



## **eLibrary Getting Started Guide**

### Downloadable eBooks and audiobooks

The library offers free access to thousands downloadable ebooks and audiobooks. Users can borrow up to 6 books at a time for a 2 week period. Find the service on our website under “eLibrary” or go to:

**Maryland's Digital eLibrary**

[washcolibrary.org/e-library.asp](http://washcolibrary.org/e-library.asp)

On the Md. Digital eLibrary page, log in with your library card. Then find your device below to get started:

#### A Kindle, or a device with the Kindle app

- Make sure you know your Amazon login and password.

#### A Nook, Sony, Kobo, or other black & white ereader (non-Kindle)

- Install the free Adobe Digital Editions (ADE) software on your computer, from Md. Digital eLibrary’s Help page > under “Software.”
- Create a free Adobe ID at Adobe.com (click “Sign In” then “Don’t Have”). You’ll be asked to enter this ID the first time you get an ebook.

#### A tablet or smartphone

- Install the free Overdrive Media Console app on your device, from your device’s app store.
- Create a free Adobe ID at Adobe.com (click “Sign In” then “Don’t Have”). You’ll be asked to enter this ID the first time you get an ebook.

#### A computer to download and transfer audiobooks onto a player

- Install the free Overdrive Media Console software on your computer, from Md. Digital eLibrary’s Help page > under “Software.”

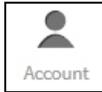
To get more information about your specific device, go to the eLibrary’s Device Resource Center: [overdrive.com/resources/drc/](http://overdrive.com/resources/drc/).

**WASHINGTON COUNTY  
FREE LIBRARY**

*Where People & Possibilities Meet*

**For questions or more info, call Reference @ 301-739-3250 x300**

## Find books



► Sign in to the eLibrary with your library card number to see “advantage” titles available only to WCFL customers.

- Search using the box, advanced search, or browse with the categories.
- Narrow your list by format, subject, etc. using the filters at the left side.
- You can place holds on titles when all copies are checked out.

**Drop down to see “Only Titles with Copies Available” or “Additional Titles to Recommend.”**

**Choose the appropriate format for your device using the Format Filter.**

**The icons show which are ebooks (book icon) or audiobook (headphone icon)**

**A pale icon means all copies are checked out.**

**A dark icon means copies are available.**

► Click on a book cover to see details, borrow or place a hold.

**Click “Borrow” to check out the book. If the book is unavailable, this will say “place Hold” — click to do so.**

**Make sure the format is compatible with your device!**

► After you click borrow, you will be taken to your bookshelf to download your book. Or you can download later by clicking “Account” > “Bookshelf.”

## Choose your format

► From your Bookshelf to select the format that is compatible with your device.

► Click the red “Download” button to choose your format. Then click “Confirm & Download.” Not sure which format to choose? See below. If you checked out a book by mistake and have not yet chosen a format, you can return the title from your bookshelf by clicking the “Return Title” button. You can also read select titles right in your browser (see page 12).



### **For an ebook on a Kindle or Kindle app**

- Choose “Kindle Book.”
- Follow instructions on page 4.

*Note: Kindle Book “USB ONLY” are not compatible with Kindle apps or first generation Kindle Fire — choose “ePub” or “PDF” and follow the Smartphone/ Tablet instructions on pages 10-11.*

### **For an ebook on any other reader, smartphone, or tablet**

- Choose “ePub” or “PDF”— it will work with all readers other than Kindles.
- Click “Confirm & Download.”
- Follow instructions on page 7 ( for an ereader), or pages 10-11 (for smartphones and tablets).

### **For an audiobook on a Windows computer to be transferred to a player**

- Click “Download.”
- Compatible formats: WMA or MP3.
- Follow instructions on pages 8-9.

