



Accessing Audiobooks

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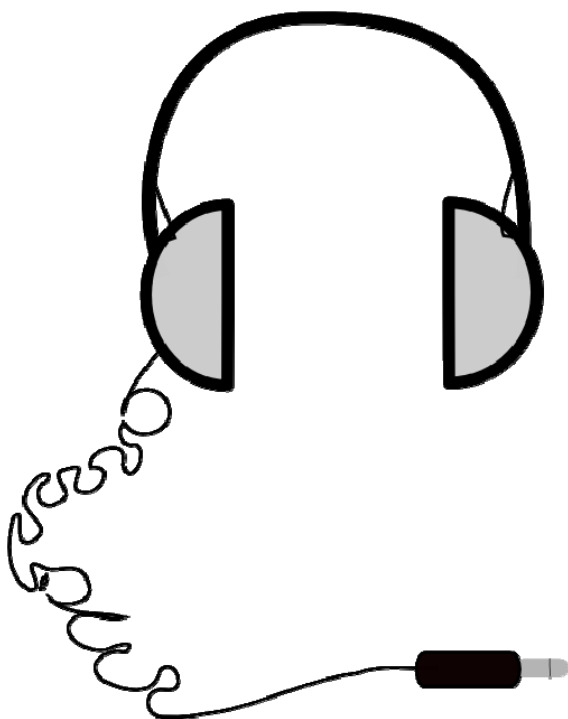
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Accessing Audiobooks

While the Library continues to add to our collection of circulating audio materials, members can also take advantage of our subscription to **OneClickdigital**, a database of downloadable audiobooks easily accessible from home – or anywhere.

The workshop will show members how to search available audiobooks in the Library catalog and on OneClickdigital, and the steps necessary to check out, download, and listen to selected titles on your personal computer and/or portable listening device.

This manual will aim to assist you in completing and troubleshooting the download process at home, elaborating on some details we could not cover in class, while also directing you to further resources for free audiobook downloads.

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Audiobooks 101

These days there are numerous ways to listen to and access audiobooks. Formerly circulating only in CD and cassette form, now they are increasingly available in digital files that can be easily downloaded and played on devices including:

- iPod and other MP3 Players
- eBook devices (Kindle, Nook, etc.)
- Smart Phones
- Tablets (iPad, etc)
- Specialty audiobook players
- Personal Computers

Digital audiobooks are most commonly offered in three **file formats**. You can tell what file type you have because the file name will end, for example, in **.wma** or **.mp3**

WMA Files

- These are smaller files and therefore will download much more quickly
- The highest selection of audiobooks are available in WMA files, although that is slowly changing as more MP3s are put on the market
- Compatible with PCs, Apple devices that are formatted to and used with PCs, and most MP3 players
- Often will not play on Mac products and will require conversion

MP3 Files

- Two times as large as WMA files, MP3 files take longer to download and occupy more space on your computer
- Better sound quality than WMA files
- Compatible with all Mac products and PCs, plus Nook, Kindle, the Sony ereader, and more

OGG Files

Sites often convert files freely found on the internet to OGG because they feature:

- More efficient streaming
- Better quality in smaller file sizes

Often sites will offer both OGG (for direct streaming through your computer) and MP3 files (for downloading to a device). To convert OGG files to MP3 and vice versa will require a file converter; there are numerous converter options available for downloading from the internet, such as SUPER (downloadable here: <http://www.erightssoft.com/SUPER.html>)

Getting Started

All you actually need to download and listen to an audiobook is a **broadband internet connection** and a **computer**.

If you want to transfer your audiobook files to a portable listening device, you will also need the **USB chord** that connects your device to your computer.

You will additionally need the basic software for playing audiobook files on your computer.

PC USERS:

Almost all PCs come with **Windows Media Player**, the default PC audio player, installed on them. You can check your computer's **Programs** from the Start Menu to confirm and locate Windows Media Player. OneClickdigital requires Windows Media Player 11.

To download Windows Media Player, or its latest update, visit the site:

<http://windows.microsoft.com/en-us/windows/download-windows-media-player>

MAC AND PC USERS:

The default audio player for all Mac computers is **iTunes**, which should already be installed on your computer. Any PC owners of Apple products such as the iPod will also be familiar with iTunes, which works on PCs as well. You can purchase audiobooks and access free ones through iTunes and easily listen to them through your computer, or download them to your portable devices. For Mac users, OneClickdigital will need to be directly downloaded through iTunes.

To download iTunes, or its latest update, you can visit:

<http://www.apple.com/itunes/download/>

Identify your Operating System

Your Operating System (OS) is the software that manages your computer hardware and all common systems, on which applications operate. This is useful information to know for downloading the correct version of media managers and other software and applications, many of which ask you to specify your Operating System.

PC USERS – TO DETERMINE VERSION OF WINDOWS:

- Open your Control Panel (you can find it in on the **Start** menu under "Settings").
- Double click the **System** icon.
Alternatively, right-click My Computer icon on your desktop and select Properties.
- The window that opens will show you the version of Windows you are running.

MAC USERS – TO DETERMINE VERSION OF MAC OS:

- Close any open applications or make the Finder active.
- Click the Apple menu and select **About This Computer**.
- The window that opens should show the OS version next to the Mac OS icon.

