How to borrow an eBook using Bolinda
Computer User Guide

Before you begin, you will need:

- Your library card number and PIN
- An email address

Note: If you have already installed Adobe Digital Editions on your PC and successfully authorised your computer, please move forward to Step 3: Borrow and checkout an eBook using the Bolinda collection.

Step 1:   Download and install Adobe Digital Editions on your PC

Step 2:   Authorise your computer with your Adobe ID

Step 3:   Borrow and checkout an eBook using the Bolinda collection

---

## Step 1:   Download and install Adobe Digital Editions (ADE)

Adobe Digital Editions needs to be installed and authorised on your computer with your Adobe ID to enable you to read eBooks in ePub format.

1. Open your browser and go to the Adobe Digital Editions download website at http://www.adobe.com/au/products/digital-editions/download.html Click on the link corresponding to your computer, either Macintosh or Windows. Click **Save**. At the next pop up box, click **Save** again to save the file onto your C drive of your computer. This may take a few minutes.

2. Once the file has been saved to your computer, click **Run** (shown below). This will install the program on your computer.

Step 1:   Download and install Adobe Digital Editions... Cont.

.   At the first pop up box, click the check box to accept the terms of the License Agreement then click **Next**. At the next pop up box (shown below left), click **Next** to install the components. At the next pop up box click **Install**. Once the download is complete, click **Close**. *Adobe Digital Editions* will automatically open on your computer. There will also be an icon on your desktop.
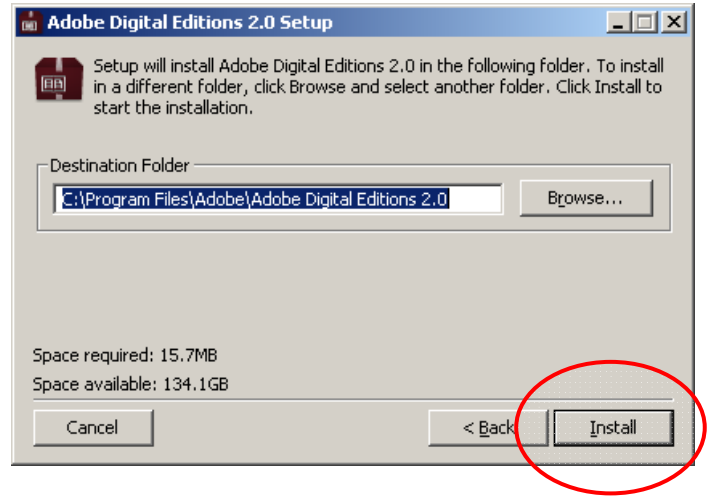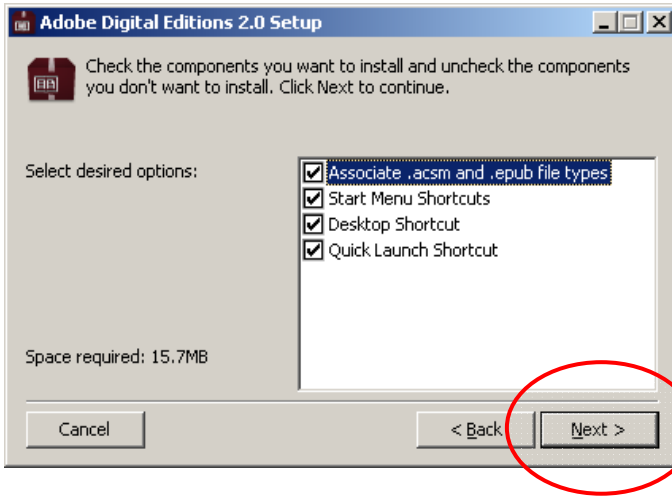
Step 2:   Authorise your computer with your Adobe ID

