OverDrive App Basics

These instructions apply to all devices that can use the OverDrive app to download library e-books and e-audiobooks. Applicable devices: iOS devices using iOS 7.1 or higher installed, Android devices using Android 4.0 or higher, Windows tablets/computers using 8, RT or 10, and some other devices that support apps.

Formats supported:

- EPUB e-book
- MP3 audiobook

Note: Kindles may also use Kindle Book format. Your non-Kindle device may also support Kindle Book format, but only if you have installed the Kindle App.

Downloading the OverDrive App:

All steps here will only need to be done the first time you access the app, unless you get a new device.

1. **Locate the app in the app store for your device** (e.g. Amazon Apps, App Store, Google Play). You can also access the app by navigating to **app.overdrive.com** in a browser, choosing your device from the list of options and clicking on the button to install the app.
2. Install the app (*Note: you may need to know your iTunes account password for iOS devices, Amazon account password for Kindles, or your app store/account password for other devices.*)
3. Once installed, open the **OverDrive App** by tapping on the blue OverDrive icon on your device homescreen.
4. The **OverDrive App** should prompt you to set it up the first time you open it! Follow the prompts, and refer to these instructions for more help.
5. You need to create an **OverDrive account** to use the app. You should be prompted to do so immediately when you open the app. If not, swipe from left to right OR tap the icon that looks like three stacked lines (menu icon) to open the menu. Click *Account* in order to establish your free **OverDrive account**.
6. Follow the prompts and instructions to create your **OverDrive account**. Once this is complete, your app is authorized and ready to use.
7. You are now ready to start downloading books!

Using E-books and E-audiobooks from the Digital Library:

Follow these three steps only the first time you access library e-books:

1. In the **OverDrive App**, open the main menu by swiping from left to right or tapping on the menu icon.
2. Tap *Add a Library*. Enter your city name to find your library: i.e. type Shorewood, tap *Search*, and you should get the result "Milwaukee Federated – Shorewood" (or "Milwaukee Federated – Whitefish Bay," etc.).
3. Tap on the library name and you will see more information about it. Tap on the star to make the **Wisconsin Public Library Consortium** – AKA **Wisconsin's Digital Library** – your default library.

Follow these steps each time you access library e-books:

Go to the Library, digitally:

1. Head to the Digital Library: From the app menu, tap **Wisconsin Public Library Consortium** *OR* tap on the large plus sign in your app bookshelf where it says **"Add a title"** to enter the digital library to browse, check out and place holds on books.

Sign in to access all the features and check out books with one tap:

1. Log in to your library account by tapping the orange account symbol (looks like the head and shoulders of a person) OR tapping "Sign in" in the upper right hand corner.
2. Enter your library card affiliation (Shorewood Public Library or another Milwaukee County Library) and library card number and PIN. You can choose to have your device remember this information so you will not need to re-enter it each time.

Find a book:

1. **If you are browsing:** Search for e-books or audiobook by selecting the menu icon (looks like three orange bars stacked horizontally), and choosing which genre or type of book you want to look at.
2. **If you know what book or author you are looking for:** tap the magnifying glass icon and type the title or author in the search box.
3. **Once you have found what you want:** Select the title you'd like to borrow by tapping on the cover and then choosing *Borrow*, *Place a Hold* or the blue arrow to *View More*: **When you select *View More***, you will see all the information about the book, including whether the title is available in a format you can use on your device (see supported formats above). To the right of the book cover image you will see a heading that says *Available Formats* with a list below of the formats the book is available in.

4. **If a book is immediately available for borrowing**, click the orange **Borrow** button. (If you are not signed in, you will be prompted to do so at this time.) **If a book is not available**, you will see an orange button that says **Place a Hold**, instead of Borrow.
5. **If you check the book out:** You will automatically be redirected to your account Checkouts page.
6. **If you choose to place a hold:** You will automatically be redirected to a page to enter or confirm your email address and confirm the hold.

Download checked out books:

1. From your account Checkouts screen, tap **Add to App** on the right hand side of the book you wish to download into your **OverDrive app**.
2. Click the app menu icon in the upper left hand corner to return to the **OverDrive app** home from where you can read or listen to the book you have just downloaded.
3. Choose *Bookshelf* in the **OverDrive app** to see the list of books you have downloaded to your device. Tap on the book cover to begin reading or listening.