

Smart Device Set-Up for OverDrive Step-by-Step Instructions

These instructions apply to most Apple and Android devices. However, the app may display differently on some devices. Please speak to staff if you have any questions.

Set Up & Connect to Wi-Fi

- Go to **Settings** and choose **Wi-Fi**.
- Your device will search for local Wi-Fi service.
- At home: Choose your own Wi-Fi connection and enter your password. Your device should save the password allowing you to automatically connect whenever you are at home.
- At the Library: Our Wi-Fi connection is **TOAPublic** or **TOAPublic2**. Tap/choose either option and **Connect** when prompted. The Town of Ajax Internet Acceptance Policy will pop up. Tap **Accept** after reading it.
- If it does not come up immediately, try accessing the internet through the browser on your device (Google, Safari, etc). This might take a few attempts. Note: After accepting the policy do not use your 'back' button as you will disconnect the Wi-Fi. You should only use your back button after you have successfully connected to the internet.

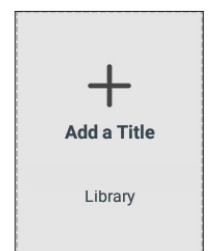
Download the OverDrive App

- Go to the Apple Store for an iOS device or the Google Play Store for most androids.
- If you have already set up your device and downloaded another app, you will have an ID for the store. If not, you will need to sign up for one, and you will be prompted to sign up after choosing to download the OverDrive App.
- Using the search field provided in the store, type in **OverDrive**. Choose **OverDrive eBooks** from the options provided.
- Tap **Download** and then **Open** when given the option.
- Once the app opens you will be prompted to authorize it by registering for an OverDrive account. To do this:
 1. Select **Ajax Public Library**. Type in **Ajax**, choose your local branch from the three options given, and confirm your choice.
 2. Enter your library card barcode.
 3. Enter your PIN (the last four digits of the phone number the library has on file for you).
 4. Confirm if you are under or over 13 years of age and agree with the Terms & Conditions.

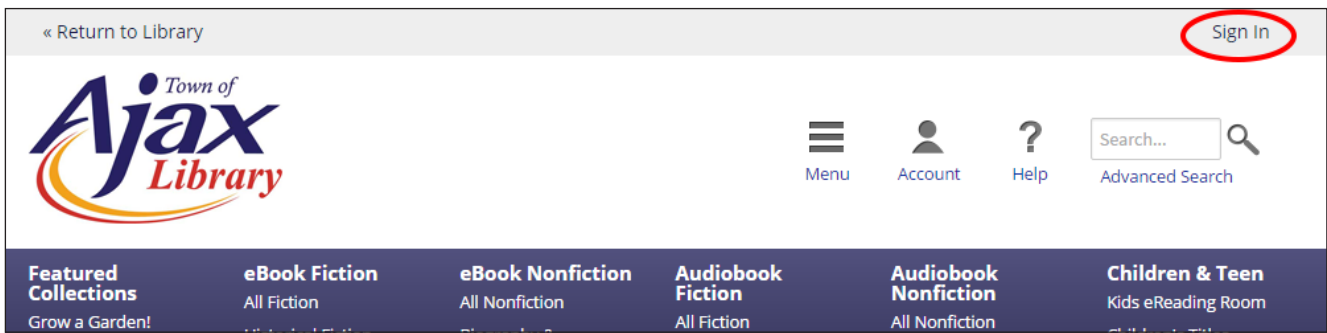


Borrow

- You may have to "Add a Library" again. If so, repeat step 1 above. Generally, you will then be taken to the Library's OverDrive website. If you are not, just tap/click on the Library name. From within the app on your Bookshelf, you will see an **Add a Title** box. Tap on this to go to the website (ajax.lib.overdrive.com).



- Tap **Sign In** (top right corner).



- When prompted, enter your entire library card barcode and your PIN. The box beside **Remember my login information on this device** is already checked. By leaving this box checked, you will not have to enter your barcode and PIN each time you sign in.
- Tap **Sign in**.

Enter your Library card number and PIN to sign in.

