

## About This Guide

This guide will cover how to setup and configure the following devices to download eBooks including holds for:

- Computers using Windows XP
- Computers using Windows Vista
- Computers using Windows 7
- Computers using Windows 8

This guide was last updated April 26, 2013.

## About Your Device

OverDrive supplies items (eBooks and AudioBooks) in multiple formats. Not all items come in all formats.

Your Windows computer will support all eBook formats. When checking out items make sure to only checkout items in formats your device supports.

Your device supports:

- eBooks in PDF format
- eBooks in ePub format
- eBooks in Open ePub format
- AudioBooks in MP3 format [Requires OverDrive Media Console]
- AudioBooks in WMA format [Requires OverDrive Media Console]

For additional information on how to enjoy downloadable AudioBooks visit <http://www.mississauga.ca/portal/residents/overdrivehelpfiles>.

To enjoy eBooks on your Windows computer you must:

1. Install software.
2. Authorize your computer.
3. Configure your computer.
4. Visit the eLibrary Download Centre.
5. Check out an eBook.
6. Download the eBook.

## Install Software

To read eBooks from the eLibrary Download Centre (also known as OverDrive) you will need to install Adobe Digital Editions.

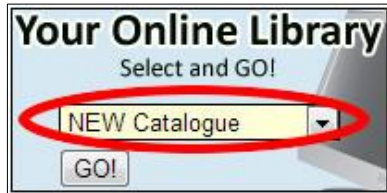
1. Start your Internet Browser (i.e. Internet Explorer, Google Chrome, Firefox, etc.)

# How To Use OverDrive using a Windows PC

2. Visit the eLibrary Download Centre.

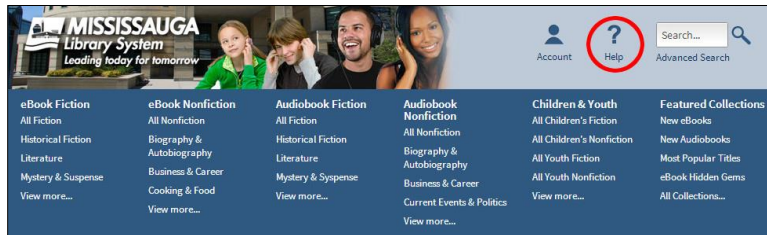
You can do this by either:

- Typing <http://mississauga.lib.overdrive.com> into the address bar of your Internet browser and pressing enter.
- Visiting the library's website at <http://www.mississauga.ca/library> and change the dropdown from New Catalogue to eBooks/eAudioBooks and click GO!

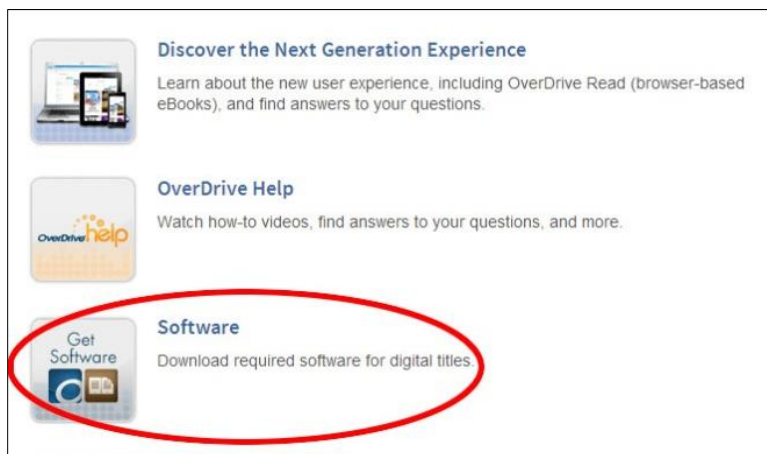


- Opening the library's catalogue and clicking **Download eBooks / eAudio Books**.

