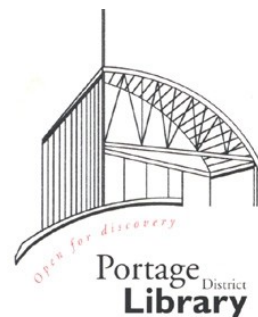


eBooks—Step-by-Step Instructions*



A. Start:

- <http://ebooks.mcnet.org>
- Click on "Login"
- Select Portage District Library
- Login with your library card number (with no space)
- Click: Log in

B: Getting Started : OverDrive

- Software Downloads (on the right as you face the screen) → Adobe Digital Editions
- It will take you to a new window - Click "download now"
- Click: Launch
- Click: Install
- Follow the instructions. **When in doubt, just trust the default answers.**
 - ◇ It will be a little 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 you wish to install.* - Click: Next
 - ◆ *Setup will install Adobe Digital Editions in the following folder.* Click: Install
 - ◆ *Click "Next" to start the installation* - Click: Next
 - ◇ *After the box say "Completed"* - Click: Close
- An Icon will be downloaded to our desktop for OverDrive Media Console.
 - ◇ If the program doesn't open automatically, open it by double clicking on the icon.
- Follow the instructions. **When In Doubt, Just Trust the Default Answers**
 - ◇ 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 accepted 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
 - ◇ If you are only planning upon reading your book on your computer, you can click "Don't Authorize This Computer" and "Activate"
 - ◇ If you have an Adobe ID—Enter your email and password here and then click "Activate"
 - ◇ 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

Portage District Library
answerline@portagelibrary.info
269.329.4544
Ask for the Adult Information Desk

C. Getting Books:

- Start back at MCLS OverDrive (See the earlier instructions - A. Start)
- Search or browse for a book
- When you find a book that is available...
 - ◇ Click: Available—Add to bookbag
 - ◇ Click: Proceed to Checkout
 - ◇ Choose your lending period (7 days or 14 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
 - ◆ Adobe Digital Editions will automatically open the book to 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

- Plug you device via USB into your computer
- Open Adobe Digital Editions
- Go to the library view (Upper left hand corner: three book spines)
- Make sure the device is showing as a bookshelf (on the list on the left had side)
- Highlight the book you would like to transfer (Click on the book to highlight)
- Drag and Drop the book on the device bookshelf
- Click on the device bookshelf to make sure the book transfered

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
- Type “Delete” on the keyboard
 - ◇ Alternately, click on the small arrow in the upper left hand corner of the book icon
 - ◇ Click: Delete Item
 - ◆ *Are you sure you want to delete this item?* - Click: Delete

F. 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 icon
- Click: Return Borrowed Item
 - ◇ *Are you sure you want to return this item?* - Click: Return