



# Instructions for Downloading Nassau Digital Doorway E-Books to the Barnes & Noble Nook



## Required software and authorization

1. Before you can download library books to your Nook, you will need to install Adobe Digital Editions software on your computer. Here are two ways to access this software:
  - Go to [www.adobe.com/products/digitaleditions/](http://www.adobe.com/products/digitaleditions/) and follow the instructions.
  - Go to [www.franklinsquarepl.org](http://www.franklinsquarepl.org). From the library's website there are a few ways to access Nassau Digital Doorway. One option is to click on the Nassau Digital Doorway icon on the front page of the library's homepage. Another is to go to "Databases" and search alphabetically for Nassau Digital Doorway or discover the link in the "Audio and E-Book" subject category. Once in the Nassau Digital Doorway site, click on the "Quick Start Guide" link located in the upper right hand corner. "Step 1" will instruct you how to install Adobe Digital Editions.
2. Open Adobe Digital Editions. You will be prompted to create an Adobe account and then to authorize your computer as one of your five devices. Note: You MUST create an account or you will not be able to transfer Nassau Digital Doorway E-Books from your computer to your Nook. You cannot download Nassau Digital Doorway E-Books directly to your Nook, but must transfer E-Books using Adobe Digital Editions.
3. With Adobe Digital Editions open, attach the Nook to your computer via the USB port. You will be prompted to authorize your Nook. Follow the click through path to authorize the device.
4. On a PC, the Nook will show up if Adobe Digital Editions is already open, and might not show up if you connect the Nook first. On a Mac, the Nook may not show up if Adobe Digital Editions is already open when the Nook is attached. Attach the Nook and then open Adobe Digital Editions. Your PC may require you to restart.

## Searching for and downloading E-Book titles

1. Minimize Adobe Digital Editions software and go on the library's website ([www.franklinsquarepl.org](http://www.franklinsquarepl.org)). Click on the Nassau Digital Doorway icon on the home page or go to the database listings and search either alphabetically or within the "Audio and E-Book" subject category.
2. In Nassau Digital Doorway you can search for titles in the following ways: Entering title/keywords in the search bar; browse by format; browse by subject. E-Book titles will appear with format specific indicators (i.e. PDF or ePub).
3. When you have found a title you want, select "Add to Cart." If the title is already checked out, you may request it by selecting "Place a Hold." To see how many copies the library owns and how many people have holds on it, click on the title.
4. After you have added an available title to your cart, select "Proceed to Checkout." Login by selecting the Franklin Square Public Library and entering your library card number. Select "Confirm Check Out."
5. You may now download the title using the "Download" button under the item. When asked "Do you want to open or save this file," select "Open." The title will automatically open in Adobe Digital Editions. If it doesn't automatically open, locate the downloaded file, which ends in ".acsm" double-click it and select Adobe Digital Editions to open it.

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## **Transferring an E-Book to your Nook**

1. Once the book is available in Adobe Digital Editions, plug your Nook into the computer using its USB cable. You may be asked if you want to see the files on the device; you do not need to see them.
2. Your Nook should now be listed in the left column at the bottom of the list (if you don't see it, close Adobe Digital Editions and reopen the program).
3. Click on the book in the right hand column and drag it onto your Nook listed in the left column. You will see a progress bar indicating the book is being copied onto your reader.
4. The title is now transferred to the device. On a PC, click "Safely Remove Hardware" icon on the lower right of your monitor. Then click the "Safely Remove USB Mass Storage Device" box. When you see "Safe to Remove Hardware," you may detach the Nook from your computer. On a Mac, unmount/eject the Nook using the Finder before unplugging. Detach the Nook from your computer.
5. Touch the menu icon at the bottom of your Nook for My Library. The book you just downloaded will appear under "My Documents." Scroll down to the title. Touch "View item details and options." Touch "Read" to begin reading your E-Book. When the loan period is up (14 days) the book will no longer be playable on your computer or Nook. However, it can be checked out again if it is available (not on reserve for someone else).

## **Returning an E-Book before the due date**

1. Open Adobe Digital Editions on the computer where you downloaded the E-Book.
2. Click on "Library View." Titles you have downloaded appear on the right. Click on the small triangle in the upper left corner of the title. Select "Borrowed Item" on the list of options. A dialogue box will pop up. Click "Return." The E-Book will disappear from your bookshelf in Adobe Digital Editions.
3. The next time you log into Nassau Digital Doorway the E-Book will be checked in and your account will be updated. If you don't return the book early, it will expire on its due date.

## **Deleting an expired E-Book from Adobe Digital Editions**

1. You cannot open an E-Book after its due date. If it is available, you may download it again from Nassau Digital Doorway once you have deleted the expired copy.
2. Open Adobe Digital Editions on the computer where you downloaded the E-Book.
3. Click on "Library View." Titles you have downloaded appear on the right. Click the small triangle in the upper left corner of the title. Select "Delete" on the list of options.

## **Deleting an E-Book from your Nook**

1. For a PC: open Adobe Digital Editions and attach the Nook. For a Mac: attach the Nook then open Adobe Digital Editions.
2. Click on the Nook icon beneath the bookshelves. You will see a list of books that you have downloaded to your Nook.
3. Click the small triangle in the upper left corner of the title then select "Delete Item" on the list of options. The E-Book will be deleted from your Nook.