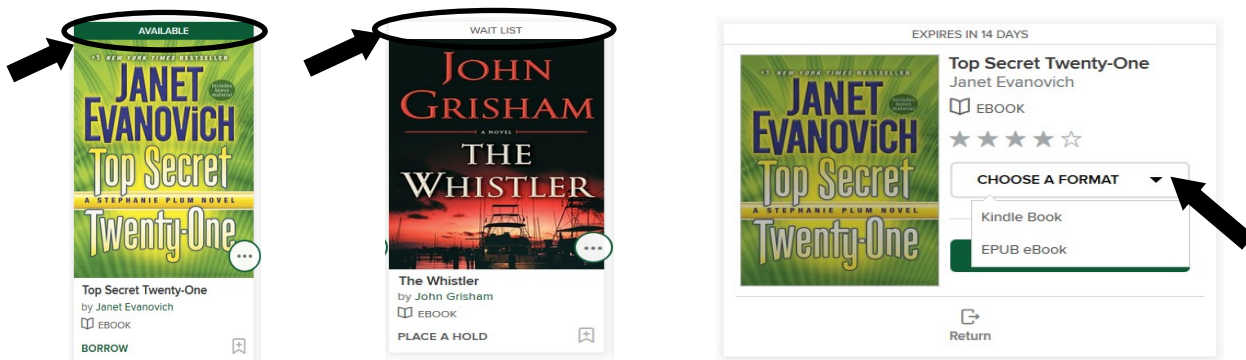



How to Transfer eBooks to a NOOK eReader and NOOK Color/Tablet

1. Go to the Adobe website (www.adobe.com). Search for Adobe Digital Editions.
2. Download and install Adobe Digital Editions. This software requires Flash.
3. Open up Adobe Digital Editions. It will ask you to activate your software with an Adobe ID. We recommend you create an Adobe ID.
4. When you create an Adobe ID;
 - a. You may download the eBook to more than one computer as long as the computers all use the same Adobe ID. (Up to 6 computers can be activated using one Adobe ID)
 - b. You can transfer your eBooks only to Nooks that are using the same Adobe ID.
5. If you decide to continue anonymously:
 - a. **You will not be able to transfer eBooks to your NOOK!**
 - b. You may only download to one computer.
 - c. You can activate an Adobe ID at any time. However, you may lose the rights to see any eBooks that were downloaded previously.
6. Follow the steps to create an Adobe ID.
7. Activate your NOOK by plugging it into your computer with Adobe Digital Editions open.
8. Adobe Digital Editions will detect your NOOK and ask to activate it using the same Adobe ID as your copy of Adobe Digital Editions. Follow the prompts. (It may take a few minutes for Adobe Digital Editions to see your NOOK.)

How to Checkout an eBook

1. Go back to the Library2Go homepage..
2. Click *Sign In*. At the sign in screen, select Fort Smith Public Library from the drop down menu.
3. Enter your library card number. Click *Sign In*.
4. From here, to browse for a title click on the menu icon. You can browse by subjects or collections. To search for a particular title use the search box next to the magnifying glass.
5. If you browse you can limit your browse by using the options in the menu.
6. If an item is checked out the banner across the top of the book will be grey and say wait list. If available the banner will be green and say available. To see only the available titles, select the Available Now collection located in the menu bar or if browsing use the filter options.
7. Borrow a title. You can do this either by selecting the Borrow link under the book jacket or by clicking/tapping the jacket to go to the title's details page (where you can see extra details and options for the title before you borrow it). If you use the *Borrow* link, you can tap on *Add to App*.



8. Go to your Loans  page where you can select the format you need for your device.
9. Select *EPUB* or *PDF*. The eBook will be downloaded to Adobe Digital Editions.

