

For the most current information about all compatible devices and ebook procedures, please visit our website at [www.greenelibrary.info](http://www.greenelibrary.info) and click Download Media.

## **Part 1: Downloading Ebooks to an Ebook Reader (Kindle users see Part 2 below).**

Most popular devices that require Adobe Digital Editions (ADE): Nook; Kobo; Sony Reader; Literati; Pandigital Novel

### ***Getting Started: Download the Software***

Downloading Adobe Digital Editions:

Download the ADE software. This is a free software product that acts as a “middle man,” enabling library books to be moved from your computer to your ebook reader. You only have to do this once. In order to authorize ADE, you are required by Adobe to create an account. (If you are a Nook user, be sure that the email address and password you create for your ADE account is the same as your Barnes & Noble account.)

1. Go to the Adobe homepage at: <http://adobe.ly/acctcreate>.
2. Click on the button to “Create an Adobe Account.”
3. Fill in the online form and click “Continue.”
4. This will log you into the Adobe site. Next, go to <http://adobe.ly/diged>.
5. Scroll down the page and click “Launch.”
6. Choose the components you want to install (most people leave as is), click “Next.”
7. Choose the destination folder, then click “Install.”
8. When the download is complete, click “Close.”
9. Once you have downloaded ADE, you will be asked to set it up. You will need to authorize your computer in order to sync your ebook reader with your computer, so that you can transfer your ebooks.
10. To authorize, Click “Continue.”
11. Authorize your computer by typing in the Adobe ID you created above.
12. Once you have entered your Adobe ID and password, click “Activate.”
13. Click “Finish.” ADE is now loaded and authorized. You are ready to download titles.

### ***Searching and Checkout: You’ve got the software and are ready to look for books***

1. Go to the Greene County Public Library website [www.greenelibrary.info](http://www.greenelibrary.info).
2. Click “download media.”
3. Click the link to “Digital Downloads- A Library Collaboration,” on the front page of the Digital Downloads site. You will be prompted to log in using your library card number.
4. To search for a particular title, creator, or ISBN, and to limit by format, use the search box at the top of the page. Click “Go” to get your results.

- a. An Advanced Search will enable you to select formats. Under format, choose either Adobe EPUB or Adobe PDF. Mobipocket users choose Open EPUB or Open PDF ebooks. You can click the “available now” radio button at the bottom so all search results will be books you may check out immediately.
5. Click on the title you are interested in to get more details. This gives information about the book and types of devices it will play on. To obtain a title, there are 3 options you can click:
  - a. Add to Cart: If the book is available, click this to add the title to the cart for checkout.
  - b. Place a Hold: If the book is currently checked out, you can click this and type your email address. You’ll be notified when the book is available for check out.
  - c. Add to Wishlist: If you are interested in this title, but not ready to check it out, click this. You can move titles from the wishlist to the cart or hold at any time.
6. When you are finished adding titles to your cart, click “Proceed to Checkout.”
7. Select your preferred lending period and click “Confirm Checkout.”
8. The title is now checked out and ready to be downloaded to the computer. Continue below.

### ***Downloading and Transferring Titles Using Adobe Digital Editions***

For more assistance with navigating ADE, please see the help section on the Adobe website at [www.adobe.com](http://www.adobe.com)

1. Click the “Download” button.
2. You will be prompted to either open or save the document. Choose “open” and select “Adobe Digital Editions” if given the option.
3. The title you downloaded will appear very quickly in ADE on your screen. As it downloads, it will show a progress bar.
4. Once you have downloaded a title to ADE, plug your ebook reader into the computer using a USB port. Depending on the reader, you may need to have it turned on so that the computer can interact with it.
5. If you have not already registered your device with ADE, you will be asked to do so. A message will appear on your computer screen, asking you to register the device with the same Adobe ID that you used to register ADE. This authorization process will only happen the first time you transfer ebooks to your mobile device from a particular computer. You can register up to 6 devices and 6 computers using the same Adobe ID.
  - a. Click Authorize Device. Click “Finished.”
6. Click the icon in the top left corner of ADE that looks like 3 books. This is the library view and shows bookshelves on the left and your titles on the right. Your ebook reader should be listed at the bottom of the Bookshelves column.
7. Locate the ebook you want to transfer to your reader. Ebooks borrowed from the library will be located in the “Borrowed” bookshelf.
8. Click and drag the book’s cover image or title to the bookshelf marked with the name of your ebook reader.
9. Once the device’s bookshelf turns green, drop the ebook onto the bookshelf. Depending on your reader, you may need to safely eject and unplug it from your computer. The ebook will appear on your device. Open it and begin reading!
10. To return your ebook early, click the icon in ADE at the top left that looks like 3 books to go to “library view.” Next, click the arrow immediately to the left of the title you want to return. From the list of options that appear choose “Return Borrowed Item.” Confirm this by clicking “Return” on the next pop up window.
11. To delete a title from ADE that has expired, follow the steps in #10 but choose “Delete Item” from the list of options.

