# OverDrive for Tablets and Smartphones

If you own a smartphone or tablet running iOS or Android, the easiest way to access the library's downloadable materials is to use the OverDrive Media Console app. Devices that can use the app include the iPhone, iPad, iPod Touch, Kindle Fire, Nook Color, Nook Tablet, Nook HD, and most Android smartphones.

All of these devices run essentially the same app, but there are some minor variations between them. Additionally, OverDrive updates the app fairly often, introducing small differences between versions. This handout will focus on the most recent iPad version. If you have a different device, an older version of the app, or a newer version released after I wrote this, things may not match exactly what I describe here but they should still be close enough for you figure things out.

Installing the App

The first thing you'll need to do is install the OverDrive Media Console app. First, find the **App Store** app and tap it to open it. Use the search box in the top right corner to search for "overdrive." OverDrive Media Console will probably be the first result. Underneath the app's name and rating, look for a small grey button that says **FREE**. Tap it once and it will change into a green button that says **INSTALL APP**. Tap it again to start the installation process. A box will pop up asking for your Apple ID password. Enter it into the box and then tap **OK**. The app will download and install itself.
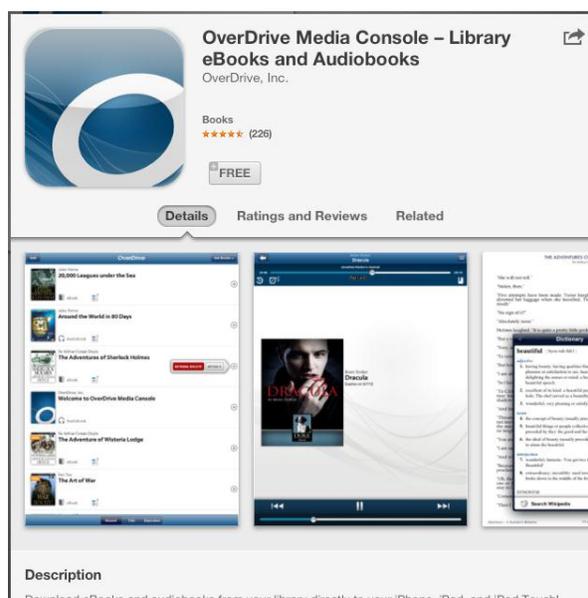
At this point you're done with the app store. Press the home button to go back to the home screen. On the home screen, look for the icon for OverDrive Media Console (it's a blue square with a white "O"). If the app hasn't quite finished installing, it will have a small black bar across the bottom of the icon. If you don't see that bar, the installation is finished.

Set-Up

There's not a lot of set-up to worry about, but there are a couple things you'll need to take care of. Tap the **OverDrive** icon to open the app.

When you open the app for the first time, you'll see a window labeled **What's New**. If you don't want to see this window every time you open the app, tap the checkmark next to **Show at Startup** in the bottom left corner of the window. Then tap **Done** in the top right corner of the window.

