

## Using Adobe Digital Editions

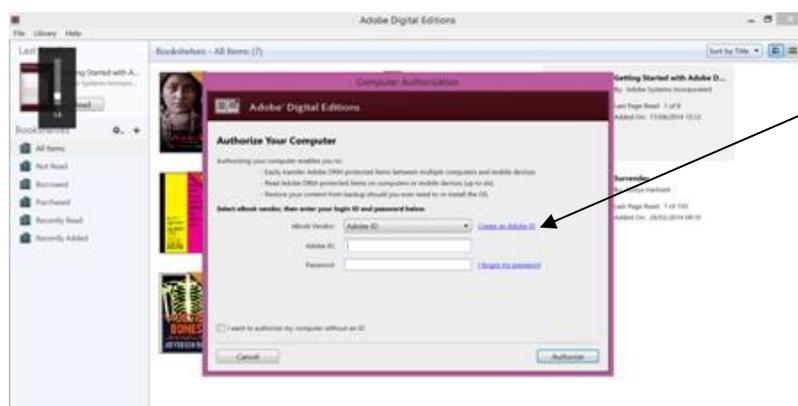
### Authorise Adobe Digital Editions

Once downloaded you need to **authorise** the computer and eReader (if applicable) you are using. You only need to do this the first time you use Adobe Digital Editions from this computer/Device. You must be online to do it.

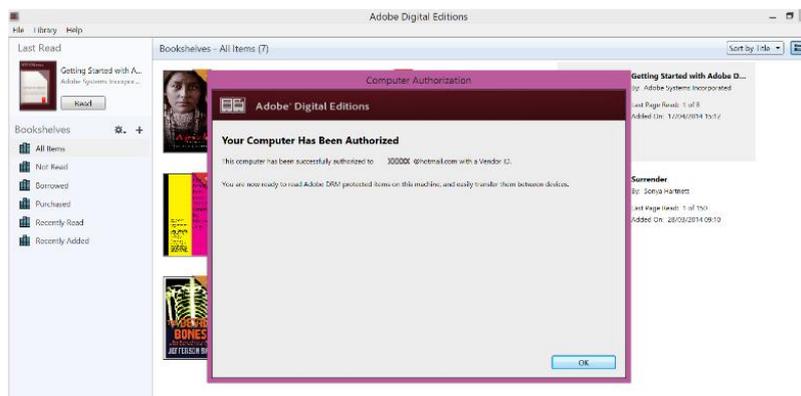
Click on Help then select Authorise Computer



Enter your Adobe Digital login ID and password. If you do not have one you can create an ID



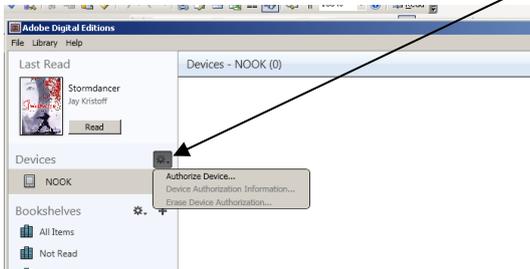
You will get the following message when your computer has been authorised.



## Authorising your eReader

Your eReader must be authorised using the same Adobe Digital login ID and password used on the computer.

To authorise or check your eReader click on the cog icon then select Authorise Device or Device Authorization Information



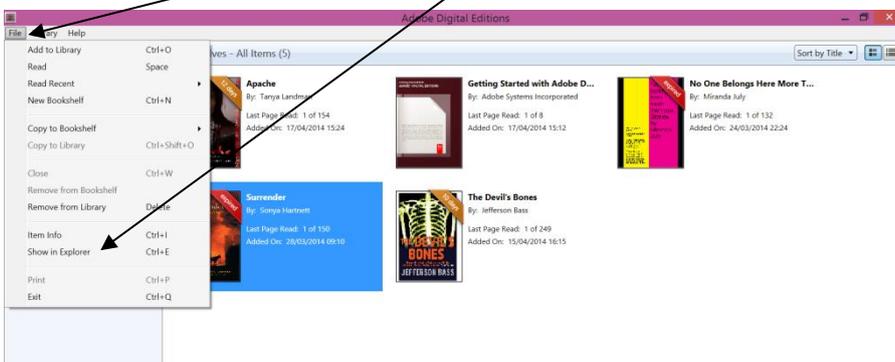
The dialogue will show what ID your laptop/PC is using. Click to authorise the device with the same ID.



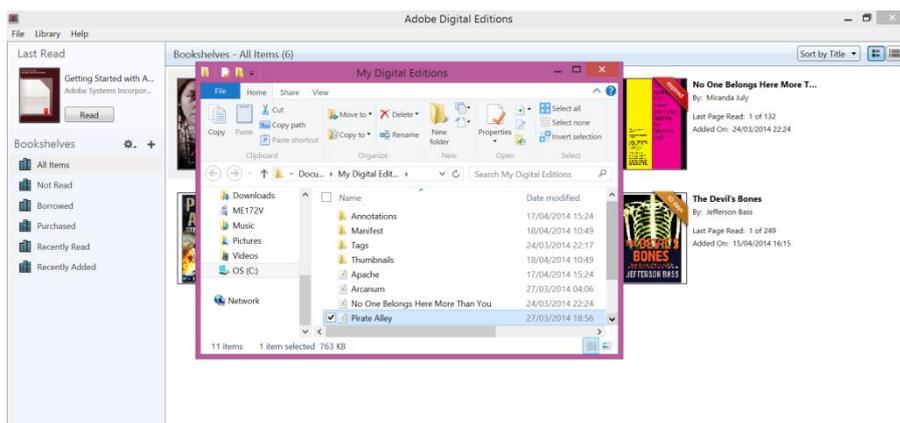
NB. Amazon Kindles cannot be used due to restrictions imposed by Amazon.

