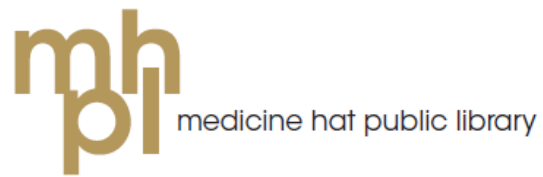


# Introduction to eBooks and eAudiobooks



## **How to Use This Handout**

This handout is designed to teach the basics of how to find and download eBooks and eAudiobooks using the Library to Go catalogue and how to transfer them to a portable device. If you are new to eBooks & eAudiobooks you should start on page 2, while the more tech-savvy may want to jump ahead to one of the sections listed below.

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## **eBooks and eAudiobooks from the Library**

Medicine Hat Public Library pays a company called OverDrive to provide access to copyright-protected eBooks and eAudiobooks for Library patrons. Anyone with a valid library membership and a PIN number can access these resources from home.

Currently, patrons can have up to 5 electronic titles checked out at once and each title can be kept for a maximum of 3 weeks. At the end of the lending period, each title will automatically expire. There are no late fees! While the file will still be visible on your computer or portable device, you will not be able to open it and it can be deleted.

Due to restrictions imposed by book publishers, only one person may have an electronic title checked out at once. So when someone checks out *The 9th Confession* by James Patterson, that book is unavailable to everyone else until it is returned (just like a physical library).

## **A Few Things to Know About eBooks**

Library eBooks come in two formats: ePub and PDF. The main difference between the two formats is that ePub books have reflowable text: as you increase the text size, the words automatically shuffle to fit your screen. PDF books do not have this feature, so when you increase the text size you may need to scroll from left to right to read everything on the page.

Both formats are compatible with PCs, Macs, and most portable eReaders like the Sony Reader, Kobo and Nook. The iPad, iPhone and iPod Touch are also compatible with ePub files when downloaded directly to the device using the OverDrive Media Console App.

In order to read an eBook on your computer or to transfer it to an applicable eReader, you must first install Adobe Digital Editions which is freely available from the Library to Go website.

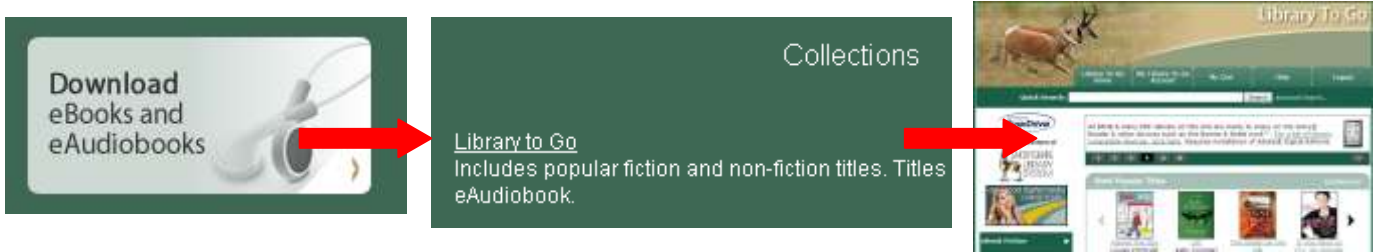
## **A Few Things to Know About eAudiobooks**

eAudiobooks from the Library come in two formats: MP3 and WMA. Both formats will work on PCs and most portable audio devices. Unfortunately, WMA files are not compatible with Mac computers. Depending on the type of software your Apple device is running you may be able to transfer a WMA file through a PC – further notes regarding this can be found on page 14.

In order to download an eAudiobook and transfer to a portable device, you must first install OverDrive Media Console which is freely available from the Library to Go website.

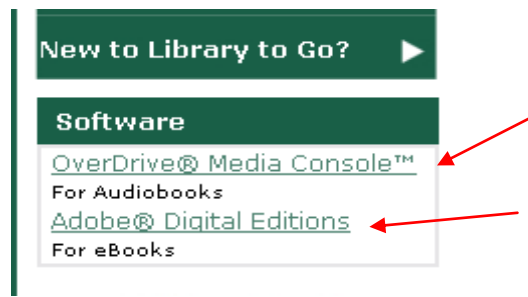
## **Library to Go**

Library to Go is the library's catalogue for finding and downloading eBooks and eAudiobooks. You can access Library to Go by visiting the MHPL website at <http://www.mhpl.info>, clicking the "Download eBooks and eAudiobooks button, and selecting the Library to Go Option.



