DESCHUTES PUBLIC
LIBRARY

Know Overdrive App: Downloads & Transfers

Requirements:

- Mobile device such as a tablet computer or smartphone
- Overdrive app

- Wireless or 3G network connection
- DPLS library card and PIN

***NOTE:** There is a wide variety of mobile devices and they will not all display information exactly as in the following handout, although the steps should be similar.

First Time Set Up: Downloading Overdrive

In order to check out library digital books to your device, you need to install the Overdrive app. You will use this program to search for and check out books, as well as read or listen to them on your device.

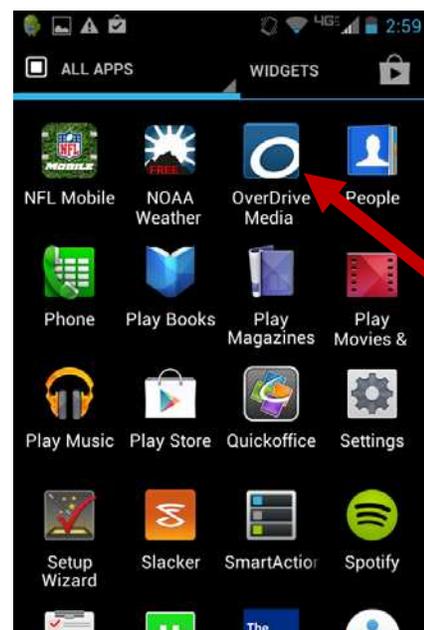1. Go to your device's App Store: Play Store [   ]   or the Apple App Store. [   ]

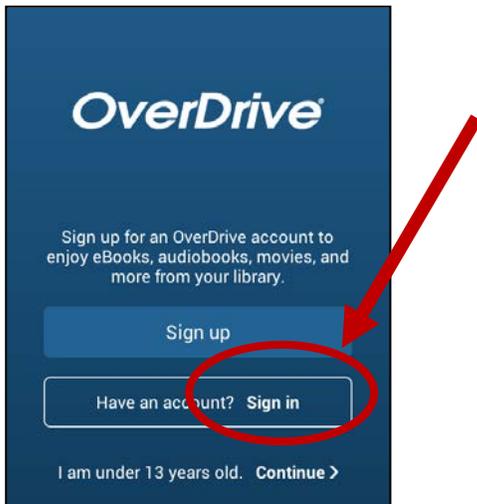2. Search for **Overdrive.** This is a free download. Tap **Install,** then follow the prompts.

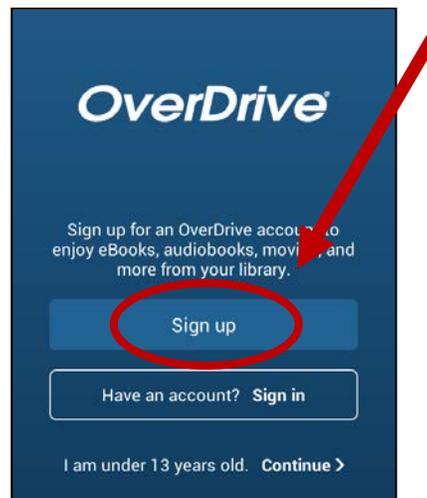3. Once installed, find the Overdrive icon in your apps list. **Tap once to open**.

