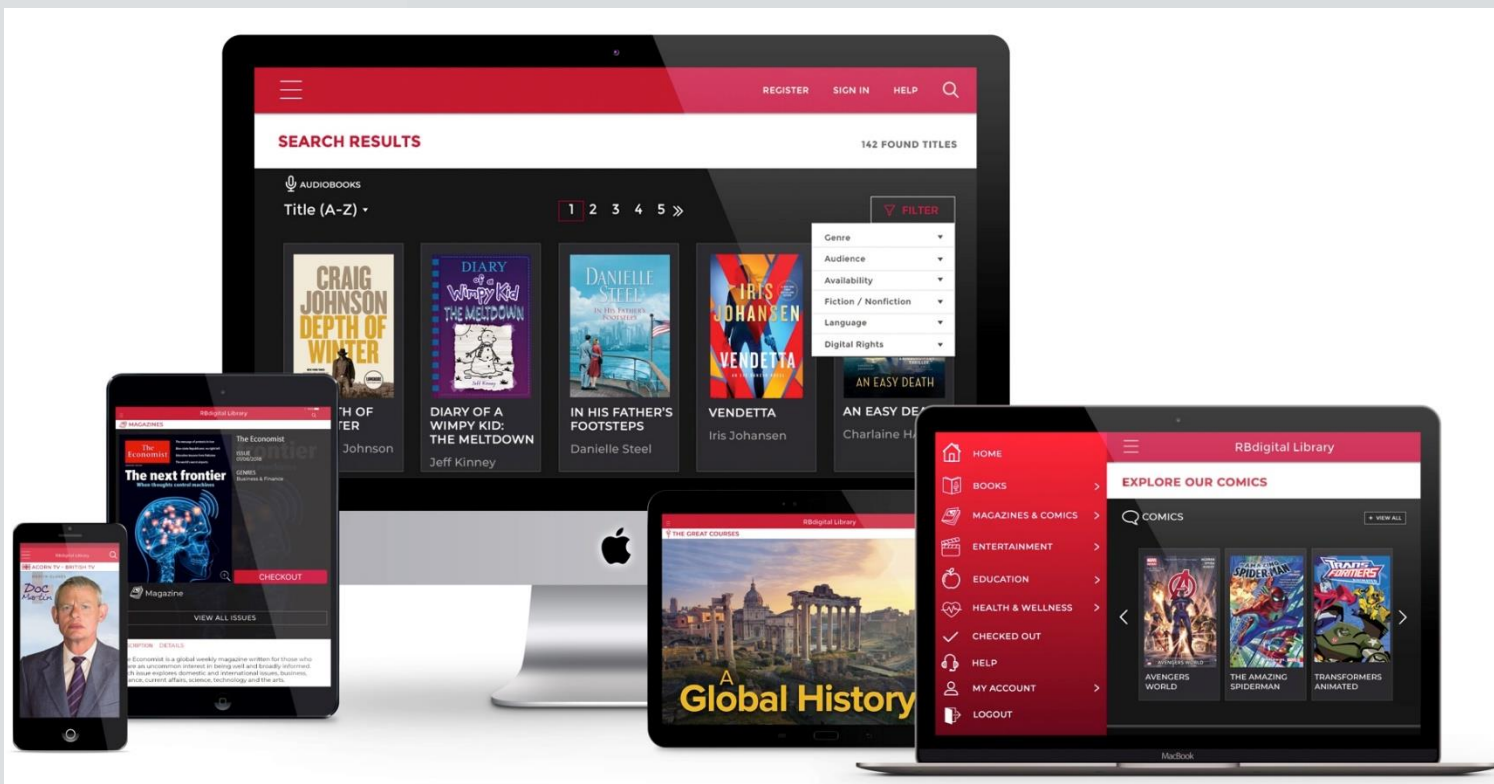




RBdigital Comprehensive User Guide

W. F. Howes brings the broadest array of digital content services together on the RBdigital platform including audiobooks, eBooks, magazines, comics, entertainment services, educational offerings and more personal settings, in one app.



- Account Set Up
- Books
- Magazines
- Comics & Graphic Novels
- Entertainment
- Education
- Health & Wellness
- Checked Out and My Account
- Settings

*NOTE: Not all content areas may be available at your library.



Document Index

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[Browser Account Setup and Login](#)

[Finding and Checking Out Books](#)

[Finding and Checking Out Magazines](#)

[Finding and Checking Out Comics and Graphic Novels](#)

[Discovering Content on IndieFlix](#)

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[Discover Courses on Hoonuit](#)

[Discover Courses on Learn It Live](#)

[Checked Out and My Account Settings](#)

[Recommendations and Account Settings](#)

[Switch Account Profile to another Collection](#)

[Forgot Password](#)



Mobile App Account Setup and Login

Register and login to RBdigital on your mobile device. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

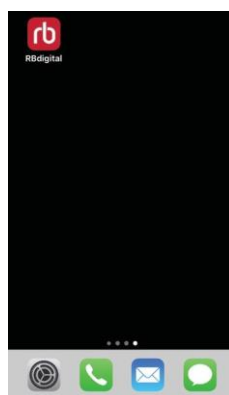
If you don't see all content formats on your app, your library may have another RBdigital collection available. Visit the eResources area of your library's website for more information and set up another account to access additional RBdigital content. On mobile apps, you may access more than one account by switching between your RBdigital profiles within MyAccount in the menu.

Download the RBdigital mobile app.



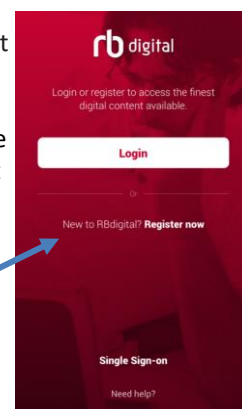
Tap on the icon to open app.

1



If you already have an RBdigital account tap **LOGIN** to enter your existing username or email credentials. If your library or organisation has single sign on enabled tap **SINGLE SIGN-ON** at the bottom of the screen and go to step 3. Otherwise tap **NEW TO RBDIGITAL? REGISTER NOW** and proceed to step 4.

2



Single Sign-on

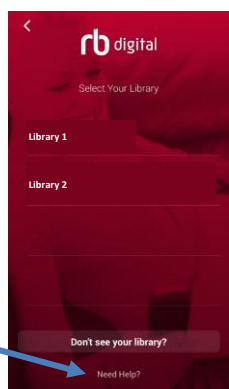
Scroll through the list of libraries and tap your library or organisation.

Tap **DON'T SEE YOUR LIBRARY?** If your library is not listed.

You will then be prompted to **TRY AGAIN?** and be taken back to the start screen.

