



### THE BASICS

You will need:

- Active Vancouver Island Regional Library membership
- Computer
- Internet connection
- Email address

You get **5 checkouts** at a time.

Books are returned automatically after two or three weeks (depending on the demand of the item).

OverDrive is the library's largest distributor of eBooks. Library members can check out eBooks, download them to a personal computer, and then transfer them to most eReaders.

Please see your local librarian or contact us if at the email or number below if you have any questions.

#### 1. Create an OverDrive account by visiting:

[www.overdrive.com/account/sign-up](http://www.overdrive.com/account/sign-up)

Fill out the membership form and make a note of your password:  
\_\_\_\_\_ (You will need it later.)

In order to verify your account, an email will be sent to you. Click the link in this email and sign into your account with your password.

#### 2. Install Adobe Digital Editions onto your computer.

Go to: <http://www.adobe.com/ca/solutions/ebook/digital-editions/download.html>. Following the prompts to download the software (for either Windows or Mac), install and open Adobe Digital Editions (ADE) on your computer.

Once ADE launches, enter your OverDrive account login information if prompted. If not prompted, go to the Help tab at the top of the screen and if words "Authorize Computer" are black then select them (if they are greyed out you are already authorized). Choose OverDrive as the eBook vendor and enter your account information.

#### 3. Download an eBook to Adobe Digital Editions.

Go to [www.virl.bc.ca](http://www.virl.bc.ca) and click the yellow "Download eBooks" button on the right of the screen. Select VIRL Library to Go and then click "Log in here".

Select a book by either browsing through our featured collections or by typing a specific author or title into the search box at the top right.

Click on the front cover of the book you'd like. If the book is available you will see a link that says "Borrow." If all copies are in use, this link will say "Place a Hold".

Enter your library card number and PIN, then click "Download".



# eReaders



## eBooks

(If the book does not automatically open in Adobe Digital Editions you will have to go to your download folder and either select “Open with Adobe Digital Editions” or drag and drop it into Adobe Digital Editions.)

#### 4. Transfer the book to your eReader.

Plug your eReader into your computer via USB cord, ensuring that it is in “Connect” or “Manage Library” mode, depending on your eReader.

Open Adobe Digital Editions and ensure that you are in “Library” view. On the left of the screen in the menu bar you should now see your device (e.g., Kobo). If prompted, enter your email and OverDrive account information.

Click and hold the cover of the book that you want to transfer to your eReader. Drag and drop it onto the icon of the eReader.

#### 5. Renew the book.

eBooks can be “renewed” three days before the title is set to expire provided no one else has a hold on it. To do this go into **VIRL Library to Go** again and click on your **Account**. Now, under **Checkouts**, select the **Renewals** tab. A “renew” or “request again” option will appear 3 days before each title’s expiration date.

#### 6. Return the book.

eBook loans expire automatically, but you can return them before the due date by going to your bookshelf in Adobe Digital Editions and right clicking (or secondary clicking on a Mac) on the book you wish to return, and selecting “Return.”

### TIPS AND TRICKS

1. When browsing for eBooks, try filtering your search to what is “Available Now”, which can be found either in “Advanced Search” or in the left-hand filter.

2. To access a book that you have on hold, click the link in the email you receive from OverDrive, or go to your Library to Go bookshelf. You will have 3 days to download a book upon receiving this email.

3. Instead of signing up for an OverDrive account you also can sign up for an Adobe ID:

[accounts.adobe.com](https://accounts.adobe.com)

4. If the newest version of Adobe Digital Editions doesn’t work, uninstall and try version 3.0.