QUICK GUIDE

**how to download a digital publication to view offline
from the BC Publications subscription library**

INTERNET EXPLORER, P2   FIREFOX, P4   GOOGLE CHROME, P6

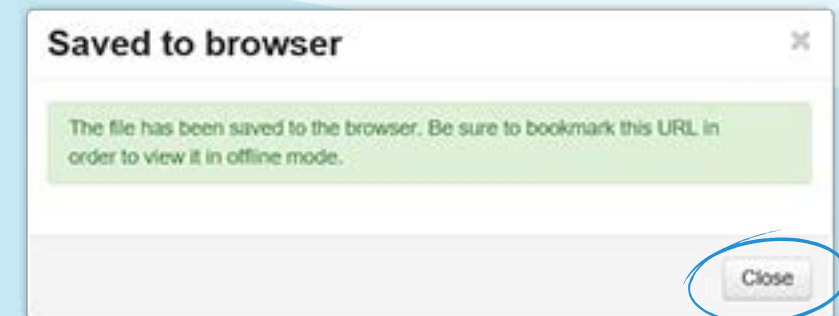# ⅇ INTERNET EXPLORER

Begin with opening the publication from the **"My Publications"** page.

🔽 STEP 1

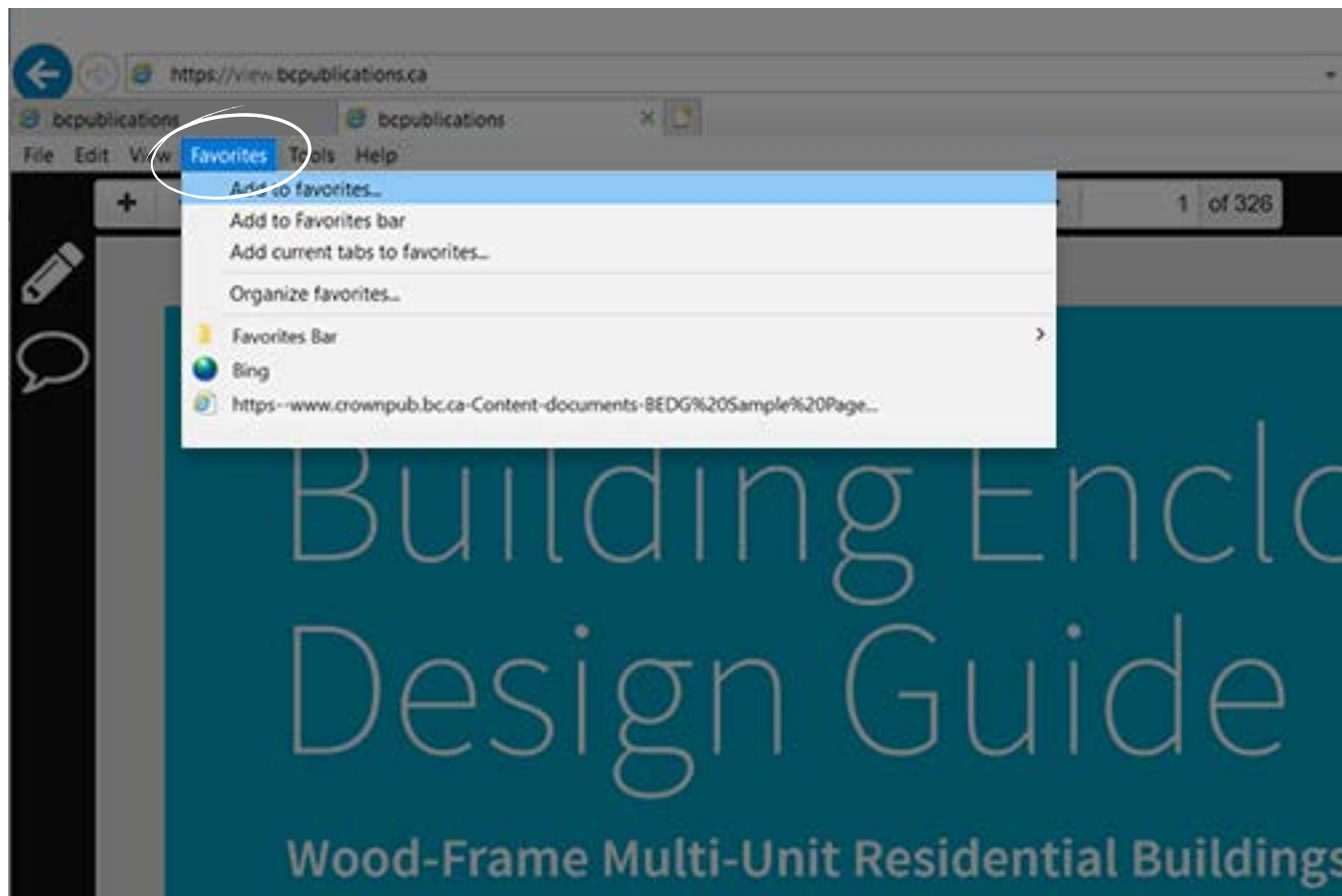Now select the ⬇ **"Save to browser"** button in the top right corner

