

[How to use our service using a Windows 7 PC](#)


Click on the individual options below or scroll through the whole document for full instructions.

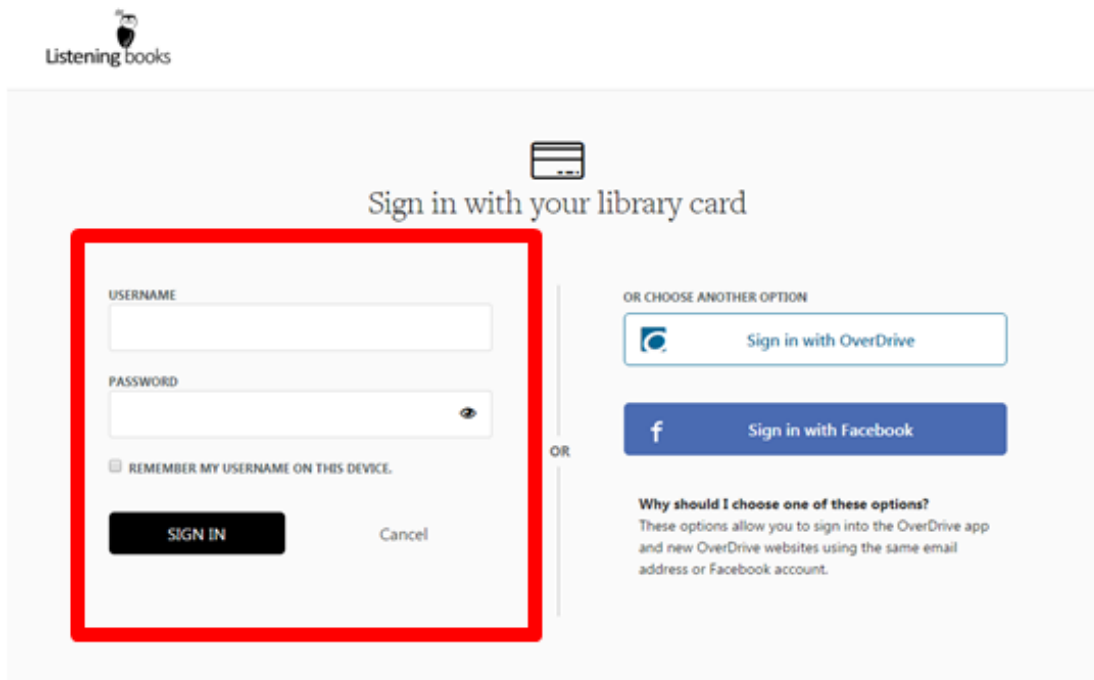
[How to activate your account and borrow books](#)

[How to stream titles over a wifi connection](#)

[How to download and transfer a book to a portable device](#)

How to activate your account and borrow books

1. If you have not done so already, make sure to first login to our homepage at www.listening-books.org.uk to activate your account and change the password to one of your choosing.
2. Now that you have activated your account and changed your password, go to <http://listening-books.overdrive.com>
3. To find an audiobook to borrow, click **Collections** or **Subjects** in the top right-hand corner of the screen or type an author's name or book title into the search bar by clicking the  icon. If you would like to view more information about the title, click on its picture. Otherwise, click **Borrow** underneath the title.
4. After you have clicked Borrow, you will be prompted to Sign in with your library card. This is the same username and password you use to log in on our homepage.



Listening books

Sign in with your library card

OR

OR CHOOSE ANOTHER OPTION

Sign in with OverDrive

Sign in with Facebook

Why should I choose one of these options?
These options allow you to sign into the OverDrive app and new OverDrive websites using the same email address or Facebook account.

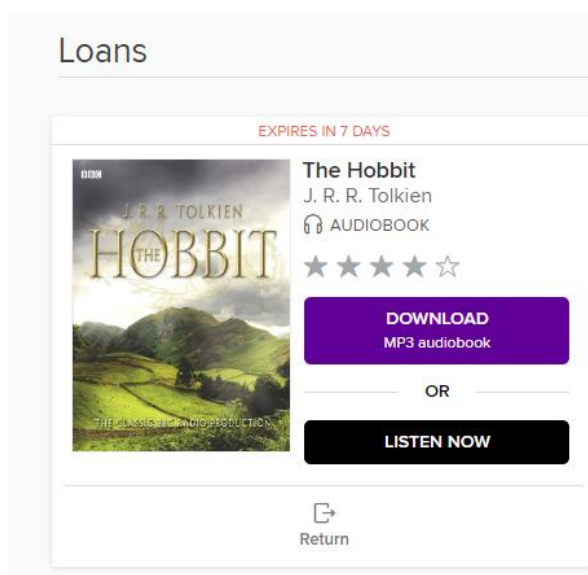
Sign in with your username and password in the boxes indicated in red in the picture above. If you would like Overdrive to remember your username, click **Remember My Username on this Device**.

5. Once you have signed in, the title will be checked out. To view all of the audiobooks you have checked out, click the black information box that says. **See options for the title on your Loans page.** You can also get through to

this page by clicking the books icon  in the top right-hand corner.

