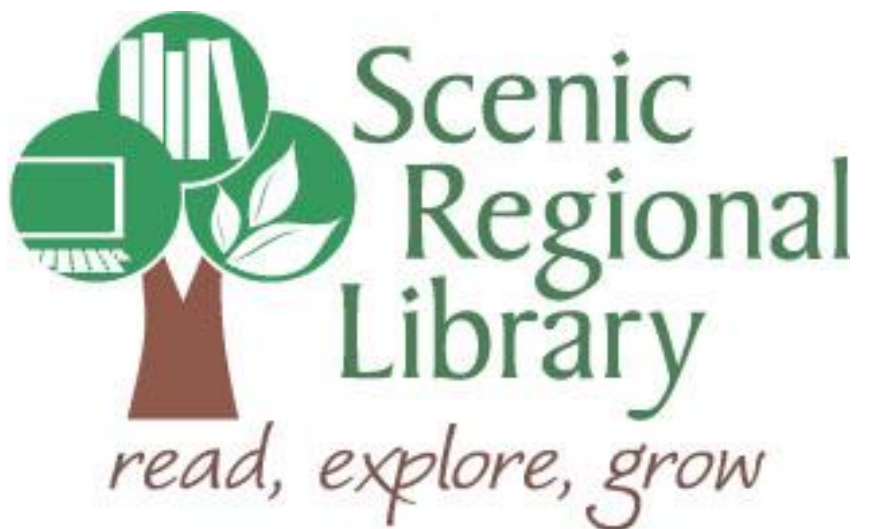


# RB Digital Help Guide for Computers and Laptops

May, 2018



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## **Welcome!**

Scenic Regional Library offers patrons eAudiobooks and eMagazines 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 how to use RB Digital to access its collection of audiobooks and magazines.

## **RB Digital's Offerings to Scenic Regional Library Patrons**

Any SRL patrons who have library accounts in good standing can access RB Digital.

### **Audiobooks**

- Patrons can borrow as many titles as they'd like.
- Patrons can keep them for 10 days.

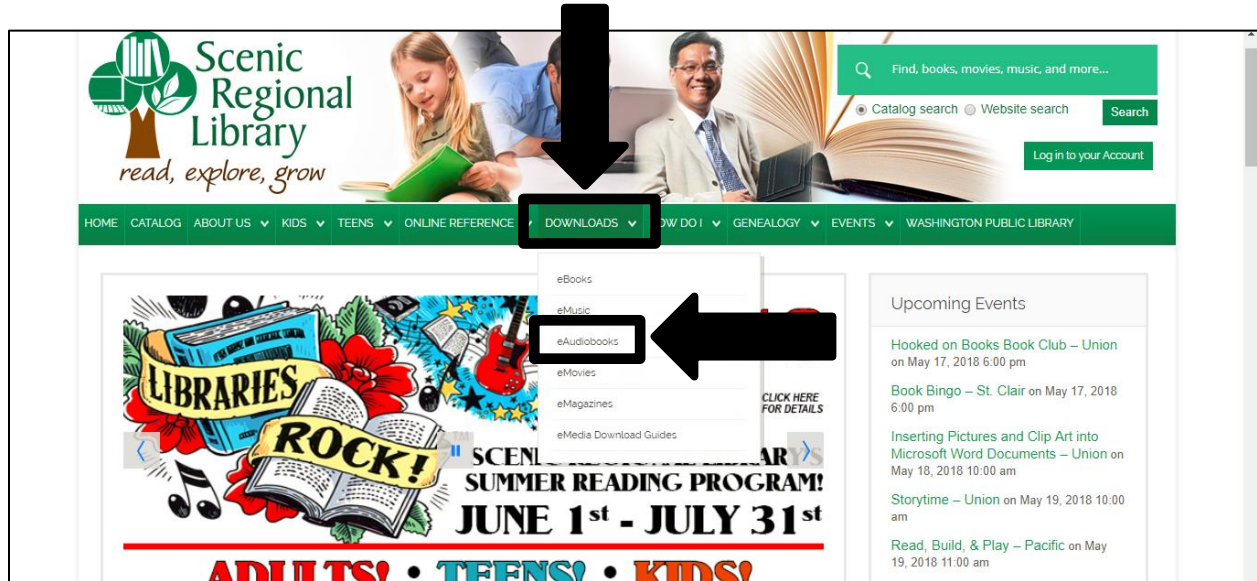
### **Magazines**

- Patrons can borrow as many as they'd like.
- Patrons can keep them forever.

## Accessing RB Digital

Follow these steps to access RB Digital.

1. Go to [www.scenicregional.org](http://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."

LIBRARY INFORMATION	PERSONAL INFORMATION
<b>LIBRARY CARD*</b> <input type="text"/>	<b>FIRST NAME*</b> <input type="text"/>
<b>ONECLICKDIGITAL ACCOUNT INFORMATION</b>	<b>LAST NAME*</b> <input type="text"/>
<b>USERNAME*</b> <input type="text"/>	<b>EMAIL*</b> <input type="text"/>
<b>PASSWORD*</b> <input type="text"/>	<b>CONFIRM EMAIL*</b> <input type="text"/>
<b>CONFIRM PASSWORD*</b> <input type="text"/>	<b>POSTAL CODE*</b> <input type="text"/>

**REGISTER →**

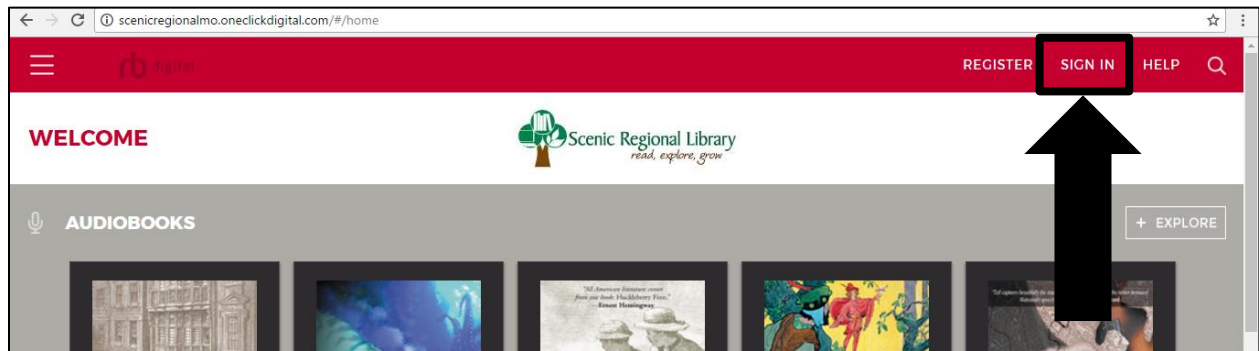
rb digital

## 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."



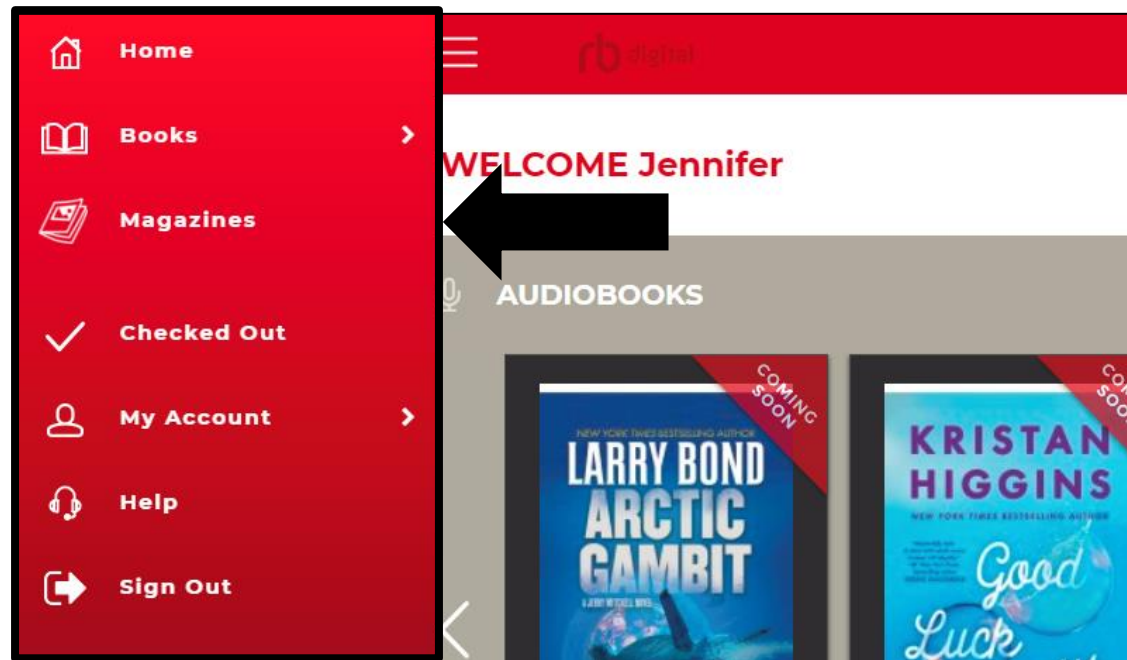
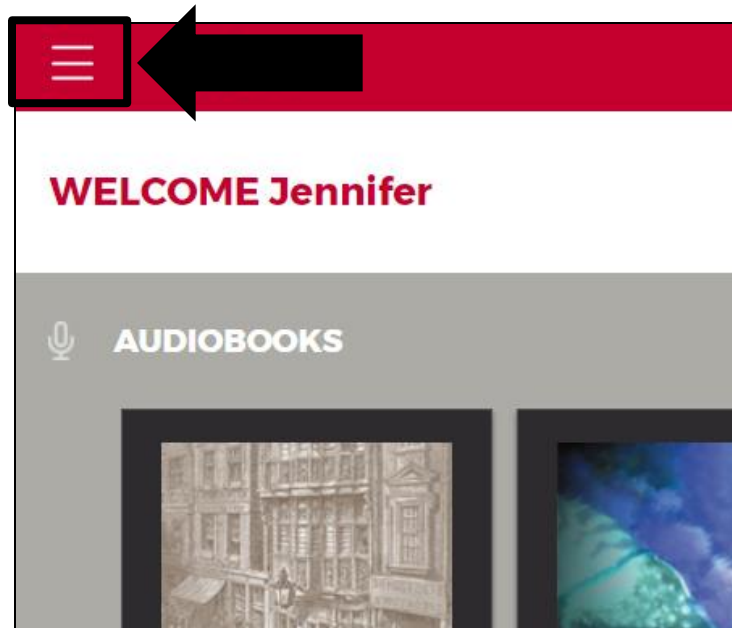
2. Enter your username and password.
3. Click "Sign In."

A screenshot of the 'ACCOUNT SIGN IN' form. The title 'ACCOUNT SIGN IN' is at the top in red. Below it are two input fields: 'USERNAME' with a person icon and 'PASSWORD' with a lock icon. A link 'Forgot PASSWORD / USERNAME?' is positioned between the fields. Below the password field is a checkbox labeled 'Remember me'. A red 'SIGN IN →' button is at the bottom right of the form. Two large black arrows point from the right side of the image towards the password field and the 'SIGN IN' button. At the bottom of the page, there is a red horizontal line, the text 'Not a member? Register now', and the 'rb digital' logo.

## 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.

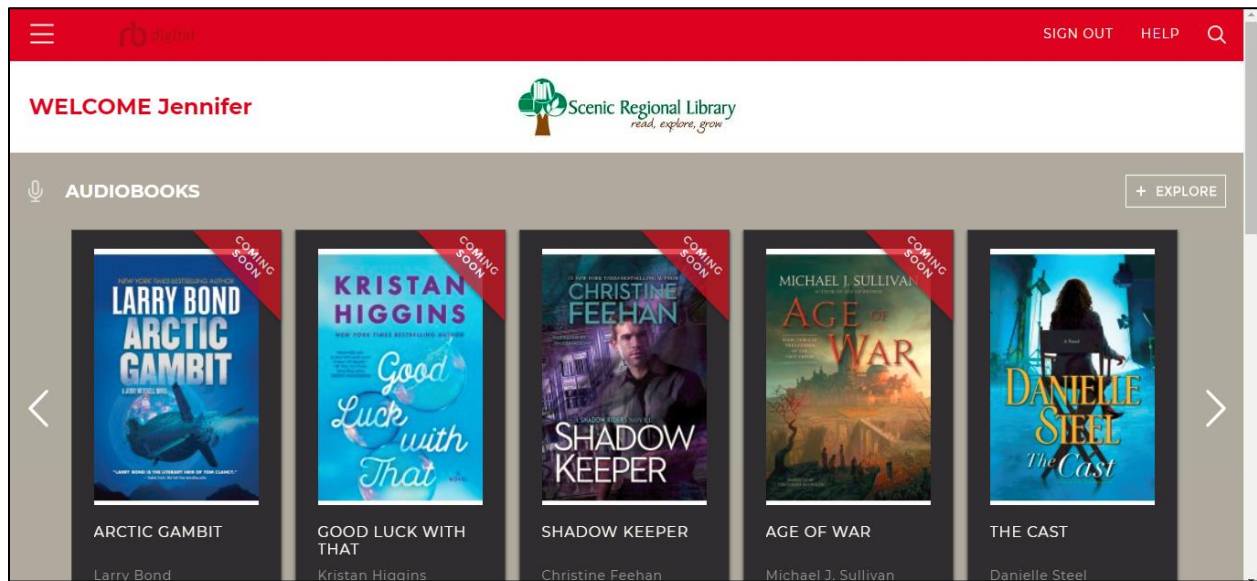


## The RB Digital Home Page, continued

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

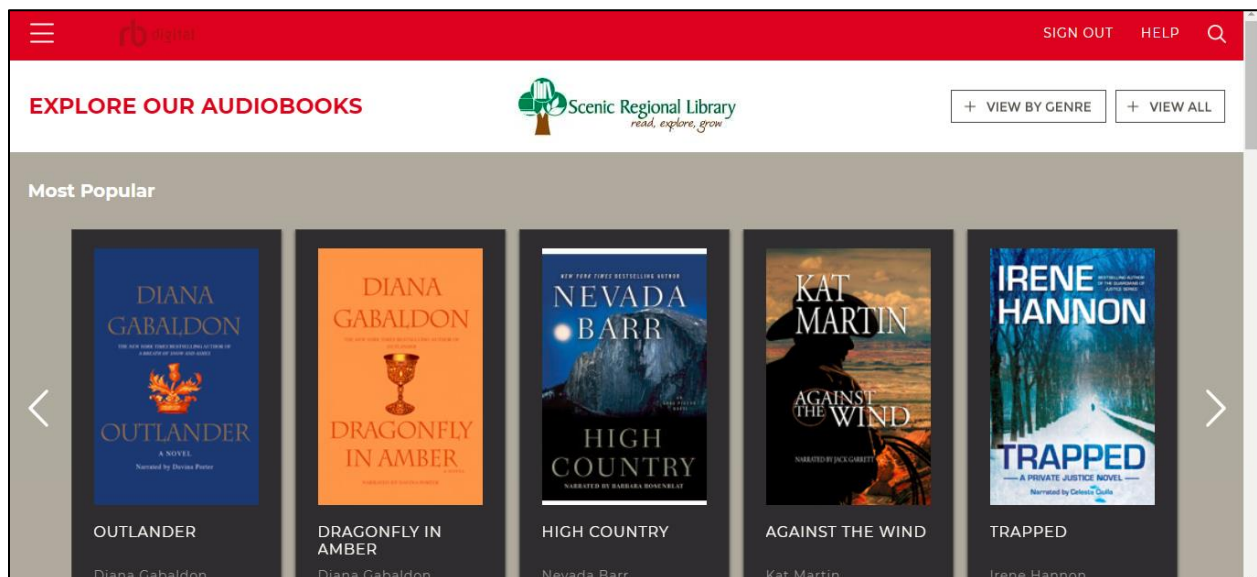
Menu / Home – Clicking on this takes you to the RB Digital home page. A selection of audiobooks is featured at the top of the home page and a selection of magazines is featured at the bottom of the page.

