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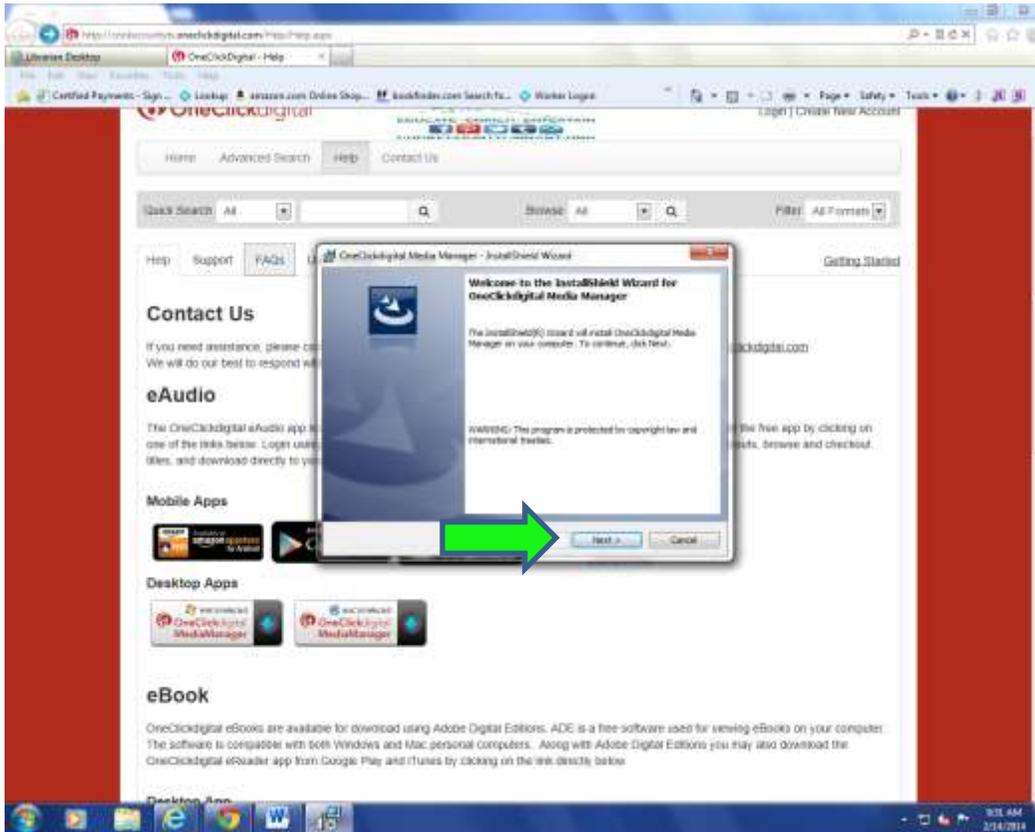
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How to Use OneClickdigital on your Computer

1. Go to http://cookecountytx.oneclickdigital.com/Help/Help.aspx and download OneClickdigital Media Manager. Click on the appropriate download depending on whether you have a Windows computer or a Mac.
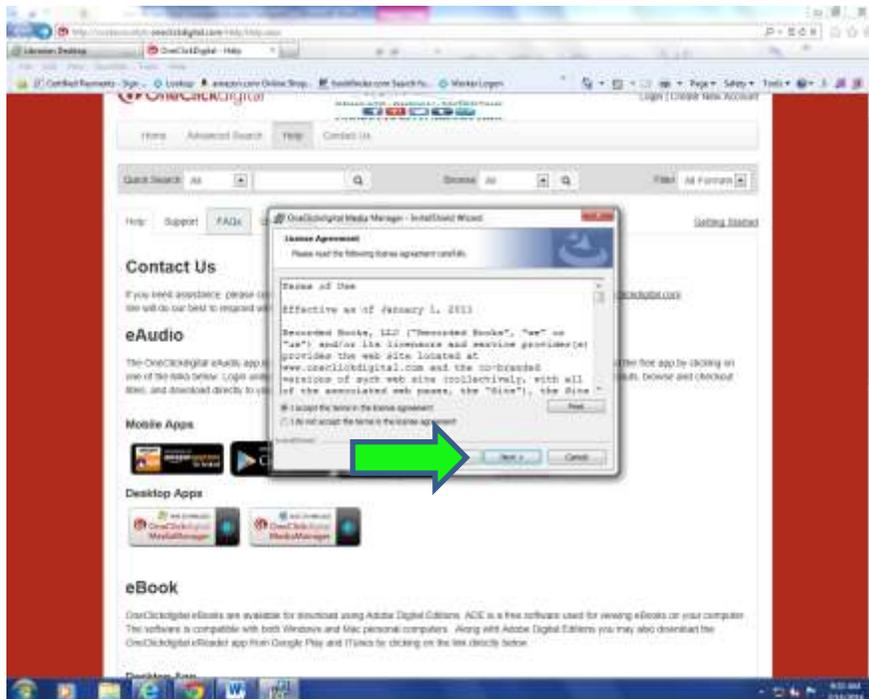

