



Heyzine

A guide to
using
Heyzine



Contents

[Opening Heyzine](#)

[Uploading a PDF](#)

[A quick guide to editing a flipbook](#)

[Adding or editing the title/document name](#)

[Page effect](#)

[Logo](#)

[Controls](#)

[Pagination bar](#)

[Saving](#)

[Sharing a flipbook](#)

[Sharing a link](#)

[Sharing a linked picture](#)

[Sharing a QR code](#)

[Accessing a flipbook from the dashboard](#)

[Why tag a flipbook?](#)

[Tagging a flipbook](#)

Extras

[Another way to upload pdfs](#)

[Changing the background](#)

[Page turning prompts](#)

[Replace pdf](#)

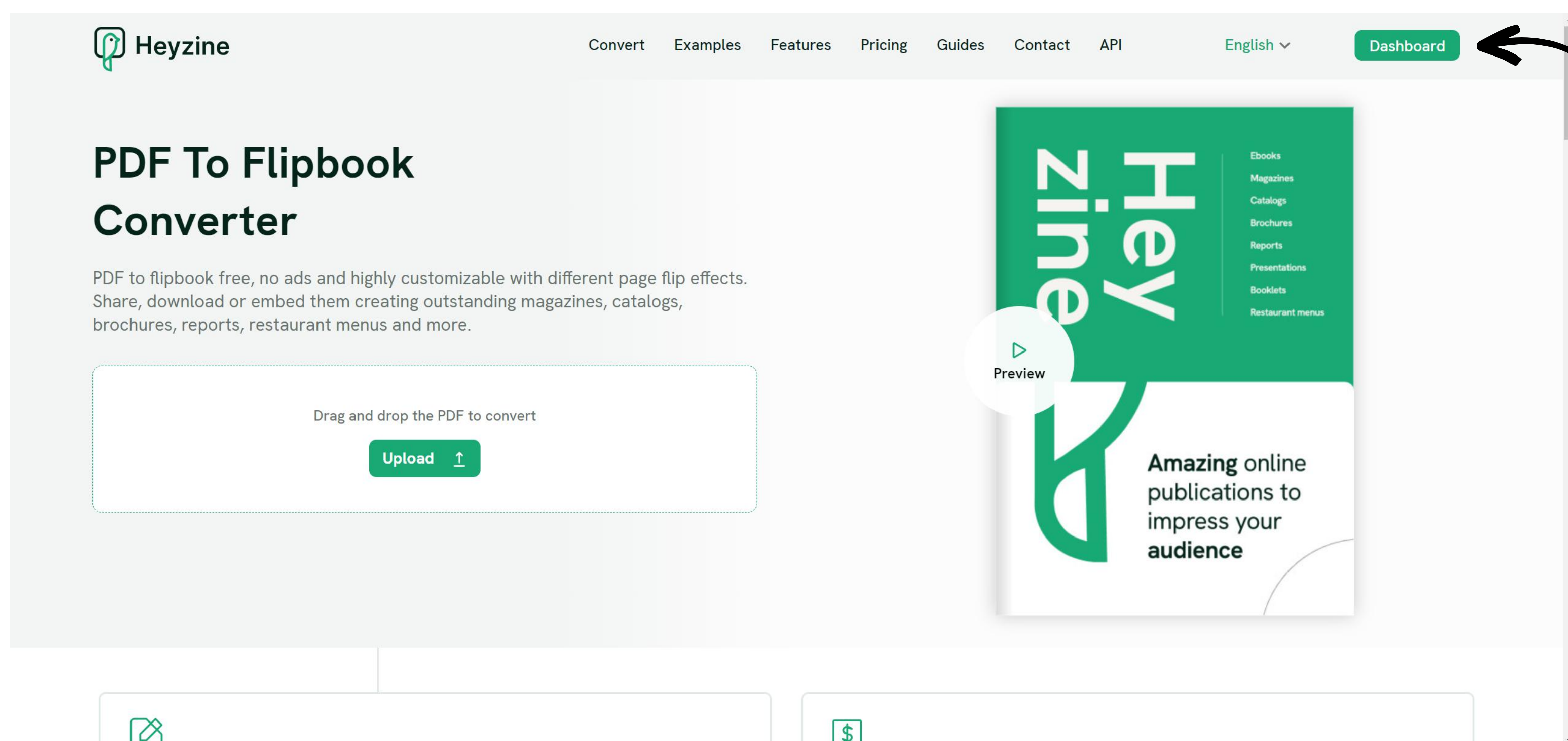
[Adding links in Heyzine](#)

[Sharing to the flipbook as an iframe \(reading flipbook within the webpage\)](#)

Opening Heyzine

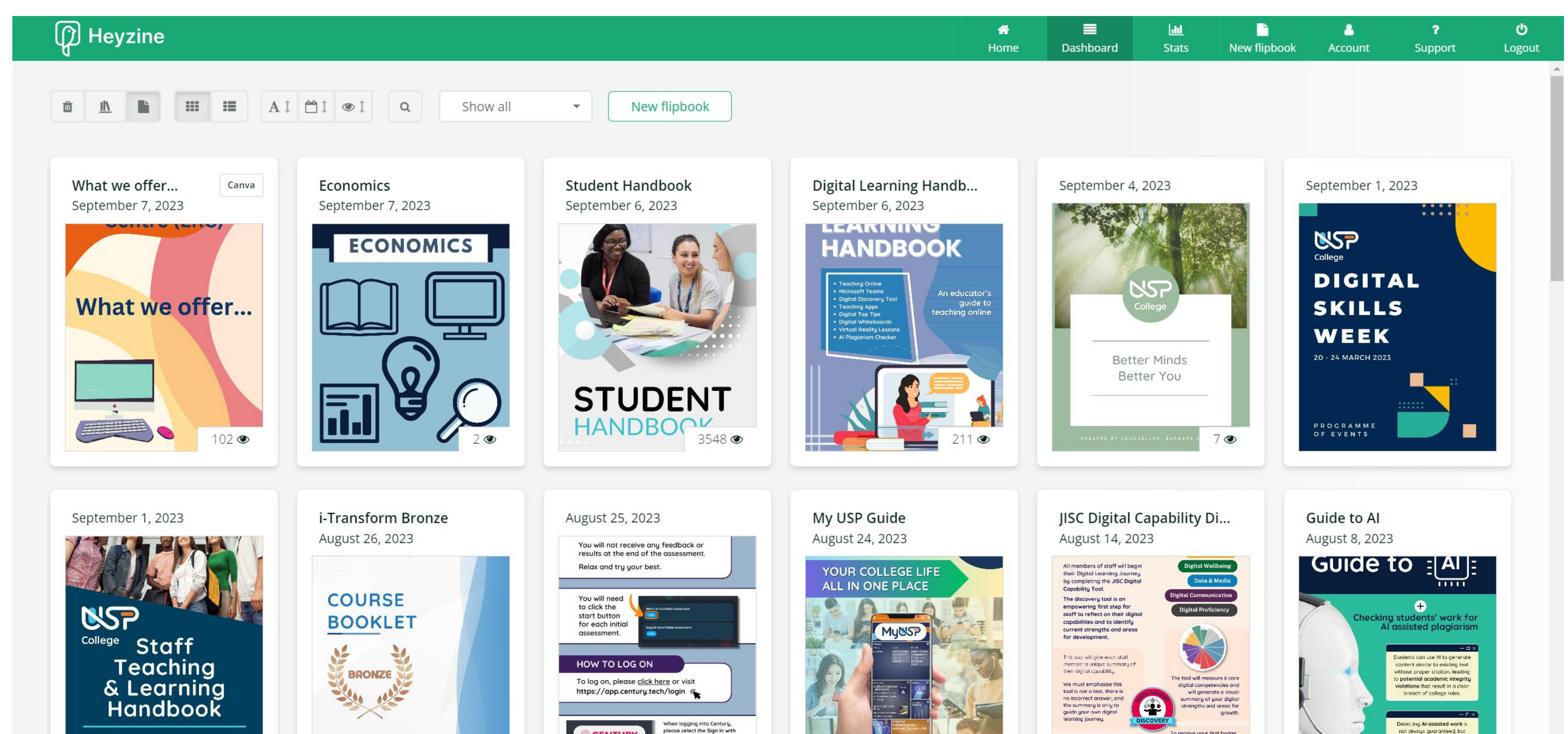
After logging into Heyzine, you will be greeted to one of two screens. You will need to go to the dashboard to add and edit flipbooks. If you start on the home page, click the 'dashboard' icon in the top right of the screen

Home screen



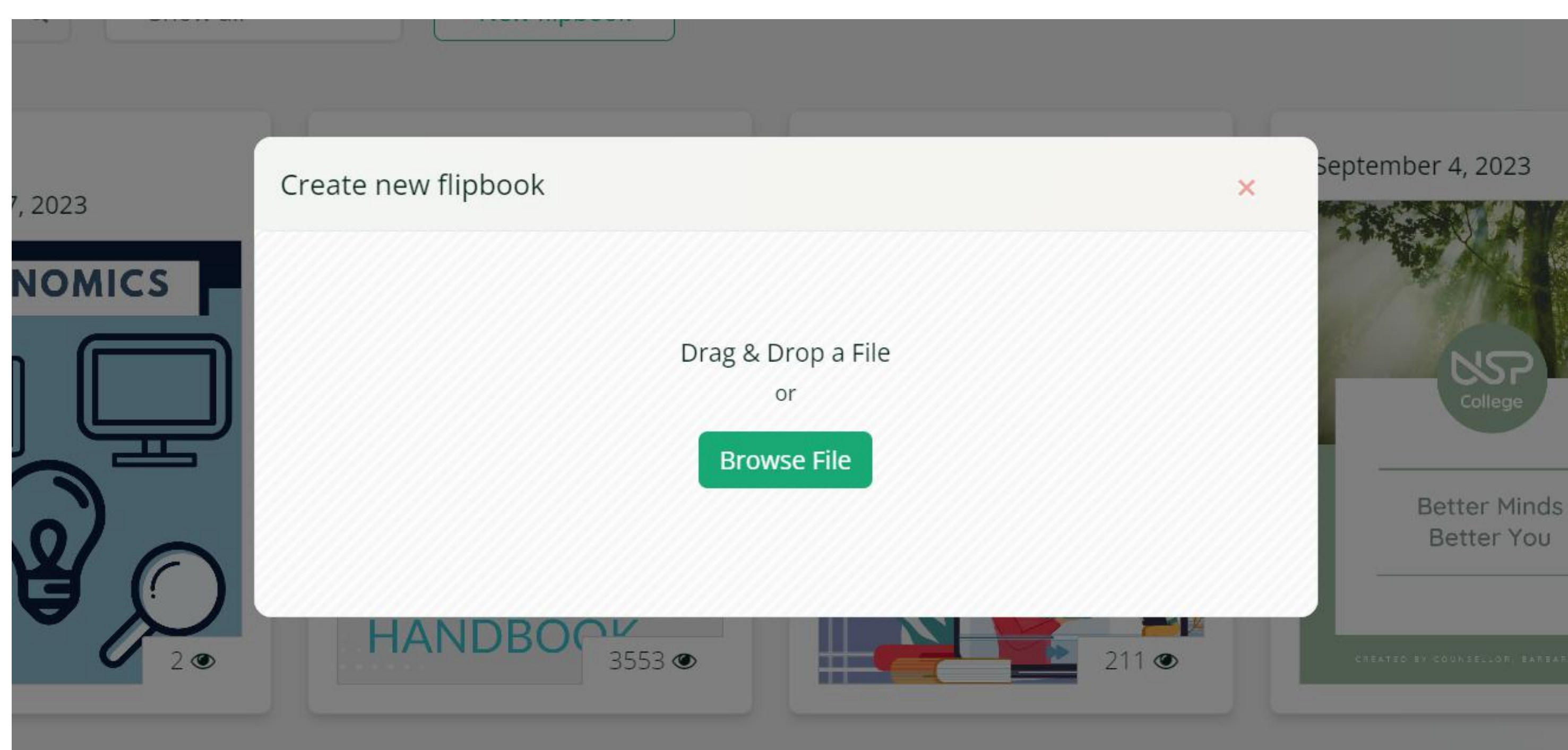
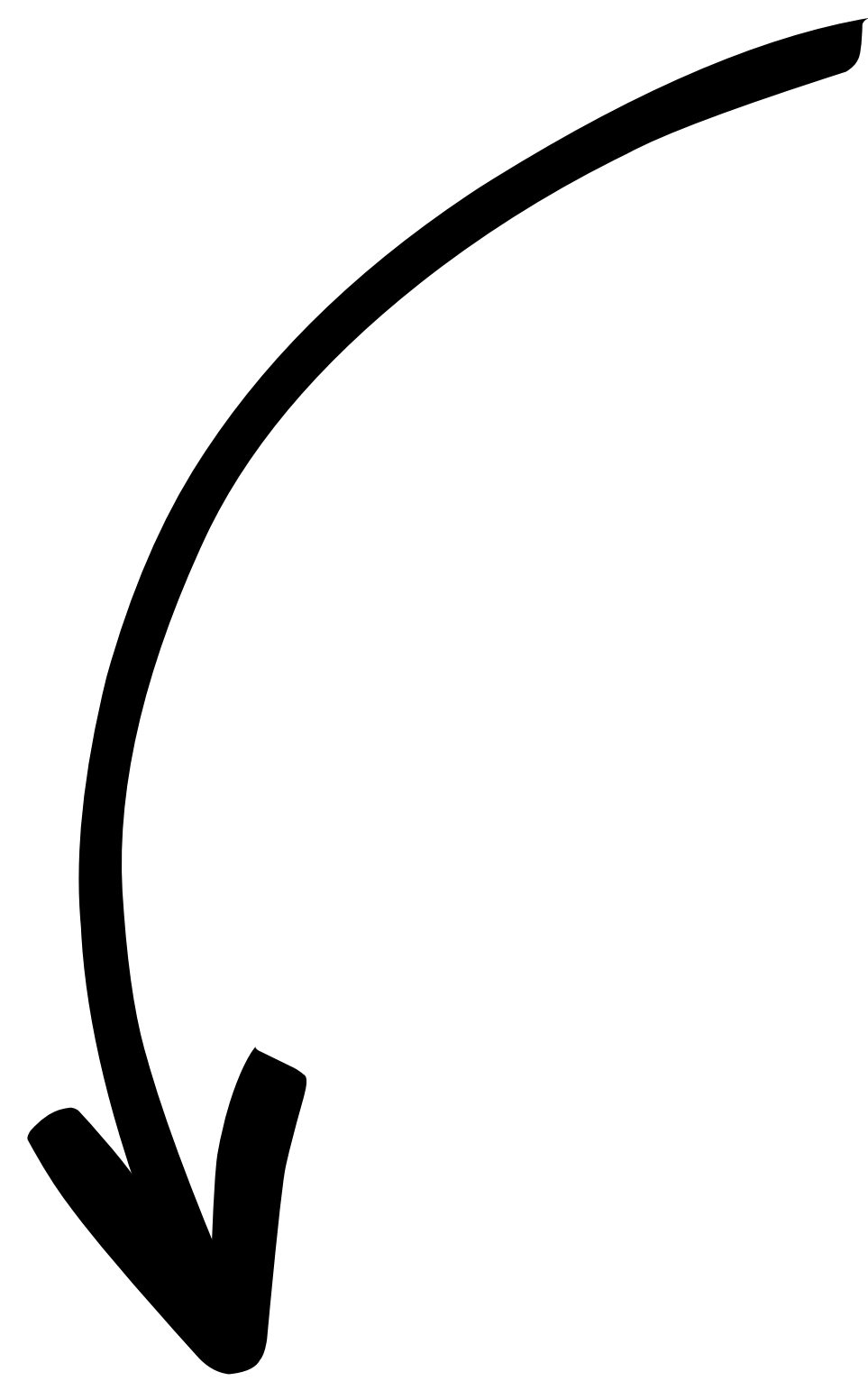
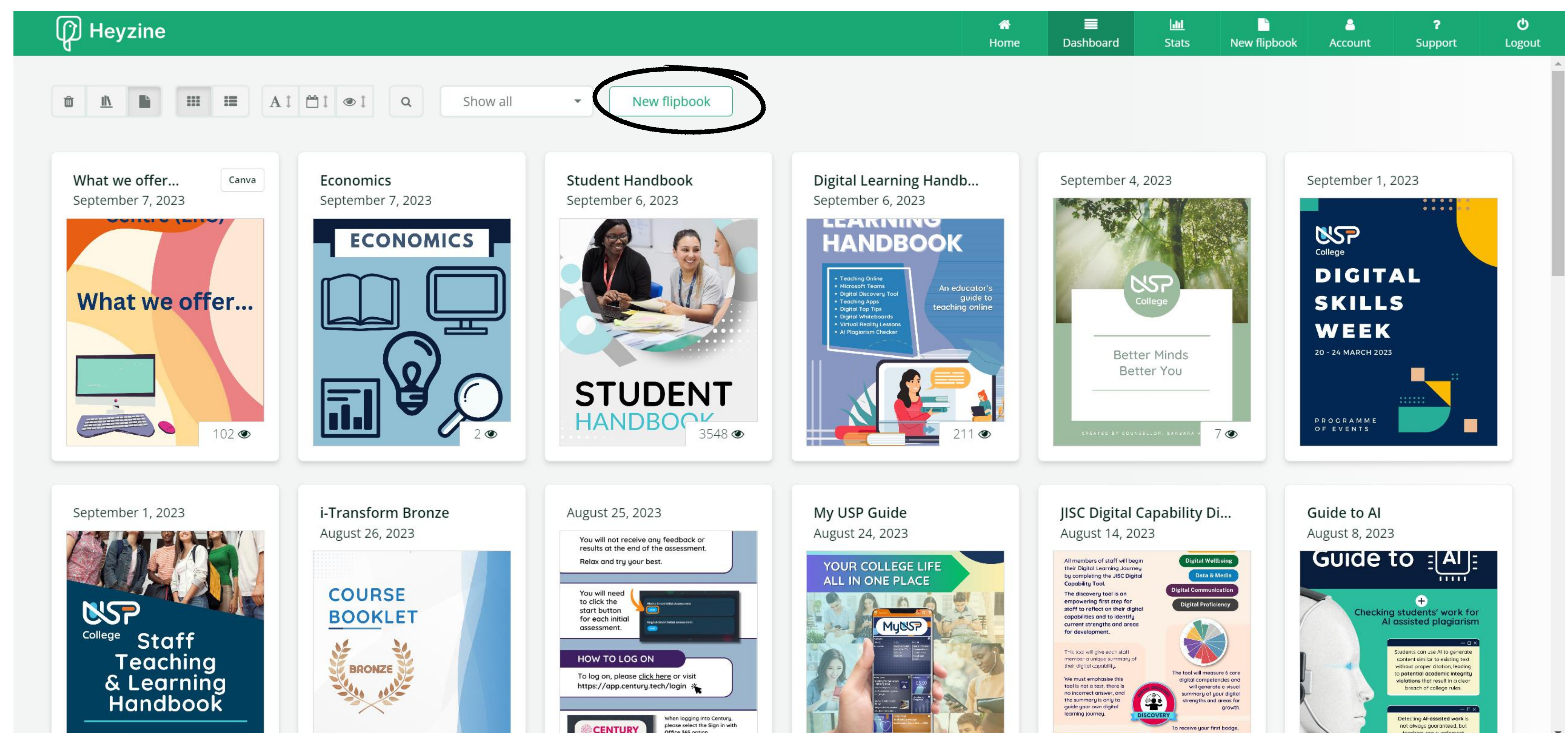
Click here to go to the dashboard

