



Central Rappahannock Regional
Library

INSPIRING LIFELONG LEARNING
FOR EVERYONE IN OUR COMMUNITY

Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

OverDrive for PC, Mac, and Nook or Kobo eReaders

Contents

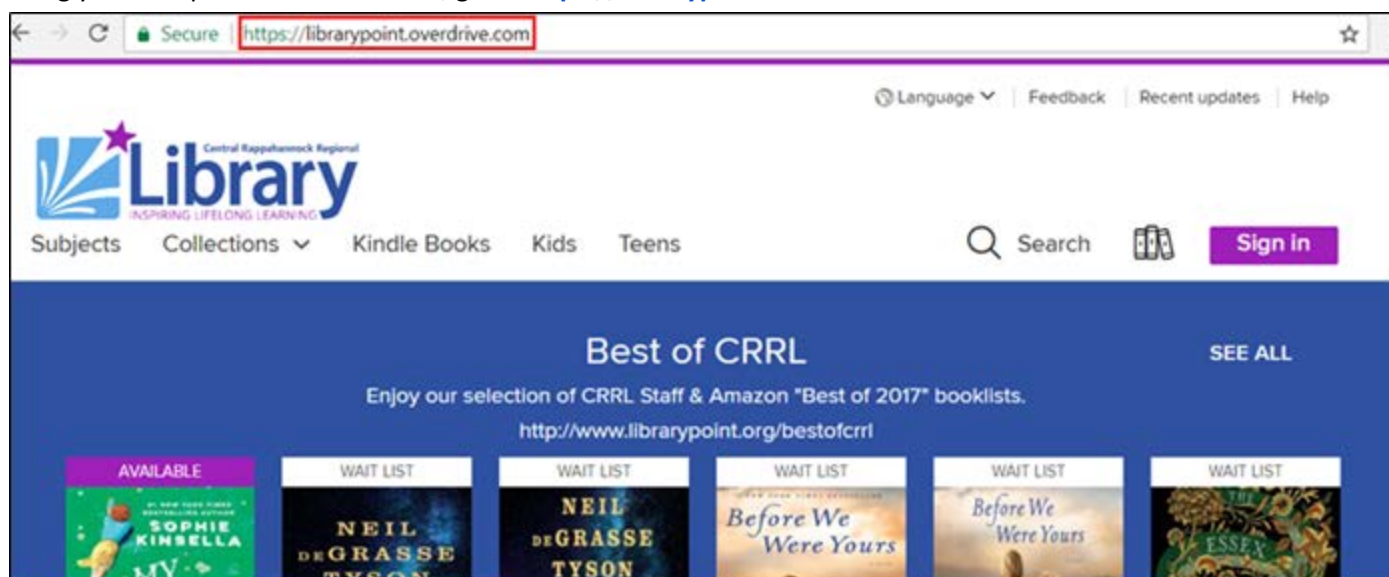
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Get the Adobe Digital Editions Guide

If you want to download eBooks from OverDrive to your Windows PC or Mac, as well as transfer them to your Nook or Kobo eReader, you will need Adobe Digital Editions (ADE). ADE should not be confused with Adobe Acrobat Reader, which is used for viewing PDF files. Adobe provides copy protection for OverDrive, Freading, and EBSCOhost eBooks so that they cannot be illicitly distributed. In addition to the ADE program, you will also have to sign up for an Adobe ID account. This account ties your borrowed eBooks to your computer, allowing ADE to keep track of your due dates. Both Adobe Digital Editions and the Adobe ID are free. [Click here to download that guide.](#)

Searching and Browsing

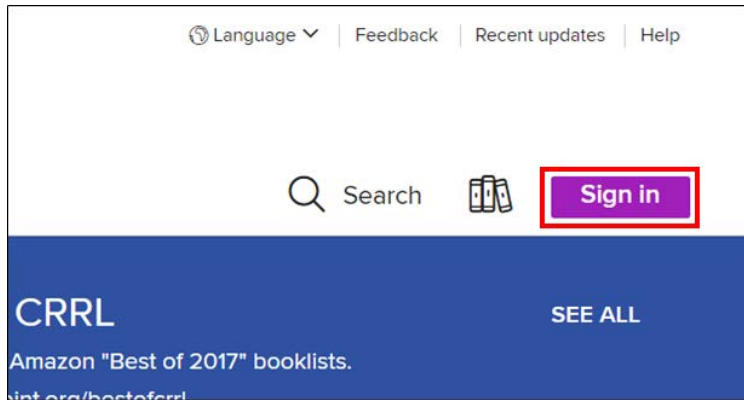
1. Using your computer's Web browser, go to <https://librarypoint.overdrive.com>:



librarypoint.org

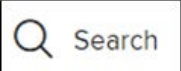
540-372-1144

2. Click the purple **Sign in** button:



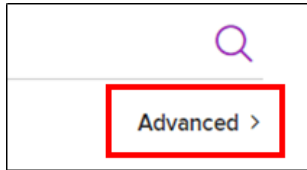
3. Enter your 14-digit library card number and PIN, then click the SIGN IN button. If you'd like your browser to remember your library card number, click the checkbox labeled REMEMBER MY CARD NUMBER ON THIS DEVICE:

A screenshot of the library's sign-in form. At the top, there is a purple icon of a library card and the text 'Sign in with your library card'. Below this, there are two input fields: 'CARD NUMBER' and 'PIN (USUALLY THE LAST 4 DIGITS OF YOUR PHONE NUMBER)'. Each field has a small icon of a card or PIN. Below the PIN field is a checkbox labeled 'REMEMBER MY CARD NUMBER ON THIS DEVICE.' At the bottom of the form, there are two buttons: 'Cancel' and 'SIGN IN'.

