# Using the Whitby Public Library's eMagazine Collection with a Tablet or Smartphone

# How Do I Get eMagazines on My Tablet or Smartphone?

To borrow eMagazines from the Whitby Public Library, you will need to **create an eMagazine account on the RBdigital app**. Once you have created an account, you can check out, download and read eMagazines within the RBdigital app.

## Download the RBdigital App

Download the **RBdigital app**. This app will allow you to check out, download and read your eMagazines, all within the app.

To download the RBdigital app, visit the **Play Store** or **App Store** and search for **RBdigital**. Please note that you must not include a space in between RB and digital, or the store will not find the app.

Tap **RBdigital** to select the app and then tap **Install** to download the RBdigital app. Once the app has finished downloading, tap **Open**.

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## Sign up for Your eMagazine Account on RBdigital app

Tap "**Not a member? Register now"** on RBdigital app's main page to create a new account.
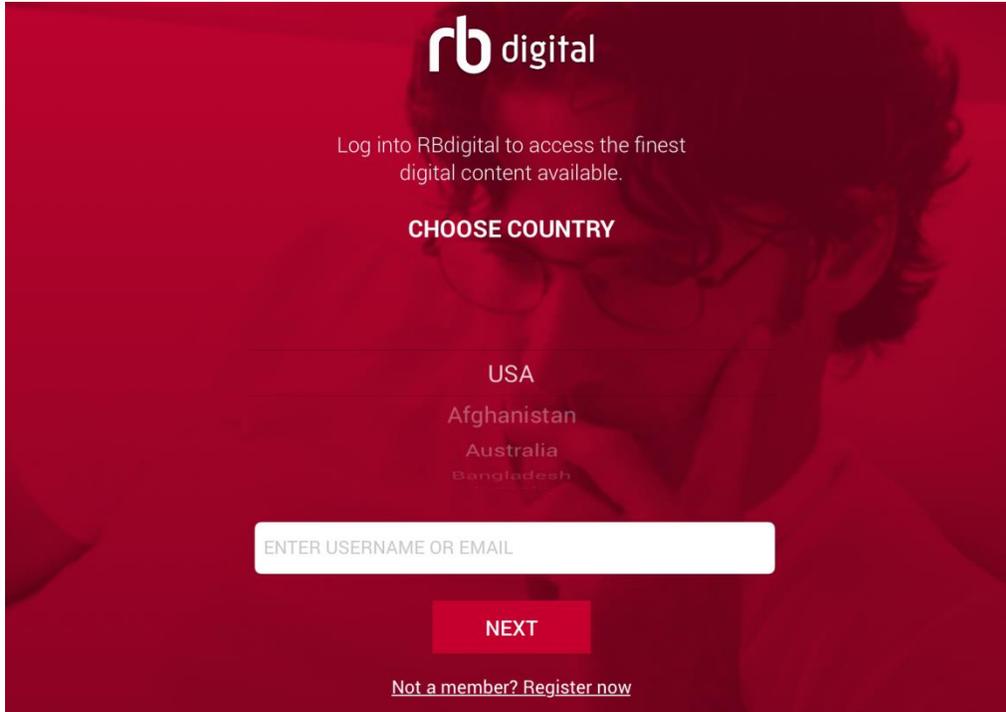


Tap and scroll from a list to **choose your country.**
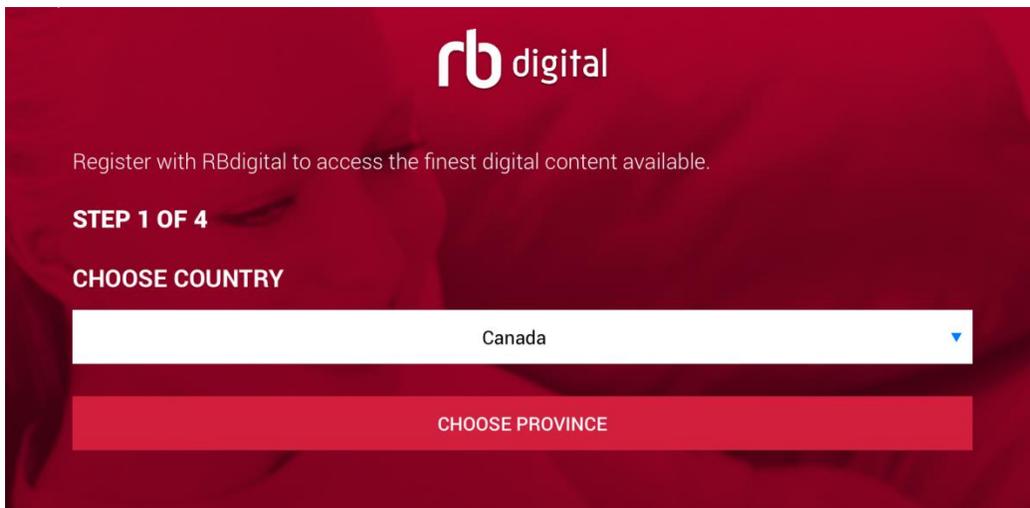
Tap and scroll from a list to **choose your province**



