

## Overdrive 101

### Objectives:

- Accessing downloadable digital media via Overdrive
- Types of media and formats
- Features of digital library
- Browsing and search options
- Placing holds and checking out digital titles
- Installation of software
- Downloading digital media to PC
- Reading, listening and viewing media on PC
- Transfer media from PC to mobile device
- Compatible devices



## Downloadable Digital Media - what is it?

The Scottsdale Public Library is part of the Greater Phoenix Digital Library, a consortium with other valley public libraries. This service provides access to eBooks, eAudiobooks, music and videos available for downloading onto your PC, and, in some cases, transferring to a supported device, through a company called Overdrive. This service is available through your home computer using your library card number and PIN.

You can access Overdrive via a link from the Scottsdale Public Library's website (<http://www.scottsdalelibrary.org>) or go directly to Overdrive (<http://phoenix.lib.overdrive.com>).

From the Scottsdale website, click on the Digital Downloads tab at the top

Scottsdale PUBLIC LIBRARY

Home | My Account | Contact Us | Español

Current weather in Scottsdale, AZ 63°

BOOKS, MOVIES & MUSIC | EVENTS & PROGRAMS | RESEARCH | TEENS | KIDS | **DIGITAL DOWNLOADS**

### Digital Downloads

#### Books

Scottsdale Public Library offers downloadable ebooks and audio books for your eReader, PC, laptop, MP3 player and supported PDA. Download from thousands of bestsellers and classics, fiction and non-fiction. This service is provided through the Overdrive Media Console™.

**Have you downloaded before?**  
Then Continue on to Overdrive via The Greater Phoenix Digital Library.

**First time downloading from Overdrive?**  
Learn how it works!

Search our catalog  GO  
Classic catalog »

Can't find what you're looking for?  
Ask a Librarian

- Submit a question online
- Give us a call at 480.312.7323
- Text a Librarian
- Find the closest library

You can then choose to go directly to Overdrive by clicking on the link “Then Continue on to Overdrive via the Greater Phoenix Digital Library” or visit some basic instructions by clicking on the link “Learn how it works!”.

## Types of Media

eBook- A digital version of a print book. There are different types available:

- Adobe EPub
- Adobe PDF
- Mobipocket eBook

Audiobook- The narrated audio of a book, the digital version of a book on CD. There are different types available.

- Overdrive WMA Audiobook- optimized for enhanced audio quality
- Overdrive MP3 Audiobook- optimized for download

Overdrive also offers music and eFlicks (movies) for download

## Features of the Greater Phoenix Digital Library

The screenshot shows the Greater Phoenix Digital Library website. At the top, there is a navigation bar with links for 'Home', 'My Digital Account' (labeled G), and 'My Digital BookBag'. Below this is a search bar with a 'GO' button and a link to 'Advanced Search'. A section titled 'Accessible eBooks for the print-impaired - Click here.' contains a 'New to eMedia?' section with links for 'Digital Media Guided Tour' (A), 'Help w/ Using eMedia' (B), and 'Borrowing Titles' (C). A 'My Help! BETA' section (D) offers 'Need help? Get started here.' Below this is a sidebar with buttons for 'Browse eBooks', 'Browse Audiobooks' (E), 'Browse Music', 'Browse Kids', 'Browse Teens', and 'Featured Titles'. At the bottom left, a 'Download Software' section (F) lists 'OverDrive® Media Console™', 'Adobe® Digital Editions', and 'Mobipocket® Reader'. The main content area displays a list of audiobooks, including 'Embrace the Serpent' by Quayle, 'The Young Man from Atlanta' by Horton Foote, 'The Mystery of Lilac Inn' by Carolyn Keene, and 'Guest: Dizzy Dean' by RadioClassics, Inc. Below this is a section for 'MP3 Audiobooks' with titles like 'The Seventh Sinner' by Elizabeth Peters, 'Deadline Man' by Jon Talton, 'The Winds of Autumn' by Janette Oke, and 'Patricia Highsmith' by Patricia Highsmith. A 'Days Available' section is partially visible at the bottom.

