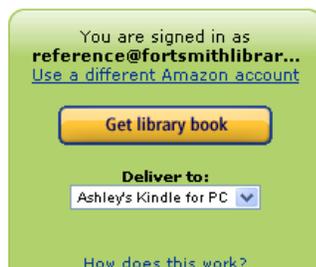


How to Checkout an eBook to a Kindle and Kindle Fire

1. Go to the Fort Smith Public Library website www.fortsmithlibrary.org
2. Click on the Library2Go logo
3. Click on Sign In. Select Fort Smith Public Library from the drop down menu of libraries. Login using your library barcode number.
4. You can limit your search to eBooks by selecting one of the options in the menu. ☰ Once you have made a selection you can narrow your search by clicking on filters and selecting Kindle eBooks under the eBook option.
5. 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.
6. 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).



7. Go to your Loans  page where you can select the format you need for your device.
8. Click on the down arrow next to where it says choose a format. Select *Kindle Book*.
9. The Amazon website will open up. If you are not already logged in, please log in at this time. Select the device that you would like the book delivered to in the drop-down menu on the right side of the screen. Once you have selected where you would like the eBook delivered, click on *Get Library Book*. The eBook will be delivered to the device you selected.



10. If you have a Kindle Fire: Tap the "settings" icon in the upper right corner of the screen. Then tap "Sync." Your library eBook will download to your Kindle Fire and can be found on the "Home" or "Books" page.

**If you have a Kindle with 3G you must turn off the 3G and turn on your wireless to download an eBook.

How to Checkout an eBook without Wi-Fi

1. Follow steps 1 through 8 on the previous page.
2. The Amazon website will open up. If you are not already logged in, please log in at this time.
3. Select "Transfer via Computer" from the deliver to drop-down box on the right side of the screen. Then click on *Get Library Book*. Amazon will then ask which device you will be transferring the eBook to then click continue.
4. A window will open asking you to Open or Save the file. You will want to save it. It will be saved in the default downloads location on your computer.
5. Connect your Kindle to the computer with the USB cable. Open the folder containing the file you downloaded. Click on the file that needs moved to your Kindle, and then click on move this file on the left side of the screen. A box will appear; locate your Kindle from the list. Click on the (+) sign next to where it says Kindle. Select the documents folder. Click on move.
6. Disconnect your Kindle 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 Kindle is using.



To Return an eBook Early

1. Go to www.amazon.com. If you are not already logged in, please log in at this time.
2. Click on *Your Account* on the right side of the screen.
3. Select *Manage Content and Devices*. This will take you to a list of all the items that you have on/in your Kindle or Kindle app.
4. Find the title that you would like to return. Once you have located the title from the list, look on the left side of the screen for the *Actions* button. When you move your mouse over the button a menu will appear.
5. Choose "*Return the Book*" from the menu. Once you have returned the eBook, you will also need to "*Delete from Library*" to remove the title from the list.
6. If you have a Kindle Fire: Tap the "settings" icon in the upper right corner of the screen. Then tap "Sync."

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 for Kindle Fire (1st Generation)**

****The Overdrive app is no longer available to install on 1st Generation Kindle Fire devices. The instructions on this page are for devices with the app already installed. Devices without the app installed should follow the instructions at the beginning of this handout with their web browser.**

Setup For A Kindle Fire

1. In the Overdrive app, press the menu key. Touch *App Settings* at the bottom left. Touch the *Authorize with Adobe ID button*. If you already have an Adobe ID and password, enter it here. If not, follow these directions:
 - Touch the *Get Adobe ID* button at the bottom. The internet will open, and you will be taken to the Adobe website. Touch *Create an Adobe Account*. You will be taken to a page where you are asked to supply some information. This is a secure site, but Adobe is not affiliated with the Library. Please fill in the required fields indicated with a red asterisk. When finished, touch *continue* at the bottom of the page. Close the internet, open the OverDrive Media Console and enter your Adobe ID.
2. Touch the menu button. Touch *Get Books*. Touch *Add a Website* at the top. 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 *Get Books*,  and then touch Fort Smith Public Library. If you don't have this icon, go to *Menu* then select *Get Books*. The Library2Go website should open.
2. Touch *Sign In* in the top right. 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.  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).
8. 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 (for the app). When the menu opens touch bookshelf.

How to Return an eBook or Audiobook Early

If you have updated your Overdrive Media Console to version 2.4, you can return eBooks or audiobooks early by following these steps:

1. In the screen listing the books you have downloaded, touch and hold the eBook or audiobook you want to return. The title menu will be displayed.
2. Touch *Delete* to display the return options.
3. Touch *Return and Delete*. The eBook or audiobook will be returned and deleted from your device.

OverDrive Media Console App for Kindle Fire (2nd Generation or newer)

Setup For A Kindle Fire

1. Go to the Kindle App store and search for OverDrive Media Console (version 3.2.0 or newer). If you already have the app on your Kindle Fire, go to the app store to update to version 3.2.0 or newer.
2. Touch the *Free* button. Touch the *Get App* button to download and install the app. It will say that it is purchasing and then downloading.
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 you 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 at least version 2.4 , 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.