



issuu™

GUIDE FOR BEGINNERS

English

Elena Martin
(National College "B.P. "Hasdeu" Buzau)

This guide is one of the many products that the Erasmus+ project "Transmedia: a new narrative that involves communication and education towards the future classroom". Code: 2014-1-ES01-KA201-004478. From September 2014 to August 2016, the shared work of the following institutions made it possible:

COORDINATOR OF THE PROJECT: Josep Antoni Blasco Fernández (jblasco@xtec.cat)

- **COORDINATING INSTITUTION: INSTITUT DE PALAMÓS** (Catalonia, Spain)
<http://inspalamos.cat/>
Coordinators: Joaquim Martínez Rodríguez, Magda Soler Pedrós & Josep Ciberta i Tirado

PARTNERS:

- **CENTRO DE FORMAÇÃO DE ASSOCIAÇÃO DE ESCOLAS CENTRO-OESTE** (Caldas da Rainha, Portugal) <http://www.cfaecentro-oeste.pt/>
Coordinators: Nicolau Joao Gonçalves Borges & Carla de Jesus
- **DIMOTIKO SCHOLEIO DROSIA K.A'** (Larnaca, Cyprus)
<http://dim-drosia-ka-lar.schools.ac.cy/>
Coordinator: Stella Eliadou
- **COLEGIUL NATIONAL 'B.P. HASDEU'** (Buzau, Romania)
<http://bphasdev.ro/>
Coordinator: Viorica Raicu
- **PAGKYPRIO LYKEIO LARNACA** (Larnaca, Cyprus)
<http://lyk-pagkyprio-lar.schools.ac.cy/>
Coordinators: Filitsa Filipou Masonou & Konstantia Mala
- **ISTITUTO TECNICO INDUSTRIALE STATALE 'GALILEO GALILEI'** (Livorno, Italy)
<http://www.galileilivorno.gov.it/>
Coordinators: Federico Agen & Maddalena Degan

Index

3

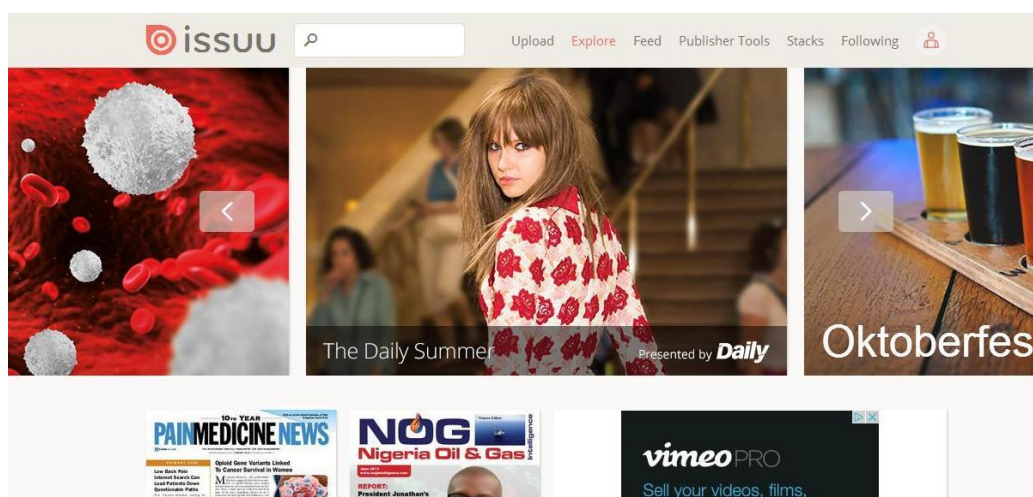
1. What is ISSUU	4
2. Characteristics	5
3. How to use ISSUU features	7
Sign up for an account	
ISSUU usernames	
Email and notification settings	
Upload a profile photo	
Change the email address and account details	
Download and/or print a publication	
Enabling downloads for readers	
Annex: GRAFIC PRACTICE GUIDE	11

1. What is ISSUU?

With over 25 million publications, ISSUU is a fast-growing digital publishing platform. Millions of readers come here every day to read the free publications created by publishers from all over the globe, devoted to topics such as art, fashion, film, food, technology, travel and more.

