Zinio for Libraries Help Guide

July, 2017

Scenic Regional Library

read, explore, grow

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Welcome!

Welcome to the Zinio for Libraries Help Guide! Scenic Regional Library (SRL) offers this 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.

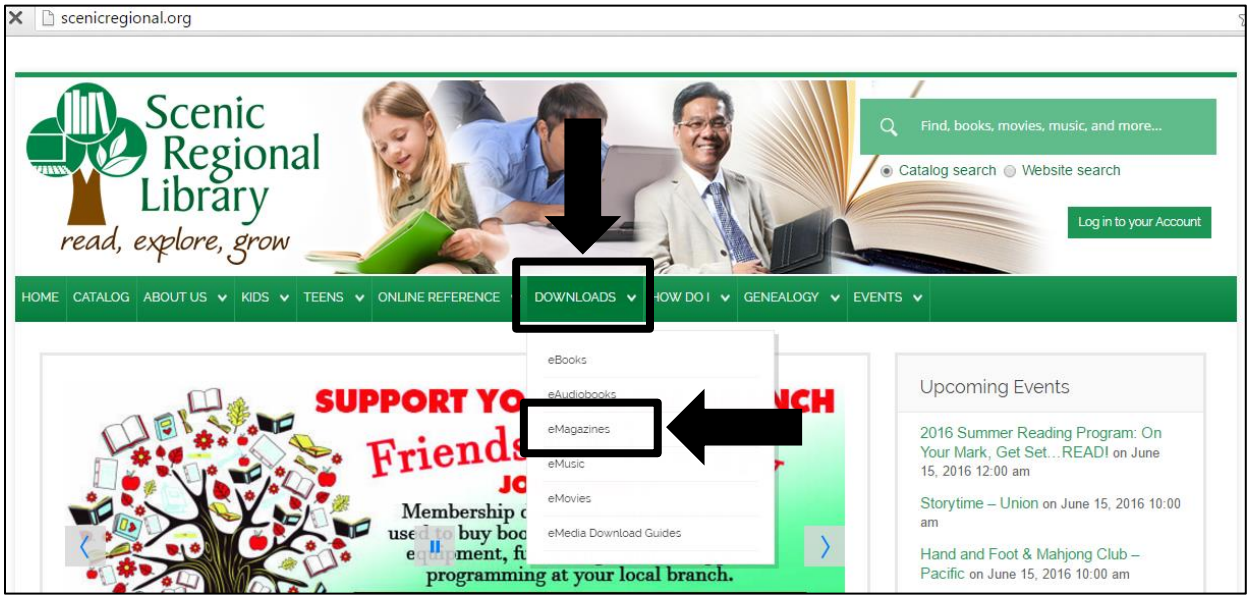
If you use a computer or laptop to read your magazines, you can stream your checked out issues to read them instantly. Magazines cannot be downloaded onto a computer or laptop.

If you use a mobile device, such as a smart phone or tablet, you must read them in the RB Digital 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 THE DOWNLOADING PROCESS USES DATA UNLESSS CONNECTED TO A WIFI NETWORK.*** Once downloaded, you can read your magazines offline.

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 mouse at "Downloads" to reveal a drop down menu.
3. Click on "eMagazines."



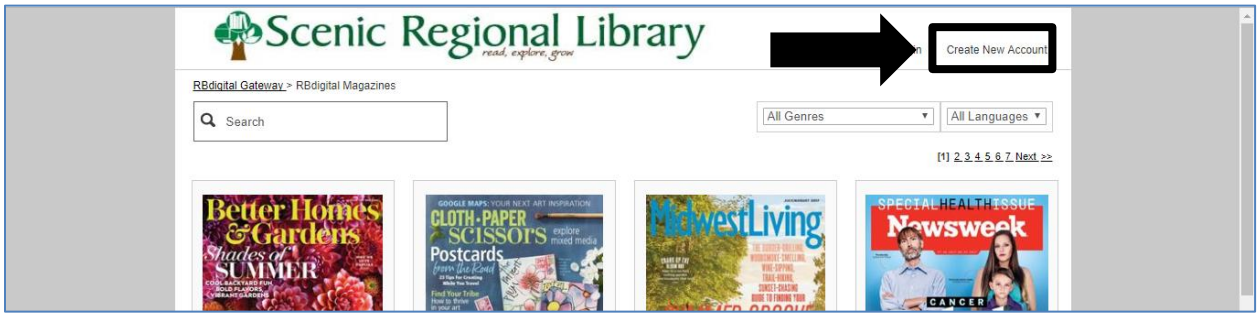
4. Click on the Zinio logo.

Creating a Zinio for Libraries Account

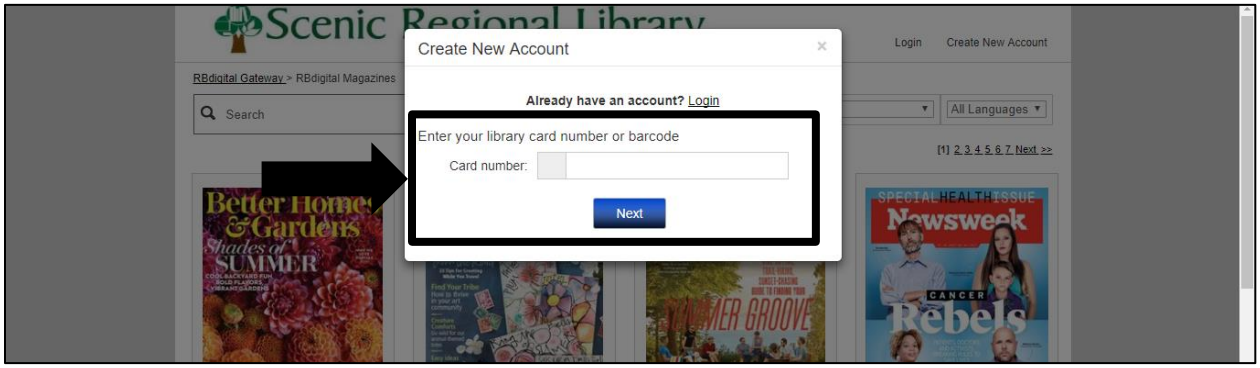
Establishing a Zinio for Libraries account allows you to browse, check out, and read magazines.

