Downloading OverDrive Audiobooks
using a Computer or Laptop
through the Brown County Library

You may check out and download audiobooks from Wisconsin's Digital Library (OverDrive) using your Brown County Library card. These titles can be listened to on your computer or a MP3 player, and some can be burned to a CD. To verify that you have a compatible device, check OverDrive's Help website: https://help.overdrive.com/en-us/devices.htm

> **Please note:** If you have an iPhone, iPad, iPod Touch, Android tablet or phone, a Windows 8 or 10 computer, Chromebook, Kindle Fire HD, tablet or phone please see our Libby App instructions for a more efficient method of downloading eBooks and audiobooks. If you want to transfer audiobooks from a Windows 8 or 10 computer to an MP3 player, continue to use these instructions.

Before you can download audiobooks, you must first download and install the OverDrive software. Then you may follow the steps to download free library audiobooks again and again!

Download and install the necessary software:

To download the free OverDrive software, you need a computer with Windows Vista, 7, 8 or 10 or Macintosh OS 10.6 (or newer).

1. Go to the OverDrive software download page by going to the following web address in your internet browser: app.overdrive.com

2. Scroll to the bottom of the page and click on the app version that you need. For example, if you are installing to a Windows computer or laptop, select the Windows Desktop option (Windows 8 & 10 users: make sure you select Windows Desktop – NOT the Windows 8 & 10 version). Mac users: click on the "Available for Mac" button.

3. Follow the instructions in the window that pops up on your screen. A pop up will ask if you would like to run or save the file – select Run (the appearance of this pop up may vary from computer to computer – it may appear in the middle of the screen or near the bottom of your browser window).

4. The software installer will run. Continue through the installer by selecting "Next" several times and make sure to agree to the licensing agreement. Eventually the software will install, which may take several minutes. When the installation is finished, select Close.
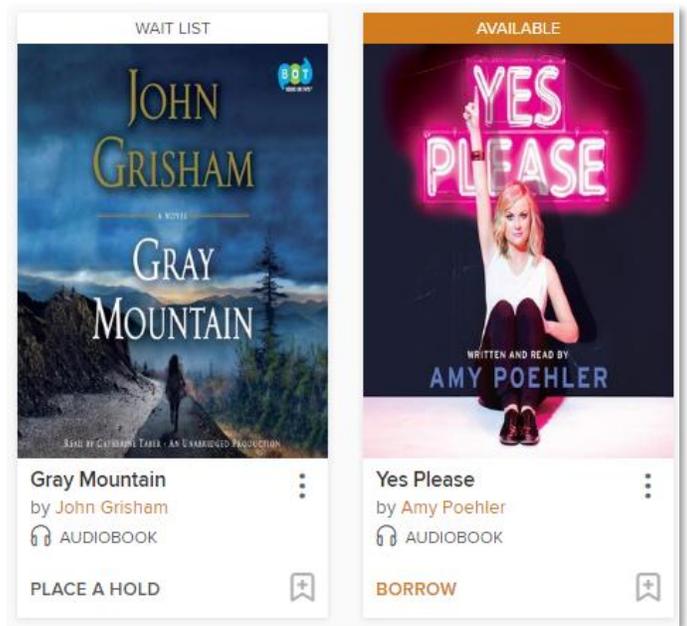
Search and download library audiobooks:

1. Go to the website for Wisconsin's Digital Library (OverDrive) by typing the following web address in to your browser: wplc.overdrive.com

2. Log in by selecting the "Sign in" link in the upper right. Select "Brown County Library" as your library system from the dropdown menu and enter your **Brown County Library card number** and **four-digit PIN**. Your PIN is usually the last four digits of your phone number. If you have problems logging in, call the Brown County Library at (920) 448-4400 for assistance.

3. You can search for book titles using several methods.
   - Use the menu in the upper left to browse by Subject (genre) or Collection.
   - Use the Search option (magnifying glass) on the top of the page – enter a title, author or keyword.

4. When browsing books, you can distinguish what is currently available for checkout by looking at the top of each book cover. You can also see the format (eBook or audiobook) underneath the book cover. Audiobooks are also marked with a small headphone icon. To only view books with copies that are currently available for checkout, select "**Available Now**" from the Collections menu.

