

About This Guide

This guide will cover how to setup and configure the following devices to download eltems (eBooks & AudioBooks) including holds:

- Android eReaders
- Android Smart Phones
- Android Tablets

This guide does not cover the following devices:

- Kobo Vox

This guide was last updated May 14, 2013.

About Your Device

OverDrive supplies eltems (eBooks and AudioBooks) in multiple formats. Not all eltems come in all formats.

Your Device will work with some eltem formats. When checking out an eltem make sure to choose the format that your device supports.

Your device supports:

- eBooks in ePub format
- eBooks in Open ePub format
- AudioBooks in MP3 format

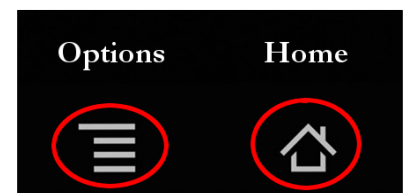
Your device does not support:

- eBooks in PDF format
- AudioBooks in WMA format

Buttons

This guide will make frequent mention to two buttons – home and options. Both of these are usually hard keys and as such will not appear on the screen shots we will provide in this guide.

The home and options button will look similar to the picture below. Different manufacturers will use different icons to represent these same two buttons.

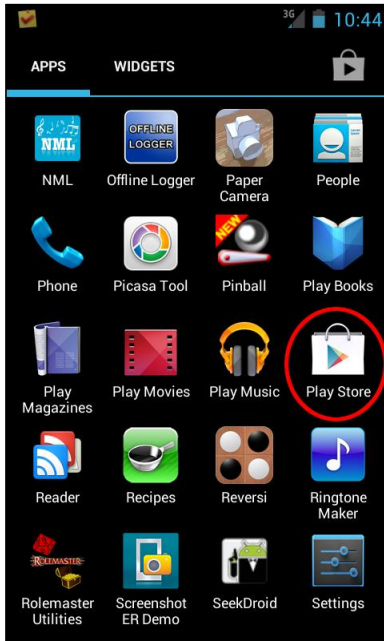


How To Use OverDrive using an Android Device

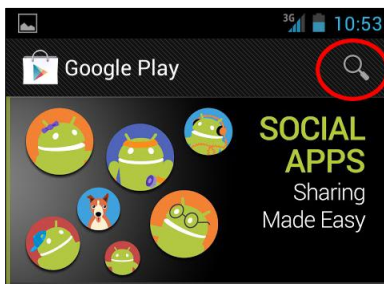
Install Software

To read eltems from the eLibrary Download Centre (also known as OverDrive) you will need to install the free OverDrive Media Console App from the Google Play Store. Make sure that your device is connected to the Internet (either through a wireless network, or through your phone's cellular data capability.)

1. On your Android device click home if you are not at your home screen.
2. Click the **Apps** button to bring up all apps on your device.
3. Select the **Play Store** app.

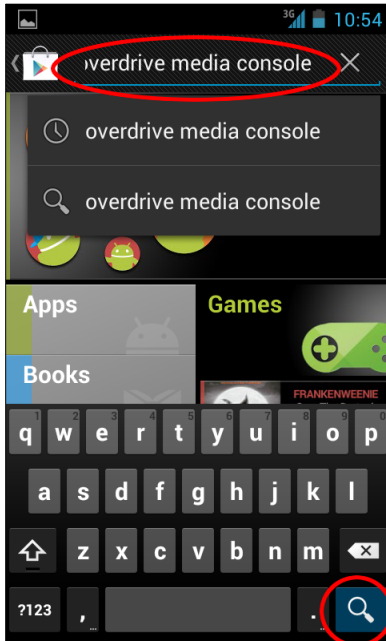


4. When the Play Store is loaded click on the **search button**.

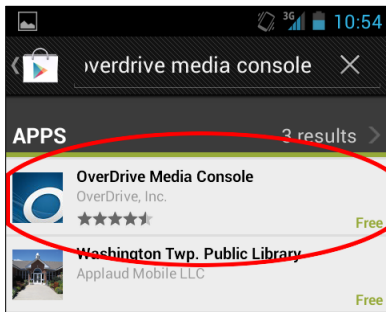


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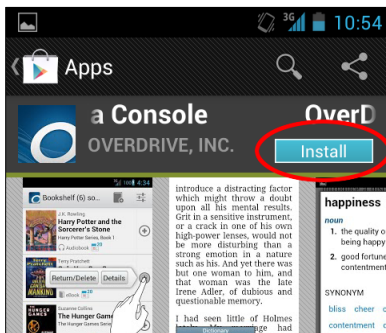
5. Type in "OverDrive Media Console" and click **search**.



