

Peace Library System
Grande Prairie, Alberta, Canada

**Download Audiobooks and eBooks from OverDrive
- A Step by Step Method**

Prepared by the Department of Adult Services
At Grande Prairie Public Library

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Download Audiobooks and eBooks from OverDrive -A Step by Step Method

1.0 Common Terms

eBook, short for 'electronic book', a digital version of a paper book that has been optimized for on-screen reading. It can be downloaded to and read on a computer or portable devices such as the Sony Reader.

OverDrive Audiobook, a digital version of a recorded reading of a book that can be downloaded to a computer. Once downloaded to a computer, depending on publisher permissions it may be transferred to supported portable devices such as MP3 Players and iPod, and burned to CD.

My eBookbag, a temporary virtual place where you can place audiobooks and eBooks that you may want to check out. 60 minutes after you have placed the title there, the system will automatically remove it from your eBookbag if you have not checked it out, making the title available to other patrons.

OverDrive, one of the leading digital media services for libraries, schools and enterprises. It enables a library to deliver downloadable audiobooks and other digital media from the library's catalogue. Founded in 1986, OverDrive is based in Cleveland, OH.

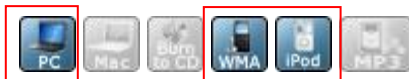
OverDrive® Media Console™, free, fully integrated, and easy-to-use software which is based on the Windows Media Player and allows you to download and enjoy audiobooks on most Windows computers. You will need to download and install this software when downloading audiobooks for the first time.

Adobe® Digital Editions, software which is used to download eBooks from OverDrive, and to transfer copy-protected eBooks from your personal computer to portable devices. You will need to download and install this software when downloading eBooks for the first time.

Digital Rights, rights set by the publisher, which give users permissions about what they can do with the title after download. For example:

1. Burn to CD.
2. Transfer to a portable device.
3. Adobe eBooks: copy/print.
4. All copies of an expired title must be deleted /destroyed.

The digital rights of a particular title are specified by the icons under the **Format Information** heading. For example: If a user sees the following icons under the **Format Information** heading,



This means that this title can be played on a personal computer, is a WMA audiobook, and can be transferred to an iPod. However it is not a Mac computer compatible title or a MP3 audiobook. In addition it cannot be burned to a CD (For information about WMA books and MP3 books, please refer to Section 2.1).

The detailed information about the digital rights of the title can also be found under the **Digital Rights Information** heading at the bottom of the same Web page.

2.0 OverDrive Audiobooks and eBooks

OverDrive audiobooks come in two formats: WMA (digitally-protected Windows Media Audio) and MP3. eBooks exist in PDF and EPUB formats. The format of the title is indicated under the **Format Information** heading.

The screenshot shows the OverDrive website interface for the audiobook 'The Taking of Pelham 123'. The top navigation bar includes links for TRACpac, Digital Home, Log In, My eAccount, My eBookbag, Advanced Search, and Help. A left sidebar contains categories like Audiobooks, eBooks, Children & Teens, Subjects, and Collections. The main content area displays the book's cover, title, author (John Godey), and publisher (Random House Audio). Below this, the 'Format Information' section is highlighted with a red circle. It lists 'OverDrive WMA Audiobooks' and 'Introduction (WMA format)'. A red arrow points from the text 'For example, this one is a WMA audiobook.' to the 'WMA format' text.

For example, this one is a WMA audiobook.

2.1 WMA and MP3 Audiobooks

Audiobooks in WMA format and those in MP3 format have different features, but both have the same listening quality. The following are some comparisons:

WMA	MP3
Windows compatible	Windows/Mac compatible
Transfer to Apple devices	Transfer to Apple devices
Transfer to WMA devices	Transfer to WMA/MP3 devices and many cell phones
Smaller files, faster download	Larger files, longer download

We hope outlining the differences between WMA titles and MP3 titles will draw your attention to technical requirements in the course of downloading OverDrive titles, and thus help you download titles more smoothly from the resource.

2.2 Adobe eBooks: PDF and EPUB

eBooks can be read on a computer or transferred to the Sony Reader. While most eBooks in PDF format can be read on the Sony Reader, EPUB eBooks are the new industry standard for eBooks, as set by the International Digital Publishing Forum (IDPF), and all EPUB eBooks can be read on the Sony Reader.

The format of an eBook is indicated under the **Format Information** heading.



2.3 OverDrive Audiobooks and eBooks for Teens and Children

OverDrive provides titles not only for adults but also for teens and children. You can search for these types of titles. You may also browse these titles by clicking the *Children & Teens* tab on the left side of the OverDrive digital home of TRACpac at <http://trac.lib.overdrive.com>. You may find a particular title for teens or children by searching our library catalogue (please refer to Section 3.1).

2.4 What do You Need to Download Audiobooks and eBooks from OverDrive?

To download audiobooks and eBooks from OverDrive you need to be connected with the Internet and have a valid library card. ***You will also need to download and install the free software (OverDrive Media Console for audiobooks and Adobe Digital Editions for eBooks) on your Windows or Mac computer when you download titles for the first time. The software only needs to be installed one time.***

Note: While you can browse this collection on library computers, it may not be possible to download titles at your local library. Ask your library if it has an Overdrive Download Station, at which you may download audiobooks (not eBooks). If not, audiobooks and eBook downloads must be done with your personal computer and Internet access.

3.0 Access OverDrive and Search OverDrive Titles

You may search the library catalogue to find OverDrive titles because the library catalogue is connected with the OverDrive digital home. You can also find titles by directly accessing the

OverDrive digital home of TRACpac at <http://trac.lib.overdrive.com>.

