OverDrive®

For Nook Readers

I. Identifying Your Nook Device

Several varieties of Nook devices have been available in the years since they were introduced. Most types of Nook 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.**

Nook eReaders

These devices (such as the Nook SimpleTouch and the Nook Glowlight) have black-and white screens, and are used only for eReading—they do not function as tablets for the purposes of music, games, or Web browsing. **These devices are covered by this tutorial.**

Nook Tablets

These devices use custom operating system software designed by Barnes and Noble. They have color screens, but are not Samsung-branded, and apps can be installed on them—but not many apps are available. A stylistic hallmark of these devices is a "hole" in their bottom left-hand corner. **These devices are covered by this tutorial.**

Samsung Galaxy Nook Devices

These devices are a collaboration between Samsung and Barnes and Noble. They use the Android operating system and function similarly to a non-Nook Samsung Galaxy tablet, with added Barnes and Noble software. Since they are Android devices, **these devices are NOT covered by this tutorial.** Instead, see the "OverDrive—Apple and Android" tutorial.

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).
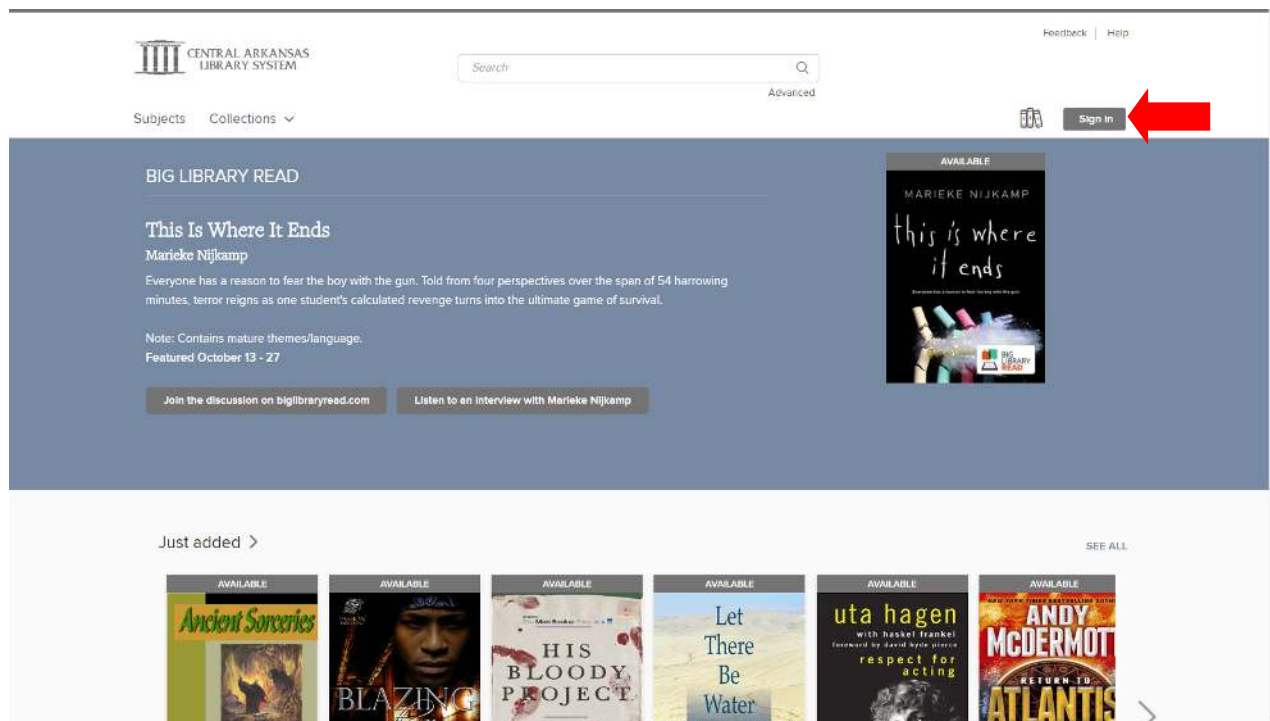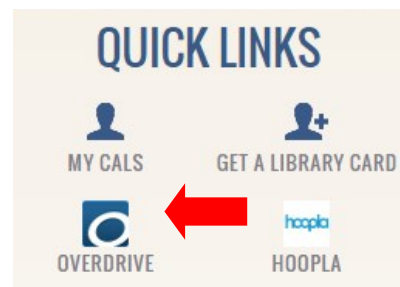
III. Signing In to OverDrive

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.