4. To search, click the  button, and enter a title, author, or keyword:

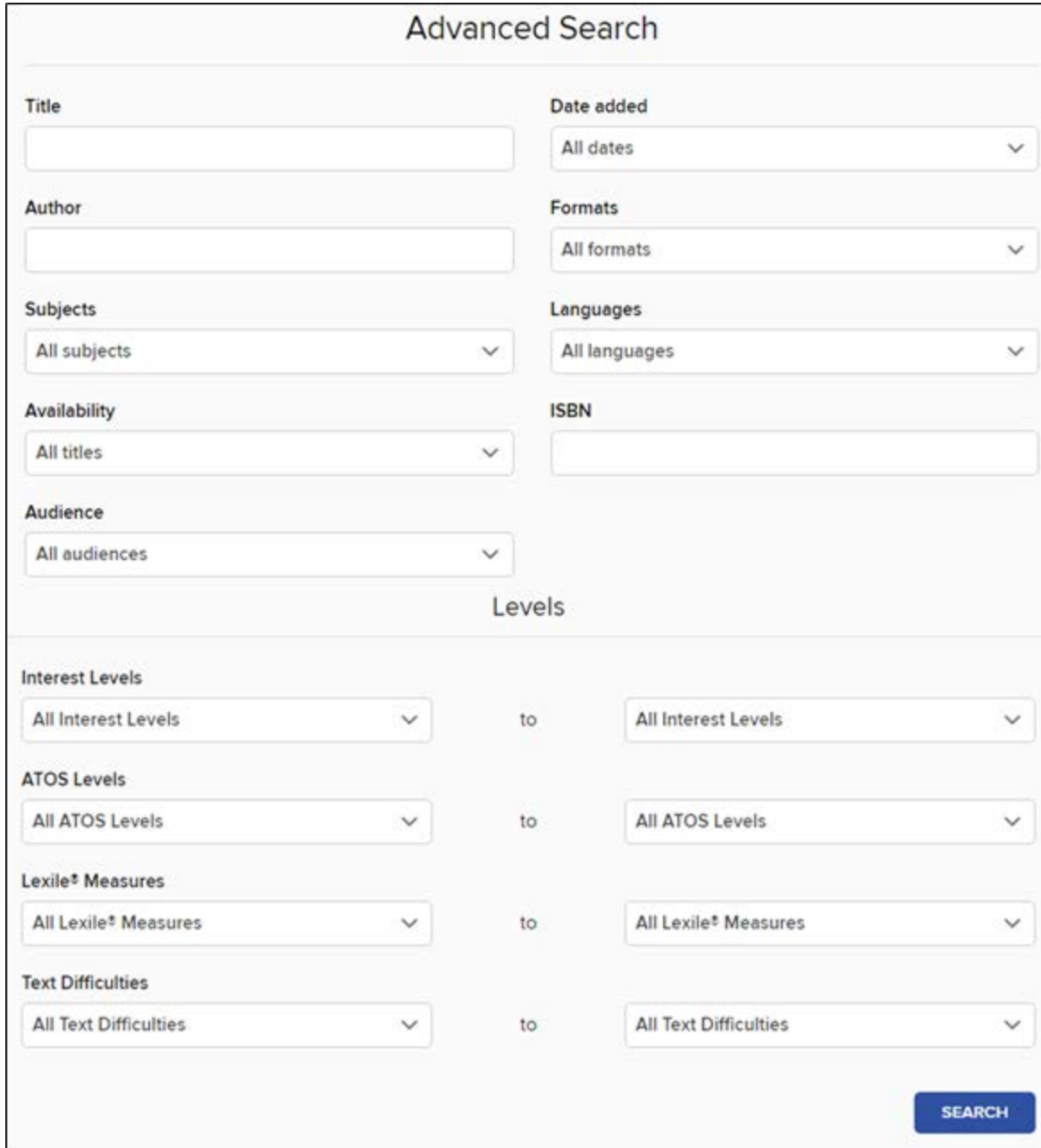
A screenshot of the library's website search interface. The top navigation bar includes the library logo, 'Subjects', 'Collections', 'Kindle Books', 'Kids', 'Teens', a search bar with a magnifying glass icon and the word 'Search', and 'My account'. The search bar is highlighted with a red rectangular box. Below the navigation bar is a large search input field with the placeholder text 'Search' and a magnifying glass icon on the right. At the bottom right of the search field, there is a link labeled 'Advanced >'.

5. If you would like to perform a more precise search, click **Advanced** below the search field:



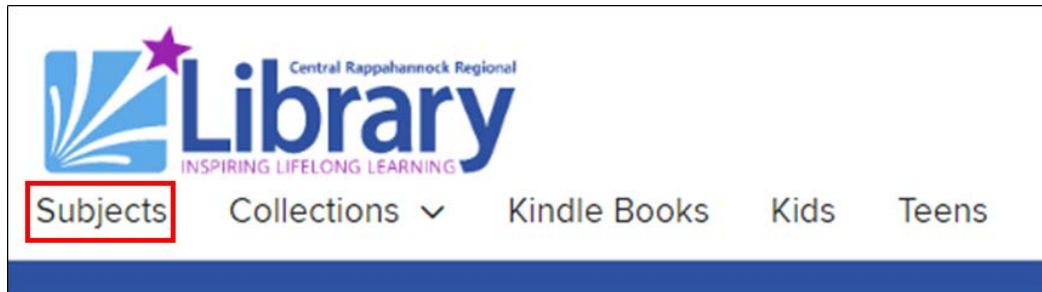
A search bar with a magnifying glass icon. Below the search bar, the text "Advanced >" is highlighted with a red rectangular box.

6. On the advanced search screen, you have several more options to narrow your search:



The "Advanced Search" form is organized into several sections. At the top, the title "Advanced Search" is centered. Below it, there are two columns of filters. The left column includes "Title", "Author", "Subjects", "Availability", and "Audience". The right column includes "Date added", "Formats", "Languages", and "ISBN". Each filter has a dropdown menu or a text input field. Below these columns, there is a section titled "Levels" which contains four rows of filters: "Interest Levels", "ATOS Levels", "Lexile® Measures", and "Text Difficulties". Each row has two dropdown menus separated by the word "to". At the bottom right of the form, there is a blue button labeled "SEARCH".