3.1 Find OverDrive Titles in the Library Catalogue

You first need to open the library catalogue at <http://catalogue.tracpac.ab.ca>. Under the **Keyword search**, if you know the exact title or author, type the title or the author in the **Keyword search for** box while selecting Title or Author in the **Search by** box.

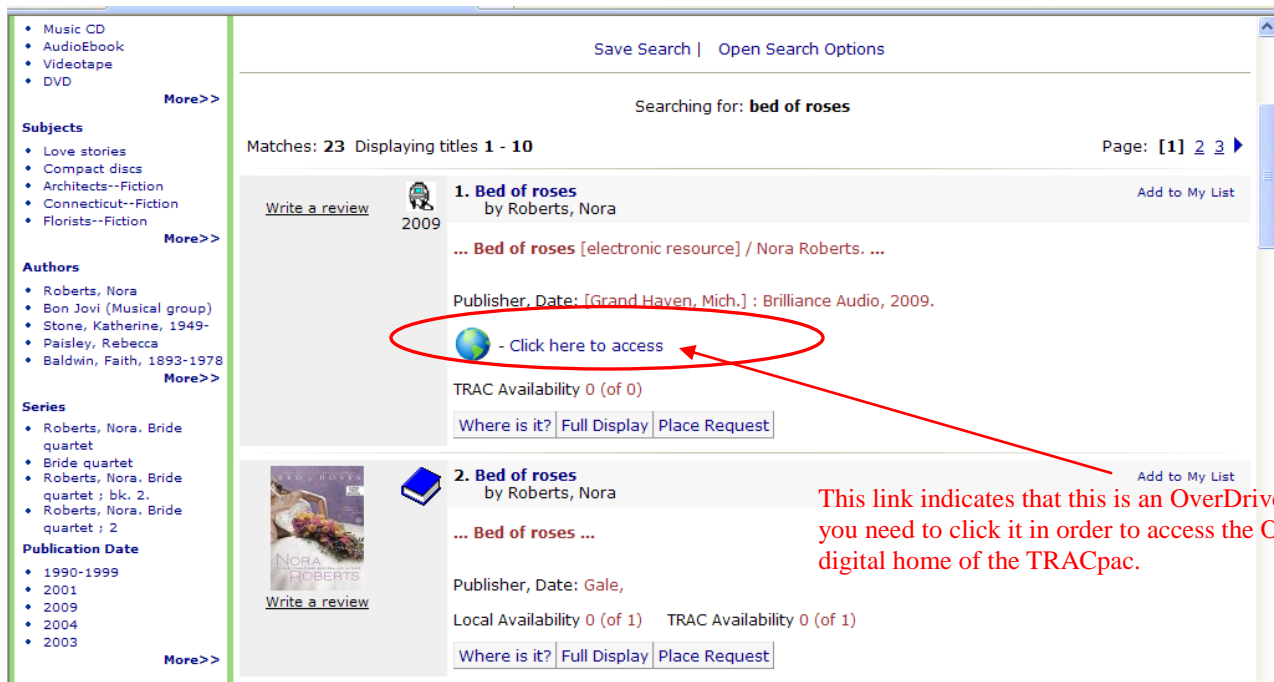
If you know a partial title or author or a few keywords, type the words in the **Keyword search for** box while selecting **Any field** in the **Search by** box.

 **The search strategy is the same as when searching for titles in other formats. Within the search results, OverDrive formats will be indicated by the symbol below:**



If this indication is present, clicking it will direct you to the OverDrive digital home, where you can download the item.

Example: A title search for *Bed of Roses* retrieved 23 results. Which one is an OverDrive title? In the figure below, the first result is an OverDrive title because it is indicated by the globe icon and a hyper link which will take you to the OverDrive digital home of TRACpac. The second result is not an OverDrive title because there is no icon or link present.



The screenshot shows a search results page for "bed of roses". The search criteria are "Searching for: bed of roses" with 23 matches. The first result is "1. Bed of roses" by Roberts, Nora, published in 2009. It is identified as an "electronic resource" and includes a globe icon and a link that says "- Click here to access". A red circle highlights this link, and a red arrow points from a text box to it. The second result is "2. Bed of roses" by Roberts, Nora, published by Gale, which is a physical book and does not have the globe icon or link. The page also shows navigation options like "Where is it?", "Full Display", and "Place Request" for both results.

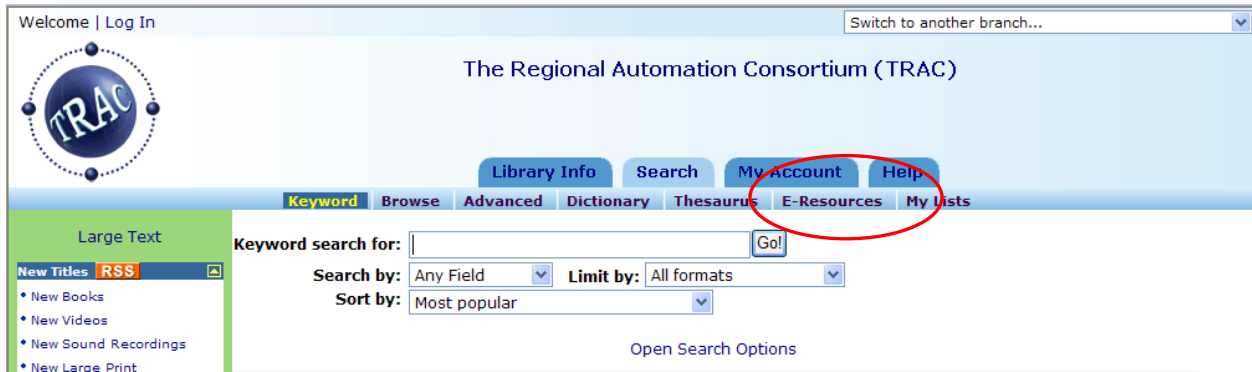
This link indicates that this is an OverDrive title and you need to click it in order to access the OverDrive digital home of the TRACpac.

