

SAILS Download Library

eBooks Guide

*free eBooks * available 24/7 * no late fees!*

IN THIS GUIDE

- What You Need
- Install and Authorize Software (Create Adobe Id)
- Browse, Checkout, and Download Titles
- Transfer to an eBook Reader

What You Need

- PC or Mac with an Internet connection
- Library card number and pin (last four digits of your telephone number)
- To transfer, a **compatible** ebook device: **Barnes & Noble Nook, Kobo eReader, Sony Reader, Literati Reader or Pandigital Novel**
 - Check online at <http://overdrive.com/resources/drc/compatibleebookdevices.aspx> for the latest updates on compatible ebook readers

Be prepared to spend a minimum of 30 minutes the first time to install and activate software, download, and transfer titles

Install and Authorize Software (Create Adobe Id)

1. Go to the free software section on the Download Library home page: **SAILS.LIB.OVERDRIVE.COM**

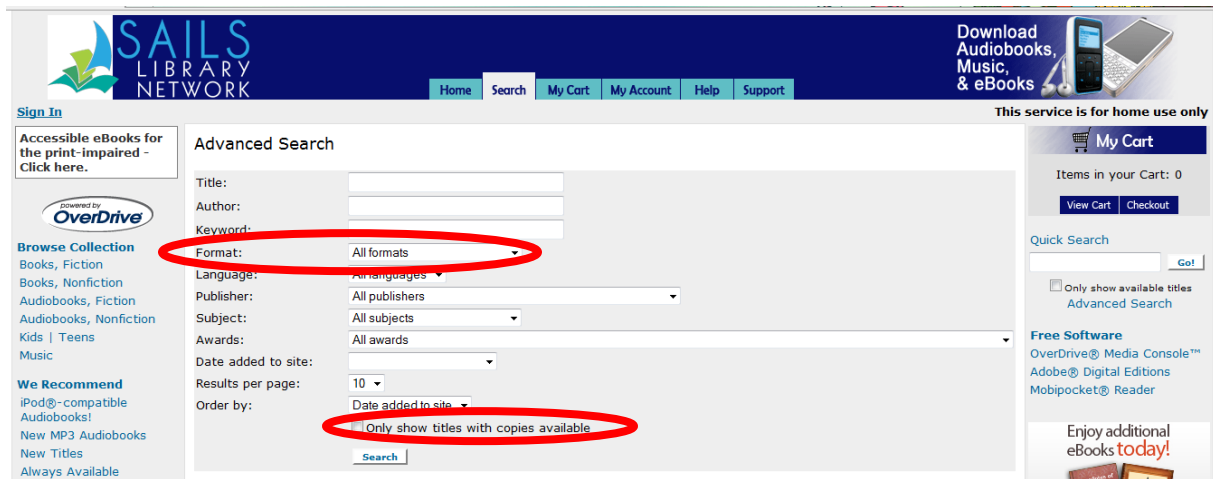
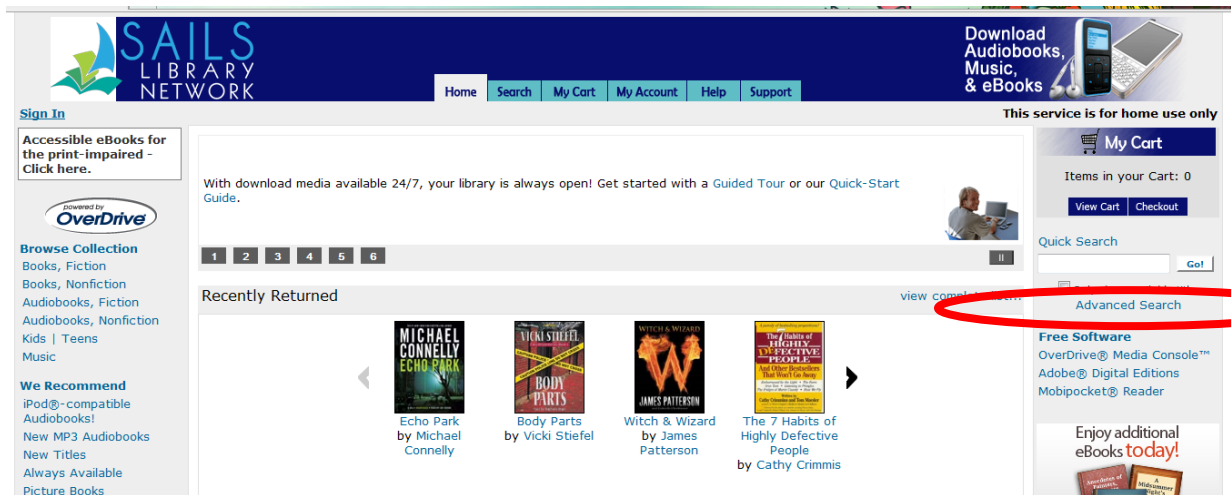
The screenshot shows the SAILS Library Network website interface. At the top, there is a navigation bar with links for Home, Search, My Cart, My Account, Help, and Support. Below the navigation bar, there is a section for 'Recently Returned' books, including 'Echo Park' by Michael Connelly, 'Body Parts' by Vicki Stiefel, 'Witch & Wizard' by James Patterson, and 'The 7 Habits of Highly Defective People' by Cathy Crimmis. On the right side of the page, there is a 'Free Software' section with a red circle around the text 'Adobe® Digital Editions'. Other sections include 'My Cart', 'Quick Search', and 'Advanced Search'.

