

Overdrive Help Guide

February, 2017

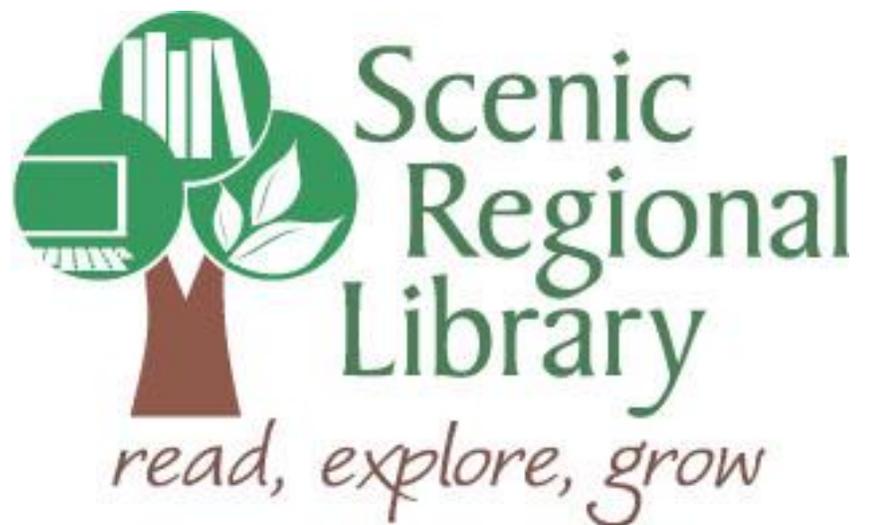


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Welcome!

Scenic Regional Library (SRL) has renewed its partnership with Overdrive. The purpose for this guide is to provide you with the information you'll need to use it.

What is Overdrive?

Overdrive is an eBook and eAudiobook service offered through libraries that allows patrons to stream and download titles on a variety of devices.

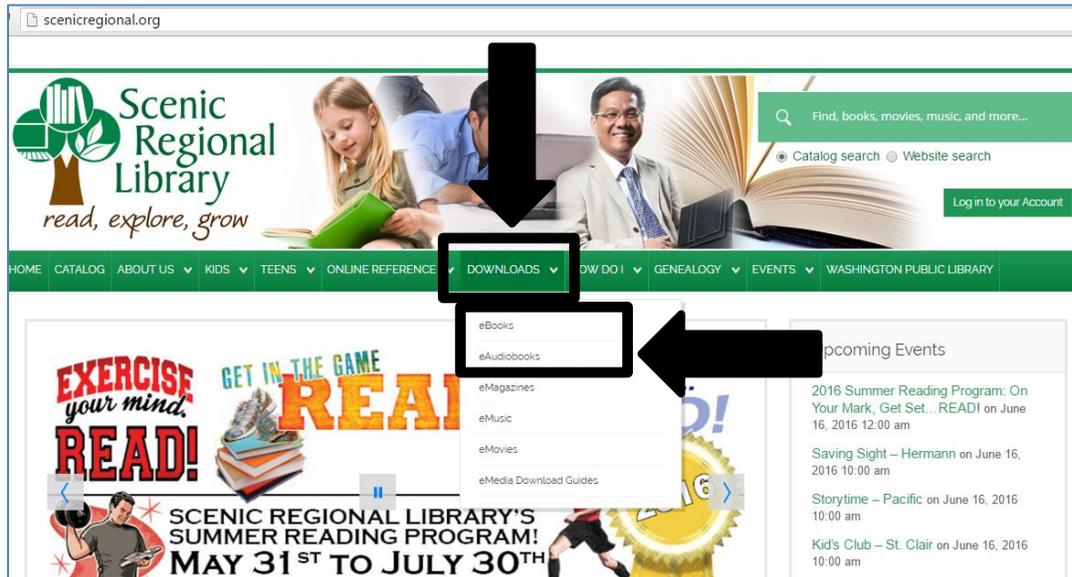
Overdrive's Offerings to Scenic Regional Library Patrons

Any SRL patrons who have library accounts in good standing can access Overdrive. Patrons are allowed to borrow seven titles at once. Patrons can also place seven titles on hold at one time. Once borrowed, patrons can keep titles for 14 days.

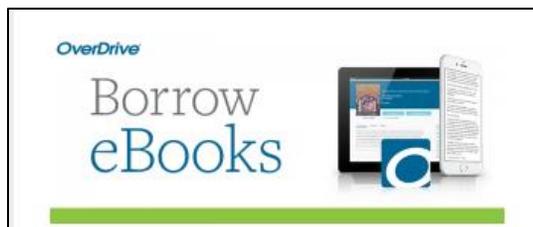
Accessing Overdrive

Follow these steps to access Overdrive on a pc or laptop.

1. Go to www.scenicregional.org.
2. Point your mouse at "Downloads" to reveal a drop down menu.
3. Click on "eBooks" or "eAudiobooks."



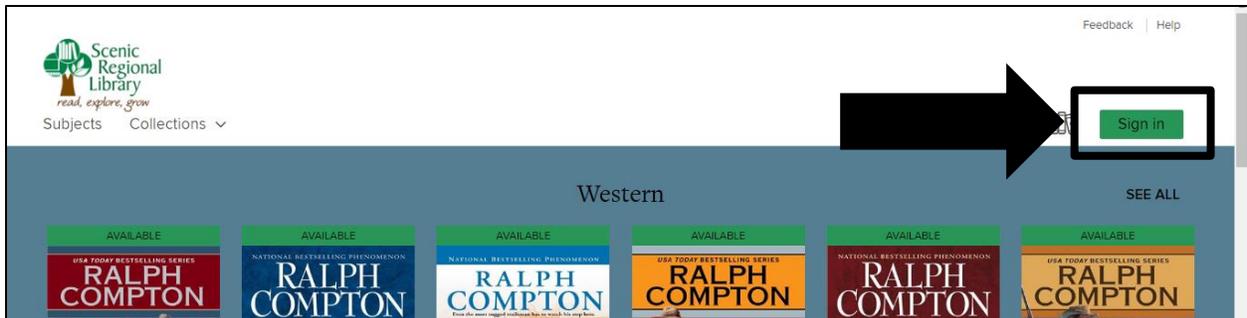
4. Click on the Overdrive logo.



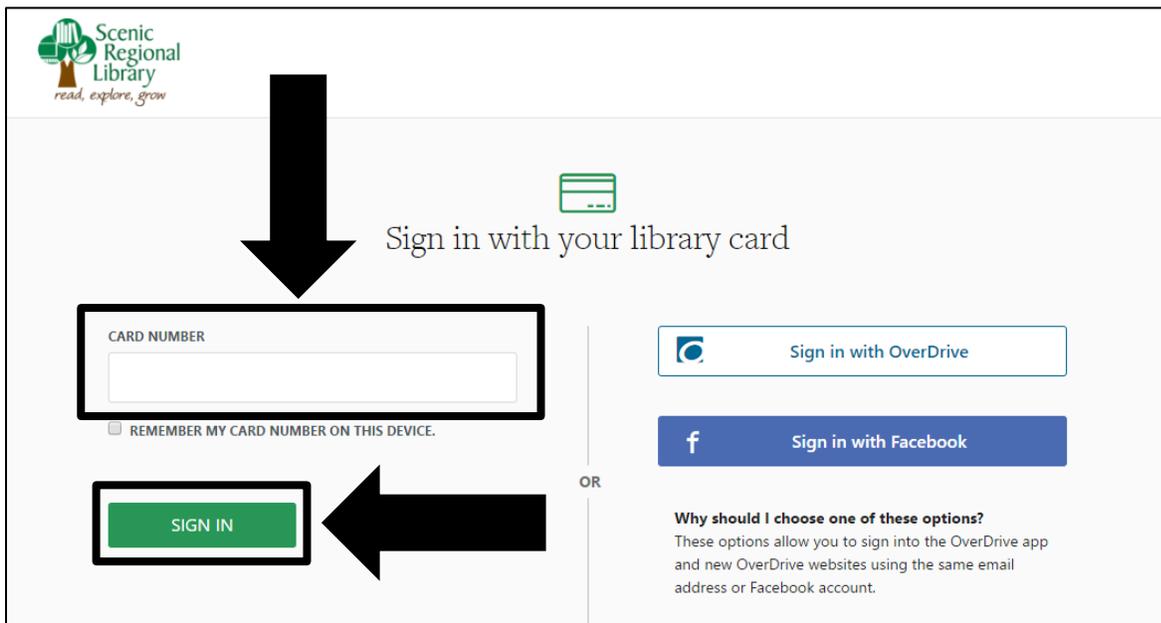
Signing into Overdrive

Follow these steps to sign into Overdrive.

