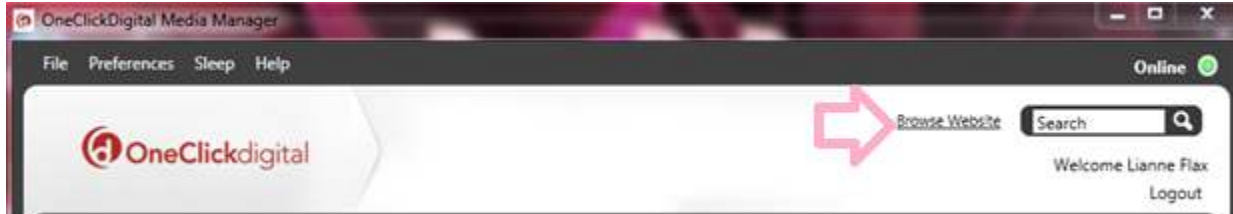
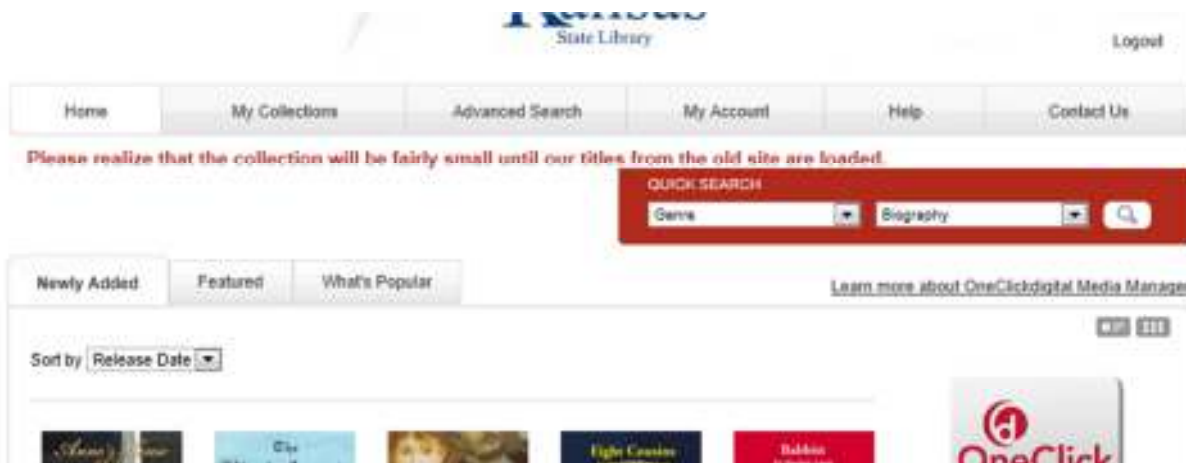


Check Out, Download, & Transfer with Media Manager

1. So—you've registered with One Click Digital, you've downloaded Media Manager—you MUST be ready to check out a book! Go to <http://statelibraryofks.oneclickdigital.com> or click the "Browse Website" link on your Media Manager.

