

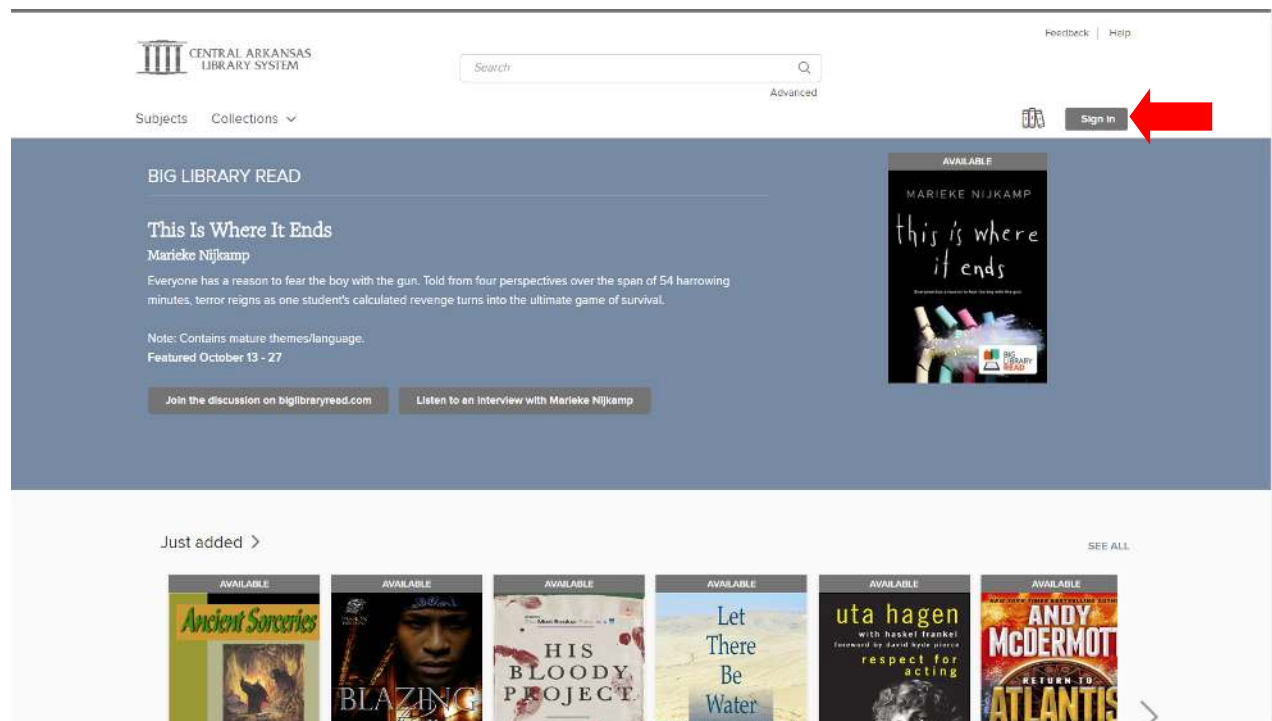
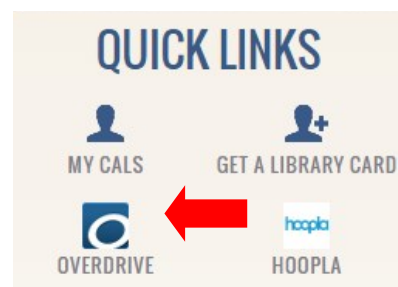


For Desktops and Laptops

| | |
|--|----|
| Accessing CALS' OverDrive Catalog | 2 |
| Signing into OverDrive | 2 |
| OverDrive Navigation Bar | 3 |
| Refining a Search | 3 |
| Checking out Items, Placing Holds, and Viewing Items | 4 |
| Loans Page | 5 |
| Accessing Materials Online | 5 |
| - EBooks | 5 |
| - Audiobooks | 7 |
| Accessing Materials Offline | 8 |
| - EBooks | 6 |
| - Audiobooks | 10 |
| Get Help, and More Great Digital Services | 13 |

I. Accessing CALS' OverDrive Catalog

1. Go to the library's website at www.cals.org.
2. On the left side of the library's web page; under "Quick Links," click "OverDrive." You will be directed to the OverDrive catalog (below).



II. Signing In to OverDrive

1. Click the "Sign In" button near the top right corner of the page.
2. Type your library card number and your library PIN into the appropriate boxes on the sign-in page.
3. Optional: Check the "Remember my card number on this device" box if you do not want to re-enter your card number each time you log in. (Leave it unchecked if you share this computer with other OverDrive users.)
4. Click the gray "Sign In" button.

