

# iPad, iPad Air, iPad Mini, iPhone, & iPod Touch How-To Guide



## 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 needed!
- Checkout up to **10 items per month**
- eBooks and audiobooks check out for 21 days. Music albums for 7 days (the same album can only be checked out 2 times/month). TV episodes and movies for 72 hours.
- Stream on a computer ([www.hoopladigital.com](http://www.hoopladigital.com)) or download app to these iOS Devices:  
iPhone 4s and newer, iPad 2 and newer, iPad Air, iPad Mini (2012), and iPod Touch 5th Gen
- In Settings you can turn on **Kids Mode** to filter out any adult content in your search results



## General eIndiana Digital Consortium Info

- Greenwood Public Library is part of the eIndiana Digital Consortium - <http://cidc.lib.overdrive.com>.
- Up to **10 items** (ebooks, audiobooks, & videos) and **5 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 10 holds at a time.
- Kids and Teen titles can be viewed directly via the Kids & Teens Portal at <http://cidc.lib.overdrive.com/youth>

### 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 the NOOK app if compatible*

## What You Need

- Your GPL green or blue Evergreen Indiana library card
- Your iPad, iPad Air, iPad Mini, iPhone, or iPod Touch
- Wi-Fi access or cellular connection
- A valid email address

*Note #1: You can checkout Kindle titles using the Kindle app—see the **Kindle How-To Guide** for more information.*

*Note #2: You can checkout NOOK periodicals using the NOOK app—see later section of this guide.*



## Installing the OverDrive App

1. Go to the **App Store**
2. Tap **Search** and type in **Overdrive**.
3. Find **OverDrive - Library** in the results. Tap **GET** and **INSTALL APP** (or tap the Apple Cloud icon).

4. You may need to enter in your Apple ID to complete the download.
5. If the OverDrive app doesn't open automatically, tap **OPEN**.
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 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).

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

You can create the OverDrive account using your Facebook account, by entering in your name, email address, and a password, or using your library account. **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.*

### Finding Your Library

1. In the OverDrive app, (1) tap **Add a library** (2) or swipe from left to right (or tap the 3 lines in the upper left) to open the **Home menu**. Then tap **Add a library**.
2. Search for GPL by name (Greenwood Public Library) or ZIP code (46143).
3. Tap **Greenwood Public Library** and then tap **eIndiana Digital Consortium**.

### Signing In to OverDrive

1. Once on the eIndiana site, tap **Sign In** in the upper right.
2. Choose **Greenwood Public Library** as your library then type in your library card barcode starting with **26626**. *Make sure "Remember my login..." is check marked to save you time in the future.*
3. Tap **Sign In**.

Greenwood Public Library

Switch library

Library card number

26626101...

Sign In

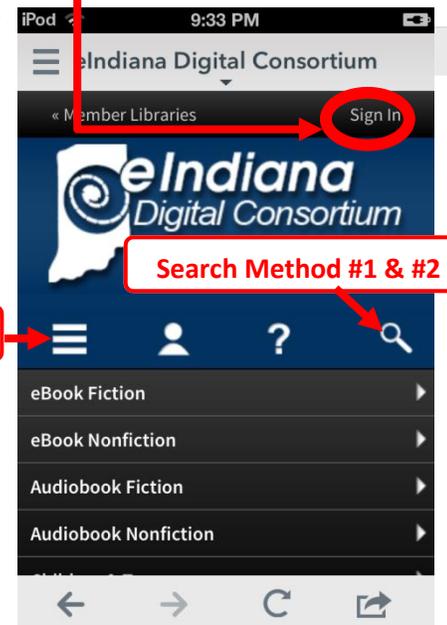
Remember my login information on this device.

### 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**.



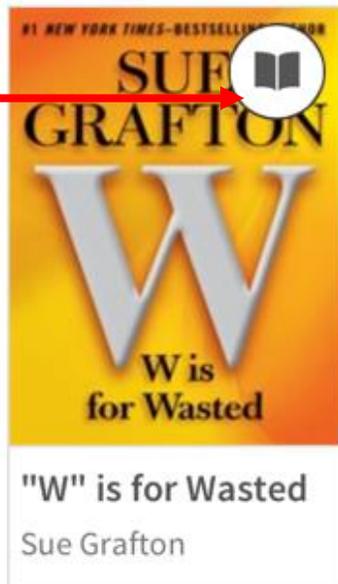
Search Method #1 & #2

Search Method #3

## 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.

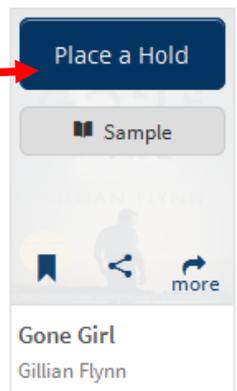
Tap **More** or **the item's title** to find out more about it. You can tap **Borrow** on the next screen to check out.

