**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 for reading eBooks on a desktop or laptop computer or transferring eBooks to a non-Kindle eReader from a desktop or laptop computer.*

*If you have a Kindle eReader, see the Know Kindle Books handout.*

*If you have a tablet, smartphone or Kindle Fire, see the Know Overdrive App 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 on your computer 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](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.
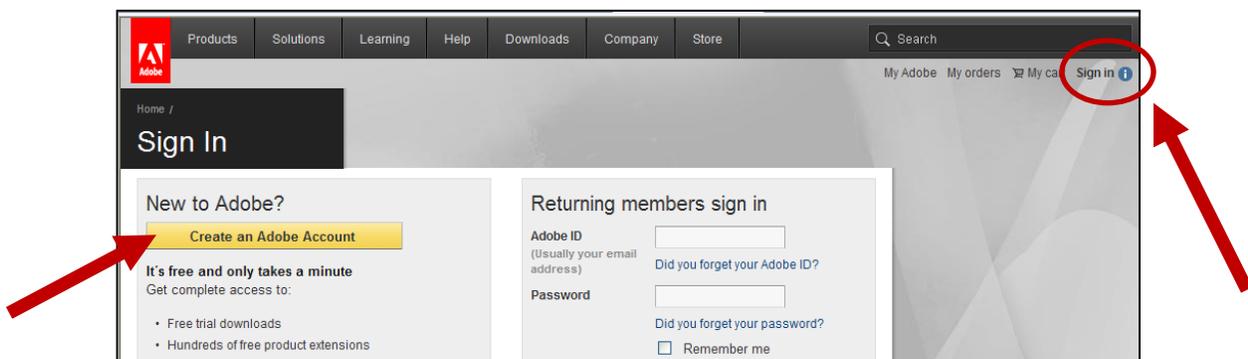
**Installing and Activating Adobe Digital Editions**

1. Go to www.adobe.com/solutions/ebook/digital-editions/download.html

2. Click either **Macintosh** or **Windows** depending on what kind of computer you have and follow the installation wizard.
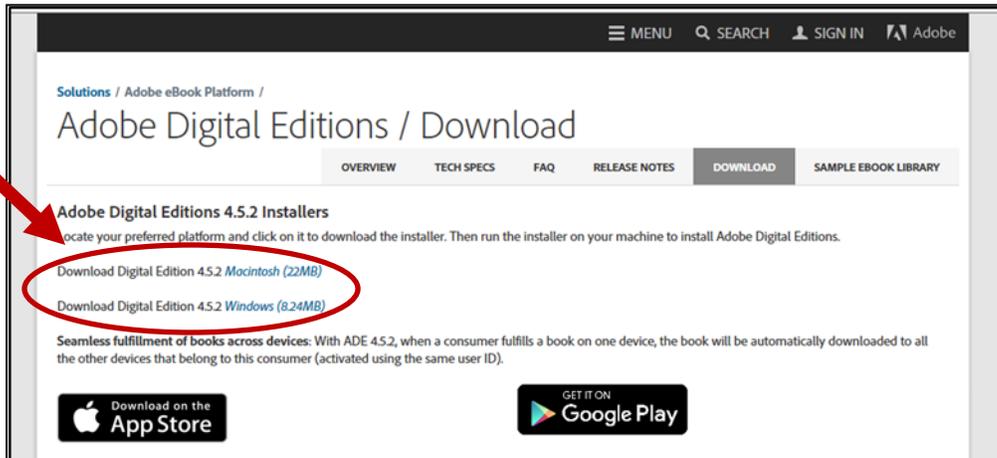


3. The first time you open Adobe Digital Editions it will launch its Setup Assistant. Click **Continue** in the lower right-hand corner.