## **Before You Start Browsing: Download the Required Software!**

In order to read and transfer eBooks you must first download the Adobe Digital Editions software. For eAudiobooks you must first download OverDrive Media Console. Both are freely available on the Library to Go website below the green menu on the left-side of the page:

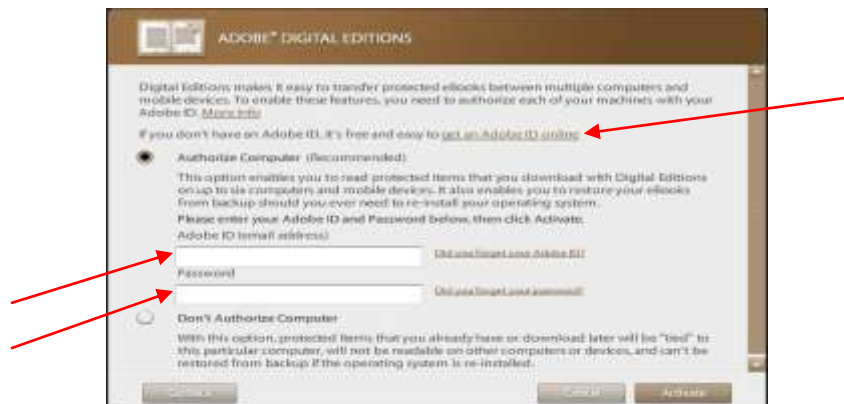


## **Activating the Software**

After you have installed the software, you need to take steps to activate it before downloading digital materials.

### **Adobe Digital Editions Requires Activation**

You must create an Adobe ID in order to transfer eBooks from a computer to an eReader. When you open Digital Editions for the first time click "Get an Adobe ID online" and follow the prompts to create your Adobe ID. You can then enter your Adobe ID and password in the relevant boxes in Digital Editions to activate.

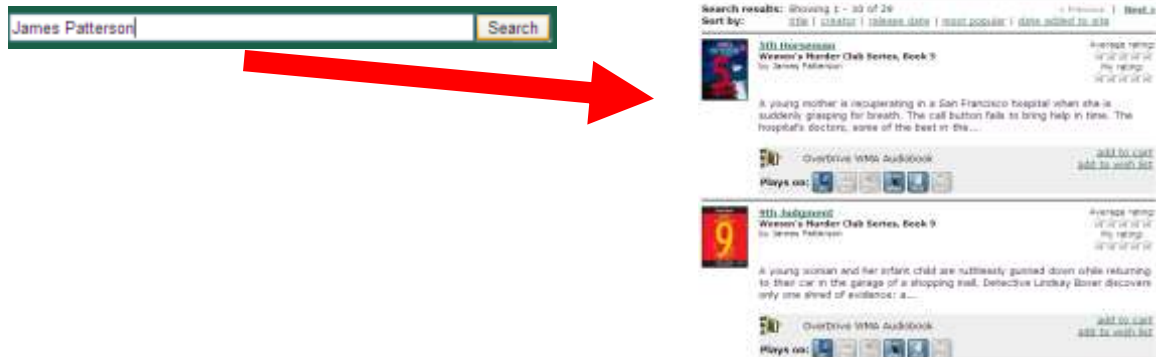


## OverDrive Media Console Requires a Security Update

The first time you open an eAudiobook with OverDrive Media Console, a message will appear saying that a security upgrade must be performed before the file can be opened. Simply follow the on-screen instructions to perform the quick upgrade.

## Finding Titles Using Library to Go

You can search for a particular title or author using the “Quick Search” box near the top of the Library to Go page.



The “Advanced Search” option to the right of the “Quick Search” box can be used to perform a more specific search.

You can also browse for titles using the green menu on the left side of the page or the categories in the centre of the main Library to Go page.



## Downloading an eBook

When you have found an eBook that interests you, simply click on its title for more information:



If the “Add to Cart” option is visible in the grey bar under “Format Information”, then the book is available to download and you can click to move to the next step. If you see “Place a Hold” instead, then the item is checked out by someone else and you can click to enter your email address and receive notification when the item is available. Once the item is available for download, you will have three days to complete the checkout.