3. Click the **Help** in the top right hand corner.



4. Click on **Software**.

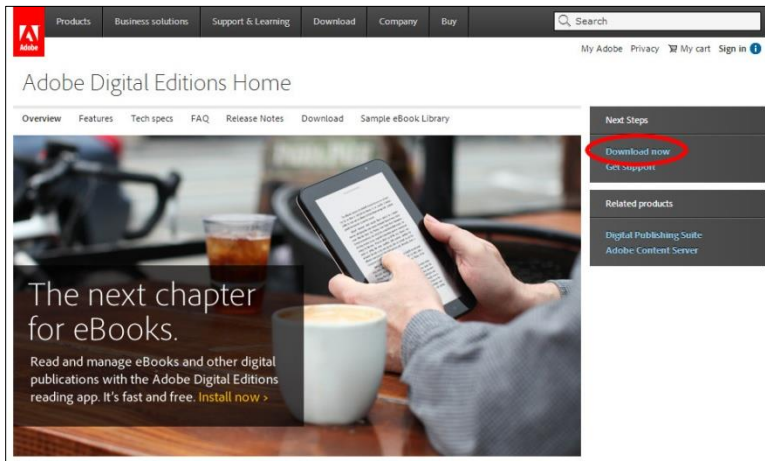


# How To Use OverDrive using a Windows PC

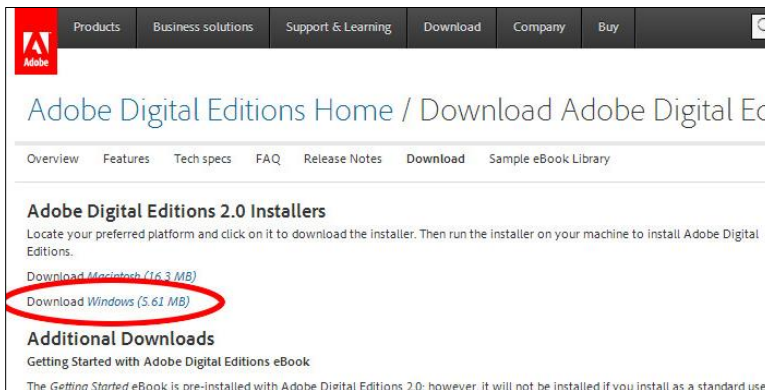
5. Click on **Adobe Digital Editions**.



6. Click on **Download Now**.



7. Click **Download Windows**.

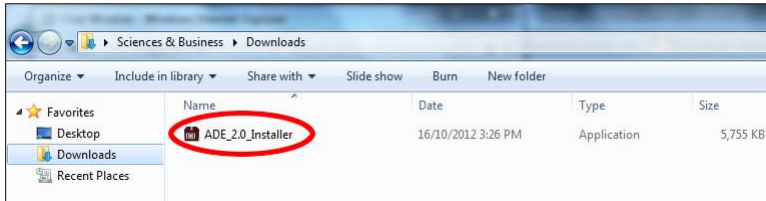


8. If prompted click **Run**.

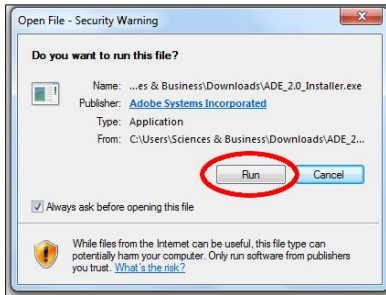


# How To Use OverDrive using a Windows PC

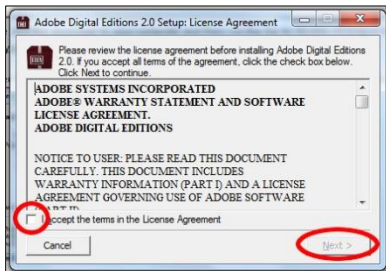
Otherwise save the download to your computer and then run the file by double-clicking on it. You can likely find the file in your downloads folder and will likely be called ADE\_2.0\_Installer.exe.



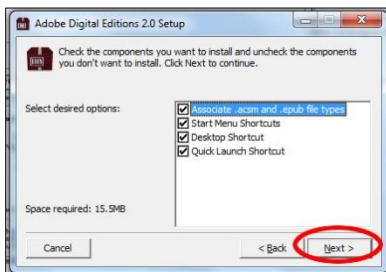
If prompted if you want to run this file click Run. If prompted enter your administrator password.



