

Taiqa Publisher Pro Basics

Create publication and edit settings



Topics covered



1. Before you start

- File size
- Crop marks
- Spreads

2. Publication from PDF step-by-step

- Add title
- Review selected PDF-file
- Extra settings
- Ready to publish

3. Editing project settings

- Publishing settings overview
- Publishing settings
- Add active content
- Customize theme

4. Other settings

- Content management
- Other services
- SEO
- Analytics
- Social media thumbnail
- Bookmark index

1. Before you start

Select the PDF file you want to upload and note the how big the file is. Maximum file size our system accepts is about 1 GB.

Compression programs such as [ilovepdf.com](https://www.ilovepdf.com) can be used to make small versions of large files.

https://www.ilovepdf.com/compress_pdf



Maximum filesize for upload = 1 gigabyte

1. Before you start

Do not include cropping or printer's marks to the PDF.

These are used by the printing press, but our system prefers **WEB PDFs**.

When creating a new publication from PDF using the option "Remove crop marks" can help with print PDFs.

Create new project from PDF

1: Add title

Define project title. This will be used to identify projects.

Project title

blaklader_20210521_010146

2: Review selected PDF-file

3: Extra settings

Define compression quality for project. JPG is preferred option for most of the publications, especially with lot of graphics. PNG is better if content is almost exclusively text.

Project compression format

JPG

Extra settings

Split pages

In some rare cases all the pages in the PDF-file are spreads so e.g. front and back cover are on the same spread. By checking this field you force page splitting to half. You can arrange the pages to right order later in Content management.

Remove crop marks

Use the trimbox specified in PDF to crop the PDF pages.

Create project

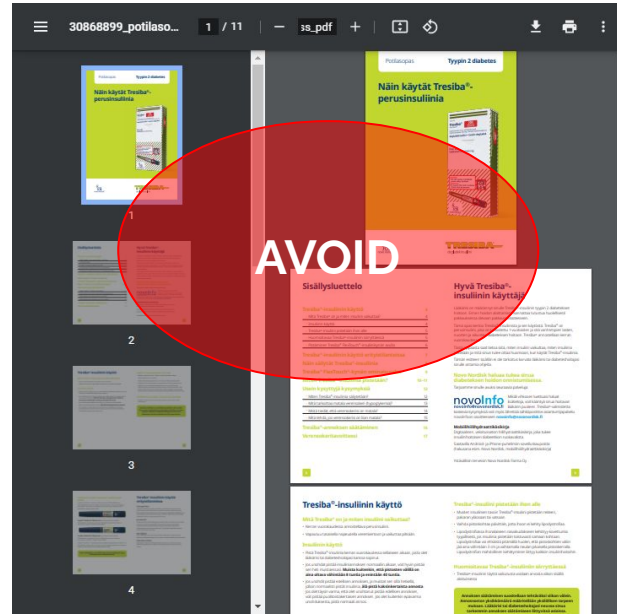
1. Before you start

It is preferable to use WEB PDFs where each page exists by itself. Do not use the option "spreads", where two pages form one single page.

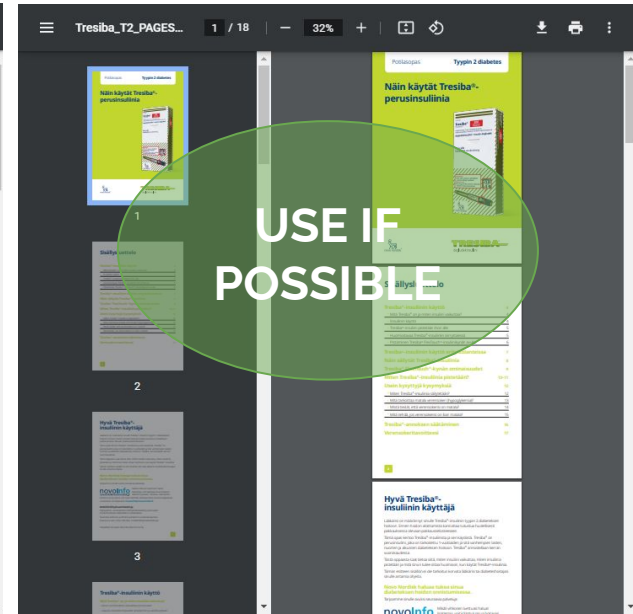
It is easier to edit the document if all pages are alone.

See image for reference.

There also exists option to make one page publication appear as flipbook.



Setting "spreads" or "facing pages" is on.