- A- Digital Media Guided Tour- A link to tutorial videos
- B- Help w/Using eMedia- Help files including frequently asked questions
- C- Borrowing Titles- Help specifically with the borrowing process
- D- My Help- A help feature that walks you through the steps and help files for individual needs
- E- Browsing different titles
- F- Download Software- Links to download the different software needed for eMedia
- G- My Digital Account- Allows you to log in and view account details

## My Digital Account

Click on the “My Digital Account” tab or the “Sign In” link at the upper right of the screen to log in. First it will ask you to choose a library. Pick Scottsdale Public Library from the drop down list.

[Home](#) ▶ [My Digital Account](#)

### Sign In - My Digital Account

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#### Scottsdale Public Library System

(If this is not your library, please [go back](#) and select again)

Library card number

PIN

Sign In

Sign in using your library card number and PIN.

If you do not know your PIN, please contact the library for assistance.

The following options will appear:

[Home](#) ▶ [My Digital Account](#)

### My Digital Account

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Select from the following links to manage your Digital Account:

- [My Digital BookBag](#) - Displays the title(s) that are in your Digital BookBag awaiting checkout
- [Lending Periods](#) - Set a personalized default lending period for titles available at this site, format-by-format
- [My Digital Bookshelf](#) - Displays download links for title(s) currently checked out
- [My Digital Holds](#) - Displays the title(s) for which you are currently waiting
- [Wish List](#) - Displays the title(s) on your wish list
- [My Mobipocket PIDs](#) - Allows you to register one or more Mobipocket PIDs (required to download Mobipocket titles)
- [Rated Titles](#) - Displays the title(s) you have rated, and allows you to change ratings

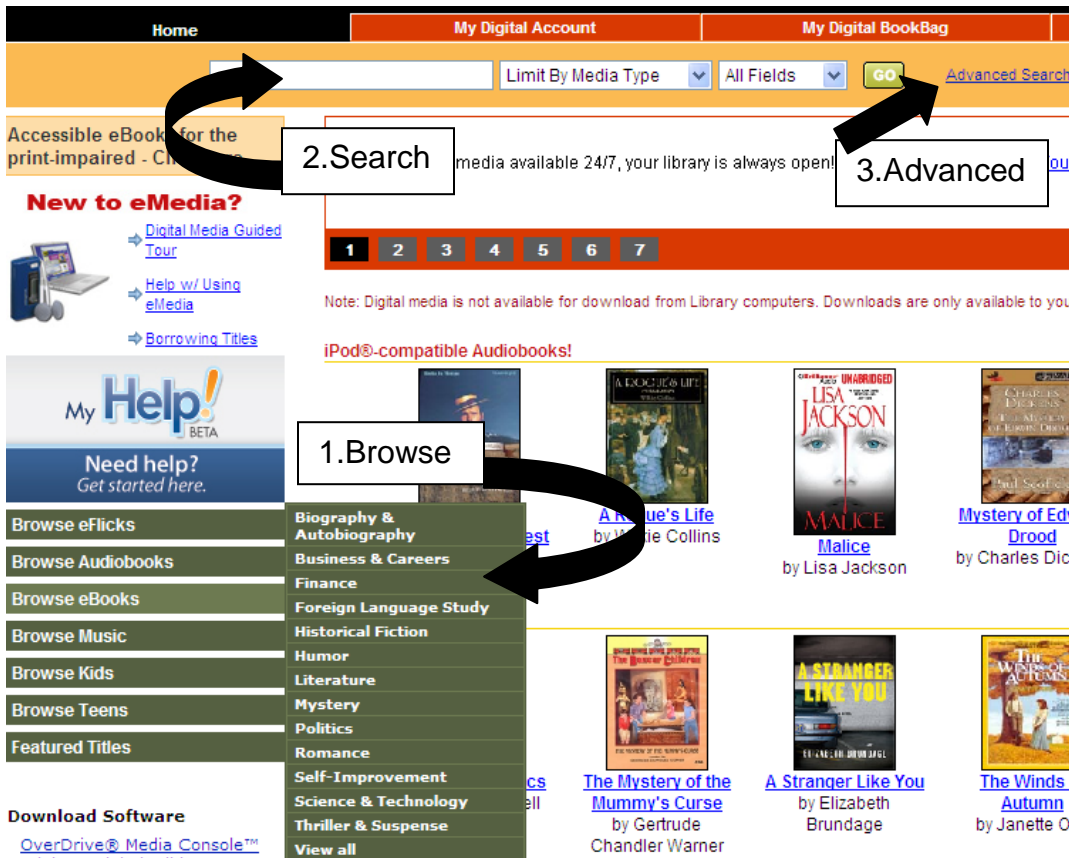
Additional Notes about account options:

“My Digital BookBag” holds titles that you selected while browsing. Titles will remain in BookBag for 15 minutes. After that time, the title is no longer reserved for you and is available for other customers.

