Schema eBook Installation Instructions

for Compatible Windows & Mac Computers

Revised January 25, 2017

Please note that the first section of this document has installation instructions for Windows computers; the second section contains instructions for Mac Computers.

For more information, please refer to our website:

<http://www.schematherapy.org>

Schema eBook Installation Instructions

for Compatible Windows Computers

Revised January 25, 2017

This document contains complete instructions for installing the *Adobe Digital Editions* eReader (ADE) on your compatible Windows computer; authorizing ADE; then transferring, viewing and printing your Schema eBook from the ADE software program.

Please follow the instructions below very carefully:

1. On your computer, open the *purchase confirmation* email that we sent you after you placed your order. Then click on the link "*View Purchase Online* " in the email. The *Download and Confirmation* web page will then open in your browser.

2. a. Click on the blue *Download* button next to the version of ADE you want to install. You can choose either:

*Adobe Digital Editions 4.5.3 -* for Windows 7 & Higher

OR

*Adobe Digital Editions 3.0.1* - for Windows Vista

b. We strongly recommend the 4.5.3 version of ADE, if you are running Windows 7 or higher.

c. If you lost your confirmation email, you can also download either version of ADE from the Adobe website instead by clicking on this link:

<http://www.adobe.com/solutions/ebook/digital-editions/download.html>

 3.  Locate the installation file that you just downloaded on your computer: either *ADE\_4.5\_Installer.exe*  or  *ADE\_3.0\_Installer.exe* . You can usually find the .exe file in the *Downloads* folder of your computer -- or by looking in the *Downloads* bar or menu in your browser.

4.  Single- or double-click on the *ADE Installer* file you found in Step 3.

5.  You may see a security warning, asking if you want to run this file. If you see this message, click *Run.*

6. The ADE Setup Wizard will open. Read the instructions on each screen, then click *Next*. (Accept the license agreement, then check the components you want to install. Be sure to check the option "*Associate .acsm and .epub file types* ".)

 7. On the last screen of the Wizard, click the *Install* button. The wizard will then automatically extract the installation files and finish the installation. When the wizard screen says "Completed", click the *Close* button.

For help with the Setup Wizard, click here for a photo tutorial:

<https://helpx.adobe.com/digital-editions/kb/install-digital-editions-windows-7.html>

8. Depending on your version of Windows, the *Adobe Digital Editions* program will probably open automatically.

9.   a. You will now need to complete a free, one-time registration for an Adobe ID, in order to *authorize* ADE on your computer. (If you already have an Adobe ID, skip to Step 12. Be sure to use your existing Adobe ID, instead of registering for a new one, if you already have one installed.)

b. The first time ADE opens, a *Computer Authorization* dialogue box may open automatically. If the box to authorize your computer is open, go to Step 10. If not, click on the *Help* menu near the top of ADE. Then click on "*Authorize Computer...*". The *Computer Authorization* dialog box will now open.

10.  Near the middle of the "*Computer Authorization* " dialogue box, next to the words "*Adobe ID* ", you will see "Create an Adobe ID" in blue. Click on this link. This will bring you to the Adobe website where you will be able to sign up for an Adobe ID.

11. On the *Sign Up*page, fill in all of the information required to register for an ID, including your email address and password. Then click "*Sign Up* ".

12. Once you have completed the Adobe ID registration process, return to the "*Computer Authorization* " dialogue box in ADE. Follow the instructions below to authorize your computer:

a. In the field labeled “*eBook Vendor* ”, be sure that “*Adobe ID* ” is already selected.

b. Enter your Adobe ID and Password in the next two boxes (from Step 11 above).

c. Click *Authorize*. Your computer is now authorized with your Adobe ID. (You will not have to authorize this computer again to view eBooks in ADE.)

If you have difficulty signing up for an Adobe ID or authorizing your computer in ADE, click on the link below for detailed instructions, with photos to guide you. After clicking on the link, scroll down to the section labeled: *Authorize your computer with an Adobe ID*:

<http://help.overdrive.com/customer/portal/articles/1481077>

13. Return to the *confirmation email* you received from us on your computer (from Step 1 above). Locate your *Personal eBook File Link(s)* in the email, then click on one link. Each eBook file link will be in a format *similar* to this:

https://app.editionguard.com/download/schema-ebook-2016-for-xxxxxxxx/xxxxxxxxxx

If you cannot click on the link in your email, you can copy and paste the link into the address bar of your browser instead, as long as you are copying the link on the same computer as your email program. Then hit the *Enter* key.

 14.  A webpage should open from *EditionGuard* with the words: “You're now downloading”, followed by the name of the eBook product you purchased. Below this, the tab *For PC or Mac Computers* should be highlighted in red.

a. Skip to instruction *3. Download* on this EditionGuard webpage.

b. Click on the sentence *Click here to start downloading your .acsm file*, highlighted in red.

