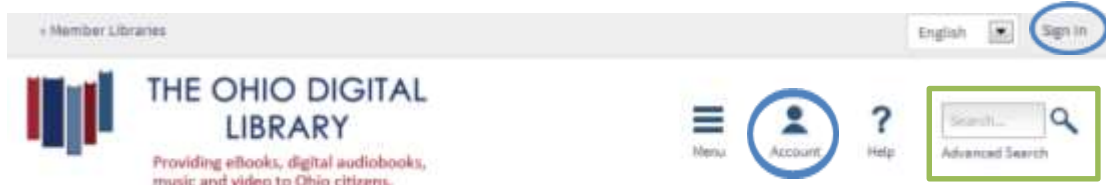


The Ohio Digital Library

www.ohioebooks.com



Sign In




1. Click the Sign in link in the top right
2. Select Dover Public Library from the list.
3. Put in your library card number (no spaces)
 - a. If your card *does not* start with a 2, please see any checkout desk for a new card.
4. Put in your PIN (default is the last 4 digits of your phone number)
5. If you have any problems, please call the library at 330-343-6123 or see the Tech Desk.

Account Details (the Person Icon)

1. Bookshelf – see what you have checked out
2. Holds – see what you have on hold, and check out holds when they come in.
3. Lists – Manage your wishlist, see your rated titles, and view recommendations
4. Settings – Set your default lending options
5. Also see your checkout limit (10), how many titles you currently have checked out, and how many checkouts you have left.

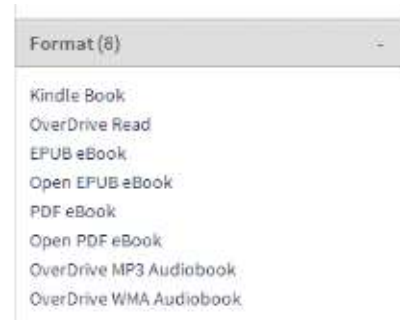


Browsing

1. Browse by clicking the menu at the top of the screen (this icon: )
 - a. You can browse all fiction, all nonfiction, Christian fiction, etc.
2. When something is in, its icon will be highlighted. (Like this: )
3. When something is out, its icon will be gray. (Like this: )
4. Click "Available Now" under the "Show Me..." section of the left column to see titles to check out right away.
5. Use the other options in the left column to further filter your results by format, subject, rating, and more.

Searching

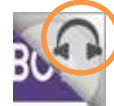
1. Put in your author, title, or other search term
 - a. For more options, click on “Advanced Search”
2. Click the magnifying glass to submit the search
3. You can filter results using the left column



Formats




1. eBooks (*Book*)
2. Audio Books (*Headphones*)



Putting something on Hold

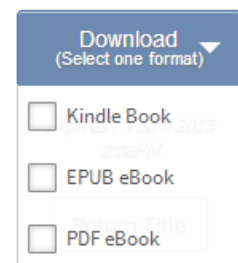
1. If the book you want is not available, hover over the book, then click “Place a Hold”
2. Enter your email address
3. You will receive an email when the book is available. You will have 3 days to check it out. (It will be in the Holds section of your Account screen)

Adding to your Wishlist

1. You can save books that you want to read later by adding them to your wishlist. This could save you time later or keep your holds list from getting too long.
2. All you have to do is click the bookmark icon:  when you hover over the book.
3. You can find these items again from the My Account screen.

Checking Out

1. Hover over the book you want and click “Borrow”
 - a. You can also view a sample or book details by clicking on the links in the hover menu
2. You will be taken to your bookshelf
3. Click “Download” and select your format.
 - a. eBooks
 - i. Kindle (for Kindles or Kindle Apps)
 - ii. ePub (for everything except Kindles)
 - iii. PDF or Other (ePub is better)
 - b. Audio Books
 - i. MP3 (Works on *most* devices.)
 - ii. WMA (See your device details)
4. Click “Confirm and Download”
 - a. You can return your title early from your bookshelf *only* before you select a format.



Using the OverDrive Media Console App?

Available on the Google Play Store, iTunes App Store, Amazon App Store, and Nook App Store

1. Find the App in your store and download it for free!
 - a. If you cannot find the app in your store, visit:
<http://www.overdrive.com/software/omc/>
 - i. Select your device's operating system
 - ii. There should be links to download the app directly from OverDrive

Note: The latest version of the app should walk you through how to use it, but just in case, here are the rest of our instructions:

2. In the App Menu, hit "Get Books"
3. Search for Dover Public Library using 44622.
4. Star the Ohio Digital Library to save it, then click on it to start browsing.
5. Sign in, browse, search, and check out as normal.
 - a. It should look similar to the rest of this handout.
6. The book will download directly to your device.
 - a. The app reads ePub and MP3 books
 - b. It *usually* does not show formats that it cannot read.
7. You will need to register the app with Adobe (using a free Adobe ID). If you have multiple devices, make sure you use the same Adobe ID for each device. You should only have to set this up once per device.

Finding Help Online

- Visit <http://help.overdrive.com/> to view helpful videos and tips directly from OverDrive.
- Visit <http://www.overdrive.com/drc/> for a list of compatible devices and the formats they can read.