

# CyberShelf: OverDrive eBooks

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These directions are for all non-tablet eReaders besides Kindles. Kindle users should follow the Kindle instructions.

Tablet users should follow the App instructions.

To read in your browser, please follow the browser instructions.

## ***What do I need to use PPLD OverDrive?***

1. A Pikes Peak Library District card and PIN.
2. A computer with an Internet connection and Adobe Digital Editions installed.
3. If you want to download and transfer to a non-tablet eReader, you will need a compatible device.

## ***Download & Transfer Instructions:***

### **Step 1. Download required free software**

Overdrive eBooks are in Adobe EPUB and Adobe PDF formats and work on the Adobe Digital Edition (ADE) software.

You must download this free software to your computer.

1. Click on **CyberShelf/OverDrive** in the upper navbar of ppld.org.
2. Click on **Help**.
3. Click on **Applications** and then click on **Adobe Digital Editions**.
4. You are now on the Adobe website. Click **Download Now**.
5. Under Adobe Digital Editions 3.0 Installers, click on **Macintosh** or **Windows**.
6. Follow the prompts to download the software.

### **Step 2. Create an Adobe ID and authorize your computer (first-time use only)**

1. With Adobe Digital Editions open, click **Help**.
2. Click **Authorize Computer**.
3. Click **Create an Adobe ID**.
4. Follow the prompts to create an Adobe ID.
5. Once it is created, go back to Adobe Digital Editions on your computer.
6. On the menu, click on **Help**.
7. Click **Authorize Computer**.
8. Enter in your Adobe ID and password.

### **Step 3. Checkout eBooks**

1. Go to <http://ppld.org/cybershelf>
2. Click on **Overdrive**.
3. Click on search icon  to search for a title or author.
4. Click on **the cover** of the book you want, then click **Borrow**. You will be prompted to enter your library card and pin number. Check the **REMEMBER MY CARD NUMBER ON THIS DEVICE** if you would like the browser to remember your info.
5. Click the book icon  and enter in your library card number and PIN.
6. Click **Choose a format**. Click **Adobe EPUB eBook** or **Adobe PDF eBook** and then click **Confirm & Download**.
7. Open the download by clicking on it (every internet browser is different). Select to open in it **Adobe Digital Editions**.
8. The book will open in the reading view of **Adobe Digital Editions**.

### **Step 4. Transfer an eBook to an e-reader**

1. In Adobe Digital Editions, be sure you are in **Library** view (you will see the covers of books instead of text of one book).
2. Plug your device into the computer and it will appear on the left side of the page.
3. Click and hold on the book you want to transfer to your device. While clicking and holding, drag the book to the device icon. Release the click.
4. The book will take less than a minute to transfer.
5. Safely remove your device from the computer. You will now be able to read the book on your device!

#### **To Return an eBook:**

Your title will automatically return at the end of the checkout period.

To return an item before the end of the checkout period:

1. Open Adobe Digital Editions.
2. In the Library view, right-click on Windows or control-click on Mac on the title you wish to return.
3. Click on **Return Borrowed Item**.

**Need further assistance?** Click on **Contact Support** at the bottom of every OverDrive page.