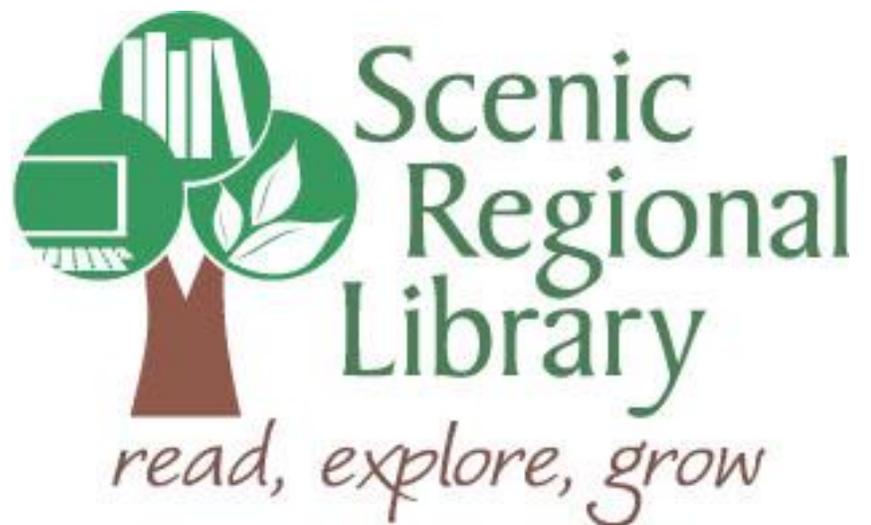


# RB Digital Mobile App Help Guide

February 2020



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## **Welcome!**

Scenic Regional Library offers patrons eAudiobooks and eMagazines through RB Digital. The purpose of this help guide is to provide you with the information you need to use RB's Digital's mobile app.

## **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 RB Digital's mobile app and the services you can access using it.

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

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

### **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.

## **Downloading the App**

Currently, RB Digital has apps for the following devices.

- Kindle Fires
- Android Devices (OS 4.0 or higher)
- Apple Devices (iOS 8.0 or higher)

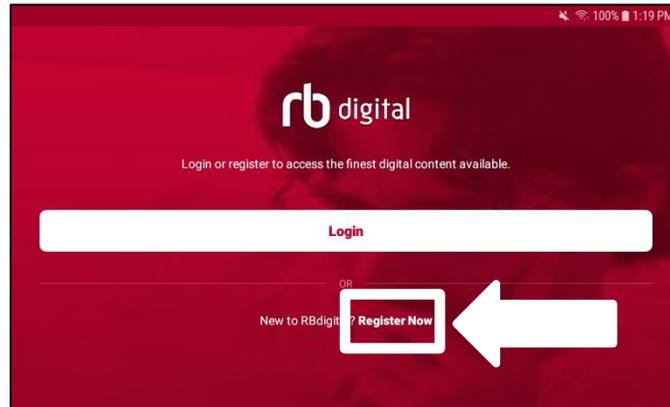
To download the app, go to your device's app store and search for RB Digital.

## Registering for an RB Digital Account

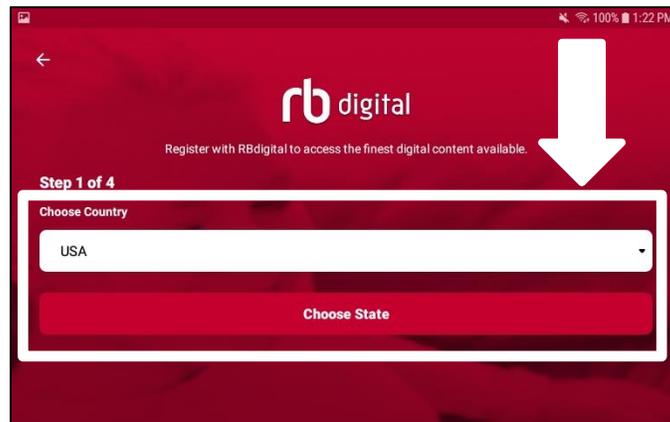
In order to use RB Digital, you must register for an account. You will need an email address and your library card number.

Follow these steps to register for an RB Digital account.

1. Tap “Register Now.”



2. Choose your country from the drop down menu and then tap “Choose State.”

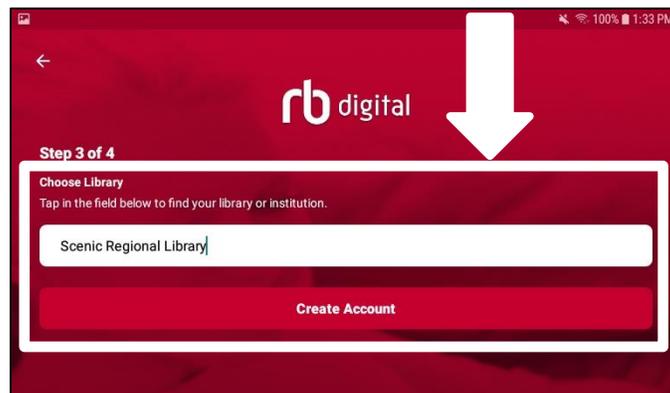


## Registering for an RB Digital Account, continued

3. Choose your state from the drop down menu and then tap “Choose Library.”

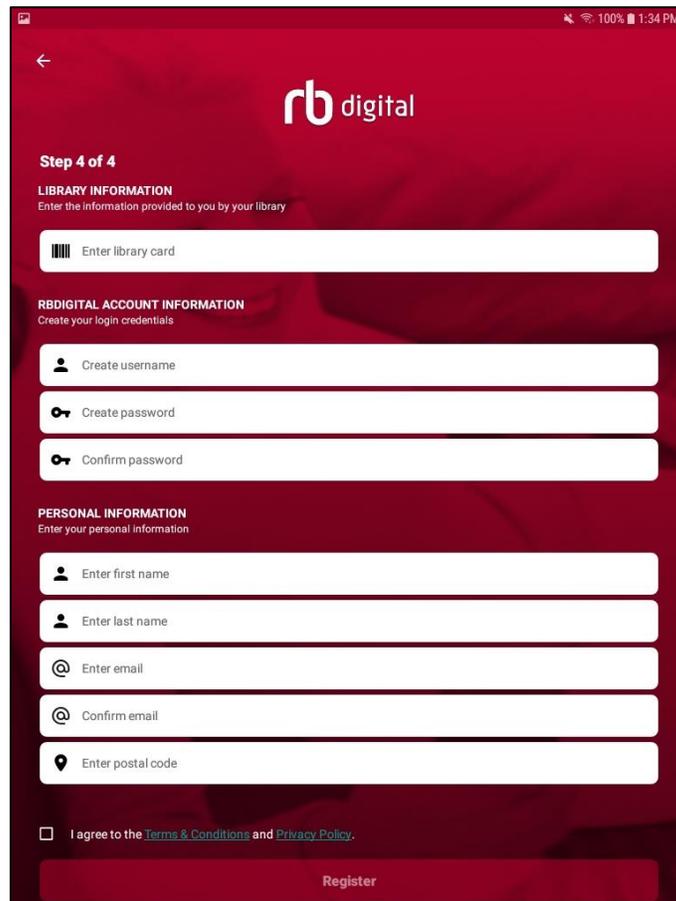


4. Type “Scenic Regional Library” and select it from the list of choices. Tap “Create Account.”



## Registering for an RB Digital Account, continued

5. Complete the required fields and tap “Register.” Do not forget to tap the box to agree to the terms and conditions.



The screenshot shows the registration process on a mobile device. At the top, there is a back arrow and the 'rb digital' logo. The page is titled 'Step 4 of 4' and is divided into three sections: 'LIBRARY INFORMATION', 'RBDIGITAL ACCOUNT INFORMATION', and 'PERSONAL INFORMATION'. Each section contains input fields for various details. At the bottom, there is a checkbox for agreeing to terms and conditions, and a 'Register' button.