CENTRAL ARKANSAS LIBRARY SYSTEM

Search

Advanced

Feedback | Help

Subjects   Collections ∨

My account ∨

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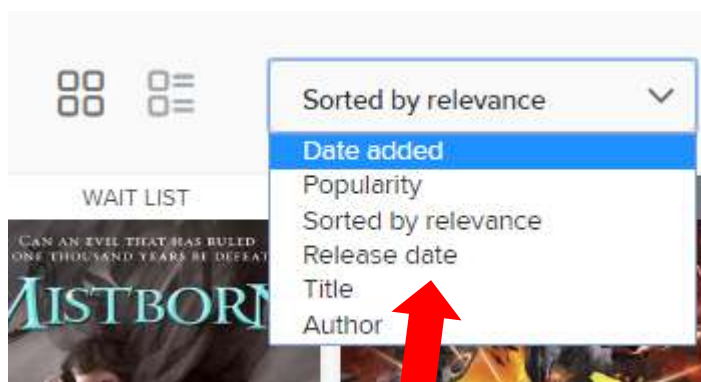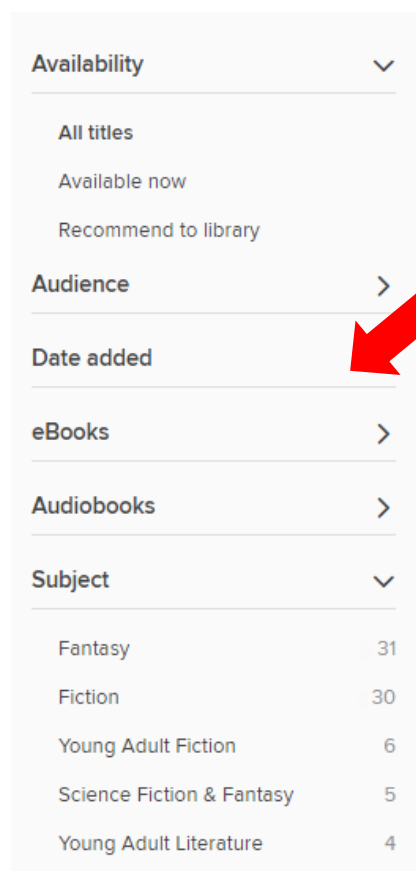
Loans: This image of three books takes you to a page where you can access the items you currently have checked out.

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

V. Refining a Search

| Availability | ∨ |
All titles	
Available now	
Recommend to library	
Audience	>
Date added	
eBooks	>
Audiobooks	>
Subject	∨
Fantasy	31
Fiction	30
Young Adult Fiction	6
Science Fiction & Fantasy	5
Young Adult Literature	4

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

WAIT LIST

MISTBORN

Sorted by relevance ∨
Date added
Popularity
Sorted by relevance
Release date
Title
Author

