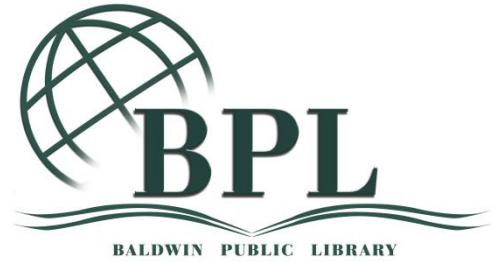


# eBooks on eReaders (Overdrive)

## Step-by-Step Instructions



### A. Start:

- <http://www.baldwinlib.org/>
- **Virtual Services** → **eBooks & eAudiobooks**
- Click on **Click here to get eBooks** (under the picture)
- Select **Baldwin Public Library** where it says '[select library]'
- Type in your library card number (with no spaces)
- Click: **Sign In**

### B. Getting Started: MetroNet

- Click: **Get Software** (on the right)
- Click: **Adobe Digital Editions**
- Click: **Download Now**
- Click: the link for downloading either **Macintosh** or **Windows**
- Navigate to the desktop and click: **Save File**
- Double click the icon for the program that you just downloaded from the desktop (ADE\_2.0\_Installer.exe)
- 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
    - *Do you want to run this file?* **Run**
    - Click the checkbox next to: *I accept the license agreement* –Click: **Next**
    - *Check the components that you want to install...* – Click: **Next**
    - *Setup will install Adobe Digital Editions in the following folder...* – Click: **Install**
  - o When 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
- You now have the option to register your computer:
  - o Click: **Help**
  - o Click: **Authorize Computer**
  - o If you have an Adobe ID – enter your Adobe ID (email address) and password here and then click **Authorize**
  - o If you do not have an Adobe ID, create one by clicking **Create an Adobe ID** and following the instructions. Then return and authorize.
- Click: **Finished**

### C. Getting Books:

- Start back at MetroNet (See the earlier instructions – A. Start)
- Search or browse for a book
  - o Use the search box to search by title, author, or keyword
  - o Click: **Menu** to get a list of browsable collections
  - o Click: **Advanced Search** to search by subject or format
- When you find a book that's available....
- To change your lending period:
  - o Click: **(Change)** under 'This title can be borrowed for...'
  - o Click on the number of days you'd like
    - This will apply for all future checkouts
  - o Click: **Done**
- Click: **Borrow**
- Click: **Download**
  - o If prompted, select **ePub Book**
  - o Click: **Confirm and Download**
- Navigate to your desktop and click: **Save** [or Open with Adobe Digital Editions]
- Go to your desktop and double click on the icon with your book title
- 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 'Library'

### D. To Transfer to Your Device

- Plug-in Your device
- Open Adobe Digital Editions
- Click on **All Items**
- Make sure that the device appears 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 from the section on the right, to your device on the left
- Click on the device to make sure that the book transferred

### E. To delete a book off your device:

- Plug-in Your device
- Open Adobe Digital Editions
- Click on **All Items**
- Right click on the book that you want to delete
- Click: **Remove from Library**
- *Are you sure you remove the selected item?* – Click: **Remove**

### E. To return a book:

- Open Adobe Digital Editions
- Click on **All Items**
- Right click on the book that you want to delete
- Click: **Return Borrowed Item**
- *Are you sure you remove the selected item?* – Click: **Return**