

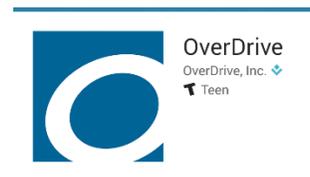


## Kindle Fire

\*Before you get started, you will need a valid Bridges Library System (Waukesha or Jefferson County) Library card, an Internet connection, and an Amazon Account. **Note:** *If you're using a first generation Kindle Fire, you will also need an Adobe ID if you choose to download EPUB eBooks.*

### Getting the App & Signing In

Open the Amazon App Store, and search for the OverDrive App. It should look something like this:



- Select OverDrive. Tap **INSTALL**, sign into your Amazon Account, and then tap **ACCEPT**. OverDrive will then install on your device. Once the app is installed, click **OPEN**.
- You will now be prompted to either sign in with an OverDrive account (if you already have one) or sign up for an account. Tap **Sign up** and then select **Sign Up Using Library Card**.
- You can search for your library using the library's name or location. Type in Pewaukee. Select **Bridges Library System - Pewaukee**.
- You will then be asked to sign into your library. From the dropdown menu, select **Bridges Library System** and in the next box type in your library card number. Type all letters and numbers into the box. The next box is your pin/password. This may be either your birthdate (if your card was issued prior to 2012) in this format MM/DD/YYYY or the last four digits of your phone number (if your card was issued or updated after 2012). Call the library for assistance.

## Navigating the App

Once the app opens you will see a screen with a box that reads *Add a title - Wisconsin Public Library Consortium* and three bars above that in the upper left corner. You can search for and add a title by selecting that box. (See the section on searching.) When you tap the three bars in the upper left corner, you will see a list of options. Here's what each option will do:

**Bookshelf** – This shows you what you currently have checked out. If nothing is checked out, you will only see a box to add a title.

**Account** – This option allows you to manage your account by selecting your favorite genres and changing which library you use.

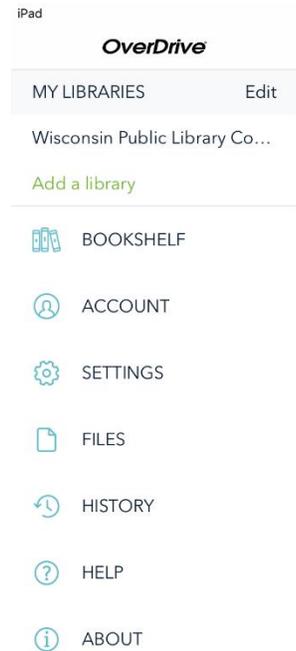
**Settings** – This option gives you settings for the app, such as whether or not items that are checked out will automatically download.

**Files** – If you have titles checked out and downloaded, the files will be found here.

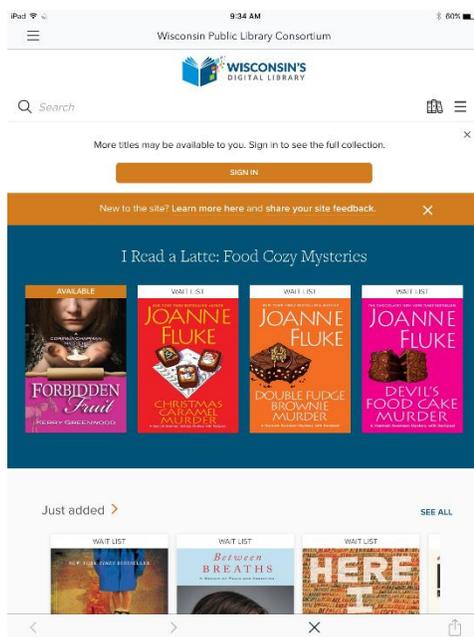
**History** – This lists titles that you have previously checked out in the App. If you wish to clear this list, go to settings and select **Clear Title History**.

**Help** – Access this if you have questions about the App.

**About** – Gives information about what edition of the App you have installed.



## Signing In



There are multiple ways to get started!

- Within the app, either select the box that reads **Add a title - Wisconsin Public Library Consortium**, or
- tap the three bars in the upper left and select **Wisconsin Public Library Consortium**, or
- tap the three bars in the upper left, select **Bookshelf**, and then select the box that read **Add a title - Wisconsin Public Library Consortium**.

