A step-by-step guide to downloading audiobooks to a portable device such as an iPod or MP3 player.

If you have Internet Explorer 7 installed, we recommend you upgrade to version 8 or 9 as this service is not compatible with versions 7 or below. To check which version you have, open your internet browser, select 'Help' on your toolbar and then click 'About Internet Explorer'. To upgrade, go to 'Tools' on your toolbar, select 'Windows Update' and follow the instructions. Alternatively, you can use other internet browsers such as Firefox, Chrome, or Safari.

1.   Log on to our website, www.listening-books.org.uk, and click on the Download*able* drop-down menu and select 'Download Now' to be taken to the download website.

2.   Search through the catalogue for a title you wish to listen to or browse the genres listed. Once you have found a book you like the look of, click on it and you will be redirected to the Download page for this book.

3.   The default lending period is 14 days and not all titles can be returned early so if you would like to change the lending period, please click on the 'Change' link and amend accordingly.

4.   Click on 'Borrow'. You will be prompted to enter your username and password again and redirected to the Bookshelf page.

5.   There are two types of book format available. Most of the books are in a WMA format and some are also available as MP3s. Both formats will play on your PC. If you use an Apple Mac, only books in the MP3 format will work (please get in touch for specific Mac instructions if necessary). If you plan to transfer the audiobook to a mobile device, please check compatibility first. (Instructions for transferring to an Apple device can be found below.) If a title is available in both formats, you can choose which one you would like by clicking on the Download drop-down menu next to your book on the Bookshelf page and selecting either MP3 Audiobook or WMA Audiobook.

6.   The first time you try to download a book, you will need to install the OverDrive Media Console software. Click on 'Get Software' on the right-hand side of the Bookshelf page. Click on the OverDrive Media Console link. This will open up a new page where you will be prompted to choose the device on which you wish to download the software. We recommend that you check with our library if you are unsure which option to select. Not all devices listed will be compatible with audiobooks as OverDrive also caters for e-book users.

7.   After you have selected the appropriate device, click the 'Download for <<chosen device>>' button. You will then be asked a series of questions. Click 'Run', 'Continue' or 'Next' as prompted. This will add an icon to your desktop so that the software can be easily found. Depending on which internet browser you are using, this process will be slightly different. Please contact our library if you require any assistance.

8.   Once you have downloaded the OverDrive Media Console, go back to the download site and click on 'Account' to be directed back to the Bookshelf page. You can now click the 'Download' button next to your chosen audiobook. This will open up the OverDrive Media Console and you should click 'OK' when prompted to download the title to your PC.

9.   There are various options available to you once the title has been downloaded to your PC. You can choose to press 'Play' and listen at your computer or you can click 'Transfer' and follow the instructions to transfer the audiobook to a portable device such as an MP3 player. Some titles can also be burnt to a CD.

10.   The audiobook will automatically expire from your PC after your chosen lending period when you will be free to replace it with another download of your choice. You can also choose to download some titles early. Please note, you are legally obliged to delete the title from any personal device you may have transferred it to or to destroy any CD you have burnt files to when the title expires on your computer.

11.   Once an audiobook has been downloaded to the OverDrive Media Player, it is possible for organisational members to transfer the book to multiple portable devices for the use of pupils or users with print impairments as long as this doesn't exceed any limits or criteria stated under the Digital Rights Information section for each audiobook (please contact the library if you are in any doubt). All audiobooks must be deleted from portable devices at the end of the lending period. If any titles have been burnt to CDs (if that option is allowed for a particular audiobook), these must be destroyed at the end of the lending period. If you are a school using the service, we recommend nominating a single SENCO or teacher to download the audiobooks so as to keep track of how many books are out and which pupils have them on their portable devices.

Instructions for transferring titles to an Apple device:

- You will first need to make sure that you have iTunes installed. To install iTunes, open an internet browser and type the following in the address bar: http://www.apple.com/itunes/download/. On the left hand side there should be a button that says 'Download Now'. Click on this and the installation process should begin. As with the Overdrive Media Console, you should click 'next' or 'run' when prompted.
- When this has finished installing, open iTunes and connect your Apple device to the computer. Although Overdrive Media Console will store all your downloaded titles, there is a setting in iTunes that must be changed in order for you to transfer the titles.
- Once your device is connected, check the left hand side of the iTunes player. Within the list of Folders (Library, Store etc) find the one that says 'Devices' and click on it and your device should be listed. Click on this device. In the main screen you will see a list of information. Under the heading 'Options' tick the box that says 'Manually Manage Music Settings' and then press the 'Apply' button. Then go back to theOverDrive Media Player and click 'Transfer'.

Further information
- You can also download an app for most mobile devices - please get in touch if you require more details.
- If all copies of the audiobook you wish to download are being borrowed by other members, you can join a 'waiting list' and wait for it to become available. You will then be notified by email.
- There are extensive help pages on the Download*able* website. Please visit http://listening-books.lib.overdrive.com and navigate to the 'Help' section.
- Please contact our friendly library staff with any queries or comments between the hours of 9am to 5pm, Monday to Friday. Tel: 0207 234 0522 / email:library@listening-books.org.uk.