

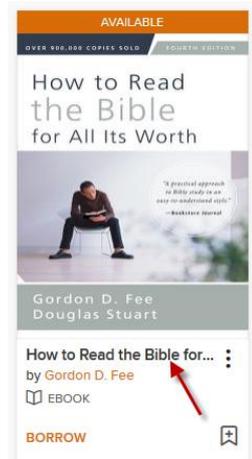
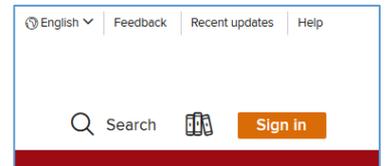
General Guide for EuNC OverDrive Users

Reading Online

NOTE: if you are wanting to use a mobile device or computer to read an item offline, please read through this section first, but then read in the next section to get some things configured first which will help you in your process.

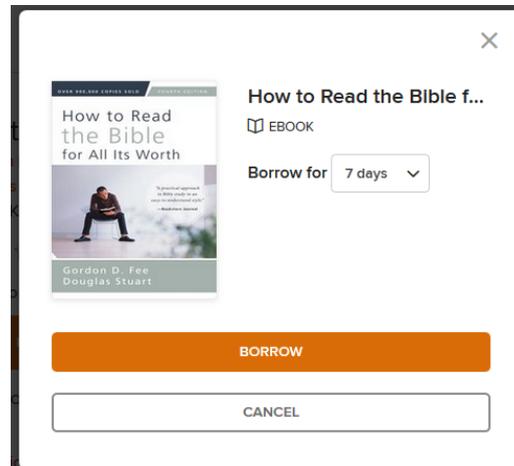
To read a book online with OverDrive you need a browser and an Internet connection.

1. Go to <https://eunc.overdrive.com/>
2. In the upper right hand corner, select your language and click on "Sign In".
3. Login using your normal username/password from EuNC.
4. You can look at the new additions within the first section or look within specific languages that are grouped together. Searching by keyword is your most effective method of finding a book, though. When you find a book you are interested in, click on its title near the bottom of the book cover.
5. This will bring you to a page that shows several things:
 - a. A little more information about the book.
 - b. The types of formats it is available in (in this case OverDrive Read and EPUB ebook)
 - c. If the copy is available.

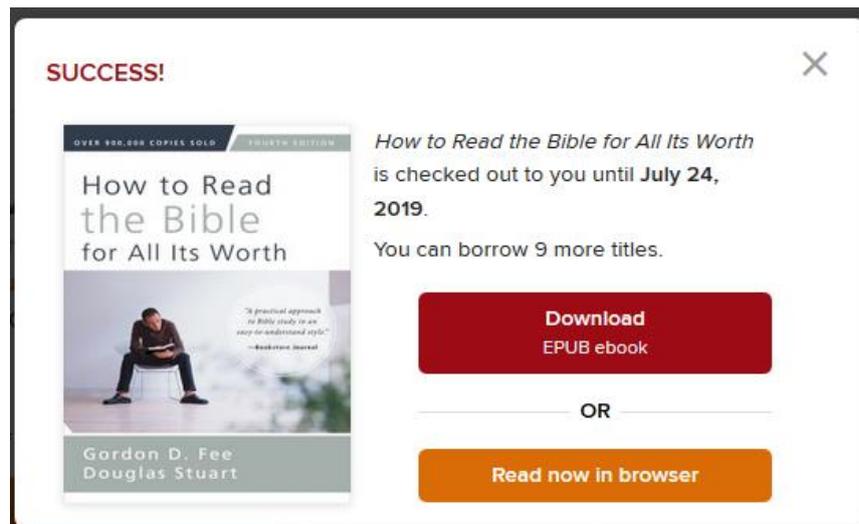


The screenshot shows the full book page for "How to Read the Bible for All Its Worth" by Gordon D. Fee and Douglas Stuart. The page includes the book cover, author information, a star rating, and a "1 of 1 copy available" status. There are buttons for "BORROW" and "READ A SAMPLE". Below these are options to "ADD TO WISH LIST" and "ADD TO HISTORY". The page is divided into sections for "Description", "Creators", and "Details". The "Description" section contains a paragraph about the book's accessibility and a second paragraph about its popularity and revisions. On the right side, there are sections for "FORMATS" (OverDrive Read, EPUB ebook), "SUBJECTS" (RELIGION & SPIRITUALITY, NONFICTION), and "LANGUAGES" (English).

