

About This Guide

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

- Kobo
- Kobo Glo
- Kobo Mini
- Kobo Touch
- Kobo WiFi
- Sony eReaders that are not PRS-T models

This guide does not cover the following devices:

- Kobo Arc
- Kobo Vox
- Sony PRS-T models

This guide was last updated April 26, 2013.

About Your Device

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

Your Device will work with all eBook formats. When checking out an eBook make sure to choose the format that your device supports.

Your device supports:

- eBooks in PDF format
- eBooks in ePub format
- eBooks in Open ePub format

Your device does not support:

- AudioBooks in MP3 format
- AudioBooks in WMA format

Note: while your device will support eBooks in PDF format the Mississauga Library System highly recommends books in either ePub format or Open ePub format for the best reading experience.

How To Use OverDrive using an eReader with Windows

Install Software

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

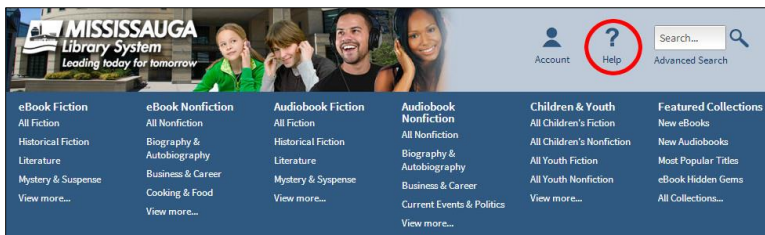
1. Start your Internet Browser (i.e. Internet Explorer, Google Chrome, Firefox, etc.)
2. Visit the eLibrary Download Centre.

You can do this by either:

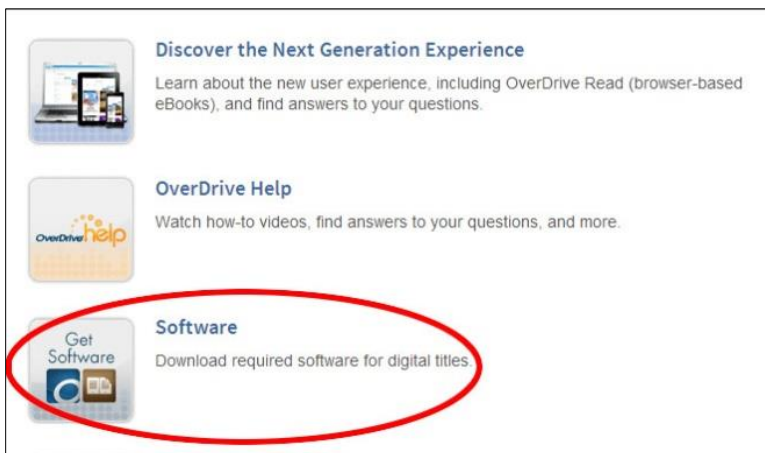
- Typing <http://mississauga.lib.overdrive.com> into the address bar of your Internet browser and pressing enter.
- Visiting the library's website at <http://www.mississauga.ca/library> and change the dropdown from New Catalogue to eBooks/eAudioBooks and click GO!



- 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**.

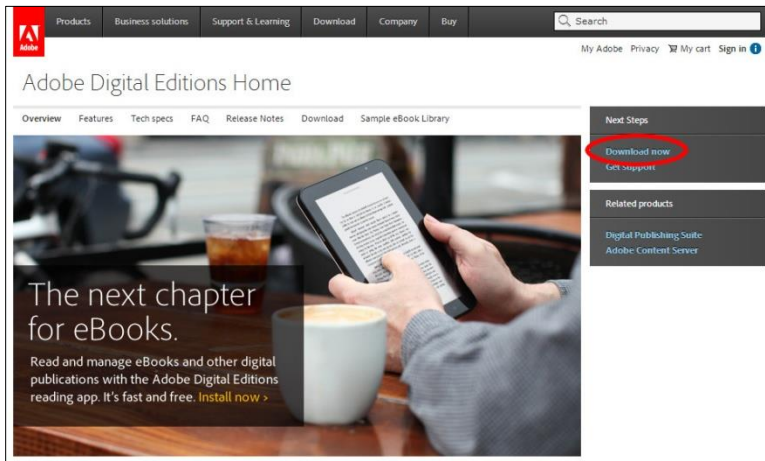


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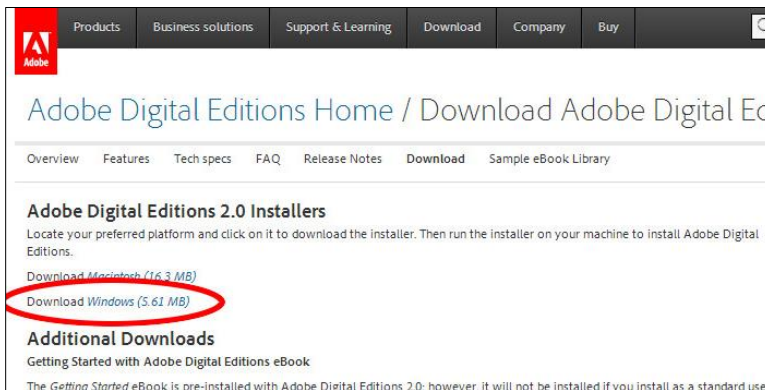
5. Click on **Adobe Digital Editions**.



6. Click on **Download Now**.



7. Click **Download Windows**.

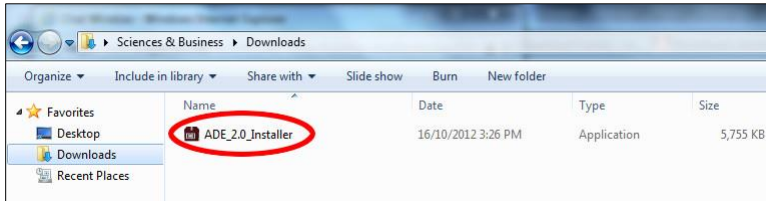


8. If prompted click **Run**.

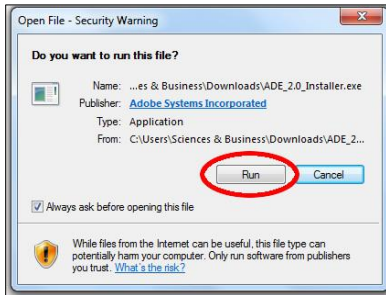


How To Use OverDrive using an eReader with Windows

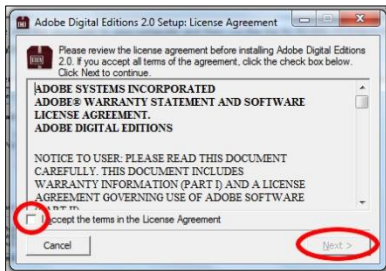
Otherwise save the download to your computer and then run the file by double-clicking on it. You can likely find the file in your downloads folder and will likely be called ADE_2.0_Installer.exe.



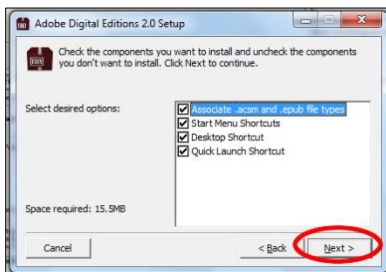
If prompted if you want to run this file click Run. If prompted enter your administrator password.



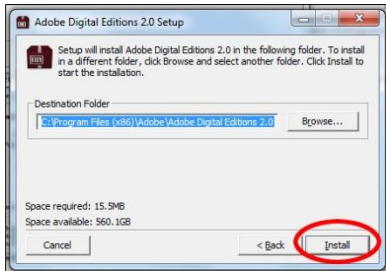
9. Accept the license agreement and click **Next**.



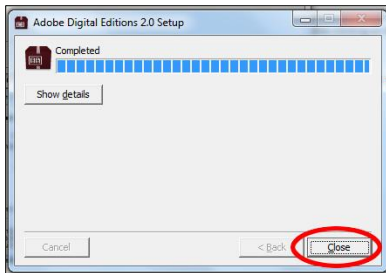
When prompted click **Next** again...



and then **Install...**



and finally **Close**.

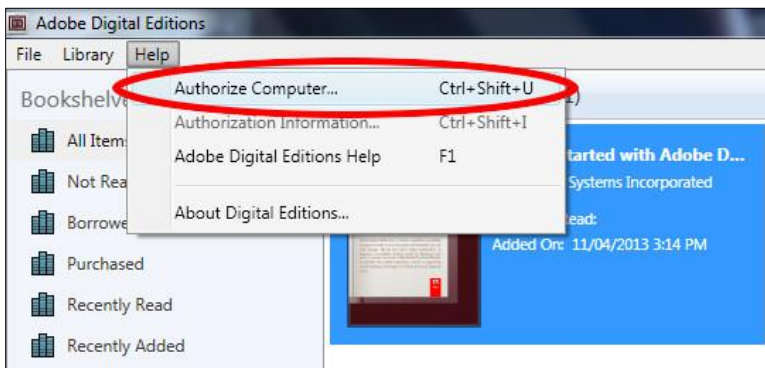


Authorize Device

It is required that you register for a free Adobe ID and enter it into Adobe Digital Editions.

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

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. Click on **Help, Authorize Computer...**



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3. 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.



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

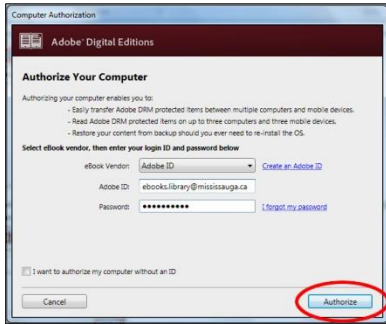
A screenshot of the 'Create Adobe ID' form. The form has two columns of input fields. The left column contains: 'Adobe ID (Email Address)' with the value 'ebooks.library@mississauga.ca', 'Password' (masked with dots), and 'Retype Password' (masked with dots). The right column contains: 'First Name' with the value 'eBooks', 'Last Name' with the value 'Library' and a close button (X), 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 red-circled 'Create' button.

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



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5. 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 six 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.
5. Connect the eReader to the computer.
6. Transfer the eBook to the device.

Visit the eLibrary Download Centre

10. 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 & Checkout an eBook

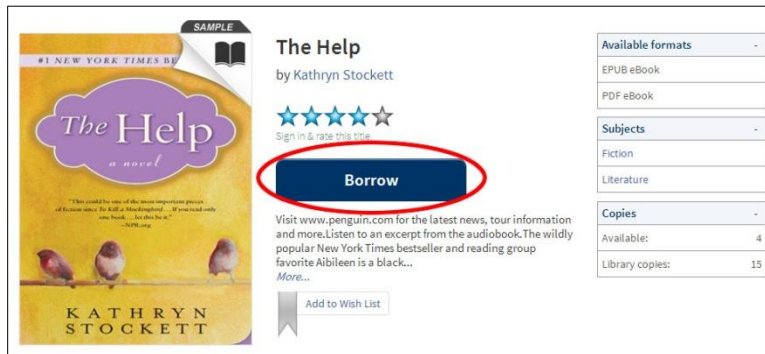
11. Like physical books, there are a limited number of eBooks and AudioBooks available at one time. To locate an available eBook or AudioBook, look for a black icon in the top right corner of an item (grey icons indicate an item is out). Click on the cover of the title.



To place items not available on hold see Place a Hold on page 16.

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.

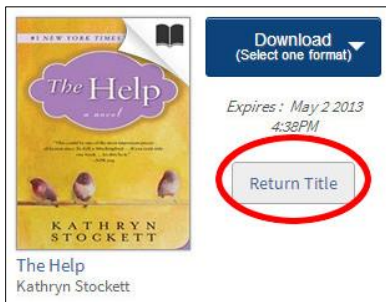


If you want to place a hold on a title that isn't available, click on the cover and then Place a Hold. You can read how to Place a Hold on page 16.

- 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.

