

Georgina Public Library - OverDrive User Guide for Audiobooks on portable listening devices (MP3 Players, iPod etc.) or desktop

For downloading Audiobooks to a smartphone or tablet, refer to the OverDrive User Guide for that device (Android, Apple or Windows 10).


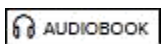

Install OverDrive Desktop App

1. The OverDrive desktop software is required for downloading Audiobooks to a personal computer for transferring to a portable listening device. This software is available at app.overdrive.com (scroll to the bottom of the page). Choose **Download for Windows Desktop** or **Available for Mac**.

Windows 10 users can use the **Windows 8 & 10** app on the Start screen to download and play Audiobooks. This app cannot be used to transfer Audiobooks to portable devices.

2. Open **OverDrive for Windows/Mac**.

Find and download Audiobooks

1. Go to the Georgina Public Library on OverDrive site at <https://odmc.overdrive.com/>
2. Click on **Search**  to search by title or author or on **Collections** to browse by format, genre or language. Look for the Audiobook indicator to choose an audiobook.

3. The banner above the book cover indicates its availability. The word **Available** indicates that the item can be checked out right now. **Wait List** indicates that all copies are currently checked out.
4. Click on the cover to find out more about the book. Click on **Borrow** to check out the book. If there is a **Place a Hold** button instead of Borrow, select it to be added to the waiting list.
5. Enter your full 14-digit library card number and PIN and sign in.
6. Click on  to go to your **Loans** page. Select the **Download** button next to the book cover.
7. The **Get Media** window from the OverDrive software will open. Click **OK**.


7. Click **Yes** to create the new folder (if prompted). If the file doesn't open automatically, double-click on the downloaded file.
8. The **Download** box will appear and display the parts of the Audiobook awaiting download. Make sure the parts you want to download are checked and click **OK** again.
9. Once downloaded, use the OverDrive desktop app to play the Audiobook.

Transfer Audiobooks to a portable listening device (MP3 player, iPod etc.)

1. After connecting the device to your computer, open the OverDrive desktop app.
2. Select the audiobook you wish to transfer. Click the **Transfer** button at the top of the screen to start the Transfer. Select the parts of the book you wish to transfer and click **Next**.
3. If you are transferring to an iPod, open iTunes and set the device to Manually Manage Music. By default, MP3 audiobooks are filed under "Music" on iPods.

Renewing eBooks

A renewal request can be placed 3 days before the borrowing period is over.

1. Return to OverDrive and click on the Loans icon  and sign into your account.
2. Click on the **Request again** button under the cover of the book to be renewed. Confirm your email address.
3. When your borrowing period is over, the item will be checked out to you again or you will be added to the holds list if all copies are checked out.
4. After receiving the email notifying you that the item is available, return to the **Loans** section of your OverDrive account and click on the **Download** button to download the item again.

eBooks will automatically expire at the end of the lending period. Returning early is optional.

Go to help.overdrive.com for more information.