III. OverDrive Navigation Bar

CALS Logo: Click this logo on any page to get back to the CALS OverDrive home page.

Search Box: Type a search by title, author, series name, or other information into the box, then press the "Enter" key. Click "Advanced" to search by various categories and limit your search results to certain types of items.

Feedback: Click here to take a brief survey about the new CALS OverDrive site.

Help: Click here to access OverDrive's help documentation.

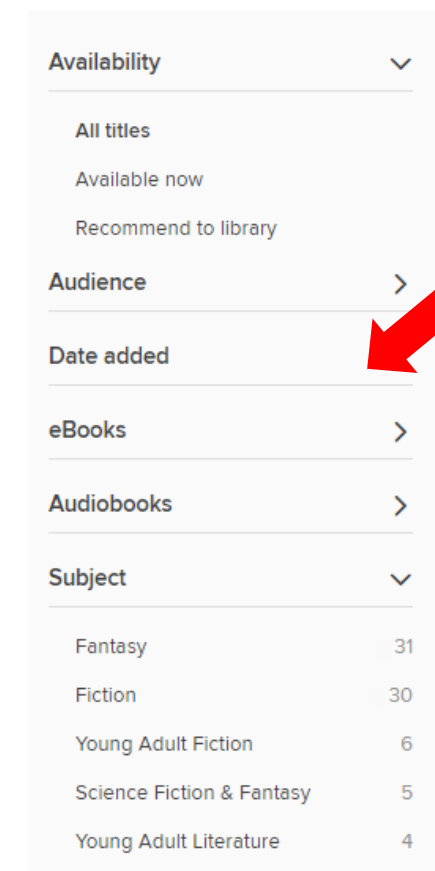


Subjects: Click to browse eBooks and audiobooks by a variety of categories.

Collections: Click to open a menu of links to groups of items, such as new items, items available now, and themed collections.

Loans: This image of three books takes you to a page where you can access the items you currently have checked out.

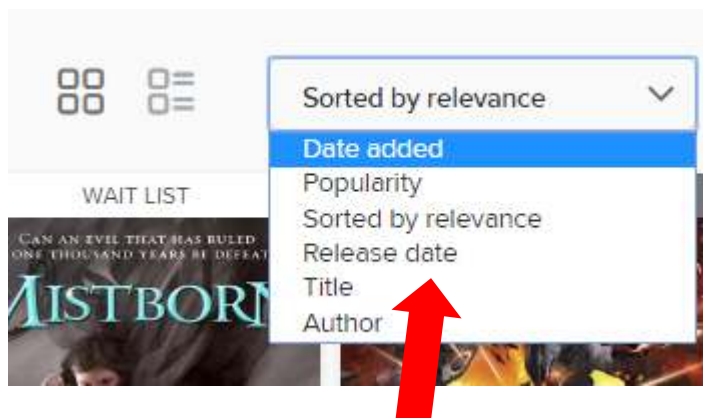
My account: Click here to access the account menu (see below).



IV. Refining a Search

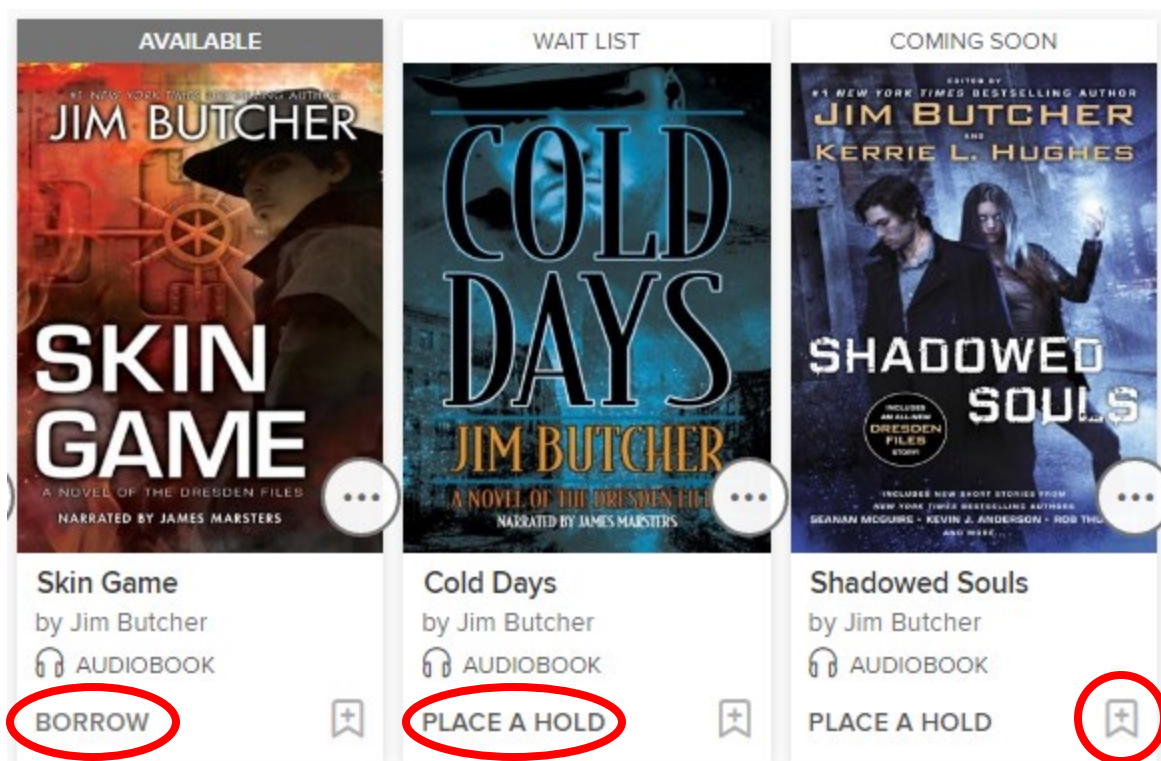
After performing a search or clicking a category or collection, the catalog provides two ways to sort and filter the items that appear:

- On the left side of the results screen, you can filter results by a variety of categories including: titles available now, format, subject, publisher and more.



- Towards the top of the results page is a drop down menu where you can sort results alphabetically by title or author, by release date, by date added to OverDrive, and by popularity.

V. Checking Out Items, Placing Holds, and Viewing Items



If you see an item you're interested in, you can check to see if it is available by looking below the cover art. If you can borrow it right now, "Borrow" will appear (and "Available" will appear above the cover art—see *Skin Game* above). Any item that is not currently available will say "Place a Hold" (see *Cold Days* and *Shadowed Souls* above); items which are currently checked out by other patrons will say "Wait List" above the cover art; items which have been ordered by CALS but are not yet available will say "Coming Soon."

- For available titles, simply click "Borrow," and the title will be checked out to you. You can click the "Loans" link in this message to access the items checked out to you.
- For unavailable titles, click "Place a Hold," and you will see a message saying, "Success!" and informing you that an email will be sent to you when the title is ready. The message will also show you similar titles available to be checked out now.
- If there's an item you're interested in, but you want to remember it for later without checking it out or placing a hold, simply click the bookmark icon (in the bottom right corner, across from "Borrow" or "Place a Hold") to add it to your Wish List.

Things to note:

- OverDrive functions like a physical library collection. CALS purchases a limited number of copies of each digital item, and only one patron can check out each copy at a time.
- Checkout periods are 14 days by default, and items are automatically returned at the end. (No late fees!)
- You can have a maximum of ten items checked out and ten items on hold at any given time.

V. Loans Page

The “Loans” page displays all the items currently checked out to you, and also gives you access to your Holds and your Wish List, among other things. You can also use this page to download items to your computer for offline use. The Loans page can be accessed by clicking the “three book” icon near the top of any page on the CALS OverDrive site.

Navigation Menu: Click these links to access your holds list, wish list, items you’ve recommended to be purchased, and your account settings.

Checkout Period: Displays The number of days left before this title expires

Item Information: Displays the title, author, type (eBook or audiobook), and five-star rating

“Choose a Format” Menu: Allows you to select a format (see pg. 6 for more info) and download the book for offline use.

Cover Art

Read/Listen Now: Click this to read or listen to the item now in your browser. You must remain connected to the Internet to use this function.

Download: If your item is only available in one format, or you have already selected a format, click to download the item for offline use.

Return: Click this to return the item and make it available for other patrons to use.

How to Return: Click this to view instructions on how to return an item you’ve previously downloaded.

Feedback | Help

My account ▾

Loans

Holds

Wish list

Recommendations

Settings

EXPIRES IN 14 DAYS

Cibola Burn
James S. A. Corey
EBOOK
★★★★☆

CHOOSE A FORMAT

READ NOW

DOWNLOAD MP3 audiobook

LISTEN NOW

How to return

VIII. Accessing Materials Online

As long as you have an internet connection, you don’t need to download your items to enjoy them; you can read your eBooks and listen to your audiobooks through your web browser on.

Reading EBooks via OverDrive Read

1. On your Loans page, click the “Read Now” button; a separate OverDrive Read tab will open in your browser, showing the cover of the book on the right-hand side.
2. Click the far right edge of the book cover to open the book.
3. Click the far edge of the book to turn the pages. (The right side turns to the next page; the left turns to the previous page.) You can also use the arrow keys on your keyboard.