Dashboard

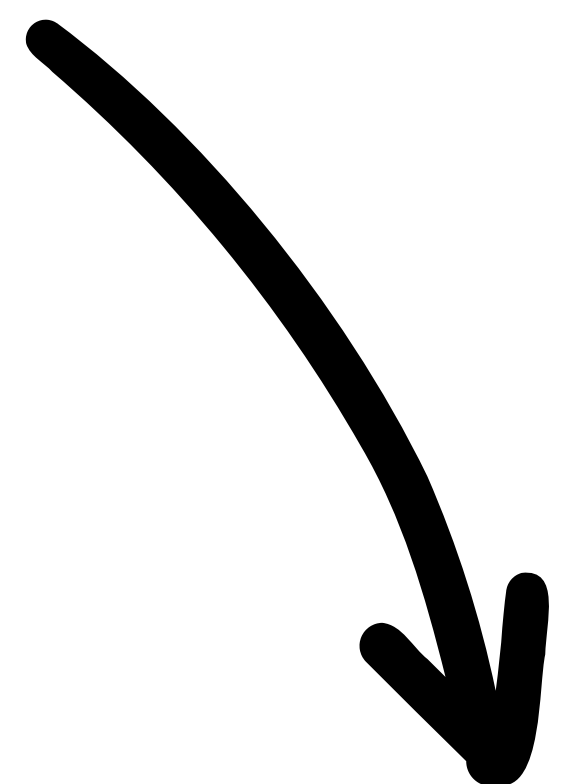


Uploading a PDF

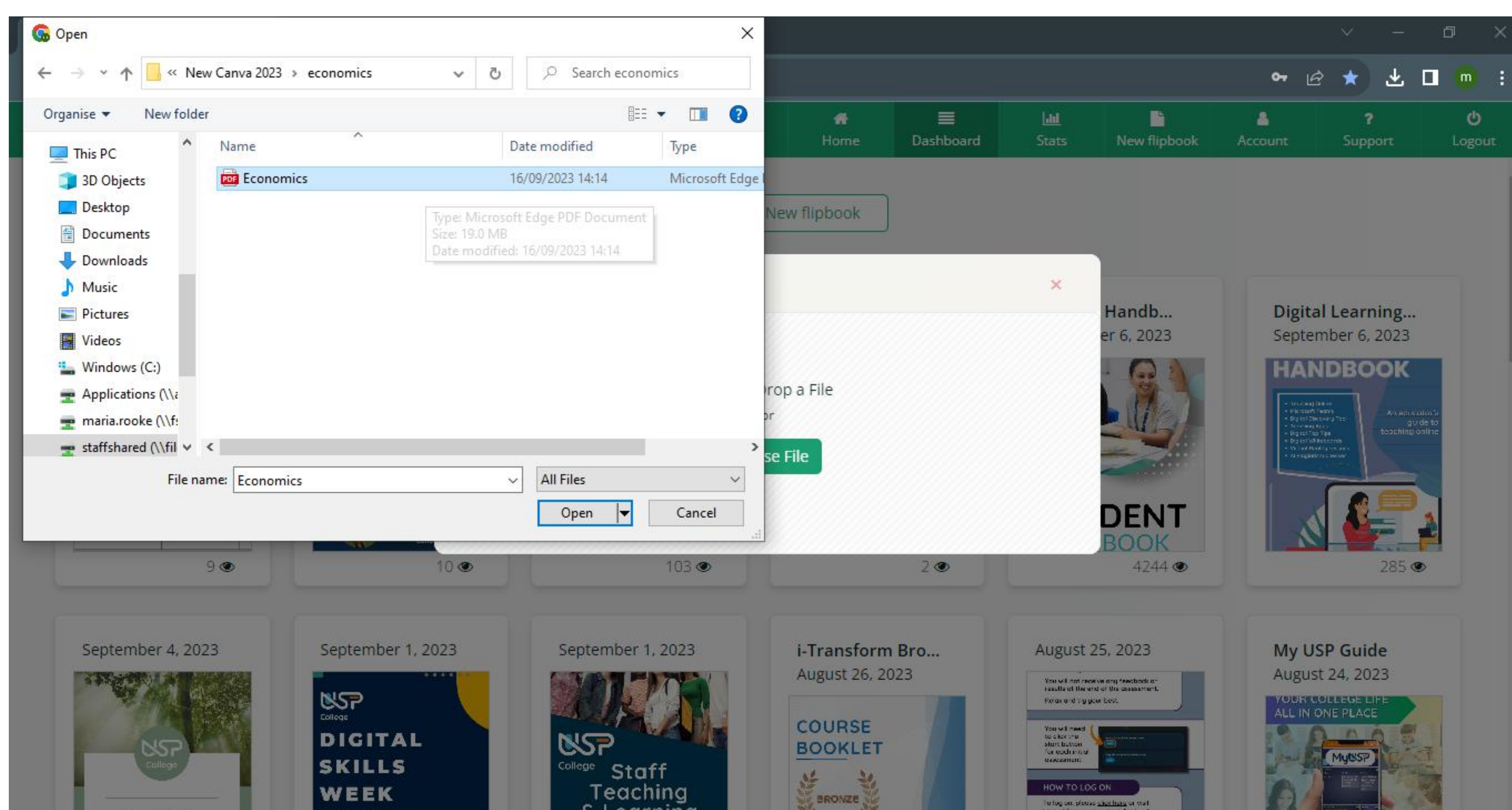
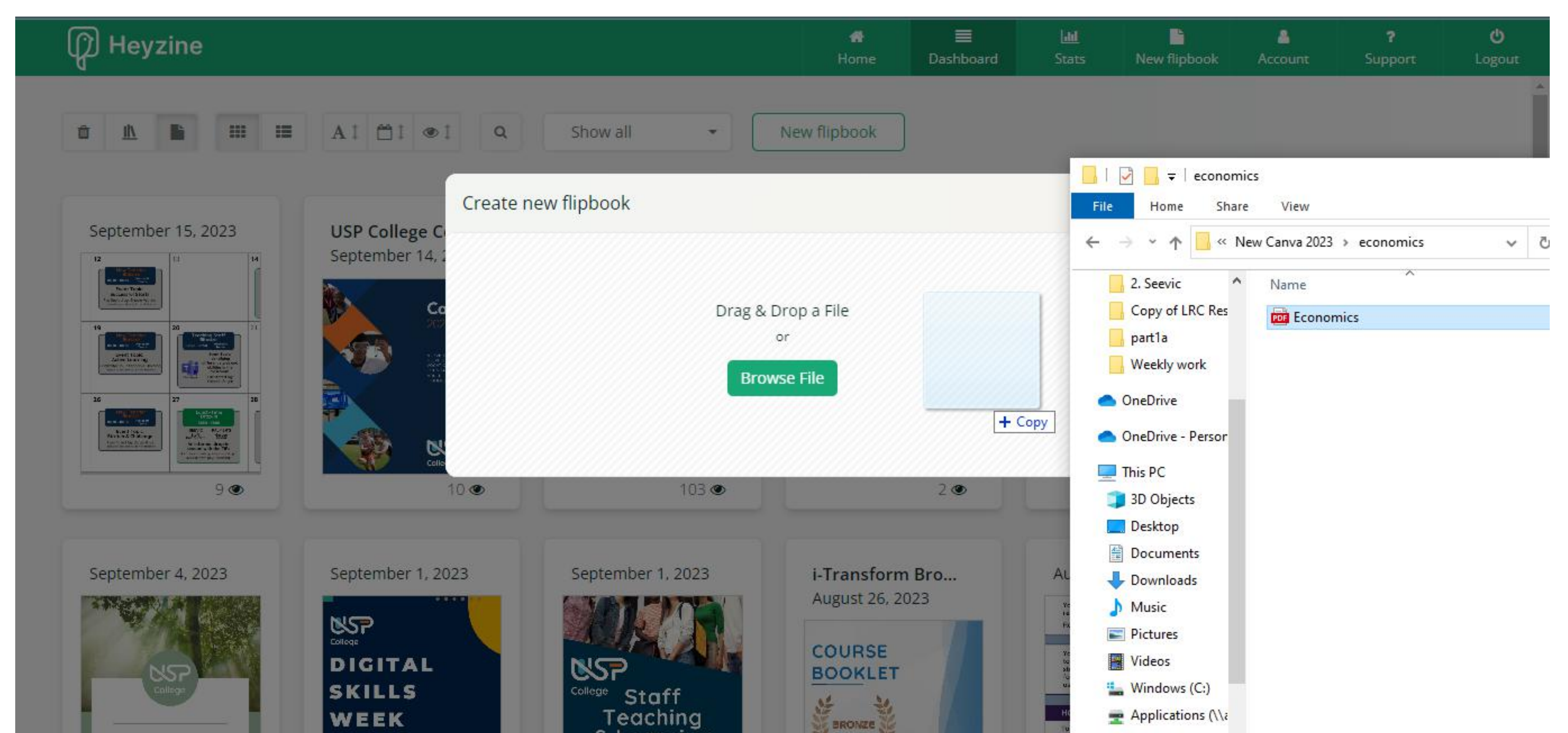
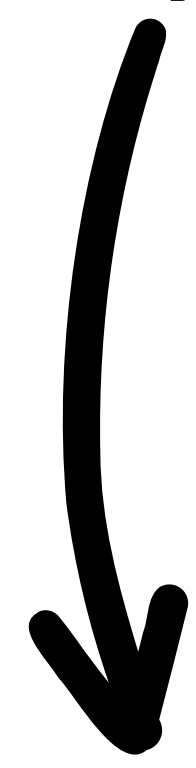
To upload a new pdf , click on 'New flipbook' in the top centre of the dashboard



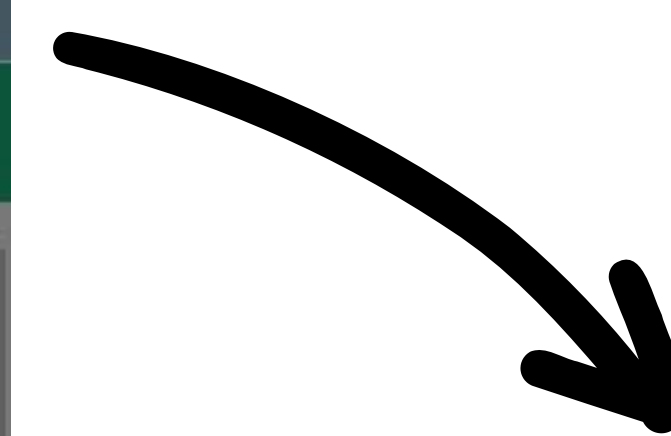
Drag and drop your pdf from your folder of choice ...



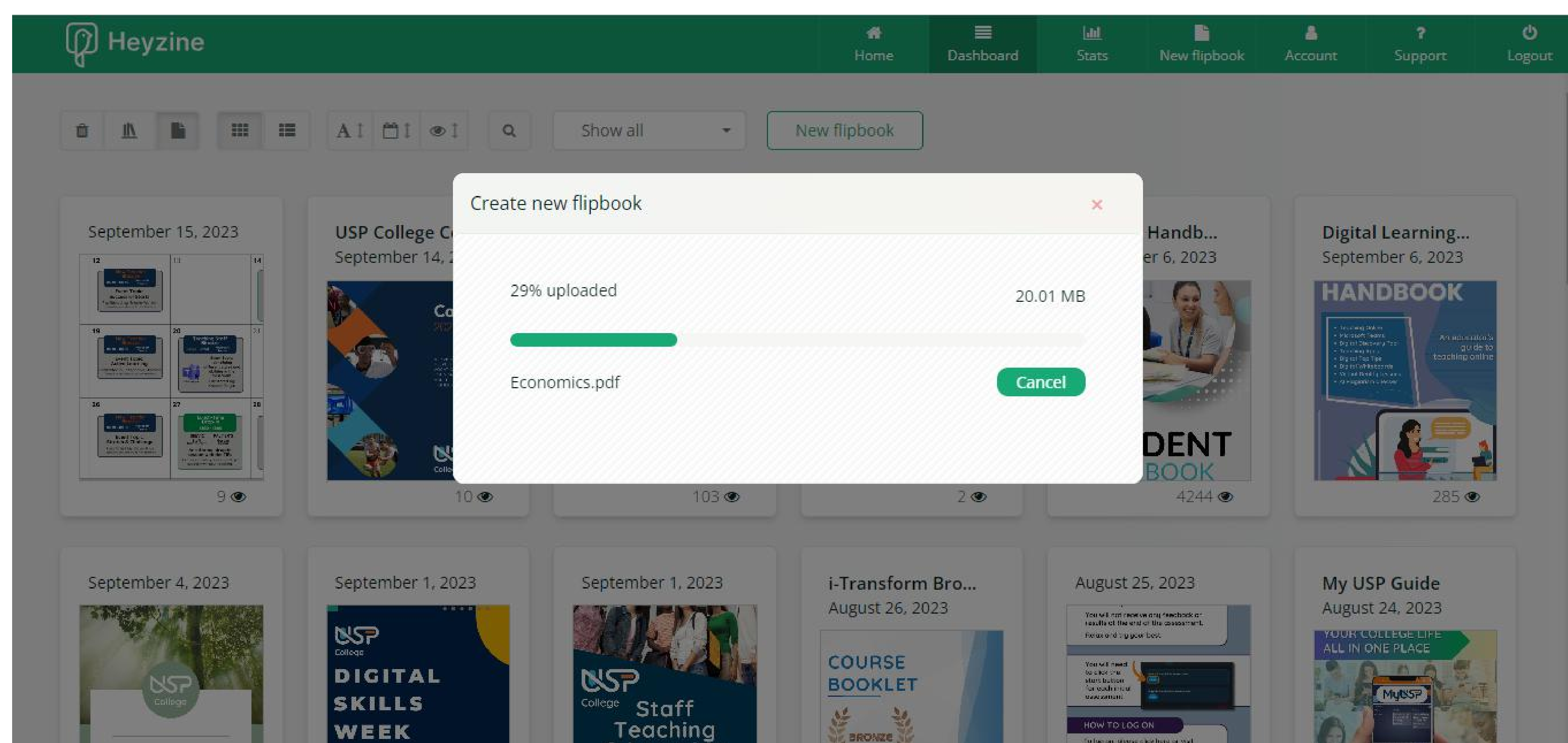
... or click 'Choose File' and find your pdf



Click on the file once (it should appear in the file name box) and then click 'Open'



The pdf will upload and the flipbook editor will appear




Editor



Once your pdf/new flipbook has opened in the editor it will appear in the dashboard each time you visit Heyzine. The dashboard defaults to showing the most recent flipbooks at the top

A quick guide to editing a flipbook

This is the quick guide on the basics of editing a flipbook so it is ready to share



The screenshot displays the Heyzine editor interface. The main workspace shows a flipbook cover titled "LIBRARY RESOURCE CENTRE" and "ECONOMICS". The cover features icons for a book, a computer monitor, a lightbulb, and a magnifying glass. The NSP College logo is visible in the bottom right corner. The left sidebar contains several sections: "STYLE" (with options like Title, Page Effect, Background, Logo, Controls, Pagination bar, and Background Audio), "SETTINGS" (with options like Password protect, Capture lead form, Replace PDF, and Copy flipbook), and "INTERACTIONS" (with options like Link and Image). A magnifying glass icon points to the "STYLE" section, which is shown in a larger, detailed view below.

Share Save

STYLE

- Title
- Page Effect
- Background
- Logo
- Controls
- Pagination bar
- Background Audio

SETTINGS

- Password protect
- Capture lead form
- Replace PDF
- Copy flipbook

INTERACTIONS [Edit mode](#)

- Link
- Image

Share Save

STYLE

- Title
- Page Effect
- Background
- Logo
- Controls
- Pagination bar
- Background Audio

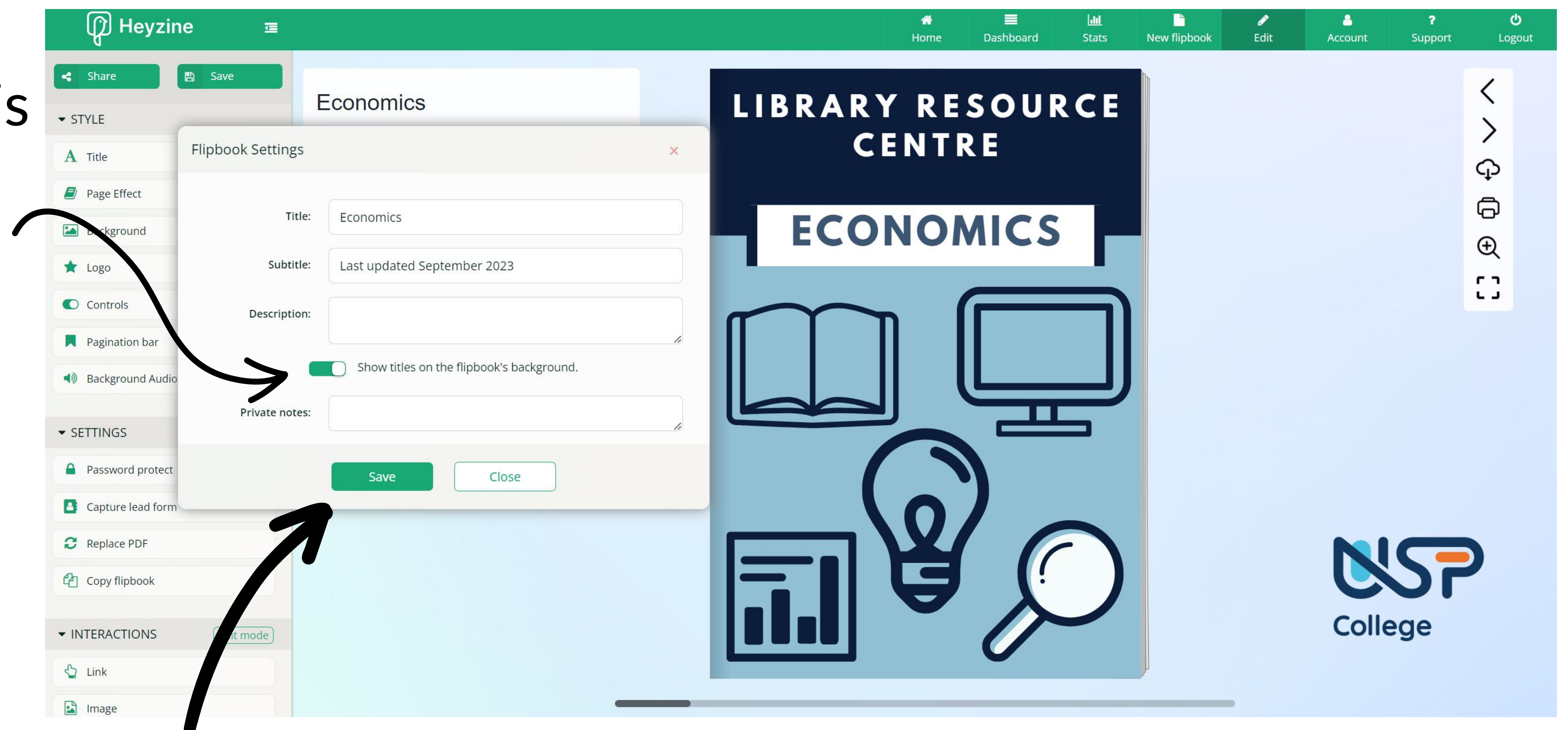
All the changes you need to make can be found in the top part of the side bar (the 'Style' of the flipbook).

A good tip when using Heyzine is to remember to save your work often. Heyzine automatically saves some changes but not all!

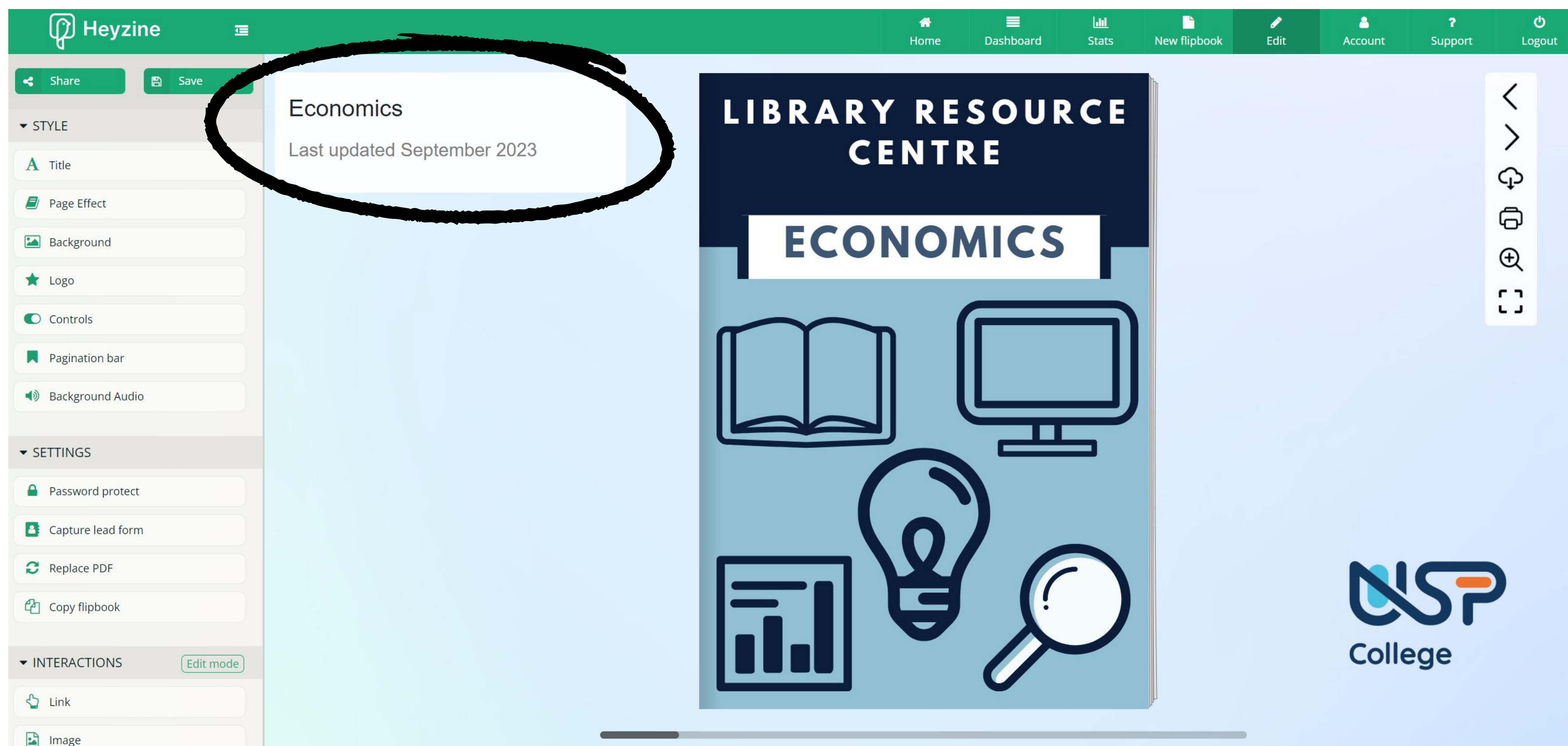
Adding or editing the title/document name

