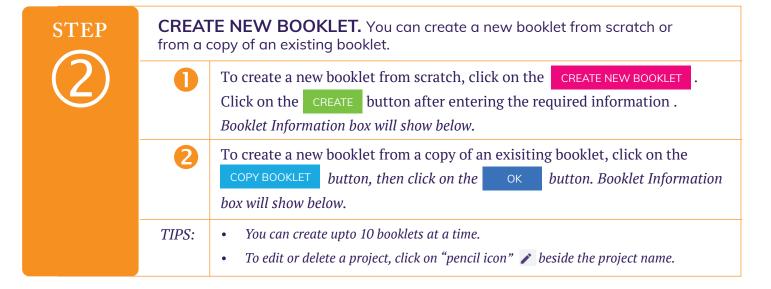
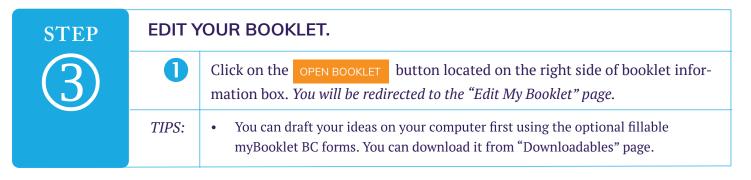
CREATE YOUR FREE MYBOOKLET BC ACCOUNT AND LOGIN. STEP Go to: https://mybookletbc.com. 2 CREATE A FREE ACCOUNT button. A login dialogue box will appear. Click on the Enter your Email address and Password. Click on the checkbox to agree to our Terms of use. Click on the SIGN UP button to complete the sign up. 4 A verification email will be sent to your email account. Click the link provided to activate your account. *Please check your junk/spam folder just in case.* 6 After successful login, click on the BOOKLETS button. You will be redirected to "My Booklets" page. TIPS: Creating your account is FREE, EASY & SECURE! Your information and data will be encrypted and protected when you login. **IMPORTANT:** Please log off when you are done to keep your data safe & secure!





myBooklet BC Quick Start Guide

STEP



FILL OUT 2 MANDATORY FORMS FOR COVER PAGE.

- Open Booklet Design forms by clicking on OPEN button.
- Move your mouse over the template and SELECT the template. Then SELECT the palette. Click on the PREVIEW button to preview template and palette.
- Change the status of this form to "Done" and click on the CLOSE button.
- Open Ocover Page by clicking on the OPEN button.
- Answer the questions you want to show on your cover page. Skip the question you don't want to show on your cover page.

 SKIP THIS QUESTION
- Upload your cover photo. Move your mouse over the image to PREVIEW,

 EDIT or DELETE the image. Edit the photo as needed.
- Change the status to "Done" and click on the CLOSE button.

TIPS: ● Move your mouse over the INSPIRATION ● icon for useful tips.

• With Auto-Save function, changes you make will be saved in REAL TIME!

STEP



FILL OUT OPTIONAL FORMS.

- Open the section you want by clicking on the OPEN button.
- Answer the questions you want. Skip the question(s) you don't want.

SKIP THIS QUESTION

- Change the status to "Done" and click on the CLOSE button.
- If the specific section is not needed, change the status to "Skip".
- Repeat the previous 5 steps to fill out the rest of the forms.

TIPS:

- TEXT: When adding text, you can either start typing from scratch or copy and paste from fillable myBooklet BC forms.
- IMAGES: We recommend uploading 4-6 photos per section. Images can be uploaded within each section or from Images section
- Use Additional Content section to add your own content.
- Click on the PREVIEW button to preview your booklet.
- You don't have to fill out the forms in order! You can jump around the forms and fill out the one you want.
- You can save your booklet at any time and come back later to finish!

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STEP



EXPORT YOUR BOOKLET / SAVE YOUR BOOKLET.

- When the status of all the forms are set to "Skip" or "Done", EXPORT button will be activated.
- BEFORE exporting your booklet, you can change the booklet section order.

 Please use drag and drop or tool to change the order.
- 3 You can preview your booklet by clicking on the PREVIEW button.
- 4 You can make changes if needed. Follow Step 4-5 on page 2 to make changes.
- If you are ready to save your booklet, click on the EXPORT button.

 Your booklet PDF file will be saved on to your computer.

TIPS:

- IMPORTANT: For the questions you don't want to include in your booklet, YOU MUST set the SKIP THIS QUESTION toggle button to "YES".

 If not, any field you didn't fill out will be shown as blank on your PDF file.
- IMPORTANT: You can only export your booklet when the status of all the forms are set to "Skip" or "Done".
- Last updated date will be automatically added to your booklet cover page.
- Your exported PDF file name is MyBooklet yourprojectname date.PDF
- Booklets are created in multiples of 4 pages. Any pages left blank will create generic "Notes" pages at the end of the booklet.
- You can export your booklet as many times as you want!

STEP





TIPS:

TIPS:

- To learn how to share or print your booklet, refer to myBooklet BC HOW TO GUIDE. You can download this file from "Downloadables" page.
- You can also email your booklet PDF file to your team!

STEP



UPDATE YOUR BOOKLET REGULARLY.

- Regularly review and update your booklet to reflect your changes and growth.

 We recommend updating your booklet at least once every 6 months or a year.
- Updating is easy! Simply login and update the information you want & need and export your booklet again!
- Give us feedback on how we can make myBooklet BC as best as it can be!