If you still can't find your library or organization, tap **NEED HELP?** On any screen to contact RBdigital Support.

3



New to RBdigital? Register now

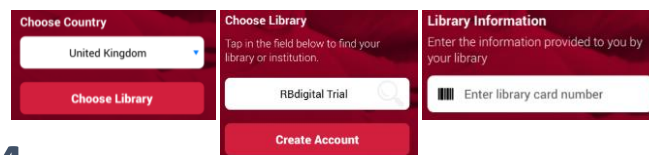
Tap and scroll to choose your country.

Tap **CHOOSE LIBRARY** to select your library/branch.

Tap **CREATE ACCOUNT** to enter your account information.

Enter **LIBRARY INFORMATION**: This could be your library card number. You may also be asked for your pin.

4



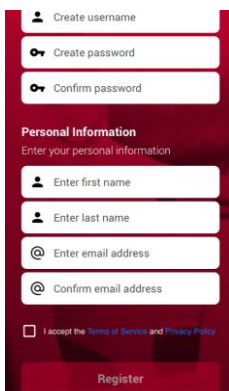
Choose a memorable username and password under **RBDIGITAL ACCOUNT INFORMATION**.

Enter your personal details under **PERSONAL INFORMATION**.

Tap the tick box to accept the terms and conditions.

Tap **REGISTER**.

5

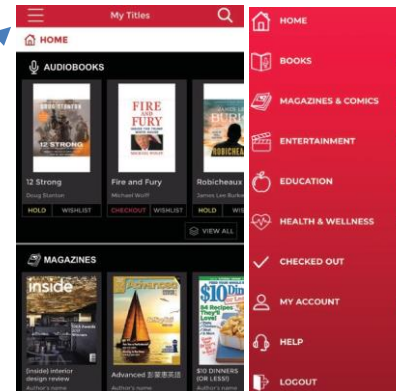


Your RBdigital app will open to the HOME screen.



Scroll for content or tap the menu icon in the upper left corner of the app for additional options.

6



NOTE: Scroll through content formats and specific titles or services to view featured items. You may also search for additional items and/or tap on a title cover to open a detail page and complete checkout.



Browser Account Setup and Login

Register and login to RBdigital on your desktop or mobile device browser. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

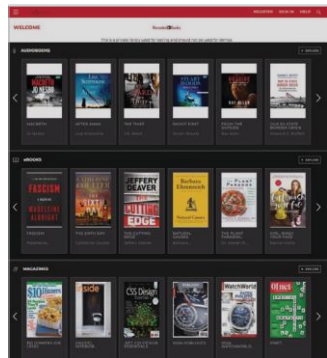
NOTE:

If you don't see all content formats on your app, your library may have another RBdigital collection available. Visit the eResources area of your library's website for more information and set up another account to access additional RBdigital content. On mobile apps, you may access more than one account by switching between your RBdigital profiles within MyAccount in the menu.

Access your library's RBdigital collection in a browser.

Choose **REGISTER** to create an account or sign in with an existing account.

1



NEW USER:

Enter library and user information

Click check box to accept the terms and conditions.

Click **REGISTER**.

2

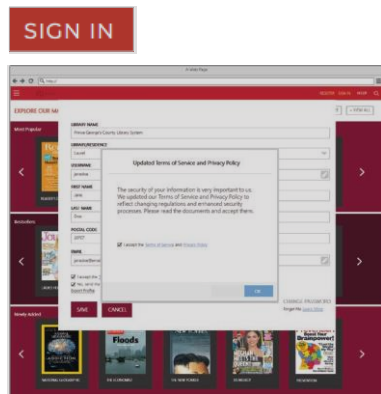
EXISTING USER:

Click **SIGN IN**.

Review terms and privacy policy and click **OK**.

Click **SIGN IN**.

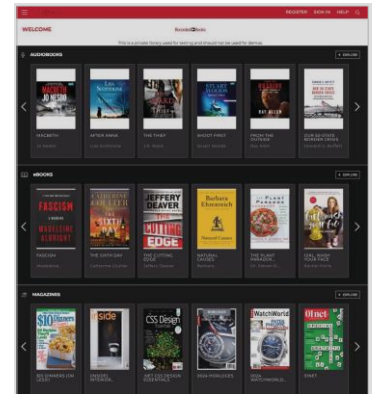
3



RBdigital will open to your library collection homepage.

Available content will display.

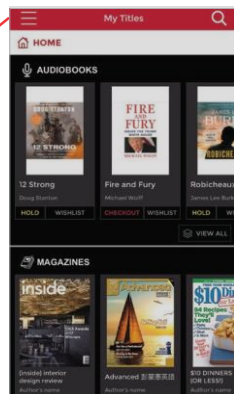
4



Select the **MENU** icon in the upper left-hand corner.



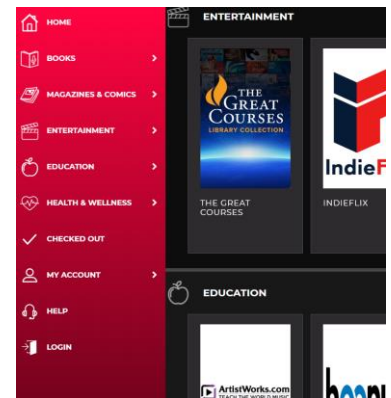
5



Scroll through the menu and select a category to view more content.

The menu will display content available at your library.

6



NOTE: Scroll through content formats and specific titles or services to view featured items. You may also search for additional items and/or tap on a title cover to open a detail page and complete checkout.

Finding and Checking out Books

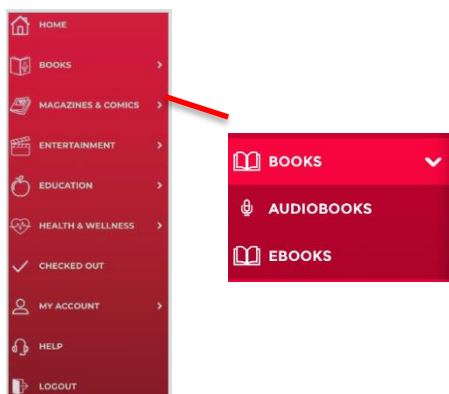
Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

If you don't see all content formats on your app, your library may have another RBdigital collection available. Visit the eResources area of your library's website for more information and set up another account to access additional RBdigital content. On mobile apps, you may access more than one account by switching between your RBdigital profiles within MyAccount in the menu.

Open the menu and tap **BOOKS**.

1

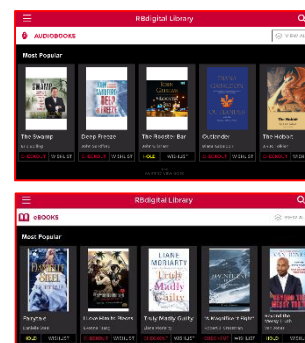


Select format and browse featured title carousels.

