

## How To Use OverDrive with an eReader & Windows PC

To read eBooks from OverDrive on a Windows personal computer you must:

1. Download the software Adobe Digital Editions
2. Install software
3. Authorize your computer
4. Locate and download an eBook
5. Authorize and transfer the eBook to your eReader

This guide will also highlight how to delete or return an eBook early.

### Download the Software

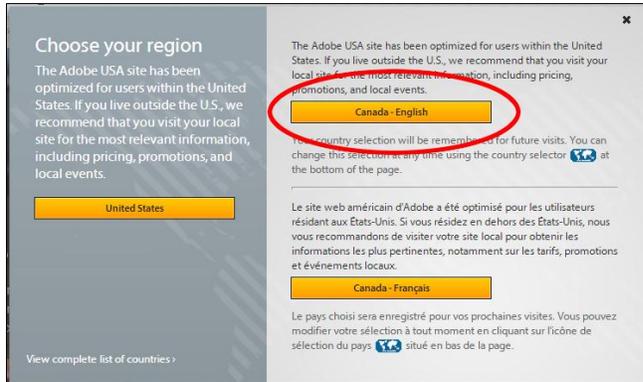
1. To download and manage eBooks checked out through OverDrive, you would first need to download and install a program called **Adobe Digital Editions** on your computer. This one-time process can be started from the “Digital Software” link on the left-hand side of the eLibrary Download Centre (<http://mississauga.lib.overdrive.com>).



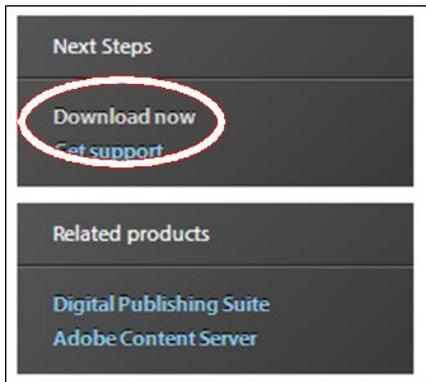
2. On the web page there will be two pieces of software you can download - OverDrive Media Console which is used for eAudioBooks and Adobe Digital Editions which is used for eBooks. Click "Get Adobe Digital Editions".



- When the Internet browser opens the web page in a new window you may be asked to select your region. If so, click "Canada - English".



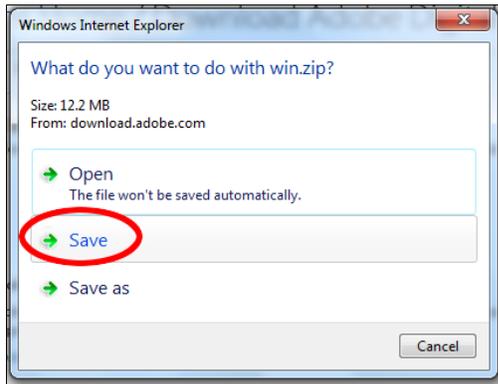
- Click the "Download now" link on the right-hand side of the screen.



- Click on the "Download Windows" link on the new page under Adobe Digital Editions Installers.



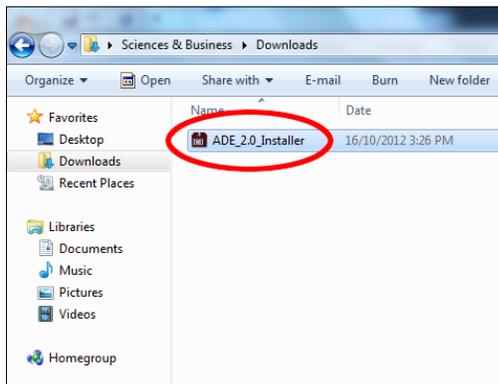
If prompted by your Internet browser click "Save".