1. Click "Sign in."



2. Enter your library card number and click "Sign In."



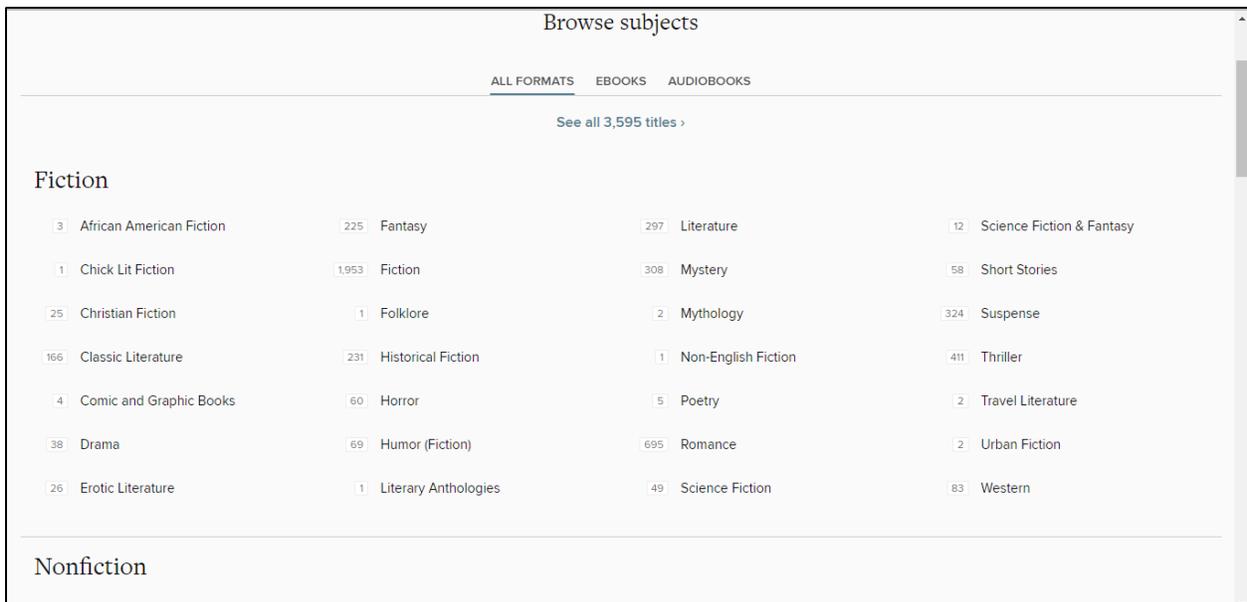
The Overdrive Home Page

Most of the functions you will use in Overdrive can be accessed from the home page.

Subjects – Clicking on this will take you to a page that allows you to filter the displayed titles by various aspects.

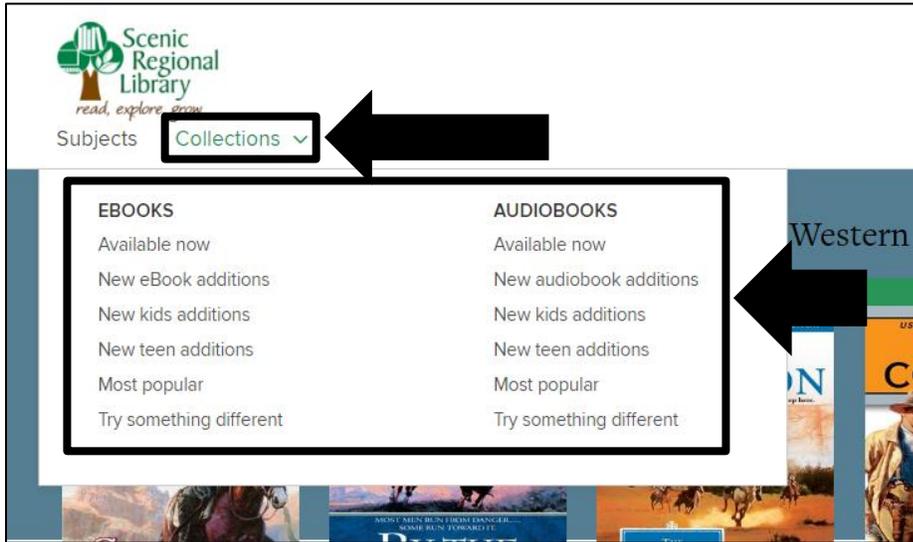


The screenshot below illustrates the Subjects page.

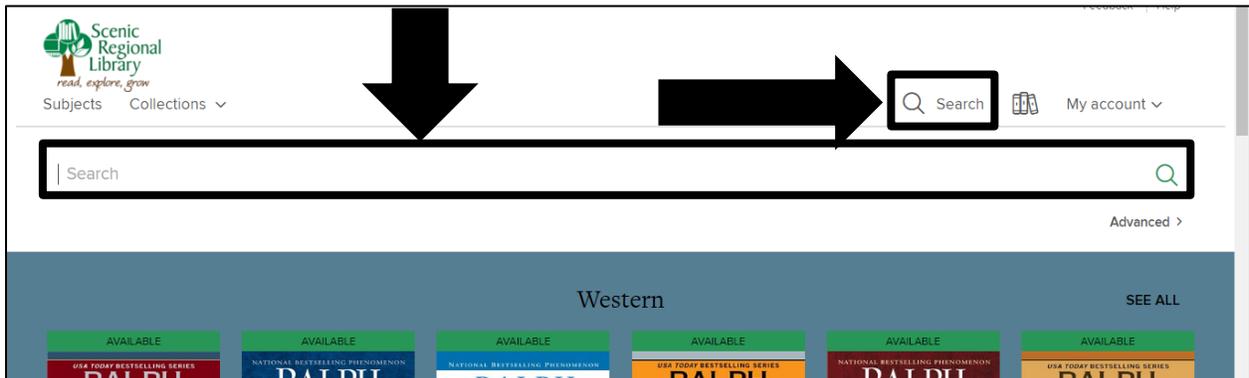


The Overdrive Home Page, continued

Collections – Clicking on this allows you to filter the displayed titles by several popular collections.

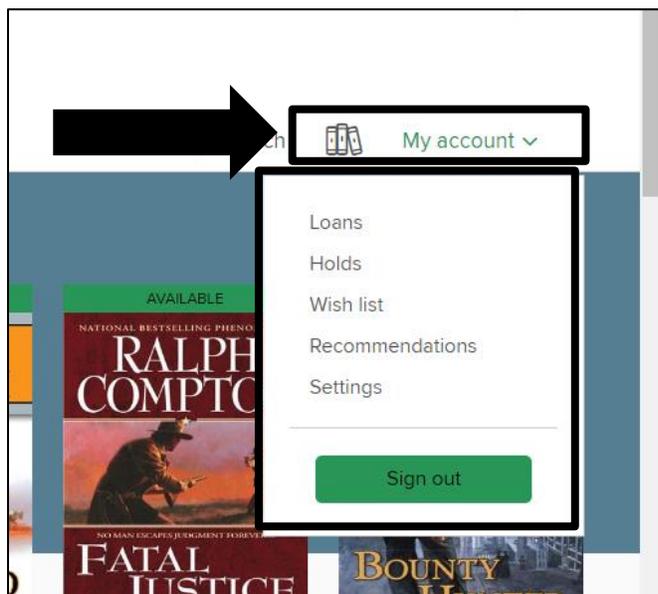


Search – Clicking on Search displays a search field you can use to search the collection for a specific title or author.

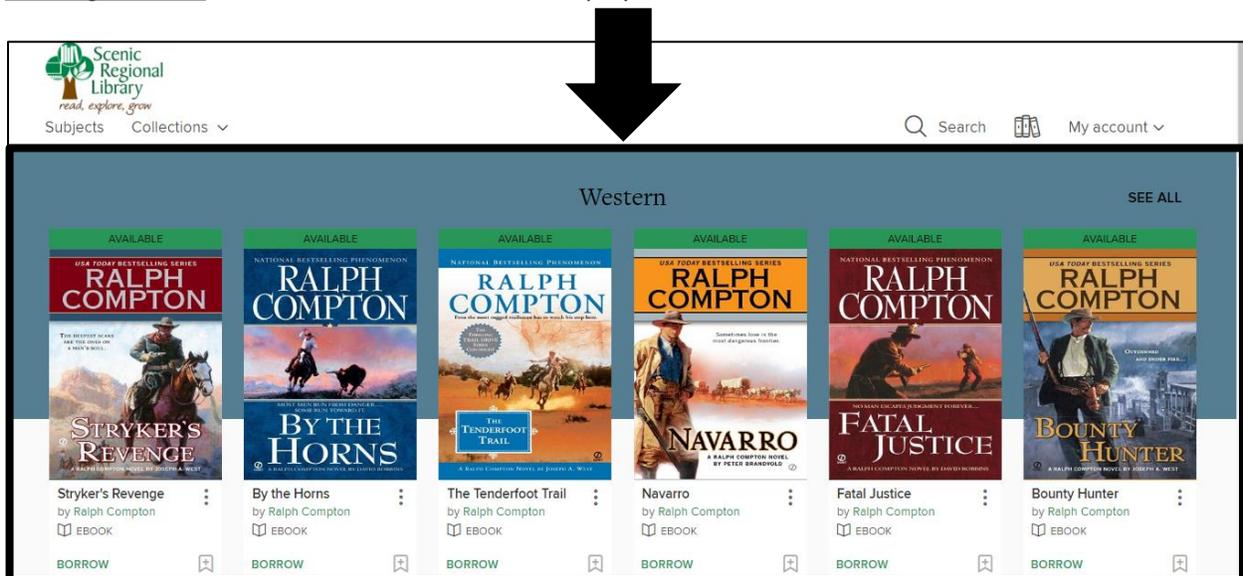


The Overdrive Home Page, continued

My Account – Clicking on this reveals a drop down menu that allows you to access and change various aspects of your account.



Viewing Window – This is where the titles are displayed.



Browsing and Borrowing Titles

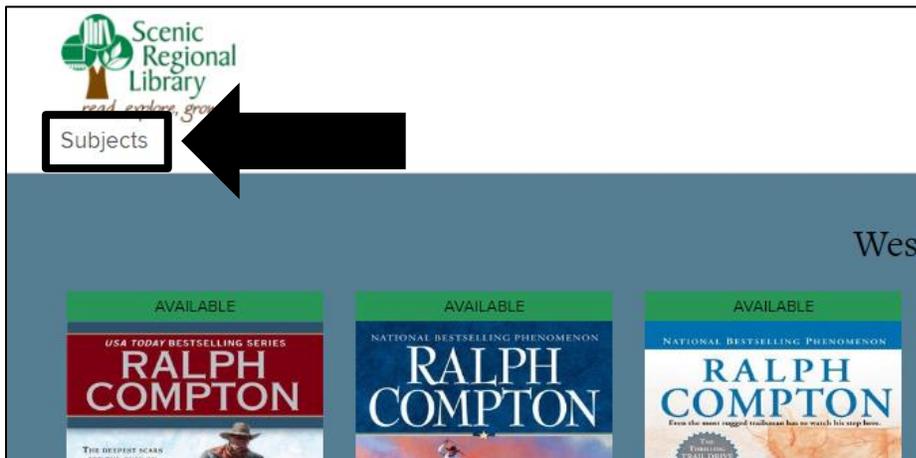
You can browse and borrow titles in three ways.

