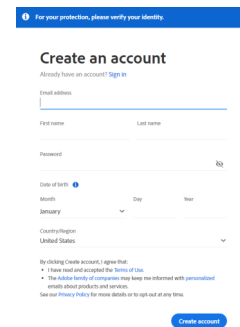Your Culturethèque
How To Guide

**Windows / Android**

# 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.

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 : Android

- You will need an ePUB application to read e-books. We recommend Aldiko Book Reader (classic) for Android devices.

- In the playstore, search "Aldiko Book Reader (classic)". Then download the application.

- When you open it, do not choose "Connect with an Aldiko account." You will instead authenticate it with your Adobe ID and password.

  - 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 the Culturetheque.com. DO NOT use Google Chrome as it can sometimes block downloads. Instead, use Firefox.

Aldiko Classic

De Marque   Books & Reference

Teen

Contains Ads · Offers in-app purchases

Add to Wishlist

# Downloading e-books : Android

- Log in to your account.

- Choose your desired e-book.

- Click on "Download."

- Click on "Download via Aldiko (classic)."

- You may see a screen pop-up asking you to suppress the default values, click "OK".

- The book will appear in your Aldiko library.

- Happy reading!

Aldiko Classic

**De Marque   Books & Reference**

Teen

**Contains Ads · Offers in-app purchases**

Add to Wishlist

# Downloading e-books : Windows computer

- You will need to download Adobe Digital Editions.

- You can download the latest version [here](#).

- In your browser, go to your Downloads, click on the item "ADE_4.5_Installer.exe" to start the installation.

- Read and accept the license agreement.

- Choose what options you want included in the download.

- Once the installation is complete, click on "Done"; Adobe Digital Editions will open automatically.

- You will now authorize the computer in Adobe Digital Editions.

# Downloading e-books : Windows computer

- In the top left corner, click "Help" > "Authorize computer."

- If it is your first time authorizing the application, you will not need to erase any previous authorizations.

- In the authorization window, enter your Adobe ID and your password. Click "Authorize."

- When downloading e-books, make sure Adobe Digital Editions is open.

- Log in to your Culturethèque account.

- Choose your desired e-book.

- From the e-book's page, click on "Download."

- In your Downloads you will see "URLLink.acsm."

- Open the download URLLink.acsm.

- Adobe Digital Editions will fulfill the download and the e-book will appear in your library.
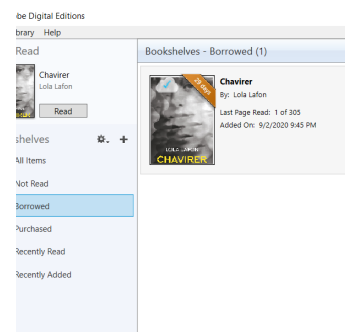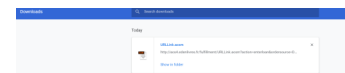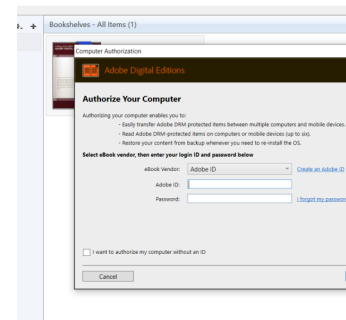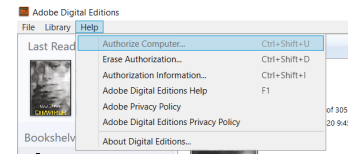
# Returning e-books : Android

- Books are automatically returned after 30 days.

- However, you can return a book early if you would like to.

- You will need to use Aldiko Book Reader (classic).

- In Aldiko Classic, go to your library and choose which title you want to return.

- 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."

- In a few the minutes the return will be processed and the book will disappear from your library.

Aldiko Classic

De Marque   Books & Reference

Teen

Contains Ads · Offers in-app purchases

Add to Wishlist

# Returning e-books : Windows

- Books are automatically returned after 30 days.

- However, you can return a book early if you would like to.

- You will need to use Adobe Digital Editions.

- Open Adobe Digital Editions on your computer.

- Go to your library.

- Right click on which item you want to return early, then click on "Return borrowed item."

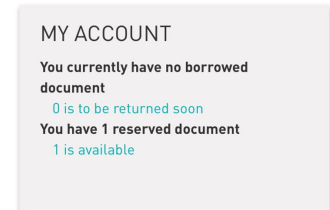- The book will be removed from your account and you're done!
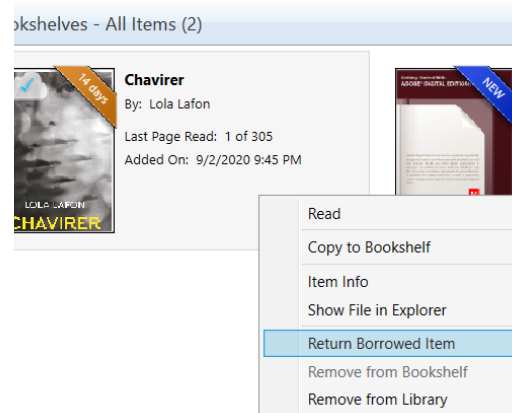
# Reserving e-books

- 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.

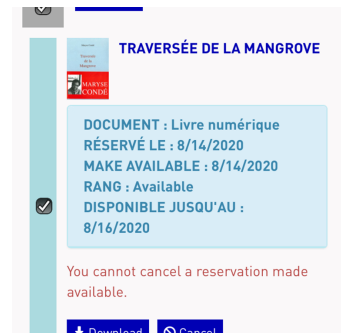  - How many days you will have to validate your reservation (2 days).
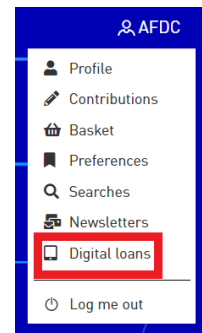
# Validating your reserved e-books

- 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).

**MY ACCOUNT**

**You currently have no borrowed document**
  0 is to be returned soon
**You have 1 reserved document**
  1 is available

⬇ Download a summary of my account

**TRAVERSÉE DE LA MANGROVE**

DOCUMENT : Livre numérique
RÉSERVÉ LE : 8/14/2020
MAKE AVAILABLE : 8/14/2020
RANG : Available
DISPONIBLE JUSQU'AU : 8/16/2020

You cannot cancel a reservation made available.

⬇ Download   ⊘ Cancel

# 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.
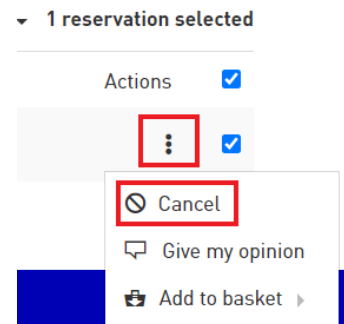
# Listening to music

- 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.
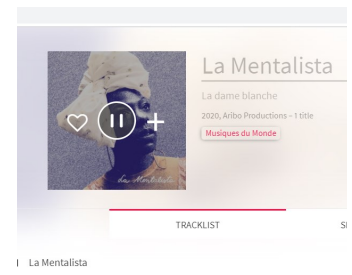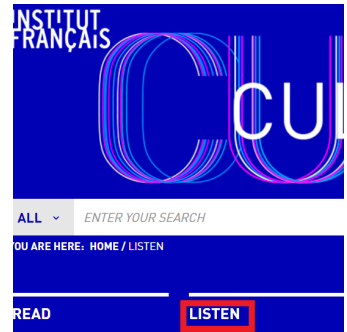
# Listening to audiobooks

- 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.