

# 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](http://www.amazon.com)) and Barnes and Noble ([www.barnesandnoble.com](http://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](http://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
- Digital Tablets (see separate handout)
- Mac Computers
- Amazon Kindle (see separate handout)
- Sony Digital Readers
- Smartphones (see separate handout)

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

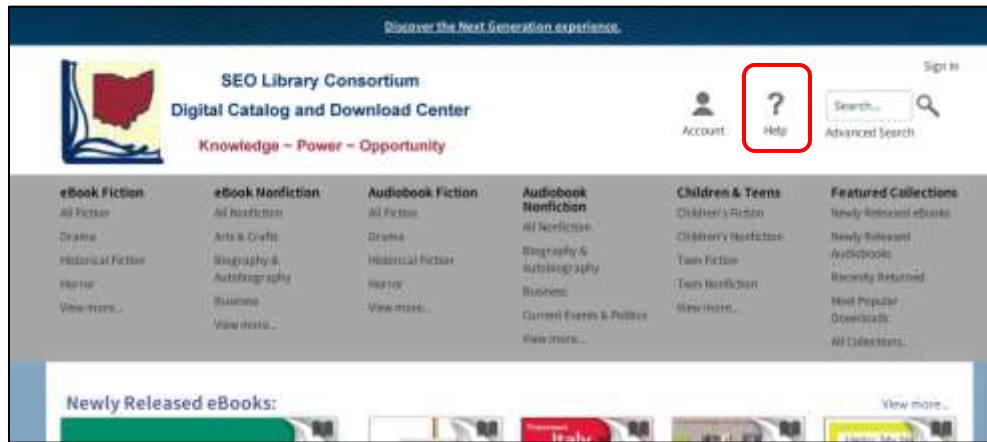
### Required Software

If you want to load eBooks onto your eReader, depending on the brand, you will need to download and install the free **Adobe Digital Editions** software onto your computer. This program allows you to

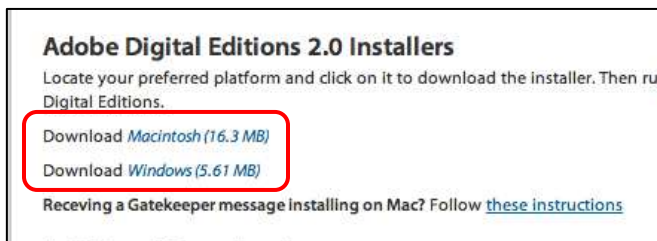
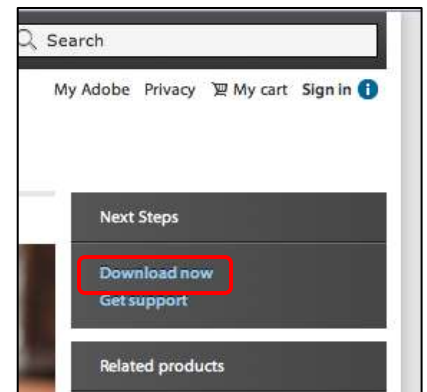
download digital books to your computer, manage your library, read the eBooks on your computer, and transfer your eBooks to supported portable devices, such as the Nook or Kobo eReaders. In some cases you may be able to read an eBook using just a web browser. See the section on **OverDrive Read** at the end of the handout for details.

## 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](http://www.wcplib.info)
2. Scroll down until you see the **Download Overdrive** image on the left side of the page.
3. Left click the image to go to the **Digital Catalog and Download Center** (bookmark the page for easy future access).
4. Left click **Help** at the top-right of the page.

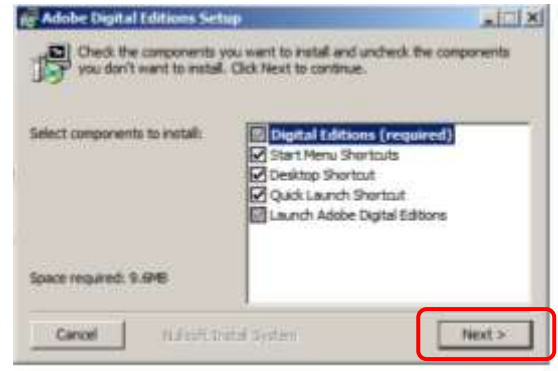


5. Left click the **Get Software** button on the Help page to go to the Download page.
6. On the Download page, left click **Adobe Digital Editions**. This will take you to the Adobe Digital Editions web page.
7. Left click **Download Now** at the top-right of the Adobe page.
8. On the next page select the version you need, either **Macintosh** or **Windows**.



9. If given the choice, select **Run** to install the program. (If you save it, you will need to look on your desktop or in your Document folder for the program and run it from there).
10. Accept the **License Agreement** and then click **Next** in the lower-right corner.

11. You will then be asked which components you want to install. Accept the default by clicking **Next** in the lower-right corner.
12. Next you must tell the computer where to install the program. Again, accept the default by left clicking **Install** in the lower-right corner.
13. 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 click the **Close** button in the lower-right corner.
14. After you click the **Close** button, Adobe Digital Editions will automatically open.



