

How to Load EBSCO eBooks onto your Desktop / Laptop PC

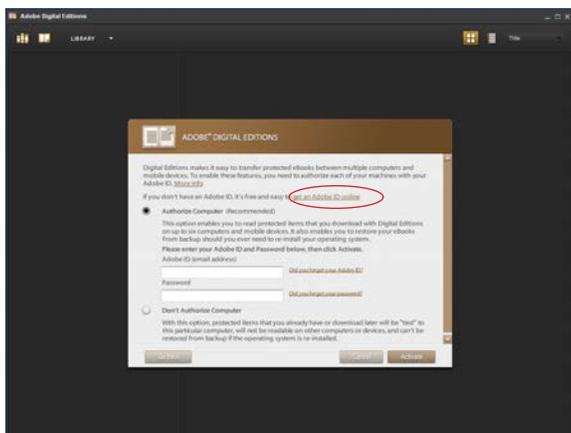
To access the eBook collections, you will need to: 1) Download and set up **Adobe Digital Editions** on your PC; 2) Create an **Adobe ID**; and 3) Create an account with **ebrary**. The setup process is very simple and **only needs to be completed once**. The steps that follow will walk through the process, but, should you need further assistance, do not hesitate to contact the library at 212-963-7384. As always, **it is important that you save your IDs/Passwords in a secure place for future use and do not share them with others. We hope that you enjoy our eBook Collection!**

1. You will you need to begin by downloading **Adobe Digital Editions** onto your desktop or laptop machine. → <http://adobe.ly/DigitalEditions>



The free download (Windows® and Mac OS) takes less than a minute to install over a broadband connection.

2. Once installed, follow the prompts until you are faced with the following screen. At this point, if



you do not have one already, **you must create an Adobe ID**. This will authorize your machine to display DRM (digital rights management) protected content. Click on the “get an Adobe ID online” link (circled in red) to get started.

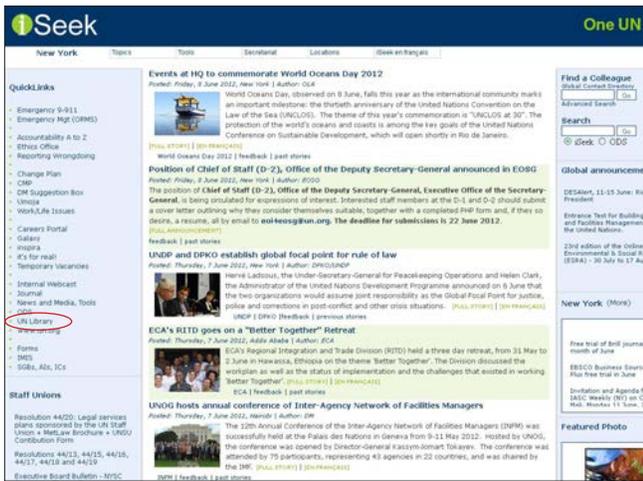
3. If you encounter an error when clicking that link, simply point your browser to this address → <http://adobe.ly/IDSignUp> and click on the yellow “**Create an Adobe Account**” button to create your Adobe ID.



4. After you have created your Adobe ID, you are ready to complete the “**Authorize Computer**” step in the Digital Editions setup process. Go back to screen you saw in Step 2, type in your newly created Adobe ID, and click the brown “**Activate**” button at the bottom-right to proceed.

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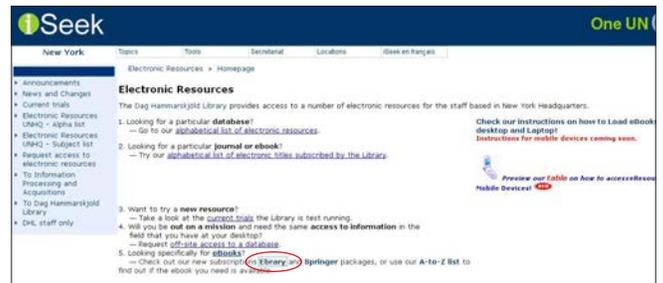
- Adobe Digital Editions will then **verify** your Adobe ID via your Internet connection. Click the brown **“Finished”** button at the bottom-right, when prompted, to move on to the next step.
- Having successfully installed and authorized Adobe Digital Editions, you can now turn your attention to finding an **EBSCO eBook**, via the United Nations Dag Hammarskjöld Library’s database. Steps 7 and onward will guide you.
- Point your browser to → **http://iseek.un.org** and click on the **UN Library** link (circled in red, below), under the **QuickLinks** header of the side bar on the far-left of your screen.



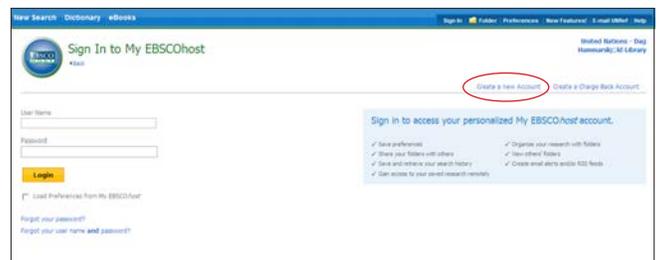
- The screen below is the **Dag Hammarskjöld Library’s United Nations intranet homepage**. Here you will find a wide range of information access points, including the link to **Electronic Resources** (circled below, in red).



