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# Welcome To Digital Books

June 2005



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# Check Out Digital Books



1. Install Free Reader Software
2. Activate/Register Software
3. Check out Digital Books
4. Download Digital Books
5. Automatic Return

# Digital Books Are Free



Read Digital Books at home,  
at work, or when you travel.

- ▶ To access digital books, you will need:
  - A valid library card
  - A personal computer
  - Free reader software for your PC, PDA, or audio device
  - Brief access to the internet
- ▶ Digital Books are generally not for use on the computers at your public library.

# What is a Digital Book?

- ▶ A Digital Book is the digital version of a print book that can be read on your PC, PDA, or audio device.
- ▶ Digital Books are offered in three formats:



Adobe (PDF) eBooks [text]



Mobipocket eBooks [text]



OverDrive Audio Books [audio]

- ▶ To read a Digital Book, you will need to install the corresponding free reader software.
- ▶ The free reader software allows you to enjoy a digital book without being connected to the internet.

# Download & Install Free Reader Software



## Adobe Reader

For text-based eBooks on PCs, Macs, PDAs, PalmOS, PocketPCs  
[www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

*NOTE: Even if you already have Adobe Reader software, make sure you have Adobe Reader 6.0.1 or higher before checking out an Adobe eBook.*



## Mobipocket Reader

For text-based eBooks on PCs, PDAs, PocketPCs, Smartphones  
<http://www.mobipocket.com/en/DownloadSoft/DownloadReaderStep1.asp>



## OverDrive Media Console

For spoken word digital audio books on PCs; Burn to CD or transfer to portable digital audio devices

<http://www.overdrive.com/MediaConsole/download.asp>

# Activate/Register Reader Software

Activation or Registration matches users with devices and prevents illegal file sharing.

## Adobe Reader Activation

- Easy Activation = happens the first time you download and open an eBook; Allows users to read eBooks on that computer.
- Named Activation = requires name and email info; Allows users to access Adobe eBooks on multiple devices.

## Mobipocket Reader Registration

- Register the PID (Personal Identification Number) for up to three devices at the eBook site: *My Digital Account > My Mobipocket PIDs*

## OverDrive Media Console Licenses

- Licenses are automatically managed by OverDrive Media Console when audio books are downloaded.

# Select Books To Read

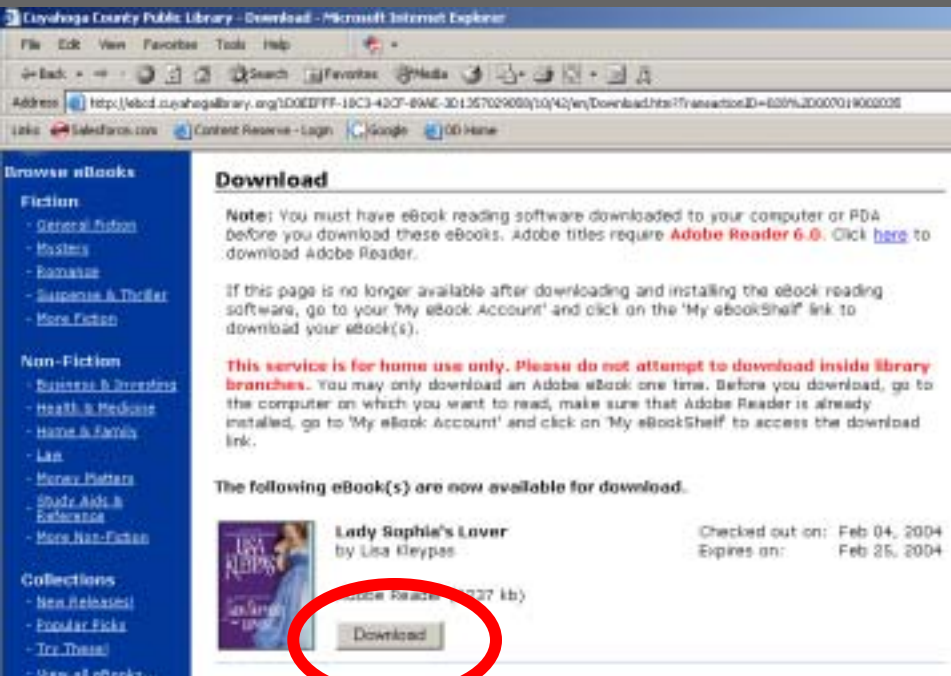
- ▶ Browse and search the Digital Book collection from your library's web site
- ▶ Review description, size, author, and format information.
- ▶ Add your selections to your Digital Book bag. You may continue to add titles to your Digital Book bag.
- ▶ If a Digital Book is not available, you can be added to the waitlist. You will be notified by e-mail when it's available.