2. Click 'Run.'
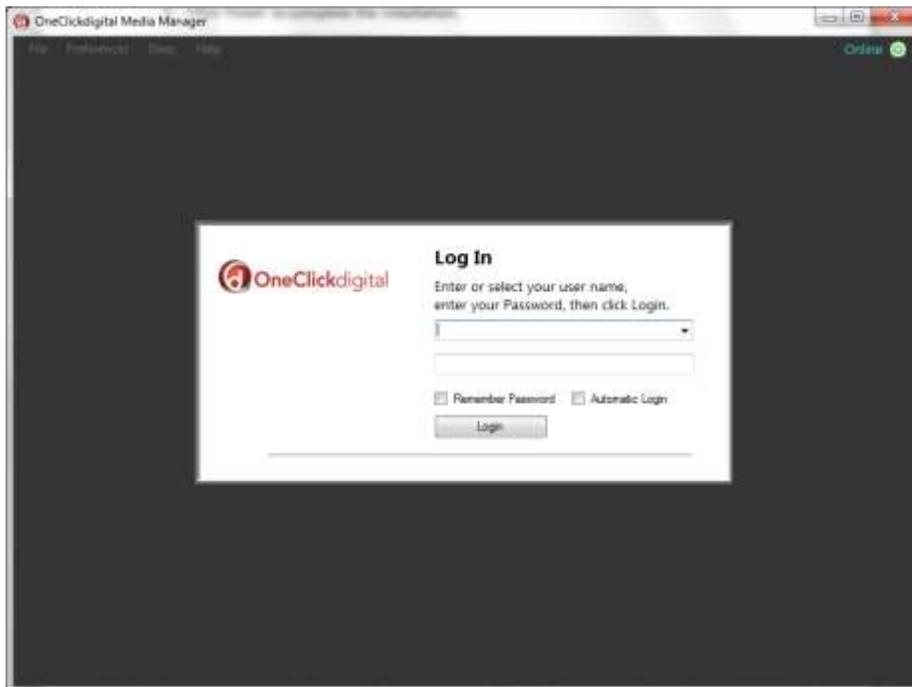
3. Then click 'Next.'
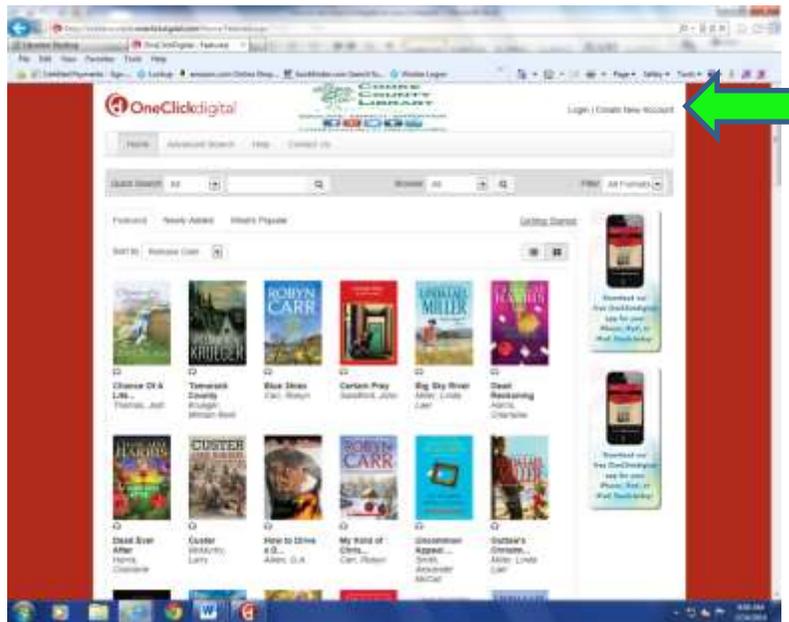

4. Accept the terms and click 'Next.'

5. Click 'Finish' to complete the installation.

6. OneClickdigital Media Manager should open automatically. Now you need to create an account with OneClickdigital.

7. Open your web browser and go to cookecountytx.oneclickdigital.com. Then click 'Create New Account' in the top right-hand corner of your screen.

8. Fill out the information to create an account. This is a one-time process. For 'Select preferred format' choose eAudio only since we only offer eAudio through this service. For 'eAudio Preferences' you can choose whatever you would like but it is easier to use OneClickdigital Media Manager or Mobile App rather than using manual downloads. Contact the library for the Library Access Code. Be sure to write down your username and password because you will have to remember them later! When you are finished filling out the form click 'Create an Account.'

9. Now go back to the OneClickdigital Media Manager and enter your username and password. You can choose to remember password or have an automatic login. Click 'Login.'
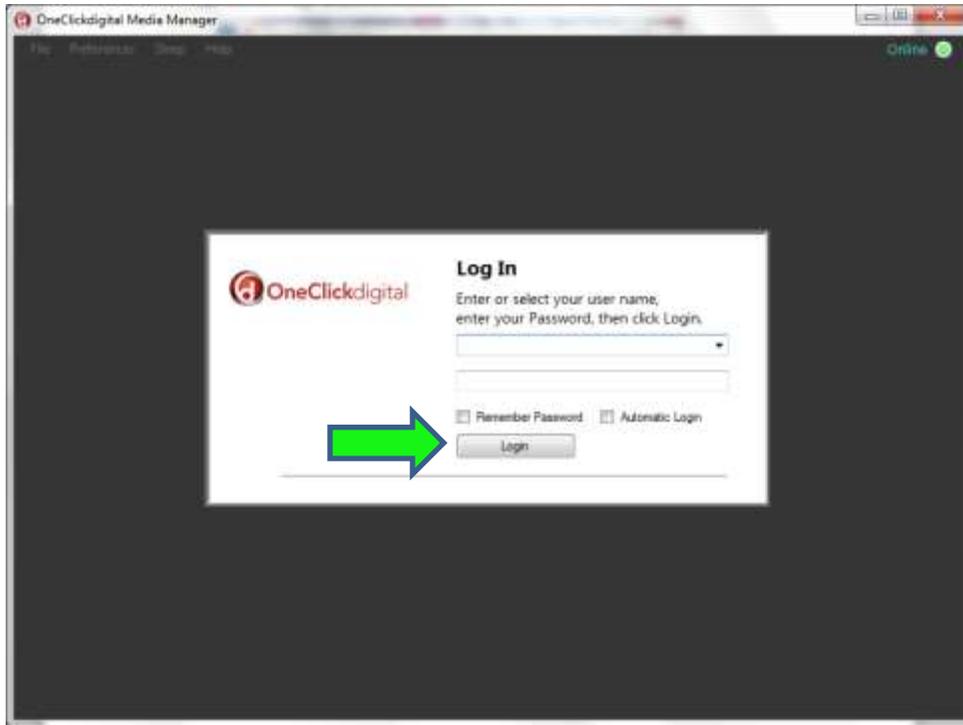