After you click “Add to Cart” you are given the option to “Continue Browsing” or “Proceed to Checkout” - if you “Continue Browsing”, your items (up to 7) will stay in your cart for 45 minutes.

## **My Cart**

---

Please note: Titles added to your cart will remain there for 45 minutes before they are returned to the library's collection. Please be sure to complete your checkout within this timeframe to avoid losing access to these title(s).

### [A Nest for Celeste](#)

**A Story About Art, Inspiration, and the Meaning of Home**

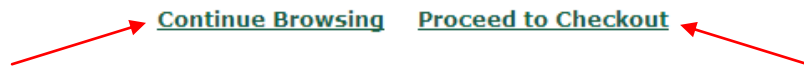
Lending period: 14 days

Adobe EPUB eBook

Plays on:



[remove](#)



Clicking “Proceed to Checkout” brings you to a screen asking for your Library card number and PIN number. When you have entered this information, you will be brought to the Check Out screen:

## **Check Out**

---

Please review and confirm the selections and, if desired, change the lending period(s) before proceeding with check out.

Note that in order to use digital media, you must download and install the appropriate digital software before downloading the title to your machine.

### [A Nest for Celeste](#)

**A Story About Art, Inspiration, and the Meaning of Home**

Lending period: 14 day checkout

Adobe EPUB eBook

Plays on:



[remove](#)

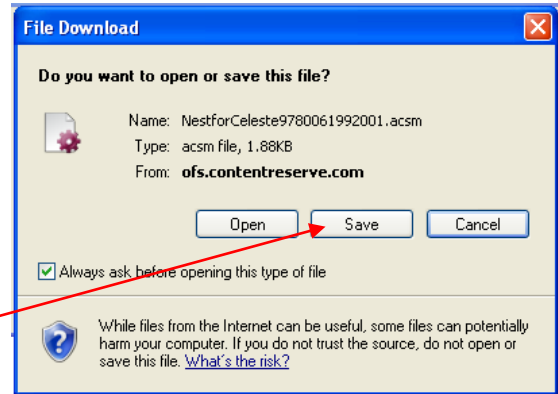
#### **Important notes:**

- You may check out a maximum of **5** titles at one time
- You currently have **2** title(s) checked out
- You will have **2** title(s) remaining after checking out the selected title(s)

From here you can choose your lending period and see how close you are to your 5 item limit. When you're ready to download, click “Confirm Checkout” and then the “Download” button on the next screen that appears.

## Introduction to eBooks and eAudiobooks

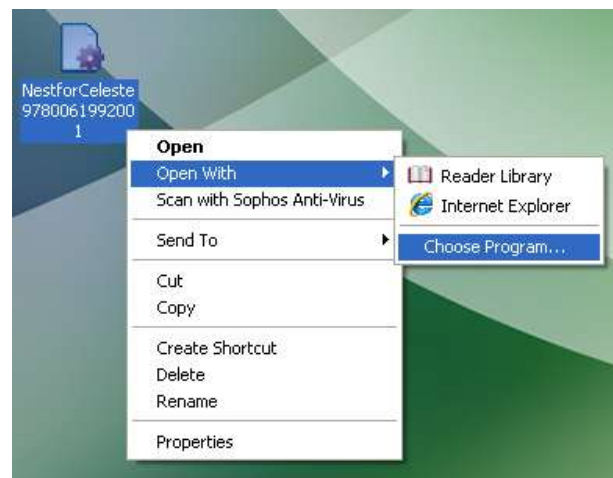
**\*\*If this is the very first time you have downloaded an eBook from the Library, you will need to tell your computer which program it should use to open the file (if you have already done this, then you can simply click “Open”).**



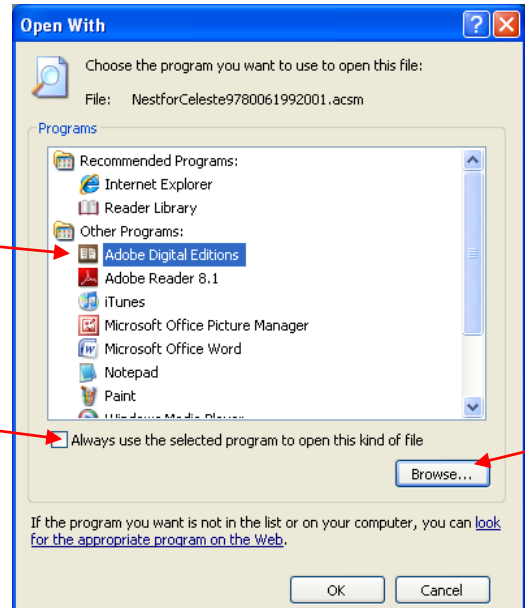
To select the program to open eBook files, you must click the “Save” button, choose “Desktop” as the destination and then click save.