**Step 4 of 4**

**LIBRARY INFORMATION**  
Enter the information provided to you by your library

Enter library card

**RBDIGITAL ACCOUNT INFORMATION**  
Create your login credentials

Create username

Create password

Confirm password

**PERSONAL INFORMATION**  
Enter your personal information

Enter first name

Enter last name

Enter email

Confirm email

Enter postal code

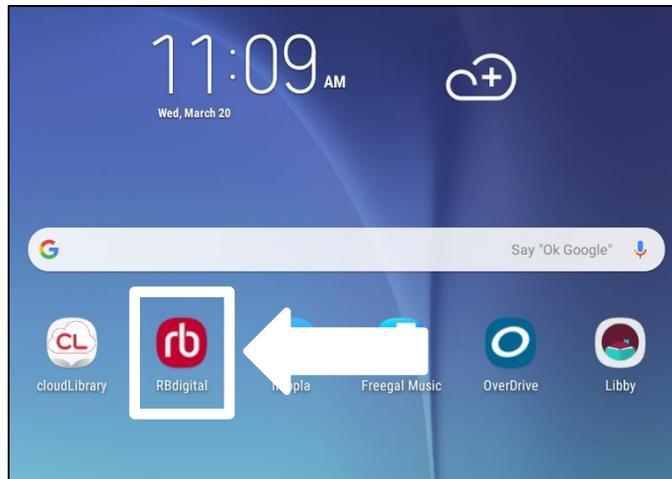
I agree to the [Terms & Conditions](#) and [Privacy Policy](#).

Register

## Logging into the Mobile App

Follow these steps to log into the mobile app.

1. Tap on the RB Digital icon.



2. Tap "Login."

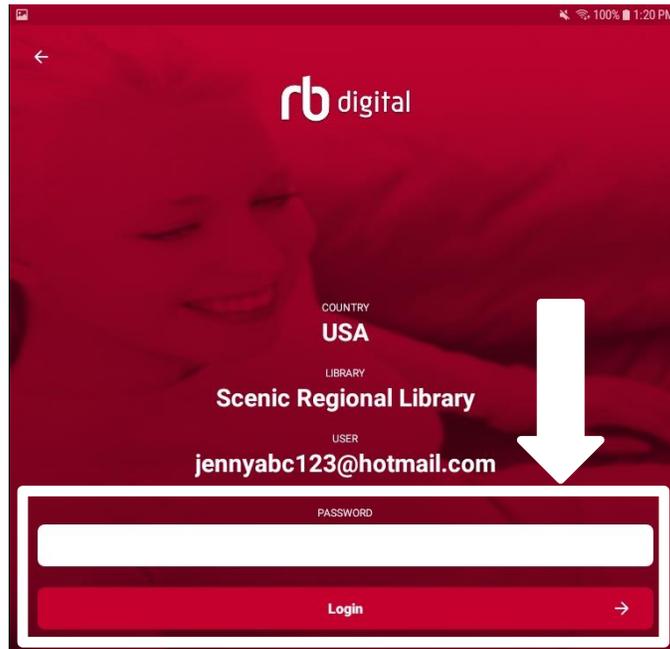


3. Select your country from the drop down menu and type in your user name / email address. Tap "Next."



## Logging into the Mobile App, continued

4. Enter your password and tap “Login.”

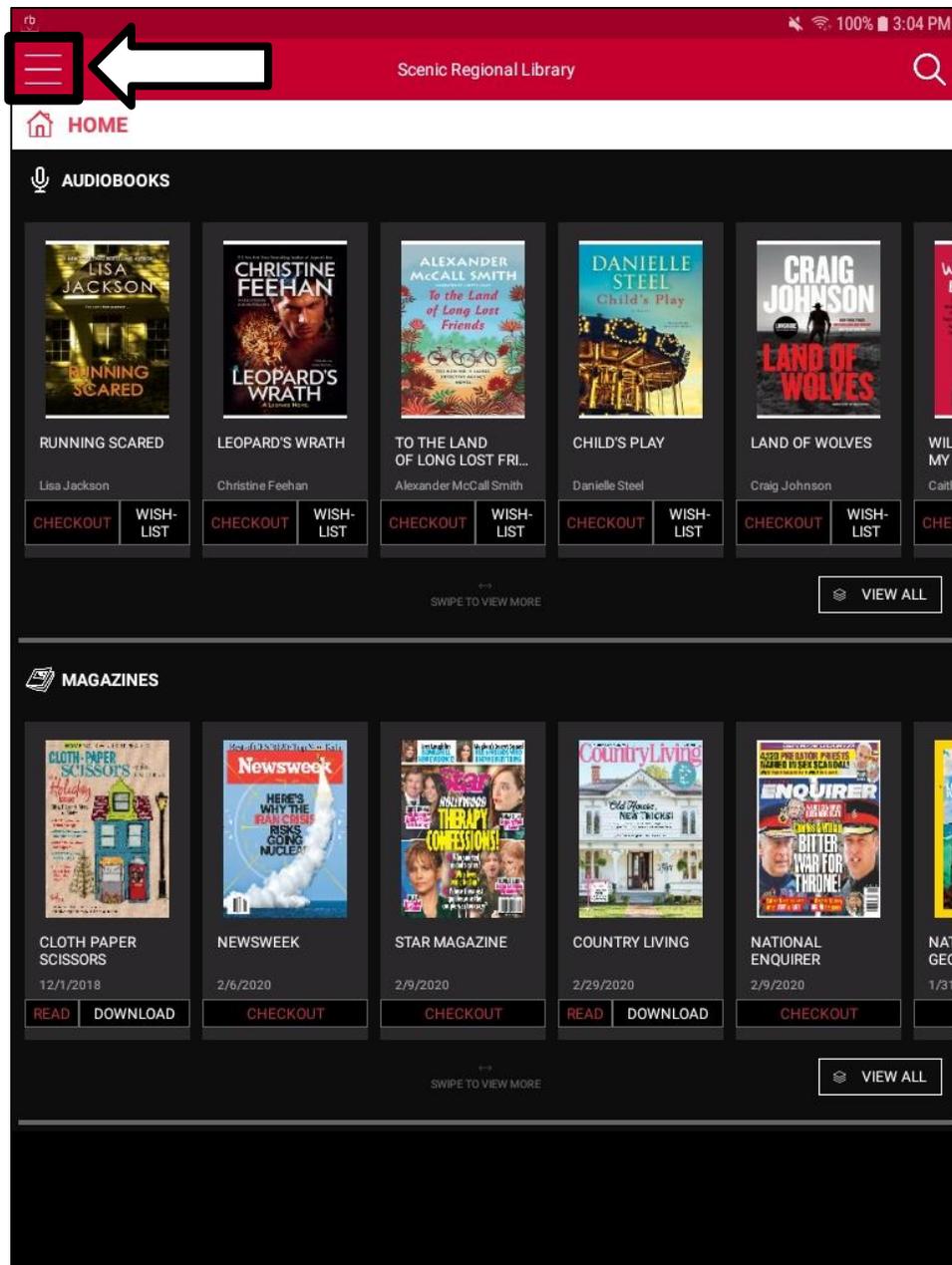


Note that if the app asks to allow RB Digital to access photos, media, and files on your device, tap “Allow.” If you deny this request, you will not be able to download titles to your device for offline listening / reading.

