

KINDLE

Step by Step directions to Downloading E-books to a Kindle

You will need to know your barcode number and the name of the library, Greenville Public Library, to order ebooks.

Step 1: Setting up your amazon.com account. Can be skipped if you already have an amazon.com account.

1. On the computer, visit www.amazon.com using the internet. Click "Hello. Sign in Your Account" in the upper right hand corner of the screen. Then from the drop down menu, click "New Customer? Start Here." Fill in your registration form with name, email address, and password. Then click "create account."
2. Select file, and then select "open window." A new internet window will open. Log in to your email address. Click the verification link in the email amazon has sent you. This will complete registration of your amazon.com account.

Step 2: Registering your Kindle with www.amazon.com.

1. On the home screen of your Kindle, click the "Menu" button.
2. From the menu, click "Settings."
3. Under Registration, click "Register."
4. You'll be prompted for your www.amazon.com account information: your email address and password. This will associate your Kindle with your amazon account.

Step 3: Visiting Overdrive website to browse for items.

1. On the computer, visit library2go.info using the internet. Click "Account" at the top of the page. The next screen has you type the name of your library, Greenville Public Library. Then, type in your library card number in the next box. Click "Sign in."
2. Use the advanced search box in the top right hand corner of the screen to search for the item you wish to download. Not every item is available, only what the libraries in the Lewis and Clark digital consortium have purchased for ebook or audiobook download.
3. You can filter the search results on the left hand side by using the "Show Me" feature. This will give you the option to show all items that can be downloaded or just the ones available to borrow right away. You can also filter by only ebooks or only audiobooks.

Step 4: Downloading the item from the Overdrive website.

1. When you find an item you would like to borrow, click the cover. If the item is not checked out, you can click "Borrow" on the next screen. If item is checked out, you click "Place a Hold."

2. If you placed a hold for the item, the next screen will prompt you for your email address. You will receive an email when the item has been returned and is available for you to borrow. Promptly follow the directions in the email to check the item out. You can have up to five items on hold at a time.
3. If the item is available to borrow, you will be directed to a screen to download. Click "Download" then click "Kindle Book" as your format. Do not click any other option, because once an item is downloaded in a format you can't change the format to something else. You would have to check in the item and then reborrow the item. You can have five items checked out at a time.
4. Click "Confirm and Download."

Step 5: Transferring the item to your Kindle.

1. You are redirected to the www.amazon.com internet webpage for your item. Click "get library book" over on the right hand side of the screen.
2. You are next prompted to sign in to your amazon.com account. Enter your email address and password to sign in. Then click "Sign in using our secure server."
3. The screen will prompt you to choose a Kindle device or reading application for delivery of your title. Select your device from the drop down menu next to "Deliver to." Click "continue."
4. Your item is now delivered to your Kindle. Nothing else needs to be clicked on this page. Close your internet web browser.

Step 6: Returning an item.

1. Items are checked out for a maximum of two weeks. There are no renewals. If you wish to get the item again, you must reborrow it. Items will automatically return to the Overdrive website after two weeks. If other patrons are on hold for the item, you will move to the bottom of the list if you reorder.
2. **Return the item if you finish with it early so other patrons can enjoy the title.** To return, visit www.amazon.com using the internet. Click "Hello. Sign in Your Account." Enter your email address and password.
3. Click "Your Account" at the top right of the screen. Scroll down to "Digital Content." Select the option "Manage your Kindle." This will show you the items you currently have borrowed. Click "Actions" on the right side of the title you wish to return. Then click "Return this book." A confirmation page comes up. Click "yes."
4. Optional: To delete the item from your reading history and also delete it from the reading history stored by your Kindle, click "Actions" again then click "Delete from library." A confirmation page comes up. Click "yes."