



THE KENYA INSTITUTE OF MANAGEMENT

CELEBRATING



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:

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

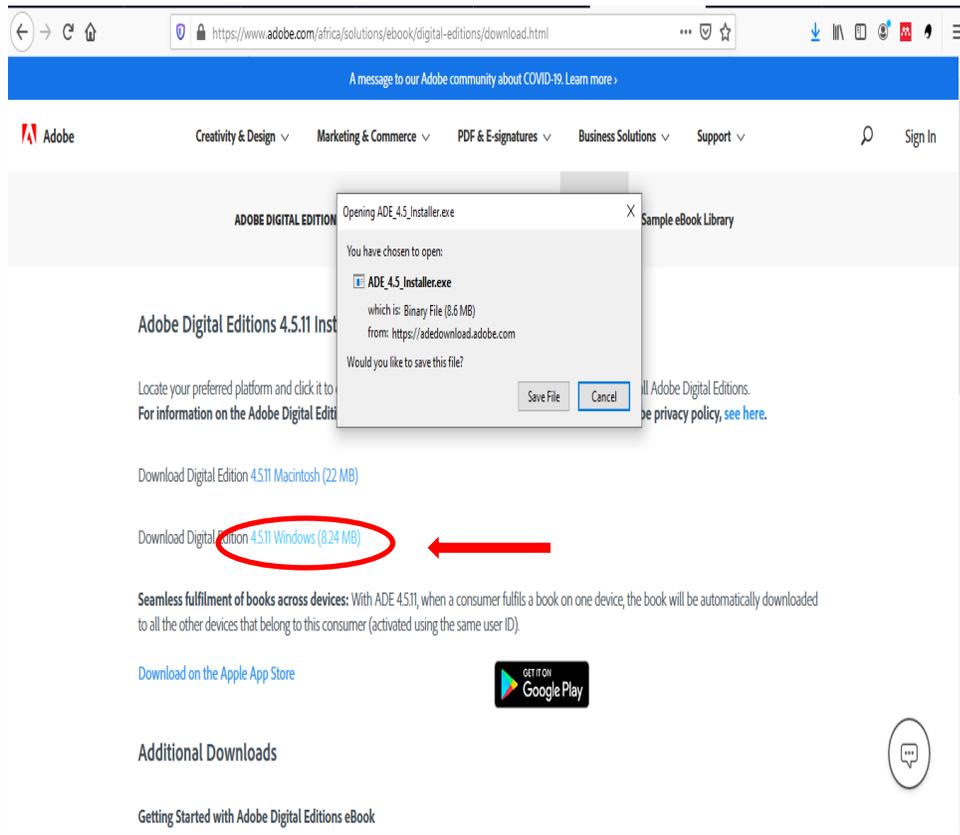
Alternatively, google “Adobe Digital Editions download”.



THE KENYA INSTITUTE OF MANAGEMENT



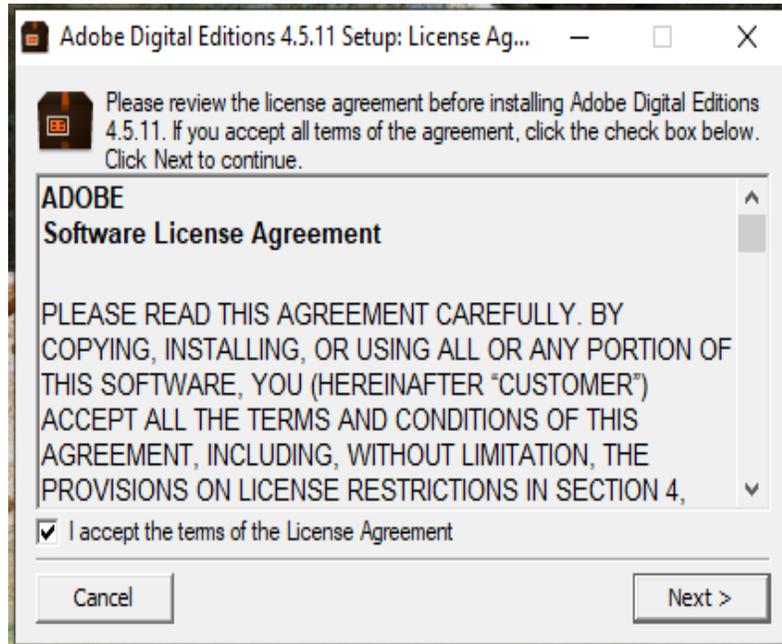
Download Procedure (cont.)



