

Downloading Audio Books and eBooks

Carnegie-Stout Public Library’s downloadable audio books and eBooks are managed by a company called Overdrive. The library pays Overdrive to supply materials that patrons can then access using their library card. These materials can be downloaded on either a library or home computer and can then be transferred to a digital music player, CD, or eBook reader (though, as we’ll see, some materials are not usable with all devices).

The Overdrive website is accessed through the library’s website.



First, go to the library’s homepage (which is printed on the back of your library card:

www.dubuque.lib.ia.us). Mouse over the phrase **E-Branch Library** on the maroon ribbon along the top of the page. Select **Download Audio Books & Music** from the menu that appears. You’ll be taken to the Carnegie-Stout Public Library Overdrive page. You may wish to start by clicking **Sign In** on



the maroon ribbon at the top of the

Sign In

Access to this site is limited to library patrons only.

To sign in, please enter your library card number and personal identification number (PIN) below.

Library card number:

PIN:

page. You’ll be prompted to enter your library card number (the entire number on the back of your card, without spaces)

and your PIN (the last four digits of your phone number). If you're on your own computer, you may wish to have your browser remember your card number and PIN for you. If you don't sign in now, you'll be prompted to do so before you can download anything.

Browsing

If you're not sure what you're looking for, Overdrive gives a lot of



browsing options. The Overdrive homepage is always full of links to a wide variety of books broken up into categories like

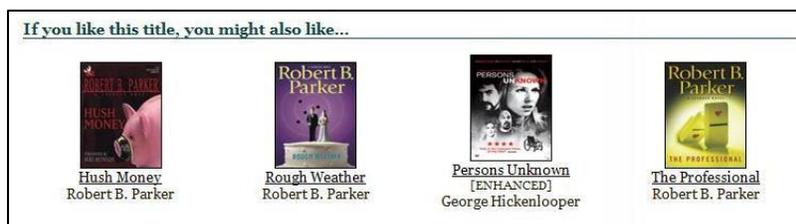
“New eBooks” or “Recently Returned.” If something on this page catches your eye you can click its title or cover image. There are still more browsing



categories available on the left side of the window. For example, you could mouse over **Fiction** and then select **Mystery & Suspense** to browse through all the mysteries. You can also browse by format rather than by subject. For example, you could mouse

over **Collections** and then select **View all eBooks** to browse through the entire collection of eBooks. Unless a category specifically mentions a format, you'll see a mix of audio books and eBooks.

When you click on a book's title or cover image, you'll be taken to a page of detailed information. This page includes a plot synopsis and information such as file size and runtime. You'll also find links to other books by the same author, books on the same subject, and books that Overdrive thinks may have similar appeal factors.



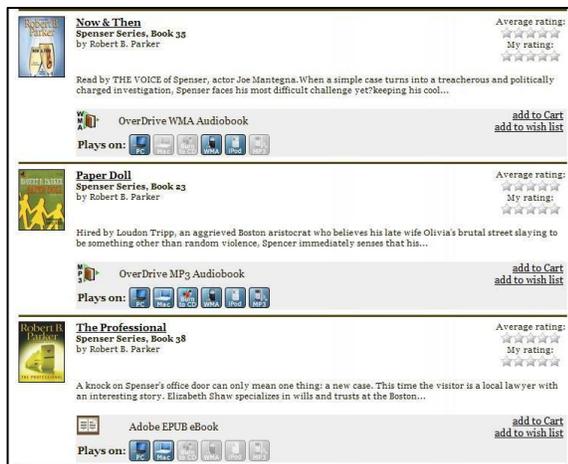
Searching

If you're looking for something specific, you have a couple of



searching options. The easiest way is to use the search box at the top of the green area at

the left of the screen. This box does a general keyword search, so you can type in any combination of author, title (or partial title), subject, or genre. When you hit **Enter** (or click the picture of a magnifying glass) you'll be taken to a list of the books that match your search. When you search this way,



your results will include all possible formats so you'll need to pay attention to whether the books you're looking at are audio books or eBooks.

If you aren't satisfied with the keyword search box, you can click



Advanced Search on the maroon ribbon along the top of the page.

These search options should be familiar if you're used to searching the library catalog. Two notable features here are the ability to specify a format (to search for just

eBooks for just files that will work on a Mac), and the checkbox to **Only show titles with copies available** (for when you're only interested in what's available right now).

