

# Kindle E-Readers How-To Guide

Kindle Touch, Paperwhite, Keyboard, DX, 1<sup>st</sup> Generation, 2<sup>nd</sup> Generation, and Kindle App



## General eIndiana Digital Library Info

- Greenwood Public Library is part of the eIndiana Digital Consortium - <http://cidc.lib.overdrive.com>.
- Up to **5 items** (ebooks, audiobooks, & videos) can be checked out at a time.
- eBooks and audio can be checked out for 7, 14, or 21 days. Videos for 3, 5, or 7 days.
- Formats include EPUB, Kindle, OverDrive Read, and PDF for ebooks and MP3 for audiobooks. You can choose **OverDrive Read eBooks** to read an eBook **right in the browser** without downloading a special app.
- No late fees! – Titles will expire after the due date.
- Most eBooks and audiobooks can be returned early.
- You can renew most titles 1 time within 3 days of the title's expiration date.
- If an item is checked out, you can put a hold on it and receive an email notification when it is ready for you. You can have up to 5 holds at a time.

**Available Formats**  
Kindle eBook

## What You Need

- Your library card (only *green* Evergreen Indiana library accounts will work)
- Your Kindle E-Reader (and USB cable)\* or Kindle App on PC, Mac, iPad, iPhone, iPod Touch, Android device, etc
- Computer with Internet access
- Amazon account login and password

\*Public library books require an active WiFi connection for delivering books to a Kindle device. Library books will not be delivered via your Kindle's 3G connection. Note that Kindle 1st Generation, Kindle 2nd Generation, and Kindle DX only have 3G connection. If you're unable to connect your Kindle device via Wi-Fi, you can instead load library books to your device via USB. Learn how below or at <http://tinyurl.com/anwxkqu>.

\*Due to publisher restrictions, some titles may not be wirelessly delivered to your device and instead require USB transfer from your computer to your device. These restricted titles also may not be accessed on Kindle reading applications. Learn how to transfer via USB below or at <http://tinyurl.com/anwxkqu>.

## Logging Into Your eIndiana Account

1. On your computer, go to <http://cidc.lib.overdrive.com>.
2. Click **Sign In** at the top of the page.
3. On the next screen, type in "Greenwood Public Library" as your library. Click on **Greenwood Public Library** when it shows up.
4. Type in your library card number starting with "26626..." and click **Sign In**.

Sign in before you browse and search to see all titles available to you!

« Member Libraries English **Sign In**

eIndiana Digital Consortium

Menu Account Help Search... Advanced Search

ok Audiobook Children &

To sign in, please type your library's name and select it from the list.

Greenwood Public Library

[View Full List](#)

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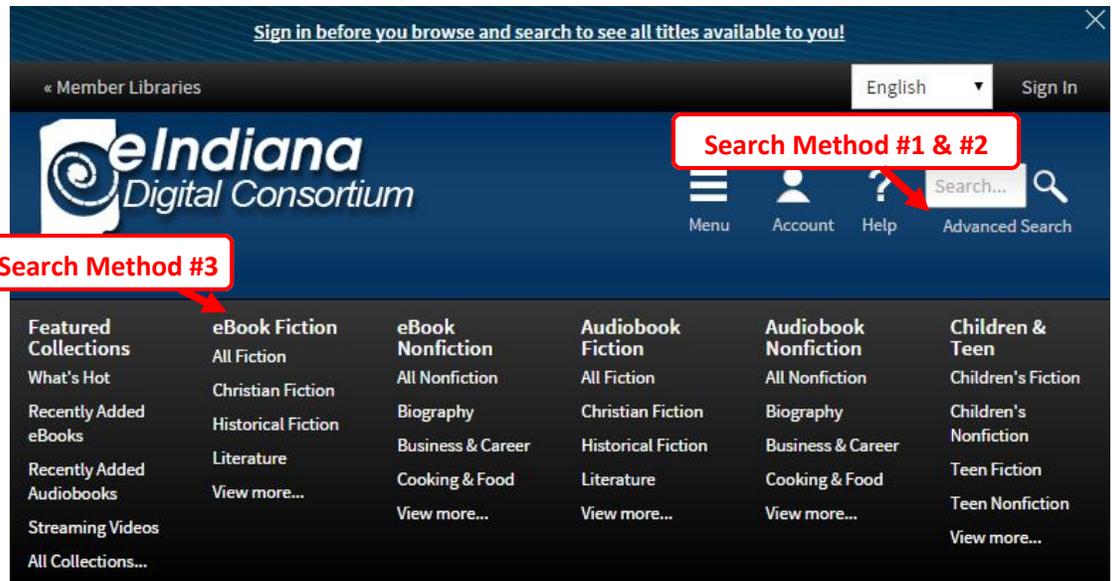
Library card number

26626

## Searching for an eBook

There are (at least) 3 ways to search for books and videos.