9. Accept the license agreement and click **Next**.

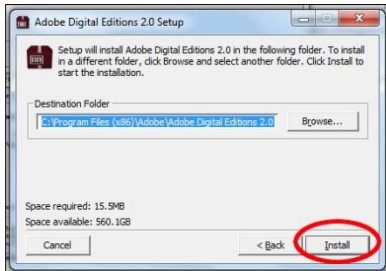


When prompted click **Next** again...

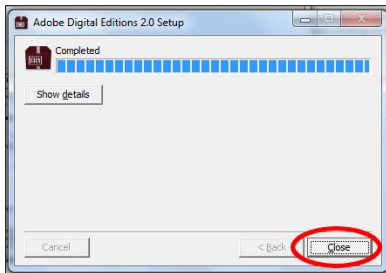


and then **Install...**

# How To Use OverDrive using a Windows PC



and finally **Close**.

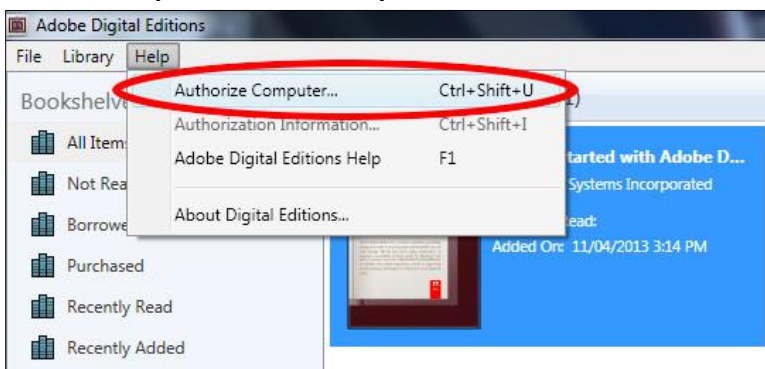


## Authorize Device

It is highly recommended that you register for a free Adobe ID and enter it into Adobe Digital Editions. If you wish to read eBooks on multiple devices (more than one computer, a computer and a tablet, etc.) it is required.

If you have multiple devices, do not sign up for multiple Adobe IDs. Simply create one Adobe ID and use it for all devices.

10. Start Adobe Digital Editions on your computer. The easiest way to do this is by clicking the Adobe Digital Editions icon that was placed on your desktop.
11. Click on **Help, Authorize Computer...**



# How To Use OverDrive using a Windows PC

12. If you have an Adobe ID already enter it with your password and click Authorize.



In the likely event you do not have an Adobe ID click on Get an Adobe ID.



13. Fill out the form and click **Create**.

A screenshot of the 'Create Adobe ID' form. It has a title 'Create Adobe ID'. The form is divided into two columns. The left column contains: 'Adobe ID (Email Address)' with the value 'ebooks.library@mississauga.ca', 'Password' with masked characters, and 'Retype Password' with masked characters. The right column contains: 'First Name' with the value 'eBooks', 'Last Name' with the value 'Library' and a close button, and 'Country/Region' with a dropdown menu showing 'Canada'. At the bottom, there is a checkbox for 'Stay informed via email about Adobe products and services. Learn more.' and a circled 'Create' button.

You will see a Welcome to Adobe Digital Editions page when you are done.



# How To Use OverDrive using a Windows PC

14. Switch back to the Adobe Digital Editions program and enter your Adobe ID (i.e. your e-mail address) and password and click **Authorize**. This will be the same password you just created.



## Download an eBook

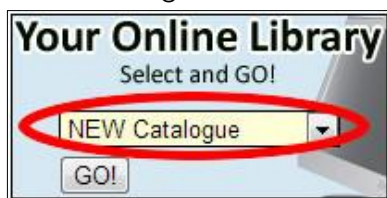
To download an eBook involves four steps:

1. Visit the eLibrary Download Centre (<http://mississauga.lib.overdrive.com>).
2. Locate an available eBook for download.
3. Borrow the eBook.
4. Download the eBook.

