

## Browsing and Checking Out from E-INC

There is a link to E-INC from the library's website located on the lower left hand column.

The easiest way to see material that is "in" and available for checkout and download is to use the Advanced Search link under the Search Box. Once at the Advanced Search, select the format you are interested in - WMA for audiobooks or EPUB for eReaders. Make sure you put a check in the box - "Only show titles with copies available."

If a title says "Add to my E-INC eBookBag" it is available for check out and download immediately. Go ahead and place in your book bag so that someone else can't snag it! E-INC eBookBag will "hold" things for 30 minutes to give you time to browse and select before you have to checkout. You may have up to 4 items checked out at any one time. Once you proceed to checkout it will ask you to select the library, enter the library card number.

Once you have checked out the item(s), you can DOWNLOAD. Simply click on the Download button underneath the cover image - the software required to download will automatically open and the download will begin.

### eAudio:

In Overdrive Media Console, you can download all "parts" of the audio at one time OR a track at a time. The default is all tracks. Once the title is downloaded, plug in an MP3 player or iPod to transfer. The Overdrive Media Console recognizes your device. Click Transfer. Listen and enjoy!

Checkout of eAudio is 7 days, eAudio files may NOT be returned early. They simply expire ON THE COMPUTER after 7 days. They do NOT expire on the device you transferred them to! They remain until you delete them on the player.

### eBooks:

Adobe Digital Editions will automatically open and download progress will show on the screen (eBooks download MUCH faster than eAudio). ADE will open the book automatically. To transfer to a device: with ADE open (AND Sony Reader software open if you are transferring to a Sony device) - connect the eReader via USB cable to the computer. (If the device is not Activated for this Adobe ID, you will be asked to activate the device.) Click on the Library view (the three books in the top left corner) - once connected the device will appear underneath "Recently Read" in the list on the left. Click on the title displayed in the list on the right, hold down the mouse, drag the title and "drop" it on top of the device. Unplug the eReader via the "safely remove hardware." Read and enjoy!

Check out of eBooks is 14 days. eBooks CAN be returned early! Open Adobe Digital Editions, click on the title, click on the small arrow to the left of the title, select Return Borrowed Item. ADE returns the book to the E-INC so that it can be checked out by someone else.

If you need to place a hold, find the title then click "Hold Requests" - you will need to enter an email address (twice) for notification to be sent when the item you want is available. You have three days to checkout and download once you receive the hold notification.

## Checklist for computers to use e-INC

Must have **Internet Explorer 6** or higher or latest version of **Firefox**. Latest version of **Java** installed and enabled in web browser. Latest version of **Adobe Flash Player** for the computer's operating system. **For AUDIO download:**

**Windows Media Player - version 9** or higher

**Overdrive Media Console** - download and install

*Security Upgrade for Windows Media Player via the Overdrive Media Console.*

To transfer eAudiobooks to Apple device, you also need to download and install iTunes. For use on Apple devices, the icon at E-INC must be available for use on MAC.

**For eBOOK download:**

**Adobe Digital Editions** - download and install

Create **Adobe ID** via link during install

**Enter** created Adobe ID and password and **Activate** software

Plug in device and **activate device** with the entered Adobe ID on computer

IF the device is a **Sony Reader** (any version) you must also download and install **Sony Reader Software** in order for Sony eReader to be recognized by **Adobe Digital Editions**.

**BEFORE YOU UNPLUG any device:**

Click on the device icon in the system tray - click on "safely remove hardware" - select the device (USB Mass Storage Device Drive:) -

Wait for the message: **The device can now be safely removed from the computer** (exact message varies by operating system).

For other devices - **iPad, iPhone, Android** - **different** software apps and downloads are required.

