

## How to Get Magazines on Your Tablet, Smartphone or Computer

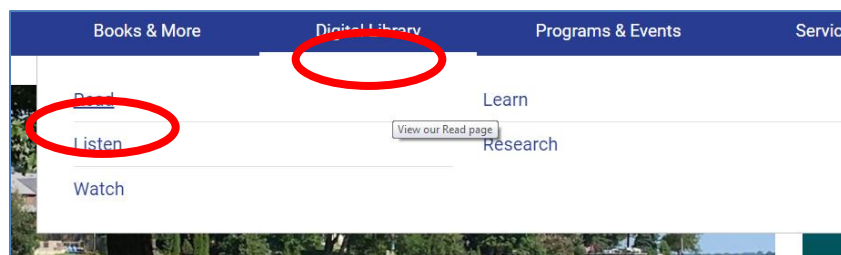
Downloading magazines on your tablet, smartphone, or reading them on your computer is a great way to access content exactly when you want it. There are no limits on the number of eMagazines you can check out, and they are yours to keep once you have downloaded them. You can store and re-read them as often as you like. The only limit is the storage capacity on your device!

If you are reading on a computer, you won't be able to download the magazines to read offline, but you will be able to read them in your web browser and access them from anywhere that you have an internet connection.

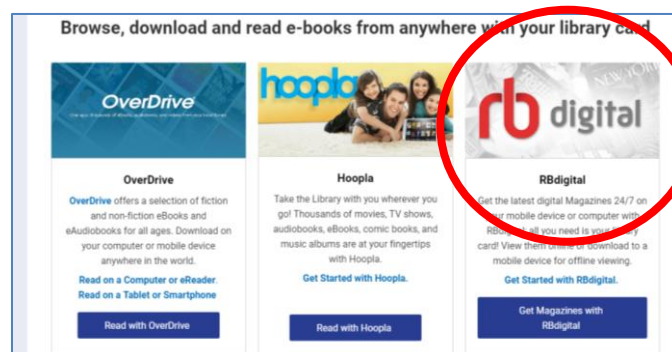
To borrow eMagazines from the Orillia Public Library, you will need to **create an eMagazine account through the Library's website and download the RBdigital app**. Once you have created an account, you can check out, download and read eMagazines within the RBdigital app.

### Create an Orillia Public Library eMagazine Account

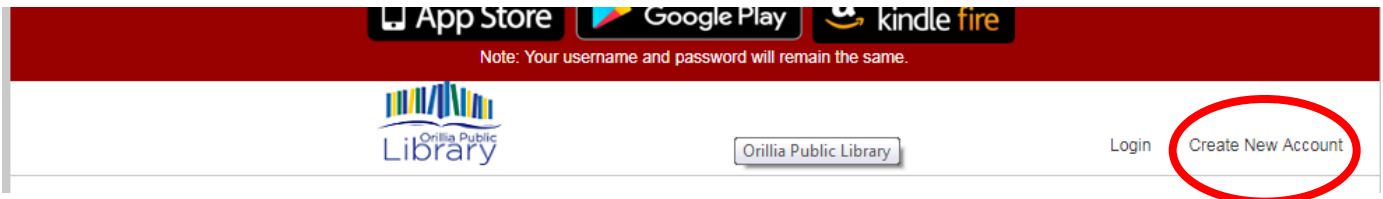
Go to the Orillia Public Library's website at [orilliapubliclibrary.ca](http://orilliapubliclibrary.ca) using your internet browser on your tablet, smartphone, or on your computer. Click on the Digital Library heading to open the menu, then click on Read. (You are not able to do the account creation within the app).



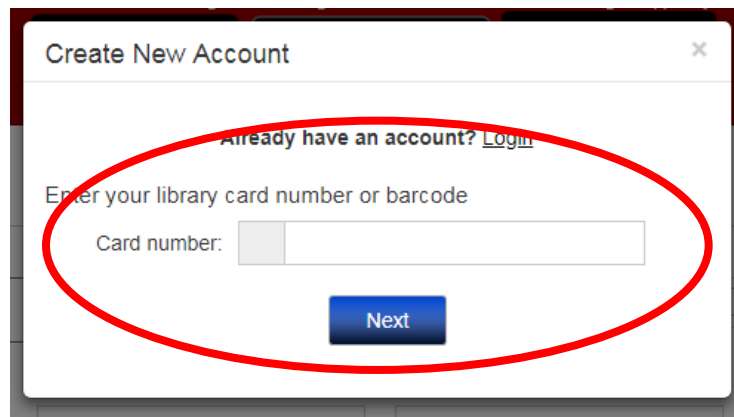
Click on the RBdigital logo



The Library's eMagazine collection page will open in the new tab. Tap **Create New Account** in the top right corner of the page.

