## **User Documentation**

Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The unregistered version will be added a demo watermark.

## **About Office to FlipBook Pro**

If you want to show your PDF, **microsoft** Office Documents (.docx;.pptx;.rtf;.txt) and **OpenOffice** (\*.odt;\*.odp;\*.ods;\*.odg;\*.odb) in a fresh and popular way, converting Office to Page-flipping eBooks could be a good choice.

Flip books, no longer simple illustrated books for children, but also refer to the e-books which combine page-flipping effect with electronic technology. This brand new publishing mode is changing the way how the 'common' people will receive and view information. Normally by just clicking the page on your computer screen, then you can flip and read the pages as reading real ones. It looks really innovative and you can use it for your presentation.

And program Office to FlipBook Pro is powerful enough to convert your DOCs to such kind of eBooks with ease.

**Office to FlipBook Pro** is flexible software to convert PDF, Office Documents (.docx;.pptx;.rtf;.txt) and OpenOffice (\*.odt;\*.odp;\*.ods;\*.odg;\*.odb) to stunning page-flipping eBooks. The program can be used for all levels of users without any programming knowledge needed. It will perfectly integrate your Office pages with life-like page turning effect into a new look eBook to be published, emailed, stored as standalone EXE format or even with burned to CD.

With using Office to FlipBook Pro, you can build your style eBooks using the dozens of preset templates and adjust more than 50 kinds of settings yourself. You are able to use your favorite background images, sounds, titles, exe logos, you can control book size, font, font and tool bar buttons, you can even choose a hard or soft cover, right to left flipping and auto flipping to present your DOCs in an interactive way.

After designing style for your page-flipping eBooks, you can choose a proper way to output: "HTML" is for publishing online, "ZIP" can be much easier for emailing, "EXE" is an intergraded format for quickly viewing, "Burn to CD" to output your digital books directly on CD-ROM.

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## **Detail features:**

- Convert PDF and Office Documents (.docx;.pptx;.rtf;.txt) to page-flipping eBooks.
- Convert OpenOffice (\*.odt;\*.odp;\*.ods;\*.odg;\*.odb) to page-flipping eBooks.
- Output in 4 different formats: HTML, EXE, Zip and Burn to CD.

HTML allows you to upload to a website to be viewed online. EXE and Zip allow you to send to your user by email to be viewed on their computer. Burn to CD allows you to burn to disk so you can send out with physical media.

- Make a Mobile Version at the same time.
- Define your language for flash.
- Preview the output effect instantly.
- Provide multiple templates (default provided or download from website).
- Select render engine to output higher quality page-flipping ebook.
- Define mobile version quality.
- Import bookmarks (outline) with Office, and edit them manually.
- Import text so that text is searchable, define the minimum search characters.
- Set eBook size, choose landscape or portrait.
- Add password to protect your page-flipping eBook.
- Define titles, keywords and other metadata.
- Add Google Analytics Support.
- Define titles, icon, window size for EXE page-flipping eBooks.
- Define eBook margin size.
- Insert background music either for continuous play (loop) or for a set duration.
- Set background color and image.

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- Set eBook reading from right to left (for Right-to-Left languages such as Arabic).
- Choose hard cover for eBooks.
- Set page-flipping to manual or automatic.
- Set permissions for downloading, printing, sharing, Home button and more.
- Set colors and position (Top/Bottom) for toolbar.
- Set scale for zoom-in function.
- Set control bars to "show" or "hide" in full screen.
- Set the bookmark panel to show on left or right side.
- Set links to open in same or new window.
- Save and Load your project.
- Export and save settings for future use.

