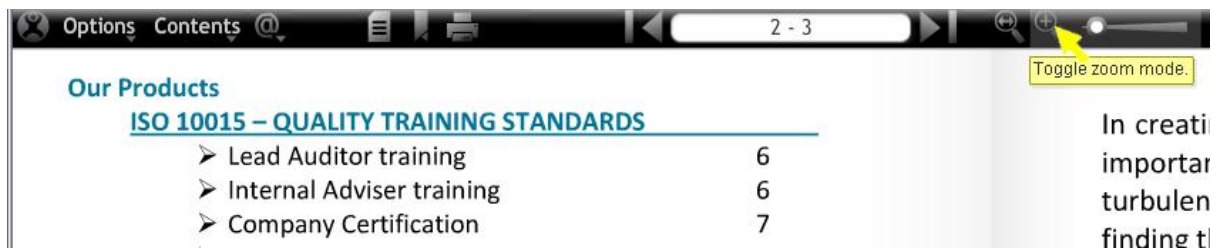


GETTING THE MOST OUT OF YOUR OFQT DIGITAL EDITION – VIEWING TIPS

The following information will help you navigate through the digital publication by explaining the toolbar functions.

To zoom the publication in and out, either click in the area of the page you wish to zoom in on, or use the zoom button on the toolbar, which will automatically zoom on the centre of the pages you are viewing.

Then select your preferred level of zoom using the zoom scale, which will appear on the toolbar once the publication is zoomed in.



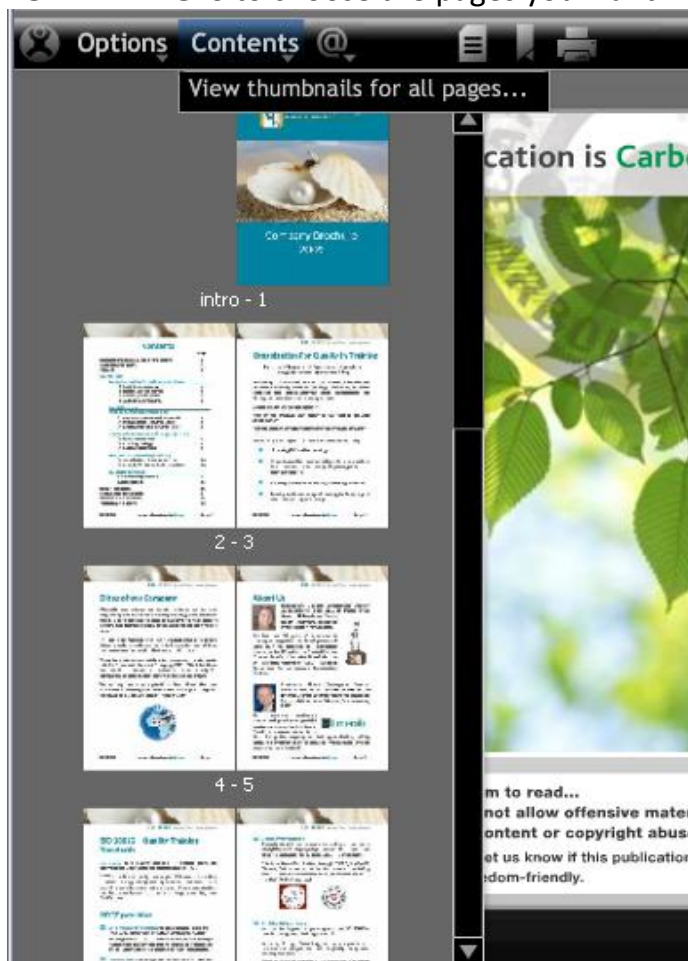
Click on the publication or zoom icon again to zoom out (a minus sign will appear in the icon for zooming out).

PAGE TURNING

To browse through the pages of the digital publication, click on turned up corners of the page or use the arrow buttons on the black tool bar for instant page display.



You can also use the **CONTENTS** drop down menu and select **VIEW THUMBNAILS FOR ALL PAGES** to choose the pages you want.

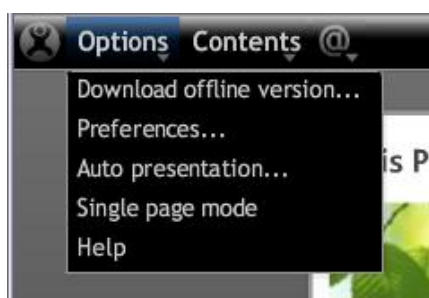


VIEWING OPTIONS

The **OPTIONS** drop down menu allows you to select further viewing preferences. Single page mode - this will take you through the publication one page at a time, as opposed to viewing double page spreads. Auto Presentation Mode - this allows you to select the page-flip interval and then view the whole publication automatically.

READING PREFERENCES

The drop down menu allows you to change your personal reading experience; allowing you to select and de-select the page flip animation, the page flipping sound and also whether to show the centre shadow on each page.



SAVING A COPY OF THE BROCHURE ONTO YOUR COMPUTER

To save a copy of the digital publication onto your computer [go back to the webpage](#) and read the guidelines for downloading and saving a customised copy to your desktop.

SHARING A COPY OF THIS DIGITAL PUBLICATION

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>

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The OFQT Team



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