7. To browse by genre/category, click **Subjects** at the top of the screen:

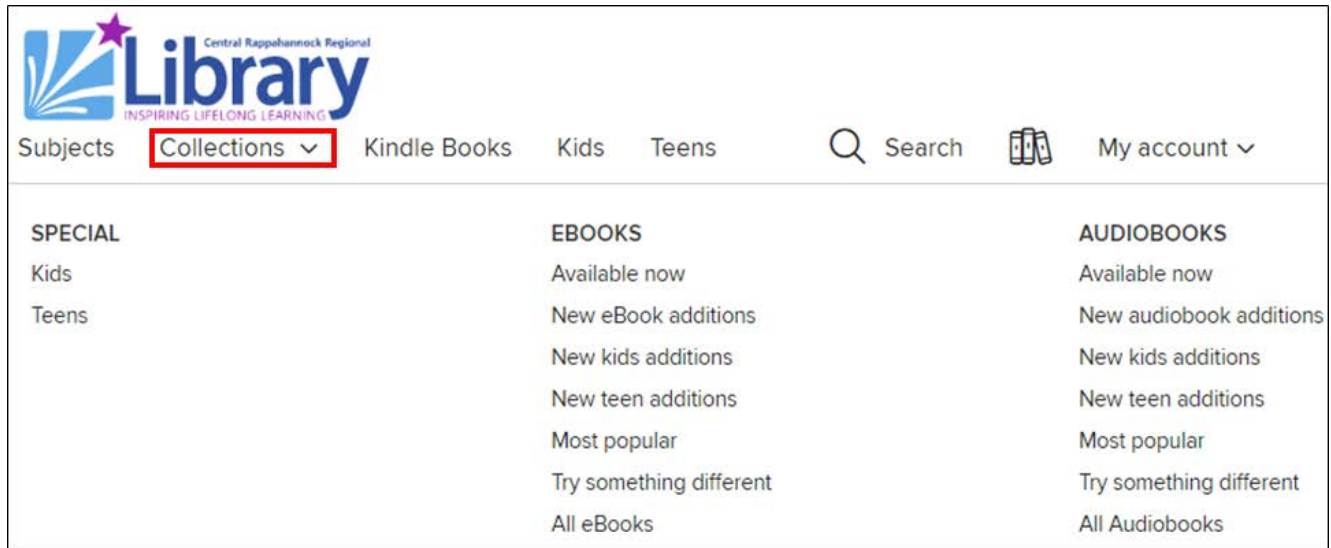


8. On the Browse subjects menu, click EBOOKS at the top of the screen since eReaders do not support OverDrive eAudiobooks. From this page, you may scroll down to view adult eBook fiction and nonfiction, juvenile fiction and nonfiction, and young adult fiction and nonfiction. In each section, you will see a list of genres, each with a number next to it indicating how many titles we own for that genre:

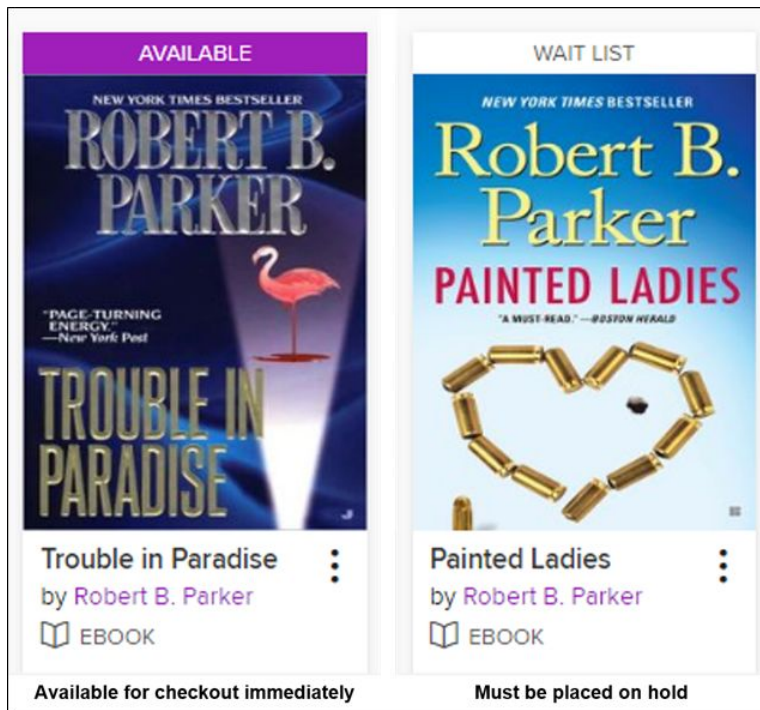
The image shows the 'Browse subjects' page on the library website. At the top, there are three tabs: 'ALL FORMATS', 'EBOOKS', and 'AUDIOBOOKS'. The 'EBOOKS' tab is highlighted with a red rectangular box. Below the tabs, there is a link that says 'See all 7,168 eBook titles >'. The main content area is titled 'Fiction eBooks' and contains a grid of genre categories, each with a small box indicating the number of titles available. The genres and their counts are as follows:

| Genre | Count |
|--------------------------|-------|
| African American Fiction | 4,242 |
| Fiction | |
| Literature | 982 |
| Short Stories | 95 |
| Chick Lit Fiction | 9 |
| Historical Fiction | 837 |
| Mystery | 1,095 |
| Suspense | 676 |
| Christian Fiction | 153 |
| History | 2 |
| Mythology | 11 |
| Thriller | 845 |
| Classic Literature | 115 |
| Horror | 57 |
| Non-English Fiction | 2 |
| Travel Literature | 1 |
| Comic and Graphic Novels | 45 |
| Humor (Fiction) | 133 |
| Performing Arts | 1 |
| Urban Fiction | 1 |
| Drama | 10 |
| Juvenile Literature | 5 |
| Poetry | 9 |
| Western | 52 |

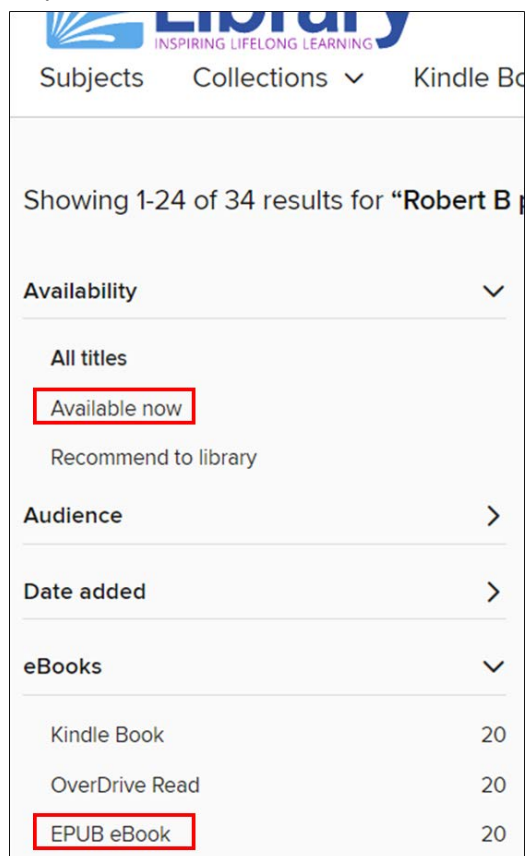
9. To browse the newest and most popular eBooks in our OverDrive collection, click Collections at the top of the screen:



10. When looking through your list of search or browsing results, you will see some titles labeled AVAILABLE, which means that you can check them out right then, while others are labeled WAIT LIST, which means you'll have to put them on hold (more on placing holds later in this guide):

