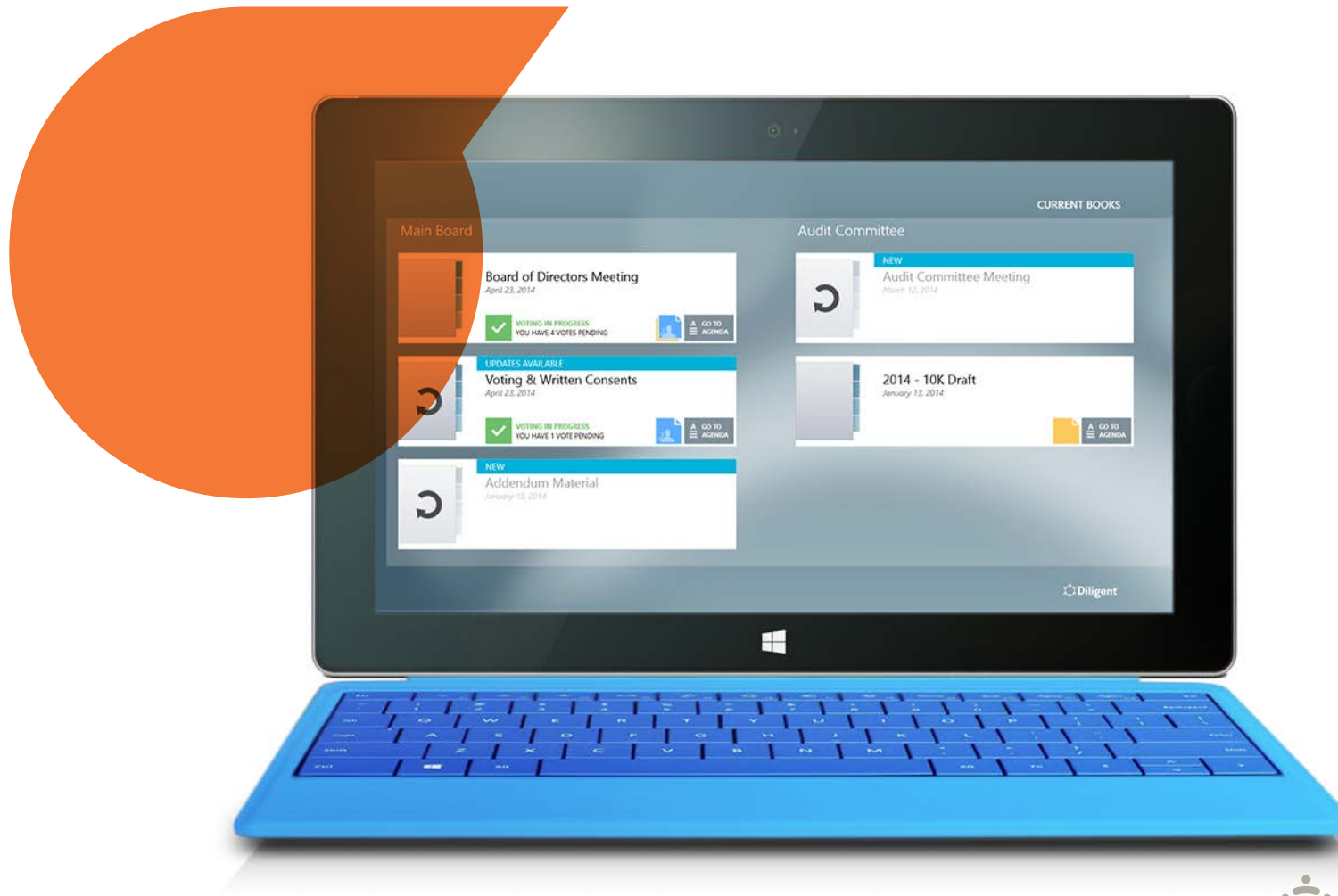
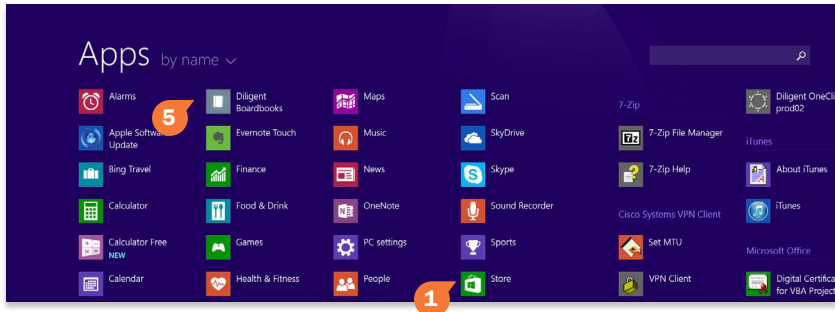


