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# User guide



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# Introduction to ADMIRALTY e-Reader 1.3

ADMIRALTY e-Reader 1.3 is a standalone application that can be used to update and view ADMIRALTY e-Nautical Publications (e-NPs).

# Keeping up to date

To keep your ADMIRALTY e-Reader 1.3 installation up to date, you must regularly update the AENP Catalogue, permit file, AENP editions and AENP Notices to Mariners (NM) updates.

#### **AENP Catalogue**

The AENP catalogue file tells the application when NM updates and new editions are available.

We publish the AENP Catalogue every Thursday. Please update the AENP Catalogue weekly to make sure your AENPs are up to date.

#### **AENP Permits**

A permit file contains the licence keys for the AENPs you have purchased.

New permits are made available when you purchase additional AENPs, or when new editions are published for the AENPs on your licence.

#### **AENP Editions**

AENPs are supplied as edition files. You can download these using ADMIRALTY e-Reader 1.3 or install them from the ADP software or update DVDs.

#### **AENP NM Updates**

We issue NM updates every Thursday. NM updates provide corrections and additions to your AENPs.

# **AENP Scheduling**

#### **New Editions**

We release new editions of ADMIRALTY publications periodically. New editions contain new data and NM updates published for the previous edition. When a new edition of an AENP you own is published, you will be given access to it as part of your licence for no additional cost.

Upon installing the data for a new edition that replaces a book you already have installed; the previous edition will be available for a further month before being removed from your bookshelf.

#### **Expired AENPs**

When an AENP expires, it remains accessible on the bookshelf for a further month. If the AENP is not renewed by your ADMIRALTY Distributor before the end of this additional month it will be removed from your bookshelf.

### Ordering AENPs

To purchase additional AENPs or renew any that are about to expire, contact your ADMIRALTY Distributor.

AENPs are purchased for 12-month subscriptions, except for e-NP314 which is purchased for 24 months. AENPs can be renewed in the last month of their subscription period, or the month following expiry.





# System Requirements

Your PC must meet certain requirements to install and use ADMIRALTY e-Reader 1.3.

# **Operating System**

ADMIRALTY e-Reader 1.3 is only tested on:

Windows 7 (SP1)

And supported on:

- Windows 8.1 (SP1)
- Windows 10

The UKHO does not support ADMIRALTY e-Reader 1.3 on operating systems where Microsoft support has been withdrawn, i.e. Windows XP and Windows 7.

Users should ensure they upgrade to the next supported version.

ADMIRALTY e-Reader 1.3 is not suitable for operation across a network or with non-Windows operating systems such as macOS, or Linux.

Windows virtualisation software may allow ADMIRALTY e-Reader 1.3 to run on an unsupported operating system, but using the application in this way is not supported.

# Recommended Minimum System Requirements

**CPU**: 1GHz or faster 32-bit (x86) or 64-bit (x64) processor.

Memory: 1GB RAM (32-bit) or 2GB RAM (64-bit).

**Display**: DirectX9 graphics device with WDDM 1.0 or higher driver.

Disk space: At least 5GB of available disk space

# Multiple installations

ADMIRALTY e-Reader 1.3 can be installed on up to three PCs under a single AENP licence.

# Windows permission settings

ADMIRALTY e-Reader 1.3 can only be installed on a Windows user account with administrator access.

Once installed, ADMIRALTY e-Reader 1.3 can be run on a Windows user account without administrator access

# Network permissions

If using the internet communication method, ADMIRALTY e-Reader 1.3 requires access to the following.

ADMIRALTY e-Reader 1.3 connects to enavigator.ukho.gov.uk via https (port 443).

If you encounter any problems when using the internet communication method, provide these details to your IT department.





# Installing

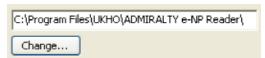
This guide will take you through the process of installing ADMIRALTY e-Reader 1.3.

