

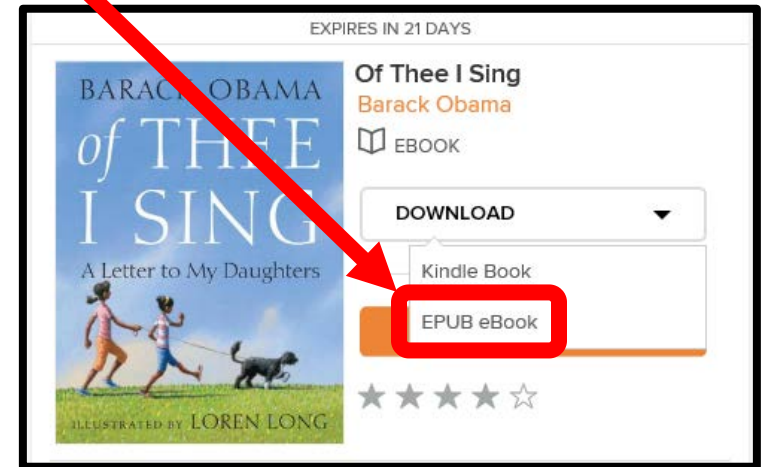
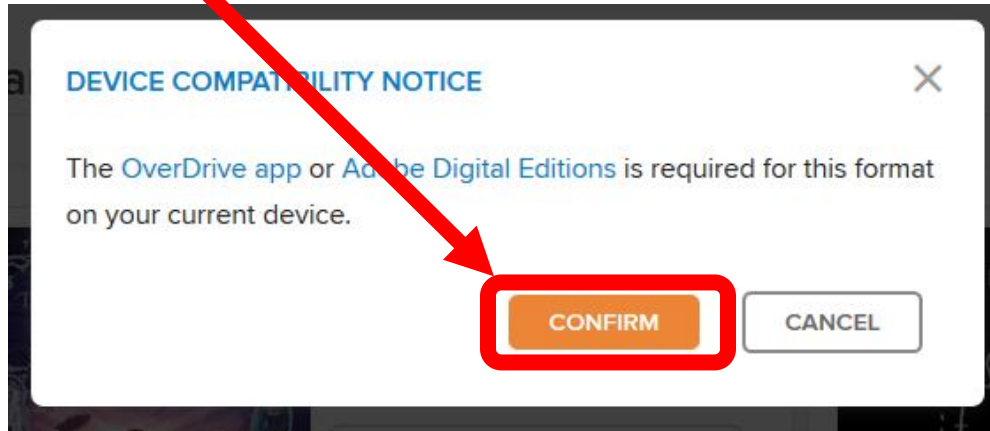
Using Adobe® Digital Editions 2.0, 3.0, and 4.0

In this handout, a nook was used. Anything that you will click is displayed in a **Bold** font.

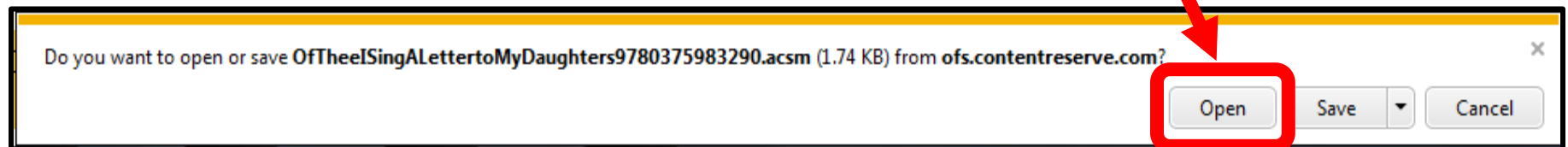
Downloading and Transferring an eBook to a Device

1. After checking out an eBook, click the **DOWNLOAD** button and select the **EPUB eBook** format from the dropdown menu.