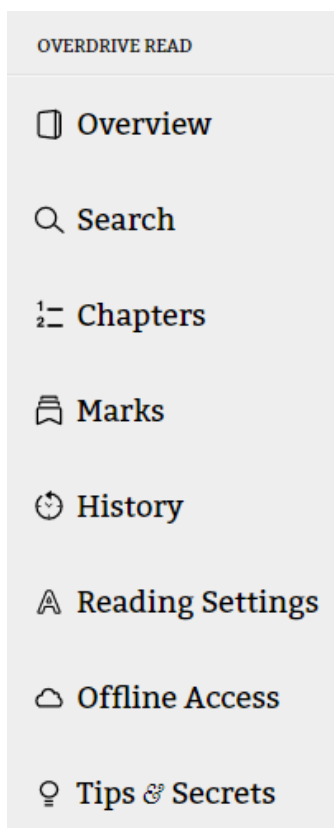
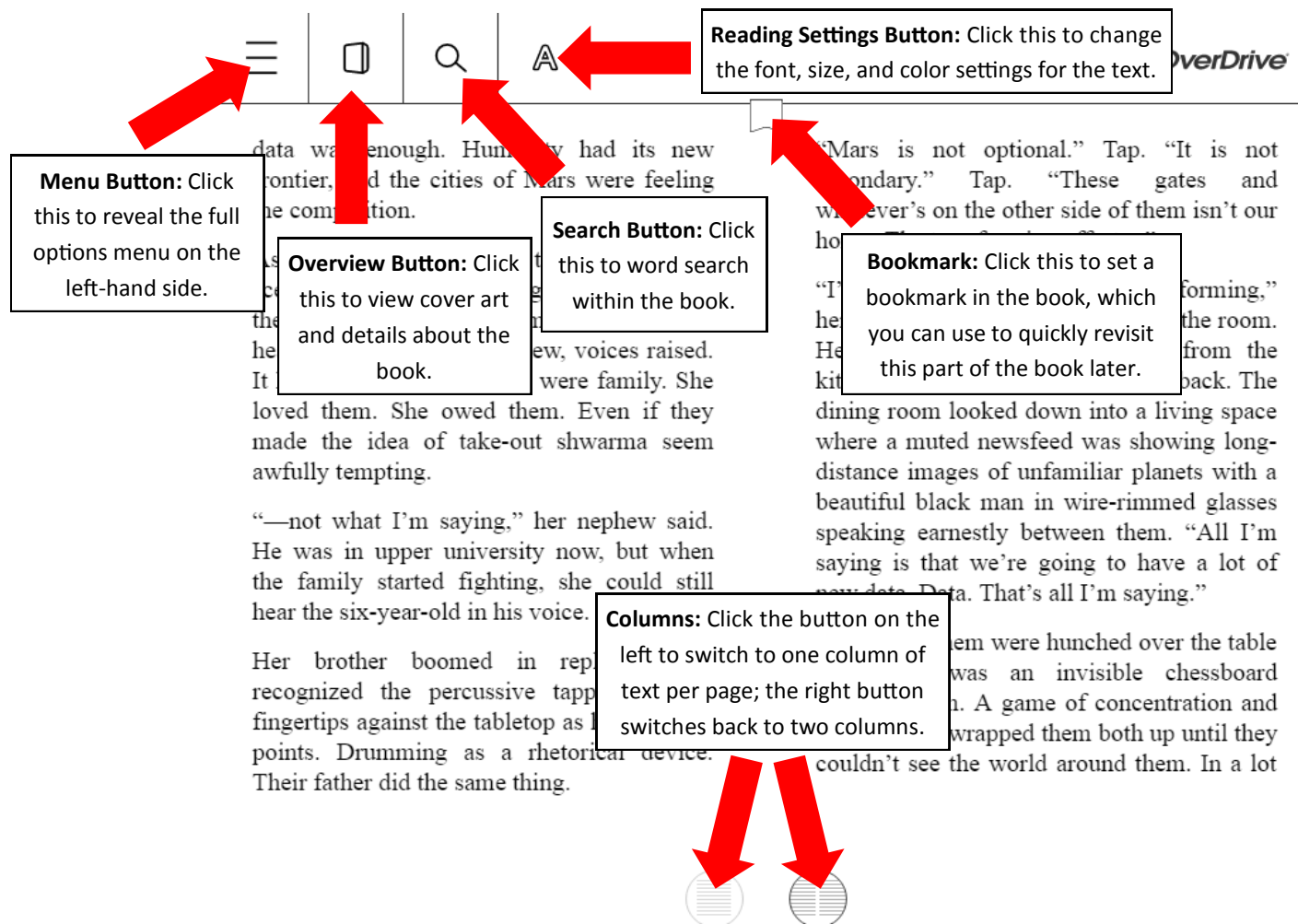
EXPIRES IN 8 DAYS

