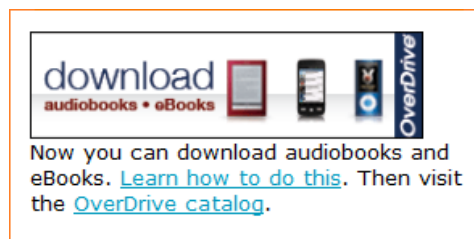


OverDrive: First Steps

Have an iPad or Kindle Fire? Check out our separate handout.

Start at the Jefferson Madison Regional Library homepage at www.jmrl.org. On the front page, you'll see a box labeled "Download Audiobooks/eBooks." Click anywhere inside that box.

You'll see a list of links that will help you get started using OverDrive. Click on the second link listed, "Access the OverDrive catalog of audiobooks and eBooks" to start browsing for books.



Some of JMRL's OverDrive titles now also appear in JMRL's general catalog.



These two icons will say "Download Audiobook" or "E-Book" underneath when you are browsing titles. In the catalog record, there will be a link to the OverDrive website to download the audiobook or eBook.

Ready to get started? Set up this software first!

**If you have an iPad, you don't need this software. All you need is the OverDrive app (available in the Apple app store).

Once you have the app installed, it will prompt you to create an Adobe ID. **

To read an **eBook (non-Kindle)** on your computer or a device, you'll need to download **Adobe Digital Editions**.

You can either follow the link from the Quick Start guide or go straight to the following link:

<http://www.adobe.com/products/digitaleditions/>

To authorize the Adobe Digital Editions software, you'll also need an **Adobe ID**. To create one, go to this link:

<https://www.adobe.com/cfusion/membership/index.cfm>

To download **audiobooks** to listen to on your computer or a device, you'll need to download the **OverDrive Media Console**. Again, there is a link on the Quick Start guide, or you can go straight to this link:

<http://www.overdrive.com/software/omc/>



Make sure you **sign in first** in order to see the full range of JMRL's available titles.

On the left side of the OverDrive website, you'll see a blue menu – pick your format and genre from the expanded menus if you just want to browse.

If it is more important just to find a book that is available, it may be more helpful to go directly to the **Advanced Search** feature. You'll find this below the Quick Search in the left-hand blue menu we mentioned before.

Searching for Books

By using the advanced search, you can find titles in your preferred format and ensure they are available to be checked out. Next to "Format," use the drop down menu to select whether you want an audiobook, eBook, or Kindle book. Right above the search button, you'll also want to make sure you check the box that says "Only show titles with copies available."

Advanced Search

Title:

Creator:

Keyword:

ISBN:

Format:

Publisher:

Subject:

Awards:

Date added to site:

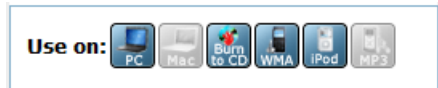
Results per page:

Order by:

Only show titles with copies available

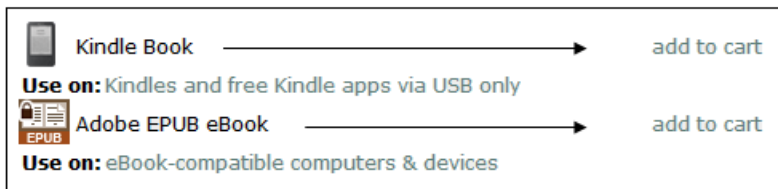
Reserving and Checking Out Titles

Once you find a book you'd like to check out, make sure it is compatible with your computer or device. You'll notice a list of icons in each title's record. If the icon appears to be light gray instead of in full color, that means the device is not supported for that particular title.



You'll also need to determine if it is actually available. Next to the title, you'll either see the words "**Add to cart**" if it can be checked out or "**Join waiting list**" if it is not available. If it is available, go ahead and click "Add to cart." You'll then be shown the items in your cart. You can then decide whether you are ready to check out or return to browsing.

If an item is not available, you can place a hold on the title by joining the **waiting list** – you'll need to provide your email address so you can be notified when it is available.



Some titles will be available in multiple formats, so make sure you are choosing the link corresponding to the correct format to add it to your cart or join the waiting list.

Note for Kindles: Most Kindle titles will be able to be transferred wirelessly. If the publisher has not made wireless transfer available, the record will note that you have to transfer the book "via USB only" (see above).


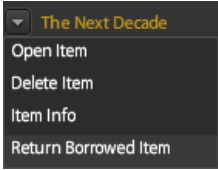
Once you're all ready to check out, you'll have to get back to your cart. You can always find a link to **My Cart** at the top of the OverDrive website. Once you're looking at the list of items in your cart, click "**Proceed to Checkout.**" On the check-out screen, you'll again see the list of titles you've decided to borrow. If you decide not to check out a title, click "remove" on the right side of the title. If you are happy with your selections, click "**Confirm Checkout.**" You'll then see download links for each of your titles. If you've already downloaded the correct software, your computer will automatically open the titles in those programs.

Lending Periods

You may have 4 titles out at a time, in any combination of formats. For audiobooks you may choose to borrow titles for either 7 or 14 days, for eBooks and Kindles you may choose 14 or 21 days.

Returning Books

Note: Audiobooks can **NOT** be checked in before their due date, but you may check in eBooks and Kindle books earlier. Otherwise, titles will expire automatically – you'll never be charged an overdue fine.

eBooks	Kindle books
<p>You must use Adobe Digital Editions to return your books. Look for the title in Library View () then click the grey arrow on the left side. Select Return Borrowed Item, not Delete Item!</p> 	<p>Log into your Amazon account and select Manage Your Kindle from the menu on the left. Click on the Actions button next to the title you want to return and select Return This Book.</p> 