One Click Digital Help Guide

September, 2016

Scenic Regional Library

read, explore, grow

Table of Contents

Welcome!

Scenic Regional Library is expanding this resource and the purpose for this guide is to provide you with the information you'll need to use it.

What is One Click Digital?

One Click Digital is an eAudiobook service offered through libraries that allows patrons to stream and download eAudiobooks on a variety of devices.

One Click Digital's Offerings to Scenic Regional Library Patrons

Any SRL patrons who have library accounts in good standing can access One Click Digital.   Patrons are allowed to borrow as many eAudiobooks as they want and can keep them for up to 10 days. eAudiobooks are streamed on a computer or laptop and are downloaded onto mobile devices. Please note that streaming and downloading content on a 3G or 4G connection uses data.

Accessing One Click Digital

Follow these steps to access One Click Digital.

1. Go to www.scenicregional.org.
2. Point your cursor at "Downloads" to reveal a drop down menu.
3. Click on "eAudiobooks."
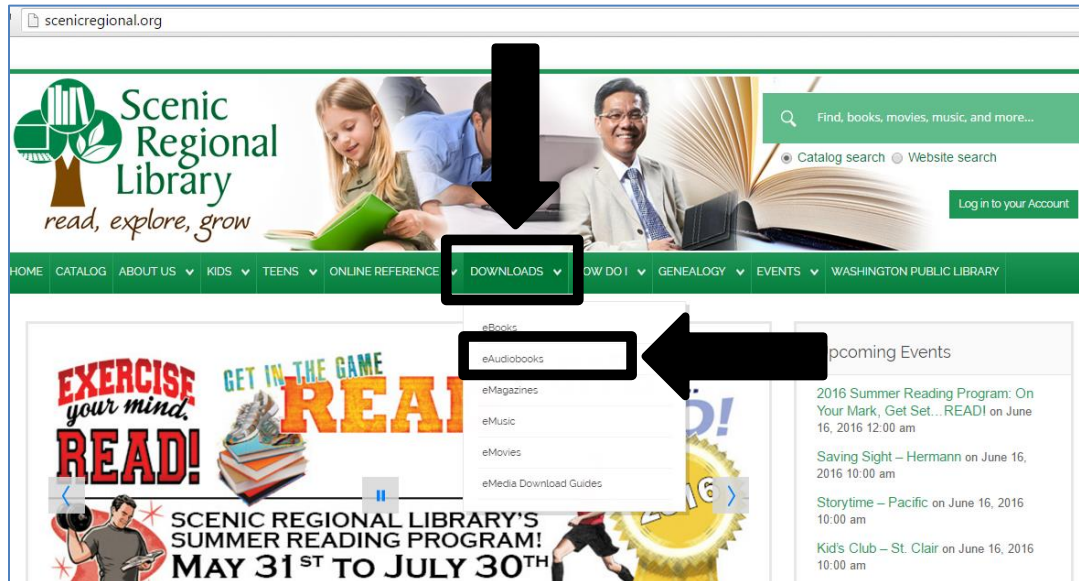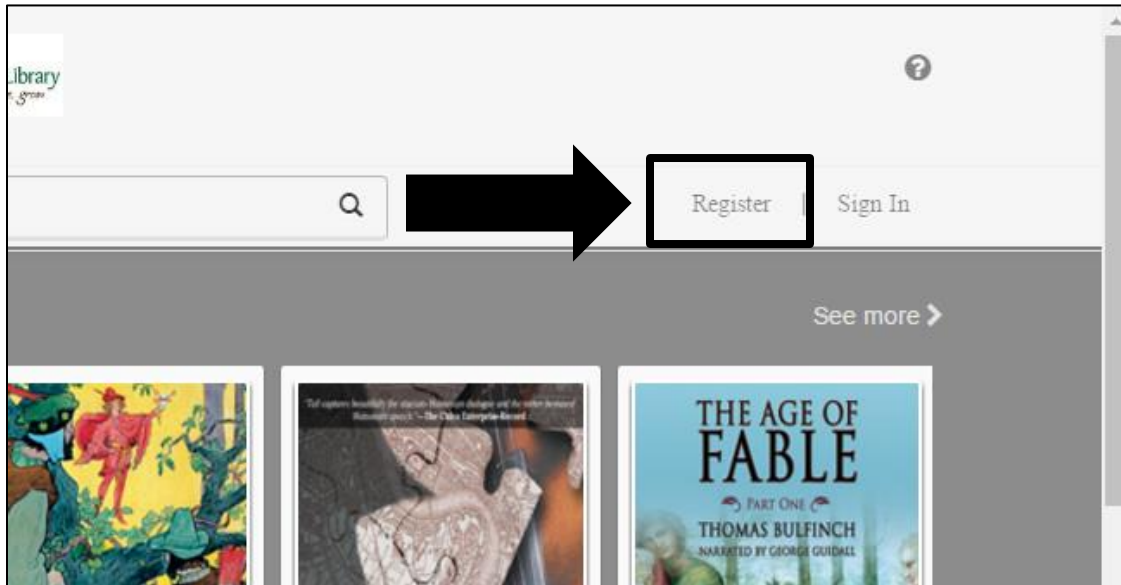

4. Click on the One Click Digital logo.

Setting Up an Account with One Click Digital

Once you access One Click Digital's website, you will need to set up an account. For this process, you will need your library card number and an email address.

Follow these steps to set up an account with One Click Digital.
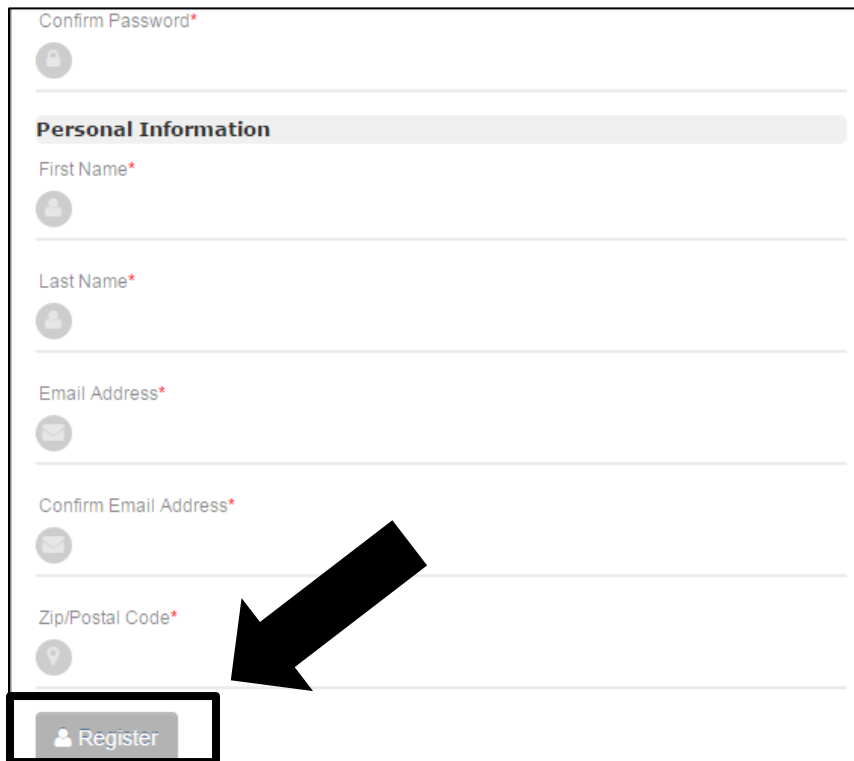
1. Click on "Register."

2. Complete the fields.

Setting Up an Account with One Click Digital, continued

3. Click "Register."

Confirm Password*

Personal Information

First Name*

Last Name*

Email Address*

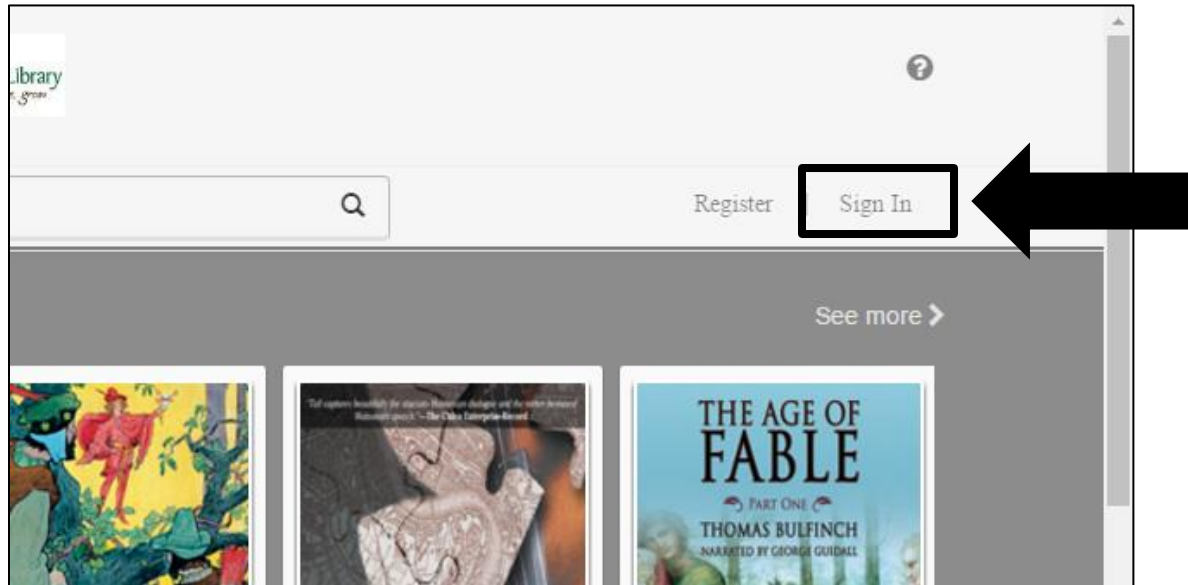Confirm Email Address*

Zip/Postal Code*

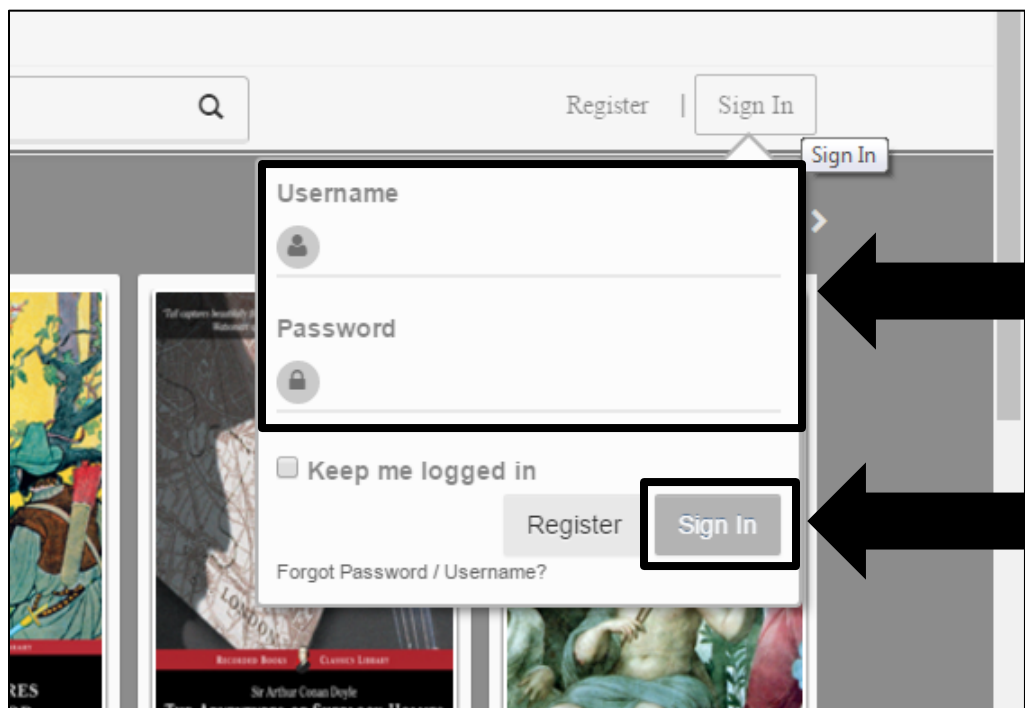 Register

Logging into One Click Digital

Once you have created an account with One Click Digital, you will need to log in each time you access the site.

Follow these steps to log into One Click Digital.

1. Click "Sign In."

2. Enter your username and password.
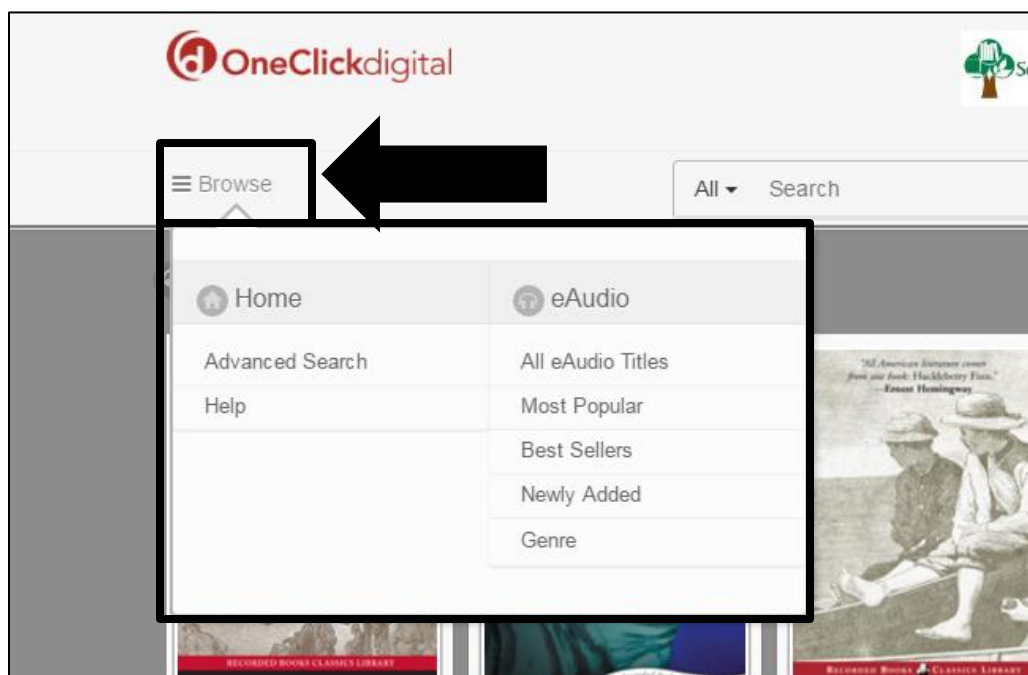3. Click "Sign In."

The One Click Digital Home Page

Most of the functions you will use in One Click Digital can be accessed from the home page.
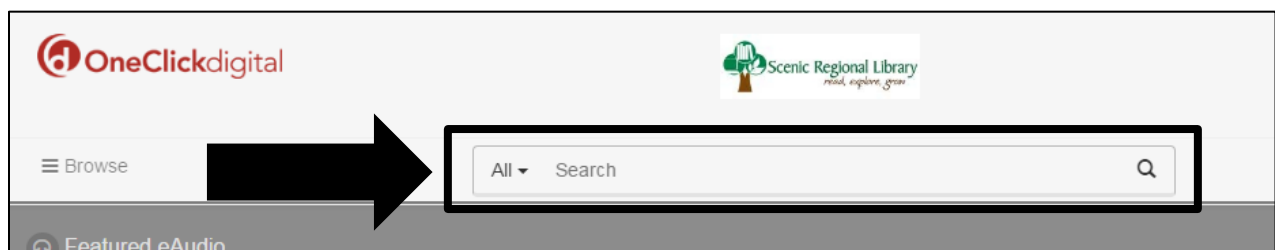
<u>One Click Digital Logo</u> – Clicking on this will take you to the home page.

<u>Browse</u> – Clicking on this will reveal a menu allowing you to navigate to various pages on the website.