1. Subjects
2. Collections
3. Search

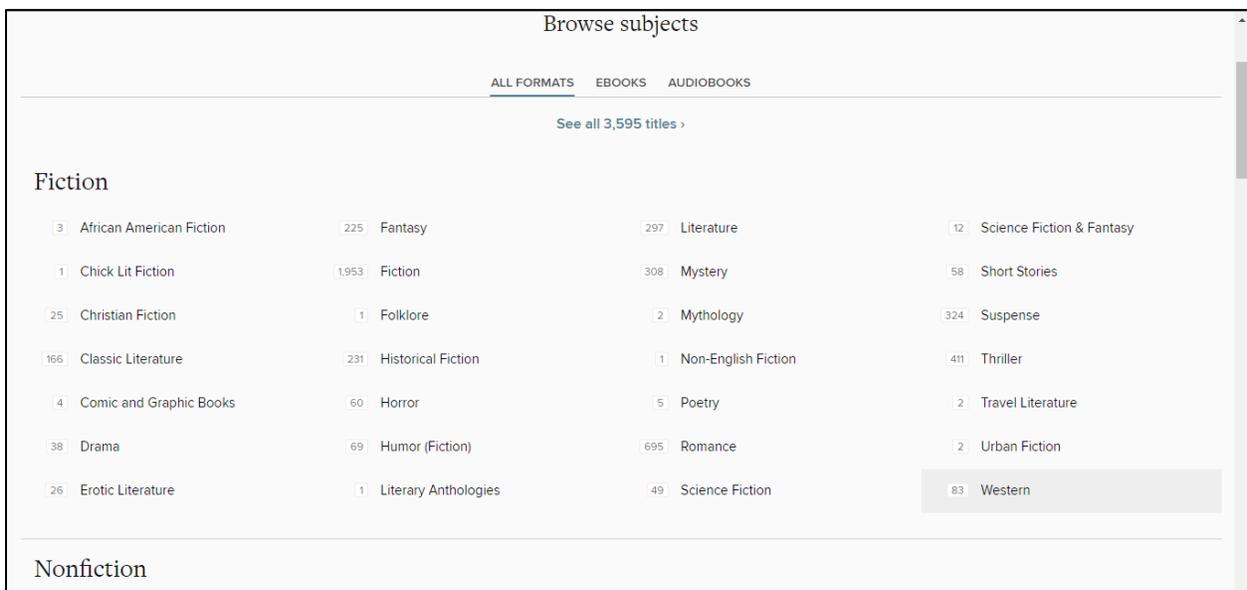
Subjects

Follow these steps to browse and borrow titles by subject.

1. Click on “Subjects.”



2. Click on the subject you want to browse.



Browsing and Borrowing Titles, continued

3. Find a title you want to borrow.
4. Click “Borrow.”

The screenshot shows a library catalog interface. At the top, there are navigation options: "Subjects", "Collections", "Search", and "My account". Below this, it says "Showing 1-24 of 166 results". On the left, there is a sidebar with filters: "Classic Literature" (selected), "Fiction" (selected), "Availability" (All titles, Available now, Recommend to library), "Audience", "Date added", "eBooks", "Audiobooks", and "Subject". The main area displays four book covers: "1984" by George Orwell (marked "WAIT LIST"), "The Age of Innocence" by Edith Wharton (marked "AVAILABLE"), "Cranford" by Elizabeth Gaskell (marked "AVAILABLE"), and "The Four Feathers" by A. E. W. Mason (marked "AVAILABLE"). A large black arrow points to the "BORROW" button for "The Age of Innocence".

Notes

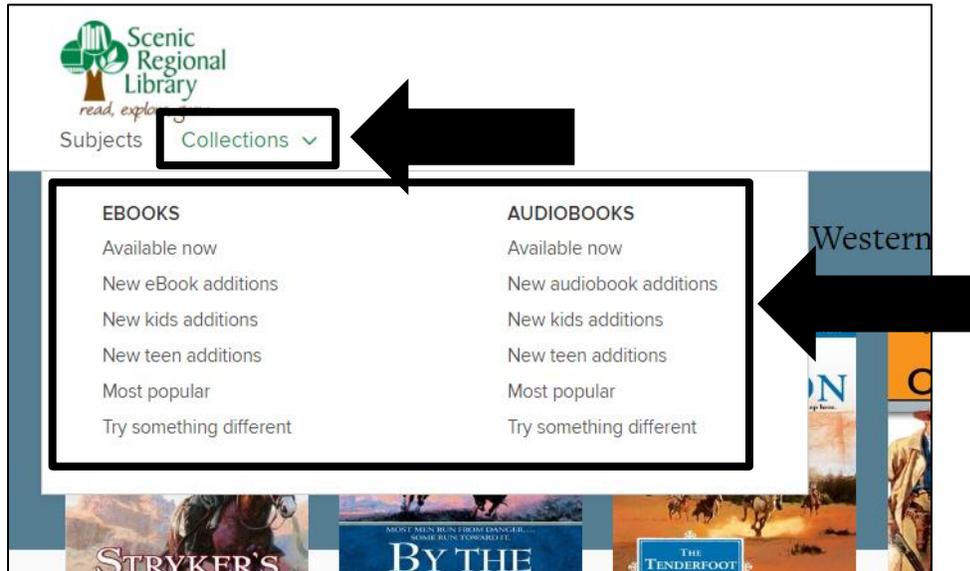
- If the title you want is not available, you can click on “Place a Hold.”
- If you want additional information about any title, you can click on the cover of the title.

Browsing and Borrowing Titles, continued

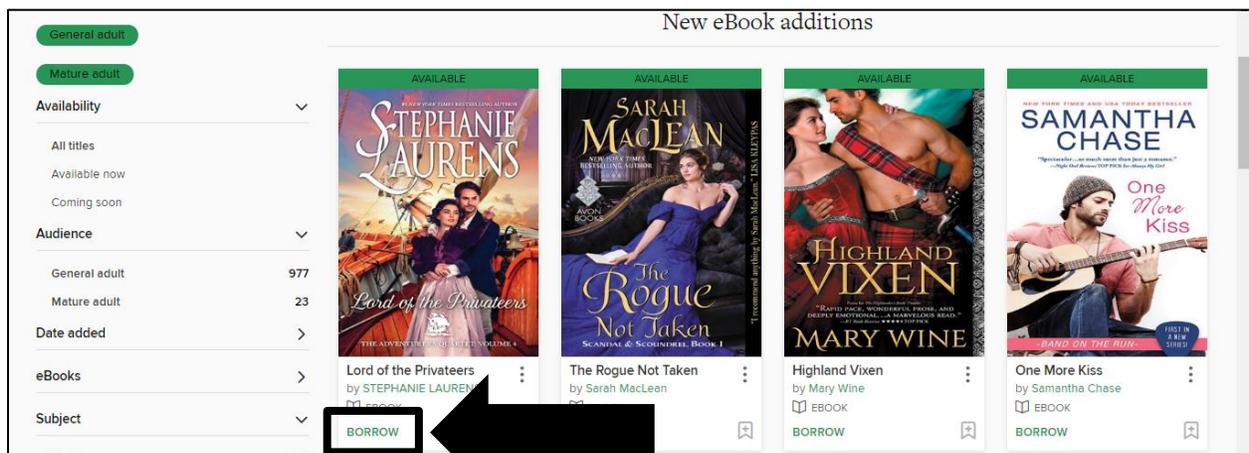
Collections

Follow these steps to browse and borrow a title by collection.

1. Click “Collections.”
2. Click on the collection you want to see.



3. Find a title you want to borrow.
4. Click “Borrow.”



Notes

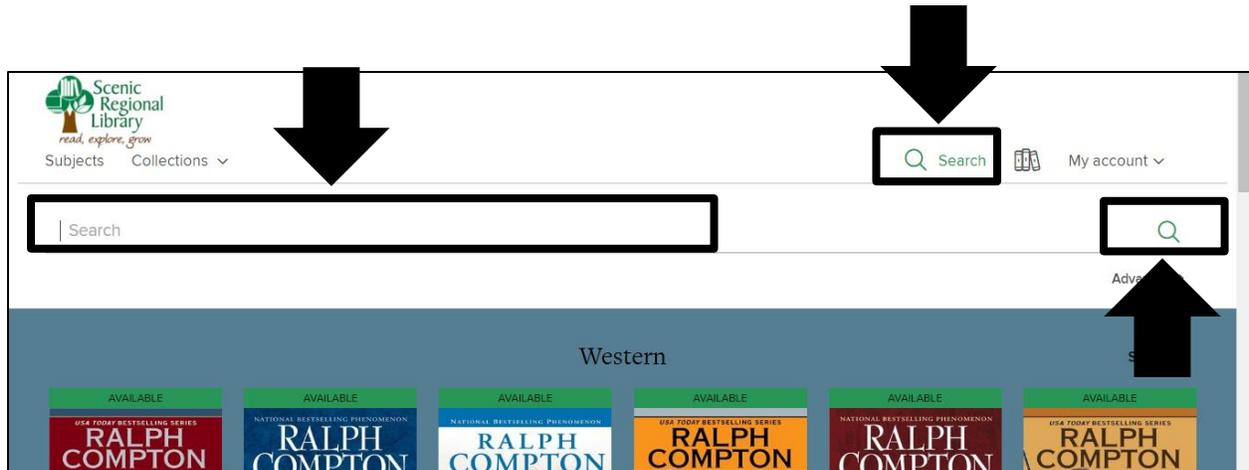
- If the title you want is not available, you can click on “Place a Hold.”
- If you want additional information about any title, you can click on the cover of the title.