## Visiting the eLibrary Download Centre

15. There are several ways to visit the eLibrary Download Centre:

- Typing <http://mississauga.lib.overdrive.com> into the address bar of your Internet browser and pressing enter.
- Visiting the library's website at <http://www.mississauga.ca/library> and change the dropdown from New Catalogue to eBooks/eAudioBooks and click GO!



- Opening the library's catalogue and clicking **Download eBooks / eAudio Books**.

## Locate an Available eBook

16. Like physical books, there are a limited number of eBooks and AudioBooks available at one time. To locate an available eBook or AudioBook, look for a black icon in the top right corner of an item (grey icons indicate an item is out). Click on the cover of the title.

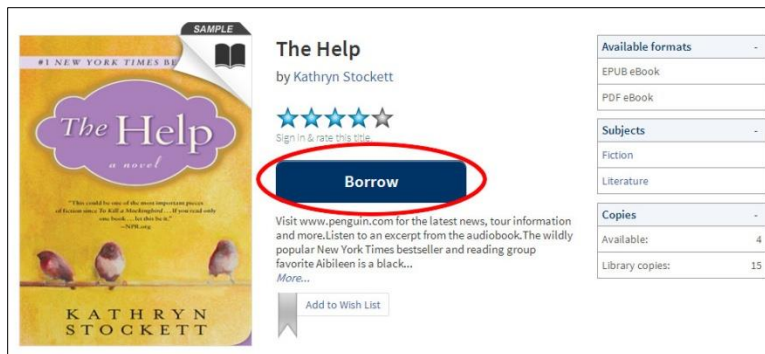
# How To Use OverDrive using a Windows PC



To place items not available on hold see Place a Hold on page 14.

## Borrow the eBook

- Click **Borrow** and the title will be checked out to you. How long the title is checked out to you will depend on the settings in your Account in the eLibrary Download Centre.



If you want to place a hold on a title that isn't available, click on the cover and then Place a Hold.

- Click the **Download** button. If the title is available in more than one format you will have to specify which format you want to download.



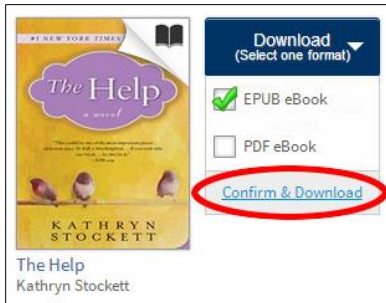


If the title is not available in a format that you prefer you have the option of returning the title by clicking Return Title. If you specify a format then you will have to download the item and then use Adobe Digital Editions to return it.



## Download the eBook

19. Once you have specified which format you want the eBook in click **Confirm and Download**.

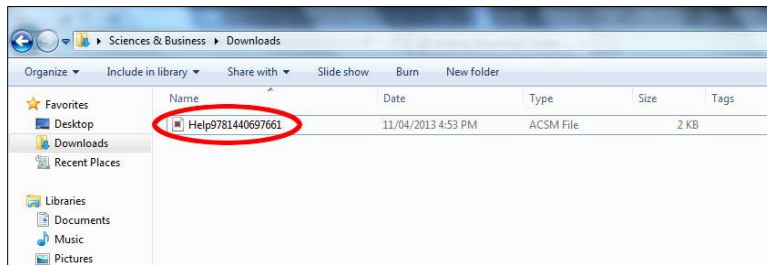


20. If prompted to open, click open.

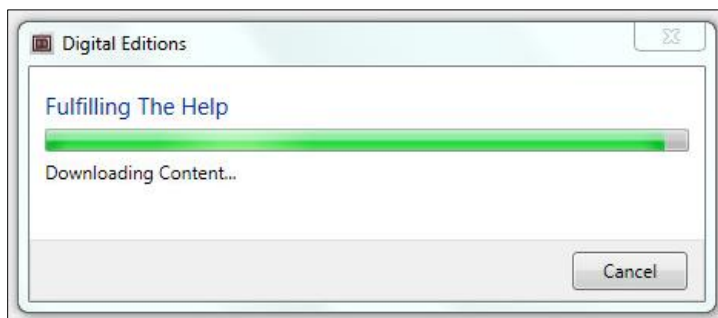


Otherwise save the download to your computer and then open the file by double-clicking on it. You can likely find the file in your downloads folder and will have an extension .ACSM.