Windows 8.1

Diligent Boardbooks Application for Windows 8.1 - Quickstart Guide v1.4



Installing and Starting Diligent Boardbooks



- 1 To access the Windows App Store, swipe up from the center of the **Start** screen to reveal a list of apps installed on your device. Tap the **Store** icon that appears in this list.
- 2 In the search field, enter the keyword **Boardbooks**.
- 3 A list of results will automatically appear. Tap **Diligent Boardbooks** when it appears in this list.
- 4 Tap the green **Install** button. If you have logged into Windows with your Microsoft account, the store may prompt you for a password, and then install the Diligent Boardbooks Windows 8.1 application. Otherwise, it will ask you to sign in with or create a new Microsoft account before installation.

Note: *If you do not have a Microsoft account and create a new one at this point, you may have to start the installation process over again.*

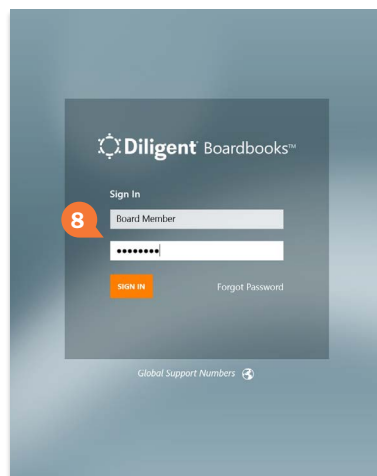
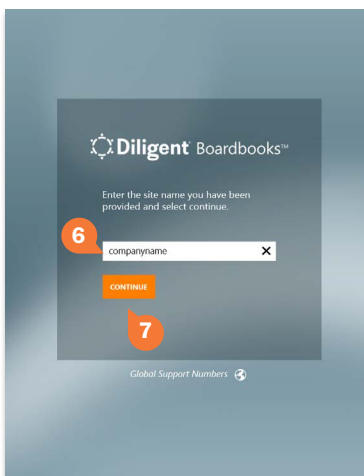
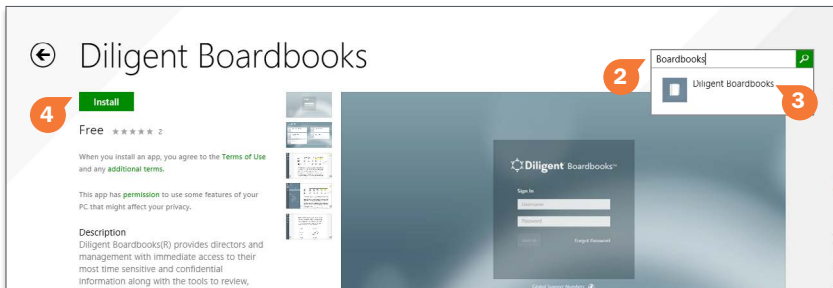
Press the Start button to return to the Start screen. The start button will be either a keyboard key with the Windows logo printed on it, or a touch-sensitive Windows logo on the edge of your touchscreen display.

- 5 Swipe up from the center of the screen to reveal your list of apps. If installation was successful, the **Diligent Boardbooks** icon will be on the list. Tap this icon to open the Diligent Boardbooks Windows 8.1 application.
- 6 The first time you launch the application, you will need to enter your company's Diligent Boardbooks address. Tap on the address field and enter:

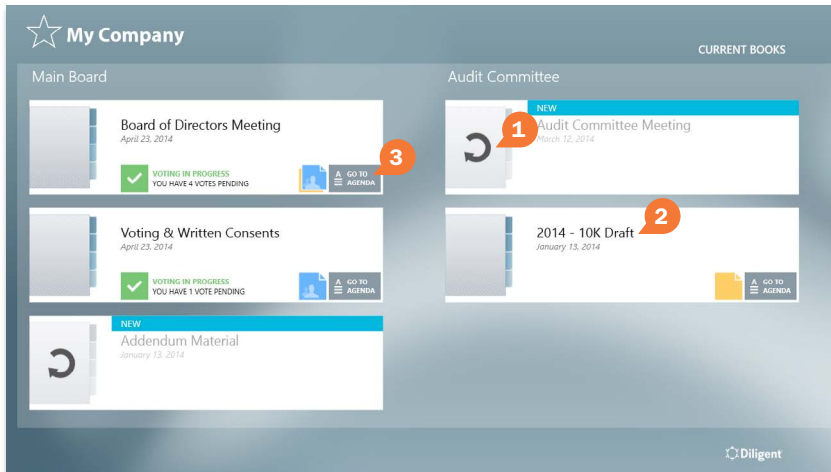
- 7 Tap **Continue** to proceed to the sign-in screen.