<u>Search</u> – Clicking in the search window allows you to type in search words to look for certain titles. You can also use the drop down menu to search by title, author, narrator, or do an advanced search.
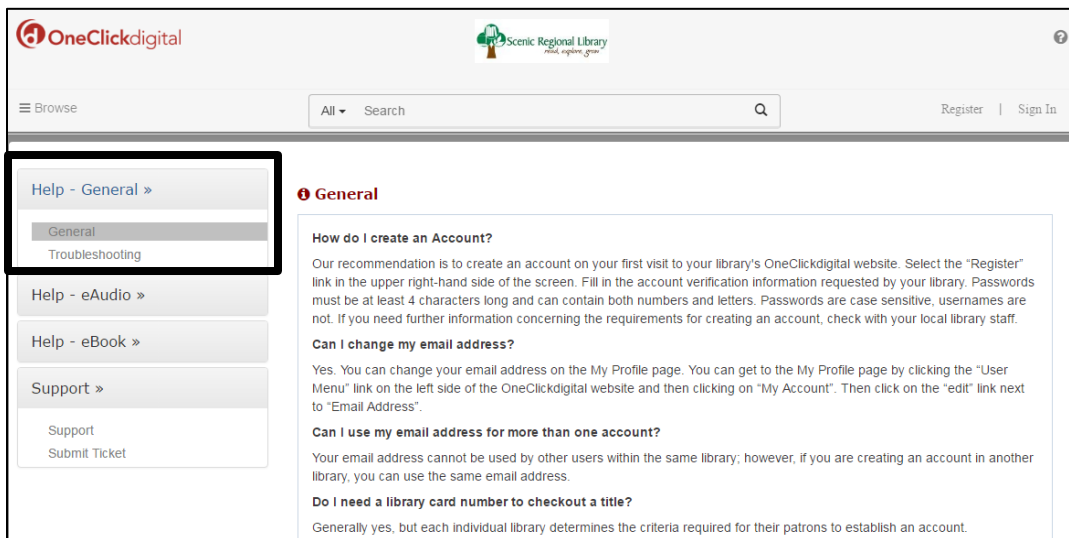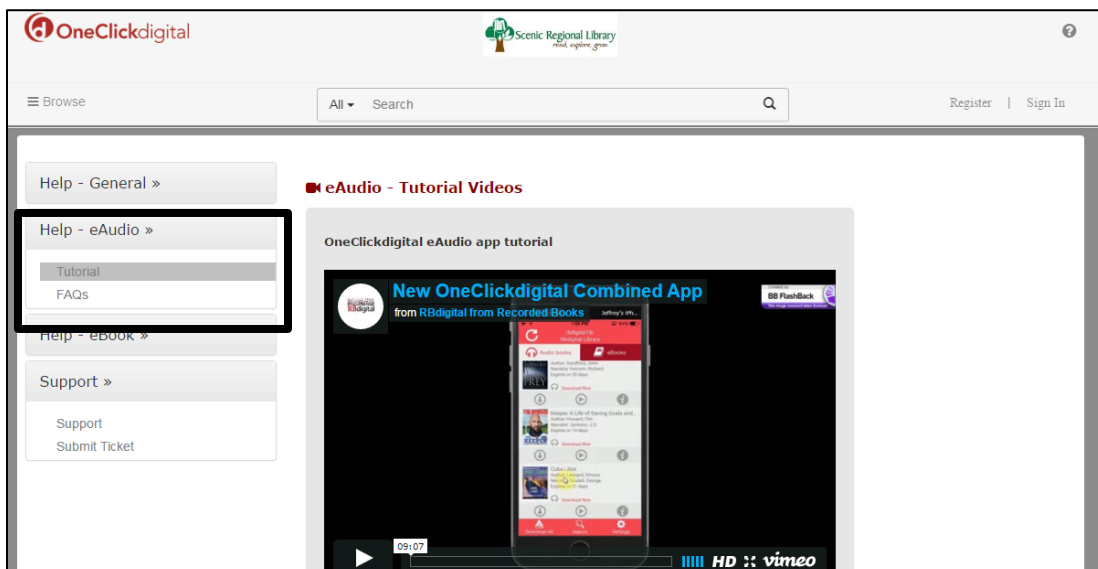
The One Click Digital Home Page, continued

Help – Clicking on the help button allows you to access One Click Digital's help pages.

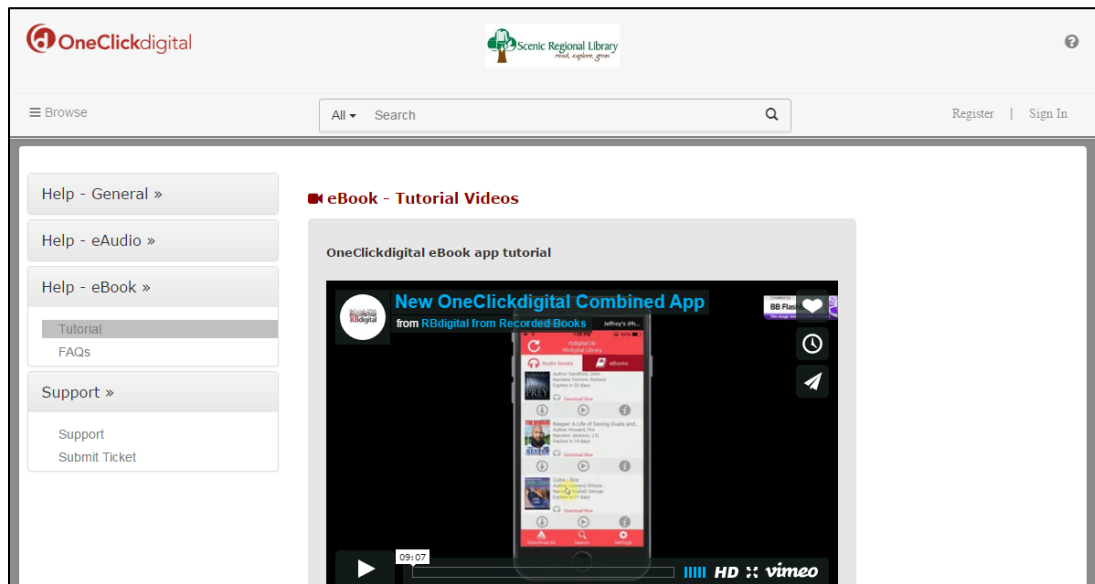The screenshot below illustrates One Click Digital's Help – General menu.

The screenshot below illustrates One Click Digital's eAudio help menu.

The One Click Digital Home Page, continued

The screen shot below illustrates One Click Digital's eBook help menu. Please note that Scenic Regional Library does not currently subscribe to One Click Digital's eBook service.
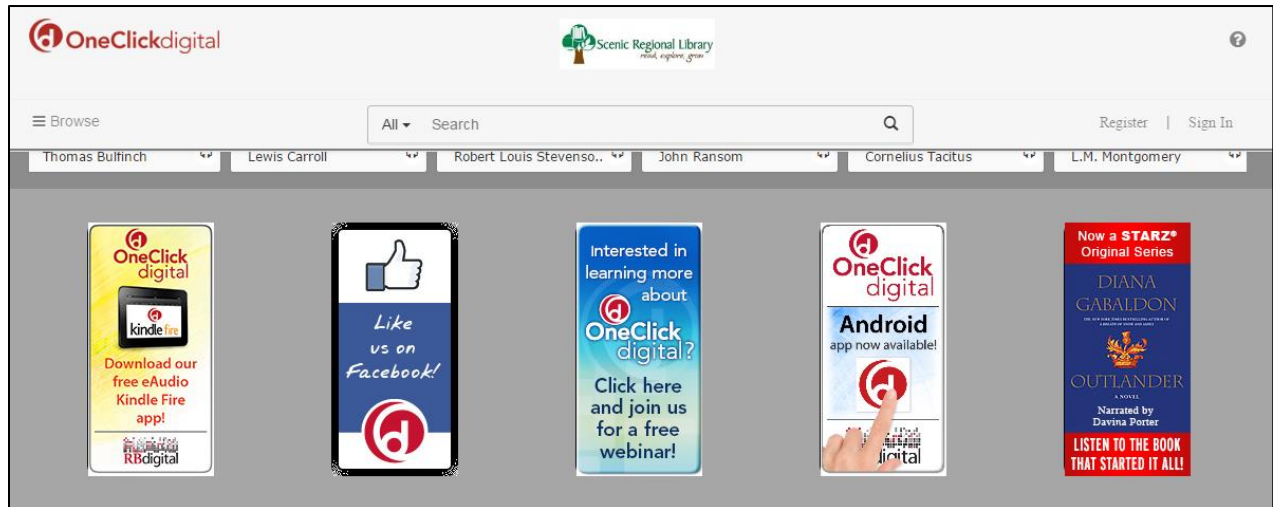

The screen shot below illustrates One Click Digital's Support help menu.

The One Click Digital Home Page, continued

Scrolling Banner – The banner toward the bottom of the home page features clickable illustrations typically featuring the mobile apps. Clicking on any of them takes you to an informational page about the subject of the illustration.

Additional Links – These links are located at the bottom of the home page. Clicking on any of these links takes you to an informational page about that subject matter.
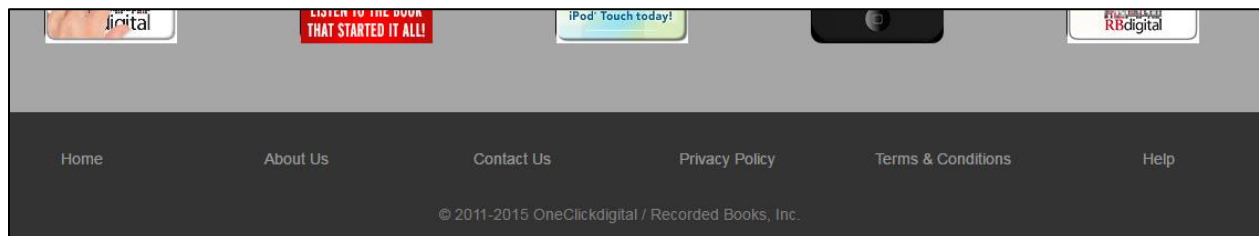
- The Home link takes you to One Click Digital's home page.
- The About Us link takes you to a page listing information about Recorded Books Inc., the company that owns One Click Digital.
- The Contact Us link takes you to a page listing all of Recorded Books Inc.'s contact information.
- The Privacy Policy link takes you to a page containing Recorded Books Inc.'s privacy policy.
- The Terms and Conditions link takes you to page listing the legal information about using Recorded Books Inc.'s services.
- The Help link takes you to One Click Digital's help page.

Browsing and Borrowing eAudiobooks

You can browse One Click Digital's collection in four ways.
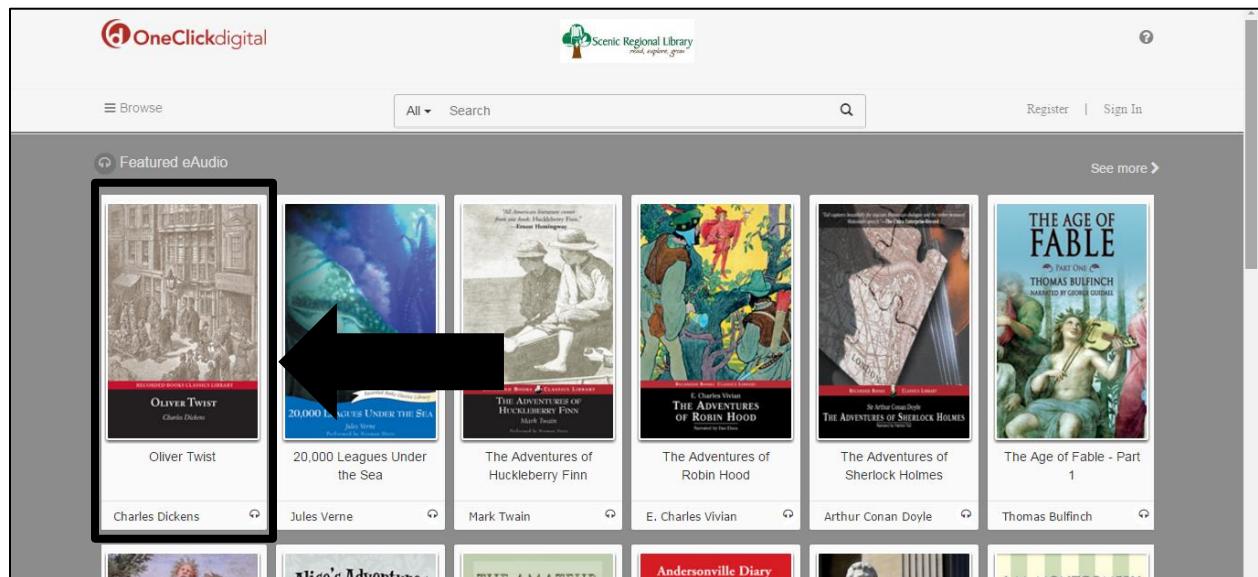
1. Featured
2. Browse Button
3. Search Function
4. Advanced Search

<u>Featured</u>

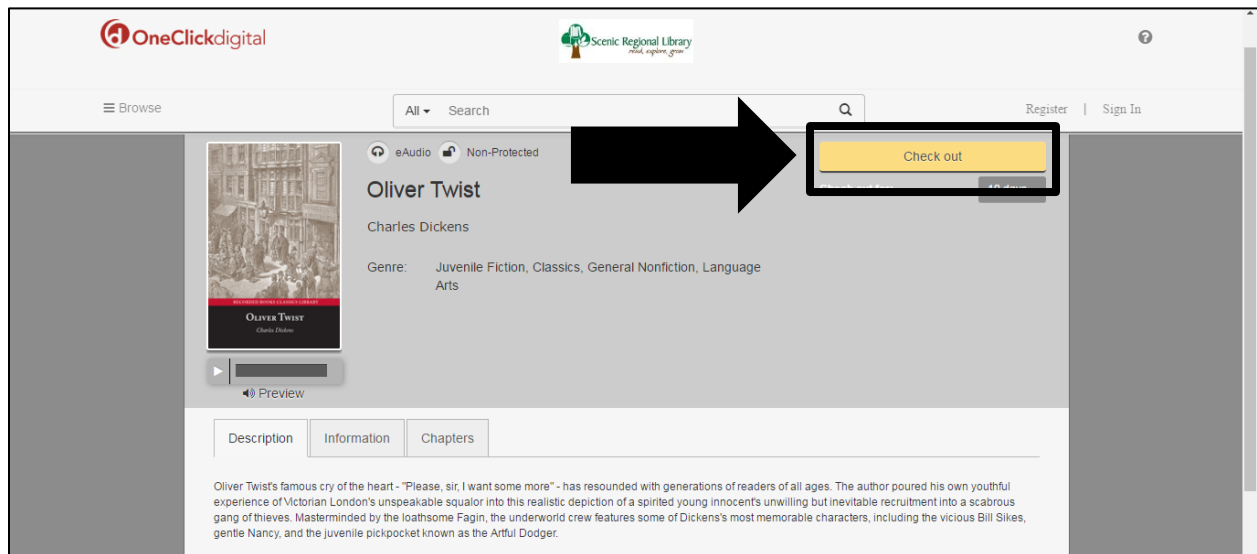When you log into your account, One Click Digital features 12 titles on the home page.

Follow these steps to browse and borrow an eAudiobook from the featured collection.

1. Click on any book cover. Note that you could also click on "See more" to browse additional titles in the featured collection.

Browsing and Borrowing eAudiobooks, continued

2. Click on "Check out."

Please note that you can click on the tabs under the book cover to see additional information about the title. You can also click on the preview play button to hear a sample of the title.
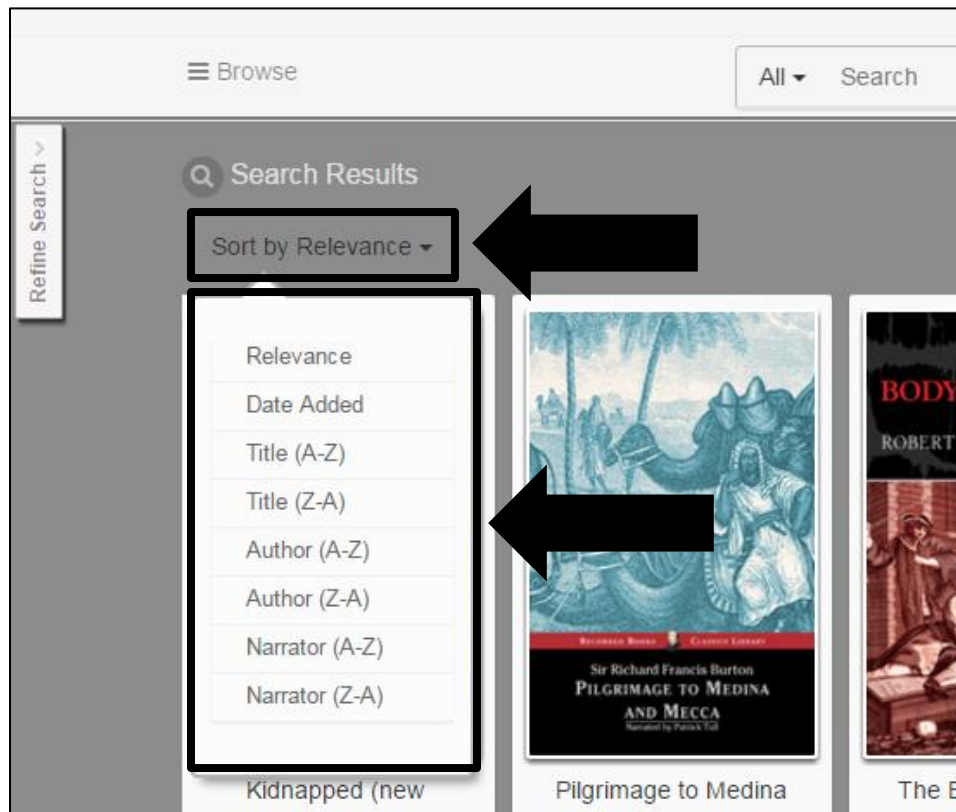
Browse Button

Follow these steps to browse and borrow an eAudiobook using the Browse button.