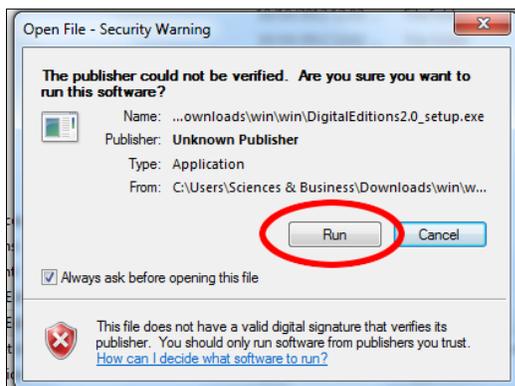
6. Click Start, Computer to launch Windows Explorer. Navigate to the directory where the file was saved (most likely your Downloads directory).

## Install Software

7. Double click on the downloaded file (most likely the file is called "ADE\_2.0\_Installer") to begin the software installation.

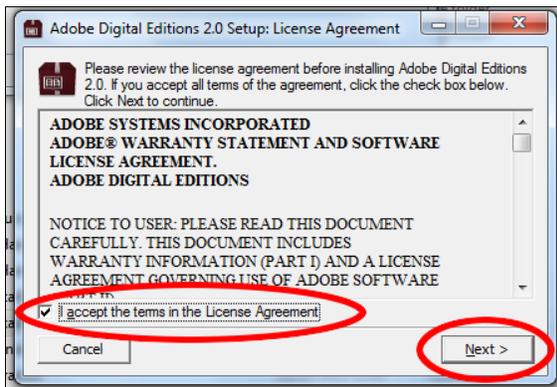


8. When prompted click "Run". If prompted enter your administrator password.

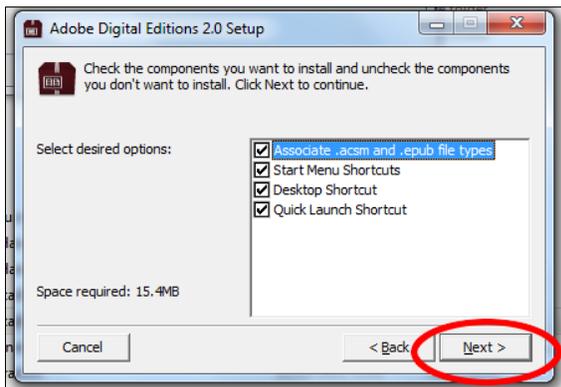


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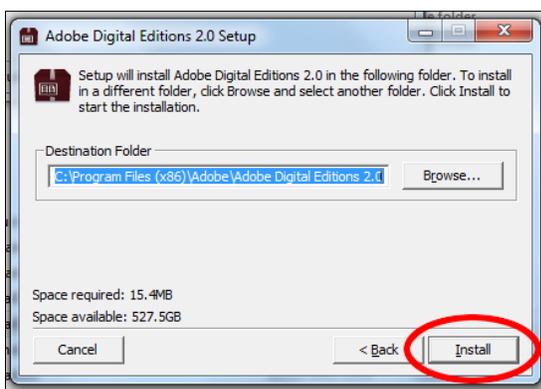
9. Click the checkbox marked "I accept the terms in the License Agreement" and click "Next".



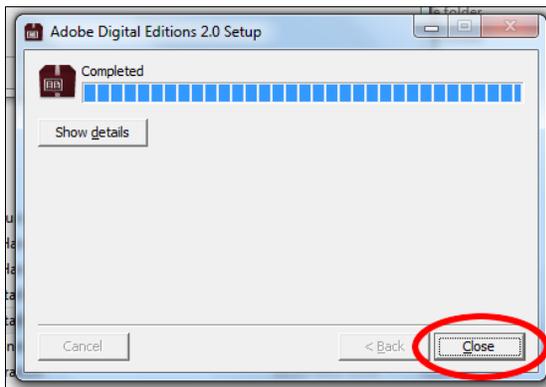
10. Click "Next" again.