## Using Office to FlipBook Pro

Office to FlipBook Pro can be started either by launching the application via the desktop short or directly from Windows Explorer. Start the program, you will see the below initial window:

Output

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ile Convert Options	Help						
March Office	Apply Change	Edit Pages	<b>%</b>	<u>C</u> onvert To Flipp	ng Book		
Design Setting Bookmark		Terester	Contract of the second				
Templates		FLIPB	UILDER.CC	<sup>DM</sup> Pages:	1/10		
Float	• 🖪 🏝						
Please customize the fla	sh template here						
Tool Bar Settings							
🖂 Title Bar							
The Book Logo	1						
Logo URL					<u>भूतिनेत</u> ्तु		
Book Title	FLIPBUILDER						
Page Number Box On	False						
EButtons Bar							
E Home Button							
Home Button Visible	Hide						
Page URL					WWW.FUPBULDER.COM FLIP OFFICE Pro		
Open Window	Self						
E About Button							
About Button Visible	Hide						
Content					Convert PDF, DOCX, PPTX, RTF, TXT to		
Full Screen Button	Show				Flash Flip Book With Real Page Turn Effect! Convert OpenOffice to FlippingBook		
					Embed Video With Your Flip Baok		
					CHINES VILLED WILLI TOUR MID BOOK		
					Creele your fipping book itom Office Ites		
		1000			0		
		(2)	?	🔹 🔿 🔿	s 🙀 🕨	« <b>〈 〉</b>	»

The file in the processing interface is an example file.

There are some main interfaces you will see while using Office to FlipBook Pro as below shows: **Application Options, Import Office Document, Template Settings, Language Option** and **Output**. You can enter into each page to get clear instructions for every detail option.

## I. Application Options Interface

#### **1. Render Engine Option**

Office to FlipBook Pro provides 3 different render engines for you to create higher quality pageflipping eBooks, click "Options->Application Options" to enter into "Render Engine" interface:

## Office to FlipBook Pro

Create Amazing Page-flipping eBooks with DOCs

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lender Engine	Create Mobile Version
Please sel	ecte a render engine for the conversion
ewe r	OSWF
GS	<u>GPL Ghostscript</u> <u>Dowload Ghostscript</u>
	◎ Inner Library
	SWF: Much legible characters, smaller output size
	GPL Ghostscript: Higher color transfer quality
	Inner Library: Faster convert speed

SWF: Much legible characters, smaller output size GPL Ghostscript: Higher color transfer quality Inner Library: Faster convert speed (Change option when Office Doc imported failed)

#### 2. Create Mobile Version Option

Five types of "Quality And Size":

Quality And Size:	Higher quality larger file size
	Higher quality larger file size
A High values but require	High quality large file size Medium quality medium file size Low quality small file size Lower quality smaller file size

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## II. Import Office Interface:

	if;.docx;.pptx;.txt				
C:\Users\Administrati	or \Desktop \photo_i	flipbook_builder.docx		Browse	Open it
The Page Ranges <mark>t</mark> o I	mport		Watermark		
All pages				Place a custom text or image	
Custom range:		Example: 1, 3, 5, 9-21		Watermark(Stamp) to the	file(s)
Vuickly import (C	nly import 10 page	s to initial preview)		Set	Watermar <u>k</u>
Page Quality					
Quality And Size:	High quality large	file size	•		
A High values pr	oduce better page	quality but require mo	re disk space and more	e time to download.	
	🔽 Import lin	nks 🕅 Enab	ole search		
Import bookmark					

## Panel Description:

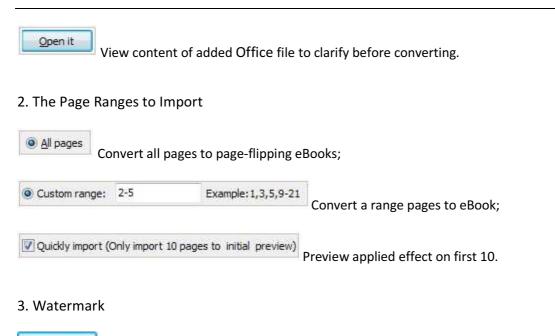
#### 1. Source Office File

Browse.. Click this icon to open the Office file you want to convert;

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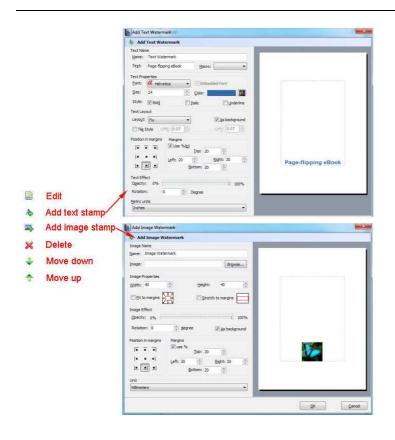
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Set Watermark Add image or text watermark to flipping pages.