## Setting Up Adobe Digital Editions

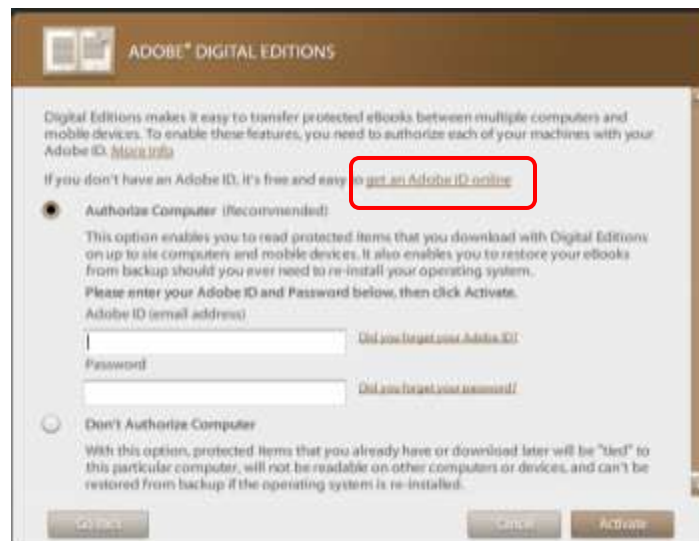
The first time you run Adobe Digital Editions, you will need to do some setup.

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

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.



2. Left click **Continue** in the lower-right corner of the Setup Assistant. (The Setup Assistant appears after you accept the License Agreement).
3. If you already have an **Adobe ID**, skip to step 9. Otherwise, left click **get an Adobe ID online**.

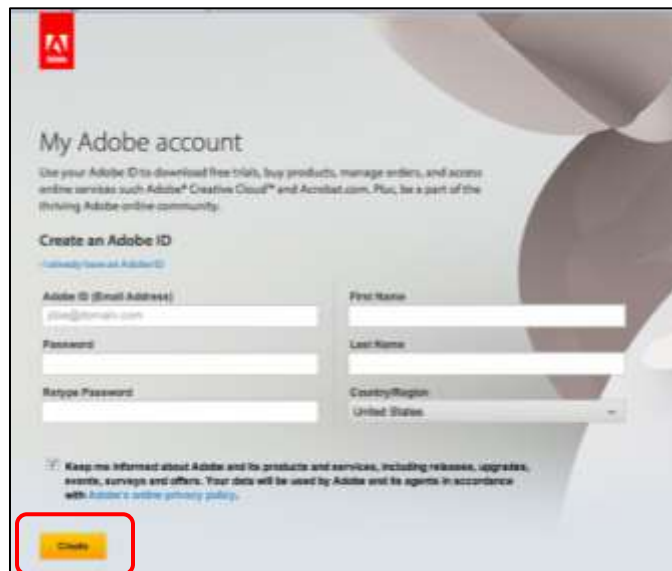


After you click **get an Adobe ID online**, your web browser will open to the Adobe Sign In page.

4. Left click **Don't have an Adobe ID?** underneath the Sign In button.



5. Fill out the form.
  - a. You must have a valid email address to get an Adobe ID.
  - b. The **Password** is one that you create for yourself.
  - c. Uncheck **Keep me informed about Adobe...** unless you like lots of emails.



6. After you fill out the form, left click the **Create** button in the lower-left corner.
7. On the next page, left click **Skip this** underneath the **Continue** button (you may fill out the requested information, but it is optional).
8. You may now close your web browser.

Now return to the authorization screen for Adobe Digital Editions (it should still be opened).

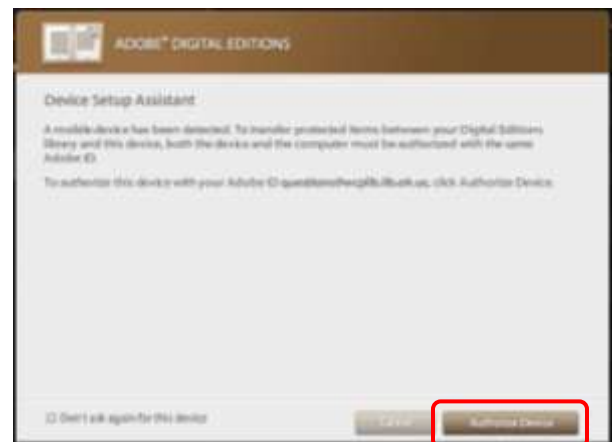
9. Enter your email address on the **Adobe ID** line.
10. Enter the password you created on the **Password** line.
11. Left click **Activate** at the bottom right corner.



12. 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 an eReader, you must also authorize it through Adobe. You only have to do this once for each eReader. You can do this now or wait until you are ready to transfer an eBook.

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. Open **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.

