



**3D Issue**

## **User Manual**

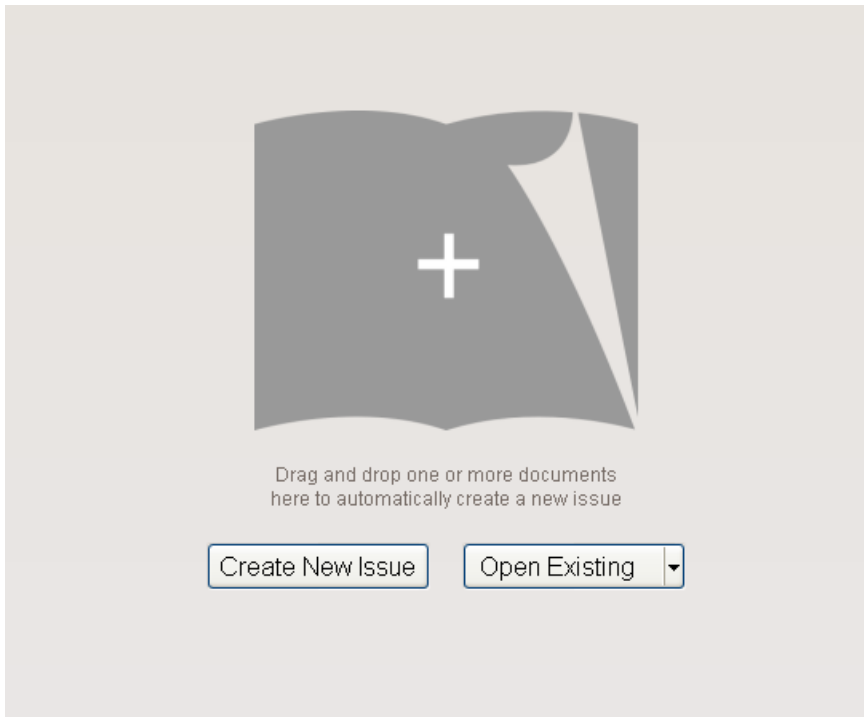
Page-Turning eBook software for Mac and Windows platforms

3D Issue is a digital publishing software solution that converts your pdfs into online or offline digital, page-turning editions.

## Getting started

### Launching the software

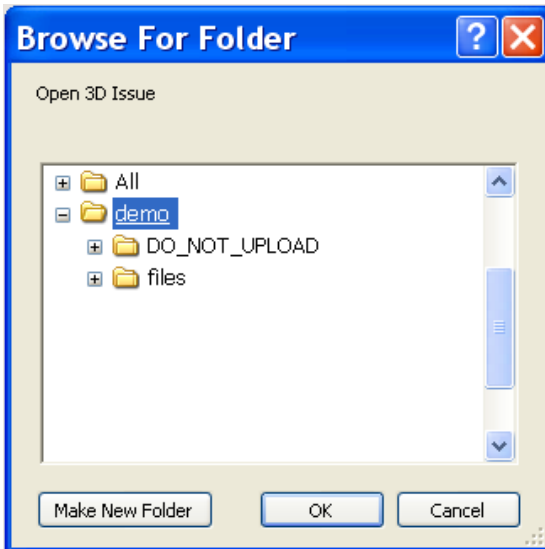
Upon opening the software users are presented with an opening screen where there are two options; Create New Issue or Open Existing Issue.



### Opening existing issue

If you have already created a digital edition using the 3D Issue software then you can re-open this to make any changes. For example you may need to add further interactivity such as links, videos, or you may need to make some adjustments such as editing the contents menu, links or add, replace, delete pages.

To open an existing issue, select Open. A browser window will appear where you can then select the existing issue you want to work on. Remember to select the 'folder' of this issue rather than files or folders within it.

