

Guidance Document: Creating Flipbooks from PDF and Cover Images

Overview

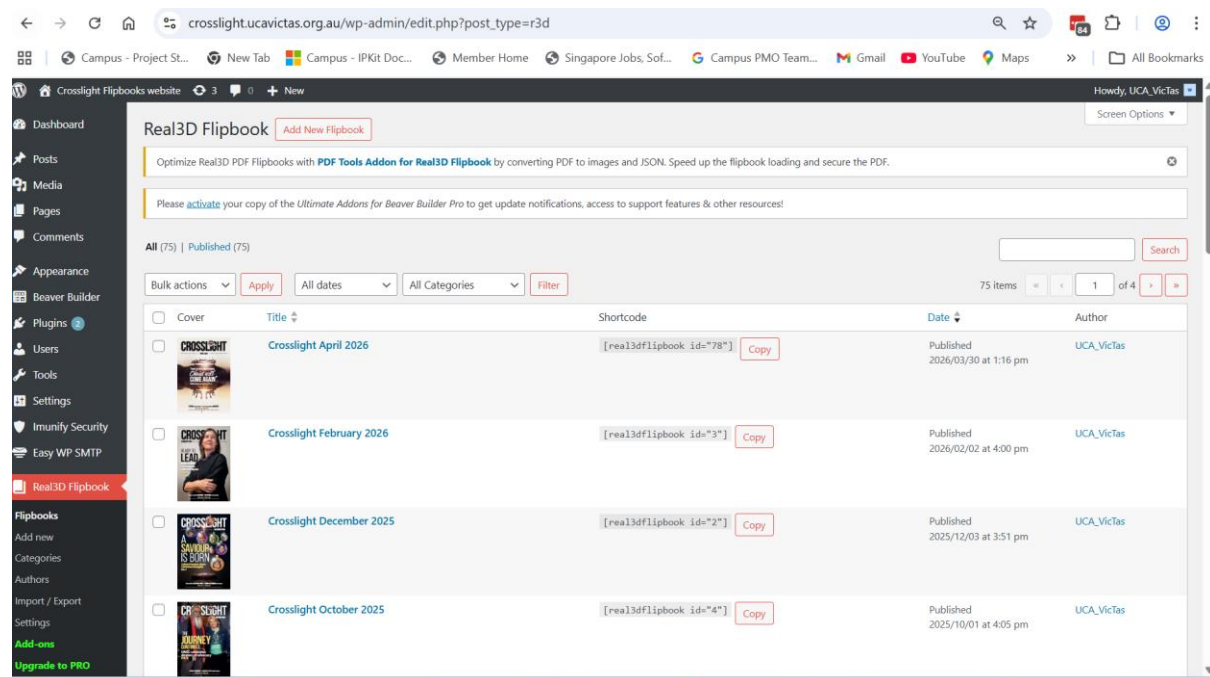
This document provides step-by-step instructions for creating flipbooks using the Real3D Flipbook plugin. It outlines the process from accessing the system to publishing and sharing the flipbook.

Step 1: Access the Flipbook Website

1. Navigate to the Flipbook admin portal:
<https://crosslight.ucavictas.org.au/wp-admin/>
2. Log in using your administrator credentials.

Step 2: Open the Flipbook Plugin

1. Once logged in, locate the left-hand dashboard menu.
2. Click on **“Real3D Flipbook”** to access the plugin interface.



