

RB Digital eAudiobook Help Guide

July, 2017

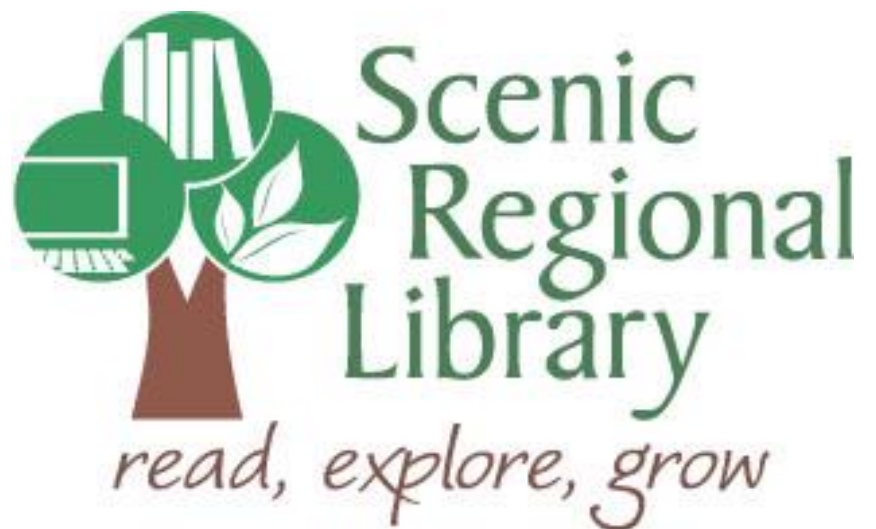


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Welcome!

Scenic Regional Library offers patrons eAudiobooks through RB Digital and the purpose for this help guide is to provide you with the information you need to use it.

What is RB Digital?

RB Digital is a proprietary platform owned by Recorded Books, which is a company that provides a variety of electronic resources to libraries and schools. This help guide specifically addresses Recorded Books' eAudiobook collection and how to use it.

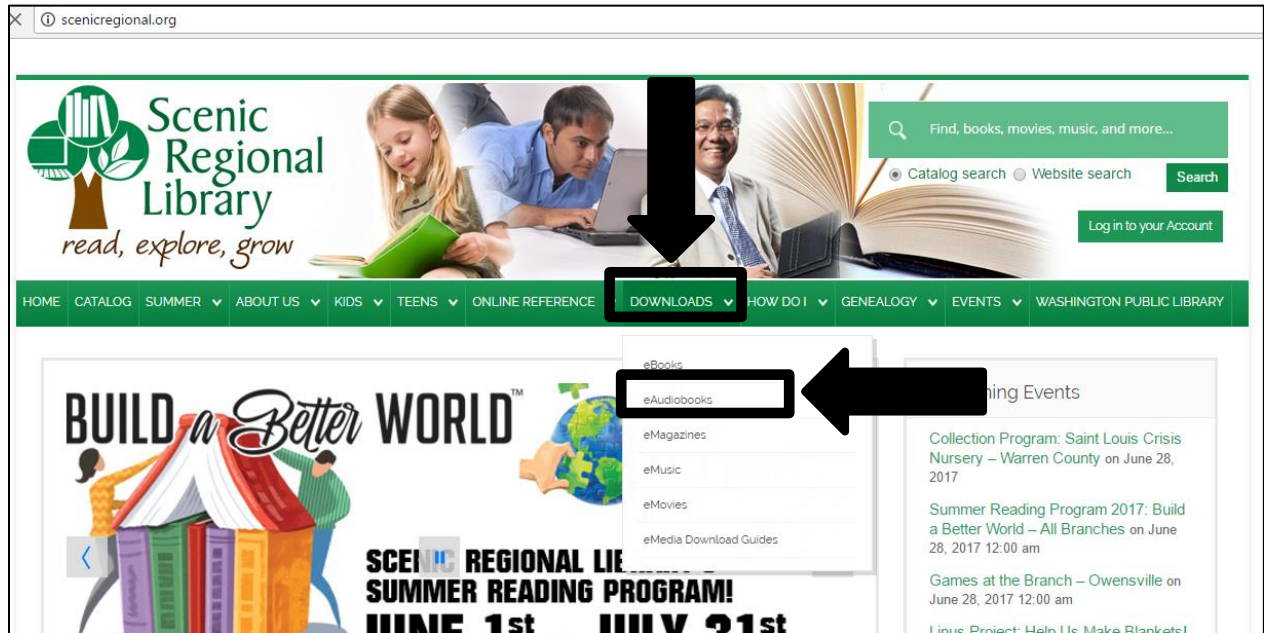
RB Digital's eAudiobook Offerings to Scenic Regional Library Patrons

Any SRL patrons who have library accounts in good standing can access RB Digital's eAudiobooks. Patrons are allowed to borrow as many eAudiobooks as they want and can keep them for up to 10 days. eAudiobooks can be downloaded onto computers, laptops, and various mobile devices.

Accessing RB Digital

Follow these steps to access RB Digital's eAudiobooks.

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



4. Click on the RB Digital logo.



Setting Up an Account with RB Digital

Once you access RB 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 RB Digital.

1. Click on "Register."



2. Complete the fields.
3. Click "Register."

A screenshot of the registration form on the RB Digital website. The form is divided into two columns. The left column is titled "LIBRARY INFORMATION" and contains a "LIBRARY CARD*" field. The right column is titled "PERSONAL INFORMATION" and contains fields for "FIRST NAME*", "LAST NAME*", "EMAIL*", "CONFIRM EMAIL*", and "POSTAL CODE*". Below these columns are three fields for "ONECLICKDIGITAL ACCOUNT INFORMATION": "USERNAME*", "PASSWORD*", and "CONFIRM PASSWORD*". At the bottom right of the form is a red "REGISTER →" button. The RB Digital logo is visible at the bottom right of the page.

Logging into RB Digital

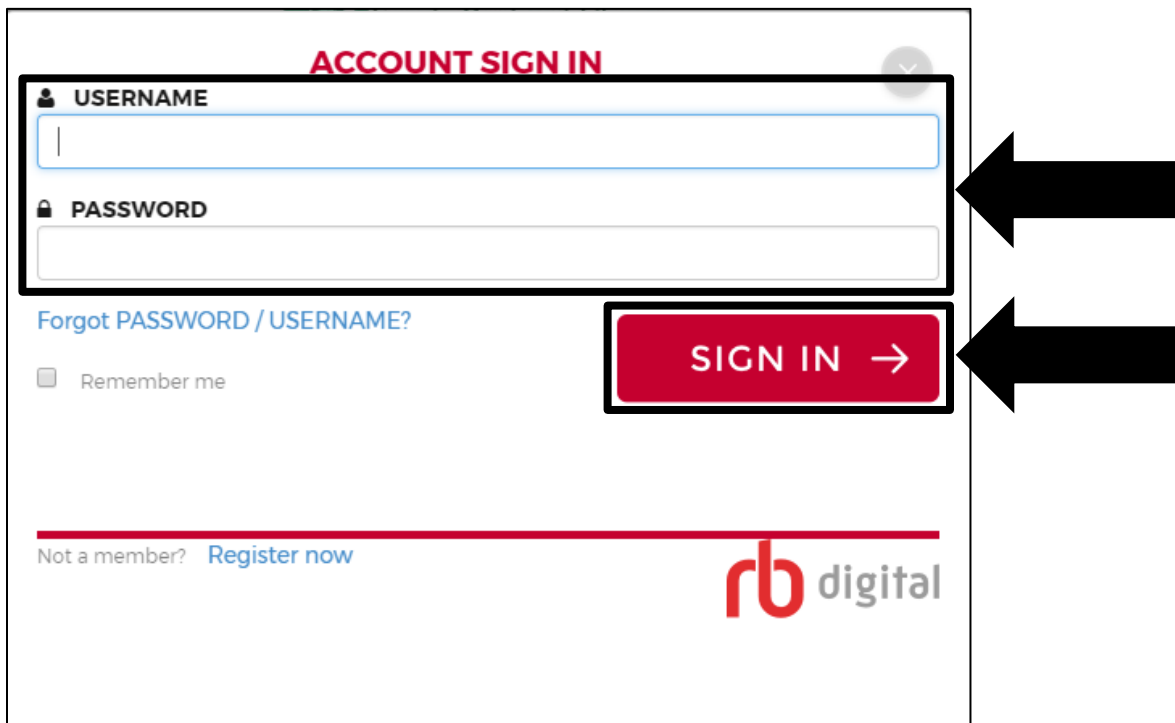
Once you have created an account with RB Digital, you will need to log in each time you access the site.

Follow these steps to log into RB Digital.

1. Click "Sign In."



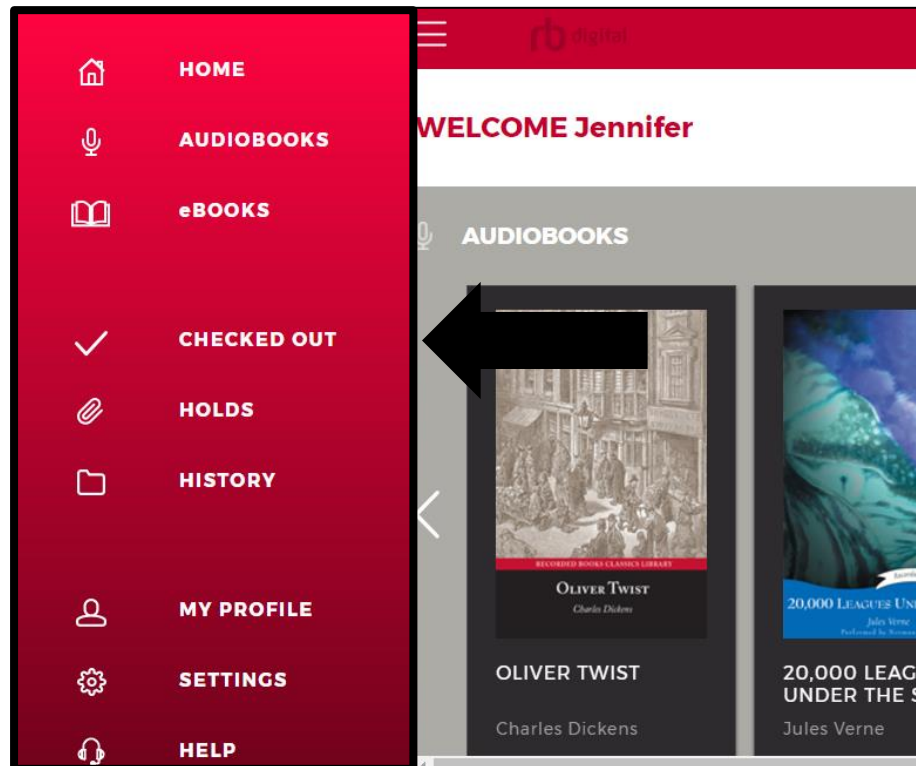
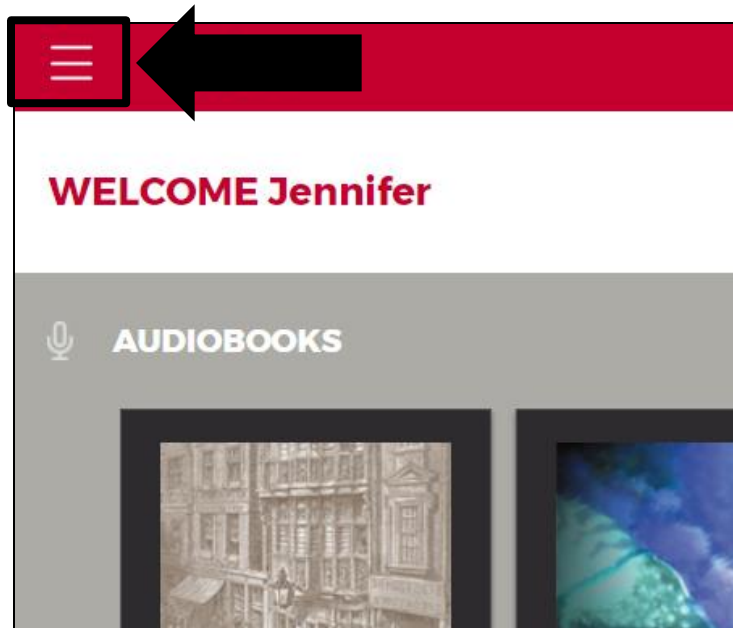
2. Enter your username and password.
3. Click "Sign In."



