Borrowing eBooks:
Devices using **Windows 10** including
the **Microsoft Surface**

Overview: Learn how to locate, download and authorize the OverDrive App required to access eBooks from the Library for your Windows 10 computer or Microsoft Surface. Then find, borrow, and read items from the Library for your device.

Student Skill Level: Advanced

Requirements: Library card, email address, basic Windows 10 operational skills

Objectives:
- Download the OverDrive App
- One time Set Up Tasks
- Searching, Placing Requests, and Borrowing Titles
- Read Titles in the App
- Return an item early (optional)

Revised 8-3-16

To see a list of upcoming computer classes go to:
www.buffalolib.org/content/computer-training or call (716) 858-8900.

Buffalo & Erie County Public **LIBRARY**
(716) 858-8900
www.BuffaloLib.org

Download the OverDrive App

Start by turning on your Windows 10 Device and follow these instructions:

1. Look for the Windows Store icon.
   It may be found in the program tray at the bottom of the screen or you may have to click or tap on the start button and look for the Windows Store tile in Start Menu.
2. Once located, click or tap on the **Windows Store** tile.
3. On the next screen, click or tap in the **Search Bar**.
4. Start typing **OverDrive** into the search bar. Then click or tap the option that reads **OverDrive.** It should be one of the first suggestions displayed.
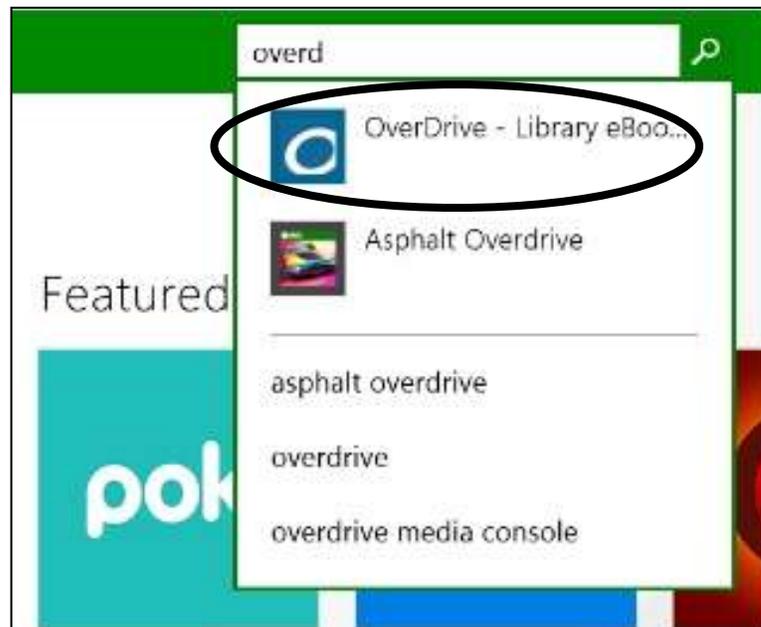
5. One the next screen click or tap the **Install** or **Free** button to begin the download.

You may be asked for your Microsoft account information at his point. Please enter your email and password associated with your Microsoft account. If you do not have a Microsoft account please click or tap on **Create One** to establish one.

One-time Set Up Tasks

OverDrive should now appear on your start menu as its own tile. You may also see it listed in your recently added apps list. The first time you open the OverDrive app you will need to perform some one-time set up tasks.

Click or tap the OverDrive App to begin. The Sign in screen within OverDrive appears. IMPORTANT: On this screen click or tap on **Have an Account? Sign In** option.
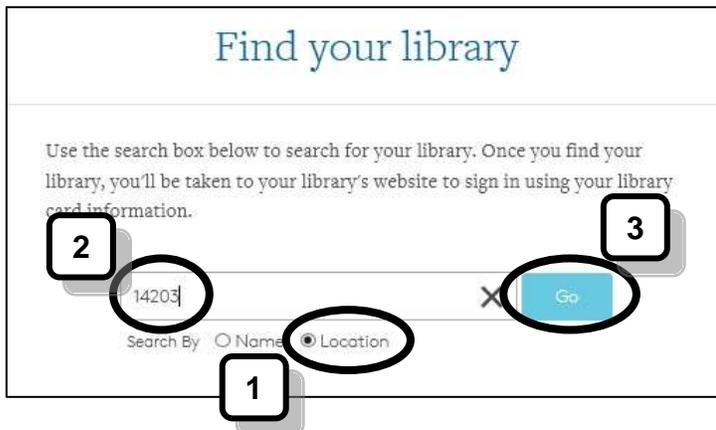
On the next screen you will click or tap on the **Sign in using library card** option.

