

## Requirements:

- Computer running Windows or Mac OS X
- Internet connection
- Email address
- Adobe Digital Editions and an Adobe ID
- Compatible eReader and connecting cable
- DPLS library card and PIN

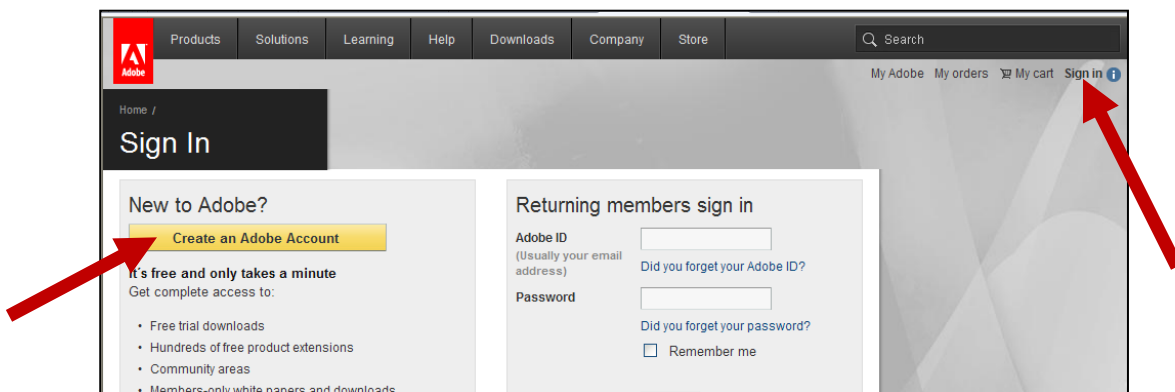
*NOTE: This handout is not for Kindles. To download books to a Kindle eReader, refer to the Know Kindle Books handout.*

## Adobe Digital Editions & Adobe ID

When working with eBooks, you will need to create an **Adobe ID** and download a piece of software called **Adobe Digital Editions** to your computer. Both are free.

Adobe Digital Editions is an intermediary program where digital books are stored when you download them from the library website and from where you transfer them to your device. The Adobe ID syncs your eReader with Adobe Digital Editions on your computer. It is easiest to create your Adobe ID before downloading Adobe Digital Editions.

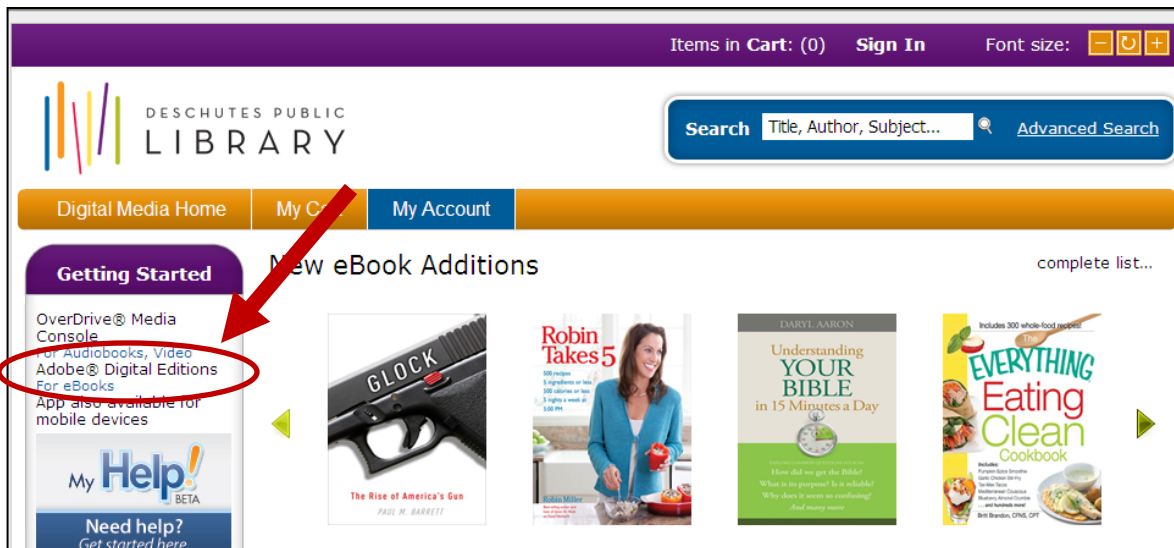
1. Go to [www.adobe.com](http://www.adobe.com) and click on **Sign In** on the upper right-hand side of the page.
2. Click **Create an Adobe Account**. Enter your email address, create a password, and fill out the form to set up your account. This will be your Adobe ID; be sure to remember your password.



