Welcome to Link! We want to make sure installing and using Link is as easy as possible. Follow these simple steps to begin your learning experience.

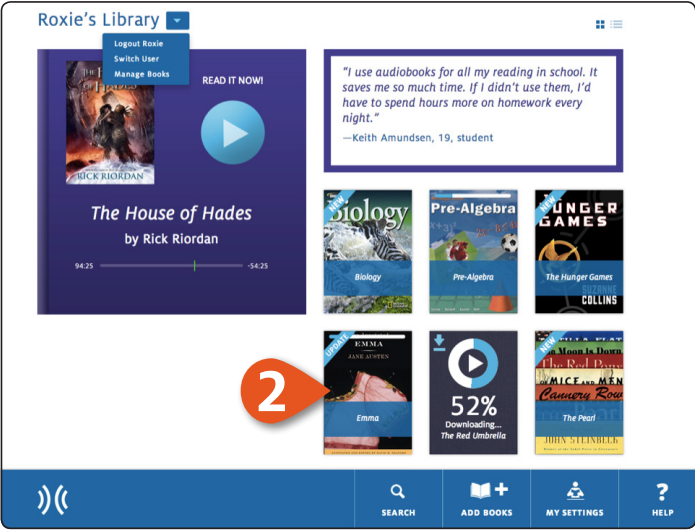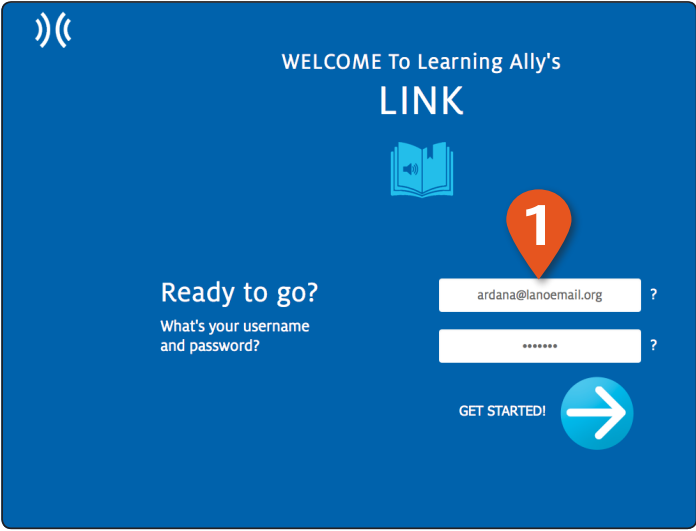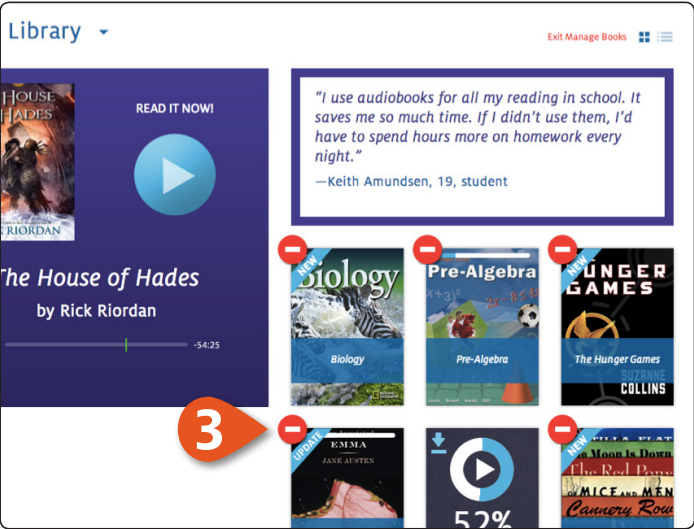## INSTALLING LINK

1 To download Link from the Mac App Store visit our Link product page at www.LearningAlly.org/Link and select the Mac App store badge.

