

## **BorrowBox Guide for Windows computers**

The easiest and best way to read books and audiobooks is via the BorrowBox app on a phone or tablet.

If a customer would like to browse and borrow ebooks here, and read them on the app later, they can. If they would like to read eBooks from their computer, they will need **Adobe Digital Editions**.

First, go to the following website:

<https://www.adobe.com/uk/solutions/ebook/digital-editions/download.html>

Select “Download Digital Edition - Windows” and a box will prompt them from the bottom, asking them “Run” the installer program. In some browsers such as Firefox, there will be a prompt to “Save File” and the download will be in the downloads folder (in Firefox this is the arrow in the top right-hand corner).

Open the file and Run the program to begin the installation.

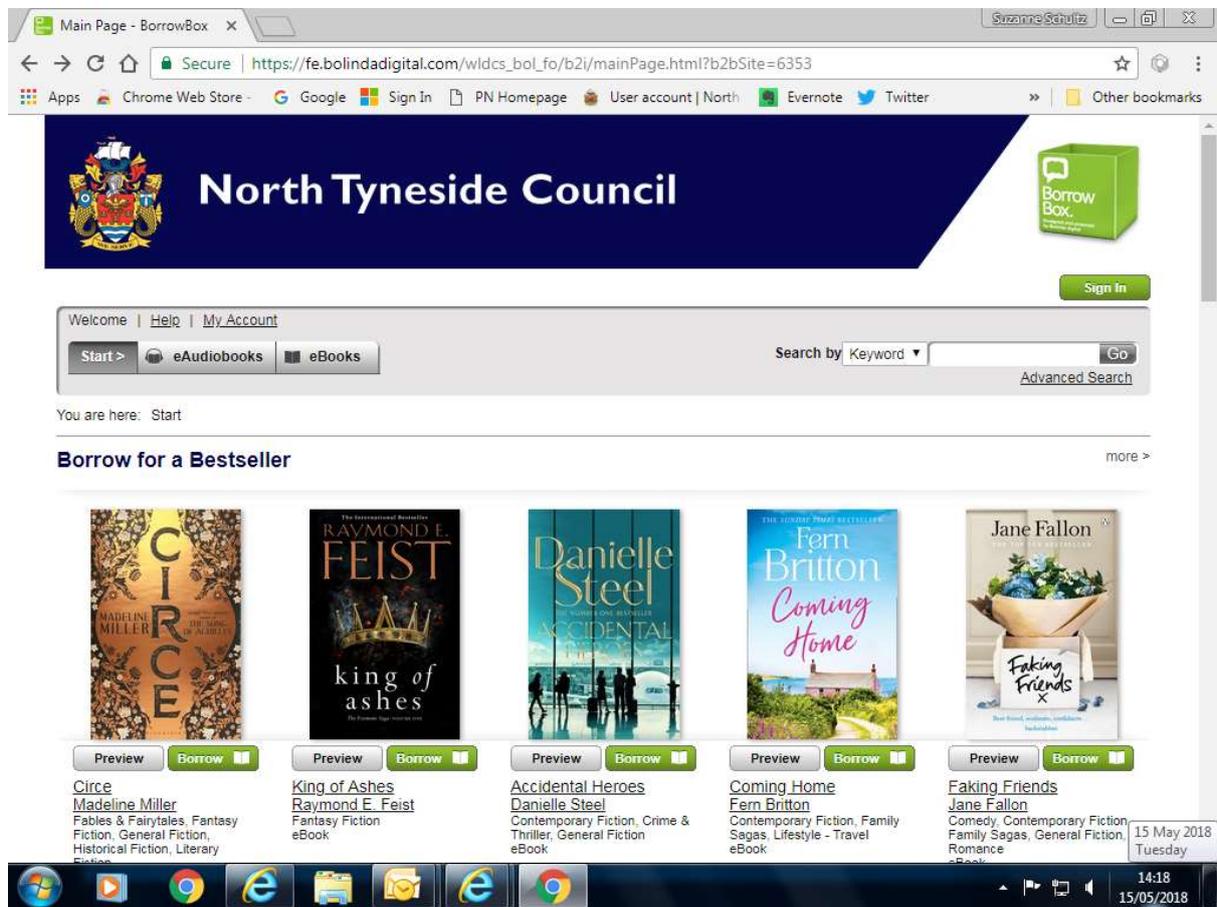
Upon opening Adobe Digital Editions the first time, go to “Help” in the top bar and click “Authorize Computer.” Here they can create an Adobe ID or sign in if they already have an account.

