## GETTING STARTED GUIDE

# Windows 10







- The most current directions for downloading eBooks and audiobooks can be found at <u>help.overdrive.com</u>.
- If you have any questions or comments, please contact us at askalibrarian@metrolibrary.org.



# OverDrive Read and Listen

The easiest way to read or listen to an eBook from OverDrive is to do so in your browser. Look for "OverDrive **READ**" or "OverDrive Listen" in the Available formats section for titles that can be accessed in the browser.

#### **STEPS**

- 1. Using your internet browser, visit emedia.metrolibrary.org, find the title you want to read/listen to, and tap Borrow.
- 2. Sign in with your full library card number and your full last name.
- 3. Visit your Loans page and tap Read/Listen Now In Browser to begin reading or listening to the book. **IMPORTANT:** Streaming audiobooks can consume a lot of data so use a Wi-Fi connection to avoid data overages.



- 1. Find and install the Libby app from the Microsoft Store.
- Once Libby is installed, find it on your device and open it.
- Tap **Hi** and scroll down to tap **Find My Library**.
- After you have found your library, tap the menu icon  $\equiv$  and select **Library Cards**.
- Sign in with your **full** library card number and your **full** last name.
- Browse or search the Digital Catalog to find the eBook or audiobook you want.
- Once you have found your title, tap on the cover image and then tap **Borrow**.
- OPTIONAL: After tapping Borrow, you can change your lending period from the default of 7 days to 14 days by tapping on the number of days link just above the cover image.
- Tap **Borrow!** and tap **Open Book/Audiobook** to begin enjoying your book.
- 10. To find more titles, tap Keep Browsing and then tap Library on the lower left of the screen. Tap Shelf on the lower right of the screen to find your loans, holds, tags, or activity.

#### **Return a Title**

- Go to your **Shelf** and tap **Actions** next to the cover of the title you want to return.
- Tap Return Title to Library and then Return!

# OTHER DIGITAL COLLECTIONS



# RBDIGITAL FOR WINDOWS

RBdigital provides instant access to hundreds of popular magazines. You can read the magazines online in a browser or download them for offline reading on your Windows 10 device. No limits, no waiting, and you can keep the issues as long as you want!

- 1. Visit <u>metrolibrary.org/magazines</u> and sign in with your full card number and full last name. Then, click **Create New Account** at the top right.
- 2. Find the magazine(s) you want and click **Checkout**. In the pop up window, click **Start Reading** and the magazine will open in your browser.

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# OTHER DIGITAL COLLECTIONS



### Read titles in your browser\*:

Visit metrolibrary.org/ebscoebooks
 Sign in with your full card number and full last name. Bookmark this page so you can easily return to it.

### 2. Browse or search the catalog

Browse the catalog using the categories on the left side of the page or the eBook carousels in the middle of the page. Search the catalog using the search box at the top.

#### 3. Read the title

Click on the **PDF Full Text** or **EPUB Full Text** link to read the title in your browser. eBooks in the EPUB format allow you to change the size of the font.

Tip: If you create a **My EBSCOhost account** (see Step 1 in *Tips & Tricks*), you can add eBooks to your folder to save and read in future browsing sessions. However, you can only bookmark an eBook (i.e. resume your reading progress) if you download the title.

\* To read eBooks in a smartphone's browser, you'll need to first tap the **Full Site** link at the bottom of the page.

### Tips & Tricks:

Download an eBook to read offline
 Visit metrolibrary.org/adobe, click on
 Download, and follow the instructions to
 install Adobe Digital Editions (ADE) for
 Windows or Mac.

### 2. Authorize Computer

If you aren't prompted to authorize your computer during the installation of ADE, open ADE, click on the **Help** menu and choose **Authorize Computer**.

After you have authorized your computer, visit metrolibrary.org/ebscoebooks and click Sign In at the top. If you haven't created a MyEBSCOhost account, click Create a new Account and follow the prompts. If you have an account, sign in.

**Tip:** Use letters, number, and symbols to create your password.

When you've found the eBook you want to download, click on its cover and then select **Download This eBook (Offline)**. If the eBook doesn't open automatically in ADE, find where you downloaded it, open it, and it should open in ADE.