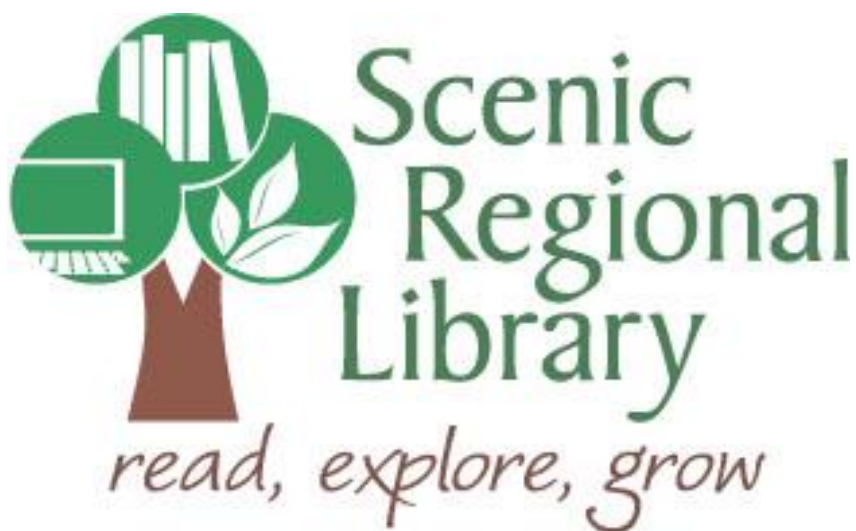


# Overdrive Mobile App Help Guide

March, 2021



# Table of Contents

Welcome	2
What is Overdrive?	2
Overdrive's Offerings to Scenic Regional Library Patrons	2
Downloading the Overdrive App to Your Mobile Device	2
Logging into the Overdrive App	3
Overdrive App Tour	6
Overdrive Collection Tour	7
Borrowing Titles Using the Search Feature	17
Borrowing Titles Using Subjects	20
Reading an eBook	24
Listening to an Audiobook	26
Reading a Magazine	28
Returning a Title Early	30
Renewing a Title	31

## **Welcome!**

Scenic Regional Library (SRL) offers eBooks, eAudiobooks, and eMagazines 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, eAudiobooks and eMagazines. 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.

Please note that eMagazines do not count toward the borrowing limit and therefore, patrons can borrow as many of these as they want.

## **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."

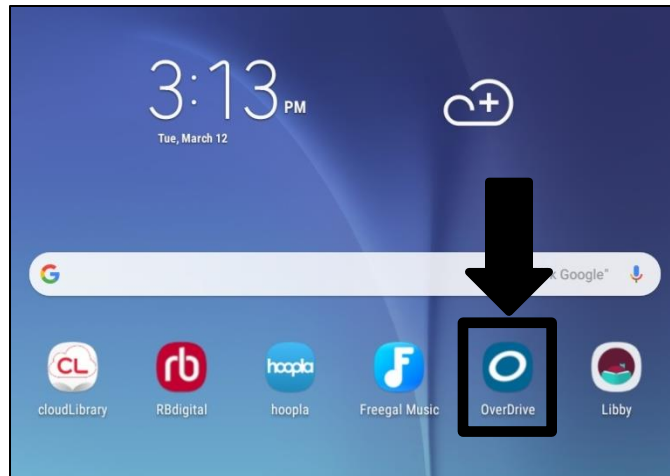
If you are using a Kindle Fire, go to the Amazon Appstore and search for Overdrive. Once you find it, tap "Get."

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.

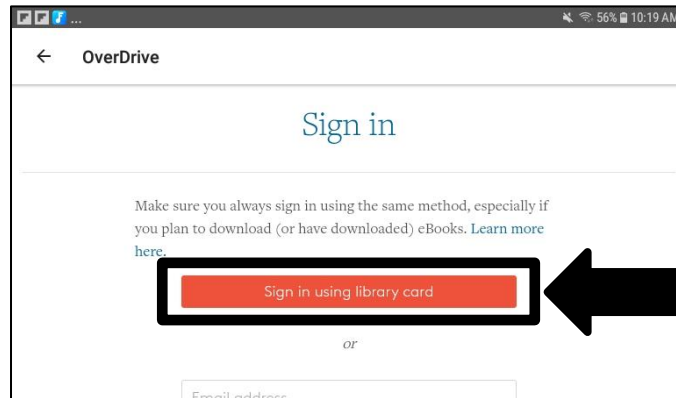


2. Tap "Have An Account? Sign In."

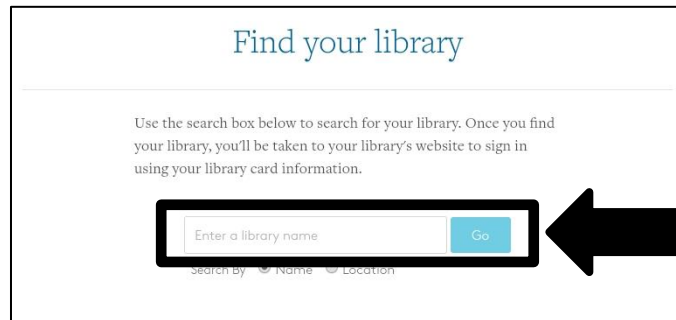


## Logging into the Overdrive App

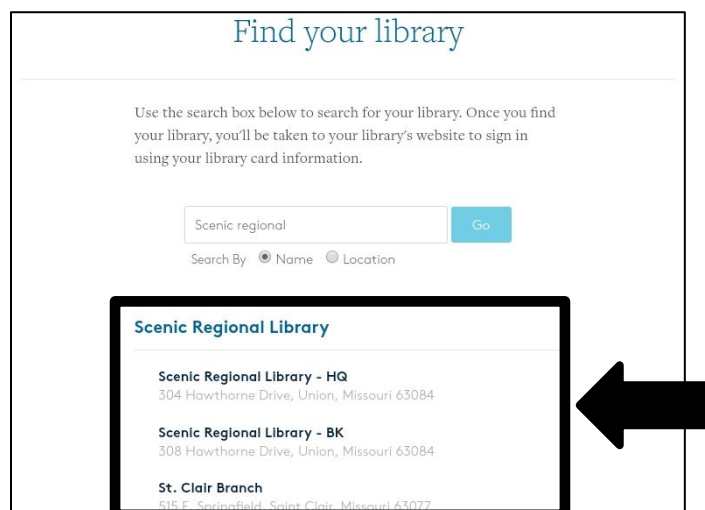
3. Tap “Sign in using library card.”



4. Enter “Scenic Regional Library” and tap “Go.”

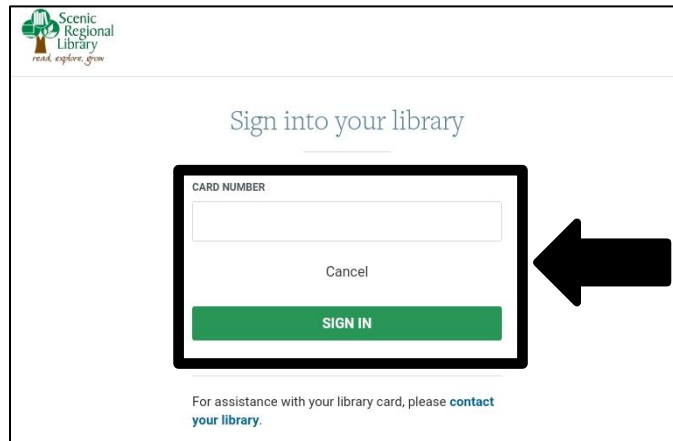


5. Tap any Scenic Regional Library branch.



## Logging into the Overdrive App, continued

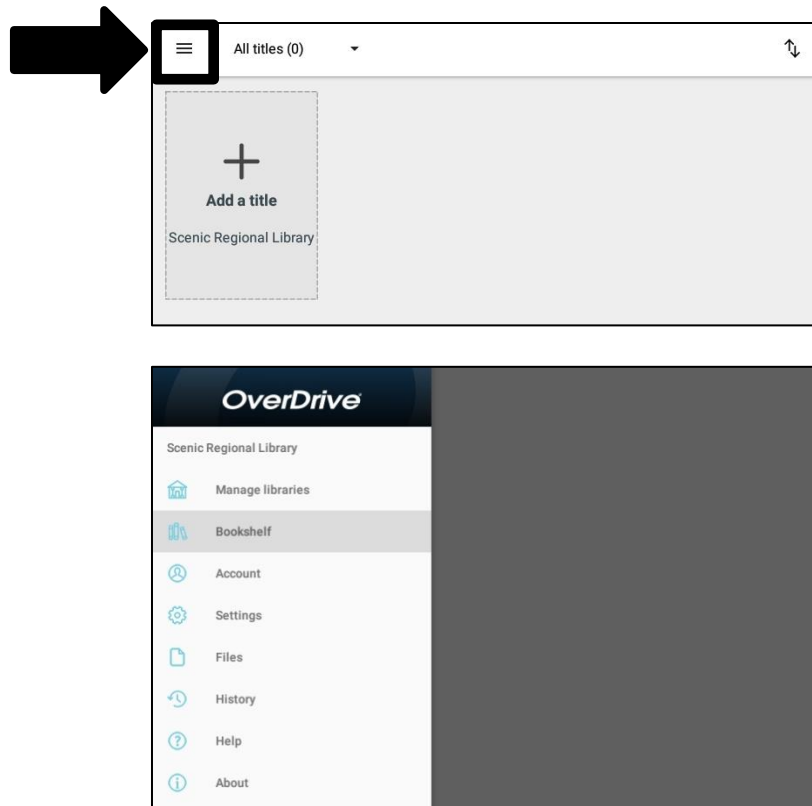
6. Enter your library card number and tap “Sign In.”



