

eBooks at the Library

Computers and eReaders

One of the newest developments in reading is the electronic book, or eBook. An eBook is a digital copy of a book that can be read on a computer, dedicated eBook reader (eReader) or other digital devices. While these devices do not always provide the same reading experience as a true book, especially when using a computer, they can be very convenient. Most eReaders can hold hundreds or thousands of eBooks in less space than a single hardback book. eBooks are readily available from online book sellers such as Amazon (www.amazon.com) and Barnes and Noble (www.barnesandnoble.com). Many libraries are also making eBooks available to their patrons through their online catalogs. Patrons can search for available titles, check them out with their library card, download them to their computer and then transfer them to their eReader.

Audiobooks are another type of digital download available from many libraries. They can be checked out and downloaded just like eBooks, but can only be used on devices that support audio playback. Many of the eReaders do not support audio playback and therefore do not support audiobooks. Audiobooks are not covered in this handout.

eBook Compatibility

eBooks come in several different formats. Unfortunately, not all eReaders can work with all formats. The most commonly supported formats are Adobe EPUB, Open EPUB and Adobe PDF. Overdrive, a maker of eBook software, provides a list of devices and whether or not they support the eBook formats used by libraries at www.overdrive.com/resources/drc/Default.aspx?type=eBook. If you are considering buying an eReader specifically to read eBooks from the library, check the list carefully to be sure the device is supported. Some of the more popular devices that support library eBooks are:

- Windows Computers
- Barnes and Noble Nook
- Kobo eReader
- Mac Computers
- Amazon Kindle (see separate handout)
- Sony Digital Readers

Check the list often, as it is continually updated as new devices are tested.

Required Software

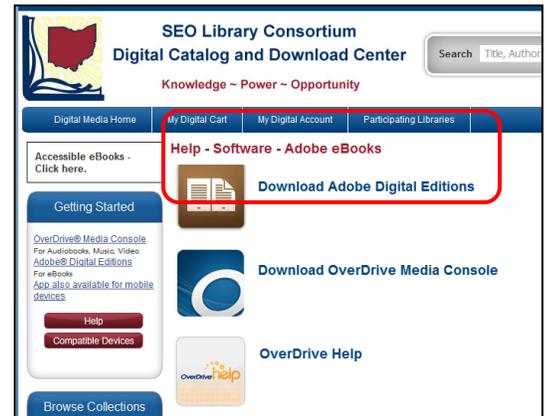
Before you can start reading eBooks, you will need to download and install the free **Adobe Digital Editions** software onto your computer. This program allows you to download digital books to your computer, manage your library, read the eBooks on your computer, and transfer your eBooks to supported portable devices, such as the Nook or Kobo eReader.

Downloading and Installing Adobe Digital Editions

1. Start your web browser and go to the Washington County Public Library web site at www.wcplib.info
2. Scroll down until you see the **Download Overdrive** image on the left side of the page.
3. Left click the **Download Overdrive** image.



4. On the Digital Catalog page, left click the **Adobe Digital Editions** link in the left side bar.
5. On the next page click **Download Adobe Digital Editions**. This will take you to the Adobe Digital Editions web page.
6. Scroll down the page until you see the **Install** button near the left side of the page.
7. Left click the **Install**



button.



- a. Wait a moment, and then click the **Install** button one more time.

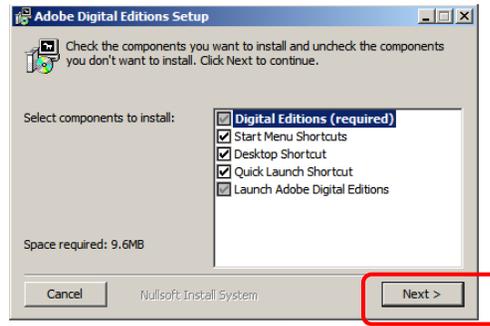


8. Next, left click **Yes** to confirm that you want to install Adobe Digital Editions.

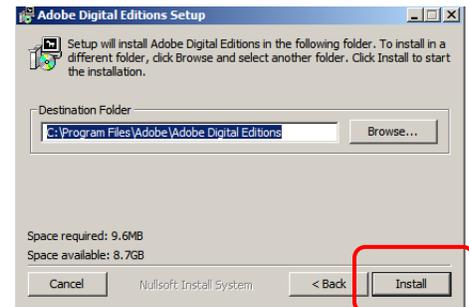


default by clicking **Next**.