1. Click on the "Browse" button.
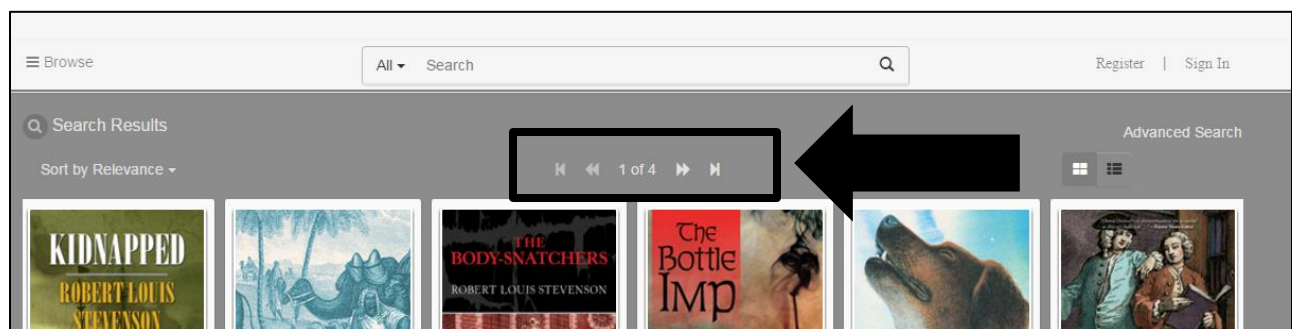2. Click on the eAudiobook option you want to browse.
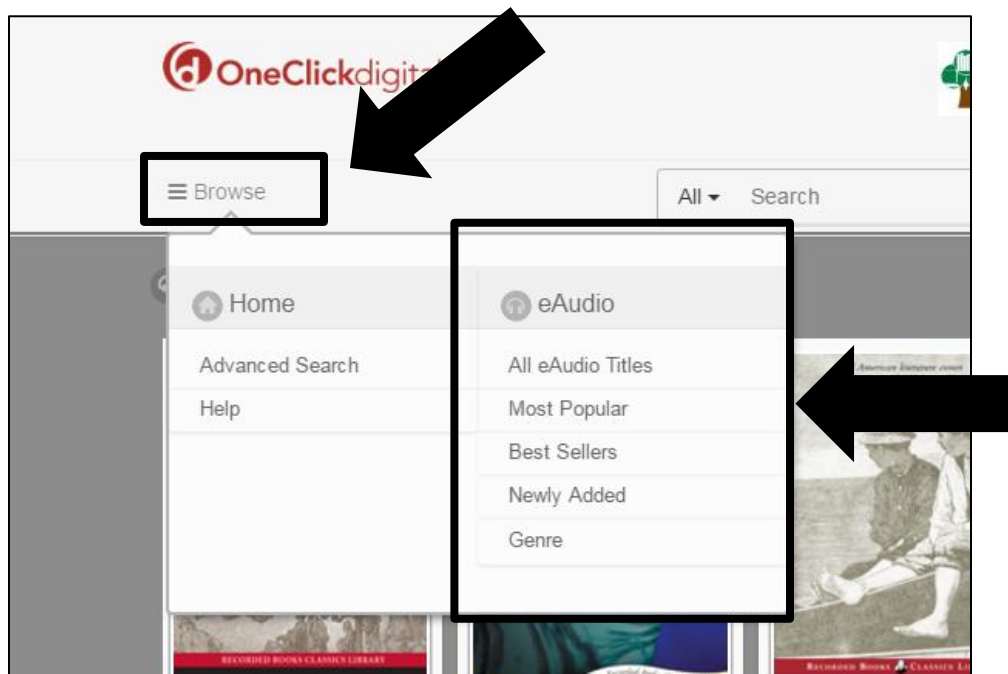
Browsing and Borrowing eAudiobooks, continued

3. Select how you want your titles sorted, if applicable. The sorting menu is not always available.

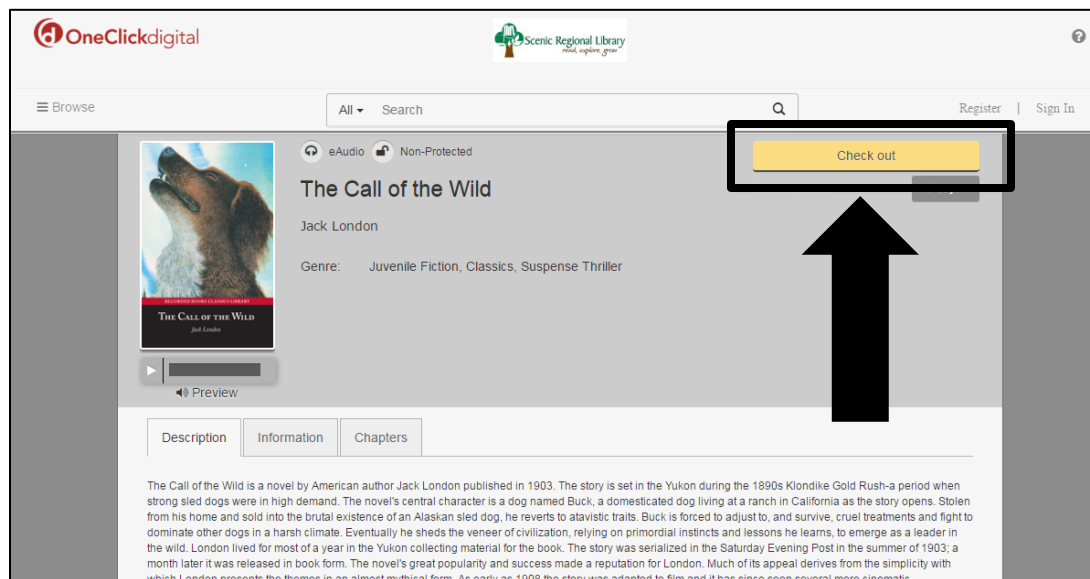4. Use the navigation buttons to browse the various pages of titles.

Browsing and Borrowing eAudiobooks, continued

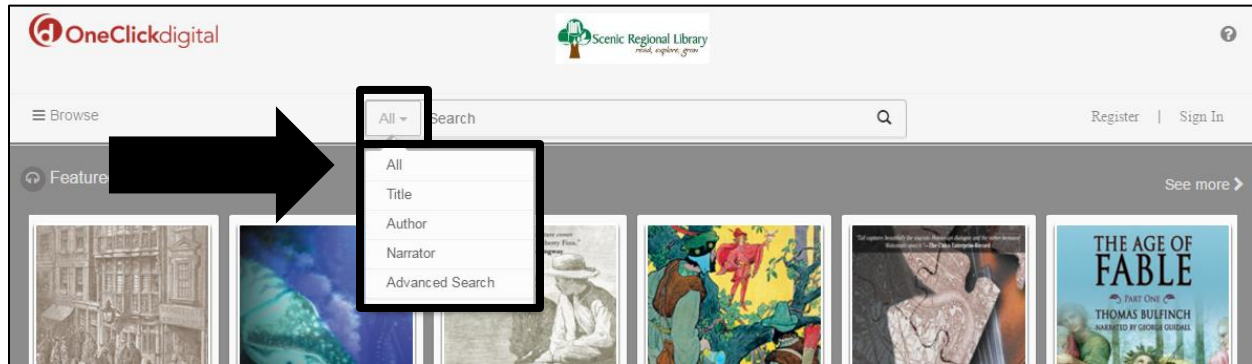5. Select your title by clicking on the cover.
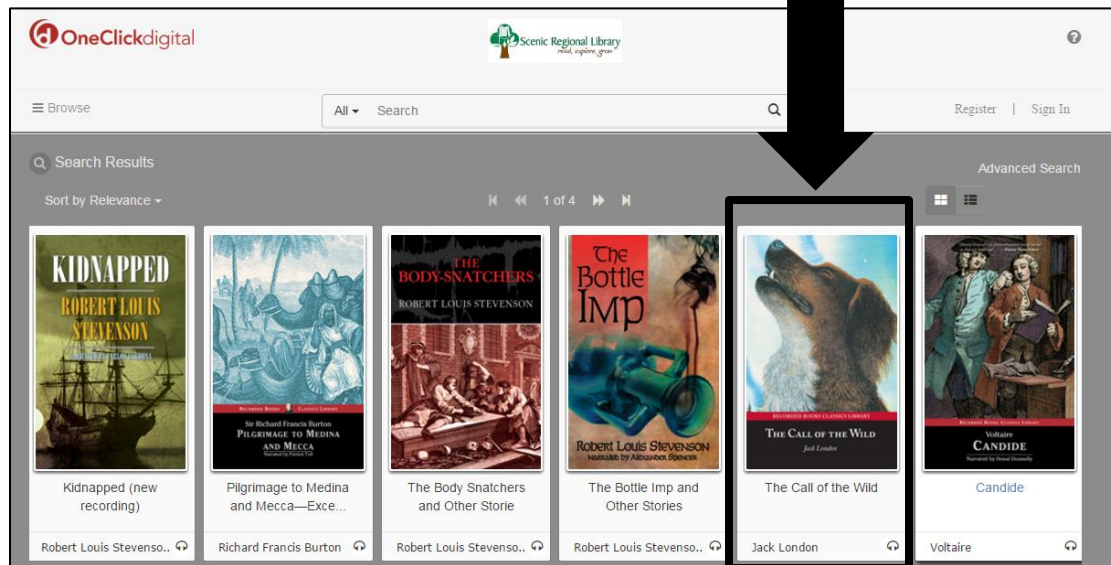
6. Click "Check out."

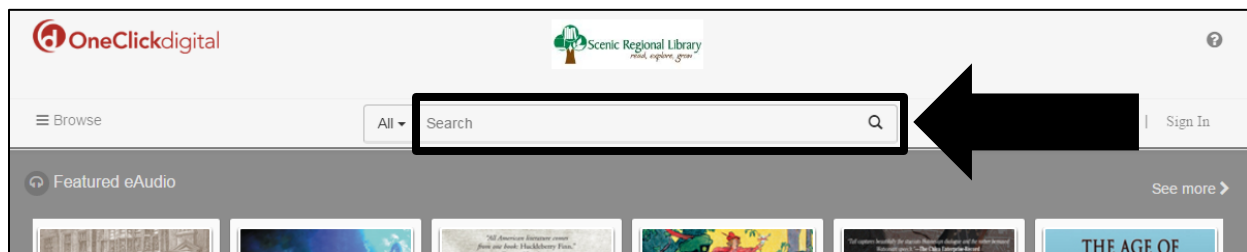## Browsing and Borrowing eAudiobooks, continued

<u>Search Function</u>

Follow these steps to browse and borrow an eAudiobook using the search function.

1. Select the type of search you want to do by clicking on "All" and clicking on your choice.

2. Type your search words into the search field.
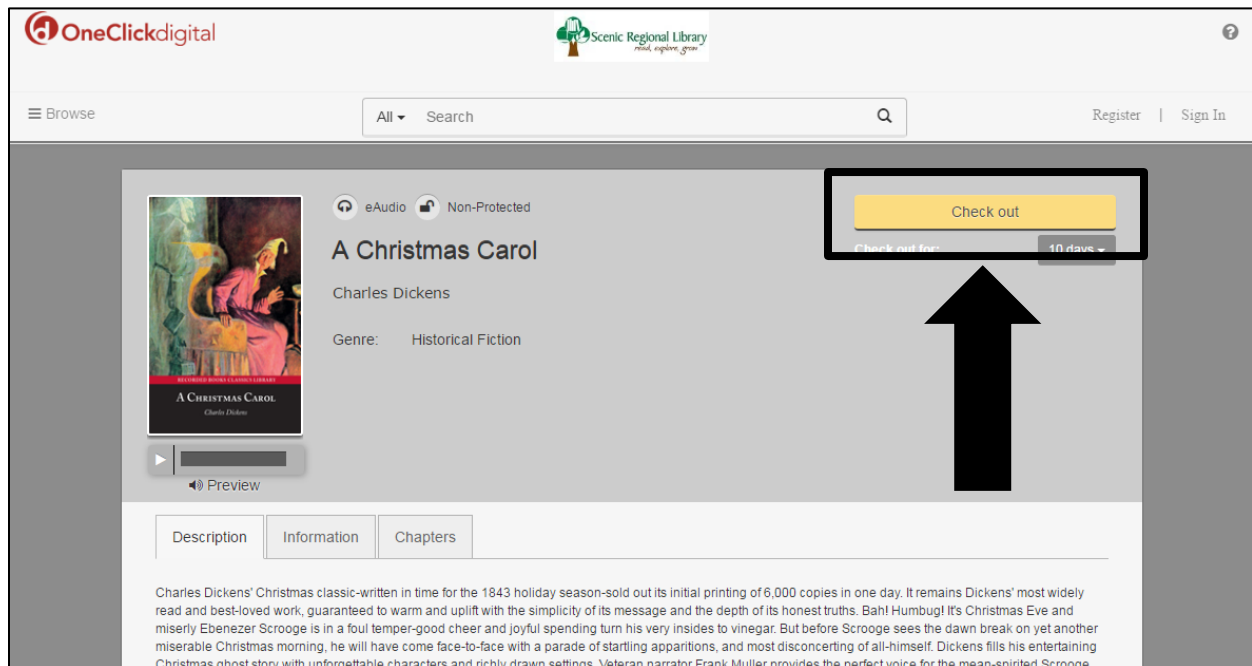3. Click the magnifying glass to begin the search.

4. Click on the cover of the book.
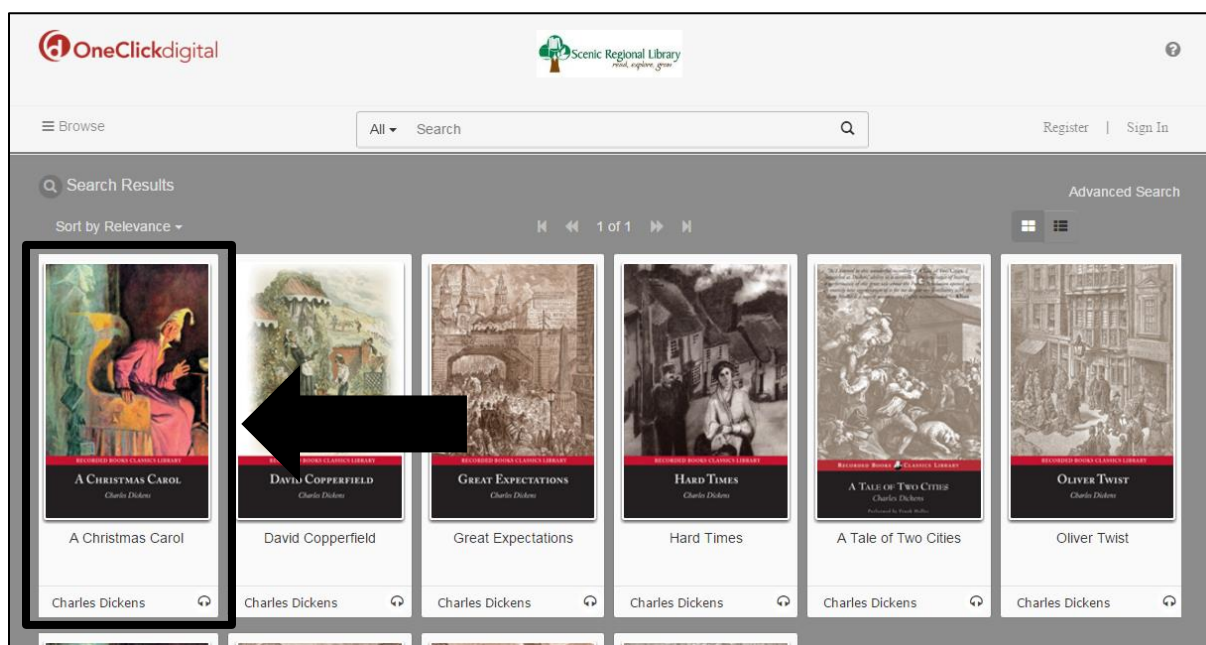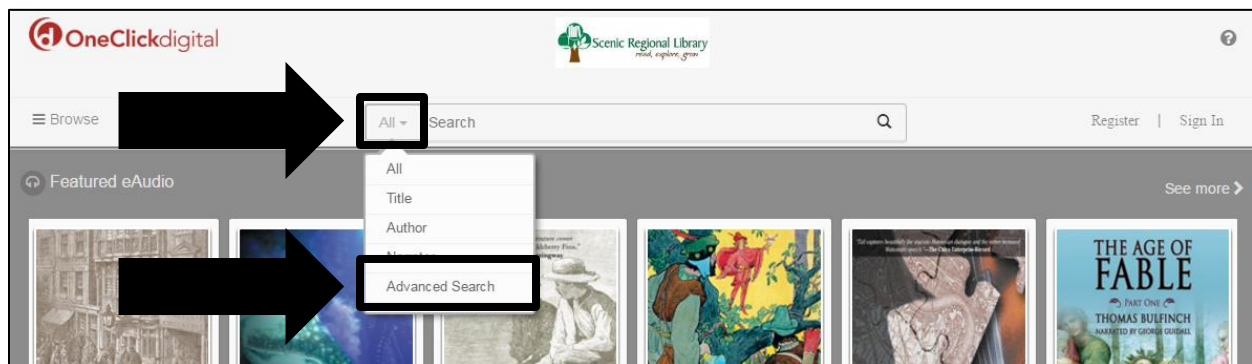
Browsing and Borrowing eAudiobooks, continued

5. Click "Check out."

Advanced Search

Follow these steps to browse and borrow an eAudiobook using the advanced search feature.

