

### **Transfer a Book from Adobe Digital Editions to your eReader:**

Connect your eReader to your computer with a USB cable.

Open Adobe Digital Editions on your computer. (For Adobe Digital Editions to recognize your device, the device must be connected *before* you open the program.)

Click on the "Library View" icon in the upper left hand corner. You will see your book listed on the right and your eReader in the left panel under "Devices".

Click and drag your book over to the eReader icon. This will transfer the book to your device. When finished transferring, click on the eReader icon and you will see your book in your eReader library.

NOTE: Transferring an eBook to your eReader will authorize your device with the same OverDrive account or Adobe ID as your computer.

Once the transfer is complete, eject your eReader from your computer.

Finding your new eBook on your eReader depends on the type of eReader you have. You may need to look for "Library" or "My Library", then to "My Files" or "My Documents" or make sure the eReader's library is set to show "All".

### **To Return a Book Early:**

Books borrowed from our digital library will automatically return themselves at the end of the loan period. If you would like to return an item early, follow the directions below.

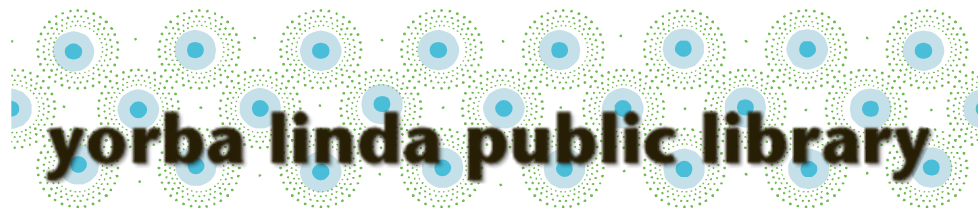
Open Adobe Digital Editions on your computer.

If you do not see the book titles/icons, select "Library" at the upper left.

Right-click (or control-click on a Mac) on the title you want to return.

Click "Return Borrowed Item".

A dialog box will appear asking you if you are sure you want to return the item. Click "Return" to confirm.



### **eReaders (not tablets) such as Kobo or Nook**

#### **Basic eReaders: Starting Up w/OverDrive – One Time Process**

To set up OverDrive, you may need:

The email address and password for your eReader (for example, your Barnes and Noble account information for a Nook eReader)

On your computer:

#### **Download and install Adobe Digital Editions:**

Go to <http://www.ylpl.org/>.

Hover your cursor on "Digital Services".

Select "Download eBook/Audio" from the options that display.

Click on "Help" at the top right of the screen.

Select "Devices" from the choices at the top of the page.

Select either "Windows" or "Mac", as appropriate.

Download and install the Adobe Digital Editions software.

Create a free account (using either your Yorba Linda Library Card number, an OverDrive account, or an Adobe ID), as prompted, to authorize Adobe Digital Editions on your computer. **Your account may need to have the same e-mail address and the same password as your eReader.**

Note: To find these settings in the future, in Adobe Digital Editions, select "Help", then "Authorize Computer".

#### **You are now ready to check out an eBook.**

***Continued on next page....***

## **eReaders: Choosing & Borrowing an eBook from the Library**

To check out eBooks, you will need your library card bar code number.

On your computer:

### **Find a book:**

Go to <http://www.ylpl.org/>.

Hover your cursor on "Digital Services".

Select "Download eBook/Audio" from the options that display.

NOTE: Digital Library eBooks and eAudiobooks are also listed in the library catalog. The catalog record includes a link to the record in the Digital Library.

Scroll down to choose from the featured "Collections," browse the "Subjects" at the top left for books by category, or search the collection for a specific book using search box at the center top.

Look for "Filters" (at the top or left of the screen) to focus your search.

For example:

under "eBooks", select "EPUB Book", or

under "Availability", choose "Available Now".

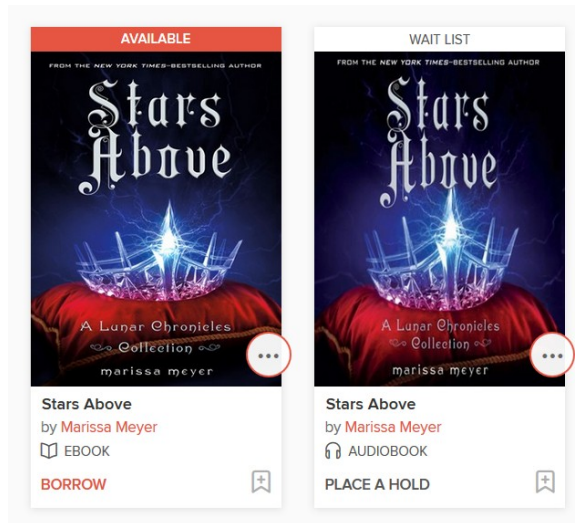
Available books have a red "AVAILABLE" banner at the top of the cover picture.

A white "WAIT LIST" banner means an item is checked out.

You may place a free hold using the link below the cover picture.

Look at the details below the book cover picture to see whether the item is an eBook or an eAudiobook. (You will only be able to use eBooks on a basic eReader.)

You will also find a link to either borrow the item or to place a hold.



### **Borrow the book:**

Once you find an available eBook you would like, select "Borrow" below the book cover picture.

Enter your library bar code number (without spaces) in the designated box.

### **Download the book to your computer:**

Select "My Account" near the top right of your screen.

NOTE: if you are not signed in, you will find this screen by selecting "Sign In" near the top right of your screen.

Select "Loans".

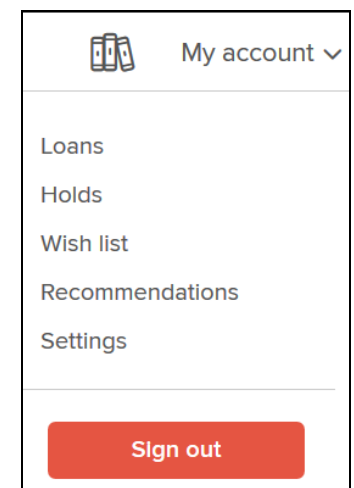
Find the icon for the book you wish to download.

Select "Download" (next to the book icon).

Select the "EPUB Book" format.

Select "Confirm & Download".

You can now read the eBook on your computer in Adobe Digital Editions or transfer the book to an eReader. (See next page for transfer instructions.)



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