Next, find the file on the Desktop, right-click the icon, go to “Open With” and click “Choose Program”.



Choose Adobe Digital Editions from the list of programs, click the box next to “Always use the selected program to open this kind of file” and click “OK”.



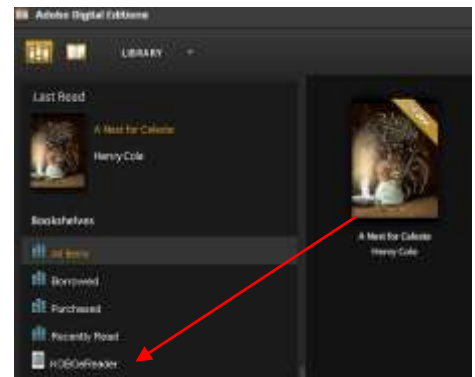
**Please Note:** If Digital Editions does not appear in the list of programs, you will need to find it using the “Browse” button. Usually, it is saved under Program Files \ Adobe \ Adobe Digital Editions \ digitaleditions.

### Transferring an eBook to an eReader

To transfer an eBook from Digital Editions to an eReader such as the Kobo Touch, you must first connect your eReader to your computer. If a window opens asking what Windows should do with the connected device choose “Take No Action”. Then open Digital Editions and follow the steps to authorize your reader if you are using it for the first time. Click on the icon for Library View in the top-left corner of the screen.



Your eReader should appear at the bottom of the Bookshelves area on the left side of the screen. Simply drag and drop the title you wish to transfer onto your eReader.

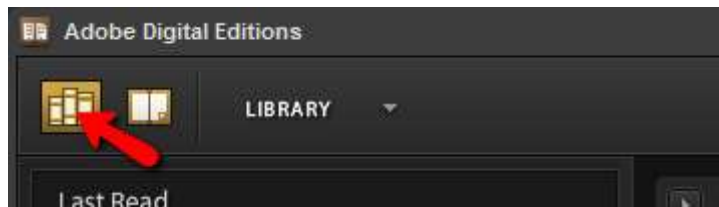


**Please Note:** If your eReader does not appear in Digital Editions after you have plugged it in, you may need to download your eReader’s software before your computer will recognize it. Please consult your eReader manual or manufacturer’s website for more information.

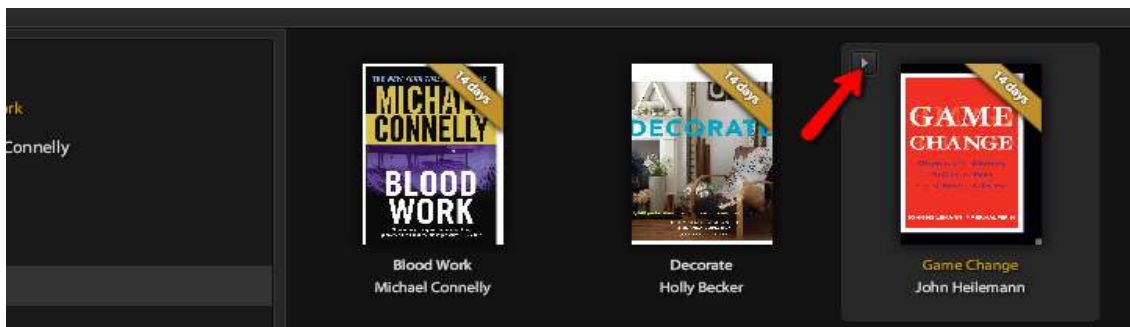
## **Returning Your eBooks Early**

Any eBooks you borrow through the library system will automatically return themselves at the end of your borrowing period (either 21, 14 or 7 days, depending which you select when you're checking your items out) but if you finish an eBook early, you can also return it yourself.

