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Liguori eBulletins Help and "How To"

Liguori eBulletins, (formerly Bulletins on CD) are now digitally delivered in *Flipbook* format.

Below are the basics on how to use the features and tools for your eBulletins "Flipbooks".

Liguori eBulletins Toolbar Tools and Icons

(From left to right)

Preview All Pages
Clicking on this icon displays a graphic menu of all of the pages within the flipbook. Select an image to go to that page.

View all links in this Publication
Clicking on this icon will display all of the hyperlinks within the pages. This comes in handy when you are sharing the file through your e-mail, on your website, or in social media.

View the Table of Contents
Clicking on this Icon displays a textual table of contents listing all of the dates included in the flipbook. This allows you to quickly and easily find what you're looking for.

Sharing Icon
There are four ways to share your flipbooks with the widgets in this icon. Click on the "splash" to display a drop-down menu. Clicking on the icons from right to left:

1. **Email This Page To A Friend:** This feature allows you to send the flipbook via e-mail, including a personal message. Please note, this is only for one e-mail at a time.
2. **Share This On Facebook**: Allows you to share a link on Facebook. You must have a Facebook account to use this feature.
3. **Share this on twitter:** Allows you to tweet with a link on Twitter. You must have a Twitter account to use this feature.
4. **Social Bookmark This Page:** Choose from hundreds of social media and sharing options through this widget--including Yahoo and Google. A built in search feature allows you to quickly locate your preferred social media or platform. There is also a group e-mail sharing feature where you can add multiple addresses and send your flipbook content.

Flip To The Cover
Click the icon to go to the cover or the first page of the flipbook.

Flip to the Previous Page

Flip to the Next Page

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Search Icon

Click this icon to launch a search bar where you can search the content within the flipbook. Search results display related keywords within the text.

Print Icon

Clicking on this icon launches a drop-down graphic menu of all of the pages in the flipbook. Select the pages you want to print and then click the printer icon in the upper right corner of the screen. (You can also enter the page number you'd like to print in the field next to the printer icon.) This will launch the printer window native to your browser.

PDF

This feature allows you to save your entire flipbook or individual pages as a PDF. There are two widgets in the drop-down menu. From left to right:

1. Download Individual Pages
2. Download Entire PDF

Crop and Save Tool

When you click on this tool, you'll be prompted to select an area to crop with your mouse. The screen will have a transparent gray overlay. Click and drag to select the area that you want to crop. The area that you have highlighted will no longer have the gray overlay. At the bottom of the area that you have selected to crop, you'll see 2 tool icons. The icon on the left, which looks like a printer will allow you to print your selection. The icon on the right, which looks like a floppy disk will allow you to save the item to your computer. Click the "save" icon, and you will see a message which says "Cropping, please wait." Once this is complete, the file will be available on your computer. The name of the file will be crop.jpg. You can rename and resize the file as you need.

Toggle Full Screen

Allows you to view your flipbook outside of your browser window.

Help tool

Find information on how to use your flipbooks.

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1) Select the PDF document that you want to convert to a JPG. Click on "Choose a PDF File" and select the PDF file that you want to convert from the folder on your desktop or laptop computer.
2) From the drop down menu, select the JPG quality. Select "Excellent - 300 DPI Rich Illustrations, High Quality".
3) Click "Convert to JPG". The file will begin processing and a new screen will launch once the conversion is complete.
4) Under the heading "JPG Pictures" click on "View Download" Your JPG file will now be downloaded to your desktop.

Your JPG file can now be used in your bulletin publishing program including Microsoft Word, and Microsoft Publisher.