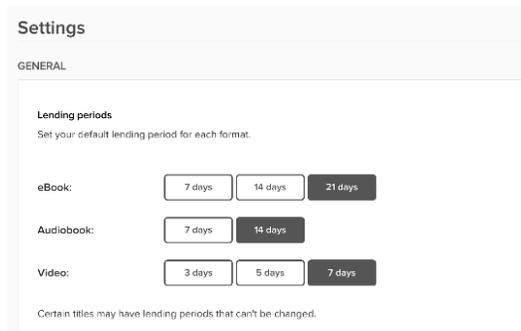
All three options will get you to the page that allows you to search or browse for titles. Once you have done this, your screen should look like this.

You will notice the **Sign In** button at the top of the page. Tap this to sign in. Signing in now will allow you to see which titles are available for checkout and which have a waiting list. The sign in screen will look like the one used to sign into the app when you first downloaded it. (See **Getting the App and Signing In**). Follow the same steps to sign in and at the

bottom check the box marked **Remember my card number on this device** if you want the information saved.

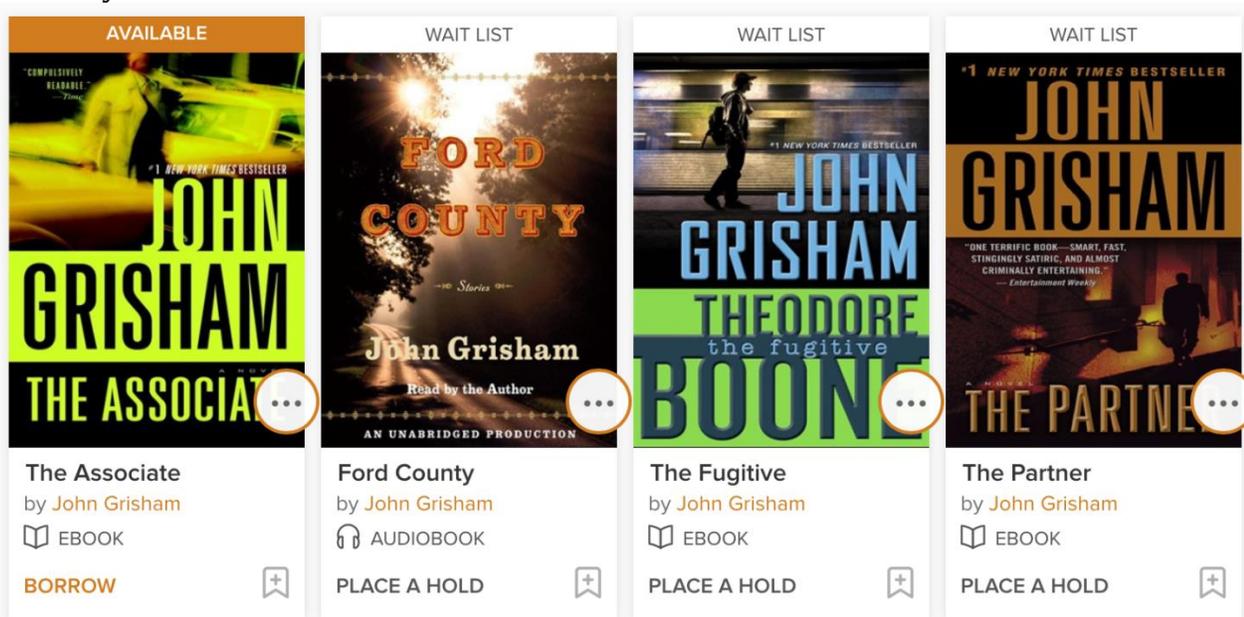
## Adjusting the Checkout Period

The first time you use the app, it's best to note the checkout periods for each format. In the upper right corner either tap the three bars or the small image of three books. Then select **My Account** and **Settings**. You will see lending periods for eBooks, Audiobooks, and Videos. The default checkout period is set to the shortest checkout length. If you want this to be different, select the checkout period that you want for the formats you are using. Please note that the longest available checkout period for eBooks is 21 days and for Audiobooks it is 14 days. Changing these time periods will adjust the checkout periods for all checkouts going forward.



