

One Click Digital Help Guide

September, 2016



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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.

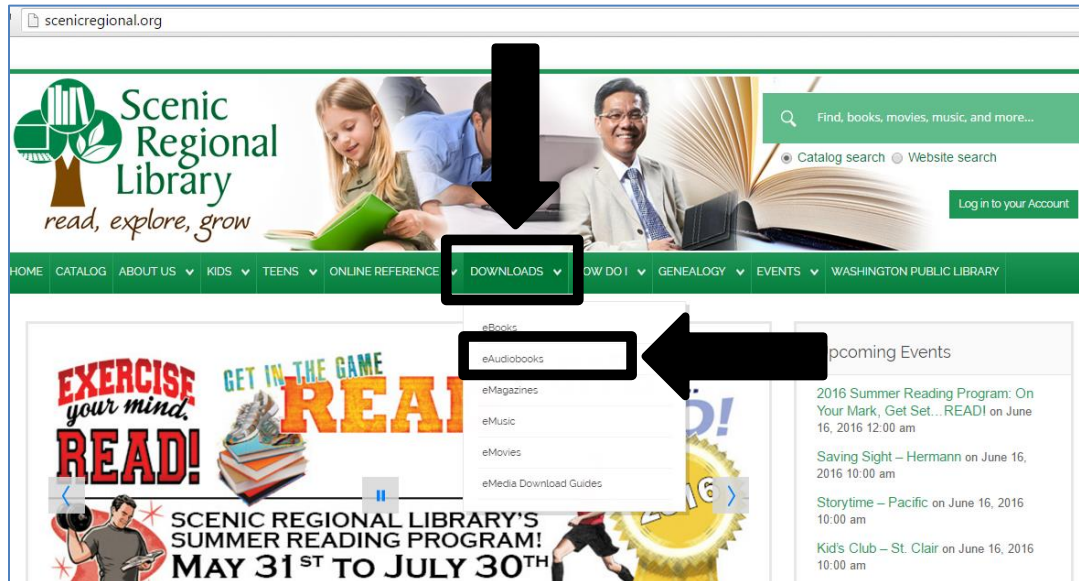
One Click Digital's Offerings to Scenic Regional Library Patrons

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.

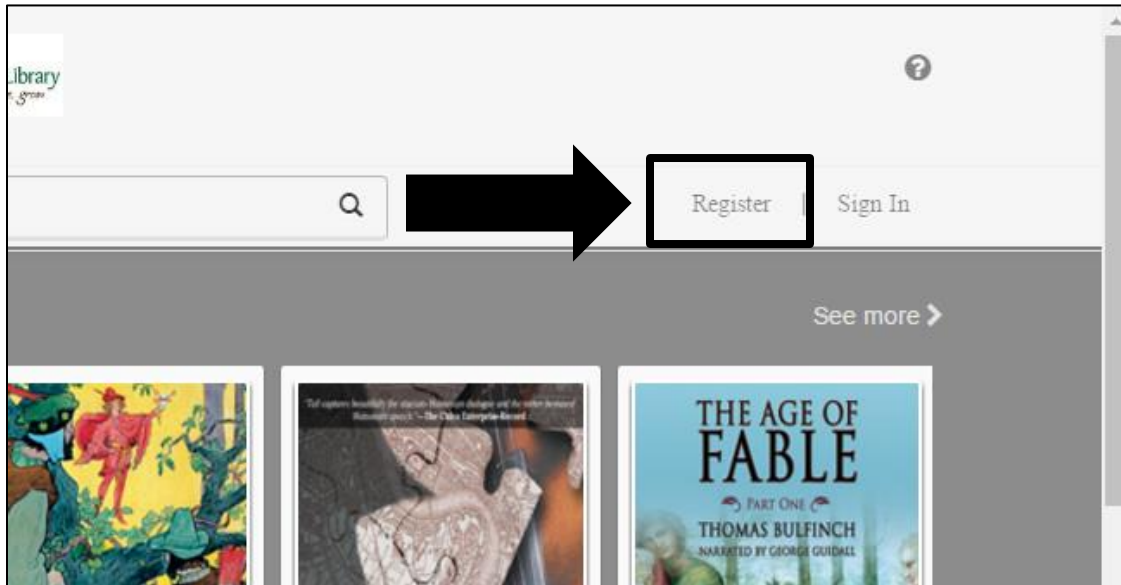


Setting Up an Account with One Click Digital

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."

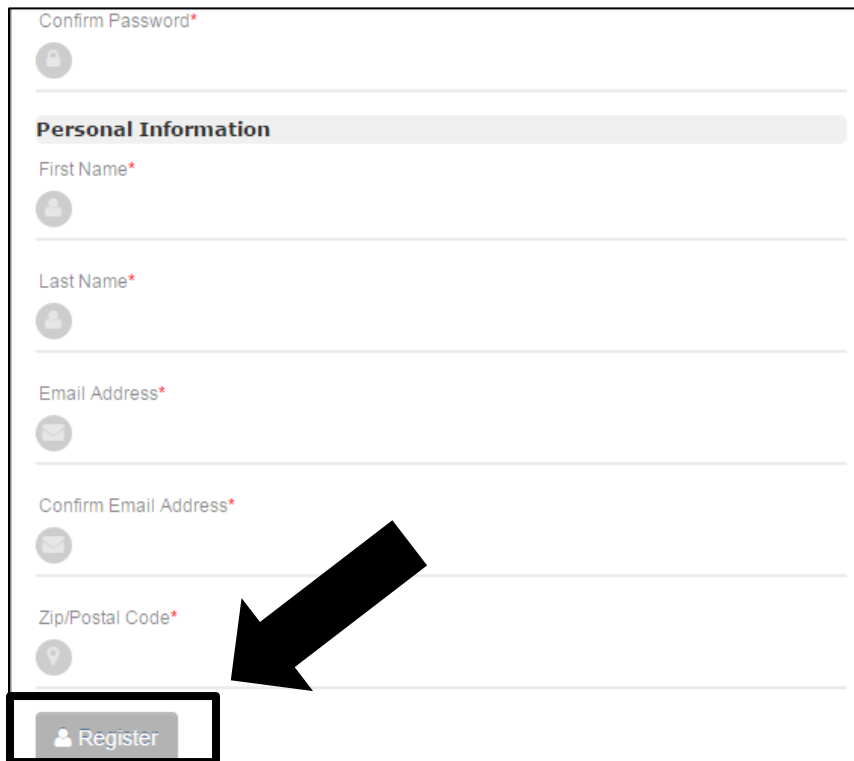


2. Complete the fields.

A screenshot of the One Click Digital Register form. The form is titled 'Register' and has a close button (X) in the top right corner. It is divided into three sections: 'Library Information', 'OneClickdigital Account Information', and 'Personal Information'. The 'Library Information' section has a 'Library Card*' field with a lock icon. The 'OneClickdigital Account Information' section has a 'Username*' field with a person icon, a 'Password*' field with a lock icon, and a 'Confirm Password*' field with a lock icon. The 'Personal Information' section has a 'First Name*' field with a person icon. All fields are required, as indicated by the red asterisk.

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

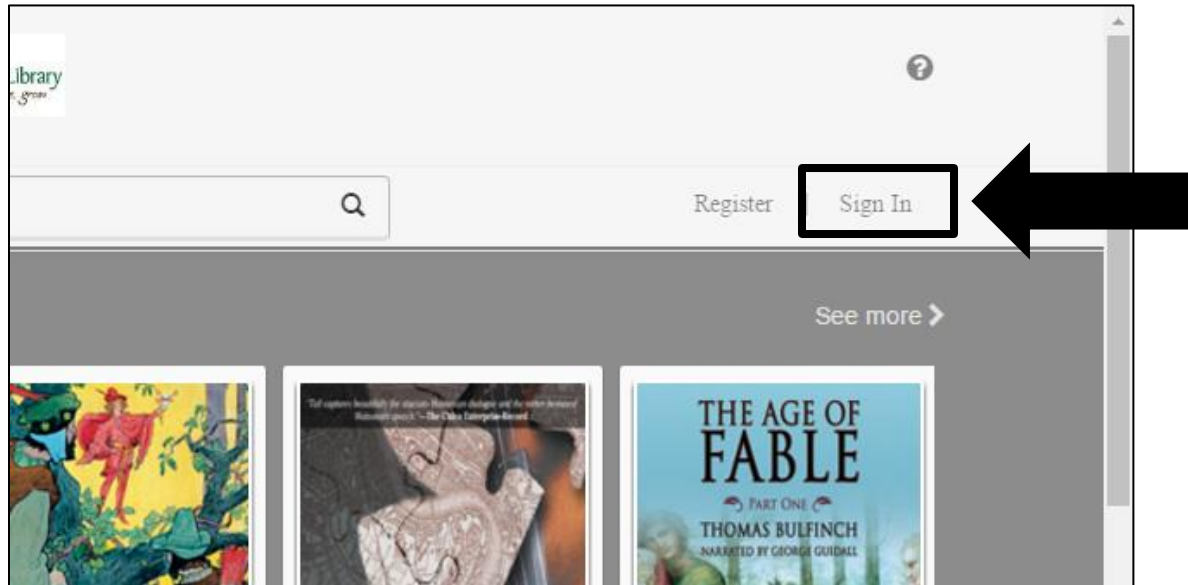
A large black arrow points from the right side of the form towards the Register button, which is highlighted with a black rectangular box.

Logging into One Click Digital

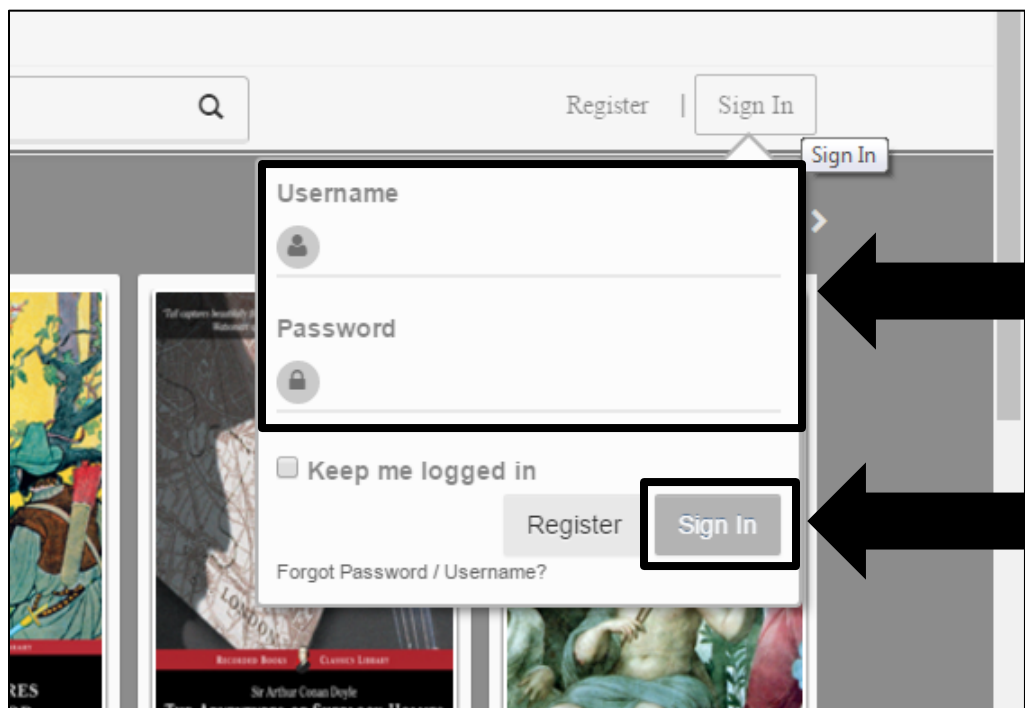
Once you have created an account with One Click Digital, you will need to log in each time you access the site.

Follow these steps to log into One Click Digital.

1. Click "Sign In."



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



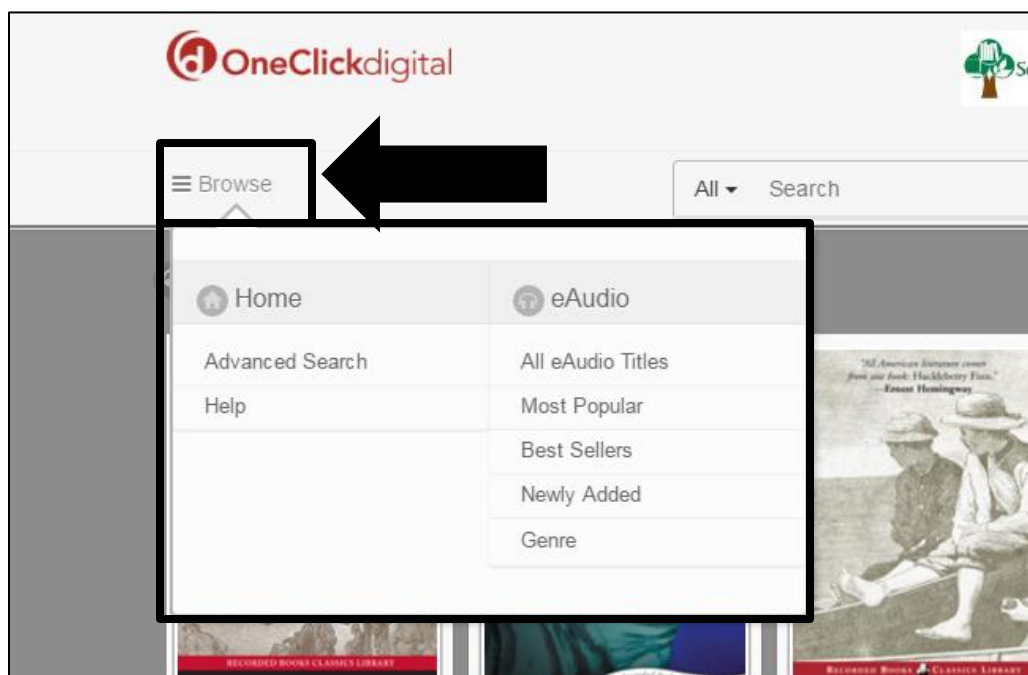
The One Click Digital Home Page

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

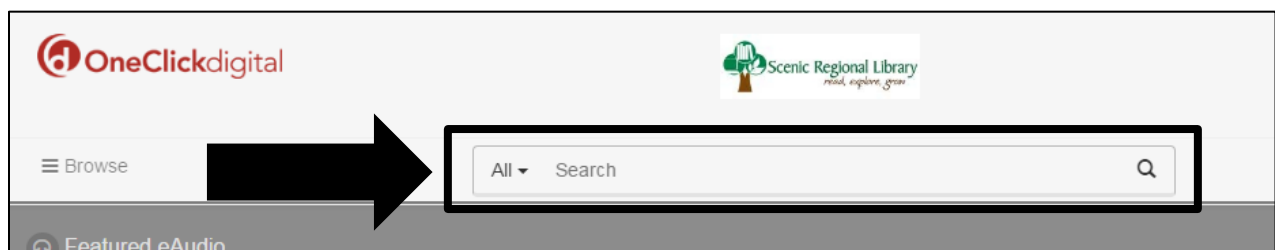
One Click Digital Logo – Clicking on this will take you to the home page.



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



Search – 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.

