eAudiobooks How to Guide Bolinda







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WHAT IS AN EAUDIOBOOK

An eAudiobook is an electronic talking book that you can download and listen to on your PC or portable device.

With Bolinda Digital you can borrow up to 6 titles at any given time for a period of 21 days (3 weeks). You can also reserve titles if they are on loan to someone else. At the end of your loan period the loan automatically expires, so you do not have to return them yourself. Please remember you are obliged to delete any file at the end of the 14 day loan period.

WHAT DO YOU NEED

All you need to get started is your library card number, access to the internet and a computer (to download the eAudiobook file to). Once your eAudiobook has been downloaded you can transfer it to any portable device.

STEP 1 - LOAN TITLE

There are two ways you can find and loan a title. Method 1 is using Our Library Catalogue; method 2 is going directly to the Bolinda site.

Method 1 – From Our Library Catalogue

- From the Our Library Home page select <u>Search Our Catalogue</u>, or go to: <u>http://ourlibraryapp.mornpen.vic.gov.au/amlibweb/webquery.dll?v20=1&v22=5A</u>
- Search for a title.
 To limit to eAudiobook only, select E-Taking Book from the ALL Format pull down menu.

Borrow

- 3. When you find the title you want, select the **Download Digital Talking Book** link. This will take you to the book page on the Bolinda site.
- 4. Select the green **Borrow** button
- 5. Select the green Confirm Loan button

Confirm Loan

6. You will then be prompted to Logon. (if you are a first time user you will be asked to join. Go to point 7 below for instructions)

Sign In	
User ID:	Your Library User ID.
PIN:	Your Library PIN.
Forgot your PIN?	
Sign In	

- a. Type your Library Membership number into User ID
- b. Type the PIN associated with you Library Membership into PIN. If you do not know your PIN or you do not have one, contact your library staff please have your membership number handy.
- c. Click Sign In





7. If this is your first time using Bolinda you will be asked to join.

Complete My A	Account details	
Your Details		
Library ID:	Library Member No.	
Email:		
Display Name:		Optional
Terms & Conditions	I have read and agree with t	he <u>Terms Conditions</u> and <u>Privacy Policy</u> .
Newsletters & more	Lwish to subscribe to the Br	ninda Digital Library eNewsletter
	I am happy to receive email	updates from Bolinda Digital, the digital service provider.
Submit		

- a. Enter your email address and choose a Display Name. Please note that the email address you enter here is where any Bolinda reservations notices are sent.
- b. Select submit
- c. Select next

GO TO DOWNLOAD TITLE





Method 2 - directly from Bolinda interface.

- 1. Select the Bolinda logo from the Our Library homepage, or go to: <u>http://library.bolindadigital.com/mornington</u>.
- 2. Sign in. Select **My Account**

Welcome <u>Help</u> <u>My Account</u>	
Start > eAudiobooks	Search by All 🔽 Go
	Advanced Search

3. If this is your first time using Bolinda you will be asked to join.

Complete My A	ccount details	
Your Details		
Library ID:	Library Member No.	
Email:		
Display Name:		Optional
Terms & Conditions	I have read and agree with the second sec	ne Terms Conditions and Privacy Policy.
Newsletters & more	I wish to subscribe to the Bo I am happy to receive email	linda Digital Library eNewsletter. updates from Bolinda Digital, the digital service provider.
Submit		

- a. Enter your email address and choose a Display Name. Please note that the email address you enter here is where any Bolinda reservations notices are sent.
- b. Select submit
- c. Select next
- d. You can now start searching for titles.
- 4. If you have already joined you simply need to sign in.

Sign In	
User ID:	Your Library User ID.
PIN:	Your Library PIN.
Forgot your PIN?	
Sign In	

a. Type Library Member number into User ID





- b. Type the PIN associated with your Library Card into PIN. If you do not know your PIN or you do not have one, contact your library staff please have your membership number handy.
- c. Click Sign In
- 5. You can do a simple search by Keyword (All), Title, Author or Narrator in the search field in the top right hand corner, or you can select the advanced search option where you can enhance your search by genre, publisher, release date, duration and more.







