### HOW-TO GUIDE

# KINDLE



ABOUT

#### GETTING STARTED:

You must first create an Amazon account and register your Kindle with your account in order to check out Kindle eBooks from Metropolitan Library. (If you have been using your Kindle, you have probably already completed this step.)



- Video tutorials and support documents for your Kindle can be found at <a href="http://bit.ly/firevids">http://bit.ly/firevids</a>.
- The directions below are not for the Kindle Fire. All directions on this page are for downloading Kindle eBooks to a Kindle that is not in the Kindle Fire family.

#### COMPATIBLE WITH:

Kindle eBooks

🚰 The most current directions for downloading eBooks and audiobooks can be found at http://help.overdrive.com.

### Kindle eBooks

- 1. Using your computer, laptop, smart phone or tablet, visit <u>http://emedia.metrolibrary.org</u>.
- 2. Click the Sign In link at the top of the page then enter your full library card number and your full last name.
- 3. Click on the magnifying glass to begin your search for Kindle titles on our site. *TIP: Use the Advanced Search link and in the All Formats menu, select Kindle Book and check the Show only titles with copies available box to find only Kindle titles that are currently available for checkout.*
- 4. After you have found a title to borrow, hover your mouse over the title's cover. If you see the Borrow button, it means the title is available for immediate checkout. If you see the Place a Hold button, all copies of this book are currently checked out. Feel free to place a hold and you will be emailed when your title is available.
- 5. Click Download (Select one format), click Kindle Book, and then click Confirm & Download.
- 6. This will redirect you to Amazon's website where you will see the Get library book button on the right side of the screen. If you aren't already signed in to your Amazon account, you will be prompted to sign in with your Amazon account email address and password. This is the email and password associated with your Kindle. If you are already signed in \after you sign in, choose your Kindle from the Deliver to: drop down menu and click Continue.
- 7. Upon clicking **Continue**, the title should either immediately be delivered to your Kindle or it will be delivered the next time you sync your Kindle or it connects to a Wi-Fi connection.

### Transfer eBooks to your Kindle via USB

NEW YORK TIMES BESTSELLI	Miracle Cure	600
	by Harlan Coben	Available formats -
PODEN	Borrow	Kindle Book
		OverDrive READ
	$\dot{\mathbf{x}}$	Adobe EPUB eBook
"FRIGHTENING." Chicago Tribune	Sign in & rate this title.	Subjects -
A HARLAM	A Harlan Coben Classic-Now Back in Print! In a clinic on	Fiction
NOW BACK	Manhattan's Upper West Side, a doctor has dedicated his life to eradicating a devastating disease. One by one, his patients are getting well	Thriller
MIDACLE	More	Copies -
	Add to Wish List	Available: 1
CURE <sup>®</sup>		Library copies: 6

Kindle titles need to be downloaded to a computer and transferred to a Kindle using a USB cable when:

- Your Kindle does not have access to Wi-Fi (Kindle titles can only be transferred via Wi-Fi or a USB cable, i.e. not a 3G or 4G connection).
- You have a  $1^{st}$  or  $2^{nd}$  generation Kindle or the Kindle DX.
- 1. Using your computer, laptop, smart phone or tablet, visit <u>http://emedia.metrolibrary.org</u>.
- 2. Click Sign In at the top of the page and enter your full library card number and your full last name.
- 3. Click on the magnifying glass to begin your search for Kindle titles on our site. *TIP: Use the Advanced Search link and in the All Formats menu, select Kindle Book and check the Show only titles with copies available box to find only Kindle titles that are currently available for checkout.*
- 4. After you have found a title to borrow, hover your mouse over the book's cover.
- 5. If you see the **Borrow** button, it means the title is available for immediate checkout. If you see the **Place a Hold** button, all copies of this book are currently checked out. Feel free to place a hold and you will be emailed when your title is available.
- 6. Click Download (Select one format), click Kindle Book, and then click Confirm & Download.
- 7. This will redirect you to Amazon's website where you will see the Get library book button on the right side of the screen. If you aren't already signed in to your Amazon account, you will be prompted to sign in with your Amazon account email address and password. This is the address and password associated with your Kindle. If you are already signed in \after you sign in, choose Transfer via Computer from the Deliver to: drop down menu and click Get Library Book.
- 8. If prompted, indicate the Kindle to which you plan to transfer your title and click the **Continue** button.
- 9. When prompted, click Save and select a location that is easy to find. (We recommend the Desktop but if you are using Windows, it might automatically save the file in the C:\Users\Owner\Downloads folder.) Once the file has been saved, connect your Kindle to your computer using the USB cable that came with your Kindle.
- 10. Your Kindle will appear as a drive in the same location where external USB drives, e.g. flash drives, usually appear on your computer. For Windows users, this is typically in the "Computer" or "My Computer" locations. For Mac users, the Kindle drive will appear on the desktop.
- 11. Open the Kindle drive. You will see several folders inside, one of which will be named **Documents**. This is the folder into which you will move the eBook you downloaded.
- 12. Locate your eBook and drag and drop it (or cut and paste it) into the Documents folder.
- 13. Safely eject your Kindle from your computer (For Windows users, this is the same process as ejecting a flash drive. For Mac users, drag the Kindle drive from your desktop to the trash) and unplug the USB cable. The eBook will now appear on your Kindle.

#### Return Kindle Titles Early

- 1. Visit <a href="http://www.amazon.com/myk">http://www.amazon.com/myk</a> and sign in with your Amazon email address and password (the same one you used to register your Kindle).
- 2. Find the Kindle title you wish to return.
- Check the box in the Select column of the eBook you wish to return then click the '3 periods' icon in the Actions column. A
  menu will pop up and you will select Return this book. This will return your eBook and you will no longer be able to read this
  title on your Kindle.

### OverDrive Read

The easiest way to read an eBook from OverDrive is to do so in your computer's browser. Look for "OverDrive READ" in the Available formats section for titles that can be read in the browser. Reading an eBook in your browser does not require the creation of an OverDrive ID and here are some devices that support OverDrive Read:

- Apple iPhone\iPad\iPod Touch (iOS version 7 or higher)
- Android phone \tablet (version 4 or higher with Chrome, not the stock Android browser)
- Kindle Fire HD 7 and Fire HDX
- Microsoft Surface tablets
- NOOK HD and Samsung Galaxy Tab 4
- Windows 7, 8, or 10 (best with Chrome)

**Note:** OverDrive Read eBooks may not work on older Android devices, like the NOOK Color and early Kindle Fires. To test whether your device can read an eBook in the browser, try reading this sample at <a href="http://bit.ly/metroharry">http://bit.ly/metroharry</a>. If the book opens, you're set!

You can also read an eBook on a Windows, Linux or Mac computer running one of the following browsers:

- Chrome
- Firefox
- Internet Explorer (version 10 or higher)
- Safari

Note: OverDrive Read is not currently compatible with Microsoft's Edge browser.

#### STEPS

- 1. To check out a book, hover your mouse over the cover image, and then click Borrow.
- 2. Enter your full library card number and your full last name and click Sign In.
- 3. Click the **Read (in your browser)** button to begin reading the eBook.

#### Returning OverDrive Read eBooks

- 1. Sign into your eMedia account at <a href="http://emedia.metrolibrary.org">http://emedia.metrolibrary.org</a> with your full library card number and your full last name.
- 2. Click the Account icon.
- 3. Click the Return Title button.

NOTE: Once you have downloaded an eBook, you will no longer have this **Return Title** option available. Kindle Books can be returned through the Manage Your Kindle section on Amazon.com.

For more information on OverDrive Read please visit: <u>http://help.overdrive.com/</u>.

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