*NOTE: You can use one Adobe ID on up to 6 devices, so if you have a desktop computer, a laptop and an eReader, you could access the same books on each.*

## Installing and Activating Adobe Digital Editions

1. Go to the Digital Downloads page on the library website at [www.deschuteslibrary.org](http://www.deschuteslibrary.org). Hover your mouse over **Explore**, then click on **Digital Downloads**.
2. Click the link for **Adobe Digital Editions** under **Getting Started** on the left-hand side of the page.

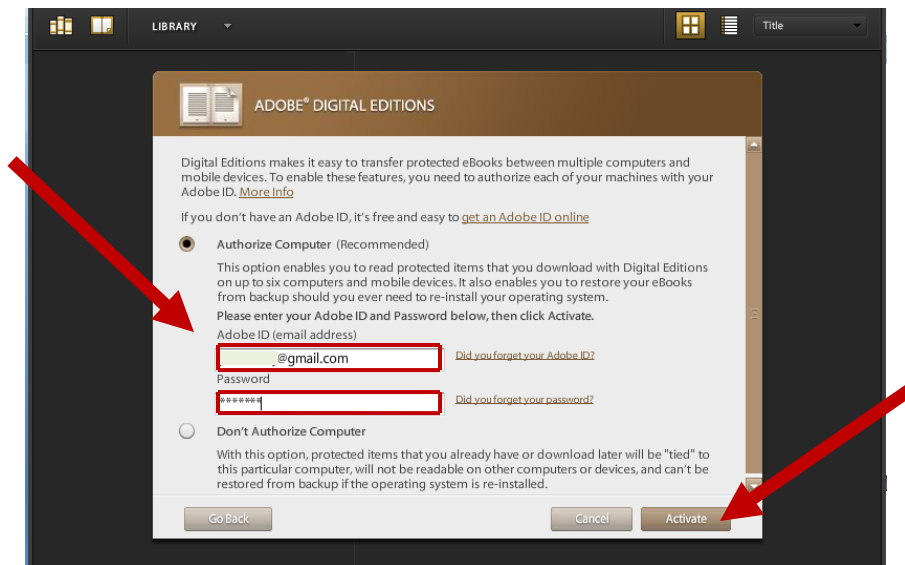


3. Click the **Get Adobe Digital Editions** button.



4. You will be taken to the Adobe website page for Adobe Digital Editions. Click either **Download Now** or **Install** and follow the installation wizard.
5. The first time you open Adobe Digital Editions it will launch its Setup Assistant. Click **Continue** in the lower right-hand corner.

