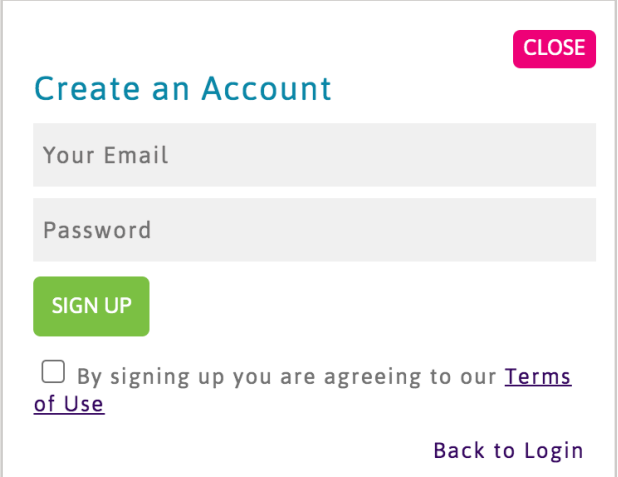




## HOW TO CREATE A FREE MYBOOKLET BC ACCOUNT

1. Go to <https://mybookletbc.com>.
2. Click on the **CREATE A FREE ACCOUNT** .  
*The “Create an Account” dialogue box will appear.*
3. Enter your Email and Password. *Please click on the checkbox to agree to our Terms of use.*
4. Click on the **SIGN UP** button to complete the sign up process. *A verification email will be sent to your email account.*
5. Click the link provided in this email message to activate your account.



**CREATE A FREE ACCOUNT**

**CREATE AN ACCOUNT**

Your Email

Password

**SIGN UP**

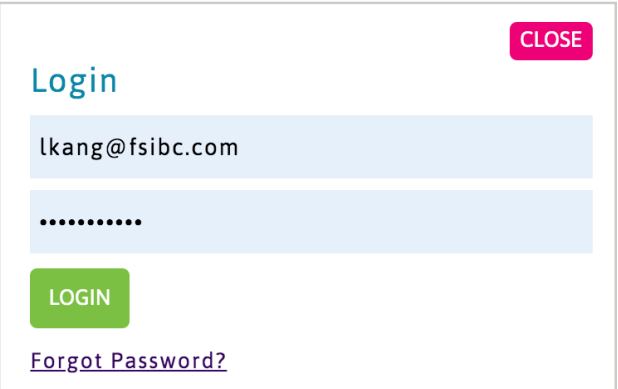
By signing up you are agreeing to our [Terms of Use](#)

[Back to Login](#)

- **TIP:** PLEASE check your spam or junk mail folder in your email account.
- **TIP:** Email - [info@myBookletBC.com](mailto:info@myBookletBC.com) or call 1-800-441-5403 if you are having trouble receiving a verification email.

## HOW TO LOGIN TO YOUR MYBOOKLET ACCOUNT

1. Go to: <https://mybookletbc.com>.
2. Click on the **LOGIN** button on the top right corner.  
*The “Login” dialogue box will appear.*
3. Enter your Email address and Password and click on the **LOGIN** button.
4. If you need to reset your password, click on the [Forgot Password?](#) link located at the bottom left of “Login” dialogue box. *A password recovery email will be sent to your email account.*



**LOGIN**

lkang@fsibc.com

.....

**LOGIN**

[Forgot Password?](#)

- **TIP:** PLEASE check your spam or junk mail folder in your email account.
- **TIP:** Email - [info@myBookletBC.com](mailto:info@myBookletBC.com) or call 1-800-441-5403 if you are having trouble receiving a password recovery email.

