Washington Anytime Library

ebooks and eaudiobooks from your Library

User Guide for **Fire** tablet with the **OverDrive app**

Bellingham **Public Library**

What is Washington Anytime Library

Your Bellingham Public Library card is the key to access thousands of ebooks and audiobooks in the Washington Anytime Library. This digital collection has fiction and nonfiction titles for children, teens, and adults. Download or stream books on your computer, smartphone, tablet, or newer eReader. Get started now!

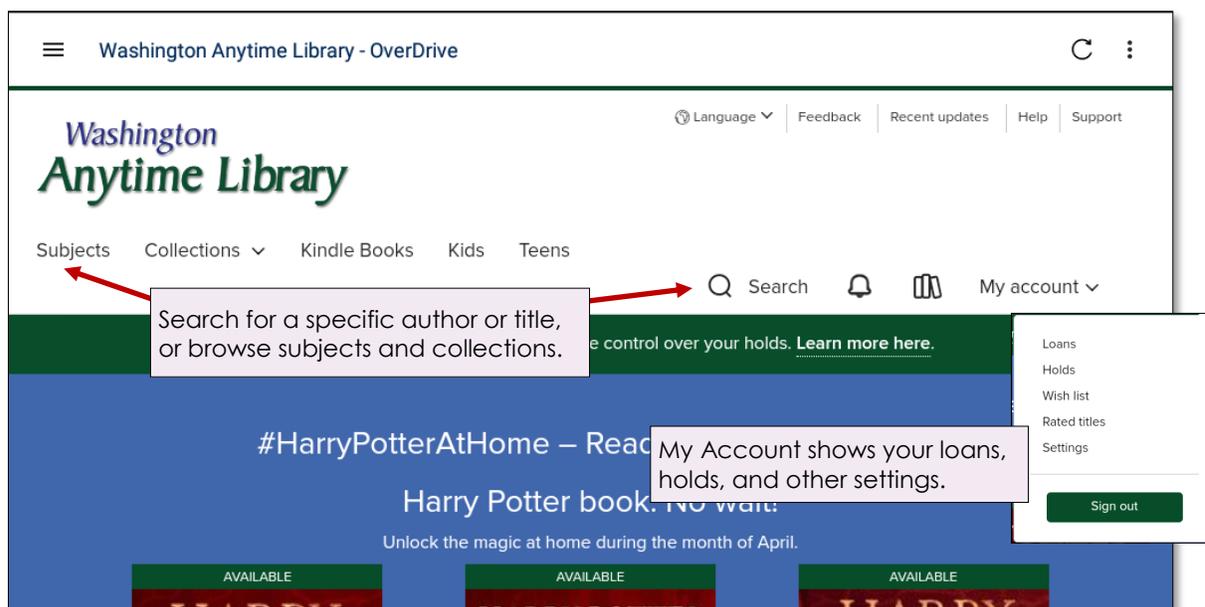### How borrowing Library ebooks and audiobooks works:

- Ebooks and audiobooks circulate like other library materials. The library owns a copy or copies of each title and they are checked out to one borrower at a time.
- If a title is available, you can check out the item right away.
- If a title is checked out, you can place it on hold. You will be notified by email when the title is available, and you have three days to check it out. There is also a notification section in the app.
- You choose how long you check out a title: 7, 14, or 21 days. Audiobooks and ebooks automatically expire after the lending period is complete.
- If you prefer, you can return an ebook or audiobook earlier than the due date.
- You may have **5** titles (ebooks and audiobooks) checked out at a time, and **8** holds pending at a time.
- Library ebooks and audiobooks are accessed from the **Washington Anytime Library** online collection. The software and apps are provided by the **OverDrive** company.