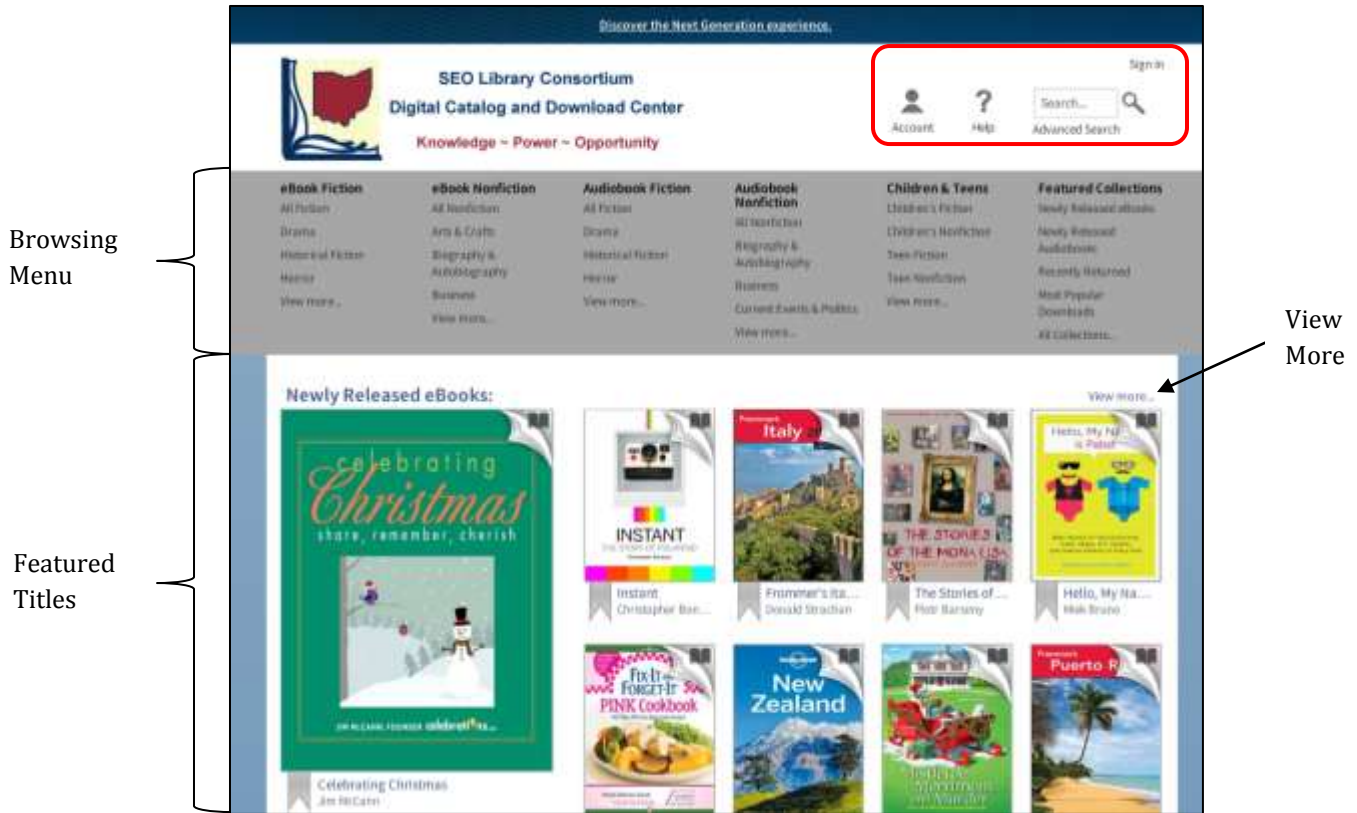


You are now ready to check out and download eBooks from the library and transfer them to your eReader.

# 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 Digital Catalog before, you will notice that it has recently been redesigned.



An **Account** button, **Help** button, **Search** box, and **Sign In** link are located at the top right of the window's header. The **Browsing Menu** appears in the gray area below the header. **Featured Titles** are displayed below the Browsing Menu.

## Locating an eBook

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

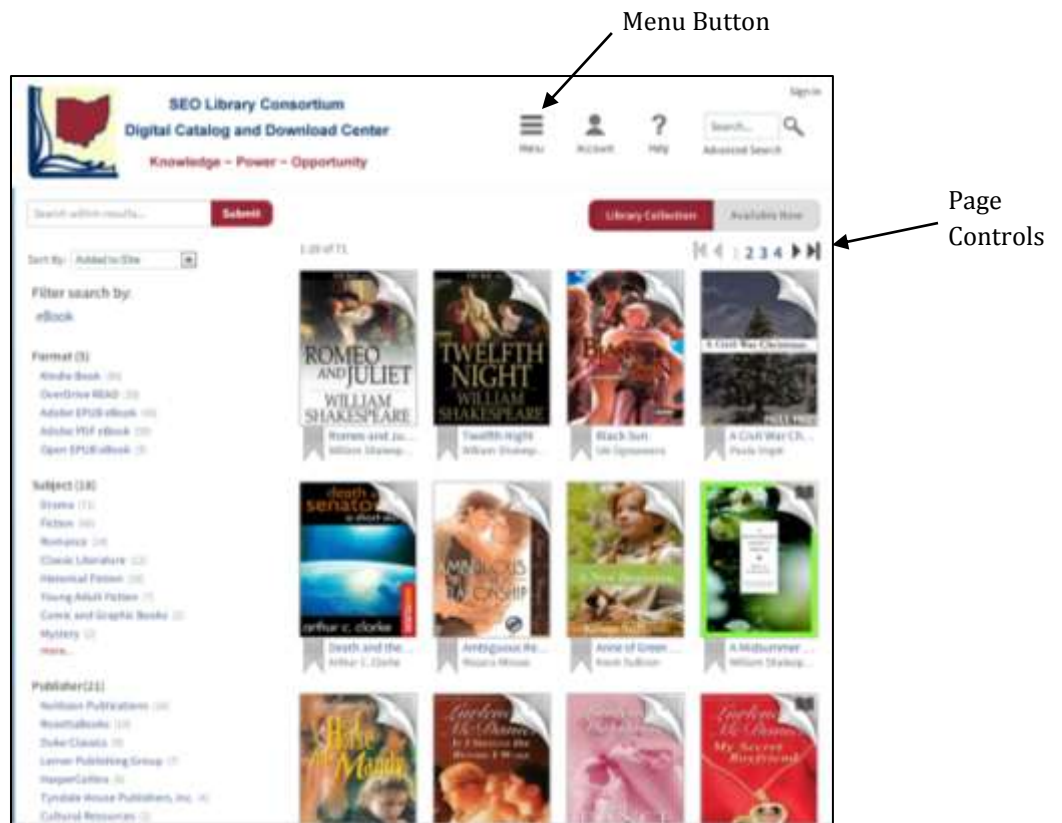
### Browse the Featured eBooks

1. Scroll down the page to see all the featured titles. They are grouped by collections, such as **Newly Released eBooks**.
2. Left click **View more** to see additional titles in a collection.
3. Left click a book jacket to view detailed information on it (see **Search Results** below).