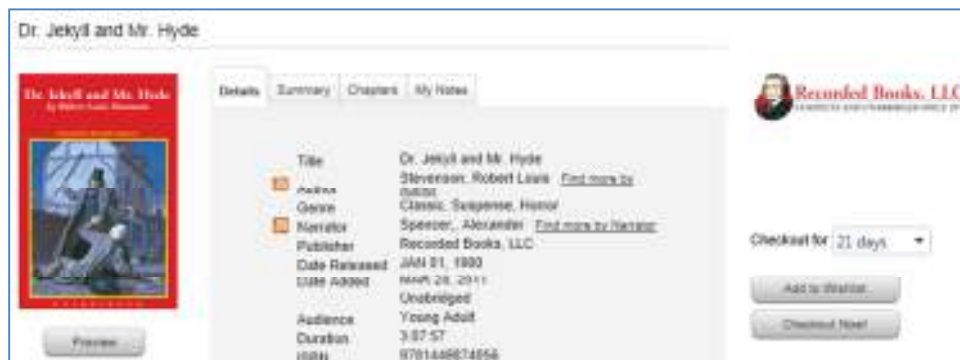


2. Browse through the books using the tabs, or search with the Quick Search or Advanced Search features.



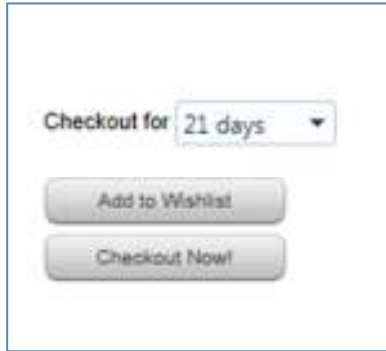
Note: the tabs and any search results can be sorted by title, author, and release date. This will be especially great if you use the service daily. They will be able to see the newest of the new, or the newest of each genre!

3. Choose a book to check out. Click on it to pull up the book's information page. From here you can click on the tabs to read a summary, see how many chapters in the book, or save personal notes.

