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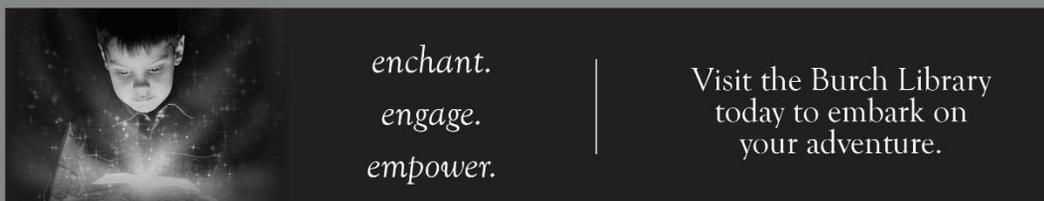7. Go to Books icon or Loans Page (in your account).

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1. Install the "Overdrive for Windows Desktop" application on a personal computer. Go to app.overdrive.com Scroll down to the bottom of the page and look for the blue icon **Download for Windows Desktop** *(The green icon-"Download for Windows 8 and 10" doesn't work for audiobooks).*
2. Once you have the Windows Desktop application installed, go to your Loans page in your TN Reads account. Find the book and click on Download. The file will go to the Downloads file on your computer.
3. Open Overdrive for Windows. Click on File>Open. Find the file in your Downloads. Download Dialog Box will come up. Check All. Click OK.
4. At the top of Overdrive for Windows, click on Transfer. The Overdrive Transfer wizard will come up. Click Next for all parts of the book to transfer>Confirm>Next. Message will come up telling you the number of parts that have been transferred. Click Finish.
5. Listen to your audiobook.

See other side for directions for iPod.

To download and transfer eAudiobooks to an iPod:
1. For newer iPods, you can download the Overdrive or Libby app for listening to audiobooks
2. For older iPods - Connect your iPod to your computer using a USB cable.
3. Open iTunes (if it doesn't open automatically).
4. In iTunes, turn on the Manually manage music setting (https://help.overdrive.com/customer/portal/articles/1481510) OR
1. Enable disk use if you're using an iPod shuffle.
2. This is a one-time step that is required to transfer audiobooks to your iPod from OverDrive for Windows (desktop).
5. Open OverDrive for Windows (desktop).
6. Select an audiobook, then click the Transfer button.
7. When the Overdrive transfer wizard opens, click Next so the program can detect your iPod.
8. When your iPod is detected, make sure it's selected under "Player." Select the part(s) you want to transfer and click Next. Note: If you receive an error that says *"No portable players could be found...," make sure you enable disk use in iTunes before trying to transfer.*
9. The transfer begins.
10. When the transfer is complete, click Finish to close the transfer wizard.
11. By default, transferred audiobooks are listed under Music > Albums.

If you'd prefer to import an mp3 audiobook directly into your iTunes library so you can sync it to your iPod, follow these instructions:
1. Open iTunes.
2. Go to *File > Add Folder to Library*.
3. Navigate to the folder where borrowed audiobooks are downloaded. By default, you'll find it here: *C:\Users\[your username]\Documents\My Media\MP3 Audiobooks*.
4. Highlight the audiobook folder you'd like to import, then click **Select Folder**. All the files in the folder will be added to your iTunes library.
5. Now you can listen from iTunes or sync your iTunes library to your Apple device. You'll find imported audiobooks in **My Music**.

Please Note:
Each card is limited to 15 checkouts and 15 holds.
To Return a title – you can return from Loans Page if not downloaded.
To Renew a title – "Renew" will appear in your 'Loans' 3 days before due date. Can be renewed once. It it's on hold for someone else, you will receive a message reflecting that.
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