 15. After clicking, ONE of the following should happen (depending on your default browser and system configuration):

a.  A window may open, offering you the option of opening the \*\*\*.acsm file in ADE, or saving the file. If you see this window, select the *Open* option, then click “*OK*”, instead of saving the file. Then you should see a new window open, showing the eBook being transferred to ADE. If the eBook transfers to ADE, *skip to Step 16*.

OR

b. Locate the file named \*\*\*.acsm on your computer or in your browser, then click on it. (You can usually find the file in your “*Downloads*” folder -- or in the *Download* bar or menu of your default browser.) You should now see a new window open, showing the eBook being transferred to ADE. *Continue to Step 16*.

16. The contents of the eBook should now open in ADE so that you can read all of the *Schema Inventories* pages. (Please note that the eBook will only have 6 pages if you are installing the *Compatibility Test eBook*.) Use the scrollbar to view the pages contained in the eBook. You can also zoom in and out by clicking on the icon called “*Change Page View* ”, near the upper right corner of ADE. (The setting *Actual Size 1:1* is often the best for reading the Schema eBook.)

17. To print from your eBook, click on the *File* menu near the top of ADE, then click *Print*. Type the page numbers you want to print in the “*Page Range* ” box, then click the *Print* button.  The pages you selected should now print correctly.

Depending on your printer, you may find that the printed version looks slightly different from the on-screen view; for example, the margins may be different, or the font sizes may change. These can sometimes be adjusted by finding the *printer properties* page for your printer, and changing the scaling percentage.

We strongly encourage you to use a high-quality printer with a resolution of at least 600 dpi. You may find that printing the eBook using the Black-and-White setting may be more legible than the color setting.

18. Your installation has now completed successfully. For additional help using *Adobe Digital Editions*, you will probably find an eBook that was automatically installed in the ADE Library section called "Getting Started with *Adobe Digital Editions* ".

19. IMPORTANT: For most purchases, you can only install each Personal eBook Link *on one computer or tablet.* Once the link has been installed on a computer, it cannot be re-used or transferred to a different computer or tablet.(However, the "*Adobe Schema eBook for 6* " and the “*Compatibility Test eBook*” links can be installed on more than one computer or tablet.)

You can only print a *total* of 400 or 450 pages from the Schema eBook on one computer during the 1-year period of your license (except for the *Adobe eBook for 6: Institutional Unlimited* and the *Compatibility Test eBook*).

However, you can make as many *photocopies* as you need of the pages you print from the eBook during the 1-year license period.

20. If you have any problems installing, viewing, or printing your Schema eBook, please read the Troubleshooting page on our website first:

<http://www.schematherapy.org/troubleshooting-ebooks>

21. Please feel free to email or phone us for help, if have additional problems or questions. Follow the instructions for obtaining technical help in the [Support and Contact section](http://www.schematherapy.org/support) of our website.

END OF WINDOWS INSTRUCTIONS

Schema eBook Installation Instructions

for Compatible Mac Computers

Revised January 25, 2017

This document contains complete instructions for installing the *Adobe Digital Editions* eReader (ADE) on your compatible Mac computer; authorizing ADE; then transferring, viewing and printing your Schema eBook from the ADE software program.

Please follow the instructions below very carefully:

1. On your computer, open the *purchase confirmation* email that we sent you after you placed your order. Then click on the link "*View Purchase Online* " in the email. The *Download and Confirmation* web page will then open in your browser.

2. a. Click on the blue *Download* button next to the version of ADE you want to install. You can choose either:

*Adobe Digital Editions 4.5.3 -* for Mac OS X 10.8 or Higher

*Adobe Digital Editions 3.0* - for Mac OS X 10.7 OR

*Adobe Digital Editions 2.0.1* - for Mac OS X 10.6

b. We strongly recommend the 4.5.3 version of ADE, if you are running OS X 10.8 or higher.

c. If you lost your confirmation email, you can also download versions 4.5.3 and 3.0 of ADE from the Adobe website instead by clicking on this link:

<http://www.adobe.com/solutions/ebook/digital-editions/download.html>

2. Locate the installer file you just downloaded on your Mac: ADE\_4.5\_Installer.dmg, ADE\_3.0\_Installer.dmg, OR ADE\_2.0\_Installer.dmg. You can usually find the file in your *Downloads* folder in Finder or from your Dock -- or in the *Downloads* tab of your browser.

3.  Double-click on the .dmg file. (This will mount the disk image.)

4.  Open (launch) the *Digital Editions Installer*, using one of these two methods: *double-click* on the Installer icon; OR *control-click* on the Installer icon, then click *Open*.

