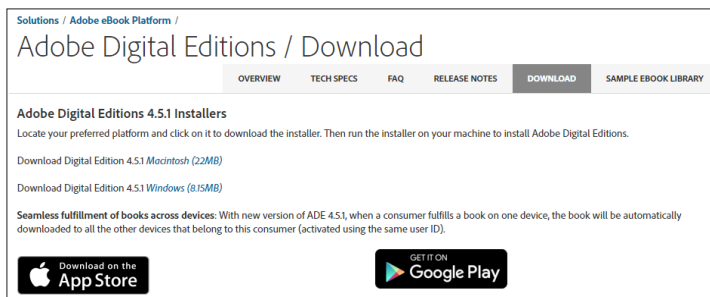


# eReader Set-Up for OverDrive Step-by-Step Instructions

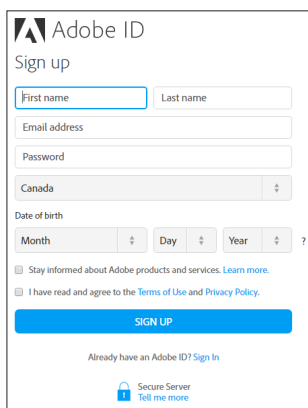
## Download Adobe Digital Editions (ADE)

- Visit <http://www.adobe.com/solutions/ebook/digital-editions/download.html>



## Create & Authorize an Adobe ID

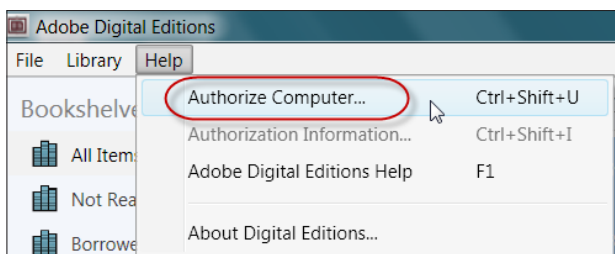
- Visit <https://accounts.adobe.com> and click on "Get an Adobe ID".
- Fill in the information on the "Sign Up" screen.



Your password needs to:

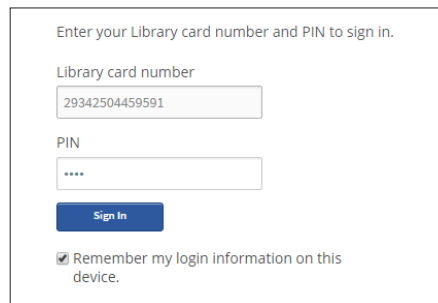
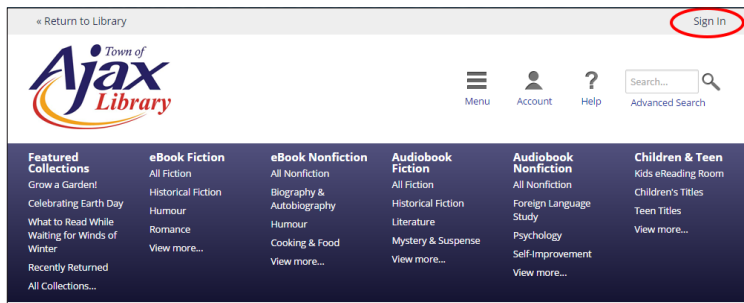
- ✗ include both lower and upper case characters.
- ✗ include at least one number or symbol.
- ✗ be at least 8 characters long.

- Authorize both your computer and eReader with your Adobe ID.



## Borrow

- Go to the Library's Overdrive website: [www. http://ajax.lib.overdrive.com](http://ajax.lib.overdrive.com)
- Sign in (top right) using your Library barcode and pin.



- Select a book using the menu system or search bar at the top of the page or by browsing the choices offered in the **Featured Collections** on the left side of the blue menu bar.

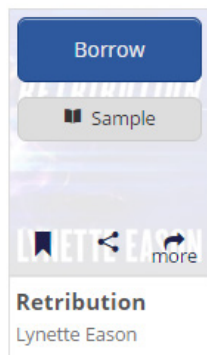
Black Book Icon = Available



Grey Book Icon = Unavailable



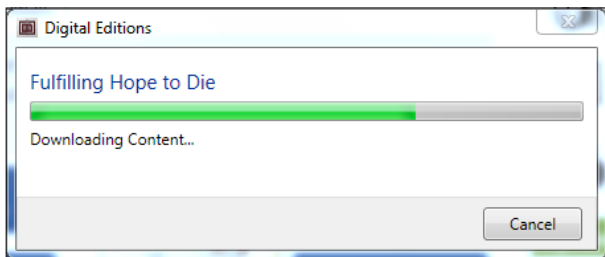
- Click on **Borrow**.
- Click **Go to Checkouts** when offered, otherwise click **Account** at the top which will take you to your **Checkouts**.



