

### To Kindle and Kindle apps:

1. Click **Get Library Book**.
2. You will be automatically directed to your Amazon.com account. Login to your account.
3. Specify a device from the **Deliver to** drop down menu.
4. Click **Continue**.
5. Your eBook will download to your Kindle the next time it connects to Wi-Fi or the Amazon 3G network.

### To eReaders other than Sony Reader:

1. Connect your device to the computer using the USB cord.
2. Turn your device **on**.
3. Open Adobe Digital Editions (ADE) on the computer in **Library View**.
4. The first time, you should be prompted to **Authorize** the device. Authorize the device with your Adobe ID. Remember: ADE and the eBook device must be activated with the same Adobe ID to transfer.
5. Your device should now appear at the bottom of the left-hand menu.
6. Click on **All Items**, click and **drag** the title onto the device icon listed in the menu. (*NOTE: You should see a green + sign when you release the mouse.*)
7. Click on your device and your title should be listed.

### To Sony Reader:

1. Connect your device to the computer using the USB cord. A dialog box will appear and **Install Reader Library** is an option. Install the Reader Library software.
2. Titles of eBooks downloaded from OverDrive will appear in the Reader Library software.
3. **Drag** and **drop** the title(s) onto your device listed in the left menu.
4. Click on **Reader** in the menu and your title should be listed.
5. Now eject your reader by clicking on the line with the triangle on it next to **Reader** in the left-hand menu.

- OverDrive eBooks do not need to be returned. *Expired titles on your device can no longer be opened; however, you must manually delete the title from your device and in your Adobe Digital Editions (nonKindle) or in your Amazon account (Kindle).*

- Titles may **NOT** be renewed; but you can always search for the title again and download it if available.

- eBooks may be returned early:

#### For Kindle:

1. Log into your Amazon account.
2. Select **Manage Your Kindle**.
3. Use the **Actions** drop-down menu beside the book to return and select **Delete from library**.
4. Within your device, highlight the book, click the right arrow button, click the select button to activate the **remove from device** alert.

#### For other eReaders:

1. Open ADE.
2. Click on the book to return.
3. Click on the arrow beside the book and select **Return** from the options.
4. Within your device, click on the book cover, choose **Return** from the options.

- If using the OverDrive app on your handheld device, you can return EPUB eBooks early (not PDF eBooks). When you delete the book, you will see an option for **Return and Delete**.

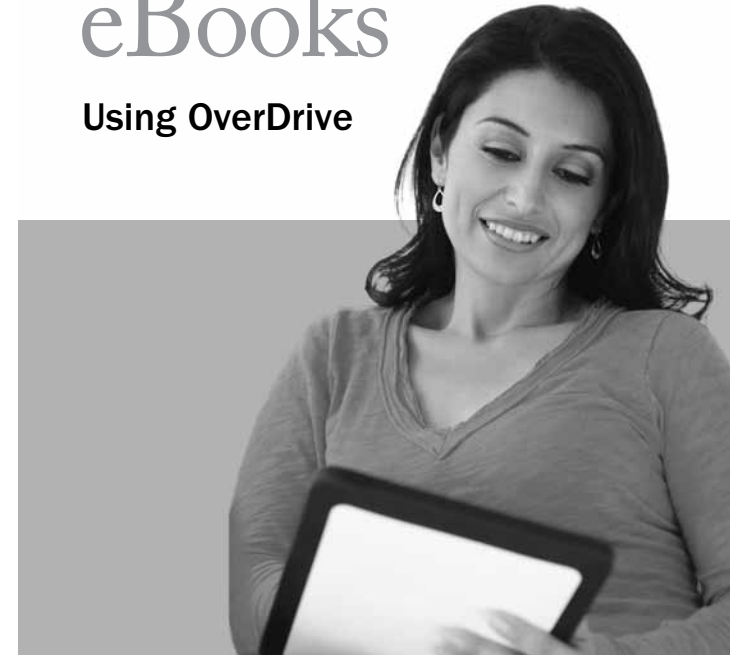


Charlotte Mecklenburg Library

[cmlibrary.org](http://cmlibrary.org)