File Types

Whether you're browsing or searching, it's important to be aware of the file types of the books you're looking at. Overdrive has two different types of audio books and two different types of eBooks. Books will always be clearly marked with their file type, but things can still get a bit confusing.



Audio books can either be WMA files or MP3 files. WMA files can only be downloaded on computers running Windows (though most can then be transferred to an iPod or iPhone). MP3 files can be downloaded to PCs, Macs, iPods, iPhones, iPads, or Android phones. Some audio books, both WMA and MP3, allow you to burn a CD copy.

That's a lot to keep track of, but Overdrive marks every audio book with a guide to which types of computers and devices it will work with.



Every time you look at an audio book you'll see a set six squares, each

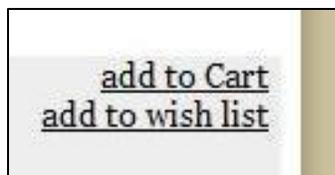
showing a different device. The book may be used with the devices that are colored in, but not with those that are grayed out.



eBooks can be either EPUB files or PDF files. Both file types are usable on all the same types of eBook readers. The only significant difference is that an EPUB eBook will reflow the pages when you increase the text size, giving you just enough text to fill the page without scrolling. With a PDF, if you increase the size of the text you have to scroll up and down and side to side to see it all, which can get tiresome.

Checking Out

On either the results page or the detailed information page, you'll see a pair of important links: **add to Cart** and **add to wish list**. Click **add to**



Cart to check a book out. Click **add to wish list** to add the book to a list of items you want to remember to check out later (putting something on your wish list is not like putting a hold on it, it's just a list for you to

refer back to later). Because the library's contract with Overdrive only allows us to have a certain number of virtual copies of each title, sometimes a book may be checked out. If a book is checked out the **add to Cart** link will be replaced with **Place a Hold**. You can click **Place a Hold**

and enter your email address to receive an email notification when the book is available. You'll then have three days to check the book out.

The screenshot shows a book page for 'The Lost Symbol' by Dan Brown. It includes a book cover, title, author, and a description. Below the description, there are icons for various devices (PC, MP3, MP4, WMA, iPad, Kindle) and a 'Place a Hold add to wish list' button. The 'My Holds' section contains a form with the following fields: Title (The Lost Symbol: Robert Langdon Series, Book 3), Creator (Dan Brown), Format (OverDrive WMA Audiobook), Email address (afuerste-henry@dubuque.lib.ia.us), and Confirm Email address (afuerste-henry@dubuque.lib.ia.us). A 'Place a Hold' button is at the bottom of the form.

After you add a title to your cart you'll be taken to a page that verifies the title you've added and gives you links to **Continue Browsing** or

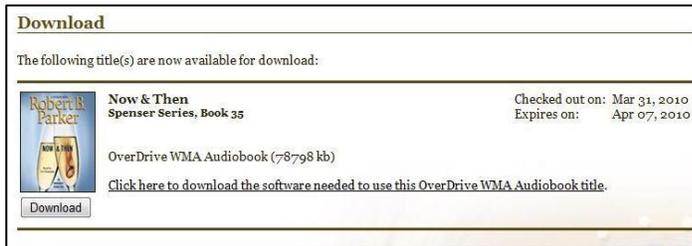
The screenshot shows the 'My Cart' page. It includes a note about the 30-minute timeout, a book entry for 'Spenser Series, Book 35' by 'Now & Then' with a 7-day lending period, and a 'remove' button. Below the book entry are links for 'Continue Browsing' and 'Proceed to Checkout'.

Proceed to Checkout. After you've got all the books you want, click **Proceed to Checkout.** The next page shows the books you're about to check out. If everything looks right, click **Confirm check out.** At this point the books are checked out to you, whether or not you download them right away. The next

The screenshot shows the 'Check Out' page. It includes a note about reviewing the selection, a note about downloading digital media, a book entry for 'Spenser Series, Book 35' by 'Now & Then' with a 7-day lending period, and a 'remove' button. Below the book entry is an 'Important notes' section with three bullet points: 'You may check out a maximum of 7 titles at one time', 'You currently have 0 title(s) checked out', and 'You will have 6 title(s) remaining after checking out the selected title(s)'. A 'Confirm check out' button is at the bottom.

page lists the books you've checked out and gives the dates on which the books will expire. When a book reaches its expiration date, any files you've downloaded disable themselves and the book no longer counts against the seven downloadable items you can have checked out at one time.