Tap cover to open title detail page.

Tap search icon to search full title list.

2



Tap **CHECKOUT** to add an eBook or audiobook to your personal collection.

If a title is not available you may select Hold or Wishlist.

3



Tap **OK** to close message.
Tap **PLAY** to open an Audiobook.
Tap **READ** to open an eBook.
The book will download in the background. Once fully downloaded, you can enjoy offline.

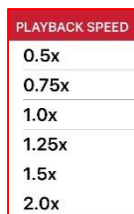
4



You can download previously checked out books in your app at any time by clicking **DOWNLOAD** in the **CHECKED OUT** section of the menu.

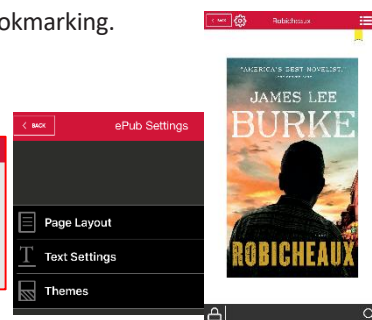
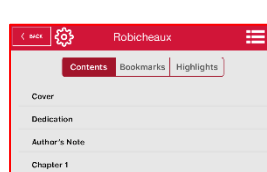
Audiobooks player offers options for playback speed, chapter listings, bookmarking, and sleep timer.

5



eBooks have viewing preferences including screen color, font, and bookmarking.

6



NOTE: Scroll through content formats and specific titles or services to view featured items. You may also search for additional items and/or tap on a title cover to open a detail page and complete checkout.

Finding and Checking out Magazines

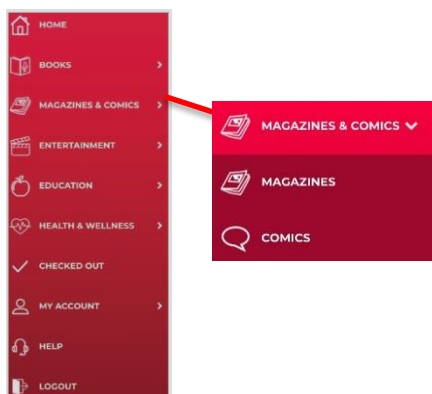
Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy.

NOTE:

Magazines are available for permanent checkout. Once you checkout a magazine, you may keep it in your personal collection for as long as you wish. You may also opt-in to receive a notification of new issues (or automatic checkout, if available).

Open the menu and tap **MAGAZINES & COMICS**.

1

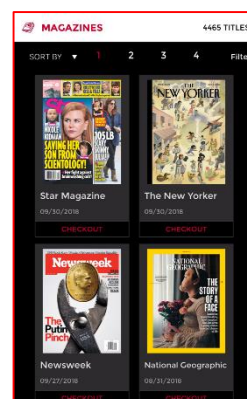


Tap content type and featured content will display.

In the app, tap **CHECKOUT** to immediately checkout the newest issue.

Tap the cover for details and to access back issues or to **CHECKOUT** in browser view and in the app.

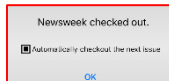
2



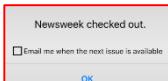
Tap **CHECKOUT** to add a magazine to your personal collection.

A checked out confirmation box appears asking if you want to be notified when the next issue is available (or automatically checked out, if available).

3



OR



Tap **VIEW ALL ISSUES** to checkout back issues (if available).

Tap **READ** to open a magazine.

In the app, the magazine will download in the background. Once fully downloaded, you can enjoy offline.

4



You can download previously checked out magazines in your app at any time by clicking **DOWNLOAD** in the **CHECKED OUT** section of the menu.

The Magazine opens.

Swipe or scroll left and right to move through pages.

In the app, tap the page to open viewing options.

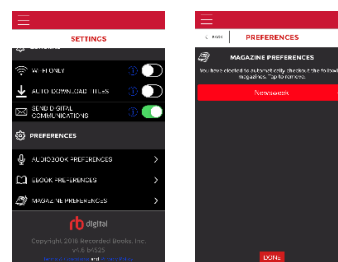
If using a web browser online, there is a toolbar of viewing options to the left of the magazine.

5



To update your download preferences and manage your selected auto checked out titles (if available) go to **MY ACCOUNT** in the menu and choose **SETTINGS** in the app.

6



NOTE: The typical size of a magazine is 50-300 MB, so please ensure you have room on your device before downloading.

Finding and Checking out Comics & Graphic Novels

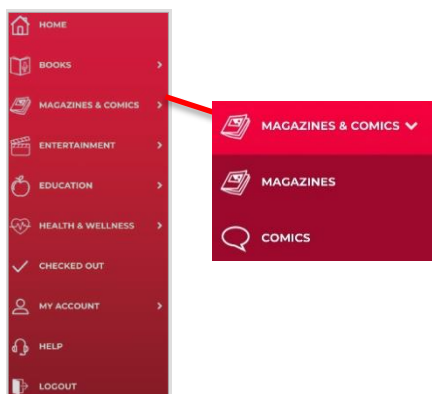
Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

Once checked out, your comic will remain in your personal collection for 30 days. You can then checkout the comic again for another 30 days, if you wish.

Open the menu and tap **MAGAZINES & COMICS**.

1

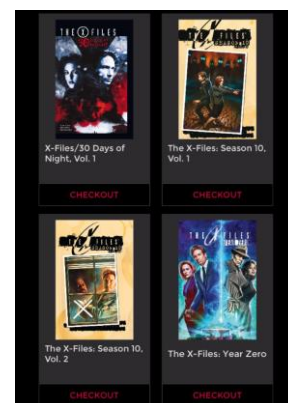


Tap content type and featured content will display.

In the app, tap **CHECKOUT** to immediately checkout the comic or graphic novel.

Tap the cover for details or to **CHECKOUT** in browser view and in the app.

2



Tap **CHECKOUT** to add a comic or graphic novel to your personal collection.

The comic or graphic novel will remain in your collection for 30 days.

3



DESCRIPTION DETAILS

When a blue-collar worker from New Jersey passes prophetic messages to the FBI from a mysterious "Mr. Zero," Mulder is convinced it is the same otherworldly entity that contacted the

Tap **READ** to open a comic or graphic novel.

In the app, the comic or graphic novel will download in the background. Once fully downloaded, you can enjoy offline.



You can download previously checked out comics or graphic novels in your app at any time by clicking **DOWNLOAD** in the **CHECKED OUT** section of the menu.

The comic or graphic novel opens.

Swipe or scroll left and right to move through pages.