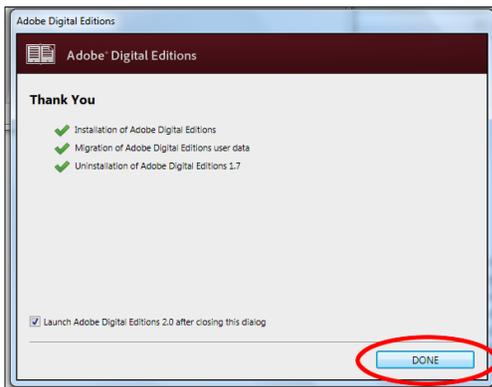
11. Click "Install".



12. When the installer is complete click "Close".

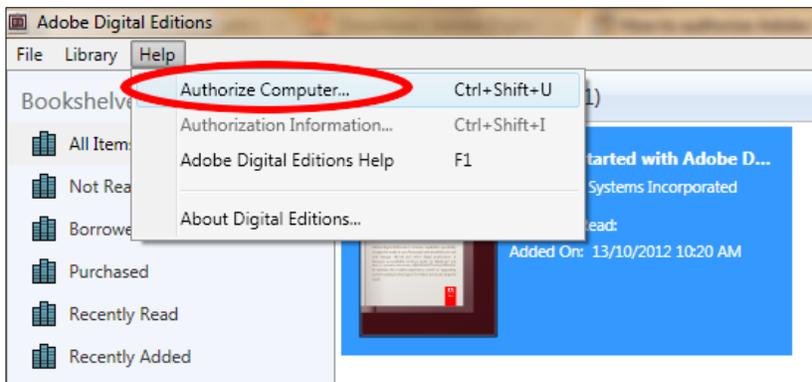


13. Click "Done".



## Authorize Your Computer

14. When running Adobe Digital Editions 2.0 for the first time you should be prompted to authorize your computer. If not click on "Help", then "Authorize Computer".

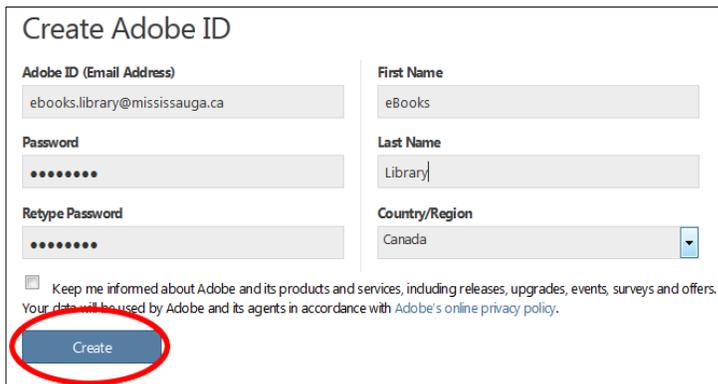


15. If you have an Adobe ID and password you can enter it now and click "Authorize". In the most likely event that you do not have an Adobe ID click "Get an Adobe ID". This will open a web page.

**Note:** it is possible to authorize the computer without an Adobe ID. This will prevent you from downloading eBooks to any other device (i.e. an eReader) except this computer. For this reason, and more, it is recommended you sign up for an Adobe ID.

