

Everything you wanted to know about:

New Hampshire Downloadable Audiobooks

<http://nh.lib.overdrive.com>

BASIC STEPS:

1. Download and Install Free Software (page 1)
2. Perform a Windows Media Player Security Upgrade (page 4)
3. Get a Library Card to Sign into the Site (page 5)
4. Browsing the Collection (page 9)
5. Checkout and Download an Audiobook (page 13)
6. Enjoying your Audiobook on Your Computer, Player, or CDs (page 17)

STEP 1: OBTAIN and INSTALL THE FREE SOFTWARE

Summary: You must install the OverDrive Media Console software prior to downloading your first audiobook. This free software manages your audiobook downloads and allows the WMA audiobooks to be opened and enjoyed on your PC.

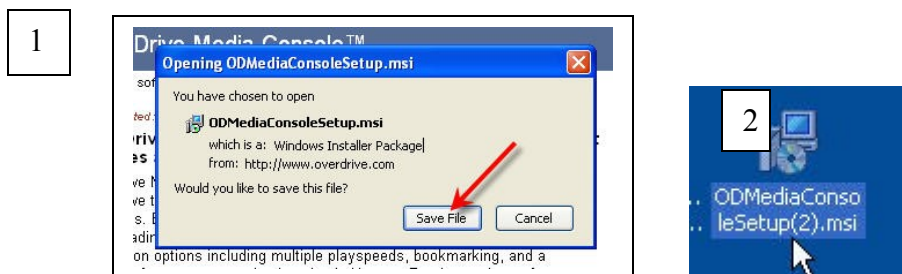
Downloading the Free Software (OverDrive Media Console):

- There is a link to the software download page from the left sidebar of the audiobooks site.
- Click on the link “*OverDrive Media Console*” to be brought to the download site.
- Be sure to download the appropriate software for your operating system (Mac OS or Windows only).



Installing the OverDrive Media Console (OMC):

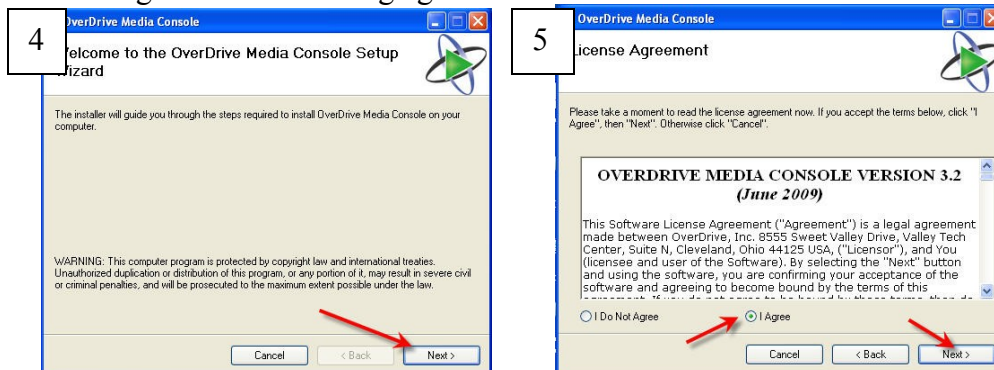
- Save the installer package.
- Check your desktop (or preferred download location) to find the installer.
- Double-click the file to start the installation.



- You will receive a security warning.
- Click "Run" to start the installation.



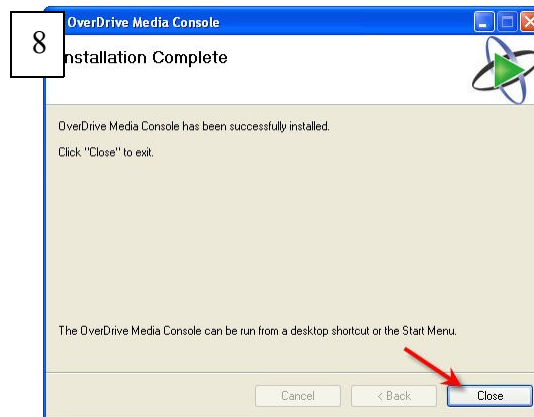
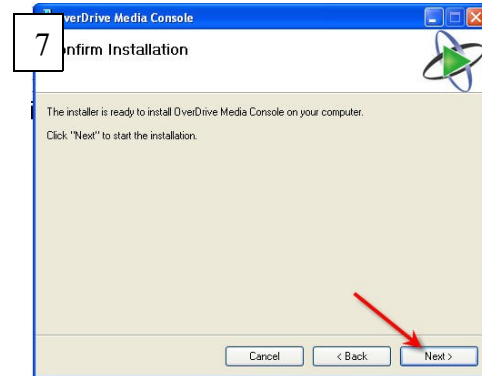
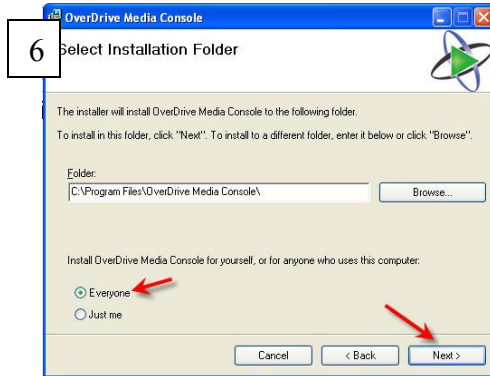
- Follow the installation wizard.
- Be sure to agree to the licensing agreement.



- Install the software in the default location unless you have a specific reason to change it.



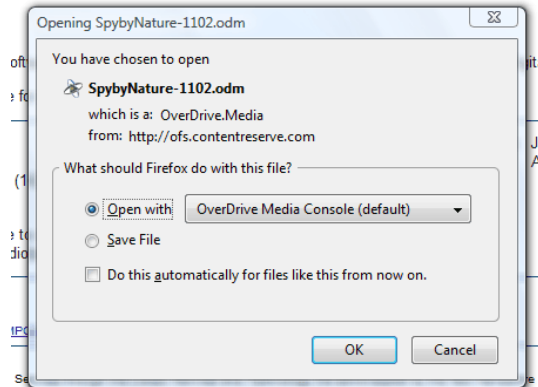
- If you have multiple users (and user profiles) on your computer and you want this software to be available to everyone, be sure to select “everyone.”
- Confirm the installation.
- Close the wizard when prompted to do so.



Troubleshooting Tip:

Look at slide 24 (graphic shown below), if the patron is attempting to download the audiobook but does not get the option to open the file in the OMC, one of two errors is possible. First, perhaps the software was not completely installed. If someone is not accustomed to installing software on a PC, they might think that downloading the installer means they have installed the OMC. They have not. They need to run the installer and the wizard to fully install the OMC. The second error involves the open source productivity suite, OpenOffice.org. There is a known conflict between OMC and OO.org. Follow the solution on page 15.





STEP 2: PERFORM A WINDOWS MEDIA PLAYER SECURITY UPGRADE

In order to listen to the protected WMA (Windows Media Audio) audiobook files, you will need to obtain a small audio file via Windows Media Player.

