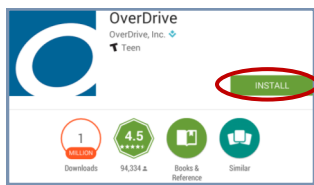## 1

- Search your device's app store for **OverDrive**.
- **INSTALL** Overdrive.
- **ACCEPT** request for OverDrive to access photos/media/files.
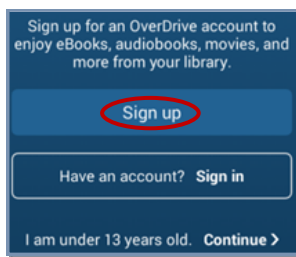- After the app has been installed, **OPEN** it.

2

You will then be asked to sign up for an OverDrive account.

- Select **Sign up**. (If you are under 13 years of age, select **Continue** to avoid sharing any personal information.)
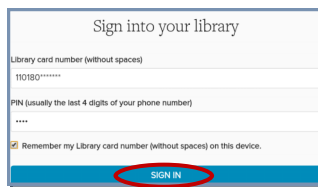- Select **Sign up using library card**. (If you do not have a permanent Rochester Public Library card, you may sign in with Facebook or create a new account with your name and email address.)
- On the "Find your library" page, search by location for **Rochester MN**.
- Select **Rochester Public Library**.
- Sign into your library by entering your library card number and PIN; select **SIGN IN**.
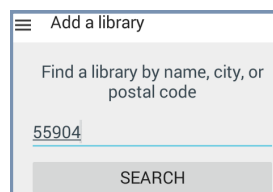- If you are taken to a Finish setting up page, select **Yes** or **No** under Are you 13 or older?, then select **Sign up**.

3

You will then be taken to the "Add a library" screen.

- Enter the Rochester Public Library postal code (**55904**) and select **SEARCH**.
- Select **Rochester Public Library**. If given the option, tap the **Star** icon to set Rochester Public Library as your default library.
- Tap **Rochester Public Library**. This will take you to the RPL digital catalog.

4

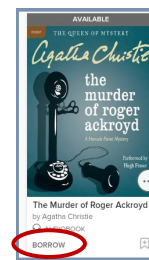- Select the **Menu** icon to browse the digital collection by subjects or topic.
- Tap the **Search** icon to search for a specific title by author or title.

Note: Available titles will have a dark grey bar across the top of the cover; titles that are currently unavailable will have a white bar across the top. Patrons have the option to eReserve these title by clicking **PLACE A HOLD**.
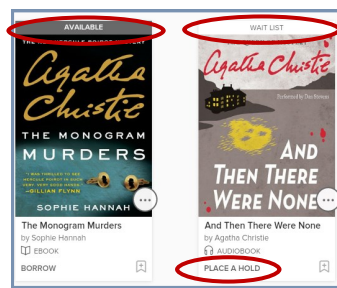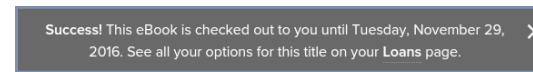
5

- Click the cover image, then select **BORROW** on the following screen. (You may also click **BORROW** under the cover image.)
- If you are not logged into your RPL eAccount, you will be prompted to enter your library card number and PIN. Click **SIGN IN**.
- The next screen will have a banner at the top with the due date.

Success! This eBook is checked out to you until Tuesday, November 29, 2016. See all your options for this title on your **Loans** page.
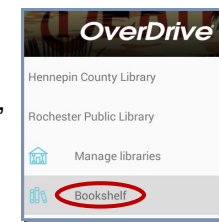
6

Note: Click on the **Loans** icon near the upper right corner of the screen to view your checkout list.
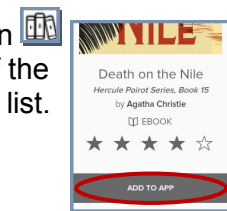
- If downloading an ebook:
  1. Tap **ADD TO APP**.
  2. If given the option, check the box next to **EPUB eBook** (even if using a Kindle tablet).
- If downloading an audiobook: Tap **ADD TO APP (MP3 AUDIOBOOK)**.

7

- If you are not automatically taken to the OverDrive app, tap the OverDrive **Home** menu in the upper left corner.
- Tap **Bookshelf** (if not taken there directly), then select the book cover of the title you would like to read or listen to.

8

- Tap the center of the screen and then the following icons to:

  1. ⚙️ Adjust reading settings and font size

  2. 🔖 Place bookmarks

  3. 📑 Go to a different chapter, view bookmarks, or share

  4. ← *or* ☰ Go back to your bookshelf

  5. Aa Adjust font size (Apple devices)

9

- Downloadable items are automatically returned on their expiration date. However, if you would like to return ebooks early, go to the **Bookshelf** (located under the OverDrive home menu ☰).
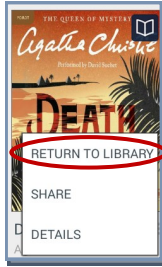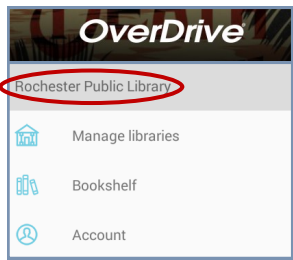
- Press and hold the book cover and select **RETURN TO LIBRARY**.

- Select **Yes** *or* **Return**.

10

- To check out additional titles or view eAccount information, tap the OverDrive home menu icon ☰.

- Select **Rochester Public Library**.

- Once in the digital catalog, tap on the **Search** icon 🔍 to find additional titles.

- To view current checkouts, select the **Loans** icon 📚.

- To modify default checkout settings, or to view holds and lists, select the **Account** icon ☰ (to the right of the Loans icon).
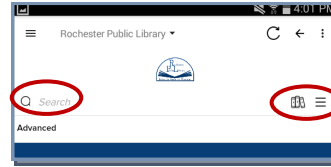
11

With the OverDrive app you can sync your progress and bookmarks for ebooks, audiobooks, and streaming video across multiple devices.

If you install OverDrive and use the same OverDrive Account (i.e. register with the same library card number) on each device, **syncing is automatic.**

If you did not use the same OverDrive account on all devices and would like to sync them:

- Deauthorize and uninstall the OverDrive app on each device you would like to sync.

- Reinstall OverDrive app (see **Steps 1-3**).

- Download the title(s) you would like synced to each device.

- From there, **syncing is automatic**.

November 2016

Questions? Call 507.328.2305
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