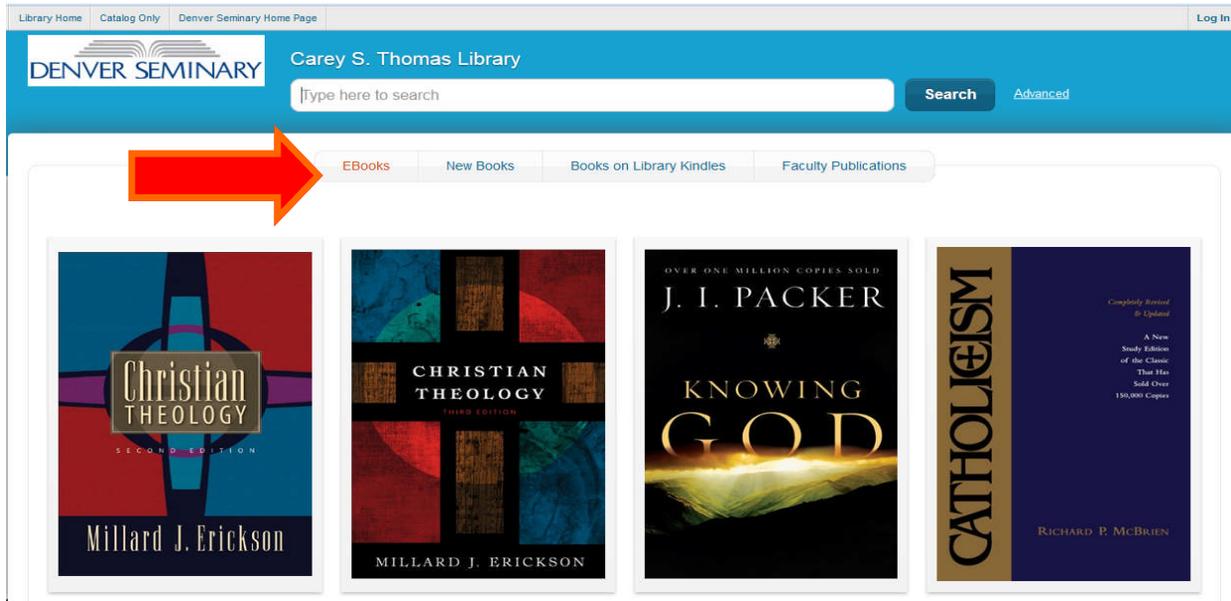
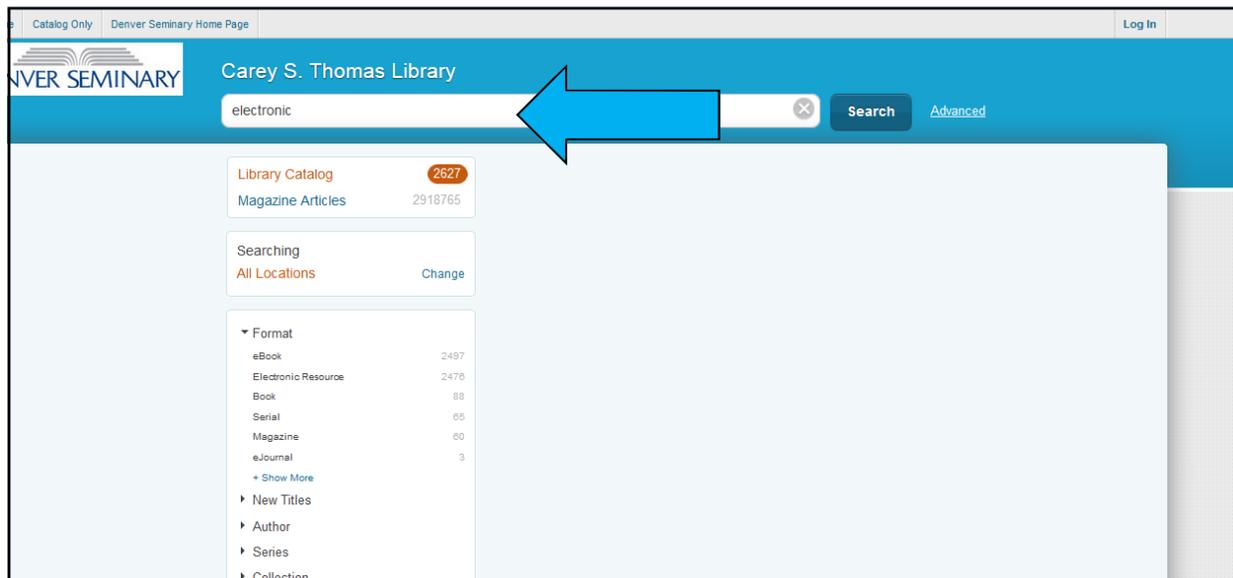


# eBook Tutorial

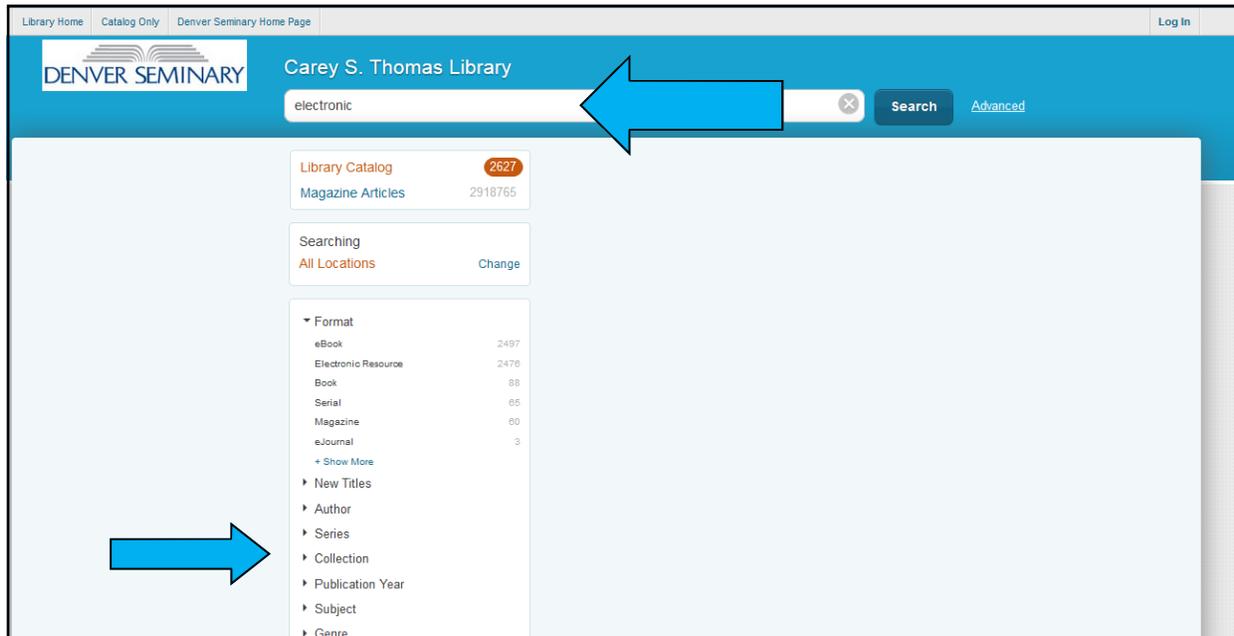
For additional help, please check our eBook page at <http://www.denverseminary.edu/resources/library/library-e-books/>



To search for eBooks in the catalog, enter 'electronic' in the search box at the top of the screen or click on any of the book titles in the eBook display window. You can also link directly to [OverDrive](https://denverseminary.overdrive.com) (<https://denverseminary.overdrive.com>) or [EBSCO](http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost&defaultdb=nlebk) (<http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost&defaultdb=nlebk>) without going through the catalog to access our eBooks.



The resulting search set indicates the number of items in the catalog that meet the search criterion 'electronic.' In the example below, the initial results set contains 2627 items. Next, click on the **Collection** link to refine your search.