First Time Set Up: Create an Account

In order to use Overdrive's digital books, you must authenticate you device with an account – either an **Adobe ID or an Overdrive Account**.
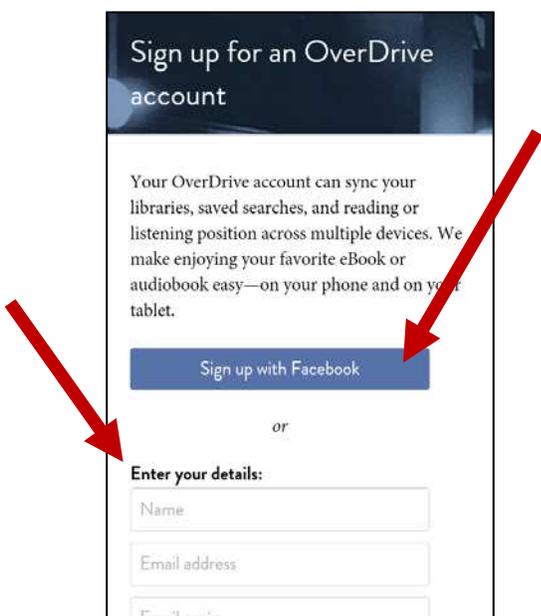
1. If you already have one of the above accounts, tap **Sign In** and enter your information. Skip to the next section.
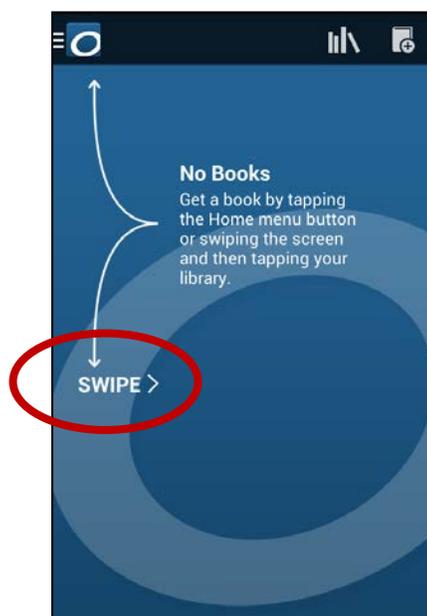

3. Sign in with your Facebook account or scroll down the screen and create an Overdrive account with your email.

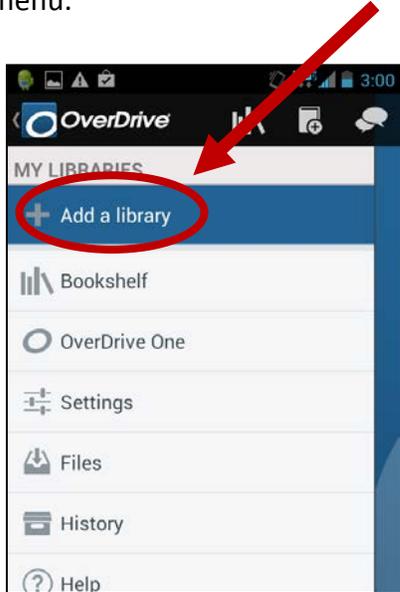2. If you don't have an account, tap **Sign Up.**

4. You will be taken to a tutorial screen. Swipe to the right to access the App menu.
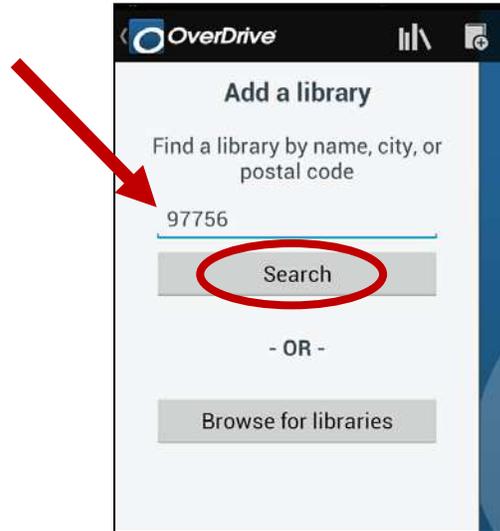
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First Time Set Up: Add a Library

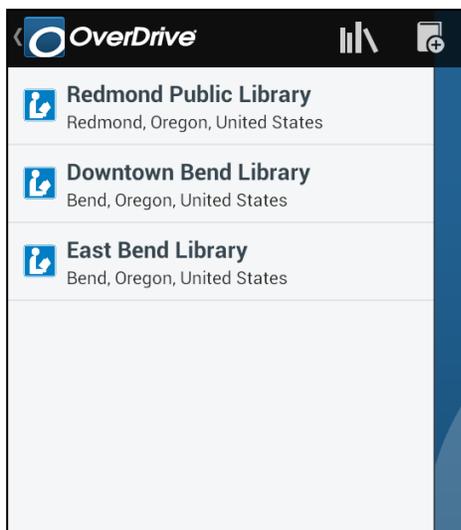1. Tap **Add a Library** at the top of the menu.