### Browse by Category

1. In the **Browsing Menu**, left click a genre under eBook Fiction or subject under eBook Nonfiction.
2. Scroll down to browse the available titles.



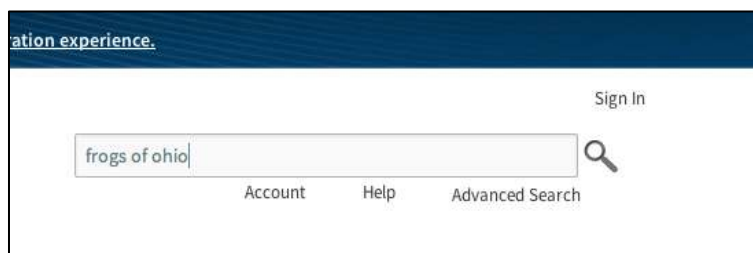


3. Use the **Next** and **Previous** buttons or page numbers to view additional pages of titles (they are located at both the top-right and bottom-right of the search results).
4. Left click a book jacket to see detailed information on it.

Notice that the Browsing Menu has disappeared. If you want to see it again, left click the **Menu** button in the header.

### Use the Search Box

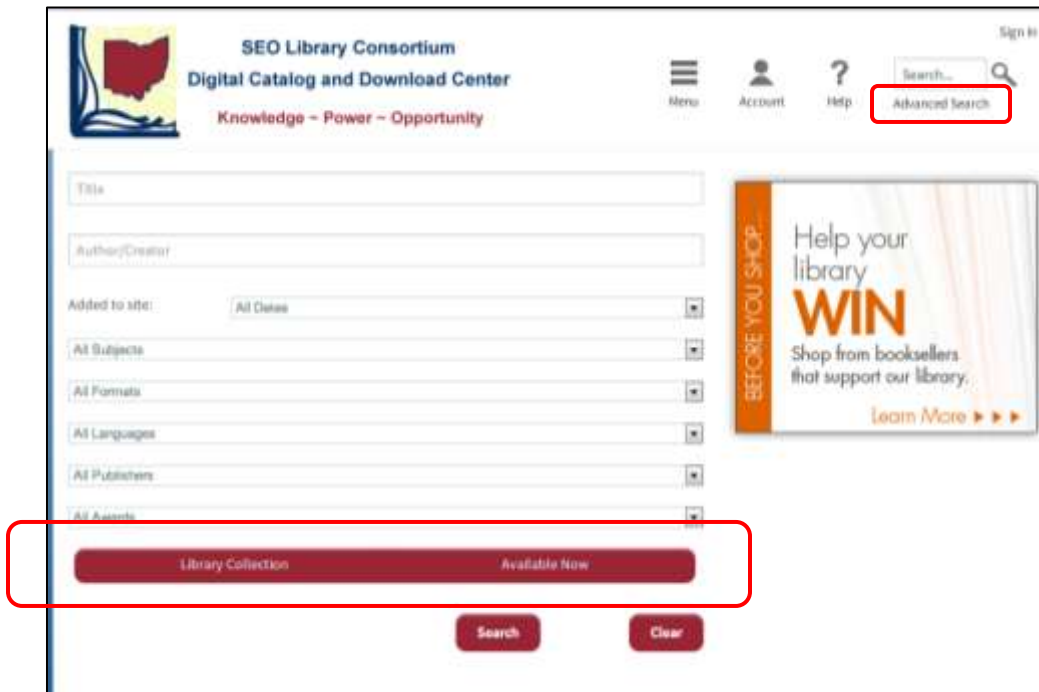
1. Left click inside the **Search Box** at the top-right of the window.
2. Type a title, author, subject, or keyword(s) into the search box.



3. Left click the **Spy Glass** or press **Enter** on your keyboard.
4. The results will be displayed in the lower part of the web page.

## Use the Advanced Search

1. Left click **Advanced Search** underneath the Search box located in the upper-right corner of the page to go to the Advanced Search page.
2. Fill in the desired search fields. You do not have to fill in all of them.
3. Select **Available Now** if you only want to see checked in eBooks. **Library Collection** will display all titles that match your search whether or not they are checked in. The default is Library Collection.
4. Left click the **Search** button at the bottom of the form.



## Dealing With Your Search Results

eBooks have been very popular and it can often be difficult finding a title that is checked in. Unless you selected **Available Now** in the Advanced Search, you will find that most of the eBooks displayed in your search results are checked out. You can quickly tell what titles are available by looking for the dark book in the upper right corner of the title's cover picture (Other formats have different symbols; headphones for audiobooks, notes for music, and a film clip for movies). If the book is gray, it is checked out.