The RB Digital Home Page

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

Menu Button – Clicking on this will reveal a slide drawer menu with various options for your account.

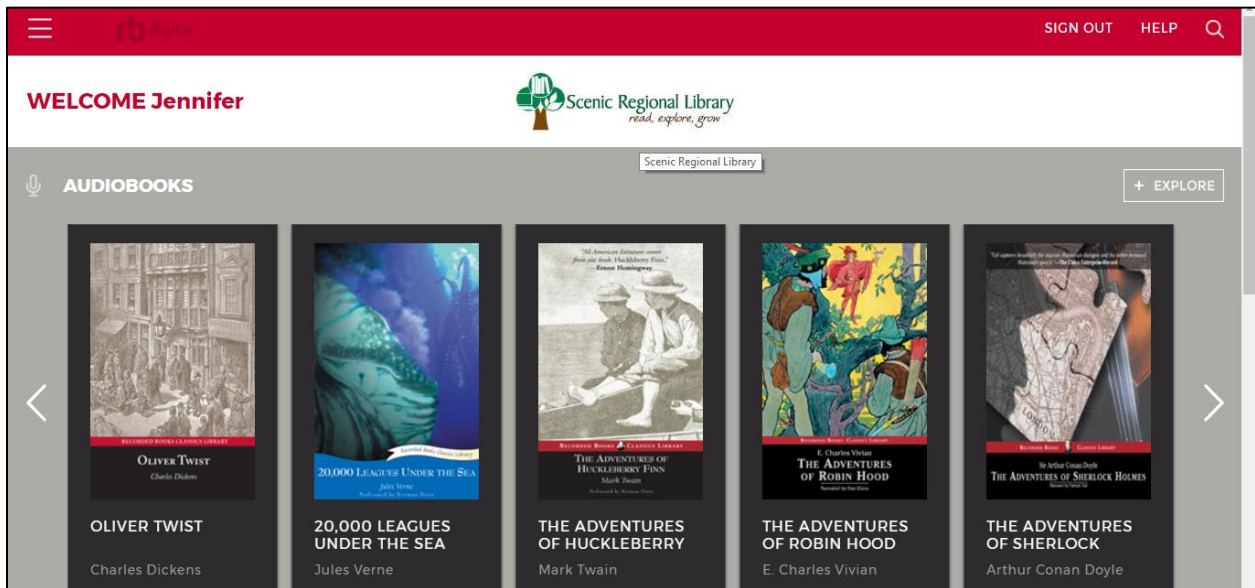


The RB Digital Home Page, continued

The following list contains an overview of the information you can access from the menu.

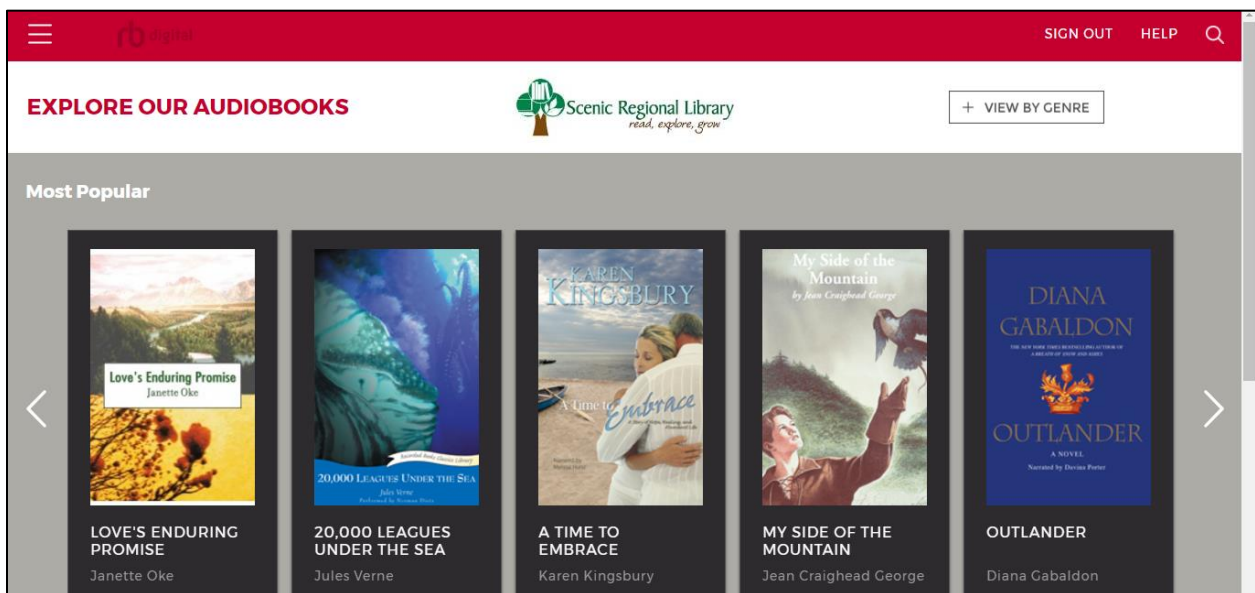
Home – Clicking on this takes you to the RB Digital eAudiobook home page.

The screenshot below illustrates the home page.



Audiobooks – Clicking on this takes you to the main eAudiobook collection page.

The screenshot below illustrates the main eAudiobook collection page.

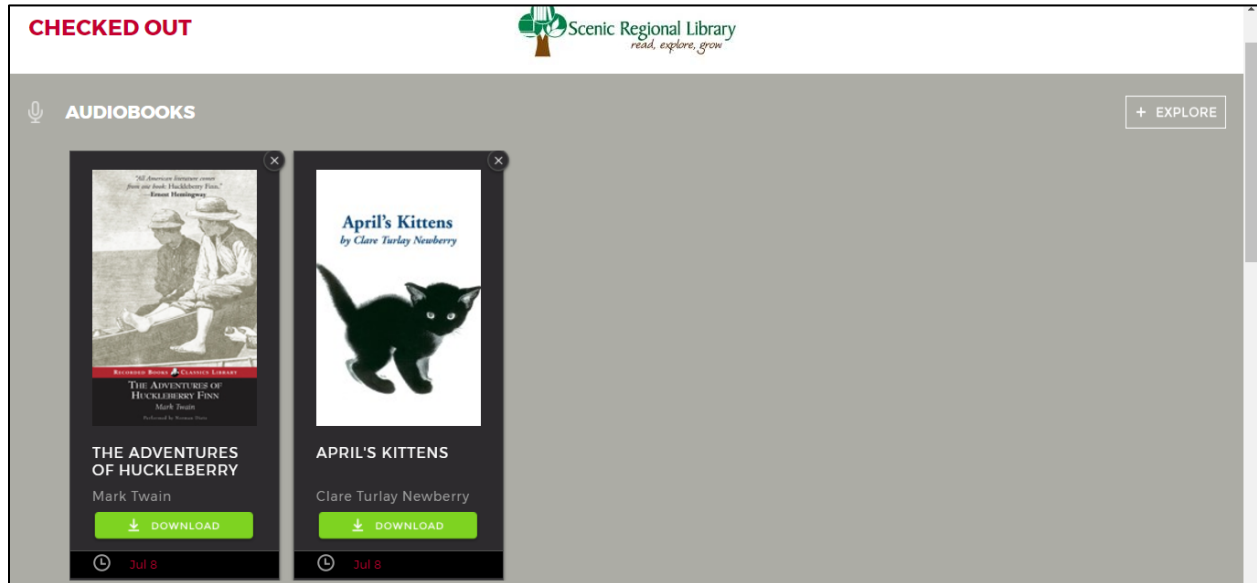


The RB Digital Home Page, continued

eBooks – Clicking on this takes you to the main eBook collection page. Scenic Regional Library does not subscribe to this service, so this page will not be available.

Checked Out – Clicking on this takes you to a page that lists all of the titles you have borrowed.

The screen shot below illustrates the Checked Out page.

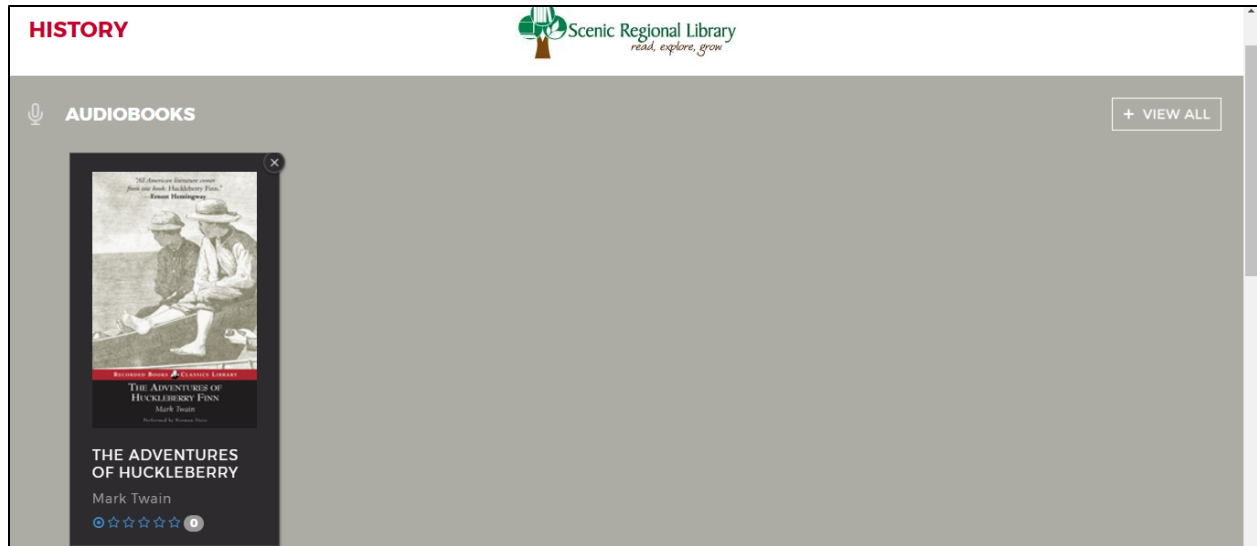


Holds – Clicking on this will take you to a page that lists all of the titles you have on hold. eAudiobooks can be checked out by multiple patrons at one time so this page should not need to be accessed.