The screenshot shows the Scenic Regional Library app interface. At the top left is the library logo with the tagline "read, explore, grow". The main heading is "Sign into your library". Below this is a form box containing a "CARD NUMBER" label, a text input field, a "Cancel" button, and a green "SIGN IN" button. A thick black rectangular box highlights the "SIGN IN" button, and a large black arrow points from the right towards it. At the bottom of the screen, there is a line of text: "For assistance with your library card, please [contact 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 three-lined menu button. Tapping on this button will allow you to access various features of the Overdrive app.

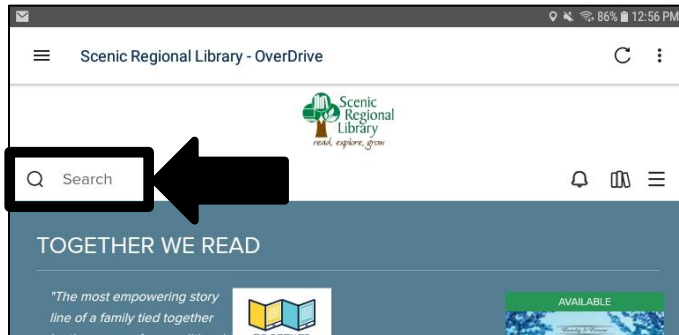


- Scenic Regional Library – takes you to the SRL Overdrive Collection
- Manage libraries – allows you to add and delete libraries from the app
- Bookshelf – displays your borrowed titles and allows you to borrow more
- Account – accesses a few account settings and the sign out button
- Settings – accesses 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

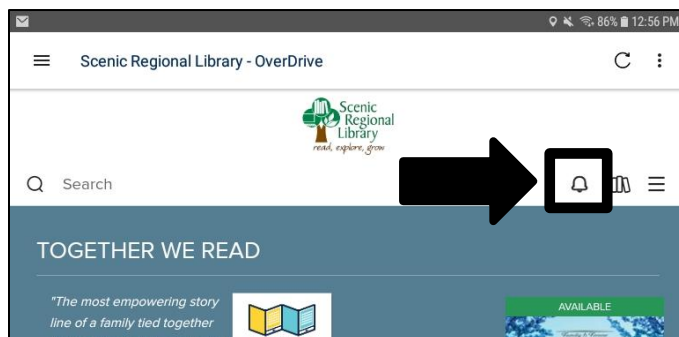
## Overdrive Collection Tour

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.

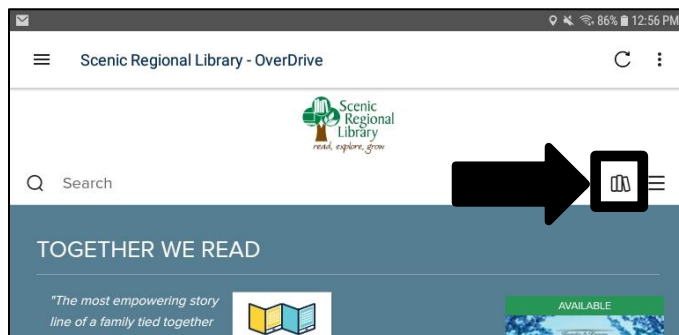
Search Feature – Tapping here allows you to search for items by title, author, or keyword.



Notifications – Tapping here displays any notifications from the app, including that a hold is available.



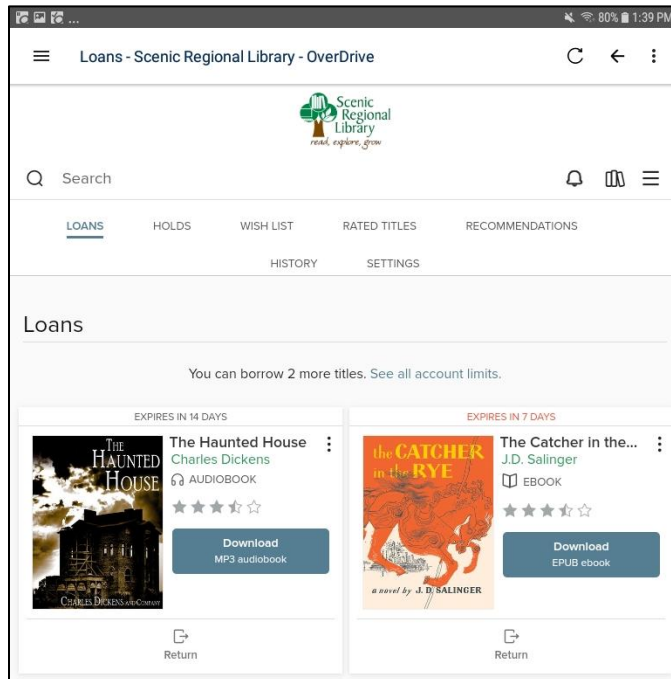
Loans – Tapping here takes you to your Loans page. There are several options you can access from your Loans page.



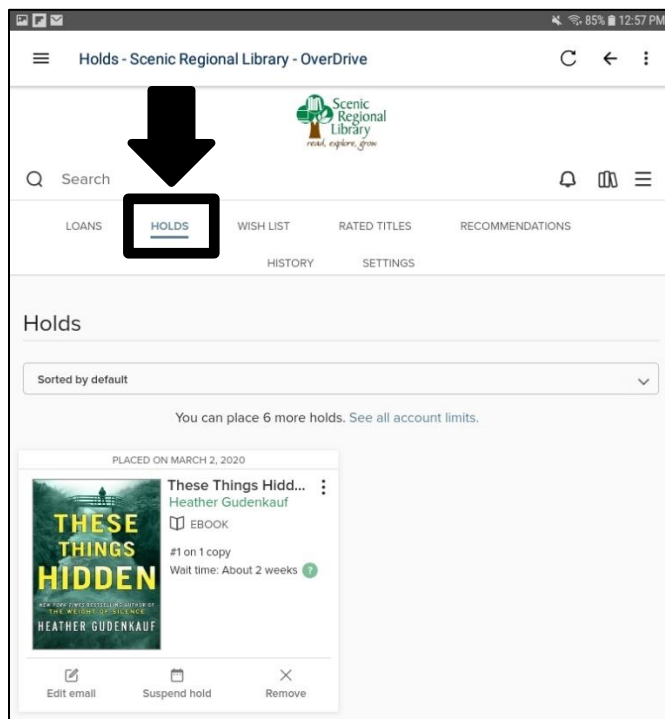


## Overdrive Collection Tour, continued

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

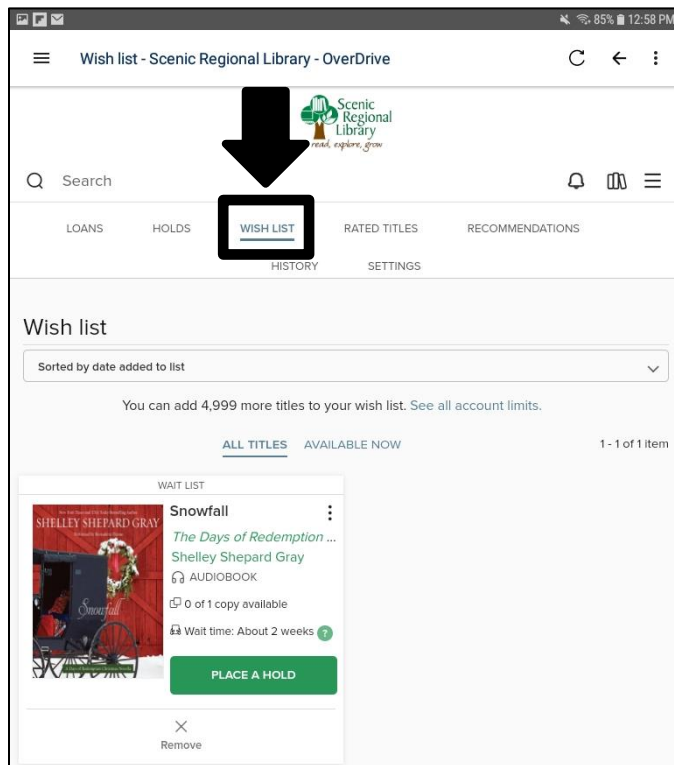


Loans / Holds – Displays the titles you have on hold. It also allows you to manage your holds.