Sign in

Make sure you always sign in using the same method, especially if you plan to download (or have downloaded) eBooks. Learn more here.

Sign in using library card

Sign in using Facebook

or

Email address

On the next screen first click or tap on the **Location** radio button then click or tap in the search box and enter the zip code **14203**. Click or tap on Go. Results will be listed that include the Central Library under Buffalo & Erie County Public Library. Next, click or tap on **Central Library.**
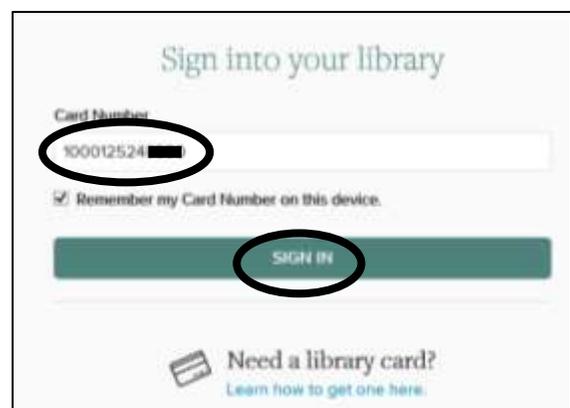
First

Find your library

Use the search box below to search for your library. Once you find your library, you'll be taken to your library's website to sign in using your library card information.

2

14203   X   **3** Go

Search By O Name ● Location

1

Second

Buffalo & Erie County Public Library

Central Library

Niagara Branch Library
280 Porter Ave, Buffalo, New York 14201-1030

Dudley Branch Library

Crane Branch Library

On the next screen you will be prompted to enter your library card number to verify your library account. Please enter your 13-digit library card number, then click or tap the **Sign in** button.

Sign into your library

Card Number

100012524

☑ Remember my Card Number on this device.

SIGN IN

Need a library card?
Learn how to get one here.

On the next screen you should see the Buffalo & Erie County Public Library listed under My Libraries. If you do not see it listed, please click or tap on Add a Library and follow the steps from the previous page to 'Find your Library'.

NOTE: Everything (unless noted later) above this line is part of your one time set up tasks for OverDrive. Instructions following are what you will be doing every time you open OverDrive in order to search, checkout, download, and read books in OverDrive.

