



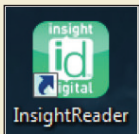
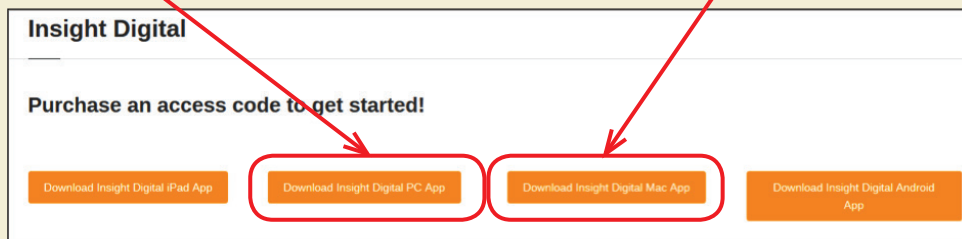
HOW TO DOWNLOAD AND USE THE Insight Digital app for Windows PC and Mac

REQUIREMENTS

- PC with Windows 8 or previous versions of the Windows operating system **OR** Mac with OSX 10 or previous
- Google Chrome or Mozilla Firefox web browser

STEP 1: DOWNLOAD THE INSIGHT DIGITAL APP

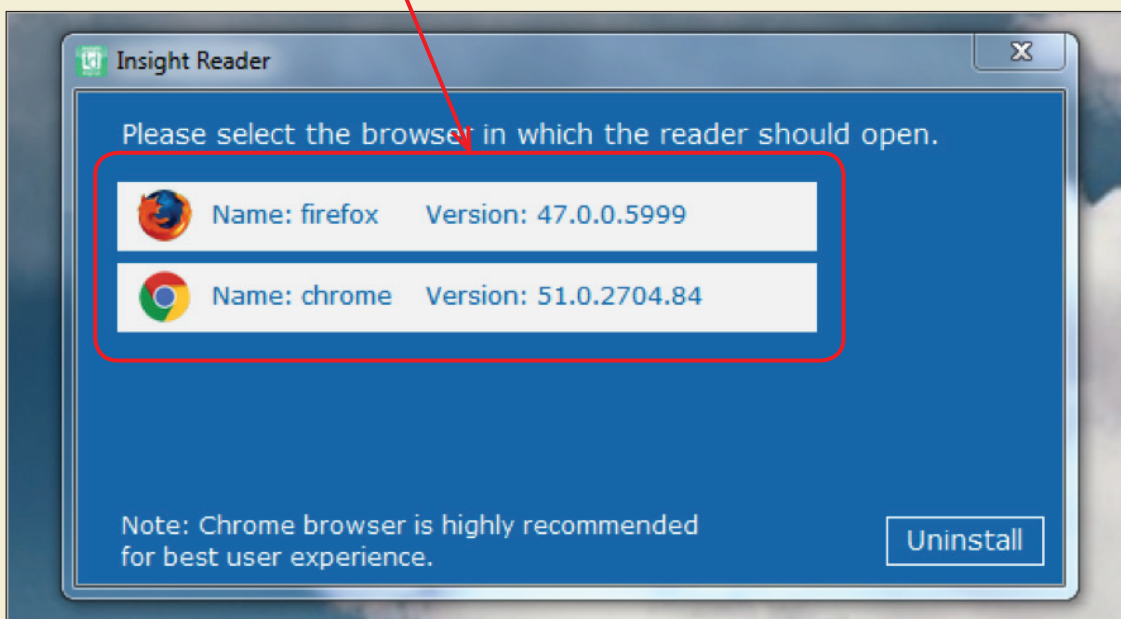
Go to www.insightpublications.com.au/insightdigital. Click on the button "Download Insight Digital PC App" for PC, or "Download Insight Digital Mac app" for Mac.



Save and run the downloaded file to install the app.

Once the app is successfully installed it will appear on your desktop on PC, or inside the Applications folder on Mac.

