

# *An Introduction to eAudio*

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1. Go to [www.ocln.org](http://www.ocln.org) and click the link on the left for “Downloadable audio and eBooks.”
2. If you haven’t already, download the appropriate software *before* you search for books:
  - a. On the left, there are 2 items listed under “Digital Software.” For eAudio, you need “OverDrive Media Console.” You’ll also need the latest version of Windows Media Player, but that’s most likely on your computer, already.
  - b. The OverDrive download is fairly self-explanatory: choose your computer type and click “Download Now.” When asked to Run or Save, choose Run. When complete, choose Run again and you’ll go through a standard install process. Close the window when done and go back to the OverDrive OCLN page.
3. If you’re using an iPod, you need to download iTunes from [www.apple.com/itunes](http://www.apple.com/itunes). This follows almost the exact process used for OverDrive. If you have an MP3 player, you don’t need iTunes as titles can be managed directly on your computer.
4. Before you start searching for books, you may want to Login. Click on My eAccount and enter your Library Card number and PIN. If you do this now, you won’t have to enter this information for every title. My eAccount is also the place to manage your settings and preferences.
5. Now to find a book! Go to the Digital Media Home page of OverDrive. You can use the Quick Search in the middle of the page or the browsing options on the left. The “Recently Returned” search, for example, displays titles that have just been checked in and *should* be available.
6. Like a regular catalog search, you’ll find a long list of titles. You can click on a title if you want more detailed information, but everything you need is on the basic search page.
7. First, notice the icons that show which systems and devices work for which titles. Next, find the two options on the right hand side. An available book will say “Add to eBookBag.” An unavailable book will say “Place Hold.” If you’ve logged in, choosing Place Hold will prompt a request for your email address to notify you when the book is available. Also notice the “Add to Wish List” option, which simply allows you to create a list of books you’d like to listen to.
8. Once you see an available book that matches your device and computer, click “Add to eBook Bag.” It states a lending period of 14 days, though most titles also allow a 7 day loan. You can’t return titles early, so once you check it out, it’s yours for the duration of the lending period.
9. You may choose to “continue browsing,” but after 30 minutes your selections will go back into the collection. 30 minutes goes by very fast, so you may want to proceed to Checkout.
10. You now get to choose a Lending Period of 7 or 14 days. Confirm Checkout, and then Download. The OverDrive Console will now open, and you’ll see a window listing all parts of the audiobook. Simply click OK and wait for it to download. A progress report is at the bottom of the download

window, and the speed at which this happens depends upon the speed of your computer and Internet connection, but it could range from 5 to 30 minutes or more.

11. Notice on the right hand side of the title you have the date the book was acquired, the date it expires, and the length of time needed to listen to the book.
12. On the OverDrive tool bar, Play, Delete, and Download are self-explanatory. Burn can create a physical CD of a title, but most books don't allow this. The Properties button displays the details of the selected file, but the button you really need is Transfer. The program wants to transfer directly to the device, so it pretty much walks you through the process.
13. If using an iPod, the transfer process will inform you that an iTunes option called "Manually manage music" must be enabled. Hit OK and, in iTunes, click on the iPod in the Devices listing. In the summary tab, scroll down the page and under Options select the box for "Manually manage music and videos." Hit OK after reading, and then hit Apply in the lower right corner.
14. Click Transfer, and follow the instructions. You'll see a window suggesting you change the download settings in iTunes. This change may slightly affect the quality of sound, but will cut the download time in half. To do this:
  - a. Go to the Edit menu; choose Preferences; choose Import settings; go to the drop down menu and choose Spoken Podcast. Close out the window and return to OverDrive.
  - b. Remember, iTunes will *not* change settings back on its own. If you use iTunes for music, you'll want to change settings back before importing new music
15. Once transfer is complete, go to the iPod screen and click on "Books" under the Devices listing. A key reminder is that iTunes *manages* your iPod, but the book is not *in* iTunes, just on the iPod.
16. To listen to the book, go into the Music heading on the iPod and there's a heading for Audiobooks. You can also put Audiobooks on the main menu, with a couple clicks in the Settings menu.
17. Now you're done listening to the book and want to delete it. In OverDrive, simply open the Media Console, select the title and hit Delete. For the iPod, connect to the computer and wait for iTunes to open. Click on the arrow beside the name of the iPod to view its contents. Click on Books, and there you have your downloaded title(s).
18. The easiest way to select the book for deletion is to click on the first part, then hold down the Shift key while you click the last part. Hit the delete key, and away it goes. Make sure to eject your iPod properly, and you're all set.
19. Please Note: although the file in the OverDrive *console* expires, it stays on your computer until you delete it. *However*, the transferred copy in iTunes and/or on your player *does not expire*.
20. This is a 3<sup>rd</sup> party service OCLN subscribes to, so while we can help with many of the issues you may encounter, any computer-based incompatibility is best resolved by contacting OverDrive's HELP menu. If you choose "Help" or FAQ, you'll see a sentence that reads: "Unable to find the answers to your questions in any of the above help categories? Please contact support with a detailed description of your problem or question." Just click that link and fill out the form. We've had very good patron feedback on their response time and advice.
21. *Always* feel free to contact me at the Reference Desk with any questions.