

be “returned” before the due date. To “clean-up” your PC or portable device, you may delete the file.

**When you are finished with your session on the HSPLS audio book web site, click “sign out” in the upper right side of the screen.**

## More Tips About Digital Audio Books:

- The above information applies to version 1.0 of the OverDrive Digital Audio book software.
- Portable devices must support the Microsoft Windows Media software and its associated Windows Media Audio file format. Information about minimum system requirements can be found under the “First Time Users Please Read” section of the web site.
- The OverDrive Media Console does not support the Macintosh platform at this time.
- For more details, including the use of advanced features, burning CDs and transferring audio books to other portable devices, see the following resources:
  - The Help screens within the OverDrive Media Console software.
  - The Help screens available on the “Digital Audio Book” web site at <http://hawaii.lib.overdrive.com>
  - The OverDrive digital audio book FAQ at <http://www.overdrive.com/mediaconsole/faqs.asp>
- Note that the offering of the OverDrive service does not constitute an endorsement of this particular company or its products, or any other particular product or service related to our digital audio book service.
- Disclaimer: The digital audio book service as provided by the Hawaii State Public Library System (HSPLS) relies on 3rd party software products, over which HSPLS has no control. Therefore, HSPLS cannot be held liable for any damage resulting from your use of these products. In addition, HSPLS will not provide technical support for these products, beyond assisting users with following published instructions for using the digital audio book service.
- For questions or information: email [esss@librarieshawaii.org](mailto:esss@librarieshawaii.org) or call (808) 831-6892.



# OverDrive Digital Audio Books

**Download digital audio books to listen on your PC, CD player, or portable audio device**

- ☀ **Bestselling authors**
- ☀ **Free software and books**
- ☀ **Automatic return**
- ☀ **No late fees**
- ☀ **Available through your home Internet connection**

The Hawaii State Public Library System (HSPLS) is now offering Digital Audio Books, a new service from OverDrive. You can listen to a digital audio book on your PC, CD player, portable audio device, or Smartphone.

### What You Can Do:

- Check out, download and listen to digital audio books.
- “Burn” an audio book to CD.
- Transfer an audio book to your portable audio device or Smartphone.

Setting up your computer to borrow, download, and read eBooks is a step-by-step process. Users should begin with the “Getting Started” instructions on the digital audio books web site at <http://hawaii.lib.overdrive.com> and follow each step carefully. This brochure provides an overview of the process.

### What You Will Need:

- A valid HSPLS library card.
- Internet access (for downloading).
- A personal computer with Microsoft Windows software, OverDrive Media Console, and Windows Media Player version 9 or higher. Information about minimum system requirements can be found under the “First Time Users Please Read” section of the website. The Overdrive Media Console can be downloaded for free at <http://www.overdrive.com/MediaConsole/download.asp>

## Step 1 - Browse and select a digital audio book:

Browse the digital audio book offerings at <http://hawaii.lib.overdrive.com>

You can browse the digital audio book and eBook selections without “signing in.” However, to request or check out digital audio books, you will need to sign in using your library card number and PIN.

## Step 2 - Check out a digital audio book:

After you have found a digital audio book you want to check out:

- Click on “Add to Cart.”
- Click on “Proceed to Checkout.” Enter your library card number. Click “confirm” if the selection is correct.
- A “Download” screen will inform you that appropriate audio book software must be installed on your PC. If you have not previously downloaded OverDrive Media Console, do so now. If the OverDrive Media Console software is already installed, click on the “Download” button after checking out the title.
- 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 or specify another folder.
- An audio book is typically divided into parts. Select the part you want to download at this time and then click “OK.” The downloading process will start and its progress will be displayed. The download may take several minutes or longer, depending on the speed of your connection.
- To play your audio book, open OverDrive Media Console. Highlight the title and click the “Play” button.
- Use features such as the OverDrive “Media Explorer” and “MediaMarkers” to navigate your book.

## Step 3 - Burning a digital audio book to CD using Windows Media Player version 10:

In OverDrive Media Console, highlight your digital audio book and click the “transfer/burn” button. Windows Media Player opens and begins playing the title.

You may stop playback at this point if you choose. If you are running Windows Media Player in “skin mode,” switch to “full mode” before proceeding. In the “Now Playing” screen, ensure that the “Now Playing List” is displayed on the right hand side of the player. If it is not displayed, click the “Restore the video and

visualization pane” button. The “Now Playing” information and the “Now Playing List” are displayed.

Click the “library” tab. The media library will be displayed, but the “Now Playing” list should remain.

Depending on the number of parts you want to burn to CD, do one of the following:

- If you wish to burn all parts to CD, insert a blank CDR in your CD-RW drive and click the “start burn” button. Windows Media Player will burn the parts to CD in the order that they appear in the “Now Playing” list. The player will prompt you when it needs a new CD.

OR

- If you wish to burn only specific parts to CD, you may remove parts from the Burn list. Just click on them and press the “delete” key. Alternately, you may right click an unwanted part and select “remove from list” from the menu. When the burn list is ready, insert a blank CDR in your CD-RW drive, and click the “start burn” button.

Windows Media Player will inspect, convert, and temporarily copy the part(s) in preparation for burning. This process may take a few minutes. You may follow the player’s progress by monitoring the “status” field next to the part named in the burn list. When the burning process is complete, the status field will indicate “complete.”

You may now eject the disk and play your OverDrive Audio Book on your personal CD player.

## If the digital audio book you wanted to check out is not currently available:

- If you want to place a “hold” on the digital audio book, click on “place a hold” next to the item, instead of “add to cart.”
- A “My Holds” screen will appear that will allow you to enter your email address, which will be used to notify you when the item is available.
- Click the “Submit” button if all the information is correct.
- When your requested audio book becomes available, it will be held for you for 48 hours from the time the notifying email is sent.

## Returning an audio book:

The digital audio book loan period is 21 days. A maximum of 5 titles can be checked out at one time. Your digital audio book will be returned automatically on the item’s due date. Currently, an audio book cannot