How to borrow eBooks and Audio Books with

OverDrive

Margaret E. Heggan Free Public Library

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MP3 | Open PDF | Open EPUB | Adobe PDF | Adobe EPUB | KINDLE

FORMATS NOT SUPPORTED

WMA

On your device search for an APP called "**OverDrive Media Console**" and download it using Google Play Store.

Open the APP. You may be asked to login with an Adobe ID right away, if not look for the settings on the bottom of the screen and find Authorize Adobe. **Create or sign in with your Adobe ID**. You need to do this in order to read the files you will download.

The home screen of the APP should only have an introduction file and an icon on the upper right that says **"Get eBooks." Tap this and "Add Library" on the following screen**.

Enter your zip code, this will search for nearby libraries. **Select Margaret E. Heggan Library** from the results.

You should now be in the OverDrive library. Look for and **tap "Advanced Search"** under the Quick Search bar.

Your device can only read Adobe EPUB or Open EPUB files*, so we need to limit our search to either. **Tap the "Format" field** and then **either "Adobe EPUB" or "Open EPUB"**. Enter any other search criteria you want, or leave everything else blank in order to browse, and **tap "Search."**

Find a book and look for a row underneath that specifies a file type, **tap the icon on the right side of the row** of an EPUB file format.

On the confirmation page tap **"Proceed to Checkout"** and then **"Download."**

Your eBook will now be in the OverDrive APP home page.

*Kindle files are also supported if you also download the Kindle APP onto your device.

How To Borrow eBooks

OverDrive Quick Guide: iPad

FORMATS SUPPORTED

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Open the APP. You may be asked to login with an Adobe ID right away, if not look for the settings on the bottom of the screen and find Authorize Adobe. **Create or sign in with your Adobe ID**. You need to do this in order to read the files you will download.

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You should now be in the OverDrive library. Look for and **tap "Advanced Search"** under the Quick Search bar.

Your iPad can only read Adobe EPUB or Open EPUB files*, so we need to limit our search to either. **Tap the "Format" field** and then **either "Adobe EPUB" or "Open EPUB"**. Enter any other search criteria you want, or leave everything else blank in order to browse, and **tap "Search."**

Find a book and look for a row underneath that specifies a file type, **tap the icon on the right side of the row** of an EPUB file format.

On the confirmation page tap **"Proceed to Checkout"** and then **"Download."**

Your eBook will now be in the OverDrive APP home page.

*Kindle files are also supported if you also download the Kindle APP onto your iPad.

How To Borrow eBooks

OverDrive Quick Guide: Kindle

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KINDLE
FORMATS NOT SUPPORTED
WMA | MP3 | Open PDF | Open EPUB | Adobe PDF | Adobe EPUB |

On a <u>home computer</u> **navigate to OverDrive** by visiting the library home page at
http://www.hegganlibrary.org and clicking "**Borrow eBooks and more with OverDrive**."

You should be on a web page called OverDrive. From here, **click on "Advanced Search"** which will be under the search bar on the upper right corner of the screen.

Your Kindle can only read Kindle files, so we need to filter the rest out of the search. **Look for a drop down bar labeled "Format"**. This is where we can select the file type OverDrive will display when we search. **Click "Kindle Book"**. You may enter additional search criteria if you like, or leave everything else blank in order to browse. When you are ready **click "Search".**

When you find a book you want to borrow click it and on the following page **click the button labeled "Sign in to Check Availability."**

You'll need to log in. **Select Margaret E. Heggan Library and then type in all the numbers of your barcode**, with no spaces.

> **If all of our digital copies are checked out**: You will be able to sign up for a waiting list for the next available copy, and OverDrive will notify you via e-mail.

> **If a copy is available**: You should be redirected to the book you were looking at, only in place of "Sign in to Check Availability" you will see "Borrow." **Click "Borrow."**

On the check out screen click on the drop down menu labeled "**Download: Select One Type**" and then select "**Kindle**." Click "**Confirm and Download**." You will be redirected to Amazon.com

You will need to sign into your Amazon account to get the eBook onto your Kindle.

USE THE SAME USER NAME AND PASSWORD AS YOUR KINDLE ACCOUNT.

The eBook should download automatically onto your Kindle. In the event it does not, ensure your Username and Password are correct and go into the settings menu on your Kindle. Look for **"Sync"**, this should start the download.

How To Borrow eBooks

OverDrive Quick Guide: Kindle Fire

FORMATS SUPPORTED
MP3 | KINDLE | Open EPUB | Open PDF
FORMATS NOT SUPPORTED
WMA | Adobe PDF | Adobe EPUB

METHOD ONE: DOWNLOAD THE APP

Search for an APP called "**OverDrive Media Console**" and download it.

Open the APP. You may be asked to login with an Adobe ID right away, if not look for the settings on the bottom of the screen and find Authorize Adobe. **Create or sign in with your Adobe ID**. You need to do this in order to read the files you will download.

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On the confirmation page tap **"Proceed to Checkout"** and then **"Download."**

Your eBook will now be in the OverDrive APP home page.