If they click “Create an Adobe ID” they will be sent to a separate website that will ask for their first name, surname, email address and a new password to use for Adobe Digital Editions. It will also ask for their date of birth before clicking “Sign Up.”

Once this account has been created, Adobe Digital Editions software is ready to use. Simply log in using your email address and newly created password.

Now we can go to BorrowBox online.

Go to the following site: [library.bolindadigital.com/northtyneside](https://library.bolindadigital.com/northtyneside)



Sign in using the top right-hand corner button in green.

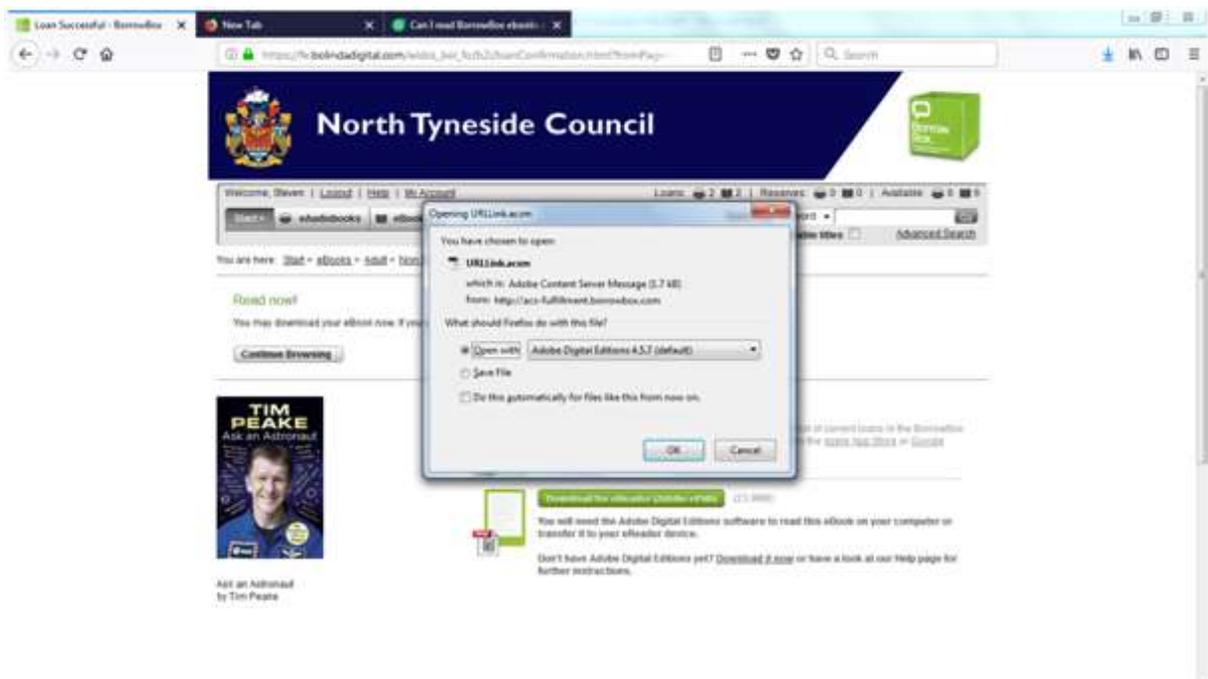
Using their library ticket number (beginning with 28012) and using your library PIN, they will get logged in. (If the customer does not know their library PIN, a member of staff can provide this information.)

Once logged in, it will ask the customer for their email address and requires a ticked box to accept terms and agreements.

Upon finding an eBook that they'd like to read, they need to click "Borrow" (in green). If you don't see it on the screen straight away, scroll down a bit and you will see the options underneath the book's cover image.



