

Technical – Adding Magazines

Real3d Flipbook plugin is used to display Magazines on the website.

1. To add a new magazine upload the PDF into the media library
2. Create a JPG image of the front cover and size it to 160x228px and Upload that to the media library.
3. Select **Real3D Flipbook** from the menu on the left hand side.
4. Click **Add New Flipbook** and give it a name like Spring 2026 Magazine.
5. Click on the **Select PDF** button and select the PDF you just uploaded to the media library.
6. In the right hand pane under **Flipbook Categories** check the **u3a Magazine** checkbox.

The screenshot shows the 'Add New Flipbook' screen in the WordPress admin dashboard. The main title is 'Add New Flipbook'. Below it, there's a notification about Easy WP SMTP. The title field contains 'Spring 2026 Magazine'. There are tabs for 'Pages', 'Table of Contents', 'General', 'Lightbox', 'WebGL', 'Mobile', 'UI', 'Menu Buttons', and 'Translate'. The 'General' tab is active. Under 'General', there's a section for 'PDF Flipbook' with a text input for the PDF URL (https://monmouthu3a.com/wp-content/uploads/2026/01/2026-Spring-Magazine.pdf) and a 'Select PDF' button. Below that, there's a 'JPG Flipbook' section with a 'Select images' button. A note says 'Create flipbook from images. Multiple file upload is enabled.' Below the 'Select images' button, there are five image thumbnails labeled 1 through 5. At the bottom left, there's an 'Author' field with a dropdown menu showing 'charlesemes@yahoo.com (charlesemes@yahoo.com)'. On the right side, there's a 'Shortcode' section with a 'Save Post to generate shortcode.' button. Below that is a 'Publish' section with 'Save Draft', 'Preview Flipbook', and 'Publish' buttons. The status is 'Draft' and there's a 'Publish immediately' button. At the bottom right, there's a 'Flipbook Categories' section with a list of categories. 'u3a Magazine' is checked. There's also an 'Add New Category' link. At the bottom right, there's a 'Featured image' section with a 'Set featured image' link.

7. Below in the right hand pane click on **Select Featured Image**. Select the front cover image you just uploaded.
8. Click on **Publish**. Exit from the screen by clicking on the Real3D Flipbook menu item on the left hand side. It should now list your new magazine.

9. Click on **Edit** just beneath your latest magazine to Edit the details again.
10. Just beneath the title you will see the **Permalink**. Hover over it and right click on the mouse to select the **Copy Link Address**.

2024/5 Magazine	
Permalink: https://monmouthu3a.com/?r3d=2024-5-magazine	

11. Below find the **More Fields** section and the **LightboxUrl** then paste the permalink in there. Add this text after it (all on one line):

&r3d-mode=lightbox&r3d-lightboxopened=true&utm_source=yearbook&utm_medium=page&utm_campaign=spring_2026

Change that last text "spring_2026" to reflect your new magazine (no spaces).

LightboxUrl	https://monmouthu3a.com/?r3d=2024-5-magazine&r3d-mode=lightbox&r3d-lightboxopened=t
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12. Click on Update and exit again.
13. Check the About page lists the new magazine. Check the button on the home page opens your latest magazine