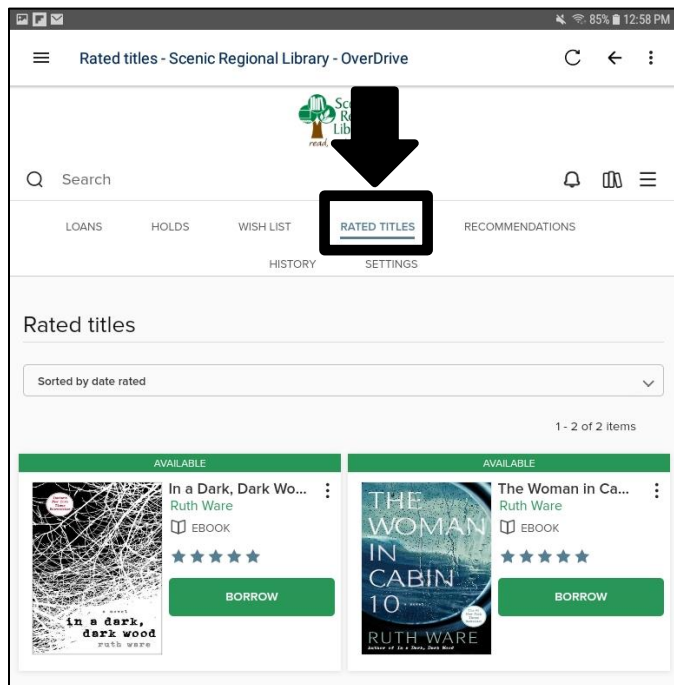


## Overdrive Collection Tour, continued

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

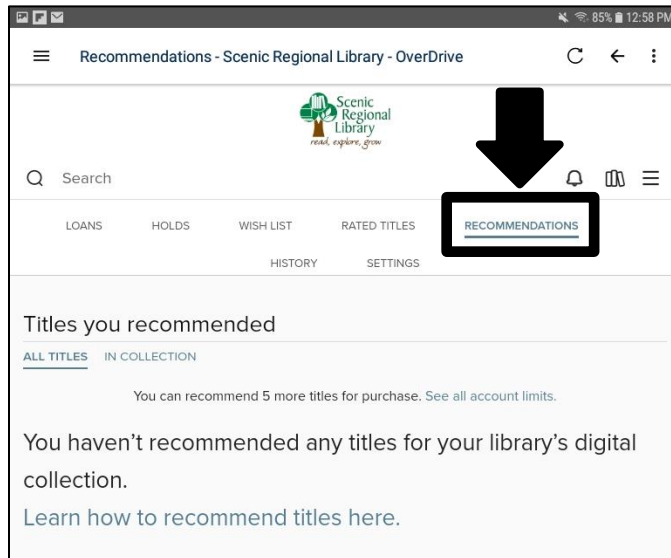


Loans / Rated Titles – Displays all the titles you have rated and allows you to manage them.

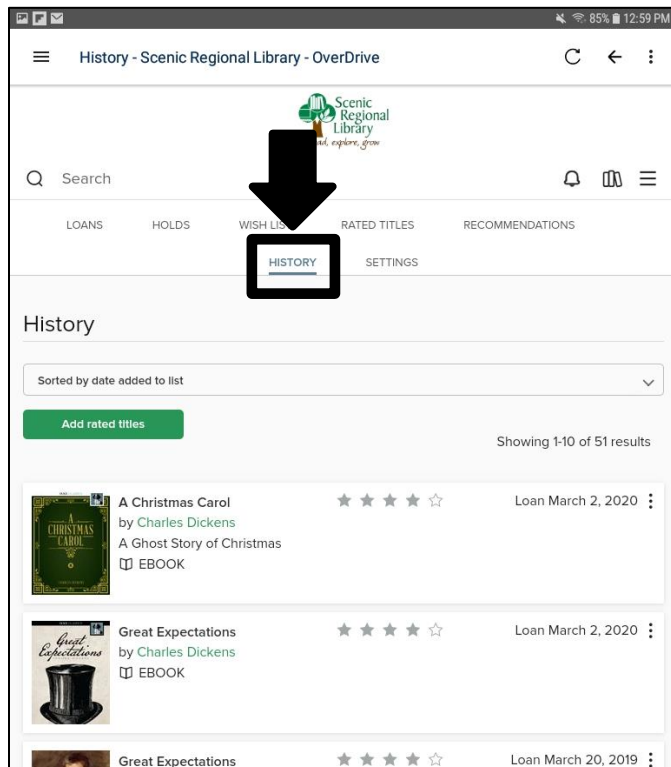


## Overdrive Collection Tour, continued

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

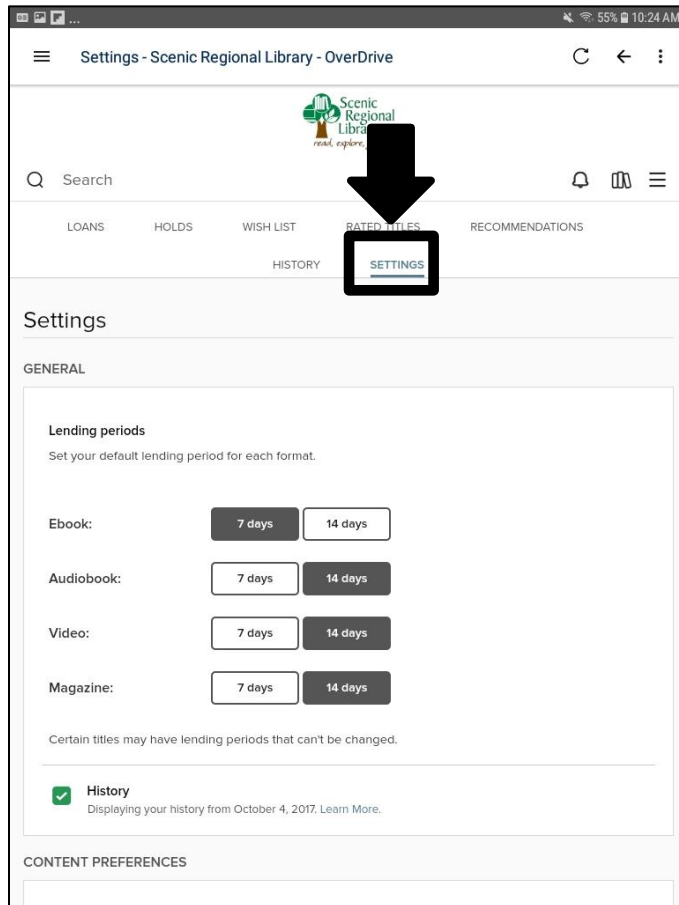


Loans / History – Displays titles you have checked out in the past.

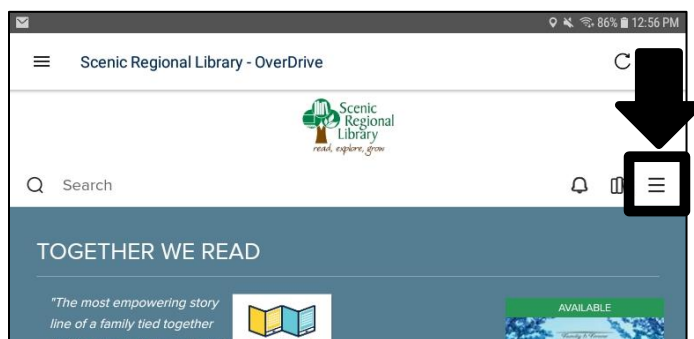


## Overdrive Collection Tour, continued

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

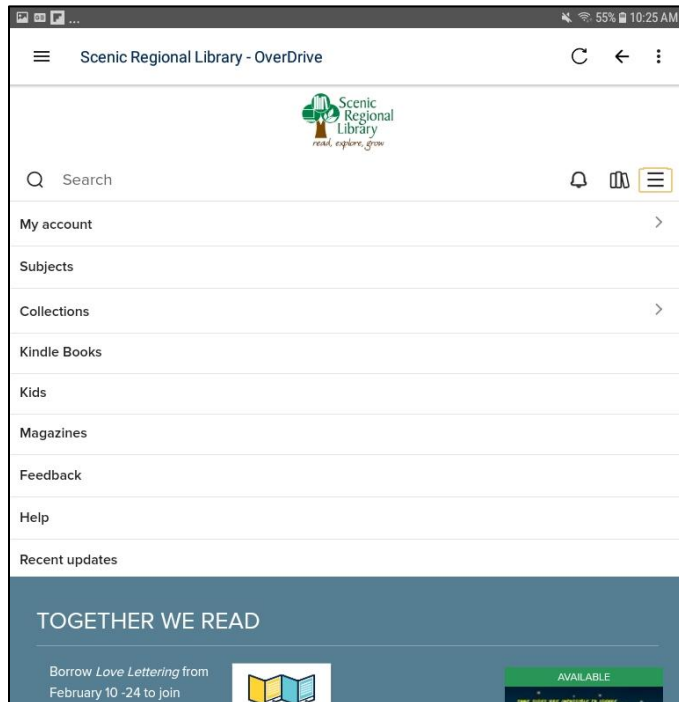


Menu – Displays a list of options for browsing the collection

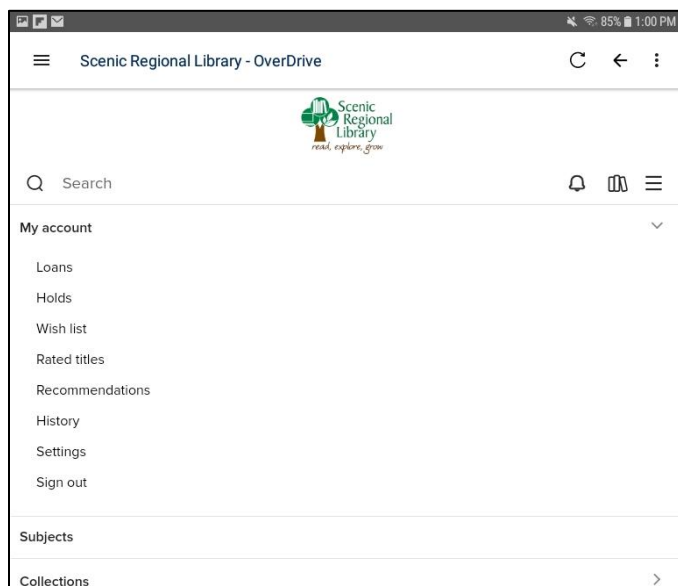


## Overdrive Collection Tour, continued

The screenshot below displays all the menu options.

