

## ABOUT



**THESE DIRECTIONS ARE NOT FOR THE WINDOWS SURFACE OR SURFACE 2 TABLETS.**

### GETTING STARTED:

If you have a tablet, determine your version with these steps:

1. Open the **Search** charm (**Windows key + Q** or swipe left from the right edge of the screen).
2. Type **System**.
3. Select **Settings** on the right, then **System** on the left.
4. A window pops up in desktop mode and shows you which version of Windows you're

### COMPATIBLE WITH:

- OverDrive READ eBooks (using the browser)
- OverDrive Listen Audiobooks (using the browser)
- EPUB eBooks and MP3 audiobooks (using the OverDrive app)
- Kindle eBooks (using the Kindle app)

 The most current directions for downloading eBooks and audiobooks can be found at <http://help.overdrive.com>.

**If you have any questions or comments, please contact us at [askalibrarian@metrolibrary.org](mailto:askalibrarian@metrolibrary.org).**



## OVERDRIVE APP

1. Click your **Start Menu** then type the word *Overdrive*. In the **Store** section, click **OverDrive-Library eBooks & Audiobooks** to install OverDrive from the Windows Store.
2. Click the **Free** button to begin the installation process and if you aren't already signed in to your Microsoft account, you'll be prompted to do so.
3. Once the OverDrive app is installed, click the **Open** button (it should be where the **Free** button was previously located).
4. Sign in with your OverDrive account or if you don't have one, click **Sign Up**.
5. Once your account is created:
  - On the OverDrive home screen, click **Add a library**.
  - Enter your ZIP code and then click on a Metro Library. Click on it again to be taken to the OverDrive catalog.
  - Click **Sign In** at the top right and enter your **full** library card number and your **full** last name.
  - **OPTIONAL:** To change your lending period from the default of 7 days, click the **Account icon** then tap on **Settings**. Do this **before** you borrow a title.
  - Browse or search the Digital Catalog to find the eBook or audiobook you want.
  - Once you have found your title, hover the mouse over its cover and then click **Borrow**.
  - Click **Go to Bookshelf** then click **Download**.

## RETURN TITLES USING THE OVERDRIVE APP

1. From the OverDrive home screen, right-click on a title and then click **Return/Delete** to show the return options.
2. You can **Delete and return** the title to the library, which also deletes it from your device. You can **Delete but do not return** the title from your device, but you will still have it checked out.

## OVERDRIVE READ

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**The easiest way to read an eBook from OverDrive is to do so in your browser.** Look for "**OverDrive READ**" in the **Available formats** section for titles that can be read in the browser. Reading an eBook in your browser does not require the creation of an OverDrive account and is supported on the following devices:

- Apple iPhone\iPad\iPod Touch (iOS version 7 or higher)
- Android phone\tablet (version 4 or higher with Chrome, not the stock Android browser)
- Kindle Fire HD 7 and Fire HDX
- Microsoft Surface tablets
- NOOK HD and Samsung Galaxy Tab 4
- Windows 7, 8, or 10 (best with Chrome)

**Note:** OverDrive Read eBooks may not work on older Android devices, like the NOOK Color and early Kindle Fires. To test whether your device can read an eBook in the browser, try reading this sample at <http://bit.ly/metroharry>. If the book opens, you're set!

You can also read an eBook on a Windows, Linux or Mac computer running one of the following up-to-date browsers:

- Chrome
- Firefox
- Internet Explorer (version 10 or higher)
- Safari

**Note:** OverDrive Read is not currently compatible with Microsoft's Edge browser.

### STEPS

1. To check out an eBook, tap on the cover image and then tap **Borrow**.
2. Enter your **full** library card number and your **full** last name and tap **Sign In**.
3. Tap the **Read (in your browser)** button to begin reading the eBook.

### RETURNING OVERDRIVE READ EBOOKS

1. Sign in to your eMedia account with your **full** library card number and your **full** last name.
2. Tap the **Account** icon.
3. Tap the **Return Title** button.

*NOTE: Once you have downloaded an eBook, you will no longer have this **Return Title** option available. Adobe EPUB eBooks can be returned through the OverDrive app. Kindle Books can be returned through the Manage Your Kindle section on Amazon.com.*

For more information on **OverDrive Read** please visit: <http://help.overdrive.com/>.

# OVERDRIVE LISTEN

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The easiest way to listen to an audiobook from OverDrive is to do so in your browser. Look for "OverDrive Listen" in the **Available formats** section for titles that can be listened to in the browser. Listening to an audiobook in your browser **requires** an Internet connection but **does not require** the installation of software nor the creation of an OverDrive account. OverDrive Listen is supported on the following devices:

- Apple iPhone\iPad\iPod Touch (iOS version 7 or higher)
- Android phone\tablet (version 4.1 or higher) using the Chrome browser (you cannot use the stock browser)
- Chromebook (with the Chrome OS)
- Mac OSX 10.9 or newer
- Windows 7 or newer

You'll also need a current version of one of these web browsers:

- Chrome
- Firefox
- Internet Explorer 10 (or above)
- Safari

## STEPS

4. To check out an audiobook, tap on the cover image and then tap **Borrow**.
5. Enter your **full** library card number and your **full** last name and tap **Sign In**.
6. Tap the **Listen (in your browser)** button to begin listening to the audiobook.

## RETURNING OVERDRIVE LISTEN EBOOKS

4. Sign in to your eMedia account with your **full** library card number and your **full** last name.
5. Tap the **Account** icon.
6. Tap the **Return Title** button.

*NOTE: Once you have downloaded an audiobook, you will no longer have this **Return Title** option available. MP3 audiobooks will have to be returned through the OverDrive app.*

For more information on **OverDrive Listen** please visit: <http://help.overdrive.com/>.

# OTHER MEDIA DOWNLOADS

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## FREGAL

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Download 5 free and DRM-free MP3s every week to your Windows 10 device | Surface Pro 2/3 with Freegal. Choose from a catalog of millions of songs and thousands of videos.

1. Visit <http://freegal.metrolibrary.org> and sign in with your full card number and full last name.
2. Click **Login** at the top right and enter your full library card number and your full last name as your pin.
3. **Search** to find specific songs, artists, albums or videos or simply **Browse** the Freegal catalog.
4. When you find a song/video to download, click the **Download Now** button: 
5. In the top-right corner, you will see a number next to a blue music note. This is the notification area that will show you how many of your 5 weekly downloads you have used.



## ZINIO

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Zinio provides instant access to hundreds of popular magazines. You can read the magazines online in a browser or download them for viewing on your Windows 10 device | Surface Pro 2/3. No limits, no waiting, and you can keep the issues as long as you want!

1. Visit <http://zinio.metrolibrary.org> and sign in with your full card number and full last name. Then, click **Create New Account** at the top right.
2. Find the magazine(s) you want and click **Checkout Now**. In the pop up window, click **Start Reading** and the magazine will open in your browser.