

Downloading, Installing, and Using Adobe Digital Editions



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Before you Begin...

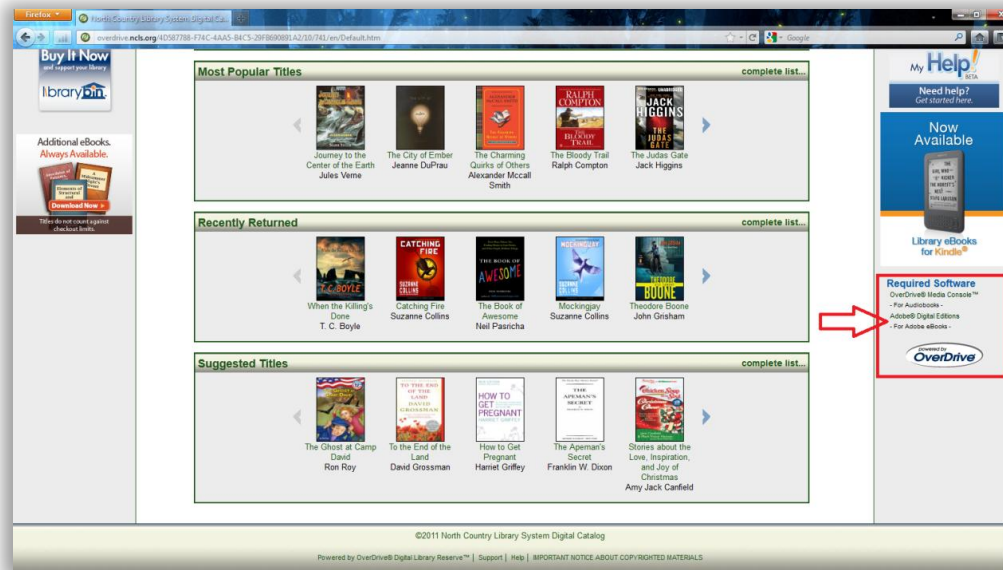
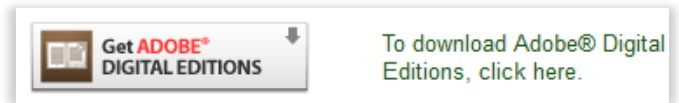
You should have the following installed and up-to-date on your computer

- Java: www.java.com
- Adobe Flash: <http://get.adobe.com/flashplayer>
- Windows Updates: <http://update.microsoft.com>




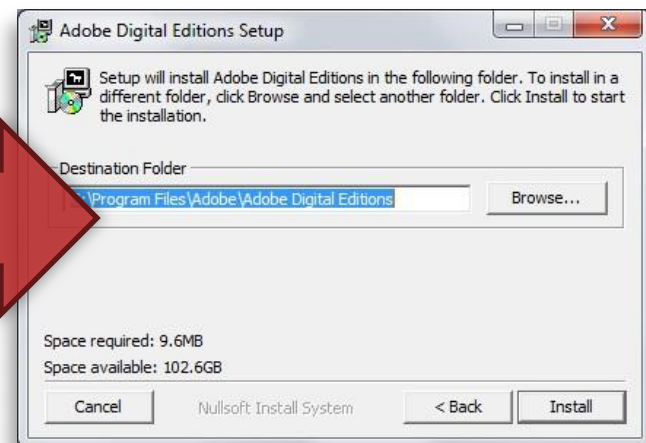
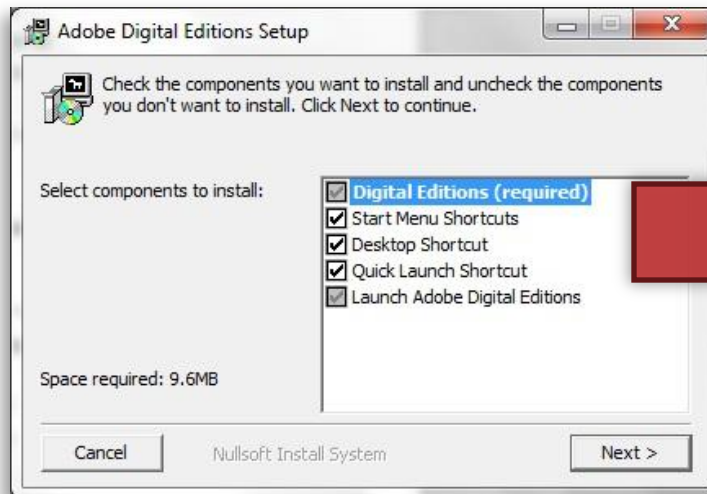
Downloading Adobe Digital Editions

