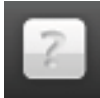




## Electronic *Quarterly* User Guide



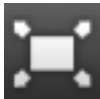
### **Help:**

Located in the top right hand corner of your viewing window, this icon will open the help window. This window will explain the use of the electronic *Quarterly* in a user-friendly way.



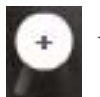
### **Table of Contents:**

Located in the bottom left hand corner, this button will take you directly to the magazine's table of contents. Each page of the magazine is represented by a thumbnail—simply click on the page you would like to visit.



### **Full Screen Mode:**

Also located in the bottom left hand corner, this icon will open the magazine in full screen mode.



### **Zoom:**

You may also zoom into the magazine by clicking an area on the page that you would like to enlarge. Then, roll your mouse to the appropriate percentage of zoom. By clicking your mouse again, you can zoom back out to the magazine's original view.



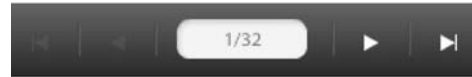
### **Send to a Friend:**

Send the entire magazine or selected pages to a sister and encourage her to sign up for the electronic *Quarterly*! This icon can be found in the bottom right hand corner.



### **Print Publication:**

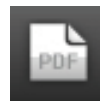
Located next to the Send to a Friend icon is the Print Publication icon. Print a selected page or the entire magazine.



### **Page Navigation:**

There are two ways to navigate through the electronic *Quarterly*. One is by using the Page Navigation Button (above), located in the bottom-middle of your screen. This icon will allow you to turn pages by clicking on the left and right arrows or entering a specific page number. When clicking on the Last Page button, or First Page button, you will be taken directly to the end or start of the publication.

You can also navigate from page to page by clicking in the bottom right hand corner of the publication, which will cause the magazine to flip to the following page.



### **PDF Icon:**

Download a page, multiple pages or the entire magazine as a PDF file. This button can be found in the bottom right hand corner, next to the Print Publication icon.



### **Search Function:**

Located at the top of your screen in the right hand corner, this icon allows you to search the entire magazine. You may search by keyword, story title, advertiser name, page number or item of interest.



### **Close Publication:**

Located in the top right hand corner of your viewing window, this button will close the magazine entirely.