2. Enter your zip code and tap **Search.**

3. Tap on your **library** from the list.

   NOTE: All DPL branch libraries access the same digital books collection.
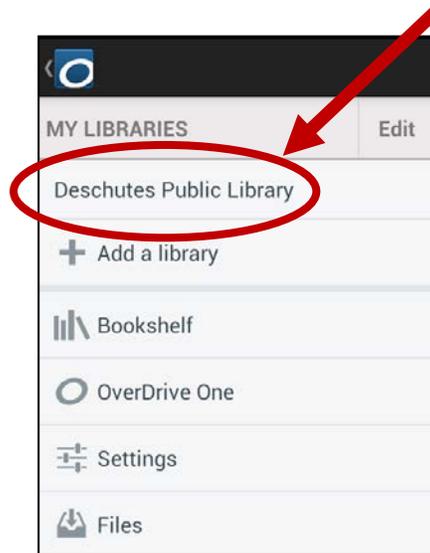

4. Tap the **star** beside Deschutes Public Library to add it to your list.

5. Tap the Overdrive icon at the top of the screen to return to the main menu.
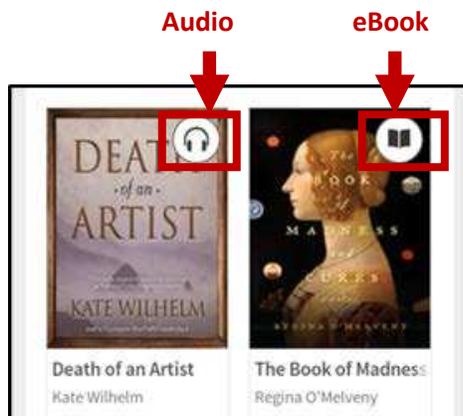

6. Tap **Deschutes Public Library** at the top of the menu to go to DPL's digital downloads website:

Finding Digital Books

NOTE: There are both **eBooks** (text files you read) and **eAudiobooks** (sound files you listen to) available. If you are browsing or searching, be sure to check that a title is of the file type you would like before checking it out.