## Part 2: Downloading Ebooks to a Kindle

It is recommended to follow steps 1-11 using your PC rather than a Kindle.

### ***Searching and Checkout***

1. Go to the Greene County Public Library website, [www.greenelibrary.info](http://www.greenelibrary.info)
2. Click the green "Download Media" button.
3. Click the link to "Digital Downloads: A Library Collaboration." You will be prompted to log in using your library barcode number from your library card.

Choose "Advanced Search" in the upper left corner and fill out as many or few of these as you like. You should go to "Format," and select "Kindle Book." You can click the "available now" radio button at the bottom so all search results will be books you may check out immediately. Add any other search terms and choose "Search."

4. Click on the title you are interested in to get more details. To obtain a title, there are 3 options you can click:
  - a. Add to Cart: If the book is available, click this to add the title to the cart for checkout.
  - b. Place a Hold: If the book is currently checked out, you can click this and type your email address. You will be notified when the book is available for checkout.
  - c. Add to Wishlist: If you are interested in this title, but not ready to check it out, click this. You can move titles from the wishlist to the cart or hold at any time.
5. When you are finished adding titles to your cart, click "Proceed to Checkout."
6. Choose your preferred lending period and click "Confirm Checkout" and then either "Get for Kindle" (on PC) or "Download" (on Kindle).

### ***Downloading and Transferring to your Kindle via WiFi***

7. You will automatically be redirected to Amazon.com to complete your checkout.
8. Choose "Get Library Book" on right.
  - a. If you are not logged in to your Amazon.com account, you will do so now.
9. You will be prompted to choose a device on which to read your book. Choose your Kindle and click "Continue." *Some ebooks can only download via USB. In this case, proceed to next section.*
10. You will receive a message indicating your book will automatically download the next time it's connected to WiFi.
  - a. Note: your Kindle will not download your book using a 3G connection, it must be via WiFi.
  - b. If your Kindle doesn't have WiFi, connect your Kindle to your computer using a USB cable.
11. Once your book downloads, it will be located in your "Archived Items" folder.
12. Select your title from the list and read!

### ***Downloading and Transferring to your Kindle via USB cable***

Some Kindle ebooks will not download via WiFi and require a USB connection.

13. After clicking "Continue" (step #10 above), you will be prompted to click "save" to save the file. Depending on your web browser, you may be able to choose "save as" and select the location of the downloaded file (i.e. The Desktop). If not, your download should appear in the "My Documents" section of your computer.
14. Connect your Kindle using the USB cable.

15. Depending on your web browser, the Kindle folder may automatically launch. If not, go to “My Computer” and locate the Kindle drive on your computer. Open the Kindle drive and open the folder called “documents.”
16. Locate the downloaded ebook file either in the location you chose or in My Documents. Drag and drop or copy and paste the downloaded file into the “documents” folder on the Kindle drive.
17. Safely eject and remove the Kindle from your PC.
18. The downloaded ebook will appear on the home screen of your Kindle. Select it and begin reading!

### ***Returning and Deleting Kindle ebooks***

1. Log into your Amazon.com account from your PC.
2. Click “Your Account” at the top right side of the screen.
3. Under “Digital Content” click “Manage Your Kindle.”
4. Hover your mouse over the “Actions” icon next to the title you’d like to return.
5. Next, click “Return this Book” and then click “Yes” to confirm.
6. To delete an expired title, follow steps 1-4 and click “Delete from Library.”

## Part 3: Downloading Ebooks to a Mobile Device Using the Overdrive app (Kindle app see Part 4)

### **Getting Started: Create an Adobe account**

1. Go to the Adobe homepage at: <http://adobe.ly/acctcreate>.
2. Choose "Create an Adobe Account."
3. Fill in the online form and choose "Continue."