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

   *NOTE: If the Authorization box does not automatically pop-up, click on **Help** in the upper left-hand menu bar, then click on **Authorize computer**.*



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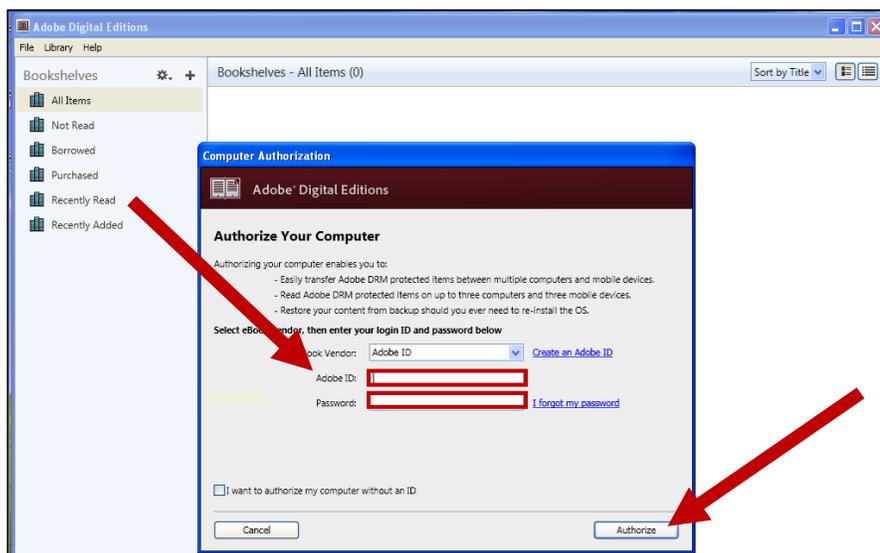
7. Click **Authorize,** then click **OK.**

8. **Connect your eReader** to your computer. You will see it show up under **Devices** in the upper left-hand column. If it doesn't show up, close and re-open Adobe Digital Editions.

9. Click once on your device's name to highlight it. Click once on the **settings button** (cog wheel) to the right of the word Devices. Click **Authorize Device**.
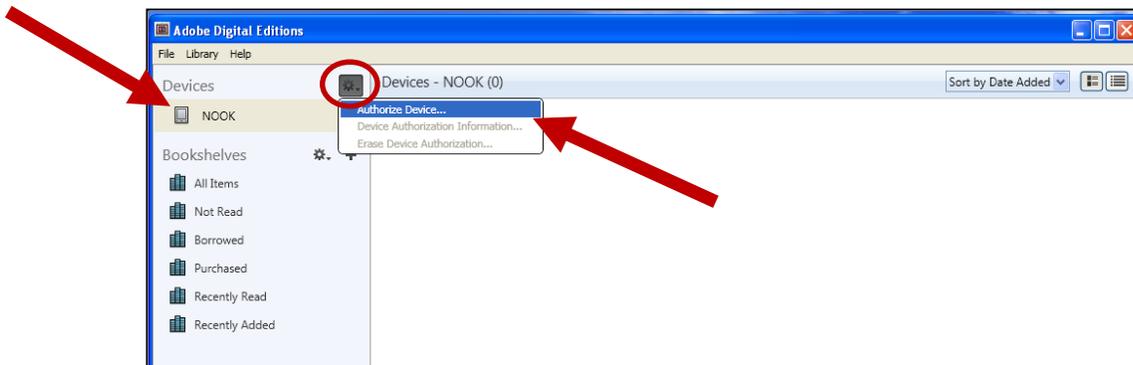


10. Click **Authorize Device** in the lower right-hand corner of the pop-up box.

**Downloading an eBook to Adobe Digital Editions**

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

1. Go to the Digital Downloads page on the library website at www.deschuteslibrary.org. Click on **Books, Movies, Music**, then click on **Digital Downloads**.

