

eAudiobooks—Step-by-Step Instructions



A. Start:

- <http://ebooks.mclnet.org>
- Click on "Login"
- Select Portage District Library
- Login with your library card number (with no space)
- Click: Log in

B: Getting Started : OverDrive

- Software Downloads (on the right as you face the screen) → OverDrive Media Console
- It will take you to a new window - Click "download now" be sure to choose the correct version
- Click: Save File
- Follow the instructions. **When in doubt, just trust the default answers.**
 - ◇ It will be a little different for each computer. You'll have to answer questions like these
 - ◆ *Would you like to run this file?* - Click: Run
 - ◆ *The installer will guide you through the steps required to install OverDrive Media Console on your computer* - Click: Next
 - ◆ *Please take a moment to read the license agreement now. If you accept the term below, Click "I Agree", the "Next"...* - Click: I agree, then Click: Next
 - ◆ *To install in the folder, click "Next"...* - Click: Next
 - ◆ *Click "Next" to start the installation* - Click: Next
 - ◆ *Click "Close" to exit* - Click: Exit
 - ◇ An Icon will be downloaded to our desktop for OverDrive Media Console.
 - ◆ If the program doesn't open automatically, open it by double clicking on the icon.
 - ◆ It might ask you to create default folder. You can trust the default folders that it chooses to create.
- In OverDrive Media Console:
 - ◇ Tools Menu Dropdown box → Windows Media Player Security Upgrade
 - ◆ It will be a little bit different for each computer, but generally agree to the default settings. It will most likely ask you questions along these lines.
 - *"To upgrade the security of your Windows Media Player, make sure you are connected to the internet and click 'OK'.*— Click: OK
 - Windows Media Player will open and one of two things will happen
 1. *The File or device that you are trying to use requires a component of Windows Media Player to be upgraded. Click upgrade to download and install the required component.*— Click: Upgrade
 - *The Component was upgraded successfully*— Click: Close
 - *You have successfully installed the Windows Media Player Security upgrade*—Click: Cancel
 2. *You have successfully installed the Windows Media Player Security Upgrade*— Click: Cancel
 3. If neither of these work, go to: drmlicense.one.microsoft.com/indivsite/. Follow the instructions.

C. Getting Books:

- Start back at MCLS OverDrive (See the earlier instructions - A. Start)
- Search or browse for a book
- When you find a book that is available...
 - ◇ Click: Available—Add to bookbag
 - ◇ Click: Proceed to Checkout
 - ◇ Choose your lending period (7 days or 14 days)
 - ◇ Click: Confirm Check Out
 - ◇ Click: Download (Under the picture of the book)
 - ◇ Choose: Open with (OverDrive Media Console)
 - ◇ Click: OK
 - ◇ It will give you a default place for downloading books. - Click: OK
 - ◇ All parts will be automatically selected - Click: OK
 - ◇ Wait for the book to download

D. To Transfer to Your Device

- Plug you device via USB into your computer
- Open OverDrive Media Console
- Click: Transfer
- Follow the Instructions. **When in doubt, just trust the default answers.**
 - ◇ It will be different for each computer. You'll have to answer questions like these.
 - ◆ *Please connect your device and select "Next" to continue.* - Click: Next
 - ◆ Choose your device (If you have more than one plugged in)
 - ◆ *Select "Next" to transfer the selected part(s) to your portable player* - Click: Next

E. To Transfer To Your iPod:

- Plug you iPod/iPhone into your computer
 - ◇ The first time you download to your iPod/iPhone: Open iTunes (You will only have to do this once)
 - ◇ Go to your iPod Summary Screen
 - ◇ Check: Manually Manage Music
 - ◇ Click: Sync/Apply
- Open OverDrive Media Console
- Click: Transfer
- Follow the Instructions. **When in doubt, just trust the default answers.**
 - ◇ It will be different for each computer. You'll have to answer questions like these.
 - ◆ *Please connect your device and select "Next" to continue.* - Click: Next
 - ◆ Choose your device (If you have more than one plugged in)
 - ◆ *Select "Next" to transfer the selected part(s) to your portable player* - Click: Next

Notes

- Wait while your book transfers.
 - ◇ MP3 books take relative little time to transfer
 - ◇ WMA books take much longer
- The longer the book, the bigger the file, and the longer it will take to transfer