HELP IN DOWNLOADING YOUR E-BOOK

You've received an email with a redemption code to download your e-book. You are wondering what to do with the code. Before you try to figure it out, let's start with some basics.

If you are an old pro, skip down to Redeeming Your E-book.

Setting Up Adobe Digital Editions

Adobe Digital Rights Management (DRM) and Adobe Digital Editions

We use Adobe Digital Rights Management (DRM) to protect our e-book files. Adding DRM to e-books is a standard practice for publishers. What it means is copyrighted materials such as e-books cannot be shared or modified.

Because of this protection, your e-reader, computer and software must be compatible with Adobe DRM. We recommend using Adobe Digital Editions, which is free and works with your PC, Mac, tablet or mobile device. With Adobe Digital Editions, you can purchase and download an e-book to one device and it will appear automatically across all your devices where Adobe Digital Editions is installed.

To see all the app's features and to download the version for your computer or other device, visit the <u>Adobe Digital Editions</u> page at Adobe.com. Adobe Digital Editions is also available in the <u>App Store</u> and for Android at Google Play.

Download Adobe Digital Editions

Go to Adobe Digital Editions to download the app.

We recommend downloading the latest version of Adobe Digital Editions. If you have an older computer, you can download an older version of the app that should run with your system.

You can also use Bluefire Reader for your <u>iPhone and iPad</u> or <u>Android</u>. While Adobe Digital Editions is free. There is a cost for purchasing Bluefire Reader.

Please note that Adobe Digital Editions does not work on Kindle devices.

Your Adobe ID

An Adobe ID is a free user account used to download DRM-protected e-books in Adobe Digital Editions. This ID is usually the unique email address you first used when you started your membership, or purchased an Adobe app or service. You can use one Adobe ID to download an e-book on up to six devices that you've authorized with the same Adobe ID. One important thing to remember, if you download an e-book to a device using one Adobe ID you *cannot* download it again to another device using a different Adobe ID.

Acquire Your Adobe ID

- If you don't have an Adobe ID, go to Adobe accounts and click Get an Adobe ID.
- Follow the instructions and enter a valid email address. The address you enter will be your
 Adobe ID, so use an address you'll remember. Then, click Sign Up.

Be Sure to Do the Following Before You Download Your E-book

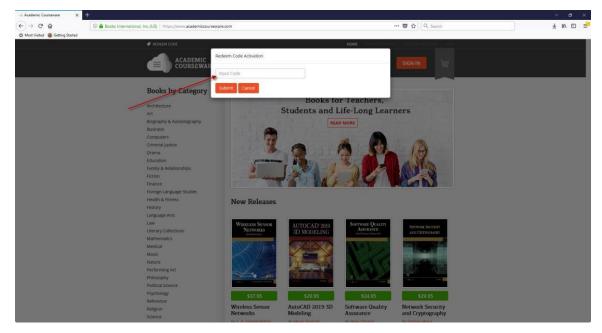
- 1. Download and install Adobe Digital Editions or one of the other suggested programs on your computer or device.
- 2. Before opening your e-book file in Adobe Digital Editions, be sure you acquire your Adobe ID.
- 3. Not sure whether your device is authorized?
 - a. Open Adobe Digital Editions.
 - b. Under Help (top left menu), select Authorization Information.
 - c. When you click on that Authorization Information, it will bring up a window that lets you know whether the device is authorized and if it is, the email address associated with your Adobe ID.
 - d. If it's not authorized, you can select Authorize Computer from the dropdown menu. Once Adobe Digital Editions is set up and when your computer or device is authorized, you are ready to redeem your code to download your e-book.

Redeeming Your E-book

- 1. Our DRM-protected e-books are stored on a website called Academic Courseware. Go to the Academic Courseware homepage at https://academiccourseware.com/
- 2. Click on **Redeem Code** (top left side of page above the Academic Courseware logo)



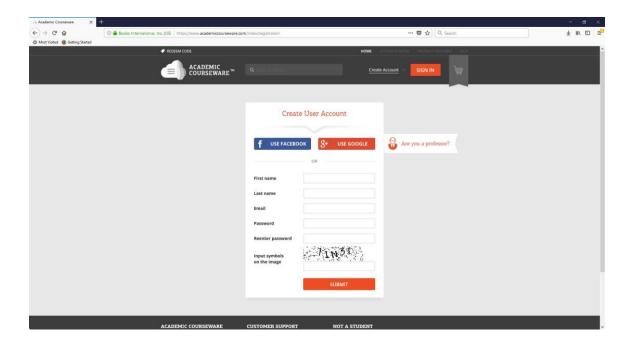
3. Type the Redemption Code from your email or copy and paste from the email.



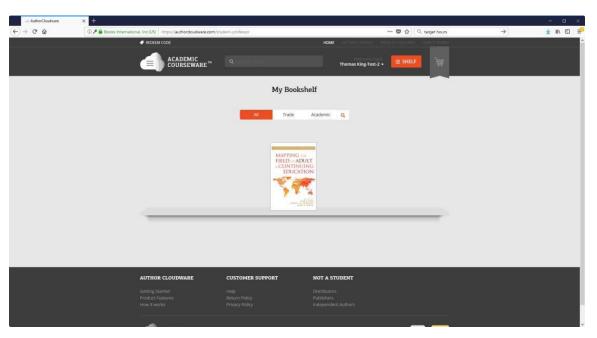
- 4. After entering the code, click on Submit.
- 5. This will bring up a new page that will ask you to either sign in with an existing Facebook or Google log in. If you have an existing account on Academic Courseware, you can log in with that email address and your password.
- 6. If you do not have an account on Academic Courseware and do not want to log in with your Facebook of Google credentials, you can create a new User account.
- 7. Click on **Create Account** in the top right of the page (to the left of the red SIGN IN button).