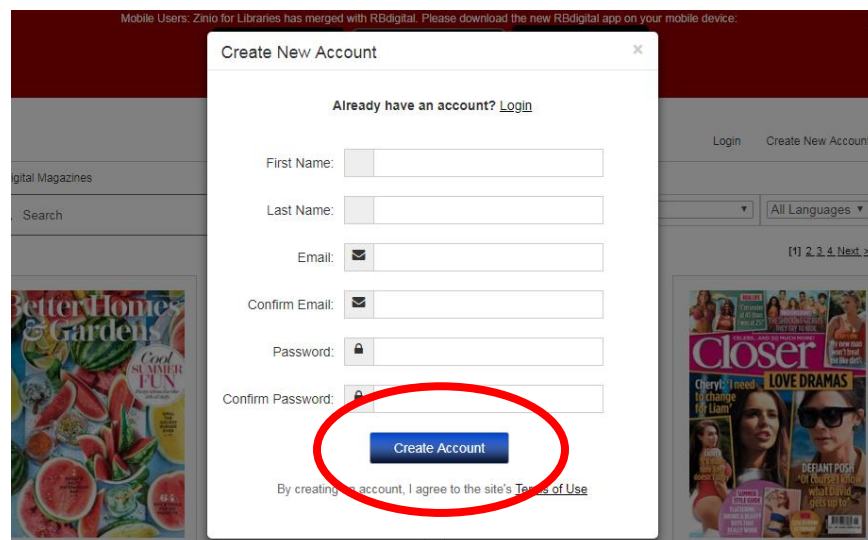


Enter your Library Card barcode number with no spaces (found on the back of your Orillia Public Library Card) and tap **Next**.



The screenshot shows a 'Create New Account' modal form. It has a title bar with a close button. Below the title, it says 'Already have an account? [Login](#)'. The main instruction is 'Enter your library card number or barcode'. There is a text input field labeled 'Card number:' and a blue 'Next' button below it. The entire form is circled in red.

Enter your name, email address and create a password as prompted. Tap **Create Account** to finish creating your account.



The screenshot shows a 'Create New Account' modal form with multiple fields. It includes a title bar with a close button. Below the title, it says 'Already have an account? [Login](#)'. The form has fields for 'First Name:', 'Last Name:', 'Email:', 'Confirm Email:', 'Password:', and 'Confirm Password:'. Each field has a small icon indicating the type of input required (e.g., email icon for email fields, lock icon for password fields). At the bottom, there is a blue 'Create Account' button, which is circled in red. Below the button, it says 'By creating an account, I agree to the site's [Terms of Use](#)'.

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 on your tablet or smartphone, or you can continue to use your web browser to read eMagazines online.

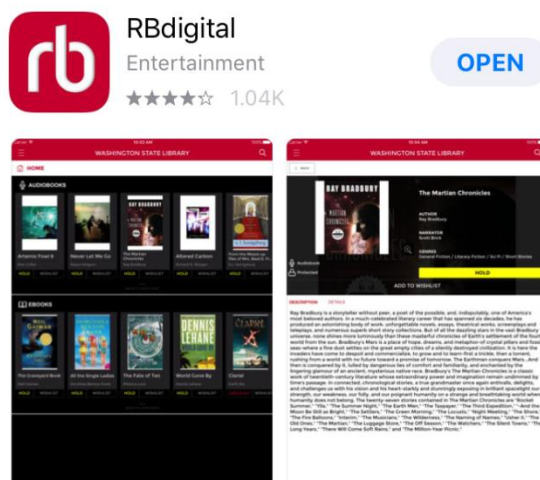
## Downloading the RBdigital App on a Smartphone or Tablet

Once you have created your eMagazine account using a web browser, you will need to download the **RBdigital app** on to your tablet/iPad or smartphone.

To download the RBdigital app, visit the Play Store or App Store on your device and search for “RBdigital”.

Tap **RBdigital** to select the app from your list of results, and then tap **Install** to begin the download.

