

# Metro Net Online Lending Library Downloadable Audiobooks in in WMA Format

**MP3 Players Compatible with FCL Digital Audiobooks**

	DRM compatible	Bookmarking	Off/On feature*	Full Time Display	Rechargeable Battery	Flash Memory	Hard Drive	Forward and Reverse	Custom Software**	Lock Option	Multi-Color Display	eBook Compatible	256MB	512MB	1G	1.5G	2G and up	<\$100	\$100 < \$150	>\$150	Notes	
Creative Zen Nano Plus	•	•	•			•	•	•	•				•	•			•					
Creative MuVo Slim	•	•	•	•		•	•	•	•			•					•					
Creative Zen Micro																					Custom software has some difficulty transferring license	
Archos Gmini XS100	•	•	•	•		•	•	•	•	•				•	•	•						
SanDisc 256	•	•	•			•	•	•	•			•	•				•					
HP Pocket PC	•	•	•	•		•	•	•	•	•	•						•				•	
Dell Pocket DJ	•	•	•	•		•	•	•	•					•	•	•					•	Firmware Upgrade Required
Samsung YP-T7G	•	•	•	•		•	•	•	•			•	•				•					
RCA Lyra 2765	•	•	•	•		•	•	•	•								•				•	
Rave MP 2.5 ARC	•	•	•	•		•	•	•	•								•				•	
Dell DJ Ditty	•	•	•	•		•	•	•	•			•	•				•				•	
Toshiba Gigabeat F10	•	•	•	•		•	•	•	•	•							•				•	
iRiver H10	•	•	•	•		•	•	•	•	•							•				•	
JVC XA-MP51	•	•	•	•	•		•	•	•			•	•	•			•					
Creative Zen Touch	•	•	•	•		•	•	•	•								•				•	

Many players on the market are designed primarily for use with music. Functions important for eaudiobooks include:

- 1) Support of WMP/DRM encrypted files - all recommended players meet this criterion
- 2) Adequate memory - 256MB will hold one eight-hour book, 512MB will hold two books, 1G will hold four books, etc.
- 3) Bookmarking or "Off/On" - "Off/On" defined as shutting player off without stopping/pausing, then restarting player to return to same place in file
- 4) Full time display/Forward and Reverse - other aids to navigability
- 5) Ability to play 34Kbps WMA files



# Metro Net Online Lending Library (OverDrive) Audio eBooks

## Quick Start Guide

**Please note:** OverDrive is the company from which Metro Net purchases ebook titles; they also maintain the Metro Net Online Lending Library site. The names 'OverDrive' and 'Metro Net Online Library' as they appear in this instruction sheet should be considered one and the same.

A downloadable audio ebook is a digital version of an audio book that is rights-protected and optimized for download. The Metro Net Online Lending Library ebooks may be accessed by visiting this site: <http://ebooks.metronet.lib.mi.us>.

**Before you can download Metro Net Online Lending Library audio ebooks:**

Step 1. Download the free software, OverDrive Media Console. Version 2.1 (easier and faster to use) is now available: <http://overdrive.com/MediaConsole/download.asp>

Step 2. Download Windows Media Player:

<http://www.microsoft.com/windows/windowsmedia/download/default.asp>

Step 3. Perform the Windows Media Player Security Upgrade. This is a one-time process that must be performed before Microsoft Windows Media Player will allow any copyright-protected files to be played. The security update identifies the copy of Windows Media Player with the computer on which the Player is being used. The update takes just a few moments; you must be connected to the Internet, in order to complete this task:

- *Open OverDrive Media Console.*
- Go to Tools | Windows Media Player Security Upgrade. The Security Upgrade Required dialog box will open.
- Click OK in the Security Upgrade Required dialog box. After a few moments, the License Acquisition dialog box will appear.
- At the License Acquisition dialog box, click the Play button. This closes the License Acquisition dialog box, indicating that the security update is complete.

**How to Check-out an Audio eBook:**

After selecting your ebooks, click on Proceed to Checkout. Choose Farmington Community Library from the drop down box and then type your library card number. After your card is verified, you must Confirm Checkout and click Yes in the Security Alert box.

You will never accrue late fees with ebooks. At the end of the 10-day loan period, the title will expire and be automatically returned to the library. You can then delete the expired file from your machine.

You are allowed to have ten (10) titles checked out at any given time.

**How to Download an Audio eBook:**

**Step 1:** After the book has been checked out, click on the 'Download' button next to the cover image of the book. OverDrive Media Console opens and the 'Get Media' dialog box prompts for the folder to which the file(s) should be downloaded.

**Step 2:** In the OverDrive Media Console 'Get Media' dialog box, specify a download location (or leave the default file path) then click the 'OK' button. The 'Download Part(s)' dialog box is displayed.