- Go to overdrive.ncls.org
- Under 'Required Software' on the right, near the bottom of the page, click '**Adobe Digital Editions (For Adobe eBooks)-**'
- On the page that loads, click the 'Get Adobe Digital Editions' button. It looks like this



Installing Adobe Digital Editions

- Scroll down the Adobe page until you see the installer button. It will look like this 
- Click on it.
- Follow the on-screen prompts to install the software
- Leaving the defaults is fine. You can do this by clicking next, yes, install, etc.



Creating an Adobe Account

First time users of Adobe Digital Editions be prompted for an Adobe ID and password

To make an Adobe ID:

- Click 'get an Adobe ID online'
- Fill in the fields with the red asterisk in them (*required*)

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Password *

(Must be between 6-12 characters)

Retype password *

Password hint

First name *

Last name *

Job title

Organization name

Address

City *

Country/Region *

Zip or Postal Code *

Phone number

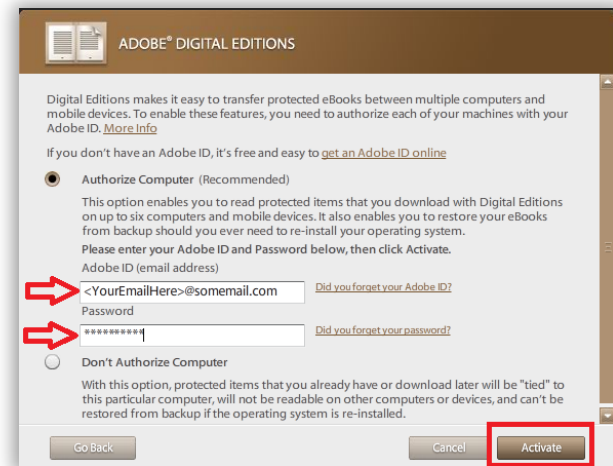
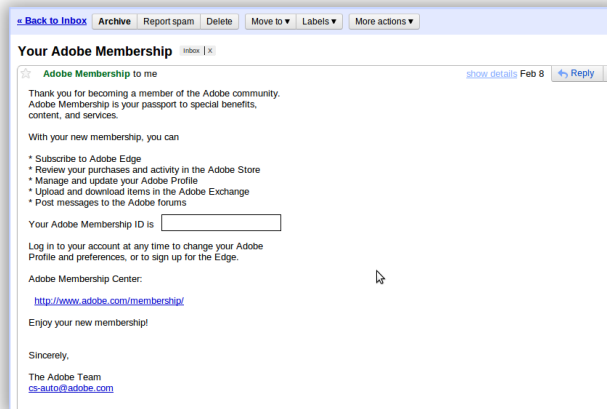
Screen name

Screen names are used as your id@adobe.com.



Activate Adobe Digital Editions

- After creating an account, you will receive a confirmation email.
- Once you have received the email, open Adobe Digital Editions, type in your name and password, then click '**Activate**' to finish set up.