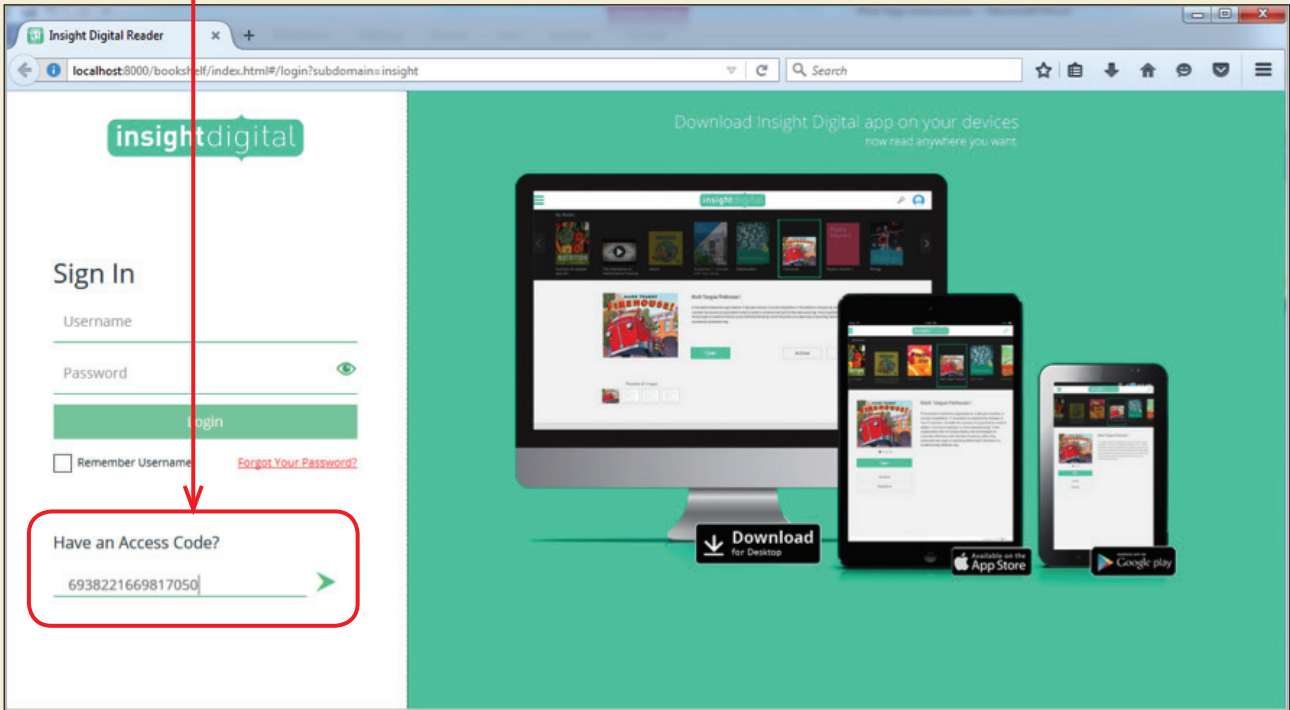
Double click on the icon to launch the app. A blue window will open and prompt you to choose between Firefox and Chrome web browsers. (Please make sure one of these browsers is installed on your computer.)



