

# Getting Started with eBooks



**GOLDY**  
VENTURES

# Getting Started with eBooks

1

## Step 1:

Create an Amazon account if you don't already have one. <https://www.amazon.com>

2

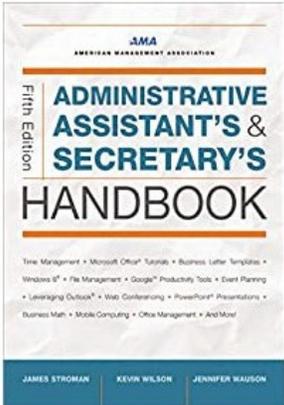
## Step 2:

Check your email.



A Gift for You

You've received a gift from ROBERT CASTILLO!



**Administrative Assistant's and Secretary's Handbook** (Kindle Edition)  
by James Stroman

From: ROBERT CASTILLO

Message:  
Hope you enjoy the book!

Get your Kindle book gift now

amazonkindle

3

## Step 3:

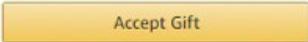
Click on the button "Get your Kindle book gift now"



4

## Step 4:

A. If you already have the Kindle App installed, you should click "Accept Gift". Then skip to Step 5. Make sure to identify where you want it delivered to. (Your Kindle App may be available on more than 1 of your devices; phone, iPad, computer. Once the eBook is downloaded you should be able to access it on all devices with the App).

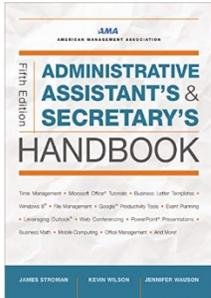


B. If you don't have the Kindle App to download your book into click on "Read on any device" at the bottom left corner of the webpage.



# Getting Started with eBooks

Accept your Kindle book Gift from ROBERT CASTILLO



## Administrative Assistant's and Secretary's Handbook Kindle Edition

by James Stroman (Author), Kevin Wilson (Author), Jennifer Wauson (Author)

★★★★☆ 76 ratings

No day is the same. No hour is the same. Not even the boss's moods are ever the same! The expectations and duties of the modern-day administrative assistant are higher and more stressful than ever before. From managing the phones, coordinating meetings, and preparing presentations to planning events, crafting clear business communications, and deciphering legal documents, administrative assistants need to be everything to everyone, all the time--and all with a smile! They spend all day

Length: 560 pages Word Wise: Enabled Enhanced Typesetting: Enabled

Page Flip: Enabled

Similar books to Administrative Assistant's and Secretary's Handbook

Due to its large file size, this book may take longer to download

Related video shorts (0) Upload your video



Account: chellegody@yahoo.com

Not you? [Sign Out](#)

Accept Gift

By clicking "Accept Gift," you agree to [Amazon's Conditions of Use](#) and [Kindle Store Terms of Use](#).

Deliver to:

Michelle's Kindle for PC

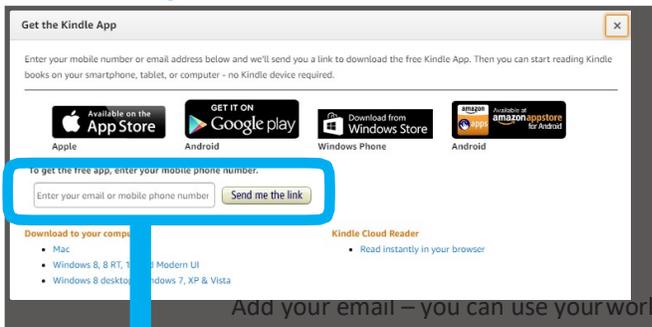
Learn how this works or exchange for gift credit.

Need help? Visit [Kindle Support](#)

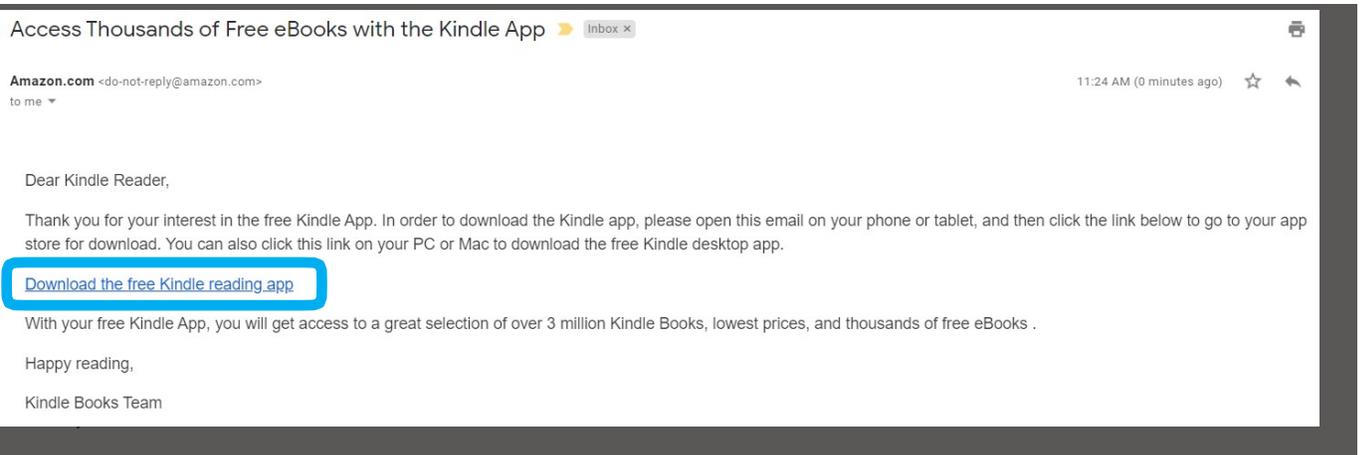
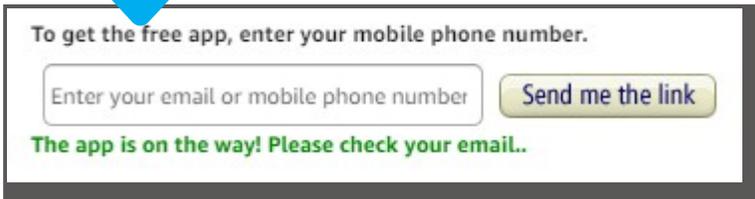
Send a free sample