9. You will then be asked which components you want to install. Accept the



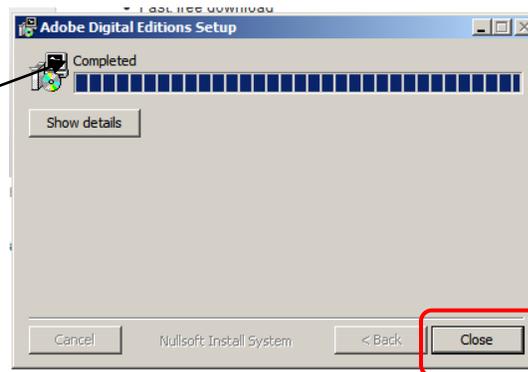
10. Next you must tell the computer where to install the program. Again, accept the default by left clicking **Install**.



click the

11. Now wait for the program to be installed on your computer. A progress bar will keep you informed on how the process is proceeding. When the status says **Completed**, left **Close** button.

Status - Completed



12. After you click the **Close** button, Adobe Digital Editions will automatically start.

13. Accept the License Agreement by left clicking the **I Agree** button.

 Adobe Digital Editions - Installation

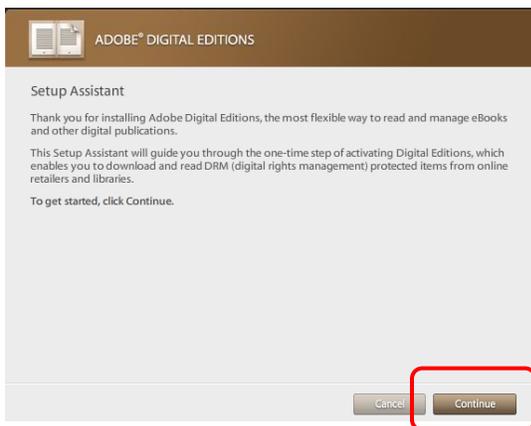
This installer will setup Adobe Digital Editions.
Please review and agree to the license agreement to continue.

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You must next authorize your computer if you want to transfer eBooks from your computer to an eBook reader. You only have to do this once. To authorize your computer, you need a free Adobe ID. If you do not already have an Adobe ID, you will need to create one. You can use your Adobe ID to authorize up to six computers and/or other devices. If you do not plan on transferring your eBooks to another device, you do not have to authorize your computer.

14. Left click **Continue** in the Setup Assistant. (The Setup Assistant appears after you accept the License Agreement).

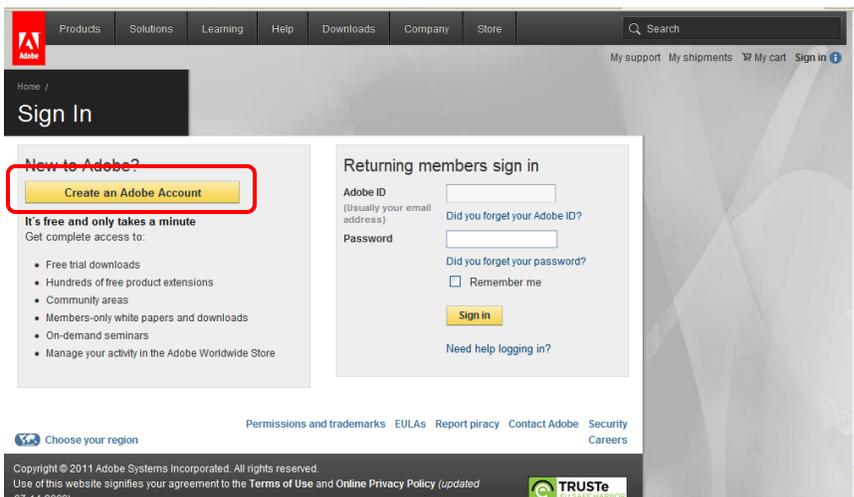


15. If you already have an Adobe ID, skip to step 21. Otherwise, left click **get an Adobe ID online**.



After you click **get an Adobe ID online**, your web browser will open to the Adobe Sign In web page.

16. Left click the **Create an Adobe Account** button to go to the account form.



17. Fill out the form. Only the items marked with an “*” must be filled in.
- You must have an email address to get an Adobe ID.
 - The **Password** is one that you create for yourself.

