

eBooks on EBSCOhost Instructions

Required Software and Authorization

1. Before you can download library books to your e-reader, you will need to establish an Adobe ID.
 - Go to www.adobe.com/membership
 - Click the yellow button on the left labeled “Create an Adobe account”.
 - Fill in the required information to complete the registration form, then click “Continue” at the bottom.
 - You should see a message indicating that your registration was successful.

This completes your Adobe ID registration. You only need to do this once.

2. Download and install Adobe Digital Editions software.
 - Go to www.adobe.com/products/digitaleditions
 - Click on the brown “Launch” button. Click “install” if prompted, and then click “yes” to allow the installer to run. If you are asked whether you want to “Run” or “Save” the file, select “Run”.
 - After the download completes and the installer starts, click “I Agree” to accept terms and conditions.
 - On the “Setup Assistant” screen, click “Continue”.
 - On the next screen, you’ll be prompted to authorize your computer. Select “Authorize Computer” and enter your Adobe ID and password from Step 1 above.
 - Click “Activate”.
3. Once the installation is complete, Adobe Digital Editions will open in the *Library* view. You are now ready to begin downloading and transferring e-books. E-books are transferred from Adobe Digital Editions directly to your device.
Open Adobe Digital Editions. Connect your e-reader to your computer via the USB port. The first time you do this, Adobe Digital Editions will ask if you would like to authorize the device to your Adobe ID. Select “Yes”.
4. On a PC, the e-reader should be visible if Adobe Digital Editions is already open. Depending on your reader,

you may need to close Adobe Digital Editions, plug in your reader, and then re-open ADE. This may also occur with a Mac computer. You may also need to restart your computer in order for the e-reader to be recognized by your system.

Searching for and downloading e-book titles

1. Minimize ADE software and visit the eBooks on EBSCOhost page. From the KPL [Download Centre page](#), click on [eBooks on EBSCOhost](#). If you are in a KPL library location, click on Use In Library. You will be taken directly to the EBSCOhost page. If you are outside the library, click on Use Outside Library. You will be prompted to enter your name, library card number, and PIN. Once you have done that, click on SUBMIT. (pressing the ENTER key on your keyboard will not work)
2. In the eBooks on EBSCOhost page, you can search by entering title/keywords in the search bar, or browse by category.
3. Some titles are available for viewing on a PC only and not downloadable. When you have found a viewable title, you may see it instantly on your PC by clicking on “eBook Full Text”. These viewable titles are in .pdf format and will display in the EBSCO interface. (you may need to install a .pdf viewer on your PC to view titles). You may view an item for 2 hours on your PC without logging in or signing it out.
4. To sign out an e-book and transfer it to an e-reader, you need to [CREATE AN ACCOUNT](#) in EBSCOhost. This EBSCOhost account is completely separate from your KPL library card account. Items that you sign out from EBSCOhost will not be visible from your library card record. From the EBSCOhost page, click on “Sign in” in the upper right-hand side of your screen. On the Sign In page, click on “Create a New Account” in the upper right-hand side of your screen. You will need to provide your name, email address, user name (you choose this), password, and secret question. The secret question is used to confirm your identity if you forget your login or

password and need to retrieve it from EBSCO. Once you have filled in this information, click on SAVE CHANGES. A confirmation window will appear with the message: “Your account has been created” and which lists your user name and the message: “Upon clicking continue you will be signed in as a personal user”. Click on Continue to login.

- After you have found a title that you would like to download and transfer to an e-reader, click on Download – (Offline) . Click on Checkout and Download in the dialogue box. Currently all EBSCOhost eBooks may be signed out for 7 days. Another box will appear with the message “The eBook was checked out successfully”. A third window will then open, asking you how you want to open “URLLink.acsm”. Choose “Open with Adobe Digital Editions” and click on OK. Adobe Digital Editions software will then open in the Reading View and your title will be displayed. Please note that EBSCOhost eBook titles cannot be returned early.

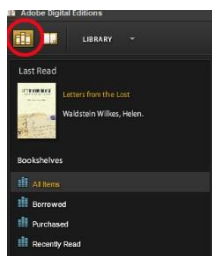
- Drag and drop the title you would like to transfer onto the e-reader icon below the Bookshelves (left hand side of screen). You will see the file copy to the e-reader. The title is now transferred to the device.

- On a PC, click “Safely Remove Hardware” icon on the lower right of your monitor. Then click the “Safely Remove USB Mass Storage Device” box. When you see “Safe to Remove Hardware”, you may detach the e-reader from your computer. On a Mac, unmount/eject the e-reader using the Finder before unplugging. Detach the e-reader from your computer.

- E-books can be downloaded for 7 days
- E-books cannot be returned early
- E-books cannot be renewed

Transferring an e-book to your e-reader

- Click on the *Library View* (the icon of bookshelves upper left, circled on image below) within Adobe Digital Editions. Titles you have downloaded are listed on the right-hand side of the screen. If you have a lot of titles in your library, and you want to find only things you have checked out from the library, you may click on “Borrowed Items.”



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