Tap **Choose Library** to select **Whitby Public Library**. It does not matter which one you select, in case there is more than 1 listing for Whitby Public Library,



Enter **Library Information** by providing your library barcode number (found on the back of your Whitby Public Library card).

For **RBdigital Account Information**, create a **Username** and a **Password** in the next section. This password will be used anytime you have logged out of the app and want to log back in

Next, enter your first and last name, email address and postal code. Tap on "**I accept Terms of Service and Privacy Policy"** and then tap **Register** to finish creating your account.

**rb** digital

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

|||||  Enter library card number

**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 address

@  Confirm email address

📍  Enter postal code

☐  I accept the Terms of Service and Privacy Policy.

REGISTER

You only need to do this step once. Now that you have an account, you will use the RBdigital app to check out, download and read your eMagazines.

# Check Out an eMagazine

To view the Library's entire eMagazine collection, open the app menu by tapping the **3 horizontal line icon** in the top left corner and then tap **Magazines**.
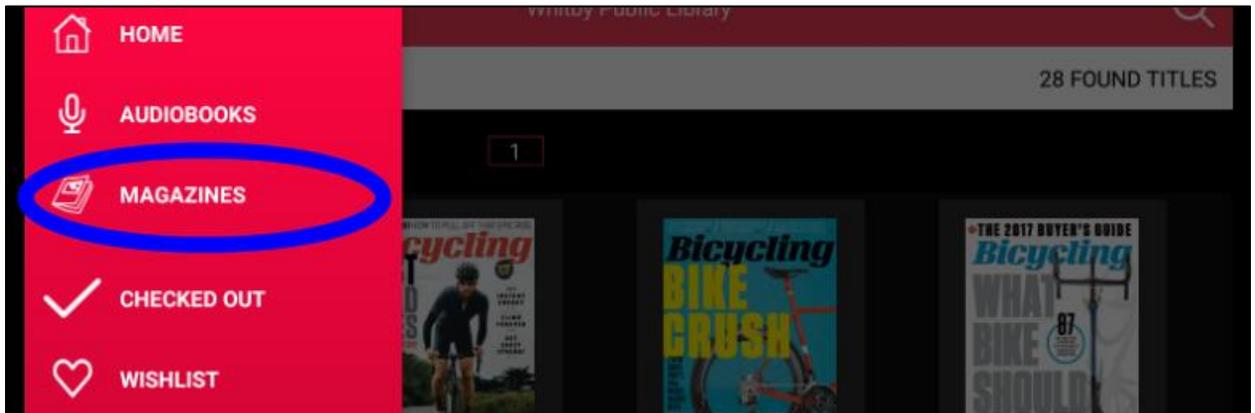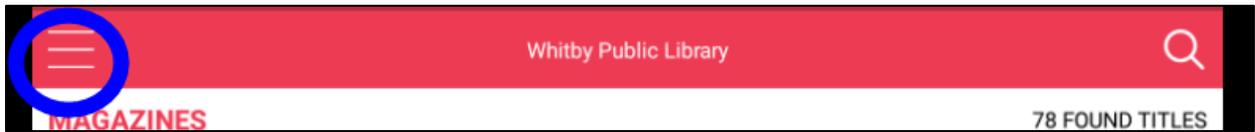