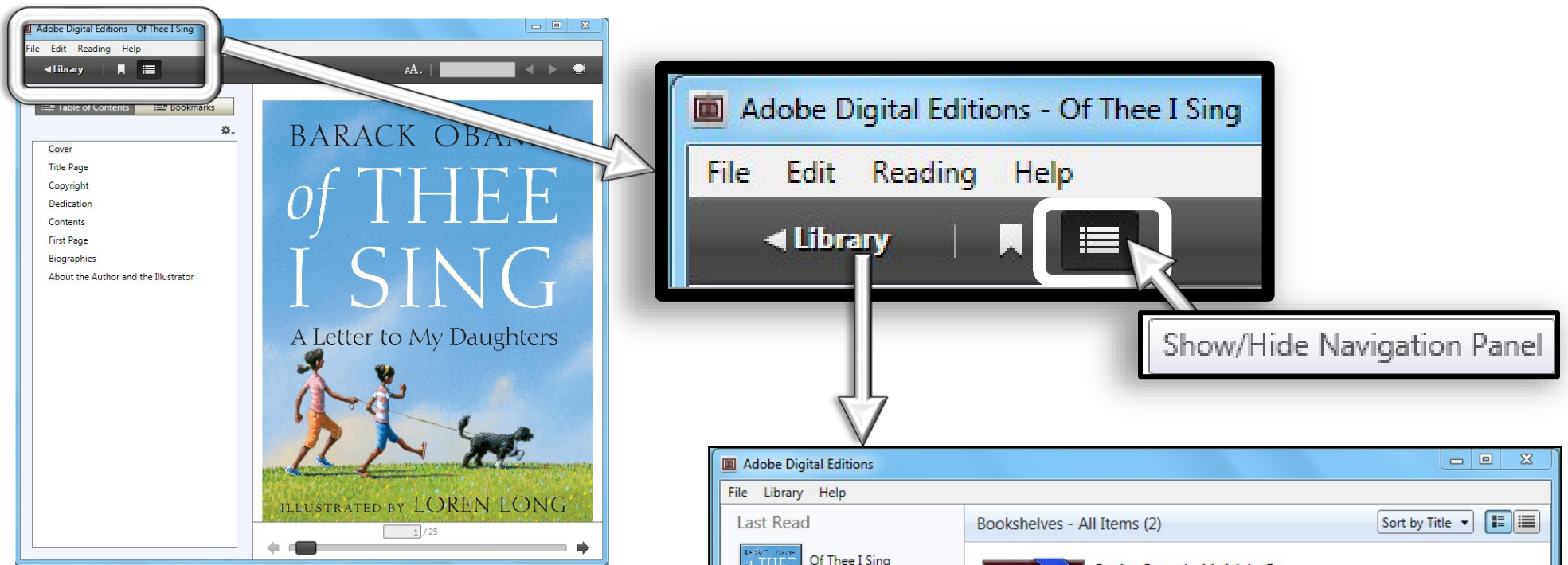
2. Click **Confirm**.



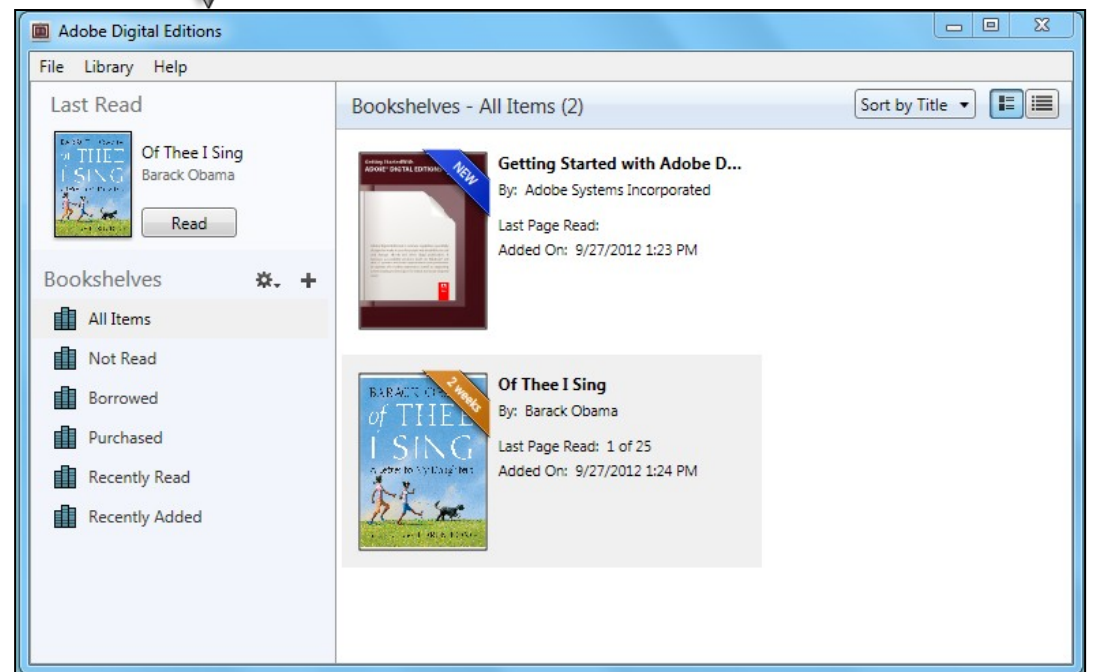
3. If you are using Internet Explorer 9 or newer, a task bar will display at the bottom of the screen. Click the **Open** button. (Other web browsers will have a similar option.)



4. This will open the eBook in Adobe® Digital Editions and Adobe® Digital Editions will save the eBook for you. Click the **Show/Hide Navigation Panel** icon to open the table of contents, which lets you skip to different portions of the book.

