

## OverDrive Instructions

### iPad, iPhone, iPod Touch, and Android Devices (that have access to the full android market)

- Make sure that your device is connected to the Internet.
- Go on to the App Store or the Android Market.
  - Search for OverDrive Media Console.
  - Select and install the app (if you have an Apple device you will need to know your Apple ID password).
  - If the app is installed successfully an icon will appear either on the home screen of the device or in the apps section of the device.
- Select the OverDrive Media Console app.
  - **Important!**: the first time that you select the OverDrive Media Console app it will prompt you to either “**sign in to Adobe Digital Editions**” or to “**get an Adobe ID,**” if you are planning on reading e-books you **need** this. If you have never read e-books from the library’s website before, then you will most likely not have an Adobe ID, and will need to get one.
  - If you are having difficulties or problems with getting Adobe to accept your e-mail then you will need to contact their customer support.
    - **Adobe Support and Customer Service**  
800-833-6687  
Monday – Friday 5AM – 7PM PST  
**Software Activation**  
866-772-3623  
Available 24/7
  - After you have successfully acquired an Adobe ID, at your first e-book check out Adobe will ask you to authorize the device. You will only need to do this once; it shouldn’t ask you in the future.
- On the OverDrive Media Console app’s home screen find and select “**get books**” (this may be in a different location depending on your device).
  - Select “**Add a Library.**”
  - Type your state into the search box (Utah).
  - Select your county (Washington).
  - Select “**Pioneer Utah’s Online Library**” located below Library Systems.
- Now you are ready to search for books.
  - You can sign in to OverDrive now or when you check out. The **Sign In** icon is located towards the top right side of the screen.
  - After you select sign in, follow the prompts in order to log in to the system. Once you have successfully logged into OverDrive you will automatically be directed to the bookshelf part within “**My Account.**”
  - To begin searching for items select the magnifying glass icon at the top of the screen.
    - From here you can either do a basic search or an advanced search.
    - The basic search will return results that are not refined.
    - The advanced search allows you to narrow your search by; subject, format, language, publishers, and awards.

**\*iPad, iPhone, ipod Touch, and Apple are all trademarks of the Macintosh Corporation**

- It is important to select the correct format when using OverDrive. The formats that are compatible with iPad, iPhone, iPod Touch, and Android Devices (that have access to the full android market) include:
  - MP3 (Audiobooks)
  - EPUB and Open EPUB (e-books)
  - Kindle Book (you can only use this if you have the kindle reader app, these instructions do not cover this process)
  - OverDrive READ (browser based e-books, you will need to have an internet connection to read these)
- Once you have found and borrowed a title, it will go to your *Bookshelf* and you will then be able to download the book.
  - When you have selected *Download*, chosen the appropriate format, and selected *Accept & Download*, the book should automatically start downloading to your *OverDrive Media Console* app.
  - Please remember if this is your first time checking out an e-book, *Adobe Digital Editions* will ask you to authorize the device, and it should be the only time that you will be asked (although you might be surprised with a pop quiz so to speak in the future, so keep the e-mail and password that you used somewhere just in case.)