Deliver to:

Michelle's 10th Android Device

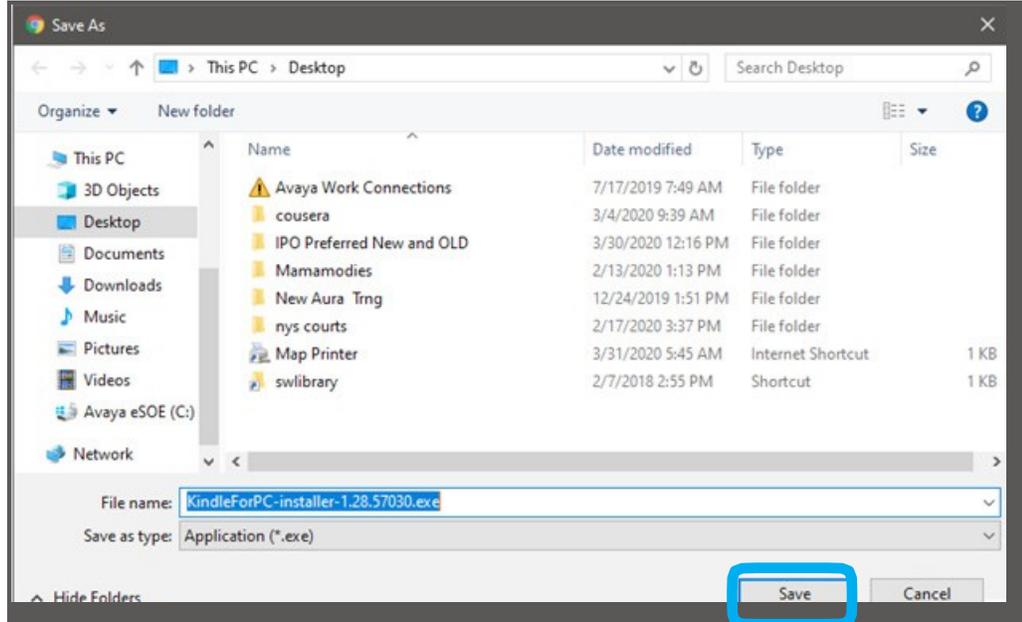


Add your email – you can use your work email



# Getting Started with eBooks

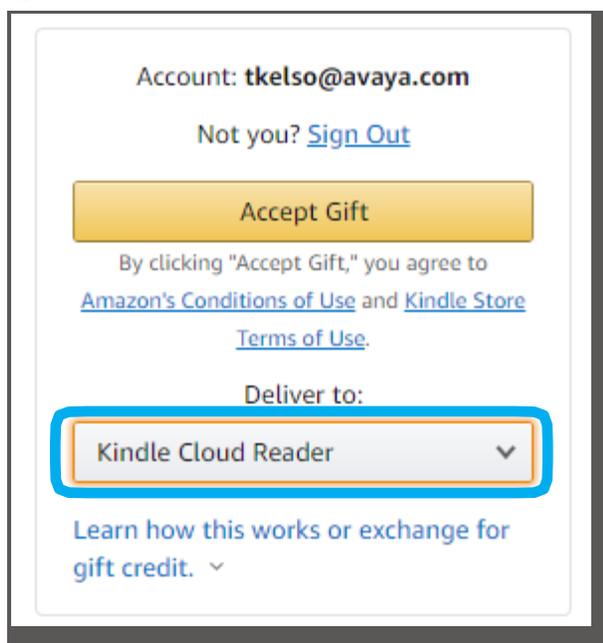
An executable file will be downloaded. Save the file to your Desktop.



Double click and run the executable file. Follow the on-screen prompts to install the software.



Accept gift. You may be required to log into your Amazon account. You can choose where to review your gift/eBook.