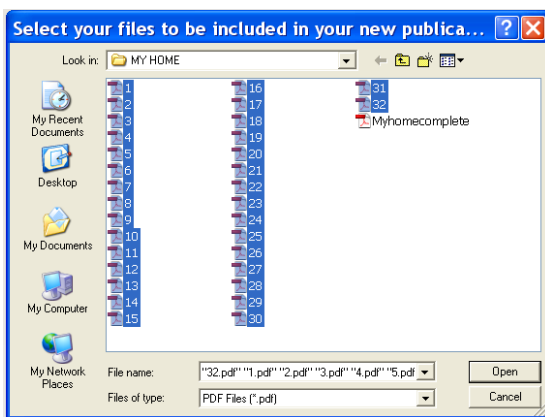


Alternatively you can click the arrow to the side of the Open button and access recent 3D issues from this list.

## Creating a new issue

To create a new issue you can either:

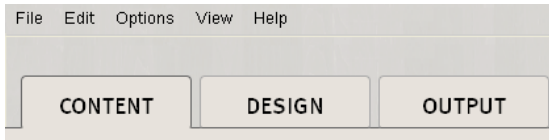
- a) Simply select 'Create New Issue'. A browser window will appear. Select the pdf you want to convert into a digital edition. If you want to digitise multiple pdfs to create one single digital edition simply hold the control button on your keyboard and click the multiple pdfs with your mouse.



- b) Drag and drop one or more pdfs files onto the 3D Issue logo
- Once step a or b has completed you will enter the main 3D Issue interface.

## The 3D Issue interface

The 3D Issue interface has three sections; Content, Design, Output.



The Content section is the area where users can see a breakdown of the pages the digital publication will include. This section also allows you set the properties for SEO, page layout and select which 3D Issue template you will be using for this digital edition.

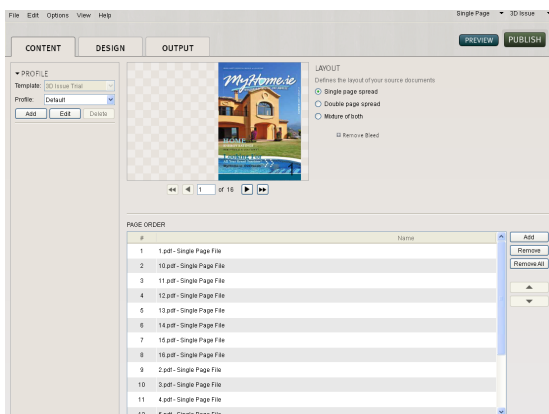
The Design section is accessible to Professional and Enterprise customers only (not Lite). This area allows you to add interactivity, customise the look and feel of your digital edition's interface and set the default settings for Zoom and navigation options.

The Output section lets you define how you want you digital edition to be output, either online, offline or both. This is also the area where you can add your website hosting details where you want to send your digital editions. There is a 'Preview' and 'Publish' button in the interface which can be selected at any time during the process.

The tabs can be accessed in any order you prefer, you may find going through them in the order of Content, Design and Output a logical order when creating a new 3D Issue rather than opening and amending an existing 3D Issue.

## 1. Content section

The content section defines the source(s) and the overall properties of your digital edition





The 'Profile Name' should be something that you can recognise and know what publication this is for. For example you can have multiple profiles as the tracking and SEO information may be different for some of your publications. This Profile name will later appear in the Profile drop down menu. To add the Google Analytics to track your digital editions, all you have to do is enter your Google Analytics ID into the next field. 3D Issue takes care of the rest, by adding the Google Analytics code to all html pages generated.

There are then three areas which allow you to customize the html pages 3D Issue creates by adding meta data such as the publication title, publication description and publication keywords. Once you have completed the fields select 'OK'

You will then see your profile in the profile drop down box. You can edit this profile at any time by selecting 'Edit' or if you want to create a new profile simply select 'New'.

## 1.1.2 Layout

The layout area in the Content tab allows you to select the original format of your pdfs you are converting.

