

TRANSFERRING A LIBRARY BOOK TO A KINDLE VIA USB

Kindle Keyboard, Kindle Touch, Early generation Kindles



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 box that says "Available Formats." This is where you will see if the book is available for Kindle. Not all books transfer and download to Kindles via Wi-Fi. In this case in the "Available Formats" box, it will say "Kindle Book **USB Only**." Click on 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 USB Only." Right below this, you will see a **blue** link that says "Confirm & Download." Click it.

- 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) The screen will change. You will once again see the “Get library book” button on the right. Directly below that button, you should see something that says “Deliver to my.” In the box below that, you should see “Transfer via Computer.” Click the “Get library book” button.
- 8) You will get a screen asking you which Kindle you are going to download the book to. Click “Continue.”
- 9) The screen will change again and give you directions from Amazon about saving the book on your computer.
 - A window opens on your screen asking you to Save the .azw file. *Always* make sure you save the file and **not** open the file. Click the “OK” button.
 - The file will go into the Downloads folder on your computer. You can look on your computer to verify that the file is in your Downloads folder. It will show the title of the book with the file extension .azw.
 - While still on the internet, sign out of your Amazon account and your library account.

GETTING THE BOOK FROM THE COMPUTER TO THE KINDLE

- 1) Turn on your Kindle. Plug the USB cord into the Kindle and into the computer. Your computer should recognize the Kindle. Your computer may put up some Windows/boxes letting you know the Kindle is attached to the computer. Close out these boxes by clicking the **X**.
- 2) Go to the Start button on your computer. Click it. Then Click “Computer.” A window will come up showing you all the things in your computer, such as your CD drive and your hard drive. One of icons should be your Kindle. Double click the Kindle icon.
- 3) A Window will open, showing you a list of folders. One of the folders will be “Documents.” Double click this folder to open it. The folder will show the things on your Kindle. If the Window opens in the center of your computer screen, you may have to move it slightly to the right so that it does not take up your entire screen.
- 4) Now, once again click the start button on your computer. Click on “Documents.” When the Window opens, on the left hand side of it, you will see “Downloads.” Click it. Your book should be in this file.
- 5) Carefully place you mouse over your book title and press down with the left mouse button. Hold down the button and carefully drag your book into the documents Window for the Kindle. When you let up on the mouse button, the book should now be in the Kindle.
- 6) Unplug the Kindle from the computer. The book should be on the home page of your Kindle. If you want, you can delete the book title out of the Download folder on the computer. This **will not** delete it from the Kindle.

KINDLE FIRE USB TRANSFER

- 1) You can check out a book using your Fire's web browser and following the steps above under "Checking out a Book." However, to get a USB book title onto the Fire, you will need a computer.
- 2) Once on a computer, get on the internet and Login to your Amazon account. Go to the "Manage Your Kindle" section of your account. You should see the title of the book you have checked out from the library.
- 3) To the right of the book title, you will see the "Actions" button. By laying your cursor on it, a menu will come up. One of the things on the menu is "Download & Transfer via USB." Click on this.
- 4) A small window will appear on your screen. It will show the title of the book you want to transfer and also will have a menu where you can choose what Kindle you want the book to transfer onto.
- 5) At this point, turn on your Kindle Fire and plug it into the Computer. Once the Fire is plugged in, Click the "Continue" button from that is in the Amazon window. The book will download to *both* your Downloads folder on the Computer *and* onto your Kindle Fire.
- 6) Unplug your Fire and use the Settings menu to sync your device. Your book should appear on the carousel. By tapping the cover, the book will download and open.

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 remove the book from 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 remove. 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

