

iPad/iPhone/iPod OverDrive Instructions

Things to know:

- You may check out **5** books at a time.
- Books check out for **14** days. You may return books early.
- You may put **3** books on hold by entering your email by **Place a Hold**.
- You may **renew** items within the last 3 days of the checkout period as long as there are no holds on the item.
- **No overdue fees.** Books check in automatically on due date.
- **Your account must be current and in good standing.** If your account is blocked, please call circulation desk at 903-237-1351

Is our OverDrive catalog missing an author, title, or series? Make a **recommendation** on the OverDrive site.

If you need help with OverDrive, please contact Elissa Breitenstein with your question(s) or to set up an appointment at:

Phone: 903-237-1288

Email: ebreitenstein@longview.lib.tx.us

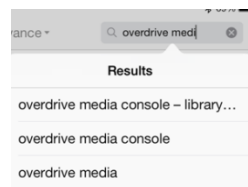
You will need to download two free apps to use OverDrive:

1. **OverDrive Media Console** for MP3 audiobooks and EPUB ebooks (instructions start on this page)
2. **Kindle** app for Kindle format ebooks (instructions start on page 6)



For OverDrive Media Console:

1) Go to the **App Store**. Search for **OverDrive Media Console**.



2) OverDrive Media Console is a free app. Tap **Free**, then tap **Install**.



3) Enter your **Apple ID and Password**, then **OK**.



4) OverDrive will download.



5) Open **OverDrive** when the download is complete.

6) You will need to **Authorize** the app the first time by entering your Adobe ID (your email address registered with Adobe) and password, then tap on **Authorize**.



(If the prompt to Authorize does not appear, tap the 3 bars on the top left or left swipe the screen to open the left menu and then tap **Settings**.)

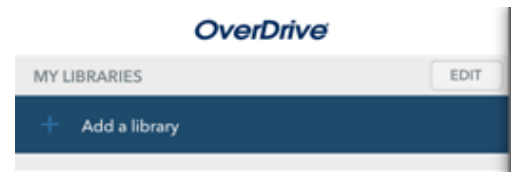


To create an Adobe ID, tap **Get a free Adobe ID** on bottom of screen. Enter your email address, create a password, and enter your name and country. Then go to OverDrive Media Console and **Authorize**.

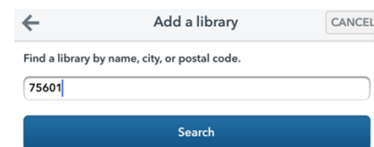
Don't have an Adobe ID?



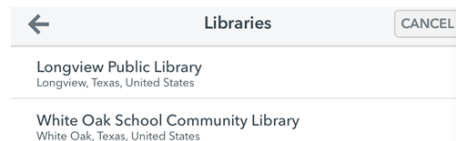
7) To add the Longview Public Library, enter the left menu (left swipe or tap the 3 bars on top left.) Tap **Add a library**.



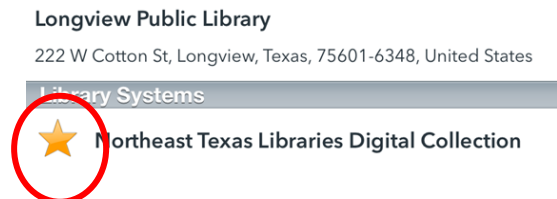
8) Enter **75601** or **Longview** in the search box. Tap **Search**.



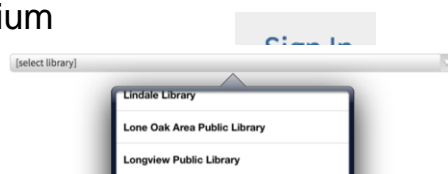
9) Tap **Longview Public Library**



10) Tap the **star** to remember the **Collection**. Tap **Northeast Texas Libraries...** to open the catalog.



11) The Northeast Texas Digital Consortium website will open. Tap **Sign In**.



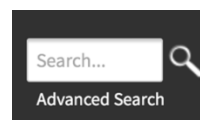
12) Select **Longview Public Library** from the drop down list.

13) Enter your **library card number** and **password**, then tap **Login**. (You must have an up-to-date library card with no fines to check-out.)

14) You can browse by **Format** or **Genre**.

eBook Fiction	eBook Nonfiction	Audiobook Fiction	Audiobook Nonfiction
All Fiction	All Nonfiction	All Fiction	All Nonfiction
Historical Fiction	Biography & Autobiography	Drama	Biography & Autobiography
Literature	Cooking & Food	Historical Fiction	History
Mystery & Suspense	History	Literature	Religion & Spirituality
View more...	View more...	View more...	View more...

