RB Digital How-To Guide

<u>RB Digital</u> offers full color, interactive digital magazines. New issues are released on RB Digital the same day print editions hit the newsstands, which means most eMagazines are available before the print edition is on Library shelves.

Step 1: Create your Library RB Digital account

- 1. Go to the Library's website. Find RB Digital on the homepage or the <u>eResources</u> page.
- 2. Bookmark this page in your web browser
- 3. Click **Create New Account** in the upper right corner.
- 4. Enter your library card number in the pop-up window and click Next.
- 5. Enter your information in the following window and click Create Account.

Step 2: Check out a magazine title

- 1. When you find a magazine you want to read click **Checkout**.
- 2. Click either **Keep Browsing** to check out more magazines, or **Start Reading** and the Library RB Digital page will open a new tab displaying the Marketplace RB Digital page.
- 3. To checkout other magazines you will need to return to the previous tab or click on your Library RB Digital bookmark.

Step 3: Create your Marketplace RB Digital account (RBDigital.com)

The Marketplace RB Digital account allows you to read the magazines you checked out from the Library RB Digital account.

- 1. Login if you have an existing Marketplace RB Digital account, otherwise click Create a RB Digital account.
- 2. If creating a new account, enter your information in the pop-up window. **Be sure to use the same email address you used when creating your Library RB Digital account**.
- 3. Once you login to your Marketplace RB Digital account, you will see the magazines you've checked out.

Step 4: Read your digital magazines

Laptop and Desktop Computers

- 1. If you have an internet connection, click on the magazine you want to read and a new window will open showing your magazine.
- 2. For offline reading, install the <u>RB Digital Reader app</u> for PC and MAC computers.

Smartphones and Tablets

- 1. Go to your device's **App Store**.
- 2. Search **RB Digital** in the search bar.

- 3. Install the free app on your device.
- 4. Launch the app.
- 5. You will be prompted to **login** to your Marketplace RB Digital account.
- 6. After you login, you will find your magazines in the **Read** or **My Library** menu. Click on the magazine you wish to read and it will download to your device.
- 7. To find and check out more titles, you must return to in your <u>RB Digital bookmark</u> in your web browser. You cannot borrow more magazines from within the RB Digital app.

RB Digital Lending Facts

You may check out as many magazines as you desire and you can keep them for as long as you wish. All of the magazines are available all of the time.

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