# **Overdrive Mobile App Help Guide**

March, 2019



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#### Welcome!

Scenic Regional Library (SRL) offers eBooks and eAudiobooks through Overdrive. The purpose for this guide is to provide you with the information you'll need to use it.

#### What is Overdrive?

Overdrive is a digital collection company that partners with libraries to offer patrons access to eBooks and eAudiobooks. Overdrive's digital collection can be accessed with a variety of mobile 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.

#### Downloading the Overdrive App to Your Mobile Device

If you are using an Apple device (iPad or iPhone), go to the App Store and search for Overdrive. Once you find it, tap "Get" or the button that looks like a cloud with a down arrow in it.

If you are using an Android device (Samsung, Tracfone, etc.), go to the Google Play Store and search for Overdrive. Once you find it, tap "Install."

If you are using a Kindle Fire, go to the Amazon Appstore and search for Overdrive. Once you find it, tap "Get."

Please note that some devices do not allow you to download apps onto them. In this case, you may need to access Overdrive on a computer and send the title to your device. Please see the applicable Borrowing Title Tri-fold Brochure for your device for instructions. You may also ask a Scenic Regional Library Staff Member for assistance and we would be happy to help.

## Logging into the Overdrive App

Follow these steps to log into the Overdrive App.

1. Tap on the Overdrive icon.



2. Tap "Have An Account? Sign In."



## Logging into the Overdrive App

3. Tap "Sign in using library card."

	Sign in
Make sure you you plan to do here.	u always sign in using the same method, especially if ownload (or have downloaded) eBooks. Learn more
	Sign in using library card
	Sign in using Facebook
	or
Ema	uil address
Pass	sword

4. Enter "Scenic Regional Library" and tap "Go."

Find your	library
Use the search box below to search f your library, you'll be taken to your l using your library card information.	or your library. Once you find ibrary's website to sign in
Enter a library name	Go

5. Tap any Scenic Regional Library branch.

Us	
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yo	ır library, you'll be taken to your library's website to sign in
usi	ng your library card information.
	Scenic regional Go
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Sc	enic Regional Library Scenic Regional Library - HQ 304 Hawthorne Drive, Union, Missouri 63084
Sc	enic Regional Library Scenic Regional Library - HQ 304 Hawthorne Drive, Union, Missouri 63084

# Logging into the Overdrive App, continued

6. Enter your library card number and tap "Sign In."

Scenic Regional Library read, explore, grow		
	Sign into your library	
	CARD NUMBER	
	Cancel	
	SIGN IN	
	For assistance with your library card, please <b>contact</b> your library.	

#### **Overdrive App Tour**

After logging into the app, you will be taken to your bookshelf. In the upper left corner, there is a threelined menu button. Tapping on this button will allow you to access various features of the Overdrive app.



- Scenic Regional Library takes you to the SRL Overdrive Collection
- Manage libraries allows you to add and delete libraries from the app
- Bookshelf displays your borrowed titles and allows you to borrow more
- Account accesses a few account settings and the sign out button
- Settings accesses many more account settings
- Files displays the titles that have been downloaded onto device
- History displays titles you have borrowed in the past
- Help displays commonly used help topics with short instructions
- About displays the version of Overdrive the device is running

#### **Overdrive Collection Tour**

When you access the Overdrive Collection through the app, most of the functions you will use in the can be accessed from the app home page. The subsequent several pages of this guide contain explanations and screen shots of the various elements of the Overdrive Collection.



<u>Search Feature</u> – Tapping here allows you to search for items by title, author, or keyword.

<u>Loans</u> – Tapping here takes you to your Loans page. There are several options you can access from your Loans page.



Loans – Displays all the titles you currently have borrowed and allows you to manage them.



Loans / Holds – Displays the titles you have on hold. It also allows you to manage your holds.

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	Ster Ann	#2 on 1 cd Wait time	opy About 4 weeks 👔				
Ed	🕑 lit email	Suspend hold	× Remove				



Loans / Wishlist – Displays all the titles you have added to your wishlist and manage them.

Loans / Rated Titles – Displays all the titles you have rated and allows you to manage them.



Loans / Recommendations – Displays any title recommendations you have made to the library.



Loans / History – Displays titles you have checked out in the past.