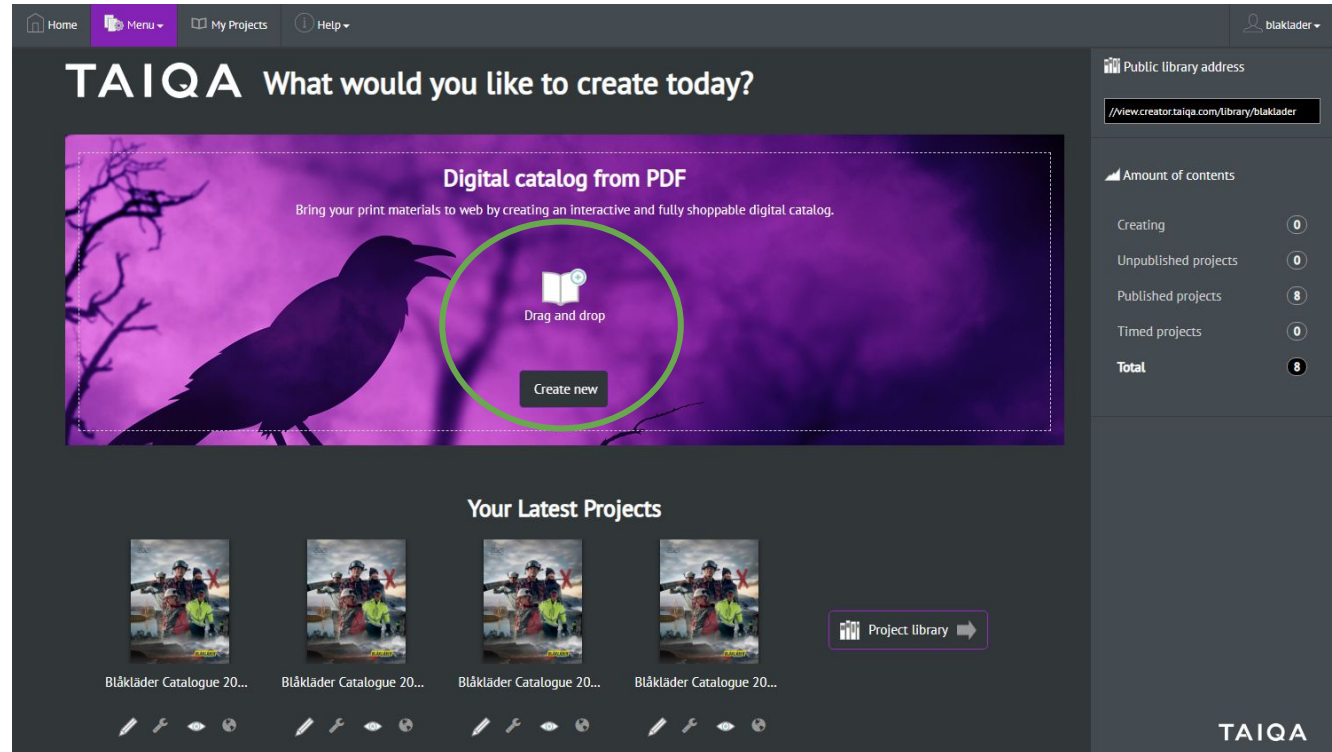


No facing pages, all pages are singular.

2. Publication from PDF step-by-step

Log in to your Publisher Pro account.

Drag and drop the PDF file to the center of screen.



The screenshot displays the TAIQA web application interface. At the top, there is a navigation bar with 'Home', 'Menu', 'My Projects', and 'Help' options. The main header reads 'TAIQA What would you like to create today?'. The central focus is a large purple banner titled 'Digital catalog from PDF' with the subtitle 'Bring your print materials to web by creating an interactive and fully shoppable digital catalog.' In the center of this banner, there is a circular icon of an open book with a plus sign, labeled 'Drag and drop', and a 'Create new' button below it. Below the banner, the section 'Your Latest Projects' shows four identical project thumbnails, each titled 'Blåkläder Catalogue 20...'. A 'Project library' button is located to the right of these thumbnails. On the right side of the interface, there is a sidebar with a 'Public library address' field containing the URL '://view.creator.taiqa.com/library/blaklader'. Below this, a table shows the 'Amount of contents' for various project states:

Amount of contents	Count
Creating	0
Unpublished projects	0
Published projects	8
Timed projects	0
Total	8

The TAIQA logo is visible in the bottom right corner of the interface.

2. Add title

Name your project so you can differentiate it from the others.

The title of your project will be used to make the default URL.

Please note that URLs cannot contain umlauts (ä, ö, å, ü, etc...), so if those are used in title, publication's URL will be shortened).

You can edit both name and URL later.

Create new project from PDF

1: Add title

Define project title. This will be used to identify projects.

Project title

2: Review selected PDF-file

3: Extra settings

Define compression quality for project. JPG is preferred option for most of the publications, especially with lot of graphics. PNG is better if content is almost exclusively text.

Project compression format

Extra settings

- Split pages
In some rare cases, all the pages in the PDF-file are spreads so e.g. front and back cover are on the same spread. By checking this field you force page splitting to half. You can arrange the pages to right order later in Content management.
- Remove crop marks
Use the trimbox specified in PDF to crop the PDF pages.

2. Review selected PDF-file

From this section you can see that name of PDF you're about to upload.

You can also select a different PDF to be used here.

You can also edit this setting later on, with more precision.

Create new project from PDF

1: Add title


2: Review selected PDF-file

Select PDF-file that you want to use as content for project.

PDF-file *

Select file..

Selected file:

 Pages from Blåkläder - Catalogue 2021 INDEX.pdf

3: Extra settings

Define compression quality for project. JPG is preferred option for most of the publications, especially with lot of graphics. PNG is better if content is almost exclusively text.

Project compression format

JPG

Extra settings

- Split pages
In some rare cases, all the pages in the PDF-file are spreads so e.g. front and back cover are on the same spread. By checking this field you force page splitting to half. You can arrange the pages to right order later in Content management.
- Remove crop marks
Use the trimbox specified in PDF to crop the PDF pages.

Create project

2. Extra settings

Project compression format. JPG is the default choice, and it's good for publications with mostly photographs. Use PNG if the publication has few colors and is mostly text, eg. books & technical drawings.

Split pages = can be used to separate spreads.

Remove crop marks = can be used to remove cropping or printer's marks.

When ready, press "Create project".