Number of Search Matches

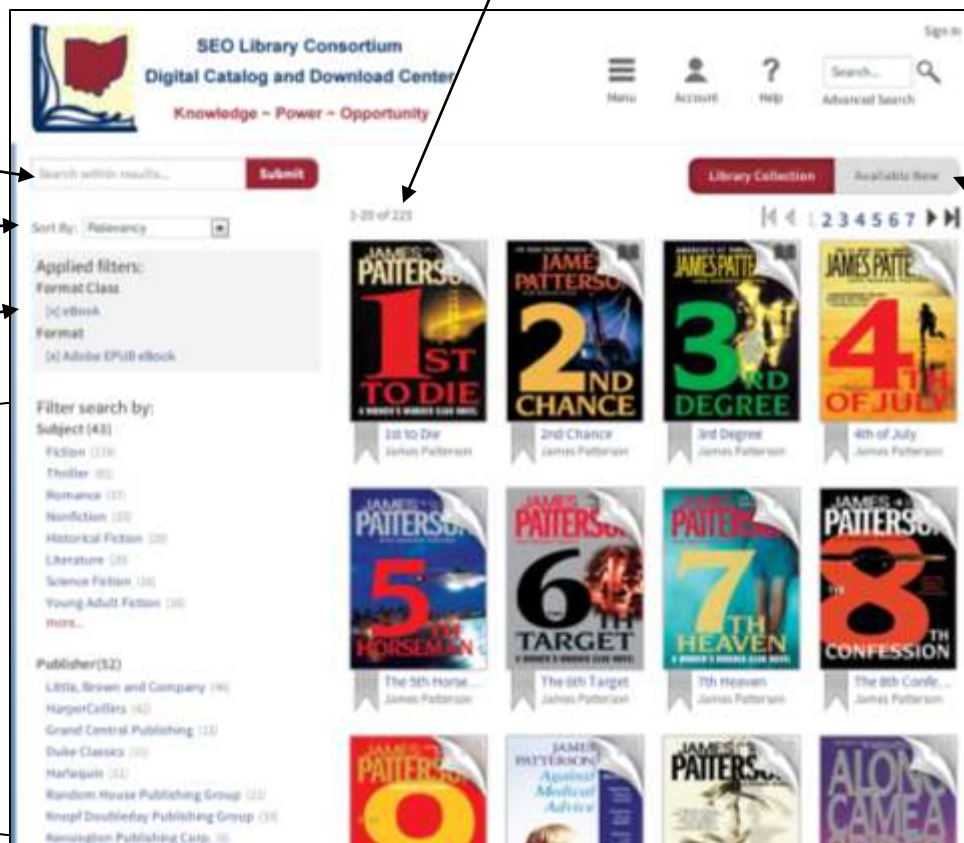
Search Box

Sort Order

Selected Filters

Filters

Available Now Button



You can elect to view only the titles that are currently available by selecting the **Available Now** button at the top-right of the search results.

## Refining Your Results

There are a number of ways to refine your search results.

- **Search within results** – at the top-left of the search results is a search box which you can use to narrow down the results. You can search by title, author, or key word(s).
- **Sort By** – use this to change how the results are ordered. You can sort by
  - **Added to Site** – this is the default selection. It displays the newest items in the catalog first.
  - **Relevancy** – titles that most closely relate to your search term(s).
  - **Title**
  - **Author**
  - **Release Date** – the date the title was originally published. This is not the same as the date it was added to the catalog.
  - **Most Popular**
- **Filters** – used to limit your results to specific criteria. Most filters may be combined.
  - **Format** – select only the format(s) that are compatible with your device.
  - **Subject** – limit your results to a specific subject (travel) or genre (romance).

- **Publisher** – select your favorite publisher(s).
- **Language** – the majority of eBooks are in English, but there are a few in other languages.
- **Grade Level** – select appropriate content and reading level.
- **Rating** – ratings as set by readers. Not all eBooks will have been rated.
- **Device** – select your device from the list and only format(s) that are compatible with it will be displayed. For example, if you choose Kindle Fire, you will only see Kindle eBooks and MP3 audio books.

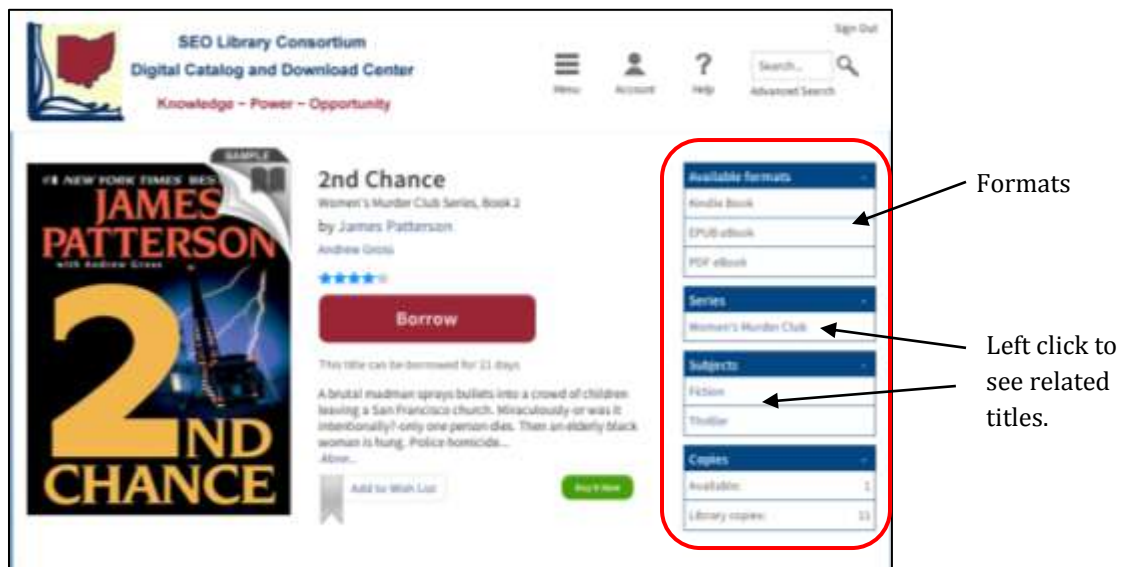
- Device(13)

  - iPhone
  - iPod Touch
  - iPad
  - Windows Phone 7
  - Windows 8 Tablet
  - BlackBerry
  - BlackBerry Playbook
  - Android 2.1
  - Android 3
  - Android 4
  - Sony Reader Wifi
  - Kindle Fire
  - Nook (Color & Tablet)

Filters are the most powerful way to refine your search results. You can apply one or more filters to get to just the titles you want. Your selected filters are displayed in the gray box near the top of the left column. To remove a filter, left click the **X** in front of it.