The first time you open the OverDrive Media Console, you should receive a prompt to open Windows Media Player (WMP) and download the security upgrade. The WMP Security Upgrade can also be started by these steps:

- From the OMC, click on **Tools >> Windows Media Player Security Upgrade**.



- Windows Media Player will open.
- If you have never used WMP, a wizard will open and you'll be asked a series of questions. Follow the steps until WMP fully opens.
- Windows Media Player will open.
- You'll be prompted to press "Play" to start the security upgrade needed for the OMC.
- You should see "Now Playing > Windows Media Player Security..."
- Close Windows Media Player.
- You will be prompted to save the security upgrade file.
- Save the file.

2





Troubleshooting Tip:

This step only takes a moment to complete, but it is easy to overlook and tends to be the source of many initial problems in using the service. On occasion WMP is unable to obtain the security upgrade file. I have seen this happen more on PCs running the Vista operating system. Please have your patron follow the instructions on this page to manually obtain the upgrade.
<http://tech.nhlibrary.org/2009/03/troubleshooting-wmp-upgrade/>

For one reason or another, sometimes the security upgrade to Windows Media Player fails. If this happens, try performing a manual upgrade.

Scenario: You've just installed the OverDrive Media Console and the next step is to perform the WMP security upgrade. You've clicked on *Tools >> WMP Security Upgrade*, but there is no "OK" button to move onto the next step.

Here is a possible solution: **Using Windows Internet Explorer** (NOT Firefox or Chrome), visit the following Microsoft site:

<http://drmlicense.one.microsoft.com/Indivsite/en/indivit.asp>

- Click "Upgrade" (twice) and let the site connect to the Microsoft server.
- Open OverDrive Media Console and delete the old copy of the audiobook.
- Open Windows Explorer and verify that the title has been removed from the following folder: *C:\Documents and Settings\{username}\My Documents\My Media\{name of book}
- Log into your OverDrive account and re-download the audiobook again.
- *Of note: The Microsoft Website states that if you have trouble listening to the audiobook, restart your computer.*



STEP 3: GET A LIBRARY CART and SIGN INTO THE SITE

Some library users will simply enter their library card number and gain immediate access to the site. However, some libraries do not use unique numbering systems, which necessitated adding a unique prefix to patron numbers.

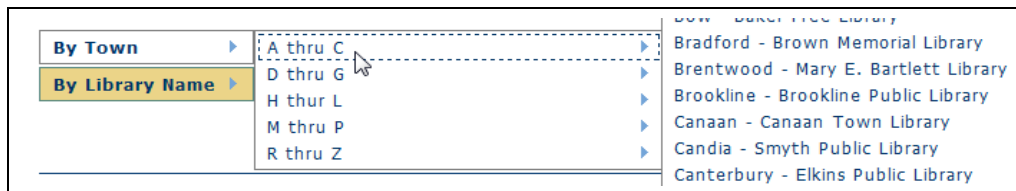
- Obtain a library card and, if necessary, a library code to log into the service.
- Do not add any spaces when entering your number.
- If a prefix is assigned, do not put any spaces, dashes, or extra zeros between the prefix and your library number.

How to tell if you need to contact your local library for a prefix:

- If your library number is less than 14 digits long, it is likely that your library will need to issue you a prefix.

Sign into the Service:

- Click on the small link “Sign in” located to the upper-right of the screen.
- Browse by the name of your public library or by town name.
- Note that you can either use the expanding menus to select the town or library name...



- ...or simply click on any of the links to have a static list of links.



Sign In

- [Madbury Public Library](#)
- [Madison Library](#)
- [Manchester City Library](#)
- [Mansfield Public Library](#)
- [Mary E. Bartlett Library](#)

Troubleshooting Tip:

Be sure to tell your patron if they need to add a four or five-digit prefix to their card numbers. If newly issued numbers do not work, check your enrollment form to see the range of active numbers. If you've exceeded the range of numbers, contact NHSL to increase the range of patron numbers. New numbers can typically be activated by the next workday.

Getting to Know Your Account

In order to add books to your cart or wish list, place a hold, or rate an audiobook, you'll need to be signed into the site.

What Your Account Holds:

After you have entered your library card number into the site, you have access to information under "My Account." This link can be found at the top link bar.



- When you click on "My Account" you will see the following information:

My Account

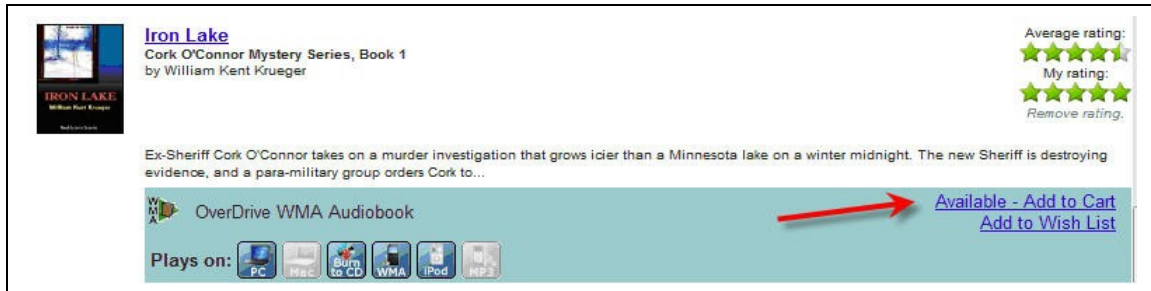
Select from the following links to manage your account:

<ul style="list-style-type: none"> My Cart Currently checked out items My Holds Wish List Rated Titles 	<ul style="list-style-type: none"> - Displays the title(s) that are in your 'My Cart' awaiting checkout - Displays download links for title(s) currently checked out - Displays the title(s) for which you are currently waiting - Displays the title(s) on your wish list - Displays the title(s) you have rated, and allows you to change ratings
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My Cart:



- As you browse the audiobook collection, titles that are currently available for checkout may be added to your cart.



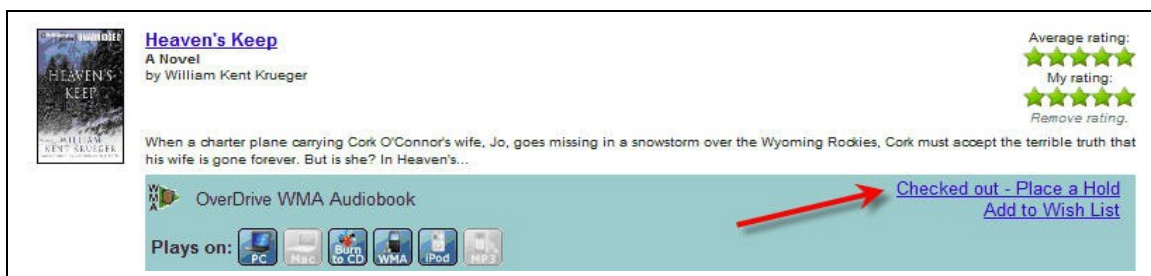
- Titles added to your cart are not checked out to you.
- Audiobooks only remain in your cart for 60 minutes.
- During the time a title is in your cart, it cannot be checked out by anyone else.
- You may remove titles from your cart.
- After 60 minutes or if you log out of the site, any titles in your cart will go back into circulation for someone else to check out.