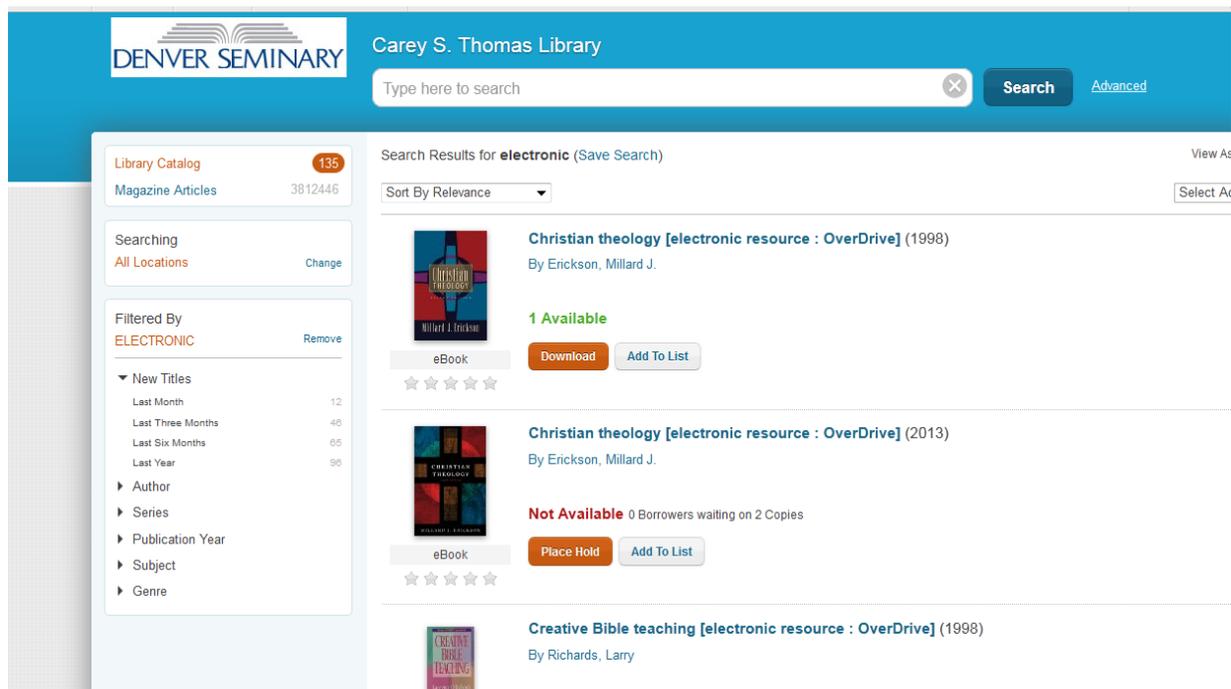
Under Collection, click on '**ELECTRONIC**' to narrow the search to Electronic Books.



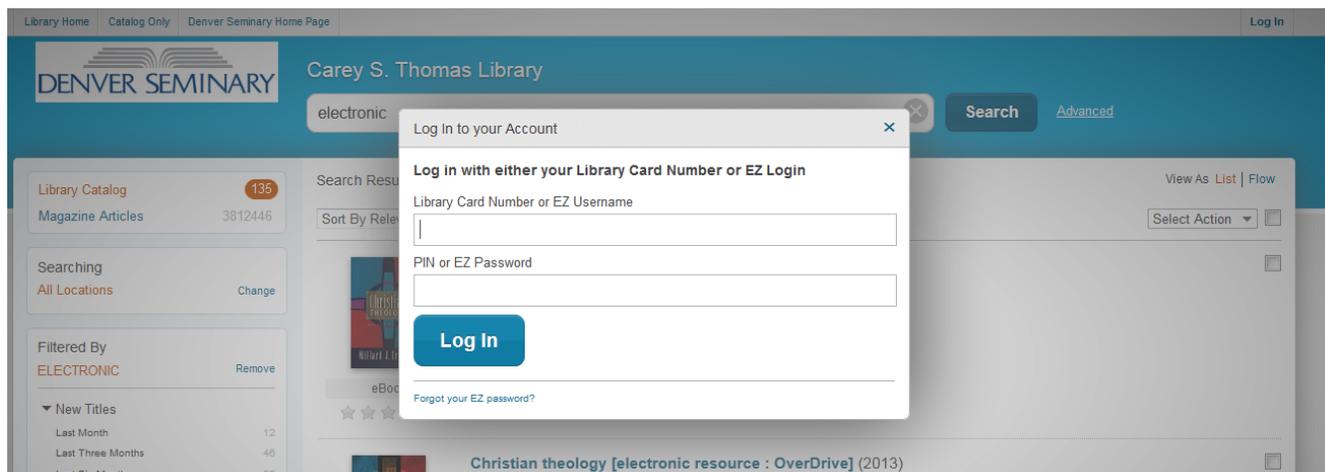
The library's eBooks are now listed in the search results on your screen. For OverDrive eBooks, you also have the ability to see the availability of the items on this screen. Our EBSCO eBooks are discussed later in this tutorial.

## OVERDRIVE EBOOKS

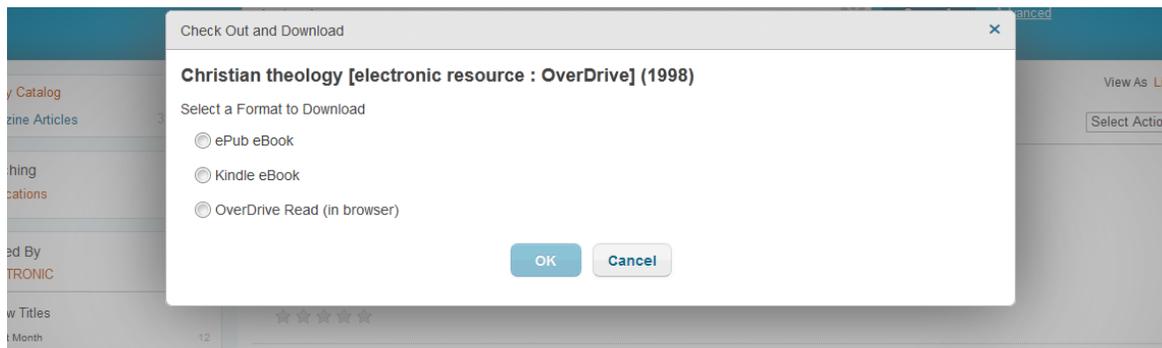
In the example on the next page the eBook, Christian Theology (1998), is available and there is a direct link to access it through the Download button. The eBook, Christian Theology (2013), is not available and a note indicates no patron has a hold on it. Clicking the Place hold button allows you to place a hold. Note: only Denver Seminary students may download or place holds on our OverDrive eBooks.



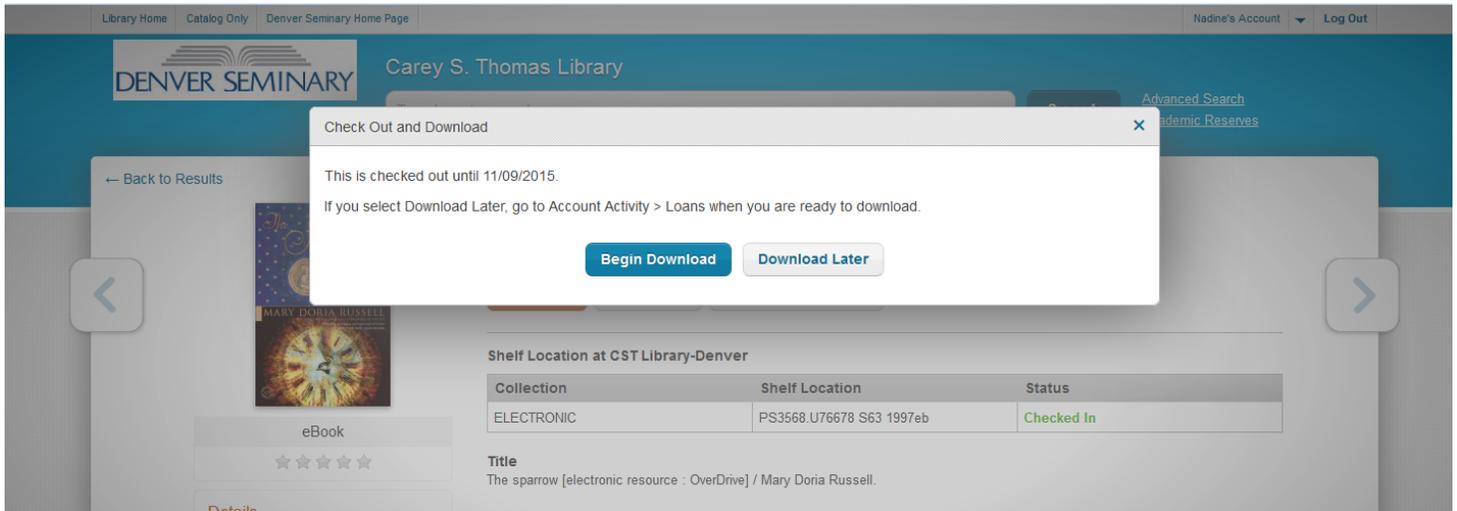
Clicking on the Download button for an available OverDrive eBook, will result in a Log In popup box. Log in (using your library barcode and PIN) Enter the entire 14 digit library barcode from your ID card or your EZ login (if you have set one up) in the Library card number box and your personal PIN or password in the PIN box. Then click the Log In button. If you don't remember your log in information, contact the library (by email: library@denverseminary.edu or phone: 303-762-6962.)