1. Click on "All" to reveal a drop down menu.
2. Click on "Advanced Search."
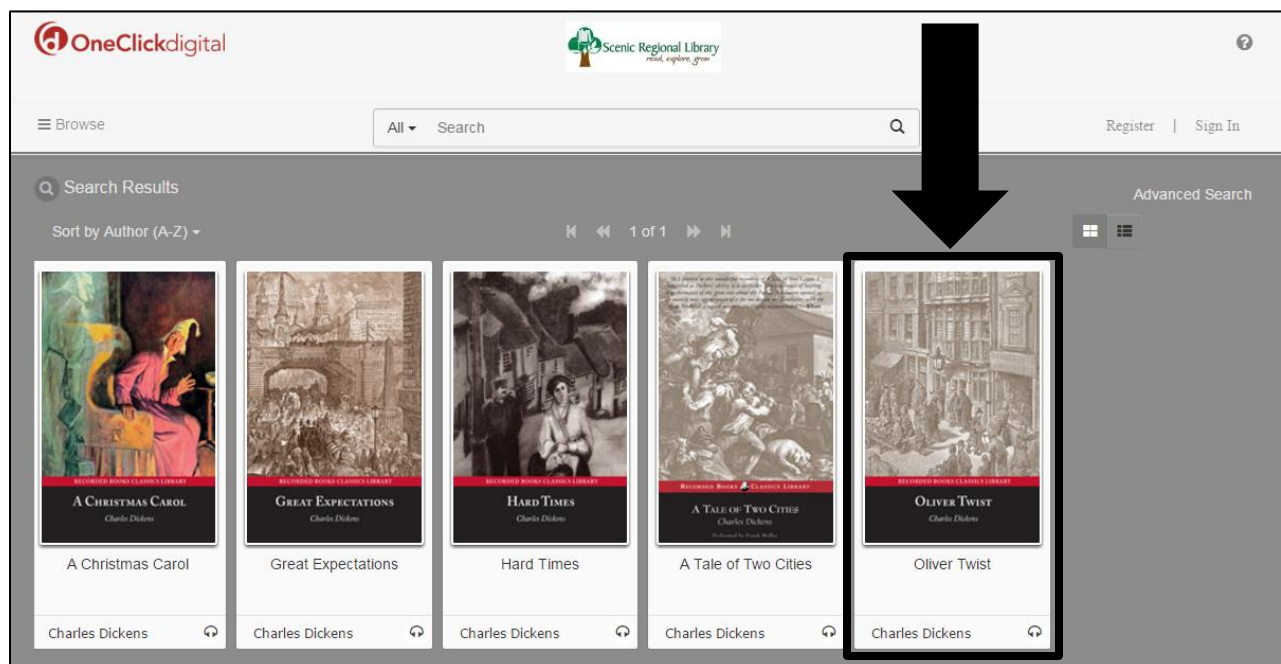
Browsing and Borrowing eAudiobooks, continued

3. Enter your search words into the appropriate fields and select any options from the various drop down menus.
4. Click "Search."

5. Click on the cover of the book.

Browsing and Borrowing eAudiobooks, continued

6. Click "Check out."

Listening to an eAudiobook

In order to listen to an eAudiobook on a computer or a laptop, you must first download the One Click Digital Media Manager software.

Follow these steps to download One Click Digital Media Manager.

1. Click the help button.
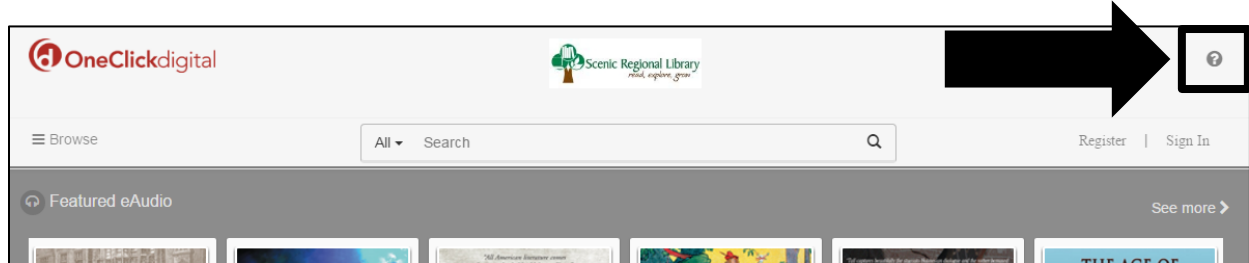
2. Click on "Support."
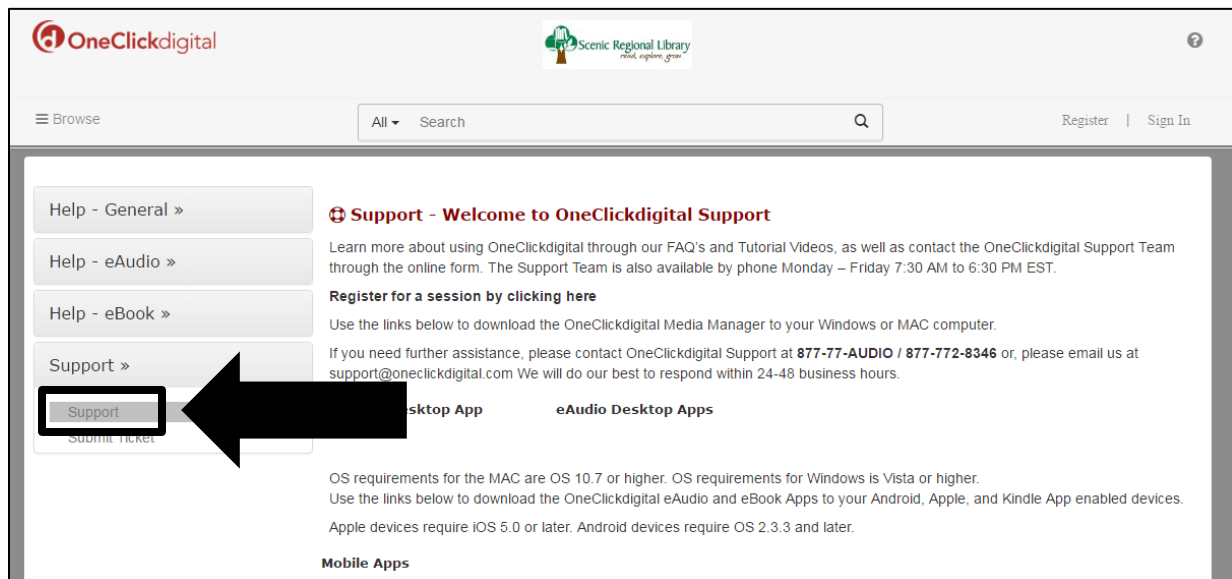
Listening to an eAudiobook, continued

3. Click on the appropriate icon for your computer or laptop.
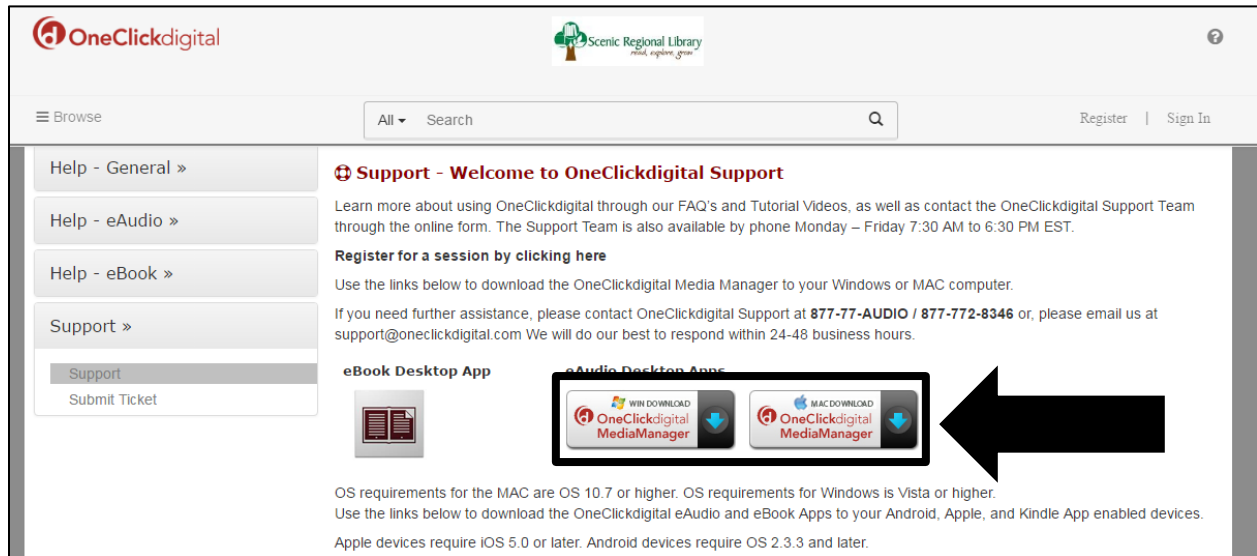
4. Follow any prompts to complete the download and installation.

Follow these steps to listen to your eAudiobooks.

1. Double click on the One Click Digital Media Manager icon.

Listening to an eAudiobook, continued

2. Enter your user name and password, which are the same as the login credentials you use to log into your One Click Digital account. Note that your user name may already be prepopulated.
3. Click "Login."

4. Click "Play."

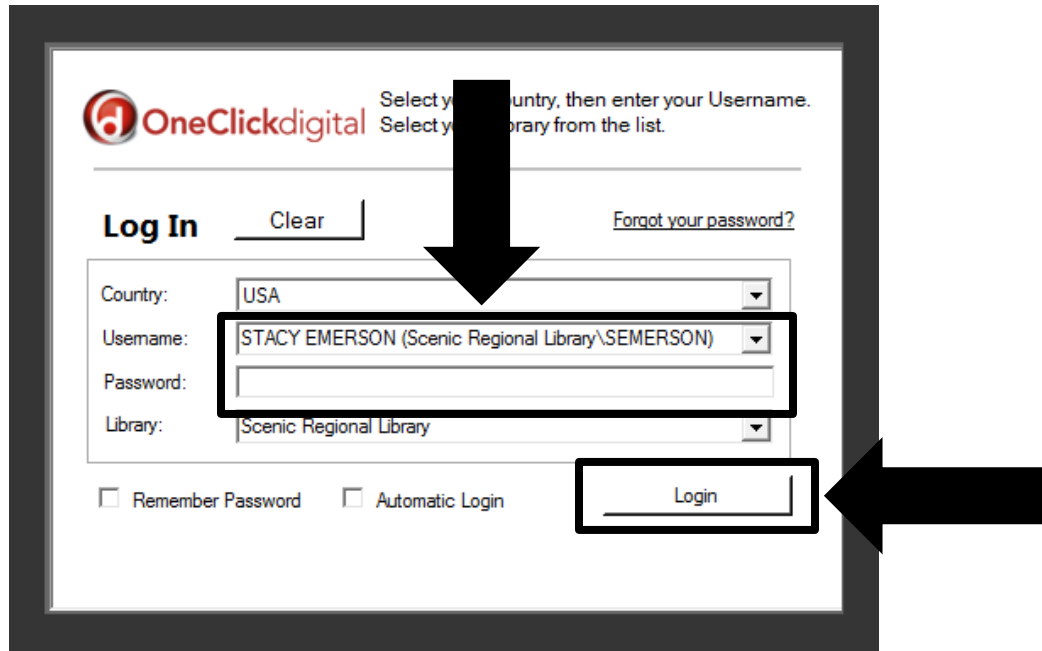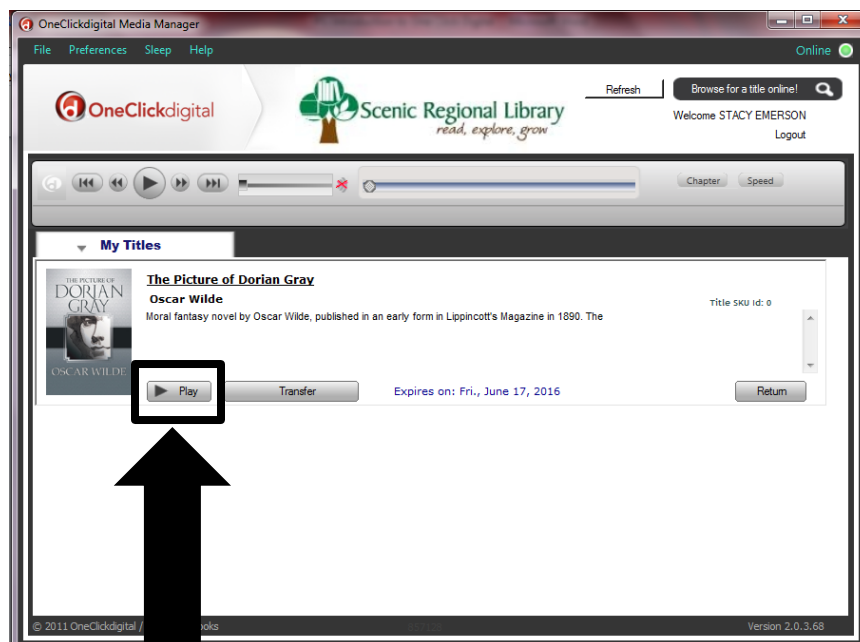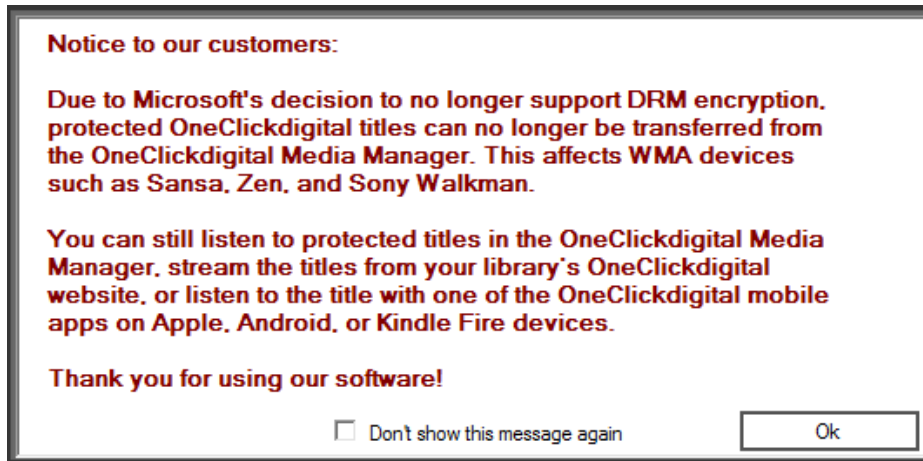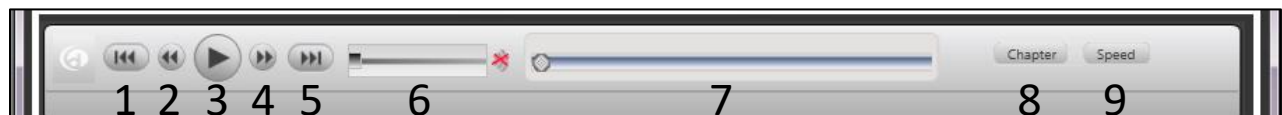## Listening to an eAudiobook, continued

Please note that while the "Transfer" button is still present in One Click Digital Media Manager, you can no longer transfer files to mobile devices. You will receive the message below if you attempt to transfer an eAudiobook file to a device.

Notice to our customers:

Due to Microsoft's decision to no longer support DRM encryption, protected OneClickdigital titles can no longer be transferred from the OneClickdigital Media Manager. This affects WMA devices such as Sansa, Zen, and Sony Walkman.

You can still listen to protected titles in the OneClickdigital Media Manager, stream the titles from your library's OneClickdigital website, or listen to the title with one of the OneClickdigital mobile apps on Apple, Android, or Kindle Fire devices.

Thank you for using our software!

