



Information Management Digital Version FAQs

Viewing the Magazine

How do I view the magazine so that it resembles the traditional hard-copy view that I'm used to?


Your opening screen may present the Contents View, which might be new to you. This is simply a visual table of contents; click any segment to open it.

For the traditional layout view, click the **Menu icon**  in the top-left corner for a menu. Next, click **Page View**.

How do I resize the content on the screen?

To make the content appear larger, double-click it. To return it to the smaller size, double-click it again.

How do I get a full-screen view?

Click the **Full-screen icon**  that appears near the bottom-left corner of the screen. To leave this view, press **Escape** on your keyboard.

How do I add or remove the navigation options that appear in blue strips along the bottom and top of the screen?

Click once anywhere on a magazine page to add or remove these blue strips.


How do I access the professional members-only content?

When prompted to log in, enter your e-mail address into both the user name and password fields.

Navigating the Magazine

How do I navigate the contents while in the Page View?


To go page by page, click the arrows that appear just beyond the left and right borders of the digital issue. The **Page View** also has the drop-down menu that lists such areas as Departments, Features, Spotlights, and more.


Click on the **Go to Page icon**  in the bottom-left corner. Click on and hold down the half circle that appears below the page layout thumbnail at the bottom of the page and slide it to the desired page.

How do I navigate the contents while in the Contents View?

The Contents View represents a “visual” table of contents. Just click any segment to open that item.

How do I find the printed table of contents?


If not in Page view, click the **Menu icon**  in the top-left corner for a menu and click **Page View**.

Click on the **Go to Page icon**  in the bottom-left corner. Click and hold the half circle that appears below the page layout icon at the bottom of the screen, then slide it slightly to page 1/52.


Or, click the arrows that appear just beyond the left and right borders of the digital issue to get to page 1.

Sharing the Magazine

How do I print content?

Click on the **More icon**  in the bottom-right corner to open a menu that provides an option to print. From the More menu, you also can access the single-page view, a notes feature, and more.

How do I share content?

Click on the **Share icon**  in the bottom right-hand corner to open a menu that provides options to e-mail, Tweet, or post an article to Facebook, LinkedIn, or Pinterest.

How do I save the magazine as a PDF?

Click on the **More icon**  in the bottom-right corner to open a menu that provides an option to print:

- Click on “Print.”
- Select from “All” pages or “Current” page, or indicate a “Range” of pages.
- Click on “Print” again.
- Select “Adobe PDF” under your printer options

Obtaining a Print Version of the Magazine

How do I get a bound hard copy of the magazine?

We are making arrangements that will allow ARMA International professional members to purchase “at cost” single issues or an annual subscription for a printed and bound version of *Information Management*. Watch for communications from ARMA International or check these FAQs for details to be released soon.