## Zinio for Libraries - Library Collection and Checkout Guide



Zinio, the world's largest newsstand, offers full color, interactive digital magazines for your enjoyment. Browse from your library's collection of popular titles with no holds, no checkout periods, and no limit to the number of magazines you can download.

- Easy browsing Browse your library's collection of titles one at a time, search for your favorite
  magazines by title or use the convenient category feature to find new magazines which meet your
  interests.
- Current Issues The latest issues are released simultaneously with the print edition are ready for immediate checkout.
- Back Issues Miss the new issue? You can easily browse the magazine detail page to find the
  previous issue you are need to check out
- Manage your collection with a library collection account and a personal reading account. Check out the magazines you want (with the library collection account) in your computer/tablet browser; and stream the magazine instantly (with your personal reading account) on your computer (both PC and Mac) browser or access the checked out magazines on a portable media device for download/offline reading. (Note: viewing options, including the ability to download or view the content while online, may differ based on the device and/or magazine publisher).
- No limits Check out as many issues as you want and keep them in your account as long as you wish.



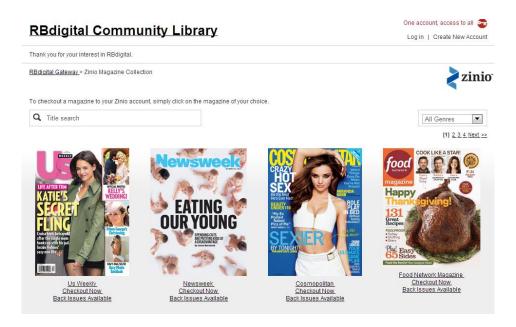
## **Explore Zinio for Libraries**

Access your library collection and browse the full collection subscribed to by your library; check out what you want; Log In or Create New Account to check out the magazine; get Help or review Terms of Use on main collection pages.

Note: You will create a total of TWO (2) accounts; a Library Collection account to check out magazines; and a Zinio.com Reader account to read checked out magazines via streaming online with computers and/or downloaded offline via mobile apps.

Browse Magazines enabling you to browse your magazine collection prior to Log In or Creating an Account.

## **Zinio Browse Magazines**



Browse full collection of magazines prior to Log In or Create New Account.

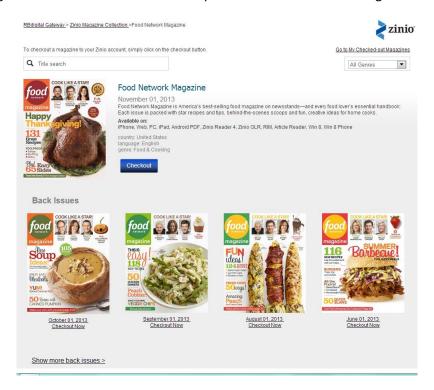
- Use Title Search filter to locate magazines by name, alpha, partial word
- Use All Genres drop down to locate magazines by topic
- Click on magazine to check out desired magazine.

A page detail screen opens showing the current issue, the previous four back issues, and if applicable a link to 'Show more back issues.' Your collection has the back issues for the magazine dating back to when the library started its Zinio for Libraries Subscription.

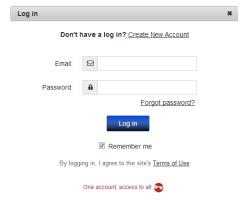


The page detail screen details a short description of the magazine, the available mobile applications, and the 'checkout' link.

Click on the magazine cover or issue date link and proceed to check out the magazine.



If logged in already, patron will proceed to confirm check out.

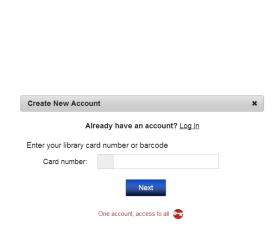


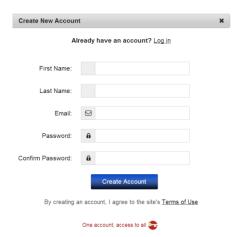
If not logged in or need New Account, a pop up will appear.

If returning RBdigital Gateway user (i.e. prior Zinio Library Collection Account credentials), simply enter in existing Email and Password and hit Log in.



If patron needs account for first-time log in, click on Create New Account Link.





Depending on library authentication method a pop up will appear to enter New Account Credentials.

If authenticating with barcode or access key a barcode/access key popup will appear first.

Click Create Account when complete and the account will auto activate and proceed to magazine checkout.



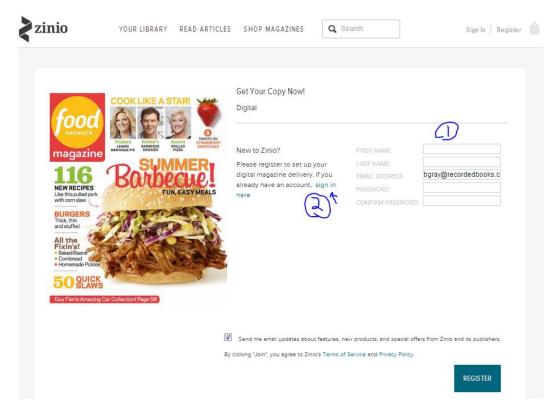
Simply click Complete Checkout if patron checked out the desired magazine.