- From the website, click on “Download Digital Edition 4.5.11 Windows (8.24MB)”.
NB: 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.



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

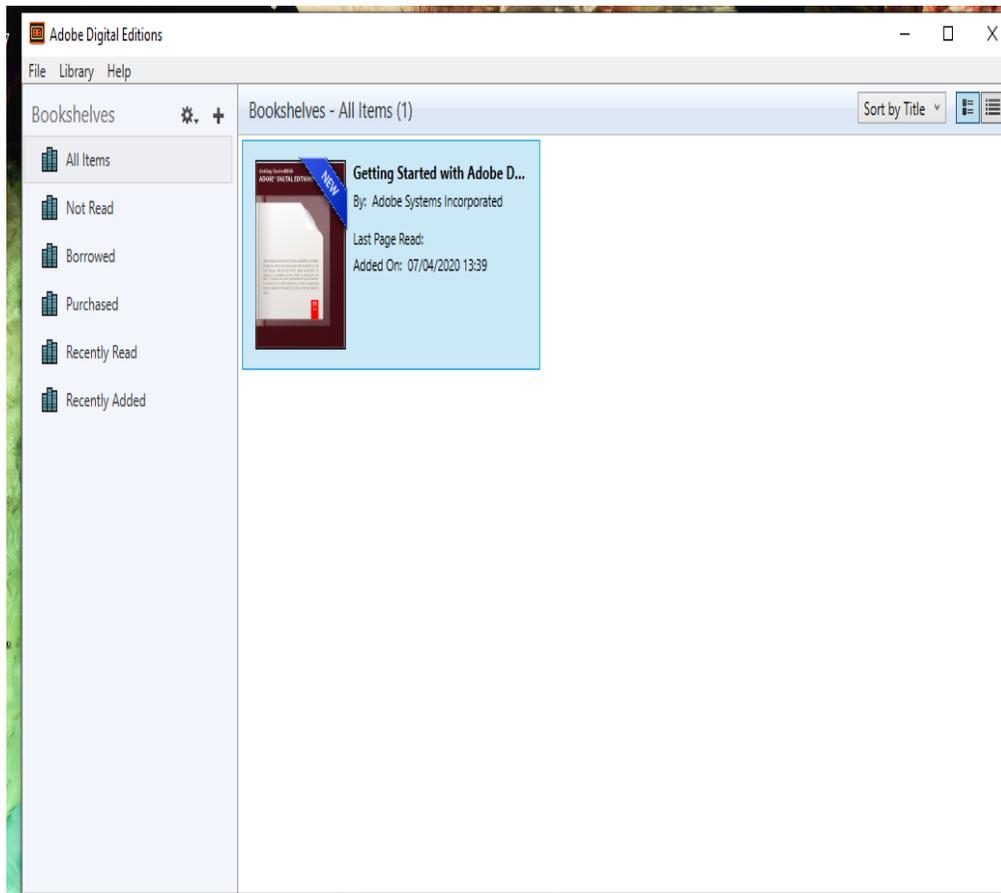
After the installation process begins, you will see a window that looks similar to the one on the left of this slide.

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.

