



Pickerington Public eLibrary: Nook Instructions

Step A. Installing Adobe Digital Editions

Note: You must use a personal computer (not a library computer) with an Internet connection. PC or Mac computers both work.

1. Install Adobe Digital Editions on the computer you are using with your Nook. This free software can be found at <http://www.adobe.com/solutions/ebook/digital-editions.html>.
2. After installing Adobe Digital Editions on your computer, you are prompted to authorize the software by entering an Adobe ID. To create an Adobe ID, visit <http://www.adobe.com/products/digitaleditions>.
3. Authorize the Adobe Digital Editions software with the Adobe ID you created. Authorizing is a one time process. The software will remember your login information from this point forward.

Step B. How to Check Out an Adobe EPUB or PDF eBook

1. Go to www.pickeringtonlibrary.org on your personal computer
2. Click "Downloadables." On the next page click "Overdrive"
3. Once the "Overdrive" website opens, click "Sign In" in the upper right corner
4. At the login screen, click the dropdown box that reads "select library." Choose Pickerington Public Library. Click "Go." Enter your library card number and PIN. Click "Sign In."

Note: this step is important: a wider selection of titles will appear when you sign in. It is possible to browse e-books without signing in with a library card. However, signing in will display more books.

5. From here, search for a particular title or just browse. Pay attention to the book or headphones icon on the book cover to see if the title is an MP3 (e-audiobook) or EPUB (e-book). If a title is available, it will say "Borrow" in the blue box. If it is checked out, it will say "Place a Hold."
6. Once a title is selected, click Borrow. Then Click Go to Bookshelf
7. Click Download. If more than one eBook format is listed, you will be asked to choose a format. Your Nook will accept either Adobe EPUB or Adobe PDF formats. The EPUB format works best. The MP3 (e-audiobook) is not compatible.
8. Click the box by EPUB eBook (or PDF eBook) and then click Confirm & Download
9. Adobe Digital Editions will open to display the downloaded book

Step C. How to Transfer e-books from your computer to your Nook

1. Connect your Nook to your computer with the USB cable that came with your device
2. Open the Adobe Digital Editions software and click on the Library View button
3. To the left of your screen, you'll see a list called Bookshelves. To the right, you'll see the covers of books you have checked out. One of the Bookshelves will be called "Nook".
4. Left click and drag a book from the right side to the left side, directly over top of the word Nook
5. As you drag left, you'll see a small red "no" symbol (red circle with a slash). As you move over the Nook, it will become a Green Plus (+) symbol
6. When the green plus appears, release the left mouse button. The title will copy onto your Nook.
7. Click the Safely Remove Device option generally found in the lower right hand corner
8. After the Safe to Remove Hardware message displays, unplug your Nook from your computer

Step D. How to Return e-books Early on Your Nook

Using your personal computer (not a library computer) with an Internet connection and Adobe Digital Editions software:

1. Connect your Nook to your computer with the USB cable that came with your device
2. Open your Adobe Digital Editions software
3. Using your mouse select the book cover of the title you wish to return.
4. Right click on the cover of the book (this will activate a drop down menu) click "Return Borrowed Item "
5. This will remove the book from your library eBook account
6. Next, manually delete titles from your Nook
7. Using your mouse click the Nook icon, found on the left-hand side
8. The items on your Nook will appear on the right-hand side
9. Using your mouse select the book cover of the title you wish to delete
10. Right click on the cover of the book (this will activate a drop down menu) click "Delete Item."
11. The book will be removed from your device

Step E. How to Suspend a Hold

1. To suspend a hold, log into your account on the Overdrive website
2. Once you have logged in with your library card, visit your Holds shelf.
3. From here click on the option button located next to the cover of the title you have on hold.
4. Drop down the menu options and click "Suspend Hold"
5. Next drop down the "Suspend a Hold For" box on the pop-up window.
6. Select the amount of days you would like to suspend your hold for and click "Submit".
7. The item on hold will now show the date the suspension will expire.

Step F. How to Renew Library e-books

1. Log into your account on the Overdrive website
2. On your library Bookshelf, click the "Renew" button next to the title you'd like to renew.

Note: This button will appear 3 days before the title is supposed to expire.

3. Enter and confirm your email address in the renewal form, then click "Renew."

Note: make sure that "automatically borrow this title at the time of renewal" is selected.

4. Once you renew a title, you will see a checkmark and the word Renewed next to that title on your library Bookshelf. You can also see which titles you've scheduled to renew on your Holds page.

5. As soon as your current checkout expires, you'll receive an email with instructions on how to access the title again.

Note: that renewing a title does not mean that it is automatically re-downloaded to your computer or device. If you'd like to re-download your renewed title, you'll have to go back to your library Bookshelf and select Download again.

Still have questions about your Nook? Contact our Reference Staff members!



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