Clicking on 'Title' adds a name to the document

You can choose to have this show in the flipbook's background

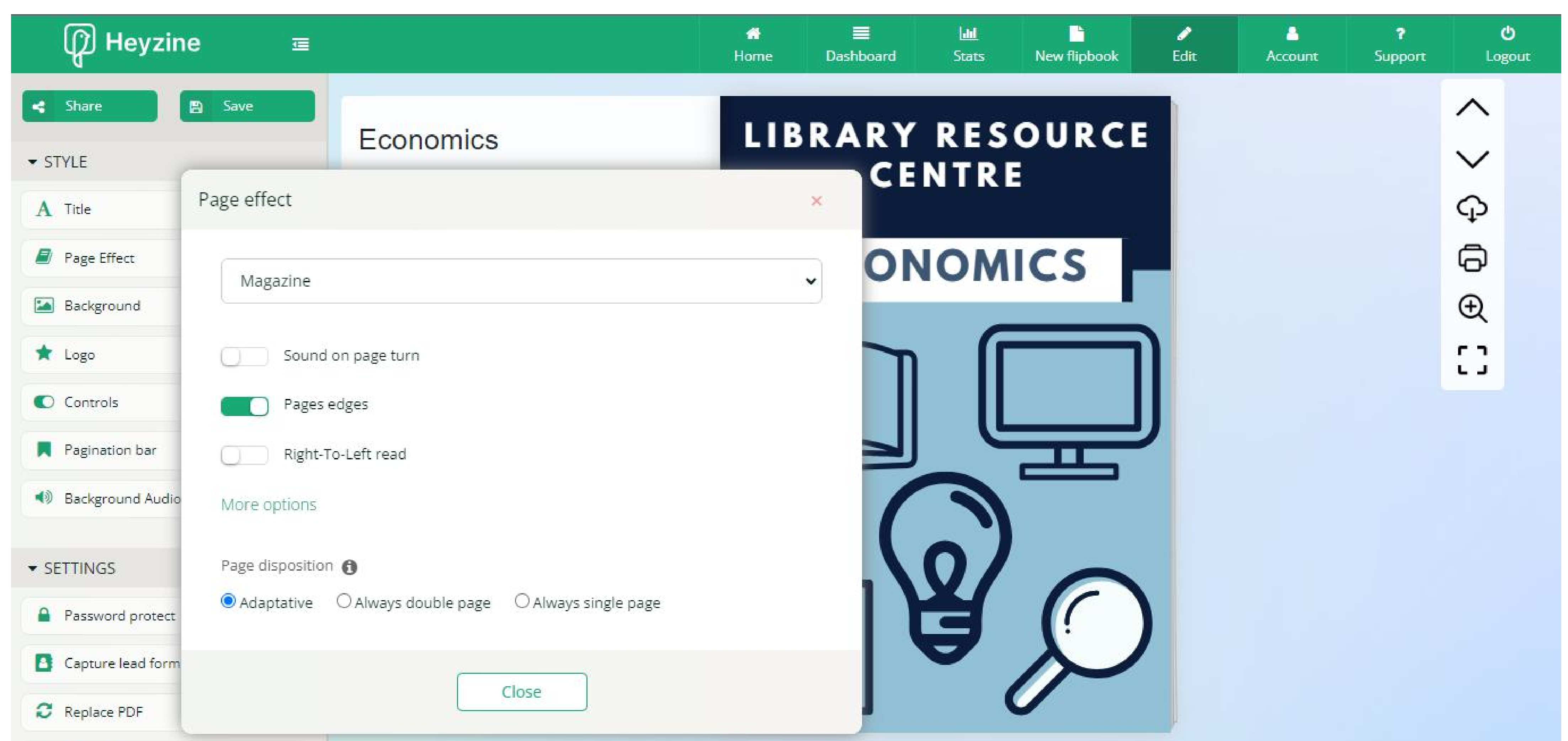


'Save' it before closing the window

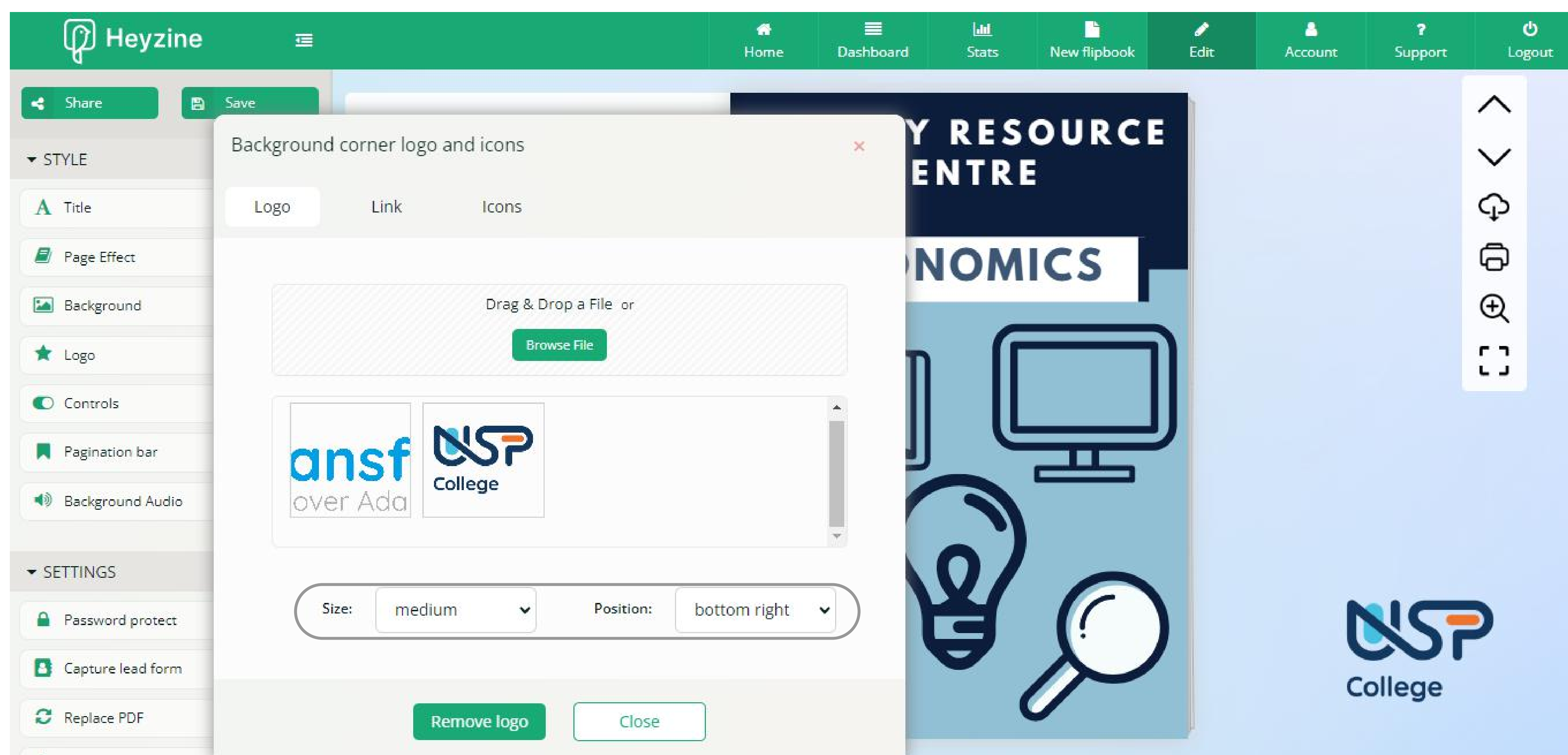


Page effect

Under Page effect, make sure that it is a 'Magazine', the 'Sound on page turn' is turned off and the 'Flip disposition' is 'Adaptive'



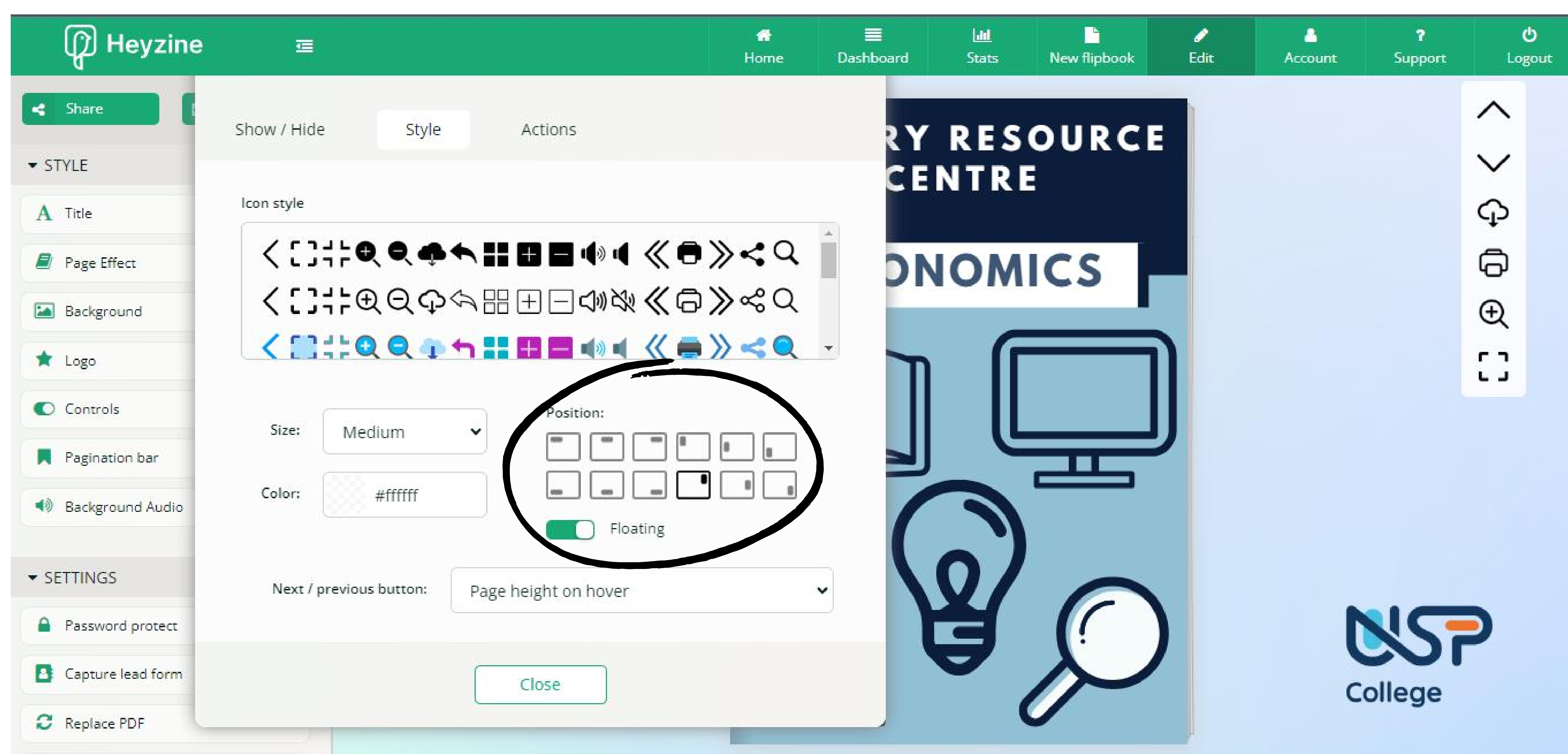
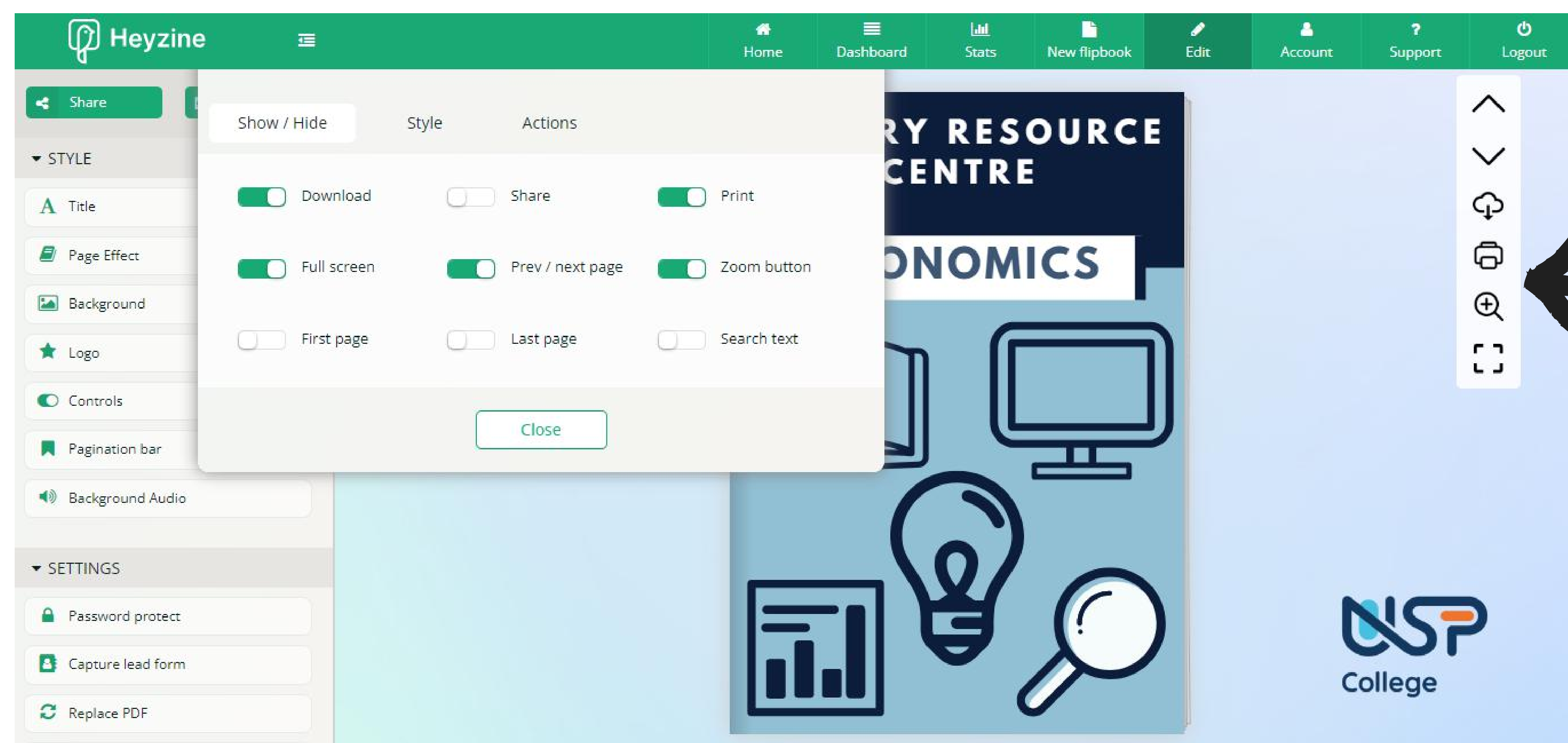
Logo



If the USP logo does not appear, click 'Logo', select the USP College logo and set the size and position to what is in the picture

Controls

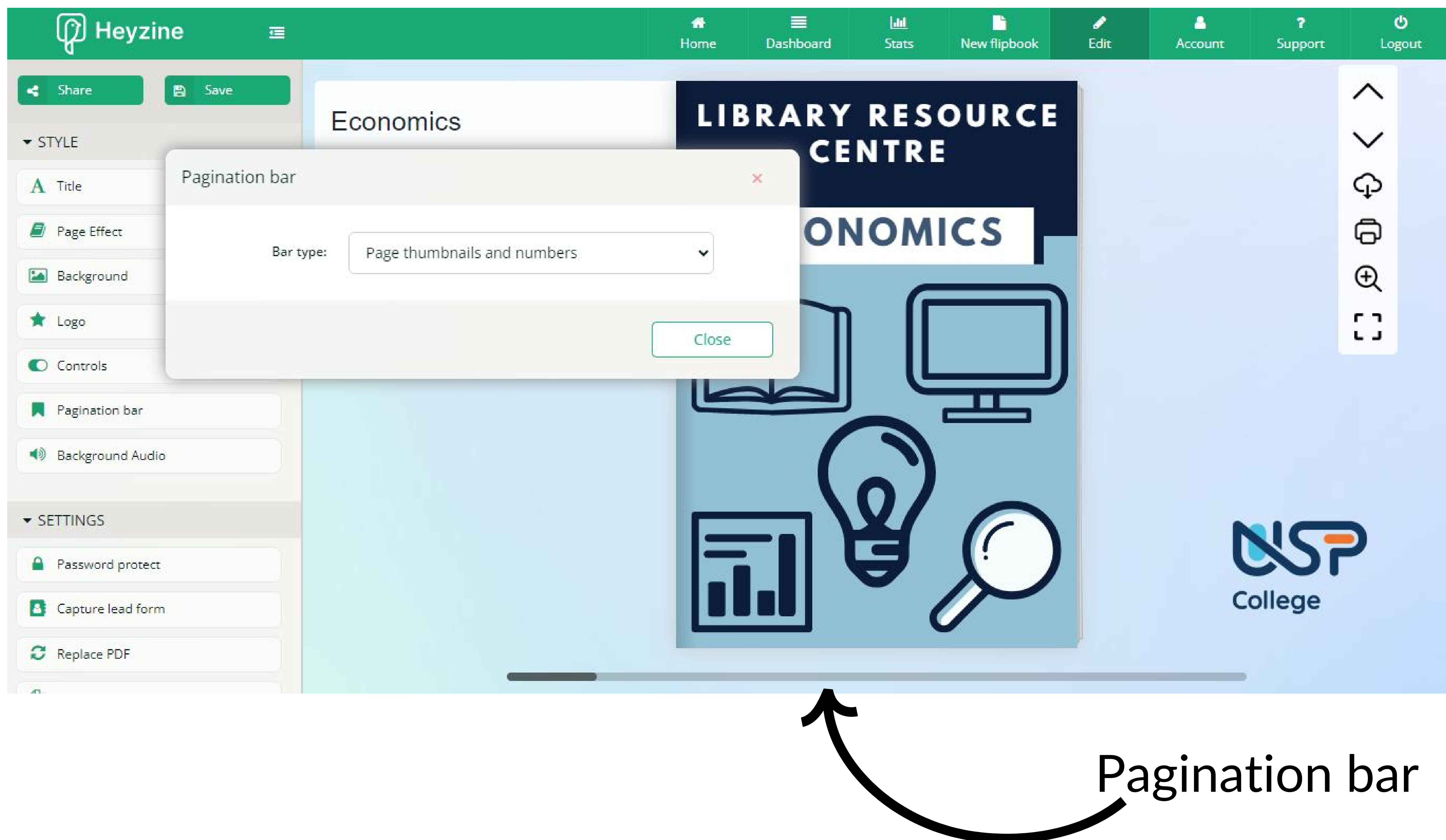
Under 'Controls' you can decide what icons will appear to viewers of the flipbook. This is what I would recommend but tick/untick boxes as required



You can change the location of the control bar by moving to the 'Style' tab and selecting from one of the options (circled)

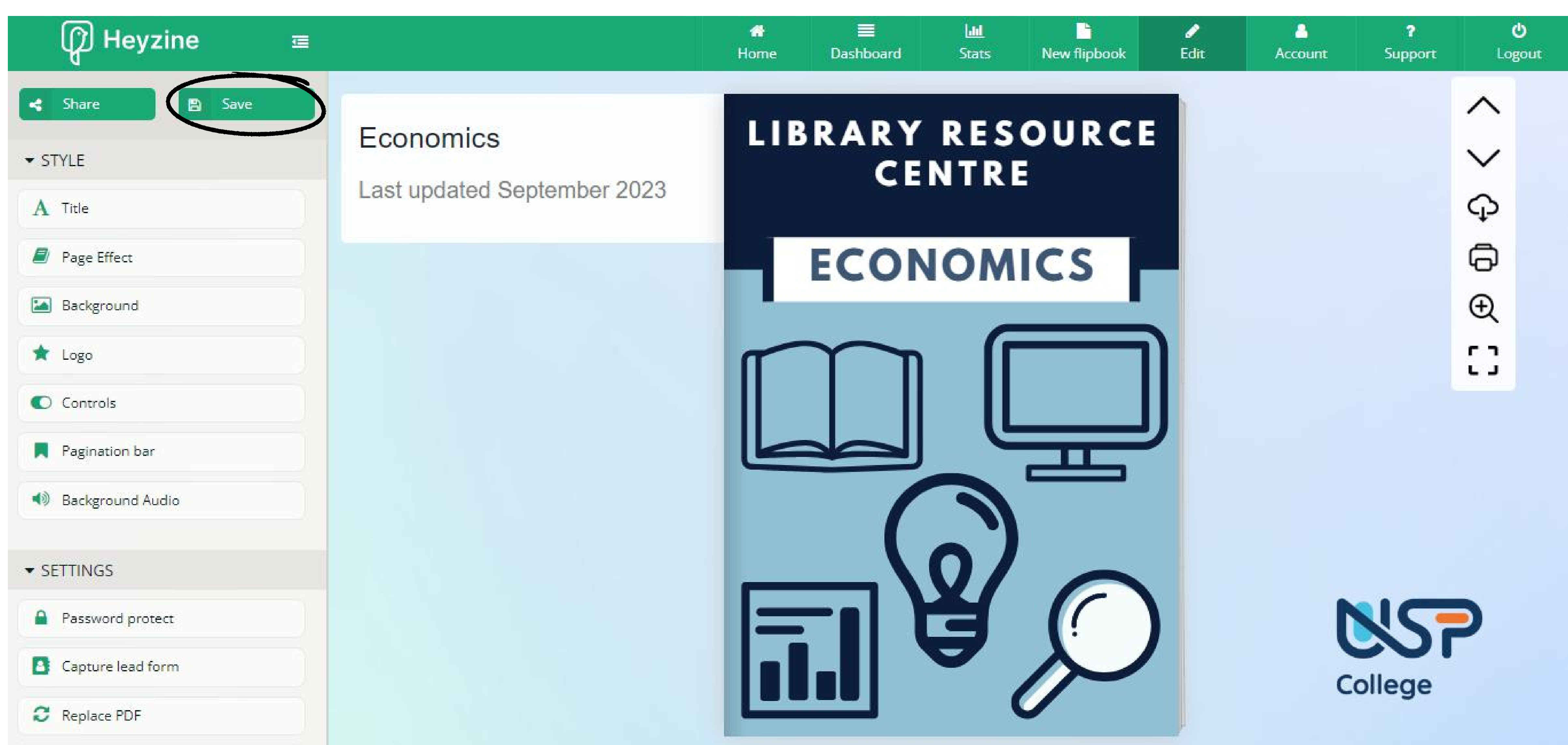
Pagination bar

Under 'Pagination bar', use the drop down menu and choose 'Page thumbnails and numbers'. This will show a scroll bar under the flipbook where you can jump to pages



Saving

Once you are happy with your flipbook, click the 'Save' button on the top left of the screen



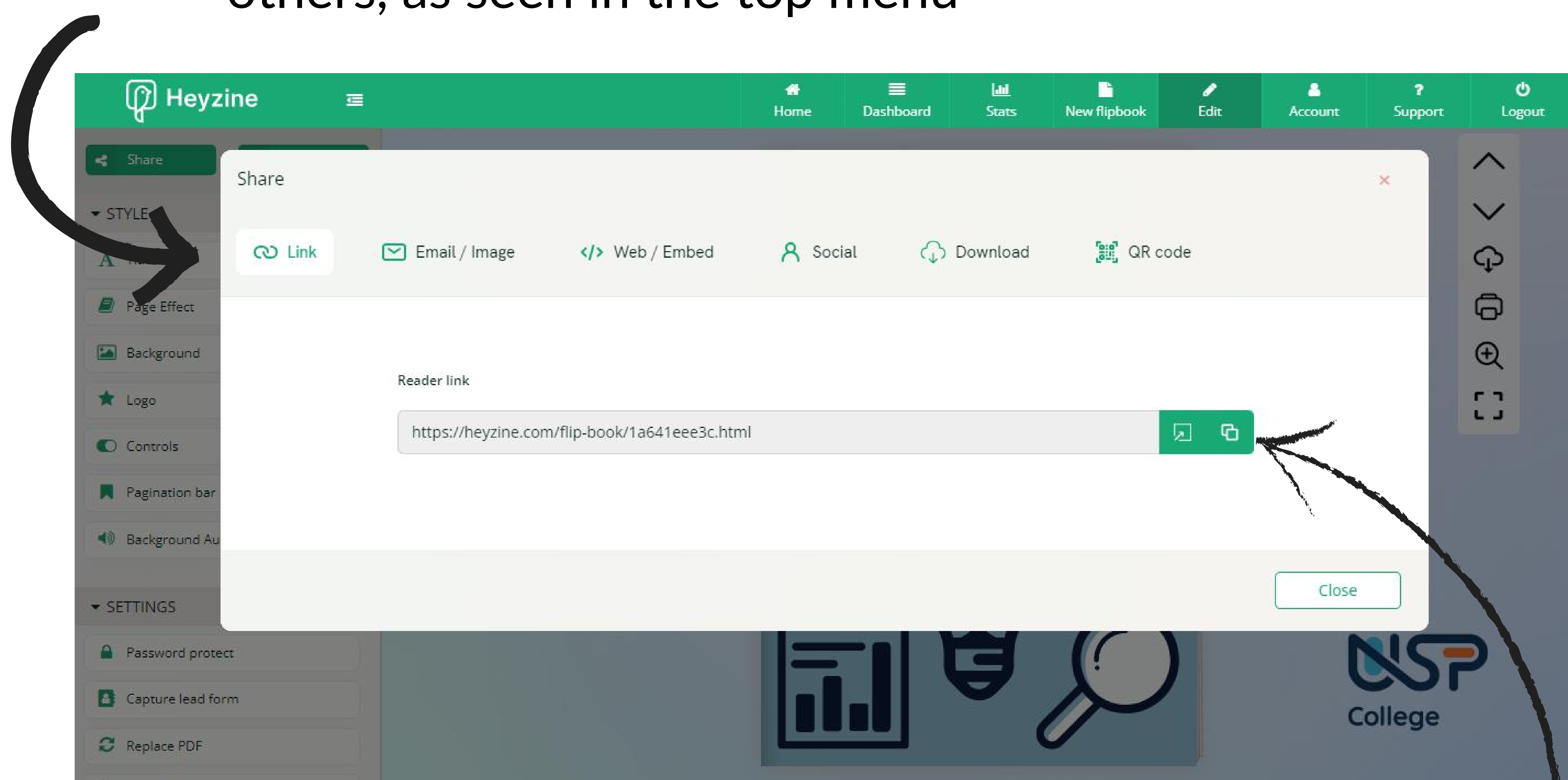
Sharing flipbooks

To share/export your flipbook with others, click on the 'Share' button on the top left of the screen