Set up your Kindle Fire with OverDrive app

- Go to your Amazon App Store to find and download the **OverDrive** app.
- Sign up for an OverDrive account, using the 'sign up using library card' option.
- You will be prompted to find your library. Type in Bellingham Public Library or Whatcom County Library System depending on your library card.
- Tap your library name and then select your library again from the drop down list. Enter your library card number and PIN. Your PIN is usually the last four digits of your phone number.
- Tap the button that says **'Add a title, Washington Anytime Library'**. Continue to follow the prompts. You may have to sign in again.
- Once signed in, go to 'My account' and then 'Settings'. Make sure the 'Kindle Preference' box is unchecked. This guide's focus is on using the EPUB ebook format, not the Kindle Book format.
  - If you prefer to use the Kindle Book format, the Kindle app, and your Amazon account, go to OverDrive help: www.help.overdrive.com, and type 'kindle books' in the search bar for detailed instructions.
- There are other settings to choose: your default lending period (7,14, or 21 days), whether you want to keep a borrowing history, and the audience level of the titles you will see when browsing or searching.

Navigating in the OverDrive app

Use these tools to move around the app and manage your titles

Finding titles and filtering the results

Note: If you have a larger Kindle Fire or use your Kindle Fire in landscape mode, you will see all the tools above. If you use the portrait mode, the tools may be hidden under a three line menu icon, located in the upper left corner of your screen.

Browsing
- In the upper left corner tap on 'Subjects'. Tap on a fiction or nonfiction subject of your choice.
- Or tap 'Collections' to find lists like 'Most popular', 'Just Added', and special genre collections.

Searching
- You can do basic author and title searches by tapping on the magnifying glass next to the word 'Search'. Tap 'Advanced' for additional search options.

Filtering
- There are two ways to filter your search results to provide only the content you want to see. The first is to tap 'My Account' and then 'Settings'. Here you can choose your lending period, the audience level, and language.
- You can also filter each search results list by tapping the 'Filters' box. Filter choices are Audience level, ebooks or audiobooks, subjects, and more.
  - The 'Availability' filter allows you to limit your list to 'Available now' titles that you can check out right away.
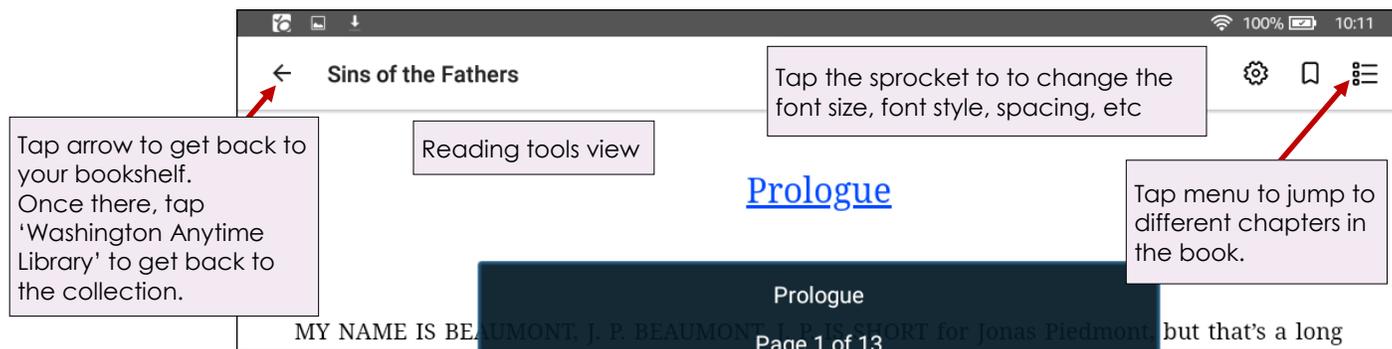
Borrowing titles

- When you find a title, tap the bookcover. This takes you to the details page with information about the title, and links to read or listen to a sample of the book.
- Tap **Borrow.**
- You can adjust your loan period if desired, tap **Borrow** again.
- Tap **Download**, and choose EPUB ebook format. If you are borrowing an audiobook, just tap the download button.
  - Two messages will flash at you: 'Loading new title' and 'Title added to bookshelf'. Get to your bookshelf by taping the three line menu in the upper left corner, which will reveal a menu with the link to the Bookshelf.

Reading or listening to titles

- In your bookshelf, tap the bookcover of your title. You can read ebooks immediately by swiping to the left to turn the pages.
- Tap in the middle of the screen to access reading tools. Tap again in the middle of the screen to close them.

Tap arrow to get back to your bookshelf.
Once there, tap 'Washington Anytime Library' to get back to the collection.

