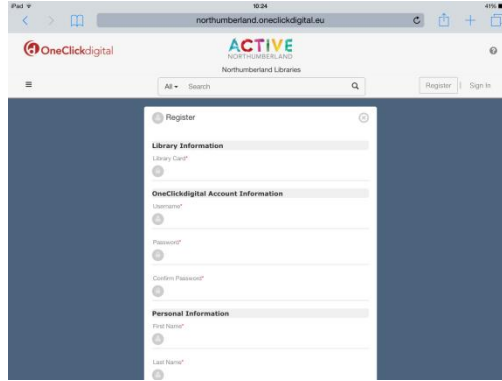


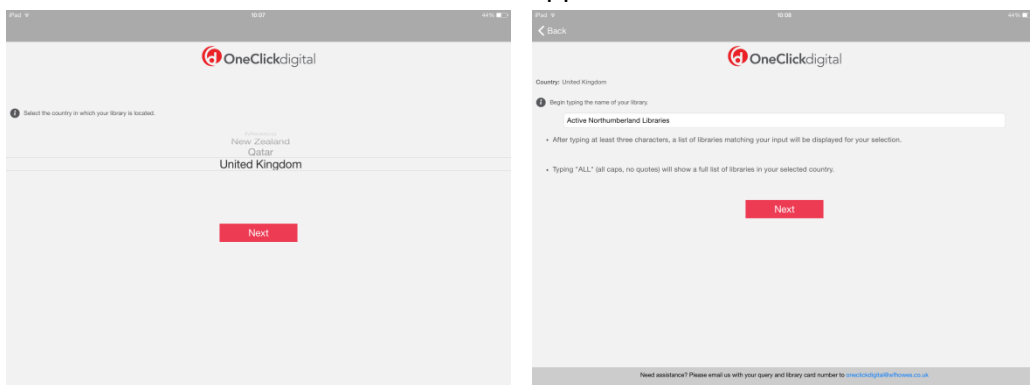
# How to use OneClickdigital eBooks and eAudio on a tablet

1. The very first time you use this service you will need register. Once you have done this you will not need to do it again. You will need your library card number to do this. You will also need to set up your OneClickdigital username and password which you will then use each time you login. To register please go to <http://northumberland.oneclickdigital.eu/> and click on “register”. This can be found in the top right of the screen.

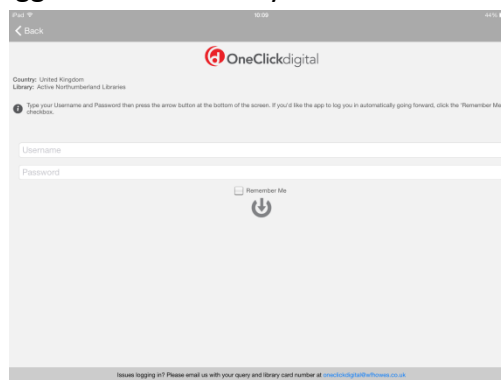


2. You will also need to download and set up the OneClickdigital App the first time you use this service. Search your app store for “OneClickdigital” or visit the [help guide](#) and choose the appropriate app for your device.

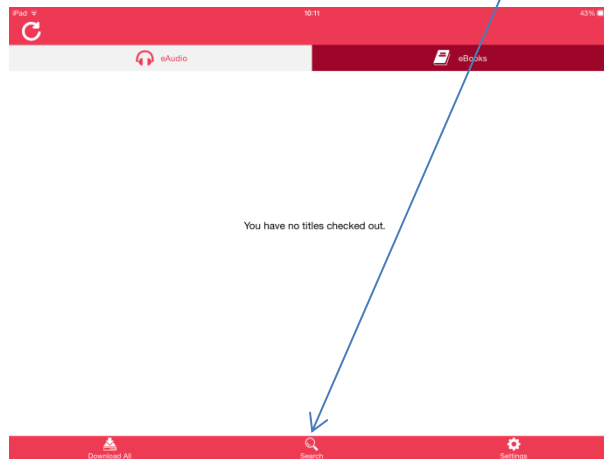
- a) You will be asked to select your country by scrolling down a list and your library – start to type “Active Northumberland Libraries” and it should appear.