5



In the app, tap the page to open viewing options.

If using a web browser online, there is a toolbar of viewing options to the left of the comic or graphic novel.

6



NOTE: The typical size of a comic or graphic novel is 50-300 MB, so please ensure you have room on your device before downloading.

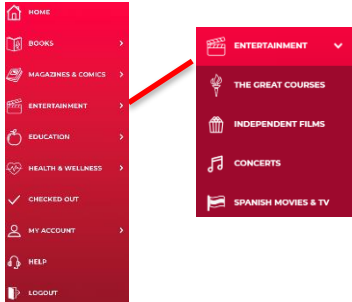
Discover Content on IndieFlix

Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

Each 7-day checkout provides unlimited access to all IndieFlix series and episodes. After 7-days, checkout another 7-day access to resume viewing your content. A separate 7-day checkout is required to access another Entertainment service if your library offers more than IndieFlix.

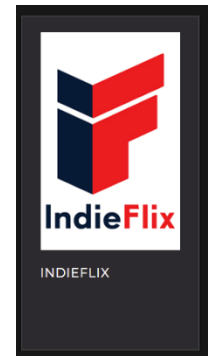
Open the menu and tap **ENTERTAINMENT**.



1

Tap **INDEPENDENT FILMS**.

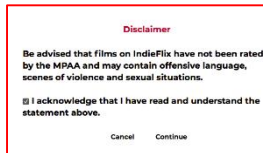
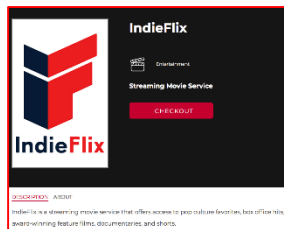
The service detail page opens.



2

Tap **ACCESS** to checkout a 7-day access pass.

Acknowledge the disclaimer on content. IndieFlix will open online, in your web browser.



3

Browse films, suggestions, search favourites and find new discoveries.

Use the search function to find content by title, language or talent name.



4

Discover new shows on IndieFlix.

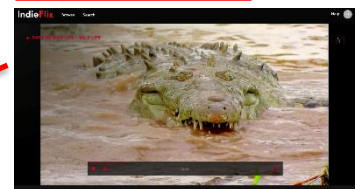
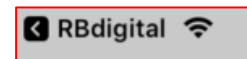
Tap the concert film to open shows and music tracks.



5

Video plays with prompts for closed captioning* and full screen.

Tap RBdigital < **BACK** **ARROW** to return to RBdigital app.



6

*Note closed captioning may not be available for all series.

NOTE: After 7-days, return to your RBdigital Collection through your web browser or in your app to checkout another 7-day access pass. Your viewing history and preferences will be saved.

Discover Content on Stingray Qello

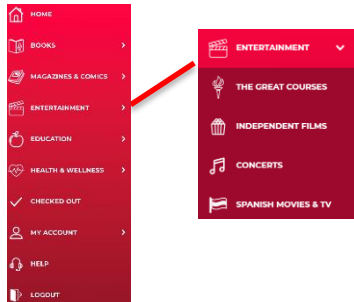
Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

Each 7-day checkout provides unlimited access to all Stingray Qello series and episodes. After 7-days, checkout another 7-day access to resume viewing your content. A separate 7-day checkout is required to access another Entertainment service if your library offers more than Stingray Qello.

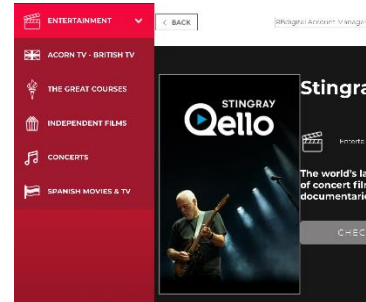
Open the menu and tap **ENTERTAINMENT**.

1



Tap the **CONCERTS** and service detail page opens.

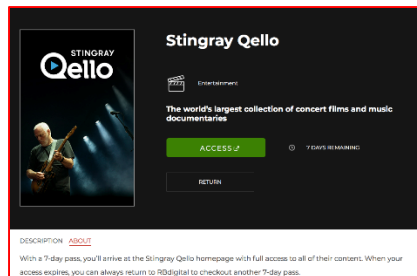
2



Tap **ACCESS** to checkout a 7-day access pass.

The entertainment service will open online, in your web browser.

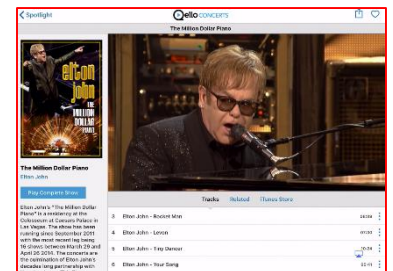
3



Browse concert highlights, search favourites, and find new discoveries.

Use the search function to find content by title, band or artist name.

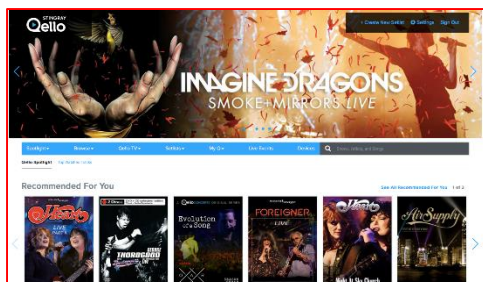
4



Discover new shows on Stingray Qello.

Tap the concert film to open shows and music tracks.

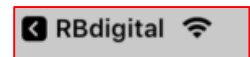
5



Video plays with prompts for closed captioning* and full screen.

Tap RBdigital < **BACK** **ARROW** to return to RBdigital app.

6



*Note closed captioning may not be available for all series.

NOTE: After 7-days, return to your RBdigital Collection through your web browser or in your app to checkout another 7-day access pass. Your viewing history and preferences will be saved. For music-audio only listening you can Bluetooth to a speaker or car-audio system.

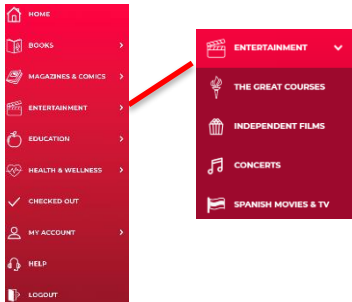
Discovering Content on Pongalo

Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

If you don't see all content formats on your app, your library may have another RBdigital collection available. Visit the eResources area of your library's website for more information and set up another account to access additional RBdigital content. On mobile apps, you may access more than one account by switching between your RBdigital profiles within MyAccount in the menu.

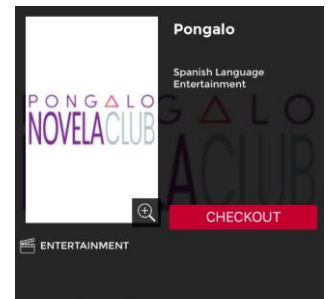
Open the menu and tap **ENTERTAINMENT**.



