

RRC Digital Books

Thank you for your Digital Book purchase. This document explains how to install the Digital Books app, how to access your Digital Book and the features within the app.

Downloading the Digital Books app for your mobile device

The first thing you will need to do is download our app to access the Digital Book. You can read the Digital Book on an Android or iOS device using apps published on Google Play and the iOS App Store. These apps work on smartphones and tablets.

Search for RRC Digital Books in the Google Play or App Store. The app will be listed with that title and this icon:



You can check out the apps on your computer with the following links:



Google Play: [RRC Digital Books](#)



Apple App Store: [RRC Digital Books](#)

If you do not have an Android or iOS smartphone or tablet, you can install our Windows or Mac application. The installation process is covered in the appendix of this document.

Accessing your Digital Books

Once you have installed the RRC Digital Books app, you will need to login to the app to access books. You should have received your access details via email from our digital delivery partner Kotobee. When you open the app, you will need to enter these details on the login screen.

Digital Book Features

There are three sets of controls for interacting with your digital book:

- Top bar (blue strip)
- Navigation arrows
- Bottom bar (grey strip)

16:35 Wed 27 Apr 📶 95% 🔋

< Library ☰ Chemicals 🔍 📌

A typical LEV system extracting sawdust from a bench-mounted circular saw

Dilution Ventilation

Dilution ventilation operates by diluting the contaminant concentration in the general atmosphere to an acceptable level by changing the air efficiently in the workplace over a period of time, e.g. number of complete changes every hour.

Passive dilution ventilation

Personal Protective Equipment

PPE is often used as a control measure when dealing with hazardous substances. This can include respiratory protective equipment (e.g. a respirator), hand protection (e.g. gloves), eye and face protection (e.g. goggles) and whole-body protection (e.g. an apron).

Personal Hygiene

Personal hygiene is essential to prevent exposure to hazardous substances. Many hazardous chemicals are put on to the skin or into the mouth by cross-contamination. For example, a construction worker's hands become contaminated with a chemical, they then touch their nose or mouth and the chemical has direct access.

It is essential that good hygiene practices are adopted, as appropriate:

- Hand-washing when leaving work-rooms.
- Careful removal and disposal of potentially contaminated PPE to prevent cross-contamination to normal clothes.
- Prohibition of eating, drinking and smoking in work areas.



Good hygiene practices should be adopted as appropriate

This will require the provision of appropriate washing facilities (water, soap and drying equipment), changing facilities, and food preparation and eating areas.

STUDY QUESTIONS

☰ Chapters 📖 Notebook 🔍 Search 📌 Learning Centre

Top bar

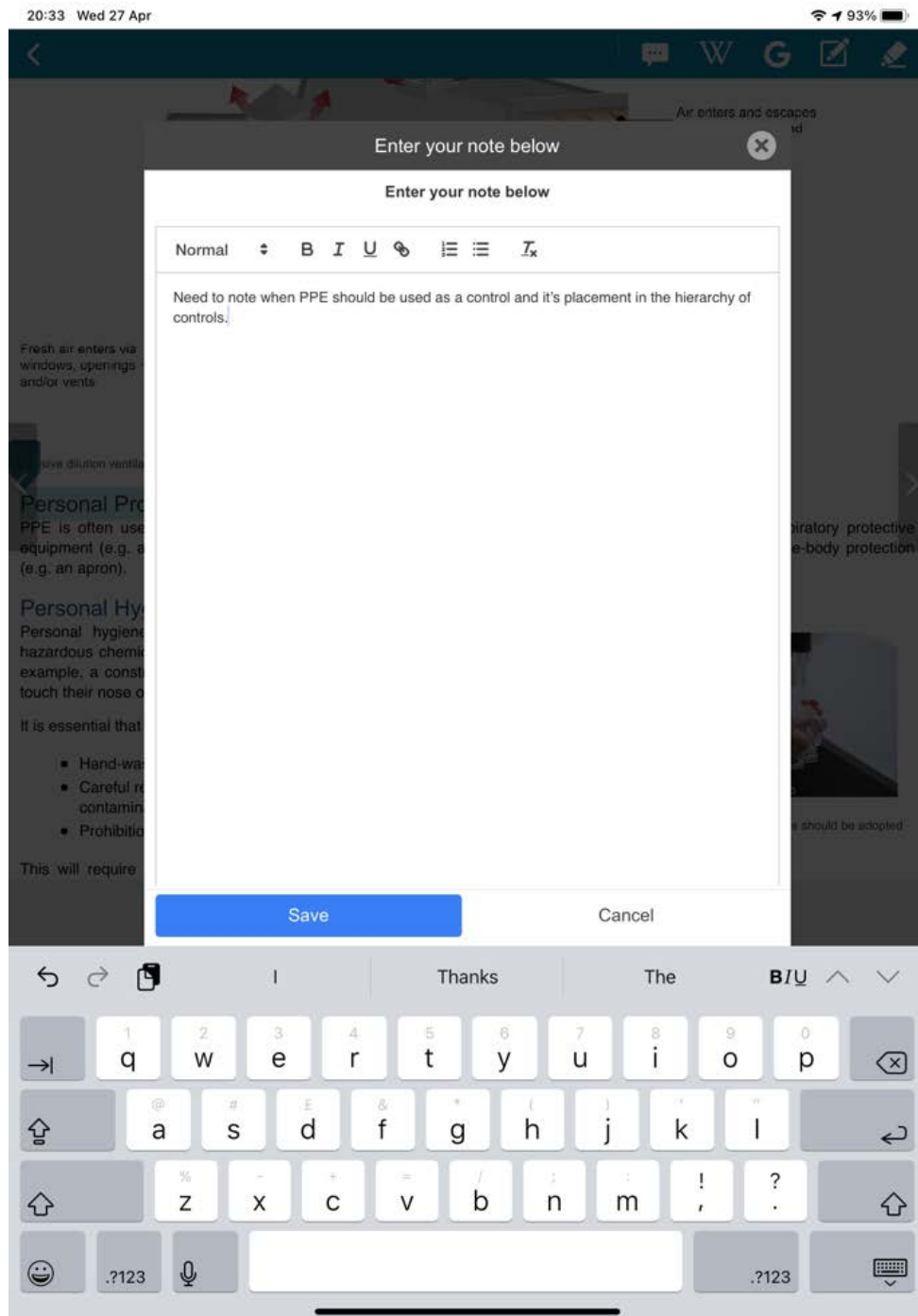
The top bar of the online digital book features controls on the left and right sides.



The left side has a button marked library, and a button with three lines with the name of the page next to it. The library button takes you to the RRC Digital Book library, where you can see your other purchased books. Clicking the button with three lines will reveal the chapters of the book, clicking it again will hide the chapters.



The right side of the top bar has a note button and a bookmark button. Clicking the note button will bring up a window to write some notes.



The bookmark button will add a bookmark to a page when clicked. An icon will appear on the top left of the page to show a bookmark has been added.

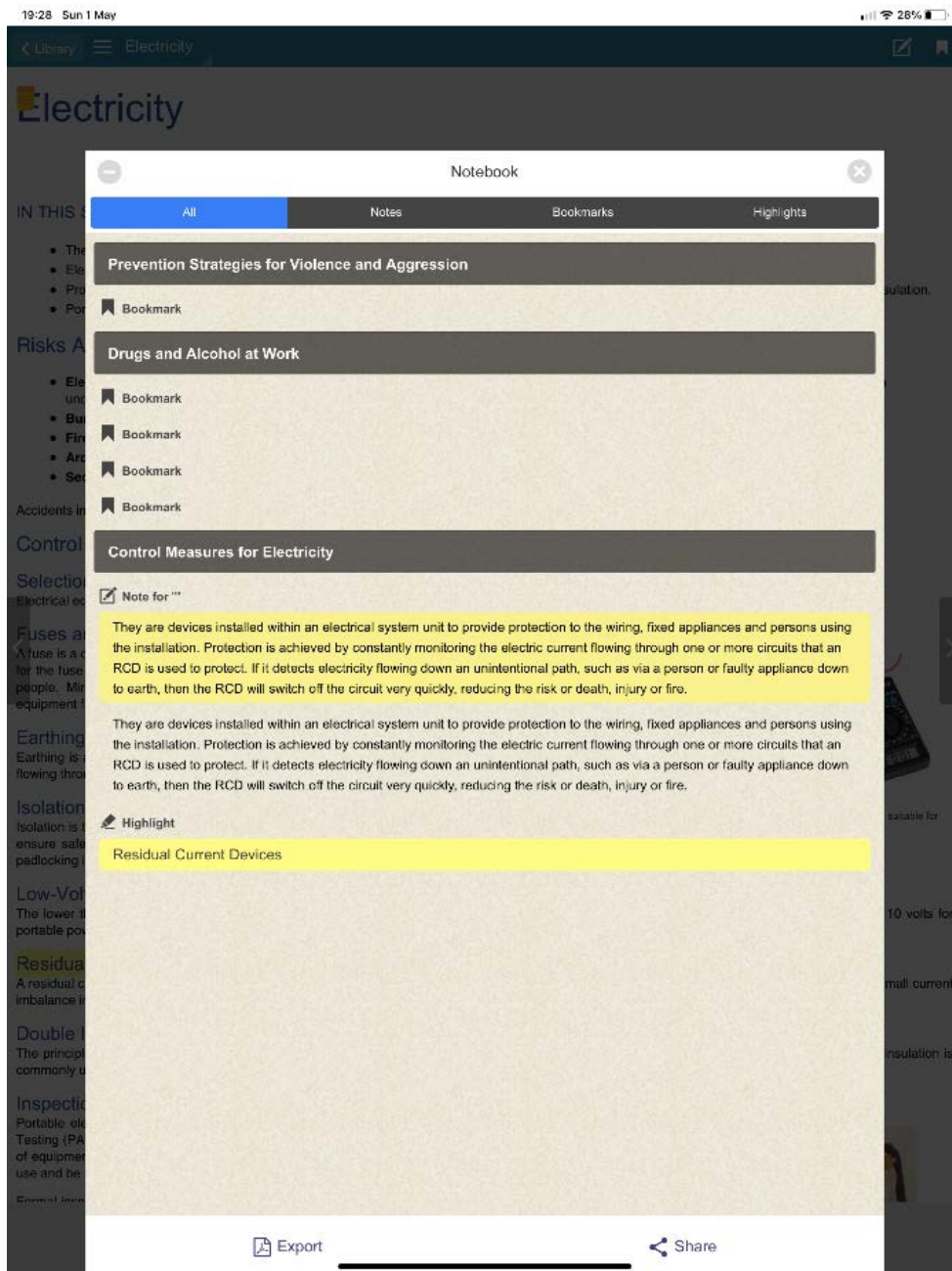


You can review notes and bookmarks in the notebook. Details on how to do this are below.

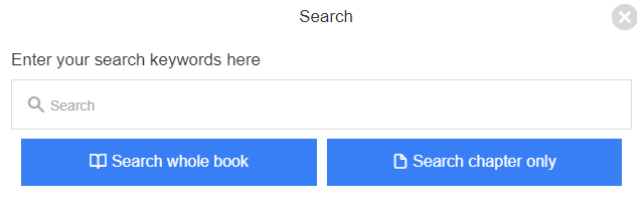
Bottom Bar



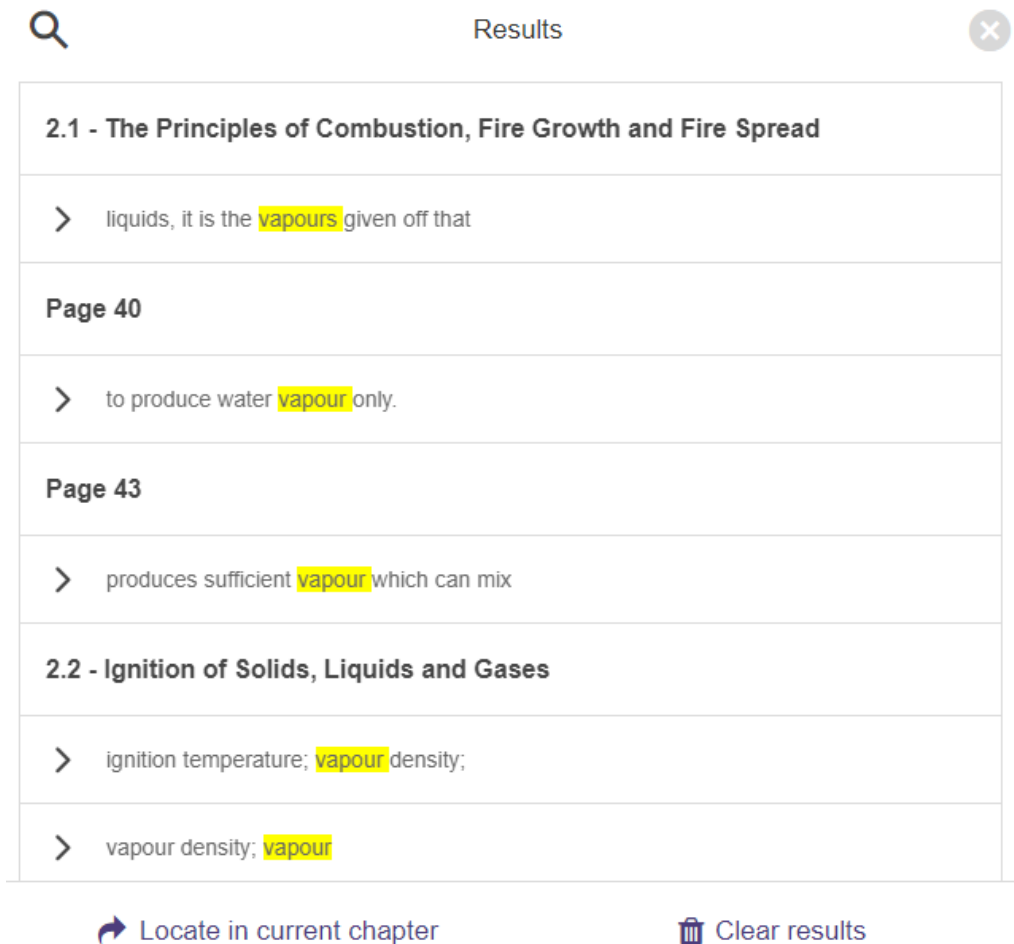
The bottom bar features a range of controls. The chapter button displays the chapter list. The notebook button loads your notebook, which displays all the notes, bookmarks and highlights that you have made.



The search button will let you search for content across the entire book or just in the chapter - note that although it states chapter, it actually searches the current page you are viewing.



Below is what the search results window looks like. Clicking on a result will take you straight to that page. If the page you go to doesn't contain the information you were looking for, you can click the search button and the previous search results will be displayed so you can check another page. You can start a new search by clicking 'clear results'.



The Learning Centre button will load the RRC Learning Centre page in your browser.

Other features

When you select text in your Digital Book, another set of controls will appear in the top right of the app. The controls offer the following features:

- **Wikipedia search:** Will search for a relevant page on Wikipedia. This works best when selecting a definition or specific term.
- **Google search:** Will start a Google search based on the selected text.
- **New note:** Will bring up the note panel so you can add a note related to the text you have selected.
- **Add highlight:** highlights the text with your choice from 5 colour options. Please note that highlights do not currently synchronise between the offline and online versions of the digital book, but notes and bookmarks will.

Appendix: Installing Windows and Mac Apps

Please click on the relevant link below which will download the app to your computer:

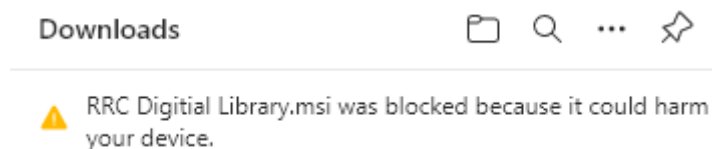
- [Click to download the Windows app.](#)
- [Click to download the Mac app.](#)

Note that if you have a version of MacOS that lets you install iOS apps, you can search the Mac App Store for the app RRC Digital Books and install the iPad app instead.

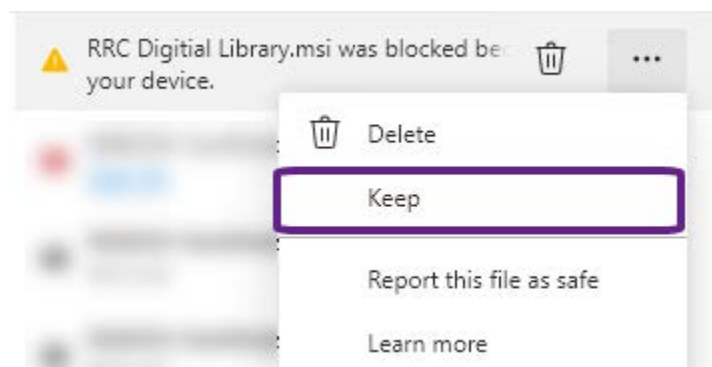
Installing the app requires a few simple steps.

Windows


As the app is an installer, you may get a warning in your browser instead of the app downloading.



You may need to allow the download to proceed. The example above is using Microsoft Edge browser, to download the app you would need to put your mouse over the message and click the 3 dots that appear then choose the option to 'keep' the download.



You will then need to click 'show more' in the notice that appears and then click 'keep anyway'.

 **This app might harm your device**

Microsoft Defender SmartScreen reported that this app is not commonly downloaded; you should only open files you trust.

Name: RRC Digital Library.msi
Publisher: GB, London, RRC International Training and Consultancy Limited, RRC International Training and Consultancy Limited

Show less ^

[Keep anyway](#)

[Report this app as safe](#)

[Learn more](#)

Delete **Cancel**

You can then click the download file to begin the installation. You will get a similar notice when you begin the installation so repeat the above step and choose 'run anyway'.



Windows protected your PC

Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.

Application: RRC Digital Library.msi
Publisher: RRC International Training and Consultancy Limited

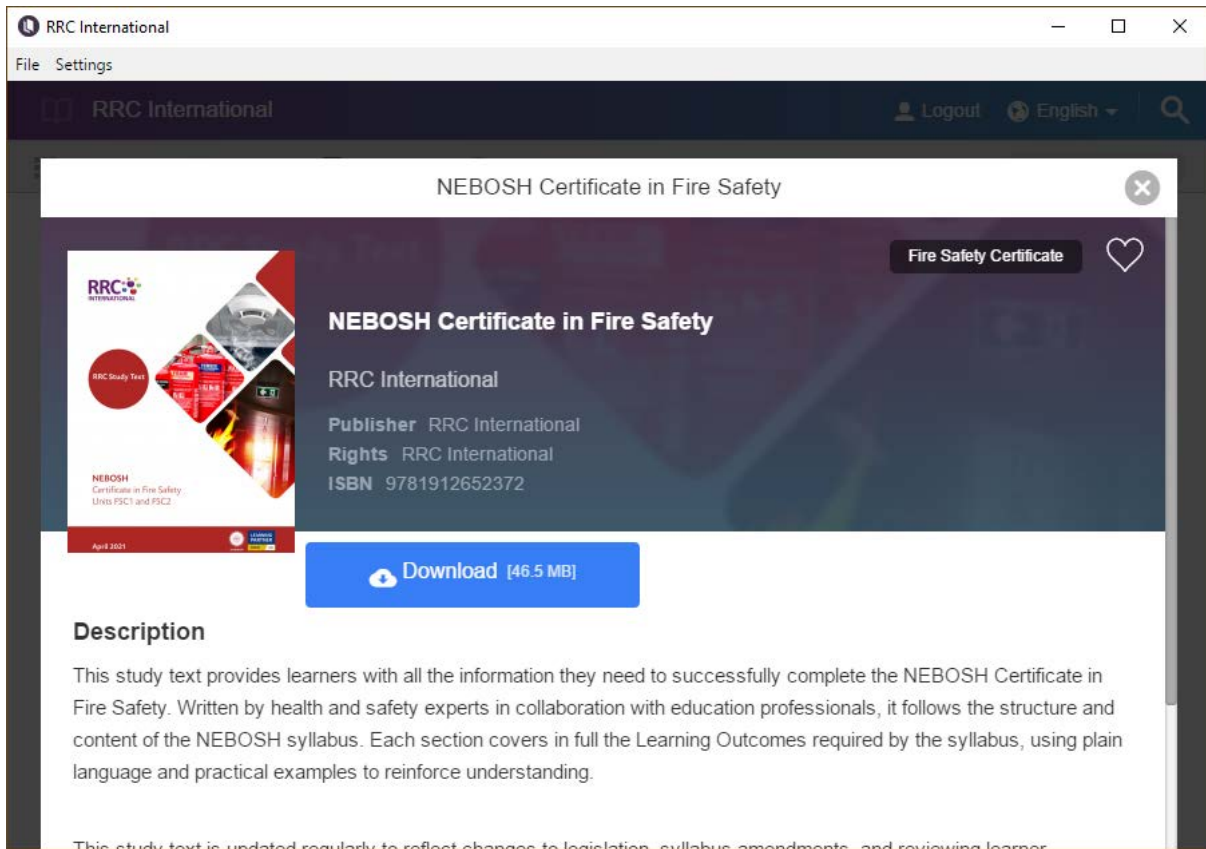
Run anyway **Don't run**

When the installation has completed, a shortcut will be added to your desktop as shown below. Double click it to start the app.



The app will launch and request your login details. You would have received these via email when you accessed the online version of the Digital Book. Check your emails for one from Kotobee with the subject

line 'Your account is active'. Once you enter your email address and password, you will be able to download your book for offline use.



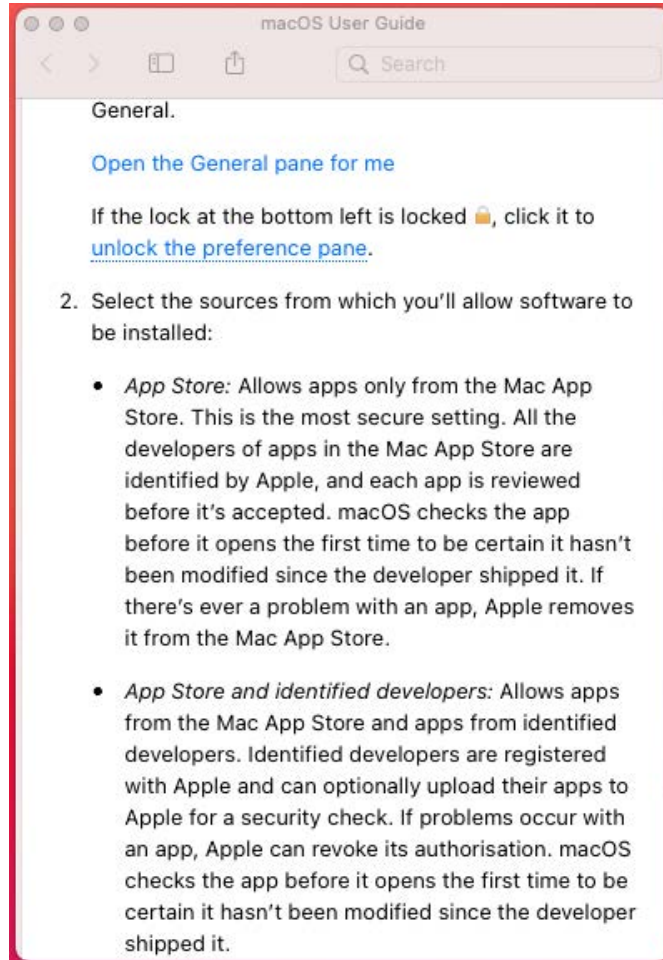
Mac

The Mac app you download is zipped so once downloaded you may need to extract it by double-clicking it, so head to your downloads folder. This will extract the RRC digital books app.

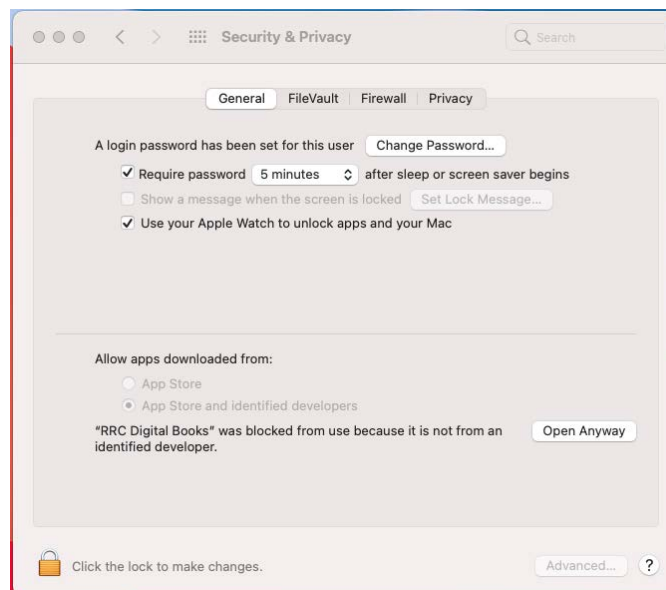
Double click the app icon. You will be presented with a warning dialogue as shown below with no clear way to proceed. Click the question mark at the top of the file to open up the macOS user guide.



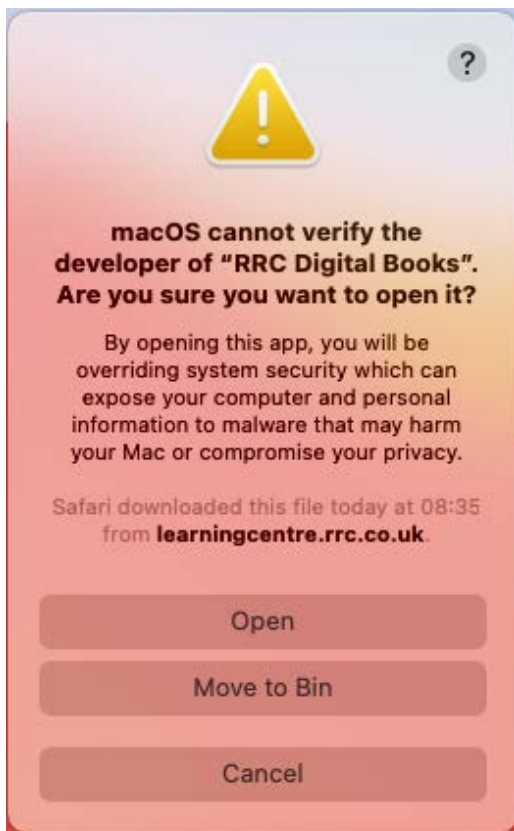
Scroll the page a little and click the text '**Open the General pane for me**'.



This will open up the security settings. Near the bottom of the window there is a message stating that the app was blocked. Click the '**Open Anyway**' button.



There will be one final confirmation dialogue box before the app will be allowed to run. Click '**Open**' to open the app.



The app will now load and you can login to access and download your digital book.