The Broken Eye
Brent Weeks
EBOOK
★★★★☆

CHOOSE A FORMAT

READ NOW

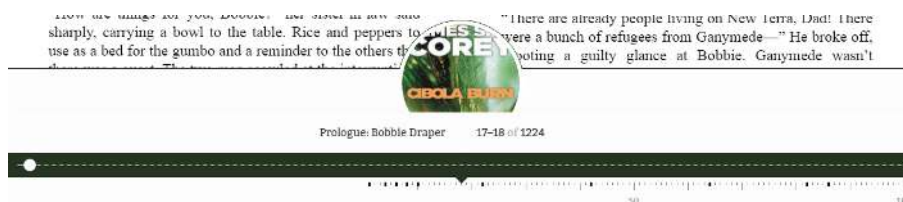
Return



The left-hand menu provides a number of options in addition to the ones noted above (Overview, Search, and Reading Settings):

- Chapters: go directly to a specific chapter in the book
- Marks: go to your bookmarks
- History: Visit areas of the book you've previously "jumped" from, by using links within the book (such as footnotes), or going directly to a particular chapter
- Offline Access: Allows you to download and read the book offline (see page 7)
- Tips & Secrets: Provides additional handy information to enhance your experience

Clicking the middle of the page reveals a navigation bar, which gives you a visual representation of where you are in the book. You can click a specific place on the bar or drag the dot along the track to skip to a specific part of the book.



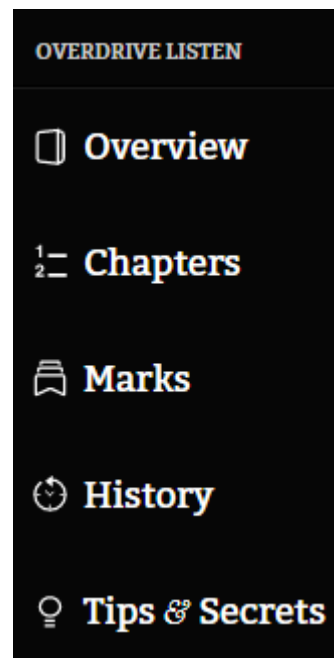
Listening to Audiobooks in OverDrive Listen

1. On your Loans page, click the “Listen Now” button next to the cover of your book.
2. A separate OverDrive Listen tab will appear in your web browser, displaying the cover of your book in the center of the screen.
3. Click the play button near the middle of the screen to start listening to your audiobook.
4. Click the button again to pause when you need to stop listening, click the small tag under the play button to bookmark/save your place.



The menu button in the top middle of the page gives you a variety of tools:

- Overview: General information about the audiobook
- Chapters: go directly to a specific chapter in the book
- Marks: go to your bookmarks
- History: Visit areas of the book you've previously "jumped" from, by using links within the book (such as footnotes), or going directly to a particular chapter
- Tips & Secrets: Provides additional handy information to enhance your experience

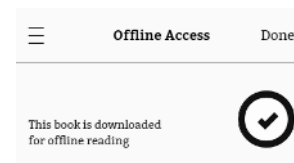
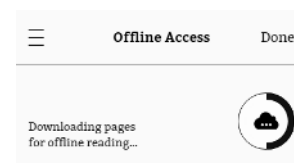
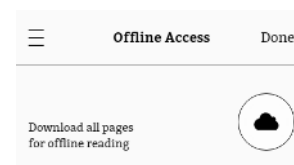


IX. Accessing Materials Offline

If you plan to be in a location where you do not have internet access, if have a limited internet access plan, or if your internet access is intermittent for any other reason, you can download items directly to your computer to be enjoyed offline. Bear in mind that you must be connected to the internet at the time you download your items, and downloading audiobooks in particular could consume a lot of usage against a limited internet plan (such as a cellular data plan).

Reading eBooks Offline in OverDrive Read

1. From your Loans page, click "Read Now" next to the book you'd like to read offline.
2. Click the menu button (three horizontal lines) near the top of the page. If it does not appear, you can make it appear by clicking the middle of your browser window.
3. Click "Offline Access" in the menu.
4. Click the round cloud button to download the book. An animation will indicate the book is downloading.
5. You will see a message confirming that your book has been downloaded. Click "Done" to dismiss the Offline Access menu.
6. Make the current web page a bookmark or favorite in your browser (if you don't know how to do this, refer to your browser's help files).
7. When you want to read your book, open your browser and click the bookmark you created in the previous step, and enjoy your book!