The ADMIRALTY e-Reader 1.3 installer can now only be downloaded from the UKHO FSS Site at URL: <a href="https://fss.admiralty.co.uk/">https://fss.admiralty.co.uk/</a>.

Only e-Reader 1.4 can be found on the ADP Update and Software DVD.

- When on the FSS Site, search for "Reader" Download the e- NP Reader Software v1.3.zip file, then unzip the Folder, double click on the file e-NP\_Reader\_1.3.exe.
- 2. The ADMIRALTY e-NP Reader Setup window will be shown. Click Install.
- 3. Click Next.
- The Licence Agreement window will be shown.
- Read the licence agreement and click
   I accept the terms in the Licence
   Agreement if you are happy to proceed.
- 6. Click Next to continue.

The next screen will allow you to change the installation location if required.



- Click **Next** when you are happy with the installation location.
- 8. Click Install to begin installation.

When the installer has finished, a window stating that the installation has completed will be shown.

- 9. Click Finish.
- **10.** The **ADMIRALTY e-NP Reader Setup** window will show that the setup has been successful. Click **Close**.

11. ADMIRALTY e-Reader 1.3 has now been installed and is ready for activation. The following icon will be added to your desktop:



Note: Some systems will require you to restart your PC to complete the installation.





# Activating

This guide will take you through the steps to activate ADMIRALTY e-Reader 1.3.

You will need Login and Password details for your e-NP User licence to activate ADMIRALTY e- Reader 1.3. Your ADMIRALTY Distributor will supply these.

# Activating via the internet

 Double-click the e-NP Reader 1.3 icon on the desktop.



This will open ADMIRALTY e-Reader 1.3 on the **Tools** page.

The Activation tile will show Activation Not started.



Click the Maximise button in the top-right of the Activation tile to open the Activation Status panel.



- 4. Click Next.
- Click Internet to select it.
- 6. Click Next.
- Enter the Login and Password supplied by your ADMIRALTY Distributor.
- When you have entered your details, click Next to continue.
- 9. Click Activate.

Your activation request will be processed.

When the activation process has completed, an **Activation Successful** message will be shown.

- 10. Click Finish.
- The Activation tile will now show Activation Complete.







# Activating via email

Double-click the ADMIRALTY e-Reader 1.3 icon on the desktop.



This will open ADMIRALTY e-Reader 1.3 on the Tools page.

The Activation tile will show Activation Not started.



Click the Maximise button in the top-right of the Activation tile to open the Activation Status panel.



- 4. Click Next.
- 5. Click Media to select it.
- 6. Click Next.
- Enter the Login and Password supplied by your ADMIRALTY Distributor.
- Click Browse to open the Browse For Folder window and navigate to where you would like to save the activation request file.
- 9. Click Save.

The activation request file will be saved to the PC.

- **10.** Follow the onscreen instructions to email the activation request to the UKHO.
- When the activation request file has been emailed, click Finish.

The **Activation** tile on the home screen will show **Activation Requested**.



- When a response from the UKHO has been received, save the file onto the PC where ADMIRALTY e-Reader 1.3 is installed.
- Click the Maximise button in the top-right of the Activation tile to open the Activation Status panel.



- 14. Click Browse to open the Browse For Folder window and navigate to folder containing the response file.
- 15. Click Load.

When the activation process has completed, an **Activation Successful** message will be shown.

16. Click Finish.

The **Tools** page will now show **Activation Complete**.







# Updating the AENP Catalogue, Permits and NM Updates

This guide will take you through the steps for updating the e-NP Catalogue, Permits and NM updates in ADMIRALTY e-Reader 1.3.

When storing the weekly update files in a location, please ensure that only one .enp and .permit file is present in the chosen storage location to avoid any confusion when then applying the file to the e-Reader.

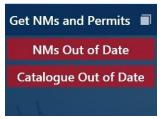
# Updating the AENP Catalogue, Permits and NM updates from a Weekly Update File

For all .enp and .permits files received within the Weekly Update emails, simple upload them to the e- Reader using the **Media** option.