**Step 3:** In the 'Download Part(s)' 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 Part(s)' 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). When the download is complete, click the 'Play' button to play the title.

*Note:* The license for the audio title can be downloaded three times from this website. Please note that this restriction only applies to downloading the license from the library website. After you have downloaded the license, you may download the audio files as needed using OverDrive Media Console.

#### **How to listen to an Audio eBook:**

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

For ease of download and use, many OverDrive media titles are divided into Parts, and Parts are then divided into logical sections (such as chapters for audio books). The beginning points of these logical sections are MediaMarkers.

If desired, you can navigate directly to a desired section of the audio book. 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 MediaMarker to start play at that point in the file.

#### **Transferring an Audio eBook to a Portable Device:**

##### **If you are using OverDrive Media Console v2.1...**

1. Connect your portable player to your computer.
2. In OverDrive Media Console, highlight the title you wish to transfer and click the 'Transfer' button. The OverDrive Media Console Transfer Wizard is displayed.
3. Verify that the correct title is displayed on the first screen of the Transfer Wizard and click 'Next'.
4. The Transfer Wizard will search for a connected portable device. If your device is detected the 'Confirm' screen is displayed. If your device is not detected, the Transfer Wizard will display a message stating that 'no portable players could be found.'
5. In the 'Confirm' dialog box, select the part(s) you want to transfer by checking the box(es) next to the part name(s).
6. Click 'Next' to begin transferring the file(s) to your device. When the file transfer is complete, the Transfer Wizard displays a 'success' message.
7. Click 'Finish' to exit the Transfer Wizard. You may now disconnect your portable device and enjoy your title.

*Note:* If you are using a Pocket PC, OverDrive Media files must be transferred to a memory card. Be sure you have a memory card with sufficient memory space installed, and be sure to specify the memory card in the course of the transfer process.

##### **If you are using OverDrive Media Console v1.x or 2.0 and Windows Media Player 9...** (Transferring files to a portable device is greatly simplified with the use of OverDrive Media Console v2.1.)

1. In OverDrive Media Console, highlight a book and click the 'Transfer/burn' button. Windows Media Player opens.

2. Turn off skin mode, if necessary, and click the 'Copy to CD or Device' button. The 'Copy to CD or Device' screen will appear.
3. Select the part(s) you want transferred to the portable device by checking the box(es) next to the part name(s).
4. Connect your portable media device and ensure that it is selected in the right hand pane of Windows Media Player.
5. Click the 'Copy' button in the upper right hand corner of Windows Media Player to copy the part(s) to the portable device. Windows Media Player will inspect and copy the file(s) to the device. This process should take less than a minute, depending on how many files you transfer. You may follow the Player's progress by monitoring the 'Status' field in Windows Media Player.
6. When the transfer is complete, the status field in Windows Media Player will indicate 'Complete'. You may now disconnect your portable device and enjoy your OverDrive Audio Book title.

Note: If you are using a Pocket PC, OverDrive Media files must be transferred to a memory card. Be sure you have a memory card with sufficient memory space installed, and be sure to specify the memory card in the course of the transfer process.

**If you are using OverDrive Media Console v1.x or 2.0 and Windows Media Player 10...** Transferring files to a portable device is greatly simplified with the use of OverDrive Media Console v2.1.)

In OverDrive Media Console, highlight your book and click the 'Transfer/burn' button. Windows Media Player opens and begins playing the title.

You may stop playback at this point if you choose. Click the 'Library' tab. The Media Library will be displayed but the 'Now Playing List' should remain.

Do one of the following:

1. If you wish to transfer all parts, ensure that your portable device is connected and click the 'Start Sync' button. Windows Media Player will transfer the files to your device in the order that they appear in the 'Now Playing List'.
2. If you wish to transfer a specific part(s) to your device, you can remove parts from the Sync List. Click on the unwanted parts and press the 'Delete' key. Alternatively, you can right-click an unwanted part and select 'Remove from List' from the menu. When the Sync List is ready, ensure that your device is connected and click the 'Start Sync' button.
3. Windows Media Player begins to transfer the files to your device in the order that they appear in the 'Now Playing List'.
4. This process may take a few minutes. You can follow the Player's progress by monitoring the 'Status' field next to the part name in the Sync List.
5. When the transfer is complete, the status field will indicate 'Complete'.
6. You can now disconnect your portable device and enjoy your OverDrive Audio Book title.

Note: If you are using a Pocket PC, OverDrive Media files must be transferred to a memory card. Be sure you have a memory card with sufficient memory space installed, and be sure to specify the memory card in the course of the transfer process.

## **Burning to a CD-Rom**

Not all Metro Net Online Lending Library titles may be burned to a CD-ROM. The publisher of each title decides whether or not to allow the title to be burned to CD; this decision is at the publisher's discretion. Many publishers enable this functionality while others choose not to permit this use of their content.