Installing Adobe Digital Editions on Your Computer

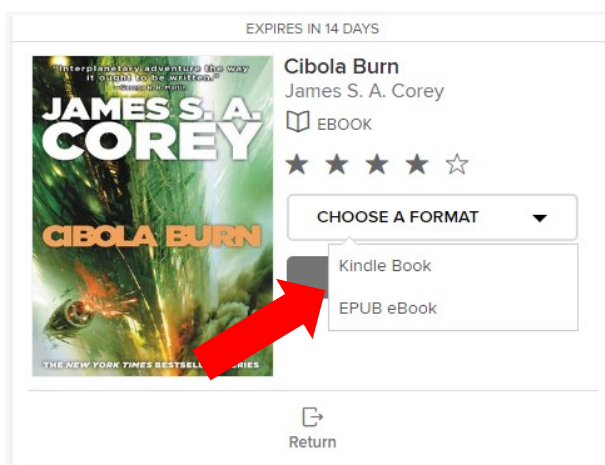
You can use the Adobe Digital Editions software application to read eBooks available in Adobe EPUB and PDF formats offline. If Adobe Digital Editions is not installed on your computer, follow the instructions below. If it is already installed, skip to the section below headed “Downloading Your EBook to Read in Adobe Digital Editions.”

1. Click the link at the bottom of any page in the OverDrive catalog that says, “Devices.”
2. In the menu on the left-hand side, choose “Windows.” (The same steps apply, even if you’re using an Apple computer.)
3. Under “Windows 7,” click the “Adobe Digital Editions for Windows” link. (This will still work, even if you’re using a Mac, or a PC with a newer version of Windows.)
4. Click “Download” near the top of the page.
5. Click the “Macintosh” or “Windows” download link, as appropriate.
6. Once the file is downloaded, open it, and follow the instructions presented.

Once the installation is complete, you can download your book for offline reading in Adobe Digital Editions.

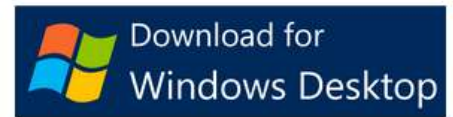
Downloading Your eBook to Read in Adobe Digital Editions

1. On your Loans page, click the “Choose a Format” menu next to the book you’d like to download. If the menu does not appear, click “Download” and proceed to step 3.
2. Select “EPUB eBook” in the menu.
3. If your download does not begin immediately, you may be prompted to choose where you’d like to save the file. If so, select a location (or not), and click “Save.”
4. Once the download is complete, open the file, and it will open in Adobe Digital Editions.



Installing the OverDrive App to Listen to Audiobooks Offline

In order to listen to audiobooks offline, you will need to install the OverDrive App on your computer. If it's already installed, proceed to "Downloading Your Audiobook to Listen Offline."



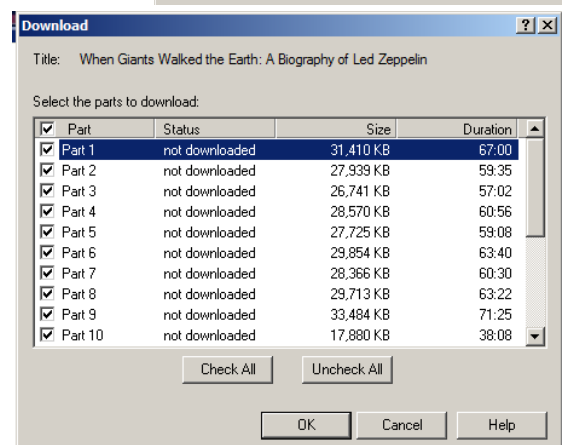
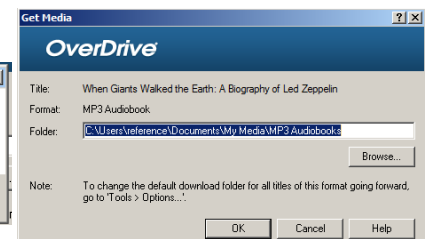
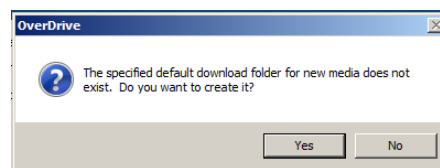
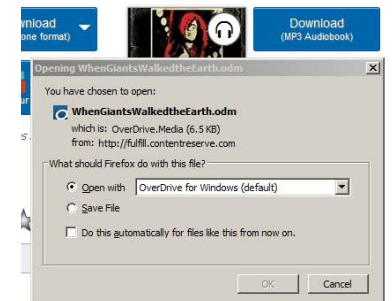
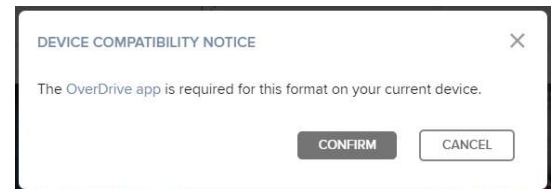
1. Click the link at the bottom of any page in the OverDrive catalog that says, "Devices."
2. At the bottom of that page, under "OverDrive App," click "Windows," if you're using a Windows PC, or "Mac" if you're using an Apple computer.
3. On the resulting page, scroll to the bottom, and click "Download for Windows Desktop" if you're using a Windows PC, or "Available for Mac" if you're using an Apple computer.
4. Once the file is downloaded, open it, and follow the instructions presented.