To check out the current issue of a magazine, tap **Checkout** under the cover image of the magazine.
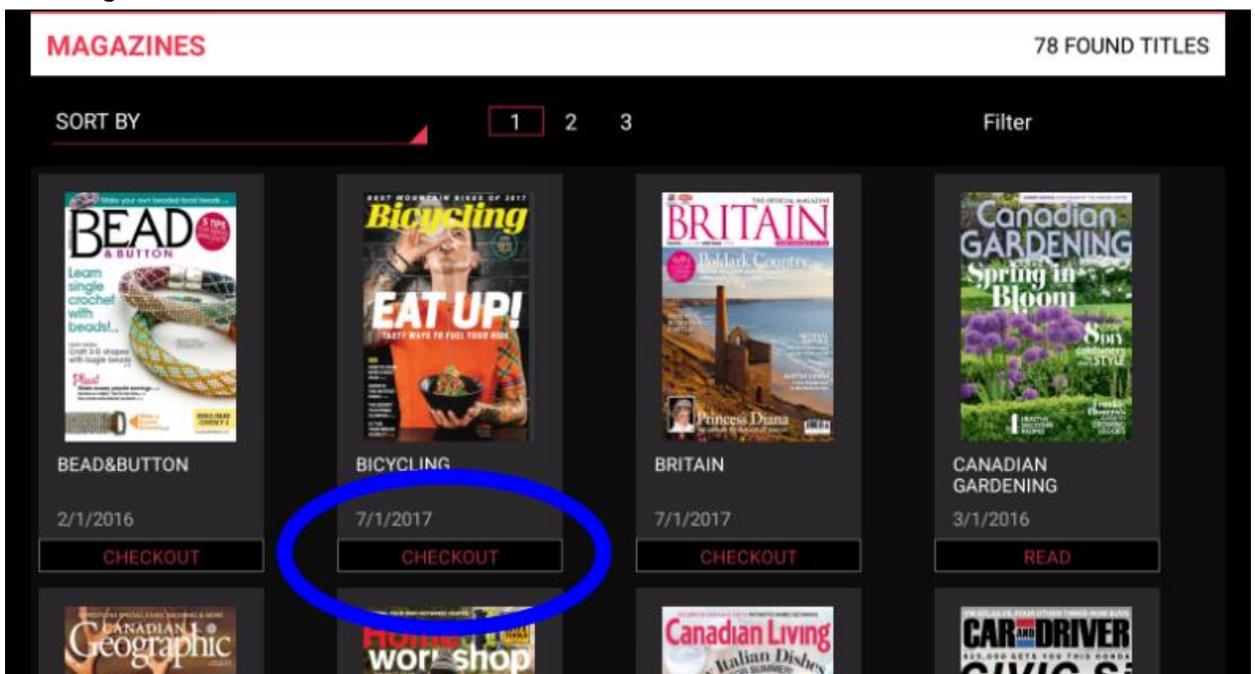
To check out a back issue of the magazine, tap the cover image of the magazine, then tap **View all issues**.
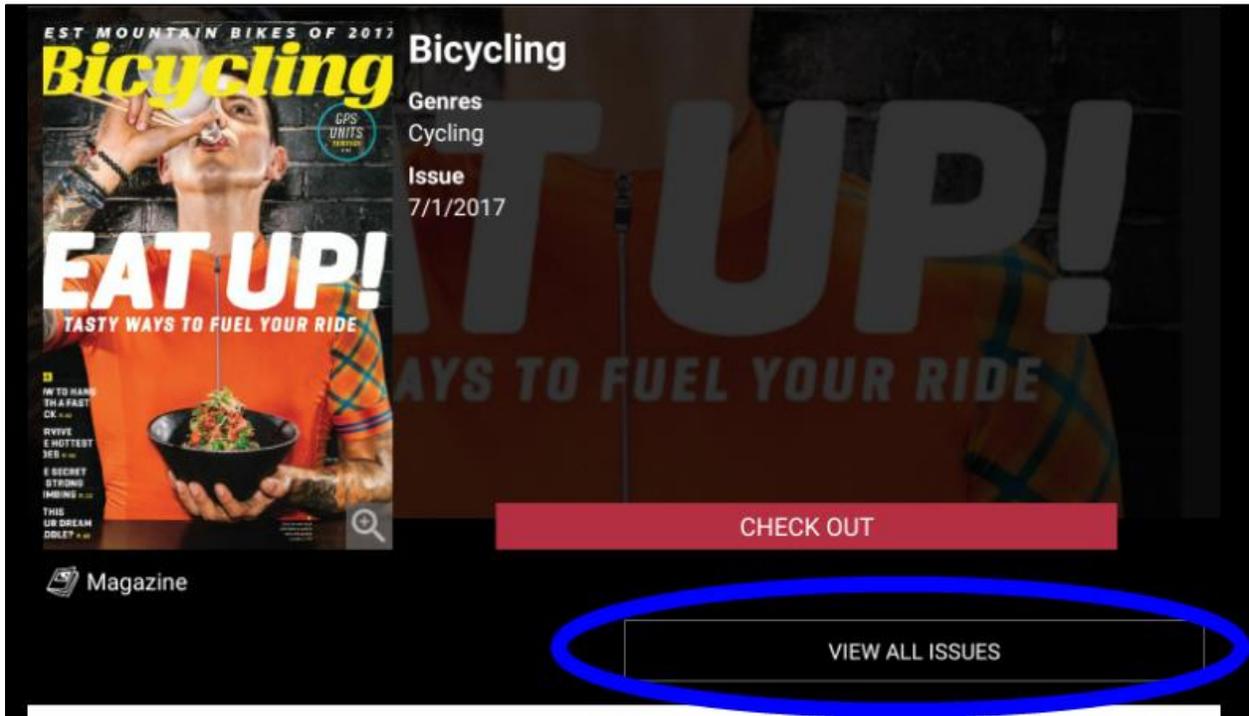