2 You will be directed to the Mac App store where you can select the download button on the top left of the page

3 Once downloaded the link app will be available from your applications folder on your Mac.
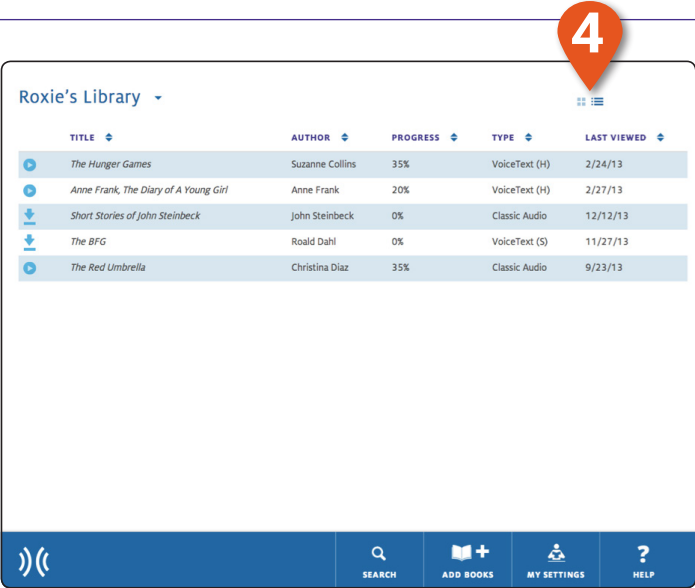
USING LINK

1 Launch Link and log in using your **USERNAME** and **PASSWORD**.

2 This is the **BOOKSHELF** which displays all of your audiobooks. Here you can browse, download books and view progress on your current book.
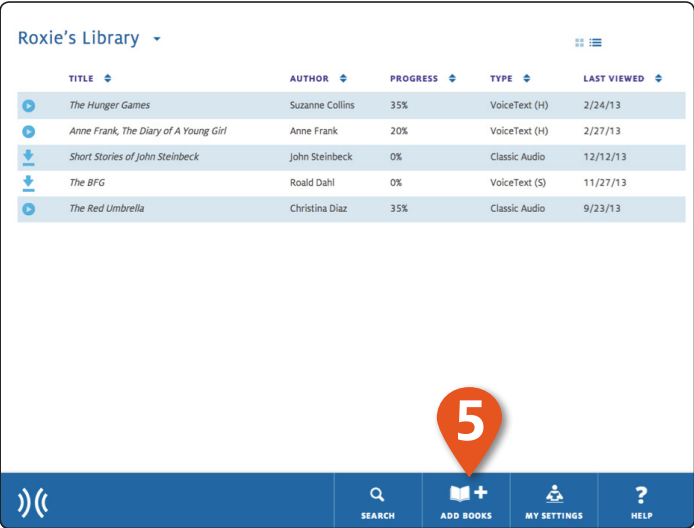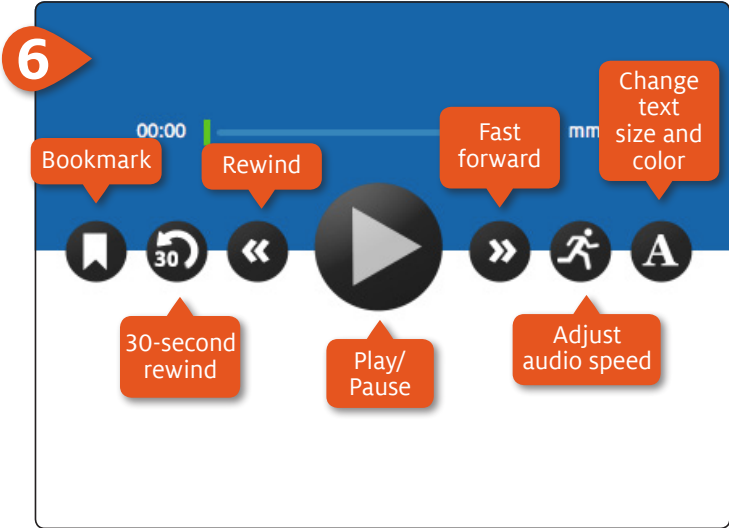
3 To delete books from the bookshelf, select **MANAGE BOOKS** from the library drop-down menu. Click 🚫 to remove books.
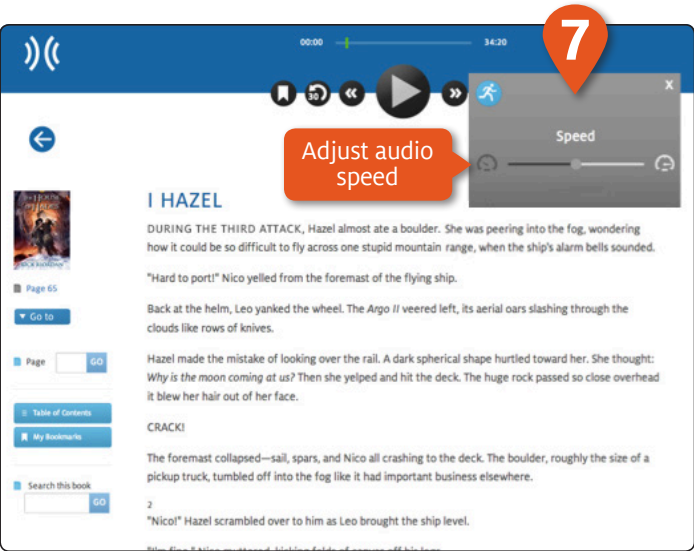