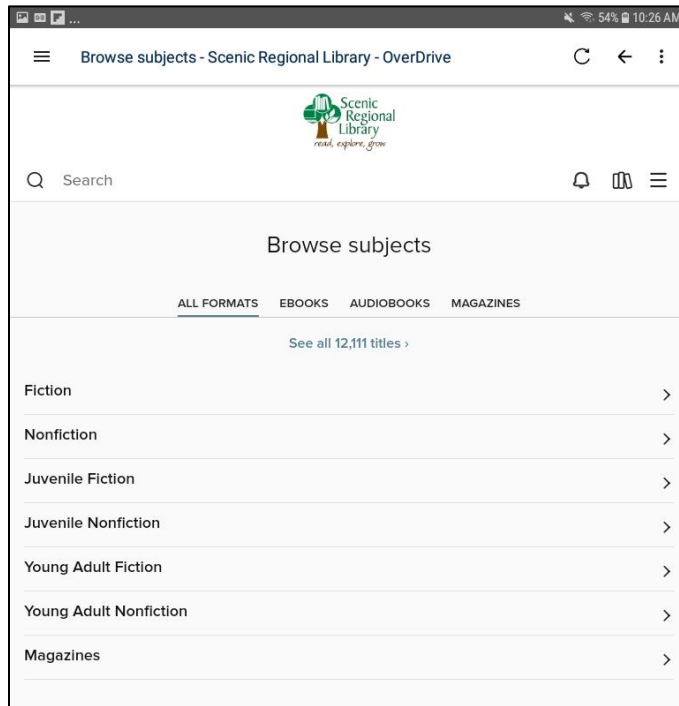


Menu / My Account – Displays options for all of your account functions

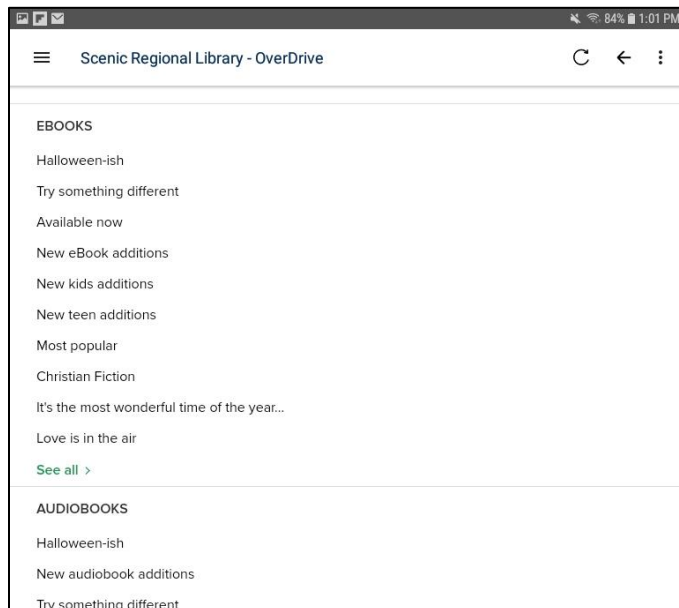


## Overdrive Collection Tour, continued

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

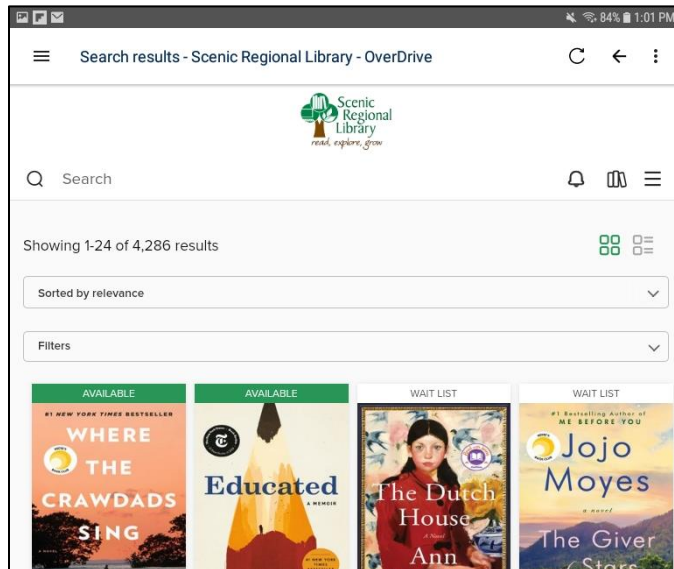


Menu / Collections – Displays collection filters you can choose from to narrow down the collection.

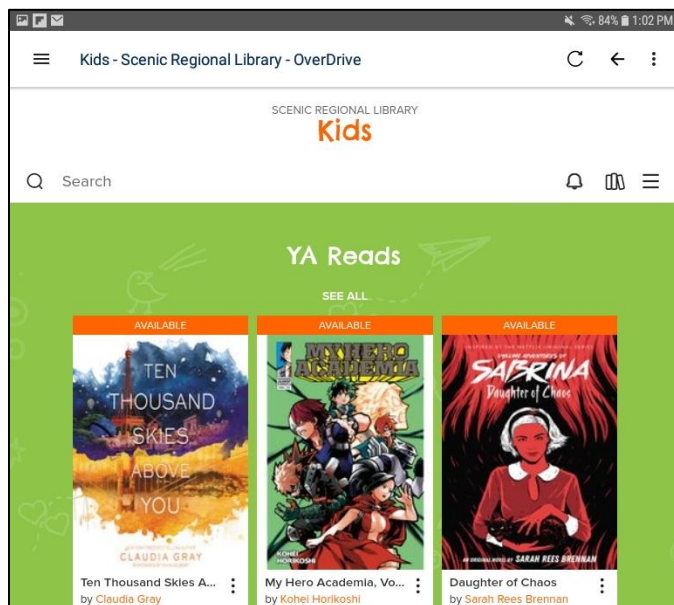


## Overdrive Collection Tour, continued

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

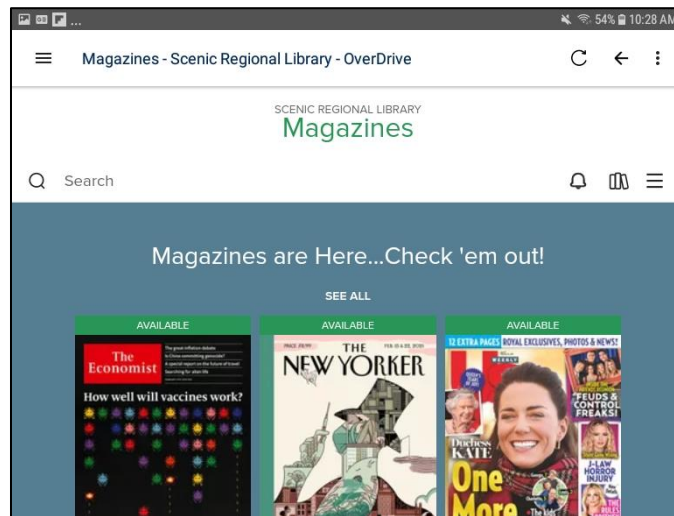


Menu / Kids – Displays the children's collection.

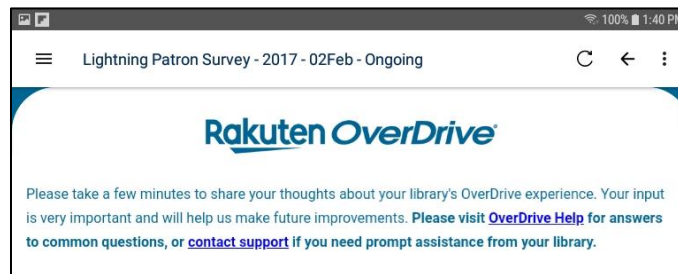


## Overdrive Collection Tour, continued

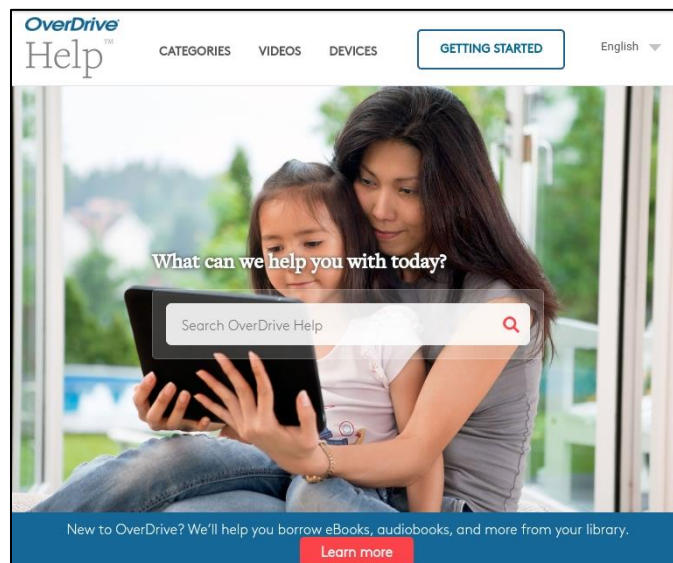
Menu / Magazines – Displays the magazine collection.



