



## How to download a library e-book to your e-reader in 6 steps

### Step #1: Access the library's digital book catalog

- Go to [www.balibrary.org](http://www.balibrary.org)
- Click on **books** on the top of the screen
- Look at the left hand menu and click on **e-books**
- Click on **Overdrive**

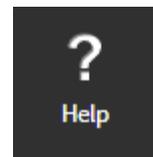
Or, just bookmark this link: <http://balibrary.lib.overdrive.com>

Overdrive is the library's catalog of digital books. Here, you can see whether or not we have a book and if it is checked in. Digital books from Overdrive work just like physical books with one copy per person at a time.

### Step #2: Download, install and register Adobe Digital Editions

Adobe Digital Editions (ADE) is a free piece of software that you must download to your computer. Unfortunately at this time, you cannot download e-books directly to your e-reader. Instead, the e-books will be downloaded to ADE and then transferred to your e-reader via USB. We will cover all of these steps in this handout.

- a. Click **Help**, found at the top right hand corner of the screen.



- b. Click **Software**.



### Software

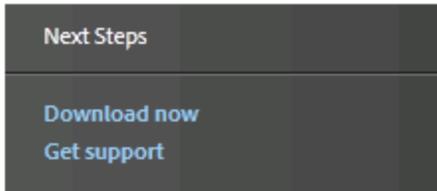
Download required software for digital titles.

- c. Click **Adobe Digital Editions**.



### Adobe Digital Editions

*For eBooks*



In the right hand menu, under Next Steps, click **Download now.**

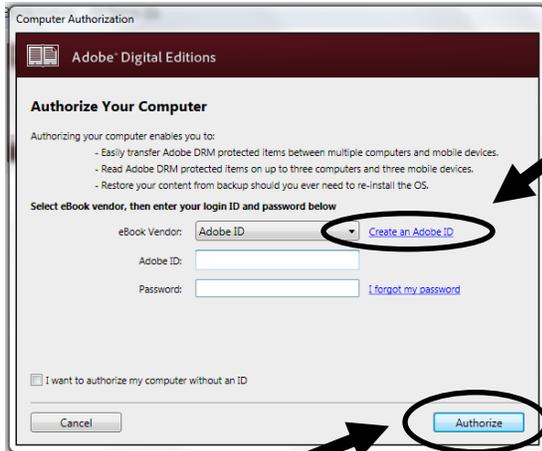
#### Adobe Digital Editions 2.0 Installers

Locate your preferred platform and click on it to download the installer. Then run the installer on your machine to install Adobe Digital Editions.

Download [Macintosh \(16.4 MB\)](#)

Download [Windows \(3.6 MB\)](#)

Click on your platform and follow the installer steps to download the software.



Once ADE is installed, register it with an Adobe ID. These are handy because they allow you to transfer your e-book to multiple devices. For example, you can have your e-book on your e-reader and smartphone, as long as each device is registered to the same Adobe ID.

Most likely, you do not have an Adobe ID and will need to create one. Click on **create an Adobe ID online.** In the next window, fill out the brief form. Then, return to ADE, fill in the ID and password, and click **Authorize.**

### Step #3: Find an e-book

Return to the Overdrive site.

You can find e-books by:

- Browsing the featured items on the homepage.
- Using the genre lists at the top of the screen.
- Using the Quick Search box at the top right hand side.
- Clicking on the Advanced Search link under the Quick Search box.

If you are having difficulty finding an e-book that you would like to read, try the Advanced Search. You can search by:

**Format.** So that you can find only **Adobe PDF or EPUB e-books** which are compatible with your e-reader.

**Awards.** So that you can find the best books that you may not have thought of reading.

**Date added to site.** So that you can find the newest items.

**Only show titles available.** So that you can find only titles that can be checked out today.

#### Step #4: Check out an e-book

After you have searched for a book, the results screen shows the format of the books and their availability. This site houses e-books as well as e-audiobooks, so do make sure you are getting the right kind of book.



