

## Downloading Audiobooks to a PC, and transferring to portable device, or burning to CD

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(To download and listen to NEIBORS mp3 audiobooks on your mobile device, use the Overdrive Media Console app from your device's app store.)

You will need:

- A personal computer with Windows XP or later
- Windows Media Player v. 9 or higher
- Microsoft Internet Explorer 7 (or later)
- A valid library card from your library

### Install free software: Overdrive Media Console:

(One time only)

1. Go to: <http://neibors.lib.overdrive.com>
2. Scroll to the bottom of the page and click on "Software"
3. Click on the "Overdrive Media Console" icon, then on "Windows"

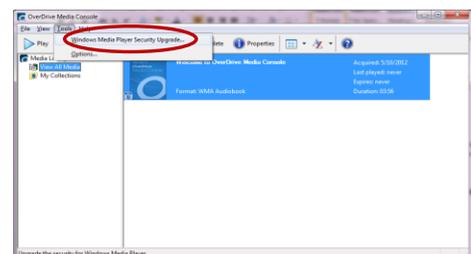


4. Click on "Download for Windows" and follow the instructions in the Wizard to download and install the Console (and Windows Media Player, if it is not already on your computer)



5. The first time you install the Media Console you will also need to do the Windows Media Player Security Upgrade:

Open the Media Console and from the "Tools" menu select "Windows Media Player Security Upgrade." The upgrade will install itself.



(If you are using Windows 7, it may require you to manually install the update from Microsoft's website. Follow the link and instructions in the pop-up window.)

## Borrow title(s)

1. Search or browse the collection on the NEIBORS website <http://neibors.lib.overdrive.com>,

2. When you find a title you'd like to borrow, click on it, and then on

“Borrow.” If there is a choice of

formats for the title, it will let you choose the format.



3. Until you download the title you can return it from here.

4. If the title is already checked out you can click on “Place a Hold” and you will receive an e-mail when it is available for you to check out.



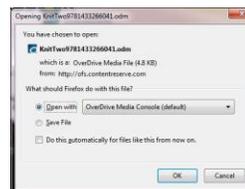
5. Audiobooks are checked out for one week. MP3 audiobooks can be returned early. See the NEIBORS Guide: “Returning Audiobooks Early.”

## Download title

1. In your Bookshelf, select a format (if more than one is available) and then “Confirm and download.”



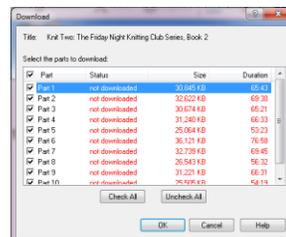
2. In the pop-up window, make sure that “Open with Overdrive Media Console” is selected (you may tell it to always open files of this type in Overdrive Media Console) and click on OK.



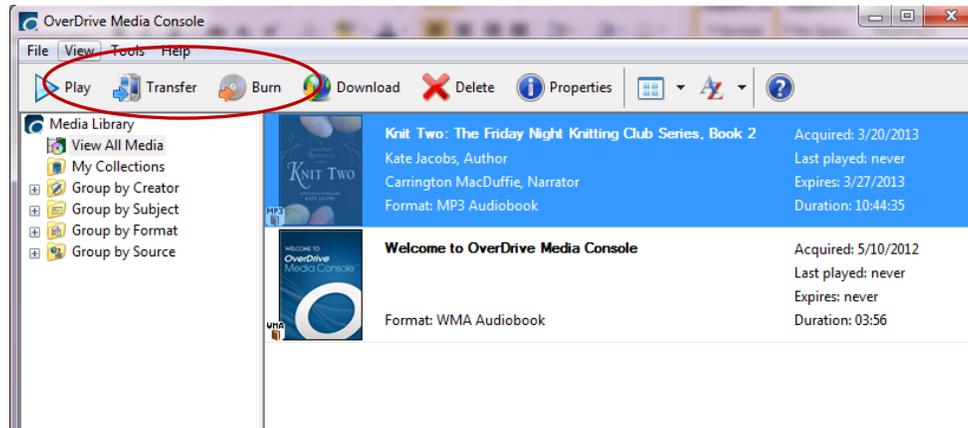
3. Overdrive Media Console will open, and ask where you want to save the file; Click on OK.



4. Select the parts you want to download and click on OK. The title will begin to download.



Once downloaded, you may listen to the book on your computer, using Windows Media Player (“Play”) or you may transfer to an mp3 player (“Transfer”). Some titles may also be burned to CD for your personal use (“Burn”).



### Transfer to mp3 player or other device:

*(For mobile devices, use the Overdrive Media Console app instead)*

1. In the Media Console select the book you want to transfer and click on the “Transfer” button at the top of the Console window.



2. Connect your portable device to the computer, and click on “Next”

3. When the device has been detected, the confirmation window will appear; select the parts that you want to transfer and click on “Next”



4. When the transfer is complete you can disconnect the device. Click on ‘Finish’

### Burn to CD (Only for those title for which CD burning is allowed by the publisher)

*This assumes that you have downloaded the latest version of the Overdrive Media Console*

1. Insert a blank CD-R in the CD drive of your computer.
2. In the Media Console, select the title you want to burn to CD and click on the “Burn” button at the top of the Console window.
3. In the Burn wizard window click “Next”
4. Choose the parts to want to download. It will burn the parts one at a time, and prompt you when you need to insert another blank CD, so you can select all the parts if you want to eventually burn all of them. Click on “Next.”

5. When each part has been burned you'll be prompted to insert another CD.



## These might come up:

**It won't do the Windows Media Player security upgrade from the Tools menu of the Overdrive Media Console.**

This is common if you are using Windows 7. While there could be several issues causing the Windows Media Player security error, a common solution is running the security upgrade directly from the following Microsoft website, using Internet Explorer. (If the button is "grayed out," you probably are using a different browser).

<http://drmlicense.one.microsoft.com/indivsite>

### How do I transfer to an iPod?

*Note: If you are using an iPod Touch, you will download and use the Overdrive Media Console app.*

There is one additional step, a setting for your device in iTunes (Note: this is for iPods *except* the Shuffle; see below for note about Shuffles.):



After downloading the title, before you click on "Transfer" in the Media Console, connect your iPod and open iTunes. In the iPod's window in iTunes, in the "Summary" tab, click on "Manually manage music and video" (in the "Options" section of the window) and click on "Apply" button.

Click on the "Transfer" button in the Media Console to transfer the book to the iPod. (If you don't do this step, the Media Console will give you an alert that tells you that you must do that, and how to do it.)

### It says it isn't compatible with a Shuffle? Can't I use a Shuffle to listen to mp3 titles?

Download the title, using the Overdrive Media Console.

Open iTunes. From the "File" menu select "Add Folder to Library"

"Browse" for My Documents--My Media--mp3 audiobooks for the folder with the title you just downloaded.

Click on the folder to select it, and then click on OK. The book will be added to "Albums" in iTunes.

Drag the title to the Shuffle icon.