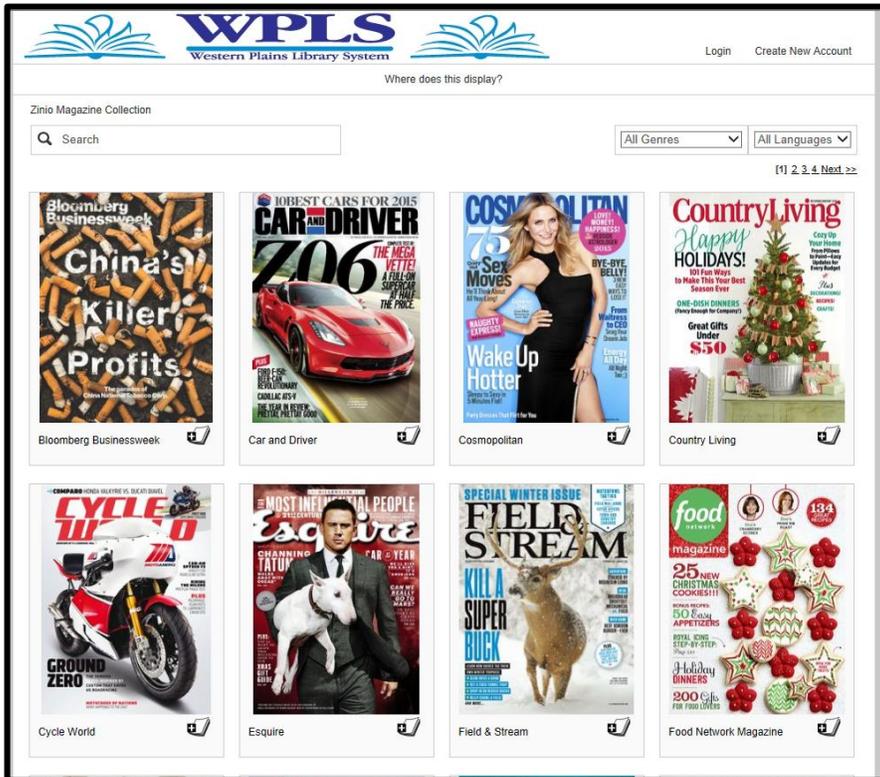


Zinio for Libraries

Western Plains Library System

PC Usage Instructions



- Download popular magazines the day the publisher releases
- Works on PC, Mac, iPhone, iPad, Kindle Fire, and most Android Devices
- Free for library card holders

Welcome to Western Plains Library System's new magazine download platform, *Zinio for Libraries*. You may already have heard of Zinio, a popular app that allows customer to subscribe to magazines through PCs, tablets, smartphones and other mobile devices. *Zinio for Libraries* allows Western Plains Library System cardholders to freely download current issues of select popular magazines the day the publisher releases them.

Part One: Getting Started

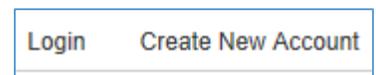
Where do I find Zinio for Libraries?

Zinio for Libraries can be accessed through Western Plains Library System's website, www.wplib.com.

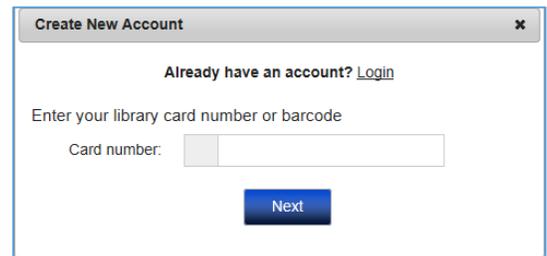
What do I do first?

You don't have to create a Zinio for Libraries account to browse Western Plains' magazines, but you must create one in order to complete a download. We therefore recommend completing this step first.