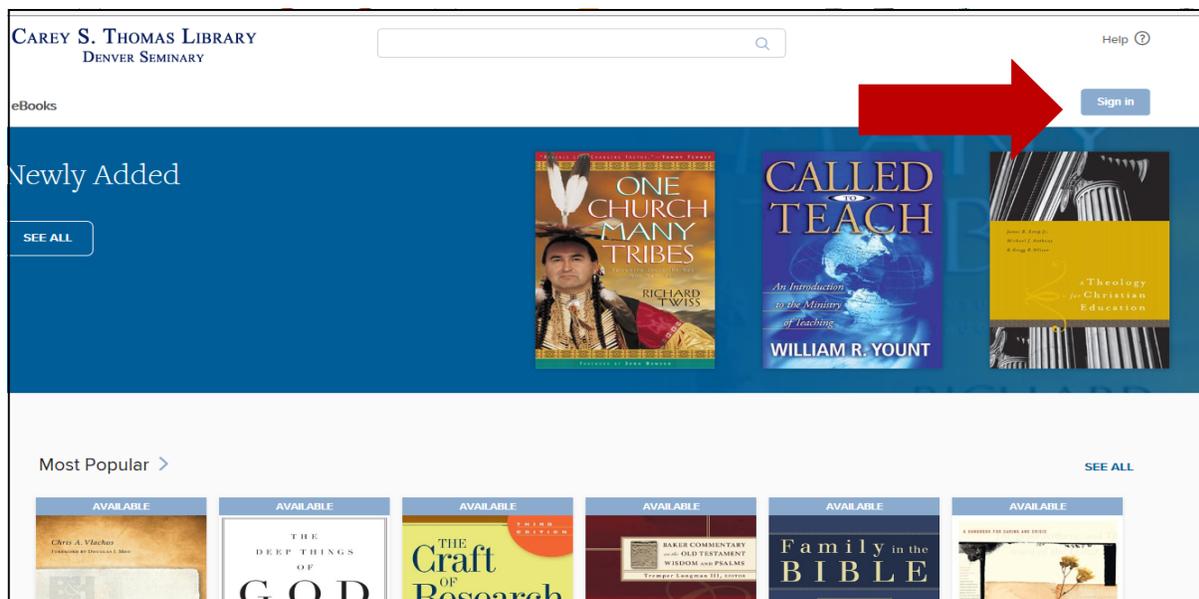
If you request a download, you must choose the format of the eBook you want to download. Possible formats are ePUB(can be downloaded into Adobe Digital Editions or BlueFire Reader for computers, androids, Nooks, etc.) Kindle (to download to your own Kindle eReader or Kindle App) or OverDrive Read (to read it in your browser.) Additionally, an OverDrive app is available in Google Play or iTunes for downloading to phones and tablets.



You may download OverDrive eBooks directly from our catalog. After clicking the download button and choosing the format, you desire, you will see the following screen. Click Begin Download. A Kindle download will take you to Amazon.com. (Remember you must have a personal Amazon account ) An EPUB download will open Adobe Digital Editions, BlueFire Reader, or the OverDrive App. (One of these programs must be installed on your device to read an EPUB book.) An OverDrive Read download will open the eBook in your browser.



If you prefer, you may also download an OverDrive eBook directly from the OverDrive website (<https://denverseminary.overdrive.com>) Click the Sign in button.



At the Sign-in Screen, you can choose to sign in with your Denver Seminary Library ID or your Facebook or personal OverDrive account. (If you have accounts at other libraries with OverDrive access you may wish to set up a personal OverDrive ID or use your Facebook account to search all your libraries at the same time.) This tutorial assumes you are using your Denver Seminary Library account to log in.

CAREY S. THOMAS LIBRARY  
DENVER SEMINARY

SIGN IN USING LIBRARY CARD

OR

The options below are best if you already have an OverDrive account, use the OverDrive app, or have multiple library cards.

SIGN IN USING OVERDRIVE ACCOUNT

SIGN IN USING FACEBOOK

Don't have an OverDrive account? [Sign up, it's free!](#)

[Which sign-in option is best for me?](#)

At the Welcome screen, enter your 14 digit Library number and your personal PIN. Then click SIGN IN.