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



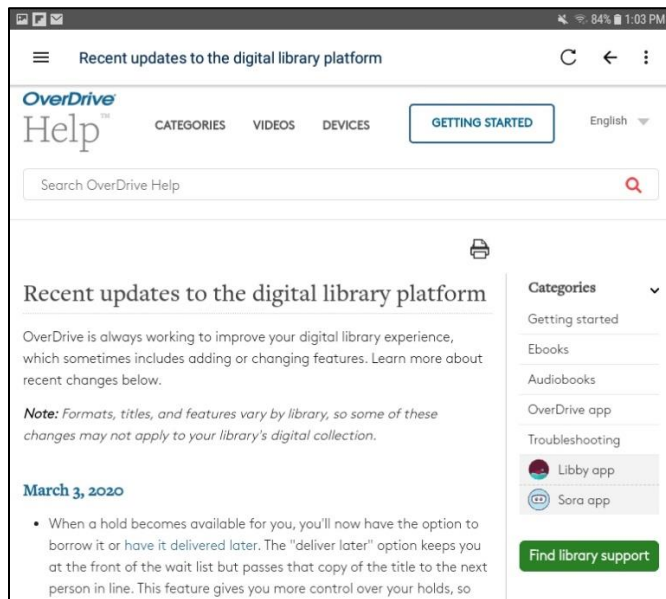
Menu / Help – Takes you to Overdrive's Help Page.



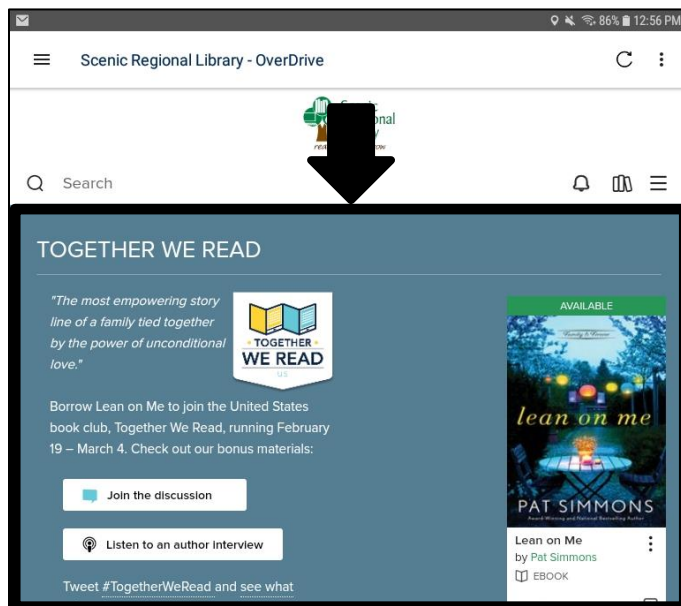


## Overdrive Collection Tour, continued

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



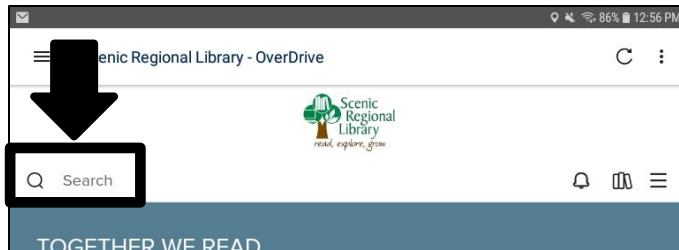
Viewing Window – Displays the collection of titles. Features will appear at the top and as you scroll down, you will see other collections of titles.



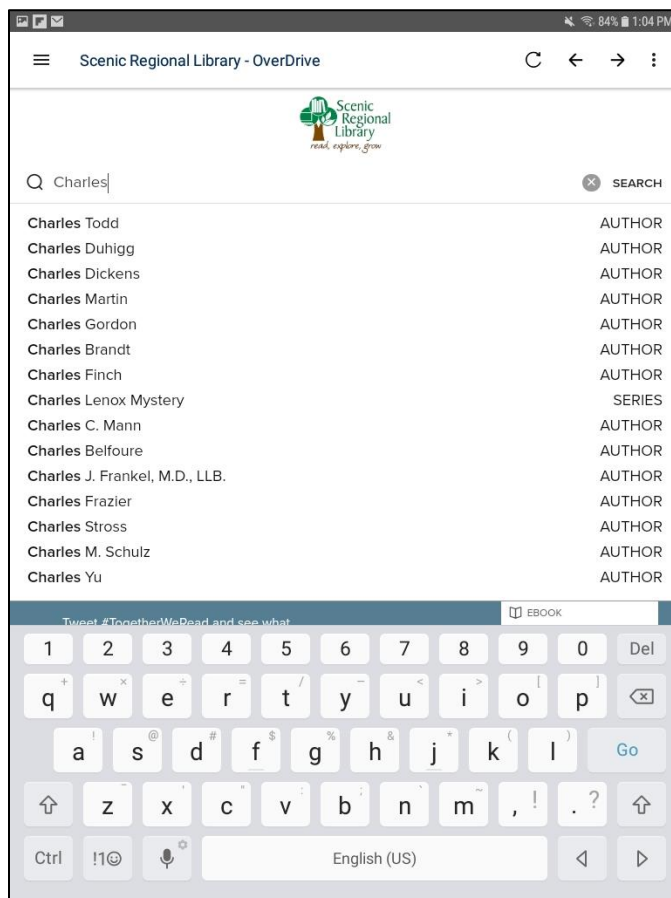
## Borrowing Titles Using the Search Feature

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

1. Tap “Search.”

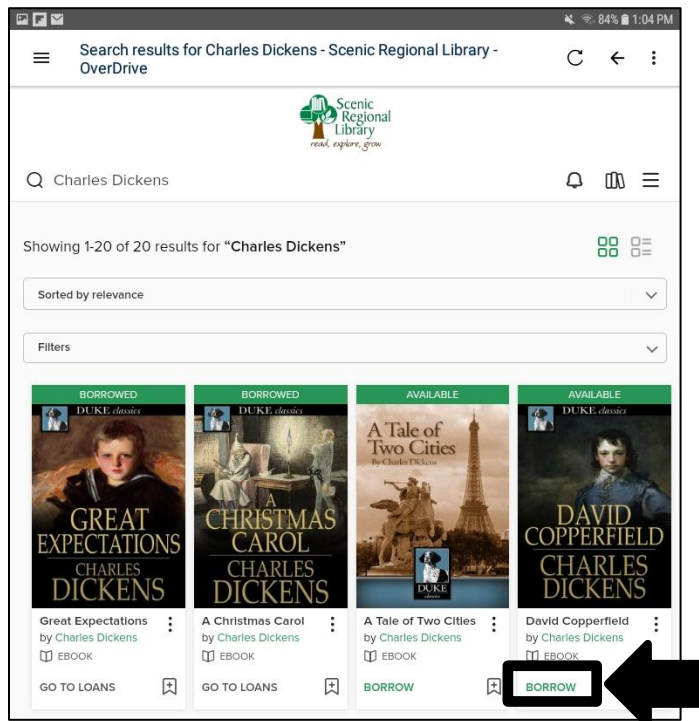


2. Enter your search words. Overdrive will try to guess what you are typing and if you see what you are searching for in Overdrive’s suggestions, you can tap on that.

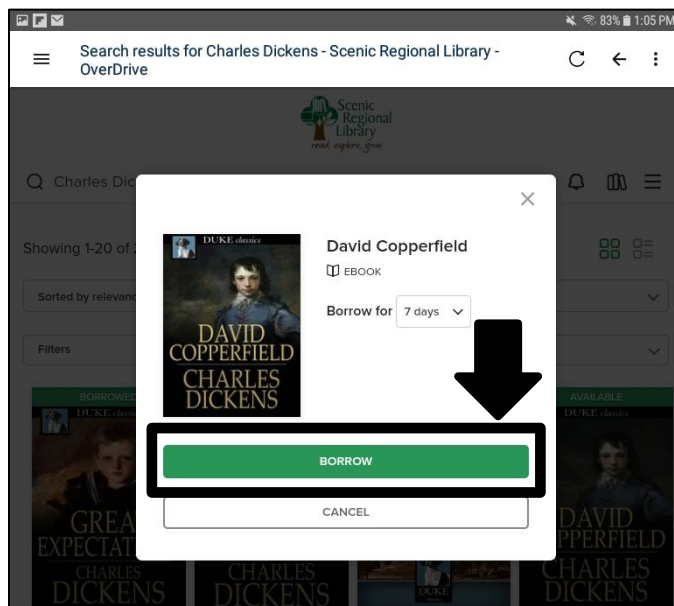


## Borrowing Titles Using the Search Feature, continued

- Find the title you want and tap “Borrow.” You can also tap on the cover for more information and then tap “Borrow.”

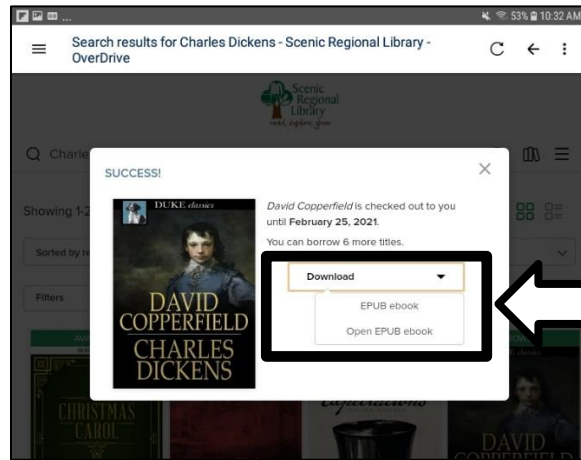


- Tap “Borrow” to confirm.



## Borrowing Titles Using the Search Feature, continued

5. Tap the appropriate download option for your device.



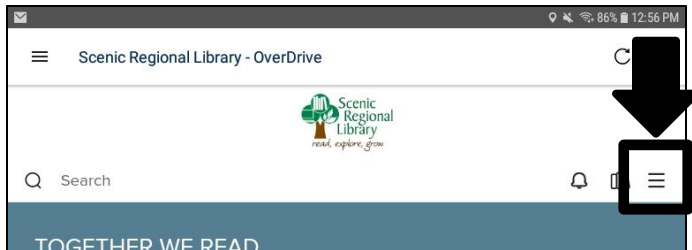
### Notes

- 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 relevance.”
- 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.

