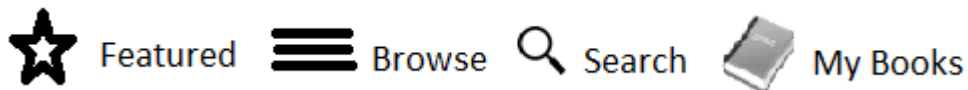


Searching/Borrowing eBooks/eAudioBooks

On a PC or MAC: Open your 3M app



At the top you will see the following;



Featured – Allows you to browse the collection by shelves

Browse – Allows you to browse the collection by categories

Search – Allows you to search for a title or author. From the Search tab you also have a Filter Icon. From the Filter Icon you can Limit your search to All Titles, Available Now, Suggestions for Library, E-Books and Audiobooks, Only E-Books, Only Audiobooks.

MyBooks – is where you will read your E-Books, return books, and/or transfer E-Books to a device.

Checkout/Read – once you find the title you want, click on the title, a window will pop up, click on the Check Out button, if the title isn't available there will be a Add to Hold List button.

After you have checked out a title it will be added to your "My Books" and will begin downloading.

Once the title is downloaded you can read it from your computer or transfer it to a device.

To read from your computer just click on the title in the top bar, then begin reading.

To transfer to a device, plug your device in to the computer, what for the green transfer button on the bottom of the title to appear, click on the transfer button (your title is now on your device).

Return Titles – From "My Books" click on "List View" in the upper right had corner, click on the red "Check In" button, in the pop up window click on the red "Check In" button, click Close on the next pop up window.