To check out a back issue, tap **Checkout** under the issue you wish to borrow.
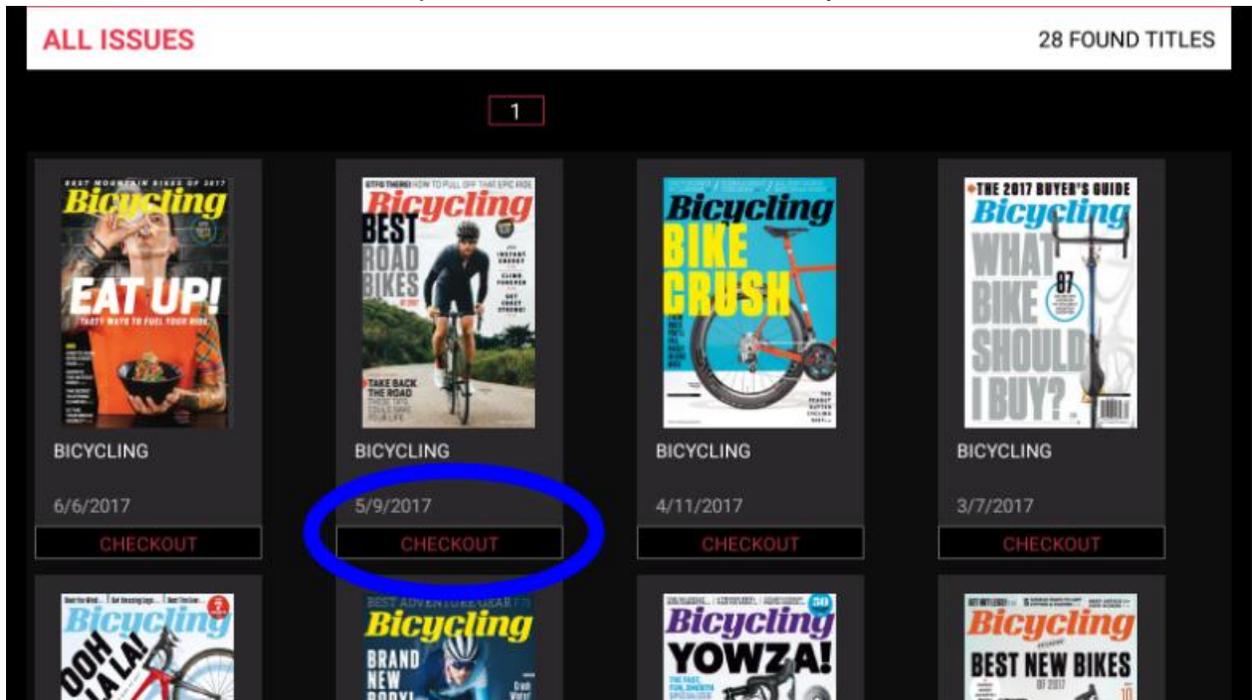
# Read Your eMagazine

