

Downloading eAudiobooks to your PC and mp3 player

Create a One Click Digital Account & Install One Click Digital Media Manager

1. Open the eAudiobooks web page:

<http://midlothian.oneclickdigital.eu>

2. Opt to **Register** (top right corner)

3. Fill in your details, including your library card number, and choose a username and password (click on the right side of the grey circles to enter text).

4. The Support web page will display and you should scroll down to the Desktop **eAudio** (not eBook) Apps and select the appropriate download for Windows or Mac



Note: If not automatically taken to the Support page you can click on **Browse** and then **Help**.

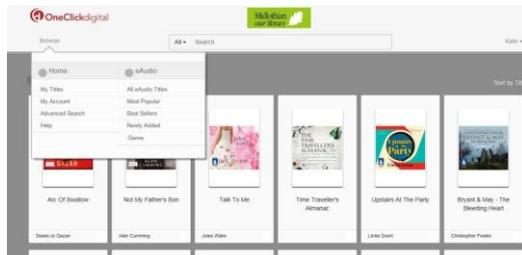
Then follow the steps:

- Choose to **Run** the installation.
- You may be prompted to install Microsoft.NET Framework 4.0 if your computer does not already include this.
- After this the Install Wizard will appear, you will need to accept the terms and then continue to install.
- The Media Manager should automatically open on completion (if it doesn't appear check the bottom tool bar or look for the desktop shortcut).
- Sign in using the username and password you previously created for the One Click website, and select Midlothian Libraries as your library if prompted.

Note: If you forget your username you can use your library membership number instead, you will however still need the password you created

Selecting and downloading titles

1. Double click on **Browse for a title online!** at the top right of the page. This will take you back to the eAudiobooks website to select titles.
2. You can search for title, author or by audience level in the main search box, or use the **Browse** menu at the top left of the screen to search popular, best sellers and newly added. You can also scroll through the **genre** tab in Browse to select a type of title (hover over genre then move directly downwards when the types appear).



3. When you find a title that you'd like click on the cover. The title will open and you can choose how long you would like to have it out for using the drop down menu - default is 21 days - and then click **Checkout Now** to download the title
4. You will be prompted to **Open** with One Click Digital Media Manager, and should then login using the same username and password (Note: If this prompt does not automatically appear you will find the title in the **My Titles** tab. You can then choose to **Download** from there).

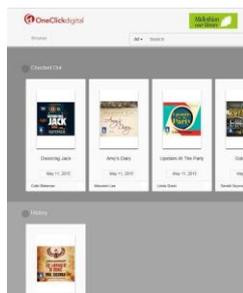
Transferring to a mobile device

To transfer to your mp3 player/ iPod, connect the device when the title opens in One Click Digital Media Player and then opt to **Download and Transfer**.

Loans, renewing and returning

You can see what you have on loan, renew items, or return items early through the My Titles function on the main eAudiobooks web page.

1. Open One Click Media Manager, login if necessary and then double click on **Browse for a title online!** at the top right of the page. This will take you back to the eAudiobooks website.
2. Tap on the **Browse** menu and select **My Titles**. Click on the title you wish to return or renew.



Listening options

Controls for volume, bookmarks, forward and rewind will all appear along with the book when you play it.

Note: It will begin from the place you were at each time you open the title.

Downloading eAudiobooks using manual download in Windows

If you have an older MP3 player, or one that isn't compatible with OneClickDigital Media Manager a manual download option is available. You will just need version 11 of Windows Media Player

1. Before selecting a title go to **My Account**, choose **Preferences** and select: No for 'Use One Click Digital Media Manager as my default player'
2. Make sure you **Update Preferences**
3. Choose a title as before and opt to **Checkout Now!**
4. **Download** and a .zip file will appear. Select Save file
5. When your download is done, right click on it in your download window and choose to open the file with Windows Media Player.
6. To download the license for the book start to play the title.
7. You can then transfer to a portable device:
 - Plug your device into your computer. Often, your computer will open a window of "AutoPlay" options. You can then "Open Folder to View Files" (Note that if it does not happen, go to your Start Menu, click on Computer and then choose your device from the list).
 - Select the best place for you to put the eAudiobook, and make sure this is open.
 - With that folder open, go back to where you saved the title and drag the entire folder containing the book into your device's folder.
 - Disconnect your device from the computer and find your book to play it.

Downloading eAudiobooks using manual download in Mac

If you have an older MP3 player, or one that isn't compatible with OneClickDigital Media Manager a manual download option is available. You will just need version 11 of Windows Media Player

1. Before selecting a title go to **My Account**, choose **Preferences** and select: No for 'Use One Click Digital Media Manager as my default player'
2. Make sure you **Update Preferences**
3. Choose a title as before and opt to **Checkout Now!**
4. **Download** and you will see "Opening<title>".zip
5. Select "Save File". A download box opens with the file listed after the download is complete.
6. Double-click on the .zip file. Archive Utility will run and create a Download folder.
7. Click and drag the folder with the title to the desktop.
8. Open the folder and double-click on the M3U file sharing the name of the title.
9. iTunes will open, and a playlist with all tracks of the eAudiobook will be created. The title can now be played locally on your Mac.
10. You can then transfer to a portable device:
 - Connect your device to the computer. Click on the playlist and, while holding down the left button of your mouse, drag and drop the folder onto your device.