

THE KENYA INSTITUTE OF MANAGEMENT



Adobe Digital Editions: Download, Installation & Usage.

By: Joshua Getanda

Content

- Introduction.
- Download procedure.
- Installation procedure.
- Using Adobe Digital Editions (ADE).
- Tips & Conclusion.





Introduction

Adobe Digital Editions (ADE) is software or a program that assists in reading and/or "downloading for a period of time" copyrighted material without violating the copyright licenses.





Download Procedure.

In order, to download ADE, follow the link below:

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

Alternatively, google "Adobe Digital Editions download".





Download Procedure (cont.)

| ← → ♂ ☆ | 0 🗎 https://www.adobe.com/africa/solutions/ebook/digital-editions/download.html 🚥 🗟 🛓 🕪 | • |) 🔤 🧕 | Ξ |
|---------|---|---|---------|---|
| | A message to our Adobe community about COVID-19. Learn more > | | | |
| Adobe | Creativity & Design \lor Marketing & Commerce \lor PDF & E-signatures \lor Business Solutions \lor Support \lor | ρ | Sign In | |
| | AD OBE DIGITAL EDITION Opening ADE_45_Installer.exe X Sample eBook Library You have chosen to open: | | | |
| | Adobe Digital Editions 4.5.11 Inst Working Simary File (8.6 MB) from: https://addownload.adobe.com | | | |
| | Locate your preferred platform and click it to For information on the Adobe Digital Editi | | | |
| | Download Digital Edition 4511 Macintosh (22 MB) | | | |
| | Download Digital Zation 4511 Windows (824 MB) | | | |
| | Seamless fulfilment of books across devices: With ADE 4511, when a consumer fulfils a book on one device; the book will be automatically downloaded to all the other devices that belong to this consumer (activated using the same user ID). | | | |
| | Download on the Apple App Store | | | |
| | Additional Downloads | | | |
| | Getting Started with Adobe Digital Editions eBook | | | |

Since 1954

From the website, click on
 "Download Digital Edition
 4.5.11 Windows (8.24MB)".

<u>NB</u>: The version keeps being upgraded from time to time. Important thing to note is that, locate the Windows version of the program for download.

 Once you click on the link, "Save" the program (for offline installation).



Installation Procedure.

| Adobe Digital Editions 4.5.11 Setup: License Ag | × |
|--|------------|
| Please review the license agreement before installing Adobe Digital Edition 4.5.11. If you accept all terms of the agreement, click the check box below Click Next to continue. | ons ow. |
| ADOBE | A |
| Software License Agreement | |
| PLEASE READ THIS AGREEMENT CAREFULLY. BY COPYING, INSTALLING, OR USING ALL OR ANY PORTION OF THIS SOFTWARE, YOU (HEREINAFTER "CUSTOMER") ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, THE PROVISIONS ON LICENSE RESTRICTIONS IN SECTION 4, | ~ |
| ✓ Laccept the terms of the License Agreement | |
| Cancel Next > | |

Once the program has downloaded, click on it to install.

After the installation process begins, you will see a window that looks similar to the one on the left of this slide.

Accept the terms of the Licence Agreement and click on "Next". Keep clicking on "Next" until you get to "Install" and click on it.

Once installation is complete, "close" the window.





Using Adobe Digital Editions.

| Adobe Digital Editions | | - 🗆 X |
|---|---|-------------------|
| File Library Help Bookshelves 🌣 + | Bookshelves - All Items (1) | Sort by Title 🖌 📘 |
| All Items All Items | Getting Started with Adobe D By: Adobe Systems Incorporated Last Page Read: Added Or: 07/04/2020 13:39 | |

Once the program is installed, you can open it any time and the open program will look similar to the screenshot on the left of this slide.