### Tips and Tricks

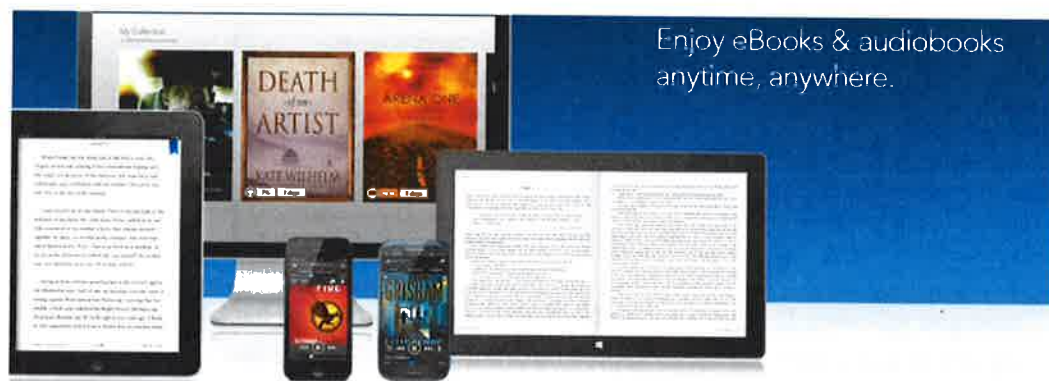
- When searching for books, you can search by genre or subject. This can help you avoid the frustration of making a search too narrow and not getting any results.
- Remember, OverDrive does not have as many titles as the Library System has; it helps to be open when searching.
- If you want a title that you can check out now as opposed to putting it on hold, make sure to select the little box below the search box that says **“Only Show Titles with Copies Available.”**
- Make sure you are downloading the right format, E-Pub for e-books, and MP3 for e-audiobooks. Make sure that you are downloading an e-book if that’s what you want and not an e-audiobook and vice versa.
- You can have five items checked out at a time, but you can return items early if needed.
- If you have a hold come in through OverDrive you will have 72 hours to check it out, if you have five items checked out in that period of time you will not be able to receive your hold unless you return another item, so again use your account space wisely.
- Steps in **blue** and **red** are things that you will need to do the first time you use OverDrive for your iPad. You should not need to repeat these steps for future uses. The items in **black** are things you will most likely need to do each time you use your OverDrive account.

## Downloading Audiobooks onto a Computer and MP3 Player with OverDrive

- Log onto the Washington County Library's website
  - <http://library.washco.utah.gov/>
- Select *eResources*
- Select *OverDrive* from the menu
- Select *Sign In* located towards the top right side of the screen.
  - Enter *Washington County Library* into the space provided and follow the prompts to sign in
  - You will then be prompted to enter your library card
  - After you enter your library barcode in you will be taken to the *Bookshelf* portion of your account
- You will now want to download the needed software onto your computer. Please be aware that this needs to be done from a personal computer.
  - In order to download the software onto your account, you will want select the *Get Software* icon located on the right side of the screen below the *My Account* box



- You will then want to select *Overdrive Media Console*
- After you have selected *Overdrive Media Console* you should be forwarded to the OverDrive website.
- Select the appropriate version to download.



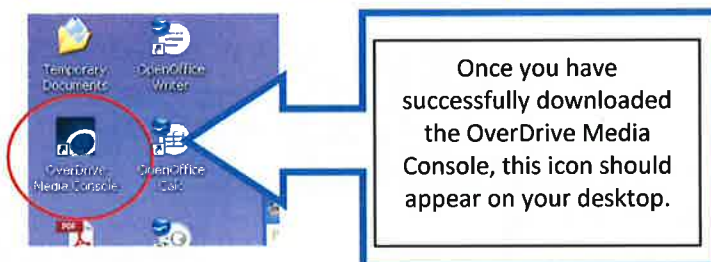
**Install OverDrive Media Console on most popular devices.**



- Confirm the system requirements and then select *Download*



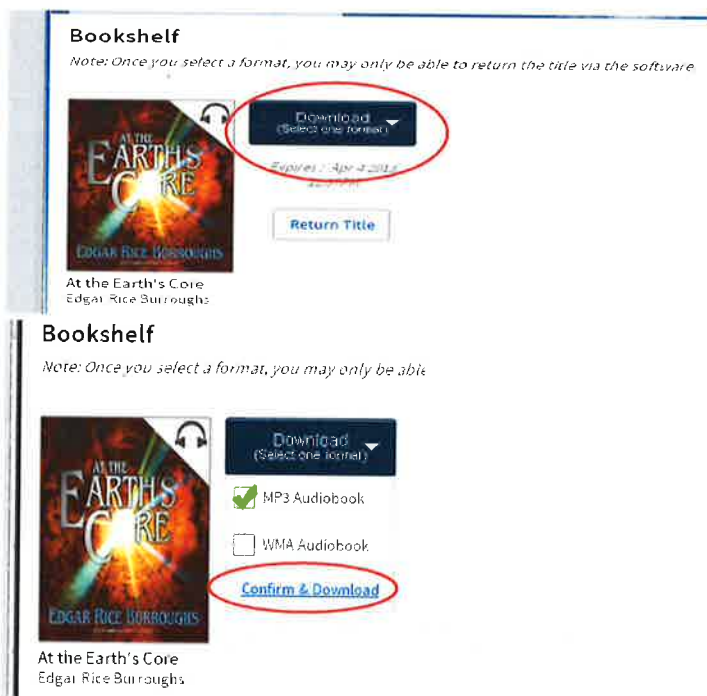
- You will then want to follow the prompts to download the software and then follow the steps in the *OverDrive Media Console Setup Wizard* to complete the installation process