## RB Digital Mobile App Home Page

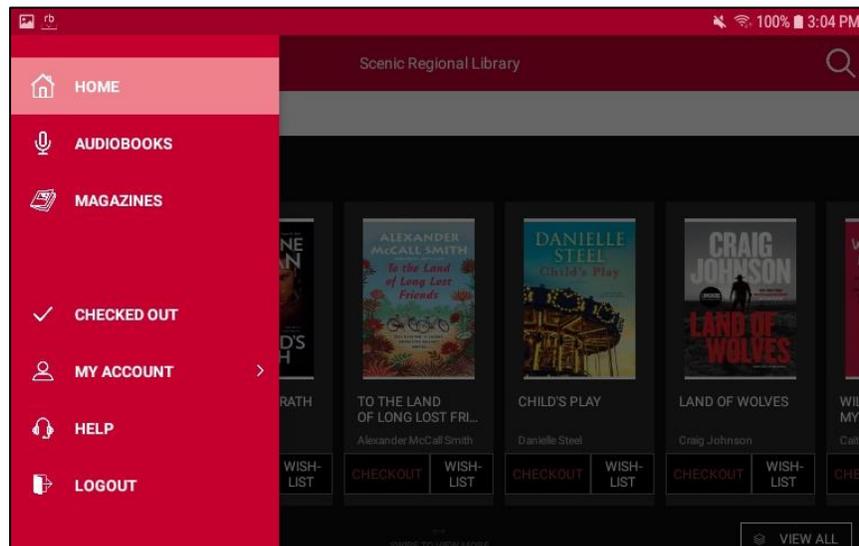
Most of the functions you will use in the RB Digital app can be accessed from the home page.

Menu Button – Opens a slide drawer menu allowing you to access a variety of options.



## RB Digital Mobile App Home Page, continued

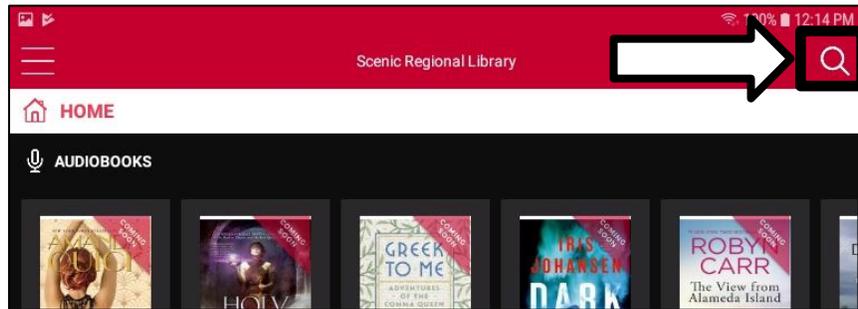
The screen shot below illustrates the menu.



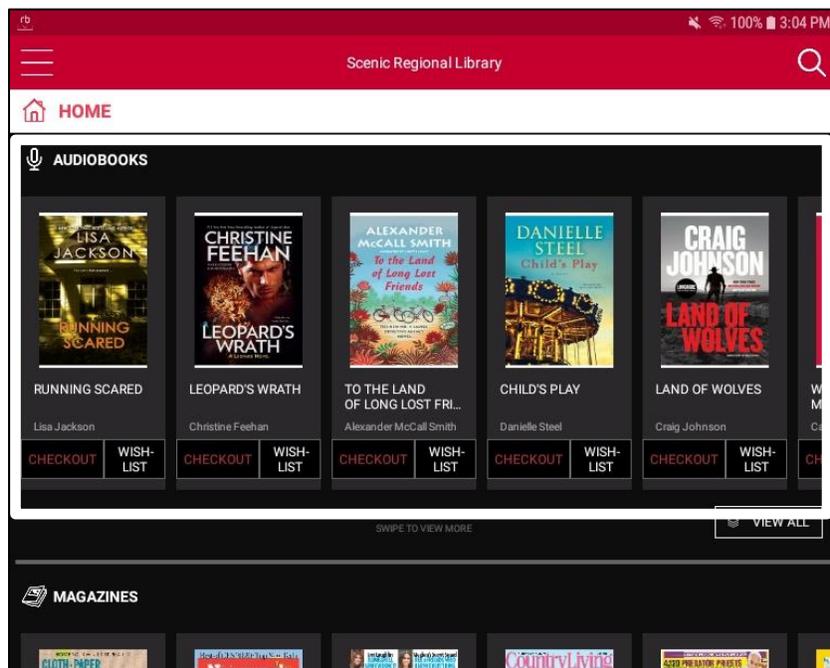
- Home – Takes you to the app's home page.
- Audiobooks – Takes you the audiobook collection.
- Magazines – Takes you to the magazine collection.
- Checked Out – Takes you to the list of items you currently have borrowed.
- My Account / Wishlist – Takes you to the list of items you have added to your wishlist.
- My Account / Holds – Takes you a list of items you have on hold.
- My Account / History – Takes you to a list of items you have borrowed in the past.
- My Account / Recommendations – Takes you to a list of items RB Digital recommends for you.
- My Account / Profiles – Takes you to a page where you can add profiles to the app.
- My Account / Settings – Takes you to a page where you can edit several settings for your app.
- Help – Takes you to the app's help page.
- Logout – Signs you out of the mobile app

## RB Digital Mobile App Home Page, continued

Search – Opens a drop down search feature you can use to search the collection.

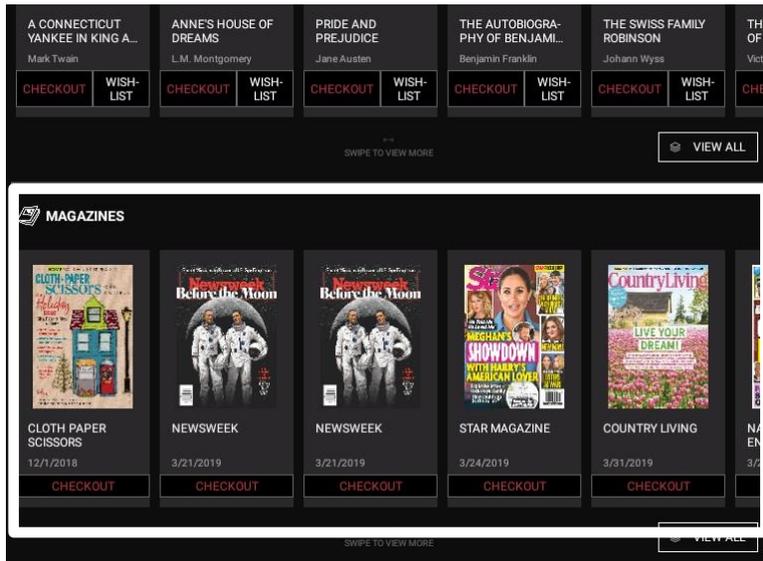


Audiobooks Viewing Window – Shows you RB Digital’s featured audiobooks. This window is horizontally scrollable.



