GETTING STARTED GUIDE

Windows 10







Windows 10 is an operating system from Microsoft that's found on many desktop computers, laptops, and tablets. Windows has many versions; the latest is Windows 10. To find out which version of Windows you're using, you can search for "System" on your computer, then select the System option under "Control Panel."

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LIBBYAPP.COM (EBOOKS, EAUDIOBOOKS, AND MAGAZINES)

The easiest way to read or listen to a title from OverDrive is to do so in the Libby App or in the browser at Libbyapp.com. IMPORTANT: Streaming audiobooks can consume a lot of data so use a Wi-Fi connection to avoid data overages.

STEPS

- 1. Go to libbyapp.com
- 2. Follow the prompts to login to your account. You will find the Metropolitan Library System and then enter your library card number and last name.
- 3. Browse or search the Digital Catalog to find the eBook or eAudiobook you want.
- 4. Once you have found your title, tap on the cover image and then tap **Borrow**.
- 5. **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.
- 6. Tap **Borrow!** and tap **Open Book/Audiobook** to begin enjoying your book.
- 7. 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

HOOPLA FOR WINDOWS (EBOOKS, MOVIES, MUSIC, TELEVISION, EAUDIOBOOKS, AND COMICS)

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 <u>hoopladigital.com</u>.
- 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
- 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 (MOVIES AND DOCUMENTARIES)

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



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2. Browse or search the catalog

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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:

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 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.

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