

Using MP3 Titles On Other Devices

1. Go to <https://greenwoodsc.rbdigital.com> on your computer and log in with RBDigital account.
2. Tap on **navigation icon** (3 horizontal bars on top left). Tap **Settings**.
 - Under **Audio Download Method** confirm that your preferences are set to, Download zip file (for non-protected titles only). Tap **Save** to update preferences.
3. To Search for Compatible Titles tap on **magnifying glass** (upper right), then **Advanced Search**. Enter your search criteria (title, author, etc.) in the appropriate fields.
 - Please note that you will need **unencrypted MP3 titles**. These search procedures will ensure that only compatible titles are displayed.
4. Tap on **Digital Rights**, then Click **Not Protected**. Click Search. Only compatible titles are now displayed in the search results.
5. Select an available title. Tap **Checkout**. Or, tap the title's jacket to open its details page.
6. You will be prompted to **download the .zip file** of the title's audio. Select **open File** and click **OK**.
7. Send this file to your **desktop**. Returning to your desktop, right-click on the .zip file and left-click **Extract All**. Follow the instructions provided by the **Extraction Wizard**.
8. A separate folder sharing the name of the original .zip file will be created on your desktop.
9. **Open your device folder**. To access the folder, select your device from the drop-down menu.
10. Left-click on the newly-created folder and hold down the mouse button while you **drag** this into your device folder. (Warning: do not add it to an existing subfolder.)
11. Allow **all files to transfer** to device.
12. **Disconnect** your device. The title is now ready to be enjoyed.

Using RBDigital Media Manager

What you need: Windows computer, RBDigital account, and the RBDigital Media Manager Installed.

1. Go to <https://greenwoodsc.rbdigital.com> on your computer and log in, using the **username and password** selected when creating your RBDigital account.
2. Click **The Menu Icon** in the upper left side of the webpage, then tap **Settings**.
 - Under **Audio Download Method**, confirm that **Use RBDigital Media Manager or Mobile App** is selected.
 - Click the **Save** button at the bottom of the page.
3. After locating the title you wish to listen to, click on the **Checkout** Button to prompt for the title to begin downloading.
4. Based on your operating system and browser, you will be asked to Open or Save the title. Click **Open**.
5. The **RBDigital Media Manager** will open automatically. Enter your RBDigital **username and password** then click **Login**.
6. If you have selected No to automatically download, you can click on the **Play** button to start the download process. The Title will begin playing after Track 3 is fully downloaded.

If you have any Digital Library questions you can call **864-941-4655**. Or you can ask at the **Reference Desk**, which is upstairs at the Greenwood Library.



Greenwood County Library

600 South Main Street

Greenwood, South Carolina 29646 | 864-941-4650

www.greenwoodcountylibrary.org

RBDigital



Audiobooks & eBooks



RBDigital is for registered borrowers of the Greenwood County Library System. With over 8,000 **Audiobooks & eBook** titles.

RBDigital App (formerly OneClickdigital)

What you need to use the RBDigital App:

- **Your library card number** (your full library card number no spaces).
- **Device:** Computer/Tablet/Smart Phone
- **An RBDigital account.** Getting started requires creating an RBDigital account in a browser. You can not create a new account in the mobile app.
 - If you already have a OneClickdigital account, it will continue to work in the new RBDigital app.

The RBDigital App is available on most devices.



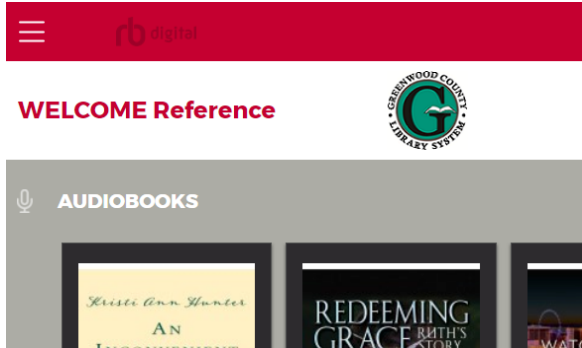
RBDigital Lending Policies

Loans and/or Check Outs: You can check out 10 Audiobooks & 10 eBooks. The lending period is 10 days.

Holds: You can put a hold on 3 Audiobook & 3 eBook titles at a time.

Renewing: Patrons can renew a title one time for 7 days, as long as the title does not have other patrons waiting for the title on hold.

RBdigital App



If this is your first time:

You have **never** used RBdigital or OneClickDigital:

1. Getting started requires **creating an RBdigital account** in the browser. You can not create a new account in the mobile apps.
2. Go to <https://greenwoodsc.rbdigital.com> on your computer and click **Register** to create an account.
3. Follow prompts to **create RBdigital account and login**. You will use your library card number and create a username and password. If you have multiple devices use the same method to sign in to all.
4. Once the account is created you can **download the app** to your device, search for RBdigital in your device's app store.
5. Install the free **RBdigital app** from app store.
6. Enter **your Country and Login/username**.
7. Select **Greenwood Co Library System**.
8. Enter your **password**.
9. That's it! You are ready to start borrowing digital audiobooks and books!

To browse titles and filter:

1. Open RBdigital. Tap **View All** below the titles for audiobooks or eBooks.
2. Tap **Filter (top right)**. You can filter by genre, availability and audience.
3. Select one or more of the filter options then tap **Search** (below selections).
4. To revise filter options tap **Filter** again.

Using RBdigital

Using the RBdigital App:

- Use the **View All** buttons to browse the audiobook and ebook collections.
- Use the **Hold** buttons to place up to 3 audiobooks and 3 eBooks on holds at a time when the title is not available.
- Use the **Wishlist** buttons to create a "read later" list for yourself.

To checkout and download:

Once you have a RBdigital account:

1. Open **RBdigital app**.
2. Select an available title. Tap **Checkout**. Or, tap the title's jacket to open its details page. (If book is not available, button will show **Hold**).
3. Once title is checked out tap on **navigation icon** (3 horizontal bars on top left, like the image to the right) then tap **Checked Out**.
4. Tap **Download**. Your title will download into the RBdigital app.
 - For audiobooks you will see what looks like a fraction, the top number is the number of chapters downloaded and the bottom number is the total number of chapters. Do not leave **WiFi** until fraction is gone and it says **Downloaded**.
5. Tap jacket to **open**, then tap **Play** to begin. **Downloaded** icon (upper left). Tap **Bookshelf** to see title.

To search for a title or author:

1. Open **RBdigital**.
2. Tap on **magnifying glass** (upper right).
3. Select which type of book you are searching, Audiobooks or eBooks.
4. Type search words and enter.



RBdigital Side Menu

Using the Side Menu:

1. Open **RBdigital app**.
2. Tap on **navigation icon** (3 horizontal bars on top left, like the image to the right).
3. From Side Menu you can browse books, see checked out titles, your wishlist, holds and history.