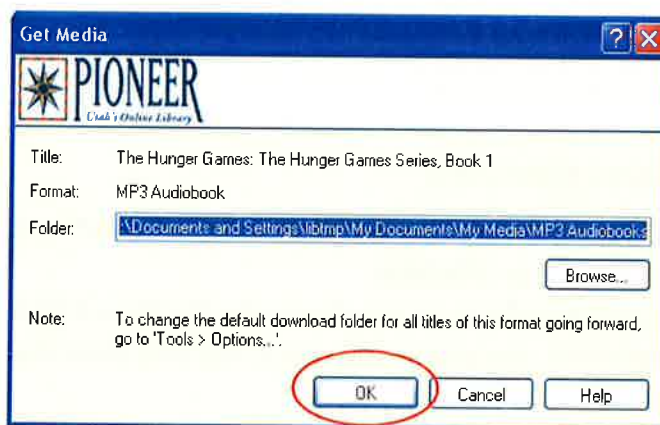
- Next you will want to search for an item, to begin searching go back to OverDrive (where you logged in) and select *Advanced Search*, located underneath the search box towards the top of the screen.
  - You can always search from the search box on the main page just know that it will give results for all of the different formats for both e-books and audiobooks
  - If you want to narrow the search by format and other things then you will want to use the *Advanced Search* option
  - The advanced search option allows you to search by *Title, Creator, Keyword, ISBN, Format, Language, Publisher, Subjects, Awards, and Date Added to Site*.
    - If you are planning on using these different searches please keep in mind that OverDrive does not have a selection as large as the library system's book

collection so having an open mind when searching could make things easier. The only search that these instructions will go over is the *Format* search.

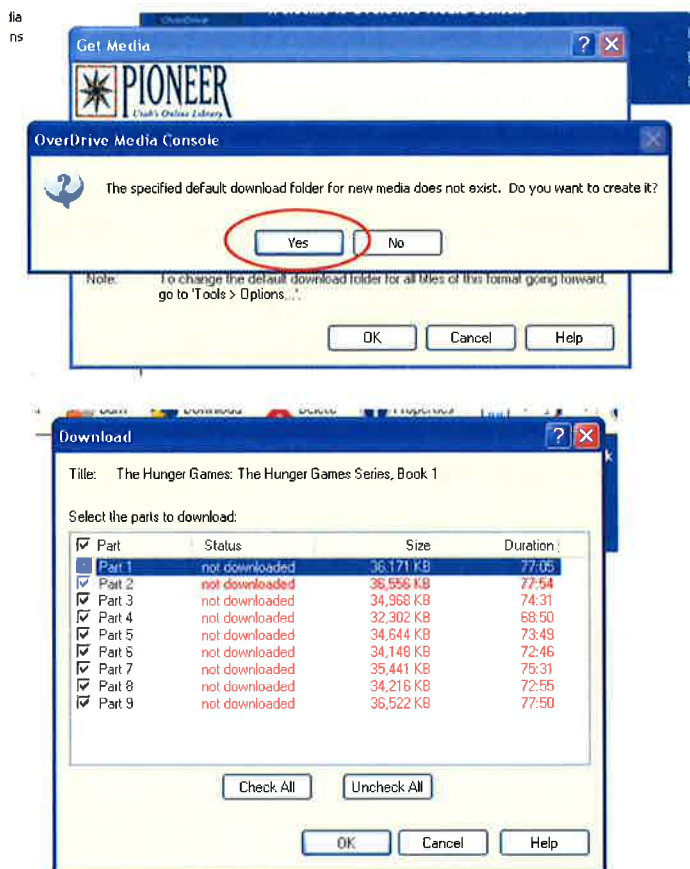
- Select the arrow located on the right side of the *Format* search box.
  - The two audiobook format options are *MP3* and *WMA*. Depending on what type of file your player will read will determine which format you select or you can select *All Audiobooks* if your player is compatible with both.
  - After you select for format you can scroll down to the bottom and select *show only titles with copies available* to get results that are available for checkout at that time.
  - After you have found the item that you want, you will then want to follow the prompts to check the item out.
- After you borrow the item, click on *Confirm & Download* to select the proper format.