3.2 Access OverDrive

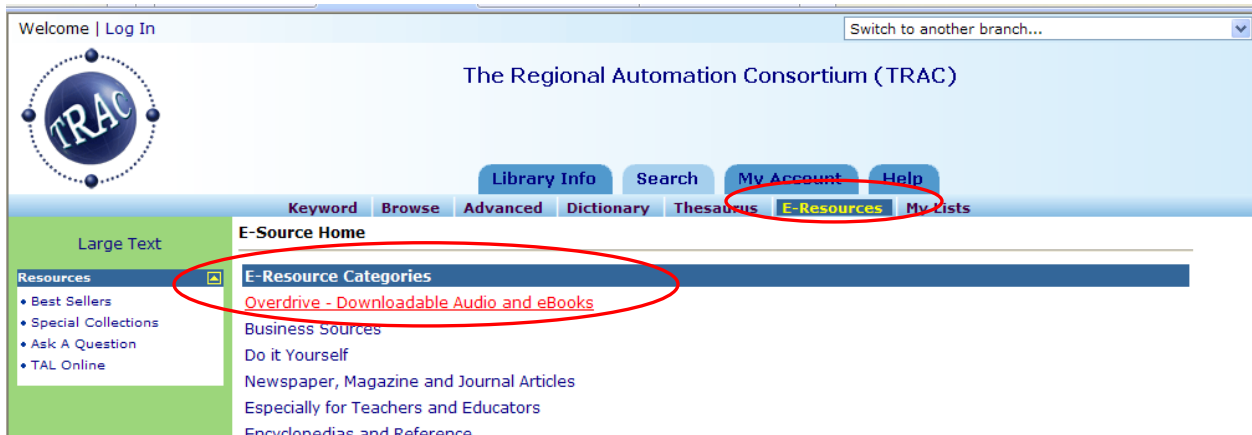
Once you have found an OverDrive title in the catalogue and have clicked the **Click here to access** link, you will be accessing the OverDrive Digital home of TRACpac at <http://trac.lib.overdrive.com>.

You may also directly access OverDrive from the library catalogue by taking the following steps:

- Open the library catalogue at <http://catalogue.tracpac.ab.ca>.
- Select the **E- Resources** tab and click it.



- Select **OverDrive-Downloadable Audio and eBooks** under the **E-Resources Categories** heading and click it.



- You will be brought to the OverDrive digital home of TRACpac at <http://trac.lib.overdrive.com>. Then you may browse the collections or search for the titles you want to check out.

 You may skip the library catalogue and access the OverDrive digital home by directly opening its website at <http://trac.lib.overdrive.com>.

3.3 Search OverDrive Titles

You may conduct eSearches (basic searches) or advanced searches in the OverDrive digital home of TRACpac at <http://trac.lib.overdrive.com>.

eSearch (Basic Search)

You may conduct a basic search by typing the title, author or ISBN in the eSearch box at the top right corner of any page of the OverDrive digital home.

Advanced Search

You may also conduct advanced searches by clicking the **Advanced Search** tab under the **eSearch** box. Advanced Search allows you to search combinations of authors, titles, subjects, keywords, and formats of OverDrive titles.

Examples:

- Title: Night **AND** Author: Wiesel **AND** Subject: Biography & Autobiography
- Author: Kind **AND** Format: Adobe PDF eBook

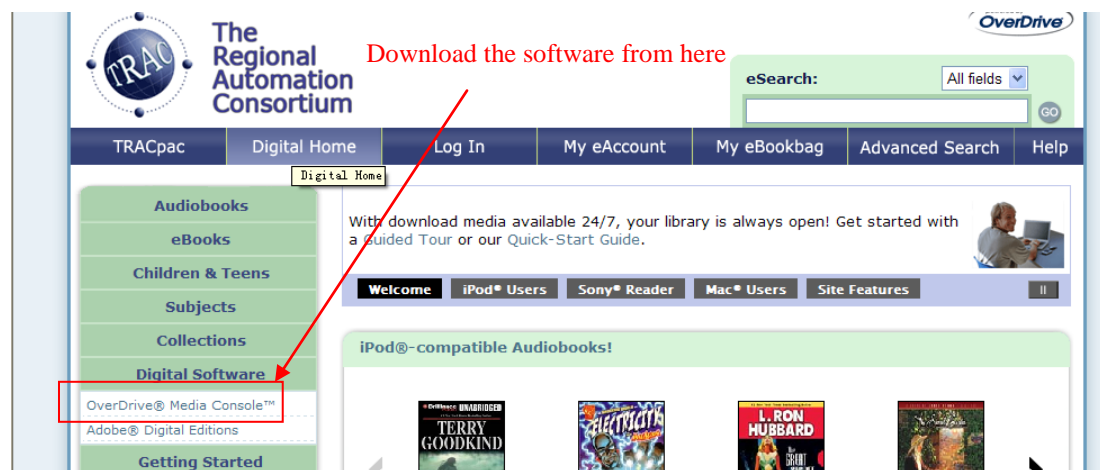
4.0 Download, Transfer Audiobooks and Burn Titles to CD

Before you are able to download OverDrive audiobooks, you first need to download and install **OverDrive Media Console** in order to listen to or transfer a title to a portable device.

