

KINDLE KEYPAD & TOUCH

Kindle Keyboard, Kindle Touch



VERY IMPORTANT!

- 1) Your device should be registered with Amazon
- 2) You need a working email account with a USERNAME and PASSWORD
- 3) You should have an Amazon account and know your USERNAME and PASSWORD
- 4) You need a library card

CHECKING OUT A BOOK:

- 1) Go to the Geauga County Library website: <http://www.geaugalibrary.net>
 - On the right-hand side, you will see the download box for Overdrive. Click on this box. It will take you to the library's ebook site.
 - Sign into the library ebook site by clicking 'Sign In' in the upper right hand corner. The screen will change, and ask you to enter your library card number. Enter your card number and click "Sign In."
- 2) At this point, you may search for a title you are interested in by putting the author or title in the search box on the right hand side of the screen. You can also search for a certain genre of book by looking in the big purple band below the library logo. You can Browse for a book by looking at the book covers on the screen.
 - You will notice a small icon of a book or headphones in the right-hand corner of each book cover. If the icon is **dark black**, it means you can check the book out right now. If it is shaded grey, you will be on the waiting list for the book.
 - The headphones icon means the book is a downloadable audio book. The Kindle Keypad and the Kindle Touch **do not** accept library audio.
- 3) Once you find a title you are interested in, click the cover. The screen changes. On the right hand side, you will see a book that says "Available Formats." This is where you will see if the book is available for Kindle. Click the big **green** borrow button.
- 4) The screen will change and you will see another **green** button that says Download (Select one format). Click this button and put a checkmark next to Kindle Book. Right below this, you will see a **blue** link that says "Confirm & Download."
- 5) A new internet window will open, and you will be at the Amazon website. The cover of your book will be on the left. On the right, will be a button that says "Get Library Book." Click this button.
- 6) Amazon will then ask you to sign into your Amazon account. Enter your email address and Amazon PASSWORD. Click the "Sign in using our Secure Server" button.

7) Choose the Kindle that you want the book to download to. Click the “Continue” button. Then you should get a message telling you the book has been delivered to your Kindle. You can now sign out of your Amazon account and your library account.

READING YOUR BOOK:

- 1) Turn on the Kindle. Be sure the Kindle is connected to a Wi-Fi connection.
- 2) Your book should download and appear on the homepage. If it does not, go to your menu, and tap “Sync & check for items.”
- 3) By choosing the title of your book, it will open. You can put in bookmarks and change the font size of the type by using your menu selections.

RETURNS

- 1) To return a book, you will need to sign into your Amazon account. Look for the “Sign In” link on the Amazon page. Once signed in, you should see your name on the upper right hand corner of the Amazon header. Click on your name, and a menu will open. Click on “Manage Your Kindle.”
- 2) A screen comes up that has everything that is on your Kindle, purchased books and library books. A library book has the word “borrowed” next to it. You will see an “Actions” button on the right hand side.
- 3) By laying your cursor over this button, a menu will appear. One of the things on this menu is “Return this book.” Click this. Confirm that you want to return the book by clicking ‘Yes.’
- 4) The screen will flip, and your book will say ‘loan expired.’ The book will still be on the Kindle, but it is now off your library card. To get the book off the Kindle, you must once again place your cursor over the “Actions” button. This time, a menu will appear that says “Delete from Library.” Click on this and confirm the delete. You can then sign out of your Amazon account.
- 5) Go to your Kindle. On the home page, your book may still be showing but will say ‘loan ended.’ On the keypad Kindle, make sure the title you want to get rid of is selected. Tap your right arrow button and a menu will appear. On this menu, select ‘Remove from device.’ For a Kindle Touch, simply press and hold down your finger on the title you want to get rid of. A menu will appear asking you if you want to delete the book. Confirm removing the book from the device.

For more help, contact your local Geauga County Library Branch:

Bainbridge
(440) 543-5611

Chardon
(440) 285-7601

Geauga West
(440) 729-4250

Middlefield
(440) 632-1961