The screenshot below illustrates the home page.



Menu / Books / Audiobooks – Clicking on this takes you to the main audiobook collection page.

The screenshot below illustrates the main audiobook collection page.

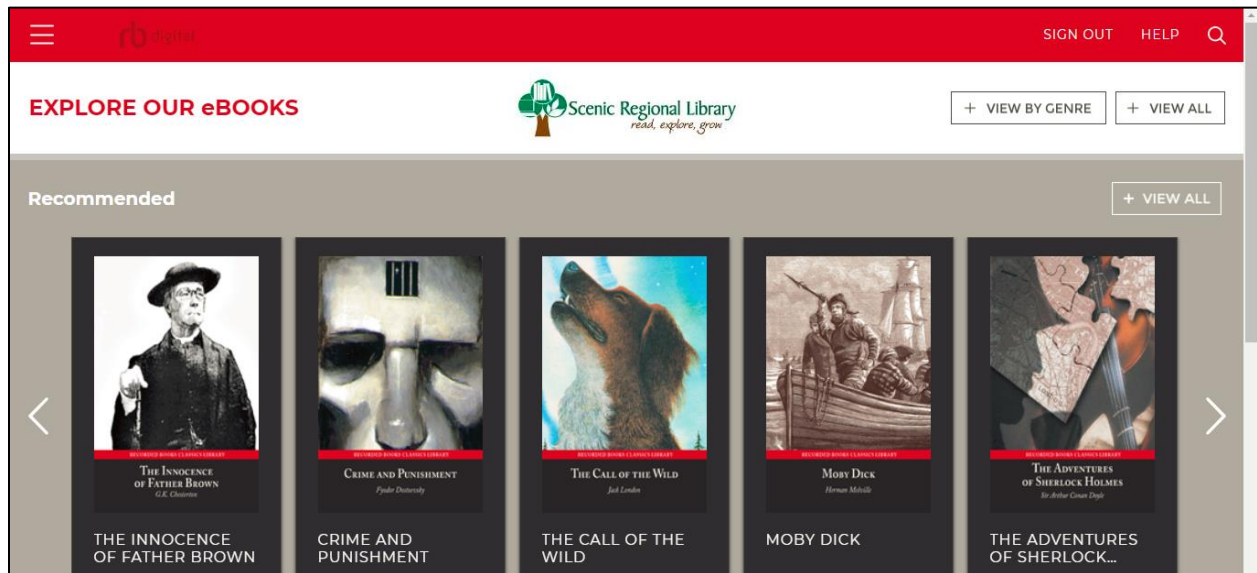




## The RB Digital Home Page, continued

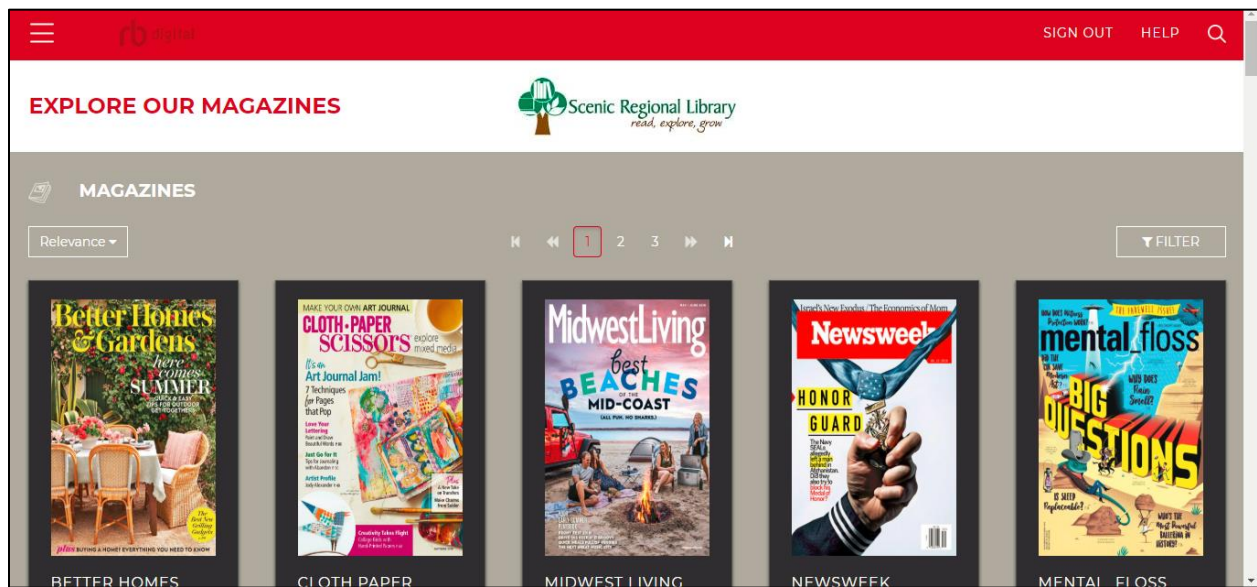
Menu / Books / eBooks – Clicking on this displays a list of classic books. While you can look at the collection and even check them out, you cannot open them since SRL does not subscribe to RB Digital's eBook collection.

The screen shot below illustrates the eBooks page.



Menu / Magazines – Clicking on this takes you to the magazine collection page.

The screen shot below illustrates the magazine page.



## The RB Digital Home Page, continued

Checked Out – Clicking on this takes you to a page that lists all of the titles you have borrowed. Audiobooks will be listed at the top of the page and magazines will be listed at the bottom of the page.

The screen shot below illustrates the Checked Out page.



Menu / My Account / Holds – Clicking on this takes you to a page that lists all the audiobooks you have on hold.

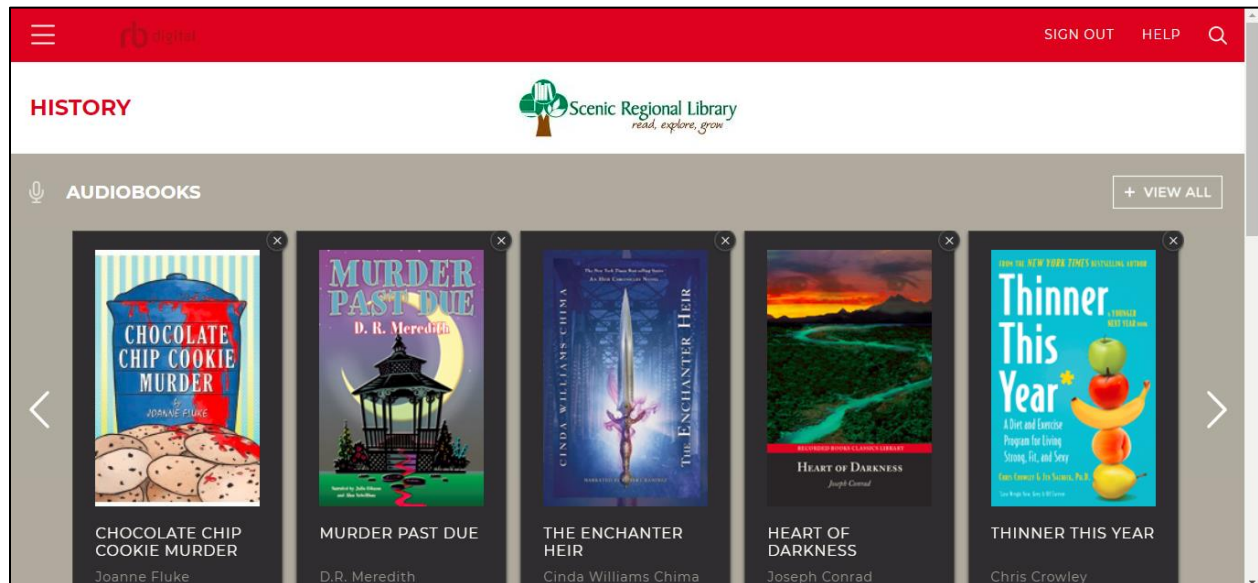
The screen shot below illustrates the holds page.



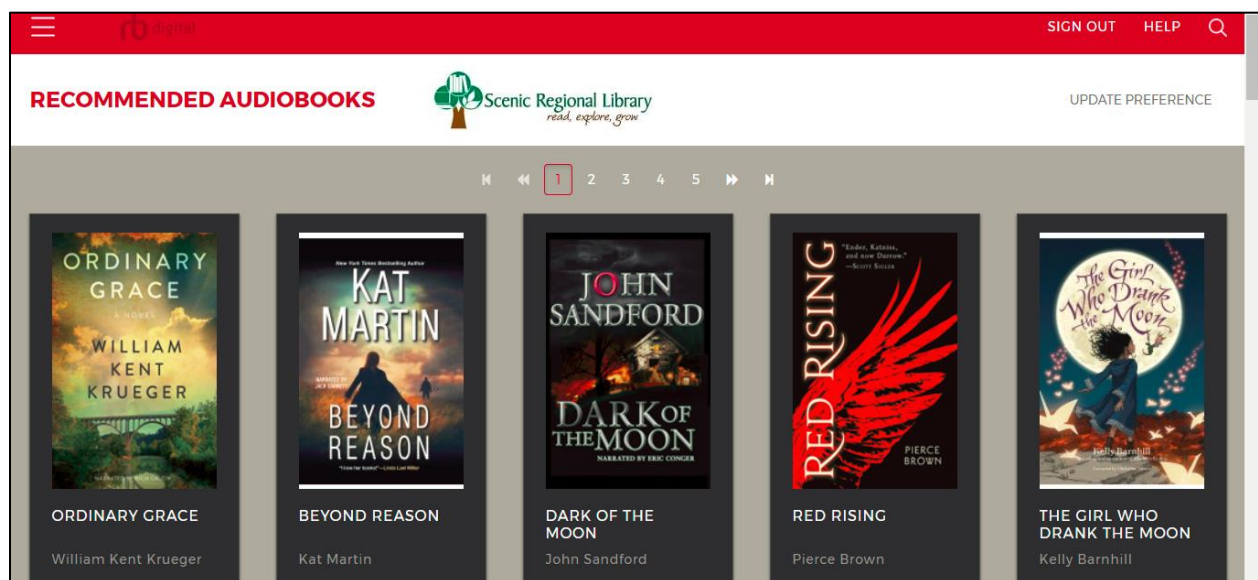
## The RB Digital Home Page, continued

Menu / My Account / History – Clicking on this takes you to a page that lists all of the titles you have borrowed in the past. Audiobooks will be listed at the top of the page and magazines will be listed at the bottom of the page.

The screen shot below illustrates the history page.



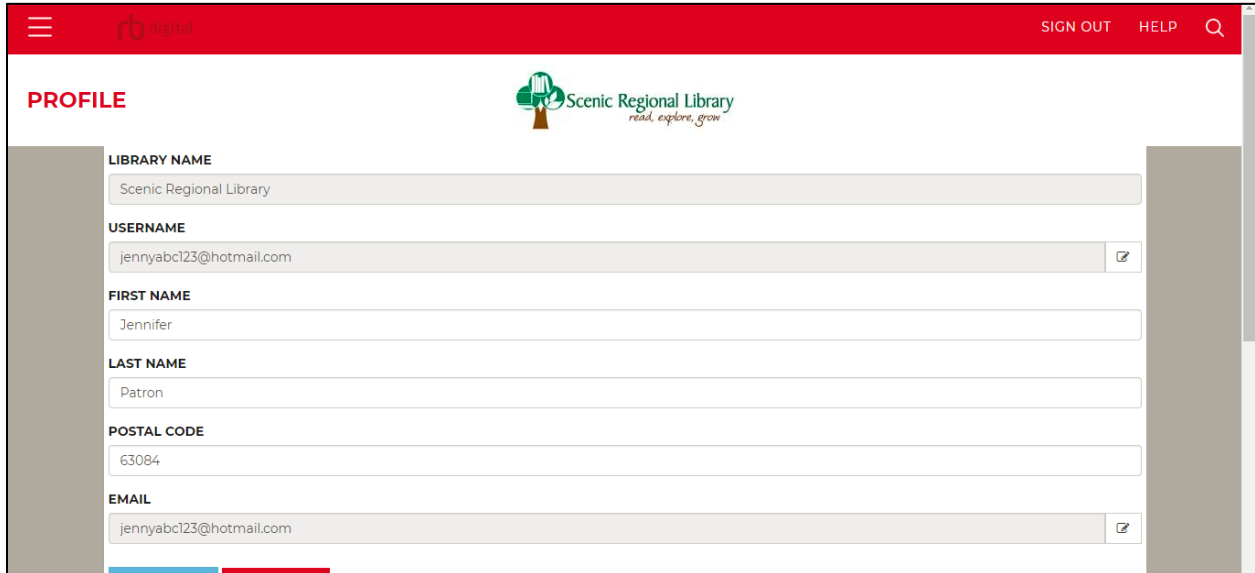
Menu / My Account / Recommended – Clicking on this will take you to a page that lists titles you may like based on what you have previously borrowed. You can choose genres you like in the settings menu and this recommended page will list suggestions for you based on the genres you've chosen.



## The RB Digital Home Page, continued

[Menu / My Account / Profiles](#) – Clicking on this will take you to a page that allows you to change aspects of your RB Digital account.

The screen shot below illustrates the profiles page.

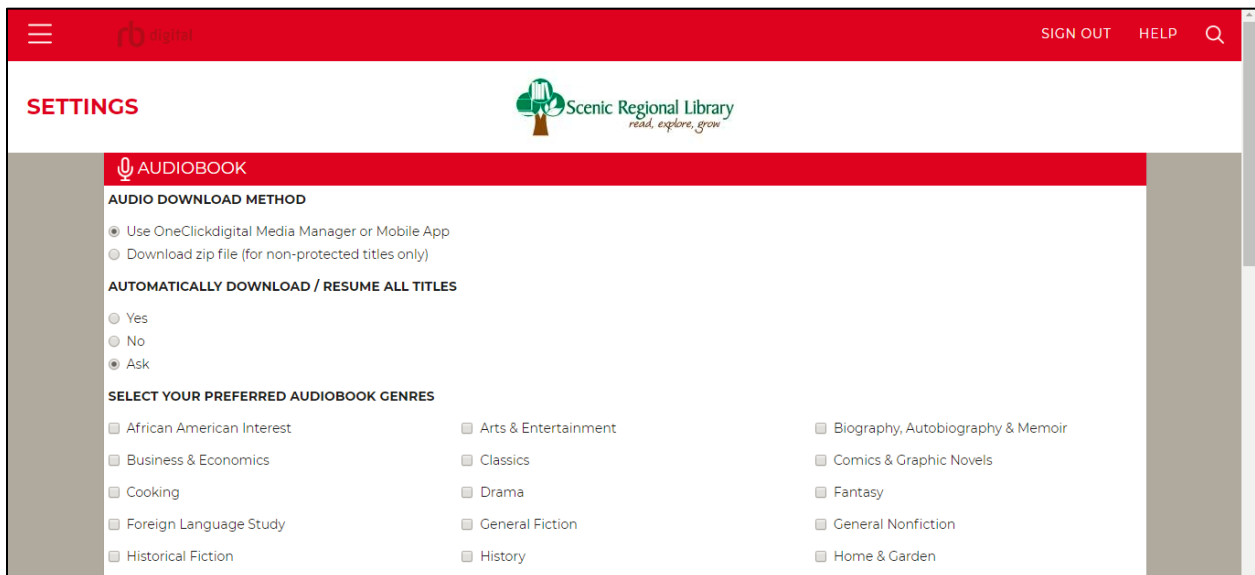


The screenshot shows the 'PROFILE' page of the Scenic Regional Library's RB Digital account. The page has a red header with a menu icon, the 'rb digital' logo, and links for 'SIGN OUT', 'HELP', and a search icon. The main content area is white with a grey sidebar on the left. The profile information is displayed in a form with the following fields:

- LIBRARY NAME:** Scenic Regional Library
- USERNAME:** jennyabc123@hotmail.com
- FIRST NAME:** Jennifer
- LAST NAME:** Patron
- POSTAL CODE:** 63084
- EMAIL:** jennyabc123@hotmail.com

[Menu / My Account / Settings](#) – Clicking on this takes you to a page that allows you to change various settings and set preferences in your account.