Currently checked out items:

- Displays the items you currently have checked out.
- You may only have three items checked out at a time.
- (A fourth item, even if it is being held for you, may not be checked out.)
- Titles are checked out for seven days.
- Titles cannot be returned earlier.

My Holds:

- Displays any items you have placed on hold.
- Items that are not currently available for check-out may be placed on hold for you.



- The Consortium purchases multiple copies of audiobooks titles. Typically a new title will be purchased when there are six or seven people waiting for the title.
- In order to place a hold, you must submit a valid email address.
- You will receive an email when the title becomes available to you.



- You only have 48 hours to check out the title after the email is sent to check out the title before the hold is removed and the title becomes available to the next person on the waiting list.
- You may remove the hold from any audiobook in your “holds” list.

Wish List:

- The wish list is simply your memory back for audiobooks.
- Use the wish list to keep track of the books you’d like to listen to, but don’t have the time for now.

Rated Titles:

- This links displays a list of books you have given a star rating.
- When you are logged into the site, you have the ability to rate the audiobooks.
- Simply click the corresponding star under “My Rating” next to any audiobook title.

STEP 4: BROWSING THE COLLECTION

The audiobook collection was developed to be a very browsable site and the titles can be browsed many ways. A great way to get started with the service is to look for an audiobook that can be checked out now.

- Click on “Advanced Search” from the left sidebar of the site.



- From the Subject drop-down, choose the desired genre. (The subject “Fiction” or “Nonfiction” will provide the widest results.)
- Select “Only show titles with copies available.”



Advanced Search

Title:

Author:

ISBN:

Format:

Language:

Publisher:

Subject:

Awards:

Date added to site:

Results per page:

Order by:

Only show titles with copies available

- Sort by “Date Added to Site” to see the newest items.

Search Results

Search results: Showing 1 - 25 of 1055

Sort by: [title](#) | [author](#) | [published date](#) | [most popular](#) | [date added to site](#)

The Hunted
by Brian Haig

New York Times bestselling author Brian Haig delivers his a thriller inspired by a true story about one man running between two countries, trying desperately to escape his past.

In...

OverDrive WMA Audiobook [Available - Add to Cart](#)
[Add to Wish List](#)

Plays on:

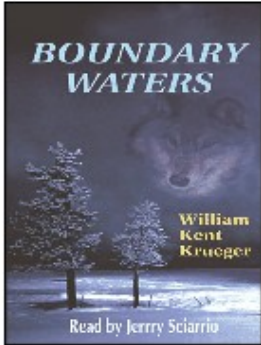
Invisible 1
The Amanda Project Series, Book 1
by Stella Lennon

Amanda Valentino changed everything. Cattie Leary has exactly one thing, and one thing only, in common with Nia Rivera and Hal Bennett: They were each chosen by Amanda to be her guide. When Amanda...

OverDrive WMA Audiobook [Available - Add to Cart](#)
[Add to Wish List](#)

Browsing Similar...

- When you view an individual audiobook record, you’ll notice that the author, publisher, and series information are links.



Boundary Waters
Cork O'Connor Mystery Series, Book 2
Edition: Unabridged
Series: [Cork O'Connor Mystery](#)
Author(s): [William Kent Krueger](#) (Author)
[Jerry Sciarrio](#) (Narrator)
Publisher: [Books In Motion](#)
Subject(s): [Fiction](#)
[Mystery](#)
[Suspense](#)

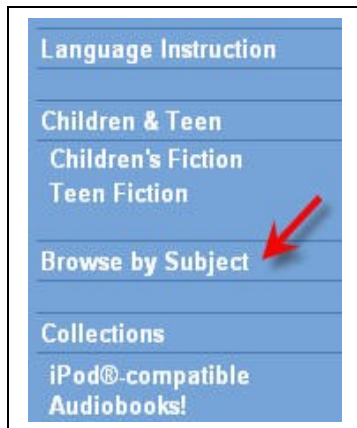
- Clicking on any of these links will bring up other books by the same author, part of the same series, etc.
- Hint: If you are looking for titles to burn to CD, consider browsing by the publisher. The publisher decides whether to allow their titles to be burned to CD or not.



- If you see a title that should have series information, let you local librarian know. We want this collection to be easy to browse!

Browse by Subject:

In addition to browsing by broad category from the left sidebar of the site, you can see the specific subject headings.



Information about the Audiobooks in Our Collection

The audiobook consortium buys two types of audiobook formats: MP3 titles and WMA titles.

MP3:

- This is a type of audio format.
- Because it is the most basic format for audio files, the word “MP3” tends to get used in a very generic manner for any type of music format or music player.
- MP3 files do not include DRM or Digital Rights Management.
- All players that can play the WMA audiobooks can also play the MP3 titles.
- In addition, all Apple players, Mac computers, many generic MP3 players, and phones with MP3 playback can play our MP3 audiobooks.
- See a complete [list of known compatible MP3 players](#).

WMA:

- This stands for Windows Media Audio.
- This audio format was developed by Microsoft and is a proprietary audio format.
- In addition to being a proprietary format, the WMA titles found in our audiobooks collection contains DRM.



- The DRM controls the checkout period and encrypts the audiobook after seven days, making the audiobook file useless on your computer after the loan period expires.
- This type of audiobook file requires a player that can handle WMA files and the Digital Rights Management.
- Not every MP3 player has the ability to play WMA files. Only a select number can play WMA files that include DRM.
- In order to use OverDrive WMA Audiobook titles on a device other than an iPod or an iPhone, 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 encoded at 32kbps.
- For this reason, if you are looking to purchase a new player (other than an iPod) that will work with this system, you are strongly encouraged to view the [list of compatible WMA \(DRM\) players](#) and purchase a player from this list.

iPod Compatibility:

The capability to transfer the WMA audiobooks to an iPod is a new development from OverDrive.

- In order to transfer a WMA audiobook from a PC (not a Mac computer), you'll need to have the newest version of the OverDrive Media Console (version 3.2), iTunes installed on the Windows computer and set aside plenty of time to transfer the audiobook to your iPod.

Mac Compatibility:

But what if you use a Mac computer? WMA audiobooks cannot be downloaded to a Mac. Mac users will only be able to make use of the smaller collection of MP3 titles.

Purchasing Formats:

So why does the Consortium at times own only one format and other times own both formats of an audiobook? Until recently, the Consortium could only purchase WMA audiobooks. This spring, we had the opportunity to purchase MP3 audiobooks, thereby making the service a little Mac-friendly.

Only a few audiobook publishers create their content in MP3 format. A vast majority of publishers only release their content (to libraries) in the WMA DRM format. For that reason, a majority of our titles will continue to be in the WMA format. However, when a title is published in both WMA and MP3 format, the preference is to purchase the MP3 format.

Symbols:



Each audiobook title displays at least one set of symbols. These symbols are a quick way to see in a glance if the audiobook is compatible with your needs.



