# User Guide

Updated: 1/11/12

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# About Audiobooks on EBSCO*host*

With EBSCO's premium collection of audiobook titles integrated on EBSCO*host*, users can browse a growing collection of best-selling, classic and award-winning audio titles directly alongside other databases, eBook collections and other digital content. Choose from thousands of high-quality titles that are compatible with virtually all portable players—including iPods, iPhones and many other portable listening devices—for 24/7 access to audiobooks from the library, at home or on the go.

## System Requirements

In order to effectively use all EBSCO*host* features, the minimum browser requirements are Internet Explorer 7.0, Firefox 8.0, Google Chrome 16, and Safari 5.1 (for Macintosh). You must also have Adobe ® Reader® installed to view the PDF Full Text files. If you are using Visual Search, you must also install   Adobe ® Flash Player 8.0 or higher.

Mac OSX 10.4, 10.5, and 10.6 users must have Intel Processors (PowerPC processors are not supported at this time.)

In order to download and listen to Audiobooks, EBSCO's Download Manager software must be installed on your computer.

## Inside this User Guide

This guide is designed to cover the basics of searching, downloading, and listening to Audiobooks on the EBSCO*host* platform.
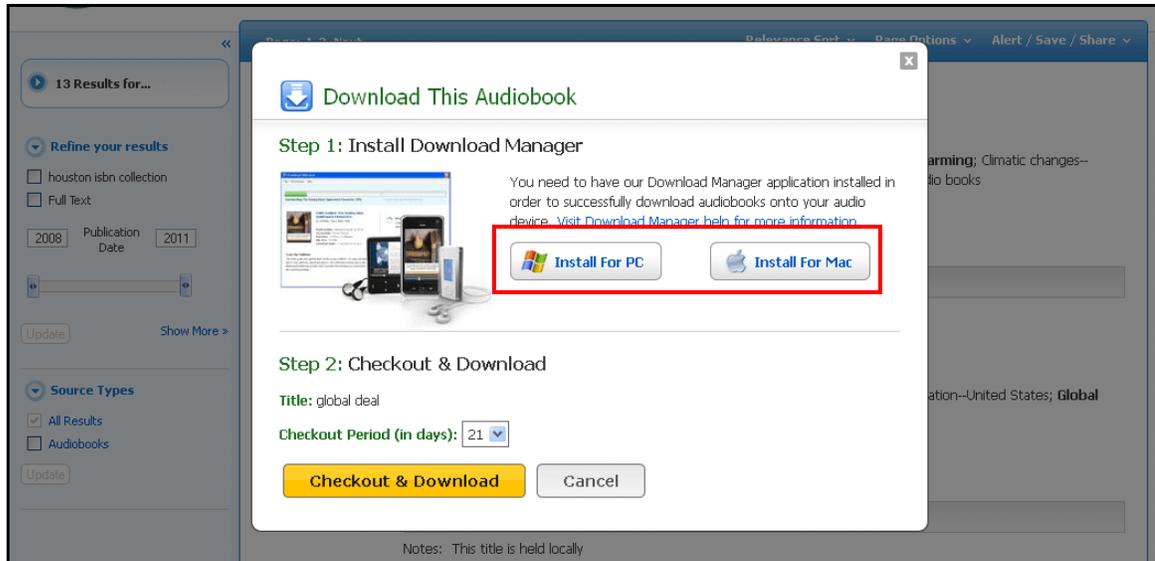
# Installing the Download Manager Software

In order to download Audiobooks and transfer them to a portable device, you must first download the Audiobooks on EBSCO*host* Download Manager software. You will be prompted to install the software the first time you download an Audiobook.

**To install the Download Manager software:**

1. Click the **Download** link for an Audiobook.

   If Download Manager is not detected, you will be prompted to install it.



2. Click **Install for PC** or **Install for Mac**.

   The software installer file is saved to your computer.

3. Locate the downloaded file named **DownloadManagerSetup** on your computer and click to open it.

   The Download Manager Set wizard appears.