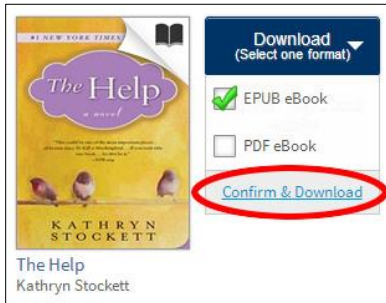


If the title is not available in a format that you prefer you have the option of returning the title by clicking Return Title. If you specify a format then you will have to download the item and then use Adobe Digital Editions to return it.



Download an eBook

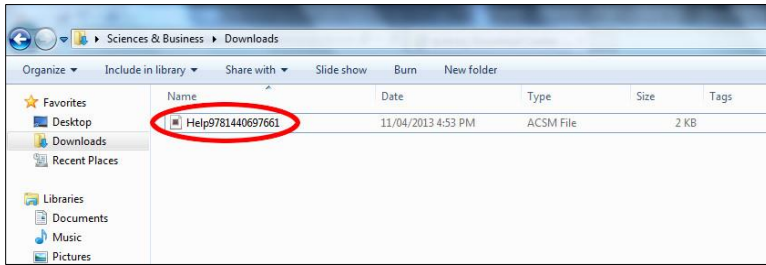
14. Once you have specified which format you want the eBook in click **Confirm and Download**.



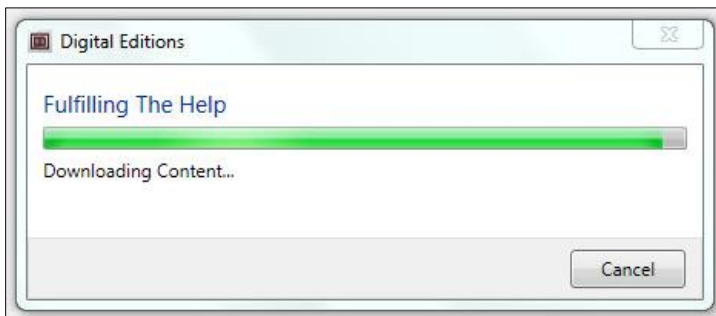
15. If prompted to open, click open.



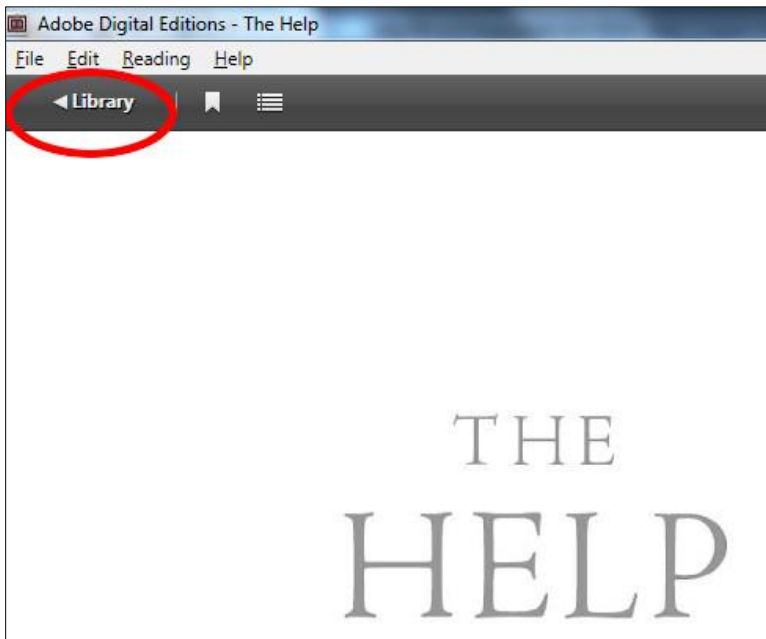
Otherwise save the download to your computer and then open the file by double-clicking on it. You can likely find the file in your downloads folder and will have an extension .ACSM.



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



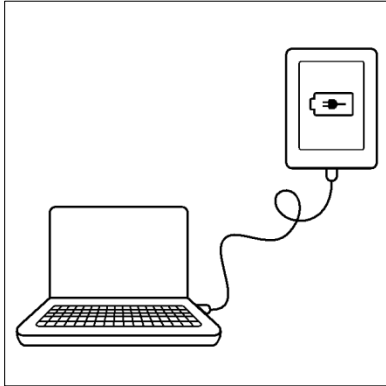
16. You may now read the eBook in Adobe Digital Editions. If you wish to return to the library view (as opposed to the Reading View) you can click on the Library link at the top left hand corner of Adobe Digital Editions.