Add to Wish List

5. To find out more about a book, click on the book's cover. This will show you more information, such as the book synopsis and number of copies available. You can also click on "Borrow" to immediately borrow the book, "Place a Hold" if no copies are available or the bookmark symbol to add the book to your Wish List (books that you don't want to borrow or place on hold right now, but that you would like to read in the future).
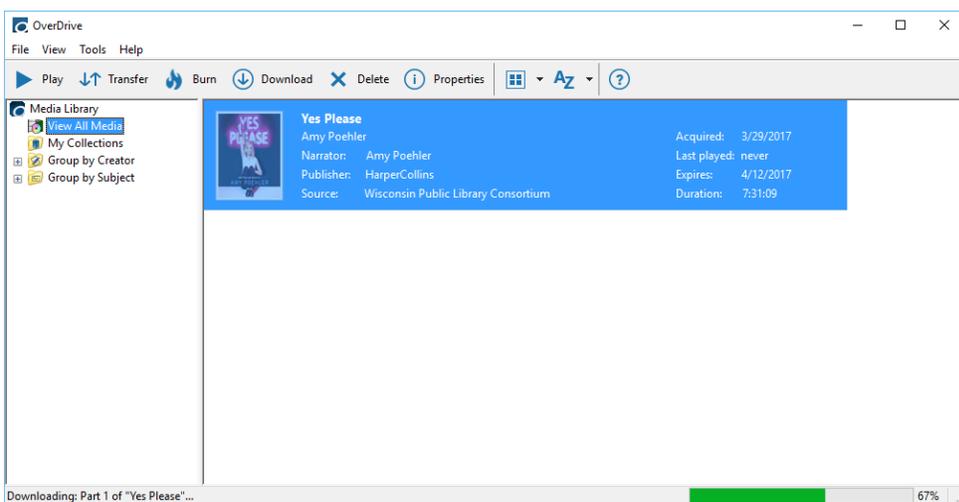
6. Click on the book cover to find out more about the book. Click on Borrow to check out the book. If you are not already logged in, you will be prompted to do so now.

7. The first time you check an item out, your default lending period will be set to 7 days. You can change the lending period by clicking on the dropdown box. You can change your default lending period in the Settings menu in the My Account area (7, 14 or 21 days). You can have up to 10 items checked out from OverDrive at any given time.

8. After clicking on Borrow, click the blue "Download" button. You may also have the option to listen to the audiobook in your browser by clicking on the "Listen now in Browser" button. The OverDrive Listen option is useful if you are not planning on transferring the audiobook to an MP3 player or burning it to a CD, but it is a streaming audiobook player so an Internet connection is required at all times while using OverDrive Listen.

9. A notice will pop up indicating that the OverDrive App is required for this format on your current device – click on "Confirm".

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10. Your internet browser will let you know when the file has finished downloading - select the download to open it (and select the OverDrive app if prompted about how you want to open the file). **<u>NOTE:</u>** This prompt may vary by computer and browser.

11. Your computer will ask if you would like to save the audiobook in an Audiobooks folder on your computer – click OK. Click yes if you are asked if you would like to create that folder (this prompt may vary by computer).

12. The OverDrive application will then tell you that the audiobook is broken up into "parts." You may choose to download a few or all of the parts. When you have selected all of the parts of the audiobook you want, click OK. Notice that there is a download progress bar on the bottom of the window.

13. Once the download is complete, you may listen to the audiobook on your PC or transfer it to a portable device. Some titles may also be burned onto CDs.

