OverDrive Notes

**Getting Started with OverDrive**

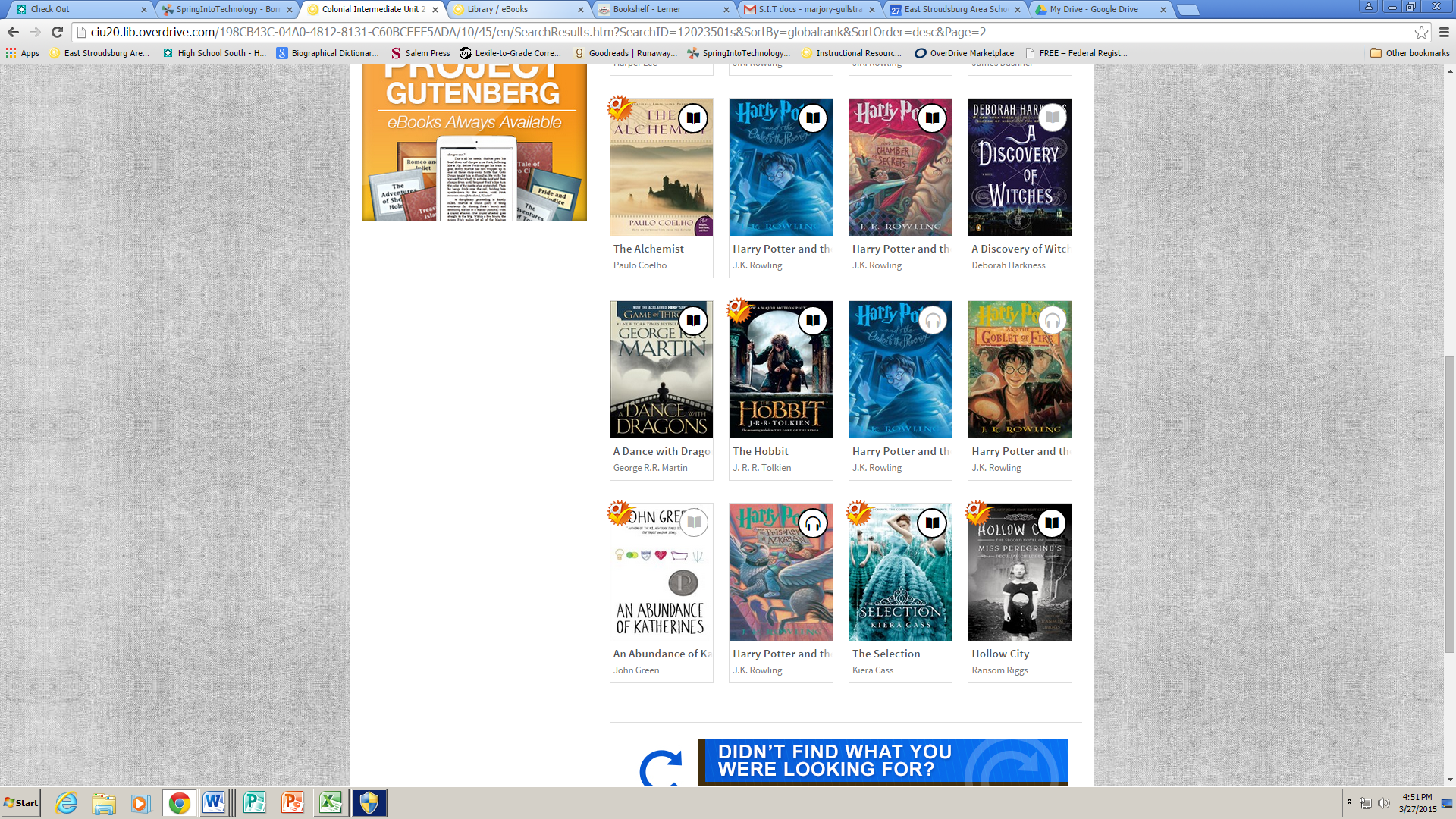
* Access this website for OverDrive videos and tutorials <http://www.overdrive.com/help-videos>
* ESASD OverDrive website - <https://ciu20.libraryreserve.com/10/45/en/SignIn.htm?url=Default.htm>
* Eastern Monroe County Library OverDrive website - <http://eastonpl.lib.overdrive.com/779C9B09-92D2-4934-BC4B-F3E7B9365EF7/10/50/en/Default.htm>
* Free Library of Philadelphia OverDrive website- <http://freelibrary.lib.overdrive.com/158319B3-7677-4192-95D0-CDC8688CE0DA/10/50/en/Default.htm>
* Apply for a Free Library of Philadelphia library card at this address <http://libwww.freelibrary.org/register/getcard1.cfm>