The screen shot below illustrates the settings page.



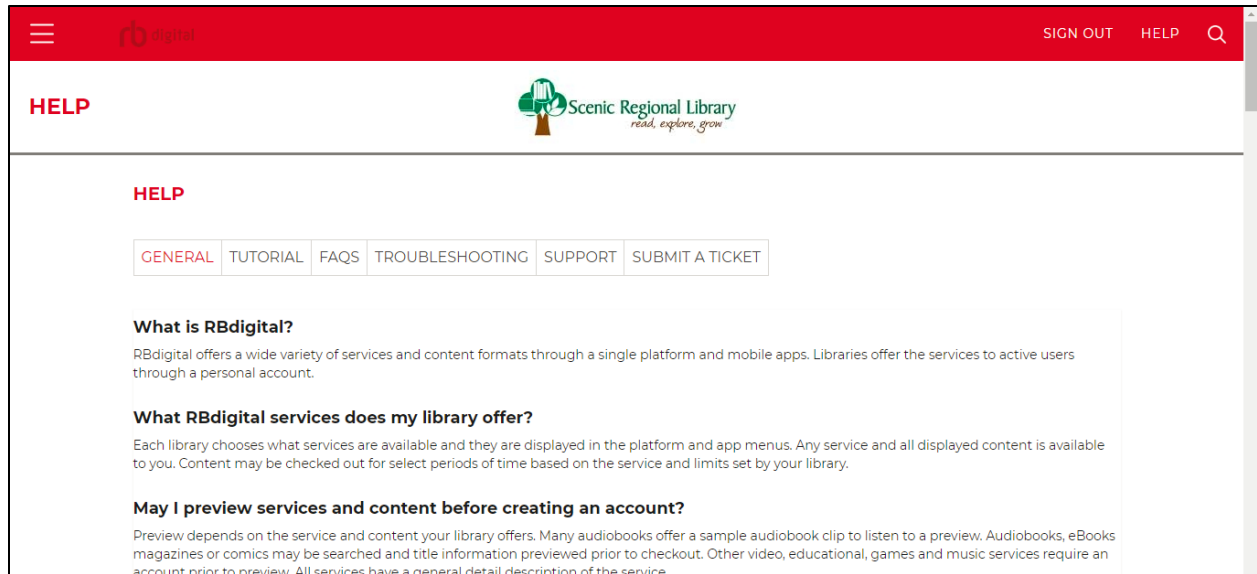
The screenshot shows the 'SETTINGS' page of the Scenic Regional Library's RB Digital account. The page has a red header with a menu icon, the 'rb digital' logo, and links for 'SIGN OUT', 'HELP', and a search icon. The main content area is white with a grey sidebar on the left. The settings are organized into sections:

- AUDIOBOOK** (indicated by a red bar with a microphone icon)
- AUDIO DOWNLOAD METHOD**
  - ☒ Use OneClickdigital Media Manager or Mobile App
  - ☐ Download zip file (for non-protected titles only)
- AUTOMATICALLY DOWNLOAD / RESUME ALL TITLES**
  - ☐ Yes
  - ☐ No
  - ☒ Ask
- SELECT YOUR PREFERRED AUDIOBOOK GENRES**
  - ☐ African American Interest
  - ☐ Business & Economics
  - ☐ Cooking
  - ☐ Foreign Language Study
  - ☐ Historical Fiction
  - ☐ Arts & Entertainment
  - ☐ Classics
  - ☐ Drama
  - ☐ General Fiction
  - ☐ History
  - ☐ Biography, Autobiography & Memoir
  - ☐ Comics & Graphic Novels
  - ☐ Fantasy
  - ☐ General Nonfiction
  - ☐ Home & Garden

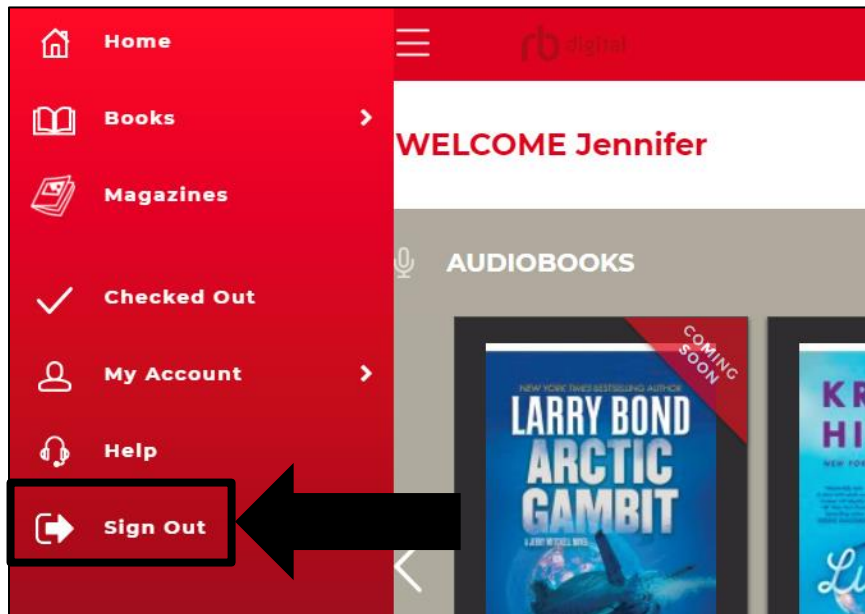
## The RB Digital Home Page, continued

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

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

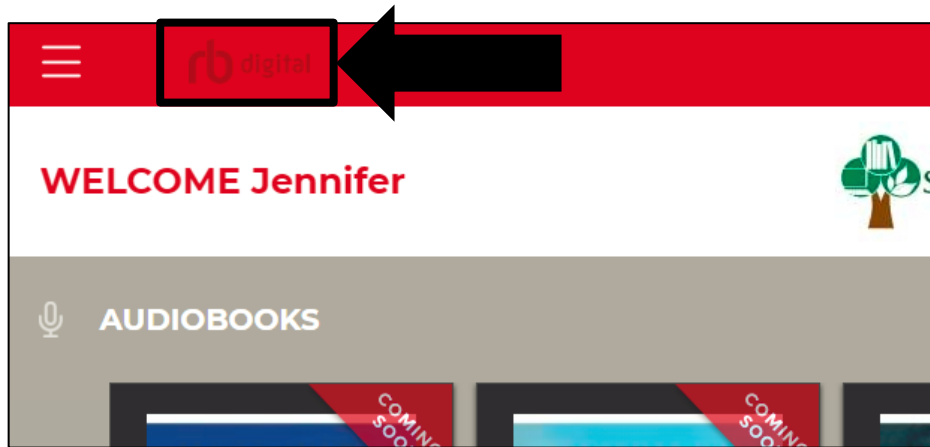


Menu / Sign Out – Clicking on this signs you out of your account.

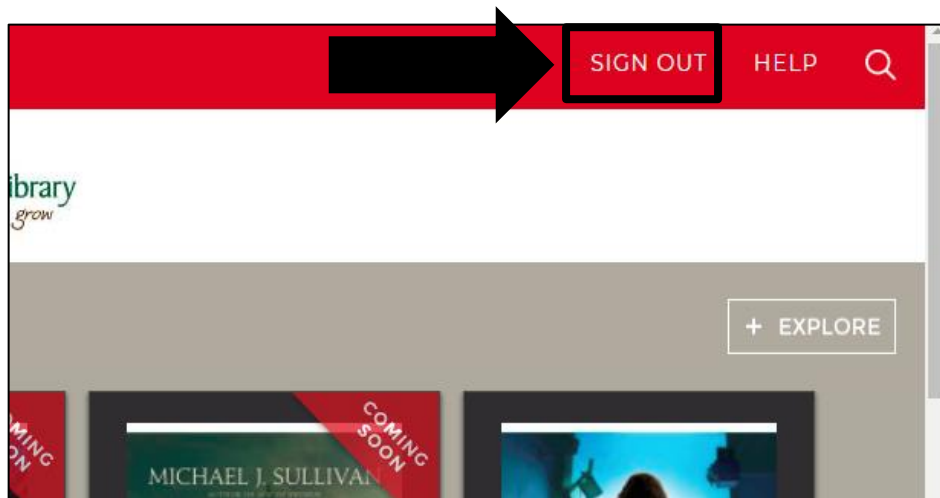


## The RB Digital Home Page, continued

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



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

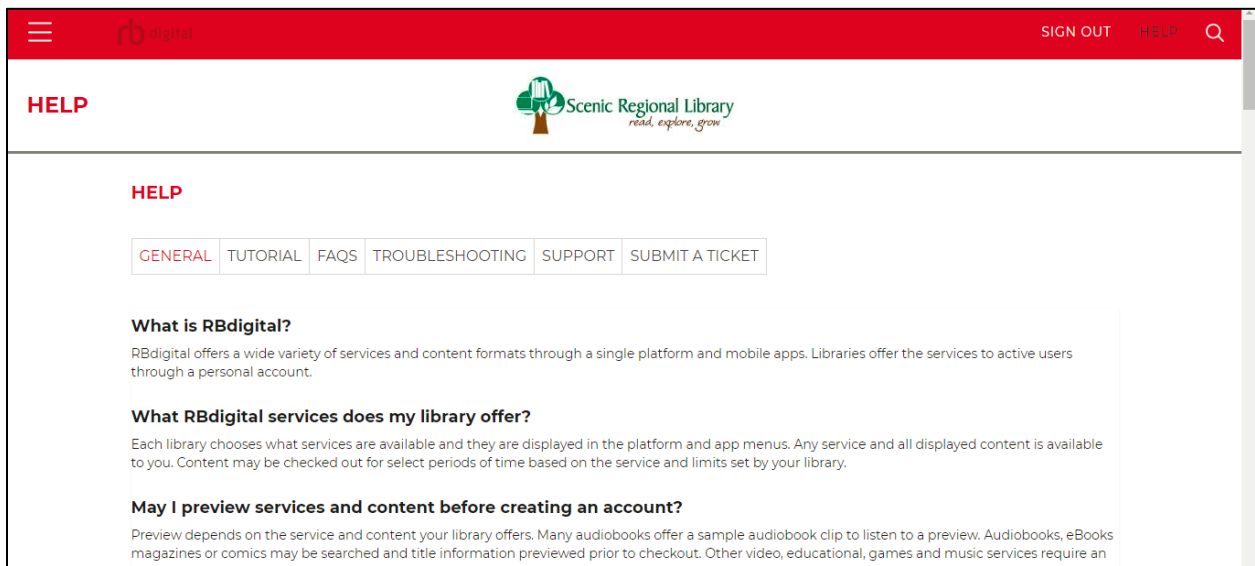


## The RB Digital Home Page, continued

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



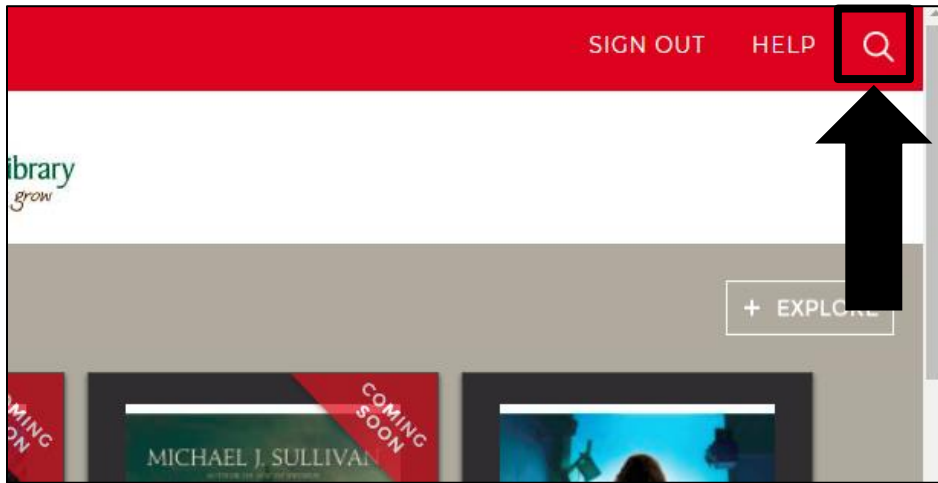
The screen shot below illustrates RB Digital’s help page.



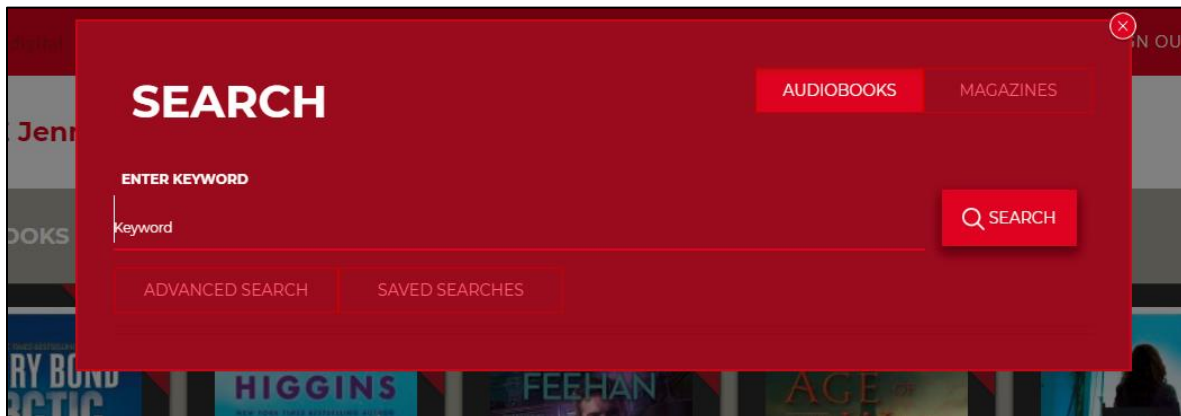


## The RB Digital Home Page, continued

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



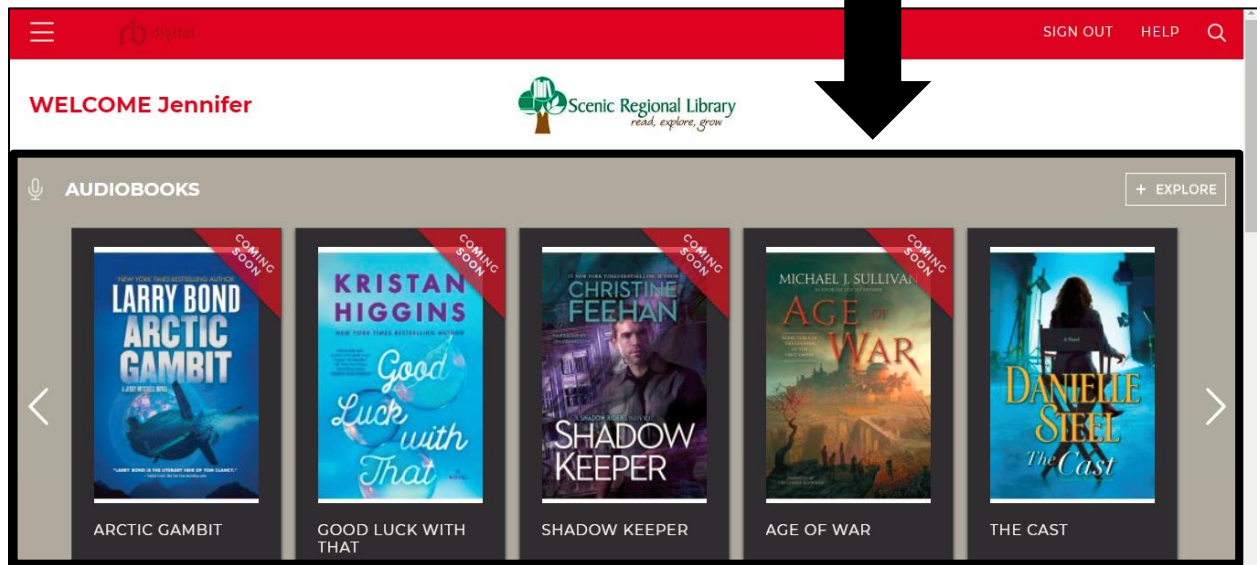
The screen shot below illustrates the pop up search window.