Browsing and Borrowing Titles, continued

Search

Follow these steps to browse and borrow a title using the search feature.

1. Click on “Search.”
2. Enter your search words.
3. Click the magnifying glass.



4. Find a title you want to borrow.
5. Click “Borrow.”



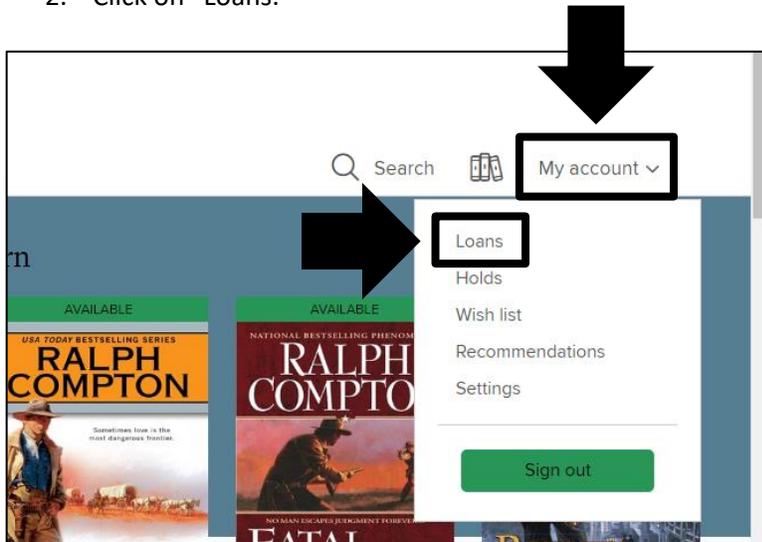
Notes

- If the title you want is not available, you can click on “Place a Hold.”
- If you want additional information about any title, you can click on the cover of the title.

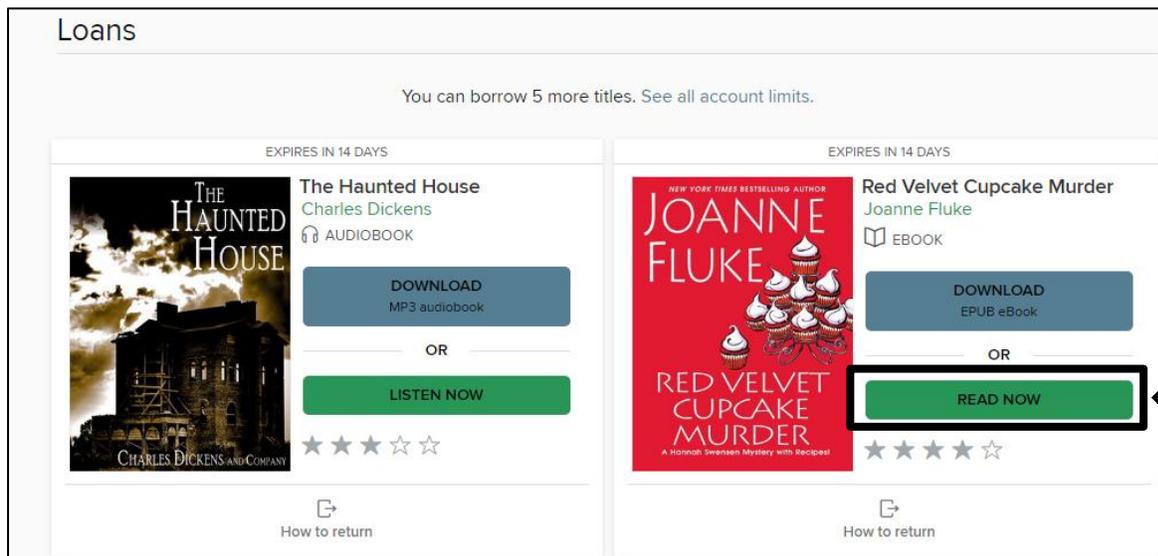
Reading an eBook

Follow these steps to stream your eBook on a pc or laptop.

1. Click "My Account."
2. Click on "Loans."



3. Click "Read Now" to stream the book.

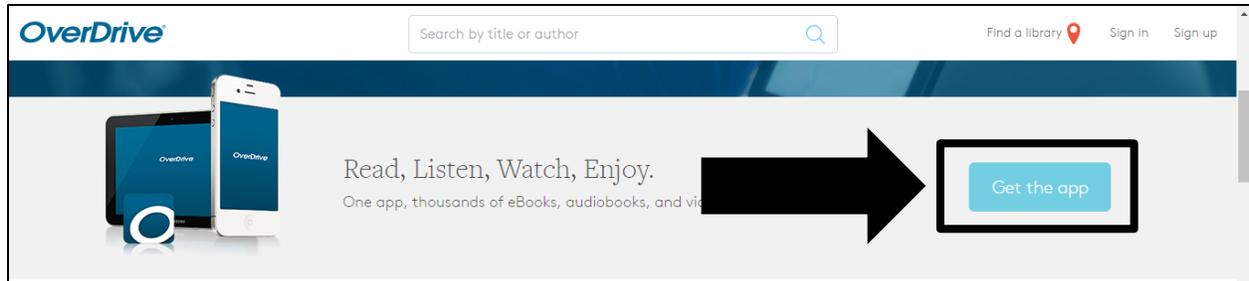


Reading an eBook, continued

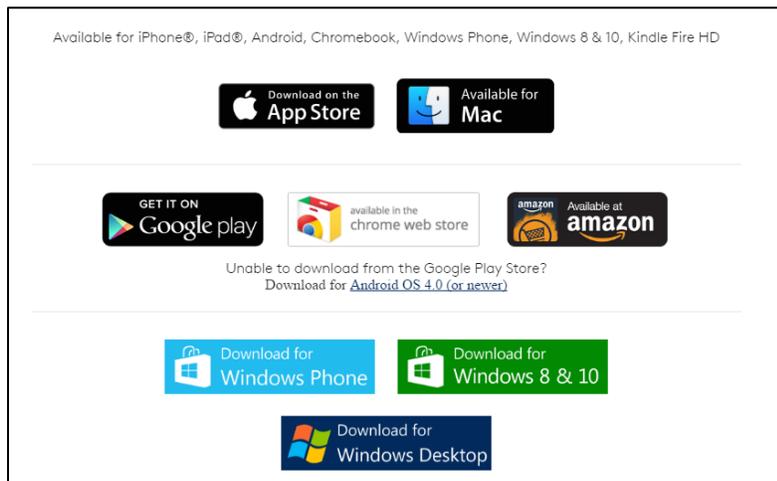
If you would rather download the title onto your pc or laptop, you will need to download the Overdrive app for your computer's operating system.

Follow these steps to download the Overdrive app onto your computer.

1. Go to www.overdrive.com.
2. Scroll down and click on "Get the app."

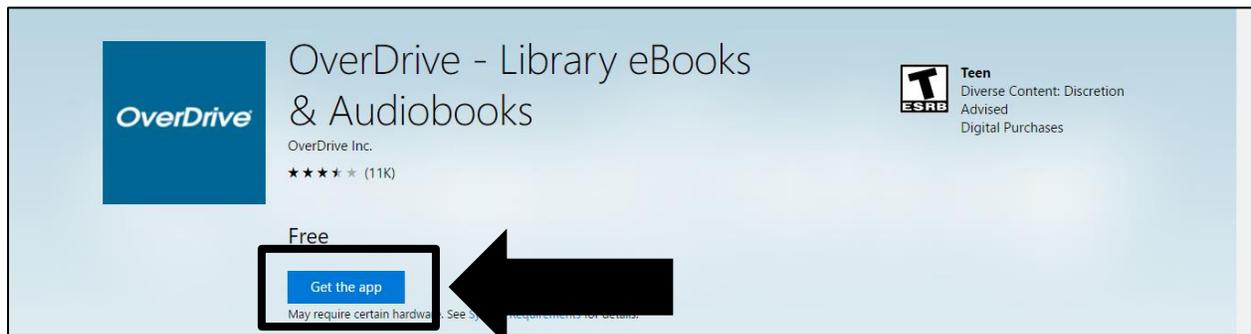


3. Scroll down to the bottom of the page and click on the button for your computer's operating system.



Reading an eBook, continued

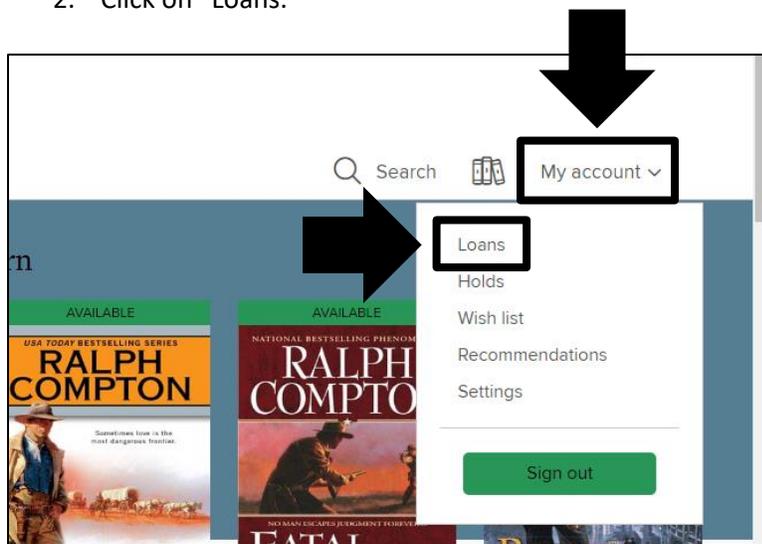
4. Click “Get the app.” If a prompt appears asking if you want to open The Store, click “Yes.”



