

ABOUT



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


GETTING STARTED:

If you have a tablet, determine whether your device is a **Surface** or **Surface 2** tablet:

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 using.


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.



OVERDRIVE APP

1. Find and install the OverDrive app using the **Store** shortcut on your **Start Screen**.
2. Once the OverDrive app is installed, find it on your Start Screen and open it by tapping on it.
3. Register your device with an OverDrive account.
 - Tap the **Settings** icon: .
 - Tap **OverDrive account** to sign up for an OverDrive account.
4. Once your account is created, you can download eBooks and audiobooks:
 - On the OverDrive home screen, tap **Add a library**.
 - Tap the **magnifying glass** icon and enter your zip code to find a library. Tap on your library in the search results. On the next screen, **tap and hold your finger** on your library and drag it down until you see a **white checkmark**. Release your finger then tap **Add link** to save this library as a favorite.
 - Tap on your library from the OverDrive home screen to access the Metropolitan Library System Digital Catalog.
 - Tap **Sign In** and enter your **full** library card number and your **full** last name.
 - *OPTIONAL:* To change your lending period from the default of 7 days, tap 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, tap on its cover and then tap **Borrow**.
 - Tap **Download** and if prompted to open or save, choose to **Open** the title and it will open in the OverDrive app.

RETURN TITLES USING THE OVERDRIVE APP

1. From the OverDrive home screen, **tap and hold your finger** on a title and drag it down until you see a **white** checkmark. Release your finger and then tap **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

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: This is not a complete list of devices so to test whether your device can read an eBook in your browser, try reading this sample of <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 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

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

1. To check out an audiobook, 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 **Listen (in your browser)** button to begin listening to the audiobook.

RETURNING OVERDRIVE LISTEN 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 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



FREEGAL


Download 5 free and DRM-free MP3s every week to your Windows 8 device | Surface Pro 2/3 with Freegal. Choose from a catalog of millions of songs and thousands of videos.

1. Visit the Metropolitan Library System's Freegal site: <http://freegal.metrolibrary.org>.
2. Tap **Login** and enter your library card number and **your full last name** as your pin.
3. **Search** to find specific songs or videos or tap the **Browse** button.
4. Tap the **Download/Wishlist** button: .
5. Tap **Download Now** then choose to **Save** the file.
6. 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.
7. To listen to your song\watch your video, go to the **Start Screen** and tap **Music** or **Video**. You will need to modify where these apps look to find the files you just downloaded. To do so, add the **This PC\Downloads** folder to the list of folders that the apps watch.



ZINIO

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 8 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 click **Create New Account** at the top right to sign up for a Recorded Books account. Find the magazine(s) you want and click **Checkout Now**. In the pop up window, click **Start Reading**.
2. You will be redirected to Zinio's website where, if you're prompted to install the app, click the *No thank you, take me back to zinio.com* link to create your Zinio.com account. (**TIP:** Use the same email and password for both accounts!)
3. After checking out your magazine(s), find and install the Zinio app using the **Store** shortcut on your **Start Screen**.
4. Once the Zinio app is installed, go back to your Start Screen, scroll down to the Apps screen, then **tap and hold your finger** on the **Zinio Reader** app and in the menu that pops up at the bottom, tap **Pin to Start**.
5. Open Zinio Reader, swipe the screen from right to left, and tap on **Sign In**. Sign in using the same email and password you used in Step 1.
6. Once signed in, tap on **Read** and you'll see the magazine(s) in your download queue that you "checked out" while following the instructions in Step 1. Tap the  icon to download a magazine to your device.