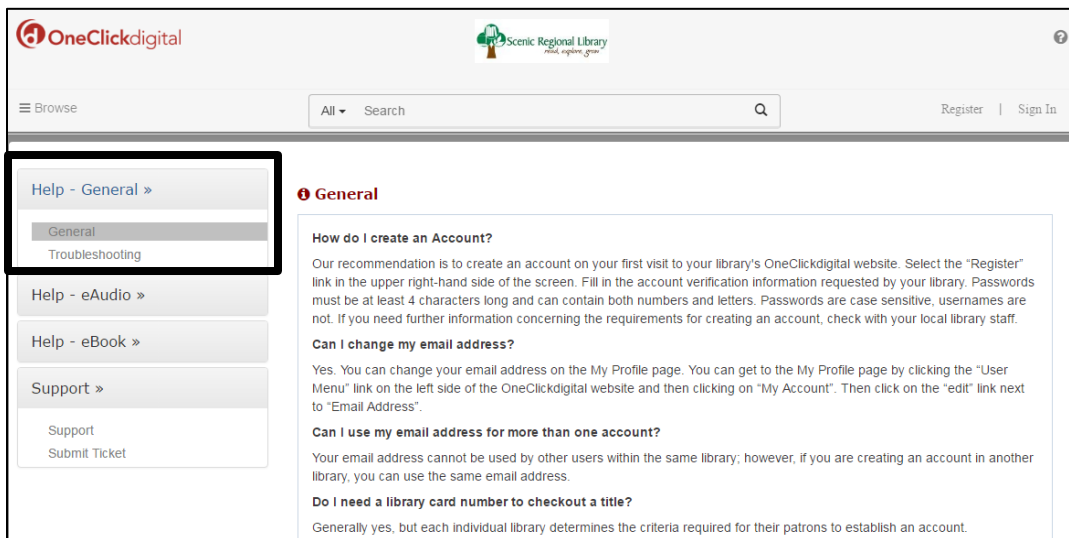


The One Click Digital Home Page, continued

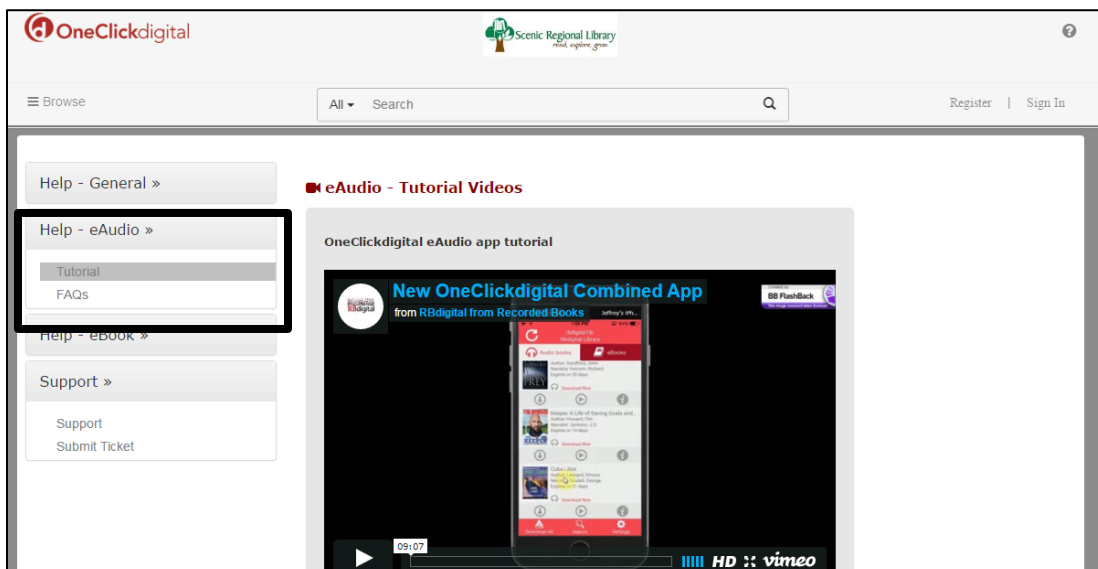
Help – Clicking on the help button allows you to access One Click Digital’s help pages.



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

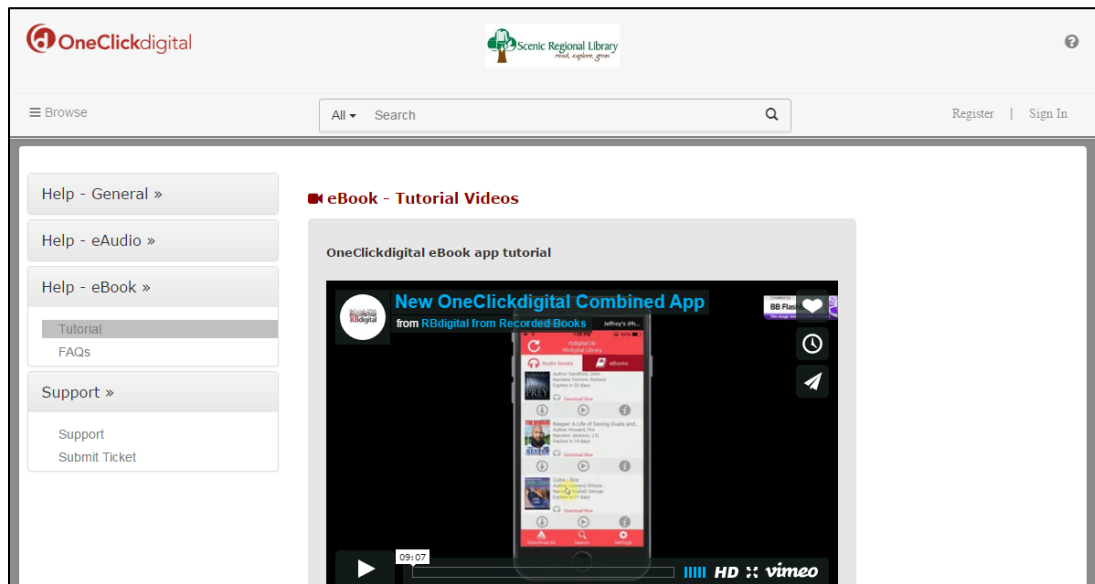


The screenshot below illustrates One Click Digital’s eAudio help menu.



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.

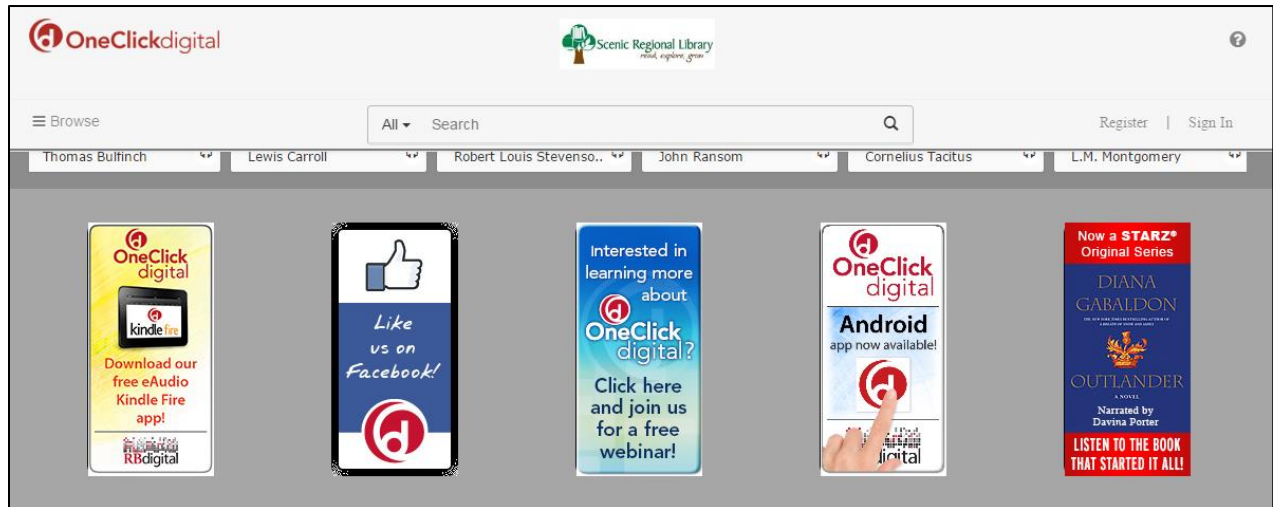


The screen shot below illustrates One Click Digital's Support help menu.

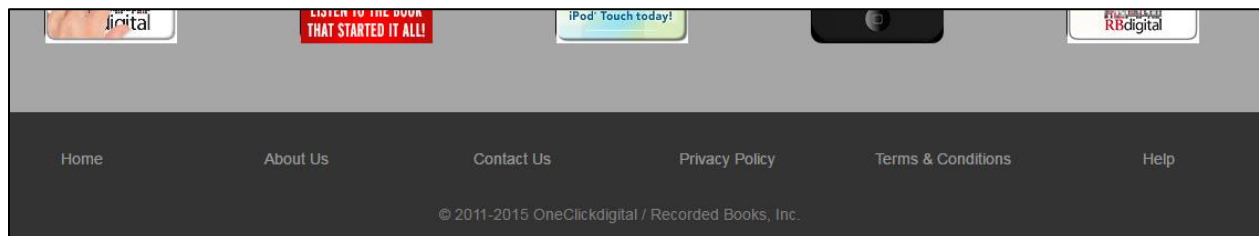


The One Click Digital Home Page, continued

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.

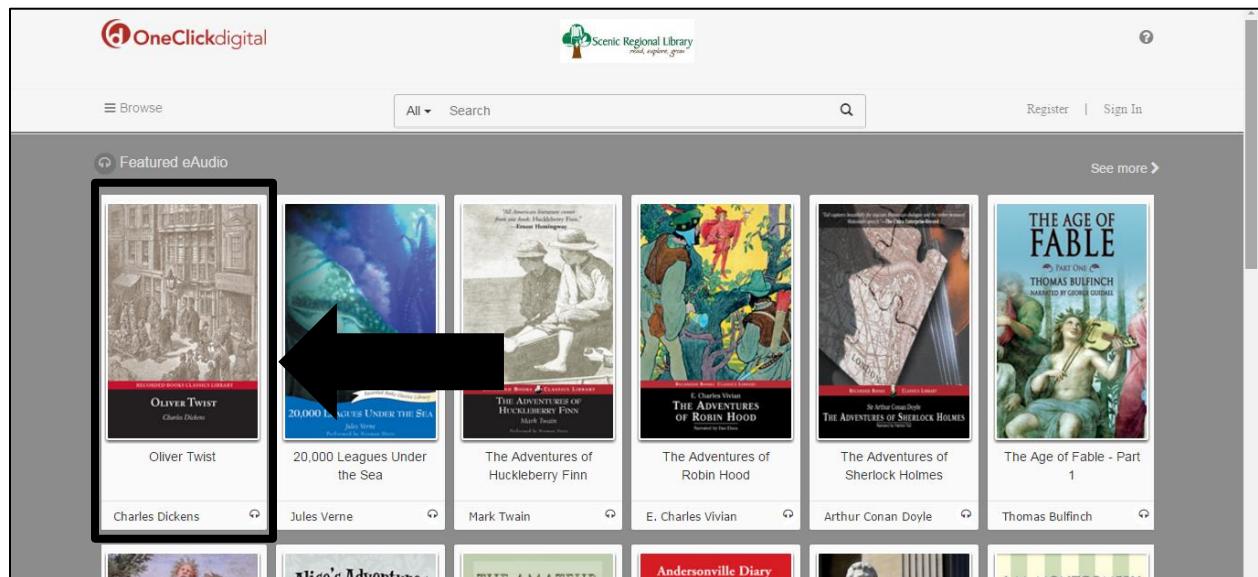
1. Featured
2. Browse Button
3. Search Function
4. Advanced Search

Featured

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

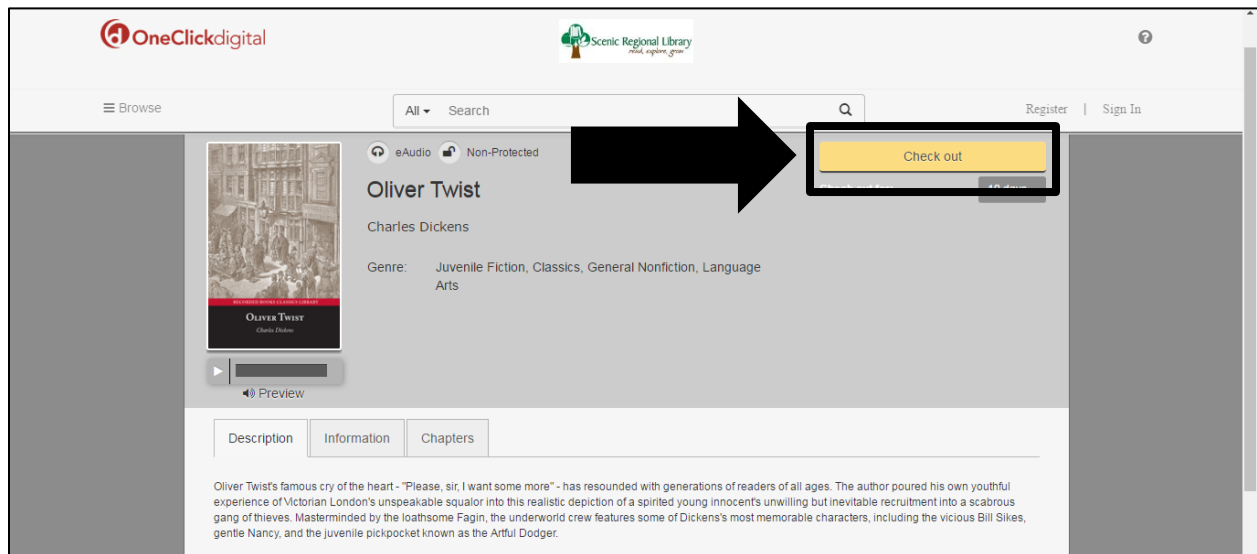
Follow these steps to browse and borrow an eAudiobook from the featured collection.

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.”

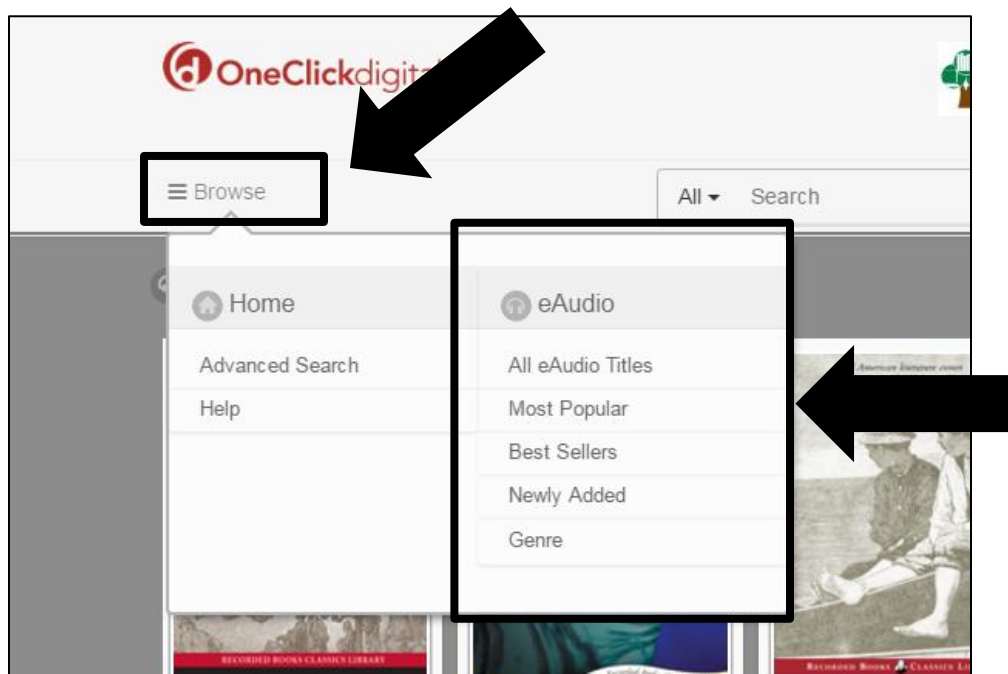


Please note that you can click on the tabs under the book cover to see additional information about the title. You can also click on the preview play button to hear a sample of the title.

Browse Button

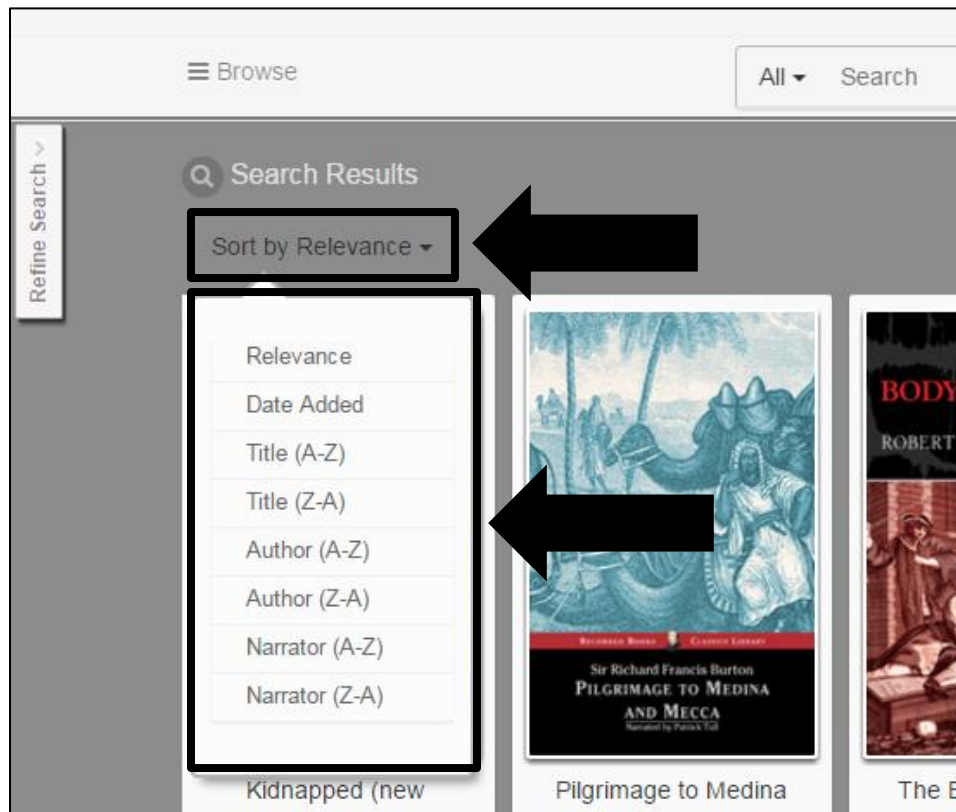
Follow these steps to browse and borrow an eAudiobook using the Browse button.

