



**LIBRARY MEMBER USER GUIDE**



## CONTENTS PAGE

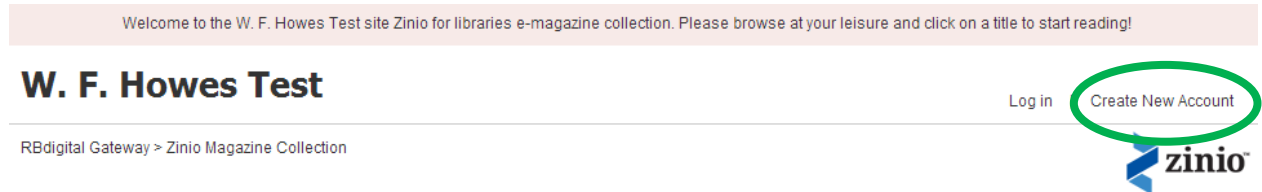
|  |           |
|--|-----------|
| <b>Part 1) How to create a new account.....</b>              | <b>2</b>  |
| <b>Part 2) How to checkout a magazine issue.....</b>         | <b>4</b>  |
| <b>Part 3) How to download Zinio Reader 4 .....</b>          | <b>10</b> |
| a) For your PC .....   | 10        |
| b) For your Apple Device (Mac, iPad, iPhone).....            | 10        |
| c) For your Android device .....                             | 12        |
| d) For your Kindle Fire/Fire HD device .....                 | 13        |
| e) If your mobile device does not have a dedicated app ..... | 13        |
| <b>Part 4) How to use Zinio Reader 4 .....</b>               | <b>14</b> |



## Part 1) How to create a new account

Borrowers first need to register their Zinio library collection account through their library.

1. Click on the library Zinio collection URL
2. Click “Create New Account” in the top right hand corner of the magazine collection page



3. Depending upon your library’s chosen authentication method, the below pop-up box will appear for you to enter your library card number (ensuring there are no spaces between the numbers and/or letters). Click “Next”

**Create New Account** [X]

Already have an account? [Log in](#)

**Barcode Filter**

Barcode:

**Next**

4. The below pop-up box will appear. Enter your details, create a password and click “Create Account”

**Create New Account** [X]

Already have an account? [Log in](#)

First Name:

Last Name:

Email:

Password:

Confirm Password:

**Create Account**


By creating an account, I agree to the site's [Terms of Use](#)

5. Your account is now active. You will be sent a “welcome email” to confirm the account has been created.
6. Your library’s collection is now ready for you to browse and checkout issues of your favourite magazine titles!

Welcome to the W. F. Howes Test site Zinio for libraries e-magazine collection. Please browse at your leisure and click on a title to start reading!

---

**W. F. Howes Test** Welcome, becky | Log out

RBdigital Gateway > Zinio Magazine Collection 













To checkout a magazine to your Zinio account, simply click on the magazine of your choice.

[Go to My Checked-out Magazines](#)

🔍 Title search

All Genres ▼

[1] 2 3 4 5 6 7 Next >>

|   |   |  |   |
|---|---|--|---|
|   |   |   |   |
| <a href="#">net</a>   | <a href="#">25 Beautiful Homes</a>  | <a href="#">25 Beautiful Kitchens</a>  | <a href="#">50 Great British Locomotives</a>  |
|  |  |  |  |
| <a href="#">Aeroplane</a>   | <a href="#">Artists &amp; Illustrators</a>  | <a href="#">Auto Express</a>   | <a href="#">Aviation Classics</a>   |
|  |  |  |  |
| <a href="#">Britain</a>   | <a href="#">Canoe &amp; Kayak</a>   | <a href="#">Classic Bike Guide</a>   | <a href="#">Classic Ford</a>  |