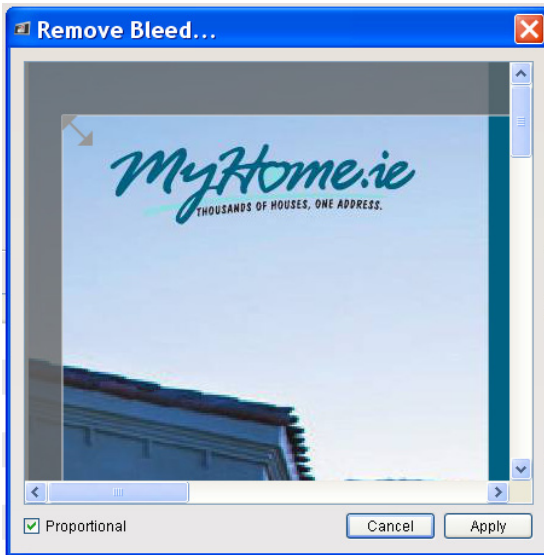


This is required as the software can cater for a number of differently formatted pdfs – single page spreads, double page spreads and mixture of both.

Just select one of the three options that best describes your source pdfs. If you are unsure you will be able to see a preview of how your publication will look if converted using any of these settings. For example if 'Double Page Spreads' is selected then the software will believe each page is a double page and so cut each page in half – this will automatically look incorrect in the preview if your source pdfs are in fact single page spreads.

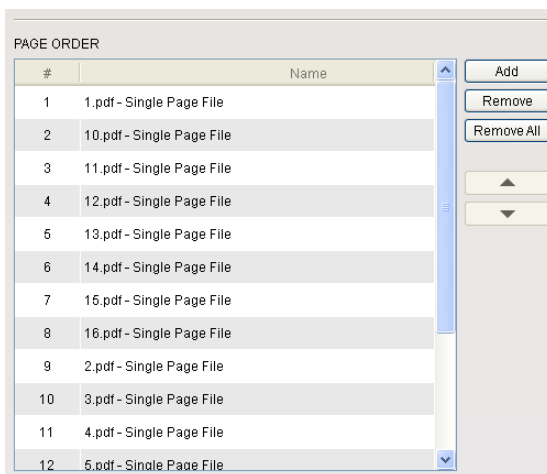
If you pdfs have bleed marks, printers cut marks then you can remove these by selecting the 'Remove Bleed' option. You can select either auto, or manual.

If selecting auto you will be able to check the outcome in the thumbnail preview area in the Content screen. If this does not look correct then you can select 'Manual'. If 'Manual' is selected, a small pop up window will appear. You will see the front page, simply drag the arrows to the point where the lines would intersect and click 'Apply'. This will apply the crop mark removal to all pages of the PDF(s)



## 1.1.3 Page Order

The page order window lists the pages contained in your source pdf (s)  
Within this area you should ensure that the pages are in the correct order – the digital edition will have the pages in the same order as this list. To change the order simply use the up and down arrows.

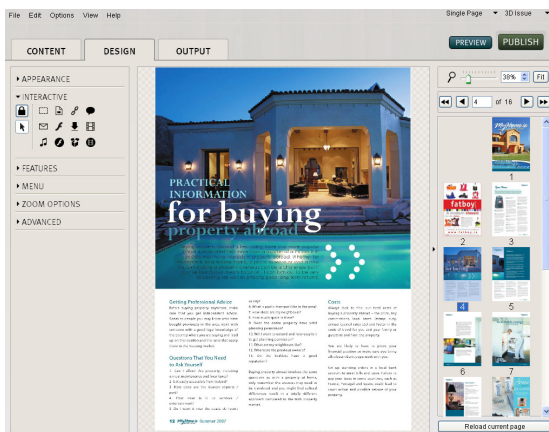


To add pages to the digital edition, simply select 'Add'; this will open a browser window where you can locate the pdf (s) you wish to add to your digital edition.

You can also delete single or multiple pages by selecting them and clicking 'Remove'  
 If you want to replace a page, select the page, click 'Remove', then click 'Add', select the document from the browser window and then use the arrows to position in the place of the previous page.  
 This adding, removing or replacing can take part during any stage of the process.

## 2. Design Section

The design section is where you can add interactivity and customise your digital edition.

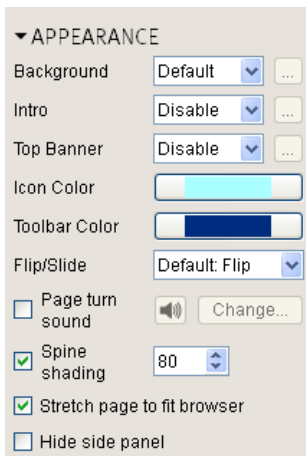


The right hand side in the design section shows thumbnails of each page in the publication. You can select any of these thumbnails to change the page in the centre of the screen to then add interactivity too. The arrows by these thumbnails can also be used to navigate to the page you wish to work on.