Getting your eBook onto your Nook

1. Open up Adobe Digital Editions.
2. Turn your NOOK ON. It can be asleep, but not OFF.
3. Connect your NOOK to your computer. If you have not previously set it up, Adobe Digital Editions will ask to register your NOOK using the same Adobe ID as your Digital Editions.
4. Your NOOK will appear on the left under Bookshelves.
5. To transfer your eBook to the Nook, click on your previously downloaded eBook and drag it to the NOOK icon. The eBook will transfer.
6. Disconnect your NOOK by finding the icon on the right side of your taskbar (at the bottom of your PC screen) that says "Safely Remove Hardware." It is a gray rectangle with a green arrow above it, pointing left. When you click it, you should see the words "Safely remove..." and a reference to the Drive Letter your NOOK is using.
7. To find your new eBook on your NOOK, go to My Library.
8. On the touch screen, scroll up until you see My Documents.
9. Your New eBook will be in My Documents. If you have a Nook Tablet the eBooks will not appear on your main library shelf. In order to find it you have to click on 'Library' then 'My Documents' and then 'Adobe Digital Editions.' You can add the eBooks to your main shelf or make a collection from here.
10. Enjoy!

How to return items early

1. To return an eBook early so that you may check out another eBook, right click on the eBook in Adobe Digital Editions.
2. Click Return Borrowed Item.
3. A box will appear asking if you're sure you want to return the ebook. Click Return to confirm.

What to do when your eBook expires

1. When your license to view the eBook expires, you will not be able to read it any more. However, the data for the eBook will stay on your computer and NOOK until you delete it.
2. To delete from Adobe Digital Editions, right click on the ebook.
3. Click *Remove from library*.
4. To delete from your NOOK, click on your device under the devices heading in Adobe Digital Editions.
5. Right click on the book, then select *Remove from library*.

How to Renew an eBook or Audiobook

*Items cannot be renewed until 3 days before it is due.

1. Go to the Library2Go website. Select *Sign In* in the top right. At the sign in screen, select *Fort Smith Public Library* from the drop down menu.
2. Enter your library card number. Select *Sign In*. Click on the down arrow next to *My Account*.
3. Select *Loans*, select the *Request Again* button under the title you'd like to renew.
Note: You'll see the option to renew a title three days before it's set to expire. A *Request again* button will appear under the title on your Loans page. When you renew a digital title, it doesn't extend your lending period. Instead, it lets you borrow the title again immediately after your current checkout expires (if there are no existing holds) or it places you on the wait list to borrow the title again as soon as possible (if there are existing holds).
4. Enter and confirm your email address in the renewal form that opens, then touch the *Submit* button.
Titles that you've requested again will appear on your Holds page and will be automatically checked out to you as soon as they're available again.

**Please note that renewing a title does not mean that it is automatically re-downloaded to your computer or device. If you would like to re-download your renewed title, you will have to return to your library bookshelf and select a download format.

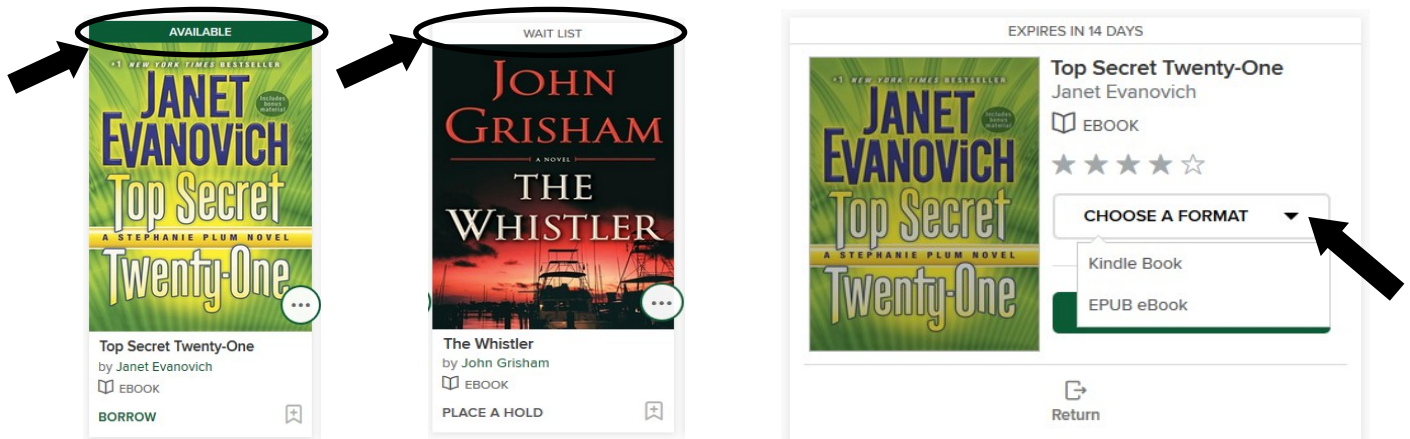
OverDrive Media Console App v 3.2.0 (NOOK HD/HD+/Samsung Galaxy Tab 4 NOOK)

