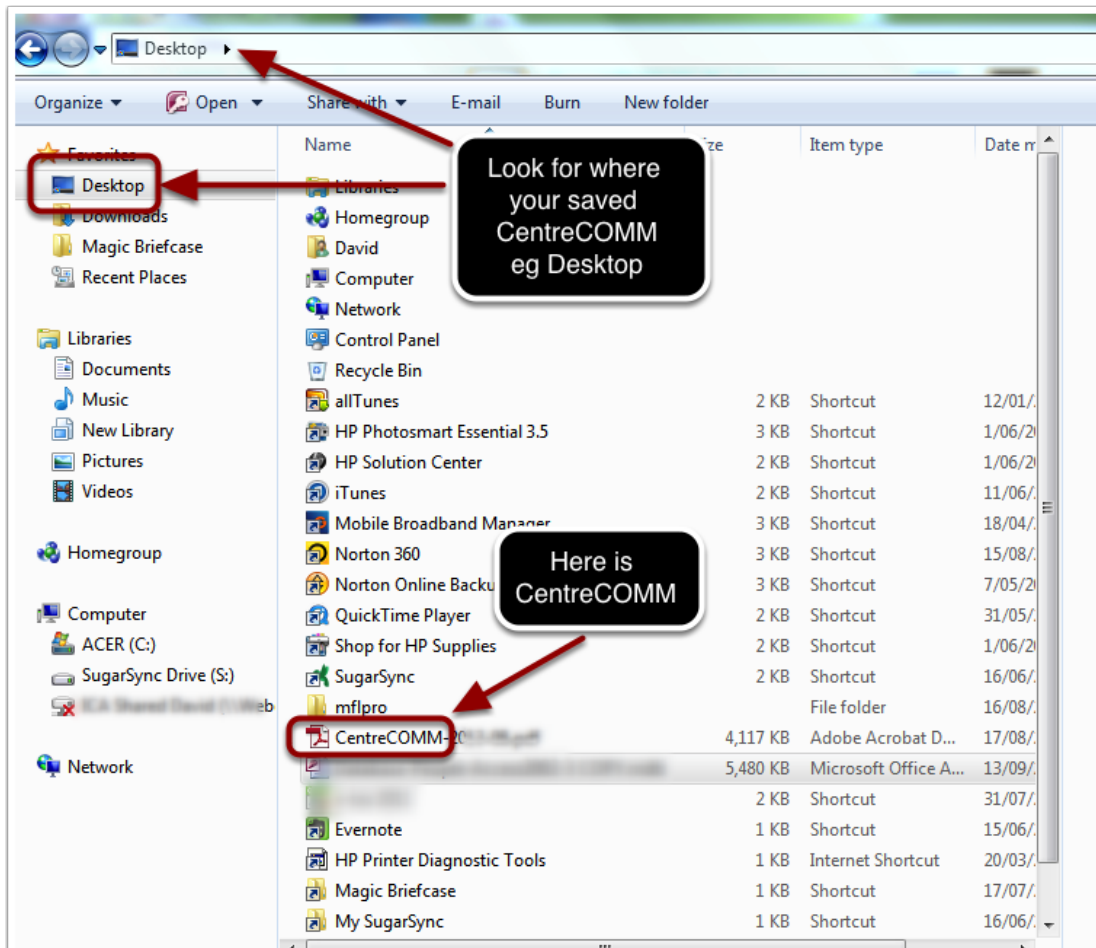


Loading your CentreCOMM on to your electronic device

1. Your Computer

The first step is to save CentreCOMM to your computer

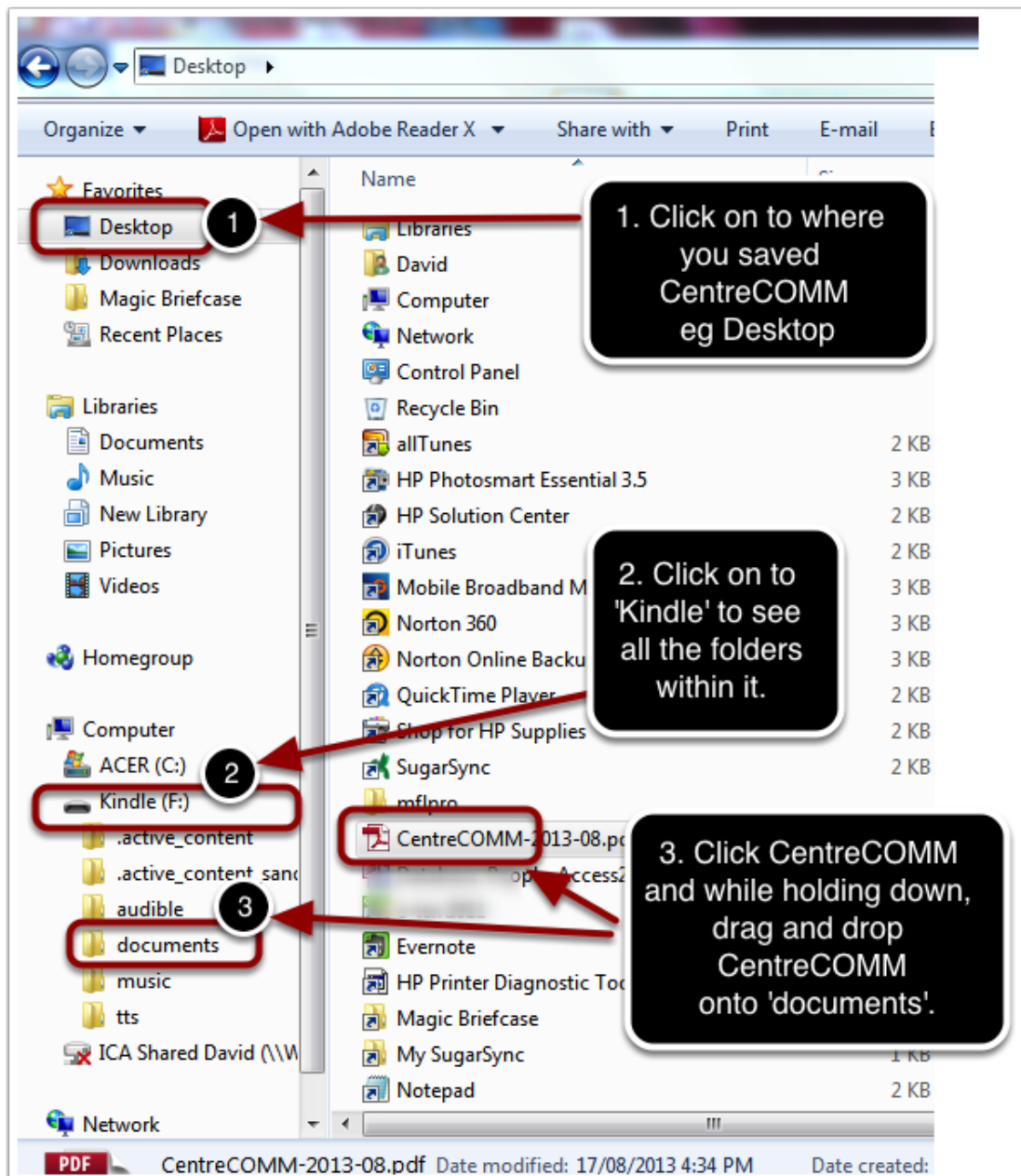
- Click on the image of CentreCOMM or the 'download' link at the bottom of the list of articles.
- This will download CentreCOMM to your computer.
- Find the .zip download wherever you usually locate downloads to your computer and double-click to expand and open the file.
- Now you can read CentreCOMM on this electronic device (ie you computer).
- **Save this opened file to somewhere on your computer** eg your 'Desktop'.



2. Your Kindle

It is important that you have saved CentreCOMM to somewhere on your computer as explained in step 1.

- Plug your Kindle into your computer.
- Open your file manager and find your saved CentreCOMM eg on your 'Desktop'.
- See the image below and follow the instructions:



'Copy and Paste' Alternative to 'Drag and Drop' steps 2 and 3 in the diagram

- **Right click** onto your CentreCOMM and **click 'Copy'**, then

- **Right click** onto the '**Kindle/documents**' folder and **click 'Paste'**

Almost there

- Now you can read your new CentreCOMM on your Kindle in the usual way.
- **However**, the last step you must do is to '**eject**' your Kindle from your computer.
- Firstly, in your file manager, **right click your Kindle**.
- Then secondly, click '**Eject**'.
- THIS STEP IS VERY IMPORTANT to avoid any problems.

3. Your iPad

- Email the CentreCOMM to yourself on your iPad,
- On your iPad, using Mail, open the CentreCOMM attachment to the received email,
- Choose 'read in iBooks' from the options top right (in the 'arrow in the box' icon) and this will open and save the file in iBooks,
- For other times when you want to read this CentreCOMM, it will always be found in iBooks.