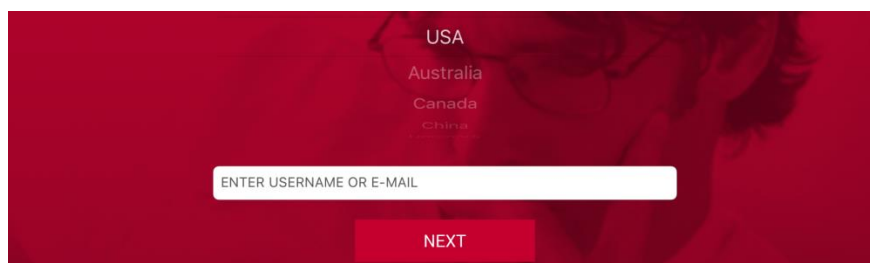
Once the app has finished downloading tap **Open**.



## Sing in to Your eMagazine Account

Follow the prompts as they appear.

Tap underneath **Choose Country** and select **Canada** from the menu that appears. Enter the email address that you used for your eMagazine account (from the steps on page 2 of these instructions)

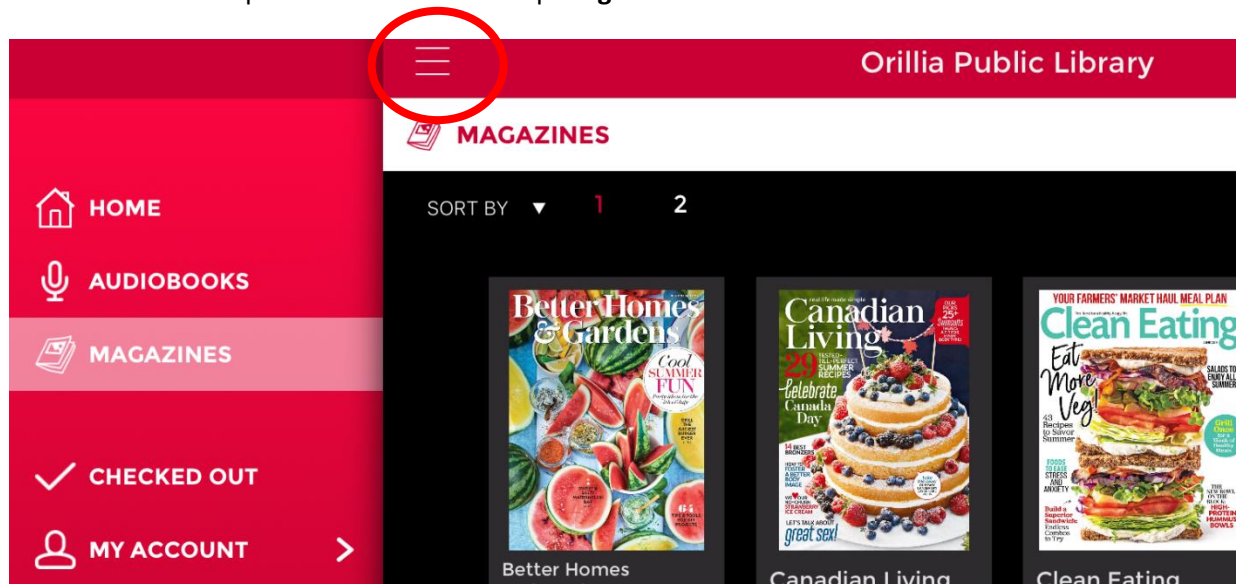


Select **Orillia Public Library**.