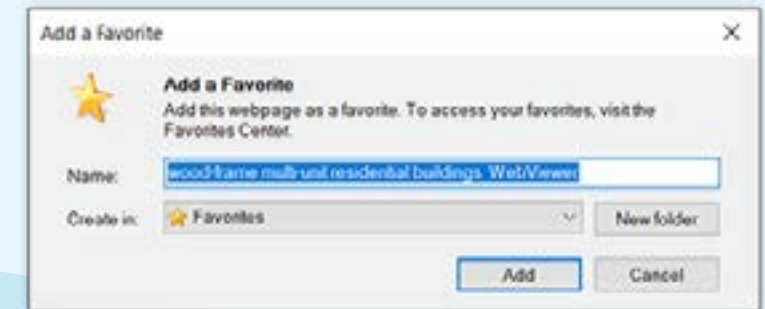*Once completed the following message will appear. Select the **"Close"** button*

⭐ STEP 2: ADD TO FAVORITES

Bookmark the URL by selecting the **"Add to Favorites"** option. From the top Menu select the "Favorites", then from the drop down select the "Add to Favorites" option or select the ☆ **Favorites icon.**

The **"Add to Favorite"** dialogue box will appear and users may change the favorite name within the Name field at this time. Next select the **"Add"** button.

The **"Add to Favorite"** dialogue

ⓘ Anytime the workstation is offline (not connected to the internet) this link within the Favorites will provide the user access to the bookmarked offline copy. To access this link launch Internet Explorer, Open list of Favorites and select the title as originally saved.

FIREFOX

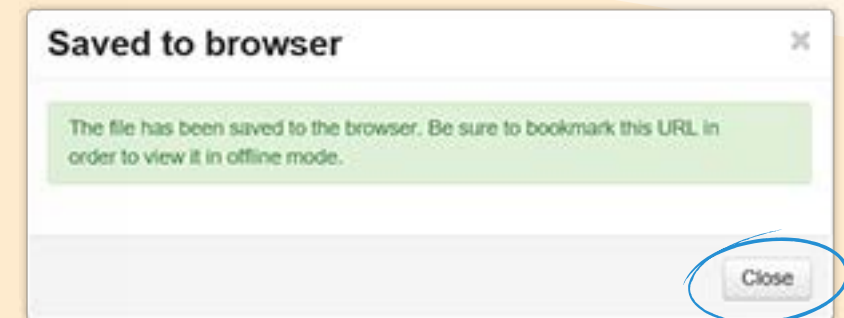Begin with opening the publication from the **"My Publications"** page

STEP 1

Now select the ⬇ **"Save to browser"** button in the top right corner

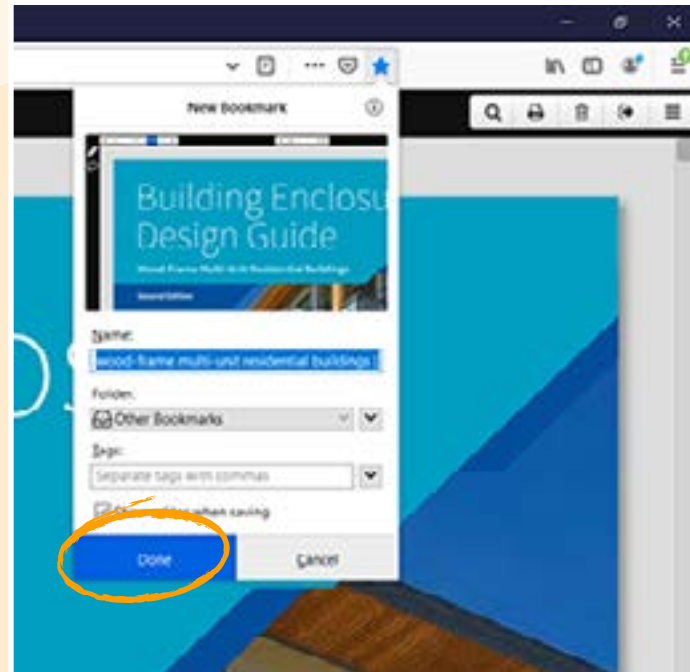*The browser will begin saving and the following box will appear.*