CAREY S. THOMAS LIBRARY  
DENVER SEMINARY

Welcome

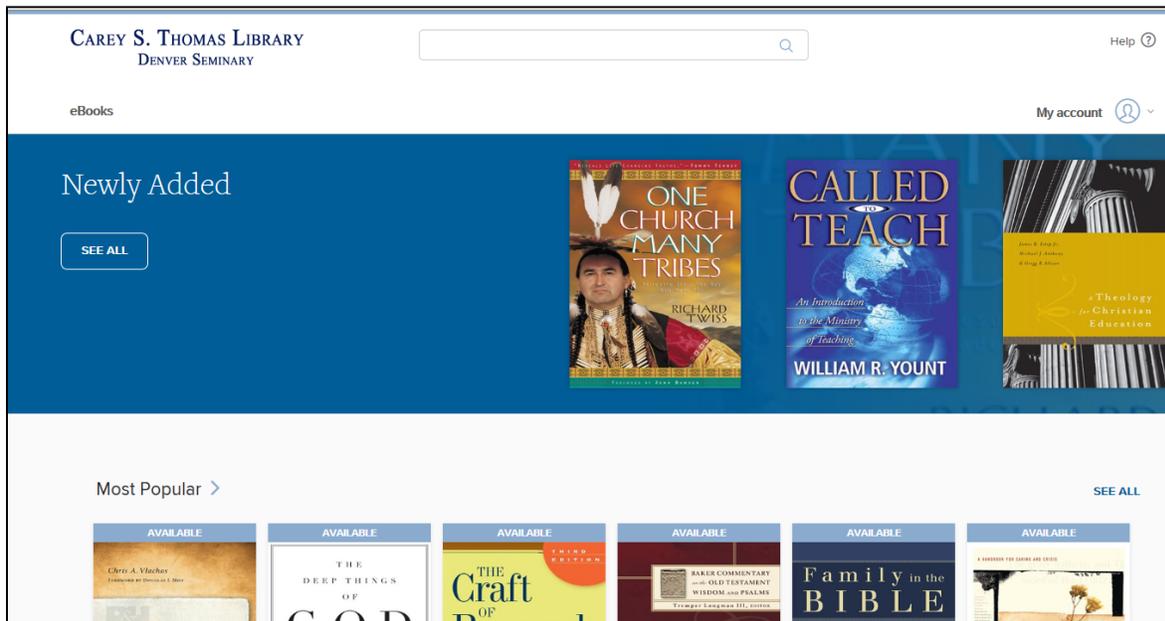
Card Number

PIN

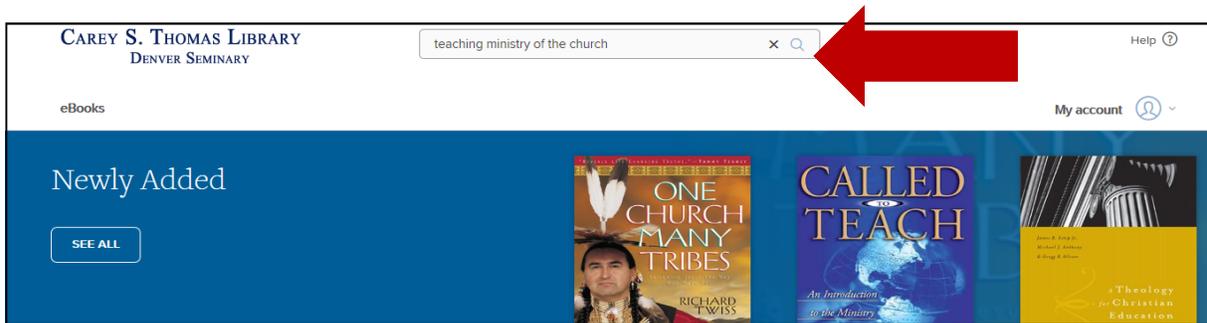
SIGN IN

Cancel

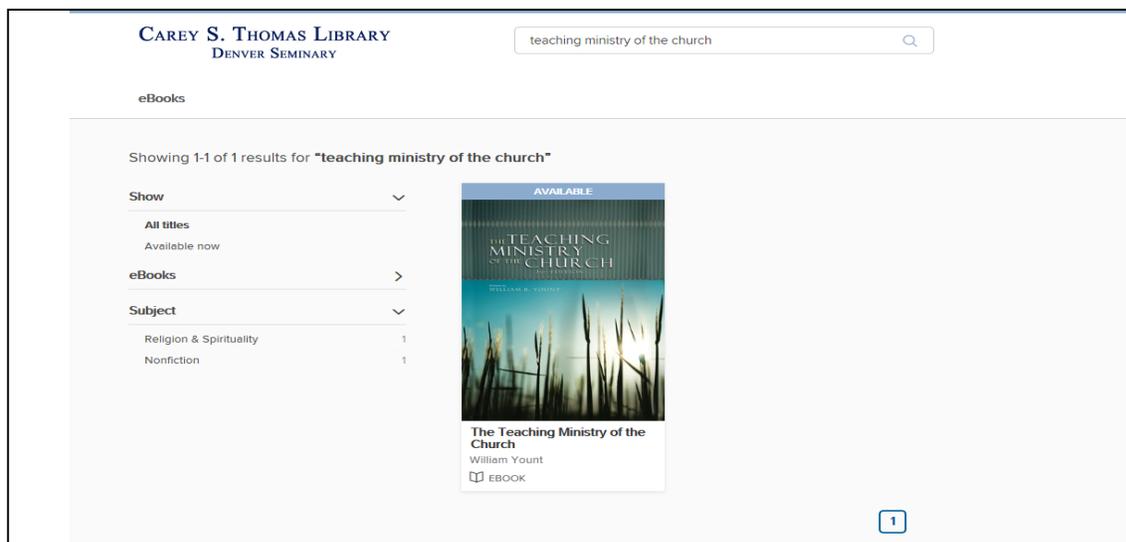
The first time you Sign in, you must accept OverDrive's terms of service and will have the option to personalize your account further. Complete the required information and click Sign Up Now. You will now be at the main OverDrive screen.



Enter your search terms (title, author, subject, etc.) in the search box and click the magnifying glass icon to run the search



Search results are displayed. If available, click on the title you would like to checkout.

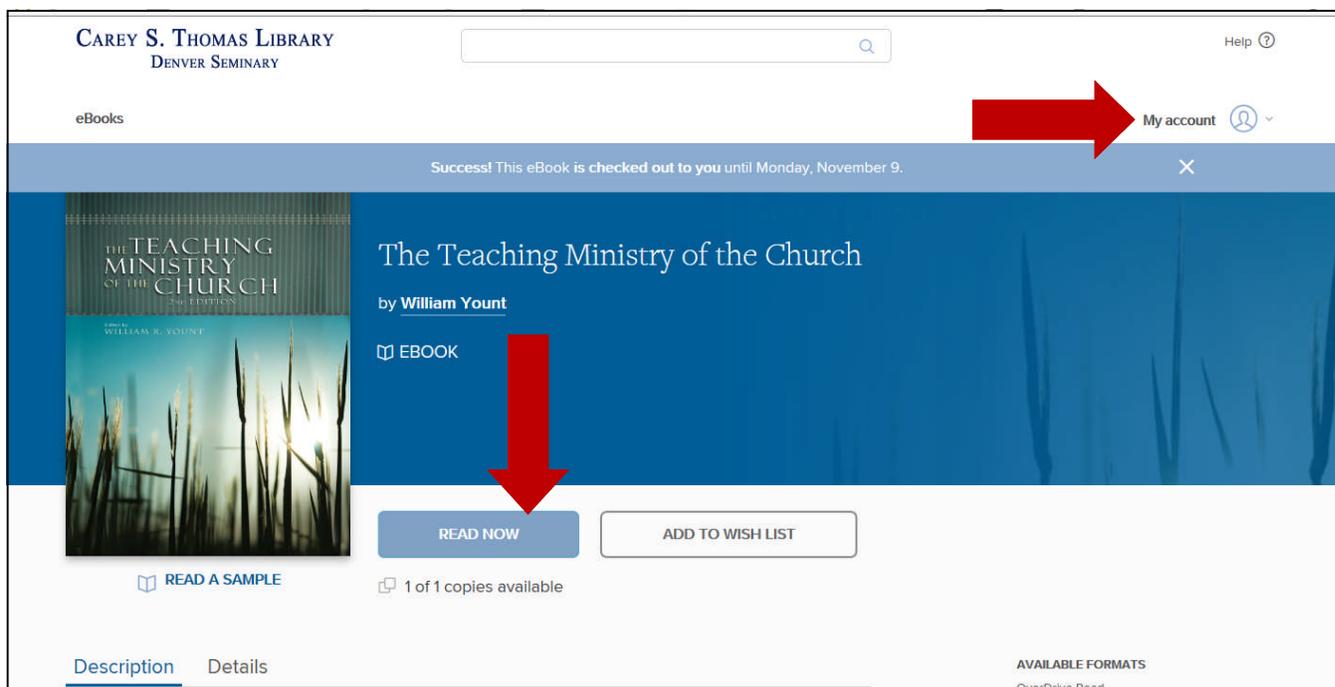


In this example, the eBook is available in 2 formats - OverDrive Read and EPUB. OverDrive Read allows you to read in your browser. EPUB is downloaded to your computer or device and can be accessed offline. Some eBooks are also available in Kindle format and can be downloaded through Amazon to a Kindle eReader or Kindle app. Click the BORROW button to check out the book.