The system tracks how many Digital Books you have checked out, your waitlist items, and items in your Digital Book bag.

# Proceed To Checkout

- ▶ After selecting Digital Books, proceed to “Checkout”.
- ▶ Click on the “Proceed to Checkout” link.
- ▶ Enter your library card number, without spaces.
- ▶ After your card is verified, your Digital Books are ready for download.

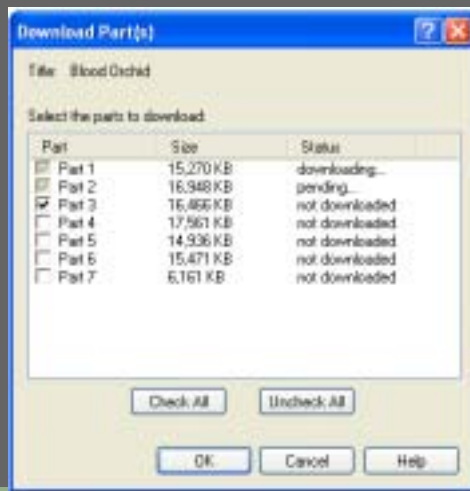


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# Download Your Digital Books



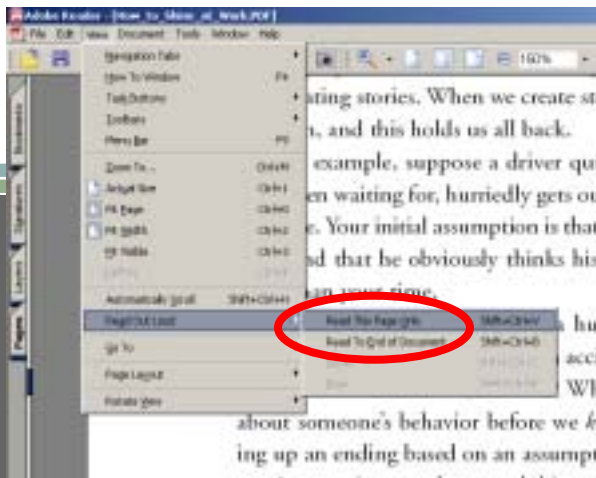
Mobipocket eBooks can be synched to your PDA or read on your PC.



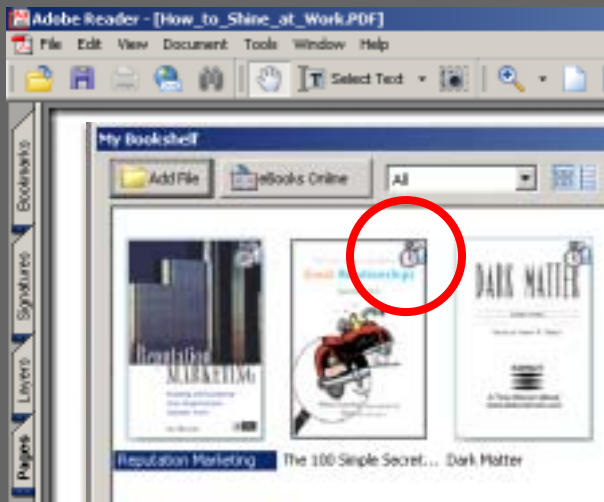
OverDrive Media Console allows you to download parts of an audio book.

- ▶ Click on the “Download” button.
- ▶ If you are downloading an Adobe Reader format eBook, Adobe Reader will open automatically. When the download is complete, you will be able to read the eBook right away.
- ▶ If you are downloading a Mobipocket format eBook, you may wish to transfer the file to your PDA or other device when the download is complete.
- ▶ If you are downloading an OverDrive Audio Book, the OverDrive Media Console launches automatically. You may begin listening while other parts are being downloaded.

