

Manual Download Option

Mac Computer with Transfer to iPod

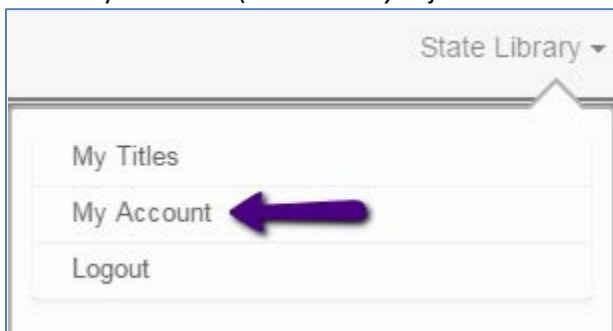
Sections on this information sheet:

- Change your account preferences for manual download.
 - How to tell if a book is compatible.
 - Downloading the book to the computer & putting it on an iPod.
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Set Account Preferences

You only will need to do this once.

1. Log in to the OneClick website. <http://statelibraryofks.oneclickdigital.com>
2. Click on your name (*State Library* is just our test account name) and select **My Account**.



3. Choose **My Preferences** in the menu at the left.
 4. Under **eAudio Preferences** turn on the **Download zip file** option.
 5. Click the **Update Preferences** button to save. Your account can now perform manual download of files.
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Select a Not Protected Format Book

Macs can only use one type of audiobook file (Digital Rights-> Non Protected) with the manual download option. Here is a way to find a compatible book right now.

1. On the OneClick website, choose **Advanced Search** from **Browse**.
2. Change these two items as follows:
 - a. All Digital Rights – Non-Protected
 - b. All Availability – Available
3. Click search. This will show you all books that are the correct format and available to check out right now.

From here, you may narrow the results down to what type you want by using the **Refine Search** column at right, or using the **Sort By** box to show the newest added first.

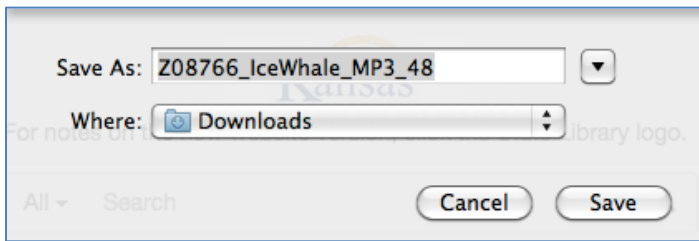
When you find a book you want, click on the cover. Use the **Checkout Now** button to check out the book.

Download & Transfer the Book

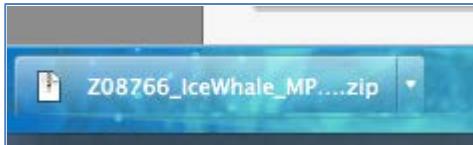
Example done in Safari browser with a book called *Ice Whale*. Plug your iPod into the computer.

1. Check out a book, or if your book is already checked out go to **My Titles** (under **Browse** or your name) and choose the download (down arrow) button on the cover of your book.

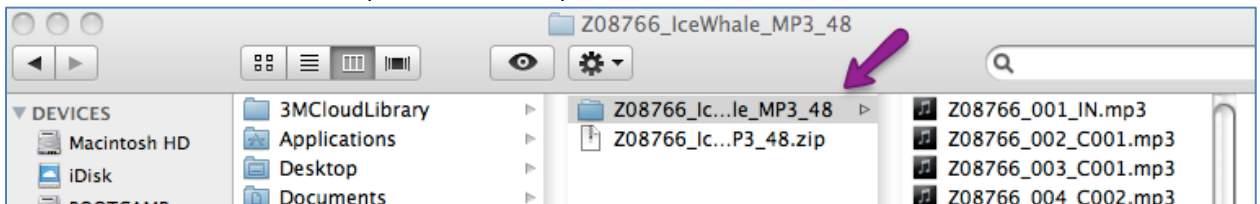
- When prompted by your browser, let the file Save. Our computer has chosen to put this in the Downloads folder.



- In Chrome, the downloading file moves to the bottom of the window. When finished, click the file and it will process and open the folder (you may see a message that Archive Utility is working).



- When processing is complete, it opens your downloads folder. A folder with your book & its files are now available for use (blue folder icon).



- Note that the ID number assigned to the book by OneClick stays on all folders and files for the book.
 - Do not use the .zip file – this is the unprocessed file you downloaded from the site. You need the processed book folder.
- Open iTunes, if it is not already.
 - Click on **File** & select **Add to Library**.
 - Choose the **Documents** folder, then the folder for your book's files.
 - Click **Open**.
 - iTunes will import the book files. If you go to **Albums** you will see an album called “unknown.” At this point, you can change the name of the album if you would like (just click on the title). We renamed ours “Ice Whale,” the book title.
 - Move the album onto your iPod. We do this by clicking, holding down, and dragging the playlist to the name of our iPod.

Disconnect your iPod from the computer. You will find the book available to use in your Music app under “Albums” and the order of the files will be correct (as long as shuffle is not on).

Be sure to delete the book files from your Finder, iTunes, and the device when they are no longer needed.