Create new project from PDF

1: Add title

2: Review selected PDF-file

Select PDF-file that you want to use as content for project.

PDF-file *

Select file..

Selected file:

Pages from Blåkläder - Catalogue 2021 INDEX.pdf

3: Extra settings

Define compression quality for project. JPG is preferred option for most of the publications, especially with lot of graphics. PNG is better if content is almost exclusively text.

Project compression format

JPG

Extra settings

Split pages

In some rare cases, all the pages in the PDF-file are spreads so e.g. front and back cover are on the same spread. By checking this field you force page splitting to half. You can arrange the pages to right order later in Content management.

Remove crop marks

Use the trimbox specified in PDF to crop the PDF pages.

Create project



2. Ready to publish

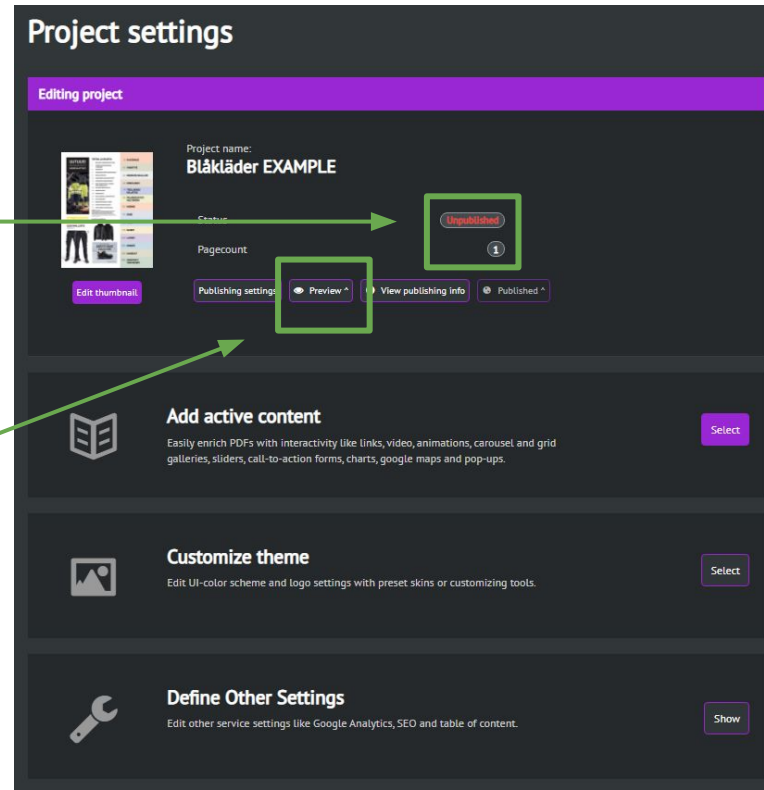
Project is now in our system ready for publishing!

You can now press published/unpublished -button to toggle the publication's online status.

Unpublished = Project is offline

Published = Project is online

If you want to keep on working on your project, you can use "Preview" to see live version, without publishing it.



The screenshot shows the 'Project settings' interface for a project named 'Blåkläder EXAMPLE'. The interface is dark-themed with purple accents. At the top, there's a purple bar labeled 'Editing project'. Below it, the project name is displayed. The 'Status' section shows a red 'Unpublished' button, which is highlighted with a green box. Below the status, there are buttons for 'Edit thumbnail', 'Publishing settings', 'Preview ^', 'View publishing info', and 'Published ^'. The 'Preview ^' button is also highlighted with a green box. Below the status section, there are three main sections: 'Add active content' with a 'Select' button, 'Customize theme' with a 'Select' button, and 'Define Other Settings' with a 'Show' button. Green arrows from the text on the left point to the 'Unpublished' button and the 'Preview ^' button.

3. Publishing settings overview

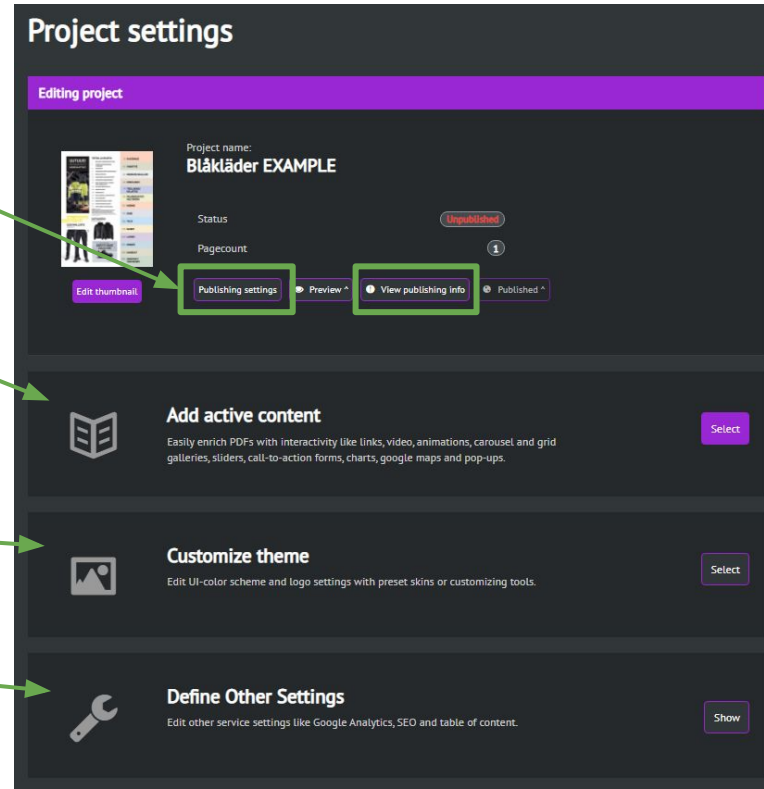
Publishing settings = You can edit the name, URL, password and library status.

