

About Your Digital Library

- Your Digital Library is part of your public library and is hosted by OverDrive.
- Your library has selected a collection of popular titles.
- Download audio books are available anytime, anywhere.
- In addition to many user-friendly features such as media markers and bookmarks, accessibility features are included to enhance the experience for visually impaired or blind patrons.

What You Need

- A personal computer.
- A valid library card.
- Free digital media software available from your digital library website (OverDrive Media Console).
- Access to the Internet.

Note: Download audio books can be enjoyed at home, work, or when you travel, but are generally not for use on computers in the library.

Easy to Use

Downloading audio books from your library is easy! Just follow these three steps:

Step 1: Install Free Software

1. Find the icon on your library's digital website and click to install OverDrive Media Console and Windows Media Player.
Note: Windows Operating System 98 SE or later is required.
2. The first time you open OverDrive Media Console or download an audio book, you will be prompted to complete a one-time security upgrade for Windows Media Player. This enables playback of copy-protected Windows Media files.

Step 2: Browse & Check Out Titles

1. Browse and search your digital library.
2. Add selections to your Cart.
Note: If a download audio book is not available, you may place a hold. You will receive an email when the title is available for checkout.
3. Click on the 'Proceed to Checkout' link and enter your library card number.

Step 3: Download to your Desktop or Laptop PC

1. Click on the 'Download' button under each title to launch OverDrive Media Console.
2. Select parts to download, then click 'OK'. The download will begin.

Once downloaded to a PC, audio books can be enjoyed on your computer or transferred to a Pocket PC, PDA, Smartphone, or supported MP3 player. Many titles can be burned to CD. See *How to Transfer to a Portable Device* and *How to Burn to CD* on the next page.

Note: The iPod is not compatible with OverDrive Audio Books.

How to Transfer to a Portable Device

After downloading from your library, most titles can be transferred to a portable device.

1. Open OverDrive Media Console.
2. Select the title you wish to transfer.
3. Click 'Transfer'.
4. The Transfer Wizard will open:
 - Connect your portable device to your computer. Click 'Next'.
 - When the device is detected, the 'Confirm' screen will appear.
 - Select the 'Parts' you wish to transfer and click 'Next'.
 - OverDrive Media Console will test for storage space. You will have the option to delete titles if the device is full.
 - After the transfer is complete, you may disconnect your device.
5. Click 'Finish' to close the Wizard.

How to Burn to CD

Note: Instructions for Windows Media Player version 11. Please see the 'Help' page on your digital library website for other versions.

1. Open OverDrive Media Console.
2. Select the title you wish to burn to CD.
3. Click on the 'Burn' button. Windows Media Player will open.
4. In Windows Media Player, select the 'Burn' tab.
5. Select the 'Now Playing' list under the 'Playlists'.
6. Select the part you wish to burn and drag it to the 'Burn List'.
7. Place a blank CD in your CD-ROM drive.
8. Click 'Start Burn'.
9. When the burning process is complete, the status field indicates 'Complete'.
10. Eject the disc.

Automatic Expiration

At the end of the lending period, your download audio book will automatically expire and be checked back into the digital library. There are no late fees!

The file will still be visible on your computer, but is unable to be opened. You may check out the title again, download a new license, and listen to the previously downloaded parts. Once you are finished with the audio book, delete it from OverDrive Media Console.

OverDrive[®]
leading digital media services

Help Resources

Visit your digital library website for assistance.

Help Page

Click on the 'Help' link for FAQs.

Quick Start Guide (electronic version)

How to get started in three easy steps.

Guided Tour

Self-paced guide to browsing, downloading, and enjoying digital titles. Review the entire flash-based Guided Tour in about 25 minutes, or select an individual topic.

Support

If you need additional assistance, contact your library. A support email address is located on the 'Help' page of your digital library website.

Common Terms

OverDrive Audio Book

An audio book is a digital version of a recorded reading of a book. An OverDrive Audio Book is a digitally-protected audio book that has been optimized for download.

OverDrive Audio Books use the Microsoft® Windows Media Audio format, which greatly enhances the sound quality for desktop listening, play of CD copies (when allowed by the publisher), and portable device use.

OverDrive Media Console™

OverDrive Media Console is free, fully integrated, and easy-to-use software that handles all aspects of your download audio book experience.

OverDrive Media Console is based on the Windows® Media Player and allows you to download and enjoy OverDrive Audio Books on most Windows computers. It provides a seamless user experience with easy navigation. OverDrive Media Console includes a Transfer Wizard that allows you to transfer titles to your supported portable device in just a few clicks. For audio books that may be burned to CD, OverDrive Media Console works with Windows Media Player.

About OverDrive

The leading digital media services provider for libraries, schools, and retailers, OverDrive enables your library to deliver download audio books and other digital media from your library's website. Founded in 1986, OverDrive is based in Cleveland, OH.

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Digital Library Quick Start Guide



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