## RB Digital's Mobile App Home Page, continued

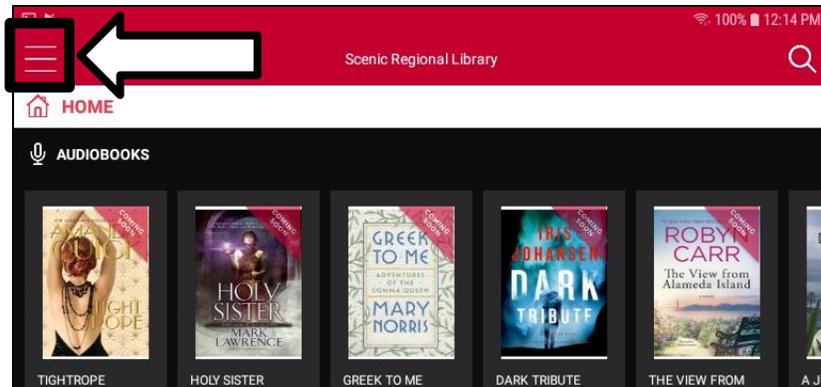
Magazines Viewing Window – Shows you featured magazines. This window is horizontally scrollable.



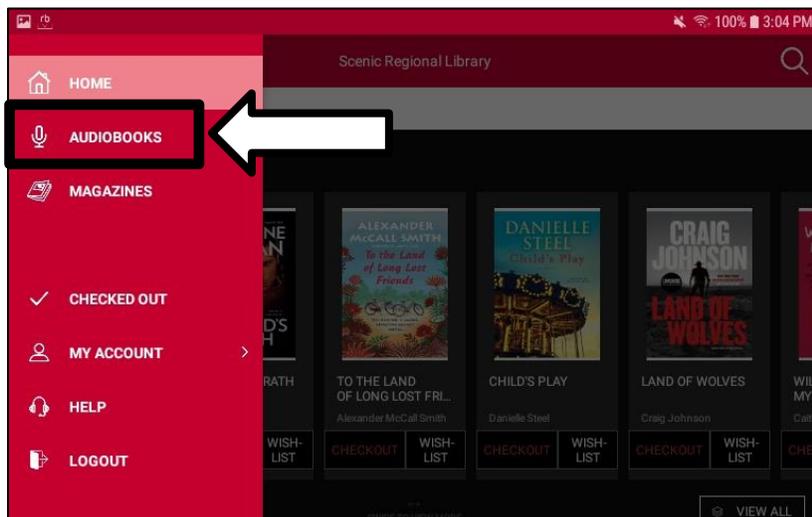
## Browsing and Borrowing Audiobooks

Follow these steps to browse and borrow an audiobook.

1. Tap the menu button.

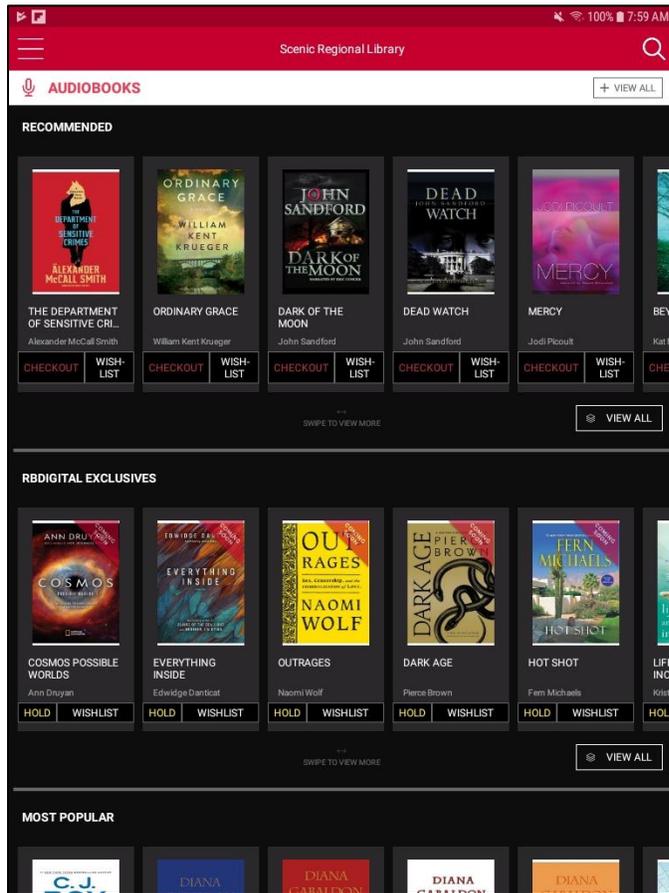


2. Tap "Audiobooks."

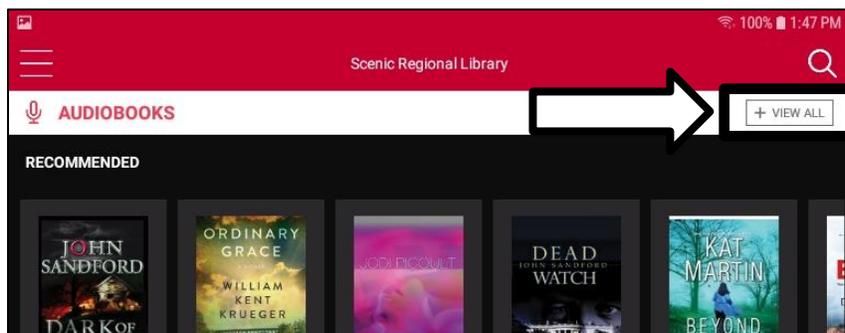


## Browsing and Borrowing Audiobooks, continued

3. Scroll horizontally to see additional titles or continue to step 4 to see more titles.

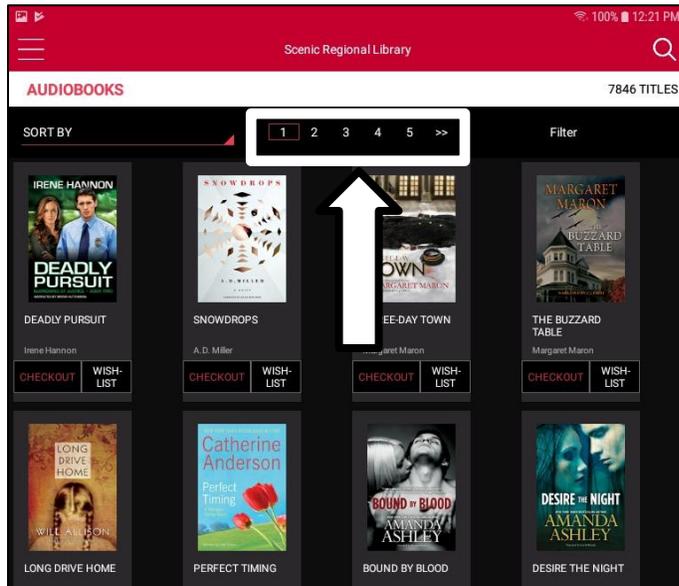


4. Tap "View All."



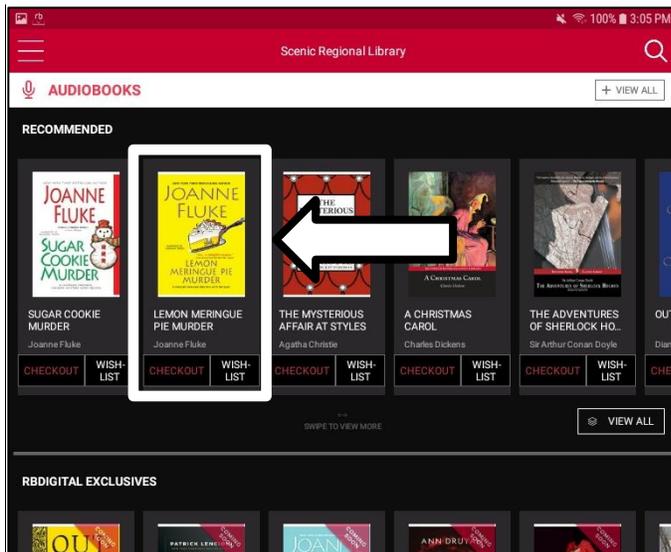
## Browsing and Borrowing Audiobooks, continued

