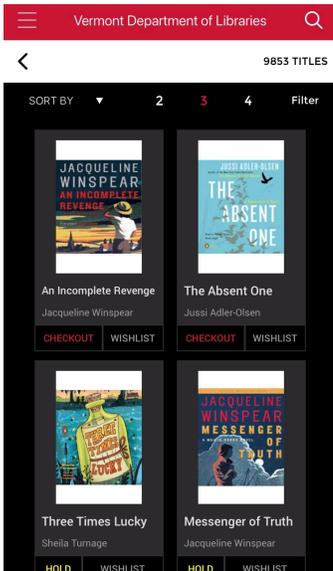


RBdigital Downloadable Audiobooks and Ebooks



What Do You Need?

- Library Card
- Smartphone/Tablet
- RBdigital App

Steps of the Process

1. Login to the RBdigital App
2. Find a book, check it out, and download it
3. Read or listen using the app

RBdigital is an online service that allows library patrons to check out ebooks and digital audiobooks on their smartphone or tablet. The collection includes more than 10,000 audiobooks and 800 ebooks.

In many ways, borrowing items from RBdigital is like taking a physical book out from the library: you can only check out items in the collection; items are checked out for a limited period of time; and each copy of an item can only go to one patron at a time. Because digital items for libraries can cost far more than physical items, this means that popular titles can have long wait lists. But if you're more flexible about your next read, you can always find a wide range of items (see Step 4B for how to limit your search to available items).

Notes - Not all libraries subscribe to this service, so check with your library first. RBdigital does not work on black & white ereaders, like Kindles (except Fire), Nooks, or Kobos. You can read ebooks on a laptop, but it's a more involved process.

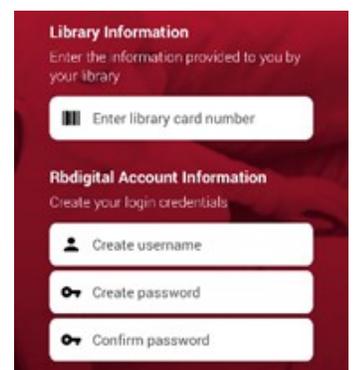
Step 1 – Get the RBdigital App (First-time only)

- A. Download and Install – On your smartphone or tablet, open the appropriate App Store: Google Play Store for Android, Apple App Store for iOS, or Amazon App Store for Kindle Fire. Search for RBdigital, and install the app.



Step 2 – Register for the Service (First-time only)

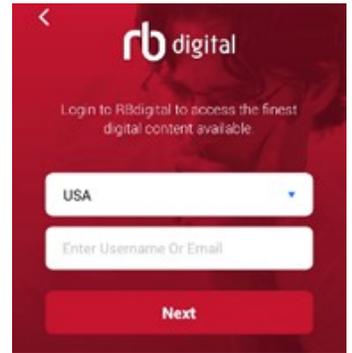
- A. Start – Open the app on your device. The icon has the letters “rb” on a red background (see the icon above).
- B. Register – Below the login button it says *New to Rbdigital?* Click the *Register now* link. If you already have an account, skip to Step 3 - Logging In.
- C. Select Location and Library – Choose your country, state, and library. If you don't see your library on the list, it's included under *Vermont Department of Libraries*. Then click *Create Account*.

A screenshot of the RBdigital registration form. It has a red background. The first section is 'Library Information' with the instruction 'Enter the information provided to you by your library' and a text input field for 'Enter library card number'. The second section is 'Rbdigital Account Information' with the instruction 'Create your login credentials' and three text input fields: 'Create username', 'Create password', and 'Confirm password'.

- D. Create an Account – Enter your library card number, create a username and password, and then enter your basic personal info (name, email address, and zip code). Click to Accept the *Terms of Service*, and then click *Register*. If you don't know your card number, contact your library and they can help.

Step 3—Logging In

- A. Login - Open the App. Click *Login*, select your country, and enter your username or email address. Click *Next*, and then enter your password. If the app asks you to allow RBdigital to access your media and files, click *allow*. If you don't know your password, you can click *Forgot Password* in the lower right-hand corner, and a reset message will go to your email address.