View Publishing info = From here you can find published & draft address and iFrame embed code.

Add active content = Page-by-page editing, add custom content like popups and forms.

Customize theme = Edit project background, navigation color, logo.

Define other Settings = Content management, SEO and thumbnail index.



The screenshot shows the 'Project settings' interface for a project named 'Blåkläder EXAMPLE'. The status is 'Unpublished'. A navigation bar at the top contains buttons for 'Edit thumbnail', 'Publishing settings', 'Preview', 'View publishing info', and 'Published'. The 'Publishing settings' and 'View publishing info' buttons are highlighted with green boxes. Green arrows point from the text on the left to these buttons and to the 'Add active content', 'Customize theme', and 'Define Other Settings' sections below. The 'Add active content' section includes a book icon and a 'Select' button. The 'Customize theme' section includes a picture icon and a 'Select' button. The 'Define Other Settings' section includes a wrench icon and a 'Show' button.

3. Publishing settings 1/4

Title = Name the project.

URL = The name of the address project resides in.
All projects are stored by default in our domain
“view.creator.taiqa.com/CLIENT/PROJECT”

Language = Affects how google collects data from the publication, right language will improve search engine optimization.

Publishing settings

Basic settings

Title *

Project title (Note: will also be used for page title)

Notes

Short description of this project

Creation date

Modify creation date. This date is used when viewed in library. Example: 12.7.2012

Url *

(! Note: this project is not yet published.)
HTTPS: <https://view.creator.taiqa.com/blaklader/blaklader-example>
HTTP: <http://view.creator.taiqa.com/blaklader/blaklader-example>

Project url

Language

Select project language. This language is used for SEO and should be same as document content.

3. Publishing settings 2/4

Status = Toggle status offline/online. You can also set a timed publication here.

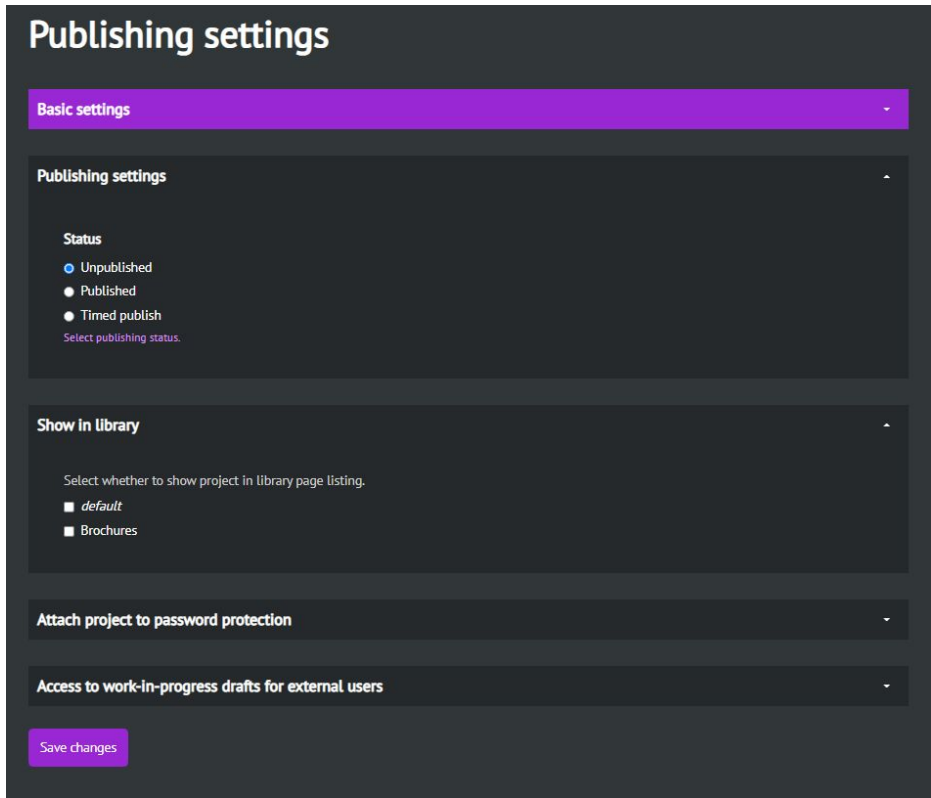
Show in library = If you have a large number of publications, you can set their library location here.

*Note that you must manually create the library folders before they appear.