5. Scroll vertically to see additional titles.
6. Tap on the page numbers to see additional pages of titles.

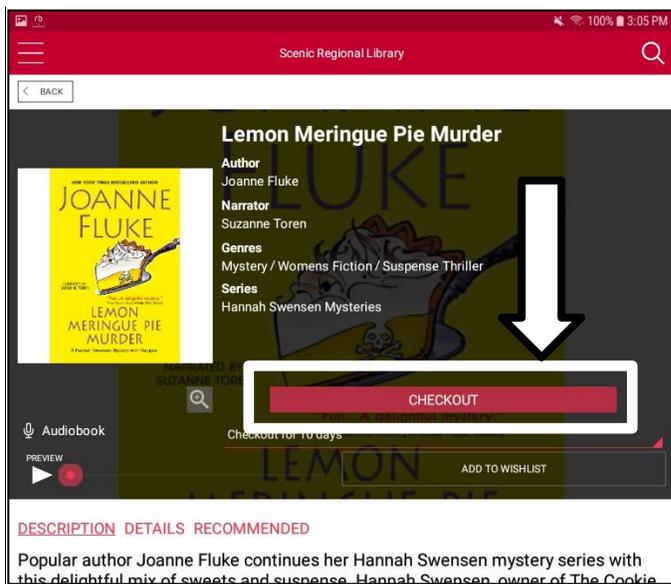


## Browsing and Borrowing Audiobooks, continued

7. Tap on any title to see additional information.



8. Tap "Checkout."



## Browsing and Borrowing Audiobooks, continued

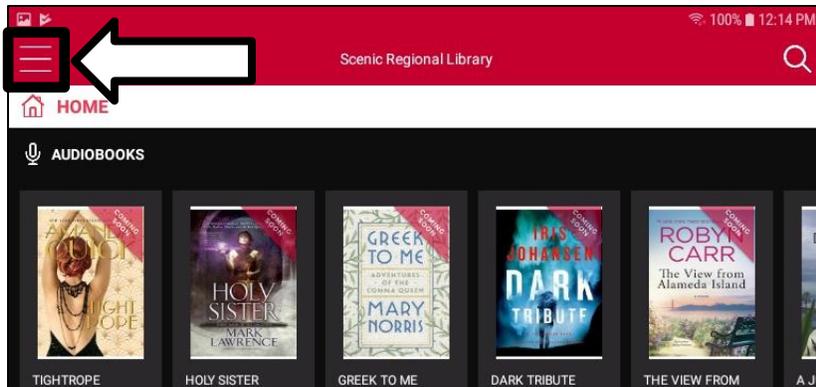
### Notes

- If you do not need to see additional information about a title, you can tap “Checkout” under the title’s cover.
- If you want the titles sorted in a different order, you can tap “Sort By” and choose a sorting order.
- If you want to filter the collection, you can tap “Filter” and use the options to narrow down the collection.
- You can also tap the magnifying glass to open a search window, which will allow you to search the collection by keyword, title, author, or narrator.

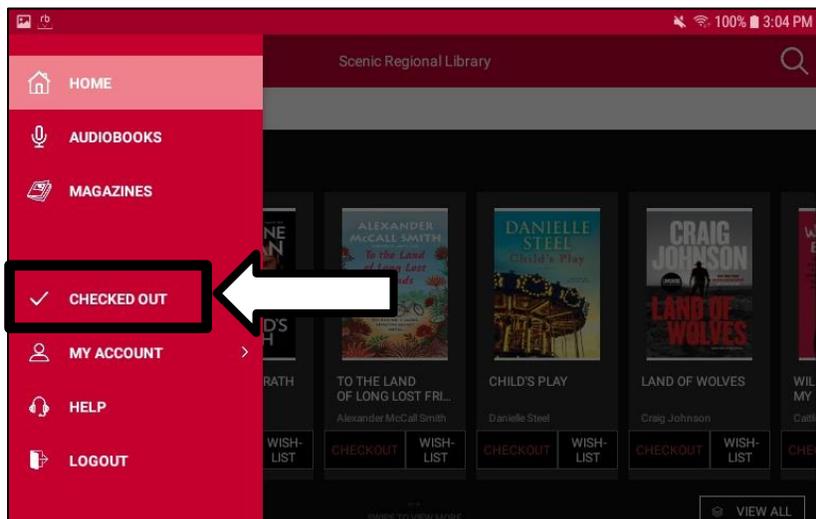
## Listening to an Audiobook

Follow these steps to download and listen to an audiobook in the mobile app.

