

AUDIO TO GO

OverDrive Audio Books Quick Start Guide

What you need to get started:

- OverDrive Media Console software
- Windows Media Player Series 9 or newer with Windows Security Update
- Access to OverDrive Audio Books through your library's website
- A valid library card for the Horsham Township Library (or any library that is a member of MCLINC (the Montgomery County Library and Information Network Consortium))
- A computer with access to the Internet (preferably broadband)

The first time you visit the library's digital audio website and before you download any audio titles; you need to download some free software. The download page features links to the free downloadable software that you will need to download and listen to your audio books. This software must be installed and activated on your computer before you can download your selected audio books. Also, the first time that Windows Media Player attempts to open a downloaded audio file, you will be alerted to a one time only Security Update that must be performed before any Digital Rights Management-protected files can be played.

Once these files are downloaded and installed on your computer, you are ready to enjoy "Audio to Go."

Searching and Checking out AudioBooks:

1. You can search or browse for audio books from your library's audio book website. Titles are also displayed in the MCLINC on-line catalog but cannot be reserved through the catalog.
 2. Click on the title of an audio book to learn more about it.
 3. If an audio book is already checked out to another patron, you will be able to place a hold on the book at the digital audio website. You will be notified by e-mail when the title is available. The item will be held on reserve for you for 3 days (starting when you are e-mailed the notice that the title is now available). You may have up to 5 titles on hold at any given time.
 4. After selecting your titles, add them to your cart by clicking the "add to my cart" button. Putting an item in your cart is like putting it on temporary reserve. It will remain in your cart for 30 minutes. After that time, it will be returned to the "audio shelves" making it available to other patrons of the library. While you may have up to 5 audio books checked out at any given time, our "**Audio to Go**" allows you to put up to 7 titles in your cart at once. This allows you to use your cart as a place to collect titles to consider before making your final checkout decision.
-

5. Click on "Proceed to Checkout."
6. Choose your home library from the list and type in your barcode number (without spaces). Please be sure to choose your home library's name and to select the same library each time you visit the Digital Collection. Choosing a different library may result in not being able to checkout audio books or not being able to view your account properly.
7. After your card is verified, your books are ready to download. Large audio files may take some time to download depending upon the speed of your connection and the size of the file. You can download the complete book with one download. Or, if you prefer, you can download only parts of the audio book. For each title you have checked out, you may click the download button three times. Please ensure that you download the license and .odm file (the file that adds the title to OverDrive Media Console) within the three downloads. Once the title is added to the OverDrive Media Console, the actual audio files may be downloaded without limit during the 2-week duration of the checkout. If you have a dial-up connection, you may want to download each separate part of a lengthy audio book in a separate download session, to avoid problems with interrupted or timed-out sessions.
8. You may checkout a total of 5 titles on your library card. Your audio books are checked out for 14 days. It is not necessary for you to return audio books. Your audio books are automatically returned at the end of the loan period.
9. Audio books cannot be renewed but you can check them back out again if they are available when your checkout expires.
10. If you checkout a title a second time, the checkout is reactivated. Simply click the "Download" button at the website to download a new checkout/license. You do not need to download the actual media files a second time.
11. Use "*My Account*" to access your account information. For security, you will be prompted for your barcode number when accessing "*My Account*."
"*My Bookshelf*" section lists the materials you currently have checked out. You can re-download materials from the "*My Bookshelf*" page.
The "*My Requests*" page lists the audio titles you have on reserve.

Returning your digital audio books:

When your audio book is due, it will automatically expire and be "returned" to the audio library.

After a title has expired, you will not be able to open it again from your computer. If you have burned it to CD or transferred it to a portable device, your right to play the files expires when the checkout expires.

Either delete the title (Overdrive Media Console will prompt you to do this) or return to the library's website to check out the title again. If another patron has already checked out the book, you will need to place a hold on it and be notified when it is again available.

To delete an expired audio book:

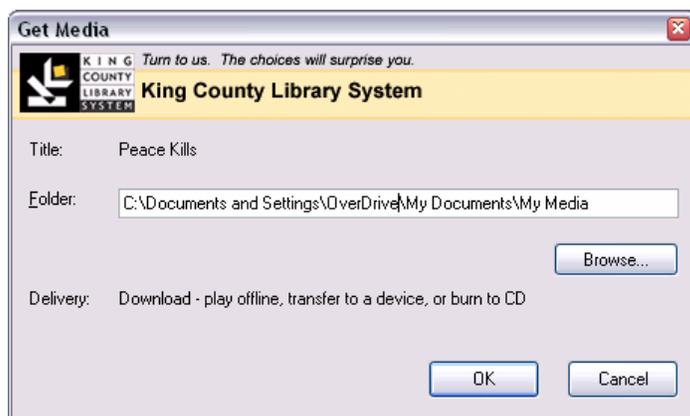
Open Overdrive Media Console

Locate the audio book you wish to delete in the "Media Library". Single-click the title to select it, then click the "Delete" button.