Internet Browser

Your browser is the program/application which you open on your computer to view webpages from the internet. Common browsers include Internet Explorer, Safari, Mozilla Firefox, and Google Chrome.

OneClickdigital supports Internet Explorer, Mozilla Firefox, and Safari. It does not work on Google Chrome.

I recommend **Internet Explorer** and **Mozilla Firefox** for general use, as they have the least incompatibility problems.

General Troubleshooting Tips for Downloading Audiobooks:

- Wait until your downloads are complete before plugging in your portable device
- Make sure your portable devices are adequately charged
- If something interrupts your download – your computer freezes, the battery runs out, or you lose internet connection – it is best to delete the file and download it again
- Carefully manage your audiobook files and delete as you go along. These files can accumulate and take up precious space on your computer, or interfere with the transfer of files to your portable device

ALWAYS UPDATE YOUR SOFTWARE. It is important that you keep your web browser, Windows Media Player and/or iTunes, and all software updated to the latest version. Whenever you open a program and a box pops up asking you to update, always do this. Each new update has been developed to correct glitches in the system and to improve compatibility; *it is the best possible version available, so it is in your interest to use this*. While it takes a few moments, it will minimize headaches in the future. Most programs, including OneClickdigital, are only compatible with the most recently updated version of WMP and iTunes.

OneClickdigital

- From Record Books, one of the premiere, top-quality audiobook vendors
- Over 1,000 titles with 30 added each month
- No holds or waiting on books to become available
- Focus on popular fiction, classics, and children/young-adult
- Loan period of 3 weeks; 2 additional 14-day renewals allowed
- You can check out up to 20 at a time

A complete list of **compatible devices**, which are extensive – including Apple, Creative, and SanDisk – can be found here:

<http://nysocietylibrary.OneClickdigital/Help/Devices.aspx>

You can view a helpful twenty-minute **video introduction** to OneClickdigital here:

<http://youtube/5hQ5Bg-65Yc>

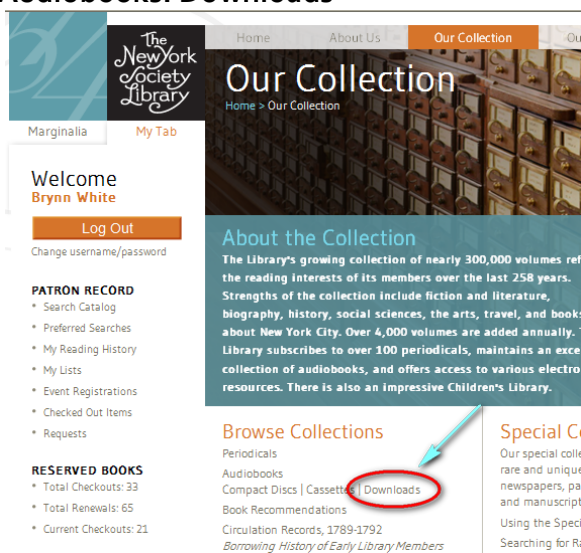
While I will try to highlight important issues, you can also visit the **OneClickdigital help page** here:

<http://nysocietylibrary.OneClickdigital.com/Help/Help.aspx>

Creating an Account

This is required for OneClickdigital usage. You will have to log-in every time you access the site. *It is separate from your Library account.*

1. Log-in to the library website using your username and password
2. Select the **Our Collections** page
3. Select **Audiobooks: Downloads**



Accessing Audiobooks

4. Select any catalog record that is displayed, and within it the **Connect To** link to OneClickdigital for "outside library"

LOGOUT Patron Record Start Over Request Save Records MARC Display Return to List Limit/Sort Search Another Search

CALL NO downloadable audio book ALL Author Search Save Search

Record 17 of 1013
Record:

Author [Alcott, Louisa May, 1832-1888.](#)
Title **Little women [electronic resource] / Louisa May Alcott.**
Publication Info. Prince Frederick, Md. : Recorded Books ; [Prince Frederick, Md.] : [Distributed by] OneClick Digital, 2011, p1995.

Permanent Link

Connect to		
One Click Digital (in library; account setup required)		
One Click Digital (outside library; account setup required)		
One Click Digital (mobile users; account setup required)		
Location	Call No.	Status
Online Resource	Downloadable Audio Book	IN LIBRARY

5. In top left-hand corner of the newly opened webpage, click on **Create New Account**:



6. You will be asked to designate whether you use a Windows or Mac operating system, if you plan to use the OneClickdigital Media Manager (see section beginning on Page 8), and your type of portable device:

Operating System:

Download Method:

☒ Use OneClickdigital Media Manager
☐ Use Manual Download

Portable Device Type:

☒ Apple Device(iTunes) ☐ Other

Accessing Audiobooks

7. You will also have to supply basic personal information. You will also have to choose a **username** and **password** of at least seven characters, containing at least one number and one capital letter. *Remember the email account you use to register, as it can be used to retrieve your username and password if forgotten.*

We are trying to make the initial access to OneClickdigital more straight-forward, with a direct link from the "Our Collections" page.