5. Click on “Get” or “Get the app.”
6. Follow any wizard prompts to complete the installation.

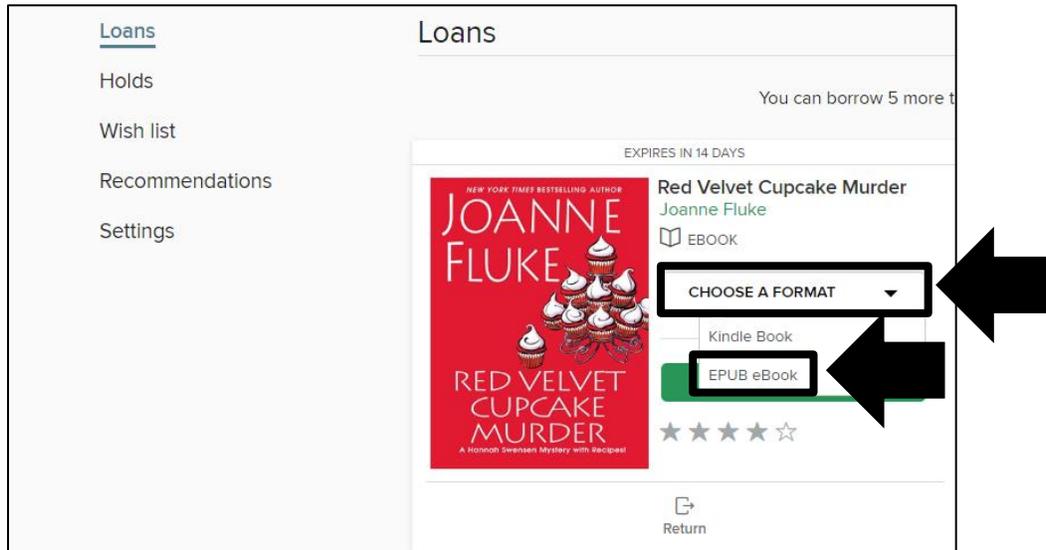
Follow these steps to download a title to your computer.

1. Click on “My Account.”
2. Click on “Loans.”

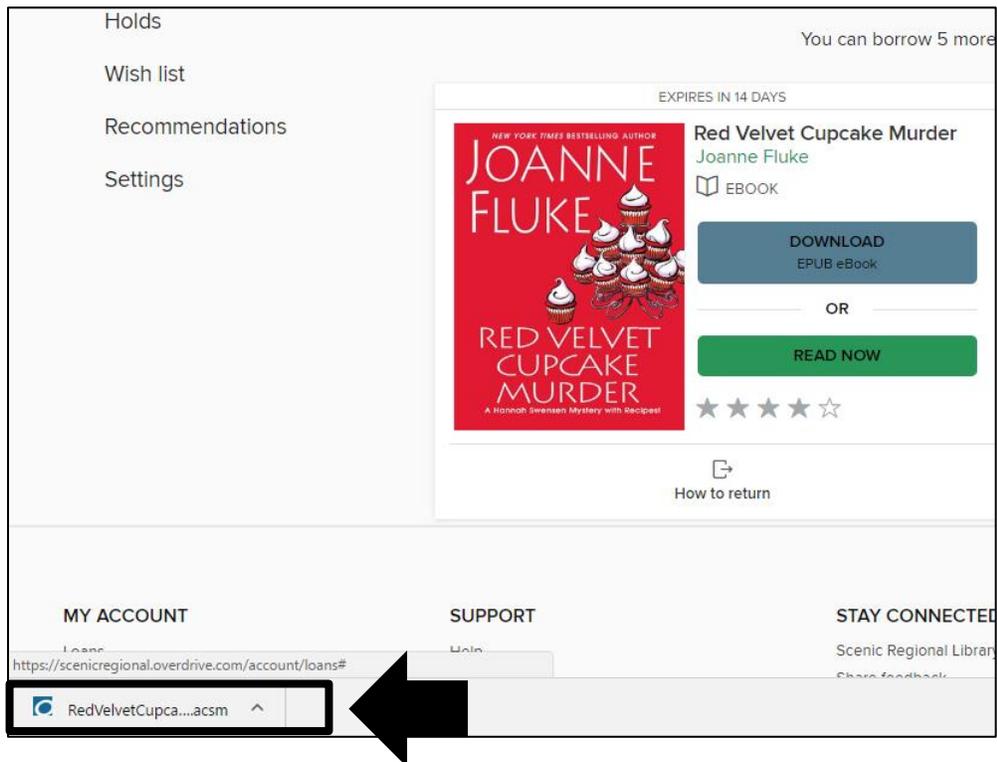


Reading an eBook, continued

3. Click on "Choose a Format."
4. Click on "EPUB."

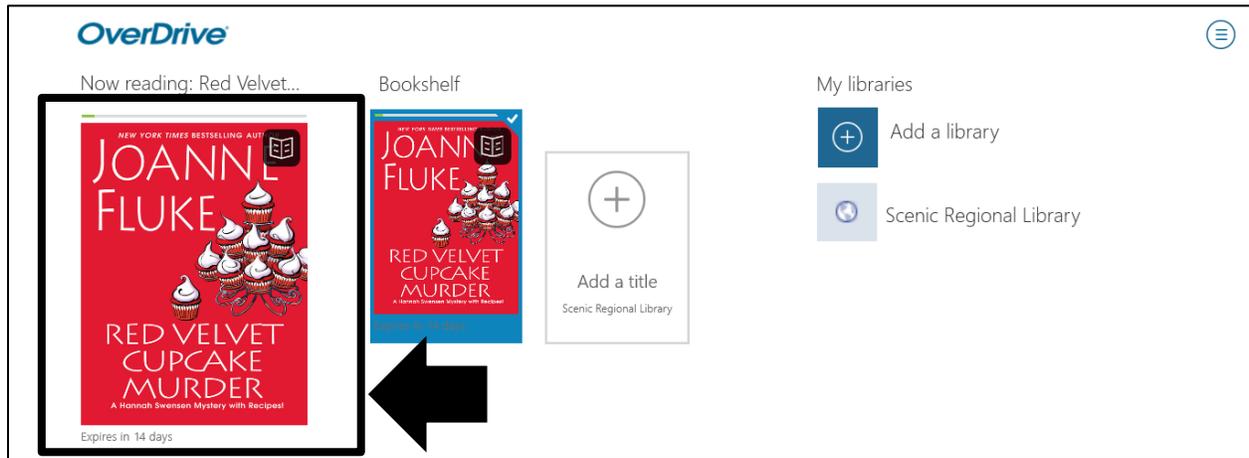


5. If prompted, click on "Confirm."
6. Click on the box at the bottom left of the screen.



Reading an eBook, continued

7. Click on the cover to open the title.

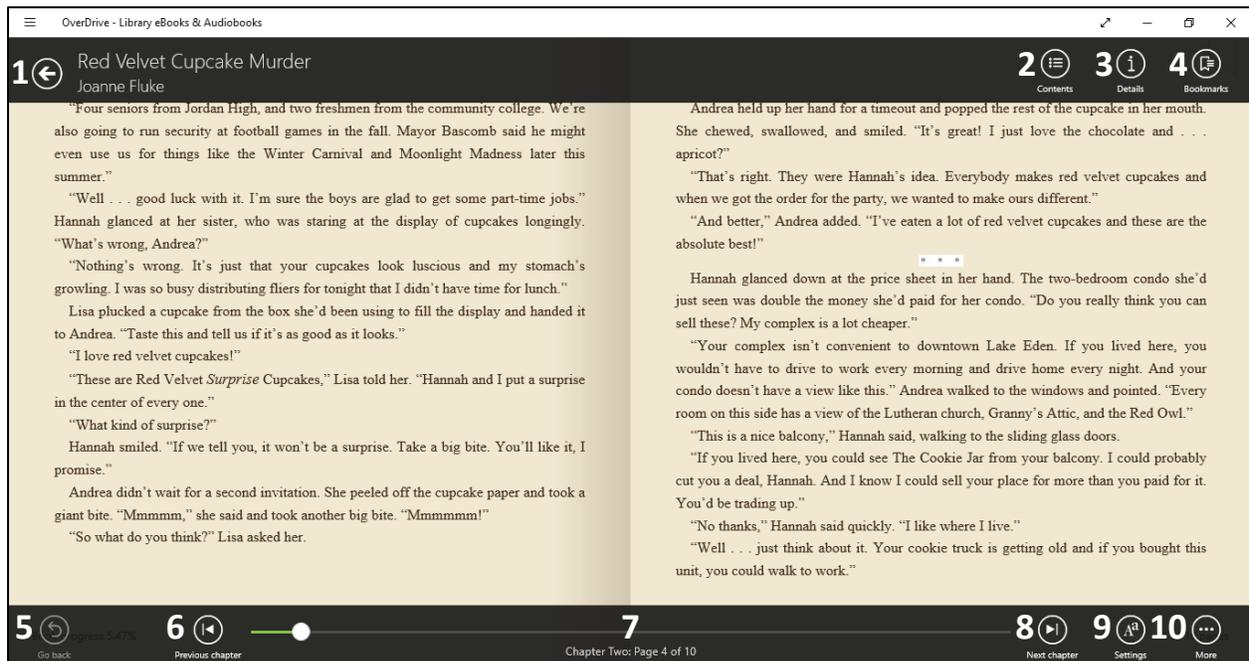


Note

If you do not see the download the box at the bottom of the screen, access your downloads folder to find and open the title.

Reading an eBook, continued

When you open an eBook, it will look like the screenshot below. You can click in the middle of the screen to get the top and bottom menus to appear and disappear.



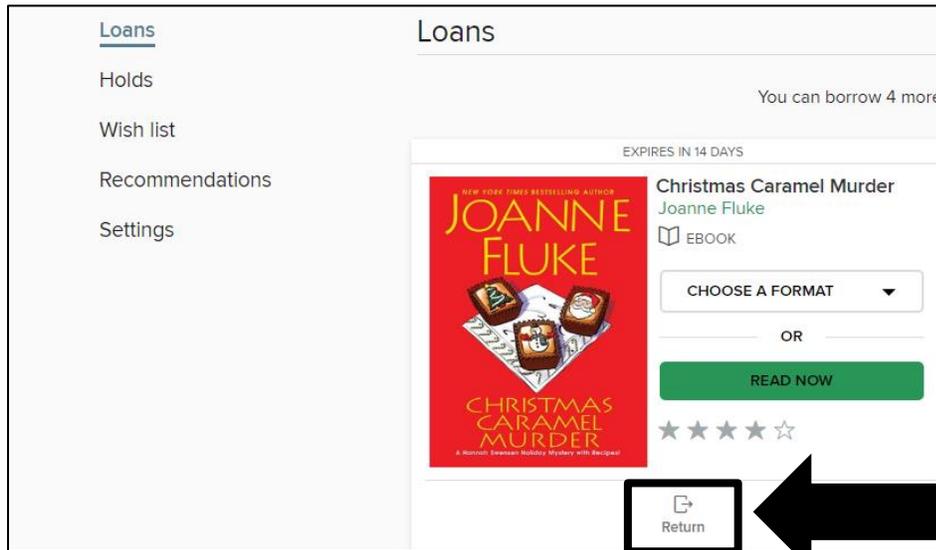
- 1 – Bookshelf Button: Returns you to your bookshelf
- 2 – Contents: Opens an interactive table of contents page
- 3 – Details: Reveals a side drawer providing additional details about the title
- 4 – Bookmarks: Reveals a side drawer list of your bookmarks
- 5 – Go Back: Returns you to the last page you viewed
- 6 – Previous Chapter: Takes you to the first page of previous chapter
- 7 – Status Bar: Displays your current place in the eBook
- 8 – Next Chapter: Takes you to the next chapter
- 9 – Settings: Reveals a side drawer of various settings you can change such as font size, line spacing, etc.
- 10 – More: Reveals a pop up menu of other options for your eBook, most of which only work online

Notes

- Click on the left and right sides of the screen to turn pages.
- When the top and bottom menus are hidden, you can click on the bookmark symbol in the upper, right corner to create bookmarks.

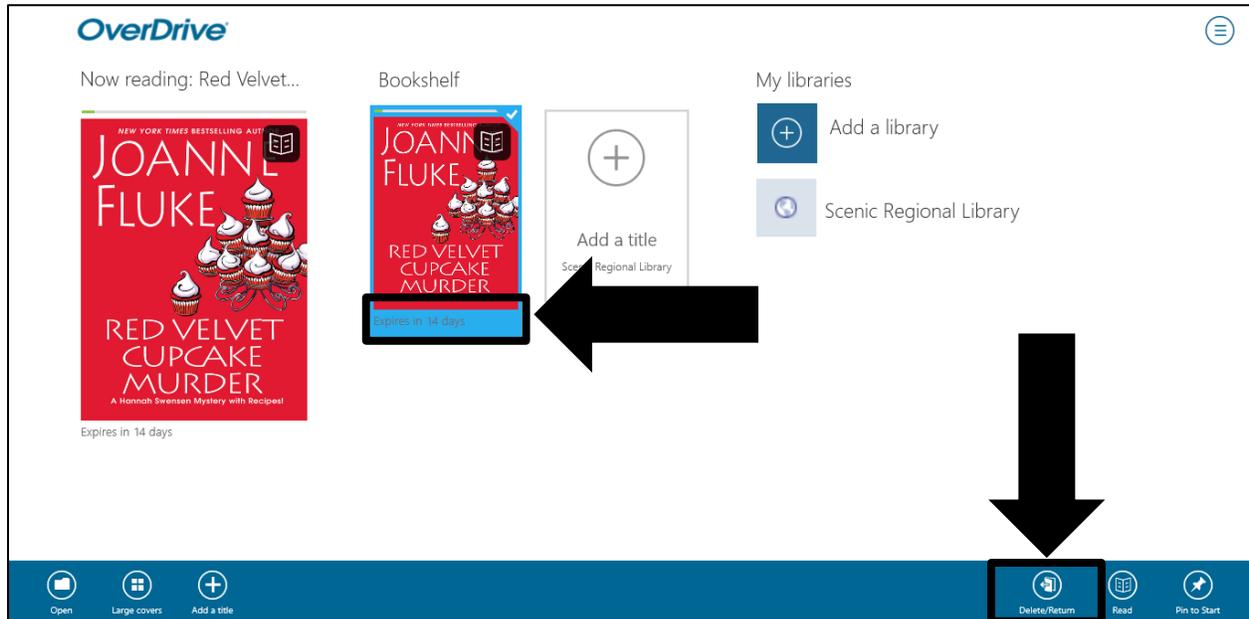
Returning an eBook Early

If you have only streamed your title, you can click the Return button to return the title early.



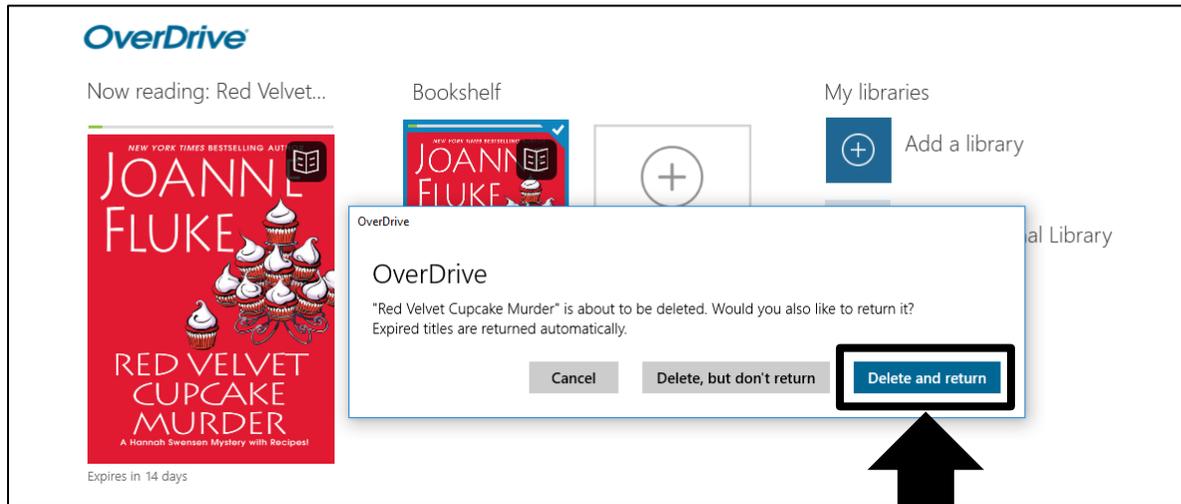
If you have downloaded the eBook, follow these steps to return it early.

1. Click on the bottom of the blue box surround the title.
2. Click "Delete/Return."



Returning an eBook Early, continued

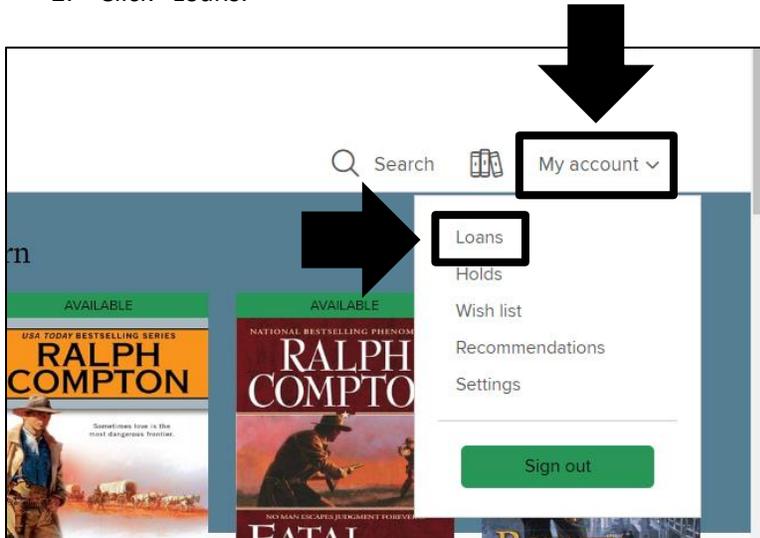
3. Click "Delete and Return."



Listening to an eAudiobook

Follow these steps to stream your eAudiobook on a pc or laptop.

