



eAudiobook Instructions




**(for transferring from a computer to an mp3 player
– if you are downloading to a mobile device, grab
the Green Tablet & Smartphone instructions.)**

Follow the instructions below to download eAudiobooks from Wisconsin's Digital Library. If this is your first time downloading an eAudiobook from the library you need to install the OverDrive Media Console to your computer. Follow the directions below to get started.

Download the Overdrive Media Console

- ✓ Visit app.overdrive.com
- ✓ Scroll down and click on the download button for your computer (Windows Desktop, Windows 8 & 10, Mac).
- ✓ download and install the software.

Finding and downloading eAudiobooks in Wisconsin's Digital Library

- ✓ visit Wisconsin Digital Library website (<https://wplc.overdrive.com>).
- ✓ click **sign in** to Wisconsin's Digital Library (upper right).
- ✓ click the drop down arrow and choose your library system - e.g. Monarch Library System.
- ✓ type in your **library card number** without spaces.
- ✓ type in your **pin number** (you can click 'remember me' and you won't have to type in your card number/password again).
- ✓ click **sign in**.
- ✓ click the Spyglass for the **Search** box to search for specific titles, authors, or subjects.
- ✓ to refine your search, try the "**advanced search**" feature.
- ✓ to browse, click on **Subjects** or **Collections**. Use the Subjects area to find items with certain subjects or genres. You can use the **Formats Tabs** to select All Formats, eBook, Audiobook, or Video.
- ✓ (note: if it says **Available** across the top of the book it is ready to borrow, if it says **Wait List** you will need to place a hold, if it says **On Hold** it is currently on hold for you, if it says **Borrowed** it is currently checked out to you).
- ✓ click **Borrow** under the book image to borrow a book right away or tap the **book cover** to get more information about the book such as a summary, how many copies are available, what formats are available, etc.
- ✓ after you borrow the book, go to your loans page (the book icon in the upper right).
- ✓ click on **Download MP3 audiobook**. 
- ✓ open the download in the **Overdrive Media Console**.
- ✓ the first time you download an audiobook it may ask you to create a new download folder, click **ok**.
- ✓ make sure all of the parts are selected and click **ok** to download.
- ✓ Once it is downloaded you can start listening from your computer, transfer it to a device, or burn it to a CD.

Transferring an audiobook to an mp3 player

- ✓ in the **Overdrive Media Console** select the audiobook you would like to transfer.
- ✓ click **transfer** on the upper tool bar.
- ✓ when the transfer wizard opens connect your device and click **next**.
- ✓ make sure you have your device selected under "Player" once it is detected then click **next**.
- ✓ the transfer should begin.
- ✓ if you get any errors follow the instructions to manage your device.

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- ✓ when the transfer is complete click **finish**.
- ✓ Note: if you have trouble finding your audiobook on your device, Overdrive mp3 Audiobooks are categorized as “Music” by default, not “Audiobook”.

Place a hold

- ✓ click “**Place a Hold**” if the item is checked out and you want to reserve it.
- ✓ the first time you place a hold you will need to type in your email address.
- ✓ the item will automatically check out to you when it is available. You will receive an email notifying you that it has been checked out to your account. Go to your loans page to download the audiobook.

To delete or return the eBook early

- ✓ open the Overdrive Media Console
- ✓ select the audiobook you would like to return.
- ✓ click **Delete** on the upper tool bar.
- ✓ click **Return/Delete**.
- ✓ expired titles are automatically returned but will stay on your device.

Please note that you can have a total of 10 titles checked out at once. Time periods for check out can be 7, 14, or 21 days. You can change this period after you tap **Borrow** and before you tap Borrow again to confirm. Most titles are also listed and can be checked out from MonarchCat at: <http://www.monarchcat.org>. For more complete information on installation, troubleshooting and the checkout process click on “help” on Wisconsin’s Digital Library website. You can also Call or stop by if you need additional help or information.

Plymouth Public Library | 130 Division St. | Plymouth, WI
Phone: 920-892-4416 Website: <http://www.plymouthpubliclibrary.net>
Online catalog: www.monarchcat.org



<https://wplc.overdrive.com>

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