4.1 Download Audiobooks

Step 1: Install Free Software

- Click **OverDrive® Media Console™** on the left sidebar of the OverDrive digital home of TRACpac at <http://trac.lib.overdrive.com>.



- Follow the instructions to download and install the software.

Very Important: The first time you open OverDrive Media Console or download audiobooks, you will be prompted to complete a one-time security upgrade for Windows Media Player. This enables the playback of copy-protected Windows Media files.

Step 2: Browse & Check out Titles



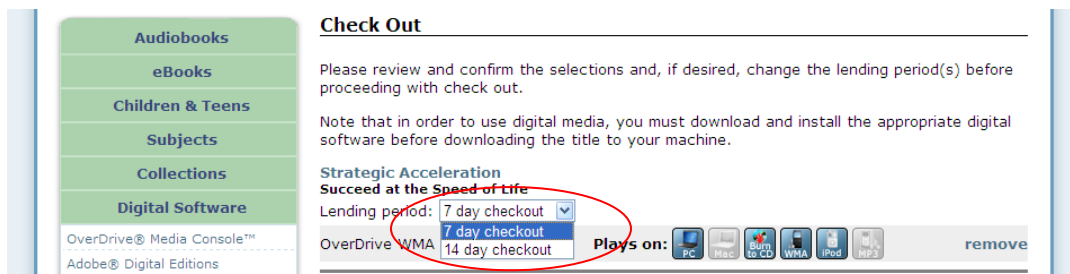
You can have up to 5 titles checked out at the same time.

- Click **Audiobooks** on the left sidebar of the OverDrive digital home of TRACpac at <http://trac.lib.overdrive.com>.
- Browse or search the digital library.
- Click the title you wish to check out.
- Add this title to your eBookbag by clicking **Add to eBookbag**.
- Click the **Proceed to Checkout** button.
- Enter your library card number and password. Click **Sign In**.

Note: The Library Download Service Terms of Use for MP3 Titles will appear if you are checking out an MP3 audiobook. Read and accept the terms by clicking the **YES** button.

- Select the lending period and click **Confirm Check Out** on the next screen. The title is now checked out to you.

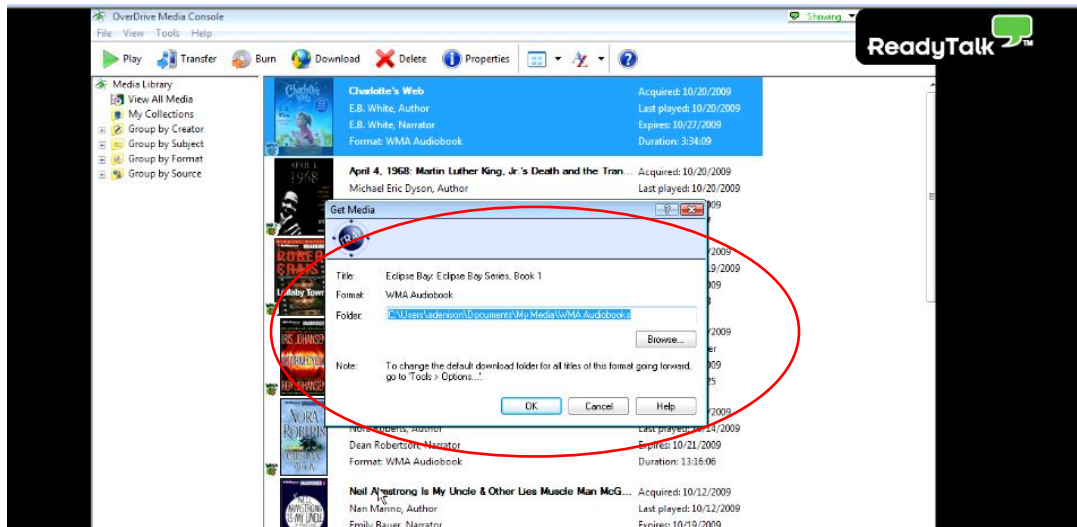
Note: The lending period can be 7 or 14 days. You can select a lending period on a title-by-title basis. In the course of checking out any title, you will have the option to select a different lending period for that specific title.



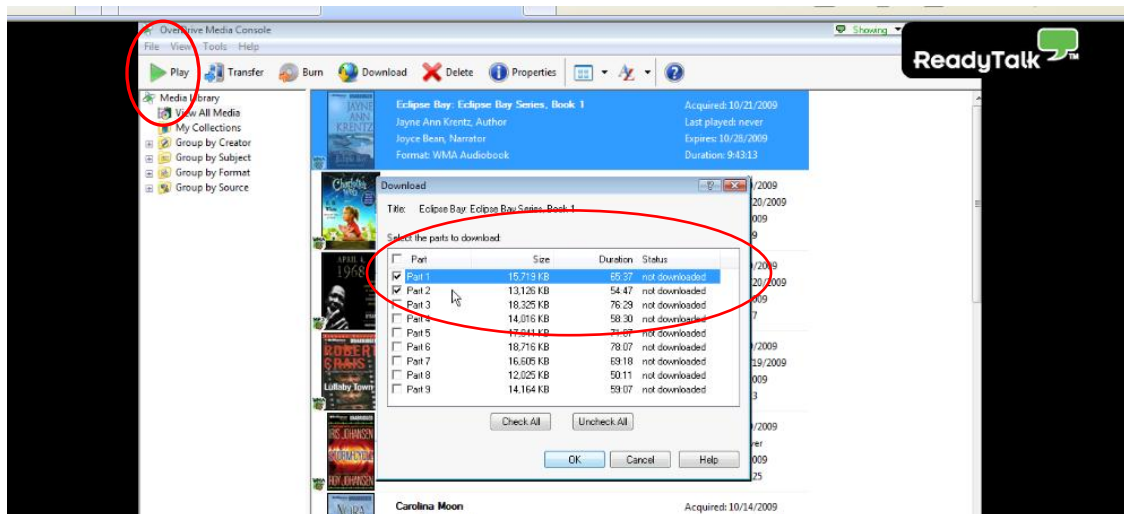
Step 3: Download titles to your computer or Laptop

You need to download the OverDrive Media Console before downloading audiobooks to your computer (please refer to **Step 1** for the relevant information).