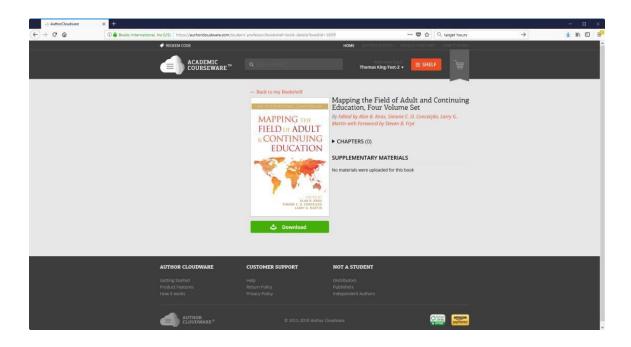
- 8. You will notice on the page a graphic that asks, "Are you a professor?" A Professor Account is for those academic users who want to request examination copies of e-books. It also requires approval by the Academic Courseware Administrator. The basic User account will allow you to redeem your e-book and access your bookshelf. A user account does not require approval.
- 9. On the Create User Account page you will be asked to enter the following information:
 - First name
 - Last name
 - Email
 - Password (Password should include uppercase, lowercase and at least one symbols)
 - Reenter password
- 10. You will also be asked to type the letters, numbers and symbols you see in the **Input symbols on the image** box. The information is case sensitive and must be entered exactly.
- 11. Once all information is entered, click the **SUBMIT** button.



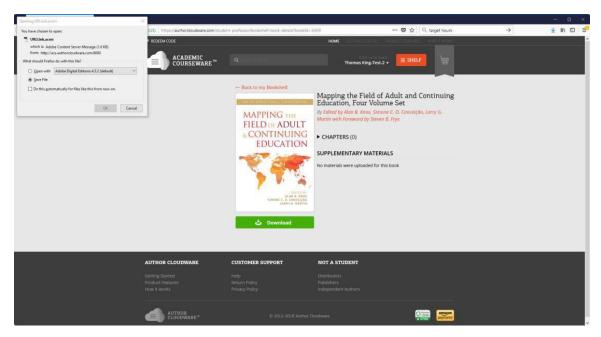
12. This will take you to your bookshelf.



- 13. Click on the book cover to take you to the page where you can download the e-book.
- 14. **Before you download your book**, we recommend opening Adobe Digital Editions. Once you've done that, go back to Academic Courseware and click on the green **Download** button.



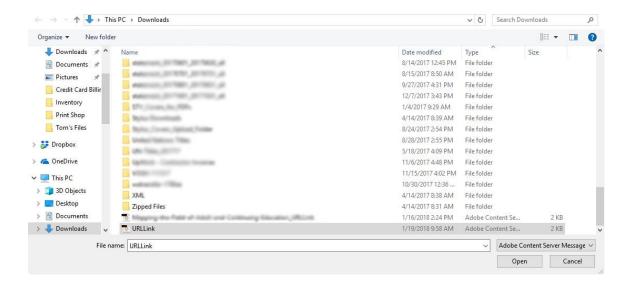
15. This will bring up a pop-up that will allow you to either open the acsm file with Adobe Digital Editions or **Save** the file to your computer.



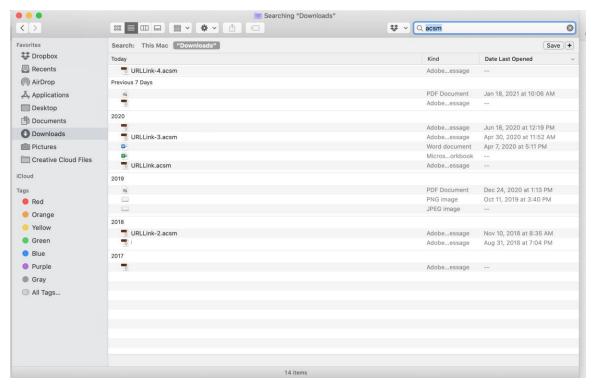
- 16. If you have already set up and opened Adobe Digital Editions, you can select **Open** and the book will automatically load into your library. If not, see these further instruction in the next step.
- 17. Select **Save File** and click **OK**. Depending on how your computer is set up, the file will likely be saved to your Download folder.
- 18. Open Adobe Digital Editions on your computer.
- 19. Once Adobe Digital Editions is open, select **Add to Library** from the File menu (top left of screen).
- 20. This will bring up a box so that you can find and open the acsm file for your e-book. To find the file, on your Windows computer you may need to change the selection from "E-Books" to "Adobe Content Server Message." The file for your e-book will be named URLLink.acsm.

If you have other URLLink.acsm files in your Download folder, a number will be added to the file name. For example, URLLink(1).acsm. Check the date and time for the most recent saved file.

21. Click **Open** to add the e-book to your library.



22. On a Mac, you will not need to change your select to "Adobe Content Server Message." You will also see in the screen shot below how the Mac adds the number to the file name when you save more than one file named URLLink.acsm to your Downloads folder.



What is an .ACSM file?

ACSM stands for Adobe Content Server Message. This file is not your e-book, instead it is a file that manages your download. By associating your e-book with an ascm file, you are able to read your e-book on more than one device.

Troubleshoot Activation Errors in Adobe Digital Editions

Wondering what that <u>error messages</u> means?

 $\label{thm:continuous} \mbox{ Visit the Adobe Digital Editions for help to resolve the basic activation issue. }$