Contents

1   Boards for Mac — Updating the app

In order to maintain the maximum level of signature Diligent security, it is critical to use the latest version of Diligent Boards. This page describes how to enable automatic app updates to ensure that you are always up to date, and also lists the steps for manual app updating.

Enabling automatic updates (Recommended)

1   Open the **App Store** on your device.

2 From the menu at the top of the screen, select **App Store**.

3 Select Preferences.

4 Enable the Automatic Updates option. This option ensures that your device will download updates to Diligent Boards, as well as all other apps on your device, as soon as they are available, without any further action on your part.
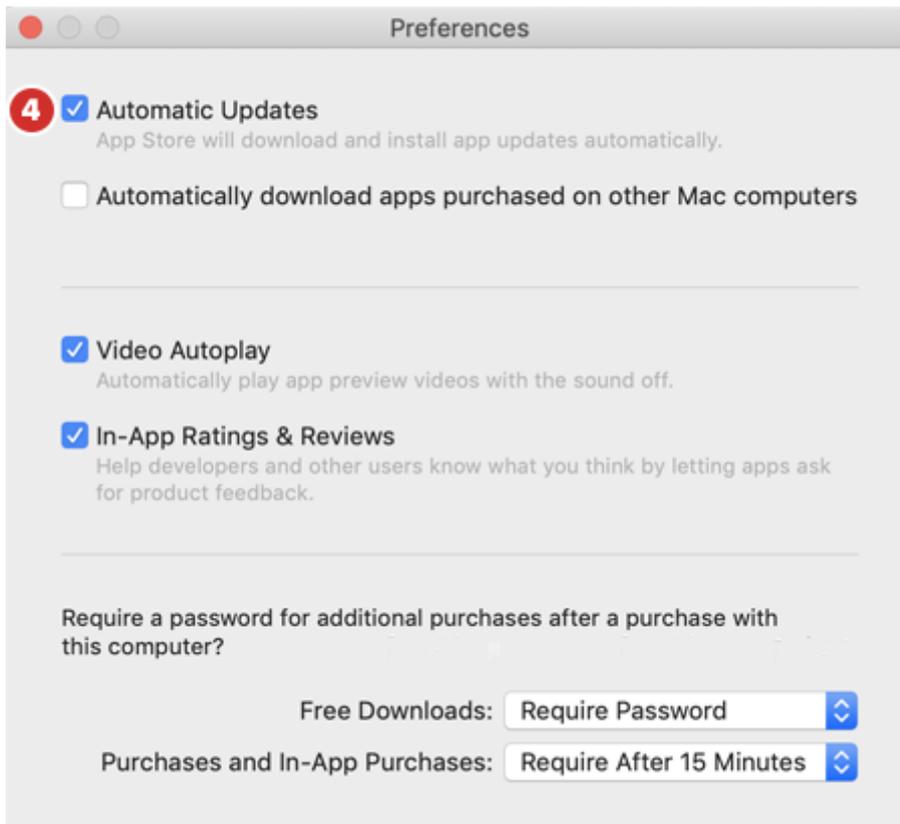
Updating Diligent Boards manually

1 To update Diligent Boards manually, open the **App Store**.

2 Use the **Search** function to search for Diligent Boards.
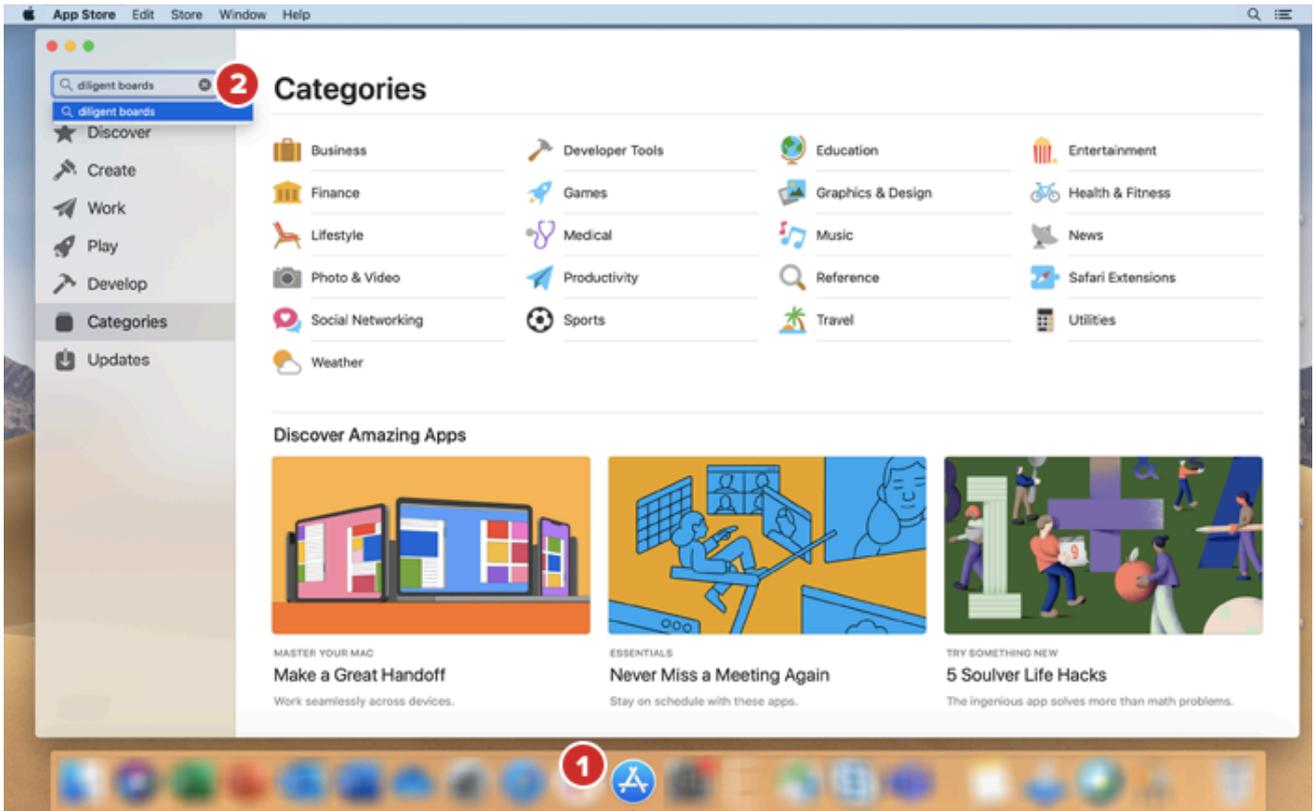
3 Select **Update** to update your app to the latest version.

Diligent

Results for "diligent boards"

Filters ⌄

Discover
Create
Work
Play
Develop
Categories
Updates

Diligent Boards
Business

❸ UPDATE

Protect your data with world-class encryption technology
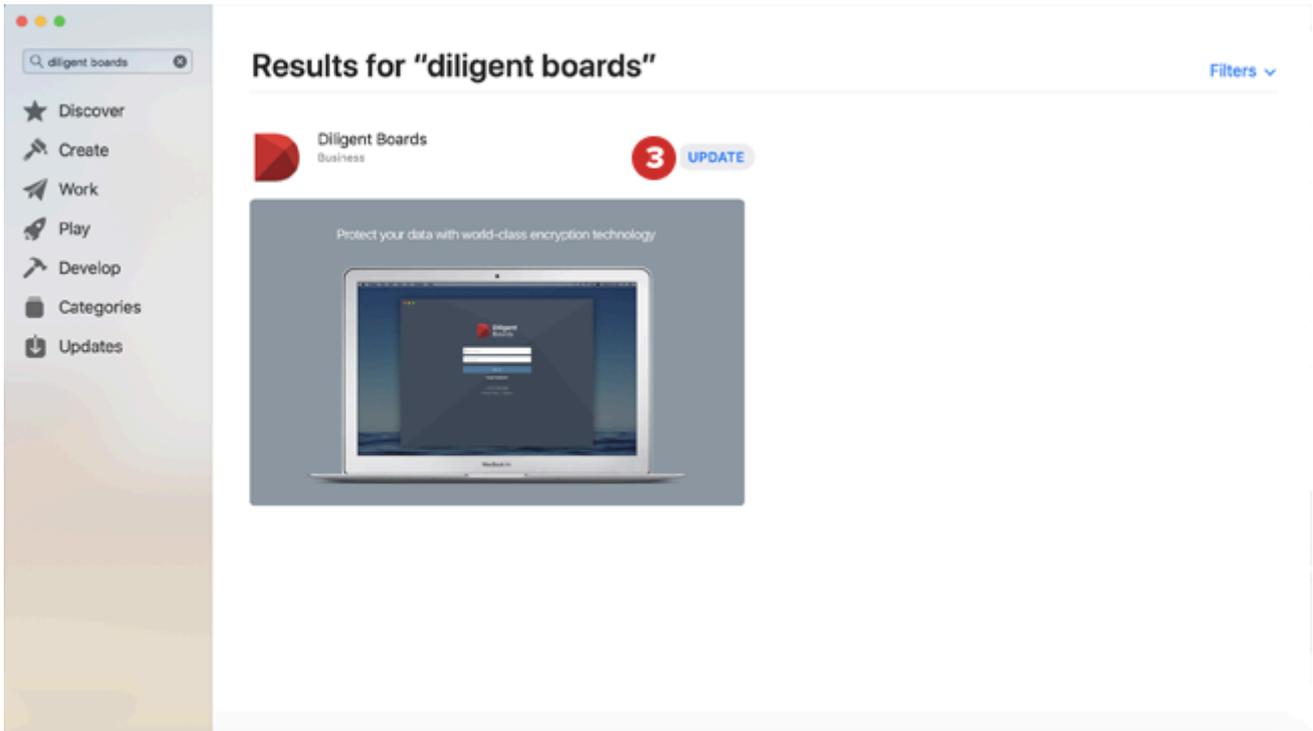
Note: If you see an "Open" option instead of "Update," you are already using the latest version of Diligent Boards and do not need to update.

2 BOARDS FOR MAC — INSTALLING THE MAC APP

Diligent Boards for Mac is installed from the Mac App Store, which requires an Apple ID to use.

1 Select the **App Store** icon on your Mac dock. The App Store will open.

2 In the Search field, enter the keywords **Diligent Boards**.

3 A list of results will automatically appear. Select **Diligent Boards** when it appears in this list.
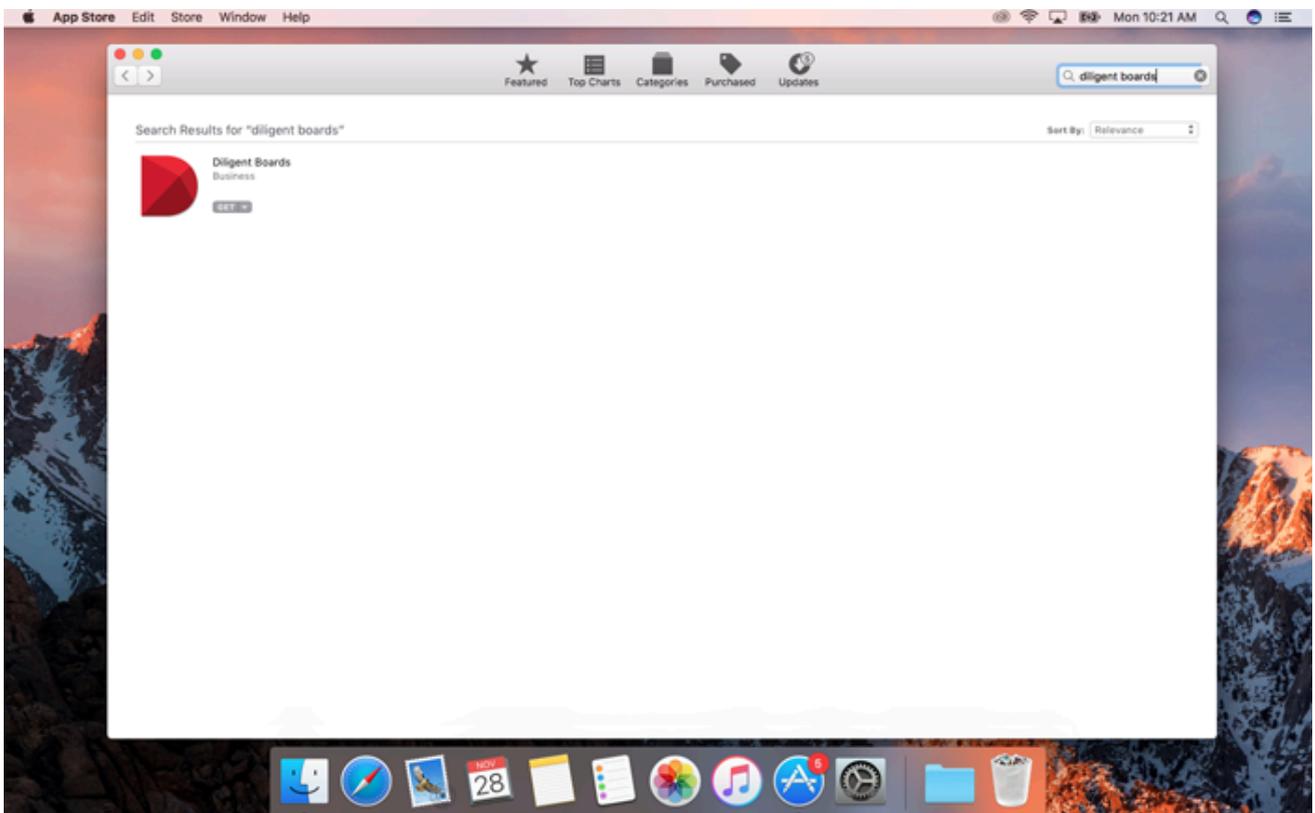
4 Select the **Get** button. The button will change to a green Install App button. Choose it again.

5 The App Store may prompt you for your Apple ID and password to complete the download. If you do not have an Apple ID, select the **Help** button and follow the instructions to create one. Then, follow these instructions again from the first step.
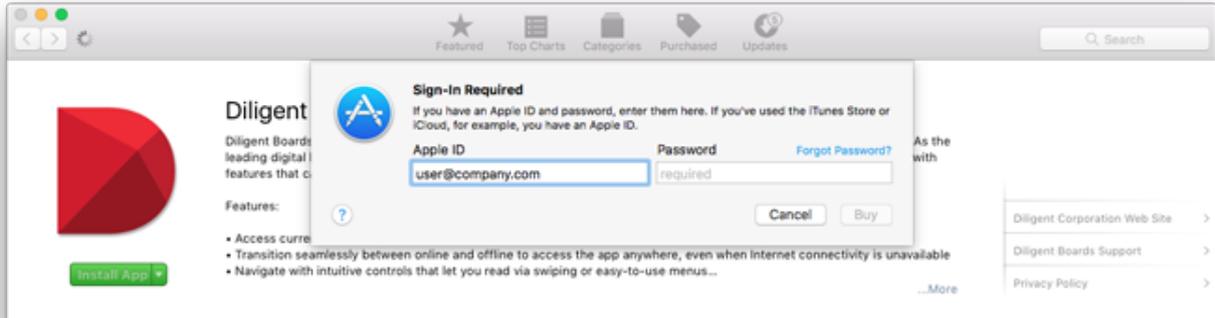
Note: Although the confirmation button for the App Store download may read "Buy," the Diligent Boards app for Mac does not cost anything to download, and you will not be charged.

6 Once the download has completed, the Install App button will become a blue **Open** button. Select that button to open Diligent Boards.

7 Diligent Boards will be installed to your Applications folder, and can always be opened from there, or by using Mac spotlight. To keep Diligent Boards readily available on your dock, secondary click (or click the touch pad with two fingers) on the **Diligent Boards** icon, select **Options**, and select **Keep in Dock** from the menu that appears. Diligent Boards will then stay accessible from your dock, even when the app is closed.
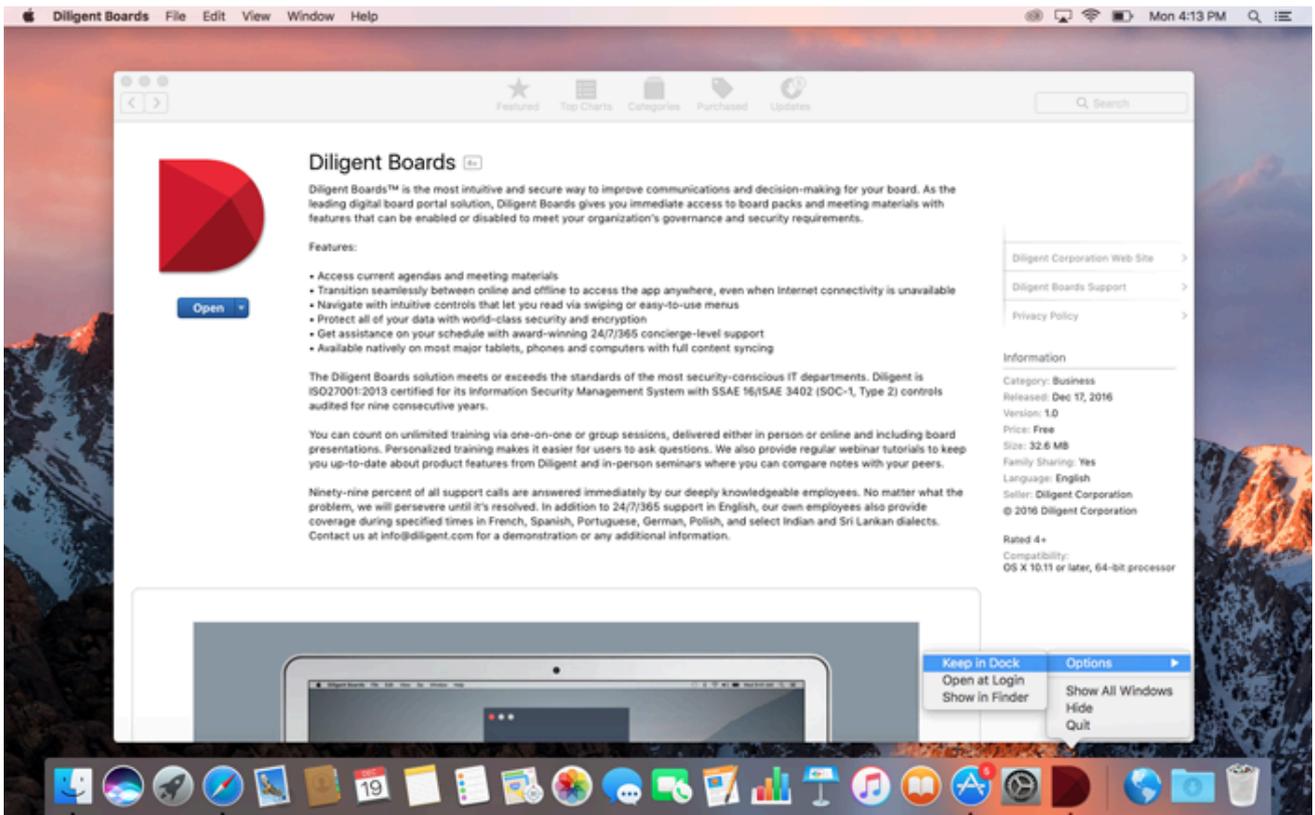
3 Boards for Mac — Getting started

Diligent Boards for Mac gives you access to your current and archived board materials, along with the ability to add sticky notes and mark up documents with pen and highlighter tools. You can also complete important governance tasks by casting votes from the Mac platform. Diligent Boards' easy-to-use navigation functionality is tailored to the macOS operating system to let you access your board materials the way you need to.

Getting Started

A1 Download Diligent Boards for Mac from the **Mac App Store**.

A2 After downloading and opening the app, enter your **site name** and click **Continue**:
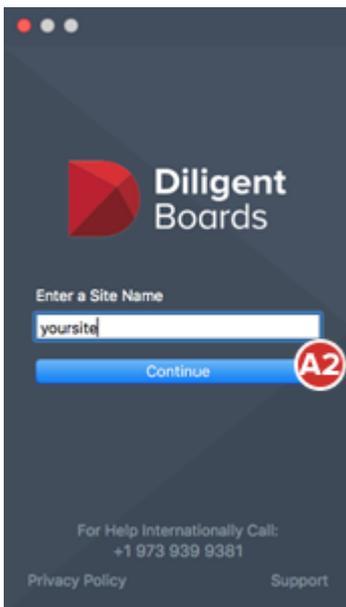
A3 Enter your **username** and **password** and click **Sign In**. If prompted, answer your Security Questions and choose the board you'd like to view.

Opening Books

B1 If it's your first time signing into Diligent Boards on your Mac, click an unsynced book icon to **sync** it to your device. (If you've signed in on your Mac before, you'll only need to sync updated books.)
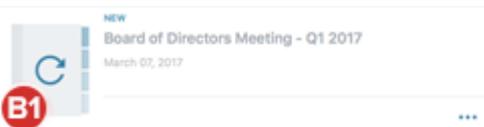
B2 You can start reading a book as it syncs. Click on a **book icon** to go to its first page, or use the Agenda, Annotation and Voting icons, if present, to easily locate a specific part of a book.
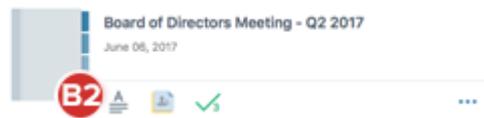
Navigating Books

C1 Click the **left** and **right** sides of the page, or use your keyboard's **left** and **right** arrows to turn pages.

C2 Icons to the left access the **Navigation**, **Annotations** and **Voting Panels**. Use these panels to quickly navigate books via an outline format, clicking the section or page you'd like to go to.

C3 Zoom with a pinching motion on your Mac's touch pad, or use the **Zoom** menu.

C4 To go to a specific page, use the **Page Number** field.

C5 Click the **Back** button to return to the bookshelf view.
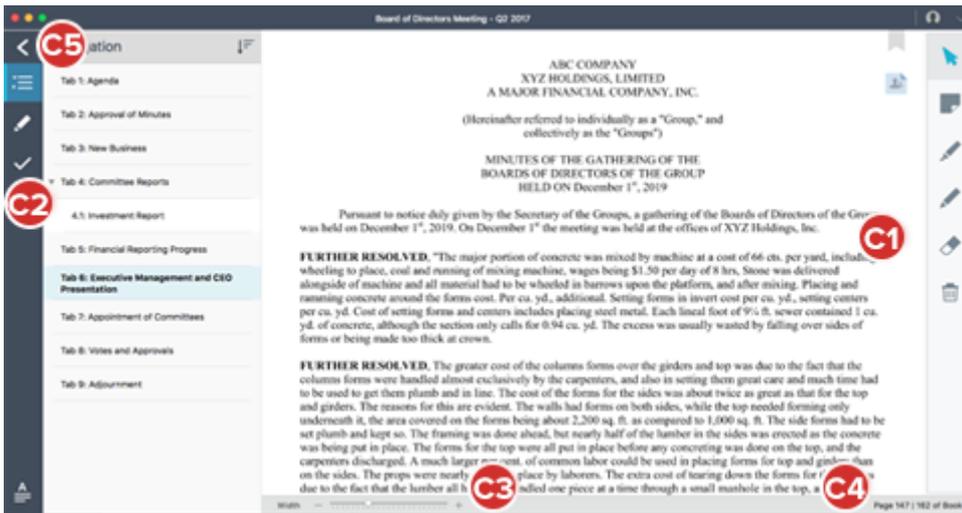
Annotations — Sticky Notes, Markups and Bookmarks

D1 Use the icons on the right to access different annotation tools, including **Sticky Notes**, **Markups** (pen and highlighter), and **Bookmarks**. Eraser and bulk annotation delete tools are available here as well.

D2 Click the **bottom right corner** of the pen or highlighter button for different style options.
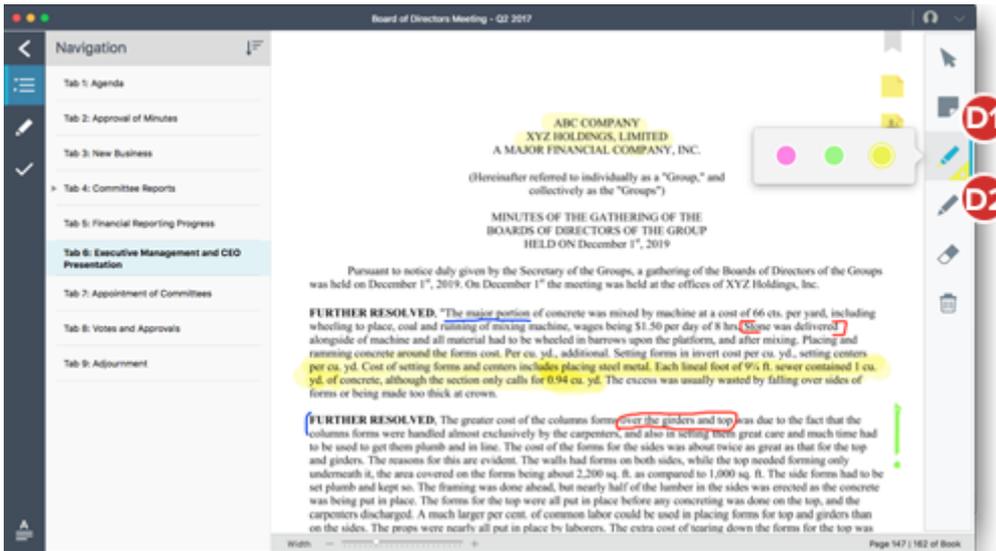
D3 Click the **Private** icon when creating a sticky note for the option to make it **Public** (viewable by all users who can see the book).
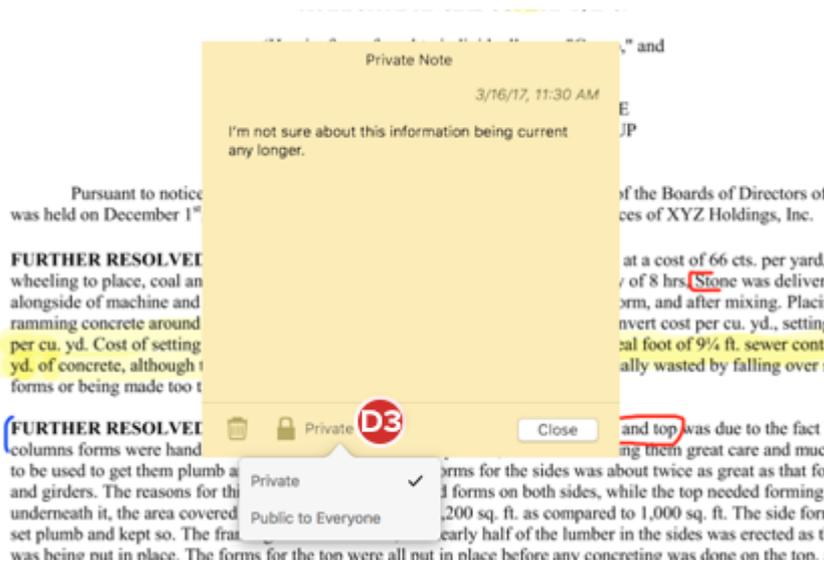
D4 A page's Public and Private **Sticky Notes** appear along its right side. Click a note to view it.
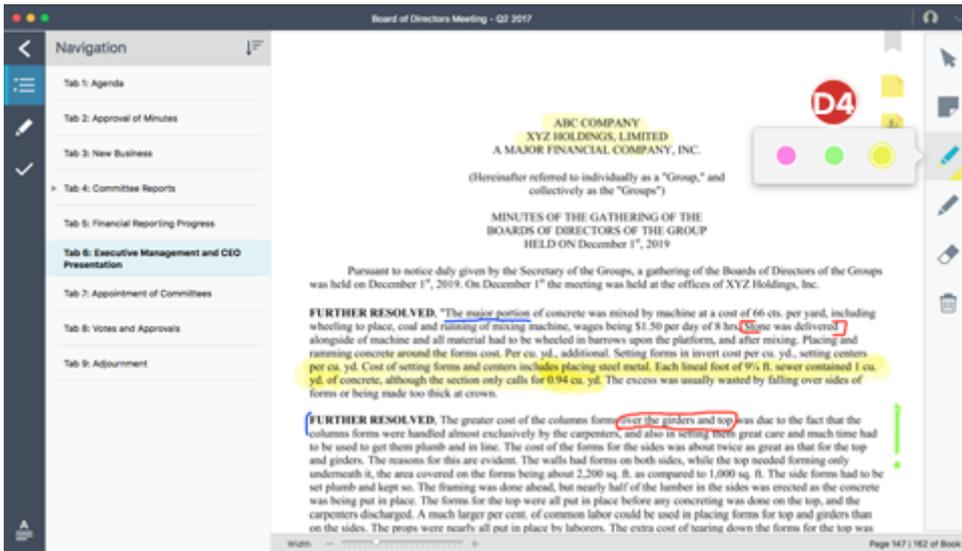
Voting

E1 Use the **voting icon** on the left to open the Voting Panel, letting you quickly find voting documents awaiting your attention. Use the links for each vote to check status or go right to the Signature Page.

E2 Click your **signature line** or the **voting icon** at the top of the window to cast your vote.
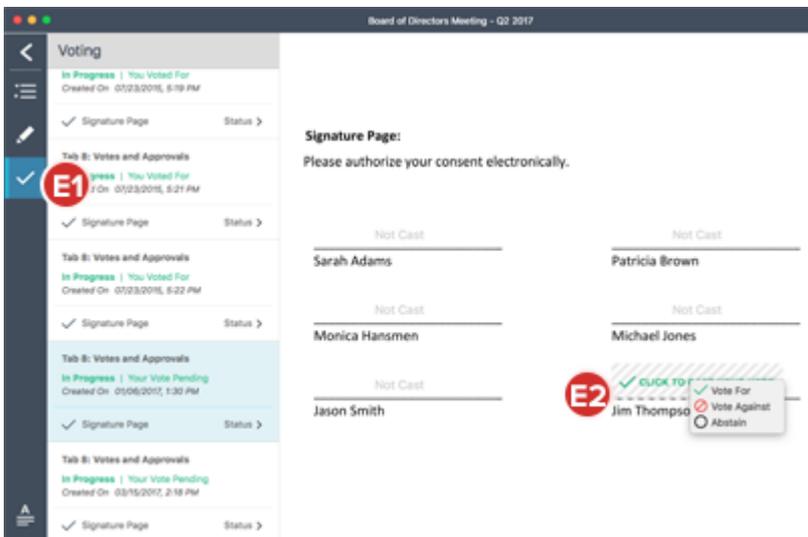
Settings, Security and Support

F1 From the Current Books screen, click the **Down Arrow** in the upper-right corner to open the user menu, with options to change your Password or Security Questions, and to Sign Out.

F2 On the Current Books screen, click **Support** in the left-hand navigation menu to see a full list of Global Support numbers.
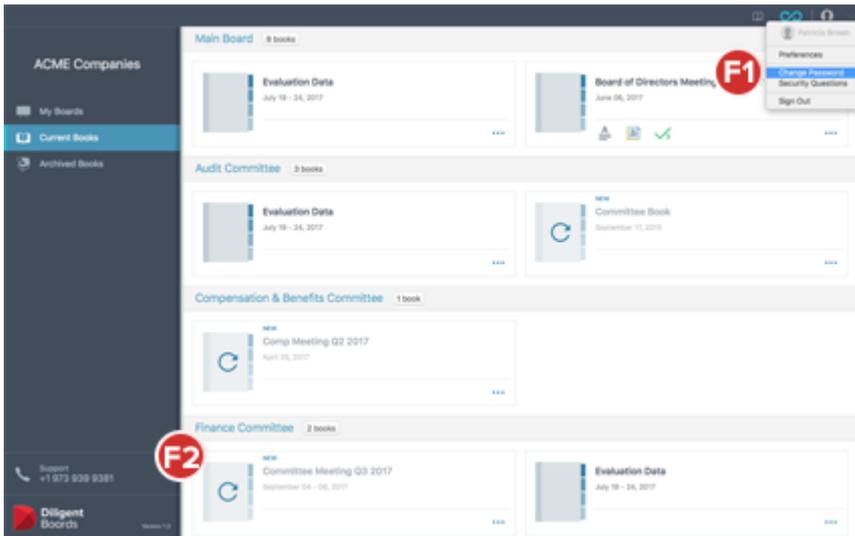
Forgot Password?

G1 Reset your password using the Diligent Boards self-service password reset feature. Click **Forgot Password?** on the sign-in screen to begin the process.

4 Boards for Mac — Download and manage current books

Diligent Boards makes it easy to manage and sync your board materials, even if you're on multiple boards.

1 If you sit on multiple boards, you may be presented with the **Please Select a Board** screen. Select a board to open by selecting on its name.
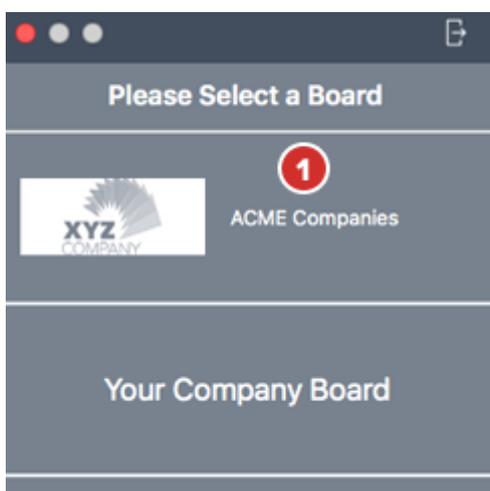
> **Note:** If you do not sit on multiple boards, you will be taken directly to the bookshelf list view.

2 Before you can view content in a book, you must first download the book by selecting on an **Unsynced Book** icon. Synced books can also be read while offline. Books that have not been synced are labeled with a circular arrow:

Unsynced
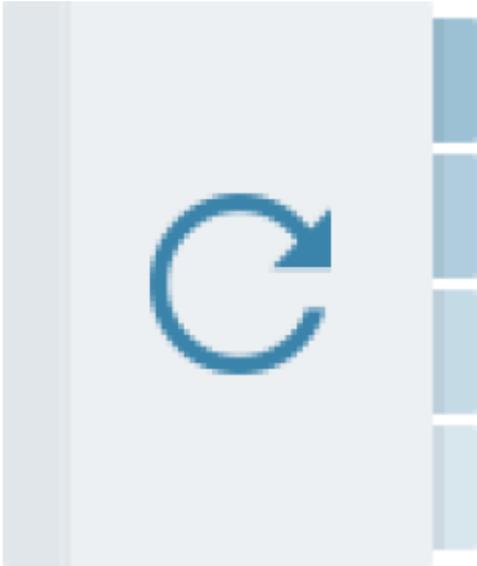
Synced
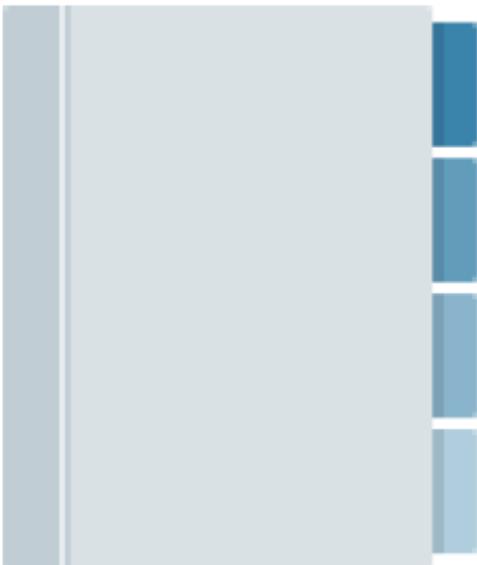
Note: Sync times will vary based on Internet connection speed and book size.

Tip: You can start reading a book when it begins syncing. The book will sync as you read.

3 If a committee has several books, you can see more of them by scrolling left and right. With the mouse cursor over the book list for the committee in question, place two fingers on your touch pad and slide them left and right.

4 By default, Diligent Boards will automatically check for updated versions of your books each time you sign in. For additional sync options, select the **Connection** icon in the top menu bar. From this menu, you can **Check for Updates** or **Sync All** updates.

5 To display a list that only contains books associated with one committee, select anywhere on the divider bar containing the **committee's name**.
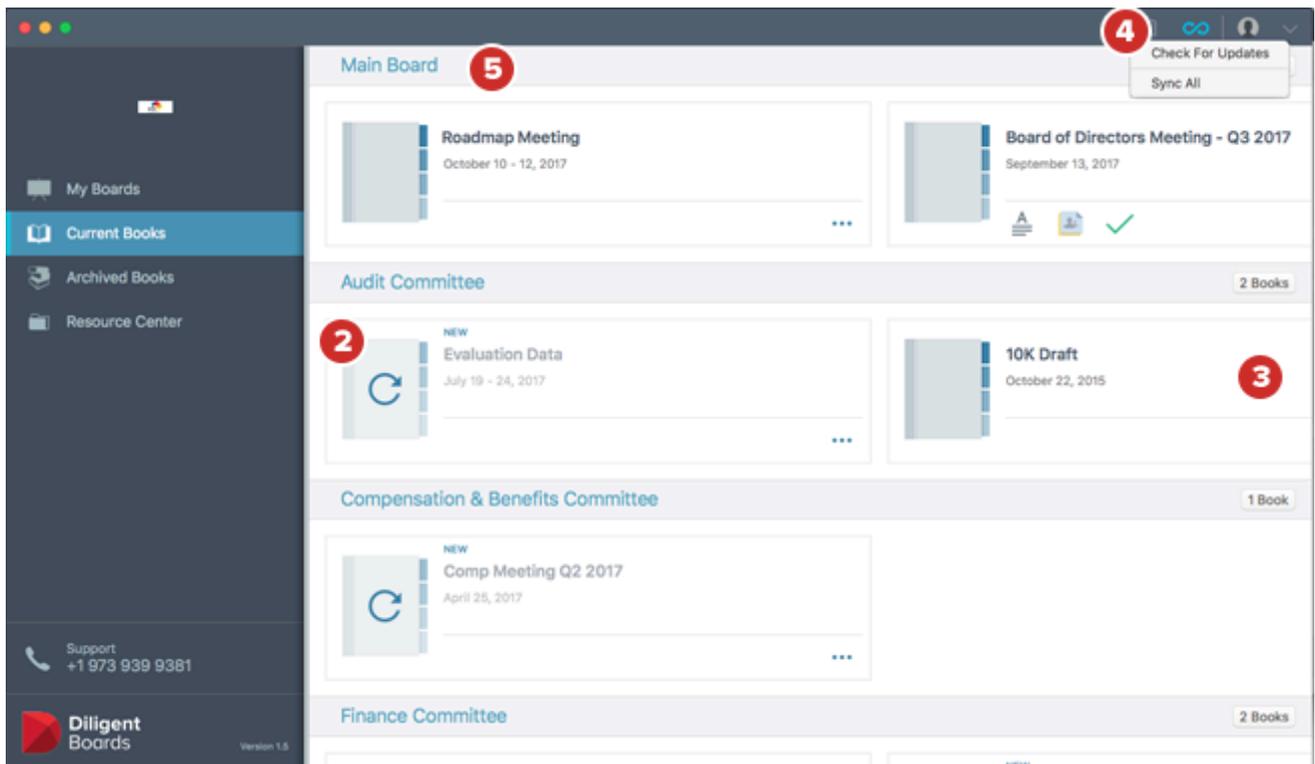
6 To return to the display of all books, select the **committee's name** (or anywhere in the divider bar) again.

5 Boards for Mac — The section menu

The section menu allows you to access your board materials as needed, as well as the Global Support phone number list.

1 The **section menu** appears any time you are viewing your book list.

2 If you sit on multiple boards, select **My Boards** to switch between them.

> **Note:** If you do not sit on multiple boards, the "My Boards" button will not be present.

3 Select **Current Books** to see your list of active books for current and upcoming meetings.

4 Select **Archived Books** to see a list of any stored books from previous meetings.

5 The **Resource Center** contains a library of reference documents and governance information.

6 Select **Questionnaires** to see a list of any current and past Questionnaires.

7 The **Support** button displays the Diligent Global Support phone number for your region. Select the button to reveal the list of all regional support numbers.

6 Boards for Mac — Using the agenda and opening a book

1 To open a book to its first page, select the book icon or title.

2 To go to the book agenda, select the **Go To Agenda** icon. If there is no **Go To Agenda** icon, the book does not contain an agenda tab.

3 To pick up where you were last reading, select the **Resume Reading** book icon.
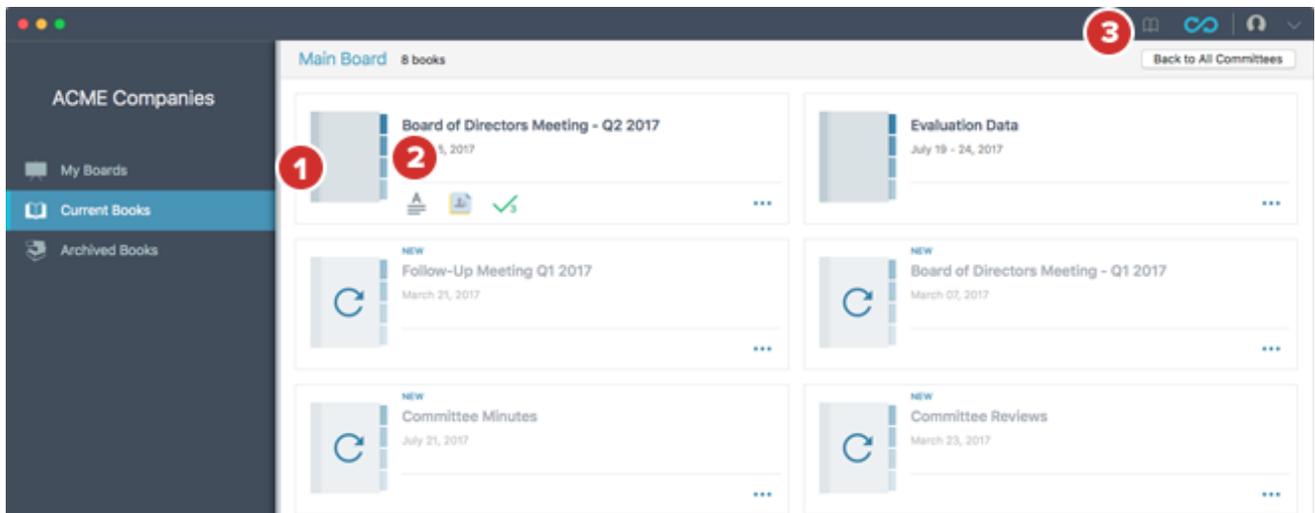
7 BOARDS FOR MAC — REMOVING A BOOK

Books can be removed from your Mac at any time if space needs to be reclaimed. Annotations can also easily be removed through the bookshelf.

1 Select the "More Options" **ellipsis icon** at the bottom right of a book tile.

2 A menu will appear. From here, you can choose to **Reset Book** or Delete All **Annotations**. If a book does not have any annotations, only the **Reset Book** option will appear. Resetting a book removes it from your device, and you will need to sync it again before it can be viewed.

> **Note:** When resetting a book, associated annotations may be completely deleted if annotations sync is not enabled on your Diligent Boards site. Contact your administrator or Diligent Global Support if you are not sure if annotations sync is enabled.

3 From the Bookshelf View, you can see which books have annotations. Books with annotations will display one of the following icons:
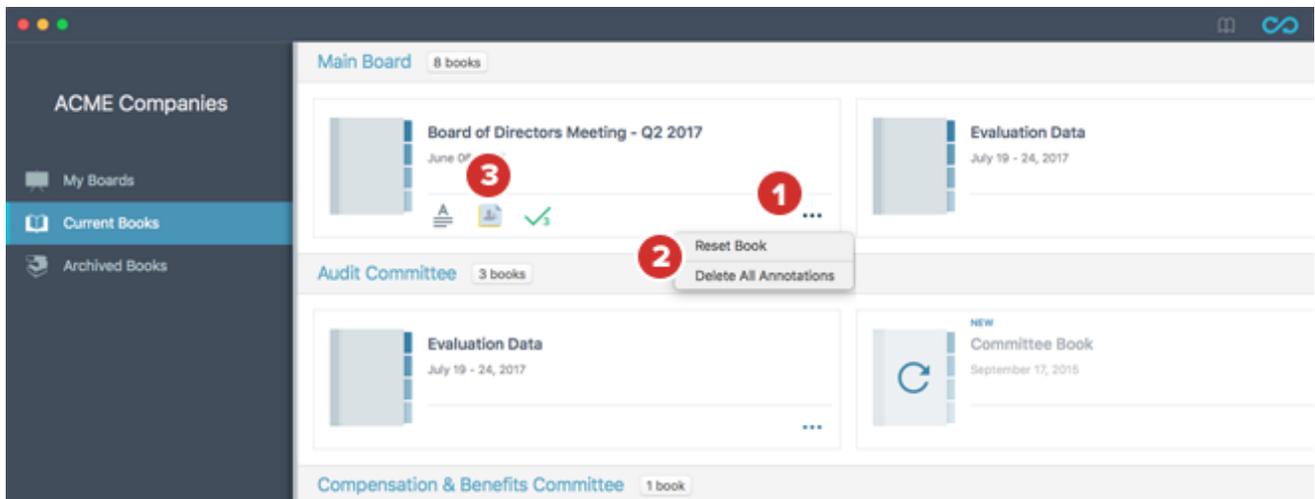
> **Note:** For more information on these icons and the annotations list, check the page on the .

8 Boards for Mac — Update history of a current book

A list of newly added or updated book documents can be viewed in a book's Update History.

1 An **Update History** "clock" icon will appear within the row of book details in the current bookshelf list, after you have checked for updates.

> **Note:** An Update History icon will only appear if the book update includes document changes that your board administrator has chosen to publicize.

2 Other update information may display, including:

2a: Updates Available. This indicates the book needs to be synced again before some updates can be made available.

2b: The number of updates as a result of the last sync.

3 Selecting the **Update History** "clock" icon will open a list of both new and previously made updates.

3a: Each list item will display the details of the updated document, including whether it is a new or revised document, the date of the change, the tab name, the affected page range and a public comment from the administrator, if any.

3b: Previously synced updates will be collapsed at the bottom of the list so that only the sync date is visible. Select this label to expand this list of updates.

3c: Selecting anywhere on a list item will navigate to that section of the book.
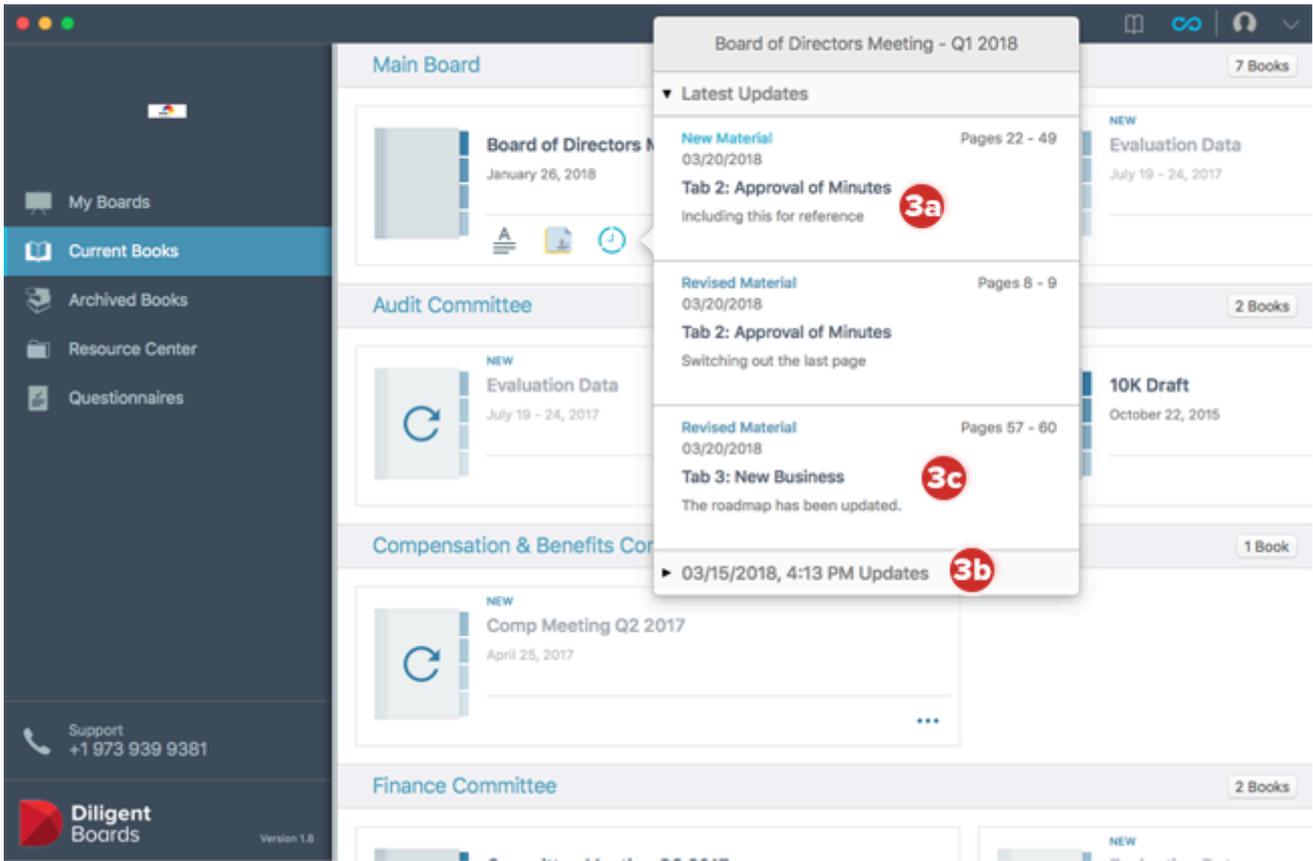
Tip: To open the navigation panel, select the icon in the upper left corner next to the "Books" button.

4 To view the Update History in the page view of a book, select the **Updates** icon.

5 From the navigation panel, you can view all of the **updates** in the book. List items will remain highlighted as you navigate through the relevant document.

9   Boards for Mac — Archived Books

Books from prior meetings can be viewed in Archived Books. Archived Books are not synchronized to your device, and require an Internet connection to be viewed.

1 Select **Archived Books** in the section menu. A list of books from previous events will be displayed (if available).

> **Note:** Archived Books are checked and updated upon switching to the Archived Books hub. If any board materials are archived during your session, they will not appear until the next check for updates (automatic or manual).

2 To open an archived book to its first page, select the **Book** icon.

3 To display a list that only contains archived books associated with one committee, click anywhere on the divider line containing the **committee's name**.

4 To change the date range of books being displayed, select the **Filter** icon.

5 You can filter what books you see by selecting only certain years and months when books were published. You can choose any number of years or months to show at once.

6 To return to showing all archived books, select **Clear All**.
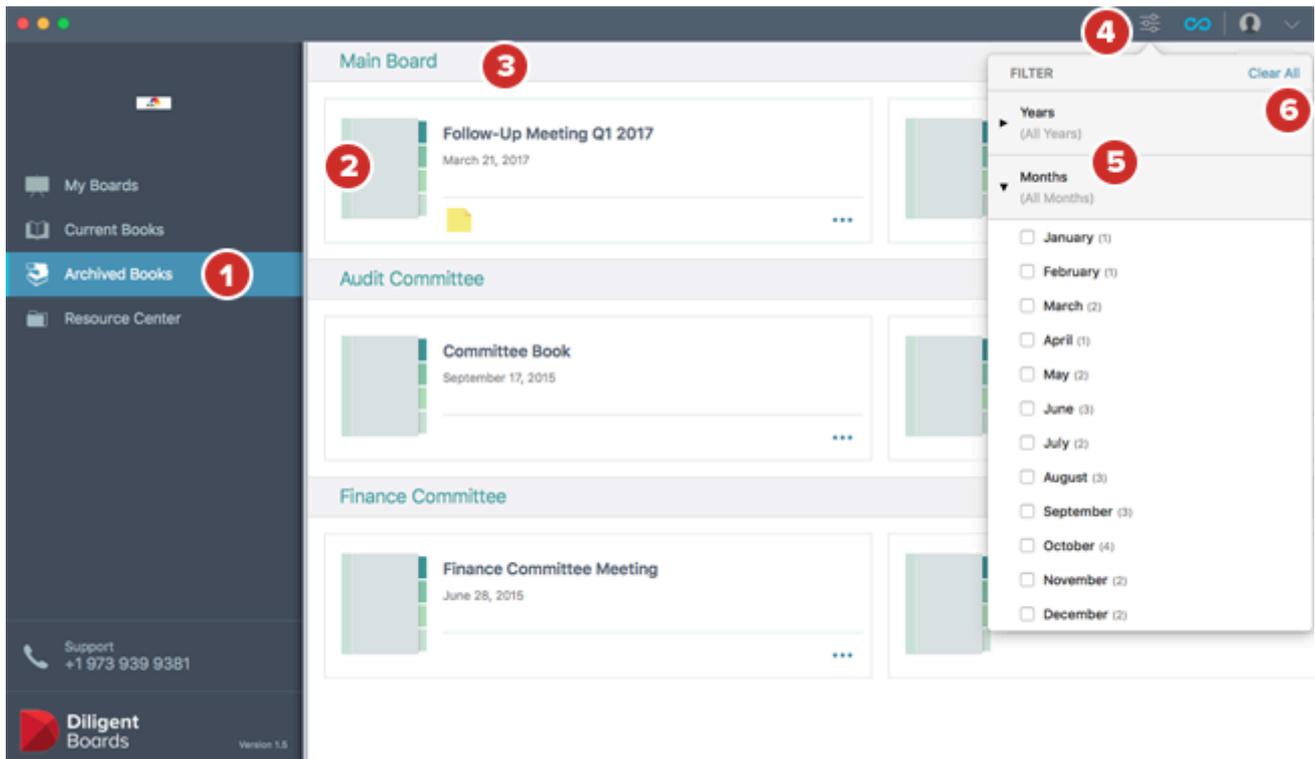
Note: Individual buttons to clear just selected years or just selected months will appear when any years or months are selected.

7 By default, any filters you select will be cleared the next time you close the App. To keep your filter settings the next time you sign in, select **Preferences** from the user menu, and make sure **Reset Filters on Sign In** is unchecked.

8 You can also change the date range of books being displayed from the Preferences menu by choosing a time period from the **Archived Books Historical Timeline** dropdown menu.

10 Boards for Mac — Resource Center

A library of reference documents and governance information can be found in the Resource Center.

1 Select **Resource Center** in the section menu.

2 To manually check for updates in the Resource Center, select the **Check for Updates** icon in the top bar and select **Check for Updates**.
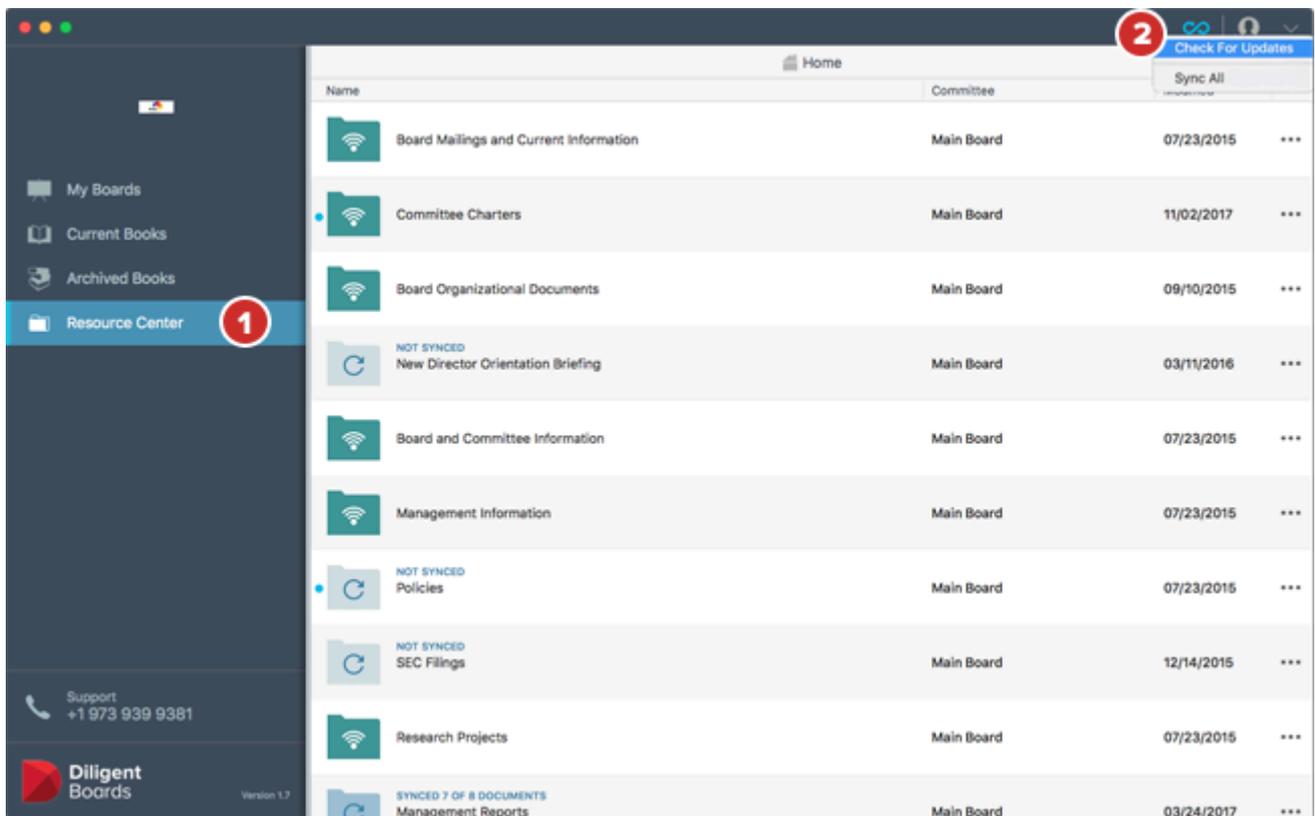
3 The Resource Center may contain a collection of offline and online-only items. **Online-Only** items require an internet connection to access them. **Offline** items can be synced to the device for access at any time.

An online-only folder

An offline folder

4 Folder cards that contain new or updated items will have a **blue dot** next to them.

> **Note:** New or updated items may only be highlighted for a designated period of time, as determined by your site's settings.

5 To sync every offline document in an offline folder, select the **Sync** arrow on the folder. This will let you access those documents while offline.

> **Note:** Offline folders may contain online-only documents. These will require an Internet connection to view, even if the rest of the folder is synced.

6 Select the **Name** header to sort all items on the screen in alphabetical order. Click the header again to reverse the order, and a third time to remove sorting.

7 Select any **folder row** to view the folder's contents, which may include documents, sub-folders, or a combination of both. You can look inside offline folders even if you haven't synced them yet.
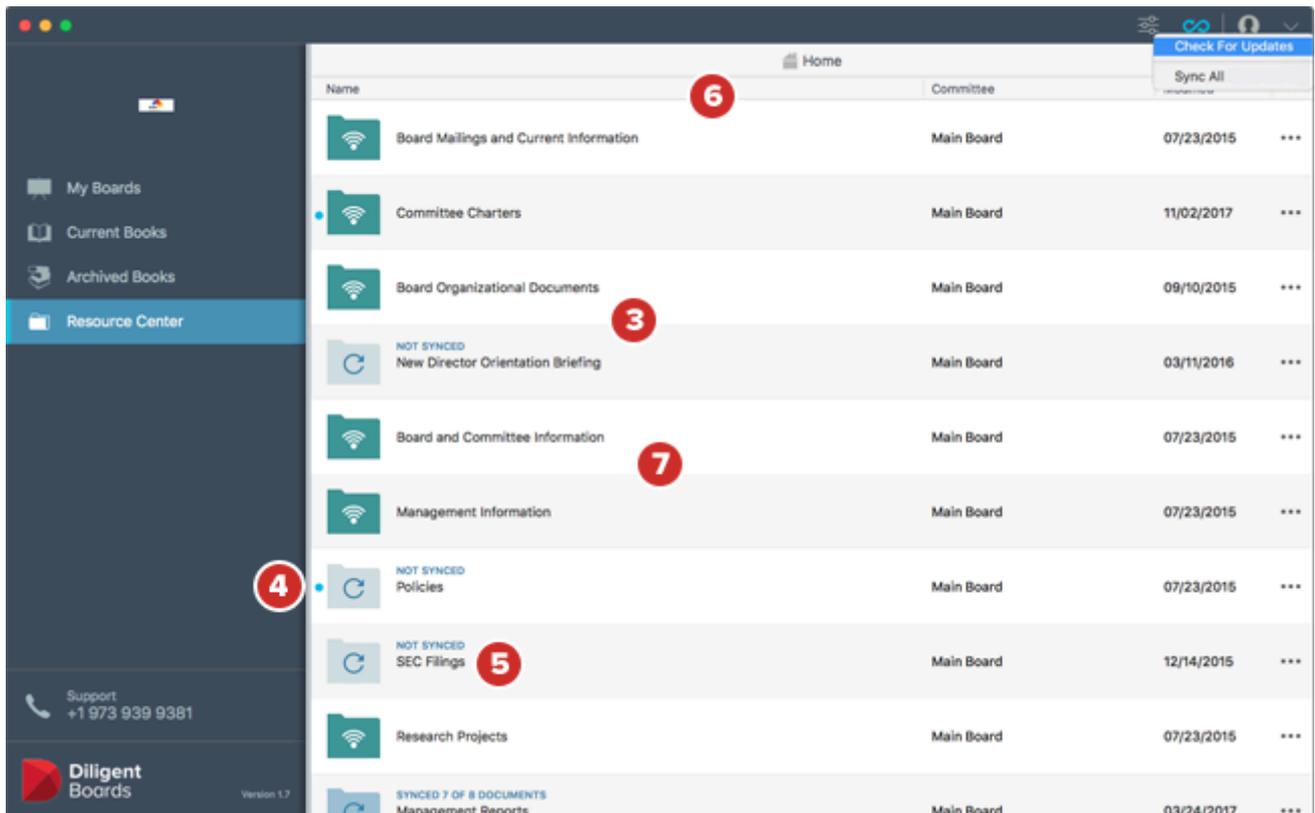
8 To go to the previous folder or sub-folder that you were viewing, select the **Back** button.

9 To see a list of all of the parent folders of the folder you are in, select the **name of the current folder** at the top of the screen. Select any folder from the list that appears to return to that folder.

10 New or updated documents will have a **blue dot** next to them.

11 To view an individual, unsynced offline document, you must first sync it. Select the **Sync arrow** on the document. Synced documents can be viewed offline.

12 Select on a **document** to open it.

13 Open the Check for Updates menu for the option to **Sync All**. Selecting this option will begin syncing all offline material in the Resource Center.

14 To remove a synced Resource Center document from your device, right-click or alternate-click it, and select **Reset Document**. You can also right-click/alt-click a folder to remove all synced items in that folder from your device. To re-sync items that have been reset, first, perform a Check for Updates, then follow the syncing instructions above.
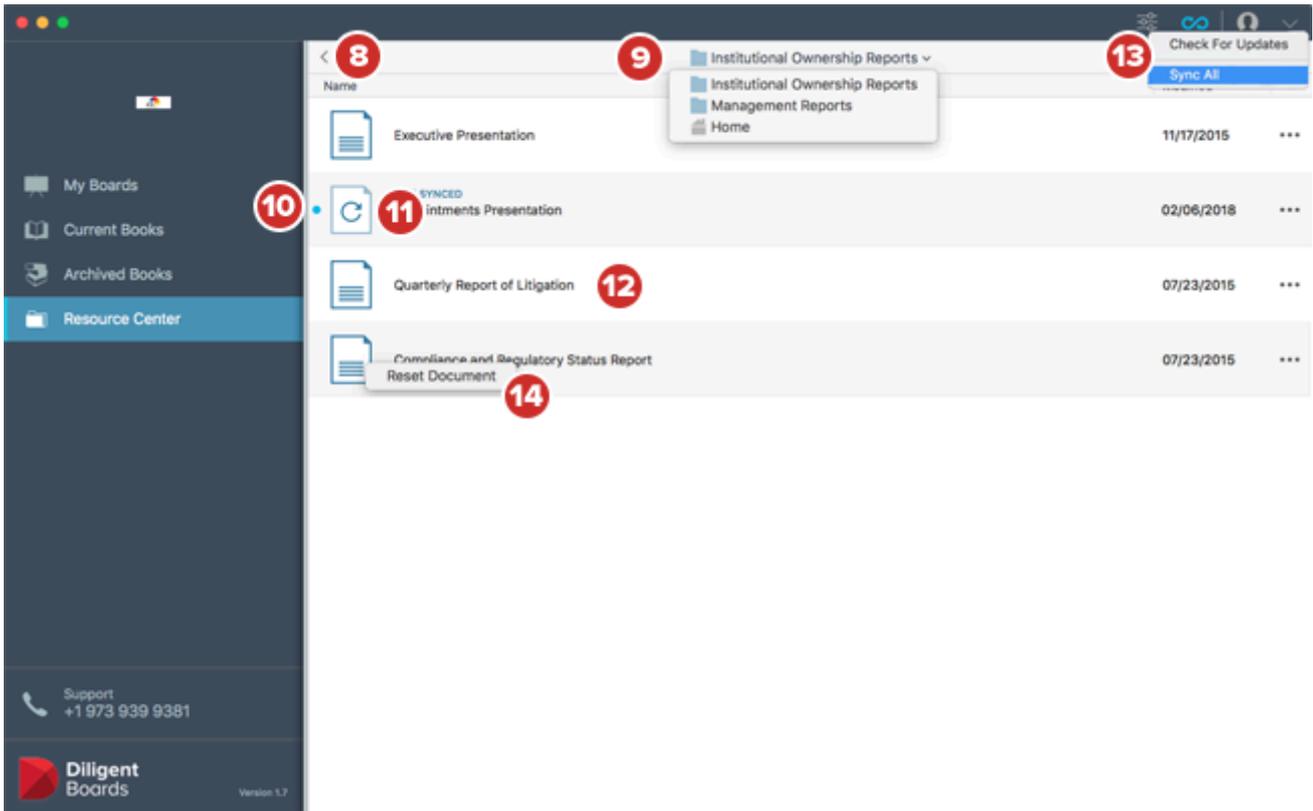
Note: The ellipsis menu at the right-hand side of an offline item's row also contains the "Reset Document" or "Reset Folder" function.

15 Navigating a Resource Center document is like navigating a book. See the [Viewing book contents](#) article for more information.

16 When you're done viewing a Resource Center document, select the **Back** button to return to its containing folder.
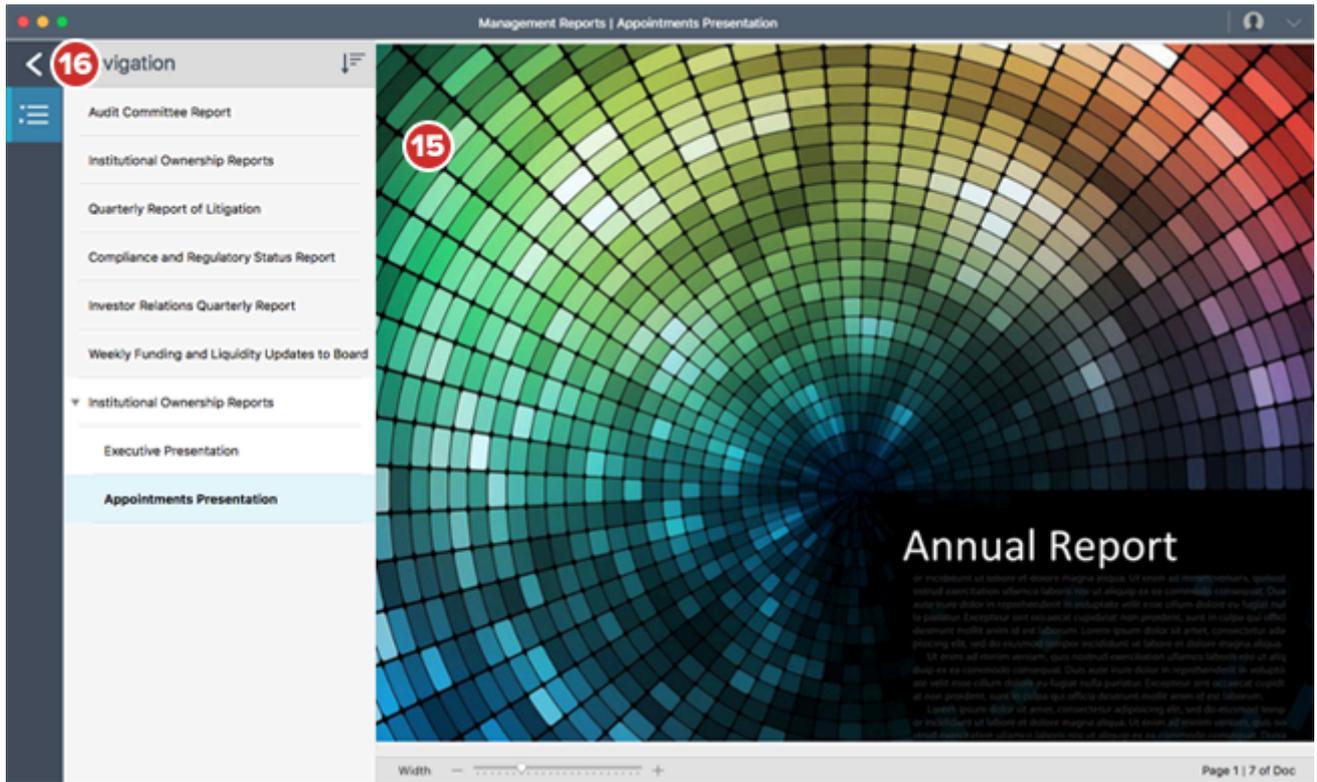
11 Boards for Mac — The Resource Center filter menu

The Resource Center can filter folders and documents being displayed based on selected criteria. This helps locate specific documents when there are a large number of items in the Resource Center.

1 To access the Resource Center filter menu, tap the **Filter** icon at the top of the screen. If any filter options are currently applied, the Filter icon will have a highlighted appearance.

2 Select a **filter menu option** to expand it. Filter menu options allow for filtering by:

2a: Committee

2b: Category

2c: Item Type ("Show Items" filter for Online or Offline Items)

2d: Date Added

> **Note:** Offline items that are not synced will still appear in the items list if they meet the criteria in the filter menu.

3 Select a **filter item** to update the view with specific filter options.

> **Note:**The "Committees" and "Category" filters allow multiple selections, while the "Show Items" and "Date Added" filters can only have one selection from each.

4 To reset the filter options currently in use, select the **Clear All** button at the bottom of the filter menu. You can also Clear individual filter categories where selections have been made.
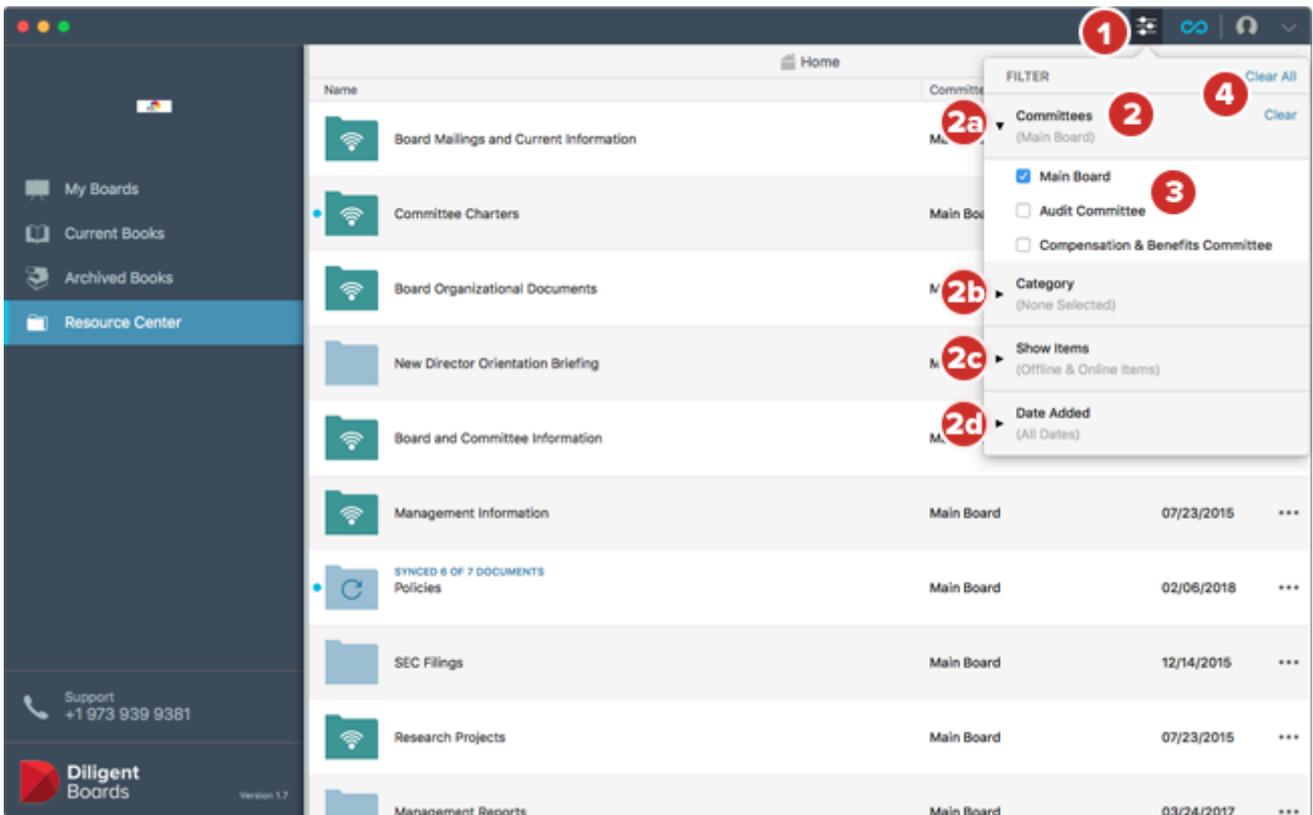
5 By default, any filters you select will be cleared the next time you close the App. To keep your filter settings the next time you sign in, select **Preferences** from the user menu, and make sure **Reset Filters on Sign In** is unchecked.
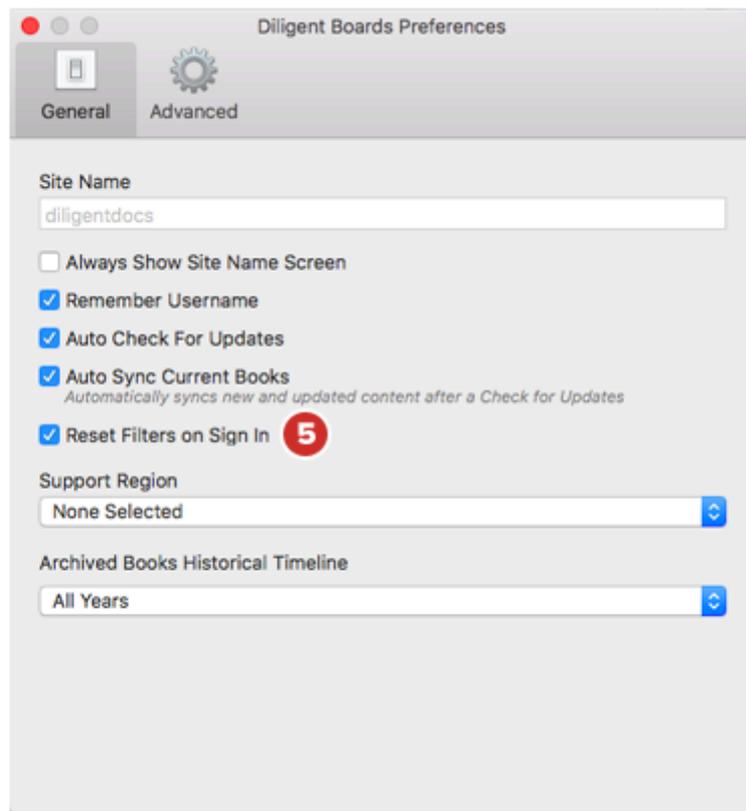
Note: The "Reset Filters on Sign In" setting applies to the Archived Books filter as well.

12 Boards for Mac — Viewing book contents

The page view displays the contents of the selected book.

1 The top of the page displays the book name.

2 Select the **Back** button to return to the bookshelf view.

3 Select the **Navigation Panel** icon ≡ to open an outline of the current book.

4 Select the **Annotation Panel** icon ✎ to open a list of all your book annotations.

5 Select the **Update History** icon 🕐 to view document updates.

6 Select the **Voting Panel** icon ✓ to open a list of all voting documents.

> **Note:** See the Annotations, Update History, and Voting sections of this guide for more information.

7 Select the left and right sides of the page or use the left and right arrows on your keyboard to turn pages.

8 To scroll around a page, click and hold the page and drag it up, down, left and right, or slowly slide two fingers on the touch pad.

9 Select the **Agenda** icon to open the book's Agenda.
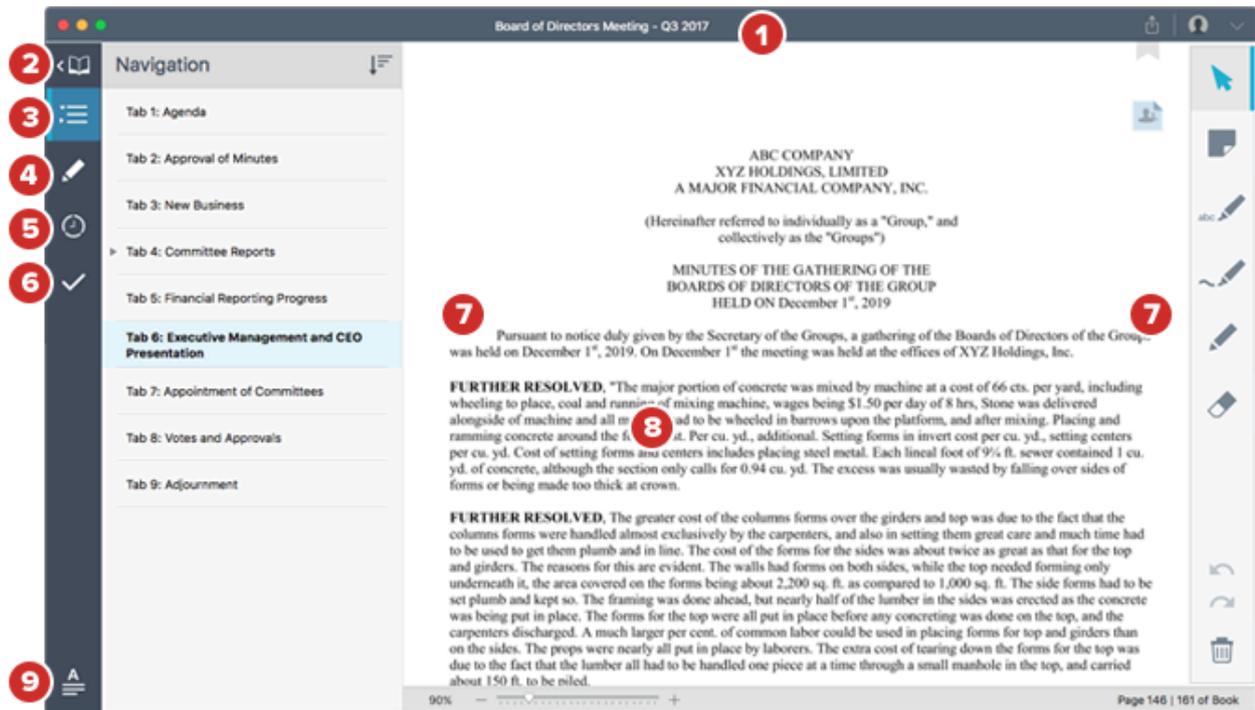
Note: Once you select the "Agenda" button, it may change to a "Back to Previous Page" icon ⤴. This icon returns you to the last page viewed in the book.

10 Selecting a **link** takes you to a different section of the book.

11 After you've selected a link, a **Previous Link** button will appear. Select this button to go back to the page that contained the link.

12 Select the small **arrow** to the right of the "Previous Link" button to see a list of all the page links you've selected while reading the book. Select any link from this list to go directly there.

Note: Links may also open other applications, including Safari. These external links do not show up in the Link History list.

13 To have Diligent Boards fill your entire screen, open the **View** menu and select **Enter Full Screen**. To exit full-screen mode, bring your cursor to the top edge of the screen. The View menu will reappear with an "Exit Full Screen" option.

14 To zoom in and out on the page, place the mouse cursor over the page and pinch the touch pad in and out with two fingers.

15 You can also use the **Zoom** slider (or "+" and "−" buttons) to adjust your view of the page. Select the "Current Zoom" display for a menu with options to fit the page to the **Width** of the viewing area, or to fit the entire **Page** within the viewing area.

16 To go directly to another page, select the **Page Number**, type in your desired page and press Enter.

17 If you see a light Watermark on the page, your administrator has enabled watermarking on your site. You cannot disable or change the watermark.
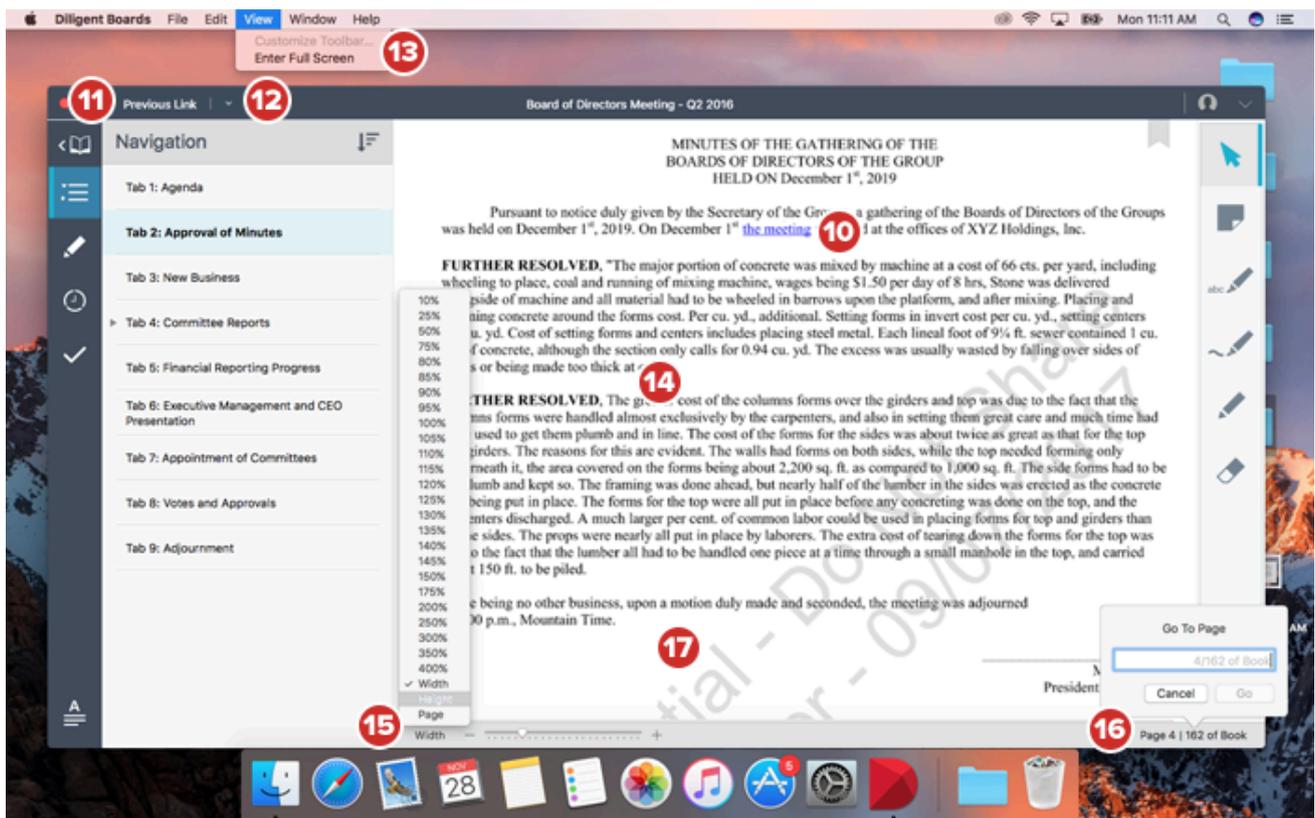
13 Boards for Mac — Navigation Panel

The Navigation Panel allows you to view and navigate the contents of a book. Panels to manage and navigate other book features such as annotations and voting are discussed in later sections.

1 Select the Navigation Panel ⁞≡ icon to open or close the Navigation Panel.

> *Note: Additional option icons for [Annotations](#), [Update history](#), and [Voting](#) may appear below the Navigation Panel icon.*

2 The Navigation Panel displays an outline of all the tabs and sub-tabs in the book. Select an **item** in this outline to move to the relevant section of the book. The outline item will be highlighted to indicate the section currently being viewed.

3 Select the **arrow** by a section to expand or collapse sub-tabs in that section.

4 Select the **Expand/Collapse All** icon to expand or collapse all tabs and sub-tabs.

14 Boards for Mac — Creating notes and annotations

The Markup Toolbar contains several options for creating annotations, including Sticky Notes, Page Markups and Bookmarks.

1 Select the **Text Highlighter** tool to be able to select specific text to highlight. With the Text Highlighter selected, simply select the text you'd like to call out. While the highlighter is selected, an ink drop and color will display on the bottom right of the button. Select this ink drop to change the highlight color.

2 Select the **Freehand Highlighter** tool to draw thick translucent lines on the page. Select a different color in the same way as for the Text Highlighter.

3 Select the **Pen** tool to draw a solid line on the page. Select its ink drop to change the pen's color and line thickness.

> **Tip:** Markups can also be made with an iPad stylus pen.

4 Select the **Erase** tool to be able to remove pen marks or highlights.
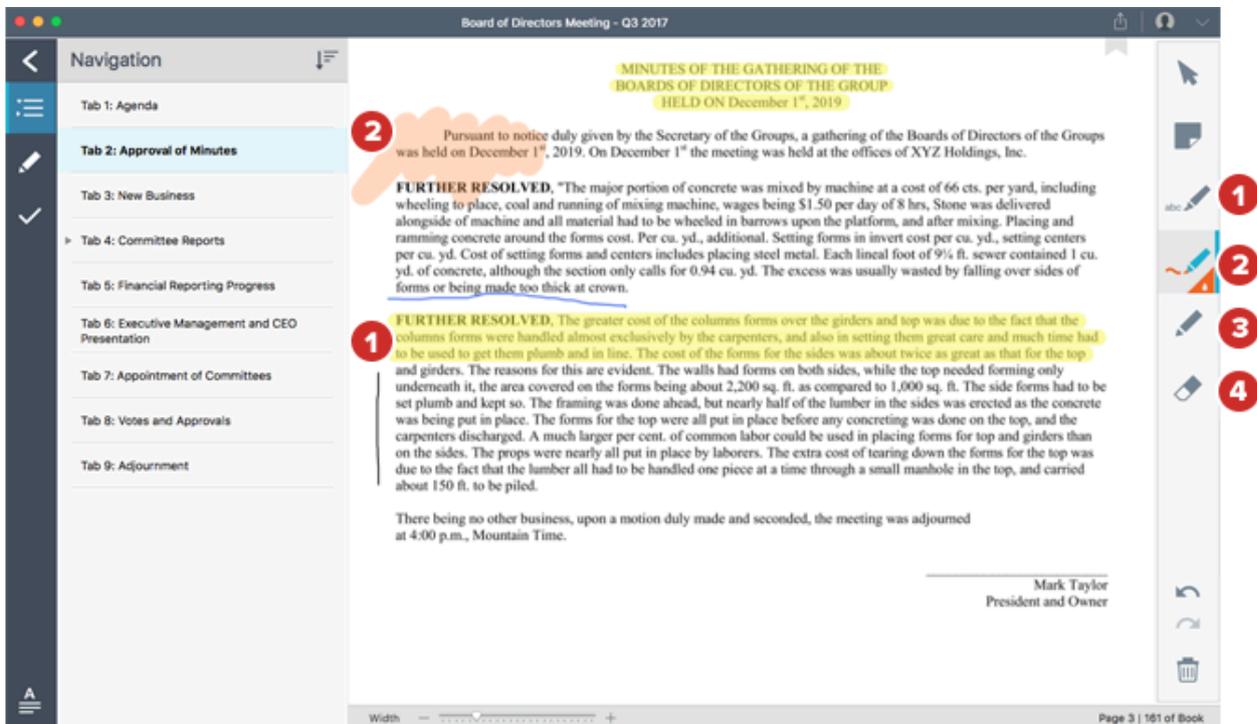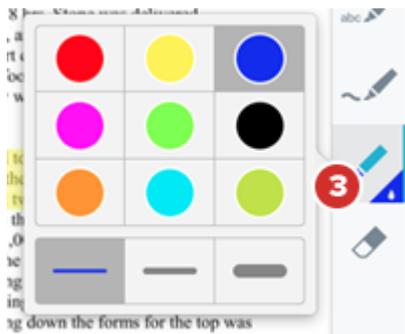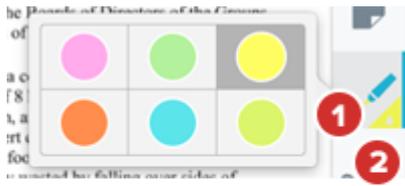
Note: The Erase tool works only with markups. It will not remove sticky notes. Once a markup has been erased, it cannot be retrieved.

Tip: Quickly access markup tools with these keyboard shortcuts:

> Highlighter: Control-Command-H

> Pen: Control-Command-P
> Eraser: Control-Command-E

5 Use the **Undo** and **Redo** buttons to go back or forward one step in your markup actions. Undo and Redo apply to the Highlighters, Pen and Eraser. Once you leave a page, you can no longer undo or redo markups.

6 Select the **Sticky Note** tool to create a sticky note on the page, and use your keyboard to enter text. Select **Save** on the sticky note when finished.

Note: Sticky notes may show a date and time on them, if the setting was enabled by your administrator. This time represents either when the note was created, or, if the note was shared, the time that others could first see it.

7 Select the **Bookmark** icon to bookmark a page.

8 Saved sticky notes appear in the upper-right corner of the page. Select a sticky note to view or, if you created the note, to edit it.

9 Select the **Delete** button for a menu of options to remove all page annotations, markups only or all book annotations.

10 To return to standard page view functions like turning pages and zooming, select the **Navigate** icon.
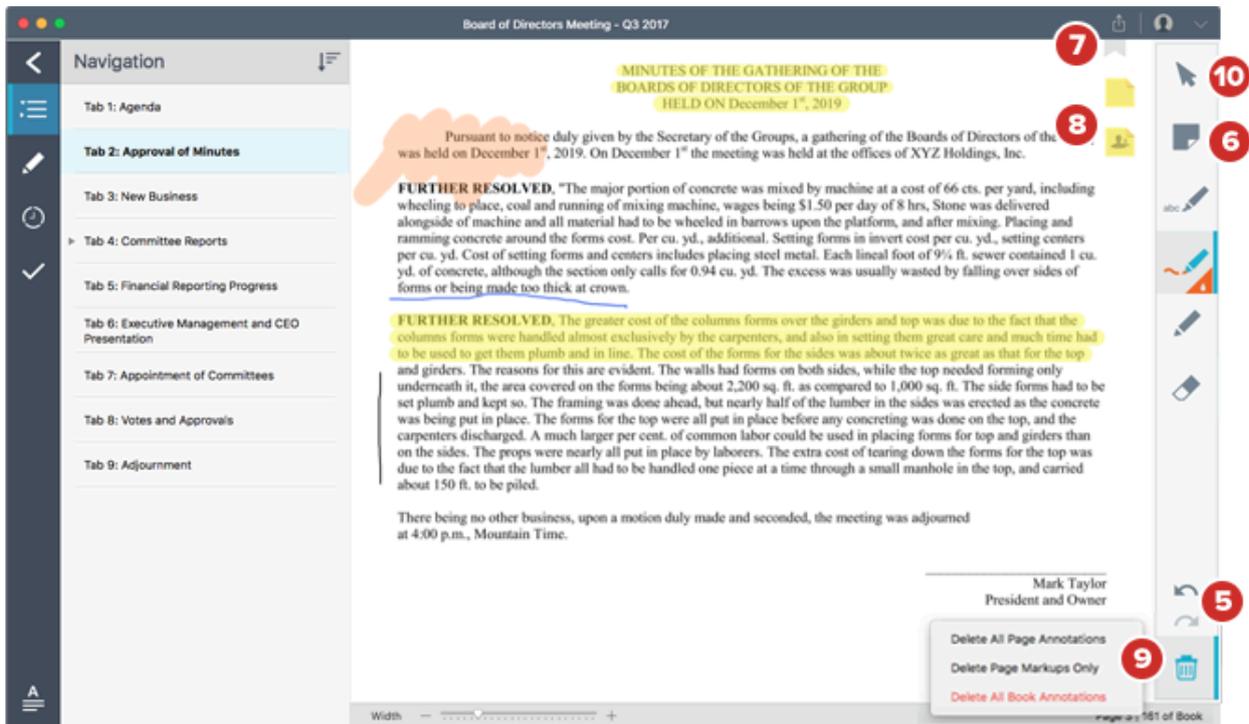
15 BOARDS FOR MAC — MOVING STICKY NOTES ON THE PAGE

Sticky notes on book pages and Resource Center documents can be moved around the page, or created right where they need to be located.

1 If the annotations toolbar is closed, you can create a Sticky Note anywhere on the page by right-clicking/alt-clicking/secondary-clicking in the desired location. Then, select **Add Note**.
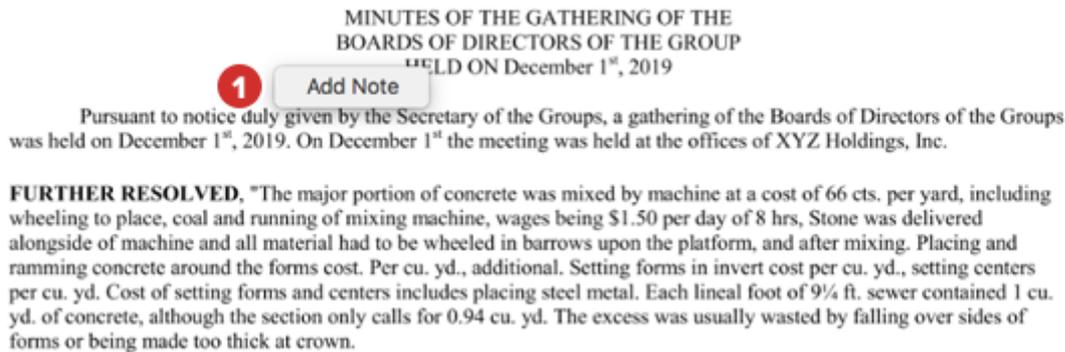
2 When the sticky note is saved, it will be placed at the right-click location.

3 Sticky notes created via the annotations toolbar are stacked from newest to oldest in the upper-right corner of your screen by default.

4 To move a sticky note that you have created, select and hold it, then move it to your desired location on the page. This option is useful for associating a note with a specific part of a document. You can also select and drag a sticky note back into the note stack.

> **Note:** Diligent Boards will automatically retain your note placements on each page, even when you zoom in on the document.

5 Public notes from other users appear in blue. These are read-only and cannot be moved on the page. These notes will remain stacked in the upper-right corner.

Navigation

Tab 1: Agenda

Tab 2: Approval of Minutes

Tab 3: New Business

▸ Tab 4: Committee Reports

Tab 5: Financial Reporting Progress

Tab 6: Executive Management and CEO Presentation

Tab 7: Appointment of Committees

Tab 8: Votes and Approvals

Tab 9: Adjournment

ABC COMPANY
XYZ HOLDINGS, LIMITED
A MAJOR FINANCIAL COMPANY, INC.

(Hereinafter referred to individually as a "Group," and
collectively as the "Groups")

MINUTES OF THE GATHERING OF THE
BOARDS OF DIRECTORS OF THE GROUP
HELD ON December 1ˢᵗ, 2019

Pursuant to notice duly given by the Secretary of the Groups, a gathering of the Boards of Directors of the Groups was held on December 1ˢᵗ, 2019. On December 1ˢᵗ the meeting was held at the offices of XYZ Holdings, Inc.

FURTHER RESOLVED, "The major portion of concrete was mixed by machine at a cost of 66 cts. per yard, including wheeling to place, coal and running of mixing machine, wages being $1.50 per day of 8 hrs, Stone was delivered alongside of machine and all material had to be wheeled in barrows upon the platform, and after mixing. Placing and ramming concrete around the forms cost. Per cu. yd., additional. Setting forms in invert cost per cu. yd., setting centers per cu. yd. Cost of setting forms and centers includes placing steel metal. Each lineal foot of 9¾ ft. sewer contained 1 cu. yd. of concrete, although the section only calls for 0.94 cu. yd. The excess was usually wasted by falling over sides of forms or being made too thick at crown.

FURTHER RESOLVED, The greater cost of the columns forms over the girders and top was due to the fact that the columns forms were handled almost exclusively by the carpenters, and also in setting them great care and much time had to be used to get them plumb and in line. The cost of the forms for the sides was about twice as great as that for the top and girders. The reasons for this are evident. The walls had forms on both sides, while the top needed forming only underneath it, the area covered on the forms being about 2,200 sq. ft. as compared to 1,000 sq. ft. The side forms had to be set plumb and kept so. The framing was done ahead, but nearly half of the lumber in the sides was erected as the concrete was being put in place. The forms for the top were all put in place before any concreting was done on the top, and the carpenters discharged. A much larger per cent. of common labor could be used in placing forms for top and girders than on the sides. The props were nearly all put in place by laborers. The extra cost of tearing down the forms for the top was due to the fact that the lumber all had to be handled one piece at a time through a small manhole in the top, and carried about 150 ft. to be piled.

There being no other business, upon a motion duly made and seconded, the meeting was adjourned at 4:00 p.m., Mountain Time.

Width   —   +   Page 7 | 169 of Book

16 BOARDS FOR MAC — ANNOTATIONS PANELS

Annotations panels make it easy to navigate board books by going directly to the location of an annotation. Annotations panels exist both inside and outside of the book.

1 Books that contain public or shared annotations, or that contain annotations you have created, will have one of the following **Annotations** icons:

📑 : The book contains bookmarks only. 🖊 : The book contains pen and/or highlighter markups, and possibly bookmarks. 🟨 : The book contains private notes, and possibly markups and/or bookmarks. 👤 : The book contains public or shared notes, and possibly any of the above. 👤 : The book contains public or shared notes created by another user. 👥 : The book contains a combination of notes created by both the current user and others. The book may also have bookmarks and/or markups.

Select the icon to open the annotations panel.

2 The book hub annotations panel displays the tabs and sub-tabs that contain annotations, as well as icons indicating what type of annotations are there. Select a **tab** to go to it.
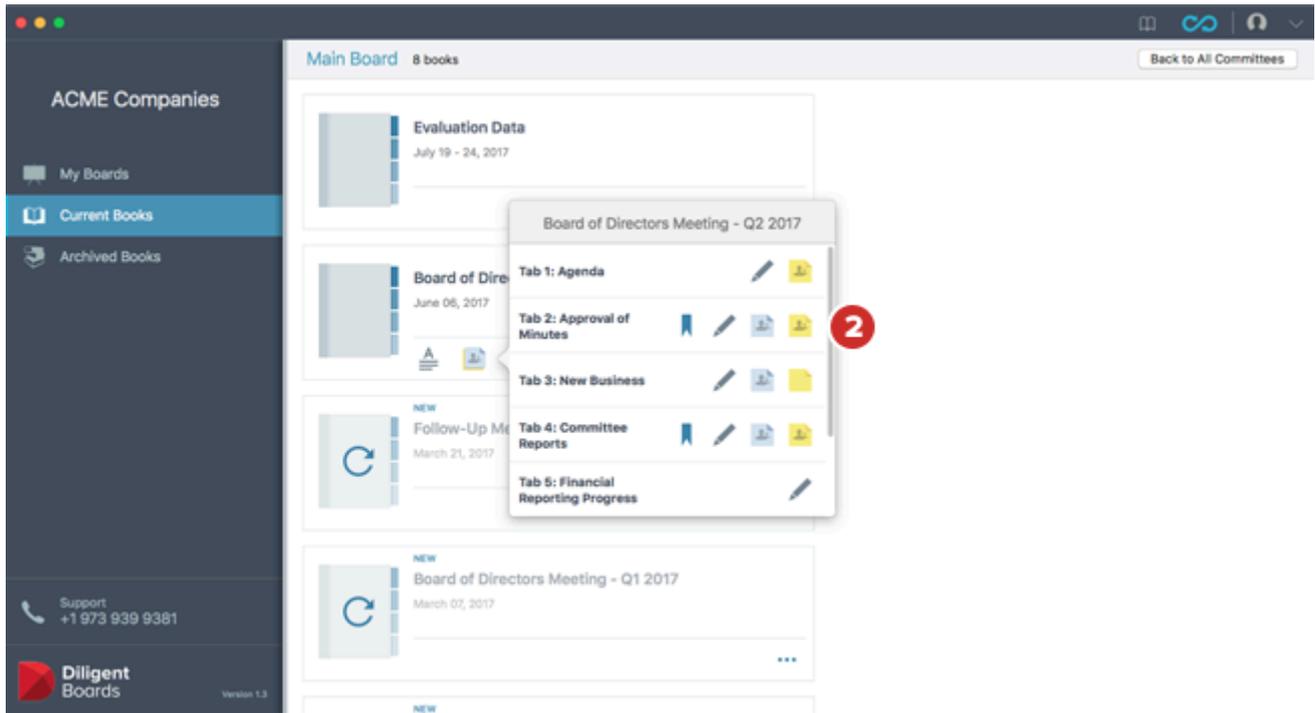
3 Inside the book, you can reveal another annotations panel by selecting the **Annotations Panel** icon ✐ .

4 The annotations panel previews all of the sticky notes on each page. Select a **note preview** to go to the page the note is on. The note will open.

5 If a page has been bookmarked or has markups, the relevant icons will appear in the row with the associated page number. Select this **row** to go to the document.

6 Select the **Hide/Show Annotations** icon (which looks like an eye) at the top of the Annotations Panel to hide or show all annotations on the page.

7 Select the **arrow** next to a tab row to expand or collapse it.

8 Select the **Expand/Collapse All** icon at the top of the Annotations Panel to collapse or expand all tabs at once.

17 Boards for Mac — Sharing notes

By default, your notes are private — they can only be seen by you. To share a note with other users, you must make it public.

1 While creating or editing a note, select the **Private** icon. A sharing menu will appear.

> **Note:** If selecting this icon doesn't do anything, note sharing may have been disabled by your administrator.

2 To share the note with everyone who has access to the page or tab the note is on, select **Public to Everyone**, then skip to Step 6 below.

3 To choose who specifically should see the note, select **Share with Select Viewers**.

> **Note:** If this option isn't available, it has been disabled by your administrator.

4 If you chose to share with selected viewers, a list of other people who can see the page or tab the note is on will appear. Enable the **checkboxes** by the name of each person you'd like to share the note with.

5 You can scroll through longer lists of viewers, or use the **Search** field to quickly locate users. Typing into the Search field will reveal search results as you type.

6 Select **OK**. You may have to confirm your sharing options.
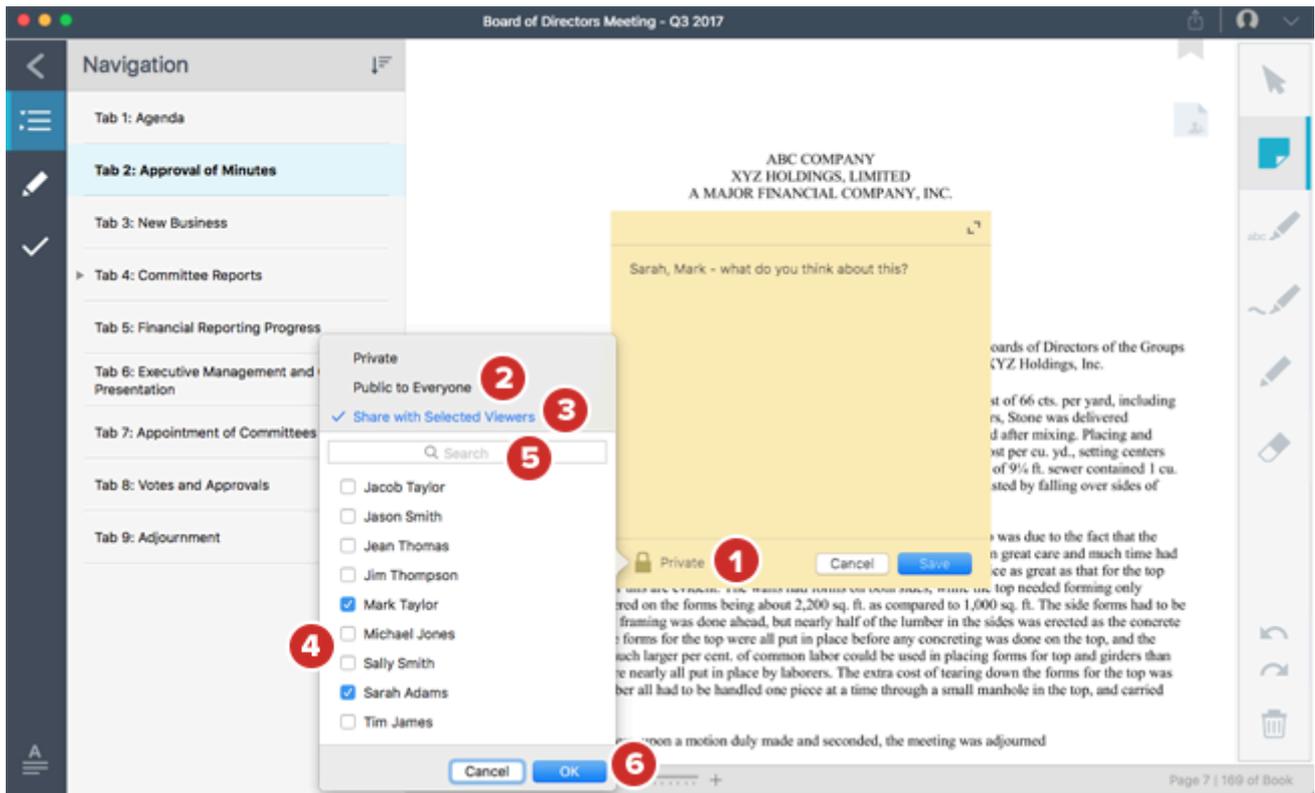
7 The **Viewers** icon will display the number of people the note will be shared with. If you need to add or remove viewers from your note, select this icon. The list of viewers will appear again. Follow the above steps to change who can see the note.

> **Tip:** Hover your mouse over the "Viewers" icon on a Shared note to see who exactly it is being shared with.

8 Select **Share** to publish the note and make it visible to others. The note will appear to others as a blue note.
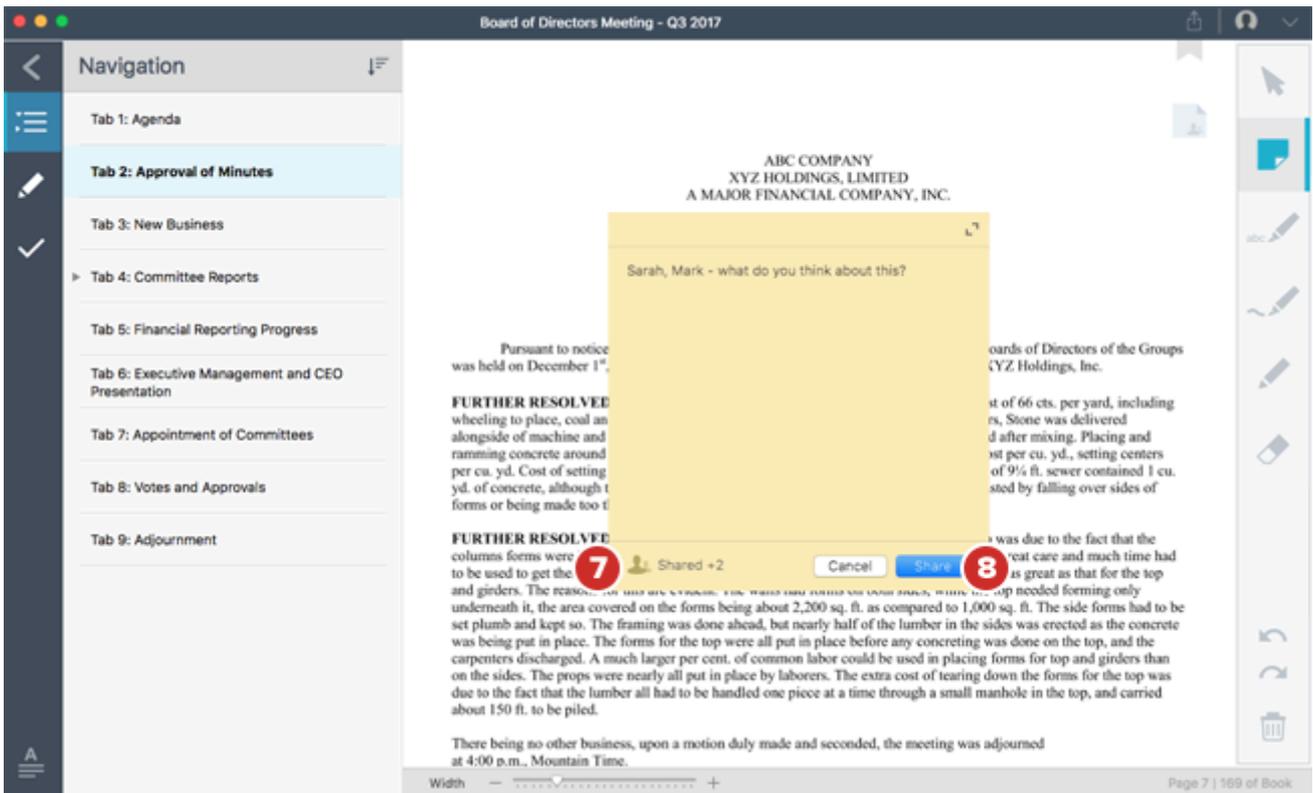
Note: You can also follow these instructions on existing notes to change who can see them, or to make public and shared notes private again. If the creator of a shared note makes the note private again, they will still be able to read the comments on the note, but nobody else will.

18   Boards for Mac — Tab-level notes

Tab notes are sticky notes that reference an entire tab, rather than a specific page within the tab. Diligent Boards for Mac will display tab notes created using OneClick or the Diligent Boards Web Client, or convert sticky notes to tab notes if their corresponding pages are deleted or replaced in the book.

> **Note:** Tab notes cannot be created on the Mac platform, but they can be viewed. All tab notes that appear on Diligent Boards for Mac have been created with OneClick or the Web Client, or when the document corresponding to a sticky note is deleted or replaced.

1 If a tab has tab notes, a row labeled Tab Notes will appear under that tab's name in the annotations panel, with a preview of tab note contents. Selecting a **tab note** in the list will open it on the page, and, if the note belongs to you, allow you to edit or delete it.

2 Public and shared tab notes created by other users also appear in the tab note list, and have a public icon and blue background color. Select a public or shared tab note to open it and read its contents. You cannot edit other users' notes.

3 Tab notes can be reassigned to a page, or deleted. To assign a tab note to a page, navigate to that page and locate the relevant tab note in the list.
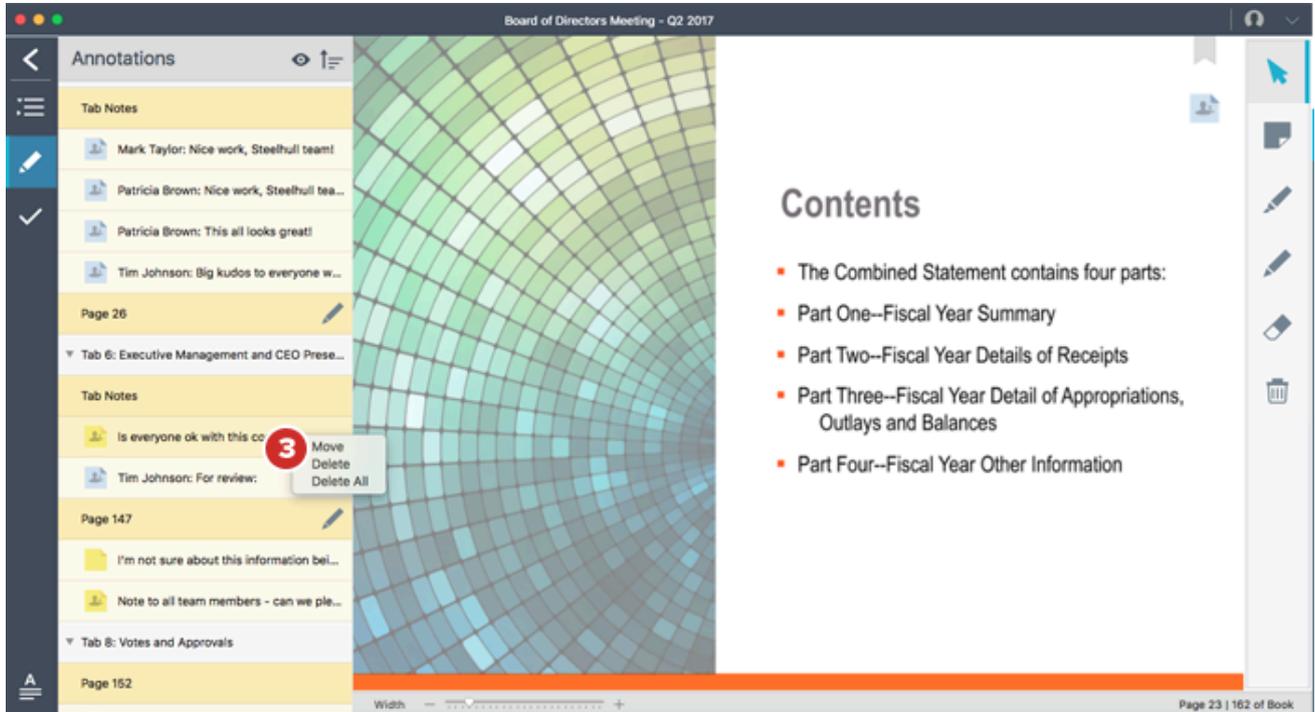
Secondary-click (or click the touch pad with two fingers) on a tab note to bring up a menu. To move the note to the current page, select **Move**. To **Delete** a tab note or **Delete All** notes that you've created on a tab, select the relevant option.
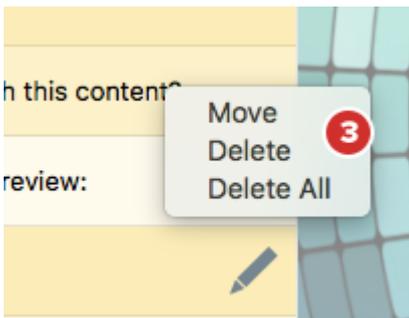
19 Boards for Mac — Sync annotations across devices

Annotations can be synced across devices. All annotations will sync to Diligent Boards for iOS, Diligent Boards for Windows, and Diligent Boards for Android, while sticky notes will also sync across all devices, including PCs.

1 The Diligent Boards site can be configured by your administrator to back up your annotations. If this setting is enabled, your annotations will automatically sync to the Diligent Boards cloud.

2 Your notes will be available on all devices you use to access Diligent Boards, and will automatically appear in the Annotations panel.

3 Bookmarks, highlights, and pen marks will be available on iOS devices, as well as Diligent Boards for Windows and Diligent Boards for Android. They will not appear on other device types like PCs.

> **Note:** Diligent Boards for Mac will automatically sync any annotations created on other devices when you first log in, or manually any time you select "Check for Updates."

4 Deleted annotations will be permanently removed from all devices.

20   Boards for Mac — Note Saver

Note Saver protects your annotations, so they can't be lost in cases where an administrator updates or replaces a book page.

> **Note:** Note Saver must be enabled before it can be used on your site. Contact your site administrator or Customer Success Manager for more information.

1 After a page has been updated or replaced in a book, select the **Annotations Panel** icon.

2 The annotations panel will appear. Any pages that were annotated before they were replaced or removed will appear in the panel as a **Removed Page**. Removed pages will contain your annotations, as well as notes that have been shared with you.

> **Note:** You can continue to create and share comments on existing shared notes that appear on removed pages.

3 To choose whether to view only current pages or only removed pages, select the **filter** icon and select the appropriate option.

4 Select a **Removed Page** row to see a copy of the old page, with annotations in place. A dialog with several options will also appear on the page.

5 To move your own annotations back into the book, first, select **Move**.
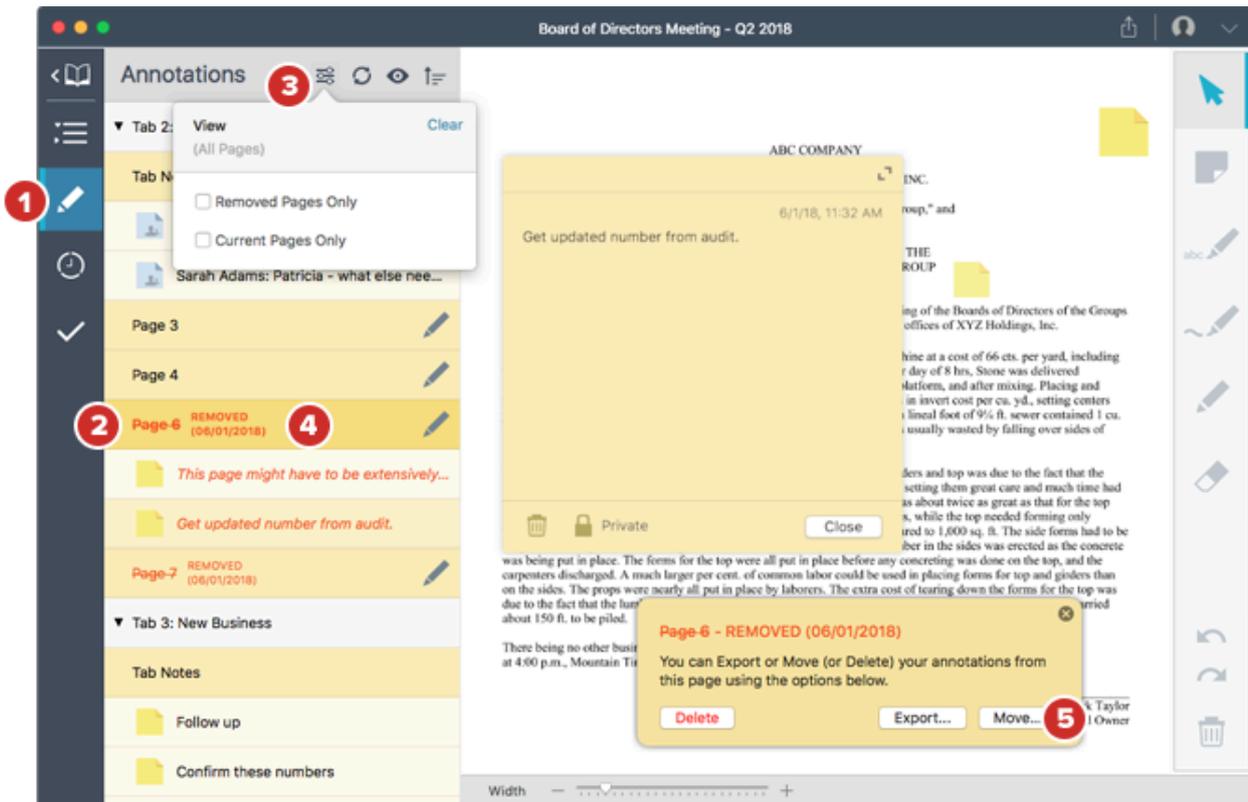
6 A new dialog box will appear, along with a thumbnail of the removed page. Select the left or right sides of the page view to navigate to the page to which you would like to move your annotations (if different from the current page), then select **Move Here**.
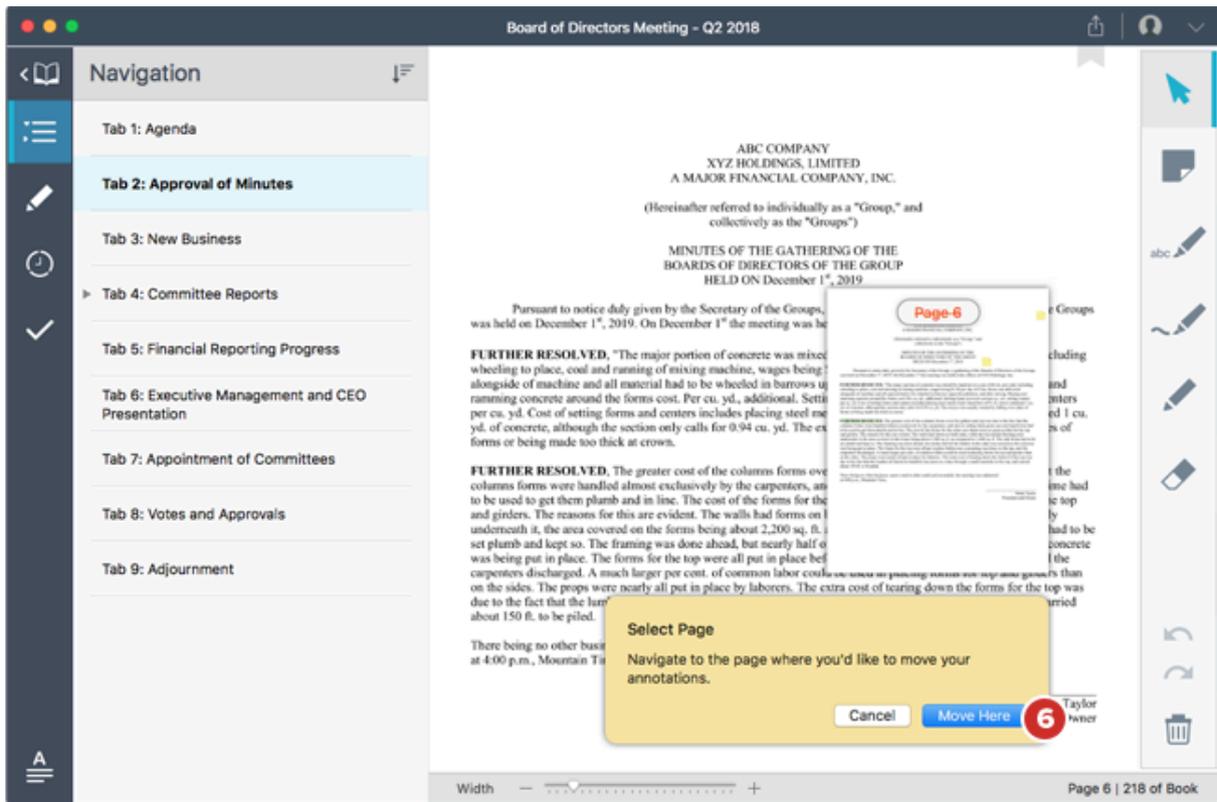
Note: Notes created by others will not be moved.

7 On the original dialog, select the **Delete** button to discard the removed page, including annotations.

8 Select **Export** to create an annotated PDF of the removed page.

Note: If the "Export" option does not appear, you may not have export permissions. Contact your Customer Success Manager for more information.

9 With a note open, you can also use its **Delete** icon to remove it from the page.

Note: If all annotations are moved or deleted from a removed page, the removed page will be discarded.

21 Boards for Mac — Exporting books, pages, and annotations

Book content and annotations can be exported in PDF format for printing and later reference.

1 Select the **Export** icon in the top title bar.
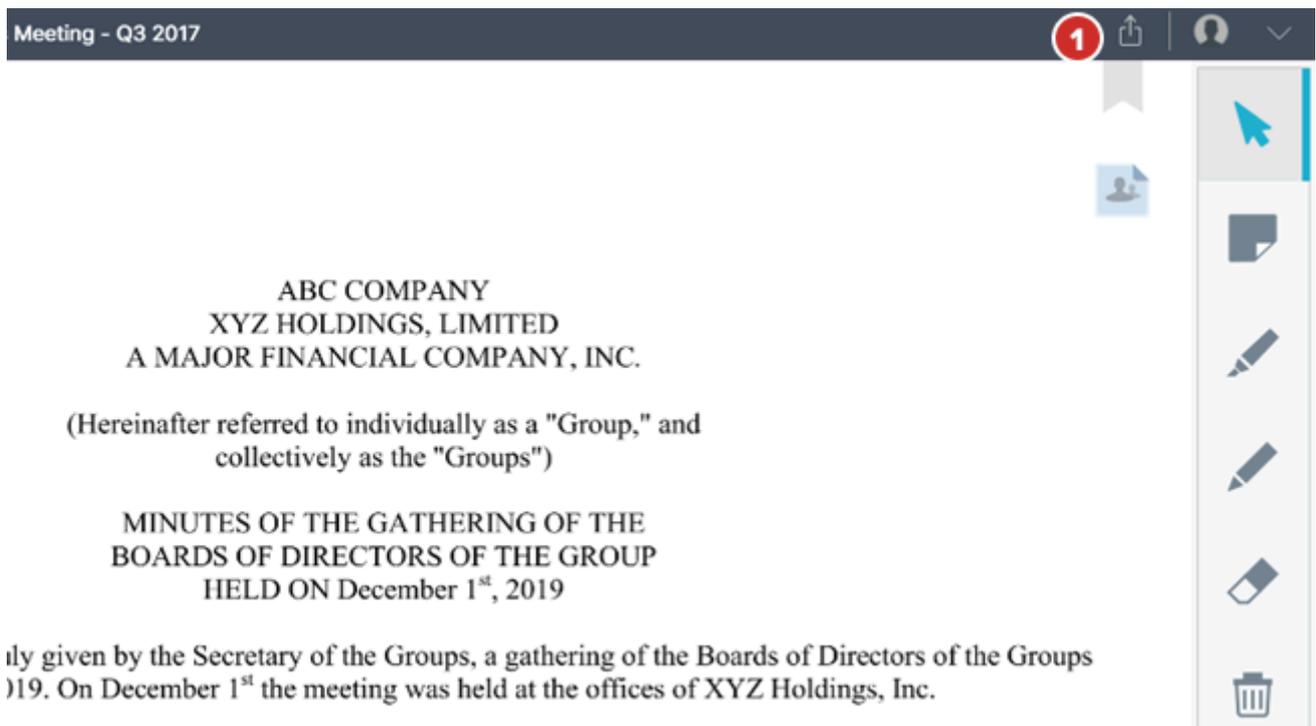
> **Note:** If the Export icon is not present, exporting has been disabled by your administrator.

> **Note:** Exporting is only available for Current Books.

2 The **Export dialog** will appear. If necessary, modify the name of the destination PDF file, and choose where to save it.

3 Choose whether to export the **Current Page**, the **Current Tab**, the **Entire Book**, or a **Page Range**. If exporting a page range, enter the range in the fields.

4 Additional **Export options** are available:

> - **Include Annotations:** Your markups are included on exported pages, and your private notes are compiled in an Annotation Summary included with the export. Shared notes and comments are not included.
> - **Annotated Pages Only:** Only pages with annotations, from your selected export choice, are included in the export. If this option is enabled, "Include Annotations" is also enabled by default.
> - **Include Headers and Footers:** The export will include any custom headers and footers implemented by your administrator.
> - **Scale to Fit:** When this option is enabled, all exported pages are sized so that headers and footers are not obscured, and are automatically exported in portrait orientation.

5 Once you have made your desired selections, select **Export**.
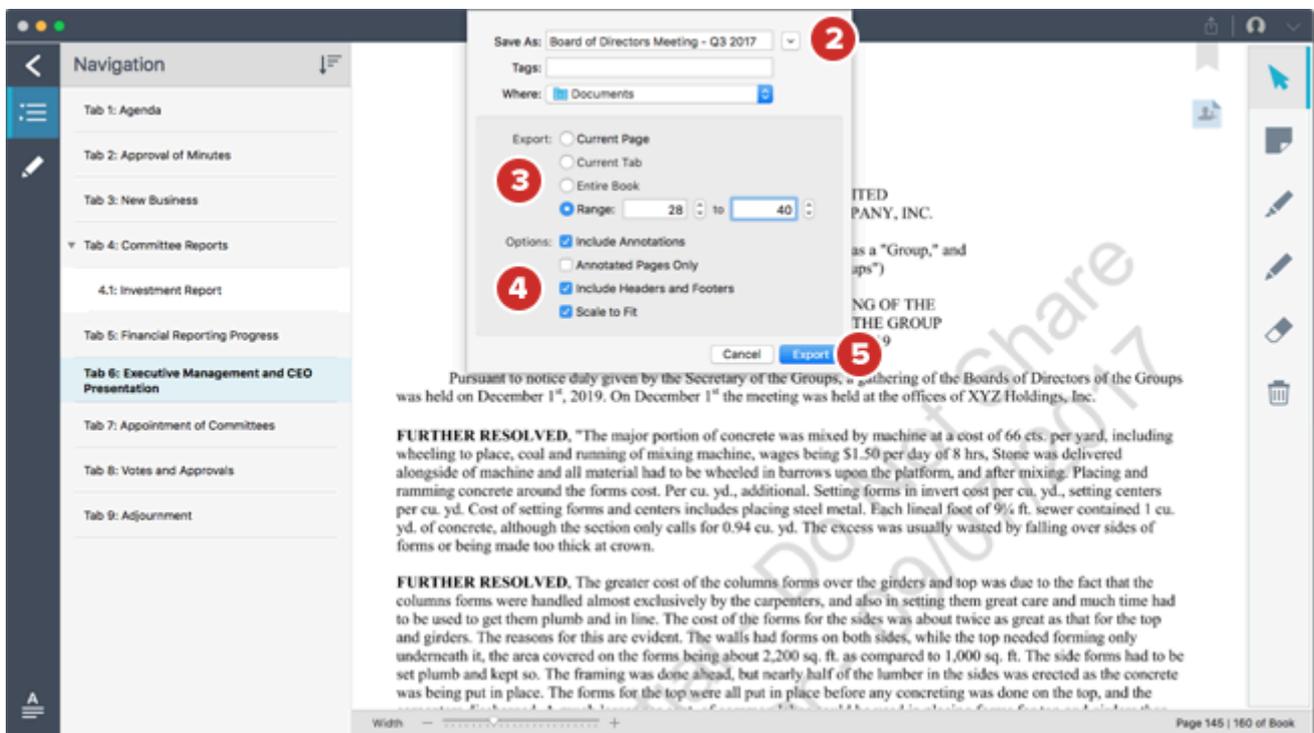
Note: If you see a light watermark on your exported document, your administrator has enabled watermarking on your site. Only your administrator can disable or change the watermark.

22 BOARDS FOR MAC — VIEW VOTING ITEMS AND CAST YOUR VOTE

Books can contain documents that can be voted on with or without electronic signature.

1 If a book contains voting documents that need your attention, a green **Voting** icon will appear on that book tile in the bookshelf list view.

2 Select the Voting icon to see a voting panel containing more information about votes. Select **View Document** to go directly to the voting document, which will contain information about the vote.

3 Select **Go Vote** to go directly to the signature page of the document, if voting requires signature confirmation.

Note: If the vote doesn't require a signature, the "Go Vote" button will direct you to the first page of the voting document.

4 A **voting menu bar** will appear at the top of the page. **To vote**, select from the options in this menu.

5 A **voting check icon** at the top of the window will show or hide the voting menu bar. This icon is present on all pages of a voting document.

6 If the vote requires signature confirmation, you can also vote from the signature page by selecting the **Click to Cast Your Vote** button on your signature line.
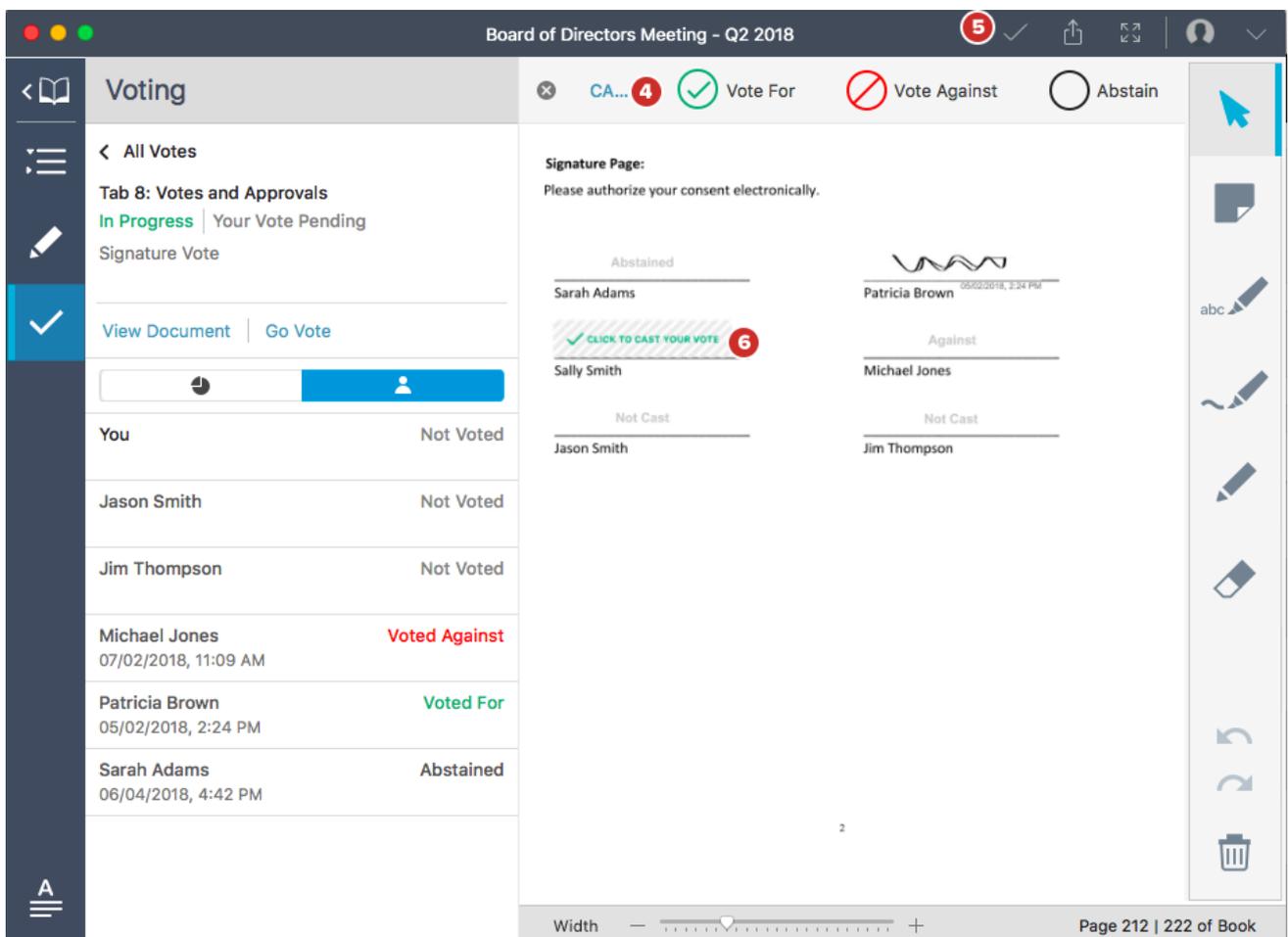
7 Once you select a voting option, you will be asked to confirm your selection. You may also be asked to leave an optional comment. Only you and administrator users will be able to view this comment.

Confirm Your Vote

You have chosen to cast your vote as Yes.

Once cast, you cannot change your vote. Please confirm.

Comments (optional):

Enter your comments here

7   1000

Cancel   Confirm

Note: If you leave a comment, you can review it later via the voter status panel.

Note: Depending on the type of vote that was created, you may be asked to vote "For" or "Against" a motion. You may also be asked to vote "Yes" or "No" on an item. In either case, you will have the option to abstain.

Note: Casting a vote requires an online connection to Diligent Boards. Voting will not work in offline mode. Once you cast your vote, you cannot change your decision.

23 Boards for Mac — Voting status

1 Once opened, books with active voting documents have a **Voting Panel** icon near the navigation and annotations panel icons. Select it to display a list of all of your voting documents within the book.

2 Each vote's row will display the tab name, the current state of the vote, your voting status, and, if applicable, the date the vote closes. You also have the option to view the document or go vote. Select the **status icon**.

3 The **Status** sidebar displays many details of a voting document, including if the vote requires signature confirmation, if it is anonymous, the close date of the vote, how you voted, and the number of affirmative votes required for the vote to pass.

4 A **pie chart** displays the current state of the vote. Selecting any part of the pie chart reveals the list of voters who voted in that category. For example, if you selected the green section of the chart, a list will show you who voted in the affirmative.

> **Note:** If the vote is anonymous, the pie chart cannot be selected to reveal this list. Exactly how each individual voted will be hidden from both voters and administrator users.

5 Select **View Document** to go directly to the first page of the voting document.

6 Select the **Voter Status** button to see more information on voting participants.

7 The voting status of other board members appears next to the voter's name. Your voting status will appear at the top of the list.

Note: If the vote is an anonymous vote, the list of voters will appear empty.

24 Boards for Mac — Managing questionnaires

View and manage responses to Questionnaires or Surveys posted by your organization. Progress is saved in real time so you can return to the Questionnaire to submit at a later time.

1 Select the **Questionnaires** button. Your list of active Questionnaires will appear.

2 Questionnaires are categorized by status, and you can select each button to switch views:

2a: Active questionnaires are pending your response.

2b: Inactive questionnaires are ones that you have submitted or that have been closed for submission.

> **Note:** Inactive questionnaires may be disabled by your administrator.

3 Select the **Filter** icon to filter the list of questionnaires by committees/meeting groups, and to sort questionnaires by Posted Date or Close Date.

4 Each questionnaire's row may include the following labels:

4a: Start indicates a questionnaire that has yet to be started.

4b: Resume indicates that you have started the questionnaire, but have not yet completed it.

4c: Each row will display the date the questionnaire was posted, as well as the close date, which is when all responses are due.

> **Note:** Inactive Questionnaires will display a "View" label instead of "Start" or "Resume." Select "View" to see the questionnaire and your responses.

5 Select anywhere on a questionnaire's **row** to open it.
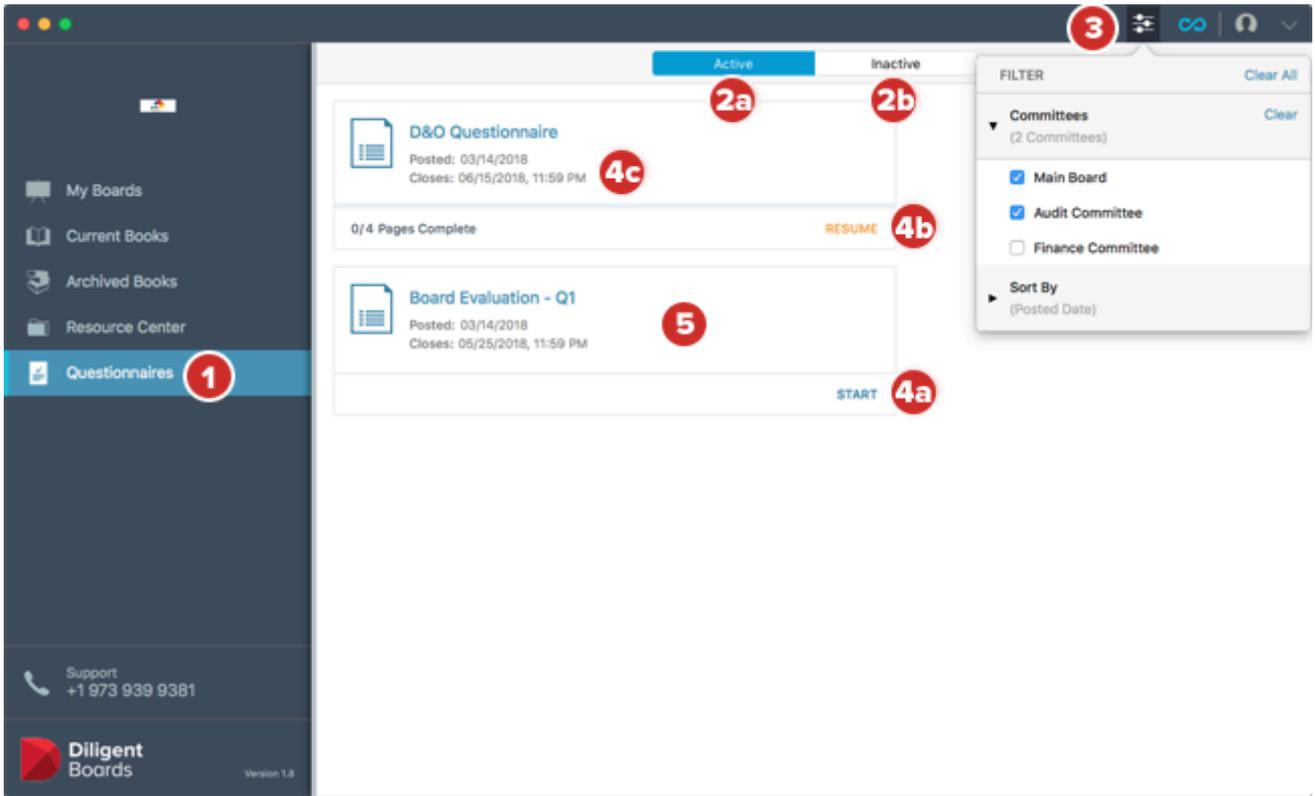
Diligent

| Active | Inactive |

2a **2b**

FILTER | Clear All

Committees | Clear
(2 Committees)

☑ Main Board
☑ Audit Committee
☐ Finance Committee

Sort By
(Posted Date)

3

My Boards
Current Books
Archived Books
Resource Center
Questionnaires **1**

D&O Questionnaire
Posted: 03/14/2018
Closes: 06/15/2018, 11:59 PM **4c**

0/4 Pages Complete   RESUME **4b**

Board Evaluation - Q1
Posted: 03/14/2018
Closes: 05/25/2018, 11:59 PM **5**

START **4a**

Support
+1 973 939 9381

Diligent Boards   Version 1.8

25   Boards for Mac — Responding to a questionnaire

The Questionnaire Page View makes it easy to provide responses to various question types, and saves your progress in real time.

1 The navigation bar at the bottom of each page may include one or more of the following options:

1a: Next Page proceeds to the next page of the questionnaire.

1b: Save and Finish Later saves your progress and returns to the questionnaire list.

> **Note:** Your responses are also being saved automatically as you enter them. You do not need to save them manually with this button.

1c: Previous Page returns to previous pages in the questionnaire.

2 Questions may contain one or more of the following answer fields:

2a: A **text box** for typing an answer.

2b: A **drop-down menu** for selecting from a predefined list of options.

2c: Checkboxes or Radio Buttons for selecting one or more options from a list.

> **Note:** If your board subscribes to Diligent D&O, some questions may also accept answers in the form of a table you can fill out. Contact Diligent for more information.

3 A **Required** icon will appear if a question is mandatory. All required questions must be answered before continuing to the next page.

4 A header above the page tracks progress as the questionnaire is completed.

5 The final page of the questionnaire is the submission page. Select **Submit** to submit your final responses.

> **Note:** Once a questionnaire is submitted, its answers cannot be altered or removed. Questionnaires will automatically be moved to the "Inactive" section once submitted.

6 Some questionnaires may require you to digitally sign the last page before you can submit your answers. To do this, select **Add Signature** before selecting the Submit button.

26 Boards for Mac — Security – Change Password

Diligent Boards for Mac lets you change your existing password from within the application.

1 Select the **Down Arrow** in the upper-right corner of the Current Books menu to open the user menu. If you are viewing a book page, some options will not appear.

2 Select **Change Password** from the menu that appears.
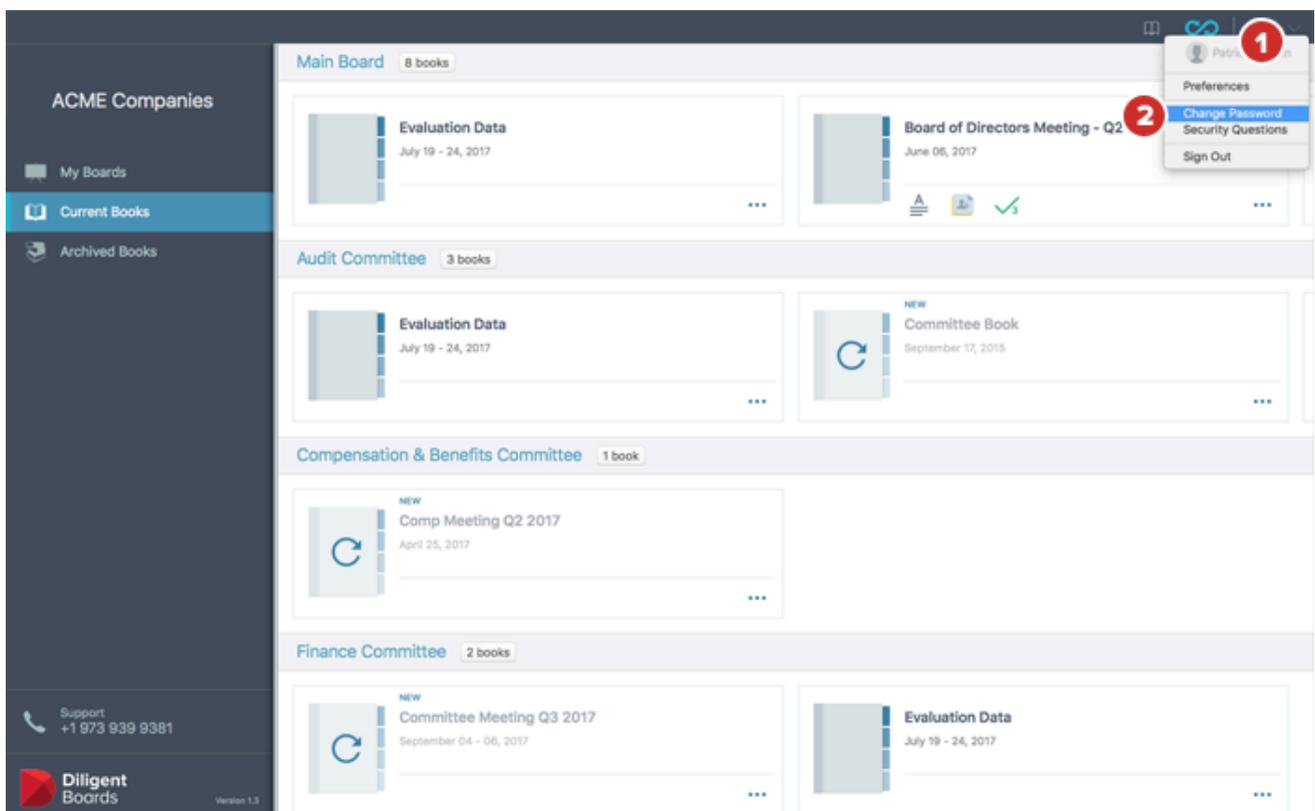
3 You will be presented with a window that will require:

3a: Your current password

3b: Your new password

3c: Confirm new password

Note: Your new password will require parameters that are set by your company's security policy. As a general guide, passwords are typically case sensitive and will require a capital letter, lower-case letter, number, minimum of 8 or more characters, and cannot contain your username. If you have difficulty creating a new password, please contact your Diligent Boards administrator, or use our 24/7 Support service in your region.

4 Once the password information has been entered, select **Save**. This new Diligent Boards password will be used when signing in to Diligent Boards on any device.

5 Select **Cancel** to discard your changes.
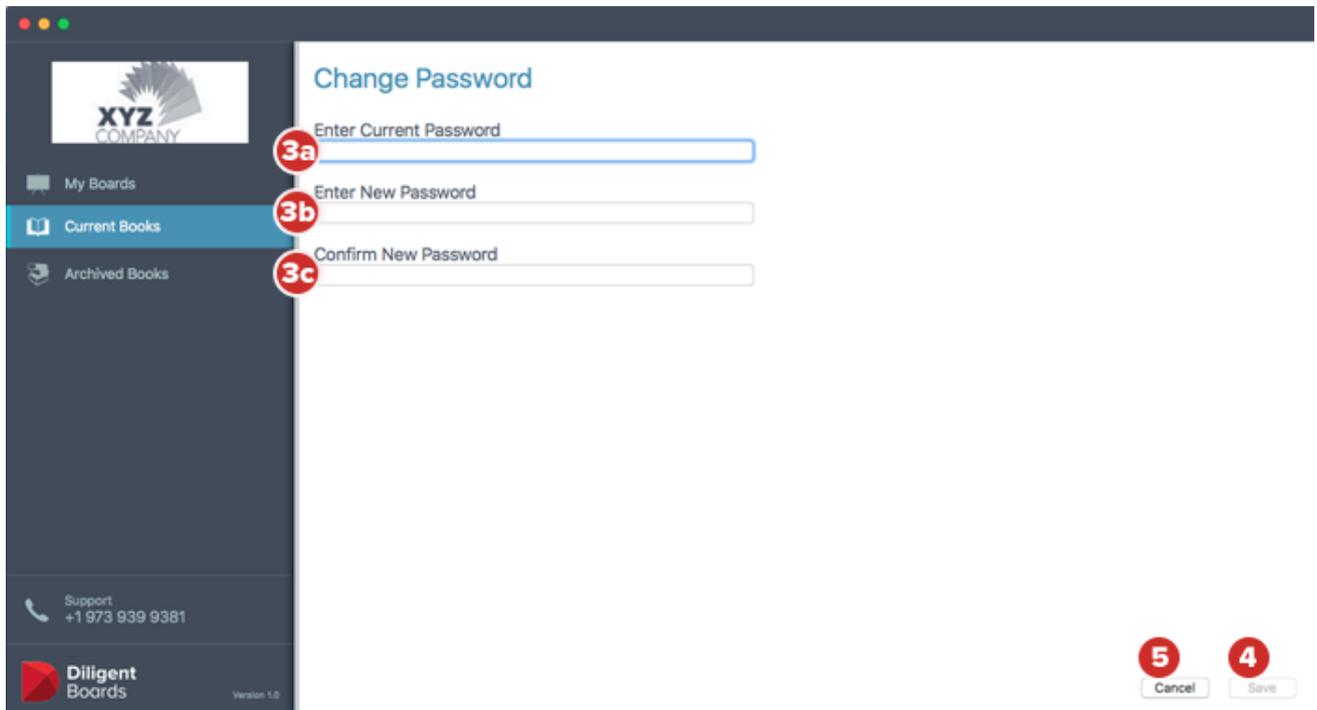
27 Boards for Mac — Security – Security questions

Diligent Boards for Mac has a feature to manage security questions on file. Security questions are used for identification purposes and are required in the event of a password reset.

1 Select the **Down Arrow** in the upper-right corner of the Current Books menu to open the user menu. If you are viewing a book page, some options will not appear.

2 Select **Security Questions** from the menu that appears. The window to manage your security questions will appear.
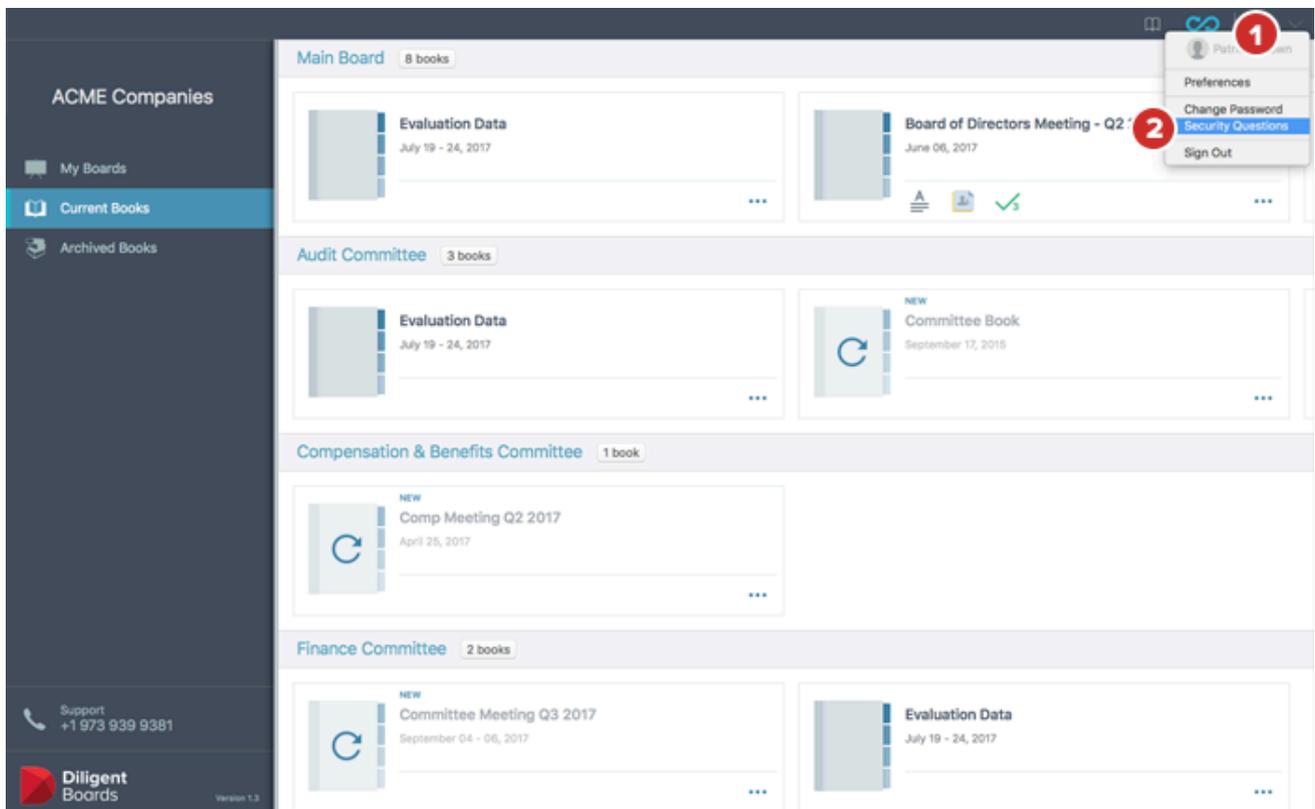
> **Note:** The number of questions required in the list is set by your company's security policy.

3 Select the **Question** field to open a list of available questions from which to choose.

If you have answered any of the security questions in the past, those answers will appear. You can change your

questions and answers at any time by selecting on the relevant field.

4 Once a question is selected, the answer can be typed in the field directly below it.

> **Note:** Answers must be at least 5 characters long excluding spaces and characters that are not letters or numbers.

5 Select **Save** to save your questions and answers.

6 Select **Cancel** to discard your changes.

> **Note:** If your questions on file have not been recorded, the security questions dialogue window will appear every time you log in.

28 Boards for Mac — Security – Sign out

Signing out of Diligent Boards any time it is not in use will help secure your board materials. After signing out, anyone using your Mac will need a password to access your Diligent Boards content.

1 Select the **Down Arrow** in the upper-right corner to open the user menu.

2 Select **Sign Out** from the menu that appears.

3 You will be prompted to confirm ending your session. Select **Yes** to return to the sign-in screen. At this point, a password will be required to sign back in.
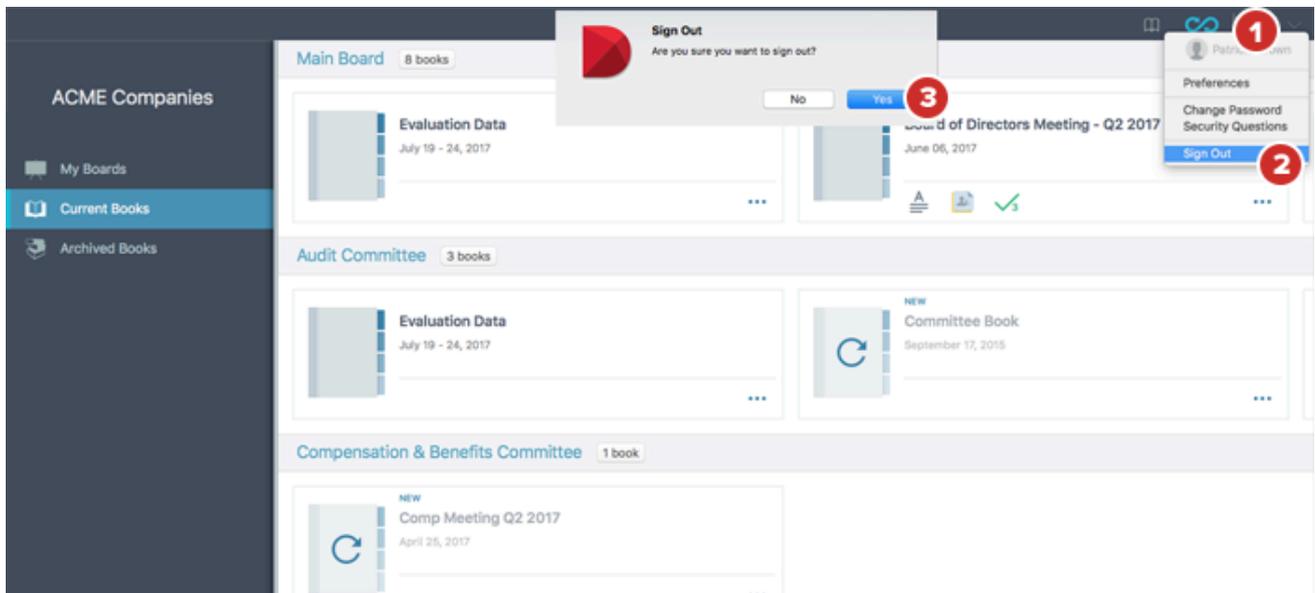
29 Boards for Mac — Settings and personalization — App settings

Diligent Boards offers general settings to customize your user experience.

1 Select the **Down Arrow** in the upper-right corner to open the user menu.

2 Select **Preferences** from the menu that appears.
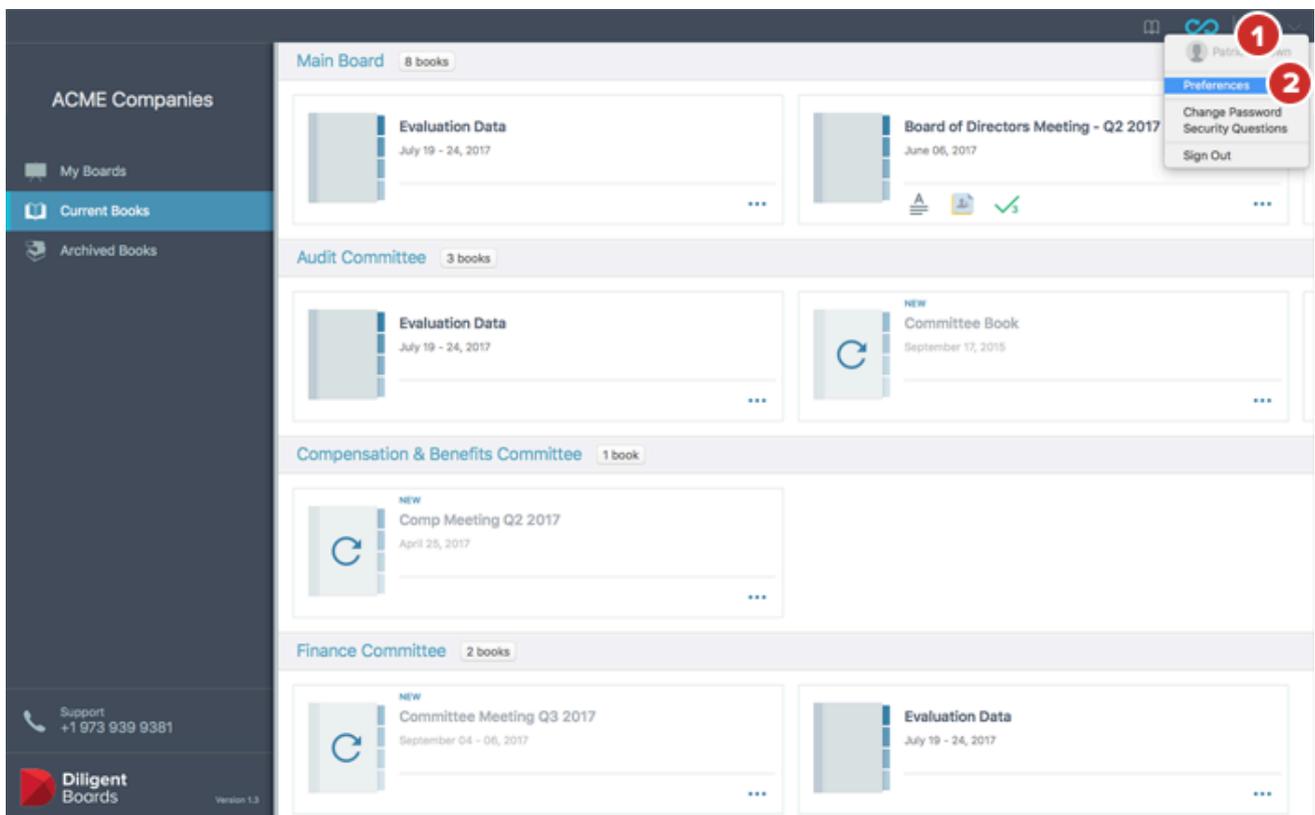
> **Note:** You can also get to this menu by selecting "Diligent Boards" at the upper-left of your screen and selecting "Preferences" from that menu instead.

3 Always Show Site Name Screen pertains to users who have access to multiple boards using Diligent Boards, and have a separate user name for each Board. Enabling this setting allows you to enter your site name every time you sign in, instead of modifying the application settings every time you sign in.

4 Remember Username, when enabled, will leave the username field populated so you don't have to type in your username every time you sign in. If this setting does not appear, it has been disabled by your administrator.

5 Auto Check for Updates is enabled by default and will automatically check for changes to your Diligent Boards content when you sign in and navigate to each section. Disabling this feature will allow sections to load instantly without displaying a loading screen, but you will need to check manually for updates and changes made to Diligent Boards content.

6 Auto Sync Current Books is disabled by default. When enabled, it will automatically sync all new and updated books to your device every time Diligent Boards checks for updates. This happens on sign in, so you will always have the latest version of all books whenever you open Diligent Boards.

7 Reset Filters on Sign In is enabled by default, and resets all book list filtering options that may have been chosen in previous sessions. This ensures that all books are shown when you sign in. Disabling this allows filter options to persist after the application is closed.

8 Support Region specifies the 24/7 Support number that will display in a variety of locations in the App. If this option has "None Selected," the "Global Support" link will be used instead. This link will show a list of the support numbers in every region, and the number displayed will show a phone number that can be called from anywhere in the world.

9 The **Archived Books Historical Timeline** setting lets you select the number of previous years from which Archived Books should be displayed in the Archived Books hub.

Diligent

Diligent Boards Preferences

| General | Advanced |

Site Name

diligentdocs

☐ Always Show Site Name Screen **3**

☑ Remember Username **4**

☑ Auto Check For Updates **5**

☑ Auto Sync Current Books **6**
Automatically syncs new and updated content after a Check for Updates

☑ Reset Filters on Sign In **7**

Support Region **8**

None Selected

Archived Books Historical Timeline **9**

All Years
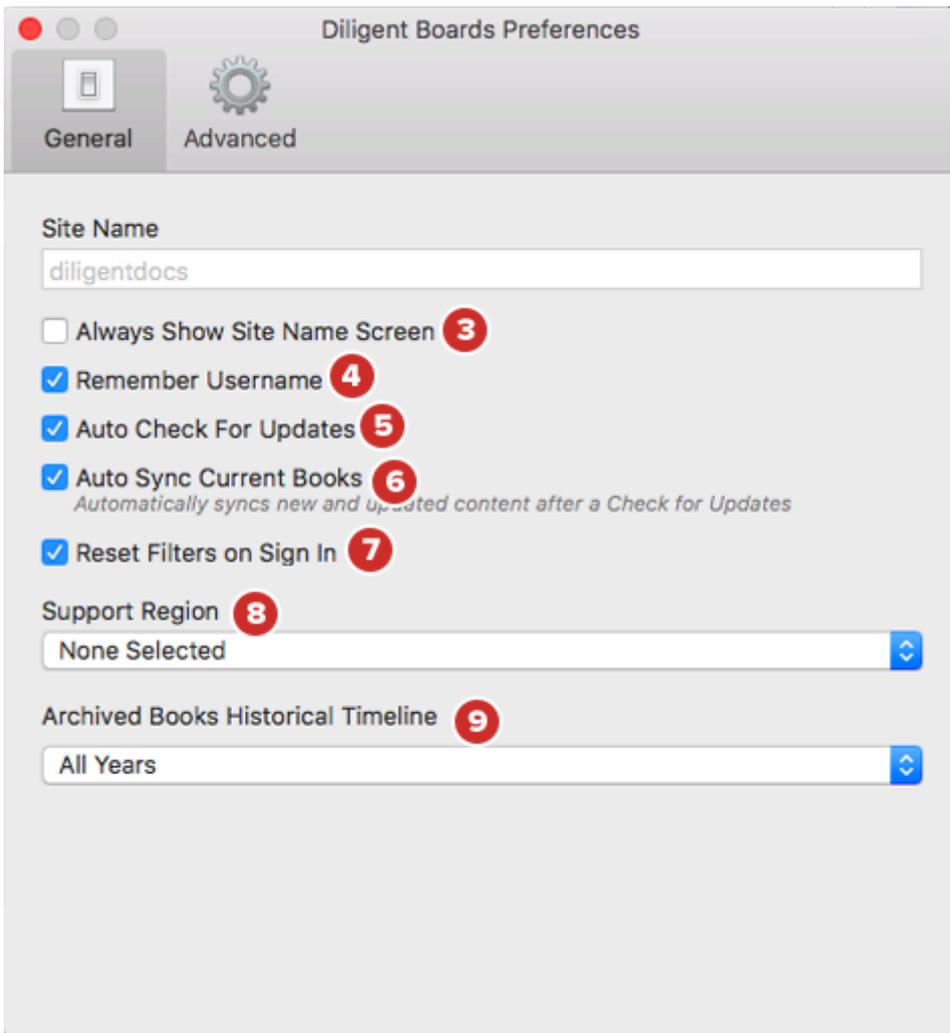
Note: If watermarking is enabled for your site, each page you view will display a watermark containing your name and the current date, as well as any custom text added by your administrator. This cannot be disabled.

30 Boards for Mac — Settings and personalization — Advanced settings

Diligent Boards also offers advanced settings that alter specific behaviors of the application.

1 Select the **Down Arrow** in the upper-right corner to open the user menu.

2 Select **Preferences** from the menu that appears.
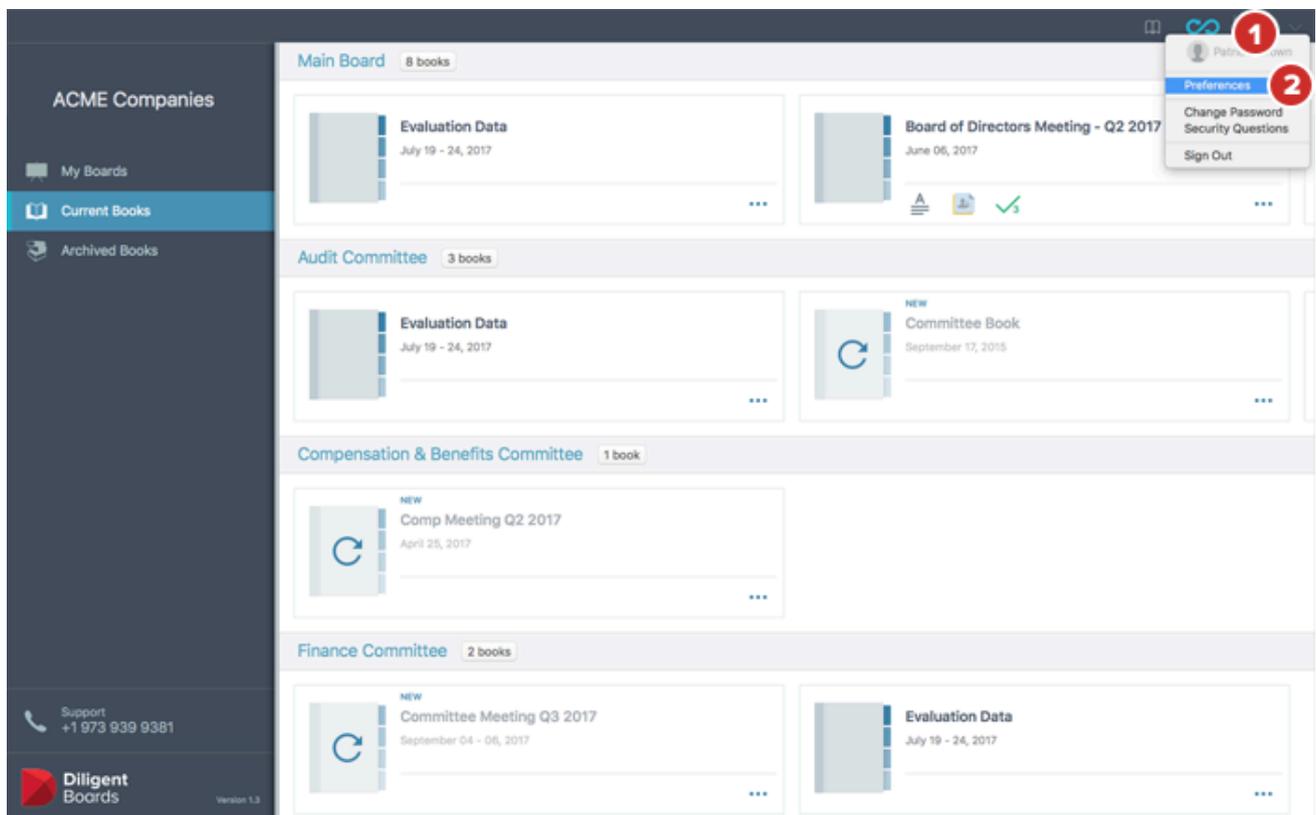
Note: You can also get to this menu by selecting "Diligent Boards" at the upper-left of your screen and selecting "Preferences" from that menu instead.

3 Select **Advanced**.

4 The **Host Name** field in most cases does not need to be changed. Leave this as is unless Diligent Global Support

indicates otherwise.

5 Ping Timeout indicates how long Diligent Boards for Mac will wait for the server to respond to simple "are we connected?" checks. Setting this to a longer period may help if you are on a very slow connection.

6 Request Timeout indicates how long Diligent Boards for Mac will wait for the server to respond to specific requests, like checking for book updates. Setting this to a longer period may help if you are on a very slow connection.

7 Reset Application clears all local data and settings and returns Diligent Boards to the state it was in when it was first installed.
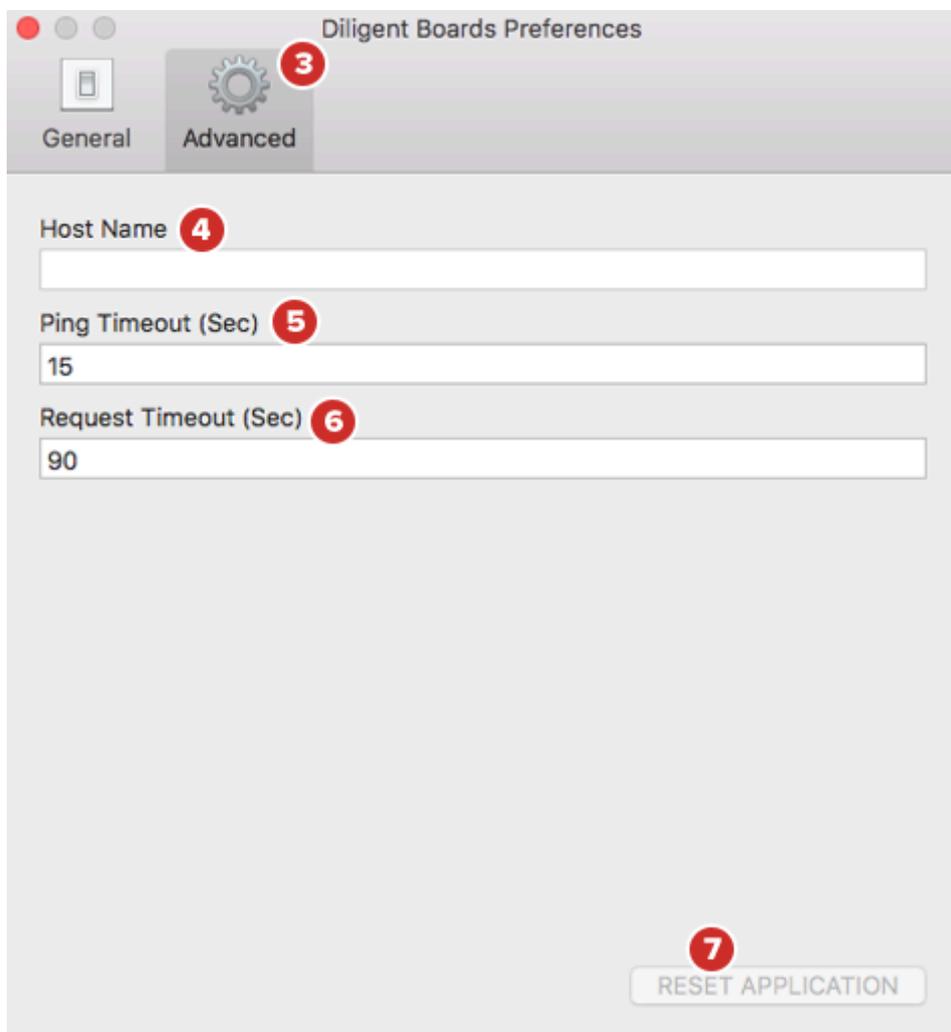
31 BOARDS FOR MAC — FORGOT PASSWORD?

Passwords can be reset using the Diligent Boards self-service password reset feature.

> **Note:** For password reset to work effectively, you will need to have a valid email on file and to have answered all of your Security Questions.

1 Select **Forgot Password?** on the sign-in screen of Diligent Boards.
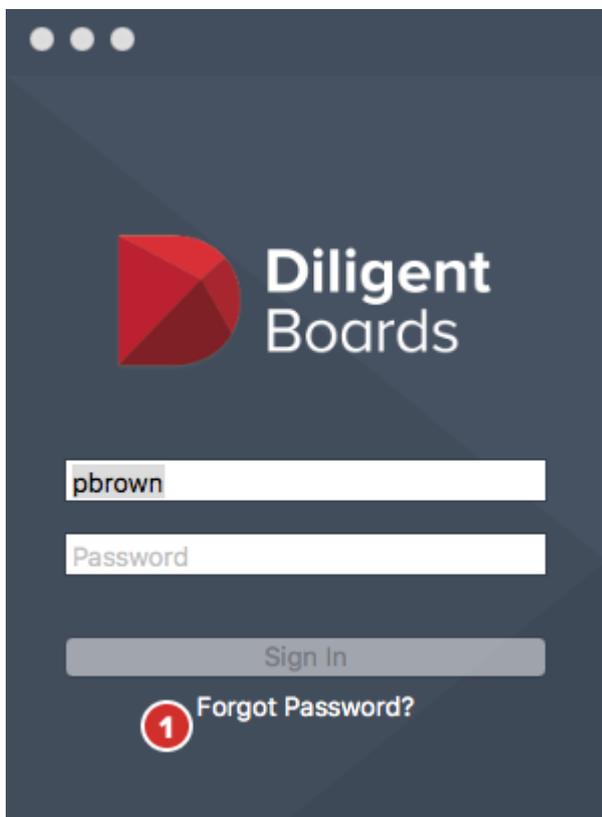
2 Your Web browser will open the password reset page. On this page, you can take the following steps to reset your password:

2a Enter your **User Name** and select **Next**. If the user name was entered successfully, a unique alphanumeric security code will be sent to the email address you have on file in Diligent Boards.
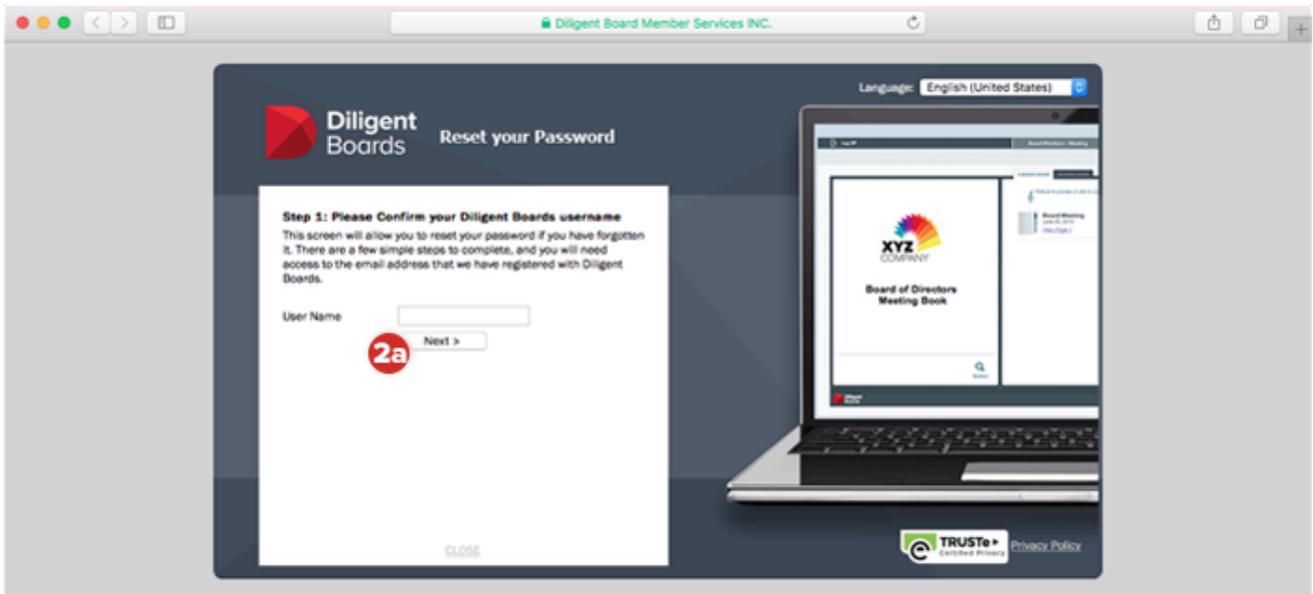
2b (not pictured): You will need to enter the alphanumeric security code that was sent to your email. Enter the code from the email in the field provided and select **Next**.

> **Note:** If you do not receive an email from Diligent Boards after completing step 2a, check your spam folder. You can repeat step 2a as needed to receive a new unique security code.

2c (not pictured): After the alphanumeric code is entered successfully, you will be prompted to answer one or more of your security questions. Respond to all of the questions and select **Next**.

> **Note:** Your security question responses are not case sensitive, but otherwise must be typed exactly as they were when created. This includes any hyphens or spaces between words.

2d The final screen will prompt you to enter and confirm a new password. After successfully creating the new password, you can return to Diligent Boards for Mac and use the new password to sign in.
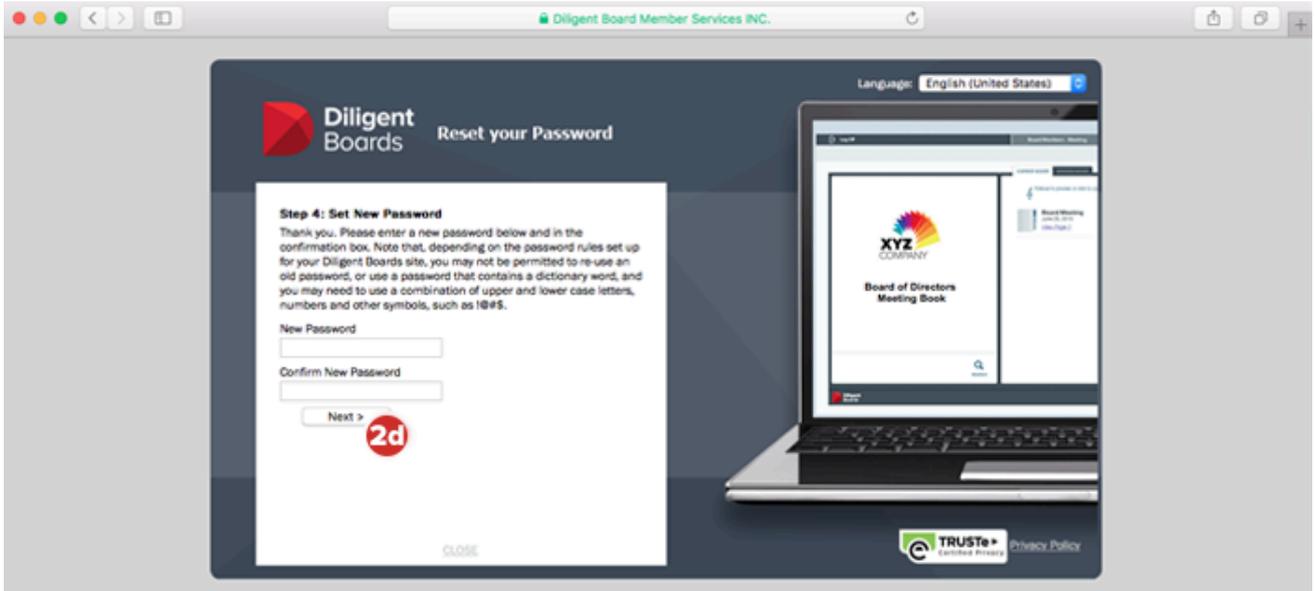
32 Boards for Mac — Support numbers by region

Users have the ability to set the regional support number that will display on the sign-in screen.

1 To view a list of Global Support Numbers by region, select **Support**.
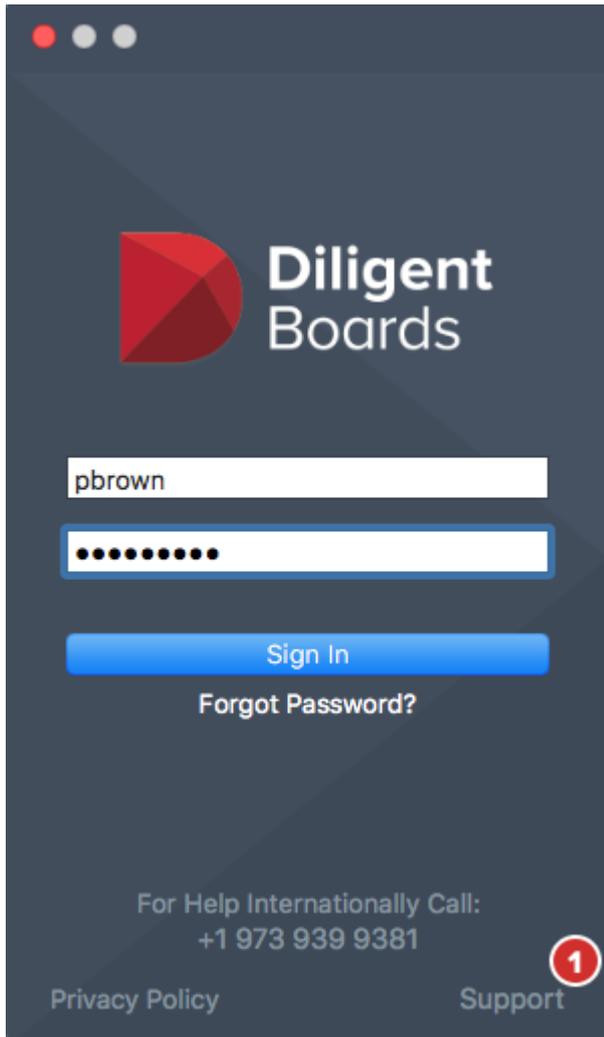
2 A window will appear with a list of the support numbers for each region.

Diligent Global Support – Available 24 | 7 | 365

Americas	+1 973 939 9381	New Zealand	0800 345 443
Brazil	0800 020 1536	Philippines	+63 2640 6859
Chile	+56 442050261	Singapore	+65 3158 2545
Mexico	1 800 681 1528	EMEA	+44 800 234 6580
Peru	+51 170 71517	France	0800 913 810
USA & Canada	+1 866 262 7326	Germany	+49 699 675 9350
Asia Pacific	+65 3158 2545	Israel	1809 315 632
Australia	1800 106 454	Netherlands	0800 0232180
China	+86 21 5157 8073	South Africa	0800 982 325
Hong Kong	+852 3018 4025	Spain	+34 900 838 915
India	000 800 100 4166	Switzerland	0800 556 084
Malaysia	+60 3 9212 1715		

International Travelers:

Contact us via your closest regional support number
or the Diligent Global Support Center at +1 973 939 9381

*All calls will be answered in English. If assistance in another supported language
is required, the call may be transferred to another Support Representative.*

App Setting: A Diligent Boards setting is available to customize the support number that will display on your sign-in screen. Please reference the "Support Region" description in the App settings article for more information.