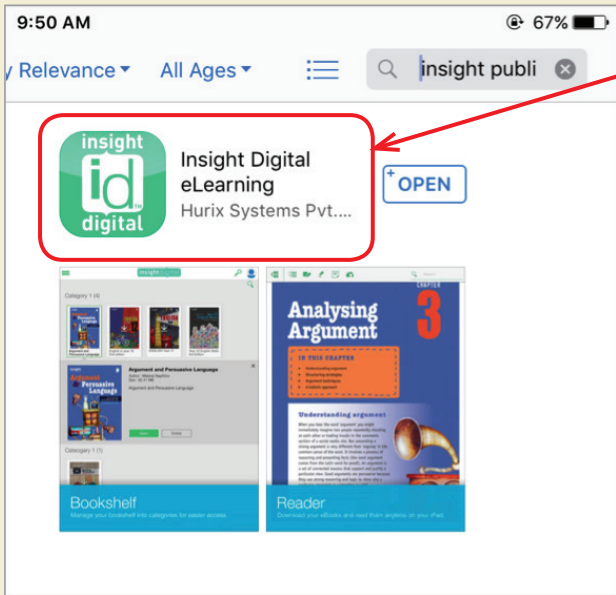




HOW TO DOWNLOAD AND USE THE Insight Digital iPad app

STEP 1: DOWNLOAD THE INSIGHT DIGITAL APP FOR IPAD



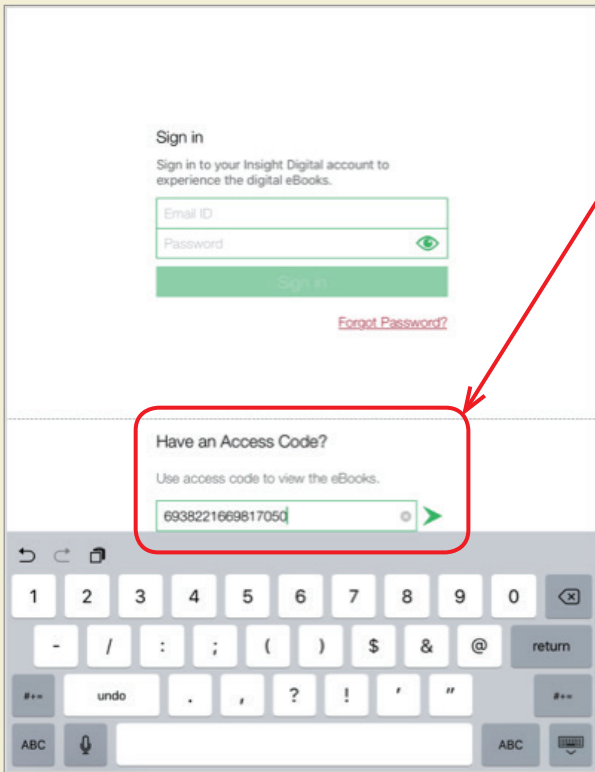
To download the app to your iPad, go to the App Store and search for Insight Publications.

Once the app has downloaded, it will appear on your home screen.

Tap to open the app.