- Click **Download** under the title to launch OverDrive Media Console. The following screen will ask you where you want to save the title. No matter where you save it, the title will show up in the OverDrive Media Console. Then Click **Ok**.



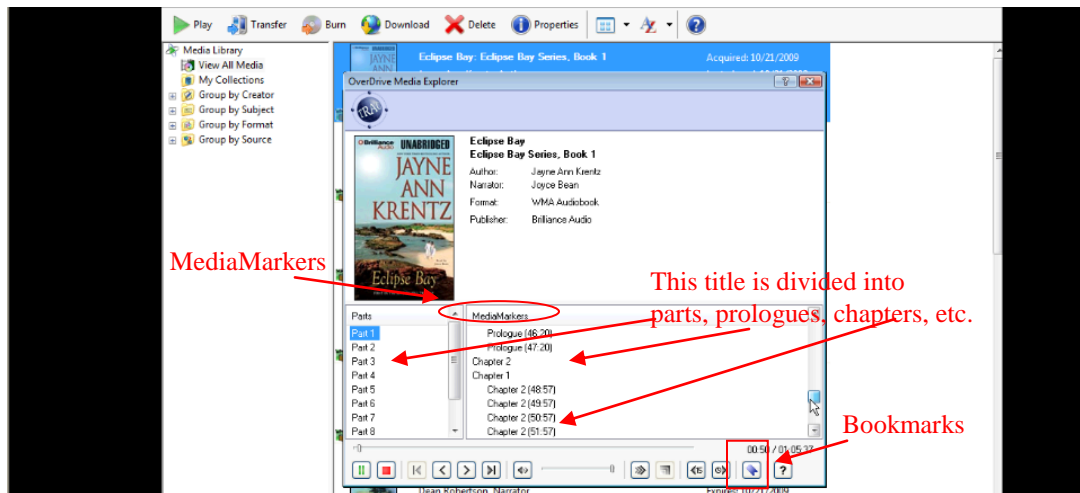
- Select parts to download, and then click **OK**. The download starts.



- Start to listen to the title by selecting the title and then clicking the **Play** Button.
- Navigate the titles with MediaMarkers

Most OverDrive audiobooks are first divided into Parts, and Parts are then broken up into logical sections such as chapters. The beginning points of these logical sections are MediaMarkers, which function as hyperlinks. When you click on a Part, the MediaMarkers associated with that Part are displayed in the right-hand portion of the 'OverDrive Media Explorer' window. Simply click on a MediaMarker to jump directly to, and begin to play at, the desired section of a title. OverDrive Media Console also includes the conveniences of skipping back 15 seconds and advancing to the furthest played point.

You may also create bookmarks, and resume from the last point played.



4.2 Transfer Audiobooks to a Portable Device

After being downloaded, most titles can be transferred to a portable device.

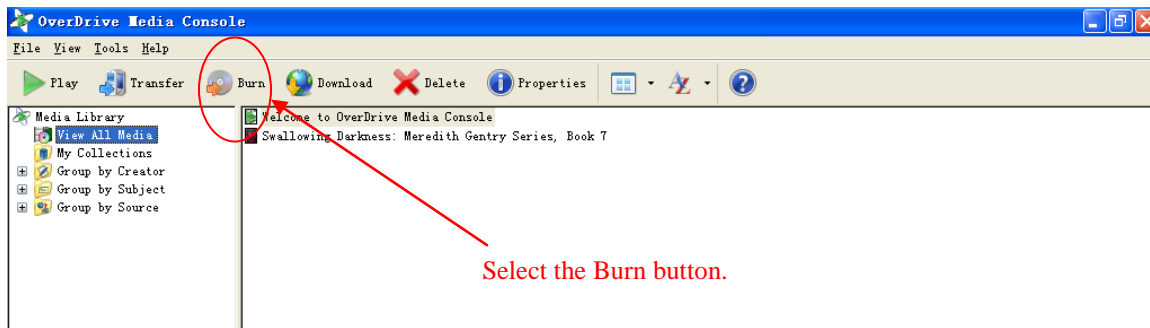
- Open **OverDrive Media Console**.
- Search and select the title you wish to transfer.
- Click **Transfer**. The **Transfer Wizard** opens.
- Connect your portable device to your computer.
- Click **Next**. When the device is detected, the **Confirm** screen will appear.
- Select the **Parts** you wish to transfer and click **Next**. OverDrive Media Console will test for storage space. You will have the option to delete titles if the device is full.
- After the transfer is complete, you may disconnect your device.
- Click **Finish** to close the Wizard.

Question: Can I download OverDrive audiobooks directly to a mobile device?

Answer: Yes. Mobile devices with Windows Mobile® 5 or 6 can use OverDrive Media Console for Windows Mobile to download and play OverDrive audiobooks.

