



For Kindle eReaders

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I. Identifying Your Kindle Device

Several varieties of Kindle devices have been available in the years since they were introduced. Most types of Kindle devices are covered by this tutorial; however, some are not. This introductory portion of the guide will help you identify whether yours is covered—and if not, where to look for more information. **The devices covered in this tutorial are only compatible with OverDrive eBooks, NOT audiobooks.**

Kindle eReaders

These devices (such as the basic Kindle, Kindle Oasis, Kindle Paperwhite, Kindle Voyage, and other models) have black-and-white screens, and are used only for eReading—they do not function as tablets for the purposes of video, music, games, or Web browsing. Some of them have a number of buttons—or even a keyboard—on the front. **These devices are covered by this tutorial.** Here are some examples of these devices:



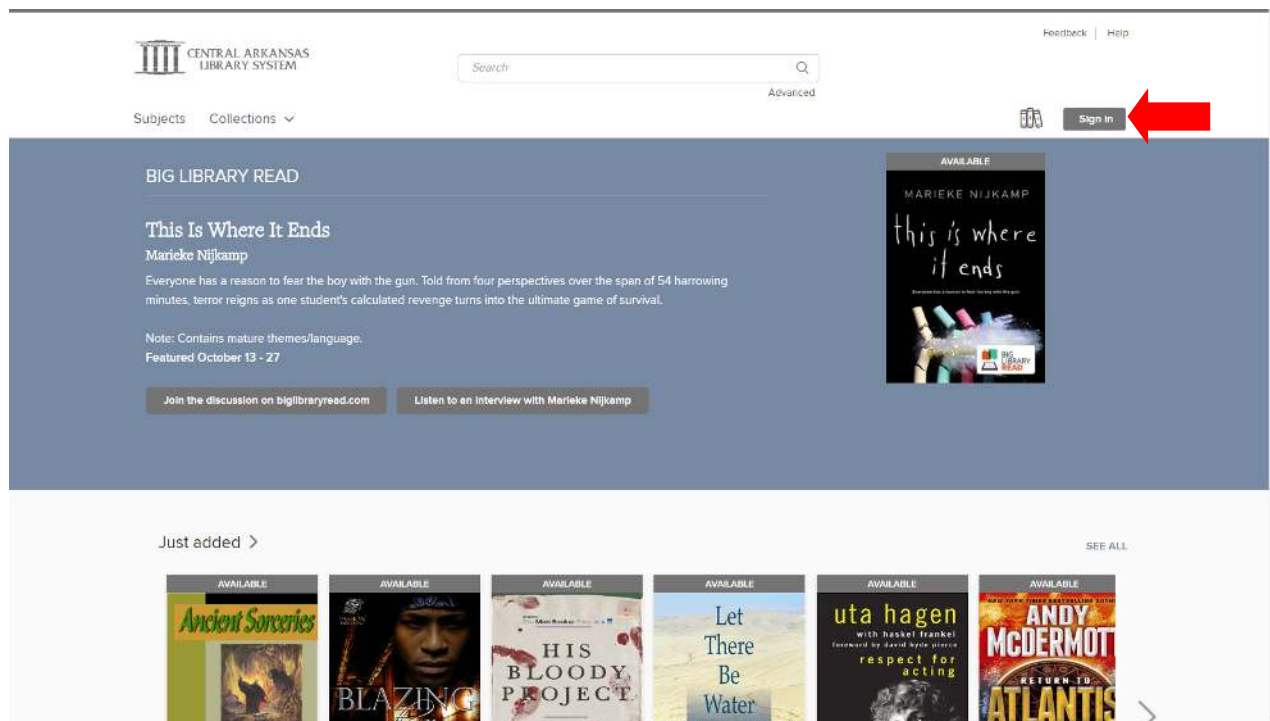
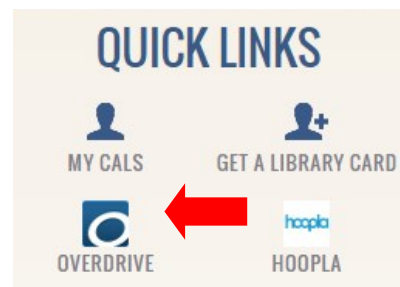
Kindle Fire Tablets

These devices are used for eBooks, but they also function as tablets—they can be used to watch movies and TV, to surf the Internet, to check your email, and to listen to music. They use a modified version of the Android operating system known as Fire OS. Since (for the purposes of OverDrive) they are Android devices, **these devices are NOT covered by this tutorial.** Instead, see the “OverDrive—Apple and Android” tutorial for information on how to use the OverDrive app.