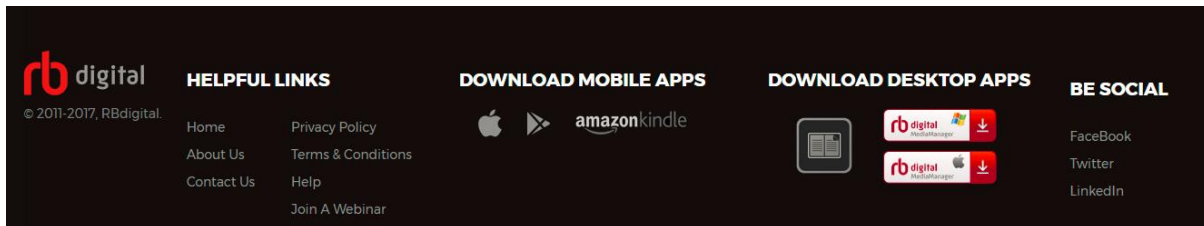


## The RB Digital Home Page, continued

Viewing Window – This area displays the collection.



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.

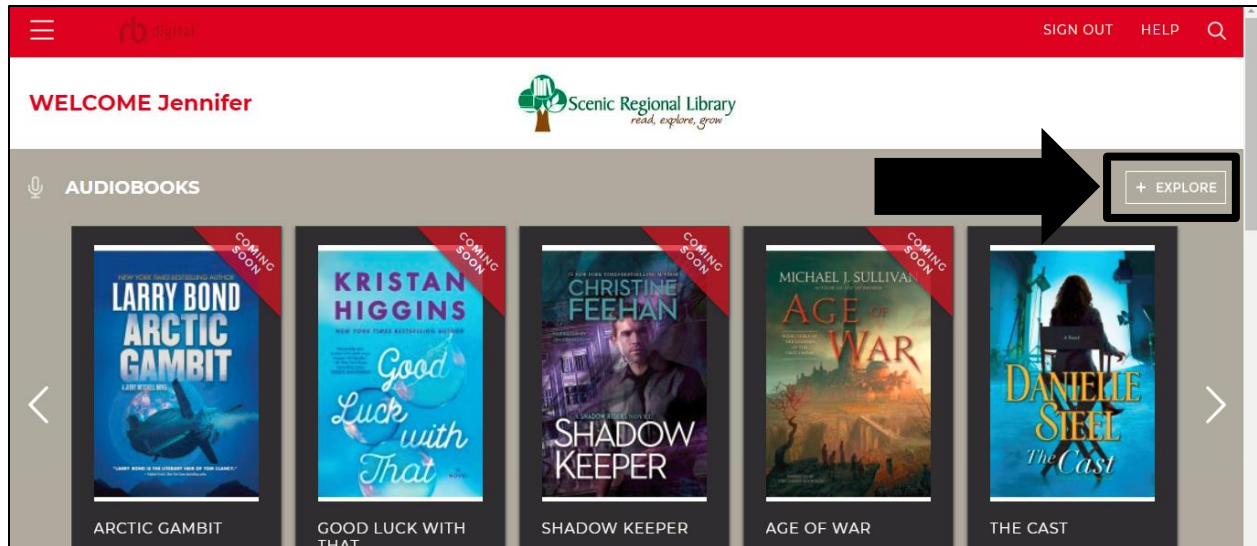


- The Home link takes you to RB Digital's home page.
- The About Us link takes you to a page listing information about Recorded Books.
- The Contact Us link takes you to a page listing all of Recorded Books' contact information.
- The Privacy Policy link takes you to a page containing Recorded Books' 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 Join a Webinar link takes you to a registration page for RB Digital's tutorials and live webinars.
- The Mobile Apps buttons take you to websites with information about RB Digital's apps.
- The Desktop App links begin the download process of RB Digital's desktop apps to use RB Digital on a computer or laptop.
- The Be Social links allow you to follow RB Digital on social media.

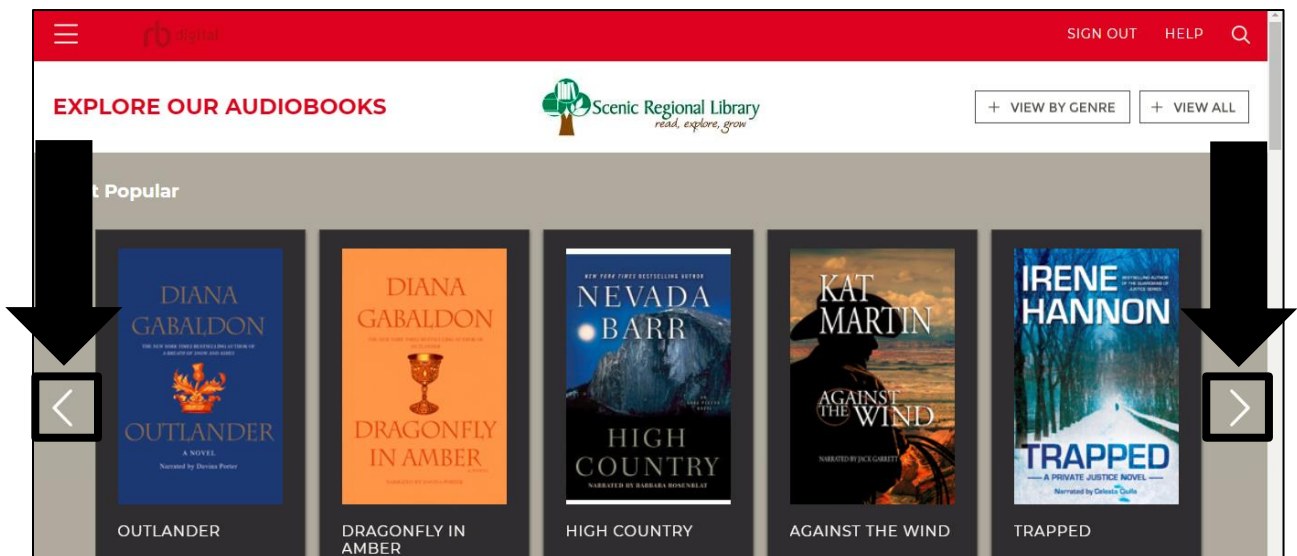
## Browsing and Borrowing Audiobooks

Follow these steps to browse and borrow an audiobook beginning at the Home page.

1. Click “Explore.”

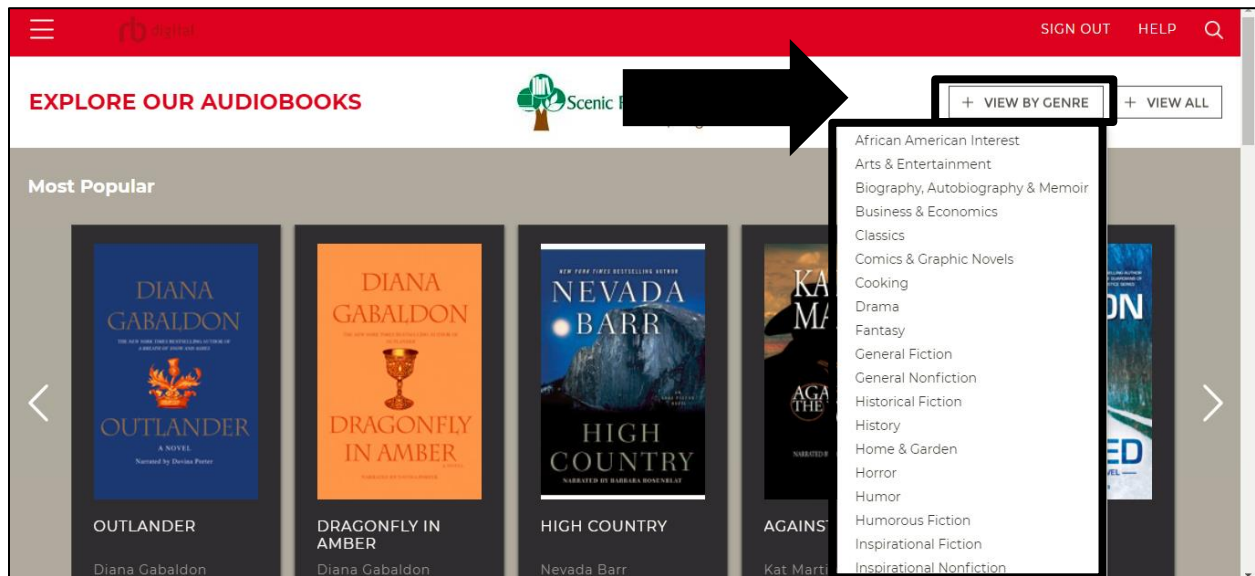


2. Click on the arrow buttons to explore the Most Popular titles. You can also scroll down to explore the Newly Added titles, Best Seller titles, or the Recommended titles. Or you can continue to step 3.

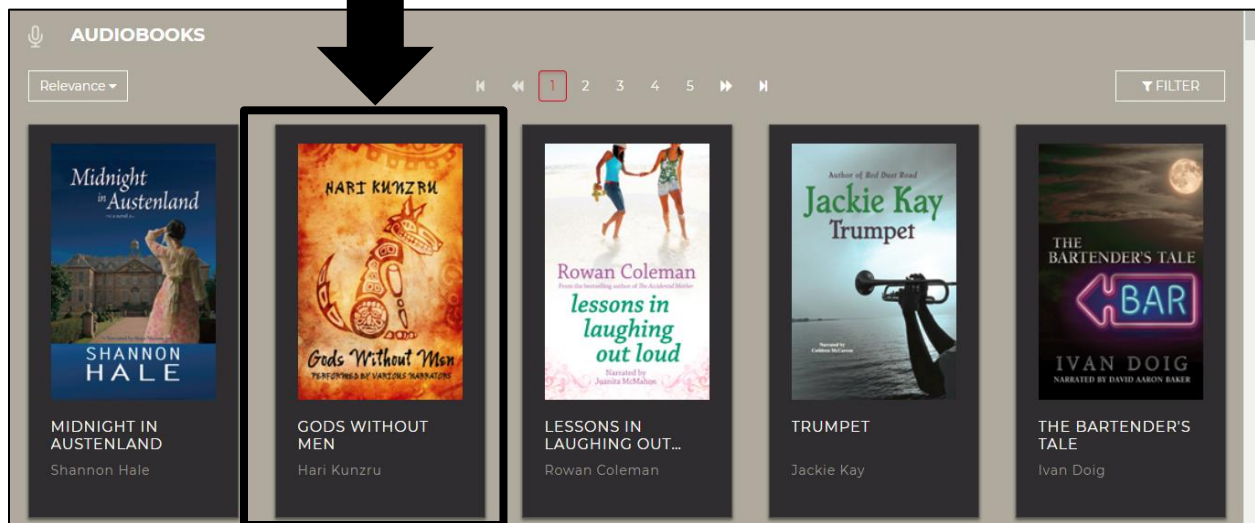


## Browsing and Borrowing Audiobooks, continued

3. Click “View by Genre.” Note that you could also click “View All” to see all titles.
4. Click a genre.

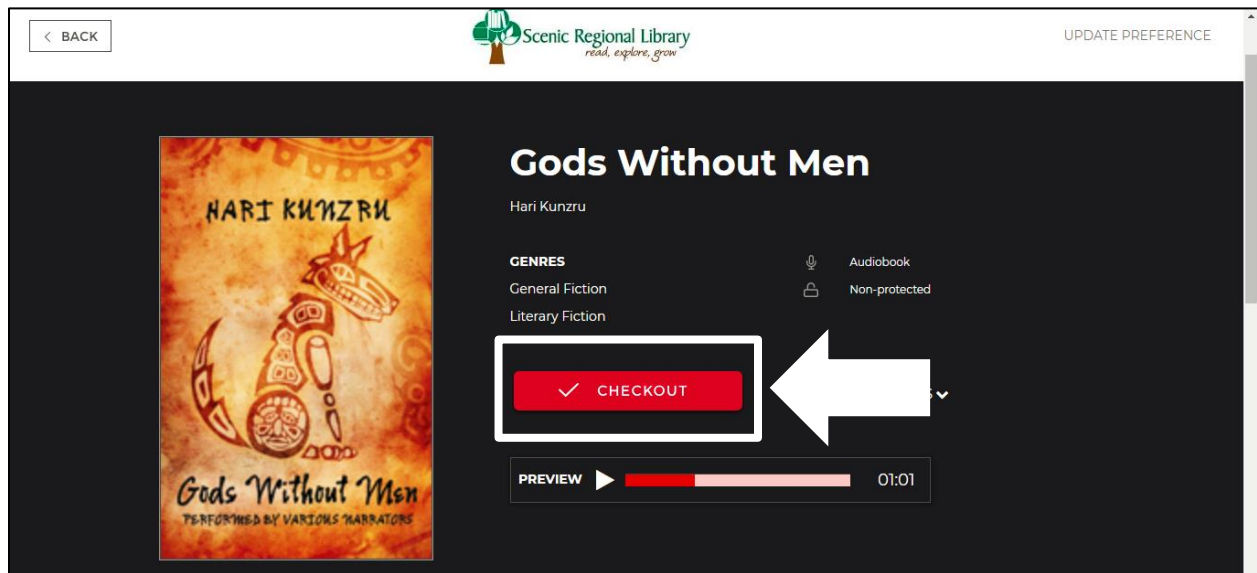


5. Click on a title.



## Browsing and Borrowing Audiobooks, continued

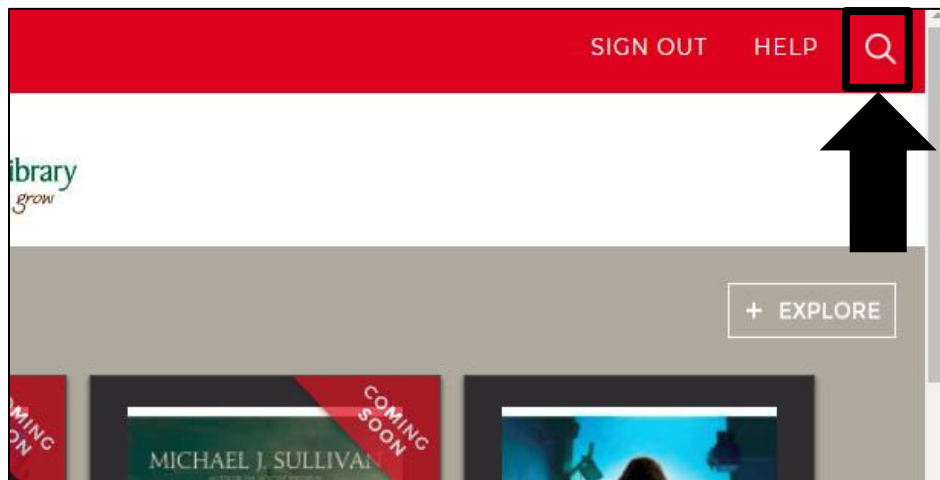
6. Click “Checkout.”



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

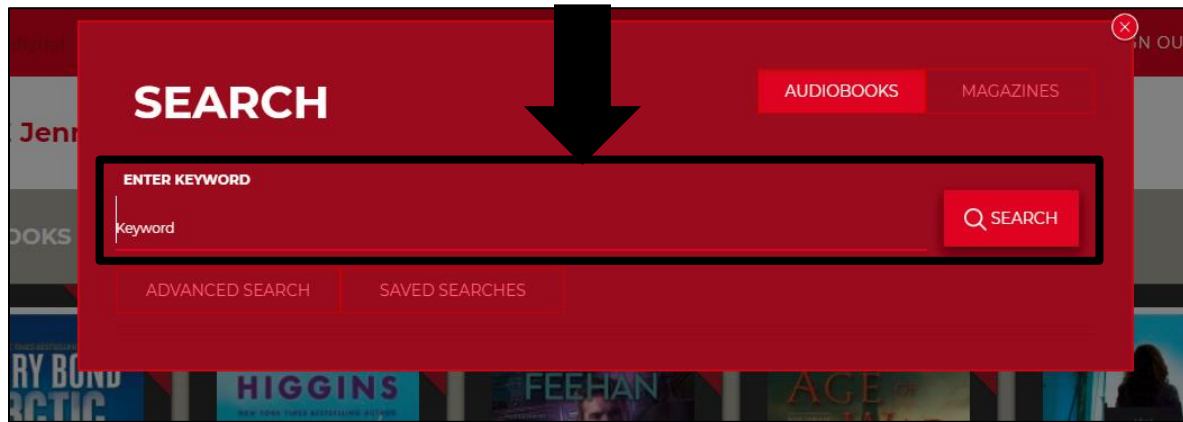
Follow these steps to browse and borrow a title using the search feature.

1. Click the magnifying glass.

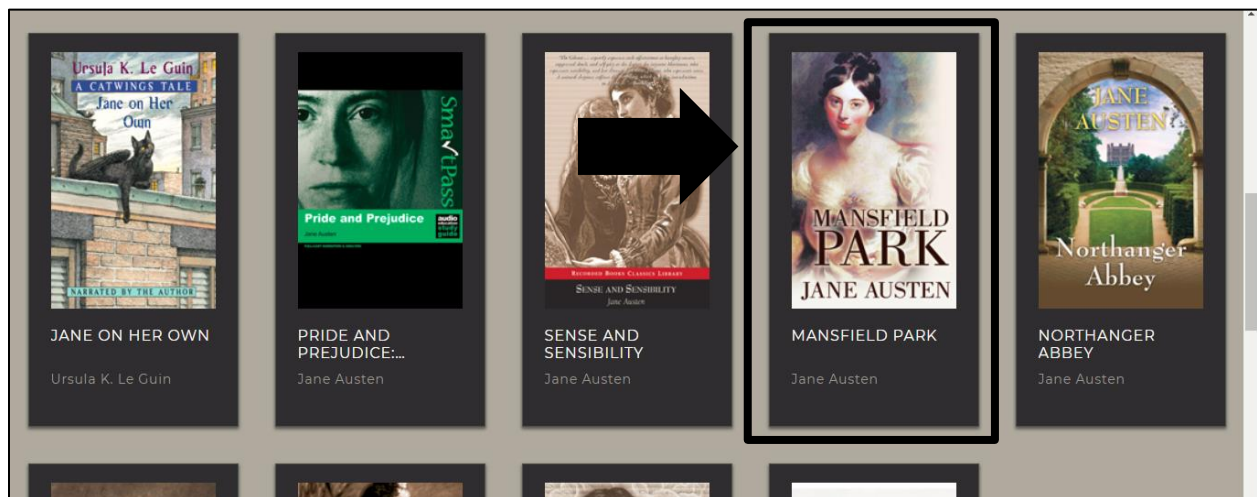


## Browsing and Borrowing Audiobooks, continued

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



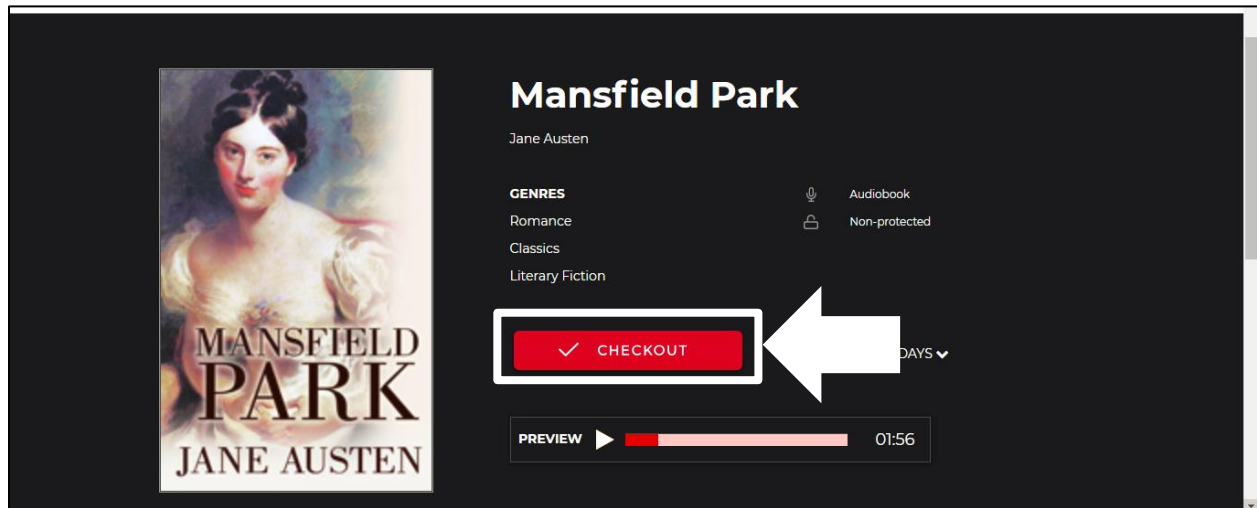
4. Click on a title.





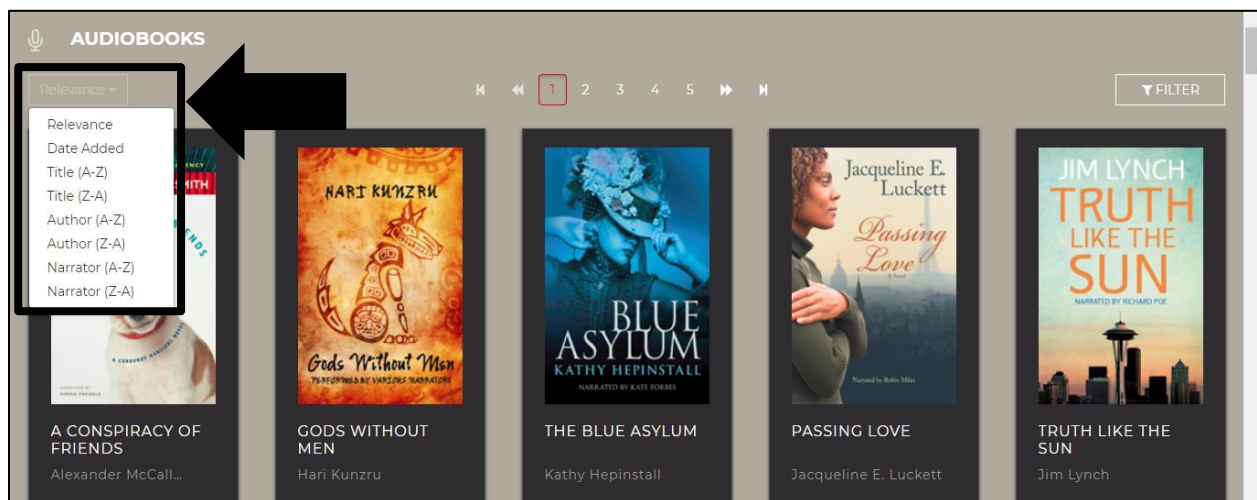
## Browsing and Borrowing Audiobooks, continued

5. Click “Checkout.”



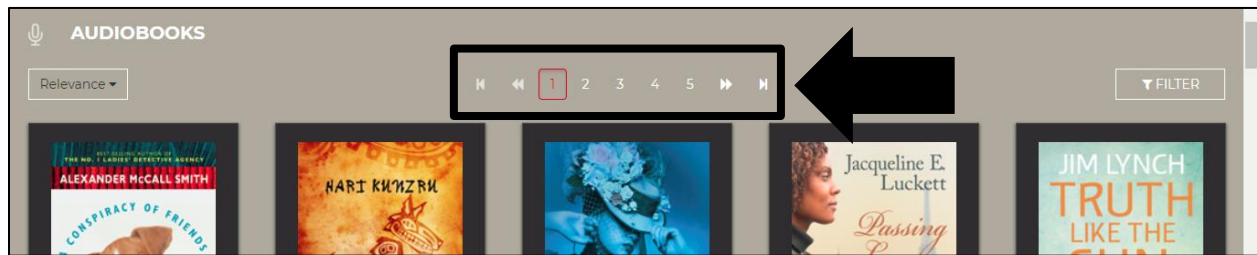
### Notes

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



## Browsing and Borrowing Audiobooks, continued

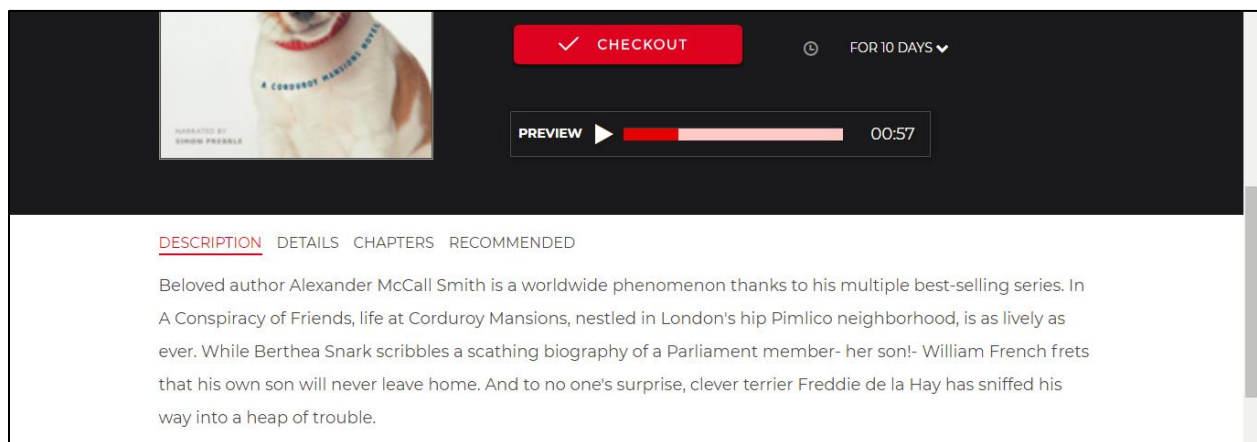
- You can see additional titles by using the page navigation buttons.



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

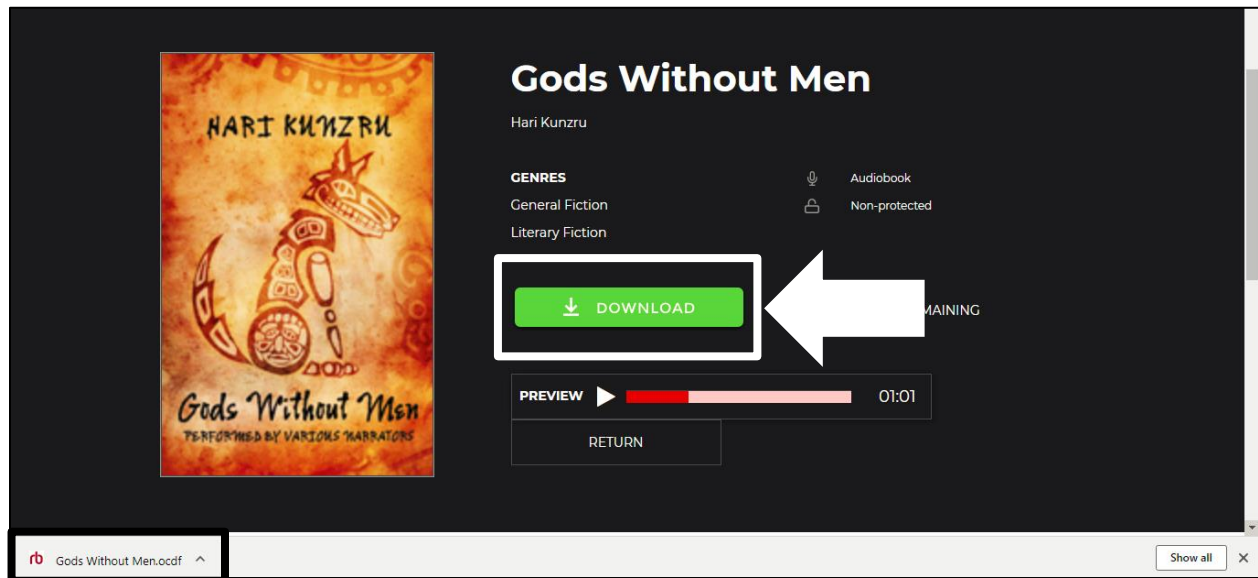


- You can see additional information about the title by scrolling down the checkout screen.



## Browsing and Borrowing Audiobooks, continued

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



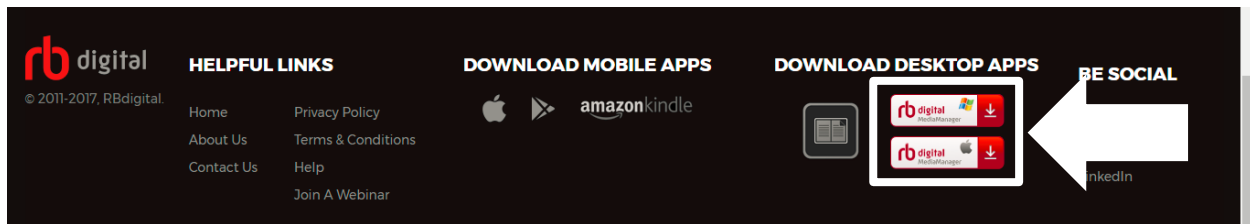


## Listening to an Audiobook

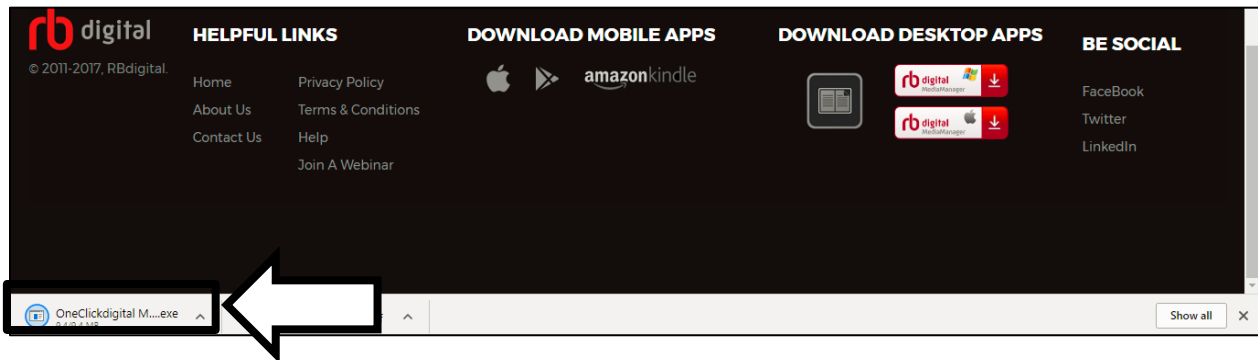
In order to listen to an audiobook on a computer or laptop, you must first download the RB Digital Media Manager Desktop app.

Follow these steps to download the RB Digital Desktop app.

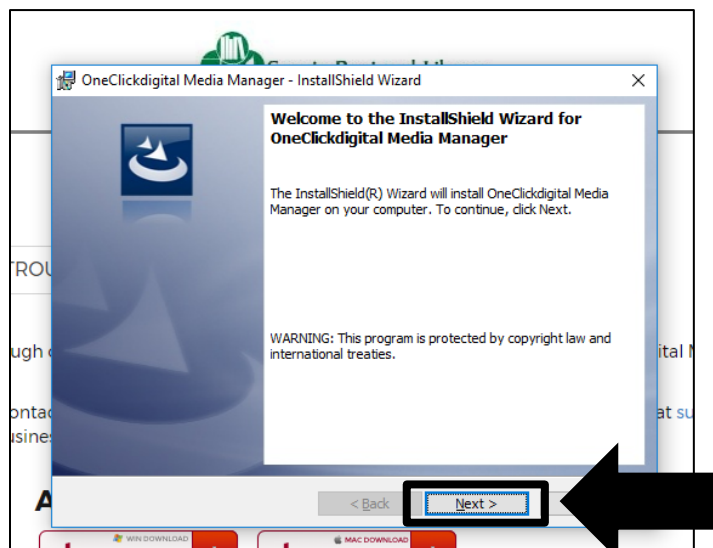
1. Scroll down to the bottom of the page and click on the desktop app button for your computer's operating system.



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

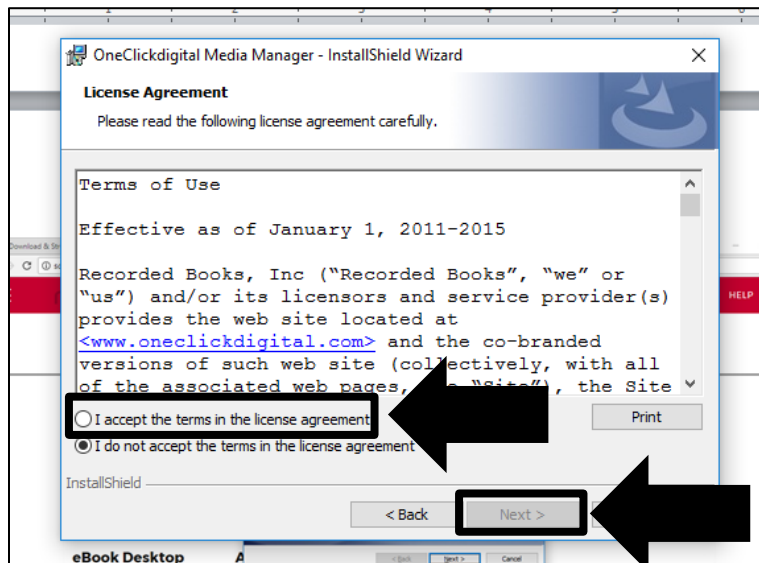


3. Click "Next."

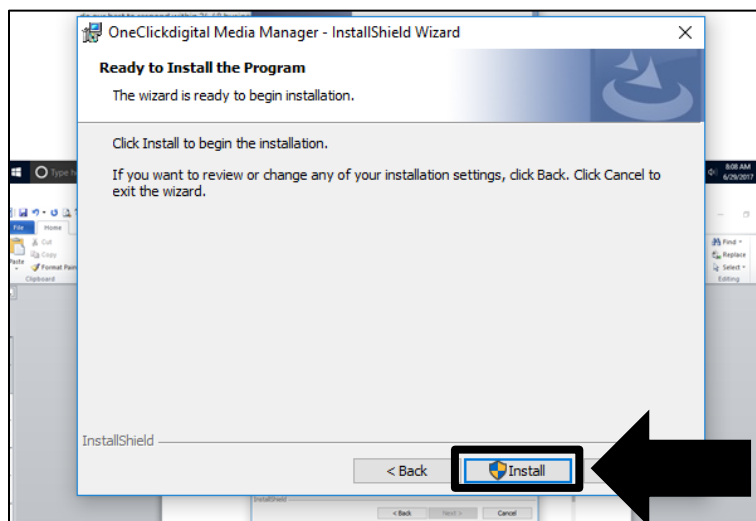


## Listening to an Audiobook, continued

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

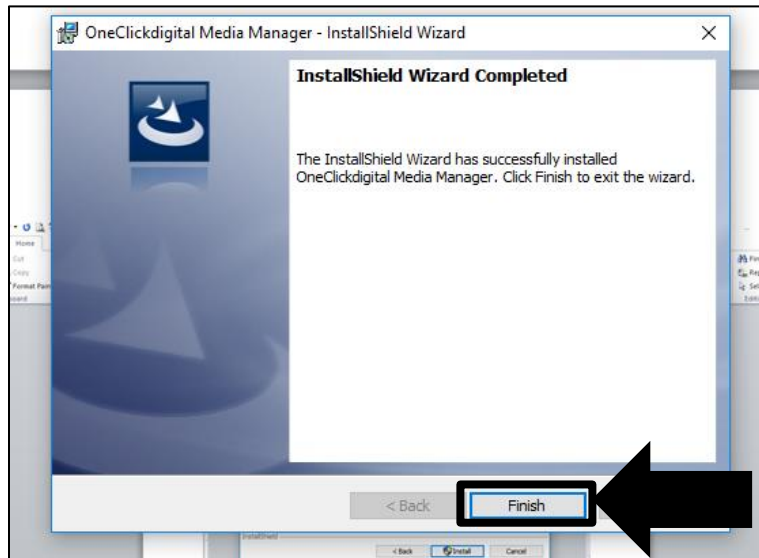


6. Click "Install."



## Listening to an Audiobook, continued

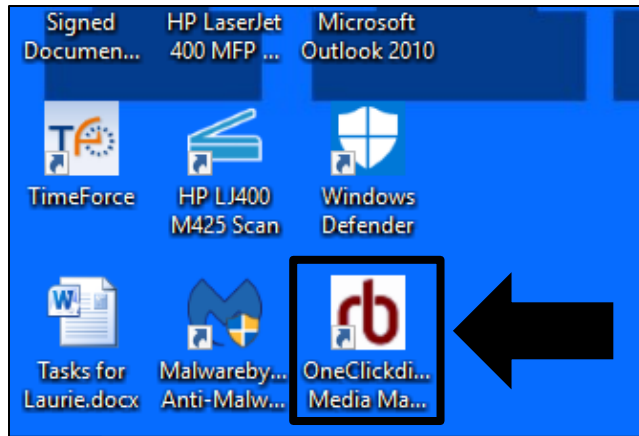
7. Click “Finish.”



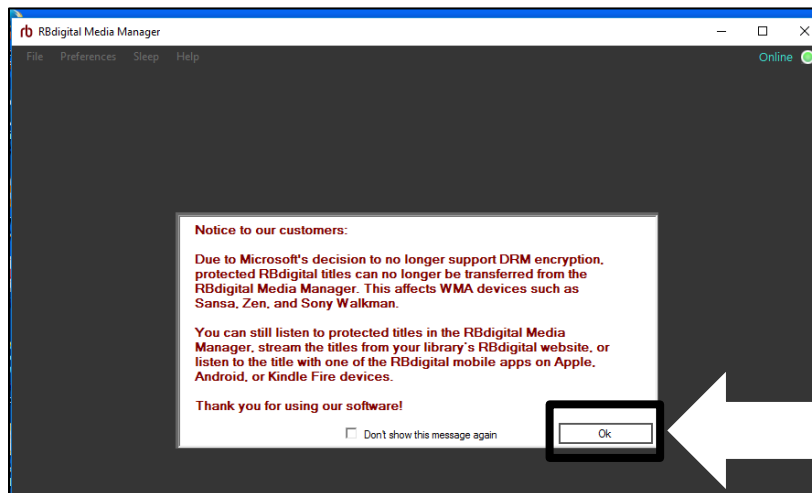
## Listening to an Audiobook, continued

Follow these steps to listen to your eAudiobook.

1. Click on the RB Digital Media Manager icon.



2. Click "OK."



## Listening to an Audiobook, continued

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

rb RBdigital Media Manager

File Preferences Sleep Help

rb digital Select your Country, then enter your Username.  
Select your Library from the list.

Log In Clear Forgot your password?

Country: USA

Username or Email: Jennifer Patron (Scenic Regional Library)\jennyabc123@ho

Password:

Library: Scenic Regional Library

☐ Remember Password ☐ Automatic Login

Login

4. Click “Play.”

rb RBdigital Media Manager

File Preferences Sleep Help

rb digital Scenic Regional Library read, explore, grow

Refresh Browse for a title online! Welcome Jennifer Patron Logout

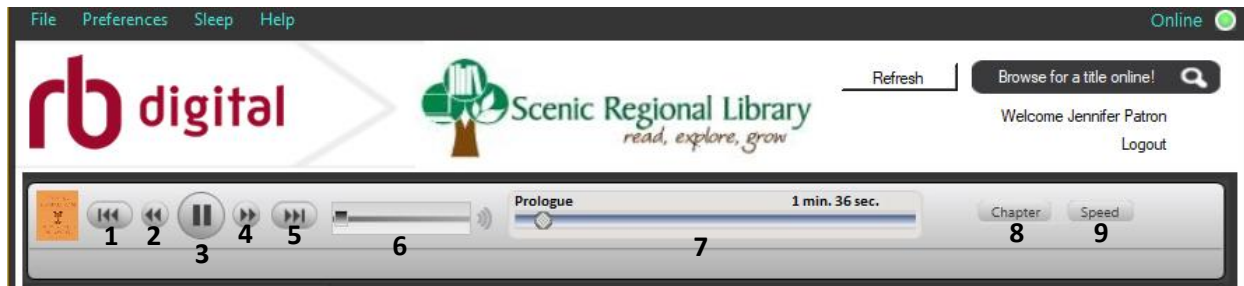
My Titles

**Dragonfly in Amber**  
Diana Gabaldon  
The second part of the series from Diana Gabaldon that explores the power of a love which transcends space and time. A magnificent epic that once again sweeps us...  
Expires on: Sun, May 27, 2018

**Gods Without Men**  
Hari Kunzru  
Winner of the Betty Trask Prize and W.H. Smith Literary Award, novelist Hari Kunzru displays a rare and blazing talent. Gods Without Men is a complex, multilayered...  
Expires on: Sun, May 27, 2018

## Listening to an Audiobook, continued

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



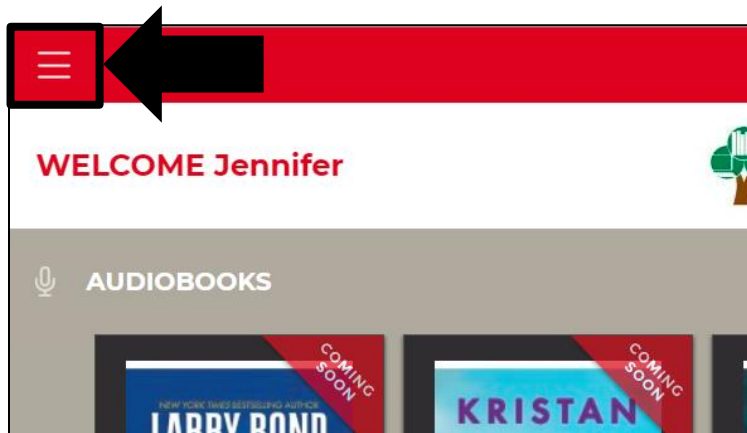
- 1 – Previous Track: Takes you back one track.
- 2 – Rewind: Rewinds the track approximately 30 seconds.
- 3 – Play / Pause: Plays and pauses the playback.
- 4 – Fast Forward: Fast forwards the track approximately 30 seconds.
- 5 – Next Track: Takes you forward one track.
- 6 – Volume: Slide bar increases 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

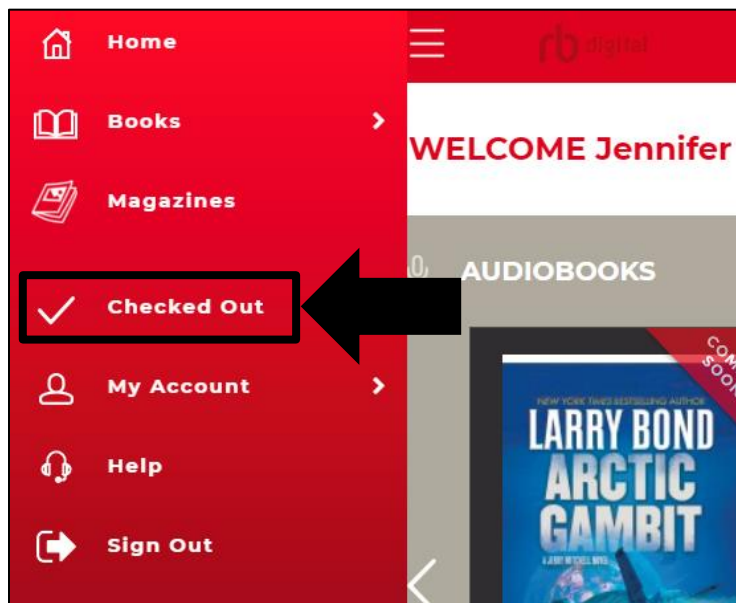
If you would like to return a title early, you can remove it from the desktop app by clicking the “Return” button next to the title. However, if you would like to completely remove the title from your account, you will need to do so in your website account.

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

1. Click on the menu button.

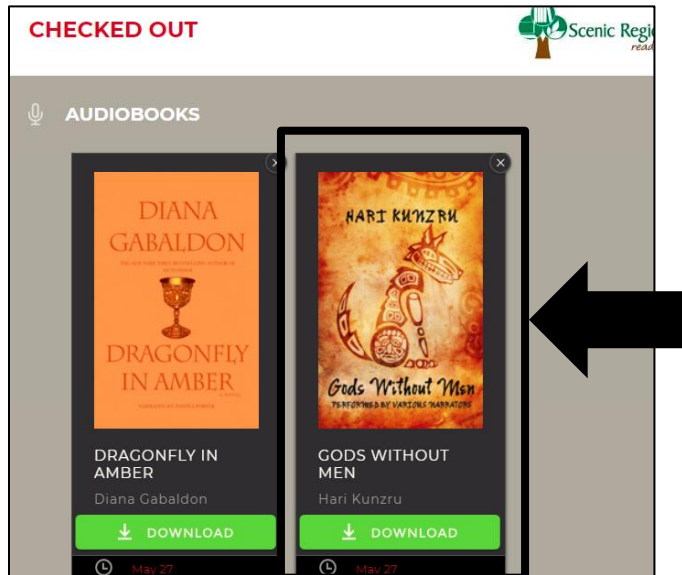


2. Click “Checked Out.”

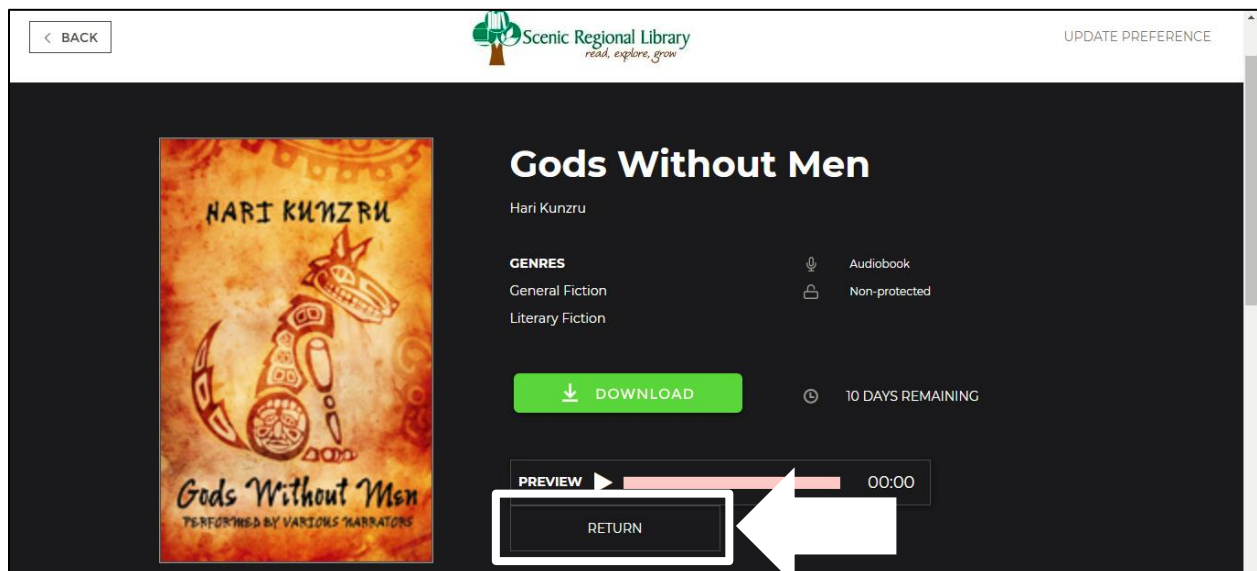


## Returning a Title Early, continued

3. Click on the title.



4. Click "Return."

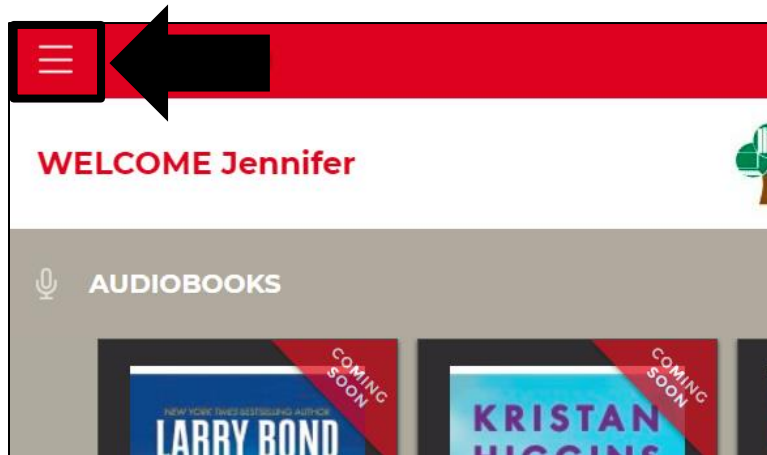




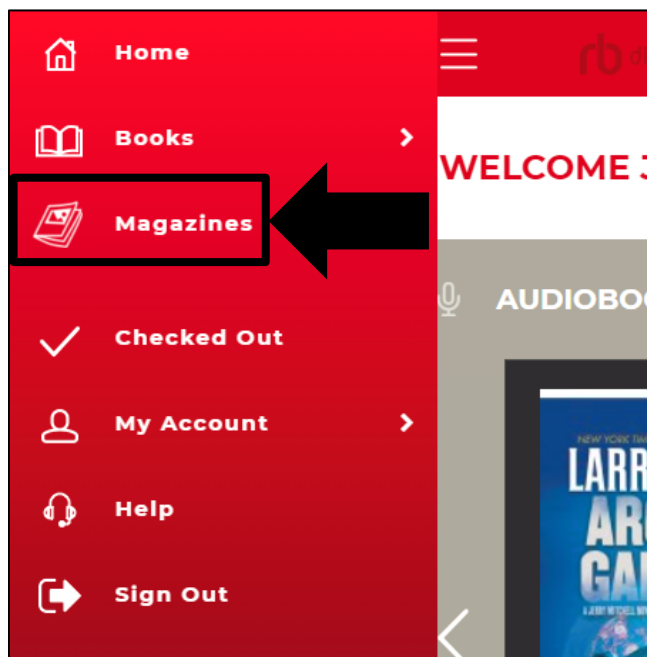
## Browsing and Borrowing Magazines

Follow these steps to browse and borrow a magazine.

1. Click the menu button.

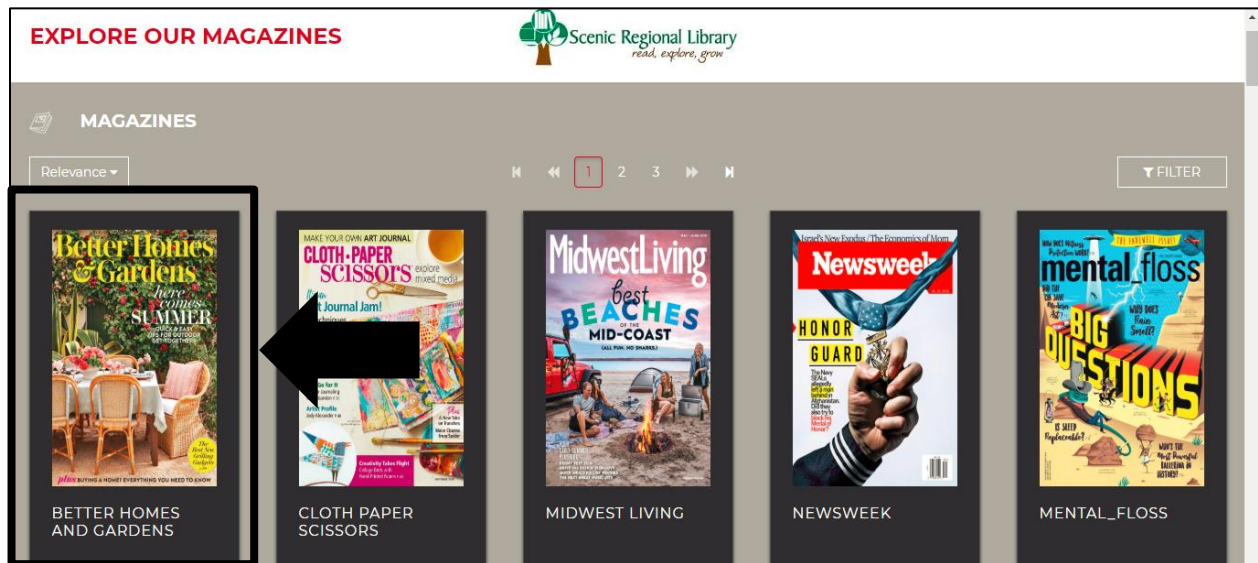


2. Click "Magazines."

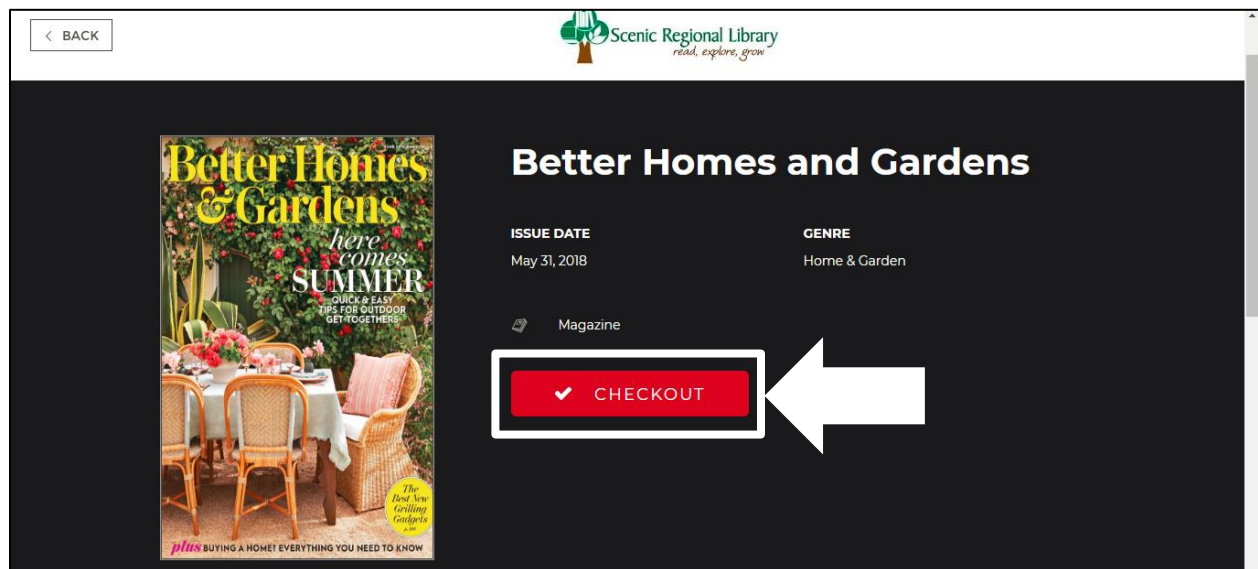


## Browsing and Borrowing Magazines

3. Click on a magazine.



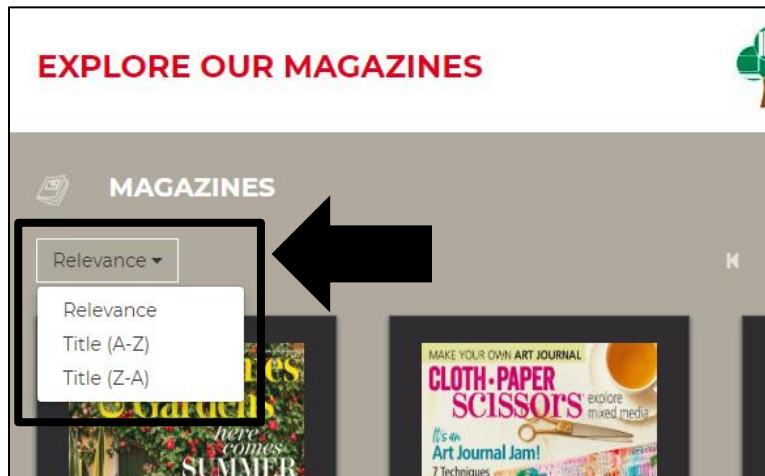
4. Click "Checkout."



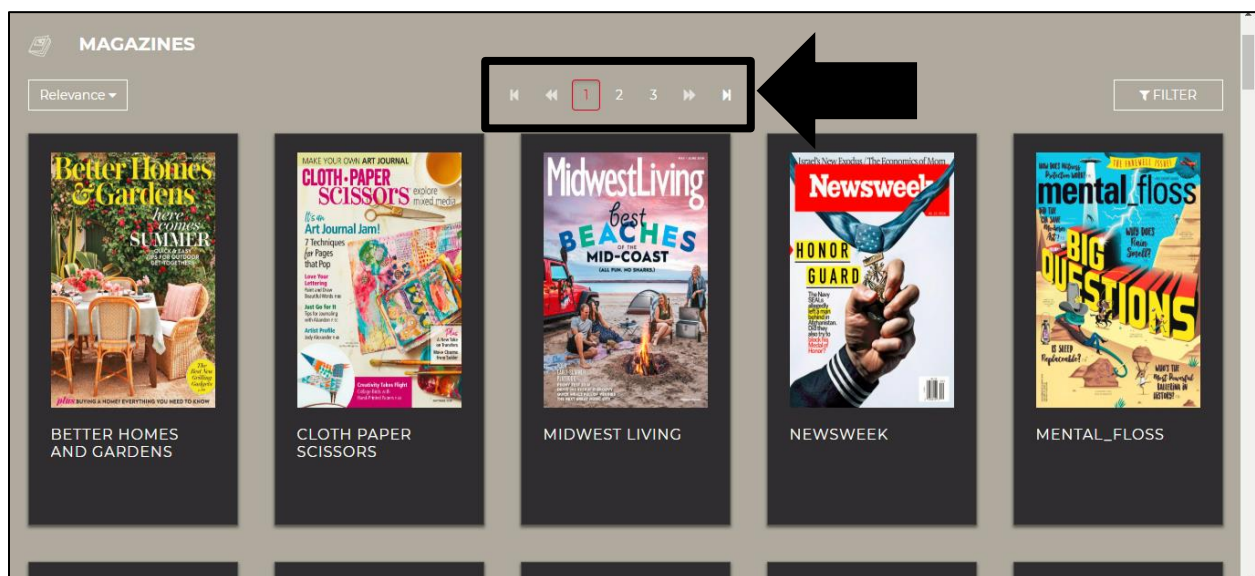
## Browsing and Borrowing Magazines

### Notes

- You can change the sort order of the magazines by clicking on “Relevance” and choosing a sort order.



- You can scroll down the page to see additional magazines. There are 60 titles per page. You can use the page navigation buttons to see additional pages of magazines.



## Browsing and Borrowing Magazines

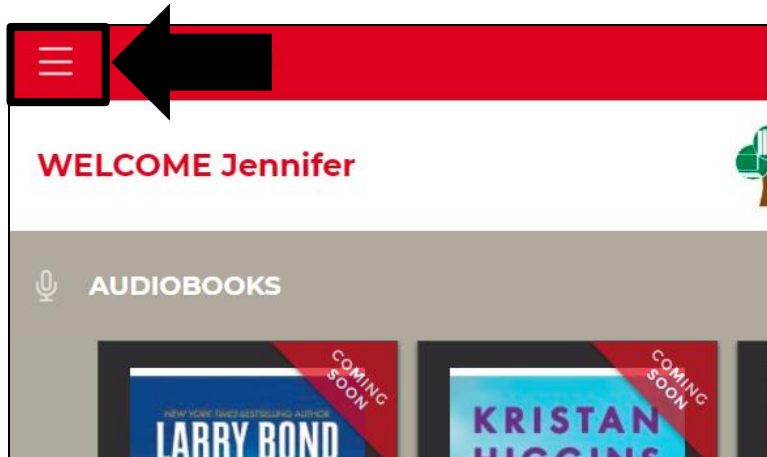
- You can filter the list of magazines by clicking “Filter” and choosing a filter.