1. Get the free OverDrive Application
2. Create an OverDrive account
3. Click on the 3 lines next to the OverDrive logo
4. Click on the + sign to Add a library
   1. To add the ESASD collection to your OverDrive App - Search for Colonial Intermediate Unit 20
   2. To add the Monroe Public Library collection - Search for Eastern Monroe Public Library
   3. To add the Philadelphia Public Library collection - Search for Free Library of Philadelphia
5. Click on the 3 lines next to the OverDrive logo. Select a library from the “My Libraries” list.
6. Log in to your account.
   1. Your ESASD collection login is identical to the login used to sign in to district computers.
   2. The username for both public libraries is the number printed on the back of your library card.
   3. The password for the Monroe Public library is the last 4 digits of the library card number.
   4. You selected a password for the Philadelphia library when you applied for the library card. If you can not remember your password call this number 215-686-5322.
7. To Choose your default lending periods click on Account - then select Settings - choose 7, 14 or 21 days
8. Use subject or Collection options to search for a title when you do not have a specific author or title in mind.
9. Use the magnifying glass to search for a specific author or title.
10. Use the advanced search feature to browse through available titles only.

Borrowing eBooks

1. Once you have located a title to borrow, click on the book cover image, then click on the red borrow button. Books can be downloaded as a Kindle Book or as an EPUB eBook.
2. If you have a preference between Kindle or EPUB, you can use the advanced search tool to locate books in the format you prefer.
3. **Kindle Books**
   1. Kindle Books require the use of a Kindle or the Kindle Application.
   2. Kindle books get sent to your Amazon account. You must log in to your Amazon account to deliver the title to your device or to return the title if you finish before the due date.
   3. Click on the yellow “Get library book” button
   4. Sign in to your Amazon account.
   5. Choose a Kindle device or reading application for delivery, then click on the yellow “Continue” button.
   6. The Kindle book will appear in your Kindle App or on your Kindle Carousel.
   7. Touch the middle of the book’s cover to open the book.
   8. Tap on the middle of the page or swipe down from the top of the screen to make the toolbar visible at the top of the screen. The toolbar gives you access to the table of contents, sync function to furthest page if reading on multiple devices, text size, brightness, font, color, bookmarking feature, etc.
   9. If you highlight one word, a dictionary will open with a definition
   10. If you highlight several words it will allow you to select from 4 colors to highlight and save the selected text. Notes can be taken to accompany the highlighted selection.
   11. Each time you reopen the book, it will automatically return to the last page read.
4. **EPUB Books** 
   1. EPUB Books get delivered directly to the Bookshelf within the OverDrive App.
   2. To open EPUB books go to the Bookshelf by clicking on the icon of the person.
   3. From the bookshelf, touch the middle of the book’s cover to open the book.
   4. From the bookshelf, touch and hold down on the middle of the book’s cover to get the option to return the book.
   5. Once the book is open, tap on the middle of a page to access the toolbar. The icon that looks like an abacus (3 lines with a circle on each line) allows you to select brightness, color scheme, font size, screen timeout, etc.
   6. Next to that icon is the bookmarking icon which allows you to mark a page that you would like to revisit. To retrieve bookmarks, click on the 3 lines at the top right side of the screen. Initially, by clicking on those 3 lines you will see the table of contents. To the right of the table of contents tab, at the top of the screen, there is a bookmark tab.
   7. If you highlight a word, it will give you a dictionary option to define the word.
   8. Click on the 3 lines next to the OverDrive icon to get back to the bookshelf.
   9. Each time you reopen the book, it will automatically return to the last page read.