4 You can switch from bookshelf view to a list view using the **VIEW CONTROLS**. List view provides audiobook details including author, progress and the last date viewed.
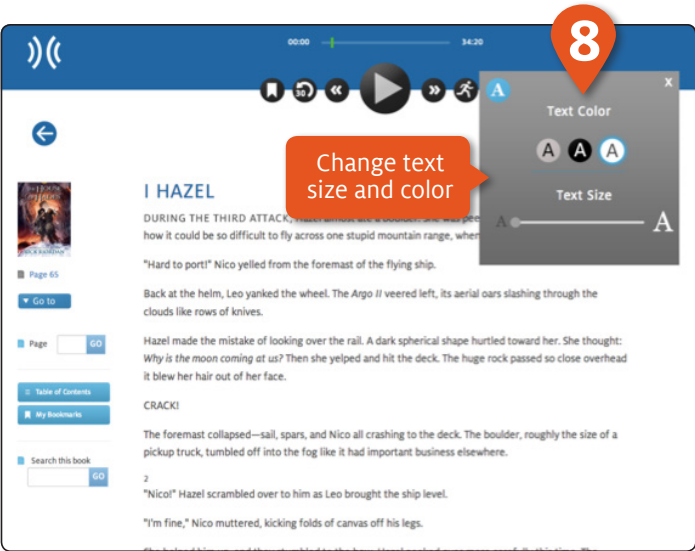

5 click on **ADD BOOKS** to access your online bookshelf, then use the refresh button to update Link to see your new book.

Bookmark
Rewind
Fast forward
Change text size and color
30-second rewind
Play/Pause
Adjust audio speed

6 This is the **NAVIGATION BAR** on the audiobook reading screen. From here you can control your experience. You can play, move back and forth between pages, set bookmarks and navigate your book.
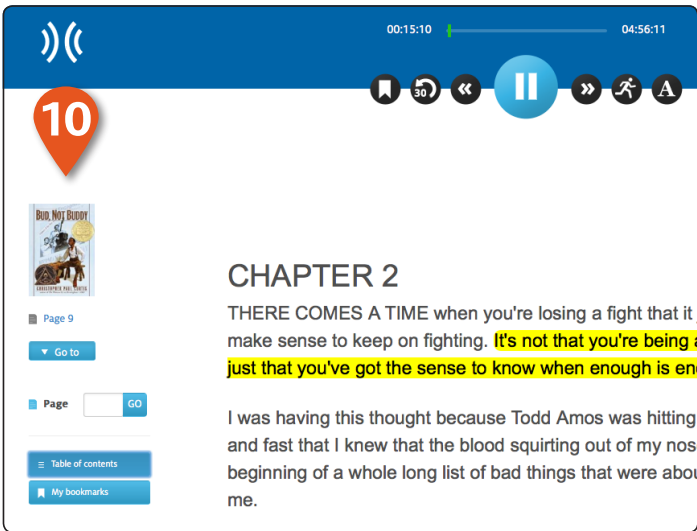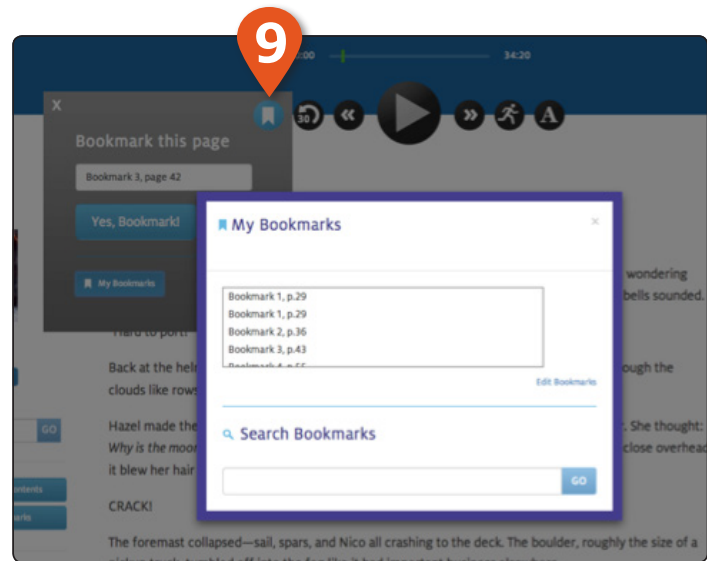