1

Tap **SPANISH MOVIES & TV**.

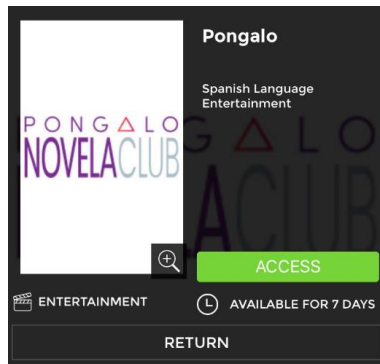
PONGALO service detail will open.



2

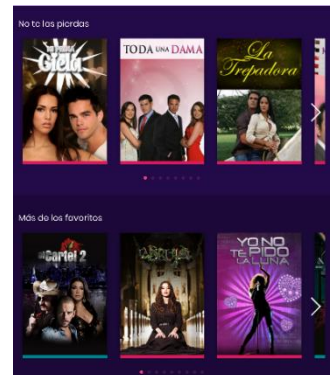
Tap **ACCESS** to checkout a 7-day access pass.

PONGALO will open online, in your web browser



3

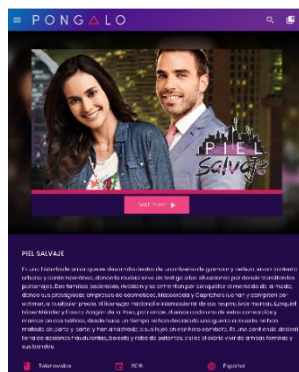
PONGALO opens on the homepage with series, film and episode suggestions.



4

Tap **SERIES** to open seasons and episodes.

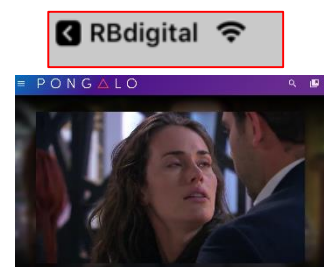
Tap the **EPISODE** and the video will play.



5

The video will play with prompts for full screen view.

Tap RBdigital
< **BACK ARROW** to return to the RBdigital app.



6

NOTE: After 7-days, return to your RBdigital Collection through your web browser or in your app to checkout another 7-day access pass. Your viewing history and preferences will be saved to resume recently watched series and episodes.



Discover Content in The Great Courses Library Collection

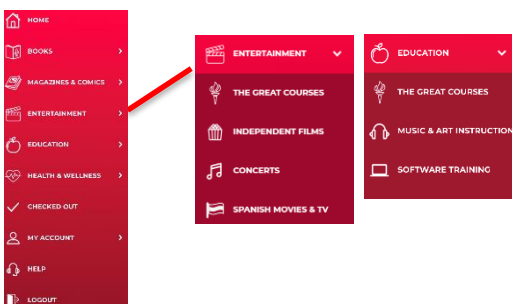
Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

Each 7-day checkout provides unlimited access to all courses and lectures. After 7-days, checkout another 7-day access to resume viewing your content. A separate 7-day checkout is required to access another Entertainment or Education service if your library offers more than The Great Courses Library Collection..

Open the menu and tap **ENTERTAINMENT** or **EDUCATION**.
Tap **GREAT COURSES**.

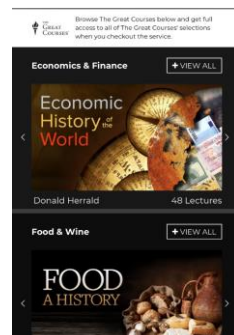
1



Browse by category and search for courses.

Click on a course that interests you to view more detail.

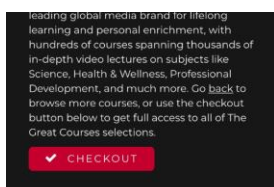
2



Tap **CHECKOUT** to checkout a 7-day access pass and access the course.

The course will open online, in your web browser.

3

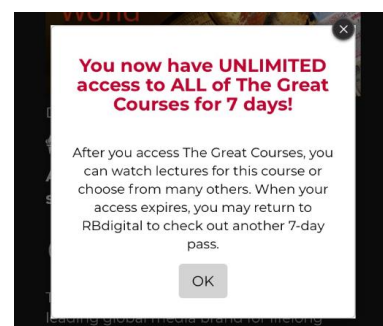


DESCRIPTION ABOUT

A renowned economic historian reveals the (sometimes surprising) ways money has shaped global politics, innovation, and discovery. Professor: Donald Herrald
48 Lectures

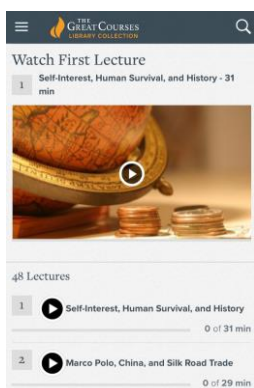
Your 7-day checkout access pass is confirmed.

4



The course will open online, in your web browser.

5



Tap **PLAY** to start the lecture.

On a desktop device, tap Guidebook to download a PDF Guidebook for the course.

6



NOTE: After 7-days, return to your RBdigital Collection through your web browser or in your app to checkout another 7-day access pass. Your viewing history and preferences will be saved.



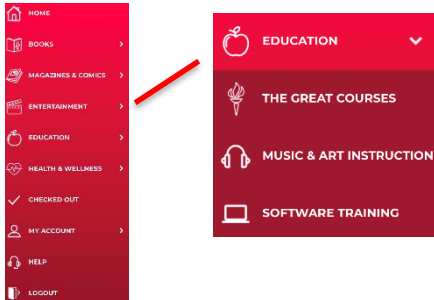
Discover Courses on ArtistWorks

Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

All Artistworks classes are always available and lessons are on-demand for learning at your own pace.

Open the menu and tap **EDUCATION**.



1

Tap **MUSIC & ART INSTRUCTION** from the menu.

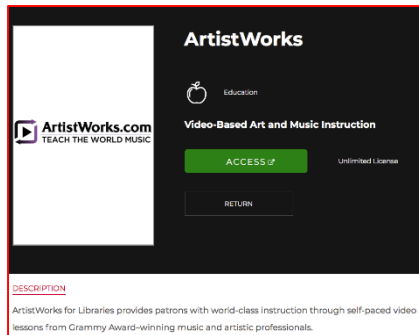
The service detail page opens.



2

Tap **CHECKOUT**.