4. Click **Install**.

5. Select your portable device preference: **Transfer to Apple Device via iTunes** or **Transfer to Windows Media Player**.

   The Download Manager software is installed to your computer.

6. Click **Close**.


You can now begin downloading Audiobooks and transferring them to a portable listening device.

# Searching Audiobooks

The default search screen for Audiobooks on EBSCO*host* is basic search. The Audiobook Collection landing page displayed below is available by clicking the **Audiobooks** link in the top toolbar.
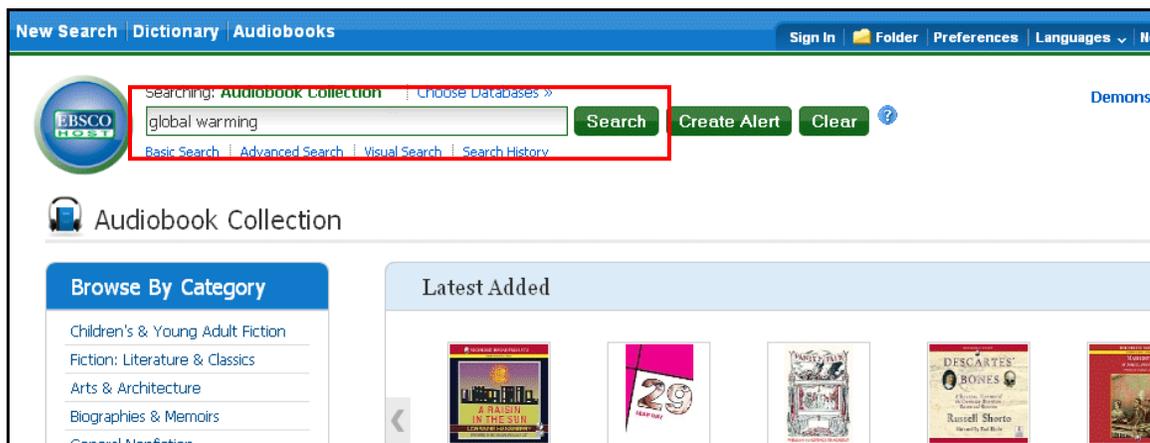


There are several ways to search for Audiobooks on EBSCO*host*:

- Perform a keyword search of the Audiobooks database using the **Find** field.

- **Browse by Category** by selecting a category from the column on the left.

- View the **Latest Added** Audiobooks using the left and right arrows or click **View All** to view a result list of all latest added Audiobooks.