☐ Don't show this message again   Ok

eAudiobook Player

1 – First track button: click to go back to the very first track of the eAudiobook
2 – Previous track button: click to go back one track
3 – Play / Pause toggle button: click to play or pause the eAudiobook
4 – Next track button: click to go forward one track
5 – Last track button: click to go to the last track of the eAudiobook
6 – Volume slider: click, hold, and drag to increase or decrease the volume
7 – Scrub bar: click, hold, and drag to fast forward or rewind a track
8 – Chapter selection button: reveals a drop down menu of chapters
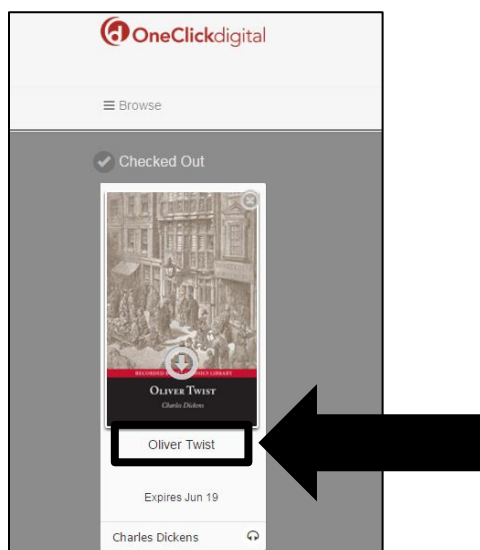9 – Playing speed button: reveals a drop down menu of playing speeds

Returning a Title to One Click Digital

Follow these steps to return to a title to One Click Digital.
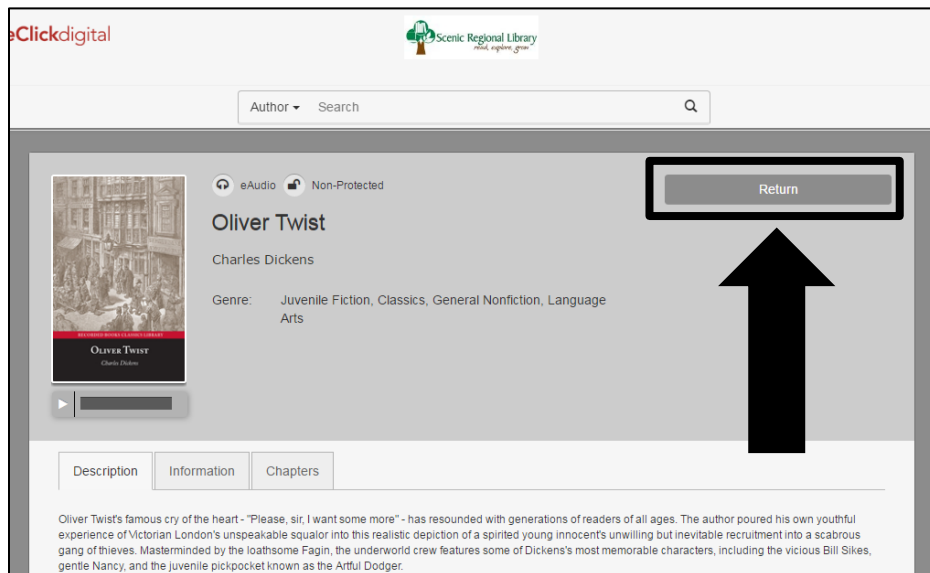
1. Click on "Browse."
2. Click "My Titles."
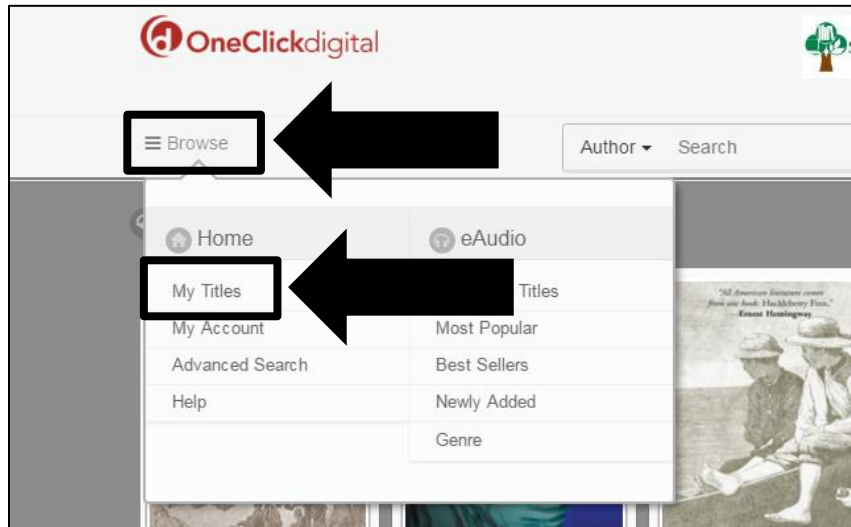
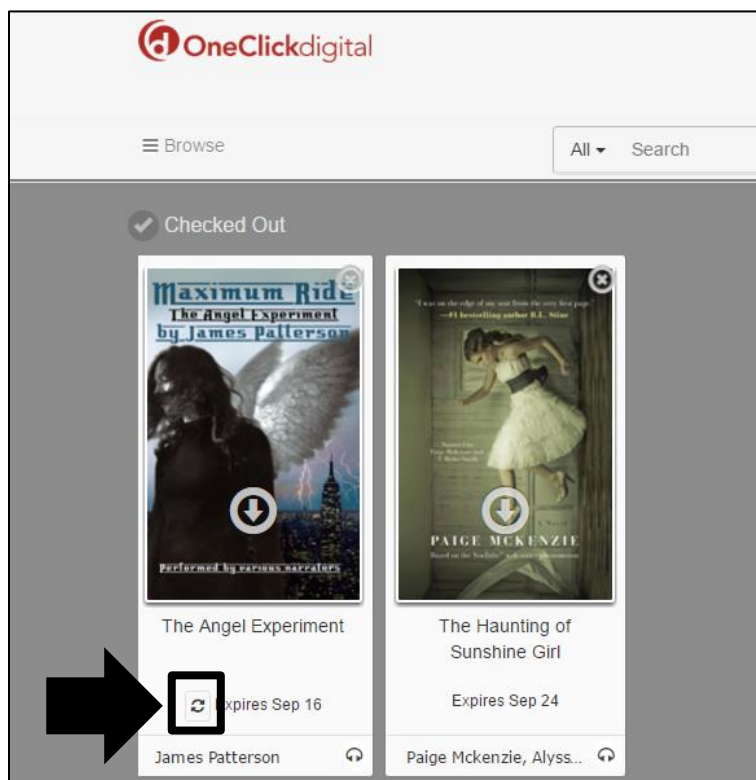3. Click on the title of the book you want to return.

Returning a Title to One Click Digital, continued

4. Click "Return."

Note

Six days prior to your eAudiobook's due date, a renew button will appear at the bottom of the title. Click on it to renew the title.

One Click Digital Mobile App

The One Click Digital mobile app is available on the following devices.

- Apple – Search for "One Click Digital" in the App Store.
- Android – Search for "One Click Digital" in the Google Play Store.
- Kindle Fire – Search for "One Click Digital" in the Amazon App Store.

Please note that you must set up your One Click Digital account on a pc or laptop in order to log in the mobile app once you have downloaded it.

Also, the screen shots in this section were made using an iPad. If you have an Android device or a Kindle Fire, your screens may look a little different.

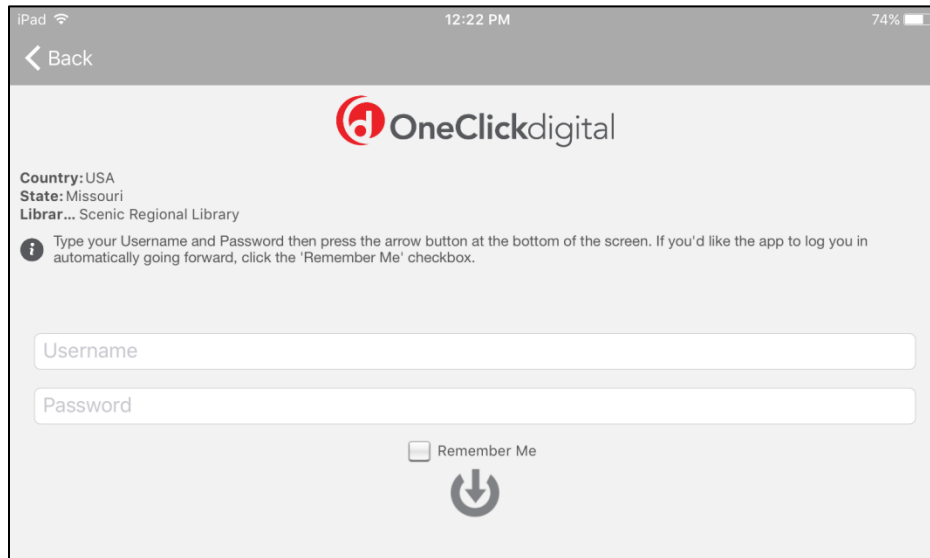## Logging into your Account on the Mobile App

After installing the app, follow these steps to log into your account.
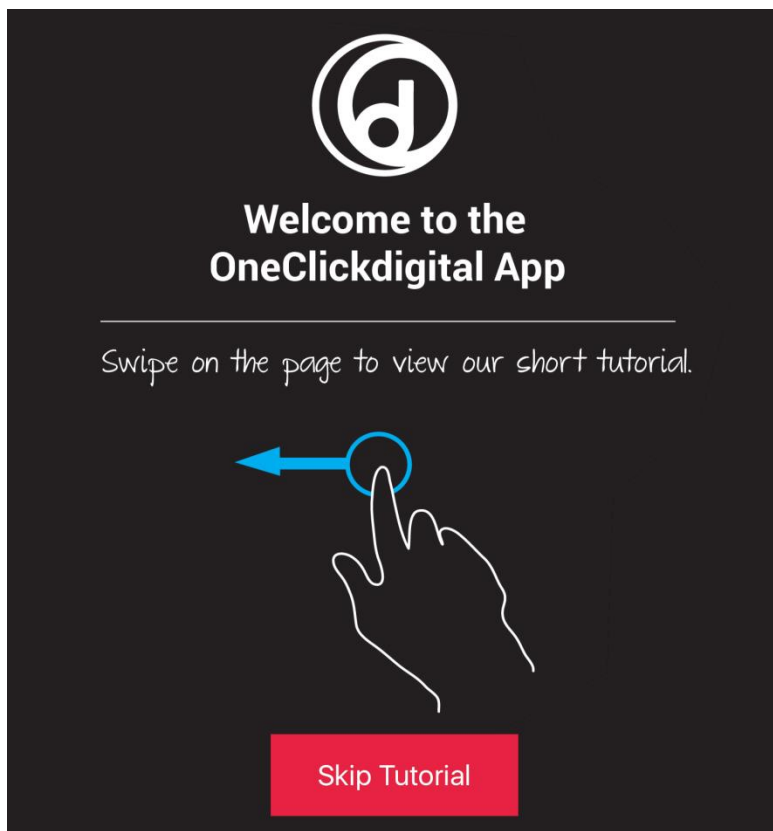
1. Choose your country and tap "Next."
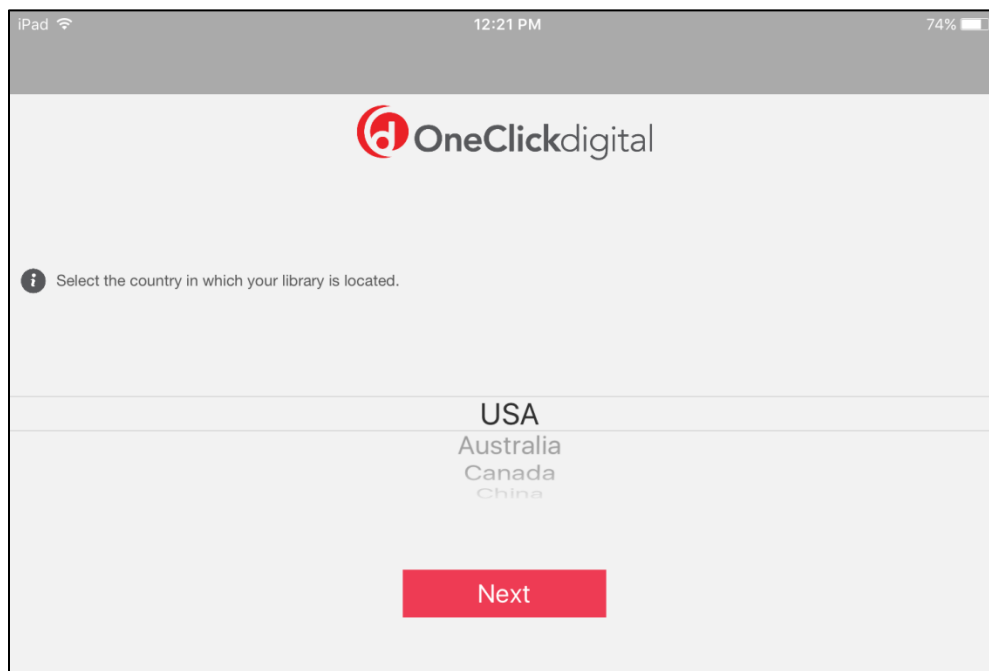
Logging into your Account on the Mobile App, continued

2. Enter your user name and password and tap the arrow.

You will be presented with the opportunity to take a tutorial on using the app. If you would like to take the tutorial, swipe the screen. If you do not want to take the tutorial, tap "Skip Tutorial."

One Click Digital Mobile App Home Page

Most of the functions you will use in the One Click Digital App can be accessed from the home page.

Refresh Button – Tapping on this will refresh your titles to reflect any recent check outs.
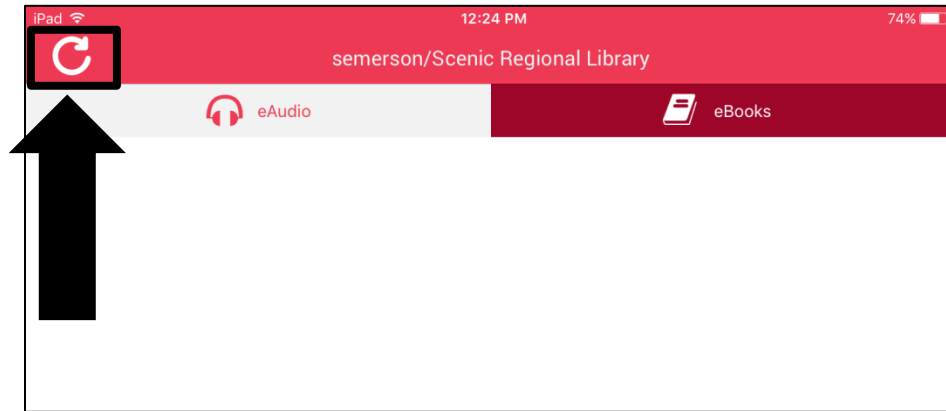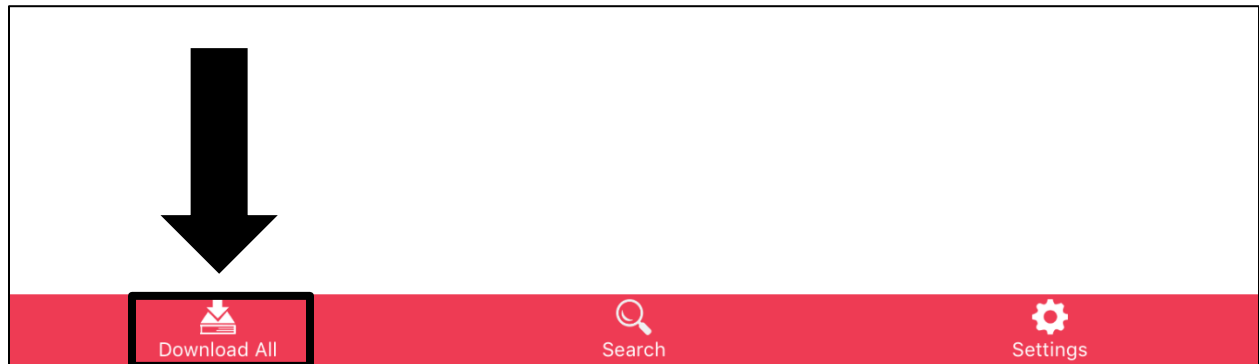

eAudio and eBooks Tabs – Tapping on either of these tabs will display their contents. Please note that Scenic Regional Library only subscribes to One Click Digital's eAudiobook collection.
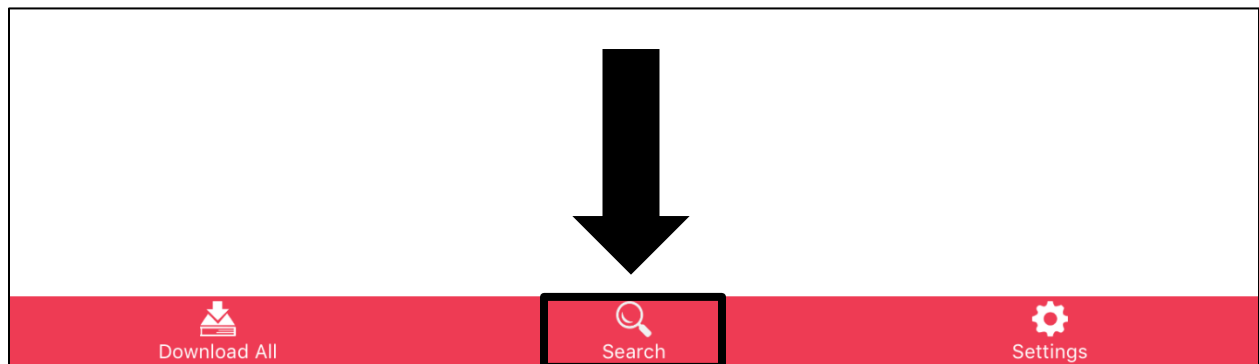
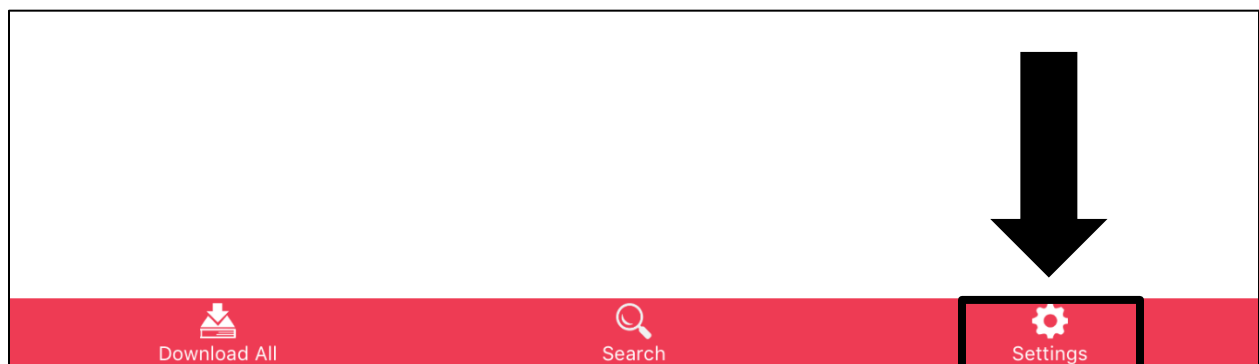## One Click Digital Mobile App Home Page, continued

<u>Download All Button</u> – Tapping on this will begin the process of loading every title you have checked out.