In the meantime, you may want to bookmark the homepage for future use:

<http://nysocietylibrary.OneClickdigital.com/>

Downloading OneClickdigital Apps to your devices

Certain portable devices features apps that will allow you to directly access and download titles to your portable devices. Search for "OneClickdigital":

- **iPhone/iPod Touch/iPad:** Apple App store
Step-by-step instructions available here:
<http://nysocietylibrary.OneClickdigital.com/Help/~media/F09CC23C934E469B86853BF2997AEBF1.ashx>
- **Android:** Google Play
Step-by-step instructions available here:
<http://nysocietylibrary.OneClickdigital.com/Help/~media/42A2A2335D724B9E842BE02803095393.ashx>
- **Kindle Fire:** Amazon App store

Downloading the OneClickdigital Media Manager

The OneClickdigital Media Manager is the easiest way to download, transfer and manage your audiobook titles. Using the Media Manager will require a one-time installation of a program onto your computer. This is a quick and easy download.

Some files will be 'encrypted' due to the copyright protection wishes of authors. These titles will *only be available for download through the OneClickdigital Media Manager.*

RECOMMENDED: For PC users with relatively new computers

NOT RECOMMENDED: For Mac Users, PC users with operating systems older than Windows XP – see manual download below

Accessing Audiobooks

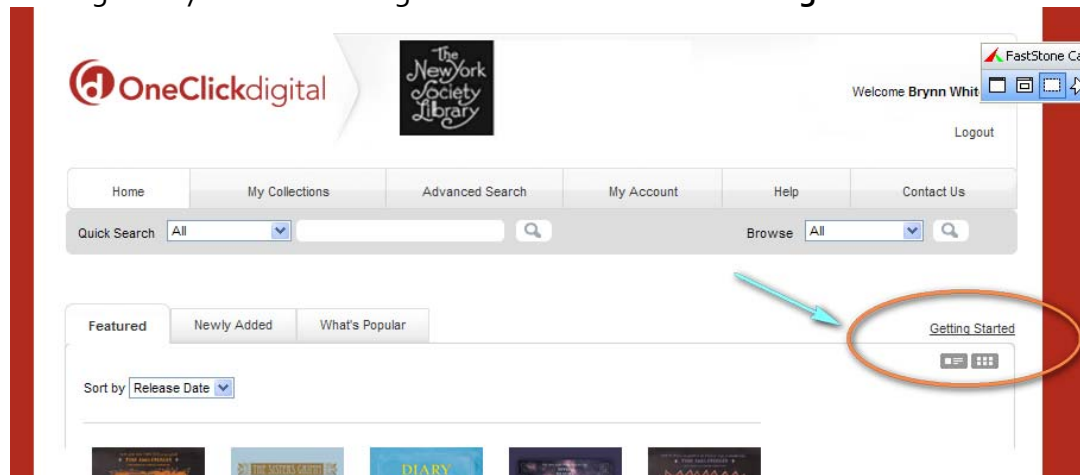
Manual Downloading for PC:

<http://nysocietylibrary.oneclickdigital.com/Help/~media/3DA62CB151B3475FBECE73B6000BCCB7.ashx>

Manual Downloading for Mac Users, see:

<http://nysocietylibrary.oneclickdigital.com/Help/~media/3DA62CB151B3475FBECE73B6000BCCB7.ashx>)

1. Log-in to your OneClickdigital account and select **Getting Started**



2. On the left hand side will appear your options for downloading the OneClickdigital Media Manager for PCs and Macs:



MAC USERS, you will be redirected to iTunes.

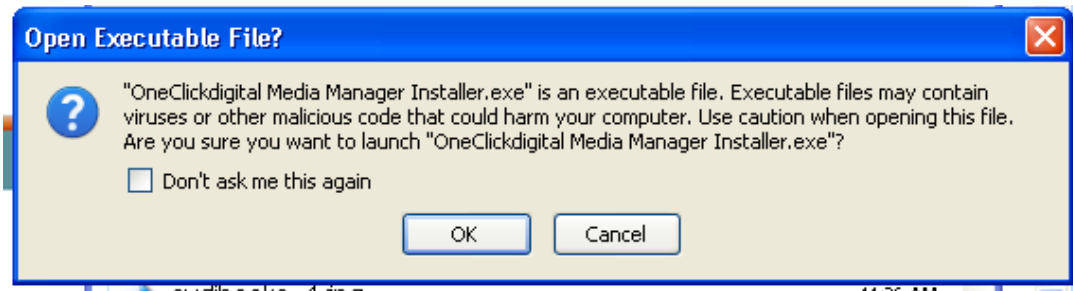
PC USERS:

3. A file download dialog box will appear that asks you to Run, Save or Cancel; Click **Run**.

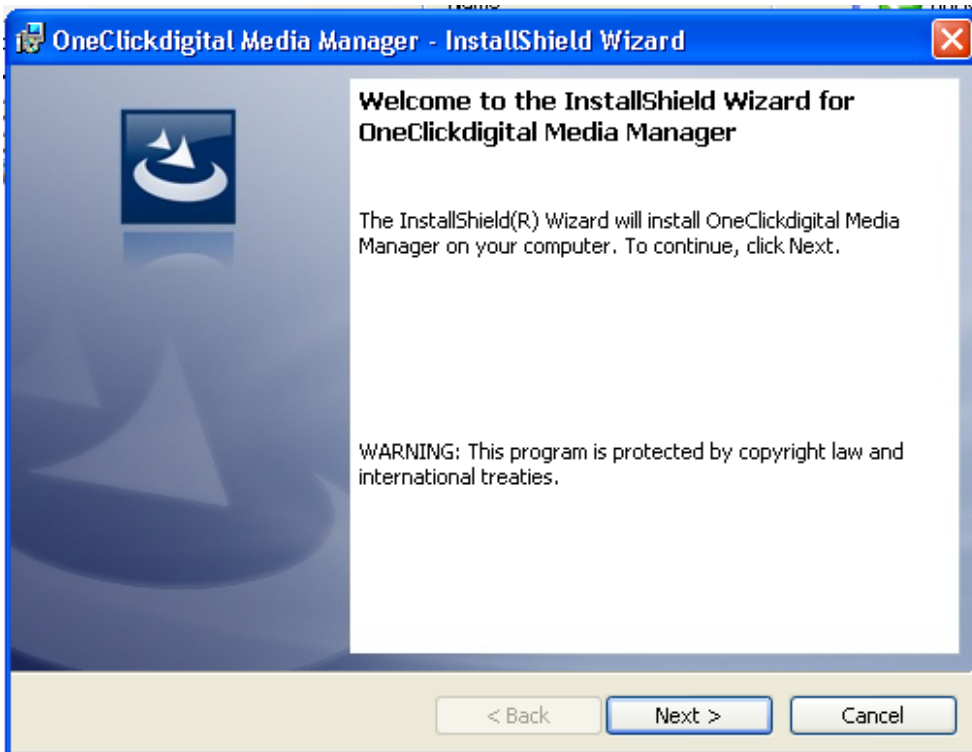


Accessing Audiobooks

4. You may see an additional dialog box letting you know that the publisher cannot be verified and asking you if you are sure you want to run the software; Click **Run**.

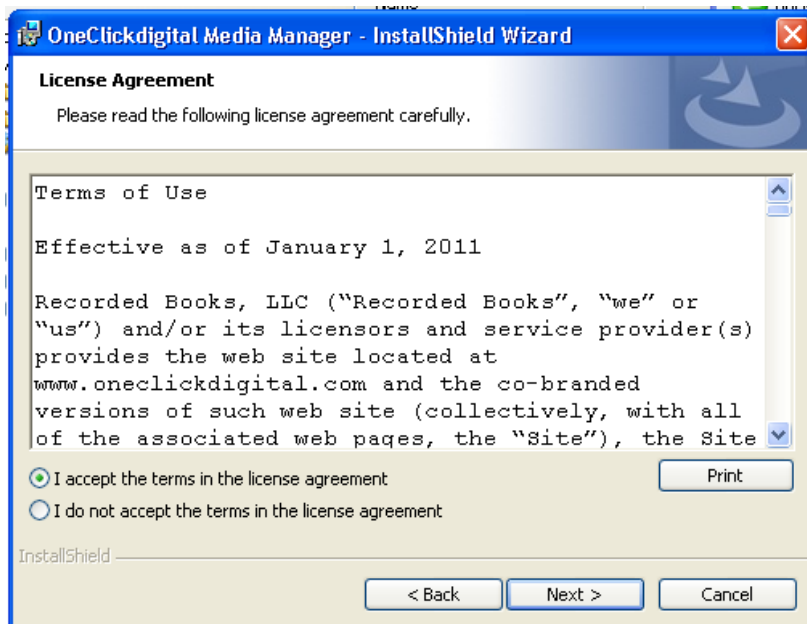


5. You may be prompted to install Microsoft .Net Framework 4 if it is not currently installed on your computer. Click **Accept**. It will take a few minutes while the installation package verifies application requirements.
6. You will see a dialog box prompting you to install the application. Click **Install**. It will take a few minutes to complete the download.
7. Once the installation is complete you will see a dialog box welcoming you to the OneClickdigital Media Manager. Click the **Next** button.