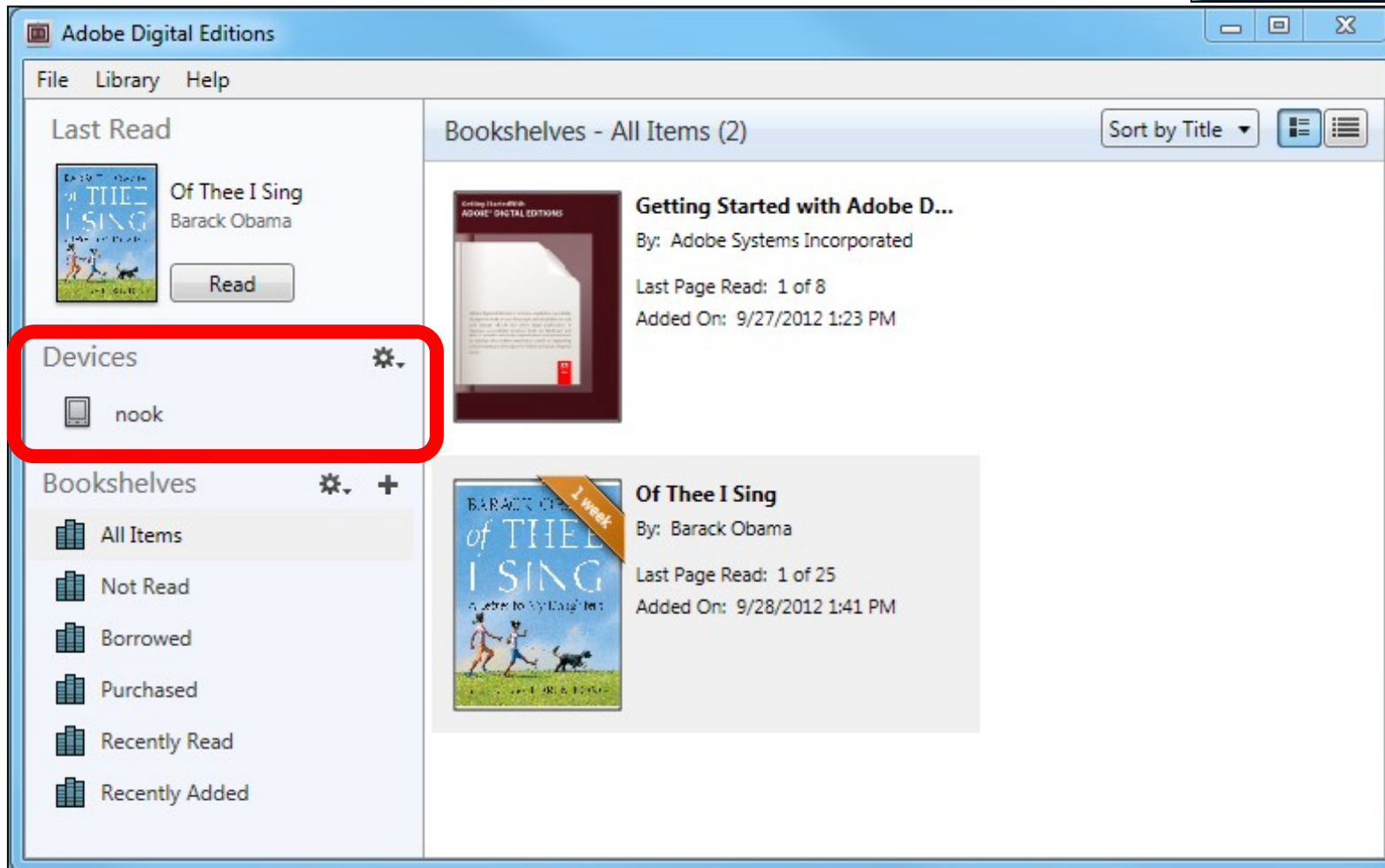
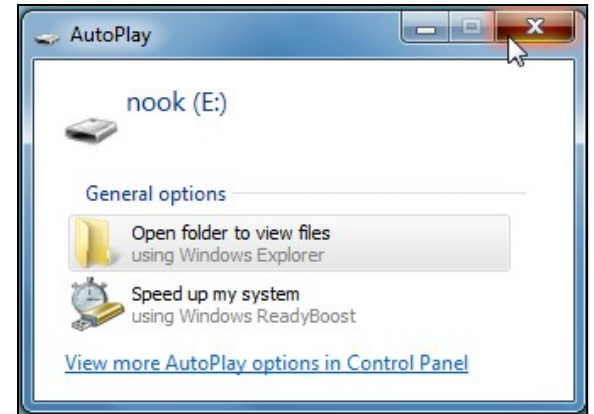


5. To change to Library view, click the word **Library**. Library view displays a list of Bookshelves on the left. A small thumbnail picture of the cover of the last book read is shown above the Bookshelves. The cover is also found on the right side of the page. The All Items bookshelf is selected. Only one book has been downloaded to this computer at this time (in addition to the User's Guide).