If at any time in the design section you need to enlarge the page to fully see an area to perhaps add interactivity you can use the zoom slider located above the thumbnails.

### 2.1 Appearance

The appearance section enables you to customise the look and feel of the skin/ interface. You can for example have different looks for different publications.



## Background

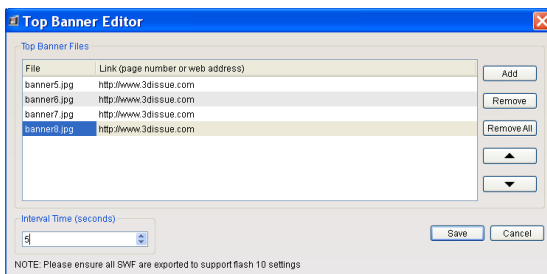
Select custom and choose to either display a background image or any colour.

Intro – The intro area is the space immediately to the left of the front cover. Select to have nothing in this area by choosing 'disable'. By selecting 'default' you can display some instructions that informs readers how to use the digital publication. Alternatively select 'custom intro' to upload your own introduction to this space.

## Top Banner

Select enable if you would like to show banner ads at the top of the interface in your publication.

If selected, a banner editor window will open. Here you can Add your banner images, reorder them by using the arrows, and then set the time delay between each banner. Please note the banners will show as 60 pixels in height with the width being determined by the end reader's browser. With this in mind, it is best to create your banners with extra width say 2000 pixels.

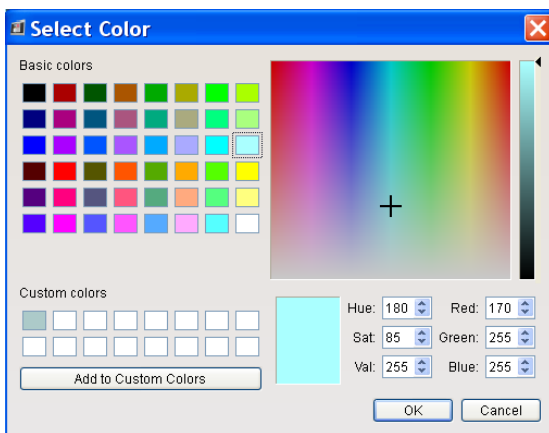


## Toolbar colour

Select any colour for the toolbar. This is the area at the foot of the user interface that encompasses the logo and navigation arrows.

## Icon colour

Select any colour for the icons. The icons are the feature options displayed to the user on the left of the user interface.



## Flip/Slide

Select how the transition between the pages should be either a traditional page flip or a slide action.

## Page-turn sound

Check the box to enable the page-flip sound when the user turns the pages. Alternatively you can upload your own sound to play on the turn.

## Spine shading

Select the spine shading from 0 – 2275 pixels. Most customers, if using this feature, would apply a spine shading of around 80.

## Stretch page to fit browser

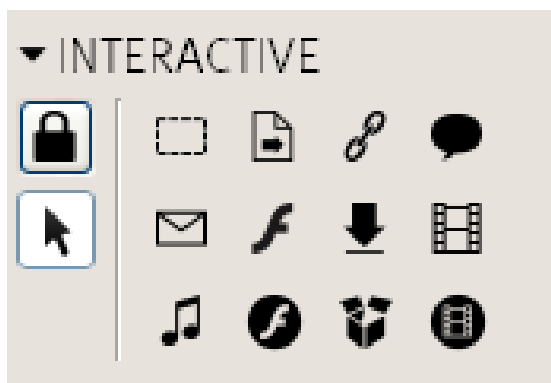
This is a setting that allows for more optimal viewing. The digital publication will be expanded to the maximum size allowable within the window given.

## Hide side panel

You can choose to select this option which will completely remove the left menu option bar on the end reader's interface.