1.   Click on the **Help** menu at the top of the screen. Click on **Authorise Computer**. At the pop up box, click on **Create Adobe ID**. Note that your Adobe ID is your email address. Fill in your details then click on **Create**. Click **Ok** when complete. Your computer is now ready to accept ePub files.
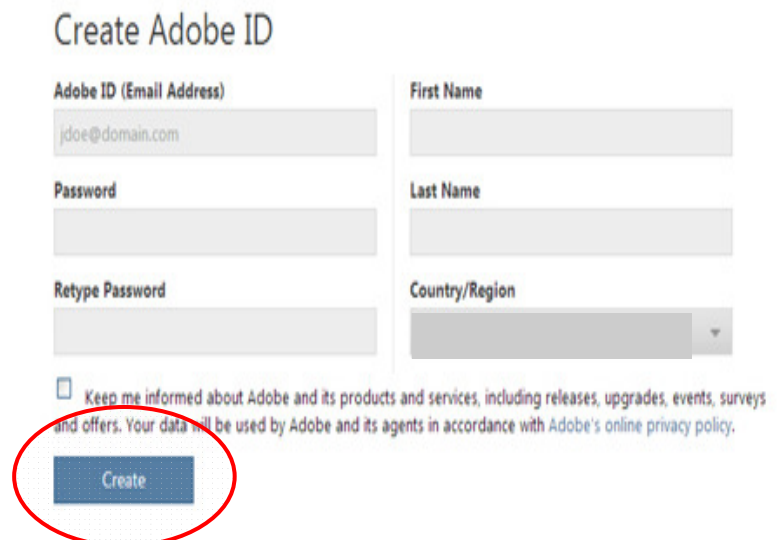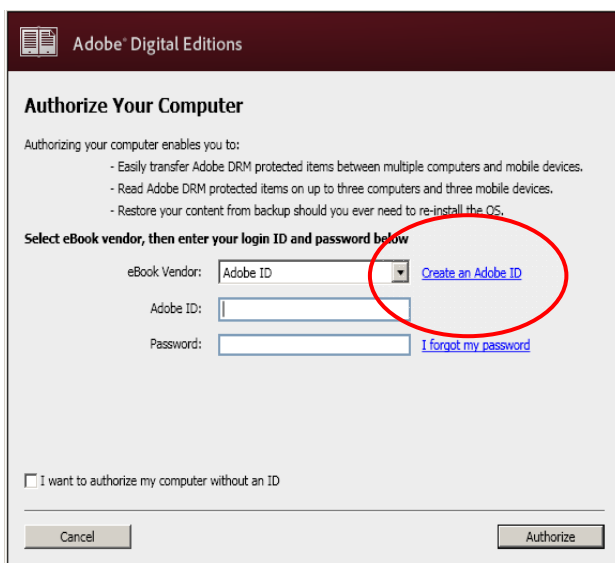
Step 3:   Borrow and download an eBook using the Bolinda collection

1. On the Lake Mac Libraries website, hover over the **eCollections** tab and select **eBooks.** Scroll down the page and select **Bolinda eBooks Collection**.

2. To browse the Bolinda eBook collection, click on the **eAudiobooks** or the **eBooks** buttons. To search for a particular title, author or keyword, click into the search bar. Further searching can be done by clicking on the **Advance Search** option.


3. When you have found a title you would like to borrow, click on one of the following options. If the title is currently on loan, the only option will be either Preview or Reserve.

    Preview will allow you to sample the eBook before you loan it.

    Reserve will allow you to reserve the item and be notified when it is available for loan. Ensure your email address is up to date to receive notification of when your item is available.

    Borrow will allow you to borrow and add the item to your loans account.