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

1. Click on “Create New Account.”

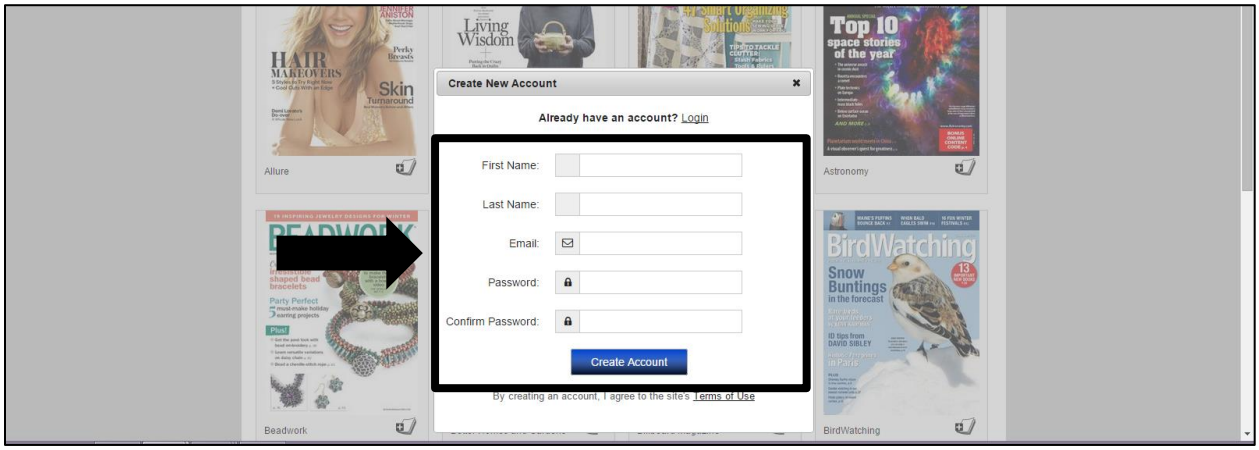


2. Enter your library card number.
3. Click “Next.”



Creating a Zinio for Libraries Account, continued

4. Complete the fields.
5. Click “Create Account.”



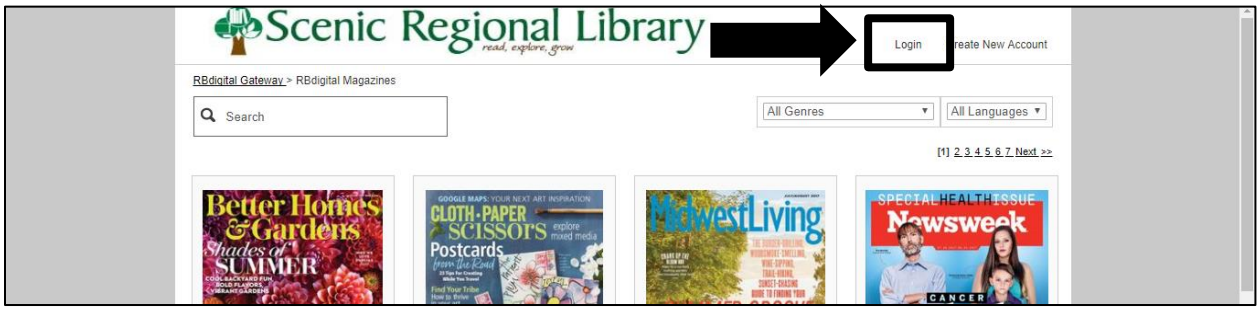
You will know that the account creation was successful when you see your name in the upper right hand corner of the screen.

Logging Into Zinio for Libraries

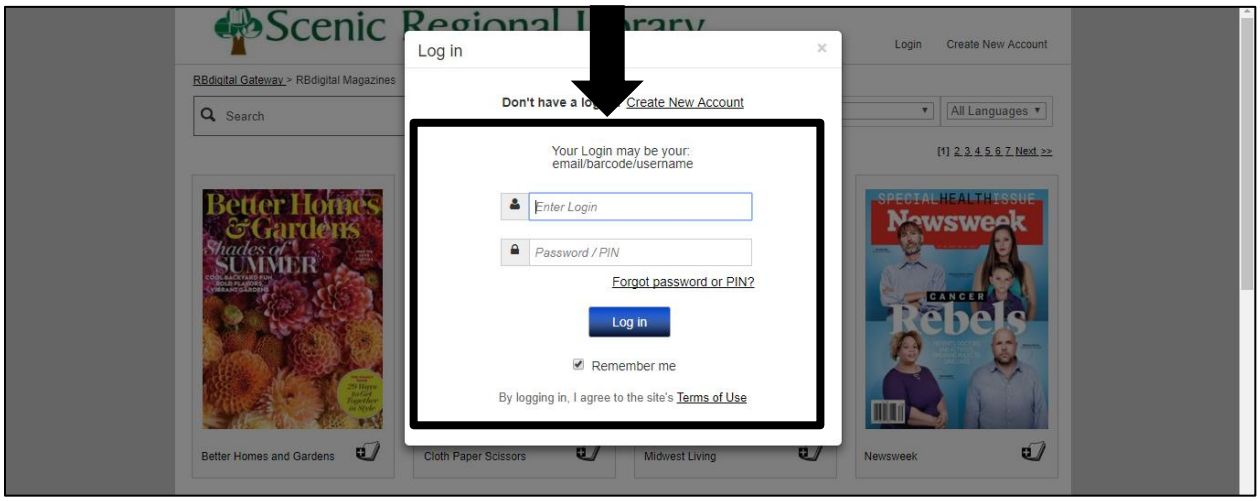
Once you have created your account, you can log in anytime using your email address and password.

To log into your account, follow these steps.

