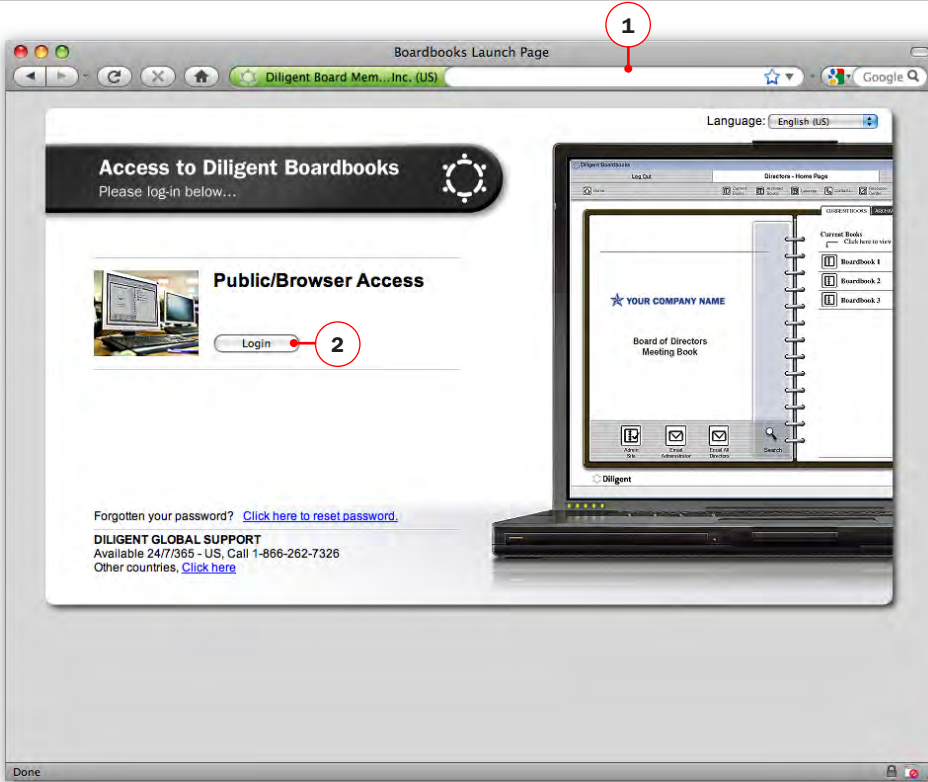# Diligent Boardbooks™

Mac Safari/Firefox Login

Quick Start

When accessing Boardbooks from a Mac, we recommend using Firefox because of its ability to selectively block pop-ups. When using Safari, the pop-up blocker must be disabled (see instructions below) for Boardbooks to work correctly.

1. Open Firefox or Safari and type the following URL in the web address field:

2. Click "Login".
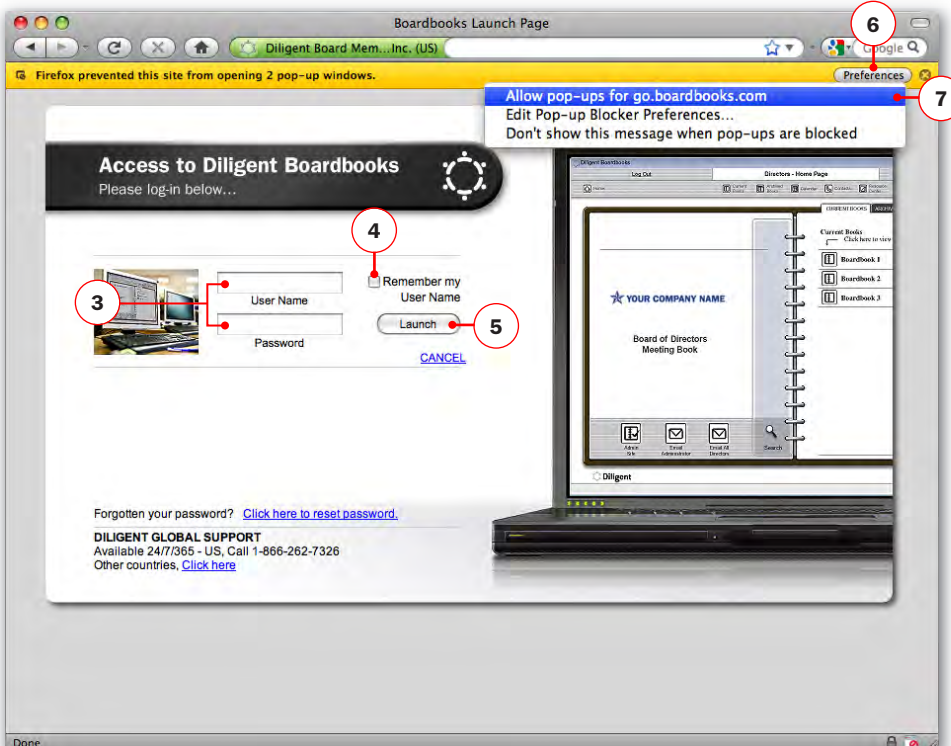
3. Enter your User Name and Password.

4. (Optional) If you are using your own computer, you can check the "Remember my User Name" preference to save your username.