### **Download the Overdrive Media Console app**

1. Go to the app store on your mobile device.
2. Search for the Overdrive Media Console app (Apple users will need to enter their Apple ID).
3. Install the Overdrive Media Console app and open.
4. Choose "Get Books." (Android users may need to click the options button on your device).
5. Choose "Add a Library."
  - a. Search by name, city, or postal code.
  - b. Select your city/library.
6. Choose "Digital Downloads."
7. Choose "My Digital Account."
8. Log in: Select Greene County Public Library and enter your library card barcode number.

### **Searching and Checkout**

9. Search for a title you want to check out using the browse or search buttons at the top left.
10. To obtain a title, there are 3 options you can click:
  - a. Add to Cart: If the book is available, click this to add the title to the cart for checkout.
  - b. Place a Hold: Enter your email address. You'll be notified when the book is ready.
  - c. Add to Wishlist: If you are interested in this title, but not ready to check it out, click this.
11. Choose "Add to Cart" if the book is available.
12. When you are finished adding titles to your cart click "Proceed to Checkout." Select your preferred lending period and choose "Confirm Checkout."
13. Choose "Download": The first time you check out a book you will be prompted to enter the Adobe ID you created.
  - a. Depending on your device, you will either need to choose "Settings" or you will be taken to Settings.
  - b. Find "Authorize with Adobe ID" on your device and enter your ID.
  - c. Choose "Authorize."
14. Go back to Digital Downloads website. (Apple users repeat steps 4 & 6 above.)
15. Choose "My Digital Account."
16. Choose "My Bookshelf."
17. Choose "Download."
18. Open and read your book!
19. To return an ebook early, click the plus sign to the right of the title. Next, choose "Return then Delete." Choose "Delete Only" if the title has already expired.

## Part 4: Downloading Ebooks to an Apple Device using the Kindle app.

At this time Kindle books cannot be downloaded to Android mobile devices.

### ***Download the Overdrive Media Console app***

1. Go to the app store on your mobile device.
2. Search for the Overdrive Media Console app (Apple users will need to enter their Apple ID).
3. Install the Overdrive Media Console app and open.
4. Choose "Get Books."
5. Choose "Add a Library."
  - a. Search by name, city, or postal code.
  - b. Select your city/library.
6. Choose "Digital Downloads."
7. Choose "My Digital Account."
8. Log in: Select Greene County Public Library and enter your library card barcode number.

### ***Searching and Checkout***

9. Search for a title you want to check out using the browse button on the top left.
10. Choose "Browse all Kindle Book Titles."
11. To obtain a title, there are 3 options you can click:
  - a. Add to Cart: If the book is available, click this to add the title to the cart for checkout.
  - b. Place a Hold: Enter your email address and you'll be notified when the book is ready for checkout.
  - c. Add to Wishlist: If you are interested in this title, but not ready to checkout, click this.
12. Choose "Add to Cart" if the book is available.
13. When you are finished adding titles to your cart, click "Proceed to Checkout." Select your lending period and choose "Confirm Checkout."
14. Next, choose "Get for Kindle." You will be automatically redirected to Amazon.com to complete your checkout.
  - a. If you are not logged into your Amazon.com account, you will do so now.
15. Choose "Get Library Book" on right side.
16. Choose either "Read now in Kindle Cloud Reader" or "Free Kindle Reading Apps."
  - a. Reading in the Cloud Reader allows you to read your book via your web browser and requires a WiFi connection.
  - b. Choosing "Free Kindle Reading Apps" will direct you to download the Kindle App if you haven't already. Choose your device and download the app. You may be asked to input your apple ID.
17. If you have already downloaded the app, open it and locate your library books under "Archived Items" in the lower left corner.
18. Select the book you want to read and it will automatically download.
19. Read your book!

### ***Returning and Deleting Kindle ebooks***

1. Log into your Amazon.com account from your PC.
2. Click “Your Account” at the top right side of the screen.
3. Under “Digital Content” click “Manage Your Kindle.”
4. Hover your mouse over the “Actions” icon next to the title you’d like to return.
5. Next, click “Return this Book” and then click “Yes” to confirm.
6. To delete an expired title, follow steps 1-4 and click “Delete from Library.”