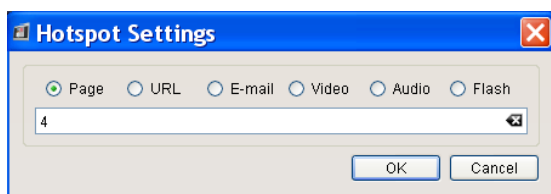
## 2.2 Interactive

The Interactive section houses a selection of elements that you can add to your publication to create an enhanced rich media experience.



## Hotspot tool

This will let you create a hotspot over a certain area on the page. Click this once. Then go to the page and click and drag over your desired area to create the hotspot. Once you have released the mouse the 'Hotspot Settings' box appears.



In the hotspot settings you can select what action you want to happen when the user clicks within this hotspot area. For email and URL simply check the option and enter in the address.

'Page' allows you to send the reader to a different page in the digital edition, just enter a number in the area provided.

If selecting 'Video' click the '...' button to browse for the video. Any videos must be in .flv format.

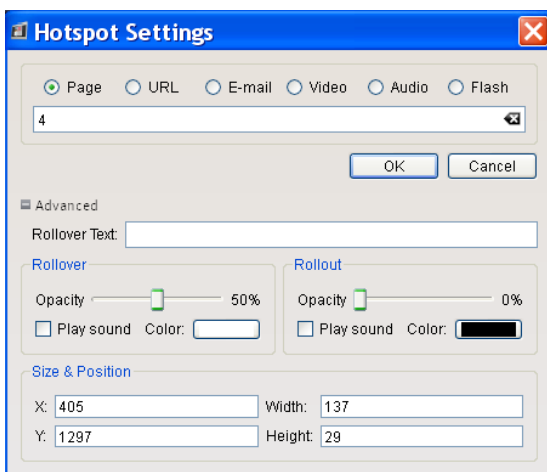
Audio works in the same way, select 'Audio' then select the '...' to browse for the audio file. Audio files must be .mp3 files.

Flash again works in the same way, select 'Flash', then '...' and browse for your flash file.

Please note, using the hotspot tool for video and flash will open up the item in a pop up window on top of the digital publication. If you would like the video or flash to play from within the digital magazine instead of using the hotspot tool use either the 'embedded video' or 'embedded flash' tool.

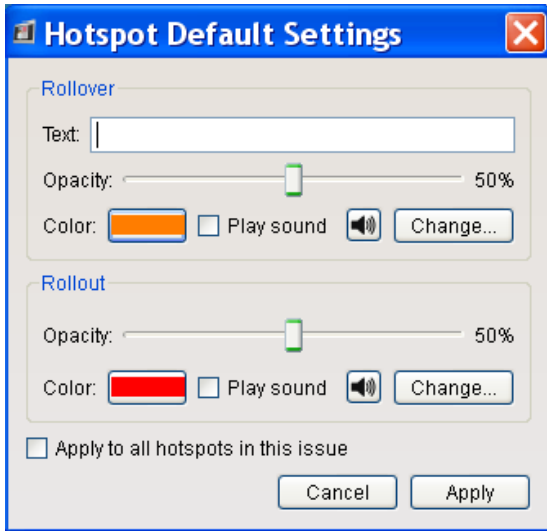
## Advanced hotspot options

Each time you add a hotspot you will notice in the hotspot settings window there is an 'Advanced' area. By expanding this option you will see a number of further options you can apply to your hotspot. In the advanced settings you are able to change the rollover text that is presented to the end readers. You can also change the rollover and rollout colours, applying opacity and sounds if you wanted.



## Default hotspot colours

You can set the default hotspot colours in the software. Go to the top toolbar menu and select 'Options' then select 'Hotspot settings' Here you can set both the rollover and rollout hotspot colours to suit the look and feel of your publication. You can change the opacity of these colours and also set a sound to play on rollover or rollout. By selecting the check box you can also apply these settings to all the hotspots in the publication.



## Go to Page button

The 'Go To Page', allows you to jump to particular pages in the 3D Issue. Select the button, drag the cursor to create the buttons, and enter the page number you want to go to when this button is clicked.

