



Here are step-by-step instructions on how to get digital content on your Nook Simple Touch or Nook eInk. Have questions? Ask a staff member or call 645-2275.

Step A. How to Check Out an Adobe EPUB or PDF eBook

You must use a personal computer (not a library computer) with an Internet connection. PC or Mac computers both work. You must first install Adobe Digital Editions on the computer you are using with your Nook. If you haven't installed this software, it can be found at <http://www.adobe.com/solutions/ebook/digital-editions.html>.

When you install Adobe Digital Editions on your computer, you are prompted to authorize the application by entering an Adobe ID. This is simply an email and password of your choice. If you don't have an Adobe ID, visit <http://www.adobe.com/products/digitaleditions> to get one.

Once you have Adobe Digital Editions installed, you are ready:

1. Go to www.columbuslibrary.org
2. Scroll down and click on the box that reads "eBooks Audiobooks >>"
3. Click **Sign in** in the upper right corner
4. Choose **Columbus Metropolitan Library** and enter your library card number (**Note this step is important—you'll see more titles by signing in**).
5. Search for a title or author in the search box or browse for a title using the menus (such as "eBook Fiction").
6. Look at the icon in the upper right of book covers. A black icon means the item is available. A gray icon means it is checked out.
7. Mouse over the desired book cover. Available books will show a teal-colored box that says **Borrow**. Other books will say **Place a hold**. (Note—click on **Place a Hold** if you want to reserve the title.)
8. Click **Borrow**

Note: First time user click **Settings** on the right hand side. Set your default lending options:
eBook: 7, 14, 21 days **Audiobook:** 7, 14, 21 days **Music:** 3, 5, 7, 14 days **Video:** 3, 5, 7, 14

Click **Bookshelf**, above settings, to return to the download process

9. Click **Download**. If more than one eBook format is listed, you will be asked to choose a format. Your Nook will accept either Adobe ePub or Adobe PDF formats. The ePub

format works best. Click the **box** by **EPUB eBook** (or PDF eBook) and then click **Confirm & Download**

10. **Adobe Digital Editions** will open to display the downloaded book

Step B. How to Transfer from Your Computer to Your Nook

1. Connect your Nook to your computer with the USB cable that came with your device
2. Click on the **Library View** button in **Adobe Digital Editions**
3. To the left of your screen, you'll see a list called Bookshelves. To the right, you'll see the covers of books you have checked out.
4. One of the Bookshelves will be called **Nook**.
5. Left click and drag a book from the right side to the left side, directly over top of the work **Nook**.
6. As you drag left, you'll see a small red "no" symbol (red circle with a slash). As you move over the Nook, it will become a Green Plus (+) symbol.
7. When the green plus appears, release the left mouse button. The title will copy onto your Nook.
8. Click the **Safely Remove Device** option generally found in the lower right hand corner
9. After the **Safe to Remove Hardware** message displays, unplug your Nook from your computer

Step C. How to Begin Reading on Your Nook

1. Press the **Menu** button on the *Nook*
2. Press the **Library** button and press the **My Files** button
3. Press the **Digital Editions** icon
4. Press the book you downloaded
5. Begin reading
 - The downloaded book will remain in the **Digital Editions** folder on the *Nook*. Purchased items will show on the **Books** screen.
 - When the Overdrive content expires, you will need to manually erase the eBook.

Step D. Early Return or Deletion of moving Library eBooks from your Nook

Using your personal computer (not a library computer) with an Internet connection and **Adobe Digital Editions** software:

1. Connect your Nook to your computer with the USB cable that came with your device
2. Open your Adobe Digital Editions software
3. Using your mouse select the book cover of the title you wish to return
4. On a PC, **right click** on the title (on an Apple computer, Control + Click the cover)
5. This will activate a drop down menu
6. Click **Return Borrowed Item**
7. The book will be removed from your library eBook account

To manually delete titles from your **Nook**:

1. Connect your Nook to your computer with the USB cable that came with your device
2. Open your Adobe Digital Editions software
3. Using your mouse click the **Nook** icon, found on the left-hand side
4. The items on your Nook will appear on the right-hand side
5. Using your mouse select the book cover of the title you wish to delete
6. On a PC, **right click** on the title (on an Apple computer, Control + Click the cover)
7. This will activate a drop down menu
8. Click **Delete Item**
9. The book will be removed from your device