- 8 Enter the username and the case-sensitive password with which you have been provided. Tap **Sign In**.

Note: *If you get a notice that your account has not been authorized, call the number listed in the notification.*



Selecting and Managing Books



The bookshelf list view displays all of your board's current meeting books. From here you can select a book to read, or update a book to its latest version with one tap.

1 After logging on, you will be taken to the bookshelf list view. All of your upcoming and recent meeting books are available in this view.

Note: If you sit on multiple boards, you may be asked to select a board instead. Tap one of your boards to enter the bookshelf list view for that board.

Tap on a book to download it to your device.

2 After it starts to download, tap on a book's name to begin reading it. You can read a book while it downloads in the background.

3 Tap the **Go To Agenda** icon to go directly to that book's agenda page.

4 For additional options, swipe down from the top border of the screen. Top and bottom menu bars will appear.

5 The Diligent Boardbooks Windows 8.1 application will automatically check for updated versions of your books when you log on. Tap each book to download these changes.

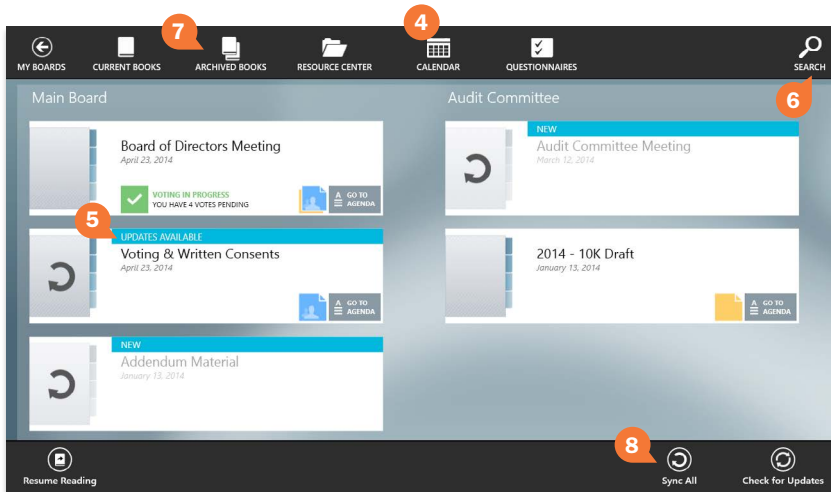


Note: Once a book is downloaded, it can be read with or without an Internet connection. New and updated books will not appear until a connection is restored.

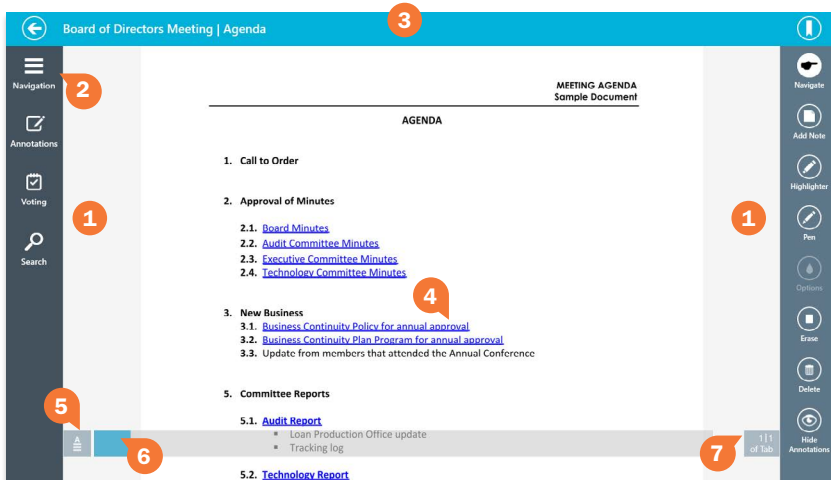
6 Tap the **Search** icon to reveal the search screen. From this screen, you can search for any word or phrase in a variety of board resource locations.