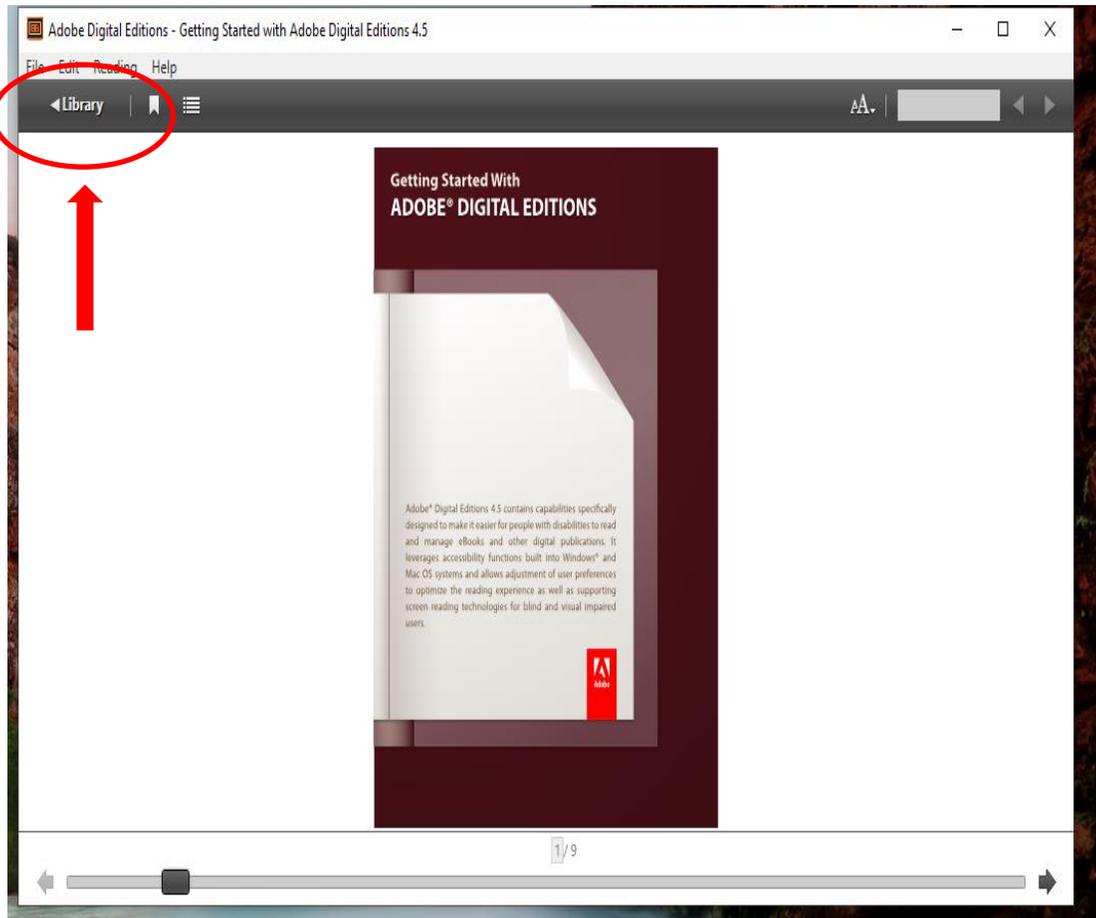


Once the program is installed, you can open it any time and the open program will look similar to the screenshot on the left of this slide.

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.



Using Adobe Digital Editions(cont.)



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.

