



How to Download **AUDIOBOOKS** for your MP3 Player and Computer Using OverDrive Media Console

OverDrive is an eResource that allows you to download and transfer audiobooks to your non-app enabled MP3 player and computer. Some key information to note before you begin is:

- You must have a valid Indian Trails Library District card to use this resources
- Each registered cardholder has access to 15 checkouts at one time.
- Each item can be checked out for two weeks. After the two-week period is up, the item will automatically be returned.
- Some items may be able to be renewed.



Step 1: Download and Install the Free OverDrive Software

- Go to the Indian Trails Library's OverDrive site at <http://indiantrails.lib.overdrive.com/>. You may want to bookmark this page for easy access later.
- Scroll down to the very bottom of the page and click the **Software** link in the left-hand corner.
- Then, click on **OverDrive Media Console** under **Software Downloads**.
- From the menu, select the operating system that you will be installing the software on. This will either be **Mac** or **Windows**.

Note: OverDrive Media Console for Windows requires a security upgrade. The first time you open OverDrive, the application will alert you that a security upgrade must be performed. To complete this, navigate to the tool tab in the top left-hand corner of the OverDrive application and click on **Windows Media Player Security Upgrade**. The upgrade takes just a few moments. Only OverDrive Media Console for Windows requires a security upgrade.

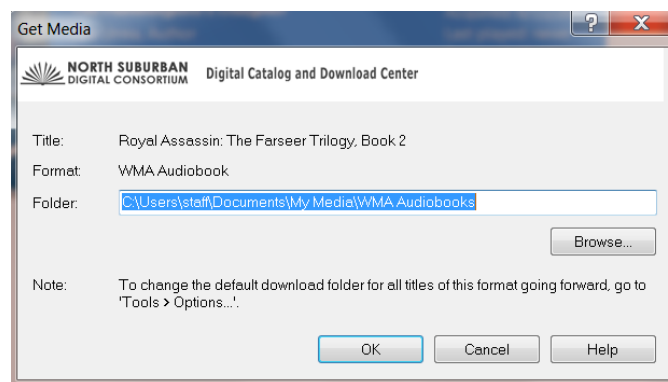
Step 2: Browse and Search for Titles

- Navigate back to the Indian Trails Library's OverDrive site at <http://indiantrails.lib.overdrive.com/>.
- In the upper right-hand corner of the screen select the "**Sign In**" button. Then, use the drop-down menu to navigate to the Indian Trails Public Library District and enter your ITPLD card number and 4-digit PIN (usually the last 4-digits of your phone number).
- You can browse books by category or perform a search or advanced search for titles and authors.

- If an audiobook is available for check out, you will notice a black headphone icon in the top right-hand corner of the cover. If this icon is gray, it means that the item is currently checked out.
- To place a hold on a checked out item, click on the cover of the item.
- On the next page, click the **Place a Hold** button. If this is the first time you are placing a hold using OverDrive, you will be prompted to enter an email address.
- When the item becomes available, you will receive an email. At that point, you will have 72 hours to check out the item before losing your place in line.

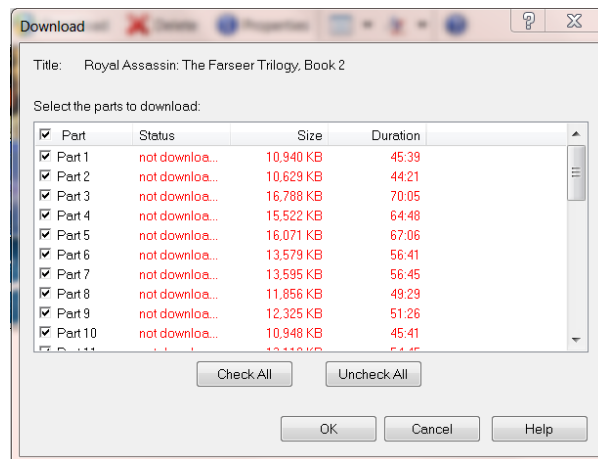
Step 3: Download Titles

- To download an item that is available, click on the cover of the title.
- On the next screen, pay close attention to the **Available formats** box in the right-hand side of the screen.
- *Apple devices only support **MP3** files, so be aware of the file type when you search for audiobooks. Your Apple device will not be able to play **WMA** files.*
- **Not all audiobooks in OverDrive are available in both formats!**
- If the title is available in the format you want, click the **Borrow** button.
- You will now be directed to your **Bookshelf** where you can download the file.
- If there are multiple file types, you will need to select the format in which you want the audiobook by clicking **Download** and selecting a type from the drop down list. Then, click **Confirm & Download**.
- If there is only one file type, simply click the **Download** button next to the item.
- You may now be prompted to **Save the File** or **Open with OverDrive Media Console**. If you see this message, click **Open with OverDrive Media Console**.
- If you are not prompted, click on the downloaded file from your browser.
- **OverDrive Media Console** will open and you will be prompted to download the audiobook to a specific folder. You can click **OK** or choose a location you would like to use to download the audiobook.



- Once you click **OK**, you will be prompted to download the audiobook.
- Each audiobook contains multiple files and download times may vary based on your Internet connection speed.

- To download the entire audiobook, make sure all the boxes are checked (all boxes will be checked by default) and click **OK**. To download select parts of the book, uncheck the parts that you do not want to download and click **OK**.



Note: Step 4 only applies to transferring audiobooks to a device. If you would like to listen to the audiobook on your computer, you can do so using the **OverDrive** software.

Step 4: Transfer Titles

- **If not already connected, connect your MP3 player to your computer.**
- If **OverDrive Media Console** is already open, you should see your audiobook in your **Media Library** under **View All Media**. Select the audiobook you wish to transfer.
- Then, click the **Transfer** button from the menu near the top.
- A set of windows will appear to guide you through the process of transferring your audiobook to your device.
- If you have an iPod, the book will be moved into your iTunes software, which opens automatically when you plug in your iPod.
- You will have to move the book from the iTunes software onto your iPod in the same way you would with music. Keep in mind that these books do not appear in the book folder as you would expect. They will appear in the music folder. Search iTunes by author if you can't find it.

If you need further assistance, don't hesitate to:

- Call us at **847-279-2240** for over the phone support or to set up a one-on-one session.
- Email us at adult@indiantrailslibrary.org
- Stop by the **2nd floor Information Desk** for an in-person tutorial of our eResources.
- Also, be sure to visit <http://www.indiantrailslibrary.org/booksandmedia/downloadables.html> to keep up-to-date with our latest eResources.



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