

RBDIGITAL QUICK USER GUIDE

GO TO YOUR **LIBRARY WEBSITE** AND CLICK ON RBDIGITAL WEB BANNER. YOU CAN DO THIS FROM YOUR MOBILE DEVICE OR PC.

YOU WILL BE DIRECTED TO A SCREEN THAT SHOWS YOUR LIBRARY'S EBOOKS AND EAUDIOBOOKS. ON TOP RIGHT OF PAGE YOU WILL SEE REGISTER. CLICK THAT AND PUT IN YOUR LIBRARY BARCODE NUMBER. FILL OUT THE REQUIRED INFORMATION.

THE EMAIL ADDRESS IS IMPORTANT INFORMATION OUR SUPPORT TEAM WILL NEED TO HELP YOU WITH ANYTHING SO PLEASE USE AN EMAIL ADDRESS YOU WILL REMEMBER.

IF YOU WANT TO USE THE MOBILE APP, **IMMEDIATELY** AFTER SETTING UP YOUR ACCOUNT AT YOUR LIBRARY WEBSITE, GO TO YOUR PHONE/TABLET'S APP STORE AND SEARCH FOR RBDIGITAL. DOWNLOAD THE APP.

WHEN YOU OPEN THE APP FOR THE FIRST TIME, YOU WILL BE TAKEN TO A RED SCREEN THAT ASKS FOR YOUR EMAIL ADDRESS. USE THE SAME EMAIL ADDRESS YOU JUST USED TO SET UP YOUR ACCOUNT. IT WILL PROMPT YOU TO PUT IN THE PASSWORD YOU JUST USED RIGHT AFTER THAT.

PLEASE NOTE, THE SERVICE RECOGNIZES YOUR LIBRARY CARD NUMBER WITH WHAT LIBRARY YOU SELECT AND WILL NOT CONTINUE UNTIL THE TWO MATCH. THIS HELPS YOUR LOCAL LIBRARY GET THE CIRCULATIONS AND HELPS WITH THEIR REPORTS.

YOU ARE NOW SIGNED IN AND READY TO GO. YOU WILL BE DIRECTED TO THE HOMEPAGE WHERE YOU WILL SEE ALL THE LIBRARY'S ECONTENT.

APP INSTRUCTIONS

YOU MUST FIRST CREATE AN ACCOUNT ON THE LIBRARY'S WEBSITE BEFORE USING THE APP.

THERE ARE TWO MAIN BUTTONS ON THE APP THAT YOU WILL USE CONSISTENTLY. ON THE TOP LEFT, YOU WILL SEE THREE HORIZONTAL LINES. TAP THIS TO SHOW THE MENU. THE OTHER IS THE MAGNIFYING GLASS ON THE TOP RIGHT.

MENU BUTTONS

HOME: SHOWS ALL THE ECONTENT THE LIBRARY HAS TO OFFER.

AUDIOBOOKS: SHOWS THE EAUDIOBOOKS IN YOUR LIBRARY COLLECTION. THESE ARE BROKEN DOWN INTO MOST POPULAR, NYT BEST SELLERS, NEWLY ADDED AND WHAT HAS BEEN RECOMMENDED ON THE BOTTOM. YOU HAVE OVER 7000+ TITLES THAT NEVER HAVE A HOLD AND ARE ALWAYS AVAILALBLE IN ADDITION TO ALL THE NEWEST BEST SELLERS.

MAGAZINES: SHOWS ALL THE EMAGAZINES IN YOUR LIBRARY COLLECTION

EBOOK: SHOWS ALL THE EBOOKS YOU HAVE IN YOUR LIBRARY COLLECTION. BROKEN INTO CATEGORIES EXACTLY LIKE EAUDIOBOOKS.

CHECKED OUT: THIS WILL SHOW YOU WHERE ALL THE CONTENT YOU'VE CHECKED OUT RESIDES.

RECOMMENDED: YOU WILL SEE TITLES THAT THE APP RECOMMENDS TO YOU BASED ON PREVIOUS CHECKOUTS AND WHAT YOU SELECTED AT THE GENRE SETTINGS.