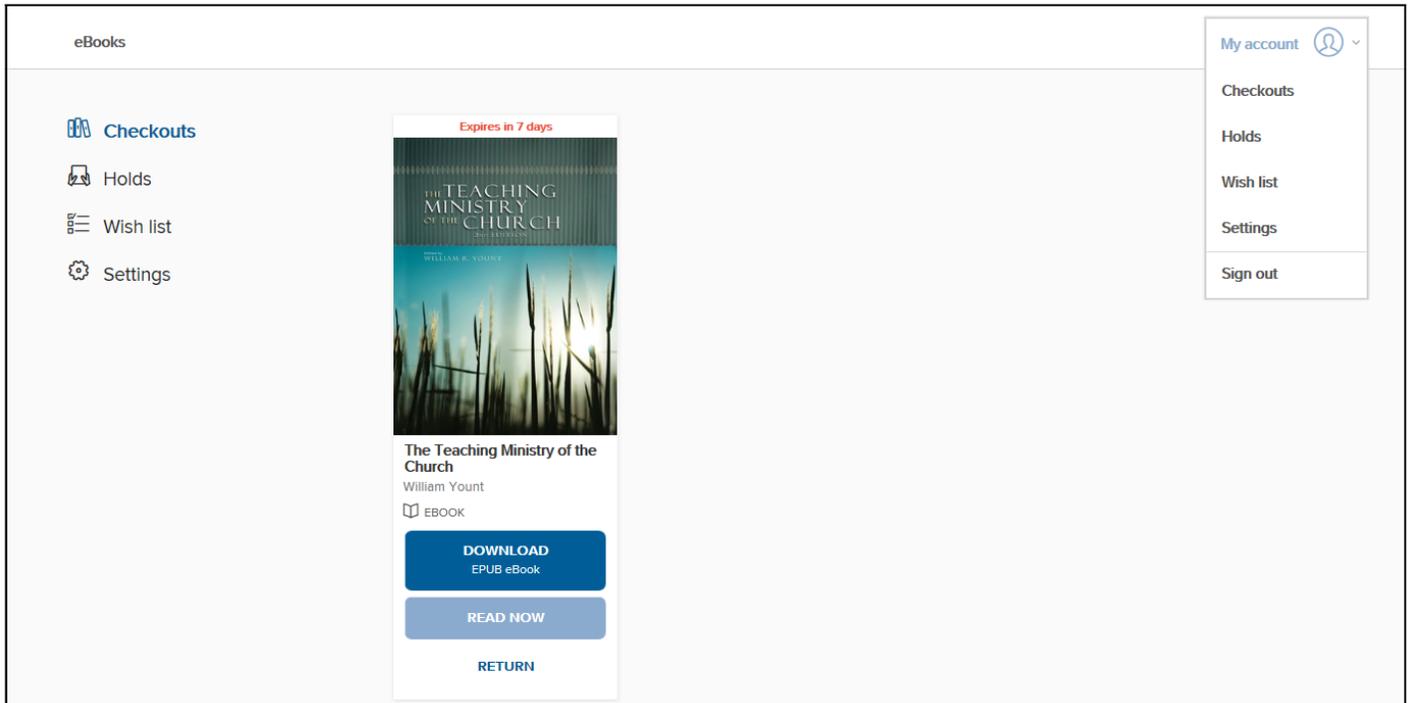
The screenshot shows the OverDrive interface for the eBook "The Teaching Ministry of the Church" by William Yount. The book cover is on the left, and the title and author information are on the right. Below the title, there is a "BORROW" button and an "ADD TO WISH LIST" button. A "READ A SAMPLE" button is located below the book cover. The page also displays "1 of 1 copies available" and "AVAILABLE FORMATS" including OverDrive Read and EPUB eBook. A "SUBJECTS" section shows "RELIGION & SPIRITUALITY".

Click the READ NOW button to read the book in your browser immediately. If you prefer to download the book to read offline, go to My Account at the top right of the screen.



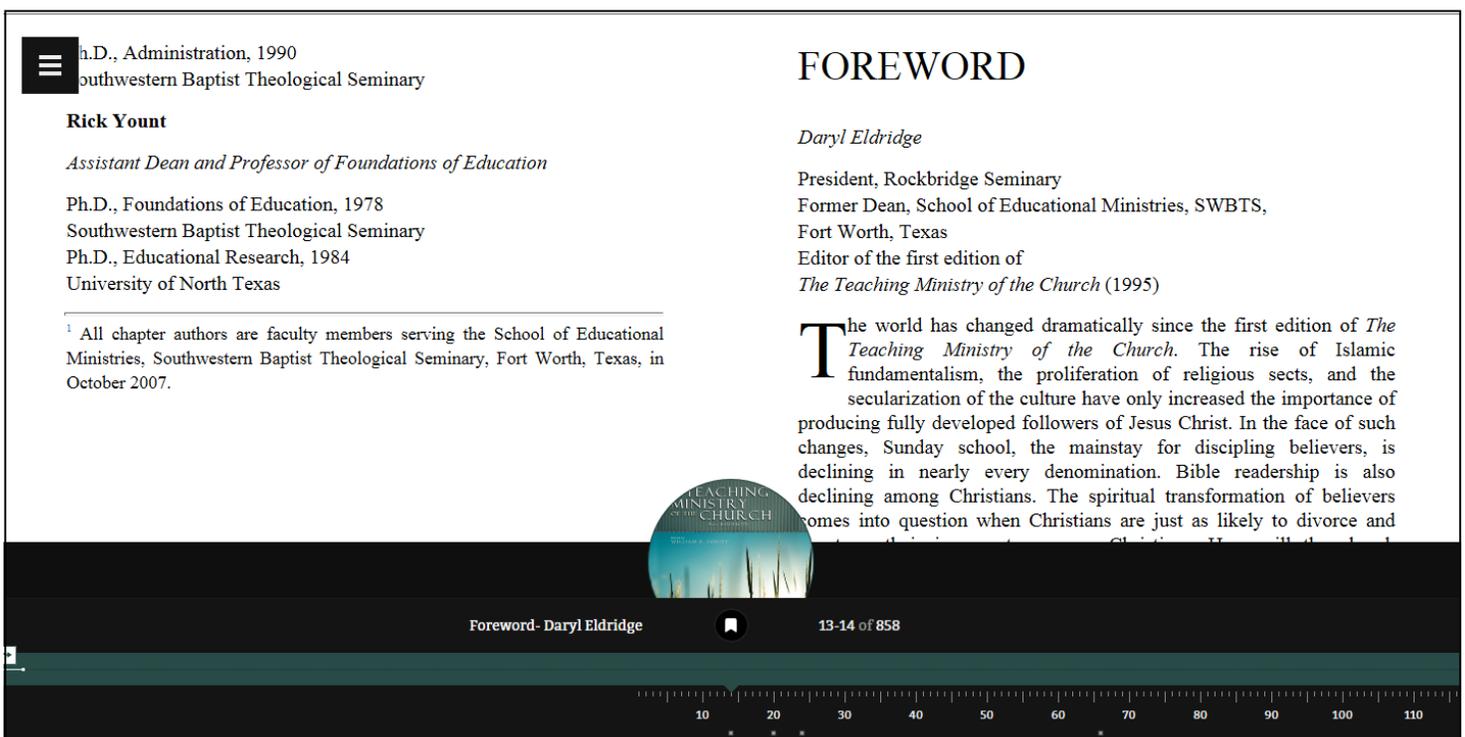
This screenshot shows the same OverDrive interface as the previous one, but with a red arrow pointing to the "READ NOW" button. Another red arrow points to the "My account" link in the top right corner. A success message at the top of the page reads: "Success! This eBook is checked out to you until Monday, November 9." The "AVAILABLE FORMATS" section now only shows "OverDrive Read".

In the My Account section, eBooks you have checked out are listed and when they expire. You are able to download EPUB (or Kindle) books or read in your browser using OverDrive Read. You can return books early that you have checked out. You are also able to see books you have on hold.



## OVERDRIVE READ EXAMPLE

In OverDrive Read, click on the top or bottom of the page to bring up a scroll bar allowing you to move easily through the book. Clicking on the right or left moves through a page at a time. Clicking the 3 bars on the left side of your screen brings up the OverDrive Read menu. We suggest reviewing the Tips and Secrets Section to learn how to navigate through OverDrive Read. Note that one of the menu options allows you offline access to the eBook in your browser. To do this, select Offline access from the menu, then click the cloud icon to cache the eBook. When eBooks are first opened up in a web browser they cache – or save – for offline access. If you think you might want to read offline, we recommend you bookmark it in your web browser when you first open it up. If you're using an iPhone, iPad or iPod Touch, you can save it to your home screen.