1. Click on the “Browse” button.
2. Click on the eAudiobook option you want to browse.

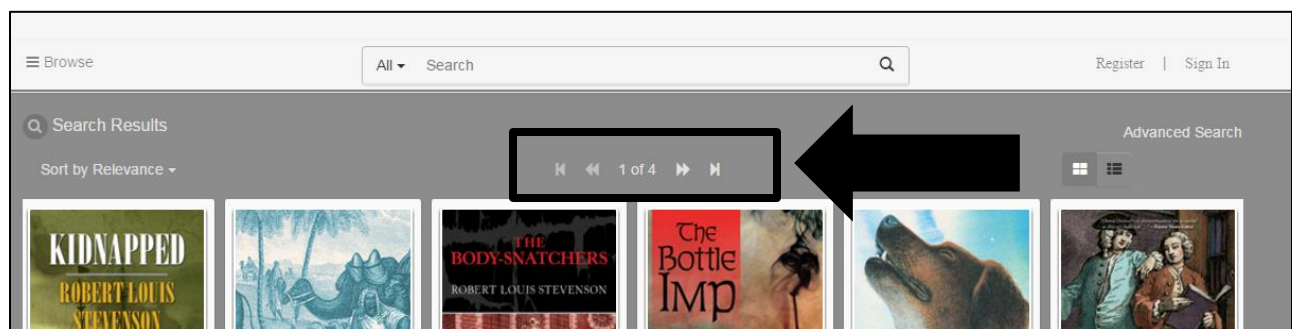


Browsing and Borrowing eAudiobooks, continued

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

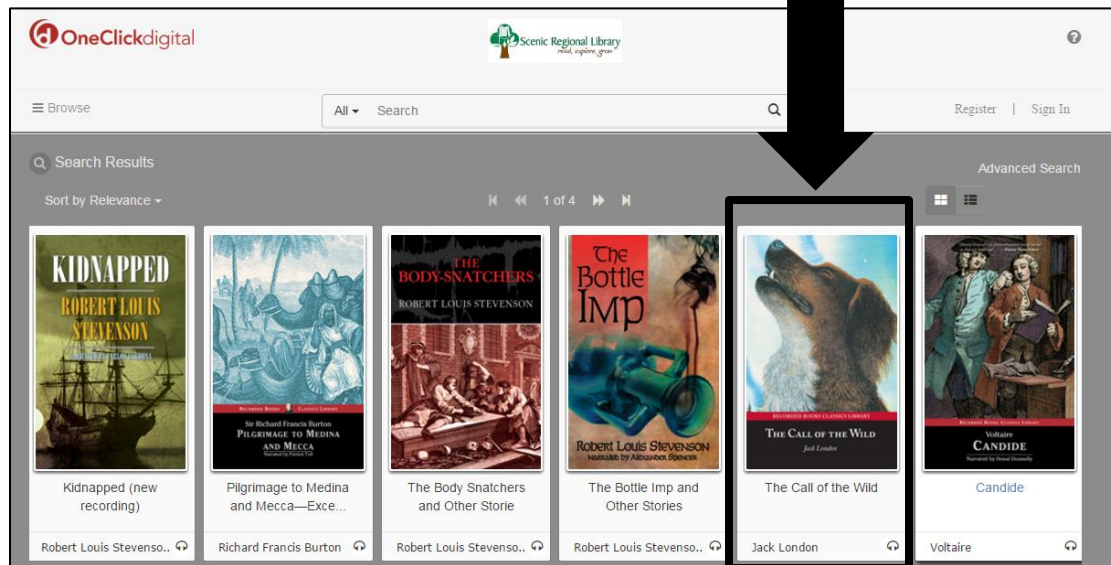


4. Use the navigation buttons to browse the various pages of titles.

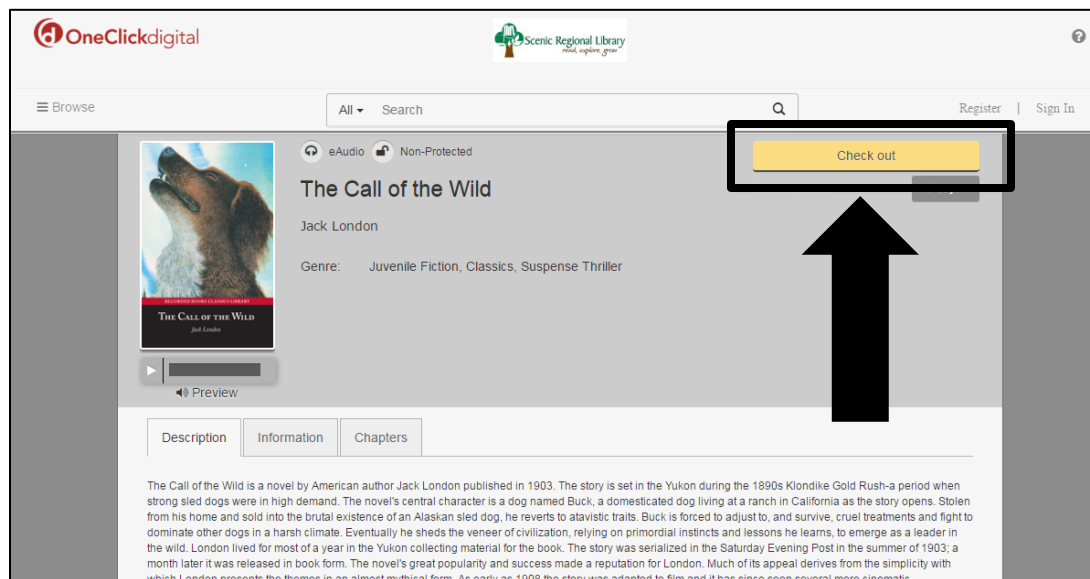


Browsing and Borrowing eAudiobooks, continued

5. Select your title by clicking on the cover.



6. Click "Check out."

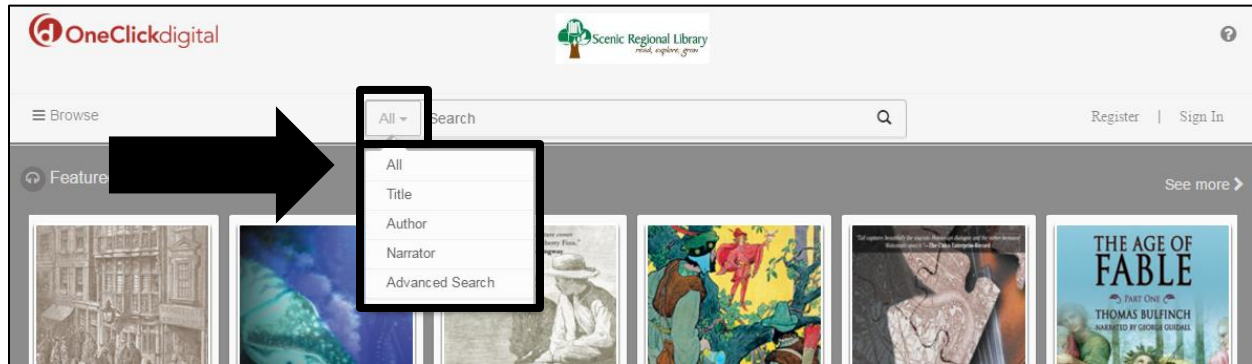


Browsing and Borrowing eAudiobooks, continued

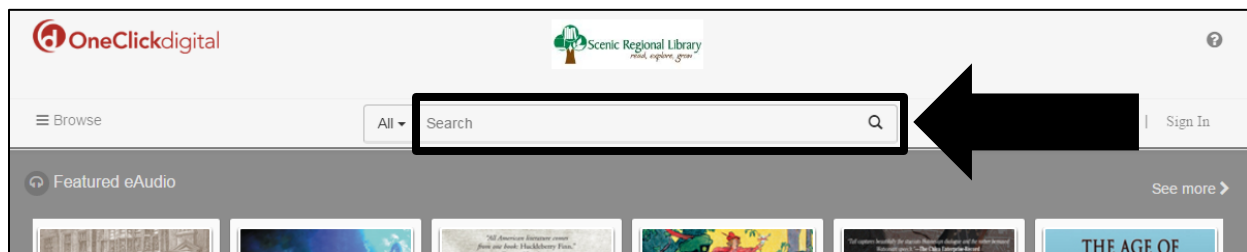
Search Function

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

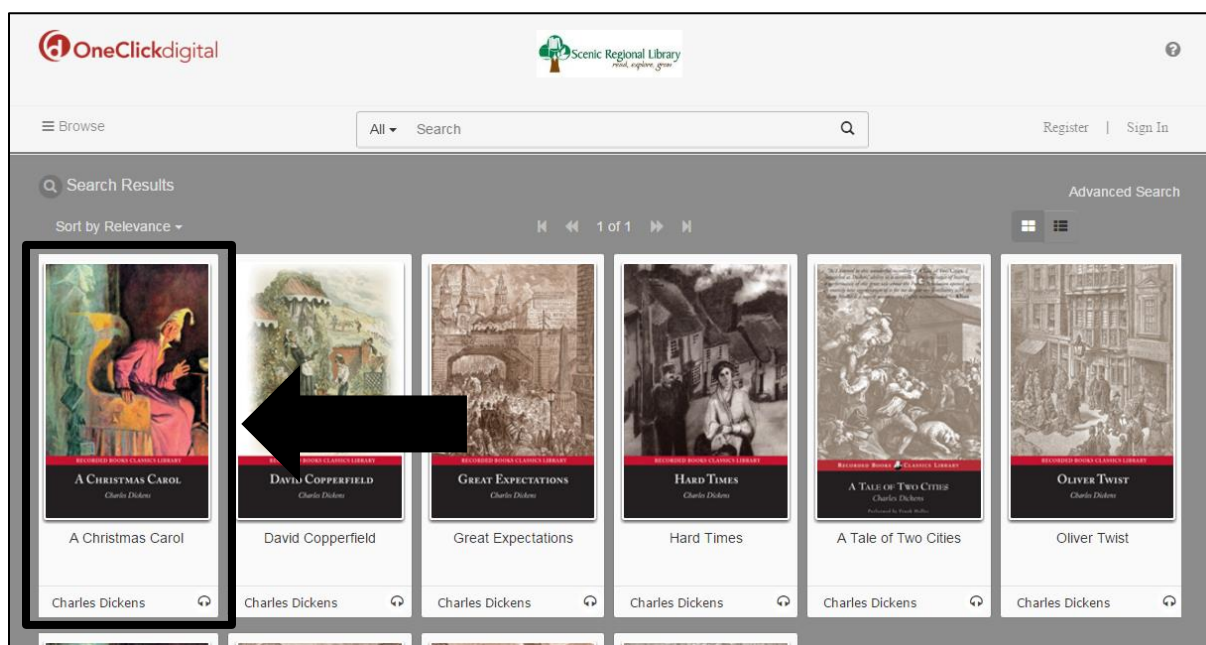
1. Select the type of search you want to do by clicking on “All” and clicking on your choice.



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

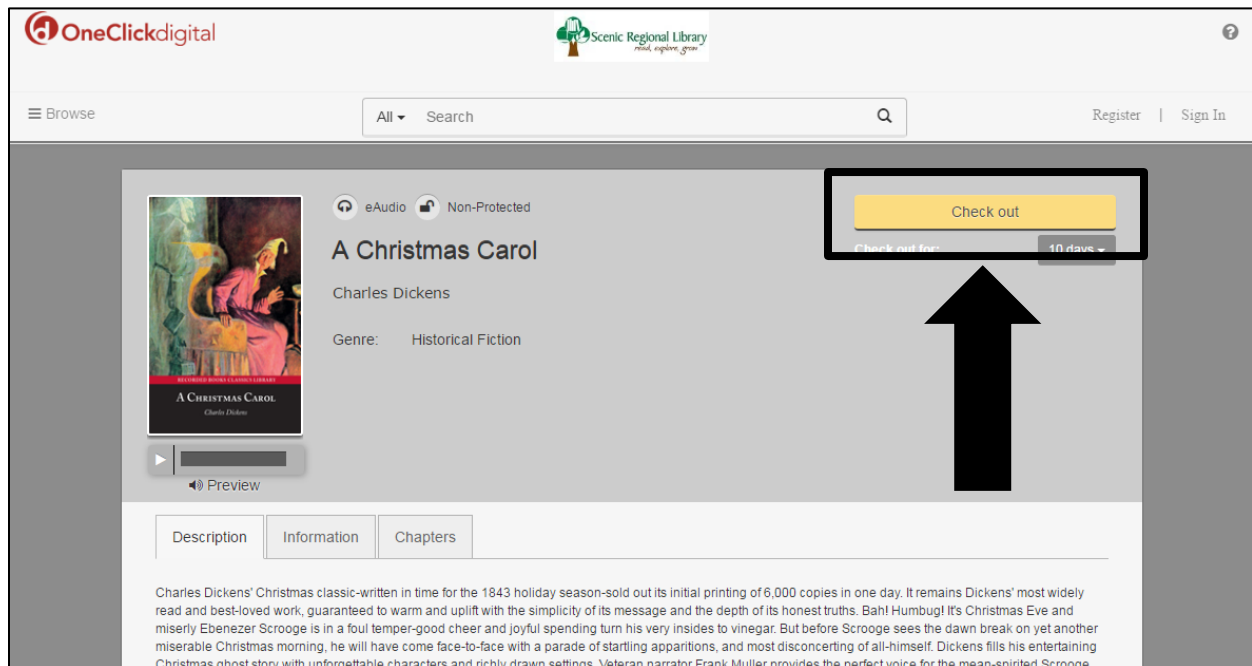


4. Click on the cover of the book.



Browsing and Borrowing eAudiobooks, continued

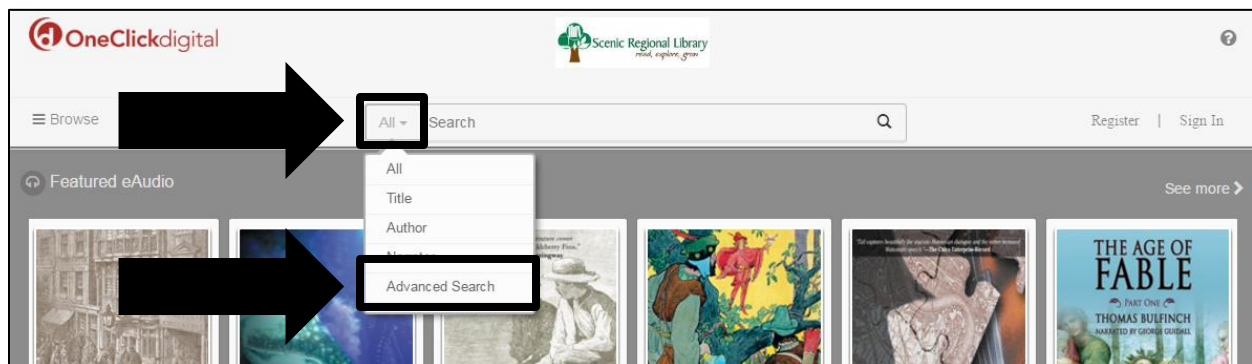
5. Click “Check out.”



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

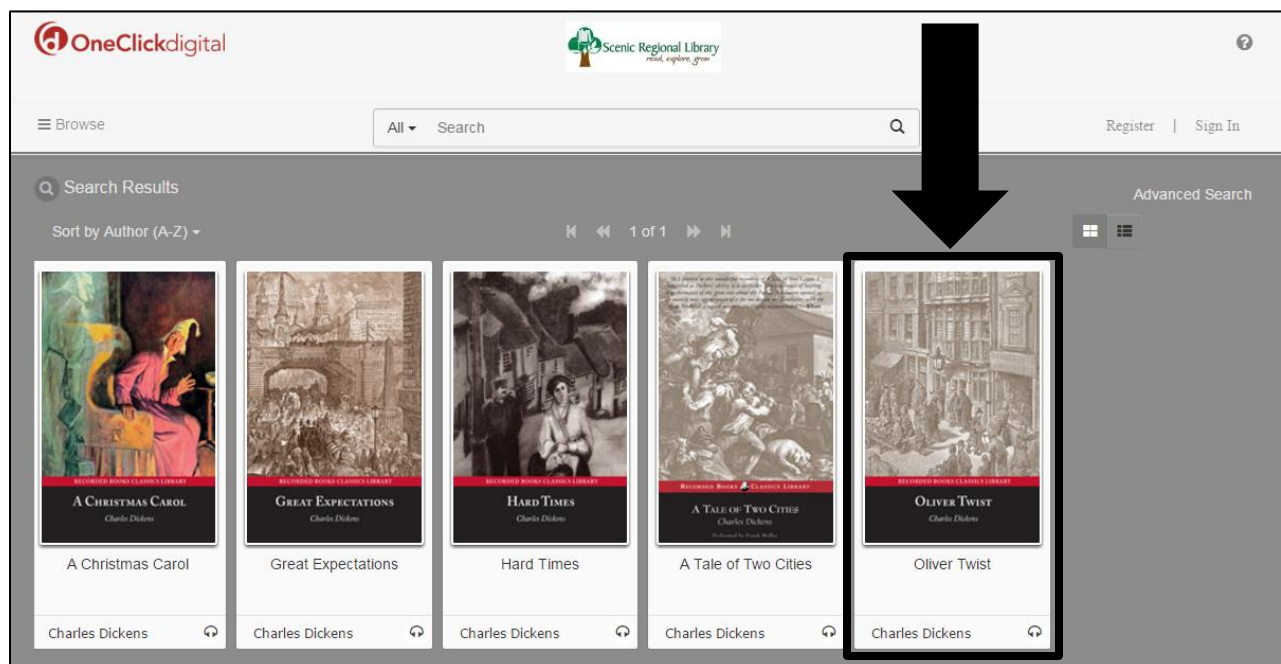
3. Enter your search words into the appropriate fields and select any options from the various drop down menus.
4. Click "Search."