A screenshot of the Adobe 'Join Adobe' account creation form. The page title is 'Join Adobe'. Below the title, there's a paragraph explaining that Adobe Membership is free and registration takes a minute. A legend indicates that fields with an asterisk (*) are required. A link to the privacy policy is provided. The form is titled 'ACCOUNT DETAILS' and contains the following fields: 'E-mail *', 'Password * (Must be between 6-12 characters)', 'Retype password *', 'Password hint', 'First name *', 'Last name *', and 'Job title' with a dropdown menu currently showing 'SELECT'.

18. After you fill out the form, scroll to the bottom of the page and left click the **Continue** button.
19. On the next page, left click the **Continue** button one more time.
20. You may now close your web browser.

After you close your web browser, return to the authorization screen for Adobe Digital Editions.

- Enter your email address on the **Adobe ID** line.
- Enter the password you created on the **Password** line.

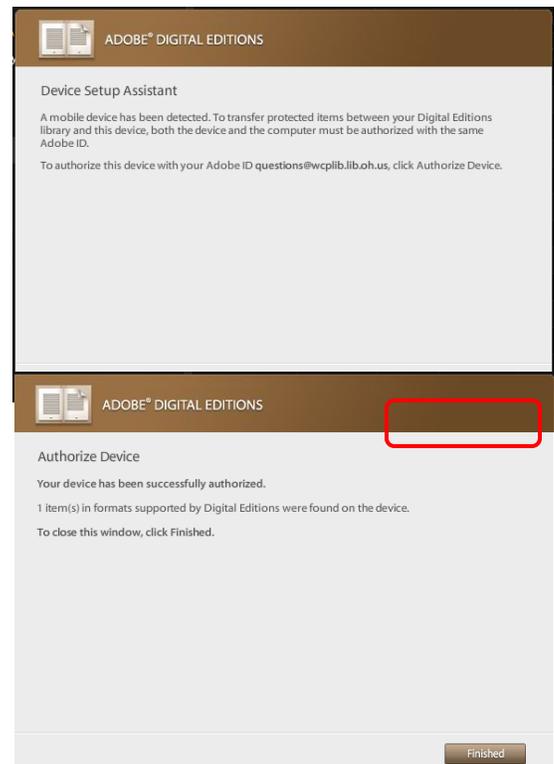
23. Left click **Activate** at the bottom right corner.



24. Finally, left click the **Finished** button on the next screen.

Your computer is now ready. However, if you want to transfer your eBooks from your computer to your eReader, you must also authorize it through Adobe. You only have to do this once for each eReader.

1. Quit **Adobe Digital Editions**.
2. Connect your eReader to your computer with the appropriate cable.
3. Wait for your computer to recognize it. Depending on your eReader, you may have to enable it to work with your computer by way of a confirmation screen.
4. Start **Adobe Digital Editions**. (If there is no icon for it on your desktop, look in the **All Programs** menu.)
5. When Adobe Digital Editions begins, it should recognize your device and start the **Device Setup Assistant**.
6. Left click the **Activate Device** button.
7. After a short pause, a confirmation screen should appear.
8. Left click the **Finished** button on the confirmation screen.



You are now ready to download eBooks from the library and transfer them to your eReader.

The Digital Catalog

Now that you have your computer and eReader ready, it is time to get some eBooks. Begin by returning to the SEO Digital Catalog (See Step 1 under **Downloading and Installing Adobe Digital Editions.**)

If you have used the Library's online catalog to find regular books, you should feel comfortable using the digital media catalog. They both work much the same.

While there are eBooks, audiobook, music and videos available through the digital catalog, this handout only covers eBooks.



Across the top of the page are tabs for the different areas of the catalog.

- **Digital Media Home** – this is the browsing and searching area of the catalog.
- **My Digital Cart** – this tab shows the items you have selected but have not yet checked out.
- **My Digital Account** – gives you tools to manage your account.
- **Participating Libraries** – displays a list of libraries that share the Digital Catalog.

Software Downloads, Help, and Category selections are located in the left side bar.

The **Search** box is located at the top right of the window

Featured eBooks and search results are displayed in the center of the window.