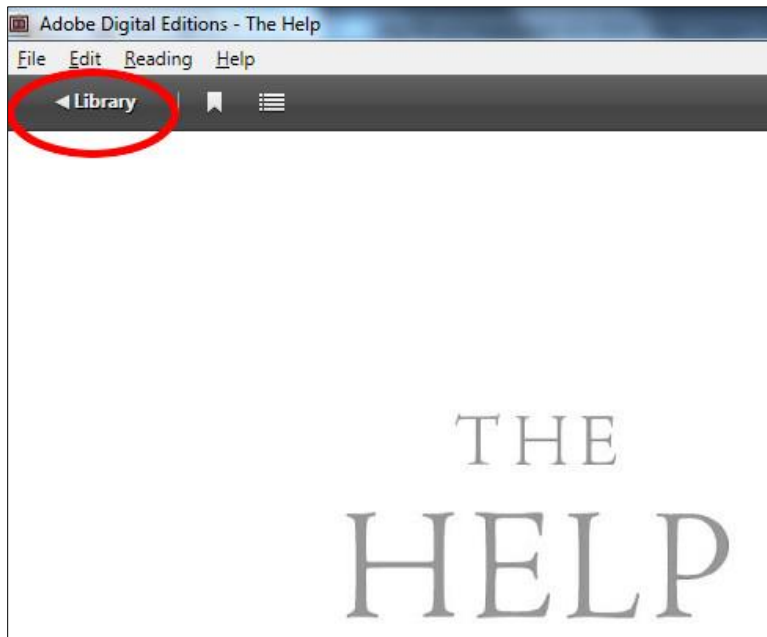
# How To Use OverDrive using a Windows PC



Adobe Digital Editions will then start and begin to download the eBook based on the information stored in the ACSM file.



21. You may now read the eBook in Adobe Digital Editions. If you wish to return to the library view (as opposed to the Reading View) you can click on the Library link at the top left hand corner of Adobe Digital Editions.



## Return an eBook Early

There are a limited number of items you can borrow from the eLibrary Download Centre at one time. To help avoid this limit, and to make titles you are finished with available to others, it is recommended that you return eBooks earlier than the due date.

Note that not all formats can be returned early.

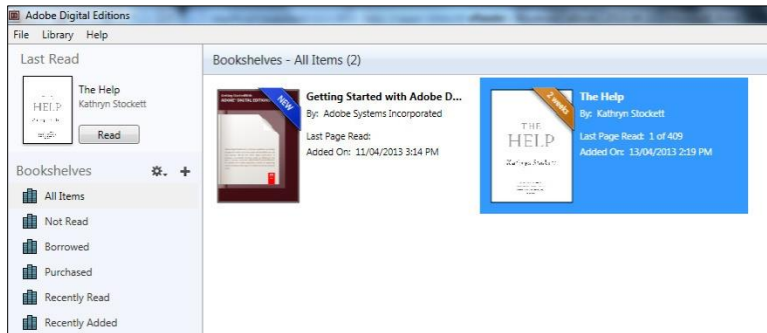
If you do not return an eBook before the due date the title will simply say "expired".



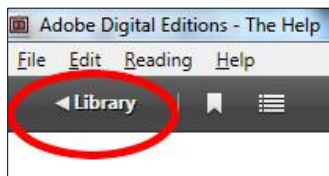
Expired titles cannot be opened. Therefore it is recommended that expired titles be deleted.

To return an eBook early:

1. **Start Adobe Digital Editions** on your computer. The easiest way to do this is by clicking the Adobe Digital Editions icon that was placed on your desktop.
2. Enter Library view if you are not already. Library view will have the covers of all the downloaded titles on the screen.