1. Click "My Account."
2. Click "Loans."



3. Click "Listen Now."



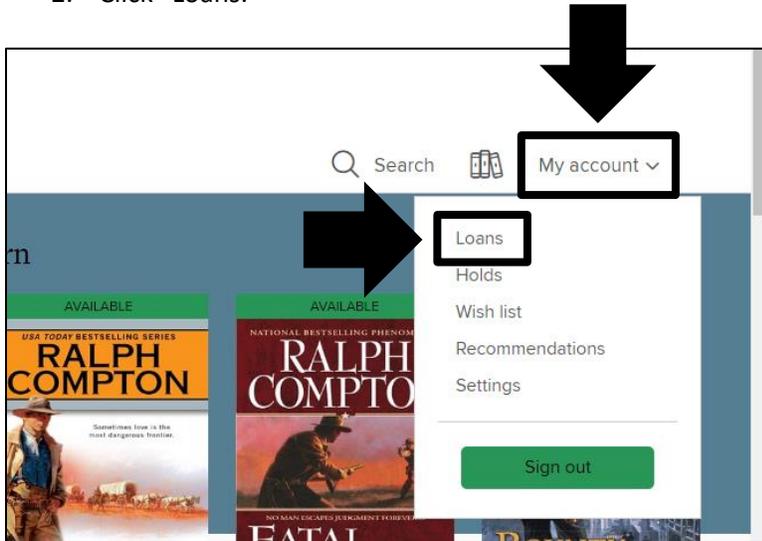
Listening to an eAudiobook, continued

If you would rather download the eAudiobook onto your computer, you will need to download the Overdrive app for your computer's operating system.

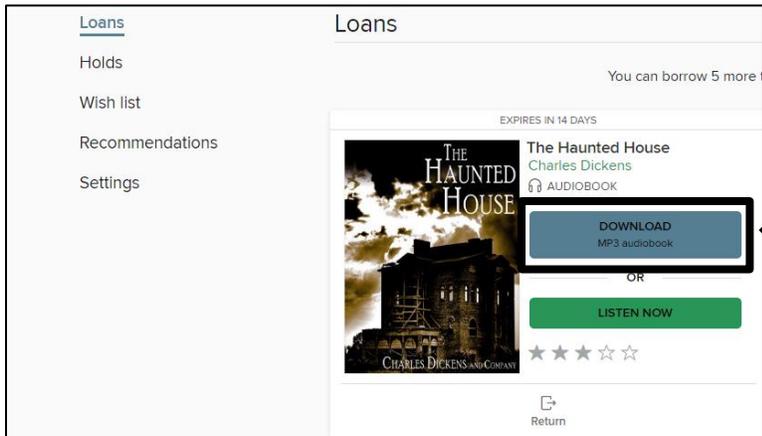
Follow the steps on pages 13 and 14 to download the Overdrive app.

Follow these steps to download an eAudiobook to your computer.