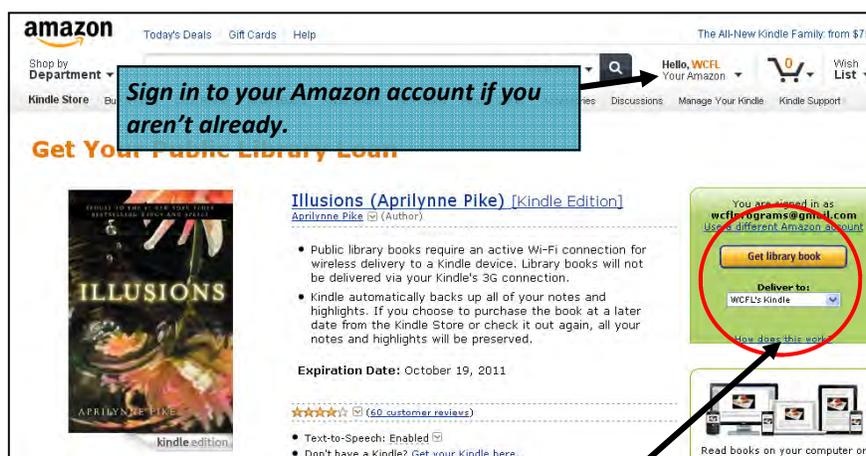
### **For an audiobook on a tablet or smartphone to be played with the Overdrive Media Console app**

- Click “Download.”
- If prompted, choose MP3 format.
- Follow instructions on pages 10-11.

*Note: Only MP3 format can be downloaded directly to the Overdrive Media Console app — if MP3 is not available, you will have to transfer the title via a computer — see page 8.*

## Download & transfer to a Kindle

- ▶ After choosing and checking out a book (see page 2), view the book on your bookshelf and select the **Kindle format** for download (see page 3).
- ▶ You will be redirected to the Amazon site. You will download and transfer the title to your device through Amazon:



***If you have more than one Kindle on this Amazon account, select from the menu. Then click "Get library book." You'll see a confirmation that the book has been sent.***

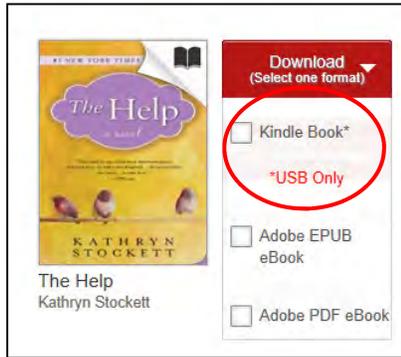
***To download the book, your Kindle must be connected to the internet via a Wi-Fi connection (not 3G). If the book is not delivered, go to the Kindle's menu and choose "Sync." The book will be transferred wirelessly onto the Kindle.***

### Notes:

- ▶ If you don't have access to Wi-Fi for your Kindle, you can transfer books to it by plugging it in to your computer — See page 5.
- ▶ Due to publisher restrictions, some Kindle books cannot be delivered wirelessly — they can only be transferred by plugging in to the computer. These books will have "**Kindle Book USB only**" as their format. For instructions on how to transfer via USB see page 5.

*Please Note: "Kindle Book USB only" are NOT compatible with Kindle apps or first generation Kindle Fire Devices. Use the instructions for the Overdrive Media Console app (pages 10-11) instead.*

## Transfer to a Kindle via USB



► Books with the format “**Kindle Book USB Only**” cannot be wirelessly delivered to your Kindle.

► After choosing your format and being redirected to Amazon, Click “Get library book.” The drop down menu will say “Transfer via computer.” You must download the title to your computer then transfer it manually.

► Chose which Kindle you are going to use, then click “Continue”

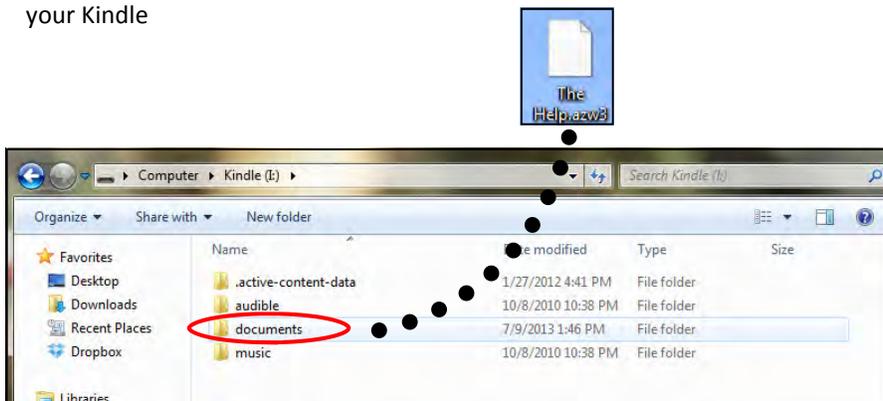
► Your browser will ask if you want to Open or Save:



*Choose “Save” then save in an easily accessible place like the desktop. The default location is your “Downloads” folder.*

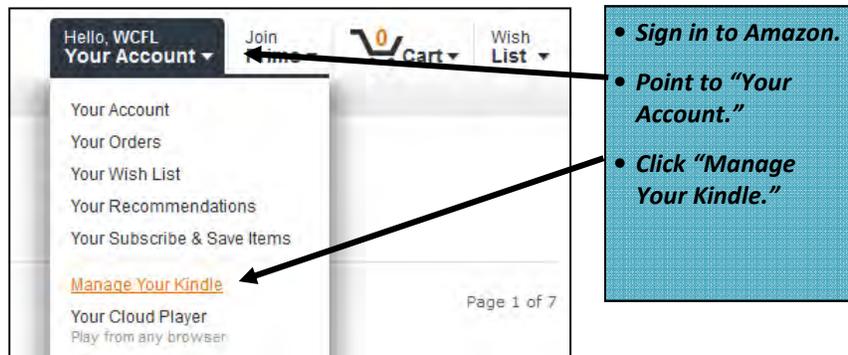
► Plug your Kindle into your computer using the USB cable, then go to Start > My Computer > double click your Kindle to open the device

► Open the location where you saved your title, then drag and drop the [.azw3] file for the book you downloaded into the “Documents” folder on your Kindle



## Return Kindle books

► You don't have to return ebooks—they just stop working at the end of the checkout period. But if you want to return one early:



► On the resulting page, you see a list of all the books you have borrowed or bought.



- *Next to the book in question, click "Actions."*
- *On the Actions menu, choose "Return this book."*
- *The book is returned and can no longer be read, but it will still show on this list, and its cover will show on your Kindle. In order to delete it, go back to the Actions menu and choose "Delete from library."*

**Note on the Kindle App**  
If you use a smartphone or tablet, you can install a Kindle app on your device.

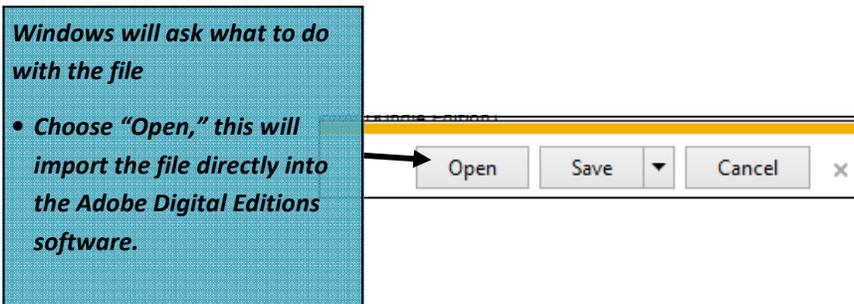


With the app, your phone or tablet will act just like an actual Kindle reader—you can download and manage books with the procedures above.

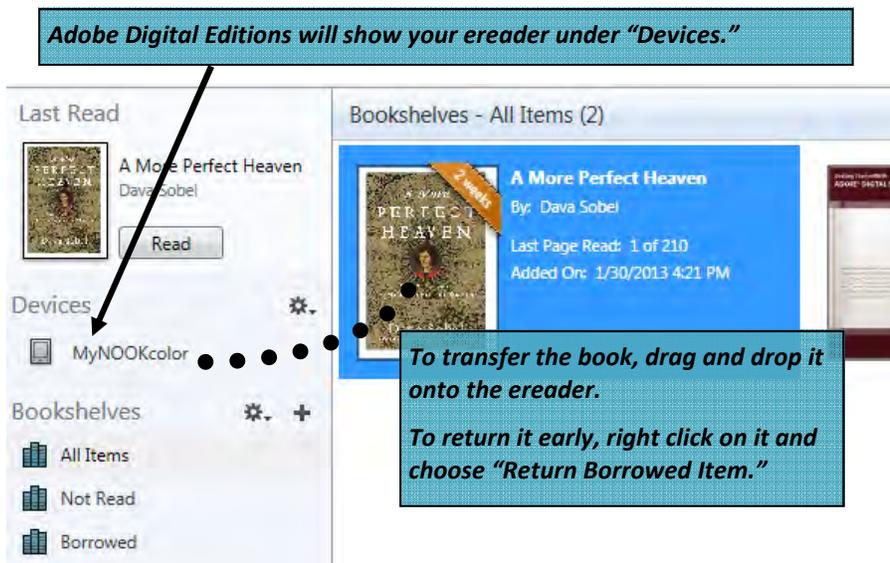
The free app is available from your device's app store.

