

OneClickDigital (Audiobooks)

START AT:

www.briarcliffmanorlibrary.org

CLICK ON DOWNLOADS (eBooks & more):

from top menu options; and then click on the digital service that you want to use (there are links to start searching or to find more information about each of these services)

Click on OneClickDigital icon or **Search OneClickDigital**

This audiobook download service is for listening to audiobooks on your portable device or on your computer. (Unfortunately, due to copyright restrictions you cannot burn the audiobook tracks onto a CD.)

Click on **Create New Account** in the upper right corner of the OneClickDigital homepage

Under Library Information column:

Enter your library card number and then use the down arrow to select your computer's operating system. (NOTE: even if you plan to use an Apple device to listen to the audiobooks, do not select Mac at this point unless your computer is a Mac.)

If you select Windows it will open another menu. Under download method we recommend that you select **OneClickDigital Media Manager**. Also select your portable device type - Apple device (iPod, iPhone, iPad) or Other. Note: all directions that follow are for utilizing OneClickDigital Media Manager. If you opt to select **Use Manual Download** you will find directions at the bottom of the OneClickDigital **Help** page.

Under Personal Information column:

Enter all of the information. Please note that the username and password that you create will be the way that you login to use this service from now on. **Make sure to write it down.**

Click **Create an Account**

This will bring you to a screen to select the correct OneClickDigital Media Manager to download to your computer. Select Win Download for a Windows operating system or Mac Download for a Mac operating system.

Make sure that your popups are not blocked and select **Save** and then **Run** (or just **Run**) and follow steps until the download is complete. An icon should appear on your desktop.

All titles that you check out will automatically appear in your OneClickDigital Media Manager library. You can listen to the titles from your computer here or you can transfer to another device. If you plan to use any device that supports apps (Apple or Android) do not use the transfer option. Download the applicable app (see details below) and then the app

version of your OneClickDigital Media Manager will automatically have any checked out titles ready for listening.

The first time you click to open your OneClickDigital Media Manager it will prompt you for your username and password. Enter the username and password that you created when creating your account. Also, it may ask you to select your library – scroll down to select **Westchester Library System** (you will not find your local library listed.) Note: You may opt to check the box “automatic login” and you will not be prompted for this information in the future.

HOW TO CHECKOUT TITLES

Click on OneClickDigital icon or **Search OneClickDigital**.

Click on **Login** on the upper right corner of the OneClickDigital homepage and entering the username and password that you created for your account.

To find an item:

Browse by category (Mystery, Juvenile Fiction, Classics and more) by using the pull down arrow menu to the right of the search bar

or

Browse by What’s Popular or Newly Added by clicking on those tabs below the search bar

or

Look up a desired title or author under All (if you wish for more advanced search options click on **Advanced Search** located above the search bar)

Checkout the item:

Click on **CheckOut Now!** and the item will appear in your OneClickDigital Media Manager right away. You do not have to save it to a specific location. When you open your OneClickDigital Media Manager it will be listed under **Check Outs**. Note: If download is blocked by your browser, click on message at the top of your screen and allow download. If you are prompted to Save or Cancel click on **Save**.

If you already had your OneClickDigital Media Manager open at the time of checkout and you do not see the title, then click on **Refresh** button on the upper right corner of your Media Manager screen or close and reopen your OneClickDigital Media Manager.

You will have the book in your OneClickDigital Media Manager account for 14 days (unless you choose a shorter loan period when you check it out). You can renew the items only in the OneClickDigital Media Manager on your computer (not on the app) by clicking on the **Renew** button located next to the item under **Check Outs**. You will receive an additional 7 days each time you renew.

HOW TO LISTEN TO THE AUDIOBOOK ON YOUR DEVICE:

If you have any device that supports apps:

Download the free app for OneClickDigital to be able to access your OneClickDigital Media Manager from your device. You will use the same login username and password.

The free app is available for: iPod touch, iPad, iPhone, Android phones & tablets and Kindle Fire. If you cannot find the app in the app store, do an internet search on your device (e.g. to find the iPad app search **OneClick Digital app for iPad**).

You will find your checked out audiobooks under **My Titles**. To play the title, click on the play arrow. To bookmark a spot, click on the “+”. To find your bookmarked spot at a later time, click the play arrow to play the title and then click on the book symbol in the upper right corner. Select the bookmarked spot.

To check out books from your device, click on **Browse More Titles** under the **My Titles** list of checkouts. This will link to the website and you will have to login again to check out titles. Login first and then browse for titles. When you check them out they will automatically appear in your OneClickDigital Media Manager – both on your device app and on your computer. If you do not see the title on your OneClickMedia Manager app you need to refresh the list of **My Titles**. To do this, drag the list of titles down and then follow the direction that appears: **release to refresh**.

If you have an mp3 player device* that does not support apps:
Open your OneClickDigital Media Manager on your computer. Connect your device to your computer. Click on the **download and transfer** or **transfer** button that appears next to the title. A **detecting devices** pop up will appear. It may take several minutes before it automatically starts to download or shows the **device picker** from which you will need to select your device to trigger the download.

*For iPods and other Apple devices you will need to change the setting in iTunes to **Manually Manage Music and Videos** before you click on **download** and **transfer**. If the transfer is not successful click on Preferences on your OneClickDigital Media Manager to ensure that the settings are correct (including selecting mp3 format instead of WMA). Note: this may not work for some older generation iPods.