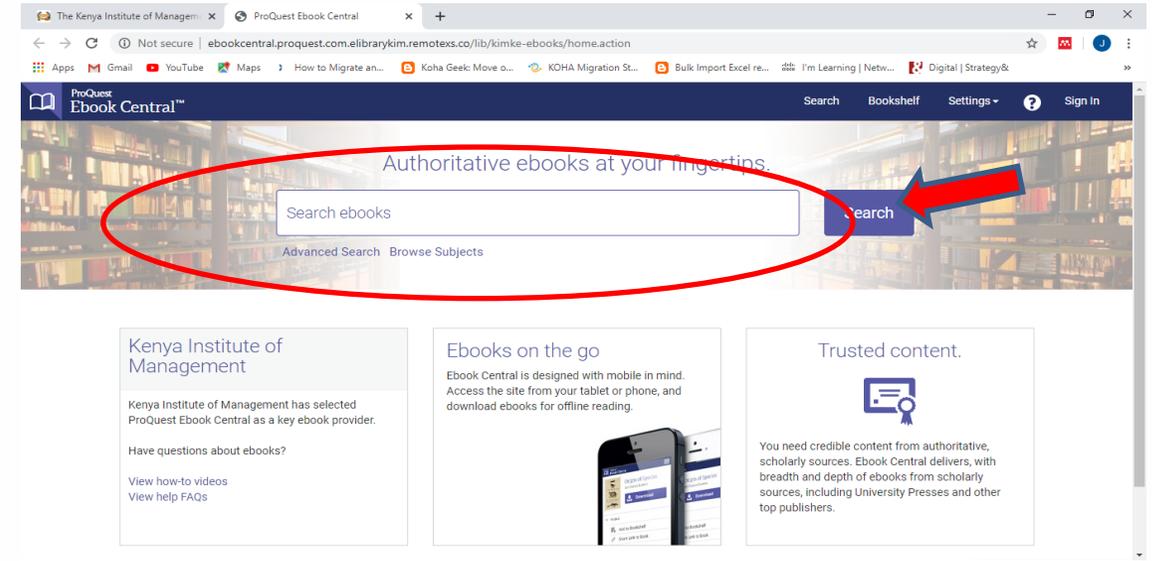
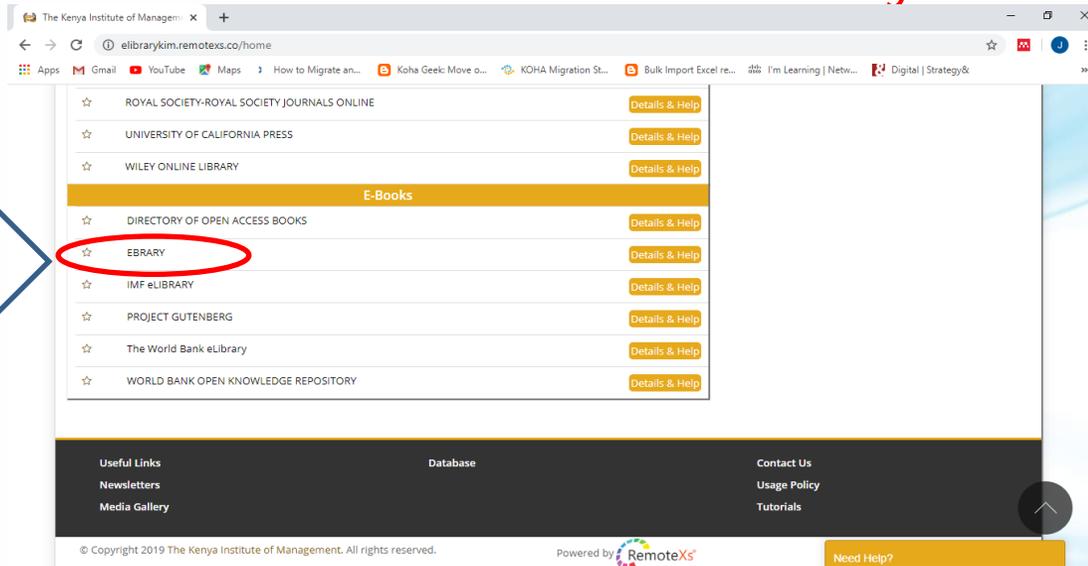


Using Adobe Digital Editions (cont.)

- 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)



- 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.

Using Adobe Digital Editions (cont.)

The screenshot shows the ProQuest Ebook Central interface. The search bar at the top contains the text "practice of management". Below the search bar, the results page displays "125629 book results for practice of management". A red arrow points to the "Chapter Results" tab, which is highlighted. The first result, "The Practice of Management" by Drucker, Peter, is highlighted in yellow. The book's title is circled in red. The book's details, including the author's name, ISBNs, and a brief description, are visible below the title. The left sidebar shows various filters such as "BOOK STATUS", "YEAR PUBLISHED", and "SUBJECT".