## Searching for Items

You're now ready to start searching for items. If you have a specific title or author that you would like to search for, tap the image of the magnifying glass to open the search box. Type in your search terms and tap **Search**. Your results will appear with cover images. Items that are available for checkout are marked **Available** at the top and those that require you to place a hold are marked **Wait List**. The format of each item is noted below the image. Also, below the image is the option to either **Borrow** an item or **Place a Hold**. Next to that is an icon that allows you to put an item on your wish list.



## Browsing for Items

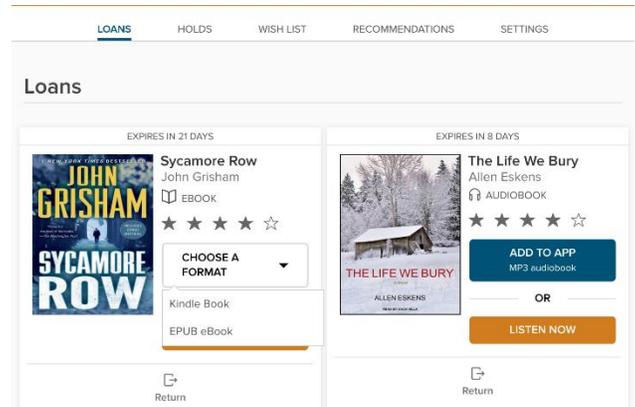
If you don't have a specific title or author that you are looking for, but would like to browse by subject, select the three bars in the upper right, and select **Subjects**. You will be given an extensive list of subjects from which you can choose. Before you choose your subject, you can also limit your browsing to a specific format by selecting the **Format** drop down option at the top of the page. This will allow you to choose eBook, Audiobook, or Video.

## Checking Out eBooks & Audiobooks

To check out an item that is immediately available, tap **Borrow** below the cover image. The word **Available** above the image will change to **Borrowed**. Tap the image and then select **Go to Loans**. You will then be directed to your **Loans** page.

**For an eBook**, you will be asked to select a format. You may select the **ePub eBook** format or the **Kindle** format. **EPub** titles may be added directly to the Overdrive App and read there. To choose this option, select **EPub eBook** and select **Add to App**. Your book will be downloaded. Tap the three bars in the upper left and select **Bookshelf**. Your book will be there. Tap the cover to begin reading.

If you choose the **Kindle** format, you will finish your checkout through the Amazon website. This option allows the item to be available right on your Kindle's bookshelf. When you select this option, you will be directed to Amazon's website. Select **Get Library Book** on the right side of the page. You will then be asked to sign into your Amazon account. Select the device that you want your book to be delivered to and you will be alerted that the book has been sent.



**For an audiobook**, tap **Add to App** to download the item. You will see the number of files start to download in the upper left corner. Tap the three bars in the upper left and select **Bookshelf**. Your book will be there. Tap the cover to begin listening.



## Placing and Managing Holds

Items that are not immediately available for checkout require that you be put on a wait list. To do so, tap **Place a Hold** below the cover image. Enter your email address and you will be notified via email when the title is available to borrow.

To view what you have on hold, in the upper right corner either tap the three bars or the small image of three books. Then select **My Account** and **Holds**. You will be able to view all titles on hold, what number you are in line for a title, edit the email associated with the hold, suspend, or remove the hold.

## Returning eBooks & Audiobooks

If you checked out an **ePub eBook**, you can return the item from the OverDrive bookshelf at any time. Navigate to your bookshelf. Touch and hold the cover of the book that you wish to return and you will see the options appear. Tap **Return to Library**. You may return books early or, when the borrowing period is over, your device will inform you that your books have expired and prompt you to delete them.

If you checked out a **Kindle eBook**, you can return your book early from your Amazon account. Log into your Amazon account and under **Your Account** click on **Manage Your Content and Devices**. Next to the title you have borrowed is a box. Check the box then click on the **Actions** button just to the right. It should look something like this:



Click on **Return this book** to return the item.

## Renewals

If a title is available for renewal, the option will become available within 3 days of its due date. Items will expire and disappear from your device on their due date. There is never a late fee with these items.

Please note that library cards require an address check every three years. If you are unable to login, you may need to update your information. Contact the library to get updated.

Questions? Feel free to call the Pewaukee Library at (262)691-5670, x 925 for assistance.