- You will be taken to the **Electronic Resources** page. Under **“5. Looking specifically for eBooks?”**, click on **“ebrary”** (circled below, in red), and you will be taken directly to the **United Nations’ collection of ebrary eBooks**.



- If you have not yet created a **“My EBSCOhost”** account, click on the **“Sign In”** link (circled below, in red) and follow the instructions you are presented with after clicking on the **“Create a New Account”** (circled further below, in red).



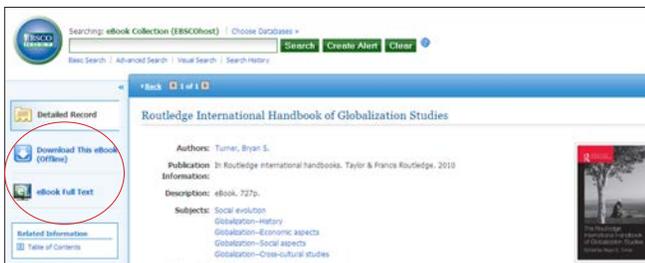
- Once you have created your My EBSCOhost account and have logged in, you will not only be able to **view the full text of any eBook** that you like, **via your browser**, but you will also be able to **download eBooks for offline viewing** on your desktop, laptop, or mobile device (mobile viewing discussed in another document).

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12. You will notice that, if you hover over an eBook cover image, you will **immediately be given the option to download the eBook** (circled below, in red), but in order to show you more of the EBSCOhost functionality, for right now, actually click on the cover image of the eBook.

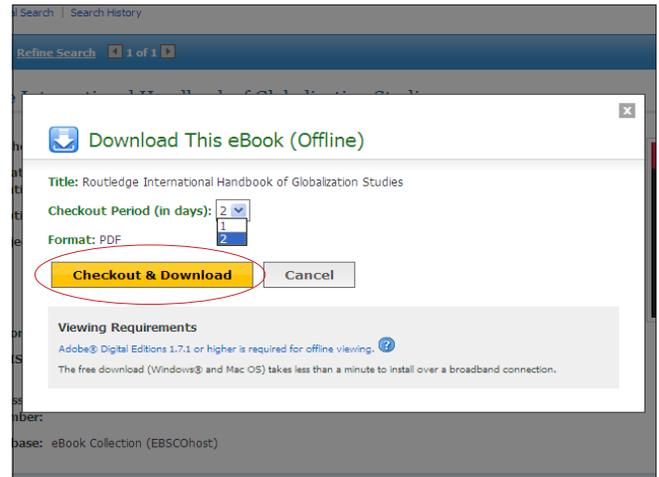


13. Clicking on the cover image of an eBook will lead you to a page that looks similar to the one below. You will notice the two side-bar options **“Download This eBook (Offline)”** and **“eBook Full Text”** (circled below, in red). For now, click on **“Download This eBook (Offline)”**.

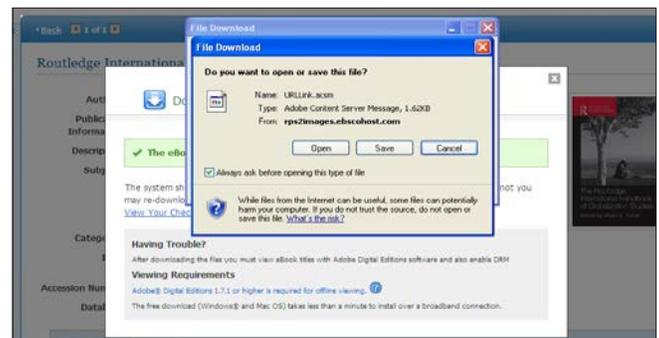
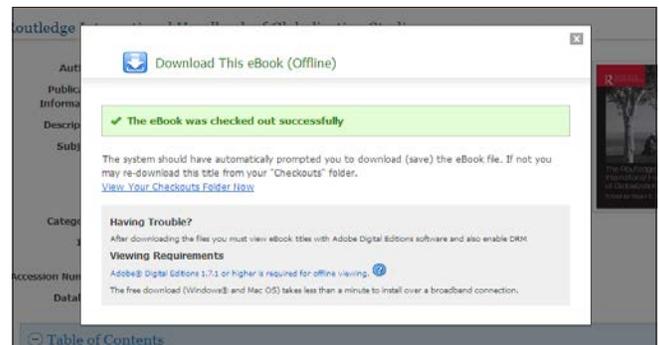


14. This will grey out the majority of your screen, bringing to the foreground a box that will ask you to define the checkout period (usually one to two days). **Please be considerate of other Library users when defining your checkout period; the Library’s licensing agreement allows for**

only one patron to checkout an eBook at a time and does not allow for early returns. Once you have defined the checkout period that best meets your needs, click the yellow **“Checkout & Download”** box (circled below, in red) to move on to the next step.