4.3 Burn Audiobooks to CD (if the publisher permits burning the title to CD)

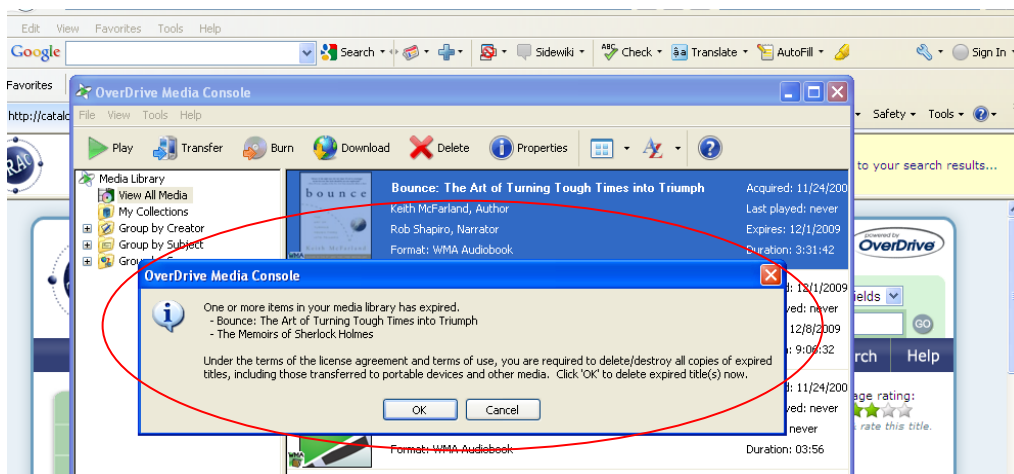
- Open OverDrive Media Console.
- Select the title you wish to burn to CD.
- Click the **Burn** button. The Burn Wizard will open. Follow the steps indicated to complete the process.



Note: You need to use a blank CD for each part of the audiobook.

4.4 What Happens once the Lending Period is Over

- Open OverDrive Media Console.
- A warning screen will prompt you if there is a title for which the lending period has expired (see the figure below). It tells you that you are required to delete/destroy all copies of expired titles including those transferred to portable devices and other media. This requirement is based on the terms of the license agreement and the terms of use to which you agreed. Click **Ok**.

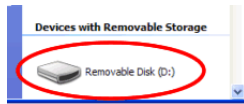


- The title disappears automatically from the OverDrive Media Console.

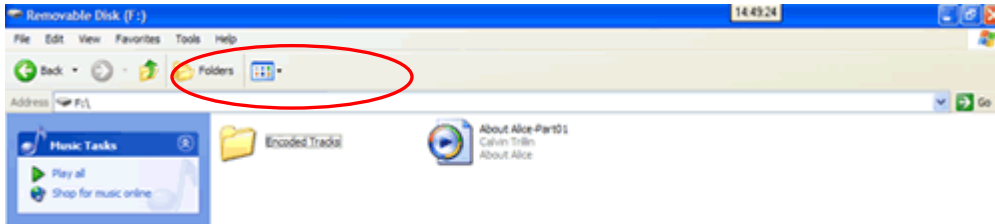
4.5 Delete Audiobooks from a Portable Device

You can do this by using the buttons on your device, or by inserting it into the USB drive of your computer and following the steps below:

- Go to **My Computer** either via the Start Menu or by clicking the **My Computer** icon on your desktop.



- Double click the icon associated with your portable device.



- To Delete, click once on the Part or Parts you want to delete, then from the File menu at the top, choose **Delete**.
- Click **Yes** and the title will be removed from your player.

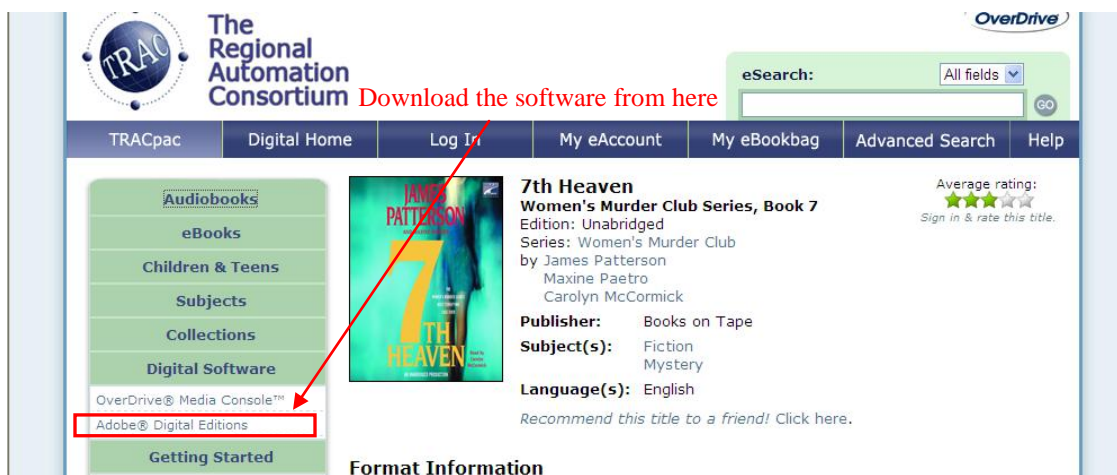
Note: Longer books have many parts. To remove the entire book, you'll need to highlight each part and delete them all.

5.0 Download eBooks from OverDrive

Before downloading eBooks from OverDrive to your computer, please remember you need to first download and install **Adobe Digital Editions**.