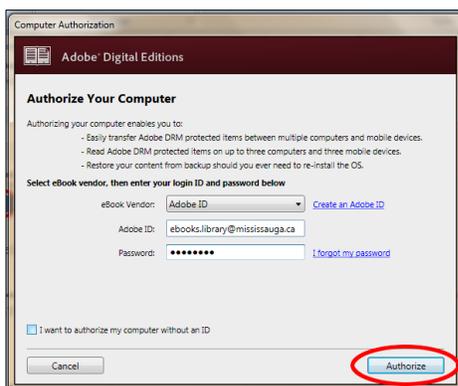


16. On the web page fill out the form and click "Create".

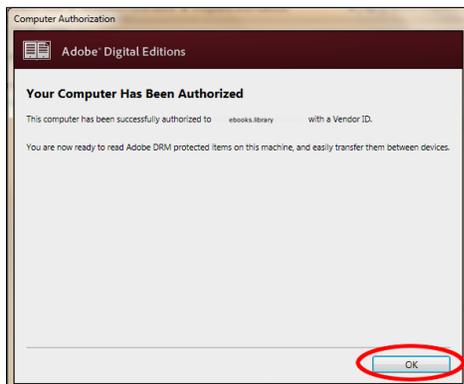


The screenshot shows the 'Create Adobe ID' web form. It has two columns of input fields. The left column contains 'Adobe ID (Email Address)' with the value 'ebooks.library@mississauga.ca', 'Password' (masked with dots), and 'Retype Password' (masked with dots). The right column contains 'First Name' with the value 'eBooks', 'Last Name' with the value 'Library', and 'Country/Region' with a dropdown menu set to 'Canada'. At the bottom, there is a checkbox for 'Keep me informed about Adobe and its products and services...' and a blue 'Create' button circled in red.

17. Select Adobe Digital Editions, enter in your new Adobe ID (your e-mail address) and your password, and click "Authorize".



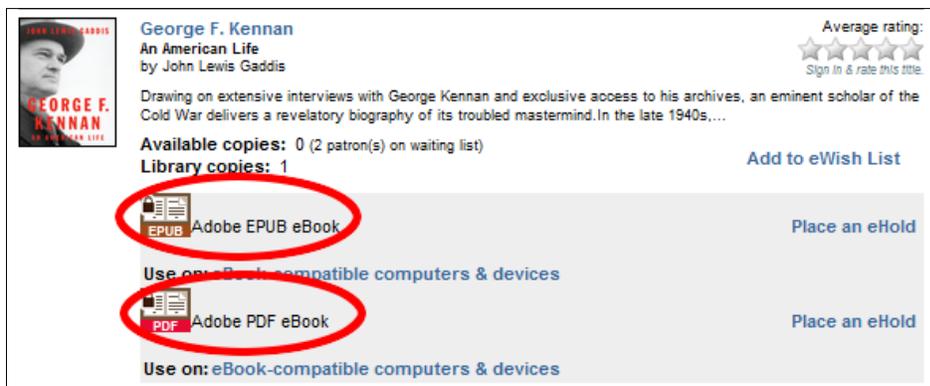
21. Click "OK".



## Locate and download an eBook

22. Browse the collection from the eLibrary Download Centre for titles you are interested in. When choosing titles be sure to select the best format for your needs.

**Note:** eBooks are also catalogued in the main catalogue available on the Mississauga Library System website at <http://www.mississauga.ca/library> for your convenience but cannot be downloaded from there. Therefore it is recommended when looking for eBooks to search the eLibrary Download Centre.



**George F. Kennan**  
**An American Life**  
by John Lewis Gaddis

Average rating: ★★★★★  
Sign in & rate this title

Drawing on extensive interviews with George Kennan and exclusive access to his archives, an eminent scholar of the Cold War delivers a revelatory biography of its troubled mastermind. In the late 1940s,...