    There is a loan period of two weeks and your item will automatically be removed from your account at the expiry date. To return your items early, on the **My Account** page, click the **Return** button next to the book you would like to return, then click **Confirm Return**.
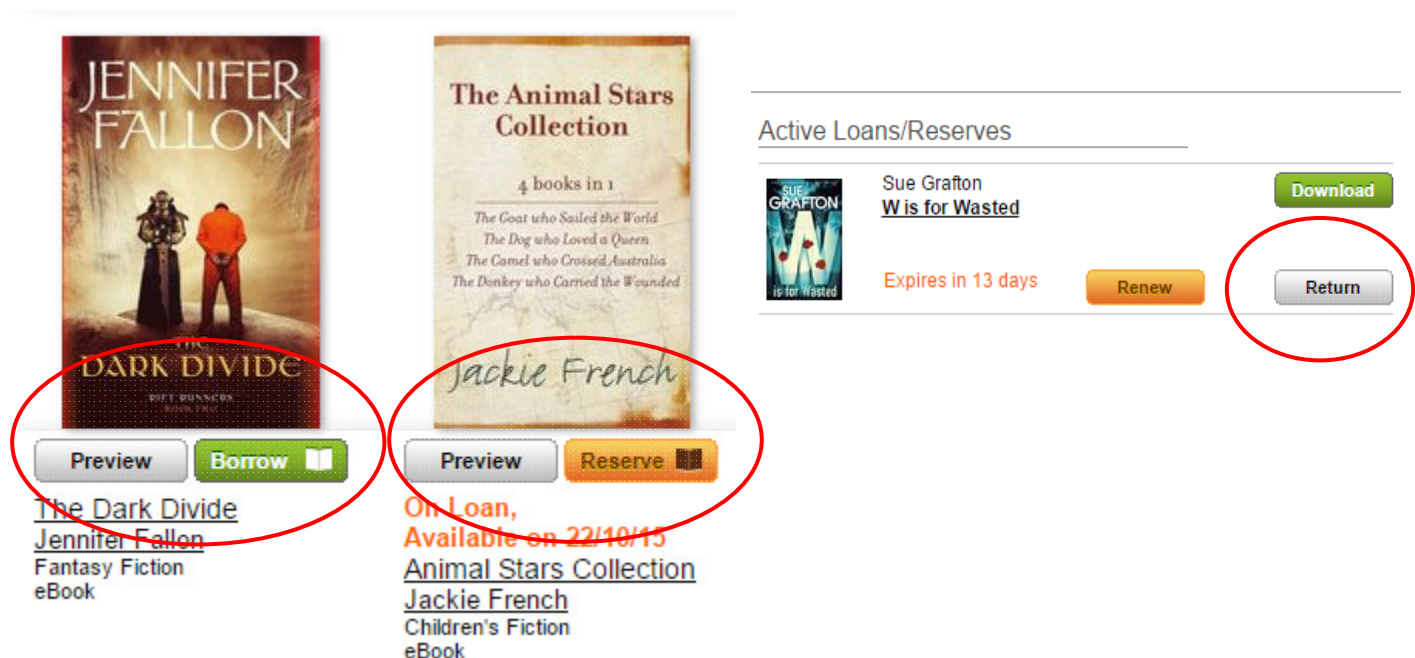
5. Once you have clicked **Borrow** you will need to sign in with your Library card number and PIN.

Welcome to Lake Macquarie City Library

Enjoy the highest quality digital content. Log in and browse our library of the worlds best authors and titles.

Sign In

Library Card Number: [_____]   Your Library Card Number.

PIN : [_____]   Your Library PIN.

Forgot your PIN?

Sign In

6. The next screen will ask you to confirm your eBook Loan. If you are sure you would like to borrow this title click **Confirm eBook Loan**. If you have changed your mind click **Cancel**. This screen also shows you other important information such as the length of the loan period, and how many loans you have remaining. You can borrow up to 10 items of each type (eAudiobooks / eBooks) at any one time.

Note: Reservations and renewals are regarded as loans and will decrease your available loan count.

Welcome, ████████ | Logout | Help | My Account   Loans: 🔊 1 📖 0 | Reserves: 🔊 0 📖 0 | Available: 🔊 9 📖 10

| Start > | 🔊 eAudiobooks | 📖 eBooks | Search by [Keyword ▼] [_____] [Go]
| All | Adult | Young Adult | Children | Advanced Search
| Featured New releases Top downloads New to library All releases | *or* | **Browse by Category** |

You are here: Start > eBooks > Adult > Fiction > General Fiction > Patrick McCabe > Butcher Boy > Confirm Loan

Confirm your eBook Loan!

You have sufficient loans to download your chosen title below.
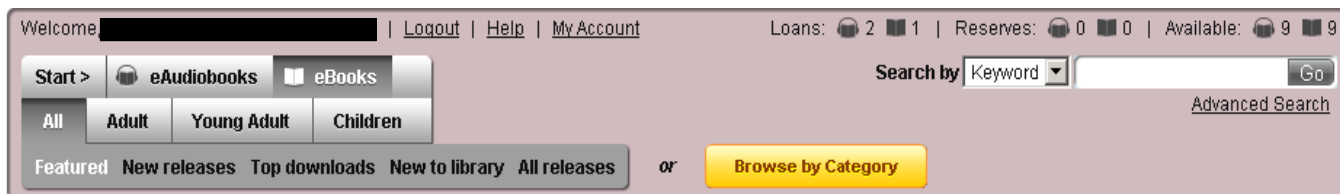After confirming this loan you will have 9 loans available.