5.1 Download and Install Adobe Digital Editions

- Click **Adobe Digital Editions** on the left sidebar of the OverDrive digital home of TRACpac at <http://trac.lib.overdrive.com>.



- Click the **Get Adobe Digital Editions** button, or the **To download Adobe® Digital Editions**,

click here button. A new screen opens.

- Click the **Install** button within **Install Digital Editions 1.7.1**, located in the middle of the web page.
- Click **Install**.
- Click **Yes** when you are asked to download and continue the installation of Adobe Digital Editions.
- Click **Next Step**.
- Click **Install**. The terms of the license agreement will appear. Read and click the **I Agree** button.
- Adobe Digital Editions is installed. Adobe Digital Editions will open once the installation is complete.
- Click **Continue** on the Adobe Digital Editions screen.
- Adobe Digital Editions will ask you to **authorize your computer**. This means that you are asked to activate Adobe Digital Editions using an Adobe ID. Authorizing your computer allows you to do more with Adobe eBooks, such as downloading them on multiple computers and transferring them to supported portable devices.

⇒ You can get an Adobe ID by clicking **Get an Adobe ID online** and following the instructions described below:

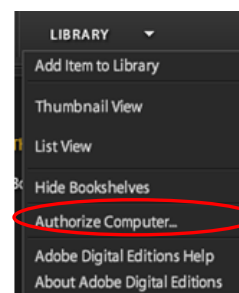
- A. Enter the required fields, such as email, password, name and country.
- B. Click **Continue** once these fields are filled in. A **Thank you** screen opens.
- C. Click **Continue**. The **Your Account** screen opens.
- D. Sign out and close the window. After this step, you return to the **Authorize Computer of Adobe Digital Editions** page.

- Enter your Adobe ID and password. Click **Activate**.
- Click **Finished**.

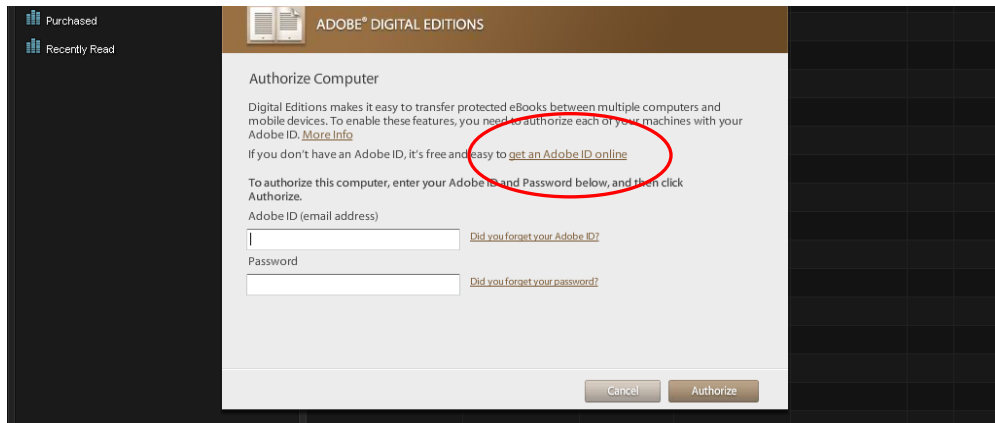
Note: If you use anonymous activation, you will only be able to download the eBook to one single computer. After the initial download of an eBook, subsequent downloads of the title can only be completed on the same computer. **You will not be able to transfer Adobe eBooks to a Sony Reader.**

You may activate Adobe Digital Editions at a later time using an Adobe ID by completing the following steps:

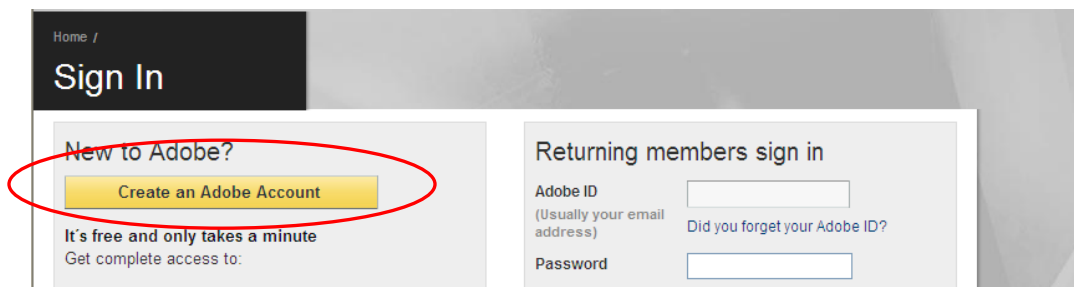
1. Open Adobe Digital Editions.
2. Select **Library > Authorize Computer**



3. The **Authorize Computer** dialog box will be displayed. Click **get an Adobe ID online**.



4. Click **Create an Adobe Account** and follow the instructions to create your Adobe account.



5.2 Check out and Download Titles

- Browse the collection and find the eBook you wish to check out in the OverDrive digital home of TRACpac at <http://trac.lib.overdrive.com>. **You may also locate the title by searching the catalogue of our library (Please refer to Section 3.2).**
- Click **Add to eBookbag**.
- Click **Proceed to Checkout**. You will be asked to enter your library card number and password to log in to your OverDrive account.
- Enter your library card number and password. Click **Sign in**.
- Select the lending period, and then click **Confirm check out**.

A **Download** screen will inform you that appropriate eBook reader software must be installed on your computer. If you have not previously downloaded eBook reader software, do so now. If the software is already installed, click the **Download** button.

- After you have clicked **Download** a prompt will ask you if you want to save or open the file. Select **Open**. This will open Adobe Digital Editions and the title will then be downloaded automatically.