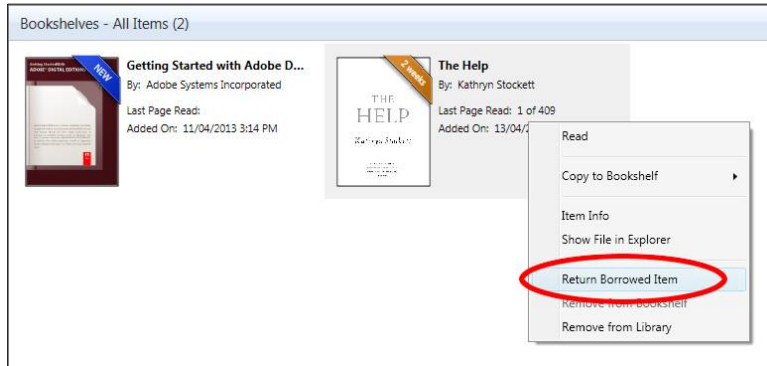


To return to Library view from reading view you can click on the Library link at the top left hand corner of Adobe Digital Editions.

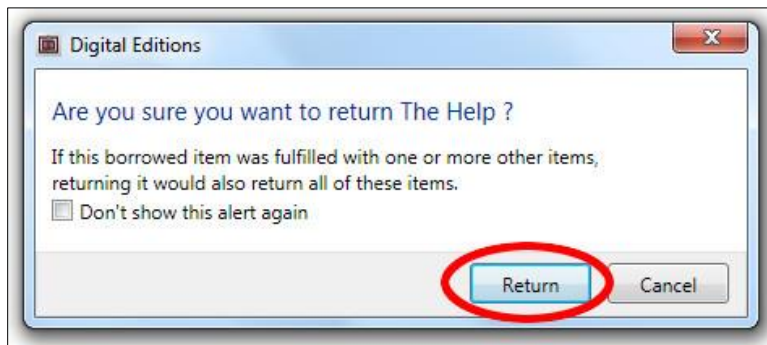


# How To Use OverDrive using a Windows PC

3. **Right-click on the cover of the title** you wish to return and select Return Borrowed Item.



If prompted if you're sure click **Return**.



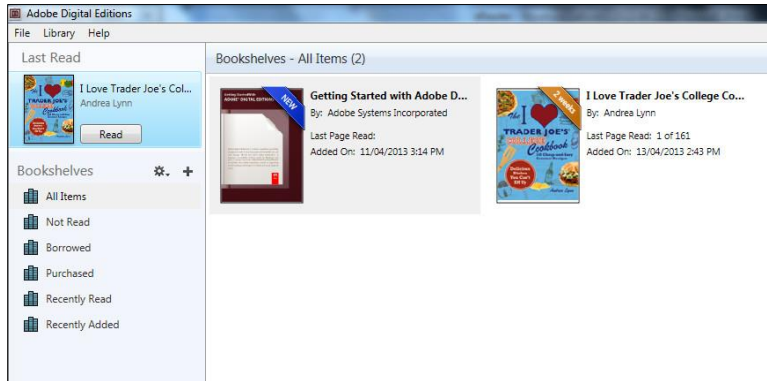
## Delete an eBook

Deleting an eBook is useful if the eBook has expired or if you want to remove it from your Windows PC but not return it – perhaps because you are still reading the eBook on another device.

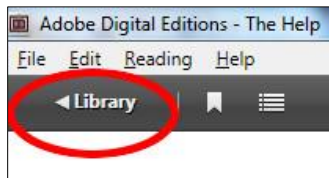
To delete an eBook:

1. **Start Adobe Digital Editions** on your computer. The easiest way to do this is by clicking the Adobe Digital Editions icon that was placed on your desktop.
2. Enter Library view if you are not already. Library view will have the covers of all the downloaded titles on the screen.