Connect the eReader to the Computer

It is necessary to connect the eReader to the computer to transfer the eBook from the computer to the device.

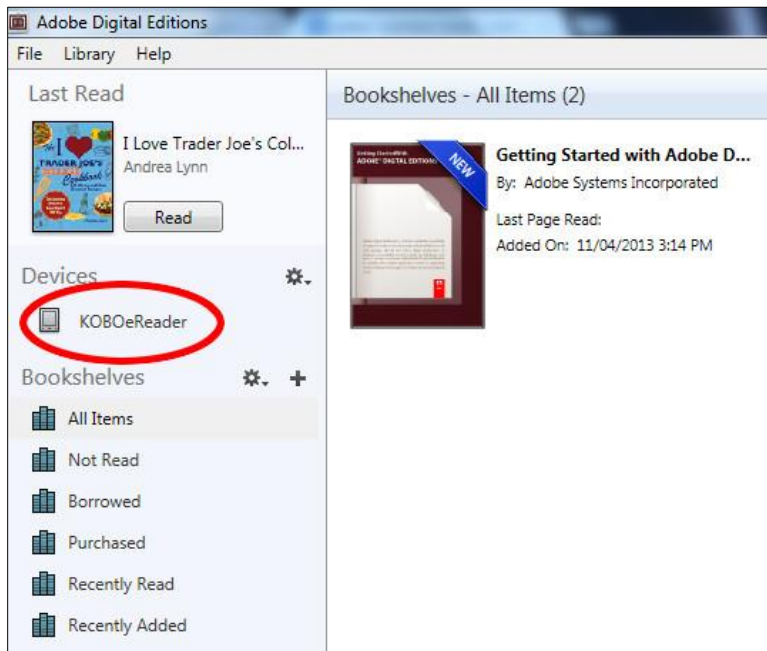
17. Connect your eReader to the computer with a USB cable.



18. On your device you may have to select "manage library" or "connect to computer" or some similar message.

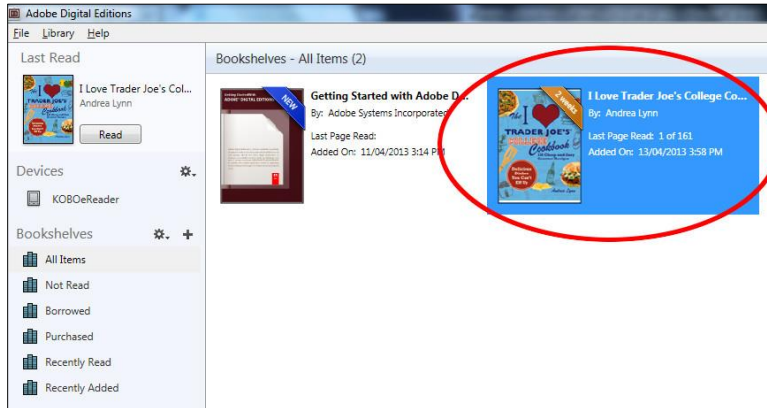
Transfer the eBook to the device.

19. If you have not done so already switch to library view in Adobe Digital Editions.
20. Once the eReader is connected to the computer it will appear in Adobe Digital Editions.

