



Using Library Audiobooks on iPods & .mp3 Players

iPod Touch or any other app-enabled device should use the instructions for iDevices or Android devices.

MP3 players are available from a number of manufacturers and are designed to play MP3 audio files, like audiobooks from your library. These instructions are for .mp3 players such as the iPod Shuffle.

Set up your Computer

1. Go to UDPL's website at www.udpl.org. Hover over **eLibrary** in the blue menu bar and click **eListen**. Then click on **Overdrive**. This will take you to our Overdrive partner site.
2. Go to app.overdrive.com. Scroll to the bottom and click **Download for Windows Desktop**.
3. Find the file you just downloaded. It will usually be in your Downloads folder in C:-Users-<yourname>-Downloads. Double click the file to **install** and choose the defaults to install.
4. Open the newly installed **Overdrive Media Console program**.
5. Follow the prompts. When Windows Media Player opens, you are finished setting up.

Overdrive Catalog

Because of publisher restrictions, our audiobooks are only available to one patron at a time. Audiobooks that are in may be borrowed. If it is out, you may Place a Hold.

Set your Lending Options Before You Check Out

1. Go to UDPL's website at www.udpl.org. Hover over **eLibrary** in the blue menu bar and click **eListen**. Then click on Overdrive. This will take you to our Overdrive partner site.
2. Click **sign in** in the upper right-hand corner.

The screenshot shows the 'Settings' page for Overdrive. Under the 'GENERAL' section, there is a 'Lending periods' section with the instruction 'Set your default lending period for each format.' Below this, there are two rows of buttons: 'eBook:' and 'Audiobook:'. Each row has three buttons: '7 days', '14 days', and '21 days'. The '14 days' button for both categories is highlighted in dark grey, indicating it is the selected default. Below the buttons, there is a note: 'Certain titles may have lending periods that can't be changed.' At the bottom, there is a checked checkbox for 'Automatic hold checkout' with the text 'Have your holds automatically borrowed for you as they become available.'

3. At **Select your Library from the List** **Below** choose Upper Dublin Public from the drop-down list.
4. Fill in your **library card** number (no spaces) and click **sign in**.
5. Click on **My Account** at the top.
6. Click **Settings**.
7. Tap the boxes for 7 days, 14 days or 21 days to set your default check-out period.

Finding & Checking out Audiobooks

- To search, click on the search box.
- Browse or search for audiobooks format. You may limit your search by clicking on **Advanced Search** under the regular search box and choosing **All Audiobooks** from **All Formats**.
- You may limit your search to **Show me: Available now**. Usually a third of our audiobooks are in at any given time.
- Items that are available to borrow have an **Available banner** at the top of the cover. Those items not available have **Wait List**.
- When you find an item you'd like to checkout, click on the audiobook cover and then click **Borrow**.
- This will take you to your **Loans** on the Overdrive website. You may either continue browsing or download the item.
- To get back to bookshelf later, click on **My Account** and then click **Loans**.
- At your bookshelf, if there is an option to download more than one format, it will give you a drop-down menu (see illustration). If there isn't, just click **Download**.

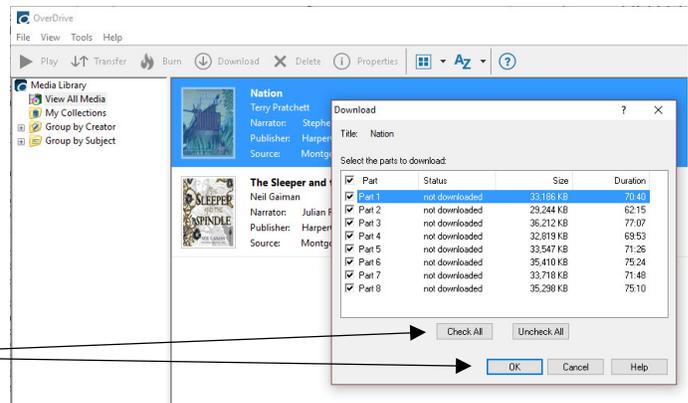


Very important! If you are using an iPod, from this point on you must be using the computer with the iTunes your iDevice is synced to. You will be using a combination of Overdrive Media Console and your iTunes.

- Click **Download (MP3 Audiobook)**. If it gives you a choice, **open the file with Overdrive Media Console** (it may just open the file automatically).
- The Overdrive Media Console program will open.
- A **Get Media box** will appear. Click **OK**.
- A dialog box will appear showing you the parts and whether they have been downloaded or not.

Please note: You may only use the download button in the website three times.

To download parts after the fact, use the download button in the Overdrive Media Console program.



