

Downloading and Transferring Titles Manually

Setting Account Preferences

1. Confirm that you are logged into your OneClickdigital account.
2. Click the *My Account* tab, followed by *Preferences*. Confirm that your preferences are set as follows, clicking *Update Preferences* after making any changes:

Home My Collections Advanced Search My Account Help Contact Us

Quick Search All Search Browse Biography

Please realize that the collection will be fairly small until our titles from the old site are loaded.

Profile Preferences Alerts Mobile Devices [Learn more about OneClickdigital Media Manager](#)

Preferences

View and edit your preferences. Some items are for view only.

Generic Preferences

Include DRM (Digital Rights Management)
DRM is a rights managed file. These files are copyright protected. See Terms & conditions for more details.

Unencrypted All

Turn on My Search on home page
 Yes No

Default Device
 Apple Device(iTunes) Other

Select your Home Page search
[Dropdown]

OneClick digital Media Manager Preferences

Use OneClick digital Media Manager as my default player
 Yes No

Automatically download / resume all titles
 Yes No Ask

Automatically transfer titles to device
 Yes No

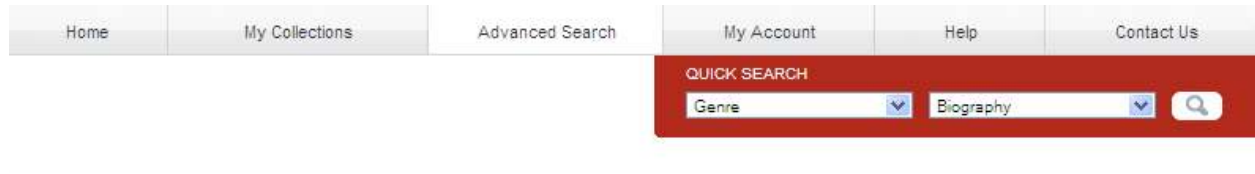
Automatically checkout titles on hold
 Yes No

[Cancel](#) [Update Preferences](#)

Note: we have assumed for the purposes of these instructions that you are using a device that is not Apple. Apple devices work well with the Media Manager. Please set your Default Device accordingly.

Searching for Titles

3. Click the *Advanced Search* tab.
4. Enter your search criteria (title, author, narrator, etc.) in the appropriate fields.
5. Select *Yes* to *Show only available titles*.
6. Click *Search*.



Advanced Search

Can't find a Title? Recommend it to your Library

Saved searches

Advanced Search form with the following fields:

- Title:
- Narrator:
- Author:
- Date Released:
- Genre:
- Date Added:
- Series Name:
- Target Audience:
- Publisher:
- Show only available titles: Yes No
- ISBN:
- Imprint:
- Language:
- Awards:

Buttons:

Two arrows point from the 'Show only available titles' section to the 'Search' button.

7. Click the image belonging to the title you would like to enjoy.

8. Click *Checkout Now!* after selecting your checkout period (1-21 days).

Alice's Adventures in Wonderland



The screenshot shows the Recorded Books website interface. On the left is a book cover for 'Alice's Adventures in Wonderland'. The main area displays book details: Title (Alice's Adventures in Wonderland), Author (Carroll, Lewis), Genre (Children, Fantasy, Classic), Narrator (Porter, Danna), Publisher (Recorded Books, LLC), Date Released (JAN 01, 1992), Date Added (MAR 28, 2011), Audience (Children), Duration (2:56:07), and ISBN (9781448671207). On the right, there is a 'Recorded Books, LLC' logo, a 'Checkout for 21 days' dropdown menu, and two buttons: 'Add to Wishlist' and 'Checkout Now!'. A black arrow points to the 'Checkout Now!' button.

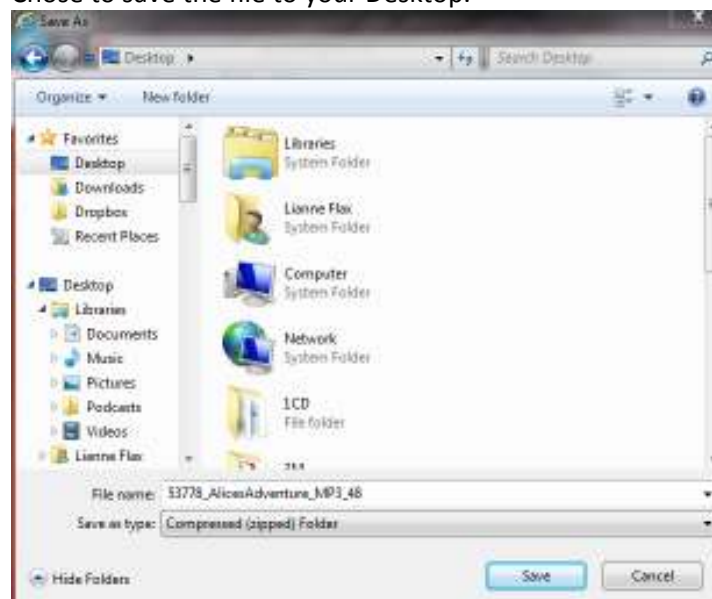
Title	Alice's Adventures in Wonderland
Author	Carroll, Lewis
Genre	Children, Fantasy, Classic
Narrator	Porter, Danna
Publisher	Recorded Books, LLC
Date Released	JAN 01, 1992
Date Added	MAR 28, 2011
Audience	Children
Duration	2:56:07
ISBN	9781448671207