To play an audiobook:
Select the play button on the OverDrive toolbar when the audiobook title is highlighted or double click on the title. This will bring up the OverDrive Media Explorer, where you can listen to the audiobook right from your computer.
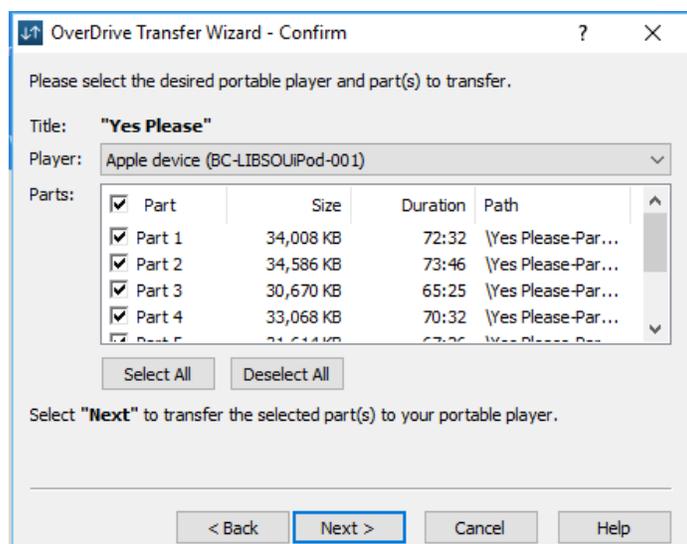
To burn an audiobook to CD:
Highlight (click on) the title that you want to burn to a CD, and select the burn button on the toolbar. The OverDrive Burn Wizard will walk you through the process. Note that not all titles can be burned to CD; publishers choose whether or not a title is eligible.
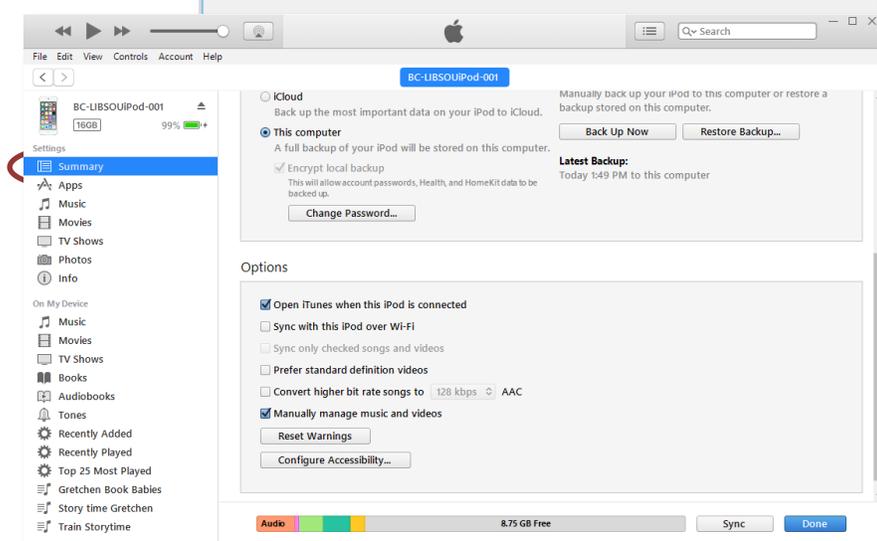
To transfer to an iPod or other MP3 player (iPod users – see note at the end first):
1. In the OverDrive application, select the book you want to transfer to a MP3 player.

2. Click on the transfer button on the OverDrive toolbar.

3. The Transfer Wizard will walk you through the process. Plug your MP3 player in to the computer (when you do so, you may be asked what you would like to do with the device - just close that box). It may take a few moments for your computer to recognize the device. Click Next in the Transfer Wizard.

4. The Transfer Wizard will verify the MP3 player and which parts of the audiobooks you would like transferred. Select next when ready.

5. The files will transfer to your device. Depending on the file sizes and length of the audiobook, this may take several minutes.

6. The Transfer Wizard will alert you when the transfer is complete. Click "Finish", disconnect the MP3 player and listen to the audiobook!

iPod Users only: Before transferring audiobooks to your iPod, verify that you have the newest version of iTunes installed and that you have set your iPod to "Manually manage music files." To do this, plug your iPod in and open iTunes. Select the iPod, and on the summary page, under Options, select "Manually manage music and videos." Click the Apply button in the lower right hand corner.

Some final tips:

- When an audiobook loan period expires, the book will no longer play in the OverDrive application. You can then delete it from your computer and device. You do not have to manually return the book, and you cannot accrue any late fees.

- You can see all of your library eBook and audiobook checkouts and items on your hold list on the Wisconsin's Digital Library website under "My Account."

- Audiobook titles can be downloaded to multiple computers and mobile devices, though you have to install the OverDrive software on each computer or device that you would like to use. Then download the books that you have checked out on the OverDrive website by going to the Loans page and clicking the Download button.

- Downloaded audiobooks can be returned early by selecting the book in the OverDrive software, choosing Delete in the toolbar, then Return/Delete in the prompt.