Applying Watermark Check this option first to choose default stamps or add new ones:

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#### 4. Page Quality

There are five types of "Quality And Size":

High quality large file size	-
Higher quality larger file size	
High quality large file size	
Medium quality medium file size Low quality small file size Lower quality smaller file size	

#### 5. Other Options

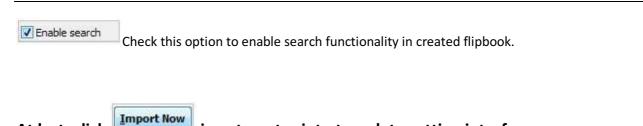
Import bookmark If your Office file contains bookmarks, check this option to use in output page-flipping

#### eBook;

Import links If your Office file has links, check this to enable in flipbook;

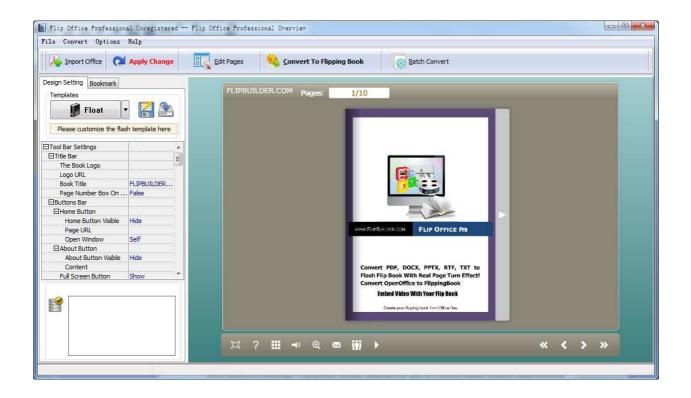
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## At last, click icon to enter into template setting interface.

## III. Template Settings Interface:



The program provides three different templates at present: Classical, Float and Spread. Each template contains some unique settings, the below instructions will show you details.

The design setting interface contains below main parts: Choose Template Book Sound Tool Bar

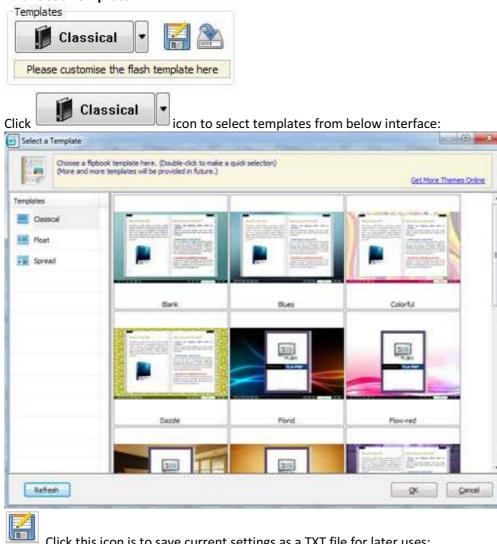
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**Initial Show** Bookmark Language Security Settings

## **Panel Description:**

#### 1. Choose Template



Click this icon is to save current settings as a TXT file for later uses;

Click this icon is to import stored setting file at once.

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#### 2. Book Panel

Book	
Book Title	www.FlipB
Hide Book Frame Bar	No
Retain the book to center	No
⊞Book Proportions	
Top Margin	10
Bottom Margin	10
Left Margin	60
Right Margin	60
Flash Window Color	0x021A25
Page Background Color	0xffffff
⊞Background Config	
Right To Left	No
Hard Cover	No
Flipping Time	0.6

(1) Book Title (only can be set in Float Template)



Customize book title for showing on the top of your flipbook.