With ISSUU you can create your school magazine... or your students can manage it to create a space to comment, to publish their works...

4

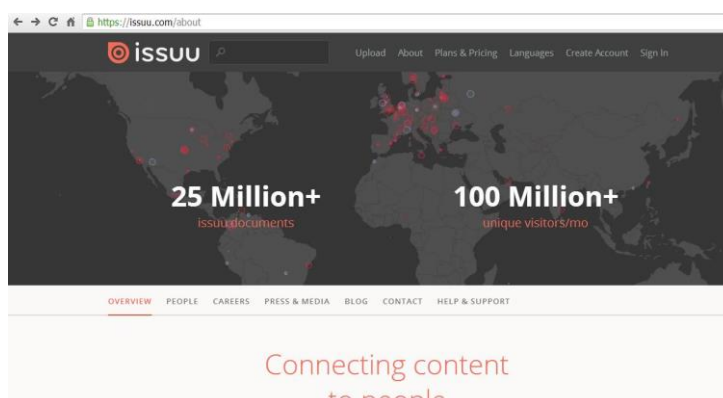


2. Characteristics

Social sharing

Sharing an ISSUU link on Facebook, Google, LinkedIn, Tumblr, Twitter or email allows the followers to read publication. Users can deliver their content directly to readers on their social networks.

5



Unlimited publishing

Users can publish as often as they like. Unlimited storage and unlimited traffic means they can use ISSUU for reliable distribution and storage of all their publications, can upload high resolution publications with ease and convert them from all major document formats.

Automatic links

Any links in the publication are automatically included when uploaded to ISSUU. Users can add more links at any time with the interactive editor.

Search optimized

The publication is like its own website on ISSUU. Top search engines index each publication so readers everywhere can easily find anyone's work.

Clip

With clip, readers can share any piece of their publication to all their favorite social media sites, driving new readers directly into their document.

6

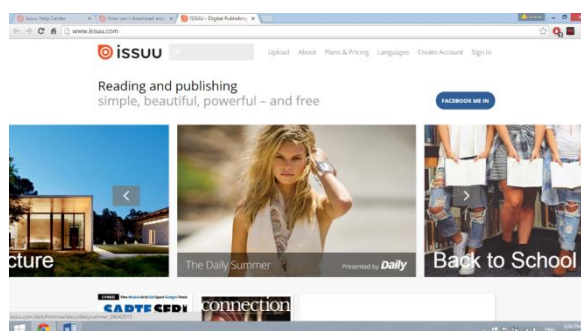
Analytics

Users can track and understand readers' digital engagement with each piece of content in the publications on all platforms, learn how cover turns impressions into reads, how much time readers spend on each page, what content readers are sharing most.

3. How to use ISSUU features

Sign up for an account?

To create an ISSUU account, visit [Sign-Up page](#), choose a plan, and follow the onscreen instructions to create an account.



Users also have the ability to sign up via Facebook or Google+ for ISSUU by using the Facebook or Google+ button. Their chosen option will ask them to confirm and they will automatically be signed in to their new pre-filled ISSUU account.

ISSUU usernames

If users sign-up using Facebook or Google+, ISSUU will automatically create an ISSUU username for them based on their profile name on that account e.g. John Doe becomes John_Doe.

Note that this username cannot be changed. If you would like a particular ISSUU username, you will have to sign up manually using our regular signup.

Email and notification settings

When signing up to ISSUU via Facebook or Google+, you are asked to submit your email to them. ISSUU has to ask for it for legal reasons and also in order to notify you about important product updates and changes.

Rest assured that ISSUU will not share your private information with third parties as per their Privacy Policy.

If users would like to unsubscribe from certain automated notifications or newsletters, they can do so from your Account Settings.

Upload a profile photo

Once logged in, you can upload or change your existing profile picture by navigating to "Account Settings" and clicking on your profile picture (or placeholder) to the right of the screen. To reach "Account Settings", hover over the profile icon on the right-hand side of your screen.

Note: It is recommended to upload an image in this format:

Type: JPEG

Quality setting: 80

Size: 160 x 160 pixels

Colorspace: RGB

Note: Profile photos are displayed in a 'round format' for personal accounts and a 'square format' for business accounts.

Change the email address and account details

It is possible to change your account details via "Account Settings".