Locating an eBook

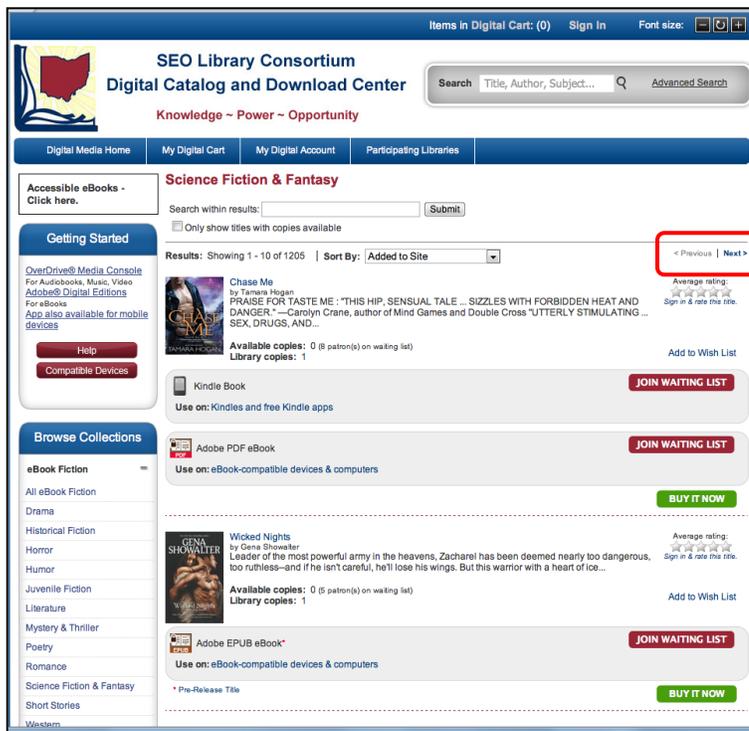
There are several ways to look for eBooks. Use whichever method works best for you.

Browse the Featured eBooks

1. Left click the right or left arrow at the end of each row of featured eBooks.
2. Left click the title to view detailed information on it (see Search Results).

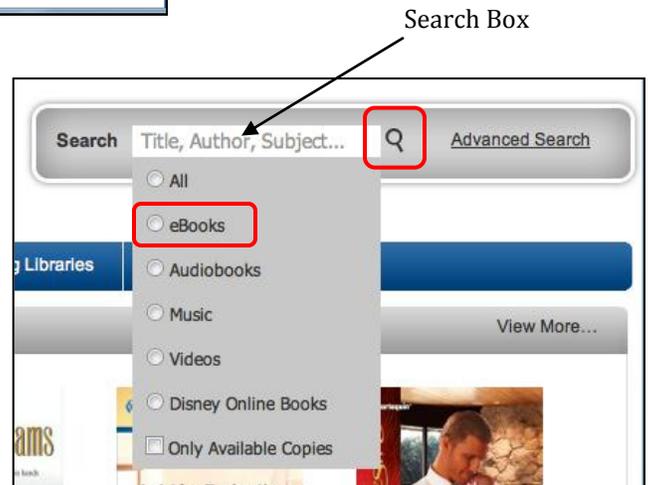
Browse by Category

1. Left click **eBook Fiction** or **eBook Nonfiction** in the Browse Collections box in the left side bar.
2. Select a genre or subject from the list that appears.
3. Browse through the list of eBooks using your mouse's scroll wheel and the **Next** and **Previous** buttons on the page.
4. Left click a title to see detailed information on it.



Use the Search

1. Type the title, author, subject or keyword(s) into the search box.
2. Hover the mouse over the search box to see the **Format Menu**.
3. Select **eBooks** from the menu.



4. Select **Only Available Copies** if you only want to see checked in items.
5. Left click the **Spy Glass** or press **Enter** on your keyboard.

Use the Advanced Search

1. Left click **Advanced search** to the right of the Search box.
2. Fill in the desired search fields. You do not have to fill in all of them.
3. Select **Only show titles with copies available** if you want to see checked in eBook.
4. Left click the **Search** button at the bottom of the form.

You can improve your search results by selecting a format that is compatible with your eReader, usually Adobe EPUB, Open EPUB, or Adobe PDF.

The image shows a screenshot of the 'Advanced Search' form. The form is titled 'Advanced Search' in red. It contains several input fields and dropdown menus: Title, Creator, Keyword, ISBN, Format (set to 'All formats'), Language (set to 'All languages'), Publisher (set to 'All publishers'), Subject (set to 'All subjects'), Awards (set to 'All awards'), Date added to site, and Results per page (set to '10'). At the bottom, there is a checkbox labeled 'Only show titles with copies available' and a 'Search' button. Red boxes highlight the 'Advanced Search' title, the 'Format' dropdown menu, the 'Only show titles with copies available' checkbox, and the 'Search' button.