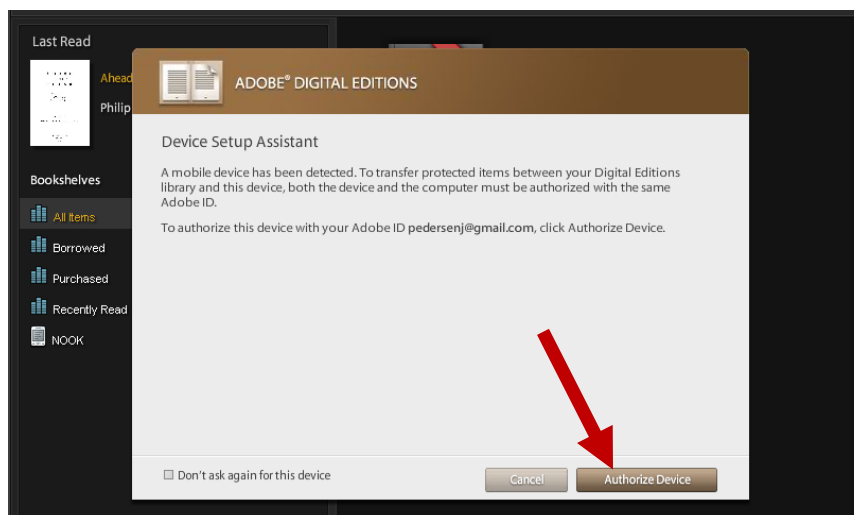
- You will be prompted to **enter your Adobe ID username (email address) and password**. Click **Activate** in the lower right-hand corner.



- Click **Finish**

- Close Adobe Digital Editions and connect your eReader** to your computer.

- Open Adobe Digital Editions**. It should detect your eReader and ask if you want to authorize it. Click **Authorize Device** in the lower right-hand corner. You only have to authorize your eReader the first time you use it with Adobe Digital Editions.



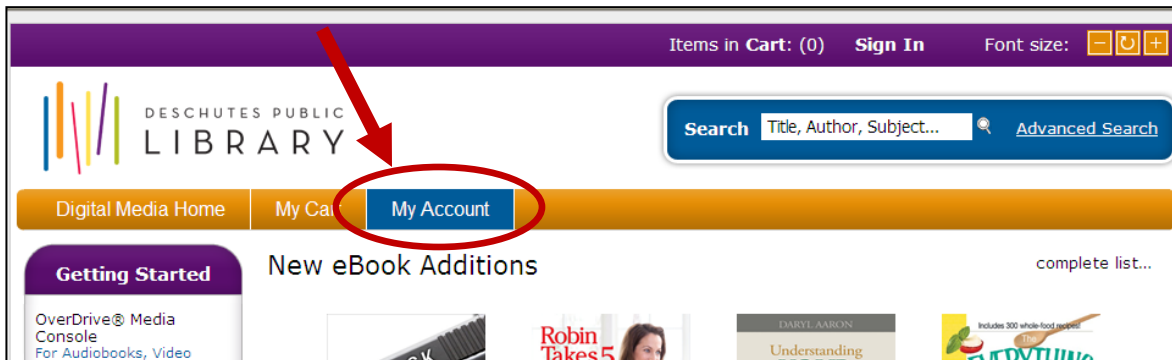
- Click **Finished**

You're now ready to download and transfer eBooks to your eReader.

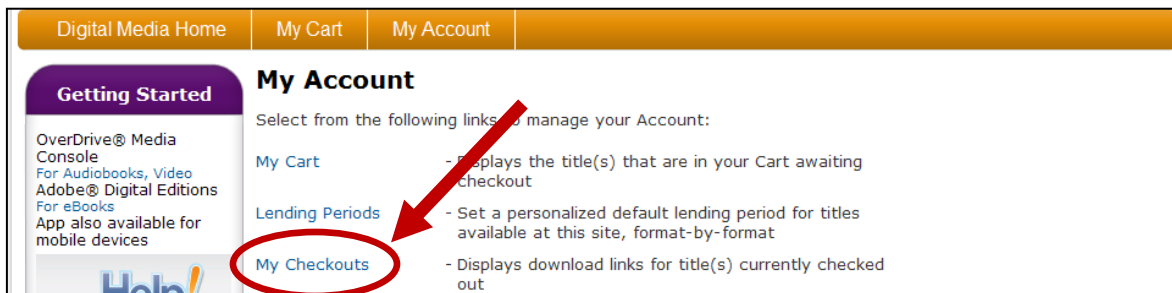
## Downloading an eBook to Adobe Digital Editions

First, access your checked out books. If you haven't checked out a book to your account yet, refer back to the Know Digital Books handout.

