

Tech Tips from Mr G

Borrowing 3M Cloud Books Using the “Sideloading” Technique

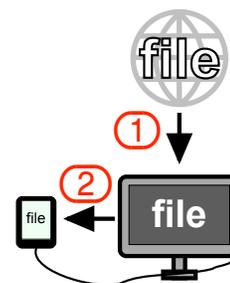


Here at the Liverpool Public Library, we provide two ways of borrowing eBooks. The first, and most popular way, is to use the **OverDrive** system. However, because of the continuing state of flux in the publishing industry, and the fact that some publishers aren't available on OverDrive, we also started making the **3M Cloud** system available back in 2012. This handout is for people using “eInk” non-tablet devices like the **Nook Simple Touch** the **Nook GlowLight**, as well as those made by **Kobo** and others that require you to connect it to the computer to transfer your books to it. This process is called **sideloading**, and to do this, you'll need the 3M Cloud app for whatever type of computer you're initially downloading to (more on that later).

What is Sideloading

I'm assuming that you're familiar with what **downloading** is. If you're not, it's the process of moving data from the “big computer up there on the Internet” to your own device, “down here” (step 1 in the example on the right).

Sideloading is moving that data from one device that's “down here” to another one that's also “down here” (step 2). If you've ever transferred data from your computer to your iPod or iPad, that's sideloading.



Getting the Right 3M App

Start off by going to **ebook.3m.com**, and on the left-hand side, select the type of device you need to install the app for. In your case it will be either **PC** or **Mac**.

Once you've downloaded the appropriate app, go through the steps to install, and then it's time to set the app up for your library card and this library.



Hey, You, Get Off of My Cloud

Liverpool isn't the only library in the county that has the 3M Cloud system. Fayetteville and the County system (**OCPL**) also have it. However, because of the way that the publishing industry is at the moment, Liverpool and Fayetteville have found the 3M contract to be more favorable if we get our collections separately. This means that we can't take out eBooks from each other's systems. Liverpool cardholders can only take out books from the Liverpool Cloud, Fayetteville members can only take out books from the Fayetteville Cloud, and everyone else can take out books from the general OCPL Cloud, but not from either Liverpool or Fayetteville. Perhaps this will change one day, when eBooks are more common; but this is the way it is for now.

Now that you understand that, we're almost ready to go. But first you have to have an **Adobe ID**.

Getting an Adobe ID

What's an Adobe ID, and why do you need one? Well, let me start out by explaining that the entire 3M Cloud system was designed so that you'd never have to know about, or deal with, an Adobe ID. It would take care of that for you in the background.

The problem is that when it does that, it creates an Adobe ID and password that you don't know, and can't use later on if you decide to use a different eBook borrowing system with your sideloading device, and your device can only be linked with one Adobe ID at a time. So, with that in mind, it's better that you go through the whole process of creating your own Adobe ID and password if you don't have one already.

To create an Adobe ID, take a look at my handout, **Using Adobe Digital Editions and Creating an Adobe ID on a PC or Mac**.

Once you have your Adobe ID, you're ready to take the next step!

Setting Up the 3M App

When you first open up the 3M Cloud app on your computer, if you haven't already authorized your computer with the Adobe ID you've created, you'll get a screen like the one on the right, asking if you want to **explicitly provide an Adobe ID** or have it automatically generate one for you. Based on what we just went through to create our own Adobe ID, and the reasons why, you want to select the first option, and click on the **Activate** button.

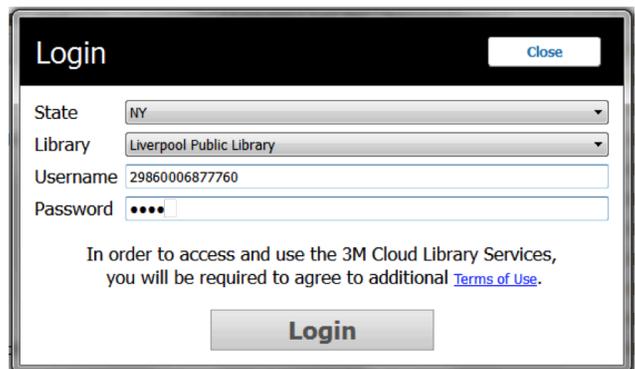
On the other hand, if you've already authorized **Adobe Digital Editions** with your Adobe ID, you'll get a screen that simply tells you that it will use the Adobe ID it's already found. If this is the case, just click on the **Activate** button.