2. Download and install Adobe Digital Editions.
3. At the end of the install, you will be prompted to create an Adobe Id. You must create this id in order to

read eBooks and transfer them to your eBook reader. **Note your id and password for future reference.**

Browse, Checkout, and Download Titles

1. Browse eBook titles in the Download Library: **SAILS.LIB.OVERDRIVE.COM**
 - a. To see only available eBook titles,
 - i. Click on Advanced Search,
 - ii. Click the arrow on the Format field and select ePub or PDF eBook format and place a check in the Only show titles with copies available option,
 - iii. Click Search.



- b. To see all eBook titles, select **All eBooks** to browse. Remember Adobe Digital Editions will only work with eBook titles, not audiobooks, or music.

2. Checkout

- a. When you find a desired title, select Add to Cart.

The screenshot shows the SAILS Library Network search results for the book "Mistress of the Underground" by Lisa Childs. The page includes a navigation bar with "Home", "Search", "My Cart", "My Account", "Help", and "Support". A sidebar on the left lists "Browse Collection" options like "Books, Fiction" and "Audiobooks, Fiction". The main content area shows search results with a red circle around the "Add to Cart" button. A "My Cart" sidebar on the right shows "Items in your Cart: 0".

- i. If a desired title is not available, select Place a Hold to receive an email message when it is available.

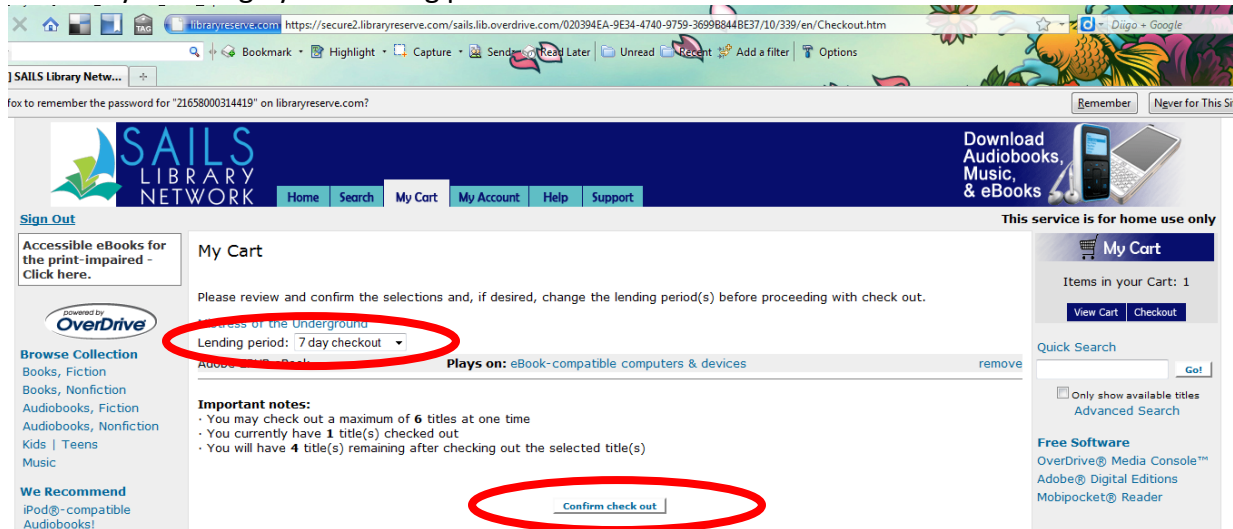
- b. Click on Proceed to Checkout.

