- CONTENTS PAGE -

Part 1) How to create a new account ................................................................. 2

Part 2) How to find and checkout an e-Magazine ........................................... 4

Part 3) How to download Zinio Reader 4 and other apps ............................. 9
  a) For your Windows PC or laptop .......................................................... 9
  b) For your Apple Device (Mac, iPad, iPhone) ....................................... 9
  c) For your Android device ................................................................. 11
  d) For your Kindle Fire/Fire HD device ............................................. 12
  e) If your mobile device does not have a dedicated app .................... 12

Part 4) How to use Zinio Reader 4 ............................................................... 13
Part 1 - How to create a new account

You must begin by registering for an e-Magazine library account at Shetland library.

1. Click on the Shetland Library e-Magazine URL, or load it into your browser. This will take you to our eMagazine webpage at:

http://www.rbdigital.com/shetland/service/zinio

2. Click “Create New Account” in the top right hand corner of the magazine collection page.

3. A pop-up box will appear. Please enter your library card number.
   - Click “Next”
   If you do not know your Shetland Library account number, please telephone 01595 743868. Or, visit the Shetland Library website at www.shetland-library.gov.uk for additional contact information.

4. Another pop-up box will appear.
   - Enter your details
   - Create a password and
   - Click “Create Account”

   Note: you need to remember this password.

5. Your account is now active. You will be sent a “welcome email” to confirm the account has been created.

6. The Shetland Library collection is now ready for you to browse and checkout issues of your favourite magazines!
Shetland Library has a collection of 25 magazine titles available for you to read and download. In most cases, these consist of the current issue, and number of back issues.

Please take some time to browse through the collection.
Part 2 - How to find and checkout a magazine.

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

- **You can simply browse.** Move through the collection using the page number and Next links at the top and bottom of each page. With 25 titles over 3 pages, this works well.

- **By keyword** – In the search box in the top left corner of the page, type in your keyword, or part of a keyword. Magazine titles containing your keyword will appear in a drop down list. You can then either select a specific title, or hit “enter” on your keyboard to be shown all of the related titles. You can also use this box to search:
  - **By title** – Type in the exact magazine title and it will appear in a drop down list for you to select. Once selected, it’s cover image will then appear on the page.

  - **By letter** of the alphabet – try typing a single letter into your search box. 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. (These searches have been known to miss out some titles you might have expected to appear. So don’t trust them to show you every related magazine).
2. Click on the front cover image of any magazine that you would like to checkout.

3. Choose which issue of your selected magazine you would like to check out. It could be the current issue, or one of the back issues.

4. If you would like to read the current issue, select ‘Checkout’.

If you would like to read one of the back issues, then click on the magazine cover.

You can click on “Show more back issues” to display the whole range.

Once ‘Checkout’ has been clicked, a pop up will appear. This will confirm that you have successfully checked out your chosen magazine.

You can choose to ‘Keep Browsing’, and select more magazines, or to ‘Start Reading’.

Let’s ... ‘Start Reading’.
5. When you click ‘Start Reading’, a second browser window will open. This is Zinio.com

a) If you are new to Zinio.com you will need to register for a free Zinio.com account to view your magazine.

To register, click on the ‘Create a Zinio account’ link, and enter your details.

Why do I need to create this account?

The Zinio.com account is required for you to view magazines online, and to access some mobile apps.

Please note that it will be a separate account from your library authenticated account which was created to select, store and access library magazines.

Your personal Zinio account:

- Allows you to view the magazines, and enables you to personalize your collection.
- Also account allows you to purchase and read magazines from other sources.

NOTE: You must use the same email address for your Zinio.com account as the one you used for your library authenticated eMagazine account, so the accounts can link together.

With apps (see page 7), you will be able to access your checked out and downloaded e-Magazines anytime, anywhere. Apps are developed specifically for PC, Mac, iPad, iPhone, Android, Kindle Fire, Blackberry Playbook and Windows 8 devices.

b) If you already have a Zinio account, please make sure you’re not already logged into your account before proceeding. This is so you can tie your existing account to your library account.

Click on the “sign in here” link. Your personal magazines and the one you selected from the library collection will appear in your Zinio.com “Reading List”.
If you are new to Zinio, you will not have a Reading List yet. Zinio will open on the ‘WHAT TO READ NEXT’ page, with your magazine ready to be opened. It will also display a list of future recommended reading, and deals.

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.

NOTE: If you see a prompt that says: “This title requires Zinio Reader 4 to view. Please download by clicking here.”, when you hover over the magazine cover, this means the issue can only be viewed in the Zinio Reader 4 application.

What is Zinio Reader 4?

- Zinio Reader 4 is a software application from Adobe to enable downloading and reading of e-Magazines.
- 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 is explained in Part 3
6. Setting your zinio account preferences

You may wish to access and review your account settings as this point. To access your account, click on ‘Account settings’. This can be found by hovering over the ‘cog’ wheel near the top of the page.

Select ‘preferences’ from the menu the right of the page.

Changing your preferences.

The ‘let zinio decide’ box is defaulted as checked on ‘YOUR INTERESTS’. 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 in the ‘EMAIL PREFERENCES’ section by clicking ‘Yes’ or ‘No’.

You may also wish to choose whether to hide or display ‘ADULT CONTENT’ when browsing the Zinio.com site. Select the appropriate button.

Remember to update your preferences by clicking the ‘SAVE CHANGES’ button.

It is important to remember that you are not subscribed to the magazine you have chosen, 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
If a magazine requires Zinio 4, and you do not have it installed, you will see the message below:

The message will say:
“Click here to Download Zinio Reader 4”

- Click and follow the installation process.

Or, you can download Zinio 4 now, directly from

http://www.zinio.com/apps/desktop.jsp

Note: You will need ‘Adobe Air’ installed on your PC, before you can run the installation file for Zinio 4. If you do not have it, you will not be able to run Zinio 4.

Q. How do I know if I need it?
A. You will get the message ‘Cannot open zinio4.air’, when you try to run the Zinio4 installation file.

To install Adobe Air:
- Go to https://get.adobe.com/air/
- Click ‘Download’
- ‘Run’ the installation file

Once Adobe Air has been installed, re-run the Zinio 4 download and installation processes.

You will be asked several questions through the installation process. Don’t worry too much about choices you make here. You can always change them later.
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. The text you see may vary slightly from our diagrams.

4. You will 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. 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 Zinio 4 app for Kindle Fire/Fire HD in 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.

Also, depending on the age and version of your kindle fire, the routines, the menus and the screens do vary. So please regard these instructions as a guide, and you may need to be familiar with your individual device to complete the installation. Please contact us for advice and we will always try to help you.

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).
Part 4 - How to use Zinio Reader 4

1. Tap the app to open it.

2. When prompted to sign in, enter the username and password that you used when you created your personal Zinio.com account.

3. View “My Magazines” to locate your checked out magazine(s).

4. You can now view your magazines online, or download them for off-line viewing.

Zinio 4 has all the same viewing options as the previous version of Zinio.

However, the app for mobile devices has additional features such as ‘clippings’, and a ‘text only’ viewing option.

5. Note: You cannot currently return to your Library collection page directly from the Zinio Reader 4 app. You will need to minimise the app 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.

We hope you enjoy our new e-service. Please contact us for help if you need it and we will do all that we can to help you.

The Shetland Library also provides a very popular e-book service, and are investigating the provision of e-audio for talking books.

If you would like to know more, please contact the Shetland Library on 01595 743868. Or email us at shetlandlibrary@shetland.gov.uk. Or visit our website at www.shetland-library.gov.uk for more information.