- View **Featured Audiobooks** using the left and right arrows to change categories or click **View All** to view a result list of all Featured Audiobooks.
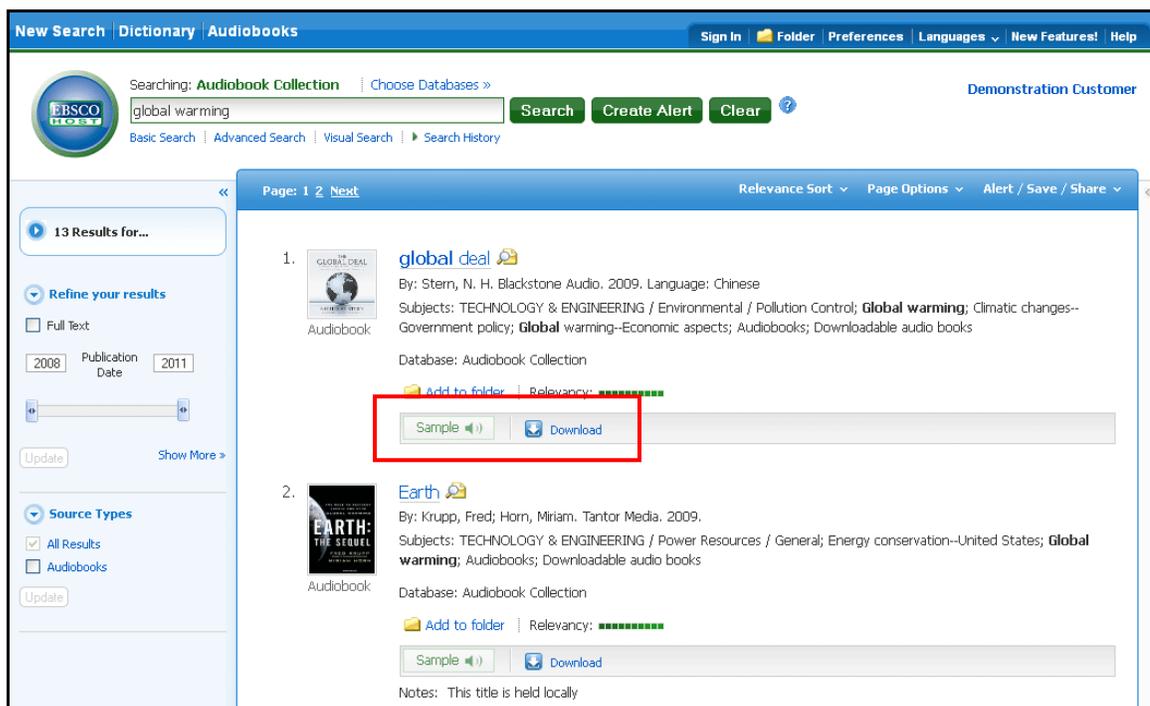

**Note:** If you are accessing Audiobooks on EBSCO*host* in EBSCO Discovery Service, the Audiobook Collection landing page is not available.

**To search for Audiobooks on EBSCO*host*:**

1. Enter your search terms in the **Find** field and click **Search**.



2. A result list of Audiobooks is displayed.



3. Click the **Sample** button to hear a preview of the Audiobook.

4. Click the **Download** link to download the Audiobook and transfer it to a portable device.

# Audiobook Detailed Record

A Detailed Record can be viewed by clicking an Audiobook title in the Result list.
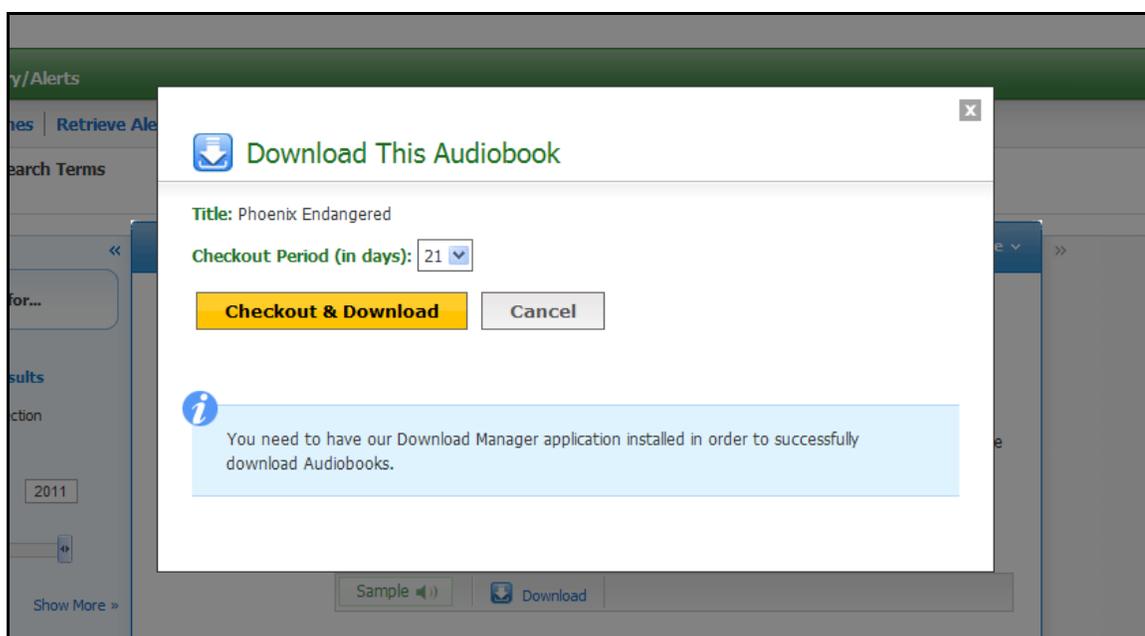


