

# OverDrive and Adobe Digital Editions

These instructions are for use with devices that read only ePUB or ePDF documents and use Adobe Digital Editions for reader file management. These devices include, but are not limited to, Nook (not HD or tablets), Sony Reader, Kobo eReader, Literati Reader, and Pocketbook Pro. Users of devices that read only .azw documents (such as Kindle) need a different handout, *OverDrive and Kindle Devices*.

## Before visiting the TBLC Overdrive collection

In order to use HCPL's online TBLC Overdrive library, you will need a current library card number and the corresponding PIN.

- All ereader borrowers need to begin on an Internet-linked computer.
  - To read books in ePub or ePDF formats, all users will need to get an Adobe ID.
  - To get an Adobe ID, go to <https://www.adobe.com/account/sign-in.adobedotcom.html> and click "Don't have an Adobe ID?"
  - You will also need to download and install *Adobe Digital Editions*.
    - Get *Adobe Digital Editions* at <http://www.adobe.com/products/digital-editions/download.html>
  - Open your web browser and proceed to <http://tblc.lib.overdrive.com>



## Finding an e-book

Once on the TBLC OverDrive page <http://tblc.lib.overdrive.com>,

- In the upper right corner you will see a link marked "Sign In." Click there.
- On the new page find the instructions, "To sign in, please select your library from the list below." Click in the box labeled, "Select library".
- From the list choose *Hernando County Public Library*.
- Enter your Library card number and your PIN in the appropriate boxes.
- If you are using your own computer, we recommend checking the box in front to "Remember my login information on this device."
- Click the *Sign In* button.
- Once logged in, click on "Advanced Search."
- The first step in locating a book is to choose the format. See your choices in the list below:



You will want to choose ePub ebook, PDF eBook, Open ePub ebook, or Open PDF eBook,

- You may search by any of the options offered in the drop menu boxes, but your surest route is selecting a subject.



- Once you have entered your search requirements, click the *Search* button

*The next screen lists all books that meet your requirements.*

# OverDrive and Adobe Digital Editions

- Books labeled with  are checked out. If you click on their title or cover you will be taken to an information screen where you may place a hold.
- Books labeled with  are available for immediate checkout.

You may limit your search results to only titles with copies available by clicking in the check box at the bottom of the window.

Show me:

My library's collection

Only titles with copies available

Additional titles to recommend

## Placing a Hold

- If you click on the title or cover of a book labeled with , you will be taken to an information screen where you may place a hold.

- Click on
- You will be taken to this form:

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

Title:	Twice as Hot
Creator:	Gena Showalter
Format:	eBook
Enter your email address:	<input type="text"/>
Confirm your email address:	<input type="text"/>
<input type="button" value="Place a Hold"/>	

- Once completed, click on the button at the bottom.
- When the title is available you will be sent an email. You have 72 hours from when the email is sent to download the title.

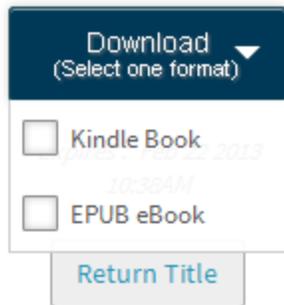
## Borrowing an e-book

- If you click on their title or cover of a book labeled with , you will be taken to an information screen where you may borrow the book.
- To check the book out to your account, click

- Find the cover of your book on the next screen and click on

Expires: Feb 22 2013  
10:38AM

# OverDrive and Adobe Digital Editions

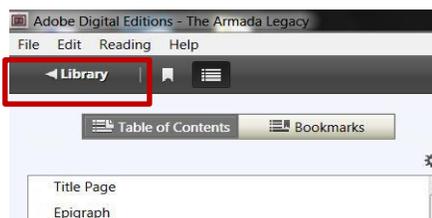


- You will be offered a choice of formats. Click on the format you want and then choose “Confirm and Download.”
- The file will then download to your computer depending on the kind of file you chose to download.
  - The first time you download an ePUB or ePDF book, you will be asked to enter your Adobe ID.