Click here for to view two examples of published libraries:

[Eurometalli](#)

[Europörssi](#)



The screenshot shows a dark-themed settings panel titled "Publishing settings". It contains several sections:

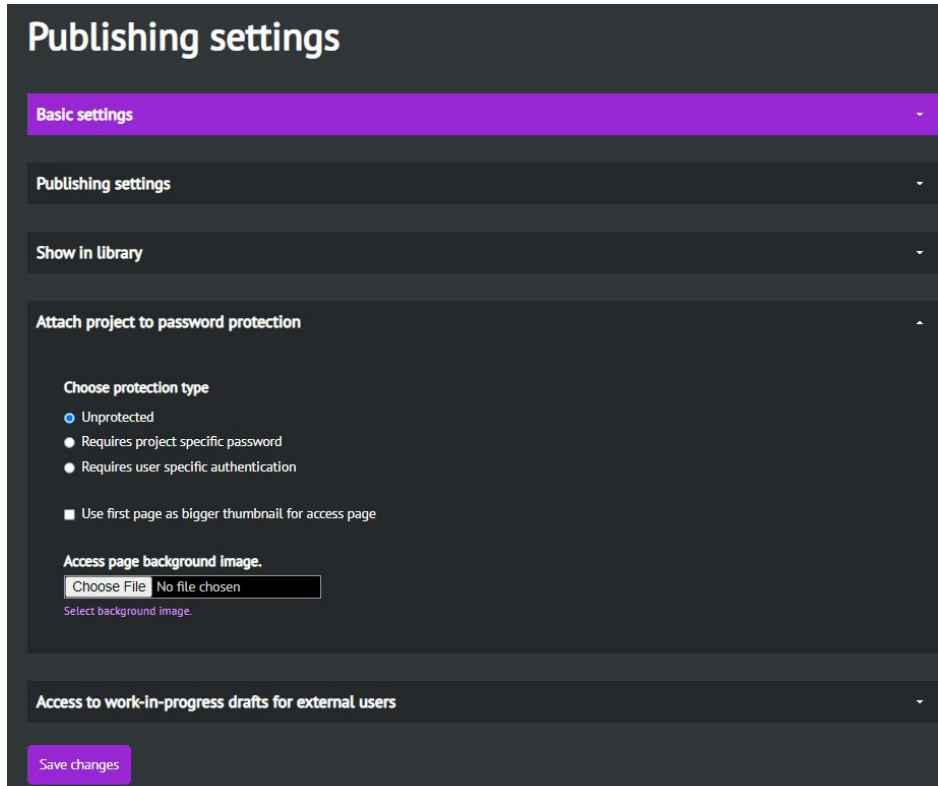
- Basic settings**: A purple header bar with a dropdown arrow.
- Publishing settings**: A section with a dropdown arrow containing:
 - Status**: Three radio button options: "Unpublished" (selected), "Published", and "Timed publish". Below them is the text "Select publishing status."
- Show in library**: A section with a dropdown arrow containing:
 - Text: "Select whether to show project in library page listing."
 - Two checkbox options: "default" (checked) and "Brochures".
- Attach project to password protection**: A section with a dropdown arrow.
- Access to work-in-progress drafts for external users**: A section with a dropdown arrow.
- Save changes**: A purple button at the bottom.

3. Publishing settings 3/4

Password protection = Here you can protect your project with password. Useful if working with limited audiences or content protected material.

You can also set the projects' first page to appear as the projects thumbnail. This thumbnail will appear if linked to social media.

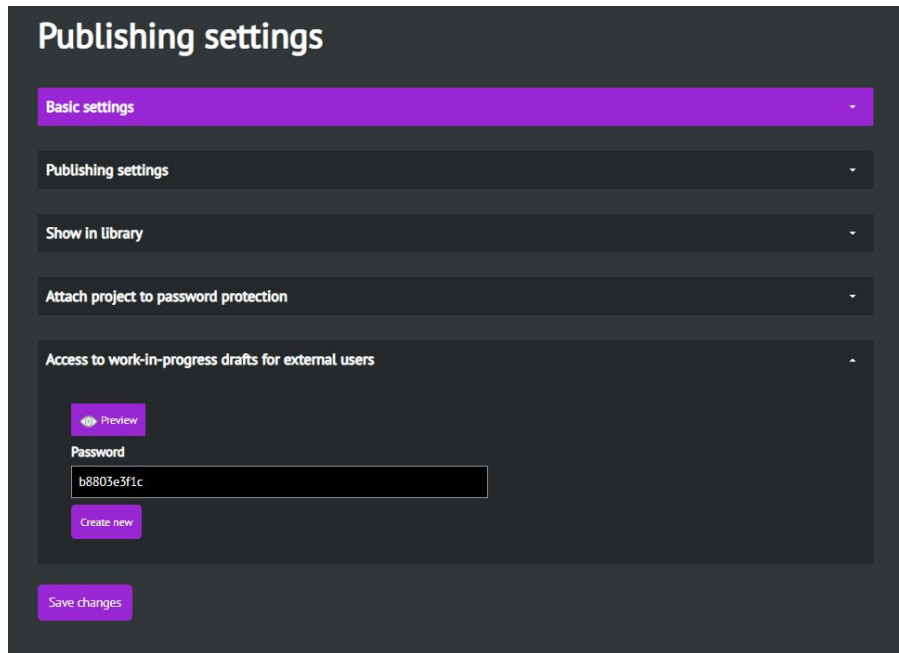
You can also set the project background here.



3. Publishing settings 4/4

Drafts for external users = This feature is mostly for internal teamwork, where you might want to show your work status to selected people.

By clicking “Preview” you can view the draft version, and with field below set the password.