Once logged in, hover over your profile photo on the top right-hand corner of the page, and select "Account Settings" from the dropdown menu.

Once on the "My Information" page, you can edit your account email address, password and your public ISSUU profile, among other account details.

If you experience problems making changes to your account details, please contact us by clicking on the "Submit a Request" tab on top of this page.

Note: It is impossible to change your account username, so choose wisely.

Download and/or print a publication

As a Reader:

If the publisher has enabled downloads on their publication, simply click Share and then the Download button to save the original document file to your computer. Some publishers might require you to be logged in before you can access the download feature on their publications.

Note: Publishers control the download settings themselves. If you do not see a download button for a publication, it means that the publisher has not enabled this feature.

As a Publisher:

To download a file that you've previously uploaded (e.g. if you've lost data from your computer):

1. Log in to your ISSUU account and click on "Publisher Tools" at the top of the page.
2. Click the arrow next to the publication you wish to download and select 'Download' from the dropdown menu.

Note: Unfortunately, there is currently no way to print content directly through ISSUU. To print a publication, you will need to download it and print it from your computer.

Enabling downloads for readers

As a publisher, you can enable the download functionality on your publication, so your users can download copies of your publications.

If you are a Free, Pro or Plus publisher, your readers would need to sign up for an issuu account or log into an existing issuu account in order to download the publication.

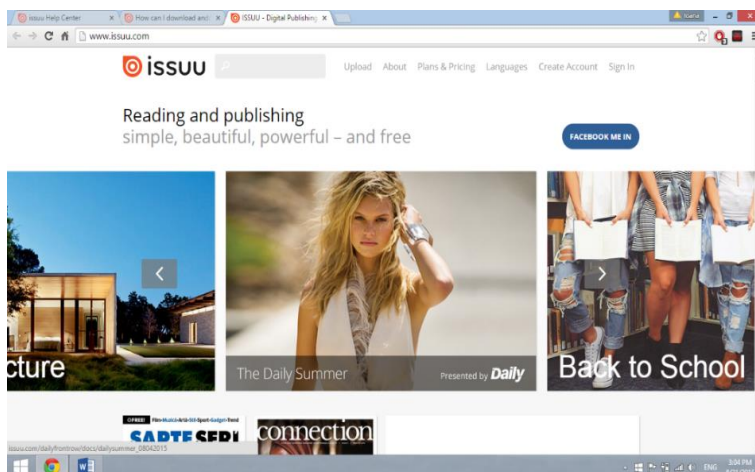
Premium accounts come with unlimited non-member downloads so your readers can download your publication from your embedded and standalone readers without a login. (Please note that this doesn't apply to downloads from the issuu website, as your readers will still need to be logged into their accounts)

To enable the download feature on your account:

- Log into your account (if you are not currently logged in).
- Go to the "Publisher Tools" tab at the top of the page.
- Select the publication you'd like your users to download while on the ISSUU website, click on the drop-down menu next to it and select "Edit".

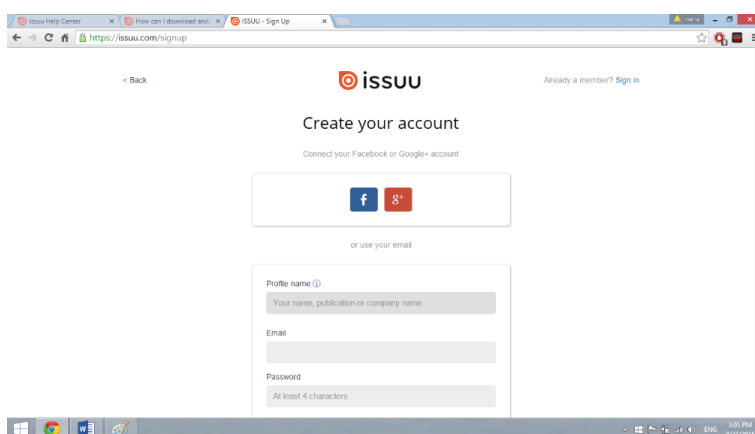
This will open to the 'Document Settings' tab. Select the 'Allow Download' box and click on "Save Changes".