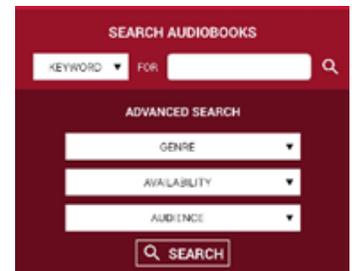


Step 4 - Looking for Items

- A. Browse - Once you're in the app, you can scroll sideways to browse a small selection of audiobooks and ebooks. To see the full collection, click *View All* for a complete (multi-page) list of items for the given format (scroll down to see more).
- B. Available Items – While browsing all items, click *Filter* in the upper right-hand corner to limit what you see. If you are looking for an item right now, click *Availability* and choose *Available*, and then click *Search*; you'll only see items that you can check out immediately.
- C. Search - Click the magnifying glass in the upper right-hand corner. Choose Audiobooks or Ebooks, and then search by keyword, or switch search by title, author, or narrator. Under *Advanced Search*, you can select genre (general fiction or non-fiction, mystery, travel, etc...), availability (see above), and audience (age). To find the Pimsleur Language books, under *Genre* choose *Foreign Language Study*. Click *Search* at the bottom to search.

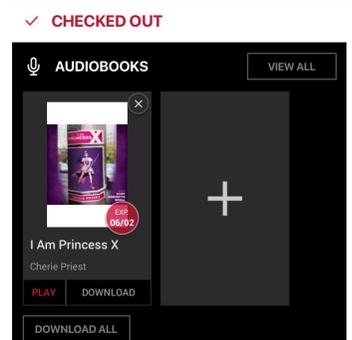


- D. Item Details – To find out more about a book, click on the cover to get to the details page. It will show the author and narrator, genre, and a brief summary. Click *Details* to see how long it is (for audiobooks), or *Recommendations* for other similar items.



Step 5 - Checkouts and Holds

- A. Checkout – Once you find an item you'd like, you will see a *Checkout* button if it's currently available. Click the button to check it out. Items are checked out for 21 days and are returned automatically if not renewed.
- B. Holds – If the button *Holds* is visible, then the item is currently checked out. Click on the button to be placed on hold, keeping in mind that there could be a number of other patrons ahead of you. When a hold comes up, the item will be checked out to you immediately (you should get an email). You'll still need to download the item to your device (see below).



- C. **Wishlist** – If you’re interested in an item, but don’t want it today, you can add it to your wishlist by clicking the button. To see your wishlist, go to the menu (three horizontal lines in the upper left-hand corner) and choose *My Account* -> *Wishlist*.

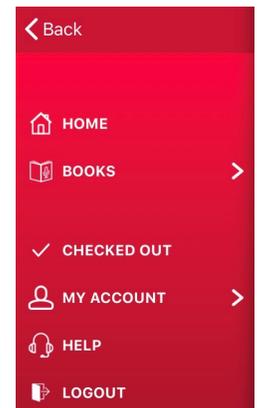
Step 6 – Download and Read/Play

- A. **Download** - Once you have checked out an item, go to the menu -> *Checked Out* to see your current items. Under the book cover, click *Download* to start downloading the item (keep in mind, audiobooks are large and can take a while to download); when it says *Downloaded*, it’s ready.
- B. **Read** – Click read to open the ebook. Swipe left or right to turn the pages. In the upper right-hand corner, click the banner icon to create a bookmark, the tT to change the font size, or the three lines to see the table of contents. The app will keep your current location in the book even if you close.
- C. **Play** – Click play to open the audiobook. Press the center button to play or pause. You can skip ahead or back by a chapter, or just 30 seconds. At the bottom of the page you can adjust the playback speed, see the chapter list, or set a bookmark.



Step 7 – Your Account

- A. **Menu** - Click on the three horizontal bars in the upper left-hand corner to see the menu. From there, you can go to the Home page, or click on books and then audiobooks or ebooks to browse by category (most popular, best seller, newly added, or recommended).
- B. **Checked Out** – Shows your current checkouts. You can see their due date, and read or play your item. You can renew an item if it’s not on hold to someone else; click the book cover, and then click *Renew*. You can also return an item early for the next patron by clicking the X on the book cover.
- C. **My Account** – From here, you can see your *Wishlist* and *Holds*, as well as your history of checkouts. You can also access *Settings*.



Step 8 - Using the Website

- A. **Website** - If you find the screen of your device too small, you can always browse and checkout items on a computer by going to the website. Go to <https://vermontstate.rbdigital.com/> in your web browser. Click sign-in in the upper right-hand corner, and enter your username and password.
- B. **Read/Listen** - On a computer, you’re able to listen to some (though not all) audiobooks in the collection in your browser. Reading ebooks requires installation of *Adobe Digital Editions*.