

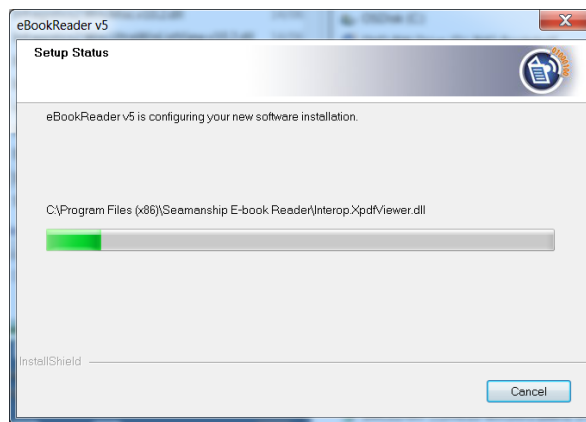
Accessing Your E-Reader Product using the 'IMO Bookshelf' CD

These instructions are for customers who have purchased through a distributor of IMO publications, received an IMO Bookshelf CD and a link to our virtual publications site in order to gain access to their purchased product.

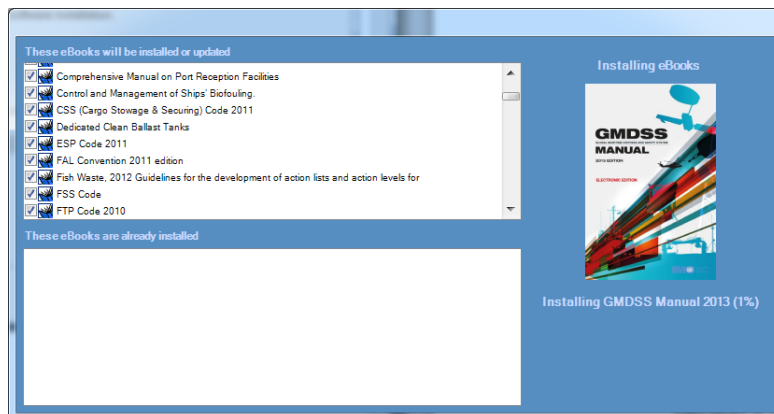
Section 1 – Downloading the CD

Enter the CD into your computer and follow the installation instructions.

The software will start installing



Once the software is installed the titles will automatically be added



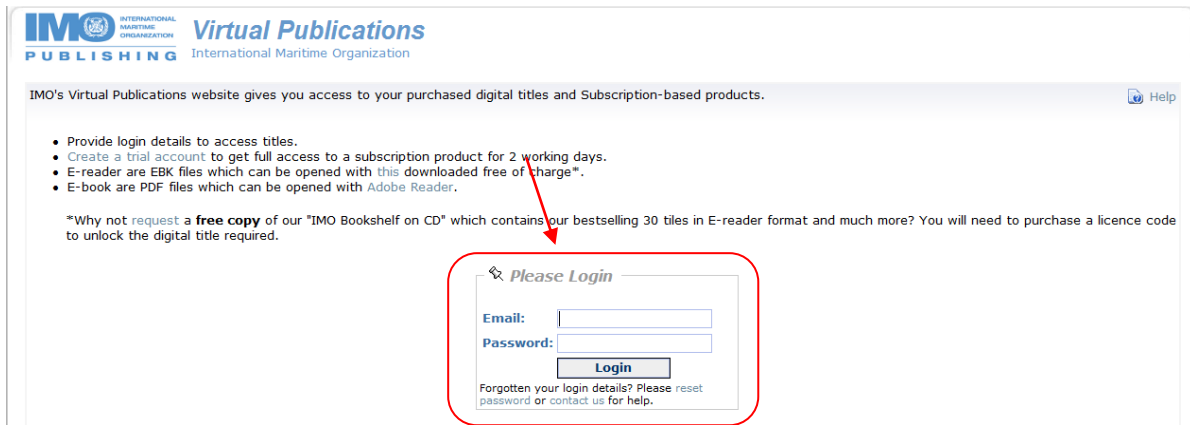
When all the titles have been added the software will be ready to open using 'The IMO Bookshelf' desktop icon



Section 2 – Obtaining your unlocking code

Once the product is downloaded you must get your unlocking code from our Virtual Publications site.

Go to <http://vp.imo.org> and log in using the email and password supplied by your distributor of our publications.



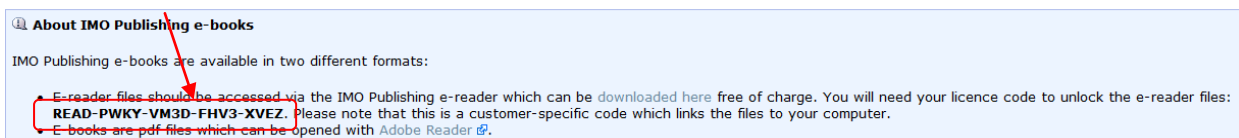
The screenshot shows the IMO Virtual Publications website. At the top, there is the IMO logo and the text 'Virtual Publications International Maritime Organization'. Below this, a message states: 'IMO's Virtual Publications website gives you access to your purchased digital titles and Subscription-based products.' A 'Help' icon is visible in the top right corner. A list of bullet points provides instructions: 'Provide login details to access titles.', 'Create a trial account to get full access to a subscription product for 2 working days.', 'E-reader are EBK files which can be opened with this downloaded free of charge*', and 'E-book are PDF files which can be opened with Adobe Reader.' A note below explains that a free copy of the 'IMO Bookshelf on CD' is not requested because it contains 30 bestselling titles in E-reader format, and a licence code is needed to unlock the digital titles. A red arrow points from this note to a 'Please Login' form. The form includes fields for 'Email:' and 'Password:', a 'Login' button, and a link for 'Forgotten your login details? Please reset password or contact us for help.'

Once you have entered click on 'View my purchases/Trials'.



The screenshot shows the user menu on the IMO Virtual Publications website. At the top, there is the IMO logo and the text 'Virtual Publications International Maritime Organization'. Below this, a navigation bar contains links for 'My Products/Trials', 'Change Password', 'Subscription Trials', 'Contact Us', 'Help', and 'IMO publications bookshop'. A 'Welcome to Virtual Publications' message is displayed, followed by the instruction 'Please select from the following options or the menu above.' A red arrow points from this instruction to a list of options: 'View my purchases/Trials', 'Change my password', and 'Set up a trial'. The 'View my purchases/Trials' option is highlighted with a red box.

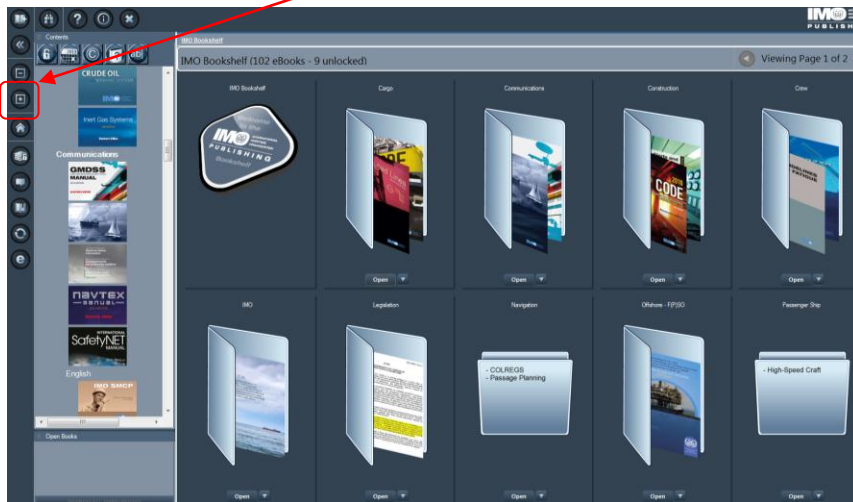
Note down or copy the unlock licence code which is in the following format '**READ-XXXX-XXXX-XXXX-XXXX**'



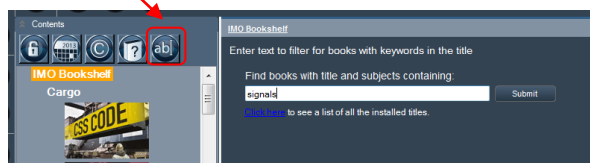
The screenshot shows the 'About IMO Publishing e-books' page. It states: 'IMO Publishing e-books are available in two different formats:'. A red arrow points from this text to a red box containing the text: 'E-reader files should be accessed via the IMO Publishing e-reader which can be downloaded here free of charge. You will need your licence code to unlock the e-reader files: **READ-PWKY-VM3D-FHV3-XVEZ**. Please note that this is a customer-specific code which links the files to your computer.' Below this, it says: 'E-books are pdf files which can be opened with Adobe Reader'.

Section 3 – Unlocking your purchased product

To find the title you have purchased you can use the contents section on the left of the screen by clicking on the 'Expand Tree' button



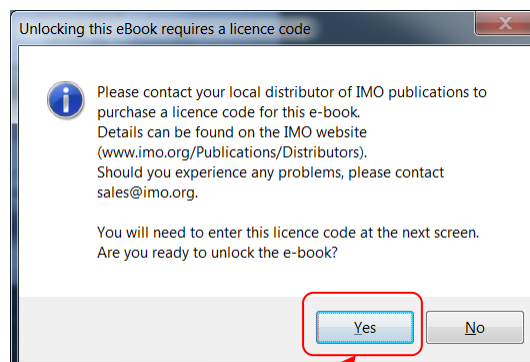
Or you can click on the 'ab' button and add a key word to the title search and click on 'Submit'



