

# Audiobook Download Instructions

You must use either a Windows 98 (or later) machine equipped with Windows v.9 (or later) or a Mac OS 10.4.9 (or later) equipped with iTunes v.7.6.2.9 (or newer) or QuickTime v.7.4.5 (or newer). Complete system requirements for [Windows](#) and [Macs](#).

## Setting Up Your Computer

1. Download the OverDrive Media Console [[download](#)]
2. Make sure you have a media player installed on your computer that is compatible with OverDrive titles:
  - o If you are using a Windows machine and don't have Windows Media Player (version 9.0 or later) on your computer, download it [[download](#)]
  - o If you are using a Mac and don't have iTunes v.7.6.2.9 (or newer) on your computer, download it [[download](#)]
3. If you are using a Windows machine, you will need to download the security update for the Windows Media Player, which is necessary to play [DRM](#) -protected files [[download](#)]

You're now ready to start downloading audiobooks onto your computer. Once the files have been downloaded, you can then transfer them to a portable device (if their license allows for it)

## Checking Out Audiobook Files

1. Go to <http://idm.lib.overdrive.com>
2. Search for titles of interest via one of the following methods:
  - o Browse the new releases on the Indiana Digital Media OverDrive homepage
  - o Click the Browse links on the left side of the page, and browse Fiction and Nonfiction titles by genre, by Collection, or by Format.
  - o Click the 'Search' link in the dark red navigation bar below the Indiana Digital Media logo at the top of the page, and use the search interface to search by title, author, keyword, etc
3. When you find a book you like, click on the "add to cart" link (if the item is available) or the "place a hold" link (if all copies of an item are currently checked out).
  - o If you are adding an item to a cart, you will be asked whether you want to continue browsing or to proceed to checkout. If you choose to continue browsing, repeat Steps 2 & 3. If you choose to checkout the item, move on to Step 4
  - o If you are placing a hold and have not yet signed in to the Indiana Digital Media site, you will be asked to sign in (note: use your library card PIN). You will then be asked to enter your email address. Finally, click the "place a hold" button.
4. When you're ready to checkout, click on the "Proceed to Checkout" link (it'll appear whether you're viewing your cart, or the last item you selected).
  - o If you are placing a hold and have not yet signed in to the Indiana Digital Media site, you will be asked to sign in (note: use your library card PIN).
5. If you have not yet signed in to the Indiana Digital Media site, you will be asked to sign in (note: use your library card PIN). Now, simply review the titles in your cart and click the "Confirm check out" button.
6. Click the "Download" button for each title to save it to your computer.

- Designate that your computer open the files in the OverDrive Media Console at this point.
7. When the save completes, the OverDrive Media Console that you should have already installed on computer will open up. You will see a "Get Media" prompt. Click the "OK" button.
    - If you're using Windows and this is the first time you've downloaded an audiobook via the Indiana Digital Media OverDrive site, you'll be prompted to create a folder on your computer for these files. Do so.
    - If you're using a Mac, simply follow the on-screen instructions.
  8. Select the parts of the audiobook you want to download (the default selects them all), and click the "OK" button.
  9. The download will begin. You can check the status of your download along the bottom of the OverDrive window.

### **Playing a Title Using the OverDrive Media Console**

1. Open up the OverDrive Media Console on your computer.
2. Select the file to play.
3. Press the "Play" button on the toolbar along the top of the console.

Remember: you cannot renew a title. When the three-week checkout period is over, you'll need to check the item out again if you're not yet done listening to the title.

### **Transferring a Title to a Portable Device**

1. Open up the OverDrive Media Console on your computer.
2. Connect your portable device to your computer. Note: your device must be OverDrive compatible. [Here is a complete list](#) of compatible devices.
3. Select a file to transfer.
4. Click the "Transfer" button on the toolbar along the top of the console.
5. Click the "Next" button
6. Check the parts of the title you want to transfer, and click the "Next button.
7. The transfer will occur.
8. You will be prompted when the transfer is complete. Click the "Finish" button.

The title is on your portable device, and you're on your own! Consult the instructions for your portable device to play the files. Remember: you cannot renew a title. When the three-week checkout period is over, you'll need to check the item out again if you're not yet done listening to the title.

### **Burning a Title to CD**

Not all titles can be burned to CD. There are two ways to check whether or not a title can be burned to CD:

1. When you're using the INCOLSA OverDrive site and browsing the available titles, you'll see info in the item record that indicates this.
2. When you have a title selected in the OverDrive Media Console, simply click the "Properties" button then check the info under the "License" tab.

To burn a title to CD using Windows Media Player 11, follow these steps:

1. Open up the OverDrive Media Console on your computer.
2. Insert a blank disk into your computer.
3. On the OverDrive Media Console, click the "Burn" button.
4. The Windows Media Player will open.
5. Click the "Burn" tab along the top edge of the media player.
6. Make sure the files you want to burn are selected in the pane along the right edge of the Windows Media Player.
7. Click the "Start Burn" button.
8. The burn will begin; this will take a few minutes to complete. A display along the bottom edge of the window will allow you to track the progress.
9. When the burn completes, the computer will eject the disk.

To burn a title to CD using a Macintosh computer, follow these steps:

1. Open up the OverDrive Media Console on your computer.
2. Insert a blank disk into your computer.
3. On the OverDrive Media Console, click the "Burn" button.
4. The OverDrive Media Player Burn Wizard will open (follow the instructions).
  - o Note: Make sure the files you want to burn are selected.
5. Start the burn.
6. The burn will begin; this will take a few minutes to complete. A display will allow you to track the progress.
7. When the burn completes, the computer will eject the disk.

### How to Delete OverDrive Audiobooks from iPod

Users may delete transferred OverDrive Audiobooks from their iPod using iTunes:

1. Connect your iPod to your computer and run the iTunes application.
2. Click on your iPod's name under 'Devices' on the left hand side of the iTunes interface.
3. Click on the 'Summary' tab and under 'Options', make sure you have checked the 'Manually manage music' check box.
4. Click the arrow to left of your iPod device to expand the contents view. The list expands to display the 'Music' and 'Books' categories on your iPod.
5. Select 'Music' or 'Books' (depending on the title), and select the titles you want to delete and press the 'delete' key on your keyboard.
6. Once you have deleted your tiles, safely remove your iPod by clicking the 'eject' button to right of your 'iPod's name'.

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Links  
 [1] <http://imgl.infofiction/audiobook-download-instructions>  
 [2] <http://idm.lib.overdrive.com/48058FAED-821E-4963-B5E9-93DEA3086637110325/en?help-FAQ-Format25.html#question-40>  
 [3] <http://idm.lib.overdrive.com/48058FAED-821E-4963-B5E9-93DEA3086637110325/en?help-FAQ-Format25.html#question-076>  
 [4] <http://www.overdrive.com/softwares/omz/>  
 [5] <http://windows.microsoft.com/en-US/windows/download-windows-media-player>  
 [6] <http://www.apple.com/itunes/download/>  
 [7] [http://en.wikipedia.org/wiki/Digital\\_rights\\_management](http://en.wikipedia.org/wiki/Digital_rights_management)  
 [8] <http://idm.lib.overdrive.com/CF3A261-2F93-8F26-83FAA66D8124110253/en?help-Reader-Format25.html#question-71>  
 [9] <http://idm.lib.overdrive.com/>  
 [10] <http://www.overdrive.com/resources/dm/>  
 [11] <http://www.ppld.org/>