“Lending Periods” allows you to set the default lending period. Available options are 1 week and 2 week for audio titles, and 1, 2, or 3 weeks for eBook titles. eFlicks and music have 3, 5, 7 and 14 day options.

The lending period for titles on “My Digital Bookshelf” begins the day it was checked out, whether or not the title was downloaded.

## Browsing and Search Options






There are three ways to search for materials in Overdrive:

1. You can browse certain formats and subjects provided in the menus on the left side of the screen.
2. Use the search box to look for more specific criteria.
3. The advanced search option for even greater specificity.


## Placing Holds and Checking Out Digital Titles

Find a title that you are interested in.

 **[At Some Disputed Barricade](#)**  
World War I Series, Book 4  
by Anne Perry


Average rating:   
My rating: 



Anne Perry's gift for illuminating the heart's deepest secrets shines through in her bestselling series of World War I novels. With compelling immediacy, she depicts the struggles of men and women...

 Adobe PDF eBook [Add to Digital BookBag](#)  
[Add to Wish List](#)

Plays on: [eBook-compatible computers & devices](#)


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 **[At the Bride Hunt Ball](#)**  
by Olivia Parker

Average rating:   
My rating: 

To Snare a Bride...

To Gabriel Devine, Duke of Wolverest, the bonds of marriage are nothing more than shackles. But if he's to remain a lifelong bachelor, that leaves only his younger brother to...

 Adobe PDF eBook [Place a Hold](#)  
[Add to Wish List](#)

Plays on: [eBook-compatible computers & devices](#)

This book is available for checkout. If you want it, check to make sure that it is compatible with your computer (and your device if you want to transfer the title). Then click on "Add to Digital BookBag."

This book is checked out to another customer. You can "Place a Hold" and Overdrive will send you an e-mail when it is ready to be checked out.

If you add the title to your Digital BookBag, you will see this screen:

Home > My Digital BookBag

### My Digital BookBag

Please note: Titles added to your Digital BookBag will remain there for 15 minutes before they are returned to the library's collection. Please be sure to complete your checkout within this timeframe to avoid losing access to these title(s).

[At Some Disputed Barricade](#)  
World War I Series, Book 4  
Lending period: 14 days

Adobe PDF eBook	Plays on: <a href="#">eBook-compatible computers &amp; devices</a>	1	<a href="#">remove</a>
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2 [Continue Browsing](#) [Proceed to Checkout](#) 3

You can then choose to:

1. Remove that title from your BookBag if you no longer want it.
2. Click "Continue Browsing" to add more titles to your BookBag.
3. "Proceed to Checkout" to immediately check out your item.

If you "Proceed to Checkout," you will see this screen:

You can then:

1. Choose the lending period you desire for this title.
2. Click on "Confirm Checkout."

Home > My Digital BookBag > Check out

### Check Out

Please review and confirm the selections and, if desired, change the lending period(s) before proceeding with check out.

Note that in order to use digital media, you must download and install the appropriate digital software before downloading the title to your machine.

[At Some Disputed Barricade](#)  
World War I Series, Book 4  
Lending period: 14 day checkout 1

Adobe PDF eBook	Plays on: <a href="#">eBook-compatible computers &amp; devices</a>	<a href="#">remove</a>
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[CONFIRM CHECK OUT](#) 2

After checking out the item, you will see this screen:

Home > My Digital Account > My Digital Bookshelf



### My Digital Bookshelf

You must have the appropriate digital book software downloaded to your computer or PDA before you download these titles.

If this page is no longer available after downloading and installing the digital book software, go to 'My Digital Account' and click on the 'My Digital Bookshelf' link to download your title(s).

