AUDIO INSTRUCTIONS

Finding and Checking Out an Audiobook

Go to the eLibraryNJ homepage.

- Sign in to your Account:

o   Click on **Sign In** towards the top of the page

o   Select **Spring Lake Library** as your Library

o   Type in your complete library card number beginning with the P . . .

Hit <Enter> or click on 'Sign In'

Search for a book:

- Quick Search

o   By title, author, subject, etc. in the Quick Search on the right side of the page

o   You can narrow the search by eBook or Audiobook

o   You can select to only see titles with copies available

- Browse Collections

o   Browse the collection by genre in Fiction

o   Browse the Non-Fiction collection by subject

o   Click on the plus sign next to Audiobook Fiction or Audiobook Nonfiction to see the genres and subjects

*If you decide to Browse a category, you may sort all of the results by clicking on title, author, published date, most popular, or date added to the site.

 When you find a title you're interested in, look at the icons shown next to Use On, to see if it is compatible with your computer and portable listening device.

- Select your book by clicking on the **'Add to Cart'** link for the title you want in the format you need

- Your cart will then be displayed

- To select another book click on **'Continue Browsing'**

- If you are finished, click on **'Proceed to Checkout'**. After clicking "Proceed to Checkout" you will have an opportunity to change the lending period

- The Check Out screen asks you to **Confirm Checkout** and tells you how many other books you currently have checked out

- The book is now checked out and you may now download your selection

How to Download an Audiobook

- Click on the **'Download'** link for your audio book after checking the title out
- The OverDrive Media Console will open and prompt you for a download location for your audio files
- Click 'OK' to save the files to the default location
- Select the parts you want to download and click 'OK' Depending on the file size and the number of parts to be downloaded, you may have to wait several minutes

Security Upgrade- First Time Users

The Windows Media Player Security Upgrade

- First time OverDrive users may then be prompted for the security upgrade mentioned in the note in Getting Started above. Click 'OK'
- Cancel the download
- Click on 'Tools' on the title bar of the OverDrive Media Console
- Click 'OK'
- Answer Yes to Allow Windows Media Player to download the security upgrade
- Then click Play to learn whether the download was successful.
- Once you have backed up your license you are ready to download your audio book
- Go back to the eLibraryNJ screen with your selected title(s) and click on the **'Download'** button again
- Select the parts you want to download and click 'OK' Depending on the file size and the number of parts to be downloaded, you may have to wait several minutes

How to Play and Navigate an Audiobook

- Highlight the title you'd like to hear in the OverDrive Media Console and click the **'Play'** button
- OverDrive Media Explorer opens and begins playing the book
- Use the On-Screen Navigation of the Media Explorer to jump to specific sections (Click on the part of the book you would like to hear under Parts)

How to Transfer an Audiobook to a Portable Device

In OverDrive Media Console, highlight a book and click the **'Transfer'** button.
The OverDrive Media Console Transfer Wizard open and will prompt you to connect your device. The wizard will guide you through transferring your audiobook to your portable listening device.