The RB Digital Home Page, continued

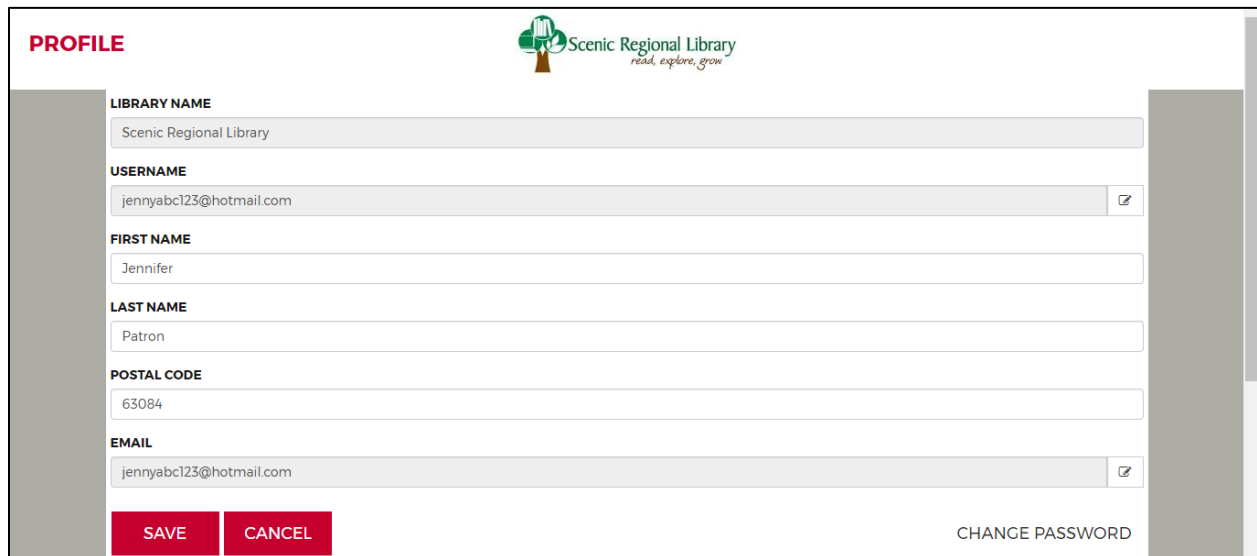
History – Clicking on this takes you to a page that lists all of the titles you have borrowed previously.

The screen shot below illustrates the History page.



My Profile – Clicking on this takes you to a page that allows you to change aspects of your RB Digital account.

The screen shot below illustrates the My Profile page.

A screenshot of the 'PROFILE' page on the Scenic Regional Library website. The page features a header with the library logo and the tagline 'read, explore, grow'. Below the header, there is a form to update user information. The form includes fields for 'LIBRARY NAME' (Scenic Regional Library), 'USERNAME' (jennyabc123@hotmail.com), 'FIRST NAME' (Jennifer), 'LAST NAME' (Patron), 'POSTAL CODE' (63084), and 'EMAIL' (jennyabc123@hotmail.com). At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons, and a 'CHANGE PASSWORD' link.

The RB Digital Home Page, continued

Settings – Clicking on this takes you to a page that allows you to change various settings in your account.

The screen shot below illustrates the Settings page.

SETTINGS

Scenic Regional Library
read, explore, grow

AUDIOBOOK

AUDIO DOWNLOAD METHOD

- Use RBdigital Media Manager or Mobile App
- Download zip file (for non-protected titles only)

AUTOMATICALLY DOWNLOAD / RESUME ALL TITLES

- Yes
- No
- Ask

eBOOK

DOES YOUR EREADER SUPPORT EPUB?
(Older devices may only support PDF)

- Yes
- No, PDF only

BOOK DOWNLOAD METHOD

- Use the mobile RBdigital app
- Use the mobile RBdigital app and desktop eReader

SAVE **CANCEL**

Help – Clicking on this takes you to RB Digital’s help page.

The screen shot below illustrates RB Digital’s help page.

Scenic Regional Library
read, explore, grow

HELP

[GENERAL](#) [TUTORIAL](#) [FAQS](#) [TROUBLESHOOTING](#) [SUPPORT](#) [SUBMIT A TICKET](#)

How do I create an Account?

We recommend creating an account on your first visit to your library’s RBdigital website. Select the “Register” link in the upper-right-hand corner of the screen. Fill in the information requested by your library. Passwords must be at least four characters long and can contain both numbers and letters. Passwords are case sensitive. Usernames are not. If you need further information for creating an account, check with your local library staff.

Can I change my email address?

Yes. You can change your email address on the “My Profile” page. You can get to the “My Profile” page by clicking the three-lined “Menu” icon at the top-left side of the RBdigital website and then clicking on “My Profile.” Next, click on the “edit” icon next to “Email Address,” enter the new email address, confirm the new email address, and click the save button.

Can I use my email address for more than one account?

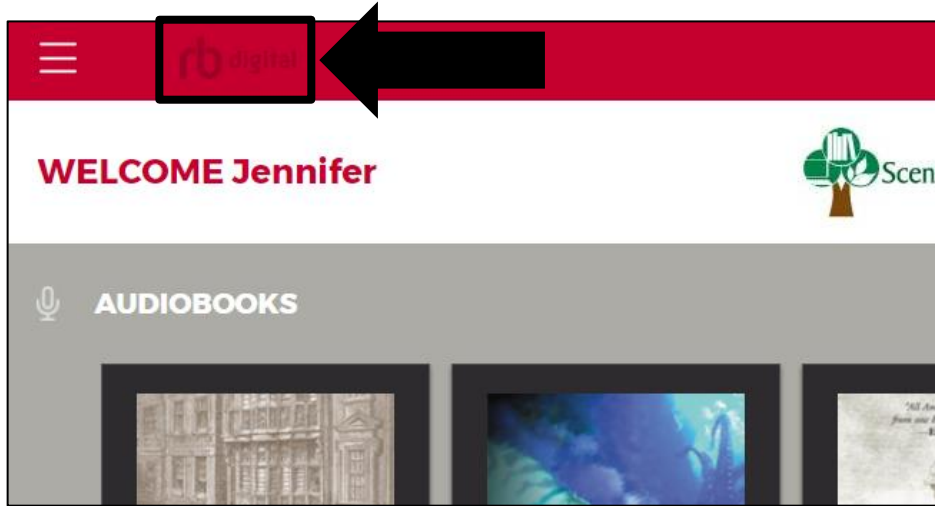
Your email address cannot be used by other users within the same library; however, you can use the same email address to create an account at another library.

Do I need a library card number to checkout a title?

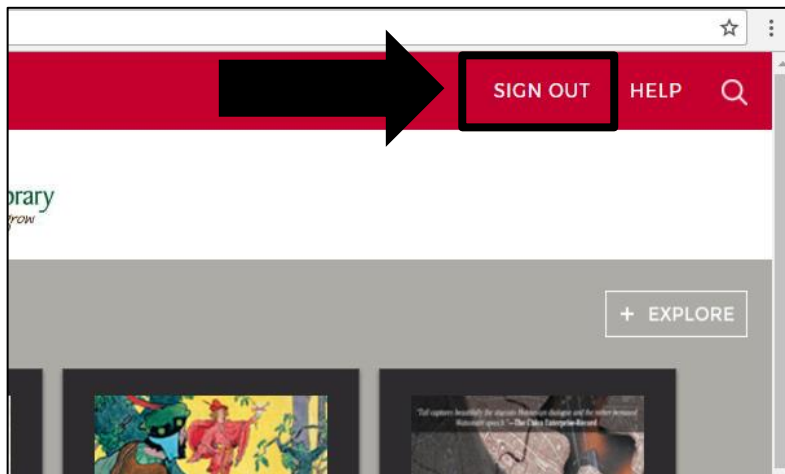
Generally, yes, but individual libraries determine the criteria for establishing an account.

The RB Digital Home Page, continued

RB Digital Logo – Clicking on this takes you to RB Digital’s eAudiobook home page.

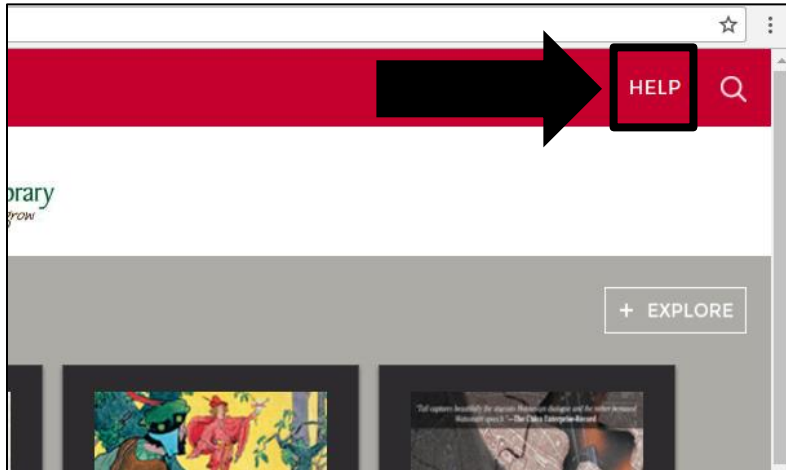


Sign Out – Clicking on this logs you out of your account.

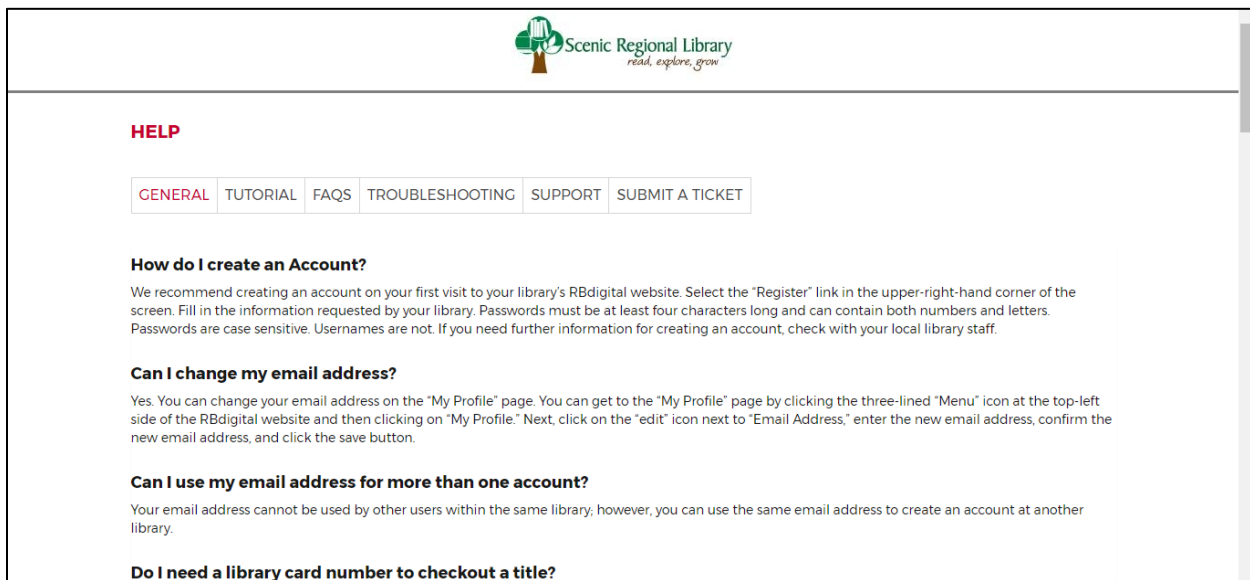


The RB Digital Home Page, continued

Help – Clicking on this takes you to access RB Digital’s help page.

