

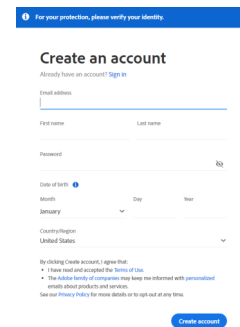


Your Culturethèque
How To Guide

Mac OS / iOS

Downloading e-books

1) You will need an Adobe ID. Adobe ID's can be created for free [here](#). Click on "Create Account." You will use the Adobe ID to authorize the reading app and unlock the e-book.

A screenshot of the Adobe account creation form. At the top, a blue banner reads "For your protection, please verify your identity." Below this, the heading "Create an account" is followed by a link "Already have an account? Sign in". The form includes fields for "Email address", "First name", and "Last name". There is a "Password" field with a strength indicator "80". The "Date of birth" section has a dropdown for "Month" (set to "January") and fields for "Day" and "Year". A "Country/Region" dropdown is set to "United States". At the bottom, there is a "Create account" button and a small disclaimer: "By clicking Create account, I agree that: * I have read and accepted the Terms of Use. * The Adobe brand of computer has been pre-authorized with personalized emails about products and services. See our privacy policy for more details or to opt out at any time."

2) If it's your first time borrowing, you will be prompted to answer 2 reading preference questions on Culturethèque.



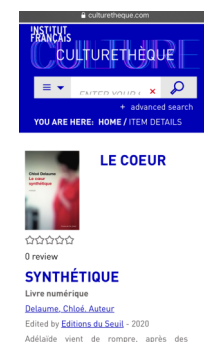
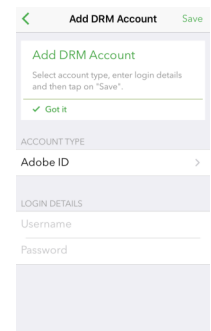
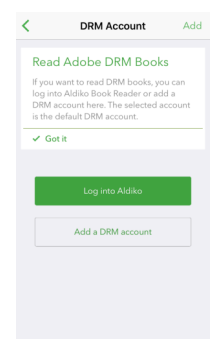
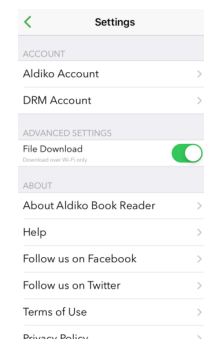
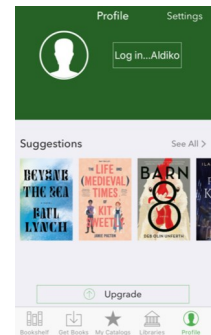
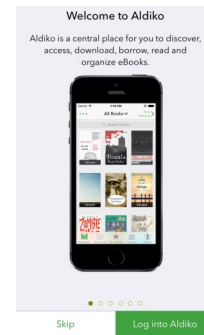
3) You will need an ePUB application in order to download and open the e-books. We recommend:

- Aldiko Book Reader
- Bluefire Reader
- Adobe Digital Editions



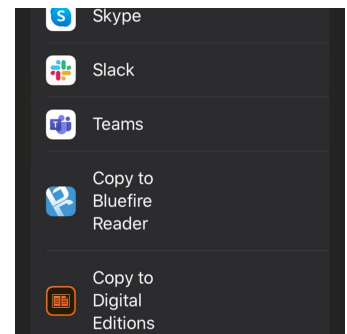
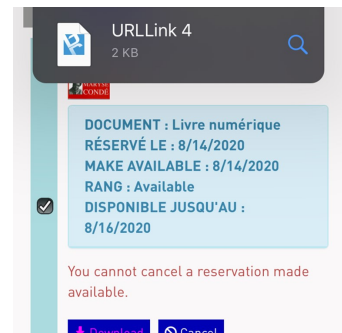
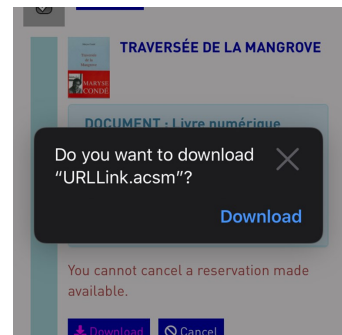
Downloading e-books : iOS

- Download your ePUB application of choice. We recommend Bluefire Reader, Aldiko Book Reader, or Adobe Digital Editions. It is difficult to return books early with the ADE mobile app.
- When you open the application, you will need to authenticate it with your Adobe ID and password.
 - In Aldiko Book Reader specifically, complete the following steps:
 - On the welcome page click “Skip”;
DO NOT select “Log-in.”
 - Skip “Add books.”
 - Click on Profile > Settings > DRM Accounts > Add a DRM account. Then you will enter your Adobe ID information.
- Go to Culturethèque.com.
- Log in to your account.
- Choose your desired e-book and click “Download.”

