

Zinio eMagazines User Guide



Creating an account and selecting eMagazines to read

Using Hamilton City Libraries' free Zinio eMagazine subscription service requires the creation of a library collection account. Follow these steps to create your account and select eMagazines to read.

1. Go to our Zinio website, listed on our homepage—look for eCollections in the top menu, then select eMagazines—Zinio; or select the Zinio logo at the top right of the homepage
2. Select 'Create New Account' at the top right of the screen
3. Enter your library card number (CXXXXXXD) and select Next
4. Fill in your name, email and select a password (at least 7 characters, including a number), then select 'Create Account'
5. Select an eMagazine from the library collection
6. The Zinio site will open in a new page, displaying your eMagazine. Select 'Checkout'
7. Upon completed checkout, a Success window opens confirming checkout, with options to 'Start Reading', or 'Keep Browsing' to add additional titles. Select the opt-in notification to be sent an email when the next issue of the publication is available if you wish
8. After you select 'Start Reading' an Instant Reader Viewer will open in a new browser window (PC/Mac only) displaying the last magazine you have added. You may also click on an eMagazine cover or Read Now icon from within the My Collection personal account link
9. If you are using a mobile device to check out eMagazines in a mobile browser, you need to use a supported mobile App to read your magazines
10. For Help topics and FAQs, select the question mark button (?) at the top right, or the Help link at the bottom right.

Checking out additional eMagazines

Return to the Zinio website using your web browser to check out additional eMagazines. This works best with two tabs open—one for our eMagazine Collection (the tab will say Return to Library Collection), and one for My Collection.

Managing your account

Click the drop down arrow at the top right and select My Preferences to manage new issue notifications and other email options; or click the My Account option to view your current details and make any changes. In the app, click the cog icon at bottom right to access your account settings and preferences. To delete your Zinio for Libraries account email Hamilton City Libraries at hamiltoncitylibraries@hcc.govt.nz

Edit My Collection to remove eMagazines

There is no limit to the number you can check out, and eMagazines do not need to be returned. However, should you wish to remove them follow the steps below.

1. Log into Zinio
2. Click on My Collection at the top right of the screen
3. Click the trash can icon in the lower right of the eMagazine cover, confirm delete
4. Remove a magazine from your app by selecting the Edit link in the upper right of the app collection dashboard. The eMagazine you've downloaded will appear; click on the X in the upper left corner of the magazine cover
5. Removing an eMagazine from the online collection does not remove it from the app, and vice versa.

Using the Zinio for Libraries app

Use the Zinio app only to read your eMagazines. Create your account, add and delete eMagazines using a web browser.

1. Download the app (free) from the App store or Google Play
2. Log in to your app using your Library Collection Account email and password. You will be asked to select country and library the first time you log in. You will remain logged in until you elect to log out
3. Your checked out eMagazines will automatically load into your app. Click the download cloud icon next to each eMagazine issue to download and read your eMagazines.