Reading tools view

Tap the sprocket to to change the font size, font style, spacing, etc

Tap menu to jump to different chapters in the book.

Placing holds

- If a title you want is checked out, you can place a hold on it.
- Tap the bookcover, and then 'Place a hold'. You will be prompted to enter your email if you have not already done so.
- To manage your holds, go to your account and tap on 'Holds'. You can edit your email address, suspend your hold, or remove it.
- Retrieve your holds that are ready to be checked out in the same place.
- OverDrive no longer offers automatic checkout of holds. You will be notified by email when your hold is ready, and then you have three days to check it out.

Returning titles early

- Your title will return itself on its due date. You can also return it early.
- Go to your bookshelf.
- Tap and **hold** on the bookcover of the title you want to return.
- Tap 'Return to Library'.

Need more help? Ask OverDrive or your library

- In the OverDrive app, tap 'Help' in the upper right corner.
- The library offers one-on-one Tech Basics Coaching sessions. Call 360-778-7323, extension 3 to sign up for the next available session. Bring your Fire tablet with you and we will do our best to help you resolve any problems.

How to find library ebooks and Audiobooks for your Kindle Fire

1. Open the OverDrive app by tapping it's icon on your home page or in your apps list.
2. If you are not already signed in, tap the 'Sign In' button. If you have checked the 'Remember my card number on this device' during set up, you will only have to add your PIN number (usually the last four digits of your phone number).
4. You can find ebooks and audiobooks by subject, collections, or by more specific searches. Again, depending on the size of your Fire tablet and whether you are using it in portrait or landscape mode you will either see the words 'Subjects' 'Collections' etc near the top of the screen or you will need to tap the three line menu symbol on the right side of the screen to see those options.
   A. **Browse by Subject**
   Subjects are grouped by fiction and nonfiction and separated by audience age. You have the option at the top of your chosen subject list to see both ebooks and audiobooks ('All formats') or only ebooks, or only audio books. Tap a subject or genre that interests you to retrieve the list.
   B. **Browse by Collection**
   Collections include lists of titles that are 'Most popular', or 'Just added', as well as some topical lists.
   C. **Specific searches**
   Tap the magnifying glass next to the word **'Search'** to get to specific search options. Type in an author or title, or tap the word 'Advanced' for additional search options.
5. You can **filter** any lists created by your search. Look for the 'Filters' button at the top of your search results list. An useful filter for Fire ebook readers is to choose the EPUB book filter. Tap on the 'Ebooks' filter, and then tap on **'EPUB ebook'**. This will make downloading your title easier.
6. Another useful filter for a list created by your search is to limit the list to 'Available now'. This will provide a list of titles you can check out right away. Experiment with other filters such as 'Date added' or choose a sorting preference.

How to download library ebooks and Audiobooks to your Kindle Fire

1. Select a title by tapping the bookcover. This brings you to a page that provides a description of the book, a link to read or listen to a sample, an option to add the title to your wish list, and links to similar titles you may enjoy.
2. Tap 'Borrow' to checkout. Tap 'Borrow' again. Then tap the blue 'Download EPUB ebook' button. Do **not** tap the black 'Read now with Kindle' button. This will involve Amazon software and add unnecessary steps to the process.
3. A popup window will say 'Loading new title' and then a smaller popup will say 'SUCCESS!'. To find your book, go to your bookshelf. You can find the bookshelf by tapping the three line menu symbol in the upper **left** corner of your screen.
4. Tap 'Bookshelf'. Tap the cover of the book to start reading. Swipe to the left to turn the pages.
   - To change the text size, margins, and other options, tap in the middle of your screen. This brings up tools to help you. Look for the sprocket symbol in the upper right corner to change font size, style, line spacing, margins, etc. To get rid of the tools, tap in the middle of the screen again.
5. To get out of the book and back to your bookshelf, tap in the middle of the screen to get your tools. Tap the back arrow in the upper left corner of your screen.