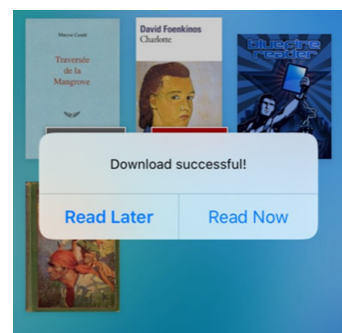


Downloading e-books : iOS

- Click on “URLLink.acsm” in your downloads.
- Click on the “Share” icon.
- Copy to Bluefire Reader, Adobe Digital Editions, or Aldiko.
- You will be redirected to the application you chose and you should now see the book in your library. Culturètheque will remember your reading app of choice.

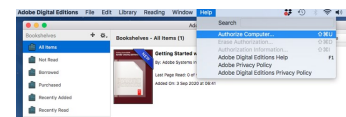
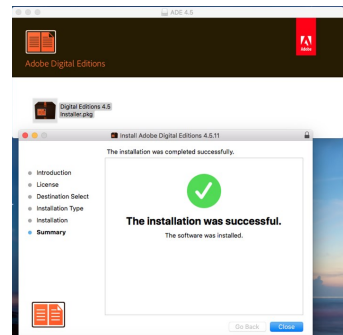
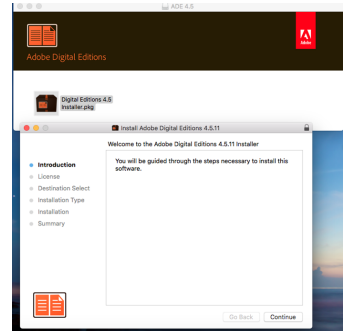


Please note, when using Aldiko Book Reader, we recommend that you use Safari as your web browser, as Google Chrome sometimes blocks the downloads.



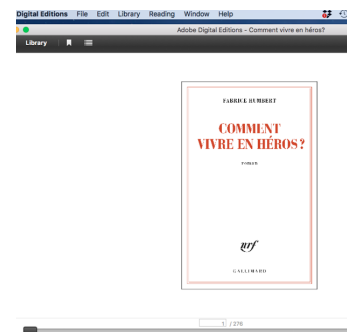
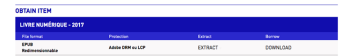
Downloading e-books : Mac OS

- You will need to download Adobe Digital Editions.
- In your browser, go to your Downloads, click on the “ADE_4.5_Installer.exe” to start the installation.
- Once the download is complete; open it and in the ADE window, click “Digital Editions 4.5 Installer.pkg.”
- Read and accept the license agreement.
- Complete the installation steps.
- Once the installation is complete, Adobe Digital Editions will open automatically.
- In the top menu, click “Help”, then click “Authorize Computer.”
- You will then enter your Adobe ID and password.
- Now you are ready to download e-books!



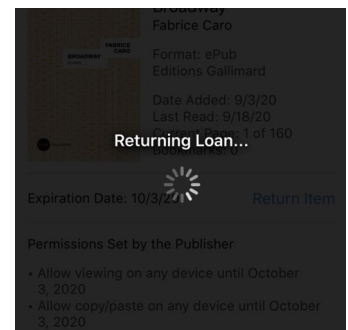
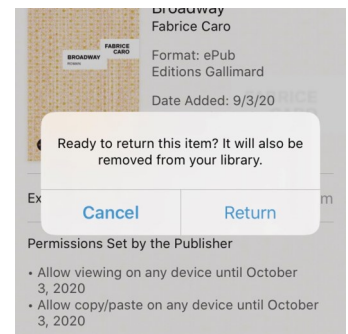
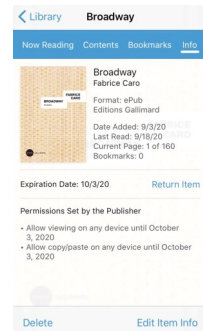
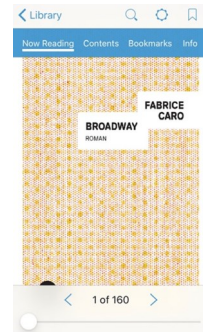
Downloading e-books : Mac OS

- Make sure Adobe Digital Editions is open.
- Log in to your account on Culturethèque.
- Choose your desired book.
- Click “Download.”
- In the pop-up window, you may need to set your reading preferences, if not already done. Confirm your download.
- In your downloads, you will see a download titled “URLLink.acsm” — open it.
- It will automatically download and open your e-book in Adobe Digital Editions.
- Happy reading!