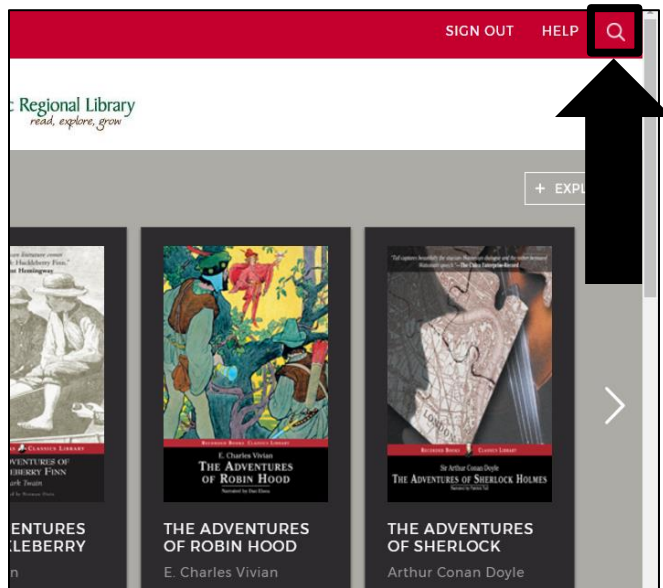


The screen shot below illustrates RB Digital’s help page.

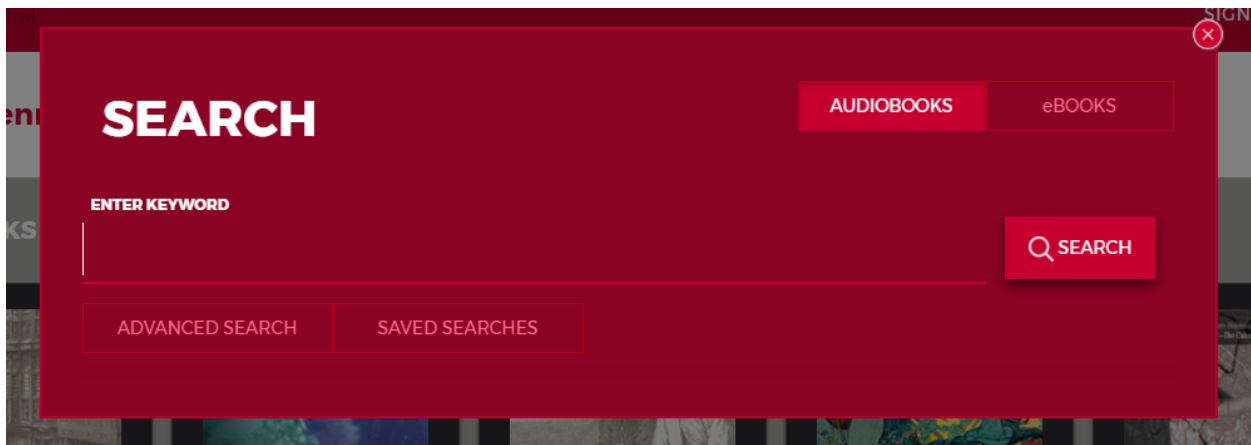


The RB Digital Home Page, continued

Search – Clicking on the magnifying glass reveals a pop up window allowing you to search the RB Digital collection.



The screen shot below illustrates the pop up search window.

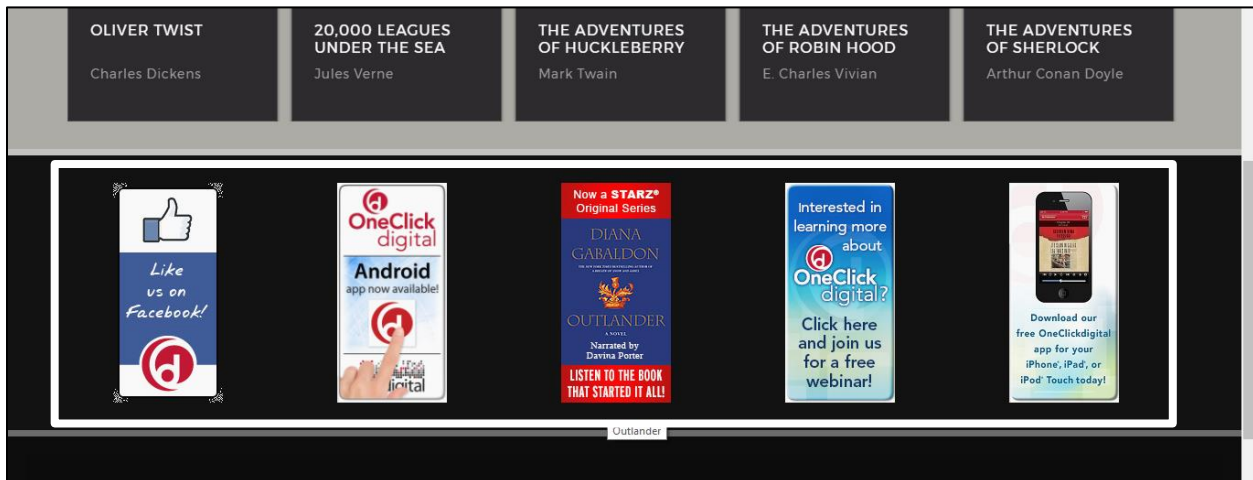


The RB Digital Home Page, continued

Viewing Window – This area displays the eAudiobook collection or other aspects of your account when you select them.

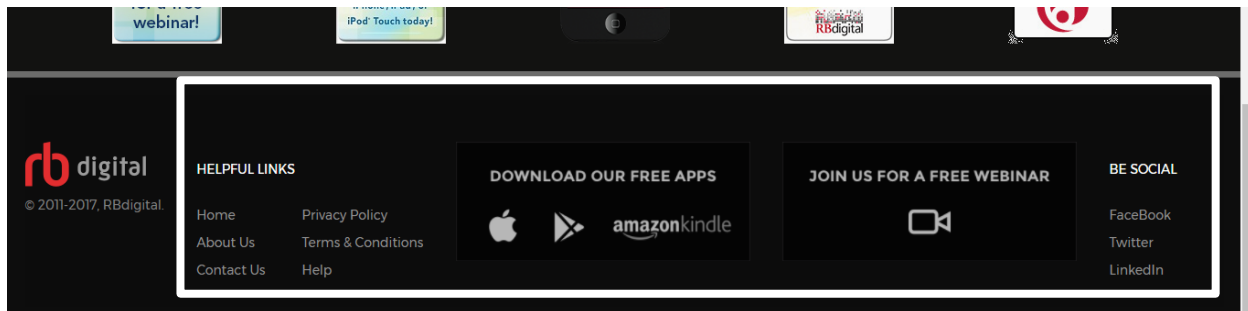


Scrolling Banner – This banner features clickable illustrations. Clicking on any of them takes you to an informational page about the subject of the illustration.



The RB Digital Home Page, continued

Additional Links – These links are located at the bottom of the home page. Clicking on any of them takes you to an informational page about that subject matter.

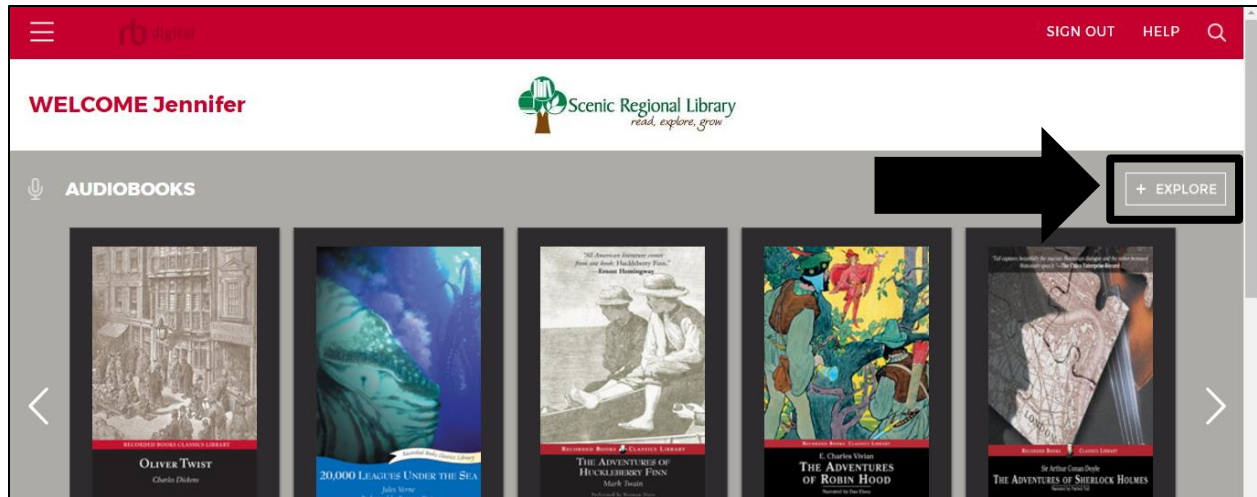


- The Home link takes you to RB Digital’s home page.
- The About Us link takes you to a page listing information about Recorded Books.
- The Contact Us link takes you to a page listing all of Recorded Books’ contact information.
- The Privacy Policy link takes you to a page containing Recorded Books’ 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 RB Digital’s help page.
- The apps buttons take you to websites with information about RB Digital’s apps.
- The webinar link takes you a registration page for RB Digital’s tutorial website.
- The Be Social links allow you to follow RB Digital on social media.

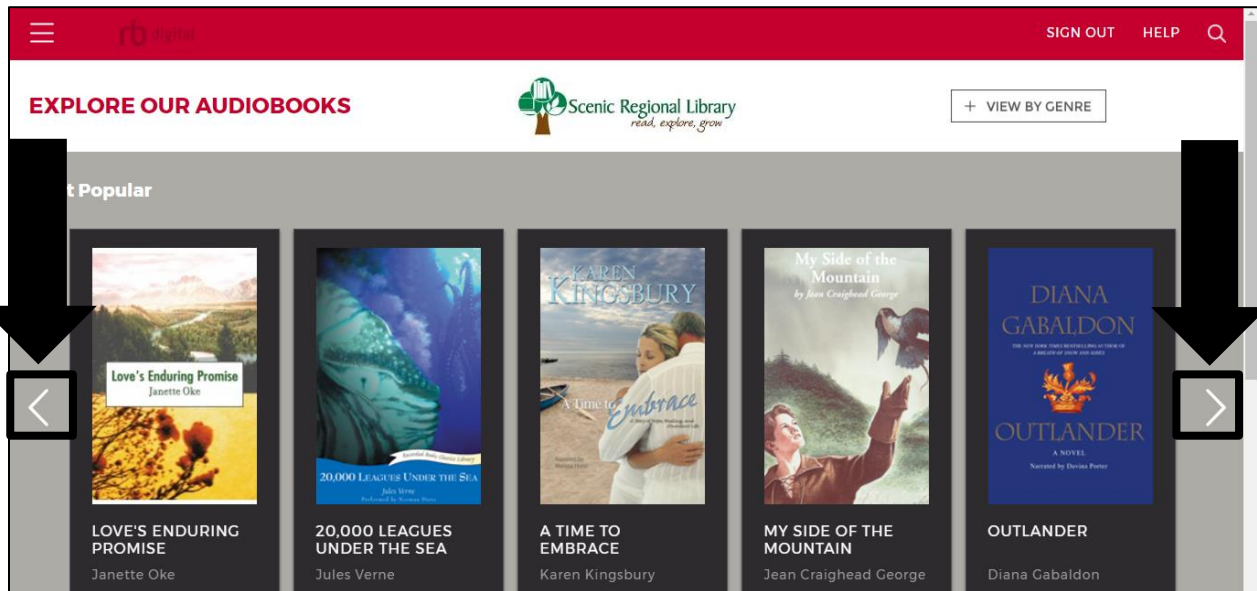
Browsing and Borrowing eAudiobooks

Follow these steps to browse and borrow an eAudiobook.