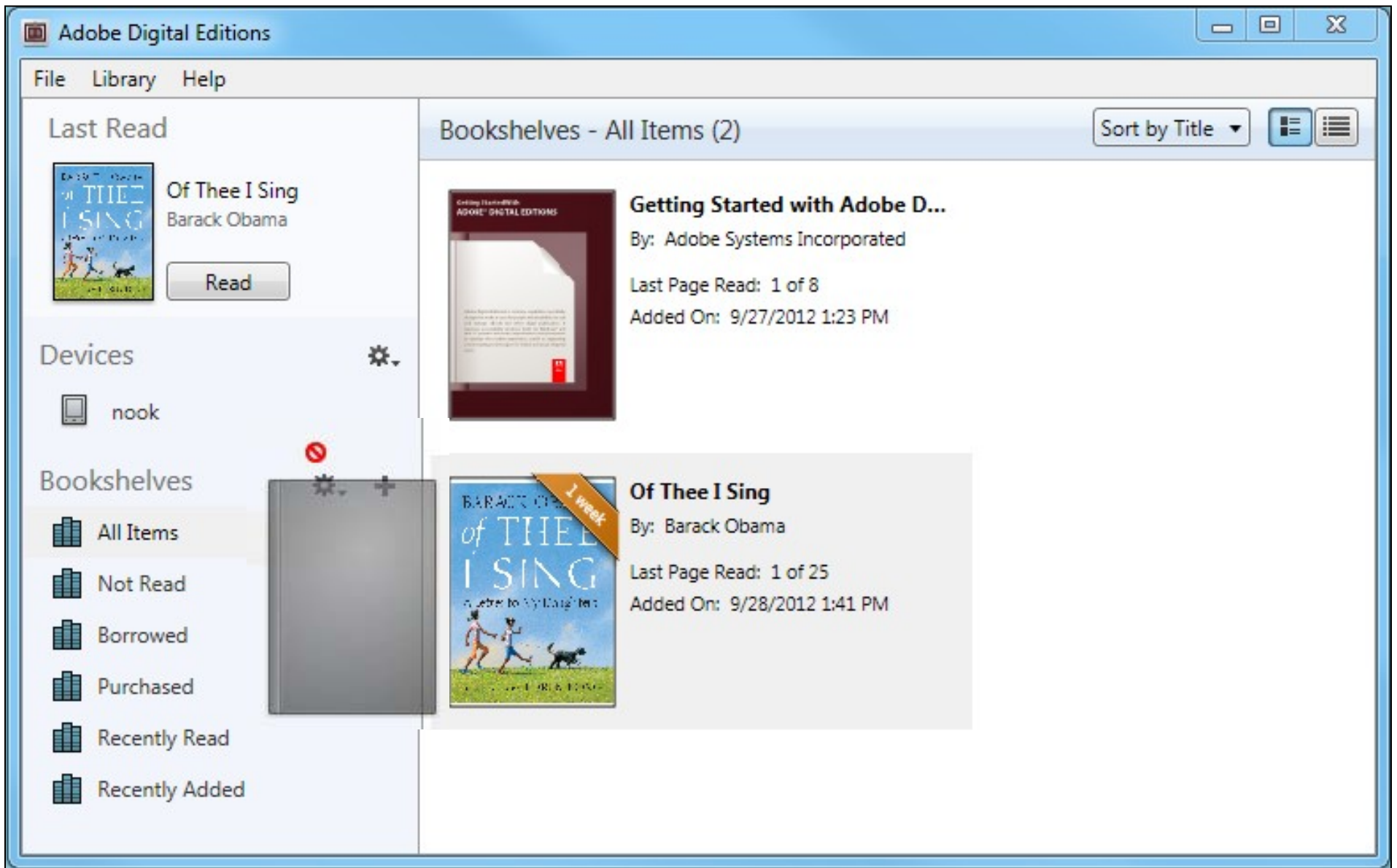


Connecting Your Device

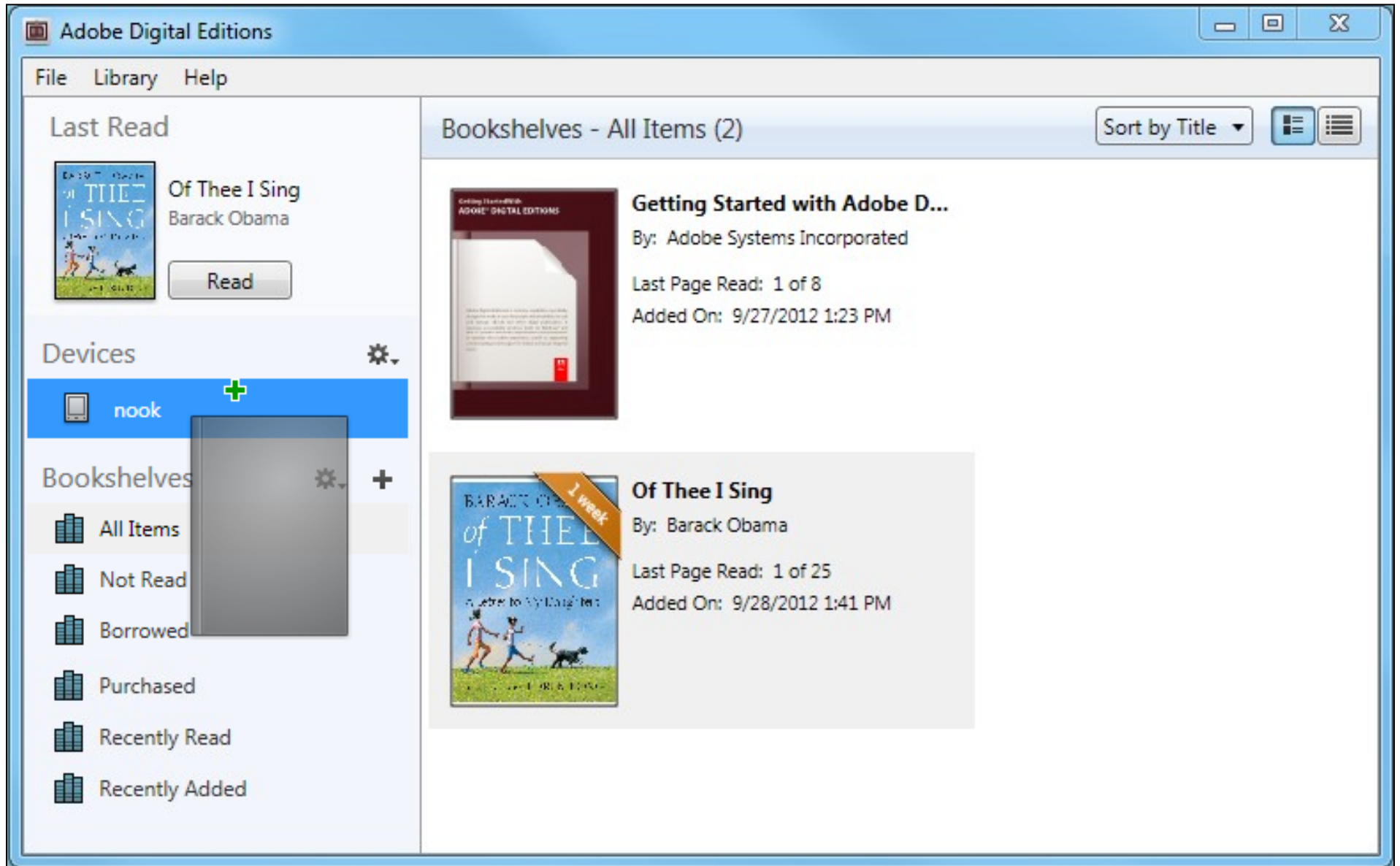
1. Connect your device to your computer using the USB cable. It may take a few minutes for your computer and Adobe® Digital Editions to recognize your device. You may see an AutoPlay window appear. If so, close it using the **X** in the upper right corner. Your device will display in a new section on the left called Devices.