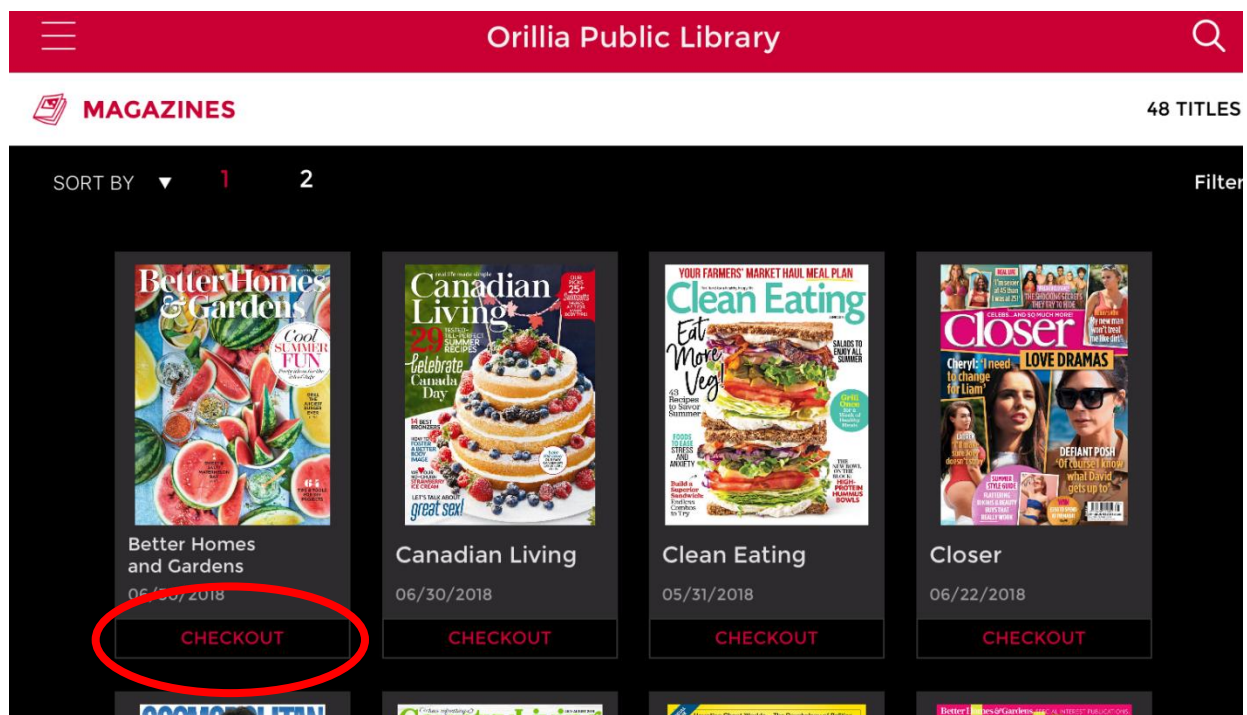
Enter your password and tap **Next**.

## Check out an eMagazine

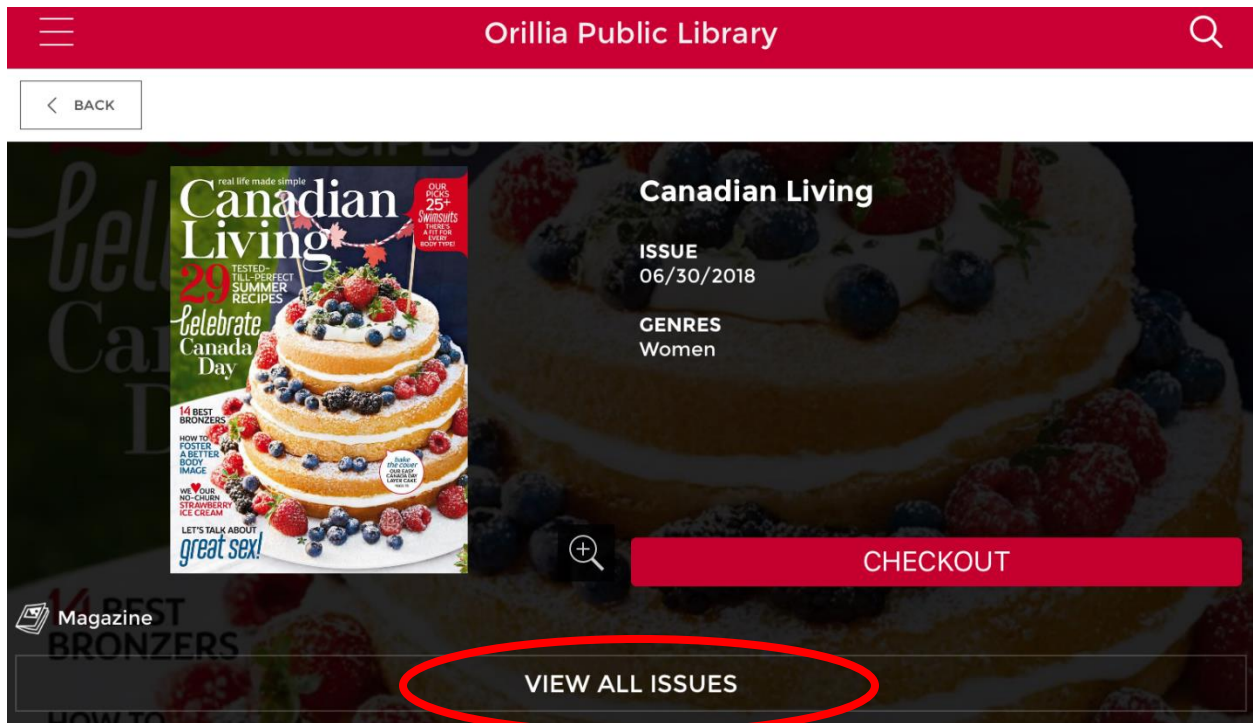
To view the Library's entire eMagazine collection, open the app menu by tapping the 3 horizontal line **Menu** icon in the top left corner and then tap **Magazines**.



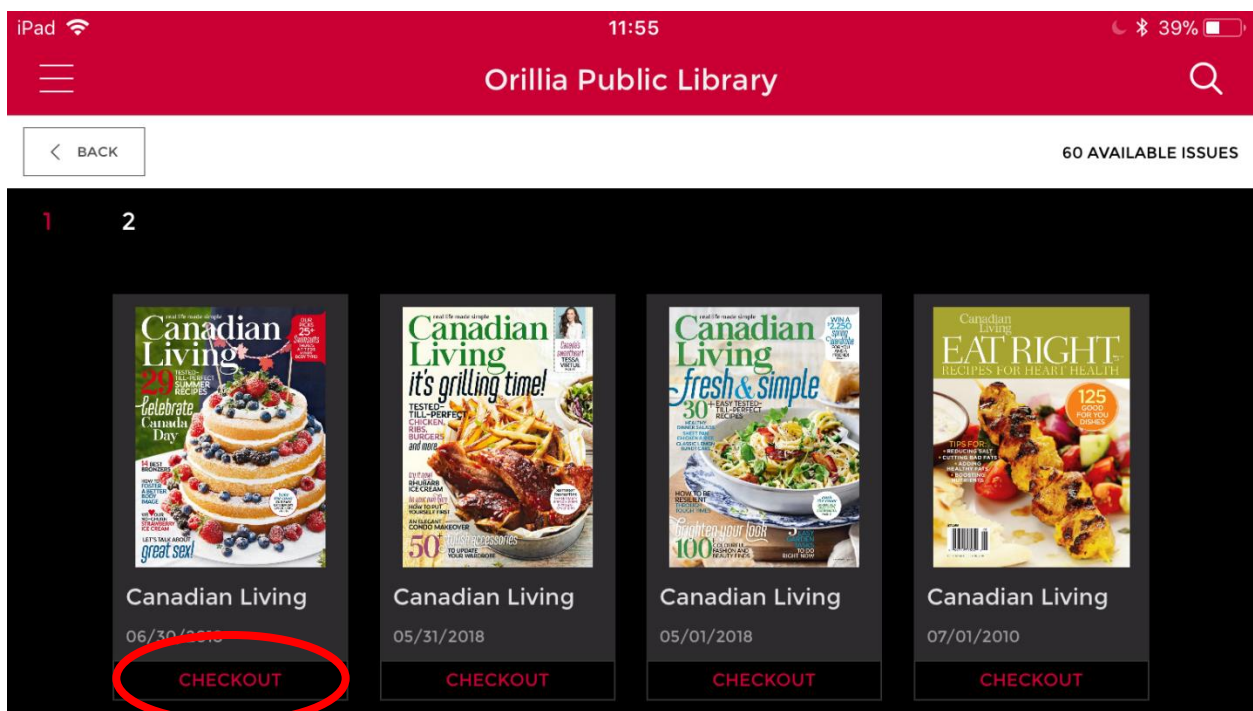
To check out the current issue of a magazine, tap **Checkout** under the cover image of the magazine.



To check out back issues of the magazine, tap the cover image of the magazine then tap the **View all issues**.