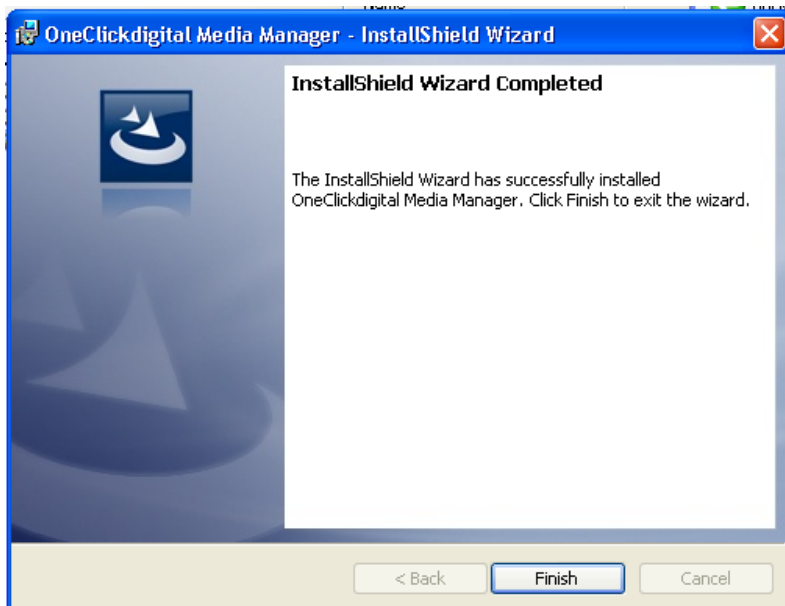


Accessing Audiobooks

8. You must acknowledge that you have reviewed the License Agreement and accept the terms in the agreement. Once you have done this click **Install**.



9. Finally, click **Finish**. This will launch the OneClickdigital Media Manager.



Using the OneClickdigital Media Manager

1. Look for the program icon on your computer desktop, or from the **Start** menu look through **Programs** (It may be listed under **Recorded Books**); click to open



2. Log-in using your username and password. Select "Remember Password" if you do not want to enter it every time, or "Automatic Login" if you do not wish to repeat the process, and Media Manager will immediately open in the future. *It is recommended that you log-in successfully several times before selecting these options. If you have further trouble, try directly entering your username and not selecting it from the dropdown menu.*

The 'Log In' screen for OneClickdigital. It features the OneClickdigital logo on the left. The main heading is 'Log In'. Below it, a text prompt says 'Enter or select your user name, enter your Password, then click Login.' There is a dropdown menu for the username and a text box for the password. Below these are two checkboxes: 'Remember Password' and 'Automatic Login'. A 'Login' button is at the bottom.

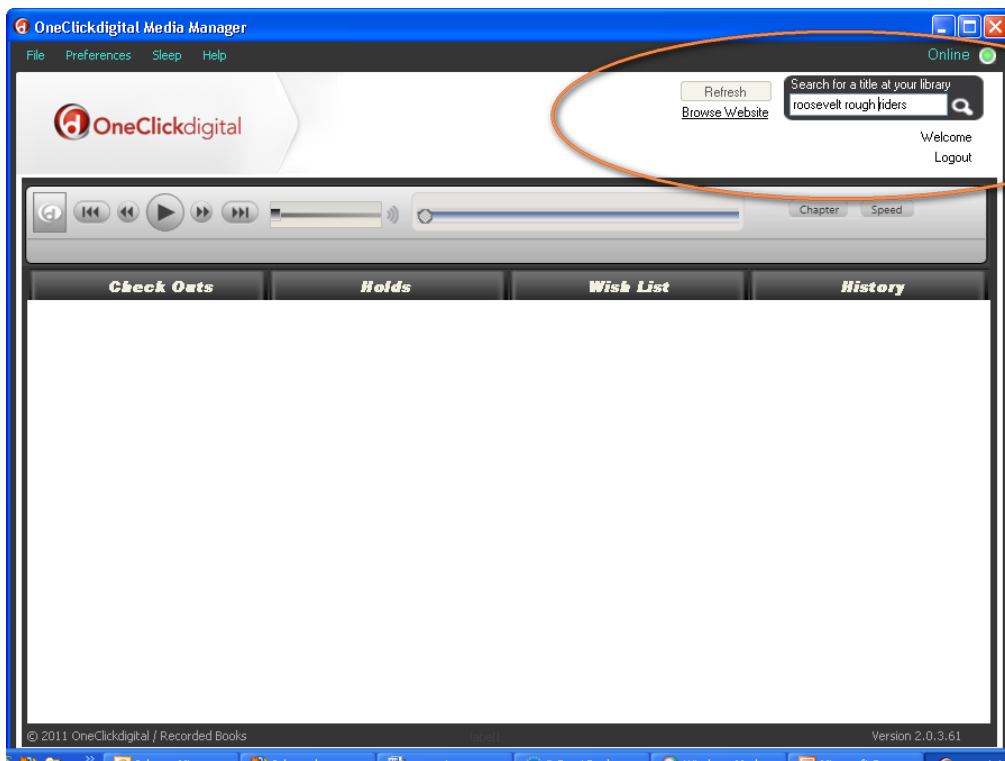
3. You can set your Preferences by selecting it from the menu along the top. *Bear in mind: some people have experienced problems in setting their files to automatic download.*

The 'Preferences' window for OneClickdigital. It has a title bar with a close button. The window contains several settings: 'Automatically download all titles' with radio buttons for Yes, No (selected), and Ask; 'Allow iTunes / Apple Device Detection' with radio buttons for Yes (selected) and No; 'Default Media Type' with radio buttons for iTunes (selected) and Other; and 'Use MP3 format instead of WMA' with radio buttons for Yes (selected) and No. At the bottom, there is a 'Transfer wait time modifier per track (seconds)' dropdown menu and an 'Update' button.