<u>Search Button</u> – Tapping on this will take you to One Click Digital's collection. The app may require you to re-enter your password.
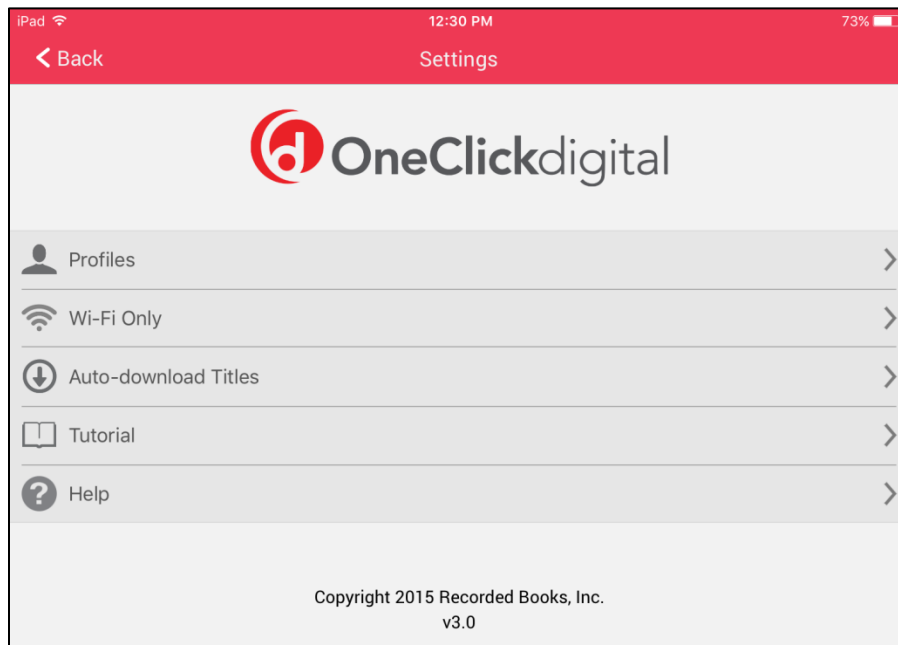
<u>Settings Button</u> – Tapping on this will take you to the settings menu. The following screen shots display all of the various settings menus so you can see what is contained in them.
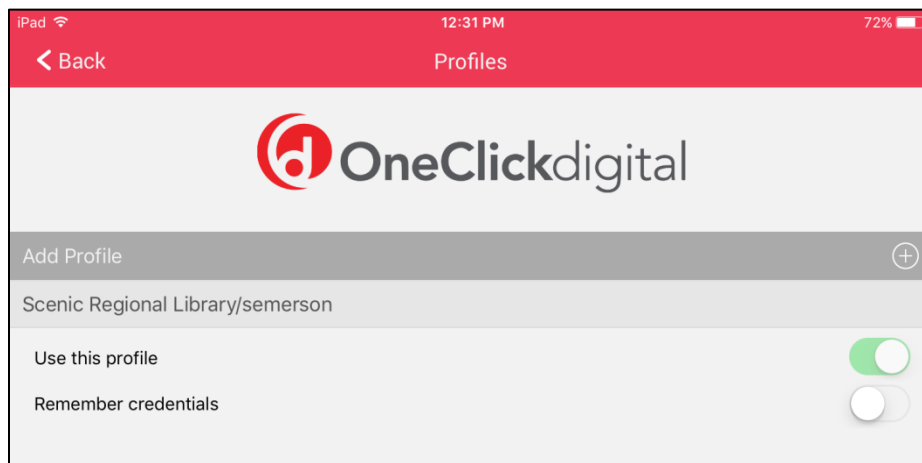
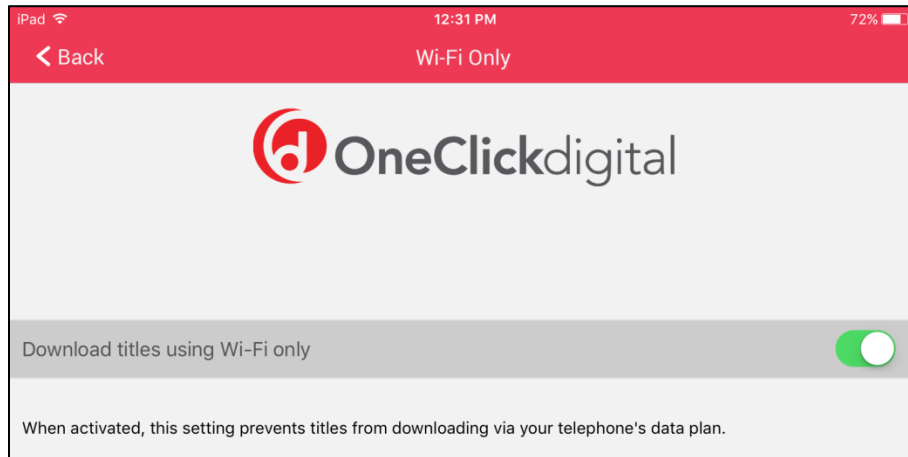# One Click Digital Mobile App Home Page, continued

Main Settings Menu

Profiles Settings – Allows you to add profiles to the app so more than one library user can use the app.
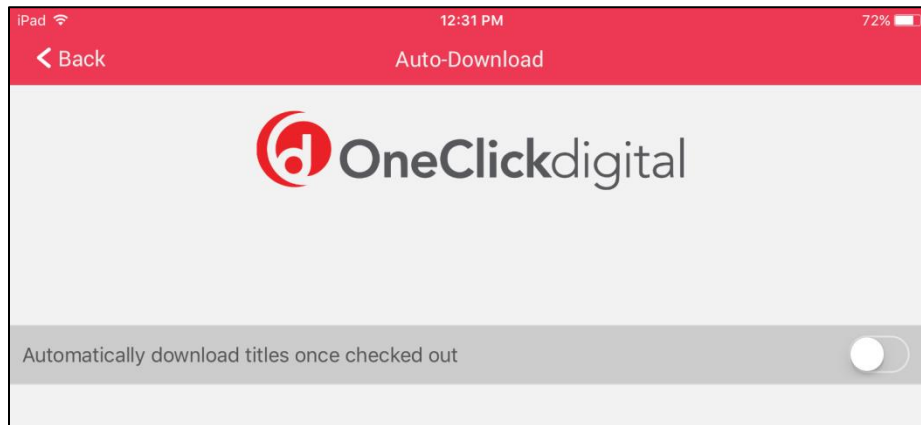
One Click Digital Mobile App Home Page, continued

<u>Wi-Fi Only Setting</u> - Allows you to prohibit titles from downloading unless the device is connected to a Wi-Fi network.

iPad 🔋	12:31 PM	72% 🔋
‹ Back	Wi-Fi Only	

OneClickdigital

Download titles using Wi-Fi only ⬤

When activated, this setting prevents titles from downloading via your telephone's data plan.

<u>Auto-Load Titles Setting</u> – Allows you to choose whether titles are automatically downloaded once they are checked out.

iPad 🔋	12:31 PM	72% 🔋
‹ Back	Auto-Download	

OneClickdigital

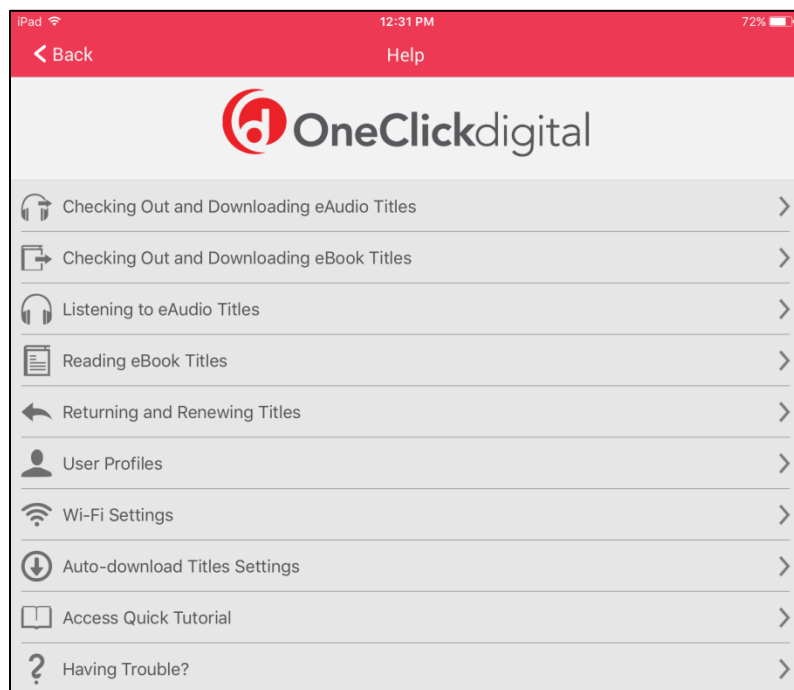Automatically download titles once checked out ◯

One Click Digital Mobile App Home Page, continued

<u>Tutorial</u> – Takes you back to the tutorial page if you decide you'd like to take the tutorial.
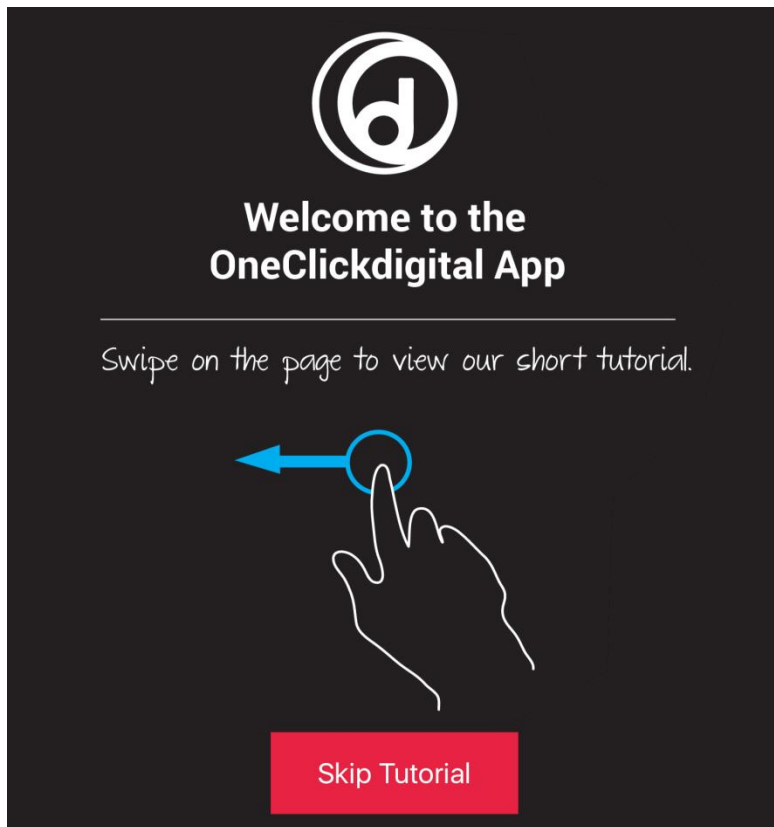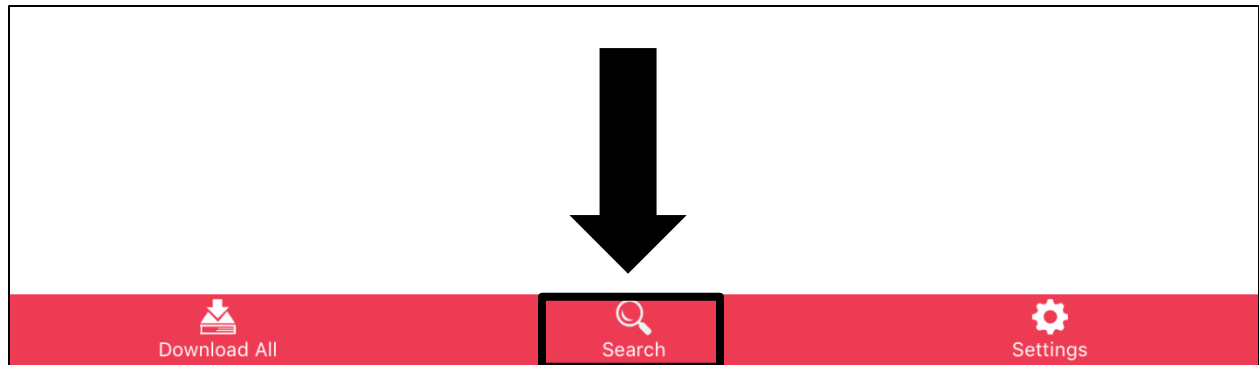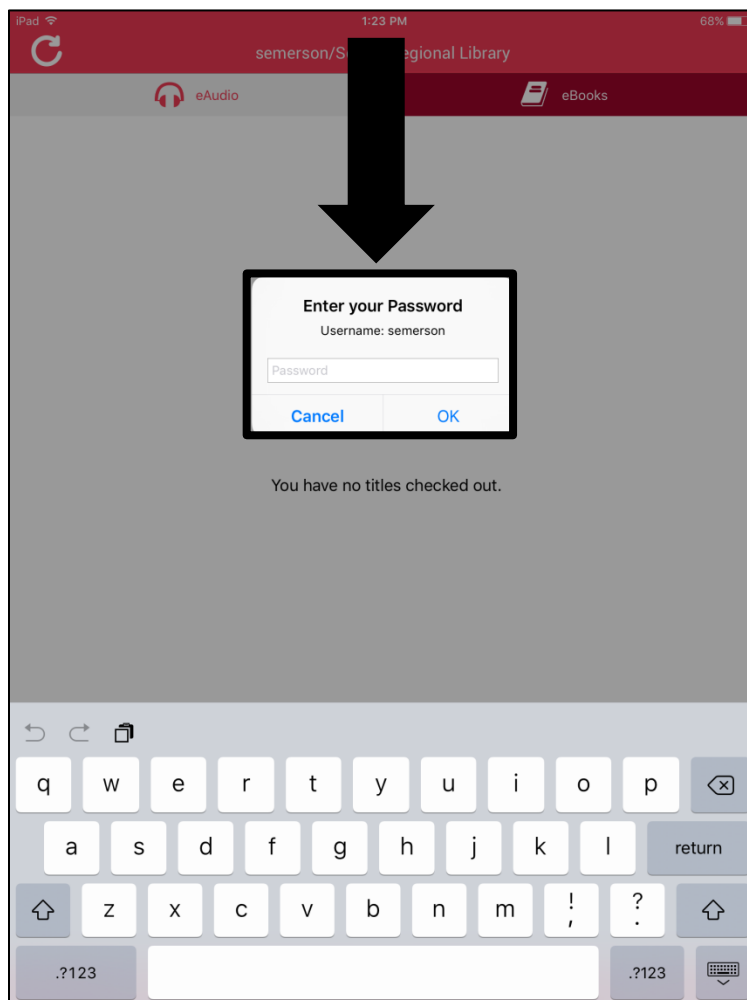

<u>Help</u> – Takes you to the help menu.

Browsing and Borrowing Titles on the Mobile App

Follow these steps to access the collection.