1. Tap the menu button.

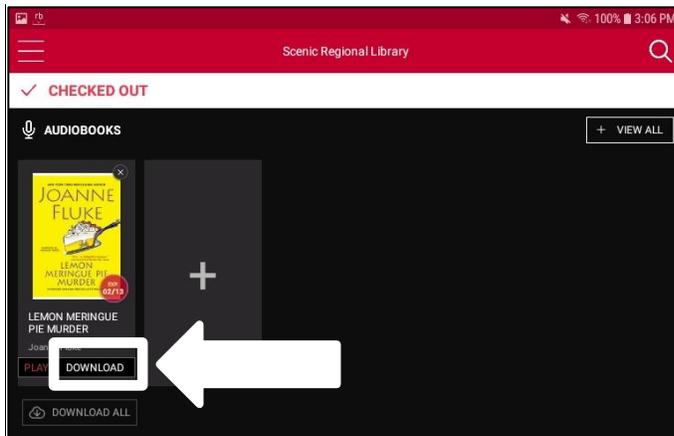


2. Tap "Checked Out."

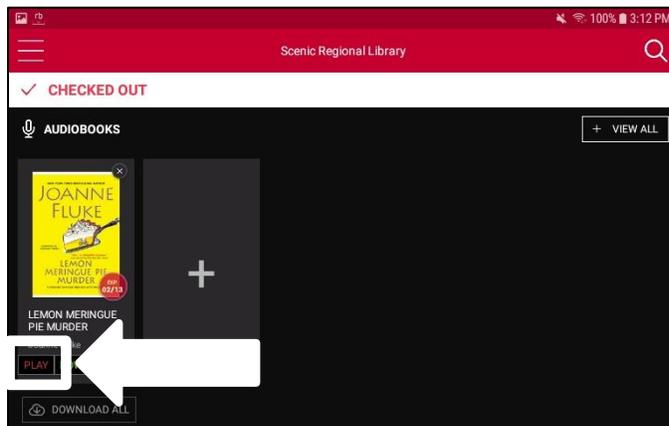


## Listening to an Audiobook, continued

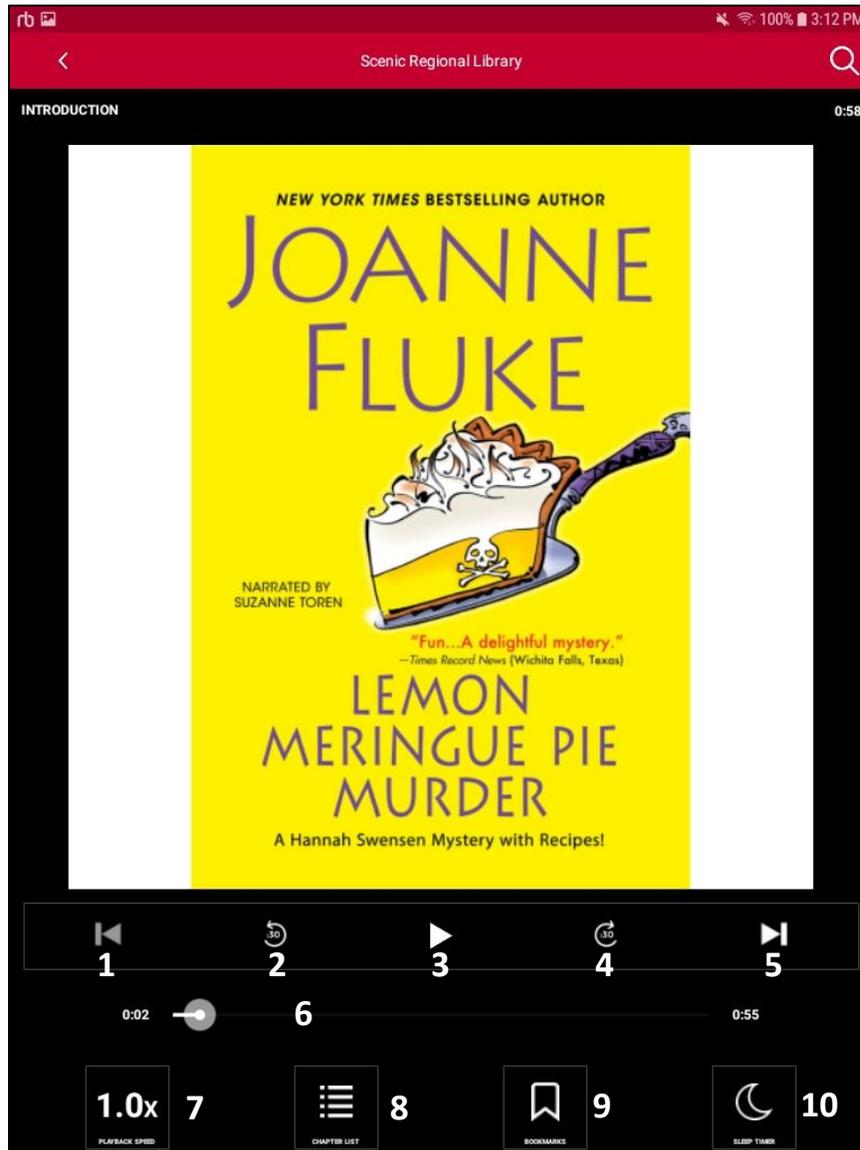
3. Tap “Download.” Note that an active internet connection will need to be maintained while the audiobook is downloading.



4. Tap “Play.”



## Listening to an Audiobook, continued

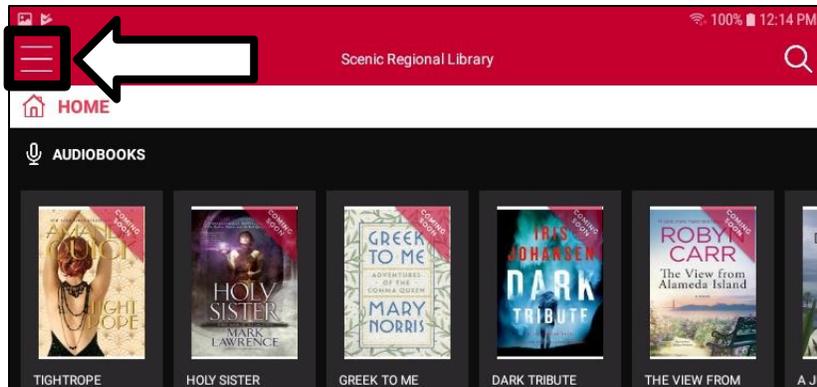


- 1 – Previous Track: Takes you back one track.
- 2 – Rewind: Takes you back 30 seconds.
- 3 – Play / Pause: Plays and pauses the audiobook.
- 4 – Fast Forward: Takes you forward 30 seconds.
- 5 – Next Track: Takes you forward one track.
- 6 – Scrub Bar: Displays your progress in the current track.
- 7 – Playback Speed: Changes the speed at which the audiobook plays.
- 8 – Chapter List: Displays a clickable chapter list.
- 9 – Bookmarks: Allows you set bookmarks and access bookmarks you've created.
- 10 – Sleep Timer: Allows you to set a timer for the audiobook to stop playing.

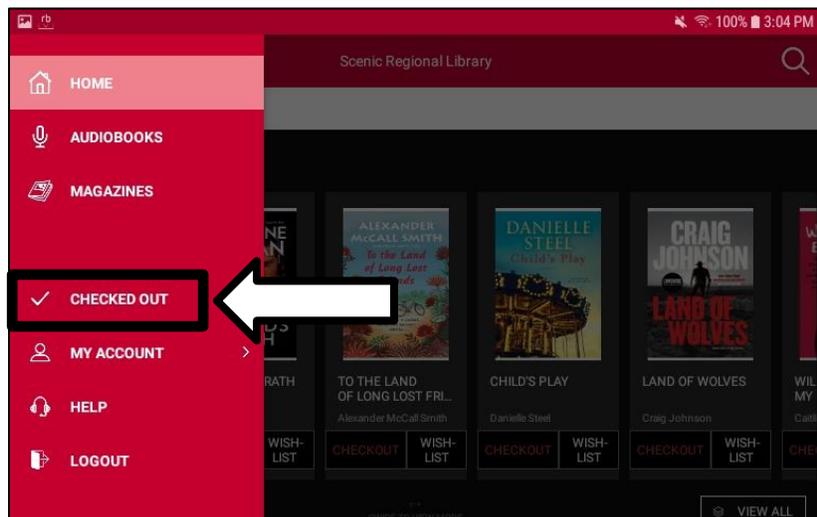
## Returning an Audiobook Early

Follow these steps to return an audiobook early.