- 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
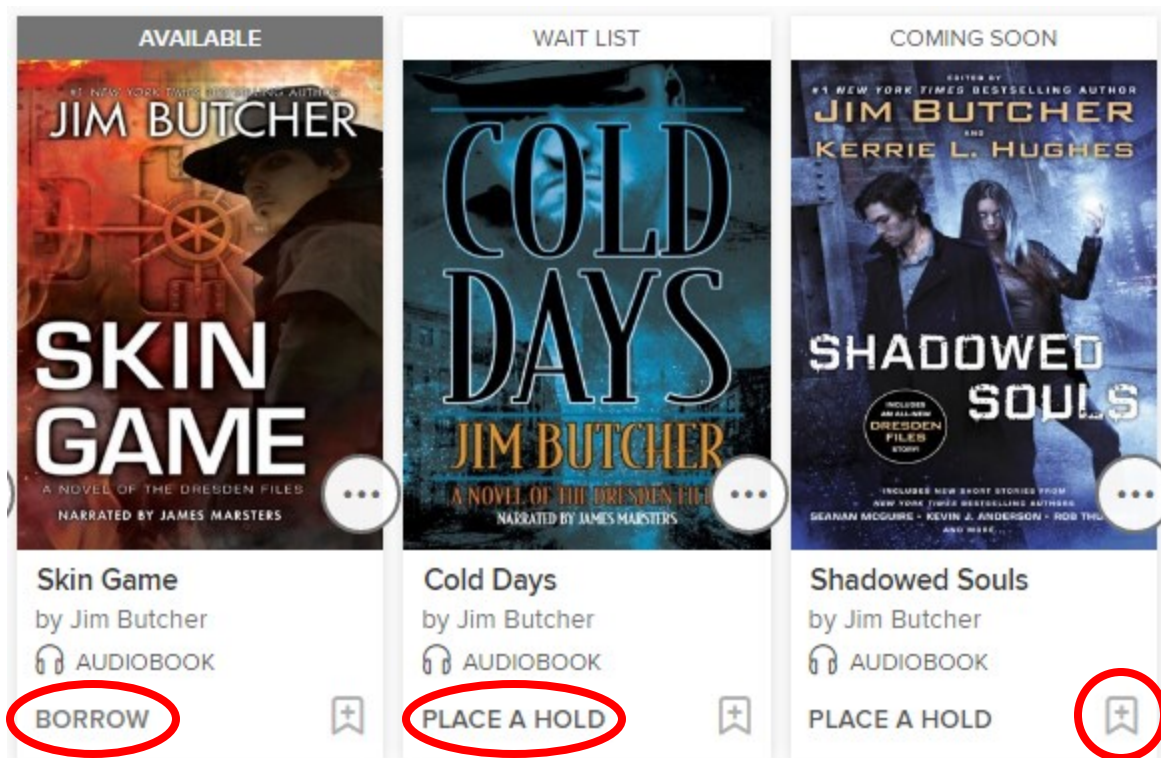
If you see an item you're interested in, you can check to see if it is available by looking below the cover art. If you can borrow it right now, "Borrow" will appear (and "Available" will appear above the cover art—see *Skin Game* above). Any item that is not currently available will say "Place a Hold" (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.

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.

Feedback | Help
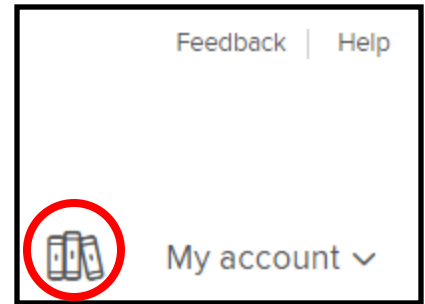
My account ⌄

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 Nook reader, choose the EPUB format), so the item can be downloaded and transferred to your device.

Loans
Holds
Wish list
Recommendations
Settings

Loans

EXPIRES IN 14 DAYS

Cibola Burn
James S. A. Corey
EBOOK
★ ★ ★ ★ ☆

CHOOSE A FORMAT

READ NOW

Silent

DOWNLOAD
MP3 audiobook

LISTEN NOW

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.

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.