The screenshot shows the 'Advanced Search' form on the OneClickdigital website. The form contains several input fields and dropdown menus for refining search results:

Author	Titles	Narrator
Series Name	All Format	All Genre
All Audience	All Date Added	All Date Published
Publisher	All Availability	All Fiction / Nonfiction
All Language	All Duration	All Digital Rights

Below the form is a search bar and a 'Search' button. A large black arrow points down to the form, and another black arrow points right to the 'Search' button.

5. Click on the cover of the book.



Browsing and Borrowing eAudiobooks, continued

6. Click “Check out.”

The screenshot shows the OneClickdigital interface for borrowing eAudiobooks. At the top, the OneClickdigital logo is on the left, and the Scenic Regional Library logo is in the center. Below the logos, there is a navigation bar with a 'Browse' button, a search bar with 'All' and 'Search' options, and 'Register' and 'Sign In' links. The main content area displays the audiobook 'Oliver Twist' by Charles Dickens. On the left is the book cover. To the right of the cover, it says 'eAudio' and 'Non-Protected'. The title 'Oliver Twist' and author 'Charles Dickens' are prominently displayed. Below that, the genre is listed as 'Juvenile Fiction, Classics, General Nonfiction, Language Arts'. A 'Check out' button is highlighted with a black box, and a large black arrow points up to it. Below the button, there is a 'Check out for:' dropdown menu set to '10 days'. At the bottom of the page, there are tabs for 'Description', 'Information', and ' Chapters'. The 'Description' tab is selected, showing a paragraph about the book's historical context and characters.

OneClickdigital

Scenic Regional Library
read, explore, grow

Browse All Search Register Sign In

eAudio Non-Protected

Oliver Twist
Charles Dickens

Genre: Juvenile Fiction, Classics, General Nonfiction, Language Arts

Check out

Check out for: 10 days

Preview

Description Information Chapters

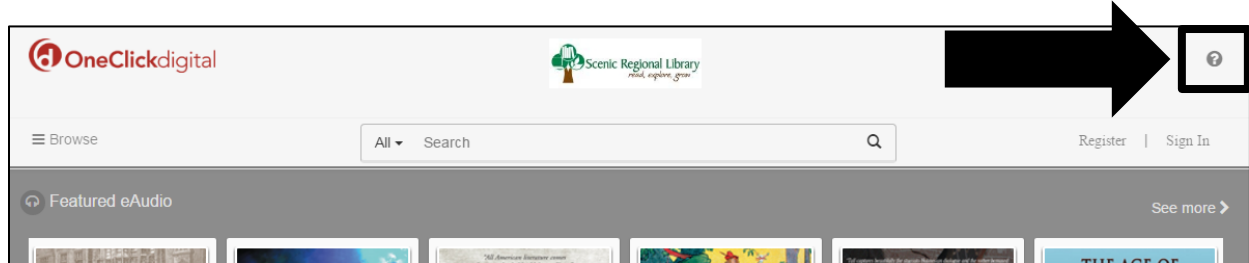
Oliver Twist's famous cry of the heart - "Please, sir, I want some more" - has resounded with generations of readers of all ages. The author poured his own youthful experience of Victorian London's unspeakable squalor into this realistic depiction of a spirited young innocent's unwilling but inevitable recruitment into a scabrous gang of thieves. Masterminded by the loathsome Fagin, the underworld crew features some of Dickens's most memorable characters, including the vicious Bill Sikes, gentle Nancy, and the juvenile pickpocket known as the Artful Dodger.

Listening to an eAudiobook

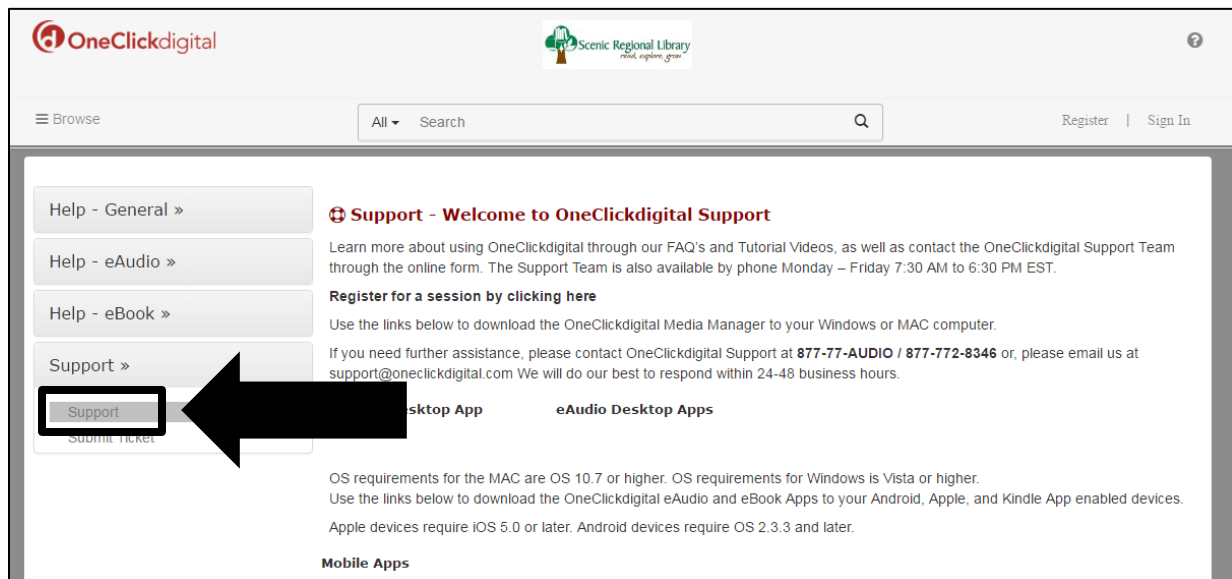
In order to listen to an eAudiobook on a computer or a laptop, you must first download the One Click Digital Media Manager software.

Follow these steps to download One Click Digital Media Manager.

1. Click the help button.

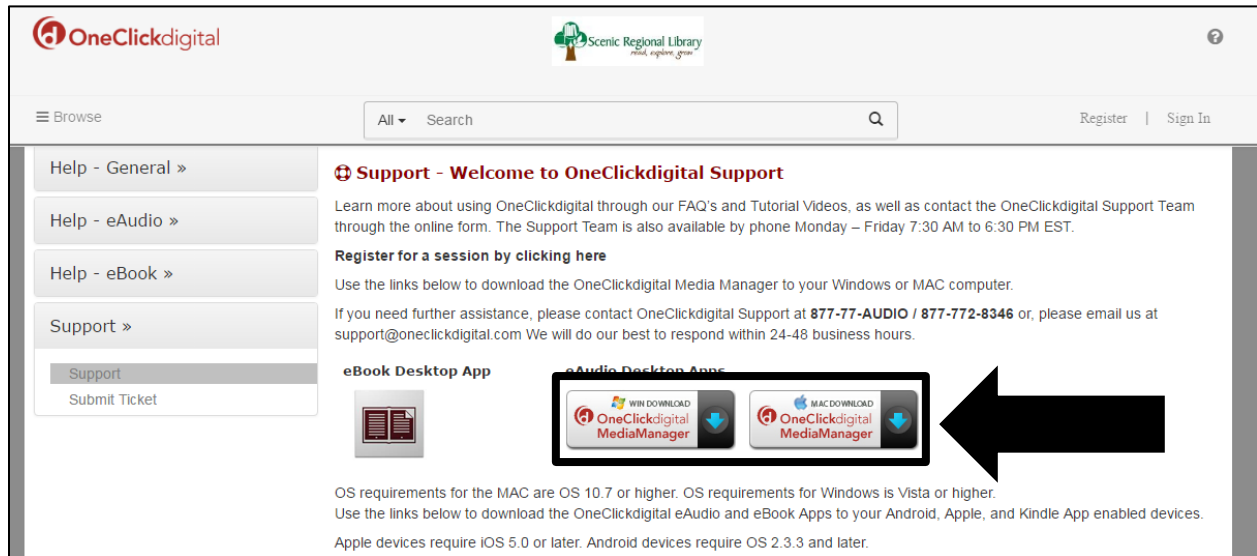


2. Click on "Support."



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.

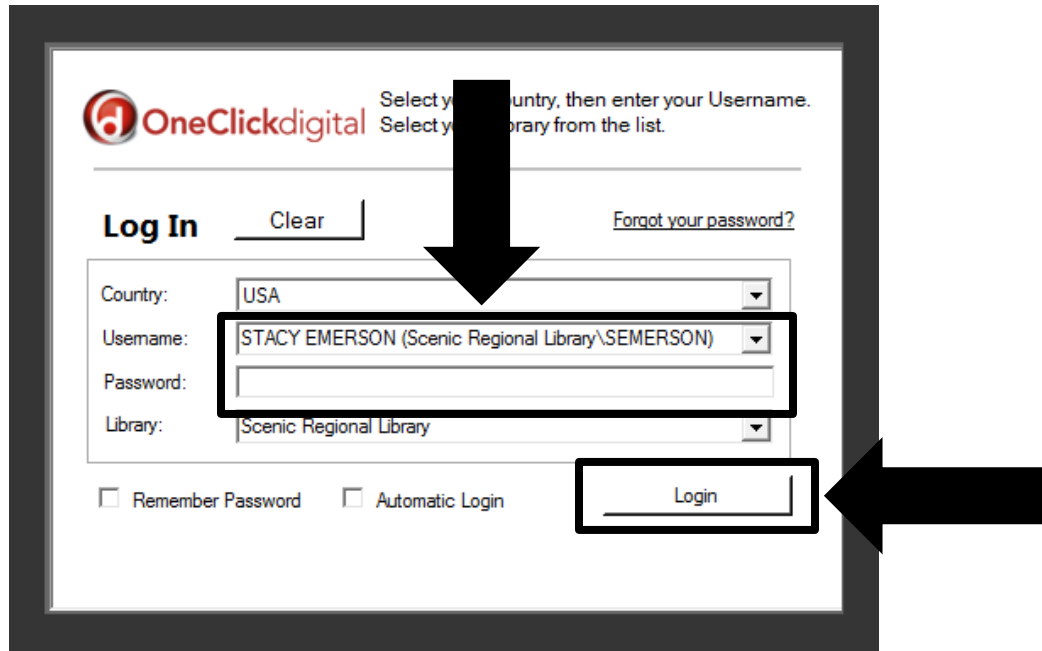
Follow these steps to listen to your eAudiobooks.

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



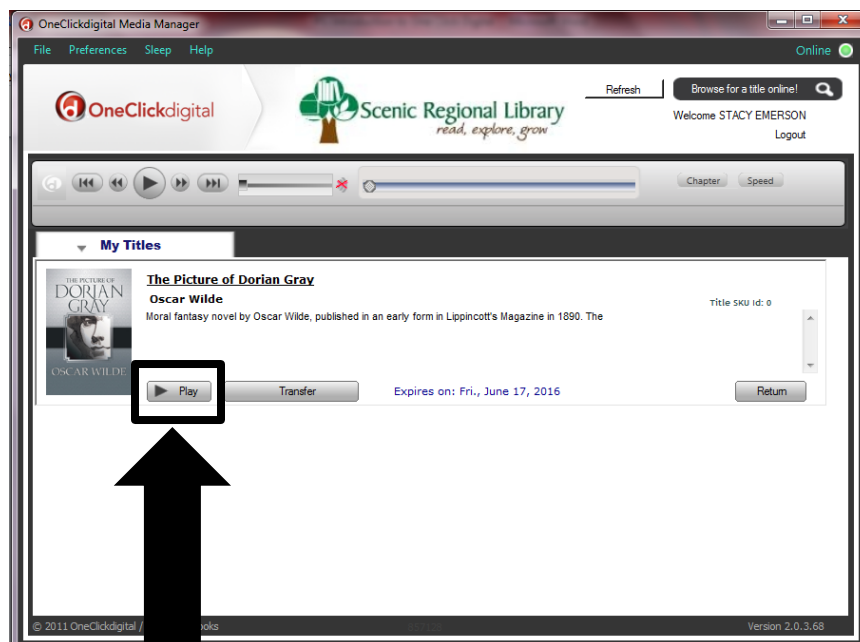
Listening to an eAudiobook, continued

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."



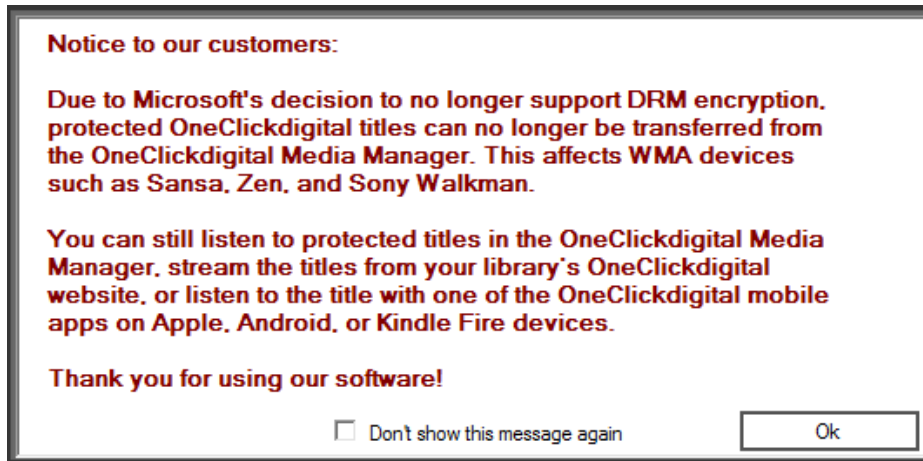
The image shows the OneClickdigital login interface. At the top, it says "Select your country, then enter your Username. Select your library from the list." Below this is a "Log In" section with a "Clear" button and a link for "Forgot your password?". The form includes fields for "Country:" (set to USA), "Username:" (prepopulated with "STACY EMERSON (Scenic Regional Library\SEMERSON)"), "Password:" (empty), and "Library:" (set to "Scenic Regional Library"). There are checkboxes for "Remember Password" and "Automatic Login". A "Login" button is at the bottom right. A large black arrow points down to the Username field, and another large black arrow points left to the Login button.

4. Click "Play."

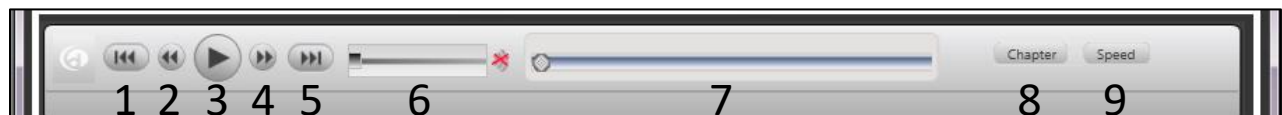


Listening to an eAudiobook, continued

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.



eAudiobook Player

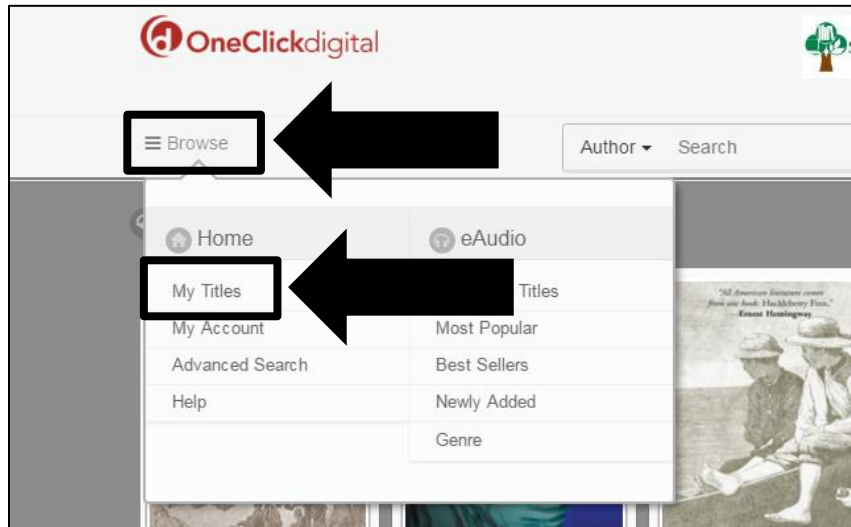


- 1 – First track button: click to go back to the very first track of the eAudiobook
- 2 – Previous track button: click to go back one track
- 3 – Play / Pause toggle button: click to play or pause the eAudiobook
- 4 – Next track button: click to go forward one track
- 5 – Last track button: click to 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

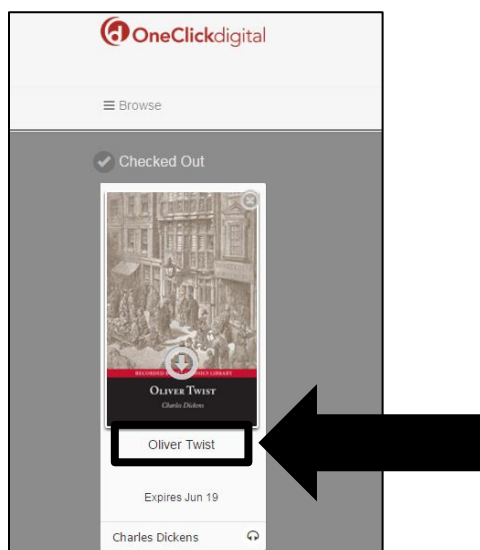
Returning a Title to One Click Digital

Follow these steps to return to a title to One Click Digital.