2. Click on **Overdrive** under either Read or Listen.

3. Log into your account by clicking on **Sign In** at the top of the page. Enter your library card # and PIN (usually the last 4 digits of your phone number).
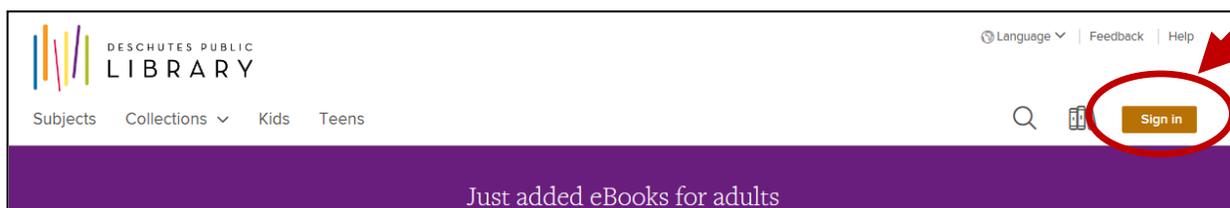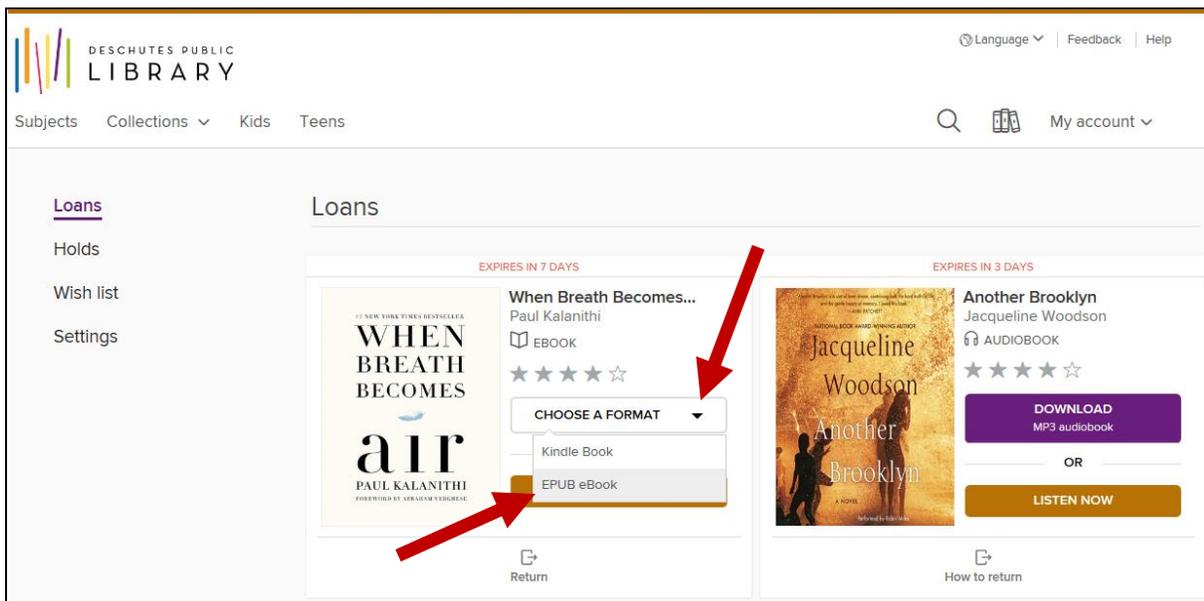
4. Click on **My Account**, then **Loans** to see the books checked out on your card.
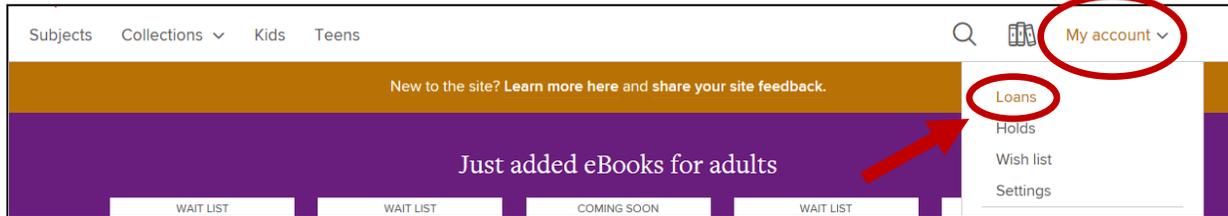


5. You will see all the books currently checked out on your card. **Click Choose a Format** to the right of the book you want to download and transfer.

6. Click on **EPUB eBook**, then **Confirm**.



7. You will be asked if you want to Open or Save the file. **Click on Open**. Adobe Digital Editions will launch and your book will load into it. It will default to Book View.

*NOTE: If you click on Kindle Book, the file will not work on your non-Kindle device, and the library cannot change it to the proper EPUB file type.*

*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.*

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**Transferring your eBook to your eReader**