Sharing a link

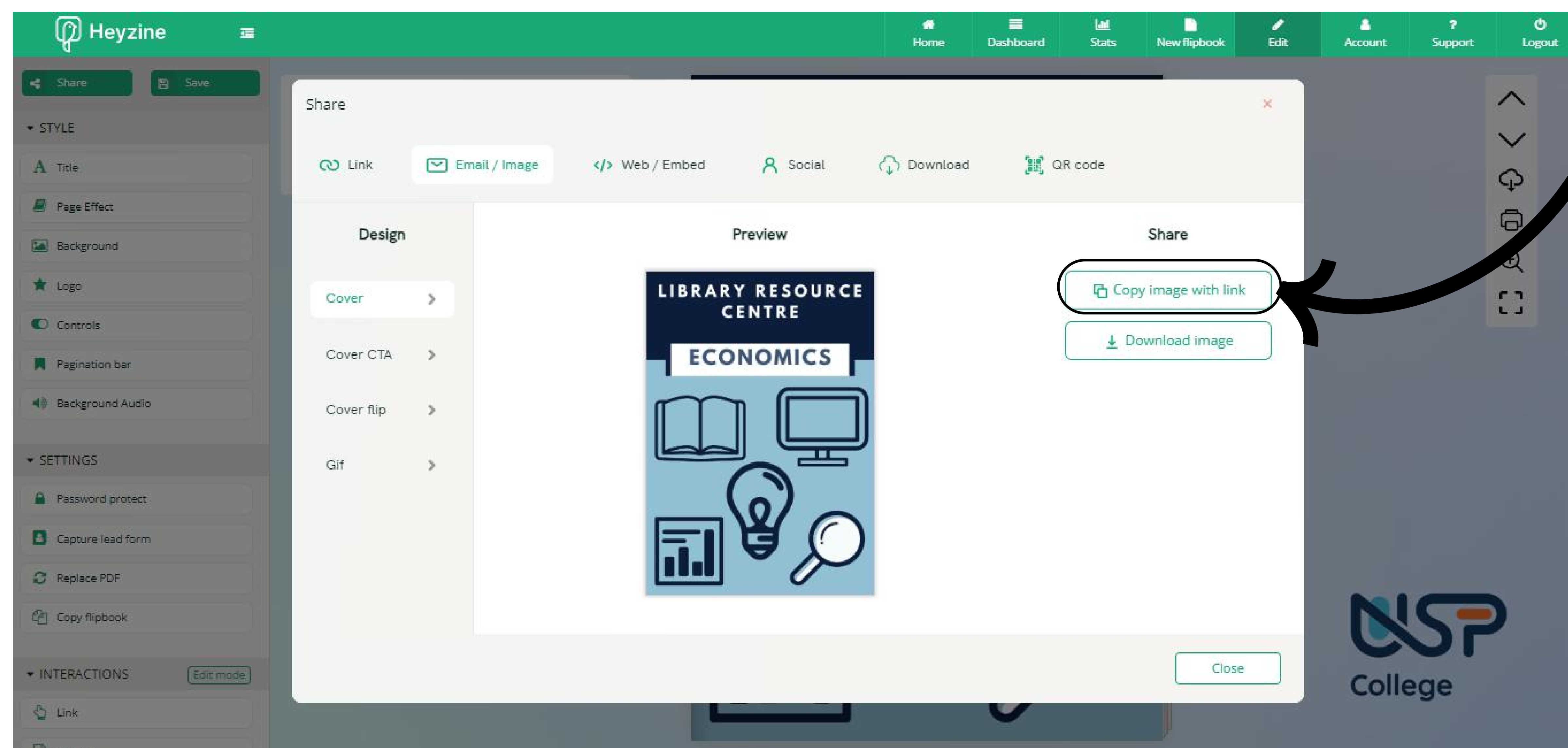
There are various ways in how you can share a flipbook with others, as seen in the top menu



To share the flipbook as a link, highlight and copy the URL, or click the  button to copy it to your clipboard. Paste it where desired

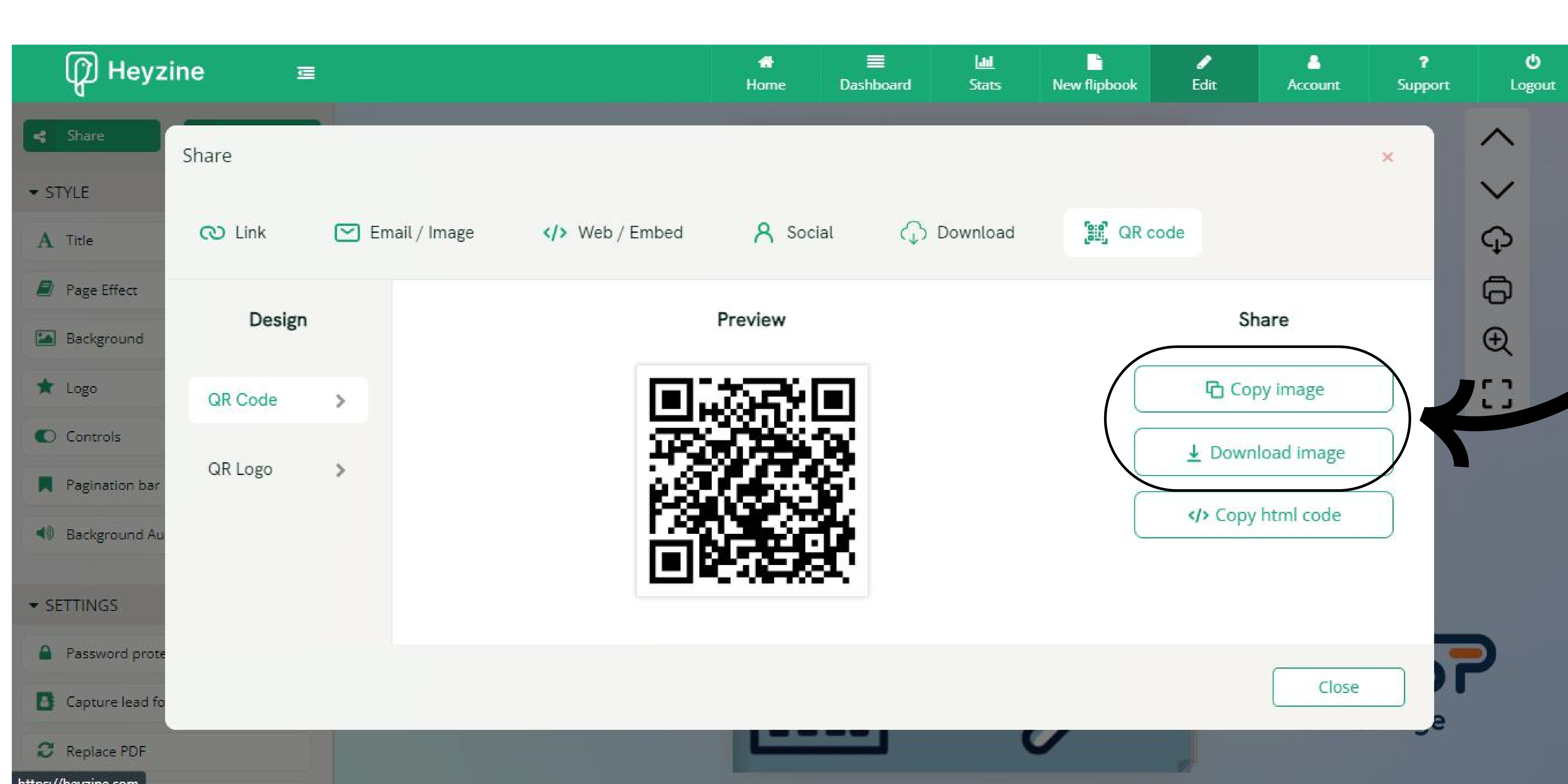
Sharing a linked picture

You can share it as a linked picture by choosing 'Email/image' from the top menu and then clicking 'Copy image with link'



Sharing a QR code

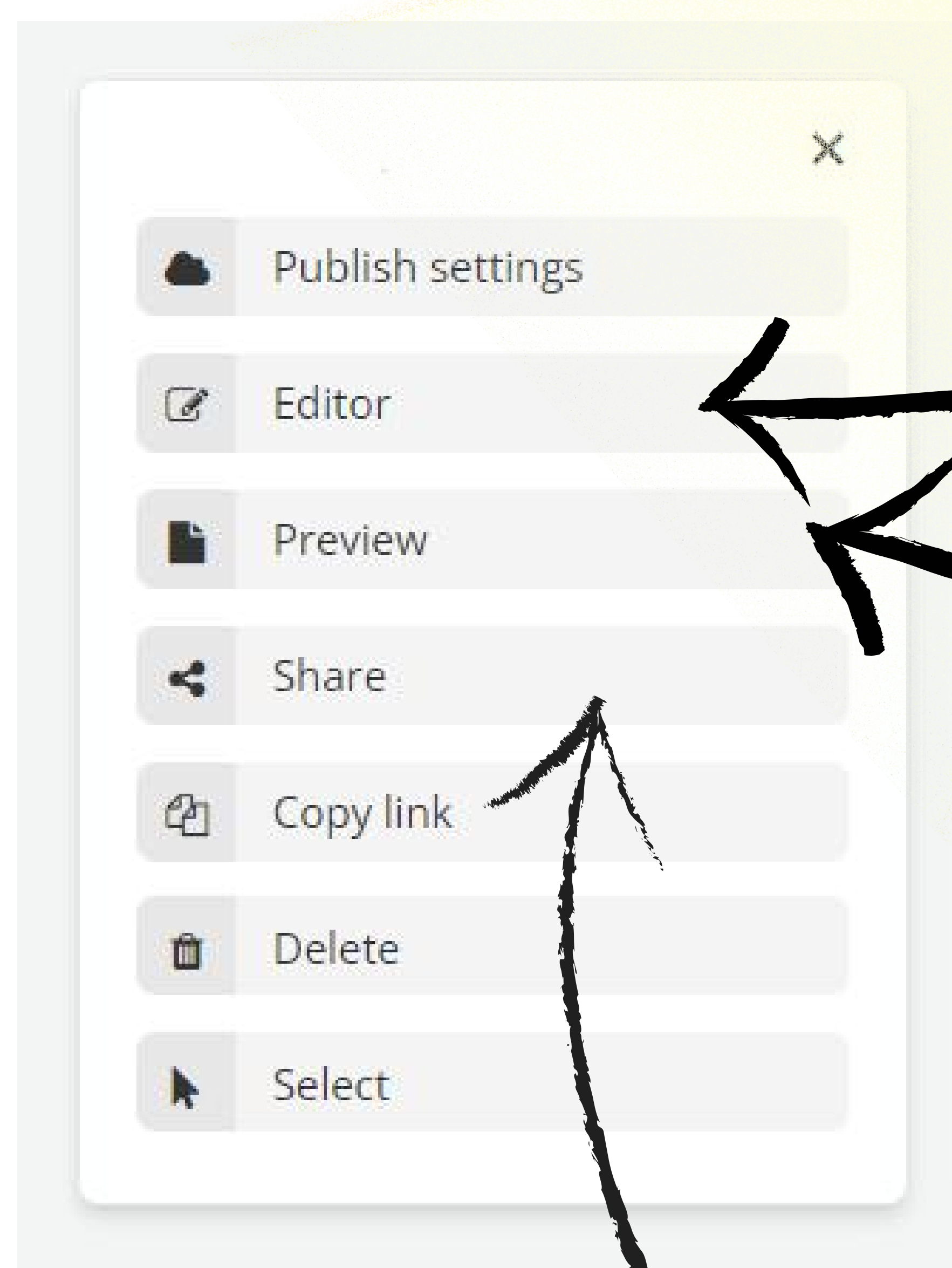
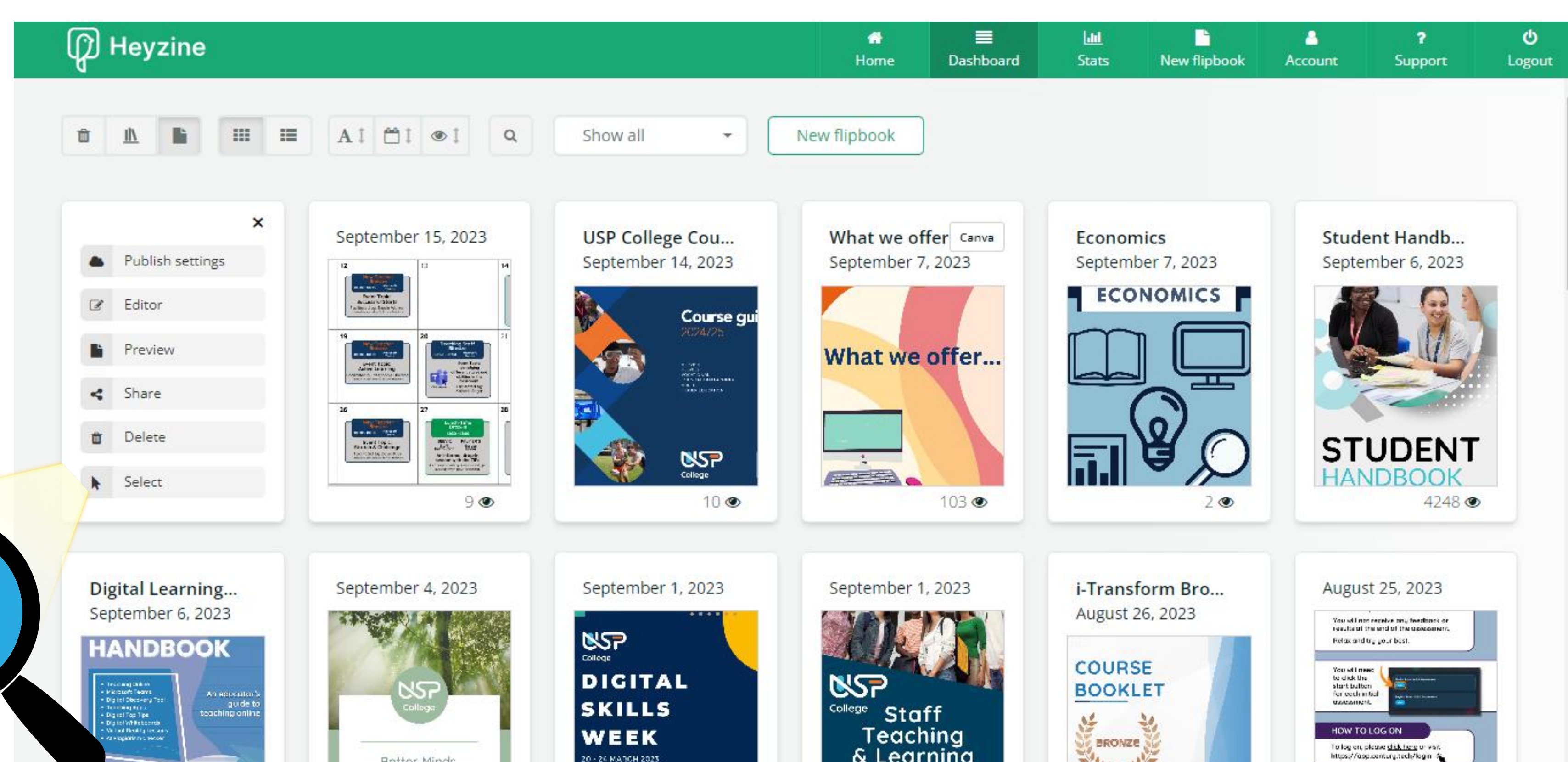
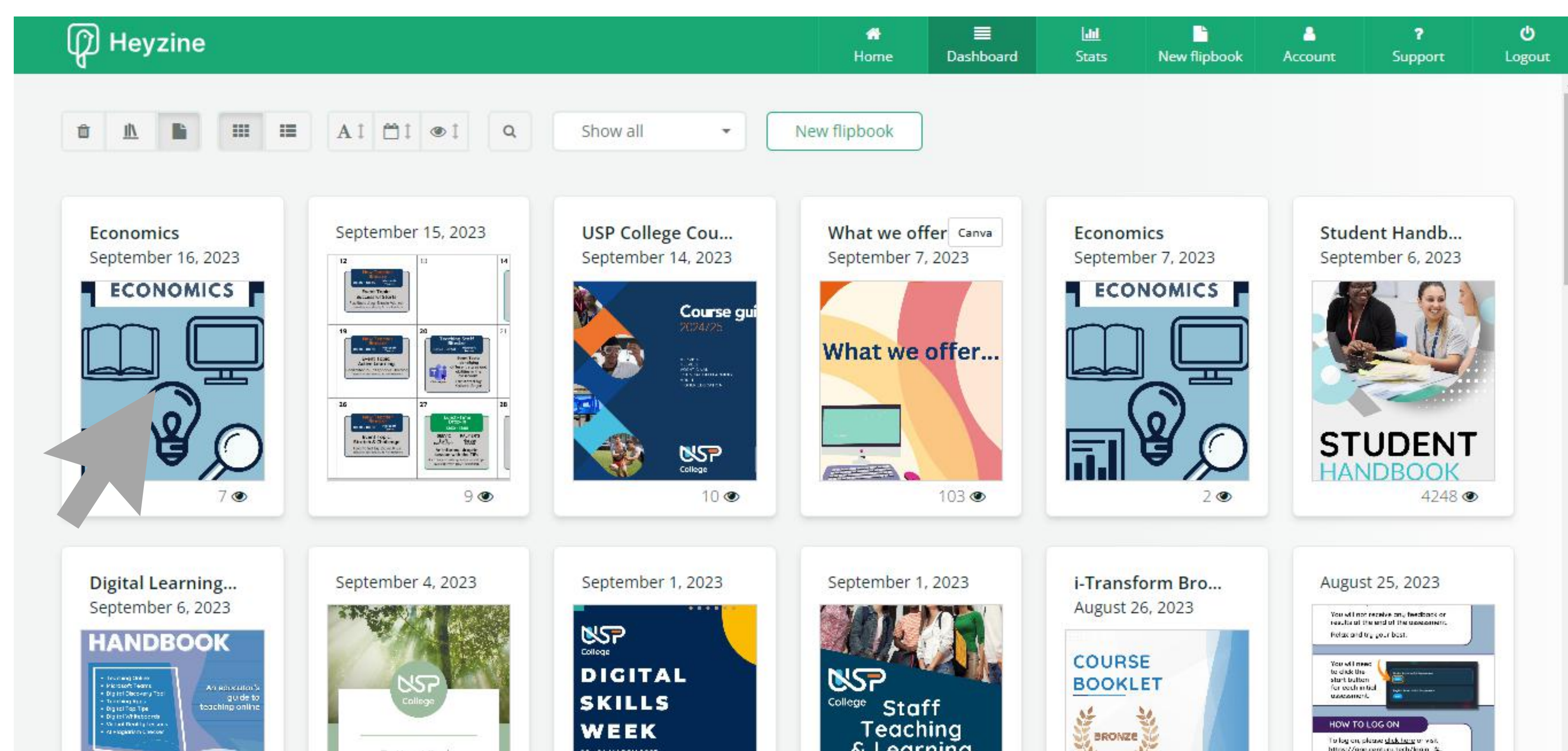
You can share as a QR code by selecting 'QR code' from the top menu. Copy the image and paste where desired or download the image and save it in the same folder as your subject specialist pdf. Please give it a meaningful save name



The above points should cover the basics on how to convert a pdf to a flipbook and how to share it with others. I encourage you to explore the remaining features in the Style menu to understand what the other functions do. They are not essential to know, but may be useful at some point in the future.

Accessing a flipbook from the dashboard

From the dashboard, you are able to edit and share flipbooks that have been uploaded onto Heyzine. To see the options, click on the flipbook you need and a menu will appear in the box



From here you can return to the editor ...