There are two places you can check to see if a title may be burned to CD. You can check at this website or, if you have already checked out the title, you can look in OverDrive Media Console.

At this website, check whether a title may be burned to CD as follows...

Search for the desired title, and click the title to bring up the page displaying details about the title. At this page, look for the heading 'Digital Rights Information'. The information listed here will clearly indicate whether or not the publisher has enabled the burn to CD functionality.

In OverDrive Media Console, check whether a title that you have already checked out may be burned to CD as follows...

In OverDrive Media Console, highlight the desired title and click the 'Properties' button. The 'Properties' dialog box is displayed.

Click the 'License' tab. (Note that if a 'License' tab is not displayed, the title is not digitally protected and can be burned to CD.) 'License details' for the selected title are displayed, indicating whether or not the title may be burned to CD.

Click the 'Cancel' button to close the 'Properties' dialog box.

### **Transferring Audio eBook to CD using Windows Media Player 9**

1. If you have not already done so, verify that the permissions on the title allow you to burn the file to CD (publishers may opt to disable this functionality):
  - a. In OverDrive Media Console, highlight the desired title and click the 'Properties' button. The 'Properties' dialog box is displayed.
  - b. Click the 'License' tab. (Note that if a 'License' tab is not displayed, the title is not digitally protected and can be burned to CD.) 'License details' for the selected title are displayed, indicating whether or not the title may be burned to CD.
  - c. Click the 'Cancel' button to close the 'Properties' dialog box.
2. In OverDrive Media Console, highlight the desired title and click the 'Burn' button, or choose menu option *File > Burn*. Windows Media Player opens and begins playing the title; you can stop playback at this point if you choose.
3. Turn off skin mode, if necessary, and click the 'Copy to CD or Device' button. The 'Copy to CD or Device' screen is displayed.
4. Select the part(s) you want to burn to CD by checking the box(es) next to the part name(s).
5. Place a blank CDR in your CD-ROM drive and ensure that your CD drive is selected in the right-hand pane of Windows Media Player.
6. Click the 'Copy' button in the upper right-hand corner of Windows Media Player to add the part(s) to the list of files to be burned to disc. Windows Media Player inspects, converts, and temporarily copies the file in preparation for burning. This process may take a few minutes. You can follow the Player's progress by monitoring the 'Status' field in Windows Media Player. When the burning process is complete, the status field indicates 'Complete'.
7. You can now eject the disc and enjoy your title on CD.

### **Transferring an Audio eBook to CD using Windows Media Player 10**

1. If you have not already done so, verify that the permissions on the title allow you to burn the file to CD (publishers may opt to disable this functionality):
  - a. In OverDrive Media Console, highlight the desired title and click the 'Properties' button. The 'Properties' dialog box is displayed.
  - b. Click the 'License' tab. (Note that if a 'License' tab is not displayed, the title is not digitally protected and can be burned to CD.) 'License details' for the selected title are displayed, indicating whether or not the title may be burned to CD.
  - c. Click the 'Cancel' button to close the 'Properties' dialog box.

2. In OverDrive Media Console, highlight the desired title and click the 'Burn' button, or choose menu option *File > Burn*. Windows Media Player opens and begins playing the title; you can stop playback at this point if you choose.
3. If you are running Windows Media Player in 'Skin Mode', switch to 'Full Mode'.
4. Click the 'Library' tab. The 'Library' is displayed.
5. Depending on the number of parts you want to burn to CD, do one of the following:
  - o If you want to burn all parts to CD, insert a blank CDR in your CD-RW drive and click the 'Start Burn' button. Windows Media Player burns the parts to CD in the order that they appear in the 'Now Playing List'. The Player prompts you when it requires a new CD.

-OR-

- o If you want to burn only specific part(s) to CD, you can remove parts from the Burn List. Click on each part you do not want to burn to CD then press the 'Delete' key. Alternatively, right-click an unwanted part and select 'Remove from List' from the menu. When the Burn List is ready, insert a blank CDR in your CD-RW drive and click the 'Start Burn' button.

Windows Media Player inspects, converts, and temporarily copies the part(s) in preparation for burning. This process may take a few minutes. You can follow the Player's progress by monitoring the 'Status' field next to the part name in the Burn List. When the burning process is complete, the status field indicates 'Complete'.

6. You can now eject the disc and enjoy your title on CD.



**Main Library**  
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 Farmington Hills, MI 48334  
  
 248.553.0300  
 Fax 248.553.3228

**Hours**

Monday–Thursday	9 a.m. – 9 p.m.
Friday & Saturday	9 a.m. – 6 p.m.
Sunday	12 p.m. – 6 p.m.

**Farmington Branch**  
 23500 Liberty Street  
 Farmington, MI 48335  
  
 248.553.0300 ext. 216  
 Fax 248.474.6915