# OVERDRIVE KINDLE EXAMPLE

The screenshot shows the OverDrive interface for the eBook 'The Great Omission' by Dallas Willard. The page features a book cover with a cherry branch and the title 'THE GREAT OMISSION' in white text on a red background. Below the cover, the author's name 'DALLAS WILLARD' is displayed, along with the subtitle 'Author of The Divine Conspiracy'. The main title 'The Great Omission' is shown in a large, light blue font on a dark blue background. Below the title, the subtitle 'Reclaiming Jesus's Essential Teachings on Discipleship' and the author's name 'by Dallas Willard' are listed. A blue 'BORROW' button and a white 'ADD TO WISH LIST' button are visible. A 'READ A SAMPLE' link is also present. The text '1 of 1 copies available' is shown below the buttons. On the right side, under 'AVAILABLE FORMATS', the options 'Kindle Book', 'OverDrive Read', and 'EPUB eBook' are listed. The page also includes a 'Description' and 'Details' tab, and a paragraph of text at the bottom: 'The last command Jesus gave the church before he ascended to heaven was the Great Commission, the call for Christians to "make disciples of all the nations." But Christians have responded by making "Christians," not

To download an eBook in Kindle format, check to make sure the book is available in that format. Click the BORROW button, as in the previous example and then Go to My Account at the top right of the screen. Click on Checkouts in the drop down menu. Locate the book you want to download among those you have checked out. Click on Choose a format, and click Kindle Book.

The screenshot shows the 'Checkouts' page in the OverDrive interface. The page displays a list of books that have been checked out. The book 'The Great Omission' by Dallas Willard is highlighted. A red arrow points to the 'CHOOSE A FORMAT' dropdown menu, which is open and shows the options 'Kindle Book' and 'EPUB eBook'. The text 'Expires in 7 days' is visible at the top of the book card. The 'RETURN' button is visible at the bottom of the card. The page also includes a navigation menu on the left with options: Checkouts, Holds, Wish list, and Settings. The 'My account' link is visible at the top right.

After you confirm the check out, you are taken to the Amazon.com Download page. **Note that you must have a personal Amazon Account to download Kindle eBooks.** If you are not already signed in on Amazon, you will be prompted to do so. Once logged in, you have the ability to download the eBook (Get library book button) to any device or pc registered to your personal Amazon account. You also have the ability to immediately return the book. You may also return a library Kindle eBook earlier than the one week loan period by accessing the ‘Manage Your Content and Devices’ section of your Amazon account.

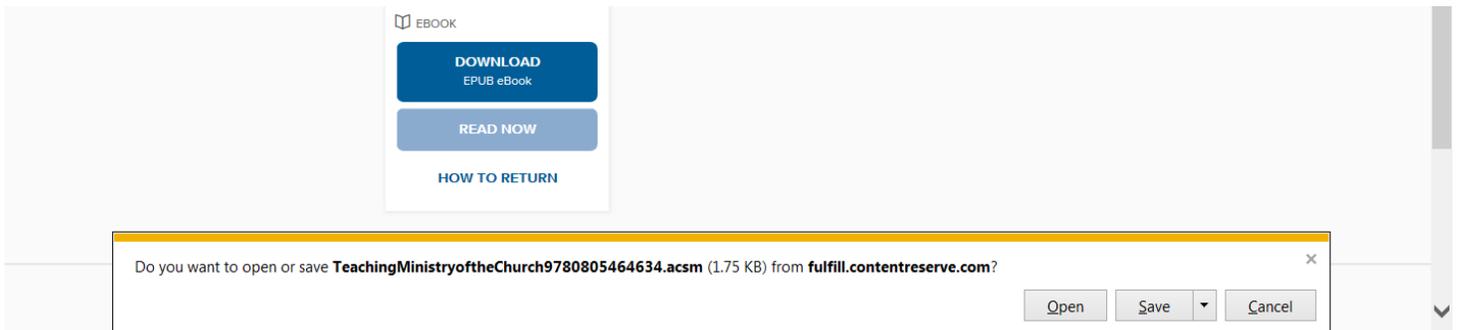
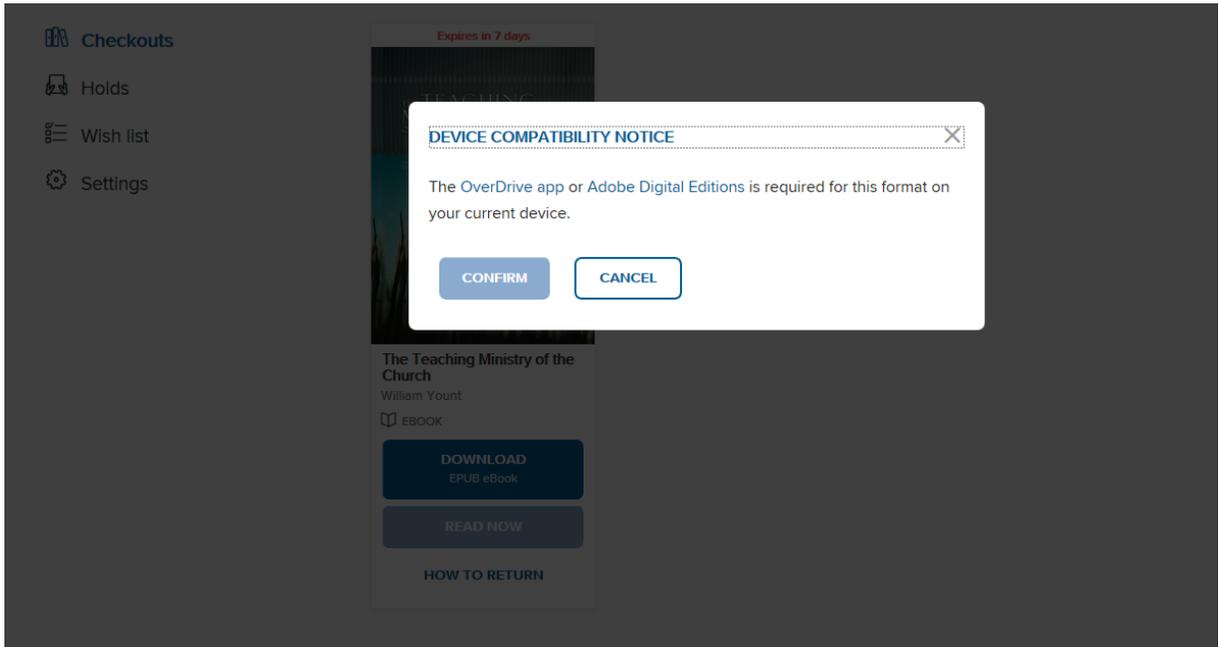
The screenshot shows the Amazon.com interface for a Kindle eBook loan. At the top, there's the Amazon logo and navigation links. The main content area features the book cover for 'The Great Omission' by Dallas Willard. Below the cover, there's a 'Get library book' button and a 'Return Book' button. The page also displays the book's title, author, and a list of features and expiration date.

## OVERDRIVE EPUB EXAMPLE

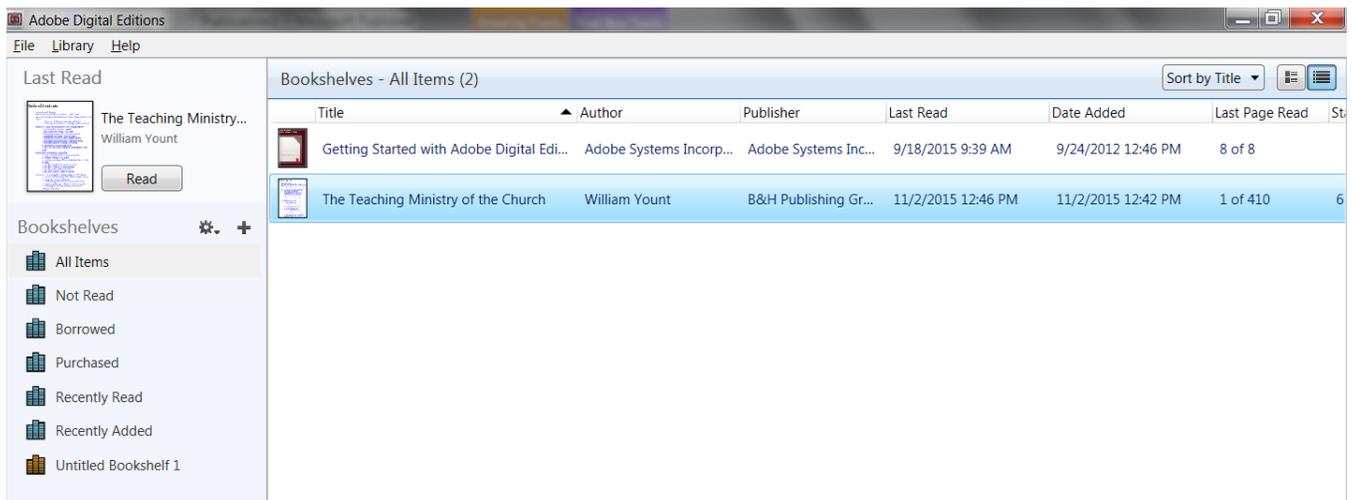
As in the examples above, run the same search in the catalog or directly at OverDrive and choose an available OverDrive eBook to download.

