

Zinio for Libraries Help Guide

June, 2016

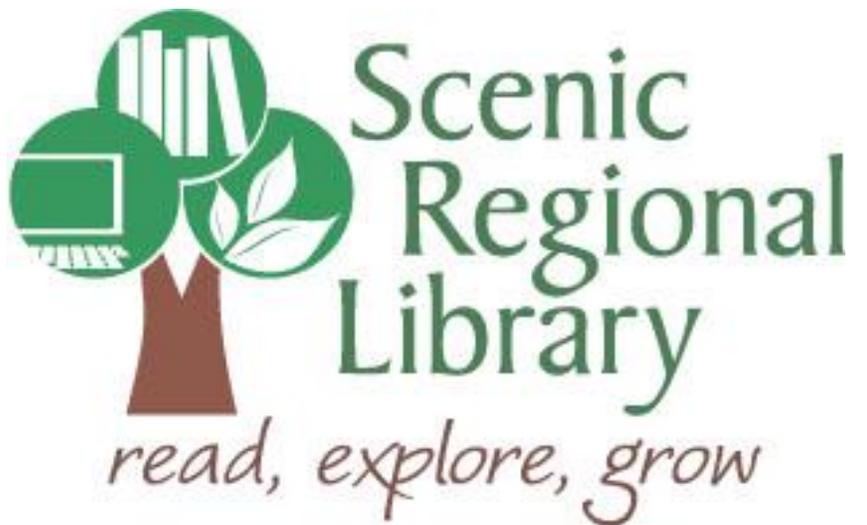


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Welcome!

Welcome to the Zinio for Libraries Help Guide! Scenic Regional Library (SRL) has purchased this new resource and our purpose for this guide is to provide you with the information you need to use it.

What is Zinio for Libraries?

Zinio for Libraries is a service offering full-color, interactive, digital magazines to library patrons. Here are some interesting facts about Zinio for Libraries.

- New magazine issues are released at the same time as the print edition.
- You have access to current issues as well as back issues.
- You can check out as many magazines as you like.
- You can keep the magazines as long as you like.
- You can read the magazines on your computer or on a variety of mobile devices.

Zinio for Libraries Offerings to Patrons

Any SRL patrons who have library accounts in good standing can access Zinio for Libraries.

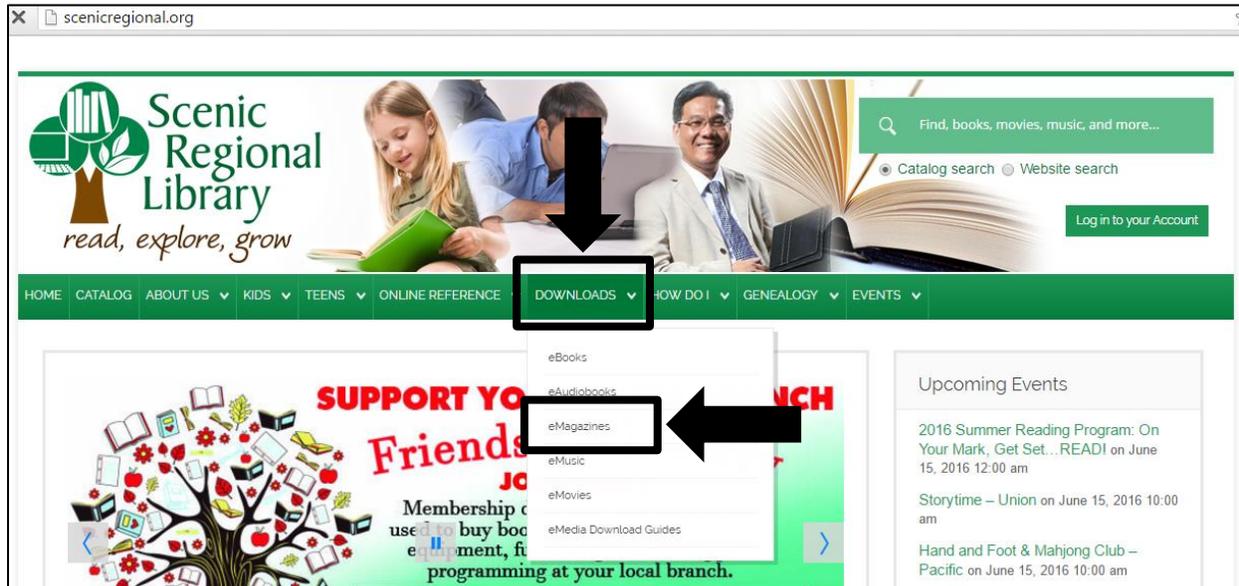
In order to create an account with Zinio, patrons will need their library card numbers and a valid email address.

If you use a computer to read your magazines, you can stream your checked out issues to read them instantly. If you use a mobile device, such as a smart phone or tablet, you must read them in the Zinio App for your device, and in most cases, read them offline. In other words, the checked out issues must be downloaded onto your device. **PLEASE NOTE THAT THIS PROCESS USES DATA UNLESSS CONNECTED TO A WIFI NETWORK.**

Accessing Zinio for Libraries

In order to access Zinio for Libraries, follow these steps.

1. Go to Scenic Regional Library's homepage at www.scenicregional.org.
2. Point your cursor at "Downloads" to reveal a drop down menu.
3. Click on "eMagazines."



4. Click on the Zinio logo.

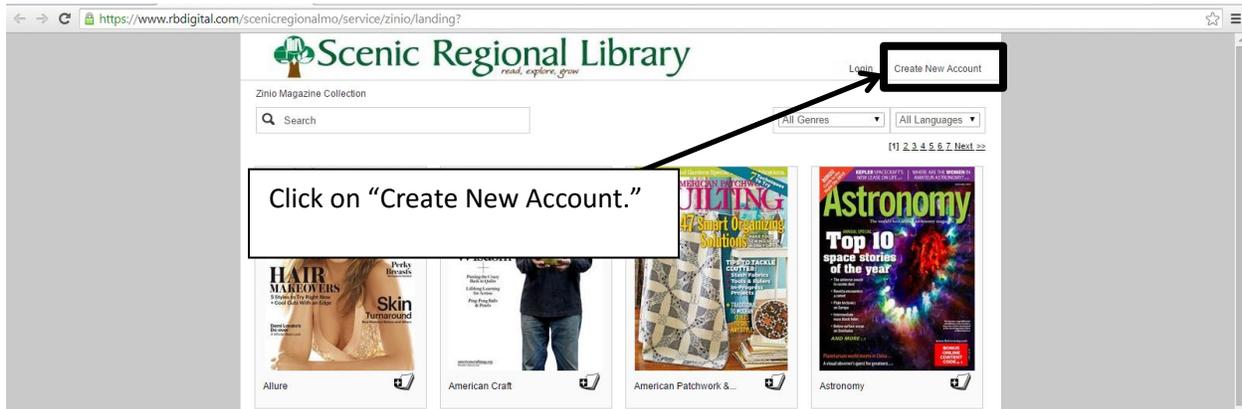


Creating a Zinio for Libraries Account

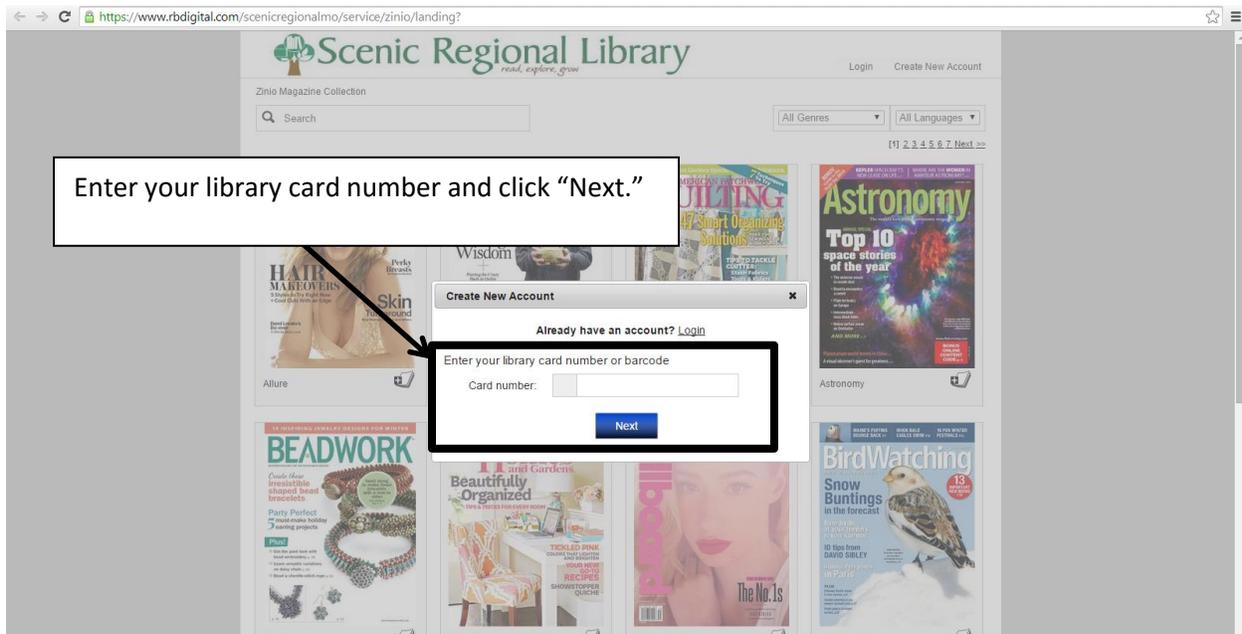
Establishing a Zinio for Libraries account allows you to browse, check out, and read magazines.

To create a Zinio for Libraries account, follow these steps.