Adjust audio speed

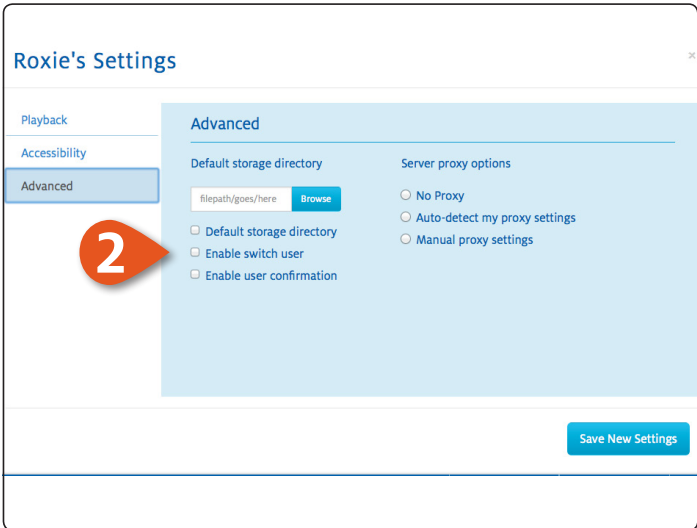**7** You can adjust the audio speed.

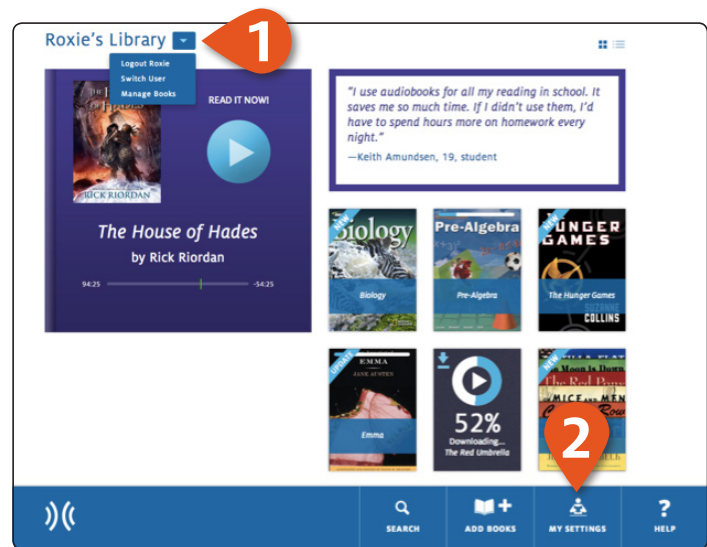Change text size and color

8 You can change the text size and color.

USING LINK

9 You can add bookmarks at any point using the **ADD BOOKMARK** control.

10 The left side panel provides simple controls that allow you to to jump to a page, a table of contents and access saved bookmarks. You can search your books using keywords and phrases.

USER SWITCHING AND ADVANCED SETTINGS

1 If you are in a classroom where multiple students use the same device you can easily switch users by selecting **SWITCH USER** from the library drop-down menu.

2 Access advanced settings and controls using the **MY SETTINGS** feature. You can set reading preferences and access administrative controls. Follow the on-screen directions to change these settings.

ASSISTANCE

If you need assistance please contact us at **CustServ@LearningAlly.org** or call **800.221.4792**, M–F 8:30 am – 8:00 pm EST.

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