

# How to download audiobook titles from OverDrive to your iPod

---

## Go to RCLS's OverDrive website

- from Cornwall Public Library's website – [www.cornwallpubliclibrary.org](http://www.cornwallpubliclibrary.org), click on **EBooks**

The first time you use OverDrive, you will need to **download some software** onto your computer.

- From RCLS's **OverDrive website**, click on **Software Downloads** (on the right), then click **OverDrive Media Console**.
- Follow the onscreen instructions to install the software on your computer.

Once you install OverDrive Media Console on your computer, you are ready to **start downloading audiobooks** to your iPod.

- On RCLS's **OverDrive page**, **log in** using your library card. When you log in before you start searching, you will not only see titles that are available to all RCLS member libraries' patrons, you will also see titles that have been purchased by your home library that are available to you.
- On RCLS's OverDrive page, **search for titles** you might enjoy. To listen to a book on your iPod, you need to find an audiobook book that is available in **MP3** or **WMA** format. MP3 audiobooks tend to be preferable due to a faster download and transfer time. You can limit by format and even limit to available copies if you want something right away.
- If you find titles that are "checked out," you can click on **Place a Request**. Once the title becomes available to you, you will receive an email and will then be able to download it.
- Once you find a title that is available for checkout, click **Add to Download List**. Be sure to choose the **MP3 or WMA** edition if you want to listen to it on your iPod. In you're **My Download List**, you can either click on **Continue Browsing** or **Proceed to Checkout**.
- When you click on **Proceed to Checkout**, you will be directed to the Checkout Screen. In the Checkout Screen, **choose your loan period** (7 days, 14 days, or 21 days). As of the writing of these instructions, downloadable audiobooks cannot be returned early and so will be counted against your total checkout allowance until their loan period expires. Choose the shortest loan period that you think you need. You cannot renew downloadable audiobooks at this time.
- Click on **Confirm Checkout**.
- On the Download screen, click **Download**.
- Choose to open the file using OverDrive Media Console. When the Get Media window opens up, click **OK**.
- If you get a window asking if you want to create a default download folder, click **Yes**.
- In the Download screen, the book will be broken up into parts. Leave **checks** in the boxes of the parts you want to download. Because of the size of the files, you may want to download a few parts at a time. Click **OK**.

- **Wait for the download to finish** – you should see a green status bar at the bottom of the OverDrive Media Console window which shows you have much has downloaded.

#### **To transfer an audiobook to your iPod:**

- Connect your iPod to your computer using the USB cord.
- In OverDrive Media Console, click on **Transfer**.
- The OverDrive Media Console Transfer Wizard window will open up. Click **Next**.
- **Check the parts you want to transfer.** Only parts that have been downloaded can be transferred. Especially with WMA format audiobooks, transferring parts can take some time. You may want to transfer a few parts at a time. Click **Next**.
- The transfer will happen automatically and you will see “Success” in the OverDrive Media Console Transfer Wizard window. Click **Finish**.
- Disconnect your iPod by ejecting it through iTunes. Your book will be listed under “Songs” if it is an MP3 file and “Audiobooks” if it is a WMA file.

#### **To remove an audiobook file from your iPod:**

- **Attach you iPod** to your computer with your UBS cord.
- When iTunes opens up, find your iPod listed in the left panel of iTunes.
- You should **find the audiobook file** under your iPod under Music or Audiobooks.
- Click on each part of the audiobook while holding down your Control key, then right click on the selected files and click **Delete**, then **Remove**.

If you have trouble downloading and transferring WMA files, you may need to upgrade your computer’s Windows Media Player. Follow the onscreen directions if you are prompted to do so.

If your WMA audiobooks take too long to transfer to your iPod, you may want to change your iPod’s settings in iTunes. Adjust your iTunes AAC Encoder Import Setting to “Spoken Word Podcast” to reduce transfer time. Check Apple’s help section for more information – [www.apple.com](http://www.apple.com).