1. Tap the menu button.

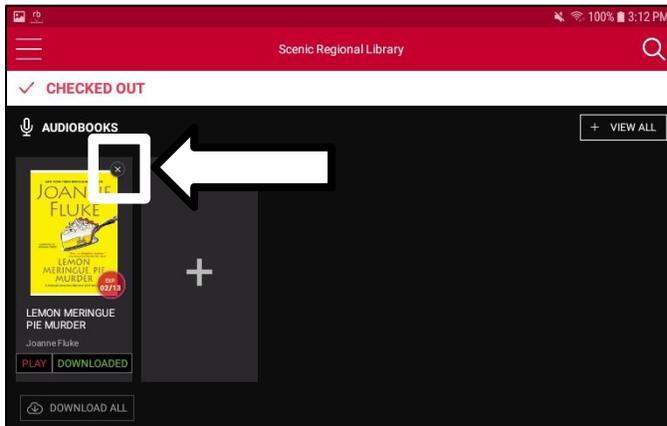


2. Tap "Checked Out."



## Returning an Audiobook Early, continued

3. Tap on the “x” in the upper right corner of the audiobook cover.



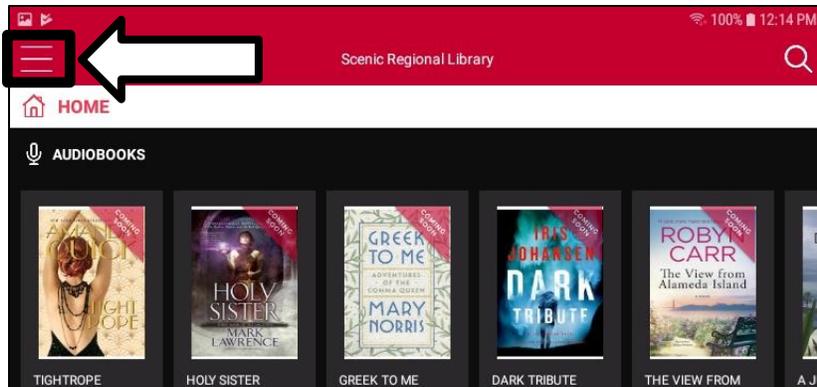
### Notes

- You can also tap on the book cover and then tap “Return” on the details screen.
- You can also renew a title by tapping on the book cover and then tapping “Renew” on the details screen.

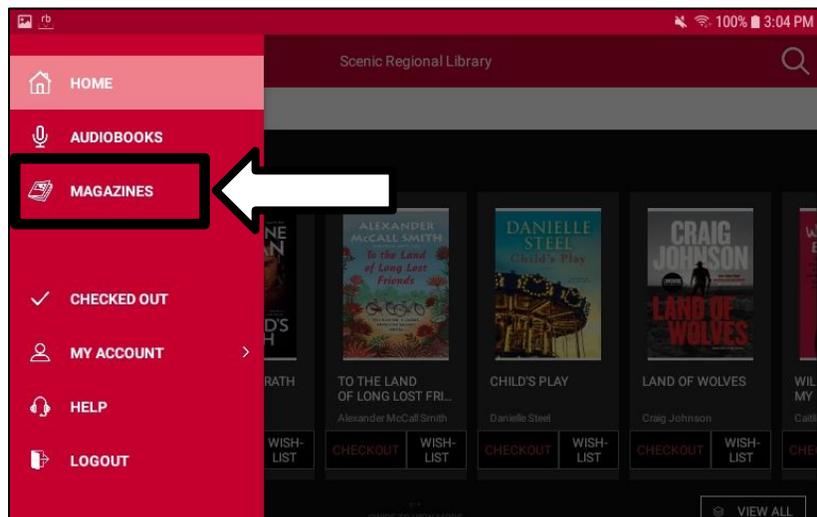
## Browsing and Borrowing Magazines

Follow these steps to browse and borrow a magazine.

1. Tap the menu button.

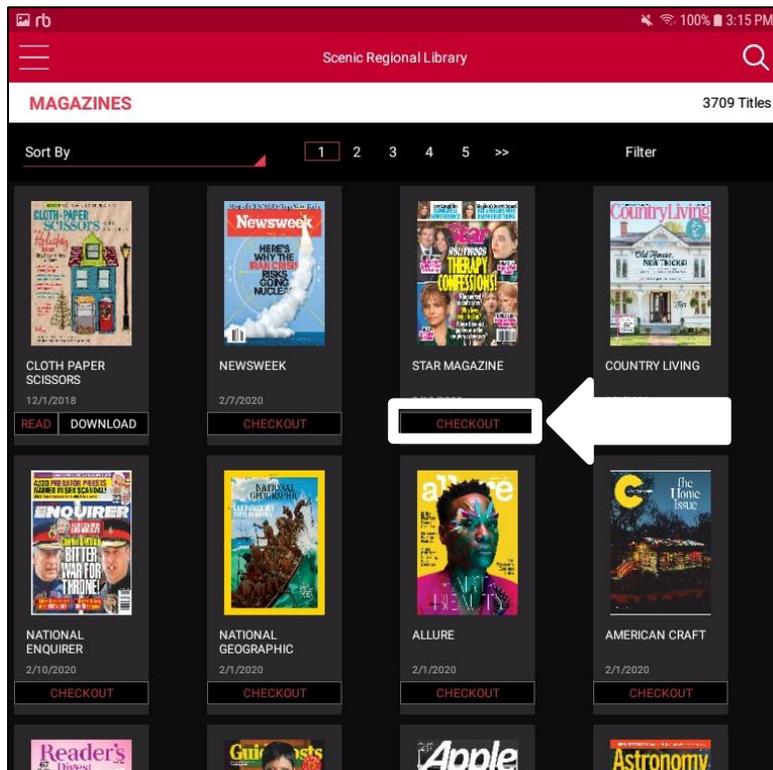


2. Tap "Magazines."



## Browsing and Borrowing Magazines, continued

3. Scroll vertically to see additional titles.
4. Tap “Checkout.”



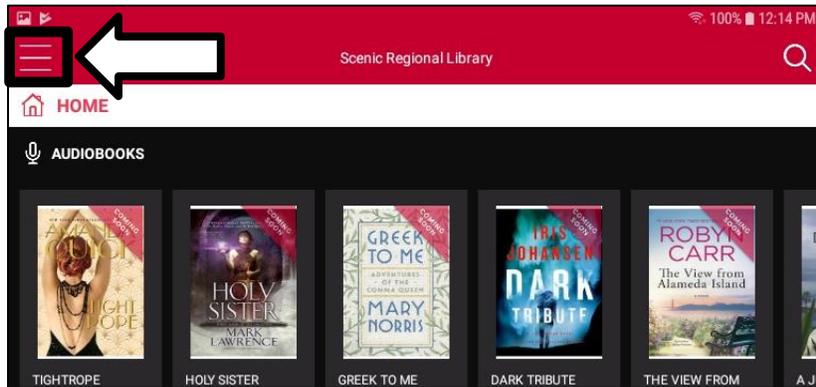
### Notes

- You can tap on “Sort By” and choose a different sort order.
- You can tap on the page numbers to see additional pages of magazines.
- You can tap “Filter” and use the options to narrow down the collection.
- You can tap on any cover to go to the details page which will give you more information about the magazine.
- On the details page, you can tap “View All Issues” to see all of the back issues of that magazine that are available for checkout.
- When you checkout a magazine for the first time, a pop up window will ask if you want the next issue to be automatically checked out to you when it is released. If yes, tap the box to put a checkmark in it and tap “OK.” If no, just tap “OK.”

