



## HOW TO USE THE OVERDRIVE APP

OverDrive is a collection of ebooks, audiobooks, magazines and comics that can be downloaded to your Apple, Android, Windows or Kindle Fire mobile device via an app.

- You can borrow ten books at a time for up to 21 days
- Unlimited magazines can be borrowed
- Loans return automatically
- Titles available for kids, teens and adults

NB. There is a more up-to-date version of the OverDrive app called Libby – only use the original app if your device is not new enough to install Libby

### INSTALL FREE APP

1. Search for *OverDrive* in the Apple App Store, Play Store, Windows Store or Kindle app store and install the app (see separate instruction sheet for Kindle Fire)
2. Create an *OverDrive Account* (not necessary if under 13 years old - just click on *Under 13 Continue*)
3. Click on *Add a Library*, search for *Edinburgh*, select a local library and then click on *Edinburgh Libraries*
4. To access the *Kids & Teens site* rather than the main site, click on the menu button (three horizontal lines) at the right-hand side on the screen and then on *Kids & Teens* (if holding your device lengthways, a *Kids & Teens* button will be on the home page)
5. Click on the menu button and login with your library card number and PIN (if holding your device lengthways, a *Sign In* button will be on the home page)

### HOW TO DOWNLOAD eBOOKS & AUDIOBOOKS

1. Open the app and click on *Add a title*
2. Browse through the books –
  - Look at the collections on the home page
  - Click on the menu button and then on *Collections* (if holding your tablet lengthwise, a *Collections* button will be on the home page)
  - Use the *Search* box to search for titles and authors
3. Click on *Borrow*, then on *Loans* and then *Download*
4. To read your books tap on the main menu button (top left-hand corner of the screen) and choose *Bookshelf*. Tap on the cover of the book you want to open

### NAVIGATING eBOOKS

1. To move forward click the right-hand side of the screen (to go back click on the left)
2. Click the middle of the screen to display reading options. Click *Options* to change colours, font and font size.
3. To go back to the catalogue click in the middle of the screen, then use the back arrow at the top left of the screen

### NAVIGATING AUDIOBOOKS

1. From your *Bookshelf* tap on the audiobook to open it. It will begin playing
2. Controls at the top of the screen allow you to pause, fast forward and reverse

## HOW TO READ MAGAZINES

1. Look for titles in the collections on the homepage or in the Magazine Reading Room (Click on menu button and then on *Magazines*)
2. Click on the magazine cover
3. Click on *Borrow* and *Borrow* again (or if you want to select an earlier edition, click on *Select another issue* first)
4. Click on *Read now in browser*
5. Swipe from right to left to go through the magazine, pinch and pull to zoom in
6. Tap the screen to bring up taskbar to access *Chapters* (articles index) from the menu button; to Zoom; and to exit from magazine by using the browser back arrow (top left-hand corner of magazine)
7. Please note it is not possible to read magazines offline through the OverDrive app or website (this can however be done through the Libby app)

## HOW TO RETURN EARLY

From your *Bookshelf* hold your finger down on the item cover. Select *Return to library*

## HOW TO RENEW ITEMS

Users can renew a book if no other user has reserved it. The renew option appears beside the book in your *Loans* three days before the title is due to expire. Click on *Renew* and when your loan expires it will be reissued to you (you will need to download it again). If the book has been reserved by another reader, there will be the option to *Request Again* which will place you on the holds list.

For further help and assistance please contact:  
Digital Information Team  
0131 242 8047  
informationdigital@edinburgh.gov.uk



See **Your Library** for over 50 other online resources for learning and leisure - <https://yourlibrary.edinburgh.gov.uk>

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