The first and most important resource in the program is the "**Getting Started with Adobe Digital Editions**". It is a guide on how to use the program successfully, hence worth reading it.





| Adobe Digital Editions - Getting Started with Add Edit Reading Help | obe Digital Editions 4.5 | | - 0 | X |
|---|---|-----|-----|---|
| ∢Library 🔳 🗮 | | AA. | • | × |
| 1 | Getting Started With ADOBE® DIGITAL EDITIONS | | | |
| | Adobe ⁴ Digital Editions 45 contains capabilities specifically designed to make it easier for propie with diabilities to seal and manage efloads and other digital publications. It berwarges accessible functions but introModess ⁴ and Mar Optimizen the reading cognerence as well as supporting users manding technologies for blind and visual impaired users. | | | |
| ¢ | 1/9 | | | • |

After clicking on the book to start reading, use the arrows at the bottom of the page to scroll between pages.

Once you are done reading and wish to read another book in your "Library", click on the "Library" link at the top left of the window.





- As earlier noted, Adobe Digital Editions is used to facilitate the reading of copyrighted material or the temporary download of the copyrighted materials.
- It works similar to how an actual physical library in your campus/ college works.
- You can check out (borrow) books or materials and return them after a specified period of time.
- Let us use the "**Ebrary**" database as an example for borrowing books using Adobe Digital Editions software/program.





Access and Navigation (cont.) – Example using Ebrary (E-books database)

| | 😫 The | e Kenya Instit | titute of Managem: X + | | - | 0 | < | The Kenya Institute of Managem 🗙 📀 ProQuest Ebook Central | × + | - 0 > |
|--------|--------------------------|----------------|--|---|---------------------------------------|-------------|----------------|---|--|--|
| | $\leftarrow \rightarrow$ | C (| elibrarykim.remotexs.co/home | | ☆ <mark></mark> | J | ÷ | O O Not secure ebookcentral.proquest.com.elibrarykim | .remotexs.co/lib/kimke-ebooks/home.action | ☆ 🔤 🕗 |
| | App. | s M Gma | nail 💿 YouTube 🐰 Maps 🚯 How to Migrate an 🔁 Koha Geek: Move o 🤹 KOHA Mig | ation St 🕒 Bulk Import Excel re 🗱 I'm L | Learning Netw 😢 Digital Strategy& | : | » III A | pps M Gmail 💶 YouTube 🐹 Maps 🤉 How to Migrate an 🌘 | 🖹 Koha Geek: Move o 🔅 KOHA Migration St 🕒 Bulk Import Ex | cel re 👑 l'm Learning Netw 💦 Digital Strategy& 🛛 |
| | | 슈 | ROYAL SOCIETY-ROYAL SOCIETY JOURNALS ONLINE | Details & Help | | | î 📖 | ProQuest Ebook Central [™] | | Search Bookshelf Settings - 🍞 Sign In |
| | | ☆ | UNIVERSITY OF CALIFORNIA PRESS | Details & Help | | | | | | |
| N | | ☆ | WILEY ONLINE LIBRARY | Details & Help | | | 1. | AU | ithoritative ebooks at your fingert | DS. |
| | | | E-Books | | | | | | | |
| | | ☆ | DIRECTORY OF OPEN ACCESS BOOKS | Details & Help | | | in a line in a | Search ebooks | | earch |
| CK | | ☆ | EBRARY | Details & Help | | | · | Advanced Search Bro | owse Subjects | |
| ere 🛛 | | 습 | IMF eLIBRARY | Details & Help | | | - W. | | | |
| \neg | | ជ | PROJECT GUTENBERG | Details & Help | | | | | | |
| | | | The World Bank eLibrary | Details & Help | | | | Kenya Institute of | Ebooks on the go | Trusted content. |
| | | 습 | WORLD BANK OPEN KNOWLEDGE REPOSITORY | Details & Help | | | | Management | Ebook Central is designed with mobile in mind. | |
| | | | | | | | | Kenya Institute of Management has selected ProQuest Ebook Central as a key ebook provider. | download ebooks for offline reading. | L ⊡ or Aller |
| | | | Iroful Julie Databaro | Conta | act lie | | | Have questions about ebooks? | ÷ 1- | You need credible content from authoritative, scholarly sources. Ebook Central delivers, with |
| | | N | Vewsletters | Usage | re Policy | | | View how-to videos | Construction over a figure in a structure over a structur | breadth and depth of ebooks from scholarly |
| | | м | Media Gallery | Tutori | rials | $ \land) $ | | View help FAQs | Samuel C Barriel | sources, including University Presses and other top publishers. |
| | | | | | | | | | e cons By, any observation a constant from the provided of the | |
| | | © Cop | pyright 2019 The Kenya Institute of Management. All rights reserved. Po | wered by RemoteXs | Need Help? | | | | 2 Dave | |