Return

How to return

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.
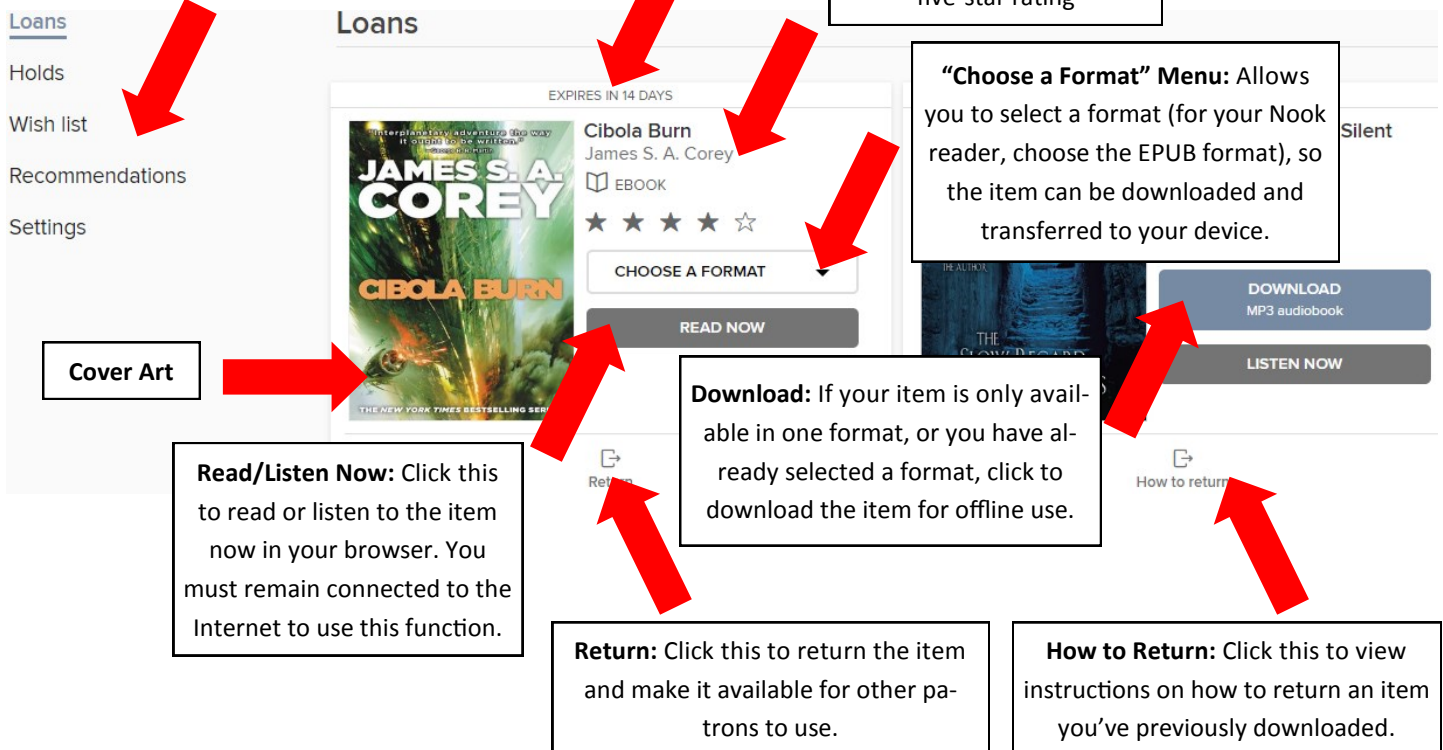
VIII. Transferring Your Items to Your Nook

After you've checked them out, your items must be transferred to your Nook, using your computer, a USB cable, and the Adobe Digital Editions software. First, Adobe Digital Editions must be installed on your computer. Then, your items must be downloaded to your computer, and finally, your items must be transferred onto your device.

Installing Adobe Digital Editions on Your Computer

You can use the Adobe Digital Editions software application to read eBooks available in Adobe EPUB and PDF formats offline. If Adobe Digital Editions is not installed on your computer, follow the instructions below. If it is already installed, skip to the section below headed "Downloading Your eBook for Use in Adobe Digital Editions."