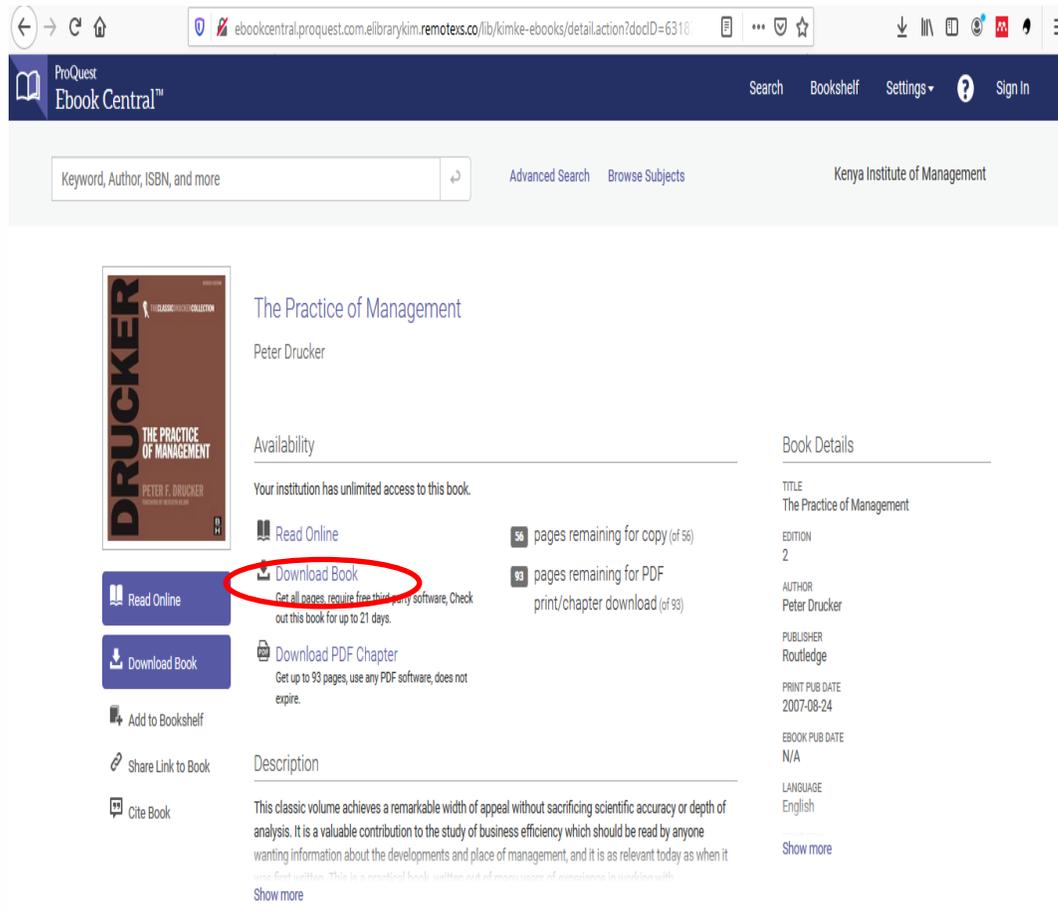
- The screenshot is an example of a search result on the topic/ subject “practice of management”.
- Let us use the first “hit” (first book in the results page highlighted) for demonstrating how to read it offline using Adobe Digital Editions.
- Click on the highlighted title to open it (see next slide).



THE KENYA INSTITUTE OF MANAGEMENT



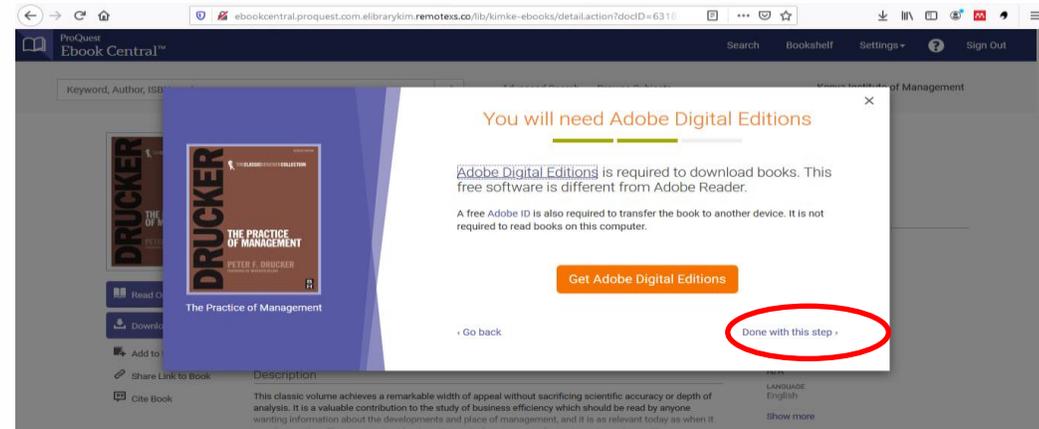
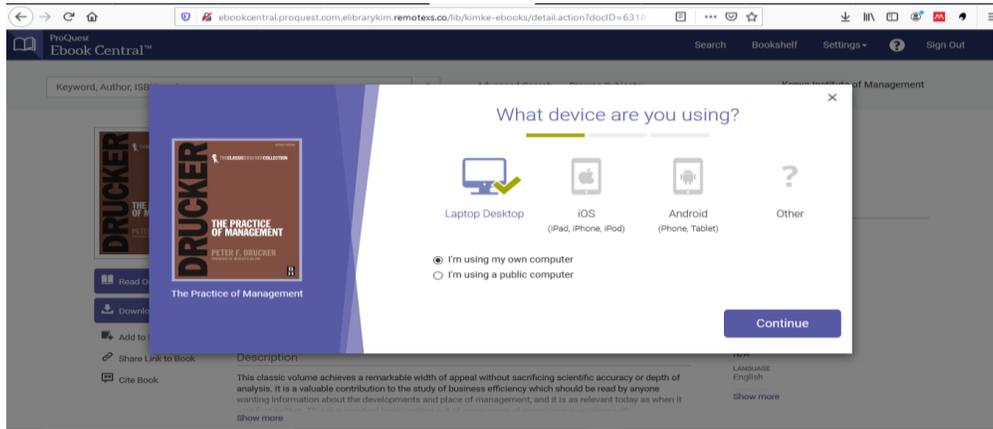
Using Adobe Digital Editions (cont.)