6. If it is the copy you want to work with, click on the Borrow button. This will bring up a page allowing to select how long you want to borrow the book for then click Borrow again.



This will take you to a page to allow you to download the ebook or read it in your browser:



7. Click on the little book icon  to see the different titles you have checked out and how many more you can check out. You can also return a title early from here if you want, or download it at a later time to your e-reader.
8. To read the book online, just click on the “Read now in browser” button and you can read it straight away. You will have the book for the time you selected when borrowing it. After this it will automatically be available for someone else to check out again. If you are done with the book before the loan period is over, just click on the “Return” button  and it will immediately be available for others to use. This is especially helpful if you just wanted to look quickly at a book but didn’t really need it for long.
9. If you want to download the book to your local machine, please consult the next sections as there are a few start-up items that will help you in your process.

Using a Phone or Table for Offline Reading

Setting up a tablet or phone to access your titles and read them offline is fairly simple if you are used to adding apps to your device. You just need to add the libby app from OverDrive and then connect to it to the EuNC library for your use.

1. On your device, go to the place you get your apps and look for “Libby”. It should indicate it is “Libby, by OverDrive”. Install the app similar to the way you install any app on your phone or tablet.
2. Open the app.
3. When it asks if you have a library card indicate “yes”.
4. Search for a Library – name: European Nazarene College.
5. You should see our library branch come up. Click on the link.
6. Click on the link “Sign In with My Card”
 - a. Type in the username and password you use for Moodle and GNECsis that was given to you.
 - b. Click Sign In
7. If successful, you will come to a screen that shows you are logged in and looks similar to the web site but now you can download apps directly to your device and read them offline.

Using a Computer for Offline Reading

Unfortunately, Libby for a Windows/Mac/Linux system is only browser-based and does not support offline reading of materials. So, there are several steps you must do first in order to allow the reading of your materials when you aren’t connected to the Internet. After that is completed for a device, though, that is all that is needed. You can then use the Reading Online section at the top of this document to take you to the place where you can download the ebook to your local device.

1. Go to <https://www.overdrive.com> and click on the “Sign Up” link:



2. You can create an account here, or sign up using your facebook account. We would encourage you to use your email account.

3. Click on “Sign Up” or “Sign up with Facebook” to continue.
4. If you use the email option, you will receive an email that has a link that you must use to verify your account. You will see this at the top, if you don’t have this completed (so do this right away)

[Sign up using library card](#)
[Sign up using Facebook](#)
 or

Enter your details:

Name

Email address

Email again

Set a password:
 Your password must be at least 8 characters.

Password

Yes! Help me find my next favorite title. Send me OverDrive's recommendations and reviews, and notify me of opportunities to provide feedback for OverDrive's products and services.

By clicking "Sign up," you confirm that you're 13 or older and you agree to [OverDrive's Privacy Policy](#) and [Terms and Conditions](#)

[Sign up](#)

This account is unverified. [Click here](#) to resend verification email to dschrock@eunc.edu. ([Why verify?](#))

5. Once you have your account verified, login and go to the “Find a Library” area to add our library. Search by name for “European Nazarene College”. Click the save button when you have found it.

Find a library near you:

[Go](#)

Search By Name Location

European Nazarene College [Save](#)

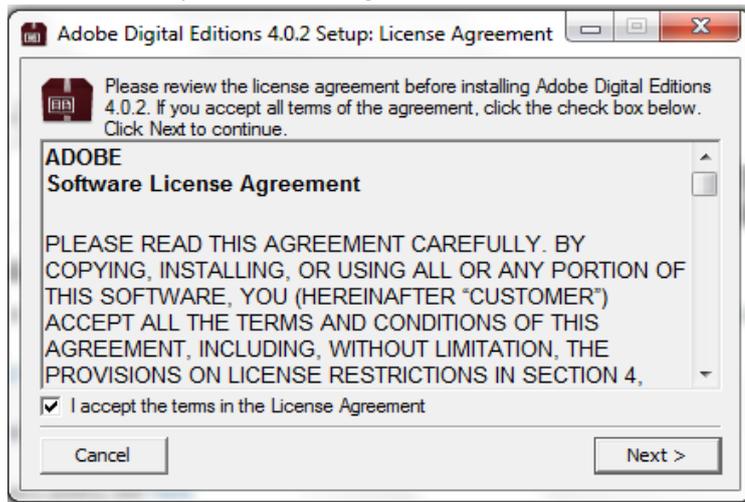
● **European Nazarene College**
 Junkerstrasse 68-70