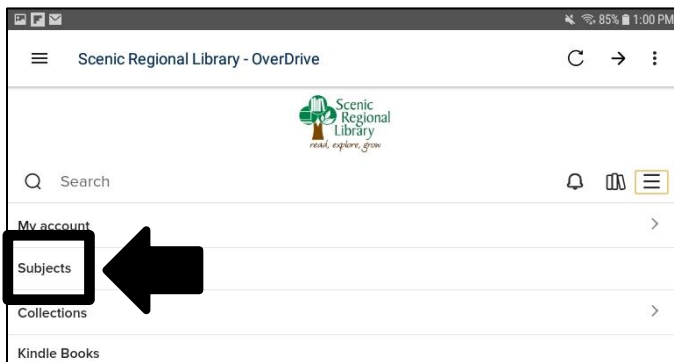
## Borrowing Titles Using Subjects

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

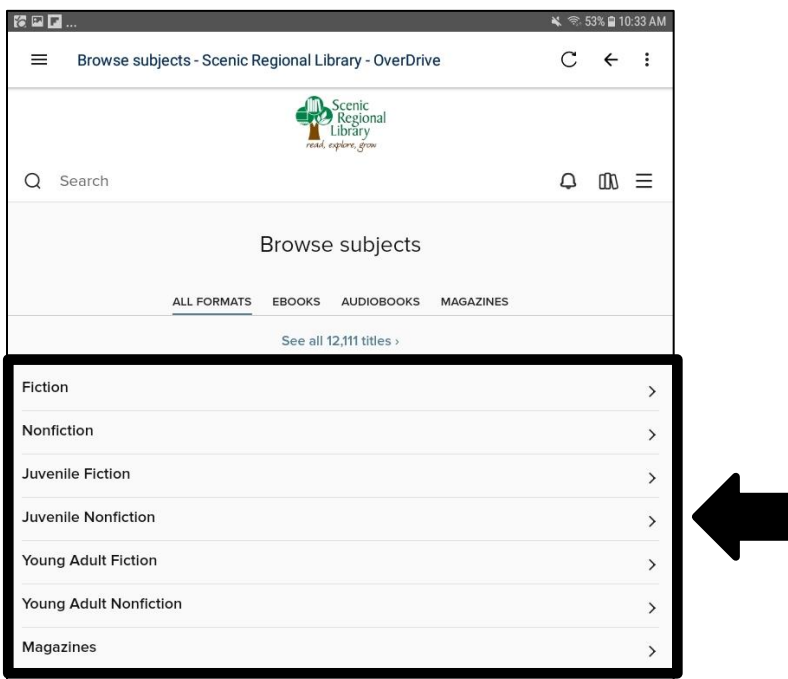
1. Tap the menu button.



2. Tap "Subjects."

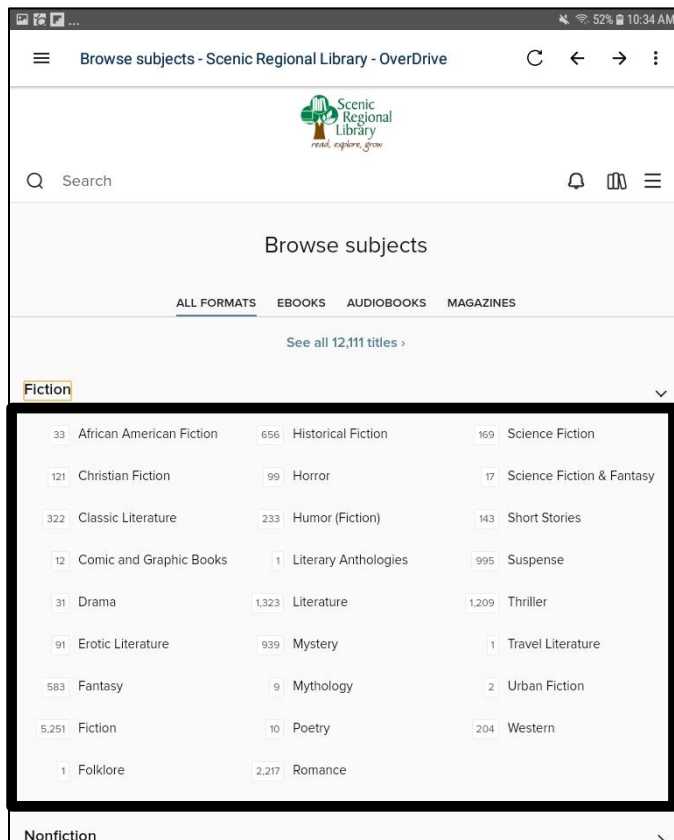


3. Tap a category.

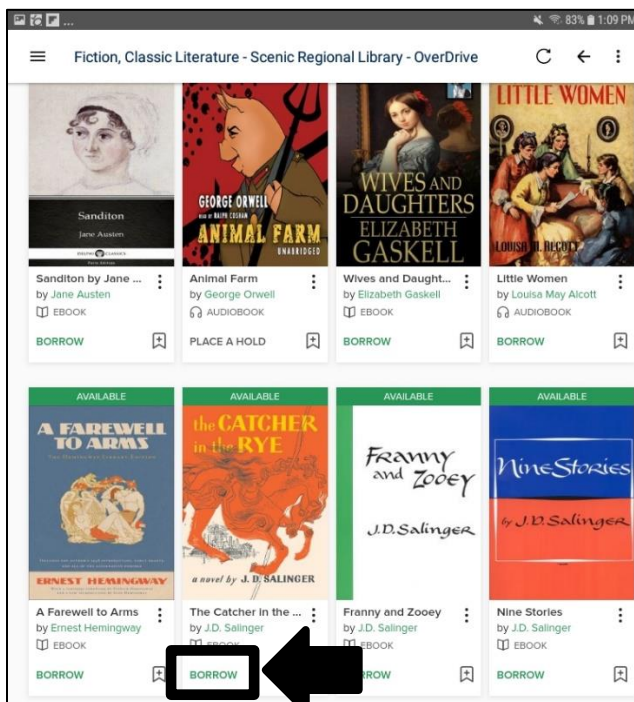


## Browsing Titles Using Subjects, continued

4. Tap a genre.

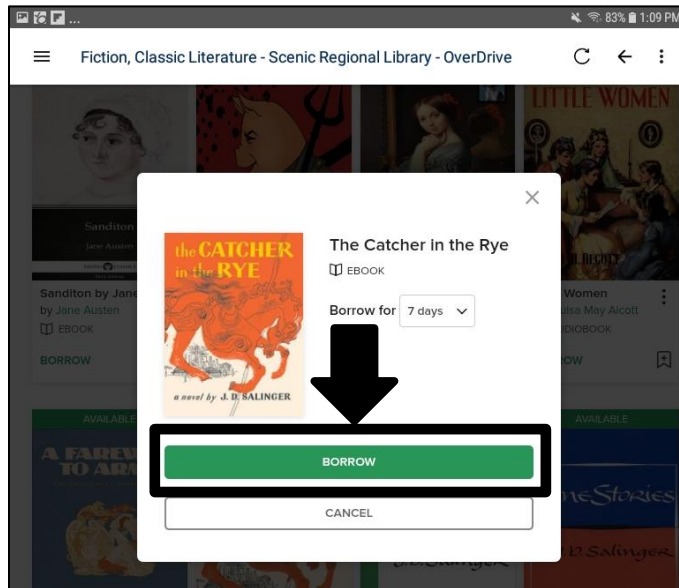


5. Find the title you want and tap "Borrow."

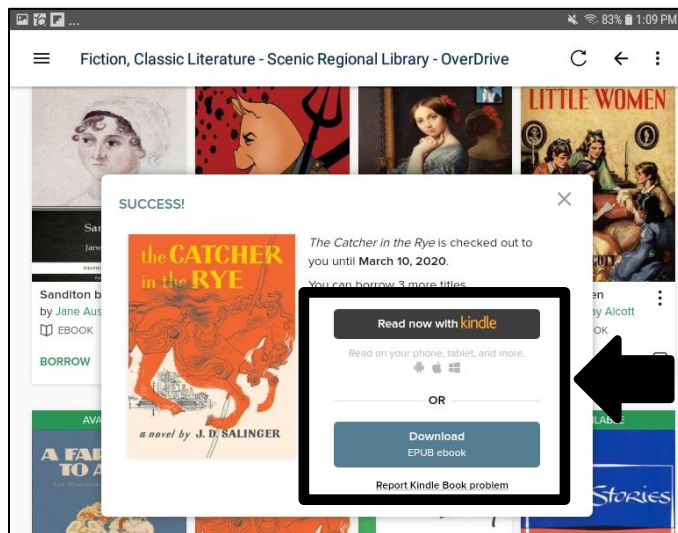


## Borrowing Titles Using Subjects, continued

6. Tap “Borrow” to confirm.



7. Tap the appropriate download choice for your device.



## Borrowing Titles Using Subjects, continued

### Notes

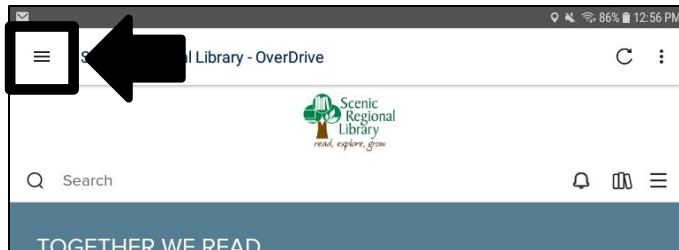
- If the title you want is not available, tap “Place a Hold” to put the title on hold.
- Tap the bookmark with a plus sign in it to add the title to your wishlist.
- Audiobooks are indicated by headphones under the book cover.
- You can change the sorting order by tapping on “Sorted by date added.”
- 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.
- 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.
- The process used for borrowing magazines is the same as the one used for borrowing by subjects with two differences.
  - Tap “Select Another Issue” to borrow a back issue of a magazine.
  - Magazines must be streamed and cannot be downloaded.