1. Click "Explore."

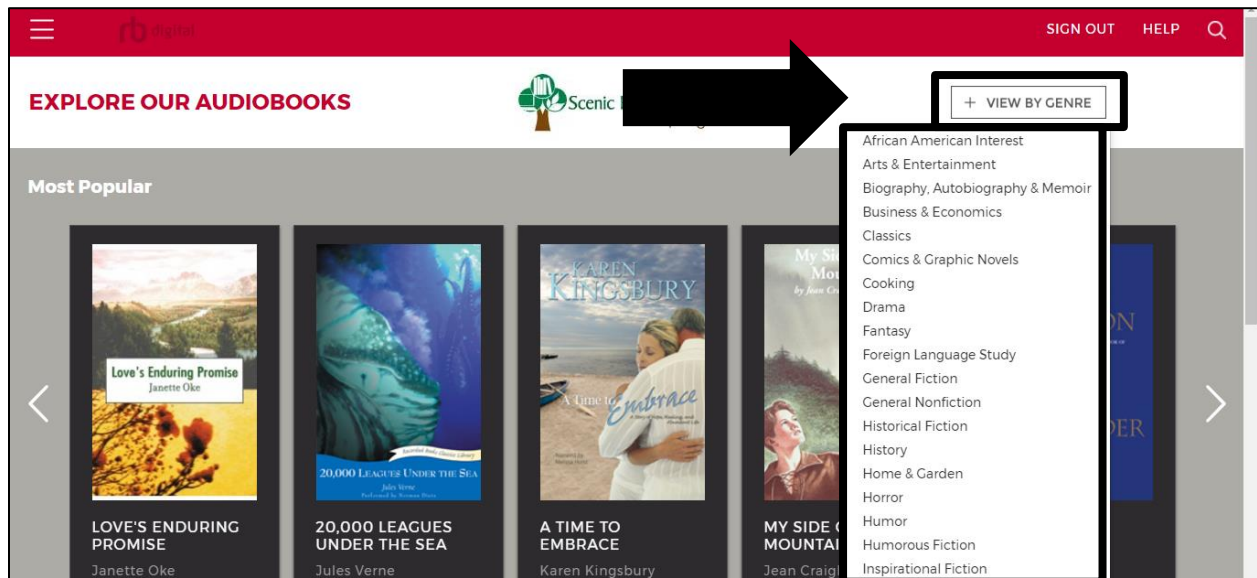


2. Click on a title or the arrow buttons to explore the Most Popular titles. You can also proceed to step 3 to continue browsing.

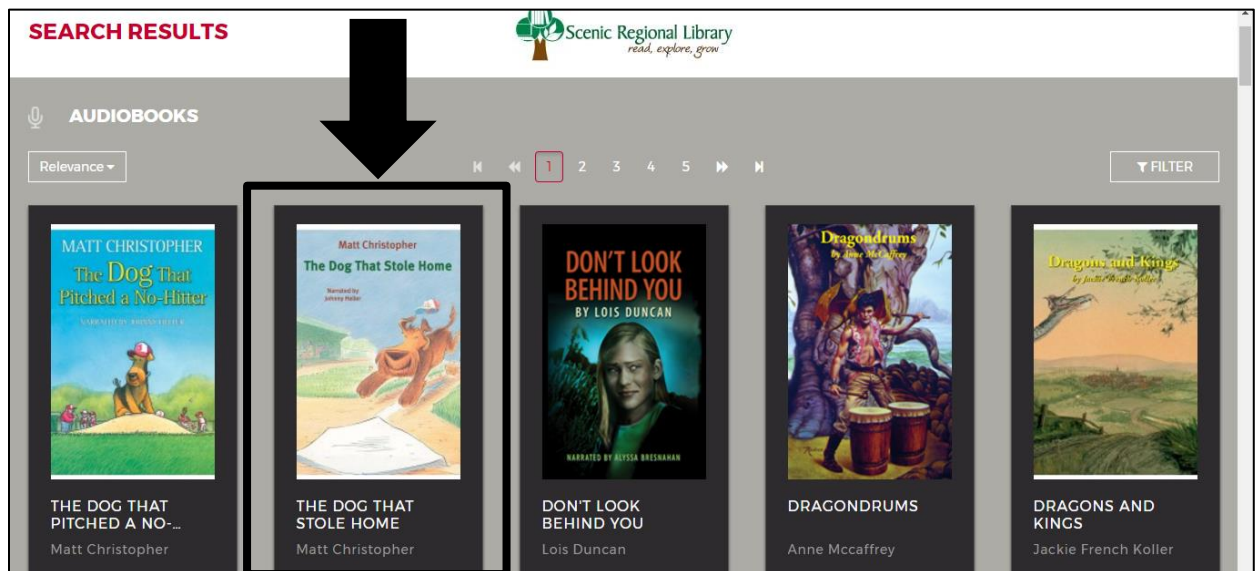


Browsing and Borrowing eAudiobooks, continued

3. Click "View by Genre."
4. Click a genre.

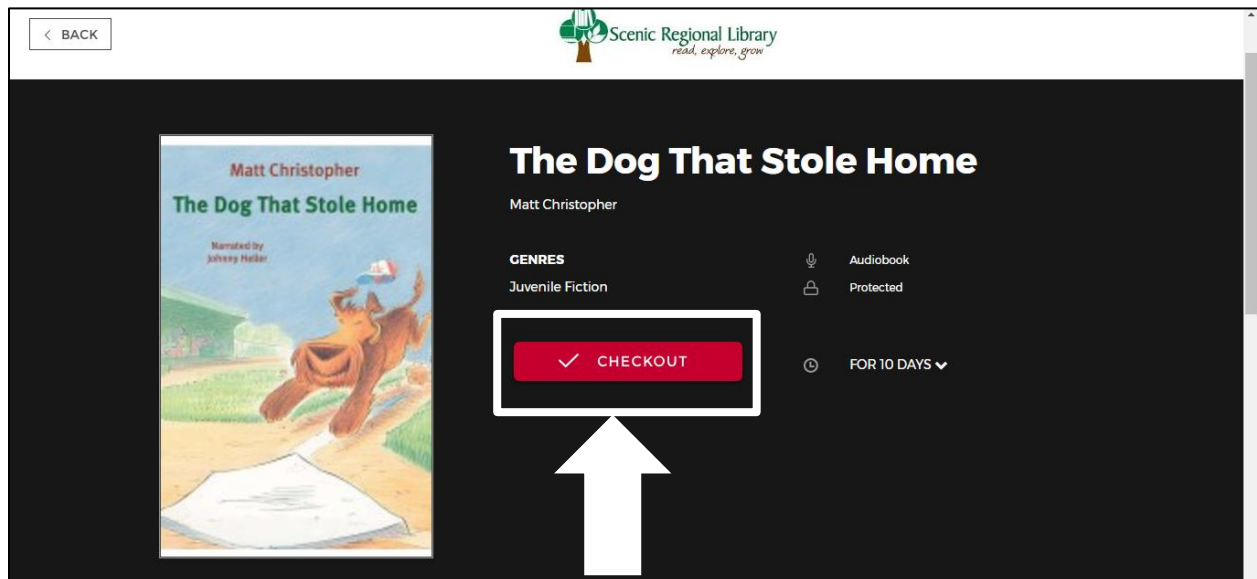


5. Click on a title.



Browsing and Borrowing eAudiobooks, continued

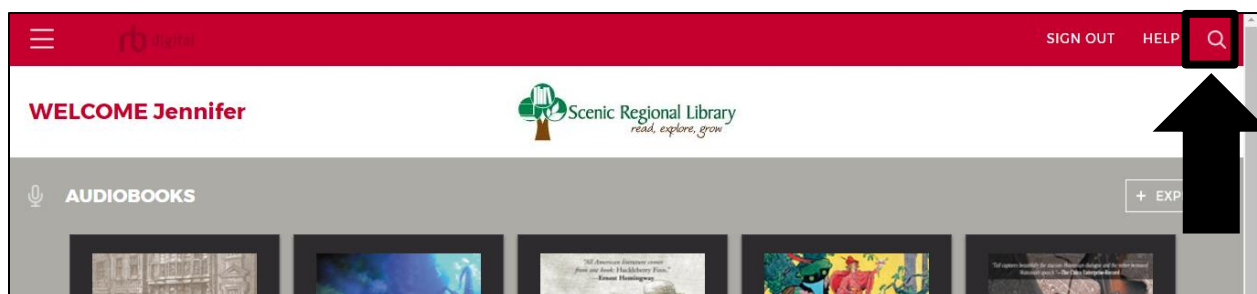
6. Click "Checkout."



You can also browse and borrow titles using the search feature.

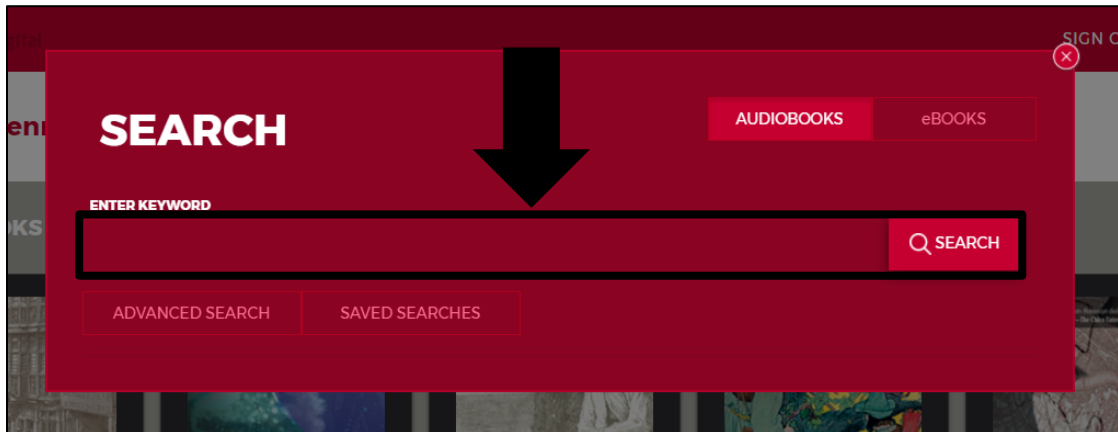
Follow these steps to browse and borrow a title using the search feature.