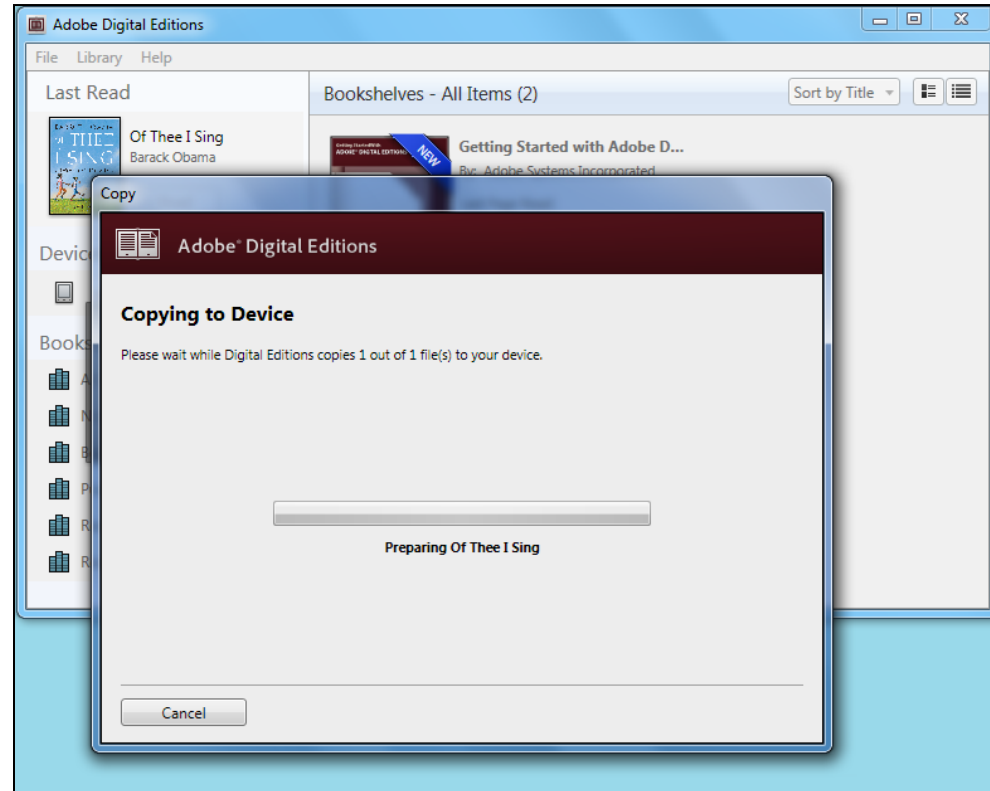
2. To move an eBook to your device, simply click in **the center of the eBook cover** on the right panel to ensure it is the only one selected. Click and hold the mouse on the center of the book cover and drag the book cover towards the device name listed under Devices. A red circle with a slash will appear.



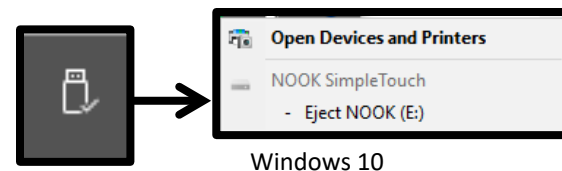
3. As you approach the device, the red circle will change to a green plus sign. The device will highlight. Release the mouse button to drop the eBook into your device.



4. If it is the first time you have transferred an OverDrive eBook to your device, you will see an Authorizing Your Device window briefly. This is authorizing your device with the same Adobe ID you used to authorize your computer. A Copying to Device window will briefly display. Typically, eBook files are small and do not take very long to copy.



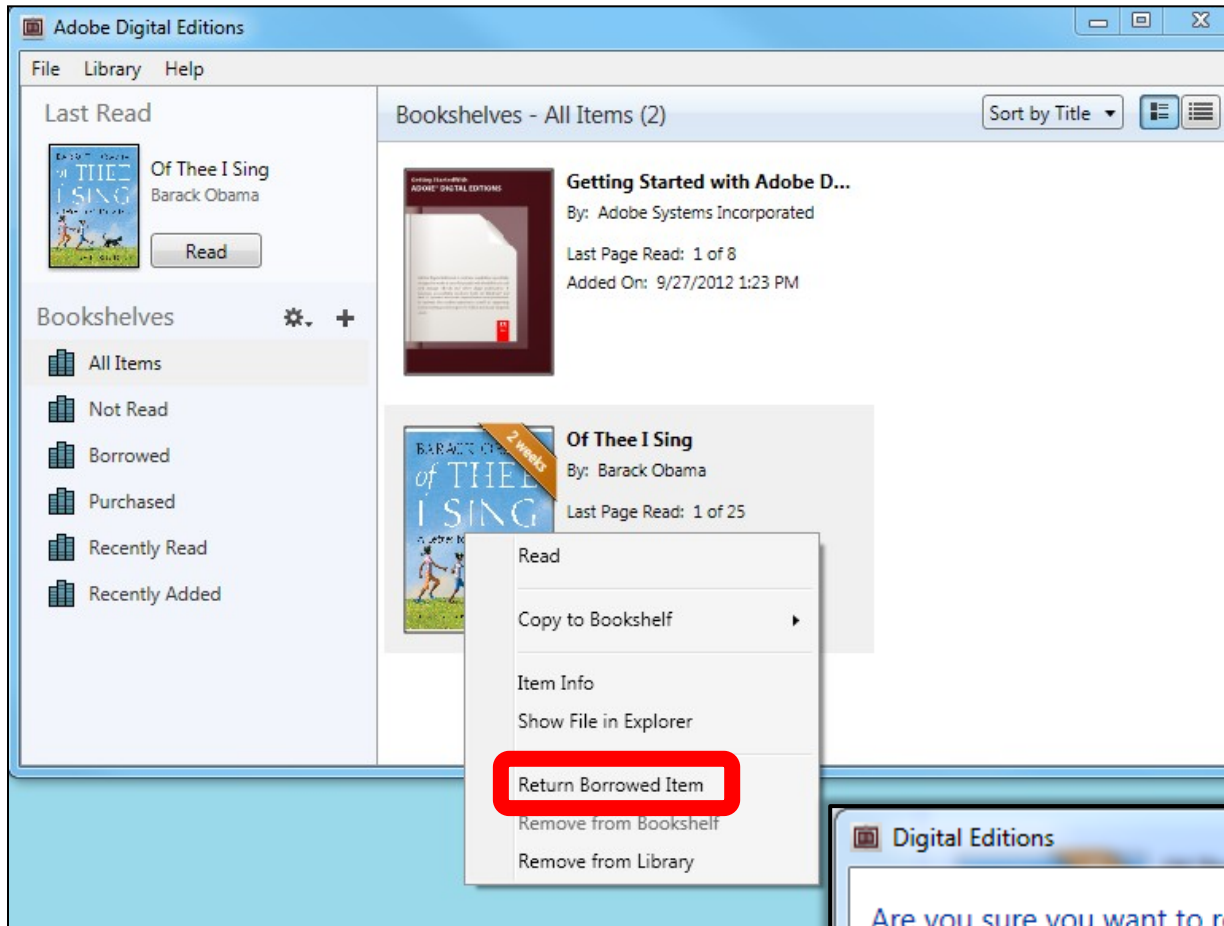
5. To view the eBook on your device, you must properly eject your device from the computer. If using a Windows computer, be sure to use the "Safely Remove Hardware" icon to eject your device before unplugging the device from your computer.



