*e*Books Mobile App Guide
CDD Information Network Library

1. Download the Free App

To read *e*Books on your tablet, phone or other mobile device, you need to download a free mobile app. Search your device's App Store for **3M Cloud Library**, then follow the installation instructions.

2. Log in

- When opening the app the <u>first time</u>, select your country and state. For Library, select **UNM CDD Information Network Library.**
- Your **CDD Library 4-digit library patron number** is the Library Card ID and PIN/Password. It is the same number for both unless you change the password. The app will remember these unless you log out of your account.
- **If you do not remember your 4-digit number, call the CDD Library at 505-272-0281 and we will look it up for you. If you are not a library patron, contact the library or register through the CDD Library Catalog.**
- *Accept* the license agreement in the top right corner. You may now access CDD Library 3M *e*Books!
- To log out click on the *Settings* tab, then click *Logout.*

3. Search, Check Out, Place Holds, & Return Items

- To bring up the menu, click on the triple line ☰ menu icon on the top left.
- **Search:** After opening the 3M app. search for an *e*Book by:
    - ✓ Looking through the *e*Books located in the **Featured** tab, or
    - ✓ Using the **magnifying glass** 🔍 in the top right corner, or
    - ✓ Browsing the collection by clicking the **Browse** tab.
    - ✓ Click on an *e*Book cover to read its detailed summary.
- **Check Out:** Click on the *e*Book cover. Then click *Borrow*. The *e*Book will download into your *MyBooks* tab. Once it is downloaded, it will automatically open and you can begin reading!
    - ✓ Check out up to 3 *e*Books for 3 weeks each.
- **Place Holds:** If an *e*Book does <u>not</u> have a *Borrow* button, it is currently being used or on hold by another user(s).
    - ✓ To put an *e*Book on hold, click the *Hold* button*.* It will list the number of days until the *e*Book is due back from the other user(s).
- **Return:** To return an *e*Book, go to your *MyBooks* tab. Click on *Return Books* in the top right corner. Find the *e*Book you wish to return, click the *Return* button. To return the *e*Book, click *Yes*.

4. Helpful Tips when Reading 3M *e*Books

- The ⓘ icon opens the book summary page.
- The Aa icon allows you to change the font size, adjust the screen brightness, adjust the margins, lock the screen orientation, and change the background color.
- The 🔍 icon will open a search window to find a certain word or phrase.
- The 🗐 opens a page with the table of contents. Go to a specific chapter by double clicking it. Click *Bookmarks & Notes* to view your saved bookmarks. Click *Edit*, and the selected bookmark to add a note.
- Click 🔖 to bookmark a page.

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