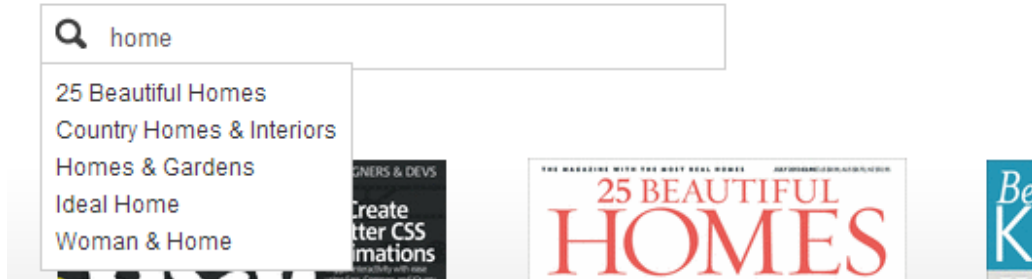
[1] 2 3 4 5 6 7 Next >>

## Part 2) How to checkout a magazine issue

1. You can search for magazine titles in a number of different ways:

- By **keyword** – In the search box in the top left corner of the page, type in the word and magazine titles containing that word will appear in a drop down list for you to select. If you don't select a title and hit "enter" on your keyboard, you will be shown all of the related titles' cover images on the page

To checkout a magazine to your Zinio account, simply click on the magazine of your choice.



- By **title** – In the search box in the top left corner of the page, type in magazine title and it will appear in a drop down list for you to select and it's cover image will then appear on the page
- By **letter** of the alphabet – In the search box in the top left corner of the page, type in the letter and magazine titles starting with that letter will appear in a drop down list for you to select. If you don't select a title and hit "enter" on your keyboard, you will be shown all of the related titles' cover images on the page.
- By **genre** – Use the drop down list in the top right corner of the page to show magazines listed within your chosen genre.



- Scroll through the pages clicking "Next" or the page numbers at the top and bottom of the page

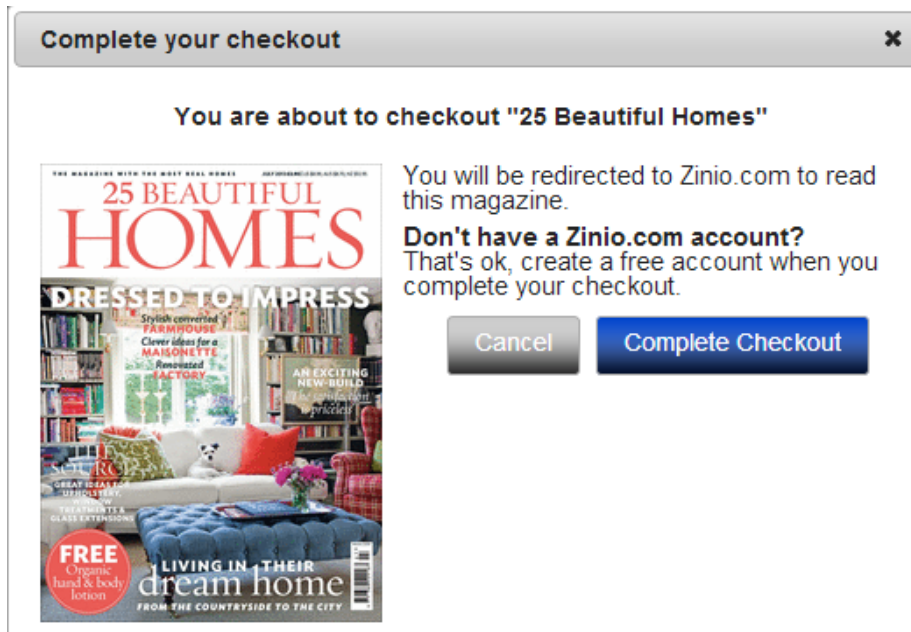
[1] [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Next](#) >>



2. Click on the cover of the magazine you would like to checkout



3. A pop-up box will open. Click "Complete Checkout"



4. A second browser window will open to Zinio.com "Pick up your digital subscription to..."

a) If you are new to Zinio.com you will need to register for a free Zinio.com account to view your magazine. To do this, enter your details and click the "Register" button.

Pick up your digital subscription to  
More real homes than any other magazine

New to Zinio?  
Please register to set up your digital magazine delivery. If you already have an account, [sign in here](#)

FIRST NAME   
LAST NAME   
EMAIL ADDRESS   
PASSWORD   
CONFIRM PASSWORD

Send me email updates about features, new products, and special offers from Zinio and its publishers.

By clicking "Join", you agree to Zinio's [Terms of Service](#) and [Privacy Policy](#).





### Why do I need to create this account?

This Zinio.com account is required for you to view the magazines online and access the mobile apps.

**Please note** that this is a separate account from your library authenticated account created to select, store and access your library magazines; building your own unique collection. The benefit of your personal account beyond viewing the magazines, enables you to personalize your collection to view online or offline (on Zinio Reader 4 enabled Apps.) Apps are developed specifically for PC, Mac, iPad, iPhone, Android, Kindle Fire, Blackberry Playbook and Windows8 devices. You can access your checkout magazine issues anytime, anywhere.