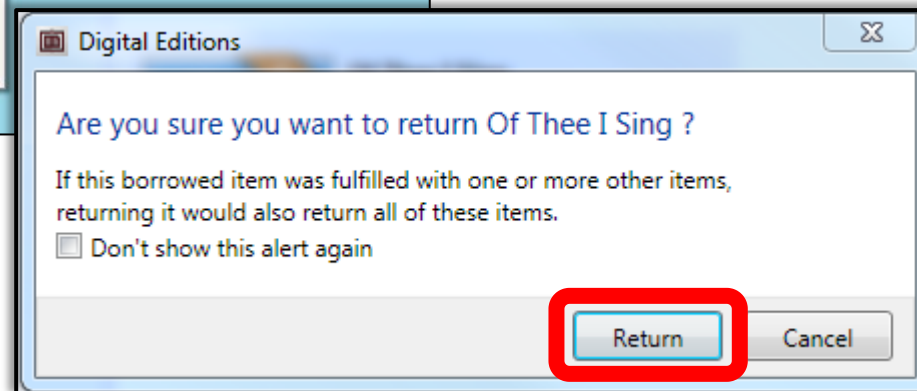
Note: Library eBooks are typically found in the Digital Editions folder in My Files or My Documents on the nook.

Returning Items Early Using Adobe® Digital Editions 2.0, 3.0, and 4.0

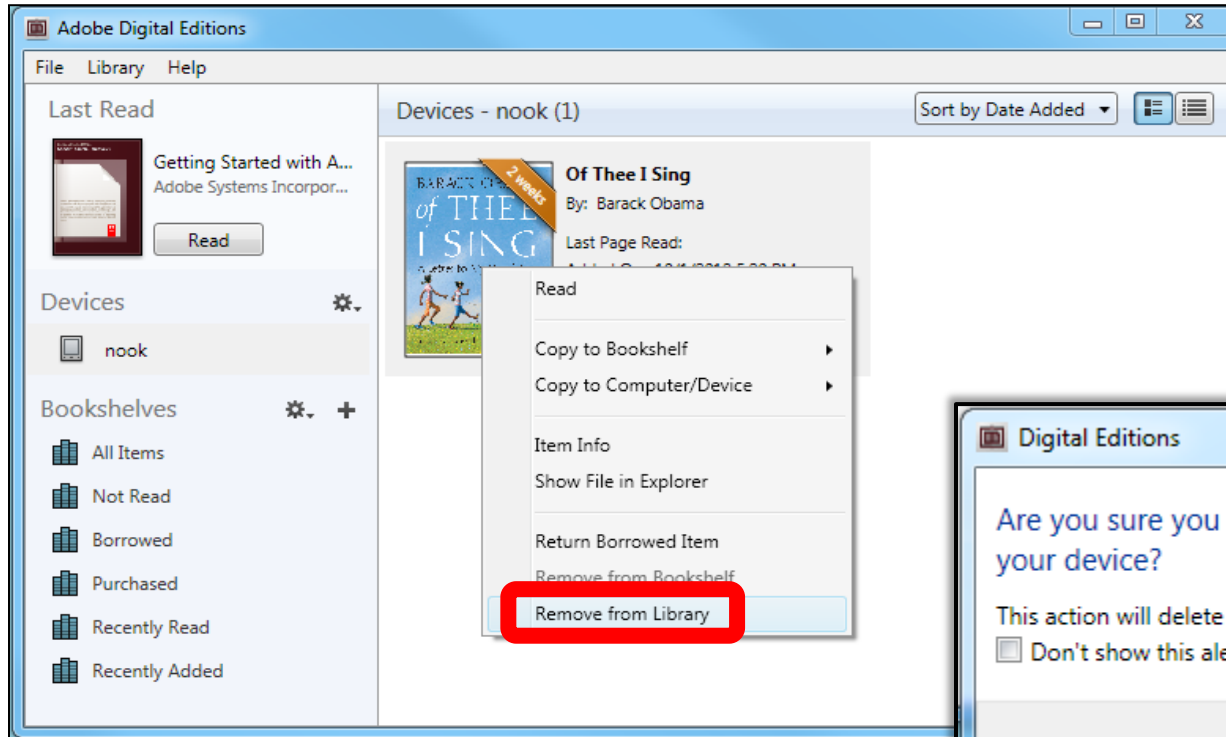
If you would like to return an eBook before it is expires, you will need to use Adobe® Digital Editions. After opening Adobe® Digital Editions, make sure you are in LIBRARY view by clicking on Library.