1. Click on “Login.”



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

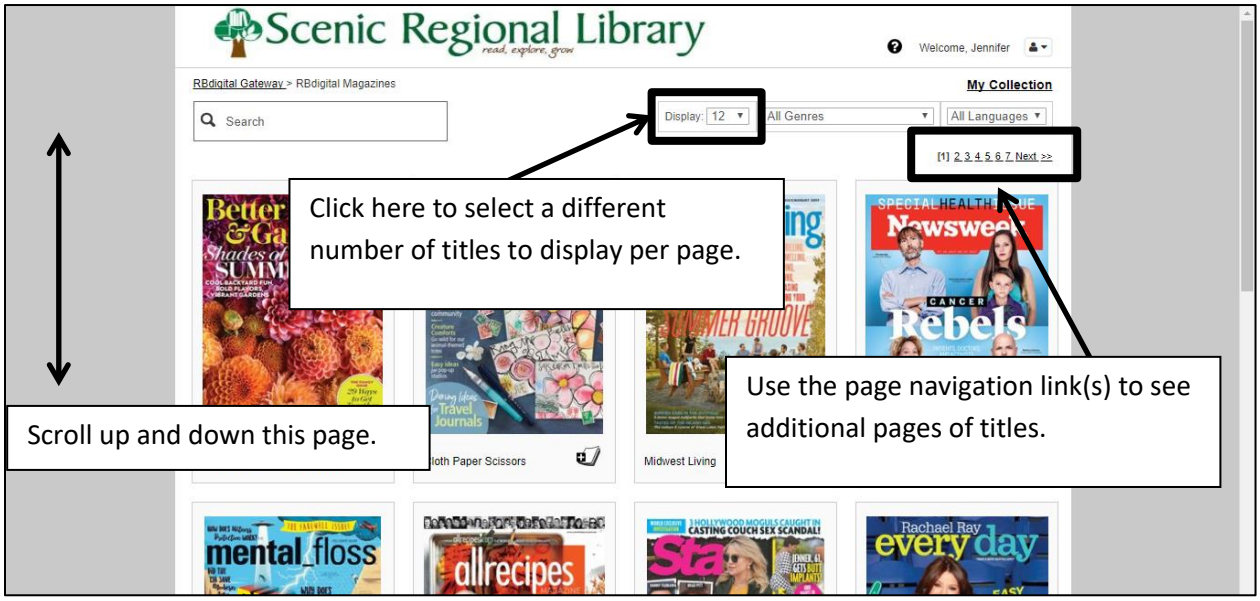


Browsing the Magazine Collection

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.



Browsing the Magazine Collection, continued

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

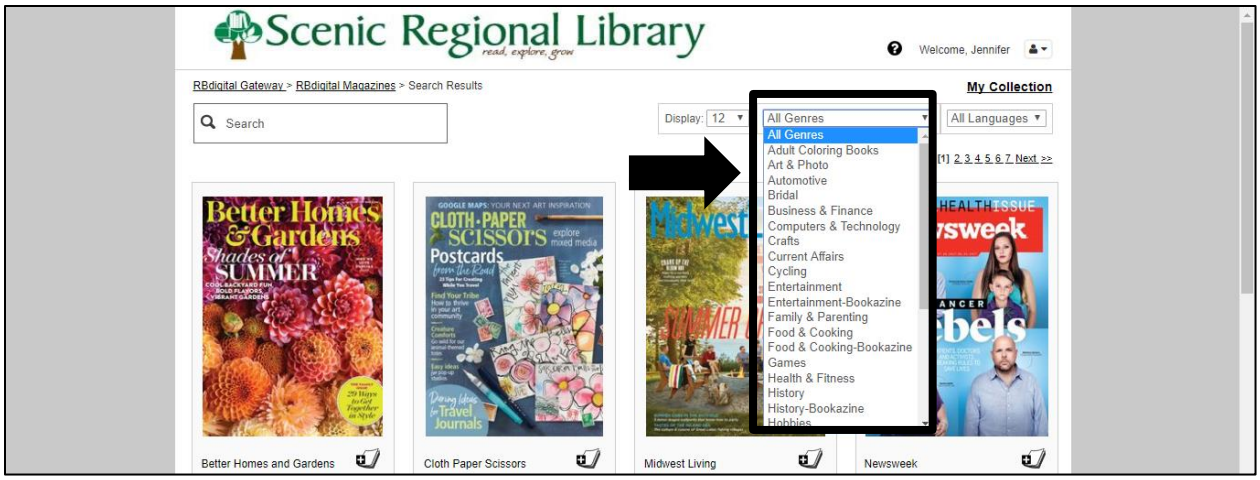
1. Click in the search field to place your cursor there. An alphabetized list of magazine titles will appear and you can scroll through them and click on any one you wish.

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.

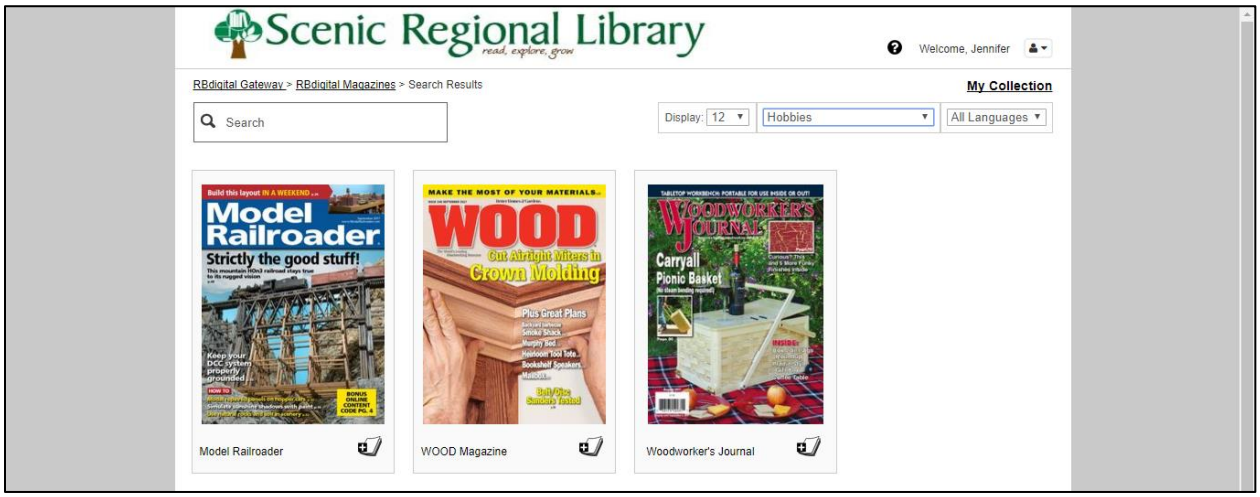
Browsing the Magazine Collection, continued

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

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



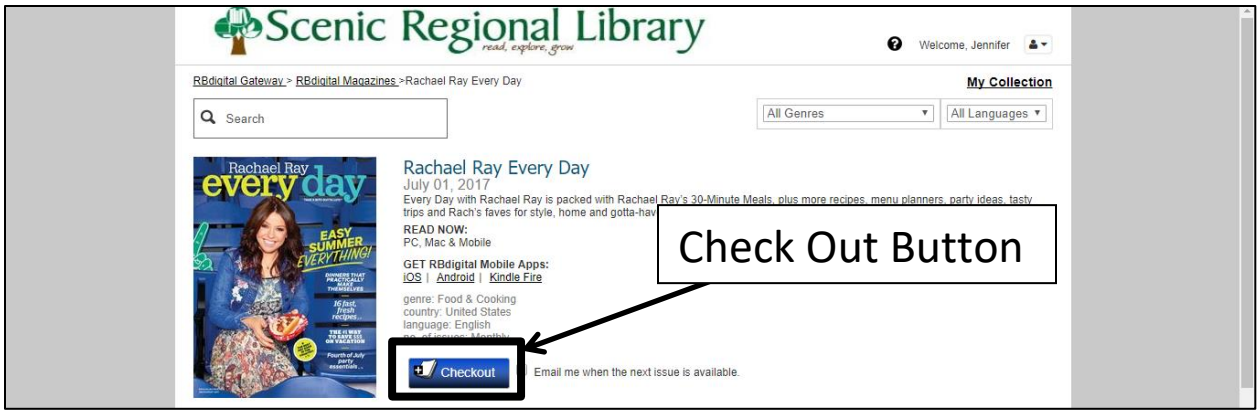
2. Click on a genre you wish to browse. Titles in that genre will appear in the main viewing window.