- Note: If you didn't want the magazine and clicked on it in error, simply click cancel and return to browsing magazines.
- You will be redirected to Zinio.com to view your magazine in your personal reading account. (if you are not automatically redirected, click the 'Complete checkout' link again.





The magazine is now checked out to patron permanently and a second browser window opens to reveal the Zinio.com Reader Account.

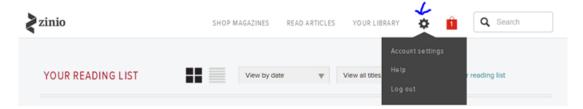


- 1. New Zinio.com Reader Account holders fill in credentials (the email will auto populate as way to link the Library Collection magazine to the Reader Account.)
- Library Account and the Zinio.com Reader Account email addresses MUST match. (you may use the same password as well but it is not required.)
- Click Register to complete New Account.
- Update Email/Communication preferences and hit submit.
- 2. RETURNING Zinio.com Reader Account holders click on the Sign In Here link to the right of the magazine cover.

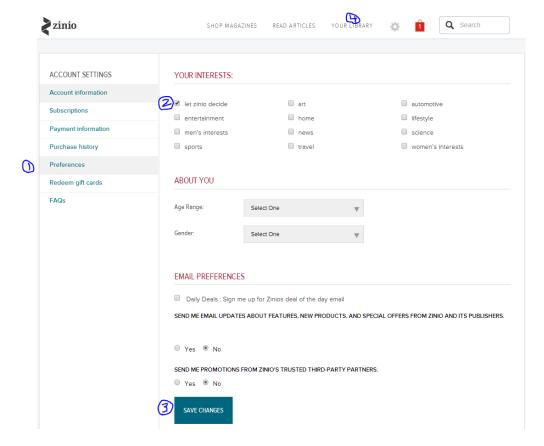
Just one more step before you are ready to read your magazines!



## FOR NEW ZINIO.COM PATRONS – BEFORE READING YOUR MAGAZINES – UPDATE YOUR ACCOUNT SETTINGS/PREFERRENCES FOR EMAIL NOTIFICATIONS.



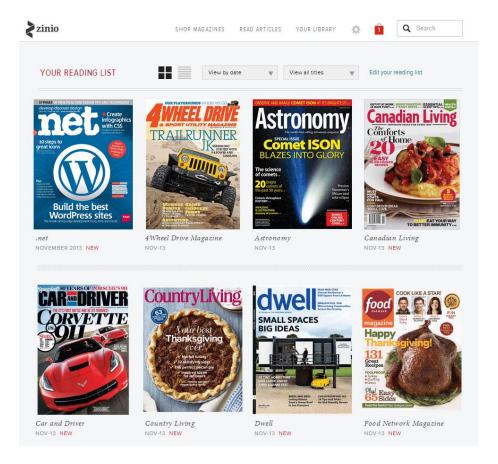
Click on the Account settings icon ( \* ), and select Account Settings.



- 1. Select Preferences.
- 2. DESELECT the 'Let Zinio Decide' feature if you DO NOT want to receive regular email notifications from the commercial side of Zinio.com.
- 3. Select **Save Changes** and you will not receive email notifications from Zinio.com.
- 4. Click on **Your Library** and you will be taken to your personal collection of checked out magazines.

Now you are ready to read your magazines on your computer in a browser setting.





- READING YOUR MAGAZINE ONLINE IN YOUR PC/MAC BROWSER Click on the cover of the
  magazine to stream the full cover-to-cover magazine. The full cover-to-cover issue will open and
  you are ready to view your magazine on your PC/Mac via online streaming.
- **READING YOUR MAGAZINE OFFLINE WITH MOBILE APPS.** To enhance your magazine issue viewing experience, Apps are available for viewing magazines by downloading and reading offline. The same Zinio.com Reader Account auto populates the apps upon patron Log In to the app. <u>PC</u>, <u>Mac</u>, <u>iPhone</u>, <u>iPad</u>, <u>Android</u>, <u>Kindle Fire/Fire HD</u>, <u>Nook HD/HD+</u>, <u>Windows 8</u>, and <u>Blackberry Playbook</u>.

NOTE: Apps are **READERS ONLY** - Return to the Library Collection browser tab to browse and checkout additional magazines.

TO CHECK OUT ANOTHER MAGAZINE - RETURN TO YOUR LIBRARY COLLECTION indicated by the Magazine Detail Page Browser Tab (an example of the browser tab in Chrome is shown below).



All magazines are checked out in your library collection BROWSER.

**Need more help? Click Here for Zinio Library Patron Technical Service** 