#### (2) Hide Book Frame Bar

Hide Book Frame Bar Yes

If don't want to show the book frame bar, choose "Yes" in this option.

-

\*

#### (3) Retain the book to center

Retain the book to center Yes

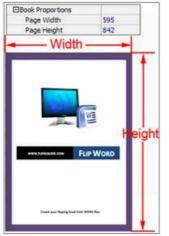
If you select "No" in this option, the eBook will be shown on the right-side. This setting is for embedding special background image, such as advertisement or company log.

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## **User Documentation**

#### (4) Book Proportions



Please note that the values are not fixed in pixels or inches, they just represent a ratio for "Page Width: Page Height", and the book size will be changed depend on your Explorer Window Size.

#### (5) Book Margin

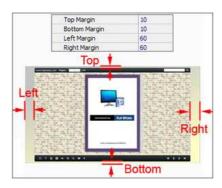
A. Book Margin (set in Classical Template):



"Book Margin" refers to the distance between the book and the toolbar.

B. Top/ Bottom/ Left/ Right Margin (set in Float/ Spread Template):

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(6) Flash Window Color



This color will be applied on all flash windows, such as the book window, "Help" window, "Print" window and so on.

#### (7) Page Background Color



When load pages, or if the page number of your Office file is odd, then the page (the last page) will show with the "Page Background Color".

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#### (8) Page Shadow

	EPage Shadow		
	Left page Shadow	100	
	Right page Shadow	55	
	Page Shadow Opacity	1	
	The second secon		
Acres 1	n Malaka, para ana kalipat in 201 (M) an n ha presant in Amerikaan an in 700 na ana ana ana ana ana ana ana ana ana		
	Tay darks 1		-

The value also takes the value of Book Proportions as reference, and the value interval of "Page Shadow Opacity" is " $0^{1}$ ", the larger value refers to the deeper shadow color.

#### (9) Background Config



Define background for your flipbook with gradient color or pure color (the same color for "Gradient Color A" and "Gradient Color B"). Gradient Angle is the angle between the two colors.

B. Background Image setting in Classical and Spread templates:



Click the icon """ to choose background image from your computer, and there are 11 kinds of "Image Position" for you to choose: Scale to fit, Fill, Top Left, Top Center, Top Right, Middle Left, Middle Center, Middle Right, Bottom Left, Bottom Center and Bottom Right.

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C. Background Image setting in Float template:



The Float template enables you to add two background images: Outer Image and Inner Image. You can make Inner background image to show special information, such as advertisement or company logo, etc. There are also 11 kinds of "Image Position" for you to choose: Scale to fit, Fill, Top Left, Top Center, Top Right, Middle Left, Middle Center, Middle Right, Bottom Left, Bottom Center and Bottom Right.

#### (10) Right to Left

If the language of your file is read from right to left (such as Arabic), then choose "Yes" in "Right to Left" option:



#### (11) Hard Cover

If you want create hard cover effect (a book bound with rigid protective covers) for your flipbook, choose "Yes" in "Hard Cover" option:



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# (12) Flipping time Sets page flipping time in seconds according to your needs. (Recommended second value is 0.6): Flipping Time 0.6

#### 3. Sound Panel

3Sound	
Enable Sound	Enable
Sound File	nple3.mp3
Sound Loops	-1

If you want to add background sound to your flipbook, such as a song or other audio file, set "Enable Sound->Enable", then click "" icon to choose "Sound File" from your computer, then set "Sound Loops", "-1" stands for playing the sound file all the time while viewing flipbook, other value (N>O) stands for the times of playing the sound file.

#### 4. Tool Bar

Tool Bar	
Icon Color	0xffffff
Print Enable	Yes
Search Button	Hide
Search Highlight Color	0x408080
Least search characters	3
⊞Download setting	
Full Screen Button	Show
Help Button	Show
⊞Home Button	
⊞Auto Flip	
Tool Bar on top	False
Page Number Box On B	False

#### (1) Tool bar (only in Classical Template)

Tool bar Show Show or Hide Tool bar in created flipbook.