You must ensure the email you use for your Zinio.com account is exactly the same as your library authenticated account so that the accounts link together.

**b) If you already have a consumer Zinio.com account** make sure you're not already logged into your account so you can tie your existing account to your library account. Click on the "sign in here" link and your personal magazines and the one you selected from the library collection will appear in your Zinio.com "Reading List".



Pick up your digital subscription to

More real homes than any other magazine

New to Zinio?

Please register to set up your digital magazine delivery. If you already have an account, [sign in here](#)

FIRST NAME

LAST NAME

EMAIL ADDRESS

PASSWORD

CONFIRM PASSWORD

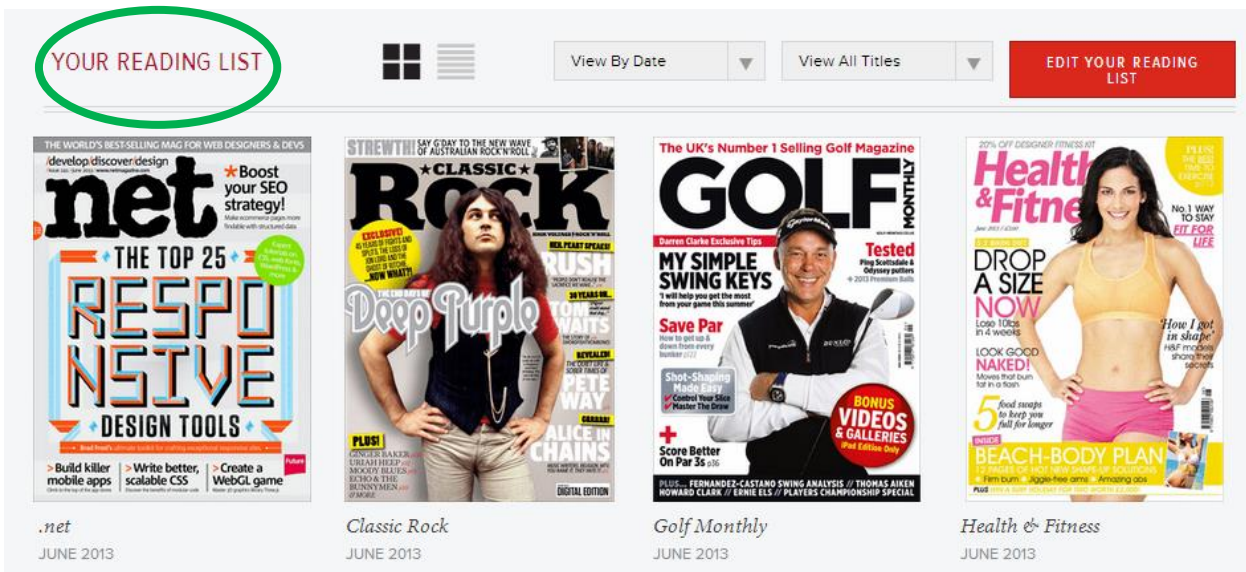


Send me email updates about features, new products, and special offers from Zinio and its publishers.

By clicking "Join", you agree to Zinio's [Terms of Service](#) and [Privacy Policy](#).

REGISTER

5. After logging into your Zinio account, you will view your magazines in “Your Reading List”.



When you click on the magazine, it will open in a new browser box.

With the online reader you can view page spreads of the magazine just like in the print edition with many areas of the magazine having added-value links.

Additional view options include using the gallery view, slide page features and quick access to the magazine table of contents page. You can even search within a magazine, print pages (in some cases, where magazine publishers have allowed this) and zoom the page(s) to enjoy more page detail.

If a “This title requires Zinio Reader 4 to view. Please download by clicking here.” prompt appears when you hover over the magazine cover, this means the issue may only be viewed in the Zinio Reader 4 app.



Zinio Reader 4 is a software application from Adobe to enable secure downloading and reading of magazines.





Adobe is a large, trusted provider of software and this programme has proven simple to use as well as being very reliable.

Zinio Reader 4 gives you the ability to read magazines on the move and off-line.