10. To search for eAudios you would like to listen to, click 'Browse Website.'

11. Search for an audiobook you would like to checkout. You can search many ways including by title, author, new releases, or even browse by genre. Click on the book you would like to checkout.
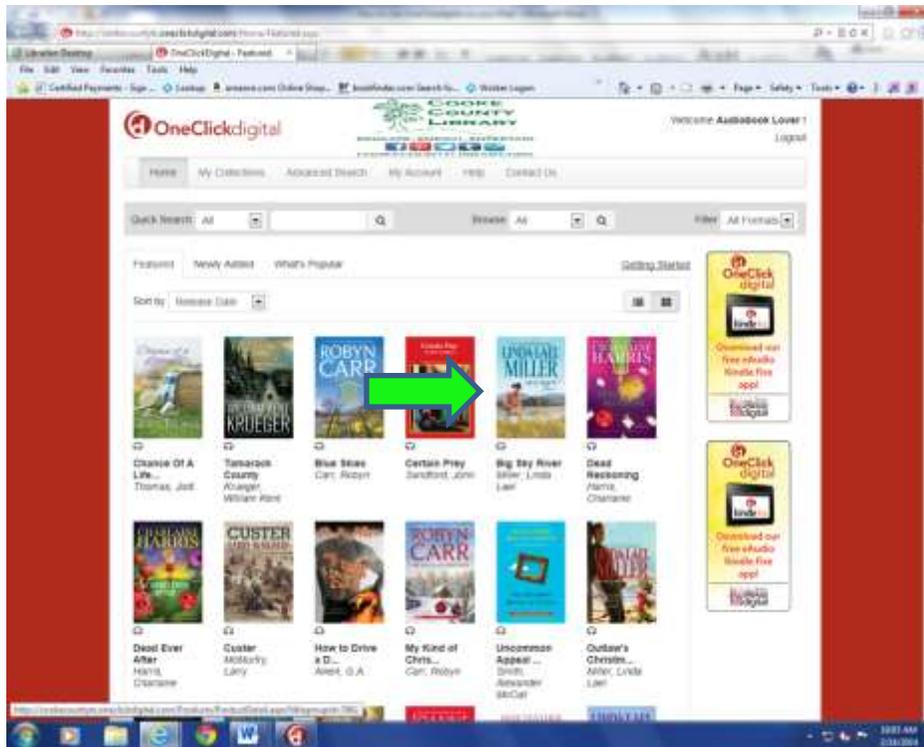
12. Click 'Checkout Now!'. The checkout period is for 2 weeks and you can return it early by clicking the "Check Outs" tab and clicking return next to the book you wish to return.