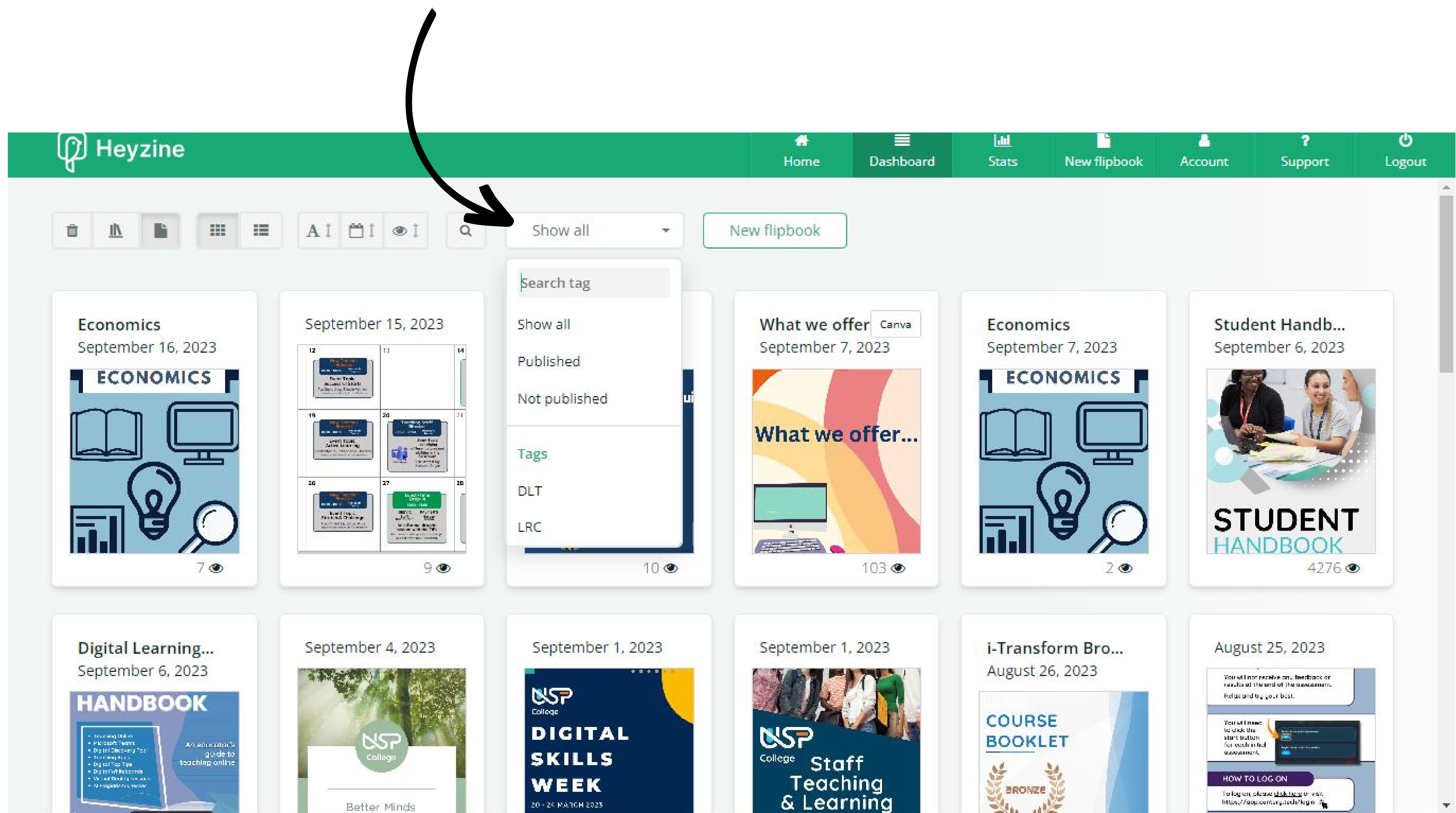
... preview the design (a read-only version that users will see) ...

... and share the design (will bring up the share menu) ...

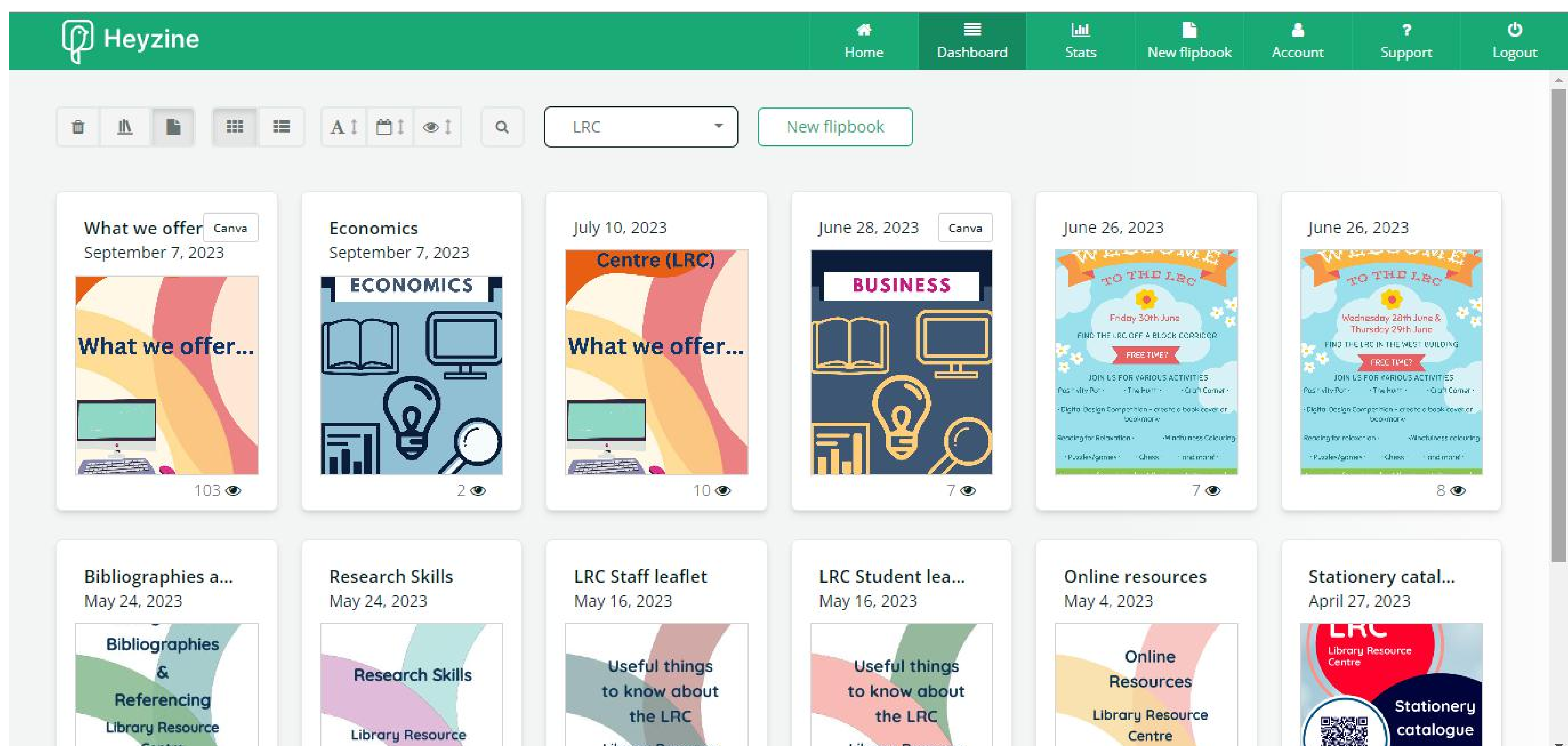
... amongst other options.

Why tag a flipbook?

An advantage of tagging your flipbook is that it will be easier to find amongst the other flipbooks on our account. For example, I can search for the tag LRC by clicking on the arrow next to 'Show all' and sort by tag (either by selecting a tag or by typing in the search box)

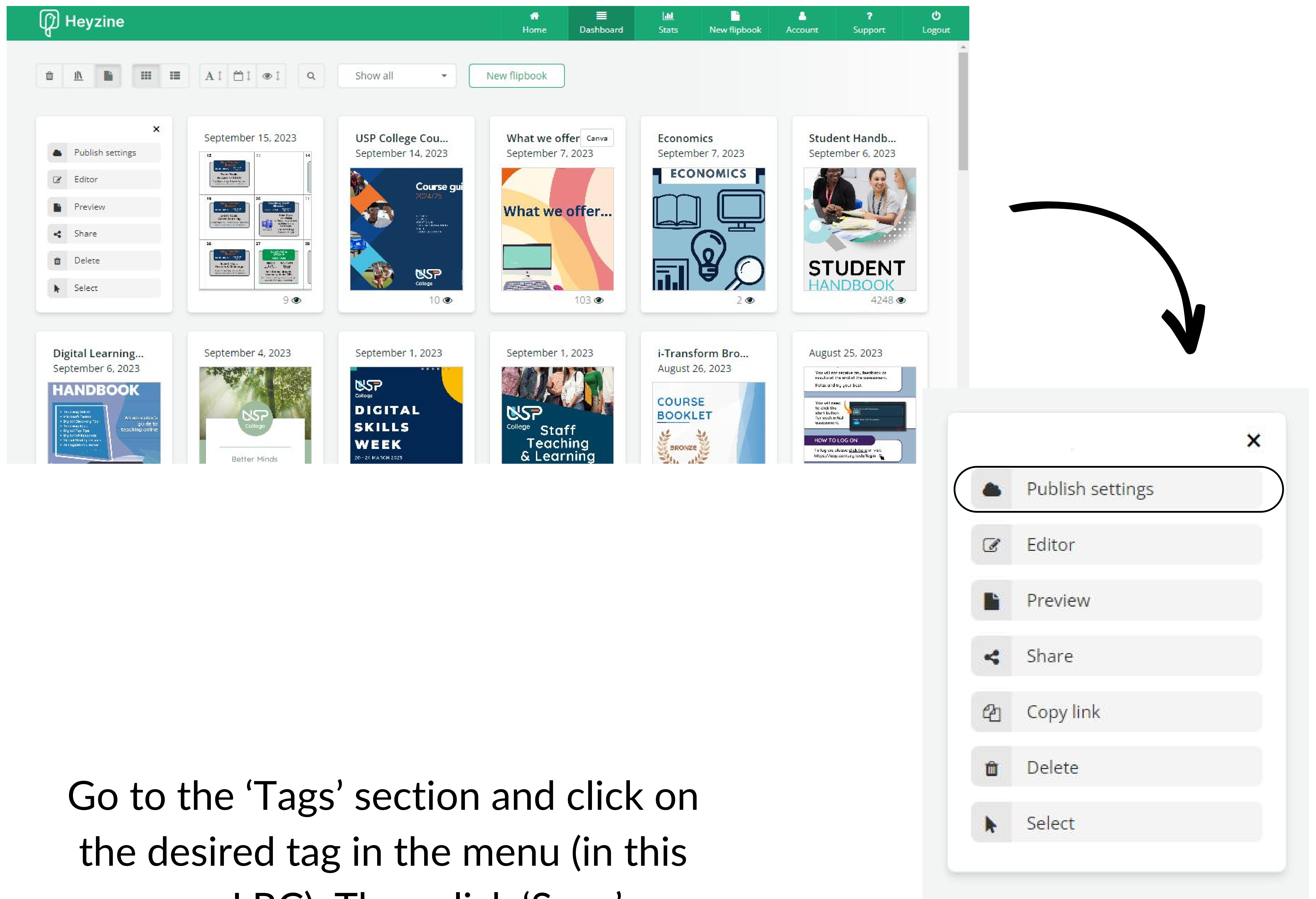


Selecting the LRC tag shows all the flipbooks that are under that tag (in this case, all the LRC flipbooks)



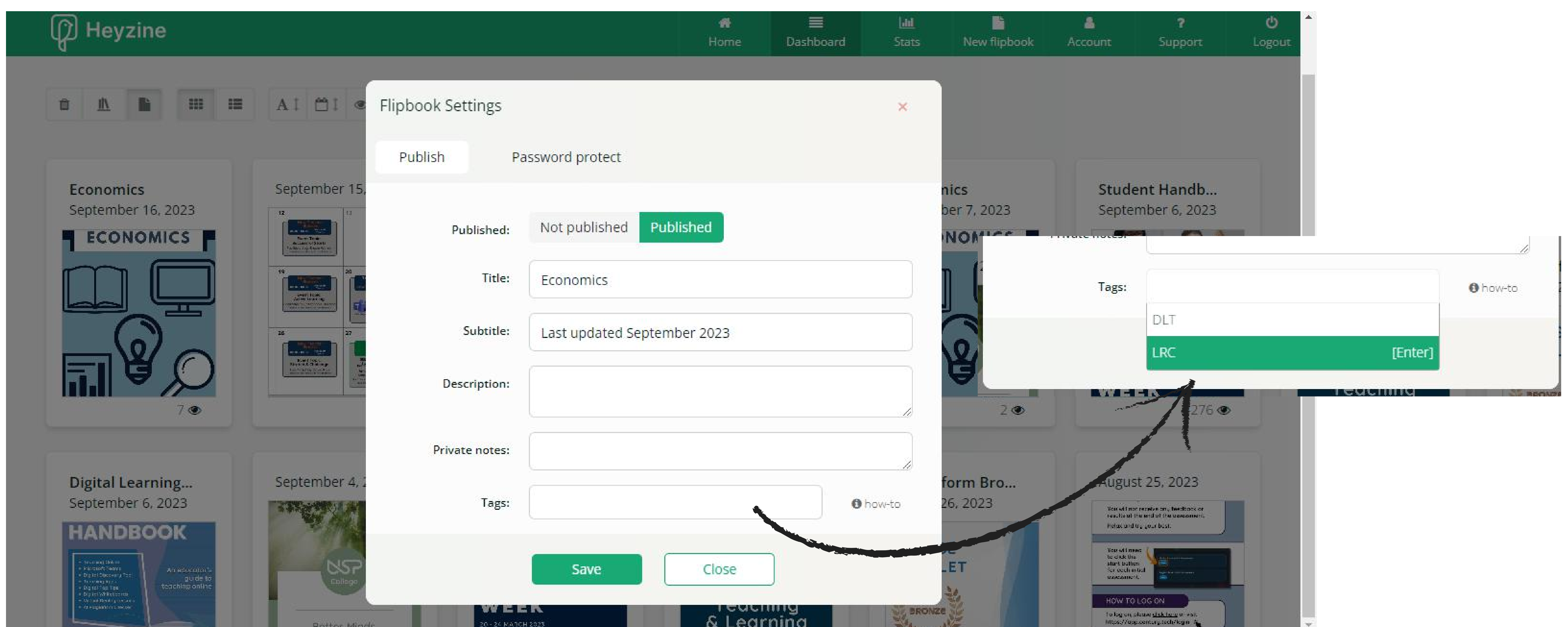
Tagging a flipbook

To tag a flipbook, go to the dashboard and click on the flipbook of choice to bring up its menu. Then, click on 'Publish settings'



The screenshot shows the Heyzine dashboard with a grid of flipbooks. A context menu is open over one of the flipbooks, listing options: Publish settings, Editor, Preview, Share, Copy link, Delete, and Select. A black arrow points from the 'Publish settings' option in the menu to the 'Publish settings' button in the context menu shown in the next image.

Go to the 'Tags' section and click on the desired tag in the menu (in this case LRC). Then click 'Save'



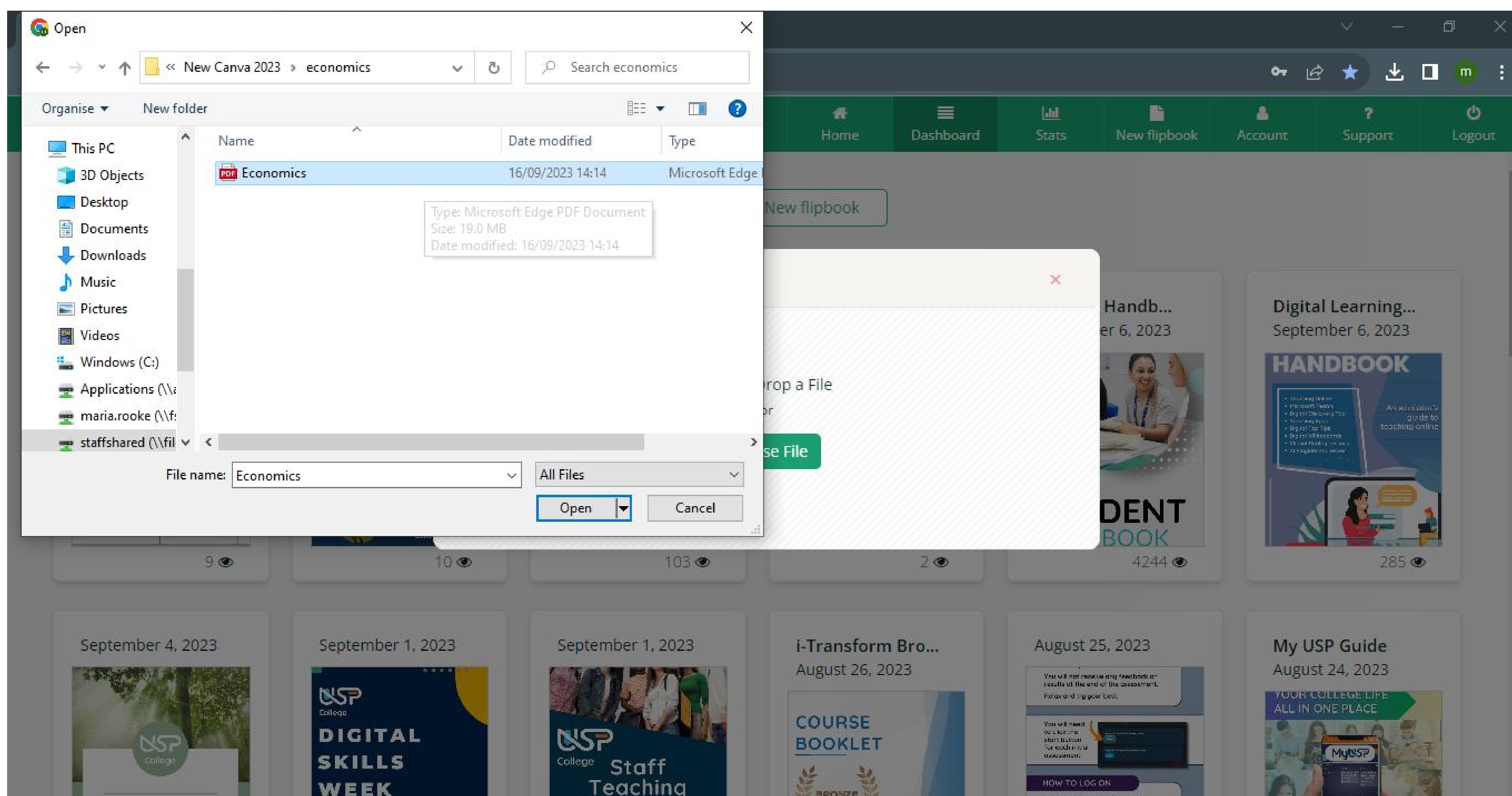
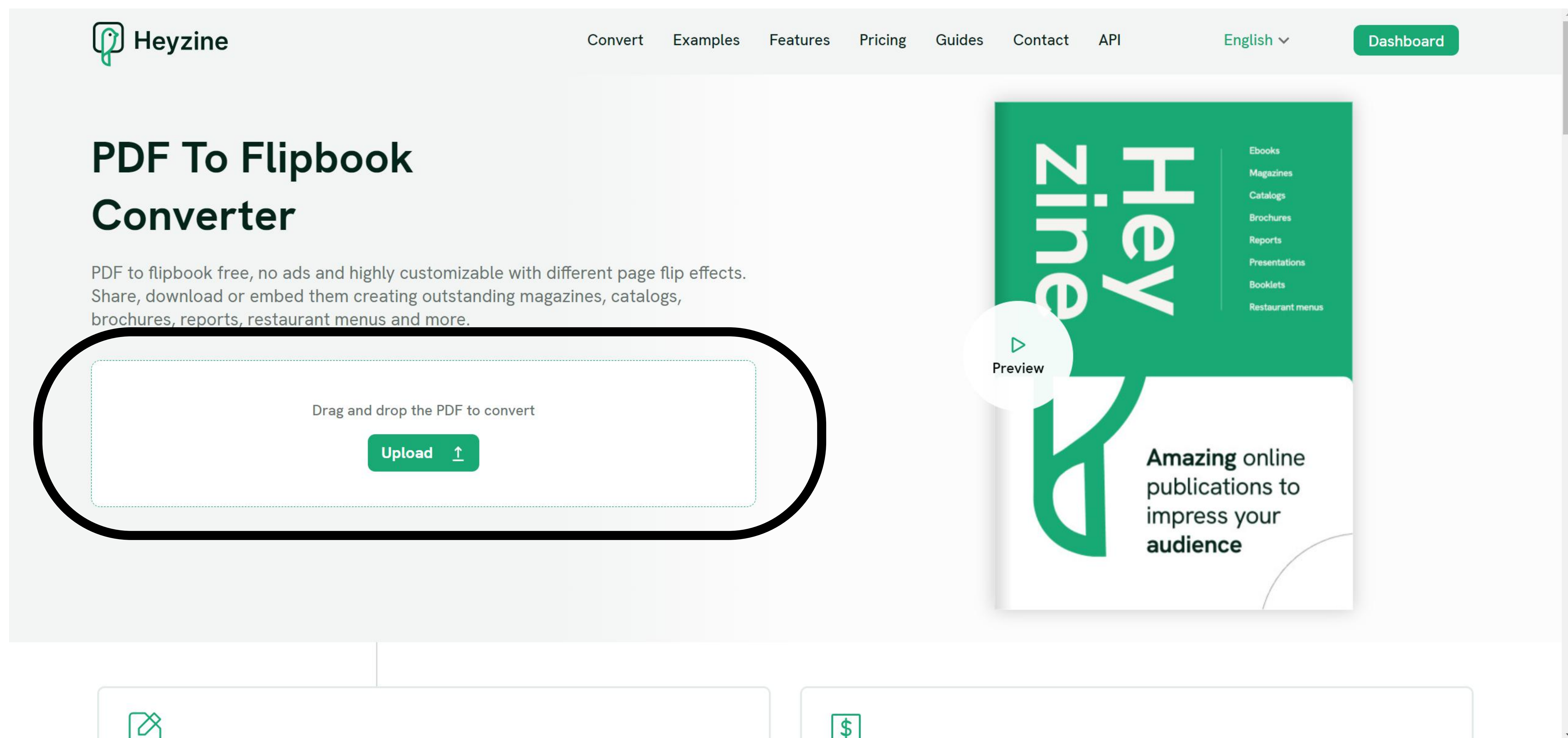
The screenshot shows the 'Flipbook Settings' dialog box. The 'Publish' tab is selected, and the 'Published' status is set to 'Published'. The 'Tags' field is highlighted, and a dropdown menu is open showing the tag 'LRC' selected. A black arrow points from the 'LRC' tag in the dropdown to the 'Save' button in the dialog box.