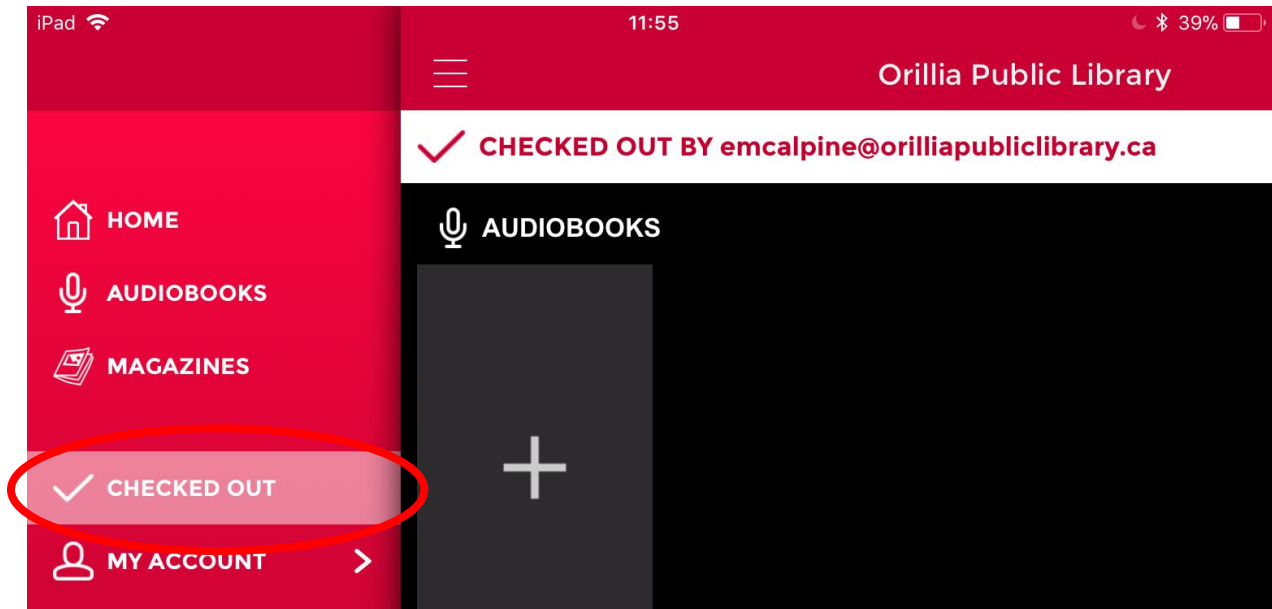


To checkout a back issue, tap **Checkout** under the issue you wish to borrow.

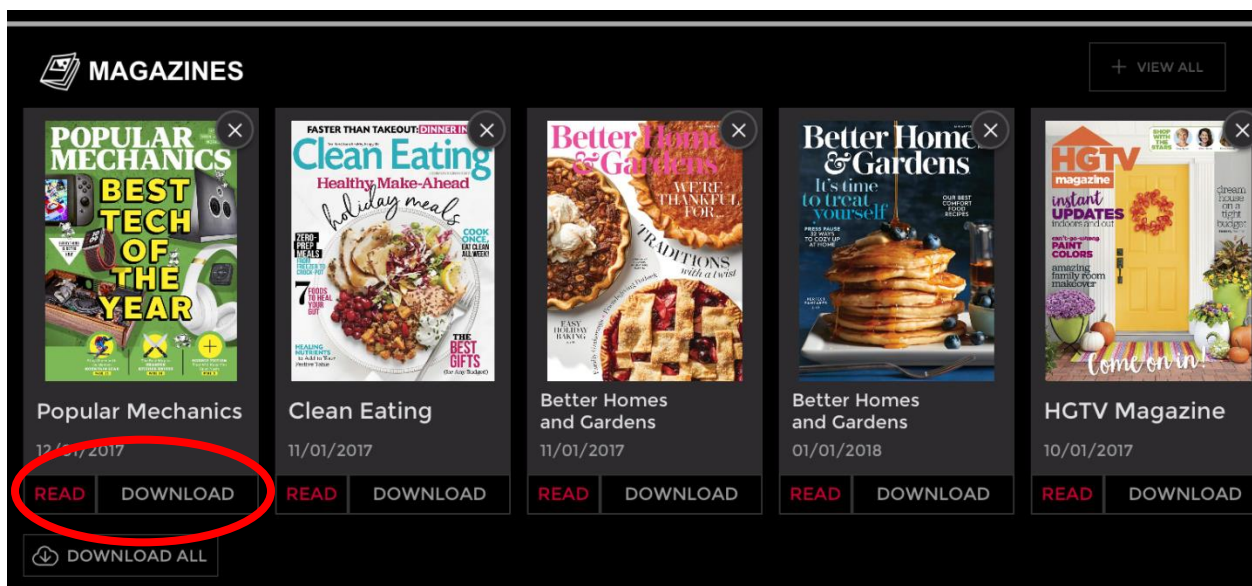


## Read Your eMagazine

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



Tap **Read** to open the magazine or Download to save it for offline reading. Swipe right or left to change pages. To close the magazine and open another, tap in the centre of the screen to open the reading controls, which includes a **back arrow** in the top left corner.