1. Click on “Create New Account.”

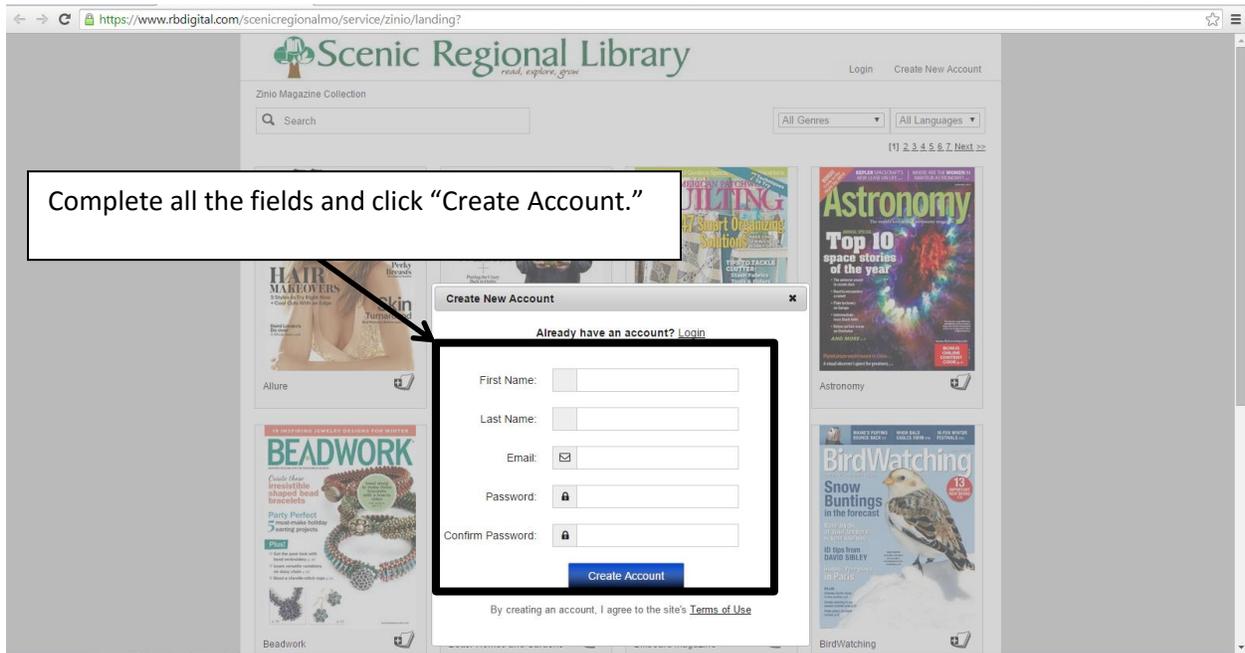


2. Enter your library card number.
3. Click “Next.”



Creating a Zinio for Libraries Account, continued

4. Complete the fields.
5. Click "Create Account."



You will know that the account creation was successful when you see your name in the upper right hand corner of the screen.



Logging Into Zinio for Libraries

Once you have created your account, you can log in anytime using your email address and password.

To log into your account, follow these steps.

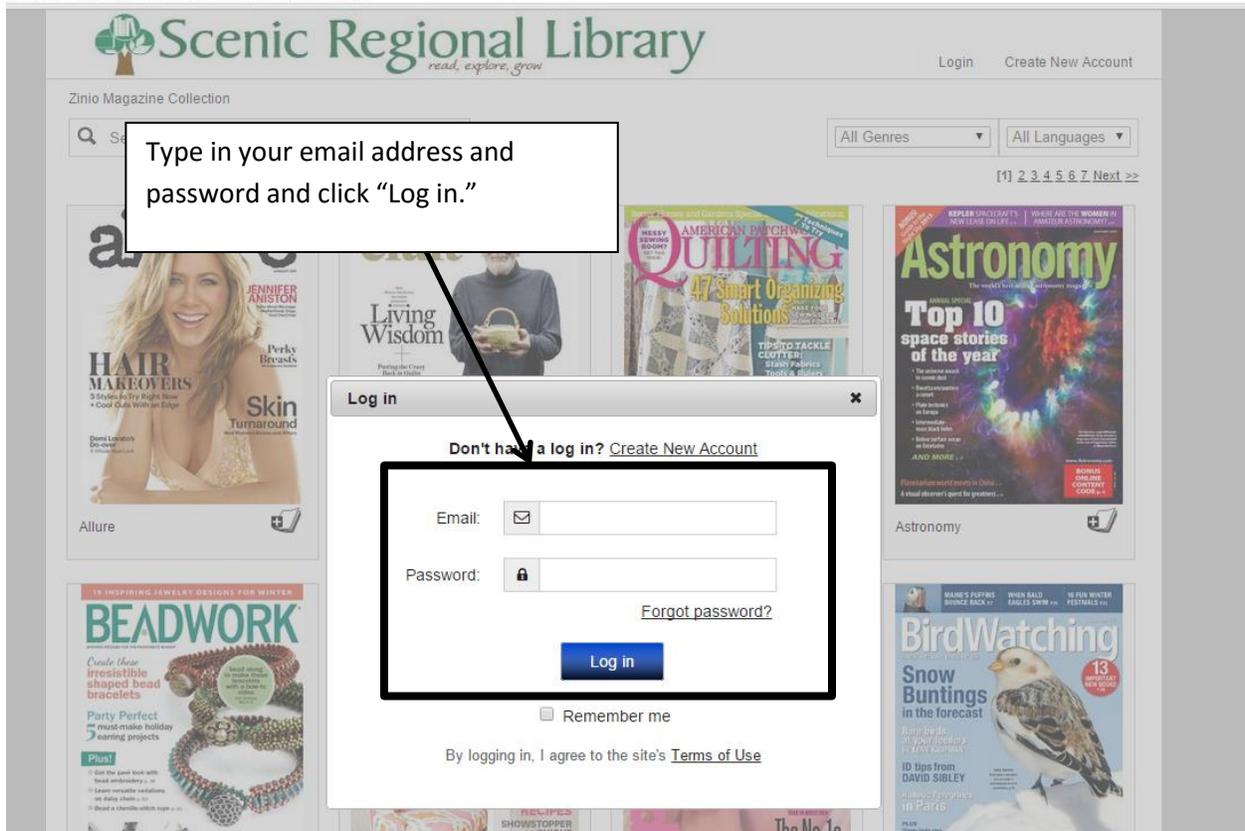
1. Click on "Login."

digital.com/scenicregionalmo/service/zinio/landing?



2. Enter your email address and password.
3. Click "Log in."

digital.com/scenicregionalmo/service/zinio/landing?



Browsing the Magazine Collection

Once you have logged into your account, you can begin browsing the magazines in a number of ways.

To browse the shelf in its existing format, follow these steps.

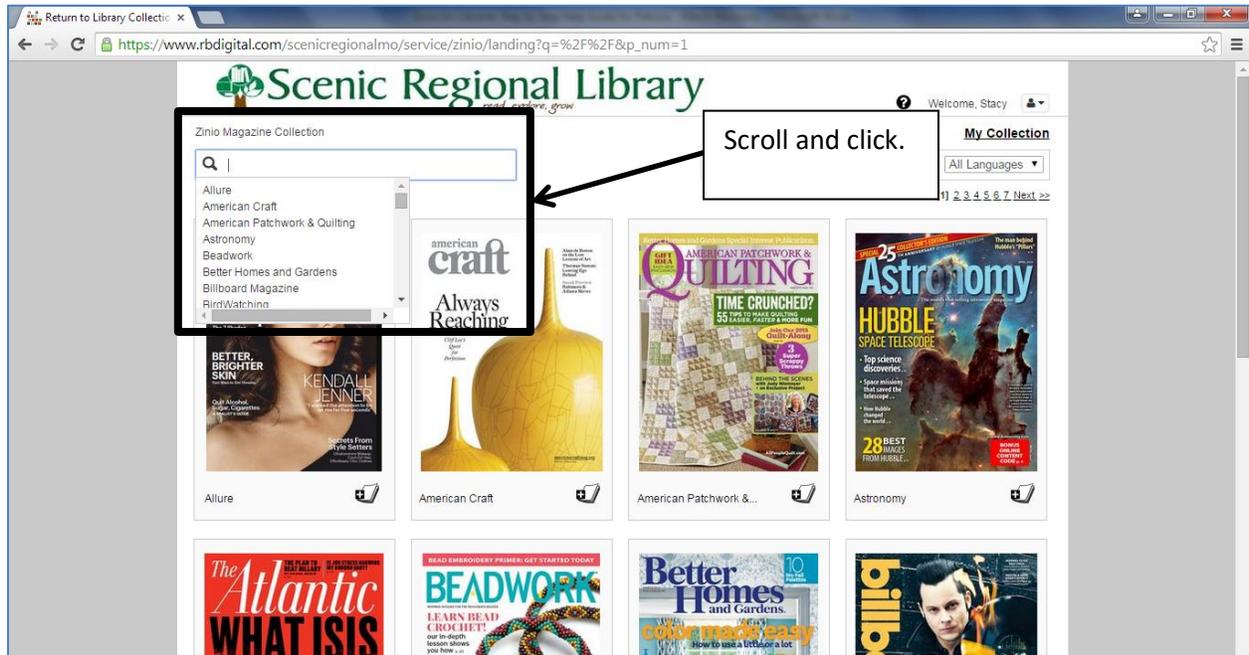
1. Scroll up and down the homepage to see 12 of the titles in the collection. If you would like the homepage to display more than 12 titles on one page, you can use the display drop down menu to select your preferred number of titles.
2. Click on the page navigation link(s) to see additional pages of titles.

The screenshot shows the Scenic Regional Library website's Zinio Magazine Collection page. The page features a grid of magazine covers including 'all', 'Spring's Sweetest Makeup', 'Kendall Jenner', 'Astronomy', 'Hubble Space Telescope', 'The Atlantic', 'BEADWORK', 'Better Homes and Gardens', and 'Bilbo'. Several callout boxes provide instructions: a vertical double-headed arrow on the left indicates 'Scroll up and down this page.'; a box pointing to the 'Display: 12' dropdown menu says 'Click here to select a different number of titles to display per page.'; a box pointing to the page navigation links '[1] 2 3 4 5 6 7 Next >>' says 'Use the page navigation link(s) to see additional pages of titles.' The browser address bar shows the URL: https://www.rbdigital.com/scenicregionalmo/service/zinio/landing?q=%2F%2F&p_num=1.

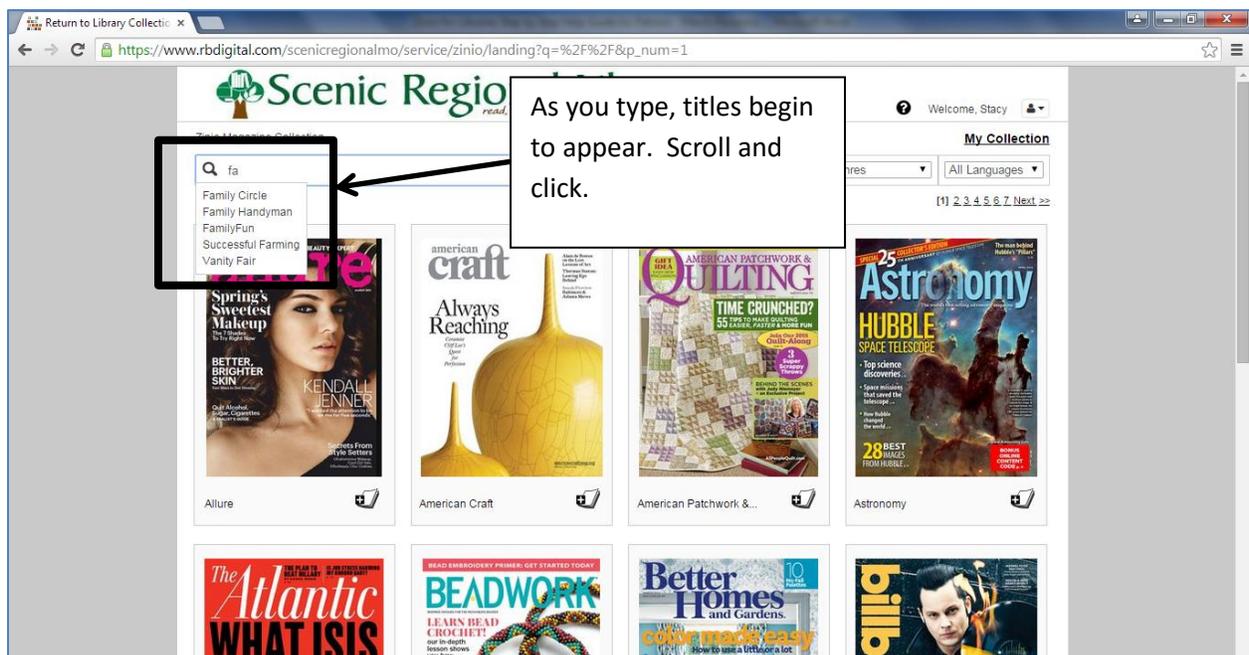
Browsing the Magazine Collection, continued

To browse the shelf using the search feature, follow these steps.