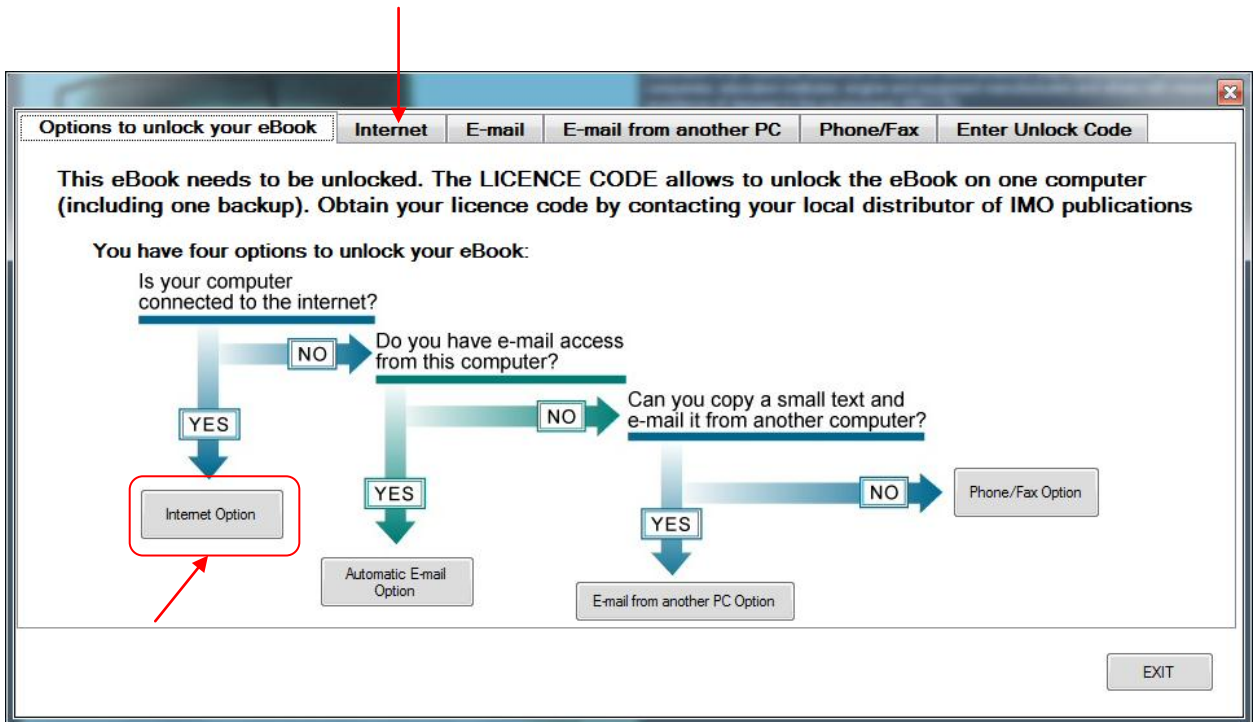
Once the title is open double click on the cover with padlock.



The message below will appear. Click on 'Yes'



There are various options available for unlocking your product. If your computer is connected to the internet please click on 'Internet'. If you do not have internet access please [click here](#) .

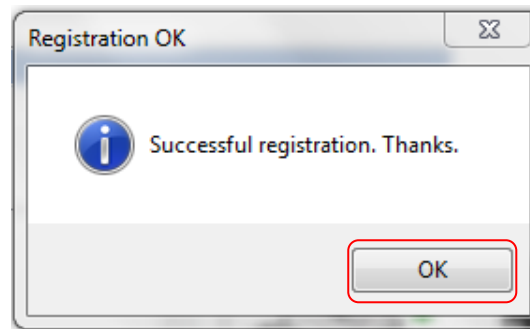


Enter or paste your unlocking code (supplied from our virtual publications site) and email address. Click on 'UNLOCK'.

- E-reader files should be accessed via the **READ-PWKY-VM3D-FHV3-XVEZ**. Please
- E-books are pdf files which can be operated

The screenshot shows the "Enter Unlock Code" tab of the "Options to unlock your eBook" dialog. It contains the following text: "Make sure that this PC is connected to the Internet... - enter the licence code in the blue box below - enter your e-mail address or name - press the Unlock button". Below this, there are two input fields: "Licence Code:" with the value "READ-PWKY-VM3D-FHV3-XVEZ" and "E-mail address or name (to register your product):" with the value "ebell@imo.org". A "Mandatory fields" label is positioned below the email field. A red box highlights the "UNLOCK" button, with a red arrow pointing to it. An "EXIT" button is at the bottom right.

The registration is successful. Click on 'OK'.



Your purchased product will now open and is ready to search, add annotations, add bookmarks and copy & paste.

For further information contact – sales@imo.org

For technical support contact – techhelp@emailws.com