



STEP

1

CREATE YOUR FREE MYBOOKLET BC ACCOUNT AND LOGIN.

- 1 Go to: <https://mybookletbc.com>.
- 2 Click on the **CREATE A FREE ACCOUNT** button. *A login dialogue box will appear.*
- 3 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.*
- 5 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!*

STEP

2

CREATE NEW BOOKLET. You can create a new booklet from scratch or from a copy of an existing booklet.

- 1 To create a new booklet from scratch, click on the **CREATE NEW BOOKLET** button. Click on the **CREATE** button after entering the required information. *Booklet Information box will show below.*
- 2 To create a new booklet from a copy of an existing booklet, click on the **COPY BOOKLET** button, then click on the **OK** button. *Booklet Information box will show below.*

- TIPS:**
- *You can create upto 10 booklets at a time.*
 - *To edit or delete a project, click on "pencil icon"  beside the project name.*

STEP

3

EDIT YOUR BOOKLET.

- 1 Click on the **OPEN BOOKLET** button located on the right side of booklet information box. *You will be redirected to the "Edit My Booklet" page.*

- TIPS:**
- *You can draft your ideas on your computer first using the optional fillable myBooklet BC forms. You can download it from "Downloadables" page.*



STEP

4

FILL OUT 2 MANDATORY FORMS FOR COVER PAGE.

- 1 Open Booklet Design forms by clicking on button.
- 2 Move your mouse over the template and the template. Then the palette. Click on the button to preview template and palette.
- 3 Change the status of this form to “Done” and click on the button.
- 4 Open Cover Page by clicking on the button.
- 5 Answer the questions you want to show on your cover page. Skip the question you don’t want to show on your cover page.
- 6 Upload your cover photo. Move your mouse over the image to , or the image. Edit the photo as needed.
- 7 Change the status to “Done” and click on the button.

- TIPS:**
- Move your mouse over the icon for useful tips.
 - With Auto-Save function, changes you make will be saved in REAL TIME!

STEP

5

FILL OUT OPTIONAL FORMS.

- 1 Open the section you want by clicking on the button.
- 2 Answer the questions you want. Skip the question(s) you don’t want.
- 3 Change the status to “Done” and click on the button.
- 4 If the specific section is not needed, change the status to “Skip”.
- 5 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 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!



STEP

6

EXPORT YOUR BOOKLET / SAVE YOUR BOOKLET.

- 1 When the status of all the forms are set to “Skip” or “Done”, **EXPORT** button will be activated.
- 2 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.
- 5 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

7

PRINT & SHARE YOUR BOOKLET WITH YOUR SUPPORTING TEAM.

- 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

8

UPDATE YOUR BOOKLET REGULARLY.

- TIPS:**
- 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!