From the Detailed Record, you can:

- Download the Audiobook using the **Download** link in the left column.

- Listen to a preview of the Audiobook by clicking the **Sample** button below the cover image.

- Print, email, save, or export the record, as well as add the details about the eBook to your folder using the icons in the right column.

# Downloading an Audiobook

Once you have selected an Audiobook to download, you can download it and transfer it to a portable device using Windows Media Player or iTunes.

**To download Audiobooks:**

1.  From the result list, click the **Download** link to download the Audiobook.

    **Note**: If you have not downloaded the Audiobook Download Manager software, you will be prompted to do so. See Download Manager software

2.  If you are not already signed in to your My EBSCO*host* folder, you will be prompted to do so.

3.  Select a **Checkout Period** from the drop-down menu and click **Checkout and Download**.
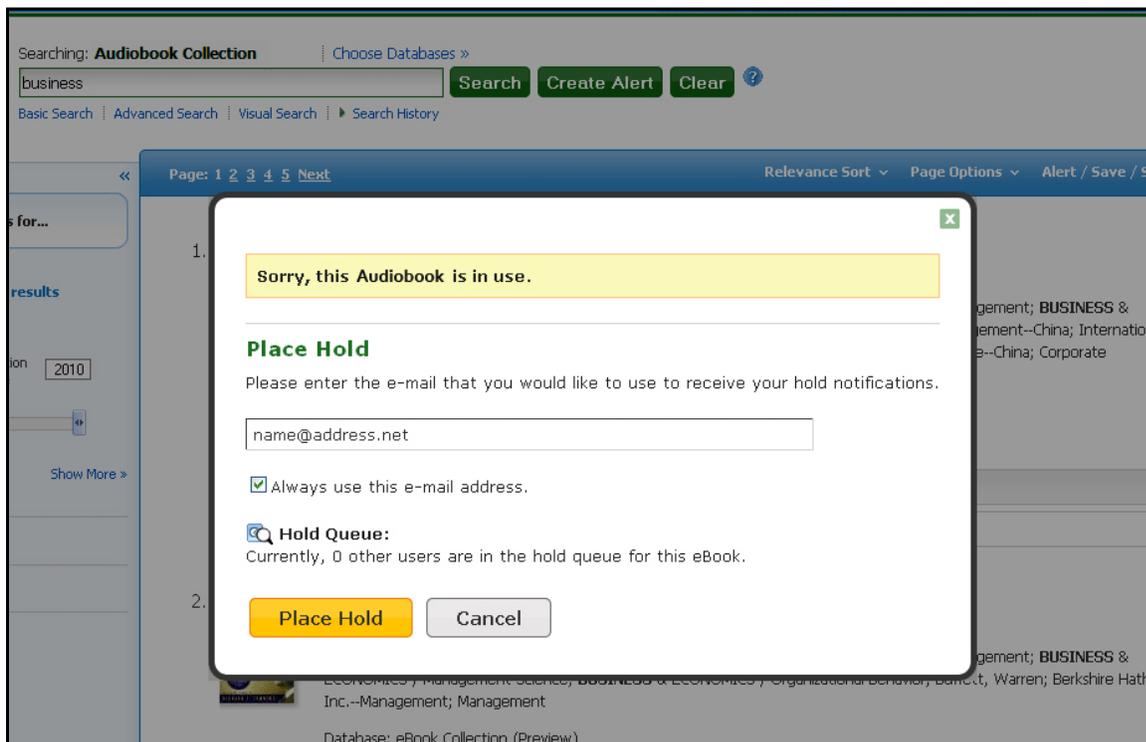


The Audiobook is added to the **Checkouts** area of the folder and the Download Manager software should automatically begin to download the Audiobook to your computer.