## Download ebooks to other ereaders

- ▶ If you're using an ereader other than a Kindle, make sure you have set up the Adobe Digital Editions software on your computer (see front page).
- ▶ After choosing and checking out a book (see page 2), select the **ePub** format and start the download (see page 3).

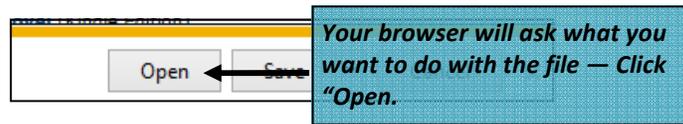


- ▶ When the book has downloaded, Adobe Digital Editions will open and display it for reading.
- ▶ To transfer it to an ereader, click "Library" in the upper left of Adobe Digital Editions; then plug in your ereader using your USB cable.



## Download audiobooks with a computer

- ▶ Download and install the OverDrive Media Console (see front page). You may have to perform a security upgrade for your Windows Media player, see: <http://goo.gl/nQqiQL> for more information.
- ▶ Choose and check out a book (see page 2) then select **WMA** or **MP3** format and Confirm and Download (see page 3).



- ▶ The audiobook should import directly into the OverDrive Media Console.
- ▶ You can listen to the book on your computer or transfer to a device.
- ▶ In order to transfer the book to a portable player, such as an iPod or MP3 player, open Overdrive Media Console and plug in your player. For more information about transferring

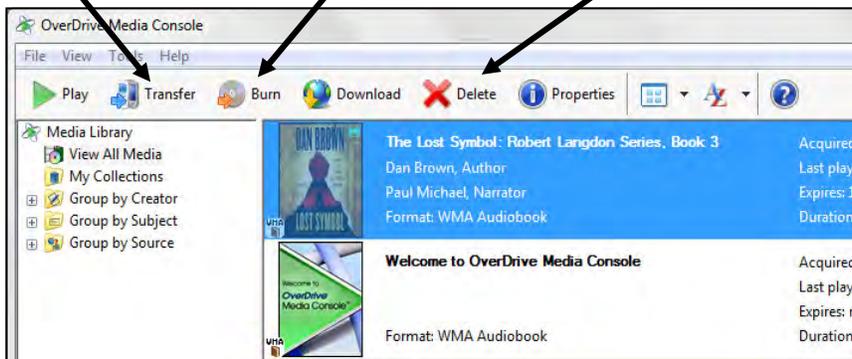
⇒ to an iPod, see: <http://goo.gl/hA5OPD>

⇒ to an MP3 player, see: <http://goo.gl/fi7gpl>

**To send the book to your player, click the book to highlight it, then click "Transfer."**

**With some books, you can burn a copy to CD and keep it.**

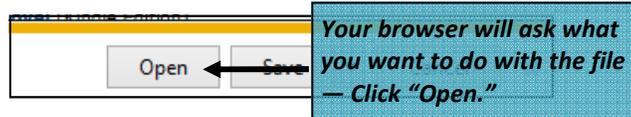
**If a book has expired or you no longer want it, click the book to highlight it, then click "Delete."**  
*Note: WMA titles cannot be returned early at this time.*



## Download audiobooks for Windows 8

► From the Windows Store — search for and Install the “OverDrive Media Console” app. (NOTE: the app can play **MP3** audiobooks only — see <http://goo.gl/RvSPKb> for more information)

