3M eBooks – Using for the First Time (eReader), includes installation of the 3M Software

1. Log on to: https://ebook.3m.com/library/KingTownshipPublicLibrary/ and at the right hand side of the page, link where is says put in your library card number and pin, and check the box that says you accept the terms and conditions.
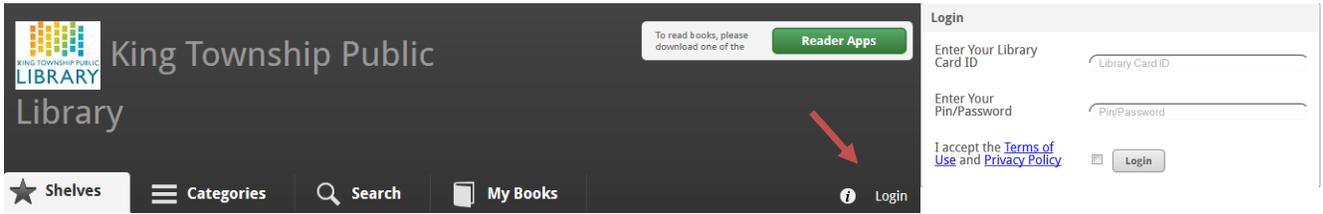
2. There are a few different ways to search for the books that are part of the library's collection:
   a. Under the heading Shelves, it divides up the books between Adult Fiction, Non-Fiction and Young Adult. There a few suggested titles, but to see more you can press show all under each heading.
   b. Another way to search for eBooks is by pressing Categories. This further categorizes the books based on their topic such as Travel, History, Self Help and etc. Be sure to choose either Books Owned by Library or Books Available to Check Out.
   c. You may also type in the author's name or title of the book in the search bar, under the heading Search.
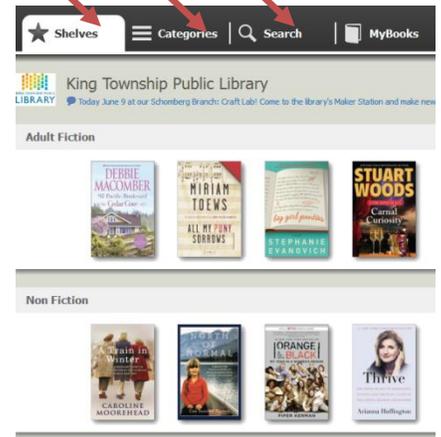
3. Once you have found an eBook that you are interested in reading, you can press the title of the book. There will be a brief synopsis about the book. If you decide that you are no longer interested in checking that book out, you can press the close button in the right hand corner.
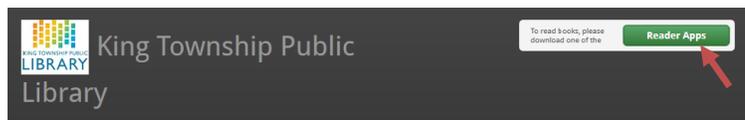   a. If you want to check out, press the green **Check Out** button.
   b. If you do not want to check out, press **Close** in the right hand corner.

4. Now press **My Books** and the book that you have just check out should be there.

5. To read the book, whether on your computer, eReader or tablet, you need to download the 3M Cloud Library software. To do so, press the green Reader Apps in the right hand corner.
   a. This will choose to download either the iPad, PC, Mac or eReader app and follow the instructions to install it.

6. Once the software has finished installing, press the 3M Cloud Library and follow the instructions by imputing your country, province, Library, your library card number and your pin number.
   a. It will ask you to choose between putting in your Adobe ID or just one generated from the 3M, use your Adobe ID, which is the
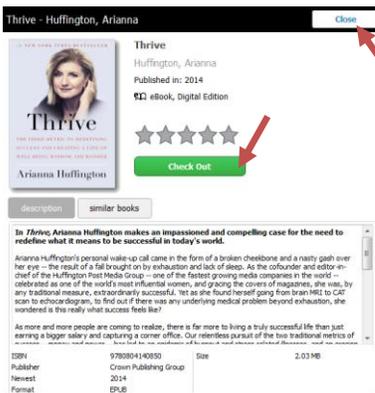
same as for OverDrive (King Township Public Library's other eBook provider).

7. Then you should press "Login", and the book that you just took out should be there. You may read from a computer or you can transfer it to an eReader such as Kobo.

    a. To add an eReader simply plug in your eReader into the computer. (iPad and tablets can download the App from their respective App store)

    b. To add the book, under the MyBook heading press **Transfer to Device** in the green box on the cover of the book. A message saying transfer successful should appear on your screen.

8. Next, safely eject the eReader from your computer and your eBook should now be on it!

9. Once you have finished reading the book or no longer want it on your account, go back to the 3M Software on your computer, go under MyBook**s** and press list view, in the corner.

    a. A list should appear of all the books you have taken out. On the right hand side you can press continuing reading if you want to read it from your computer or you can press the red **Check In** button.

    b. A new screen should appear and press **Check In** again. It will ask you to rate the book or if you don't want to do this, just press **Close**.
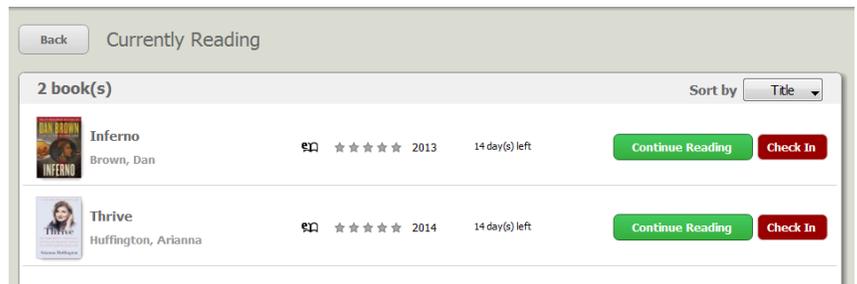
10. Under the **MyBooks,** at the bottom, they are a few different options

    a. Reading History keeps track of all the eBooks you have recently taken out.

    b. **Message Centre** displays information about what is happening at the KTPL branches.

    c. **Account Profile** allows to you sign out of your account.