ELIBRARY HOW TO:
A GUIDE TO BORROW E-AUDIOBOOKS

What You Will Need:
1. eLibrary username/password
2. Your computer and player
3. Your Adobe ID
4. Adobe Digital Editions (installed on your computer)

Important! WMA files are only compatible with PC and some players.

STEP 1: Get a login
If you don’t have one yet, just contact the library!

STEP 2: Make Sure You Have the Necessary Software
1. The WMA format used here is compatible with PC and devices that support Windows Media Player.
2. If you don’t have Windows Media Player on your PC, you can download it from Microsoft at http://windows.microsoft.com/en-US/windows/products/windows-media-player.

STEP 3: Borrow an e-audiobook!
The WMA format used here is compatible with PC and devices that support Windows Media Player.
1. Make sure you have the Windows Media Player software on your computer.
2. Click “télécharger” (“download”).
3. You will be given a license number (“numéro de licence”).
4. Choose “haute qualité” (“high quality”) or “basse qualité” (“low quality”) by doing a right click on the chosen one.
5. “Enregistrer sous” (“Save as”) in the folder of your choice. We recommend you create a special folder as some audio books are split into several tracks.
6. When you first open the file downloaded, make sure you are connected to the internet. A window will open and prompt you to enter the license number given at Step 3.
7. Another window will open to confirm the acquisition of the license. Click “Lire” (“read”).
8. These files can be transferred onto any device that supports Windows Media Player.

Attention! WMA files cannot be returned before the due date! We are sorry for this inconvenience.

For assistance, call us on 617-912-0417 or email at librarian@frenchculturalcenter.org
ELIBRARY HOW TO:
A GUIDE FOR PC, SONY READER AND NOOK

What You Will Need:
1. eLibrary username/password
2. Your computer and eBook reader
3. Your Adobe ID
4. Adobe Digital Editions (installed on your computer)

STEP 1: Get a login
If you don’t have one yet, just contact the library!

STEP 2: Download the required software
1. Please download Adobe Digital Editions before you choose a book: go to the eLibrary home page and click the link at the bottom of the page.
2. When you install the software, you will have to create an Adobe ID. If you don’t have one yet, just go to adobe.com and search “Adobe ID”.

STEP 3: Borrow an ebook!
You need to download the item onto your PC first:
1. Choose a book that has the “Télécharger” sign. If you click the cover image, you will be able to access a short extract before you choose to borrow (“court extrait” link on the right hand side).
2. Click “Télécharger” (“download”)
3. Enter your user name (identifiant) and password (mot de passe)
4. Click “emprunter ce livre” (“borrow this book”)

You can then transfer the book onto your device:
1. Connect your eReader to your computer. Adobe Digital Editions will recognize your reader when connected and will prompt you to identify it with your Adobe Digital Editions ID.
2. To transfer a book you borrowed on your computer to your eReader device, just drag and drop the ebook file from your library onto your reader’s icon.

STEP 4: Return a book before its due date
If you don’t return it, it will automatically be returned two weeks after borrowing.
1. Go to your library in Adobe Digital Editions
2. Click the arrow on the top left corner of the book you want to return
3. Click “rendre un document emprunté” (“return a book”)

STEP 5: Renewals
Presently, renewals are not permitted as we attempt to balance the size of our eLibrary collection with our number of eLibrary members.

STEP 6: Reservations
If an eBook you wish to borrow is currently checked out, take the following steps to reserve it:
1. Next to the text that reads “Déjà emprunté”, click on “Réserver” (“Reserve”).
2. Enter your user name (identifiant) and password (mot de passe).
3. The eBook will be reserved for up to two days following its current due date.

For assistance, call us on 617-912-0417 or email at librarian@frenchculturalcenter.org
ELIBRARY HOW TO:
A GUIDE FOR THE IPAD AND IPHONE

Getting Started: What You Will Need
1. eLibrary login information (username and password)
2. iPad and/or iPhone
3. Apple ID and Adobe ID.
4. Bluefire Reader app (installed on iPad and/or iPhone)

STEP 1: Get a login
If you don’t have one yet, just contact the library!

STEP 2: Download the required software
1. Please download the free app Bluefire Reader before you choose a book: go to the Apple Store on your iPad and search for and install Bluefire Reader.
2. When you download and install the software, you will need to use the Apple ID that you use to download all apps as well as music from iTunes.

STEP 3: Borrow an ebook!
1. Access the eLibrary from your iPad or iPhone.
2. Choose a book that has the “Télécharger” sign. If you click the cover image, you will be able to access a short extract before you choose to borrow (“court extrait” link on the right hand side).
3. Click “Télécharger” (“download”).
4. Enter your user name (identifiant) and password (mot de passe).
5. Click “emprunter le livre” (“borrow this book”).
6. Click on “Open in Bluefire Reader” when that option appears.
7. The book will be loaded into your Library in Bluefire Reader, which will open giving you the option to “Read Later” or “Read Now”.

STEP 4: Return a book before its due date
If you don’t return it, it will automatically be returned two weeks after borrowing.
1. Click on the Bluefire Read app and go to the Library page.
2. Click the blue arrow to the far right of the book you would like to return.
3. Click “Return Item” and then click the “Return” button that pops up to confirm.

STEP 5: Renewals
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