How to Stream Titles over a Wifi Connection

1. On your Loans page, you can choose to download the title or listen to it live. You can download a title if you would like to listen on the move, or if your wifi connection is not strong enough to stream. Otherwise you can listen in your browser. Please be aware that to download a title, you will need to have the Overdrive Media Console Installed. [Click here](#) to go to instructions for how to download this.
2. If you would like to stream your title, you will need an active internet connection. Click **Listen Now** to start the audiobook.



3. Streaming will open a new page to play your audiobook. Press play to start the audiobook and the title will load and play through your internet browser.
4. Once you have finished streaming the book, click pause to keep your place if you have not finished the book, and close the window.




Downloading audiobooks

If you wish to listen to the book on a mobile device, such as an iPod or mp3 player, you will need to install a piece of software onto your computer called the OverDrive Media Console. You will only need to do this once. However, if your mobile device is internet enabled we recommend you get the app (please see our device instructions)

1. To get started, go to <http://app.overdrive.com/>. Scroll down to the bottom of the page and click on this symbol to start the download (this may take a minute or two):



2. Click on the installer at the bottom of the webpage. When given the option, click **Run** (not Save). This will start the installation wizard.

3. Once the download is complete and you have pressed **Close**, there should be an icon on your desktop or device which will look like this: 

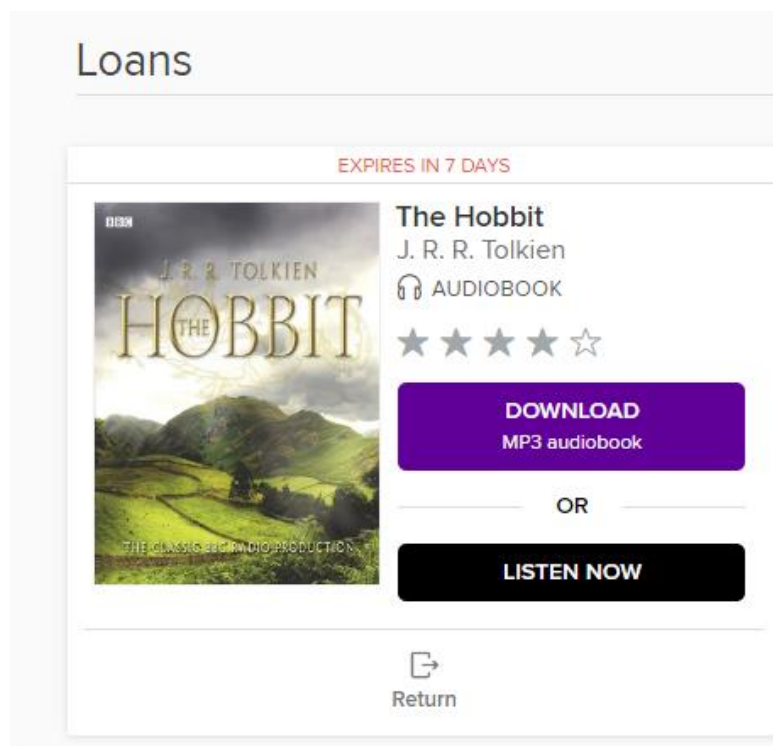
4. The OverDrive Media Console is where all your downloaded books will be stored and where you can listen and transfer titles to a portable device.

5. Now the OverDrive Media Console software is on your computer, return to <https://listening-books.overdrive.com> to your chosen book. If you have



signed out, log back in and click on the books icon on the top right hand side of the page where your book will be saved. (If you want to choose another book, browse and check out as before).

6. Now click on the **Download** button next to the title of the book you want.



7. Your title will download in the web page. Click the download file at the bottom left hand of your screen. This will load it into the Overdrive Media Console. Click **Ok** on the relevant screens to start the download (if prompted, click **Yes** to create a folder for the download).

8. If you would like to listen on an android phone, iphone or ipod touch we recommend downloading the app. You can find these instructions in your welcome email.

9. If you would like to transfer your title from your computer to a portable device, [click here](#) for instructions for how to transfer to an apple device and [click here](#) for how to transfer to an mp3 player.

Further Information

The default lending period for all titles is 14 days, after which you will be prompted to delete the audiobook from your device. You can change the lending period to 7 or 21 days if you prefer. Simply go to [The Overdrive Website](#), click **My Account** on the top right-hand corner and then click **Settings** from the drop-down menu

All digital titles are automatically returned to the library at the end of the lending period. If you like, you can return a title early by following the instructions below. The process will be slightly different depending on whether you have listened to the title via OverDrive Listen, or downloaded it to your device.

If you have streamed the title through OverDrive Listen, go to: <http://help.overdrive.com/customer/portal/articles/1481263> and follow the instructions.

If you have downloaded the title, go to: <https://help.overdrive.com/customer/portal/articles/1481684> and follow the instructions.

If you need help using the Listening Books service, please contact the library on 0207 234 0522 or email library@listening-books.org.uk.