

# eReaders How-To Guide

NOOK\*, Sony Reader\*\*, Kobo, & other eReaders



## 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  
Adobe PDF eBook  
Open PDF eBook

## What You Need

- Your library card (only *green* Evergreen Indiana library accounts will work)
  - Your eReader device and USB cable
  - Computer with Internet access
- \*There is an app for NOOK Color and NOOK Tablet devices. Please see the NOOK Color, NOOK HD, & NOOK HD+ How-To Guide.
- \*\*Sony Ready Wi-Fi users can download titles directly. Please see the Sony Ready Wi-Fi How-To Guide.
- \*\*\*For Kindle eInk Readers see the Kindle e-Reader Guide. Have a Kindle Fire? See the Kindle Fire Guide.

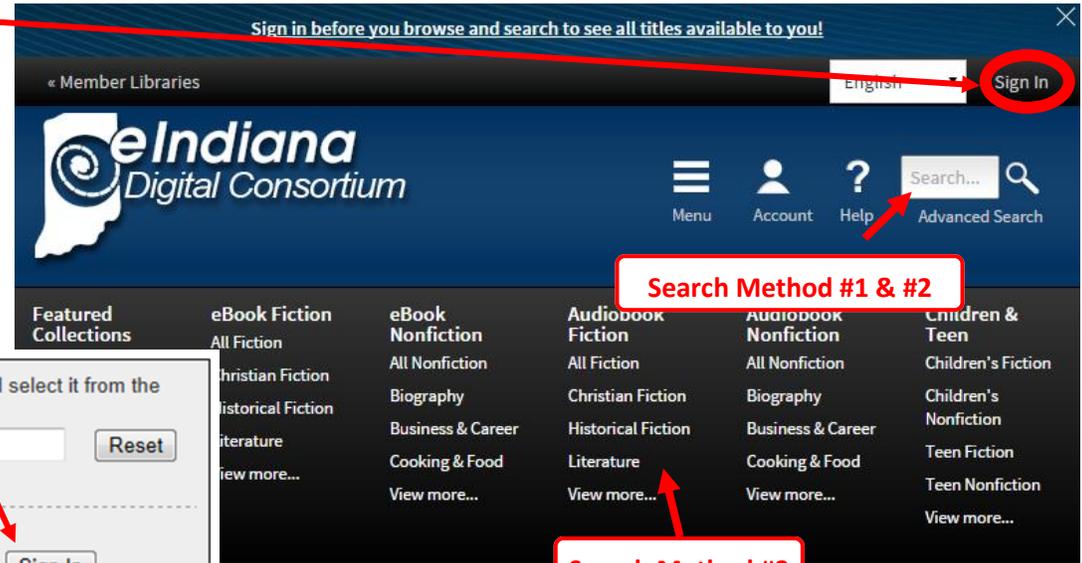
## Adobe Digital Editions Software Setup

To transfer ebooks to your device, you must first set up Adobe Digital Editions on your computer. ***You should only have to do this one time!***

1. On your computer, go to <http://cidc.lib.overdrive.com>.
2. Once on the eIndiana page, scroll to the very bottom and click on **Applications**.
3. On the next page, click on  for **Adobe Digital Editions**.
4. You will be taken to the Adobe webpage. Click on **Download** in the gray bar.
5. On the Download page, choose the **Windows** (for PC) link or **Macintosh** (for Apple Macs). Follow the installation instructions and prompts (if “Run” is an option, click on it for the installation to start). Follow the installation wizard.
6. Once the download is complete, the Adobe Digital Edition software will open with the Authorize Your Computer window (if it doesn’t, find the program on your computer and open it). If the authorize window doesn’t open, click on **Help** then **Authorize Computer**.
7. If you already have an Adobe ID and Password, type it in. If you do not have one, click **Create an Adobe ID**. Once you click on the link, you will be taken to the Adobe website. Once you create an Adobe account, go back to Adobe Digital Editions and type in your Adobe ID and Password.
10. Click **Authorize** and then **OK**.

## 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**.



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 (see above image).

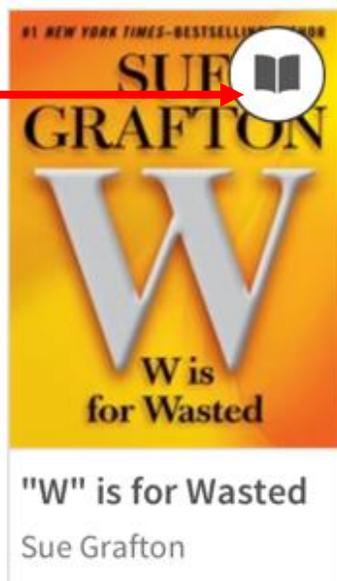
1. *Method #1*: Click in the **Search box** near the top, type in your search terms, and then press **Enter** or click the magnifying glass.
2. *Method #2*: Click **Advanced Search** to search for specific authors/titles/formats.
3. *Method #3*: Click on a category in the black bar near the top to browse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

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



Click **Sample** to read an excerpt of the item.