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

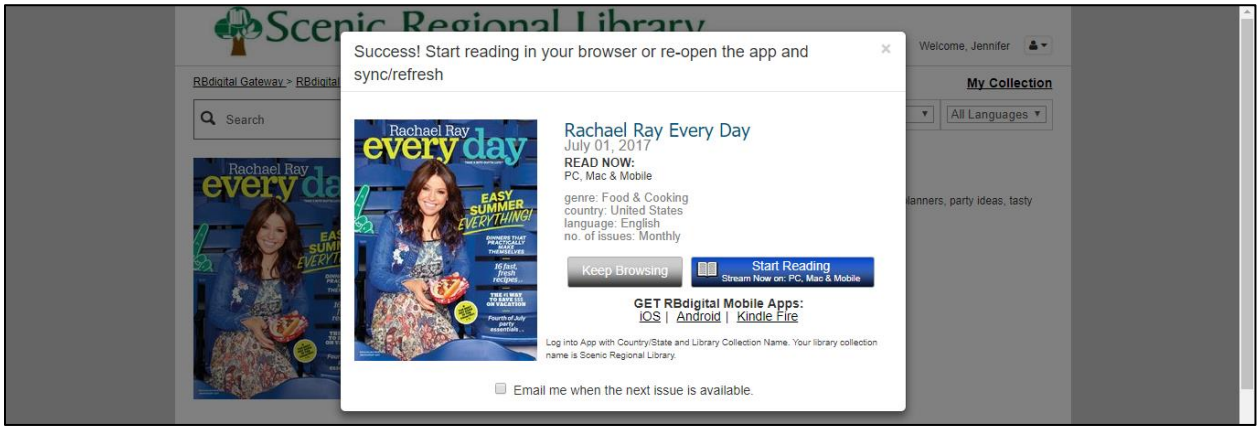
Checking Out Magazines

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, continued

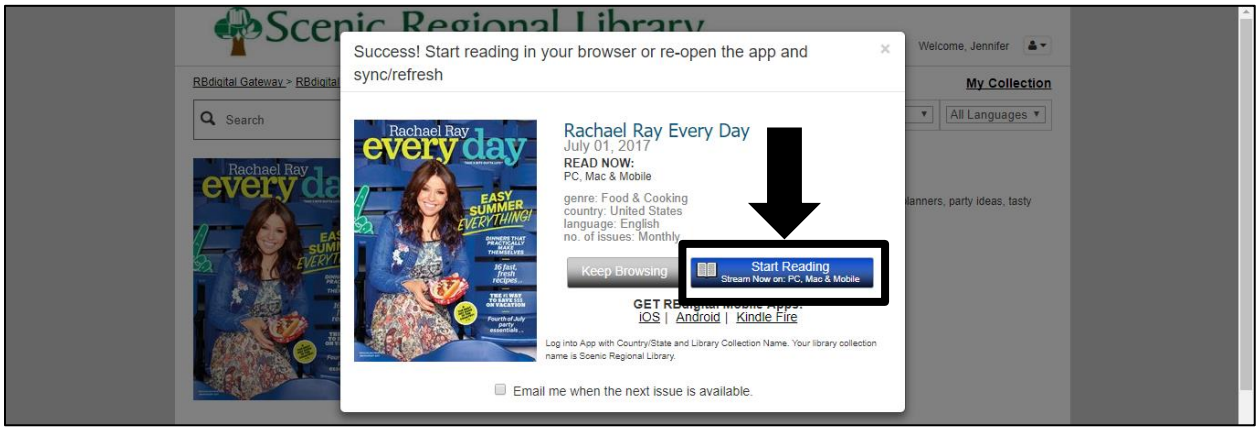
If the checkout is successful, you will see this screen. You can click on “Keep Browsing” to check out additional magazines or you can click on “Start Reading” if you are ready to begin reading your issues.



Reading Magazines

In order to read magazines by streaming them on your computer or laptop, follow these steps.

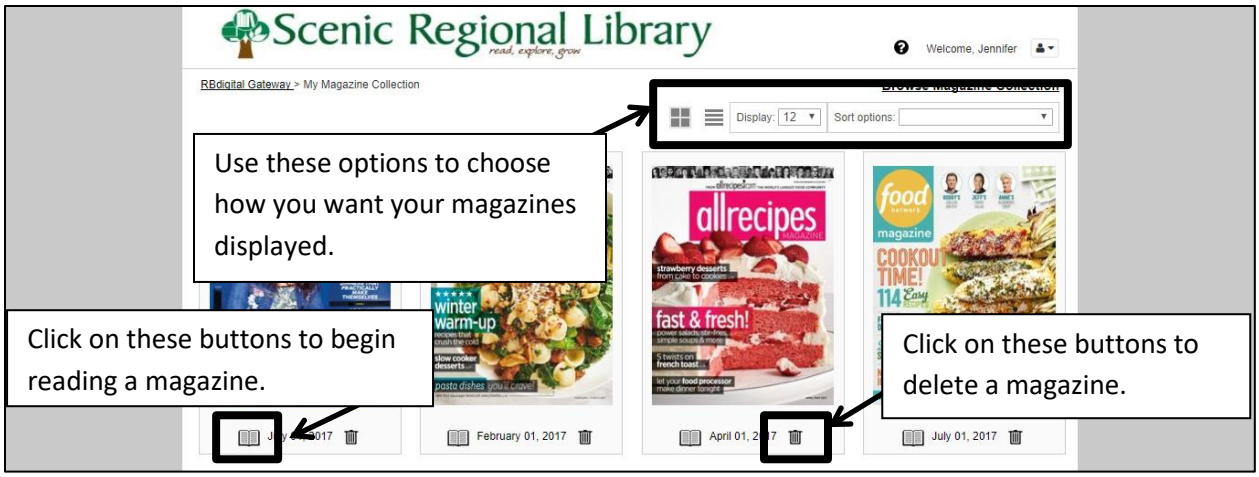
1. Click on “Start Reading” from the checkout success screen or on “My Collection” on the homepage.



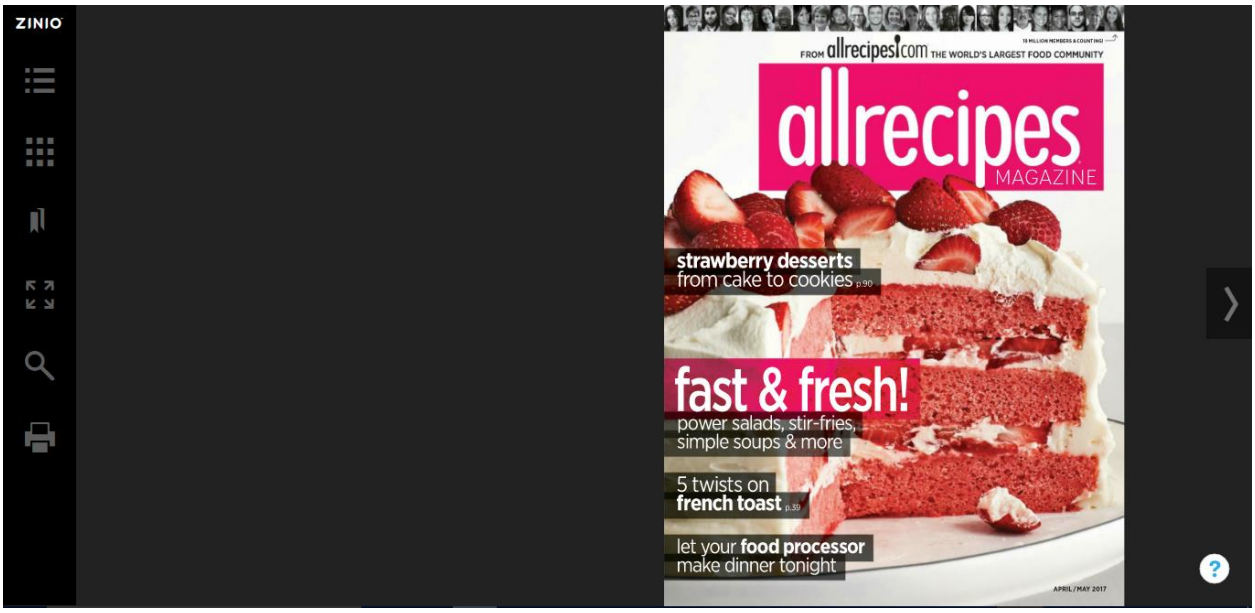
Your “My Collection” page will open with your checked out magazines available for viewing.

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.



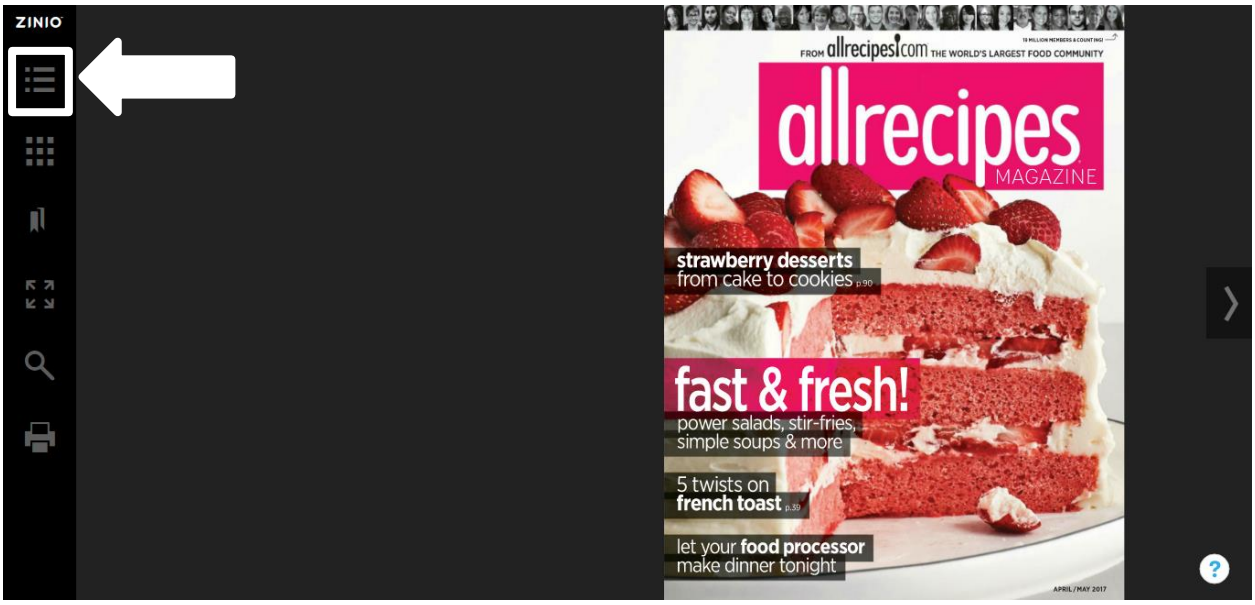
Once a magazine is opened, it will look like the screen print below.



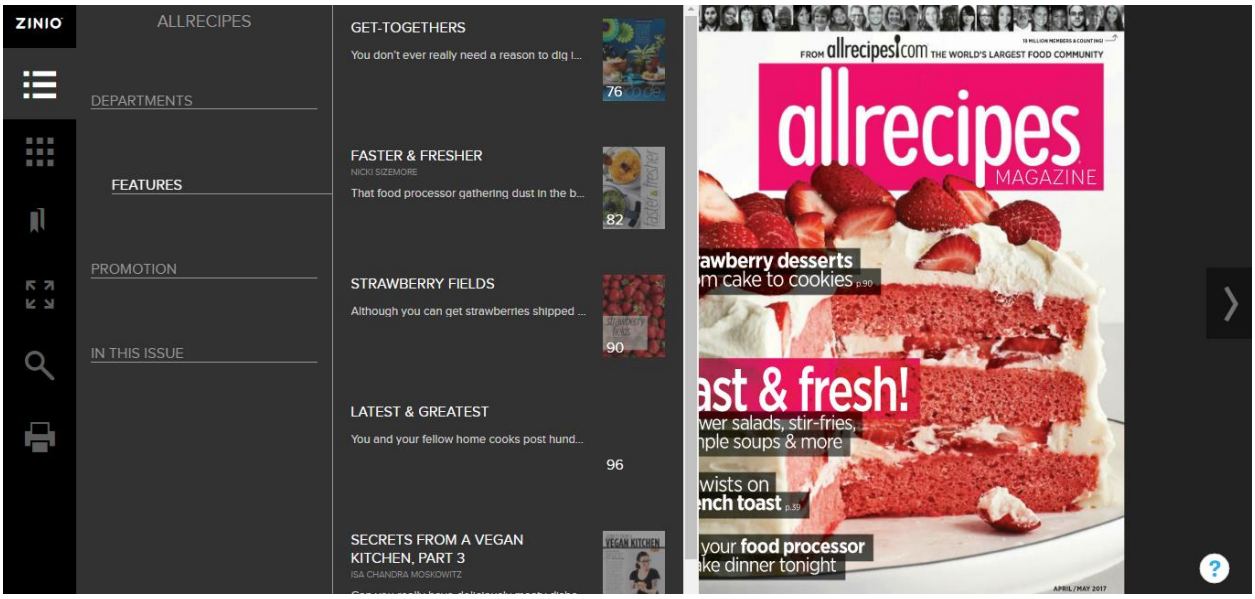
Reading Magazines, continued

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

Clicking on the table of contents button opens a panel with categories you can click on.

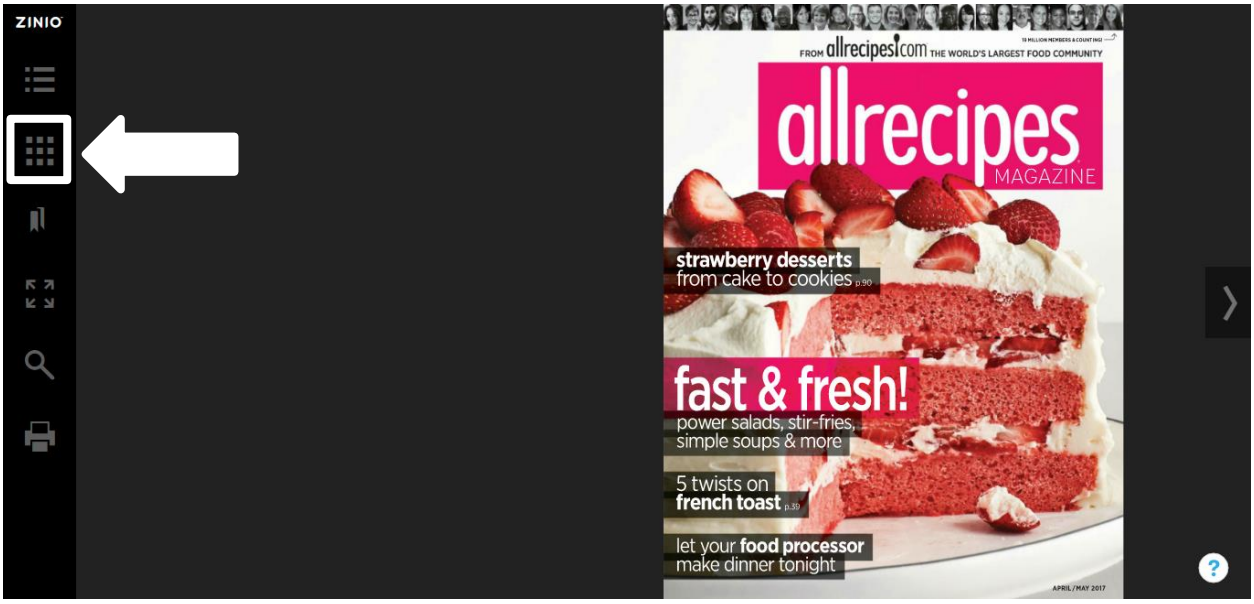


The screen print below shows what the table of contents panel looks like. You can click on any of the categories which will reveal another side panel with a list of articles. You can click on any of the article titles to be taken to that page in the magazine.

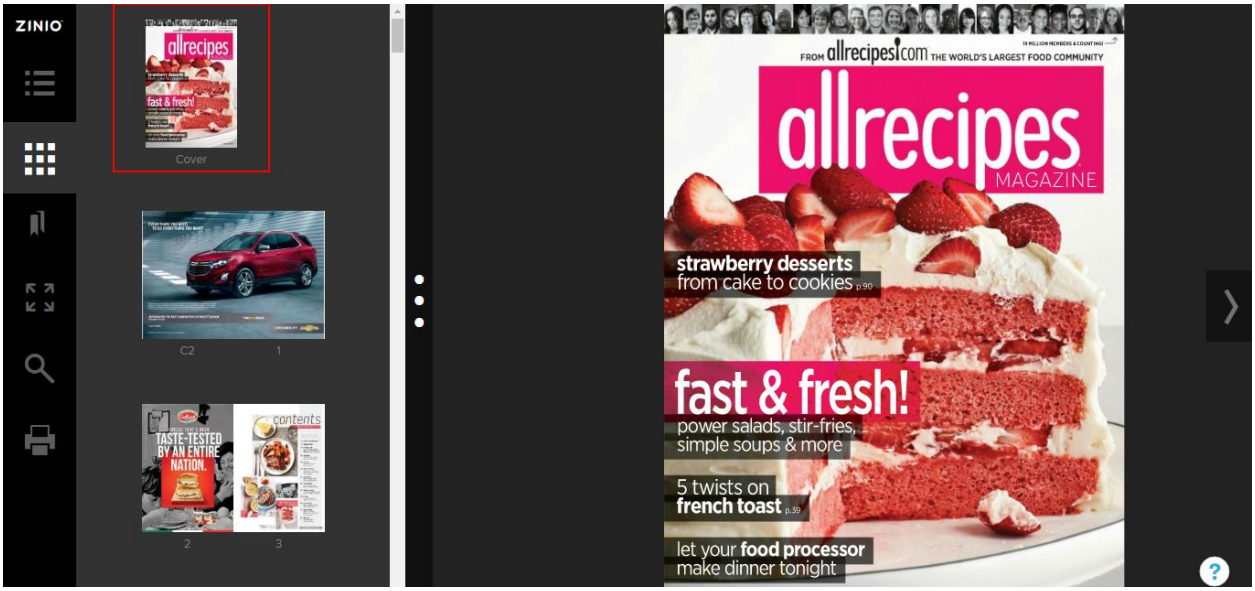


Reading Magazines, continued

Clicking on the thumbnail button opens a thumbnail panel with images you can click on.