Once the **What's New** window is closed, you'll see a mostly empty white screen. This screen is called the **Bookshelf**. Once you've downloaded some books you'll see them listed here. In order to get into the settings for the app, tap **Get Books +** in the top right corner of the screen.
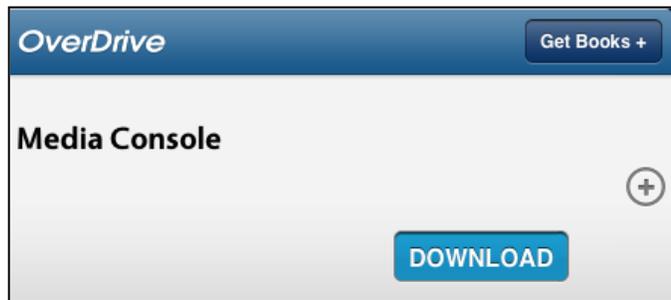
The **Get Books** screen lists the libraries you've used to download books. Right now this list will be empty. Before we worry about that, look at the bottom of the screen. You'll see a black menu bar. We can use this bar to move between the app's different menus. Tap **Settings**.
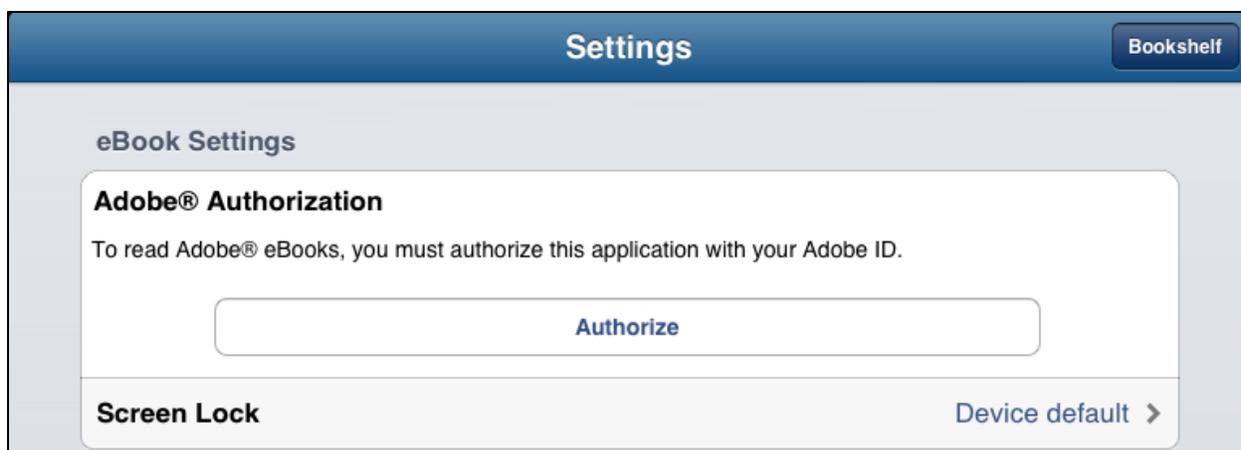
The first thing on the **Settings** screen is **Adobe Authorization**. If you want to download eBooks you'll need to authorize your iPad with an Adobe ID (if you only want to use audiobooks you can skip this part). Tap the **Authorize** button. You'll be taken to the **Authorization** screen. If you already have an Adobe ID you can enter your ID and password and tap **Authorize**.
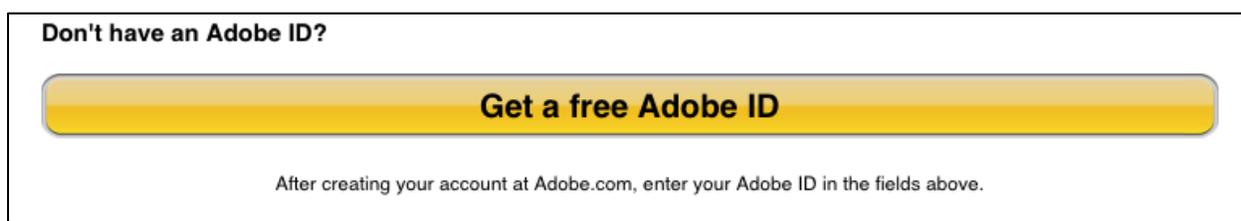
If you don't already have an Adobe ID, tap the yellow button at the bottom of the screen that says **Get a free Adobe ID**. You'll be taken out of Overdrive and into Safari to Adobe's website. To make an Adobe ID, enter your name and email address and then make up a password. If you don't want Adobe to send you advertisements and things, tap the checkmark at the bottom of the screen. When you're done, tap the blue **Create** button. You'll be taken to a page that says "Welcome to Adobe Digital Editions!" There's nothing else to do on this website. Press the home button to go back to the home screen, then tap the **OverDrive** icon to open the OverDrive app again. The OverDrive app should still be at the **Authorization** screen. Enter your email address and the password you just made up.

That's the only thing we need to do under **Settings**. On the black menu bar at the bottom of the screen, tap **Get Books**. To add Carnegie-Stout to the list of libraries, tap the green plus sign next to **Add a Library** near the top of the screen. The next

screen will let you search or browse for libraries. The easiest way to find Carnegie-Stout is to enter your zip code and then tap the orange **Search** button. Tap **Carnegie-Stout Public Library** in the list of search results. On the next screen, tap the star next to Dubuque Public Library. When the star has turned gold, tap **Get Books** at the bottom of the screen. You'll be taken back to the **Get Books** screen. Dubuque Public Library will be listed at the top of the screen.
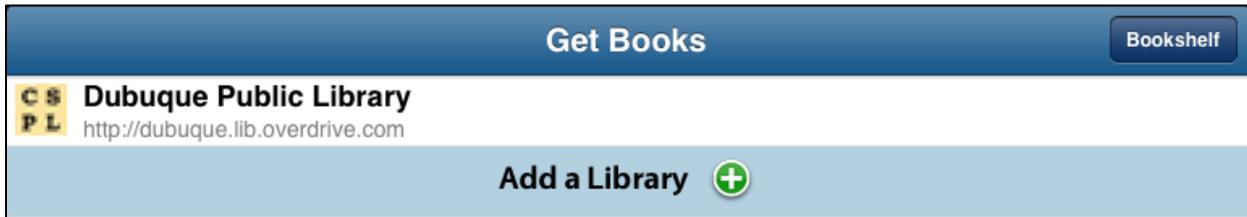

