

Android How-To Guide

Most Smartphones and Tablets (besides Apple, Windows, Kindle, and Barnes & Noble products)



Digital Resources

You have access to two digital resources with your green or blue GPL Evergreen Indiana library card.

1. **eIndiana Digital Consortium** for ebooks, audiobooks, movies, TV episodes, and NOOK magazines
2. **hoopla** for ebooks, comics, audiobooks, movies, TV episodes, and music

hoopla Info

- Titles always available...no holds lists needed!
- Checkout up to **10 items per month**
- eBooks and audiobooks check out for 21 days. Music albums for 7 days. TV episodes and movies for 72 hours.
- Stream on a computer (www.hoopladigital.com) or download app to newer Android devices



General eIndiana Digital Library Info

- Greenwood Public Library is part of the eIndiana Digital Consortium - <http://cidc.lib.overdrive.com>.
- Up to **5 items** (ebooks, audiobooks, & videos) and **3 periodicals** can be borrowed at a time.
- eBooks and audio can be checked out for 7, 14, or 21 days. Videos for 3, 5, or 7 days.
- Formats include EPUB, Kindle, OverDrive Read, and PDF for ebooks and MP3 for audiobooks. You can choose **OverDrive Read eBooks** to read an eBook **right in the browser** without downloading a special app. **OverDrive Listen** allows you to listen to books in your browser.
- No late fees! – Titles will expire after the due date.
- Most eBooks and audiobooks can be returned early.
- If an item is checked out, you can put a hold on it and receive an email notification when it is ready for you. You can have up to 5 holds at a time.

Available Formats

Adobe EPUB eBook
Open EPUB eBook
Kindle eBook*
OverDrive Read (eBook)*
MediaDo Reader (eBook)
MP3 Audiobook
OverDrive Listen*
Streaming Video
NOOK periodicals*

**Kindle via Kindle app; OverDrive Read and Listen work in web browser; NOOK periodicals via*

What You Need

- Your GPL green or blue Evergreen Indiana library card
- Your Android device
- Wi-Fi access or cell phone connection
- A valid email address

*Note: You can checkout Kindle titles using the Kindle app—see the **Kindle How-To Guide** for more information.*

Installing the OverDrive App



1. Go to the **Google Play Store** (icon of the shopping bag with arrow).
2. Tap on the **magnifying glass** and search for **OverDrive**.
3. Tap **OverDrive** in the results list, then tap **Install**.
4. Tap **Accept**. It may take a few minutes to download and install.
5. Tap **Open** to open the app.

6. Next, you will need to (1)

Tap **Sign up** to create an OverDrive account if you don't already have one OR (2) tap **Sign in** to your OverDrive account if do

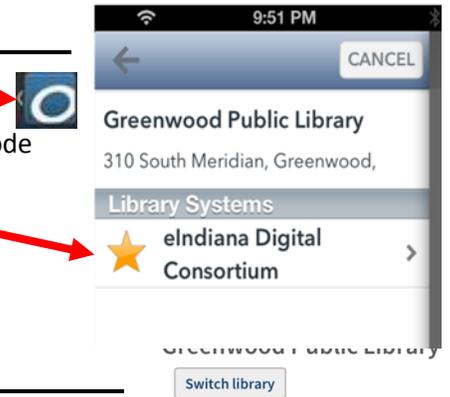
If creating an OverDrive Account for the first time....

You can create the OverDrive account using your Facebook account or by entering in your name, email address, and a password. **Note:** *When you create an account with email, you'll be asked to verify your email address. To complete the process, click the link OverDrive sends to your email account.*

have one OR (3) tap **Continue** > if you are under 13 years old (which means you cannot share your book/video on any other devices).

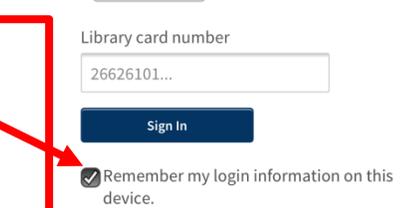
Finding Your Library

1. In the OverDrive app, swipe from left to right (or OverDrive icon in the upper left) to open the **Home menu**.
2. Tap **Add a library**. Search for GPL by name (Greenwood Public Library) or ZIP code (46143).
3. Tap **Greenwood Public Library** and then tap the **star** next to eIndiana so you can easily access the library again.
4. Tap **eIndiana**