Searching, Placing Requests, and Borrowing Titles

Click or tap on **Buffalo & Erie County Public Library** listed under **My libraries** on the right side of the screen or where it says **Add a title** on the left.
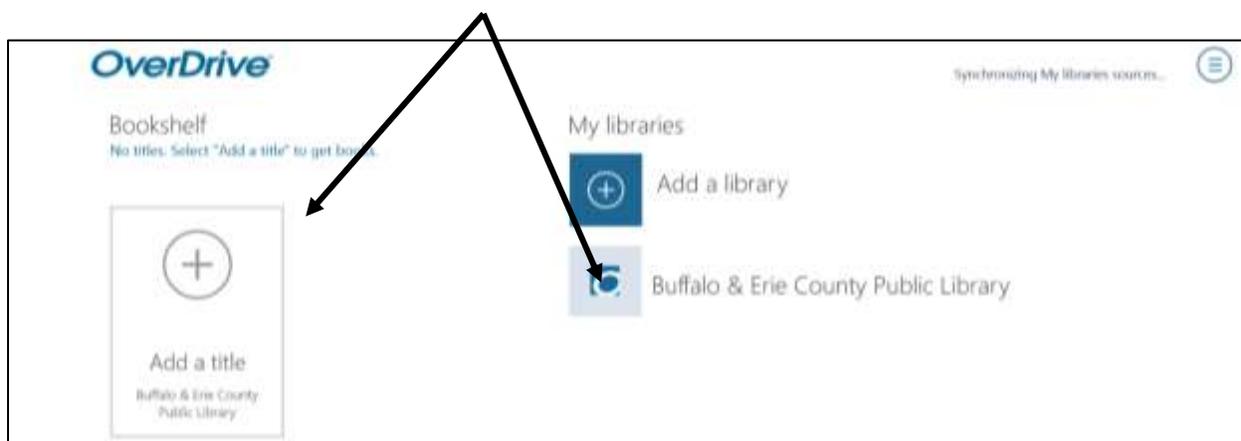
This will open the library's OverDrive website in your web browser. In most cases, you'll have a title or author in mind, so tap **Search**. You will see a basic search box where you can enter keywords, a title, or an author. Click the magnifying glass to initiate the search.
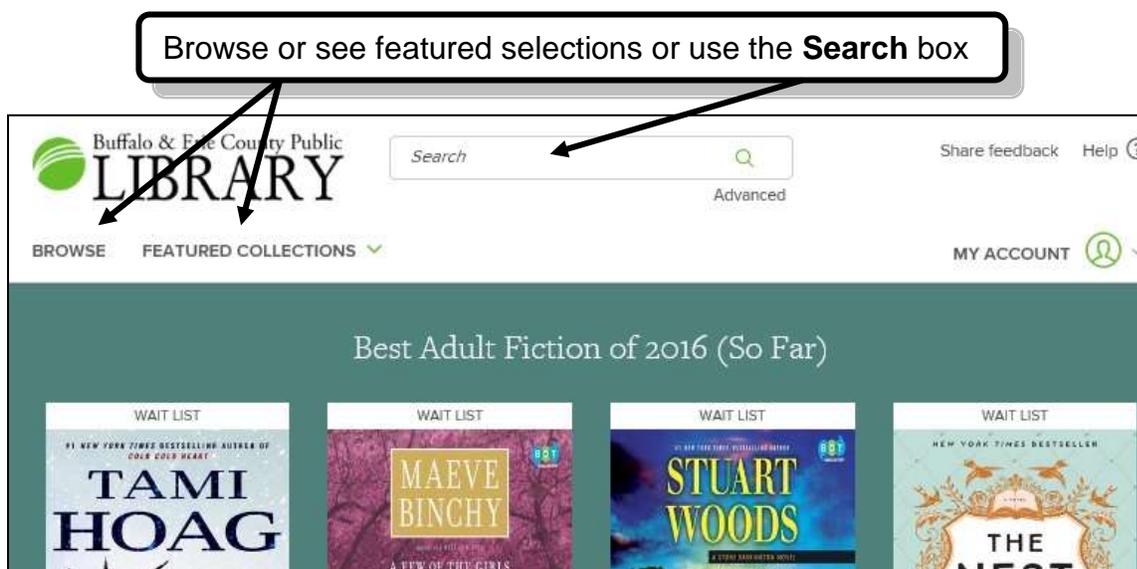
So if we search for Harlan Coben this is what a typical search results page will look like. NOTE: If you don not see the filters on the left side of the page if you are using a Surface tablet rotate your screen to landscape mode. NOTE: You can click on **My Account** any time you are signed in to see your current Checkouts, Holds, Settings & more.
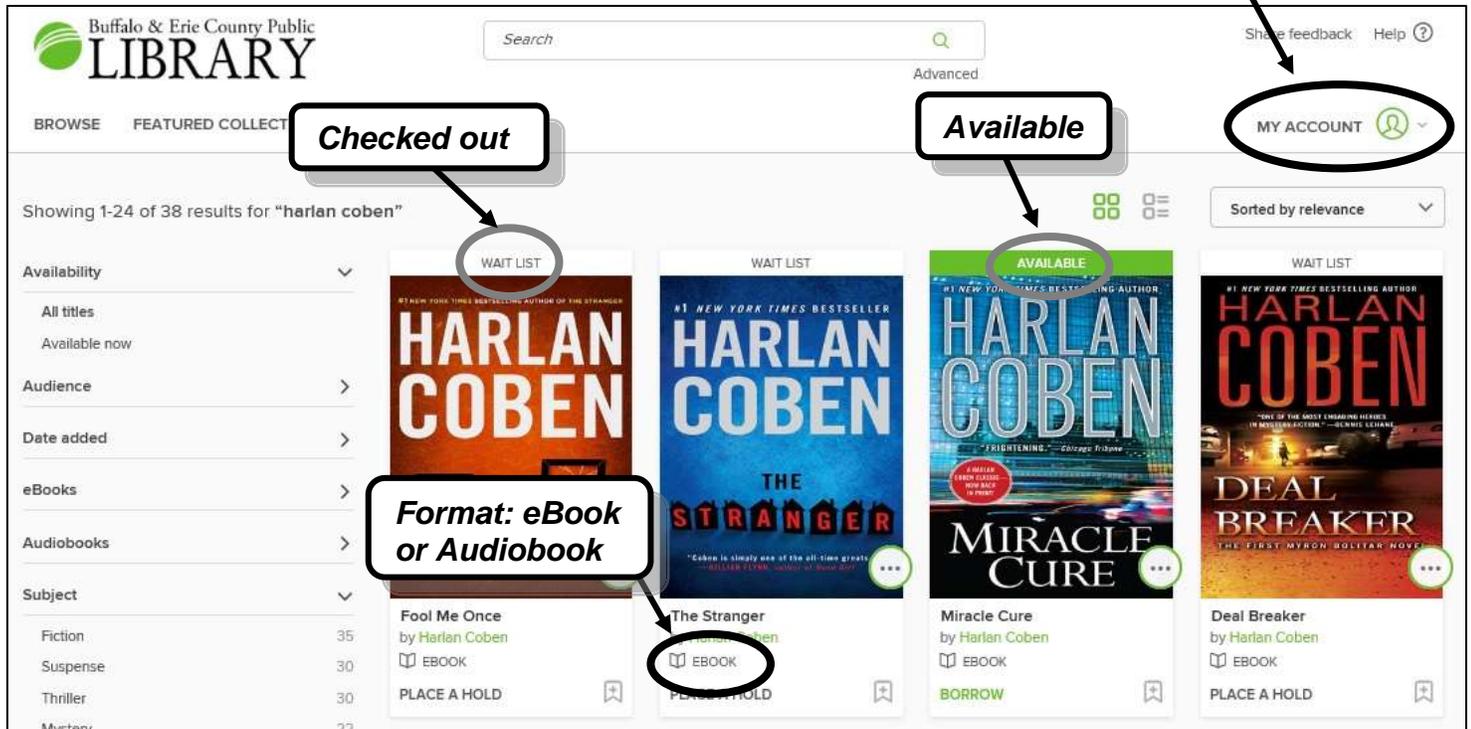
If **Wait List** is shown above the book cover, then the book is currently checked out and you can put your name on a wait list for the title. If it says **Available** you can check the book out now! On the left side of the screen are options or filters to narrow your results. You can sort your results in different ways by clicking or tapping on the **Sorted by** link on the right.

