

Metro Net Online Lending Library (OverDrive)

Downloadable 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.

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 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 9 or higher) is available to download at:
<http://www.microsoft.com/windows/windowsmedia/download/default.asp>

Q: What are the features of OverDrive Media Console?

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

- Multi-part download management. Audio ebooks typically include multiple parts; OverDrive Media Console allows you the flexibility to specify parts for download. This enables you to begin listening to an audio ebook and return 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.
- Audio ebook library management. OverDrive Media Console automatically creates, maintains, and displays a comprehensive library of audio ebooks in a logical folder hierarchy. As titles are added to your collection, they are automatically moved into the appropriate folder(s). The organization system is also customizable, allowing you to create and name new folders to suit your needs. Within each folder, titles can be sorted by title, author, 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 audio collection tidy and up-to-date.
- Navigating the audio file with MediaMarkers. Each OverDrive audio ebook is divided into parts, and parts are then sub-divided into logical sections (such as chapters). 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 playing, the desired section of an audio ebook. OverDrive audio ebooks also include the convenience of skipping back 15 seconds and advancing to the point furthest played.

- Copy to CD or device. OverDrive Media Console optimizes Microsoft's industry-standard media player, Windows Media Player to support CD burning and the transfer of audio ebook files to over 500 portable devices. There is no need to get other software to burn your audio ebooks to CD; everything you need is simply and easily incorporated into OverDrive Media Console.
- The following platforms are supported by OverDrive Media Console:
 - Microsoft Windows 98 Second Edition (SE).
 - Microsoft Windows Millennium Edition (ME).
 - Microsoft Windows 2000 (Professional or Server®).
 - Microsoft Windows XP (Professional, Home, or Tablet PC edition).

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 ebook 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 click the Stop button and navigate directly to a desired section of the audio ebook using MediaMarkers. Each OverDrive audio ebook is divided into Parts, and Parts are then divided into logical sections (such as chapters). 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. Click on a MediaMarker to jump directly to, and click Play to begin playing the desired section of the audio ebook.

Q: What portable devices 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/FindPortableDevices.asp>

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: To transfer your audio ebook to your portable device, follow these instructions:

1. Once you have verified that OverDrive Media Console supports your portable device, open OverDrive Media Console. From the menu bar, click the Transfer/burn button. This launches Windows Media Player.
2. Click the Copy to CD or Device button, also found using File | Copy | Copy to Device.
3. In the Items to Copy pane, from the drop-down list, select the item that you want to copy. A list of available files will be displayed.
4. Verify that the files you'd like to copy have a check mark, and clear the check boxes next to any files you do not want to copy.
5. In the Items on Device pane, from the drop-down list, select the device to which you want to copy files.
6. Click the Copy button. The player verifies that there is sufficient storage space on the device to copy the selected files. If there is sufficient space, the files are copied to the portable device.

Note: If you are using a Pocket PC, you need to have a memory card with sufficient memory space installed in order to transfer audio ebook files from your PC to your PDA.

Q: How do I burn my audio ebook to CD?

A: To burn your audio ebook to a CD, follow these steps:

1. Open OverDrive Media Console. From the menu bar, click the Transfer/burn button. This launches Windows Media Player.
2. In Windows Media Player, click the Copy to CD or Device button, also found using File | Copy | Copy to audio CD. The Copy to CD or Device screen will appear.
3. In the Items to Copy pane, from the drop-down list, select the item that you want to copy (in order to burn to CD) from Media Library. A list of available files will be displayed. Note: To create or change a list of items to copy to the device, click the Playlists button. The number of selected items and total time is displayed at the bottom of the Items to Copy pane.
4. Verify the files you'd like to burn to CD have a check mark, and clear the check boxes next to any files you do not want to burn to CD.
5. Insert a blank CD in your CD-ROM drive.
6. In the Items on Device pane, from the drop-down list, click one of the following:
 - o Audio CD (available only on Windows XP Home Edition and Windows XP Professional).
 - o Data CD (available only on Windows XP Home Edition and Windows XP Professional).
 - o HighMAT CD (available only on Windows XP Home Edition and Windows XP Professional).
 - o Roxio CD Burning (available only on Windows 98 Second Edition, Windows Millennium Edition (ME), and Windows 2000).
7. Click Copy to begin burning the file to CD. Before tracks are copied, they are inspected by Windows Media Player. This process takes several minutes.

Q: I came across a reference to licenses. What are licenses and why do I need them?

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.

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