### Detailed Information for a Title

Left click the book jacket to see detailed information on a title, place a hold on it, or to check it out.



The top half of the page displays the book jacket, title, author and a brief description of the eBook. You can left click the author to see additional books written by him. On the right side of the page is displayed the **Available Formats** for the eBook. The **Series** and/or **Subject** categories the eBook belongs to are listed next. These have links that will display additional titles when left clicked. The number of available copies (ones that are checked in) and the total number of copies available in the library system are shown at the bottom of the right column. A large red **Borrow** or **Place a Hold** button is prominently displayed to the right of the book jacket.

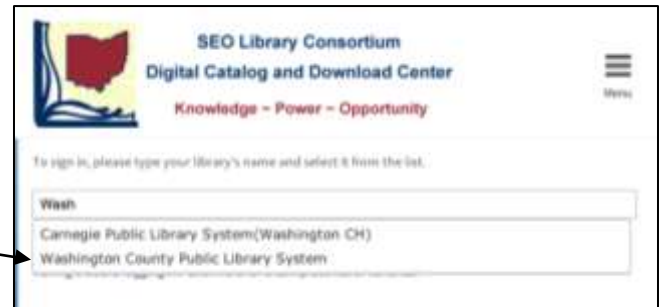
If you scroll down, you may see additional information such as a full description of the eBook, author information, and reviews.

## Place a Hold

1. Left click the title on which you want to place a hold.
2. Left click the **Place Hold** button. You will then be directed to the **Sign In** page (If you are already signed in, go to step 8).



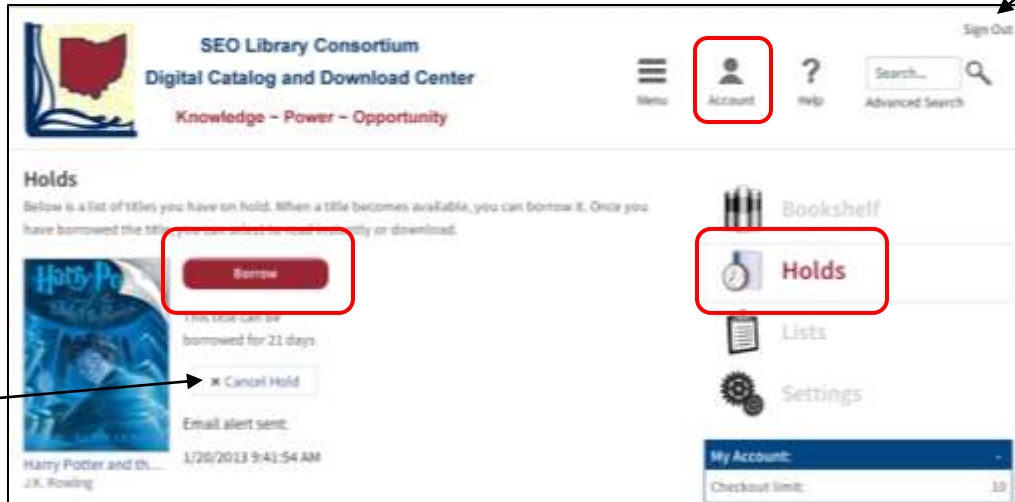
3. Start typing **Washington** into the library search box on the Sign In page.
4. Select **Washington County Public Library Systems** from the list of available libraries that appears.
5. Enter your entire library card number. Do not include the spaces.
6. Enter your **PIN** (usually the last four digits of the phone number you used to get your library card).
7. Left click the **Sign In** button.
8. Check all the information on the **Hold Confirmation** page to be sure it is correct.
9. Left click the **Place Hold** button at the bottom of the page.
10. On next page you are given the option to return to browsing or view your holds.



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.

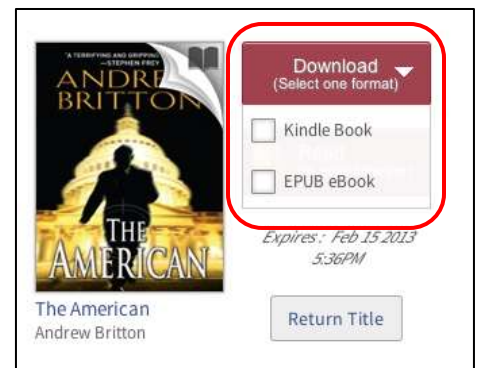
## Claim Your Hold

1. Return to the **SEO Digital Catalog and Download Center**.
2. Left click **Sign In** at the top-right corner of the page.
3. Choose your library and enter your library card number and PIN.
4. Left click the **Sign In** button.
5. Left click the **Account** button in the top-right of the page.
6. Select **Holds** on the right side of the page.
7. Locate the eBook that is available (it will have a **Borrow** button next to it).