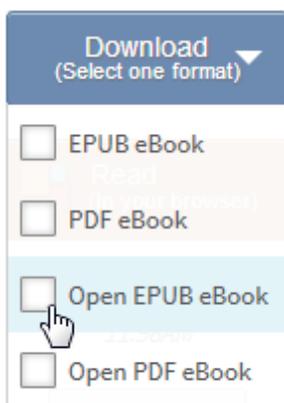
You can tell what format a book is by looking at the icon in the top right hand corner of the book. An **open book** indicated an e-book, whereas **headphones** indicate an e-audiobook.

You can also tell if the book is available to checkout today with those icons. If the icon is black, the book is available to be checked out. If the icon is grayed out, the book is already checked out by another person and you can add your name to the hold list, if you would like.

To check out a book, click **borrow** and enter your library card number.

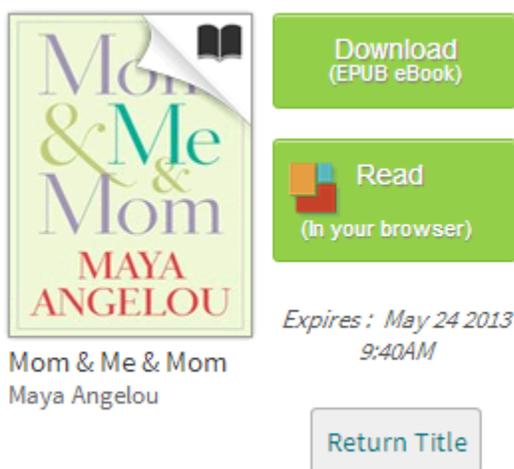
A detailed view of a book listing for 'Mom &amp; Me &amp; Mom' by Maya Angelou. The book cover is on the left, with a 'SAMPLE' label and a black open book icon in the top right corner. To the right of the cover, the title 'Mom &amp; Me &amp; Mom' is displayed in a large, bold font, followed by 'by Maya Angelou'. Below the author name are five gray stars and the text 'Sign in &amp; rate this title.'. A prominent green 'Borrow' button is located below the stars, with a black arrow pointing to it from the right. Below the 'Borrow' button is a short synopsis: 'NEW YORK TIMES BESTSELLER The story of Maya Angelou's extraordinary life has been chronicled in her multiple bestselling autobiographies. But now, at last, the legendary author shares the deepest... More...'. At the bottom of the listing is a ribbon with the text 'Add to Wish List'.

## Step #5: Download e-book to computer



If your book is available in more than one format, you will need to choose which format of the book you would like to checkout. Both PDF and EPUB are compatible with your e-reader, and usually an EPUB book will be the best choice. If you're reading technical books (like the For Dummies series), choose PDF format because it will keep the page format better.

**NOTE:** An 'Open' format e-book may NOT be returned early.



Click **Download** next to the e-book. If your browser asks you whether you want to save or open the file, choose **open**. The e-book will be downloaded into ADE, which will open automatically.

You may see the option to read the book in your browser. This is a new feature that may come in handy for you, especially if you use multiple devices. Give it a try and see what you think!

## Step #6: Transfer e-book to an e-reader and read!

Once you see that your e-book has been downloaded, click **Library** in the top left hand corner. Connect your e-reader to your computer via USB. Click on the e-book cover and drag it onto your device's name in the left hand menu. Enjoy your book!

**Important!** Depending on which type of e-reader you have, your book may not be listed with the other books that you have purchased. If you have trouble finding it, try looking under My Files or My Documents.

### To return e-book early:

Open **ADE** on your computer. Click on the book. Right click on the cover and click **Return Borrowed Item**. The e-book will be removed from your account but you still must delete the book from your device.

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**Help**--If at any point in this process you need help, please call the Barrington Area Library at 847-382-1300, ext. 3500 or email [adultref@BALibrary.org](mailto:adultref@BALibrary.org).