(Due to technical issues, we recommend that you install the older version of Adobe Digital Editions, rather than the more current releases.)

1. Click the link at the bottom of any page in the OverDrive catalog that says, "Devices."

2. In the menu on the left-hand side, choose "Windows." (The same steps apply, even if you're using an Apple computer.)

3. Under "Windows 7," click the "Adobe Digital Editions for Windows" link. (This will still work, even if you're using a Mac, or a PC with a newer version of Windows.)

4. Click "Download" near the top of the page.

5. Scroll to the bottom of the page, where text appears saying, "Download Digital Edition 3.0 *here.*" Click the word "here."

6. In the table on this page, click the "Macintosh" or "Windows" download link (as appropriate for your computer) across from the words, "Adobe Digital Editions 3.0."

7. Once the file is downloaded, open it, and follow the instructions presented.

Once the installation is complete, you can download your book to be transferred to your Nook using Adobe Digital Editions.


Creating an Adobe ID

In order to use Adobe Digital Editions to transfer your books, you'll also need an Adobe ID. If you already have one, you may skip this set of instructions. **You only need to do this once.**

1. Go to the Adobe ID page on Adobe's website: https://accounts.adobe.com/

2. Under the blue "Sign In" button, you'll see the text, "Not a member yet? Get an Adobe ID." Click on "Get an Adobe ID" to sign up for an ID

3. Fill in the requested information, including creating a password and completing the reCAPTCHA ("I'm not a robot") near the bottom of the form.

4. Click "Sign Up."

Downloading Your EBook for Use in Adobe Digital Editions

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 "EPUB EBook" in the menu.

3. You will be warned that Adobe Digital Editions is required; if so, click "OK."

4. If your download does not begin immediately, you may be prompted to choose where you'd like to save the file. If so, select a location (or not), and click "Save."

5. Once the download is complete, open the file, and it will open in Adobe Digital Editions.
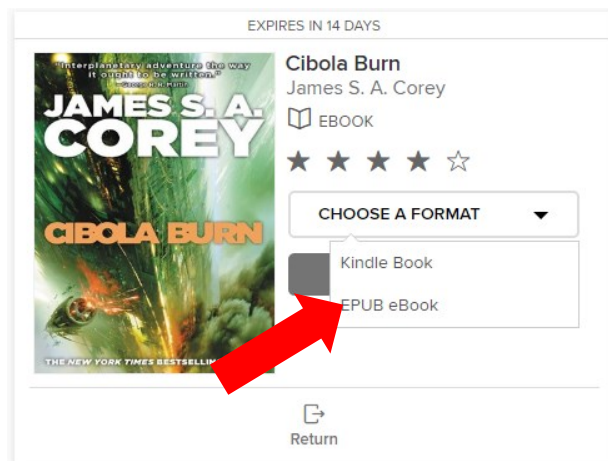
Transferring Your eBook to Your Device

1. Connect your Nook to your computer though a USB port with the USB cord that came with your Nook. The cable may be connected to your device charger.

2. The first time you connect your Nook to your computer with Adobe Digital Editions open, your PC will ask you to authorize your Nook. Enter the email address you used to sign up for your Adobe ID in the "Adobe ID" field, and your Adobe ID password in the field below it. Click "Authorize."

3. Now that your Nook is connected, an icon will show up on the left side of the Adobe Digital Editions screen. It may go by the name of your device, such as "Nook," or it may simply say "Media." To transfer the eBook that you just downloaded to your Nook, hold down your left mouse button on the book cover, drag the cover over the icon for your Nook on the left side of the screen, and let go of the mouse button.