Once you have downloaded and installed the appropriate digital book software, download the title to your machine. If you prefer to download the digital book at a later time, please return to the site and visit your 'My Digital Bookshelf' (*My Digital Account > My Digital Bookshelf*).

Note: Digital books are not available for download from Library computers. Downloads are only available to your personal PC, laptop, or PDA.

	<b>At Some Disputed Barricade</b> World War I Series, Book 4	Checked out on: Mar 09, 2011 Expires on: Mar 23, 2011
1	2  <a href="#">Click here to download the software needed to use this Adobe PDF eBook title.</a>	

[DOWNLOAD](#)

1. If you have already downloaded Adobe Digital Editions, you can click on "Download."

2. If you do not have Adobe Digital Editions, click on the link to download it. You must have Digital Editions before downloading the book.

## Installation of Software

You must install Overdrive Media Console and Adobe Digital Editions before downloading and accessing eMedia on your computer or transferring it to a device. You can choose to install the software from the homepage of the Greater Phoenix Digital Library by clicking on the links under "Download Software" (see "F" on page 3). Once you check out an item, you will be given a link to install the appropriate software for that item.

### Downloading Adobe Digital Editions:

On the Adobe page, click on the brown "Install" button to start. You must have the most recent version of Flash Player to complete the installation.

The Adobe Digital Editions Set-up menu will appear. Choose the options you wish and then click "Next."

You then choose the program folder where Adobe will save or accept the default and click "Install."



The free download (Windows® and Mac OS) takes less than a minute to install over a broadband connection.

If you have trouble installing Digital Editions, see the [installation TechNote](#).

### Downloading Overdrive Media Console:

On the Overdrive page, choose the version of the software that you need. Click on "Download Now."

Choose "Save" from the pop up window.

The Save As window will pop up. Click "Save."

When the download complete window appears, choose "Run."

When the "Welcome to the Overdrive Media Console Set-Up Wizard" appears, click on "Finish."

Once you have the software installed, you may download your media to your PC. Now that it is on your PC you can:

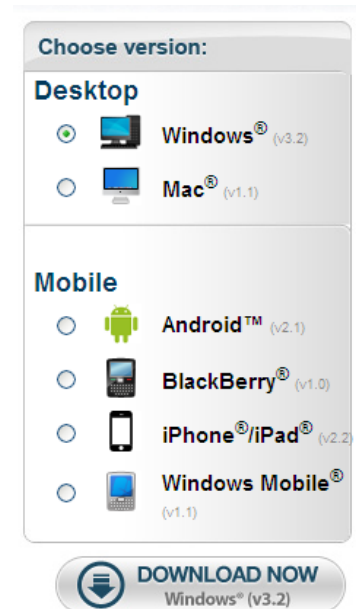
-Read text on your PC through Adobe Digital Editions.

-If the license allows, you may also copy or print text from Adobe

-Listen to Audiobooks or eMusic or watch eFlicks through Overdrive Media Console.

-If the license allows you can burn Audiobooks, eMusic and eFlicks to CD's from Overdrive.

- Transfer to mobile device



-All formats are eligible for transfer to a device if the license allows.

### **Transferring to a Device & Compatible Devices**

Some eMedia is allowed to be transferred from your PC to a mobile device. Every title has its own specific permissions for what you are allowed to do with it.

- Audio files have some restrictions about what platform it will play on. Not all titles can be burned to a CD or transferred to a device. Please check the Digital Rights Information at the bottom of the screen for the individual title you are interested in if you have questions.
- eBooks may be read on the computer, printed, copied, or transferred to a device. To see which of these actions are allowed for a specific title, please check the Digital Rights information at the bottom of the screen.
  - To transfer an eBook to a device, you must activate your Adobe Digital Editions with an Adobe Digital ID. To sign up for an ID, you need to provide your name, your country, and an e-mail address. You may activate six computers and six devices with one digital ID.

Overdrive provides a list of “Recommended Devices” on the Greater Phoenix Digital Library homepage, right below the links for downloading software. While this list does not include all devices that might work with Overdrive, it does include all the devices that they have tested that work with Overdrive.