6. Select the **OverDrive Media Console** from the search results.

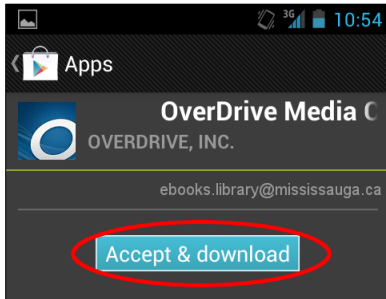


7. Click **Install**.



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8. Click **Accept and download**.

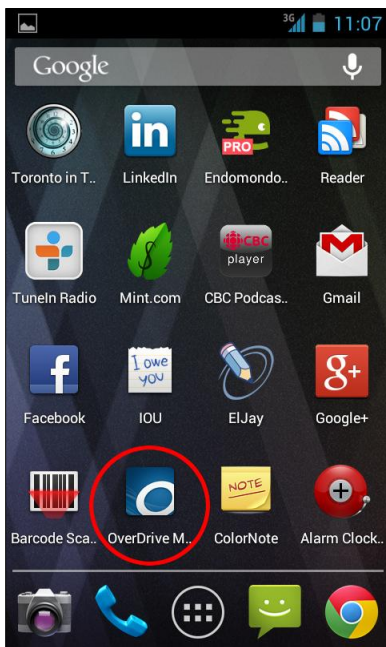


Authorize Device

It is highly recommended that you register for a free Adobe ID and enter it into app. If you wish to read eBooks on multiple devices (more than one computer, a computer and a tablet, etc.) it is required.

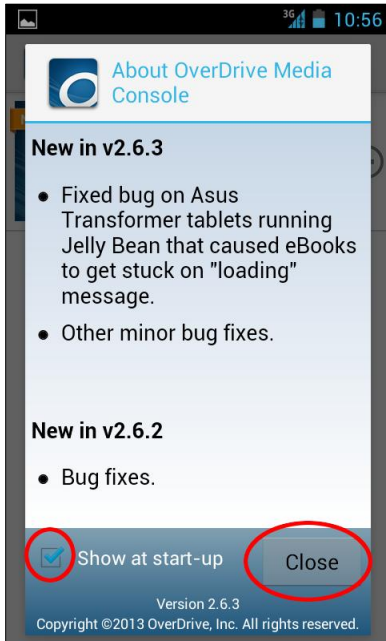
If you have multiple devices do not sign up for multiple Adobe IDs. Simply create one Adobe ID and use it for all devices.

9. Open the **OverDrive Media Console** App.

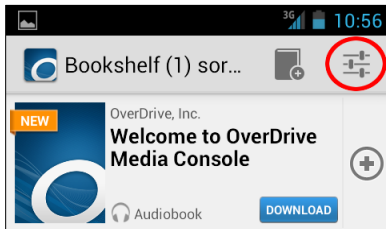


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If the app prompts you about what's new in the app, deselect Show at start-up and click Close.

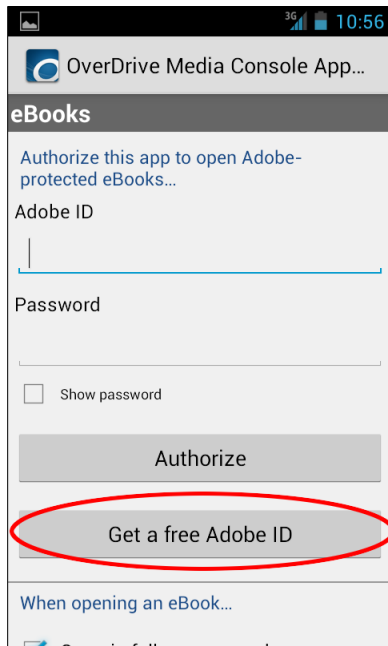


10. Click the App Settings button.



11. If you already signed up for a free Adobe ID skip to step 14 on page 7. Otherwise click the **Get a free Adobe ID.**

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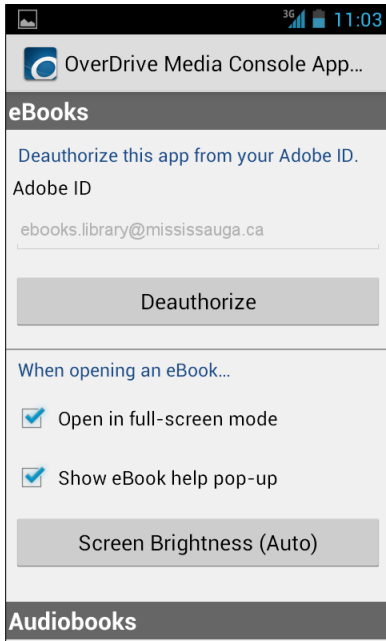
12. Fill out the form and click **Create**.

