Android devices now have two ways to get great library eBooks. You can work through an app. The following steps show you how to install and use the Android (version 2.2 or newer) OverDrive App on an Android device. You can also work directly from your device's browser through Overdrive READ to get library eBooks directly, without an app. Have questions? Ask a staff member at any CML location or call 614-645-2275.

Step A. Installing the OverDrive App

1. Go to the Google Playstore (or other app marketplace) on your Android device and search for "OverDrive." Touch **OverDrive** (the icon will have a white "O" on a blue background)
2. Touch "Install." You will be asked to accept the permissions. This app is secure and your information will never be shared. Touch "Accept." OverDrive will install. Touch "Open" to access OverDrive.
3. You will be prompted to sign up for an account. You may sign up with your Facebook account or create an account with Overdrive (name, email, password of your choice). Note: if younger than age 13, one may sign up without the email address. If you have already established an Overdrive account on some other device, just sign in with that account.
4. Swipe the screen right or tap the "Home" menu button (at upper left of screen).
5. Touch "Add a Library" at the top of the menu. Enter "Columbus Metropolitan Library" in the search line and touch "Search."
6. Touch "Columbus Metropolitan Library" and then touch the star next to the name of the library to save. When the star turns gold, it will save to your menu as "Digital Downloads" and can be accessed in the future.
7. "Touch Digital Downloads" to start

Step B. How to Access Library Materials

1. You'll see more title selections if you login first. Touch "Sign in" in the top right. At the sign in screen, touch "Select Library." From the pop-up menu, choose Columbus Metropolitan Library.
2. At the next screen, enter your Library card number. Touch "Sign In." If you want your device to remember this library card number, check the "Remember my login information on this device" box before signing in.
3. Next touch the Magnifying Glass icon (about a third of the way down from the upper right) to search for a title or author or just browse. Doing an "Advanced Search" (this option appears when you touch the magnifying glass icon) allows you to select a format. Your device will use the Overdrive Read, EPUB EBook, or Overdrive MP3 Audiobook format. Touch "Search" at the bottom when you've set search preferences.
4. Pay attention to the gray box below the book cover to see if the title is an **MP3 or EPUB**. If a title is available, it will have a black icon (book our headphones) in the upper right corner of the title's

cover. If it is checked out, the icon will be gray. Titles that are checked out may have a hold placed on them. Touch the title cover for instructions.

5. Touch the cover of an available title to check it out. Touch "Borrow" in a teal box next to the cover. [If not yet signed in, you will be prompted for your library and library card number.] You will be taken to the "My Account" screen.

6. Find the cover for the title you've just checked out by moving down on the page. Touch "Download" in the teal box by the cover. You will probably be prompted to select a format. If you are, make sure to check the box next to "Adobe ePUB eBook." Touch "Confirm & Download."

Step C. Opening your eBook

1. Swipe right on your screen or touch the "Home" button "top left of screen."
2. A menu will appear. Touch "Bookshelf." Instructions for use of your eBook will appear. You may follow those or touch "OK, GOT IT!" to go straight to the title.
3. Touch the title's cover and you'll get more instructions for use. Again, you may follow them, or again touch "OK, GOT IT!"
4. You're reading!

> *eBooks check out for your choice of 7, 14, or 21 days. You may check out up to 10 at any one time. They will automatically expire and return themselves, or you may return them early if you wish (no more overdue fees!). You may change your settings at the 'My account" page (touch the person icon from any digital downloads screen to get there).* Touch "**Settings**" on the right hand side. Set your default lending options:
> *eBook: 7, 14, 21 days **Audiobook:** 7, 14, 21 days **Music:** 3, 5, 7, 14 days **Video:** 3, 5, 7, 14 **Disney:** 7, 14 days*

Step D. Returning eBooks early from your Nook

To return library items before they expire (if you wish—they will expire automatically on their own) you must open the **Overdrive** app:

1. When the Overdrive app is open, Touch **Bookshelf**.
2. Your check-out items will be listed.
3. Touch the cover of the title you wish to return and hold your finger down a few seconds
4. A **Return/Delete/Share** menu will appear.
5. Press **Return**.
6. A message will appear stating "Are you sure you want to return this title?"
7. Press **Yes**.
8. The book will be removed from your library eBook account.

Using Overdrive READ to download eBooks via your browser

Note: you must have Android version 2.3 or higher.

1. Using your browser (Chrome works best), go to www.columbuslibrary.org. Touch "Get Started" on the "Free Library eBooks" banner. [Or, you may launch from the Overdrive app from a phone or device that has a data plan and constant internet connection; in this case, skip to step 3.]

2. Scroll down and click (or tap) on the box that reads "**eBooks Audiobooks >>**"
3. Touch "Sign in" on the top right. At the login screen, select your library.
4. At the next screen, enter your library card number. Touch "Sign in." Note this step is important: a wider selection of titles will appear when you sign in.
5. Search for a title; note that an "Advanced Search" (see directions above) will allow you to select the Overdrive read format.
6. Tap desired book cover
7. Tap **Borrow**. You will be taken to **My Account**.
8. Find the cover for your title by swiping to move down and tap **Read** (in your browser)
9. A new tab will open with the book; you're reading!
10. Click or tap the right or left edges of the eBook to turn pages
11. Click or tap the bookmark icon in the upper-left to save your position
12. To access the menu options swipe down from (or tap on) the top of the page
13. To access Overdrive READ titles offline, please follow this procedure:
    a. Open the OverDrive Read title in the your browser
    b. Swipe down on the screen to bring up Menu Option
    c. Select the Cloud Icon (on the right of the menu)
    d. Touch "Download"
    e. Make sure to bookmark the page in your browser or add a shortcut to your home screen. Instructions are given on the site. Exact process may vary by device and browser.
    f. Log off WiFi (or turn on airplane mode on a phone). When you touch the browser, you can still touch your bookmark tab and read the title from where you left off or, if you have added to your home screen, by touching that icon there.
14. If you forget to bookmark, go to Digital Downloads, go to "My Account" (by touching the person icon at center left of Digital Downloads) and touch "Read in Your Browser" by the title again.

Enjoy the eBooks! If you run into difficulties, call us as 645-2275 or visit a library near you!