

# OverDrive User Guide

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## What is OverDrive?

[OverDrive](#) is an online platform that allows students and staff to access and download fiction and non-fiction titles to their personal computers and smart devices 24/7.

## What Do I Need to Use OverDrive?

All you need is your own computer or mobile device with an Internet connection, your school library barcode and some free software!

## How Do I Use OverDrive?

Use OverDrive in three simple steps:

1. Browse for a title and check it out using your school library barcode
2. Download the title to your computer or mobile device
3. Enjoy your book by listening or reading offline without the worry of overdue notices!

## Where Do I Access OverDrive?

For students, the main access point to digital titles in OverDrive is through your school library catalogue (HIP), and you can also connect to OverDrive from the [Elementary Internet Tools page](#) (look for the OverDrive icon). For staff, the main access point to OverDrive is via the Audio & eBook Collections link from the [Library Services website](#). Here you will have access to the entire digital collection of books.

## My Account

Use the 'My Account' feature to manage your audio & ebook account:

- ★ My Cart: Displays the title(s) that are in your Basket awaiting checkout.
- ★ My Bookshelf: Displays download links for title(s) currently checked out to you.
- ★ My Holds: Displays the title(s) for which you are currently waiting.
- ★ My Wish List: Use this to save titles that you are interested in reading.
- ★ Lending Periods: Set personalized default lending periods on a format-by-format basis.
- ★ Rated Titles: Displays the title(s) you have rated, and allows you to change ratings.

## OverDrive Read

Using OverDrive Read, you can read borrowed eBooks right in your browser with a single click—no software or downloads required. This is because OverDrive Read is a browser-based eBook reader that works on most computers, tablets, and mobile devices running web browsers with HTML5 support. OverDrive Read has many of the same features as popular eBook readers, like the ability to add bookmarks, search for terms, add notes and highlights, look up words, and change the font. As long as you have an active internet connection, you can return to an OverDrive Read eBook at any time during your lending period and your place will be saved.

You can also cache an OverDrive Read eBook and read it offline. To see the titles that are part of the OverDrive Read collection,

### **OverDrive Media Console**

OverDrive Media Console is free software that allows you to listen to and manage OverDrive audiobooks.

Media Console for Windows supports:

- ★ MP3 and WMA Audiobooks

Media Console for mobile devices supports:

- ★ EPUB eBooks
- ★ MP3 Audiobooks

Media Console for Mac supports:

- ★ MP3 Audiobooks

### **Adobe Digital Editions**

Adobe Digital Editions is free software that allows you to view and manage ebooks.

Digital Editions for Windows and Mac supports:

- ★ EPUB / OEPUB and PDF / OPDF eBooks

The first time you download an ebook, you will be prompted to activate your computer or device.

If you do not have an Adobe ID:

1. Create one at [Adobe.com](http://Adobe.com)
2. Return to the software and authorize the computer or device with your new ID

### **Going Mobile**

OverDrive's got an app for that! Whether you're using an Android, BlackBerry, iPhone, iPad or other device, just visit the 'Apps for Mobile Devices' link on the right hand side of every page and follow the steps to get the app for your device.

### **Help Features**

Downloading digital books is just as easy as downloading music! But just in case, OverDrive offers users an interactive 'My Help!' guide that lets you find the assistance you need based on the type of file you want to use (audio or ebook) and the type of device you have.

### **Need Help?**

Call us! 905.335.3663 Online/Web Library Technician x.3351

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