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

2. The item will be added to your **Bookshelf**. Tap **Bookshelf** or **Go to Bookshelf** when you are done checking items out and are ready to actually download them to your device. Now skip past *Placing a Hold* to read how to download or stream the item.

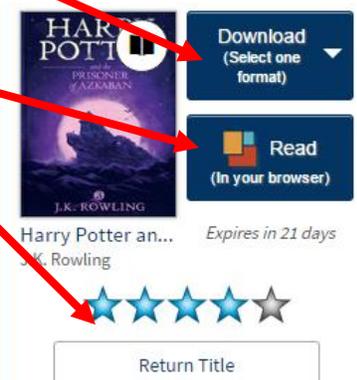
## Placing a Hold

- 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* so you don't have to check it out when it becomes available (you'll still need to add it to your device).



## Downloading/Reading an eBook

- For eBooks, you have two choices: (1) To Download the book to the app 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 (see below for more OverDrive Read instructions). *Note: You can tap Return Title before downloading if you've changed your mind.*
- Tap the **Home button (3 lines)** 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.*



## OverDrive Read Offline:

After tapping **Read** the eBook will open in your browser window where you can read the eBook. If you want to read the title without being online (without WIFI or your cellular connection):

- Tap the middle of the screen to bring up options and then tap the **Home button (3 lines)**.
- On the menu that comes out on the left, tap **Offline Access**.

3. Tap the **Share** button and then tap **Add to Home Screen**. Now when you are offline you can still read the book through your Safari browser.

### Downloading/Listening to an Audiobook

1. For audiobooks, you have two choices: Download to the OverDrive app or listen in your browser window with OverDrive Listen. (1) To Download tap **Download**. Then tap **Confirm & Download**. OR (2) tap **Listen** to hear the book in your device's browser (when connected to WIFI—does not work offline). *Note: You can tap **Return Title** before downloading if you've changed your mind.*
2. Tap the **Home button (3 lines)** 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.*
3. Tap **Bookshelf**. *You may encounter a help screen...just tap **OK, I GOT IT** to get to your book.*
4. Tap the cover image to start listening.

### Streaming a Video

1. Tap **Add to app** to watch your video. *Note: You can tap **Return Title** before adding if you've changed your mind.*
2. Tap the **Home button (3 lines)** in the far upper left.
3. Tap **Bookshelf**. *You may encounter a help screen...just tap **OK, I GOT IT** to get to your video.*
4. Tap the cover image to start watching.

### Some Screen Tips

When you are reading an eBook, listening to an audiobook, or watching a video, you can get menu options by tapping the middle of the screen (you can always see the options when looking at an audiobook screen). Here are some important areas for an eBook. Most apply to the other formats as well:



### 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 (3 lines)** in the way upper left first.
2. Tap and hold down on the book cover.
3. Tap **Return** and then **Return** again.

*NOTE: If you just use OverDrive Read and OverDrive Listen, you can return those titles early through your Account page on the eIndiana website.*

## 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 to the longer or shorter options. Tap **3 days, 5 days, or 7 days** for video.

Lending periods  
Set your lending period preference for each format.

eBook:  7 days  14 days

Audiobook:  7 days  14 days

Video:  3 days  5 days  7 days

## 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.

## NOOK Periodicals

To read NOOK Periodicals, you must have the NOOK app downloaded to your device (it will not work on iPod Touch 4<sup>th</sup> Gen) and also set up a (free) NOOK account if you do not have one already.

Access the list of titles by tapping on **Menu** (3-lines) on the eIndiana site. In the black bar that shows up tap on **Magazines & Periodicals** or any of the choices below it.

## Troubleshooting

- If the app won't open (and you've had it a while), you may need to go to your App Store and download an update.
- If you've had to replace your library card, you may need to have a Reference Librarian link your old and new accounts so you can access titles checked out on the old card.
- If you use up all your checkouts, you can always access free Project Gutenberg titles at [www.gutenberg.org](http://www.gutenberg.org).
- If you can't log into eIndiana, your library card may have expired or you might have an ineligible card. Call

## Further Help

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

Greenwood Public Library

310 S. Meridian St.

Greenwood, IN 46143



Greenwood Public Library 317.885.5036

[questions@greenwoodlibrary.us](mailto:questions@greenwoodlibrary.us)

[www.greenwoodlibrary.us](http://www.greenwoodlibrary.us)