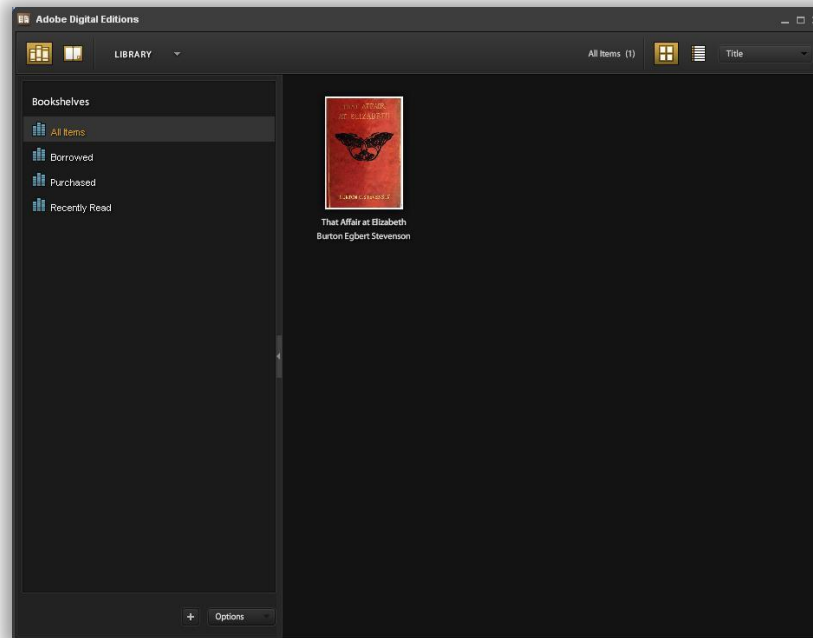


- **NOTE:** Your computer *must* be connected to the Internet before you click the **Activate** button, or you will get an error message.



Welcome to Adobe Digital Editions!

- You should now be at the 'home' screen of Adobe Digital Editions. Normally, this would be blank, but we put one of the Gutenberg titles in to show what a book would look like.
- *You are now ready start checking out and downloading eBooks!*



Checking out and Downloading an eBook

- Go to overdrive.ncls.org
- Log in with your **library card** (*the very long number underneath the barcode*), and your **pin number** (*usually the last four digits of your home phone*)
- Browse for a title you would like that is compatible with your device
- Click '**Add to eCart**' if it is available.
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The following title(s) are now available for download:



The Last Olympian
Percy Jackson and the Olympians Series, Book 5

Adobe EPUB eBook (476 kb)

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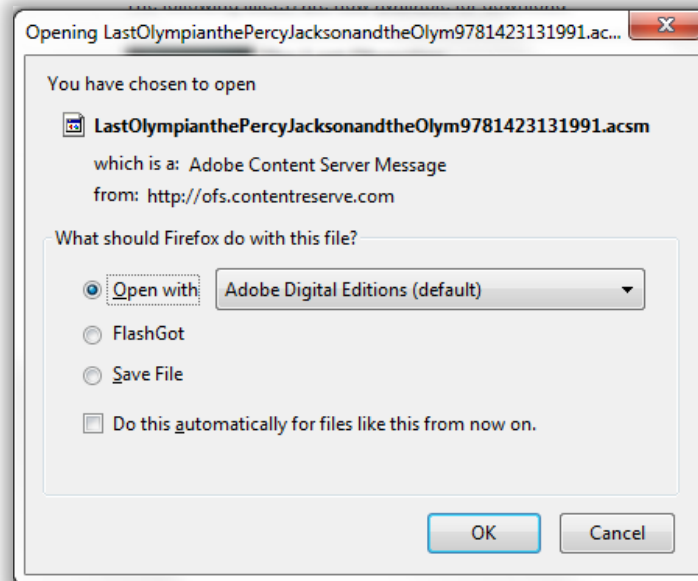
Checked out on: Oct 19, 2011

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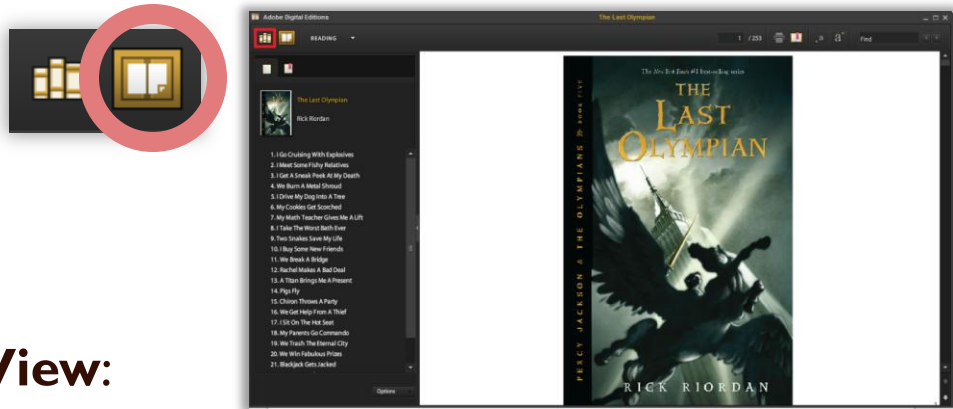
Opening the Book with Adobe Digital Editions

