

# NOOK Tablet, Color, HD, HD+, & Samsung Galaxy Tab 4 How-To Guide



## 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

Adobe EPUB eBook  
Open EPUB eBook  
Kindle eBook\*  
OverDrive READ (eBook)\*  
MediaDo Reader (eBook)  
MP3 Audiobook  
Streaming Video

\*Kindle via Kindle app; OverDrive READ works in web browser

## What You Need

- Your library card (only *green* Evergreen Indiana library accounts will work)
- Your NOOK device
- Wi-Fi access

*Note: You can checkout Kindle titles using the Kindle app—see the **Kindle How-To Guide** for more information.*

## Installing the OverDrive App




1. Download the OverDrive app from the **Google Play** or **NOOK Apps Store**.
2. Open the app (if it doesn't do so automatically).
3. \*Next, you will need to (1) Tap **Sign up** to create an OverDrive account if you don't already have one OR (2) tap **Sign in** to your OverDrive account if do have one OR (3) tap **Continue** > if you are under 13 years old (which means you cannot share your book/video on any other devices).

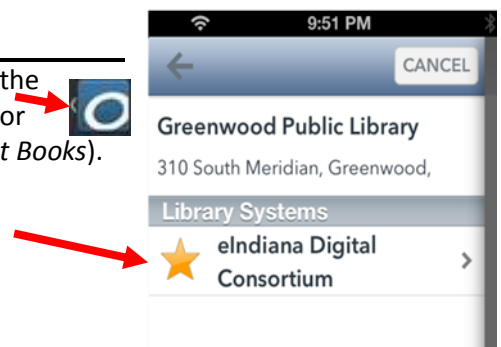
### If creating an OverDrive Account for the first time....

You can create the OverDrive account using your Facebook account or by entering in your name, email address, and a password. **Note:** *When you create an account with email, you'll be asked to verify your email address. To complete the process, click the link OverDrive sends to your email account.*

**Note:** *If you're using a NOOK Color or Tablet, you'll need to authorize your device with an Adobe ID to download EPUB eBooks. It's a one-time, free process that takes just moments to complete.*

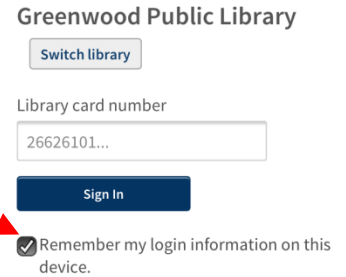
## Finding Your Library

1. In the OverDrive app, swipe from left to right (or tap the OverDrive icon in the upper left) to open the **Home menu** and tap **Add a library**. On a NOOK Color or Tablet, tap the  icon (or, if you don't have this icon, go to *Menu > Get Books*).
2. Search for GPL by name (Greenwood Public Library) or ZIP code (46143).
3. Tap **Greenwood Public Library** and then tap the **star** next to eIndiana so you can easily access the library again.
4. Tap **eIndiana**



### Signing In to OverDrive

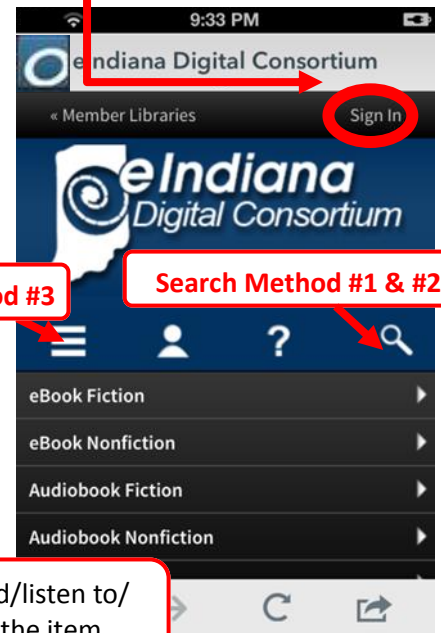
1. Once on the eIndiana site, tap **Sign In** in the upper right.
2. Begin typing "**Greenwood Public Library**" and then select it from the list.
3. Type in your library card barcode starting with **26626101**.
4. Make sure "Remember my login..." is check marked to save you time in the future.
5. Tap **Sign In**.