1. PC Symbol: All audiobooks in this collection are compatible with PCs.
2. Mac Symbol: Only MP3 audiobooks can be downloaded and played on Macs.
3. Burn to CD Symbol: Some publishers do not allow their content to be burned to CD.
4. WMA Symbol: All audiobooks in this collection are compatible with compatible WMA players.
5. iPod Symbol: All MP3 titles are iPod-compatible; some publishers of WMA content do not allow their audiobooks to be transferred to iPods.
6. MP3 Symbol: Only MP3 audiobooks can be transferred to MP3 players.

STEP 5: CHECKING OUT and DOWNLOADING AN AUDIOBOOK

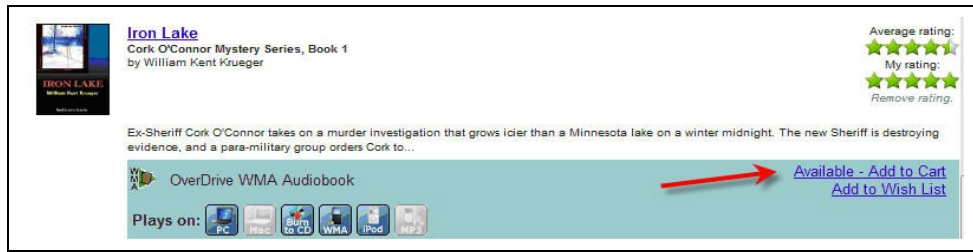
To recap:

- *The OverDrive Media Console must be installed on your computer.*
- *You must perform a Windows Media Player security upgrade.*
- *You'll need to be logged into the service.*
- *There is no registration necessary, but some libraries assign a four or five-digit prefix to their library numbers.*
- *You may check out three titles at once.*
- *The audiobook titles automatically "expire" after seven days.*
- *There is no option to return the audiobooks earlier than the seven days.*

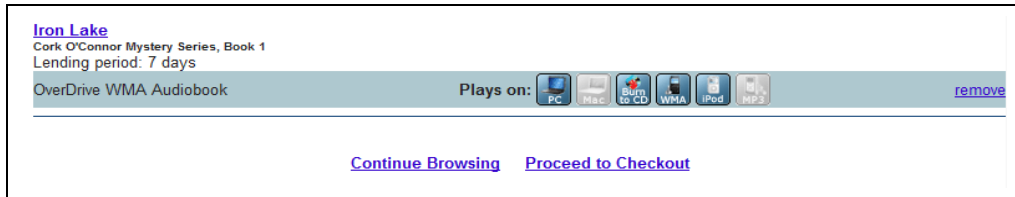
Checking Out:

- When you find an audiobook that is available for checkout, add the title to your cart.
- Titles can remain in your cart for 60 minutes.

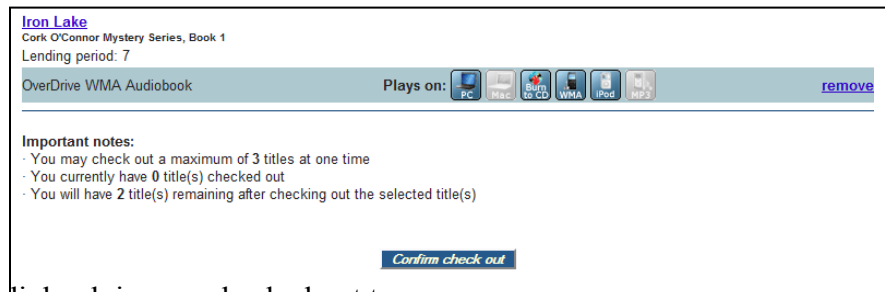




- Once the title has been added to your cart, you can continue browsing for more audiobooks or check out the title in your cart.



- You'll be prompted to confirm your checkout...

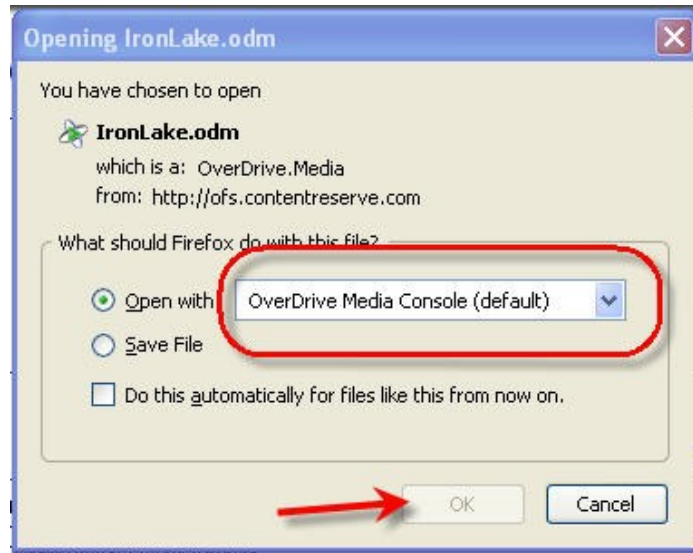


- The audiobook is now checked out to you.
- Take note of the time you'll have to enjoy the audiobook.
- Since you have already downloaded and installed the OverDrive Media Console, click "Download Book."



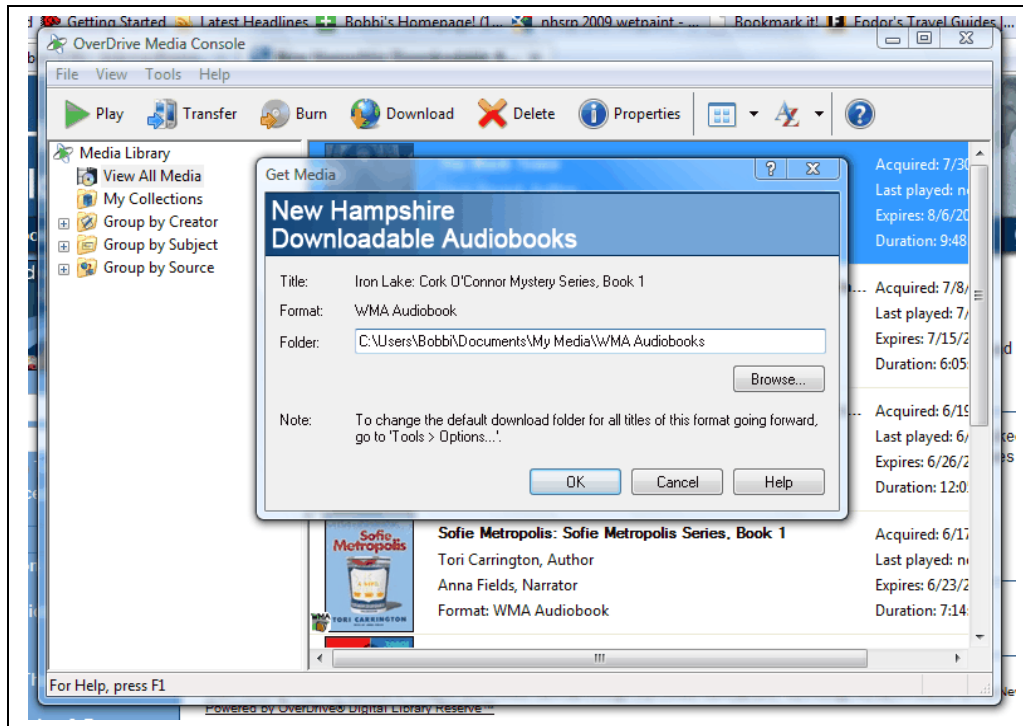
- A new dialog box will pop up...