The flipbook should now appear within the section for that tag

Extras

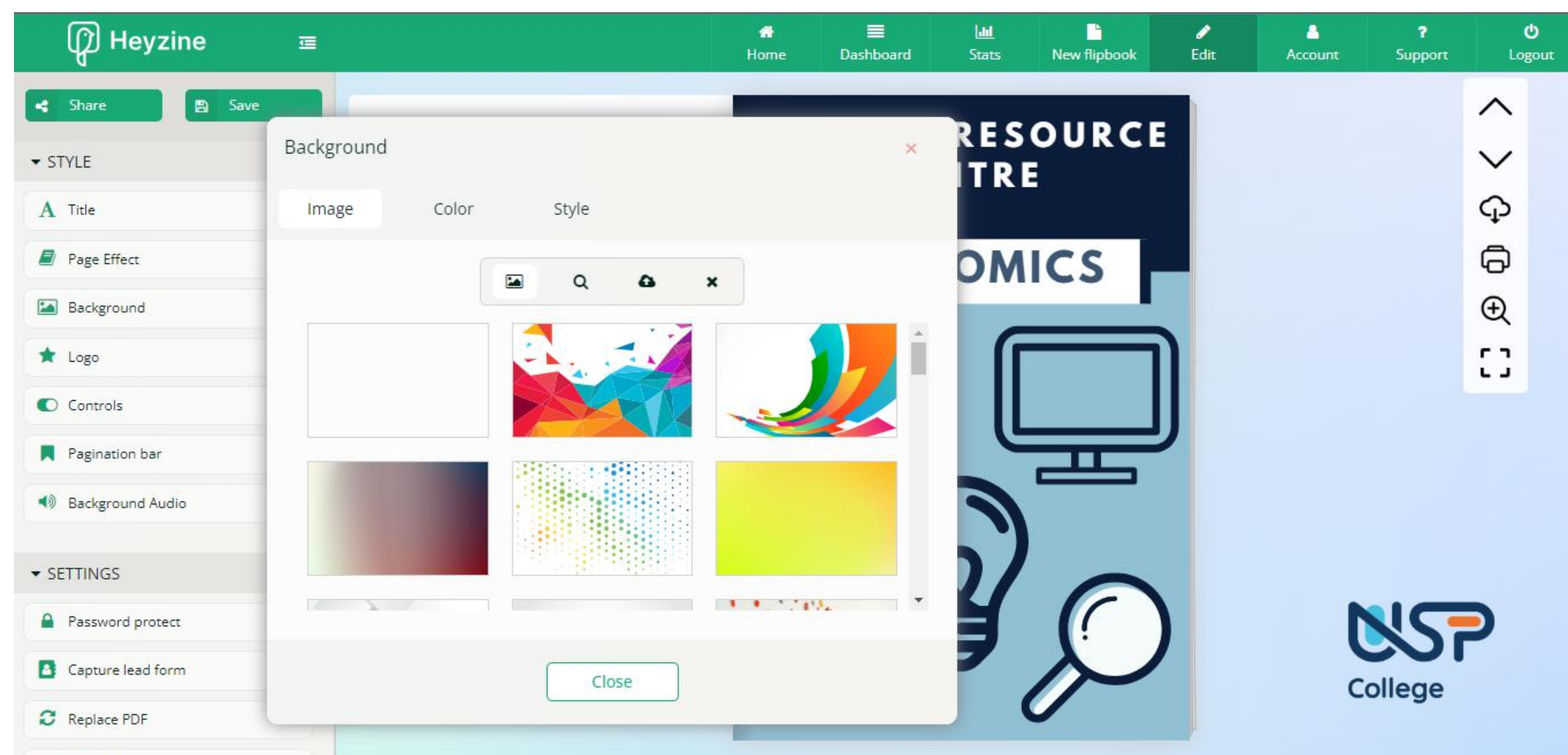
Another way to upload pdfs

You can upload a PDF onto heyzine from the home page! Drag a pdf into the box or click on 'upload' to choose a file



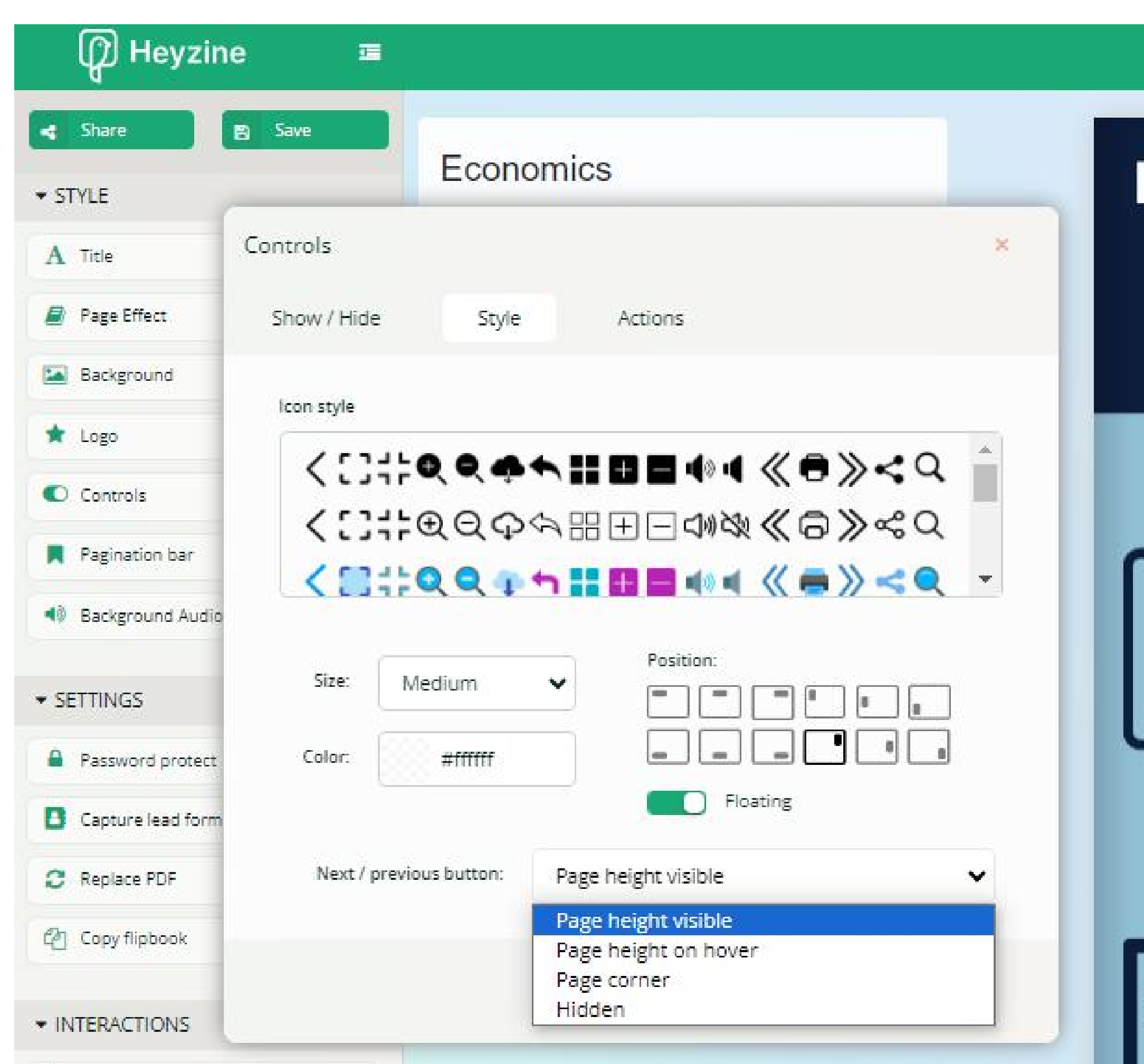
When uploading a pdf, double clicking the file when browsing will start the upload

Changing the background



You can change the flipbook's background in the editor by selecting 'Background' (in the 'style' part of the side menu) and searching through the options

Page turning prompts



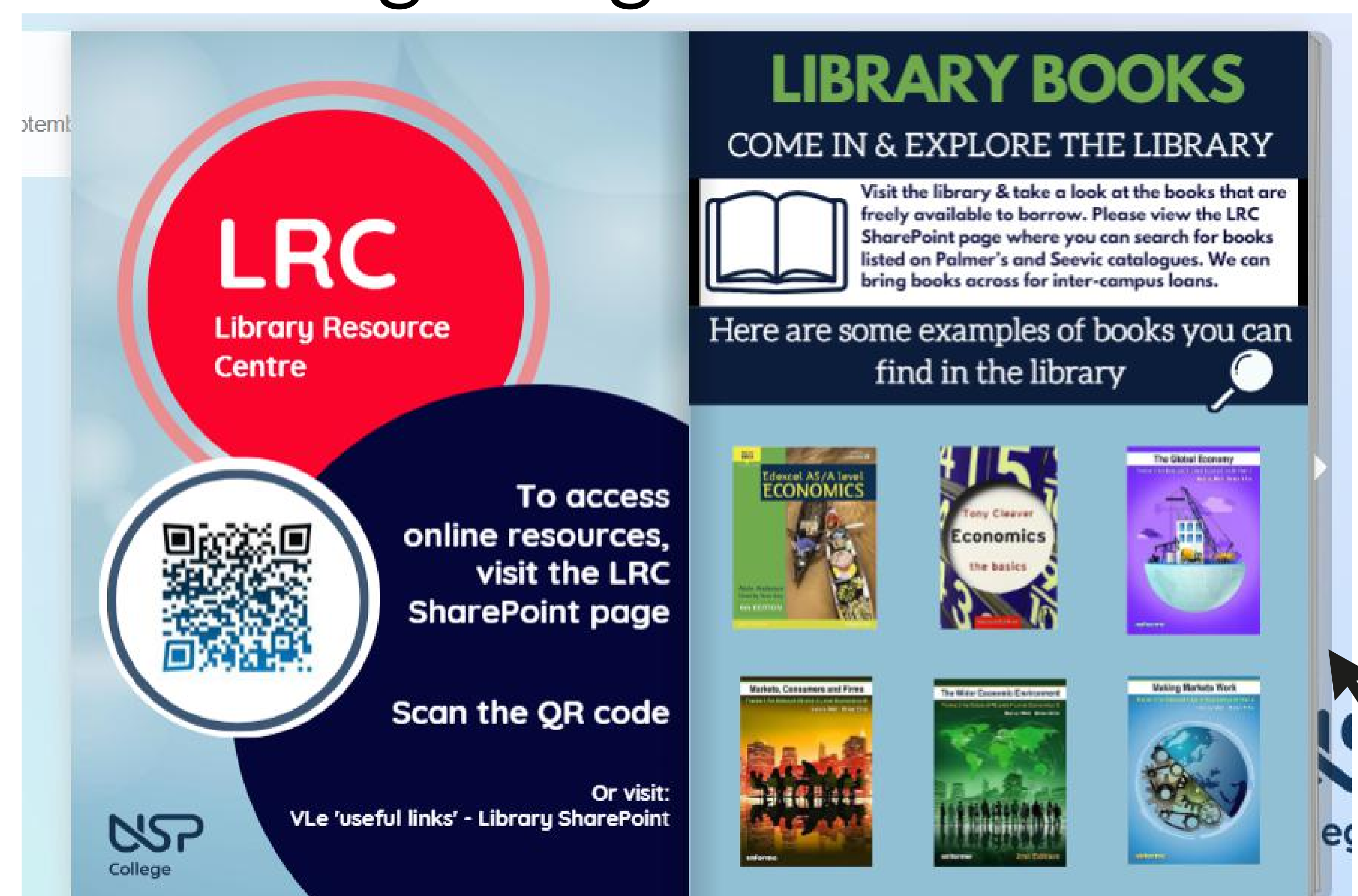
The 'Next/previous' drop down menu under Controls - Style provides options on how users will be prompted to turn pages. The options that can be chosen are shown below

Page height visible



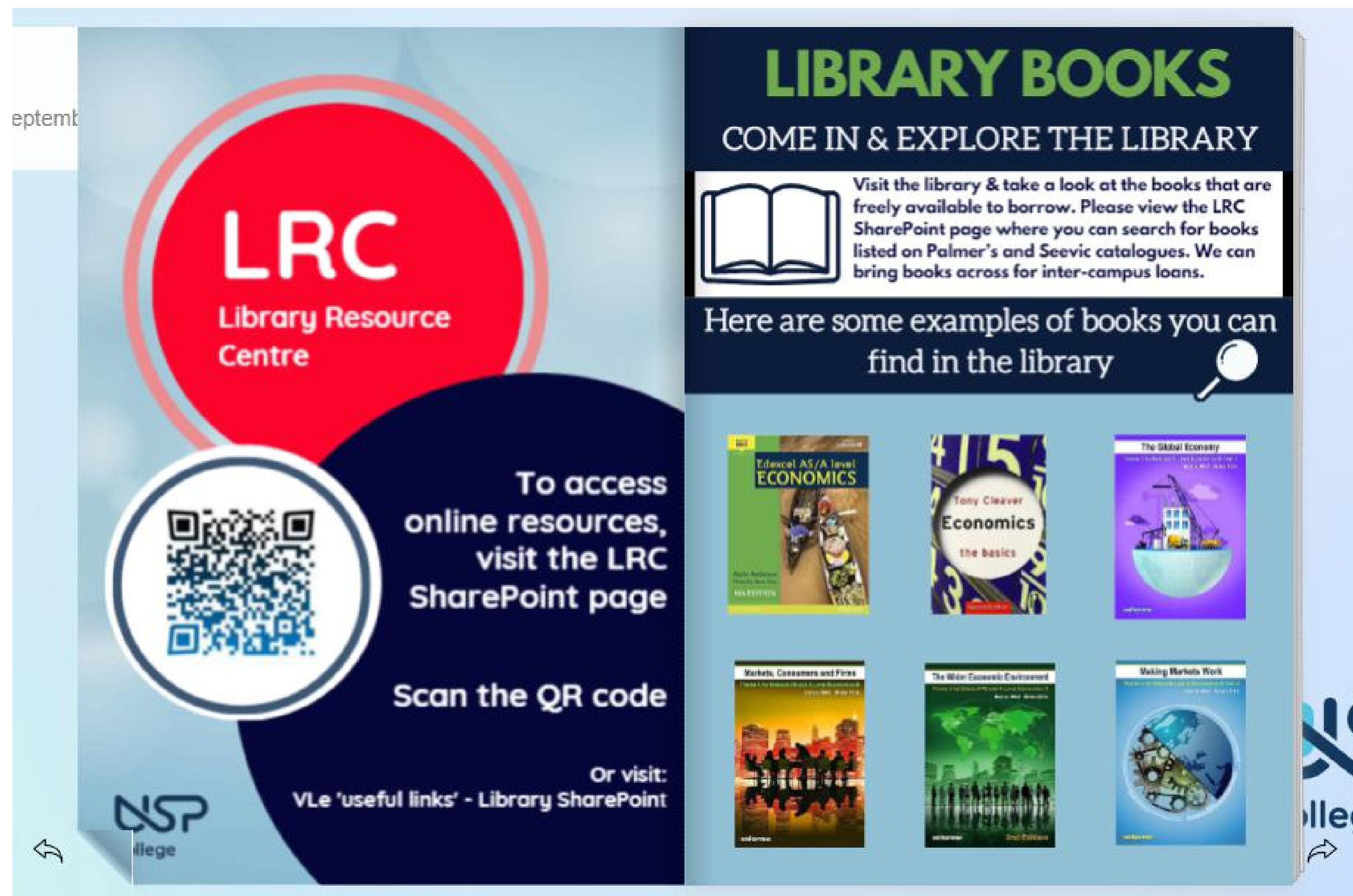
Bar with arrow on the edge of both sides at all times

Page height on hover



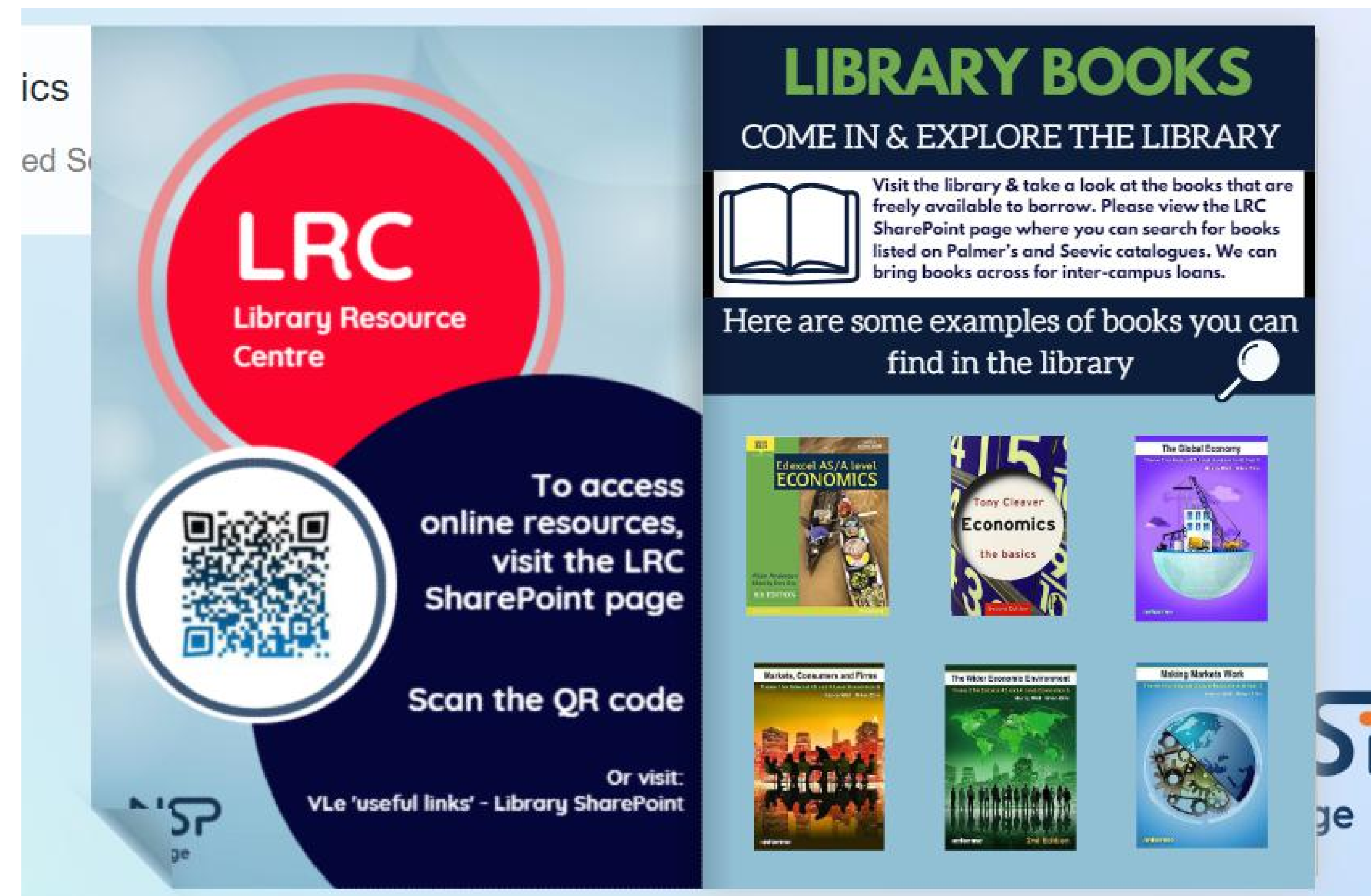
Bar with arrow on the edge of page when hovering next to flipbook edge