WISHLIST: PUTS A BOOK INTO YOUR QUEUE WITHOUT CHECKING OUT. FOR FUTURE REFERENCE.

HOLDS: PUT A BOOK ON HOLD. IF YOU TAP THE COVER OF THE BOOK, IT WILL OPEN AND THE GRAY LINE IN THE MIDDLE LETS YOU KNOW WHERE YOU ARE IN THE HOLD LINE FOR THE BOOK.

HISTORY: THIS WILL TAKE YOU TO EVERY EBOOK, EAUDIOBOOK, AND EMAGAZINE THAT YOU HAVE EVER CHECKED OUT.

YOUR PROFILES: RBdigital ALLOWS YOU TO HAVE AS MANY ACCOUNTS OR PROFILES AS YOU WANT ON ANY DEVICE. EACH ACCOUNT NEEDS A SEPARATE BARCODE. TAP ON THE + BUTTON TO ADD A PROFILE. PUT IN THE EMAIL ADDRESS AND PASSWORD ASSOCIATED WITH THAT EMAIL, AND YOU CAN SWITCH BACK AND FORTH TO DIFFERENT ACCOUNTS.

SETTINGS: TAP AUTO DOWNLOAD TITLES TO TURN ON THIS FEATURE. THIS ALLOWS YOUR DEVICE TO AUTOMATICALLY DOWNLOAD ANY CHECKED OUT BOOKS WITHOUT HAVE TO WAIT. AS LONG AS YOU'RE CONNECTED TO THE INTERNET, YOUR TITLES WILL AUTOMATICALLY DOWNLOAD.

AUDIOBOOK/EBOOK PREFERENCES: THIS ALLOWS USERS TO PUT SPECIFIC GENRES OF BOOKS THEY ARE INTERESTED IN FOR THEIR RECOMMENDED TITLE LISTS. PICK WHICH TYPE OF BOOKS YOU'RE INTERESTED IN AND THEY WILL BE IN YOUR RECOMMENED AREA.

TO RETURN AN EBOOK, EMAGAZINE OR EAUDIOBOOK: EITHER CLICK THE "X" ON THE TOP RIGHT OF THE CHECKED OUT BOOK OR TAP ON THE COVER AND RETURN FROM THERE.

YOU CAN RENEW ANY BOOK THAT DOESN'T HAVE A HOLD ON IT.

EAUDIOBOOK PLAYING: ONCE YOU'VE DOWNLOADED A BOOK AND START PLAYING, THERE ARE SOME FEATURES YOU MIGHT LIKE. YOU HAVE A PLAY/PAUSE BUTTON. ALSO A FORWARDS AND BACKWORDS 30 SECOND BUTTON AND A FORWARD AND BACKWARS 1 CHAPTER BUTTON.

ON THE BOTTOM OF THE EAUDIOBOOK PLAY SCREEN, YOU CAN CHANGE THE SPEED OF THE PLAYBACK UP TO 2 TIMES THE NORMAL SPEED OR SLOW DOWN TO HALF SPEED. PICK WHAT SPEED WORKS BEST FOR YOU.

THERE IS A CHAPTER AND BOOKMARK BUTTON AND THEN A SLEEP TIMER BUTTON. YOU CAN SET THIS FROM 15 MINUTES TO 90 MINUTES AND THE

AUDIOBOOK WILL AUTOMATICALLY STOP AND BOOKMARK YOUR PLACE AFTER THE TIMER GOES OFF.

EBOOK TIPS: AFTER DOWNLOADING AN EBOOK, TAP READ. THERE IS ONLY ONE BUTTON THAT YOU WILL USE FOR READING EBOOKS. IT IS ON THE TOP LEFT NEXT TO THE BACK BUTTON AND LOOKS LIKE A GEAR. TAP HERE.

PAGE LAYOUT: LETS YOU CHANGE THE BRIGHTNESS, LOCK ROTATION, SET MARGINS AND THE PAGE TRANSITION EFFECT.