4. Repeat this process for any additional books you'd like to transfer, or hold the Ctrl key on your keyboard (or Command key, if you're using a Mac) to select multiple items and drag-and-drop them at the same time.
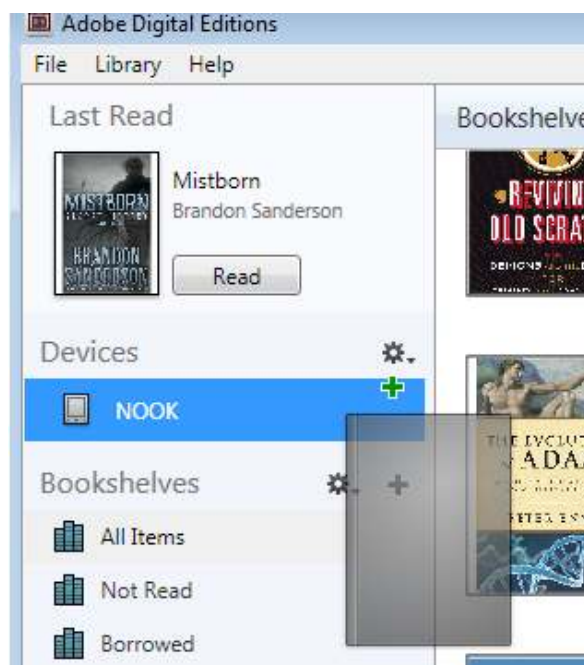
Once you've transferred your books, you'll want to "Eject" it prior to unplugging it from your computer:

On a Windows PC, you should see an icon on the bottom-right side of your screen that appears to be a plug next to a checkmark in a green circle. Click with the right mouse button on that icon, and then select the option to eject your Nook. You should receive a message indicating that it's safe to remove your device—you may unplug your cord after that message appears.

On a Mac, open the Finder (an icon with a blue face) from the dock at the bottom of the screen. Along the left-hand side of the Finder window, your Nook will be listed. Click the Eject button (a line with a triangle above it) next to your Nook to eject it. You may then unplug the cable safely.
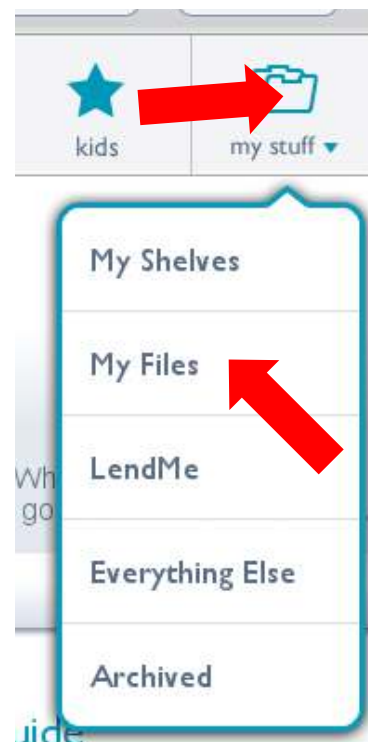
IX. Reading Your EBook

Finding Your Book on Your Nook

On Nook Simple Touch and GlowLight models, the book appears in your device's Library—tap "See Library" on the Nook's home screen to view it.

On Older Nook Readers:

1. Click the **n** button at the bottom of your Nook

2. Touch the **Library** button

3. At the top of the Library screen touch the **My Stuff Folder**

4. Under My Stuff **Touch** the **My Files** Button

5. Touch the **Digital Editions Folder**

6. Touch the icon with the name of your book to open it.

X. Returning and Deleting Books

Returning a Book Early

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

1. Open Adobe Digital Editions.

2. Right-click on the cover of the book.

3. In the drop-down menu that appears, choose "Return Borrowed Item."

4. In the confirmation message that appears, click "Return."

This will remove the item from Adobe Digital Editions, make the item available for other patrons to check out, and give you additional space on your Loans page to check out another item.

Deleting an Item from Your Nook

If you'd like to remove an item from your Nook:

1. Connect your Nook to your PC with the USB cable.

2. Open Adobe Digital Editions

3. Click your Nook under the "Devices" heading on the left side of Adobe Digital Editions

4. Right-click on the cover of the book.

5. In the drop-down menu that appears, choose "Remove from Library."

6. In the confirmation message that appears, click "Remove."

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.