4.  If the download does not start automatically, click the **Download** link for your checked-out Audiobook from the **Checkouts** area of the folder.

**Note**: Audiobooks that display the message [Requires Windows Media] in the Result List can only be downloaded and played on Windows Media Player and compatible devices at this time.

# Placing a Hold on an Audiobook

If the Audiobook you have chosen to download is in use by another patron, and if your library offers Holds capabilities, you have the opportunity to place a hold on the Audiobook to download when it becomes available. Enter your e-mail address in the field provided and click the Place Hold button.



The Audiobook is placed in the Holds area of your My EBSCO*host* Folder. When the Audiobook is available, you are notified via the e-mail address you provided and the Audiobook appears in the Checkouts area of your folder.

# Transferring Audiobooks to a Portable Device

After you have downloaded an Audiobook, it can be transferred to a supported portable device using Windows Media Player or iTunes.

**Note**: Downloaded Audiobooks may be listened to or transferred using Windows Media Player but books downloaded to iTunes must be transferred to a portable device.

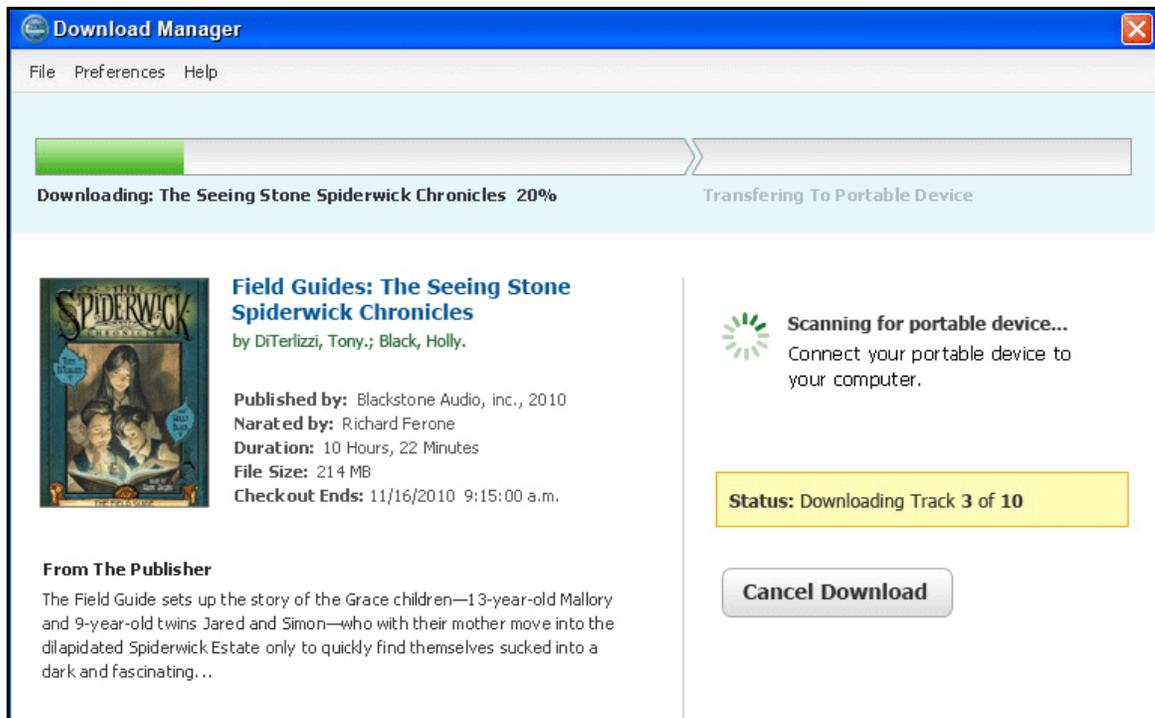## Transferring an Audiobook to an Apple Device

**To transfer an Audiobook to an Apple device using iTunes:**

1.  From the result list, click the **Download** link to download the Audiobook.

    The Download Manager appears.

