



eBooks & Downloadable Audiobooks  
for **Windows 8.1 - computers & tablets**  
using OverDrive app

**Prince George Public Library - [www.pgpl.ca](http://www.pgpl.ca)**

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For additional help, please go to [help.overdrive.com](http://help.overdrive.com)

This guide will explain the steps needed to set up your Windows 8.1 computer or tablet to find and check out eBooks and downloadable Audiobooks using our Library2Go service.

**Please note:** If you wish to transfer eBooks to a Kobo eReader, please use the Kobo help file.

### **Download and install the OverDrive app through the Windows Store**

- Open the **Windows Store** on your Start screen
- Search for '**overdrive**'
- Tap the **install** button
- The app will be installed and added to your app list
- Go to your app list and choose to pin it to your Start screen if you wish

### **Sign up for an OverDrive account**

- Sign up for an OverDrive account using your Facebook account or email address, then create a quick profile with your favorite genres and libraries.
- Enter your first and last name, email address twice, and a password with at least 8 characters.
- Then tap the **Sign up** button. You will receive an email to verify your account.

### **Add a Library**

- Tap Browse for a library.
- Select Canada > British Columbia > Prince George Public Library > British Columbia Libraries

## Searching and Downloading from Library2Go

### Sign in with your Library Card

- Tap the **Sign In** link in the top right hand corner
- Start typing in "Prince George" and select Prince George Public Library from the list
- Enter your library card number with no spaces
- If you wish, click the checkbox for **Remember my login information on this device**
- Tap the **Sign In** button

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- There is also a search box where you can enter author, title, or keyword
- There is also an advanced search option that allows you many more search options, including searching on for the EPUB format which works best for your device
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  - **Book** icon = eBook (black = book is available, gray = you will need to place a hold)
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- This will then download the book and add it to your devices Bookshelf

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- If a book is not available, check to see the length of the holds list on the right side bar
- Tap the **Place a Hold** button
- Enter your email address twice, then click the **Place a Hold** button
- You will then be placed on the Holds list
- When you place the hold, you have the option to check out the book as soon as it is available
- When your turn comes up, you will receive an email and you have 3 days to claim the book

### Return an eBook Early

- In the Bookshelf view on your device, tap and hold on the cover of the eBook
- Tap **Return**, then **Return** again
- This will delete the book from your device and return it to the system