6. This will complete the setting up of your account and associating the account to the EuNC library system. Depending on the device, you will now have additional steps which likely ask for this email address and password for your specific device. You can see guides for specific devices at <https://www.eunc.edu/library/or>

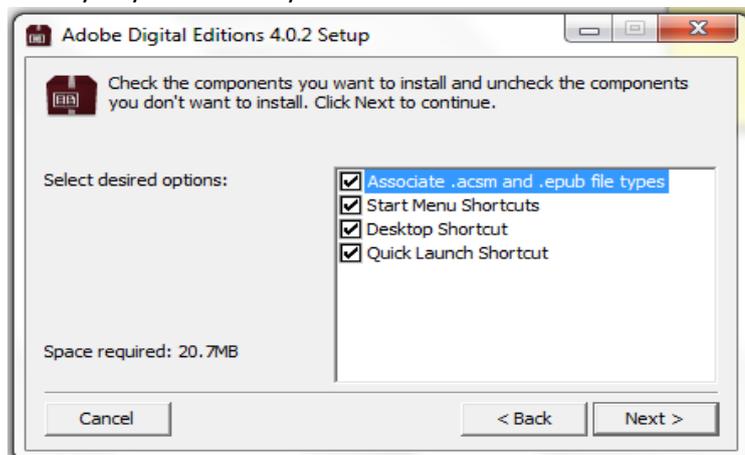
Installing Adobe Digital Editions in Windows

If you are using a pre-Windows 8 machine, you will now want to install Adobe Digital Editions as that is what will be needed to handle the digital rights management for your access to the books and to manage your offline “bookshelf”.

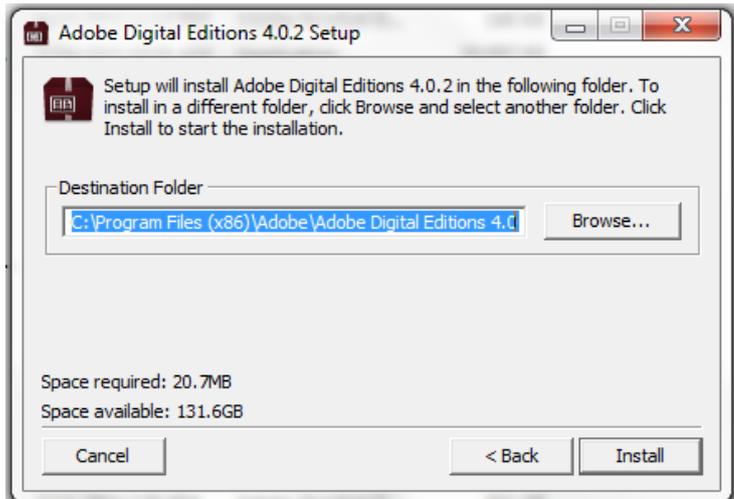
1. Download and install Adobe Digital Editions (free to use) from:
<http://www.adobe.com/solutions/ebook/digital-editions/download.html>
2. Go to your download area and run the downloaded installer file.
3. Read and accept the license agreement



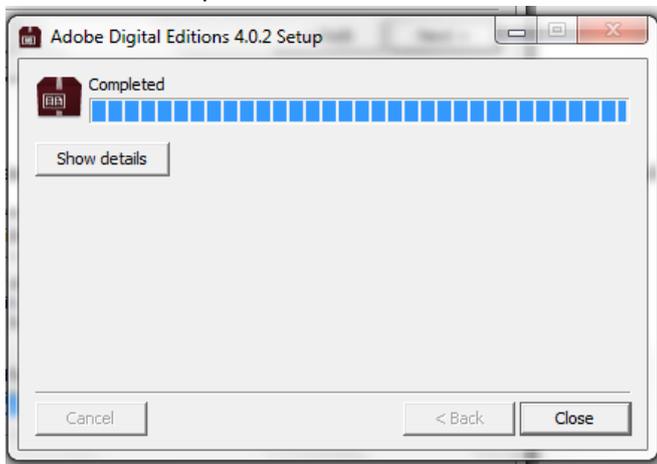
4. Modify any defaults as you desire and click next