7 Books from previous meetings are available to view by tapping **Archived Books**.

8 From the bottom menu bar, you can **Check for Updates** or **Sync All** to download all books and updates at once.

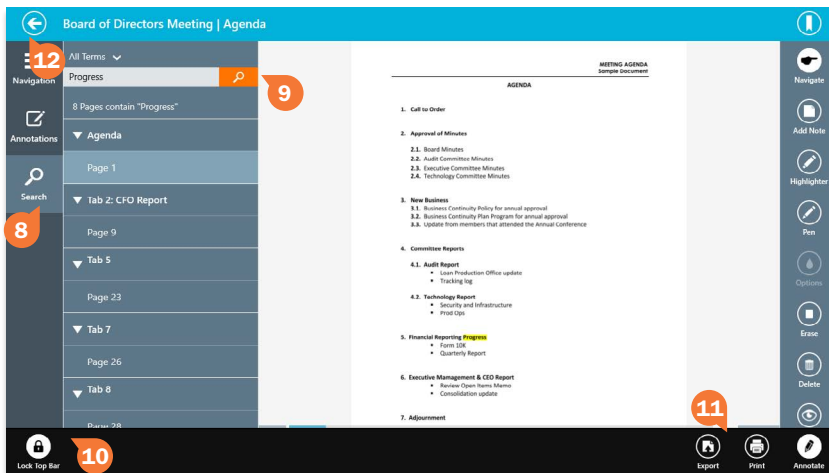


Reading and Navigating a Book

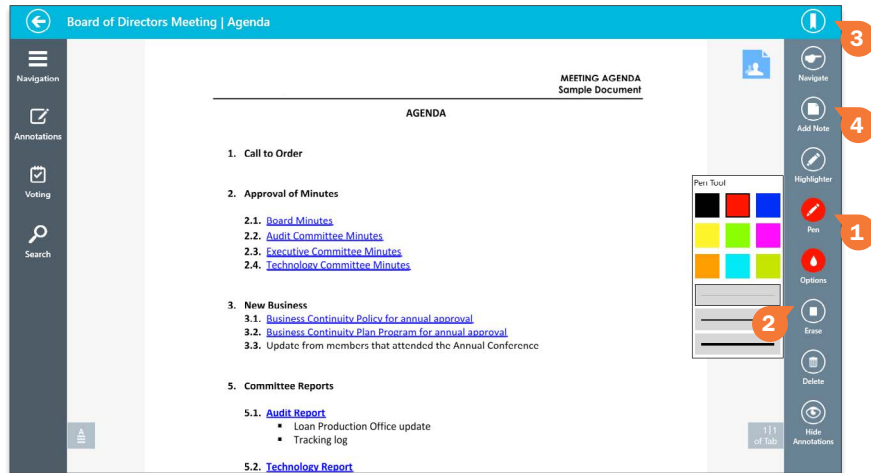


The page view displays all your book content and includes features for an optimal book reading and navigation experience. To get to the page view, tap any book in the bookshelf list view.

- 1 To turn pages, tap the left or right sides of the document, or swipe left or right anywhere on the page.
- 2 Tap the **Navigation** icon to view a list of sections in the book. Tap a section in this list to move to the first page of that section. Tap the Navigation icon again to hide the list.
- 3 Swipe down from the top border of the screen to show the top and bottom menu bars. Swipe up in the same location to hide the bars.
- 4 Some books may contain links. Tap on a link to be taken to the referenced section of the book, or to an external website or application.
- 5 Tap the **Agenda** icon to open the book's agenda. Tap the icon again to return to the last page that was viewed in the book.
- 6 Tap and slide your finger on the page slider to scroll through the book.
- 7 Tap the page number icon to display the keyboard and a field to enter a specific page number. Tap **Enter** on the keyboard to go to the page entered.
- 8 Tap the **Search** icon to reveal the in-book search menu.
- 9 From the search menu, type any word or phrase and tap the **Search** button to look for those terms in the book you're currently viewing.
- 10 Tap the **Lock Top Bar** icon to keep the top bar permanently visible. While this option is enabled, the top menu bar will not hide itself if you swipe at the top border of the screen.
- 11 Tap **Print** to print the book in whole or in part, or **Export** to save a PDF of your annotated book content.
- 12 To return to the bookshelf list view, tap the **Back Arrow** icon in the upper left-hand corner of the screen.



