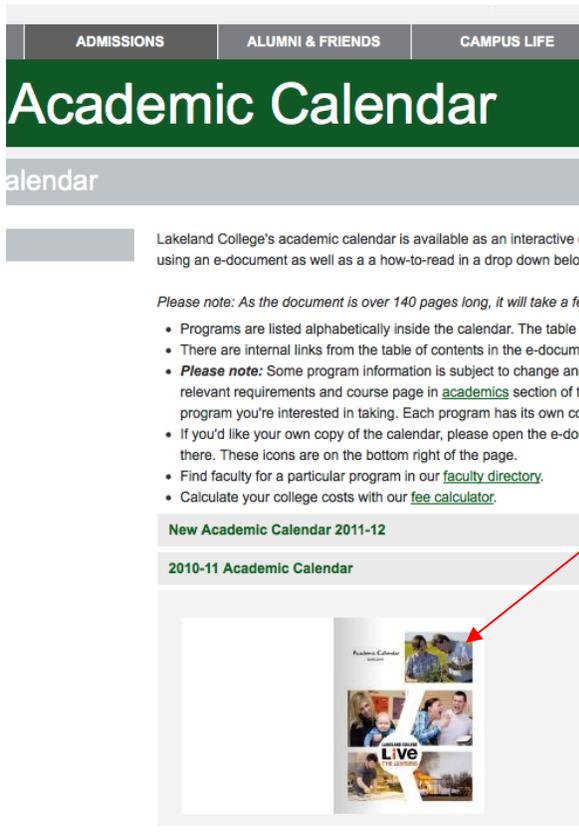


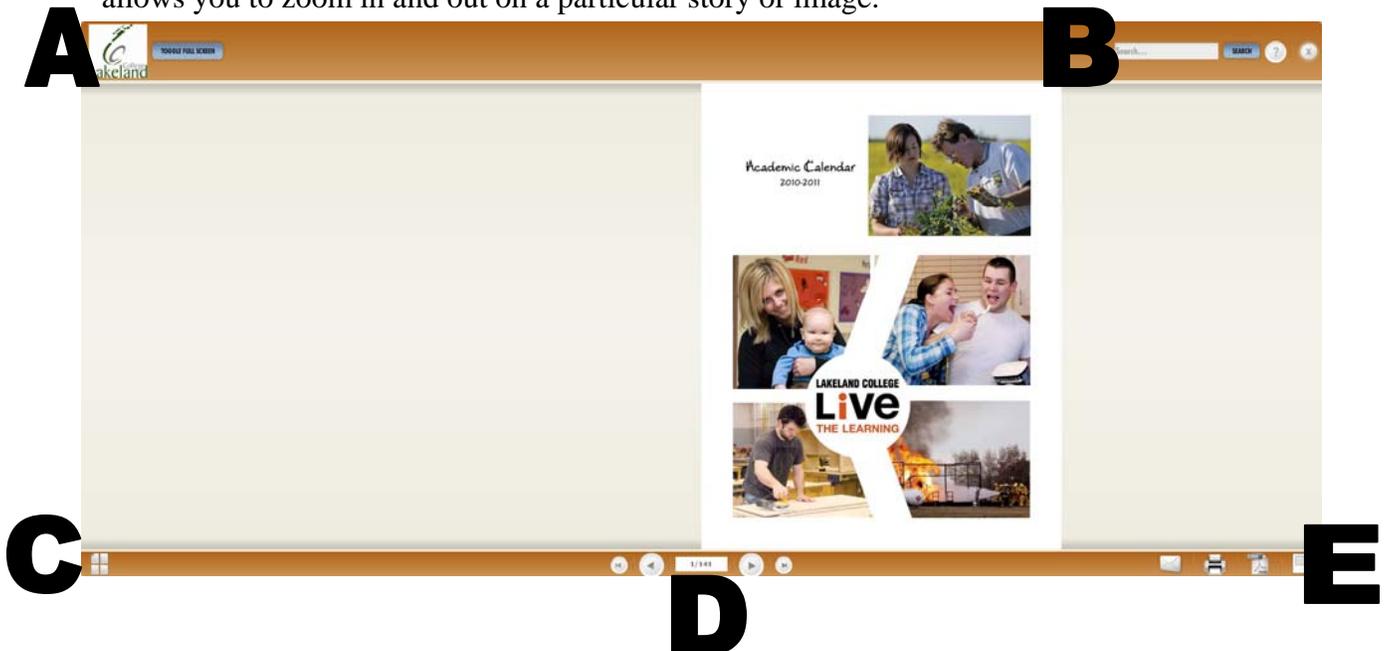
How to read the e-version of Lakeland College Academic Calendar



Click on the tiny magazine version on the Academic Calendar page

By clicking you open up an e-document made in something called a zmag. Your screen will look like this

You can now read the individual pages. There's your cursor becomes a magnifying glass that allows you to zoom in and out on a particular story or image.