### Finding a Book or Video to Check Out

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

1. *Method #1:* Tap on the **Magnifying Glass** near the top to get a **Search box** then type in your search terms and tap the **Magnifying Glass**.
2. *Method #2:* Tap the **Magnifying Glass** near the top then tap **Advanced Search** to search for specific authors/titles/formats.
3. *Method #3:* Tap the **3 lines** near the top to browse categories.



**Tip:** To limit your results to available items only, tap **Filter search by** at the top of the search results. Choose **Available Now**.

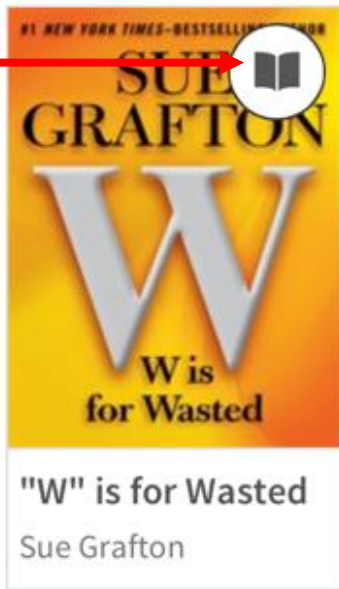
Search Method #3

Search Method #1 & #2

### Checking Out a Book or Video

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, headphones, or film icon is **black**, the item can be checked out. If it's **gray**, you can place a hold.

1. To check out an available item, **tap the cover once**. Then tap **Borrow**.



Tap **Sample** to read/listen to/watch a sample of the item.

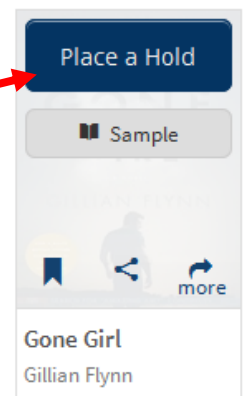
Tap **More** or **the item's title** to find out more about it. You can tap **Borrow** on the next screen to check out.

Don't want to check a title out right away? Tap the **Ribbon** to save it to your *Wish List* for future reference.

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

### Placing a Hold

1. For items that are checked out, tap on **Place a Hold** after you tap on the cover.
2. 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.
3. Then tap **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

1. For eBooks, you have two choices: Download to the OverDrive app or read in your browser window with OverDrive Read. (1) To Download tap **Download** and choose **Adobe EPUB** (Kindle Book is for use with the Kindle App). Then tap **Confirm & Download**. OR (2) tap **Read** to read the eBook in your device's browser (when connected to WIFI). *Note: You can tap **Return Title** before downloading if you've changed your mind.*
2. Tap the **Home button ("O")** in the far upper left.
3. Tap **Bookshelf**. *You may encounter a help screen...just tap **OK, I GOT IT** to get to your book.*
4. Tap the cover image to start reading. *Again, you may encounter a help screen...just tap **OK, I GOT IT** to get to your book.*

## Downloading/Listening to an Audiobook

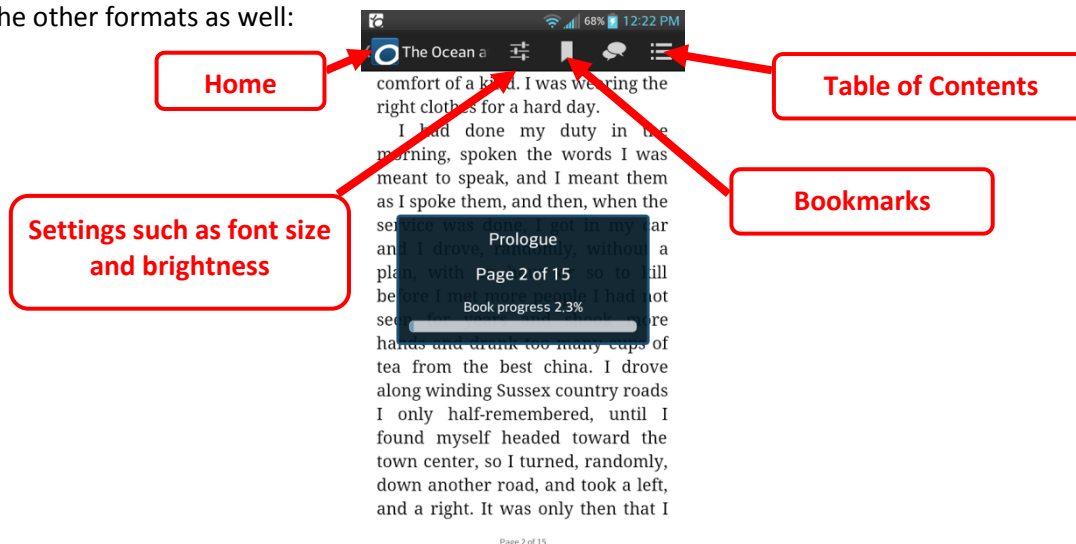
1. For audiobooks, tap **Download**. *Note: You can tap **Return Title** before downloading if you've changed your mind.*
2. Tap the **Home button ("O")** in the far upper left. *You may notice a number on this button indicating that the audiobook's tracks are still downloading, but you can still start listening to it.*
3. Tap **Bookshelf**. *You may encounter a help screen...just tap **OK, I GOT IT** to get to your book.*
4. Tap the cover image to start listening.

