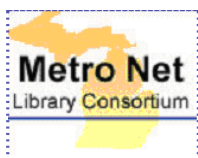


# Metro Net Online Lending Library

## Downloadable MP3 Audiobooks



### QuickStart Guide



#### Terms of Use for MP3 Titles

The titles in MP3 format are licensed to Farmington Community Library under an agreement with OverDrive, Inc. who is authorized to supply the Library with the titles by publishers and other copyright holders. Prior to accessing these titles, you are required to accept and agree to be their Terms of Use. These have been abbreviated below:

1. You acknowledge that the titles are intellectual property of a third party and are protected by law.
2. You do not have any ownership rights as a result of downloading a title.
3. Titles are for personal, non-commercial use only. You will not perform, sell, distribute, transmit, assign, sell, broadcast, rent, share, lend, modify, adapt, edit, sub-license, or otherwise transfer the titles.
4. Use is for a ten-day period of time. At the end of the loan period you agree to delete and/or destroy any and all copies, including copies that may have been transferred to, or created on portable devices, storage media, removable drives, CDs & DVDs.
5. You acknowledge that the Library is providing access to these titles as a service to you so long as you and other users abide by the Terms of Use. Should you or other users violate the Terms of Use, your borrowing privileges may be terminated.

If you click 'Yes' to you can proceed to checkout.

Clicking 'No' indicates that you do not agree to these terms. You will be directed back to your Cart where you can remove MP3 title(s) should you want to check out titles in other formats.

#### General Notes on Device Compatibility

OverDrive MP3 titles can be transferred to many different portable devices including cell phones, PDAs, and most MP3 players. The following devices have tested successfully for use with Digital Audiobooks.

|                      |                        |                   |                  |
|----------------------|------------------------|-------------------|------------------|
| Apple iPhone *       | Cingular Smartphone    | iRiver            | Samsung YP       |
| Apple iPod *         | Coby MP                | Microsoft Zune    | SanDisk Sansa    |
| Apple iPod Mini *    | Creative MuVo          | Motorola Q        | Sony Reader      |
| Apple iPod Nano *    | Creative Nomad Jukebox | Palm Treo         | Sony Walkman     |
| Apple iPod Shuffle * | Zen                    | Philips GoGear    | Sprint HTC       |
| Apple iPod Touch *   | Creative Zen           | Rave MP           | T-Mobile Dash or |
| Audio Vox PPC        | Dell Axim              | Rio Carbon        | Smartphone       |
| Califone 8101        | GPX MW                 | Samsung Blackjack |                  |
|                      | HP iPAQ                |                   |                  |

**\*OverDrive MP3 titles should play on iPods, but you must use iTunes to transfer OverDrive MP3 files to the device rather than using the OverDrive Media Console Transfer Wizard.**

Please note that differences in device firmware, the software on which portable devices run, make it possible for two similar devices to have different results in regard to compatibility.

Manufacturers will often release firmware updates that may expand or limit device functionality. We recommend checking with manufacturers for the latest information on device firmware and file format support.

For further assistance, or if you would like to report a working device that is not listed above, please contact [support@overdrive.com](mailto:support@overdrive.com). Please be sure to include your device's make and model in your email.

OverDrive is not affiliated with and does not endorse any of the devices or manufacturers listed above.

### **What can I do if my device is not supported?**

If your device is not supported, visit your device manufacturer's web site and check for firmware updates. Sometimes updating the firmware will enable your device to play an expanded range of bit rates, which might fix the compatibility issue.

### **What is an OverDrive MP3 Audiobook?**

An OverDrive MP3 Audiobook title is an audiobook that has been optimized for download. OverDrive MP3 Audiobook titles are compatible with many different devices including some cell phones, PDAs, and most portable music devices.

### **What is the difference between OverDrive WMA Audiobooks and OverDrive MP3 Audiobooks?**

OverDrive WMA Audiobooks are digitally-protected audiobook titles available for download in the Windows Media Audio (WMA) format. OverDrive WMA Audiobooks are about half the file size of OverDrive MP3 Audiobooks but maintain the same level of audio quality. OverDrive WMA Audiobooks are generally compatible with portable devices that support DRM-protected WMA files encoded at a bit rate of 32kbps.

OverDrive MP3 Audiobooks are encoded at a bit rate of 64kbps and available for download as MP3 files. OverDrive MP3 Audiobooks are compatible with many devices including most cell phones, PDAs, and MP3 players. If you wish to transfer audiobooks to an iPod, Zune, or other device that plays MP3 audio files but does not support DRM-protected WMA files, you must check out OverDrive MP3 Audiobooks.

### **What is the OverDrive® Media Console™?**

OverDrive Media Console (<http://www.overdrive.com/software/omc/download.asp>) allows you to download and enjoy OverDrive MP3 Audiobooks on most Windows computers. Use OverDrive Media Console to navigate, play, and bookmark OverDrive media titles, and to manage and customize your media library. OverDrive Media Console includes a built-in Transfer Wizard that allows you to transfer titles to your supported portable player in just a few clicks. For audiobooks that may be burned to CD, OverDrive Media Console includes a Burn Wizard that allows you to burn your title to CD without installing any extra software.