1. Click in the search field to place your cursor there. An alphabetized list of magazine titles will appear and you can scroll through them and click on any one you wish.



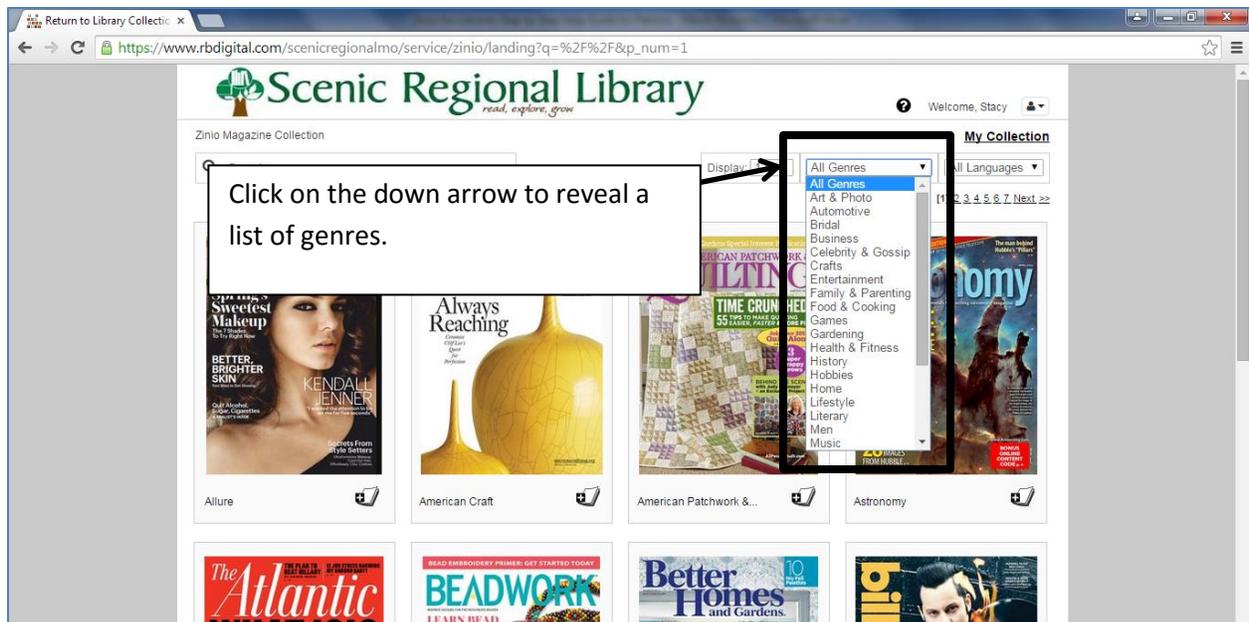
2. Type a keyword or a magazine title in the search field. As you type, titles matching your search will appear and you can scroll through them and click on any one you wish.



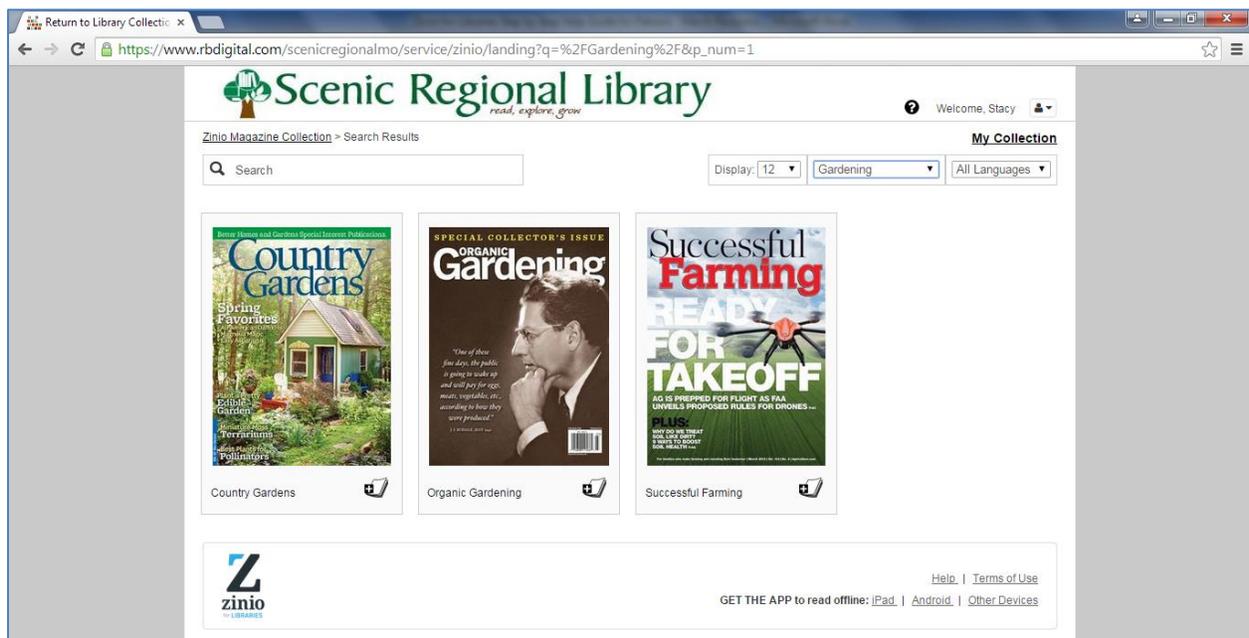
Browsing the Magazine Collection, continued

To browse the shelf by magazine genre, follow these steps.

1. Click on the down arrow in the genre field.



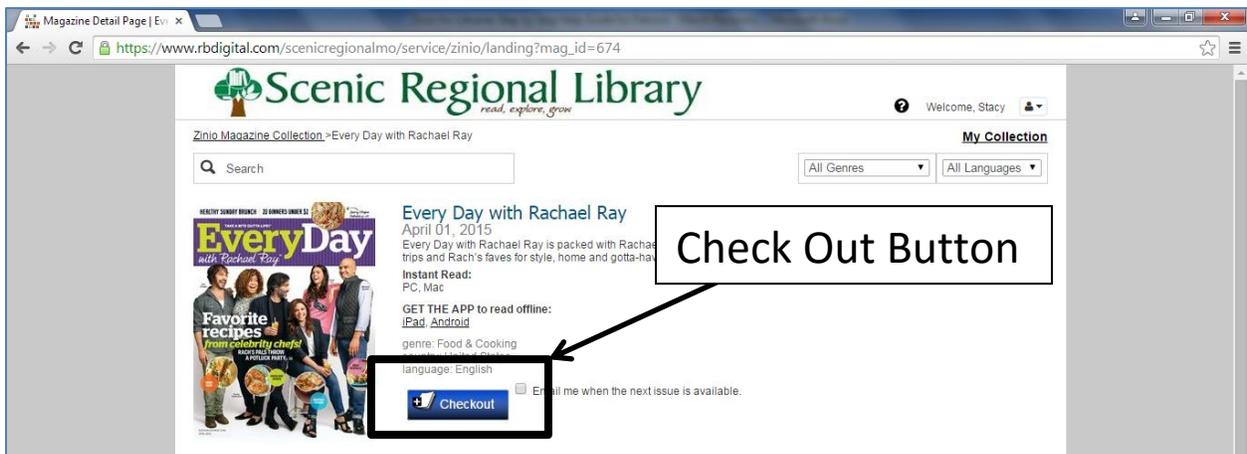
2. Click on a genre you wish to browse. Titles in that genre will appear in the main viewing window.



Once you find the magazine for which you are looking, simply click on the cover to learn more details about that magazine.

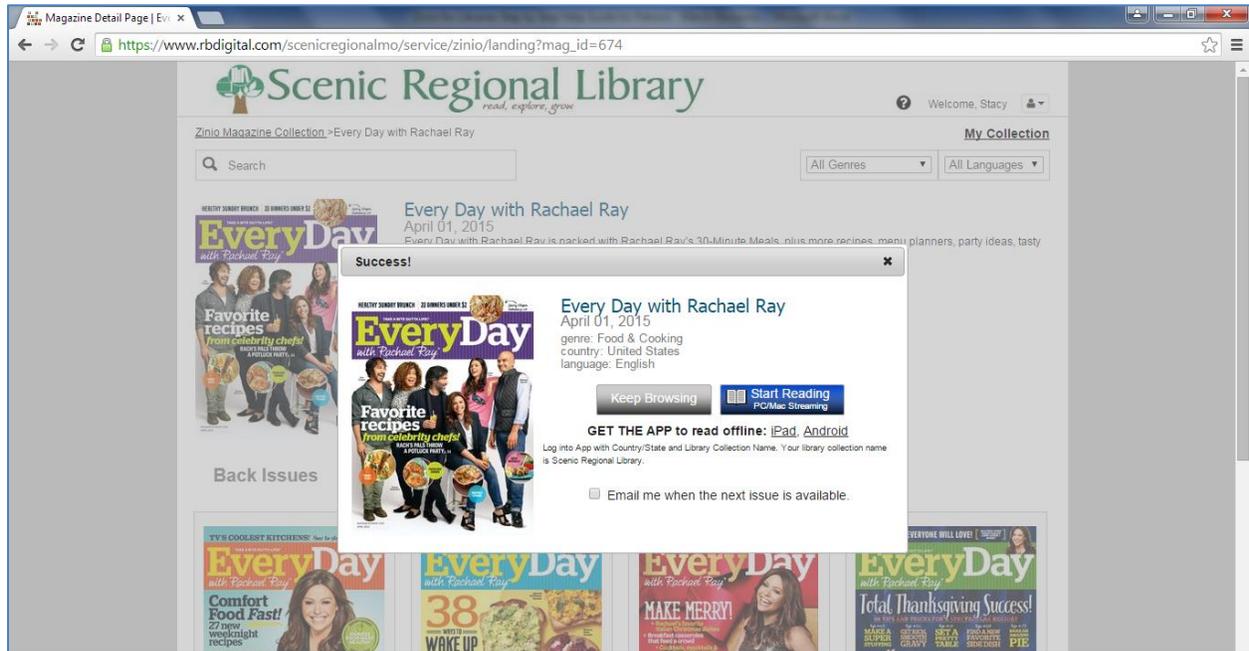
Checking Out Magazines

In order to check out magazines, you simply need to click on “Check Out.” The screen shots below illustrate the two “Check Out” buttons you can click to check out the magazine.



