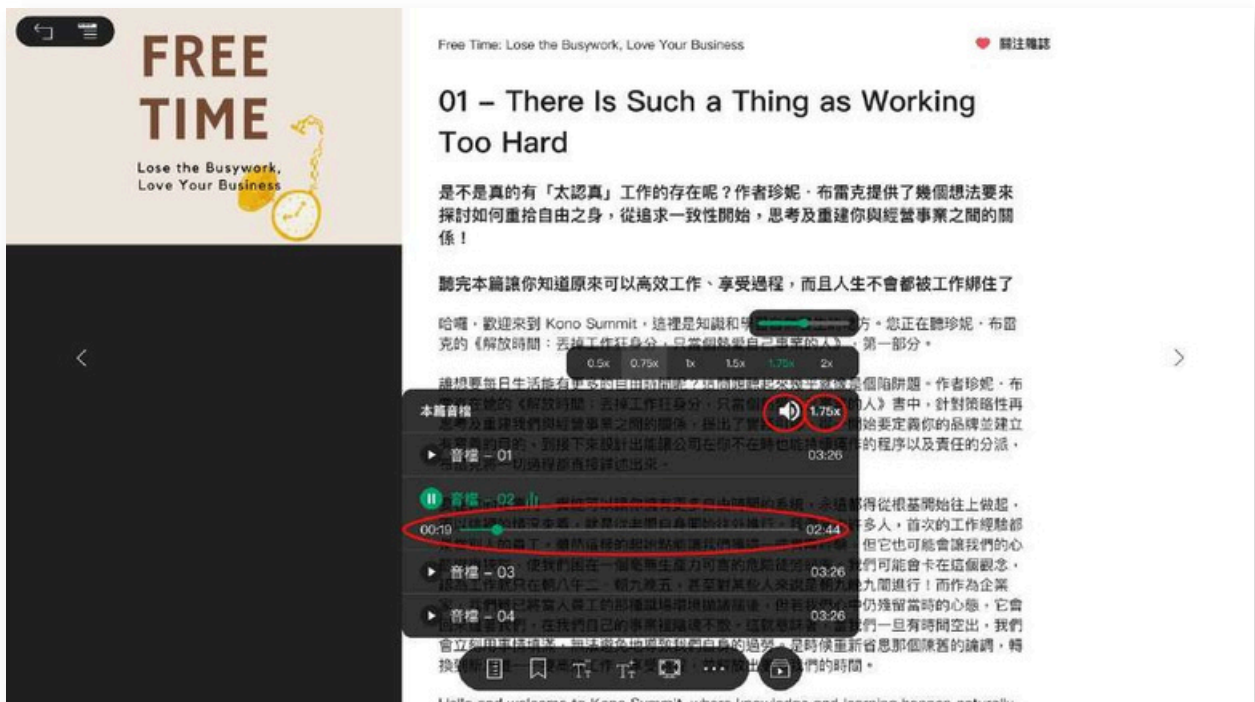
1. After opening the book summary/magazine with audio files, move the mouse to the bottom of the page to activate the reading toolbar.

The screenshot shows a digital magazine page titled "FREE TIME: Lose the Busywork, Love Your Business". The page content includes a section header "01 – There Is Such a Thing as Working Too Hard" and several paragraphs of text in Chinese. At the bottom of the page, a reading toolbar is visible, which includes icons for back, forward, search, and other navigation functions. A red circle highlights the audio player icon in the toolbar, indicating that the user should click it to activate the audio recordings.