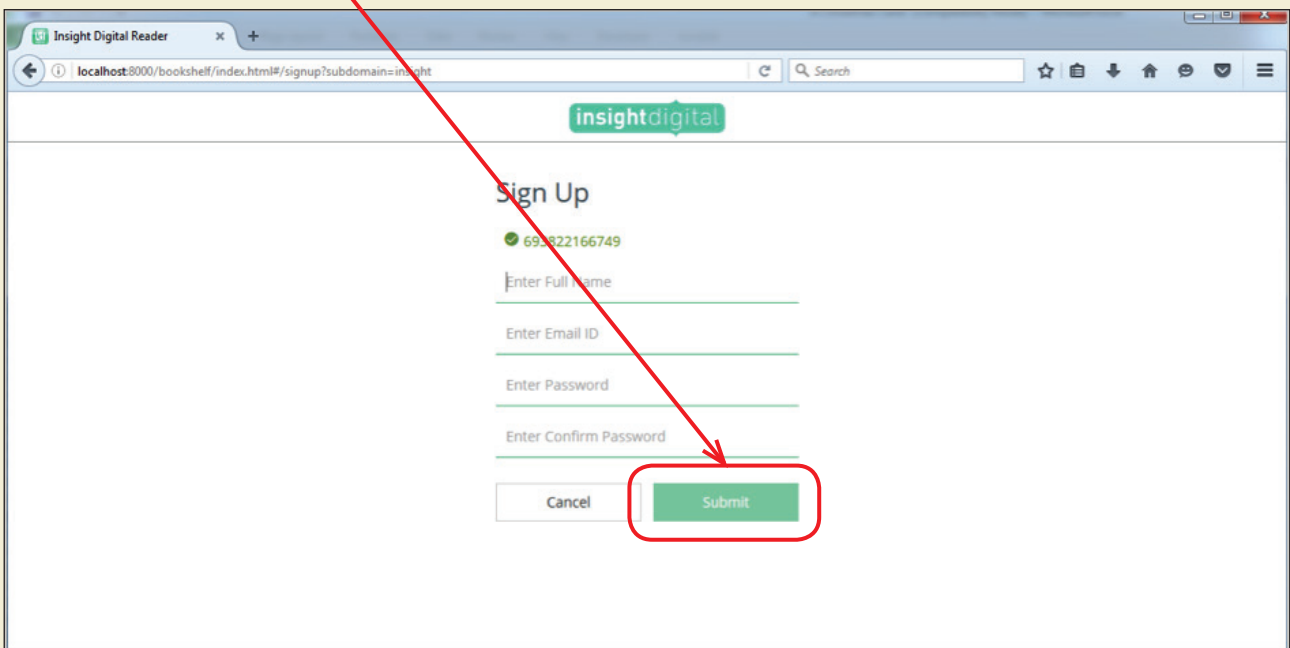
Click on the browser icon to open the app.

STEP 2: REGISTRATION

Use the access code that you have purchased to create an account and access the digital book. Enter your access code as shown in the image below.

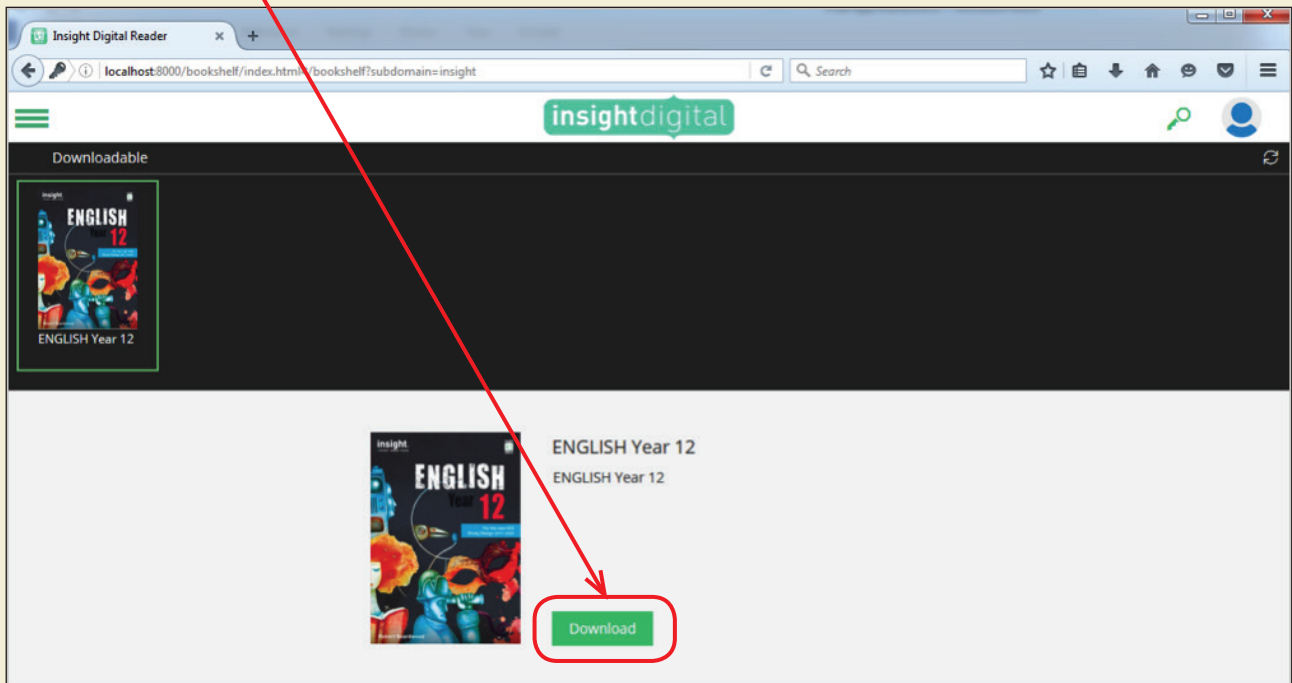


If you have entered a valid access code, you will be taken to the Sign Up page, where you can create an account for your Insight Digital app. Enter your name, email address and a password, then click on "Submit".