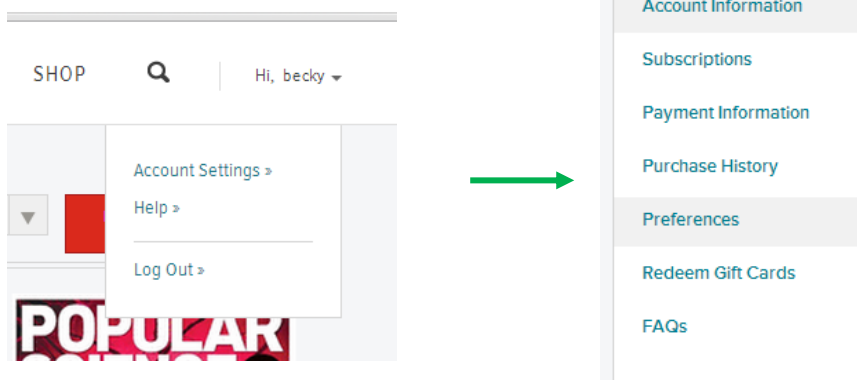
You will only need to download the software once.

How to download Zinio Reader 4 will be explained in **part 3**

With the online reader you can view page spreads of the magazine just like in the print edition with many areas of the magazine having added-value links.

### 6. Review your email preferences.

By clicking on your name in the top right corner and selecting "Account Settings"



The 'Let Zinio Decide' box is defaulted as checked. This selection will send you some email notifications including promotions from the Zinio.com commercial site.

If you do not wish to receive email messages, simply de-select the option by clicking the 'check mark' off and update your preferences by clicking the 'save changes' button.

**YOUR INTERESTS:**

|  |                                 |  |
|--|---------------------------------|--|
| <input checked="" type="checkbox"/> let zinio decide | <input type="checkbox"/> art    | <input type="checkbox"/> automotive        |
| <input type="checkbox"/> entertainment               | <input type="checkbox"/> home   | <input type="checkbox"/> lifestyle         |
| <input type="checkbox"/> men's interests             | <input type="checkbox"/> news   | <input type="checkbox"/> science           |
| <input type="checkbox"/> sports                      | <input type="checkbox"/> travel | <input type="checkbox"/> women's interests |

**ABOUT YOU**

AGE RANGE:

GENDER:

**EMAIL PREFERENCES**

Daily Deals : Sign me up for Zinio's deal of the day email

SEND ME EMAIL UPDATES ABOUT FEATURES, NEW PRODUCTS, AND SPECIAL OFFERS FROM ZINIO AND ITS PUBLISHERS.

Yes  No

SEND ME PROMOTIONS FROM ZINIO'S TRUSTED THIRD-PARTY PARTNERS.

Yes  No

**SAVE CHANGES**



If you decided to move away from your “Reading List” and browse the Zinio.com retail site (not associated to you library’s collection in any way), you can change your adult content settings to suit your preferences:

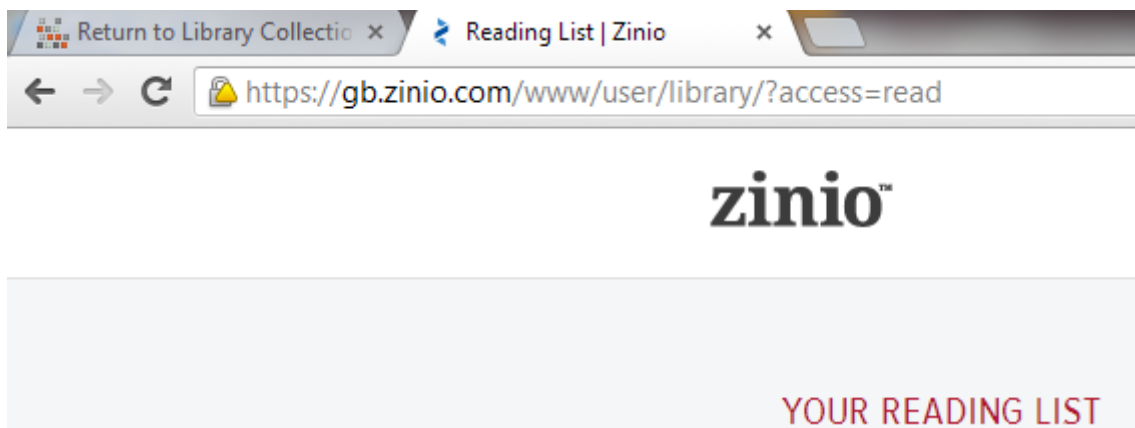
## ADULT CONTENT

### HIDE OR DISPLAY ADULT CONTENT ON ZINIO

I don't want to see adult content when I'm at Zinio.  It's OK to show me adult content when I'm at Zinio.

