


Downloading eBooks to your eBook Reader

To download titles to your PC and then transfer to an eBook reader such as a KOBO or NOOK you should follow these steps:

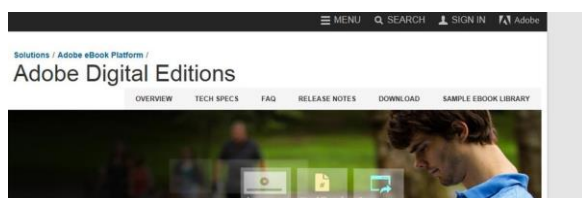
Install Adobe Digital Editions Software on your PC




1. Click on the  icon on the main eBooks web page

- <http://midlothian.lib.overdrive.com>

2. Select **GETTING STARTED**, then scroll down and click on **eReaders**, open **Getting started with eReaders** and click on the link to **Adobe Digital Editions** in Step 2. When the Adobe window opens choose United Kingdom if prompted then select the **DOWNLOAD** tab and opt to download for either Windows or Mac as appropriate.



3. When the installation finishes Adobe Digital Editions will open (if this doesn't happen you will find it on your desktop ).

4. You now need to **Authorise** the software. Click on the **Help** tab at the top left of the screen. Select **Authorise Computer** then **Create an Adobe ID** and enter the required details. You will only need to do this once.

5. Once you have created the ID go back to the **Help** menu and open **Authorise Computer** again. You can now enter the username and password you created, select **Authorise**, and you will be ready to download titles.

Selecting and downloading titles

<http://midlothian.lib.overdrive.com>

1. Go to the eBooks web page and **Sign In** (at the top right) choose **SIGN IN USING LIBRARY CARD** then enter your library membership number.

Note: *The first time you sign in you may be asked to verify your age, and you'll be given the option to provide your name and email address.*

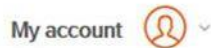
2. Scroll through the featured collections on the home page, or select genres, subjects or reading levels by clicking on **BROWSE** in the top left of the page.

3. When the covers appear you will see those that are immediately available have an orange banner across the top of the cover whilst those currently on loan have a white banner.

4. When you find a title you want click on the cover to see more detail.



5. Click on the  1 of 1 copy available button to check out the title. *Note: You can change the lending period by clicking on the arrow beside the BORROW button.*



5. Now go to My Account , **Checkouts** and then  beside the book cover.

6. When prompted select to **Open** the download. Your choice will then be saved in Digital Editions and this will open automatically. You will then be able to read the book onscreen or transfer to a mobile device.

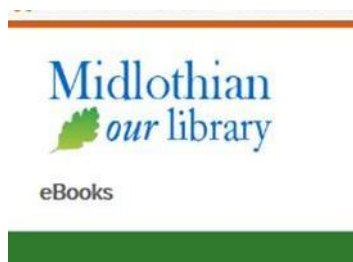
Transferring to your eBook reader

1. Open Adobe Digital Editions on your desktop, if a book is open select **Library** to see your bookshelves, select the **Borrowed** bookshelf and connect your eBook reader to your computer.
2. You will see a bookshelf is created in the name of your device on the left of the screen.
3. You can now simply drag and drop the title you wish to transfer into this bookshelf. When you have ejected your device you will see the titles have been added to your reader.

In the web page


Search page

To return to the main search page at any time just click anywhere on the logo at the top of your current page



Account



In the eBooks web page you will see  at the top of the home screen. Here you can see your current loans, renew items when available, check on holds and change settings.

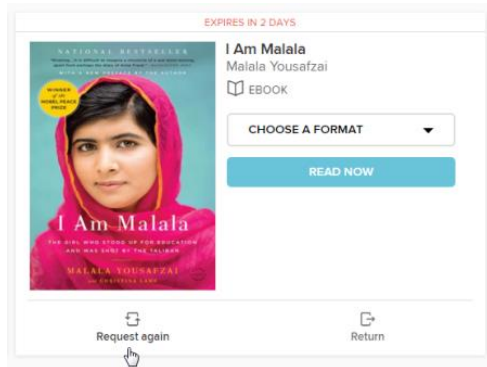
Renew an item

You will be able to renew titles from 3 days before they are due to be returned provided no-one else has placed a hold on them.

- Go to **My Account** and **Checkouts**

If the book is available to renew you will see a **Request again** link appear below the cover.

Note: This link will only appear three days before the title is supposed to expire.



- Click on **Request again** and enter and confirm your email address in the renewal form, then select **Submit**. You will receive an email notification when the item is renewed and it will be automatically borrowed for you.
- Please note that renewing a title does not mean that it is automatically re-downloaded to your computer or device. If you'd like to re-download your renewed title, you'll have to go back to your library **Checkouts** and select **Download** again.

Reserve an item

If all copies of a book are on loan you can place a hold. Unavailable titles have a banner saying

"Wait list" along the top of the cover image.



- Click on the cover to open its details page, then select **PLACE A HOLD**. Now enter and confirm your email address and select **PLACE A HOLD** again.

PLACE A HOLD

The Book of Speculation

EBOOK

Fill out the form below to place a hold on this title, and My Digital Library will contact you when it's available.

youremail@here.com

youremail@here.com

PLACE A HOLD CANCEL

- When the title you placed on hold is available, you'll receive an email notification and the book will be automatically loaned to you and you will be able to find it in **My Account** and **Checkouts** on the website.

In Digital Editions

Return items

Once the lending period has ended, titles are automatically returned. The file will remain in Adobe Digital Editions, but it will no longer work. You can however also return items early to allow you to borrow new titles.

1. Open Adobe Digital Editions and select the **Borrowed** bookshelf.
2. Right click on the book cover and choose to **Return Borrowed Item**

Deleting expired files on Adobe Digital Editions

As your items will often be returned automatically you may want to delete the expired files from Adobe Digital Editions.

1. Open Adobe Digital Editions and select the **Borrowed** bookshelf.
2. Right click on the book cover you want to delete and select **Remove from Library**.

Help

If you have problems using Overdrive please follow the links to support in the Help tab on the Midlothian Overdrive web page, or call the eServices Librarian on 0131 271 3974 for help over the phone or to arrange a visit to Loanhead Library HQ for assistance.