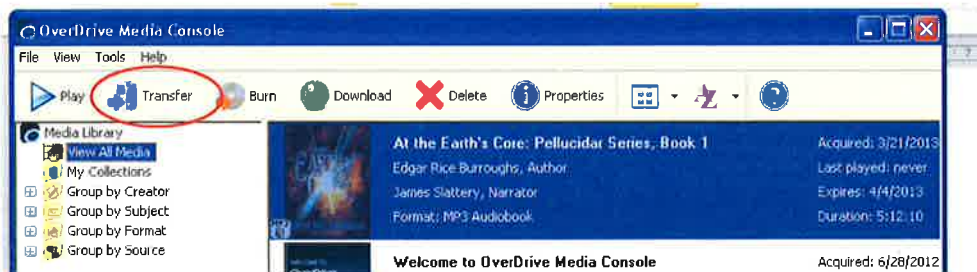
- Select *OK* when the dialogue box below appears



Note: when you select *OK* from here, you will most likely get the message shown below on the next page. It should work if you select yes, however if it does not, then you can select the documents folder to send it to.



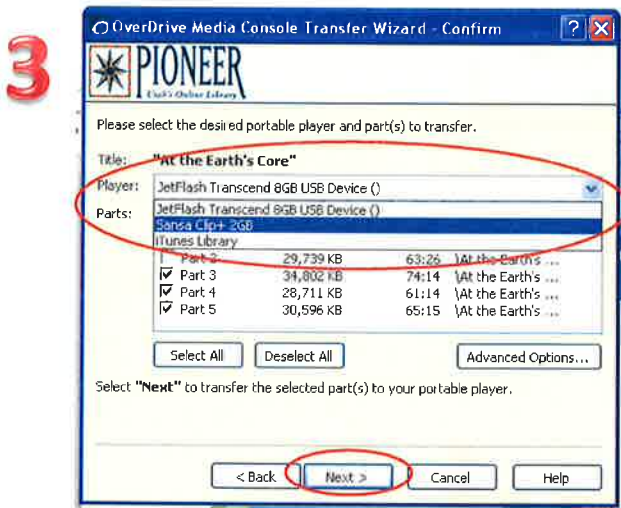
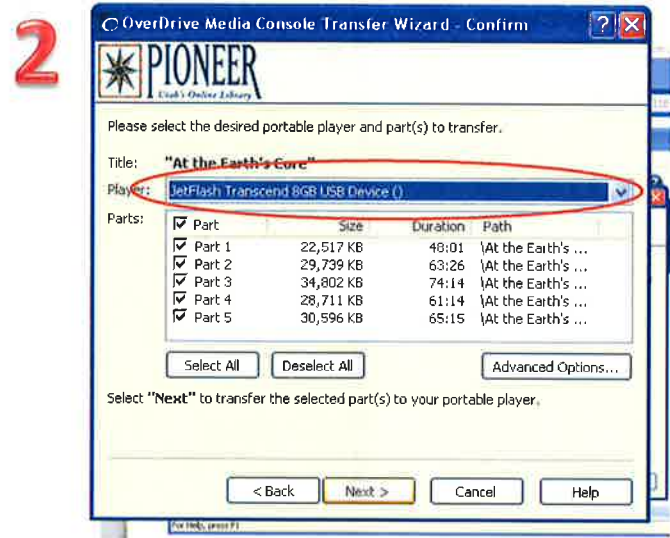
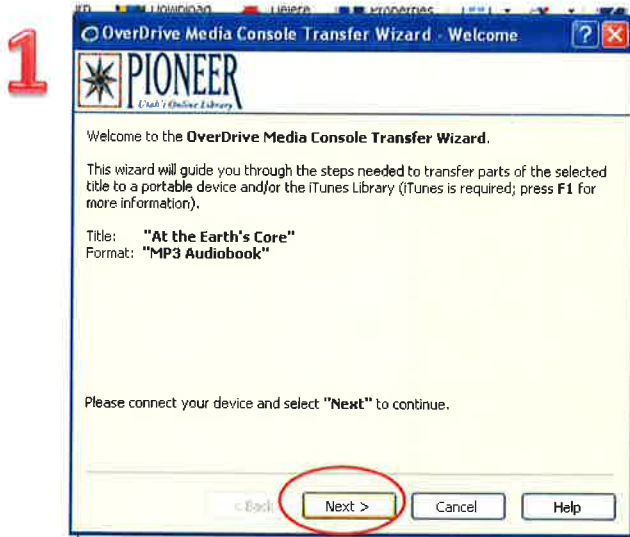
- When the box appears above, make sure that all of the parts that you want to download are checked. You will then want to select *OK* and after that your book should start to download. Please keep in mind that since audio files tend to be relatively large, it will take a few minutes to complete the download.



