

# Checking Out and Downloading an Overdrive Audio Book

It can take 3-4 minutes per part of the book, please plan your time!

1. Click **DOWNLOADS** **DOWNLOADS** on the left side of the KCLS Main Menu
2. Select **OverDrive** **Overdrive**.

**⚠️ iPod** – To download audio books to an iPod, your iPod must be set up to work with a **Windows** computer and you must be **manually** controlling your music through **iTunes**.

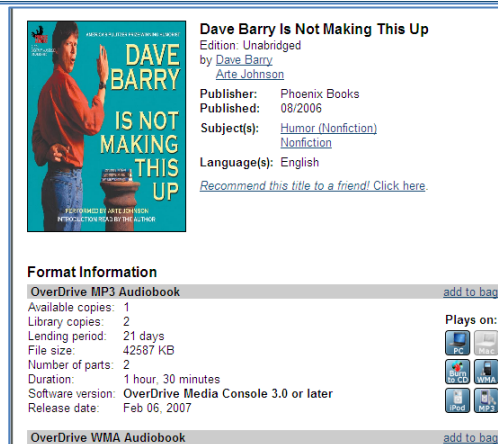
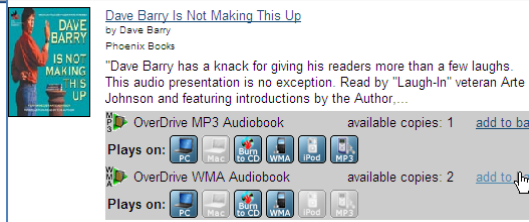
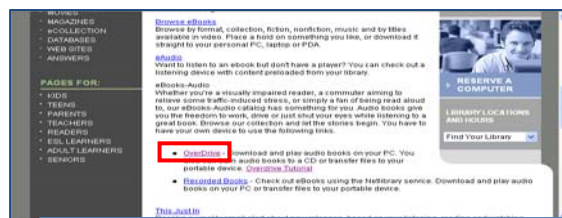
3. Search for the book you wish download. When you find a book you would like to download, first check to make sure there are available copies.

## To See more Information

Click the **Book Title** to see more information including the **file size**. This is good to check to make sure it will fit on your device.

**Note:** For many titles you can also listen to an excerpt before selecting the item.

4. Click **add to bag** **add to bag** to place a copy in your book bag.



You can continue to search for more Overdrive eAudio books to checkout and download.

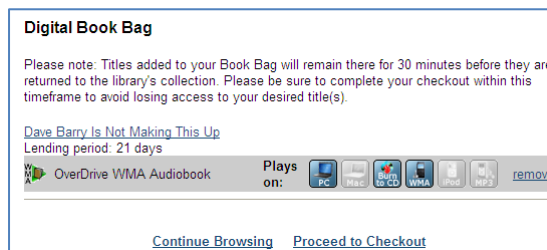
5. The **Digital Book Bag** will appear displaying the item(s) currently selected.

## To continue browsing

Click **Continue Browsing** **Continue Browsing**.

## To Checkout the items

Click **Proceed to Checkout** **Proceed to Checkout**.

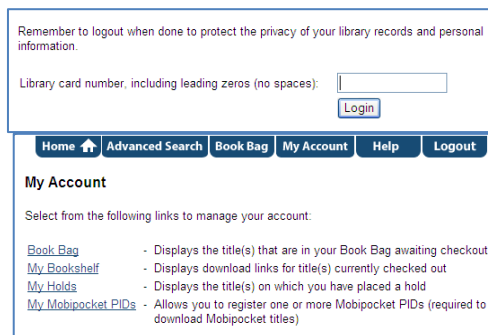





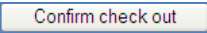
## To Checkout Items

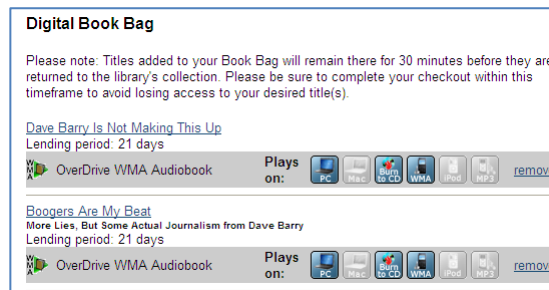
If you have just added an item to the Digital Book Bag, click **Proceed to Checkout** **Proceed to Checkout**.

## Checkout Items from My Account

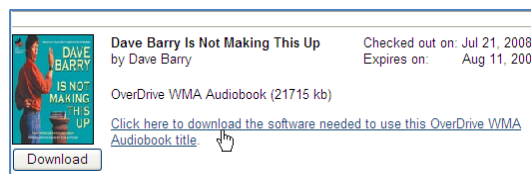
1. Click **My Account** **My Account**.
2. Enter your Library Card Barcode Number.

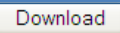


3. Click  **Login**
4. Click  **Book Bag**.
5. The list of items will appear. If there is an item on the list you do not want to checkout, click  **Remove** next to the item not wanted.
6. Click  **Confirm checkout**.



7. The item(s) is now ready for download  
Note: the size of the file also displays on this screen.

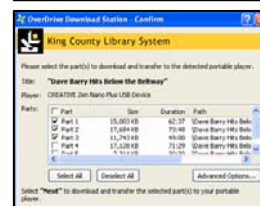


8. Click  **Download**. The **Overdrive Download Station** wizard will begin. The name of the item will display.




9. Click  **Next**.

10. The wizard will display all of the parts of the book. If you do not have room on your device for the entire book, you can de-select some of the parts and download them latter.



11. Click  **Next**.

12. The **Download Progress** screen will appear. This will show the progress and how much time it will take to complete the download.

If you need to stop the download, click  **Cancel**. This will stop the download wizard and you will need to begin the process again.




13. When the download is complete, the **Overdrive Download Station – Success** screen will display.

14. Click  **Finish**.



## Burn to CD?

If you see  (burn to CD allowed), you can burn the book to CD's as well. Please note, *you can only do this at the same time as you download to your MP3 Player*. You will need approximately 1 CD per hour of time; it can take up to 5 minutes *per* CD. Plan your time accordingly. **Note: Open "x CD burning software" to burn the book to CD. You need to keep your MP3 player connected to the PC.**