- Login to your e-resources account provided by your college/ campus and click on the "Ebrary" link. You will be redirected to another page similar to the screenshot on the right above.
- Perform your search on whatever subject in the search box highlighted top right above.



| (+) - | C 🔐 🛛 🖉 eboo | kcentral.p | roquest.com.elib | arykim. rem | otexs.co/lik | b/kimke-e | ebooks/searc | h.action?sortBy= | score&pa | g (| 0 ☆ | | ⊻ | 11 | 1 | <mark>m</mark> 9 |
|-------|---|------------|---------------------------|-----------------------|------------------------------|------------|---------------------------------|-------------------|-----------|-----------------|-----------|-----------|-----------|------|---------|------------------|
| | ^{ProQuest} Ebook Central [™] | | | | | | | | | Search | n Books | shelf | Setting | s₹ | 0 | Sign In |
| | Keyword, Author, ISBN, and more | | | | ę | Adva | anced Search | Browse Subjec | cts | |) | Kenya Ins | titute of | Mana | agement | |
| | Search | | 125629 Save this searc | book re 1 Edit thi | Sults fo | or prac | ctice of n | nanagemen | ıt | | | | | | | |
| | Refine your search | | Your refineme | STATUS nts: | Owned ar | nd subscri | ibed X Clea | ar | | | | | | | | |
| | BOOK STATUS | | | | | | | | | | | | | | | |
| | Owned and subscribed to by my library | 1 | | | | | | | | RESULTS PER | PAGE 10 V | SORT | BY Relev | ance | \sim | |
| | Unlimited Print, Copy, & Download | | Book Resu | is Cha | pter Resul | lts | Ļ | | | | | | | | | |
| | YEAR PUBLISHED | | | rha Dava | | 1 | | | | | | | | | | |
| | 2020 | 16 | . | ne <mark>prac</mark> | lice of <mark>N</mark> | vianage | ement | ノ | | | | ż | | ≣ | 4 | |
| | 2019 | 62 | E MARCE | ruckei, Pet | CI NUUUCO | age 2007 | | | | | | | | | | |
| | 2018 | 1035 | | .8N: 978075 | 50685047, | , 9780080 | 0942360 | | | | | | | | | |
| | Show more | | | his classic | volume ad | chieves a | a remarkable | width of appeal v | without s | acrificing scie | ntific | | | | | |
| | SUBJECT | | | vhich shoul | deptrior a d be read l | by anyone | it is a valuad ie wanting in | formation about t | the devel | por business | place of | | | | | |
| | Dolitical science / general | 4299 | | hanagemer | n <mark>t</mark> , and it is | s as re | 3 | | | | | | | | | |
| | social science / sociology / general | 4163 | | Available | | | | | | | | | | | | |
| | business & economics / general | 3605 | | | | | | | | | | | | | | |

- The screenshot is an example of a search result on the topic/ subject "practice of management".
- Let us use the first "hit" (first book in the results page highlighted) for demonstrating how to read it offline using Adobe Digital Editions.
- Click on the highlighted title to open it (see next slide).