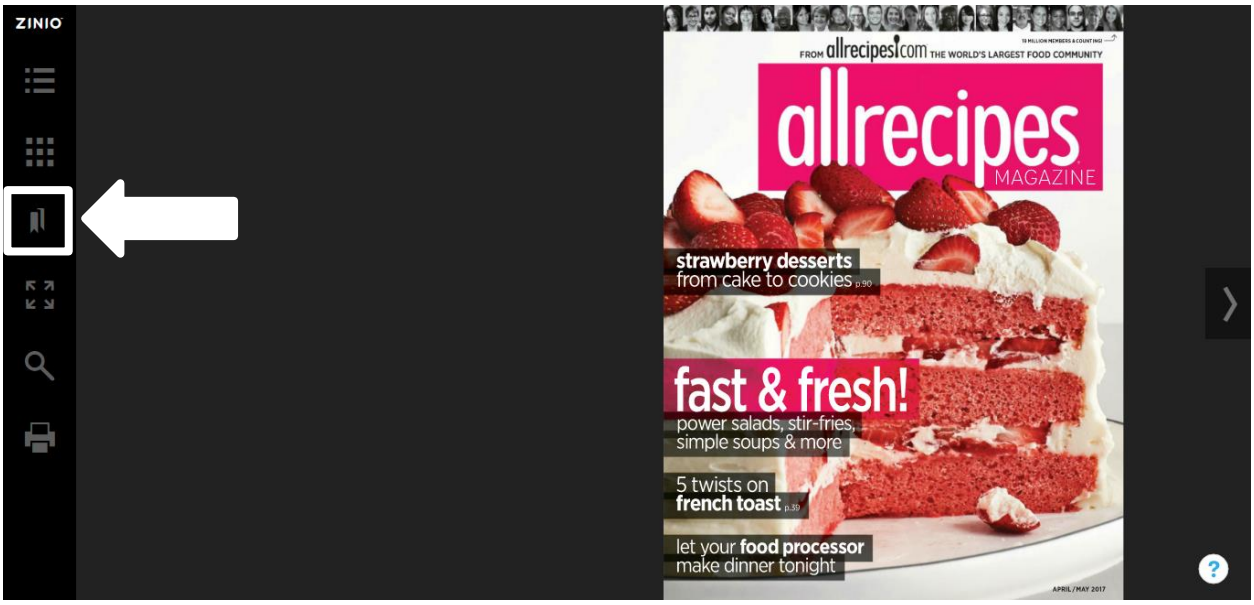


The screen print below shows what the thumbnail panel looks like. The thumbnail panel is vertically scrollable and you can click on any thumbnail to be taken to that page in the magazine. Click on the thumbnail button again to collapse the thumbnail panel.

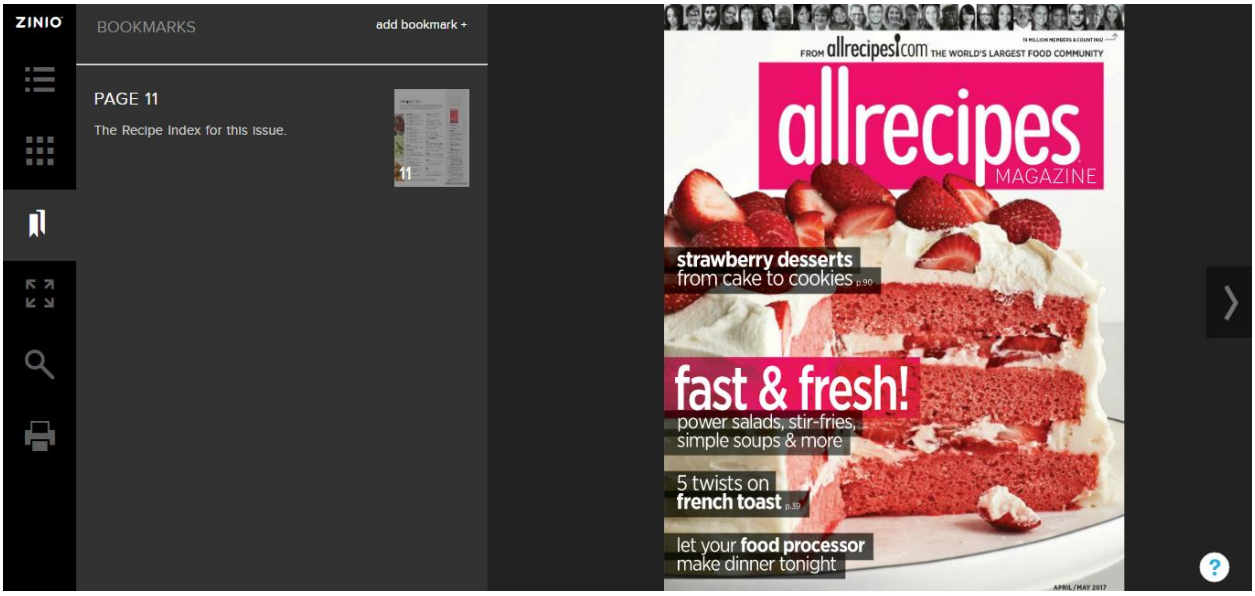


Reading Magazines, continued

Clicking on the bookmark button allows you to create bookmarks for the page you are currently viewing and to access bookmarks you have already created.