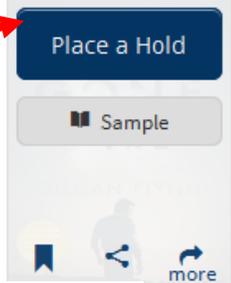
Click **more** or **the item's title** to find out more about it. You can click **Borrow** on the next screen to check out.

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

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

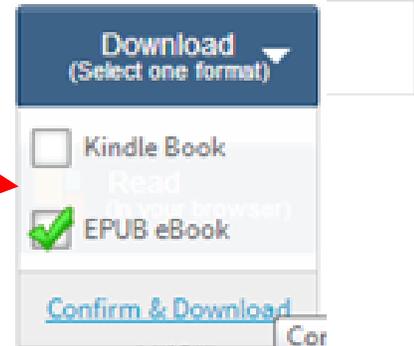
## Placing a Hold

- 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 and Transferring an eBook

- After you've clicked **Borrow** you will be taken to your Bookshelf. Click **Download**.
- Select **EPUB or PDF eBook**. *Note: You can click **Return Title** before downloading if you've changed your mind.*
- Click **Confirm & Download**.
- Plug your eReader into your computer with the cord.
- Your eBook should automatically open in Adobe Digital Editions.
- To transfer an eBook to your reader, make sure you're in Adobe Digital Edition's "Library View" (you may need to click the **Library** button in the upper-left corner to get there). From there, drag and drop the eBook into your eBook reader, which should appear on the left under "Devices."



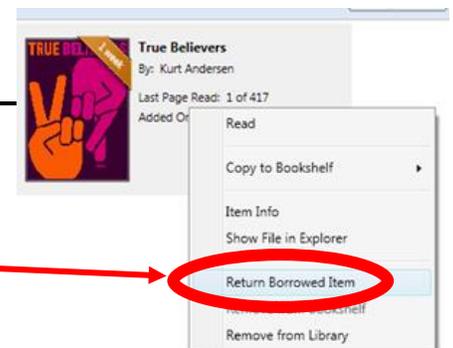
Once you've transferred a library eBook, disconnect your device from the computer by clicking the "Safely Remove Hardware" icon at the bottom of the screen to remove it safely. You can now read the eBook on your device just like any other eBook.

**Note:** During the transfer process, your eBook reader will be automatically authorized with the same Adobe ID you used on your computer.

## Return a Book Early

Most eBooks can be returned early:

- Open **Adobe Digital Editions** on your computer.
- Find the cover of the eBook and **RIGHT CLICK** on it.
- Left click** on **Return Borrowed Item**.
- A confirmation box will pop up. Click **Return**. Your item has now been returned.

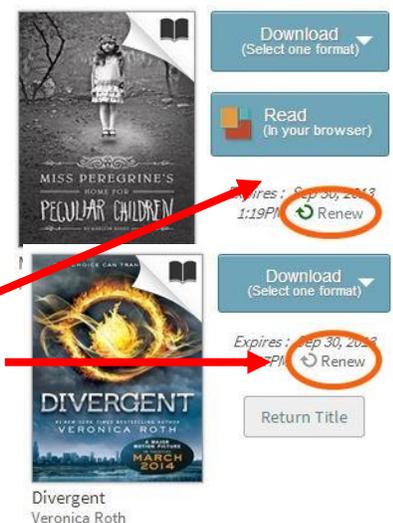


## Renew a Title

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.\*\***

- Login into <http://cidc.lib.overdrive.com> on your computer.
- Click **Sign In** in case it doesn't remember you. Then click the **Account** (person) icon to get to your account.
- Go to your eIndiana **Bookshelf**.
- 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.
- 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.
- Type in your renewal email address in the box that pops up and then click **Renew**.
- 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.



- 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

- Sign in on the eIndiana site (<http://cidc.lib.overdrive.com>). Click the **Account** (person) icon.
- Click the Settings icon (looks like two gears).
- 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.

Lending periods  
Set your lending period preference for each format.

eBook:  7 days  14 days

Audiobook:  7 days  14 days

Video:  3 days  5 days  7 days

## Maturity Settings

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

- Sign in on the eIndiana site (<http://cidc.lib.overdrive.com>). Click the **Account** (person) icon.
- Click the Settings icon (looks like two gears).
- Scroll down to **Maturity level(s)** and choose your range.
- 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.

- Sign in on the eIndiana site (<http://cidc.lib.overdrive.com>). Click the **Account** (person) icon.
- Click **Holds**.
- Click **Options** and select **Suspend Hold**.
- Choose the number of days you'd like to suspend the hold and click **Submit**.

## Hold Auto-Checkout

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.*

- Click **Place a Hold** for an unavailable item.
- In the pop-up window, make sure there is a checkmark next to "Automatically borrow this title when it becomes available"
- 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

- 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

- OverDrive Help - <http://help.overdrive.com/>
- OverDrive Video on Library Lending - <http://help.overdrive.com/#videos>
- OverDrive eReader Devices article - <http://help.overdrive.com/#devices>
- Contact the library! - (317) 885-5036 or [questions@greenwoodlibrary.us](mailto:questions@greenwoodlibrary.us)