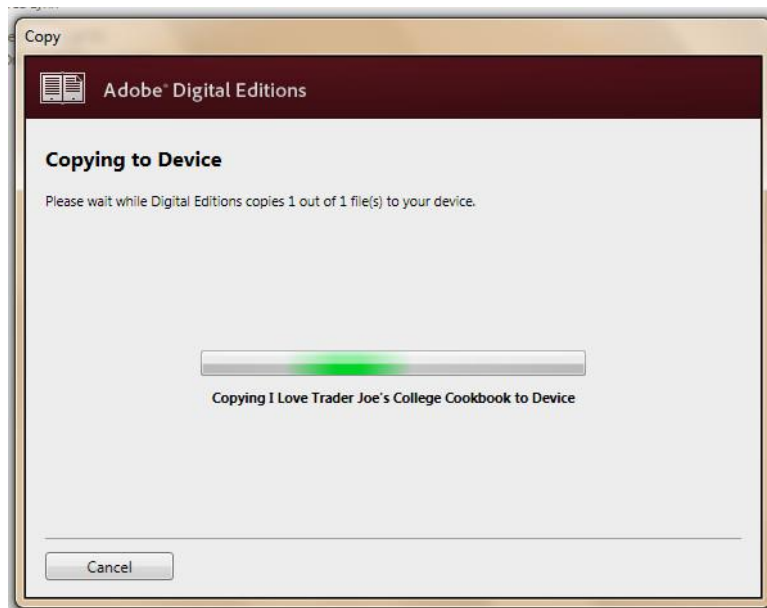
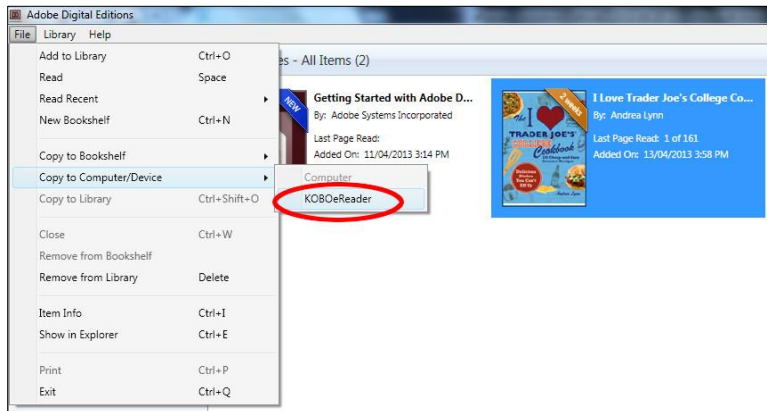


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21. Click on the title you wish to transfer.



22. Click **File, Copy to Computer/Device**, and then the name of your device.



23. Safely eject the eReader and enjoy.

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.

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

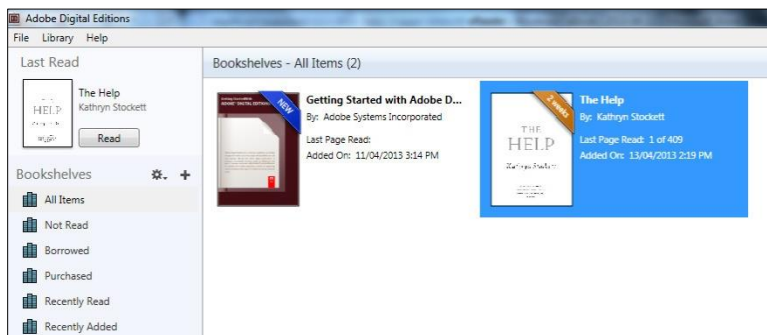


On your eReader you will get an error if you attempt to open it. The exact wording of this error will vary device to device.

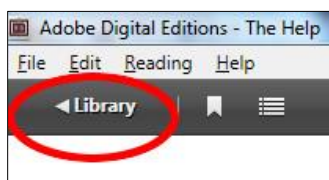
Expired titles cannot be opened. Therefore it is recommended that expired titles be deleted.

To return an eBook early:

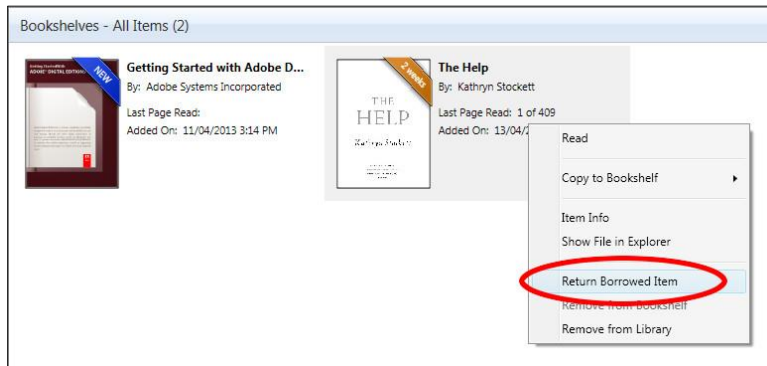
1. **Start Adobe Digital Editions** on your computer. The easiest way to do this is by clicking the Adobe Digital Editions icon that was placed on your desktop.
2. Enter Library view if you are not already. Library view will have the covers of all the downloaded titles on the screen.