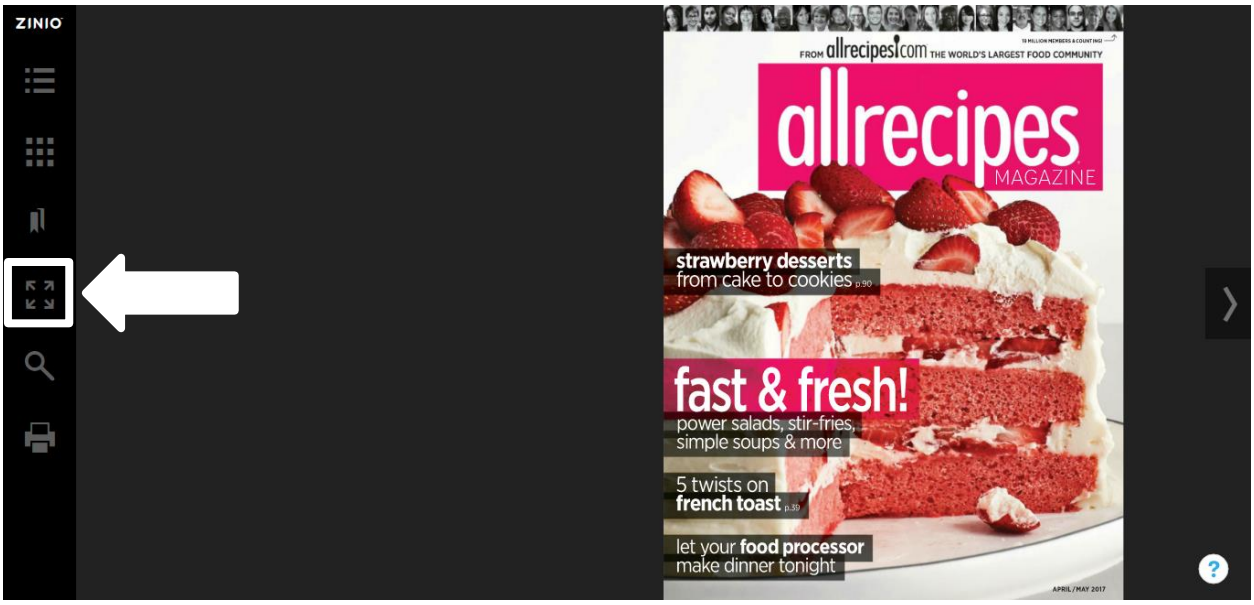


The screenprint below illustrates what the bookmark panel looks like. You can click on any bookmark listed and be taken to that page in the magazine. You can also click on the "add bookmark" command to create a bookmark for the page that is currently displayed.

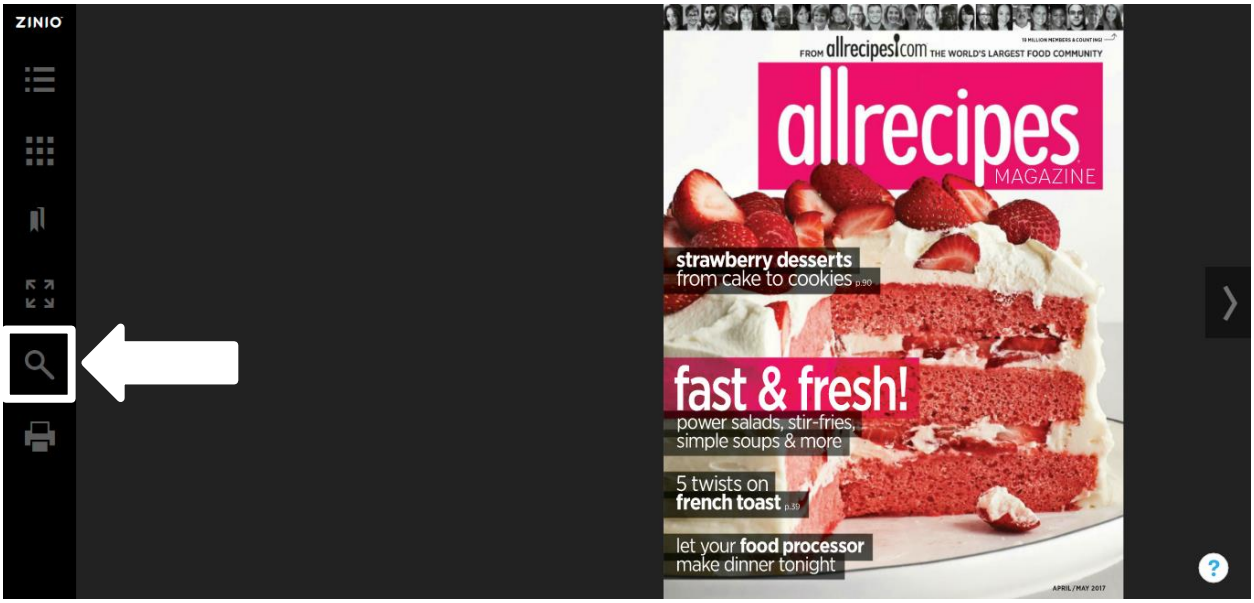


Reading Magazines, continued

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

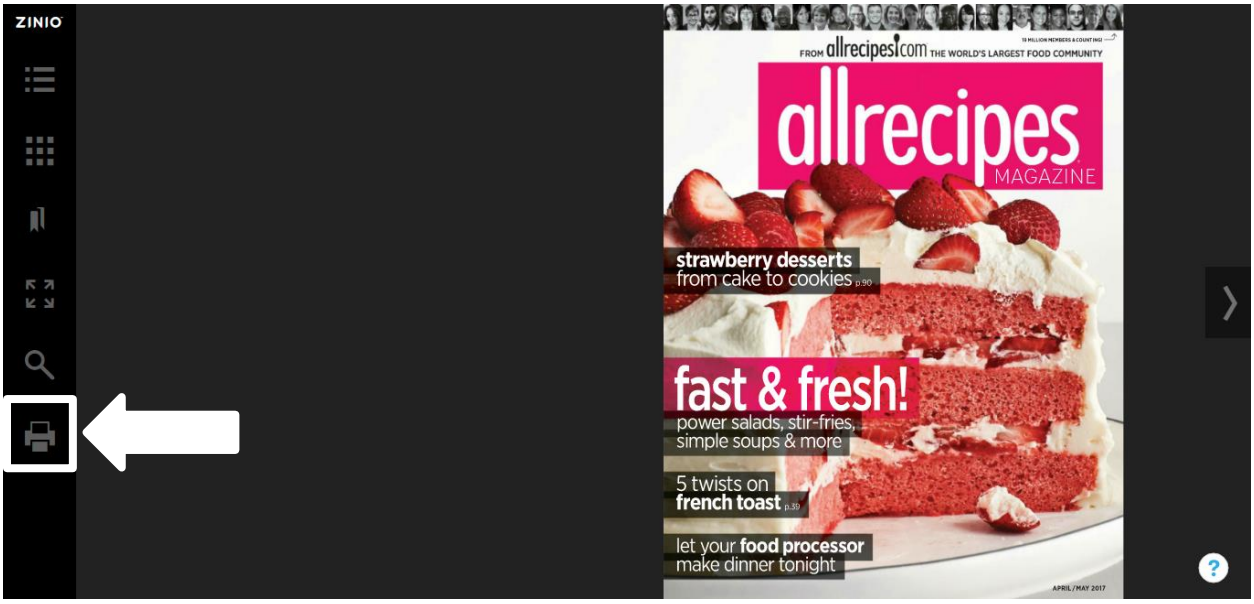


Clicking on the zoom button allows you to zoom into the page you are currently viewing.



Reading Magazines, continued

Clicking on the print button allows you to print the page 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.

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.

RB Digital Mobile Apps

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

- Kindle Fires
- Apple Devices
- Android Devices

The RB Digital Movile app allows you to access the Zinio for Libraries collection. Additionally, RB Digital's eAudiobook collection (also sometimes called One Click Digital), can be accessed through this app.

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