Library card number

PIN

Remember my login information on this device.

- Select an eBook using the menu system or search bar at the top of the page or by browsing the choices offered in the **Featured Collections** on the left side of the blue menu bar.

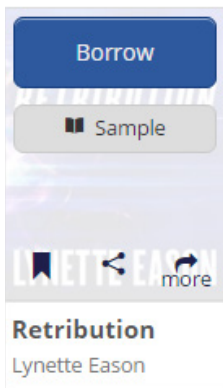
Black Book Icon = Available



Grey Book Icon = Unavailable (Place a Hold)

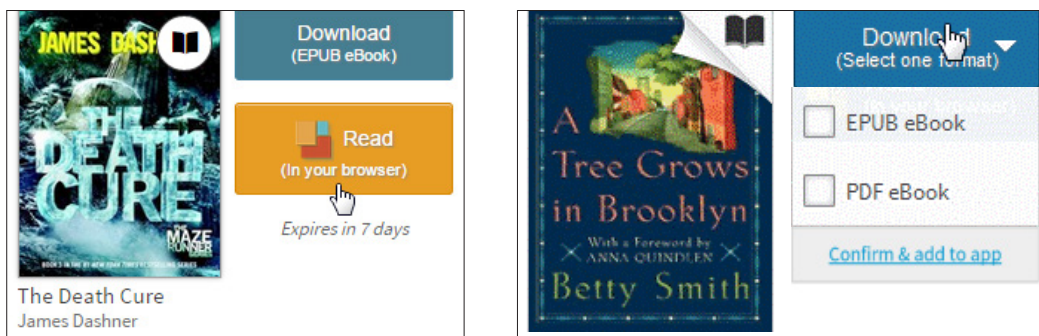


- When you hover over or touch a book cover you will see the option to borrow, read a sample, add to your wish list (bookmark icon) or read more about the title (author and publisher info, formats, summary).
- Tap on **Borrow**.



- Tap **Go to Checkouts** when offered, otherwise tap **Account** at the top of the screen which will take you to your **Checkouts**.
- You will see all e-items that you are currently borrowing. Tap **Download** or **Add to App** beside your chosen title. You may be requested to choose from available formats.

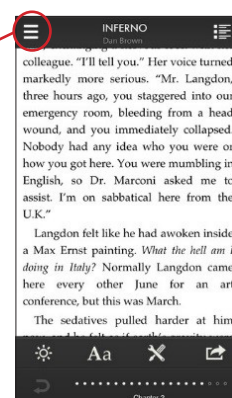
Formats



- > **EPUB/Open EPUB:** Automatically adjusts to fit your screen.
- > **PDF:** A static layout with set page breaks. You can't adjust font size, and it doesn't automatically adjust to fit your screen.
- > **MediaDo:** Read in your browser. No software or downloads are required. It is designed to read graphic novels and content that reads right-to-left or top-to-bottom.
- > **Overdrive Read:** Read in your browser. No software or downloads are required.

Note: 'EPUB' is the preferred format for eReaders. It works best with the options on the eReader app such as font size and type, spacing, and lighting.

- After making your choice, tap **Confirm & Download**.
- The book file will download to your app. You may see some form of progress on your device – usually a spiral in the center of the screen or a green progress bar.
- When the download is complete, you will see a pop-up window indicating your book has been downloaded and is available on your **Bookshelf** in your app. You may be given the option to **Go to your Bookshelf**. Tap this to go to your downloaded item.
- You may also swipe left to right on the left side of your screen to go to the OverDrive App, or tap the bars at the top left corner of the screen. Generally, there is more than one way to perform a function when working with a smart device.
- Note: The app is on the right side for Asus devices.
- At this point, you may tap the book to open and read it.



eReader Functions

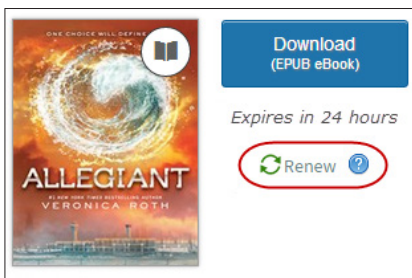
- Each device may be slightly different in what it offers. The following is generally what you can expect.
- Tap the center of any page within the book to activate the functions of the app (bookmarks, font and spacing options, table of contents, lighting etc.).
- Test these out to find the perfect reading environment for yourself.