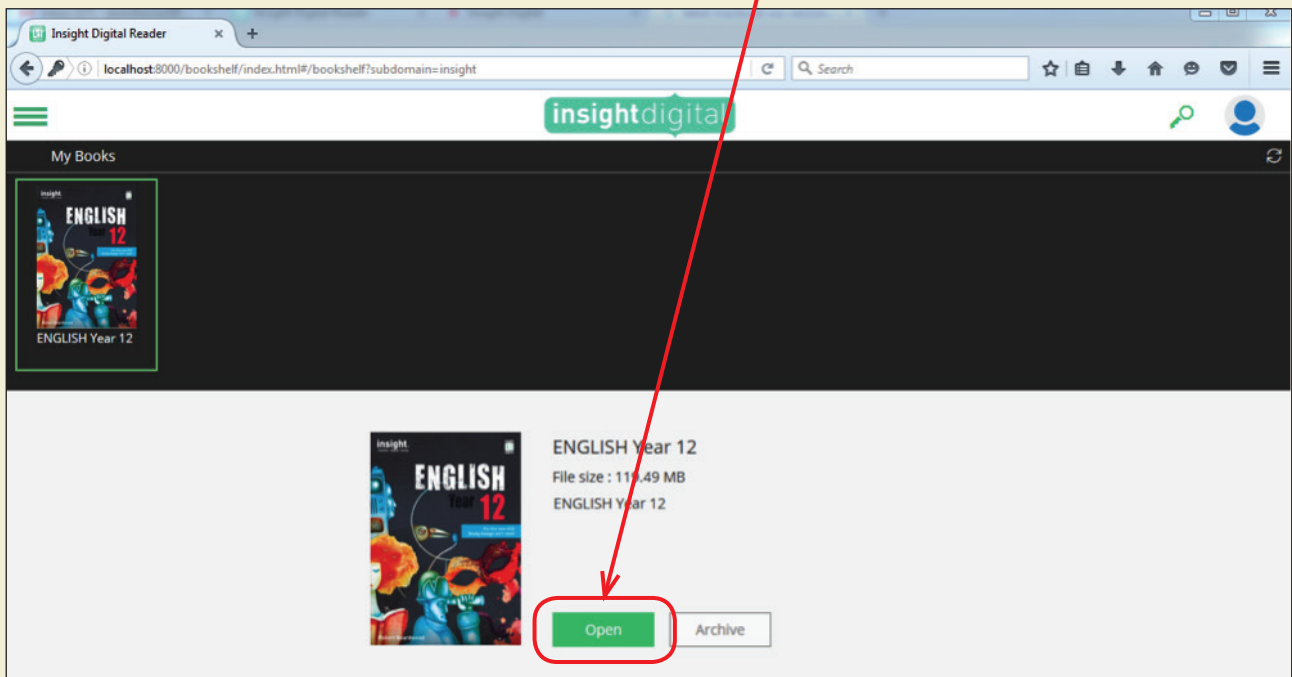


STEP 3: DOWNLOAD YOUR BOOK

On signing up you will be taken to the bookshelf where your book will be ready to download. Click on the Download button.

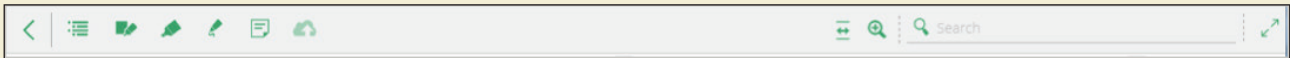


Once the download is completed, you can click on the "Open" button to read the book.

