

Diligent Boards for Mac v1.1 — Quickstart

Diligent Boards for Mac v1.1 gives you access to your current board materials, along with the ability to add sticky notes and mark up documents with pen and highlighter tools. You can also complete important governance tasks by casting votes from the Mac platform. Diligent Boards' easy-to-use navigation functionality is tailored to the OSX operating system to let you access your board materials the way you need to.

Getting Started

A1 Download Diligent Boards for Mac from the Mac **App Store**.

A2 After downloading and opening the app, enter your **site name** and click **Continue**:

A3 Enter your **username** and **password** and click **Sign In**. If prompted, answer your Security Questions and choose the board you'd like to view.

Opening Books

B1 If it's your first time signing into Diligent Boards on your Mac, click an unsynced book icon to **sync** it to your device. (If you've signed in on your Mac before, you'll only need to sync updated books.)

B2 You can start reading a book as it syncs. Click on a **book icon** to go to its first page, or use the Agenda, Annotation and Voting icons, if present, to easily locate a specific part of a book.

Navigating Books

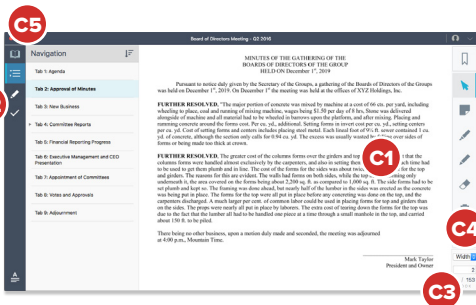
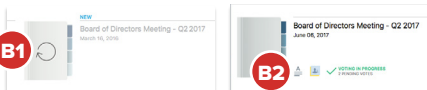
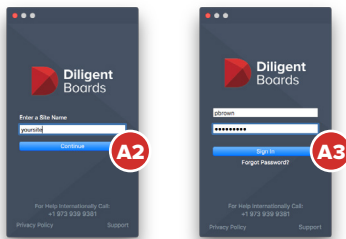
C1 Click the **left** and **right** sides of the page, quickly **swipe** the touch pad with two fingers (with the mouse over the page), or press **Enter/PgUp/PgDn** to turn pages.

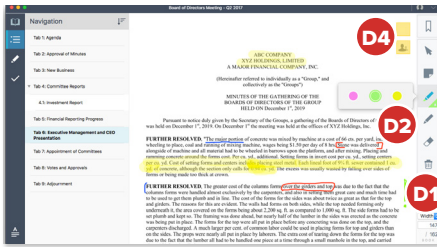
C2 Icons to the left access the **Navigation, Annotations** and **Voting Panels**. Use these panels to quickly navigate books via an outline format, clicking the section or page you'd like to go to.

C3 To go to a specific page, use the **Page Number** field.

C4 Zoom with a pinching motion on your Mac's touch pad, or use the **Zoom** menu.

C5 Click the **Books** button to return to the bookshelf view.





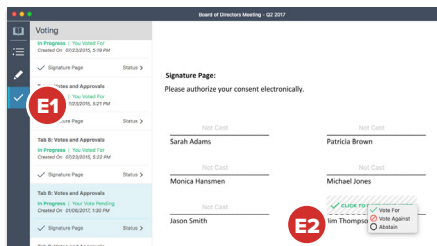
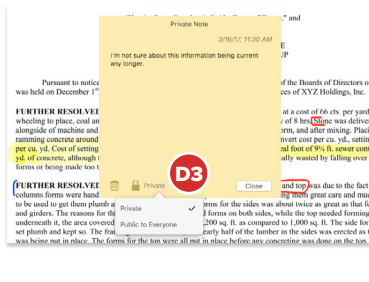
Annotations — Sticky Notes, Markups and Bookmarks

D1 Use the icons on the right to access different annotation tools, including **Sticky Notes**, **Markups** (pen and highlighter), and **Bookmarks**. Eraser and bulk annotation delete tools are available here as well.

D2 Click the **bottom right** of the pen or highlighter button for different style options.

D3 Click the **Private** icon when creating a sticky note for the option to make it **Public** (viewable by all users who can see the book).

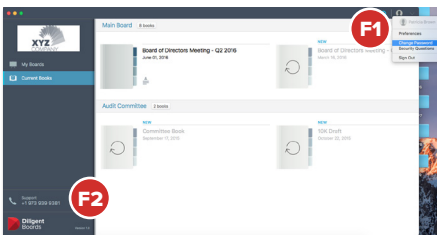
D4 A page's Public and Private **Sticky Notes** appear along its right side. Click a note to view it.



Voting

E1 Use the **voting icon** on the left to open the Voting Panel, letting you quickly find voting documents awaiting your attention. Use the links for each vote to check status or go right to the Signature Page.

E2 Click your **signature line** or the **voting icon** at the top of the window to cast your vote.



Settings, Security and Support

F1 From the Current Books screen, click the **Down Arrow** in the upper-right corner to open the user menu, with options to change your Password or Security Questions, and to Sign Out.

F2 On the Current Books screen, click **Support** in the left-hand navigation menu to see a full list of Global Support numbers.



Forgot Password?

G1 Reset your password using the Diligent Boards self-service password reset feature. Click **Forgot Password?** on the sign-in screen to begin the process.