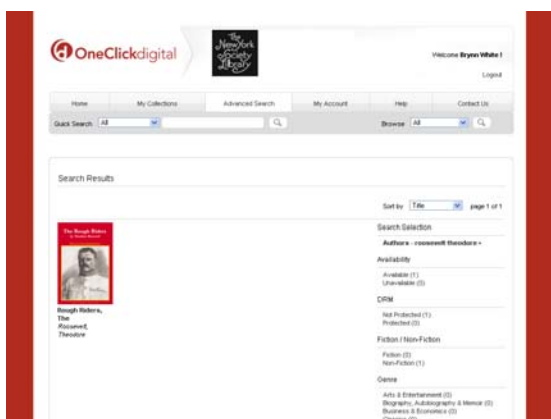
Searching and Downloading Titles in the OneClickdigital Media Manager

Video tutorial: <http://youtu.be/fRiPHI7vAu0>

1. You can select "Browse Website" if you are not looking for a specific item, or search for titles using the search box in the top righthand corner of the Media Manager.

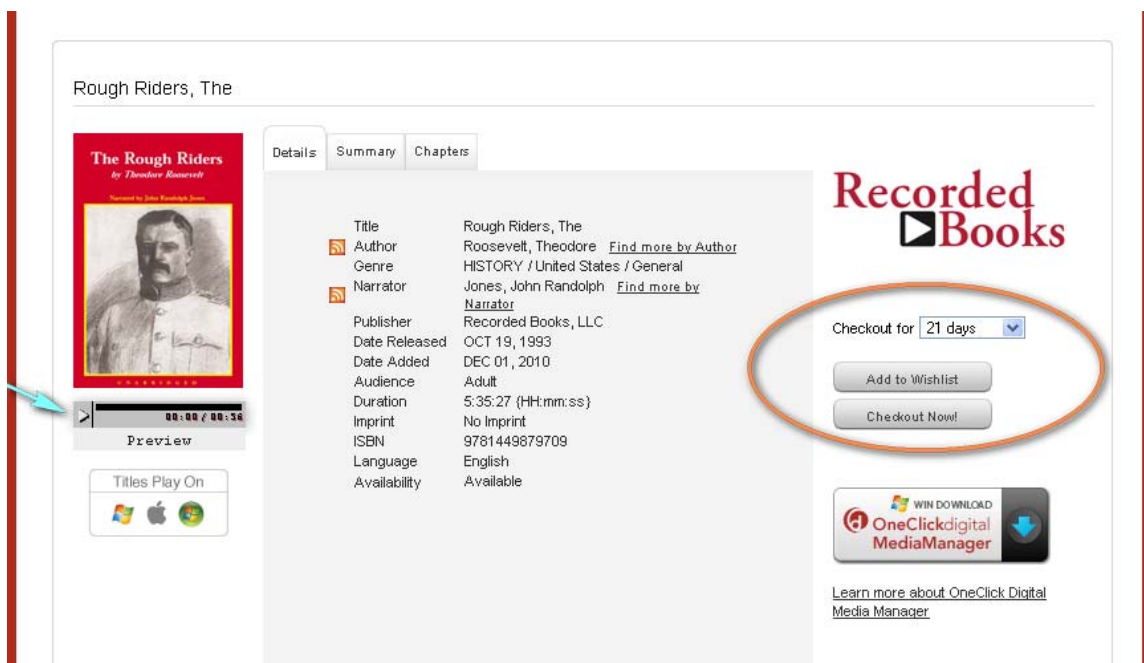


3. This will redirect you to the OneClickdigital website, where you can select the relevant book titles:

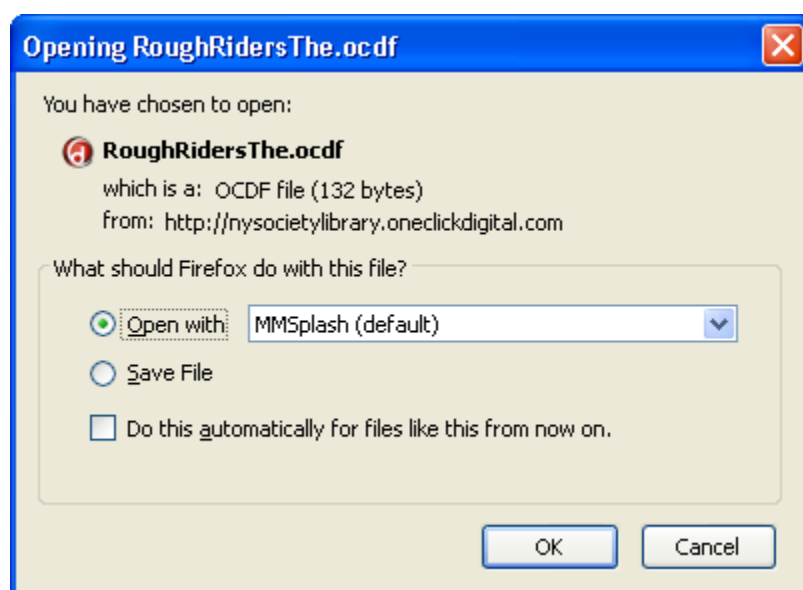


Accessing Audiobooks

4. Click on the book record, from there you can learn basic information such as the summary, narrator, and chapter lengths. On the left beneath the book cover image you can play a preview of the audiobook.
5. From the book record you can select "Check Out Now" and the number of days you wish to borrow the book. *If you do not return or renew the audiobook before the due date, it will disappear from your media manager.*



