

Download Audiobooks on your Computer or MP3 player

What you Need to Get Started

- A computer with Windows XP or newer
- Internet Explorer 7 or newer
- Windows Media Player 9 or newer (which comes with your Windows computer)
- A valid Waterloo Public Library card

Install Overdrive for Windows (desktop)

1. Open your favorite web browser and go to app.overdrive.com
2. Click **Download for Windows**
3. **Run** or **Open** the MSI file to start the setup wizard
4. Follow the prompts in the Setup Wizard

NOTE: Creation of an OverDrive Account allows syncing of your DownloadLibrary content across multiple devices

Find Audiobooks to borrow

1. Go to:
<http://www.downloadlibrary.overdrive.com>
2. In the upper right corner of screen click on **Sign in**. You will be prompted to select your library and enter your library card number. (you may find it easier just to stay logged in for future usage).
3. You can search for titles in several ways:
 - i. Click on the magnifying glass in upper right of screen. Enter title, author or keyword(s) in the **Search** field (note that this search returns results from ALL format types)
 - ii. Browse by **Subjects** and/or **Collections**. Use the Limiters (Format Type, Availability, Audience, Date Added, etc.) along the left side of screen to refine your search results
4. When you find a title that you want to borrow tap the book cover. Select **Borrow**. You will need to go to **My Account → Loans** in order to see the titles you currently have checked out and/or to download audiobook to your computer

Once an audiobook has been checked out and appears in **My Account → Loans**, there are 3 options:

- i. Click on the **Listen Now** button to listen to the audiobook on your computer (this requires an internet connection)
- ii. Transfer to a compatible mobile device (the audiobook needs to be downloaded first to the Overdrive for Windows software)
- iii. Burn to CD

Transfer an Audiobook to your MP3 player

1. Connect your MP3 player to your computer using your USB cable
2. Open Overdrive for Windows (on your Desktop), select an audiobook then click the **Transfer** button
3. When the Transfer Wizard opens click **Next** so the program can detect your device
4. When your device is detected make sure it's selected under "Player". Select the part(s) you want to transfer and click **Next**. The transfer begins.
5. When the transfer is complete click **Finish** to close the Transfer Wizard

Transfer Audiobooks to Apple devices

1. Connect your Apple device to your computer using your USB cable
2. Open iTunes (it may open automatically)
3. In iTunes turn on the **Manually Manage Music** setting (this is a one-time step that is required to transfer audiobooks to your Apple device from Overdrive for Windows)
4. Open Overdrive for Windows (on your Desktop), select an audiobook and click the **Transfer** button
5. Repeat steps as above for transferring to MP3 player

Note: by default, transferred audiobooks are listed under Music > Albums

Return and delete Audiobooks

1. Select the audiobook you'd like to return in Overdrive for Windows
2. Click on the Delete button to display the Return and Delete options
3. Click Return/Delete to both return the audiobook license to your library and delete it from your computer. Click Delete to remove the audiobook from your computer but leave it checked out to your library account. This means that you can download the audiobook again during your lending period.

For further assistance please contact
Information Services staff by telephone at 519-
886-1310 ext. 124 or by email at
askus@wpl.ca