

How to Use issuu

What is issuu?

issuu is an online publication tool. Think of it as a magazine in digital form. Just like a magazine, you can flip through the pages. Unlike a magazine, you can do quick searches for specific words or phrases, zoom in or out, and more.

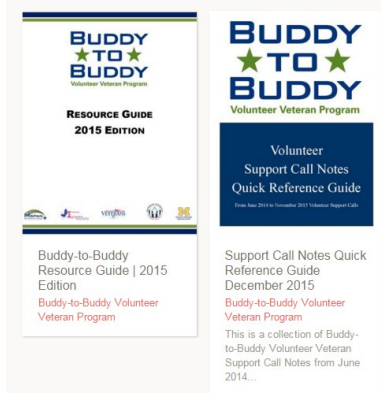


How do I view a Buddy-to-Buddy publication on issuu?

First, go to Buddy-to-Buddy's page on issuu,

<https://issuu.com/buddytobuddy>.

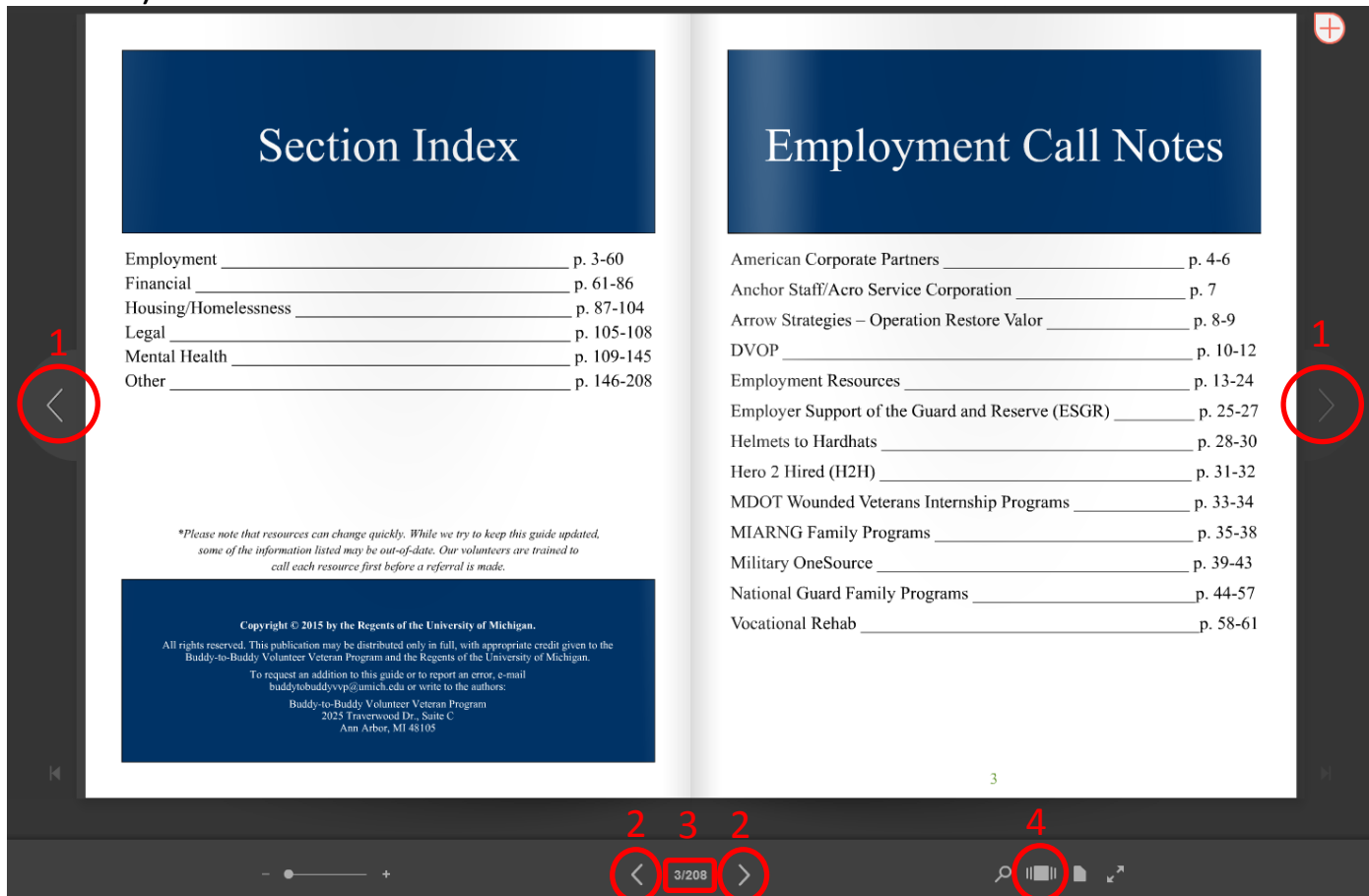
Next, click the Buddy-to-Buddy publication you wish to view.