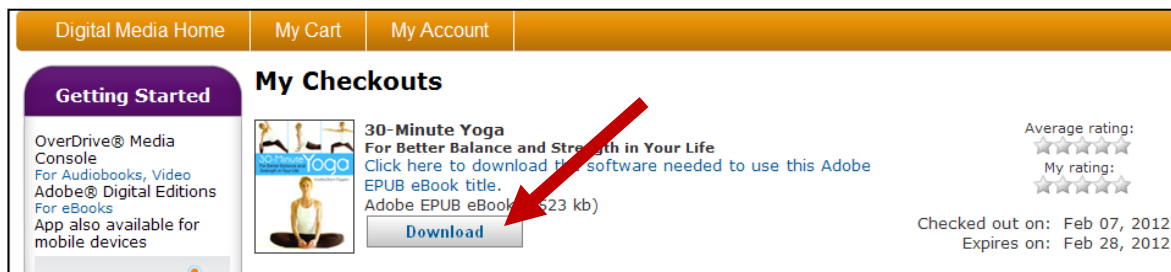
1. Log into your account on the Digital Downloads page by clicking on **My Account** in the orange links bar at the top of the page. Enter your library card # and PIN.



2. Click on **My Checkouts**



3. Click the **Download** button next to the book cover.



4. You will be asked if you want to Open or Save the file. **Click on Open**. Adobe Digital Editions will open and your book will show up. It will default to Book View.

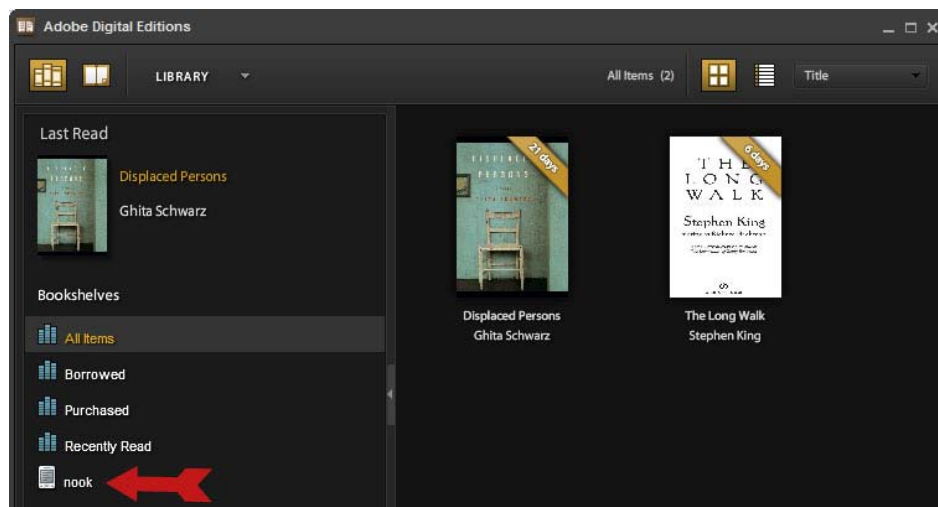
*NOTE: If you are using the **Safari web browser on a Mac**, there is a security setting that will prevent the book from automatically loading in Adobe Digital Editions. You will need to find the book in your Downloads folder, click on it once, and it will then load it to Adobe Digital Editions.*

## Transferring your eBook to your eReader

1. Connect your eReader to your computer and then open Adobe Digital Editions.
2. Click the **Library View** icon (three book spines) in the upper left-hand corner of Adobe Digital Editions.



The right side of the screen shows book cover images of all the items you've downloaded. On the left side, you'll see your bookshelves, including your eReader (in this case a **nook**).



3. To transfer the digital book to your reader, you're going to drag it from the Adobe Digital Editions library window and drop it into your eReader.
  - a) Hover your mouse over the cover of the title you would like to transfer to your eReader.
  - b) Click and hold down your left mouse button.
  - c) Drag your mouse over to and hover it over your eReader in the bookshelves list.
  - d) Release your left mouse button.
  - e) A brief message will display indicating it is copying the file.