SAVE CHANGES

7. While you are in your Zinio “Reading List” site, if you wish to return to your Library’s collection of magazines, you can toggle between your browser tabs at the top of your screen (in Internet explorer, Firefox, Chrome and Safari).



If your settings show one browser window at a time, check your browser icon for the “titled” windows and select between the “Return to Library Collection” or the Zinio “Reading List/Zinio” tab.

If you do not have either, you can simply use the right and left arrows next to the browser header to go back and forth between windows...



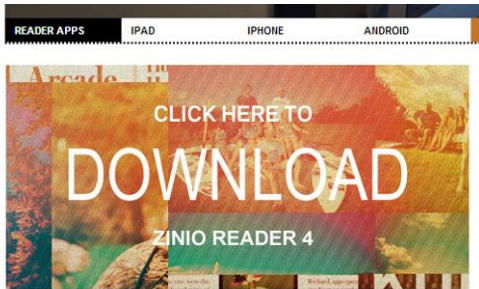
It is important to note that you are not subscribed to the magazine, your library is. To pick up your next issue of the magazine, you will need to return to your library collection and click on the magazine cover again when available.



### Part 3) How to download Zinio Reader 4

#### a) For your PC

Click on the magazine title and you will see the screen below...



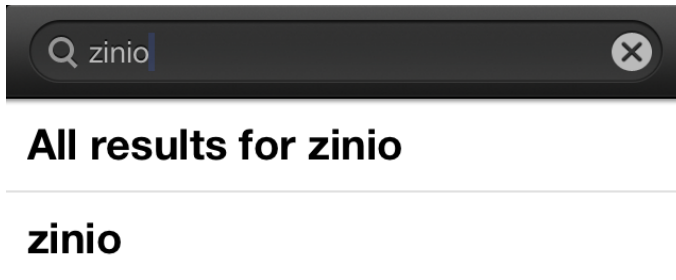
Click on the above picture "Click here to Download Zinio Reader 4 and follow the installation process.

Or, you can download directly from <http://www.zinio.com/apps/desktop.jsp>

#### b) For your Apple Device (Mac, iPad, iPhone)

Type "zinio" into your App Store and install:

1. Open the "Apple App Store" on your Apple Device
2. In the search bar type "Zinio" and press search
3. Select the "Zinio" app listed in the search results.