# Downloading eBooks

## Using OverDrive



<http://downloads.cmlibrary.org>



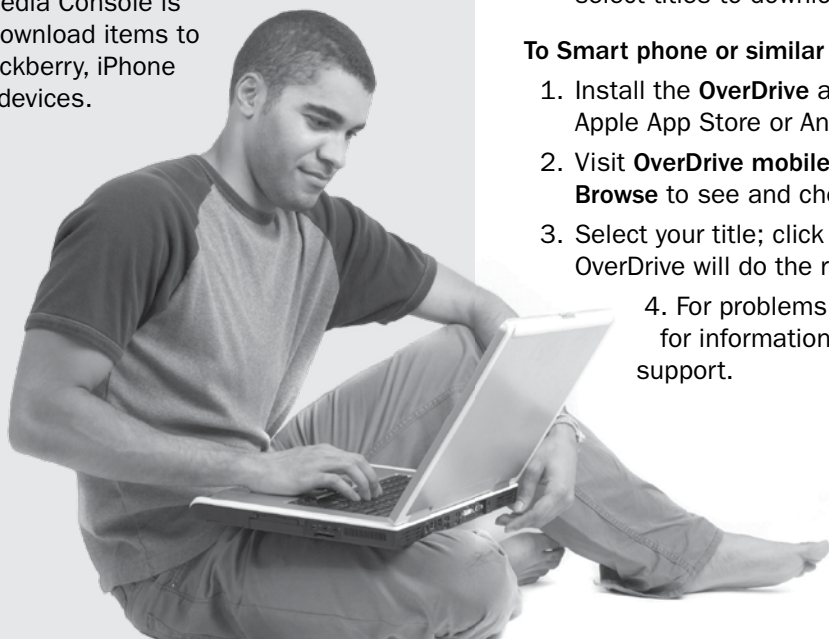
Charlotte  
Mecklenburg  
Library

*Discover Your Library*

# Media Download Instructions

## To checkout and download eBooks you need:

- Internet access
- A valid library card
- A computer or device that meets the system requirements for the items to download
- A compatible portable eReader device (Amazon Kindle, any device with free Kindle apps, Nook, Sony Reader, any device that supports the Adobe Content Server).
- Free software for the computer and/or device on which you will use the materials must be downloaded.
- Adobe Digital Editions (ADE) is needed to download Adobe eBooks on your computer and on any eReader other than Kindle or device with Kindle apps. To install ADE, your computer must have the latest version of Adobe FlashPlayer.
- OverDrive Media Console is needed to download items to Android, Blackberry, iPhone and similar devices.



## Downloading the Free Software

### To a Kindle or Kindle apps:

1. Go to Amazon.com and set up account. You will need an email address and password. Register your Kindle through **Manage Your Kindle**.
2. Go to <http://downloads.cmlibrary.org>.
3. Proceed to next section, Browsing & Selecting eBooks.

### To a computer:

1. Go to <http://downloads.cmlibrary.org>.
2. From OverDrive, click on **Adobe Digital Editions** and **Download**.
3. Set up **Adobe ID**.
4. Adobe ID consists of your email address and password. Both your eReader and your computer must be authorized with the same Adobe ID. You are creating a permanent connection between your computer and your device.
5. After installation, you will be prompted to **Authorize** your computer.
6. Sign in with your Adobe ID and click **Activate**.
7. You are now ready to browse and select titles to download.

### To Smart phone or similar device:

1. Install the **OverDrive** app (look in the Apple App Store or Android Market).
2. Visit **OverDrive mobile website** and click on **Browse** to see and checkout EPUB eBooks.
3. Select your title; click **Download**; now OverDrive will do the rest.
4. For problems, go to the Main Help page for information and a link to contact support.

## Browsing and Selecting eBooks

1. Click on **My Download Account**.
2. Insert **Library Card Barcode** and click **Sign In**.
3. Browse **eBooks** for a title you want to download. eBooks are listed with device compatibility indicated. Kindle users may select **Library eBooks for Kindle**. *(NOTE: All browsers may limit their search to only available titles by selecting **Only show titles with copies available**.)*
4. Choose **Kindle Book**, **Adobe PDF eBooks** or **Adobe EPUB eBooks**. *(NOTE: Titles added to your **CheckOut List** will remain for 30 minutes before being returned to the library collection. You must keep track of your time; there is no time counter.)*
5. If title is unavailable for checkout, you may select **Make a Hold Request** from the title screen. *(NOTE: 10 eBooks may be placed on Hold. You will be contacted by email when these books become available to checkout. You have 3 days from notification to checkout the eBook.)*
6. When ready to checkout, click on **My CheckOut List**. A maximum of 10 eBooks can be checked out at one time.
7. Click on **Proceed to CheckOut**.
8. If given a choice, select lending period. *(NOTE: Downloaded items may NOT be renewed.)*
9. Click on **Confirm checkout**.
10. Click **DOWNLOAD**. For the Kindle and Kindle apps, click **Get for Kindle** (further instructions follow in next section).
11. When prompted, click **OPEN** *(NOTE: You may receive a message on your computer similar to: A website wants to open web content using this program on your computer [Adobe Digital Editions]; click **Allow**.)*
12. You are now ready to view and enjoy the material on your computer.