



# Instructions for Downloading Nassau Digital Doorway Audio-Books to an iPod



## Required software and authorization

1. Before you can download library books to your iPod, you will need to install OverDrive Media Console software on your computer. Here are two ways to access this software:
  - Go to [www.overdrive.com/software/omc/](http://www.overdrive.com/software/omc/) and follow the instructions.
  - Go to [www.franklinsquarepl.org](http://www.franklinsquarepl.org). From the library's website there are a few ways to access Nassau Digital Doorway. One option is to click on the Nassau Digital Doorway icon on the front page of the library's homepage. Another is to go to "Databases" and search alphabetically for Nassau Digital Doorway or discover the link in the "Audio and E-Book" subject category. Once in the Nassau Digital Doorway site, click on the "Quick Start Guide" link located in the upper right hand corner. "Step 1" will instruct you how to install OverDrive Media Console.
2. Plug iPod into computer via its USB port.

## Searching for and downloading E-Book titles

1. Go to the library's website ([www.franklinsquarepl.org](http://www.franklinsquarepl.org)). Click on the Nassau Digital Doorway icon on the home page or go to the database listings and search either alphabetically or within the "Audio and E-Book" subject category.
2. In Nassau Digital Doorway you can search for titles in the following ways: Entering title/keywords in the search bar; browse by format; browse by subject. Audio Book titles will appear with format specific indicators (i.e. MP3 (PCs & Macs) or WMA (for PCs)).
3. When you have found a title you want, select "Add to Cart." If the title is already checked out, you may request it by selecting "Place a Hold." To see how many copies the library owns and how many people have holds on it, click on the title.
4. After you have added an available title to your cart, select "Proceed to Checkout." Login by selecting the Franklin Square Public Library and entering your library card number. Select "Confirm Check Out."
5. You may now download the title using the "Download" button under the item. A "Get Media" pop up will appear--reply "OK" to its question. Choose what part(s) of the audio book you would like to download and select "OK." Progress will be shown in green on the lower bar of the OverDrive Media Console (progress is often slow—please be patient).

## Transferring an Audio Book to your iPod

1. While in the OverDrive Media Console click once to highlight the audio book you wish to transfer to your iPod. Click on the "Transfer" button on the top tool bar
2. The OverDrive Media Console Transfer Wizard pop up will appear. Select "Next." Select which part(s) to transfer to your iPod. After making a selection, click "Next."
3. Follow instructions to change, should you choose, the settings in which your file will be transferred and click "Next." A pop up will show your progress. When complete, choose the "Finish" button.
4. The title is now transferred to the device. On a PC, click "Safely Remove Hardware" icon on the lower right of your monitor. Then click the "Safely Remove USB Mass Storage Device" box. When you see "Safe to Remove Hardware," you may detach the iPod from your computer. On a Mac, unmount/eject the iPod using the Finder before unplugging. Detach the iPod from your computer. When the loan period is up (7 days) the audio book will no

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longer be playable on your computer. It will, however, remain on your iPod until you delete it.

### **Returning an Audio Book before the due date**

You are currently unable to return an Audio Book prior to its due date

### **Deleting an Audio Book from your iPod**

1. Plug in your iPod and open iTunes (if it didn't open on its own when you plugged in the iPod).
2. Where your iPod appears under the "Devices" heading on the left hand side of the screen, click on the small right facing triangle. The triangle should now point down and display the option of "Audio Books." When you click on this icon (it will be colored brown) the window on the right will show the file names of each audio book on your iPod (each title separated by part).
3. Right click on each title and select delete from the options presented.
4. Remove iPod: On a PC, click "Safely Remove Hardware" icon on the lower right of your monitor. Then click the "Safely Remove USB Mass Storage Device" box. When you see "Safe to Remove Hardware," you may detach the iPod from your computer. On a Mac, unmount/eject the iPod using the Finder before unplugging. Detach the iPod from your computer.