3. Add active content

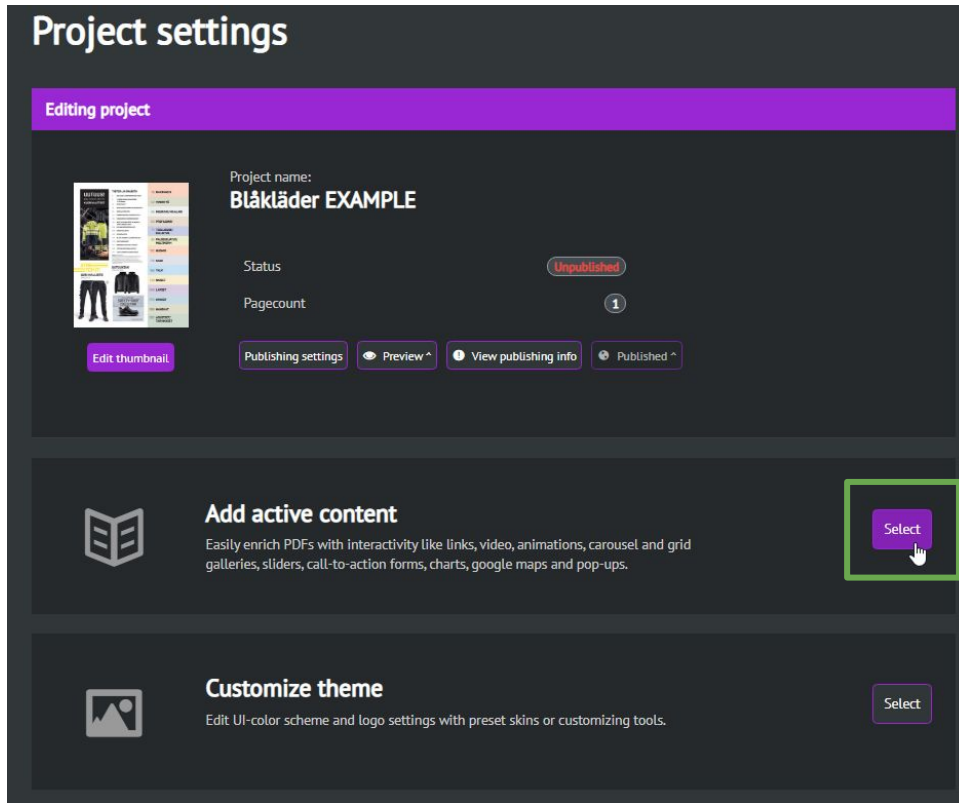
Location in the user interface.

This is the section of our publishing platform where you can get into detailed editing.

It's a very large section and is covered in its own tutorial.

Among features are:

- Text editing
- Videos
- Popup content
- Interactive forms
- and much more.

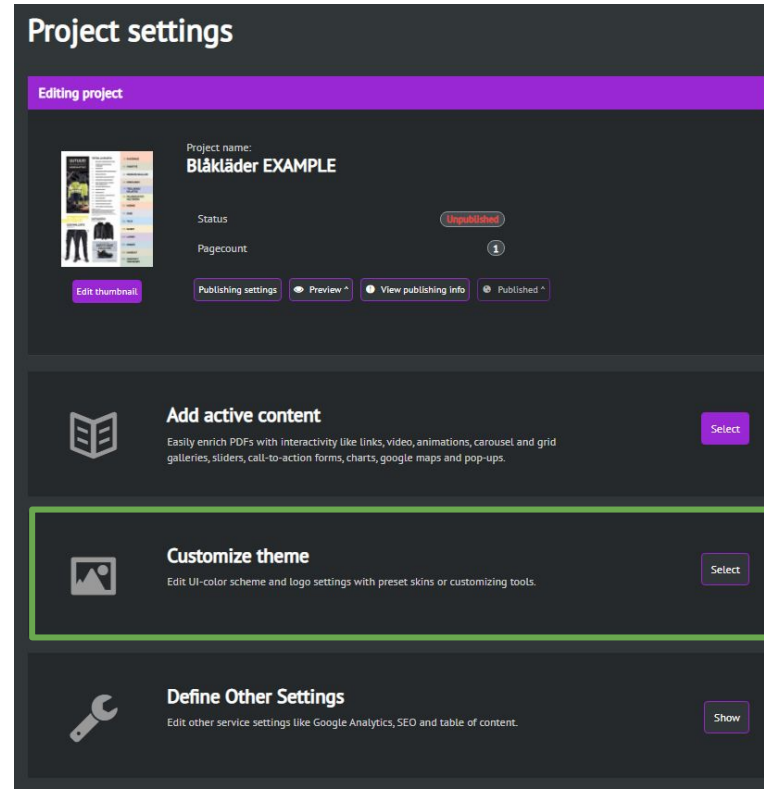


3. Customize theme 1/2

This feature lets you create a theme, that is easy to apply to publications.

Theme is frame around the publication. It contains following:

- Background color, image or video
- Logo image
- Layout (eg. flipbook or presentation)
- Brand colors
- And more.