# Updating the AENP Catalogue, Permits and NM updates by internet

 Click **Tools** on the right-hand menu to bring up the Tools page.

When NMs and catalogues are required, the **Get NMs and Permits** tile will show **Out of Date** for each.



The Get NMs and Permits tile will not show when new permits are available.

Click the Maximise button in the top-right of the Get NMs and Permits tile to open the Get NMs and Permits panel.



- Click Next.
- Click Internet to select it.
- 5. Click Next.
- Click Request to download e-NP Catalogues, Permits and NM updates.

When the request has been processed a Successfully updated the AMDIRALTY e-NP Reader message will be shown.

Click Finish.

The **Get NMs and Permits** tile will show **Up to Date** for NMs and Catalogue.



Your AENP Catalogue, Permits and NM updates are now up to date.





# Updating the AENP Catalogue, Permits and NM updates by email

 Click **Tools** on the right-hand menu to bring up the Tools page.

When NMs and catalogues are required, the **Get NMs and Permits** tile will show **Out of Date** for each.



The Get NMs and Permits tile will not show when new permits are available.

Click the Maximise button in the top-right of the Get NMs and Permits tile to open the Get NMs and Permits panel.



- Click Next.
- 4. Click Email to select it.
- 5. Click Next.
- 6. Click Request.
- Click Next.
- Click Browse to open the Browse For Folder window and navigate to where you would like to save the activation request file.

Note: Please ensure that only one .enp and .permit file is present in the chosen storage location to avoid any confusion when then applying the file to the e-Reader.

9. Click Save.

The update request will be saved to the chosen location.

Follow the onscreen instructions to email the activation request to the UKHO. 11. When the activation request file has been emailed, click **Minimise** to return to the Tools page.



The Get NMs and Permits tile will show **NMs Update Requested**.



- 12. When a response from the UKHO has been received, save the file onto the PC where ADMIRALTY e-Reader 1.3 is installed.
- 13. Click the Maximise button in the top-right of the Get NMs and Permits tile to open the Get NMs and Permits panel.
- 14. Click Browse to open the Browse For Folder window and navigate to the folder containing the response file.
- 15. Click Load.

When the response has been processed a Successfully updated the ADMIRALTY e-NP Reader message will be shown.

16. Click Finish.

The **Get NMs and Permits** tile will show **Up to Date** for NMs and Catalogue.



Your AENP Catalogue, Permits and NM updates are now up to date.





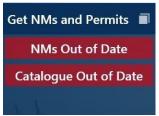
# Updating the AENP Catalogue and NM updates from the ADP Software and Update DVD (Media option)

The AENP Catalogue and NM updates are loaded from the DVD in a single process. Permits will need to be obtained separately using the internet or email communication method.

Note: For all .enp and .permits files received within the Weekly Update emails, simple upload them to the e-Reader using the Media option.

1. Click **Tools** on the right-hand menu to bring up the Tools page.

When NMs and catalogues are required, the **Get NMs and Permits** tile will show **Out of Date** for each.



The Get NMs and Permits tile will not show when new permits are available.

Click the Maximise button in the top-right of the Get NMs and Permits tile to open the Get NMs and Per



- Click Next.
- 4. Click Media to select it.
- 5. Click Next.
- Click Browse to bring up the Browse For Folder window.
- 7. Navigate to the DVD location and click **OK**.
- Click Load to install the AENP Catalogue and NM Updates.

When the AENP Catalogue and NM updates have been installed, a message will be shown.

Your AENP Catalogue and NM Updates are now up to date to the week shown on the DVD.

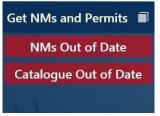
# Updating AENP Catalogue and Permits from Removable drive (Media option)

The e-NP Catalogue and permits can be loaded from a Removable drive in a single process. NM updates will need to be obtained separately using the internet or email communication method.

Note: For all .enp and .permits files received within the Weekly Update emails, simple upload them to the e-Reader using the Media option.

