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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

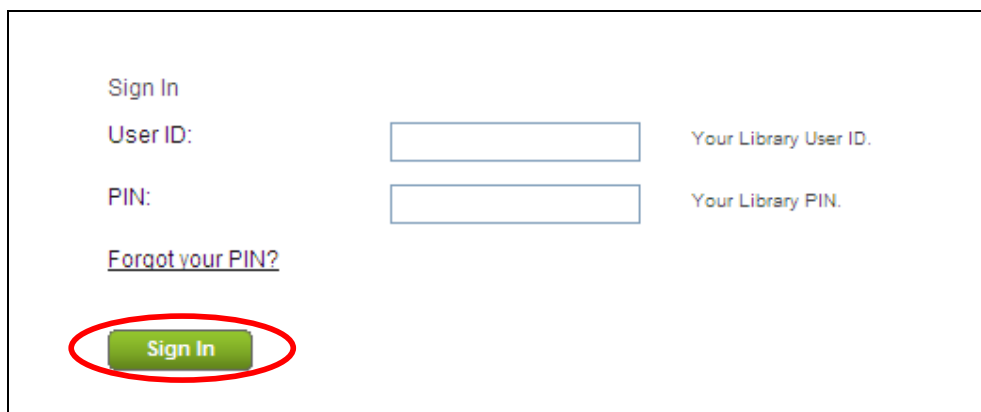
All you need to get started is your library card number, access to the internet and a computer (to download the eAudiobook file to). Once your eAudiobook has been downloaded you can transfer it to any portable device.

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

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

Your Details

Library ID:

Email:

Display Name: Optional

Terms & Conditions I have read and agree with the [Terms Conditions](#) and [Privacy Policy](#).

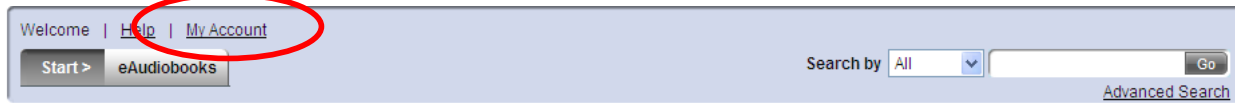
Newsletters & more I wish to subscribe to the Bolinda Digital Library eNewsletter.
 I am happy to receive email updates from Bolinda Digital, the digital service provider.

- 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: <http://library.bolindadigital.com/mornington>.
2. Sign in.
Select **My Account**



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

Complete My Account details

Your Details

Library ID:

Email:

Display Name: Optional

Terms & Conditions I have read and agree with the [Terms Conditions](#) and [Privacy Policy](#).

Newsletters & more I wish to subscribe to the Bolinda Digital Library eNewsletter.
 I am happy to receive email updates from Bolinda Digital, the digital service provider.

- 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.

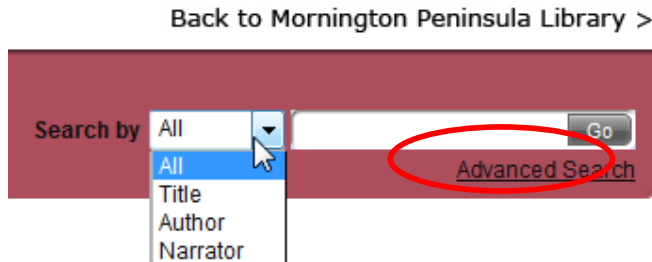
PIN: Your Library PIN.

[Forgot your PIN?](#)

- 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.

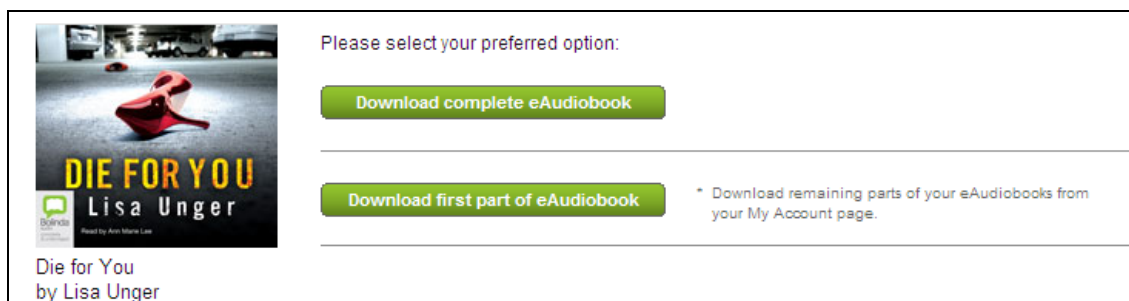


- 6. Select a Title
- 7. Select the green **Borrow** button
- 8. Select the green **Confirm Loan** button