If you are a frequent user of audio books, you should make a point of deleting the expired files on a regular basis to avoid filling up space on your computer's hard drive. Lack of free space on your hard drive could make your computer operate more slowly.

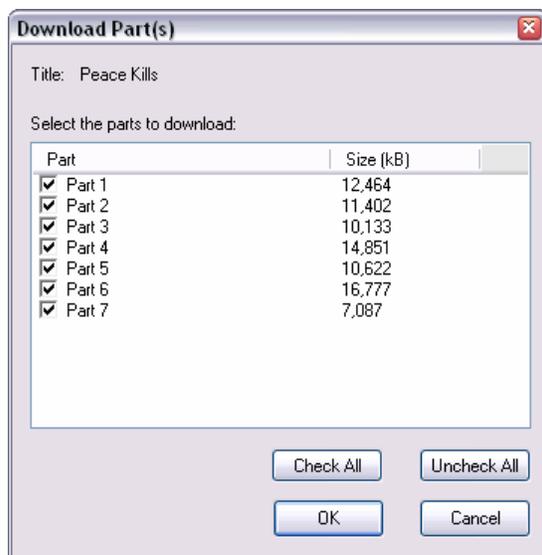
How to Download a Book:

1. Click on the 'Download' link for your audio book after checking the title out.
2. OverDrive Media Console will open and prompt you for a download location for your audio files. Click 'OK' to save the files to the default location.



3. Select the parts you want to download and click 'OK'. Depending on the speed of your connection, the file size and the number of parts to be downloaded, you may have to wait several minutes. If you use a dial-up connection, you may want to download each separate part of a lengthy audio book in a separate download session, to avoid problems with interrupted or timed-out sessions.

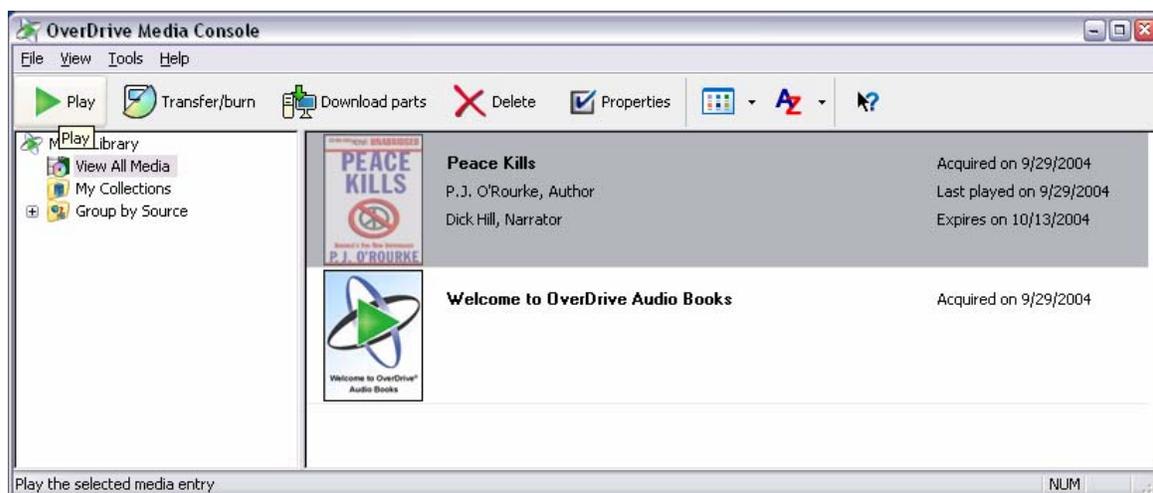
4.



