

Manual Download Option

Mac Computer with Transfer to MP3 Player (not iPod)

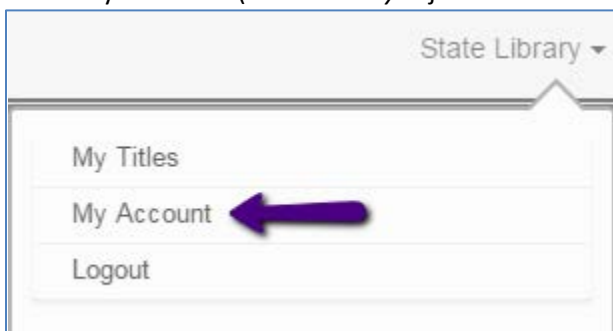
Sections on this information sheet:

- Change your account preferences for manual download.
 - Check out a compatible book.
 - Downloading the book to the computer & putting it on your MP3 player.
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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.

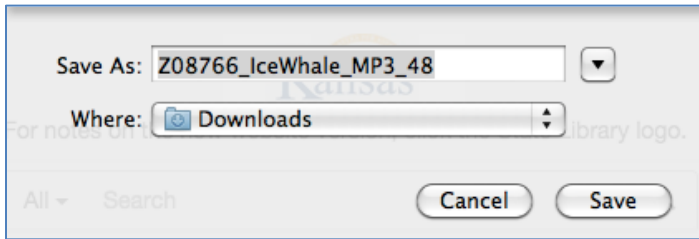
When you find a book you want, click on the cover. Use the **Checkout Now** button to check out the book.

Download the Book & Transfer to Device

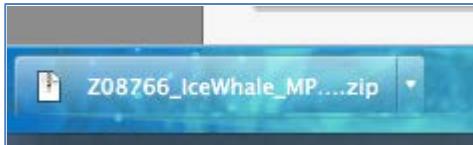
Example done in Chrome browser, a book called *Ice Whale*, and a Sony Walkman.

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.

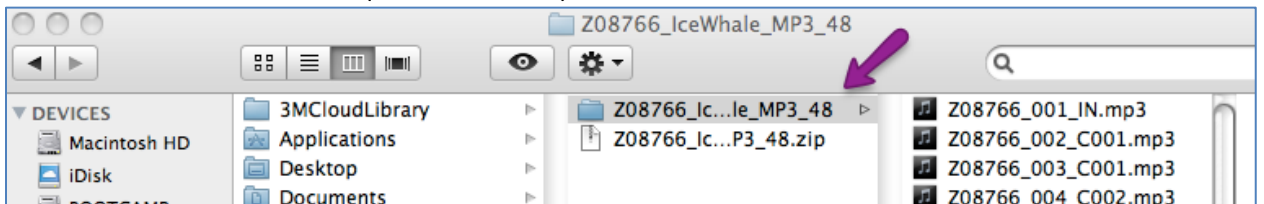
2. When prompted by your browser, let the file Save. Our computer has chosen to put this in the Downloads folder.



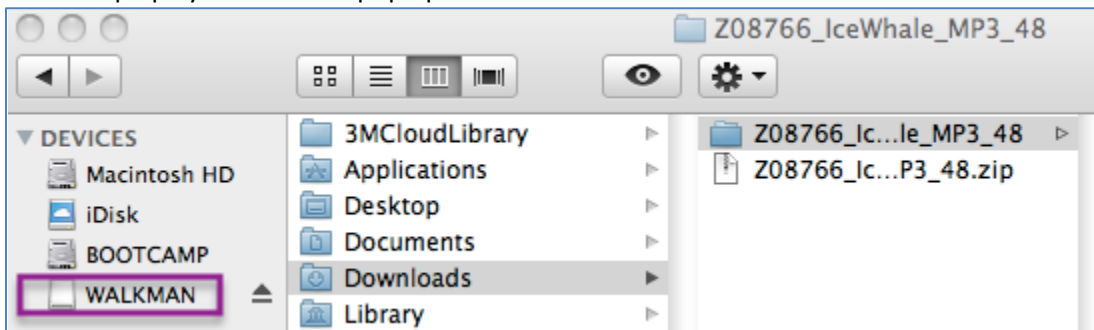
3. In Chrome, the downloading file moves to the bottom of the window. When finished, click the file and it will process and open the folder (you may see a message that Archive Utility is working).



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



- o Note that the ID number assigned to the book by OneClick stays on all folders and files for the book.
 - o You may rename the folder if you wish (to make it easier to read).
 - o Do not use the .zip file – this is the unprocessed file you downloaded from the site. You need the processed book folder.
5. Plug your mp3 player into the computer (if you have not already). In the Finder window, look for the mp3 player's name to pop up at left.



6. Drag the book folder over the top of the mp3 player's name. When you see a green plus sign, release.
7. A message will appear, showing the progress of the files being copied to the device. When this is complete, eject the device from the computer.

The best place to play the book will depend on the device. You may wish to try:

- o Music->All Songs
- o Music->Albums->unknown (does not assign an album name to these files)

Regardless, due to the way the files are numbered, the book should always be in order. If they are not, please make sure that the shuffle feature of your device is turned off, or try to access the book from a different folder on the device.