II. Accessing CALS' OverDrive Catalog on Your Computer

1. Go to the library's website at www.cals.org.
2. On the left side of the library's web page; under "Quick Links," click "OverDrive." You will be directed to the OverDrive catalog (below).



III. Signing In to OverDrive

1. Click the "Sign In" button near the top right corner of the page.
2. Type your library card number and your library PIN into the appropriate boxes on the sign-in page.
3. Optional: Check the "Remember my card number on this device" box if you do not want to re-enter your card number each time you log in. (Leave it unchecked if you share this computer with other OverDrive users.)
4. Click the gray "Sign In" button.

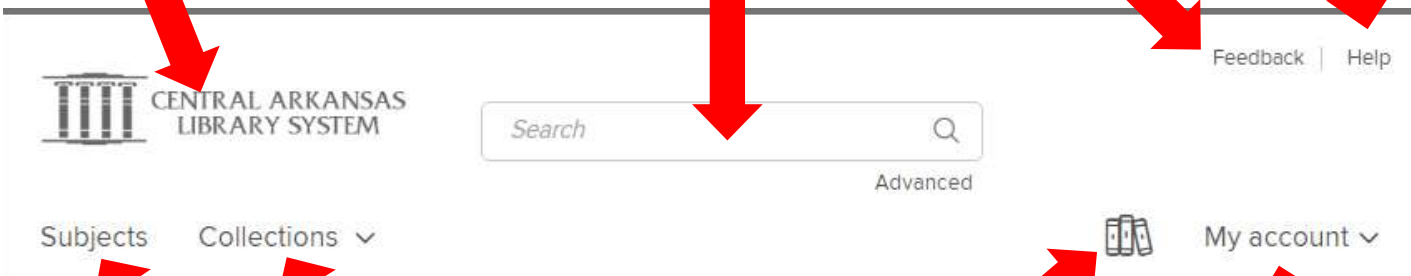
IV. OverDrive Navigation Bar

CALS Logo: Click this logo on any page to get back to the CALS OverDrive home page.

Search Box: Type a search by title, author, series name, or other information into the box, then press the "Enter" key. Click "Advanced" to search by various categories and limit your search results to certain types of items.

Feedback: Click here to take a brief survey about the new CALS OverDrive site.

Help: Click here to access OverDrive's help documentation.



The screenshot shows the navigation bar of the Central Arkansas Library System (CALS) OverDrive interface. It includes the CALS logo, a search box with a 'Search' button and a magnifying glass icon, and a link to 'Advanced' search. On the right, there are links for 'Feedback' and 'Help'. Below the search bar, there are links for 'Subjects', 'Collections' (with a dropdown arrow), and 'My account' (with a dropdown arrow). A red arrow points from the 'Feedback' text box to the 'Feedback' link, and another red arrow points from the 'Help' text box to the 'Help' link.

Subjects: Click to browse eBooks and audiobooks by a variety of categories.

Collections: Click to open a menu of links to groups of items, such as new items, items available now, and themed collections.

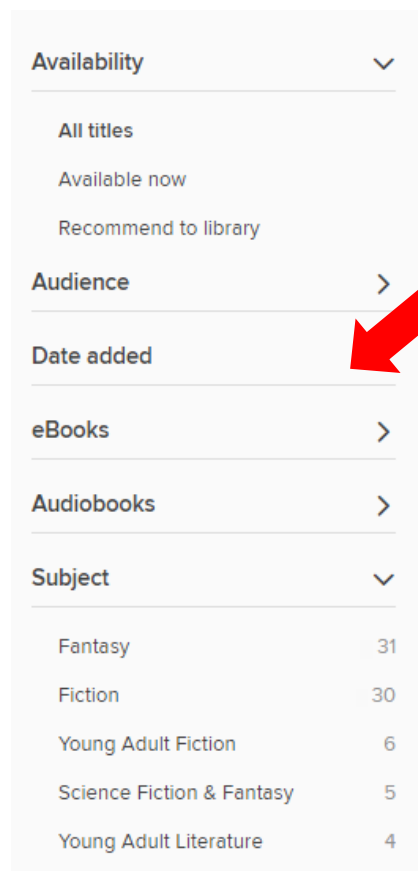
Loans: This image of three books takes you to a page where you can access the items you currently have checked out.