3. Customize theme 2/2

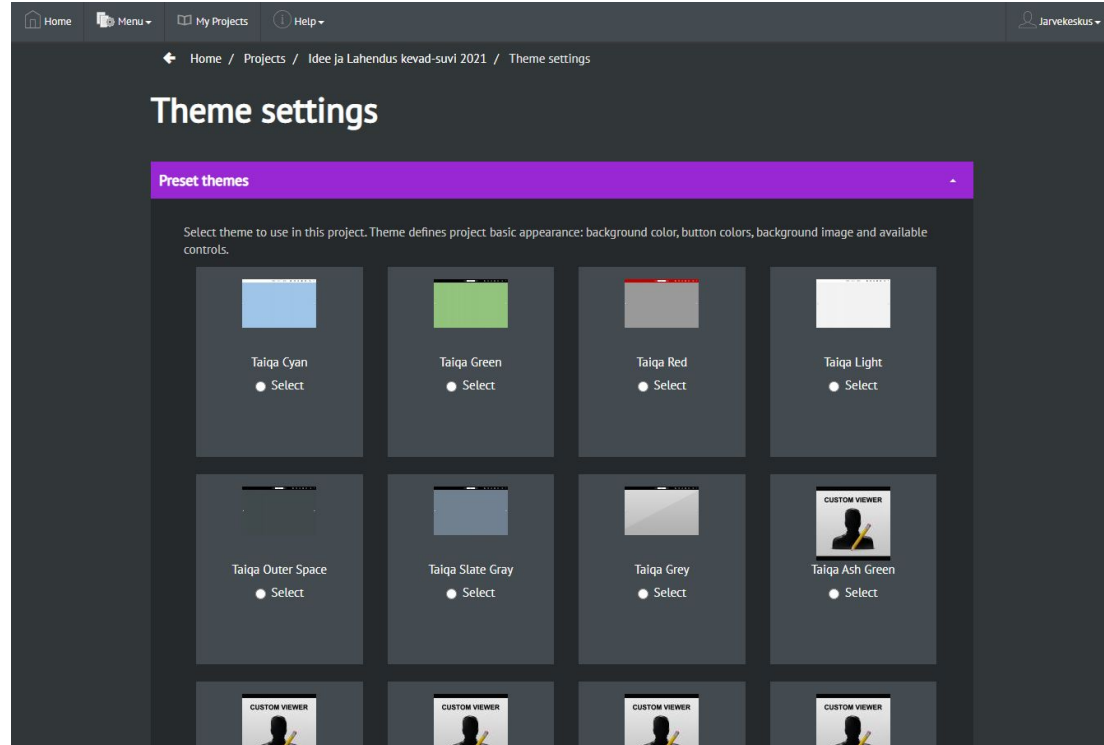
When opened, you see the selection of default theme. If you have made your own, they will appear on the top of the list.

Themes consist of following options:

- Brand colors
- Background image/colour
- Logo
- Toolbar appearance

In other words, theme is graphics and options that “surround” the publication.

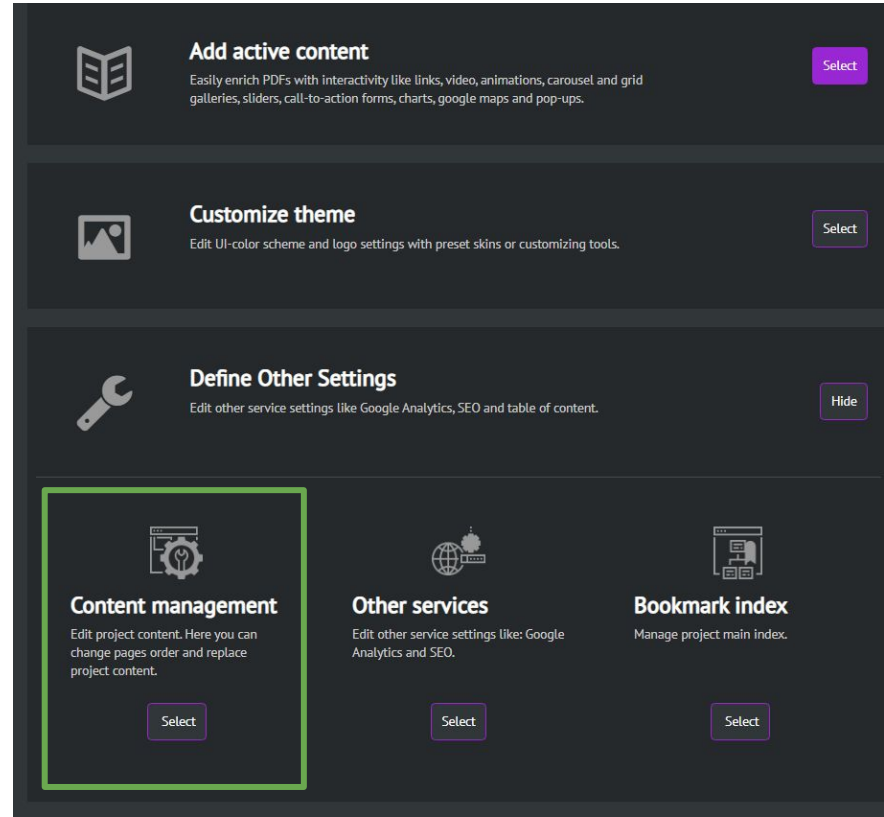
Only one theme can be selected at one time.



4. Content management 1/2

Location in the user interface.

This section lets you edit the order of pages, make backups, create links automatically, import links and search settings.