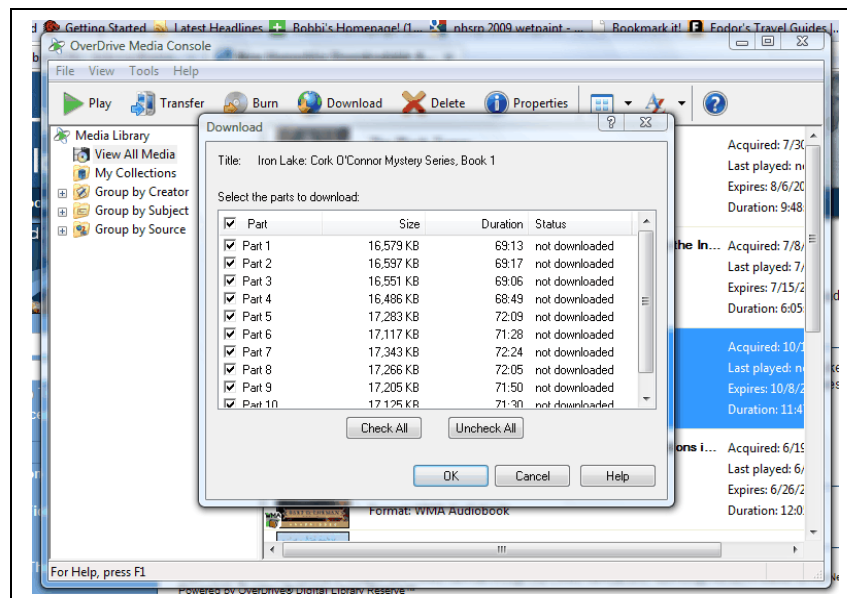


- **If you do not receive the option to open the .odm file with the OverDrive Media Console, please do not go any further.** There is most likely an error.
 - The error is probably one of two things:
 - The OverDrive Media Console software was not fully or properly installed. Please uninstall and reinstall the software.
 - Or there is a file conflict with OpenOffice.org. If you have OpenOffice.org installed on your computer, follow the steps on page 18 of this handout.
- Open the file with the OverDrive Media Console.
- The OMC software will open.

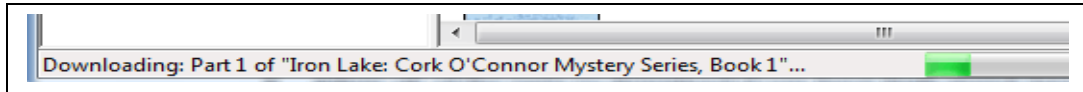




- The default location to save audiobooks files on your computer will be: ... Documents\My Media\WMA Audiobooks.
- Since this is the first time you'll be using the service, you'll receive a request to create new "My Media" and "WMA Audiobooks" folders.
- Allow the new folders to be created.
- Do not alter the default location unless you have a specific reason.
- A new dialog box asks if you'd like to download all of the parts of the audiobook.



- Allow all of the parts to download if you have high-speed Internet service.
- Select only one part at a time if you are using dial-up.
- Watch the download process from the bottom-left corner of the OMC software.



- Once the audiobook has completely downloaded, you can listen to it on your computer, transfer it to a compatible player, or, in some cases, burn it to CDs.

OpenOffice.org Conflict:

- 1) Uninstall both OpenOffice and the OverDrive Media Console.
- 2) Install OpenOffice again.
- 3) Install the OverDrive Media Console again.
<http://www.overdrive.com/files/odmediaconsolesetup.msi>
- 4) Change the ODM file associations to open with the OverDrive Media Console.
 1. In My Computer or Windows Explorer, go to Tools > Folder Options
 2. Select the 'File Types' tab.
 3. Scroll down to the 'ODM' file type.
 4. Make sure that the extension is set to open with OverDrive Media Console. If it is not, click the 'Change' button and select OverDrive Media Console.
 5. Click 'OK' as needed to save the changes and exit the open windows.
- 5) Download an OverDrive Audiobook. This time, it should open automatically in the OverDrive Media Console.

From OverDrive Tech Support Team, 18 August 2009.

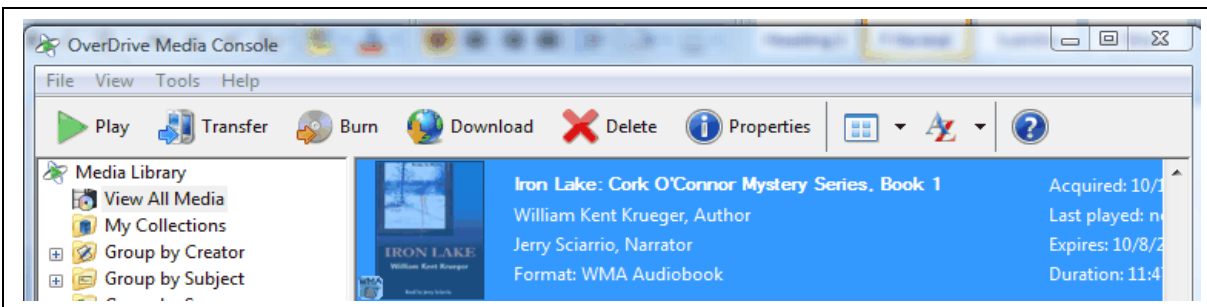


STEP 6: ENJOYING THE AUDIOBOOKS

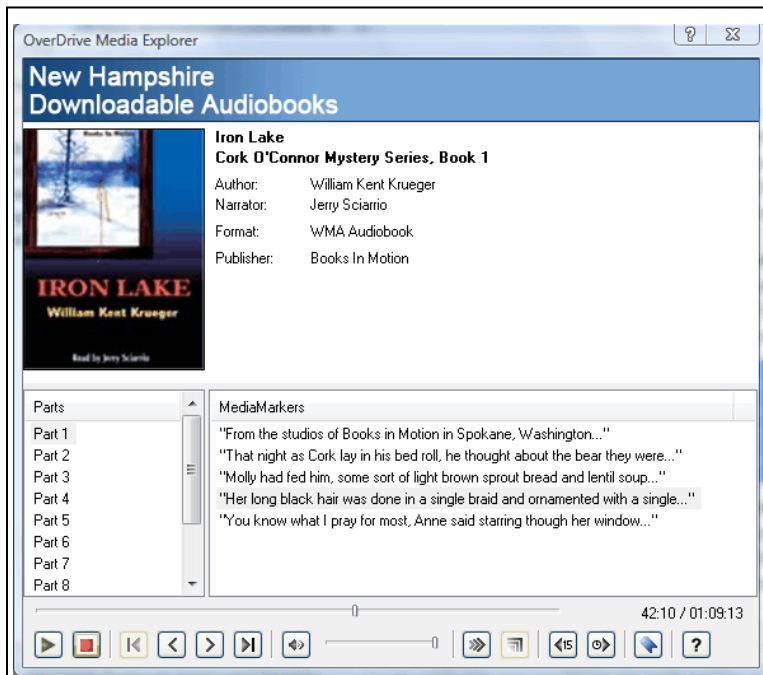
Listen on Your Computer:

If your computer has external speakers or a headphone jack, you can play the audiobook using the OverDrive Media Console's built-in player.