1. Click the magnifying glass.

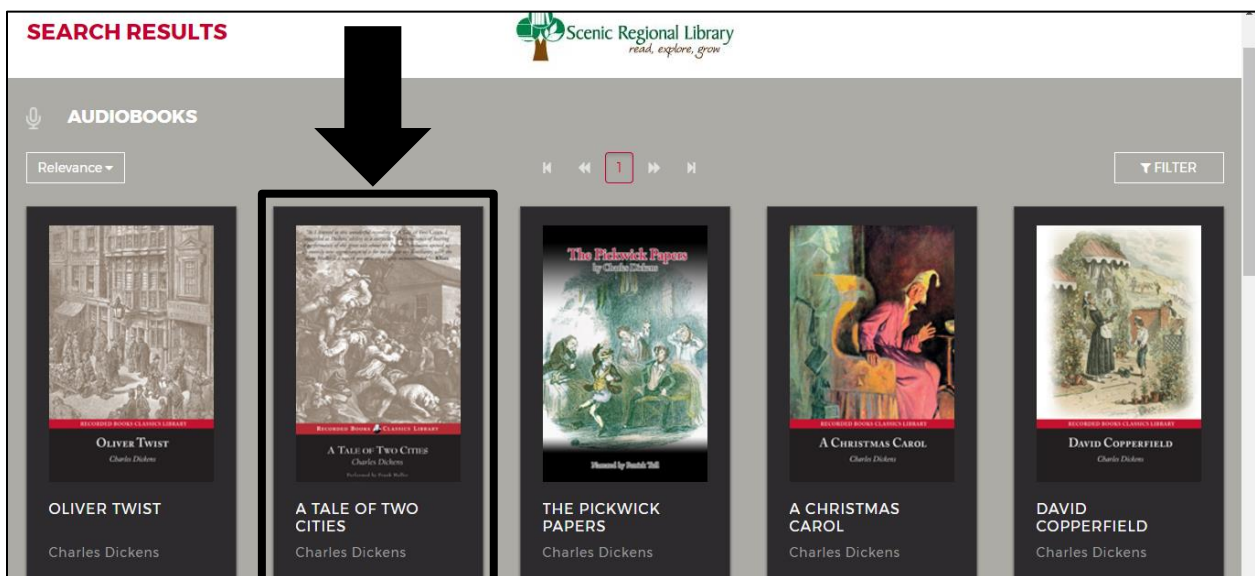


Browsing and Borrowing eAudiobooks, continued

2. Enter your search words.
3. Click "Search."



4. Click on a title.



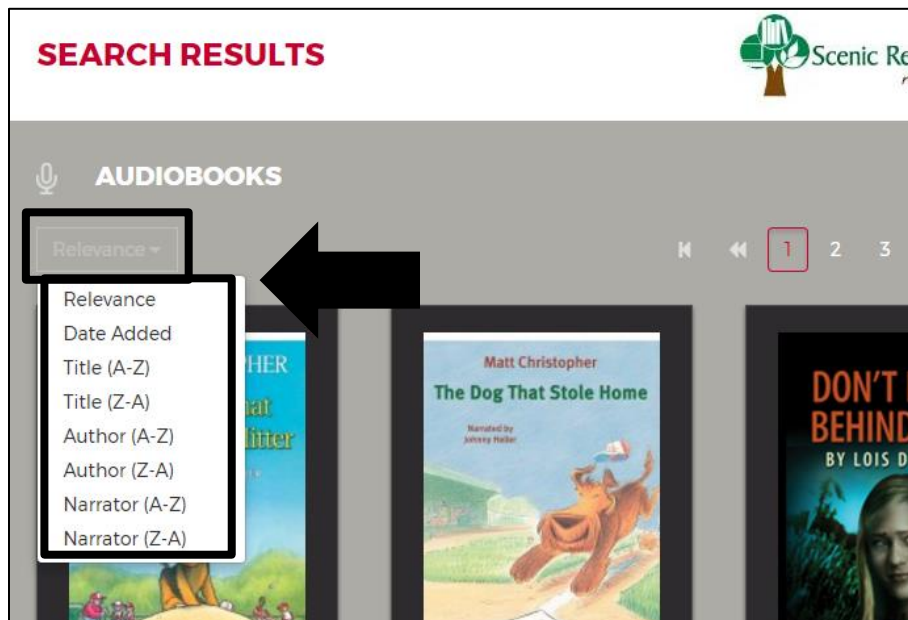
Browsing and Borrowing eAudiobooks, continued

5. Click "Checkout."



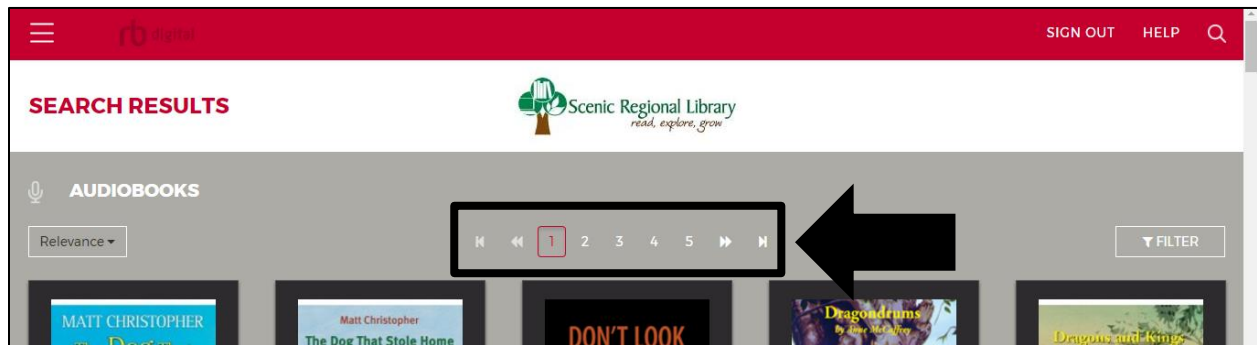
Notes

- You can change the order in which the titles are sorted by clicking on "Relevance" and clicking on a sorting order.

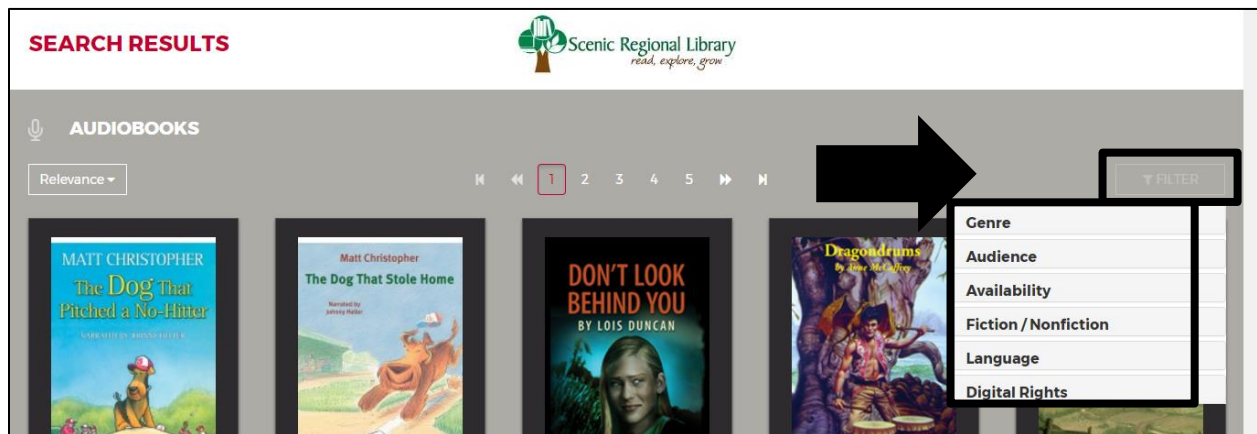


Browsing and Borrowing eAudiobooks, continued

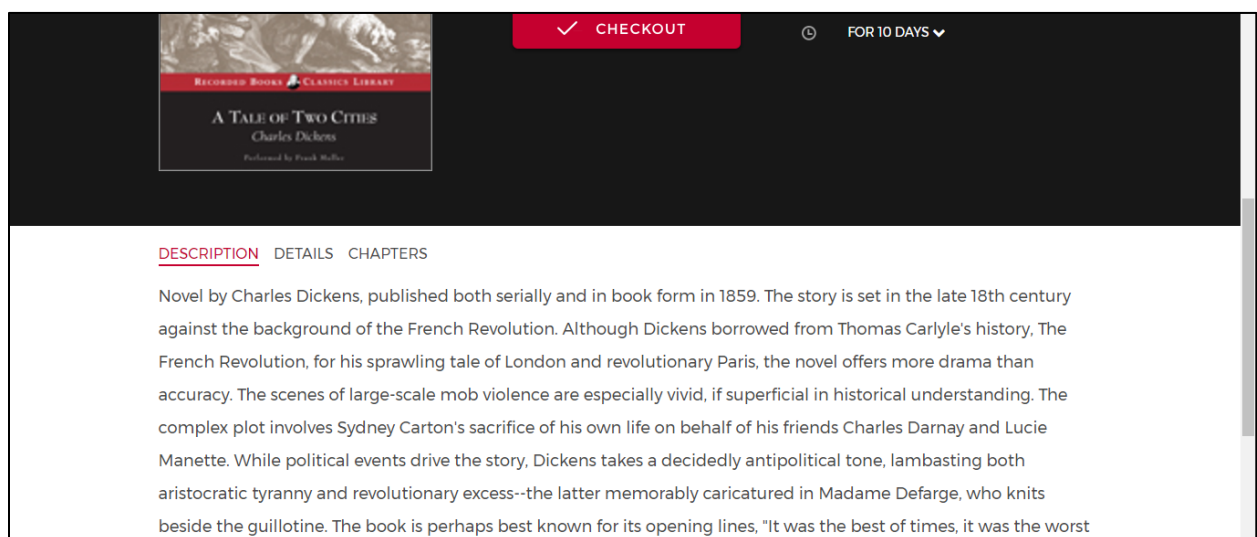
- You can see additional titles by using the page navigation buttons.



- You can filter the titles by clicking on "Filter" and clicking on a filter type.

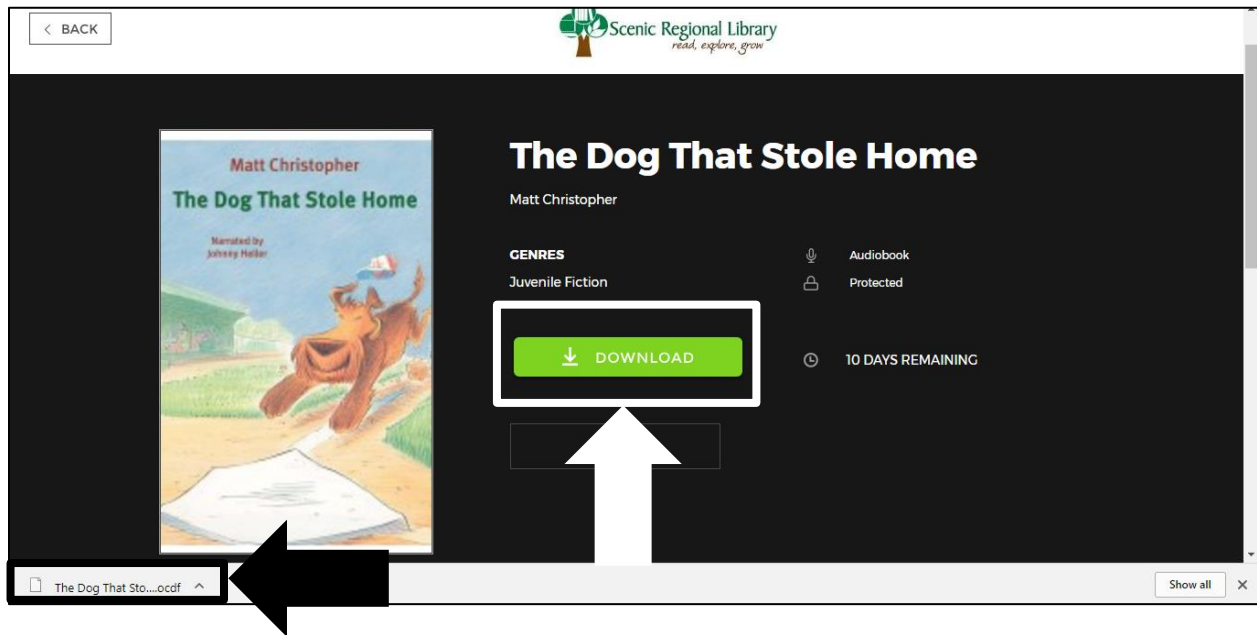


- You can see additional information about the title by scrolling down the checkout screen.