The screenshot shows a search results page in OverDrive. The search results are sorted by relevance. The first result is 'The teaching ministry of the church (2008)', which is available as a book. The second result is 'The teaching ministry of the church [electronic resource : OverDrive] (2008)', which is available as an eBook. A red arrow points to the 'Download' button for this eBook. The third result is 'The teaching ministry of the church : an examination of the basic principles of Christian education (1954)', which is available as a book. The fourth result is 'The teaching ministry of the pulpit; its history, theology, psychology, and practice for today. (1973)', which is available as a book.

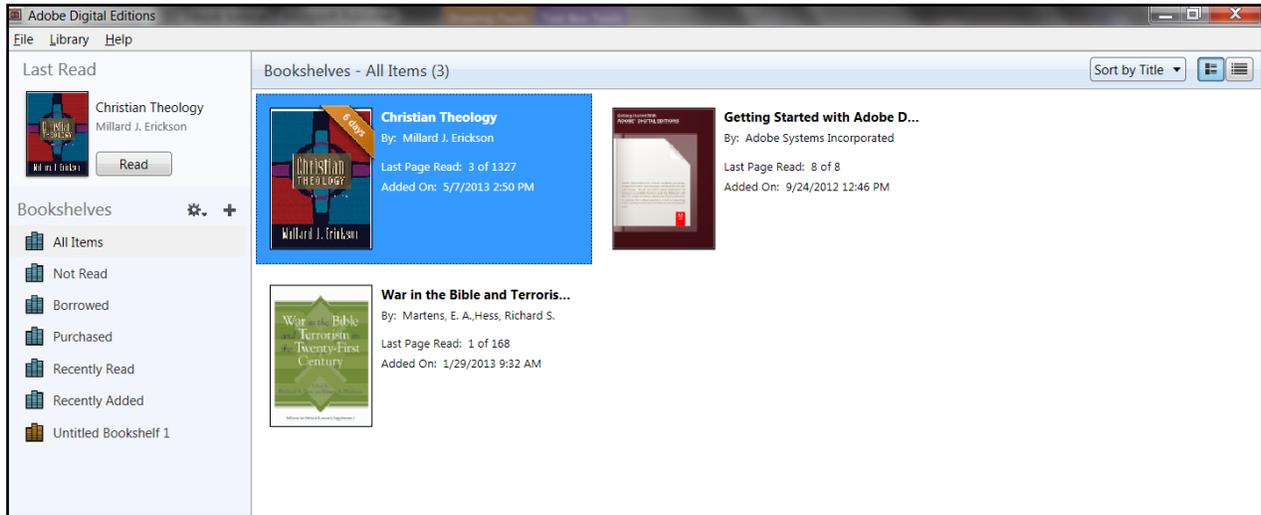
At the checkout screen (assuming you have already clicked the Borrow button, and are signed in—as shown above) choose the EPUB format. In Your Account, you will see the download format options listed. If you decide you do not want to check it out, just click the Return Title button. When you click the option to download an EPUB format, you must confirm that you have the OverDrive app or Adobe Digital Editions on your device. Once confirmed, you will be asked to either save, download or cancel the file.



The book will now open (or be saved) in Adobe Digital Editions or in the OverDrive App.



Your Library Bookshelves in Adobe Digital Editions will list all the EPUB eBooks currently stored in the software. Additionally, Adobe Digital Editions will indicate how many days are left on your checkouts. In the example below, Christian Theology has 6 days left before the loan expires. If the loan period has expired, the banner will be red and indicate 'expired.' You may return a book early by right clicking on the borrowed item in the left side bar in library view and choosing 'Return borrowed item' A popup dialog box will request confirmation of the return.



## EBSCO EBOOKS EXAMPLES

EBSCO eBooks will also be listed in the library catalog search results but availability will not be shown. Instead, they will be shown as Downloadable. In the example below, the eBooks Acts and Matthew are EBSCO books and are shown as Downloadable, but the number of copies and their availability is not indicated. (Note that the eBook Revelation is an OverDrive EBook and availability is shown.)

The screenshot displays three search results for eBooks. Each result includes a book cover, title, author, series, and a 'Downloadable' status. The 'Acts' and 'Matthew' results show a 'Downloadable' status with a 'Download' button and an 'Add To List' button. The 'Revelation' result shows a '1 Available' status with a 'Download' button and an 'Add To List' button. Each result also has a star rating and an 'eBook' label.

**Acts [electronic resource] (2007)**  
 By Bock, Darrell L.  
 Series: Baker Exegetical Commentary On The New Testament.  
 Downloadable  
 eBook Download Add To List

**Matthew [electronic resource] (2008)**  
 By Turner, David L.  
 Series: Baker Exegetical Commentary On The New Testament.  
 Downloadable  
 eBook Download Add To List

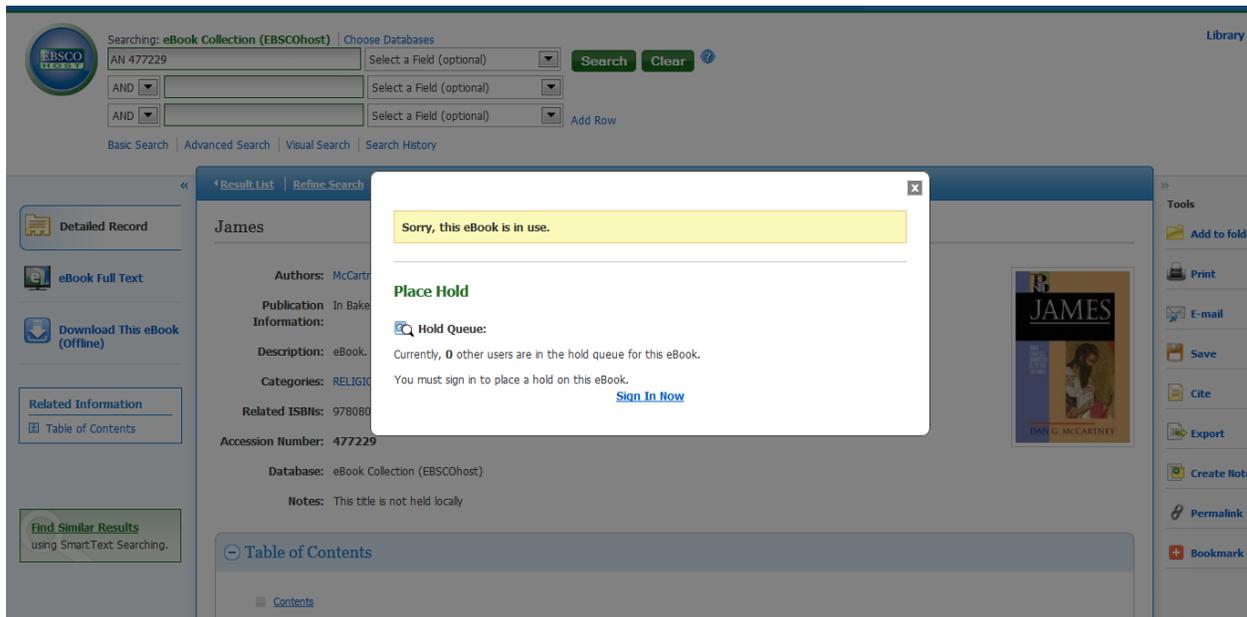
**Revelation [electronic resource] (2002)**  
 By Osborne, Grant R.  
 Series: Baker Exegetical Commentary On The New Testament.  
 1 Available  
 eBook Download Add To List

When you click the download button for an EBSCO eBook, you will be taken to the EBSCOhost site where you are able to read the book online or download the book. If you are a Denver Seminary student accessing EBSCOhost from off campus, you will need to use the EBSCOhost database passwords. The list of passwords can be found in your My Densem account. For further assistance, contact the library at 303-762-6962 or send an email to [library@denverseminary.edu](mailto:library@denverseminary.edu).