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History				
Sorted by date added to list				~
Add rated titles		Showing 1-10 of	45 resi	ılts
The Scarlet Letter by Nathaniel Hawthorne CETTER NATHORNE NAWTHORNE	黄黄黄彩公	Loan March	12, 2019	• :
Hainted House by Charles Dickens AUDIOBOOK	***	Loan March	12, 2019	• :

Loans / Settings – Displays various defaults for your account and allows you to manage them.

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	iet your default lending period for each format.			
E	book: 7 days 14 days			
	Audiobook: 7 days 14 days			
(	Certain titles may have lending periods that can't be changed.			
	Automatic hold checkout			
	Holds are automatically borrowed for you as they become available.			
	History Displaying your history from October 4, 2017. Learn More.			
CON	TENT PREFERENCES			
1	ludience(s)			

Menu – Displays a list of options for browsing the collection



The screenshot below displays all the menu options.

	Library read, explore, grow	
Q Search		₫ 1
	Sign in	
Subjects		
Collections		>
Kindle Books		
Kids		
Feedback		
Help		
Recent updates		
	Bost Books of 2017	

<u>Menu / Subjects</u> – Displays genre filters you can choose from to narrow down the collection.

Librar read, explore, g	y now
Q Search	
Browse su	bjects
ALL FORMATS EBOOKS	AUDIOBOOKS
See all 5,727	titles >
Fiction	>
Nonfiction	>
Juvenile Fiction	>
Juvenile Nonfiction	>
Young Adult Fiction	>
Young Adult Nonfiction	>

Menu / Collections – Displays collection filters you can choose from to narrow down the collection.

Collections	~
EBOOKS	
Available now	
New eBook additions	
New kids additions	
New teen additions	
Most popular	
Try something different	
See all >	
AUDIOBOOKS	
Available now	
New audiobook additions	
New kids additions	
New teen additions	
Most popular	
Try something different	
See all >	

Menu / Kindle Books – Displays all the titles that are available in Kindle format.



<u>Menu / Kids</u> – Displays the children's collection.



<u>Menu / Feedback</u> – Displays links to Overdrive's Help page and Contact Support function.



Menu / Help – Takes you to Overdrive's Help Page.



<u>Menu / Recent Updates</u> – Takes you to Overdrive's Help Recent Update page to let you know of any changes or updates to the app.

Recent updates to the digital library platform	
OverDrive is always working to improve your digital library experience, which sometimes includes adding or changing features. Learn more about recent changes below.	Categories Getting started
Note: Formats, titles, and features vary by library, so some of these changes may not apply to your library's digital collection.	Ebooks Audiobooks
February 27, 2019	OverDrive app Troubleshooting
<ul> <li>You'll now see an estimated wait time for holds on title details pages, your wish list, and your Holds page.</li> </ul>	<ul> <li>Libby app</li> <li>Sora app</li> </ul>
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Cit email Suspend hold Remove	

<u>Viewing Window</u> – Displays the collection of titles.



## **Borrowing Titles Using the Search Feature**

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

1. Tap "Search."



2. Enter your search words. Overdrive will try to guess what you are typing and if you see what you are searching for in Overdrive's suggestions, you can tap on that.

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Charles Dickens	A	UTHOR
Charles Martin	А	UTHOR
Charles Gordon	A	UTHOR
Charles Finch	A	UTHOR
Charles Lenox Mystery		SERIES
Charles Frazier	A	UTHOR
Charles Krauthammer	A	UTHOR
Charles C. Mann	A	UTHOR
Charles Belfoure	A	UTHOR
Charles Stross	A	UTHOR
Charles M. Schulz	A	UTHOR
Charles Cumming	A	UTHOR
Charles B. Craver	A	UTHOR
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#### Borrowing Titles Using the Search Feature, continued

3. Find the title you want and tap "Borrow." You can also tap on the cover for more information and then tap "Borrow."



the question of murder.

4. Tap "Borrow" to confirm.



#### Borrowing Titles Using the Search Feature, continued

5. Tap "Download ePUB eBook."



#### <u>Notes</u>

- If the title you want is not available, tap "Place a Hold" to put the title on hold.
- Tap the bookmark with a plus sign in it to add the title to your wishlist.
- Audiobooks are indicated by headphones under the book cover.
- You can change the sorting order by tapping on "Sorted by date added."
- You can filter what is in the viewing window by tapping on "Filters."
- Some eBook titles are available in multiple formats. After borrowing one of these types of titles, the system may ask you which format you want to download. When using the app, choose EPUB.