STEP 2 - DOWNLOAD TITLE

 You can either download the complete book at once or download it in parts. It may take an hour to download a complete eAudiobook (depending on your internet connection and the size of the file) so you may choose to Download the eAudiobook part by part if you do not have time to wait. You can download parts throughout your entire 2 week loan period.

	Please select your preferred option:	
*	Download complete eAudiobook	
DIE FOR YOU Lisa Unger Party for tabuta	Download first part of eAudiobook	 Download remaining parts of your eAudiobooks from your My Account page.
Die for You by Lisa Unger		

- 2. Depending on your internet browser:
 - a. Internet Explorer: You may be asked "Do you want to open or save this file?" Select Save.

File Down	hload	x
Do you	u want to open or save this file?	
	Name: Dead_Path.zip Type: Compressed (zipped) Folder, 427MB From: dl.bolindadigital.com	
	Open Save Cancel	
2	While files from the Internet can be useful, some files can potentiall harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	y

b. Mozilla Firefox: (depending on your browser settings) the following pop up screen will appear. Select **Save** File then **OK**.



c. Select where you would like to save the file on your computer.

NOTE: If you are using the Mozilla Firefox browser and you are not asked where to save your file go to **Appendix A: Where Did My File Go** at the back of these instructions.

d. When the Download Complete dialogue box appears select Close











STEP 3 - UNZIP YOUR FILES

All Audio files are downloaded into a Zip file format (this is just a compressed file format). You will need to unzip the files before you can start using them.

- 1. Go to the file location where you saved your eAudiobook
 - a. If you do not have your own data compression program Windows will help you unzip your file.
 - b. Double click on the zip file you have just saved.
 - c. A new window will appear. Select **Extract all files** from the top of left menu bar.

🛍 Key_to_Rondo_1_5.zip	
File Edit View Favorites Tools	Help
😋 Back 🝷 💿 🕤 🏂 🔎 S	jearch 😥 Folders
Address 👔 C:\Documents and Settings	\mathvj\My Documents\My Audio Books\Key_to_Rondo_1_5.zip
Folder Tacks 🛞	
	BOL_001967 The Key to Rondo
Other Places 🛞	
My Audio Books C My Documents My Network Places	
Details 🙁	
Key_to_Rondo_1_S.zip Compressed (zipped) Folder Date Modified: Today, 20 September 2011, 11:06 AM Size: 33.8 MB	

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- d. The Compressed (zipped) Folders Extraction Wizard will launch click Next.
- e. The wizard will generate a file path to the folder in which you saved the zip file. You can choose to keep this location or **Browse** to choose a different location click **Next**.





Extraction Wizard		×
Select a Destination Files inside the ZIP a choose.	archive will be extracted to the location you	S S
	Select a folder to extract files to. Files will be extracted to this directory: athv/\My Documents\My Audiobooks\Dead_Path Browse Password Extracting	
	< Back Next > Cano	el

- f. Select Finish when prompted.
- g. Note: You will be able to tell the difference between the unzipped files and the zipped files by their files extensions and icon. The files with the .zip extension are the unzipped files.



2. You are now ready to transfer your zipped audio book to your portable device or start listening from your computer.





The download may automatically save to the folder specified in your Mozilla Firefox browser settings.

From the File Dropdown menu – select Options



You will find your settings under the **General** tab in the **Downloads** section. You can choose to save your files to a specified folder or choose to be asked where you want to save each download.

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Home Pa	ge: http:/	/ourspace/				
	,	Use <u>C</u>	urrent Page	Use <u>B</u> ookm	ark <u>R</u> es	tore to Default
	lose it <u>w</u> her files to	n all downlow	ads are finished			Browse
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Add-ons						
Change o	ptions for y	our add-ons	5		Man	age Add-ons



