



**Ash Development
Association of Australia**

User Guide for New Electronic *Coal Ash Matters*

Dear Subscriber,

Welcome to the first edition of our new electronic *Coal Ash Matters*. We thank you for co-operating with us in our transition to a paper-less mail out and hope that you enjoy the conveniences of receiving your *Coal Ash Matters* editions electronically.

To assist you in accessing your copy of the newsletter and navigating your way through the pages, we have prepared a quick user guide to show you the ropes.

Coal Ash Matters will now be available through a 'view online' option which allows users to virtually 'flick through' the edition. Please be advised that this option requires the installation of Adobe Flash software. Subscribers are still able to download a copy of the newsletter in PDF format either from the 'view online' copy or from the Association's website directly. Instructions on how to download *Coal Ash Matters* from the 'view online' option are featured below.

For further information or assistance in accessing your copy of *Coal Ash Matters* please do not hesitate to contact us at our office. Otherwise, I invite you to browse through the user guide featured below.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Craig Heidrich'.

Craig Heidrich

USER GUIDE TO COAL ASH MATTERS

Viewing your copy

By clicking on the 'View Online' option on the *Coal Ash Matters* page of the Association's website, your copy of the latest edition of the newsletter should open in a new window (Figure 1)



Figure 1

Turning the Pages

Users can navigate through the pages either by hovering their cursor over the bottom right corner of the page to virtually 'flick' the page over (Figure 2) or by clicking the 'next page' icon on the bottom toolbar (Figure 3).



Figure 2



Figure 3

Magnifying the Text

To make the text larger, click on the magnifying glass icon on the bottom toolbar (Figure 4). A magnifying glass should appear on your page (Figure 5), which will allow you to click on the section of the text you wish to enlarge.



Figure 4



Figure 5

To Print a Copy

To print a copy of the *Coal Ash Matters* edition, click on the 'print' icon on the bottom toolbar (Figure 6)



Figure 6

To Download a Copy

To download a copy of the *Coal Ash Matters* edition, click on the 'download' icon on the bottom toolbar (Figure 7). Copies will be downloaded in PDF format.



Figure 7

To View All Pages

To view all pages of the edition, click on the mindmap icon on the bottom toolbar (Figure 8). The pages of the edition will be mapped out (Figure 9).



Figure 8



Figure 9