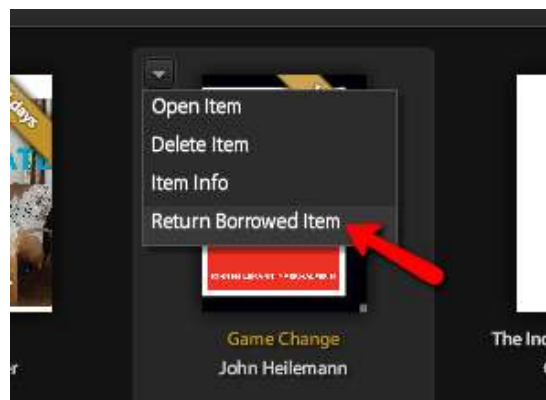
In the Adobe Digital Editions software on your computer, click the "Go to Library View" button in the top left corner:



Next, click the "Item Options" button for the book you wish to return:



Finally, click the "Return Borrowed Item" in the Item Options menu:



## **Downloading an eBook Directly to a Sony Wifi eReader**

The Sony WiFi eReader will allow you to borrow eBooks from the library directly on your device without the use of Adobe Digital Editions or any external applications. To download books onto your device, use the following procedure.

- 1) Turn on your device
- 2) Go to page 2 (using the arrow button) and select the “Public Library” icon.
- 3) If you are asked to set up an account in the Sony eReader store, follow the prompts to do so. This will authorize your eReader to open the library books you borrow.
- 4) In the “Public Library” section, select the option to “Discover More” or “Find a Library”
- 5) Type in “Medicine Hat” into the search area and press the small magnifying next to it
- 6) Select the “Medicine Hat Public Library System” and then select the “Library to Go” option – this will take you to the Library to Go homepage where you can login, search for, and download your eBooks.



## **Returning eBooks Directly on a Sony Wifi eReader**

To return your eBooks directly from your Sony Wifi eReader use the following procedure.

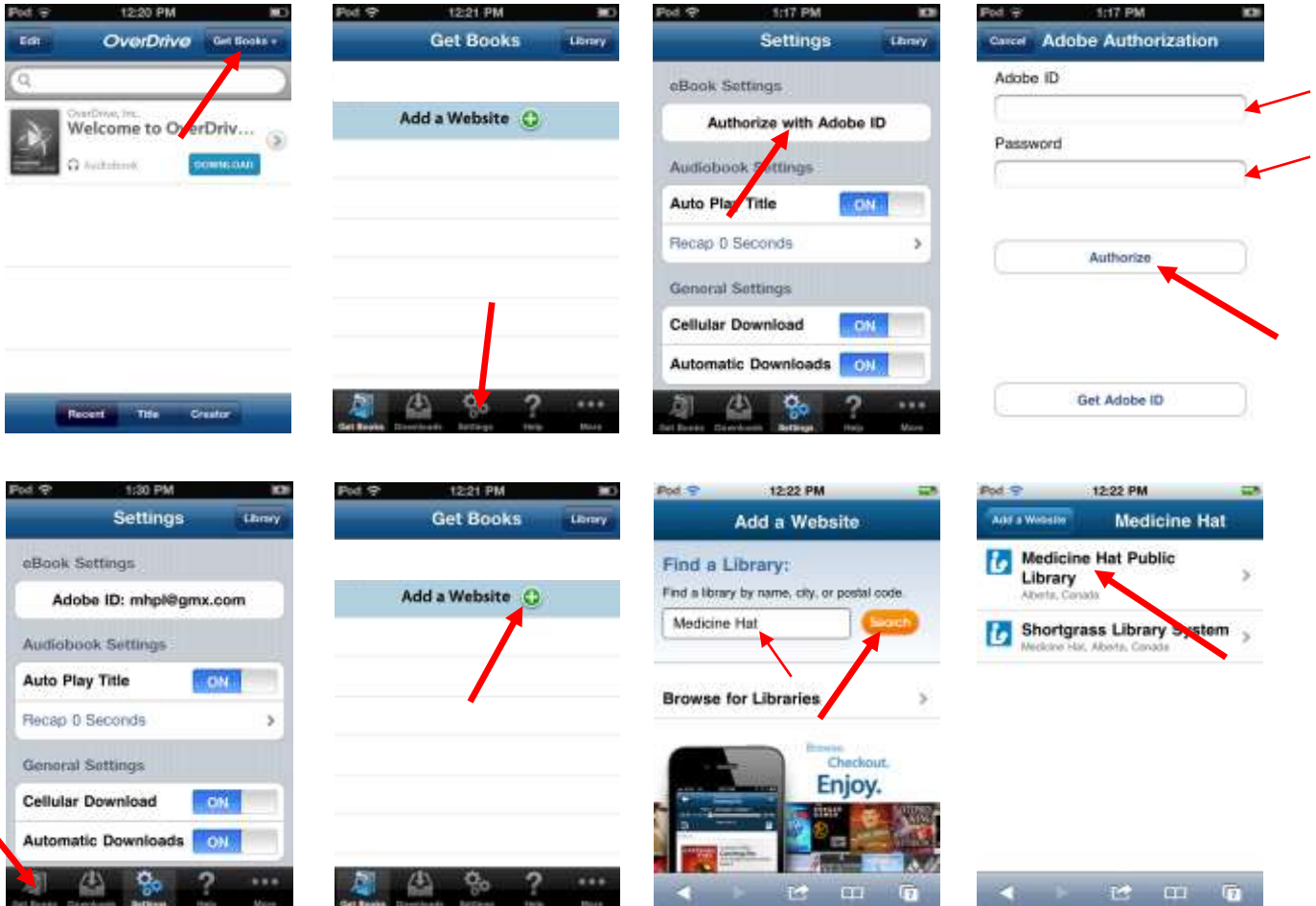
- 1) Select the “Books” icon on your eReader screen
- 2) Press the Menu button (should be the one furthest to the right on the bottom of your eReader)
- 3) Select “Return Books”
- 4) Select which books you’d like to return by checking the appropriate boxes (should appear on/beside any library titles you have checked out)
- 5) Press “Done” (top right hand corner of the screen)