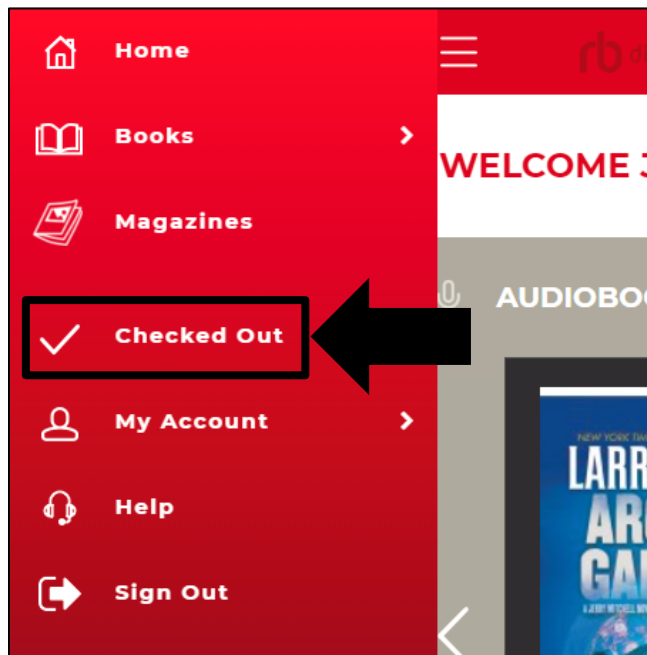
## Reading a Magazine

Follow these steps to read a magazine.

1. Click the menu button.

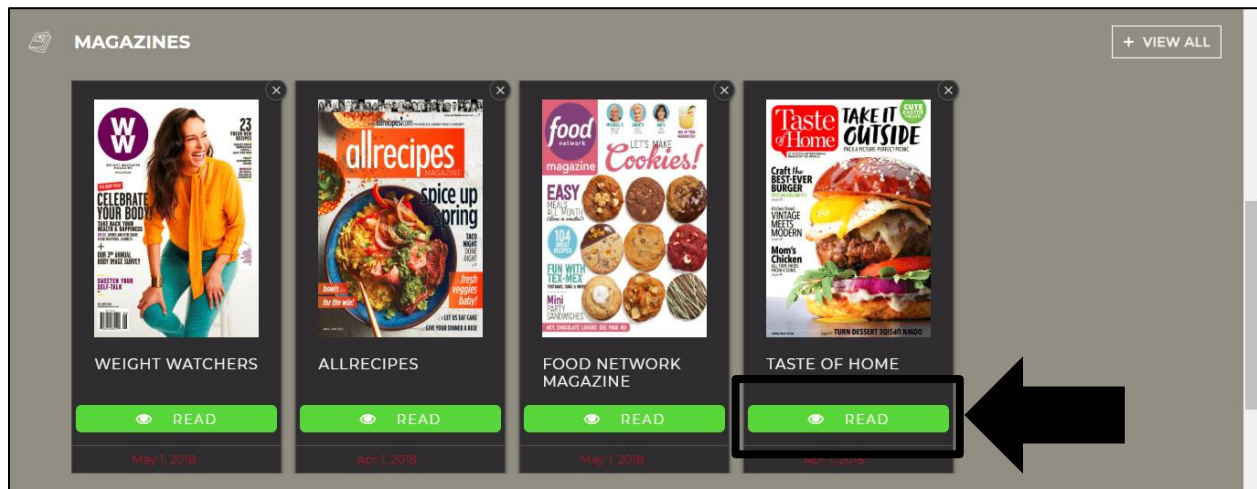


2. Click "Checked Out."



## Reading a Magazine, continued

3. Scroll down to the magazines.
4. Click "Read."



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



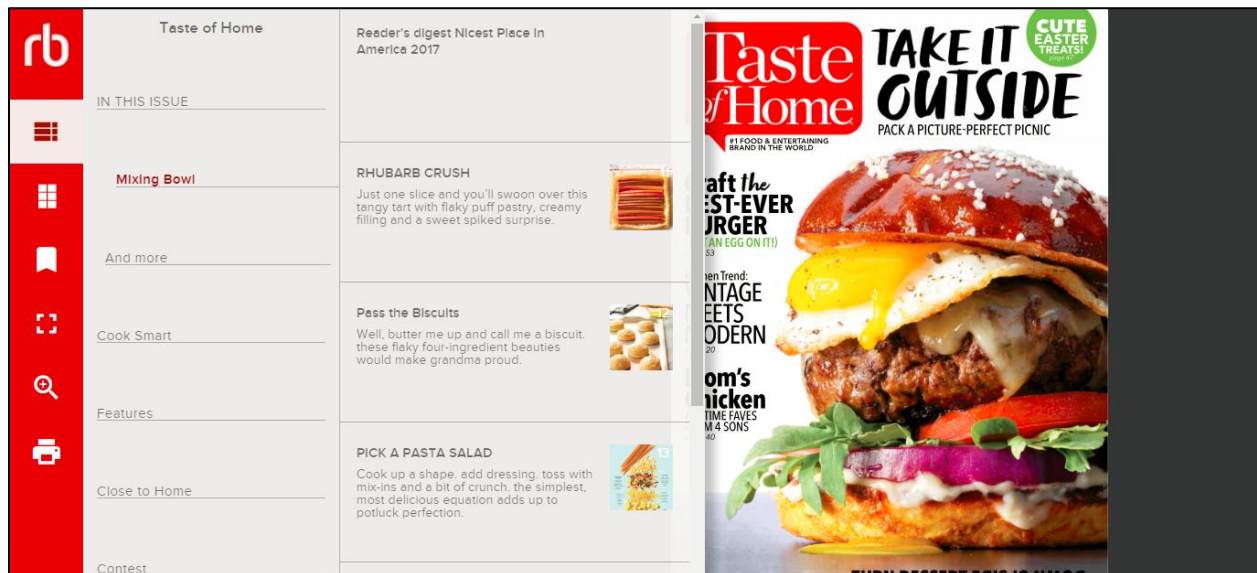


## Reading a Magazine, continued

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



The screen shot 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. Click on the table of contents button again to collapse the panels.

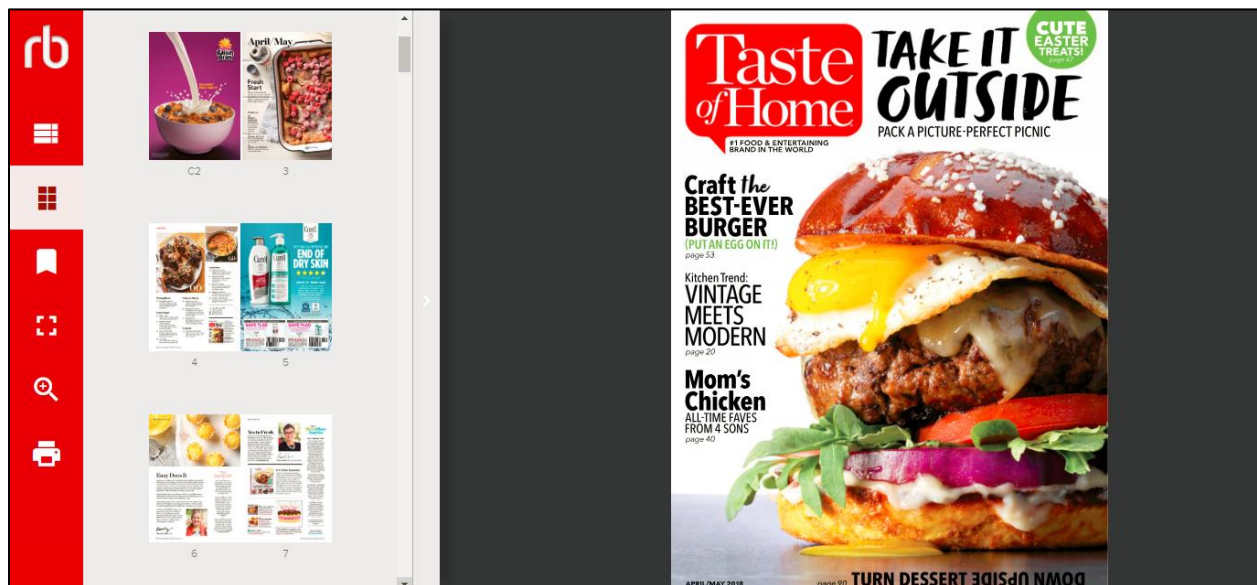


## Reading a Magazine, continued

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.



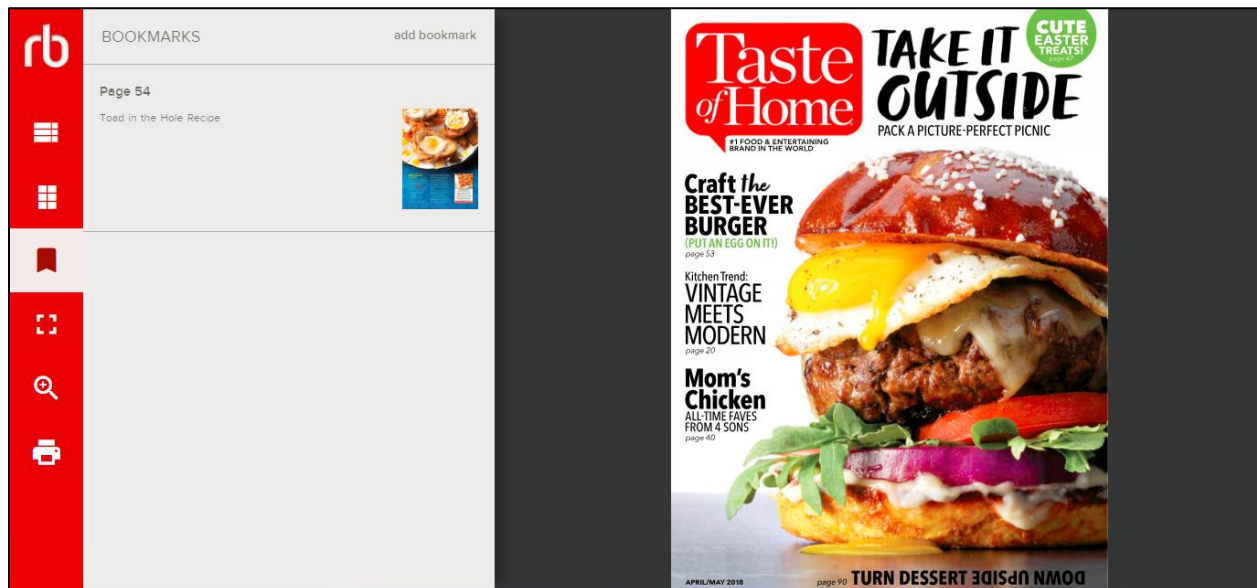


## Reading a Magazine, continued

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



The screen shot below illustrates what the bookmark panel looks like. You can click on any bookmark and be taken to that page in the magazine. You can also click on the “add bookmark” button to create a bookmark for the page that is currently displayed.



## Reading a Magazine, continued

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



Pointing your cursor at the zoom button allows you to zoom into the page you are currently viewing. Click on the “+” sign to zoom in and click on the “-” sign to zoom out.



## Reading a Magazine, 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 the pages.



## Reading a Magazine, continued

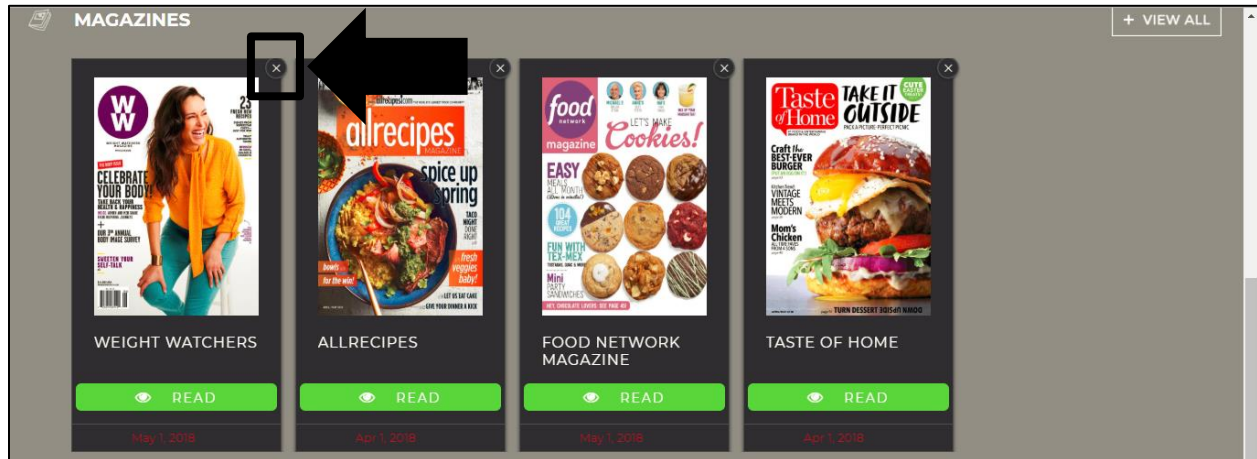
Please note these additional reading features.

- The contents pages are interactive. Clicking on an article's title will take you to that page in the magazine.
- 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 will page number references. These references are live links and can be clicked to take you to that page.
- Any website mentioned in any article is a live link. You can click on it and you will be taken to that website.

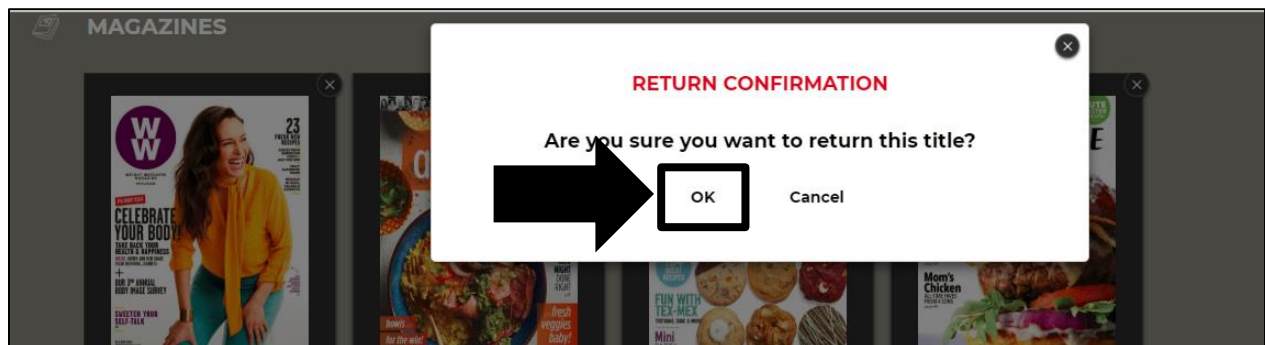
## Returning a Magazine

Follow these steps to return a magazine.

1. On the checked out page, find the magazine you want to return and click on the “X” in the upper right corner of the cover.



2. Click “OK” to confirm the return.



## **RB Digital Mobile App**

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

- Kindle Fires
- Apple Devices
- Android Devices

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