How do I turn the page or go to a different page?

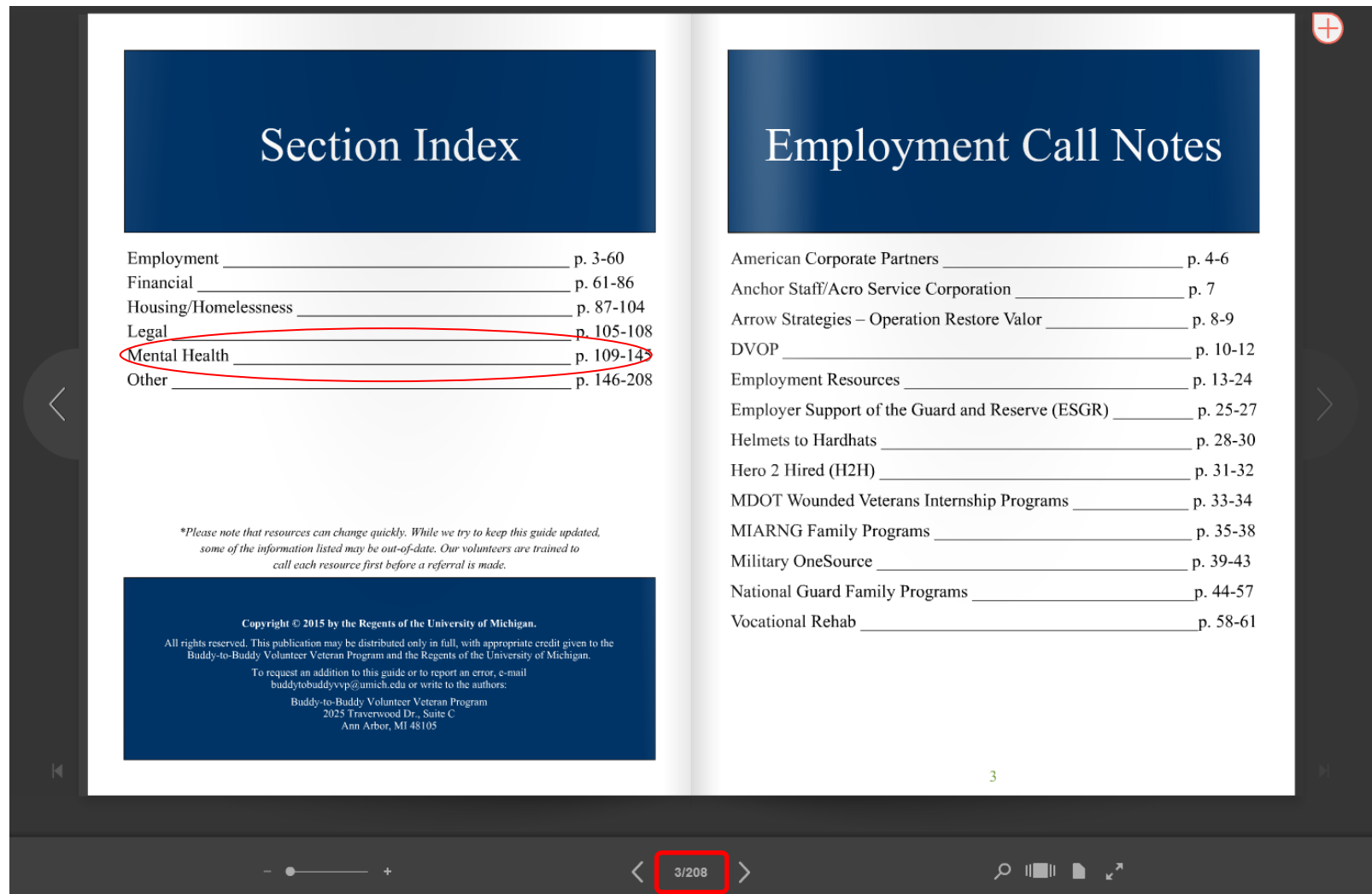
There are 4 different ways to go to a different page:

- 1) You can use the arrows on either side of the publication to move back and forth.
- 2) You can use the arrows underneath the publication to move back and forth.
- 3) You can click in this box, type in the number of the page that you want to go to and then hit “enter” on your keyboard. (See next page for more information on this option.)
- 4) You can select the page image at the bottom to select a different page to view. (See page 4 for more info.)

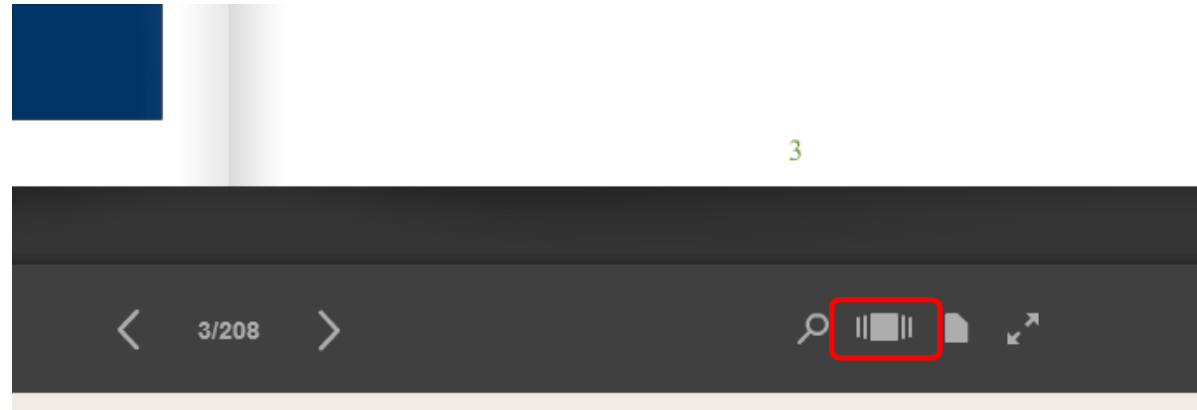


Say that you are at the Section Index page (shown below, left side) and you want to go directly to the Mental Health section of this publication, here's what you do:

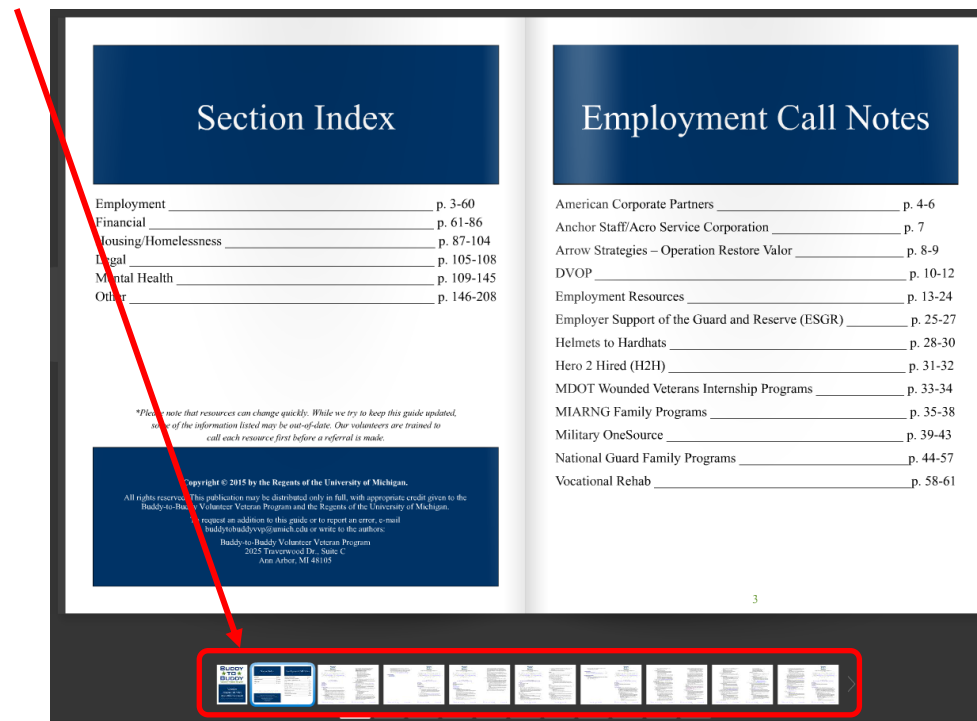
- 1) Note the page numbers of the Mental Health section (page numbers 109-145).
- 2) Click in the box where the page numbers are (circled here in red, bottom of the page), type in the number 109 (the first page of the Mental Health section) and then hit "enter" on your keyboard. This will take you directly to the first page of the Mental Health section.



For the fourth way to view a different page, select the icon below the publication that is shown here, circled in red:

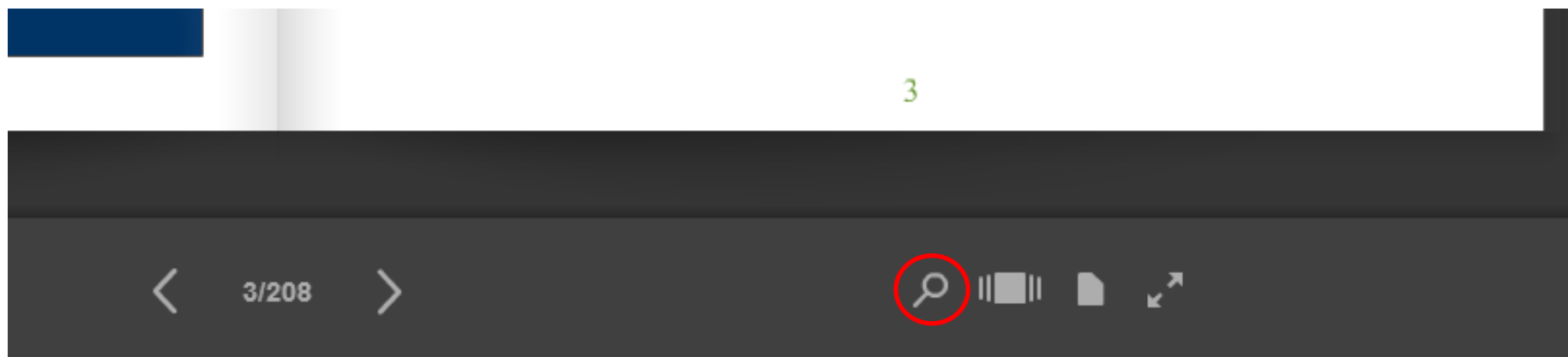


This will give you a different way to navigate from page to page. It will change the view so that you will see more pages shown below the publication, and you can simply click on a page you see to go to a different page:

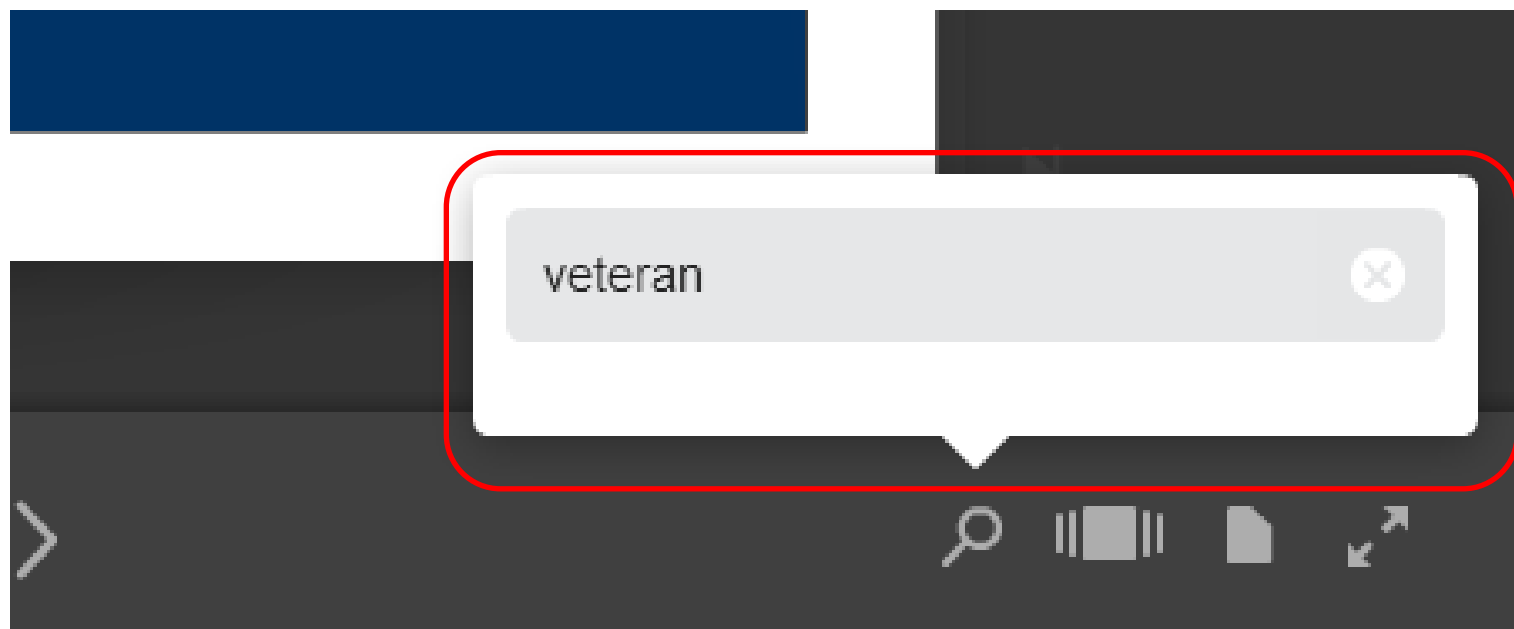


How do I search the publication for a particular word or set of words?

First, select the magnifying glass icon, circled in red in the image below:

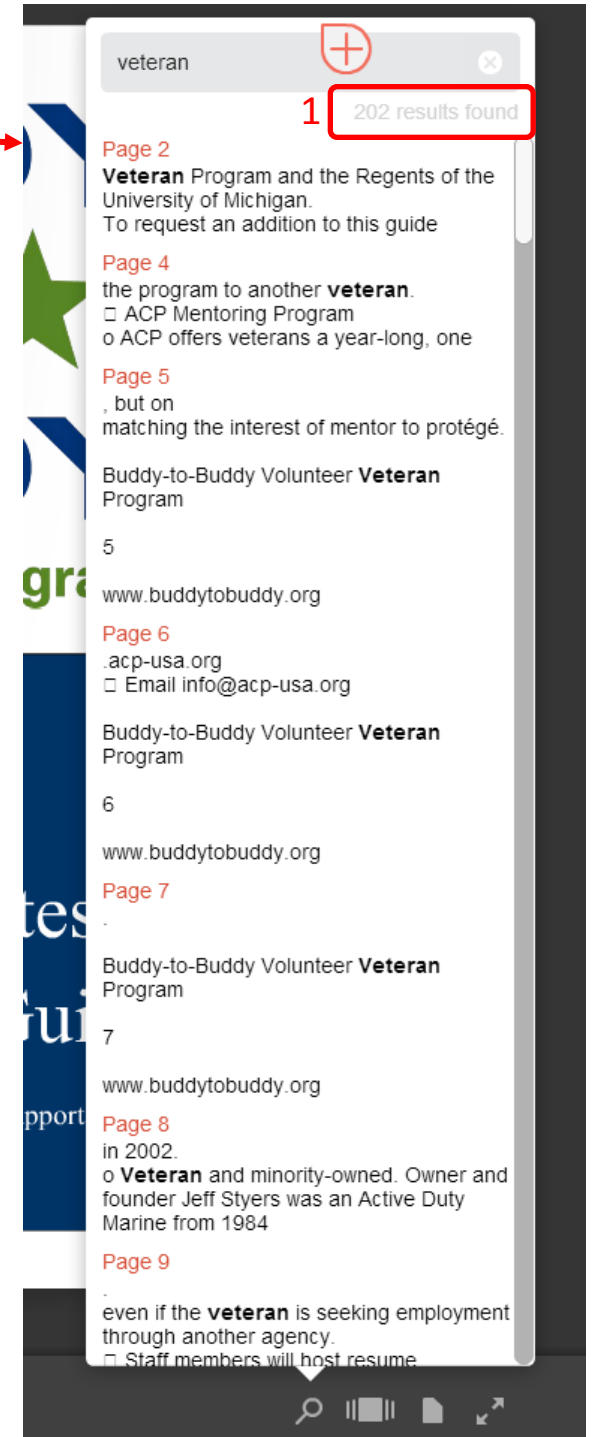


Next, type in the word or set of words you want to search for and hit enter on your keyboard:



Once you hit enter, a list of all of the places that word or set of words appears will pop up and will look like this:

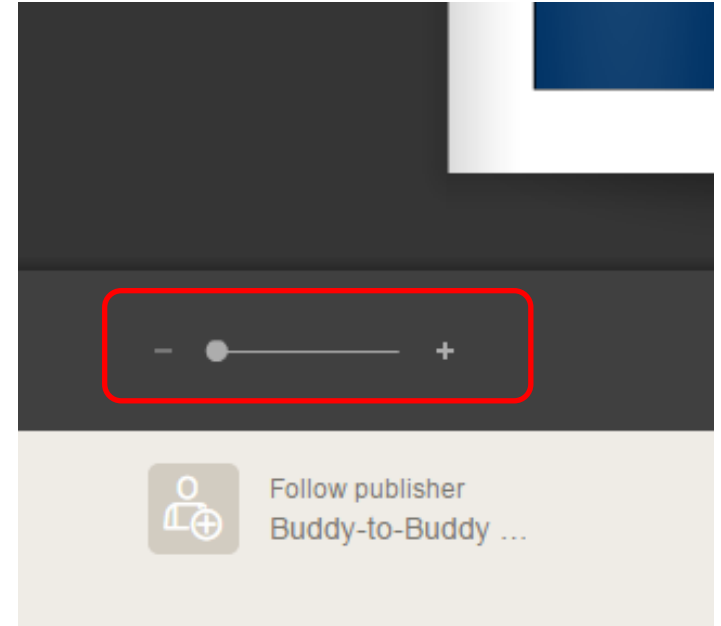
- 1) At the top right of that box, it will tell you the number of times that the word or set of words you searched for appears in the publication.
- 2) The list will show you all of the page numbers where the word or set of words you searched for appear, shown in **red**, as well a short blurb of where the word or set of words appears, and they will be **in bold**.



How do I zoom in so that I can see the text more clearly?

Look for the zoom tool below and to the left of the publication (see picture to the right).

You can zoom in by clicking the + sign on the right or by clicking on the filled in circle along that line and sliding it over to the left.



To get more information

- Visit www.acp-usa.org
- Email info@acp-usa.org

How do I access a link in the publication?

Links will stand out from the rest of the text because they will be in a different color (usually blue) and will be outlined lightly by a box (see image at left).

To access these links, simply click on them. Clicking on website addresses will open up a new tab in your web browser. Clicking on an email address may open a new email message, depending on what type of email account you have and how it's configured.