1. Tap "Search."

2. Enter your password and tap "OK."

Browsing and Borrowing Titles on the Mobile App, continued

Once you have accessed the collection, you can browse it in four ways.
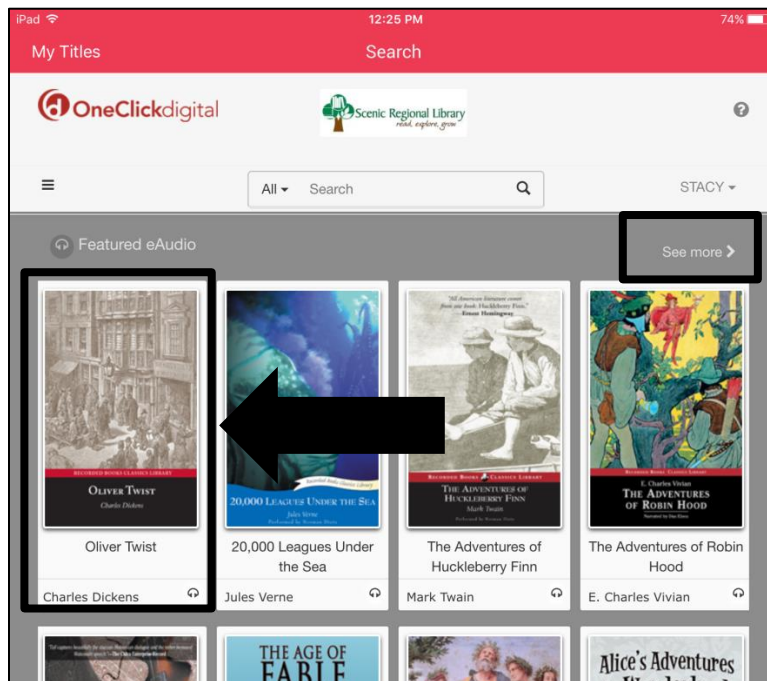
1. Featured
2. Menu Button
3. Search Function
4. Advanced Search

<u>Featured</u>

When you log into the collection, One Click Digital features eight titles.
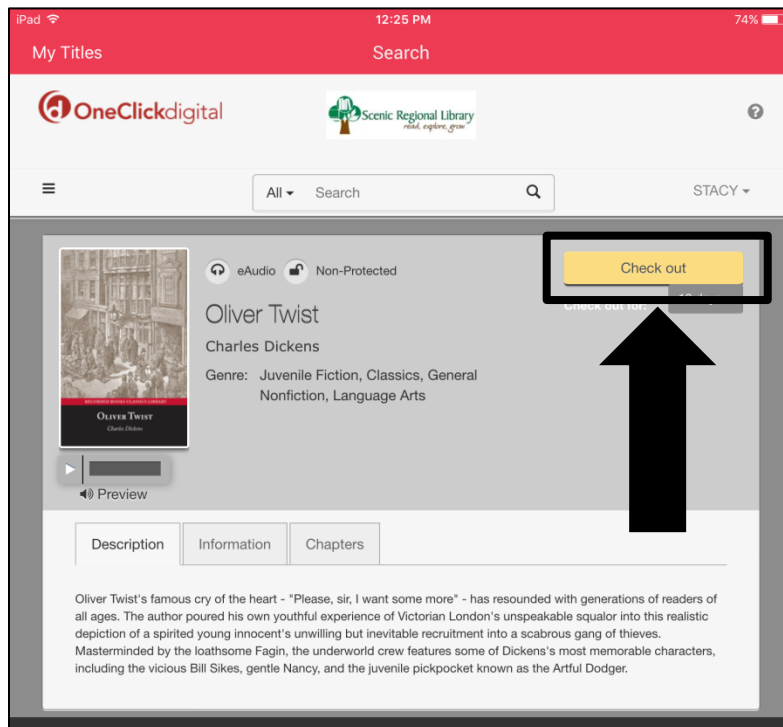
Follow these steps to browse and borrow an eAudiobook from the featured collection.

1. Tap on any book cover. Note that you tap on "See more" to browse additional titles in the featured collection.

Browsing and Borrowing Titles on the Mobile App, continued

2. Tap "Check out."

Please note that you can tap on the tabs under the book cover to see additional information about the title. You can also click on the preview play button to hear a sample of the title.

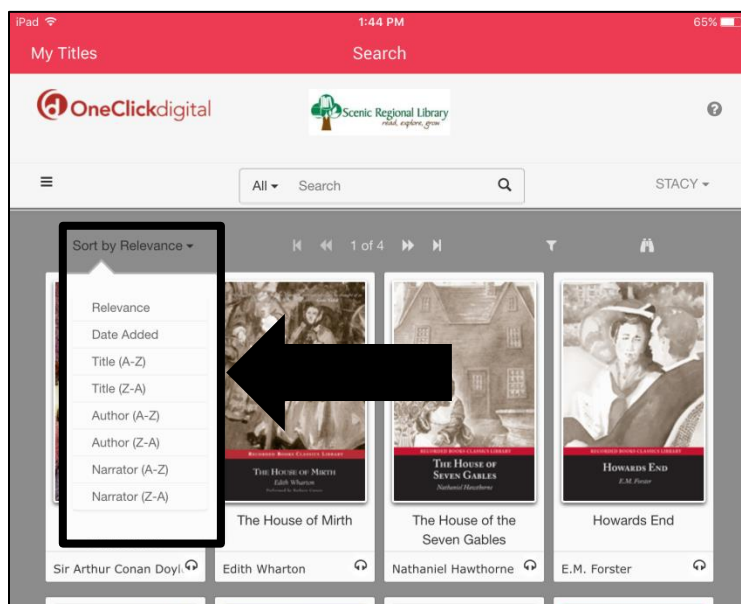# Browsing and Borrowing Titles in the Mobile App, continued

Menu Button

Follow these steps to browse and borrow an eAudiobook using the menu button.

1. Tap the menu button.
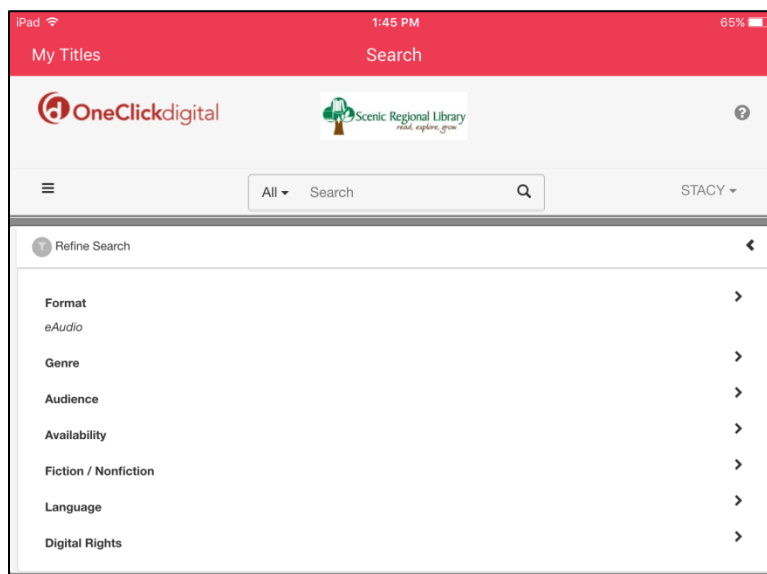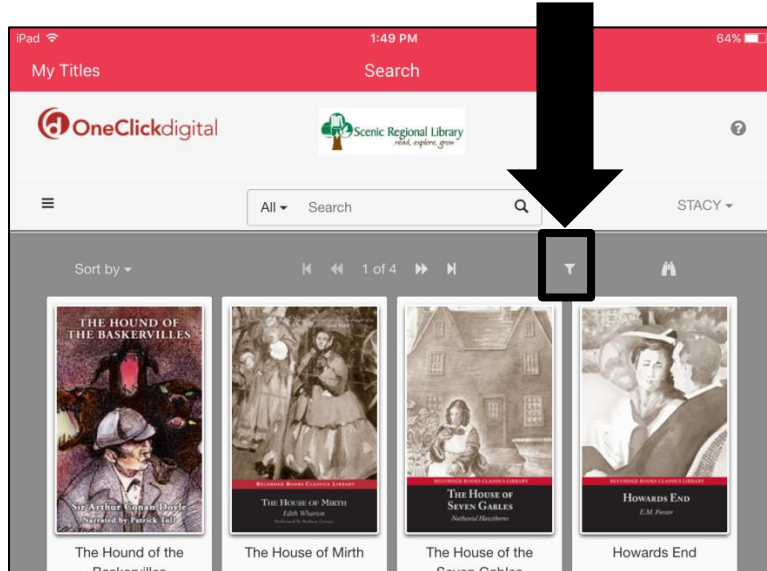2. Tap on the eAudiobook option you want to browse.
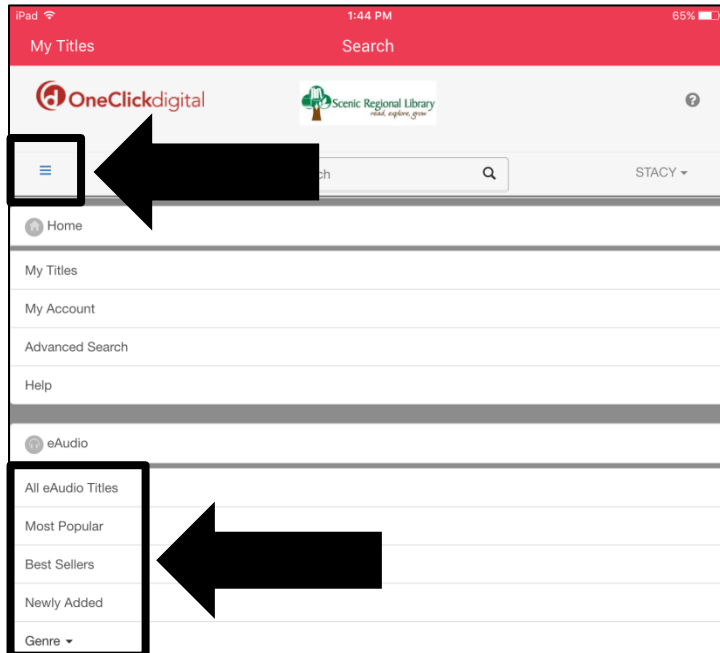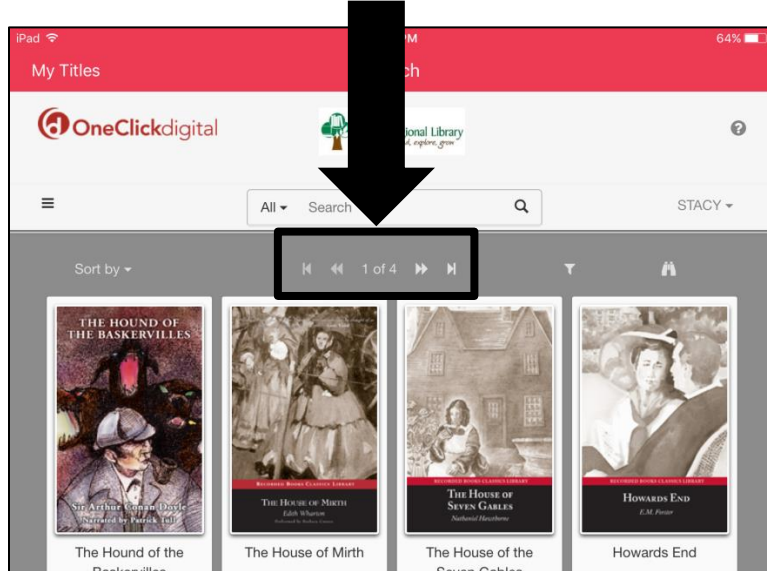

3. Select how you want your titles sorted.

Browsing and Borrowing Titles in the Mobile App, continued

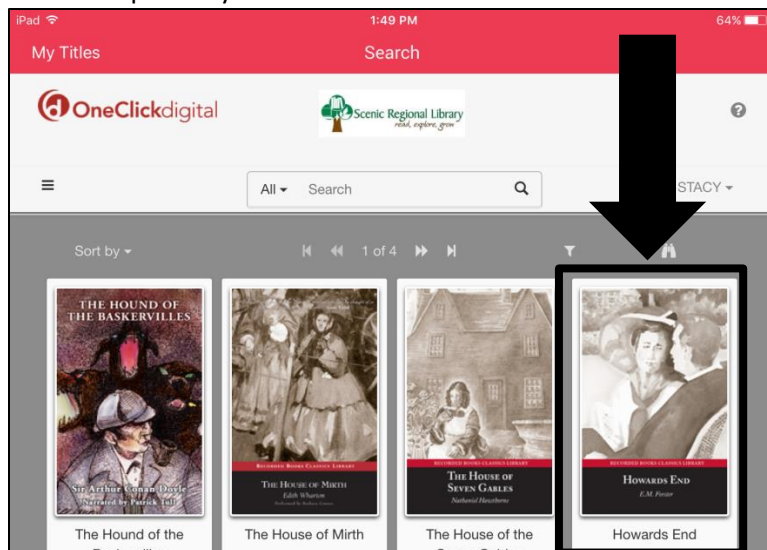4. Select any filters you want to use, if applicable.

Browsing and Borrowing Titles in the Mobile App, continued

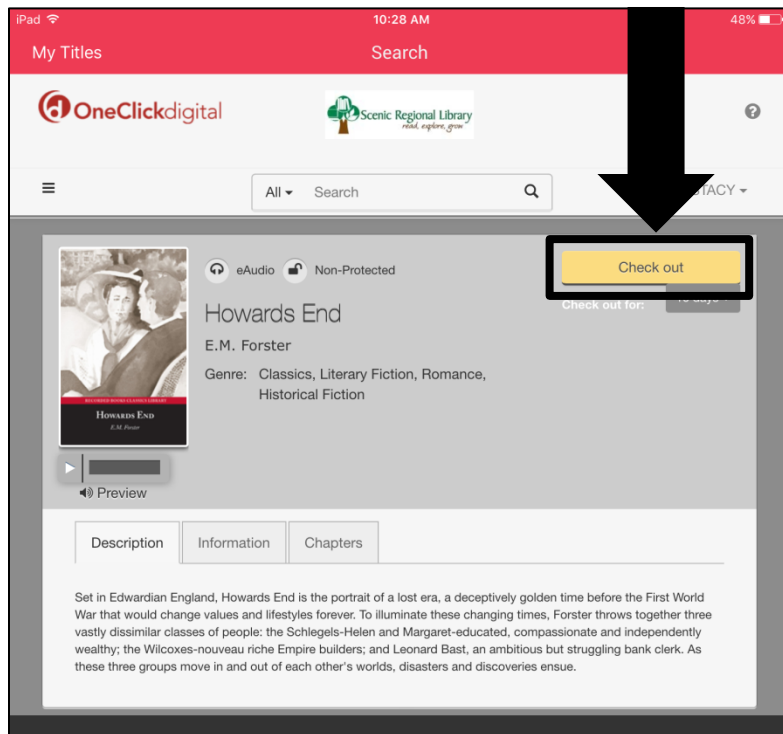5. Use the navigation buttons to browse the various pages of titles.

6. Tap on any book cover.

Browsing and Borrowing Titles in the Mobile App, continued
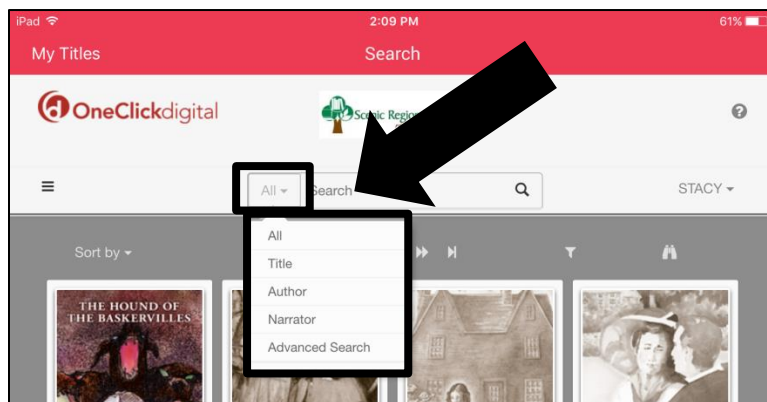
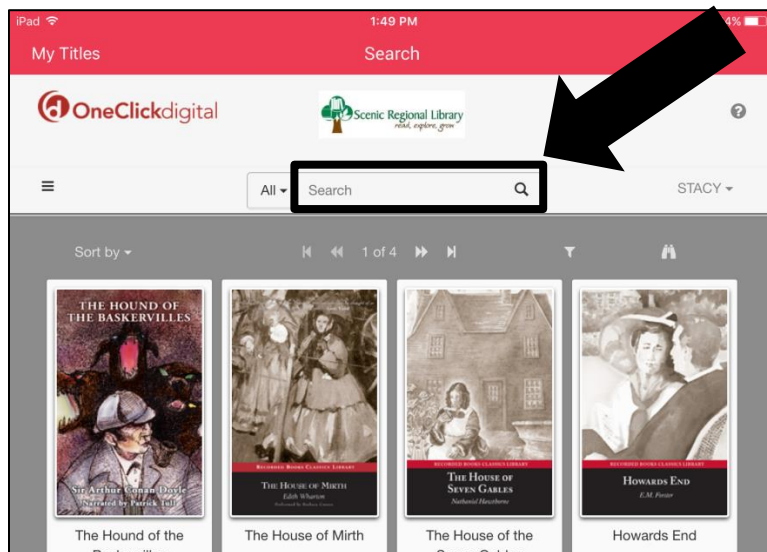7. Tap "Check out."

Search Function

Follow these steps to browse and borrow an eAudiobook using the search function.

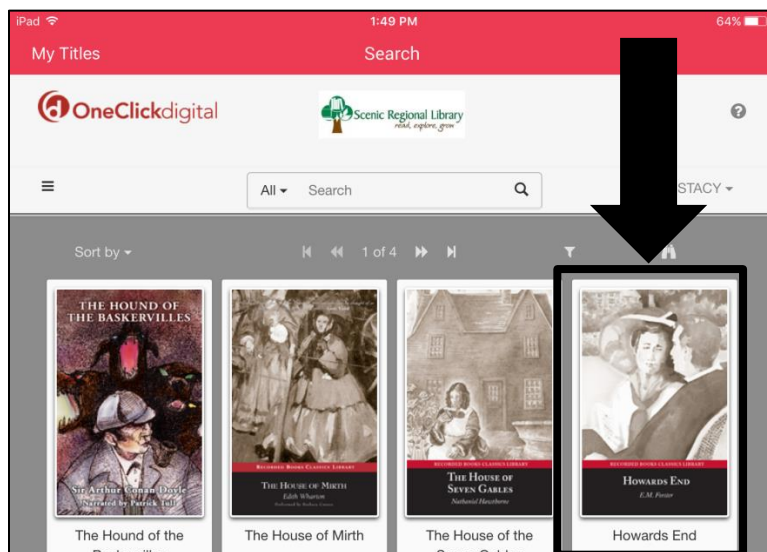1. Select the type of search you want to do by tapping on "All" and tapping on your choice.

