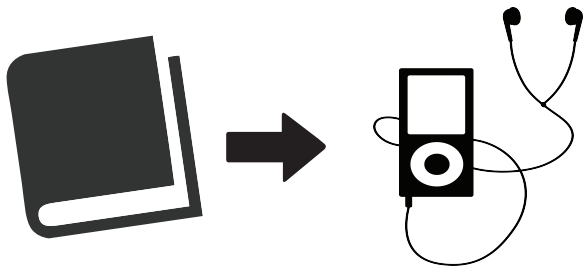


HOW TO

use **Overdrive** to download Library Audiobooks from your computer to your MP3 player



Devices:

Compatible MP3 Players

Getting Started:

- 1 Go to <http://parkridge.lib.overdrive.com> to begin searching. You can also find this link through the Library's homepage (red **Downloadables** button) or through the Library's online catalog.
- 2 To access content available only for Park Ridge Public Library patrons, find **Sign In** located in the top right corner. When prompted, enter your 14-digit Library card number.
- 3 Scroll to the bottom of the page and click **Applications**.
- 4 Click on **Overdrive (for Audiobooks and Video)** and then click on **Download Overdrive**.
- 5 Find the icon that matches your operating system (the icon for Windows Desktop is the last one).
- 6 Follow the steps to download the file and agree to the terms.
- 7 Plug you device into your computer via the USB port.

Downloading an Audiobook:

- 1 Browse for an eBook that you would like to check out and click the title of the eBook to get to the next screen.
- 2 When your screen shows the item you would like to check out, touch **Borrow**.
Note: If the title you were trying to check out is not available, you may put a hold on it by selecting **Place a Hold** and entering your email address.
- 3 Select **Download**, choose the desired format, and select **Confirm & Download**.
- 4 When prompted, select to **Open** the file.
- 5 Choose to select all sections of the audiobook by clicking on **Check All** and then **OK**.

- 6 To transfer to your device, highlight the title and click the **Transfer** button.
- 7 Then click **Next**.
- 8 Make sure all parts of the book are selected and then click **Next**.
- 9 Once your book is finished downloading you can disconnect your device and begin listening.

Quick Facts about Library Audiobooks:

Audiobooks in the WMA format will not download to Apple devices. To find out the format of a title, click on the title of the book and look at Available Formats on the right side. MP3 will work on most devices and is the preferred format.

To renew an item, visit your Bookshelf found in Account on the Overdrive homepage. The renew icon will appear 3 days before your title is set to expire and will be green if the title is available for renewal.

MP3 audiobooks can be returned before the due date by clicking on the title in Overdrive Media Console, clicking Delete, then choosing Return/Delete.

See other side for more about downloading audiobooks 