The screenshot shows the "My Cart" page in the SAILS Library Network. The page displays the book "Mistress of the Underground" with a red circle around the "Proceed to Checkout" button. The page includes a navigation bar and a sidebar with "Browse Collection" options. The main content area shows the book details and a "Continue Browsing" button.

- c. Enter your library card number and pin (last four digits of your phone number) and click Sign In.

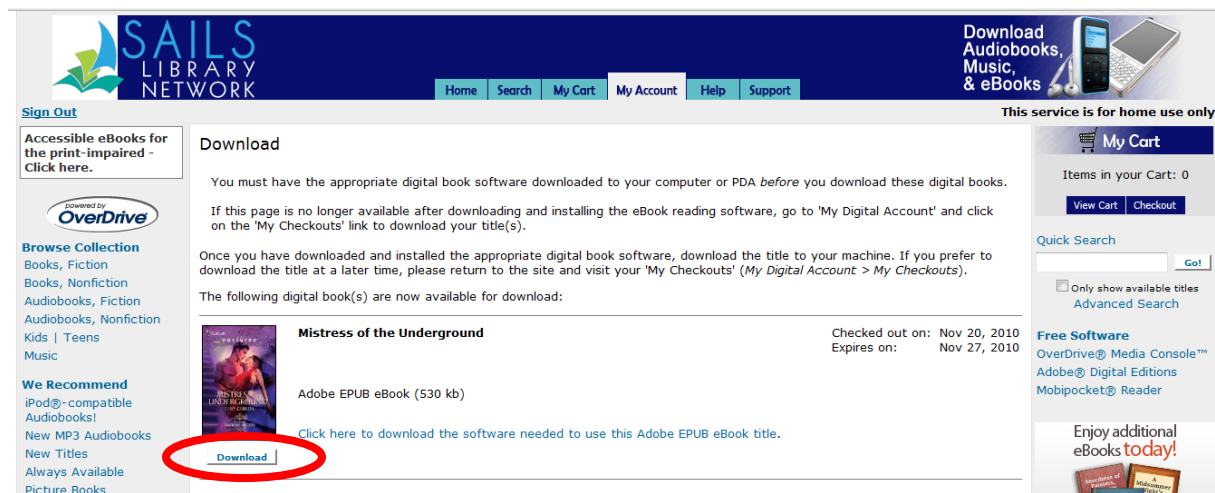
The screenshot shows the "Sign In" page in the SAILS Library Network. The page includes a navigation bar and a sidebar with "Browse Collection" options. The main content area has a red circle around the "Sign In" button and the input fields for "Library card number" and "PIN". The page also contains a "Sign In" link and a "Sign In help" link.

d. Verify or change your lending period and click Confirm Checkout.