2.  Connect your device to your computer, if it is not already connected.

    If your device is not connected, the Download Manager scans for a device. If no device is detected, you are prompted to connect it.



3.  Click **Close Download Manager** once the transfer is completed.

    You are able to listen to the Audiobook using the device and it is available under Audiobooks in the device's library.
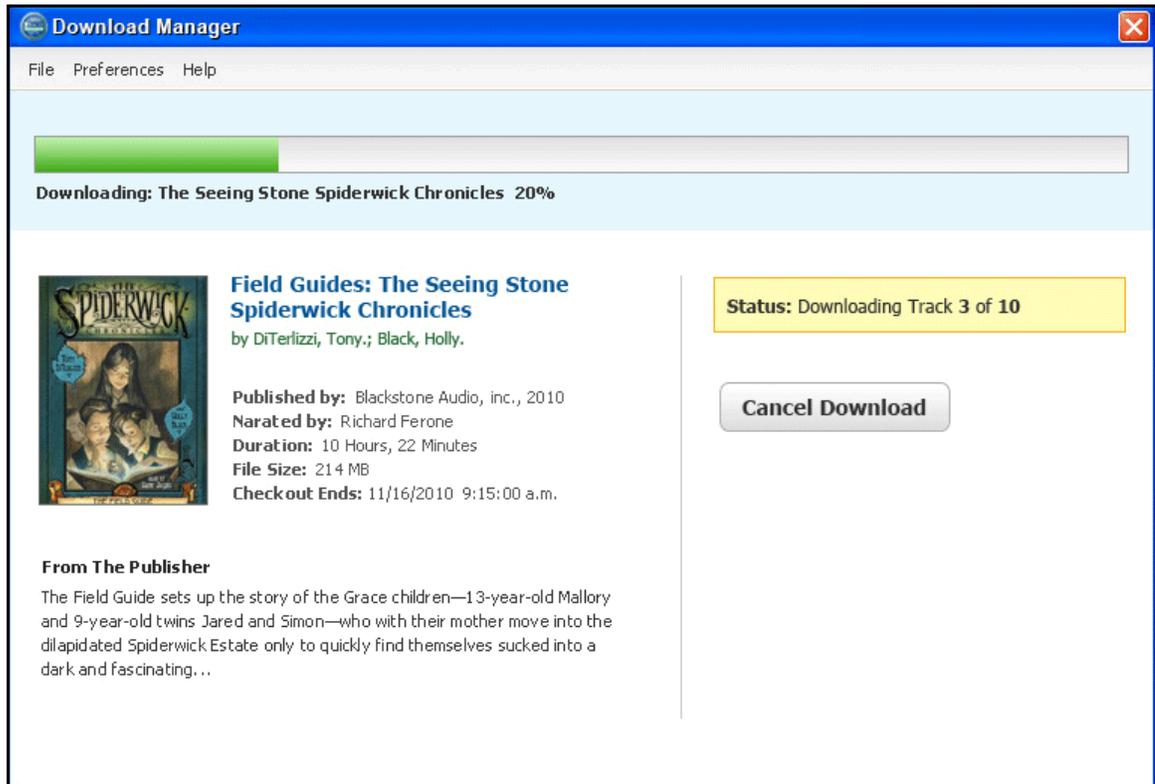
**Note**: When the device is plugged in, ensure that **Manually Manage Music & Videos** is checked under Device Options in iTunes.

# Transferring an Audiobook to Windows Media Player

**To transfer an Audiobook to Windows Media Player:**

1. From the result list, click the **Download** link to download the Audiobook.

   The Download Manager appears and the Audiobook download begins.



