

GETTING THE MOST OUT OF YOUR OFQT DIGITAL EDITION - SAVING AND CUSTOMISING YOUR DESKTOP COPY

You can simply read the digital brochure online, however if you want to save a copy to your desktop and personalise it with your own notes and bookmarks use the guidelines below.

SAVING THE DIGITAL PUBLICATION FROM THE ONLINE VERSION

Create a **NEW FOLDER** on your desktop and give it a name that you will easily recognise.

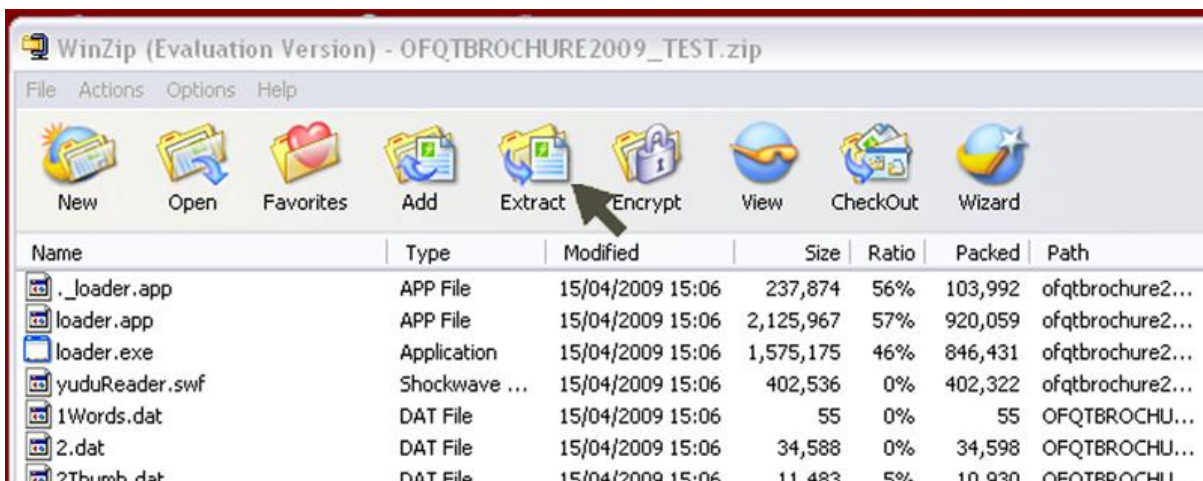
Now go to the online version of the OFQT brochure here <http://tinyurl.com/dknlbt>

Click on **OPTIONS** in the top left hand corner of the black toolbar.



Choose **DOWNLOAD OFFLINE VERSION** and **SAVE** this straight to your desktop (this will automatically save all the operating files in a WinZip folder format).

Open the WinZip folder (if you are not a registered user, then open with the evaluation version) and click on **EXTRACT** to copy all of the files to the new folder you created on your desktop.



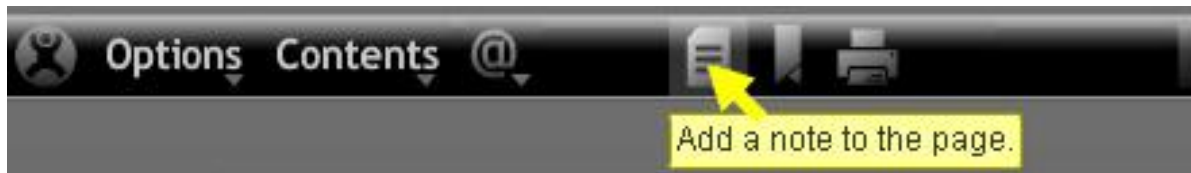
You now have all you need to view the digital publication on your desktop using the following instructions:

1. Open your new **desktop folder**
2. Open the folder called **OFQTBROCHURE2009**
3. Click on the **GREEN YUDU BUTTON** entitled **OFQT BROCHURE 2009**

Your digital publication will now run in the same way as it did online. However, now you can insert bookmarks and notes using the tools in the digital publication.

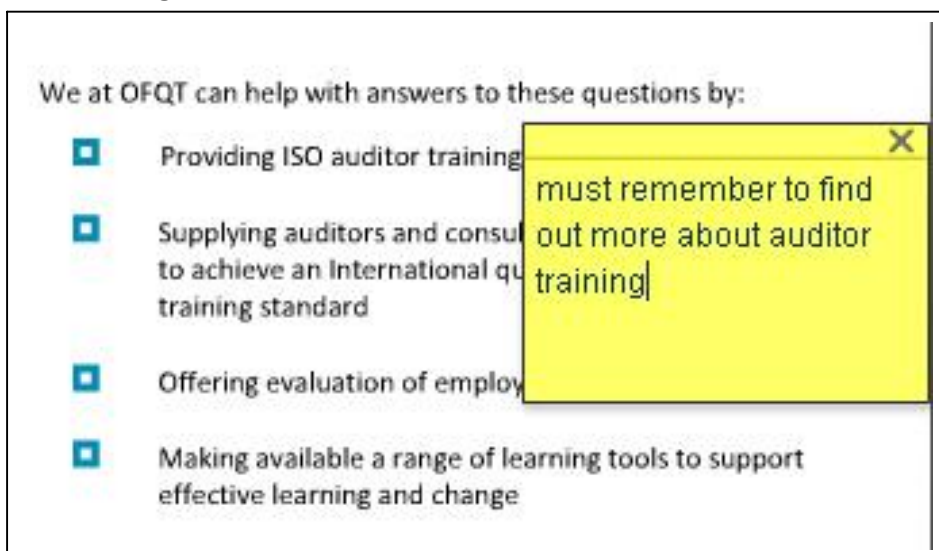
ADDING A NOTE TO THE DIGITAL PUBLICATION

Once the brochure has loaded and opened go to the page that you want to make a note on and click this button.