My account: Click here to access the account menu (see below).

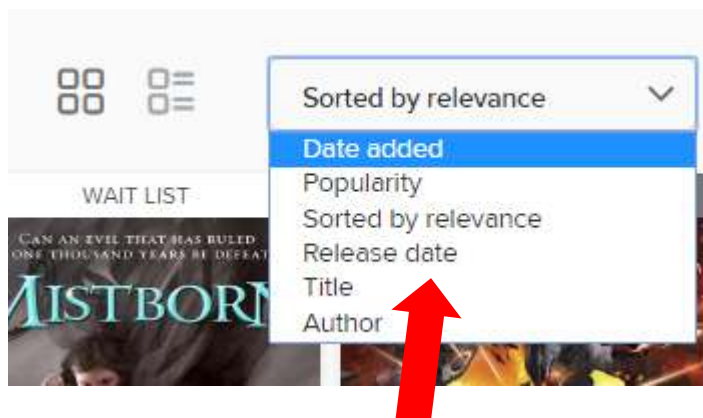
V. Refining a Search

After performing a search or clicking a category or collection, the catalog provides two ways to sort and filter the items that appear:

- On the the left side of the results screen, you can filter results by a variety of categories including: titles available now, format, subject, publisher and more.



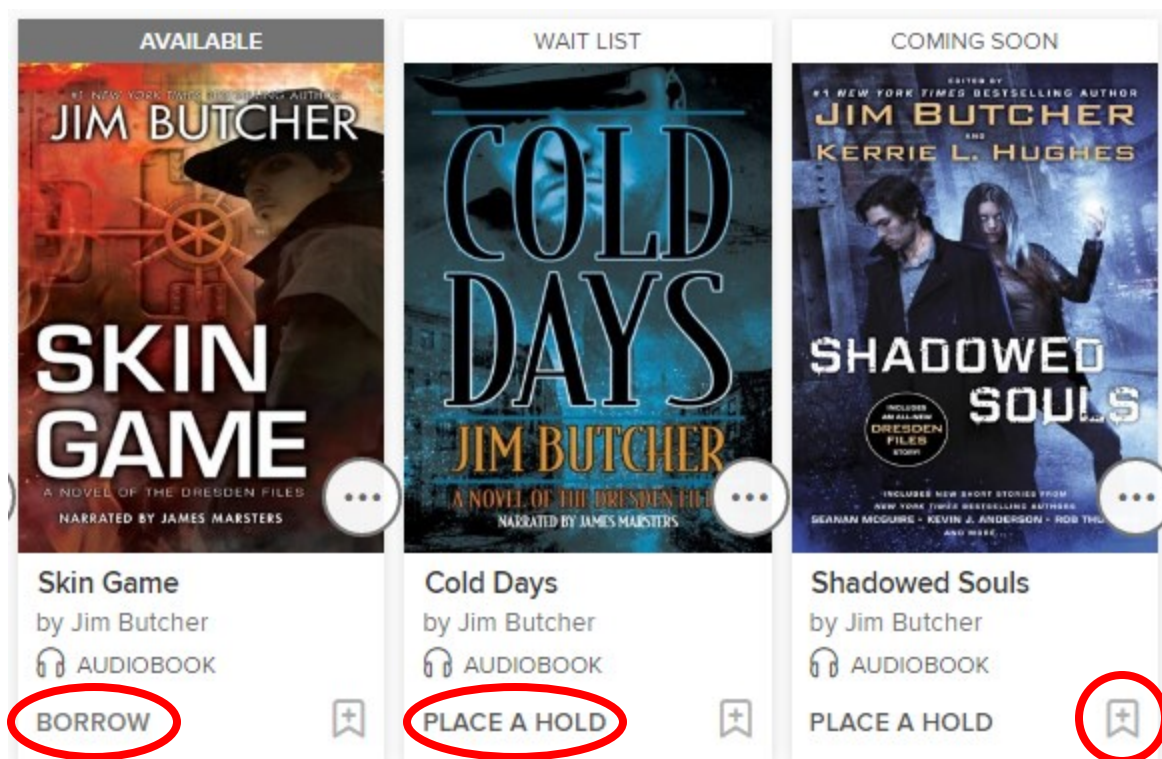
The screenshot shows the left sidebar of the OverDrive results page. It contains several filter categories: 'Availability' (with a dropdown arrow), 'Audience' (with a right arrow), 'Date added' (with a right arrow), 'eBooks' (with a right arrow), 'Audiobooks' (with a right arrow), and 'Subject' (with a dropdown arrow). Under 'Subject', there is a list of categories with their respective counts: Fantasy (31), Fiction (30), Young Adult Fiction (6), Science Fiction & Fantasy (5), and Young Adult Literature (4). A red arrow points from the 'Date added' filter category to the 'Date added' option in the sort dropdown menu shown in the next block.



