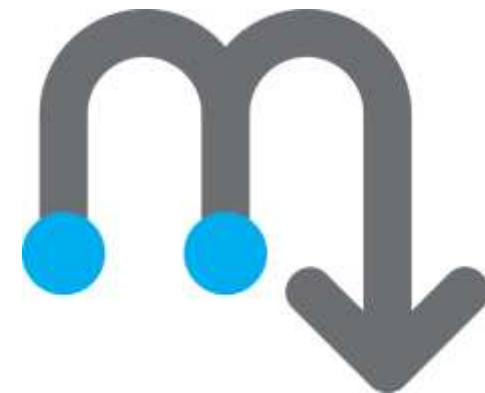
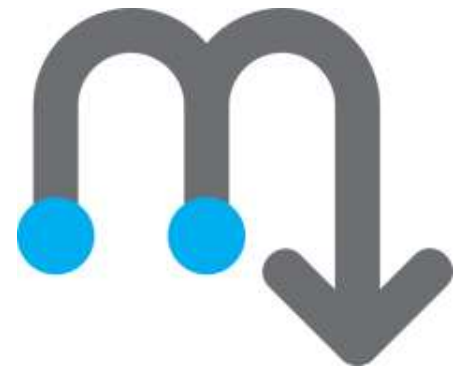


Zion-Benton Public Library's Download Station



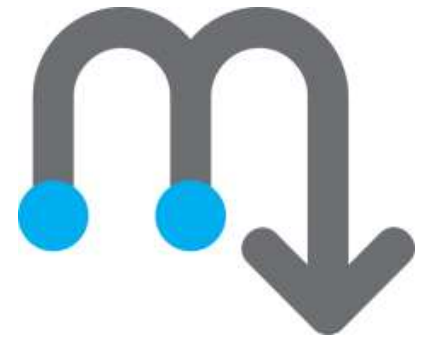
- This workstation is dedicated to MyMediaMall. You can download e-books and audiobooks to transfer to your portable device.
- Please see the adult reference desk if you need assistance.
- If you have additional tips, tricks or ideas, please let us know!

Checking Out



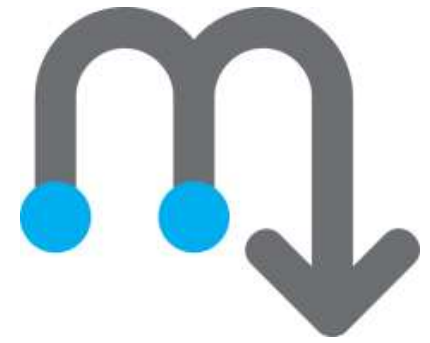
- You may have up to 5 MyMediaMall titles checked out at any one time. These are not connected with your regular library checkouts.
- You may check out items for 7 or 14 days.
- You may only return Adobe eBooks early. See back section.
- You cannot renew titles, but you can check them out again if they are available.
- You can check out as many Public Domain eBooks as you want to and they don't count against your checkout limit.

Using MyMediaMall



- Sign in first—**so you'll also see the Advantage titles** (owned by our library).
- You can browse titles and formats on the MyMediaMall site.
- Advanced Search works much better because you can narrow down formats, subjects and even have it only show you titles that are available for immediate download.
- Use the Title search only if you are fairly certain of the title.
- Use the Create search only if you are fairly certain of the author.
- A recommended simple search is on the next page. You can get more specific if you need to. The more items you choose in a search, the less returns you will have.

Simple Search Using Advanced Search



Title: leave blank

Creator: leave blank

Keyword: leave blank

ISBN: leave blank

Format: Choose your format (see next page)

Publisher: leave blank

Subject: Choose general subjects, e.g. Fiction, Nonfiction.

Awards: leave blank

Date added to site: leave blank

Results per page: leave at 10

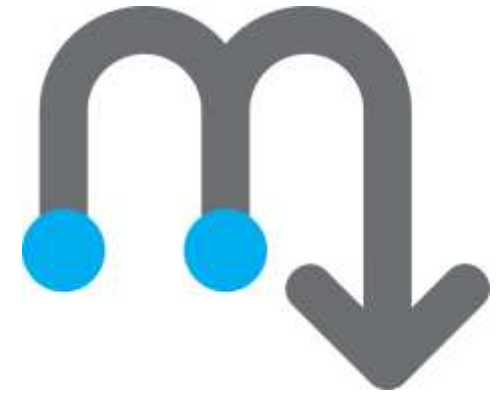
Order by: Most Popular (you can change this on the results page).

Mark “Only show titles with copies available.”

Click Search.

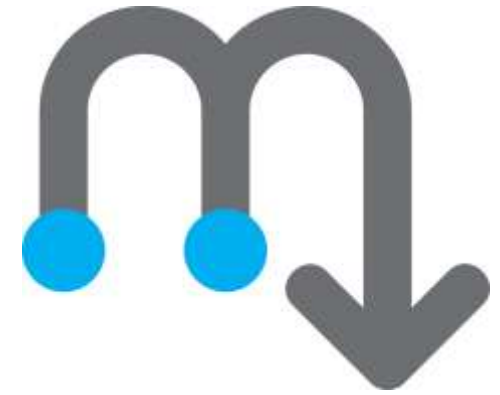


Before You Begin



Your portable device must be registered to the same e-mail that you will use to authorize programs needed to download materials.

Getting Started



Make sure the workstation is on and that you have your portable device and your library card number.

Flip to the appropriate page.

Download Audiobooks



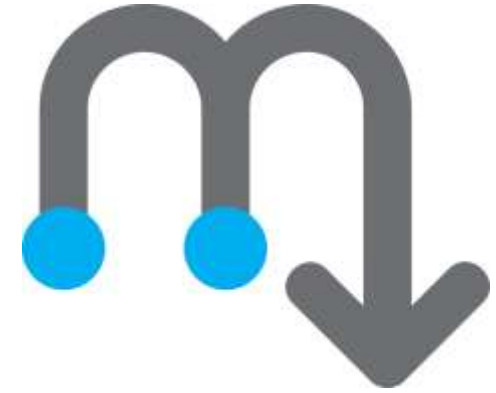
Click on the Internet Explorer icon labeled “Audio Books.”

Sign In—Choose Zion Benton Public Library and enter your library card number.

Browse the MMM site or create a search.

Flip to the instruction page on iPod/iPad/iPhone or Audio Player.

Download Audiobooks iPod/iPad/iPhone



File Types: MP3 and WMA

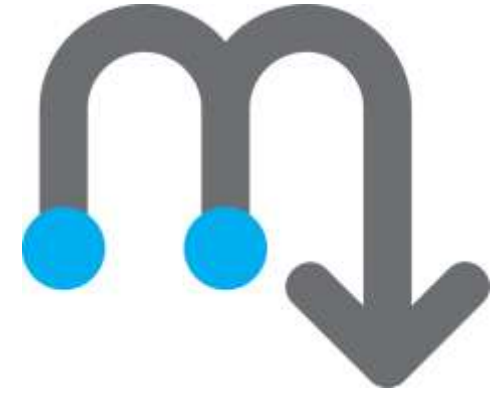
1. Connect your iDevice.
2. iTunes will pop up. You can delete old titles first to make room for new ones.
3. Select your titles (MP3 or WMA format) and check them out.
4. Click the Download button to download each title.
5. You will be prompted to open—Select Open with OverDrive Media Console and click OK.
6. The Overdrive Media Console will pop up along with a box that says Get Media. Click OK.
7. **If you see “The specified default download folder for new media content does not exist. Do you want to create it?” Click Yes.**
8. A Download box will appear—make sure all parts are selected and click OK. Your file will begin to download. You may continue to browse MyMediaMall while files are downloading.

Note that if you are interrupted during a download, you may restart the download process and select the parts that have not yet downloaded.



Next—Transferring to your device.

Transfer Audiobooks iPod/iPad/iPhone



File Types: MP3 and WMA

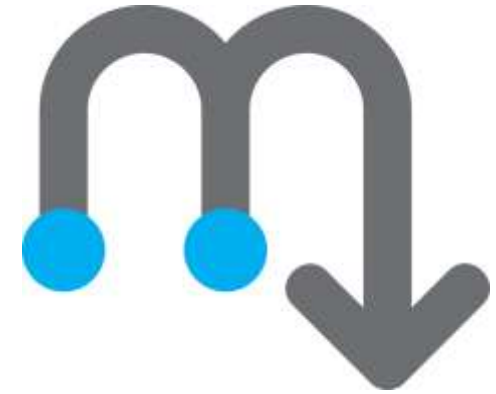
1. From the Overdrive Media Console, highlight the title you wish to transfer.
2. Click the Transfer button at the top of the console. The Transfer Wizard will pop up.
3. **Connect your device (if you haven't already) and click** Next. Once it recognizes your device, make sure all parts are selected and click on Next.
4. The Transfer Wizard will say Success and you should click on Finish.
5. If you are all done, you can disconnect your portable player.

Note that if you are interrupted during a transfer you may go back and re-run the Transfer Wizard. Just select the parts that you have not already transferred and click Next.

Audiobooks will not expire on your device, you will have to delete them when you are finished.

Download Audiobooks Audio Player

File Types: MP3 and WMA



1. Connect your device.
2. The device folder will pop up. You can delete old titles first to make room for new ones.
3. Select your titles (MP3 or WMA format) and check them out.
4. Click the Download button to download each title.
5. You will be prompted to open—Select Open with OverDrive Media Console and click OK.
6. The Overdrive Media Console will pop up along with a box that says Get Media. Click OK.
7. **If you see “The specified default download folder for new media content does not exist. Do you want to create it?” Click Yes.**
8. A Download box will appear—make sure all parts are selected and click OK. Your file will begin to download. You may continue to browse MyMediaMall while files are downloading.

Note that if you are interrupted during a download, you may restart the download process and select the parts that have not yet downloaded.



Next—Transferring to your device.

Transfer Audiobooks Audio Player



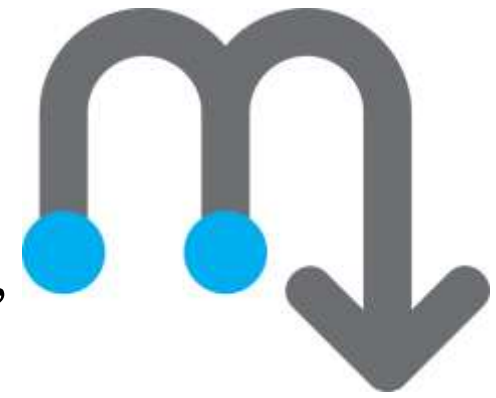
File Types: MP3 and WMA

1. From the Overdrive Media Console, highlight the title you wish to transfer.
2. Click the Transfer button at the top of the console. The Transfer Wizard will pop up.
3. **Connect your device (if you haven't already) and click** Next. Once it recognizes your device, make sure all parts are selected and click on Next.
4. The Transfer Wizard will say Success and you should click on Finish.
5. If you are all done, you can disconnect your portable player.

Note that if you are interrupted during a transfer you may go back and re-run the Transfer Wizard. Just select the parts that you have not already transferred and click Next.

Audiobooks will not expire on your device, you will have to delete them when you are finished.

Download Library eBooks



Click on the Internet Explorer icon labeled “eBooks.”

Sign In—Choose Zion Benton Public Library and enter your library card number.

Browse the MMM site (see section on Using MyMediaMall).

Flip to the instruction page on NOOK, Sony, Kindle or Other.

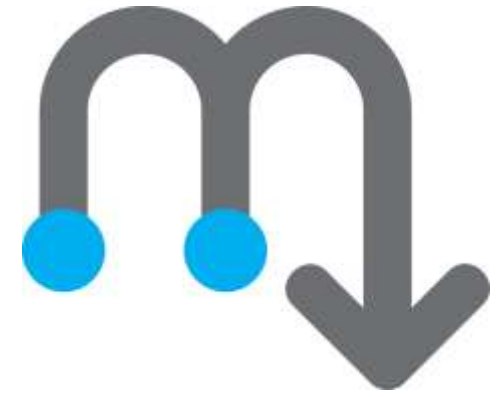
At some point, Adobe Digital Editions will pop up with the Setup Assistant. You must set this up to authorize the computer to transfer to your device. All information will be deleted once you reboot the computer.

You must Authorize the Computer. If you don't have an Adobe ID, you'll need to set one up.



Download to NOOK

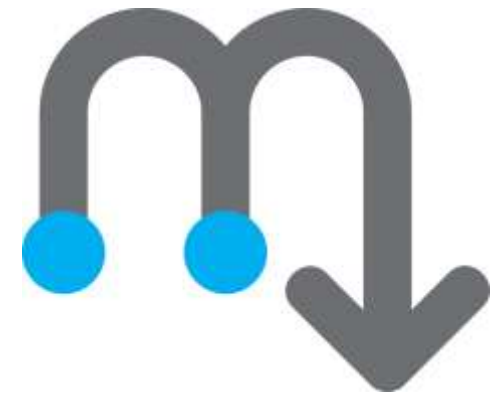
File Types: PDF (acsm file) or EPUB



1. **Once you've made your selection, click the download button. You will be asked to open or save the file.**
2. Choose open with `digitaleditions.exe`. Click OK.
3. Adobe Digital Editions will open and the item will quickly download.
4. You will need to authorize Adobe Digital Editions.
5. Your book will be appear under All Items in the left-hand menu bar.
6. Connect your NOOK. The NOOK folder should pop-up. You can close this.
7. Click on the book and drag it down to where it says NOOK on the left-hand side.
8. Close all windows and disconnect your NOOK.
9. Your title will appear on your NOOK under My Library, My Documents.

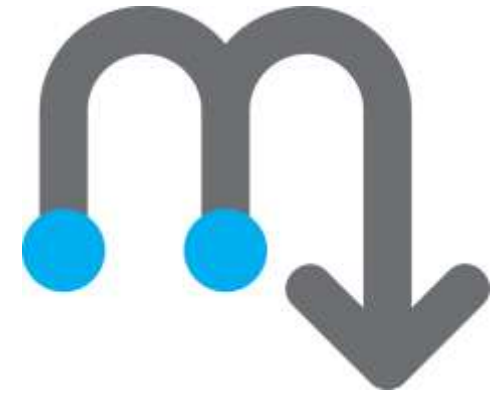
Download to Sony

File Types: PDF (acsm file) or EPUB (acsm file)



1. **Once you've made your selection, click the download button. You will be asked to open or save the file.**
2. Choose open with `digitaleditions.exe`. Click OK.
3. Adobe Digital Editions will open and the item will quickly download.
4. You will need to authorize Adobe Digital Editions.
5. Your book will be appear under All Items in the left-hand menu bar.
6. Connect your Sony e-Reader. The Sony folder should pop-up. You can close this.
7. Click on the book and drag it down to where it shows your e-Reader model on the left-hand side.
8. Close all windows and disconnect your e-Reader.
9. Your title will appear on your e-Reader. If your title expires, there will be an icon next to it. You can also find the expiration date in the History section of your title.

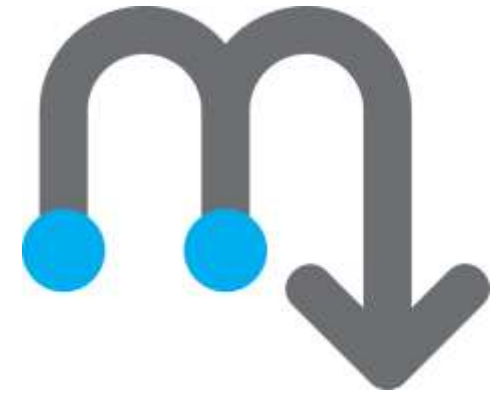
Download to Kindle



File Types: Kindle Book (azw file)

1. **Once you've made your selection, click on "Get for Kindle".**
2. You must be signed into your Amazon.com account.
3. In the right-hand green box—**choose "Transfer via Computer" then click** Get Library book.
4. Choose which Kindle you will transfer the file to.
5. **You'll get a pop-up** box that asks you to open or save the title. Choose Save File and click OK.
6. Your book will be saved to Downloads.
7. Connect your Kindle. The Kindle folder should pop-up. **Open the "documents" folder.**
8. **Click on the Downloads shortcut and select the title, then drag it to the Kindle "documents" folder.**
9. Close all windows and disconnect your Kindle.
10. **Your title will appear on your Welcome screen with "new" marked next to the title.**

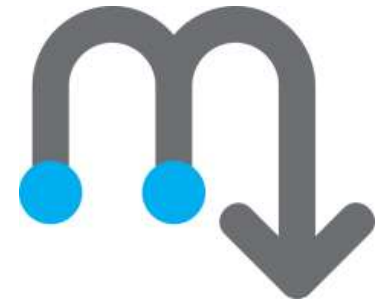
Download Public Domain Books



File Types: EPUB

1. **Click on the “Additional eBooks. Always Available.” graphic at the bottom of the MyMediaMall site.** These books DO NOT count against your checkout limits.
2. Find a title you want to check out and click the Download button underneath it.
3. Choose Save File and save it to Downloads.
4. Open Adobe Digital Editions. Click on the Library icon in the upper left-hand corner.
5. **Click the word “Library”.**
6. **Select “Add Item to Library” from the list or press ctrl+O.**
7. Find the title in the Downloads folder and Open.
8. Select the book and drag it to your device.
9. **These titles do not expire, so you’ll need to manually remove them when you are finished.**

Expired Books



Audiobooks

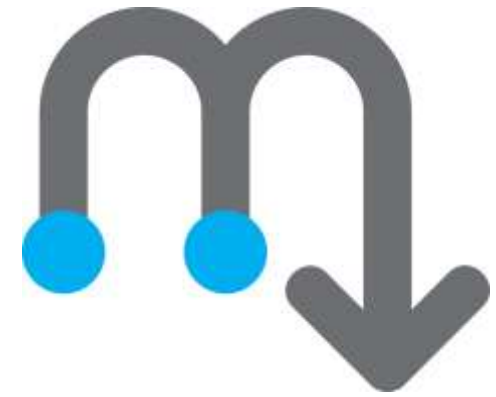
Audiobooks will not expire on your device, you will have to delete them when you are finished.

e-Books

e-Books will expire on your device, but you will still have to manually remove them. How you do so depends on your device.

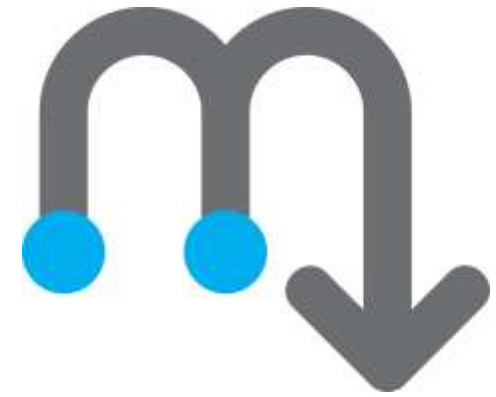
- NOOK—connect to a PC and open Adobe Digital Editions. Select your NOOK and then click on the white arrow in the upper left-hand corner of the book icon and select Delete Item OR from your NOOK, click on Library, Item details & options, and select Delete.
- Sony—connect to a PC and open Adobe Digital Editions. Select your e-Reader and then click on the white arrow in the upper left-hand corner of the book icon and select Delete Item OR from your device, find the Utilities menu under the title you want to delete and select Delete Book.
- Kindle—Amazon will e-mail you 3 days before your title expires and on the day your title expires. **You can view the status of your loan from the Manage Your Kindle page on Amazon's web site.** You can remove the title from your device by selecting that option on your Kindle.

Get the Most from Your Account



- Audiobooks do not expire on your device, so use a 7-day checkout period and transfer them to your device immediately.
- Adobe eBooks can be returned early. It seems that you can check out an EPUB or PDF book and download it to Adobe Digital Editions. After you transfer it to your device, you can return the item early, but it will still be on your device.
- To return an Adobe Digital Editions book, click on the small white arrow on the upper left-hand side of the book icon. Select Return Borrowed Item from the drop-down list.
- **Don't be afraid to place holds! You can place up to 7 items on hold.** Many times, there are waiting lists for titles. Put a hold on it and you'll get an e-mail when it's available.

Helpful Hints



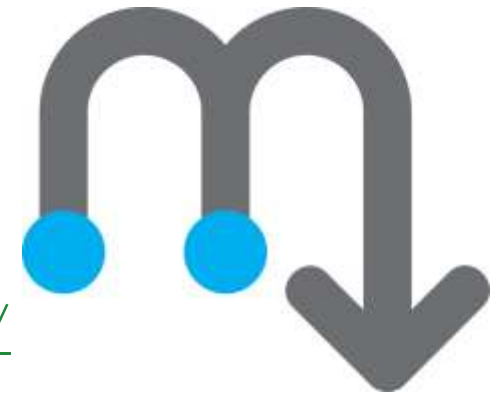
Adobe Digital Editions

- If you need to deauthorize the computer (to use another account, or if you made an error), use ctrl+shift+d.
- **If you can't get a book to download to your NOOK and Adobe Digital Editions is authorized, close Adobe Digital Editions, connect the NOOK and open the drive associate with your NOOK. Delete the folder .adobe-digital-editions.**

iTunes

Depending on the file type, you may be asked to change your import settings. To do so, go to Edit, Preferences and General. Go down to where it says “When you insert a CD:” **and click on Import Settings.... Select Import Using “AAC Encoder”; Setting: “Spoken Podcast.”** Click OK. Click OK. Continue with your download.

More Help



MyMediaMall—<http://www.mymedimall.net/D989A3F9-6A35-4B43-9C6D-625CCAA741C2/10/391/en/help.htm>.

MyMediaMall—<http://www.mymedimall.net/>, click on My Help Beta.

Amazon.com Public Library Books for Kindle—http://www.amazon.com/gp/help/customer/display.html/ref=hp_200747550_faq?nodeId=200747550#faq.

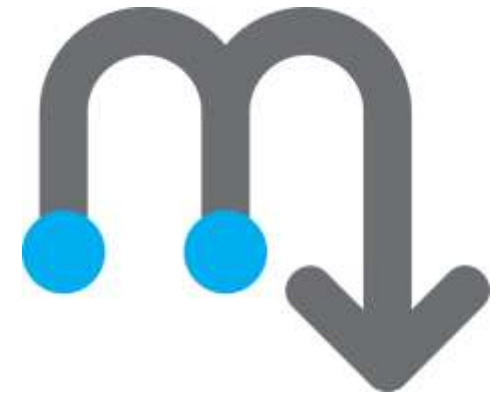
NOOK Support—<http://www.barnesandnoble.com/nook/support/index.asp>.

NOOK on B&N Community—<http://bookclubs.barnesandnoble.com/t5/NOOK/ct-p/NOOK>.

Sony Support—<http://esupport.sony.com/US/perl/select-system.pl?PRODTYPE=74>.



Just Ask!



Need more help? Just ask.

Want certain titles? Just ask. We'll make every effort to get what you need.

Wonder which e-Reader to buy? Just ask. We won't tell you to buy one, but we'll review the features of the ones we are familiar with.

Need help setting up your e-Reader or device? Call 847-872-4680 and ask for Sara T. or Tara. We'll schedule a time for you to come in and we'll help you set it up.

Forgot your cord? Just ask. We'll lend you one.