Browsing and Borrowing eAudiobooks, continued

- After clicking “checkout” your title will download and you will see it at the bottom of your screen. If you do not, you can click the “Download” button.



Listening to an eAudiobook

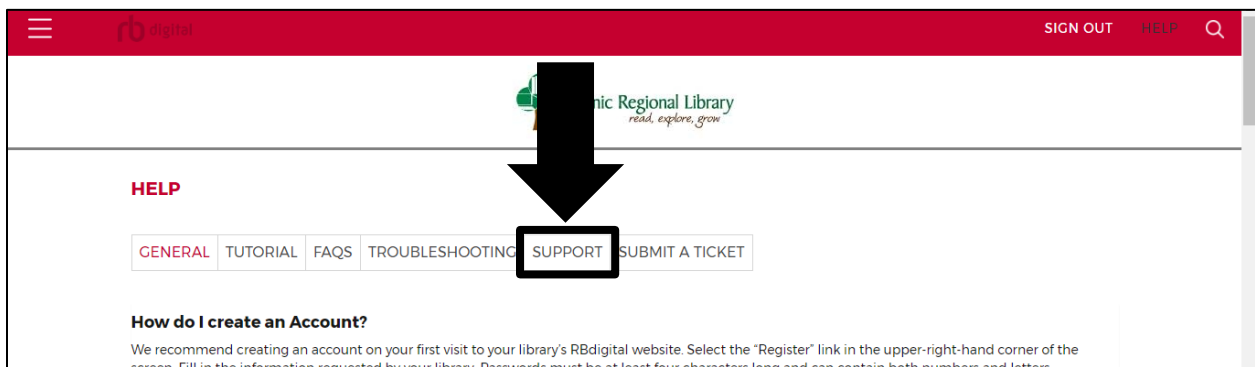
In order to listen to an eAudiobook on a computer or laptop, you must first download the RB Digital Media Manager Desktop app.

Follow these steps to download the RB Digital Desktop app.

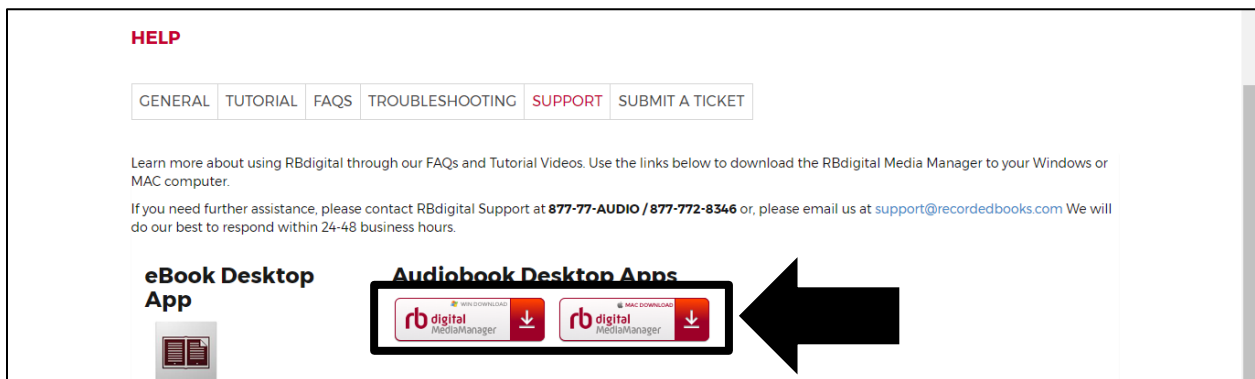
1. Click "Help."



2. Click "Support."

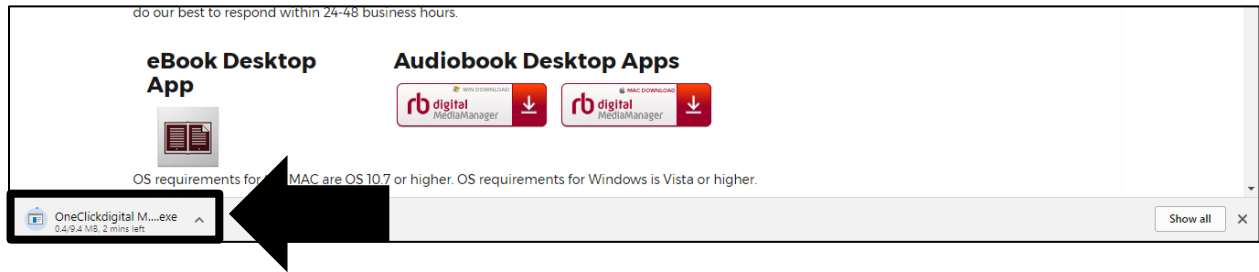


3. Click on the button for your computer's operating system.

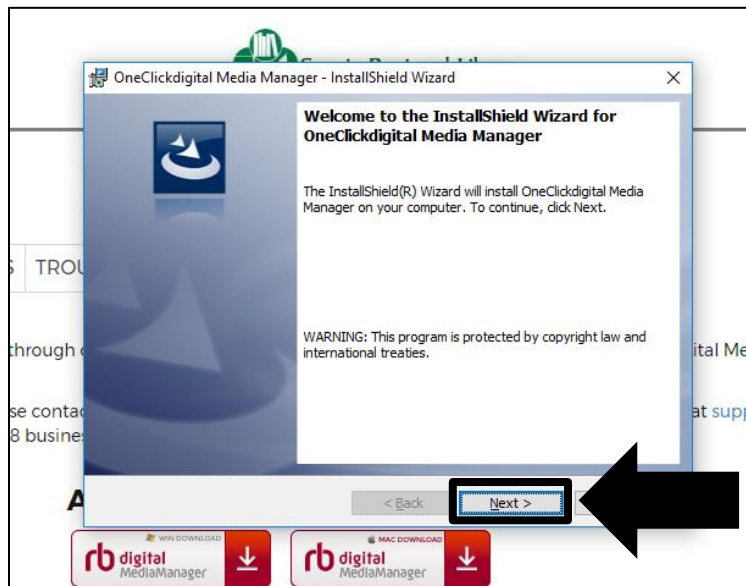


Listening to an eAudiobook, continued

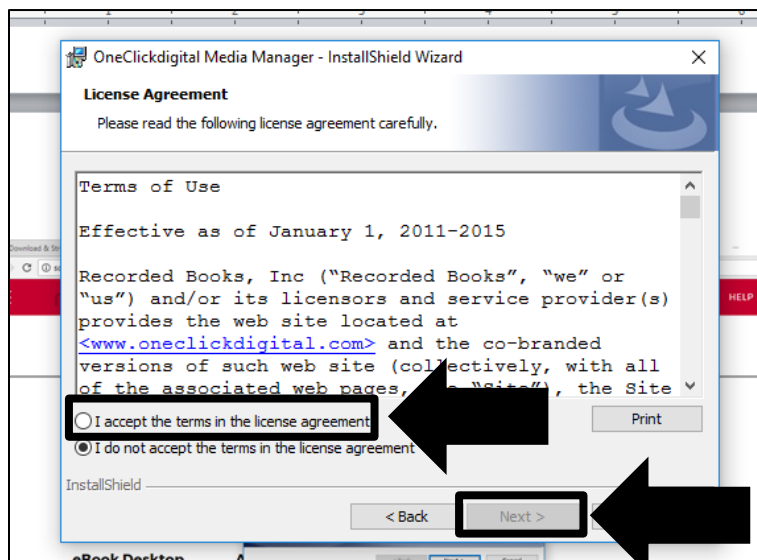
- When the download is complete, click on the box in the lower left corner of your screen.



- Click "Next."

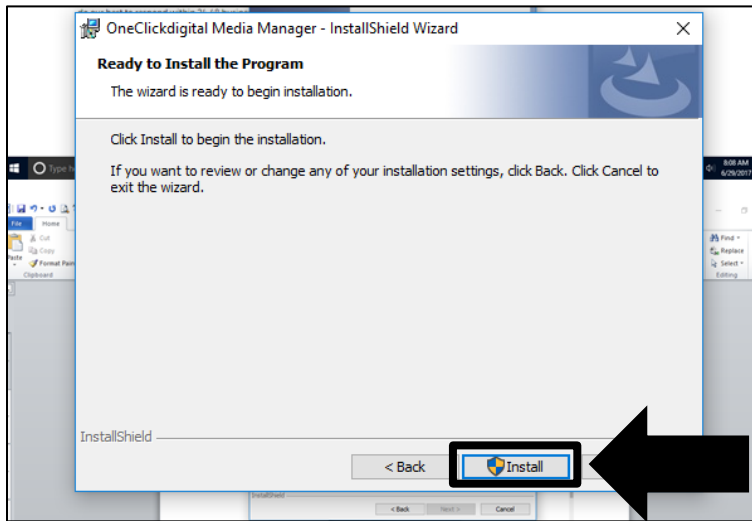


- Click the button to the left of "I accept the terms in the license agreement."
- Click "Next."

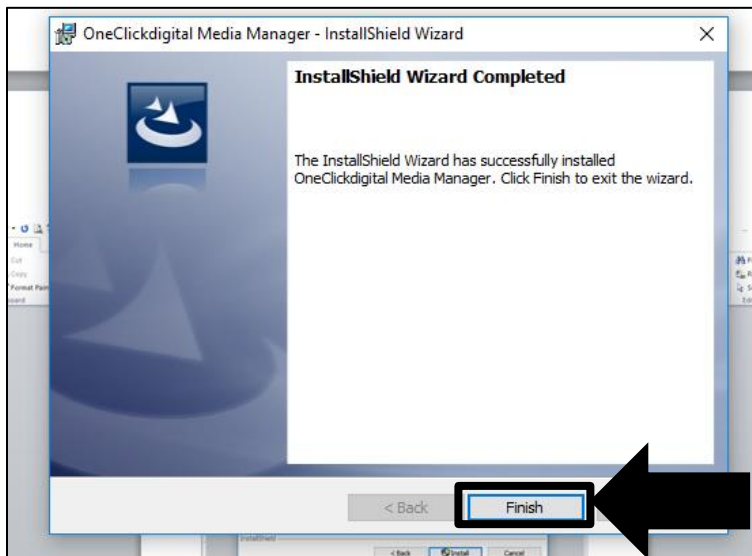


Listening to an eAudiobook, continued

8. Click "Install."



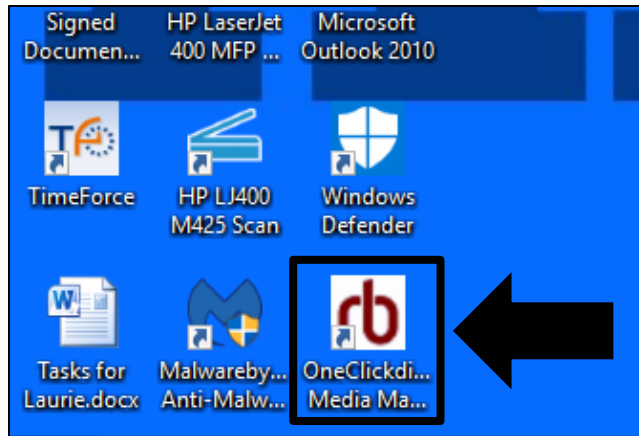
9. Click "Finish."



Listening to an eAudiobook, continued

Follow these steps to listen to your eAudiobook.