Confirm eBook Loan
Loan Period: 14 days

* After confirming your loan your title will be available for download immediately, either from your web browser or your BorrowBox mobile app. For more information about the BorrowBox mobile app please visit the
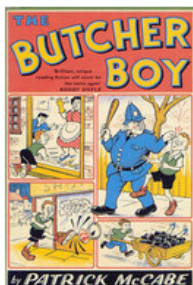
Butcher Boy
by Patrick McCabe

Cancel

7. To continue browsing and borrow more items, click on **Continue Browsing**. You can download your items at a later time from your My Account page.

    To download your eAudiobook or eBook to your computer, click on **Download for eReader (Adobe ePub)**. To transfer your eBook to an eReader, refer to the "Bolinda eReader user guide located on the eBooks page of the library website.


8. At the pop up box, click **Open** (shown below on left). You may need to click on the down arrow at the bottom left of the screen and then click on **Open** (shown below on right). The eBook will automatically open in Adobe Digital Editions.
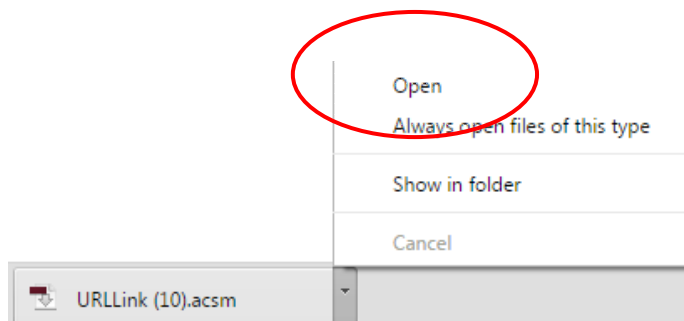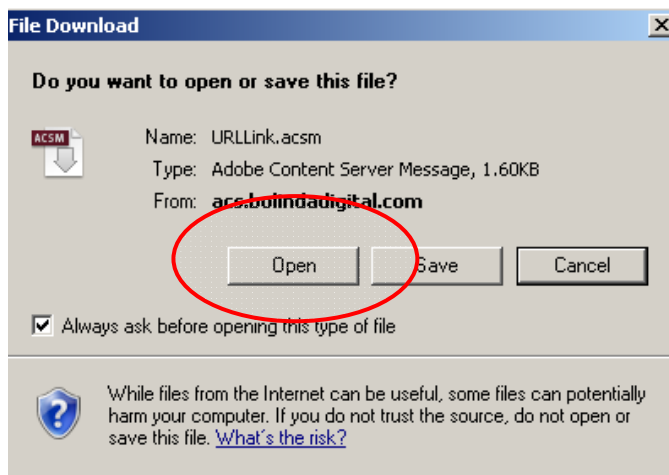
9. You can now read the eBook on the computer or transfer it to your eReader via a USB cable. To begin reading, click the left and right arrow buttons at the bottom of the screen to turn the page.


10. If you have finished reading and want to return to the home page, click the **Bookmark** icon at the top left of the screen. This automatically inserts a bookmark on the page. When you next open this eBook, it will automatically open at the bookmarked page.
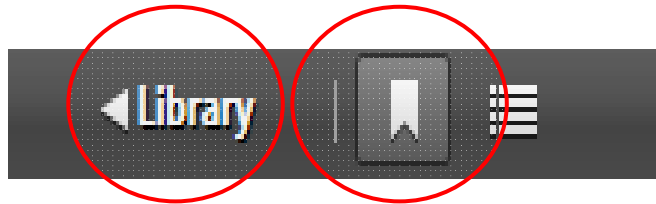
Click on **Library** at the top left of the screen to take you back to your home page. This home page displays all the eBooks that have been downloaded. eBooks can be displayed by cover or list view, ordered by title or other category. Change the way the titles are displayed on the page by clicking on the square icons at the top right of the screen or the categories headings on the left. Note, that the eBook cover also displays the number of days remaining before the eBook expires. To open an eBook to read, double click on the book cover.

11. To return your eBook early, highlight the item you wish to return, right click with your mouse and click on **Return Borrowed Item** and click on **Return** to confirm. This will remove the item from both Adobe Digital Editions and your Bolinda account.