9. A download options window will open.

a. Internet Explorer:

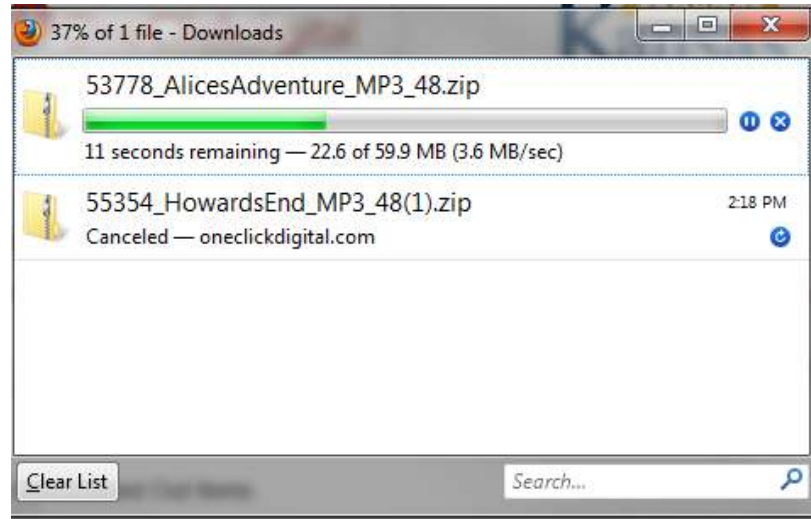
i. Select Save As

ii. Chose to save the file to your Desktop.



b. Firefox:

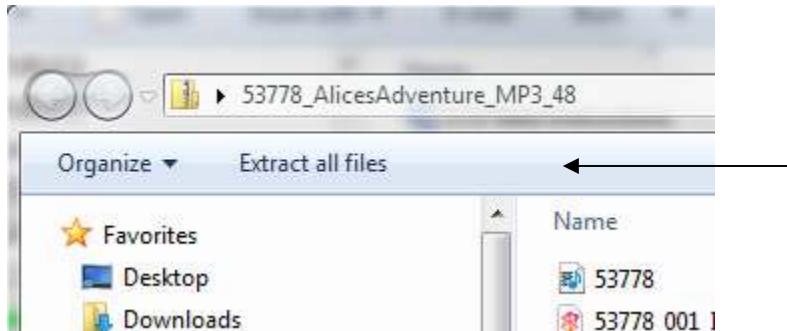
i. Select "Save"—your download box will open:



- ii. When your download is done, right click on it in your download window and choose to open the file.

10. Open the folder containing the zipped files. These files are compressed—do not move them onto your device yet.

11. Click “Extract all files.”



12. The computer may prompt you to save the extracted files in a location. Put them someplace easy to reach so you can work on them later! One choice:

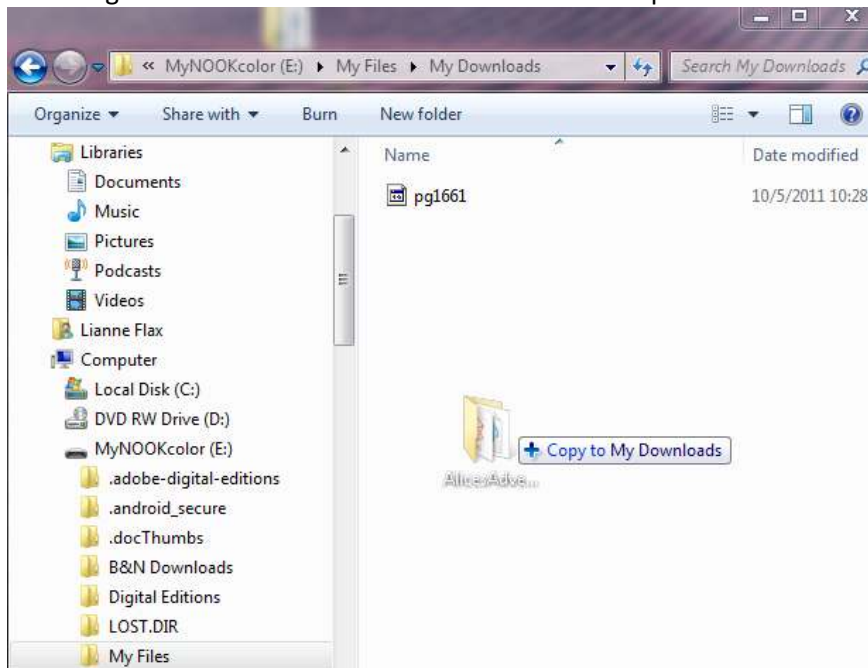
- a. Click on Browse – Select the Desktop
- b. Create a New Folder – name it the title of your book.