Page corner



Small arrows next to bottom corners of flipbook on both sides at all times

Hidden

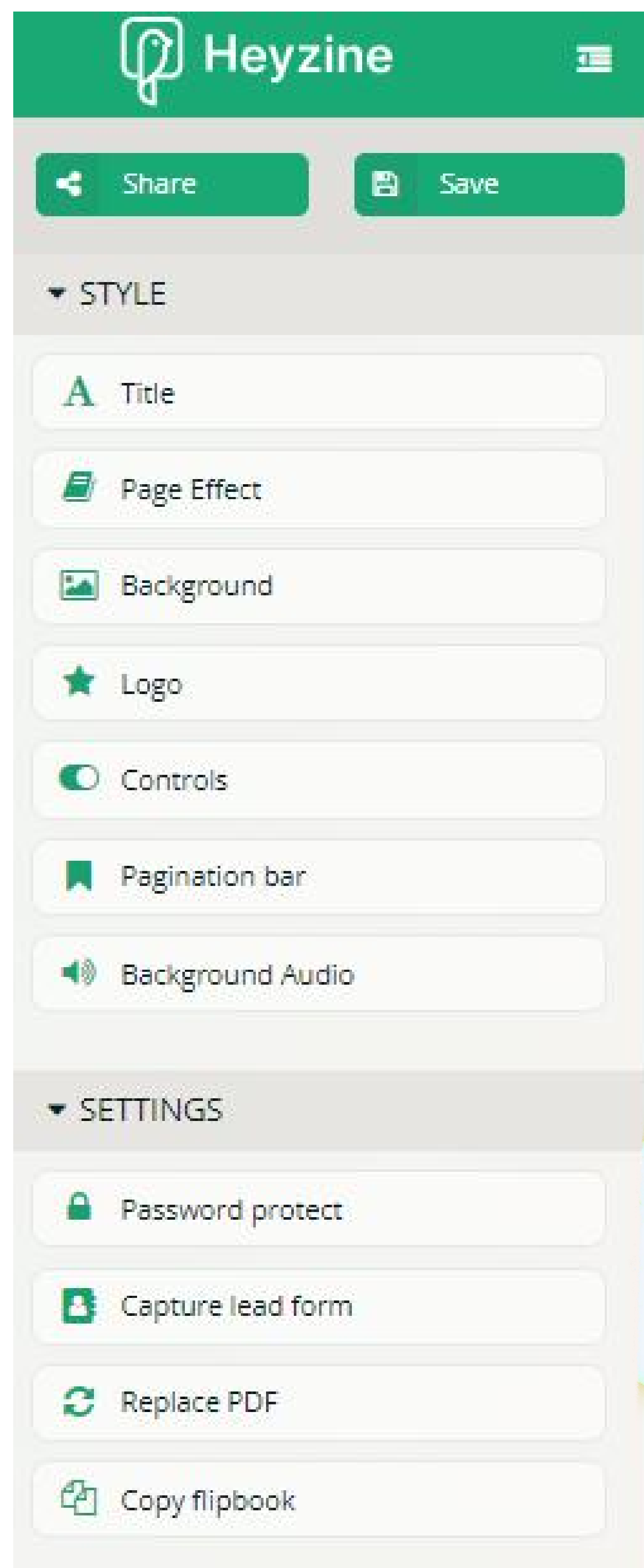


No page turn prompts

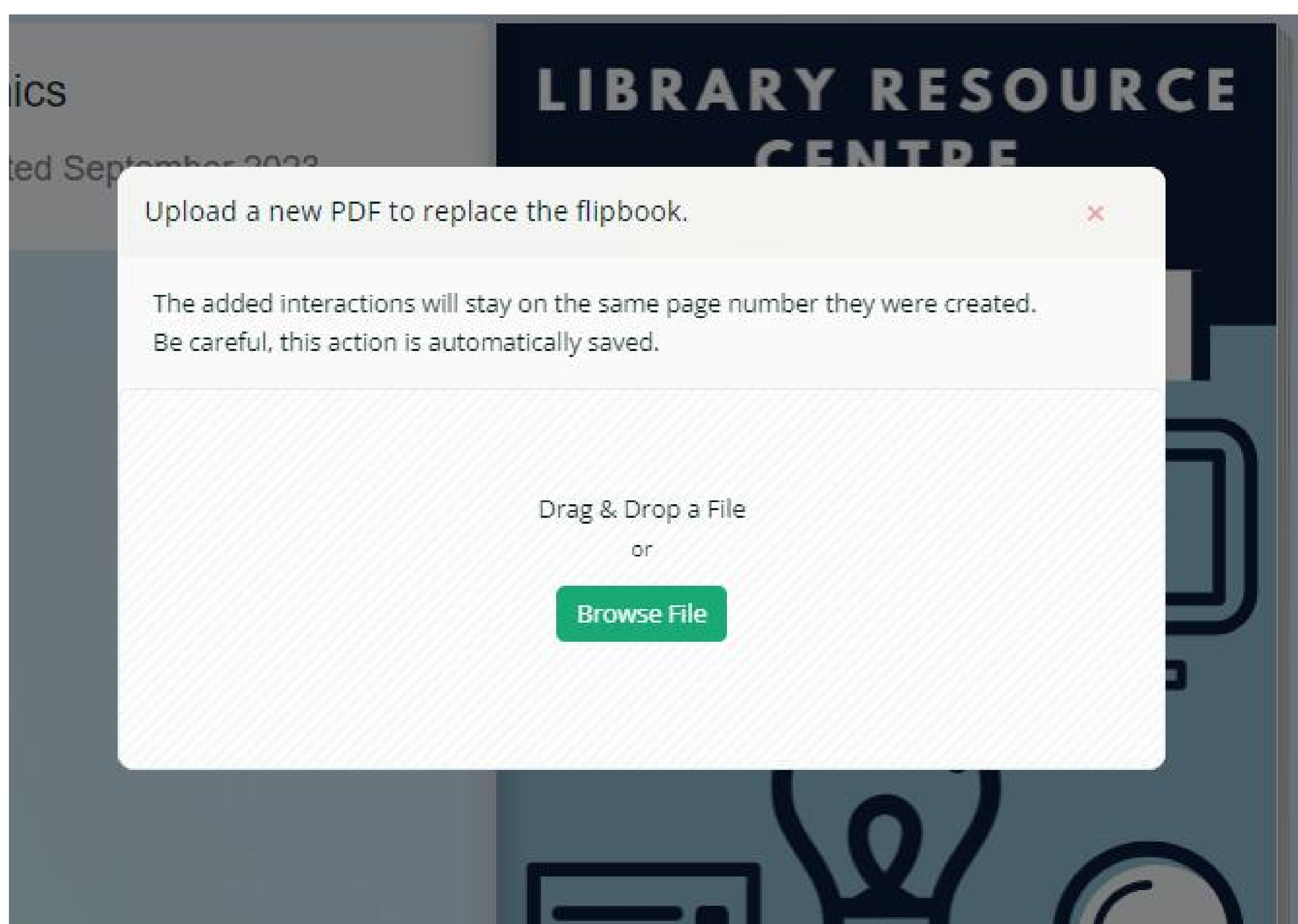
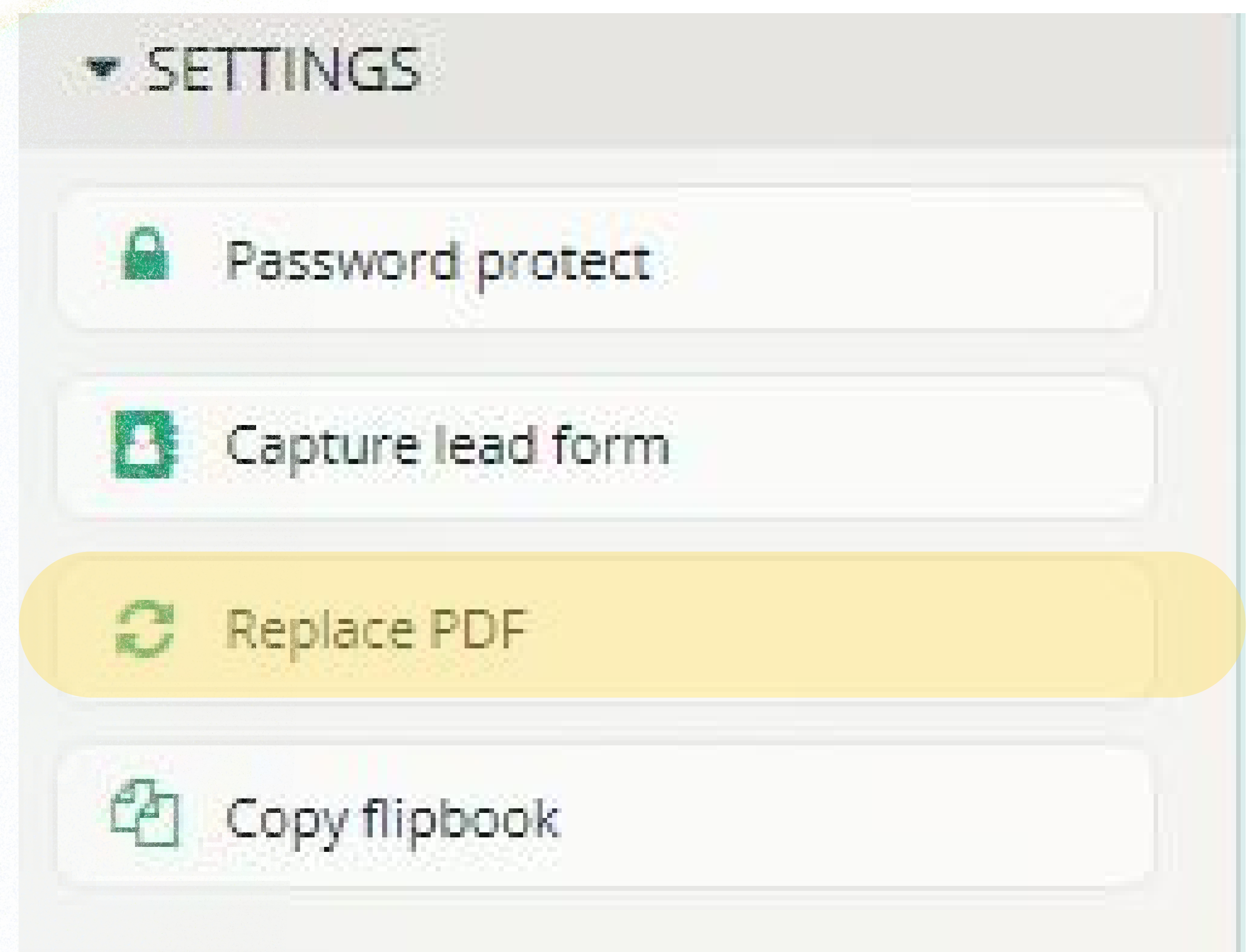
Replace pdf

If, after uploading a pdf to a flipbook, you need to make minor edits to your pdf (such as a spelling mistake or a change of information), you can upload your updated pdf on top of the original flipbook (rather than making a new file). The advantages and disadvantages to this are below:

- Advantages:
 - All the flipbook's settings (style, links, etc.) will stay the same (you won't need to 'set up' the flipbook again)
 - The shared link stays the same (everyone you have shared the link to will now see the updated flipbook, saving the time of re-sharing the link with everyone)
- Disadvantages
 - You will no longer be able to recover the old version of the flipbook after replacing the pdf



In the editor, go to the settings sections of the side menu and click on 'Replace pdf'



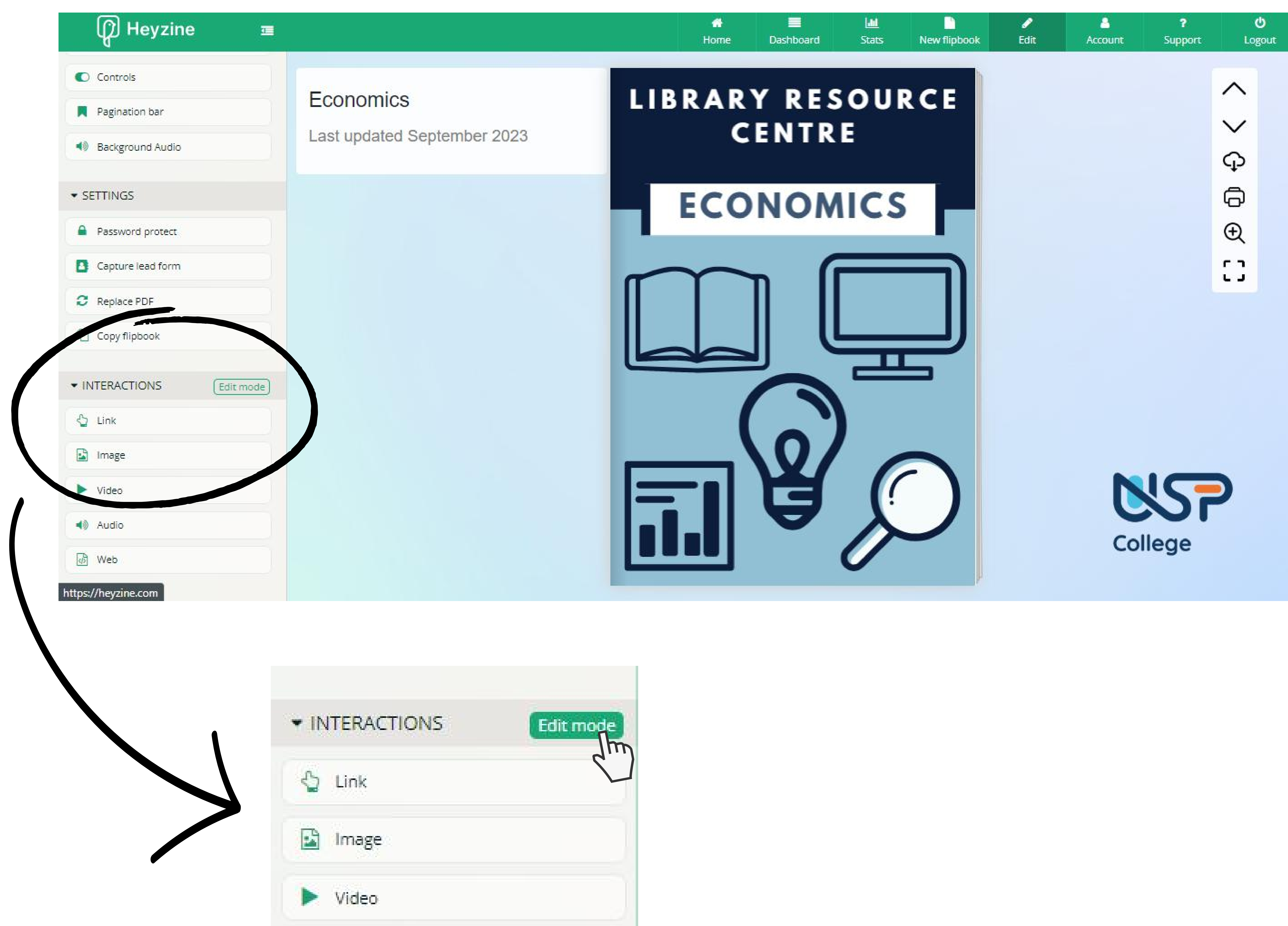
Upload your updated flipbook into Heyzine, either through drag-and-drop or by browsing the files on your computer. Please note that once you have added a file, the action is not reversible

The updated flipbook should now appear instead, with all the links and flipbook settings the same as before. At the time of writing, I am not sure how replacing the pdf performs if you add or remove pages from the original pdf. It should keep the flipbook format settings but the links may not work as intended.

Adding links in Heyzine

In Heyzine, you are able to attach links, images and videos (and more) to your flipbook through the editor. With links in particular, it is recommended to add the links before exporting the document as a pdf, as links that are added in Heyzine are not clickable if the user decides to download the flipbook as a pdf. However, if you would like to add links in Heyzine, the steps are below.

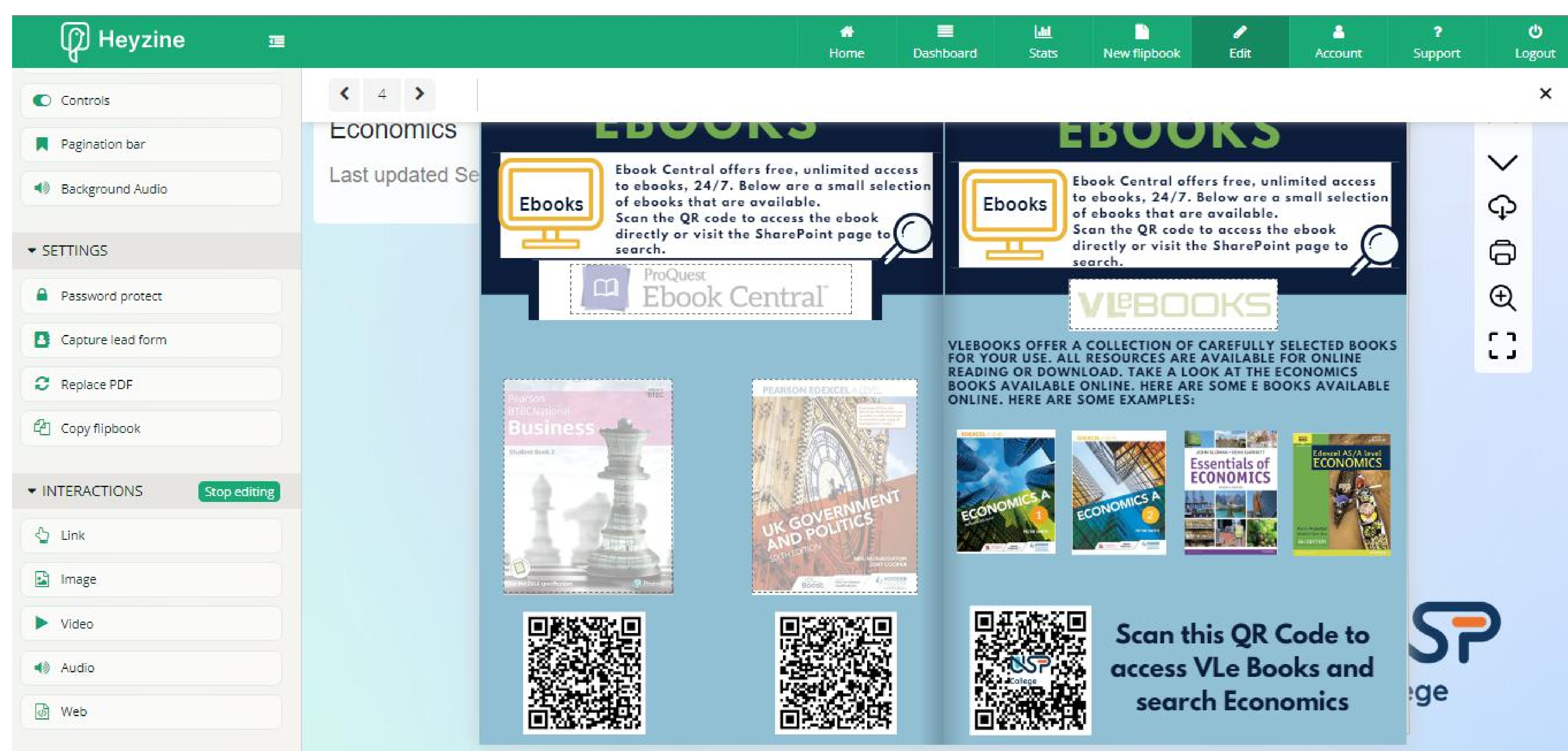
In the editor, go to the side menu and scroll down until you see the interactions menu. Click on 'edit mode' next to 'Interactions' ('edit mode' will turn green when you hover over it)



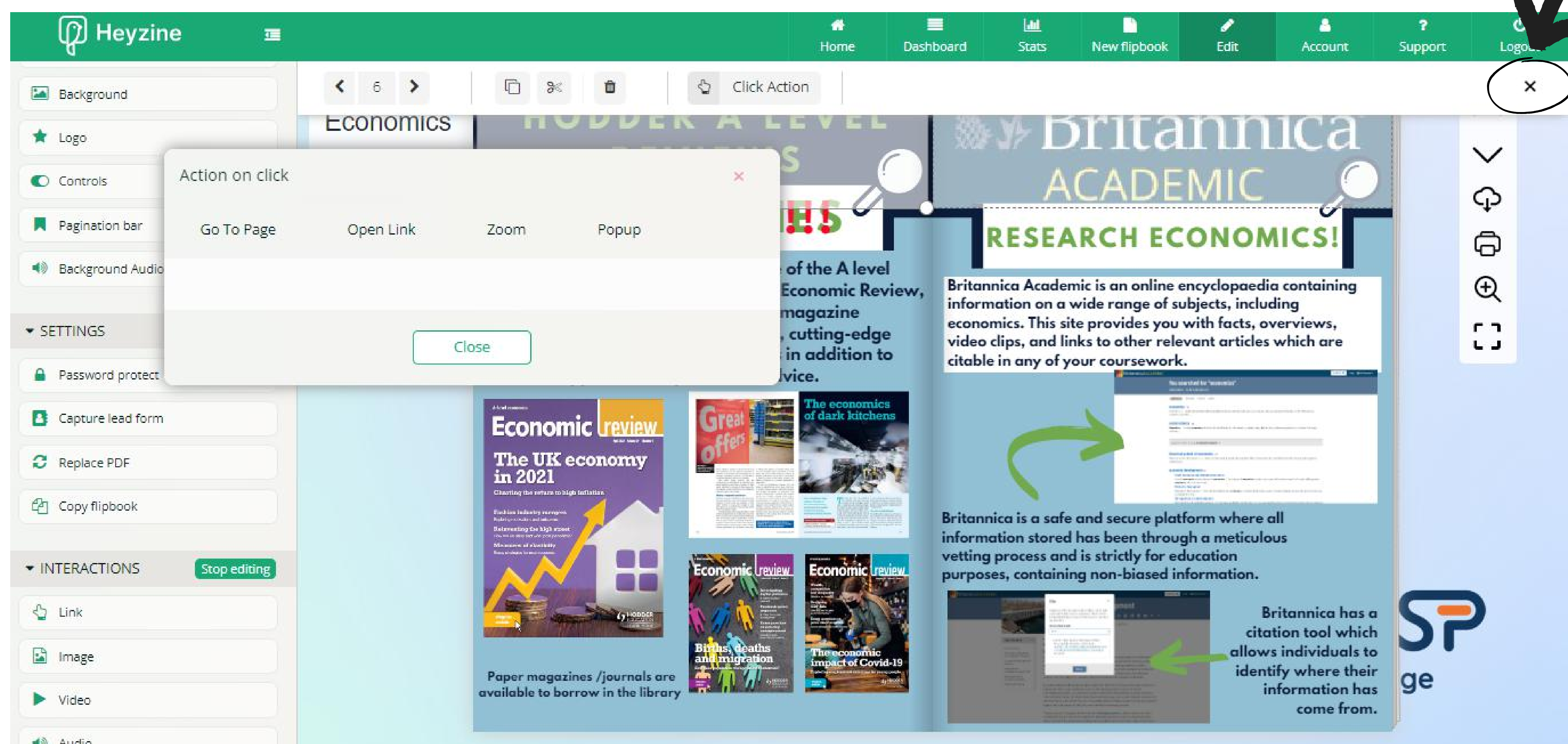
Once in edit mode, the only way to change the page of the flipbook is by using the arrows in the top left of the screen (the flipbook no longer acts as a virtual magazine)



Links that have already been added to the flipbook (including those that were added before the document was made into a pdf) will be greyed out



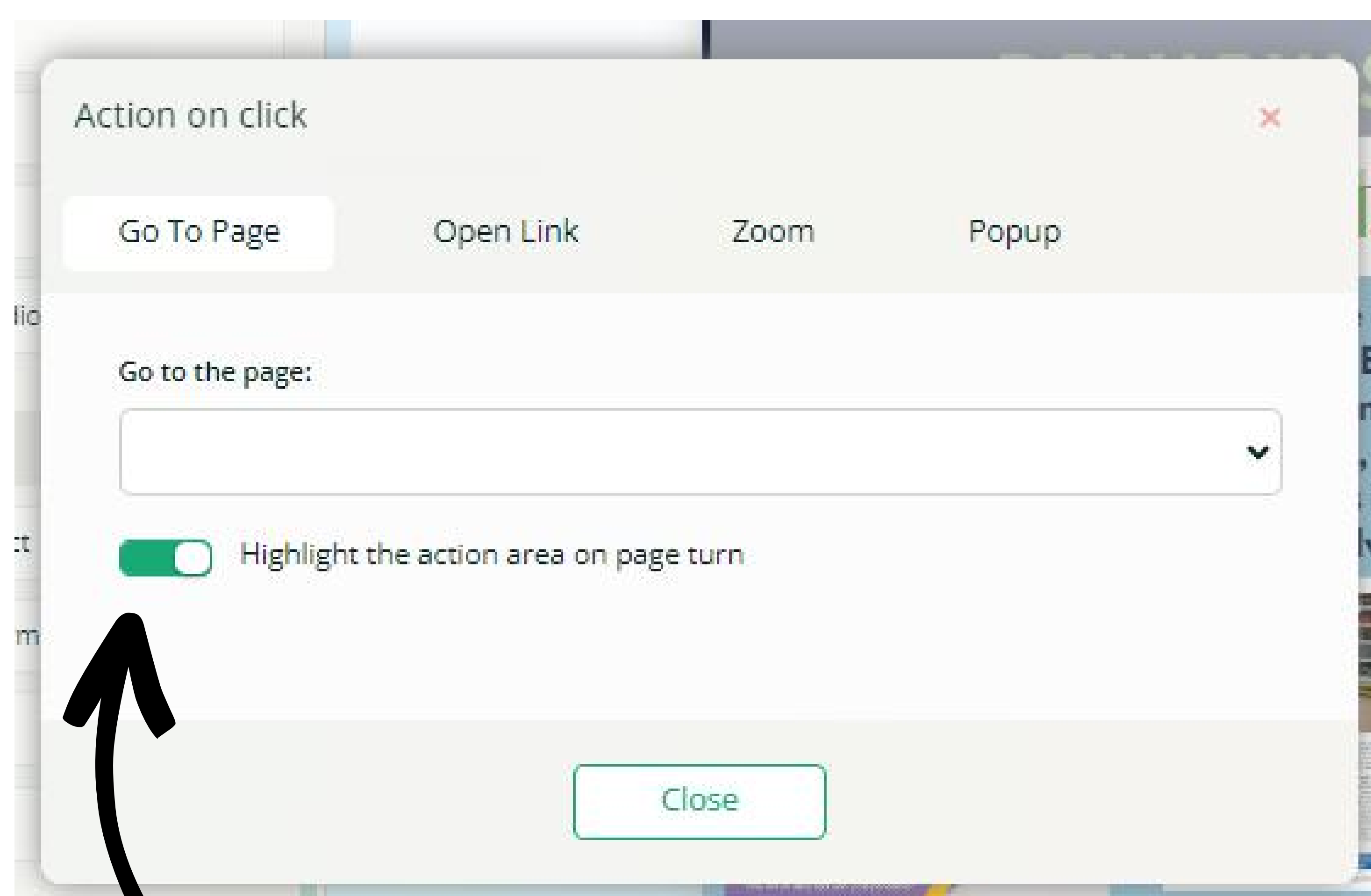
Click on link in the side menu. When hovering in the flipbook area, the cursor will now be a +. Click and drag a box over what you would like to link.