- Method #1:** Click in the **Search box** near the top, type in your search terms, and then press **Enter** or click the magnifying glass.
- Method #2:** Click **Advanced Search** to search for specific authors/titles/formats.
- Method #3:** Click on a category in the black bar near the top to browse categories.



**Tip:** To limit your results to available items only, do an **Advanced Search** and choose **Available Now** at the bottom of the search options.

## Checking Out an eBook

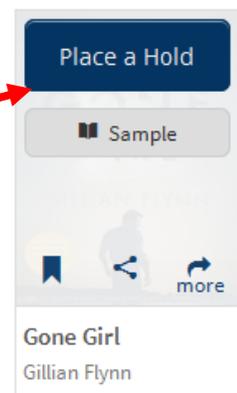
Once you find an item you want to borrow, take a look at the icon in the upper right of the cover image. If the book icon is **black**, the item can be checked out. If it's **gray**, you can place a hold.

- To check out an available item, **click the cover once**. Then click **Borrow**.

- You will be taken to your eIndiana **Bookshelf**. Now skip past *Placing a Hold* to read how to download the item.

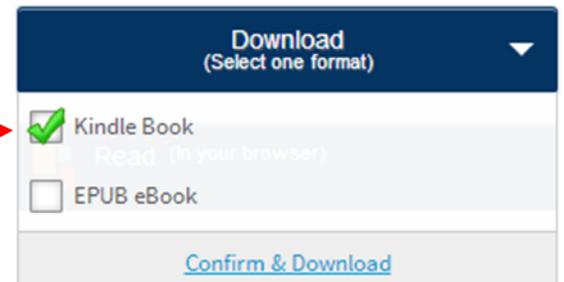
## Placing a Hold

- For items that are checked out, click on **Place a Hold** after you click on the cover.
- If you're not already logged into your account you'll need to do that now. Otherwise, on the next screen type in your email address if it's not already there.
- Then click **Place a Hold**. You will receive an email when the title is available. You may choose to *Automatically borrow this title*. There is more information on that later in the handout.



## Downloading/Reading an eBook Wirelessly

1. After you've clicked **Borrow** you will be taken to your Bookshelf. Click **Download**.
2. Select **Kindle Book**. *Note: You can click **Return Title** before downloading if you've changed your mind.*
3. Click **Confirm & Download**.
4. You will be directed to an Amazon webpage where you click **Get library book**. Make sure your Kindle device is in the *Deliver to:* field. *If you are not logged into your Amazon/Kindle account, click on **Get library book**. You will be directed to log into your Amazon account. Change the *Deliver to:* device if necessary and click **Continue**.*
5. You will receive a confirmation "Thanks, ....!" and the title will be delivered the next time your device/Kindle app is synced.



## Checking Out and Transferring an eBook via USB

You may need to download and transfer some titles to your Kindle if your Kindle doesn't have WiFi access or if a publisher makes this stipulation. Instructions can be found at <http://tinyurl.com/anwxkqu> or below:

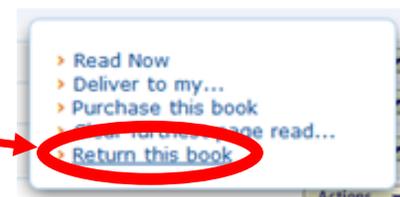
1. Follow the steps in the above Wireless instructions until you get to the Amazon page.
2. Connect your Kindle to your computer using the USB cable.
3. Make sure the *Deliver to:* field is set to **Transfer Via Computer**, then click the yellow **Get Library Book** button.
4. Select your Kindle device name and click **Continue**.
5. You will be prompted to open or save the file. Choose **Save** and click **OK**. The file will download to your computer into your default downloads location-- probably your "Downloads" folder.
6. You will need to find the downloaded file and copy it into the "documents" folder on your Kindle. The steps in this process will vary depending on your system, but here are some basic steps using a computer running Windows 7:
  - Click on the **Start** menu, then **Computer**. Your Kindle device will be listed under "Devices with Removable Storage". Double click to open it. Keep that window open, but move it to the side.
  - Open your "Downloads" folder and locate the e-book file that you just downloaded-- you will be looking for a file name that looks like this: "title-of-book.azw".
  - Click on the file name of the book, then drag and drop it into the "documents" folder on your Kindle.
7. Before disconnecting your Kindle from the computer, click the "Safely Remove Hardware" icon at the bottom of your screen to remove it safely.
8. The downloaded title should appear on the home screen of your Kindle.