METHOD TWO: ADOBE DIGITAL EDITIONS

On a <u>home computer</u> navigate to OverDrive by visiting the library home page at
http://www.hegganlibrary.org and clicking "**Borrow eBooks and more with OverDrive**."

You should be on a web page called OverDrive. From here, **click on "Advanced Search"** which
will be under the search bar on the upper right corner of the screen.

Your Kindle can only read Kindle files, so we need to filter the rest out of the search**. Look for a
drop down bar labeled "Format"**. This is where we can select the file type OverDrive will
display when we search**. Click "Kindle Book"**. You may enter additional search criteria if you
like, or leave everything else blank in order to browse.   When you are ready **click "Search".**

When you find a book you want to borrow click it and on the following page **click the button
labeled "Sign in to Check Availability."**

You'll need to log in. **Select Margaret E. Heggan Library and then type in all the numbers of
your barcode**, with no spaces.

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> **If a copy is available**: You should be redirected to the book you were looking at, only in
> place of "Sign in to Check Availability" you will see "Borrow." **Click "Borrow."**

On the check out screen click on the drop down menu labeled "**Download: Select One Type**"
and then select "**Kindle**." Click "**Confirm and Download**." You will be redirected to
Amazon.com

You will need to sign into your Amazon account to get the eBook onto your Kindle.

USE THE SAME USER NAME AND PASSWORD AS YOUR KINDLE ACCOUNT.

The eBook should download automatically onto your Kindle. In the event it does not, ensure
your Username and Password are correct and go into the settings menu on your Kindle. Look
for **"Sync"**, this should start the download.

How To Borrow eBooks

OverDrive Quick Guide:
Nook Classic/ Simple Touch

FORMATS SUPPORTED
MP3 (Classic) | WMA (Classic) | Open PDF | Open EPUB | Adobe
FORMATS NOT SUPPORTED
 KINDLE

On a **home computer** **navigate to OverDrive** by visiting the library home page at http://www.hegganlibrary.org and clicking "**Borrow eBooks and more with OverDrive**"

You should be on a web page called OverDrive. First you will need a program called **Adobe Digital Editions**, you can find it by clicking on "**Help**" at the top of the screen and then on "**Software Downloads.**" Click "**Adobe Digital Editions**" on the following page.

Follow the instructions to **download Adobe Digital Editions** and create (or log into an existing) **Adobe Id**. When you are done return to OverDrive.

To find an eBook use either the "Quick Search" feature on the upper right corner of the screen or "Advanced Search" by following the link under the quick search bar. **Click "Search"**.

When you find a book you want to borrow **click the button labeled "Sign in to Check Availability"**. You'll need to log in. **Select Margaret E. Heggan Library and then type in all the numbers of your barcode**, with no spaces.

> **If all of our digital copies are checked out**: You will be able to sign up for a waiting list for the next available copy, and OverDrive will notify you via e-mail.

> **If a copy is available**: You should be redirected to the book you were looking at, only in place of "Sign in to Check Availability" you will see "Borrow". **Click "Borrow."**

You will be brought to a confirmation screen. Click the drop down list that says "Download: Select One Format", select a format (do not select Kindle) and click **"Confirm and Download." If asked, select "Open", not "Save As…"**

The book will open in Adobe Digital Editions. Connect your Nook to your computer using a USB cable (your Nook power cable doubles as one) and you'll see a new icon in Adobe Digital Editions in your book shelf for your Nook**. Drag and drop your eBook onto the icon and it will transfer.**

You should find your eBook in the "My Documents" folder in your Nook.

How To Borrow eBooks

OverDrive Quick Guide:
Nook Color/ Tablet

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Begin by tapping the **Apps button on your main menu** to navigate to the Apps screen. **Tap the button "Get More Apps"** to be brought to the App section of the Nook Shop.

Search for "Overdrive Media Consol" and download the free app. Once it is on your device, open the app.

You will download and read your library books straight from the Overdrive Media Consol app. The fist thing you need to do is set it up. The home page for the app should have a "Welcome to Overdrive" file and nothing else. **Tap an icon at the bottom of the app, in the black border, that looks like three horizontal lines, to bring up the main menu**. You should see options like "Get Books" and "Settings…"

Tap "Settings" first to authorize Adobe on the app, that way you can read Adobe files. This should be the first option in the settings menu. **If you have an Adobe account, sign in here**. If you do not, create an account at http://www.adobe.com/. **Tap "Save Changes"** at the bottom of the menu to return to the previous screen.

Tap the menu button again and select "Get Books". You will be brought to a search bar requesting a library. **Type in 08080 and tap "Margaret E. Heggan Library"**. On the following screen tap "Overdrive", below the library name.

You should be at the Overdrive website. When you are ready to start looking for a book use either the "Quick Search" feature on the upper left corner of the screen or "Advanced Search" by following the link under the quick search bar. **Click "Search".**

When you find a book you want to borrow **click the button labeled "Sign in to Check Availability". Make sure you are not clicking on a button in a row labeled Kindle Book.** You Nook can read Adobe PDFs, Adobe EPUB, Open PDF and Open EPUB, but not Kindle Books.