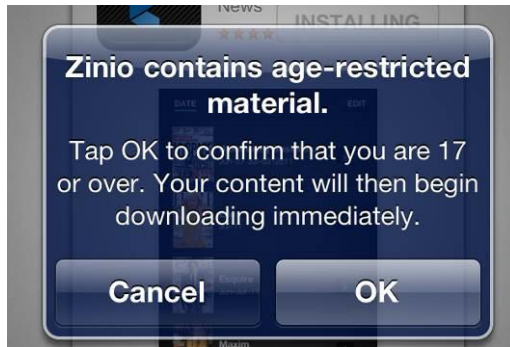


4. You will now be presented with information about the app, select the "install" button located in the top right.



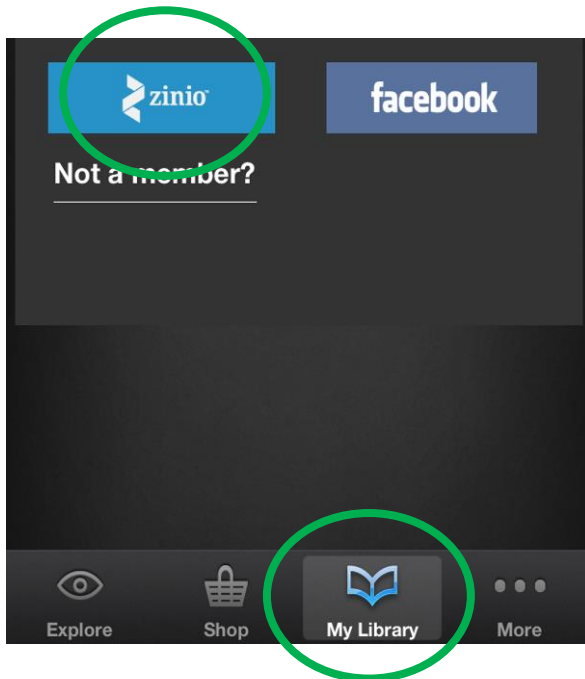


5. This will now open the permission window, click "OK".

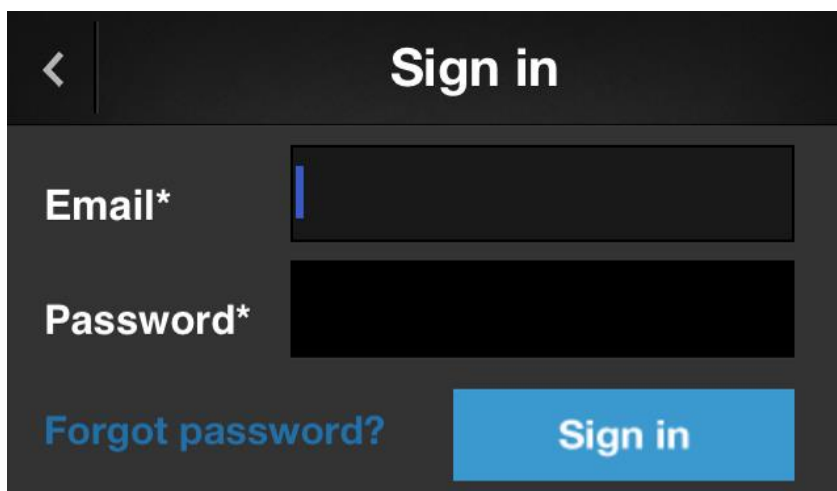


6. You will now have a Zinio icon on your device. Select the icon to enter the application.

7. Select the "My Library" icon on the bottom of the screen then click the "Zinio" button.



8. Sign in using your Zinio.com "Your Reading List" email and password. You will now be able to view/download the magazines you have chosen from your library's collection.

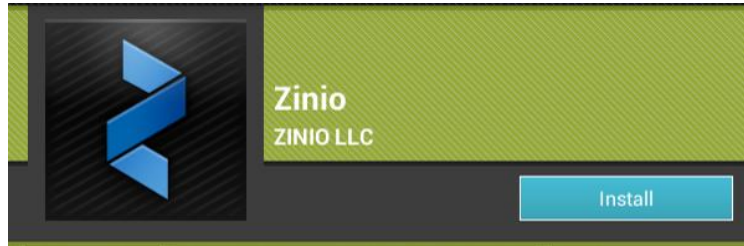




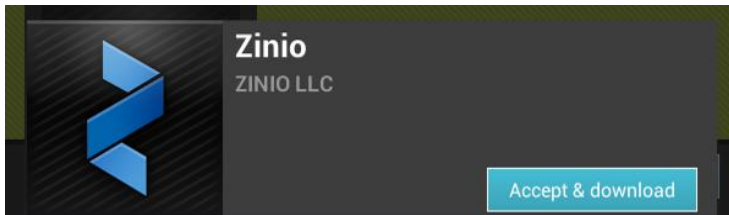
**c) For your Android device**

Type "zinio" into your Play Store and install:

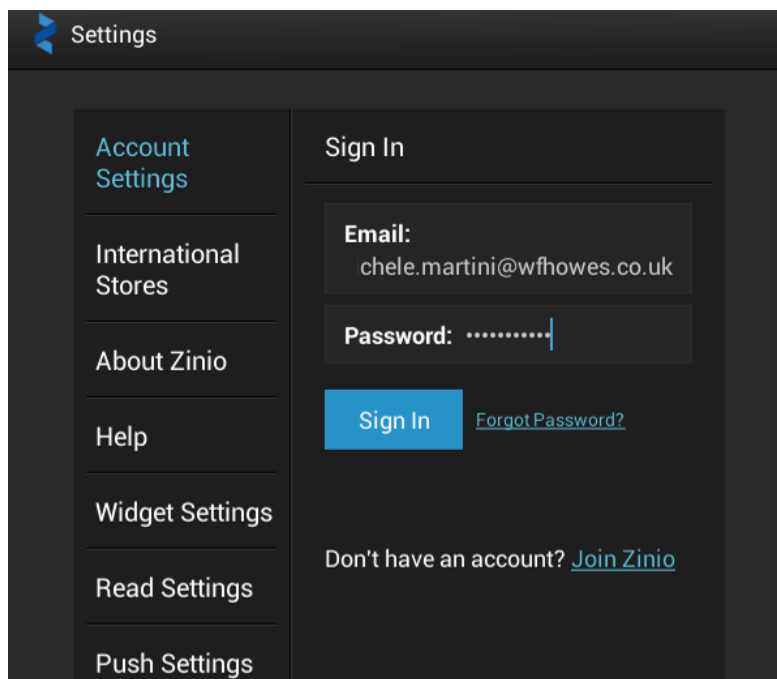
1. Open the "Google Play Store" on your Android Device
2. In the search bar type "Zinio" and press search. The search bar in the play store is normally located at the top and depending on what version of the OS you are using it may just be an icon of a magnifying glass
3. Select the "Zinio" app listed in the search results.
4. You will now be presented with information about the app, select the "install" button located in the top right.