Checking Out Magazines

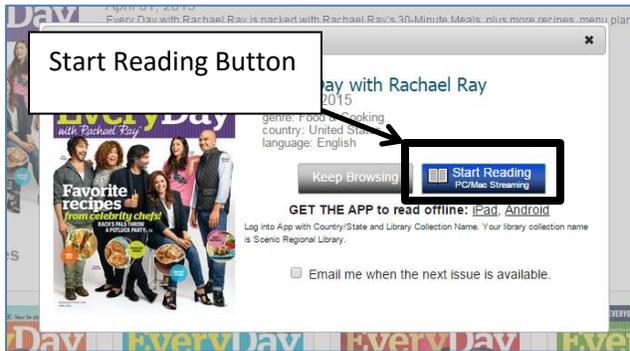
If the checkout is successful, you will see this screen. You can click on “Keep Browsing” to check out additional magazines or you can click on “Start Reading” if you are ready to begin reading your issues.



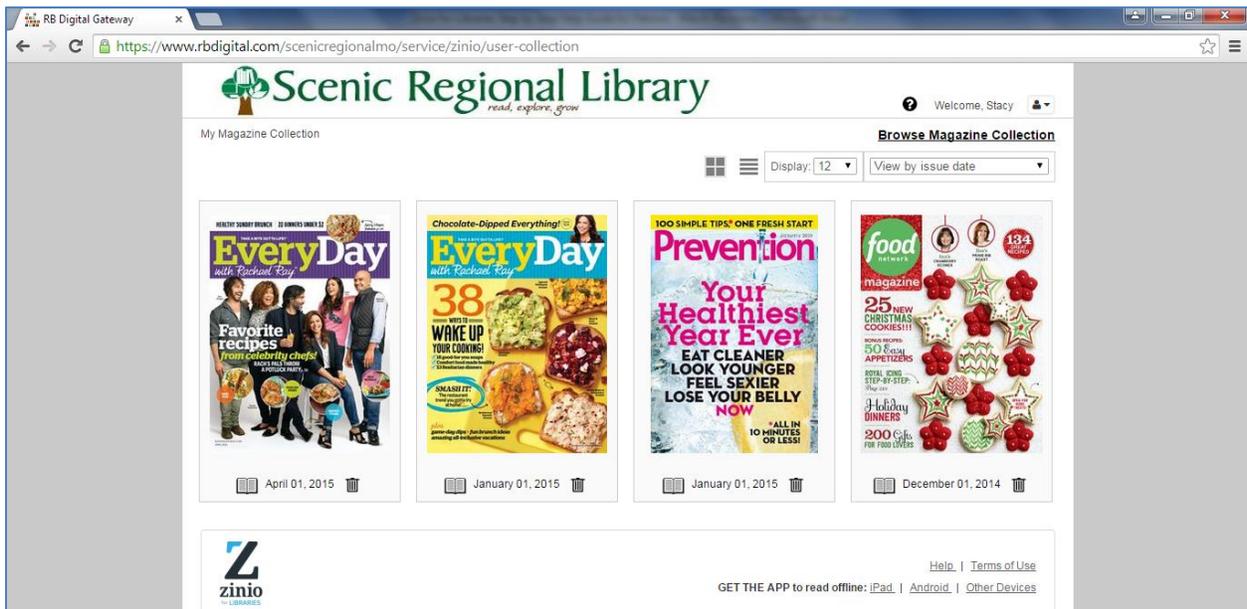
Reading Magazines

In order to read magazines, follow these steps.

1. Click on “Start Reading” from the checkout success screen or on “My Collection” on the homepage.



Your “My Collection” page will open with your checked out magazines available for viewing.



Reading Magazines, continued

Once you have accessed your “My Collection” page, you can choose how your checked out magazines are listed, how many of your checked out magazines are listed per page, open magazines to read, and delete magazines that you no longer want.

The screenshot shows the Scenic Regional Library website's "My Magazine Collection" page. The page displays a grid of magazine covers. Annotations include:

- A callout box pointing to the top right of the page: "Use these options to choose how you want your magazines displayed." This points to a "Display: 12" dropdown and a "View by issue date" dropdown.
- Callout boxes pointing to the bottom right of each magazine cover: "Click on these buttons to begin reading a magazine." (pointing to the open book icon) and "Click on these buttons to delete a magazine." (pointing to the trash can icon).

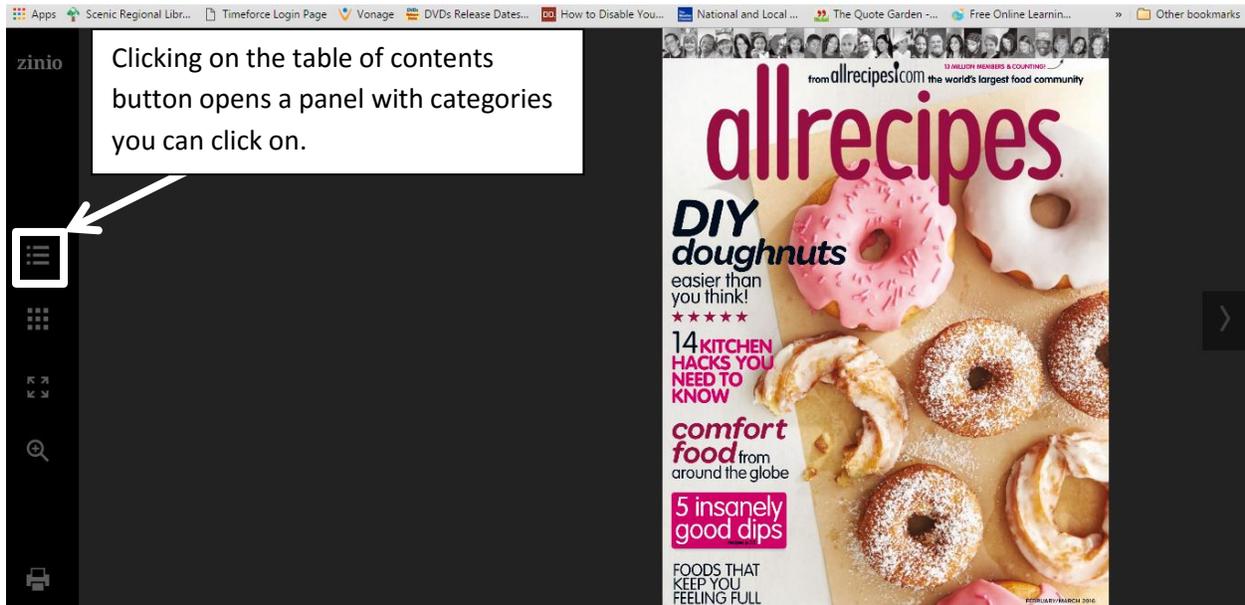
Once a magazine is opened, it will look like the screen print below.

The screenshot shows an open magazine page from allrecipes.com. The page features a large image of donuts and text including:

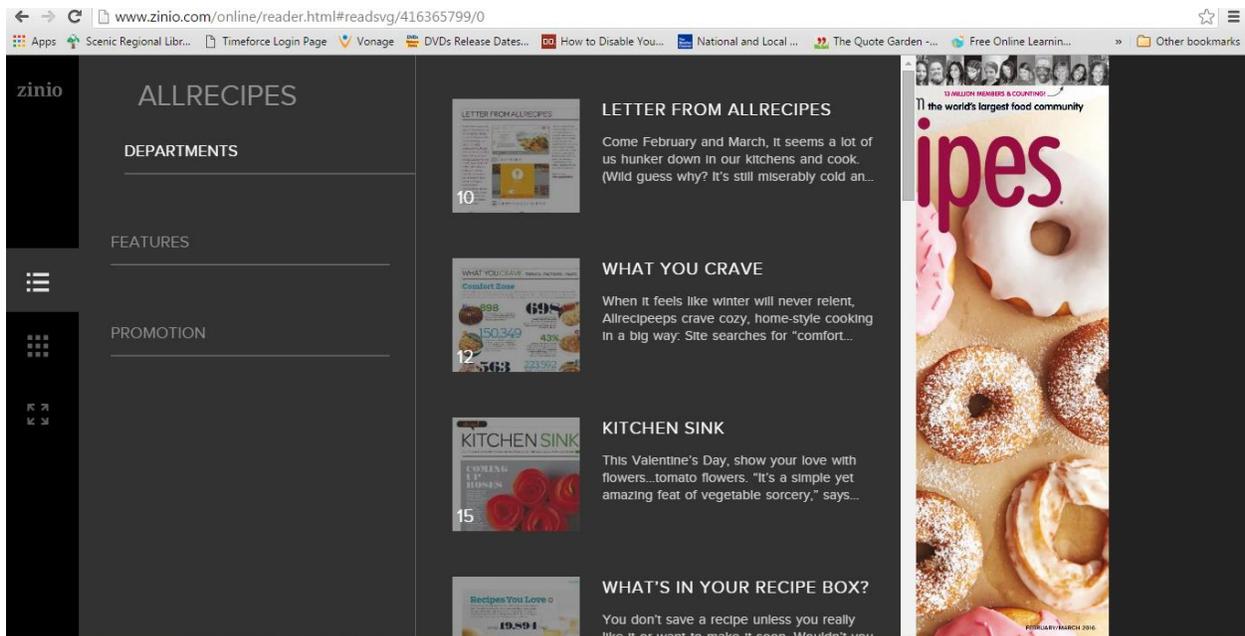
- allrecipes** from allrecipes.com the world's largest food community
- DIY doughnuts** easier than you think! ★★★★★
- 14 KITCHEN HACKS YOU NEED TO KNOW**
- comfort food** from around the globe
- 5 insanely good dips**
- FOODS THAT KEEP YOU FEELING FULL