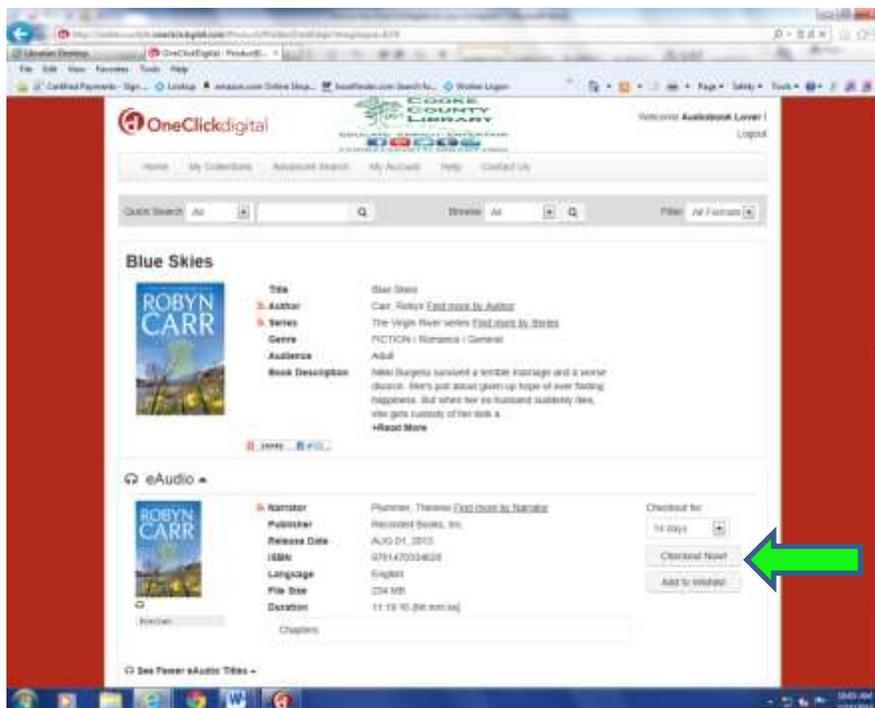
13. At the bottom or middle of your screen a pop-up should come up that asks "Do you want to open or save the file from cookectytx.oneclickdigital.com?". Always select Open.
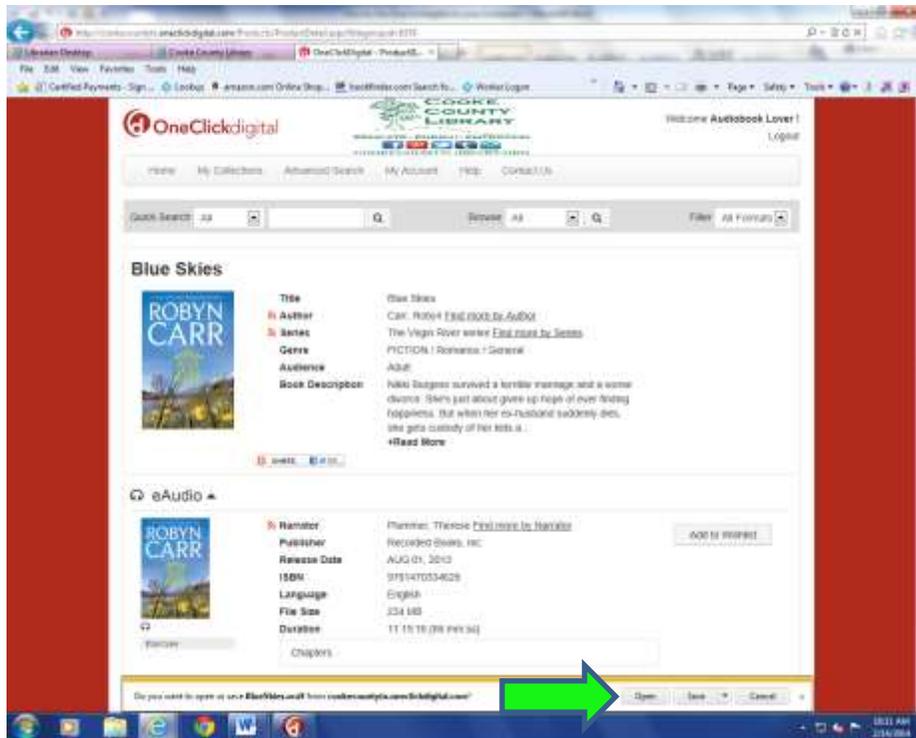
14. Your eAudio title should appear under Check Outs in your OneClickdigital Media Manager. Click play to begin loading the tracks.