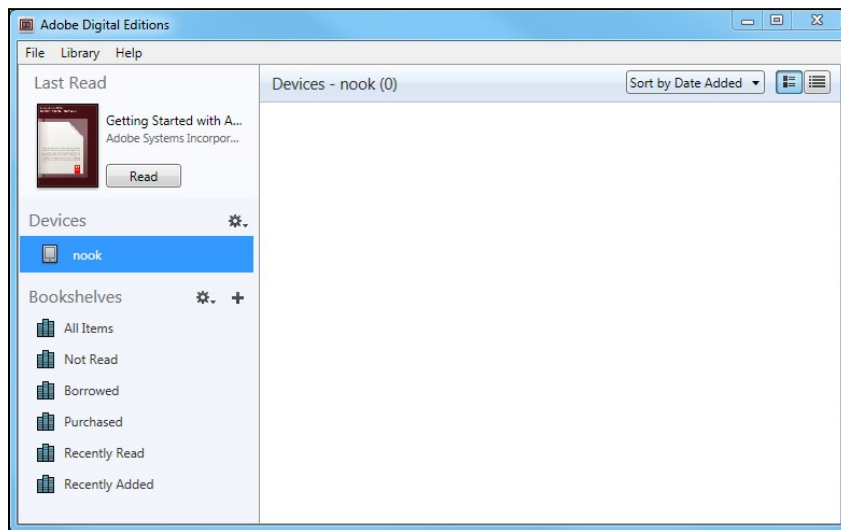
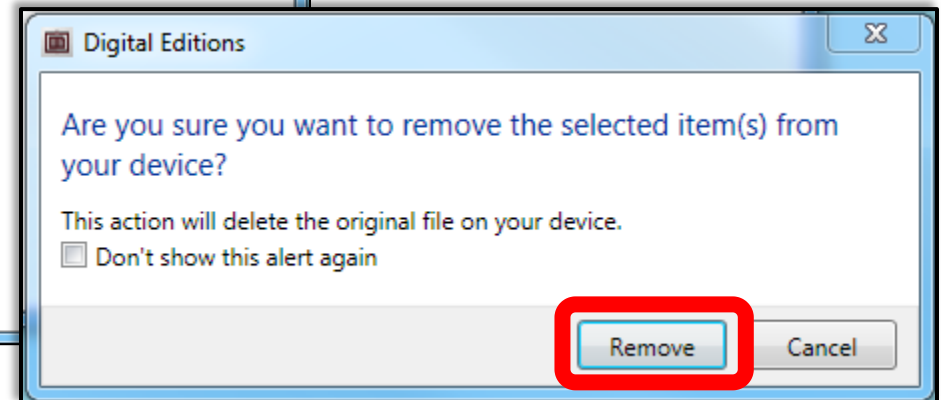
1. To look at the Item Options for an eBook you have checked out, right-click on the eBook cover. Some of the Item Options are:
 - Read
 - Item Info
 - Return Borrowed Item
 - Remove from Library
2. To check items in early, select **Return Borrowed Item**.
3. Adobe® Digital Editions displays a window asking you to confirm that you want to return the item early. This will delete the item from Adobe® Digital Editions and return it for someone else to check out.
4. Click **Return** to complete the process. The item no longer displays in the All Items bookshelf. The item is still on your device, but the next time you plug your device into your computer, the file will become expired.



Deleting Items from Your Device Using Adobe® Digital Editions 2.0, 3.0, and 4.0



Although the item has been returned early using Adobe® Digital Editions, the eBook file is still on your device. To remove eBooks from your eReader, select your device from the Devices section. Right-click on the eBook cover and select **Remove from Library**. A confirmation window displays. Click **Remove**.



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