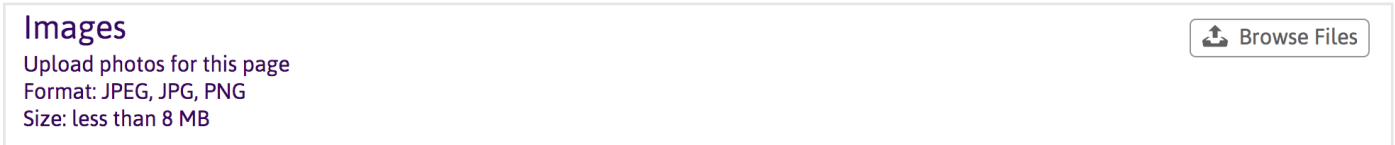


## IMAGE TOOL | HOW TO ADD/UPLOAD IMAGES

You can upload images two ways - within each content section or in the Images section.

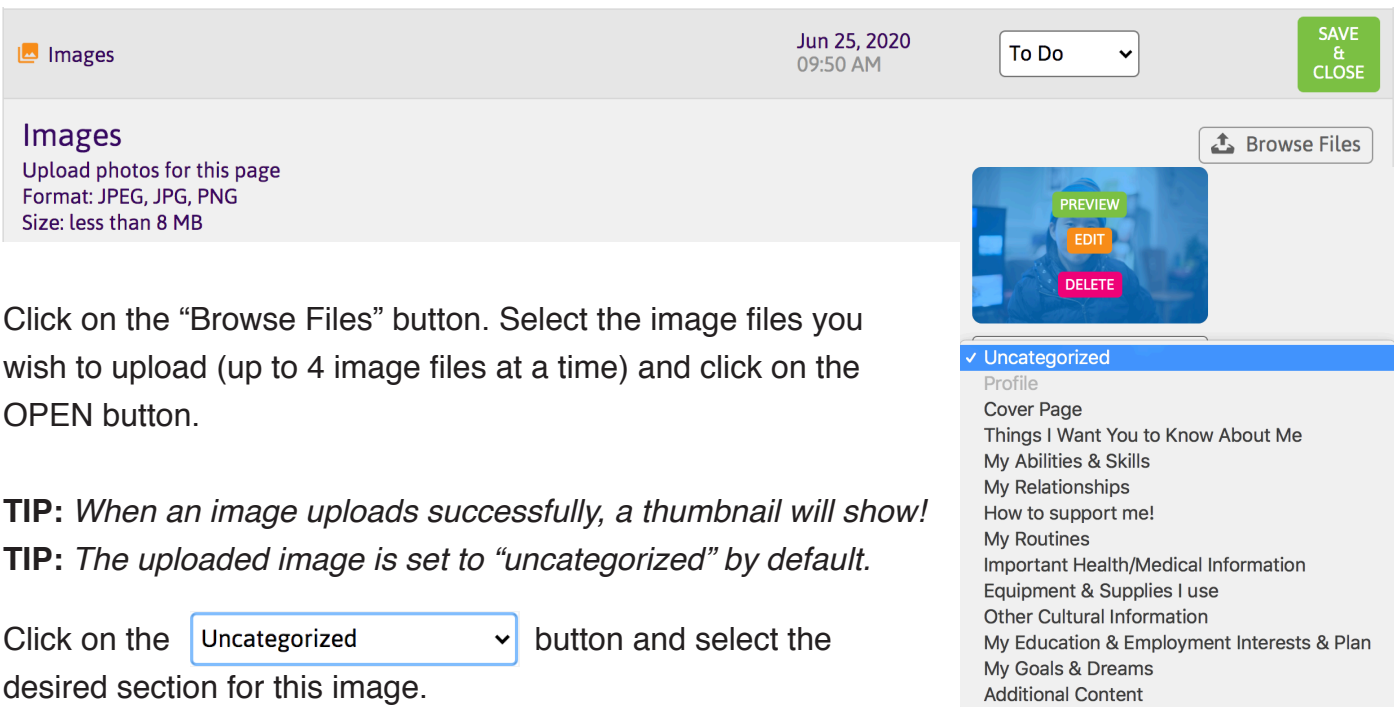
### TO UPLOAD IMAGES WITHIN EACH CONTENT SECTION

1. Click on the **OPEN** button located on the right side of each section heading.
2. In the Images box at the bottom of each section, click on the “Browse Files” button. *File selection window will open.* Select the image files you wish to upload (up to 4 image files at a time) and click on the OPEN button. *When an image uploads successfully, a thumbnail will show!*