Annex: Graphic practice guide

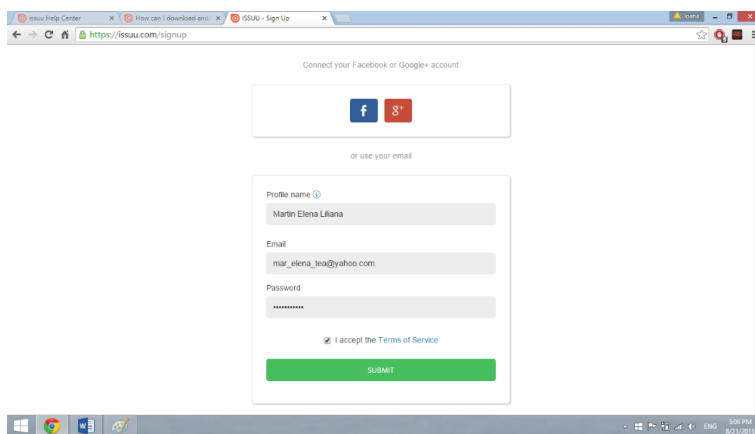


Accessing the *Create an account* button of the application

10



Creating the account

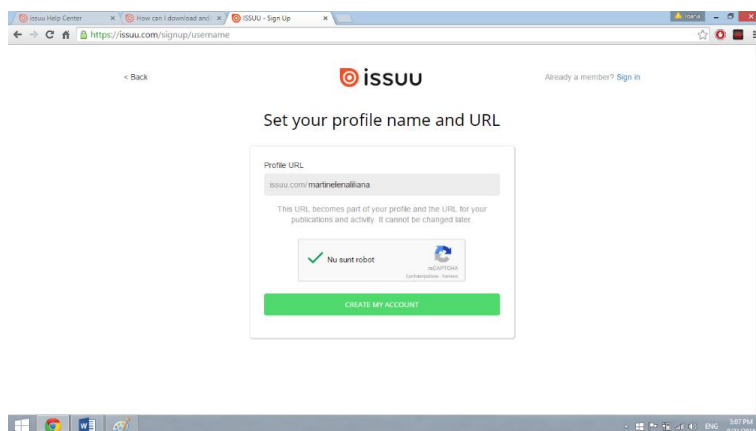


Offering the personal data

"Transmedia: a new narrative that involves communication and education towards the future classroom". Code: 2014-1-ES01-KA201-004478

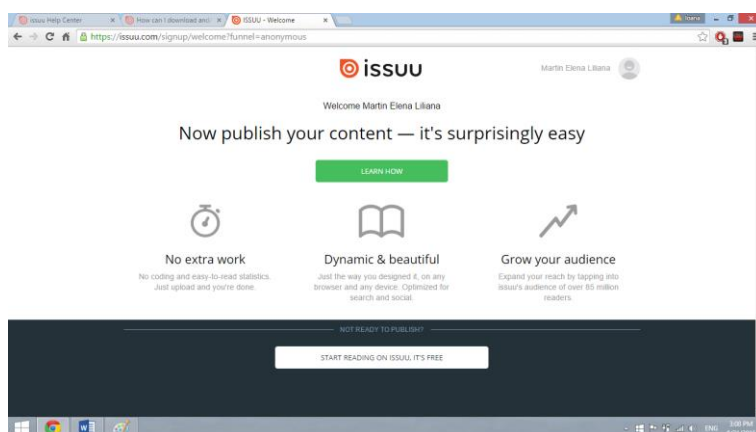
This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

This work is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International. Permissions beyond the scope of this license may be available at educationtransmedia@gmail.com

