# Step by Step with OneClickDigital

How to download and use digital audiobooks from the OneClickDigital service offered by the State Library of Kansas.

You will need:

- A TSCPL library card or a Kansas State Library Card
- A personal computer with an internet connection and speakers or headphones
- The OneClickDigital Media Manager software (more on how to install this later) *Note: The OneClickDigital media manager software is currently not available for computers with Mac operating systems. However Mac users can still use the "manual download" method to get audiobooks from OneClickDigtial.
- Windows Media Player version 9 or later installed on your computer
- Optional: A portable device, such as an iPod, MP3 player, Smartphone, Tablet, etc.

1. To get to the OneClickDigital website use the link that is on the TSCPL homepage, **Audiobooks (OneClickDigital).** You will find it under the "Find stuff" tab, directly under the heading that says "Downloads."
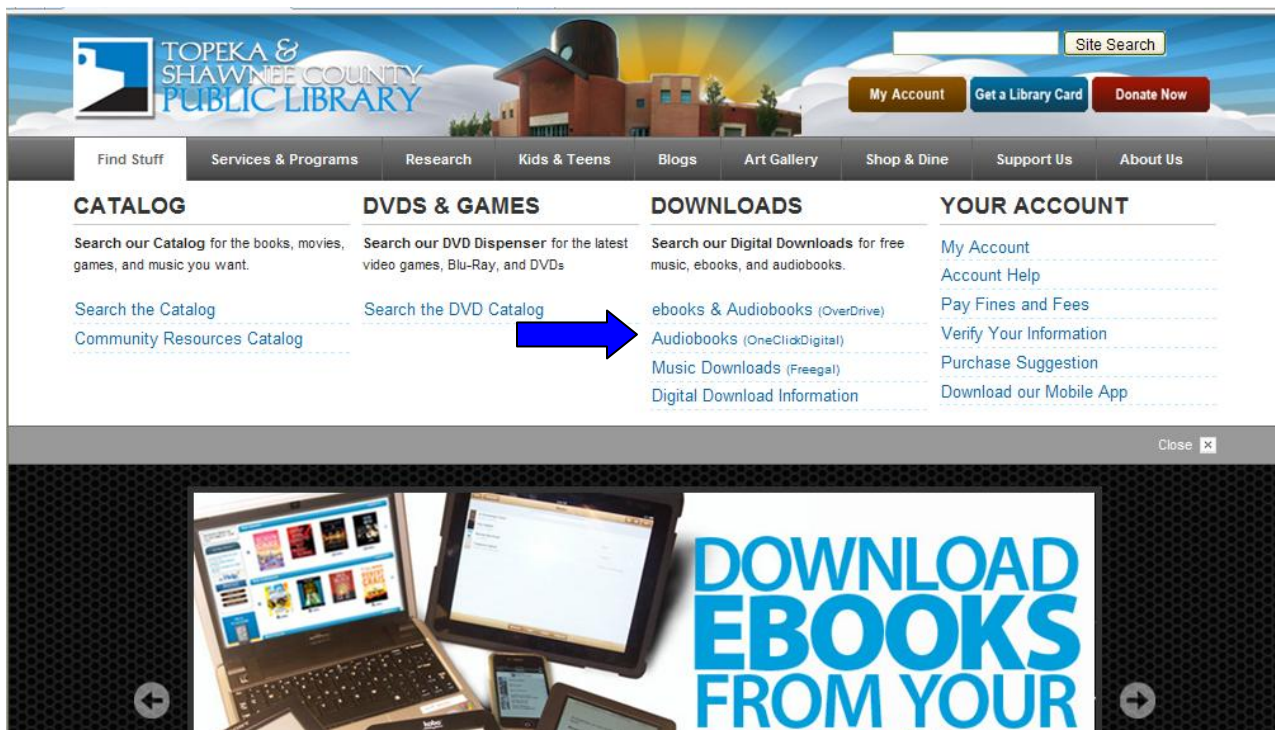
2. You will get a screen that prompts you to enter your Topeka & Shawnee County Public library card number. Enter the 14 digit barcode number that is on back of your library card.

3. Once you enter your library card number and click submit, you will be taken to the Kansas State Library's OneClickDigital website. The first thing you should do is "create a new account." You will find the link to create a new account in the upper left corner of the page.