2. Click on the "Audio File" icon to open the audio file for this section.



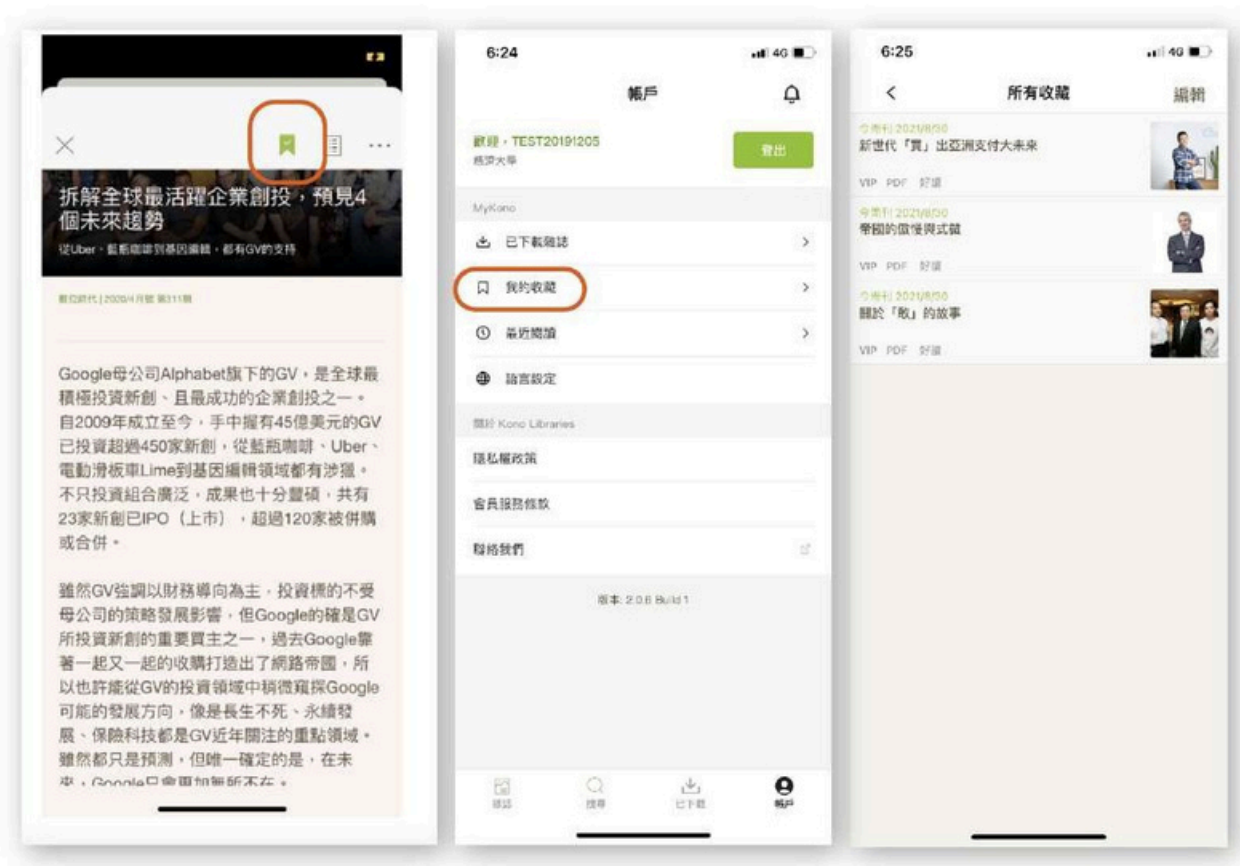
3. You can adjust the playback progress bar, adjust the volume by clicking on the speaker icon, and adjust the playback speed by clicking on the speed icon.





# Bookmark magazine articles

1. Click on the bookmark icon in the reading toolbar to bookmark this article.
2. Click on "Account" at the bottom and go to "My Kono" > "MyCollection", where you can view bookmarked articles.