## Web link button

The web link button lets you place a button on the page that your end reader can click to be diverted to another URL. Click and drag the button onto the page, and enter the URL you want to load when this button is pressed;

## Comments button

The Comment tool is a feature that allows users to add feedback functionality to their 3D Issue. This option allows you to create a topic / board that will allow users to add comments / feedback on particular articles or products.

## Email button

The 'email' button, , works similarly to the Web Link button were you can drag and position the button onto a page and allow the end reader to write an email to your chosen email address.

## Flash, audio and video buttons

Another way to add videos, audio and flash files to the pages is by using the 'Video', 'Audio' and 'Flash' buttons. You will be asked to find the file on your system and click 'Open' (...). Please note, adding a video or flash to open on the click of a button will display the video/flash to the end reader in a pop up window in a separate layer. Use the embedded flash or embedded video button to play the flash/video from within the page.

## Download button

The 'Download' option, allows users to download files, simply position the button onto the page and enter the URL location of the file when requested. It may be another study or story related to the article on that page.

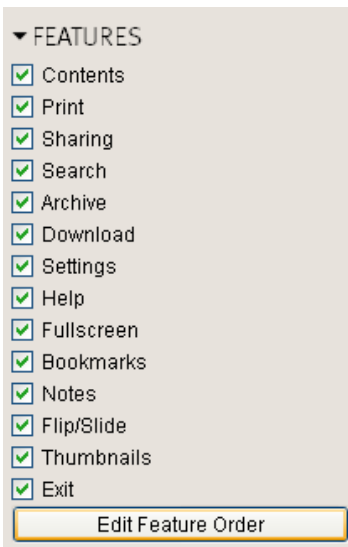
Tip: When adding rich media such as audio, flash or video you can select the media to automatically start when the page is turned to. This option can be accessed via the 'advanced' options when adding the media.

## Selector tool

If at any time you wish to edit the values that you entered for any button or hotspot, simply click on the 'Selector Tool', double-click on the button/hotspot and edit accordingly, single click allows you to alter the hotspots dimensions. To delete a hotspot or button then use the 'Selector Tool', click on the hotspot and press the 'Backspace' on your keyboard.

## 2.3 Features

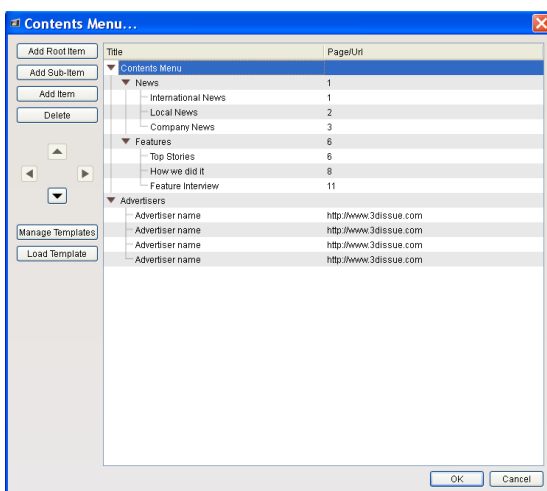
The features area can be expanded to show all the possible features and options that you can give to your end reader. By selecting or deselecting these options you can determine what your end readers will and will not be able to do. For example if you do not want your readers to have access to the Share feature then you can simply deselect this option. You are also able to change the order of the features as seen by your end readers. Select the button 'Edit Feature Order' and use the arrows to change the list order.



## 2.4 Menu

In the end reader's interface you can insert a digital contents menu. This can be either links to pages within the publication or to URL links. If you do not want to complete the contents menu then ensure you deselect the contents option from the features menu so this will prevent the end readers from seeing an incomplete contents menu.

To add a contents menu, select 'Edit contents menu' this will bring up the menu editor window. You can arrange your menu into root items, sub menu items and items so as to display in a suitable way. The first root item will say 'root item' you can double click this to change the name to something like 'Contents menu' If you have added in a contents menu you can rearrange the menu items by using the arrows. If your original PDF has bookmarks in it, the software will automatically add these to the contents menu for you.



