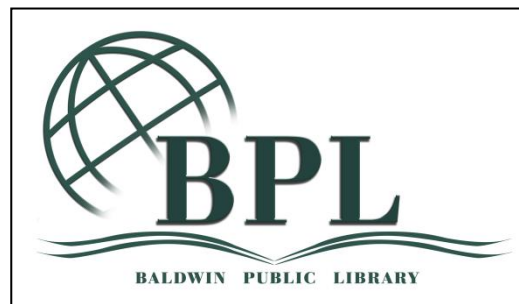


eAudiobooks – Step-by-Step Instructions



A. Start:

- <http://www.baldwinlib.org/>
- Virtual Services → eAudiobooks & eBooks
- Click on “eBooks from Baldwin”
- Select Baldwin Public Library
- Login with your library card number (with no spaces)
- Click: Log In

B. Getting Started: MetroNet

- Click: My Help (a gray box on the left column)
- Choose “Listen to eAudiobooks”
- Choose Windows computer or Mac computer
- Click: View My Help
- Make sure that you have the required software listed under number one.
- Click on the “Overdrive Media Console – Download Now” icon
- Choose to save the file to your desktop and click: Save
- Go to Desktop of your computer and double click on the Icon (ODMediaConsoleSetup.msi)
- Follow the Instructions. **When In Doubt, Just Trust the Logical Answers**
 - o It will be a little bit different for each computer. You’ll have to answer questions like these
 - *Do you want to run this file?* - Click: Run
 - *The installer will guide you through the steps required to install OverDrive Media Console on your computer* – Click: Next
 - *Please take a moment to read the license agreement now. If you accept the terms below, click “I Agree”, then “Next”* - Click: I Agree, then Click: Next
 - *To install in this folder, click “Next”* – Click: Next
 - *Click “Next” to start the installation* – Click: Next
 - *Click “Close” to exit* – Click: Close
 - o An icon will be downloaded to your desktop for OverDrive Media Console
 - If the program doesn’t open automatically, open it by double-clicking on the icon
 - It might ask you to create default folders. You can trust its default folders
- In Overdrive Media Console:
 - o Tools → Windows Media Player Security Upgrade
 - It will be a little bit different for each computer, but generally agree to the default settings. It will most likely ask you questions along these lines:
 - *“To upgrade the security of your Windows Media Player, make sure you are connected to the Internet and click ‘OK’.* – Click: OK
 - Windows Media Player will open and one of two things will happen
 1. *The File or device that you are trying to use requires a component of Windows Media Player to be upgraded. Click Upgrade to download and install the required component.* – Click: Upgrade
 - *The Component was upgraded successfully* – Click: Close
 - *You have successfully installed the Windows Media Player Security Upgrade* – Click: Cancel
 2. *You have successfully installed the Windows Media Player Security Upgrade* – Click: Cancel
 3. If neither of these works, go to: drmlicense.one.microsoft.com/Indivsite/

Baldwin Public Library

question@baldwinlib.org

248-554-4650

C. Getting Books:

- Start back at MetroNet (See the earlier instructions – A. Start)
- Search or browse for a book
- When you find a book that's available....
- Click: Add to eCart
- Click: Proceed to Checkout
- (If applicable – agree to the Terms of Use)
- Choose your lending period (7 days, 10 days, or 14 days)
- Click: Confirm Check Out
- Click: Download (under the picture of the book)
- *Open with (OverDrive Media Console)* – Click: OK
- It will give you a default place for downloading books. – Click: OK
- All parts will be automatically selected – Click: OK
- Wait for the book to download

D. To Transfer to Your iPod:

- Plug your iPod/iPhone into your computer
- First time: Open iTunes
 - o Go to your iPod Summary Screen
 - o Check: Manually Manage Music
 - o Click: Sync/Apply
- Open OverDrive Media Console
- Click: Transfer
- Follow the Instructions. **When In Doubt, Just Trust the Default Answers**
 - o It will be a little bit different for each computer. You'll have to answer questions like these
 - *Please connect your device and select "Next" to continue* – Click: Next
 - Choose your device (if you have more than one plugged in)
 - *Select "Next" to transfer the selected part(s) to your portable player* – Click: Next
- Wait while your book transfers
 - o MP3 books take relatively little time to transfer
 - o WMA books take much longer
- The longer the book, the bigger the file, and the longer it will take to transfer