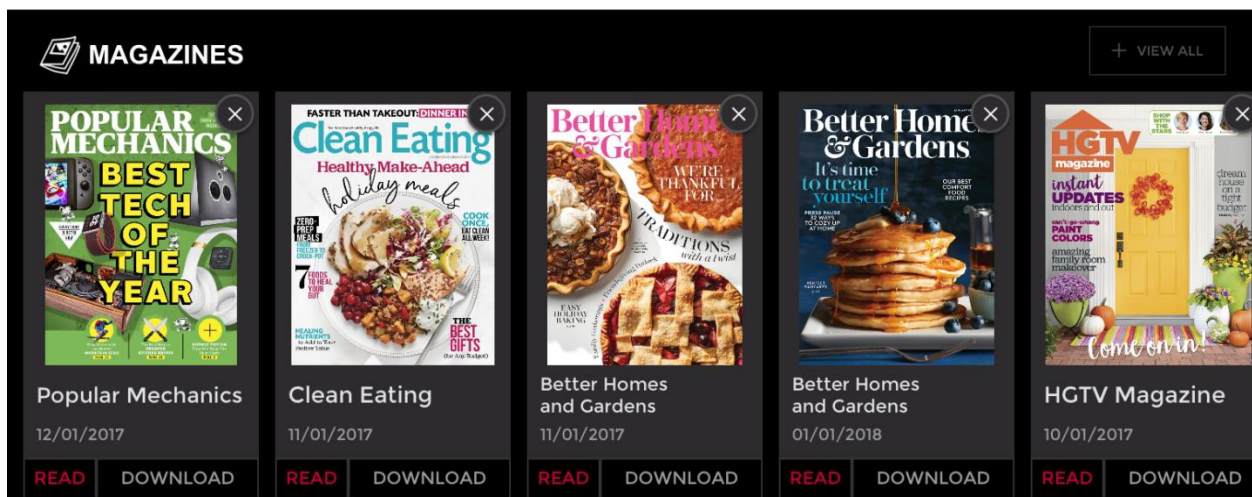
## \*\*\*An Important Note About Reading eMagazines Without and Internet Connection

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 download (which means tapping **Read**) each magazine that you wish to download.

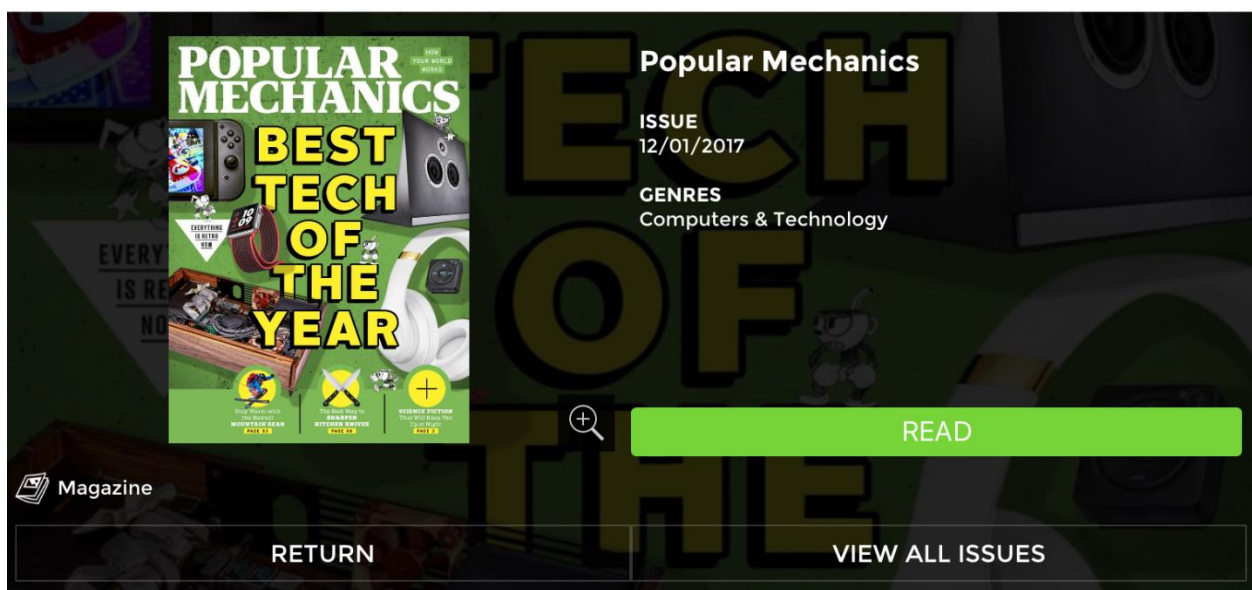
## Deleting and Returning eMagazines

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**.