Once the installation is complete, you can download your audiobook for offline listening in the OverDrive App.

Downloading Your Audiobook to Listen Offline

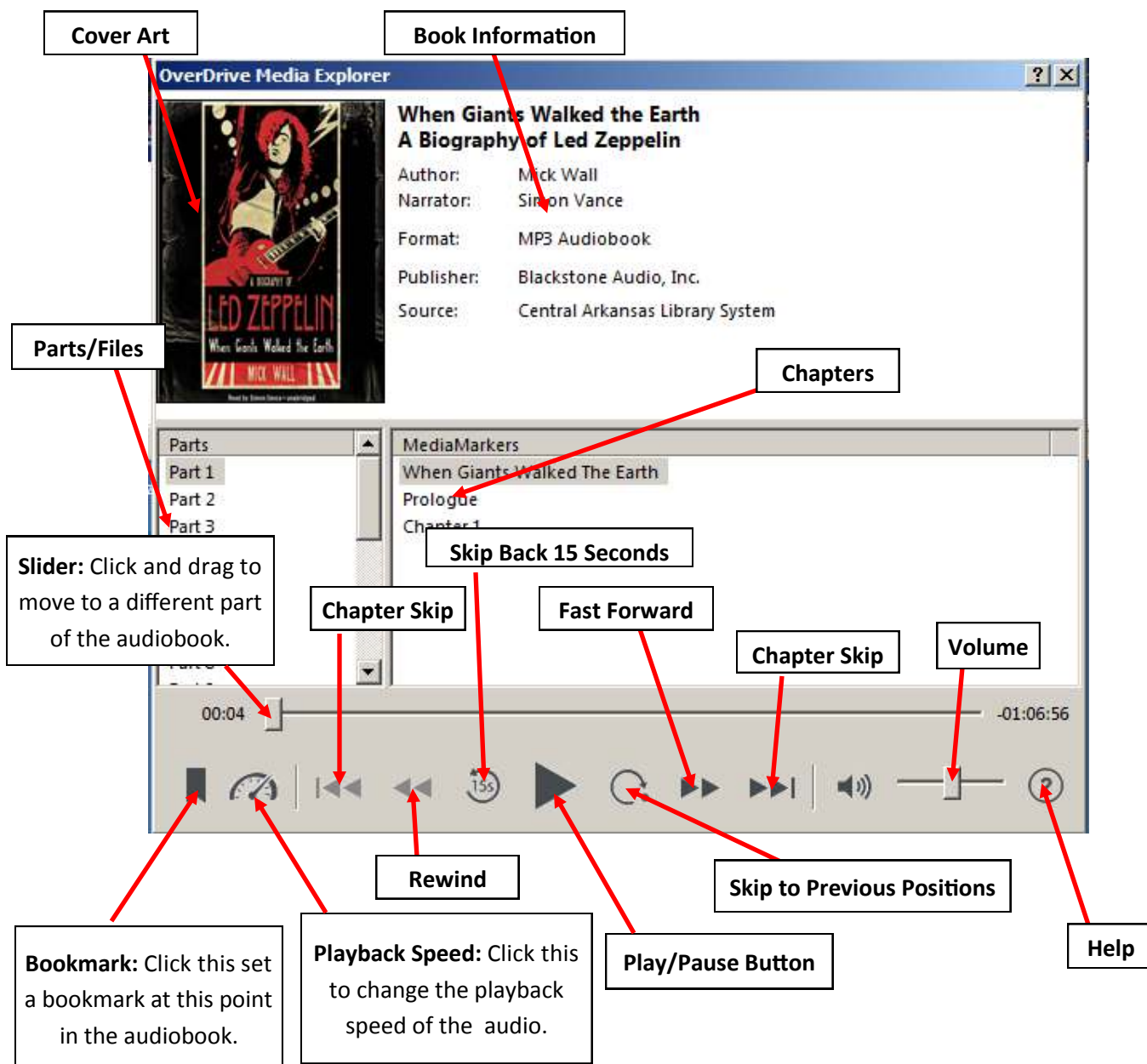
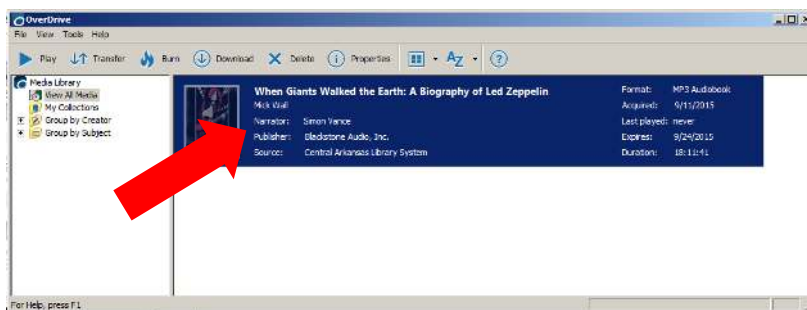
1. On your Loans page, click "Download" next to the book you'd like to listen to.
2. You may see a message indicating, "The OverDrive App is required for this format on your current device." If so, click "Confirm."
3. If your download does not begin immediately, you may be prompted to choose where you'd like to save the file. If so, select a location (or not), and click "Save."
4. Once the download is complete, open the file, and it will open in the OverDrive App.
5. Another window will appear showing the Title: Format: and Folder: click OK to save the book's audio files to the default location.
6. You might get a message the first time you download an audiobook to your computer saying *The specific download folder does not exist. Do you want to create it?* Click Yes.
7. A window appears with a list of parts of the audiobook. Here you can choose to download the whole thing at once, or just a few parts. Make sure the checkboxes next to the parts you wish to download are checked, then click "OK."
8. The cover art of your book will appear in the OverDrive App. Towards the bottom of the player, a progress bar will show how much of the book has downloaded. You may need to wait until the download is complete to begin listening to your book.