13. Extract your files! A new folder will open showing you the MP3 files. The files will all be numbered, but the numbers make sure that the chapters of the book are in order.

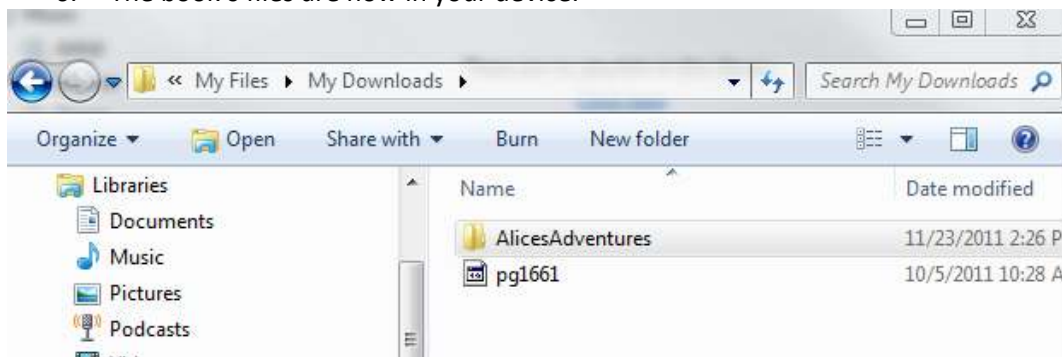
14. From here, you can do a number of things with the files! See the next pages for some options!

Put the book directly on a device.

1. Plug your device into the computer.
2. Commonly, your computer will open a window of "AutoPlay" options. Select "Open Folder to View Files," which will open a window of all folders on your device. *Note: if it does not do this, go to your Start Menu, click on Computer, and then choose your device from the list.*
3. Select the best place for you to put the audiobook, and make sure this is open.
 - a. On phones, this is probably your music folder.
 - b. On MP3 players, look to see if you have an audiobooks folder!
 - c. On the Nook Color, this is probably My Files → My Downloads
4. With that folder open, go back to the book's folder on your desktop.
5. Click and hold down on your mouse button. Drag the entire thing into your device's folder! This shows right before I release the mouse button to "drop" the book onto my device.



6. The book's files are now in your device.

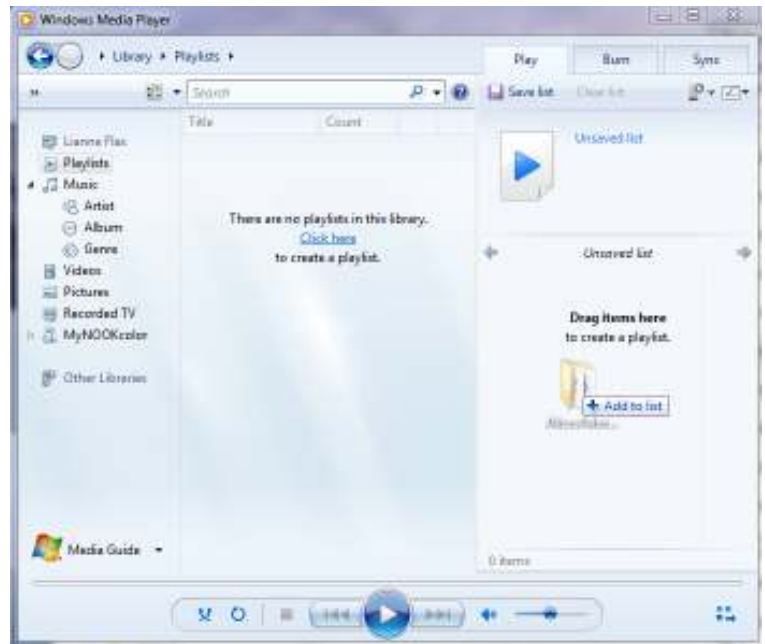


7. Disconnect your device from the computer, and find your book to play it!

Put the book into a media player already on your computer!

Windows Media Player

1. Open Windows Media Player.
2. Click on the Playlist area.
3. Go back to your book's folder on the desktop. Click and hold down, dragging the book into the Playlist's "Drag Items Here" section.
4. Click the "Save List" feature on the top of that column. You have the option to rename the playlist to be the title of the book.
5. Now that the playlist is saved, you can play it on your computer or transfer it to a device.



Zune Player Software

1. Open your Zune software.
2. Usually, the Zune software will recognize the audiobook as music, because the files are in the MP3 format. Click on Albums and look for any listed as "Unknown Album." It will usually have the date you downloaded the book on it.
3. Right click on the unknown album that is your audiobook. From here, you can rename it, create a playlist of the book, or delete it.
4. Have a Zune device? You should be able to transfer the book to your device now that you have found it in your Zune software. You may need to create a playlist of the book in order to do this.