- Select your audiobook. A "selected" audiobook will be blue.
- Click the "Play" button at the top of the OMC.



- A new window appears:



- The OMC player provides a wealth of controls. Holding your mouse over any of the buttons displays a description of the button.





Listen on a Player:

The collection of WMA audiobooks can only be enjoyed on compatible players. Not any portable player can handle the protected WMA audiobooks. The list of WMA and MP3 compatible players can be found at the bottom of the left sidebar on the audiobook site. Before purchasing a player for the library or for personal use, talk to other audiobook listeners and see which players they recommend. Typically, a player with the capability to resume playback or with a bookmarking feature is preferred.

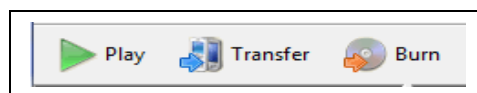
<http://www.overdrive.com/resources/drc/compatibledevices.aspx?format=WMA>

Transfer a WMA audiobook to a compatible WMA player (not an iPod):

- Connect your compatible device to the computer.
- If this is the first time using your player, give the computer a minute or so to detect the new device. Sometimes the computer will need to install new drivers.
- If AutoPlay starts, simply close it. You will not use AutoPlay.

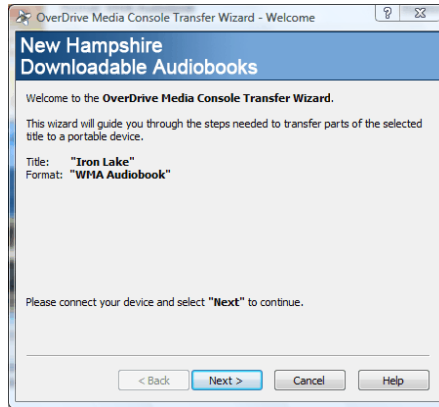


- Press the “Transfer” button to start the Transfer Wizard.

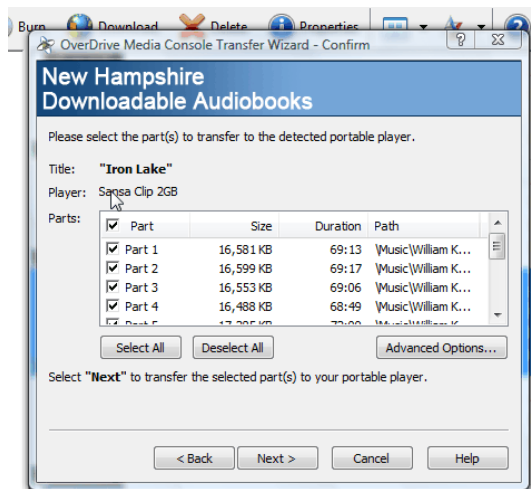


- Follow the Transfer Wizard:

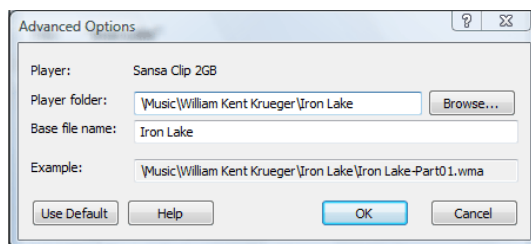




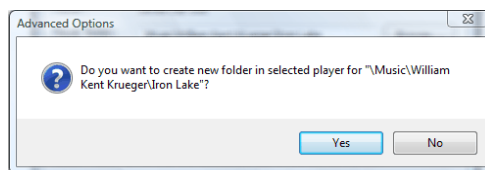
- Keep all of the parts selected to transfer to your player.



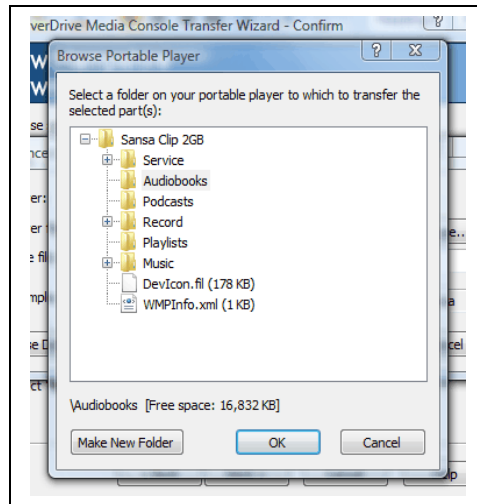
- Depending on the player you have, it could be helpful to click on “Advanced Options.”
- Click “Browse.”



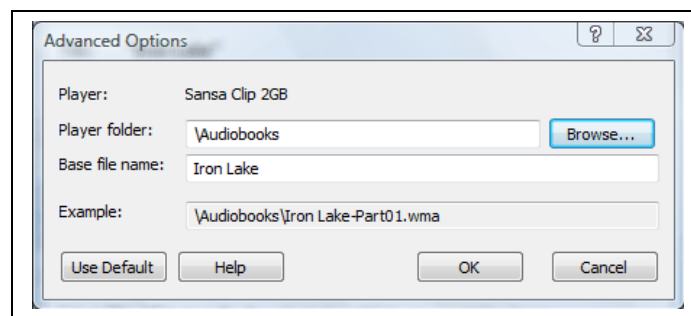
- Create a new folder? **Probably not.** (We are looking for a pre-existing audiobooks folder.)



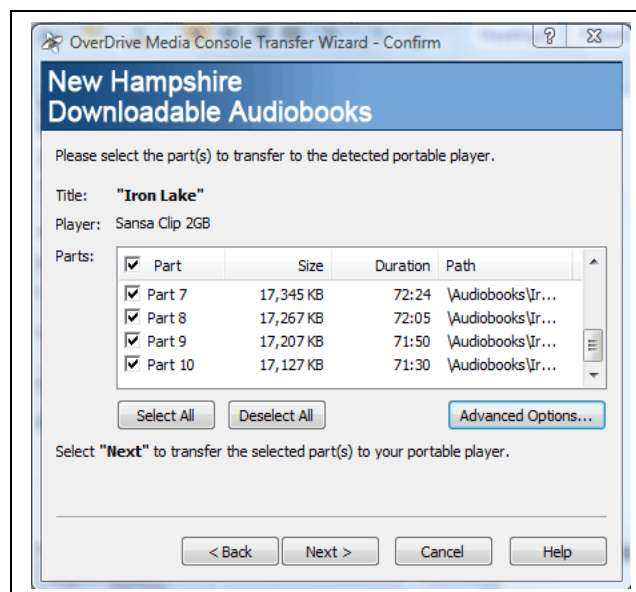
- Select (click on) the “Audiobooks” folder and click “Ok.”