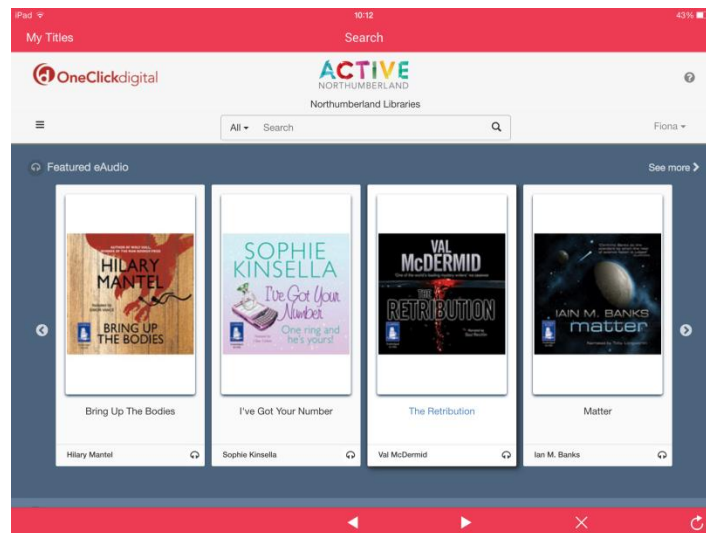
- b) You will then need to login in using the username and password that you created when you registered. Once you have logged in it will ask if you want to watch a tutorial or you can skip it.



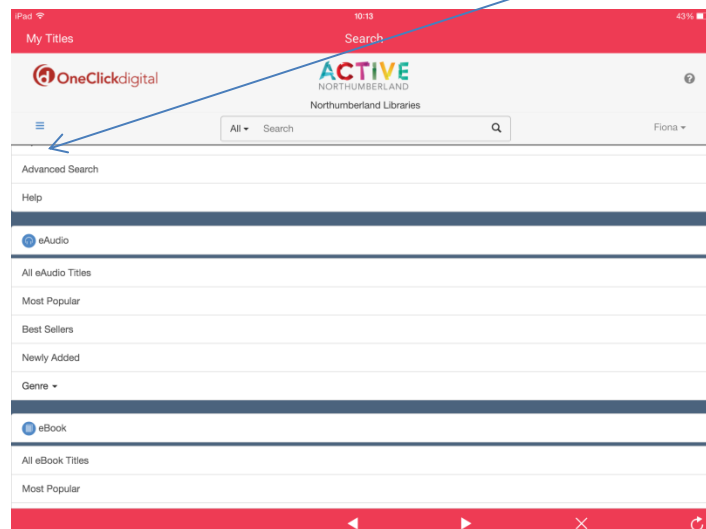
3. You can view what eAudio or eBooks you have by clicking on the individual tap at the top. To search and add eBooks or eAudio to your device click on the “Search icon” at the bottom of the screen. You may be asked to type your password in again.



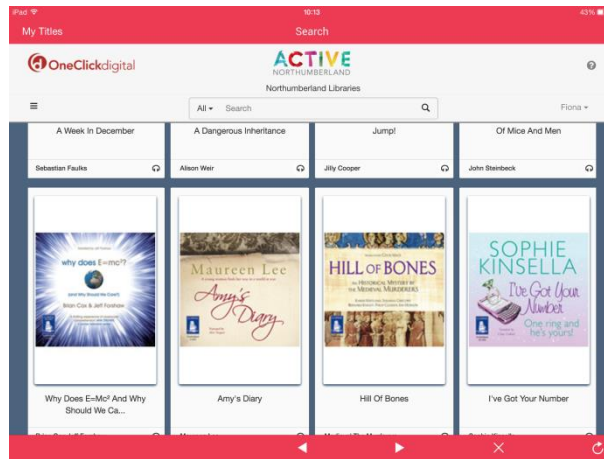
4. You will then be taken to our eAudio and eBook content.



