

# Digital Material Quick Start

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**Overview** - To access digital materials from our library page, you need:

- A valid library card
- High speed Internet connection
- A computer or device that meets the system requirements for the type(s) of digital materials you wish to check out
- Free software for the computer or device on which you wish to use the materials available at this site

## To Begin

- a. Go to [www.cabq.gov/library](http://www.cabq.gov/library)
- b. Click on **Download Digital Media**
- c. Scroll to the bottom left of that first page to find **Digital Software** buttons
- d. Click on the **Overdrive Media Console**
- e. This page will explain the hardware requirements and what other software you might need according to the format you wish to download

## Software

- **Overdrive Media Console** - all media – ebooks, audio books, and video – require you download and install this on your computer. There are separate versions for Windows and Mac computers
- **Windows Media Player Security Upgrade**

## 2. Selecting an item

- a. Go to [www.cabq.gov/library](http://www.cabq.gov/library)
  - b. Click on **Download Digital Media**
  - c. **Browse the collection by format or genre or title to find an item**
    - i. OverDrive **WMA** Audiobooks for computer or MP3 player
    - ii. OverDrive **MP3** Audiobooks for computer, MP3 player, or Ipod listening
    - iii. Adobe® **PDF** eBooks for reading on computer or other device
    - iv. OverDrive **Video** for viewing on computer or other device
  - d. If the item is available, click on **Add to Cart**
  - e. If the item is checked out already, you may place a hold by clicking **Place Hold**, or you may add to Wish List for future consideration
3. Once you have selected an item, you will be asked to submit your library card number. Your **Cart** window will then appear showing what you have selected, and you may choose to continue browsing or **Proceed to checkout**.
  4. At **checkout**, you may change your mind and remove the item or confirm your choice.
  5. At the **Download** page, you will see when your checkout expires (10 days). You must then download the software needed to use the type of material you have selected. (This is only necessary the first time.)

6. When you click on the **Download Software** link, complete instructions will appear. After you have read them and clicked again to download the Overdrive software, you can choose between the Mac or Windows version. Once the software is saved to your computer, you must click on it to **run** and **install**.
7. Back at the **Download** page, click on **Download** under the picture of the item itself.
8. You want to **Save** the file in the default location suggested by Overdrive, and a new folder will be created for your Overdrive downloads.
9. Each book is divided into parts, the equivalent of a CD. You may choose to download all the parts at this time, or only the first 4 or 5. Downloading may take some time.
10. The first time that you attempt to download DRM-protected content, OverDrive Media Console checks to see if you need to complete the security upgrade. If a security upgrade is needed, a message is displayed notifying you that in order to download and play DRM-protected content, you must first upgrade the security of your Windows Media Player. Follow the instructions provided in the message to complete the security upgrade.
11. After the item is downloaded, the **Overdrive Console** will appear and show what items you have downloaded. You may choose to **play** or **transfer** the item to another device or **burn** a CD if it is allowed.
12. To transfer an item to a portable device, attach the device to your computer with a USB cable.
13. Highlight the item you wish to transfer. Be sure the device matches the format you have chosen and click on **Transfer**. Follow the directions.
14. If you wish to and are allowed to burn a CD, click on **Burn**, insert a blank CD in your drive, and follow the directions.
15. Once your checkout has expired, you will see a message when you open the Overdrive Console. It will ask if you want to delete the now inactive item from your computer. Say **YES**.
16. The transferred item will stay active on your portable device until you remove it.

## HARDWARE & SOFTWARE REQUIREMENTS

You can find the minimum requirements for each format by clicking the **HELP** Tab:

If you did not install Windows Media Player security upgrade when you downloaded the Overdrive software, you may click on the Tools Menu in the Overdrive console to do it.

**NOTE:** WMA format audio books cannot be downloaded to **Macs** at this time, but **Most WMA Audiobooks are now iPod®-compatible – with a quick upgrade to OverDrive Media Console™ v3.2.**

**DEVICES:** To see a list of compatible MP3 devices, go to [www.overdrive.com/resources/drc](http://www.overdrive.com/resources/drc)