Creating Annotations



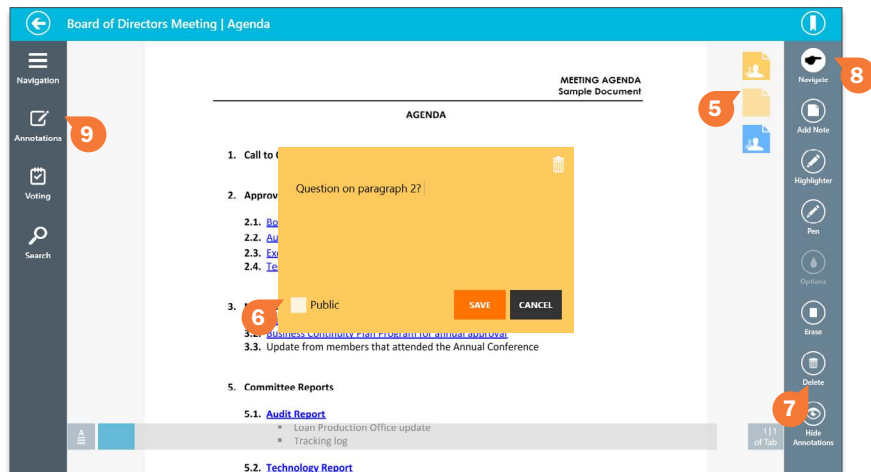
The annotations toolbar contains several options for easily adding your own annotations to a page, including a pen, highlighter, sticky notes and bookmarks. To show or hide the annotations toolbar, swipe up from the bottom border of the screen and tap the Annotate icon in the bottom menu bar.

- 1 Tap the **Highlighter** or **Pen** button to draw markups on the page. After selecting a tool, tap the **Options** button to change its color, or the line thickness of the pen.
- 2 Tap the **Erase** button to remove any pen marks or highlights. Tap any mark to erase it. This action cannot be undone.
- 3 Tap the **Bookmark** button to create a bookmark on the current page. This can also be done while the annotations toolbar is hidden by tapping the upper right-hand corner of a document at any time.
- 4 Tap the **Add Note** button to create a sticky note on the page. Use your keyboard to enter text. Tap **Save** to keep the note, or tap **Cancel** to delete it.

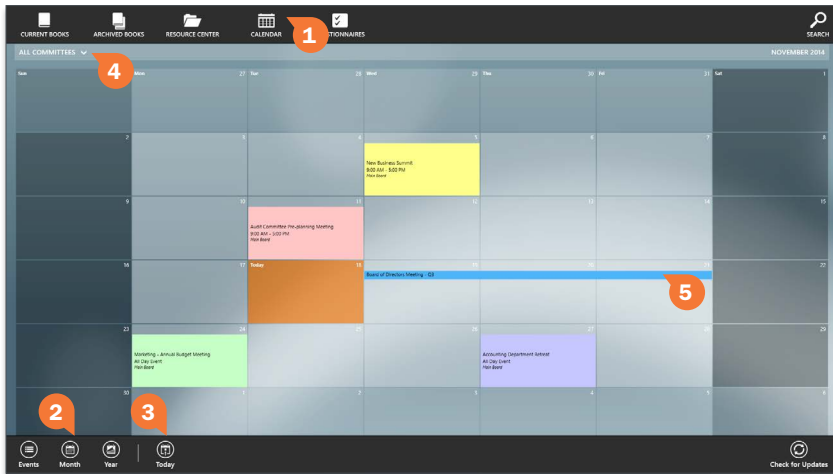
Note: Tap and hold your finger anywhere on the page to create a sticky note in that location.

- 5 Your saved sticky notes appear in the upper right-hand corner in yellow. Tap on a sticky note to view or edit it. The public notes of others appear in blue. Tap on one to view it. You cannot edit the notes of others.
- 6 To make your sticky notes visible to others, tap the **Public** checkbox.
- 7 Tap the **Delete** button for a menu of options to remove all page annotations, markups only or all book annotations.
- 8 Tap the **Navigate** button to cease using the annotations tools and return to turning pages normally.
- 9 To view and manage all of your annotations, tap the **Annotations** button.

Note: The annotations toolbar is optional, and may be disabled by your site's Administrator.

