

# eBooks: reading on a computer

## eBooks:

- eBooks are electronic books.
- There are two main types of ebooks: ebooks that you read and audio ebooks that you listen to.
  - The library provides ebooks through two databases: OverDrive and 3M.
  - eBooks are available for free through these databases for library cardholders.
- Devices on which ebooks can be enjoyed include, but are not limited to, the following:
  - Android devices (using OverDrive or 3M)
  - iPhones and iPads (using OverDrive or 3M)
  - eink Kindles (using OverDrive only)
  - Kindle Fires (using OverDrive or 3M)
  - PC and MAC (using OverDrive in a browser or a free downloadable ereader from 3M)

## OverDrive:

- The following formats are available for many of the titles available through OverDrive:
  - Adobe EPUB eBook (appropriate for devices other than Kindles)
  - Kindle Book (appropriate for Kindles)
  - OverDrive Read (appropriate for computers)
- The information below focuses on using the OverDrive Read format on a PC. This format works similarly on a Mac.
- The OverDrive Read format allows the books to be read in the browser.
  - No additional software must be downloaded.
  - Bookmarks are stored in the cloud, which means they are available even if you start reading the book on one computer and then move to another computer.
  - This format works with both PC and Mac.
  - It also works with browsers on many tablets and phones.
- Requirements for using the OverDrive Read format include the following.
  - A new browser is needed such as Internet Explorer 10, Firefox, Safari, or Chrome.
  - Chrome is recommended for Windows XP, Vista, 7, and 8.
  - An Internet connection is required while reading the book. To view a book offline, a format other than OverDrive Read and additional software must be downloaded.
- To borrow a book through OverDrive:
  - Go to the library Web site [www.salinalibrary.org](http://www.salinalibrary.org).
  - Click on “My Account” and log in.
  - Search to find a book currently available through OverDrive.
  - Click on “Check Out.”
  - Select the OverDrive Read format and click on “Check Out Now.”
- To read the book after you have checked it out:
  - Go to the library Web site [www.salinalibrary.org](http://www.salinalibrary.org).
  - Hover over “E-Resources.”
  - Hover over “E-Books.”
  - Click on “OverDrive Digital Collection.”
  - Click on “Sign In” at the top right and sign in using your library card number and PIN.
  - Click on “Account.”
  - To the right of the book cover, click on “Read (In your browser).”

- While reading the book, the following features are available.
  - Click on the left or right side of the screen to turn the page back or forward, respectively. The book will open to the last page you viewed each time you open it.
  - Create a bookmark by clicking on the icon that looks like a bookmark at the top of the screen under the word Menu.
  - Use the table of contents or Menu to jump to a specific chapter or bookmark.
  - Click and hold with the left mouse button on a word to define it, add a note, or highlight it.
  - Use the Text Scale slider in the Menu to change the size of the text.
- Returning a book in OverDrive can be done through the OverDrive Web site or the PAC.
  - To return a book through the OverDrive Web site:
    - Go to the OverDrive Web site.
      - Go to the library Web site [www.salinalibrary.org](http://www.salinalibrary.org).
      - Hover over “E-Resources.”
      - Hover over “E-Books.”
      - Click on “OverDrive Digital Collection.”
    - Click on “Sign In” at the top right and sign in using your library card number and PIN.
    - Click on “Account.”
    - To the right of the book cover, click on “Return Title.”
    - Click on “Yes” to confirm the return.
  - To return a book through the PAC:
    - Go to the library Web site [www.salinalibrary.org](http://www.salinalibrary.org).
    - Click on “My Account” and log in.
    - Click on “Items Out.”
    - To the right of the item due date, click on “Check In.”
    - Click on “Check In Now” to confirm the return.
- A few days before the book is due, it can be renewed through OverDrive.
  - Go to the OverDrive Web site.
    - Go to the library Web site [www.salinalibrary.org](http://www.salinalibrary.org).
    - Hover over “E-Resources.”
    - Hover over “E-Books.”
    - Click on “OverDrive Digital Collection.”
  - Click on “Sign In” at the top right and sign in using your library card number and PIN.
  - Click on “Account.”
  - To the right of the book cover, click on “Renew.”
    - Enter an e-mail address to be notified of the renewal.
    - Leave the box checked next to “Automatically borrow this title at the time of renewal” to renew the book automatically at the end of the loan period.

### 3M:

- The Adobe EPUB eBook format is used for the titles available through 3M.
  - This format will work with the 3M app on many devices and computers.
  - This format will not work with eink Kindles. Unfortunately, 3M does not support eink Kindles at this time.
- The information below focuses on using the 3M app on a PC.
- To read a 3M ebook on a PC or Mac, the following must be done.
  - The free 3M app must be downloaded.
    - The download is available at the 3M Web site [www.3m.com/us/library/eBook](http://www.3m.com/us/library/eBook).
    - Details for system requirements can be found on the 3M Web site above the “Download App” button.
  - A free Adobe ID must be created or entered.
  - Books can be read offline using the 3M app after they are downloaded.
- To borrow a book through 3M:
  - Go to the library Web site [www.salinalibrary.org](http://www.salinalibrary.org).
  - Click on “My Account” and log in.
  - Search to find a book currently available through 3M.
  - Click on “Check Out.”
  - Click on “Check Out Now.”
- To read the book after you have checked it out:
  - Open the 3M app on your computer.
  - Click on “My Books.”
  - Click on the book cover.
- While reading the book, the following features are available.
  - Click on the arrows on the left or right side of the screen to turn the page back or forward, respectively. The book will open to the last page you viewed each time you open it.
  - Create a bookmark by clicking on the dotted square icon at the top right of the screen and clicking on “Save.”
  - Click on the “i” at the top right of the screen to jump to a specific chapter or bookmark.
    - Click on “Bookmarks” and double-click on the bookmark description to jump to that bookmark.
    - Click on “Table of Contents” and double-click on a chapter to jump to that chapter.
  - Click on the small or large “A” at the top right of the screen to make the text smaller or larger, respectively.
  - Click on the magnifying glass to search for a word or words within the text of the entire book.

- Returning a book in 3M can be done through the 3M app or the PAC.
  - To return a book through the 3M app:
    - Open the 3M app on your computer.
    - Click on “My Books” at the top of the screen.
    - Click on “List View” at the top right of the screen.
    - To the right of the book cover, click on “Check In.”
    - Click on “Check In” in the box that appears.
    - Rate the book or click on “Close.”
  - To return a book through the PAC:
    - Go to the library Web site [www.salinalibrary.org](http://www.salinalibrary.org).
    - Click on “My Account” and log in.
    - Click on “Items Out.”
    - To the right of the item due date, click on “Check In.”
    - Click on “Check In Now.”
- A few days before the book is due, it can be renewed through the 3M app.

**Tips:**

- Use the PAC to find and check out eBooks.
- Don't be afraid to ask for help.