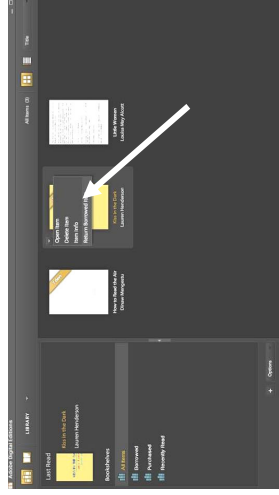
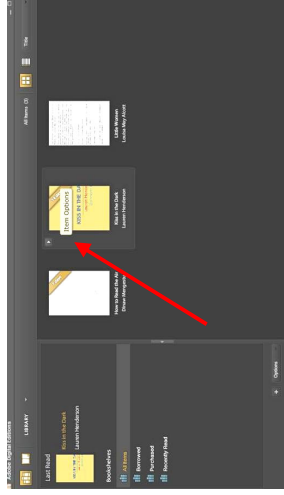


How to return a Title “early” (before the due date)

If you have finished reading an ebook **before the checkout has expired**, you may return it early.

Click the arrow next to the title in library view to see **Item options**



Select **Return Borrowed Item**

You will be asked

Are you sure you want to return this?

If you're sure then click

Return

It disappears from your library

Attach your NOOK and double click on the NOOK icon on the lower left side and follow above steps to return item early. Item must be returned on both the computer and NOOK.

This frees up one of your 5 allowed item checkouts so you may borrow another title. It allows other patrons to borrow the ebook.

Expired books: how to delete book cover

If you wait until the specified loan period has expired the title will become inactive in Adobe Digital Editions. To delete the book jacket click the arrow next to the title in library view to see **Item options**.

Select **Delete**

Are you sure?

If yes, then select **Delete**.

Attach NOOK

Open device contents in ADE

Repeat the process as above.

Public Domain ebooks (“Enjoy additional ebooks” icon)

ADE steps are slightly different for these titles.

Windows: Right-click the 'Download' link next to title.

Select 'Save Target As...' or 'Save Link As...' Select a location on your computer e.g. Desktop

Click 'Save'. The eBook is saved to your computer.

MAC: Press the 'Control' key and click the 'Download' link. Select 'Download Linked File As...' or 'Save Link As...'

A dialog box is displayed that allows you to select a location on your computer to which to save the eBook.

Select a location. Click 'Save'.

The eBook is saved to your computer.

Open Adobe Digital Editions.

Click the arrow next to “Library”.

Select **'Add Item to Library'**.

The 'Select items to add to library' dialog box is displayed.

Navigate to location where you saved the eBook. On Windows, click 'Open'. On Mac, click 'Add'.

The eBook is added to the Adobe Digital Editions Library. (ADE)

Follow directions to load to Nook from ADE.



Downloading eBooks from CLAMS to a NOOK



Visit: www.clamsnet.org
Click on “Downloadable” icon

Two-step process:

Download ebook to your computer

Transfer ebook from computer to NOOK

Adapt for use with other compatible eReaders.
NOTE: Kindle does not work with CLAMS ebooks.

Preparation

The first time you use the eBook service you will have to download **Adobe Digital Editions (ADE)** software to your computer. This free software is required to use eBooks from the CLAMS OverDrive site.

Load the software from the opening page. You will find this under Free Required Digital Software on the left side of the screen. When the free software (ADE) download is



complete you will be prompted to **authorize and activate** your computer (email and password). This allows you to read eBooks on multiple computers using the same Adobe ID. **Do not skip this step.** If you don't already have an Adobe account follow the prompt, create a free Adobe account and then download ADE from library site.

Note: If you own a NOOK both the computer and the NOOK must be authorized with the same Adobe ID.

The first time you connect the NOOK to your computer you will be prompted to authorize the device.

When you have completed these steps a shortcut to Adobe Digital Editions displays on your desktop. You will save downloaded eBooks to that location.

Checkout and Download to your computer

Open <http://clamsnet.lib.overdrive.com/>

Sign in to "**My Digital Account**" using your library barcode. CLAMS does not require a PIN.

Select the eBook title you want to check out **Add to Cart** (place a hold if title is unavailable).



Proceed to Checkout.

Select preferred checkout period.

For CLAMS patrons this is either **7 or 14 Days.**

Confirm check out Download.

Select **OPEN** and the file should open automatically in Adobe Digital Editions

Before it opens you *may* see a security message. Click **Allow**

Click **library view** icon to see all titles.



You will see a ribbon on the cover with the number of days remaining in the check out.

When you have successfully downloaded the eBook(s) to your nook, remember to Log Out of your CLAMS Digital account.

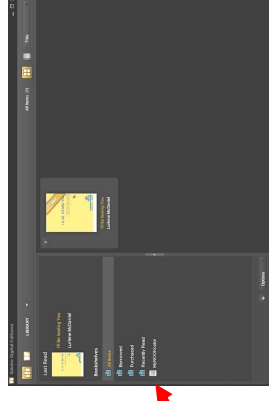
How to Transfer from your computer to a NOOK eReader

Turn on your NOOK
Attach NOOK to computer using a USB cord.

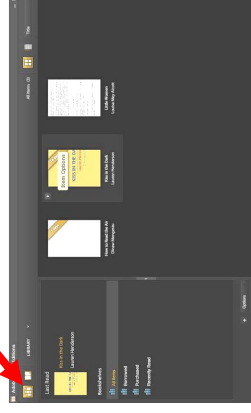
NOTE: Color NOOK: turn it on, attach using USB cord, "wake up" the NOOK (swipe wake up icon on screen)

Open Adobe Digital Editions if not already open [on your computer]

Find the NOOK icon either "media" or "my NOOK color" or "NOOK" on lower left side in Adobe Digital Editions [on your computer, not on NOOK device]



In ADE click on "library view" to see title or thumbnail of book jackets stored in ADE.



Use the mouse to drag and drop the title/thumbnail to the NOOK icon on the lower left side

Your eBook title will live in Library, My files, Digital Editions on the color NOOK or My Documents the b&w NOOK.

Find the title in My documents or My files on your NOOK to start reading.