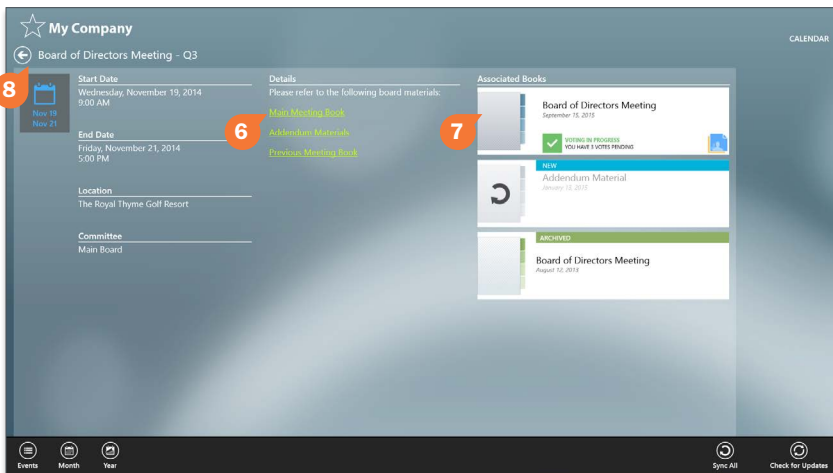


Calendar

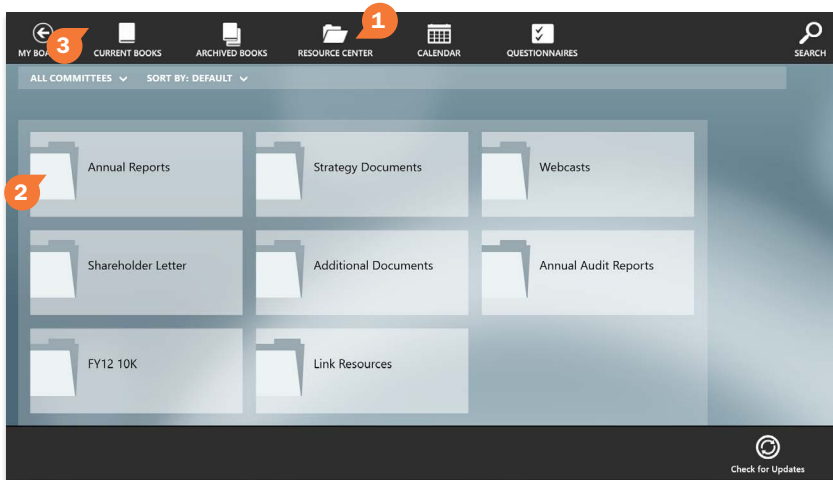


The calendar lets you view all of your board's meetings and events in a single, centralized location.

- 1 Tap the **Calendar** button in the top menu bar. A list of events will be displayed.
- 2 Tap **Month, Year or Events** to change how your calendar items are displayed.
- 3 Tap **Today** to return the calendar to the current date.
- 4 Tap the **Filter** arrow to view only events specific to a board or committee.
- 5 While in Event or Month view, tap any event to get detailed information about that event. If there are multiple events on a given day, you may have to select from an additional flyout menu.
- 6 Some event information may contain links. Tap on a link to be taken to the referenced section of the book, or to an external website or application.
- 7 If your administrator has **Associated Books** with an event, you can select and manage those books directly from the event information.
- 8 Tap the Back button to return to viewing the calendar.



Resource Center



The Resource Center gives you access to a library of your board’s reference and governance materials.

- 1 In the bookshelf list view, swipe down from the top border of the screen and select **Resource Center** from the menu. A list of folders containing reference materials will appear.

Note: You must have an Internet connection to use the Resource Center.

- 2 Tap a folder to view its contents. Tap any document in a folder to view that document.
- 3 To return to the bookshelf list view, swipe down from the top border of the screen and select **Current Books** from the menu that appears.

Global 24/7 Support

If you encounter difficulty or have additional questions, please contact Diligent Boardbooks 24/7 support for your region.

Americas	+1 973 299 8300
Brazil	0800 020 1536
United States and Canada.....	1 866 262 7326
Asia Pacific	+65 3158 2545
Australia	1 800 106 454
Hong Kong	+852 3018 4025
India.....	000 800 100 4166

New Zealand	0800 345 443
Singapore	+65 3158 2545
Europe, Middle East and Africa	+44 800 234 6580
Germany	+49 69 967 59350
Israel.....	1 809 315632
South Africa	0800 982 325

All calls will be answered in English. If assistance in another supported language is required, the call may be transferred to another Support Representative.

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