Please ensure that only one .enp and .permit file is present in the chosen storage location to avoid any confusion when then applying the file to the e-Reader.

- If the permits and catalogue files are saved on a USB drive, insert it into the PC where ADMIRALTY e-Reader 1.3 is installed.
- Click **Tools** on the right-hand menu to bring up the Tools page.
- When NMs and catalogues are required, the Get NMs and Permits tile will show Out of Date for each.



- 4. The Get NMs and Permits tile will not show when new permits are available.
- Click the Maximise button in the top-right of the Get NMs and Permits tile to open the Get NMs and Permits pane.



6. Click Next.





- 7. Click Media to select it.
- 8. Click Next.
- Click Browse to bring up the Browse For Folder window.
- **10.** Navigate to the location where the files have been saved and click **OK**.
- **11.** Click **Load** to install the e-NP Catalogue and Permits.

When the catalogue and permits have been installed, a message will be shown.

The Get NMs and Permits tile will show the catalogue as up to date. If NM updates are required, these will need to be obtained using the Internet or email communication method.





# **Installing AENP Editions**

This guide will take you through the steps for installing AENP Editions in ADMIRALTY e-Reader 1.3.

# Installing AENP Editions from the internet

Installing AENP Editions via the internet will require an internet connection on the PC where ADMIRALTY e- Reader 1.3 is installed.

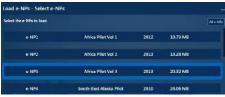
- Click **Tools** on the right-hand menu to bring up the Tools page.
- 2. The Load e-NPs tile will show Out of Date.



Click the **Maximise** button in the top-right of the Load e-NPs tile to open the Activation Status panel.



- 4. Click Next.
- Click Internet to select it.
- 6. Click Next.
- 7. The next page allows you to select which AENP Editions to load. AENP Editions you are licenced to view that are not installed will be selected by default. The selection can be modified by selecting and deselecting individual AENP Editions.



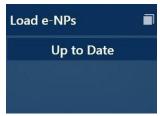
- Clicking All e-NPs will select all AENP Editions for installation.
- When you are happy with the selection, click Next to continue.
- 10. Click Load e-NPs.

**11.** A dialogue box will be shown. Click **OK** to confirm you are happy to continue.



When the selected AENP Editions have been installed, the message **Successfully loaded eNPs** will be shown. The installed AENP Editions will be shown on screen.

The Load e-NPs tile will show Up to Date.



Installed e-NP Editions may require NM updates.





# Installing AENP Editions from DVD

AENP editions are supplied weekly on the ADP Software and Update DVD.

- Click **Tools** on the right-hand menu to bring up the Tools page.
- 2. The Load e-NPs tile will show Out of Date.



Click the **Maximise** button in the top-right of the Load e-NPs tile to open the Activation Status panel.



- 4. Click Next.
- Click Media to select it.
- 6. Click Next.
- 7. The next page allows you to select which AENP Editions to load. AENP Editions you are licenced to view that are not installed will be selected by default. The selection can be modified by selecting and deselecting individual AENP Editions.



- Clicking All e-NPs will select all AENP Editions for installation.
- When you are happy with the selection, click Next to continue.

- **10.** Click **Browse** to bring up the Browse For Folder window.
- 11. Navigate to the DVD location and click **OK**.

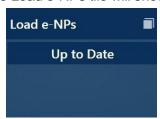


Click Load to install the selected AENP Editions.

When the selected AENP Editions have been installed, the message Successfully loaded eNPs will be shown. The installed AENP Editions will be shown on screen.

13. Click Finish.

The Load e-NPs tile will show Up to Date.



Installed e-NP Editions may require NM updates.



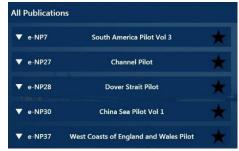


# Using the Book Shelf

ADMIRALTY e-Reader 1.3 contains many features to help you use and search your publications.

# Opening an AENP

- 1. Click Book Shelf.
- Click on the required AENP from the list to open it.



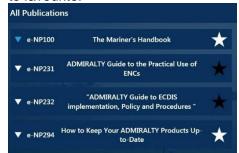
The selected AENP will open on the View Book page.

# Adding an AENP as a Favourite

- 1. Click Book Shelf.
- Click the **Maximise** button on the All Publications tile.



Click the Star icon next to the AENP you want to favourite.



Favourites will be shown in the Favourites tile on the Book Shelf homepage.



# Opening Recently used AENPs

A list of all recently opened AENPs can be found on the Book Shelf home page.

- 1. Click Book Shelf.
- 2. Click the **Maximise** button on the Recent tile.



3. Click on the recent AENP you wish to open.





# Using the View Book Screen

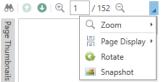
The View Book screen allows you to view AENPs

and any NM updates or addendums applied to them.

#### View Book Toolbar

Screen resolution can affect what options are shown on the tool bar.





To view what options are not shown click the down arrow shown on the far right.

### Page Up/Page Down



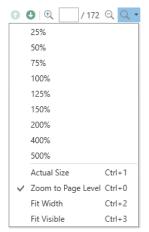
Allows you to navigate up or down a single page.

# Goto page

1 / 152

Displays the current page number and allows you to manually enter a page number which will change the view accordingly.

#### Zoom Level



Allows you to select from a set of pre-set zoom levels to increase or decrease the scale of the page shown.

#### Zoom In



Zoom in to get a closer view.

#### **Zoom Out**



Zoom out to see more of the page at a reduced size.

### Page Display Style



Allows you to choose single page view or doublepage side-by-side view, with or without scrolling.

#### Rotate



Rotate the currently viewed page 90° clockwise from its current position.

### **Snapshot Page**



Allows you to create a single-page excerpt of the book that can be saved or printed. Also contains separate pages for NMs and Addendums applied to the selected page.

#### Search Book



Opens the search panel:



This allows you to enter a word(s) to search for within the contents of the book.

#### Close

Close closes the search panel

#### **Previous/Next**

The Previous and Next options search the entire book for the word(s) entered in the Search field.

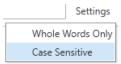
Previous looks for all entries before the current page, while Next looks for all entries after the current page.





#### **Settings**

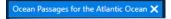
This allows you to select whole word search and case-sensitive options.



# Switching between and closing AENPs

### Closing an AENP

You can close an open AENP by clicking on the **X** icon on the book title at the top of the e-Reader screen.



### Switching between open AENPs

You can switch between multiple open AENPs by clicking on the **book title** at the top of the e-Reader screen.



# **Snapshot Function**

When viewing a Book, click the Snapshot Page Icon.

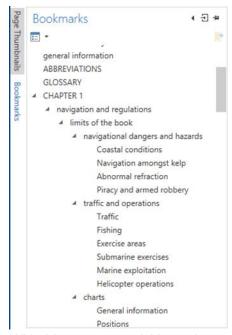


A preview of the page shown will be saved to a temporary location and opened in your default PDF viewer.

The snapshot can be saved to another location or printed from your PDF software.

#### **Bookmarks Panel**

The Bookmarks panel is shown on the left-hand side of the screen. It can be expanded or hidden by clicking on the 'Bookmarks' tab on the left-hand side.



With this, you can quickly navigate to different sections of the AENP.

- To jump to a section of the AENP, click on the chapter you want to view, and the book view will change to the appropriate page.
- Chapters with an arrow next to them can be expanded into sub-sections by clicking on the arrow.



### Thumbnails Panel

Clicking on the **Page Thumbnails** tab opens up the Thumbnails panel. This gives a graphical overview of the contents of each page.



Clicking on a thumbnail navigates to that page.

There is a zoom control for the thumbnails to make them larger or smaller within the thumbnails panel.

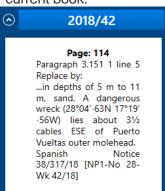






# **NM Panel**

The NM panel displays all NMs applied to the current book.



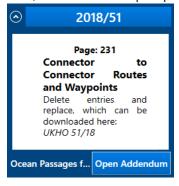
Clicking on the title of an NM will change the view to the page it affects.

#### **⊙** 2018/42

When an NM is selected, both the NM box, and the page against which the NM is applied will be outlined with a red box.



Addendums are listed at the bottom of an NM box and can be accessed by clicking on the Addendum box. Addendums will open in a new tab, outside of the open publication.







#### Generating an AENP Certificate

ADMIRALTY e-Reader 1.3 can be used to generate an AENP Certificate that can be viewed, saved or printed.

The AENP Certificate allows users to demonstrate that they are a valid AENP user to inspectors. It also provides details about subscribed AENPs and how up to date they are.

- 1. Click Tools.
- 2. Click the **Maximise** button on the Certificate tile.
- 3. Click Generate.

Three options will be shown:

- Print will send a copy of the certificate to be printed if a printer is connected to the PC.
- Save will allow you save a PDF version of the certificate.
- View- will allow you to view the certificate.
- When a certificate has been generated, click Finish to return to the Tools page.



# **User Settings**

This guide will take you through the configurable user settings in ADMIRALTY e-Reader 1.3.

# Opening the User Settings page

All configurable user settings can be accessed through the **User Setting – View Info** page.

- 5. Click **Tools** to show the Tools page.
- Click Maximise on the User Settings tile.
- 7. The User Settings View Info page will show.

#### **User Information**

The User Settings page shows information that your ADMIRALTY Distributor may require if you experience any issues with ADMIRALTY e-Reader 1.3 or your AENP licence.

#### e-Reader User Permit

If your ADMIRALTY Distributor requests the User Permit Number (UPN) for your ADMIRALTY e-Reader 1.3 installation, click the **Copy UPN** button.

#### Copy UPN

The UPN will be added to your clipboard and can be pasted into an email using the Windows 'Paste' function.

# **Open Logs**

The **Open Logs** button opens the location of the log file. This may be required by your ADMIRALTY Distributor if you encounter any problems.

 Click Open Logs. The folder containing the log file will be shown.

#### Open Logs

2. The **log.txt** file can be attached to an email and sent to your ADMIRALTY Distributor.





# Uninstalling

This guide will take to you through the processes for backing up your AENP data and uninstalling ADMIRALTY e-Reader 1.3.

# Backing up AENP data

AENP data files can be backed-up by copying the following directory into a back-up location, for example a USB stick.

ProgramData\UKHO\Dpf\filestore

This directory and its files can be copied over to replace the respective directories of another (or the same) installation of an e-Reader to restore the data.

# Uninstalling

- Navigate to the 'Programs and Features' menu on the PC where e-Reader 1.3 is installed.
- Select 'ADMIRALTY e-NP Reader' from the list of programs and click Uninstall.
- 3. A Setup window will be shown. Click Uninstall.

Windows will complete the uninstallation process. When this is complete, a message will be shown to stating that ADMIRALTY e-NP Reader has been uninstalled successfully.

4. Click Close.

# Removing all remaining files

Some files will remain on the PC following uninstallation.

- To remove them, insert the ADP Software and Update DVD into your PC and navigate to the ADMIRALTY e-NP Reader 1.3 folder.
- 2. Double-click the file Remove e-NP Reader Files.bat.

A process will run and any remaining files will be deleted.

When the process is finished, you will receive a message advising you that the removal process has completed successfully.

3. Press any key to close the window.

ADMIRALTY e-Reader 1.3 has now been completely uninstalled.





#### About us

The UK Hydrographic Office is a global centre for hydrographic understanding, delivering data and expertise to support safe, secure and thriving oceans.

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We deliver quality innovative maritime navigation solutions through our ADMIRALTY products and services, which are relied upon by over 90% of large ships trading internationally to support safety, efficiency and compliance.

For more information, contact our global network of ADMIRALTY Distributors. Alternatively, contact our customer service team.