### **What other software do I need in order to use OverDrive Media Console?**

To use OverDrive Media Console, you will need to have Windows Media Player® 9 Series (or newer) installed on your PC. Windows Media Player is a free download available at [www.microsoft.com](http://www.microsoft.com).

If you wish to transfer OverDrive MP3 Audiobooks to your Apple® device, you will need to have Apple® iTunes® version 7.6.2.9 (or newer) installed.

### **How can I get a copy of iTunes?**

iTunes is a free download (<http://www.apple.com/itunes/download/>). Note that iTunes version 7.6.2.9 (or newer) is required in order to transfer OverDrive MP3 Audiobooks to your Apple device. If an earlier version of iTunes is installed, follow the instructions below to upgrade.

### **What will happen to my previously downloaded content when I upgrade to OverDrive Media Console version 3?**

Upgrading or uninstalling OverDrive Media Console will not affect any content that you have previously downloaded; all items in your 'Media Library' will be maintained through either process.

### **Once I have checked out an OverDrive MP3 Audiobook, how do I download it?**

1. After the MP3 title has been checked out, click on the 'Download' button next to the cover image of the title. OverDrive Media Console opens and the 'Get Media' dialog box prompts for the folder to which the file(s) should be downloaded.
2. In the OverDrive Media Console 'Get Media' dialog box, specify a download location (we recommend saving files to your desktop) then click the 'OK' button. The 'Download' dialog box is displayed.
3. In the 'Download' dialog box, choose which Part(s) you would like to download by placing a checkmark next to the desired Part(s), and then click the 'OK' button. The 'Download' dialog box closes, and the file download begins. Download progress is displayed for each Part in the OverDrive Media Console Status Bar (when enabled, the status bar is displayed across the bottom of the OverDrive Media Console window).

4. When the download is complete, click the 'Play' button to play the title.

## How do I download OverDrive MP3 Audiobooks using Firefox?

After checking out a title, click on the 'Download' button next to the cover image of the title. If prompted, choose option 'Open with', and browse to 'OverDrive Media Console'. To adjust your settings so that you do not have to repeat this step going forward, check the box next to 'Do this automatically for files like this from now on'.

If you have already downloaded a file with Firefox and are unable to open it, go to the Metro Net Online Lending Library (<http://ebooks.metronet.lib.mi.us>) Help | Software Help.

## How do I listen to an OverDrive MP3 Audiobook?

When the title has finished downloading, click the 'Play' button in OverDrive Media Console. The 'OverDrive Media Explorer™' window is displayed and the file begins playing.

## I am only interested in one of the sections of the OverDrive MP3 Audiobook I downloaded. Can I just play that section?

You can navigate directly to a desired point in a title using 'Parts' and 'MediaMarkers'. For ease of download and use, OverDrive MP3 Audiobooks are divided into Parts, and Parts are then divided into logical sections (such as chapters). The beginning points of these logical sections are MediaMarkers.

To display Parts and MediaMarkers in OverDrive Media Console, click the 'Play' button. The 'OverDrive Media Explorer' window is displayed and the file begins playing. Parts are displayed on the left-hand side of the window, and the MediaMarkers for the selected Part are displayed on the right-hand side of the window.

Click on the desired Part to display associated MediaMarkers. Click the desired Media Marker to start play at that point in the file.

## If you intend to transfer OverDrive MP3 Audiobooks to a portable device, please note the following...

- iTunes version 7.6.2.9 (or newer) is required in order to transfer OverDrive MP3 Audiobooks to an Apple Device.
- OverDrive Media Console can transfer MP3 content to most devices using the built-in Transfer Wizard with a few exceptions...
  - Microsoft Zune: If you intend to transfer MP3 titles to a Microsoft Zune, you should be able to do so using Zune Marketplace. MP3 titles cannot be transferred to the Zune using the OverDrive Media Console Transfer Wizard.
  - iPod Shuffle: If you intend to transfer MP3 titles to an iPod Shuffle, you should be able to do so using iTunes. MP3 titles cannot be transferred to the Shuffle using the OverDrive Media Console Transfer Wizard.
- If you want to use the OverDrive Media Console Transfer Wizard to transfer content to an Apple device other than the iPod Shuffle, the setting 'Manually manage music' must be enabled in iTunes before you can complete the transfer.

## Can I transfer OverDrive MP3 Audiobooks to my Apple device?

OverDrive MP3 Audiobooks can be transferred to Windows-formatted Apple devices using OverDrive Media Console 3.0. If you intend to transfer OverDrive MP3 Audiobooks to an Apple device, please note the following...

- iTunes version 7.6.2.9 (or newer) is required in order to transfer OverDrive MP3 Audiobooks to an Apple device.
- OverDrive Media Console can transfer MP3 content to most Windows-formatted Apple devices using the built-in Transfer Wizard. The exception is the iPod Shuffle. If you intend to transfer MP3 titles to an iPod Shuffle, you should be able to do so using iTunes. MP3 titles cannot be transferred to the Shuffle using the OverDrive Media Console Transfer Wizard.
  1. If you want to use the OverDrive Media Console Transfer Wizard to transfer content to an Apple device, the setting 'Manually manage music' must be enabled in iTunes before you can complete the transfer.