- After clicking '**Download**', you will be prompted to Open, Save, or Cancel a small license file.
- Click '**Open**'. This should open with Adobe Digital Editions by default.
- If your computer prompts you to allow Adobe Digital Editions to make changes to your computer, please click '**Allow**'



Reading View

When you open a license file with ADE, it is downloaded and opened in reading view. **Reading View** allows you to read the title from your computer, displaying chapters on the left (*as shown below*)



To get to **Library View**:

➤ Click on the button that looks like a stack of books in the top left corner. This is next to the reading view button, which looks like a book highlighted in gold.

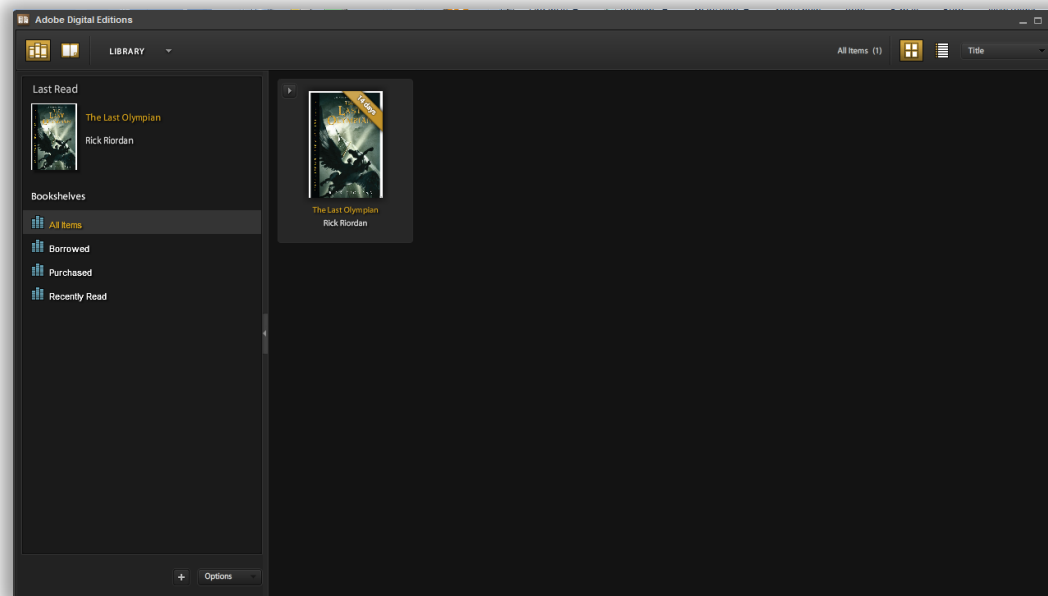


➤ You can go back to reading view by either double-clicking a title thumbnail in library view, or by selecting the title, then selecting the reading view button.