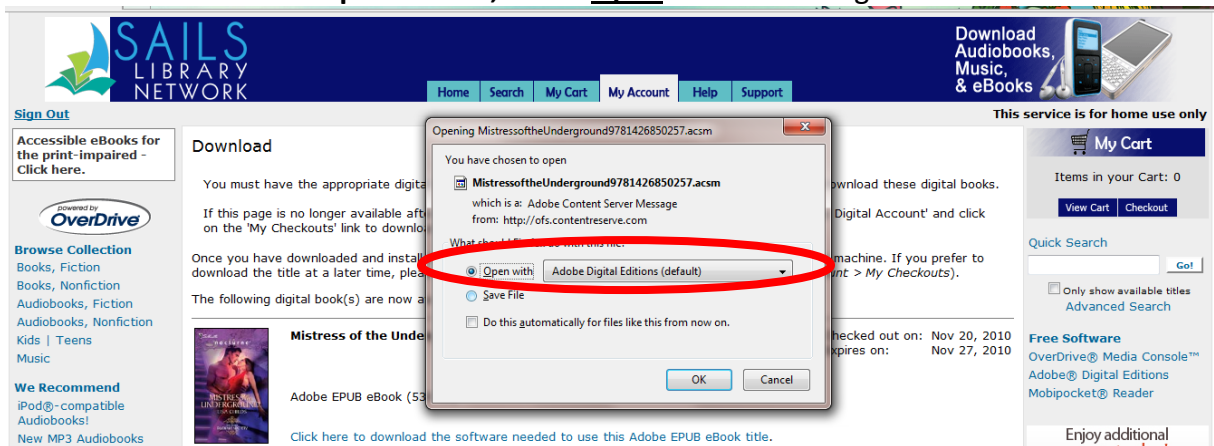


3. Download

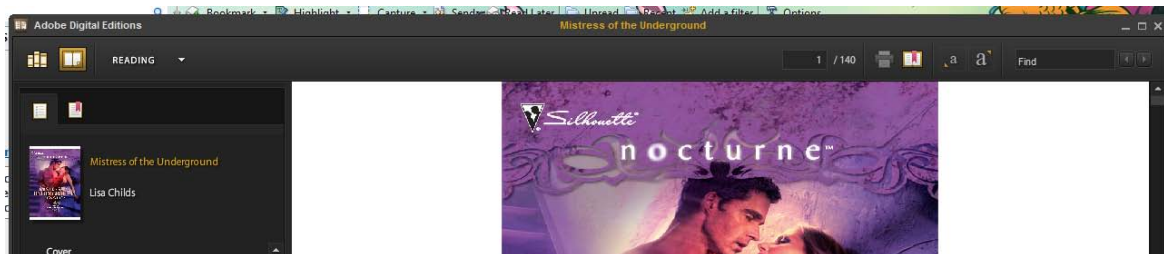
a. Click the download button under each title to download a link to the title.



b. When asked to Save or Open the file, select Open with Adobe Digital Editions.



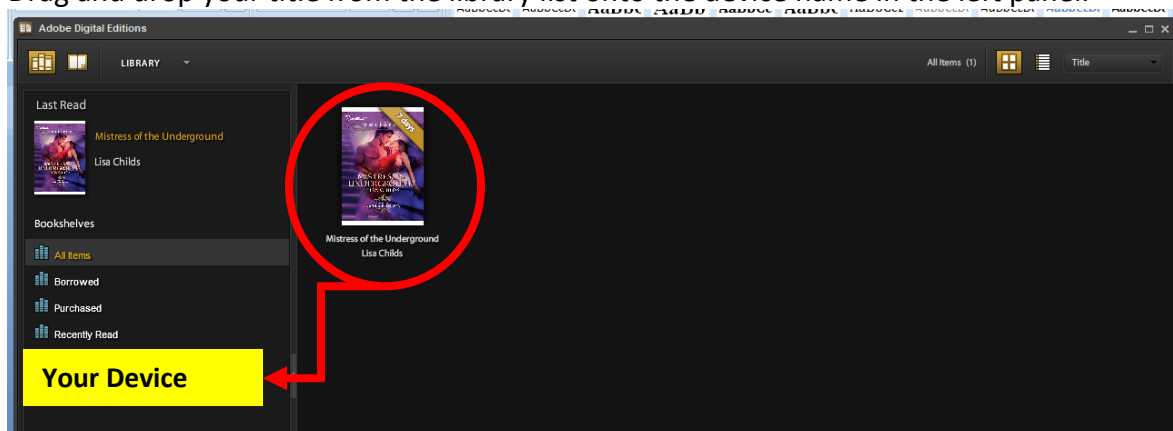
- i. If you select Save, you will have to note where your title is being downloaded e.g. Downloads folder, go to that location, and double click the file to have the eBook downloaded and opened in Adobe Digital Editions.
- c. Click OK. Adobe Digital Editions will launch and download your book.
- d. You can enjoy your ebook on the computer or transfer to an eBook reader.



Titles will automatically expire after 2 weeks. No late fees!

Transfer to an eBook Reader

1. Connect your device to the computer. It will appear under the Bookshelves section.
2. Click the Library icon in the upper left corner. The Library is displayed.
3. Drag and drop your title from the library list onto the device name in the left panel.



4. After the copying completes, disconnect your device and enjoy your title on the go!
 - a. Transferred titles may not appear in the Books section on your device. Look for transferred titles wherever general documents are stored e.g. My Documents.