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#### (3) Zoom Config



To enable Zoon In functionality, choose "Yes" in "Zoon in enable", you can set "Zoom Scale" in **Classical Template**, the value is the times between zoomed page size and the current page size.

#### (4) Print Enable

P	rint Enable	Yes						
Choc	ose "Yes" in "	Print Enable", t	hen click icon	ā	to set pr	int page r	ange as be	low:
-0	Print		×					
	Print All Pages	í.						
	Print Current F	<sup>2</sup> age						
	O Print Range							
		Example: 2,5,8-26						
			Print					
			E Print					

(5) Search Button:

Search Button	Show
Search Highlight Color	0x408080
Least search characters	3

Select "Show" in "Search Button" (make sure you have check "Enable Search" option in "Import Office" interface), then define "Search Highlight Color" and "Least search characters", after clicking "Search" icon

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, you will see a popup box to input search words, then click Enter or "Search" button, you will get the below searching result:

Q Seath X	www.Fipikulder.com Pages: 3-3/. 710	each Q
Search Prove News 12	The second secon	Anternational An
	And the point A defined to A The Messacher line of basis much or the Messacher line of basis much or the Messacher line of basis much or the messacher line of the messacher definition of the messacher line definition of the messach	

(6) Download setting:

EDownload setting	
Download Enable	Yes
Download URL	PPTDemo.ppt

If you want your flipbook readers to download the Office file or the flipbook directly from your website, select "Yes" in "Download Enable" option, then input the Download URL directly, you can use absolute path like "http://www.flippagemaker.com/FLIPBOOK-Word/example/files/download/FlipWORDDemo.doc" or relative path like "/files/download/FlipWORDDemo.doc" (make sure you have uploaded the WORD file to the same path).

Then readers can click the icon to download your uploaded Office file directly.

#### (7) Full Screen

To enable "Full Screen" functionality in output flipbook, select "Show" in "Full Screen Button" option: Full Screen Button Show

Then you can click icon to view flipbook in Full Screen, click icon to exit from the Full Screen.

Or if you want to show your flipbook without Tool Bar while showing in Full Screen mode, you can set "No" in "Full Screen without Tool Bar" (just in Classical Template): Full Screen Without Tool... Yes

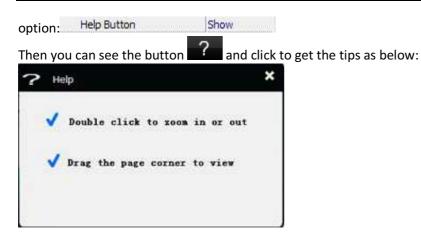
#### (8) Help Button

То	show	tips	about	viewing	flipbook,	you	can	set	"Show"	in	"Help	Button"
----	------	------	-------	---------	-----------	-----	-----	-----	--------	----	-------	---------

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#### (9) Share Button

If you want your flipbook viewers to send the link to their friends or clients, you can add a share button in your flipbook for readers to send out your flipbook link immediately:

⊡Share Button	
Share Button	Show
Email Subject	Rear my fli
Email Body	{link}

When the viewers click the share button they will enter into the Email interface with the link of your flipbook in the Email body.

#### (10) Home Button

You can add a home button to help reader to click and go to your website directly:

Home Button	
Home Button Visible	Show
Page URL	http://flipbuil
Open Window	Blank

#### (11) Auto Flip

🗆 Auto Flip	
Enable	Yes
Flip Interval	3
Play Count	-1
Auto flip when start up	Yes

To auto flip your eBooks, you can set "Yes" in "Auto Flip->Enable" option; then define the Flip Interval (seconds of staying on each page); the value of "Play Count" stands for the times of auto playing the eBook,

and "-1" stands for playing forever (after clicking the Auto Flip button **start**, the flipbooks will be flipped by staying 3 seconds per page); if you want to auto start and flip the eBook after opening, just set "Auto flip

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when start up->Yes":