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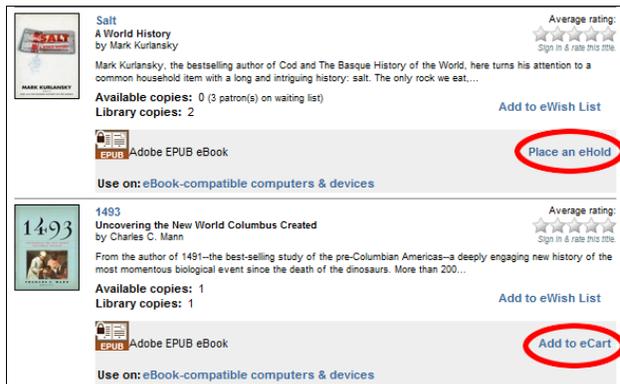
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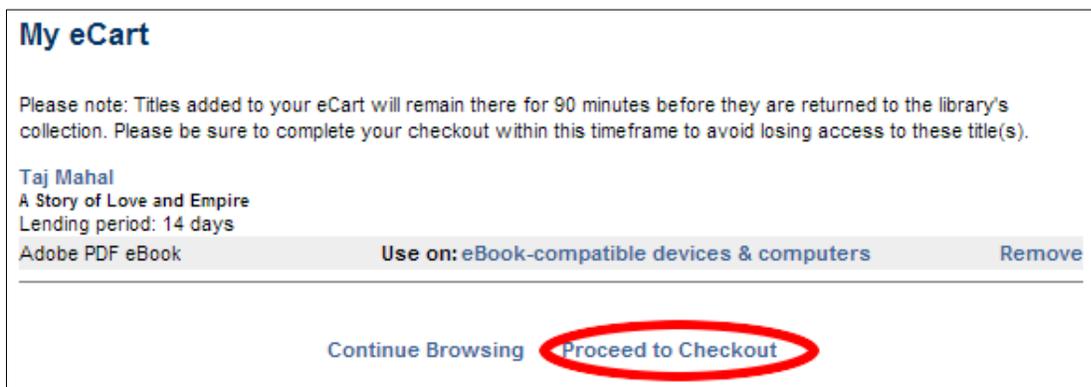
Use on: eBook-compatible computers & devices

If the book is available for immediate check-out, there will be a link called “Add to eCart.” If all our copies of the book are already in use, you can “place an eHold,” and you will be notified by e-mail when the title becomes available for you.



The screenshot shows two search results. The first is 'Salt' by Mark Kurlansky, with an average rating of 4.5 stars. It has 0 available copies and 2 library copies. A red circle highlights the 'Place an eHold' button. The second result is 'Uncovering the New World Columbus Created' by Charles C. Mann, with an average rating of 4.5 stars. It has 1 available copy and 1 library copy. A red circle highlights the 'Add to eCart' button.

23. Items that you place in your eCart will remain there for 90 minutes, which lets you do a bit more browsing, or you can immediately proceed to checkout.



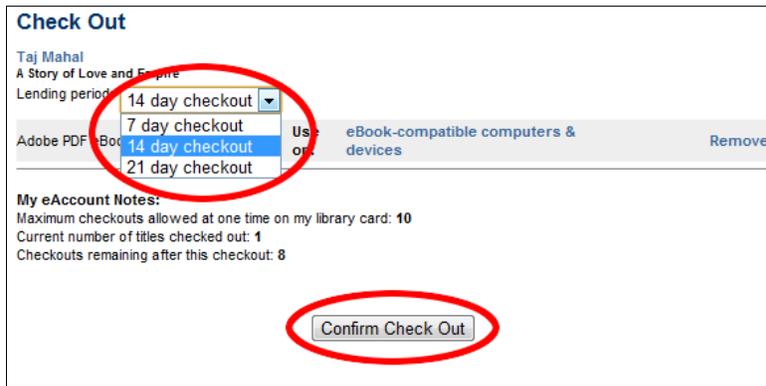
The screenshot shows the 'My eCart' page. It includes a note: 'Please note: Titles added to your eCart will remain there for 90 minutes before they are returned to the library's collection. Please be sure to complete your checkout within this timeframe to avoid losing access to these title(s).' Below this, the item 'Taj Mahal: A Story of Love and Empire' is listed with a lending period of 14 days. At the bottom, there are two buttons: 'Continue Browsing' and 'Proceed to Checkout', with the latter circled in red.

24. To check an item out, you will be asked to log in using your library card, and enter a PIN, which is the last four digits of your telephone number.