15. Once it finishes downloading all the tracks, click play to begin listening. Use the buttons at the top to pause, rewind, or fast forward your eAudio.

16. Use the tabs in the middle of the Media Manager to look at your current checkouts, your holds, your wish list, and the history of what you have checked out in the past.

FAQs:

Why do I have to place a title on Hold instead of immediate checkout?

Digital titles, like physical titles, sometimes have restrictions associated with distribution. Authors and their agents determine if they would like to have their title be accessed by one person at a time or allow for any number of users.

How many eAudios can I checkout at one time?

You can checkout 4 eAudios at one time.

Can I renew an eAudio?

Go to the Check Outs tab on the OneClickdigital Media Manager and tap Renew next to the item you wish to renew.

What is a Wishlist?

The Wishlist is a tool which allows you to keep track of titles that you may wish to listen to or reference at a later date. Your Wishlist titles will remain on the list for a period of 90 days. You can click on the "Add to Wishlist" button on the right-hand side of the title detail page.

How do I add an item to my Hold list?

Click on the "Hold" button on the right-hand side of the title detail page. You will be given your place in line and the title will be placed on your Hold list until it becomes available.

How do I know when a title on hold is available?

You will receive an email stating the title is available for checkout. For your convenience, we have set the system to checkout your title automatically. When you receive the email, you can look in your "My Collections / Checked Out" items to download your selection.

How long is the checkout period?

The default checkout period is 14 days.

Patron Support is available via phone: (877-77-AUDIO / 877-772-8346)

For further help, more FAQs, or to watch tutorial videos visit OneClickdigital's website at http://cookecountytx.oneclickdigital.com/Help/Help.aspx.