

Help Resources

Visit www.wmtl.org, and in the bottom right click on the DigitalLibraryNJ icon.

Then select one of the following:

- **Help Page**
Click on the 'Help' link for FAQs.
- **Quick Start Guide**
<http://www.digitallibrarynj.com/Help-QuickStartGuide.htm>
How to get started in three easy steps.
- **Guided Tour**
Self-paced guide to browsing, downloading and enjoying digital titles. Review the entire Flash-based Guided Tour in about 25 minutes.

Common Terms

OverDrive Audiobook

An audiobook is a digital version of a recorded reading of a book. An OverDrive Audiobook is a digitally-protected audiobook that has been optimized for download.

OverDrive Audiobooks come in two formats. MP3 (DRM-free) and WMA (Windows Media Audio). All OverDrive audiobooks are divided into parts for easy downloading and, depending on publisher permission, may be burned to CD and/or transferred to supported portable devices.

OverDrive Media Console™

OverDrive Media Console is free and easy-to-use software that handles all aspects of your download audiobook experience.

Available for both Windows and Mac, OverDrive Media Console provides easy navigation, including a point-and-click scroll bar, jump back 15 seconds, and bookmarking, as well as adjustable playback speed. It also includes a Transfer Wizard that allows you to transfer titles to your supported portable device in just a few clicks and a Burn Wizard for easy burning to CD.

New Features

Choose Your Own Lending Period

Personalize your own lending period! The default lending period is now seven days; however, it can be extended to ten days. Log into "My Account" and change the lending period to either 7 or 10 days. You can also change the lending period of an individual title at the 'Checkout' screen.

Rate A Title

A "Star Rating" feature has been added. After signing in, rate a title from its details page. Alternatively, rate a title you have currently checked out from the "My Checkouts" page. From either of these pages, next to 'My rating', click the number of stars you want to award the title.

Change the Font Size

Quickly adjust the size of the lettering on the DigitalLibraryNJ webpage. In the right hand corner you will see three "A"s. By clicking on the different "A"s, change the size of the font on the page.



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Downloadable Audiobooks

Quick Start Guide

West Milford Township Library
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About West Milford Township Library's Downloadable Audiobooks Service

WMTL's downloadable audiobooks service is available via our website: www.wmtl.org. Click on the DigitalLibraryNJ.com logo at the bottom right.

- WMTL has selected a collection of popular titles in digital formats that are available anytime and anywhere.
- You can Browse, Check out and Download up to five popular audiobooks at one time.
- In addition to many user-friendly features such as MediaMarkers™ and bookmarks, accessibility features are included in the OverDrive Media Console to enhance the experience for visually impaired and blind patrons.

What You Need

- An internet-connected computer.
- A valid library card.
- Free software available from WMTL's website (OverDrive Media Console).

How to install Free Software

Prior to downloading an audiobook for the first time, you'll need to install free software designed to enhance your listening experience.

Go to WMTL's homepage www.wmtl.org. Click on the DigitalLibraryNJ.com logo at the bottom right.

- Click the OverDrive Media Console icon located under *Getting Started with Digital Media*.
- When you click the link, a Help page will open with instructions and system requirements for the installation.
- Follow instructions to complete the installation.

How to Use the Service

Downloading audiobooks from WMTL is easy! It's like online shopping. Just follow these easy steps:

Step 1: Browse

1. Browse the digital catalog on WMTL's website by clicking on the DigitalLibraryNJ icon.
2. You may also search by title, subject, author, format and other criteria.

Step 2: Check out

1. Add selections to your 'Cart'. Note: if a title is not available, you may place a hold. You will receive an email when the title is available for checkout.
2. Click on the 'Proceed to Checkout' link.
3. At [select library] use the drop down menu and highlight 'PALS Plus Library Catalog'.
4. Enter your library card number.
5. Click on 'Sign In'.
6. Adjust 'Lending period' with drop-down menu.
7. Click on 'Confirm checkout'.

Step 3: Download...Enjoy!

1. Click on the 'Download' button under each title to launch OverDrive Media Console.
2. Select parts to download, then click 'OK'. The download will begin.
3. Once downloaded, titles may be enjoyed on your computer and transferred to a supported portable device! (see next column for details)

Automatic Expiration

At the end of the lending period, each title will automatically expire and be considered returned. **There are no late fees!** The file will still be visible on your computer, but is unable to be opened so you will be prompted to delete it from OverDrive Media Console.

How to Transfer to a Portable Device

After downloading, most titles can be transferred to a portable device.

1. Open OverDrive Media Console.
2. Select the title you wish to transfer.
3. Click 'Transfer'.
4. The Transfer Wizard will open. Then:
 - Connect your portable device to your computer. Click 'Next'.
 - When the device is detected, the 'Confirm' screen will appear.
 - Select the 'Parts' you wish to transfer and click 'Next'.
 - OverDrive Media Console will test for storage space before beginning the transfer (you will have the option to delete titles if the device is full).
 - After the transfer is complete, you may disconnect your device.
5. Click 'Finish' to close the Wizard.

How to Burn to CD

1. Open OverDrive Media Console.
2. Select the title you wish to burn to CD.
3. Click 'Burn'.
4. The Burn Wizard will open:
 - Click 'Next', the 'Confirm' screen will appear.
 - Place a blank CD in your CD-ROM drive.
 - Select the 'Parts' you wish to burn.
 - The Burn Wizard will tell you how many CD's are required.
 - Click 'Next'.
 - When the burn process is complete, the CD ejects automatically and the 'Success' screen appears.
5. Click 'Finish' to close the Wizard.