

Quick Start Guide for eAudiobooks

What are eAudiobooks



eAudiobooks from NetLibrary are digital versions of audiobooks that are available over the internet from your Library. You can search for, check out and download eAudiobooks to your computer through the NetLibrary platform via the internet.

eAudiobooks can be played on any desktop or portable computer that supports Windows Media Player version 9.0 and above.

Once downloaded, eAudiobooks can be transferred to a wide range of portable devices that support playback of secure or protected wma files - including portable music players and portable media centers from Archos, Creative Labs, Samsung, Toshiba and other manufacturers.

To go portable, transfer an eAudiobook to your portable device using Media Center or Windows Media Player software.

Enjoy listening to the eAudiobook.

Search

Access eAudiobooks anywhere

Visit your library's online catalog to search for eAudiobooks and listen to previews. To download and listen to an eAudiobook, you will first need to have a library card and PIN number.

Downloading Media Center

One-time installation

1. Follow steps 1 and 2 in [Using the Library Catalog](#)
2. Click on Download this eAudiobook
3. Click on Learn More about Media Center
4. Click on Install Media Player. You will be guided through the installation process.
5. You are now set to go.



Using Media Center

Once you have downloaded and installed the Media Center you can search, download, listen to eAudiobooks, or transfer to an MP3 device with one easy click.


1. Open the Launch Net Library Media Center program
2. Click on the Authenticate via your library's web page.
3. Click Cochise County Library District, then OK
4. Choose your library then enter your library card and PIN numbers
5. You now have access to the Media Center.
6. Browse and Search tabs are located on the top right of the screen
7. Select item
8. Transfer, preview, or add to Favorites List in one easy click



Supported MP3 Players

Not all devices can play eAudiobook files. **iPod and Zune can not play these files.** Visit <http://www.oclc.org/audiobooks/techspecs/devices.htm>

Using the Library Catalog

1. Search for an eAudiobook in the library catalog. Make sure **Library: ALL** is selected. Include the keyword *downloadable* in your Word or Phrase search. Examples: downloadable AND mystery; downloadable AND perry
2. Click on the  link icon at the bottom right of the record information. You will be asked for your library card number and PIN
3. From here you can listen to a preview of the book, search for other titles using the NetLibrary, or download the file.

** Note – you must have Windows Media Player 9 or newer

Using the NetLibrary

Basic Search lets you quickly find eAudiobook titles available from your library.

1. Enter a search term in the Basic Search field.
2. Select Full-Text, Keyword, Title, Author or Subject.
3. Click Search.
4. Search results will display all eContent in your library's collection that matches your search criteria. Click on the eAudiobooks link in the top navigation to narrow results.

Advanced Search offers multiple fields and Boolean operators.

1. Click on the Advanced Search link located below the Basic Search box.
2. Use the drop-down menu to select search parameters (Title, Author, Full-Text, Keyword, Subject, Publisher or ISBN).
3. Enter your search term(s).
4. Click Search.
5. Search results will display all eContent in your library's collection that matches your search criteria. Click on the eAudiobooks link in the top navigation to narrow results.

Checkout, download, transfer

It's as easy as 1, 2, 3

Once you have selected an eAudiobook to listen to, you can check out and download the title to your computer.

- From search results, click on the Download this eAudiobook link.
- Select a download option: One-click, CD or radio quality.
 - > Choose radio quality if you are on a dial-up connection
 - > Choose CD Quality if you are on a high-speed internet connection or if you plan to transfer the eAudiobook to a portable device.
- Select Save to download the file to a directory.
- Once the download is complete, open the eAudiobook directly from your media player or use Windows Explorer.



With Microsoft Media Player (9 and later)

Before transferring an eAudiobook to a portable device, you must open it at least once on your computer. You can then transfer the title to a portable device using your media player. For additional information and instructions, please refer to your media player's help section or refer to the eAudiobook Going Portable Guide available at www.oclc.org/brochures/goingportable.pdf.

How to Renew

The license for your downloaded eAudiobook will expire at the end of the checkout period.

1. Renew the expired license on the NetLibrary website.
 - a. Log in to your account at the NetLibrary website.
 - b. Click on the Checked Out Items link in the top right corner of the page. This will display your checked-out titles.
 - b. Find the eAudiobook title you wish to renew and click on the Download this Audiobook link.
 - c. Click on the Renew your Checkout link (No Download. Only license to play file).
 - d. This will renew your license and allow you to listen to your eAudiobook during the checkout period.
2. You may now also transfer the eAudiobook to your portable device.
 - a. Note: first delete the eAudiobook from your portable device before transferring it again

How to find help

The NetLibrary Help page is provided as a resource to help users with NetLibrary. Users may also receive assistance from their librarian or from the NetLibrary support team at **1-800-848-5800**.

User feedback is always welcome. Please visit <http://www.oclc.org/support> to tell us about your NetLibrary experience.

www.netlibrary.org



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