The screenshot shows the ProQuest Ebook Central interface. The book 'The Practice of Management' by Peter Drucker is displayed. The 'Download Book' link is circled in red. The interface includes a search bar, navigation links, and a sidebar with various options like 'Read Online', 'Download Book', 'Add to Bookshelf', 'Share Link to Book', and 'Cite Book'. The 'Download Book' link is highlighted with a red circle, and a tooltip indicates that it requires third-party software and is available for up to 21 days.

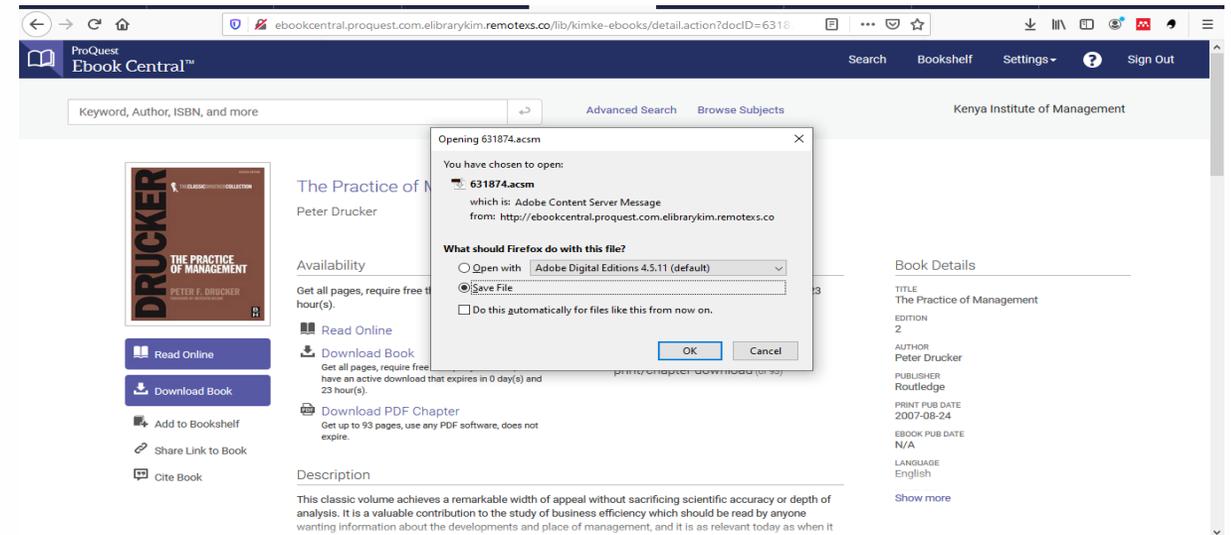
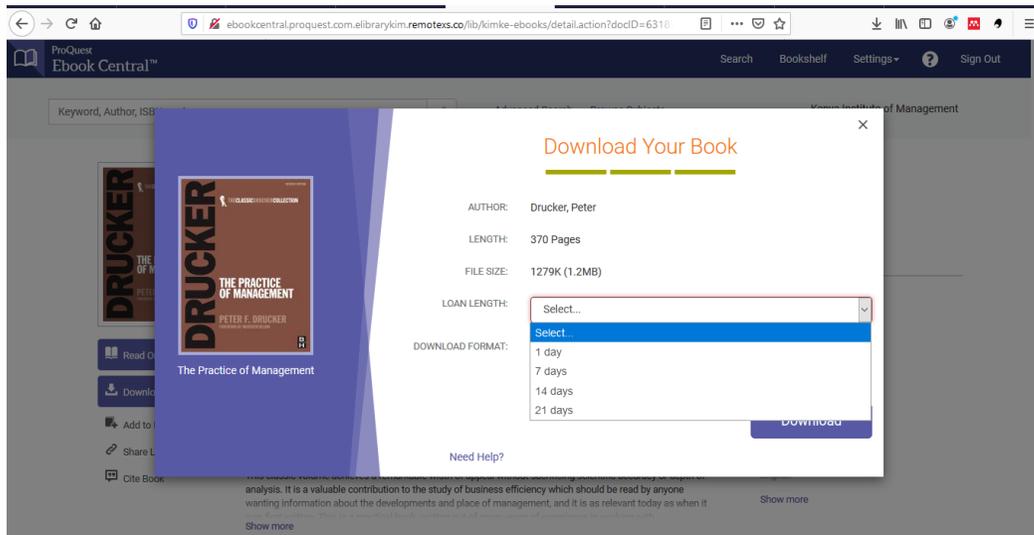
- There are several options on how to read the book as listed in the screenshot.
- Of interest for use with Adobe Digital Editions, click on “Download book” link. (This allows you to “borrow”, in simple terms, use the books for the specified number of days, i.e. 21 days. Thereafter, the book disappears 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.