(12) Tool Bar on Top	)	
Tool Bar on top	True	

(13) Page Number Box on Bottom

Page Number Box On B... True

#### 5. Initial Show (set in Float/ Spread Template)

You can show Bookmark panel or Thumbnails panel on the flash page at the beginning, just select "Bookmark" or "Thumbnails" in this option:

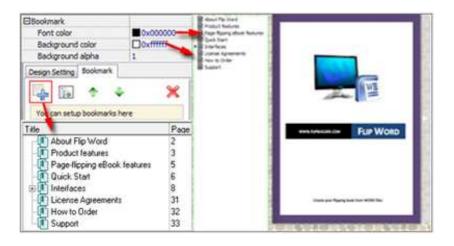
For Example, select "Thumbnails": Thitial Show Thumbnails

Then you will get flipbook shown with below initial interface:



#### 6. Bookmark

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In "Design Setting" panel (only in Classical Template, in other templates, the colors will be adjusted automatically based on your defined flash window color), you can set "Font color", "Background color", "Background alpha" (refers to the background opacity, value interval: 0~1, "0" stands for the background is totally transparent), "Always Show Bookmark->True/ False" and "Panel Position->Left/ Right". In "Bookmark" panel, if you didn't check "Import bookmark" option in "Import Office " interface, or you want to create new bookmarks for your flipbook, you can add bookmarks even sub-bookmarks here, click "Add" icons and then input "Title" and "Page".

When click the bookmark button it will popup the bookmark panel immediately, and click on those bookmarks, it will jump to the defined page automatically.

#### 7. Links



If you have check "Import links" option in "Import Office " interface, then you can define settings here, choose "Mouse over color", "Link alpha" (refers to the link area opacity, value interval: 0~1, "0" stands for the area is totally transparent), "Border color", "Border width" and "Open Window->Blank/ Self". The links also can be clicked after zooming by setting "Enable after Zooming in->Enable".

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#### 8. Language

Language English 🔻

You can set language for showing tools or tips in your created flipbook, and here is the specialized instruction page for setting the "Language Option".

#### 9. Security Settings

Security Settings Single Pass ...

If you want to protect your flash books with passwords, you can click "..." icon to enter into "Flash Security Config" interface:



Select "Security Type->Single Password", and input passwords into the box (there is no restriction on password format at present). You can also set "Protect Page Range" as "All Pages" or the latter pages after a defined page number. (Tips: The program utilize RC4 algorithm to protect eBook pages, the eBook content pages will show nothing without permission.)

#### 10. Font

## **User Documentation**



If you want to change fonts of toolbar buttons, flash windows even bookmarks, you can set font types and colors in Font Panel.

#### **11. Google Analytics**

#### Google Analytics ID

In the HTML output format, you can add statistics by using google analytics. You can get more information about Google Analytics ID from <a href="http://www.google.com/analytics/">http://www.google.com/analytics/</a>.

At last, click Apply Change icon to apply the settings.

## IV. Language Options Interface

Click "Option->Flash Language", you will enter into the Language Settings interface as below shows:

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		below is the string that will be displayed in the flash. Se list in the flash template settings						
anguage Name:	English	•	New Language	🔀 Delete	Save as	Load		
Language Setting	s							
Label		Labled				Edit		
First Button		First						
Next Page Button		Next Page			E			
Last Button		Last						
Previous Page Button		Previous Page			- 10			
Download Butto	n	Download						
Print Button		Print						
Search Button		Search						
Book Mark Button		Book Mark						
Help Button		Help						
Enable FullScreen Button		Enable FullScreen						
Disable FullScreen Button		Disable FullScreen						
Sound On Rutto	n	Sound On	R26 - 27.		•			

#### Panel Description:

As the tips explaining, the "Labled" column lists the buttons and instructions on Flash books in defined language, and the program provides you five different languages for you to use: English, Chinese Arabic, French and Greek.