Reading Magazines, continued

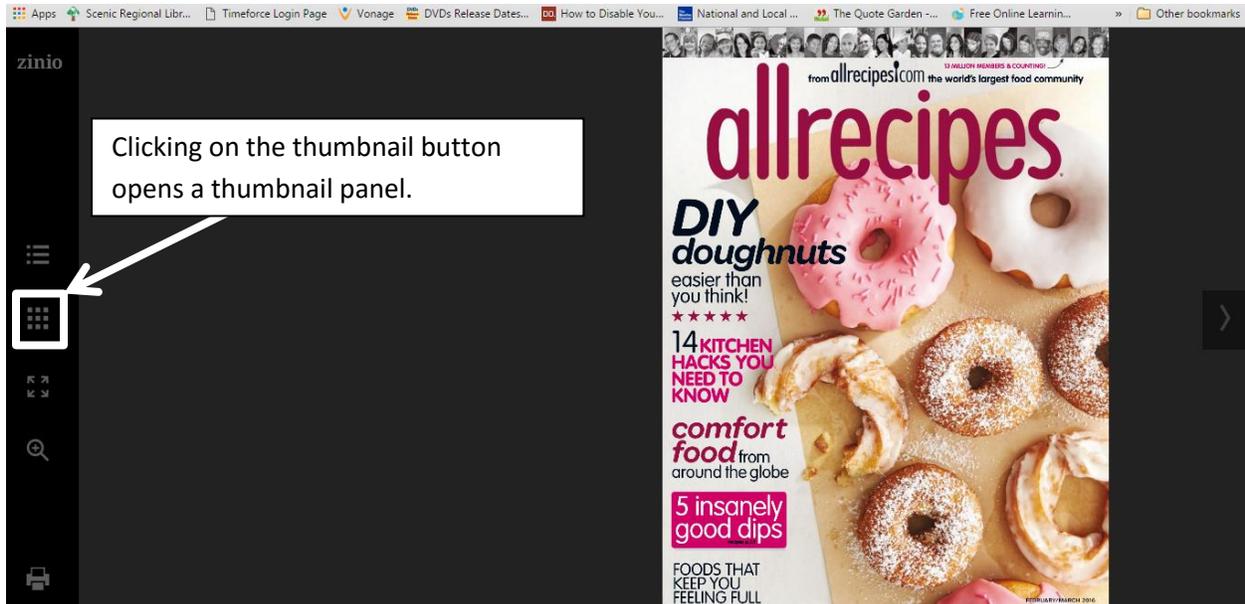
The buttons on the left and right sides provide you with the options to manipulate your magazine.



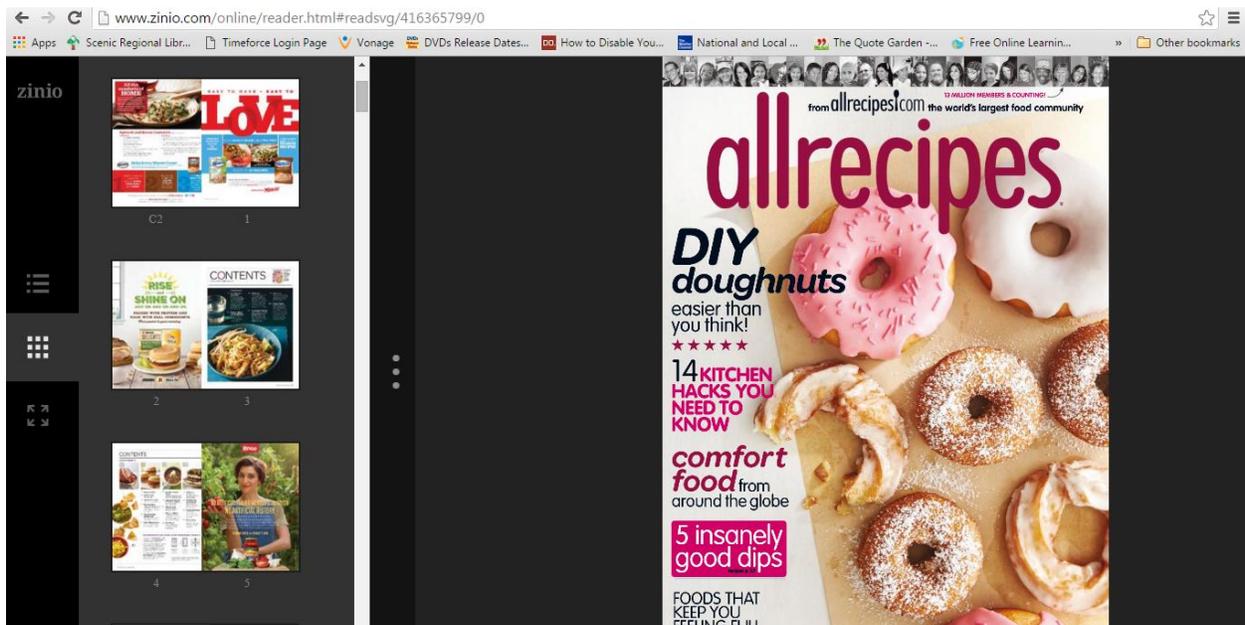
The screen print below shows what the table of contents panel looks like. You can click on any of the categories which will reveal another side panel with a list of articles. You can click on any of the article titles to be taken to that page in the magazine.



Reading Magazines, continued

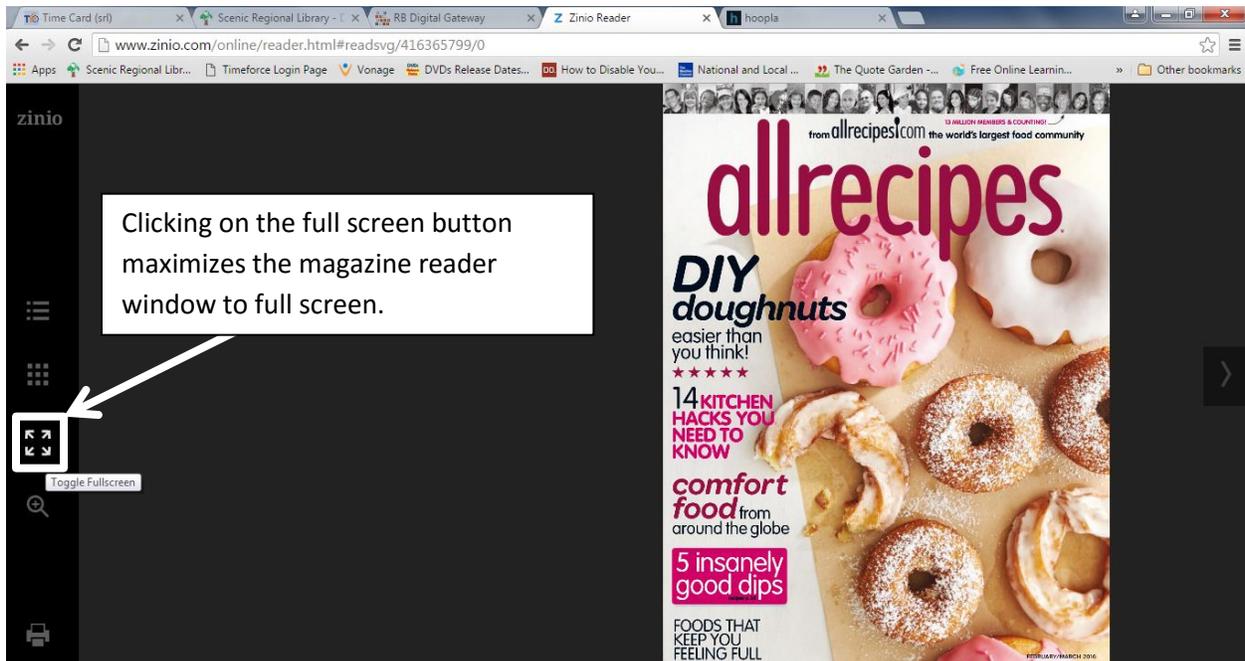


The screen print below shows what the thumbnail panel looks like. The thumbnail panel is vertically scrollable and you can click on any thumbnail to be taken to that page in the magazine. Click on the thumbnail button again to collapse the thumbnail panel.

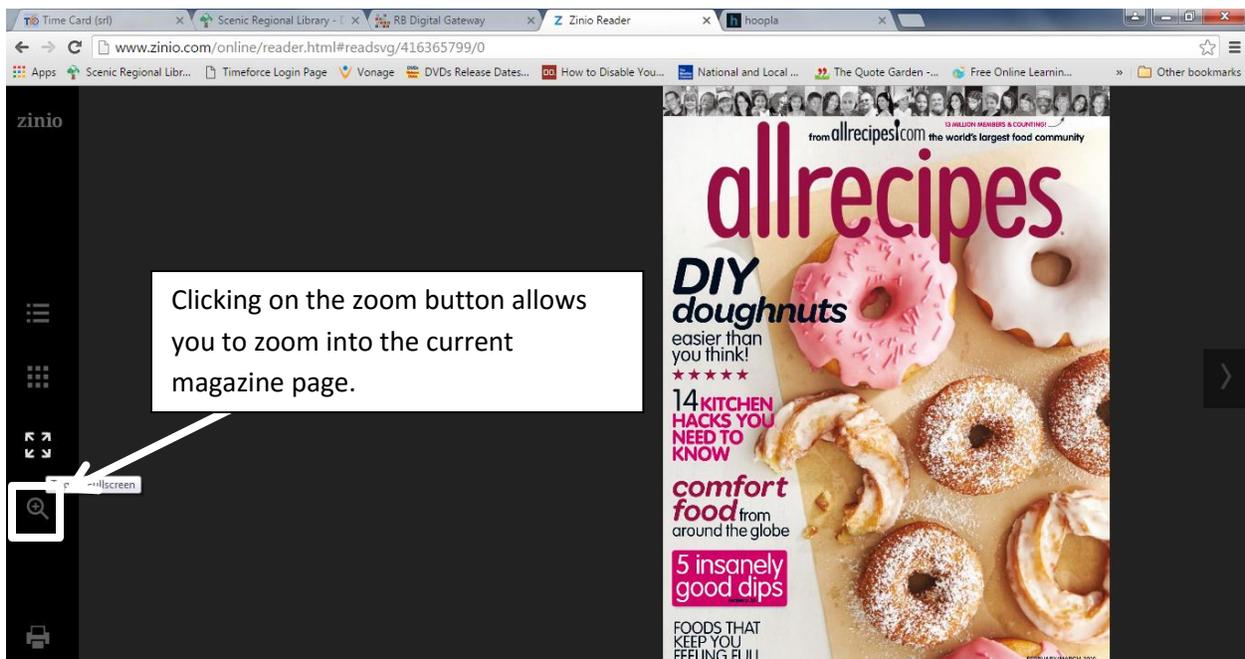


Reading Magazines, continued

Clicking on the full screen button maximizes the reader window to full screen. Press the “Esc” key on your keyboard to exit full screen mode.