You'll now need to log in. **Select Margaret E. Heggan Library and then type in all the numbers of your barcode**, with no spaces.

> **If all of our digital copies are checked out**: You will be able to sign up for a waiting list for the next available copy, and OverDrive will notify you via e-mail.

> **If a copy is available**: You should be redirected to the book you were looking at, only in place of "Sign in to Check Availability" you will see "Add to Cart". **Click "Add to Cart."**

You will be brought to a confirmation screen. **Click "Proceed to Check Out".**
You will be brought to your account page with your new eBook. **Click "Download".**
The book will now be on the Overdrive app. If you need to return to your list of Overdrive books, first open the app and then tap the menu button, and then "My Library"

How To Borrow Audio Books

OverDrive Quick Guide

iPod/MP3 Player

In order to get audio books on your audio player, you'll need a personal computer. First **go to the Margaret E. Heggan website** at http://www.hegganlibrary.org/ and look for **"Borrow eBooks and more with OverDrive"**. Click it to be directed to the Overdrive website.

At the Overdrive website click on "**Help**" at the top of the screen, and then click "**Software Downloads**" on the following screen. Click on **OverDrive Media Console** and follow the prompts to download the software. After installing the software return to the Overdrive website.

Search for an audio book by clicking "**Advanced Search**" under the quick search bar at the top right corner of the page. Click the drop down menu labeled "**Format**" and select "**All Audiobooks**" (or MP3, or WMA) to filter your search by audio books. When you find a book you want and it is available for checkout, click "**Sign in to check availability**" and then sign-in with your Margaret E Heggan library card barcode. You should be back at the audio book. Click "**Borrow.**" On the following screen click the drop down menu labeled "**Download: Select One Format**" and select a file type (which one depends on your device) and then click "**Confirm and Download**." If asked, select "**Open**" and not "Save As…"

The audio book will open in the Overdrive Media Console software you've installed on your computer. Once the entire audio book has downloaded look for "**Transfer**" at the top of the Overdrive Media Consol screen. **Click the audio book once to highlight it and then click "Transfer."** Select your audio book and the item will be transferred.

OVERDRIVE GENERAL TROUBLESHOOTING

What follows are some common and uncommon errors that can occur in OverDrive

Error Code 0

Problem

Sometimes when you attempt to log into your account on OverDrive you'll run into an error message stating that OverDrive cannot confirm your ID with the library server, specifying an error code of "0".

Solution

Keep trying to log in. The problem is only a temporary "hiccup"

OverDrive Books not Present on PC or eReader

Problem

You checked out the eBook but cannot locate it on your device.

Solution

1. Make sure you checked out an eBook in a **format your device supports**.
2. **Make sure the eBook was available**; otherwise you would've been added to a hold list.

OverDrive Books Not Present on the Kindle

Problem

You check out an eBook on OverDrive but it does not appear on your Kindle.

Solution

1. When you are redirected to Amazon.com and click "Get eBook" **make sure you are logging on with the same Amazon credentials you use for your Kindle**.
2. The Kindle receives its eBooks wirelessly through the Amazon Cloud. If there is no wifi connection when the eBook is checked out the eBook may not download. **On the Classic Kindle press the Menu button on the home screen, select "Sync and check for updates" and hit enter. On the Kindle Fire tap the gear icon on the top right corner of the screen and tap "Sync".** Doing so will

cause the Kindle to compare its Library with your Amazon account and if it finds a new book it hasn't downloaded it will begin to do so.

OverDrive Books Not Present on the Nook Classic or Simple Touch

Problem

You check out an eBook on OverDrive but it does not appear on your Nook.

Solution

1. Make sure you followed the steps to side load your eBook onto the Nook via Adobe Digital Editions
2. Make sure you are looking for the eBook in the correct location. It will not appear in your library, but in My Files in a folder labeled "eBooks". **On the Nook Classic go into your library and look at the very first button on the bottom touch pad. It should say "switch to my files". On the Nook Simple Touch go into your library and look on the top of the screen where you'll a drop down bar. If you tap it you'll be able to sort your items by books, newspapers, magazines, and at the end of the list you'll find My Files**.

OverDrive eBooks Open With Adobe Acrobat Reader, not Adobe Digital Editions

Problem

Your computer is configured to open the OverDrive files with the incorrect program.

Solution

1. Make certain you have Adobe Digital Editions installed on your computer.
2. **Check out an OverDrive book and click "Save As" and save the file somewhere you can find it. Open the folder and right click the file. Select "Open With" and click Browse to search for Adobe Digital Editions**.

Adobe Digital Editions Won't Let Me Transfer an eBook to an eReader

Problem

You can read your eBook in Adobe Digital editions and it recognizes your device but won't let you transfer because of improper permissions.

Solution

1. **Authorize your Adobe ID**. If you replaced any hardware or had your computer repaired you may be required to reauthorize, if this happens authorize Adobe using a new Adobe ID. Create a new email account if necessary.