

Transferring to a mobile device

Once an item is on your computer, you can move it onto an iPod, MP3 player, e-book reader, or other device.

Audiobooks

1. Open OverDrive Media Console
2. Select the title you wish to transfer
3. Click Transfer
4. The Transfer Wizard will open. Connect your device to your computer and click Next. When the device has been detected, follow the instructions to transfer some or all of your audiobook
5. When the transfer is complete, disconnect your device and click Finish

E-books

1. Open Adobe Digital Editions
2. Select the Library View icon in the upper left corner
3. Select the book you want to transfer
4. Drag the book to the eBook device icon in the left pane of Adobe Digital Editions
5. Wait for the transfer to complete before disconnecting your device.

Burning to a CD

Some audiobooks can be burned to CDs.

1. Open OverDrive Media Console
2. Select the title and click Burn
3. Follow the instructions in the Burn Wizard, inserting a blank CD when asked. **Note:** Many audiobooks will require more than one CD for a complete download
4. Click Finish to close when done

Getting help

Need more help? Please ask a staff member...

-or-

on the OverDrive website, click the Help link to find the answers to many frequently asked questions.

Also-

on the OverDrive website, you can find the Quick Start Guide and Guided Tour

<http://downloadcentre.library.on.ca>

Contact us

Lanark Highlands Public Library
75 George Street, 2nd Floor
Lanark, ON
(613) 259-3068
lanarklib@perth.igs.net
www.lanarklibrary.ca

Monday CLOSED
Tuesday 10 am-1 pm and 2-9 pm
Wednesday 10 am-1 pm and 2-6 pm
Thursday 1-6 pm
Friday 12-7 pm
Saturday 10 am-3 pm
Sunday CLOSED



DOWNLOAD
Audiobooks & eBooks
for your computer
cell phone, iPod®
or eBook reader



<http://downloadcentre.library.on.ca>

\$15 MILLION
INVESTMENT IN ONTARIO
PUBLIC LIBRARIES
FROM THE ONTARIO MINISTRY OF CULTURE



Terminology

An **e-book** is a book you can read on the screen of your computer or mobile device

An **e-audiobook** or **downloadable audiobook** is an audiobook you can listen to on your computer, iPod/MP3 player, or mobile device

OverDrive is the service that provides the library's e-book and e-audiobooks.

The **OverDrive website** is the place to search for and check out e-books and e-audiobooks. It is located at downloadcentre.library.on.ca. You can also get there by going to the library's website: www.perthunionlibrary.ca and clicking on online resources.

An **e-reader** is a special device you would use to read an **e-book**. Common examples include the Kindle, the Nook, and the Sony e-Reader. A list of devices that work with OverDrive can be found on the **OverDrive website**.

WMA and **MP3** (audio) and **EPUB** and **PDF** (e-book) are formats for the digital files. Not all formats work on all computers/devices. Details about what works where can be found on the **OverDrive website**.

OverDrive Media Console is a separate free piece of software for your computer that will manage the check out and check in of your e-books and e-audiobooks. There is a mobile version available. It can be downloaded from the **OverDrive website**. For e-books, you may also need to download **Adobe Digital Editions**.

What you need

- An internet connection via PC, Mac, or a mobile device
- A valid library card
- Free software, available for download from the Overdrive website
 - For audiobooks, you will need OverDrive Media Console
 - For PDF and EPUB eBooks, you will need Adobe Digital Editions



Getting started

On your computer, connect to the **OverDrive website** at <http://downloadcentre.library.on.ca>. Locating and checking out your book is just like online shopping.

Find a book

1. You can search or browse for titles. If you know the title or author you are looking for, type it into the search box and click Search.

Tip: Many items are checked out. Click the box below the search field to limit to items that are available. You can also place reservations!

2. To browse, choose audiobook fiction or nonfiction, e-book fiction or nonfiction, or collections from the menu to the left.

Tip: When viewing a title, the icons below show you what types of devices it works on



3. If the item is available, click Add to Cart . If someone else has it checked out, you can click Place a Hold and you will receive an email when the item is available.

Check out

4. To place a hold or to check out items, you must sign in. Choose Lanark Highlands Public Library from the list of libraries and enter your library card number. If your number is fewer than 5 digits, enter zeroes at the beginning (e.g., card #114 is entered as 00114).

Download

5. Choose a 7– or 14-day lending period and click Confirm to complete the checkout.
6. To move the item onto your own computer or device, click Download on this screen. Before you do this, make sure the **OverDrive Media Console** software (audiobooks) and/or **Adobe Digital Editions** software (e-books) is on your computer. If not, download what you need from the **OverDrive website**.
7. Follow the instructions to save your file. Audiobook files may be quite large and could take a while to download depending on your connection speed.

Tip: E-books and e-audiobooks do not need to be checked back in. They will simply expire.