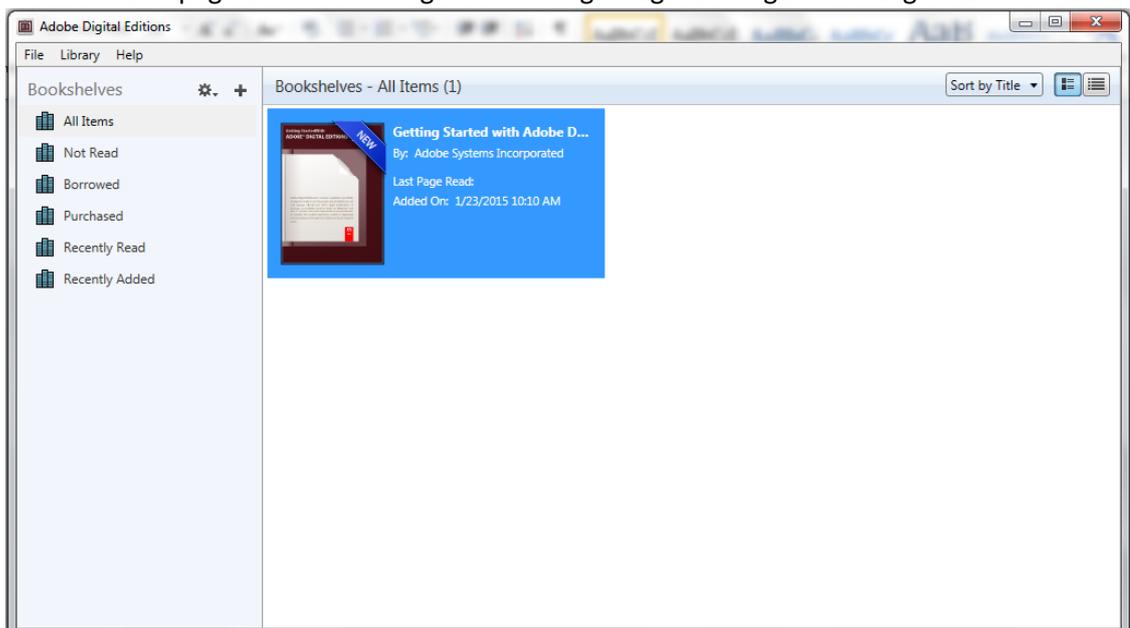
5. Indicate where you want it installed or leave the defaults



