

## downloading and installing Adobe Digital Editions

- If you are not already using Adobe Digital Editions, visit the [Adobe website](#) and download the installer for your computer (Windows or Macintosh).
- Open the installer and follow the prompts to install Adobe Digital Editions on your computer.

A red rectangular button with a white Adobe logo icon on the left and the text "Get Adobe Digital Editions" in white on the right.

## finding and borrowing eBooks

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- Click either **Featured** or **Browse** in the upper left corner. Featured will show you books arranged into popular categories; browse will show you books arranged by genres and age group.
- To filter what items you are shown by availability or format, click **Filters** and make your selections. **Note:** Audiobooks cannot be downloaded to your computer.
- To search for a title, author or subject, type what you are looking for into the search bar and press enter.
- To borrow an item or place an item on hold, click on the book's cover and then click the borrow or hold button. The item will now appear on your **My Books** screen.
- To download an eBook for transferring to an eReader, click the **Download for offline reading** link.

## transferring to your eReader with Adobe Digital Editions

- Open Digital Editions and click on **Help**, then **Authorize Computer**. From the drop down menu, select the eBook Vendor **Adobe ID**. If you have an existing ID, enter your email address and password, then click **Authorize**. If you do not have an ID follow the link to create one.
- To add a downloaded eBook to your bookshelf, click **File**, then **Add to Library**. Find the downloaded eBook file on your computer, then double click to add it.
- To transfer an eBook to your eReader, connect the eReader to your computer and turn it on; if prompted, click to allow the computer access to your device. The reader should appear in the upper right corner of Digital Editions. Drag and drop the book from your bookshelf to the device (watch for the green plus). Be sure to eject your eReader from your computer before disconnecting the cable.

## managing your books

- Items all checked-out for a 3 week loan period. Books cannot be returned from within Adobe Digital Editions. To return a book early, log into [yourcloudlibrary.com](http://yourcloudlibrary.com), go to **My Books** and click the red **Return** button under the desired title.
- You may have up to 15 items checked out and 10 items on hold at once.
- Once a hold becomes available you have 3 days to check-out the item. Holds will **not** be automatically checked out for you. Turn on email notifications from the cloudLibrary by clicking "Settings", and then selecting "Email Notification". Select "Yes", then enter your email address.
- If no other users have a hold on an item, you will be given the option to extend your check-out 3 days prior to the due date. To use this feature you will need to login to the website [yourcloudlibrary.com](http://yourcloudlibrary.com)

## additional help

- View the CloudLibrary tutorial on Niche Academy by visiting [my.nicheacademy.com/middlesex](http://my.nicheacademy.com/middlesex)
- Find additional support at <https://www.yourcloudlibrary.com/common-issues/>
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