The screenshot shows the Heyzine editor interface. On the left is a sidebar with various settings and interaction options. The main area displays a flipbook with several pages, including one titled 'ECONOMICS' and another with 'Britannica ACADEMIC'. An 'Action on click' dialog box is open, showing options: 'Go To Page', 'Open Link', 'Zoom', and 'Popup'. A green arrow points from the 'Go To Page' option to the dialog box. Another green arrow points from the dialog box to a specific area on the flipbook page. A black arrow points from the text on the right to a small 'x' icon in the top right corner of the flipbook area.

If this top bar is in the way, you can close it by clicking the 'x' here

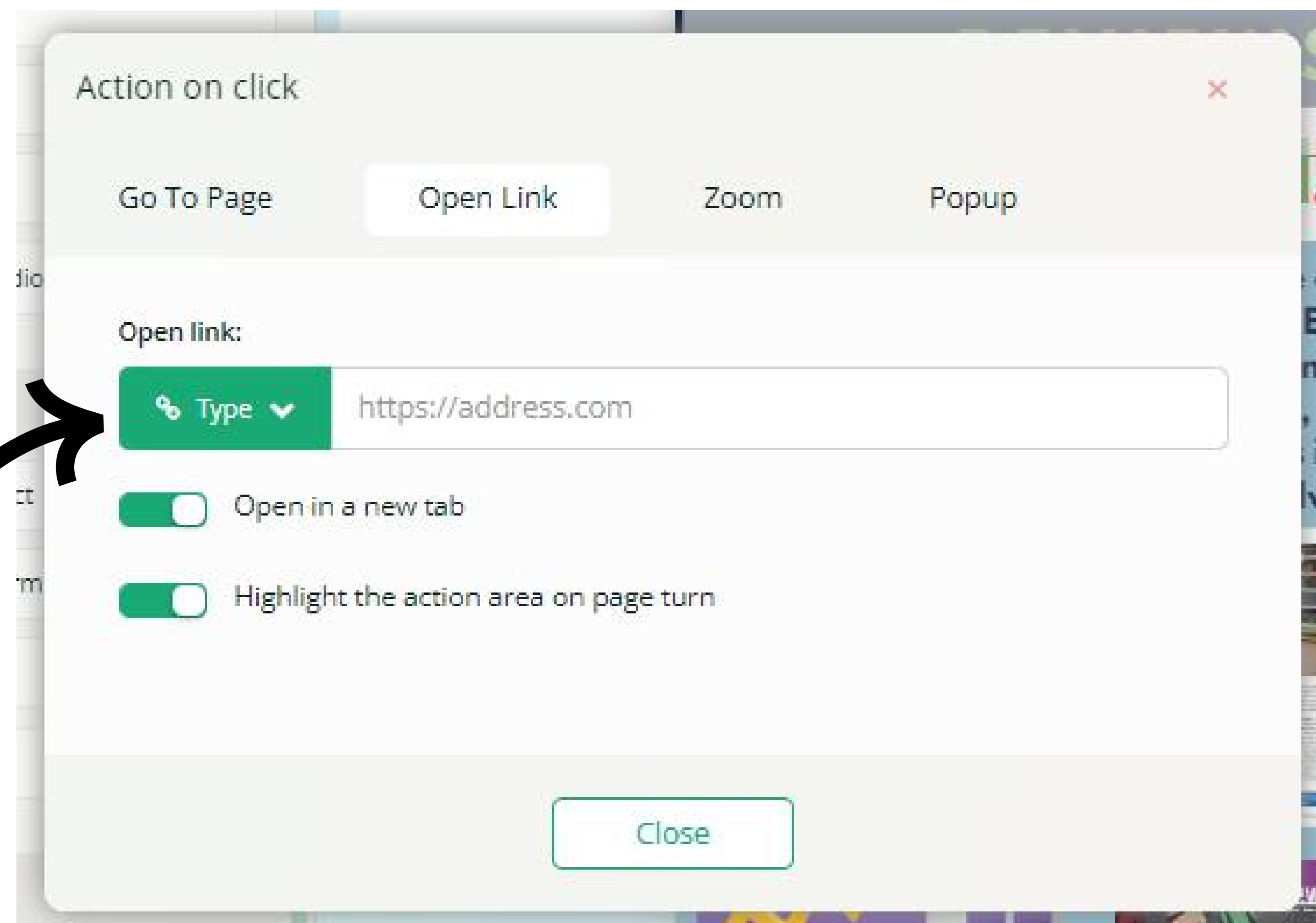
After selecting an area, a box will appear allowing you to choose an 'Action on click'



This is a close-up of the 'Action on click' dialog box. It has a title bar with a close button. Below the title bar are four buttons: 'Go To Page', 'Open Link', 'Zoom', and 'Popup'. Underneath is a section labeled 'Go to the page:' with a dropdown menu. Below that is a toggle switch labeled 'Highlight the action area on page turn', which is currently turned on. At the bottom is a 'Close' button. A black arrow points from the text below to the toggle switch.

Choosing 'Go to page' allows you to link to a different page in the document. All the page numbers are listed in the drop down menu.

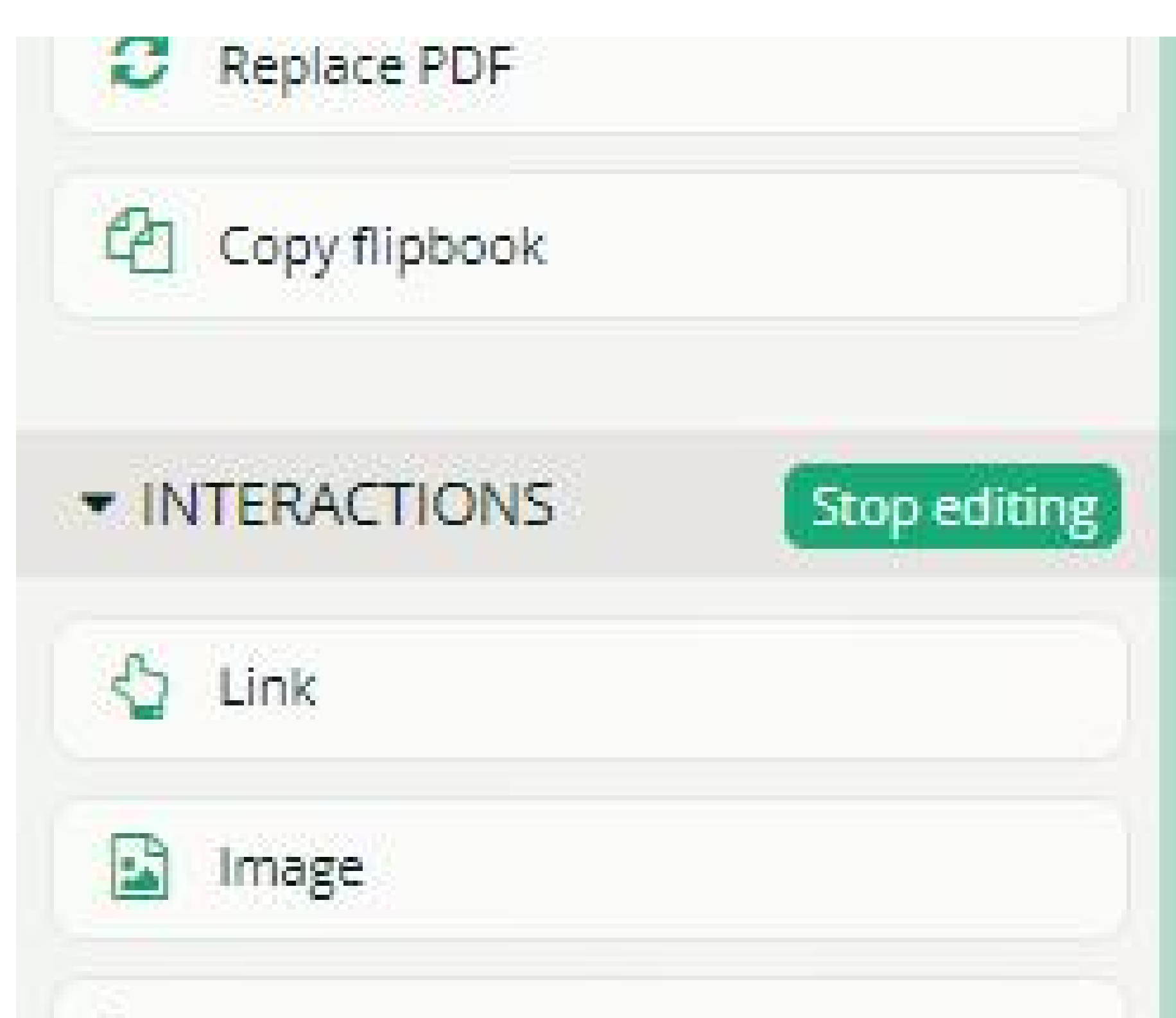
Highlight area on page turn means that the clickable parts of the page flash when a user first sees that page (would recommend turning on)



Choosing 'Open link' allows you to add a link to a webpage

You can change the type of link you are adding to the flipbook here (web, email, phone etc.)

Once you have linked your box, click close. You can resize your box by using the dots on the corners of the box, and can move it around by clicking and dragging.



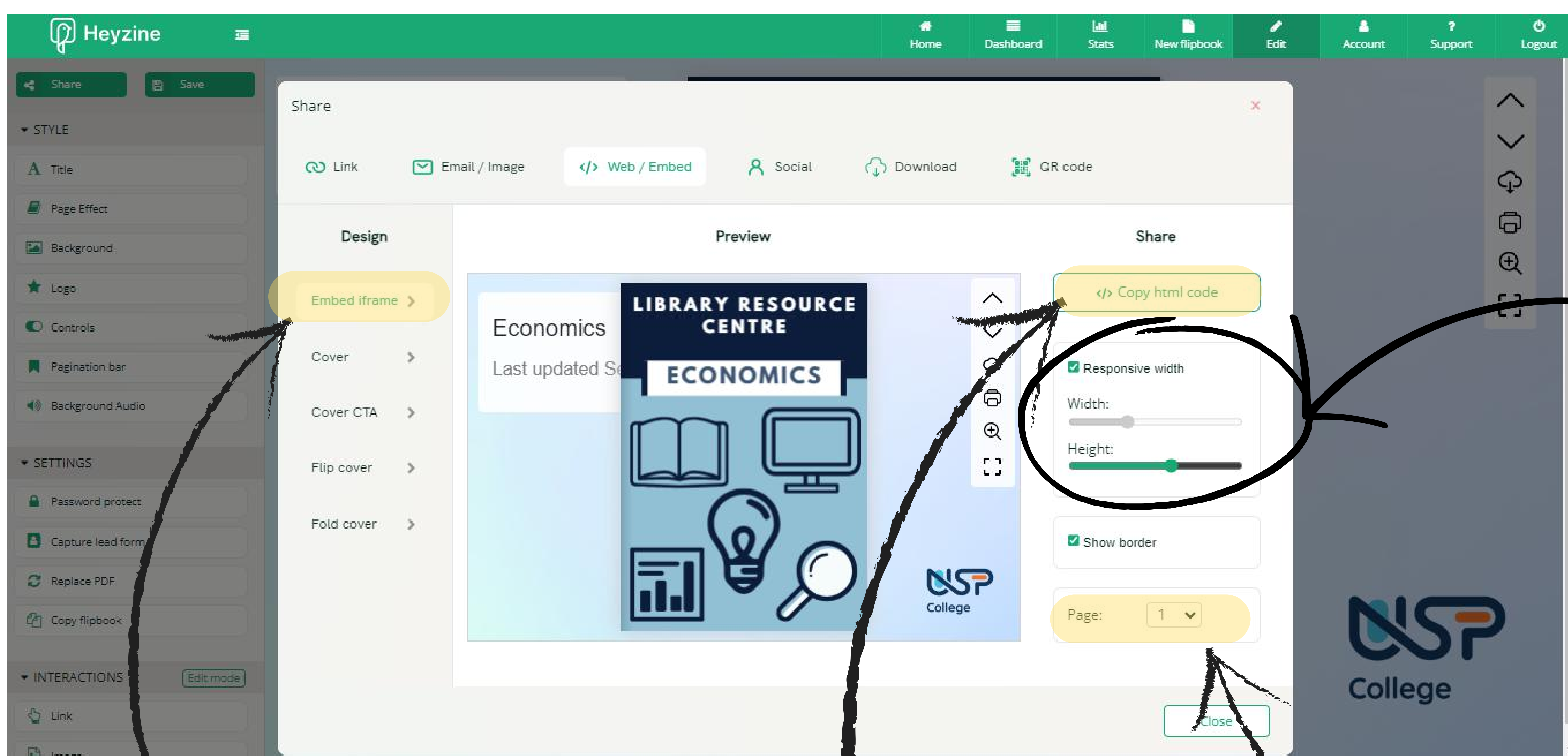
You can add more links by clicking 'Link' again in the side menu and dragging to make a new box. When you are finished editing, click on 'Stop editing'

Remember to regularly save your flipbook as you add/edit links . Heyzine does not remember any links you add if you do not save them

Sharing to the flipbook as an iframe (reading flipbook within the webpage)

(Make sure that your SharePoint page you are adding the flipbook to is open in a different tab before you start.)

If you would like users to be able to read the flipbook on the SharePoint page without opening it in a new tab, click 'Share' and choose 'Web/Embed' from the top menu



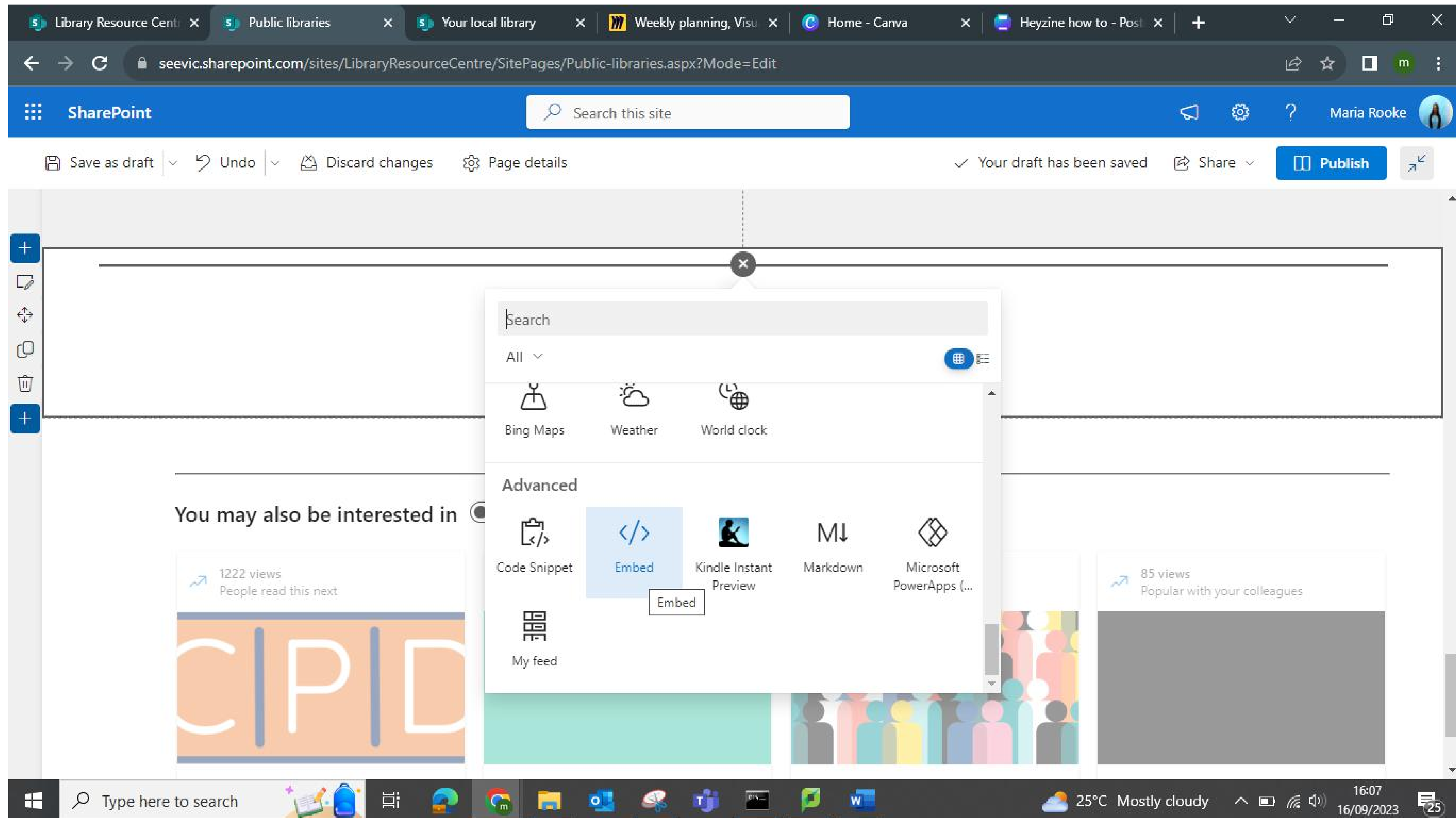
You can change the height and width of the iframe (can change later)

You can also select what page the flipbook will be open on

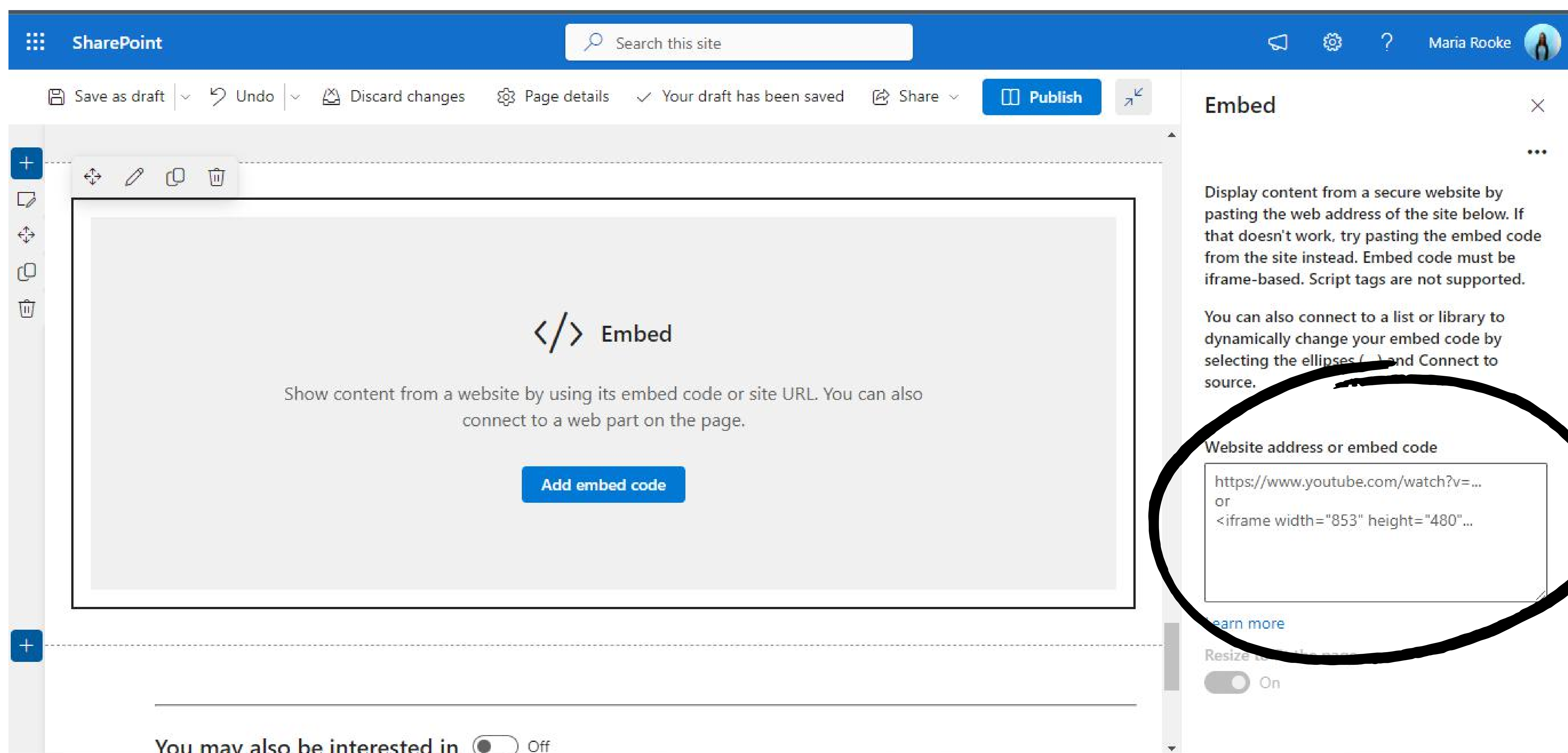
Make sure 'Embed iframe' is selected on the side menu

When you are ready, click 'Copy html code'

On the SharePoint page, click the + button to add a new web part and choose 'Embed' (may be easier to search as it is far down the list of web parts)



Paste your html code from Heyzine into the box



SharePoint Embed dialog showing the initial embed code for a flipbook. The code is:

```
<iframe allowfullscreen="allowfullscreen"
scrolling="no" class="fp-iframe"
src="https://heyzine.com/flip-book/1a641eee3c.html" style="border: 1px
solid lightgray; width: 100%; height: 373px;">
</iframe>
```

The values `width: 100%; height: 373px;` are highlighted in yellow in the original image.

After pasting, the flipbook should appear on the webpage you are working on. To change the size of the flipbook, change the height and width values highlighted in the box. (Click away from the box to see any changes you make, hitting enter on the keyboard breaks the link)

SharePoint Embed dialog showing the modified embed code for a flipbook. The code is:

```
<iframe allowfullscreen="allowfullscreen"
scrolling="no" class="fp-iframe"
src="https://heyzine.com/flip-book/1a641eee3c.html" style="border: 1px
solid lightgray; width: 600px; height: 400px;">
</iframe>
```

The values `width: 600px; height: 400px;` are highlighted in yellow in the original image.

Here I changed the width from a percentage to an amount of pixels (100% to 600px)

Continue editing your SharePoint page as normal