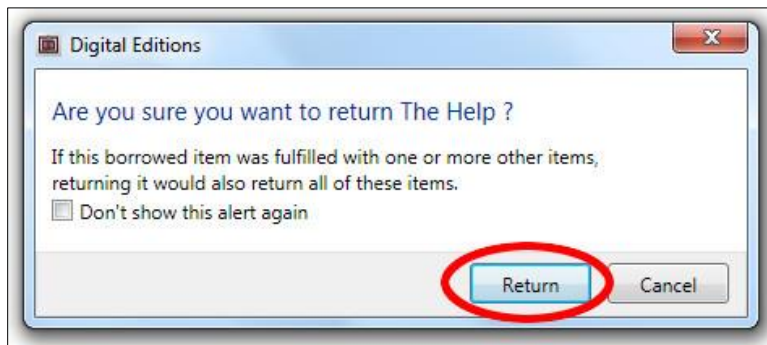
To return to Library view from reading view you can click on the Library link at the top left hand corner of Adobe Digital Editions.



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**.



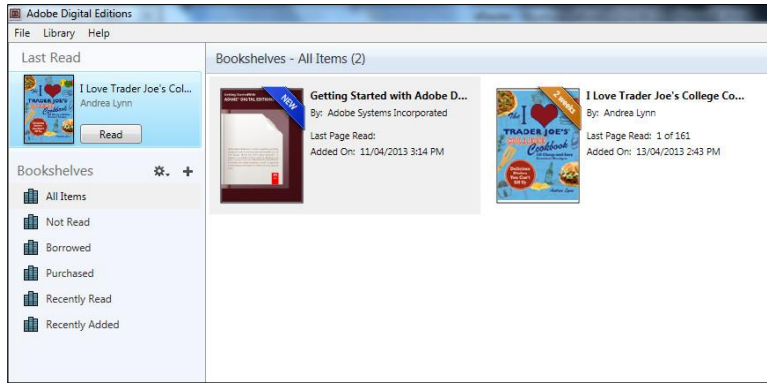
Delete an eBook

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.

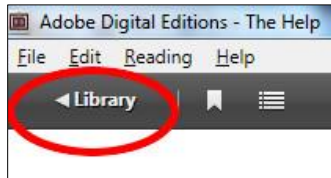
To delete an eBook from Adobe Digital Editions:

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.

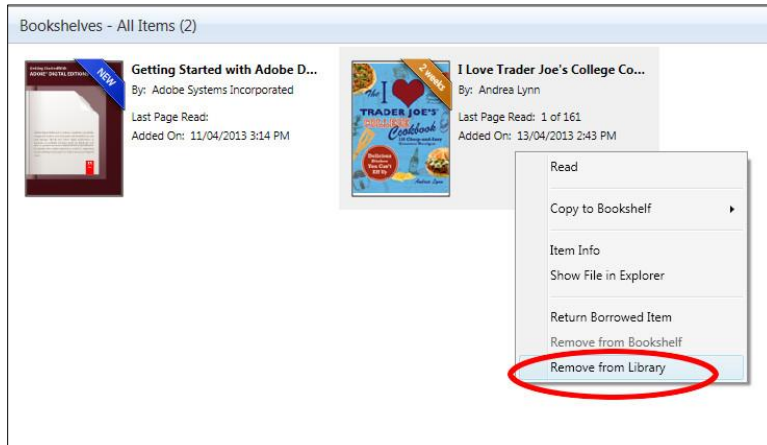
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To return to Library view from reading view you can click on the Library link at the top left hand corner of Adobe Digital Editions.