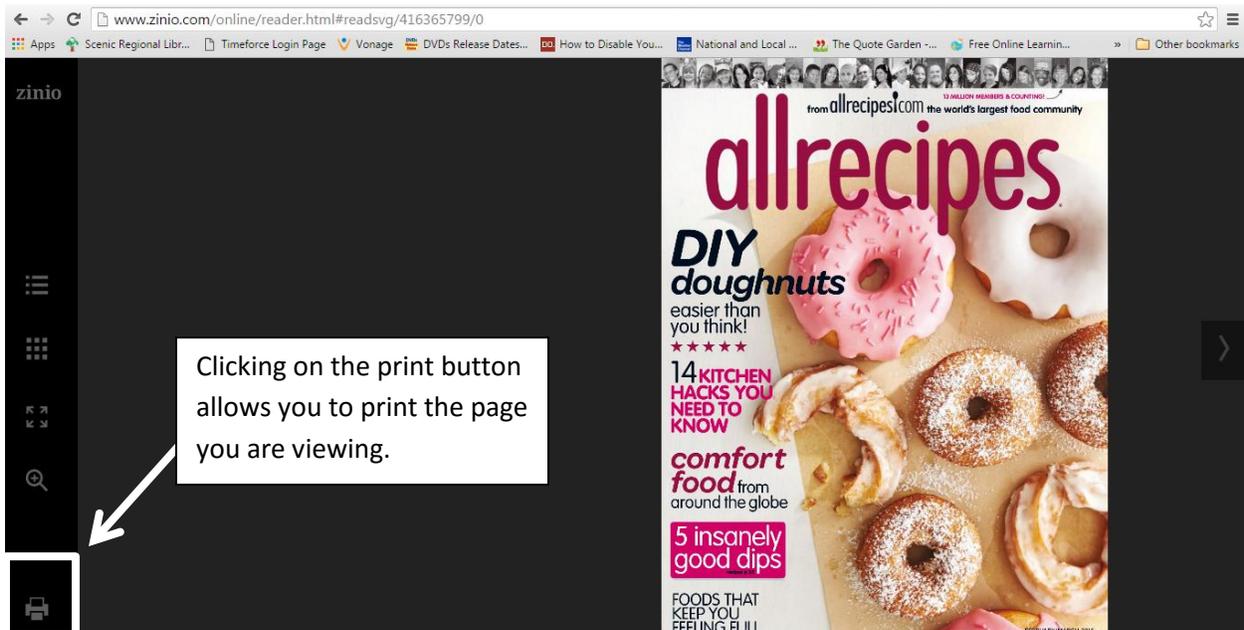


Clicking on the zoom button allows you to zoom into the page you currently have open in the viewing window.

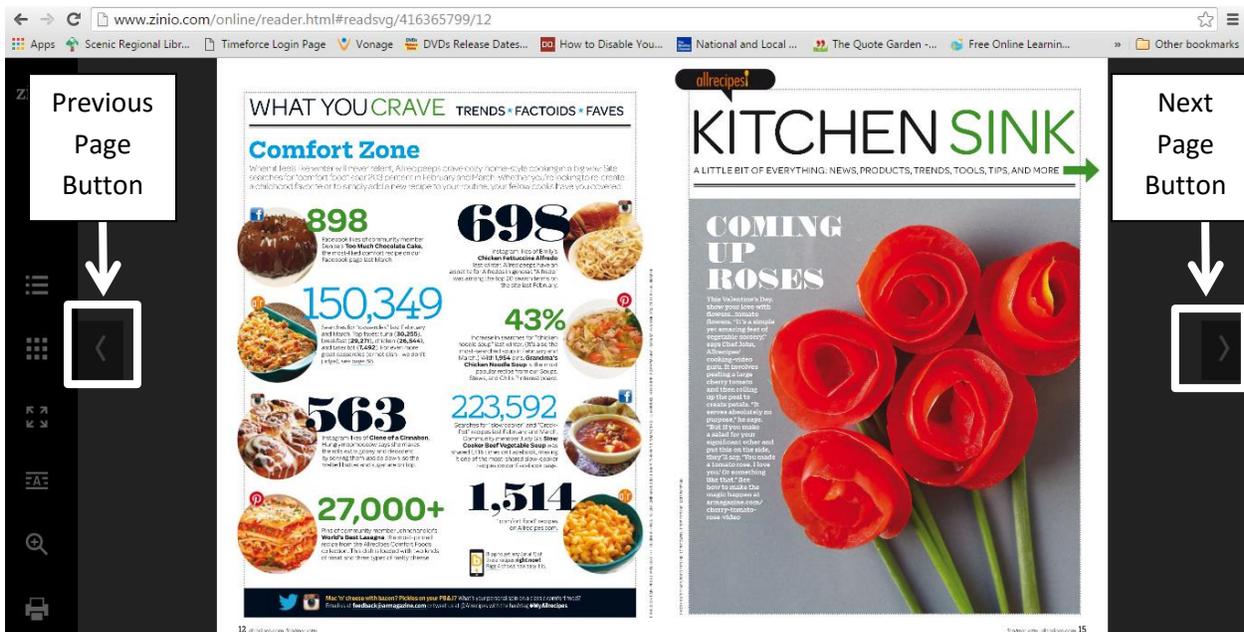


Reading Magazines, continued

Clicking on the print button allows you to print the page of the magazine that you are currently viewing.



Click the arrow buttons on the left and right side of the page to turn pages.



Reading Magazines, continued

The Contents pages are interactive. Clicking on an article's title will take you to that page in the magazine.

Click on an article title to be taken to that page in the magazine.

Please note these additional reading features.

- Double clicking on any page in the magazine will zoom in on the page. Double clicking on the zoomed in page will zoom the page back out.
- When zoomed in, you can click, hold, and drag to move the page around.
- Magazine articles will sometimes reference other articles in the same magazine with page number references. These references are live links and can be clicked to take you to that page.
- Any website link mentioned in any article is a live link. You can click on it and you will be taken to that website.

Zinio Mobile Apps

Currently, Zinio has two apps. One app is called Zinio and is available to anyone who wants it. The other is called Zinio for Libraries and is exclusively for use through libraries. You will want to ensure that you download the Zinio for Libraries App.

Zinio for Libraries App

As stated above, the Zinio for Libraries app is available for most mobile devices and tablets. Note that the mobile app is only a magazine reader. You must set up your Zinio account on a pc or on the mobile website. Additionally, you must checkout the magazines from the mobile website or on your pc. There is a link in the app that will take you to your account on the mobile website. The mobile website looks and operates very similarly to the pc website and can be accessed through your mobile device's internet browser.

The easiest way to download the app is to open your device's browser and go to Zinio.com. Click the download now button and the process for downloading the app for your device will begin. If this fails to work, you may need to visit the App Store for Apple devices and the Google Play Store for Android devices.

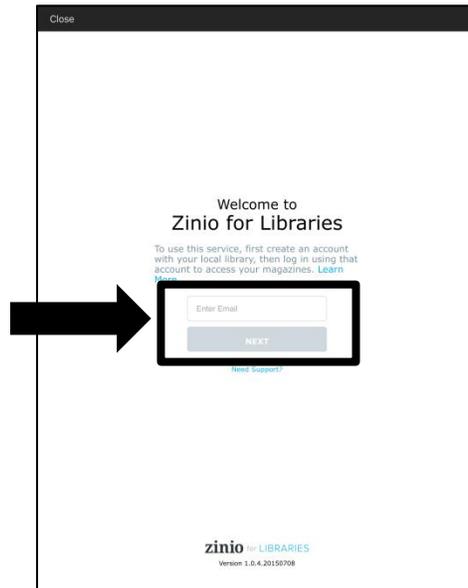
Once you have downloaded the app, you will need to log in to the app to use it. Follow the steps below to log in to the Zinio for Libraries app.

1. Tap "Log In."

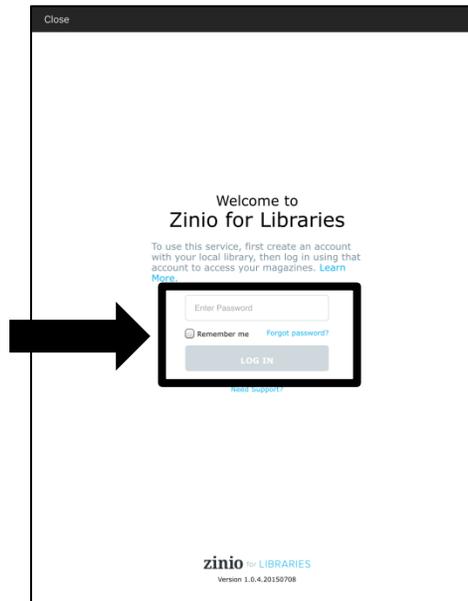


Zinio for Libraries App, continued

2. Enter the email address you used to set up your account and then tap “Next.”

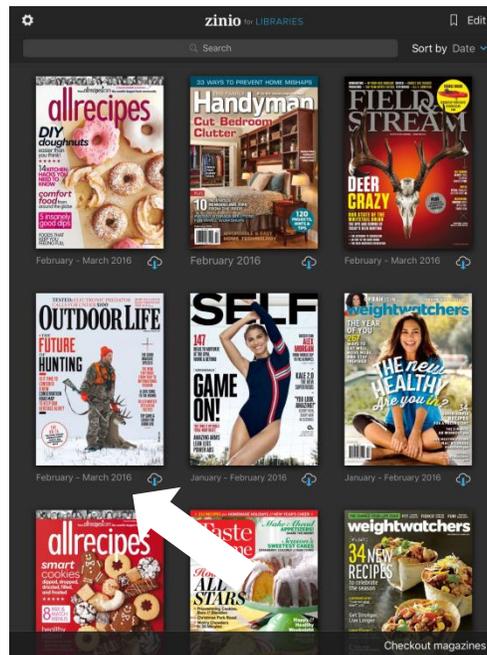


3. Enter your password and tap “Log In.”

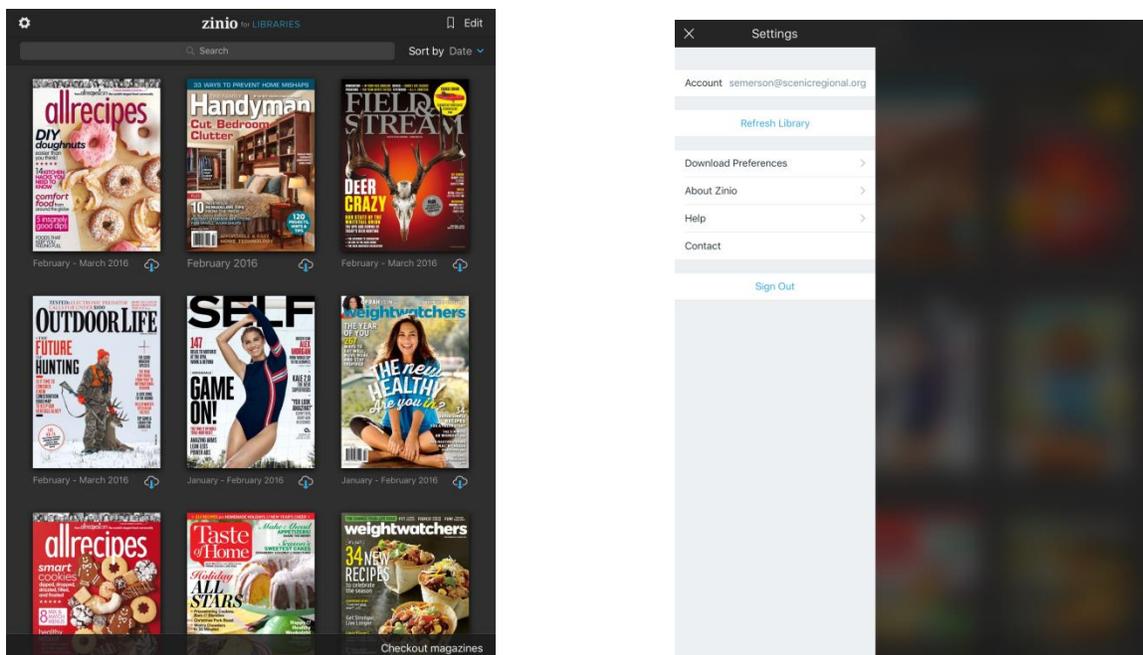


Zinio for Libraries App, continued

Once you have logged into the app, you will land on the app's homepage which lists all of the magazines that you have checked out. The screen shot below is an example of the homepage.