Step 3: Create a New Flipbook

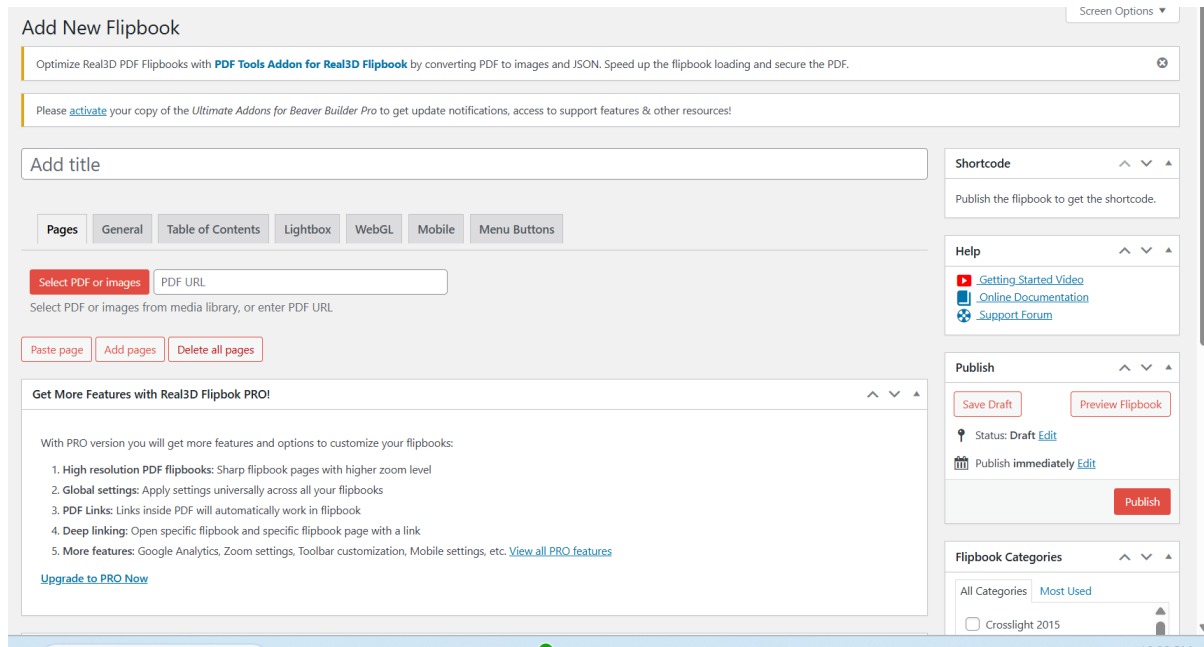
1. Click on **“Add New Flipbook”** at the top of the page.
2. A pop-up window will appear.

3. Enter the flipbook name using the standard naming convention:

Format: *Crosslight Month Year*

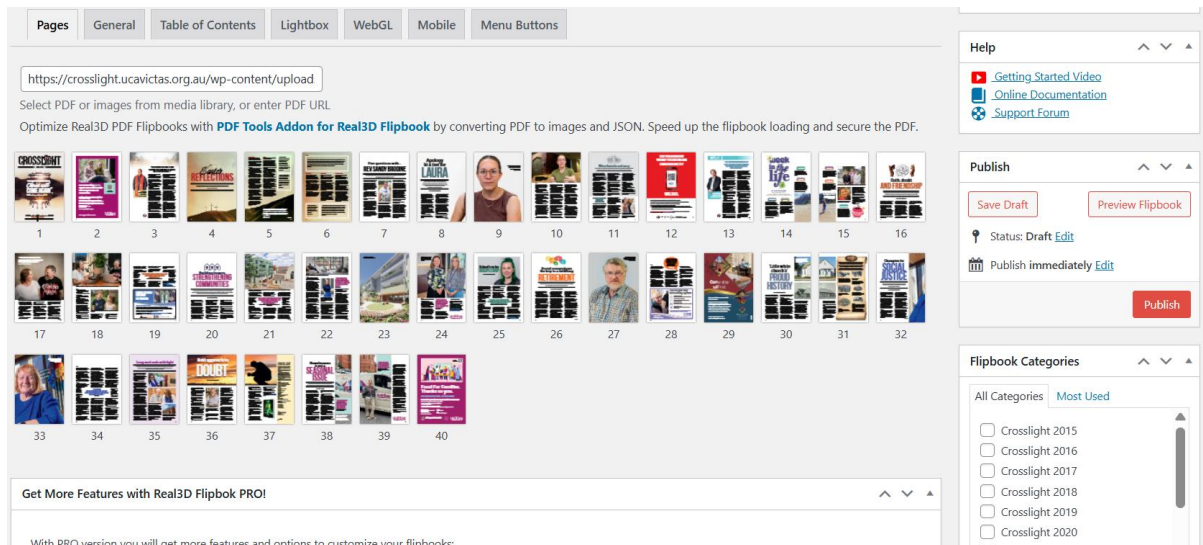
(Example: *Crosslight April 2026*)

This ensures consistency and improves searchability.