## Streaming a Video

1. Tap **Add to app** to watch your video. *Note: You can tap **Return Title** before adding if you've changed your mind.*
2. Tap the **Home button ("O")** in the way upper left.
3. Tap **Bookshelf**. *You may encounter a help screen...just tap **OK, I GOT IT** to get to your video.*
4. Tap the cover image to start watching.

## Some Screen Tips

When you are reading an eBook or watching a video, you can get menu options by tapping the middle of the screen (you can always see the options when looking at an audiobook screen). Here are some important areas for an eBook. Most apply to the other formats as well:



## Return a Book Early

Most eBooks and audiobooks can be returned early:

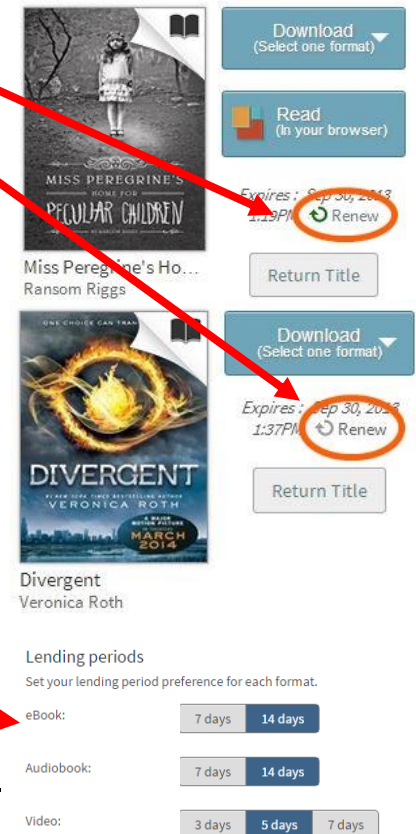
1. To return an eBook or audiobook early, go to your OverDrive Bookshelf screen. You may need to tap the **Home button ("O")** in the way upper left first.
2. Tap and hold down on the book cover.
3. Tap **Return** and then **Return** again.

## 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://help.overdrive.com/customer/portal/articles/1481523-how-to-renew-digital-titles>).

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

1. Login into eIndiana’s site either through the App or through your browser.
  2. Tap **Sign In** in case it doesn’t remember you. Then tap the **My Account** (person) icon to get to your account.
  3. Go to your eIndiana **Bookshelf**.
  4. Tap **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
- 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. Tap the **My Account** (person) icon.
2. Tap the Settings icon (looks like two gears).
3. Tap 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. Tap the **My Account** (person) icon.
2. Tap 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. Tap the **My Account** (person) icon.
2. Tap **Holds**.
3. Tap **Options** and select **Suspend Hold**.
4. Choose the number of days you’d like to suspend the hold and tap **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. Tap **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. Tap **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 device.

*Note: You can turn automatic borrowing on or off for 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 the app won't open (and you've had it a while), you may need to download an OverDrive app 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 NOOK Devices article - <http://help.overdrive.com/#devices>
- Contact the library! - (317) 885-5036 or [questions@greenwoodlibrary.us](mailto:questions@greenwoodlibrary.us)