Search Results

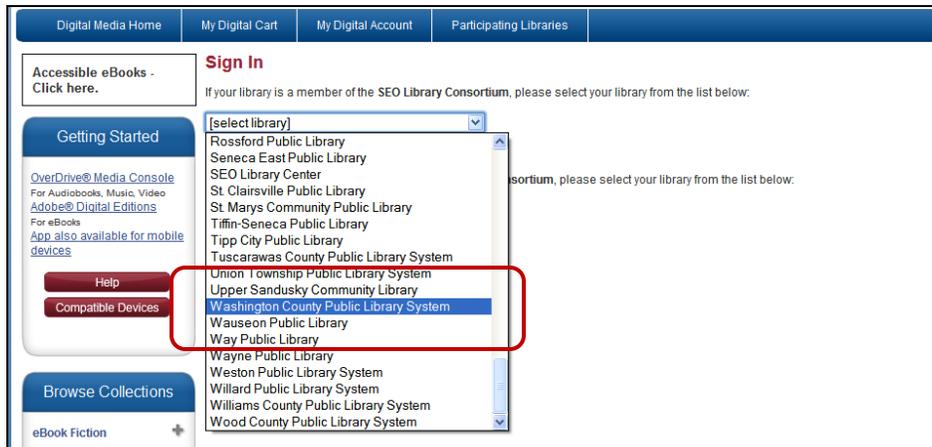
eBooks have been very popular and it can often be difficult finding a title that is checked in. Unless you select **Only show titles with available copies**, you will find that most of the eBooks displayed in your search results are checked out, as indicated by the **JOIN WAITING LIST** button. If you want one of these eBooks you will have to add your name to the waiting list and wait for it to become available.

The eBooks that have an **ADD TO DIGITAL CART** button are checked in and available for immediate checkout.

To view detailed information on an eBook, left click its title.

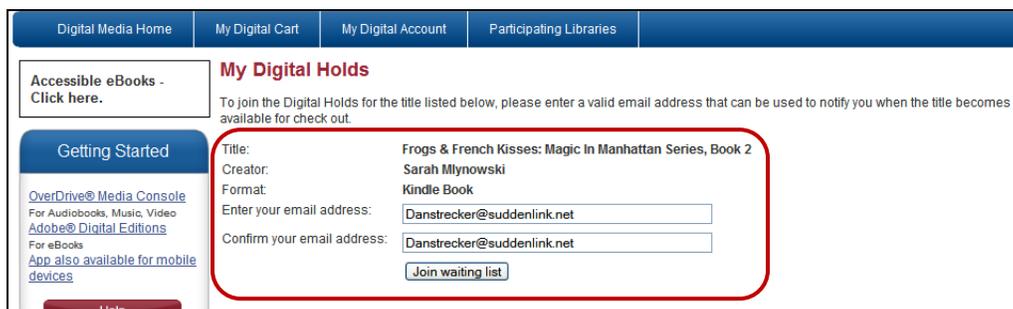
Joining a Waiting List

1. Check the eBook's **format** to be sure it is compatible with your device.
2. Left click **JOIN WAITING LIST**. You will then be directed to the Sign In page (If you are already signed in, go to step 7).



The screenshot shows the 'Sign In' section of a digital library website. A dropdown menu is open, displaying a list of libraries. The 'Washington County Public Library System' is highlighted with a red box. The list includes: Rossford Public Library, Seneca East Public Library, SEO Library Center, St. Clairsville Public Library, St. Marys Community Public Library, Tiffin-Seneca Public Library, Tipp City Public Library, Tuscarawas County Public Library System, Union Township Public Library System, Upper Sandusky Community Library, Washington County Public Library System, Wauseon Public Library, Way Public Library, Wayne Public Library, Weston Public Library System, Willard Public Library System, Williams County Public Library System, and Wood County Public Library System.

3. Select **Washington County Public Library System** from the list of libraries.
4. Enter your entire library card number. Do not include the spaces.
5. Enter your **PIN** (usually the last four digits of the phone number you used to get your library card).
6. Left click the **Sign In** button.
7. On the next screen check the information to be sure it is correct.