1. Click on "Browse."
2. Click "My Titles."

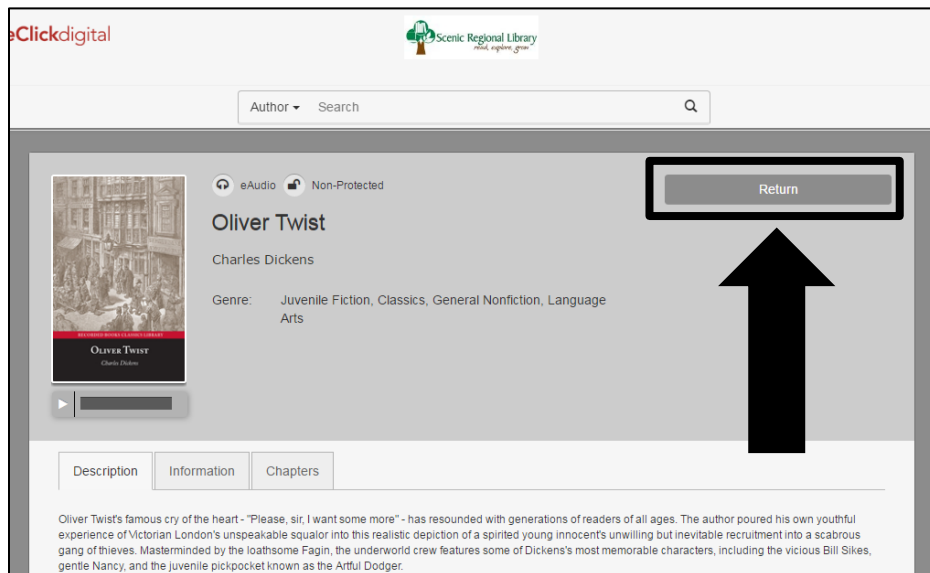


3. Click on the title of the book you want to return.



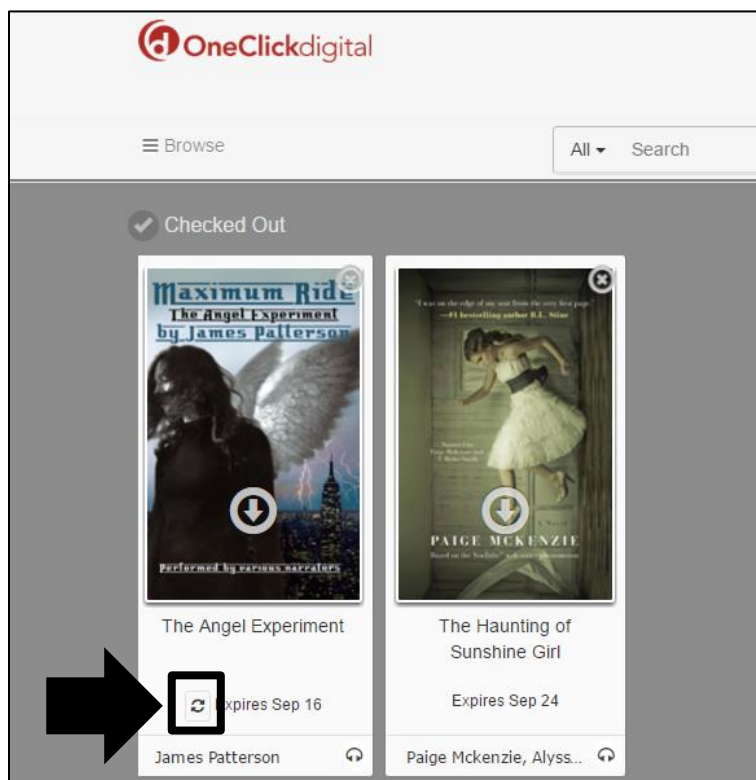
Returning a Title to One Click Digital, continued

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.

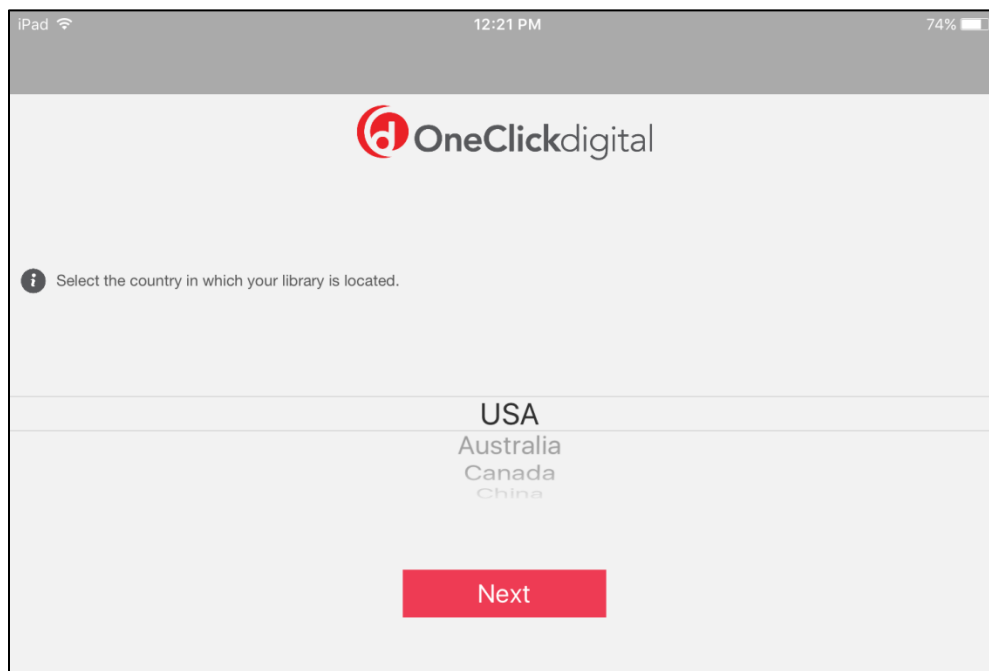
Please note that you must set up your One Click Digital account on a pc or laptop in order to log in the mobile app once you have downloaded it.

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

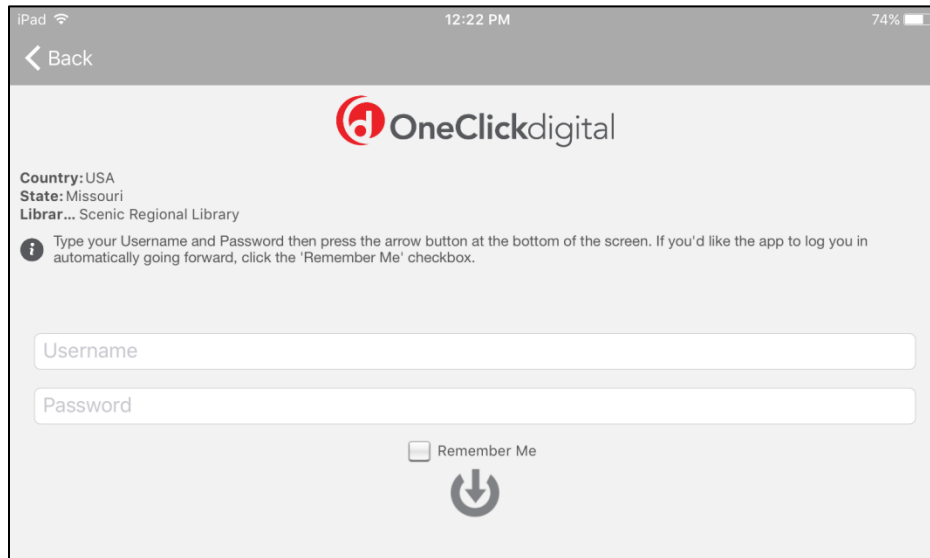
After installing the app, follow these steps to log into your account.

1. Choose your country and tap “Next.”



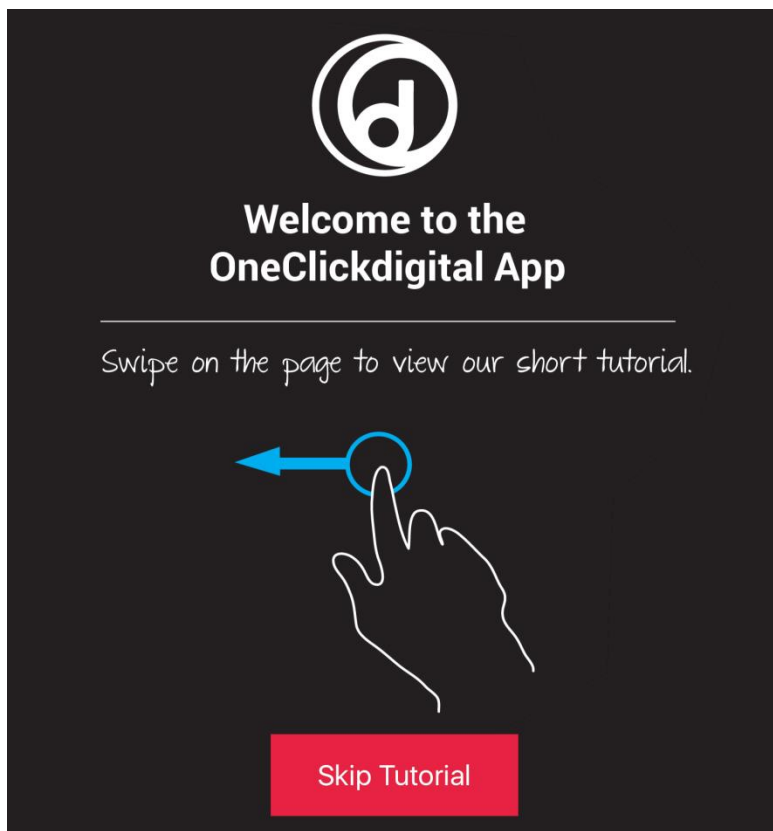
Logging into your Account on the Mobile App, continued

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



The screenshot shows the OneClickdigital login interface on an iPad. At the top, the status bar displays 'iPad', signal strength, '12:22 PM', and '74%' battery. Below the status bar is a 'Back' button with a left-pointing arrow. The OneClickdigital logo is centered at the top. Below the logo, the user's location is displayed: 'Country: USA', 'State: Missouri', and 'Librar... Scenic Regional Library'. An information icon (i) is followed by a message: 'Type your Username and Password then press the arrow button at the bottom of the screen. If you'd like the app to log you in automatically going forward, click the 'Remember Me' checkbox.' Below this message are two input fields: 'Username' and 'Password'. Below the password field is a 'Remember Me' checkbox and a large downward-pointing arrow button.

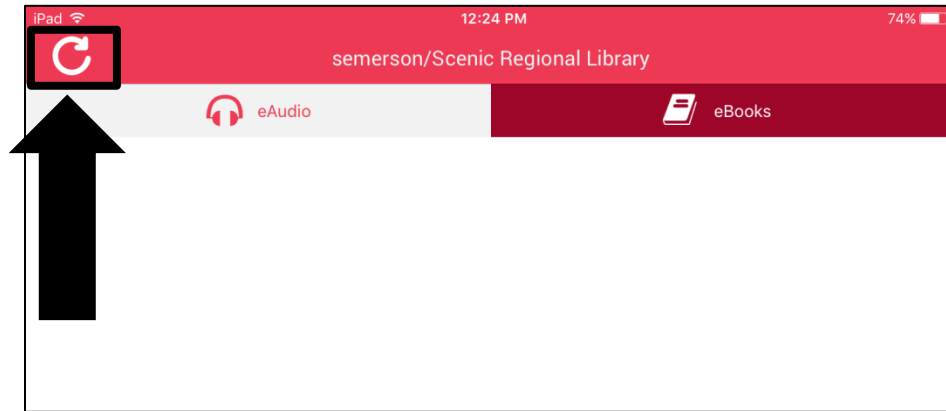
You will be presented with the opportunity to take a tutorial on using the app. If you would like to take the tutorial, swipe the screen. If you do not want to take the tutorial, tap “Skip Tutorial.”



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.

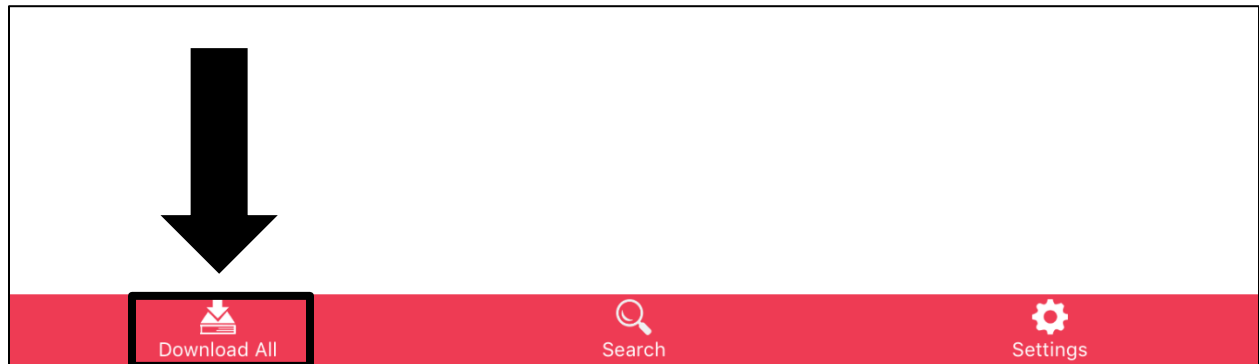


eAudio and eBooks Tabs – Tapping on either of these tabs will display their contents. Please note that Scenic Regional Library only subscribes to One Click Digital's eAudiobook collection.

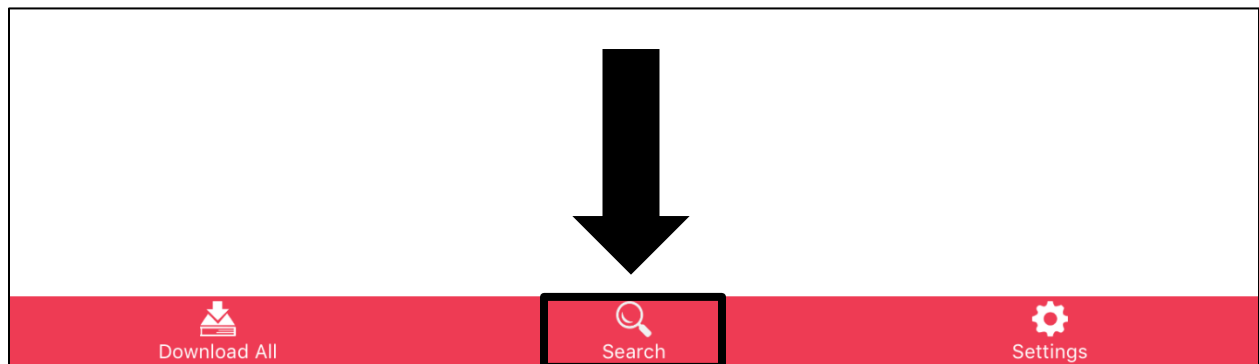


One Click Digital Mobile App Home Page, continued

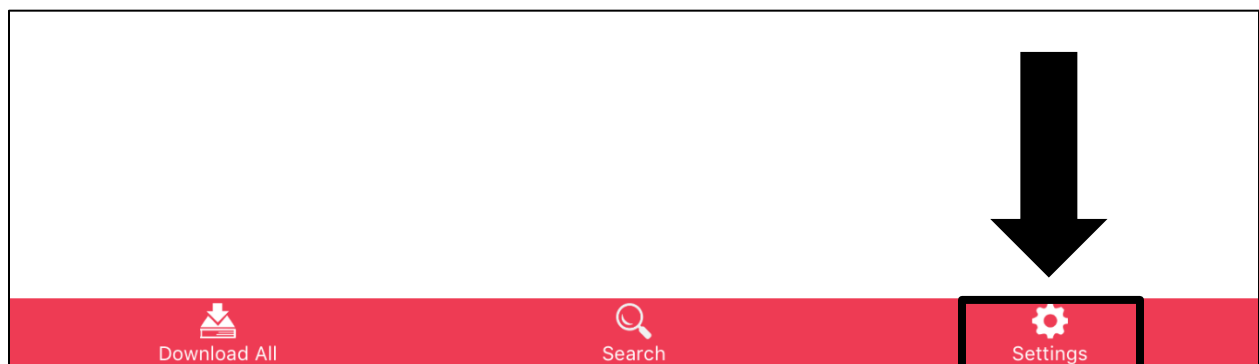
Download All Button – Tapping on this will begin the process of loading every title you have checked out.