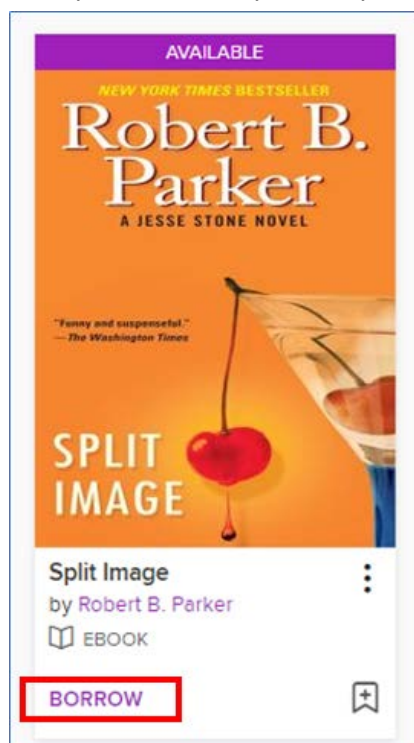


11. To make finding eBooks available for immediate checkout easier after you've got a list of search results, click Availability on the left side of the screen, then click Available now. Further down, click eBooks, then click EPUB eBook (this is the only OverDrive eBook format that will work with your eReader):

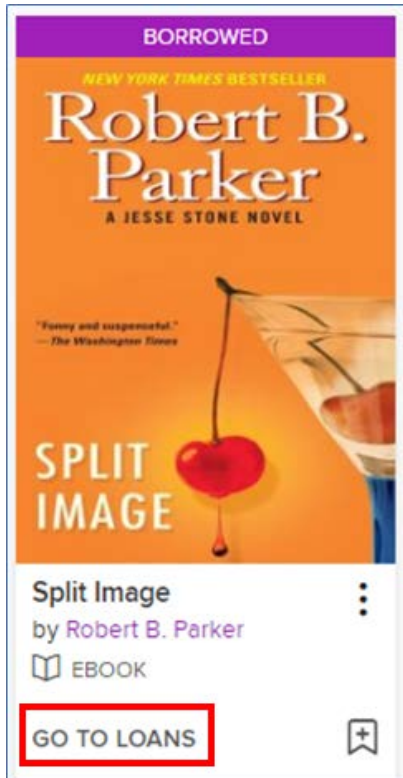


Borrowing and Downloading

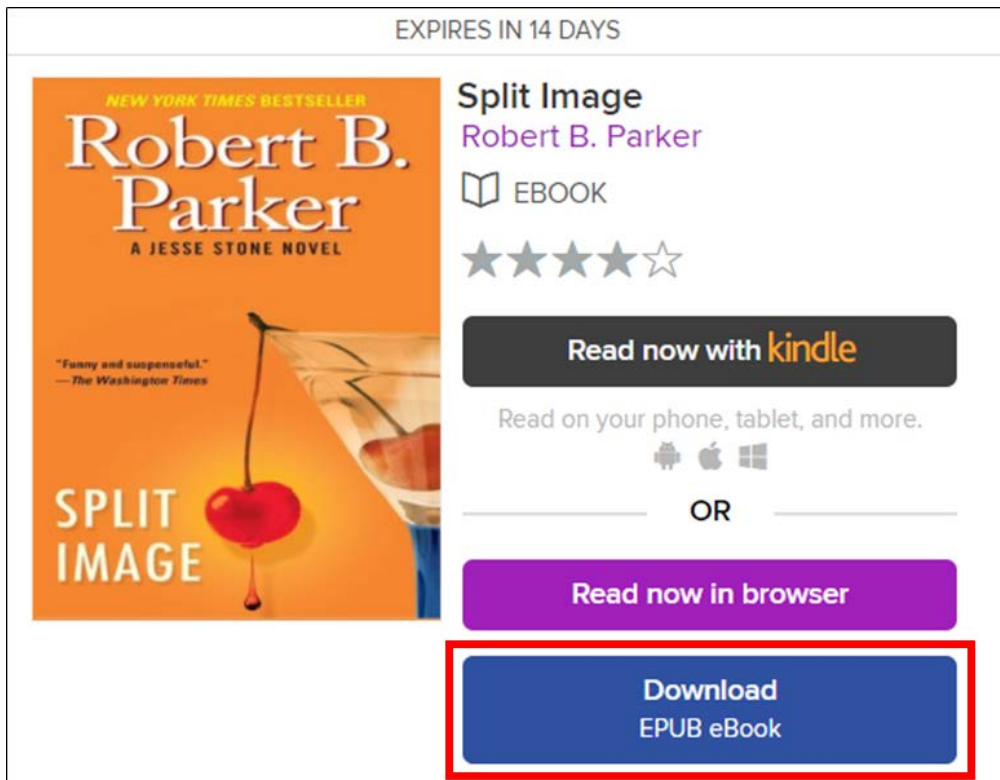
1. Once you find a title you like, you can check it out immediately by clicking the BORROW button beneath it:



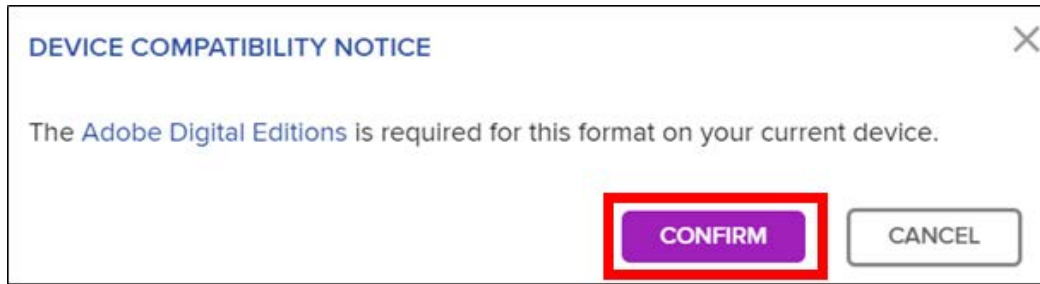
2. If successful, you will see BORROWED above the book cover and a link that reads GO TO LOANS at the bottom:




3. On the Loans page, click the **Download EPUB eBook**:

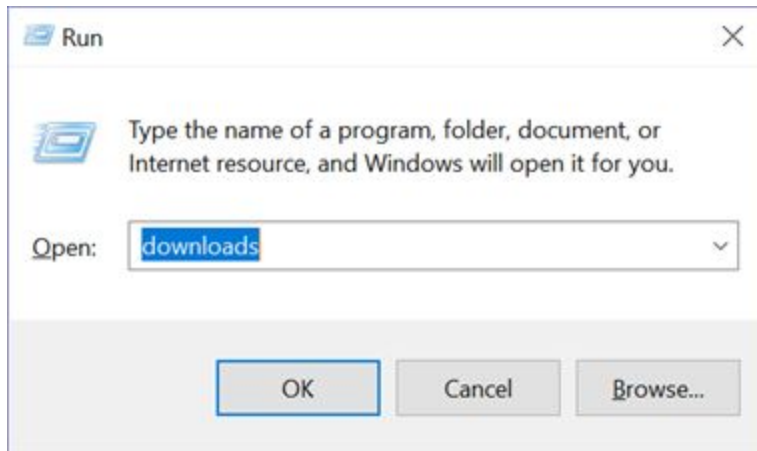


4. If you get a Device Compatibility Notice, click the **CONFIRM** button:

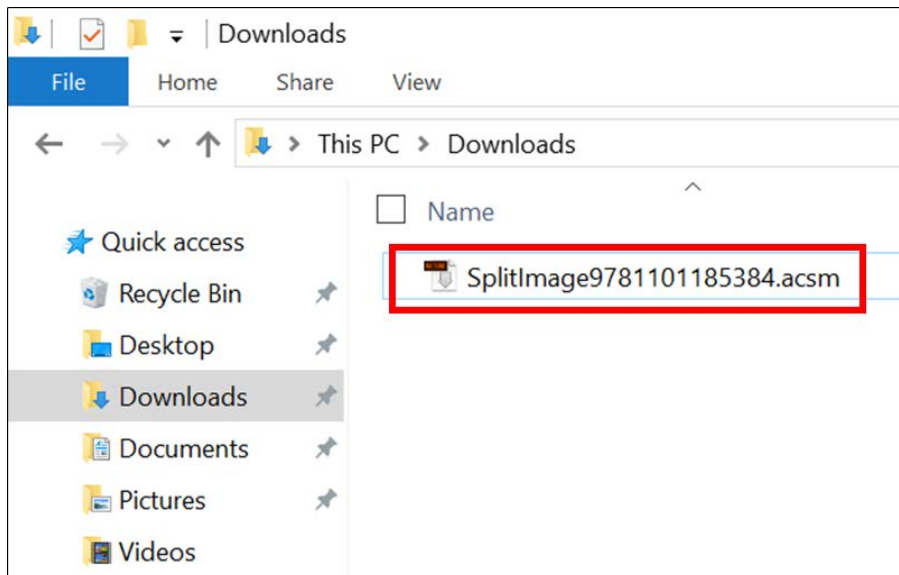


5. Depending on how your browser is set up, Adobe Digital Editions may automatically open and begin downloading the

book. If Adobe Digital Editions does not open automatically, hold down the Windows logo  key on your keyboard, and then tap the R key on your keyboard. In the box that appears, type **downloads**, and hit **Enter** on your keyboard:

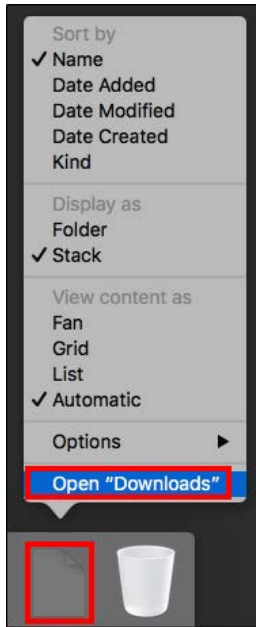


On the right side of the window, double-click the file name for your book:





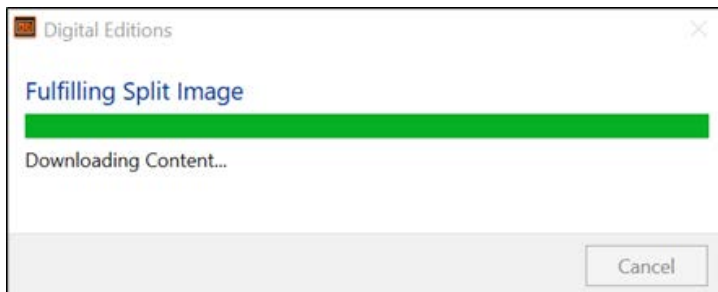
6. If you're using a Mac, hold the **control** key on the bottom-left side of your keyboard, and, while holding it, click once on the Downloads icon, usually found next to the Trash icon in the dock on the bottom of your screen. Then click on **Open "Downloads"** from the context menu that appears:



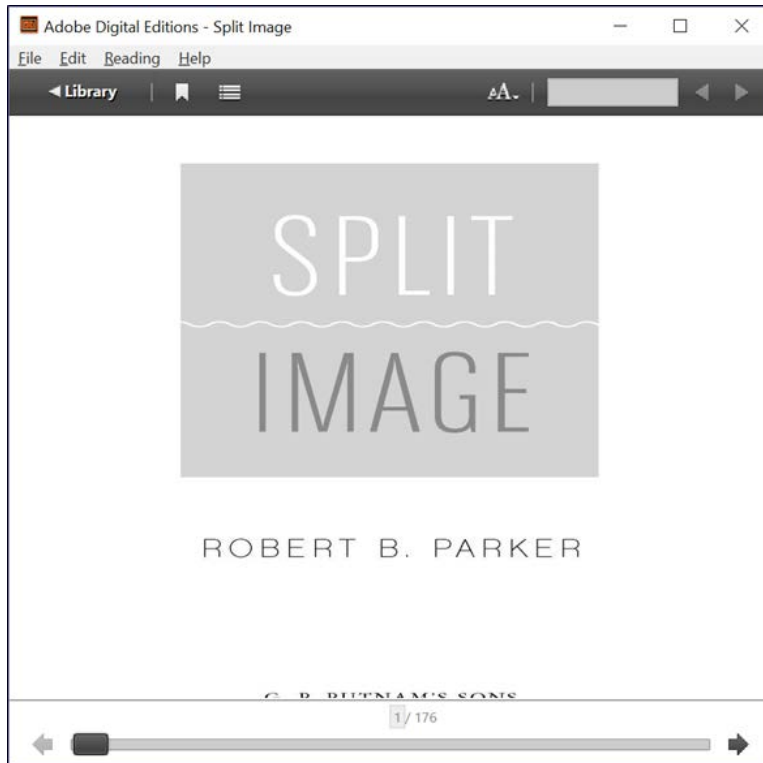
In the Downloads window, double-click the file name for your book:



7. Adobe Digital Editions will open and begin to download your book. A regular chapter book with just text and few to no pictures will only take a few seconds. Books heavier on images may take longer:



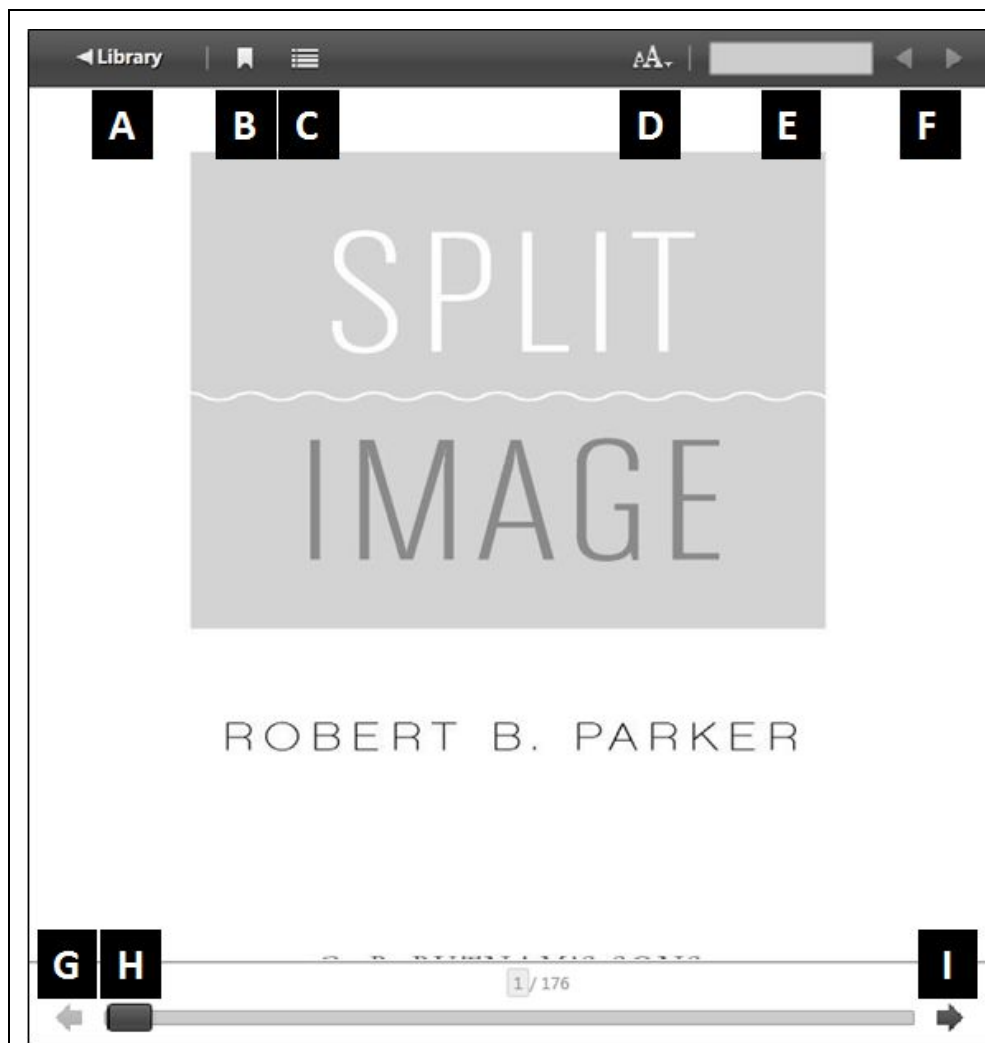
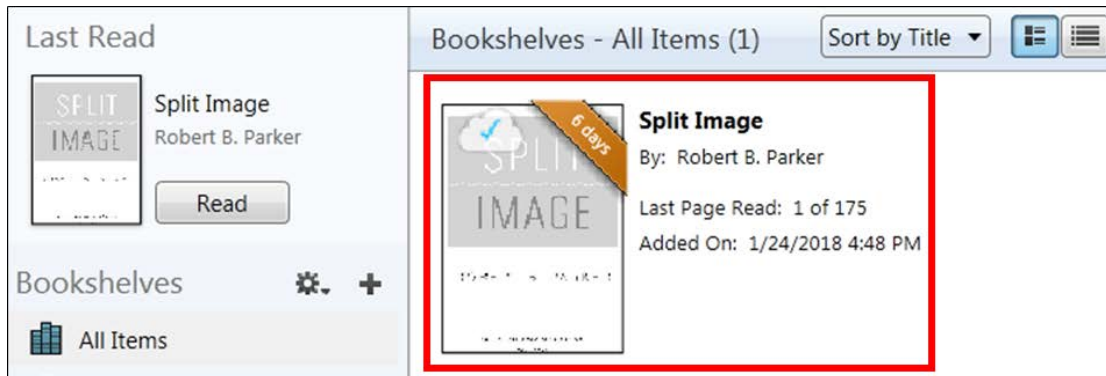
8. The book will open automatically after downloading:



Reading



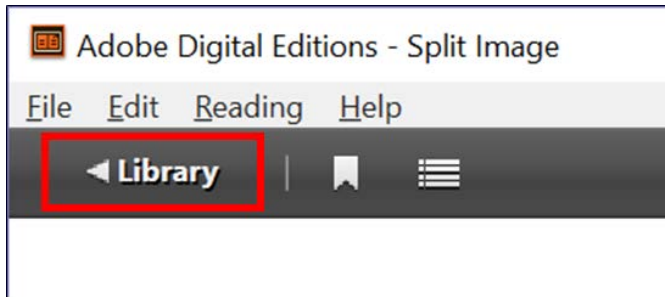
1. Open Adobe Digital Editions
2. Double-click the eBook you want to open:



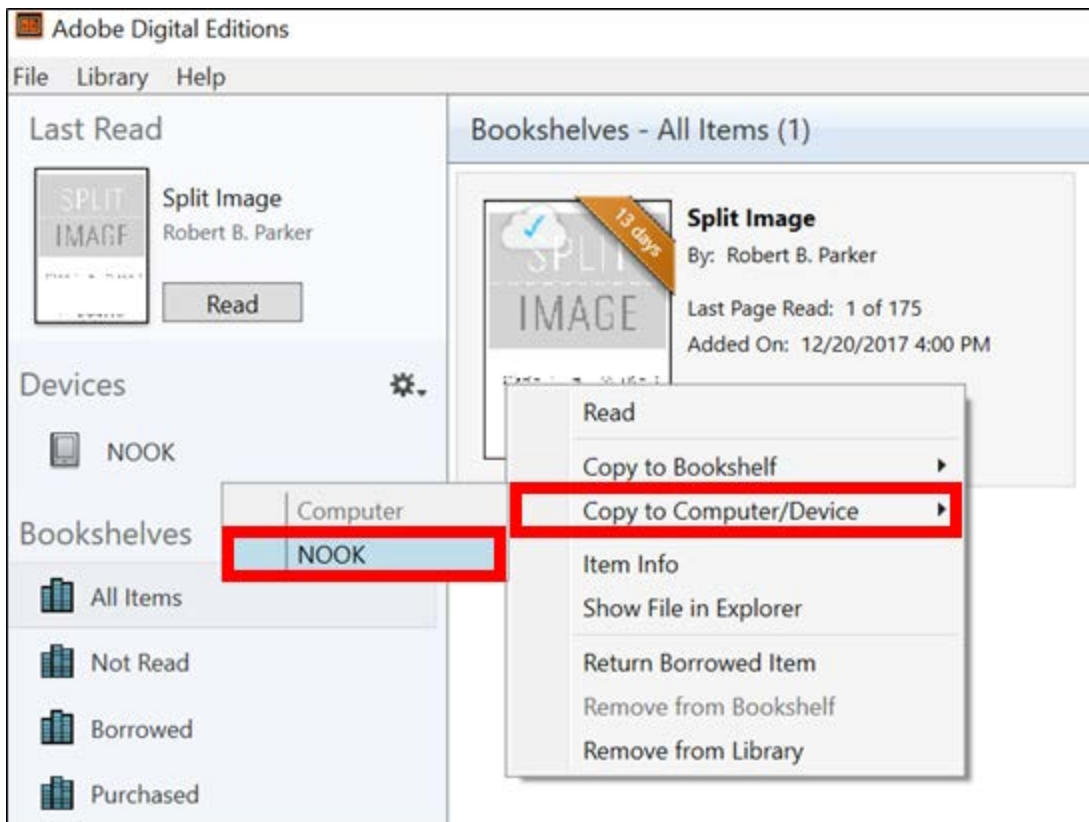
- A. Return to your library of downloaded eBooks.
- B. Place a bookmark. Please note: Adobe Digital Editions will remember your last read page automatically.
- C. View the table of contents and your bookmarks.
- D. Change the font size.
- E. Search for words within the eBook.
- F. Move forward and backward through the word search results.
- G. Go back a page.
- H. Click and hold to quickly flip through the pages.
- I. Go forward a page.

Transferring your eBook to a Nook or Kobo (optional)

1. After downloading the book, click the Library button in the upper-left corner:



2. Right-click on the cover of the book you want to transfer, mouse-over Copy to Computer/Device, and click Nook (or whatever device you happen to be using).

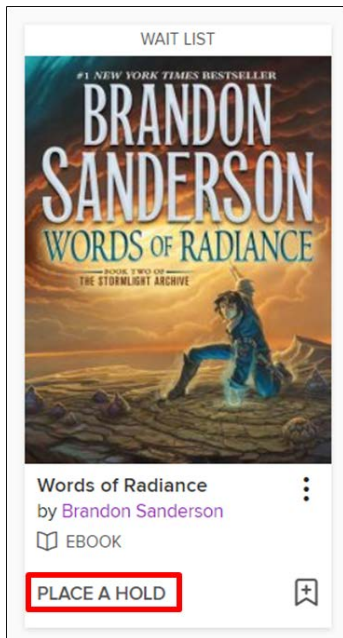


3. The transfer will take only a few moments. The location of the book on your eReader will vary by brand and model, but will usually be visible on the device's home screen. If it is not there, browse on your device for a folder named something like "My Documents" or "My Folders."

Placing Holds

If all copies of an OverDrive eBook are checked out, you may place it on hold just as you would with a physical book.

1. Go to <https://librarypoint.overdrive.com> in your computer's Web browser.
2. Find the book you want to place a hold on, and click the PLACE A HOLD link beneath it:

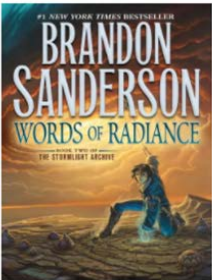


3. If this is the first time you've placed a hold on an item in OverDrive, you will be prompted for the email address where you will be notified when the eBook is available for checkout. Then, click the PLACE A HOLD button:

PLACE A HOLD

Words of Radiance

EBOOK



Fill out the form below to place a hold on this title, and Central Rappahannock Regional Library will contact you when it's available.

Email address

Confirm email address

PLACE A HOLD

CANCEL

4. Once the hold has been successfully placed, you will be given this message showing you what place you are in line for the book and how many copies the library owns:

SUCCESS!


Words of Radiance
by [Brandon Sanderson](#)

Your holds position: #1 of 1 hold
Library copies: 1

An email will be sent to your email when the title has been checked out to you. [Manage your holds.](#)

5. You will receive an email when the book is ready to download. Click the link at the bottom of that email that reads **Go to your Loans page in our OverDrive collection to access this title:**

Librarypoint Digital Collection digital hold automatically borrowed

 **Librarypoint Digital Collection** <donotreply@overdrive.com>
to me ▾

Librarypoint Digital Collection user,
Your digital hold has been automatically checked out for you:

Words of Radiance: The Stormlight Archive Series, Book 2
Brandon Sanderson
eBook


Go to your [Loans](#) page in our [OverDrive](#) collection to access this title.

Thank you, Librarypoint Digital Collection

6. You will be taken to the OverDrive login screen. You must sign in with the same library card number you used when placing the hold, otherwise you will not see your book on the Loans page. If you do not see your book when you sign in, sign out and try a different library card number:

CARD NUMBER

PIN (USUALLY THE LAST 4 DIGITS OF YOUR PHONE NUMBER)



☐ REMEMBER MY CARD NUMBER ON THIS DEVICE.