# Adobe Reader Features



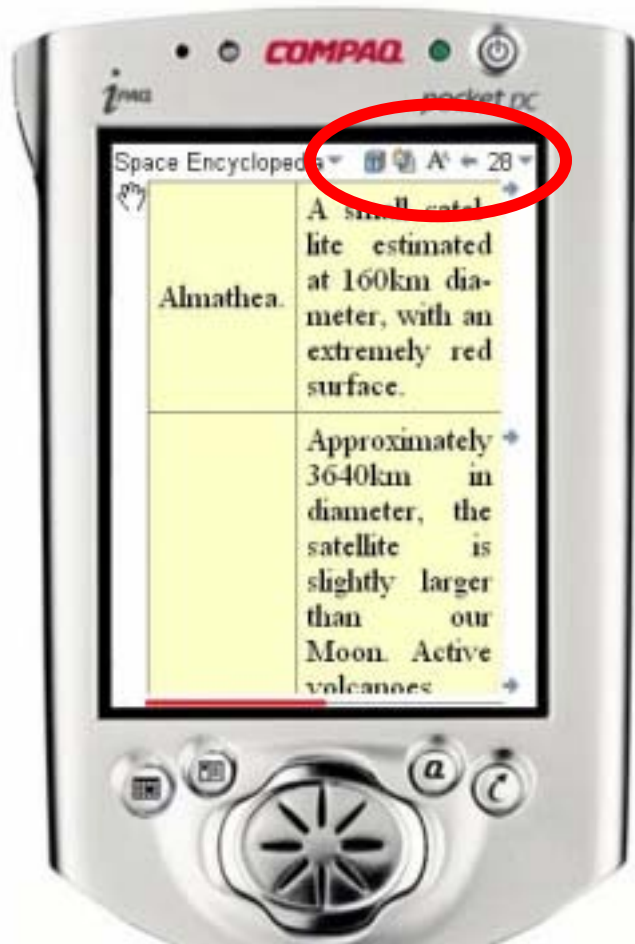
*View > Read Out Loud*



This symbol means this eBook will automatically expire.

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- ▶ Adobe Reader can read the book out loud if the feature is enabled. This is a text-to-speech machine reader.
- ▶ Search allows you to find all instances of a word or phrase in an eBook.

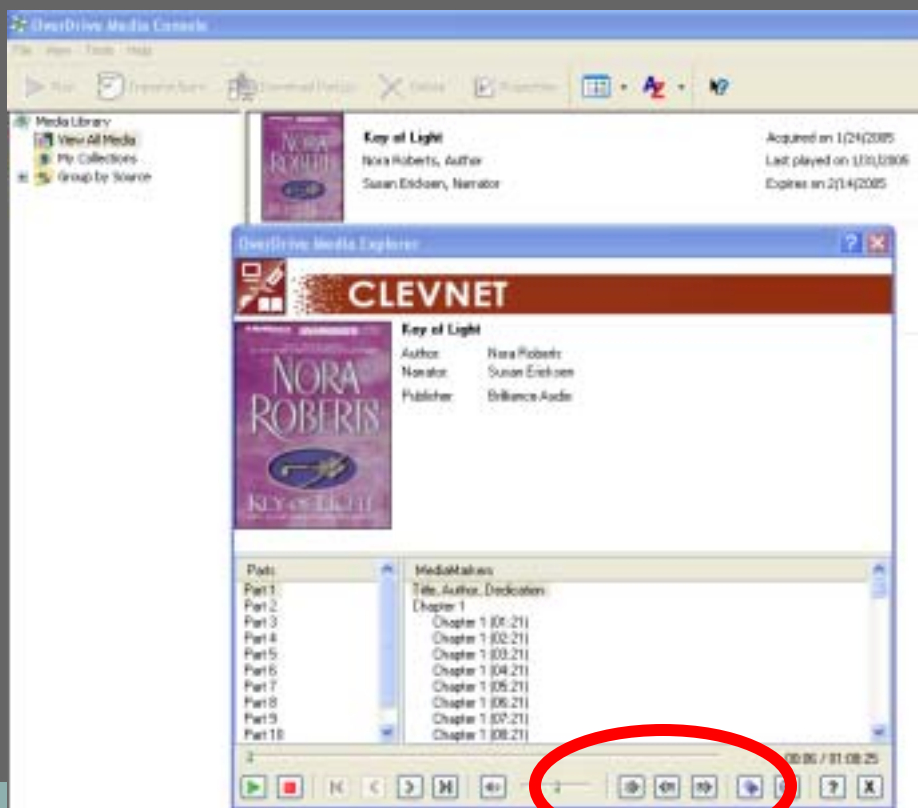
# Mobipocket Reader Features



Mobipocket controls are at the top of the screen.