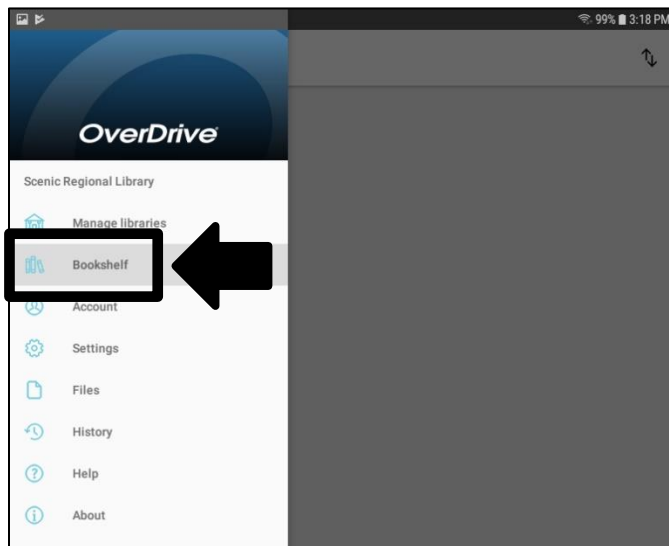
## Reading an eBook

Follow these steps to open and read your eBook.

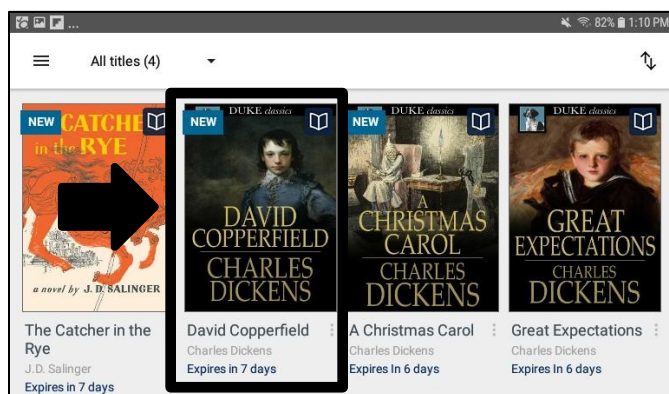
1. Tap the app menu button.



2. Tap "Bookshelf."

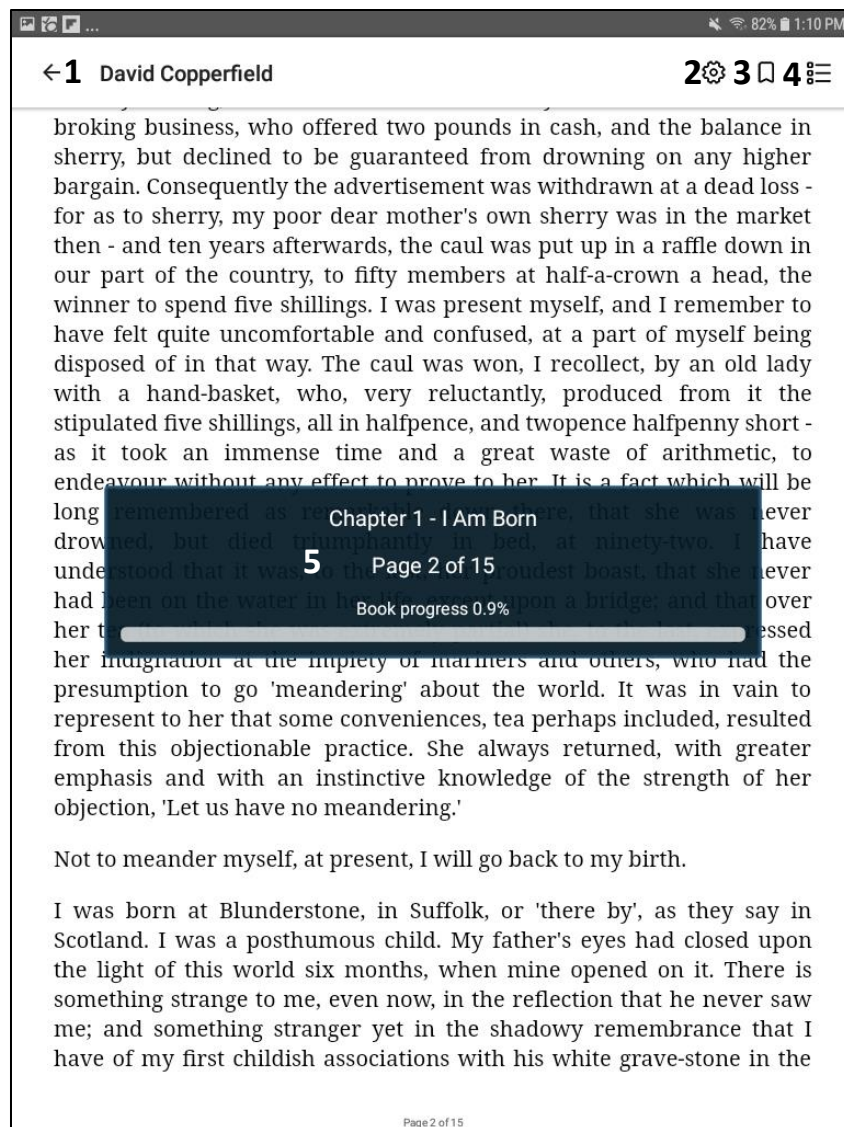


3. Tap the eBook you want to read.



## 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.

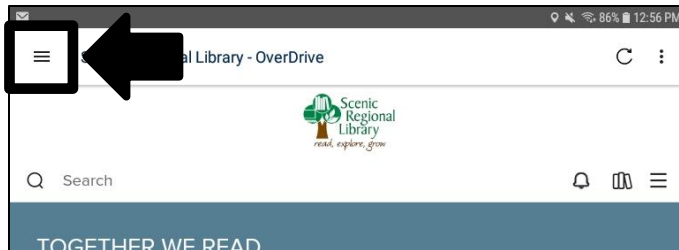


- 1 – Back: Returns you to your Bookshelf
- 2 – Settings: Displays a menu of settings you can change such as font size, spacing, and much more
- 3 – Bookmark: Creates a bookmark for the page you are currently reading
- 4 – Table of Contents: Displays an interactive table of contents and your bookmarks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

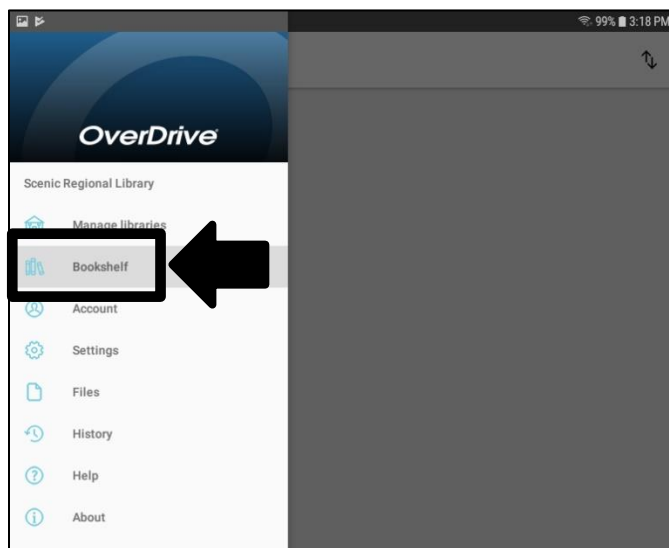
## Listening to an Audiobook

Follow these steps to open and listen to an audiobook.

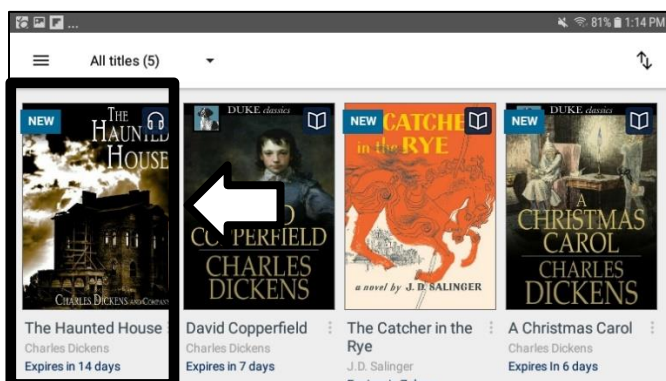
1. Tap on the app menu button.



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.