Signing In to OverDrive

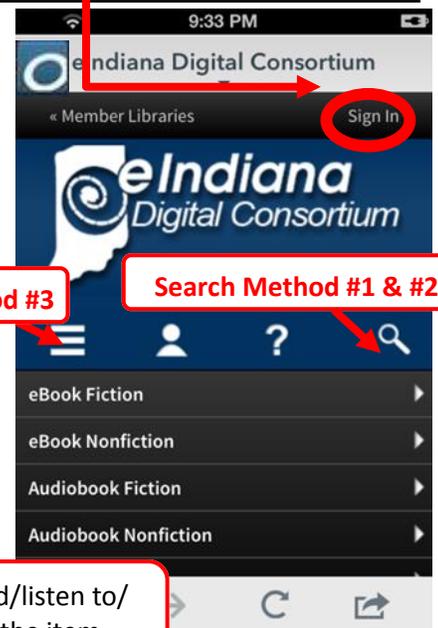
1. Once on the eIndiana site, tap **Sign In** in the upper right.
2. Begin typing **"Greenwood Public Library"** and then select it from the list.
3. Type in your library card barcode starting with **26626101**.
4. Make sure "Remember my login..." is check marked to save you time in the future.
5. Tap **Sign In**.



Finding a Book or Video to Check Out

There are (at least) 3 ways to search for books and videos.

1. **Method #1:** Tap on the **Magnifying Glass** near the top to get a **Search box** then type in your search terms and tap the **Magnifying Glass**.
2. **Method #2:** Tap the **Magnifying Glass** near the top then tap **Advanced Search** to search for specific authors/titles/formats.
3. **Method #3:** Tap the **3 lines** near the top to browse categories.



Tip: To limit your results to available items only, tap **Filter search by** at the top of the search results. Choose **Available Now**.

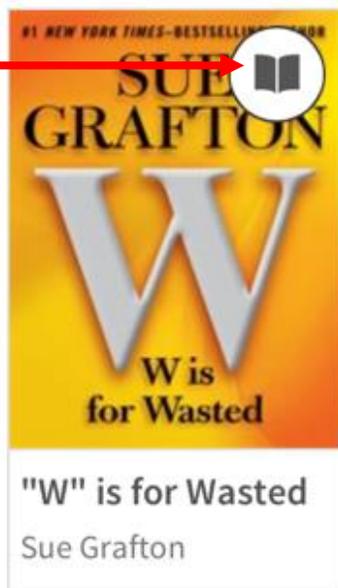
Search Method #3

Search Method #1 & #2

Checking Out a Book or Video

Once you find an item you want to borrow, take a look at the icon in the upper right of the cover image. If the book, headphones, or film icon is **black**, the item can be checked out. If it's **gray**, you can place a hold.

1. To check out an available item, **tap the cover once**. Then tap **Borrow**.



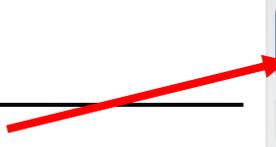
Tap **Sample** to read/listen to/watch a sample of the item.

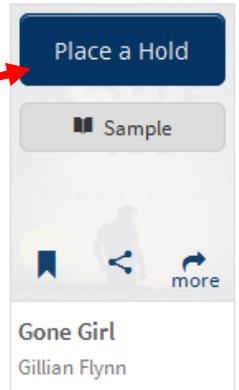
Tap **More** or the **item's title** to find out more about it. You can tap **Borrow** on the next screen to check out.

Don't want to check a title out right away? Tap the **Ribbon** to save it to your **Wish List** for future reference.

- You will be taken to your eIndiana **Bookshelf**. Now skip past *Placing a Hold* to read how to download or stream the item.

Placing a Hold

- For items that are checked out, tap on **Place a Hold** after you tap on the cover. 
- If you're not already logged into your account you'll need to do that now. Otherwise, on the next screen type in your email address if it's not already there.
- Then tap **Place a Hold**. You will receive an email when the title is available. You may choose to *Automatically borrow this title*. There is more information on that later in the handout.