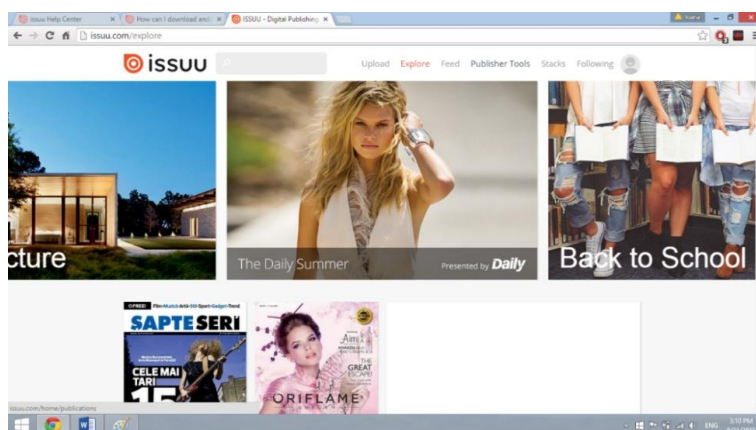


Finalizing the account

11



Once logged in, you can proceed to publish. Access the *Explore* button

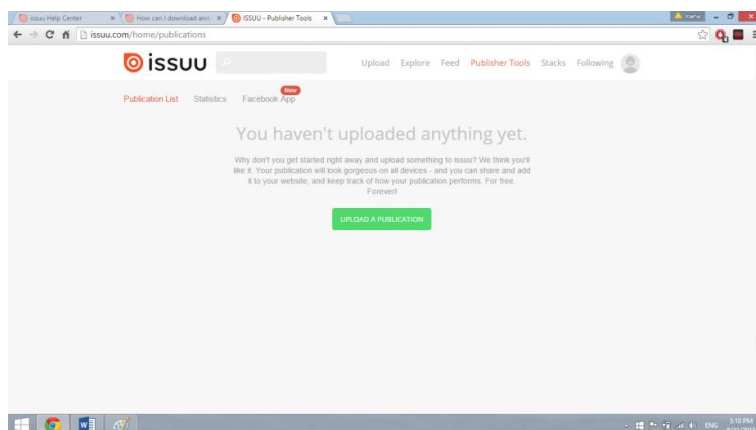


At this point, you have access to the *Publishing Tools*

"Transmedia: a new narrative that involves communication and education towards the future classroom". Code: 2014-1-ES01-KA201-004478

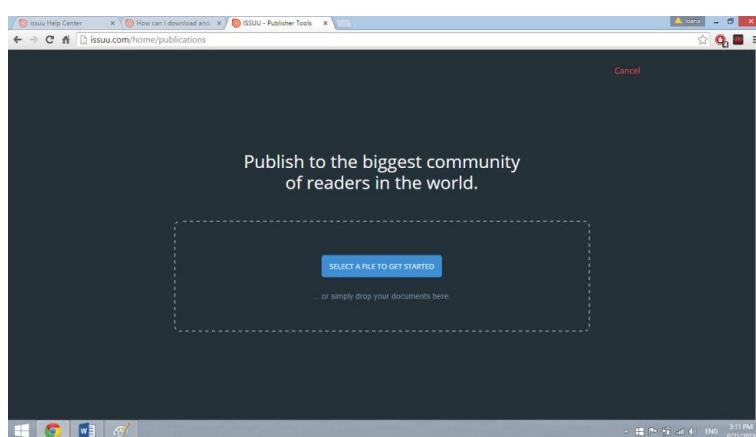
This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

This work is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International. Permissions beyond the scope of this license may be available at educationtransmedia@gmail.com

