

# Virtual Magazine Instruction Sheet

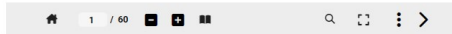


Welcome to the Porcelain Artist Virtual Magazine. In order to view the magazine, you must be logged in AND have an active virtual or combo membership.

In order to help you make the most of your virtual magazine, here is a guide to help you along.

Click on the issue you want to view.

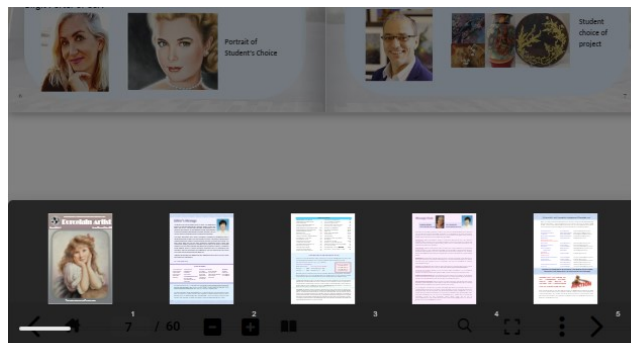
When the issue first opens, you should see a screen like the one on the left. You may use the large arrow to turn the page.



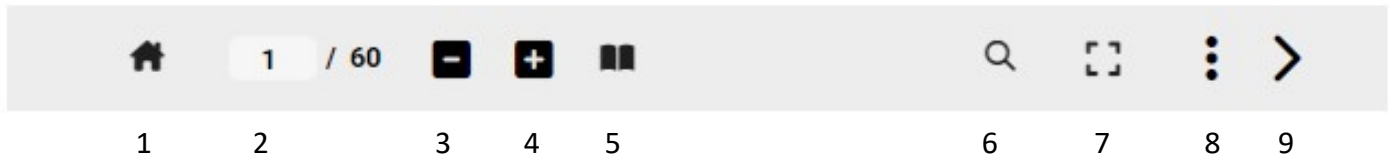
Under the cover, there is a navigation bar. It is enlarged below, and its features explained below.



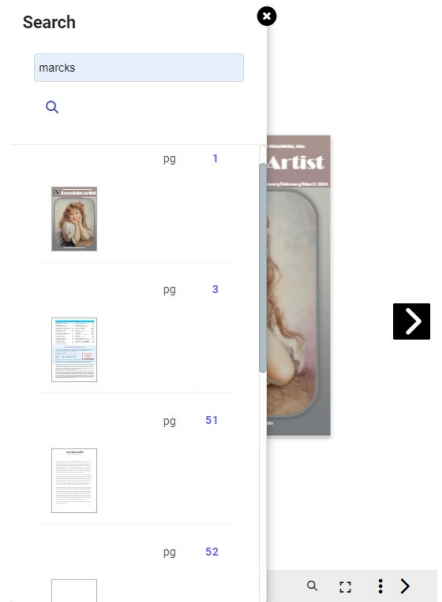
- 1 Home Press this to return to the cover at any time.
- 2 Page number This shows what page you are on. You may enter in a page number to skip directly to that page.
- 3 Decrease size Click the minus key to make the page look smaller. Note: it will not work until after you have made the page bigger.
- 4 Increase size Click the plus key to magnify the page. Depending on your screen size and settings, you may need to drag the page image around to view it.
- 5 Page preview If you click this button, a ribbon will appear at the bottom of the magazine showing a thumbnail photo of each page. You may slide the white bar at the bottom to see more. Click anywhere outside of the darkened area to exit.



The Page Previews



6 Search Click the magnifying glass to search the magazine for a specific word or phrase. Enter the word in the box that appears at the upper left. Hit the magnifying glass under the box. Thumbnail images of the pages and the page number will appear. Click on a page to view it. Click the X in the circle upper right corner of the search box to exit. This is based on a computer reading the pages, so it may not be 100% accurate.



The search screen

7 Full Screen Click the picture frame to enter full screen mode. This is the easiest way to read the magazine. Hit ESC on your keyboard to exit this mode.

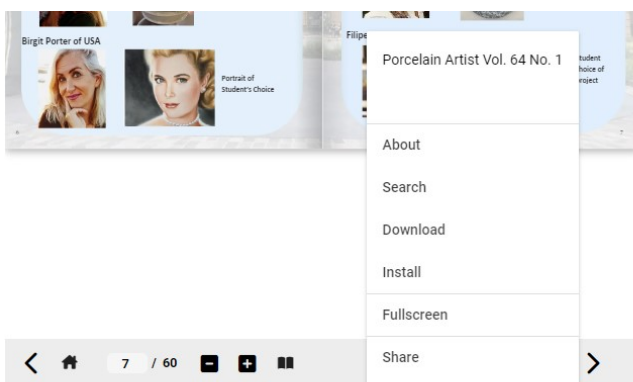
8 Additional menu Click the three dots to open an additional menu. **About** repeats the title of the magazine. **Search** returns to the search menu like button 6. **Download** prompts you to download this issue. **Install** will install the Simplebooklet application on your computer which is the application used view the magazine. It is *not* necessary to download it. **Fullscreen** does the same as button 7. **Share** lets you send a link to the magazine to friends via different social media apps or email. However, they must be able to log in to see the magazine.

9 Forward arrow Moves the page forward. Once off the front cover a backward arrow will appear to the left of the Home button.

To **Download** the magazine:

Click the three dots, #8. Select Download. Click the button "Download PDF." Select the folder where you want the magazine saved. Hit Save. Your file will download. The window will not close when the download is complete. You will need to hit the X to close it. Go to the location you told the computer to save the magazine. Open the file and enjoy.

Two notes: 1) Magazines are LARGE files. Make sure you have enough room on your hard drive. 2) If you have an issues downloading, make sure your popup blocker and anti virus software will allow the download.



The Additional Menu