The screenshot shows the Adobe Digital Editions mobile app interface. At the top, the URL is 1-na1.services.adobe.com/r. Below the URL bar, the Adobe logo is visible. The main heading is "Adobe® Digital Editions". There is a graphic of an open book with a document icon. Below the graphic, there is a link: "Learn more about Adobe Digital Editions". The main heading for the form is "Create Adobe ID". The form fields are: "Adobe ID (Email Address)" with the value "ebooks.library@mississauga.ca"; "Password" with masked characters "*****"; "Retype Password" with masked characters "*****"; "First Name" with the value "eBooks"; "Last Name" with the value "Library"; and "Country/Region" with a dropdown menu showing "Canada". There is a checkbox for "Keep me informed about Adobe and its products and services, including releases, upgrades, events, surveys and offers. Your data will be used by Adobe and its agents in accordance with Adobe's online privacy policy." The "Create" button is highlighted with a red oval. At the bottom, there is a copyright notice: "© 2012 Adobe Systems Incorporated. All Rights Reserved." and the Adobe logo.

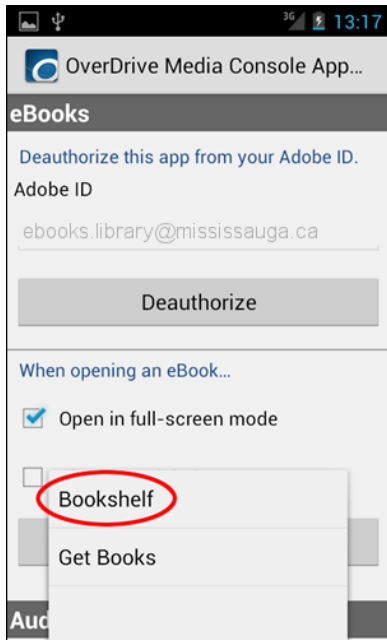
13. Open the OverDrive app once again by clicking **Home, OverDrive Media Console**.

14. Enter your Adobe ID and password and click **Authorize**. When you have done so your screen should look similar to the one below.

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15. Click **Options, Bookshelf** to take you back to the main app menu.

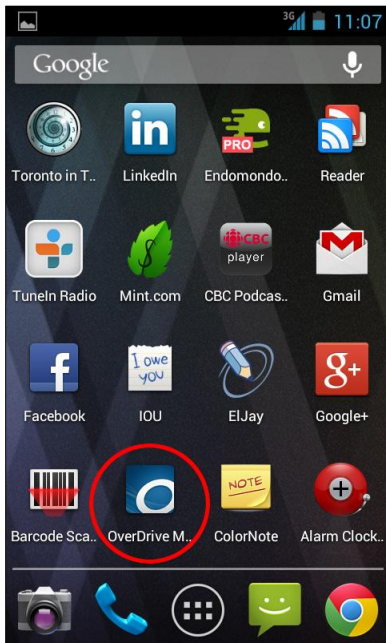


Configure Software

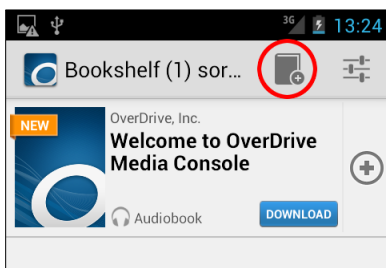
OverDrive is in use in many different library systems. These instructions will show you how to configure the app so that it remembers the Mississauga Library System. Otherwise it would be necessary to perform a search for the Mississauga Library System every time you wished to browse or checkout a title.

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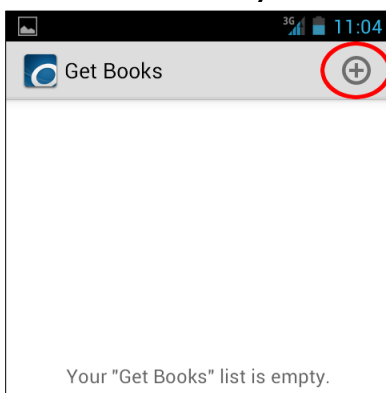
16. Open the **OverDrive Media Console** App if you have not done so already.



17. Click the **Get Books** button.

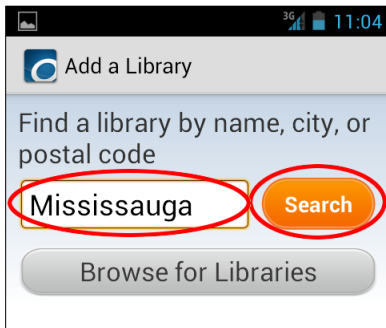


18. Click the **Add Library** button.

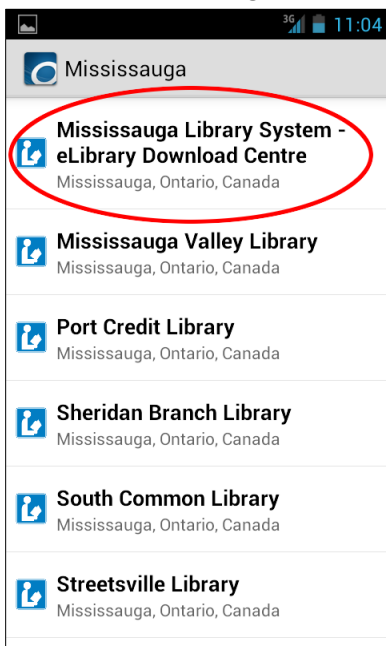


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19. Enter "Mississauga" in the search box and click **Search**.