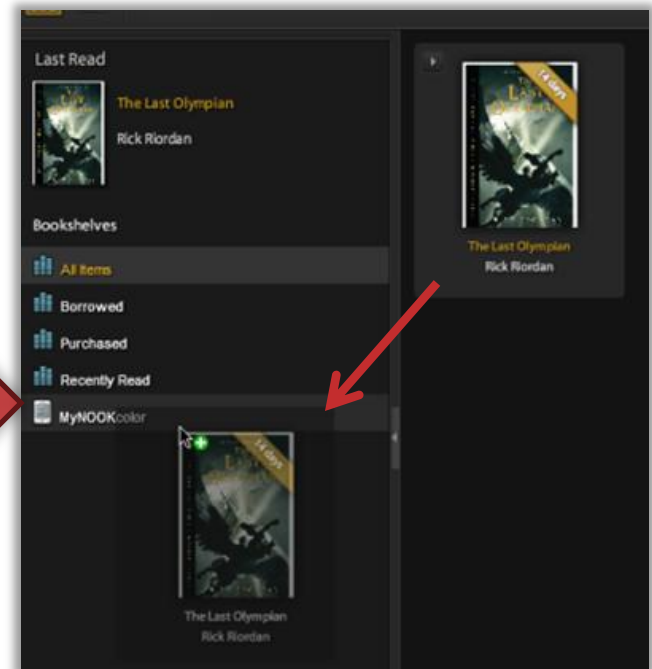
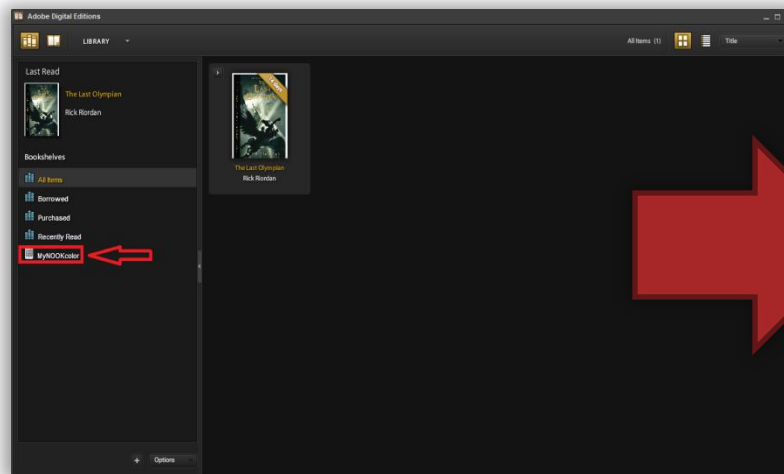
Library View

- Library view allows you to see all the books you have borrowed, purchased, or otherwise downloaded into ADE
- The gold band across the top right of each book lets you know how many days are left on the loan for your book. This does not count down by the hour.
- The bookshelves on the left let you sort through your ADE library using various criterion.



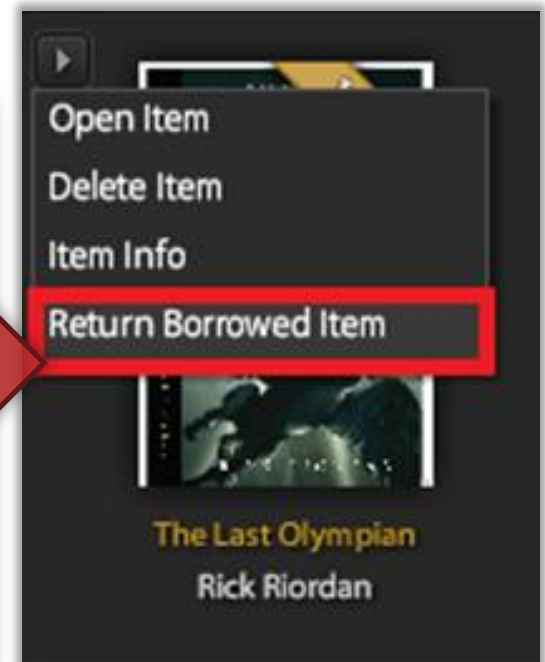
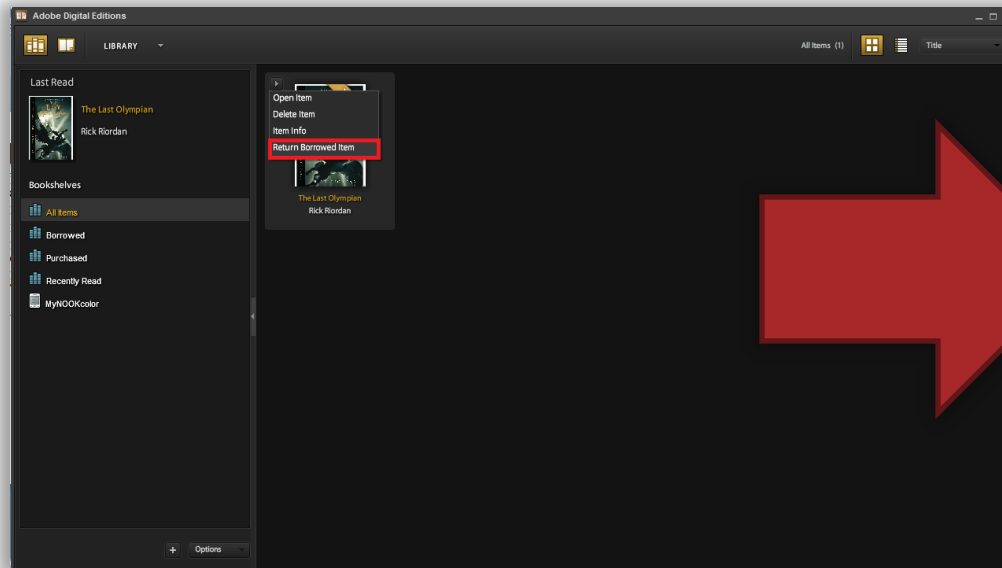
Transferring Your Book to a Device