Click or tap the **cover of the title** to borrow or put in a request for a book that is currently checked out. First let's explore how you can **place a hold on a title** after clicking or tapping on the cover:
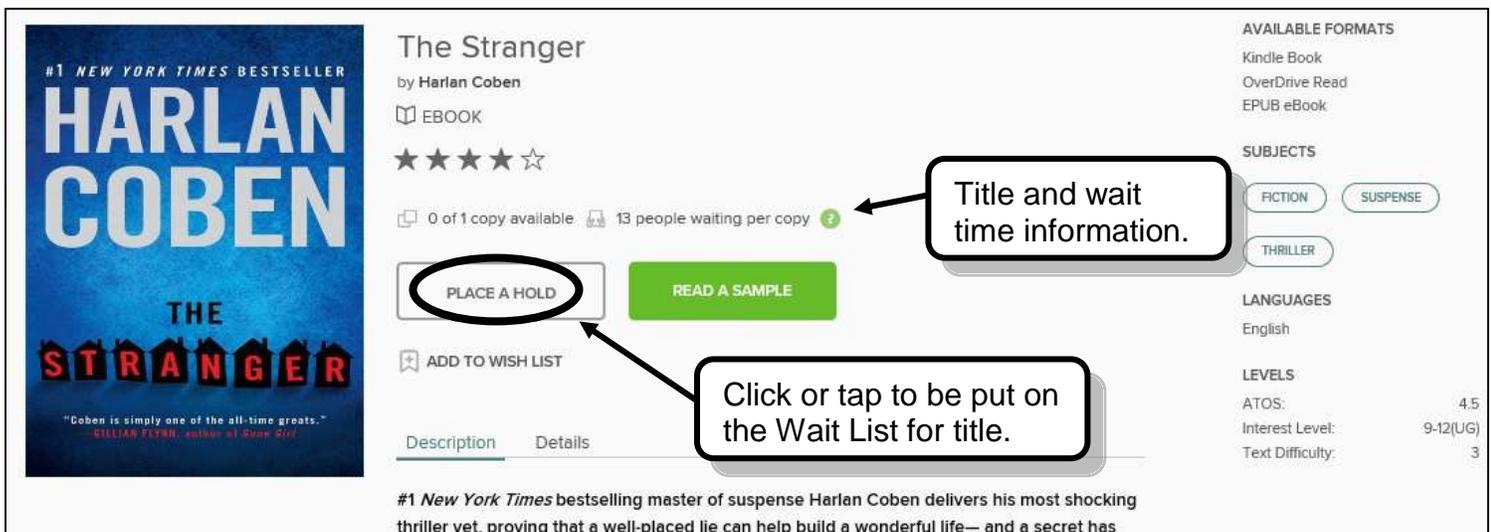
Click or tap on **Place a Hold**. If you are not already logged into your account, you will be prompted to enter your library card number. Make sure to sign in with your library card and not an OverDrive or Facebook account. Also if this is the first time making a hold request you will be asked to enter your email address. This is how OverDrive will contact you to let you know the title is available for you to checkout.

