

How to Use BPOA's Digital Flipbooks

A Visual Paradigm Reader Guide for BPOA Members

Start Screen Overview

When you first open a flipbook, you'll see a toolbar across the top or bottom of the screen. Here's what each icon does:

Page Number Window

Shows which page you're on (e.g., 'Page 1 of 12'). You can also type a page number directly into this field to jump to a specific page.

Right-Facing Arrow

Click to turn to the next page in the flipbook. Use the left-facing arrow on the opposite side to go back.

Share Icon

Click this to copy a link to the flipbook. You can then share it with others via social media, email, or text.

Four Corners Icon (Full Screen Mode)

Click to expand the flipbook into a full browser window. This makes it easier to read and navigate, especially on a desktop or laptop.

Pencil Icon

This tool lets users make private notes or markups without affecting the published copy!

Stacked Ellipses (Three Dots)

This opens the More Options Menu, where you can:

- Search the document by keyword
- Zoom in or out

- Enable Text-to-Speech (to have the flipbook read aloud)
- Download or print (if permitted)
- View document info

Other Navigation Tools

Search

Click the magnifying glass inside the “More Options” menu to find specific words or phrases. It’s great for jumping to sections like “Late Fees” or “Pets.”

Thumbnail View

Some versions include a grid icon (stacked squares) that shows small previews of all pages. Click any thumbnail to jump straight to that page.

Text-to-Speech

Found in the “More Options” menu. This feature reads the document aloud, which is helpful for individuals with visual impairments or those who prefer to multitask.

Tips for a Smooth Experience

- Use an up-to-date browser (Chrome, Safari, Firefox recommended).
- For the best view, switch to full-screen mode using the four-corner icon.
- If a feature doesn’t work, refresh the page or use another browser.
- Check your volume and device settings when using Text-to-Speech.

Need Help?

If something isn't working or you're unsure how to access a tool, don't hesitate to contact us.

Email: bpoa@bpoa.org