


Use **OVERDRIVE** to borrow, download, and transfer eBooks to your Kobo eReader

Step 1: Set up Adobe Digital Editions

- You need to download **Adobe Digital Editions** to transfer books from OverDrive to your Kobo eReader.
- Visit the TRACpac website at www.tracpac.ab.ca, and click on the link for **Downloadable Audiobooks/eBooks** and select **OverDrive**.
- Click on the **Help** icon on the top of page. Select **Applications**, then **Adobe Digital Editions** to download the software.
- After the installation, you will be prompted to enter an **Adobe ID** to authorize your computer. If you do not have an Adobe ID, you must **Create an Adobe ID**.
- If authorization does not automatically begin you can still complete this process by opening Adobe Digital Editions, selecting **Help**, and selecting **Authorize Computer**.
- Input your new Adobe ID and authorize your computer.

Step 2: Manage your settings

- Return to www.tracpac.ab.ca
- Click the  icon at the top of the page.
- You will be prompted to log in with your library card barcode and PIN (the last 4 digits of your phone number).
- Select "Settings".
- Choose default lending period by clicking on 7 days, 14 days, or 21 days. This can be changed anytime.
- Return to the main page by clicking on the **TRAC logo** at the top left of the page.

Step 3: Find eBooks & Get eBooks

- Browse or search for a book.
- There are 2 ways to browse for titles. Choose the view that suits your searching needs.

COVER - Shows only the cover of the books. Click on item and choose **Borrow**, **Place a Hold**, or **more** (for full description). The ribbon icon allows you to add the book to your **Wish List**.

LIST - Shows cover of book and full description of book. You can select **Borrow**, **Place a Hold**, or **Add to Wish List** from this page.

- Select **Borrow** for book you wish to borrow.
- Select **Download** and choose which format you would like to read your book if prompted (e.g. EPUB eBook or PDF eBook)
- Once a title is downloaded, it will appear in your **Bookshelf** (located under **Account**).

PLACING A HOLD

- Some books may be in use and not available. You can Place a Hold by selecting the **Place a Hold** button. When your title is available, you will receive an email and can find it under holds to check it out.
- Alternately, you may choose to borrow the item automatically as soon as it is available. If you do, you will receive an email indicating that the item has been checked out to you.

Step 4: Moving eBooks onto your Kobo eReader

- Once you have downloaded the eBook from Overdrive, select the file to open it.
- The downloaded title will open in **Adobe Digital Editions**.
- Go to **Library view** in Adobe Digital Editions
- Connect your Kobo eReader to your computer and turn it on.
- Select **Manage Library** on your Kobo eReader.
- Once connected, **KOBOeReader** should show up in Adobe Digital Editions under **Devices** on the left sidebar.
- Drag the new title from the library list onto the eReader.
- Safely disconnect the Kobo eReader from the computer. You're now ready to read!

Step 5: Returning e-Books

- All titles expire (**return automatically**) on their indicated due date. However, you may choose to return your eBook titles early.
- Open **Adobe Digital Editions** and select **Borrowed** (under **Bookshelves**).
- Right click on the book and select **Return Borrowed Item**.
- If a title has expired, you can delete it from your computer by selecting **Remove from Library**.
- To remove a title from your eReader, select the Kobo eReader under Bookshelves in Adobe Digital Editions.
- Right click on book and select **Remove from Library**.

Questions? Visit the **OverDrive Help** section or contact the Okotoks Public Library at 403-938-2220.

Use the **3M CLOUD LIBRARY** app to borrow and download eBooks

Step 1: Download the 3M Cloud Library App

- Visit the TRACpac website at www.tracpac.ab.ca, and click on the link for **Downloadable Audiobooks/eBooks** and select **3M Cloud Library**.
- Click on the green **Reader Apps** button at the top right of the page.
- Choose and download the appropriate app (PC or MAC) - make sure your system meets the requirements.

Use the **3M CLOUD LIBRARY** app to borrow and download eBooks

Step 2: Open the 3M Cloud Library App

- Click on the 3M Cloud Library icon on your desktop.
- Login by providing your country, province, library (TRAC), Library ID (your library card barcode number), and PIN (the last 4 digits of your phone number).
- Accept the [Terms & Conditions](#) and click on **Login**

Step 3: Create a Free Adobe ID & Authorize your computer

- To read books with the 3M Cloud Library app you will need an **Adobe ID**. If you have already authorized your computer with your Adobe ID (through **Adobe Digital Editions**) 3M Cloud Library should recognize the authorization.
- If you do not have an Adobe ID, 3M Cloud Library will offer to automatically provide one for you - this is **NOT recommended** if you wish to use other eBook services. To get an explicit Adobe ID, visit www.adobe.com and click Sign In and choose Get Adobe ID.

Step 4: Find and get e-Books

- Browse shelves or search for books.
- If the book is available, click the green **Check Out** button. 3M Cloud Library eBooks have a loan period of 21 days.
- The book will transfer to My Books and automatically download.

PLACING A HOLD

- Some books may be in use and not available. You can "Place a Hold" by selecting the "Add to Hold List" button. When your title is available, you will receive an email and can find it under holds to check it out.

Step 5: Moving eBooks onto your Kobo eReader

- From the app, click on the **My Books** tab.
- Connect your Kobo to the computer.
- When the green **Transfer** button appears on the book cover, click it to transfer the title to your Kobo.
- Safely disconnect the Kobo eReader from the computer. You're now ready to read!

Step 6: Returning e-Books

- All titles expire (**return automatically**) on their indicated due date. However, you may choose to return your eBook titles early.
- In the app click on the **My Books** tab. Choose **List View**.
- Click on the red **Check In** button next to the title you wish to return.

eBooks for Kobo eReaders



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