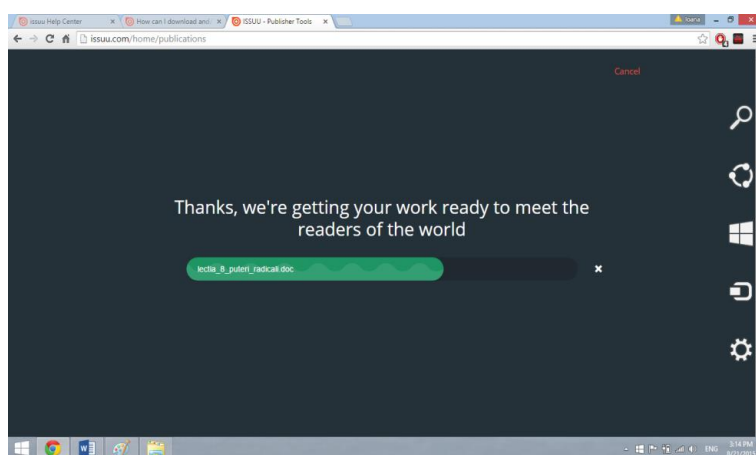


It's time to *Upload the publication*

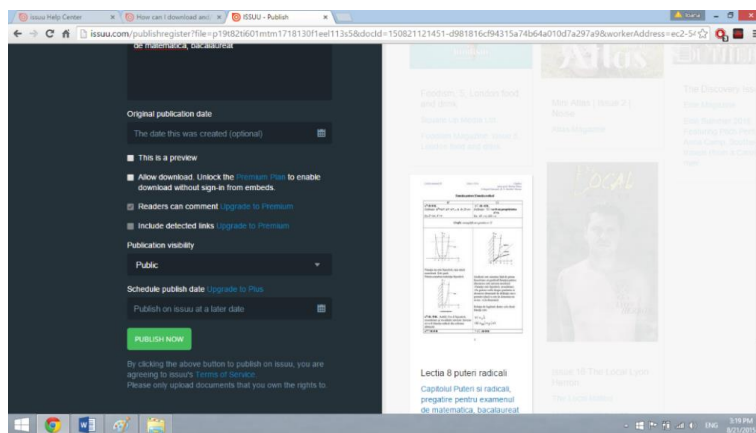
12



You can upload the file to publish by selecting it from a list



The publishing is in progress

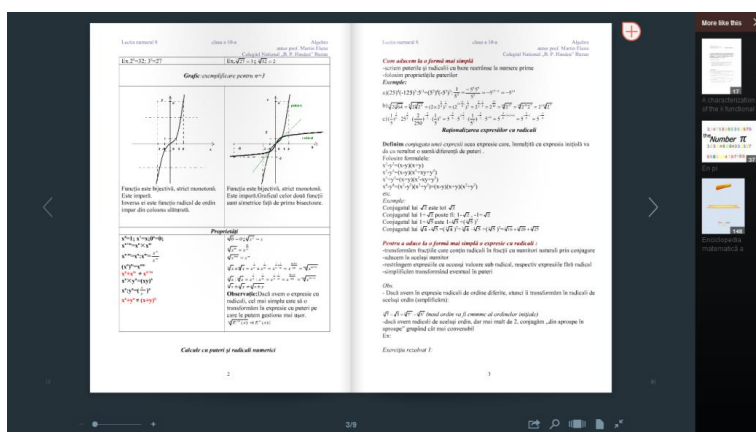


Before publishing, you can describe the file and set its visibility. (Example: Public)

13



You can now see the publication and open it

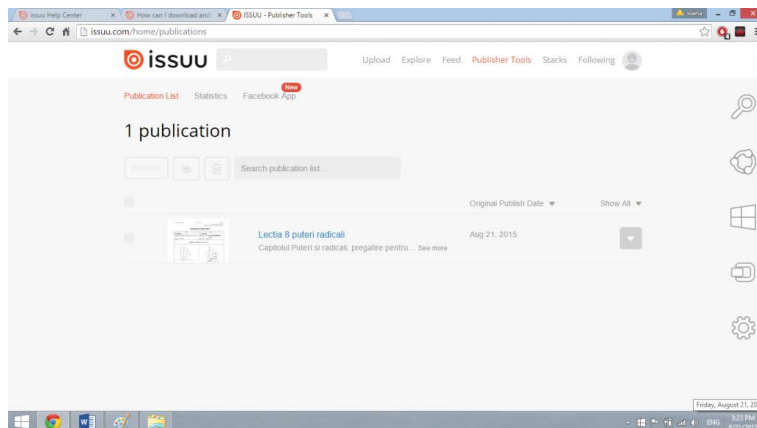


The content of the document

"Transmedia: a new narrative that involves communication and education towards the future classroom". Code: 2014-1-ES01-KA201-004478

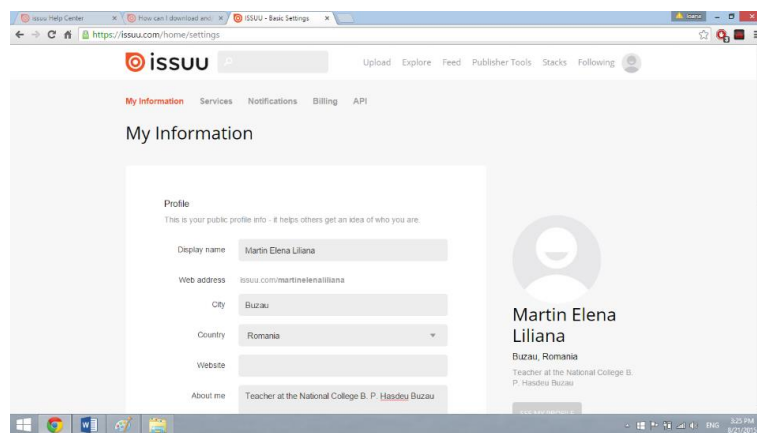
This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