Browsing and Borrowing Titles in the Mobile App, continued

2. Type your search words into the search field.
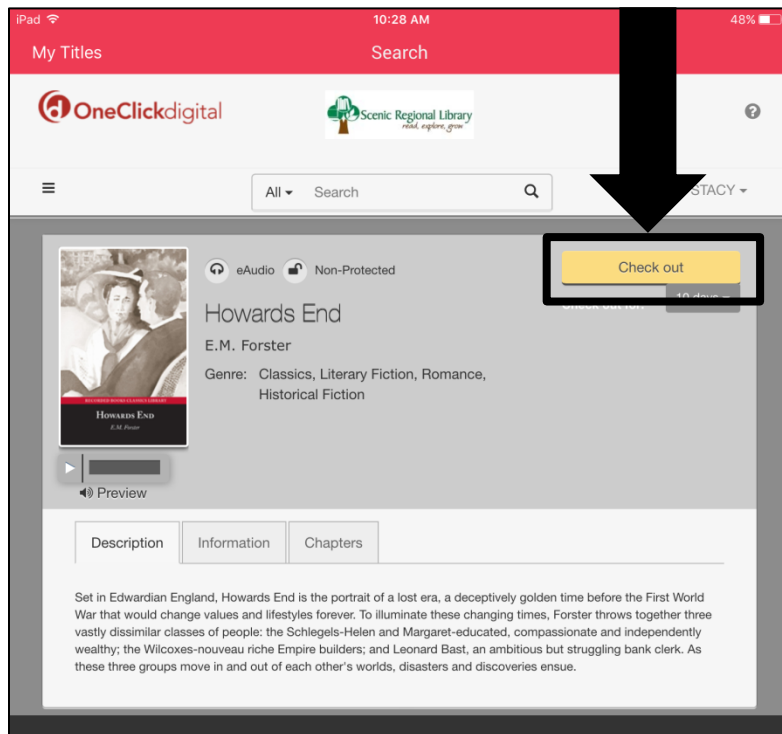3. Tap the magnifying glass.

4. Tap the cover of the book.

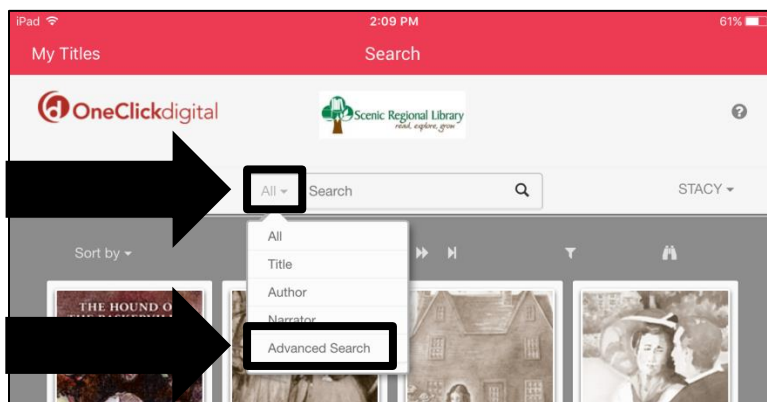## Borrowing and Browsing Titles in the Mobile App, continued

5. Tap "Check out."

Advanced Search

Follow these steps to browse and borrow an eAudiobook using the advanced search feature.

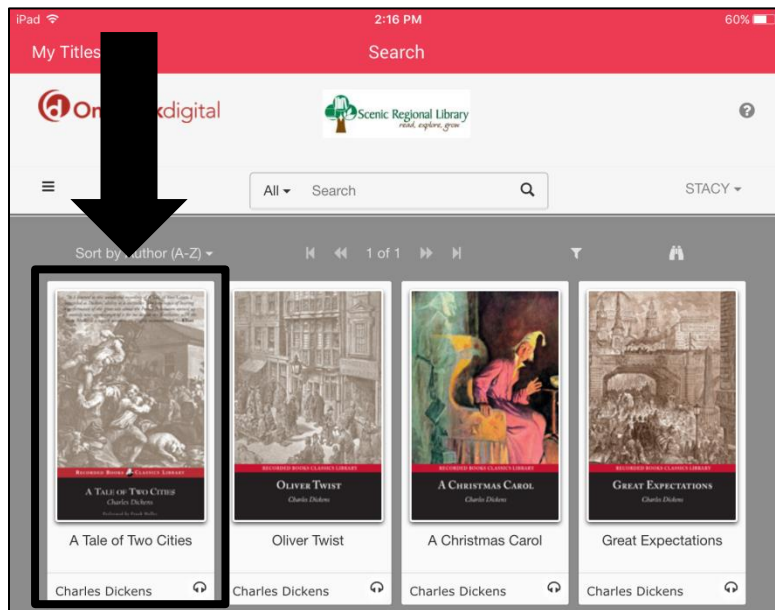1. Tap on "All."
2. Tap on "Advanced Search."

Browsing and Borrowing Titles in the Mobile App, continued

3. Enter your search words into the appropriate fields and select any options from the various drop down menus.
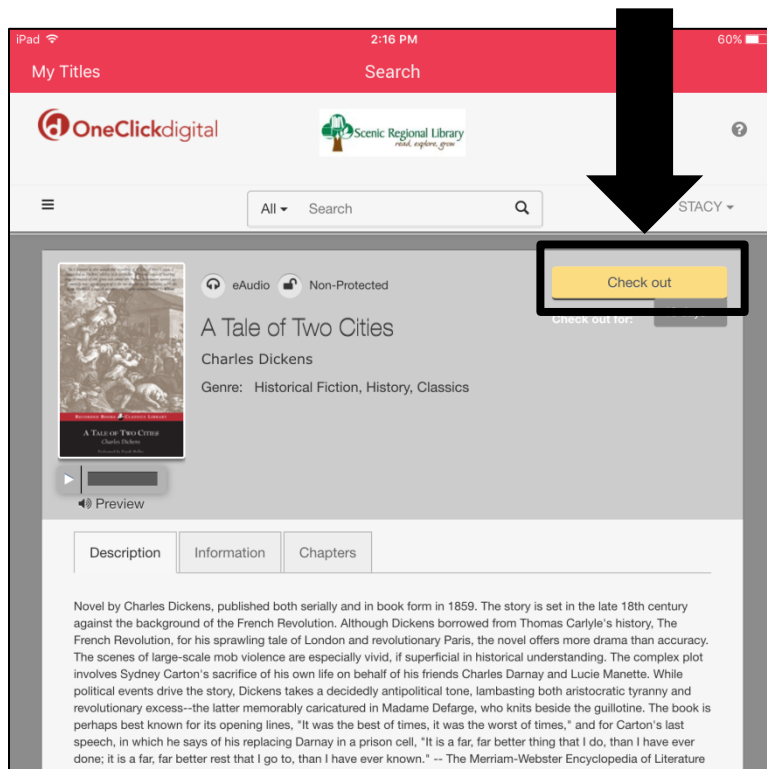4. Tap "Search."

Browsing and Borrowing Titles in the Mobile App, continued
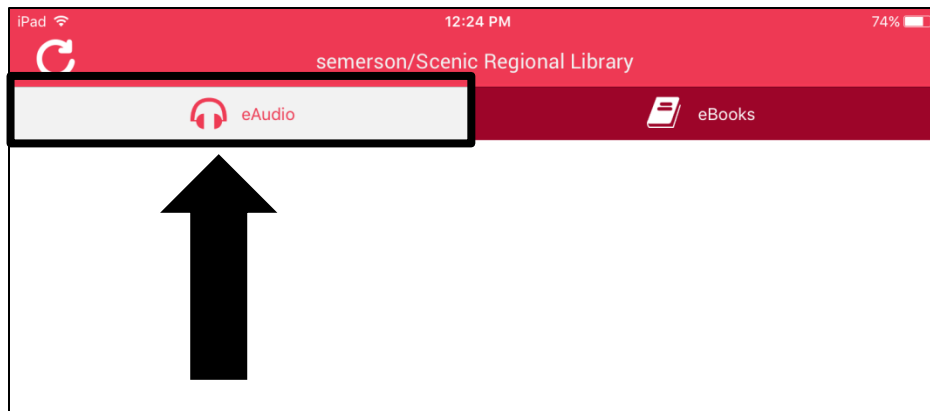
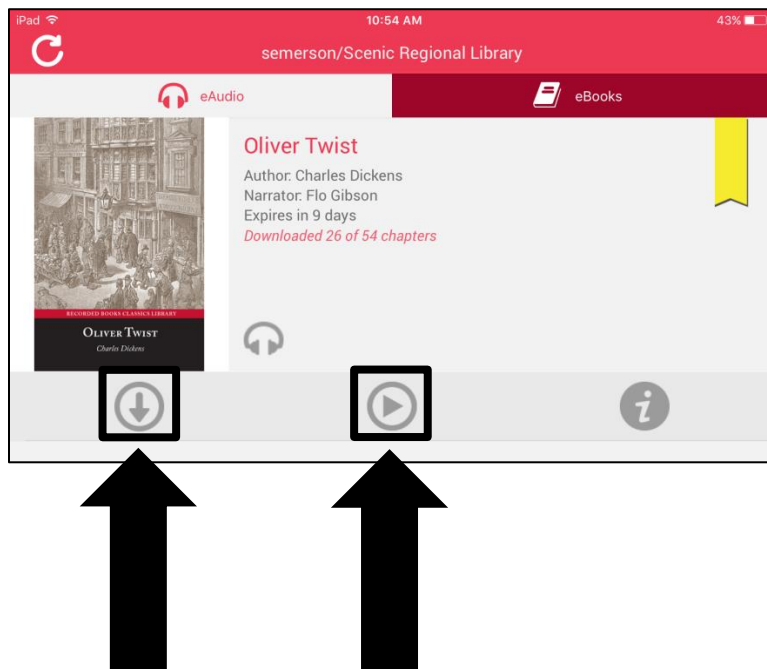5. Tap on the cover of the book.

6. Tap "Check out."

Listening to an eAudiobook in the Mobile App

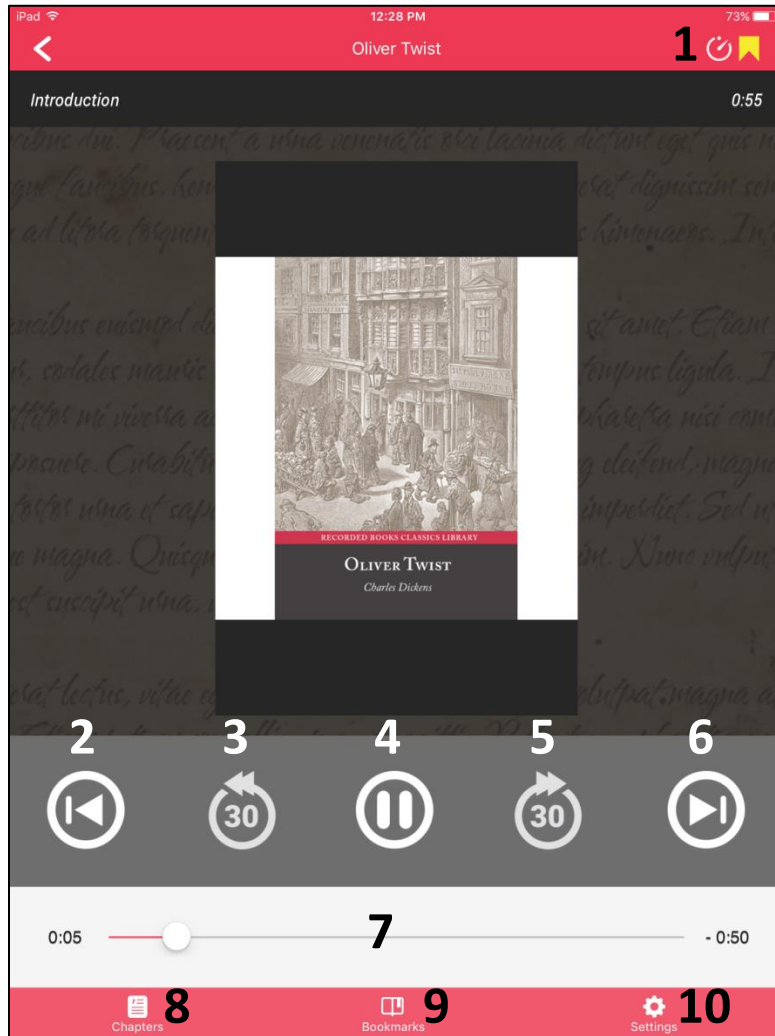Follow these steps to listen to an eAudiobook in the mobile app.

1. Tap on the eAudio tab, if not already there.

2. Tap on the download button to begin the downloading process.
3. Tap the play button.

Listening to an eAudiobook in the Mobile App, continued

1 – Sleep timer button: tap to set a timer for when the player will shut off
2 – Previous track button: tap to go back one track
3 – 30 Second rewind: tap to go back 30 seconds
4 – Play / Pause toggle button: click to play or pause the player
5 – 30 Second fast forward: tap to go forward 30 seconds
6 – Next track button: tap to go forward one track
7 – Scrub bar: tap, hold, and drag to fast forward or rewind a track
8 – Chapters button: tap to reveal a menu of chapters
9 – Bookmarks: tap to reveal a menu of bookmarks
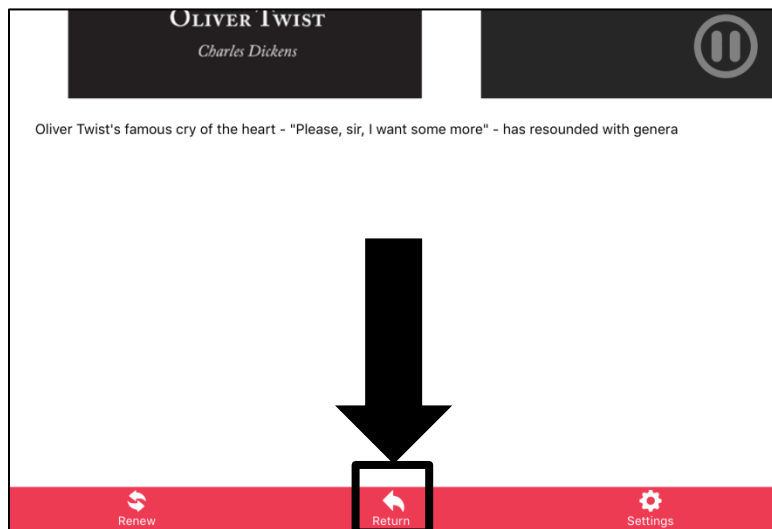10 – Settings: tap to go to the settings menu

Returning and Renewing Titles in the Mobile App

If you would like to return a title early, follow these steps.

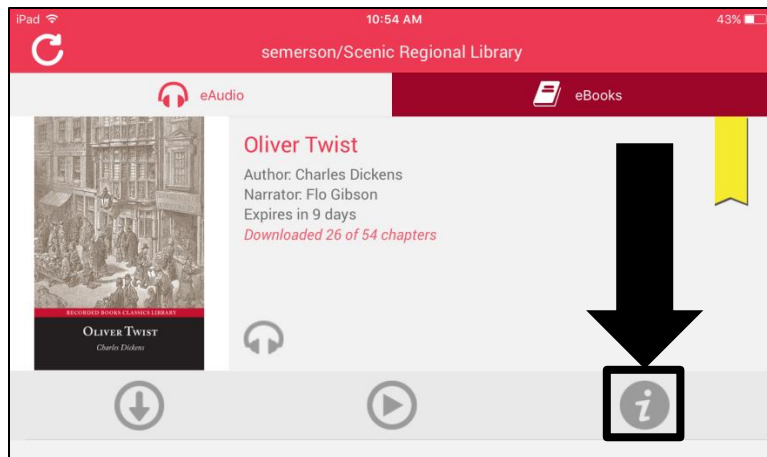1. From eAudio tab, tap in the "i" button below the title you want to return.
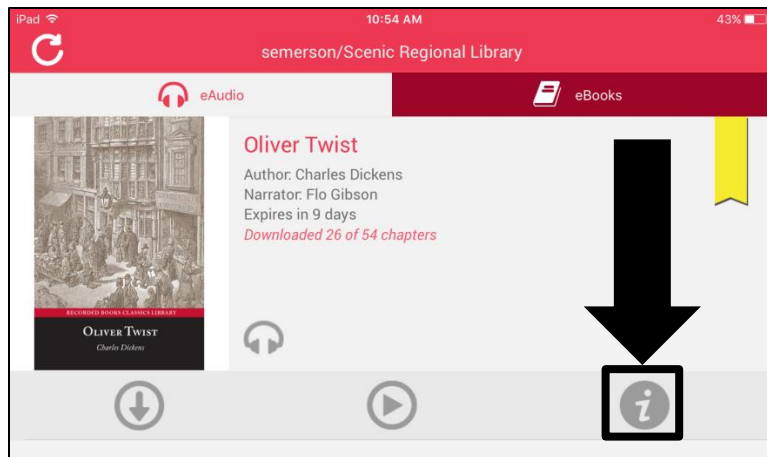
2. Tap "Return."

Returning and Renewing Titles in the Mobile App, continued

Each title you borrow can be renewed once. If you would like to renew a title, follow these steps.

1. From the eAudio tab, tap the "i" button below the title you want to renew.

2. Tap "Renew."