Audio   eBook

NOTE: You can access Kindle Books, but they are not compatible with the Overdrive software. You will need a Kindle device or the Kindle App to use that file type.
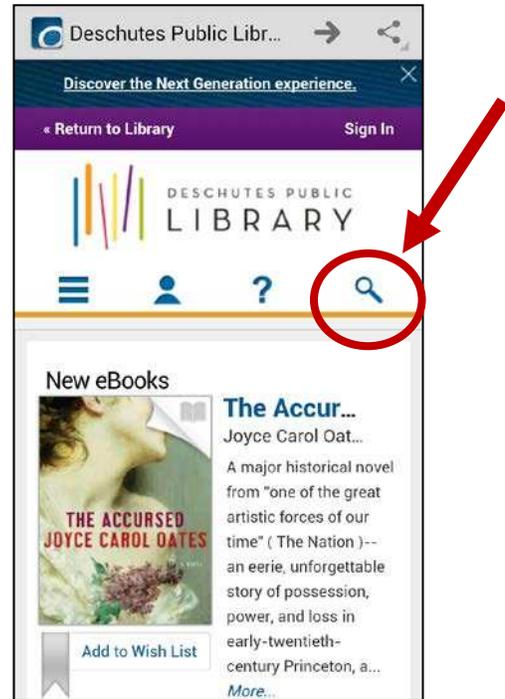
All DPL's eBooks available for Kindle are also available for Overdrive (EPUB or EPDF files). Not all of our eBooks are available as Kindle Books.
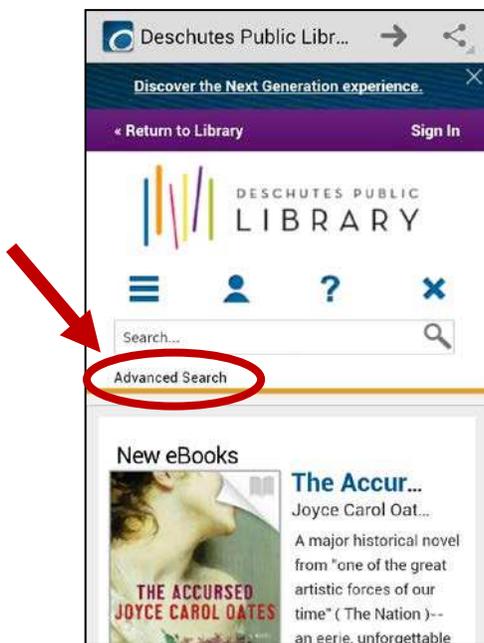
1. You can browse DPL's digital books by format or genre. Tap on the **Menu Icon**, then the format and type of book for more options.
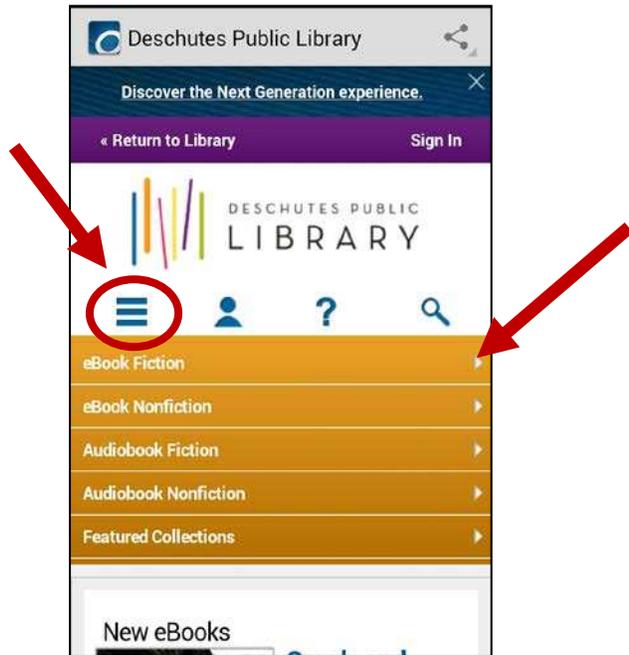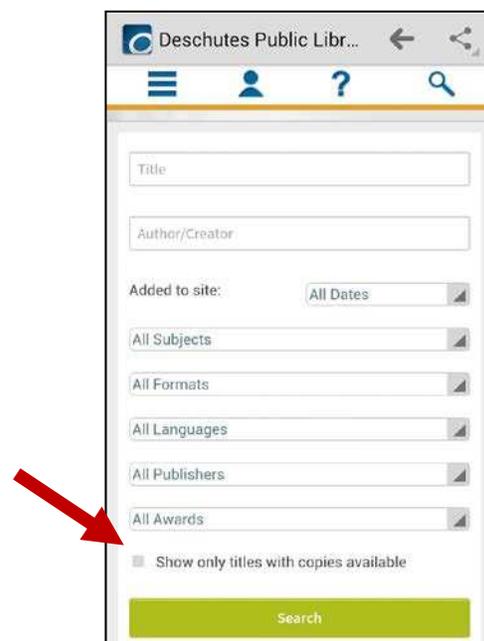
2. Tap on the **magnifying glass** to open a search box to look up specific authors, titles, or topics.
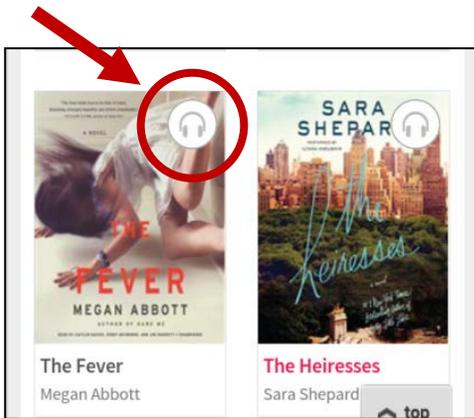
3. Tap **Advanced Search** for more options.

4. With Advanced Search, you can limit your search by format, genre and availability.

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Placing Holds on Digital Books

Publishers limit the number of eBooks we can check out a time.