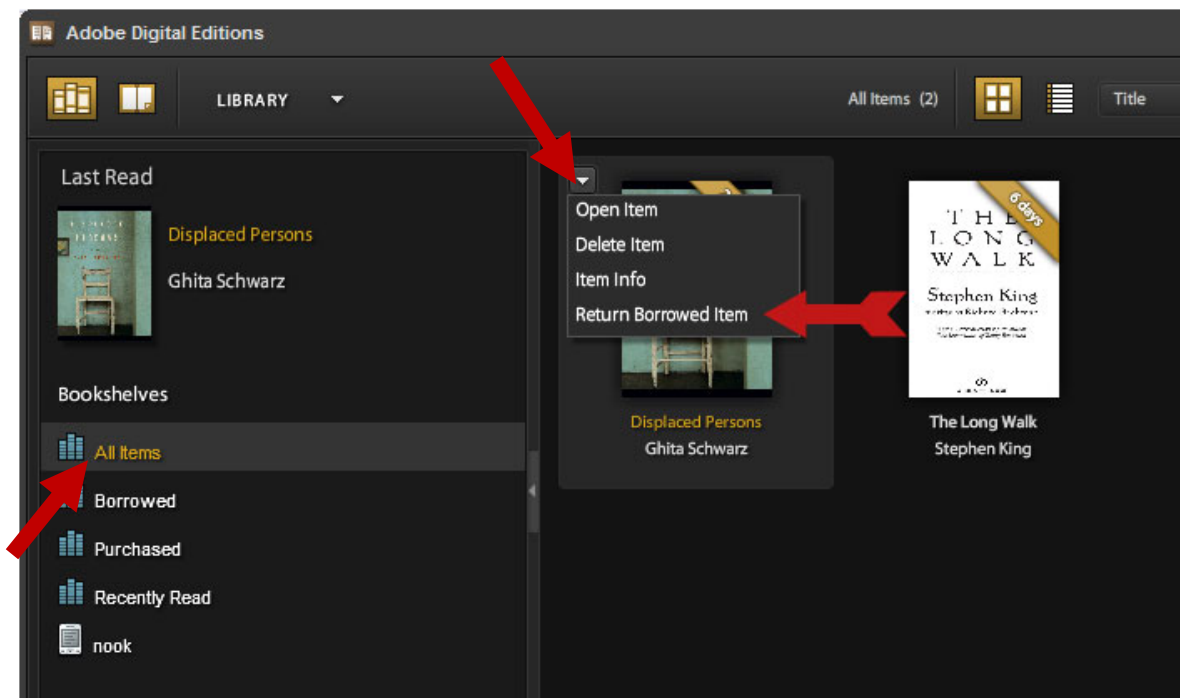
Your book is ready to read once you eject your eReader and disconnect it from your computer.

*NOTE: If your eBook does not show up in your eReader's regular bookshelf, check your documents or file folder. Some eBooks will be put here due to their file type.*

## **Returning eBooks early and deleting them from your device**

You can return eBooks to the library before their expiration date. This can be useful as you are limited to 8 digital downloads on your card at a time.

1. Open Adobe Digital Editions and click on All Items under Bookshelves. The library pane will show all the books you've downloaded from the library.
2. Hover your mouse over the title or book you want to return early or delete, then click on the small triangle in the upper left hand corner of the picture.
3. Click on **Return Borrowed Item**. You can then click on **Delete Item** to delete it from your device.



*NOTE: You can also Return and Delete books from your eReader through Adobe Digital Editions. Plug your device into your computer, open Adobe Digital Editions and click once on your eReader under Bookshelves. The library pane will now show all the library books you have on your device. Follow steps 2 and 3 above.*

*NOTE: You only need to Return books once – from either Adobe Digital Editions or your eReader. You will need to Delete items from both.*