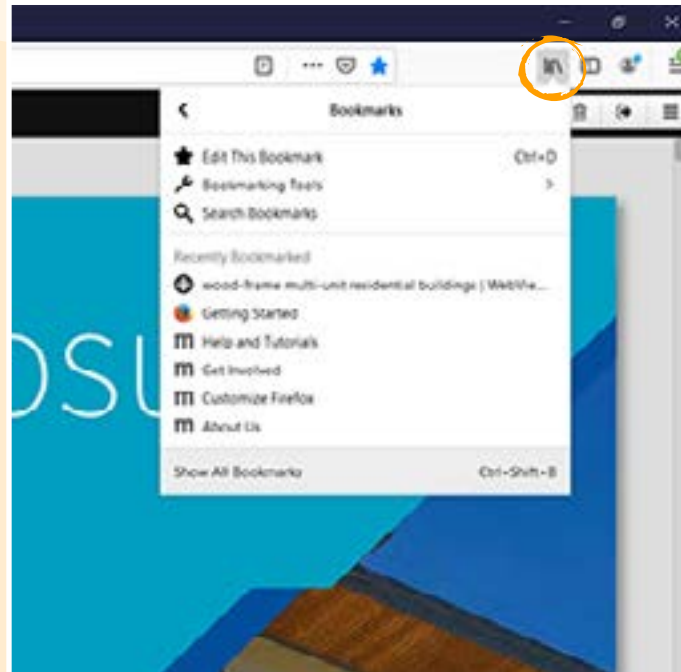*Once completed the following message will appear. Select the **"Close"** button*

⭐ STEP 2: BOOKMARK THE URL

Bookmark the URL by selecting the "Bookmark this page" ☆ button.

