

Using the Kobo with Windows

Step One: Install Software

1. Go to www.brockvillelibrary.ca, click on Library Services from the drop down menu, then select eReader Loans and click on the Overdrive logo.
2. Once the site loads, scroll down the left hand side, choose the link to install Adobe Digital Editions - ADE <http://www.adobe.com/products/digitaleditions/library/> . You will be taken to the Adobe website, click on "Download Now" (on the right) and it will take you to a button that says Install. Follow prompts and allow default location for install.
3. Once it's installed, open Adobe Digital Editions (ADE) program from shortcut on desktop (it may open on its own) – You are given the choice to authorize the computer or not. You **DO** need to authorize the computer. You do this by entering your Adobe ID (which is usually your email address) and your password. If you don't have an Adobe ID you need to create one by clicking on "Get an Adobe ID online" or go to: <https://www.adobe.com/cfusion/membership/index.cfm>
4. Once you've created a username and password, go back into ADE and input them. This will authorize your computer. Close ADE.
5. Now you need to install the Kobo reader - plug the ereader in and Windows should recognize it as an external drive, accessible via My Computer (under Start menu or desktop icon) or it may come up on its own. The software is on the device under Desktop Installers. Choose Windows. Double click the setup file to install. This will install the software to buy books from Kobo store but also makes sure that the computer can connect to transfer books to the eReader. Unclick "Run Kobo Destop".
****Note**** The newer Kobos (with the Shop button) need to choose Manage Your Library on the device when connecting to the computer if you want to transfer content. Some of the older models (with the Display button) may also give you this choice. If you don't pick, ADE doesn't recognize that it's connected and able to copy to it.
6. Now open ADE while your Kobo Reader is still connected - it should prompt you to authorize the device using the Adobe ID you've already created.
7. Close ADE.

Step Two: Choose Content

1. Go back to Overdrive (<http://downloadcentre.library.on.ca>) to download books.
2. Click on Login first so you will have access to additional copies of popular titles that have been purchased by the Brockville Library. Choose Libraries A-E, then Brockville Public Library, then put in your library card number and PIN # (the same PIN you use to log into our catalog from home. If you don't know it, call us).
3. It automatically opens to the My Account page – here you can look to see how many items you have checked out, where you are on hold list, items on your wish list and can change the loan period to default to 14 days.
****Note**** To keep the wait time to a minimum please return items early if you are done with them (see instructions in Step Three, Instruction Number 5).
4. From the menu on the left, you can browse ebook fiction. One drawback to this is that many items are already checked out. You can place up to 3 holds by giving your email address. Upon notification, you have 3 days to go to site and look in My Holds to add to the cart and checkout.
5. Use the Advanced Search if you only want to find books that are currently available. Under format, choose epub (Kobos don't work well with pdf so you could try using those but may not be able to change the font size), you can also browse for subject and then check the box at bottom to only look for items that are checked in / available. (if you're looking for a specific title or author, don't check the box but the majority of time, you'll have to go on the hold list)
6. Overdrive works similarly to most online shopping - add to cart, continue or checkout. So browse your results list. Once you find a title you like, click Add to Cart. You'll then have the option to Continue

Browsing or Proceed to Checkout. Once you decide you're finished, you can go to checkout where you can pick the time period 7 or 14 days. Files will automatically expire / stop working at end of time period. Never have late fees again! You can have 5 items out at once.

Step Three: Download / Transfer to Device

1. When you get the option to Download, click the button and a dialog box will open. Choose Open and it should download to ADE software. (**This may depend on what web browser you're using – Chrome doesn't give you Open or Save, it just automatically saves a link so you need to click on the title in the bottom right corner to have it open.**)
2. Your book will open in Reading view, click on the icon of a set of books on top left corner to go to Library View. This will show you a list of bookshelves (content on your hard drive) and your ereader.
3. You can change from a cover / thumbnail view of your books to a list by clicking on icon on top right. This will give you an easy way of seeing the time left before your ebook expired.
4. The ereader should be listed on the left hand side and the content is on the right - just drag and drop (like iTunes).
5. They automatically expire and can be deleted at the end of the time period BUT can be checked back in early. To do either, click the arrow to the left of the title and you will get a dropdown menu with options. You can either Delete item or Return Borrowed Items. You need to delete from the bookshelves and from your ereader (just click on either to see list of contents).
6. If you don't finish the book before it expires, you will have to go back to Overdrive and try to checkout again. You may need to go on the hold list.
7. Finally, close ADE, and then eject your ereader as you would a usb key – there'll be an icon in your taskbar by the time. At this time there may be a message on your Kobo screen saying "Please wait while processing new content". Do not turn off your eReader until this message is gone.

Step Four: Using the Kobo ereader

1. The library has the new model of Kobo for you to borrow, however you may have an older version. The older ones have a Display button while the newer ones have a Shop button. The new ones require that you choose Manage Your Library from the Kobo screen when you plug in and want to put content on it. This varies with the older models. Newer models have wifi/wireless access so you can shop from the Kobo store but this is not relevant to those borrowing books from the library.
2. Choosing a book: Home button will take you into I'm Reading, press down on the Dpad to select a book and then press centre of button to Enter/open the book. If you hit up on the Dpad, you're taken to an alphabetical listing of all books on the ereader (100 classics plus whatever you've downloaded).
3. Reading a book: pressing right / left on the Dpad to turn pages (forward, backward). It will always remember the page you're on even if you hit Home and go into a different book. The menu button will give you a quick way to move through chapters.
4. Changing font style and size: There are a lot of variations to this depending on model and file type.
 - a. Newer models – once inside book, press the Menu and then down on the Dpad until you get to Display and press Enter/middle of button. Epubs & txt files will give you various sizes and 2 styles to choose from. Pdf files only have the option of changing magnification level. If you do this, you'll probably need to go back into Display and change to Landscape mode. It is very difficult to read these files.
 - b. Older models – once inside an epub book, if you press up/down on the Dpad, it will cycle through sizes. To change font style, you can press the Display button and a menu will open to pick from. If you're in a pdf, up/down & left/right change page. To change font size, you can press the Display button and a menu will open to pick from. Pdf files only have the option of changing magnification level. If you do this, you'll probably need to go back into Display and change to Landscape mode. It is very difficult to read these files.

5. Turning off: Pressing power for a few seconds will put it into Sleep mode, pressing and holding for longer will Power Off.
6. Charging: There is a USB cord included in the bag. You need to charge for around 4 hours by plugging the reader into your computer. Some people might have a wall charger for their cell phones which could also be used – this halves the charging time.

****Note**** For patrons borrowing ereaders from the library, you should deauthorize the ereader before returning to library. Adobe Digital Editions allows you to use up to 6 devices with your user name. If you keep borrowing ereaders from the library (and authorizing device each time), eventually you will get an error message that there have been too many activations and then you'll need to create a new username or contact Adobe to have them reset your account.

Deauthorizing ereader:

1. In ADE, click on the ereader and use Control, Shift, E on keyboard to deauthorize device.

Deauthorizing computer

2. In ADE, click on the Bookshelves, All Items and use Control, Shift, D on keyboard to deauthorize computer.

Please be advised that this eReader is the property of the Brockville Public Library and will be reset to factory defaults upon each return. All personal information, including passwords, usernames and purchased content will be deleted at this time. If you have any questions, please contact Amanda Robinson at 613-342-3936 ex. 24.