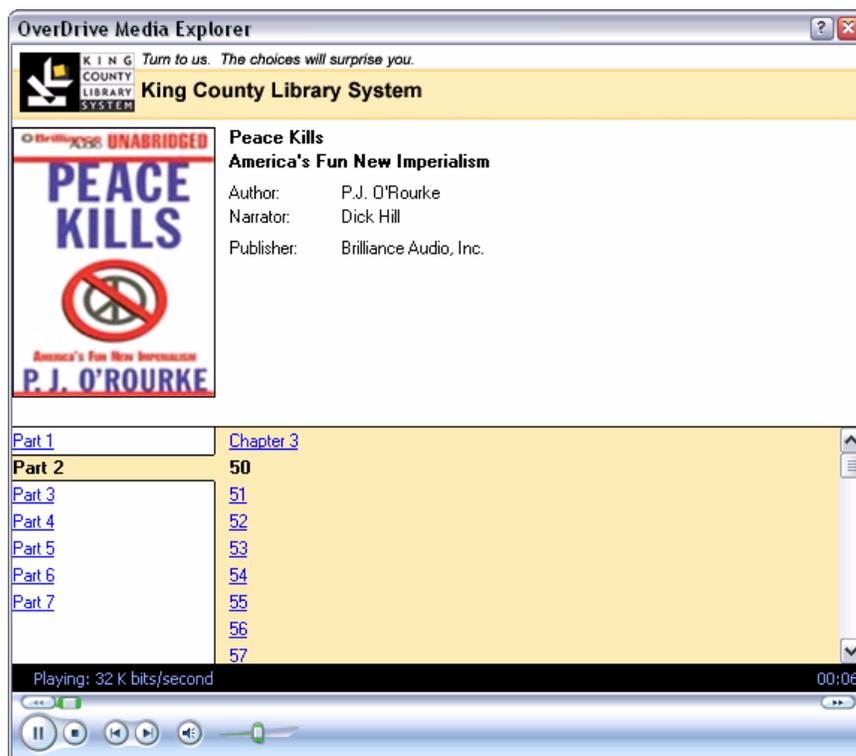
You may begin listening to the first part of the book while the remaining parts are still downloading. You can also download only parts of the book and then download the rest later.

How to Play and Navigate a Book:

1. Highlight the title you'd like to hear and click the 'Play' button.



2. OverDrive Media Explorer opens and begins playing the book.
3. Use the On-Screen Navigation of the Media Explorer to jump to specific sections.

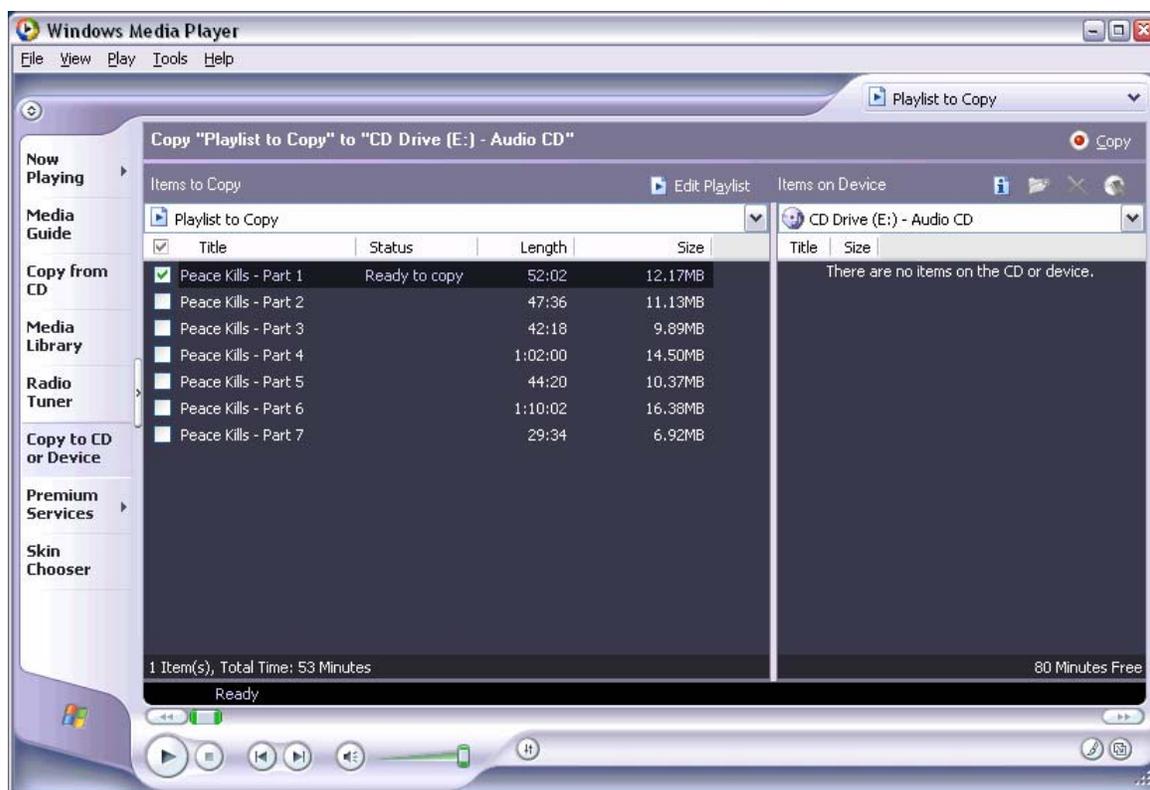


Within OverDrive Media Console you can use **Control +P** for Play, **Control +S** for Stop, **F9** for volume down, **F10** for volume up.

How to Burn a Book to CD (Most audio books can be burned to CD.)

The description for each audio book will tell you what limitations the audio book may have.)