Go onto Step 5 to access your eBook.

# Getting Started with eBooks

5

## Step 5:

Now that you have accepted the book you have some options to access your eBook: (A) In your newly downloaded or existing Kindle App, (B) Read on the Kindle Cloud reader or (C) Request it to be sent to another of your devices.

✓ **Thanks, Michelle!**

You have accepted your gift. *Administrative Assistant's and Secretary's Handbook* will be auto-delivered wirelessly to Michelle's Kindle for PC via Amazon Whispernet. You can go to your Kindle to start reading.

- If the item does not appear automatically in Kindle for PC, please go to Menu and choose Sync and Check for New Items.
- If you experience trouble with Kindle for PC, please check our help. [Click here.](#)

**A** Go to Kindle for PC

Continue shopping the Kindle Store View a summary of your gift

Want to start reading right **B** Read now in Kindle Cloud Reader Deliver to another **C** Michelle's Kindle Cloud Reader Deliver

Share

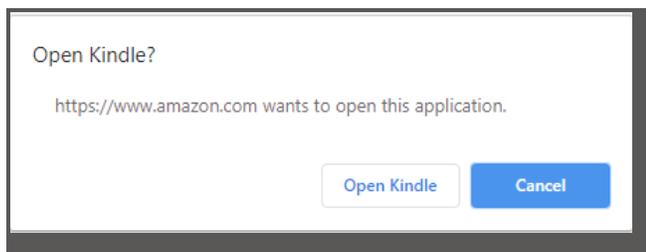
# Getting Started with eBooks

A

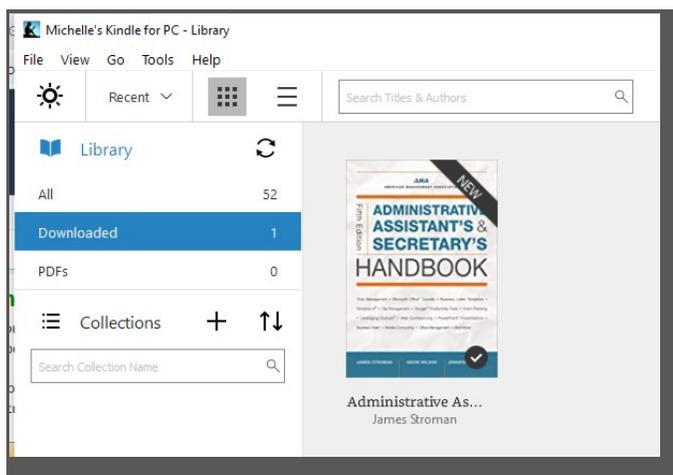
## Step 5, Option A:

Click the “Go to Kindle for PC” button on the Amazon confirmation page to open. Then click the “Open Kindle” button if prompted.

Go to Kindle for PC



Select the book from the “Downloaded” section of your Kindle Library.

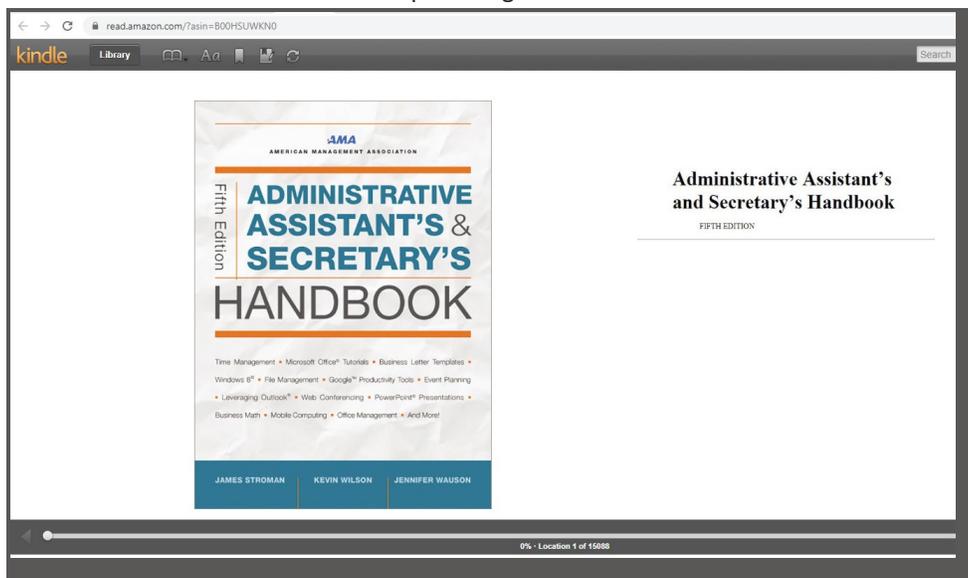


B

## Step 5, Option B:

Click the “Read now in Kindle Cloud Reader” button. Your eBook will open using Amazon’s web based cloud reader.

Read now in Kindle Cloud Reader



C

## Step 5, Option C:

Please follow the manufacturer’s instructions for your device on how to download eBooks.

# Getting Started with eBooks

## Using the Kindle Reader for PC:

