



Audiobooks QuickStart Guide



What are Downloadable Audiobooks?

Downloadable Audiobooks from NetLibrary and Recorded Books are digital versions of audiobooks that are available through the Internet. Audiobooks can be played on any desktop or portable device supporting Windows Media Player version 9.0 and above. You can also transfer your favorite titles to a wide range of portable devices, including portable music players, portable mediacenters, Pocket PCs, and even select smartphone devices. **Because Windows Media Player compatibility is required, NetLibrary audiobooks cannot be played on Apple brand iPods at this time.**

Creating an Account

To download and listen to audiobooks, **you must first create a free NetLibrary account.**

You must be in the library to create your account. You cannot create a new account from your home computer.

To create an account:

1. Click on the *AudioBooks* link on the library's home page (www.indelib.org) and click on the *Recorded Books logo*.
2. Click on the *create a free account* link below the red *log in* button..
3. Enter your identifying information (user name, password, email address).
4. Select the *submit* button.

Once the account is created you can preview and search for audiobooks from any computer with internet access. However, **audiobooks should only be checked out on your home computer.**

Logging in

Once you have created an account, you can log in to the library's collection from any computer with Internet access.

1. Go to www.netlibrary.com/RecordedBooks and enter your user name and password in the log in box. (You can also click on the *AudioBooks* link on the library's home page (www.indelib.org) and click on *the Recorded Books logo*.)
2. Enter your username and password in the space provided in the upper right corner.
3. Click the red *log in* button.

You now have access to all the audiobooks available in the library's collection.

Searching for an Audiobook

Basic Search lets you quickly perform a search by either selecting the type of book you are looking for from the list on the right (e.g. Fantasy, Mystery or Nonfiction) or by entering information into the *Search* box. When using the search box you can search for a book using any of the following:

- Title
- Author
- Keyword
- Narrator

By default the search is limited to the audiobook collection. Once you have entered your search term and clicked on the dot next to the type of search you want to perform simply click the *search* button and wait for the results. (e.g. To search for the book *Moby Dick* you would type *Moby Dick* into the search box, click on the dot to the left of the word *Title* and then click the *search* button.)

Advanced Search lets you construct more complicated searches using multiple types of searches and Boolean operators such as AND, OR or NOT. This could be used to search for all the Mystery novels available from a particular author or to eliminate an author's books from appearing while doing your search as well as for many other more complex searches.

For example to search for all of the Mystery novels written by Sir Arthur Conan Doyle one would:

1. Choose author from the first drop down box.
2. Type Arthur Conan Doyle into the box next to it.
3. Choose AND from the final drop down box in the first row.
4. In the second row one would choose subject from the first drop down box.
5. Enter Mystery into the next box.
6. Click the search button.

The advanced search outlined above would reveal 6 different novels available for listening while a basic search using just the author's name would have revealed 8 different novels.



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Checking out an Audiobook

Audiobooks cannot be checked out from the library's computers.

The checkout period for a downloadable audiobook is three weeks. You may check out a maximum of ten audiobook titles at one time. Please do not download audiobooks to public computers in our library as you will be unable to listen to them or transfer them to your MP3 player.

1. From search results, click on the *Download this Audiobook* link.
2. Select a download option: *CD quality*, or *radio quality*.
 - CD quality offers highfidelity playback and is **highly recommended** for patrons with high-speed Internet access.
 - Radio quality provides faster download speed and is ideal only for users with dial-up connections.
3. If you select *Open*, NetLibrary will download the title and launch your media player, however, this will slow down the download.
 - Click the play button to listen to the audiobook.
4. The *Save* option allows you to download the file to your computer. We recommend you download to the desktop as this makes the audiobooks easy to find and open.
 - Once the download is complete, you can open the audiobook directly from your media player, or by double clicking on the icon it placed on your desktop.
5. **The first time you play an audiobook you will be asked to enter your NetLibrary username and password.**

Renewing an Audiobook

1. Once an audiobook has been downloaded, it can be renewed at any time.
2. Go to www.netlibrary.com/RecordedBooks and follow instructs for logging in found earlier in this Guide.
3. Click on *the My checked out Items* link.
4. Click on *Renew this Audiobook*
 - If you are attempting to access an audiobook with an expired license from your media player, NetLibrary will launch a pop-up browser that will prompt you to log in to renew your checkout.
5. Enter your user name and password.
6. Click the *log in* button.
7. Your license will automatically be renewed.

Finding help

Detailed information on using NetLibrary is available by clicking on the *Help* tab in the top navigation bar. Context-sensitive help is also available by clicking on the *tips* links located on NetLibrary search, details and download pages. **For additional assistance, check out the library's audiobooks page at www.indelib.org/audiobooks.html or contact your librarian at 248-625-2212.**

Additional Tips and Tricks

- Checkout time is 21 days. As long as the icon is still on your desktop, you can renew it. In other words, you can download a title, start listening to it, abandon it, and come back months later and renew it without having to download it again.
- **Once a book is transferred to your MP3 player, you can keep it indefinitely. It's there until you delete it.**
- **To transfer to your MP3 player**, you must first open the book in Windows Media Player 9 or 10 on your desktop. If it comes up in some other program (e.g. MusicMatch Jukebox), right click on the book title icon. Click on *properties*. Click on the *change button* next to the "*opens with...*" section. Select Windows Media Player from the list and click *OK*. More detailed information is available on the library's website at www.indelib.org/audiobooksfaq.html.
- There is no bookmarking feature in Windows Media Player. You can pause but will lose the place when you turn off computer or close WMP. The recommended procedure is to note the time on WMP before closing, then fast forward to that point when you reopen book. There is a horizontal scroll bar which can be dragged from left to right to fast forward. It is located just above the Play, Stop, Rewind and Fast Forward buttons.