▲ Bookmark articles

▲ View bookmarked article in My Collection



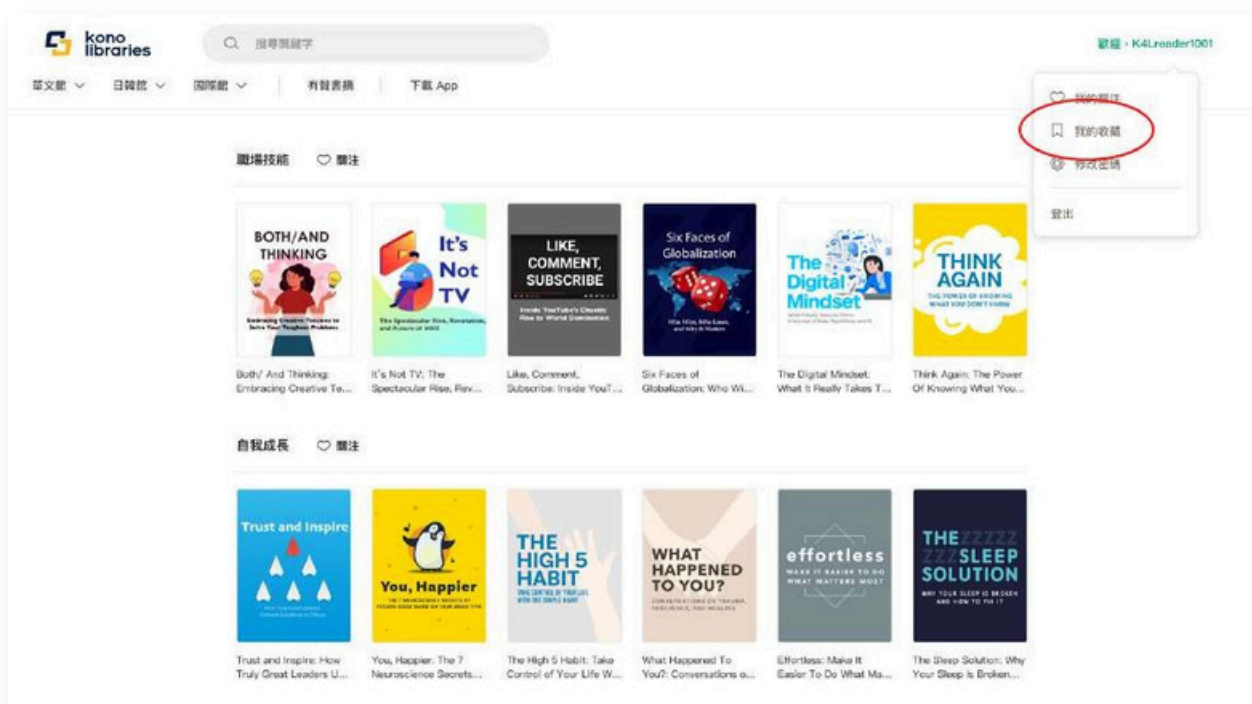
# Bookmark summary sections

1. Click on the bookmark icon in the reading toolbar to bookmark the section.



點擊後出現打勾，代表收藏成功  
After clicking, the checkmark appears to indicate  
successful bookmarking.

2. After leaving the reading interface, clicking on the top right corner menu "My Collection" allows you to view bookmarked sections.





# Download magazines

Only on Kono Libraries App

Kono Libraries supports offline reading. Download magazines to read them anytime, anywhere.

1. Enter the magazine page, and under the magazine description, click "Download".
2. While reading the magazine, choose the upper right corner to enter the magazine catalog, where you can also choose to download the magazine.



Download the magazine outside the article viewer

Download the magazine inside the article viewer



## Other reading tools

1. Click to open the table of contents, allowing for quick navigation to other chapters.



2. Adjust the font size.



3. Switch to full screen mode.



# FAQ

---



Q1. Which browsers does Kono Libraries support?

iOS : 10.0 and above for iPhone/iPad

Android: 5.0 and above

Web: Most browsers are supported, but it is recommended to use Google Chrome browser.

Q2. Which browsers does Kono Libraries support for audio book summaries?

Most browsers are supported, but it is recommended to use Google Chrome browser.

Q3. How many devices can I use for reading?

Each account can support up to three devices. When the fourth device logs in, the first logged-in device will be automatically logged out, and so on.

Q4. Can Kono Libraries only be used within the company/library?

Once authenticated and activated, Kono Libraries can be accessed regardless of location, whether inside or outside the company/library.

Q5. Can I read offline on the Kono Libraries platform?

The Kono Libraries App allows for offline reading. Please enter the magazine and click the download icon to start downloading. Once downloaded, you can use the Kono Libraries App for offline reading anytime and anywhere.

Q6. How do I follow a magazine on the Kono Libraries platform?

You can follow magazines on both the Kono Libraries App and website. On the Library page, click the heart icon at the bottom right corner to follow it. Once followed, you will receive notifications for new issues of the magazine.

Q7. How can I follow a book summary category on the Kono Libraries platform?

Please go to the Library page and click the heart icon next to the book summary category you want to follow. Once followed, you will receive notifications for new book summaries in that category.

Q8. How can I view recently read magazines?

Click on "Recent Reads" at the top of the page to see the last ten magazines you've read. Clicking on them will take you back to where you left off, allowing you to continue reading at any time.

Q9. Under what circumstances will my account be suspended?

During the contract period between Kono Libraries and the company/library, all users can use Kono Libraries. However, if an employee leaves the company, their account will be suspended.

Q10. How can I contact Kono if I have other questions?

If you have any questions that cannot be resolved here, please feel free to email us at [support@thekono.com](mailto:support@thekono.com). Please describe the issue in the email and attach screenshots, and we will contact you promptly.