



## How to download OneClickdigital audiobooks to your mobile device

### Step #1: Create an account

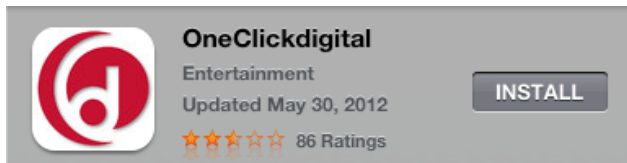
Start at the library's homepage: [www.balibrary.org](http://www.balibrary.org).

In the blue online services box, click the last link, which looks like this:



Scroll down until you see the OneClickdigital section. Click **create a free account**. Fill out the form. Be sure to remember your username and password.

### Step #2: Download the software



If you are using a mobile device like a **tablet or smartphone**, download the OneClickdigital app.

Note: there are no spaces in OneClickdigital.

This app is available for Android and Apple devices. Unfortunately, it is not yet available for Nooks. While there is no native iPad app, but the iPhone app will work fine.



If you are using your **computer** to listen to audiobooks or plan on transferring to an **iPod or MP3 player**, download the OneClickdigital Media Manager.



Select your User Profile

Enter your password

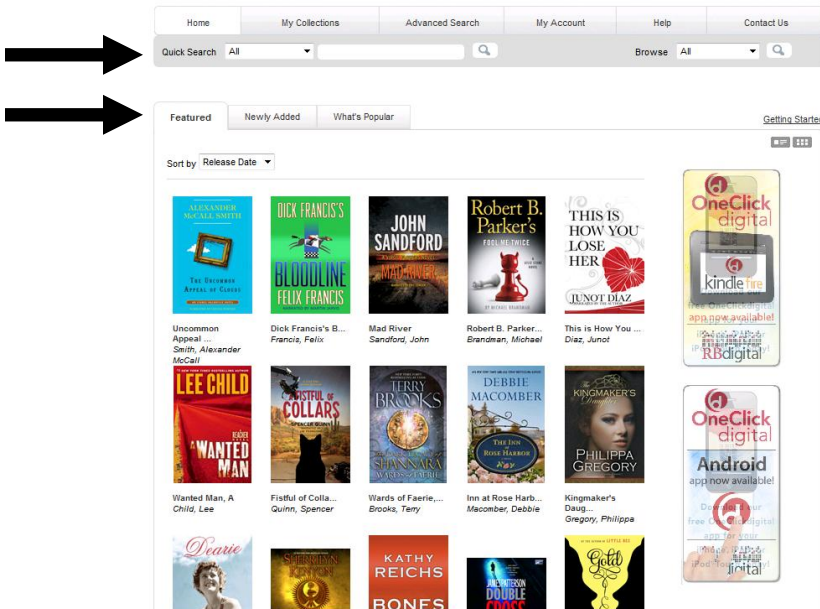
Login

Remember Credentials

Log in with your username and password. Select **Remember Credentials** so that you do not need to login every time you use your app or media manager.

### Step #3: Find an audiobook

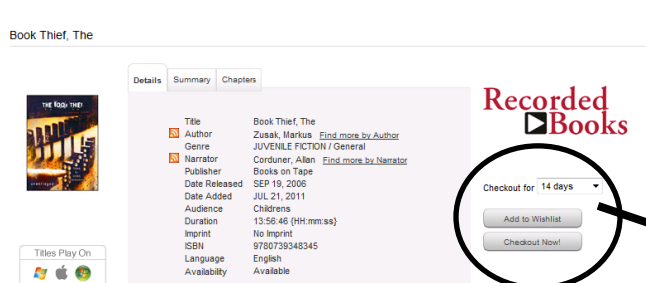
Touch **Browse more titles** in your app, or use the search box in the top right hand corner of your media manager.



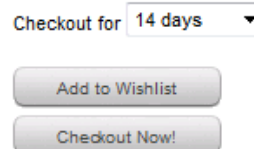
If you are having trouble finding a book, try browsing the new books on the homepage, or try the advance search tab at the top to sort by genre or age group.

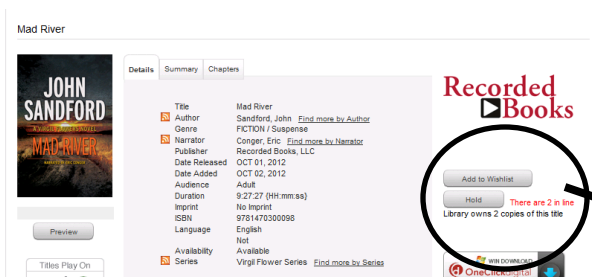
Click on a book that you would like to checkout.

Here, you can see whether the audiobook is available for checkout or if you'll need to go on a hold list for the title.



This book is available for checkout.





This book is not available for immediate checkout. You can add your name to the hold list, if you would like.



To check out a book, click **Checkout Now!**

#### Step #4: Download and listen

**If you are using the app on a mobile device**, after you have touched Checkout Now!, touch **Close** in the top right hand corner. You'll be brought out to your app and see your title listed. Touch the **play symbol** to listen to the book.

**Note:** The app has a habit of forgetting where you stop listening to a book. Always remember to set a bookmark by clicking the plus sign to avoid this frustration.

**If you are using the media manager on a computer**, you should see a pop-up asking what you would like to do with your audiobook file. Click **open**. The media manager will open allowing you to listen on your computer or plug in your iPod or MP3 player to transfer the audiobook.

If your media manager does not pop open with the book, open the media manager yourself and click the **refresh** button in the top right hand corner.

To transfer to a mobile device, plug in your device and click **Download and Transfer**. Please be patient, as this process can take some time.

**Note:** If you are transferring to an iPod that is set to automatically sync with your computer every time you connect the it, please follow the instructions below.

1. Connect iPod to computer.
2. Open iTunes.
3. In iTunes, locate the device in the left vertical navigation panel (under heading 'DEVICES'), and click on the device.  
The 'Summary' screen is displayed.
4. If it is not already checked, place a checkmark next to option 'Manually manage music...!'
5. Click the 'Apply' button.  
The iTunes 'Summary' screen refreshes, and your changes are saved.

#### Help

If at any point in this process you need help, please call the Barrington Area Library at 847-382-1300, ext. 3500 or email [adultref@BALibrary.org](mailto:adultref@BALibrary.org).