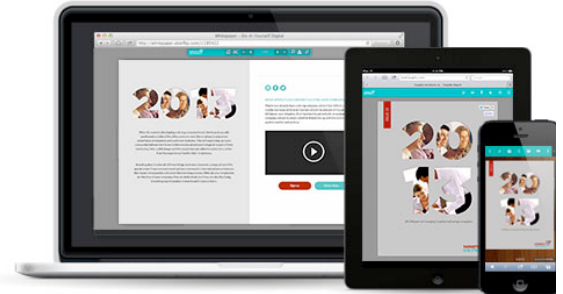




ASSOCIATION INSIGHT

Portable Sanitation Association International News

The PSAI uses an online service called “Uberflip” to bring online publications to its worldwide Membership in a format that can be accessed from anywhere in the world without having to download large files. Below is a quick cheat sheet for viewing the publication on your desktop. Viewing from a tablet or smartphone is just as easy – the program automatically adjusts for whatever device you are using!



The dock (green bar shown below) will appear at the top of your screen when viewing *Association Insight* online. Simply click on the icon to use the features of Uberflip. Rolling over each icon for easy instructions while navigating online – or use this cheat sheet.



1 2 3 4 5 6 5 4 7 8 9 10 11 12

- 1 Preview thumbnails of all pages
- 2 View all links in the publication
- 3 Share the publication over email, Facebook, Twitter or create a social bookmark
- 4 Flip back to the front cover
- 5 Flip to the previous page
- 6 Click on this to enter a page number – then press <enter>
- 7 Search the publication
- 8 Print. Check the pages you want – some or all – then click the print icon in the upper right
- 9 Download individual pages – or the entire PDF
- 10 Crop/Print/Save tool. Select the area with your mouse, then print or save.
- 11 Toggle full screen. Use the arrow keys to move it around on your screen if needed.
- 12 Click here for HELP. There’s an online tutorial as well built right into the program!

To zoom into the publication, simply click on any spot on a page (except for a link). If you want to zoom even farther, use this small dock (green bar) at the bottom of the page to set your ideal type size.



Finally, for your convenience, we’ve already added links to online stories and Supplier Member website pages. Simply click on the link and you’re there! No need to type in long URLs. ENJOY!