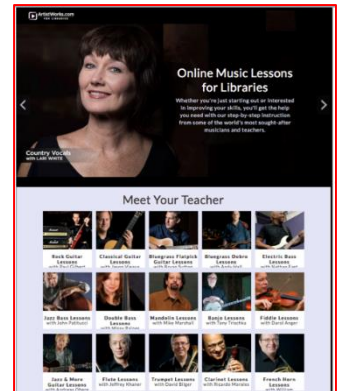
ArtistWorks will open in your desktop or mobile browser.



3

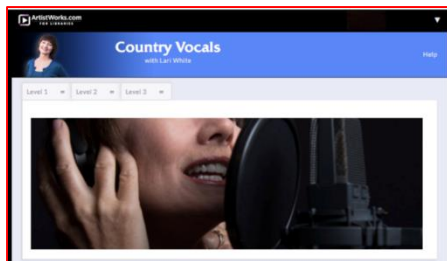
ArtistWorks opens on the homepage with courses and navigation tips.

All classes and lessons are available.



4

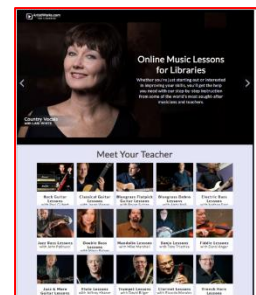
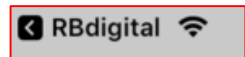
Tap **CLASS** to open the learning pathway dashboard.



5

Your progress saves as you go.

Tap RBdigital **< BACK ARROW** to return to the RBdigital app.



6

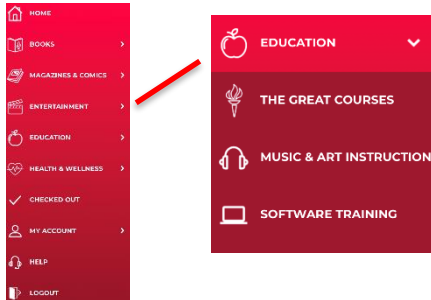
Discover Courses on Hoonuit

Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

All Hoonuit courses and video training lessons are available and lessons are on-demand for learning at your own pace.

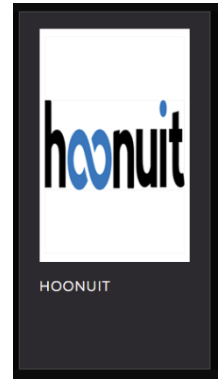
Open the menu and tap **EDUCATION**.



1

Tap **SOFTWARE TRAINING** from the menu.

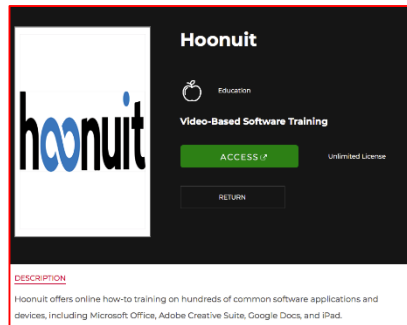
The service detail page opens.



2

Tap **CHECKOUT**.

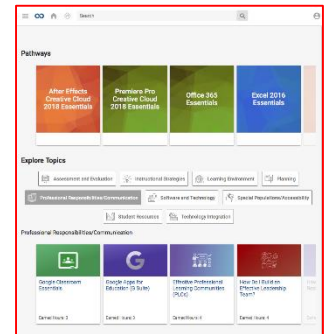
Hoonuit will open in your desktop or mobile browser.



3

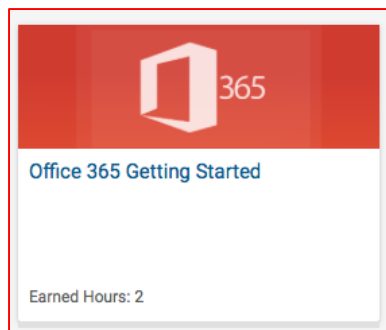
Hoonuit opens to homepage with courses and navigation tips.

All courses and lessons are available.



4

Tap **COURSE** to open the learning pathway dashboard.

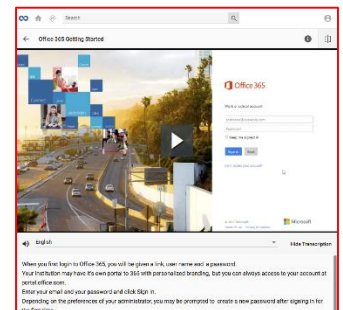


5

Your progress saves as you go.



Tap RBdigital < **BACK ARROW** to return to the RBdigital app.



6



Discover Courses on Learn It Live

Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

Each 7-day checkout provides unlimited access to all courses and lectures. After 7-days, checkout another 7-day access to resume viewing your content. A separate 7-day checkout is required to access another Entertainment or Education service if your library offers more than Learn It Live.

Open the menu and tap **HEALTH AND WELLNESS**.

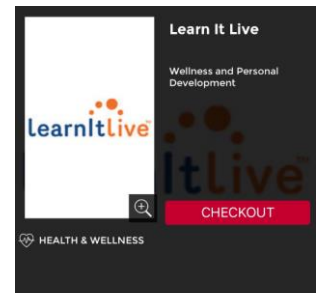
1



Tap **WELLNESS CLASSES** from the menu.

The service detail page opens.

2

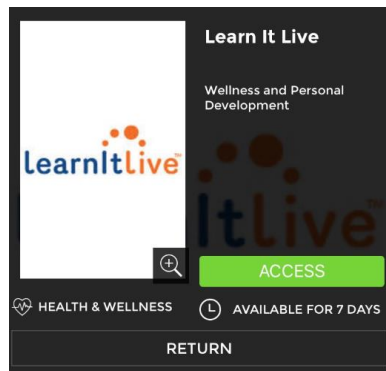


DESCRIPTION ABOUT
Live and on-demand classes, quick tip videos, and virtual reality wellness

Tap **CHECKOUT** to checkout a 7-day access pass.

Learn It Live will open in your desktop or mobile browser.

3

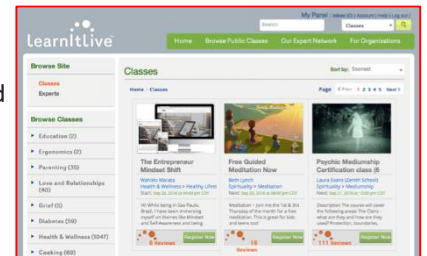


Learn It Live opens on the dashboard screen displaying courses and navigation tips.

Browse course areas and classes.

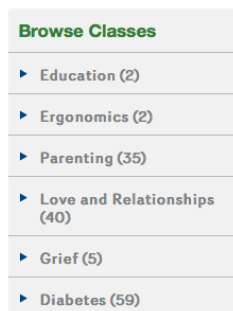
Register for any live and on-demand class.

4



Tap Browse Courses to review subject areas.