Downloading/Reading an eBook

- For eBooks, you have two choices: Download to the OverDrive app or read in your browser window with OverDrive Read. (1) To Download tap **Download** and choose **Adobe EPUB** (Kindle Book is for use with the Kindle App). Then tap **Confirm & Download**. OR (2) tap **Read** to read the eBook in your device's browser (when connected to WIFI). *Note: You can tap **Return Title** before downloading if you've changed your mind.*
- Tap the **Home button ("O")** in the far upper left.
- Tap **Bookshelf**. *You may encounter a help screen...just tap **OK, I GOT IT** to get to your book.*
- Tap the cover image to start reading. *Again, you may encounter a help screen...just tap **OK, I GOT IT** to get to your book.*

Downloading/Listening to an Audiobook

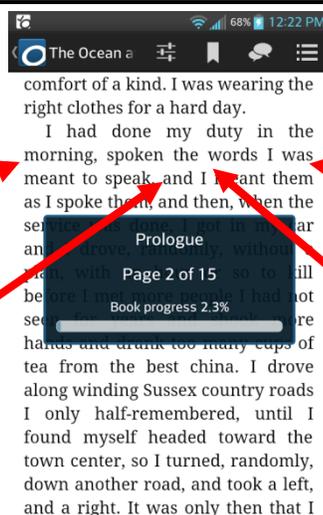
- For audiobooks, (1) tap **Download**. OR (2) tap **Listen** to hear the book in your device's browser (when connected to WIFI). *Note: You can tap **Return Title** before downloading if you've changed your mind.*
- Tap the **Home button ("O")** in the far upper left. *You may notice a number on this button indicating that the audiobook's tracks are still downloading, but you can still start listening to it.*
- Tap **Bookshelf**. *You may encounter a help screen...just tap **OK, I GOT IT** to get to your book.*
- Tap the cover image to start listening.

Streaming a Video

- Tap **Add to app** to watch your video. *Note: You can tap **Return Title** before adding if you've changed your mind.*
- Tap the **Home button ("O")** in the way upper left.
- Tap **Bookshelf**. *You may encounter a help screen...just tap **OK, I GOT IT** to get to your video.*
- Tap the cover image to start watching.

Some Screen Tips

When you are reading an eBook or tapping the middle of the screen (you audiobook screen). Here are some other formats as well:



watching a video, you can get menu options by can always see the options when looking at an important areas for an eBook. Most apply to the

Home

Table of Contents

Settings such as font size and brightness

Bookmarks

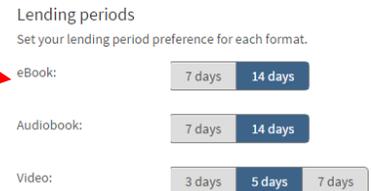
Return a Book Early

Most *eBooks and audiobooks* can be returned early:

1. To return an eBook or audiobook early, go to your OverDrive Bookshelf screen. You may need to tap the **Home button (“O”)** in the way upper left first.
2. Tap and hold down on the book cover.
3. Tap **Return** and then **Return** again.

Change Your Checkout Settings

1. Sign in on the eIndiana site. Tap the **My Account** (person) icon.
2. Tap the Settings icon (looks like two gears).
3. Tap either **7 days, 14 days, or 21 days** below eBook and Audiobook to switch. Tap **3 days, 5 days, or 7 days** for video.



Maturity Settings

You can customize your searches to always exclude certain content. To do this:

1. Sign in on the eIndiana site. Tap the **My Account** (person) icon.
2. Tap the Settings icon (looks like two gears).
3. Scroll down to **Maturity level(s)** and choose your range.
4. Scroll down farther if you want to turn off **Cover Images** for mature adult titles.

Suspending a Hold

This feature allows you to temporarily suspend your hold for a title. Your position in the queue will continue to advance while your hold is suspended, but the hold will not be filled. If you make it to the first place in the waiting list while your hold is suspended, the title will go to the next user in line until your suspension period is over.

1. Sign in on the eIndiana site. Tap the **My Account** (person) icon.
2. Tap **Holds**.
3. Tap **Options** and select **Suspend Hold**.
4. Choose the number of days you'd like to suspend the hold and tap **Submit**.

Troubleshooting

- If the app won't open (and you've had it a while), you may need to download an OverDrive app update.
- If you can't log into eIndiana, your library card may have expired or you might have an ineligible card. Call 317-885-5036 or visit the library to figure out the issue.

Further Help

- OverDrive Help - <http://help.overdrive.com/>
- OverDrive Video on Library Lending - <http://help.overdrive.com/#videos>
- OverDrive Android Devices article - <http://help.overdrive.com/#devices>
- Contact the library! - (317) 885-5036 or questions@greenwoodlibrary.us