




**CONNECT,
CLICK &**

LISTEN!

**Metro Net Online Lending
Library Audio eBooks**

Highlights of Metro Net Audio eBook Access

Features	Metro Net Audio 
Number of Titles (6/10/06)	496 with new titles added each month
Fiction/Non-fiction	Yes
Titles in FCL Catalog	Yes
Loan Period	10 days
Can be returned before due date	No
Software required	OverDrive Media Console, and Windows Media Player 9 or Higher
Internet connection requirements	Cable or DSL
Checkout limit	10
Place holds	Yes
Automatic check-in	Yes
Download to MP3 players	Yes
Burn to CD	Some titles may be burned to a CD
Renewable	No; title must be checked out again
Special account needed	No; simply use your name and library card number when prompted
For help call:	216.573.6886

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.metro.net.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 21-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.



Metro Net Online Lending Library (OverDrive) Audio eBooks

Frequently Asked Questions

Q: What are downloadable audio ebooks?

A: Downloadable audio ebooks are copies of digitally-protected audio books optimized for download. They are built using the Microsoft Windows Media audio format, which greatly enhances the quality of the audio ebooks during desktop listening, play of CD copies, and portable device use. The Metro Net Online Lending Library ebooks may be accessed by visiting this site: <http://ebooks.metronet.lib.mi.us>.

Q: What software do I need in order to check out and use audio ebooks?

A: Before accessing the Metro Net Online Lending Library audio ebooks, you must download and install two software programs:

- OverDrive Media Console V. 2.1 is available for desktop and laptop computers with Microsoft Windows operating systems. To download, visit this site: <http://overdrive.com/MediaConsole/download.asp>
- Windows Media Player (Version 10 or higher) is available to download at: <http://www.microsoft.com/windows/windowsmedia/download/default.asp>. You may continue to use version 9 if you have previously downloaded it.

Q: What are the features of OverDrive Media Console?

A: The features of OverDrive Media Console are as follows:

- **Multi-part download management...**
OverDrive media titles are often divided into 'Parts' in order to make downloading quick and easy. It gives the flexibility to specify parts for download, enabling you to begin using a title as soon as a part has finished downloading, returning to download the remaining parts later. Alternatively, if only a given part of a file is of interest, you can simply download that desired part.
- **Media library management...**
OverDrive Media Console automatically creates, maintains, and displays your library of downloaded media in a logical folder hierarchy. Newly added titles will automatically be moved into the appropriate folder(s). This system is customizable, allowing you to create and name new folders as needed. Within each folder, titles can be sorted by title, creator, date acquired, expiration date, and date last played. If a title expires, OverDrive Media Console will prompt you to delete the unusable file from your library, allowing you to keep your media collection tidy and up-to-date.
- **Navigation of media titles with MediaMarkers™...**
Most OverDrive media titles are divided into Parts, and Parts are then sub-divided into logical sections (such as chapters, for audio books). The beginning points of these logical sections are MediaMarkers, which are displayed as hyperlinks. When you click on a 'Part', the MediaMarkers associated with that Part are displayed in the right-hand portion of the 'OverDrive Media Explorer' window. Simply click on a MediaMarker to jump directly to, and begin play at, the desired section of a media title. OverDrive Media Console also

includes the conveniences of skipping back 15 seconds and advancing to the point furthest played.

- **Easy transfer of media files to portable devices for listening on-the-go...**

OverDrive Media Console includes a built-in Transfer Wizard that allows you to transfer media titles to supported portable devices in just a few clicks. The Transfer Wizard allows you to rename media files and specify where on your device media files will be saved. If your device does not have the space needed to accommodate the files you want to transfer, the Wizard will alert you. You can delete files from your device in order to make room for the OverDrive media files you want to enjoy on-the-go.

- **Easy transfer of audio files (music and audio books, when allowed by the publisher) to CD...**

OverDrive Media Console optimizes Microsoft's industry-standard Windows Media Player to support CD burning. There is no need to get other software to burn your audio books to CD; everything you need is simply and easily incorporated into OverDrive Media Console.

Q: What is the Windows Media Player Security Upgrade and will I have to do it?

A: The Windows Media Security Upgrade 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 first time that Windows Media Player attempts to open a protected file, it will alert the user that a Security Update must be performed before the file may be opened. The update takes just a few moments:

- 1) While connected to the Internet, open OverDrive Media Console.
- 2) Go to *Tools* | *Windows Media Player Security Upgrade*. The Security Upgrade Required dialog box will open.
- 3) Click *OK* in the *Security Upgrade Required* dialog box. After a few moments, the *License Acquisition* dialog box will appear.
- 4) Click the *Play* button. This closes the License Acquisition dialog box, indicating that the security update is complete.

Q: How do I get to my audio ebooks after I've downloaded them?

A: OverDrive Media Console automatically saves a copy of the downloadable audio ebook to your computer. To open an OverDrive audio ebook, open OverDrive Media Console and select the desired title from the *Media Library*.

Q: Instead of the audio ebook I expected, I downloaded a file with the extension .ODM. Where is my audio ebook?

