

Manual download using your Web browser

Checkout & Download

1. Search or browse for an eAudiobook title you want to check out.
2. Click the **Download this eAudiobook** link to go to the Download this eAudiobook page.
3. If the Manual Download box does not appear on the page, click [+] in the upper-right corner of the One-click Download box to display it.
4. Click the **CD Quality** button in the Manual Download box. Or, click the **Radio Quality** button if you have a dial-up connection and will not listen to the eAudiobook on a portable listening device.
5. If the File Download window does not appear, your browser may have blocked it. In that case, follow your browser's instructions to download the blocked file. For example, Internet Explorer displays a message in a yellow bar at the top of the page. Click the yellow bar and then click **Download File** in the pop-up menu to see the File Download window.
6. In the File Download window, click **Save** and save the eAudiobook file on your computer in a location that you will remember.
7. Play the file on your computer or transfer it to a portable device using Windows Media Player or iTunes.

Use Windows Media Player to listen to an eAudiobook , or transfer it to a portable device (Version 9 or higher required)

Instructions are for Windows Media Player Version 11. See Help > Listening > Transfer an eAudiobook in NetLibrary for help using previous versions.

To transfer an eAudiobook file to your portable device:

1. Connect your portable device to your computer following the device's instructions.
2. Open Windows Media Player.
3. In the **File** menu, open the downloaded file. This activates the license and begins to play the eAudiobook.
4. Click the **Sync** tab (not the drop-down list below the tab).
5. Click **Now Playing** in the menu on the left.
6. Drag your eAudiobook title into the right pane.
7. Click the **Start Sync** button located below the right pane.
8. When synchronizing is 100 percent complete, disconnect your portable device following its instructions.
9. Close Windows Media Player.
10. Enjoy listening to the eAudiobook on your portable device.

Use iTunes to listen to an eAudiobook, or transfer it to a iPod

1. Open iTunes and drag the eAudiobook file to the iTunes window.

2. Right-click on the eAudiobook in iTunes and click **Get Info**.
3. Click the **Options** tab, check the **Remember playback position** box, and click **OK**.

Note: If you stop listening to an eAudiobook before you finish, this option returns you to your stopping point when you resume.

You can now listen to the eAudiobook in iTunes or transfer it to your iPod:

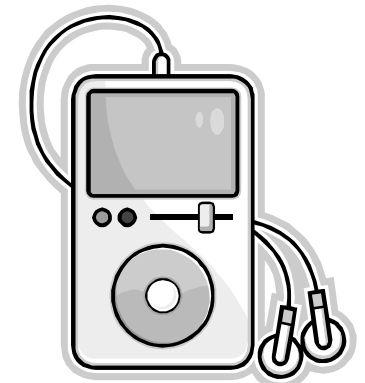
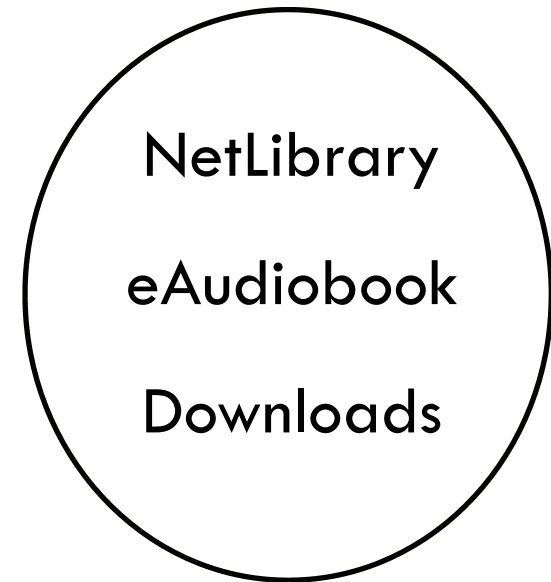
- If your iPod is set to automatically update when plugged into iTunes, the eAudiobook automatically transfers to the iPod.
- If your iPod is set to manually update, identify the eAudiobook segments in iTunes and drag them to the iPod.
- When the transfer is complete, eject your iPod. The eAudiobook is in the music folder.