Your app is now ready to go!

Check-Out and Download

Starting from the **Bookshelf** page, to check books out tap **Get Books +** in the top right corner of the screen and then **Dubuque Public Library** in the list of libraries on the **Get Books** screen. You'll be taken to the OverDrive catalog. On this site you can use the **Browse** and **Search** buttons in the top left corner to either look through books by category (Browse) or search for a specific author or title (Search). When you spot a book you're interested in, tap the picture to see more details. The catalog has a mix of eBooks and audiobooks, so make sure you're getting the format you want.


If the book you want is available, you'll see a button that says **add to Cart**. Tap this button to put the book in your cart. If the book is not available the button will

say **Place a Hold**. You can tap the button and enter an email address to be notified when the book is available. If you're looking at eBooks you may see two different versions on the book, a Kindle version and an EPUB version. Make sure you tap the button that lines up with the EPUB version.
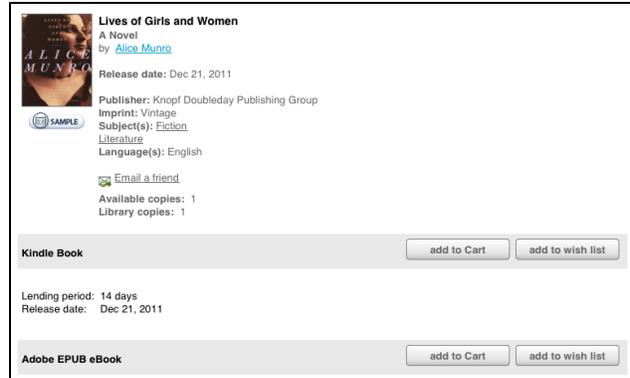
After you put something in your cart, you'll be taken to a screen that shows the contents of your cart. Make sure the book in your cart is the right title and format. If you want to check out more books, tap **Continue Browsing**. If you're ready to check out, tap **Proceed to Checkout**.
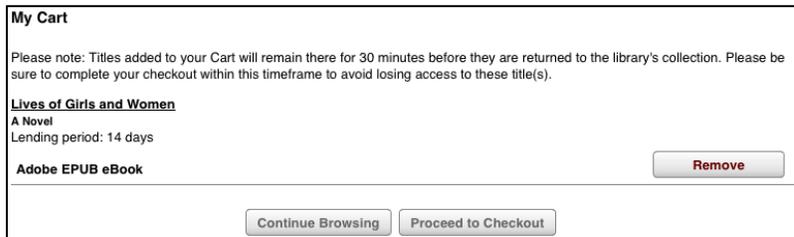
When you tap **Proceed to Checkout**, you'll be asked for your Borrower ID (the number off the back of your library card) and your PIN (the last four digits of your phone number). Enter these and then tap **Login**.
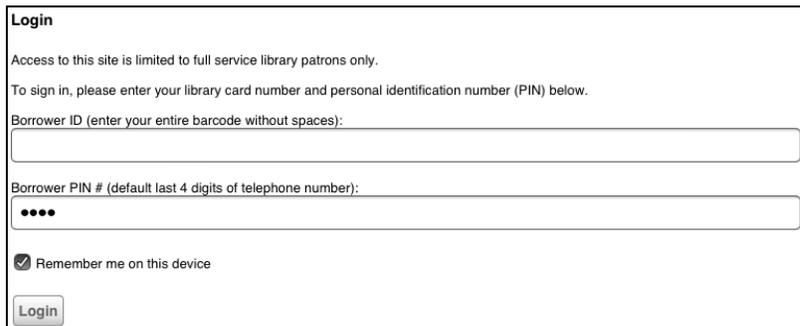
Next you'll see the **Check Out** screen. Give one final check that you're getting the books you want. This screen will also tell you how many more downloadable books you can check out (you're allowed seven at a time). If everything is correct, tap **Confirm check out**.
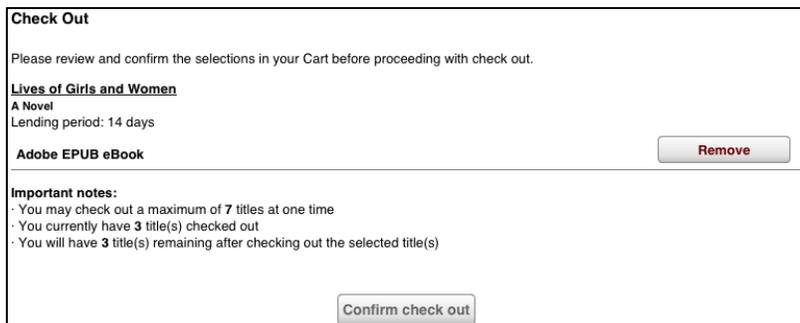
After you've checked the book out, your checkout period starts counting down (two weeks for eBooks, one week for audiobooks), but you still need to download the book. You'll automatically be taken to the **Download** screen. You'll see a list of the books you've just checked out, each with a **Download** button. When you tap **Download**, a box will appear in the center of the screen that says **Loading Title**. When it is done, it will say **Title Added**. Once you've tapped **Download** and gotten a **Title Added** message for each book you've checked out, you're done with the OverDrive catalog. Tap **Bookshelf** in the top right corner to get back to the **Bookshelf**.

