# **Help for Adobe Digital Editions**

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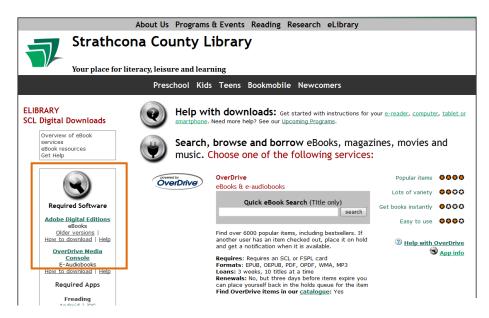
### **How to Install Adobe Digital Editions**

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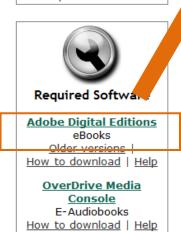
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### 2. Install Adobe Digital Editions



The installer file may run automatically. If it doesn't, find the installer file you just downloaded. It may be in your downloads area, on your desktop, or wherever the default location is for downloaded items. You are looking for a file called ADE\_3.0\_Installer.exe (Windows) or ADE\_3.0\_Installer.dmg (Mac). The file icon will look something like the one shown at left.

Double click the installer to run it, following the prompts in the Install Wizard. This process varies from one computer to the next. The default settings your computer suggests are fine for most users.

#### 3. Authorize Adobe Digital Editions with an Adobe ID.

This step is optional. You only need to complete this step if you want to read library eBooks on multiple devices, for example, a computer and a smart phone; or if you are going to sync a device like an eBook reader. If you are only going to be reading eBooks on your computer, you can skip this step.



Load Adobe Digital Editions. (Look for the icon at left on the desktop, find the program on your Start menu, or on a Mac locate it in your Applications.)

When the program loads, click on the "Help" menu.



Choose the first option, "Authorize computer."



You will see a pop-up window like this one. If you have never set up an Adobe ID before, click on the link that says "Create an Adobe ID". You will be taken to the Adobe website, where you will have to fill in some information. Remember the password you choose!

Once your Adobe ID is set up, return to Adobe Digital Editions (click it in the taskbar at the bottom of your screen) and enter the email address and password you just selected.

Then click the "Authorize" button at the bottom of the window.

You can learn more about Adobe IDs from the SCL website - Adobe DRM and Adobe IDs.

You may want to record your Adobe ID here in case you need it again in the future.

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## How to Download and Read a Book in Adobe Digital Editions

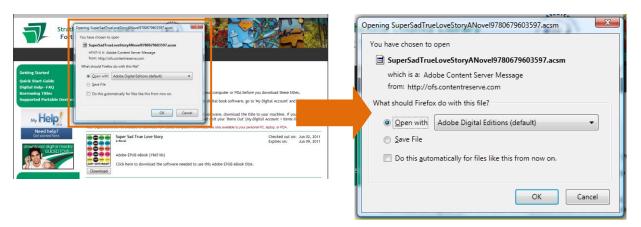
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When you find a title you are interested in from OverDrive, Freading or OpenLibrary, follow the steps to check the item out, and then download it. When you select "Download," you may be prompted on how you want to open it. Choose "Open" or "Open with Adobe Digital Editions" (see diagram below). Depending on how your computer is configured, Adobe Digital Editions may already be selected for you. If not, you may have to find it on the list of available programs.



When you select OK, Adobe Digital Editions will load with the book you just downloaded.

Your computer may display a slightly different message. If you have a newer version of Windows or Internet Explorer you may see a yellow bar across the bottom of your screen like this one:



If you see a message like this, still choose "Open."

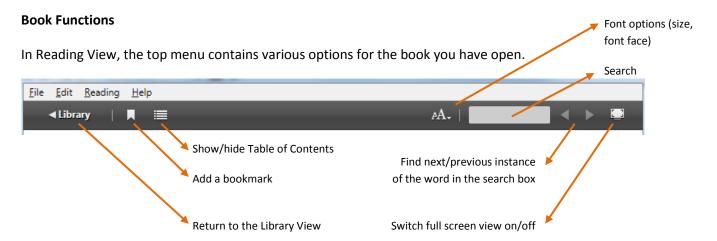
On a Mac computer, you will have to open the Downloads area (which should come up when your file finishes downloading). Click on the file that just downloaded (it will usually have the name of the book in it, and will end with the file extension ".acsm") to load it.

### Overview - Adobe Digital Editions Features:

Adobe Digital Editions can be used to read eBooks on your computer. It can also be used to transfer eBooks to some e-reader devices. For more information on that process, please see the handout for your e-reader device.

Adobe Digital editions has two main views, the Library View and the Reading View. When you first load a book, you will automatically be taken into Reading View. The "Library" button in the top left

( will let you switch back to Library view. The Library shows the items you have downloaded (including library items, free items, or items you have purchased). The Reading view shows the item you were most recently reading. To switch back to Reading view, double-click the item you want to open.

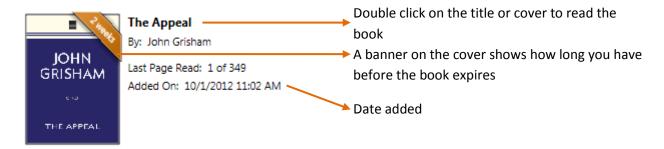


The bottom menu has options related to page numbers and scrolling through pages. You can use the <u>arrows</u> or the <u>scroll bar</u> to go backward or forward in the book, or type in a <u>page number</u> to jump.



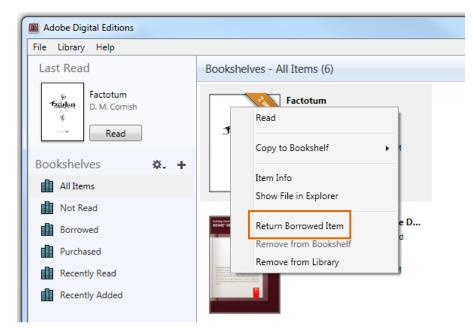
### **Library Functions**

In Library View, you will see some information about the books you have downloaded.



### **Returning an Item Early**

If you are finished reading a library eBook, you can return it early. This allows you to check out a new title (if you are at your checkout limit), and also frees up the book for another patron to borrow.



To return an item early, go to your Library view, if you are not already there.
Right-click on the cover of the item you want to delete. A menu will appear with options for that title.
Click on "Return borrowed item."

Note: This action cannot be undone. However, you are welcome to borrow that title from the library again.

#### Some file types cannot be returned early

PDF and EPUB eBooks **can** be returned early. OEPUB and OPDF eBooks **cannot** be returned early. If you check out one of these books, set it to a shorter checkout period, or delete it from your computer and then wait for it to expire from your account.

For more help with Adobe Digital Editions, you may want to visit the Adobe website at <a href="http://www.adobe.com/support/digitaleditions/">http://www.adobe.com/support/digitaleditions/</a>



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