



## HOW TO USE OVERDRIVE ON A COMPUTER

OverDrive is a collection of ebooks and audiobooks that can be downloaded to your computer.

- You can borrow ten titles at a time for up to 21 days
- Books return automatically
- There is also a Kids & Teen OverDrive site

### INSTALL FREE SOFTWARE

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**To download audiobooks** - to listen to the audiobook on your computer or to transfer to an MP3 player install the *Windows Desktop* app from <http://app.overdrive.com/>. You can also use *OverDrive Listen* and not install the app (Mac computer users - there is no longer a Mac Desktop app available - users can access audiobooks through OverDrive Listen). You need to be connected to the internet to use this facility.

### How to borrow books & download

1. Go to **OverDrive** - <https://edinburgh.overdrive.com> or **Kids & Teens site** - <https://edinburgh.overdrive.com/library/youth>
2. Click on *Sign in* and input your library card number (in uppercase) and PIN
3. Browse through the books by -
  - Looking at the collections on the home page
  - Click on the menu button and then on *Collections*
  - Use the *Search* box to search for titles and authors
4. Click on *Borrow* and then *Download* or *Read/Listen now in browser* (the browser option will not allow you to access your books unless you are connected to the internet)

### How to download ebooks & transfer to an ebook reader

1. After borrowing, click on the *Download* option. Your ebook will open in Adobe Digital Editions
2. Connect your ebook reader to your computer and select the *Library* view
3. Right-click on the cover of the ebook you want to transfer and choose *Copy to Computer/Device*
4. Choose the device you want to copy to and it will transfer immediately

### How to download and transfer audiobooks to an iPod

1. After borrowing, click on the *Download* option and open the audiobook in the *OverDrive for Windows app* and also open the latest version of iTunes (available from [www.apple.com/itunes/](http://www.apple.com/itunes/))
2. Go to *File > Add Folder to Library*
3. Find the downloaded audiobook on your computer (by default, you'll find it at: C:\Users\[your username]\Documents\My Media\MP3 Audiobooks
4. Select the audiobook folder, then click *Select Folder* to import all of the audiobook's files
5. Now you can sync audiobooks to your iPod. The imported audiobooks can be found in iTunes under Music > Library

### **How to download and transfer audiobooks to an MP3 player (not Apple)**

1. After borrowing, click on the *Download* option and your audiobook will open in *OverDrive for Windows app*
2. Click *Transfer* and the *Transfer Wizard* will open. Attach your portable device to your computer, click *Next* and follow the instructions

### **How to renew & reserve 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.

### **How to return books early**

1. If you have checked out a book, but not downloaded it, select *Return* from your *Loans*
2. If you have downloaded an ebook to *Digital Editions*, open *Digital Editions* and select *Library view*. Right click the book you want to return and select *Return Borrowed Item*
3. If you have downloaded an audiobook to *OverDrive Media Console*, click on *Return* within *Media Console*, then *Return/Delete*

### **FURTHER HELP**

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



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