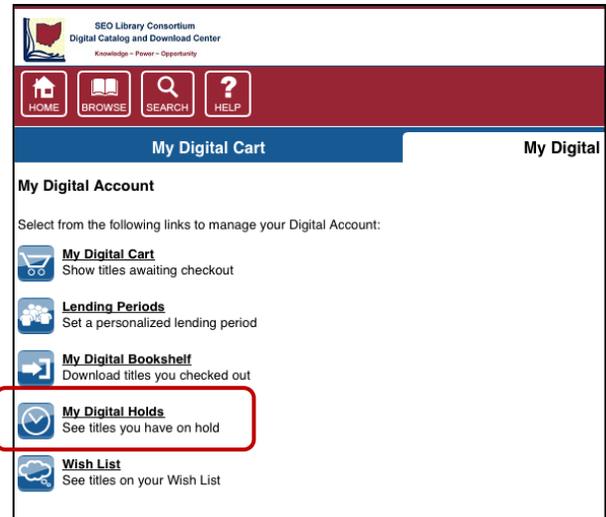
The screenshot shows the 'My Digital Holds' section. A form is displayed for joining a waiting list for a specific eBook. The form includes the following information: Title: Frogs & French Kisses: Magic In Manhattan Series, Book 2; Creator: Sarah Mlynowski; Format: Kindle Book. There are two input fields for email addresses: 'Enter your email address:' and 'Confirm your email address:', both containing 'Danstrecker@suddenlink.net'. A 'Join waiting list' button is located below the confirm field. The entire form area is highlighted with a red box.

8. Left click the **Join waiting list** button.
9. Finally, select **Click here to continue browsing**.

When the eBook becomes available, you will receive an email notification. The eBook will be held for you for 72 hours. If you do not check out the item within 72 hours, it will go to the next person in line for it.

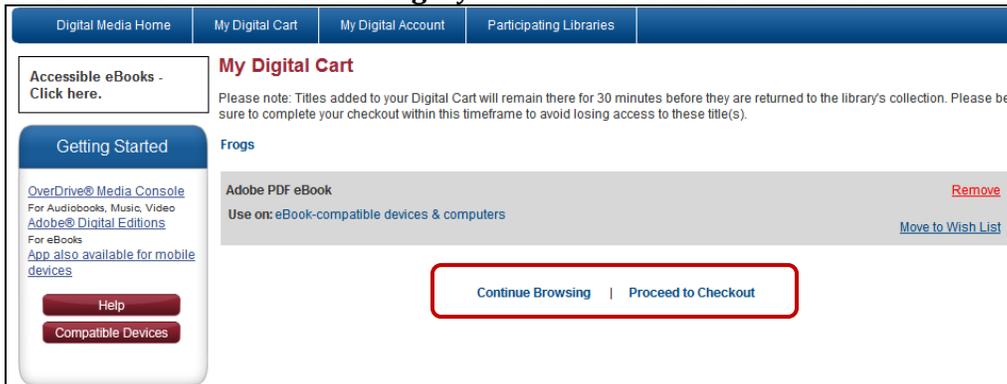
Claiming Your Hold

1. Return to the **SEO Digital Catalog**.
2. Select the **My Digital Account** tab.
3. Sign in.
4. Select **My Digital Holds**.
5. Locate the eBook that is available.
6. Left click **ADD TO DIGITAL CART**.
7. Check out and download your eBook as described in the **Downloading Your eBooks** section of this handout.



Adding an eBook to Your Digital Cart

1. Check the eBook's **format** to be sure it is compatible with your device.
2. Left click **ADD TO DIGITAL CART**. Just as when you join the waiting list, you will be directed to the Sign In page, unless you are already signed in.
3. Sign into your account.
4. Your **Digital Cart** will open showing the eBook(s) you have selected for checkout.
5. Left click **Continue Browsing** if you want to look for more eBooks.



6. Left click **Proceed to Checkout** if you are finished looking and want to check out and download the eBook(s) in your cart.

You can have 12 items in your Digital Cart, however you can only have 10 digital items checked out at one time. This includes eBooks and downloaded audiobook, music, and videos. The number of items you have checked out is shown under **My Digital Account Notes**.

Watch your time, as items remain in your cart for only 30 minutes after you select them. After 30 minutes, they are returned to the available collection.

7. Review your selected eBooks.
 - a. Be sure they are the right format.
 - b. If the number of items in your cart will cause you to exceed your limit, you must remove the excess items before proceeding.