### TO UPLOAD IMAGES IN THE IMAGES SECTION

1. Open the Images Section by clicking on the **OPEN** button located on the right side of Images section heading. *Image Section will open/show below.*



2. Click on the “Browse Files” button. Select the image files you wish to upload (up to 4 image files at a time) and click on the OPEN button.

**TIP:** *When an image uploads successfully, a thumbnail will show!*

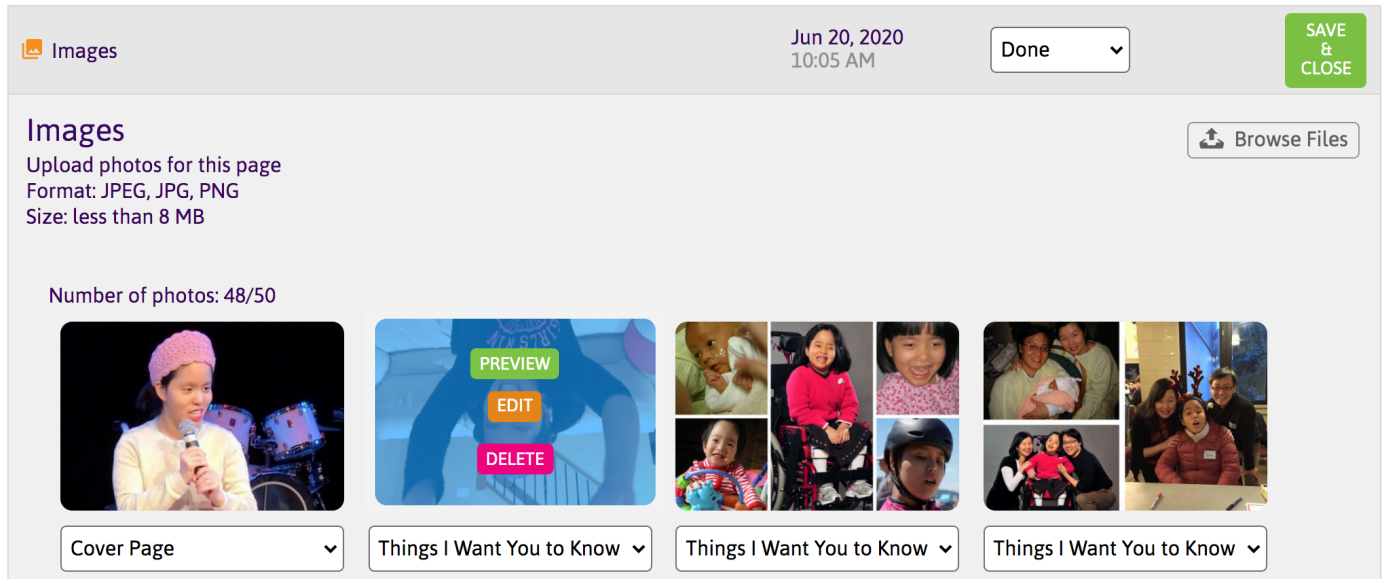
**TIP:** *The uploaded image is set to “uncategorized” by default.*

3. Click on the **Uncategorized** button and select the desired section for this image.



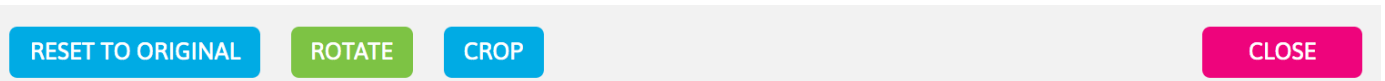
## IMAGE TOOL | HOW TO ROTATE & CROP AN IMAGE

1. Open the Images Section.



2. Move your mouse over the image. **PREVIEW** , **EDIT** and **DELETE** buttons will show.

3. Click on the **EDIT** button. *Image Edit tool will show.*



### • TO ROTATE AN IMAGE

1. Click on the **ROTATE** button til the image appears correctly rotated.
2. Click on the **CLOSE** button to close the Image Edit tool.

### • TO CROP AN IMAGE

1. Click on the **RESET TO ORIGINAL** button.
2. Click on the **CROP** button.
3. To draw a cropping area, click on the image and drag. *The image crop area will show in the brighter area inside the box and it will be locked to a specific aspect ratio.*
4. To save your cropping area, you **MUST** click on the **CROP** button again.  
**PLEASE NOTE:** *The change won't save UNLESS you click on the CROP button again.*
5. Click on the **CLOSE** button to close the Image Edit tool.



## HOW TO CUSTOMIZE YOUR MYBOOKLET

You can export different versions of your booklets by changing the STATUS of each section.

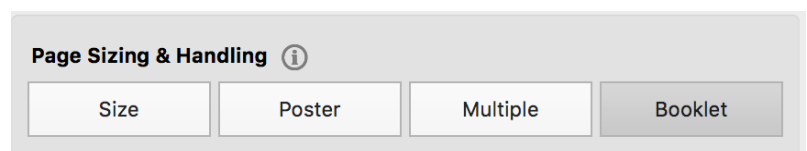
- When you set the status of the specific section to “DONE”, this section will show/display in your exported PDF File.
- When you set the status of the specific section to SKIP, this section will not show/hide from your exported PDF File.
- Reorder as needed and export your booklet file as a PDF File. PLEASE NOTE: *You can only export your booklet when the status of all the forms are set to “Skip” or “Done”.*

Section	Last Update	Status	Reorder
Booklet Design	Jun 27, 2020 10:54 AM	Done <input type="button" value="v"/>	<input type="button" value="OPEN"/>
Cover Page	Jun 28, 2020 04:16 PM	<div style="border: 1px solid gray; padding: 5px;">           To Do            In progress            ✓ Done            Skip            Done         </div>	<input type="button" value="OPEN"/>
Things I Want You to Know About Me	Jun 29, 2020 01:22 AM		<input type="button" value="v"/>
My Abilities & Skills	Jun 28, 2020 05:47 PM	Done <input type="button" value="v"/>	<input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="OPEN"/>
My Relationships	Jun 28, 2020 03:05 PM	Skip <input type="button" value="v"/>	<input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="OPEN"/>
How to support me!	Jun 28, 2020 05:52 PM	Skip <input type="button" value="v"/>	<input type="button" value="^"/> <input type="button" value="v"/> <input type="button" value="OPEN"/>

## HOW TO PRINT YOUR EXPORTED MYBOOKLET

Your EXPORTED booklet PDF file is set up to be printed at home using your home printer. Please follow the these quick and easy steps below.

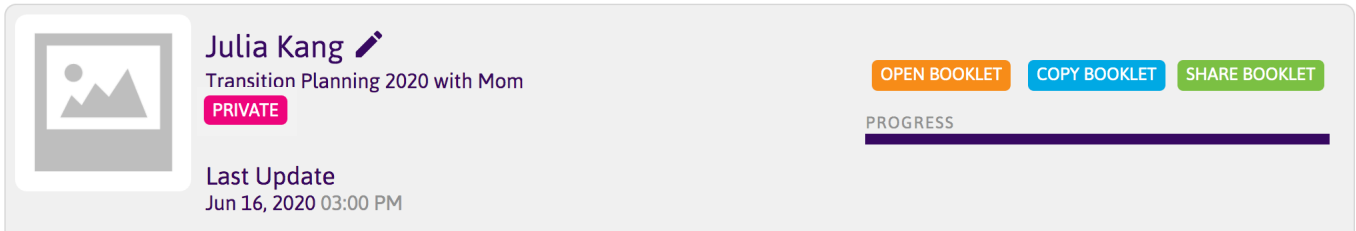
1. Export your booklet file as a PDF File. *Status of all the forms MUST BE set to “Skip” or “Done”.*
2. Open this PDF File in Acrobat reader. Make sure you have the latest version of Acrobat Reader.
3. Choose File > Print.
4. Choose Booklet under Page Sizing & Handling.
5. Click OK or Print.