*Next the **"New Bookmark"** dialogue box will appear. Users may select the name of the bookmark as well as the folder location. Complete and select the **"Done"** button.*
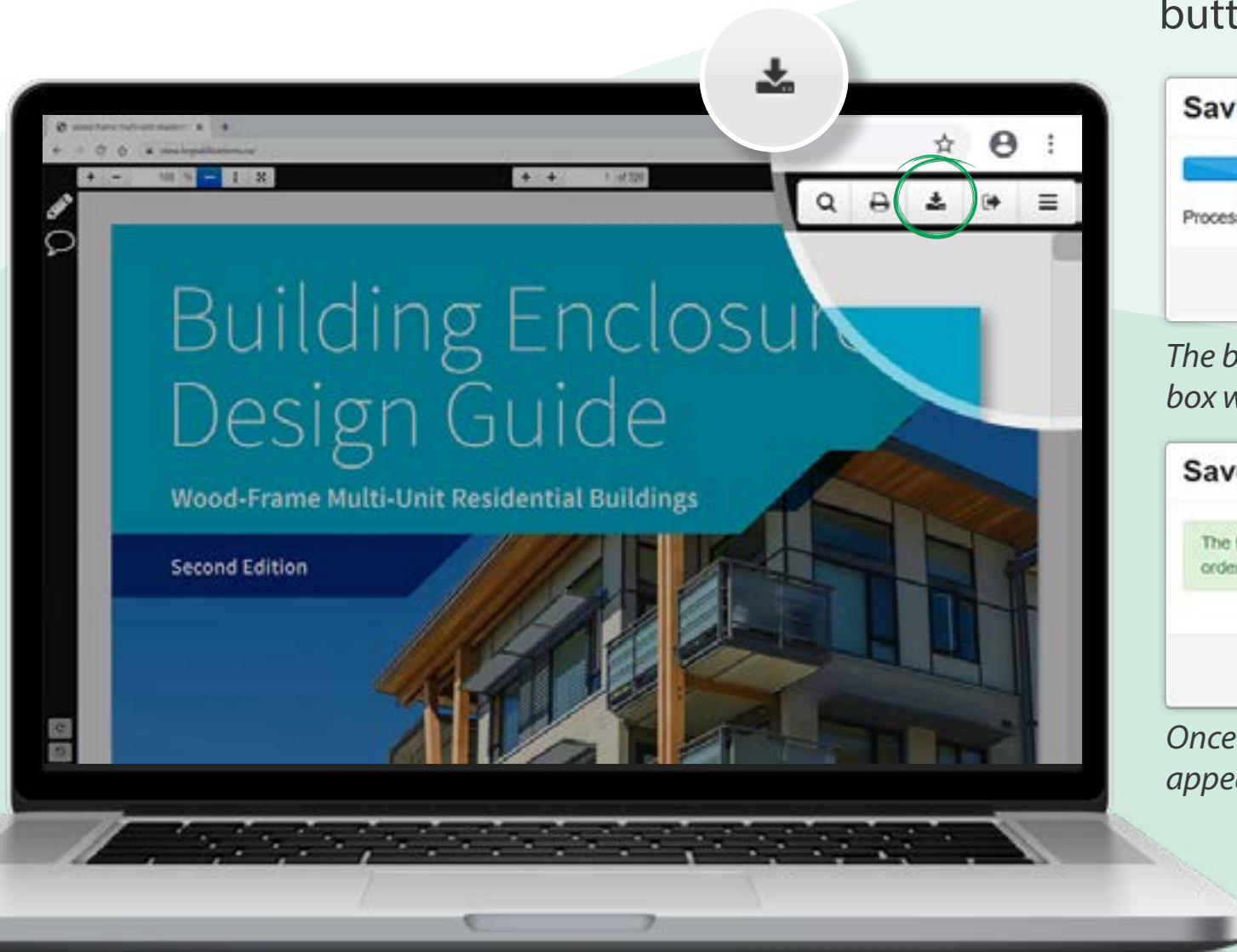

The bookmark will now appear within the user's library

🔍ⓘ Anytime the workstation is offline (not connected to the internet) this link will provide the user access to the bookmarked offline copy. To access this link launch Firefox and access the bookmark within the user library.

GOOGLE CHROME

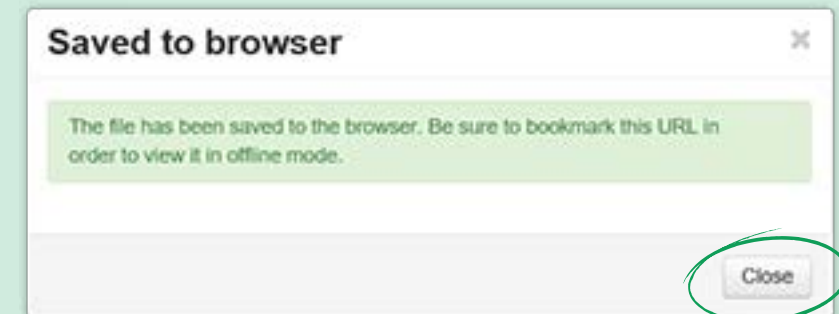Begin with opening the publication from the **"My Publications"** page.

