

# Getting Started with OverDrive eBooks

If you have a new device/reader, follow the setup instructions included with your device before getting started.

## Install and authorize required software

1. You will need to install **Adobe Digital Editions (ADE)** software on your computer before you can download ebooks to your reader.  
<http://www.adobe.com/products/digital-editions/download.html>
2. Open Adobe Digital Editions. You will need to authorize your computer (**Authorize Computer** function can be found by clicking on **Help** on the top menu bar) with an Adobe ID.



You may want to create your Adobe ID beforehand at <http://www.adobe.com/cfusion/membership/index.cfm>

3. With ADE open, attach your eBook reader to your computer via the USB port. You may be prompted to authorize your reader.

## Find and Download eBooks

1. Minimize ADE and visit the Toronto Public Library OverDrive site at [tpl.ca/overdrive](http://tpl.ca/overdrive).
2. You can search for titles, authors, or subjects by entering keywords in the OverDrive search bar, or you can browse using the menu at the top of the screen. eBook titles are identified by this symbol



on the top right-hand corner of the cover.

3. Click on the cover to see available formats (PDF or EPUB).

4. When you have found a title you want, select **Borrow**. If the title is already checked out, you may request it by selecting **Place a Hold**.
5. Enter your library card and PIN (last 4 digits of your phone number) to sign in. This will take you to the **Bookshelf** section of your account.
6. eBooks can be borrowed for 7, 14, or 21 days. The default loan period is 21 days but can be changed by choosing Settings in the right-hand menu.
7. The title is now in your Bookshelf and available for download. When you click the **Download** button, your browser will download an .acsm file, which should automatically open in Adobe Digital Editions. If it doesn't automatically open, save the .acsm file and use ADE to open it by double-clicking on the file.

## Transferring eBooks to a reading device

1. Open Adobe Digital Editions and connect the device to your computer.
2. The downloaded title will be open in Reading view. Click on **Library** in the upper left-hand corner (under the menu) to switch to Library view where you can see the title and transfer it to your device.
3. You can drag and drop the title you would like to transfer onto the eBook reader icon on the left side of the screen or right-click on it and select **Copy to Computer/Device**.

**eBooks will automatically expire at the end of the lending period but can be returned early**

## Returning eBooks

1. Open Adobe Digital Editions. The title(s) you have downloaded are listed on the right.
2. Right-click on the title you want to return and select **Return Borrowed Item**.

## eBooks cannot be renewed

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