## **Downloading eBooks & eAudiobooks Directly to a Portable Device**

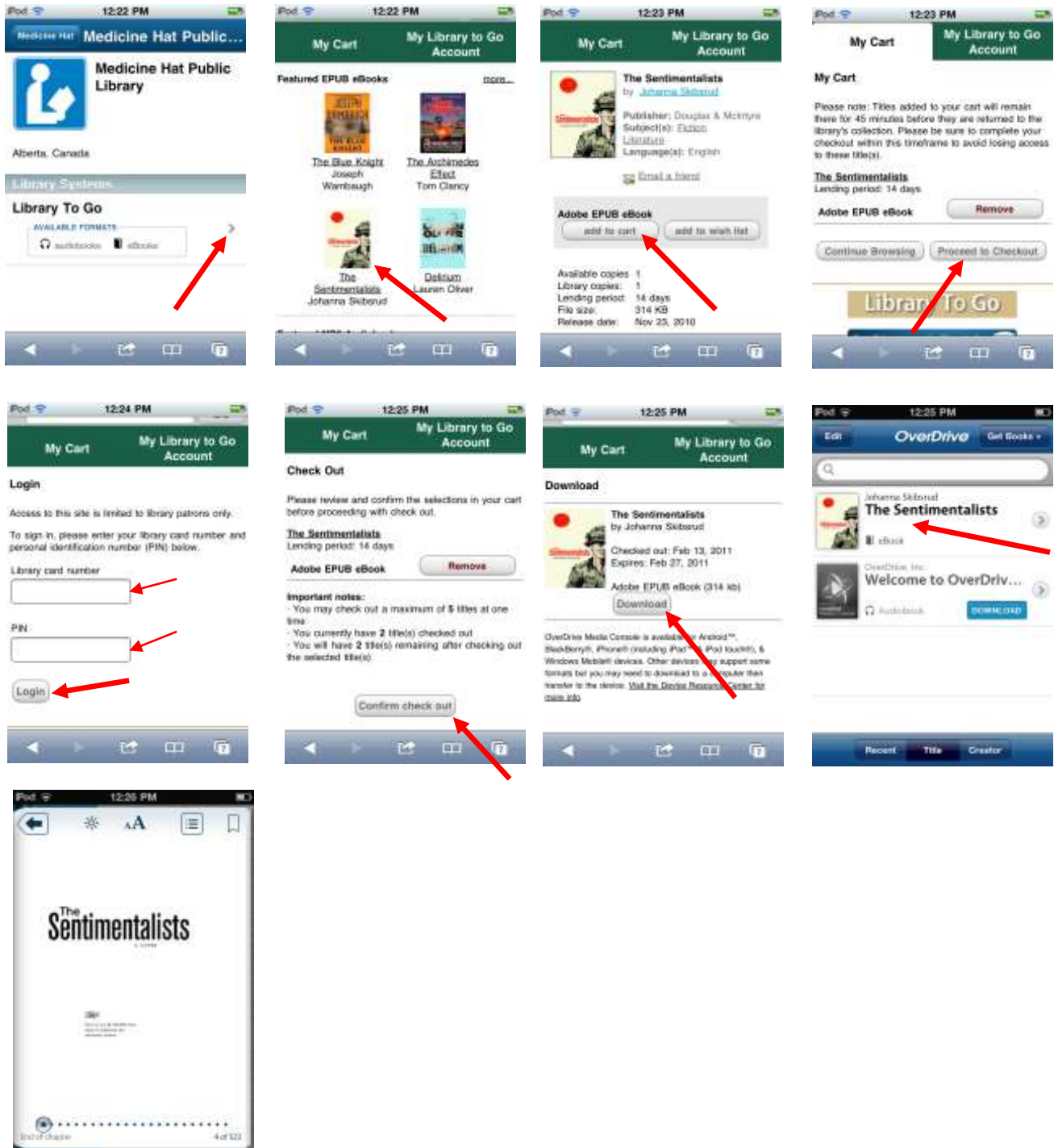
Overdrive Media Console Mobile is a free app available for most iPad/iPhone/iPod Touch, Android, Blackberry and Windows Mobile devices. This app allows you to download titles directly to your device over Wi-Fi or 3g. However, not all file formats are currently compatible. Apple devices, for example, only support eBooks in ePub format and eAudiobooks in MP3 format.