15) You can search by author, title, or series.



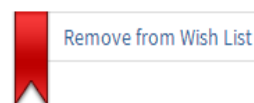
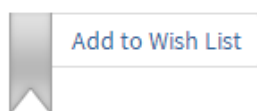
16) You can tap **Show Me:** and select **Only titles with copies available** to find currently available books, which have a black icon in the upper right corner (book for text, headphone for audiobook). The icon will be gray if the item is checked out.



17) You may **Place a Hold**. Enter your email. When the book becomes available, you will receive an email with a link to the book. You have 3 days to check it out.



18) Tap the ribbon at the bottom of the book to add it to your **Wish List**.



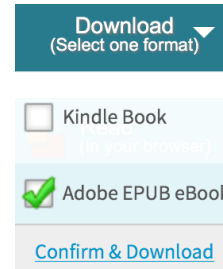
19) To select a book, tap the cover.



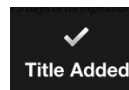
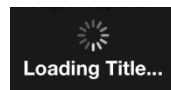
20) Tap **Borrow**.



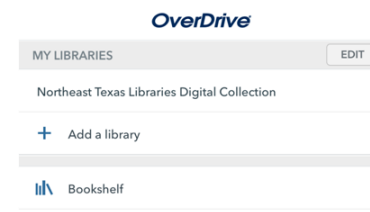
21) Tap **Download**. Tap the box in front of **EPUB**. Tap **Confirm & Download**. (You may select Kindle versions if you have the Kindle app on your iPad, with the exception of those books that say Kindle **USB Only**.)



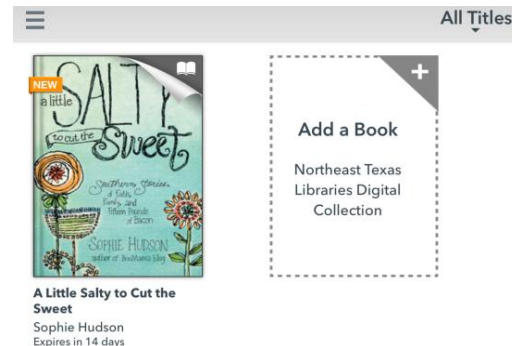
22) The book will download and the title will be added to your Bookshelf.



23) Tap the three bars in the upper left-hand corner and select **Bookshelf**.

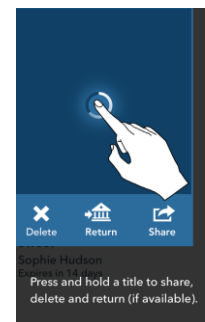


24) Tap the **Cover** to begin reading your ebook or listening to your eAudiobook.

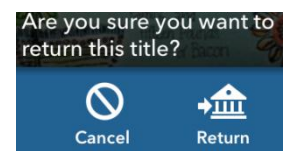


Below each title is the time until expiration. The option to renew will appear here within the last 3 days of checkout.

25) You can adjust the settings, such as font size. Tap the **center of the screen** to bring up navigation tools.



26) Expired titles are automatically returned. Expired titles will remain on your device until you delete them. If you wish to return a book early, press and hold the cover and select **Return**. Then tap **Return** again to



confirm.

For Kindle:

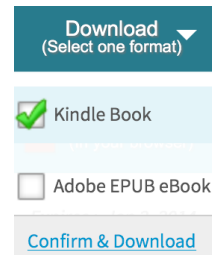
1) Search for the free Kindle app at the App Store. Tap **Free** and **Install**. The app will open after installing.



2) Sign in with the email and password you use for Amazon. If you need to set up an Amazon account, tap **Set up a new account**.

3) In the OverDrive Media Console app, on the left side menu, go to the NorthEast Texas Digital Collection.

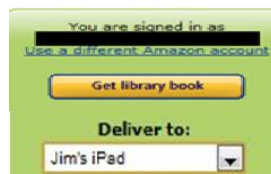
4) You can browse and select **Kindle** format books. Tap the **cover** and tap **Borrow**. When you tap **Download**, select **Kindle Book**.



5) Another tab will open and direct you to Amazon.com. If you were not signed into Amazon, sign in and then go back to the OverDrive page and tap **Confirm & Download** again.



6) Select your iPad for delivery. Tap **Get library book**.



You will see the message that your book has been delivered.

7) Open your Kindle app, tap on the **book cover**, and start reading.

8) To return books early, go to **Manage your Kindle** on Amazon.com. Tap **Actions**, then **Return this book**. Tap **Actions**, **Delete this book** to remove from list. **borrowed** books are from OverDrive.