## HOW TO SHARE YOUR BOOKLET

1. Go to My Booklets page - <https://mybookletbc.com/booklet>.
2. Find the booklet you wish to share. Then, click on the **SHARE BOOKLET** button in the booklet information box. *More information will show below.*



Julia Kang   
 Transition Planning 2020 with Mom  
**PRIVATE**

OPEN BOOKLET COPY BOOKLET **SHARE BOOKLET**

PROGRESS

Last Update  
 Jun 16, 2020 03:00 PM

Which content would you like to share?

Template  Answers  Images

Note: By sharing **Answers** and/or **Images**, you are automatically share the **Template**.

**CANCEL** **UPDATE**

This Booklet is shared!

Share code: **CBLfdPkwm**

Share link: [mybookletbc.com/dev06x/share.php?code=CBLfdPkwm](https://mybookletbc.com/dev06x/share.php?code=CBLfdPkwm)

3. Click on all 3 check boxes (Template, Answers AND Images) and click on the **UPDATE** button. *Share Code & Share Link will show below!*
  4. Copy and paste the Share Code & Share Link into the message body of the email and email them to the person you wish to share your booklet with!
- **TIP:** After sharing your booklet, the status of your booklet will change from **PRIVATE** to **SHARED**.
  - **TIP:** Please ensure that you set a time limit when you share your booklet.

**IMPORTANT:** Unless you MANUALLY cancel the share booklet function, the share code & share link will work forever & can be copied by any myBooklet BC user.

To cancel the booklet share function, simply click on the **SHARE BOOKLET** and **UNCHECK** all 3 check boxes (Template, Answers AND Images) and click on the **UPDATE** button. Then the share link & share code will no longer be valid.



## HOW TO IMPORT A BOOKLET

**PLEASE NOTE:** *To import a booklet, you first need to create a FREE myBooklet BC account and login to your account. Please refer to page 1 of this document to learn how.*

1. Go to: <https://mybookletbc.com> and login to your myBooklet BC account.
2. There are two ways to import a booklet shared via email.

### OPTION 1:

- Click on the Share code you received via email. *You will be redirected to a page where you can PREVIEW or COPY this booklet.*

### OPTION 2:


- Go to My Booklets page: <https://mybookletbc.com/booklet>.
- Click on the **IMPORT A BOOKLET**. *“Import Booklet” dialogue will show below!*
- Copy and paste the Share Code you received via email into Project Code text box! *You will be redirected to a page where you can PREVIEW or COPY this booklet.*

### Import Booklet

Project Code\*

CANCEL
IMPORT

3. Click on the **COPY THIS BOOKLET**. You will be redirected to My Booklets page where you can find the booklet you just imported. <https://mybookletbc.com/booklet>.

- **TIP:** *To update the description of the imported booklet file and/or delete the previous version of the booklet file (if this file is no longer needed), click on “pencil icon”  beside the booklet name.*

**Julia Kang**

Transition Planning 2020 with Mom

Shared booklet elements:

- Template
- Answers
- Images

BOOKLET PREVIEW
COPY THIS BOOKLET

- **TIP:** *The maximum number of booklets you can create is 10 booklets at a time. If you want to increase your booklet limit, email us - [info@myBookletBC.com](mailto:info@myBookletBC.com).*