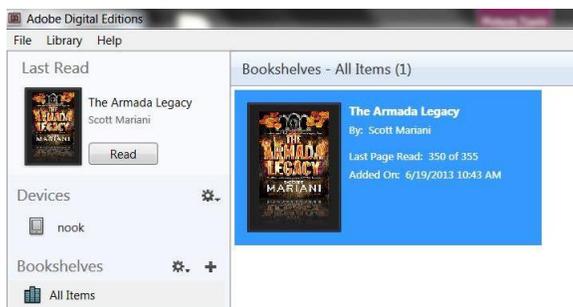
Your book will open in Adobe Digital Editions, and you can read it on your computer with this program.

## Transferring to the Reader

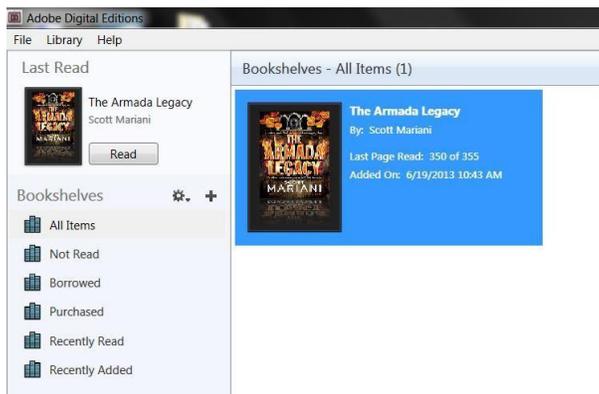
To move the file to the reader device, click on Library in the upper left corner of the Adobe Digital Editions Window:



- You now see a list of your books on the right and a list of “shelves” on the left.



- Plug your USB cable into your reader and then into the computer.
- After a moment, you will see your reader at the top of the shelf list under “Devices.”
- Left click on the book you wish to move to your reader.



- Hold the left mouse button down and drag the book over to the left.
  - Notice the indicator will switch from a red  to a green .

# OverDrive and Adobe Digital Editions

- When the pointer is over the name of your reader, release the mouse button.
  - The book will automatically transfer to the reader.
- You may now turn off the reader connection by following this procedure:
  1. Move your mouse to the lower right hand corner of the screen
  2. In the notification area, click the first button that looks like an upward pointing triangle  
This produces a small pop-up window, the notification area overflow, which displays more options. Look for the icon that looks like a USB plug and checkmark.
  3. Hover over the USB icon  
You will see a tooltip that indicates this is the tool that will let you Safely Remove Hardware and Eject Media.
  4. Click on the USB Eject icon  
Now you will see a new pop-up that asks what media or device you want to disconnect. Locate the name of your reader and click it.
  5. Click on the Eject USB Mass Storage Device option
  6. Wait for the Safe to Remove Hardware message
  7. Unplug the reader from the computer

## Returning an e-book

---

Of course the e-book need never be returned; after the end of the borrowing period has been reached, the file will no longer be readable. However, if you have reached your maximum of permitted number of items to be borrowed, or simply wish to be a good neighbor and return the e-book early so someone else may read it, the recommended procedure is as follow:

- Open Adobe Digital Editions and go to the Library view.
- Plug your USB cable into your reader and then into the computer.
- After a moment, you will see your reader at the top of the shelf list under “Devices.”
- On the right side of the Library view, right click on the title of the book you wish to return.
- In the popup menu, left click on Return Borrowed Item.
  - You will receive a warning that all books checked with this book will be returned now. Click the Return button to complete the return

To remove the book from your reader, click on your reader’s name under “Devices.”

- Right click on the title of the book you wish to remove.
- Click on Remove From Library
  - You will receive a warning that the file will be removed from your device. Click the Remove button to complete the removal
- You may now turn off the reader connection by following this procedure:
  1. Move your mouse to the lower right hand corner of the screen
  2. In the notification area, click the first button that looks like an upward pointing triangle  
This produces a small pop-up window, the notification area overflow, which displays more options. Look for the icon that looks like a USB plug and checkmark.
  3. Hover over the USB icon  
You will see a tooltip that indicates this is the tool that will let you Safely Remove Hardware and Eject Media.
  4. Click on the USB Eject icon  
Now you will see a new pop-up that asks what media or device you want to disconnect. Locate the name of your reader and click it.
  5. Click on the Eject USB Mass Storage Device option
  6. Wait for the Safe to Remove Hardware message
  7. Unplug the reader from the computer

Hope this helps. Please feel free to call (352) 754-4043, Monday through Saturday, between 10 a.m. and 5 p.m. should you need assistance.