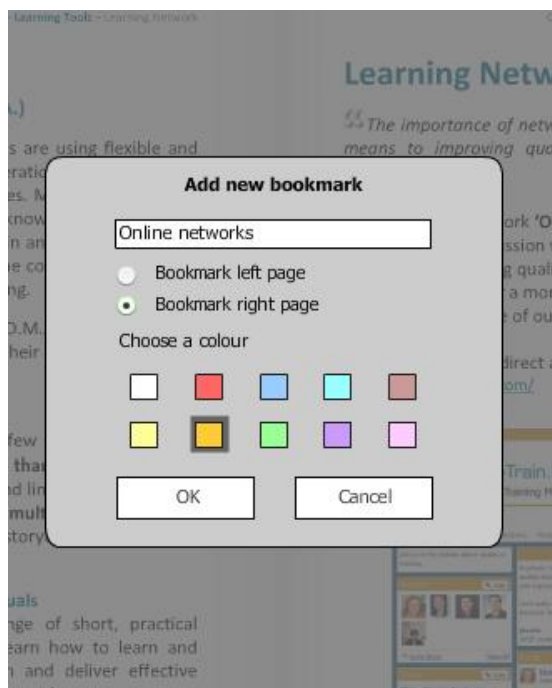
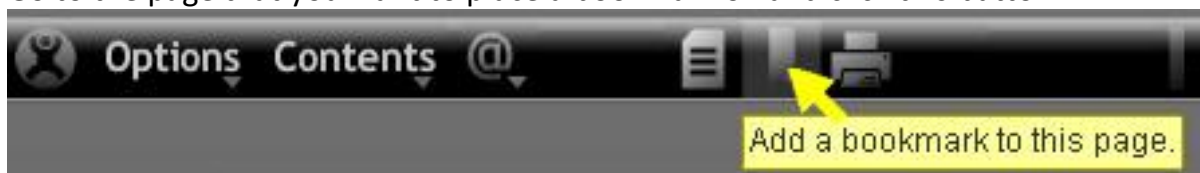
Drag the yellow 'digital' post-it note to the section of the page that you want to write about, write on the note and then leave it there.

When you next go back to same page, hover your mouse over the note symbol then you can read what you have previously written. You can also edit as you want, time and time again.



ADDING A BOOKMARK TO THE DIGITAL PUBLICATION

Go to the page that you want to place a bookmark on and click this button.



Complete the pop up window with:

- the title you want to give your bookmark
- which page it is to mark (left page or right page)
- the colour of the bookmark
- click OK

Repeat this for as many pages as you want - making your desktop version look like this



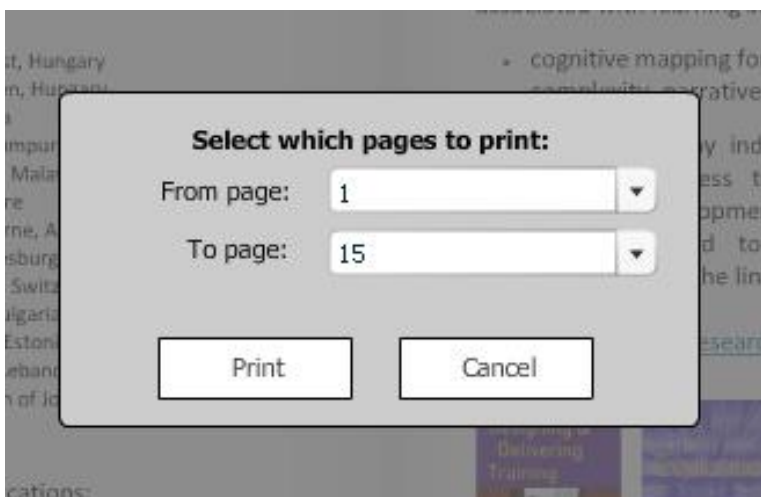
All of your personalisation will save when you close your desktop version of the digital publication.

SHARING THE DIGITAL PUBLICATION WITH OTHERS

The main purpose of a digital publication is to be carbon neutral and limit the need for printing on paper; however there is a print option.



Please be conscious of the amount of printing you need to do and acknowledge that the print quality will be significantly reduced from that which you see on your screen.



It is not possible to send these files over an e-mail system so if you want to share this digital publication with others, then simply send them this online link:

<http://ofqt.com/about/companybrochure.html>

Thank you for doing your bit to be [carbon neutral](#)

The OFQT Team



Website: ofqt.com