Click “Confirm eBook loan” and then “Download for eReader” and “Open with Adobe Digital Editions.”



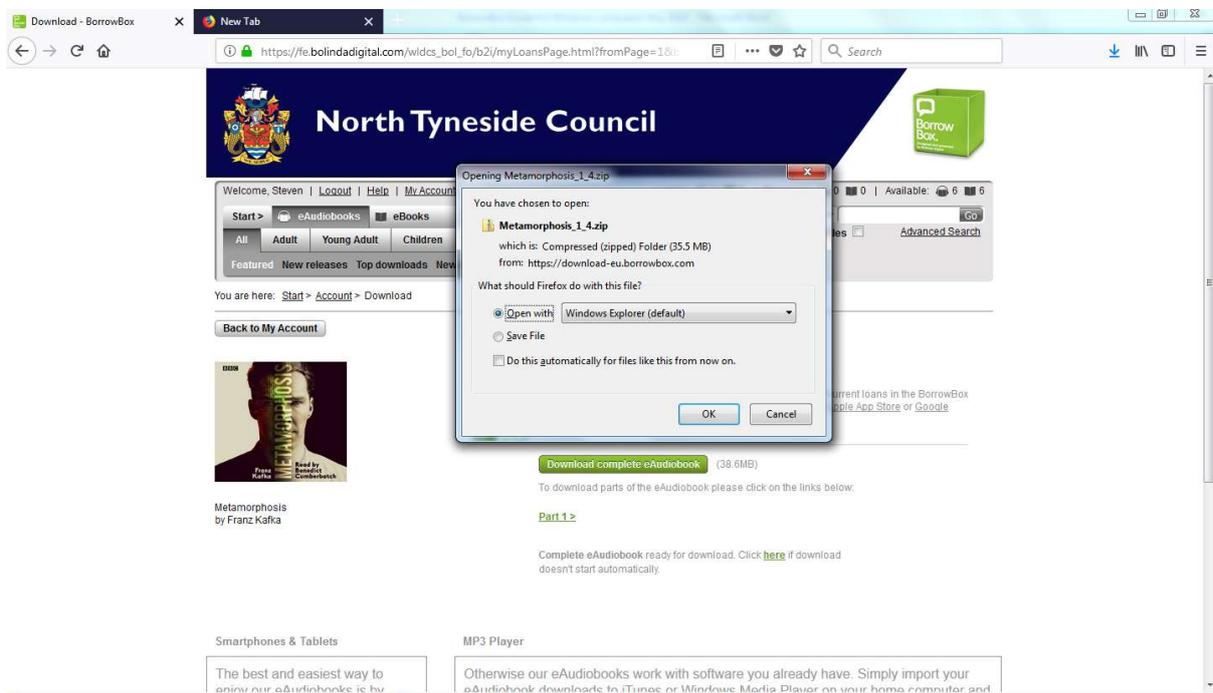
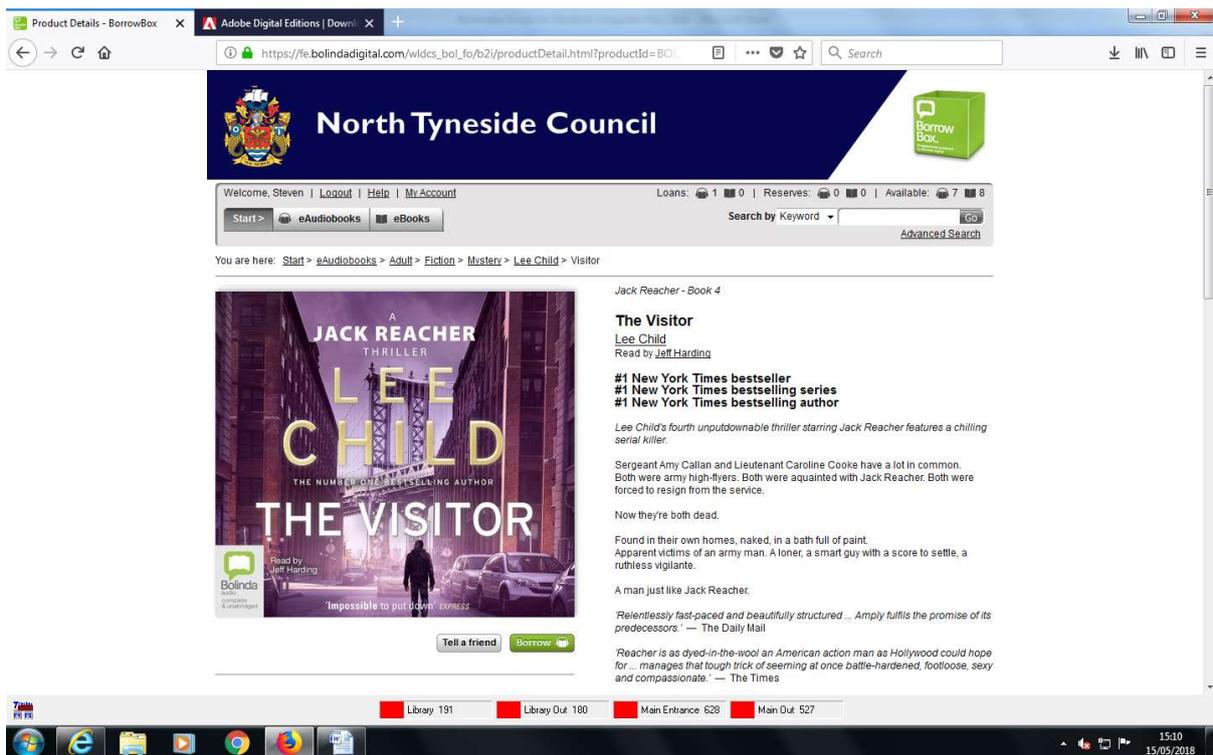
Once you click “Okay” the book will automatically open up in Adobe Digital Editions. To see all of your books in your library, click “Library” in the top left-hand corner.

