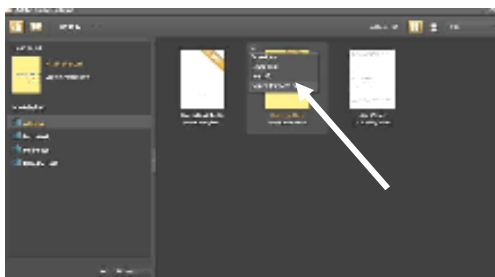
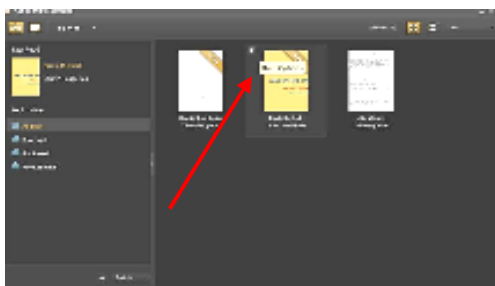


How to return a Title "early" (before the due date)

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 eBook Reader to the computer and double click on the device icon on the lower left side under Bookshelves. Follow above steps to return item early.

Item must be returned on both the computer and eBook Reader.

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 jacket

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)



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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



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

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 (*same email and password used to set up Adobe account). This allows you to read ebooks on multiple computers using the same Adobe ID. **Do not skip this step.**

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. The KOBO e-reader also requires a download of the application to your computer.

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.

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.

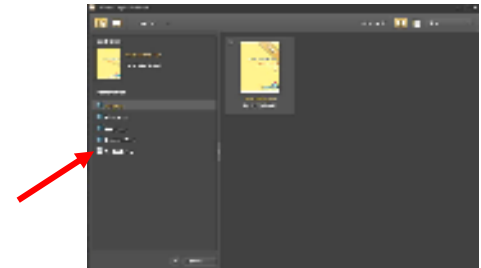
When you have successfully downloaded the ebook(s) to your Nook, remember to Log Out of your My Digital Account (see illustration above).

How to Transfer from your computer to the Nook

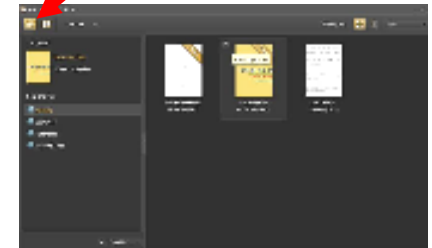
When you have downloaded your title, Adobe Digital Editions opens automatically. Turn on your e-Reader and attach to computer using a USB cord.

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

Connect the eBook reader to your computer and follow prompts to activate. Use the same Adobe ID entered when you activated your Adobe Digital Editions Software. A link (icon) for your reader should display under "bookshelves."



Click on **Library View** icon 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

When the transfer is complete, disconnect the eBook Reader and enjoy.