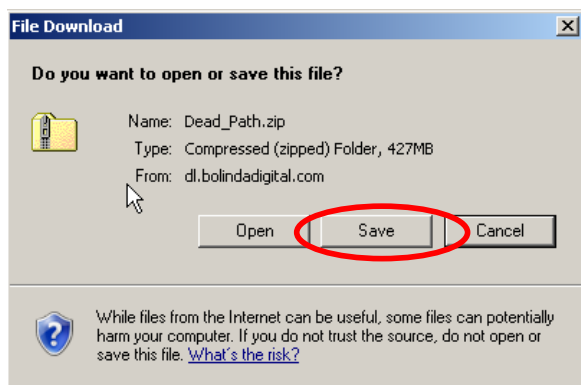


STEP 2 - DOWNLOAD TITLE

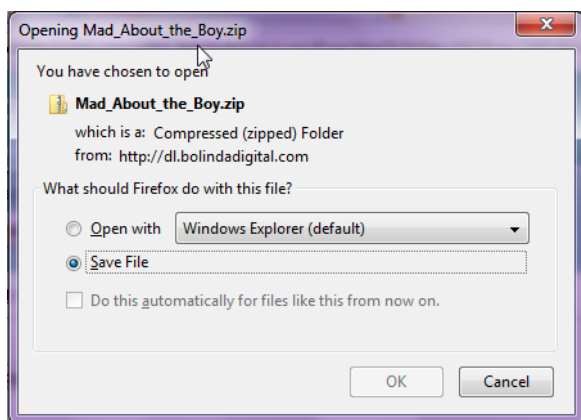
1. You can either download the complete book at once or download it in parts. It may take an hour to download a complete eAudiobook (depending on your internet connection and the size of the file) so you may choose to Download the eAudiobook part by part if you do not have time to wait. You can download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



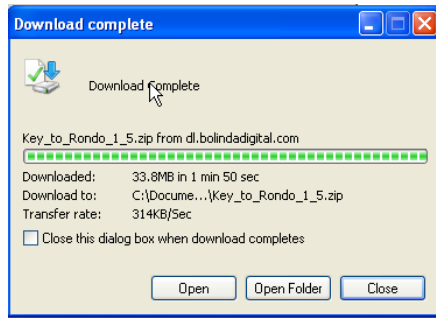
2. Depending on your internet browser:
 - a. Internet Explorer: You may be asked "Do you want to open or save this file?" Select **Save**.



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



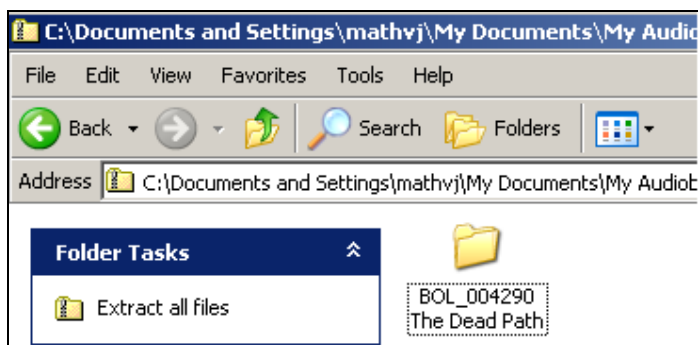
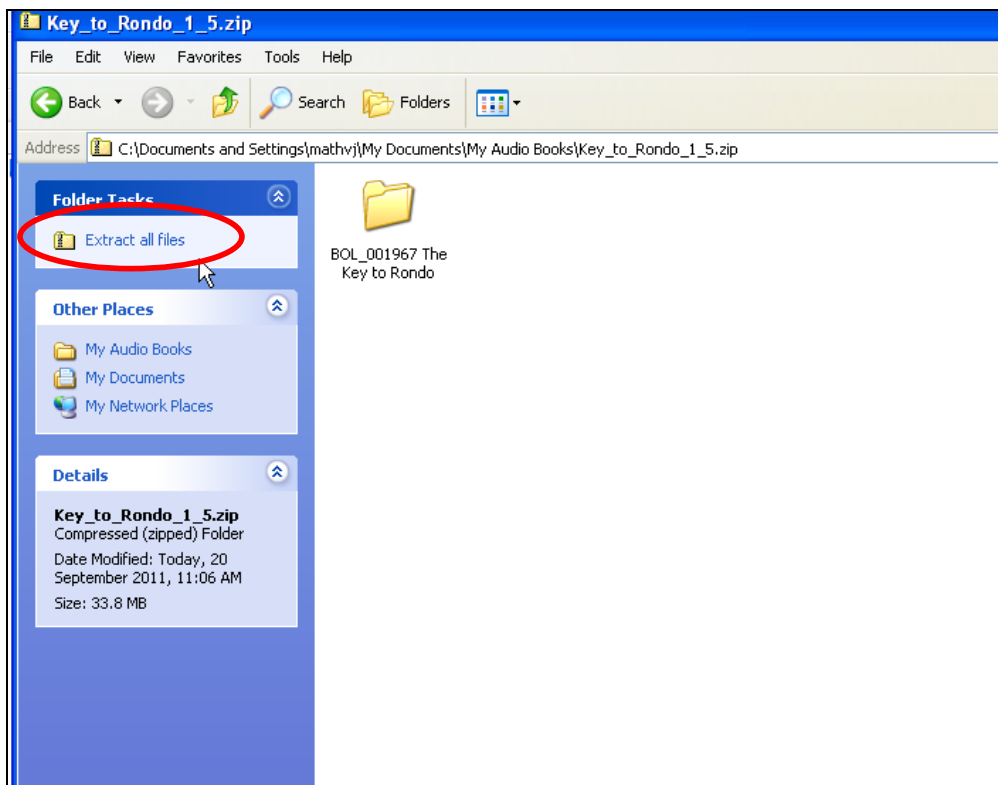
- c. Select where you would like to save the file on your computer.
NOTE: If you are using the Mozilla Firefox browser and you are not asked where to save your file go to **Appendix A: Where Did My File Go** at the back of these instructions.
- d. When the Download Complete dialogue box appears select **Close**