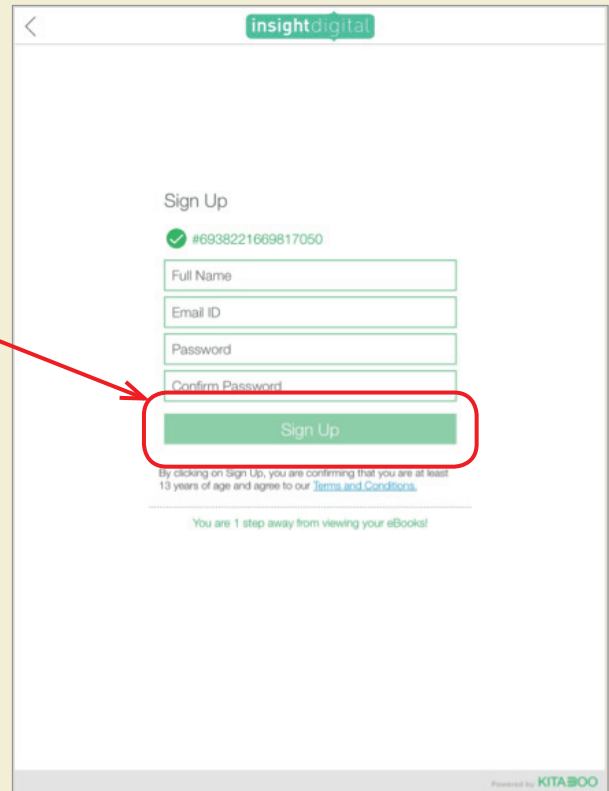


STEP 2: SIGN UP USING YOUR ACCESS CODE

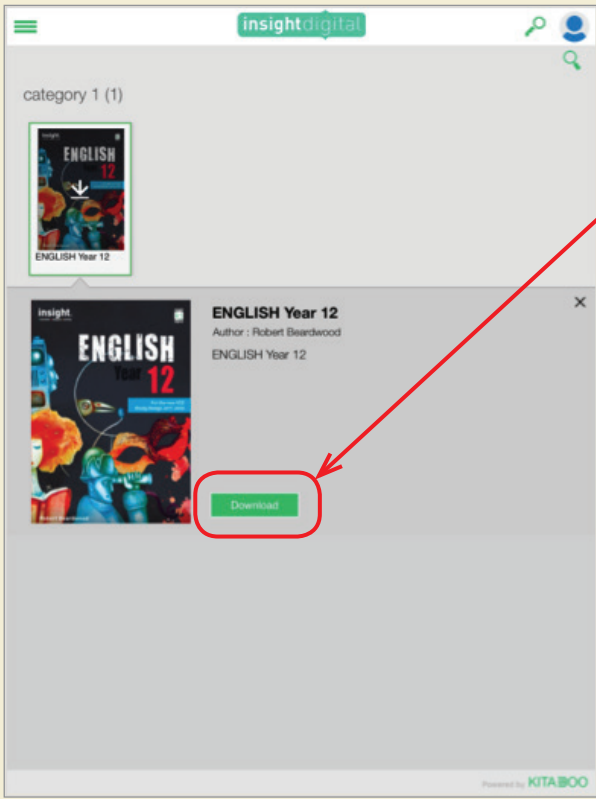


Use the access code that you have purchased to sign up and access the digital book. After opening the app, enter your access code as shown in the image below, and tap the arrow.

If you have entered a valid access code, you will be taken to the Sign Up page, where you can create an account for your Insight Digital app. Enter your name, email address and a password, then tap "Sign Up".