To transfer an eBook to an eReader device such as a Kobo, connect your eReader device to your computer - it should appear in Adobe Digital Editions in the list on the left side. Now just drag the eBook onto the device.

Find more information regarding eReaders for BorrowBox here:

<https://librariesireland.freshdesk.com/support/solutions/articles/I900018540-can-i-read-borrowbox-ebooks-on-my-e-reader-device->

For audiobooks, click “Borrow” and the “Confirm eAudiobook Loan.”



An option will be available to download the entire set of audio files at once, or in parts. If you download the complete eAudiobook, a prompt will appear to open the files in Windows Explorer. In the yellow file folder with the title of the audiobook, there will be multiple audio files to play one at a time.

You can listen to the Audiobook on your computer, using any Media Player such as Windows Media Player or iTunes.

“My Account” will give you information on what books and audiobooks you have on loan and what you have on reserve. If you need to download anything, there is a green button on the right-hand side that gives you the option from here.

The screenshot shows a web browser window displaying the 'My Account' page for a user named Steven. The page header includes the North Tyneside Council logo and the BorrowBox logo. The user's account status is shown as 'Welcome, Steven' with 2 loans, 0 reserves, and 6 available titles. The page is divided into several sections:

- Member Details:** Library Barcode/ID: 2801200, Email: suzanne@...com, Display Name: Steven.
- Newsletter & more ...:** Two checkboxes are checked: 'I wish to subscribe to my library's free newsletter' and 'I am happy to receive email updates from the BorrowBox team.'
- Available Loans/Reserves:** A table showing 2 On Loan, 0 Reserved, and 6 Total available titles for eAudiobooks.
- My Account:** A list of books on loan with 'Renew' and 'Return' buttons. The books are:
  - The Visitor* by Franz Kafka (Expires in 20 days)
  - Metamorphosis* by Franz Kafka (Expires in 20 days)
  - King of Ashes* by Raymond E. Feist (Expires in 20 days)
  - Ask an Astronaut* by Tim Peake (Expires in 20 days)
- Loan History:** No active loans/reserves.