# RB Digital eBooks on PC or Laptop

To get started with eBooks on your PC or laptop you will need to install <u>Adobe Digital Editions</u>, a free program.

• Select the installer for your computer's operating system: Windows or Macintosh

Once you have installed Adobe Digital Editions, go to the <u>RB Digital</u> <u>Website</u>

- Click sign in at the top right if you already have an account. OR Choose Register and follow the steps if this is your first visit.
- Enter your username or email and your password.
- You will then be directed to the main page.
- You can view your current checkouts, account settings or navigate to specific parts of the collection using the menu button in the top left corner.

## Borrowing eBooks

- Find the ebook collection by going to the menu>books>ebooks.
- Click on any book cover or title to find out more about it.
- Click the red checkout button to borrow.

## Downloading eBooks

- The book may download automatically when you checkout.
- If it does not, click the green download button.
- You will have an option to "Open, Run or Save". Choose Open or *Open With* and select Adobe Digital Editions.
- The eBook will be imported into Adobe Digital Editions. It will open automatically.

## Reading an eBook

- Any borrowed eBooks will appear in the left hand side in Adobe Digital Editions in 'borrowed'.
- Double click on a book to open and use the navigation panel at the top to access contents.

### Returning eBooks

- It is good practice to return an eBook once you have finished with it. This will make it available for other library members sooner.
- In the 'Check out screen you may return your ebook by clicking the small 'x' displayed in the corner of the title. If you have downloaded the book in Adobe Digital Editions, you will need to return it there as well. Right click on the book in Digital Editions and choose return 'borrowed item'.

## Transferring eBooks to an e-reader

- Connect your eReader to your computer using its supplied connection cable.
- Go to Adobe Digital Editions and locate your eBook in the list on the left side of the screen.
- Click and drag the eBook onto your ereader device.