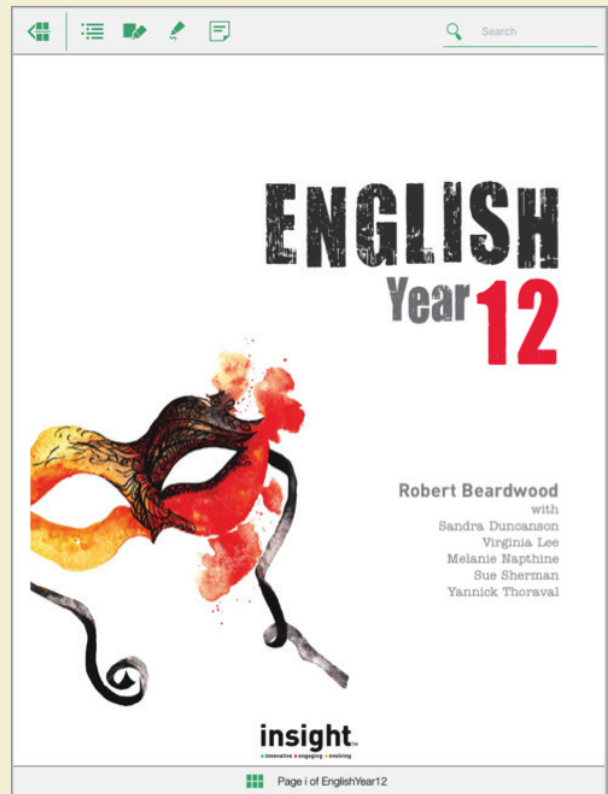
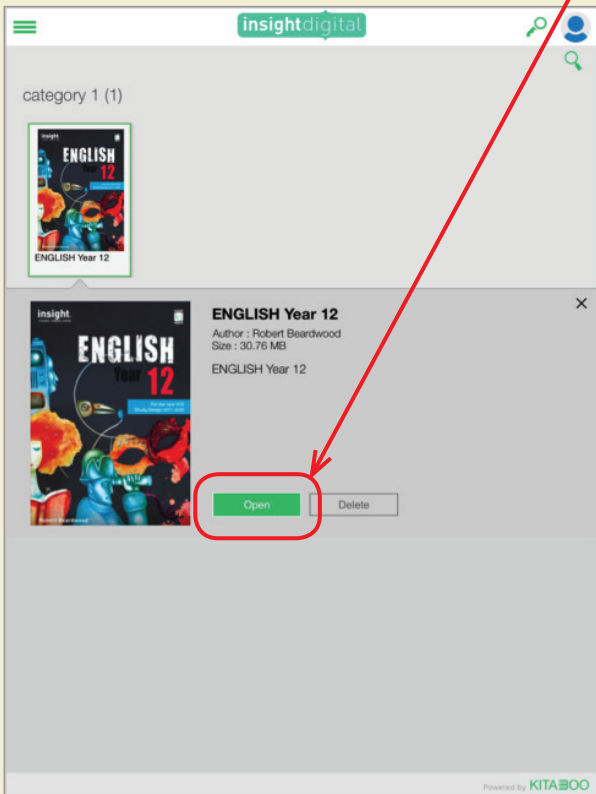


STEP 3: DOWNLOAD YOUR BOOK



Once you have signed up successfully, you will be taken to the bookshelf with your book ready to be downloaded. Tap the cover to bring up the book details, and then tap the “Download” button to download the book to your iPad.

Once the download is complete, tap the “Open” button to read the book.



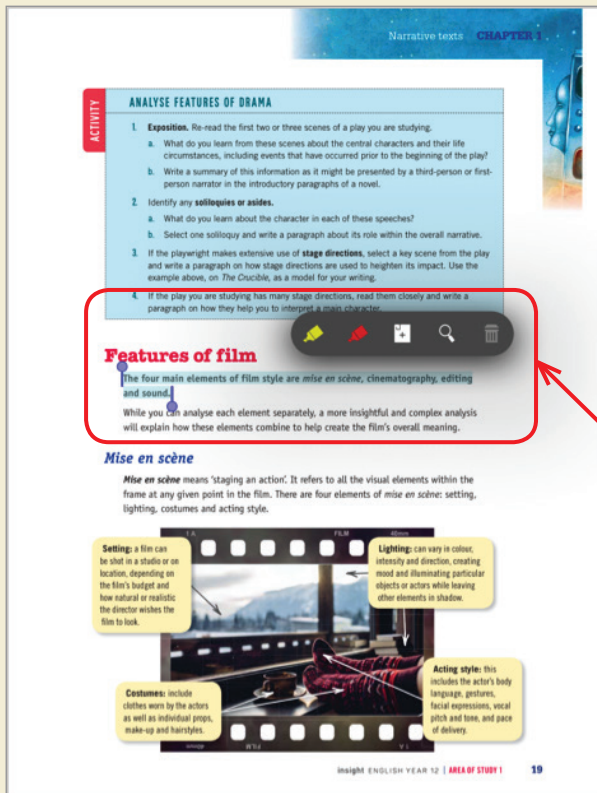
TOOLS

HIGHLIGHT, NOTE AND SEARCH TOOLBAR



To bring up the Highlight, Note and Search toolbar, tap and hold to select a word. The Highlight, Note and Search toolbar will appear.

To highlight text, tap on the yellow or red highlighter symbols in the toolbar. To delete a highlight, tap and hold on your highlighted text, then tap the trash can symbol.