Using Adobe Digital Editions (cont.)



- From the previous slide, after clicking to download the book, you will be requested for login credentials. (**NB**: 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.

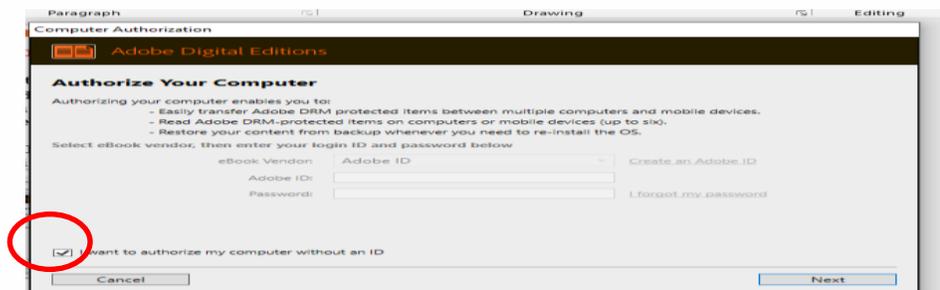
Using Adobe Digital Editions (cont.)



- 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”.

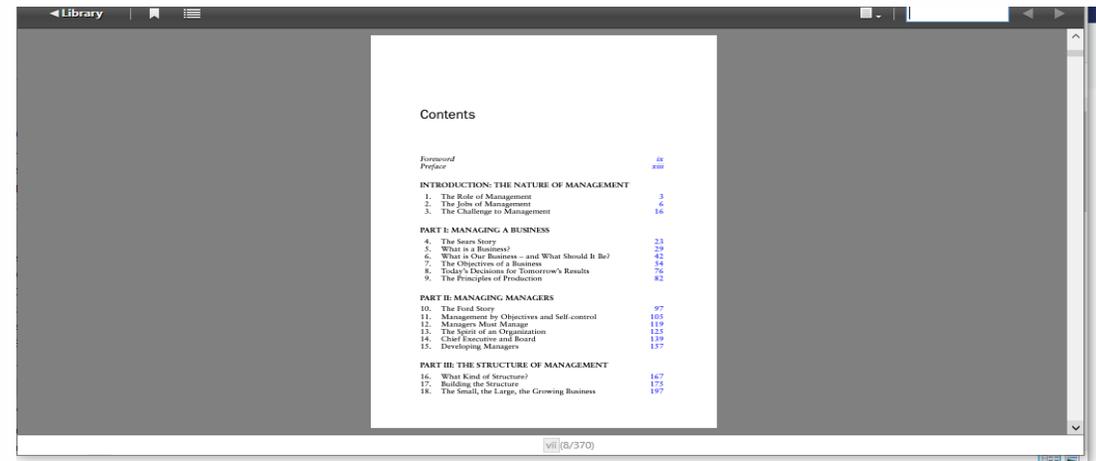
Using Adobe Digital Editions (cont.)