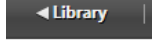
If you would like to know more about the book before borrowing, click on **Sample** to read a sample or on 'more' for the title page, which provides a variety of information regarding the book.

- You will see all e-items that you currently have borrowed.
- Click **Download** on your chosen title.
- You may be requested to choose from available formats. 'EPUB' is the preferred format for eReading. It works best with the options on an eReader such as font size & type, spacing and lighting.
- The book file will download to your desktop, or to a default location you determined for downloads when you set up your computer. Usually, you will see it in a box at the bottom of your screen, or in a list below a green arrow at the top right of screen that enlarged while the file was downloading.

- Click on the file and Adobe Digital Editions will open to accept the file. If given the option to OPEN or SAVE, choose **OPEN**.
- You will see a green progress bar in the centre of your screen. Wait until the bar is completely green. At this point you will see a large cover of your downloaded book. You may now read the book on your computer using ADE.

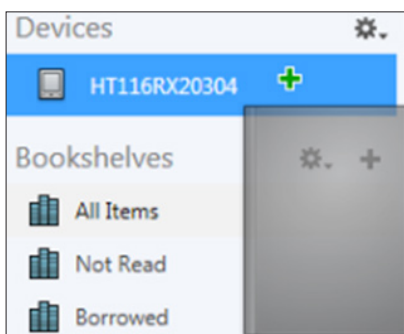


## Moving the Book to Your eReader

- If you wish to move the book to your eReader, please click on  at the top left of the ADE program. You will be taken back to your **Borrowed** items.
- If you have not already connected your eReader to your computer, do so now.
- After plugging the cable into the computer port, choose **Connect** on the screen of your eReader.
- You should see the name of your eReader appear under **Devices** at the top of the left hand column in ADE.
- Your computer may also recognize that you've attached a device and offer you options. Close or tap the **X** in the top right corner of the pop-up window.
- When this is complete, left click on the book you wish to copy to your eReader. It will look like a grey rectangle with a red 'no' symbol at the top. Click, hold and drag the book to the eReader in the left column.




- The red 'no' symbol will become a green **+**. You can then lift your finger and the book will copy into the eReader.
- You will now have two copies of the book, one on your computer, and one in your eReader.



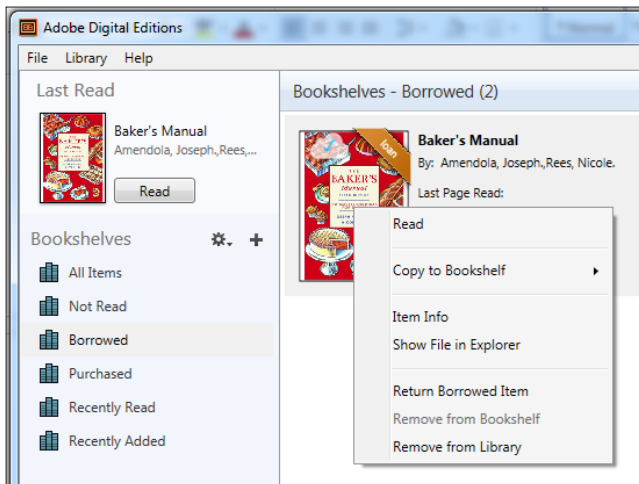
## Safely Ejecting Your eReader

Prior to removing the cable connecting your eReader to your computer, follow these steps.

- Click on the ▲ located at the bottom right of computer screen.
- Click on the USB connection.  When you hover over this, it will say **Safely remove hardware and eject media**.
- Then click **Eject eReader Safely**. Response will be **Safely remove eReader now** – click this OR **Do not remove, device in use**, or something similar. Wait and try again in a few minutes, failure to wait may result in an inability to open/read your most recently downloaded eBook.

## Returning Books

- You may return a book early when you are finished with it, or you may let it expire.
- To return it early, right click on it and choose **Return**. Remember, you have two copies of the book. You must return one of the copies and remove the other. We recommend always returning the first copy, as removing both will leave the book on your account, and you will have to download it again in order to return it.
- Note: You cannot return an item from your Library account ([ajaxlibrary.ca](http://ajaxlibrary.ca)). You must return it from your bookshelf in either ADE or your eReader.



## Borrowing Privileges

- You may borrow 10 items and have 10 holds at a time.

Need further help? Call 905-683-4000 ext.8813, or visit any branch:

**Main Branch**  
55 Harwood Ave. South

**McLean Branch**  
95 Magill Drive

**Village Branch**  
58 Church St. North