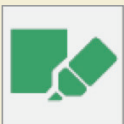
To add a note about the text, tap on the note symbol in the toolbar. A window will pop up. Type in your note, then tap "Post". A small yellow post-it symbol will appear in the margin of the text. If you wish to review or change your note, just tap on the post-it symbol, and the window will reappear. To delete your note, tap on the post-it symbol to open your note, then tap on the trash can in the top right corner.

To search the book for a particular word, tap on the search symbol.

To highlight or write a note about a passage of text, drag the blue grab points to select the passage you wish to highlight or annotate.

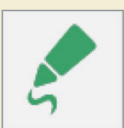
TOOLBAR

To bring up the toolbar, tap anywhere on the page. The toolbar will appear at the top of the screen.



MY DATA TAB

To display a list of all your notes, highlights and bookmarks, tap on the data tab symbol.



PEN TOOL

Write on the page by tapping on the pen tool symbol in the toolbar, then draw or write using your finger or a stylus.



NOTE TOOL

If you wish to add notes without tying them to a specific word or passage, just tap on the note tool symbol in the toolbar, then tap on the page where you wish to place your note.



TABLE OF CONTENTS

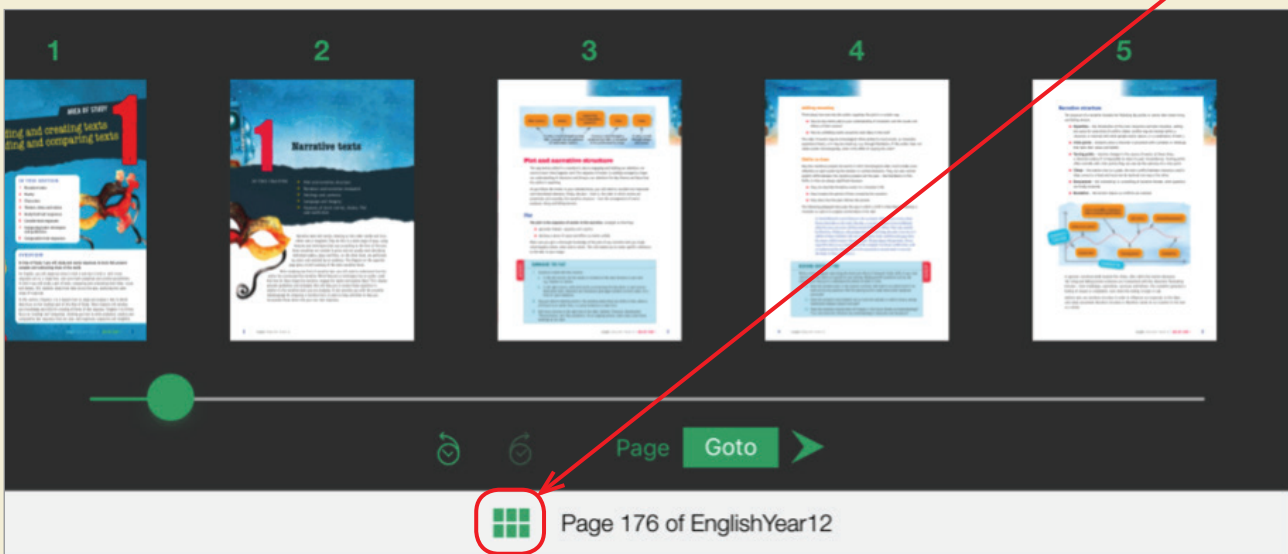
If you wish to skip to a particular chapter or section of the book, tap on the Table of Contents symbol in the toolbar, then tap on the chapter title or section title. You can also access digital resources and bookmarks using this tab.

OTHER TOOLS



THUMBNAIL NAVIGATION

Tap anywhere on the page, and the thumbnail navigation bar will appear at the bottom of the screen. Tap on the bar to bring up the thumbnails. Swipe right or left to scroll through the book, then tap on the thumbnail to bring up the correct page.



BOOKMARKS

To bookmark a page, click on the bookmark ribbon at the top right of the screen. To review your bookmarks, go to the Table of Contents in the toolbar, and click on "Bookmarks".