- Click **Log Out** to sign out of the digital library.

5.3 Transfer eBooks to a Sony Reader

Adobe eBooks can be transferred to supported Sony Readers with v1.1 firmware installed. To transfer Adobe eBooks to the Sony Reader, Adobe Digital Editions and the Sony Reader must be activated using the same Adobe ID. Also, you must have the Sony eBook Library software installed on your computer. To read about and download Sony Reader firmware upgrades and the Sony eBook Library software, please open the Sony eSupport at <http://esupport.sony.com>, and then select **Reader Digital Book** under the **MPs and Portable Electronics** heading.

Please note that the display of Adobe eBooks on the Sony Reader may vary, depending on the nature of the content.

To transfer Adobe eBooks using Adobe Digital Editions...

1. Open Adobe Digital Editions.
2. Click on the eBook title you wish to transfer to your Sony Reader.
3. Drag the eBook title to the Sony Reader icon in the left pane of Adobe Digital Editions.
4. The **Copy Documents** dialog box is displayed and the title is transferred.
5. When transfer is complete the **Copy Documents** dialog box closes. You can now disconnect the Sony Reader and enjoy the eBook title.

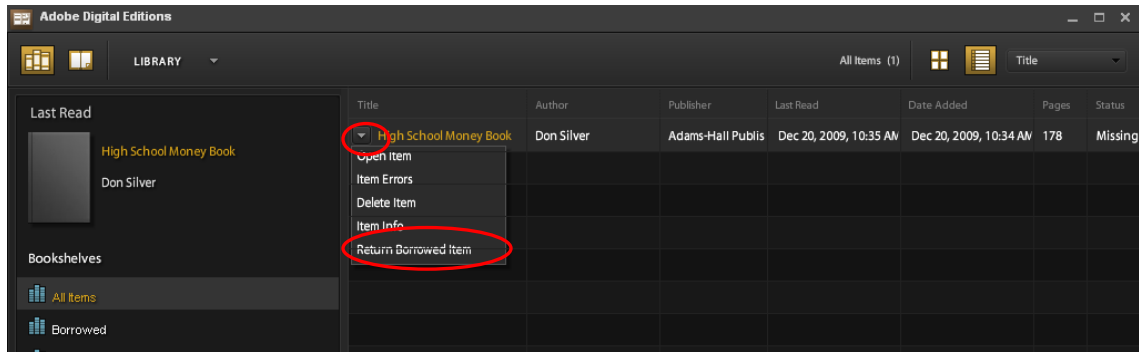
A Frequently Asked Question: I downloaded an eBook and transferred it to my Sony Reader. I was able to read it before, but now when I try to open it, Sony Reader shows a 'Protected Page' error message. What should I do?

Answer: This is a known issue with some Sony Readers, wherein if borrowed eBooks in one format are used on the Reader, then a borrowed eBook in an alternate format is transferred to the same Sony Reader, eBooks in the most recently transferred format will function while eBooks in the first format will show the 'Protected Page' error. To use the desired format, transfer a title in that format again. All borrowed titles in this most recently transferred format will be usable.

5.4 Return and Delete eBooks

Adobe Reader eBooks may be returned before the due date. Follow the steps described below to return and delete eBooks.

1. Open Adobe Digital Editions
2. Select the title you wish to return to the digital library.
3. Click the arrow on the left corner of the title. Click **Return Borrowed Item**.



Note: As with audiobooks, titles transferred to portable devices (Sony Reader etc.) may need to be manually deleted after the lending period has expired under the terms of the license agreement and terms of use.

6.0 Request an OverDrive Item

OverDrive titles are limited to one user at a time. If the title you want to use is checked out, you may place a hold on it by clicking the **Place eRequest** link.

- Find the title you wish to check out.
- Click the **Place eRequest** link.

7th Heaven
 Women's Murder Club Series, Book 7
 Edition: Unabridged
 Series: Women's Murder Club
 by James Patterson
 Maxine Paetro
 Carolyn McCormick
Publisher: Books on Tape
Subject(s): Fiction
 Mystery
Language(s): English
 Recommend this title to a friend! Click here.

Format Information
OverDrive WMA Audiobooks
 Excerpt: Hachette Audio (WMA format)
Available copies: 0
 Library copies: 1
 File size: 111427 KB
 Number of parts: 6

Average rating: ★★★★★
 Sign in & rate this title.

Place eRequest
 Add to Wish List
 (0 patron(s) on waiting list)

This means that no copy is available in the OverDrive digital library.

- Enter your library card number and password. Click **Sign in**.
- Enter your email address and confirm your email address.
- Click the **Place eRequest** button.

Note: You will receive an email when the title is available for checkout. You will then have 7 days from when the email notification is sent to check out the item. After 7 days, it will become available to other patrons.

If you want to update your email address, follow the steps described below:

1. Click **My eAccount** from any page of the website at <http://trac.lib.overdrive.com>.
2. Sign into your account.
3. Click **My eRequests**. The computer will give a list of your holds.
4. Click **Edit** next to the title if you want to change your hold notification information.
5. Enter your new email address and confirm it.
6. Click **Submit**. You have updated your email address.

7.0 Go Ahead

Congratulations! Now you know how to use OverDrive to download audiobooks and eBooks, and to transfer them to portable devices. Go ahead and start to enjoy the wonderful downloading and listening experience.

Please do not hesitate to contact us if you encounter any problems during this experience or you would like to comment on the downloading instructions. We can be reached at Peace Library System; (780) 538-4656.

Thank you !