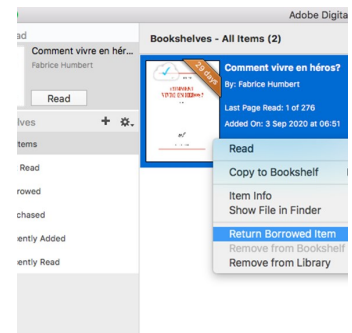
Returning e-books : iOS

- Books are automatically returned after 30 days.
- However, you can return a book early if you would like to.
- You will need to use Bluefire Reader or Aldiko Book Reader.
- In Bluefire Reader, go to your library and choose which title you want to return.
- Open the book and then go to the tab, marked “Info.”
- Click on “Return Item.”
- Confirm your return.
- In Aldiko, hold your finger down on the book you want to return.
- You will see new icons appear in the top-right. Click on “Return Item.”
- A message will appear asking you to confirm your choice. Click on “Return”.
- You are all done!



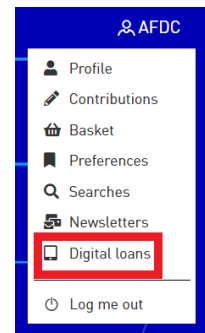
Returning e-books : Mac OS

- Books are automatically returned after 30 days.
- However, you can return a book early if you would like to.
- Open Adobe Digital Editions on your computer.
- Go to your library.
- Select the book you want to return.
- Right click on the item. If you have a trackpad you can click with 2 fingers, or hold down the Control key and then click on the trackpad.
- Click on “Return borrowed item.”
- The return will then be removed from your account.



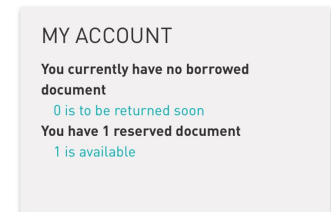
Reserving e-books

- Log in into your Culturethèque account.
- If the e-book you want to read has no more current copies available, click on “Reserve.”
- You can confirm your reservation by going to your account and clicking on “Digital Loans.”
- Once in your Digital Loans, click on the tab “Reservations.”
- From there you can see the details of your reservation:
 - When your reservation will become available.
 - Your position on the waitlist.
 - How many days you will have to validate your reservation (2 days).

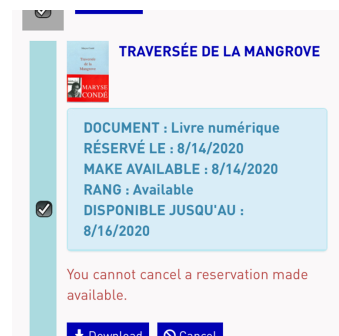


Validating your reserved e-books

- You will receive an email from Culturethèque, once your reservation becomes available.
- Log in to your Culturethèque account.
- Go to your Profile, then click on “Digital Loans.”
- Click on the tab “Reservations.”
- Select the box next to the reserved title.
- Click on “Download.”
- Proceed with the download steps for your appropriate device (Android, Windows, Mac OS, or iOS device).

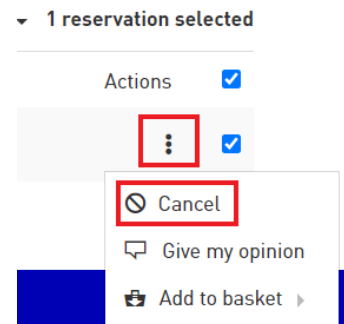


Download a summary of my account



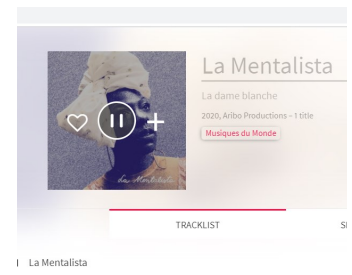
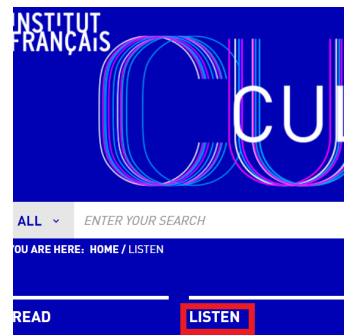
Cancelling e-book reservations

- If you want to cancel your reservation, simply click on the square on the far right, then click on the 3 dots underneath “Action”, and select “Cancel.”
- A window will pop-up and then you can confirm or deny your cancellation.
- Your reservation will then be removed from your account.
- Please note, you cannot cancel a reservation once the title becomes available in your Digital Loans.



Listening to music

- From the Culturethèque homepage, select the tab “Listen.”
- Choose which item you want to listen to.
- For music, under “View Online”, click “Découvrir.”
- You will then be redirected to a new tab, where you can listen to the album.



Listening to audiobooks

- From the Culturethèque homepage, select the tab “Listen.”
- Choose which item you want to listen to.
- For audiobooks, click on “More Details.”
- Then, under “Borrow”, click on “Listen.”
- A window will pop-up, click on “Download.”
- The audiobook will open in a new tab and you can start listening to it. You will have 30 days before it is returned.
- To access the audiobook in a new session, go to your Profile and then “Digital Loans.” Select the title, and under “Actions” you can download the audiobook again.