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Explosive Eighteen
Stephanie Plum Series, Book 18
Kindle Book
Average rating: 4.5 stars
My rating: 5 stars
Checked out on: Jun 14, 2012
Expires on: Jun 05, 2012
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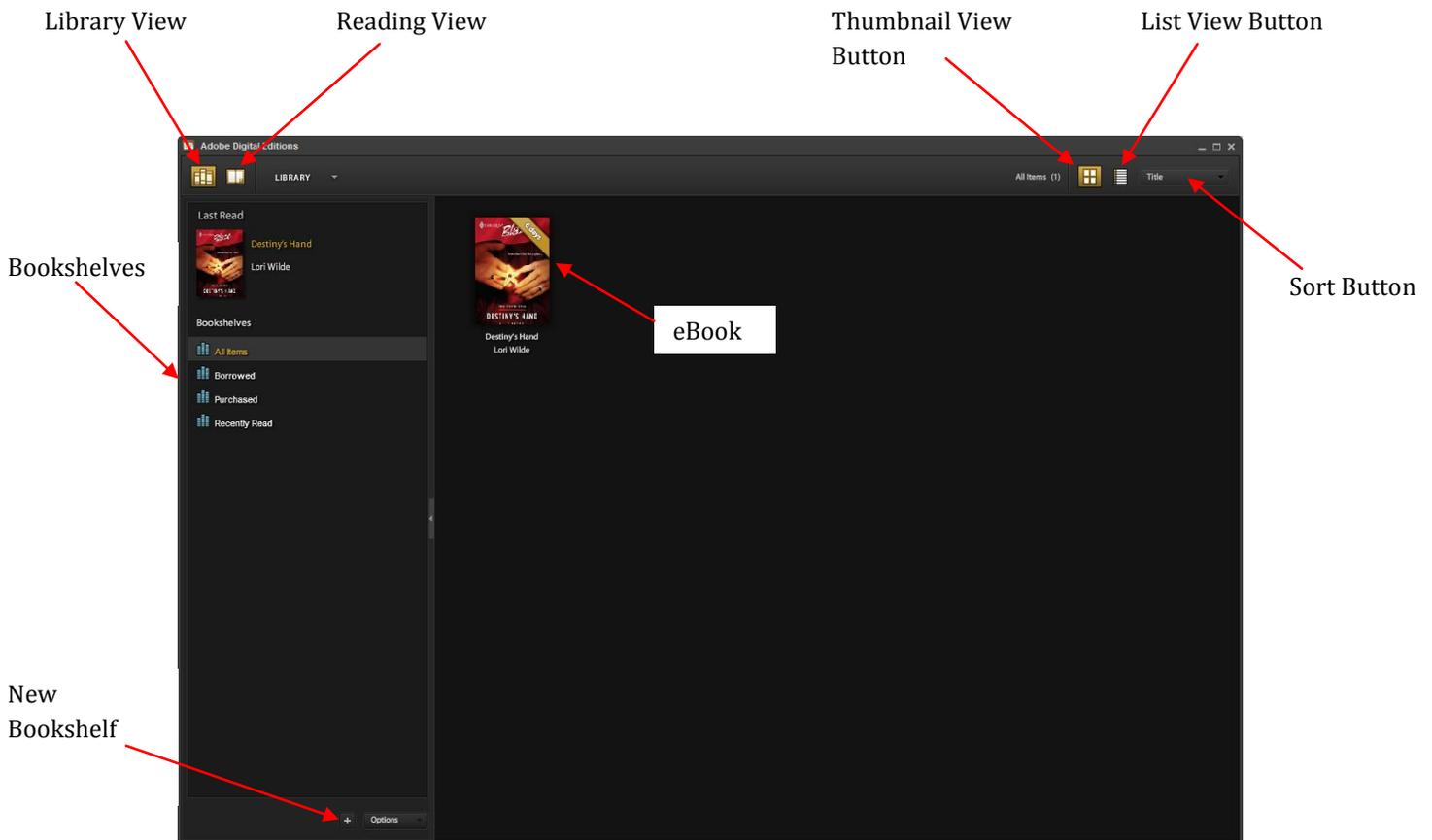


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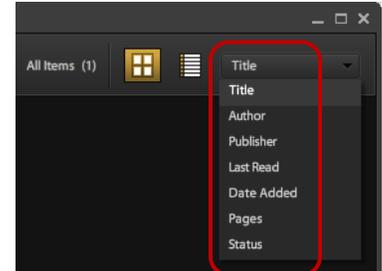
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- **Reading View Button** –select an eBook, then left click this button to read it.
- **Thumbnail View Button** – left click this button to view your eBooks as icons.
- **List View Button** – left click this button to view your eBooks in list form.
- **Sort Button** – left click this to choose how you want to sort your eBooks.
- **Bookshelves** – these are folders that hold different categories of eBooks. This can make it easier to find a title if you have a large collection of eBooks. Titles can appear in more than one bookshelf. For example, an eBook from the library could show up in the **All Items**, **Borrowed**, and **Recently Read** bookshelves.

