



How to Use Flip 5.0

To Login:

- Please go to: <https://secure.flipyourtraining.com/production>
- As a first time user click on the link that says “first time logging in? get started here >>”
- Enter your email address and hit continue.
- An email will be sent to you containing a link that allows you to establish your initial password. Follow the directions.
- Use the above login url together with your email and password whenever you wish to access your documents

We support the following browsers:

- Internet Explorer 9 and 10
- Google Chrome (current version and one previous)
- Mozilla Firefox (current version and one previous)
- Safari (current version and one previous)
- Mobile Safari on Apple mobile devices running iOS 6+
- Chrome on Android 4.0+

Account Settings:

Adjust your profile settings and change your password by selecting Account Settings from the left navigation bar

- Add a photo if you like by clicking in the photo box. Don't forget to hit **change picture** to save the new picture before you leave this page
- Modify your name and bio by simply typing in the text box. Don't forget to press **save** before you leave this page.
- You may adjust your password here as well. Don't forget to press **change password** before you leave this page

Communities:

Participate in the community of learners:

- Select Communities from the left navigation bar
- Then select a Community
- Then select a document from the list of documents in the community

Hide the comment screen:

- If you only want to read or view the document and do not wish to see comments, select the arrow (⏪) located at the bottom right of the screen. This will show/hide the right panel

Filter:

- Select **filters** ▼
 - to turn off all comments so you can read without any highlights showing
 - to select what comments you would like to view

Adjust the Image:


- To Change pages use the tools at the bottom left of the screen to go to the **first**, **previous**, **next** or **last** page.
- You can also put a page number in and hit enter to go to a specific page.
- You can Zoom out or in to adjust the size of the image

Make comments or Take Notes:


- **Select text** or **Select images** to highlight a part of a PDF document and make a comment

- Or if viewing a video. Pause the video and make a comment.
- A comment box will pop up in the right pane
- Make a comment or ask a question
- Decide if you want to share with others or keep it private
- Select a Tag² to associate the comment with
- Should you choose to edit your comment, hover over the comment in the comment panel, and you will see the word **edit** pop-up. Select **edit** and you can:
 - Edit your written words
 - Change the tag
 - Delete the comment (Note: deleting the comment will delete any replies associated with it)

Read and Reply to comments:

- Comments may be viewed in document order or by most recent. You can choose between these two modes by selecting one of them from the buttons above the comments.
- Select  to view the area of the document or video that the comment is associated with
- Select [replies](#) to view the treaded conversation associate with the parent comment
- Select [+](#) to add a new comment
- Hit the [close ×](#) button to go back to the previous comment screen

Search within a PDF document or within the comments:

- Type a character string in the search box to search with in the document and comments
- If you would like to jump to the comment or part of the document that has the character string, hit the  preceding the phrase and Flip will take you to that section of the document

Statistics:

- By selecting statistics ↓ you can view what is going on in the salon.
- You can jump to sections of the document with the activity by selecting the blue colored page numbers.

1. **Community** - a gathering of learners for the purpose of increasing the knowledge of the participants through conversation.
2. **Tag** - an index term assigned to a piece of information. This kind of metadata helps describe an item and allows it to be found again by browsing or searching. Tags are predefined by the owner of the Salon. Some owners may allow learners to add their own tags.