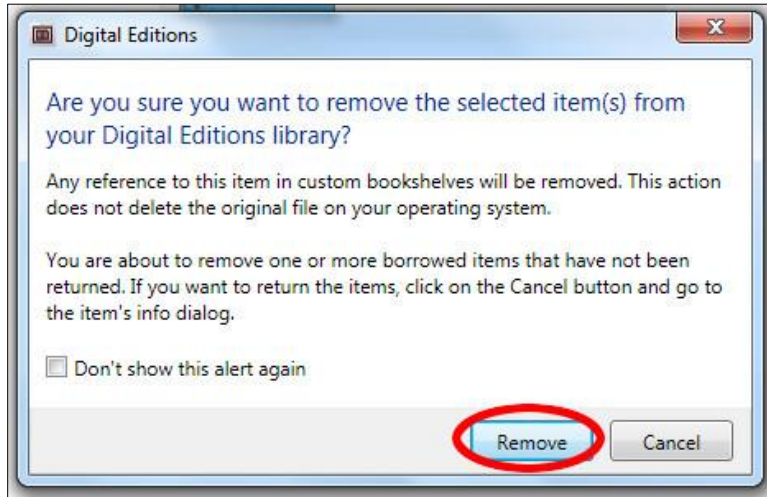


3. **Right-click on the cover of the title** you wish to delete and select Remove From Library.



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



To delete an eBook from your eReader consult your eReader manual.

Place a Hold

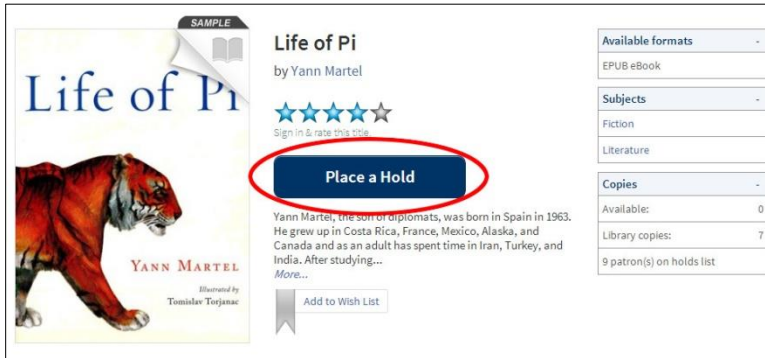
Like physical books, eBooks can be placed on hold if they are not available for borrowing. To place an eBook on hold:

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.



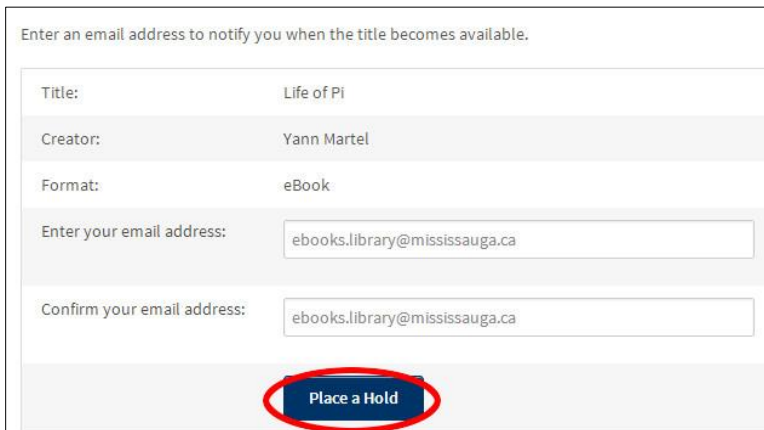
How To Use OverDrive using an eReader with Windows

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 the 'Enter an email address to notify you when the title becomes available.' form. 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:

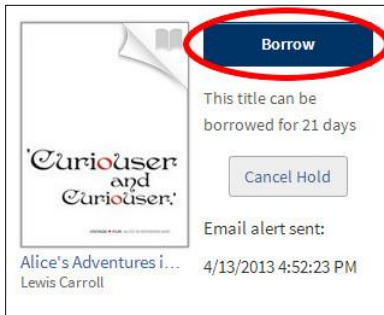
1. Visit the eLibrary Download Centre at <http://mississauga.lib.overdrive.com>.
2. Click on Account and login if necessary.



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.)