Search Button – Tapping on this will take you to One Click Digital's collection. The app may require you to re-enter your password.

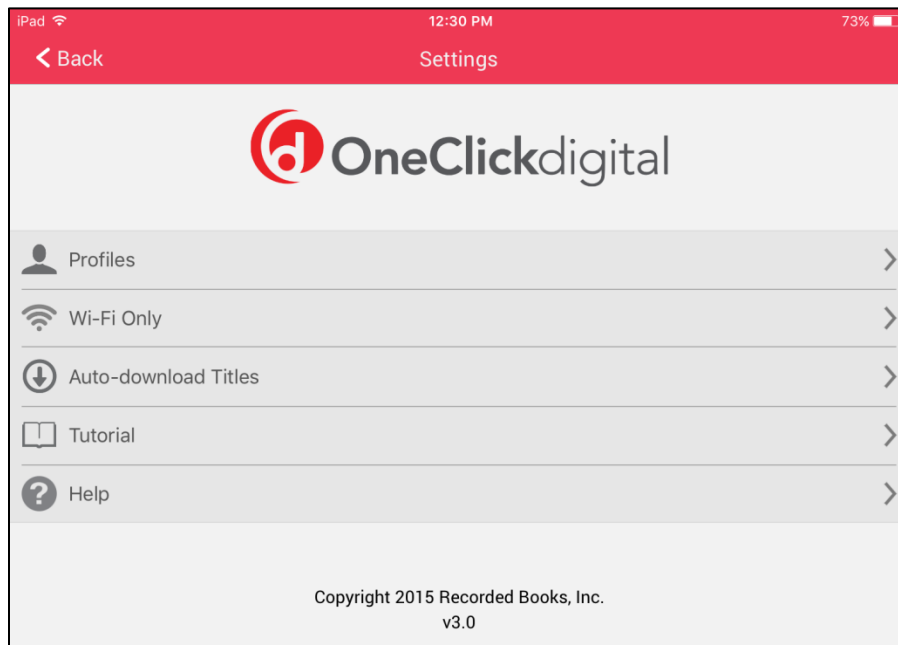


Settings Button – Tapping on this will take you to the settings menu. The following screen shots display all of the various settings menus so you can see what is contained in them.

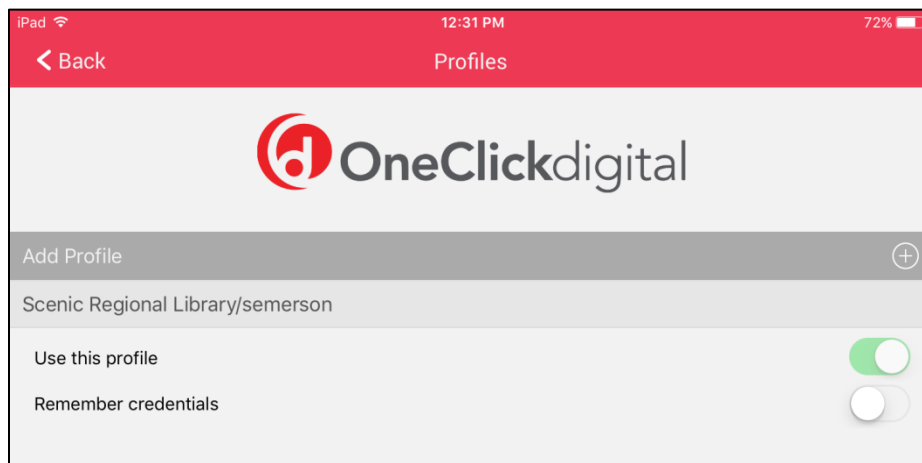


One Click Digital Mobile App Home Page, continued

Main Settings Menu

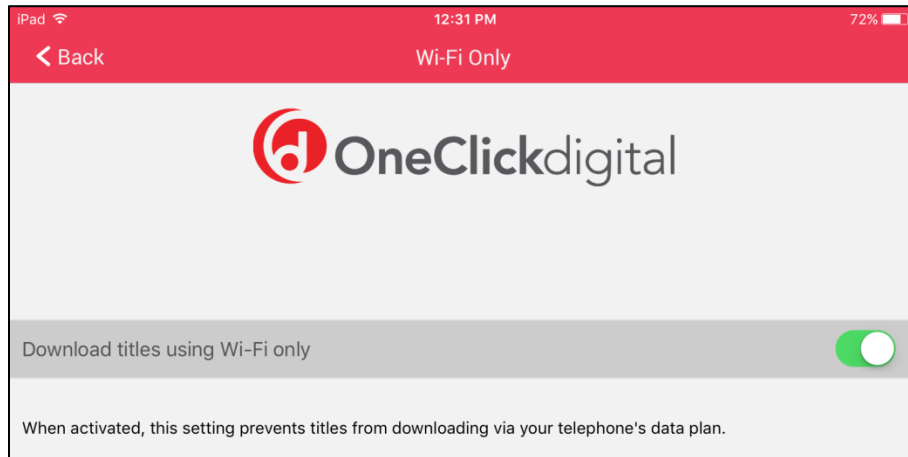


Profiles Settings – Allows you to add profiles to the app so more than one library user can use the app.

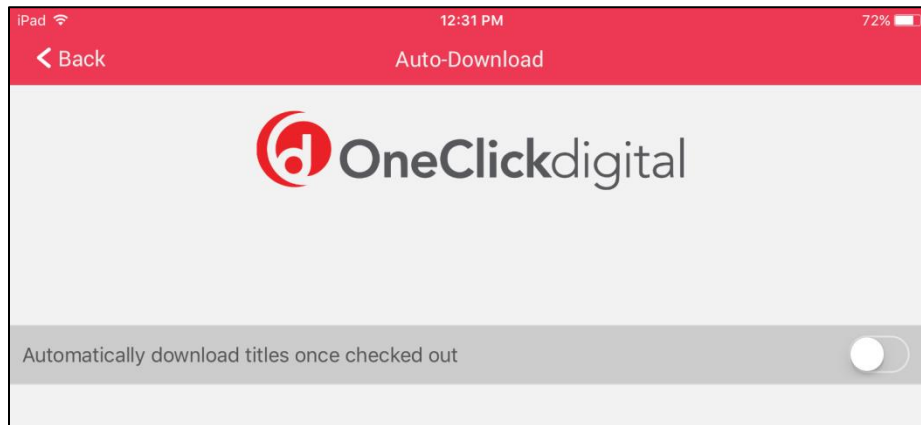


One Click Digital Mobile App Home Page, continued

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

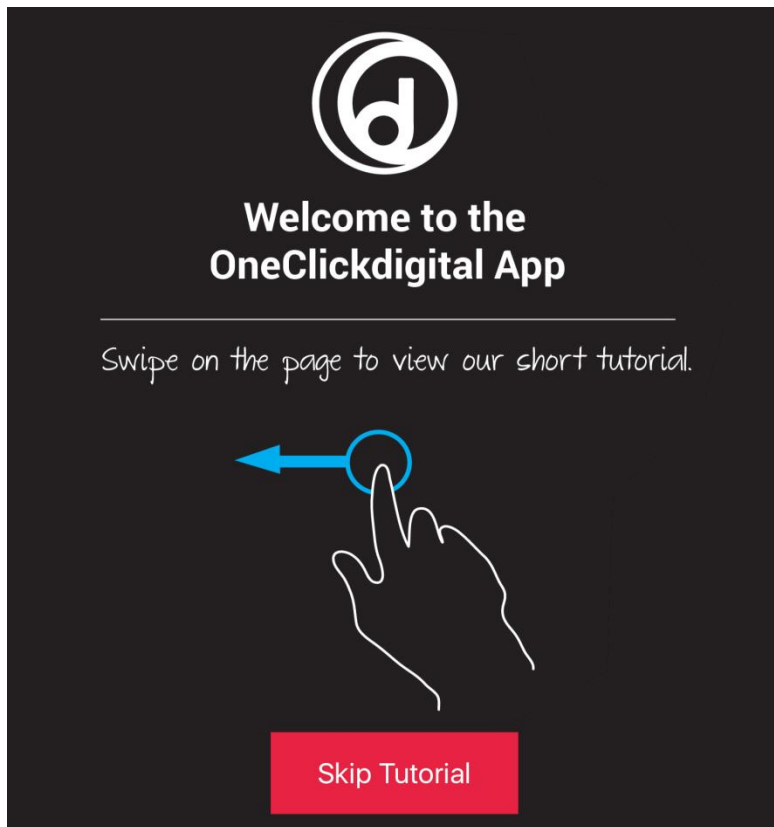


Auto-Load Titles Setting – Allows you to choose whether titles are automatically downloaded once they are checked out.

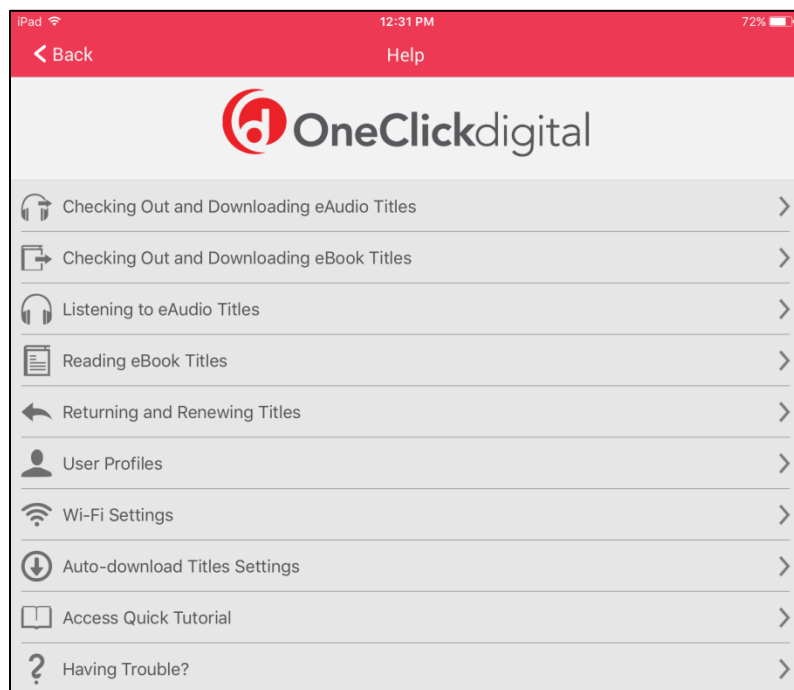


One Click Digital Mobile App Home Page, continued

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



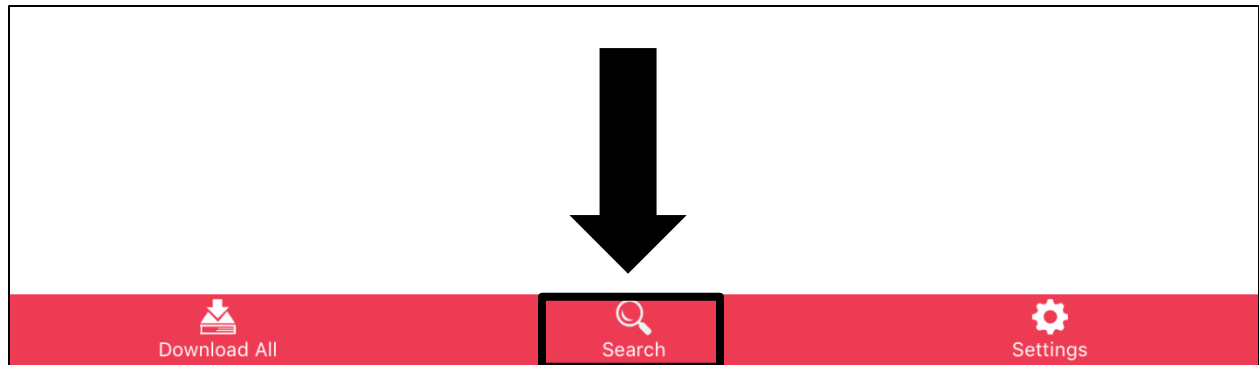
Help – Takes you to the help menu.



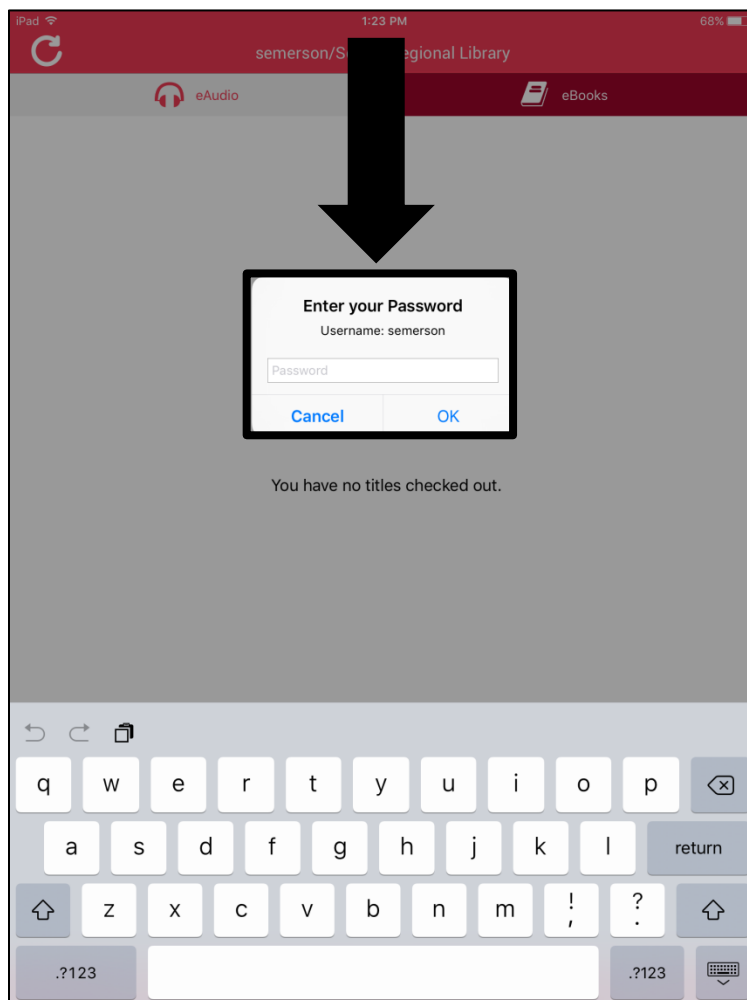
Browsing and Borrowing Titles on the Mobile App

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.

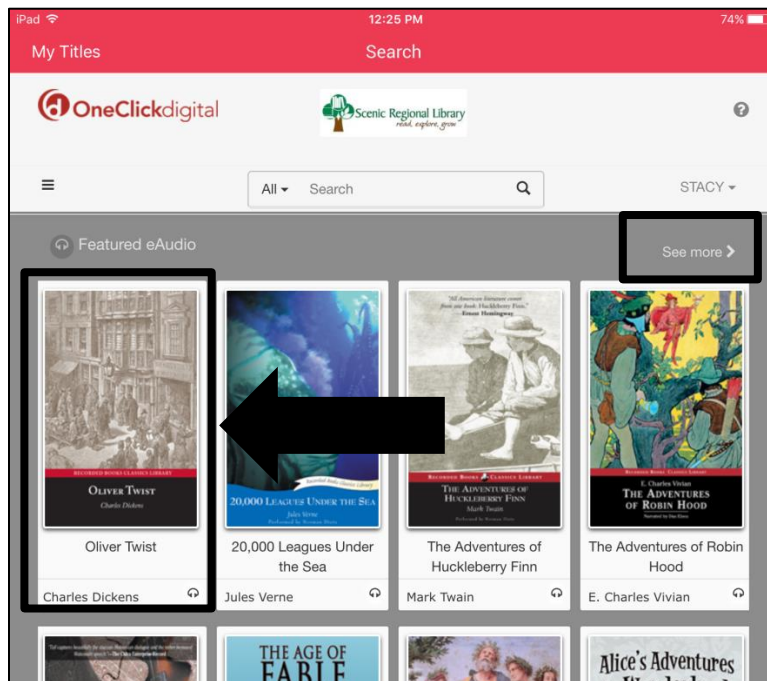
1. Featured
2. Menu Button
3. Search Function
4. Advanced Search

Featured

When you log into the collection, One Click Digital features eight titles.