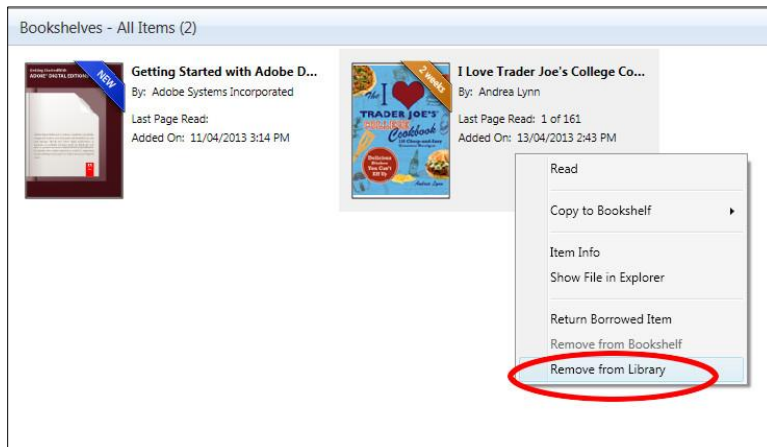
# How To Use OverDrive using a Windows PC



To return to Library view from reading view you can click on the Library link at the top left hand corner of Adobe Digital Editions.

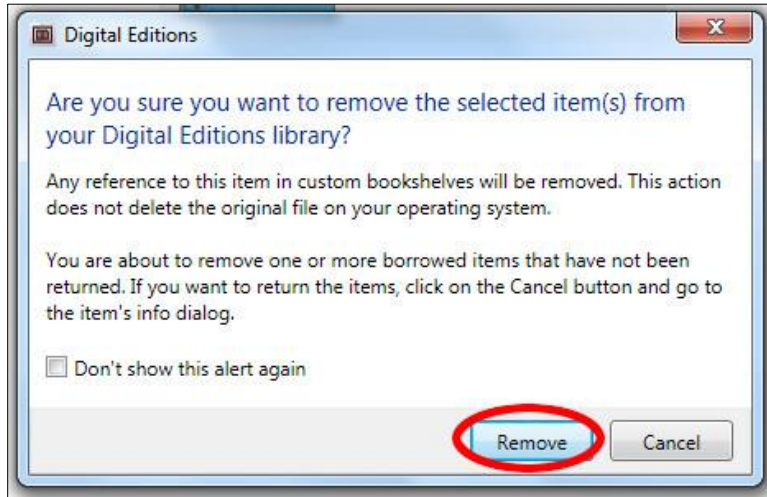


3. **Right-click on the cover of the title** you wish to delete and select Remove From Library.



# How To Use OverDrive using a Windows PC

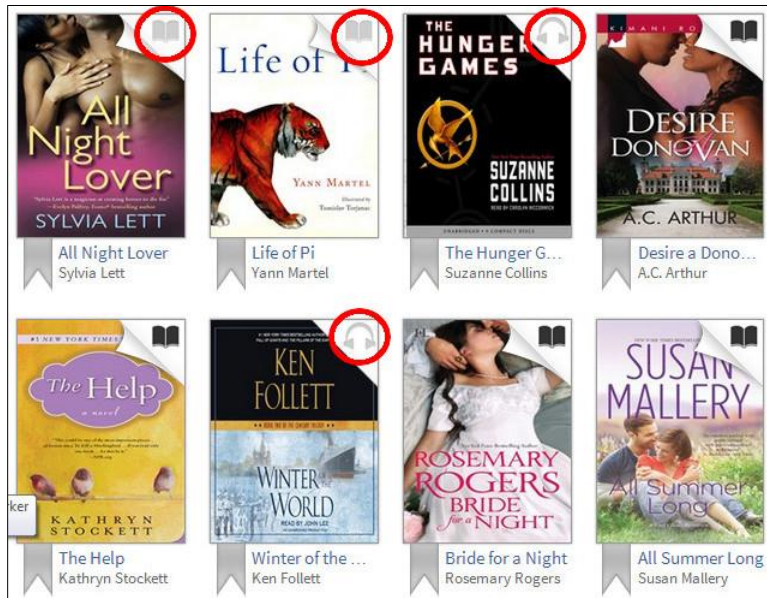
If prompted if you if you are sure you wish to delete the eBook click **Remove**.