Setup Up

1. Go to the Nook App store and search for OverDrive Media Console (version 3.2.0 or newer).
2. Touch the *Download Now* button. Touch the *Confirm* button to download and install the app.
3. Touch *Open* to launch the OverDrive Media Console App.
4. When the app opens, it will ask you to sign up. There are three ways to sign up: library card number, Facebook, or create an account.
5. Touch *Add a Website* at the top of the menu. Enter 72903 in the Find a Library search field. Touch the *Search* button. Select *Fort Smith Public Library* from the top of the list. Touch the *star* to add Fort Smith Public Library to your app.

Search and Download

1. On the main screen of the OverDrive app, touch *Add a Title*. The Library2Go website should open.
2. Touch *Sign In*. At the sign in screen, select Fort Smith Public Library from the drop down menu.
3. Enter your library card number. Touch *Sign In*.
4. From here, to browse for a title touch the menu icon. ☰ You can browse by subjects or collections. To search for a particular title use the search box next to the magnifying glass.
5. If you browse you can limit your browse by using the options in the menu.
6. If an item is checked out the banner across the top of the book will be grey and say wait list. If available the banner will be green and say available. To see only the available titles, select the Available Now collection located in the menu bar or if browsing use the filter options.
7. Borrow a title. You can do this either by selecting the Borrow link under the book jacket or by clicking/tapping the jacket to go to the title's details page (where you can see extra details and options for the title before you borrow it). If you use the *Borrow* link, you can tap on *Add to App*.

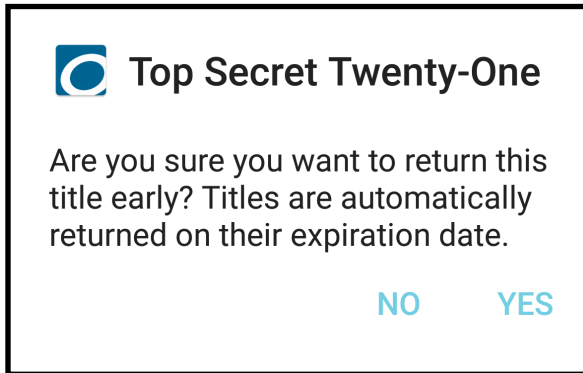


8. You can see all of your download options for your borrowed title on your Loans page. 📖
9. The MP3 or EPUB will be downloaded directly to OverDrive Media Console. To get to your bookshelf to read or listen to the item you just downloaded touch your menu icon ☰ (top left). When the menu opens touch *bookshelf*.

How to Return an eBook or Audiobook Early

If you have updated your Overdrive Media Console to version 3.0, you can return eBooks or audiobooks early by following these steps:

1. On your bookshelf, touch and hold your finger down on the eBook or audiobook you want to return. A menu will be displayed.
2. Touch *Return To Library* to display the return.
3. A box will appear asking if you are sure you want to delete the title. Tap yes. The eBook or audiobook will be returned and deleted from your device.



How to Renew an eBook or Audiobook

*Items cannot be renewed until 3 days before it is due.

1. Go to the Library2Go website. Select *Sign In* in the top right. At the sign in screen, select *Fort Smith Public Library* from the drop down menu.
2. Enter your library card number. Select *Sign In*. Click on the down arrow next to *My Account*.
3. Select *Loans*, select the *Request Again* button under the title you'd like to renew.
Note: You'll see the option to renew a title three days before it's set to expire. A *Request again* button will appear under the title on your Loans page. When you renew a digital title, it doesn't extend your lending period. Instead, it lets you borrow the title again immediately after your current checkout expires (if there are no existing holds) or it places you on the wait list to borrow the title again as soon as possible (if there are existing holds).
4. Enter and confirm your email address in the renewal form that opens, then touch the *Submit* button.
Titles that you've requested again will appear on your Holds page and will be automatically checked out to you as soon as they're available again.

**Please note that renewing a title does not mean that it is automatically re-downloaded to your computer or device. If you would like to re-download your renewed title, you will have to return to your library bookshelf and select a download format.