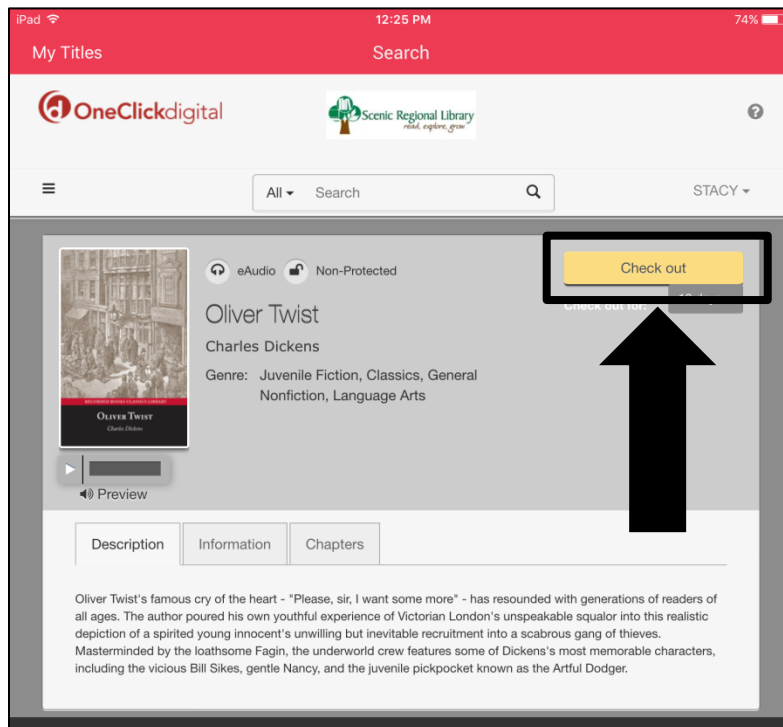
Follow these steps to browse and borrow an eAudiobook from the featured collection.

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.”



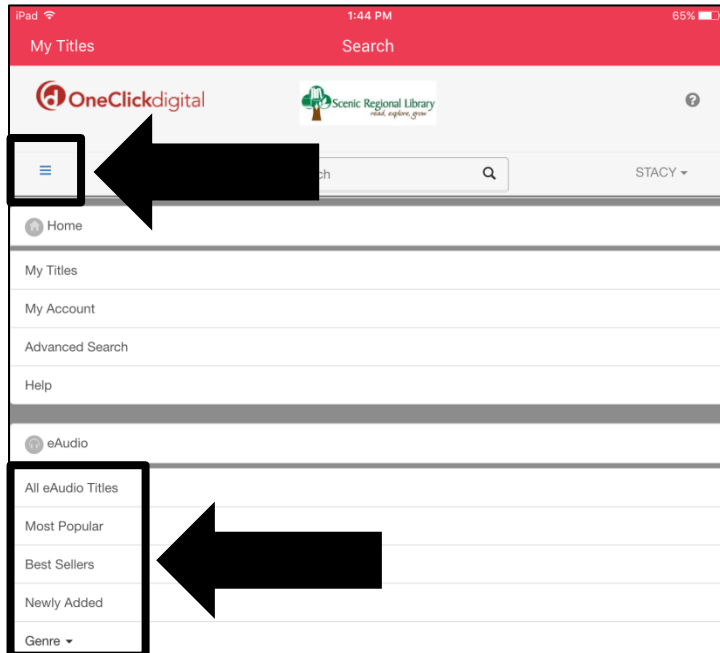
Please note that you can tap on the tabs under the book cover to see additional information about the title. You can also click on the preview play button to hear a sample of the title.

Browsing and Borrowing Titles in the Mobile App, continued

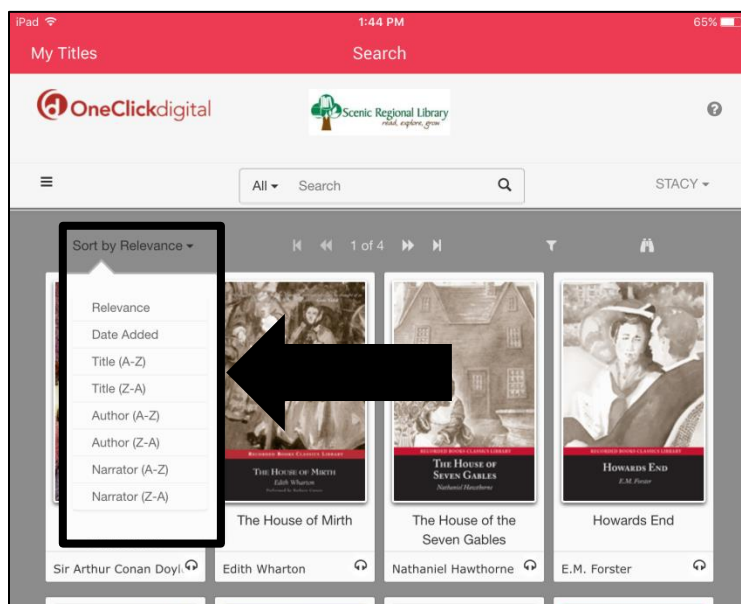
Menu Button

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.

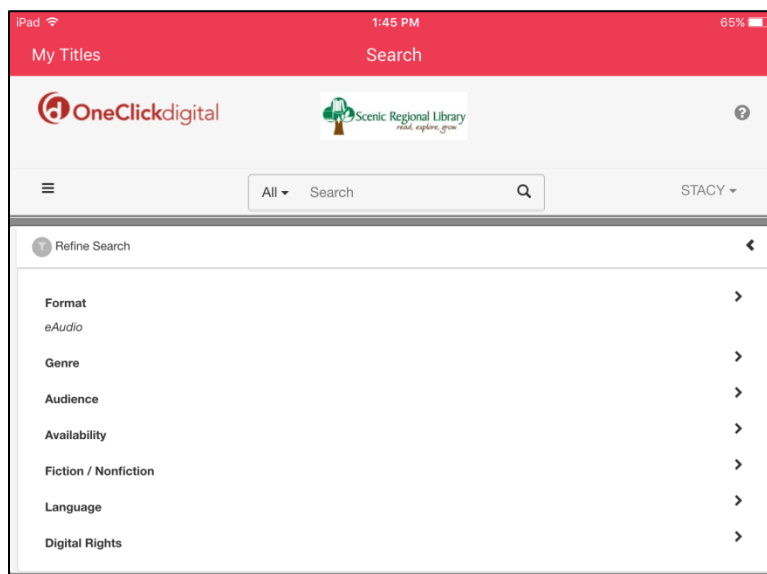
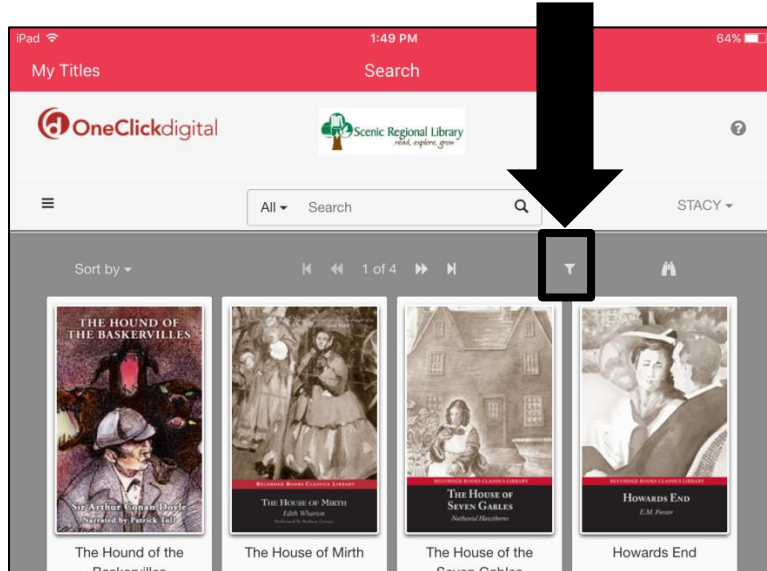


3. Select how you want your titles sorted.



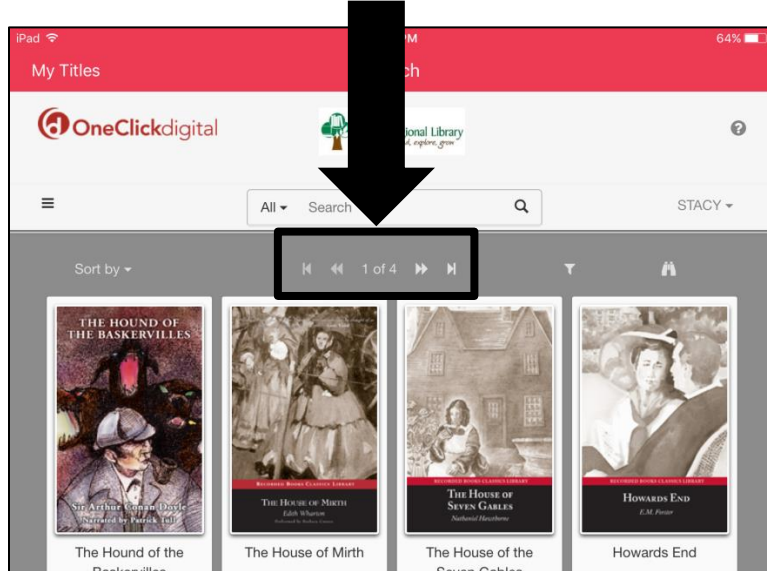
Browsing and Borrowing Titles in the Mobile App, continued

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

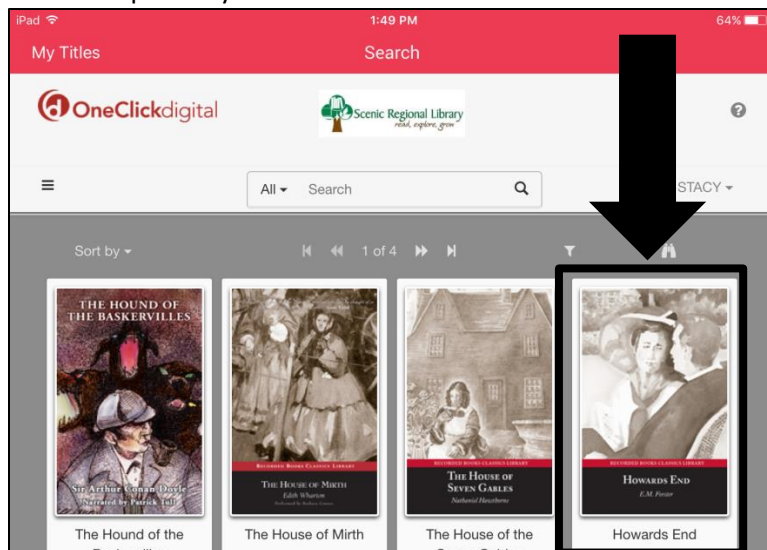


Browsing and Borrowing Titles in the Mobile App, continued

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

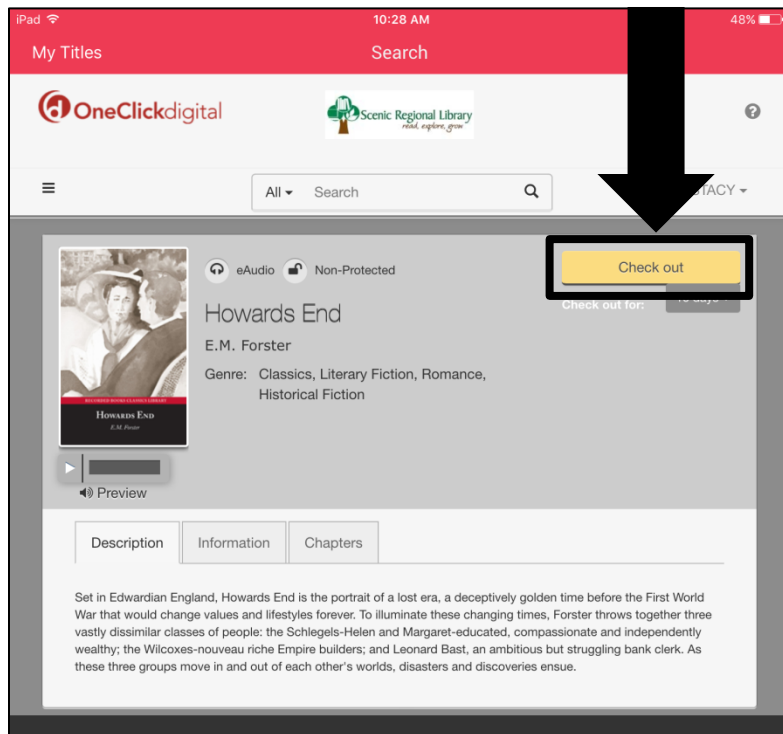


6. Tap on any book cover.



Browsing and Borrowing Titles in the Mobile App, continued

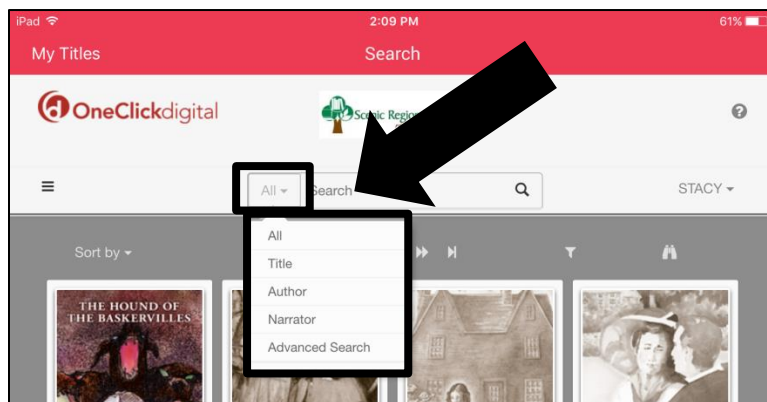
7. Tap “Check out.”



Search Function

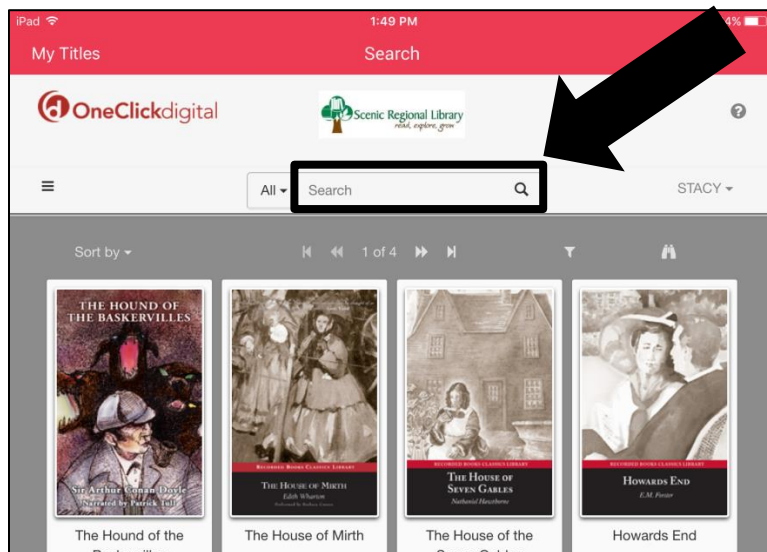
Follow these steps to browse and borrow an eAudiobook using the search function.