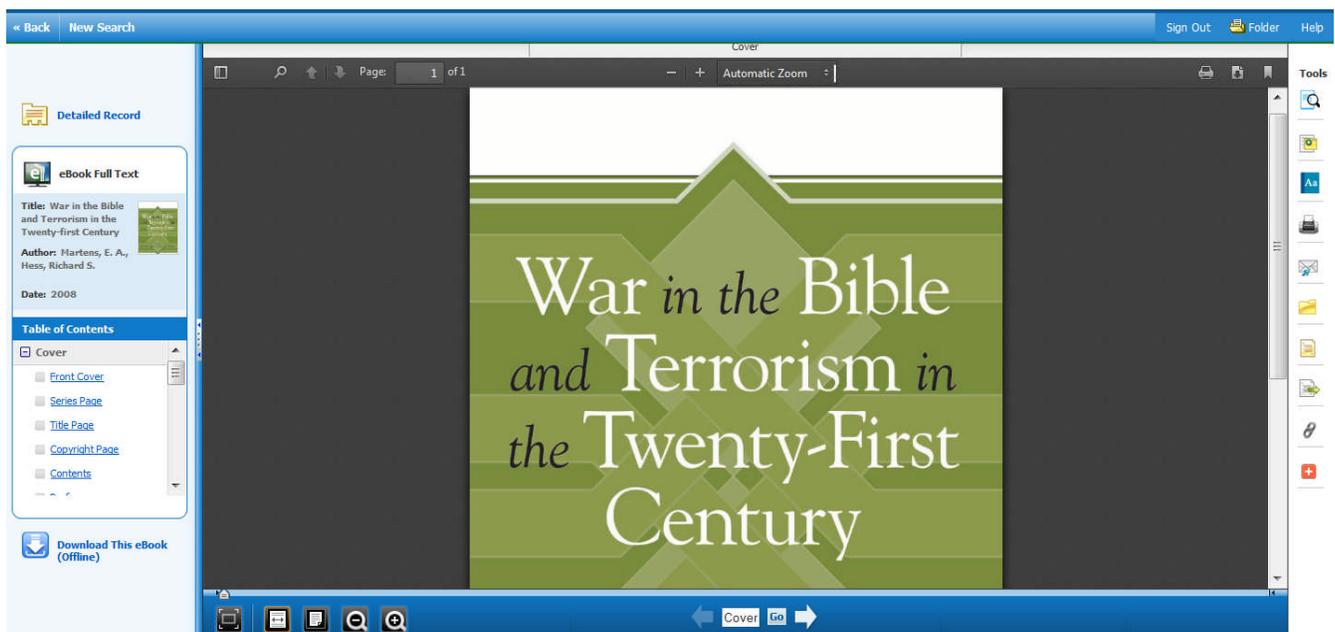
The screenshot shows the EBSCOhost search results page for the eBook 'James'. The search criteria are 'All 477229'. The search results show the title 'James' by Dan McCartney. The publication information is 'In Baker Exegetical Commentary on the New Testament. Grand Rapids, Mich : Baker Academic, 2009'. The description is 'eBook'. The categories are 'RELIGION / Biblical Studies / Paul's Letters'. The related ISBNs are '9780801026768, 9781441258014'. The accession number is '477229'. The database is 'eBook Collection (EBSCOhost)'. The notes state 'This title is not held locally'. The page also includes a 'Table of Contents' link and a 'Download This eBook (Offline)' button.

Search results for: **James**  
 Authors: McCartney, Dan  
 Publication Information: In Baker Exegetical Commentary on the New Testament. Grand Rapids, Mich : Baker Academic, 2009  
 Description: eBook.  
 Categories: RELIGION / Biblical Studies / Paul's Letters  
 Related ISBNs: 9780801026768, 9781441258014.  
 Accession Number: 477229  
 Database: eBook Collection (EBSCOhost)  
 Notes: This title is not held locally

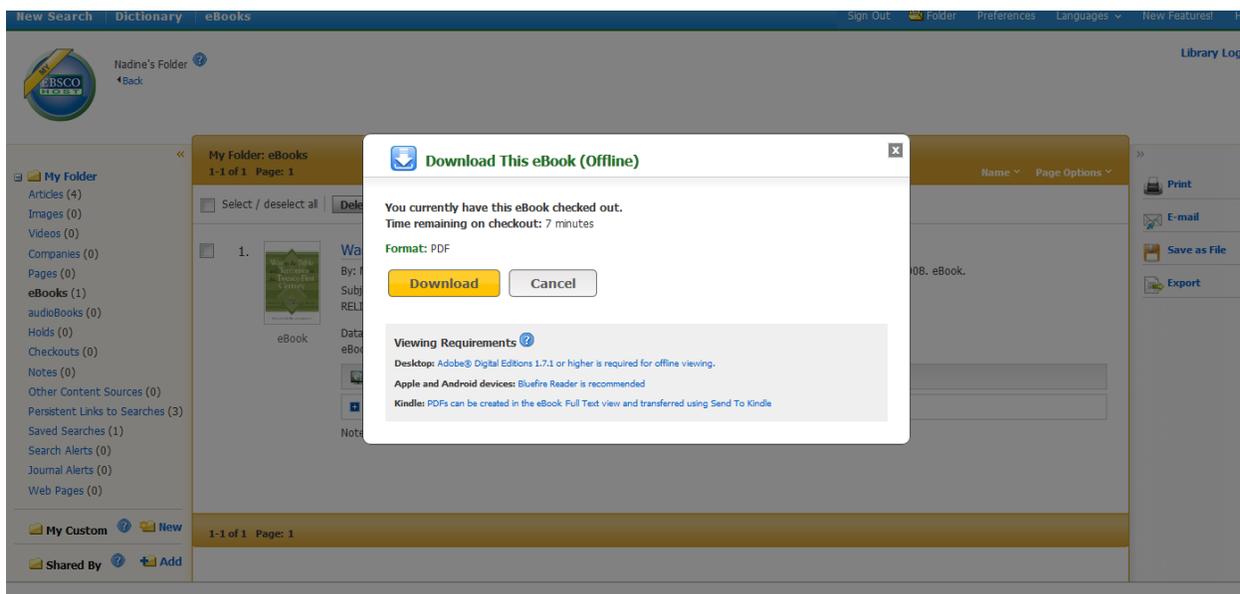
For EBSCO EBooks, you are unable to tell that an EBook isn't available until you try to either read it online or download it to your PC or Nook. (Note: EBSCO EBooks downloads are only accessible with Adobe Digital Editions software.) If an EBSCO EBook is checked out, you will see the message below. You may place a hold on it (You MUST have a free personal EBSCO account to place a hold. Click the sign-in button. If you do not have an account already set up in EBSCO you will be able to set one up on the sign in screen.) You will be notified by email when the book becomes available for checkout.



If the book is available for check out, you have the option to read it online or to download it. (Remember, you must have Adobe Digital Editions or the EBSCO ebook app installed on your device to download an EPUB EBook ) If you choose to read it online, click the eBook Full Text link on the left and the book will appear in your browser. You can add it to your folder by clicking on the folder icon in the right sidebar (sign in required) and it will be accessible for the remaining period of the loan if you are online. You may also download the book for offline access by clicking on the Download button at the bottom left.



If you would prefer to download the book, choose the Download link. You will then see a popup where you can choose to download the book. A personal Adobe ID is necessary for all download formats. For Nooks and PCs you will also need to have Adobe Digital Editions installed (Free at Adobe.com) to view EBSCO ebooks. Apple and Android devices can access ebooks using the EBSCO ebooks app (available from iTunes for Apple devices and Google Play for Androids.) Kindle Fire devices need the free Bluefire app (free download at <http://tinyurl.com/kindlebluefire>). If the book publisher allows it, Kindle users may be able to create a pdf using the eBook Full Text view and transfer by email or usb connection to a Kindle. The Kindle transfer option varies by title and publisher so it may not always be available.



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