

An Introduction to eBooks

Peter Thornell

Hingham Public Library ~~ Reference Dept.

781-741-1405 x2650 ~~ hiref@ocln.org

1. Go to www.ocln.org and click the link on the left for “Downloadable audio and eBooks.”
2. If you haven’t already, download the appropriate software *before* you begin searching for books:
 - a. In the Left banner, there are 2 items listed under “Digital Software.” For eBooks, you need “Adobe Digital Editions.”
 - b. Click Download Adobe Digital Editions, then scroll down the page that pops up and click the “Launch” button. When asked whether to Run or Save, choose Run. When complete, select Run again, and you’ll be led through a standard install process. Close the Adobe window and you’re back at OCLN’s OverDrive page.
3. To make things easier, you may want to Login before you start searching for books. Click on My eAccount, and enter your Library Card number and PIN. If you don’t do this now, you may have to enter this information more than once if you’re searching for multiple titles. Also, My eAccount is the place to manage your settings and preferences.
4. Now to find a book! From the Digital Media Home page of OverDrive, you’ll find several ways to search. You can use the Quick Search option in the middle of the page but, as the majority of books are eAudio, you may want to focus on the eBooks menus on the left side of the screen.
5. As you search, notice the eBooks are available in two formats: Adobe EPUB or PDF. Both will work on the Nook or E-Reader, but EPUB’s are ideal as you can change the font or resize the text, if needed.
6. Notice the icons stating which systems work for each title. Most of these icons are for eAudio titles, but all eBooks work for PCs and Macs, and obviously with a Nook or E-Reader.
7. There are two options on the right hand side of each title listing. An available book says “Add to eBookBag,” while an unavailable title says “Place Hold.” If you’ve already logged in, choosing Place Hold will prompt a request for your email address so you may be notified when the book is available.
8. The “Add to Wish List” option simply allows you to create a list of books you’d like to read.
9. When you find an available book you like, click on “Add to eBookBag.” It states your lending period will be 14 days, but once you proceed to Checkout, you can choose a 7 or 14 day lending period. You can also, unlike eAudio titles, return them early.
10. After placing a title in your eBookBag, you have 30 minutes before it goes back into the collection. 30 minutes goes by fast, so you may want to Proceed to Checkout.
11. Login, if you haven’t already, and move to Checkout where you’ll choose your lending period.

12. After clicking Download, you're asked to Open or Save: choose Open. The program directs the download to the My Digital Editions folder, which is fairly instantaneous, and the book opens in Adobe Digital Editions when it's done.
13. In Reading Mode of Adobe Digital Editions, you can read books right on your computer, or you can choose Library Mode to get a complete view of your holdings, including the remaining loan period displayed across the corner of the book.
14. To transfer this book to a reader, connect the device to the computer and its icon will appear in the folder list. Click and drag the book over to the device icon and you're ready to read!
15. The Sony E-Reader and Nook both know when the document is set to expire, and when the file expires on your computer, it expires on your device.
16. To delete a book from your reader, just connect the device to your computer, click on the Reader icon to view its contents, select the book in question and hit delete. Simple as that.
17. To delete books from Adobe Digital Editions, click the little arrow in the upper left hand corner of each title, and you get a few options. If the title is already expired, choose delete. If you're through with the book but it has not yet expired, choose Return Borrowed Item first, then Delete.
18. This is a 3rd party service OCLN subscribes to, so while we can help with many of the issues you may encounter, computer-based incompatibility is best resolved through OverDrive's "Help" menu. If you choose "Help" or FAQ, you'll see a sentence that reads: "Unable to find the answers to your questions in any of the above help categories? Please contact support with a detailed description of your problem or question." Just click that link and fill out the form. We've had very good patron feedback on their response time and advice.
19. *Always* feel free to contact me at the Reference Desk with any questions.