1. When the format-type icon in the upper right-hand corner of the book is grayed out, the book is not available for check out.
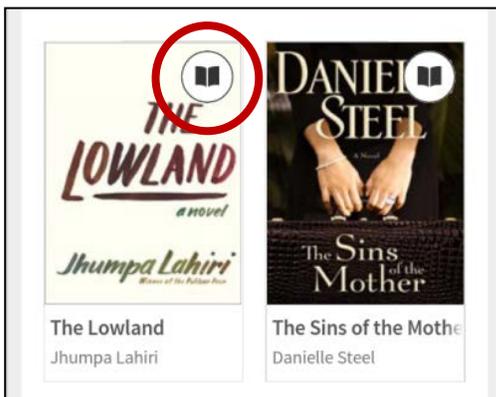
2. Tap on the book for options, then tap **Place a Hold** to put the book on hold.

   Enter your email address and you will be notified when it's available for you to check out.
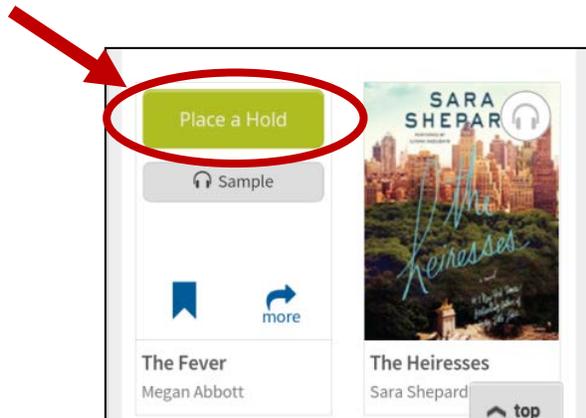
Checking Out Digital Books

1. When the format-type icon in the upper right-hand corner of the book is bold, the book is available for check out.
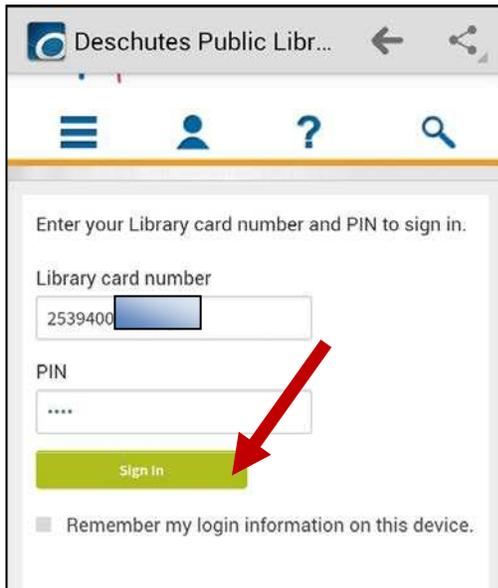
2. Tap on the book for options, then tap **Borrow**.

   *NOTE: Tap **More** to see a description of the book, and its format availability. Tap **Sample** to read a sample of the book.*
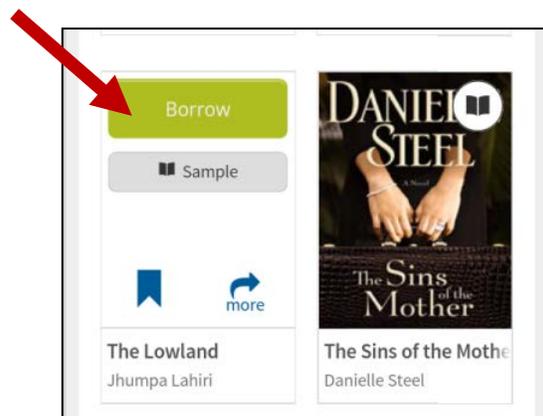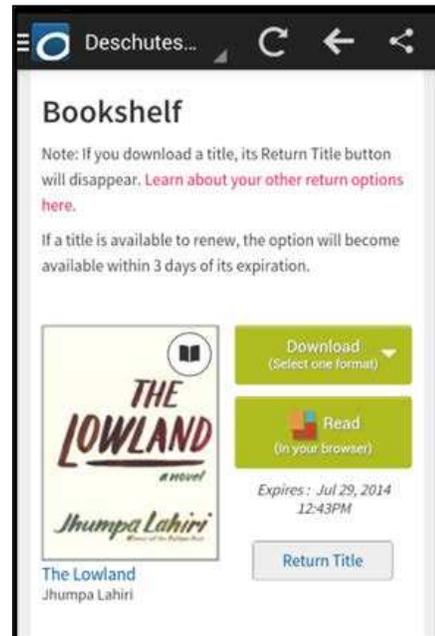
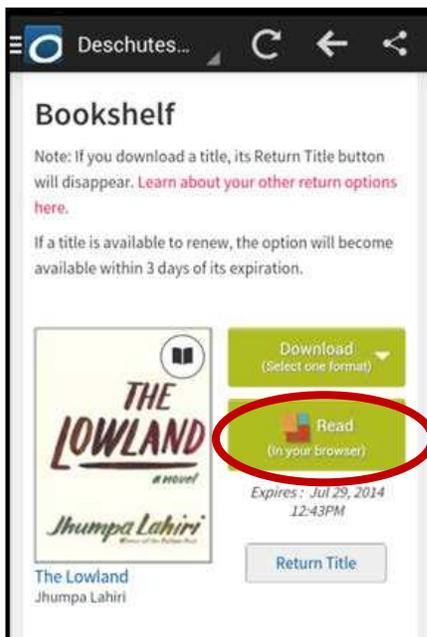3. You will be asked to log in to your account if you haven't already.