If you need further assistance, please send an e-mail to liguori@liguori.org, or call 1-800-325-9521. Please let us know the nature of the issue that you are having. It's helpful to know:

- What program or software that you are using to create your bulletin; (such as Microsoft Word, or Microsoft Publisher)
- What version of the program or software that you are using;
- What is your operating system and what version (PC or Mac)

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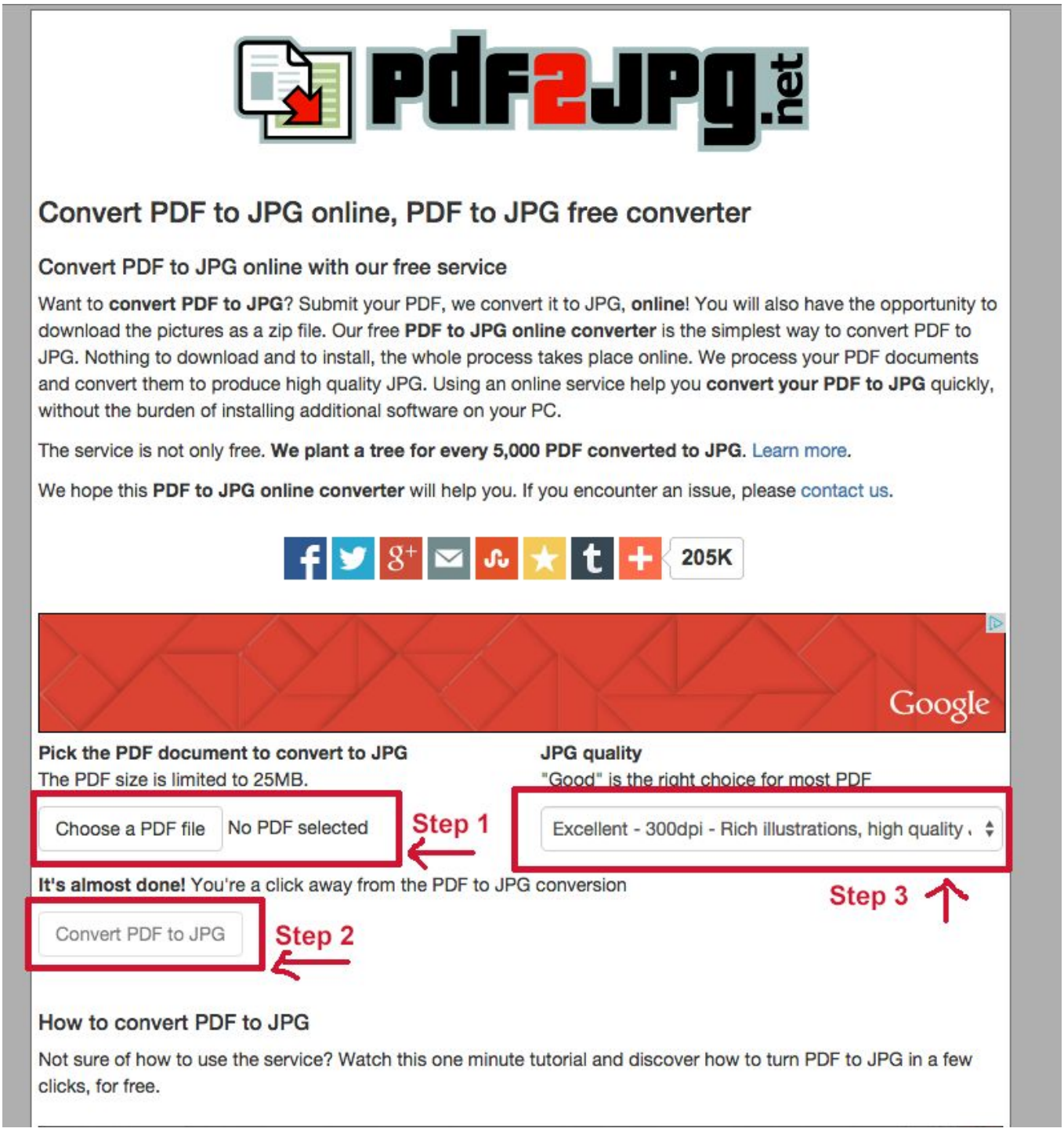

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