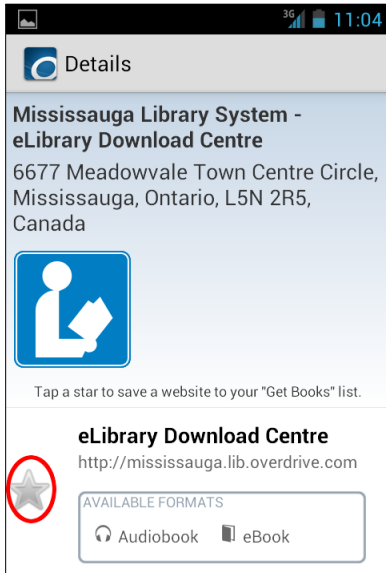


20. Click on "**Mississauga Library System**" from the results.

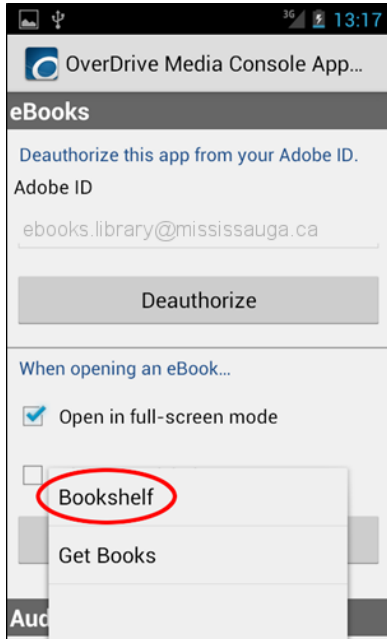


How To Use OverDrive using an Android Device

21. Click the **star** beside eLibrary Download Centre.



22. Click **Options, Bookshelf** to take you back to the main app menu.



Download an item

To download an item involves four steps:

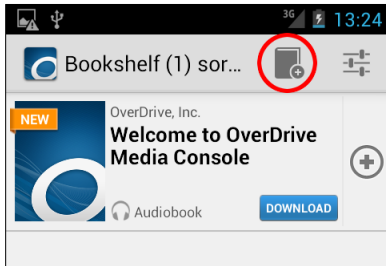
1. Visit the eLibrary Download Centre (<http://mississauga.lib.overdrive.com>).
2. Locate an available eBook for download.
3. Borrow the item.

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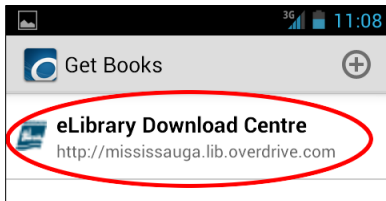
4. Download the eltem.

Visit the eLibrary Download Centre

23. Start the **OverDrive Media Console App** if it has not been started already.
24. Click the **Get Books** button.



25. Click the **eLibrary Download Centre**.



Locate & Checkout an eItem

The OverDrive site can be navigated through the following icons which appear in a bar near the top of the screen:



Menu – Tapping on this icon will display a series of broad subject categories to browse for eBooks.



Account – Tap on this icon to view your account.



Help – Tap on this icon to display help with using the OverDrive site.



Search – Tapping on this icon will display a keyword search bar to look for specific items by author or title.

Like physical books there are a limited number of eBooks and AudioBooks available at one time. To locate an available eBook or AudioBook look for a dark (instead of a light) icon of a Book or Headphones and click on the cover.

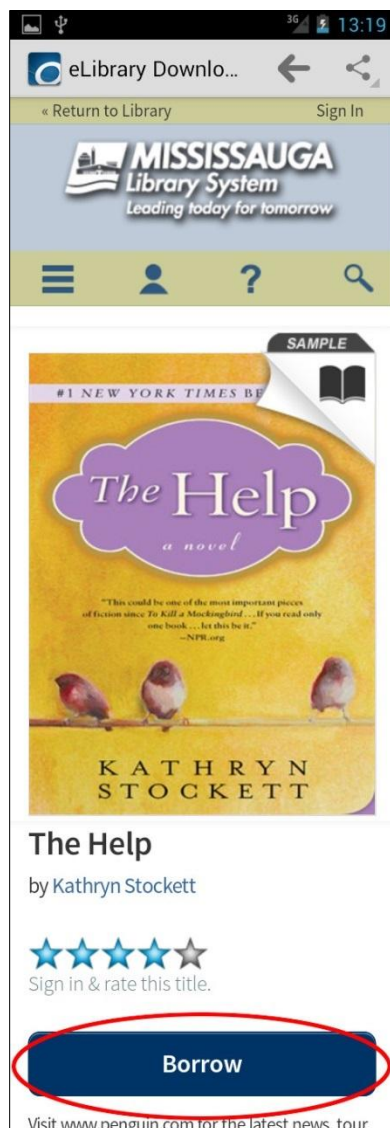


To place unavailable items on hold see Place a Hold on page 22.

Borrow the item

26. Click **Borrow** and the title will be checked out to you. How long the title is checked out to you will depend on the settings in your Account in the eLibrary Download Centre.

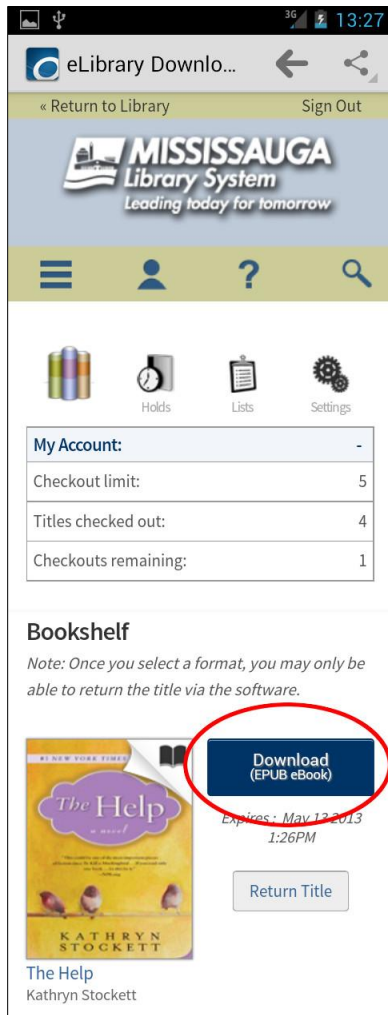
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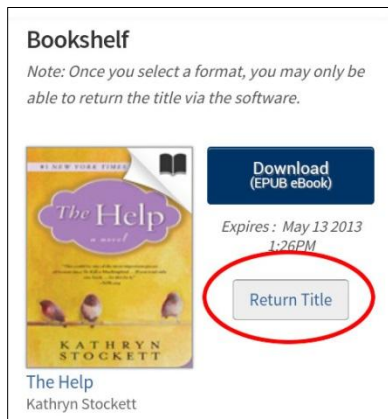
If you want to place a hold on a title that isn't available, click on the cover and then Place a Hold.

27. Click the **Download** button. If the title is available in more than one format, you will first have to specify which format you want to download, and then click confirm and download.

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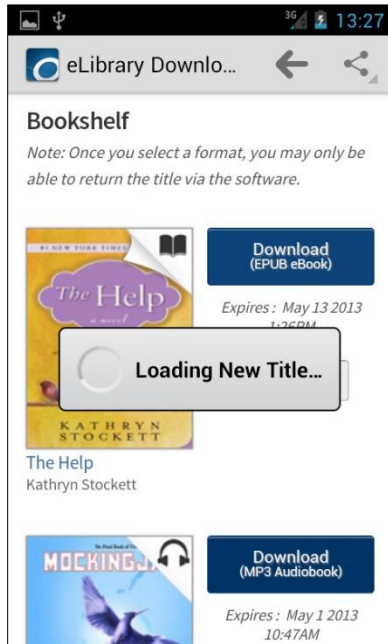
If the title is not available in a format that you prefer you have the option of returning the title by clicking Return Title. If you specify a format then you will have to download the item and then use Adobe Digital Editions to return it.



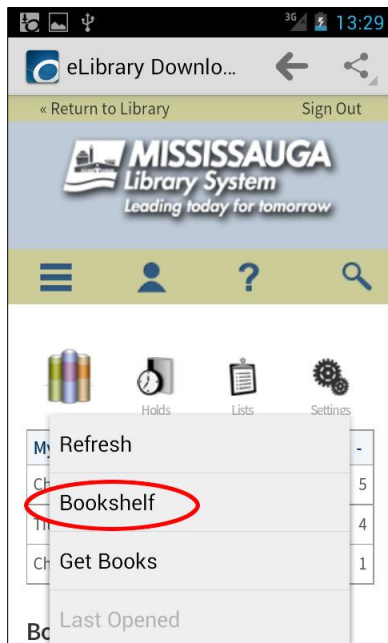
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Download an eItem

28. After clicking download the title should load.



To read the newly downloaded title click **Options, Bookshelf**.



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Return an eltem Early

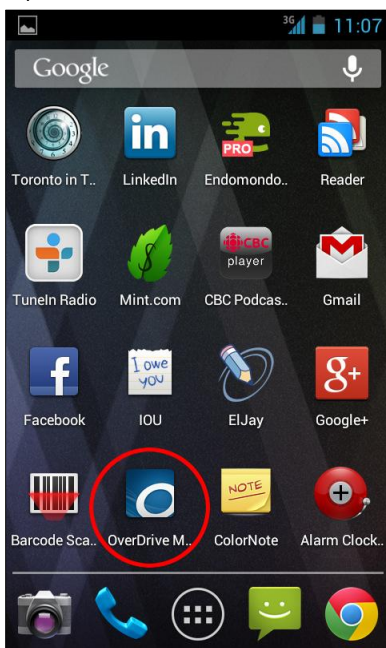
There are a limited number of items you can borrow from the eLibrary Download Centre at one time. To help avoid this limit, and to make titles you are finished with available to others, it is recommended that you return eBooks earlier than the due date.

Note that not all formats can be returned early.

If you do not return an eBook before the due date the title will simply say "expired". Expired titles cannot be opened. Therefore, it is recommended that expired titles be deleted.

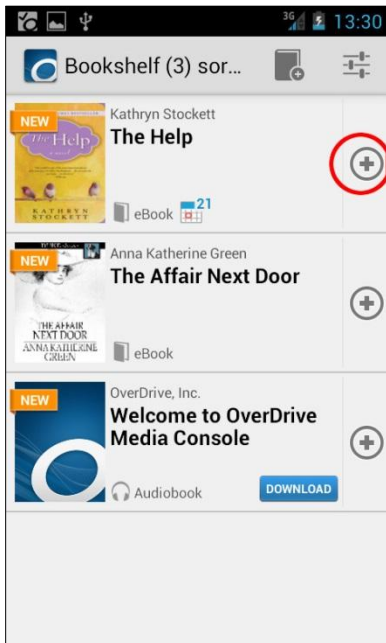
To return an eltem early:

1. Open the **OverDrive Media Console** App.

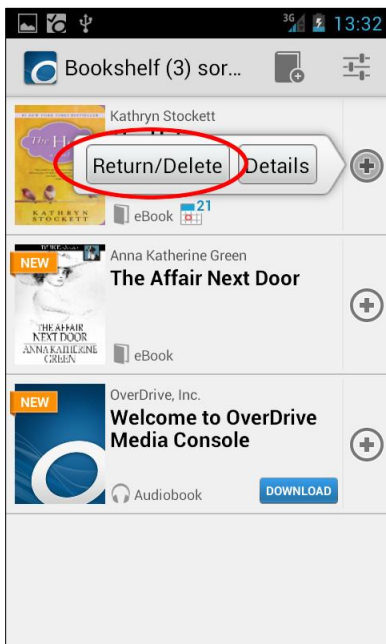


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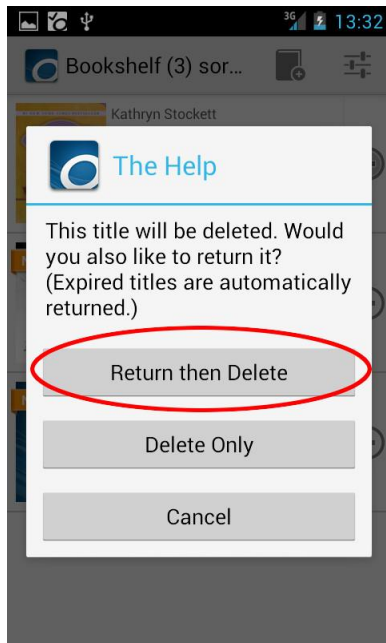
2. Click the **+** button to the right of the title you wish to return.



3. Click **Return/Delete**.



4. Click **Return then Delete**.



The title will then be removed from your account and then deleted from the device.

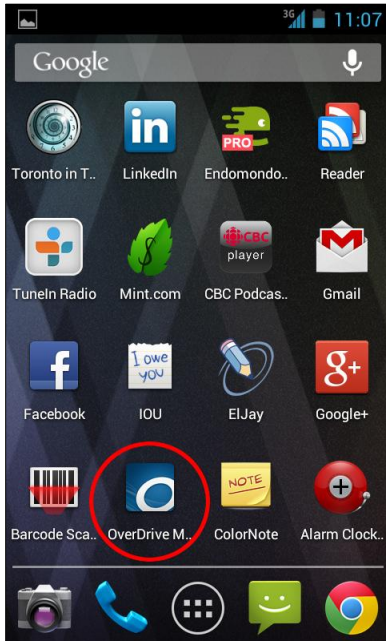
Delete an eltem

Deleting an eltem is useful if the eltem has expired or if you want to remove it from your Android device but not return it – perhaps because you are still reading the eltem on another device. Note that the eltem will still be on loan to you – it will remain borrowed by you, and you will still see it in your OverDrive account.

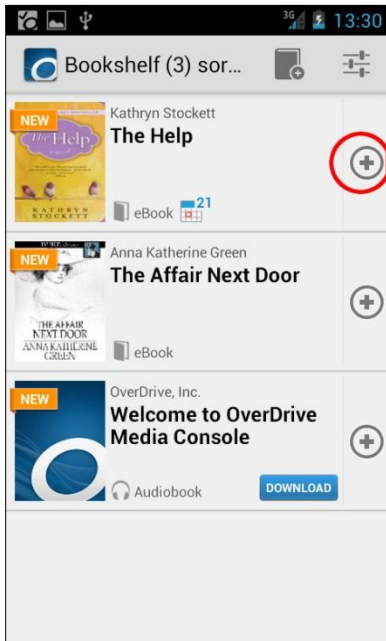
To delete an eltem:

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1. Open the **OverDrive Media Console** App.

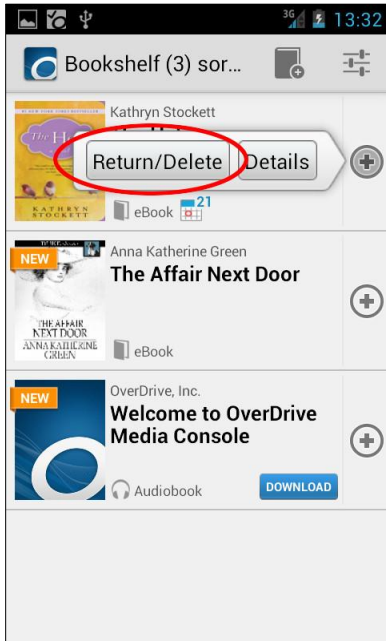


2. Click the **+** button to the right of the title you wish to return.

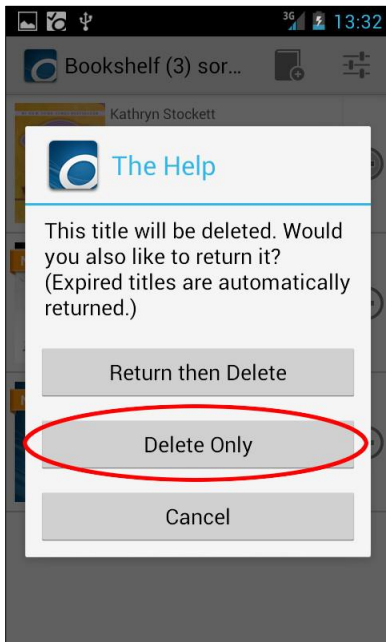


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3. Click **Return/Delete**.



4. Click **Delete Only**.

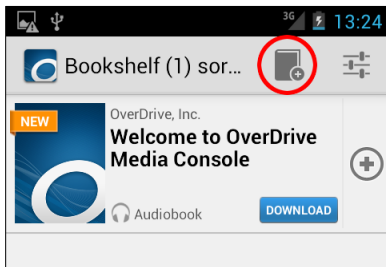


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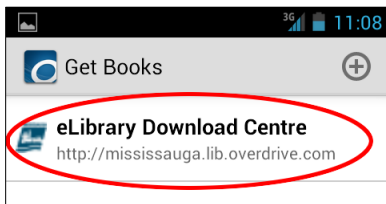
Place a Hold

Like physical books, eBooks can be placed on hold if they are not available for borrowing. To place an eBook on hold:

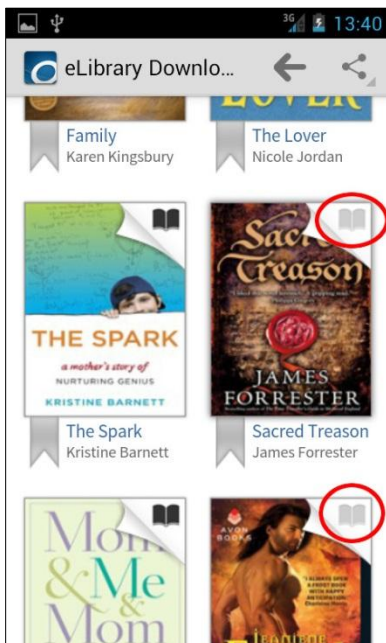
1. Start the **OverDrive Media Console App** if it has not been started already.
2. Click the **Get Books** button.