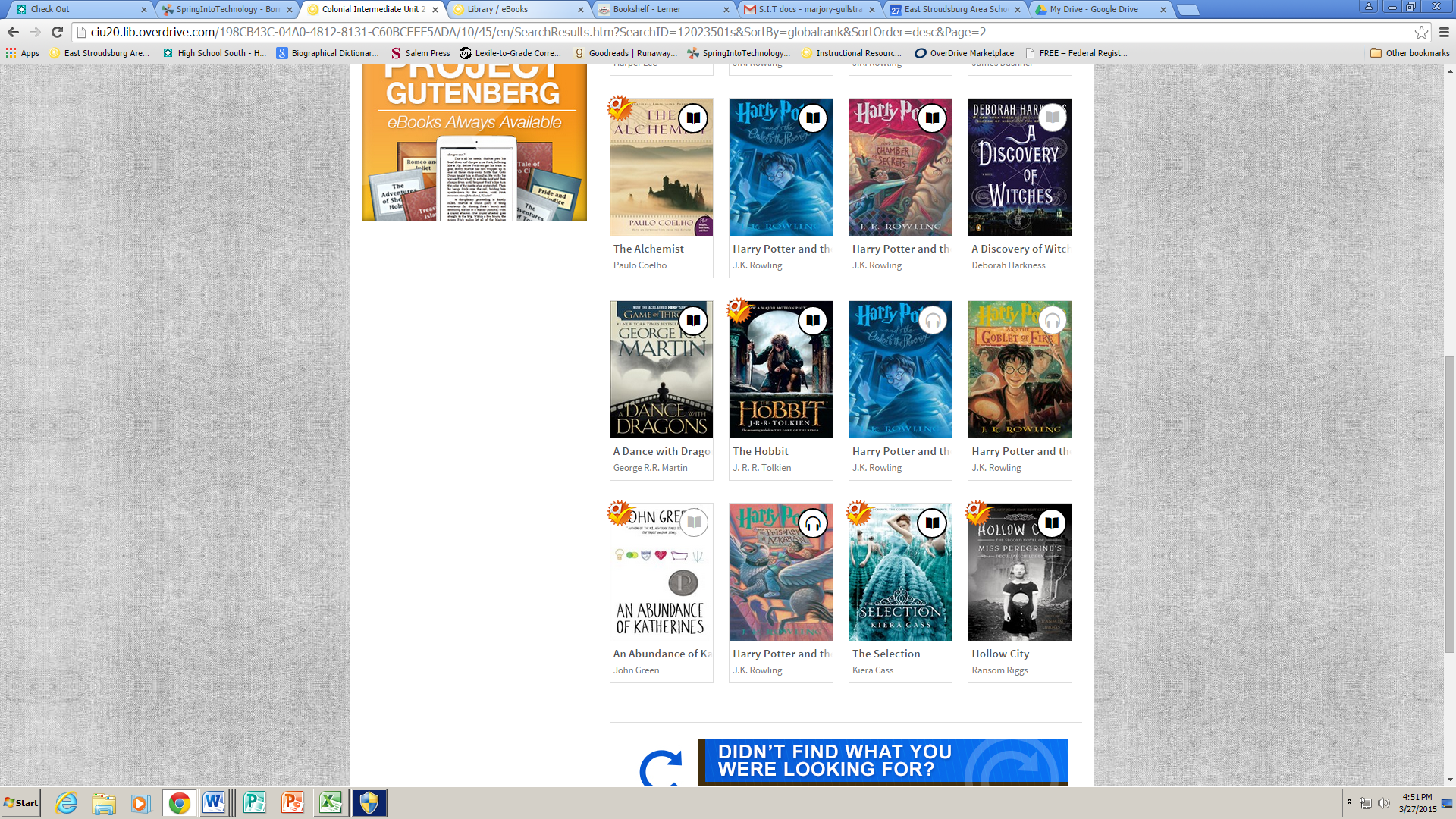
If you need assistance with OverDrive, be sure to check out this website. <http://www.overdrive.com/help-videos>



Dark book icon = available book

Light gray book icon = book that is currently checked out

Headphones = audiobook

= titles available to ESASD school district