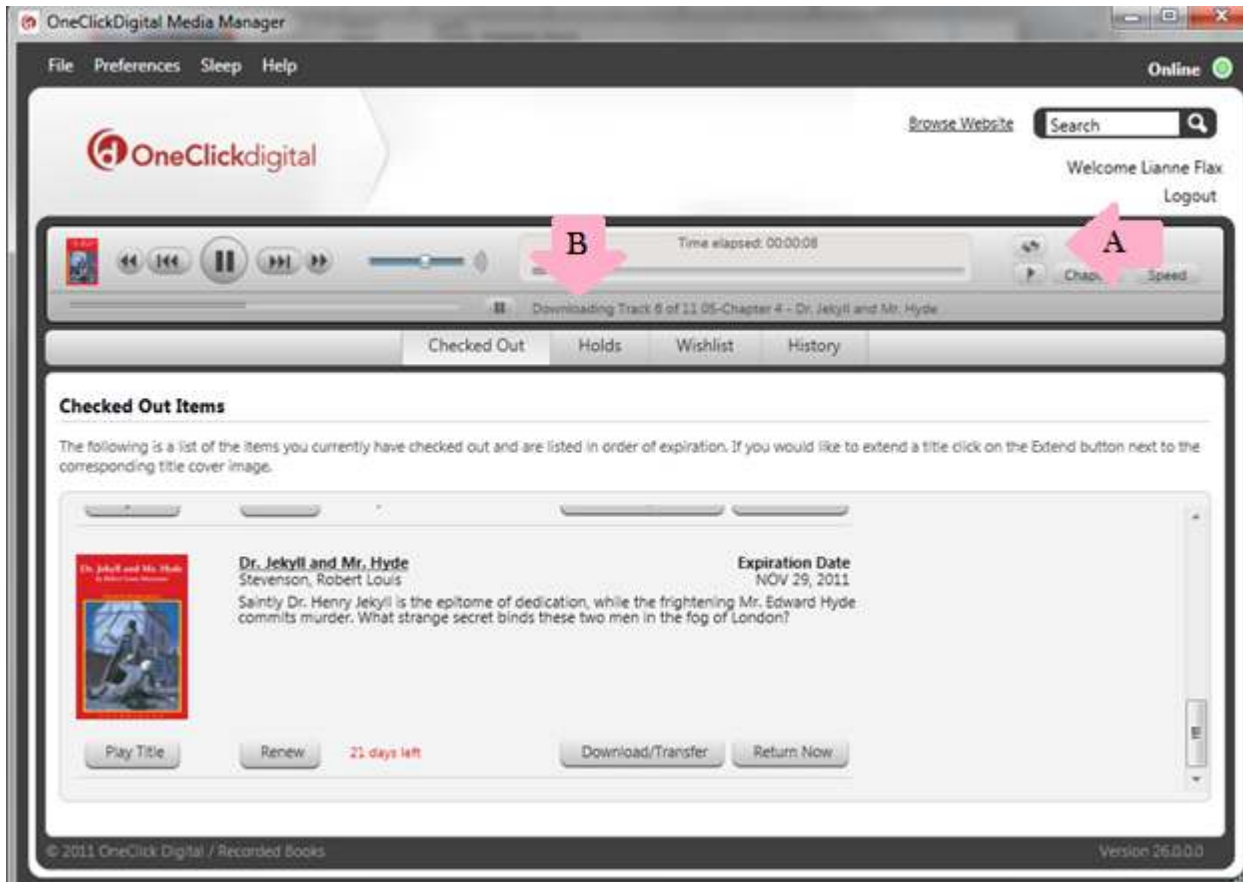


As you can see, you have the ability to "find more by" author & narrator. You would also have the option to see more books in the series if applicable. Sign up for an RSS feed (orange icon) to be notified when more books by that author, narrator, or series are added.

4. When you've selected something, select your checkout period and then click the "Checkout Now!" button on the record's page. *We have set this for the most generous checkout period possible.*



5. The download message appears. Select "Open." This should bring up your Media Manager if it is not already open. If you have not prompted it to save your password, you will have to log in to Media Manager.
6. Usually, your book will begin downloading automatically.
- If the book does not show up in your checked-out items area, please click on the refresh button on your Media Manager. This usually does the trick!*
 - Monitor your book's download / transfer process on this bar.*

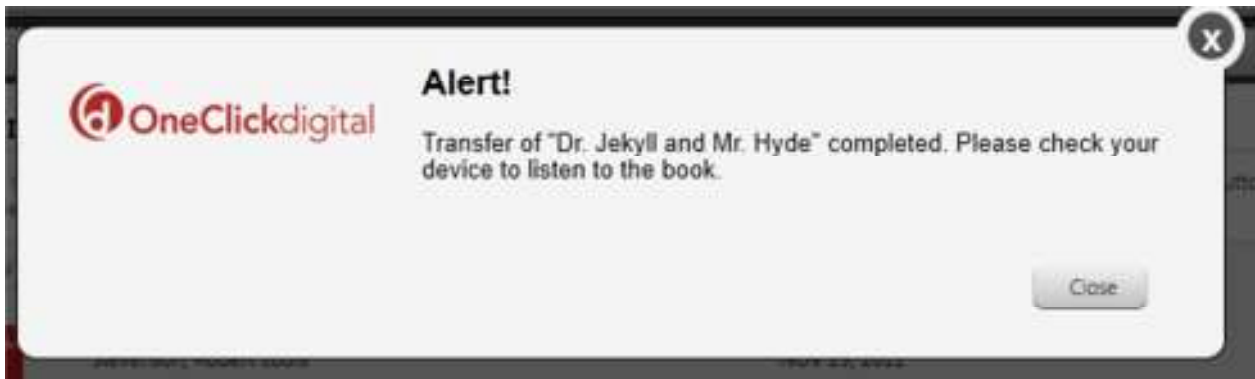


7. Your book may begin playing automatically. If does not, simply click the "Play Title" button. The book does not have to finish downloading before you can listen to it.

To Transfer a Title to a Portable Device

Make sure any flash drives or other portable storage are not connected to your computer when attempting a transfer. Media Manager may try to download the book to that device instead.

1. Plug your device into the computer.
2. Click the "Download/Transfer" button next to your title.
If you plug in your device before checking out the book, you can click the "Download/Transfer" button as soon as the download begins. The processes can run simultaneous.
3. Media Manager will search for your device. Sometimes this is so quick you barely notice. You may get a screen that says "Device Picker" if you have more than one device connected to the computer. Select the proper device if asked to do so.
4. Download begins. Do not close "Transferring Title" popup. This will stop the transfer.
5. When complete, you will receive this message:



6. Disconnect your device from the computer. You are ready to listen!