A: The download of an .ODM file can indicate either missing software or file association issues. If you have not yet downloaded and installed OverDrive Media Console, you must complete that step first. If you have already installed OverDrive Media Console, you may need to adjust your file associations. File associations simply tell a computer which program should be used to open a file. Adjust the file association for the .ODM file type as follows:

1. Double-click the .ODM file. This should launch OverDrive Media Console and allow you to use your audio ebook. If this does not launch OverDrive Media Console, complete the next step.

2. Manually set the file association for the .ODM file type as follows:
 - a. Open Windows Explorer.
 - b. Go to *Tools* | *Folder Options* | *File Types*. The Folder Options dialog box is displayed.
 - c. In the *Registered file types box*, scroll down the alphabetical list to find the entry for ODM. Single-click the *ODM* entry. This will select the entry for ODM.
 - d. In the *Details for ODM* extension box, click the *Change* button. The *Open With* dialog box is displayed.
 - e. From the list of programs displayed in the Open With dialog box, select *OverDrive Media Console*.
 - f. Click *OK* to save your change and close the *Open With dialog box*.
 - g. Click *OK* to close *the Folder Options dialog box*.
 - h. Double-click the .ODM file you downloaded to launch the OverDrive Media Console and access your audio ebook.

Q: I cannot find my audio ebook in the library section of my audio ebook software. Can I download it again?

A: If you've misplaced your copy of a downloaded title, the Metro Net Online Lending Library maintains a history of borrowed digital ebooks called *My Digital Bookshelf*. During the lending period, audio ebooks can be re-downloaded from the My Digital Bookshelf feature by clicking on the My Digital Bookshelf link in the *Digital Account* section.

Q: How do I listen to my audio ebook?

A: 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.

If desired, you can navigate directly to a desired section of the audio book. 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. Click on the desired Part to display associated MediaMarkers. Click the desired MediaMarker to start play at that point in the file.

Q: What portable devices are can I use to listen to my audio ebook?

A: More than 500 MP3 players are supported by OverDrive Media Console. For a complete list of supported devices, visit this site:

<http://www.playsforsure.com>

Note that in order to use OverDrive Audio Book titles on a device, the device must play DRM-protected Windows Media content, and either support the bit rate of 32kbps or be able to transcode 32kbps files to a supported bit rate.

You may want to check device documentation to determine if a device supports DRM-protected Windows Media content at 32kbps.

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.

Q: Can I listen to audio ebooks on multiple machines?

A: OverDrive audio ebooks can be transferred to supported portable devices and burned to CD for listening on-the-go.

Q: How do I transfer my audio ebook to my portable device?

A: If you are using OverDrive Media Console v2.1...

8. Connect your portable player to your computer.
9. In OverDrive Media Console, highlight the title you wish to transfer and click the 'Transfer' button. The OverDrive Media Console Transfer Wizard is displayed.
10. Verify that the correct title is displayed on the first screen of the Transfer Wizard and click 'Next'.
11. 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.'
12. In the 'Confirm' dialog box, select the part(s) you want to transfer by checking the box(es) next to the part name(s).
13. Click 'Next' to begin transferring the file(s) to your device. When the file transfer is complete, the Transfer Wizard displays a 'success' message.
14. 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.)

7. In OverDrive Media Console, highlight a book and click the 'Transfer/burn' button. Windows Media Player opens.
8. Turn off skin mode, if necessary, and click the 'Copy to CD or Device' button. The 'Copy to CD or Device' screen will appear.
9. Select the part(s) you want transferred to the portable device by checking the box(es) next to the part name(s).
10. Connect your portable media device and ensure that it is selected in the right hand pane of Windows Media Player.
11. 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.

12. 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:

7. 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'.
8. 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.
9. Windows Media Player begins to transfer the files to your device in the order that they appear in the 'Now Playing List'.
10. 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.
11. When the transfer is complete, the status field will indicate 'Complete'.
12. 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.

Q: How do I burn my audio ebook to CD, using Windows Media Player 9?

A: To burn your 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.

Q: How do I burn my audio ebook to CD, using Windows Media Player 10?

A: To burn your 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:
 - a. 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-

- b. 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.
6. 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'.

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

A: Licenses are files that allow protected content to be played with Windows Media Player. Before Windows Media Player will open a protected file, it verifies that the user has the appropriate license. If the user does not have a license for the content, the file will not open. Licenses are automatically managed by OverDrive Media Console when audio ebooks are downloaded.

Q: What happens to an audio ebook when I've finished reading it?

A: A downloaded audio ebook remains on your computer until you manually delete the audio ebook file. To delete an expired OverDrive audio ebook file:

1. Open OverDrive Media Console.
2. Locate the audio ebook you wish to delete in the Media Library. *Single-click* on the title to select it, then click the Delete button.

Locations

Main Library

32737 W. 12 Mile Road
Farmington Hills, MI 48334

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

Farmington Branch

23500 Liberty Street
Farmington, MI 48335

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

Hours

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

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www.farmlib.org

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