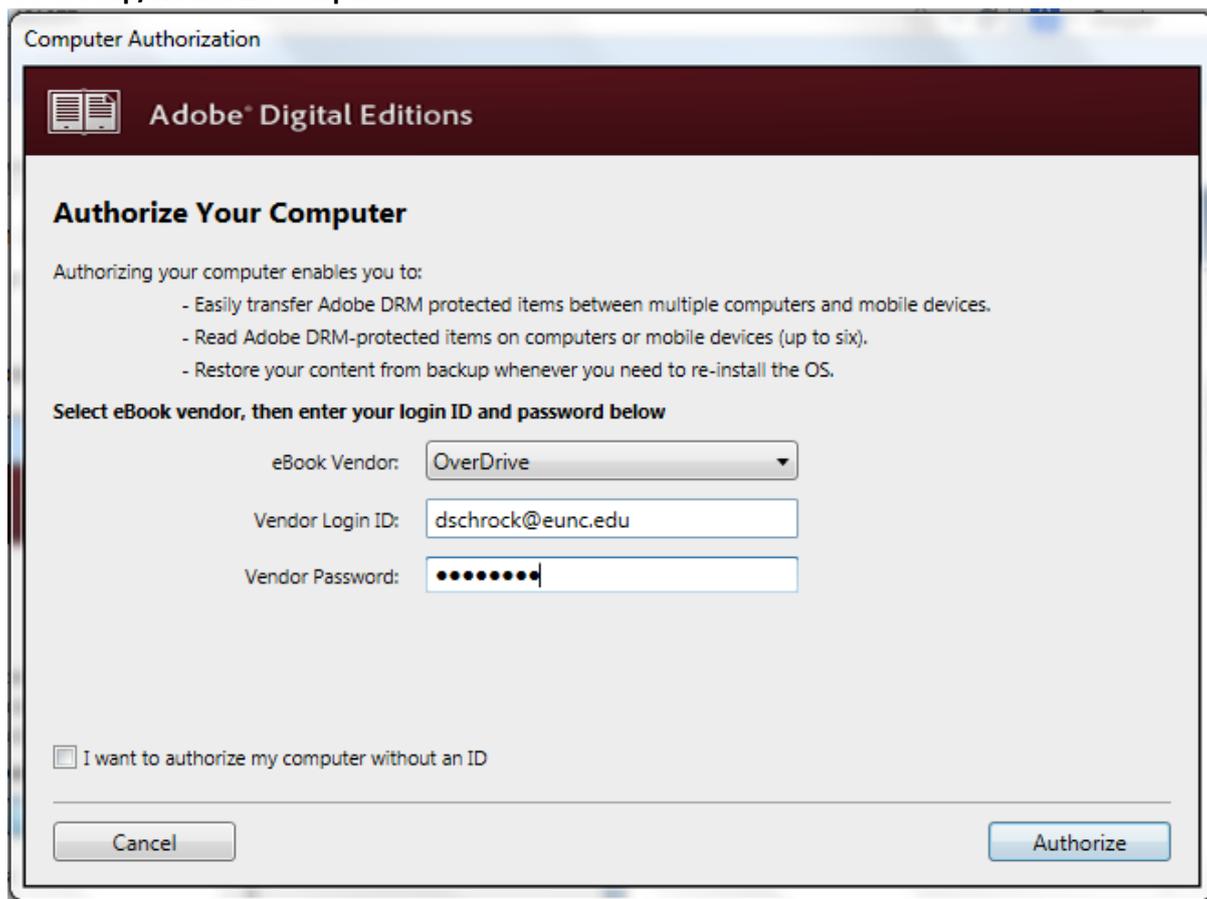
6. Close when completed



7. Now run Adobe Digital Editions from your start menu or desktop icon. It should come up with a default page as this including the default getting started guide for Digital Editions



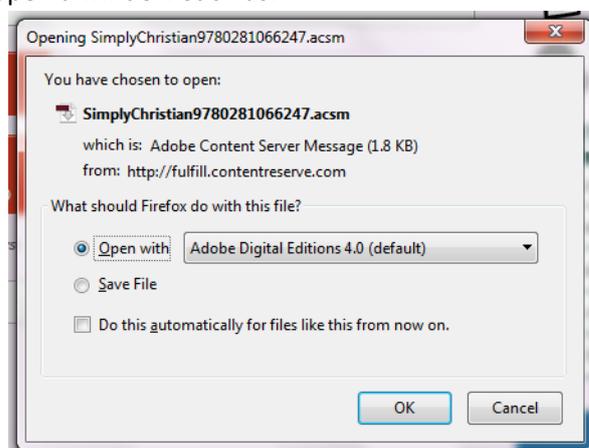
8. Go to Help/Authorize Computer



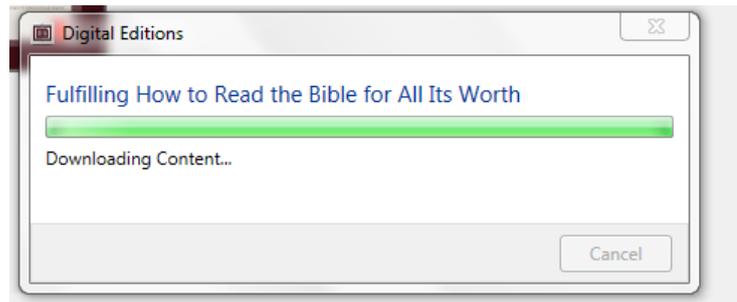
9. Change the eBook Vendor to OverDrive and use the email address and password from your connection to the overdrive.com site created above here. NOTE: Use your own username/password not the example above.
10. Click on Authorize. If successful, you should see a page saying the authorization was successful.