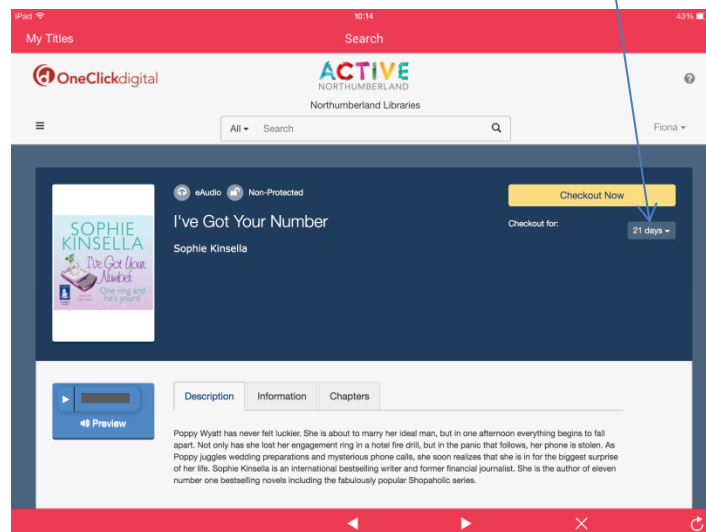
5. If you would like to see all our eBooks or eAudio. Click on the icon that looks like 3 lines. A menu will appear and then choose either “All eAudio titles” or “All eBook Titles” depending on what you are looking for.



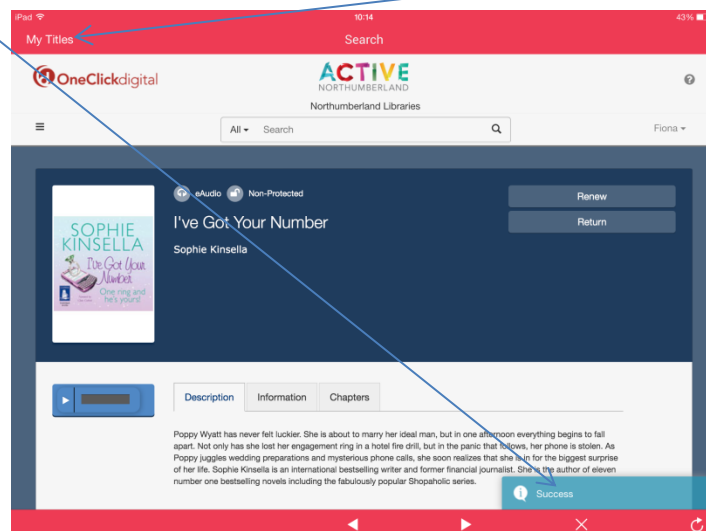
- Browse the eBooks or eAudio titles and when you have found one you would like or if you want to find out more about a particular title click on the one you want.



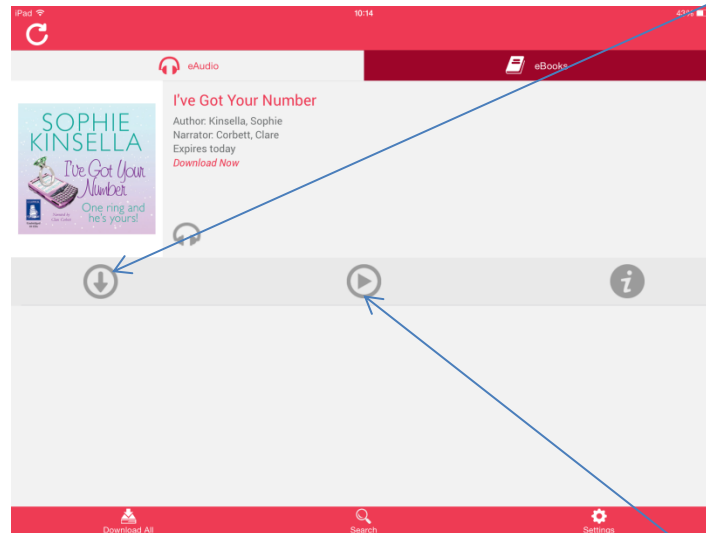
- More information about the item will appear. If you wish to borrow this title you can then choose how many days you wish to borrow the title for by changing the dropdown menu. You have a choice of 1 – 21 days.