| $(\leftrightarrow) \rightarrow $ C $()$ | bookcentral.proquest.com.elibrarykim. remotexs.co /lib | /kimke-ebooks/detail.action?doclD=6318 | ፤ … ⊽ ☆ | ¥ IN 🗉 🗊 🖪 4 | 9 |
|--|---|--|--|---------------------------------------|---|
| ProQuest Ebook Central™ | | | Search Books | shelf Settings - ? Sign In | n |
| Keyword, Author, ISBN, and more | ٩ | Advanced Search Browse Subjects | k | Kenya Institute of Management | |
| | The Practice of Management Peter Drucker Availability | | Book Deta | ails | |
| PETER F. DAUCKER | Your institution has unlimited access to this book. | so pages remaining for copy (of 56) | TITLE The Practice | of Management | |
| 🛄 Read Online | Download Book Get all pages require free third party software, Check out this book for up to 21 days. | 93 pages remaining for PDF print/chapter download (of 93) | 2 AUTHOR Peter Drucke | 3f | |
| 📩 Download Book | Download PDF Chapter Get up to 93 pages, use any PDF software, does not expire. | | PUBLISHER Routledge PRINT PUB DATE 2007-08-24 | Ε | |
| Add to Bookshelf | Description | | EBOOK PUB DAT | TE | |
| Cite Book | This classic volume achieves a remarkable width of ap analysis. It is a valuable contribution to the study of bur wanting information about the developments and place the first active the proceeded back with each of Show more | beal without sacrificing scientific accuracy or dept siness efficiency which should be read by anyone of management, and it is as relevant today as wh more usage of conscience in wording with | h of English | | |



- There are several options on how to read the book as listed in the screenshot.
- Of interest for use with Adobe Digital Editions, click on "Download book" link. (This allows you to "borrow", in simple terms, use the books for the specified number of days, i.e. 21 days. Thereafter, the book disappears from your "library" in Adobe Digital Editions. This is similar to returning the book in a physical library after the period of loaning expires).
- The "download book" links are two. Use either to access the book offline.





- From the previous slide, after clicking to download the book, you will be requested for login credentials. (<u>NB</u>: should you experience this, contact your library for the credentials to use. Otherwise, the step for logging in, will be skipped).
- The next step will be verification of the kind of device you are using (before download is completed). Choose as maybe appropriate to your situation and "continue".
- Next step involves downloading "ADE". Since you probably already pre-installed using this guide, skip the step by clicking on "done with this step". If you did not install it initially, click on "Get Adobe Digital Editions" and follow the necessary steps for installation.







- The final step is downloading the book. However, before downloading, select the period in • which you want to have the book i.e. 1 day, 7 days, 14 days or 21 days which is the maximum period you can have the book in your "library". After selecting the period, click on download.
- A dialog box will open prompting you to either open or save the book. Click on "save". ٠





Sian Ou

- To read the book, locate the download location in your computer or device you are using.
- Click on the downloaded book to open. However, before you can read it, you will be prompted to authorize your computer to use copyrighted material on your device using the Adobe Digital Editions software installed in your device.
- If you need to create the Adobe ID, you can proceed to create it. Then use the created credentials to log in to your preferred device. The advantage with the Adobe ID is that it helps in accessing your "Library" from whatever gadget that you login to.
- The other option is authorizing the current device to access your library without an Adobe ID as shown below by checking the box highlighted. Then click on "Next". (The disadvantage with this option is that access to the downloaded materials is restricted to the current device only).
- Lastly, click on "Authorize" and finally "Ok".



Promoting Excellence and Integrity in Management Practises

FIFRRAT

- The book is now downloaded and setup for reading from your "library".
- To scroll through the pages, use the scroll bar or arrows at the extreme right of the window of the selected book.
- To go back to the "home page" or your "library", click on the "library" link in the window.



- The book is located in the Bookshelves location, under the category "Purchased" as shown in the screenshot below.
- However, under the "All items" category, the book can also be accessed. (This option would be tedious with a large collection available).
- The time remaining for the book to be accessible for reading is highlighted on the downloaded book (see example below with a period of 23 hours remaining, with the initial loan period being 1 day).







Tips & Conclusion

Important points to remember:

- A book is borrowed for a minimum of 1 day and a maximum of 21 days, after which it "disappears from your library collection" or is automatically returned to the "owner i.e. the source of the book".
 To read a copyrighted material downloaded into your library across diverse devices, you will need to create an Adobe ID. Otherwise, downloaded books are only accessible on the specific authorized machine.
- 3) For a device to access the copyrighted material, authorization is required in order to maintain the integrity of the material and user.





THANK YOU



THE KENYA INSTITUTE OF MANAGEMENT

CELEBRATING