## **Borrowing Titles Using Subjects**

Follow these steps to borrow a title using the Subjects menu.

1. Tap the menu button.



2. Tap "Subjects."

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Q Search		≡
Sign in		
Subjects		
Collections		>
Kindle Books		
Kids		

3. Tap a category.

		read, explore, grow	v	
Q Search				
	Brow	vse sub	jects	
	ALL FORMATS	EBOOKS	AUDIOBOOKS	
	See	all 5,727 tit	les	
Fiction				>
Nonfiction				>
uvenile Fiction				>
Juvenile Nonfiction				>
Young Adult Fiction				>
Voung Adult Nonfictio	n			```

#### **Browsing Titles Using Subjects, continued**

4. Tap a genre.



5. Find the title you want and tap "Borrow." You can also tap on the cover for more information and then tap "Borrow."



#### **Borrowing Titles Using Subjects**

6. Tap "Borrow" to confirm.



#### <u>Notes</u>

- If the title you want is not available, tap "Place a Hold" to put the title on hold.
- Tap the bookmark with a plus sign in it to add the title to your wishlist.
- Audiobooks are indicated by headphones under the book cover.
- You can change the sorting order by tapping on "Sorted by date added."
- You can filter what is in the viewing window by tapping on "Filters."
- Some eBook titles are available in multiple formats. After borrowing one of these types of titles, the system may ask you which format you want to download. When using the app, choose EPUB.
- The process used for borrowing titles by Collections, Kindle Books, Kids and the collections on the main page is the same as the one for Subjects.

#### **Reading an eBook**

Follow these steps to open and read your eBook.

1. Tap the app menu button.



2. Tap "Bookshelf."



3. Tap the eBook you want to read.



#### Reading an eBook, continued

When you open an eBook, it will look like the screenshot below. Tap in the middle of the page to make the menus disappear. Tap in the middle of the page again to make them reappear. Swipe left and right to turn pages.



- 1 Back: Returns you to your Bookshelf
- 2 Settings: Displays a menu of settings you can change such as font size, spacing, and much more
- 3 Bookmark: Creates a bookmark for the page you are currently reading
- 4 Table of Contents: Displays an interactive table of contents and your bookmarks
- 5 Status: Displays your current progress in reading the eBook

#### Listening to an Audiobook

Follow these steps to open and listen to an audiobook.

1. Tap on the app menu button.



2. Tap "Bookshelf."



3. Tap the audiobook you want to listen to.



#### Listening to an Audiobook, continued

When you open an audiobook, it will look like the screenshot below. Tap in the middle of the screen to make the menus disappear. Tap in the middle of the screen again to make them reappear.



- 1 Back: Returns you to your Bookshelf
- 2 Settings: Displays a menu for changing playback speed, setting the sleep timer, and a few others
- 3 Bookmark: Sets a time-stamped bookmark
- 4 Table of Contents: Displays an interactive table of contents and created bookmarks
- 5 Play / Pause Button: Plays and pauses your audiobook
- 6 Sleep Timer: Sets a timer for when your audiobook will stop playing
- 7 Playback Speed: Changes the speed at which your audiobook plays
- 8 Volume Toggle: Raises and lowers the volume in small increments
- 9 Status: Displays your progress in your audiobook
- 10 Previous Track: Moves your audiobook back one track
- 11 Rewind: Moves your audiobook back 15 seconds
- 12 Fast Forward: Moves your audiobook forward 15 seconds
- 13 Next Track: Moves your audiobook forward one track

#### **Returning a Title Early**

Follow these steps to return a title from the app before the borrowing period ends.

1. Tap the app menu button.



2. Tap "Bookshelf."



- 3. Tap and hold the title you want to return to display a pop up menu.
- 4. Tap "Return to Library."



#### **Renewing a Title**

Follow these steps to renew a title if you need an additional two weeks to finish it.

1. Tap the "Loans" button.



2. Tap "Renew" under the title you want to renew.



## Renewing a Title, continued

3. Tap "Renew" to confirm.



4. Tap "Download again EPUB Book."

