



# SETTING UP YOUR Kobo Touch

Upon opening up your new Kobo eReader you will find a guide to get you started. It includes information on how to turn on your reader, locate and identify different buttons and how to charge it.

*Checking out and downloading from the Library's Digital Catalogue is easy. You will download books to your computer and then transfer them to your device. You will need a few things to get started: Adobe Digital Editions, an Adobe ID and your Library Card. All of these are FREE.*

## Create an Adobe ID

You will be required to create a free **Adobe Account** in order to download any eBooks to your device. Fill out the short form at [www.adobe.com/membership](http://www.adobe.com/membership).

## Download Software

Go to the Library's **Digital Catalogue** at <http://downloads.bclibrary.ca> and on the right side under software you will see **Adobe Digital Editions**. Click on that and then on **Download Adobe Digital Editions**. This will bring you to the Adobe website where you follow the steps under **Download Now** for either a PC or a Mac.

## Browse the Catalogue

On your computer go to the Library's website and click on the **Library to Go** button on the left hand side. Or type <http://downloads.bclibrary.ca> into the address line of your web browser. This will open up the Library's **Digital Catalogue**.

There are different options for finding books. You can choose to browse by genre or search for specific authors / titles. You can show only titles with copies available by clicking on the box below the search options. It is possible to place holds on items that are currently out by selecting **Place a Hold**. The Library will then contact you by email once your hold is available.

When you have found an item you wish to check out select **Add to Cart**. You can add up to 5 items to your cart and they will be held for 30 minutes.

Once you have finished selecting titles click **Proceed to Checkout**. You will need to enter your Library Card number without spaces.

At this point you can select how long you wish to have eBooks checked out (7, 14 or 21 days) in the drop down menu. Select **Confirm Checkout**.



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# Browse the Catalogue

## Kobo Touch



### Disconnecting Your eReader

On your PC click on the **Safely Remove Hardware** icon on the lower right hand corner of the monitor screen. Click on **Safely Remove USB Mass Storage Device**. When it says **Safe to Remove Hardware** unplug the eReader from your computer.

On a Mac **eject** the eReader using the **Finder** before unplugging the eReader from your computer.

### Returning eBooks

eBooks and audiobooks automatically return on their due date. If you wish to return an item early you may do so by going to your **Bookshelf** and selecting the **plus sign** beside the title. Tap on **Return then Delete** to return the title back to the Library.

### FAQ

- eBooks and audiobooks cannot be renewed.
- There are never fines on eBooks and audiobooks.
- You have a checkout limit of 5 items.

### Additional Help

- Visit the **Digital Help** available through **British Columbia Libraries** e-catalogue
- Telephone 250-627-1345 during Library operating hours.
- Email us at [info@princeruperlibrary.ca](mailto:info@princeruperlibrary.ca)

Click the **Download** button under the item. When asked if you want to **Save or Open** the file select **Open**. You will then be asked to **Authorize** your device with your **Adobe ID**. When the book finishes downloading it should automatically open in **Adobe Digital Editions**.

### Transferring to Your Device

Adobe Digital Editions might open in **Reader View**. If so, switch to **Library View** by clicking on **Library**.

You may now transfer the item to your eReader by plugging in the USB cable. When asked if you wish to **Connect** select **OK**. You will notice **Kobo eReader** will appear on the left hand side of the Adobe Digital Editions screen. Your Kobo will say **Connected and Charging** when connected to your computer.

In the **Library View** you will see the icon for the eBook you downloaded. Click and hold on the icon and drag it to where it says Kobo eReader on the left hand side. This will complete the transfer.



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