6. After you select "Checkout Now!" you will be asked to open the file, click OK.



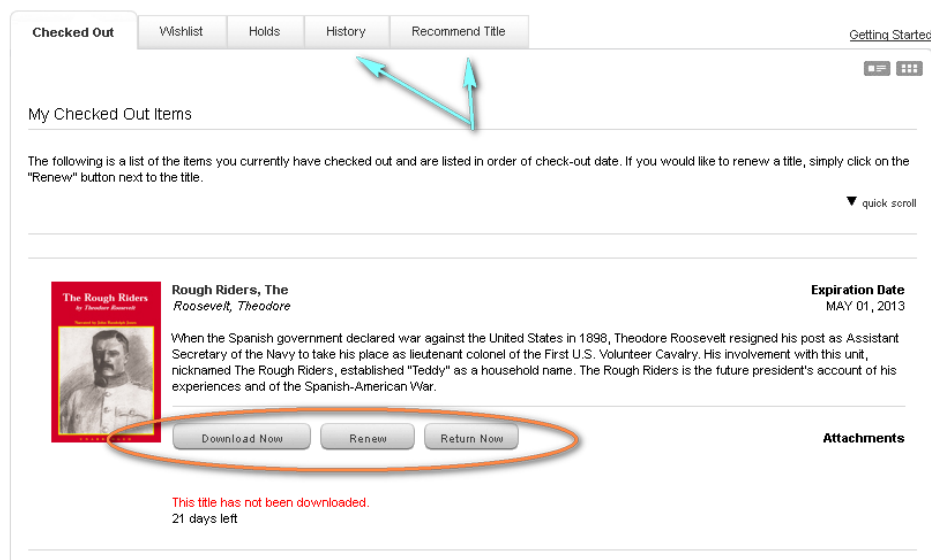
Accessing Audiobooks

9. After the file finishes downloading, when you open the Media Manager it should appear under the “Check Outs” tab, where in addition to directly playing the audiobook, you can Renew and Return it.



It will also appear in under “**My Collections**” when you log-in to the website, where you can also renew and return.

Other tabs allow you to view your Borrowing History and to Recommend Titles:



Accessing Audiobooks

10. To transfer the file to your listening device, plug it into your computer and select **Download and Transfer**:



Tips: Don't open Manager until after you downloaded an audiobook title.
If recently downloaded titles do not appear in your Media Manager, try pressing the refresh button at the top.

If you encounter any problems, visit:

<http://nysocietylibrary.oneclickdigital.com/Help/Support.aspx>

And fill out the sheet with as much detailed info as possible. The Customer Support team is very good and responsive.

The screenshot shows the OneClickdigital Support page. The page has a navigation bar with 'Help', 'Support', 'FAQs', 'User Tutorial', and 'Devices'. The 'Support' tab is selected. The page contains a form for submitting a support request. The form includes fields for Name, Email Address, Subject, Device, Operating System, Browser, Title, and Question. The 'Library' field is pre-filled with 'New York Society Library'. The 'Subject' and 'Device' fields have dropdown menus with 'Please select' as the current selection. The 'Operating System' and 'Internet Connection' fields also have dropdown menus. The 'Email Address' field is pre-filled with 'bwhite@nysoclib.org'. The 'Question' field is a large text area.

Finding Audiobooks in the Library

The library has been developing its collection of CD and cassette audiobooks for many years.

These materials can be found in 3 locations

- New acquisitions are located in the main lobby to the direct left of the front doors
- The majority of our holdings are in Stack 9, straight back along the back wall
- Children's materials are in the Children's Library on the Third Floor, to the left of the reference desk

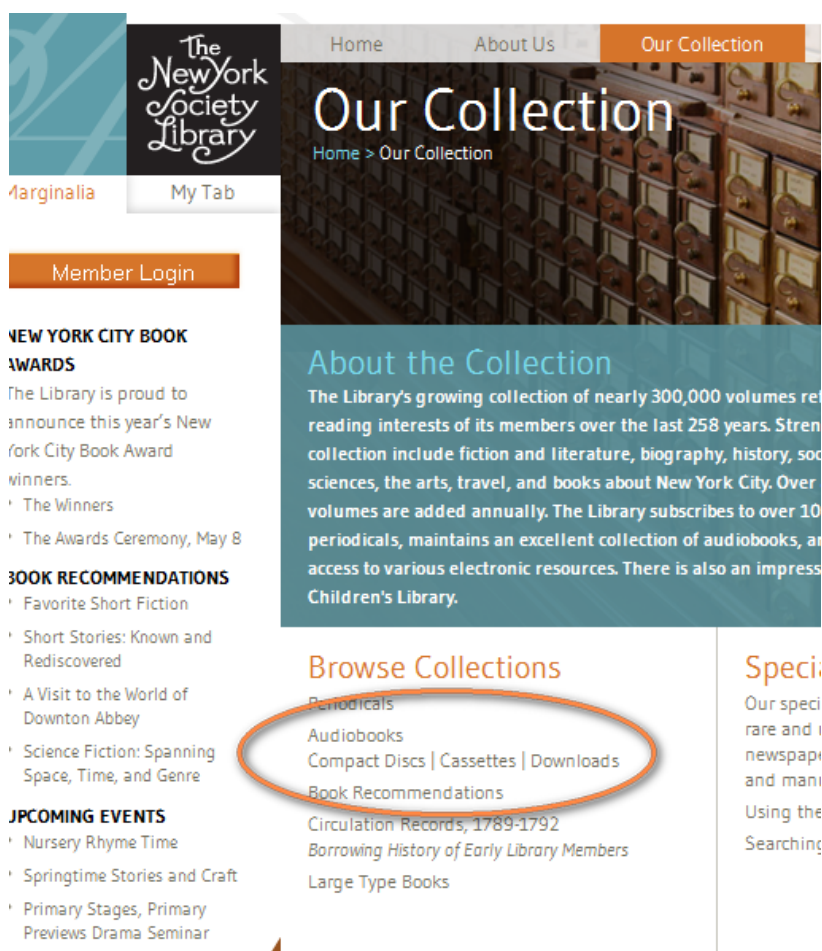
To browse our online catalog of these materials:

>>From the library homepage, select **Our Collection**

>>Under **Browse Collections**

>> **Audiobooks**

>>Select your desired format: **Compact Discs, Cassettes, or Downloads**



Accessing Audiobooks

To search for a specific author or title, open the Advanced Search Window.



Under the **Material** field a dropdown menu will appear, allowing you to select CDs or audiocassettes. You can then enter your other search terms above, and the search will only return audio materials.

A screenshot of the 'Advanced Search' window. It has a teal background and a 'CLOSE X' button in the top right. The search criteria are as follows:

- Author: James, Henry
- All Fields: Search
- All Fields: Search
- COLLECTION: All
- LANGUAGE: All
- MATERIAL: Audio-CD (highlighted in the dropdown menu)
- YEAR AFTER: Large-Type Book
- Periodical

A 'Search' button is at the bottom right.

Free Audiobooks Download Sites

<http://librivox.org/>

The goal of **Librivox** is to make all books in the public domain available as free audiobooks on the web, without advertising. They are not professional endeavors, as they are recorded by volunteers, so quality and clarity can be unpredictable and uneven.

The easiest way to access Librivox Audiobooks is to subscribe in **iTunes**:

From the Librivox **Catalog** page for an individual title:

>> "**subscribe in iTunes**" link; this will launch iTunes (say "yes" if your computer asks), and import the whole book into iTunes

Once in iTunes, on the left sidebar

>> **Podcasts** (under **Library**).

Audiobook files will appear like this: **LibriVox: book-title-by-author-name**

Light grey triangles indicate the titles have not been downloaded yet, dark grey indicates that they have.

>> "**Get All**" to download all LibriVox audiobook files or "**Get**" for individual titles

OR you can download a zip file of the book:

>> "right-click/save as" the "zip file of the entire book" onto your hard drive

>>once it is downloaded (it might take a while) double click the zip file, to open it, using use a media player (iTunes, Windows Media Player) to play the files

www.BooksShouldBeFree.com

Accesses audiobooks from Librivox and Project Gutenberg, , but maybe people find enjoy its visual presentation and category separations by genre more easy to navigate than its source websites.

New York Public Library | www.nypl.org

To download NYPL audiobook holdings, you are required to download the **OverDrive Media Consul (OMC)**, which has relatively similar functionality to the OneClickdigital media manager. These MP3 and WMA files will prove compatible on most devices.

There are OMC apps for both iPhone, Android, and Kindle Fire which allow you to download directly to your mobile device.

Visit <http://help.overdrive.com/> for videos and help.

COMPREHENSIVE GUIDE TO FREE AND PURCHASABLE AUDIOBOOKS ON THE WEB:

<http://www.howtogeek.com/119445/the-best-websites-for-downloading-renting-and-purchasing-audiobooks/>

Purchasing an MP3 Player

Factors to Consider:

- **Compatibility:** check all the websites from which you access audiobooks to confirm that their services are compatible with the device
- **Battery Life:** if you listen to your audiobooks in long stretches you will want to make sure your player can last without requiring charging
- **Storage Space:** audiobook files take up a lot of room, a 4GB holds approximately 15 books and should suffice for regular usage, but will likely not be enough should you want to preserve your complete audiobook library on your device or additionally have a large music library
- **Bookmarking:** Most MP3 players will automatically resume from where you left off, but some allow you to manually insert bookmarks – which is helpful if you share the device with different people, or like to return to specific passages
- **eBook Display:** if are also interested in accessing eBooks consider devices such as the Kindle Fire or iPad

The best bargain audiobook player is the **San Disk Sansa Clip +**

Read more about it here:

<http://www.audiogals.net/2012/12/the-affordable-audiobook-player-sandisk-sansa-clip/#.UWL0nTfvAqM>

A FEW HELPFUL LINKS:

http://reviews.cnet.com/2795-6490_7-717.html

<http://www.brighthub.com/electronics/mp3/articles/77828.aspx>

<http://www.reviewgist.com/best-mp3-player-audio-books>