5. Click "Launch".

If nothing happens, your browser's pop-up blocker is likely interfering.
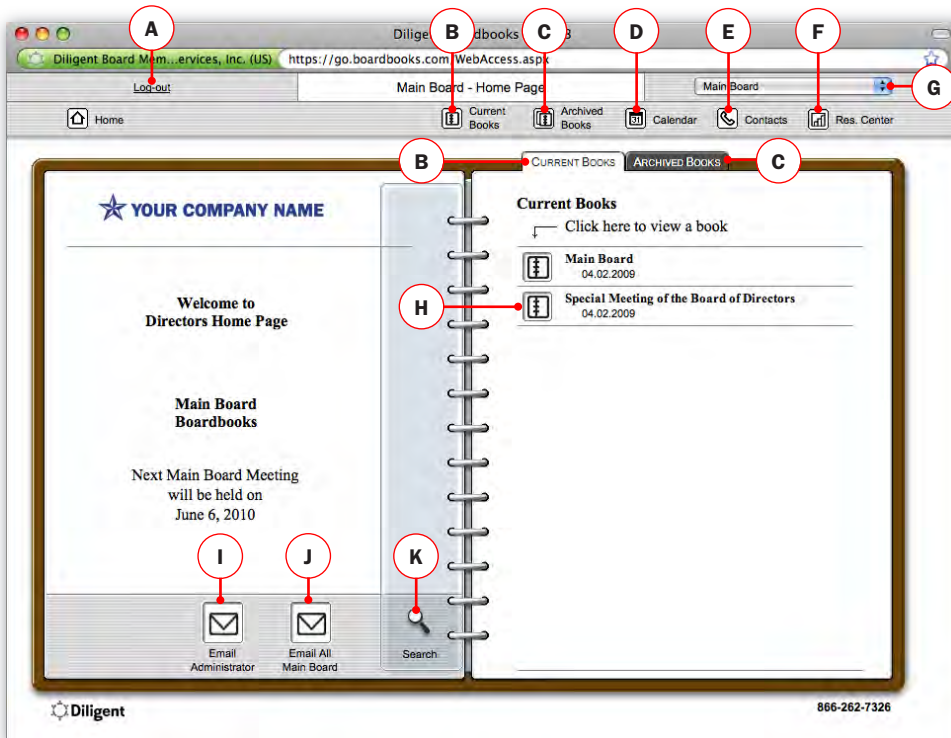
For Firefox Users:
6. Right-click on "Preferences" (the yellow bar appears when Firefox blocks a pop-up).

7. Select "Allow pop-ups for go.boardbooks.com" and then repeat Steps 3-5 again.

For Safari Users:
8. In the "Safari" menu, select "Block Pop-Up Windows". After selecting it, it should NOT have a check mark next to it. Repeat Steps 3-5 again.
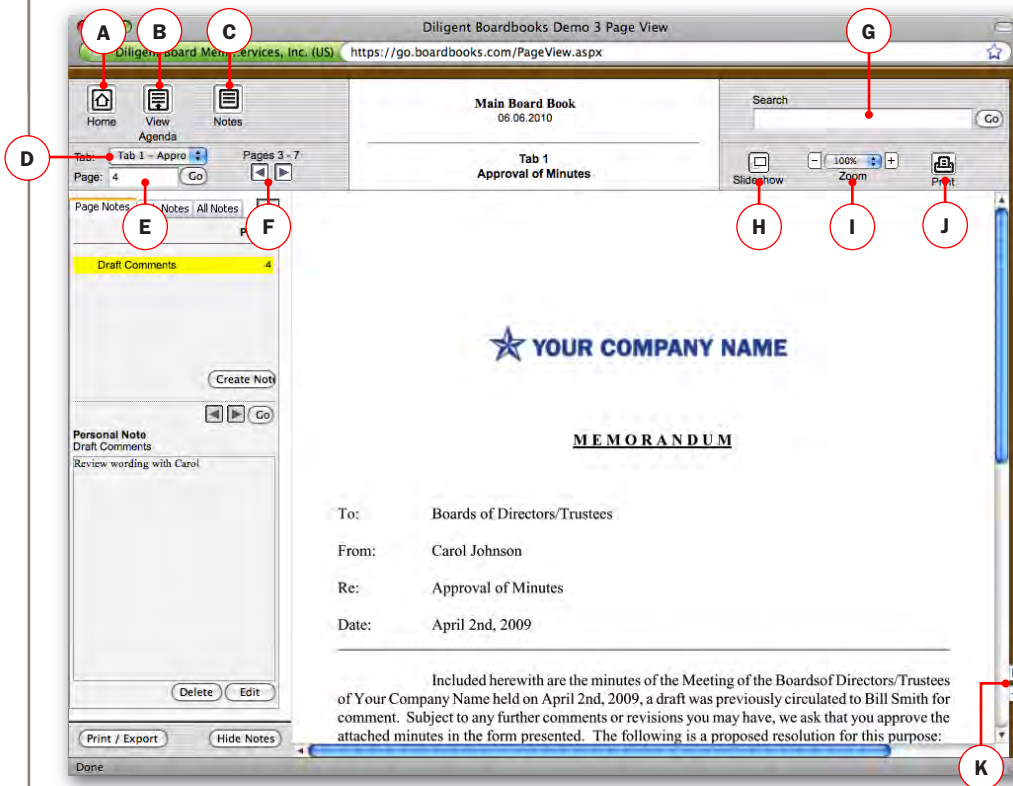
Directors Home Page