3. Click the **eLibrary Download Centre**.

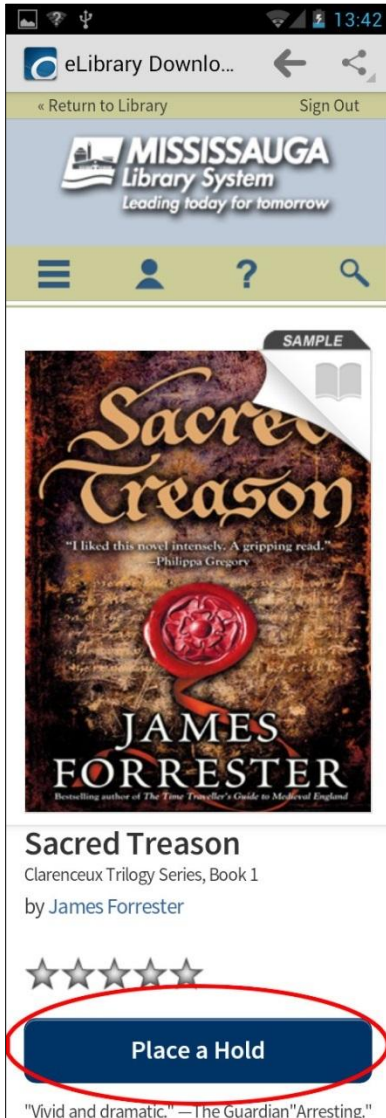


4. Locate an eBook that is not currently available. To locate an unavailable eBook or AudioBook look for a light (instead of a dark) icon of a Book or Headphones and click on the cover.



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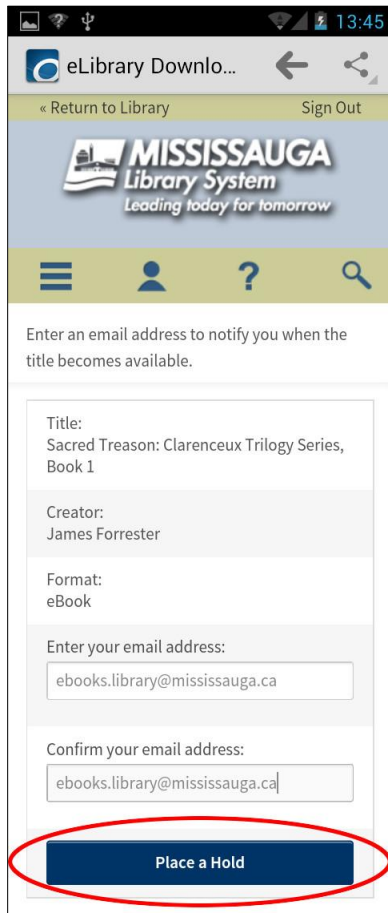
5. Click **Place a Hold**.



Login with your library card if necessary.

6. Specify which e-mail address you would like to be notified at when the hold comes in and click **Place a Hold**.

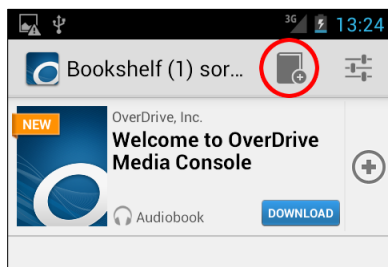
Note: Once an item is placed on hold, you can view your Holds by clicking on Account, Holds.



Pick up a Hold

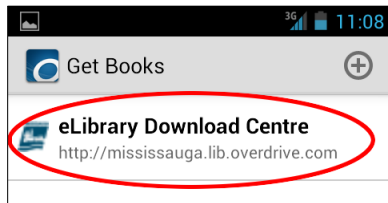
To pick up an available hold:

1. Start the **OverDrive Media Console App** if it has not been started already.
2. Click the **Get Books** button.

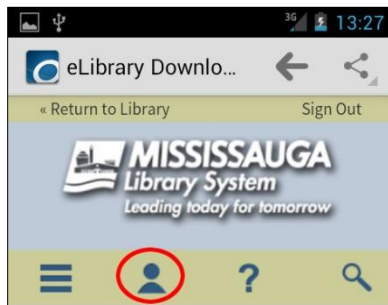


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3. Click the **eLibrary Download Centre**.



4. Click on **Account**.



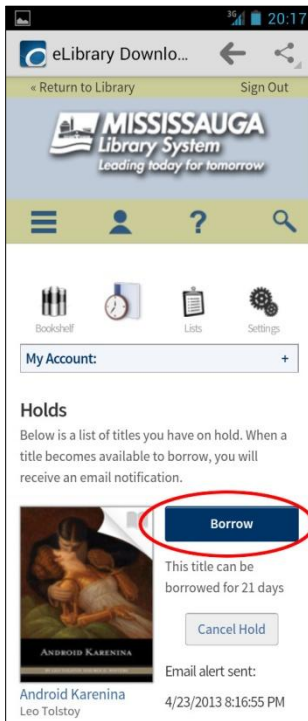
Login if necessary.

5. Click **Holds**.



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6. Click **Borrow**.



7. Download the title as you would any other eBook you have just checked out. (See Borrow the item on page 13 for details.)