Manual Download Option
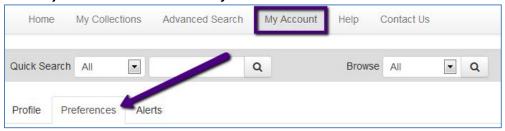# Windows Computer for Transfer to an Android Device

Sections on this information sheet:
- Change your account preferences to allow manual download.
- Selecting a Not Protected format book.
- Downloading the book to the computer.
- Putting the book on a device.

Set Account Preferences
You only will need to do this once.

1. Log in to the OneClick website. http://statelibraryofks.oneclickdigital.com
2. Go to ***My Account*** and select the ***Preferences*** tab.

3. Under ***eAudio Preferences*** turn on the ***Use Manual Downloads*** option.

4. Click the "Update" button to save. Your account can now perform manual download of files.

Select a Not Protected Format Book
Only one format of audiobook is compatible with the manual transfer option.   Here is a way to find a compatible book right now.

1. On the OneClick website, choose ***Advanced Search***.
2. Scroll down to the final selection boxes on the right column, and choose:
    a. DRM Type – Not Protected
    b. Available to Checkout – 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 ***Search Selection*** column at right, or using the ***Sort By*** box to show the newest available first.

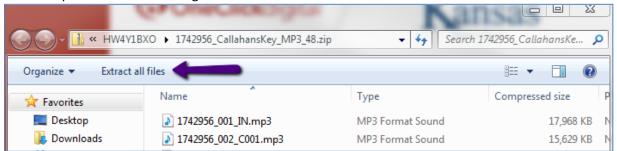When you find a book you want, click on the cover. Use the ***Checkout Now*** button to check out the book.

Download a Book to the Computer

Internet Explorer, Windows 7, and a book called "Callahan's Key" are used for this example. If you have Windows XP, some of these screens may be slightly different (buttons on the left side instead of the top of the window).

1. Check out a book (or download a book already checked out from **My Collections**).
2. Your browser will want to know what to do with the zipped (compressed) book files. Choose to "Save As" to your computer desktop, where it is easy to find.
3. The book will begin downloading, and will tell you when it is done. Click "Open."

| The 1742956_CallahansKey_MP3_48.zip download has completed. | Open | ▼ | Open folder | View downloads | × |

4. This will open a window showing the downloaded files. Click **Extract All Files**.

5. A **Select a Destination and Extract Files** box pops up. Since the original folder is on the desktop, this will go to the same place. Click **Extract.**
6. A new window will open showing the uncompressed book files. These are the ones we can use.

Transfer a Book to Device
Put the Book on a Device
1. Connect the device to the computer.
   NOTE: on an Android device, you may need to swipe down for messages and allow it to turn on USB storage. Many cell phones will need this step.
2. You need to select where to put the downloaded book file. The best choice is usually:
   - Regular "Music" folder.
3. Go back to your desktop, and find the folder containing the uncompressed book files. Drag and drop the book folder into the storage folder on the device.
4. Files will begin to copy. Your computer will show an "in progress" window until complete.

To Play a Book
Due to the numbering scheme of the individual files, the book will play in order as long as you have shuffle turned off.
   - Open your **Music** or **Play Music** app.
   - Go to Albums – there will be an album with the same name as the folder you transferred, or one called "unknown." This will be the book.

Some Android devices may have you click on "My Library" in order to see the albums section.