Underneath the picture of each book's cover you'll find a **Download** button.

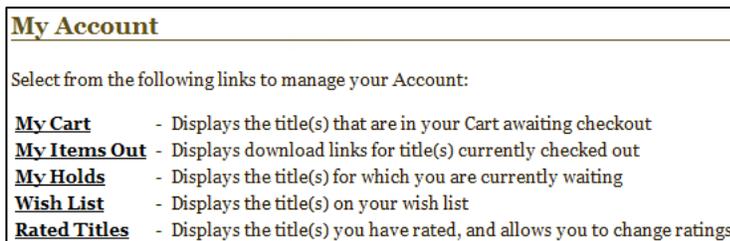


Click this to download the book. Next to the **Download** button, you'll see a link that says **Click here to download the software needed to use**

this title. This link is always here, regardless of whether your computer already has the software needed. If you've installed Overdrive Media Console for audio books and Adobe Digital Editions for eBooks, ignore this link.

My Account

If you ever need to check the expiration date for your books, check on your holds, or re-download a book, you can click on **My Account** on the



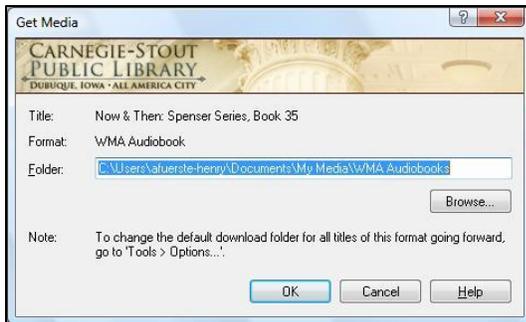
maroon ribbon at the top of the window. On the My Account page, click **My Items Out** for a list of all the books you have checked out

and a **Download** button for each one. Books can be downloaded multiple times within the checkout period if you need to replace a book you've accidentally deleted or just want to have it on multiple computers.

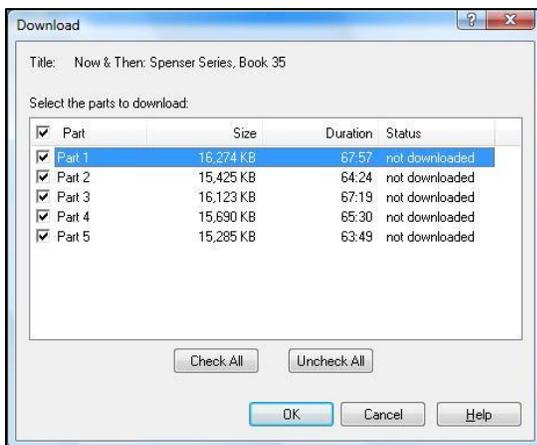
Audio Books

When you click **Download** on an audio book, Overdrive Media Console will open (on some computers you'll get a window asking if you

want to open the file with Overdrive Media Console or save it – choose **Open**). The first thing Overdrive Media Console asks will be where you



want to save the files. You'll probably want to just accept the default location and click **OK**. The next window will ask how much of the book you want to download. Check each part of the book

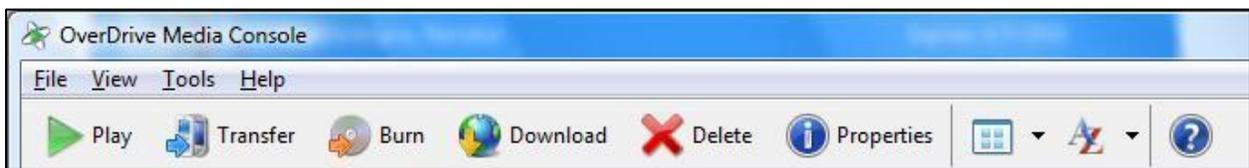


you want and then click **OK**. If your internet connection is slow or unreliable (or if you're at the library and have a time limit) you may wish to download your book one section at a time. You can download more sections (or re-download a section that gets lost or corrupted) any time before your

checkout period ends. When the download starts, you'll be taken to the main window of Overdrive Media Console. A bar along the bottom of the window will show your download progress.