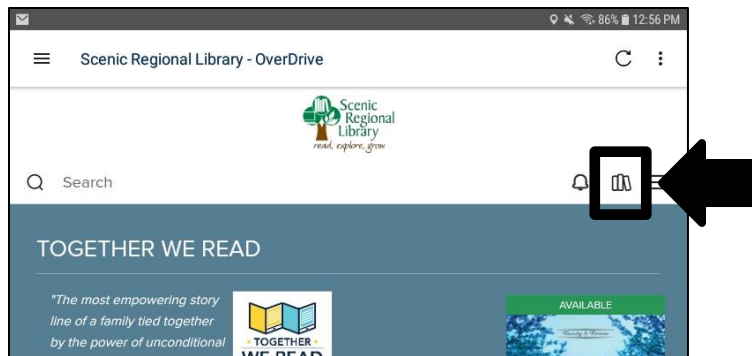


- 1 – Back: Returns you to your Bookshelf
- 2 – Settings: Displays a menu for changing playback speed, setting the sleep timer, and a few others
- 3 – Bookmark: Sets a time-stamped bookmark
- 4 – Table of Contents: Displays an interactive table of contents and created bookmarks
- 5 – Play / Pause Button: 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

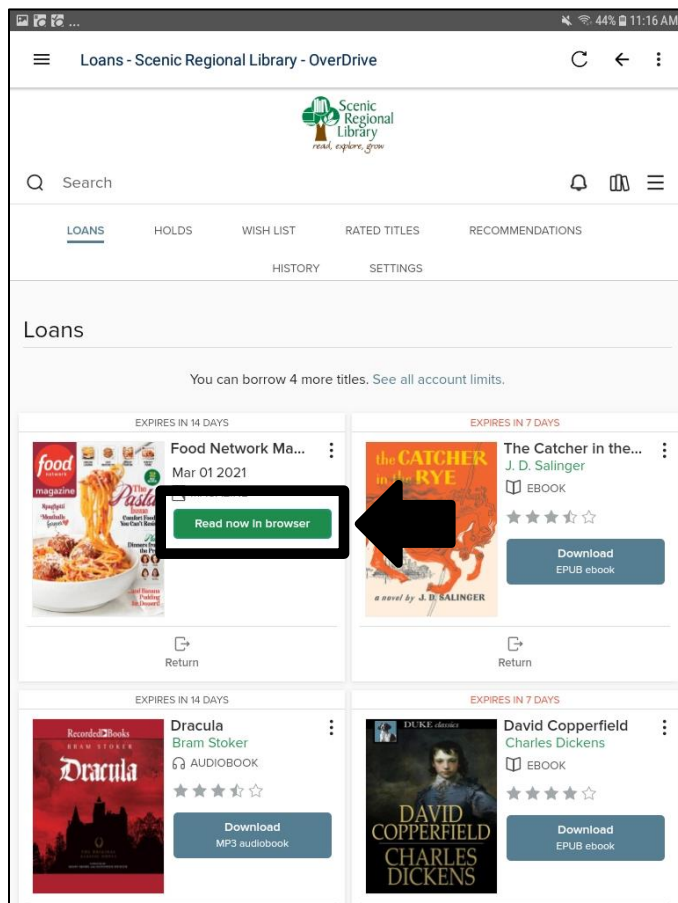
## Reading a Magazine

Follow these steps to open and read a magazine.

1. Tap “Loans.”



2. Tap “Read now in browser.”





## Reading a Magazine, continued

When you open a magazine, it will open in a browser window on your device. You must maintain an internet connection while reading the magazine. Tap in the middle of the screen to make the menus disappear. Tap in the middle of the screen again to make them reappear. Swipe left and right to turn pages.

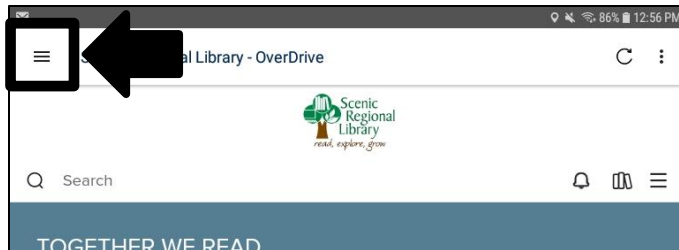


- 1 – Zoom: Zooms in on the page you are currently reading
- 2 – Search: Displays a search box allowing you to search the magazine for key words
- 3 – Bookmark: Bookmarks the page you are currently reading.
- 4 – Menu: Displays a menu with an interactive table of contents, reading settings and more
- 5 – Status: Displays the page you are currently reading out of how many pages are in the magazine
- 6 – Scrub Bar: Allows you to move through the magazine by tapping, holding, and dragging the dot

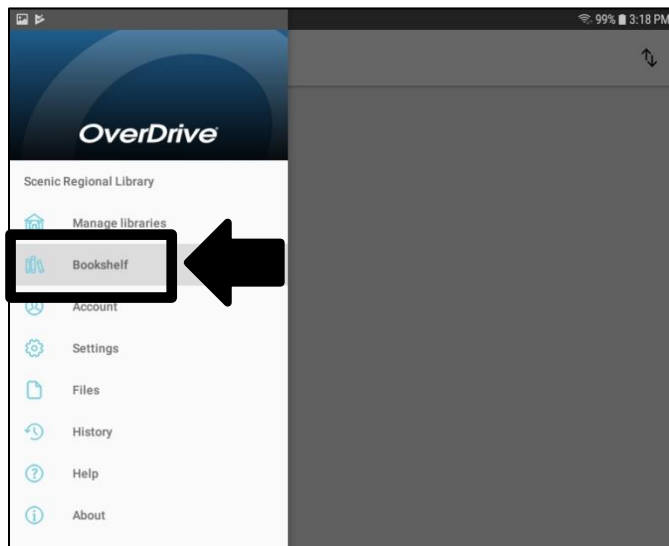
## Returning a Title Early

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

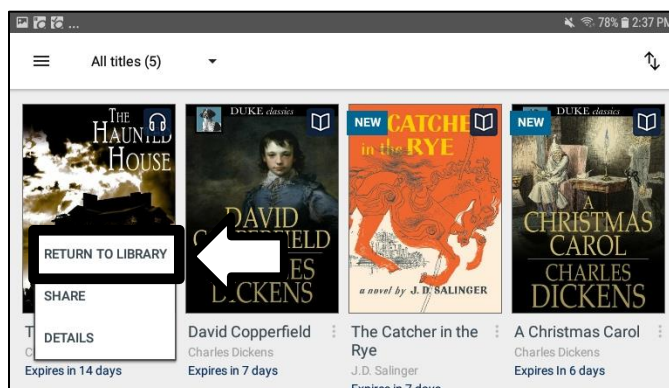
1. Tap the app menu button.



2. Tap "Bookshelf."



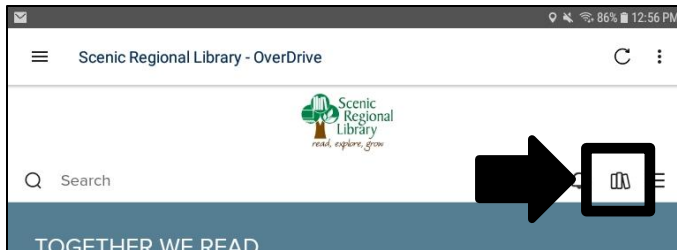
3. Tap and hold the title you want to return to display a pop up menu.
4. Tap "Return to Library."



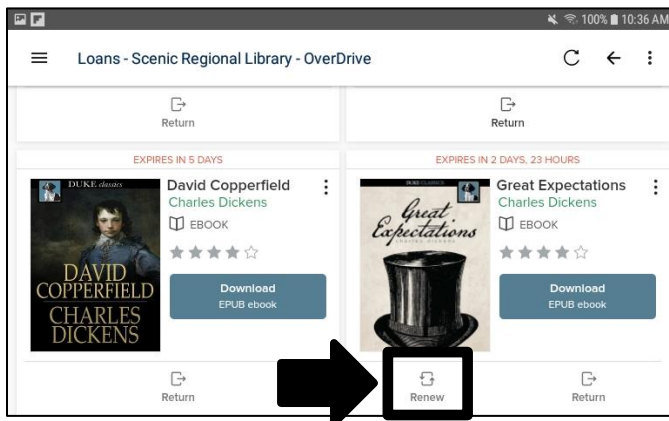
## Renewing a Title

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

1. Tap the “Loans” button.



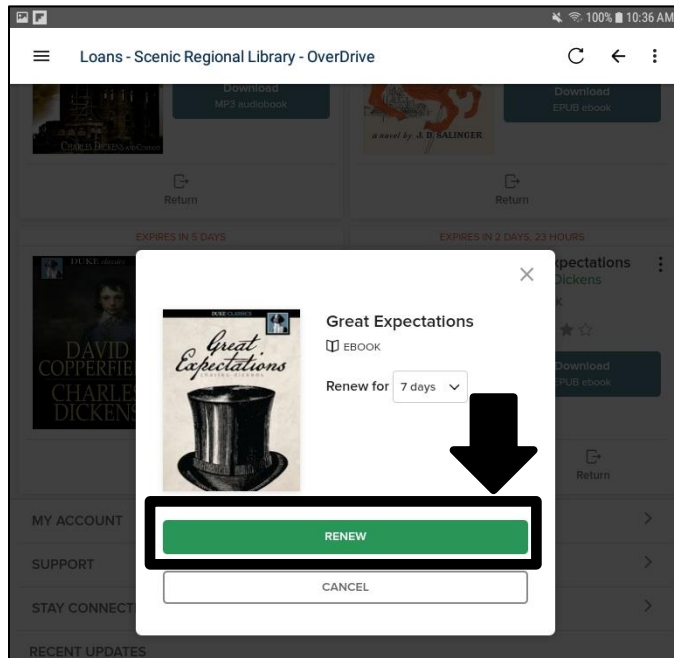
2. Tap “Renew” under the title you want to renew.





## Renewing a Title, continued

3. Tap “Renew” to confirm.



4. Tap “Download again EPUB Book.”