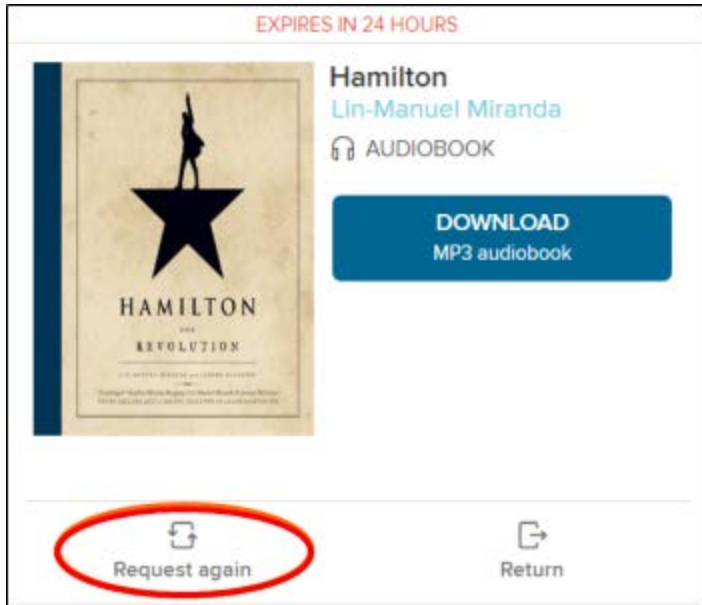
Cancel **SIGN IN**

7. On the next page, you should see the book you had placed on hold. Follow the previous steps in **Borrowing and Downloading** to download the title to your computer.

Renewing

You have the option of renewing a book you are reading so long as no one else has placed it on hold. Renewing is essentially an automated method for letting a book checkout expire and then being able to immediately check it out again. This option is only available starting three days prior to the book's checkout expiration. You may only renew a book once.

1. Go to <https://librarypoint.overdrive.com/account/loans>, and sign in with your library card and PIN, if you are not already signed in.
2. Find the book you want to renew, and click the **Request again** button beneath it:



3. If this is the first time you've renewed an item in OverDrive, you will be prompted for the email address where you will be notified when the book is available for checkout. Then click the PLACE A HOLD button:

A screenshot of a 'PLACE A HOLD' dialog box. The title 'Words of Radiance' by Brandon Sanderson is shown with its book cover. The text inside says: 'Fill out the form below to place a hold on this title, and Central Rappahannock Regional Library will contact you when it's available.' There are two input fields: 'Email address' and 'Confirm email address'. At the bottom, there are two buttons: 'PLACE A HOLD' (in purple) and 'CANCEL'.

4. Once the hold has been successfully placed, you will be given this message showing you what place you are in line for the book and how many copies the library owns:

SUCCESS!


Words of Radiance
by [Brandon Sanderson](#)

Your holds position: #1 of 1 hold
Library copies: 1

An email will be sent to your email when the title has been checked out to you. [Manage your holds.](#)

5. You will receive an email when the book is ready to download again. Click the link at the bottom of that email that reads Go to your Loans page in our OverDrive collection to access this title:

Librarypoint Digital Collection digital hold automatically borrowed

 **Librarypoint Digital Collection** <donotreply@overdrive.com>
to me ▾

Librarypoint Digital Collection user,
Your digital hold has been automatically checked out for you:

Words of Radiance: The Stormlight Archive Series, Book 2
Brandon Sanderson
eBook


[Go to your Loans page in our OverDrive collection to access this title.](#)

Thank you, Librarypoint Digital Collection

6. You will be taken to the OverDrive login screen. You must sign in with the same library card number you used when placing the renewal request, otherwise you will not see your book on the Loans page. If you do not see your book when you sign in, sign out, and try a different library card number:

CARD NUMBER

PIN (USUALLY THE LAST 4 DIGITS OF YOUR PHONE NUMBER)



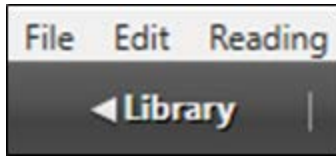
☐ REMEMBER MY CARD NUMBER ON THIS DEVICE.

Cancel **SIGN IN**

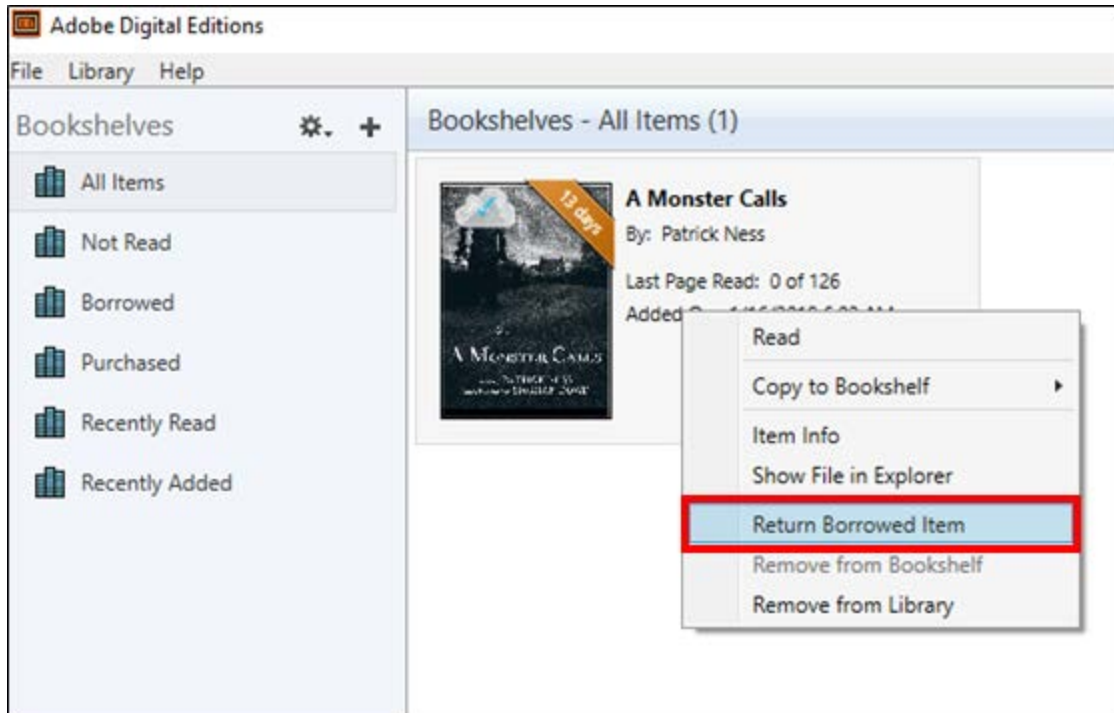
7. On the next page, you should see the book you had renewed. Follow the previous steps in Borrowing and Downloading to download the title to your eReader again.

Returning

1. Open Adobe Digital Editions.
2. If you are still in the reading view, click the **Library** button in the upper-left of the window:



3. Right-click on the eBook you want to return, and choose **Return Borrowed Item** from the context menu:



INSTRUCTIONS END