1. Click on the RB Digital Media Manager icon.

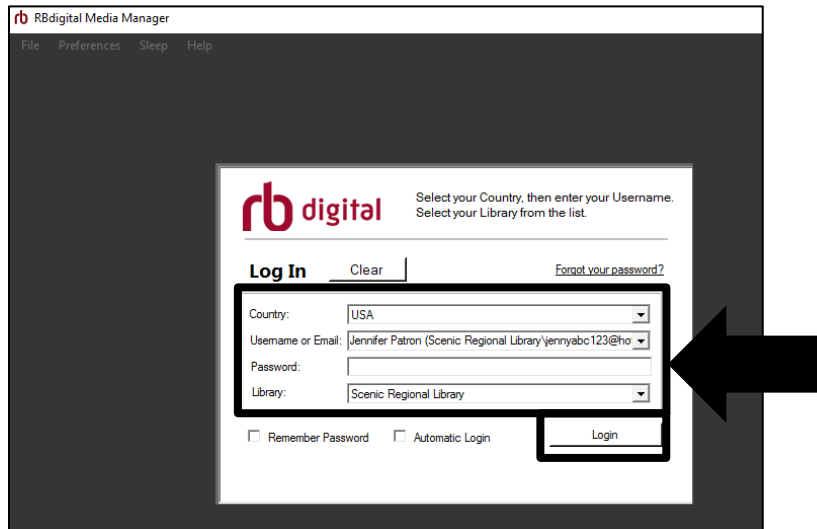


2. Click "OK."

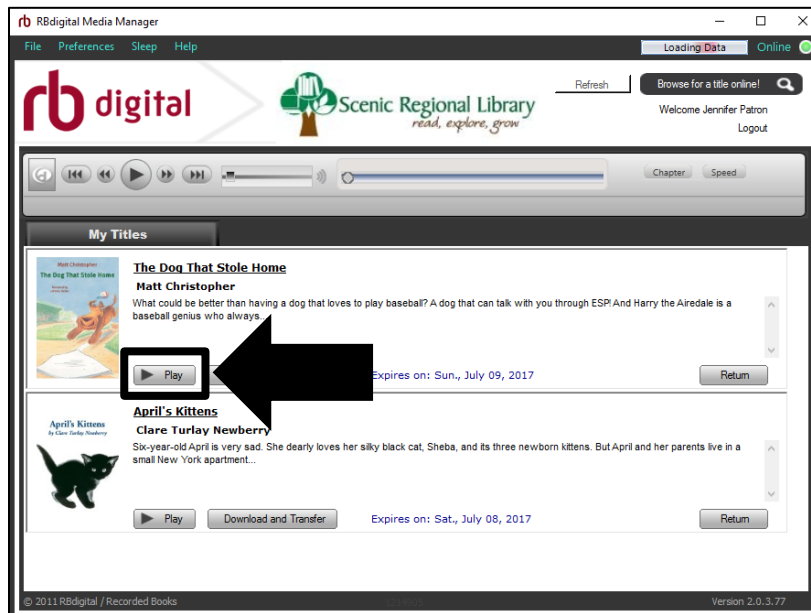


Listening to an eAudiobook, continued

3. Enter your user name, password, and click “Login.”



4. Click “Play.”



Listening to an eAudiobook, continued

Use the buttons at the top of the window to control the playback of your eAudiobook.



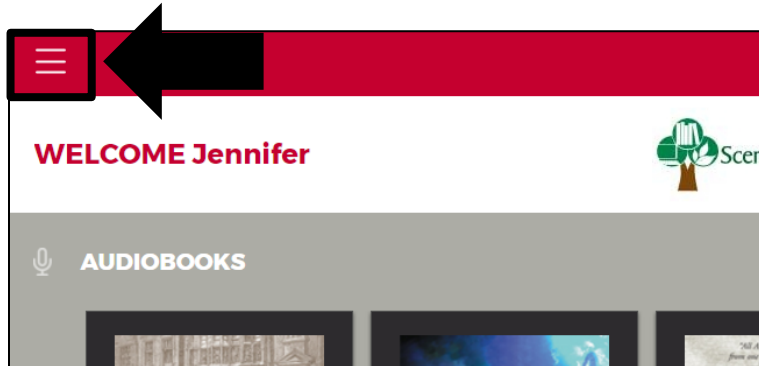
- 1 – Previous Track: Takes you back one track.
- 2 – Rewind: Rewinds the track approximately 30 seconds.
- 3 – Play / Pause: Plays and pauses the playback.
- 4 – Fast Forward: Fast forwards the track approximately 30 seconds.
- 5 – Next Track: Takes you forward one track.
- 6 – Volume: Slide bar increases and decreases the volume.
- 7 – Scrub Bar: Slide bar moves backward and forward in the current track.
- 8 – Chapter: Drop down menu allows you to select a particular chapter.
- 9 – Speed: Drop down menu allows you to increase or decrease the playback speed.

Returning a Title Early

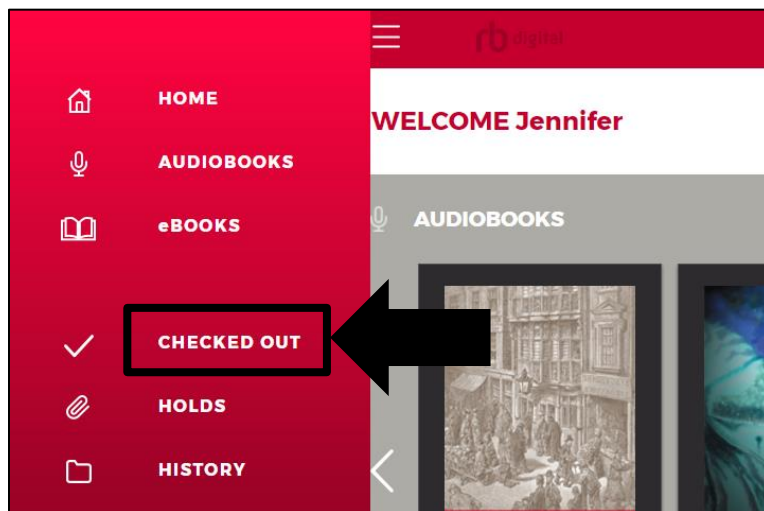
If you would like to return a title early, you can remove it from the desktop app by clicking the “Return” button next to the title. However, if you would like to completely remove the title from your account, you will need to do so in your website account.

Follow these steps to return a title early on the website.

1. Click on the menu button.

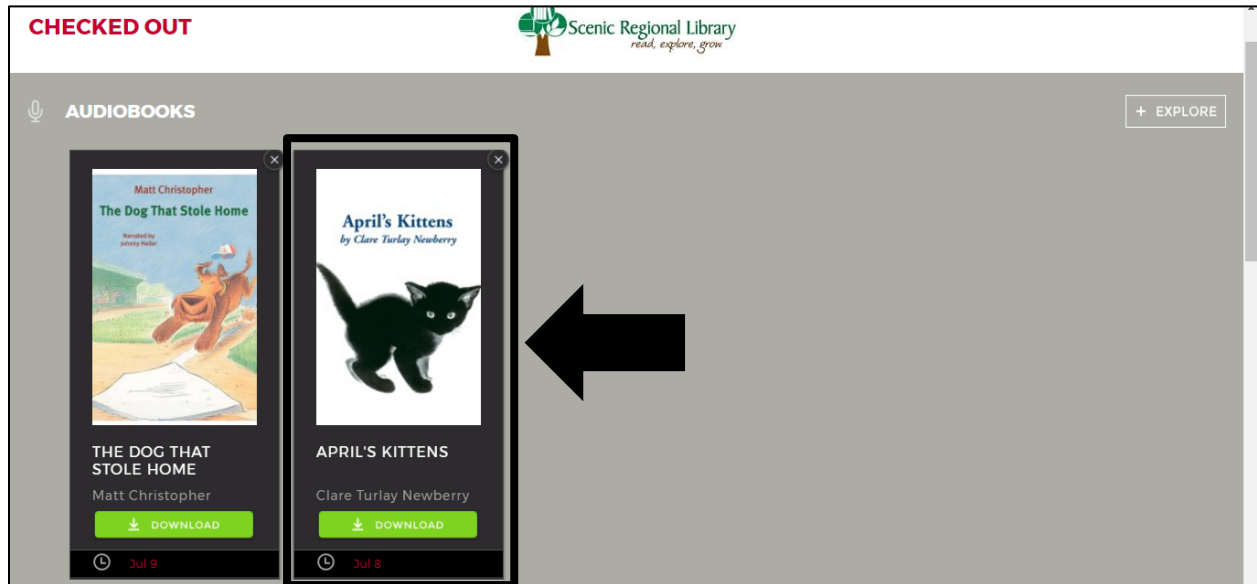


2. Click “Checked Out.”

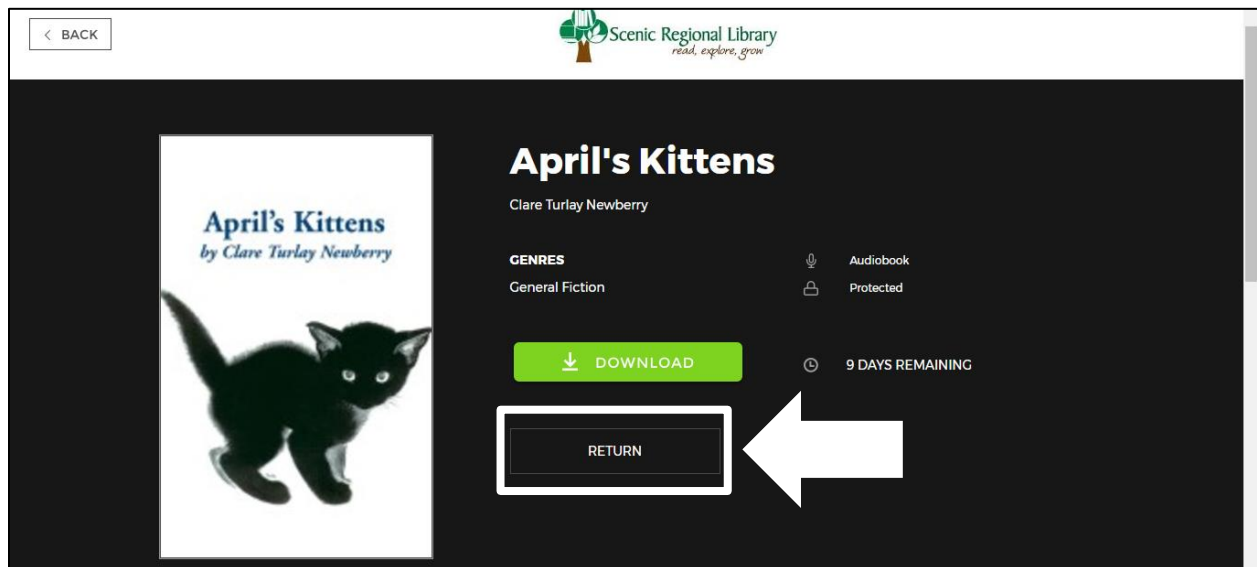


Returning a Title Early

3. Click on the title.



4. Click "Return."



RB Digital Mobile App

The RB Digital Mobile app is available for the following devices.

- Kindle Fires
- Apple Devices
- Android Devices

The RB Digital Mobile app allows you to access the eAudiobook collection. Additionally, Zinio for Libraries can also be accessed through this app since RB Digital owns Zinio as well.

Please see the RB Digital Mobile App Help Guide for detailed information about using the app.