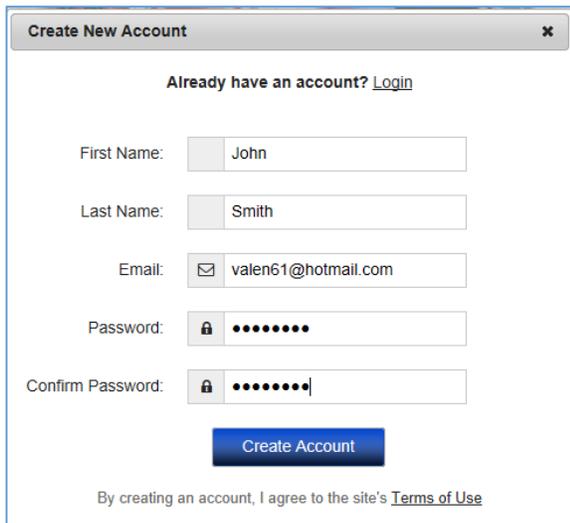
In the upper right corner of the screen you should see the options to Login or Create New Account. Select Create New Account.



Next, enter your library card number from the back of your Western Plains library card.



A pop-up form will appear asking you to fill in a few fields of information. You must have an email address to use Zinio for Libraries.



Be sure to write down the email you use to register and your password. You will use these in the future to log on.

When finished click on Create Account.

How can I tell if I am logged in?

The upper right screen will display your name.



To log out, select the drop down arrow and click on Log out.



Part Two: Checking Out

What can I download?

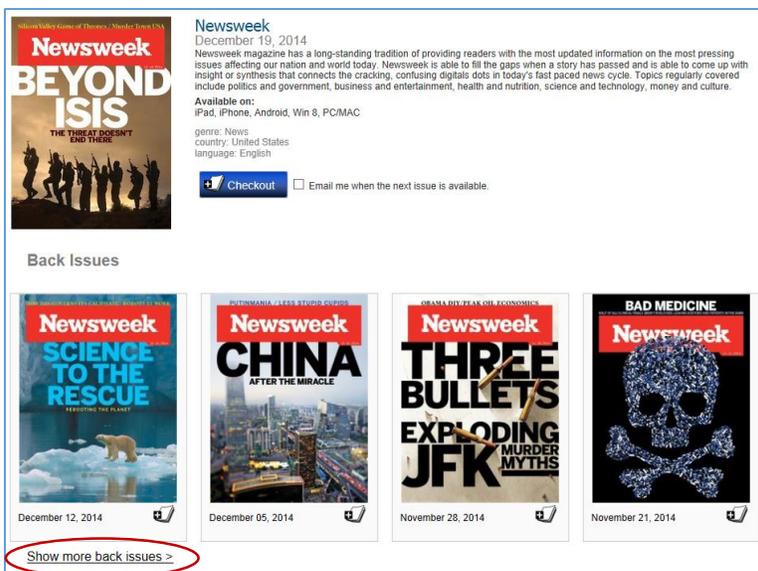
Western Plains subscribes to about 30 monthly or weekly digital magazines, and *Zinio for Libraries* provides some titles for free. Typically, you can choose from 40 magazine titles. Each titles also includes a limited number of back issues that you can download.

How do I select and download a magazine?

When you have found a title that interests you click on it. So if you want to download an issue of Newsweek, click on the magazine cover.