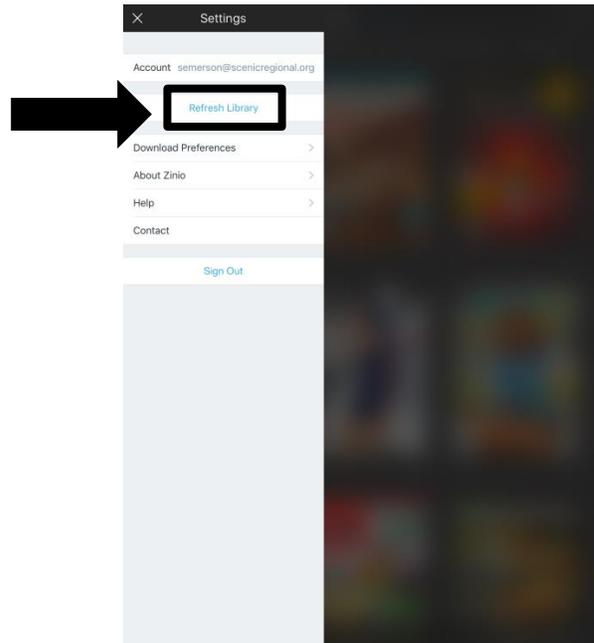


You can click on the gear button to access the Settings menu for the app.

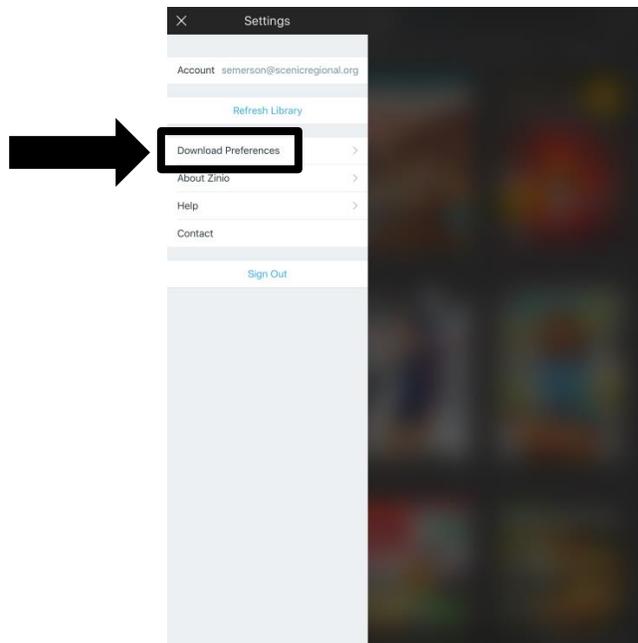


Zinio for Libraries App, continued

The Refresh Library function updates your homepage with the latest checkouts and deletions.

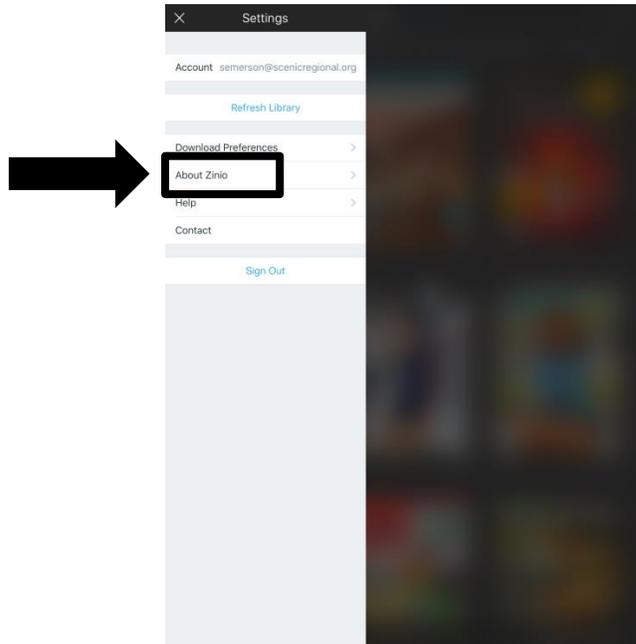


The Download Preferences function takes you to a page that allows you to turn the automatic download function and the batch loading function on and off.

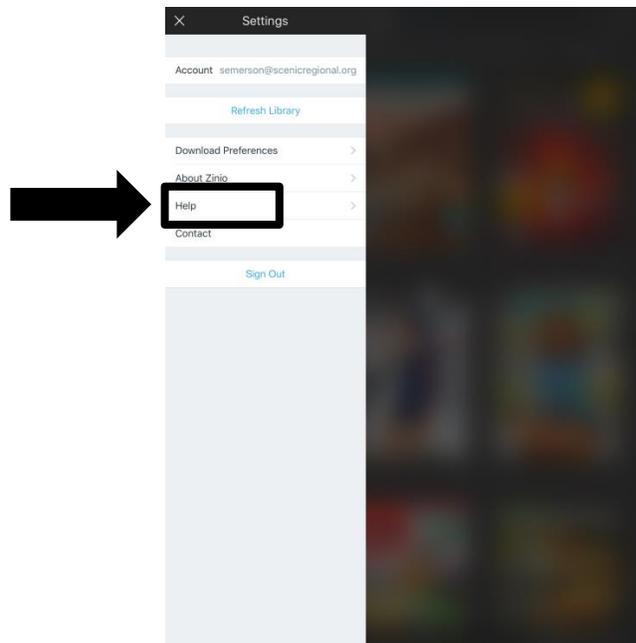


Zinio for Libraries App, continued

“About Zinio” takes you to a short paragraph containing information about the company and its services.

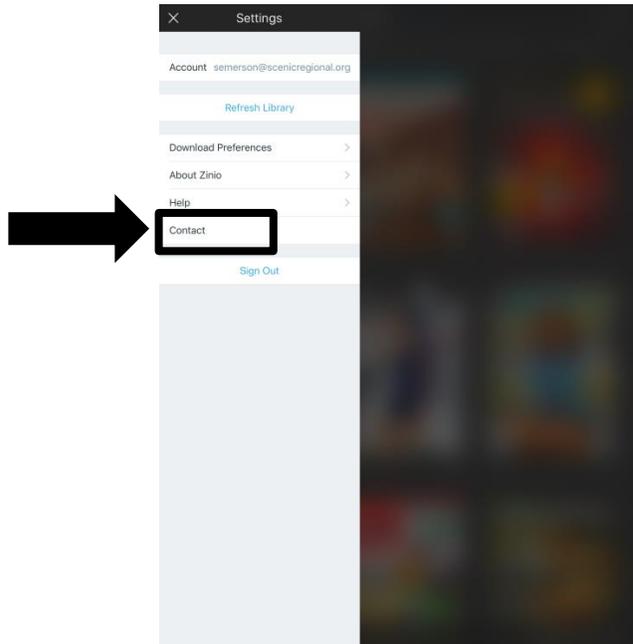


“Help” takes you to an FAQ page designed to assist you in resolving with common issues.

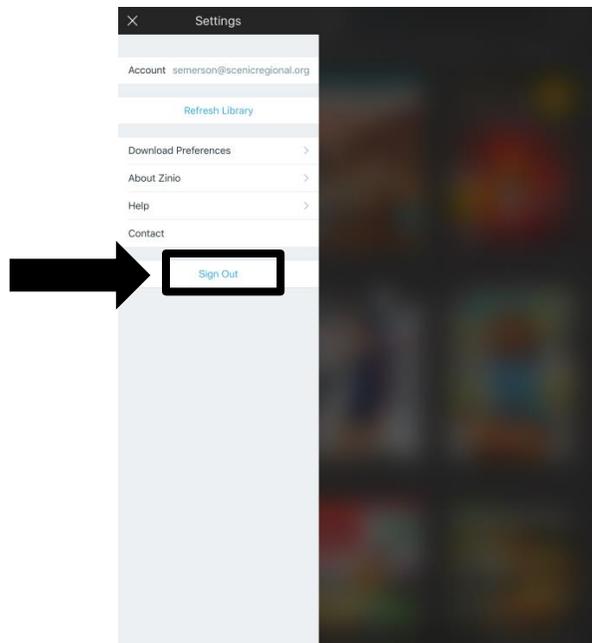


Zinio for Libraries App, continued

“Contact” opens an email already addressed to Zinio so that you can send questions to the customer service team.

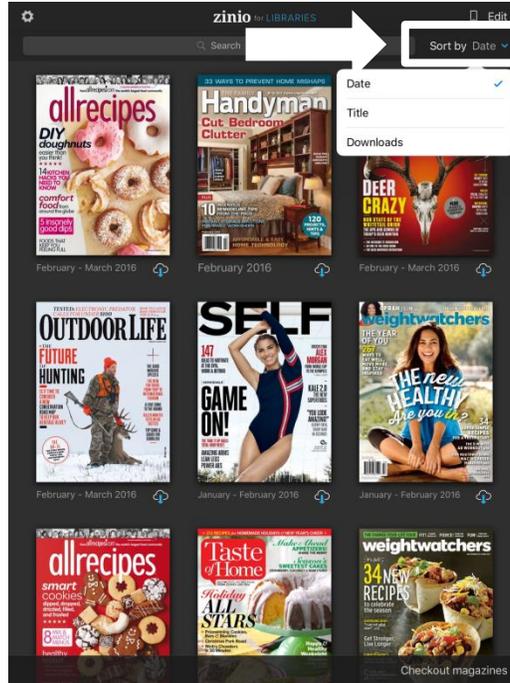


“Sign Out” logs you out of the app.

