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You will need:

- Your library account number (located on the back of your library card)
- Your pin number (usually the last four digits of your phone number or your mother's maiden name)
- An Amazon Account
- You might need your Kindle USB cord

- 1) From a PC, go to the Overdrive website: <http://dbooks.wplc.info>
- 2) **Sign into Overdrive:** Select **Sign In** (in the right hand corner of the Overdrive website). Select **West Bend Community Memorial Library** from the list of libraries. Enter your **library card number** (no spaces) and **PIN** (usually the last four digits of your phone number or your mother's maiden name), and click **Sign In**. Call us if you don't know your PIN at 262-335-5152.
- 3) Browse to find an eBook that you would like to check out—click on the **Menu Icon** (looks like three parallel horizontal lines), then select a category under eBooks that you would like to view. To browse only currently available titles, select the drop down menu that says **Show Me** on the left hand side of the page and select **Only Titles with Copies Available**.
- 4) Once you find a title that you want to check out, click on **Borrow**, or **Place a Hold**. If you selected **Place a Hold**, please read step 5. If you selected **Borrow**, skip forward to step 6.

***Be sure to check that the Kindle eBook format is listed as an available format for the title you are interested in, otherwise, you will not be able to proceed.**

****To change the amount of time that an eBook will be loaned to you, select "Change" under the Borrow icon, then select 7, 14 or 21 days, and select "Done."**
- 5) After selecting **Place a Hold**, you will be prompted to enter your email address where you want to be emailed when your eBook is ready for you. Once you receive this email, you can select the link inside of the email on your Kindle that will open the Overdrive App, in order to download your book. Click on the **Account Icon** (looks like a person), and then click on **Holds**. Locate the title and select **Borrow**.
- 6) Select **Download** for the title that you would like to check out. Select the **Kindle eBook** format then press **Confirm & Download**.
- 7) You will be directed to the Amazon site (you might have to select **Accept to Continue**).

8) Click on **Get Library Book**. You must be logged on to your Amazon account to complete this step (you will be prompted to log on if you are not).

***If you have several different eReaders authorized to your Amazon account, select the device that you want your eBook to be downloaded to from the drop down menu before selecting "Get Library Book."**

9) If your device is connected to a wireless internet connection (Wi-Fi), your title will immediately load onto your Kindle-- otherwise, the next time you connect to Wi-Fi, go to the **Menu** of your Kindle. Select **Sync and Check for Items** on your Kindle, and then the title will load onto your device.

***If you need help connecting to Wi-Fi or switching from 3G to Wi-Fi (because Overdrive currently cannot download books via 3G), refer to the section at the very bottom of this page.**

****If you do not have Wi-Fi access or if the title requires you to download via USB, continue to the next section.**

If Wi-Fi access isn't available or if you must download using your USB cord

10) While on Amazon.com (from step 9 above), click **Download now**.

11) Select **Save** and download the eBook to your PC (be sure to know where the file will save).

12) Locate the saved file. Drag and drop the new eBook file from the folder where you downloaded it to the Kindle document folder.

13) Safely eject the Kindle from your computer, then press the **Menu** button on the Kindle and select **Sync and Check for Items**. The eBook will then appear on your Kindle.

Your eBook will deactivate automatically—you do not have to worry about returning it!

How to Change from a 3G internet connection to a Wi-Fi Connection (Wireless Internet Connection) OR Connecting to a New Wi-Fi Connection

You cannot use 3G to download eBooks from Overdrive, so you need to connect your Kindle to a wireless internet connection (Wi-Fi). If your Kindle is on 3G, this will display in the upper right hand corner of the device.

1) On the Kindle, press the **Home** button, then select **Menu**, and then **Settings**. Scroll down to **Wi-Fi Settings** and select **View**.

2) The Wi-Fi connections that are available will display so that you can choose one.

3) When the Wi-Fi connection is made **Wi-Fi** will display in the upper right hand corner of the screen.