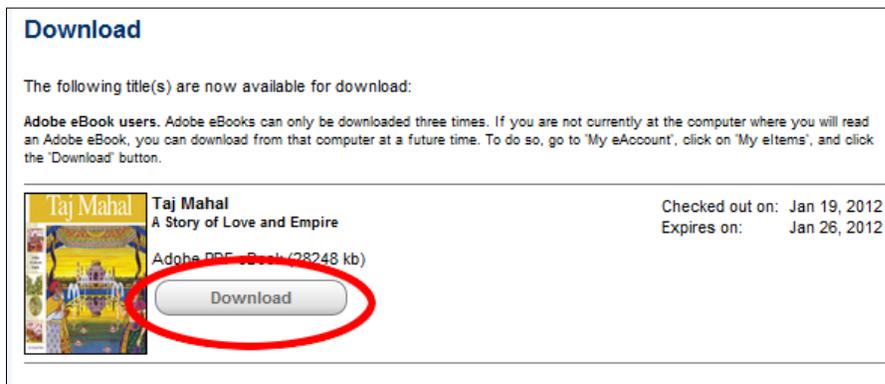
The screenshot shows the 'Sign In' page. It includes the text: 'Access to this site is limited to library patrons only. To sign in, please enter your library card number and personal identification number (PIN) below.' There are two input fields: 'Library card number:' with the value '2907981111111' and 'PIN:' with four dots. Below the PIN field is the text: '(The PIN is typically the last 4 digits of your phone number)'. A red circle highlights the 'Sign In' button.

25. You will then be asked to set the loan period for your item (either 7, 14, or 21 days), and then "confirm checkout".



26. Then you will be taken to a download page. Click on the "download" link to begin. If prompted whether to save or open click "Open". If not prompted, locate where the file was saved on your computer (most likely in the downloads directory) and double click it to open in Adobe Digital Editions.

**Note:** the file downloaded is not the actual eBook but a small .acsm file that Adobe Digital Editions uses to locate the eBook online.



27. Once the file opens it will be automatically downloaded by Adobe Digital Editions. When the eBook has completed downloading Adobe Digital Editions will open the eBook to the cover page.

**Note:** Not all cover pages contain graphics. Some cover pages are merely a few words and some are even blank.

## Authorize & Transfer to an eReader

Devices such as a Kobo Wi-Fi, Kobo Touch, and some older Sony eReaders cannot directly download OverDrive eBooks even if they are able to download eBooks purchased online. To read eBooks on these devices the eBook must be downloaded to a computer and then transferred to the eReader.

28. Connect the eReader to the computer using a USB cable.
29. If the eReader does not power on automatically, turn the device on.

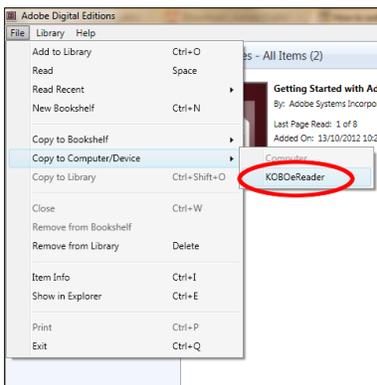
30. If prompted on the eReader select that you wish to "connect" to the computer or "manage library".



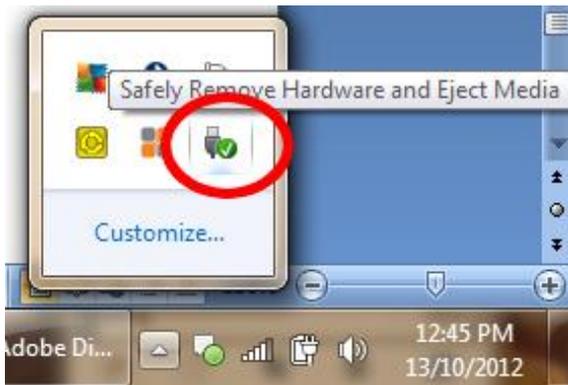
Once connected the device will appear on the Library View of the Adobe Digital Editions above the Bookshelves.