1. Connect your eReader to your computer and then open Adobe Digital Editions.

2. Click on **Library** in the upper left-hand corner of the window to see your books.
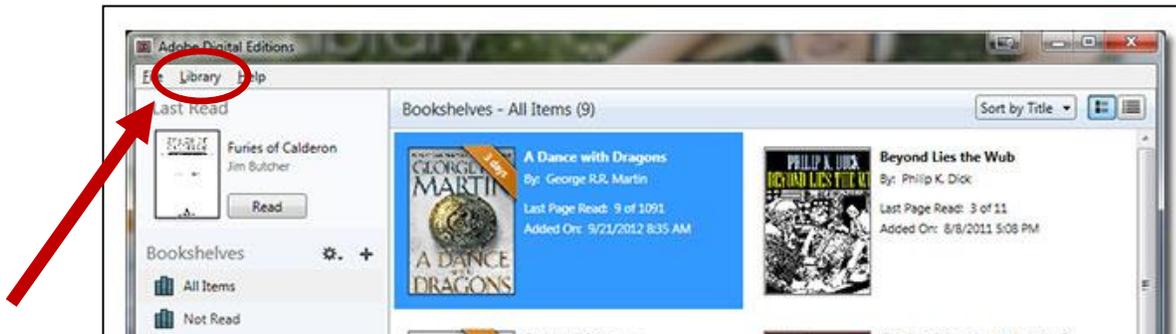


The right side of the screen shows book cover images of all the items you've downloaded. On the left side, you'll see your bookshelves, and your eReader (under Devices).
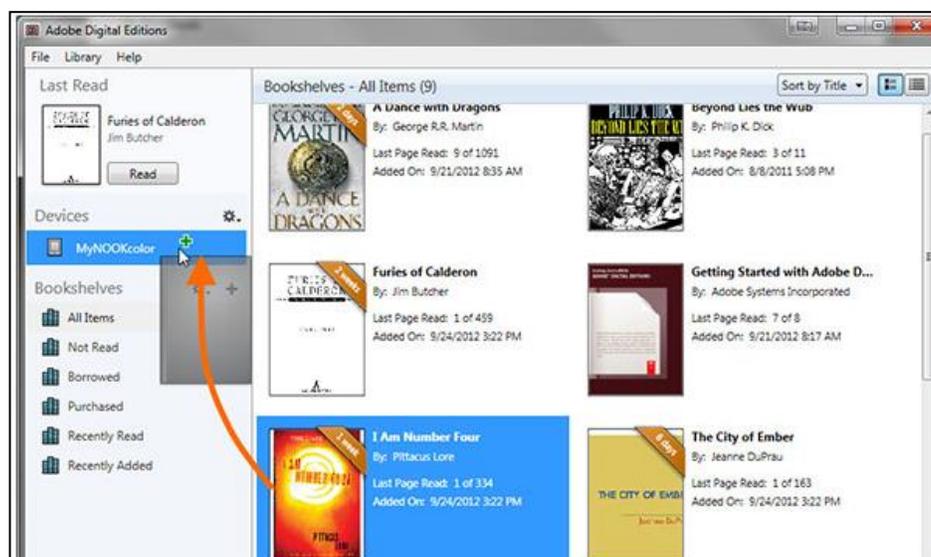


3. To transfer the eBook to your eReader, drag it from the Adobe Digital Editions library window and drop it into your eReader.

   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.

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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.

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 once with your right mouse button**.  A menu box will appear.
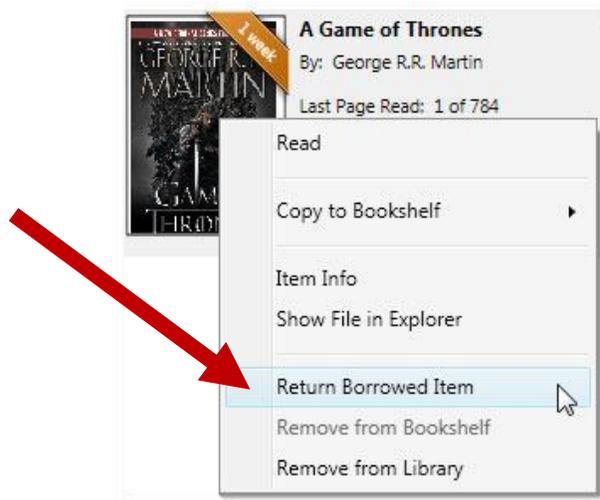


3.  Click on **Return Borrowed Item.** You can then click on **Remove from Library** to delete it from Adobe Digital Editions.

*NOTE: You will still have to delete the book from your eReader. Plug it into your computer, open Adobe Digital Editions and click once on your eReader under Devices. The library pane will now show all the library books you have on your device. Follow steps 2 and 3 above.*