Listening to Your Downloaded Audiobook

Your audiobook should now appear in the OverDrive player.

10. Click on the icon for your book
11. Click the play button in the top left corner of the player.
12. A separate window will appear with the name of your audiobook, and your audiobooks should begin playing.
13. A progress bar shows how far into the recording you are; under the progress bar, you will see controls:



Deleting Your Downloaded Audiobook

After the expiration date listed on your recording, the audiobook will stop working; you can delete it to free space on your computer. If you've encountered a problem with the book, you might also want to delete it and download it again.

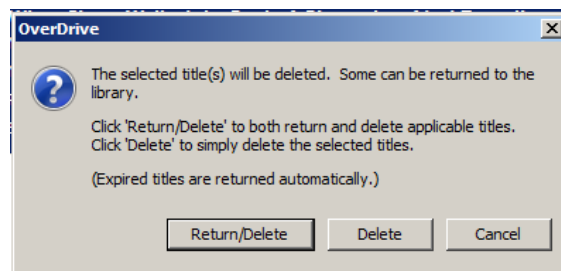
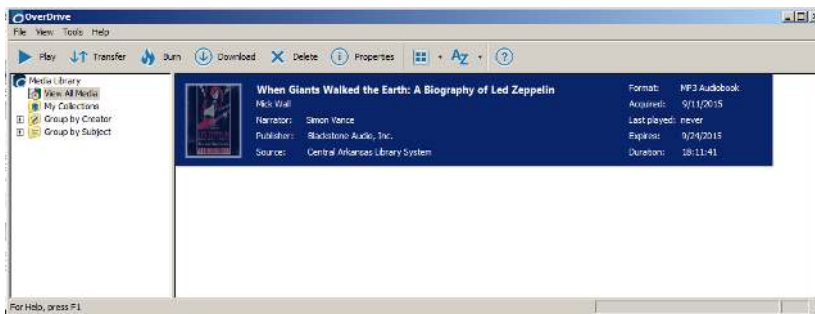
If you've finished listening to the audiobook and want to return and delete it, that will allow other patrons to check it out.

To delete the book without returning it:

1. Click the icon for your book.
2. Click the Delete button to delete the file from your computer.
3. A confirmation window will appear; if the file has already expired, click "Yes" to confirm that you want to delete the audiobook. If the file is not expired, click "Delete," **not** "Return/Delete."

To return *and* delete the book:

1. Click the icon for your book.
2. Click the Delete button.
3. A confirmation window will appear; click "Return/Delete" to confirm that you want to delete the audiobook and make it available to other patrons.



Love this digital service? Check out
all of CALS' digital services:



Need help? Please call us at (501) 918-3097, email
us at eLibrary@cals.org, or stop by your local
branch for in-person assistance.