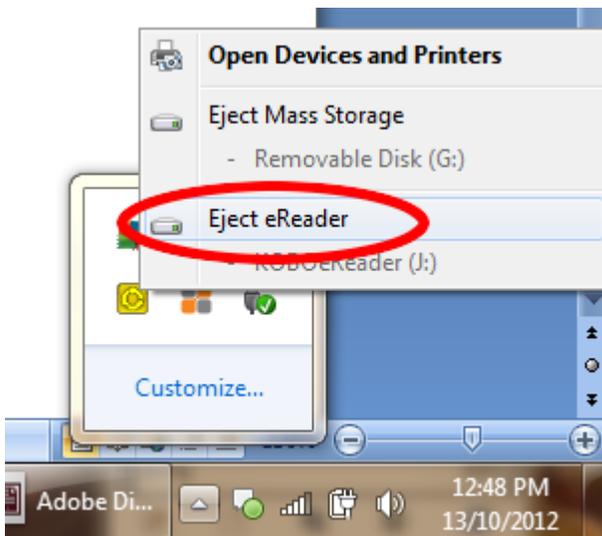
31. Click "File", "Copy to Computer/Device", and then the name of your device (in this case a KoboReader). This will transfer the eBook to your eReader. If your device is not yet authorized it will be authorized automatically using the same Adobe ID that authorized Adobe Digital Editions.



32. Be sure to properly disconnect your eReader from your computer by using the eject feature of Windows. This option will be in your system tray or in the hidden icons as shown below. Click on the icon.



33. Click on "Eject eReader". Note: the device may take on other names such as "Mass Storage Device".



The computer will tell you when it is safe to disconnect your eReader from your computer.



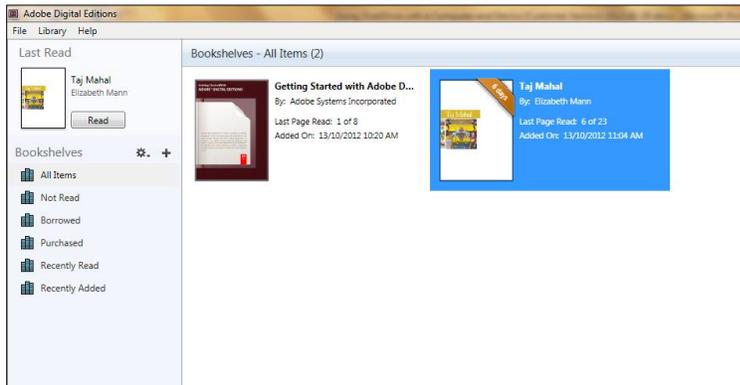
34. Read!

How to delete or return an eBook Early

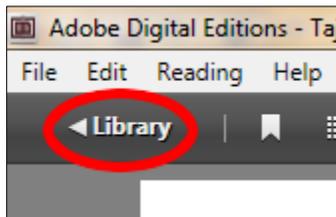
# How To Use OverDrive with an eReader & Windows PC

The Mississauga Library System has a limit as to how many eItems (eBooks and eAudioBooks) you can take out at one time. Therefore it is recommended you return eBooks after you have finished with them so you may download additional eItems and allow others to enjoy the eBook sooner.

1. To delete or return an eBook early you must have the eBook downloaded to your Windows PC and have Adobe Digital Editions open to Library View. Library view shows the covers of all the eBooks you have downloaded:



If you are in Reading View, click "Library" located in the top left hand corner.



2. Right-click on the cover of the eBook in Library View and click on either "Return Borrowed Item" (if you wish to return your eBook early) or "Remove from Library" (if you want to delete your eBook).

**Note: deleting an eBook does not return it and therefore does not come off your account.**