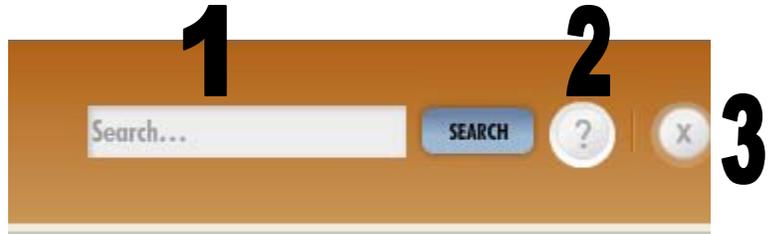
There are many features in the zmag. On the top left (A) you have two choices.



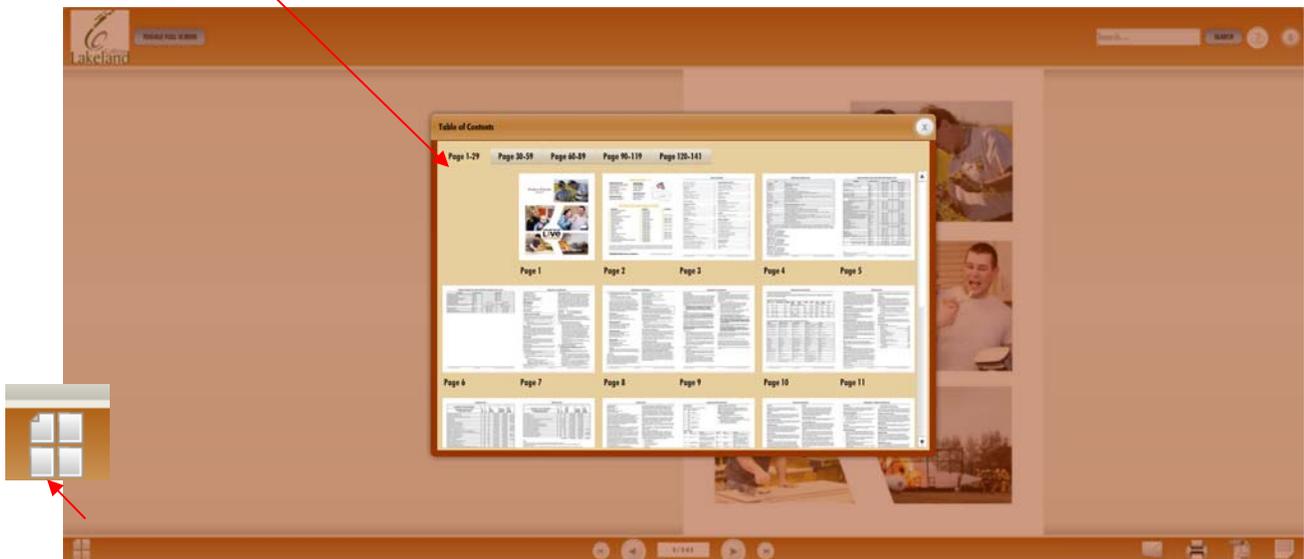
1. Click on the college logo and you'll go to the Lakeland College web home page.
2. Click on the toggle full screen, you'll go into full screen mode—a larger view of the document.

On the top right (B) you have

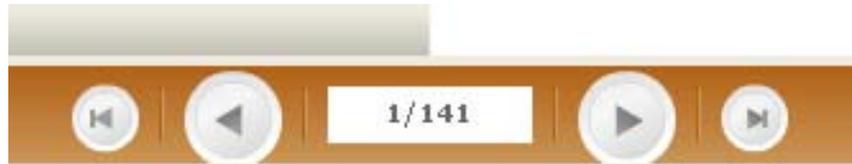
1. Search—search for certain words in the publication
2. Help—the question mark
3. Close—the X closes the publication.



On the bottom left is a table of contents button (C). When you click it, you can open up the entire document.

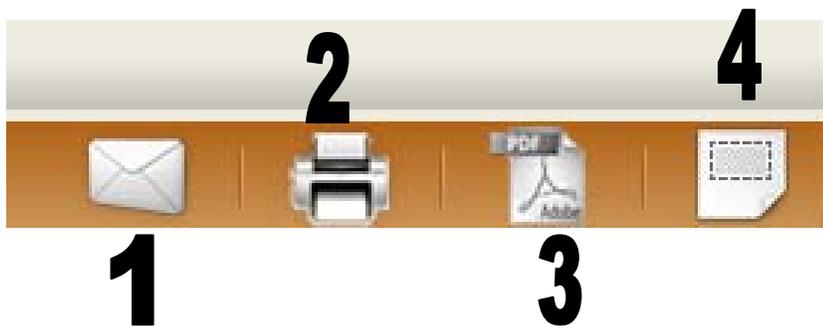


Under the document there are navigation arrows (**D**)so you can flip from page to page (large arrows) or to the beginning or end of document quickly (smaller arrows). It also tells you how many pages are in the document.



On the bottom right, there are several options for sharing (**E**), saving and even printing.

1. The envelope is for sharing. Clicking on it opens a window where you can share the document through a variety of social networks.
2. Choose the printer shap button to print the document.
3. The PDF button allows you to save the document as a portable file document (PDF)
4. The crop button allows you to crop part a page.



External Links

In this e-document you are also able to quickly link to websites and email addresses by clicking on them

Internal Links

To help you navigate through long documents, use internal links such as the ones found in the table of contents.

If you click on any of the programs, you will be taken directly to that program's page.