   NOTE: Your PIN is usually the last 4 digits of your phone number.
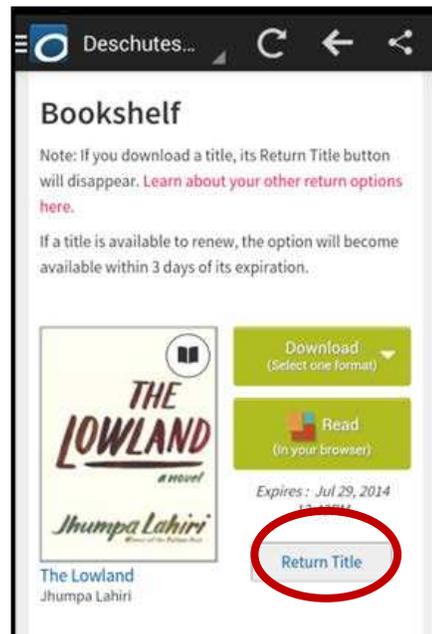

4. The book is now checked out to your card and will show up in your library account's Bookshelf on the library's website.
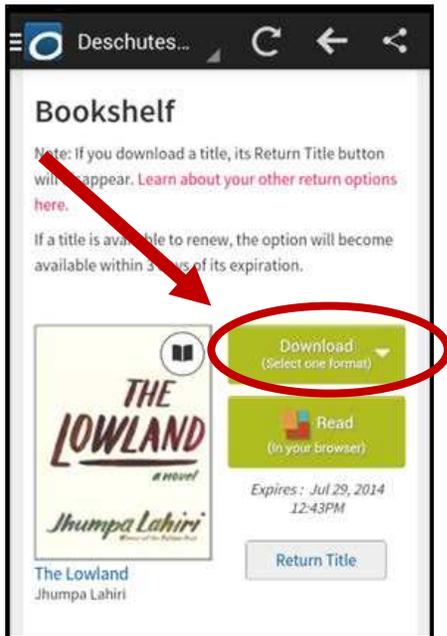