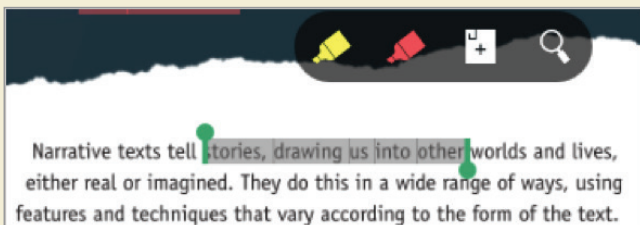


TOOLS

The toolbar is located at the top of the page.



HIGHLIGHT, NOTES AND SEARCH FUNCTIONS

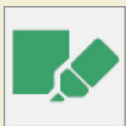


To use the Highlight, Note and Search functions, click the highlight symbol in the toolbar and then use your cursor to select the text you wish to highlight. The Highlight, Note and Search toolbar will appear.

To highlight text, simply click on the yellow or red highlighter symbols in the toolbar. To delete a highlight, click on the highlighted text, then click the trash can symbol.

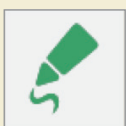
To add a note about the text, click on the note symbol. A window will pop up. Type in your note, then click "Post". A small yellow post-it symbol will appear in the margin of the text. If you wish to review or change your note, just click on the post-it symbol, and the window will reappear. To delete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

To search the book for a particular word or phrase, click on the search symbol and type in the word or phrase you are looking for.



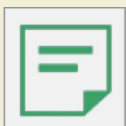
MY DATA TAB

Click on this symbol to display a list of all your notes, highlights and bookmarks.



PEN TOOL

Click on the pen tool symbol in the toolbar, then draw or write on the page using your mouse.



NOTE TOOL

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

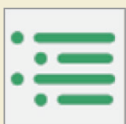


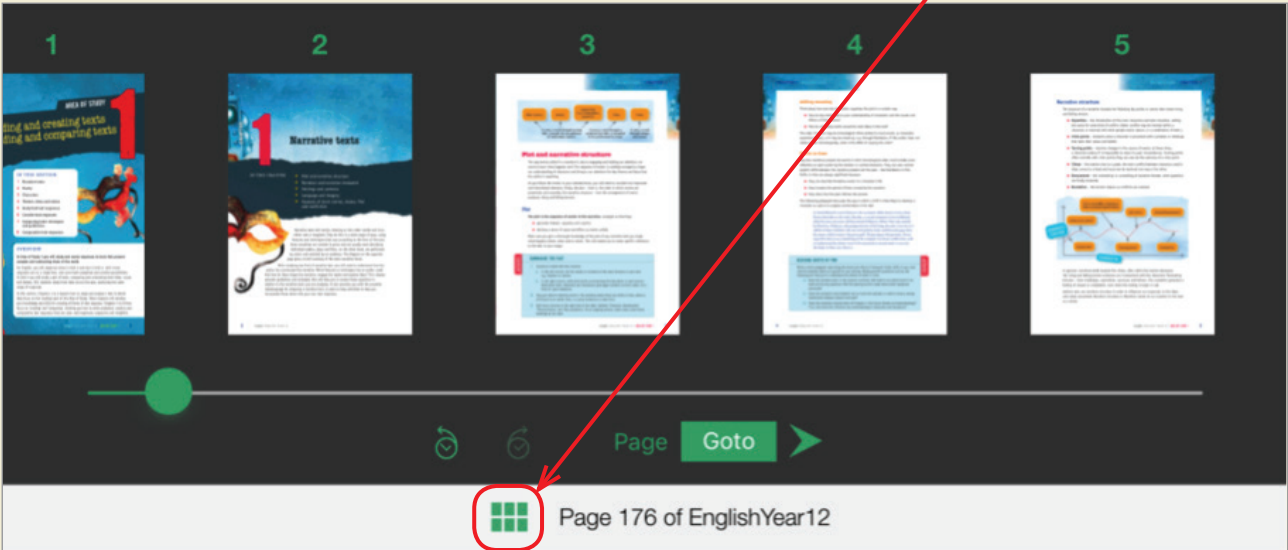
TABLE OF CONTENTS

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



THUMBNAIL NAVIGATION

Go to any page in the book using this quick navigation tool. The thumbnail navigation bar is at the bottom of the screen. Click on the thumbnail navigation symbol to bring up thumbnails of each page. To select a page, scroll through using the scroll bar underneath the thumbnails, then click on your desired page.



BOOKMARK

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