1. In OverDrive Media Console, highlight a book and click the 'Transfer/burn' button.
2. Windows Media Player opens. Click the 'Copy to CD or Device' button.
3. Select the track(s) to be burned to CD by checking the box next to the track name.
4. Place a blank CDR in your CD-ROM drive and ensure that your CD drive is selected in the right hand pane of Windows Media Player.
5. Click the 'Copy' button in the upper right hand corner of Windows Media Player to add the track(s) to the list of files to be burned to disc. Windows Media Player will inspect, convert, and temporarily copy the file in preparation for burning. This process may take a few minutes. You may track the Player's progress by monitoring the 'Status' field in Windows Media Player.

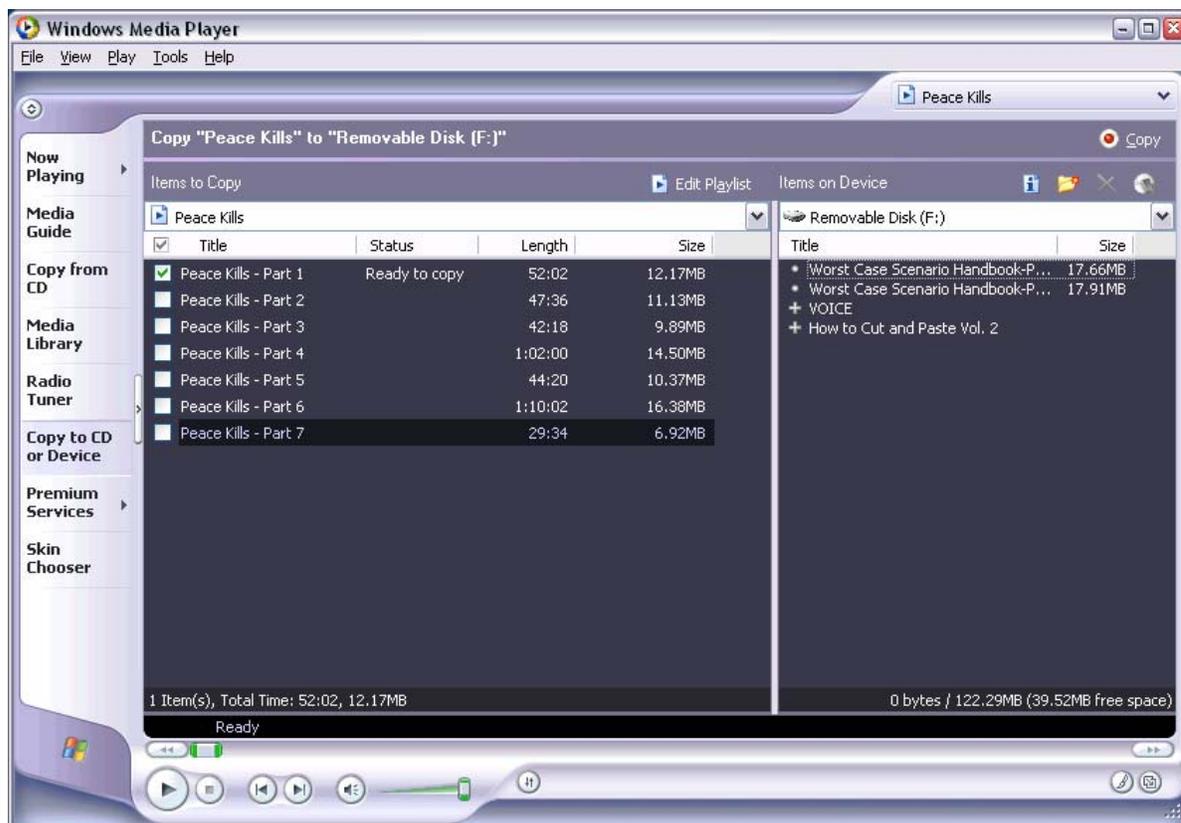


- When the disc is complete, Windows Media Player will eject the disc and the status field will indicate 'Complete'.

How to Transfer a Book to a Portable Device:

Plug in your portable device before opening OverDrive Media Console.

- In OverDrive Media Console, highlight a book and click the 'Transfer/burn' button.
- Windows Media Player opens. Click the 'Copy to CD or Device' button.
- Select the track(s) to be transferred to your portable device by checking the box next to the track name.
- Check that your portable device is selected in the right hand pane of Windows Media Player.
- Click the 'Copy' button in the upper right hand corner of Windows Media Player to copy the track(s) to the portable device. Windows Media Player will inspect and copy the file(s) to the device. This process should take less than a minute, depending on how many files you transfer. You may track the Player's progress by monitoring the 'Status' field in Windows Media Player.



- When the transfer is complete, the status field in Windows Media Player will indicate 'Complete.' Close/shutdown your portable media device before physically detaching the device from your computer.