You can now go to EuNC's overdrive site to check out a book.

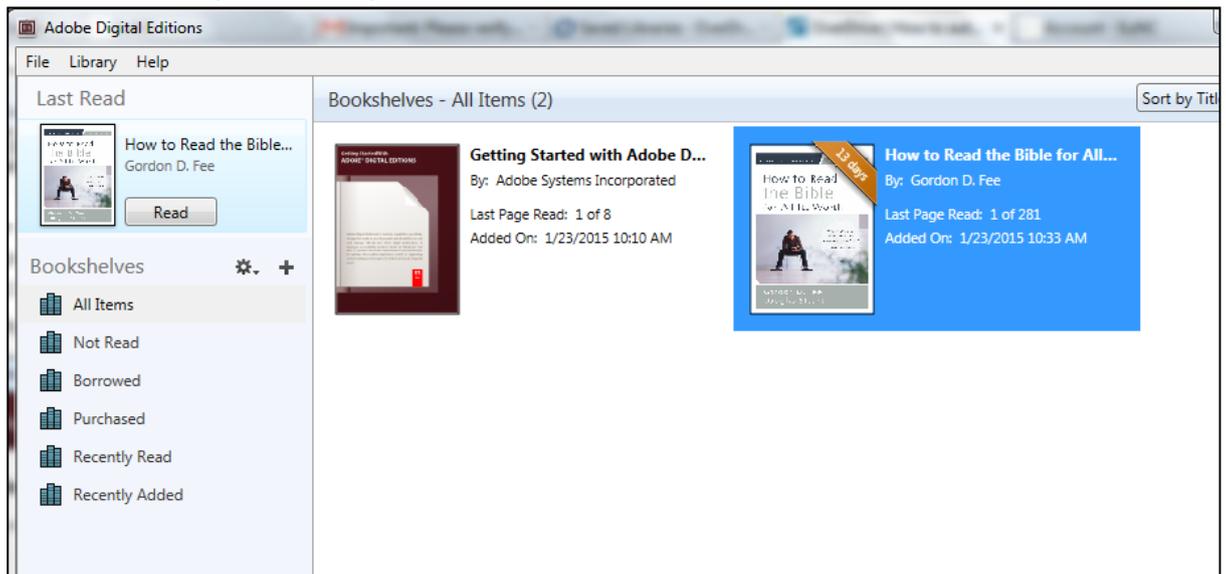
1. Login to <http://overdrive.eunc.edu> with your normal username and password.
2. Navigate to the book that you want to borrow the same as if you are reading online.
3. Instead of clicking the "Read (in your browser)" button, this time click on the "Download (EPUB eBook)" button.
4. This should open a window such as:



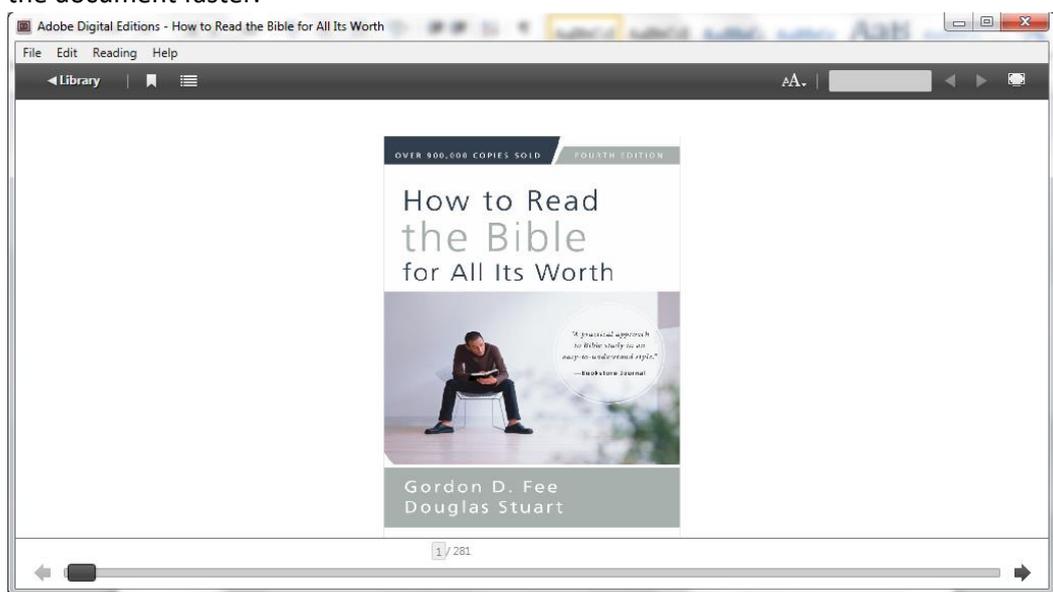
- It will give you a message about downloading the title and will add it to your digital editions bookshelf:



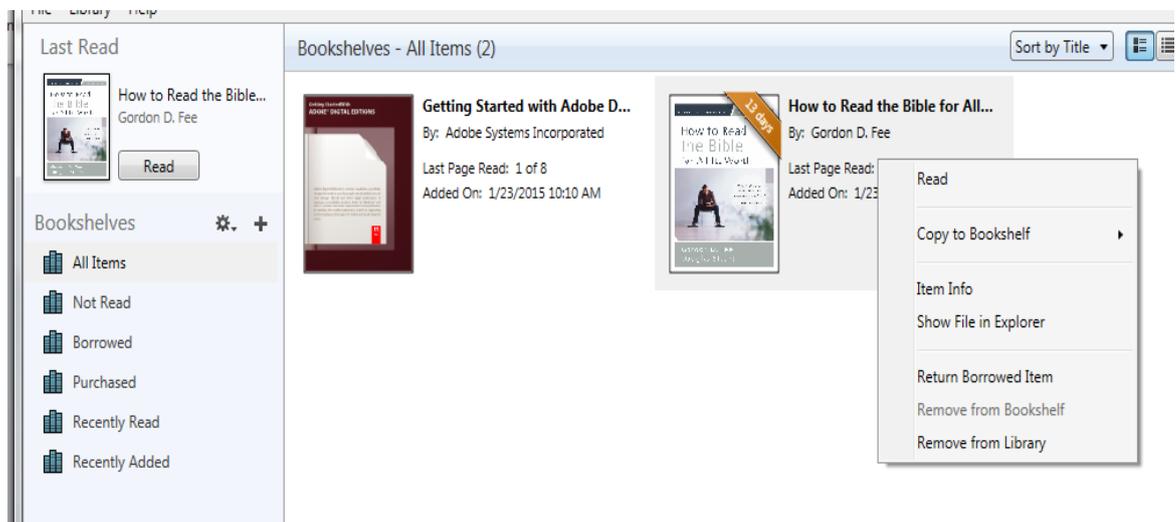
- You will see it on your list and you can click on the title to read it.



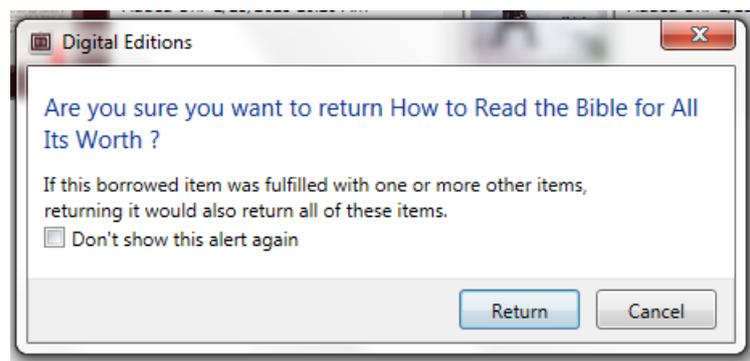
- Notice the controls at the top for bookmarking the link, change the text size, advancing pages, and also for the table of contents. The bar at the bottom allows you to scroll through the document faster.



8. Clicking on the <-Library button will take you back to your main library screen. If you right click on a title, it will allow you to return it when you are ready and give you additional options.



9. If you select return, it will come up with a message like:



10. It will then disappear both from your Adobe Digital Editions bookshelf and as a checked out book on your bookshelf in overdrive.eunc.edu