- 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”.



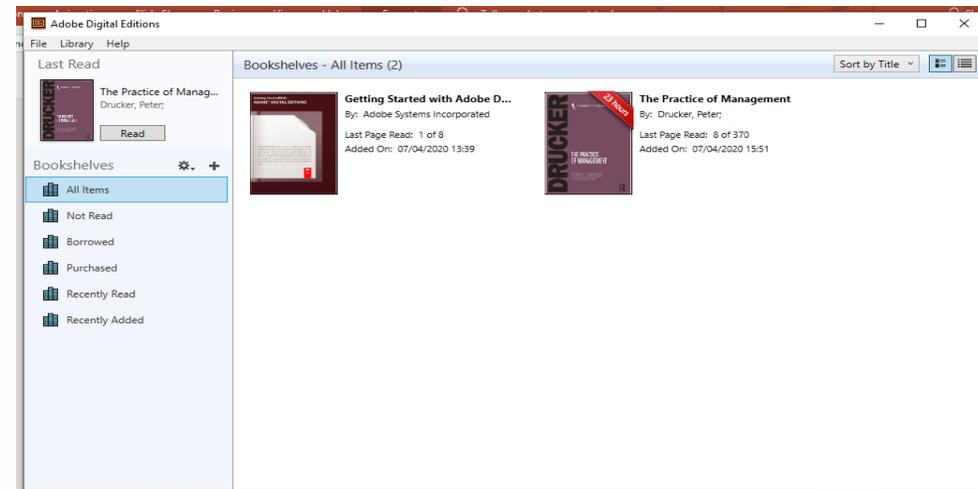
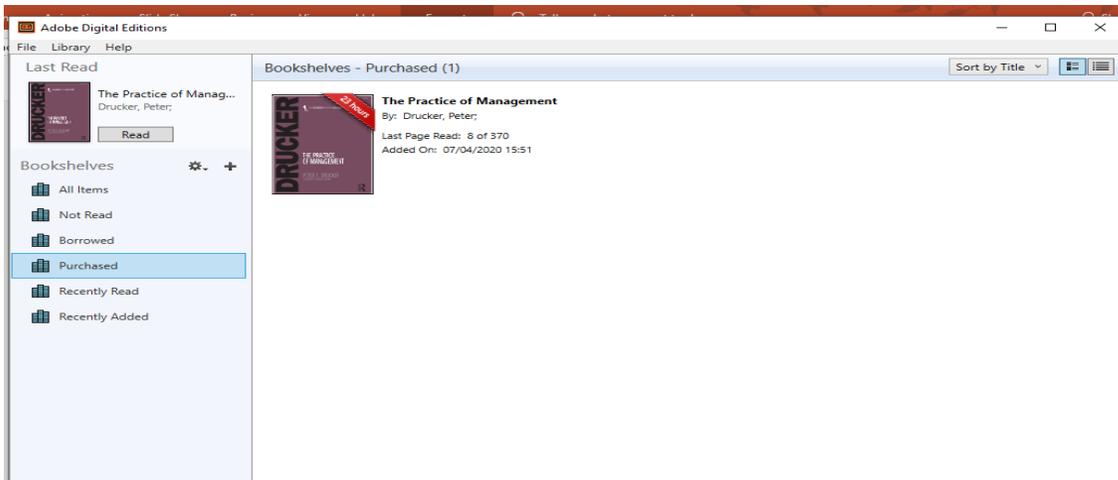
Using Adobe Digital Editions (cont.)

- 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.



Using Adobe Digital Editions (cont.)

- 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:

- 1) 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”.
- 2) 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



Promoting Excellence and Integrity in Management Practices