Back at the **Bookshelf**, you'll see a list of all the books you have checked out. eBooks are very small files and will download quickly. Audiobooks are larger files and will take several minutes. If you want to check on the progress of your downloading books you can tap **Get Books +** and then select **Downloads** from the menu at the bottom of the screen.
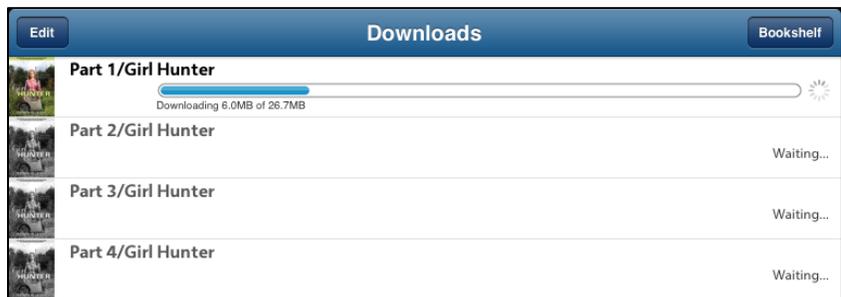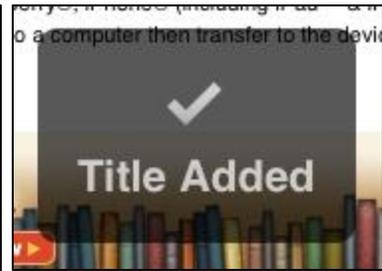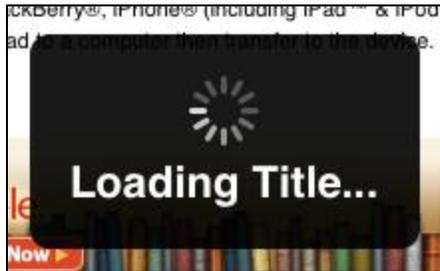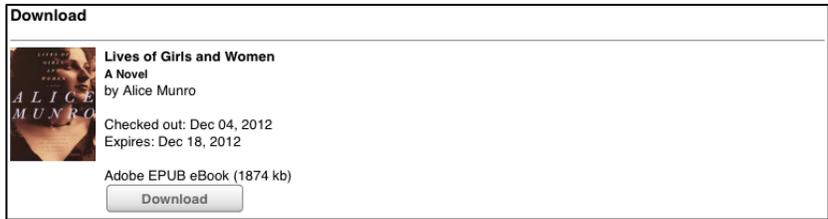
A small calendar icon underneath each book's title will show you how many days you have left before your book expires. When your book expires, you don't need to do anything special to return it. The app will tell you that your time is up and ask if you want to delete the book. There's no reason not to delete the book, as it won't work anymore. If you want to return a book early you can tap the plus sign to the right of the book's title then tap **Return/Delete** in the small menu that pops up.

