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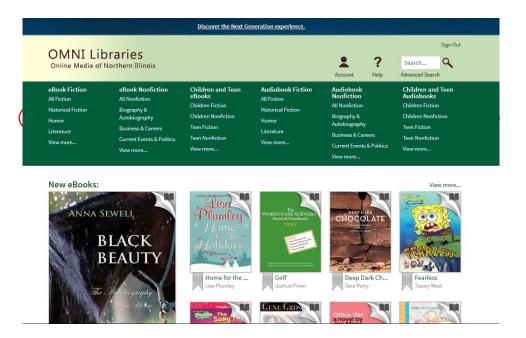
#### Click on 'Sign In'.

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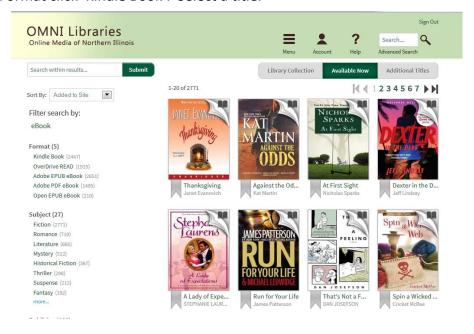


#### To search for items:

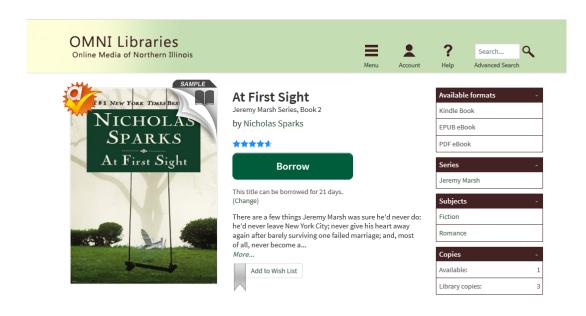
- Use the Overdrive Search box to search for a specific item
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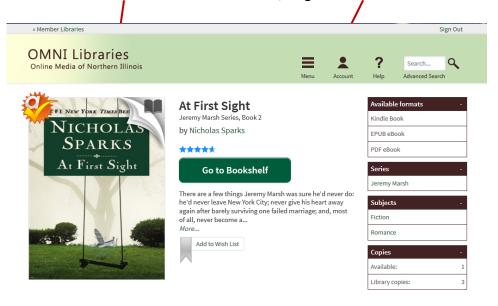
To limit results to what is currently available, click on "Available Now." To limit to items with Kindle Format click 'Kindle Book'. Select a title.



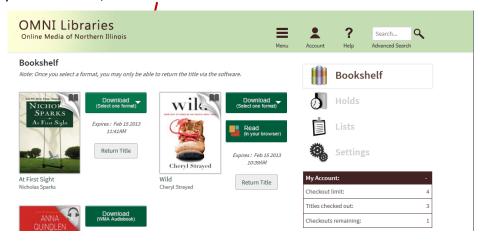
Before checking out, please confirm that the item is available in Kindle Format. Click 'Borrow' Once you click on 'Borrow', the item is checked out to you. (Please note: The default check-out period is 14 days. To change the check-out period for future checkouts, see "Change Check-out Periods" at the end of this document.)



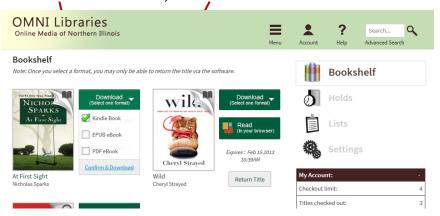
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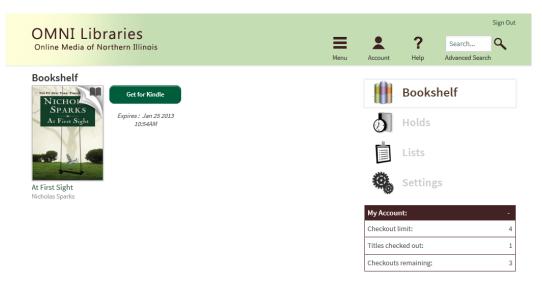


Choose the 'Kindle Book' and click, 'Confirm & Download'



\*Please Note: If you do not have a wireless connection or the item is published by Penguin Group, USA, you will need to download the item to your computer and transfer it using your USB cord. To do this, you will need to open Amazon.com in a new screen and log-in to your account at this time. You will then go back to the OMNI Libraries screen and follow the directions below.

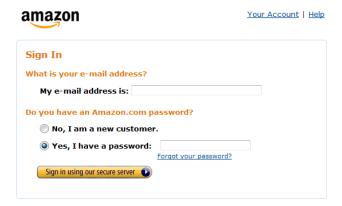
Click on 'Get for Kindle'.



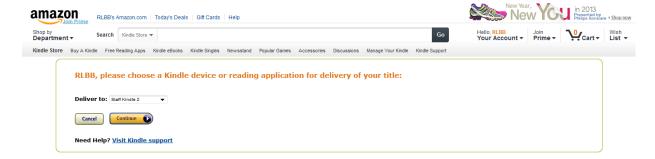
You will be taken to amazon.com. Click on "Get library book."



If you are not signed in to your Amazon account, it will now prompt you to do so. If you are already signed into your Amazon account, skip ahead a couple of steps.



