



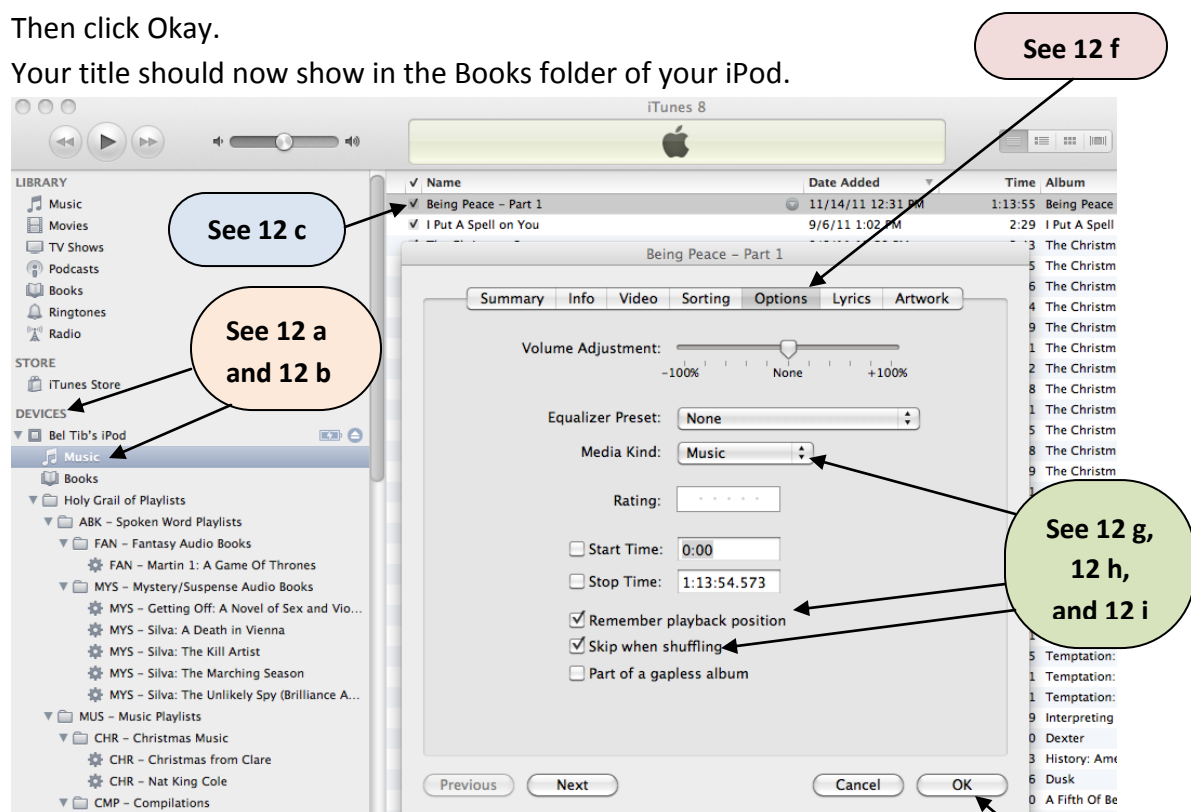
Downloading MP3 Audio Books to an iPod using Overdrive

The Belvedere-Tiburon Library has a new and growing collection of MP3 format audiobooks that may be downloaded to a Mac or PC computer and then transferred to an iPod or other digital audio player. Follow the steps below to check out, download, and install a title on an iPod. Steps for other devices may vary. If you have any trouble, please call the Reference Desk at 789-2661. This collection is only available to Belvedere and Tiburon residents.

First Time Users: If you have not previously installed the Overdrive Media Console software, please visit the following URL: <http://www.overdrive.com/software/omc/>. Follow the prompts to download and install the software to your computer. Once you have successfully installed the Overdrive software, you may then follow these steps to download an audiobook:

1. Connect your iPod to your computer and launch iTunes. In iTunes locate your iPod in the left vertical navigation panel (under DEVICES) and click the name of your iPod. The Summary screen is displayed. If it is not already checked, place a checkmark next to the option "Manually manage music and videos." This will prevent your Overdrive audio books from being deleted automatically when you connect your iPod.
2. Using your web browser, go to the Belvedere-Tiburon Library eBook and Audiobook Download page at <http://overdrive.bel-tib-lib.org/>
3. The first step is to retrieve the list of MP3 audiobooks. Note that the collection also contains a large selection of EPUB ebooks.
4. To see a list of MP3 titles, click on the "Advanced Search" link below the search box on the left side of the page. Use the pull-down menu next to "Format:" to select "Overdrive MP3 Audiobook." Click the **Search** button to see a list of all MP3 titles. If a title is checked out, you may place a hold on it and you will be notified via email when it is available.
5. To see a list of currently available MP3 audiobooks, go to the Advanced Search page and in addition to selecting Format: Overdrive MP3 audio book, click in the check box that says "show titles with copies available." Now click the **Search** button at the bottom of the page. You will see a list of items that are currently available for checkout.
6. When you find an available title that you would like to check out, click on the link that says **Add to Cart** below and to the right of the title.
7. Now click on the "Proceed to Checkout" below the title in your Cart.
8. From the Check Out page, specify the lending period (7 to 21 days) and click the **Confirm check out** button.
9. Once you have downloaded and installed the Overdrive Media console, you may now return to your Cart and click the **Download** button below your title. Accept the download and specify a destination folder for the files that will make up the chapters of the book. Now select the parts of your audio book to download. The simplest approach is to leave all boxes checked and download all files.

10. A bar at the bottom of the Overdrive Media Console will show the progress of your download. Download time will depend on your Internet connection and the size of the audio book.
11. When the download finishes, use the **Transfer** button in the Overdrive Media Console to load the files onto your iPod.
12. The audiobook files will appear in your Music folder in iTunes and on your iPod. To place the files in your iPod's Books folder and to activate the "remember playback position" feature, follow these steps:
 - a. Under **Devices** in the iTunes Source Panel (on left), Find the iPod and click the small black triangle next to the iPod's name.
 - b. Under the triangle, click on the **Music** section of your iPod and then locate the audiobook files you have just downloaded.
 - c. Select all files. (To select all files of an audiobook, click on the first part, then pressing the shift key, then clicking on the last part will highlight and select all parts).
 - d. In the iTunes menu bar, select File >> Get Info.
 - e. Click yes to edit info for multiple items.
 - f. Click on the Options tab.
 - g. In the pull-down menu next to **Media Kind**, select Audiobook.
 - h. In the menu next to **Remember playback position**, select Yes.
 - i. In the menu next to **Skip when shuffling**, select Yes.
 - j. Then click Okay.
 - k. Your title should now show in the Books folder of your iPod.



13. Once on your iPod the audiobook files will be available to you until you delete them.
14. Play and enjoy!