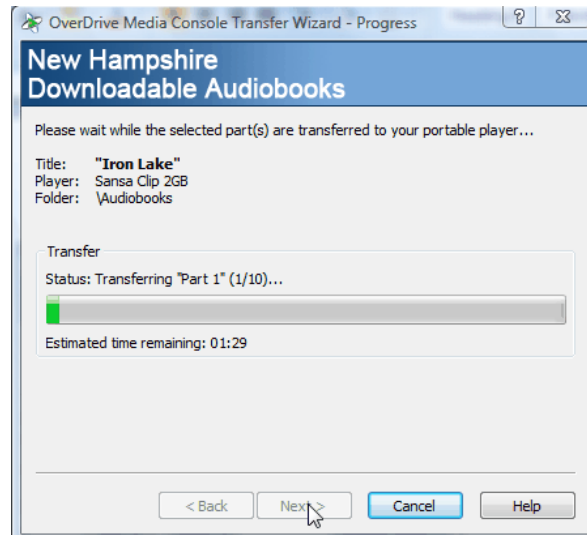
- Now the path where your audiobook will be transfer on your player should look like this:



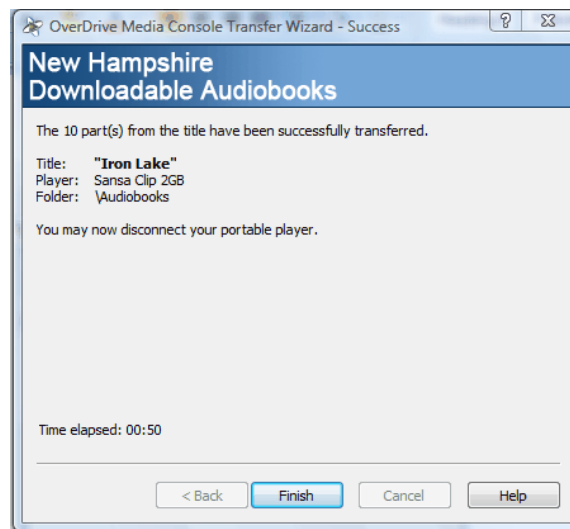
- Click “OK.”
- Click “Next” to continue with the transfer.



- The transfer will begin upon clicking “Next.”



- Click “Finish” and disconnect your player.



Transfer WMA audiobooks to an iPod:

If you are a **PC user** who owns an iPod, it is very likely that you already use iTunes. Be sure that you are using the more recent release (from the Help menu >> Check for Updates).

If you are a **Mac user** and are connecting your iPhone or iPod Touch to a PC for the specific purpose of transferring audiobooks, you'll need to install the free iTunes software in addition to the OMC. The iPod requires iTunes to transfer all of the content to the player.

- Download iTunes for free from: <http://www.apple.com/itunes/>

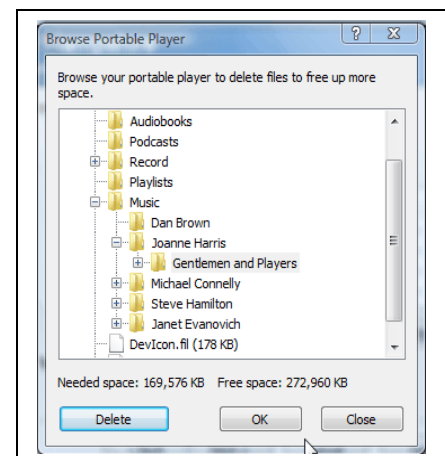
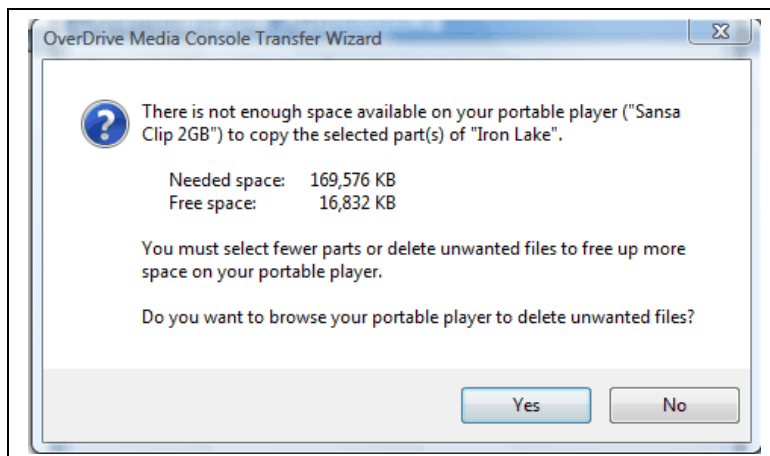
The iPod Nano, Classic and shuffle mount to the computer differently than an iPhone or iPod Touch. I was able to connect my iPod Touch, which had only ever been used on a Mac, to my PC and slowly transfer an audiobook. When I connected my new iPod Nano, I received a message asking if I would like to reformat the player for Windows. Reformatting a player will remove everything from it! However, according to OverDrive tech support (10.5.09), an iPod can be reformatted multiple times.

How the WMA File Becomes iPod-compatible:

When transferring the WMA audiobook file to an iPod, the WMA file is converted to an iPod-friendly AAC file. This transfer can take quite a while to finish. The OMC software prompts the patron to change the iTunes import settings from "High Quality" to "Spoken Podcast." Doing so will significantly reduce the transfer time.

Troubleshooting Tip:

If there isn't enough room on the player, downloaded audiobooks can be removed during the transfer process. After deleting an audiobook, you'll be brought directly back to where you left off the transfer.



Enjoy the Audiobooks on CD

Some of the audiobooks can be burned to CDs. Not all publishers allow their titles to be burned. View the Digital Rights Information at the bottom of each audiobook record to see if burning is permitted.

Burning Tips:

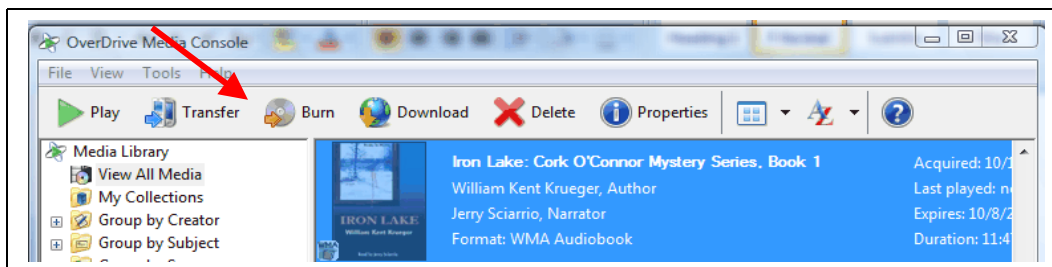
- Be sure to use CD-Rs, not CD-RW, when burning audiobooks to CD. Many car stereos don't have the ability to read the CD-RW disks.
- Use the OverDrive Media Console to burn the CDs. The OMC "Burn Wizard" was added to the software in one of the more recent upgrades. It is no longer necessary to use the WMP to burn CDs.