This work is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International. Permissions beyond the scope of this license may be available at educationtransmedia@gmail.com

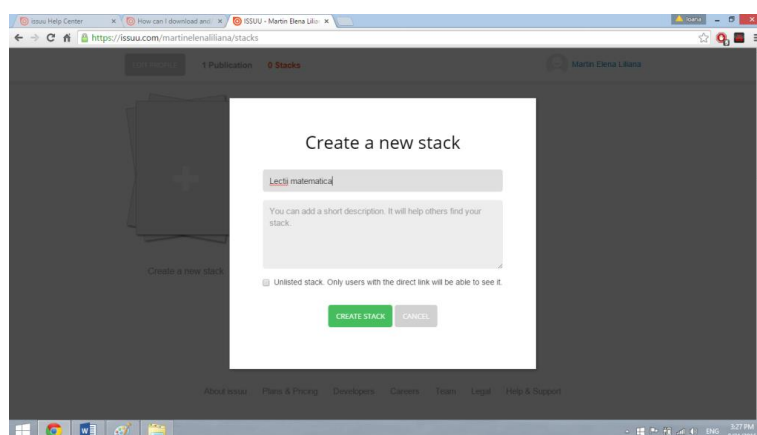


From *Publisher Tools* you can see a list of your publications

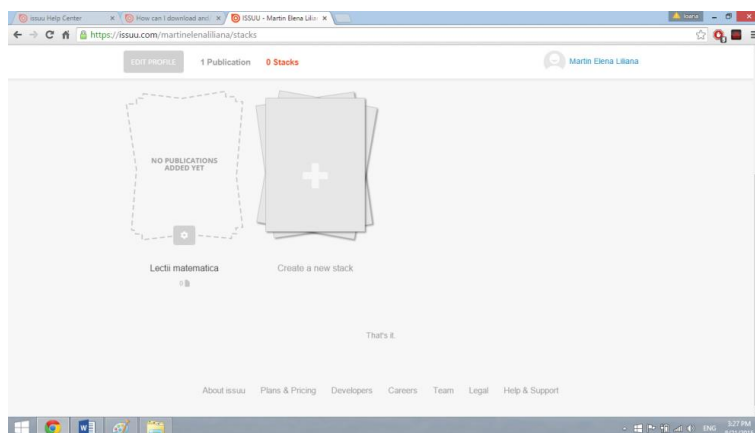
14



From the *Settings* button you can add personal data to your account

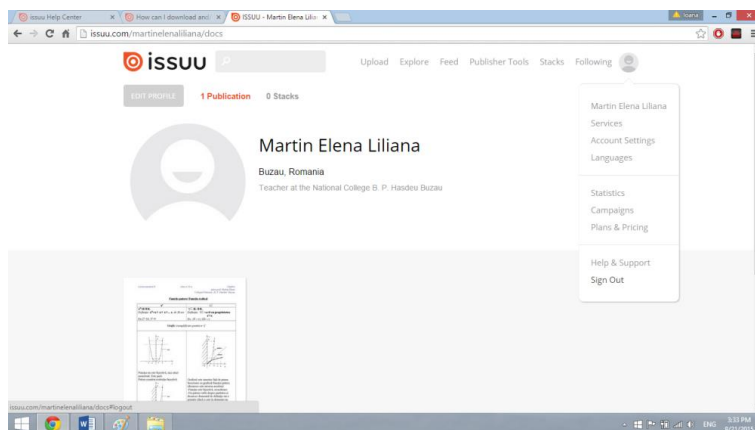


In order to organize your publications, use *Stacks* button



The stack is created, you can add files to it

15



If you want to leave the application, access *Sign Out* button.



This work is licensed under a Creative Commons Attribution - Non Commercial - No Derivatives 4.0 International.

Permissions beyond the scope of this license may be available at educationtransmedia@gmail.com

Based on the information from www.issuu.com