5. Tap **Read** to read the book immediately in your device's Internet browser.
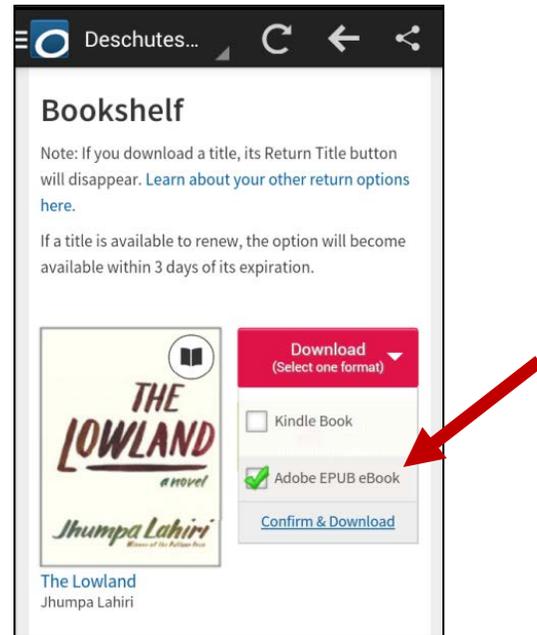

6. Tap **Return Title** to return the book to the library.
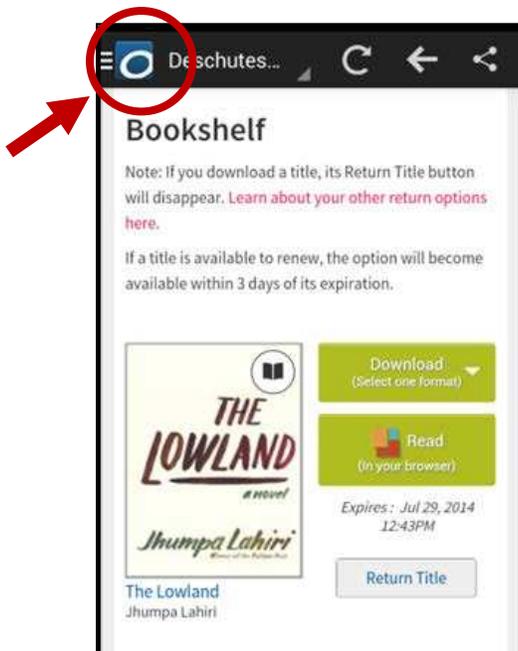

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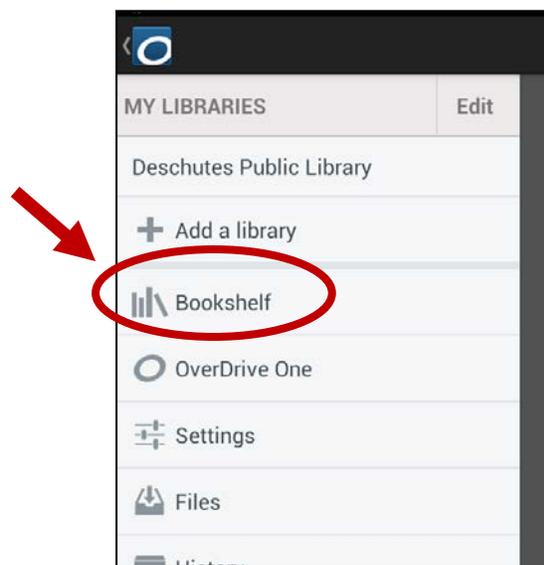7. Tap **Download** to transfer the book to your device.

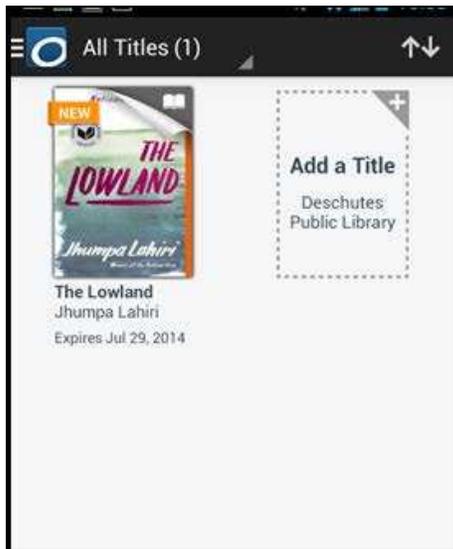8. Tap on the **file type** you want, then tap **Confirm and Download**.

9. Tap on the **Overdrive icon** at the top of your screen, to bring up the Overdrive menu and return to the App to read your book.