The screenshot shows a dropdown menu for sorting results. The menu is open, showing options: 'Sorted by relevance' (selected), 'Date added', 'Popularity', 'Sorted by relevance', 'Release date', 'Title', and 'Author'. A red arrow points from the 'Date added' option in the sidebar filter to the 'Date added' option in this dropdown menu.

- Towards the top of the results page is a drop down menu where you can sort results alphabetically by title or author, by release date, by date added to OverDrive, and by popularity.

VI. Checking Out Items, Placing Holds, and Viewing Items



If you see an item you're interested in, you can check to see if it is available by looking below the cover art. If you can borrow it right now, "Borrow" will appear (and "Available" will appear above the cover art—see *Skin Game* above). Any item that is not currently available will say "Place a Hold" (see *Cold Days* and *Shadowed Souls* above); items which are currently checked out by other patrons will say "Wait List" above the cover art; items which have been ordered by CALS but are not yet available will say "Coming Soon."

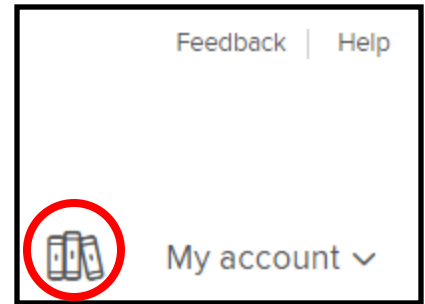
- For available titles, simply click "Borrow," and the title will be checked out to you. You can click the "Loans" link in this message to access the items checked out to you.
- For unavailable titles, click "Place a Hold," and you will see a message saying, "Success!" and informing you that an email will be sent to you when the title is ready. The message will also show you similar titles available to be checked out now.
- If there's an item you're interested in, but you want to remember it for later without checking it out or placing a hold, simply click the bookmark icon (in the bottom right corner, across from "Borrow" or "Place a Hold") to add it to your Wish List.

Things to note:

- OverDrive functions like a physical library collection. CALS purchases a limited number of copies of each digital item, and only one patron can check out each copy at a time.
- Checkout periods are 14 days by default, and items are automatically returned at the end. (No late fees!)
- You can have a maximum of ten items checked out and ten items on hold at any given time.
- Occasionally, due to complications between Amazon and certain publishers, some eBook titles may not be available in Kindle format.

VII. Loans Page

The “Loans” page displays all the items currently checked out to you, and also gives you access to your Holds and your Wish List, among other things. You can also use this page to download items to your computer for offline use. The Loans page can be accessed by clicking the “three book” icon near the top of any page on the CALS OverDrive site.



Navigation Menu: Click these links to access your holds list, wish list, items you’ve recommended to be purchased, and your account settings.

Checkout Period: Displays The number of days left before this title expires

Item Information: Displays the title, author, type (eBook or audiobook), and five-star rating

“Choose a Format” Menu: Allows you to select a format (For your Kindle reader, choose the Kindle format!), so the item can be downloaded and transferred to your device.

Cover Art

Read/Listen Now: Click this to read or listen to the item now in your browser. You must remain connected to the Internet to use this function.

Return: Click this to return the item and make it available for other patrons to use.

How to Return: Click this to view instructions on how to return an item you’ve previously downloaded.