Selecting Your Library

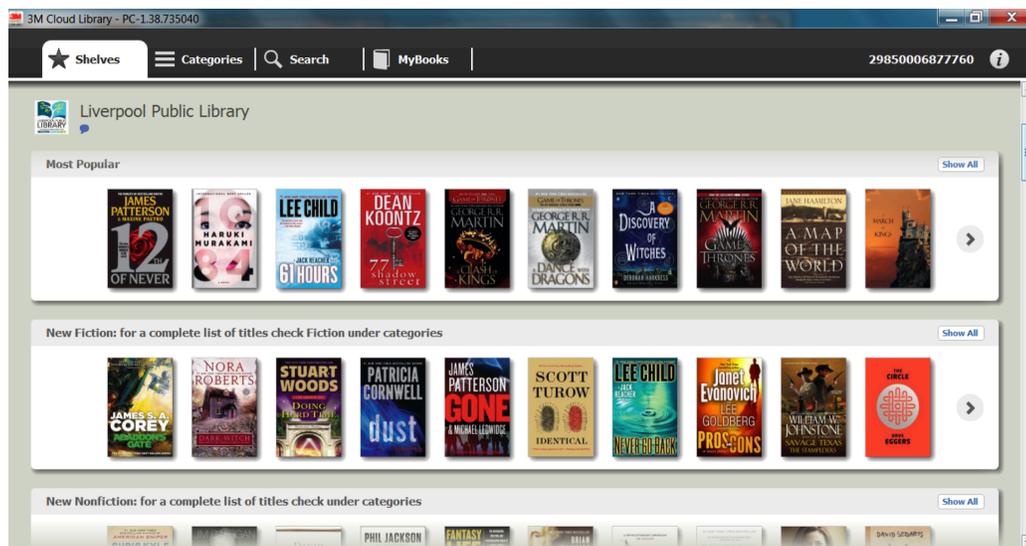
Now that it knows what Adobe ID to use, it needs to know what **library** you belong to along with your **library card number** and **PIN**.

Check out the example on the right to see what it looks like on a PC.



Finding Books

Once you're in, there are three ways to look for a book. The first way is **shelf** view, the second is by **category** view, and the third is by going into **search** view. You can tell which one you're in by looking at the tabs at the top of the screen, and seeing which one is selected. In the example below, **shelf** view has been selected.



Shelf view represents all the displays you might see when you actually walk into the library building. This also includes shelves for **Liverpool School District Sumer Reading Lists** and **Holiday Reading**. You can scroll back and forth through each shelf, or you can scroll down to see more shelves than the two and a half that are showing on this screen at the moment.

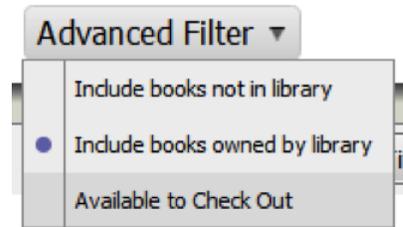
In **category** view, you get to see a list of all the categories that we have 3M books in. It's like searching by **subject**.

Search view lets you type in your own search terms, like **author** or **title**.

Advanced Searching

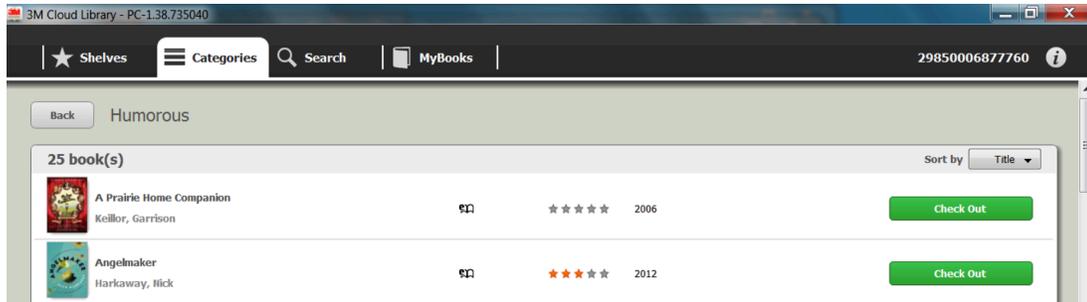
When you're in either **Category** or **Search** view, you have the option of using the **Advanced Filters** in the upper right-hand corner.

The default choice is **Include books owned by library**. This will show you all of our books, whether or not they happen to be available. However, if you want to save yourself a little frustration, you might want to select **Available to Check Out**. This shows you only the books that are in at the moment.

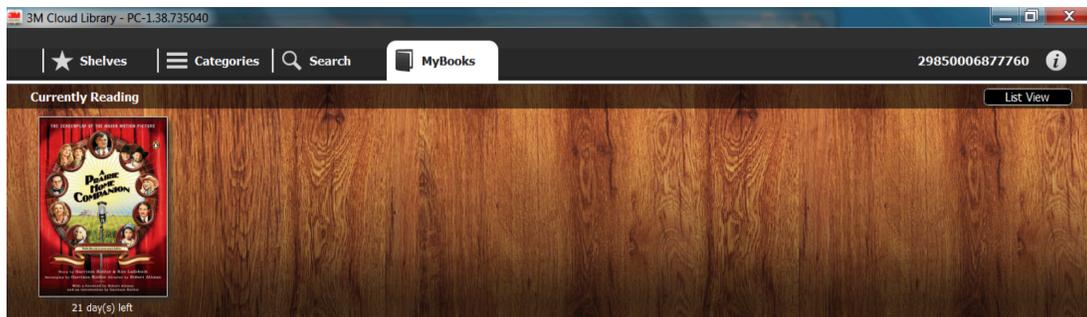


Take Me Out

In the example below, I decided to look for humor books. Most of the results I got had **green** buttons, meaning that they're available to be checked out. Others had **gray** buttons, meaning that they're currently out to someone else, but you can put a hold on them for when they come back.