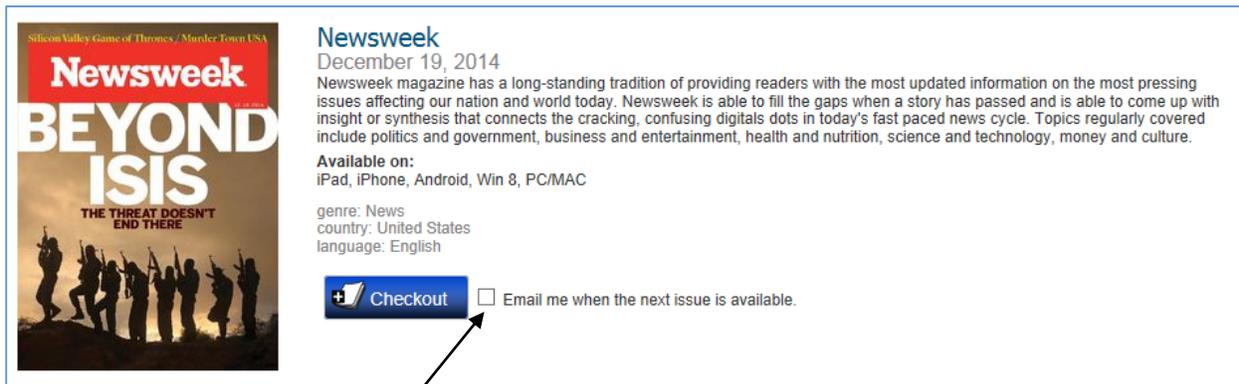


The web browser will direct you to a page listing recent issues. Click on the issue you wish to download.



To view a listing of older back issues, click on the Show more back issues button.

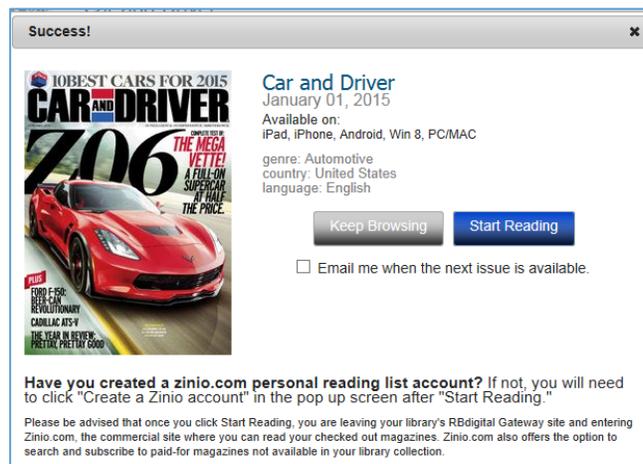
When you are ready to checkout an issue click the Checkout button beside the cover.



The screenshot shows the Newsweek magazine cover for December 19, 2014, featuring the headline "BEYOND ISIS" and the sub-headline "THE THREAT DOESN'T END THERE". To the right of the cover, the text reads: "Newsweek December 19, 2014. Newsweek magazine has a long-standing tradition of providing readers with the most updated information on the most pressing issues affecting our nation and world today. Newsweek is able to fill the gaps when a story has passed and is able to come up with insight or synthesis that connects the cracking, confusing digital dots in today's fast paced news cycle. Topics regularly covered include politics and government, business and entertainment, health and nutrition, science and technology, money and culture." Below this, it says "Available on: iPad, iPhone, Android, Win 8, PC/MAC" and "genre: News country: United States language: English". At the bottom, there is a blue "Checkout" button with a plus icon and an unchecked checkbox labeled "Email me when the next issue is available." An arrow points from the checkbox to the text below.

If you select the optional box beside the Checkout button, *Zinio for Libraries* will email you when future issues become available.

A Confirmation pop-up will appear. You may keep browsing or start reading your magazine.

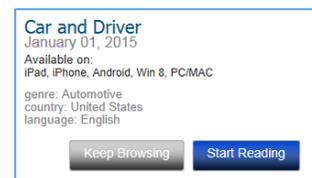


The screenshot shows a "Success!" pop-up window. On the left is the Car and Driver magazine cover for January 01, 2015, featuring a red sports car and the headline "706". To the right, the text reads: "Car and Driver January 01, 2015. Available on: iPad, iPhone, Android, Win 8, PC/MAC. genre: Automotive country: United States language: English." Below this are two buttons: "Keep Browsing" and "Start Reading". There is also an unchecked checkbox labeled "Email me when the next issue is available." At the bottom, a note says: "Have you created a zinio.com personal reading list account? If not, you will need to click 'Create a Zinio account' in the pop up screen after 'Start Reading.'" A smaller note below that says: "Please be advised that once you click Start Reading, you are leaving your library's RBdigital Gateway site and entering Zinio.com, the commercial site where you can read your checked out magazines. Zinio.com also offers the option to search and subscribe to paid-for magazines not available in your library collection."