Download: If your item is only available in one format, or you have already selected a format, click to download the item for offline use.

Navigation Menu: Loans, Holds, Wish list, Recommendations, Settings

Checkout Period: EXPIRES IN 14 DAYS

Item Information: Cibola Burn, James S. A. Corey, EBOOK, ★★★★★

“Choose a Format” Menu: CHOOSE A FORMAT

Read/Listen Now: READ NOW

Download: DOWNLOAD MP3 audiobook, LISTEN NOW

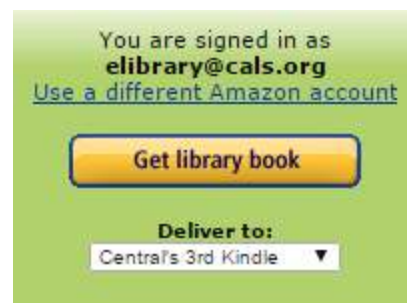
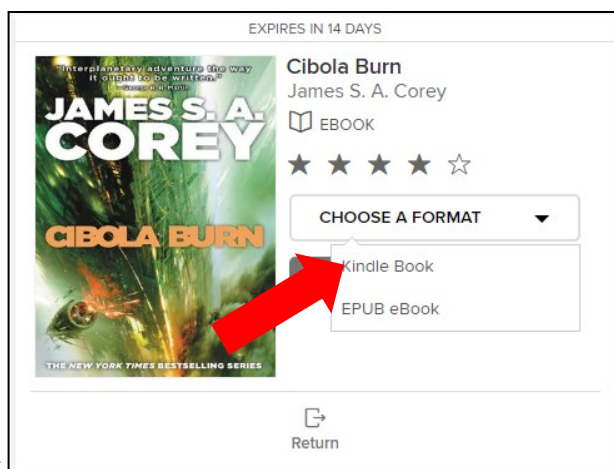
Return: Return, How to return

VIII. Transferring Your Items to Your Kindle

Overdrive eBooks are transferred to your Kindle via Amazon.com. The instructions below will help you transfer those items.

1. On your Loans page, click the “Choose a Format” menu next to the book you’d like to download. If the menu does not appear, click “Download” and proceed to step 3.
2. Select “Kindle Book” in the menu.
3. You will be redirected to amazon.com. Check to see if your name appears near the top of the page (i.e. “Hello, Mary”). If it doesn’t, sign into the Amazon account associated with your Kindle.
4. Ensure that the button on the right side of the page (in the green box) says, “Get library book,” and look below it to ensure the right Kindle is selected in the “Deliver to” drop-down box below it. Then click “Get library book.”

As soon as your Kindle is connected to Wi-Fi, the book will be delivered to it. (Library-owned Kindle books are not transferred via a cellular connection.) The book will appear in your Library, along with any other Kindle books you may own.



X. Returning and Deleting Books

Deleting an Item from Your Kindle

Deleting an item will remove it from your Kindle without returning it to the library. This may be useful if you encounter a problem while reading the book, or if a staff member who is providing you technical support asks you to delete the item.

If you’d like to remove an item from your **touchscreen Kindle**:

1. Tap and hold on the item in your Library.
2. In the menu that appears, tap “Remove from Device.”

If you’d like to remove an item from a **non-touchscreen Kindle**:

1. Use the 5-way controller (the navigation buttons with the button in the middle) to highlight or underline the item.
2. Press the left arrow to open the menu.
3. Use the arrows to highlight “Remove from Device,” and use the middle button to select it.

Returning a Book Early

If you finish reading your book before it expires and you would like to return it early:

1. Visit Amazon.com on your computer or another web-browsing device.
2. If you aren't already signed into your Amazon account, click "Sign In" and enter your email address and Amazon password.
3. Hold your mouse over "Your Account," and click "Manage Your Content and Devices."
4. On the list of items that appears, find the title you'd like to return, and click the "..." button under the "Actions" column.
5. Click "Return this book" in the small menu that appears.
6. Click "Yes" on the confirmation message that appears.

The item will be deleted from your Kindle, and made available for the next patron to check out.

Love this digital service? Check out
all of CALS' digital services:



Need help? Please call us at (501) 918-3097, email
us at eLibrary@cals.org, or stop by your local
branch for in-person assistance.