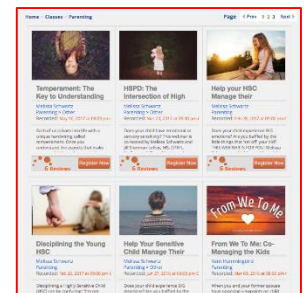
5



Your progress saves as you go.

Tap RBdigital < **BACK ARROW** to return to the RBdigital app.

6



NOTE: After 7-days, return to your RBdigital Collection through your web browser or in your app to checkout another 7-day access pass. Your viewing history and preferences will be saved.

Checked Out and My Account Settings

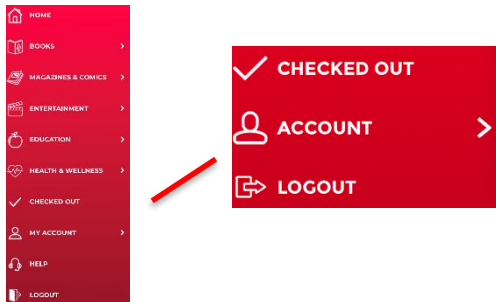
Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

RBdigital organizes your personal checkouts, and personalised history with your library collection.

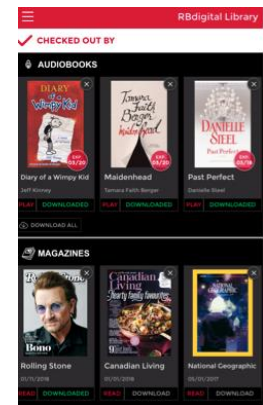
Open the menu and tap **CHECKED OUT**.

1



CHECKOUTS includes current titles and services with expiration date (if applicable).

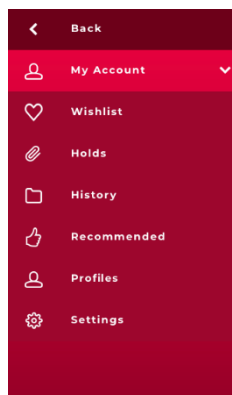
2



MY ACCOUNT

manages your account history and settings.

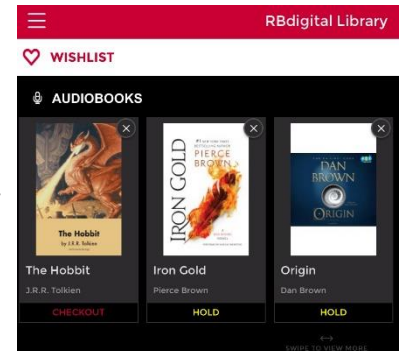
3



WISHLIST includes your personal bookshelf for saved audiobook and eBook titles.

Checkout, put on hold, or remove a title from Wishlist.

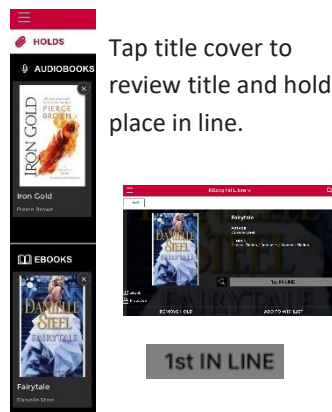
4



HOLDS includes audiobook and eBooks you have on hold.

When the book becomes available it will checkout automatically and an email notification will be sent to your account email.

5

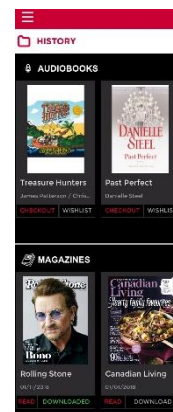


Tap title cover to review title and hold place in line.

HISTORY includes all your prior checkouts for all titles and services.

Checkout again or put on hold.

6



NOTE: Checkout and My Account tabs in the RBdigital Menu are personalised by your checkout and wishlist experience.

Recommendations and Account Settings

Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

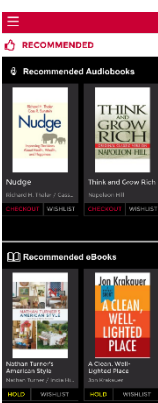
NOTE:

RBdigital organises your personal checkouts, and personalised history.

RECOMMENDED organises your library audiobook and eBook suggestions along with preferred content subjects.

Edit these suggestions in **SETTINGS** and choose **AUDIOBOOK** and/or **EBOOK PREFERENCES**.

1

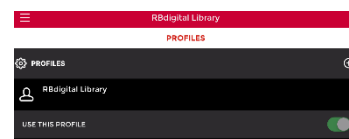


PROFILES remembers your personal access to one or more RBdigital collections.

Tap the **+** to login to or create new RBdigital account profiles.

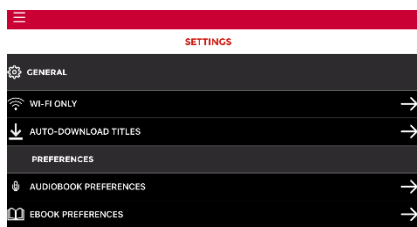
Move the **USE THIS PROFILE** toggle button to switch between profiles, or swipe a profile name to the left to delete.

2



Choose **SETTINGS** to adjust your connection and download preferences.

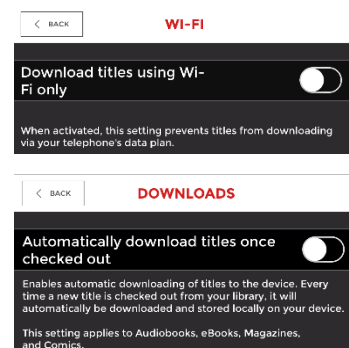
3



Download using Wi-Fi only (default setting).

Choose to auto-download audiobooks, eBooks, magazines, and/or comics (default is manual download - older devices may not have space for multiple large files).

4

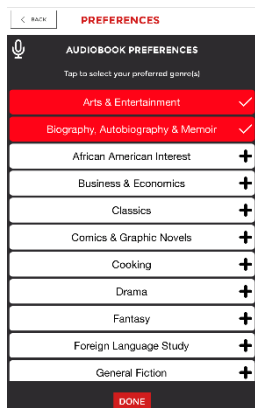


Audiobook genre preferences.

Tap **+** to select subject(s).

You may select multiple subjects.

5

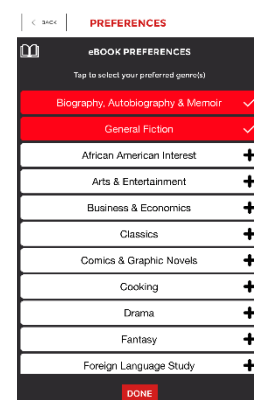


eBook genre preferences.