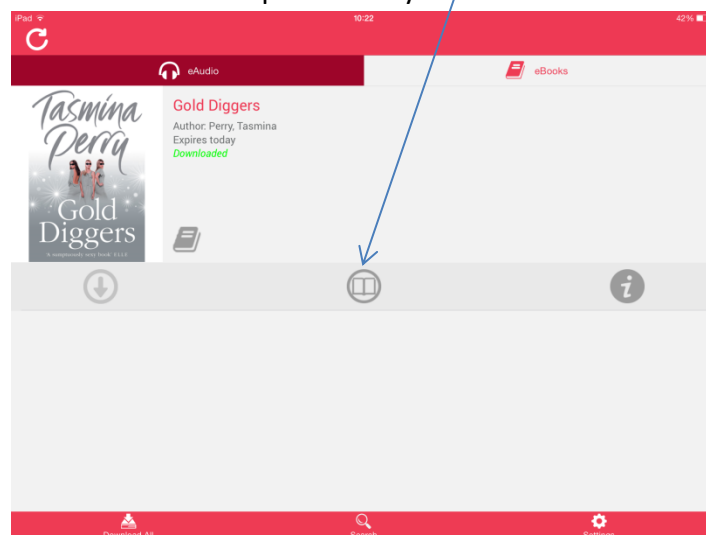
Then click the yellow “Checkout” button. A message will appear in the bottom right corner if it has been successful. You can then start to listen or read to your item by clicking on “My Titles” which is located at the top left of the screen.



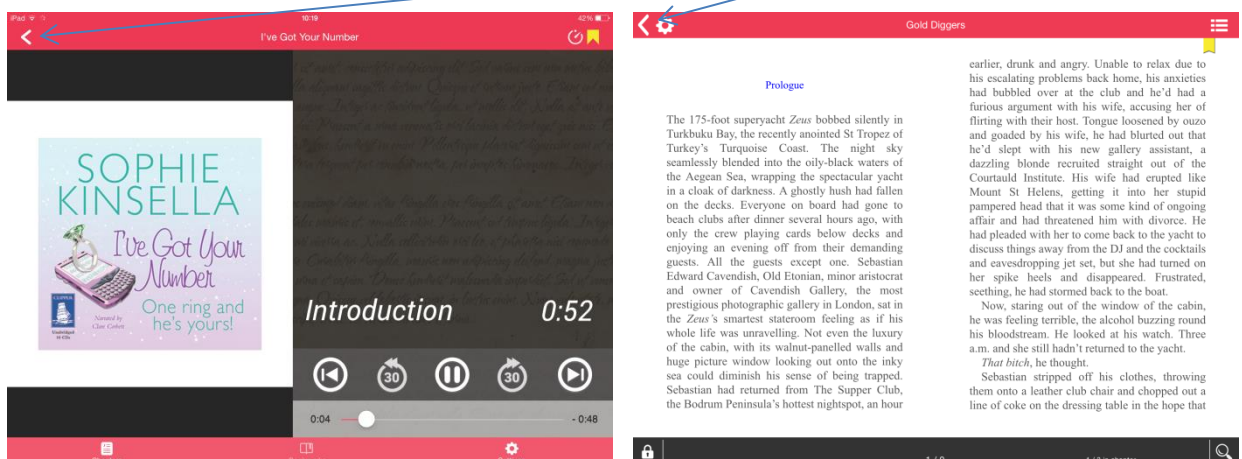
- If you have chosen an eBook it will be in the eBook tap and if you have chosen an eAudio it will be in the eAudio tap. With this example you can see it is an eAudio title. To download the title to your device just click on the down arrow at the bottom.



- Once downloaded you can then start listening to the title by clicking on the play icon. If you have downloaded an eBook it will look like an open book symbol.



- Your eAudio or eBook title will then open and you can read/listen to it. To get back to all your titles that you have downloaded just click on the arrow at the top of the screen.



11. If you wish to return an eAudio or eBook title early or renew it (providing it has not been reserved by someone else) go back to your titles screen by following the instructions in number 10. Then click on the “i icon”



12. You can then choose to return or renew by clicking on the appropriate option at the bottom of the screen.