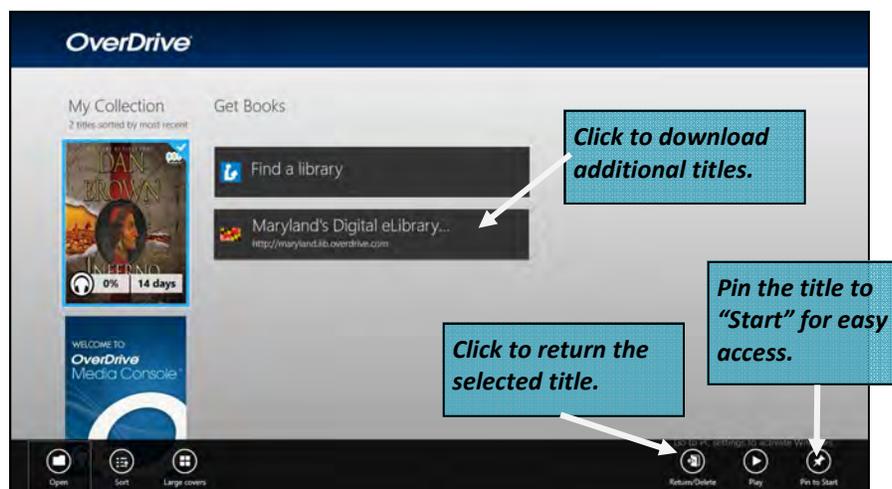
► Choose and check out a book (see page 2) then select **MP3** format and Confirm and Download (see page 3).



► If you have both the app and program installed on your computer, Windows will ask in which program you would like to open the file — chose OverDrive Media Console for Windows 8. The book should load into your app.

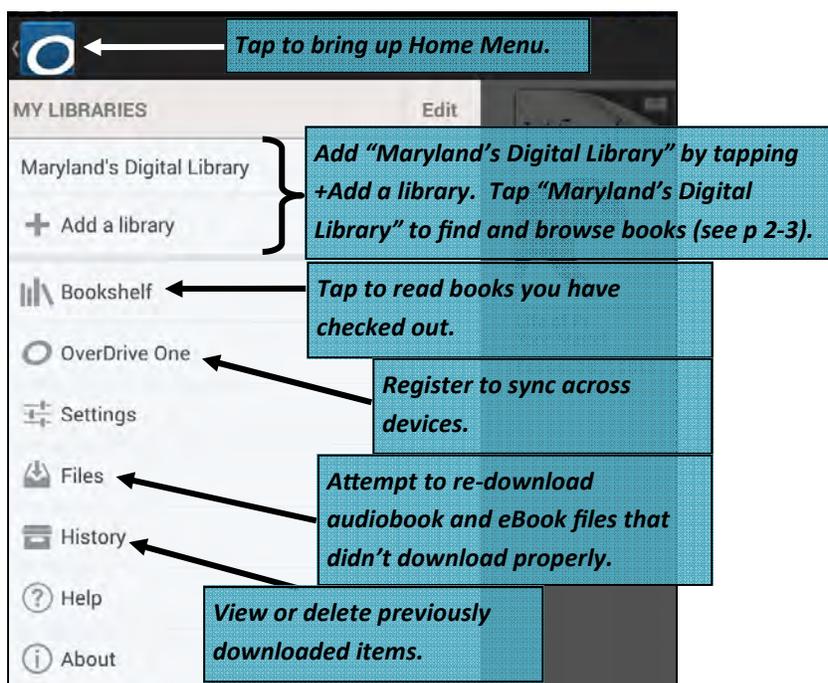


► Click on the cover to play the audiobook, or right click the cover to see other options. You can also download more titles directly through the app.



## Use a smartphone or tablet

- ▶ Install the OverDrive Media Console app from your device's app store. Your first time using the app you will be prompted to register the app with an Adobe ID which you can create at Adobe.com.
- ▶ Launch the app, and tap the icon in the upper left hand corner to bring up the Home Menu.



- ▶ When you download a title it will automatically be added to your app's bookshelf. Access the Book shelf from the Home Menu then tap the cover to begin reading. The expiration date is displayed below the book cover.