You can download the app from the app store for your device or the Library to Go website. You must register your Adobe ID with the Overdrive Media Console Mobile app (if you don't have an Adobe ID you will need to create one) and you will be prompted for your library card number and PIN before you can download an eBook or eAudiobook.

## **How to download eBooks & eAudiobooks with Overdrive Media Console Mobile**



## Introduction to eBooks and eAudiobooks



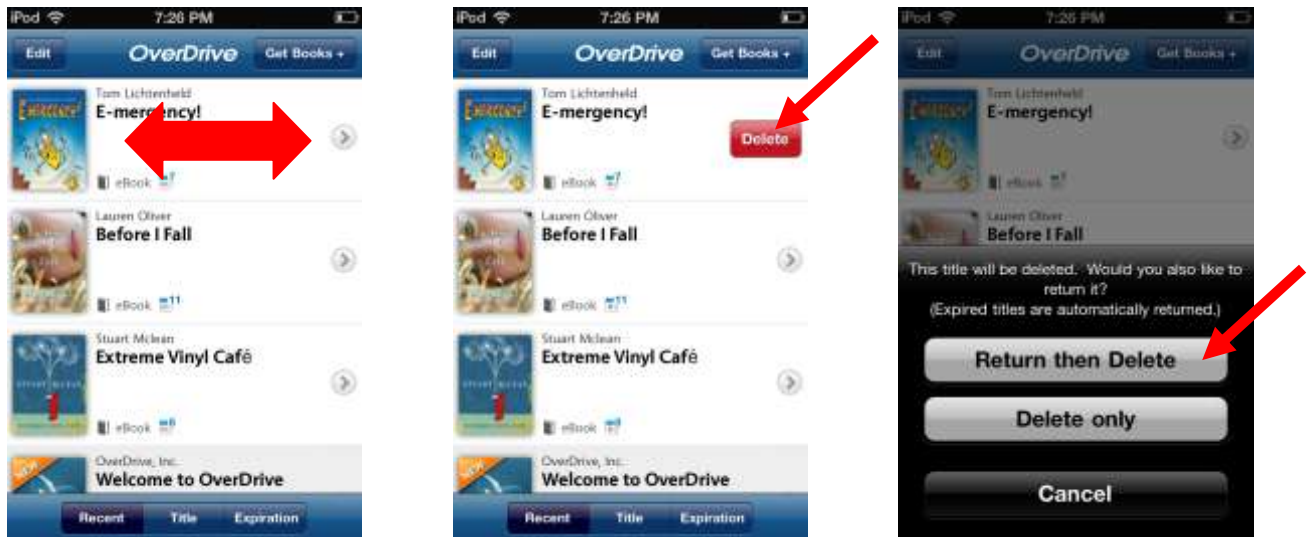
### NOTE

Library books borrowed through the OverDrive Media Console app will always be found by opening that app on your device. For example, if you downloaded a title on your Kobo Vox using OverDrive, the next time you wanted to go and read it, you would open the app instead of looking for the title in your library.

