Basic Guide to Using OverDrive Audiobooks

on your Computer and Transferring to an eReader

Install and Authorize Software

1. In order to download OverDrive audiobooks first install OverDrive Media Console® (OMC) software on your computer. The software is available at: calgary.lib.overdrive.com/ under **Software** on the left side of the screen. Follow the directions at this link to install the software.
2. Open OMC. Check to see whether you need to upgrade your Windows Media Player to allow DRM files to play on your computer by clicking on **Tools**, and select **Windows Media Player Security Upgrade…** A pop up box may appear which says "Your Windows Media Player requires a security update to play protected content." Click **OK** to upgrade your Windows Media Player.

Browsing and Dowloading Audiobooks

1. Go to www.calgarypubliclibrary.com and click on eBooks, then **OverDrive**.
2. Browse the collection or search specifically for a title you wish to borrow using either the search bar or the Advanced Search. With Advanced Search you can search by audiobook file type (WMA and MP3), subject, author, title and more. You can also click **Only show titles with copies available** to narrow your search. Note: Each audiobook will indicate which devices (MP3 player, iPod, PC etc.) will play the audiobook file in the "*Use on*" section below each title.
3. When you find an audiobook you want, click **Add to Cart**. (If the eBook is not available, click **Request a Hold** and you will receive an email with a link to download the audiobook when a copy becomes available).
4. Another page called **My E-Book Cart** will open. Click **Proceed to Checkout**. Enter your library card number and your PIN. Choose your lending period (the default is 21 days, but you can choose 7 days or 14 days instead if you prefer).
5. Click **Confirm Check Out**.
6. Click **Download** to download it onto your computer. In the pop up box that appears, click **open** to open and save the file into OverDrive Media Console®. When the software opens, you'll see the audiobook divided into parts. Click **OK** to download all the parts.
7. Once all the parts have downloaded, you can play your audiobook, transfer it to a mobile device or, in some cases, burn it to a CD.

Transferring audiobooks to a portable device

1. Connect your device to your computer.
2. Open OMC on your computer and select the audiobook you would like to transfer. Click the **Transfer** button. Select the parts of the book you want to transfer and click **Next**.

Returning Audiobooks (MP3 only)

1. Open OMC and click on the title you'd like to return.
2. Click **Delete** to bring up a pop-up box with more options.
3. Click **Return/Delete** to return the item to the library and delete it from your computer. If you click **Delete** instead, the title will be removed from your computer, but not returned to the library. Note: Once the loan period is over, the file on your computer expires automatically; returning them is not required.

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