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4. After you click on the "create a new account" link a screen will open up with a form for you to fill out. Fill it out with the appropriate information for your computer and the type of device you are using. We strongly recommend choosing the "use OneClickDigital Media Manager" option as your download method. If you try this option and have trouble getting the software installed or if this option is not available because of your operating system you can contact us at 580-4555 or asktscpl@tscpl.org if you need help using the "manual download" method.

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

Create an Account

In order to validate your account we need the following information:

Library Information

Operating System:
● Windows ○ Other(MAC)
Download Method:
○ Use Manual Download
● Use OneClickdigital Media Manager
Portable Device Type:
● Apple Device(ITunes) ○ Other

Personal Information

First Name	Username
Last Name	Password
Zip/Postal Code	Email Address
	Confirm Email Address

Continue Browsing   Create an Account

5. After you create your account, the next step is to download and install the OneClickDigital media manager. Most computers will start the download process for this software as soon you finish creating your account. If yours does not, click on the "download media manager" button that is displayed. Be sure to click on the yellow bar that appears at the top of the screen (when using Internet Explorer) and select "download file" so that the software will start downloading.

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6. A File Download dialog box will pop up on your screen to start the download and installation of the software. Click the "run" button and the software will start to download. If you get a Security Warning box that asks if you want to run or save the software, click run. The OneClickDigital Media Manager InstallShield Wizard will begin to run on your computer. Follow the prompts to install the software.

7. Return to the OneClickDigital (Kansas State Library) webpage and click on the "home" tab. You are now ready to browse through the collection and checkout audiobooks. You can use the search and browse features that are at the top of the page to search for items by title, author or narrator or to browse your favorite genres. Or you can click the "advanced search" tab for more options, including the "only show available titles" option, which will limit your search to titles that are available for immediate check out.

8. Once you find an audiobook you wish to check out and download, click on the cover of the book. Then click on the "Checkout Now!" button. If a yellow bar appears at the top of your browser, click on it and click on the "download file" link.

9. Open up and log into the OneClickDigital Media Manager (or if it is already open, bring it up and take a look at it). The item you just checked out should appear on your home screen. If your OneClickDigital Media Manager was already open, you may have to close the program

