Using OverDrive for E-books

Required Software and Authorization

1. Download and install Adobe Digital Editions software (ADE):

- Go to http://www.adobe.com/products/digital-editions.html
- Choose Canada-English as your region if prompted.
- Click on "Download Now" from the upper right corner. Under Adobe Digital Editions Installers, choose Download Macintosh or Download Windows depending on your system.
- When asked whether to save or run the file, choose "Run". Answer yes to allow the changes and then click "I Agree" to accept terms and conditions.
- Select desired options and click "Next". Click "Install".
- Your Adobe Digital Editions shortcut should appear on your desktop and on your Startup Menu.

2. Before you can download library books to your e-reader or wireless device, you will need to establish an Adobe ID.
- Go to www.adobe.com/membership
- Click the link at the bottom of the page reading "Don't have an Adobe ID?"
- Fill in the required information to complete the registration form, and then click "Continue" at the bottom.
- You should see a message indicating that your registration was successful.

This completes your Adobe ID registration. You only need to do this once.

3. Once the installation is complete, Adobe Digital Editions will open in the *Library* view. You are now ready to begin downloading e-books to your computer and then transferring them to your reader. E-books are

Searching for and downloading e-book titles

1. Go to library.cityofnorthbay.ca , click on "Audio Visual/Research" and select "OverDrive and ebooks" from the drop down menu, which will link you to the Ontario Library Service Download Center.

2. Click on "Sign In" at the top right hand side of the screen. Login by entering your library card number and library PIN/password that was provided by your library.

3. To search for an e-book, you can use the search bar at the top right hand side of the screen, using a keyword, title or author name search, or you can click "Collections" at the top left hand side of the screen to browse.

Ebooks are indicated by this symbol:

If an ebook is available, you will see this button along the top of the cover:

4. When you have found a title you want, click on the "Borrow" button under the title. This will bring you to a new screen called your "Loans" page.

If the title is already checked out, you will see this button:
You may request it by selecting "Place a Hold." When you place a hold, you will be asked to provide a valid email address for notification purposes.

5. To download your e-book to Adobe Digital Editions,

On your **Loans** page , click on the "Download" button that is next to your chosen e-book. You may be prompted to choose a specific format to download, either PDF or EPUB. Many e-readers support both formats. Choose your preferred format, and then click "Confirm and Download". The title is now transferred to

transferred from Adobe Digital Editions to your device. When asked "Do you want to open or save this file?" select "Open." If you are downloading to your computer, the title will automatically open in Adobe Digital Editions in "Reading View".   If it doesn't automatically open, locate the downloaded file, which ends in ".acsm", double-click it and select Adobe Digital Editions to open it.

Transferring an e-book to your e-reader

1. Open Adobe Digital Editions. Connect your e-reader to your computer via the USB port. The first time you do this, Adobe Digital Editions will ask if you would like to authorize the device to your Adobe ID. Select "Yes".

On a PC, the e-reader will be visible in Library View above the Bookshelf section in the "Devices" heading. Depending on your e-reader, you may need to close Adobe Digital Editions, plug in your reader, and then re-open ADE. You may also need to restart your computer in order for the e-reader to be recognized by your system.

On a Mac, close Adobe Digital Editions. Plug in your e-reader, and then open ADE. The e-reader should be recognized by your Mac.

2. If you are currently in Reading View, click on Library at the top left within the Adobe Digital Editions software. Titles you have downloaded are listed on the right-hand side of the screen. If you have a lot of titles in your library, and you want to find only things you have checked out from the library, you may click on the "Borrowed" book shelf.

3. To transfer your e-book to your device, click on the cover of the book to select it. Be sure you have only the book that you want to transfer selected. Click on the book again, and drag it over to where your e-reader is listed under the "Devices" heading on the left hand side of your screen.

the device. When you disconnect your device, you should be able to open the book in your e-reader's library. Your e-reader may need a few minutes to process the new content you have loaded onto it.

Disconnecting your e-reader

1. **On a PC**, click "Safely Remove Hardware" icon on the lower right of your monitor. Then click the "Safely Remove USB Mass Storage Device" box. When you see "Safe to Remove Hardware", you may detach the e-reader from your computer.

2. **On a Mac**, unmount/eject the e-reader using the Finder before unplugging. Detach the e-reader from your computer.

Things to remember:
- You can borrow 10 titles at a time.
- E-books can be downloaded for 7 or 14 days.
- E-books will automatically expire at the end of the lending period.
- E-books can be returned early:
  In ADE, choose Library View. Right-click on the book jacket, and choose "Return Borrowed Item. This will remove the item from your account. You will still need to delete the title from your reader to prevent it from taking up space.
- E-books cannot be renewed.
- If you need to replace your library card let us know and we can link your new and old cards in OverDrive.

Having trouble with a specific device?

Please refer to specific user guides from the Toronto Public Library website at http://www.torontopubliclibrary.ca/books-video-music/downloads-ebooks/ebooks-userguides.jsp

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