1. Click "My Account."
2. Click "Loans."

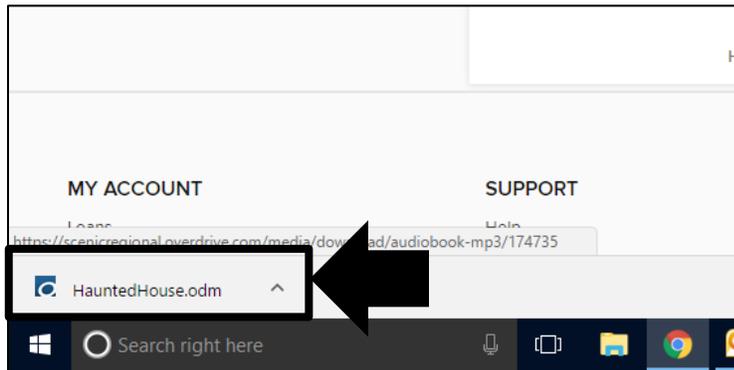


3. Click on "Download."

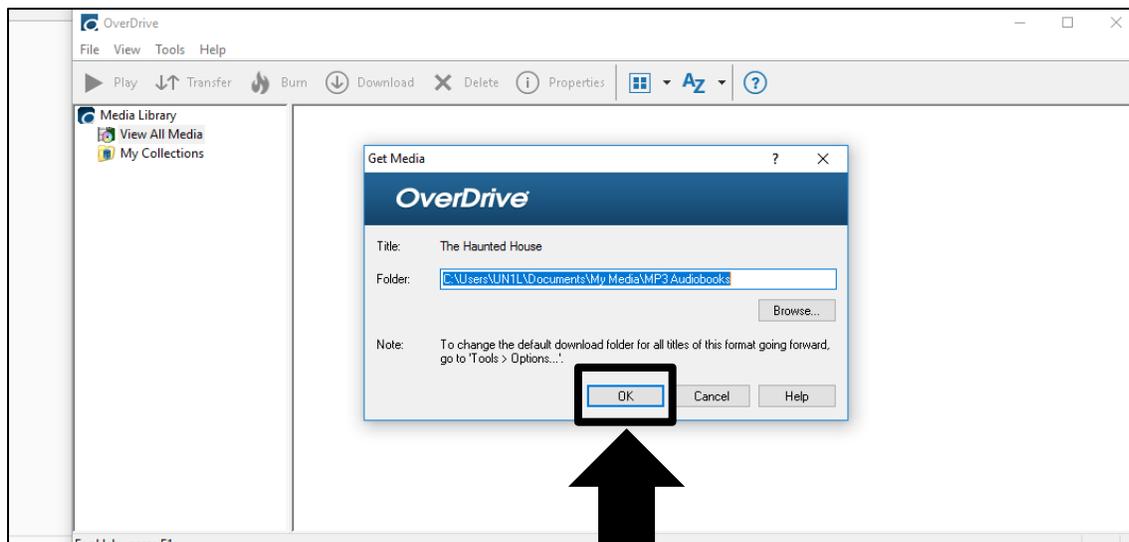


Listening to an eAudiobook, continued

4. Click on the box in the lower left corner of the screen.

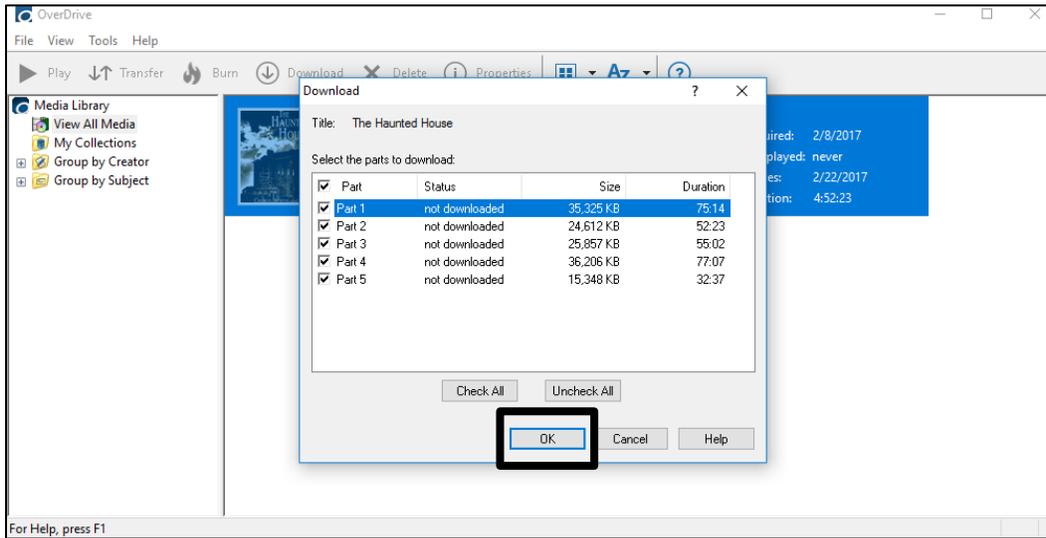


5. Click "OK."

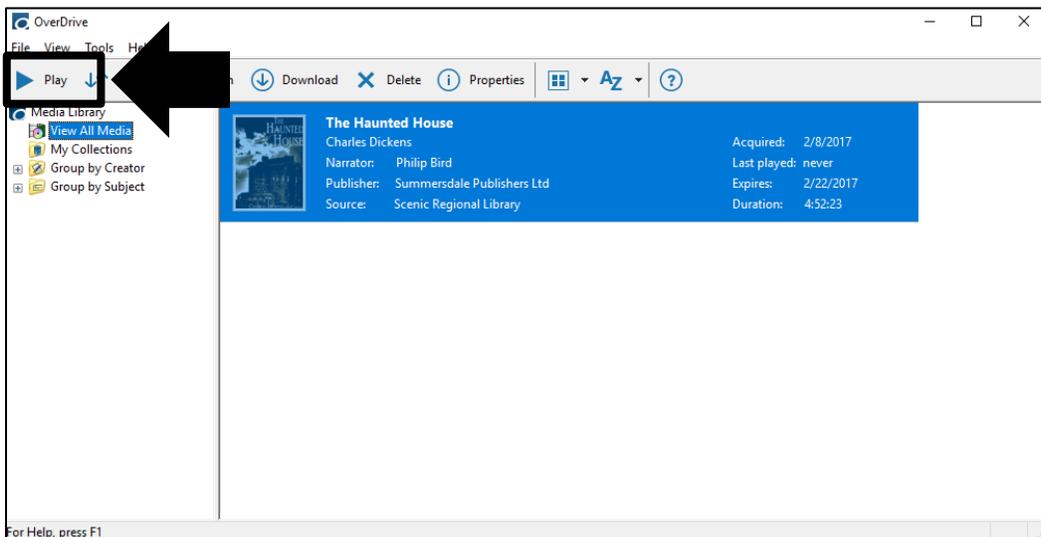


Listening to an eAudiobook, continued

6. Click “OK.”



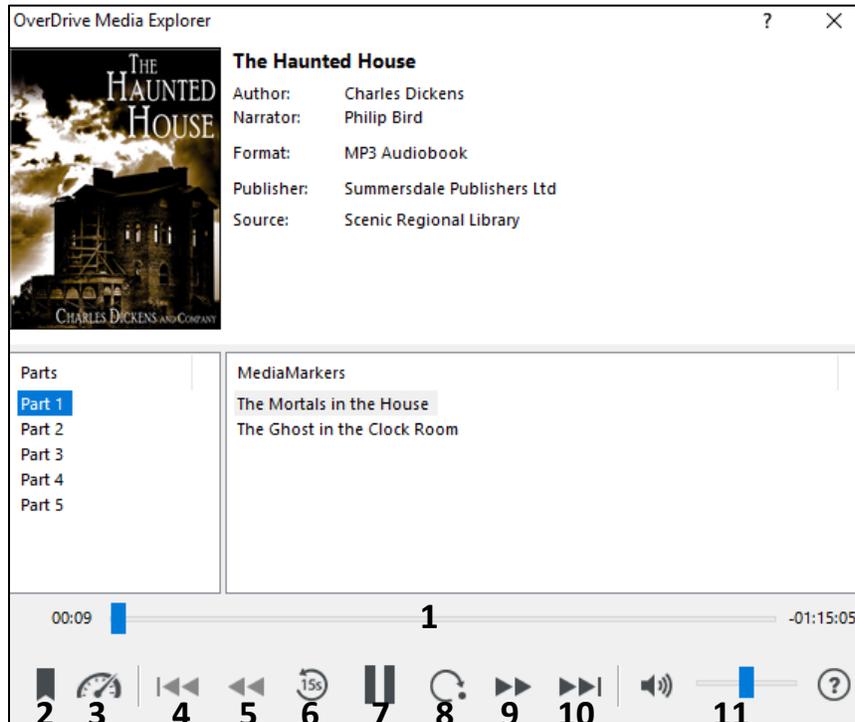
7. Click “Play.”



Note

To access your eAudiobook after it is downloaded, open the app by double clicking on the desktop icon. Click on the title to highlight it in blue and then click “Play.”

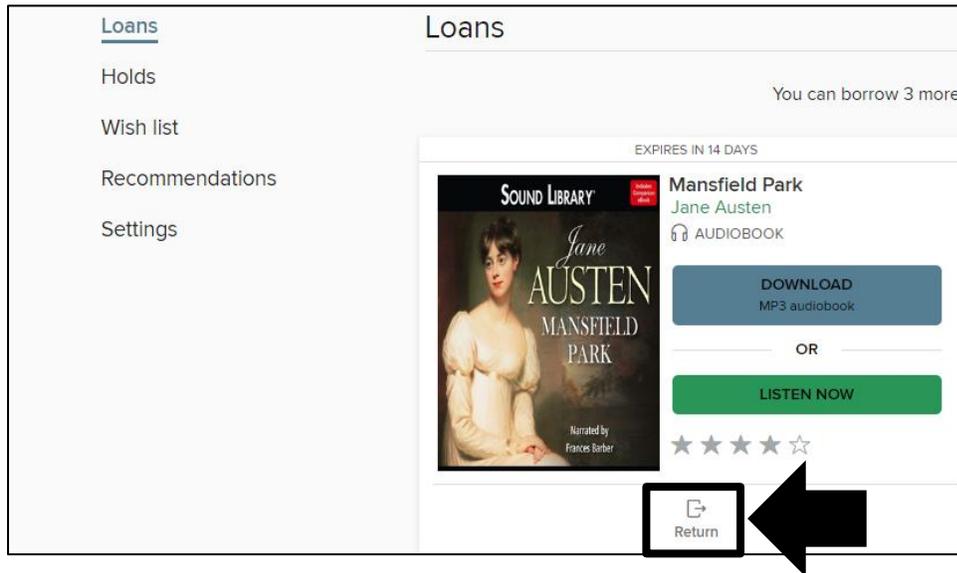
Listening to an eAudiobook, continued



- 1 – Status Bar: Displays your current position in the eAudiobook
- 2 – Bookmarks: Reveals a pop up menu where you can create or manage bookmarks
- 3 – Play Speed: Reveals a pop up menu where you can change the playing speed
- 4 – Previous Part: Takes you to the previous part of the eAudiobook
- 5 – Previous Media Marker: Takes you to the previous track
- 6 – Rewind 15 Seconds: Rewinds the track by 15 seconds
- 7 – Play / Pause Toggle Button: Plays and pauses the eAudiobook
- 8 – Skip To: Reveals a pop up menu with a couple of “skip to” choices
- 9 – Next Media Marker: Takes you to the next track
- 10 – Next Part: Takes you to the next part
- 11 – Volume Slider: Increases or decreases the playback volume

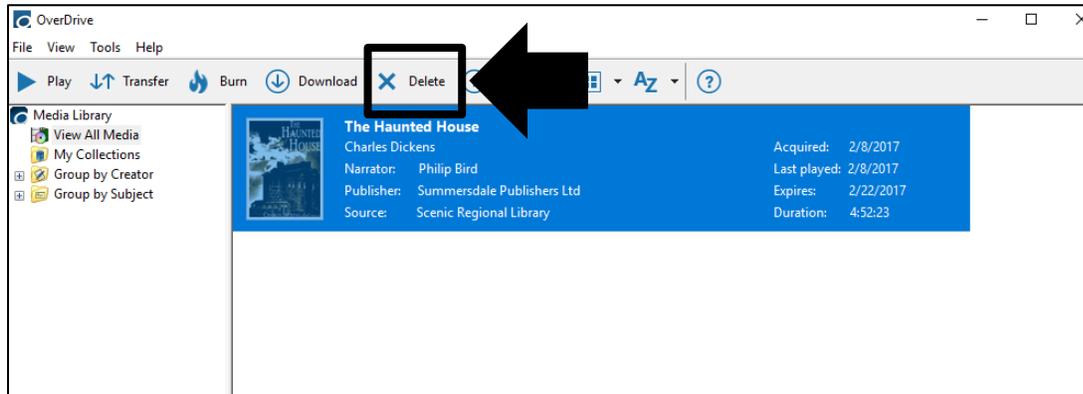
Returning an eAudiobook Early

If you have only streamed your eAudiobook, simply click on the “Return” button.

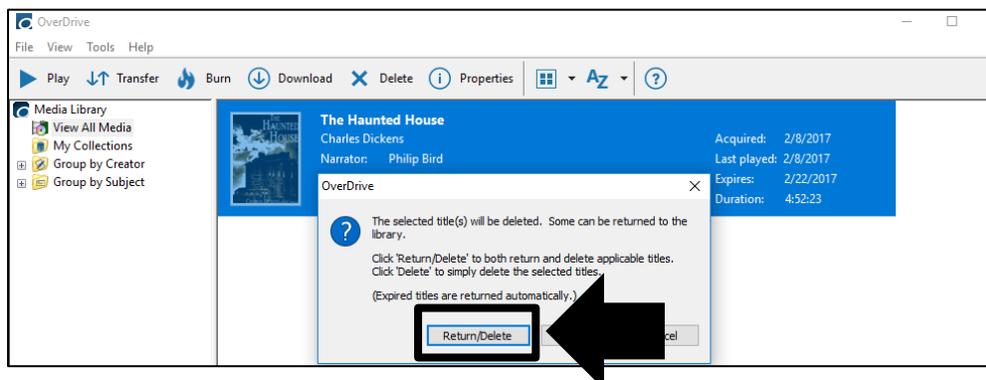


If you have downloaded your eAudiobook, follow these steps to return it early.

1. Click on the title to highlight it in blue.
2. Click “Delete.”

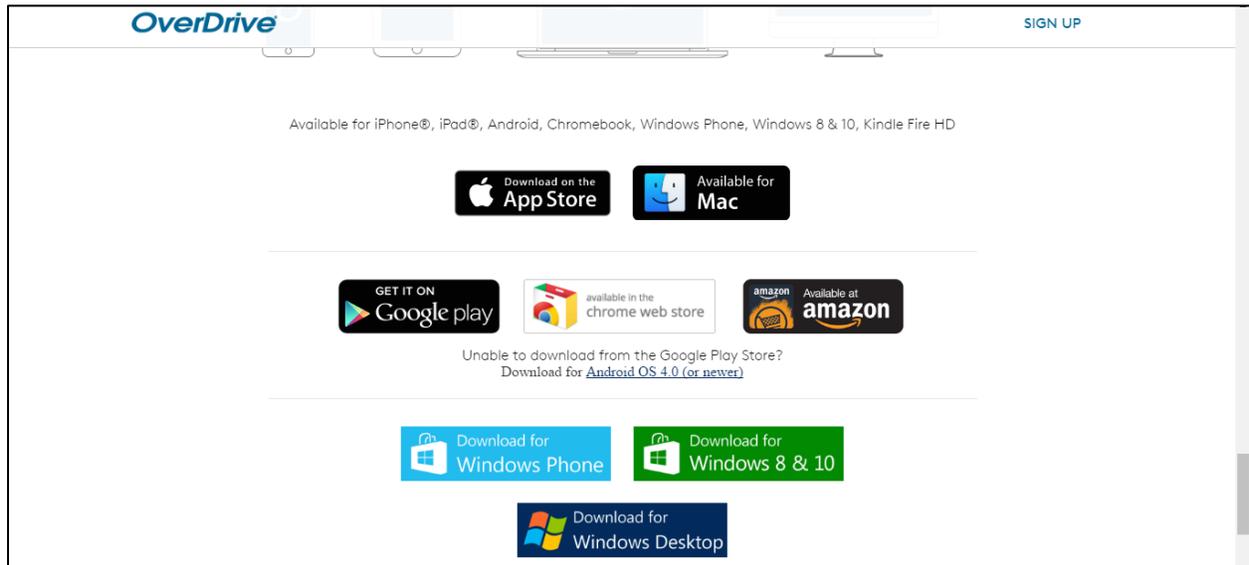


3. Click “Return/Delete.”



Overdrive Mobile App

Overdrive can also be used on a variety of mobile devices.



Please see our device brochures for additional help with Overdrive on your device.