

# HOW TO



## Online Magazines

### Register in Browser

- Click Create New Account to register.
- Enter your Library card number
- You will be asked for your name, email address, and to create a password.
- Once your account is created, you will be able to log into your account with the email and password you entered.

### Search

- Find titles by selecting cover or clicking Search.
- Click the “All Genres” drop-down box located in the upper right side of the browse magazine collection page. Scroll to the desired genre and the available magazines will be listed.
- Back issues for magazine are available from the time the library started subscribing to RBdigital Magazines and may be checked out at any time.
- To access the back issues, click on the cover of your magazine of choice and the current issue, along with the four most recent issues will be listed. There will be an additional link in the lower left side under the four most recent issues if additional back issues are available.

### Check Out

- Click on the “checkout now” icon located in the lower right corner of each magazine cover box to immediately checkout the most current magazine issue.
- Click on the magazine cover to get more information on the magazine and/or check out a back issue.
- After selecting the check-out button, you’ll be prompted to log in (if you aren’t already logged in) to complete your check out.
- Upon completed checkout, a Success window opens confirming the checkout with additional options to Browse for additional magazines, Start Reading using the streaming RBdigital Magazine Online Reader, and select the opt-in notification to be sent an email when the next issue of the publication is available for checkout..

### View Your Magazine Collection

- Select My Collection link to view all checkouts.
- Read or remove titles.


### Read Online in Browser

- Click on cover to read in browser.
- Menus simplify navigation.

### Use Mobile Apps

- You can use our mobile device apps, including those for iPad® and iPhone®, Android™, and Kindle Fire™. Access the app store on your phone directly or from the links provided on the library page.
- Once you have downloaded the RBdigital app from your device’s app store, you will be able to login using the same login credentials you use on your library’s RBdigital Magazines page
- Any titles you have checked out to your RBdigital account will be available across devices as long as you are logged into that account on each device.
- All magazines will load and display in the apps. The only limit is the storage size of your device because each magazine download size ranges from 50-300MB or more.
- The downloaded magazines will be available if you’re offline and/or without an Internet connection. Your mobile app needs to remain logged in to read offline.

### Get Help

- Access help by clicking on  or the Help link at the bottom of the page