MP3 players for checkout

A limited number of MP3 players are available to borrow for a two-week period. Ask at the Circulation Desk for availability.



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NetLibrary eAudiobooks

Lincoln Library offers its customers electronic access to audiobooks that can be downloaded via computer and transferred to portable devices that support playback of MP3 and secure WMA files.

eAudiobooks can be transferred to a portable device using the NetLibrary Media Center or Download Manager application, or manually. The first time you click to download an eAudiobook, you will be prompted to choose one of the three methods. Choosing the NetLibrary Media Center or Download Manager will bring up a **Download application now** button.

Follow the directions. To change the download method later, click the large **NetLibrary Media Center and Download Manager** banner on the NetLibrary homepage.

Some portable devices, such as iPods and iPhones, support the playback of MP3 files, but not secure/protected WMA files. When you search for eAudiobooks, you can limit your search to the MP3 format.

Lincoln Library cardholders can check out up to ten eAudiobooks for a period of three weeks, plus one renewal of three weeks. Note: eAudiobooks may not be checked back in early.

The cardholder must first come into Lincoln Library to establish a NetLibrary account, and then eAudiobooks may be downloaded at home.

Creating a NetLibrary account

1. Come into Lincoln Library and log onto any of the Internet computers.
2. Go to the library's web page at **http://www.lincolnlibrary.info**.
3. Click **eAudiobook Downloading** under 'Virtual Library' on the menu.
4. Click the link to **NetLibrary eAudiobook Center**.
5. On the NetLibrary site, click **Create a Free Account** in the upper right-hand corner of the screen.
6. Enter a user name, password, and other required information.

Feel free to ask a Reference librarian for assistance.

Technology requirements

- EAudiobooks can only be downloaded to a Mac computer using the manual download method.
- See the Learn More page at **http://www.netlibrary.com/MediaCenter/LearnMore.aspx** for system requirements and a comparison of the three download options.
- Before purchasing a portable device, go to **http://library.netlibrary.com/supported_device_list.aspx** for a list of compatible players.
- Downloading higher quality eAudiobooks that can be played on a portable device is best done with a fast Internet connection. People with slower modem connections might wish to manually download the radio quality eAudiobooks to play on the computer only (not available for the MP3 titles).

More help

For more help, click the **Help** button in NetLibrary. For more help transferring to a portable device, check the device's documentation and/or the media player 'Help' contents.

Search for eAudiobooks

Search options are almost identical in the eAudiobook Center online and in the NetLibrary Media Center. You can search by Keyword, Title, Author, Subject, or Narrator. Searches can be limited by length, format, and language. Note that most eAudiobooks are in English.

It is also possible to browse titles by broad subject categories.

NetLibrary Media Center

NetLibrary Media Center is a free, full-featured desktop application for searching, managing, downloading and listening to your library's eAudiobooks.

The Media Center includes these enhanced features and functionality:

- Seamless download to your portable device.
- Desktop access to Lincoln Library's eAudiobook collection and your favorites and checked out items.

Connect

Launch Media Center from your desktop, log in, and use the Browse and Search tabs to explore and preview eAudiobooks and add eAudiobooks to your favorites.

Click & Listen

- After choosing an eAudiobook, click **Transfer to Computer** to listen on your computer.
- Or, connect your portable device and click **Transfer to Portable** to listen on your device.

Download Manager

Download Manager is a lightweight application from NetLibrary that you install on your PC to manage eAudiobook downloads from the NetLibrary website to your computer or portable device.

What do you do on the NetLibrary website?

- Search or browse for eAudiobooks.
- Start eAudiobook downloads to your computer or portable device
- Renew the checkout of an eAudiobook.
- Select and manage your favorites (your list of eAudiobooks that you may download in the future).

What do you do in Download Manager?

- Monitor eAudiobook downloads that you started on the NetLibrary website.
- Listen to eAudiobooks on your computer by launching your default media player, such as Windows Media Player or iTunes.
- Transfer eAudiobooks from your computer to your portable device.
- Delete the eAudiobook files on your computer when checkouts expire.