<u>Checking out a Library Book to your PC or Laptop (Windows Computer)</u>

There are two ways to checkout, download, and enjoy library eBooks on Windows computers or laptops. ***To have access to the full collection of library eBooks, it is important to understand both options.***

Option 1: Get Adobe Digital Editions (for Adobe EPUB eBooks)
Option 2: Get the Kindle App for Windows PC (Kindle eBooks)

<u>Option 1: Get Adobe Digital Editions</u>

Step 1: Preparing your Computer with Adobe Digital Editions (first time only)

- On your home computer, create a free Adobe account at www.adobe.com/membership.
- Click **Create Adobe Account**.
- Write down the email address and password you use for this account.
- On your home computer or laptop, go to www.adobe.com/products/digitaleditions.
- Click **Download Now**.
- Follow the directions to install **Adobe Digital Editions**, and then open it. It will ask what Adobe account to use to "authorize this computer." Enter the email and password for your Adobe account.

Step 2: Choosing and Checking Out a Book

- On your computer, go to Northern California Digital Library: http://califa.lib.overdrive.com.
- Click the **Account tab** at top of page and select **Santa Clara City Library** from the list.
- Enter your library card number. Click **Sign In**.
    Tip! Select your preferred loan period for eBooks by Clicking Settings and choosing from 7, 14 or 21 days. (Otherwise the default is 7 days) You need only do this once.
- Search for a book.
    - Click **Advanced Search** near the search box. Under **Format**, select EPUB. Check the box **Only show titles with copies available** to find books available for immediate checkout.
    - *Tip*: Place a hold on a title that is checked out. You will be notified when it becomes available.
- When you find a book you would like, click it's cover, then click the **Borrow** button.
- At the next screen, click **Download**, and select **EPUB eBook**.
- Click **Confirm & Download**.
- On the File Download screen that pops up, select **Open.** Do **not** click *Save*!
- The book will now automatically download into Adobe Digital Editions.

Returning an eBook Early

The book will automatically be returned on the due date, but if you want to return it early, follow these optional steps:

- Open **Adobe Digital Editions** on your computer.
- Click **Borrowed** on the left.
- Select the book title from the list, and with your mouse, right click the title.
- A small menu will pop up – select **Return borrowed item** from the list.
- Then click **Return**.

For Additional Assistance

- Watch Adobe Digital Editions video tutorials at: http://help.overdrive.com/going-mobile-videos#ADE .
- Visit the Santa Clara City Library or call us: 1-408-615-2900.
- View the **Digital Book Help – Overdrive Help** section of the Northern California Digital website: http://califa.lib.overdrive.com .

<u>Option 2: Get the Kindle App</u>

Step 1: Preparing your Device (first time only)

- Download the free **Kindle for PC** app
    - First go to: http://www.amazon.com/
    - Under Shop by Department, select Kindle, then **Free Kindle Reading Apps**.
    - Under the Computers heading, find your computer type and select.
    - Click the black 'Download now' button to download and install on your PC.

Step 2: Choosing and Checking Out a Book

- Open your web browser. Go to Amazon.com and sign in to your account. Reduce this window.
- In another window, go to Northern California Digital Library: http://califa.lib.overdrive.com .
- Click the **Account** tab at top of page and select **Santa Clara City Library** from the list.
- Enter your Library card number. Click **Sign In**.

    Tip! Select your preferred loan period for eBooks by clicking Settings and choosing from 7, 14, or 21 days. (Otherwise, the default is 7 days.) You need only do this once.

- Search for a book.
    - Search for a book. (Tip: Touch **Advanced Search** near the search box. Under **Format**, select Kindle Book. Check the box **Only show titles with copies available** to find books available for immediate checkout.)
    - You can also place a hold on a title that is checked out. You will be notified when it becomes available.

- When you find a book you would like, click it's cover, and then click the **Borrow** button.
- At the next screen, click **Download**, and select **Kindle Book.**
- Click **Confirm & Download**
- The browser should open a new screen at the Amazon website. Click the **Get library book** Button.
- At the next screen, make sure the *Deliver to* box says *My Kindle for PC*.
- Click **Continue.**
- Open the Kindle app. If the book does not appear on the home screen, touch the icon of two arrows forming a circle. This will synchronize the app.
- The book should now appear on the home screen.
- Double click the icon of the book cover, and enjoy!

Returning an eBook Early

The book will automatically be returned on the due date, but if you want to return it early, follow these optional steps:

- Go to Amazon.com and log in to your account.
- Choose **Manage Your Kindle**. You will see a list of books you own or have borrowed.
- To the right of the title you wish to return, click **Actions**.
- A menu will display – select **Return this book**.
- If you'd like to remove it from your list, go to **Actions** again and select: **Delete from Library**.

For Additional Assistance

- Visit the Santa Clara City Library or call us: 1-408-615-2900.