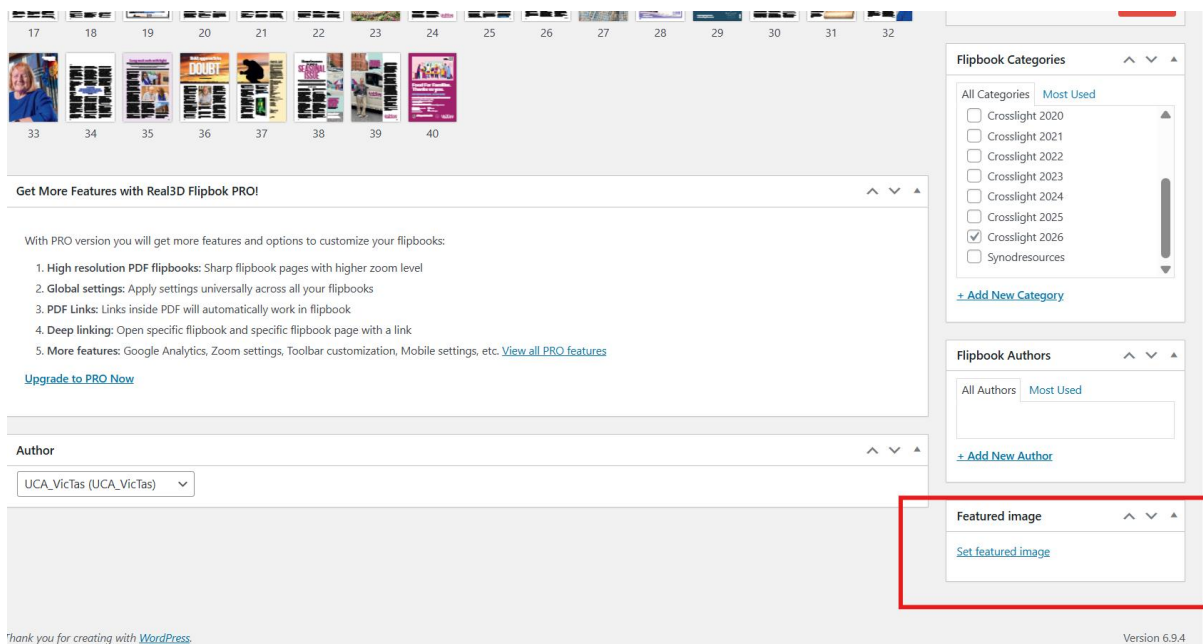
Step 4: Upload PDF and Assign Categories

1. Click on **“Select PDF”**.
2. The Media Library will open:
 - Upload the **PDF file**.
 - Upload the **cover image** (for future use).
3. Once uploaded:
 - Select the appropriate **category (year-based)**.
 - If the category does not exist, create a new one for that year.



Step 5: Set Featured Image (Cover)

1. Locate the “Set Featured Image” option.
2. Upload or select the cover image for the flipbook.
3. This image will be used as the display thumbnail in listings.



Step 6: Publish or Save Draft

1. After completing all required fields:
 - Click “**Publish**” to make the flipbook live, or
 - Click “**Save Draft**” if it needs to be reviewed later.

2. If required, adjust the **publish date** before finalising.

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Add title

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<https://crosslight.ucavictas.org.au/wp-content/upload>

Select PDF or images from media library, or enter PDF URL

Optimize Real3D PDF Flipbooks with **PDF Tools Addon for Real3D Flipbook** by converting PDF to images and JSON. Speed up the flipbook loading and secure the PDF.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

Get More Features with Real3D Flipbok PRO!

Shortcode

Publish the flipbook to get the shortcode.

Help

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Publish

Save Draft Preview Flipbook

Status: Draft [Edit](#)

[Publish immediately Edit](#)

[Publish](#)

Flipbook Categories

All Categories Most Used

- ☐ Crosslight 2020
- ☐ Crosslight 2021
- ☐ Crosslight 2022
- ☐ Crosslight 2023
- ☐ Crosslight 2024
- ☐ Crosslight 2025

Step 7: Copy and Share the Flipbook URL

1. Once published, locate the **permalink (URL)**.

<https://crosslight.ucavictas.org.au/flipbook/crosslight-april-2026/>

2. Copy the URL for embedding in other websites.

```
<iframe allowfullscreen allow="fullscreen" style="border:none;width:100%;height:180px;" src="https://crosslight.ucavictas.org.au/flipbook/crosslight-april-2026/"></iframe>
```

crosslight.ucavictas.org.au/wp-admin/post.php?post=3390&action=edit#pages

Campus - Project St... New Tab Campus - IPKit Doc... Member Home Singapore Jobs, Sof... Campus PMO Team... Gmail YouTube Maps All Bookmarks

Crosslight Flipbooks website

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Crosslight April 2026

Permalink: <https://crosslight.ucavictas.org.au/flipbook/crosslight-april-2026/> [Edit](#)

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<https://crosslight.ucavictas.org.au/wp-content/upload>

Select PDF or images from media library, or enter PDF URL

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

Shortcode

[real3dflipbook id="78"] [Copy](#)

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Publish

[Preview Flipbook](#)

Status: Published [Edit](#)

Published on: Mar 30, 2026 at 13:16 [Edit](#)

[Move to Trash](#) [Update](#)

Flipbook Categories

All Categories Most Used

- ☒ Crosslight 2026