## Returning eBooks Directly from Your Portable Device

You can also return your eBooks directly from your portable device by using the OverDrive Media Console app. By swiping your finger across the title on the main page you will be shown a button to delete the book. When you click that button, you will then be given the option to delete only, or delete and return the book. Deleting the book only will free up space on your device, while deleting and returning the book will also free up space for another title in your Library to Go account.

**\*\*eAudiobooks can be returned early if you are using the newest version of the app.\*\***

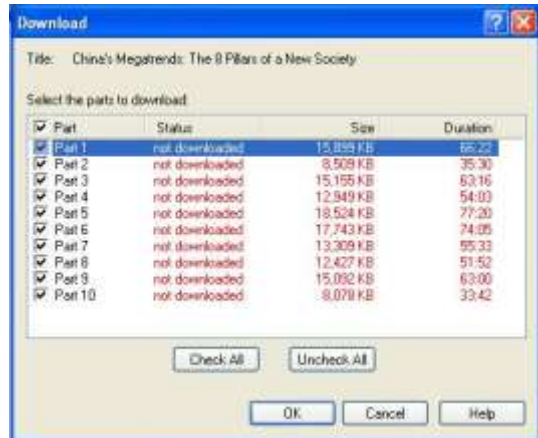


Each device is different but most do offer you the option to return items early. To find out if your device has this feature, try to delete the item and see if you are asked whether you want to return the item as well. If you are not given the option, then look in the settings section for each borrowed item.

## **Downloading an eAudiobook to Your Computer**

The process for finding and checking out titles is the same for eAudiobooks and eBooks (see p. 4). After checking out an eAudiobook click Open in the File Download window. Overdrive Media Console will open automatically.

eAudiobooks are divided into parts to facilitate faster download times. You will need to tell Overdrive Media Console which parts to download by checking the boxes beside the parts you want. The default option is to download all parts. Once you have checked the parts you want, you can click the “OK” button to download.



**\*\*It could take a while to download depending on the speed of your Internet connection and how many parts you choose to download at once\*\***  
After the eAudiobook has downloaded, it will appear in Overdrive Media Console.



From here, you can click the “Play” button in the top-left corner to listen to the eAudiobook on your computer. The “Download” button lets you download any parts of the eAudiobook that you missed.

## **Transferring an eAudiobook to a Mobile Device**

- 1) Connect the device to your PC
- 2) Open Overdrive Media Console
- 3) Click the title of the eAudiobook you wish to transfer and click the “Transfer” button in the top-left corner of the screen
- 4) Select your player and which parts of the eAudiobook you wish to transfer and click “Next” to begin the transfer.
- 5) Click “Finish” and remove your player from the PC



### **Special Considerations if Transferring to an iPod**

\*Some titles are not compatible with Apple devices (Click on a title in Library to Go and scroll down to “Digital Rights Information” to see if a specific title is compatible)

\*You must have iTunes v9.1 (or newer) installed on your PC to transfer to an iPod

\*The iTunes setting “Manually manage music...” must be enabled for Apple devices. Adjust this setting as follows

- 1) Connect the device to your computer
- 2) Open iTunes
- 3) In iTunes, locate the device in the left vertical navigation panel (under heading DEVICES) and click the device
- 4) If it is not already checked, place a checkmark next to the option “Manually manage music...” (If you have an iPod Shuffle, then “enable disk use” must be selected instead.
- 6) Click the “Apply” button

**Please note that at this time transferring WMA audiobooks to an Apple device running iOS 5 is not recommended due to compatibility issues between OverDrive Media Console and Apple iTunes. If you do attempt to transfer WMA files to an Apple device then please be sure to back up your files before starting the process. If you are still experiencing difficulty transferring an eAudiobook to your Apple device, please consult the Help section on the Library to Go website for other possible solutions.**

### **If You Need Help...**

There is an excellent help menu in Library to Go that provides answers to all kinds of problems. Click the “Help” tab at the top of the screen to get there. Of course, you can always direct your questions to library staff either in person or over the phone at 403-502-8525.