If you successfully made a hold request a message will flash on your screen and the Place a Hold button will change to **Go to Holds**. Click or tap on Go to Holds to see all your current hold requests.

You will see where on the wait list you are for the title. At anytime you can edit your email address, suspend your hold or remove the hold from this page. Also notice near the top of the page it says whether the title is set for automatic checkout.

Automatic Checkout ON: title will be checked out as soon as it is available; you will receive an email informing you to go start reading your book.

Automatic Checkout OFF: you will receive an email informing you to go check out your book. You must actively access the holds screen, then checkout book from there.

Either option can be changed in the Settings option in My Account.

Now let's **check out a book** that is currently available. Remember click or tap on the book cover first. For a book that is available you will see button on an individual title's screen that looks like the following. Click or Tap on it.


NOTE: The maximum you can borrow a title is 14 days. If this button reads 7 days, click or tap on the down arrow to change lending period. You can permanently adjust the lending period under Settings in My Account.

If you successfully borrowed a title a message will flash on your screen and the Borrow button will change to **Add to App**. Click or tap on Add to App to download your title to your device.
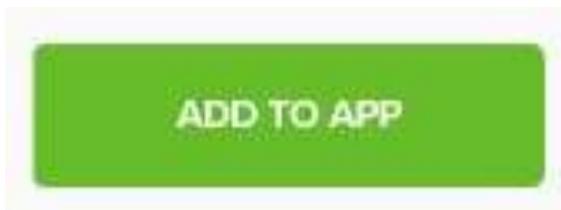
NOTE: The first time you click or tap Add to App you may be asked to authorize your device to work with Overdrive. Follow these instructions to do so:

If you have to authorize your device you will see a screen like the following. If you see this screen click or tap on Go to Settings to once again go through the Sign In Using Library Card option. Step 1 Go to Settings, Step 2 OverDrive account, Step 3 Manage Account, Step 4 Sign In Using Library Card.
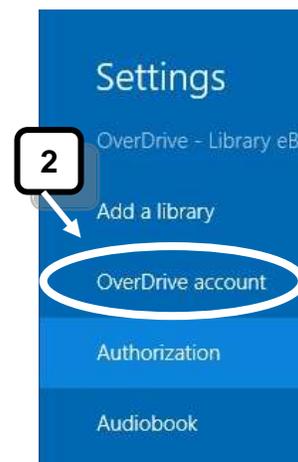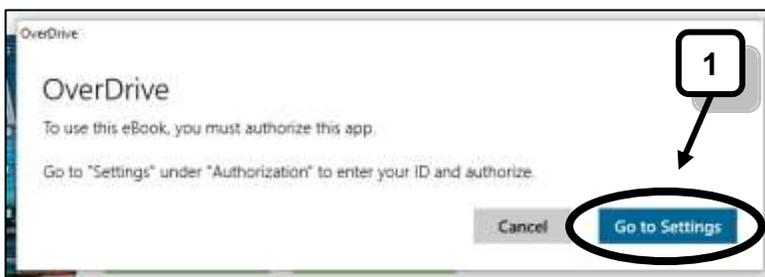
Click on Manage Account and pick the Sign In Using Library Card option again following directions on page 4 in this handout. You should now be able to add books to your bookshelf.
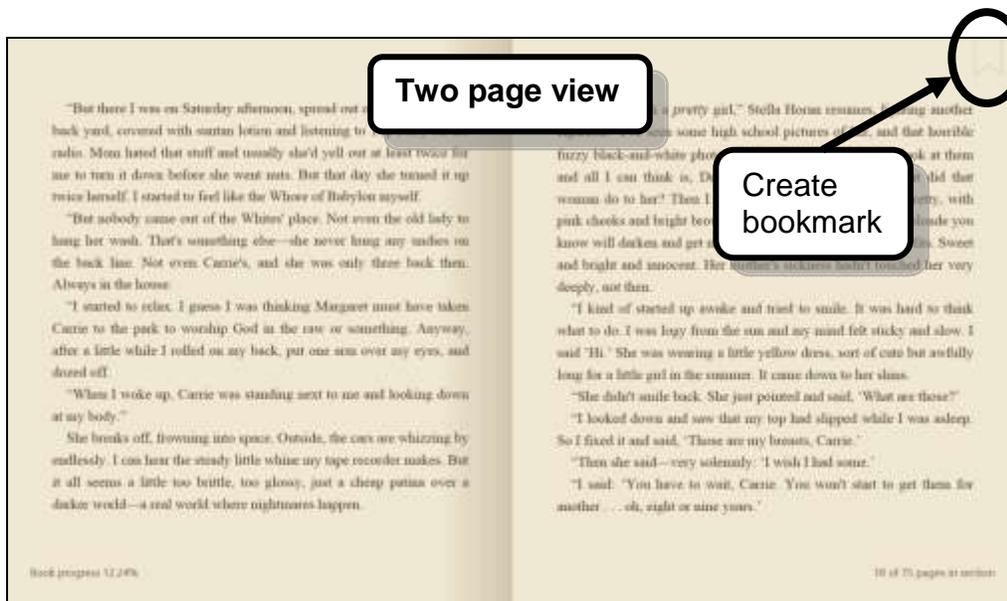
Reading Titles in the App

Right after you click or tap Add to App you will see an option to **Go to Bookshelf**. Click or tap to see your bookshelf.