Burning Audiobooks to CD:

- Look for an audiobook that can be burned to CD.



- After the audiobook has been downloaded to your computer, select the audiobook from the OverDrive Media Console.
- Click the "Burn" button at the top menu of the OMC.

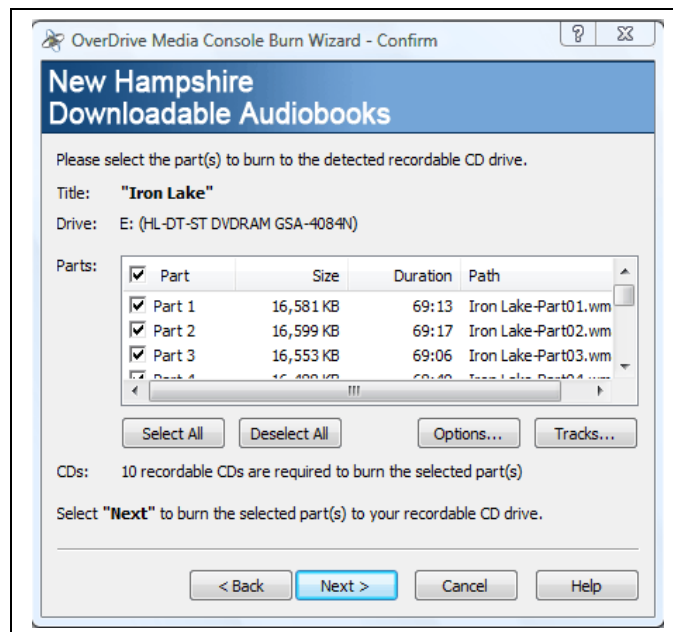


- The "Burn Wizard" will begin. Click "Next" to continue...



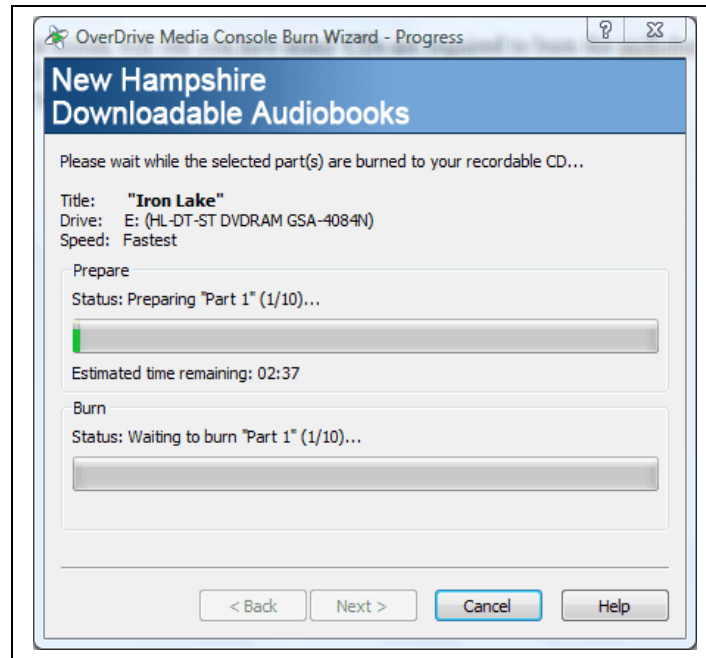


- The next screen will tell you how many CDs are required to burn the audiobook. (Each part will fit on one CD.)
- Click “Next” to continue...



- Each part will be prepared and then burned to CD.
- You will be prompted to remove and insert CDs at the end of each part.





Audiobook Information for Mac Users:

Only a few audiobook publishers create their content in MP3 format. A vast majority of publishers only release their content (to libraries) in the WMA (Windows Media Audio) DRM (Digital Rights Management) format. For that reason, a majority of our titles will continue to be in the WMA format. However, when a title is published in both WMA and MP3 format, the preference is to purchase the MP3 format so more people will be able to enjoy the audiobook.

Mac Compatibility:

But what if you use a Mac computer? WMA audiobooks are not compatible with Mac OS and cannot be downloaded to a Mac computer. Mac users will only be able to make use of the smaller collection of MP3 titles.

The steps need to enjoy an MP3 audiobook on your Mac are similar to the steps taken on a PC.

BASIC STEPS:

1. Obtain and install the Mac version of the OverDrive Media Console.
2. NO Windows Media Player Security Upgrade is needed.
3. Log into the audiobook site (<http://nh.lib.overdrive.com>).
4. Browse for an MP3 audiobook.
 - a. Either, click on the link to the collection of MP3 titles from the left sidebar...





b. Or, enter advanced search and set the format to MP3 titles.

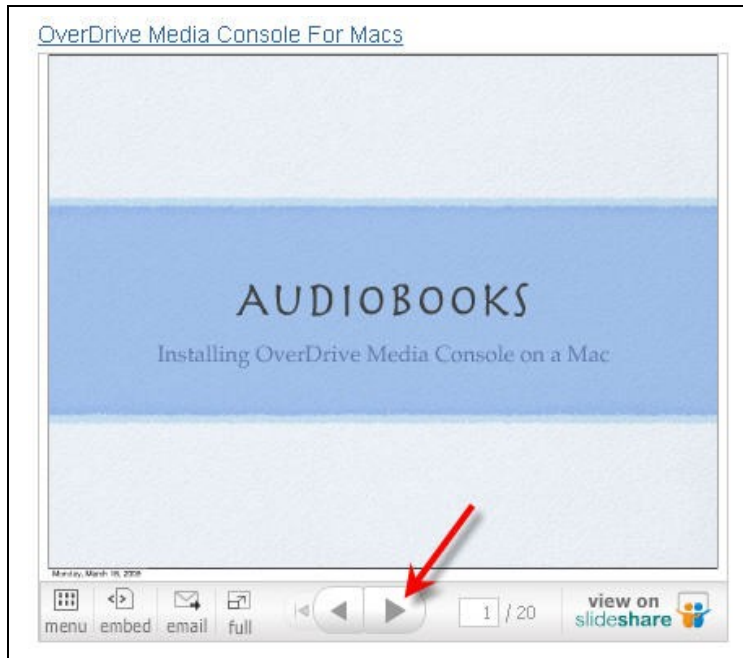


Advanced Search

Title:	<input type="text"/>
Author:	<input type="text"/>
ISBN:	<input type="text"/>
Format:	OverDrive MP3 Audiobook <input type="button" value="v"/>
Language:	All languages <input type="button" value="v"/>
Publisher:	All publishers <input type="button" value="v"/>
Subject:	All subjects <input type="button" value="v"/>
Awards:	All awards <input type="button" value="v"/>
Date added to site:	<input type="text"/> <input type="button" value="v"/>
Results per page:	10 <input type="button" value="v"/>
Order by:	Title <input type="button" value="v"/>
	<input checked="" type="checkbox"/> Only show titles with copies available
	<input type="button" value="Search"/>

The slideshow is available to view or embed in your site:
<http://tech.nhlibrary.org/2009/03/tutorial-installing-omc-on-macs/>





Enjoy!