2. Click **Close Download Manager** once the transfer is completed.

   Windows Media Player is started and begins playing the Audiobook.

3. If desired, connect a supported portable device and transfer the Audiobook to the device according to Windows Media Player instructions.

   For info about syncing devices via Windows Media Player, see: Set up a device to sync in Windows Media Player.
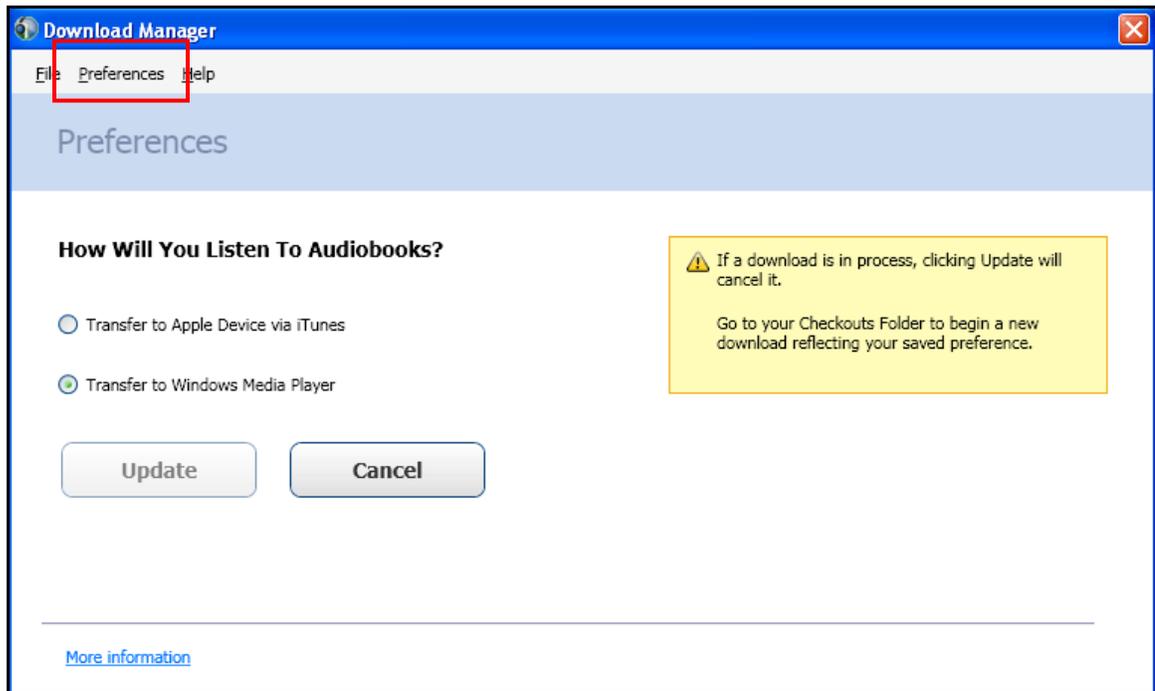
For a list of supported devices, see:

Which portable audio devices are compatible with Audiobooks on EBSCO*host*?

# Changing Your Device Preference

From the Download Manager, you can change your download preference to iTunes or Windows Media Player.

**To change your device preference:**

1. Click the **Preferences** link at the top of the Download Manager.



2. Select your new device preference.

3. Click **Update**.

   **Note**: If a download is in process, clicking **Update** will cancel it. Go to the Checkouts area of your folder to begin a new download reflecting your saved preference.

# Audiobooks and the My EBSCO*host* Folder

Audiobooks may appear in the folder in three areas.



**Audiobooks**: When a user adds an Audiobook to their folder, information about the Audiobook appears in the Audiobooks area of the folder, without it being checked out. Audiobooks may be added to the folder by clicking on the folder icon in the Result List or Detailed Record.