STEP 1

Now select the ⬇ **"Save to browser"** button in the top right corner

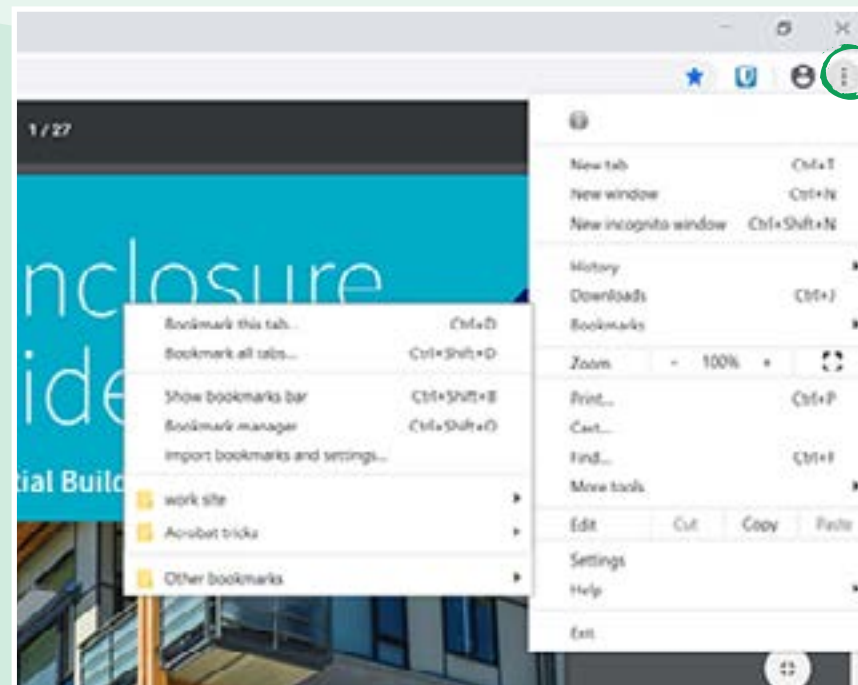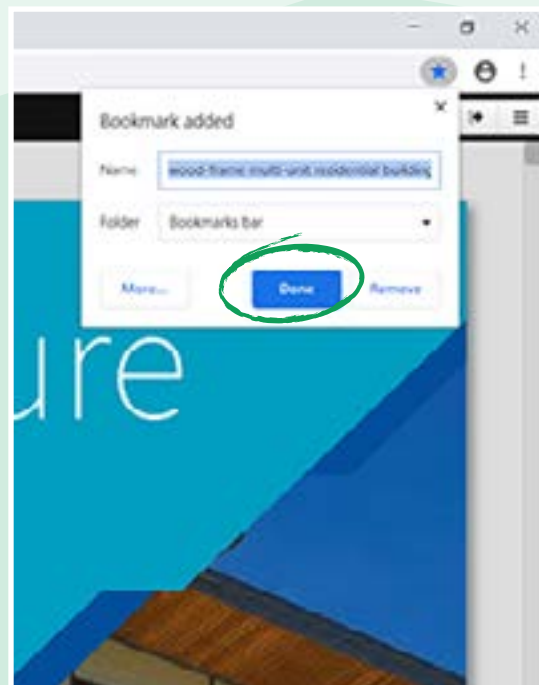*The browser will begin saving and the following box will appear.*

Once completed the following message will appear. Select the **"Close"** *button*

⭐ STEP 2: BOOKMARK THE URL

Bookmark the URL by selecting the "Bookmark this page" ☆ button.

Next the **"Bookmark added"** *dialogue box will appear. Users may select the name of the bookmark as well as the folder location. Complete and select the* **"Done"** *button.*

⋮ *The bookmark is accessible by selecting the* **"Customize and Control Google Chrome"** *icon.*

🔍 Anytime the workstation is offline (not connected to the internet) this link will provide the user access to the bookmarked offline copy. To access this link launch Firefox and access the bookmark within the user library.
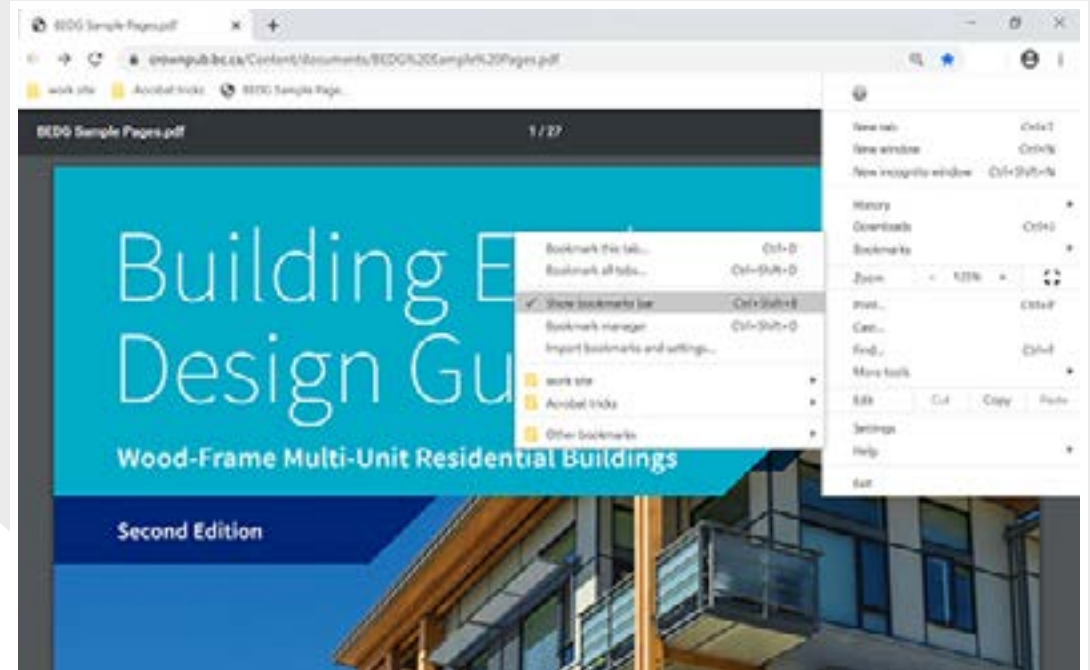
⭐ FAVORITES BAR