## Place a Hold

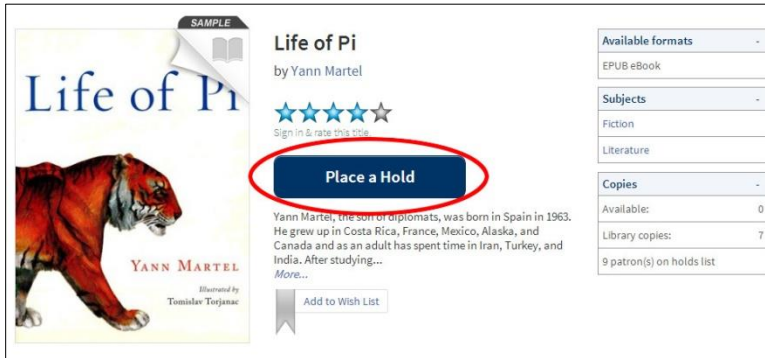
Like physical books, eBooks can be placed on hold if they are not available for borrowing. To place an eBook on hold:

1. Visit the eLibrary Download Centre.
2. Locate an eBook that is not currently available. To locate an unavailable eBook or AudioBook look for a grey (instead of a black) icon of a Book or Headphones, and click on the cover.



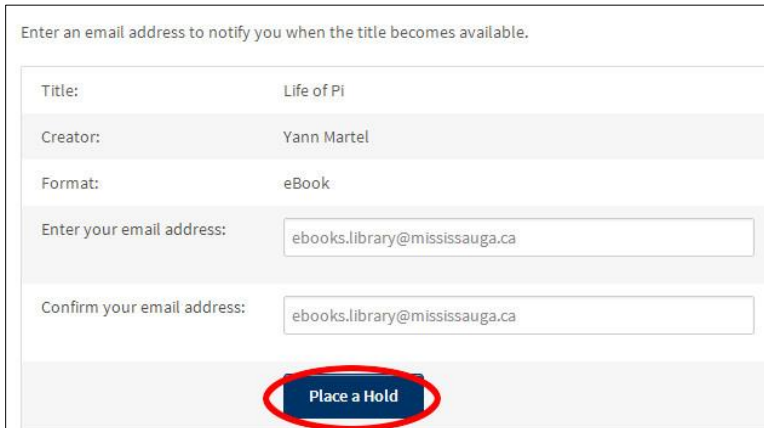
# How To Use OverDrive using a Windows PC

3. Click **Place a Hold** and the title will be checked out to you.



Login with your library card if necessary.

4. Specify which e-mail address you would like to be notified at when the hold comes in and click Place a Hold.



The screenshot shows a form for entering an email address to be notified when the title becomes available. The form fields are: Title: Life of Pi, Creator: Yann Martel, Format: eBook, Enter your email address: ebooks.library@mississauga.ca, Confirm your email address: ebooks.library@mississauga.ca. The 'Place a Hold' button is circled in red.

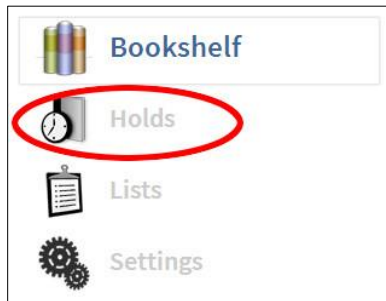
## Pick up a Hold

To pickup an available hold:

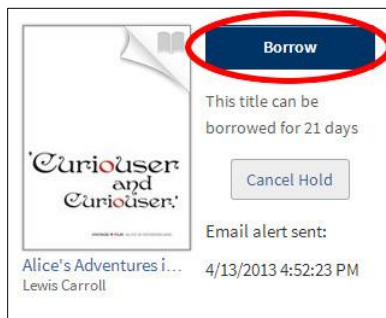
1. Visit the eLibrary Download Centre at <http://mississauga.lib.overdrive.com>.
2. Click on Account and login if necessary.



3. Click on Holds.



4. Click Borrow.



5. Download the title as you would any other eBook you have just checked out. (See Borrow the eBook on page 8 for details.)