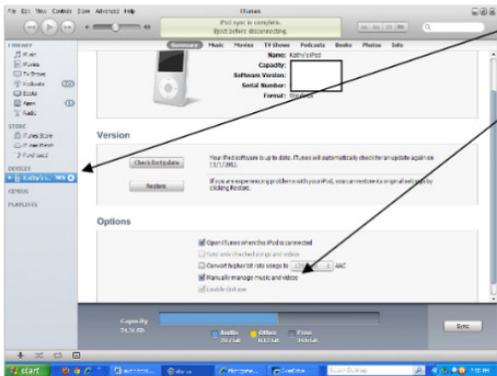
- Click **Check All** and **OK**.
- The status of your download will appear in the bottom of the Overdrive Media Console program.
 - Please note:* Depending on the speed of your connection, audiobooks can take up to 45 minutes to download.
- When the item is downloaded, it will appear in your Overdrive Media Console. Check the bottom status bar to make sure it is done.

Transferring Items to an .mp3 Player

1. Plug your device in and click the Transfer button.
Or
2. On a Windows machine, navigate to [Your User] – Documents – My Media. The files will be in there and you can transfer to your .mp3 player accordingly.

Set your iDevice to use our audiobooks

1. Plug your iDevice into the computer and wait for iTunes to start up and recognize it.



2. **Navigate to your Device in iTunes** and click its listing to see it in iTunes.
3. Check the box to **Manually manage music and videos**.

Please note: “Manually manage music and videos” means that iTunes will not automatically transfer new items to your iDevice. You will have to copy them individually. When you’re done with the audio book, uncheck “manually manage” and let the iDevice sync everything which will usually

wipe out the audio book.

4. Go back to Overdrive Media Console.
5. Click the **Transfer button** to start your transfer to your iDevice.



6. A dialog box will open. Click next and it will **search for available devices**.

7. Once it finds your device, which it will call the “detected portable player,” it will ask you how many parts to transfer. Click **Select all** and **Next**.



8. If it isn't open already, iTunes will open up. You will see Overdrive Media Console transferring the audiobook to iTunes.

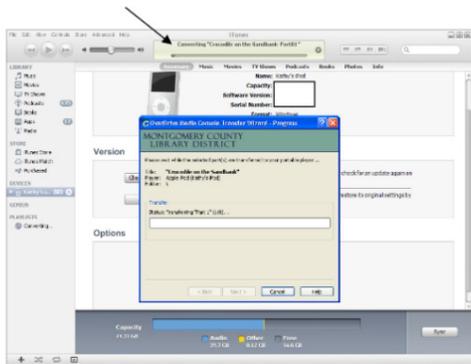
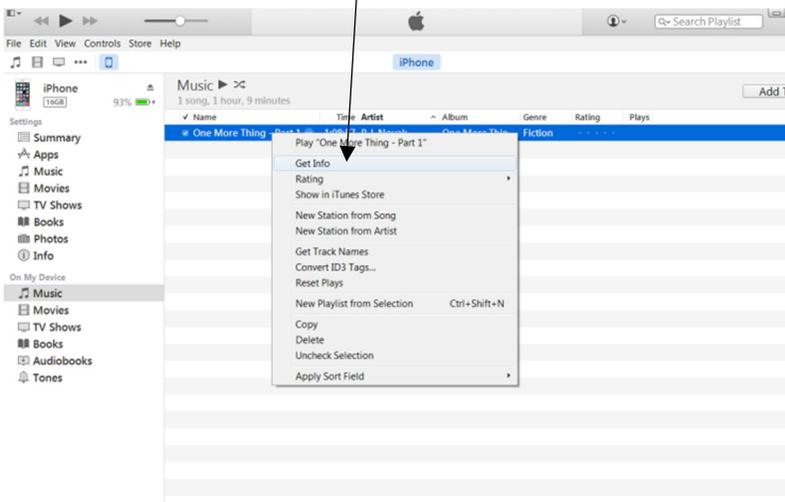
- This usually takes 30 minutes or more. Leave the computer to work.
- When it is finished, your book will probably be in the Music files. See below to change that.

How to change the "Media Kind" for audiobooks in iTunes

- Connect your Apple device to your computer using your USB cable.
- Open iTunes (if it doesn't open automatically).



- Select the **Device** button near the top-left corner of iTunes.
- Under "On My Device," click **Music**.
- Right-click (or control-click on a Mac) an audiobook file,



- In the pop-up window, click the **Options** tab.
- In the "media kind" drop-down menu, select **Audiobook**.

- Click **OK**.
- You'll now find the audiobook file(s) under "Audiobook" on your device.