## Return a Book Early

Titles automatically expire after 7, 14, or 21 days (depending what you set as the checkout period). However, you can return Kindle eBooks early.

1. Go to [www.amazon.com](http://www.amazon.com) on a computer and log into your Amazon account.
2. Go to **Your Account** and then click on **Manage Your Content and Devices**.
3. Find the listing for the library ebook and click on **Actions...** the right side.
4. From the menu, click on **Return this book**.
5. A **Return Loan Confirmation** box will pop up.

Click **Yes**.



## Renew a Title

Most titles can be renewed one time. Renewing puts you in line to borrow a title again once your first checkout expires. If there are already holds in the title, you can still “renew” it by putting yourself on the holds list (based off of <http://tinyurl.com/muel3hr>).

### **\*\*The option to renew appears 3 days before the title is set to expire.\*\***

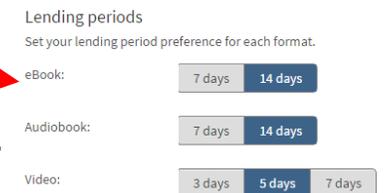
1. Login into eIndiana’s site on your computer.
2. Click **Sign In** in case it doesn’t remember you. Then click the **Account** (person) icon to get to your account.
3. Go to your eIndiana **Bookshelf**.
4. Click **Renew**. If there are no existing holds on a title, the **Renew** icon will be **green** and you will be able to get the title immediately after it expires.
5. If there are existing holds on a title, the **Renew** icon will be **grayed out** and you will be able to join the holds list for the title and borrow it again when it’s available.
6. Type in your renewal email address in the box that pops up and then click **Renew**.
7. Once you renew a title the **Renew** icon will have a checkmark next to it on your **Bookshelf**. You can also track holds on the **Holds** page of your account.
8. When you receive an email notice that the book is ready to be checked out, follow the link or go to your **Holds** list. Click **Borrow** to check out the item unless you set it to be automatically checked out.

*Note: You must have one spot among the titles you have checked out (or return an item early) to finish the renewal. The book should pick up where you left off.*



## Change Your Checkout Settings

1. Sign in on the eIndiana site. Click the **Account** (person) icon.
2. Click the Settings icon (looks like two gears).
3. Click either **7 days**, **14 days**, or **21 days** below eBook and Audiobook to switch. Tap **3 days**, **5 days**, or **7 days** for video.



## Maturity Settings

You can customize your searches to always exclude certain content. To do this:

1. Sign in on the eIndiana site. Click the **Account** (person) icon.
2. Click the Settings icon (looks like two gears).
3. Scroll down to **Maturity level(s)** and choose your range.
4. Scroll down farther if you want to turn off **Cover Images** for mature adult titles.

## Suspending a Hold

This feature allows you to temporarily suspend your hold for a title. Your position in the queue will continue to advance while your hold is suspended, but the hold will not be filled. If you make it to the first place in the waiting list while your hold is suspended, the title will go to the next user in line until your suspension period is over.

1. Sign in on the eIndiana site. Click the **Account** (person) icon.
2. Click **Holds**.
3. Click **Options** and select **Suspend Hold**.
4. Choose the number of days you’d like to suspend the hold and click **Submit**.

## Hold Auto-Checkout

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You can choose to have your hold be automatically borrowed when it becomes available (rather than having to go into eIndiana and check it out within 3 days). *Note: You must have one spot among the titles you have checked out for this to work.*

1. Click **Place a Hold** for an unavailable item.
2. In the pop-up window, make sure there is a checkmark next to "Automatically borrow this title when it becomes available"
3. Click **Place Hold**. You will receive an email whenever a hold is automatically borrowed for you. The titles will then be on your eIndiana **Bookshelf** where you can go to download them to your Kindle account.

*Note: You can turn automatic borrowing on or off any title you have on hold. Just go to your account's **Holds** page, select **[Edit]** under **Auto checkout**.*

## Troubleshooting

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- If you're using the Kindle App and it won't open (and you've had it a while), you may need to go to your App Store and download an update.
- If you can't log into eIndiana, your library card may have expired or you might have an ineligible card. Call 317-885-5036 or visit the library to figure out the issue.

## Further Help

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- OverDrive Help - <http://help.overdrive.com/>
- OverDrive Video on Library Lending - <http://help.overdrive.com/#videos>
- OverDrive Kindle Devices article - <http://help.overdrive.com/#devices>
- Amazon's Kindle Public Library Borrowing Help - <http://tinyurl.com/6zbpbyj>
- Contact the library! - (317) 885-5036 or [questions@greenwoodlibrary.us](mailto:questions@greenwoodlibrary.us)