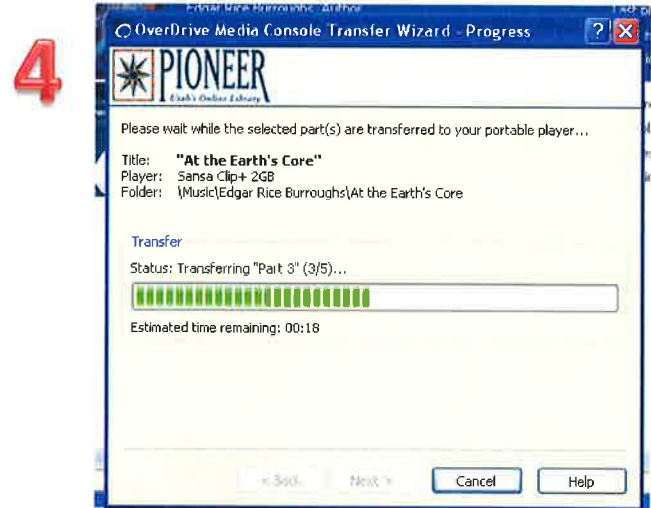
- After all of the files have finished downloading:
  - You can either play, transfer, or burn the audiofiles to discs depending on the permissions of that particular e-audiobook.
    - These instructions will focus on transferring the files to an MP3 player.
- In order to transfer the e-audiobook, first plug in your device and then select *Transfer* located towards the top of the screen.



- To complete the transfer, please follow the circled items on the dialogue boxes below in the numerical order that they are listed.

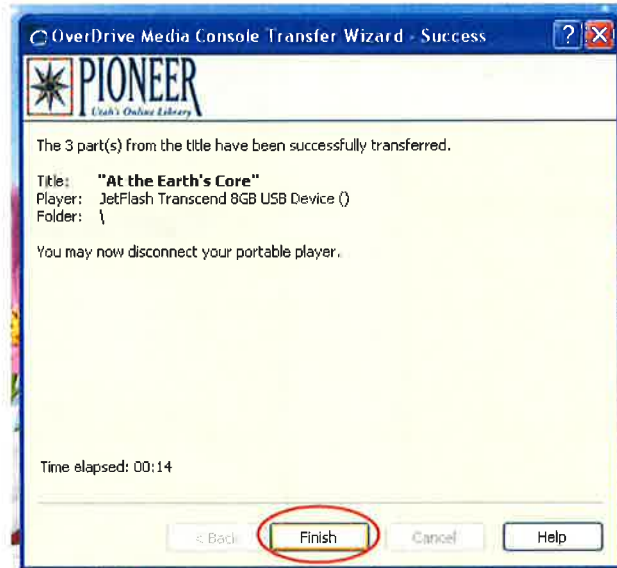


Make sure that you have selected the device that you want the files to go to and then select *Next*



You're almost there! This part should not take very long but remember patience is a virtue, so don't go clicking things until it has finished transferring.

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Once you select *Finish*, you can unplug your device and verify that the audiobook is there

# Enjoy!