## How do I add OverDrive MP3 Audiobooks to my iTunes Library?

By default, OverDrive MP3 Audiobooks downloaded at this site are saved in *My Documents > My Media > MP3 Audiobooks > [Title of Book]* (unless you override this default at download). If you wish to use these OverDrive MP3 Audiobooks with iTunes, you can browse to and drag these files into the iTunes Library.

Alternatively, you can complete the following steps...

1. In iTunes, go to *File > Add Folder to Library*.  
The 'Browse for Folder' pop-up screen is displayed.

2. Browse to *My Documents > My Media > MP3 Audiobooks > [Title of Book]* to add the files for a specific title to iTunes, or browse to *My Documents > My Media > MP3 Audiobooks*, to add files for all the titles you have acquired to iTunes. Click 'OK'.  
iTunes imports the OverDrive MP3 Audiobook files to your library. Once this process is complete, you can listen to the title(s) with iTunes and if desired, transfer to your Apple device.

### How do I add OverDrive MP3 Audiobooks to my Zune Marketplace Library?

By default, OverDrive MP3 Audiobooks downloaded at this site are saved in *My Documents > My Media > MP3 Audiobooks > [Title of Book]* (unless you override this default at download). If you wish to use these OverDrive MP3 Audiobooks with Zune Marketplace Library and/or synch your OverDrive MP3 Audiobooks with a Zune device, complete the following steps...

1. At the Zune Marketplace Library screen, select *Settings > software*.  
The 'Monitored folders' screen is displayed.
2. Click the 'ADD FOLDER' button to the right of the 'Music' category.  
The 'Browse for Folder' pop-up screen is displayed.
3. Browse to *My Documents > My Media > MP3 Audiobooks > [Title of Book]* to add the files for a specific title to Zune Marketplace, or browse to *My Documents > My Media > MP3 Audiobooks*, to add files for all the titles you have acquired to Zune Marketplace.
4. Click 'OK'.  
Zune Marketplace imports the OverDrive MP3 Audiobook files to your library. Once this process is complete, you can listen to the title(s) using Zune Marketplace and if desired, transfer to your Zune device.

### Can I use OverDrive MP3 Audiobook titles with my Palm device?

OverDrive MP3 Audiobook titles may be played on Palm devices. You may transfer OverDrive MP3 Audiobooks to your Palm using the same method that you currently use to synch files from your computer to your device.

On Windows Vista, OverDrive MP3 Audiobooks are stored in *Documents > My Media > MP3 Audiobooks* by default. On computers with Windows 98SE, Windows 2000, Windows ME, and Windows XP, OverDrive MP3 Audiobooks are stored in *My Documents > My Media > MP3 Audiobooks* by default.

### How much free disk space do I need to have in order to transfer OverDrive MP3 Audiobooks to my portable device?

OverDrive MP3 Audiobooks for OverDrive Media Console are delivered in Parts, with each Part generally not exceeding 36MB in size. As long as your portable device has at least 36MB of storage space you should be able to transfer a single Part or more to it at a time. The Transfer Wizard alerts you if you do not have enough storage space on your device to accommodate the files that you are attempting to transfer.

### How do I burn an OverDrive MP3 Audiobook to CD?

Burn a title to CD using OverDrive Media Console v3.0 as follows...

1. Place a recordable CD into your recordable CD drive.
2. In OverDrive Media Console, highlight the title you wish to burn and click the 'Burn' button.  
The OverDrive Media Console Burn Wizard is displayed.
3. Verify that the correct title is displayed on the first screen of the Burn Wizard and click 'Next'.  
The 'Confirm' screen is displayed.
4. In the 'Confirm' dialog box, select the Part(s) you want to burn by checking the box(es) next to the Part name(s).
5. Click 'Next' to begin burning the file(s) to CD.  
The Progress screen is displayed. You can click Cancel at any point while the OverDrive Media Console 'prepares' the file. But it is not possible to cancel the process once the file starts burning to CD.
6. If you have selected more than one Part to burn to CD, the Burn Wizard will prompt you to enter a new CD as each Part finishes burning. When the burn process is complete, the Burn Wizard displays a 'success' message.
7. Click 'Finish' to exit the Burn Wizard.

**Additional information is available by clicking the Help tab on the Metro Net Online Lending Library site: <http://ebooks.metronet.lib.mi.us>**

#### Main Library

32737 W. 12 Mile Road  
Farmington Hills, MI 48334

(248) 553-0300  
Fax (248) 553-3228

#### Hours

Monday – Thursday

Friday & Saturday

Sunday

9 a.m– 9 p.m.

9 a.m.–6 p.m.

12 p.m– 6 p.m

#### Farmington Branch

23500 Liberty Street  
Farmington, MI 48335

(248) 553-0300 ext. 216  
Fax (248) 474-6915