



The Roxbury Public Library presents

# Downloading Audiobooks 101

Audiobooks are a great way to get some reading done when you have no time to read! These helpful instructions and tips will make downloading and playing audiobooks much easier. If you have any questions that are not covered below, please ask a staff member at the Reference Desk for assistance.

## Before downloading audiobooks make sure...

1. Automatic downloads enabled in your browser.
  - a. In Internet Explorer click Tools>Options.
  - b. Click on the Security tab and then click on Custom Level.
  - c. Under Downloads make sure both "Automatic prompting for file downloads" and "File download" are enabled.
2. You have Windows Media Player 9 or later installed.
  - a. Open Windows Media Player.
  - b. Click on Help >About Windows Media Player.
  - c. The version should be 9 or greater. If it is not, go to <http://www.windowsupdate.com/> to download the latest version of Windows Media Player.
3. Your portable media player is a MP3 player. (iPods do not work with NetLibrary audiobooks)  
For a list of tested MP3 players go to: [support.oclc.org/Resolutions/TestedPlayers.pdf](http://support.oclc.org/Resolutions/TestedPlayers.pdf)



## Create a NetLibrary account:

You must have an account with NetLibrary in order to download. The accounts are FREE and easy to create. You must visit the library to establish your account, but you can then access it from home or office. Here are the steps to creating an account:

1. From a library computer, connect to the Internet and go to <http://www.netlibrary.com/>
2. Click on the "Create a Free Account" link in the top right corner of the page.
3. On the following page fill in all the fields with a star next to them and click the "Create Account" button.
4. Your account will be created and you will be logged in to NetLibrary.

## Download your books!\*

1. Log in to Netlibrary using your username and password.
2. Search for the book you wish to download.
3. Click on the "Download this Audiobook" link.
4. On the next screen click on the "Checkout & Download CD Quality" link.
5. A dialog box will pop up - click the "**Save**" button.
6. In the next dialog box choose the Desktop as the place to save the file and click the "**Save**" button.
7. The download will commence. Even on a fast broadband connection it will take some time to complete. If a pop-up from the NetLibrary site comes up concerning your session expiring be sure to click the button at the bottom that will extend your session. When the download completes proceed to the next section.



\* Downloading can be done from home, office or within the library. Downloading from within the library can only be done on the computer in the adult area with a sign that reads:

**DOWNLOAD AUDIOBOOKS HERE.**



## Transfer audiobooks to a portable player

1. When your audiobook has downloaded, do not log off the Internet. Locate the file on the Desktop and double click it to open it in Windows Media Player.
2. Media Player will go to NetLibrary's website. If a window pops up asking for your Netlibrary log in and password enter these and click Login.
3. The license for the audiobook will be downloaded to your computer, when it is finished click the Play button.
4. Click on the "Library" tab in Media Player.
5. Make sure that the audiobook is the only item in the Now Playing list on the right of the window. You can play the audiobook on your PC or download it to a MP3 player.
6. Connect your MP3 player to your computer and wait until it is recognized.
7. In Media Player click on the "Start Sync" button in the bottom right corner of the window.
8. When the sync is completed you may disconnect your player and play the audiobook as you would play anything else on your MP3 player.

# Transferring Audiobook to MP3 player Using Windows Media Player

**\*Plug player into USB port on Computer**

**\*Locate the downloaded file on your computer.**

## Using Media Player 9

1. Right click on the audiobook title and select Copy to CD or Device. Windows Media Player will open.
2. Select removable Disk from the pull-down menu in the upper right corner (under Items on Device) and make sure the box next to the audiobook file on the left is checked.
3. Click Copy in the upper right corner.

## Using Media Player 10

1. Right click on the audiobook title and select Copy to CD or Device. Windows Media Player will open.
2. Select Sync tab.
3. Click on Start sync in the upper-left corner.

## Using Media Player 11

1. Right-click on the audiobook title and select Copy to CD or Device. Windows Media Player will open.
2. Mouse over the Sync button at the top and click on the little down arrow
3. Click on Sync "Now playing" to " ".
4. The progress of your sync will appear in the lower right corner of Windows Media Player. When you see Sync Complete, the file is done being transferred to your MP3 player. To verify your transfer :
  - a. Click on the Sync button.
  - b. Double-click on your MP3 player ( you should see a little icon of a player with the name of your player underneath it).
  - c. Double-click on Sync Results.
  - d. Under Files You Added you will see the title of your book and the status should read Synchronized to device.