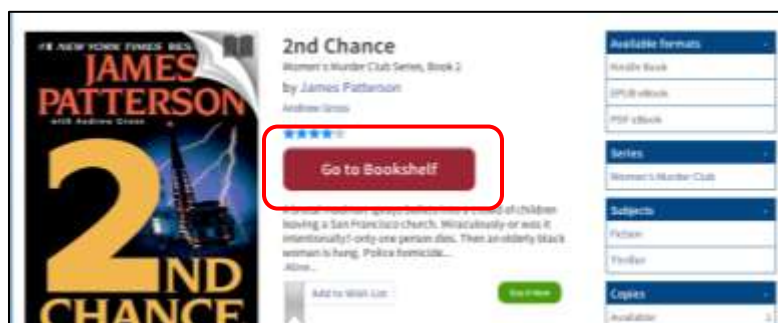
Cancel Hold

8. Left click the **Borrow** button (left click **Cancel Hold** if you no longer want it).
9. Left click the **Go to Bookshelf** button on the next page.
10. Left click the **Download** button.
11. Select the format you want from the drop-down menu. Be sure you select the correct format. If it is available, you can click the **Read** button to read it in your web browser (See **OverDrive Read** at the end of this handout).
12. Left click **Confirm & Download** at the bottom of the format menu. Once you choose a format, you cannot change it.
13. After a short pause, your web browser should ask if you want to **Open** or **Save** the file. Choose **Open**.
14. **Adobe Digital Editions** will open and the eBook will be saved to it.



## Borrow an eBook

1. Select an available title.
2. Left click the **Borrow** button for the eBook.
3. If you are requested to do so, sign into your account. After signing in, you will need to click the **Borrow** button once more.
4. Left click the **Go to Bookshelf** button on the next page.

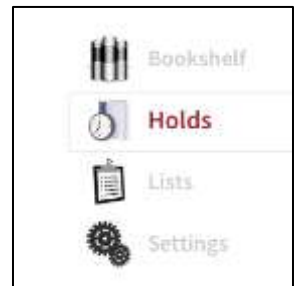


5. Left click the **Download** button.

6. Select the format you want from the drop-down menu. Be sure you select the correct format. If it is available, you can click the **Read** button to read it in your web browser (See **OverDrive Read** at the end of this handout).
7. Left click **Confirm & Download** at the bottom of the format menu. Once you choose a format, you cannot change it.
8. After a short pause, your web browser will ask if you want to **Open** or **Save** the file. Choose **Open**.
9. **Adobe Digital Editions** will open and the eBook will be saved to it.

## Manage Your eBooks

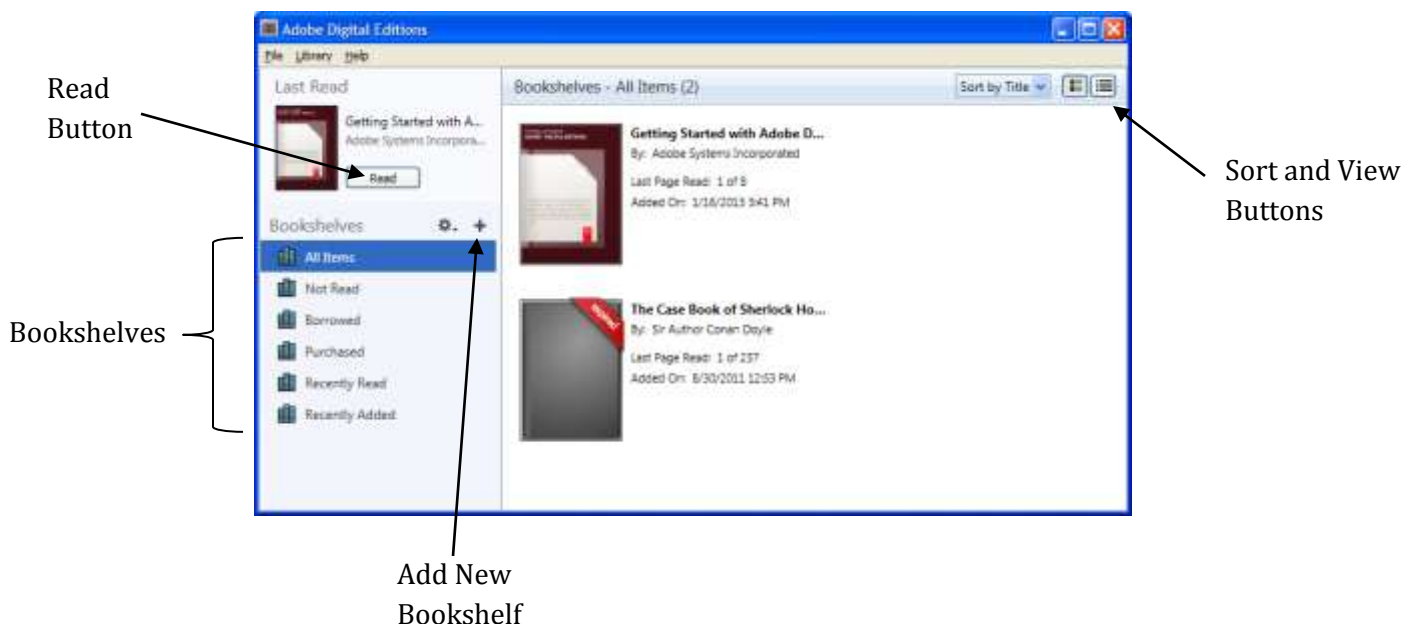
You can view your account information by selecting the **Account button** in the upper-right of the page. Select **Bookshelf** to see what you have checked out, when they are due, re-download items that you currently have checked out, and access your **OverDrive Read** eBooks. Select **Holds** to check on the eBooks you are waiting for or cancel holds you no longer want. You can set your default lending period to 7, 14, or 21 days by going to **Settings**.



## Adobe Digital Editions

eBooks from the library that are in PDF or EPUB format require the Adobe Digital Editions software, which you should already have installed on your computer. As mentioned above, when you select either EPUB or PDF eBooks during checkout, they are automatically downloaded into Adobe Digital Editions.