Tap **+** to select subject(s).

You may select multiple subjects.

6



NOTE: Checkout and My Account tabs in the RBdigital Menu are personalised by your checkout and wishlist experience.



Switch Account Profile to another Collection

Have multiple RBdigital accounts? Perhaps you share an iPad with your family? Or do you have a second RBdigital account at another library? You can access multiple RBdigital account profiles within the RBdigital app!

NOTE: RBdigital switches your content and services based on your log in credentials. If you have multiple accounts, RBdigital organises your personal checkouts and personalised history.

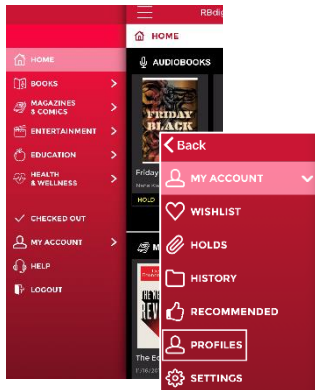
To switch to another profile tap **MENU**.



Tap **MY ACCOUNT**.

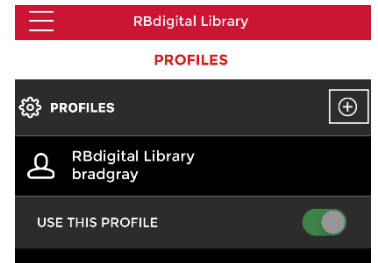
Tap **PROFILES**.

1



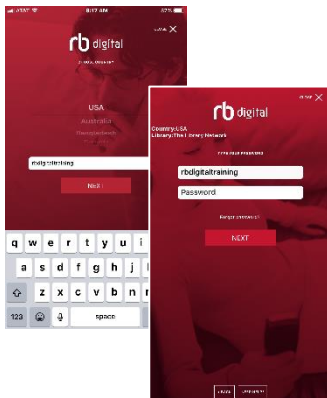
Tap the **+** icon to login to additional account profiles.

2



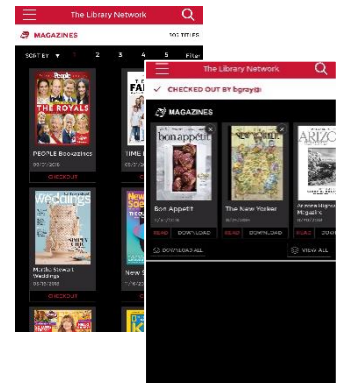
ENTER you're the additional account username or create a new RBdigital account.

3



The additional profile will open.
Any titles or services you have previously checked out in this profile will now display.

4



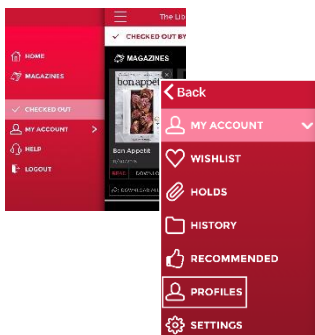
To switch back to the original profile tap **MENU**.



Tap **MY ACCOUNT**.

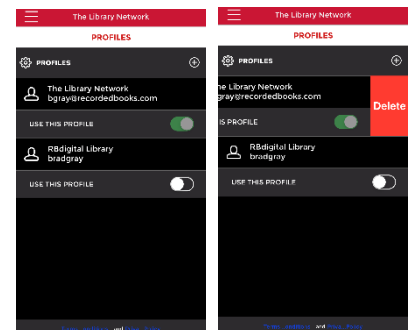
Tap **PROFILES**.

5



Move the **USE THIS PROFILE** toggle button to switch between profiles, or swipe a profile name to the left to delete.

6



NOTE: If you use the same email address across profiles, your checked out magazines from all associated profiles will display together.



Forgot Password

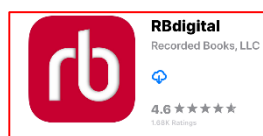
Register and login to RBdigital. Available content formats will display on the homepage and within the menu categories for you to checkout and enjoy!

NOTE:

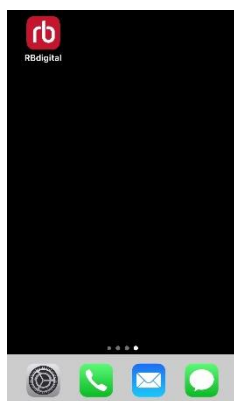
Use the same login credentials for mobile apps as used on the RBdigital website.

Click the 'Forgot Password' link on the login screen and follow the simple steps to reset your password.

Download and open the RBdigital App.



1

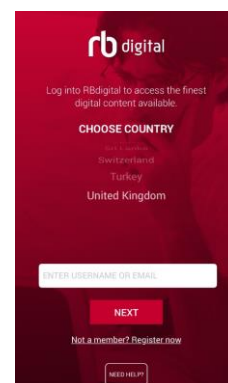


CHOOSE COUNTRY.

Enter the username you chose when you created your RBdigital account (If you can't remember your username, click the **NEED HELP** button to contact our support team who will be happy to remind you of it).

Click **NEXT**.

2



If you can't remember your password, tap the **Forgot Password?** link.

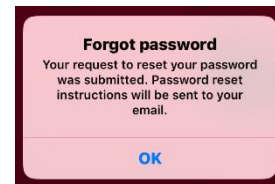
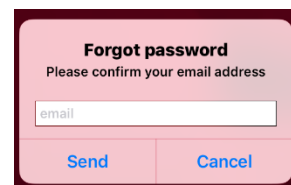


3

Enter the email address you used when you created your RBdigital account.

You will then need to access your email to follow instructions to reset your password. Please check your spam/junk folders if it doesn't appear in your inbox.

4



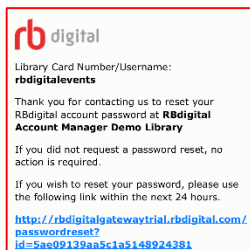
Open the email and follow the prompts to reset your password.

Inbox

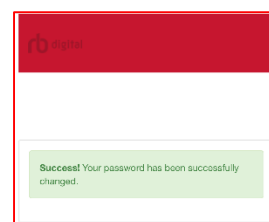
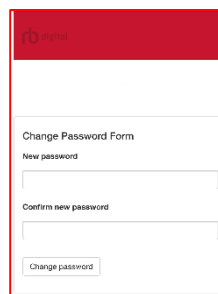
Search

• **yoursupport@record...** 9:32AM >
Password Request
Library Card Number/Username:
rbdigitalevents Thank you for
contacting us to reset your RBdigital...

5



Enter a new, memorable password and confirm.



Re-open RBdigital and login with your new password.

6

NOTE: Need more help? Click on the Help link or contact your library Information Desk for assistance.