5. Once the Installer launches, click *Continue* to proceed with the installation. Follow the instructions to complete the installation. Click *Done* to exit the setup wizard.

For detailed help installing *Adobe Digital Editions*, click here for a tutorial with photos:

<https://helpx.adobe.com/digital-editions/kb/install-digital-editions-mac-os.html>

6. Once the installation is complete, *Adobe Digital Editions* should launch automatically. (You can also open *Adobe Digital Editions* from your *Applications* folder.)

7.     a. You will now need to complete a free, one-time registration for an Adobe ID, in order to authorize ADE on your Mac. (If you already have an Adobe ID, skip to Step 10. *Be sure to use your existing Adobe ID, if you have one, instead of registering for a new one*.)

b. The first time ADE opens, a special *Computer Authorization* dialogue box may open automatically. If this box to authorize your computer is open, go to Step 8.

If not, click on the Help menu near the top of ADE. Then click on "Authorize Computer...". The *Computer Authorization* dialog box will now open.

 8.  Near the middle of the "Computer Authorization" dialogue box, next to the words "*Adobe ID*", you will see "Create an Adobe ID" in blue. Click on this link. This will bring you to the Adobe website where you will be able to sign up for an Adobe ID.

9. On the *Sign Up* page, fill in all of the information required to register, including your email address and password. Then click "Sign Up".

10. Once you have completed the Adobe ID registration process, return to the "Computer Authorization" dialogue box in ADE. Follow the instructions below to authorize your computer:

a. In the field labeled “*eBook Vendor*”, be sure that “*Adobe ID*” is already selected.

b. Enter your Adobe ID and Password in the next two boxes (from Step 9 above).

c. Click *Authorize*. Your computer is now authorized with your Adobe ID. (You will not have to authorize this computer again to view eBooks in ADE.)

 If you have difficulties signing up for an Adobe ID or authorizing your computer in ADE, click on the link below for detailed instructions, with photos to guide you.

<http://help.overdrive.com/customer/portal/articles/1481077>

11. Return to the *confirmation email* you received from us on your computer (from Step 1 above). Locate your *Personal eBook File Link(s)* in the email, then click on one link. Each eBook file link will be in a format *similar* to this:

https://app.editionguard.com/download/schema-ebook-2016-for-xxxxxxxx/xxxxxxxxxx

If you cannot click on the link in your email because it is not “active”, you can copy and paste the link into the address bar of your browser instead, as long as you are copying the link on the same computer as your email program. Then hit the *Enter or Return* key.

12.  A webpage should open from *EditionGuard* with the words: “You're now downloading”, followed by the name of the eBook product you purchased. Below this, the tab *For PC or Mac Computers* should be highlighted in red.

a. Skip to instruction *3. Download* on this EditionGuard webpage.

b. Click on the sentence *Click here to start downloading your .acsm file*, highlighted in red.

13. After clicking, ONE of the following should happen (depending on your default browser and system configuration):

a.  A window may open, offering you the option of opening the \*\*\*.acsm file in ADE, or saving the file. If you see this window, select the *Open* option, then click “*OK*”, instead of saving the file. Then you should see a new window open, showing the eBook being transferred to ADE. If the eBook transfers to ADE, *skip to Step 14*.

OR

b.  Locate the file named \*\*\*.acsm on your Mac or in your browser, then click on it. (You can usually find the file in your *Downloads* folder in Finder or from your Dock -- or in the *Download* bar or menu of your browser.)

You should now see a new window open, showing the eBook being transferred to ADE. Continue to Step 14.

14. The contents of the eBook should now open in ADE so that you can read all of the *Schema Inventories* pages. (Please note that the eBook will only have 6 pages if you are installing the *Compatibility Test eBook*.) Use the scrollbar to view the pages contained in the eBook. You can also zoom in and out by clicking on the icon called “*Change Page View* ”, near the upper right corner of ADE. (The setting *Actual Size 1:1* is often the best for reading the Schema eBook.)

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Depending on your printer, you may find that the printed version looks slightly different from the on-screen view; for example, the margins may be different, or the font sizes may change. These can sometimes be adjusted by finding the *printer properties* page for your printer, and changing the scaling percentage.

We strongly encourage you to use a high-quality printer with a resolution of at least 600 dpi. You may also find that printing the eBook using the Black-and-White setting may be more legible than the color setting.

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However, you can make as many *photocopies* as you need of the pages you print from the eBook during the 1-year license period..

18. If you have any problems installing, viewing, or printing your Schema eBook, please read the Troubleshooting page on our website first:

<http://www.schematherapy.org/troubleshooting-ebooks>

19. Please feel free to email or phone us for help, if have additional problems or questions. Follow the instructions for obtaining technical help in the [Support and Contact section](http://www.schematherapy.org/support) of our website.

END OF MAC INSTRUCTIONS