Directors Book View

A. **Log Out**
Click here to end your session and log off the system.

B. **Current Books**
Access current books.

C. **Archived Books**
Access archived books from past meetings.

D. **Calendar**
View upcoming events.

E. **Contacts**
View Directors' and employees' information.

F. **Resource Center**
View any posted info pertaining to the company.

G. **Board / Committee Menu**
Select a board or committee to view materials.

H. **Book View**
Click on book title to go to that book view.

I. **Email Administrator**
Email your Boardbook Administrator.

J. **Email All Main Board**
Email selected Directors within active board or committee.

K. **Search**
Locate key words or phrases.
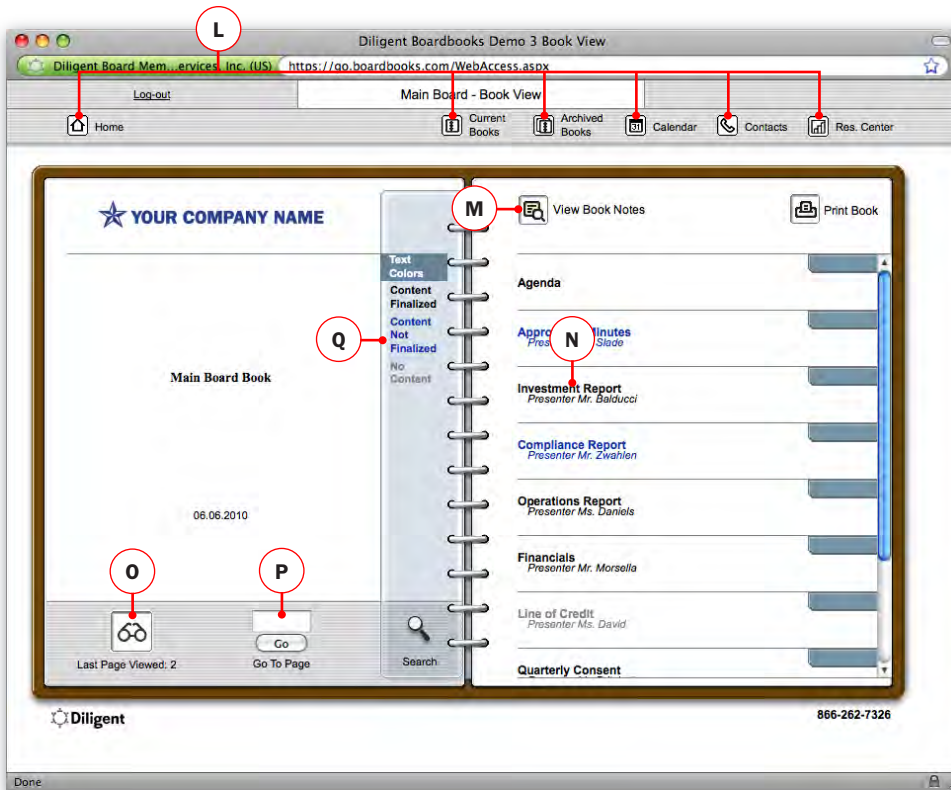
L. **To return to home page**
or to navigate about the book —click on the section icons.

M. **Book Notes**
Click here to see all of your notes within this book. This icon only appears if one or more notes exist in a book.

N. **Tab Name**
Click any Tab Name to go to that Tab Page view. If the name is grey, no content as of yet is uploaded.

O. **Last Page Viewed**
Go back to last page you have viewed.

P. **Go To Page**
Type in the page you would like to jump to, then click "Go."

Q. **Status**
Referral guide for the Tab status.

Directors Page View

A. **Home**
Return to Director Home Page.

B. **View Agenda**
Toggle back to the Agenda.

C. **Notes**
Toggles the Notes Pane on and off, allowing you to view existing notes or create new notes.

D. **Tab**
Jump to other tabs by selecting one from the drop-down menu.

E. **Page**
Displays the page you are currently viewing, or type in the page you'd like to jump to—then click "Go."

F. **Page-to-Page or Tab-to-Tab**
Lets you navigate from page to page, or tab to tab, (or just press "Enter/ Return" key on keyboard).

G. **Search**
Locate key words and phrases in current and archived books.

H. **Slide Show**
Increase the page area for full presentation style viewing.

I. **Zoom**
Enlarge or reduce images or text on a page for easy viewing.

J. **Print Book Feature**
Print a page range or an entire tab by name.

K. **Previous / Next**
Click to view previous page or next page.