Middlebury Public Library

How-To Download Library e-Books to Nook

The instructions below pertain to the following e-ink Nook devices: 1st Edition Nook and Nook Simple Touch. If you have a Nook Color, Nook Tablet, Nook HD, or Nook HD+, please use the instructions at the following link (http://help.overdrive.com/article/0044/How-to-borrow-audiobooks-and-eBooks-using-an-Android-device) and follow Instruction Set 1.

- **Step 1 – Download Adobe Digital Editions to Your Computer**

  o Go to http://www.adobe.com/products/digitaleditions/ to download the free Adobe Digital Editions software to your PC or Mac computer. In the top right hand side you will see a link labeled 'Download Now.' ADE (Adobe Digital Editions) is available for both Windows and Mac, so ensure that you download the proper version.

- **Step 2 – Authorize Your Adobe Digital Editions (One Time Only)**

  o After installing ADE and opening it for the first time, a prompt will ask you to authorize the software using an Adobe ID. Follow the prompts to create an Adobe ID. *Note: An internet connection is required to create an Adobe ID and to authorize ADE.*

- **Step 3 – Find the Book You Want and Check it Out**

  o Visit the Middlebury Public Library's homepage (http://www.middleburypubliclibrary.org/).

  o Click on the OverDrive Catalog icon, which is located on the right side of the screen (just under the 'Search Our Catalog' link and reads 'Download audiobooks and ebooks').

  o You are now looking at our e-book (and digital audiobook) online catalog! You can either browse through the collection or conduct a search by using the Search Bar located at the top right of the page. After conducting a search or browse, you will notice a drop-down menu on the left hand side of your screen labeled 'Show Me.' In this menu you can select three options to narrow your search:

    - ***My Library Collection*** is selected by default, and shows all the titles in the OverDrive catalog that are related to your search.

    - ***Only Titles With Copies Available*** (if selected) will show only those titles that you can checkout and download immediately (i.e. those titles that have no reserves placed on them or are designated as 'Always Available').

    - ***Additional Titles to Recommend*** (if selected) will display items which the catalog recognizes *may be* related to your search terms but is not quite sure (i.e.

a search for Sherlock Holmes with 'Additional Titles to Recommend' selected may show books written by Michael Sherlock).

o Once you see a title you want to check out, just click right on the item's cover in the search list.

o The next screen will show you several pieces of information about the title:

- If it is available to check out, there will be a large blue button labeled 'Borrow.' If not, the large button will read 'Place a Hold.'

- If you want to simply remember a certain title for future reference, you can select the 'Add to Wish List' option below the large blue button. This will place the item in a list which can be viewed from your 'Account' (see the icon at the top of your screen).

- On the right side of the screen, you will see 'Available Formats,' 'Series' (if the item is part of one), 'Subjects,' and 'Copies.'

  - *Available Formats* will tell you if the book is available in Nook format, which is 'Adobe EPUB eBook.' Virtually all titles in OverDrive come in Adobe EPUB format.

  - *Series* will display a link which, if clicked on, will present a listing of other books in the series pertaining to the particular item that you are viewing (if it is part of a series).

  - *Subjects* will display links that will bring you to a listing of titles related to that particular subject or genre (i.e. mystery, classic, etc.).

  - *Copies* tells you how many digital copies of the title the library owns and how many of those titles are available to check out.

- If the title is available to borrow you will notice under the large blue button that a sentence will read 'This title can be borrowed for x days' and a small link underneath labeled 'Change.' If you click on 'Change,' you will be brought to a screen which will allow you to change the length of time you can borrow for that title. To do this, simply move the slider next to the heading 'eBook' to whatever time allotment you wish and then hit 'Done'. The times available vary depending on how new and popular an item is.

- If you are ready to check out or place a hold and you have set how long you wish to check the title out for, simply click on that large blue button.

o The next screen will ask you which library you are a member of. Simply start typing in the text box and a listing of all the available libraries will pop-up. Select the Middlebury

Public Library (or if you are a patron of another library, select whichever library you are registered with).

- o Next you will be asked for your library card number, so type that in.

- o You will now be on your 'Bookshelf' screen, which shows all the items you have checked out at the present time. Click on 'Download.' Then click on 'Adobe EPUB eBook.' Finally, click on 'Confirm & Download.' *Note: You can also return a book before the due date using this 'Bookshelf' screen by clicking on 'Return Title.' This can be helpful because you are only allowed a maximum of 5 checkouts at a time.*

- **Step 4 – Load the e-Book Into Adobe Digital Editions**

  - o Save the file to your computer, open ADE, click on 'File' in the top toolbar, and select 'Add to Library.' Now, navigate to the book you just downloaded and select 'Open.' You should see the title you just downloaded show up in ADE.

- **Step 5 – Transfer the e-Book to Your Nook**

  - o *CLOSE ADOBE DIGITAL EDITIONS.*

  - o Connect your Nook to your computer via the USB cable that came with the device.

  - o Open ADE. On the left hand side of the screen, you should see your Nook listed under 'Devices.'

  - o Click and drag the title that you want on your Nook from the Bookshelf screen over to where you see your Nook listed, and drop it (i.e. let go of the mouse).

  - o Just disconnect your Nook from the USB cable and you should be ready to read! Here is where you will find your library e-book on your Nook (it is different for each device):

    - ▪ **1st Edition Nook**: Go to My Library > Go to My Documents.

    - ▪ **Nook Simple Touch**: Go to your library. Make sure that **All** is selected in the box to the top left.

    - ▪ **Nook Color or Tablet**: Go to library > My Files > Digital Editions