

## Amazon KINDLE: e-book tip sheet

### Part I: Preliminary Steps

1. Make sure you have a San Diego County Library card with a PIN.
2. Sign in to [www.amazon.com](http://www.amazon.com) and register your Kindle.

### Part II: Browsing and Checking Out Titles

1. Go to [www.sdcl.org](http://www.sdcl.org). Click on the “downloads” link on the left, select “ebooks,” and then select “OverDrive.”
2. On the upper right, there is a search box. Below that, there is a link for “advanced search.” Click that, and save the “advanced search” page as a bookmark/favorite. From the “format” dropdown menu, select “kindle book.”
3. You can now hit “search” to browse, or narrow your search by author, subject, etc.
4. If the book is currently available for checkout, the “open book” icon on the top right corner of the title will be dark.
5. If the item is not available but can be requested, the icon will be grayed out. Click on the title then click the “place a hold” button. You will receive an email when the item becomes available for you to check out. Click on the link provided in the email to check out the item.
6. Click on the book and on the next screen click the “Borrow” button.
7. You will be prompted to enter your library card number and PIN – you must have a PIN to check out ebooks. Additionally, if your card is expired, you will not be able to check out your book and will need to contact your local branch to renew your card.
8. Click the “download” button and choose the Kindle format. You will not be able to renew your ebook, nor can it be overdue. The system will automatically return your book on the due date.

### Part III: Downloading e-Books

1. The system will take you to Amazon.com. Click “Get Library Book.” Sign in to your Amazon.com account.
2. On the following page, you will be asked which Kindle to which you wish to transfer the eBook. If you have multiple Kindles, you will need to select the one you wish to have the book on. Click on continue to complete the process.
3. If your Kindle has wireless access, such as a Kindle Fire, it will need to be connected to Wi-Fi to download the book. Once connected, the book should download automatically. When downloaded, the book will appear in the Carousel shelf on the Kindle Fire home page, and can also be accessed from the Books screen on the Kindle Fire. a. Note: there are some books that are only available for download via USB even if you have a WiFi Kindle.
4. If your Kindle does not have wireless access, such as an older generation Kindle, you’ll need to connect your Kindle with its USB to transfer the title:
  - a. Once connected to a computer using a USB cable, your Kindle device will appear in the same location as external USB drives usually appear. For Windows users, this is typically in the “Computer” or “My Computer” menu. For Mac Users, the drive will appear on the desktop.
  - b. Open the Kindle Drive. You will see several folders inside, one of which will be named “documents.” This is the folder you will move the downloaded file into.
  - c. Locate the downloaded book file (it will have an .azw suffix) and copy it into the Kindle’s documents folder.
  - d. Safely eject your Kindle device from your computer and unplug the USB cable. Your book will appear on the Home screen.