How to Display the Tool Menu

"Favorites" or "Bookmarks" (in Firefox) are links to web pages that make it easy to get back to your favorite places.
This section help you display the tool bar in different browsers.

INTERNET EXPLORER

1. In the upper-right corner of the browser window right-click the ☆ star icon;
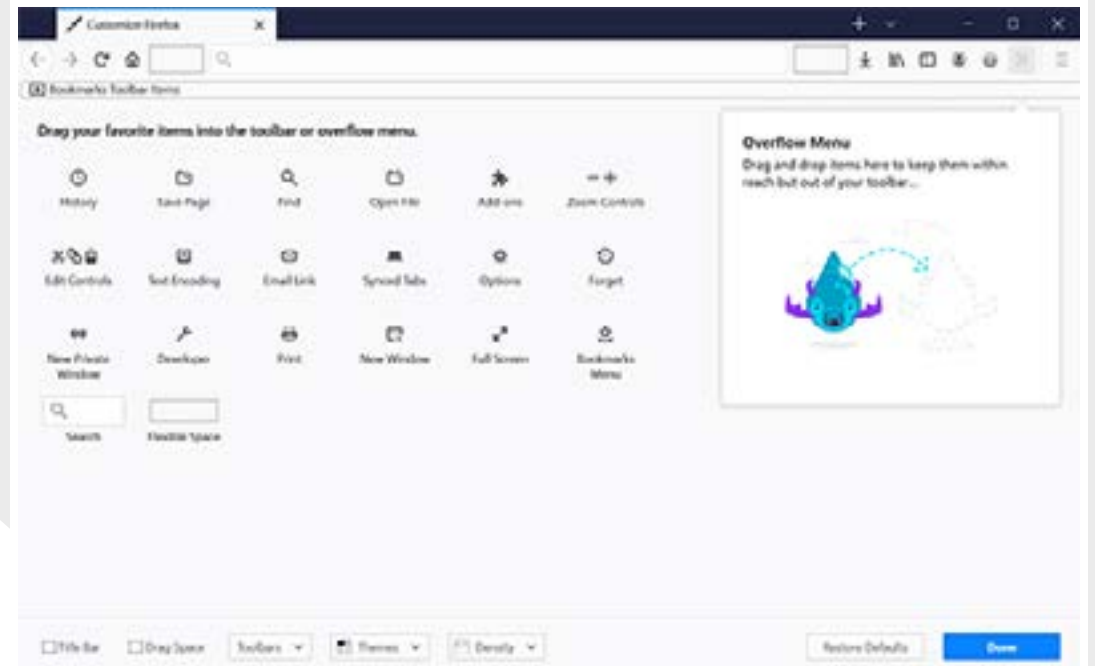
2. Select ✔ Menu Bar.

GOOGLE CHROME

1. In the upper-right corner of the browser window click the ⋮ **Customize and Control Google Chrome** icon;

2. Select ✔ Show bookmarks bar

⭐ FAVORITES BAR

How to show the "favorites bar".

FIREFOX

To enable the Bookmarks Toolbar:

1. Click the menu button ☰ **Menu** and choose ✏️ Customize.

2. Select Toolbars ⌄ from the dropdown menu at the bottom of the screen.

3. Select ✔️ **Bookmarks Toolbar.**

4. Click the **Done** button when you're finished.