Language Name:	English	
	Arabic Chinese	
	English	
	French Greek	

You can also add other language for your own uses:

New Langua	age	(	×	
New Language				
<u>N</u> ame:	French			
Copy From:	English	•		

Click "OK" to save the new language in the list;

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2. Choose the first label and click "Edit" icon, define new language text in "Labeled" box, then click "Save And Edit Next":

Label	Labled		
First Button	First		
Next Page Button Last Button Previous Page Button	Next Page Last Previous Pa	Edti Language Item	
Prendos Page ballun Download Button Print Button Search Button Book Mark Button Help Button Enable FullScreen Button Disable FullScreen Button	Download Print Search Book Mark Help Enable Fulls Disable Fulls Sound On	Edit Language String Label : First Button Labeled: Première	
		Save And Edit Next QK Gancel Joe	

3. At last, you can get all Labels translated into your new language as the images shows:

Labled	
Première	
Page suivante	
Dernière	
Page précédente	
Télécharger	
Imprimer	
Rechercher	
Réservez Mark	
Aide	
Activer FullScreen	
Désactiver FullScreen	
Le Sound	~
anted language: 🛛 🗱 new language file as X aving before for curren	Load
	Première Page suivante Dernière Page précédente Télécharger Imprimer Rechercher Réservez Mark Aide Activer FullScreen Le Sound Tel Sound Anted language:

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## V. Output Interface:

*. <u>h</u> tml	
Mobile Version Make output page-flipping eBook	works on iPad, iPhone and Android mobile devices
:\Users\Administrator\Documents	Browse Open
dex .html	
icrosoft Word - Document1	Advanced
:1:0,G: PLDS DVD-ROM DH-16D5S VD15	
tomatically play the flipbook in CD	
C: n M	ke Mobile Version Make output page-flipping eBook

## Output types:

#### 1. HTML



This output type is for uploading created page-flipping ebook onto websites:

You can define HTML Title and other properties by clicking "Advanced" button:

HTML Title:	domo	Advanced
mimL litte:	uemo	Advanced

Set Keywords, Description or even Script in the below interface:

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ITML Advanced Se	ttings				
HTML Meta Sett	ngs				
Ţide:	Flip Word Introduction				
Keywords:	convert, word, doc, flipbook,	page-flipping, ebook, flash, template, security			
Description:	Flp word is a tool to convert Word files to nice page-flpping eBook with ease,				
		(			
Add Scripts					
Add Scripts		You can put some tracking code such as Google Analytics here. Need closed <script> tag!</td></tr></tbody></table></script>			

#### 2. ZIP

## • \*.<u>z</u>ip

This output type is for compressing the created files into an integral ZIP package which can be sending out as attachment directly. You can also define HTML Advanced Settings by clicking "Advanced"

## icon:

Your recipients just need to uncompress the ZIP file and then they can view the HTML flipbook instantly:



#### 3. EXE



This type is for outputting flipbook as a single executive file, easy storing and easy viewing:



You can also define Icon and Opening Window Size in Advanced Settings:

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Advanced Settings	
Exe Window Info	
Caption: Flip Word Intro	duction
Frank C	
Icon: M	Qefault
Window Size Option	
a the standard at	Custom Size Width: 800
Maximized	
Eull Screen	Height: 600

#### You can even output Mobile Version at the same time:

#### 📝 Also Make Mobile Version

After creating mobile versions, you just need to output all files online (including HTML, SWF, "files" and "mobile" folders), then you can visit the flipbook page through your mobile browser.

#### Or even burn the output flipbook to CD:

CD Writer	0:1:0,G: PLDS	DVD-ROM DH-16D5S VD15	
	<u></u>		
Disc title:	Page-Flipping el	Book	

After choosing output type, then check the option "Burn to CD", set "CD Writer", define "Disc title", at last

click **Convert** button to output flipbook in your defined type.

## At Last

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With Office to FlipBook Pro, you can easy create beautiful and professional pageflipping eBooks within a few seconds.

Now, use the wonderful to produce your style stunning page-flipping eBooks.

For more information: <u>http://www.flippagemaker.com/</u>