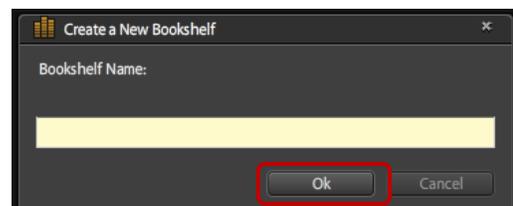


Manage Your eBooks

By default your eBooks will be organized into four default bookshelves, **All Items**, **Borrowed**, **Purchased**, and **Recently Read**. However, you can create additional bookshelves, such as **Mysteries** to better organize your eBooks.

Create A New Bookshelf

1. Left click the “+” at the bottom of the left sidebar.
2. Enter a name for the bookshelf, such as **Mysteries**.
3. Left click **OK**.



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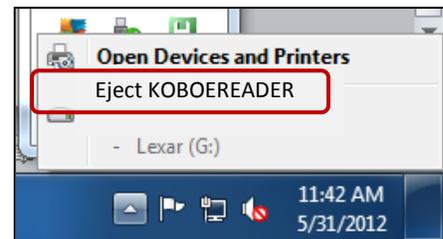
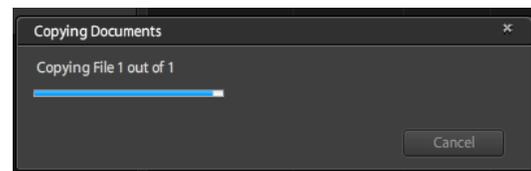
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3. Point to it with your mouse.
4. Press and hold down the left mouse button.
5. Drag the eBook onto the bookshelf you want to move it to.
6. Release the left mouse button.

Transferring eBooks to Your eReader

You use Adobe Digital Editions to transfer your eBooks to most brands of eReader (if you have a Kindle, ask for the Kindle handout). Before you can transfer an eBook to your device, it must be authorized as described above.

Transferring an eBook to an eBook Reader

1. Close **Adobe Digital Editions** if it is running.
2. Plug your device into your computer using its USB cable.
3. Follow the instructions for your device to allow it to communicate with your computer.
4. Start **Adobe Digital Editions**.
5. Locate your device in the Bookshelves section (KOBOeReader in this example). If it does not appear, be sure it is connected to your computer correctly.
6. Select the bookshelf that has the eBook you want to transfer (usually **Borrowed**).
7. Point to the eBook with the mouse.
8. Press and hold down the left mouse button.
9. Drag the eBook onto your device's name in the bookshelf.
10. Release the mouse button.
11. A progress bar will appear. When it disappears, the eBook should appear on your eBook reader.
12. To view the eBooks on your device, left click its name in the bookshelf.
13. When finished, disconnect your device from your computer following your device's instructions. The general steps are;
 - a. Left click the **Eject USB** icon in the Notification area in the lower right corner of your computer screen.
 - b. Left click **Eject "your eReader"** in the menu that appears (KOBOEREADER in this example).
 - c. Wait for a message saying it is safe to remove your eReader.
 - d. Disconnect your eReader.
14. Enjoy your eBook.



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Locating Your Library eBook on the Nook

1. Transfer your eBook to your Nook using the above instructions.
2. Disconnect your Nook from your computer.
3. Turn on your Nook.
4. Press the **Home** button.
5. Tap **Library** in the menu that appears at the bottom of the screen.
6. Tap **my stuff** at the top right of the library screen.
7. Select **My Files** from the drop down menu that appears.
8. Tap the **Digital Editions** folder.
9. Tap the icon for the eBook to begin reading it.

Returning eBooks

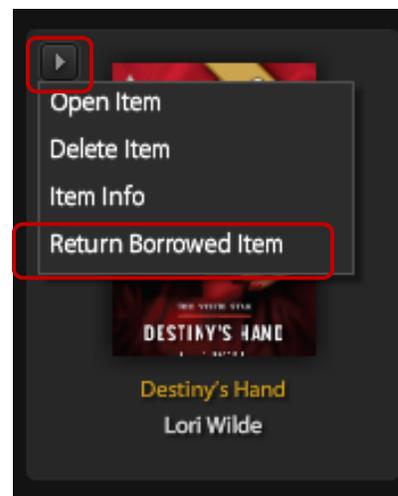
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5. Left click on the small triangle.
6. Select **Return Borrowed Item** from the menu that appears.

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