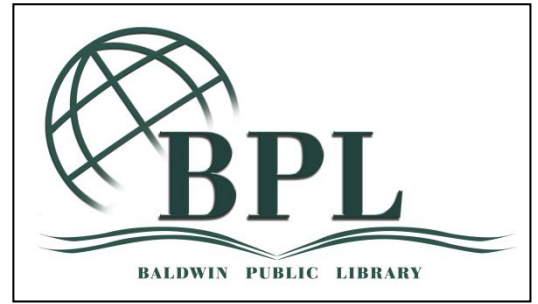


eBooks – Step-by-Step Instructions



A. Start:

- <http://www.baldwinlib.org/>
- Virtual Services → eAudiobooks & eBooks
- Click on “eBooks from Baldwin”
- Select Baldwin Public Library
- Login with your library card number (with no spaces)
- Click: Log In

B. Getting Started: MetroNet

*This step is not necessary for those with a Sony Reader. If you are using a Sony Reader, you will use the Sony Reader Library Software instead.

- Click: My Help (all the way at the bottom on the left)
- Choose “Read eBooks”
- Choose your type of eReader
- Click: View My Help
- Make sure that you have the required software listed under number one.
- Click on the “Get Adobe Digital Editions” icon
- Click: To download and install Adobe Digital Editions, click here
- Click: Install (The install button is halfway down the page)
- Follow the Instructions. **When In Doubt, Just Trust the Default Answers**
 - o It will be a little bit different for each computer. You’ll have to answer questions like these
 - *Would you like to continue installing?* - Click: Install
 - *Press yes to download and continue the installation of Adobe Digital Editions* – Click: Yes
 - *Check the components that you want to install...* – Click: Next
 - *Setup will install Adobe Digital Editions in the following folder...* – Click: Install
 - o After the box says “Completed” – Click: Close
- An icon will be downloaded to your desktop for Adobe Digital Editions
 - o If the program doesn’t open automatically, open it
- Follow the Instructions. **When In Doubt, Just Trust the Default Answers**
 - o It will be a little bit different for each computer. You’ll have to answer questions like these
 - *By clicking the ‘I AGREE’ button I acknowledge that I have read and accept the terms of the above agreement* – Click: I Agree
 - *To get started, click Continue* – Click: Continue
- You now have the option to register your device
 - o If you are only planning upon reading your book on the computer, you can click “Don’t Authorize This Computer” and then “Activate”
 - o If you have an Adobe ID – enter your email and password here and then click “Activate”
 - o If you do not have an Adobe ID, create one and then click “Activate”
 - You must register your Adobe Digital Editions with the same registration as that for any device that you want to associate with it (i.e. Nook)
- Click: Finished

C. Getting Books:

- Start back at MetroNet (See the earlier instructions – A. Start)
- Search or browse for a book
- When you find a book that's available....
- Click: Add to eCart
- Click: Proceed to Checkout
- Choose your lending period (7 days, 10 days, 14 days or 21 days)
- Click: Confirm Check Out
- Click: Download (under the picture of the book)
- Choose: Open with (Adobe Digital Editions)
- Click: OK
- Wait for the book to download
 - o Adobe Digital Editions will automatically open the book on the first page.
- Return to the library by clicking the three book spines in the upper left-hand corner of Adobe Digital Editions

D. To Transfer to Your Device

*For a Sony Reader, follow the same steps, but in the Sony Reader Library Software

- Plug-in Your device
- Open Adobe Digital Editions
- Go to the Library View (upper left hand corner: three book spines)
- Make sure that the device appears as a "Bookshelf" (on the list on the left hand side)
- Highlight the book that you'd like to transfer (by clicking on it)
- Drag and drop the book on the device bookshelf
- Click on the device bookshelf to make sure that the book transferred

E. To delete a book off your device:

- Plug-in Your device
- Open Adobe Digital Editions
- Go to the Library View (upper left hand corner: three book spines)
- Click on the device "bookshelf" – in the list on the left
- Highlight the book you want to delete by clicking on it
- Type "Delete" on the keyboard
 - o Alternately, click the small arrow in the upper left hand corner of the book
 - o Click: Delete Item
- *Are you sure you want to delete this item?* – Click: Delete

E. To return a book:

- Open Adobe Digital Editions
- Go to the Library View (upper left hand corner: three book spines)
- Click the small arrow in the upper left hand corner of the book
- Click: Return Borrowed Item
- *Are you sure you want to return this item?* – Click: Return