Reading and Listening

Whether you want to read an eBook or listen to an audiobook, the first thing you do is tap the book's picture on the **Bookshelf** screen. This will open the book.

When reading an eBook you can either tap the right edge of the screen or swipe your finger from right to left to move forward through the book. You can tap the left edge of the screen or swipe your finger left to right to move backwards. It's sort of like flipping pages in
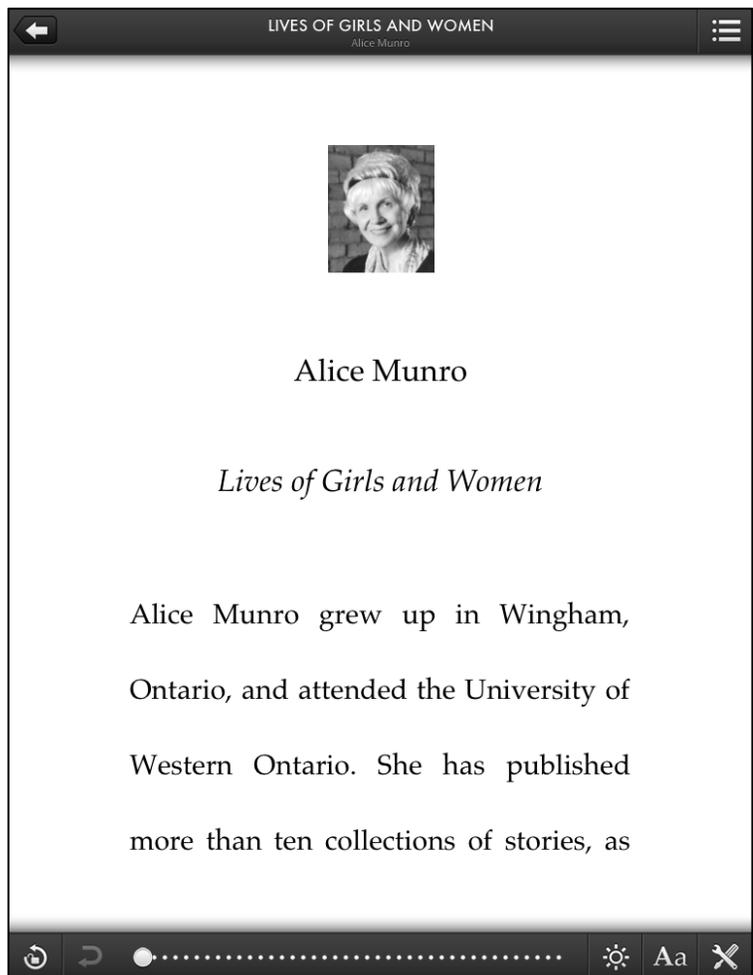
a physical book.

If you tap the center of the screen, various menu options will appear at the top and bottom of the screen. You can tap the arrow in the top left corner to return to the **Bookshelf**. You can use the **Aa** button in the bottom right corner to change font size and color. The button next to the **Aa** button, with the wrench and screwdriver on it, contains several more options for how the text is arranged on the page. When you're done with these menus, just tap the middle of the screen and they'll go away.

When you're listening to an audiobook, there are fewer fancy features to worry about. There's a large button in the bottom center of the screen to play or pause the book. Arrow buttons to either side of Play/Pause will jump the book
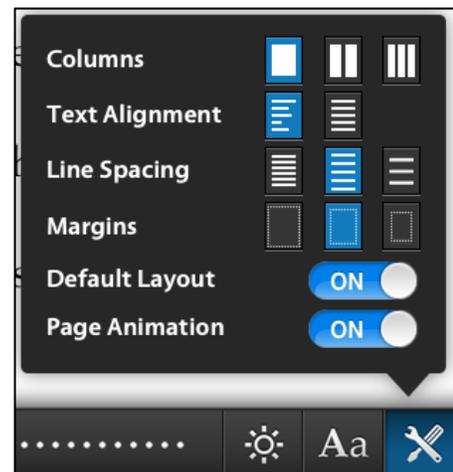
forward or back a part. There's a button near the top left corner with a round arrow and the label **15s**. This button jumps back 15 seconds in the book, which can be handy if you missed something. The arrow button in the top left corner will take you back to the **Bookshelf**.

Any book, whether an eBook or an audiobook, will remember the last spot you read or listened to. There's no need to worry about marking your place when closing the app or returning to the **Bookshelf**.