A Prairie Home Companion sounds pretty good to me, so I'll click on the button for that. When I do, I'll get another screen with information about the book and another **Check Out** button. When I click on that **Check Out** button, I'll get a screen like the one below. This tells me that the book is sitting in the 3M app on my computer. But now we need to move it to the eBook reader. This is where **sideloading** comes in.

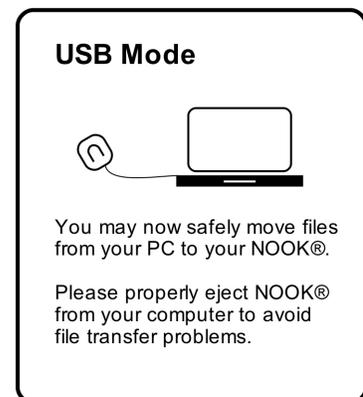


Move Me Over

To move the book from your computer to your eBook reader, you need to plug it into the computer with the **USB cable** that came with it. When you do that, the screen on your device should look something like the one in the example on the right.

Meanwhile, if you look at the 3M app on your computer, the icon for the book should have a little green button on it that says **Transfer to device**. Click on this and wait.

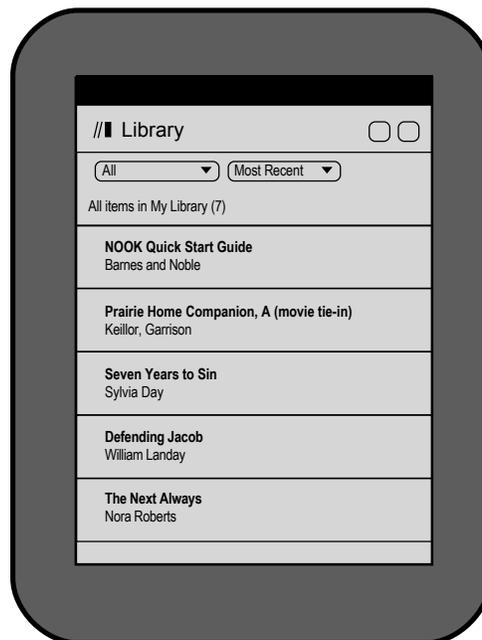
It's very important that you wait for the entire process of transferring the books to complete itself. It's also important that when it's done, you don't just yank the cable out from either the computer or the device without **properly ejecting it** first. Doing this the wrong way can mess up all the data on your reader.



There it Is!

If you've followed all the instructions properly, and ejected and unplugged your reader from your computer, the screen of your device should look something like the one in the example on the right.

In this case, the book we borrowed, **A Prairie Home Companion**, is the second one in the list. Just tap on it, and you're ready to start reading!



Returning Your Book

One of the great things about eBooks is that they never become overdue. On the other hand, if you're a fast reader, you might want to return the book early so that someone else can have it.

To do that, on your computer, in the 3M Cloud app, go to the tab for **My Books**, and then click on the **List View** button on the upper right-hand side. Now, for each book you have checked out, you'll see two buttons, one that says **Continue Reading** and one that says **Check In** (see the examples below). If you're really ready to return the book, click on the **Check In** button. This will give you another screen that asks you if you really want to do that (we all make mistakes sometimes). If this is indeed what you want to do, then click on **Check In** once again, and the next time you connect your device to your computer, that book will be removed.

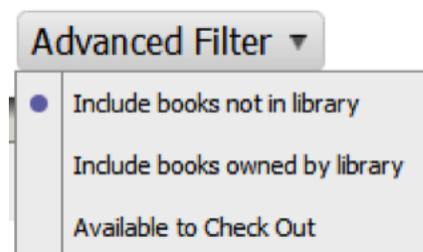
It's that simple!



When You Wish Upon a Cloud

One very interesting feature of the 3M Cloud system is the ability to suggest that we order a particular book. If the item you're looking for (in **Search** view) brings up a screen of **Sorry, no books were found**, go back to the **Advanced Search** button, and select **Include books not in library**, and if the book is available at all through 3M, it will show up in a new list.

Clicking on **Add to Wish List** sends a message to the people who order books, suggesting that we add this one to our collection. We really do look at this information.



Anything Else?

There are so many different facets to using the 3M Cloud app for borrowing library books; definitely many more than I could possibly go over in these short pages. That's not a problem, because 3M has an online help system to cover all of this.

Start off by clicking on the **information** button near the upper right-hand corner of the screen (it's the circle with the letter **i** in it). That will bring you to a screen with an **Online Help** button. Click on that and you'll be taken to 3M's website, where you'll find out pretty much all you need to know!

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Tech Tips from Mr G is a publication of the Liverpool Public Library.

You can find more of them at www.LPL.org/computers-and-computing/tech-tips

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