How to find library ebooks and Audiobooks for your Kindle Fire

1. Open the OverDrive app by tapping it's icon on your home page or in your apps list.
2. If you are not already signed in, tap the 'Sign In' button. If you have checked the 'Remember my card number on this device' during set up, you will only have to add your PIN number (usually the last four digits of your phone number).
4. You can find ebooks and audiobooks by subject, collections, or by more specific searches. Again, depending on the size of your Fire tablet and whether you are using it in portrait or landscape mode you will either see the words 'Subjects' 'Collections' etc near the top of the screen or you will need to tap the three line menu symbol on the right side of the screen to see those options.

    A. **Browse by Subject**

    Subjects are grouped by fiction and nonfiction and separated by audience age. You have the option at the top of your chosen subject list to see both ebooks and audiobooks ('All formats') or only ebooks, or only audio books. Tap a subject or genre that interests you to retrieve the list.

    B. **Browse by Collection**

    Collections include lists of titles that are 'Most popular', or 'Just added', as well as some topical lists.

    C. **Specific searches**

    Tap the magnifying glass next to the word **'Search'** to get to specific search options. Type in an author or title, or tap the word 'Advanced' for additional search options.
5. You can **filter** any lists created by your search. Look for the 'Filters' button at the top of your search results list. An useful filter for Fire ebook readers is to choose the EPUB book filter. Tap on the 'Ebooks' filter, and then tap on **'EPUB ebook'**. This will make downloading your title easier.
6. Another useful filter for a list created by your search is to limit the list to 'Available now'**.** This will provide a list of titles you can check out right away. Experiment with other filters such as 'Date added' or choose a sorting preference.

How to download library ebooks and Audiobooks to your Kindle Fire

1. Select a title by tapping the bookcover. This brings you to a page that provides a description of the book, a link to read or listen to a sample, an option to add the title to your wish list, and links to similar titles you may enjoy.
2. Tap 'Borrow' to checkout. Tap 'Borrow' again. Then tap the blue 'Download EPUB ebook' button. Do **not** tap the black 'Read now with Kindle' button. This will involve Amazon software and add unnecessary steps to the process.
3. A popup window will say 'Loading new title' and then a smaller popup will say 'SUCCESS!'. To find your book, go to your bookshelf. You can find the bookshelf by tapping the three line menu symbol in the upper **left** corner of your screen.
4. Tap 'Bookshelf'**.** Tap the cover of the book to start reading. Swipe to the left to turn the pages.
    - To change the text size, margins, and other options, tap in the middle of your screen. This brings up tools to help you. Look for the sprocket symbol in the upper right corner to change font size, style, line spacing, margins, etc. To get rid of the tools, tap in the middle of the screen again.
5. To get out of the book and back to your bookshelf, tap in the middle of the screen to get your tools. Tap the back arrow in the upper left corner of your screen.

How to place a hold

1. If a title is not available for immediate downloading it will say 'Wait List' in a white bar above the book cover.
2. Tap either the cover or the words 'Place a hold'. The next screen will tell you your holds position and tell you that an email will be sent when the title is checked out to you. If you have not already done so, OverDrive will ask for your email.
3. To manage your holds, tap 'My account' or the three line menu symbol on the right side of the page and tap 'Holds'. There you can edit your email address, suspend your hold, or remove it.
4. Once you receive an email that your hold has been checked out, open the OverDrive app. Tap 'My account' or the three line menu symbol on the right side of the screen and tap 'Holds'. Then tap 'Borrow' next to the book cover of your held item.

How to return an ebook or audiobook early

1. To return an ebook or audiobook early, begin by opening the OverDrive app.
2. Go to your bookshelf by tapping the three line menu symbol in the upper left corner, then tap Bookshelf.
3. Tap and **hold** the bookcover of the title you want to return. Tap 'Return to Library'. It will ask you if you are sure you want to return the title. Tap 'Yes'.

Need more help? OverDrive resources

1. OverDrive offers comprehensive coverage of help topics. Open the OverDrive app.
2. Tap the three line menu symbol in the upper left corner, then tap 'Help'. Choose a help subject.

Need more help? Ask your library!

1. The library offers one-on-one Tech Basics Coaching sessions. Call **360-778-7323, ext 3** to sign up for the next available session. Bring your device with you and we will do our best to help you resolve any problems.