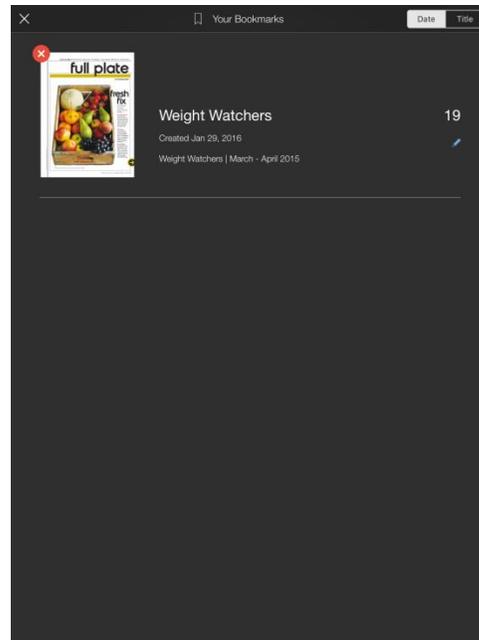
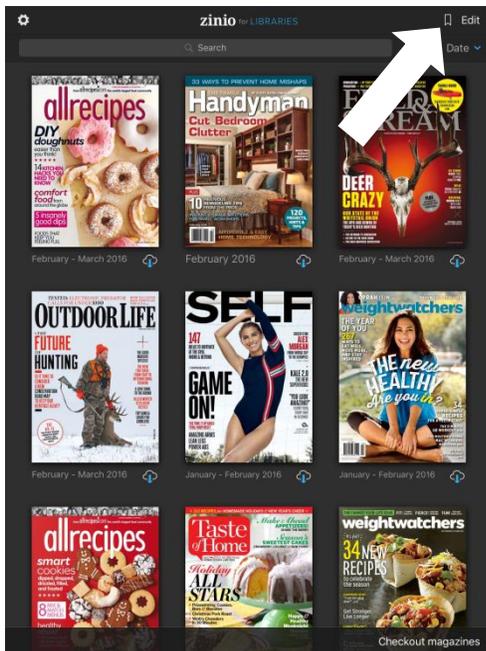


Zinio for Libraries App, continued

On the homepage, you can sort the way your magazines are displayed by using the “Sort By” menu. You can sort them by issue date, which puts the most recent magazines at the top. You can sort them by title, which lists them alphabetically. You can also sort them by the ones you have downloaded, which lists the ones that are already downloaded.

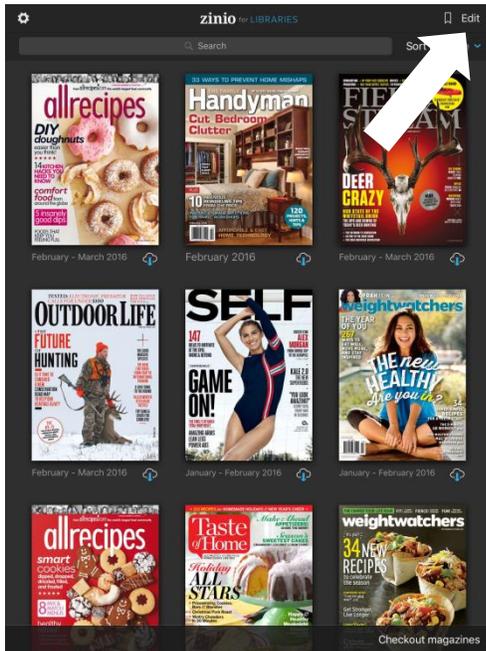


The bookmark button allows you to access a list of bookmarks you created as you were reading magazines. If you have not created any bookmarks, this section will be empty.

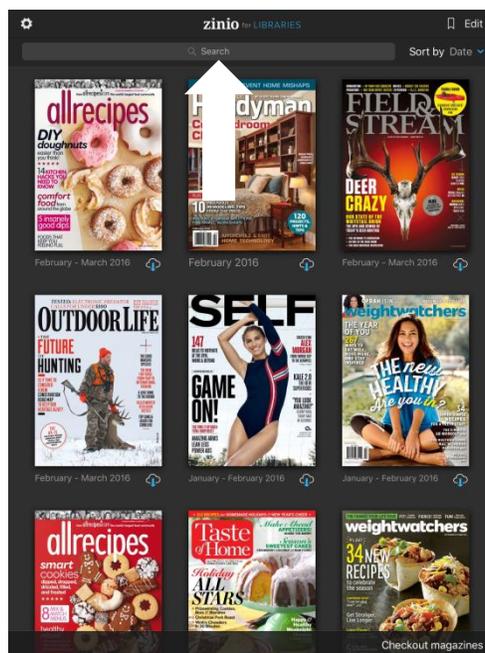


Zinio for Libraries App, continued

The edit button allows you to delete magazines that you have downloaded to your device. Click on the red "X" to delete a title.

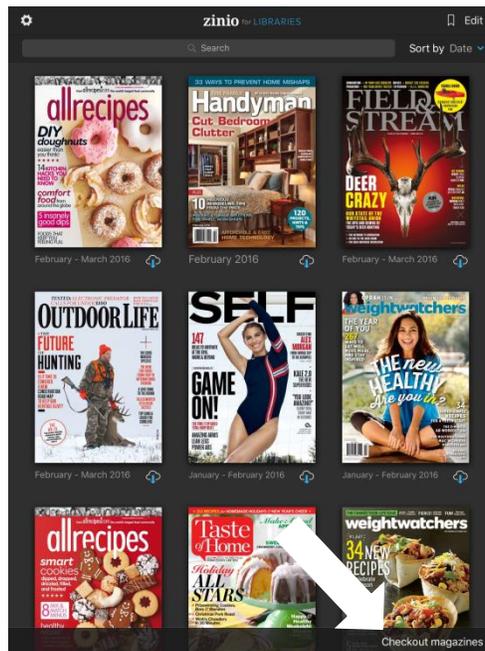


The search feature allows you to search for checked out magazines. Simply type the title of the magazine into the search field and the app will filter your list of magazines based on what you are typing.

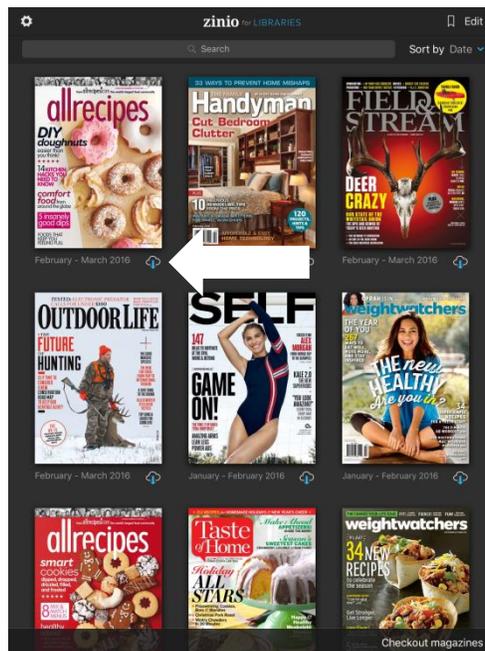


Zinio for Libraries App, continued

Tap on “Checkout Magazines” to be taken to your account on the mobile website.



In order to read a magazine, you must first download it onto your device. Tap on the cloud icon to begin downloading a title. Once it is downloaded, just tap on the cover to open it and begin reading. Note that if you have the Automatic Download feature turned on, your magazines will download as soon as you check them out on your device.



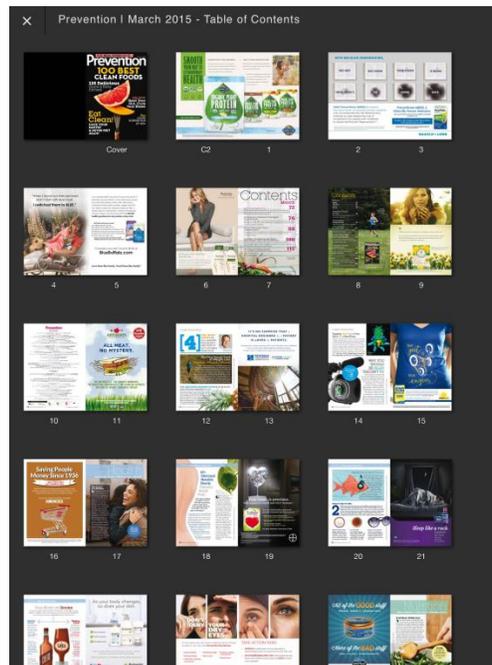
Zinio for Libraries App, continued

When a magazine opens, you can turn pages by swiping the screen left and right. You can also access more options by tapping near the bottom of the touchscreen, which prompts the menus to appear at the top and bottom of the screen.

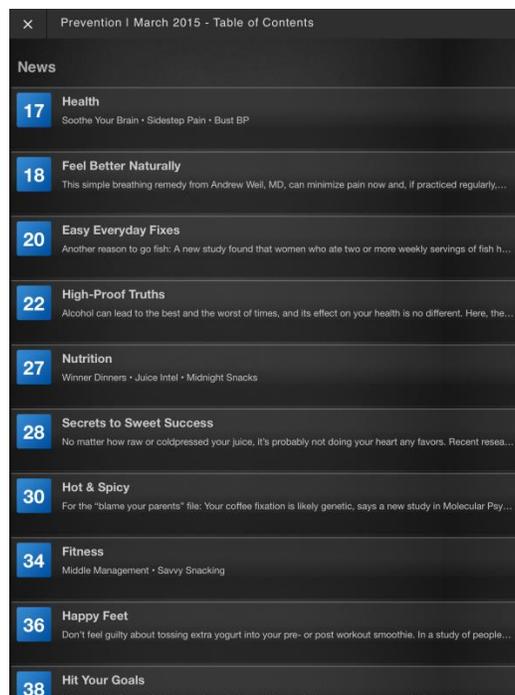


Zinio for Libraries App, continued

A screen print of the thumbnail view is shown below. Tap on any thumbnail to open that page in full view.



A screen print of the list view is shown below. Tap on any listing to open that page in full view.



Zinio for Libraries App, continued

Since all of the magazines are interactive, here are some helpful hints to navigate the magazines.

- All of the Table of Contents pages in the magazines contain live links. You can tap on any article title on Table of Contents page and be taken to that article in the magazine.
- If you find a reference in any article to a different page in the magazine, you can tap on that page number to be taken to that page.
- If you find a reference to a website in any article, that web address is a live link. You can tap on it and a browser window will open and take you to that website.
- If you see a small box at the bottom of any page that says “Text,” you can tap on that button to change the article to an all text format, which sometimes makes an article easier to read. Then click on the “Page” button to return to normal format.
- You can double tap anywhere on a page to zoom in. Double tap again to zoom out.
- When zoomed in, you can drag the page around to see different areas of the page.