To delete an eBook from your computer, click on **Remove from Library**. Note, this removes the item from Adobe Digital Editions only and not your Bolinda account. The item will still be on your Bolinda account and will need to be deleted from your account on the Bolinda website.
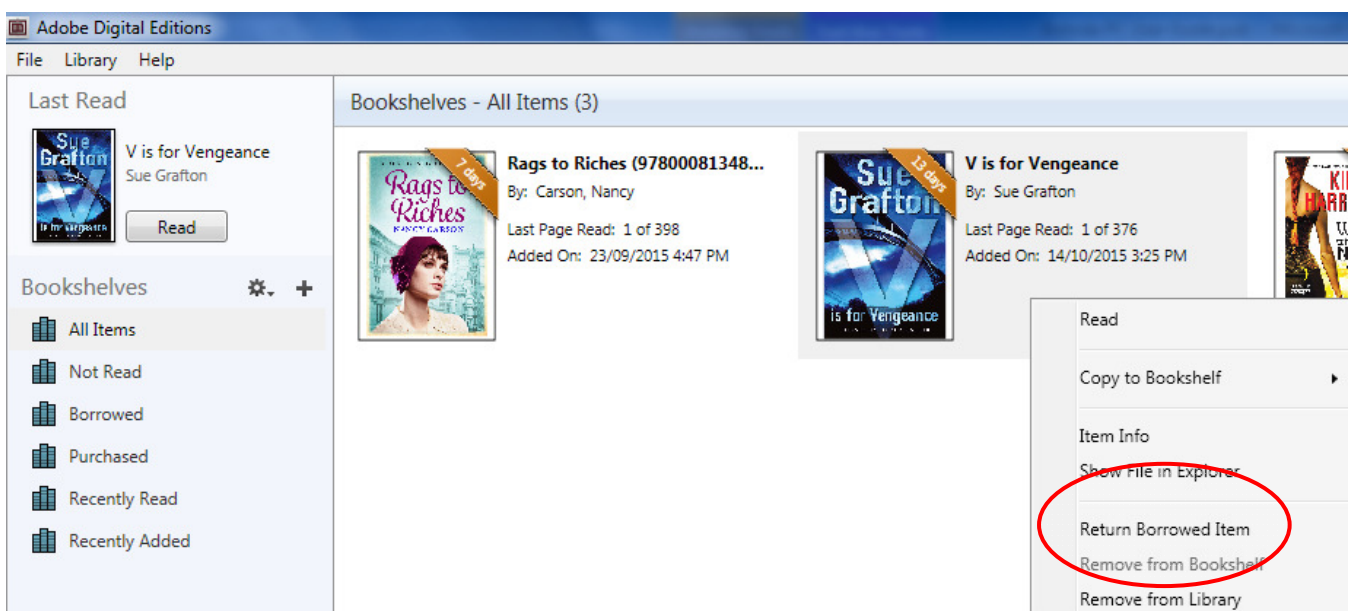
FREQUENTLY ASKED QUESTIONS
How to borrow and download an eBook using Bolinda (PC)

1.   How many eBooks can I borrow?

You can borrow up to 10 items of each type (eBooks / eAudiobooks) at any one time. Reservations and renewals are regarded as loans and will decrease your available loan count.

2.   How long do I have the eBooks on loan for?

Loans are for a two week period.

3.   Can I return an eBook before its due date?

Yes. Items can be retuned early enabling you to borrow items immediately.

4.   Can I renew an eBook?

Yes. If no one has reserved the item you can renew each item once.

5.   Am I able to copy eBooks onto my eReader?

Yes, providing your eReader supports Adobe DRM ePub files. For a list of supported eReaders, visit: http://blogs.adobe.com/digitalpublishing/supported-devices

You must set up your eReader according to manufacturer instructions. Connect the device via the supplied USB cable to your computer and transfer your Adobe ID authorization to your eReader, before you can begin to transfer your eBooks.

For detailed instructions, please refer to the "How to borrow an eBook using Bolinda (eReader Guide)" found on the eBooks page of our website.

Note: Kindle readers and Kindle Fire tablets will not accept our files as they only accept the proprietary Kindle format.

For further help and support, click the Help page, located on the eBolinda website or contact your local library branch