Quick Start Guide

See the User Guide for additional step-by-step instructions on setting up an account.

You will need:

- A computer or a mobile device with the Zinio app installed.
- A SHPL library barcode number.
- An email address.
- A Zinio account (You will be prompted to create one if you don't already have one.)
- Note: You are setting up two separate accounts: One for the library's Zinio account, and one for the Zinio.com account.

First Time Users - Create a Library Zinio Account:

- Connect to the library's Zinio link in **shpl.info** using your preferred browser.
- Click on the **Create New Account** button in the upper right corner.
- Fill out the required information:
    - **Note**: The eMail you use here should be the same one that you have or will set up for your Zinio account. We recommend that you use the same password as well.
    - **Note**: The password should be at least 7 characters in length and include at least one number.
- Click on the **Create Account** button.
- If you are successful, you will receive an eMail indicating that your account is now active.

Creating a Zinio.com Account:

- If you have just completed the steps above you will automatically be brought to the RBDigital Gateway—Zinio Magazine Collection.
- First time users will see a Create New Account pop-up window where their email address from the library's Zinio account will appear in the email box.
- Fill in the required information.
- **It is VERY IMPORTANT that the email address used to create your library's Zinio account matches the email address used to create your Zinio.com account.** If the email addresses do not match, the magazine will not be added to your Zinio account. The passwords don't have to be the same (although we recommend it), but the email addresses must be the same.
- Click on **Create Account.**

- If you already have a Zinio.com login and password and are not logged in, select the **Log In** link in the upper right corner.

Selecting Magazines:

- Once your login into Zinio.com is complete, you may begin selecting magazines.
- Click on the magazine(s) you wish to read on your PC or download to your tablet's Zinio app.
    - **Note**: If for some reason you have failed to successfully log into the Zinio.com account, you will be prompted to log in or create a new login when you complete the checkout of a magazine.
- Click on the **Complete Checkout** button.
- A new browser tab will open to **Your Reading List,** where all of your selected magazines will be stored. You will also receive eMails confirming the magazine(s) you have selected.
- Click on a magazine to read it directly on your PC.
- To get back to selecting more magazines, just click on the RB Digital Gateway browser tab that should still be open at the top of your browser.

Note: New issues of magazines are not automatically downloaded to your account! You must go to your library Zinio account and download any new issues.

Reading Magazines Offline on Your Tablet
- You must be online (connected to the Web) to select magazines and download them.
- Follow the previous instructions above to place a magazine in your Zinio account.
- Go to your app store and download the free Zinio app.

- Amazon Kindle Fire -http://jotformpro.com/form/13185032229
- Android -https://market.android.com/details?id=com.zinio.mobile.android.reader
- Apple iPad/iPod -http://itunes.apple.com/us/app/zinio-magazine-newsstandreader/ id364297166?mt=8
- Apple MacBook -
- http://www.zinio.com/apps/desktop.jsp?WT.mc_id=ACQ_WEL_CTA_070112_GlOBAL_W EL_mac
- Microsoft Windows PC -
http://www.zinio.com/apps/desktop.jsp?WT.mc_id=ACQ_WEL_CTA_070112_GlOBAL_W EL_mac

- Open the Zinio app on your mobile device and log in using the Zinio account you have already created.
- The magazines you have chosen will be available for downloading. Click on the down arrow on the individual magazine to download onto your device. When the download is complete you can read that magazine offline.
- Only magazines that have been downloaded through the app can be read offline.