Part Three: Reading My Magazines

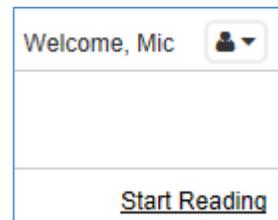
How will I read a title when I checkout?

When you check out you may begin reading by immediately clicking the Start Reading button.



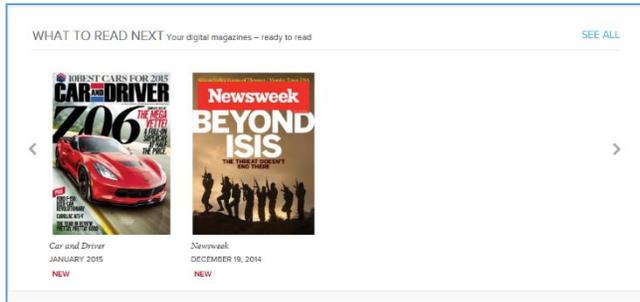
The screenshot shows the "Car and Driver" magazine interface. It includes the title "Car and Driver", the date "January 01, 2015", and the text "Available on: iPad, iPhone, Android, Win 8, PC/MAC. genre: Automotive country: United States language: English." Below this are two buttons: "Keep Browsing" and "Start Reading".

If, however, you would like to browse more, you may access your checked out magazine at any time by clicking on the Start Reading link beneath the account button.



The screenshot shows a user account interface. At the top, it says "Welcome, Mic" next to a user profile icon. Below this is a large empty space, and at the bottom, there is a blue link labeled "Start Reading".

Your magazine library will display and you should see any titles you recently borrowed or that you purchased directly through Zinio.



Click on the cover of the magazine you want to download. Your web browser will open the magazine in a new window.

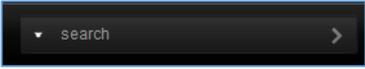
Reading through your computer's web browser requires the installation of Adobe Flash. If your browser tells you that it cannot open the file you should try updating or downloading Flash on your computer.

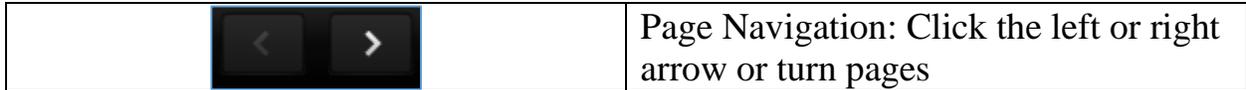
How do I move through the magazine?

The content of your magazine will display in the new window. Note on the bottom left and right side controls are provided to change viewing preferences and to assist you in navigating the magazine.

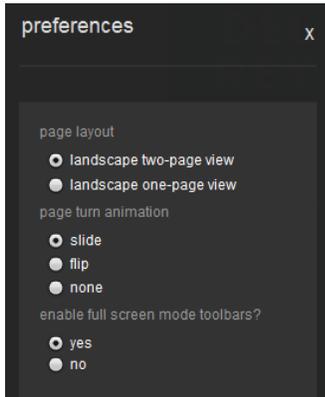


Most of the controls you will use are on the right side. The following chart breaks down the functions of each button.

	<p>Search: Perform a text search of words and phrases in the magazine.</p>
	<p>Fullscreen: Will make the magazine display the largest area of screen possible without distortion</p>
	<p>Zoom: Focus the screen closer or further away from images and text.</p>
	<p>Table of Contents: If available for your issue, lists the articles included.</p>
	<p>Thumbnail Grid: Brings up small images of the pages of the magazine that you can click on to speed up browsing.</p>



Of the controls on the left side, the main option of which you should be aware is the Preferences button.



By clicking on the Preferences button you can change viewing options.

Page Layout: Allows you to choose between seeing one magazine page at a time or seeing two pages side-by-side just as if you were reading the physical magazine.

Page Turn Animation: Allows you to control the appearance of page turning.