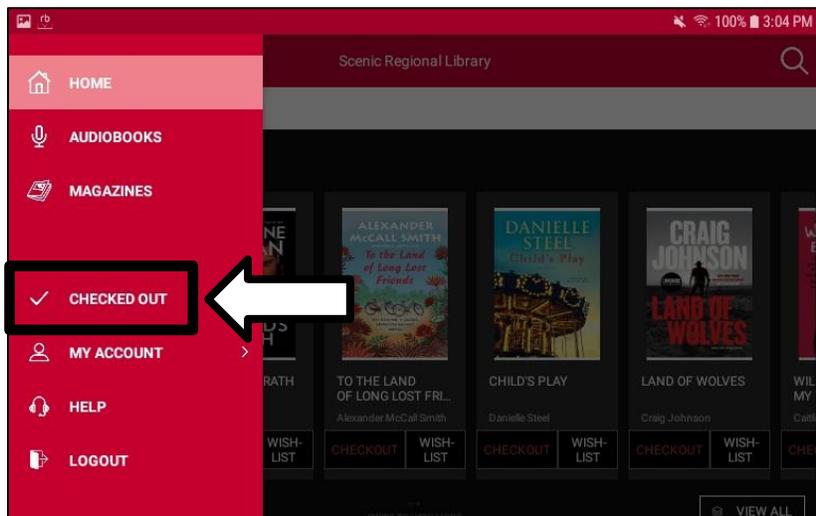
## Reading Magazines

Follow these steps to read your magazines in the mobile app.

1. Tap the menu button.

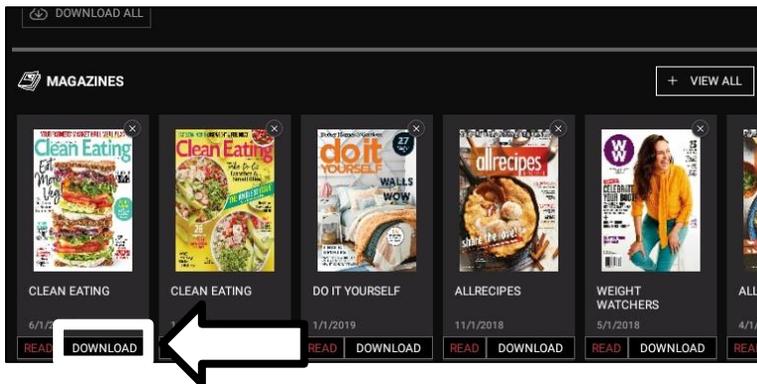


2. Tap "Checked Out."

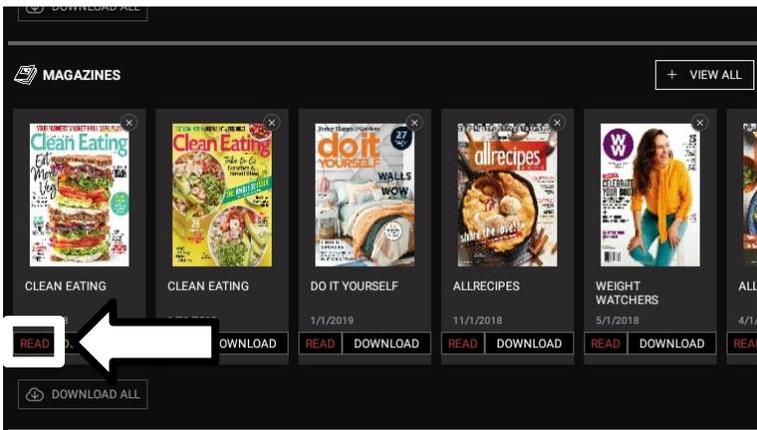


## Reading Magazines, continued

3. Tap “Download.” Note that the magazine will download and an active internet connection will need to be maintained while it’s downloading.



4. Tap “Read.”



## Reading Magazines, continued

The screen shot below gives you a general idea of what the magazine will look like in the reader. However, due to RB Digital's security policy, a screen shot of the most recent magazine reader cannot be included in this guide. Tap in the center of the screen to make the top and bottom menus disappear and tap again to make them reappear. Swipe the screen left and right to turn the pages.



- 1 – Closes the magazine. In the updated reader, this will be an “x” as opposed to an arrow.
- 2 – Opens a pop up window explaining how to use the features in the magazine reader. In the updated reader, this will be an “i” with a circle around it.
- 3 – Tapping on any of these small thumbnails takes you to that page in full screen.

## Reading Magazines, continued

In the updated reader, there will be three additional features under the thumbnail images.

- The “Contents” button will display the entire magazine in thumbnail images. Tap on any thumbnail to open that page in full screen. You can also tap on “Articles” to display thumbnails of the articles in the magazine. Tap on any of these to open that article.
- The “Format” button will display a pop up window allowing you to change the text size, brightness, and color scheme of the magazine.
- The “Text” button allows you to change the article you are current reading into complete text view so that it reads more like an eBook.

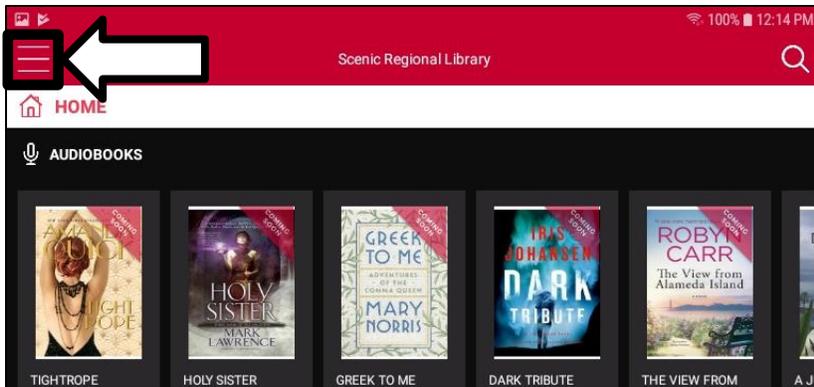
### Notes

- The Contents pages in the magazines are interactive. You can tap on an article’s title and it will take you to that page in the magazine.
- Double tapping on any page while you are reading will zoom in on the page. You can hold your finger on the zoomed in page to move it around. Double tap again to zoom back out.
- Magazine articles will often continue a story on a subsequent page, such as “*continued on page 83.*” These references are live links and tapping on them will take you to that page.
- Any website mentioned in an article is a live link. Tap on the link and your device will open a browser window and take you to that website. Your device will need to be connected to the internet for this to work.

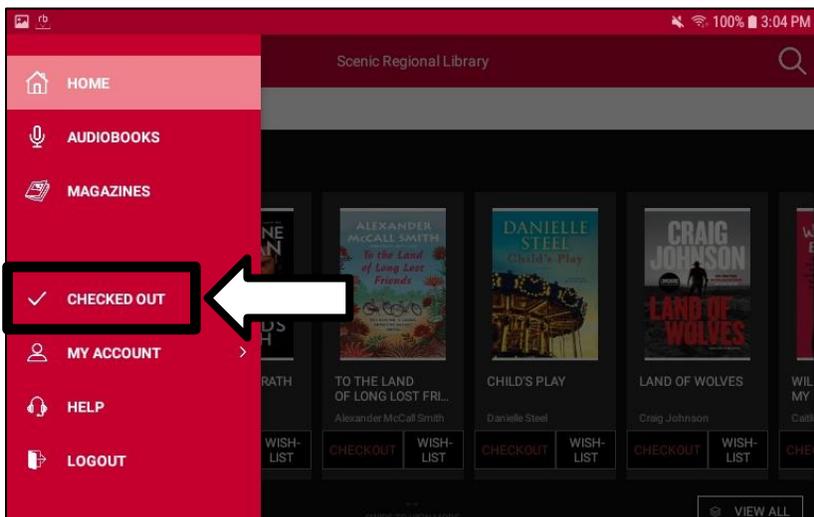
## Returning a Magazine

Follow these steps to return a magazine.

1. Tap the menu button.



2. Tap "Checked Out."



# Returning a Magazine, continued

3. Tap the “x” in the upper right corner of the magazine cover.