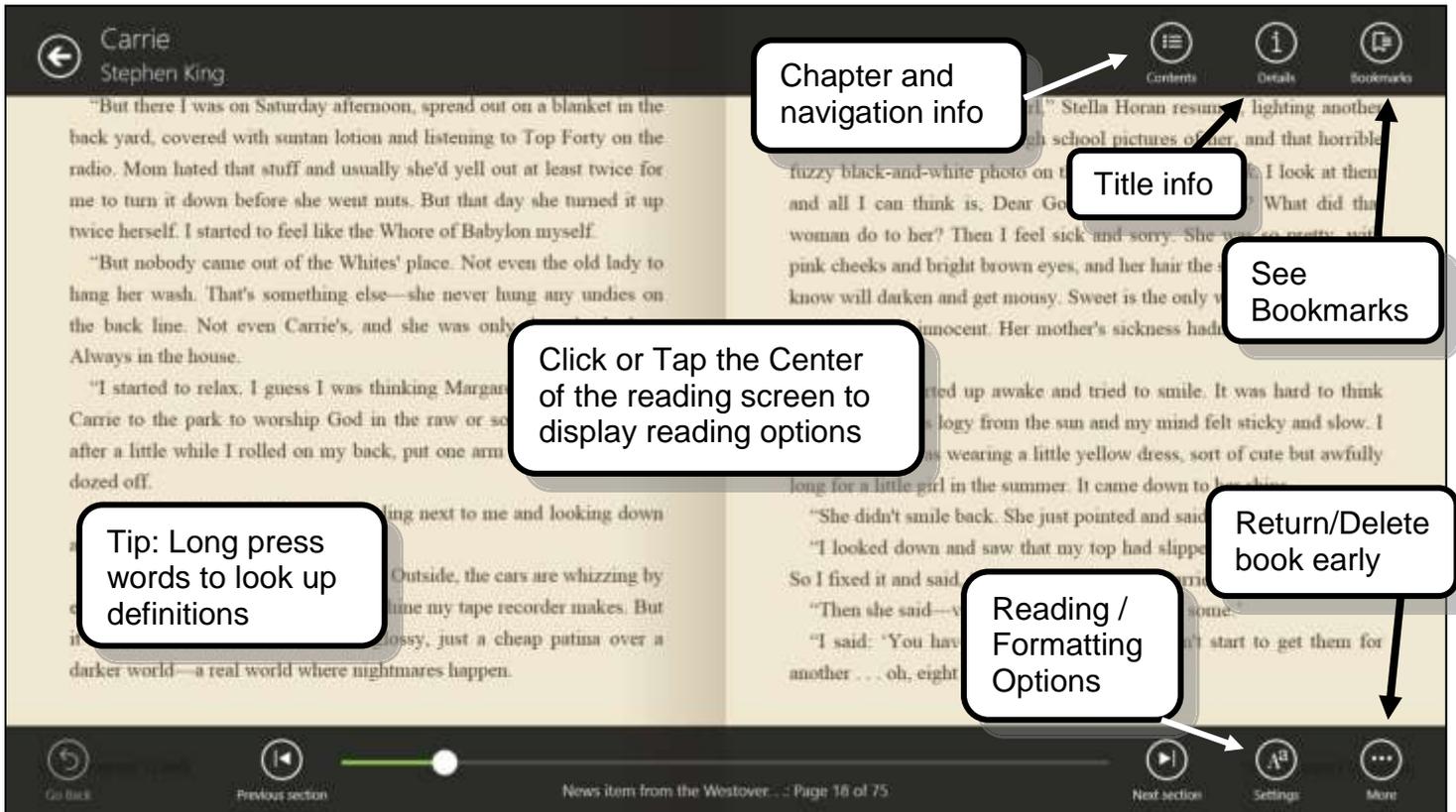You will also see the bookshelf anytime you open the OverDrive app.

Time left in loan period for title

Click or tap on the **Book** you would like to read.

Two page view

Create bookmark

The book will "open" and you can start reading. Click or tap on the **right side** of the screen to go to the next page. Click or tap on the **left** to go back a page. There are many different options you can use when you are in book reading mode…

Click or tap the **center of the screen**. You will see a variety of options appear at the top and bottom of the screen. These include **Contents** to skip to different chapters, **Settings** to change Font Size and other ways the book "looks", and **More** which includes the option to return a book early (all books are automatically returned at the end of the loan period).

Chapter and navigation info

Title info

See Bookmarks

Click or Tap the Center of the reading screen to display reading options

Tip: Long press words to look up definitions

Return/Delete book early

Reading / Formatting Options

Return an Item Early (optional)

Open your book. Then click or tap the center of the book to bring up the different options. Then click or tap **More.** A popup will appear then click or tap on **Return/Delete**.