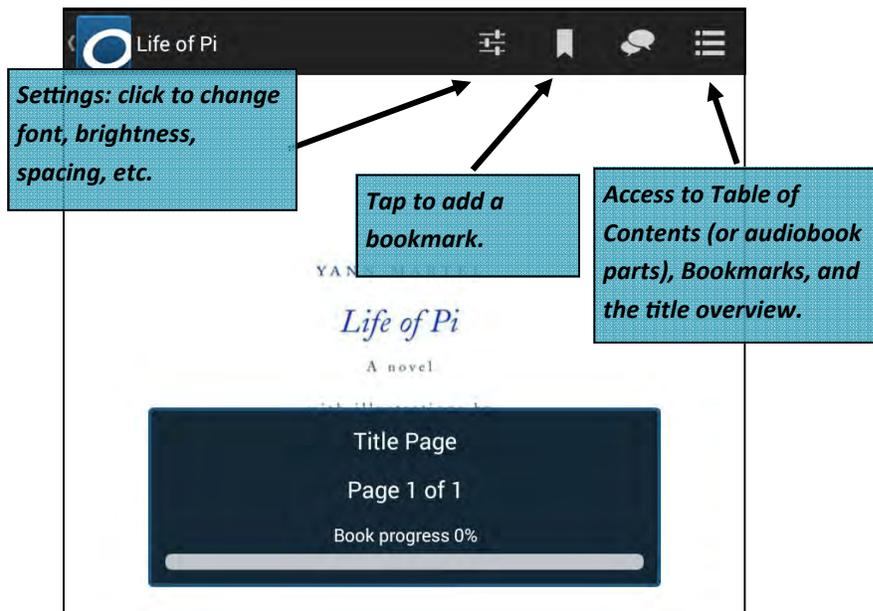
- ▶ Note: Only ePub, PDF and MP3 files are compatible with the Overdrive Media Console App.



(screenshots are from the Android OS and OMC app version 3.0, your device may differ slightly)

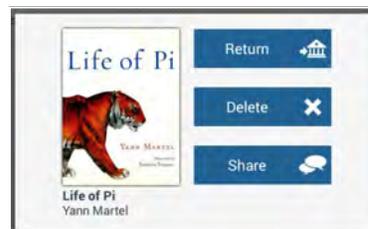
## Smartphone or tablet (continued)

- ▶ In reading view, tap the middle of the page to view progress and “Reader Options.”
- ▶ Reader options gives you access to the book’s table of contents, bookmarks, social sharing, and book settings (brightness, font, etc.)



- ▶ For audiobooks, tap the cover to begin listening. Audiobook controls are located at the bottom of the screen.

- ▶ You can return books early: Tap and hold the cover of the book you wish to return until the menu comes up. Choose “Return.”

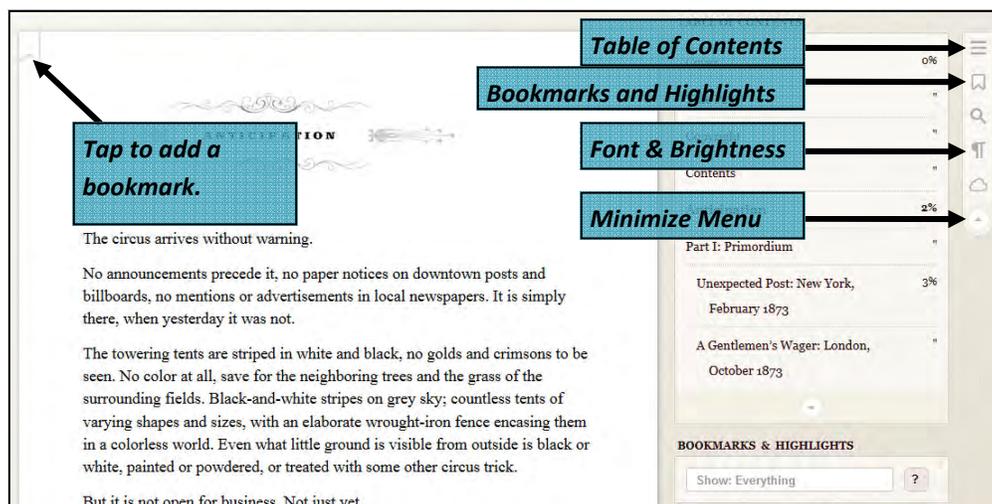


(screenshots are from the Android OS and OMC app version 3.0, your device may differ slightly)

## Read in browser

- ▶ Some titles can be read directly in your browser. These titles will have “Overdrive READ” as an available format.
- ▶ From your bookshelf, simply click the “Read (in your browser)” option to begin reading.
- ▶ The read in browser option is compatible with most web browsers.

See the Overdrive READ FAQ for more information: <http://goo.gl/SUT4Yk>



- ▶ Click on the right side of the page to advance, or left side to go back, or use the arrow keys on your keyboard.
- ▶ Use the Menu on the left hand side to access the Table of Contents; search for bookmarks; change font, brightness, etc.
- ▶ You can return or download the book to a device later by going to:

<http://maryland.lib.overdrive.com/> > Click Account > Bookshelf