To read the eMagazines you have checked out, open the app menu by tapping the **3 horizontal line icon** in the top left corner, then tap **Checked Out**.
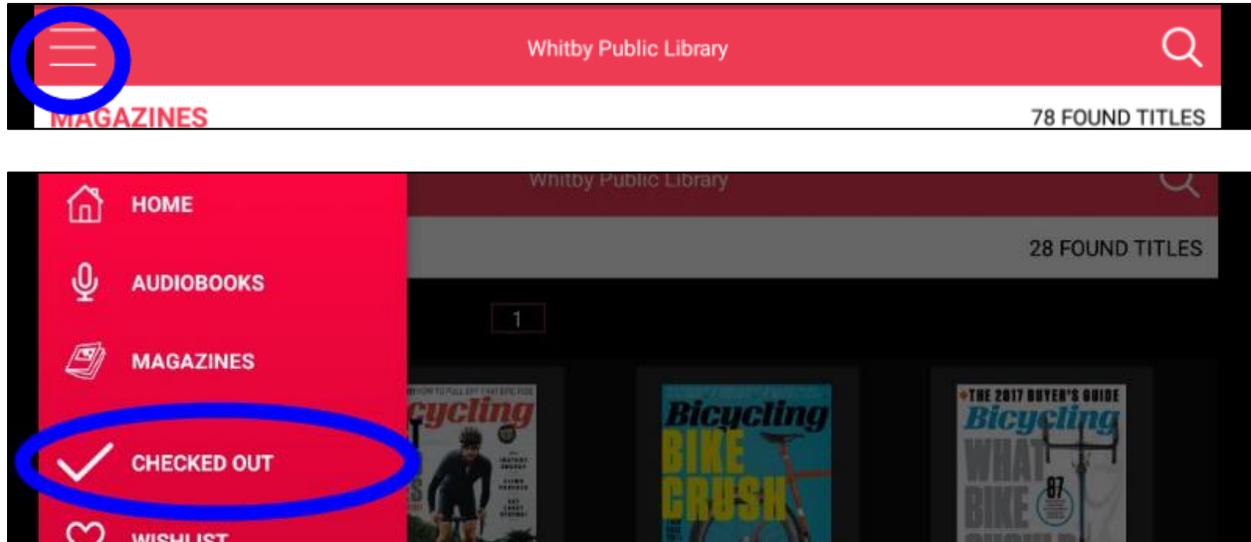




To read your magazine offline, you need to download it to your app. Tap on **download** shown underneath the magazine's cover image. You need to be online to download the magazine for offline reading in the RBdigital app. Tap **Read** to open the magazine.
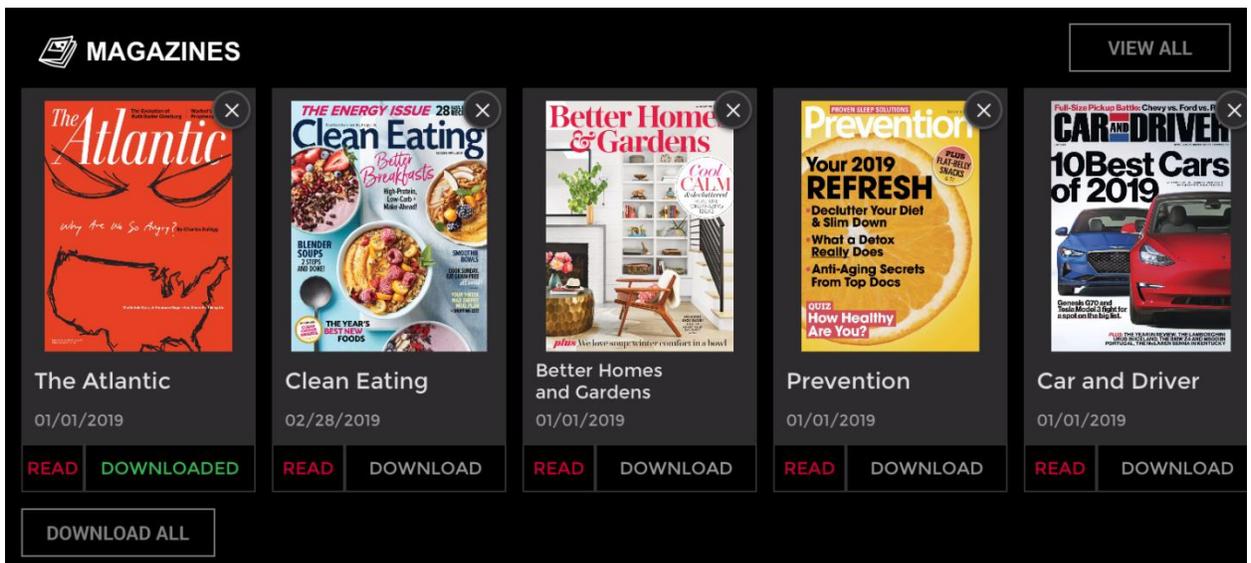