5. This will now open the permission window and located in the top right hand corner is the "accept & download" button. Press this to download the application. (The permission window just lists which components the application will use while running on your device)



6. You will now have a Zinio icon on your device. Select the icon to enter the application.
7. The first time you open the application you will go straight into the application settings. In here enter your Zinio username and password and any other preference you want to set. (Anything you set can be change at any time by just going back into the settings.)





**d) For your Kindle Fire/Fire HD device**

Amazon.com has chosen not to list the app for Kindle Fire/Fire HD on their web store. However please follow the instructions to download the Zinio App for your device:

**Note:** these instructions are ONLY for users on the Amazon Kindle Fire. This installer is not supported for any other device.

1. From the main screen, put your finger on the top right corner of the screen and 'swipe' your finger down to bring up the Settings menu. Press: More > Device > Allow installation of Applications (from unknown devices)> select "ON"
2. Download the APK (app installer) from <http://imgs.zinio.com/faq/ZinioReader.2.1.6195.KindleFire.apk> (just tap this link on your Kindle Fire)
3. To monitor your download put your finger on the top left corner of the screen and 'swipe' down or pull down. This will show the download progress. Once the download is complete, tap the file that you have downloaded, select "Install" and press "Open" when the installation is complete.

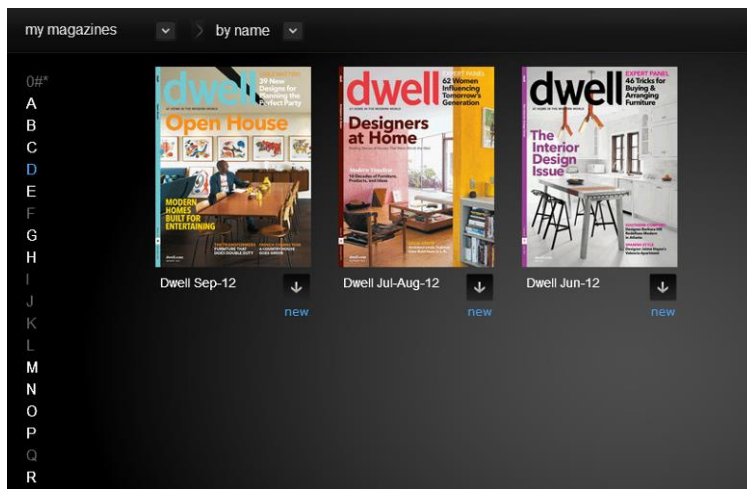
**e) If your mobile device does not have a dedicated app**

Zinio may still be accessed through your browser feature (ie Nook Colour/Tablet). Many magazines can be viewed through a device browser, the only exception would be a magazine that requires a Zino Reader.



## Part 4) How to use Zinio Reader 4

1. Open the app once downloaded and installed.
2. Enter the username and password that you used when you created your personal Zinio.com account when prompted to sign in
3. View your “My Magazines” to locate your checked out magazine(s).
4. You can now view your magazines online or download to they are available for off-line viewing.



All the same viewing options are in the app with the added mobile device apps features of setting a Favourite option for bookmarks a “clipping”.

For mobile device apps, there is an additional “Text” option for viewing just the text for an article.

5. You can not currently return to your Library collection page directly from the Zinio Reader 4 app; you will need to minimise and return to your browser. When you have selected a new title to add to “Your Reading List”, return to your Reader 4 app, refresh and the title will automatically transfer.