**Holds**: When a hold is placed on an Audiobook that is in use by another patron, it is added to the Holds area. Holds must be enabled by your library to place a hold on an Audiobook.
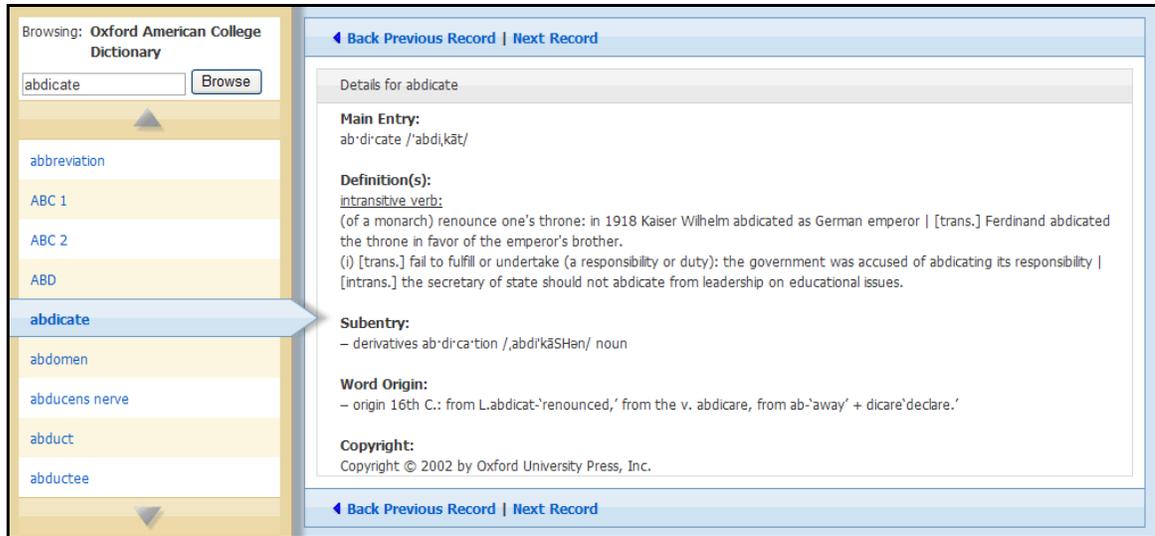
**Checkouts**: When an Audiobook is checked out, it is added to the Checkouts area of the folder. If you have not yet downloaded the Audiobook, it can be accessed and downloaded from here.

# Dictionary

You can search within *Oxford American College Dictionary* by clicking the **Dictionary** link in the top toolbar when Audiobooks on EBSCO*host* is being searched.

**To browse the Dictionary:**

1.  Click the **Dictionary** link in the top toolbar.

2.  Enter a word, part of a word, or first letter of a word in the **Find** field in the left column and click the **Browse** button. A list of entries is displayed.

Browsing: **Oxford American College Dictionary**

abdicate [Browse]

     ▲

abbreviation

ABC 1

ABC 2

ABD

abdicate

abdomen

abducens nerve

abduct

abductee

     ▼

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Details for abdicate

**Main Entry:**
ab·di·cate /ˈabdiˌkāt/

**Definition(s):**
intransitive verb:
(of a monarch) renounce one's throne: in 1918 Kaiser Wilhelm abdicated as German emperor | [trans.] Ferdinand abdicated the throne in favor of the emperor's brother.
(i) [trans.] fail to fulfill or undertake (a responsibility or duty): the government was accused of abdicating its responsibility | [intrans.] the secretary of state should not abdicate from leadership on educational issues.

**Subentry:**
– derivatives ab·di·ca·tion /ˌabdiˈkāSHən/ noun

**Word Origin:**
– origin 16th C.: from L.abdicat-'renounced,' from the v. abdicare, from ab-'away' + dicare'declare.'

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◀ **Back Previous Record | Next Record**

3.  Use the **up** and **down arrows** to browse through the Dictionary Browse List.

4.  To view an entry, click on the **hyperlinked word**.