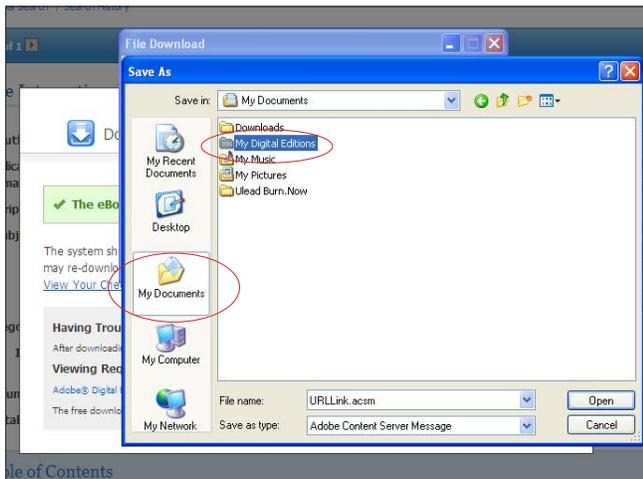


15. You will then see the following two screens, in rapid succession. To proceed, click **“Save”**.

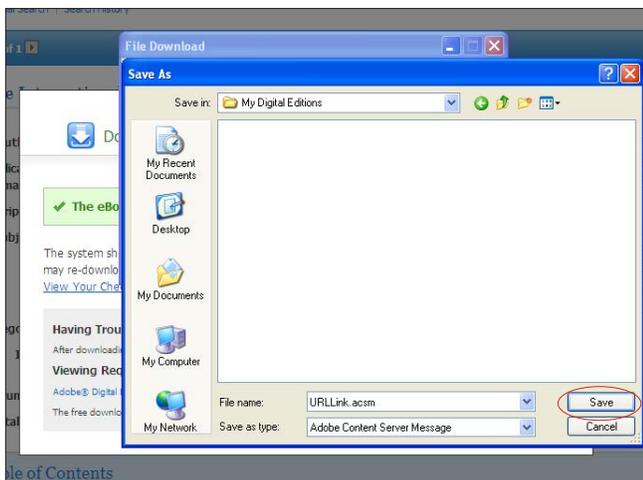


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16. When prompted, navigate to the **“My Digital Editions”** folder by first clicking on the **“My Documents”** folder icon. (This folder was automatically created when you initially installed Adobe Digital Editions and is the default folder where all Adobe Digital Editions files are saved.)

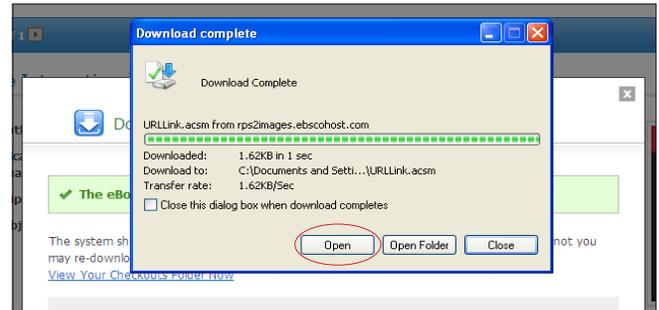


17. Click the **“Save”** button to continue.

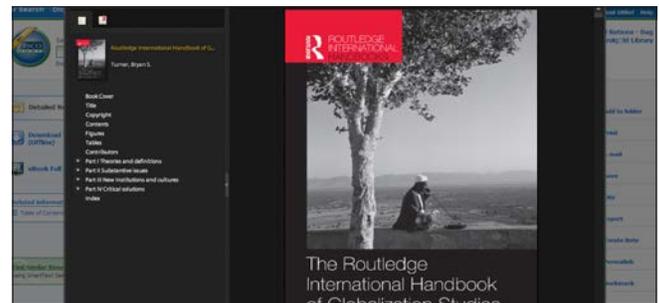


18. Adobe Digital Editions is set up by default to look for eBook files in the **“My Digital Editions”** folder and **only this folder**. If in the future you should accidentally save an eBook file somewhere else on your machine in error, you will need to locate the file and move it to this folder.

19. Once the download is complete, you will see this screen. Click the **“Open”** button to proceed.



20. This will launch Adobe Digital Editions and load the eBook that you downloaded. **You are now ready to read your EBSCO eBook on your Desktop / Laptop PC. Enjoy!**



* **Please note** that you will only have access to the eBook you just downloaded for the period specified in Step 14. Your eBook will then “expire” and the DRM software discussed earlier will lock you out of the file. If you require more time to finish the eBook, you will need to “re-checkout” and “re-download” the title by going back to Step 12 of these instructions and beginning the checkout process again. Unfortunately, there is currently no mechanism to “renew” the same file you have already downloaded and saved, so keep both your Adobe Digital Editions and ebrary account information in a safe place for future borrowing.

* **We will cover accessing ebrary eBooks via your mobile device, in another document.**