TEXT SETTINGS: THIS WILL BE THE MAIN BUTTON YOU USE FOR EBOOKS. FROM HERE, PATRONS CAN CHANGE THE TEXT SIZE, WHAT TYPE OF FONT THEY WANT AND WHAT THE LINE SPACING WILL LOOK LIKE. PICK YOUR FAVORITE SETTINGS AND TAP BACK.

THEMES: THIS IS WHERE YOU CAN SET THE COLOR SCHEMES FOR YOUR BOOKS. IT IS SET FOR A WHITE BACKGROUND AND BLACK PRINT. YOU CAN CHANGE THIS TO WHAT YOU LIKE. THERE IS AN OUTDOOR SETTING FOR THOSE WHO LIKE TO READ OUTSIDE. THE NIGHT SETTING CHANGES THE BACKGROUND COLOR TO BLACK AND THE PRINT TO WHITE.

EMAGAZINE TIPS: THERE ARE NO LIMITS AS TO HOW MANY MAGAZINES A PATRON DOWNLOADS. THEY CAN BE KEPT FOR AS LONG AS THEY LIKE AND NEVER HAVE TO RETURN THEM IF WANTED.

AFTER CHECKING OUT AN EMAGAZINE, YOU WILL GET A POPUP NOTICE ASKING IF YOU'D LIKE TO BE NOTIFIED AS SOON AS THE NEWEST ISSUE OF A PARTICULAR MAGAZINE BECOMES AVAILABLE. TAP THE MAGAZINE COVER AND YOU CAN RETURN FROM HERE OR VIEW ALL ISSUES. WE GIVE YOU PREVIOUS BACK ISSUES SO YOUR COLLECTION WILL CONTINUE TO GROW.

TAP READ AND THE MAGAZINE OPENS. YOU CAN SWITCH FROM A TEXT SETTING TO A PDF SETTING. TAP THE MIDDLE OF YOUR SCREEN AND ON THE TOP RIGHT YOU WILL SEE 3 HORIZONTAL LINES. THIS ALLOWS YOU TO VIEW ALL THE INDIVIDUAL PAGES AS WELL AS THE ARTICLES.

IF YOU TAP TO THE TEXT BUTTON, YOU CAN INCREASE THE SIZE OF THE PRINT FROM HERE, CHANGE THE MAGAZINE FROM DAYTIME TO NIGHT MODE AND CHANGE TO PDF OR TEXT FORMAT.

IF YOU TAP THE MAGAZINE SCREEN, ALL OF THE PAGES WILL SHOW UP ON THE BOTTOM. SCROLL THROUGH THESE UNTIL YOU FIND YOUR PLACE.

THE MAGNIFYING GLASS ON THE TOP RIGHT IS YOUR SEARCH BUTTON. TAP THIS AND YOU CAN SEARCH FOR WHAT TYPE OF FORMAT YOU WANT AND SELECT THE GENRE, AUDIOENCE OR WHAT'S AVAILABLE.

THERE IS ALSO A SUGGESTED SEARCH WHERE IF YOU PUT IN 3 OR FOUR LETTERS, IT WILL SUGGEST EVERYTHING IN YOUR COLLECTION THAT STARTS WITH THESE LETTERS.

TAP ON THE COVER OF AN EBOOK OR EAUDIOBOOK AND YOU WILL SEE THE NAME OF THE BOOK, THE AUTHOR, NARRATOR, THE GENRE AND THE SERIES. THESE ARE LIVE LINKS SO IF YOU PICK THE AUTHORS NAME, TAP ON THAT AND ALL THE BOOKS BY THIS AUTHOR WILL SHOW. IT WORKS THE SAME FOR THE SERIES, NARRATORS, AND GENRES.

IF YOU HAVE ANY QUESTIONS OR NEED HELP, YOU CAN SEND IN SUPPORT TICKETS TO YOURSUPPORT@RECORDEDBOOKS.COM OR CALL 877-772-8346, M-FRIDAY 7:30 AM- 6:30 PM. THEY WILL NEED YOUR EMAIL ADDRESS ASSOCIATED WITH YOUR ACCOUNT, SO PLEASE HAVE THAT READY.