## Deleting eBooks

When your title expires you must delete the file from your device. Select the expired title to be deleted. Click on File then Show in Explorer.

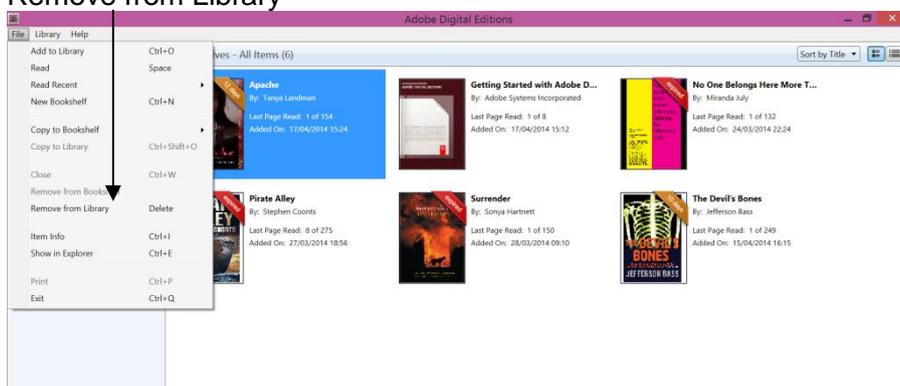


Explorer opens in a separate window. Highlight the title to be deleted then click on Delete.



Do this for each expired title then close the window

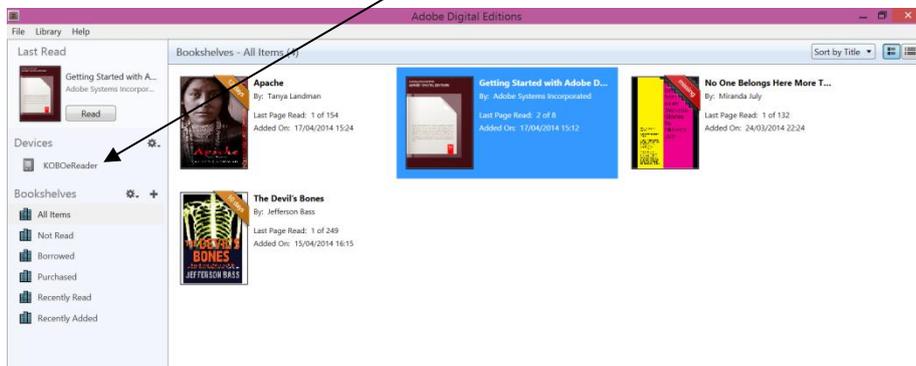
In Adobe Digital Editions highlight the expired title you have deleted. Click on File again then on Remove from Library



## Transferring eBooks to an eReader

If you are using an eReader (e.g. Kobo, Nook) you need to download the file to your PC/laptop as described above then transfer the eBook from Adobe Digital Editions to your eReader.

Connect your eReader into your PC and open Adobe Digital Editions on your PC. Adobe Digital Editions will detect your eReader and it will appear in the library section.



Highlight the item you want to transfer then drag and drop it from your Adobe Digital screen to the device in the library section.

## De-authorise Adobe Digital Editions

### De-authorise the eReader

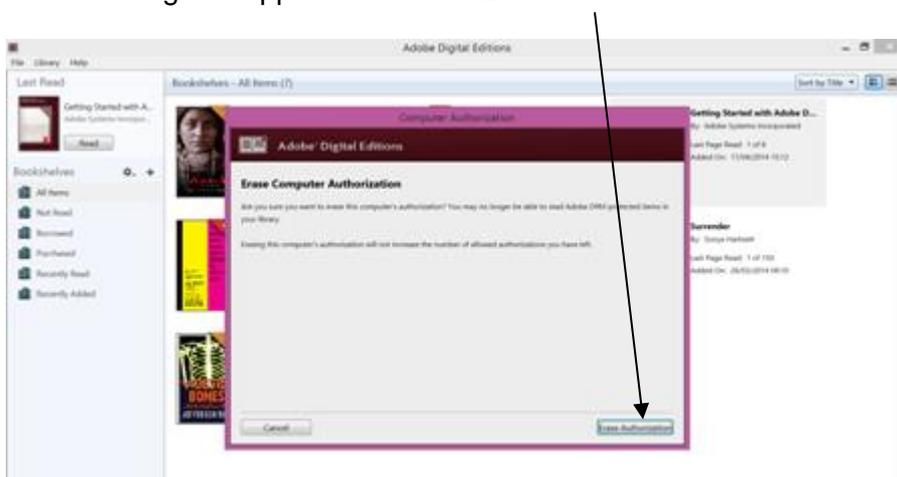
If the eReader you want to use is authorised to some-one different it will need to be de-authorised then authorised with the Adobe Digital ID associated with the computer. Use the Cog Icon as described above in the section Authorising your eReader and select **Erase Device Authorisation**

### De-authorise the Computer

If you no longer want to use Adobe Digital Editions on the computer, or some-one else wants to use it to read their eBooks, you need to de-authorise the computer (uninstalling the software will not clear the authorisation) so they can authorise it under their ID. You must be online to de-authorise it.

Press Ctrl+Shift+d (windows PC) or Command + Shift+d (Mac).

The following box appears. Click on Erase Authorisation.



Follow the instructions above to Authorise the computer for a different Adobe Digital account