- With ADE open, plug in your device. It should appear on the left, under your bookshelves.
- Left click on a book and **hold** the mouse button down.
- **Drag** it over top of the device until you see a green circle with a white + inside, then '**drop**' it by releasing the left mouse button.
- Eject, unplug, and enjoy!



Returning A Book

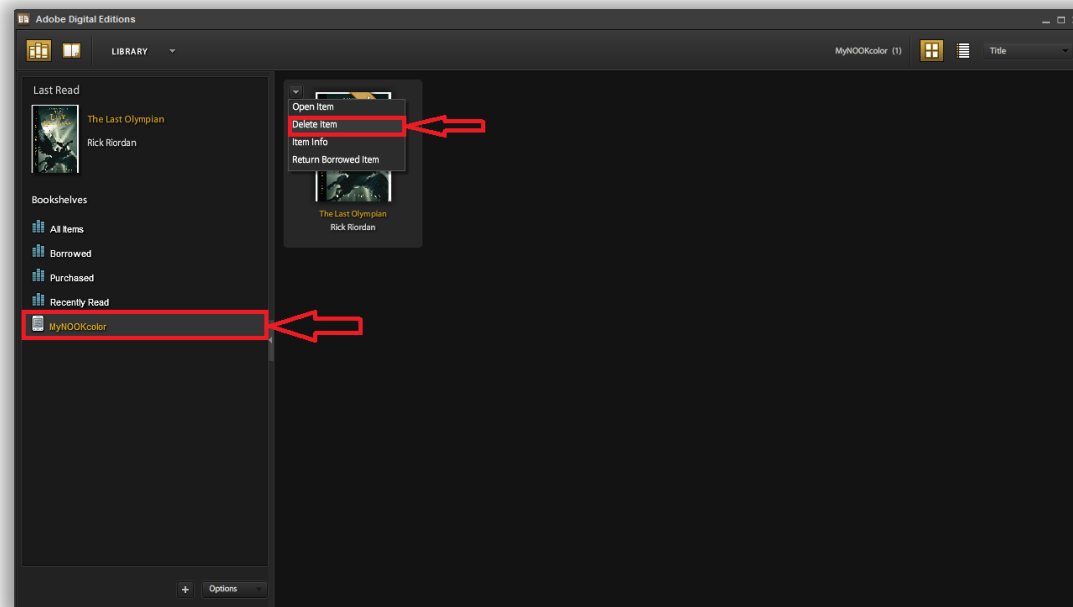
- **Click on the book** you want to return. A light grey box will appear around it, with a small arrow in the top left of the grey box.
- Click on the arrow in the upper left hand corner
- Select **'Return Borrowed Item'**
- Your account will update automatically, and you will be able to check out other titles.
- To delete expired content, follow the same procedure, except select **'Delete Item'** instead.



Manage Your Device

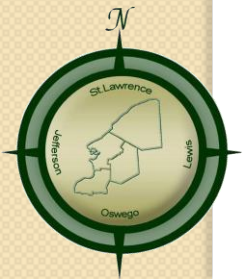
It may be possible to manage content that has expired or locked on your device from ADE. To do this:

- Open ADE
- Plug in your device
- Click on your device when it shows up on the left.
- Delete the titles that are inaccessible



Final Notes

- You may only return Kindle books and ePub books early.
- You can return a book from either Adobe Digital Editions, or from the Overdrive Media Console app (*ePub format*). Kindle books can be returned from your Amazon account.





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