



How to download an audiobook to your iPod or MP3 Player in 7 steps

Step #1: Access the library's digital book catalog

- Go to www.balibrary.org
- Click on **audio** on the top of the screen
- Click on **Overdrive**

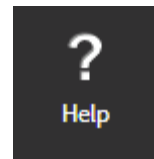
Or, just bookmark this link: <http://balibrary.lib.overdrive.com>

Overdrive is the library's catalog of digital books. Here, you can see whether or not we have an audiobook and if it is checked in. Digital books from Overdrive work just like physical books with one copy per person at a time.

Step #2: Download Overdrive Media Console

Overdrive Media Console is a free piece of software that you must download to your computer. Your audiobooks will be downloaded to the Overdrive Media Console and then transferred to your iPod or MP3 player from there. We will cover all of these steps in this handout.

- a. Click **Help**, found at the top right hand corner of the screen.



- b. Click **Software**.



Software

Download required software for digital titles.

- c. Click **Overdrive Media Console**



OverDrive Media Console

For Audiobooks

Choose whether you have a Windows or Mac computer. Click **Download**. Follow the install steps.

You may need to update your Windows Media security. The install process will prompt you to do so, and walk you through all of the steps.

Step #3: Find an audiobook

Return to the Overdrive site.

You can find audiobooks by:

- Browsing the featured items on the homepage.
- Using the genre lists at the top of the screen.
- Using the Quick Search box at the top right hand side.
- Clicking on the Advanced Search link under the Quick Search box.

If you are having difficulty finding an audiobook that you would like to listen to, try the Advanced Search.

You can search by:

Format. So that you can find only audiobooks. If you are using a Mac computer, choose **MP3 audiobooks**. Otherwise, **MP3 or WMA** will work.

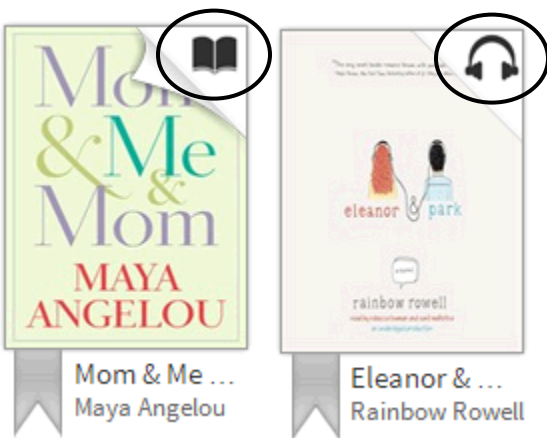
Awards. So that you can find the best books that you may not have thought of listening to. Especially look at the **Audie** or **Best Audiobook Awards**.

Date added to site. So that you can find the newest items.

Only show titles available. So that you can find only titles that can be checked out today.

Step #4: Check out an audiobook

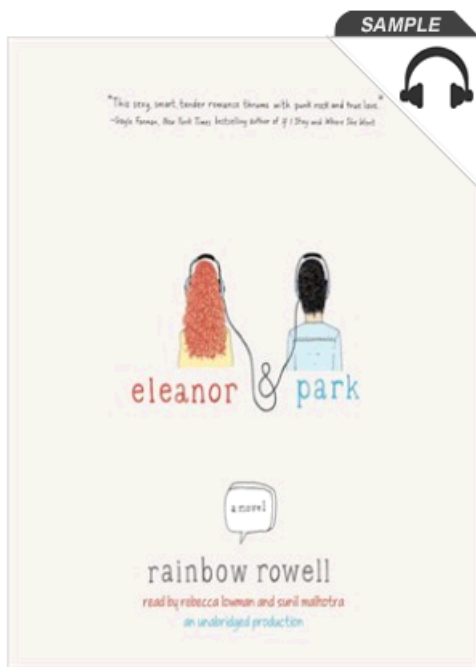
After you have searched for a book, the results screen shows the format of the books and their availability. This site houses audiobooks as well as e-books, so do make sure you are getting the right format.



You can tell what format a book is by looking at the icon in the top right hand corner of the book. An **open book** indicated an e-book, whereas **headphones** indicate an audiobook.

You can also tell if the book is available to checkout today with those icons. If the icon is black, the book is available to be checked out. If the icon is grayed out, the book is already checked out by another person and you can add your name to the hold list, if you would like.

To check out a book, click **borrow** and enter your library card number.



Eleanor & Park

by Rainbow Rowell

Rebecca Lowman
Sunil Malhotra



Borrow

This title can be borrowed for 14 days.
(Change)

Bono met his wife in high school, Park says. So did Jerry Lee Lewis, Eleanor answers. I'm not kidding, he says. You should be, she says, we're 16. What about Romeo and Juliet? Shallow, confused, then dead. I...

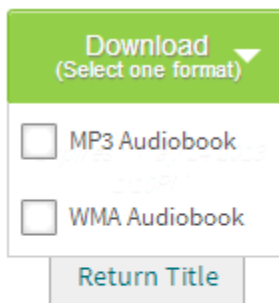
[More...](#)

Add to Wish List

Step #5: Download audiobook to computer



Eleanor & Park
Rainbow Rowell



If your audiobook is available in more than one format, you will need to choose which format you would like to checkout.

Remember, if you are using a Mac choose MP3 format. If you are using a Windows computer, either format will work.

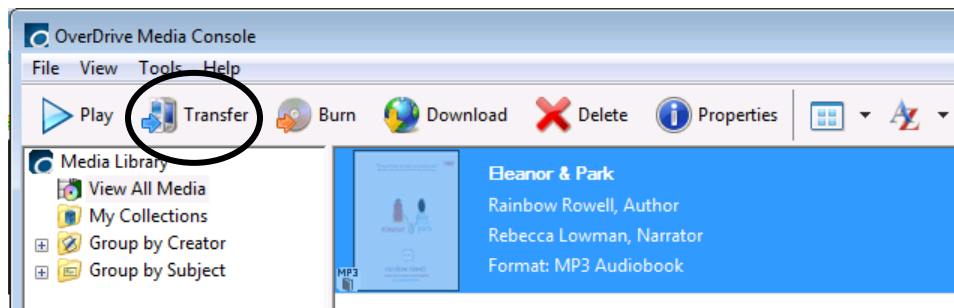
After you choose a format, click **Confirm & Download**. The audiobook will be downloaded to the Overdrive Media Console.

Step #6: Adjust iTunes Settings

If you are not using an iPod, please skip to step #7. If you are using an iPod, the iTunes setting 'Manually manage music' must be enabled to transfer your audiobook. Here are the steps:

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.

Step #7: Transfer audiobook to iPod or MP3 player



Connect your iPod or MP3 player to your computer. Highlight the audiobook and click **transfer**.

Follow the prompts on your screen and your audiobook will be transferred.

To delete audiobook from device:

Books will automatically be returned to the library after they expire. However, you will need to delete the files from your device.

If you have an iPod, plug your iPod into your computer. Delete the title from the Overdrive Media Console. Disable the 'Manually manage music' setting in iTunes. Your iPod will sync to your computer and the audiobook will be gone.

If you have an MP3 Player, plug your device into your computer. Delete the title from the Overdrive Media Console. Open your MP3 player's files, find and delete the audiobook files.

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.