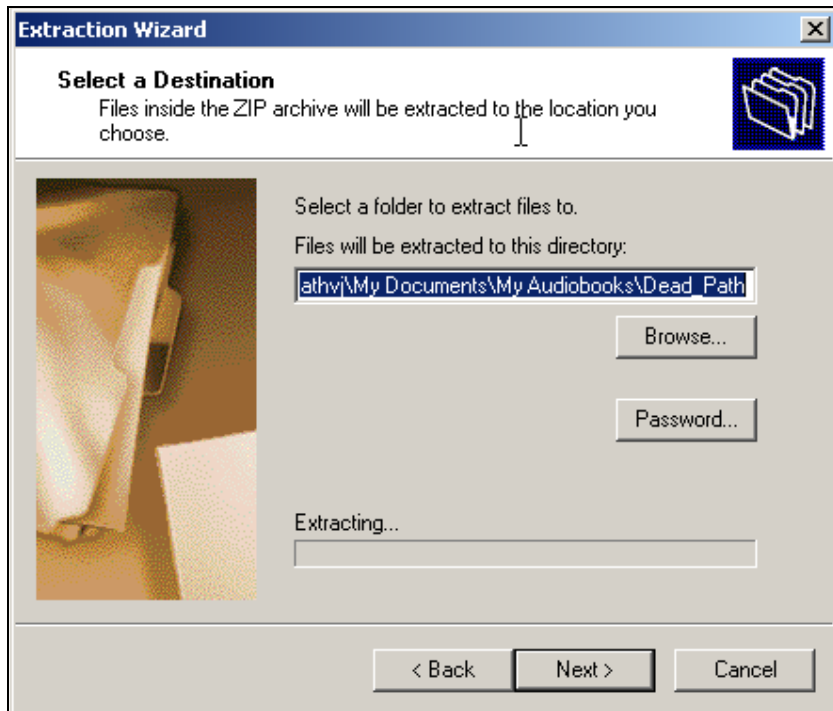
STEP 3 - UNZIP YOUR FILES

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.

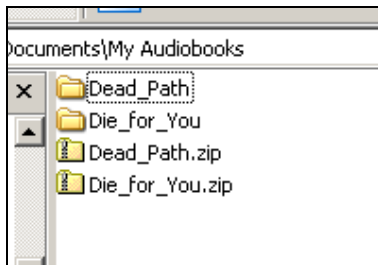


- d. The *Compressed (zipped) Folders Extraction Wizard* will launch – click **Next**.
- e. The wizard will generate a file path to the folder in which you saved the zip file. You can choose to keep this location or **Browse** to choose a different location – click **Next**.



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 file extensions and icon. The files with the .zip extension are the unzipped files.

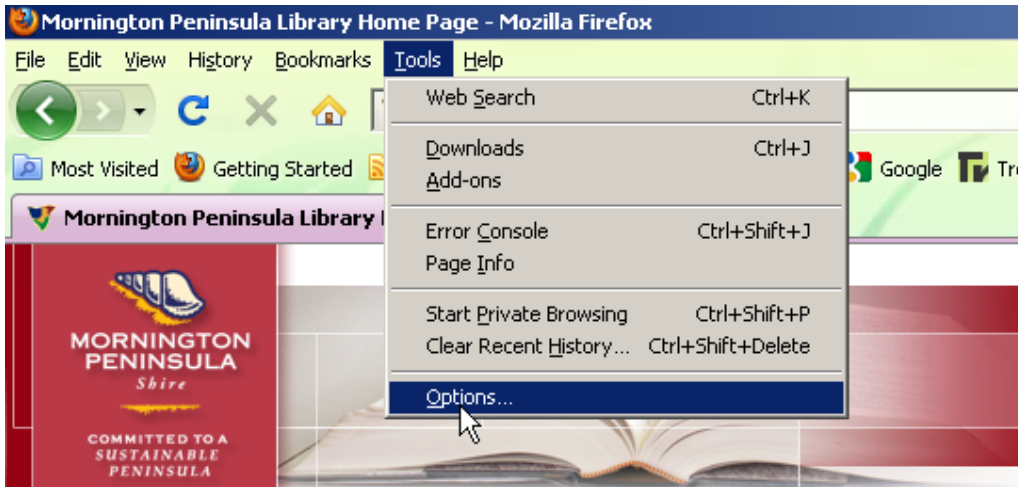


2. You are now ready to transfer your zipped audio book to your portable device or start listening from your computer.

APPENDIX A: WHERE DID MY FILE GO

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.