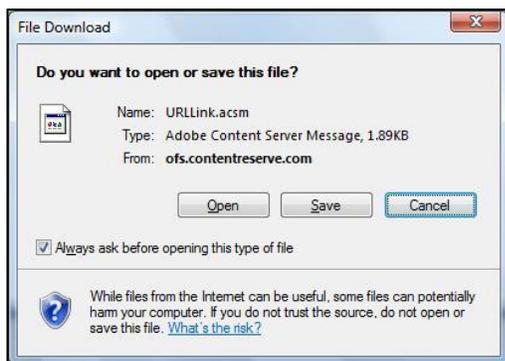
The Overdrive Media Console window will list all of your downloaded books in the center of the window. Each book will be marked with the date you checked it out and the date it will expire. If you have a lot of books downloaded, you can use the folders on the left side of the window to organize them. The functions you'll need most often have large buttons along the top of the window. Click on a book to highlight it and then click a button to use a function. Use **Play** to play an audio book from your computer. Use **Transfer** to move an audio book to a digital music player.

Use **Burn** to create a CD copy. Use **Download** to download more parts of an audio book or to replace books you've deleted. You can use **Delete** to remove a book from your computer before your checkout period is over (though it will still be checked out to you). When your checkout period is over, the audio book will automatically delete itself. At this point, you are also expected to remove the book from your digital music player and destroy any CDs you created.



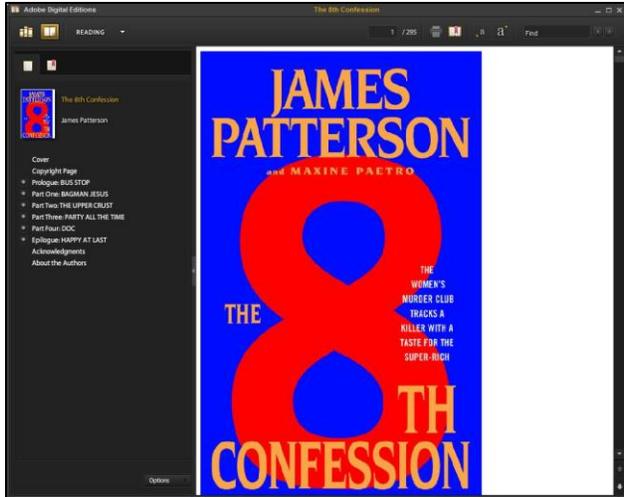
eBooks

When downloading an eBook, it's very important to double-check that Adobe Digital Editions is authorized with your Adobe ID (this may not be a

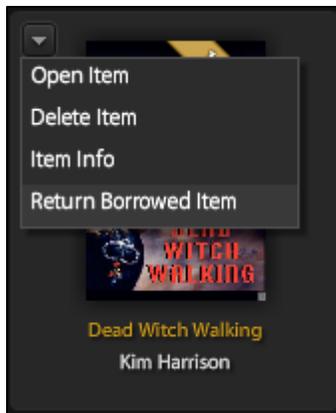


problem on your personal computer, but can cause big problems on a public computer). If you need to change the Adobe ID, open Adobe Digital Editions and press Control-Shift-D. If your Adobe ID is correct, go back to the Overdrive website

and click **Download**. The first thing you'll see is a window asking what you want to do with the file. Click **Open**. Adobe Digital Editions will open and display your book. You can move between pages of your eBook with either your mouse or the arrow keys on your keyboard. Click the bookshelf icon in the upper left of the window to switch to Library View. In Library View you'll see all the books you have downloaded, with controls along the left side of



the screen to help you sort them. Each book is marked with the time remaining in your checkout period. You can double-click on the picture of a book to read it. Unlike audio books, eBooks can be returned early. To do so, click the small arrow next to the book's picture and



select **Return Borrowed Item**. The book will be deleted and will no longer count against your maximum of seven items.

If you connect an eBook reader to your computer, you'll see it listed along the left side of the screen in Library View. To transfer a book, simply drag and drop it onto your reader. If the reader is not authorized with the same Adobe ID as the computer, you'll be prompted to change it. When your checkout period is over, the eBook will automatically delete itself from your computer. At this point, you are also expected to remove the book from your e-reader.

Smart Phones and Mobile Devices

Overdrive has a free Overdrive Media Console app available for iPhone, iPod Touch, iPad, or Android phones. It can be downloaded from the app store. Once you have the app, you can go to the Overdrive website to check out and download audio books or eBooks directly to your device. The Overdrive site will automatically load a mobile-optimized view and only

display compatible file types. Alternately, you could search for and check out books on a computer and then download them on your mobile device. Any files downloaded directly to a mobile device will automatically delete themselves when the checkout period is over.