10. Tap **Bookshelf** to open the Overdrive bookshelf on your device.
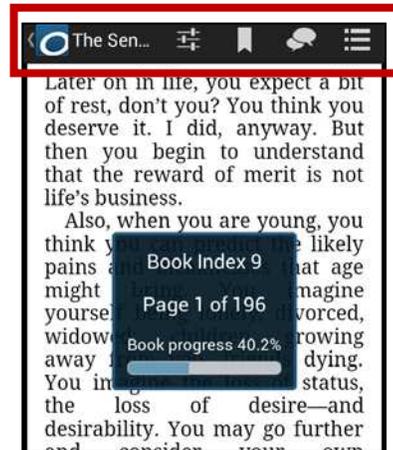
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10. Your book should now appear in your Overdrive bookshelf. **Tap on the book** to start reading.

11. Press the screen for a few seconds to reveal the Overdrive menu at the top of the page to change the font or add bookmarks.
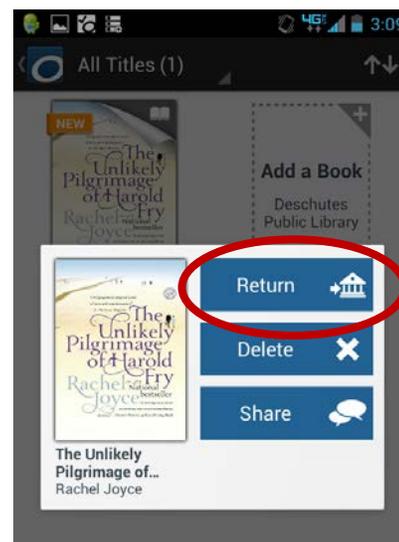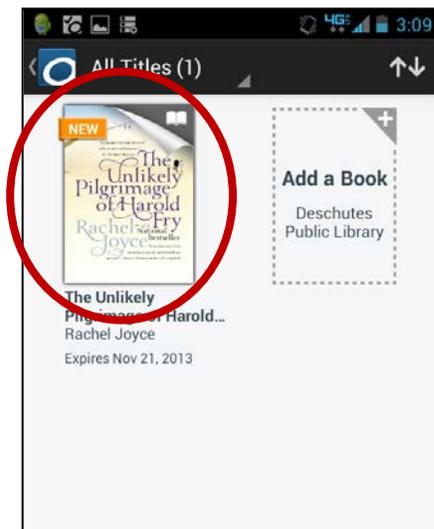
Tap the Overdrive symbol to return to the   main menu.

Returning Books

1. Go to your Overdrive Media Bookshelf. Hold your finger down on the book you want to return until a menu box pops up.

2. Tap **Return** to check the book back into the library. Your book will be returned and deleted from your bookshelf.

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Renewing Digital Books

You can renew books **three days before they're due** from the library's website.

1. Go to DPL's digital downloads site, log into your account and go to your bookshelf.

2. Tap the Renew button next to the book you'd like to renew.

   - If the Renew button is Green, the renewal will be automatic.

   - If the Renew button is Grey, someone has a hold on it, and you will be prompted to enter your email address and will be added to the hold list.

Getting Help

1. If you're having trouble, tap on **the question mark** and **Overdrive Help** to access online tutorials and FAQs.

2. If you're still having trouble, scroll down the page and click on **Support** to send an email.
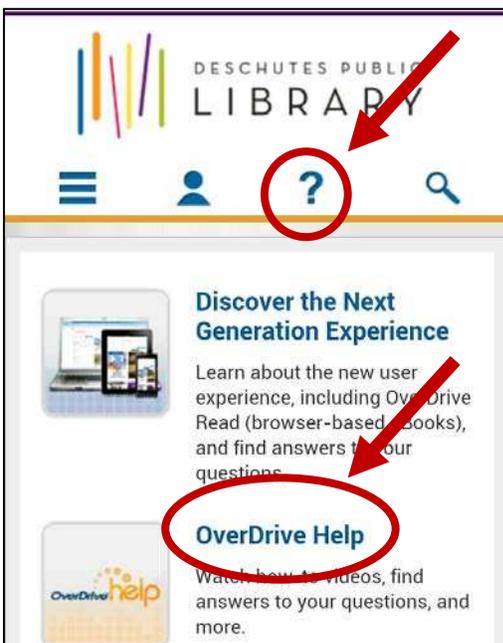
3. To speak to someone at the library, call the main reference number: 541-617-7080.