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

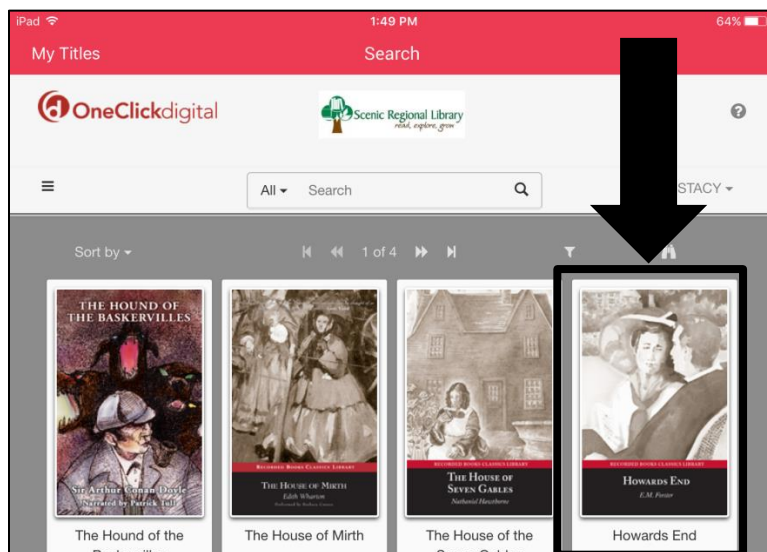


Browsing and Borrowing Titles in the Mobile App, continued

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

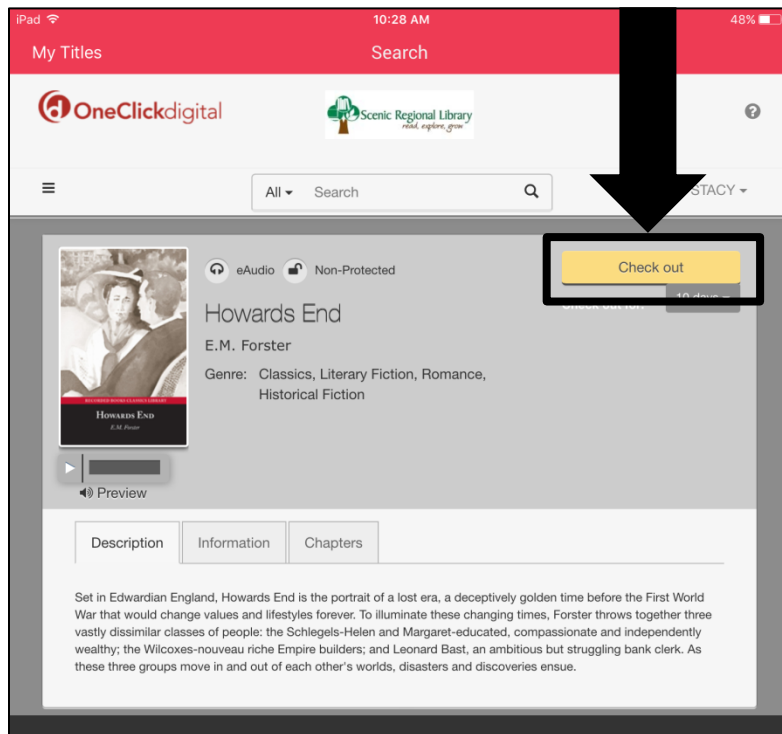


4. Tap the cover of the book.



Borrowing and Browsing Titles in the Mobile App, continued

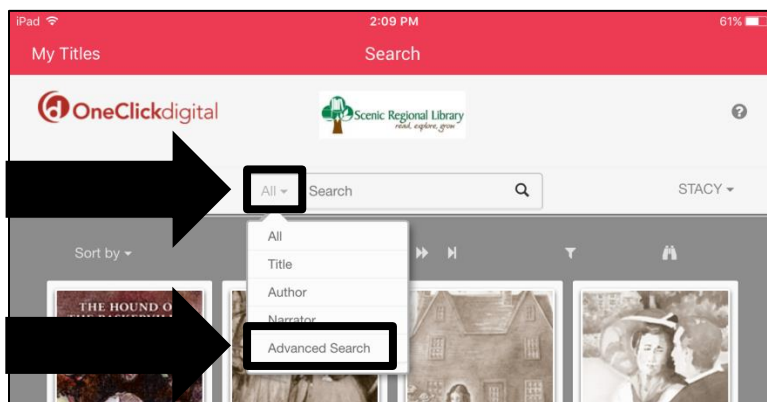
5. Tap “Check out.”



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.”



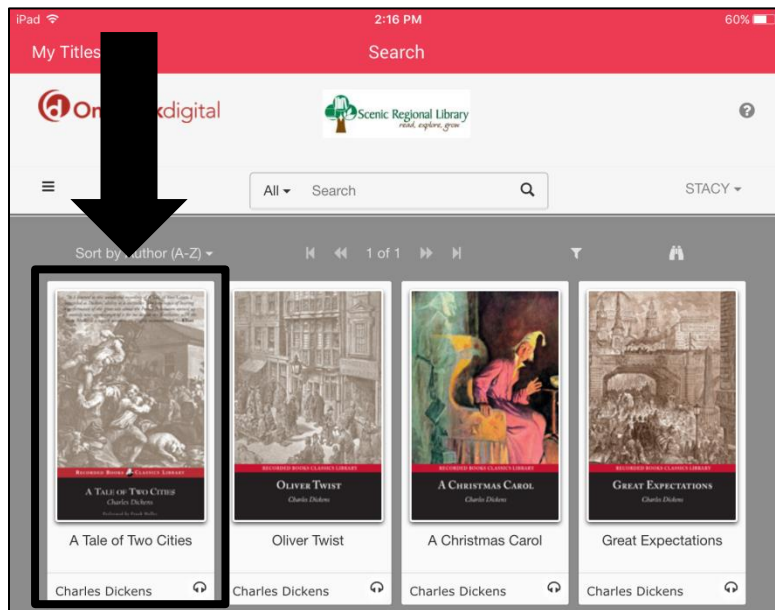
Browsing and Borrowing Titles in the Mobile App, continued

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

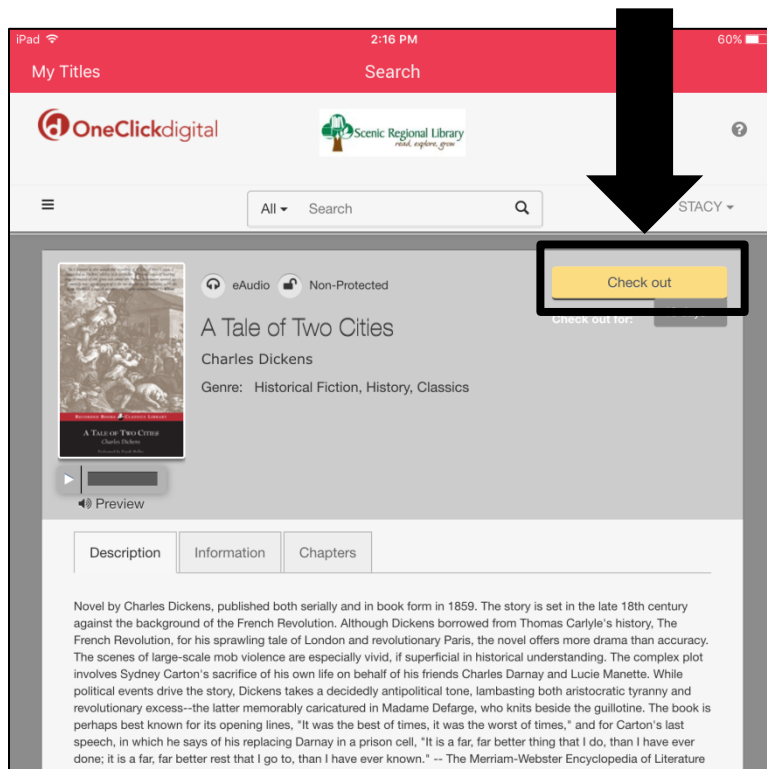
The screenshot shows the mobile app's search interface. At the top, there's a red header with "My Titles" and "Search". Below this, the "OneClickdigital" logo and "Scenic Regional Library" logo are visible. A search bar with a magnifying glass icon is present, along with a "STACY" dropdown menu. Below the search bar, there's a section titled "Advanced Search" with a list of filters: Author, Titles, Narrator, Series Name, eAudio, All Genre, All Audience, All Date Added, All Date Published, Publisher, All Availability, All Fiction / Nonfiction, All Language, All Duration, All Digital Rights, and Select Saved Search. A large black arrow points from the "Select Saved Search" filter to a "Search" button at the bottom right.

Browsing and Borrowing Titles in the Mobile App, continued

5. Tap on the cover of the book.



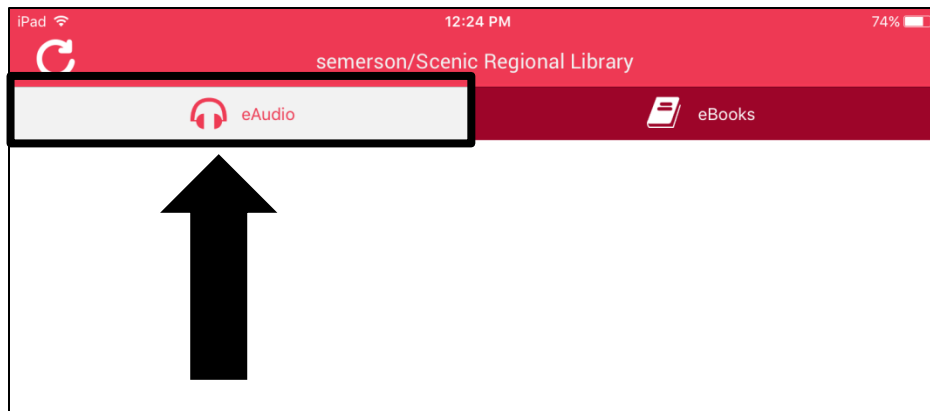
6. Tap "Check out."



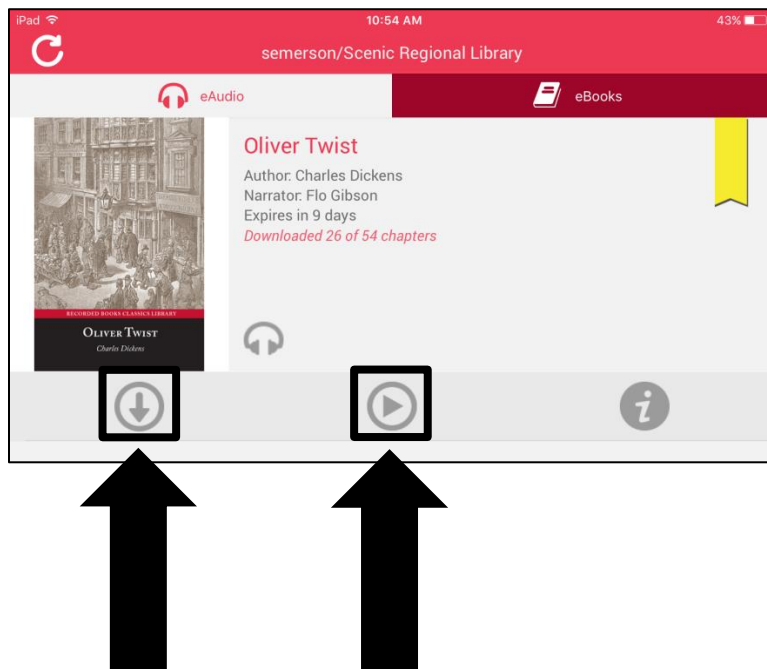
Listening to an eAudiobook in the Mobile App

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

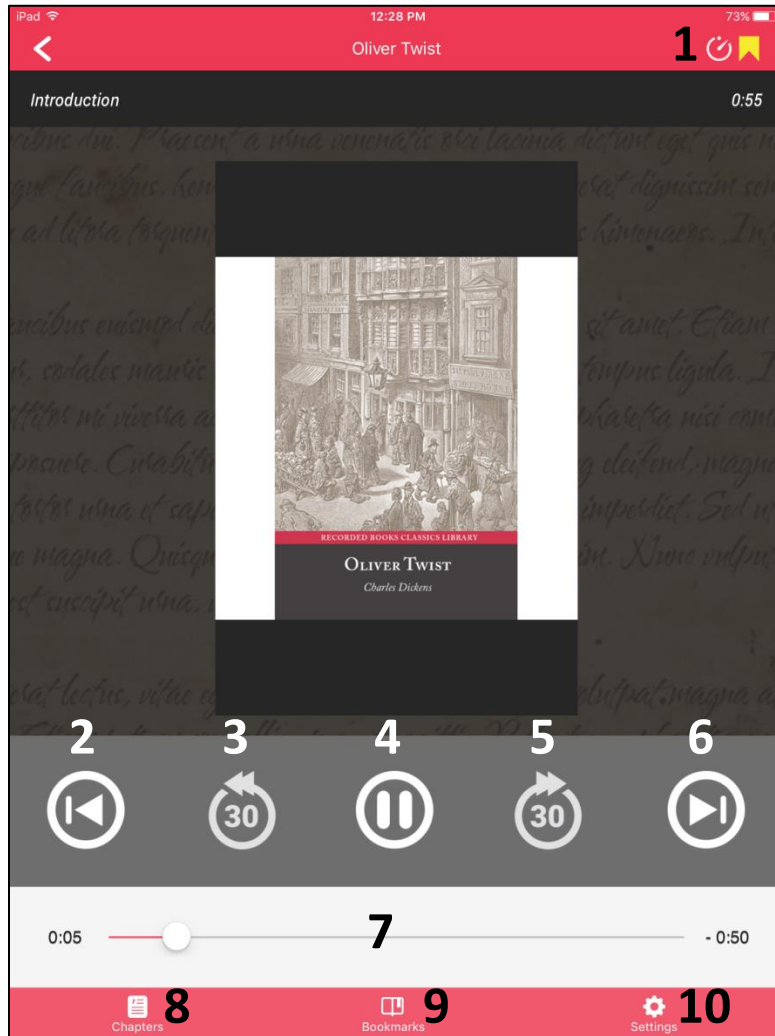
1. Tap on the eAudio tab, if not already there.



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

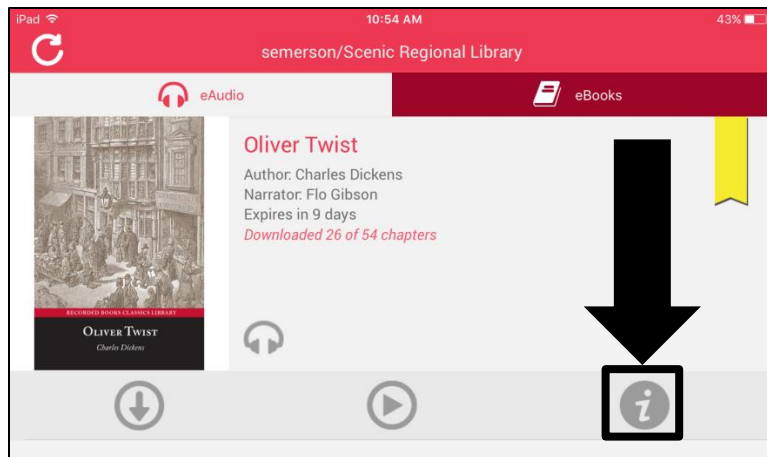


- 1 – Sleep timer button: tap to set a timer for when the player will shut off
- 2 – Previous track button: tap to go back one track
- 3 – 30 Second rewind: tap to go back 30 seconds
- 4 – Play / Pause toggle button: click to play or pause the player
- 5 – 30 Second fast forward: tap to go forward 30 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

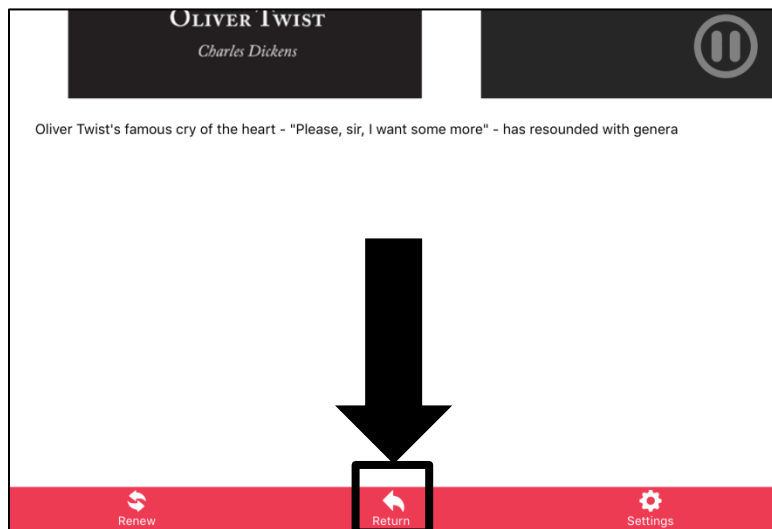
Returning and Renewing Titles in the Mobile App

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.



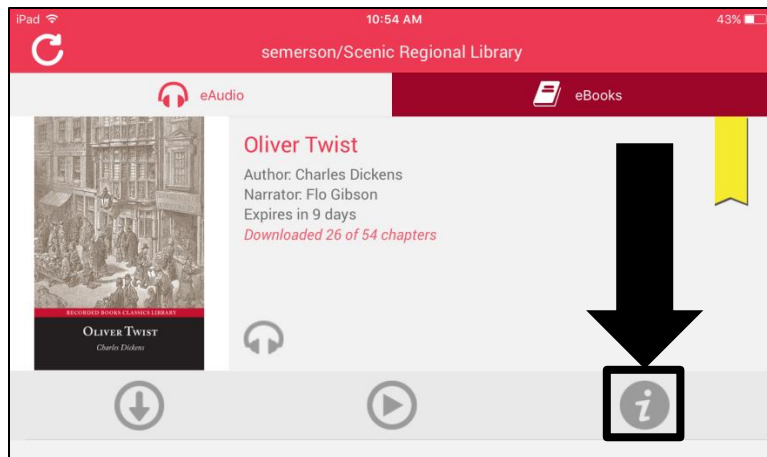
2. Tap “Return.”



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.”