## 2.4 Zoom Options

In the Zoom options you can select whether the end reader will zoom to 'Single Page' or to 'Doubles Pages' and when zoomed-in, either navigate by 'Mouse Movement' or 'Click and Drag'. You can also select whether the user will zoom to 100% or to the browser width allowed.

▼ ZOOM OPTIONS

Zoom to:

Navigation:

Width:

Disable zoom for page(s):

## 2.5 Advanced Options

▼ ADVANCED

Read right to left

Language

Page numbering starts on page

Exit URL

Load control

Sharing via email

Bookmarks

Notes

Server

## Read right to left

This feature is to cater to international clients such as Arabic or Hebrew publications, whose first page would be the back cover of the publication and the last page would be what we would classify as the front cover. Simply by checking the “read right to left” option, the digital edition is completely reconfigured to handle this publication type. Along with reordering the pages, it will also change all page numbering, keyword search and contents menus to suit the configuration of the publication.

## Page numbering starts on Page

Not all publications start their numbering on the cover page. Therefore with the 3D Issue software you can set the correct page numbering so that your contents menus etc will act accordingly.

## Exit URL

Enter in the url where your readers should be taken to when clicking on the exit button within the interface. This could be your website home page or a related web page.

## Load Control

If your publications are over 100 pages you could use the load control to ensure your readers are not waiting a long time when they first open your digital edition. The load control allows you to specify a number of pages to load at one time, so entering 20 will load the first 20 pages, then going to page 40, the 20 pages around page 40 are loaded in the background. This ensures fast loading for larger publications.

## Edit email for sharing, bookmarks and notes

If your end readers use either the notes, bookmarks or sharing option they have the option to send an email with information to either themselves or a friend. You can edit the fields or language used in these emails by clicking on the ‘Edit email’ button in the advanced section.

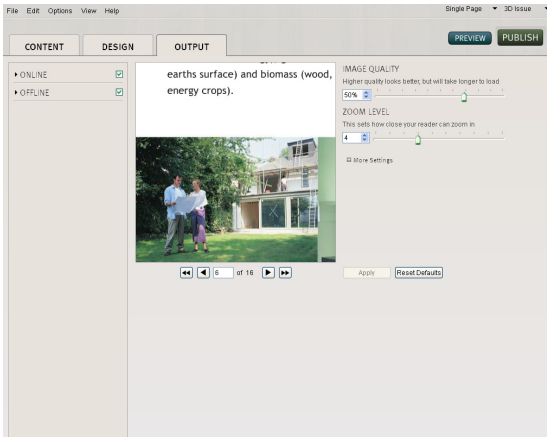
In the editor, select the text and edit as you see appropriate. You can also insert fields; Message, Name, URL, Email and Notes which are all entered by the reader.

## Server

3D Issue uses dynamic script only for the ‘Send to Friend’ feature. For this the software will recognise both ASP and PHP support. Choose which is recommended for your site.

## 3. Output Section

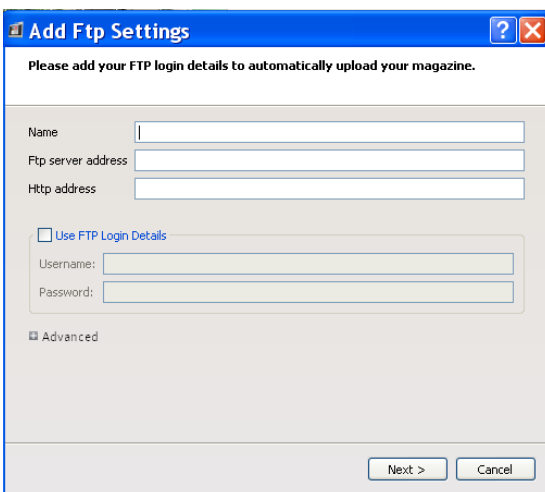
The output section is where you can a) set the destination format for your digital editions and b) apply image quality and zoom settings to your digital publication.



### 3.1 Online

If you would like your digital editions to be published online, select the check box next to 'Online'. If this option is selected then choose from the dropdown box which online location to use. If the website you wish to upload the digital edition to is not listed in the dropdown menu, select 'Add' which will then start the ftp wizard.

