

QUICK START GUIDE

EBOOKS/AUDIOBOOKS BY OVERDRIVE

FOR WINDOWS/MAC



Read/listen to titles in your browser*:

- 1. Visit emedia.metrolibrary.org**
Bookmark this page so you can easily return to it.
- 2. Browse or search the catalog**
Browse the catalog using the categories at the top of the page, the collections displayed on the page, or search the catalog using the search box at the top right.
- 3. Borrow the title**
If a copy is available, click **Borrow** (if all copies are checked out, click **Place a Hold**) and then sign in with your full card number and full last name.
- 4. Read/listen to your title**
Click the **READ NOW** or **LISTEN NOW**** button. The title will open in a new tab and you can read/listen to it as long as you have an Internet connection. To resume reading this eBook in the future, follow the directions in step 1 of the **Tips & Tricks** section.

* *These are directions for enjoying titles using your browser. For directions on enjoying titles using the OverDrive app, visit metrolibrary.org/downloads/help.*

** *OverDrive Listen is a streaming audiobook player so if you're on a mobile plan with a data cap, you should use Wi-Fi to avoid data overages.*

Tips & Tricks:

- 1. Download an eBook to read offline**
After you have bookmarked the title, click the **menu**  at the top left of the page and then click **Offline Access**. Click the cloud icon to download a copy of this eBook. (Unfortunately, there is not a similar offline feature for audiobooks.)
- 2. Define, Highlight, or Search a word**
With eBooks, if you click and hold on a word, it will become highlighted and you'll see a menu to **Define** the word, **Highlight** (and add a note to) the word, or **Search** the book for all instances of this word. Once the word is initially highlighted, you can drag your finger to extend the highlight across more words.

With audiobooks, you can use the  icon to add bookmarks, highlights, and notes to an audiobook.
- 3. Synchronize across devices**
Your reading/listening progress, highlights, notes, and bookmarks will be synchronized whenever you open those titles on an Internet-connected device.
- 4. Return your title early**
eBooks and audiobooks *automatically check themselves in* but you can manually return the titles by visiting emedia.metrolibrary.org, signing in, visiting the **Loans** page, and tapping on the **Return** link beneath the title.

Need help?

help.metrolibrary.org
help.overdrive.com

Read titles in your browser*:

1. Visit j.mp/EBebooks

Sign in with your full card number and full last name. Bookmark this page so you can easily return to it.

2. Browse or search the catalog

Browse the catalog using the categories on the left side of the page or the eBook carousels in the middle of the page. Search the catalog using the search box at the top.

3. Read the title

Click on the **PDF Full Text** or **EPUB Full Text** link to read the title in your browser. eBooks in the EPUB format allow you to change the size of the font.

Tip: If you create a **My EBSCOhost account** (see Step 1 in *Tips & Tricks*), you can add eBooks to your folder to save and read in future browsing sessions. However, you can only bookmark an eBook if you download it.

* *To read eBooks in your smartphone's browser, you'll need to first tap the Full Site link at the bottom of the page.*

Tips & Tricks:

1. Download an eBook to read offline

Visit bit.ly/adobeade, click on **Download**, and follow the instructions to install Adobe Digital Editions (ADE) for Windows.

2. Authorize Computer

If you aren't prompted to authorize your computer during the installation of ADE, click on the **Help** menu and choose **Authorize Computer**.

After you have authorized your computer, visit j.mp/EBebooks and click **Sign In** at the top. If you haven't created a **MyEBSCOhost account**, click **Create a new Account** and follow the prompts. If you have an account, sign in.

Tip: Use letters, number, and symbols to create your password.

Search for the eBook you want to download. When you've found it, click on its cover and then select **Download This eBook (Offline)**. If the eBook doesn't open automatically in ADE, find where you downloaded it and double-click it to open it.

Need help?

metrolibrary.org/askalibrarian