and open it up again before the book is added to your checked out items.
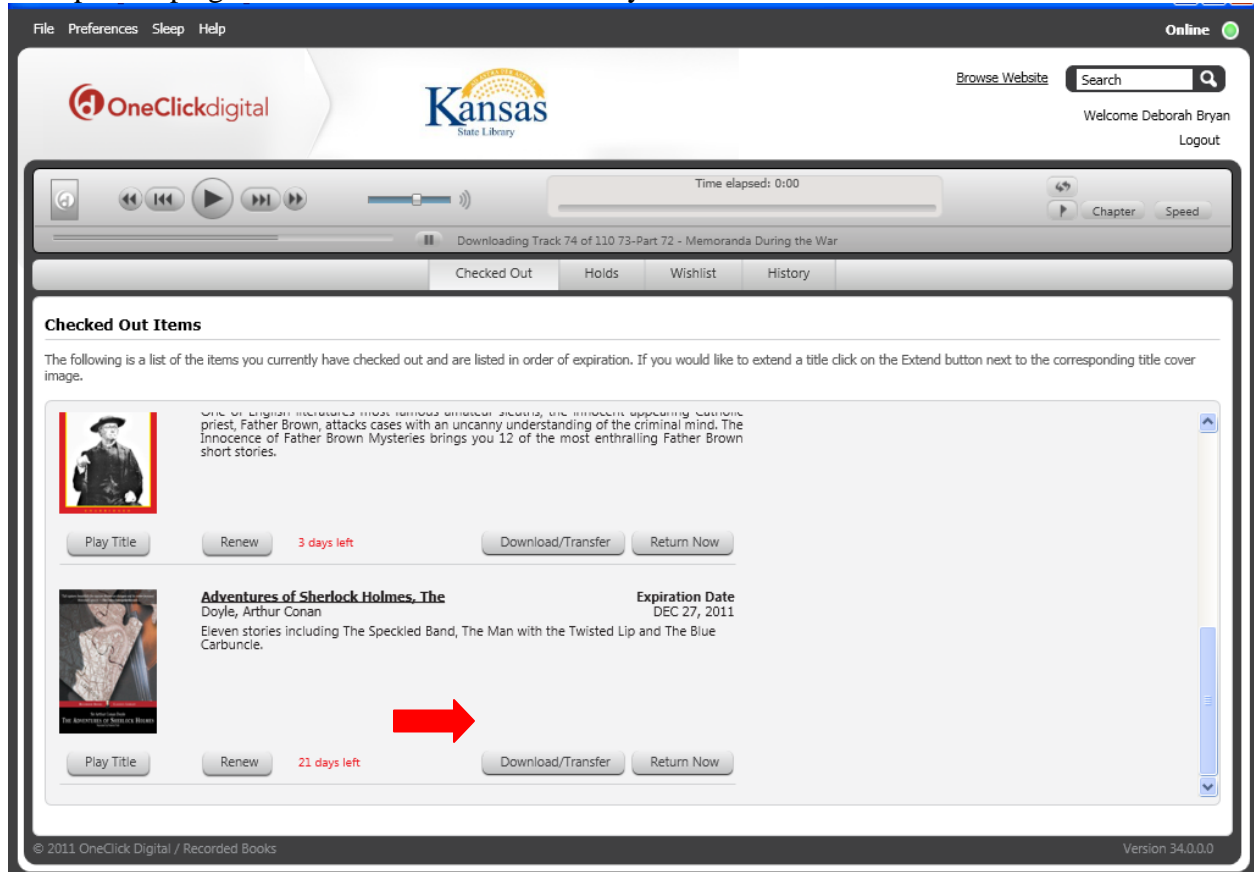
10. To transfer your item to a compatible device, connect the device to a USB port on the computer using its cord. Go to the OneClickDigital Media Manager and click on the "download/transfer" button next to the title you wish to transfer. An indicator will appear showing you the progress of the transfer. When your transfer is finished, you can close OneClickDigital Media Manager, safely disconnect your device, and enjoy your audiobook on the go. (Hint: depending on your device, the audiobook file may appear in your music folder—even if you have a separate folder for audiobooks.)
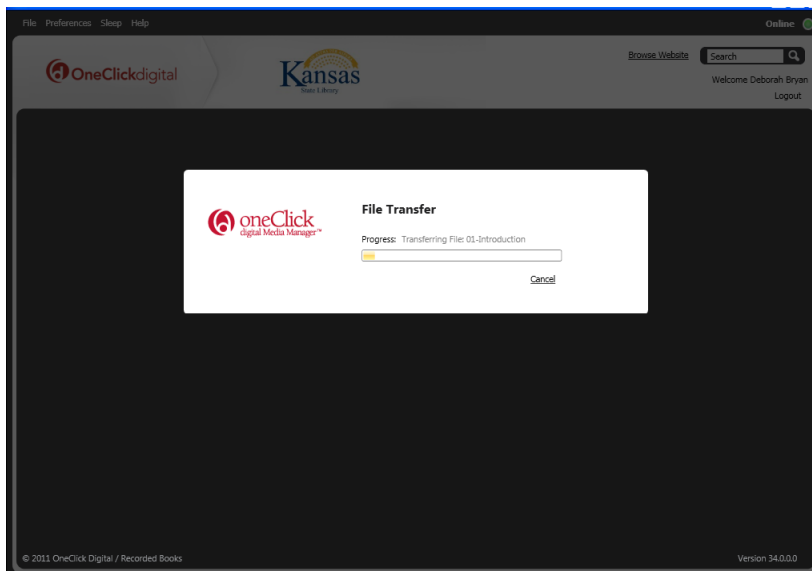
NOTE: If the OneClickDigital Media Manager does not recognize your device, or if for some other reason (such as you are using a computer with a Mac OS) you cannot get this method to work, you can still use the "manual download" method. To switch your account to this method, go back to the OneClickDigital webpage and click on the "my account" tab. Click on "preferences" and under "OneClickDigital Media Manager Preferences" select "no" under the first option which says "Use OneClickDigital Media Manager as my default player". Click "update preferences" at the bottom of the screen and then go back to the home screen to browse for a title to check out. When you check out an audiobook it will download to your computer as a zipped file. If you have a problem figuring out how to extract the files and transfer them to your device, please contact us at 580-4555 or asktscpl@tscpl.org. If we cannot solve your problem over the phone or via e-mail you can make an appointment to talk to an experienced librarian who can demonstrate and/or troubleshoot the process for you.