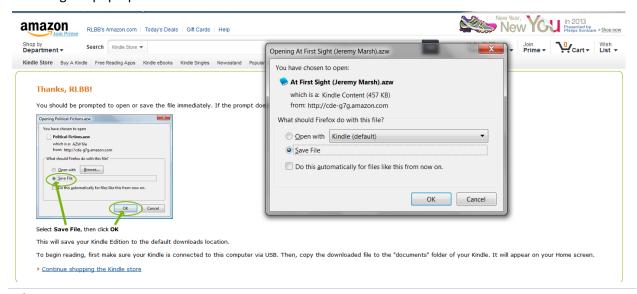
You are now given a choice on which device you would like this transferred to. If you want it transferred to your Kindle, make sure your Kindle's name is selected and click on "Continue."



If your Kindle is automatically connected to a wireless network, or if you are checking out an item <u>not</u> published by Penguin Group, USA, your ebook will be sent directly to your Kindle. You will need to sync your kindle with the wireless connection. Once your kindle has finished syncing, you should be able to see your book on your Kindle! **However,** if you are <u>not</u> connected wirelessly or if the item was published by Penguin USA, you will have to download the item and transfer it to your Kindle. Go ahead and click on "Download now." If you have a wireless connection and if your book is not published by Penguin Group, USA, skip to "Returning your eBooks Early".



You will get a pop-up window. Select "Save File" and then "OK."

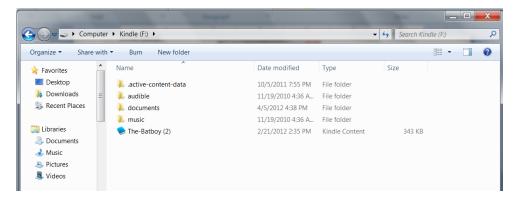


The book should download. If you are using Firefox, there should be a popup downloads window, as

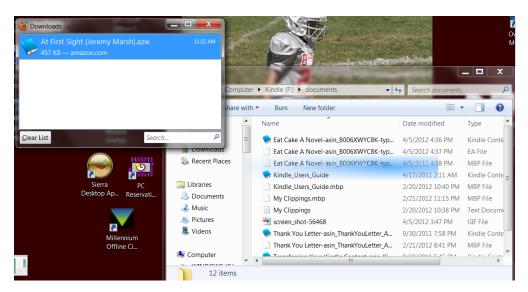
shown below.



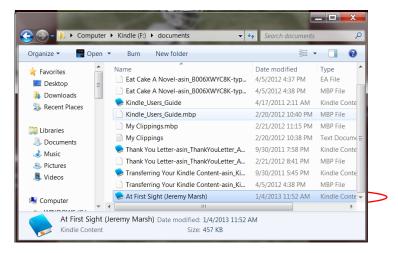
Keeping that popup window open, plug in your Kindle to your computer using its USB connector. A new window should pop up, which is your Kindle drive. Open up the drive. You should see a list of four folders. Open up the "documents" folder.



Minimize any open windows except for the download box and the Kindle documents window. Move the two windows so you can see both contents (see below). Click and drag the downloaded book in the downloads window and drop it in the Kindle documents window.



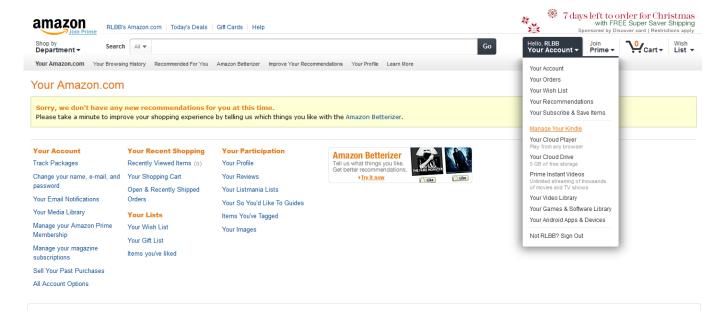
The book should be now in your Kindle documents folder.



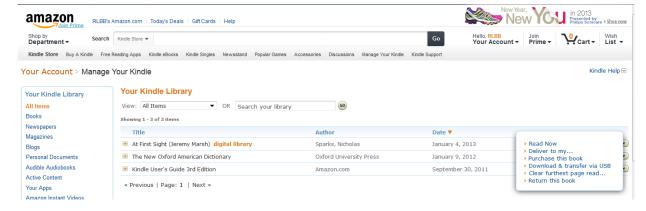
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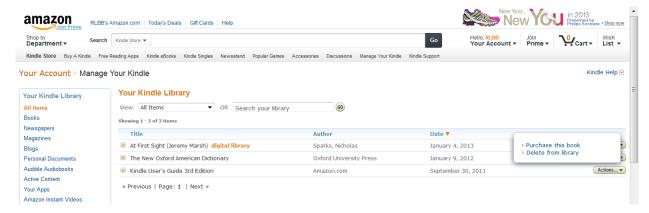
Go to amazon.com and sign in. Under 'Your Account', click on "Manage Your Kindle."



You should see the book you checked out. Click on the "Actions..." button to the right and select "Return this book." Once you click it, please be patient, it may take a few seconds to successfully return it.



Once it is returned, you can select "Actions..." again and "Delete from library". This will remove the file.



### **Change Check-out Periods**

Go to the online catalog www.omnilibraries.org. Click on 'Account'.

- Choose Somonauk Library
- Type in your entire library card number
- The PIN is the last 4 digits of your library card number
- Click 'Sign In'



#### Click on 'Settings'. You may then choose 7, 14 or 21 days for checkouts.

