WINDOWS 10

ABOUT

- Visit metrolibrary.org/downloads to explore our other digital collections of eBooks, audiobooks, comics, movies, tv shows, and music.
- The most current directions for downloading eBooks and audiobooks can be found at help.overdrive.com.
- 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 metrolibrary.overdrive.com, 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.

LIBBY APP

1. Find and install the Libby app from the Microsoft Store.
2. Once Libby is installed, find it on your device and open it.
3. Tap **Hi** and scroll down to tap **Find My Library**.
4. After you have found your library, tap the menu icon ≡ and select **Library Cards**.
5. Sign in with your **full** library card number and your **full** last name.
6. Browse or search the Digital Catalog to find the eBook or audiobook you want.
7. Once you have found your title, tap on the cover image and then tap **Borrow**.
8. 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.
9. 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
1. Go to your **Shelf** and tap **Actions** next to the cover of the title you want to return.
2. 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 metrolibrary.org/magazines 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.

HOOPLA FOR WINDOWS

Hoopla digital partners with libraries across the United States and Canada to provide online and mobile access to eBooks, audiobooks, comics, music, movies, and TV. With hoopla and a valid library card, patrons can borrow, instantly stream, and download dynamic content via hoopla's mobile app or hoopladigital.com.

1. Visit hoopladigital.com.
2. Select the **Get Started** option and follow the prompts to create a Hoopla account.
3. Once you have logged in, go to **Settings** and then select **Library**. Search for **Metropolitan Library System** and then enter your card number and PIN (last name). This connects your Hoopla account to your library account.
4. You can browse the collection by clicking on the **Browse** dropdown menu or search for specific items using the search bar.
5. To checkout an item, click on it and select **Borrow**. Every customer gets 6 free checkouts a month
6. All borrowed items can be found under the **My Hoopla** tab where they can be played, read, downloaded, or deleted.

KANOPY FOR WINDOWS

Kanopy is an on-demand streaming video platform for public libraries and universities that offers viewers a large collection of award-winning films, documentaries, television series, and children's programming.

1. Visit metrolibrary.kanopy.com.
2. Select the **Sign Up** option and follow the prompts to create a Kanopy account. You may have to sign into your email to accept a confirmation.
3. Once logged in, click your name in the top right corner and select **My Memberships**. Search for **Metropolitan Library System** and then enter your card number and PIN (last name). This connect your Kanopy account your library account.
4. You can browse the collection by clicking on the **Browse** dropdown menu or search for specific items using the search bar.
5. To checkout an item, click on it and then select **Watch**. Every customer gets 6 free checkouts a month.
6. To view your watchlist and continue watching a show, click your name in the top right corner and select **My Watchlist**.

OTHER DIGITAL COLLECTIONS

EBOOKS BY EBSCO

Read titles in your browser*:

1. **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.*

1. **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.

Tips & Tricks: