

# OverDrive for Windows 7

Downloading digital eBooks and Audiobooks using a Windows 7 Computer

## Getting to OverDrive

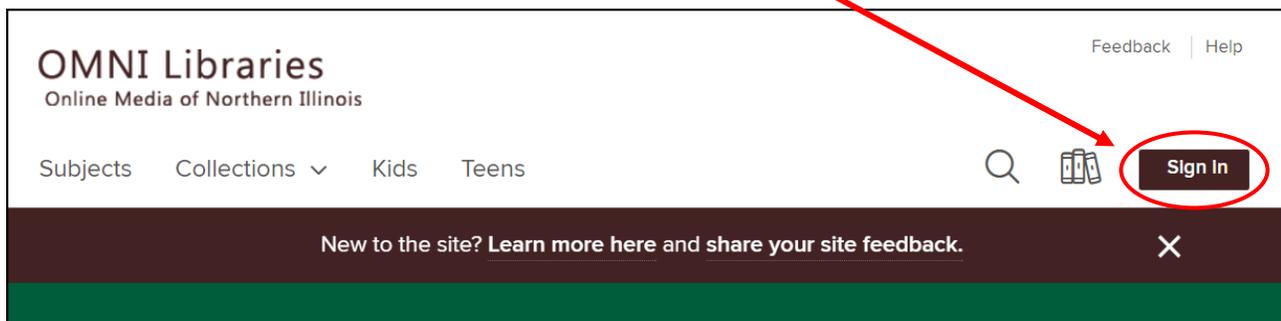
You can access our OverDrive catalog, called OMNI, a few different ways. You can go to the website directly by typing [www.omnilibraries.overdrive.com](http://www.omnilibraries.overdrive.com) into your internet browser. Or, you can click on the OverDrive link on our website homepage ([www.trpld.org](http://www.trpld.org)): located on the left-hand side under **Downloadables**. (See image right.)



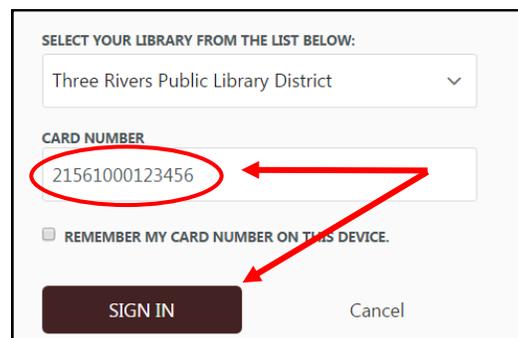
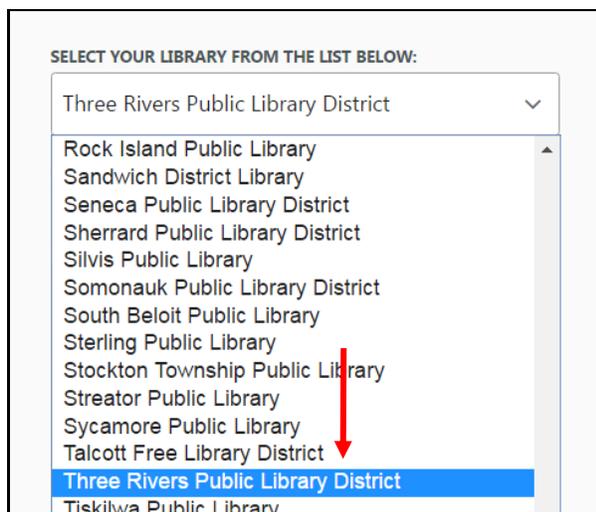
## Signing In

Before you can checkout eBooks and Audiobooks from OMNI, you will need to sign into your account.

- 1) Click the **Sign In** button at the top-right of the page.



- 2) Select your home library from the drop-down menu. Type in your 14 digit library card number (with no spaces) and click **Sign In**.

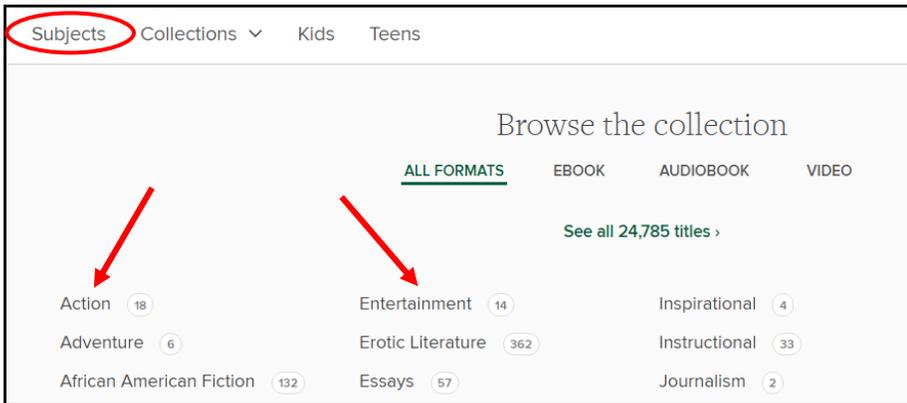
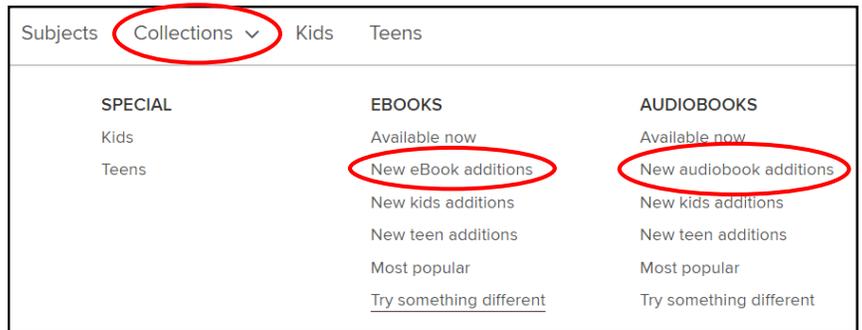


## Finding Books

From the OMNI catalog there are many ways to discover new books to read.

### See What's New

Click on the **Collections** tab, then select either **New eBook additions** or **New Audiobook additions** to see the newest books added to OMNI.

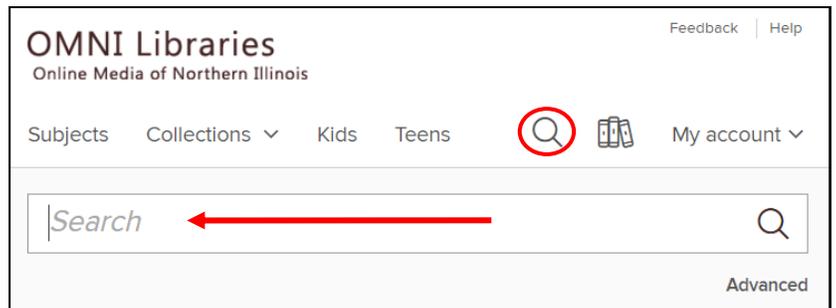


### Search by Subject

By clicking on the **Subjects** tab you will see an alphabetical list of different genres and subjects such as: Romance, Mystery, Biography, Science Fiction, and True Crime. Click on one of these subjects to create a list of related titles.

### Search

Have a particular title in mind? Click on the  icon, then type an author, title, or keyword into the search box.



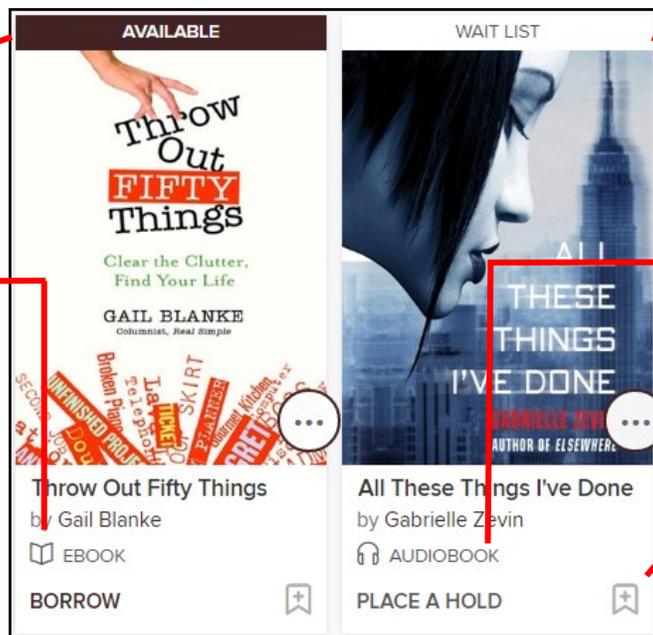
## What Does That Mean?

**AVAILABLE**

If the book has an **Available** label, there is a copy of this title ready to be checked out.

 **EBOOK**

If the book has an **eBook** label, this book can be read visually on a computer or device.



**WAIT LIST**

If the book has a **Wait List** label, all copies of this title are currently checked out.

 **AUDIOBOOK**

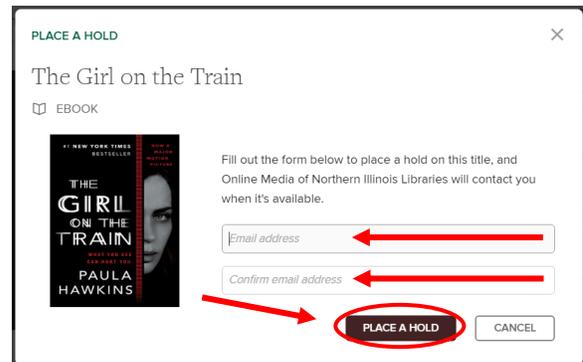
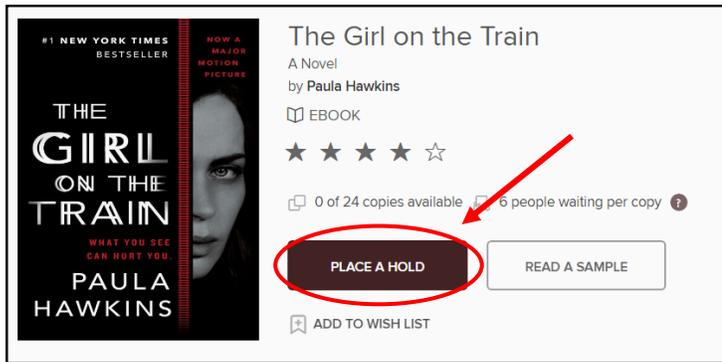
If the book has an **Audiobook** label, this is a book read out loud you can listen to using speakers or headphones.



Click this icon to add the book to your Wish List.

## Placing Holds

If you want to borrow a title already checked out by someone else, you will have to place a hold.



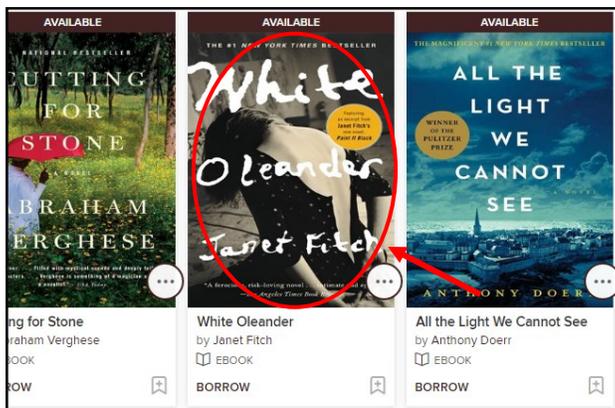
1) Click on the title of the book you would like to checkout. From the book's page, click on the **Place a Hold** button next to the title.

2) Enter your email address twice in the text boxes. This is how you will be notified that your hold has become available. You will only have to do this the first time you place a hold. To finish, click the **Place a Hold** button.

## Checking Out

Checking out books from OMNI is quick and easy.

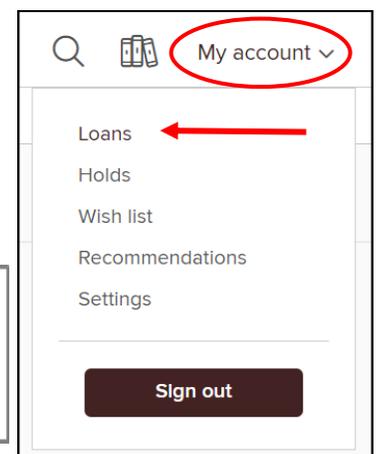
Select the book you would like to checkout by clicking on the cover image. On the next page, click on the  icon to choose your loan period from the drop-down menu. You have the option of borrowing eBooks and Audiobooks for 7, 14, or 21 days. Then click on the **Borrow** button to checkout your book.



## Go to Your Loans

Now that you've checked out a book, you need to go to your **Loans** page to download it. Click on **My Account** in the upper-right corner of the screen, then select **Loans** from the drop-down menu.

Alternately, you can click on the  icon at the top-right of the screen to go directly to your Loans.



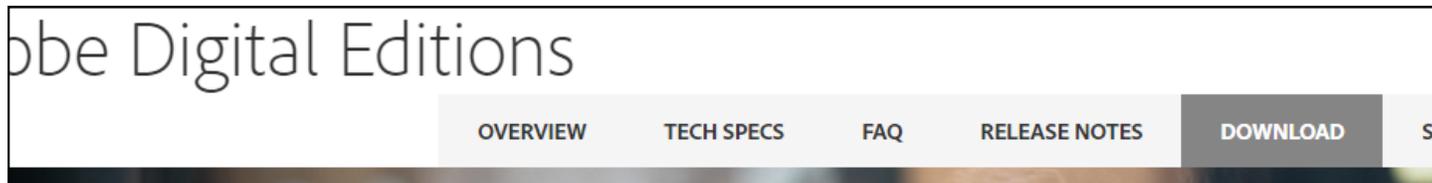
- ⇒ Continue to page 4 for eBook downloading instructions
- ⇒ Continue to page 6 for Audiobook downloading instructions
- ⇒ Continue to page 8 for Read in your Browser: eBook instructions
- ⇒ Continue to page 9 for Read in your Browser: Audiobook instructions

## Downloading eBooks and Adobe Digital Editions Software to Your Computer

Before you can start reading eBooks on your computer, you'll first need to download the Adobe Digital Editions software to your computer. You will only need to download and authorize the software once. This software is completely free, safe to use, and can also be used to transfer your eBooks to your ereader.

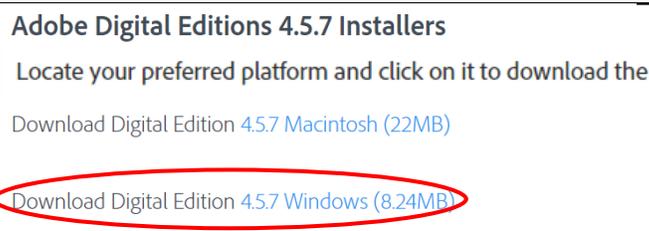
### Downloading Adobe Digital Editions Software

- 1) In your internet browser, go to [www.adobe.com/solutions/ebook/digital-editions.html](http://www.adobe.com/solutions/ebook/digital-editions.html)



- 2) Click on **Download**, found near the top-right of the page.

- 3) Under **Adobe Digital Editions Installers**, select the blue **Windows** link to begin downloading the software. If the download does not start automatically, you can start it manually by opening the **ADE\_4.5\_Installer.exe** file in your Downloads folder.

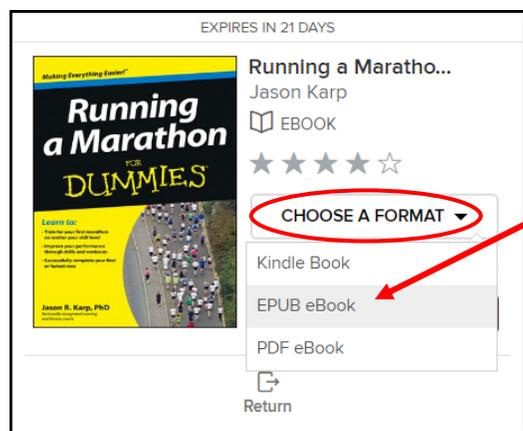
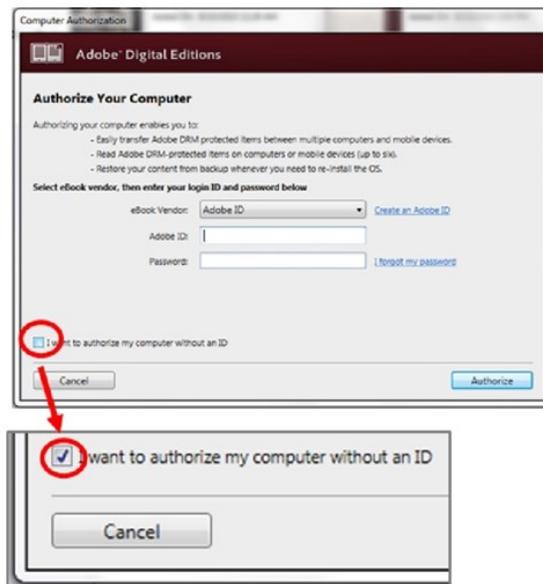


- 4) If prompted, select **Run** and then follow the prompts in the installer window. Once installed Adobe Digital Editions should start up automatically.

### Authorizing Adobe Digital Editions

Before you can begin reading eBooks on Adobe Digital Editions, you will need to authorize your computer. This is something you will only need to do once.

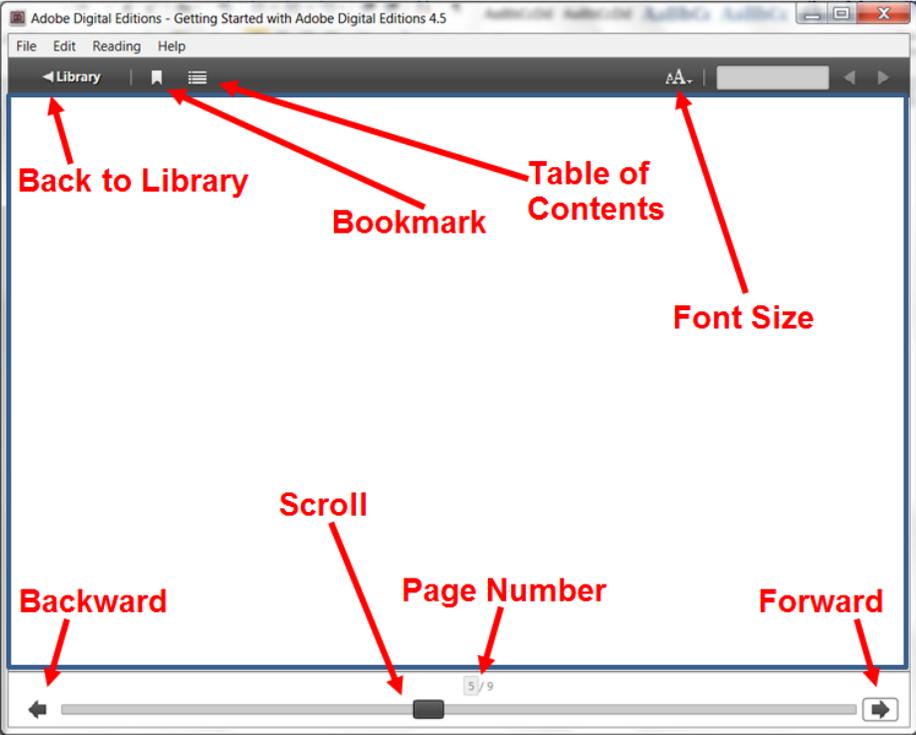
- 1) If you have not already done so, open Adobe Digital Editions.
- 2) Click **Help** in the upper-right corner of the window, and then select **Authorize Computer** from the drop-down menu.
- 3) In the bottom-left corner of the Computer Authorization window, check the "I want to authorize my computer without an ID" box. Click **Next**, and then click **Authorize**. Click **OK** to close the window.



### Downloading the eBook

- 1) While logged in go to your Loans. Click on **Choose a Format** and select **EPUB eBook** from the drop-down menu.
- 2) A "Device Compatibility Notice" window may appear. If so, click **Confirm**.
- 3) Open the file you've just downloaded. If you can't find it, check your computer's **Downloads Folder**. It will be an .ACSM file type. Opening the file should automatically download it within Adobe Digital Editions. Once your eBook has been downloaded, you will be able to read to it whether you are connected to the internet or not.

## Reading eBooks in Adobe Digital Editions

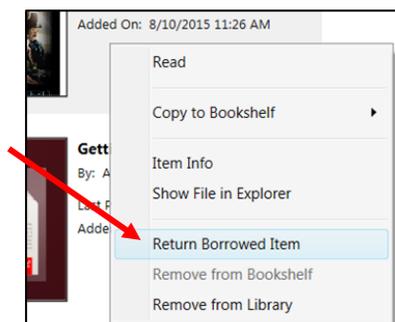
		<p><b>Library</b> <b>Back to Library</b> Click on this button to go back to your Adobe Digital Editions Library to choose another book to read.</p>
		<p><b>Bookmark</b> Click this button to create a bookmark on the current page. You can view your bookmarks in the table of contents.</p>
		<p><b>Table of Contents</b> Click this button to view the table of contents for your eBook. You can use this function to skip ahead to a specific chapter.</p>
		<p><b>Change Font Size</b> Click on this button to choose a larger or smaller print.</p>
<p><b>Backward / Forward</b> Click the arrows to go backward or forward a page in the book.</p>	<p><b>Scroll</b> This button shows how far you've progressed in the book. You can click and drag the black square to go forward or backward in the book.</p>	<p><b>Page Number</b> This shows what page number you are on and how many pages are in the book. You can click on the first number and type in a specific page number to go there directly.</p>

## Deleting and Returning eBooks Early

If you finish reading your eBook before its due date or you would like to delete expired eBooks from Adobe Digital Editions, follow the instructions below.

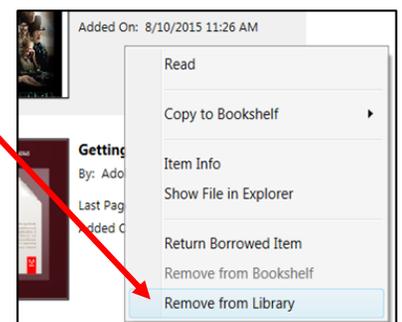
### To Return Early

- 1) Go to your Bookshelves in Adobe Digital Editions. This is where you automatically go when starting up the program, or you can get there by clicking the **Back to Library** button when reading an eBook.
- 2) Right-click on the eBook you would like to return.
- 3) Select **Return Borrowed Item** from the menu.
- 4) Click **Return** in the pop-up window



### To Delete

- 1) Go to your Bookshelves in Adobe Digital Editions. This is where you automatically go when starting up the program, or you can get there by clicking the **Back to Library** button when reading an eBook.
- 2) Right-click on the eBook you would like to delete.
- 3) Select **Remove from Library** from the menu.
- 4) Click **Remove** in the pop-up window.

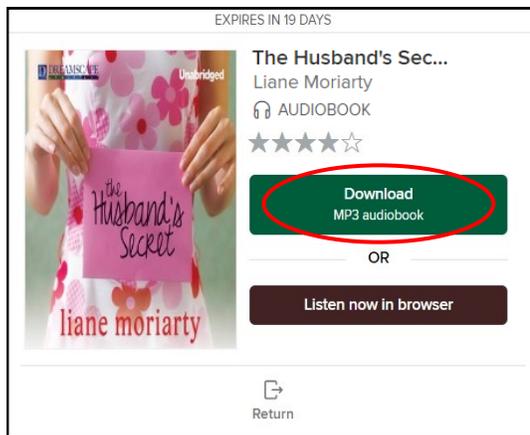


## Downloading Audiobooks and OverDrive Software to Your Computer

Before you can start reading Audiobooks on your computer, you'll first need to download the OverDrive software to your computer. You will only need to download the software once. This software is completely free, safe to use, and can also be used to transfer your Audiobooks to an MP3 player.

### Downloading OverDrive Software

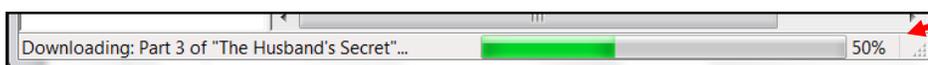
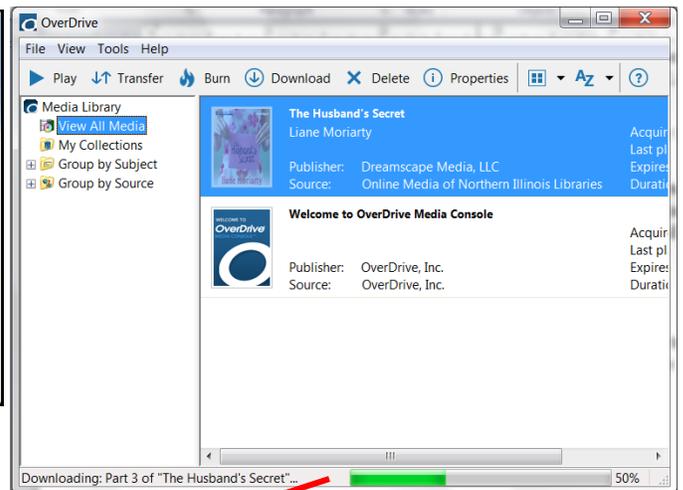
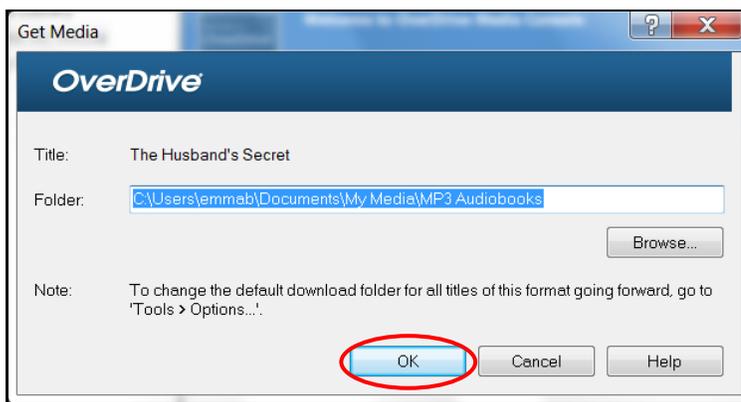
- 1) In your internet browser, go to [app.overdrive.com](http://app.overdrive.com)
- 2) Scroll to the bottom of the webpage and click on the **Download for Windows Desktop** button to begin downloading the software. If the download does not start automatically, you can start it manually by opening the **ODMediaConsoleSetup.msi** file in your Downloads folder.
- 3) If prompted, select **Run** and then follow the prompts in the installer window. Once installed double-click on the OverDrive shortcut on your Desktop.



### Downloading the Audiobook

- 1) While logged in go to your Loans. Click on **Download MP3 Audiobook**.
- 2) A “Device Compatibility Notice” window may appear. If so, click **Confirm**.
- 3) Open the file you’ve just downloaded. If you can’t find it, check your computer’s **Downloads Folder**. It will be an .ODM file type. Opening the file should automatically open the OverDrive Software.

4) Click **OK** in the “Get Media” window. Then click **OK** in the “Download” window to begin downloading. You can view it’s download progress at the bottom of the software window. Once your Audiobook has been downloaded, you will be able to listen to it whether you are connected to the internet or not.



Continue to the next page for Listening and Deleting/Returning Early instructions.

## Listening to Audiobooks in OverDrive Software



Click on the book you would like to read to highlight it, then click on the **Play** button in the upper-left corner.

	<b>Play / Pause</b> - Use these buttons to play and pause the audiobook.
	<b>Bookmarks</b> - Click this button to add, manage, or open bookmarks.
	<b>Play Speed</b> - Click this button to adjust the play speed.
	<b>Backward / Forward MediaMarker</b> - Go backward or forward a MediaMarker in the audiobook.
	<b>Skip Back 15 Seconds</b> - Click this button to skip back 15 seconds in the audiobook.
	<b>Backward/Forward Part</b> - Go backward or forward a part in the audiobook.
	<b>Help</b> - Click on this button to open the help window.

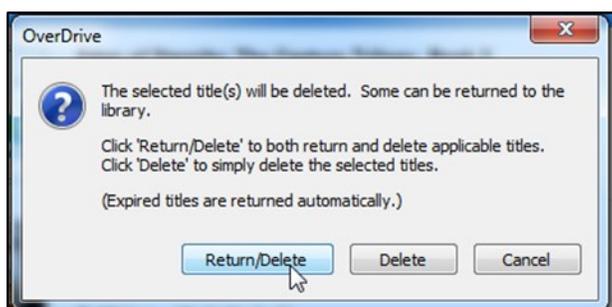
**Scroll** - This button shows how far you've progressed in the book. You can click and drag the grey square to go forward and backward in the audiobook.

**Volume** - Use these controls to adjust the sound volume of the audiobook.

## Deleting and Returning Audiobooks Early

If you finish reading your Audiobook before its due date or you would like to delete an expired Audiobook from OverDrive, follow the instructions below.

- 1) Select the audiobook you'd like to return in OverDrive from the list of your checked out books. It will turn blue once you click on it.



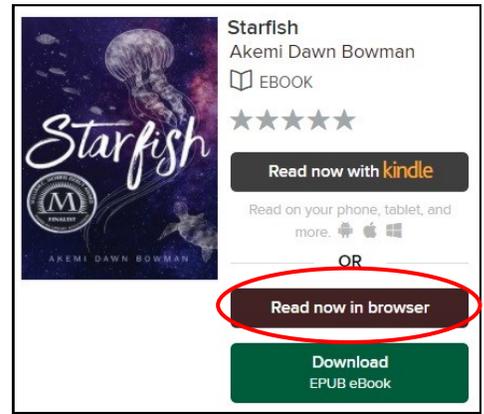
- 2) Click the **Delete** button near the top of the window. This should open a new window.
- 3) In the new window, click **Return/Delete** to both return the Audiobook to your library and delete it from your computer. Or click **Delete** to remove the audiobook from your computer, but keep it checked out to your library account. This means that you can download the book again during your lending period.

## Reading eBooks in Your Browser

Using these instructions, you can read eBooks inside of your internet browser without having to download any software. However you must have a constant internet connection when you plan to read your eBook.

### Opening the eBook

- 1) While logged in to OMNI, go to your Checkouts.
- 2) Click **Read now in browser** on the book you would like to read.
- 3) Your eBook will open up in a new tab, though it may take a minute or two to load. You can close the eBook and pick up where you left off later on any computer or compatible device, as long as it is connected to the internet.

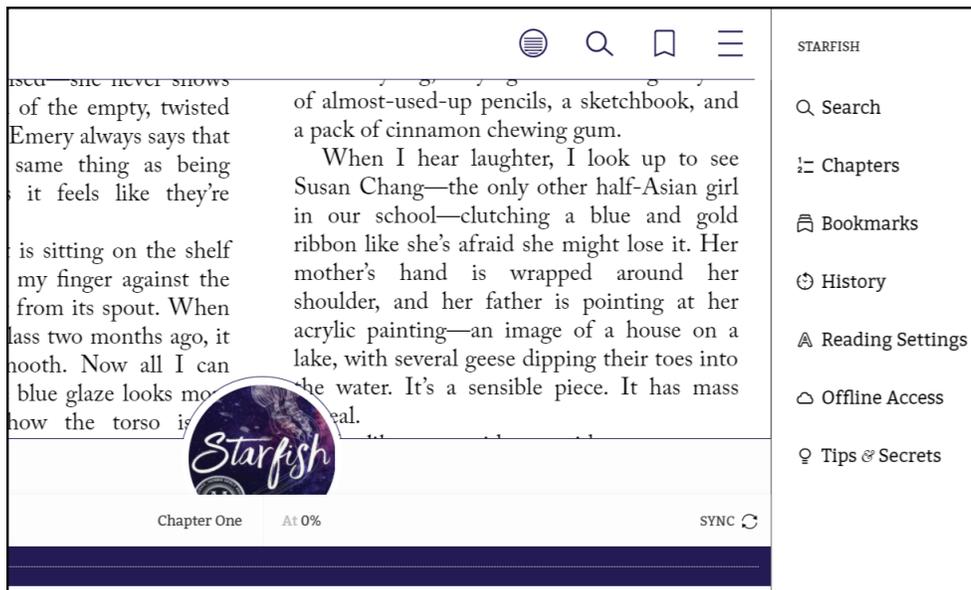


### Navigating the eBook

Click on the **right** side of the page to go to the **next** page.

Click on the **center** of the page to go to open and close the **progress bar**.

Click on the **left** side of the page to go to the **previous** page.



**Menu** - Click this icon to open and close the menu.

**Search** - Click on the **Search** icon and type in the textbox to search for a word or phrase within the book.

**Chapters** - Click on **Chapters** to jump to a specific chapter or place in a book.

**Bookmarks** - Click on Bookmarks to view and manage marked pages.

**Reading Settings** - Click on **Reading Settings** to adjust the text size, font, and lighting of the book

**Tips & Secrets** - Click on **Tips & Secrets** for more information on eBook navigation in your browser.

## Reading Audiobooks in Your Browser

Using these instructions, you can listen to Audiobooks inside of your internet browser without having to download any software. However you must have a constant internet connection when you plan to read your Audiobook.

### Opening the Audiobook

- 1) While logged in to OMNI, go to your Loans.
- 2) Click **Listen now in browser** on the book you would like to read.
- 3) Your Audiobook will open up in a new tab. You can close an Audiobook and pick up where you left off later on any computer or compatible device, as long as it is connected to the internet.



### Navigating the Audiobook

A screenshot of the audiobook player interface. The main area shows the book cover for 'Swing Time' by Zadie Smith. Below the cover is a play button and a progress bar. The progress bar shows the current time as 00:00 and the total time as 03:00. The text 'Swing Time -13:46:42 LEFT' is displayed above the progress bar. To the right of the main area is a sidebar with navigation options: 'Menu', 'Chapters', 'Bookmarks', 'History', and 'Tips & Secrets'. Each option has a corresponding icon. The 'OverDrive' logo is visible at the bottom right of the sidebar.

	<b>Menu</b> - Click on the <b>Menu</b> icon to open and close the menu.
	<b>Narration Speed</b> - Click on the <b>Narration Speed</b> icon to speed up or slow down the narration speed.
	<b>Sleep Timer</b> - Click on the <b>Sleep Timer</b> icon to set the audiobook to play for 30 minutes, then stop.
	<b>Chapters</b> - Click on the <b>Chapters</b> icon to jump to a specific chapter or place in the book.
	<b>Bookmarks</b> - Click on the <b>Bookmarks</b> icon to view and manage marked places in the audiobook.
	<b>Tips &amp; Secrets</b> - Click on <b>Tips &amp; Secrets</b> for more information on audiobook navigation in your browser.