Swipe right or left to change pages. To close the magazine and open another, tap in the center of the screen to open the reading controls, which includes a **close** option in the top left corner.

May 2019

## An Important Note About Reading eMagazines Without an Internet Connection

Once a magazine is checked out, it does not automatically download to the device. This means that you require an Internet connection to read the magazine. To download the magazine for offline reading, you must tap **Download** for each magazine you wish to download. Tapping on **Read** also downloads the magazine to the app but requires you to open the magazine instead of downloading from your checked out magazine screen. Your mobile app needs to remain logged in to read magazines offline.

# Deleting and Returning eMagazines

eMagazines never need to be returned and never expire. You can check out as many issues as you like and keep them for as long as you like. To remove an eMagazine from your device, go to the Check Outs page by tapping on the app menu button and selecting **Check Outs**.

Tap on the **x** in the top right corner of the magazine you wish to remove from your device.
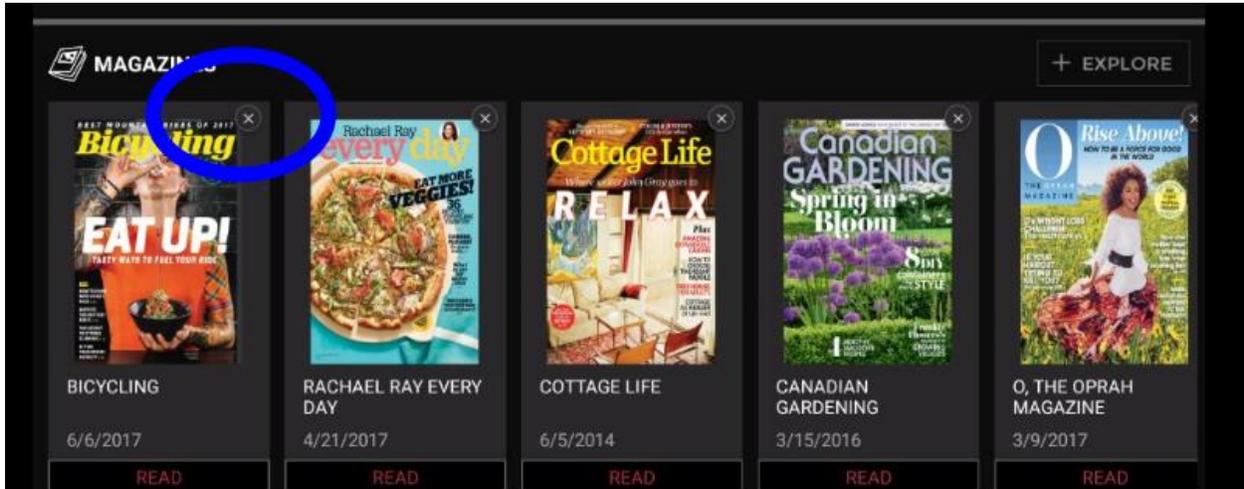


The app will tell you that it is **Returning magazine issue** but it is simply removing it from your device, as the magazine does not need to be returned to the Library.