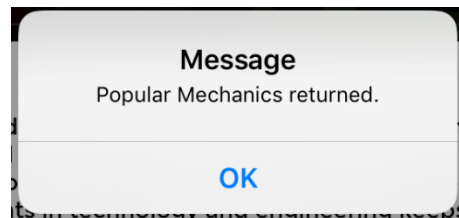
Tap on the x in the top right corner of the magazine you wish to remove from your device.



You will then be shown more information about the issue, and have the option to **Return** the item.



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



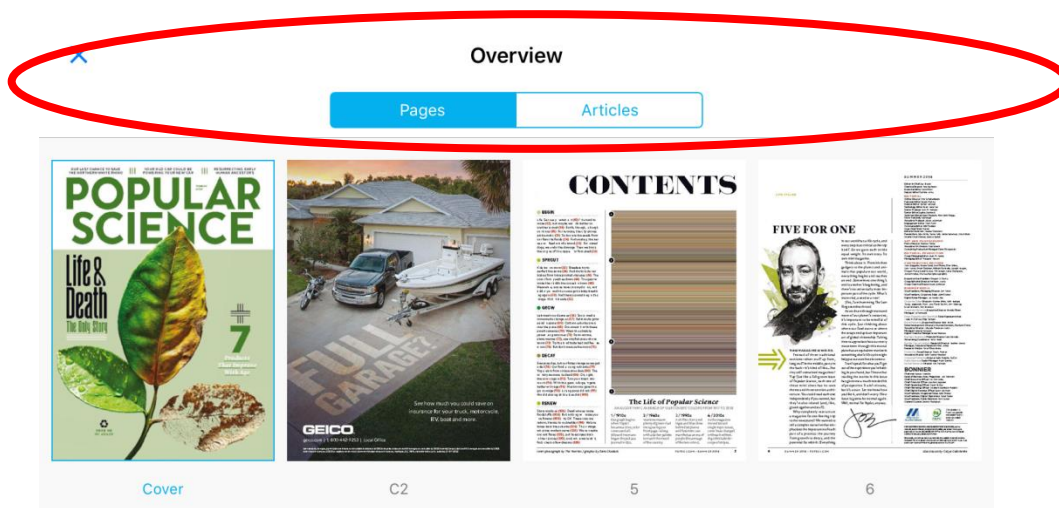
## Once You Have Downloaded a Magazine

Once you have downloaded a magazine, you have a variety of reading and navigation options.

To see your options, first open the magazine you want to read. Tap gently in the middle of the page to bring up your additional options at the top and bottom of the screen.

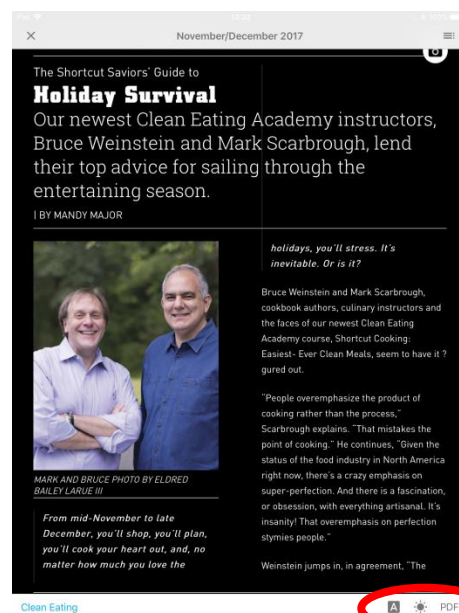


By clicking on the three line menu icon in the top right corner of the screen you will be taken to an “Overview” page where you can view the **Pages** or the **Articles** of the magazine in a grid pattern.



The section that pops up at the bottom of the screen will allow you to scroll between pages of the magazine by swiping left and right.

While you are reading an article, you will see options at the bottom right of the screen to change the font size, the colour contrast and the reading view of the article you are looking at.



More questions? Ask a Library staff member for help! Happy eReading!