- ▶ All of the Mobipocket eBooks you have loaded on your PDA are accessible from the 'Library' icon.
- ▶ Your Mobipocket PID is located inside the application
- ▶ The free Mobipocket Reader allows certain functionality:
  - support for many devices
  - full screen mode
  - enlarge type
  - bookmarks
  - full text searching

# OverDrive Media Console Features



Special player controls make listening easy.

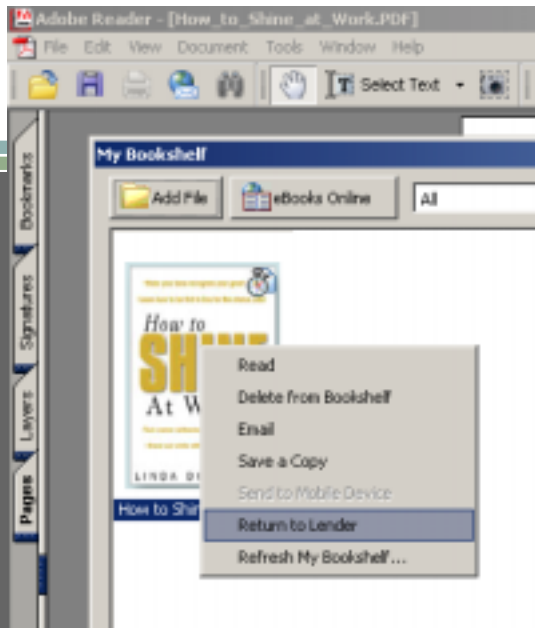
▶ The OverDrive Media Console was designed specifically for the playback of spoken word digital audio books.

- speed adjustment
- jump back 15 seconds
- resume from furthest point
- bookmark

▶ After download, you may burn the audio book to regular audio CD. Each part fits on one CD.

▶ Or, transfer to a portable audio device capable of playing WMA format.

# Automatic Check In



With Adobe Reader, you may return your Digital Books before they are due:

*File > My Bookshelf > [Right Click on Title] > Return To Lender*

- ▶ Your library will determine the length of time you may view each Digital Book.
- ▶ When the Digital Book is due, it will automatically expire and be checked in.
- ▶ After a book has expired, you will not be able to open it; you may now delete it from your hard drive or device.
- ▶ You can never accrue late fees with Digital Books!



Look for the 'Help' link at the top of your library's Digital Book site. *This is the best resource available!*

- ▶ With Adobe Reader, Mobipocket, or the OverDrive Media Console, help is located within each application.
- ▶ Patrons should contact the library for live assistance.
- ▶ Libraries should contact Digital Library Reserve at [support@libraryreserve.com](mailto:support@libraryreserve.com)

Try 'Quick Start Guide' for step-by-step instruction.

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# Next Steps

# Basic Troubleshooting: We're Here For You!

## Common Support Problems

- ▶ System requirements
- ▶ Downloads
- ▶ Activation/Registration
- ▶ Early Returns
- ▶ Renewing eBooks
- ▶ Reactivate eBook downloads

- ▶ DLR will assist with user support immediately after launch. We are always available for escalation.
- ▶ Your site's "Help" information is extensive.

▶ [support@libraryreserve.com](mailto:support@libraryreserve.com)

- ▶ Bookmarks
- ▶ Flyers
- ▶ Reusable Promotional Copy
- ▶ Sample Press Releases
- ▶ Web Icons (Buttons)
- ▶ Detailed Instructions For Link Reactivation
- ▶ This Presentation

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4. Contact us ([support@libraryreserve.com](mailto:support@libraryreserve.com)) for help

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# Enjoy Your Digital Books!