#### 3.1.1 Adding hosting details



When the 'Add' option is selected, the 'Add FTP settings' window will open.

**Name** – Enter the name of the website for your reference, this will appear in the drop down box as an option for future digital publications

**FTP Server address** – e.g ftp.3dissue.com

**Http address** – the full address of your website. (don't worry you can select a specific folder to upload the issues to in the next step.)

**Username and Password** – enter your hosting username and password

Select next.

The next screen asks you to select the location of where the 3D Issue archive file should sit. This needs to be accessed by the software in the future when you create other digital editions that you would like to be added to the graphical archive display shown to your end readers. The next window will ask you to select a folder on your website where the digital editions should be stored.

That's it. Select Finish.

You can continue to add multiple web destinations / profiles so when using 3D Issue in the future you can then select which website or folder within a website the digital issue should be held.

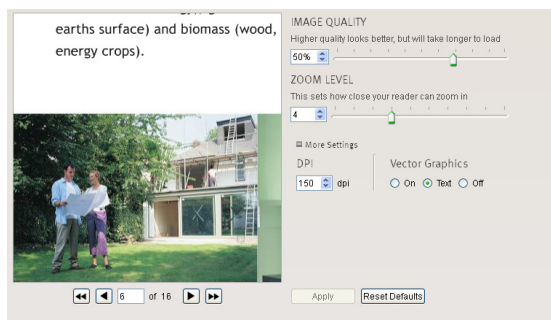
## 3.2 Offline

There are two offline options you can allow your end readers to download:

**Pdf version** – simply allow them to download the original pdf so they can take it away with them for reference after viewing the online digital edition.

**Offline version** – This is a fully functional digital edition with all the interactivity of the online version. This option will allow your readers to download the edition to view without the need to be online. Simply select which offline version you want to give your end readers by selecting from the drop down box 'Offline edition', 'PDF Version' or 'Both'. Remember if you select any of the options to ensure the menu item 'Download' is viewable to your end readers in the Design section (Design > Features > Download)

## 3.3 Quality and zoom settings



### 3.3.1 Zoom settings

The zoom settings quality controls the size of the zoomed-in pages that are created. The correct settings vary from customer to customer, and only through testing will you be able to determine the optimum setting for your publication. The image on the left gives you a preview of the applied zoom setting – you can drag this image to go to a specific area of the page, or use the arrow controls to view these applied settings to other pages.

We find that anything between 4 and 6 is adequate

### 3.3.2 Quality

You can also choose the quality of the images. This is set to 50% as default. Again, only through testing will you determine what best suits your publications. Note that these settings will determine the size of the digital edition and the speed at which pages are loaded. It is important that you find the right balance between the quality you are happy with versus how long a user will wait to download.

The image on the left gives you a preview of the applied image quality setting – you can drag this image to go to a specific area of the page, or use the arrow controls to view these applied settings to other pages.

### 3.3.3 More Settings

The dpi setting is an alternative to the zoom level, in older versions of 3D Issue the zoom level was always referred to as DPI setting.

In the more settings you can select to convert your digital edition to vector. Vector format enables your readers to zoom in and retain crystal clear quality of text and/or vector based images within the pdf.

Choosing the 'Text' option will ensure that any text from the original pdf will be vector based opposed to image based. Choosing 'On' will convert both the text and vector images to vector, and choosing 'Off' will convert the digital edition to image based output.

## 3.4 Preview / Publish

At any time during your 3D Issue session you can preview or publish your digital edition. For example if you want to create a quick digital edition with just the pdf converted into a page turning edition, your original pdf links (url and email) as live links and the appearance of the interface to take the same settings as you had previously saved, then you can click on the publish button as soon as you enter the 3D Issue interface. If you are doing this, please ensure that the correct output settings are selected as this will publish the edition to whatever output settings are selected.

The digital edition can also be previewed at any time during your session. Some customers like to make small changes say to the look and feel and then preview the settings as they work their way through the options. Please note, the first time 'Preview' is selected the software needs to convert the pdf into digital edition so this may take a few minutes. After this initial conversion has been done, when the preview button is selected again only the changes you made will be amended – making the time much quicker.