Adobe Digital Editions is an easy-to-use program that allows you to manage your eBook library, read your eBooks on your computer, and transfer eBooks to authorized eReaders. The major controls are across the top and along the left side.





- **File Menu** – this menu presents a variety of commands to manage your eBooks. However, you will find that most of your management will be done directly in the Digital Edition’s window.
- **Library Menu** – shows view and sort options.
- **Help Menu** – gives you access to the Digital Edition’s Help files.
- **Read Button** –select an eBook, then left click this button to read it on your computer.
- **Library Button** – when you are reading an eBook, left click this button to return to the Library view (It replaces the Read button).
- **Sort Button** – left click this to choose how you want to sort your eBooks.
- **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.
- **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 in Adobe Digital Editions

By default your eBooks will be organized into six default bookshelves,

- **All Items**
- **Not Read**
- **Borrowed**
- **Purchased**
- **Recently Read**
- **Recently Added**

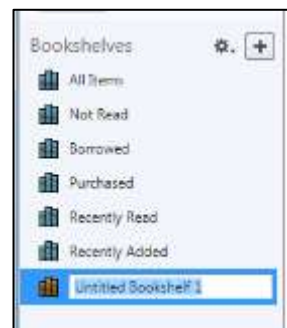
However, you can create additional bookshelves, such as Mysteries to better organize your eBooks.

### Create A New Bookshelf

1. Left click the “+” at the top of the bookshelves.
2. Enter a name for the bookshelf, such as Mysteries.
3. Press the **Enter** key on your keyboard or left click once.

### Copy An eBook to a Bookshelf

1. Select the bookshelf that holds the eBook you want to move.
2. Locate the eBook in the list on the right side of the window.
3. Point to it with your mouse.
4. Press and hold down the left mouse button.
5. Drag the eBook onto the desired bookshelf.
6. Release the left mouse button.



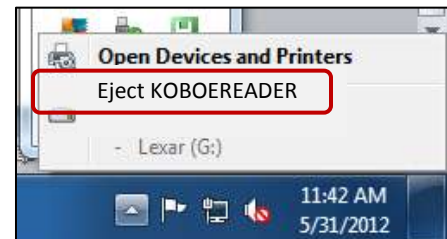
## Transferring eBooks to Your eReader

You use Adobe Digital Editions to transfer your eBooks to many brands of eReader. However, it is not used with Amazon Kindles, digital tablets, or smartphones (See separate handouts). 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. 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 eReader.
12. To view the contents of your eReader, 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.



## Locating The eBook on your eReader

Depending on your eReader, it can sometimes be hard to locate an eBook after it has been transferred to the device using Adobe Digital Editions. On some eReaders, the eBook automatically shows up in the list of available eBooks. On others, such as the Nook, the eBooks are placed into a folder and you must locate that particular folder to find the eBook.

## 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 Early

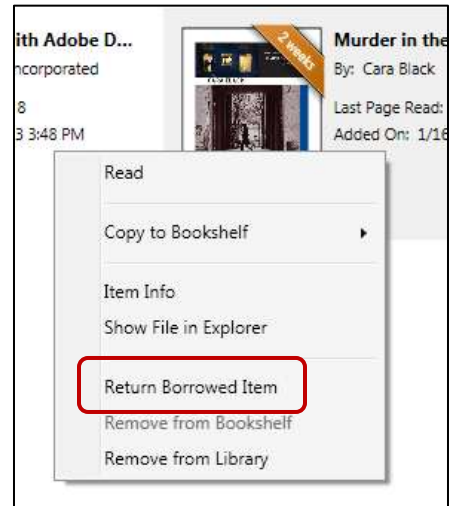
When you check out an eBook, you have 21 days to read it. At the end of that time, the eBook is automatically “returned”. It may still appear in your library, but you will not be able to open it. There is no way to renew an eBook.

If you finish an eBook before it has expired, you can return it using Adobe Digital Editions. This allows someone else to check it out and gives you the opportunity to check out another eBook if you were at your limit.

### Returning eBooks Early

1. Start **Adobe Digital Editions**.
2. Locate the eBook you want to return.
3. Right click the book’s icon.
4. Select **Return Borrowed Item** from the menu that appears.

When you return an eBook early, through Adobe Digital Editions, it will not be immediately removed from your eReader. You will be able to continue reading it on your eReader until you sync it with your computer or the 21 days run out.



## OverDrive Read

OverDrive Read is a new feature that allows you to check out and read an eBook without actually downloading it. The only software needed is a current web browser. This means you can use your computer, digital tablet, or smartphone to read an eBook (see separate handout for details). You always start at the right place in the eBook when you switch from one device to another. The first time you start to read an OverDrive Read eBook, you must be connected to the Internet. Afterward, if you book mark your eBook, you can continue to read it even when not connected to the Internet.

### Checking Out OverDrive Read eBooks

1. Perform a search as you normally would.
2. Select **OverDrive Read** from under the **Format Filter** on the left side of the page.
3. Select a title.
4. Click the **Borrow** button.
5. Sign in if requested.



6. Click the **Go to Bookshelf** button.
7. Left click the **Read** button.

Your eBook will then open in your web browser. Be sure to bookmark the page so you can easily return to it. If you do not bookmark it, you will need to sign into your account, return to your Bookshelf, and click the Read button again. You may delete the bookmark once the eBook expires or when you are finished with the eBook. You can return OverDrive Read eBooks early by clicking the **Return** button below the Other Format(s) menu.

Even if you are using OverDrive Read, you can still download the eBook to your device; however, the copy on your device will not sync with the OverDrive Read copy.