Returning an eBook

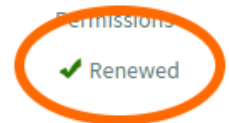
- While there is no need to return an eBook early as there are no penalties or late fees, it is courteous to return it when you are finished as others may be waiting for it.
- You cannot return an item from your Library account (ajax.lib.overdrive.com), you must return it from your Bookshelf in the app. You should see all of your downloaded titles here. Tap and hold (until you see a change) on the cover of the book you wish to return. Note: Just a tap will open the book, and you will need to close the book again and return to the Bookshelf.
- Some options will appear. You may have some or all of these available:
 - Share:** This is for social media connections (tell connections on Facebook, Twitter, or another site, what you are reading).
 - Remove/Delete title:** This will take the eBook off your device but leave it checked out on your Library card.
 - Return:** This will return the eBook to the Library, taking it off your card and device.
- Tap **Return**, and confirm your choice.

Renewals

- Three days before your book is to expire, you will see a **Renew** link to the right of the eBook just below the expiration time/date (in your Library account, not in your app).

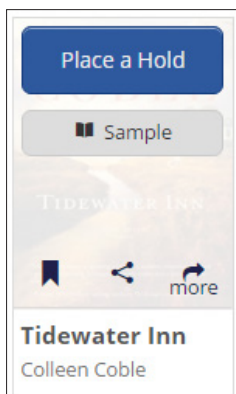


- Tap on the link. It should change to a checkmarked **Renewed**. When the eBook is available for you, it will be found in your **Checkouts** in your Library account. You will need to download it again.



Placing Holds

- If a title is currently out, you will need to tap the **Place a Hold** option. You will then need to enter or confirm your email address. There is an option to automatically borrow the title when it becomes available. This will place the title in your **Checkouts** where you may download it from.



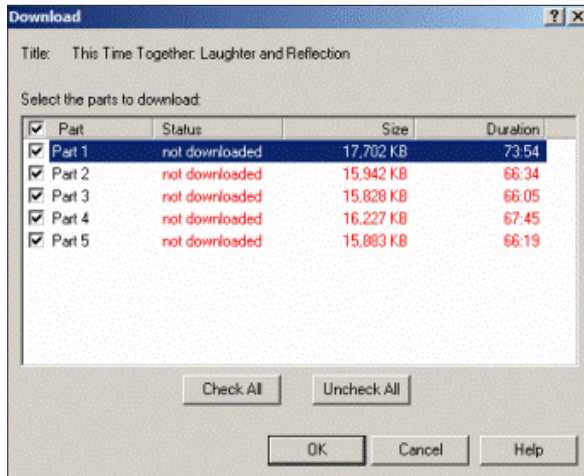
Title:	The Big New Yorker Book of Cats
Creator:	The New Yorker Magazine
Format:	eBook
Enter your email address:	<input type="text"/>
Confirm your email address:	<input type="text"/>
<input checked="" type="checkbox"/> Automatically borrow this title when it becomes available.	
<input type="button" value="Place a Hold"/>	

Borrowing Privileges

- You may borrow 10 items and have 10 holds at a time.

Downloadable Audiobooks

- These titles will have a headphone icon in the top right corner of the book cover on our website.
- Downloadable audiobooks may download in parts due to the size of the files. You may choose how much or how little you wish to download at a time. This option exists to assist customers with a small amount of storage space on their devices.
- Follow the prompts as they occur on your device as with an eBook. Then, check all the boxes for the parts you wish to download. All other steps are generally the same as with an eBook.



Need further help? Call 905-683-4000 ext.8813, or visit any branch:

Main Branch
55 Harwood Ave. South

McLean Branch
95 Magill Drive

Village Branch
58 Church St. North