4. Content management 2/2

Short explanation

Preview = View a draft version of publication

Publish content = Toggle publication online status

Replace content = Upload new PDF to use as project content

Import links = Bring links from CSV file

Replace download PDF = Choose the file user can download & print

Backup/restore = Manage safe backup versions

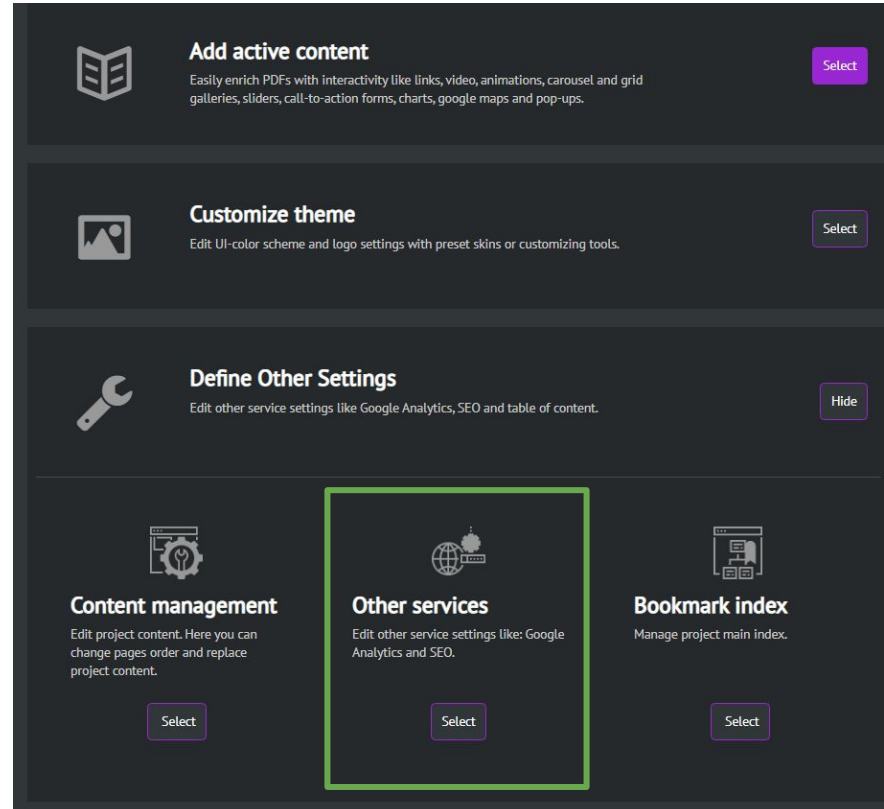
Detect links from PDF text = Create URLs, emails and phone numbers automatically

Publication search = Manage how text results are highlighted

The screenshot displays a 'Content management' interface with a dark background. At the top, there is a title 'Content management' in white. Below the title, a row of purple buttons includes 'Preview', 'Publish content', 'Replace content', 'Import links', 'Replace download pdf', and 'Backup / restore'. A second row of purple buttons contains 'Detect links from PDF text' and 'Publication search'. Below these buttons is a section titled 'Add page' with a dropdown arrow. Underneath, there is a toggle switch labeled 'Toggle all. Select multiple pages for the following actions:' followed by 'Hide', 'Make visible', and 'Delete' buttons. The main content area shows a list of items. The first item is numbered '1' and features a thumbnail of a document cover. To the right of the thumbnail are two buttons: 'Replace' and 'Set as thumbnail'. Further right, the text 'Original pagenumber: 1' and 'Original PDF: Pages from Blåkläder - Catalogue 2021 INDEX.pdf' is displayed. At the bottom right of this item are four buttons: 'Visible' (with a green dot), 'Duplicate', 'Delete', and 'Edit'. At the bottom of the interface, another toggle switch and 'Hide', 'Make visible', and 'Delete' buttons are visible.

4. Other services

This section contains two large categories: analytics that let you track user traffic and Search Engine Optimization that helps your project appear in results more easily.



The screenshot shows a dark-themed dashboard menu with several options. The 'Other services' option is highlighted with a green border. The options are:

- Add active content**: Easily enrich PDFs with interactivity like links, video, animations, carousel and grid galleries, sliders, call-to-action forms, charts, google maps and pop-ups. [Select](#)
- Customize theme**: Edit UI-color scheme and logo settings with preset skins or customizing tools. [Select](#)
- Define Other Settings**: Edit other service settings like Google Analytics, SEO and table of content. [Hide](#)
- Content management**: Edit project content. Here you can change pages order and replace project content. [Select](#)
- Other services**: Edit other service settings like: Google Analytics and SEO. [Select](#)
- Bookmark index**: Manage project main index. [Select](#)

4. SEO

By filling out a short description and small amount of keywords lets Google track your publication and rank it higher.

Screenshot contains text example for Blåkläder.

Other services

SEO

SEO Description

Define short description of this project for searchengines.

SEO Keywords

Define comma-separated string of keywords to describe this project. Should contain only between 4 and 10 keywords.

Analytics

Google analytics UA-code or G-code (Google Analytics 4 stream code)

To enable analytics, paste here your Google analytics UA code. Example: UA-123456-4

Google tag manager GTM-code

To enable GTM, paste here your Google tag manager GTM code. Example: GTM-XXXX

Snoobi code

To enable snoobi, paste here your snoobi account name.

4. Analytics

These fields let you input different tracking codes that enable different type of user tracking.

Other services

SEO

SEO Description

Blåkläder's clothing catalogue for year 2021

Define short description of this project for searchengines.

SEO Keywords

clothing, boots, jeans, workwear

Define comma-separated string of keywords to describe this project. Should contain only between 4 and 10 keywords.

Analytics

Google analytics UA-code or G-code (Google Analytics 4 stream code)

UA-111111111-11

To enable analytics, paste here your Google analytics UA code. Example: UA-123456-4

Google tag manager GTM-code

To enable GTM, paste here your Google tag manager GTM code. Example: GTM-XXXX

Snoobi code

To enable snoobi, paste here your snoobi account name.

4. Social media thumbnail

Use a picture that's descriptive of your publication here. The image appears when the publication is posted to social media platforms.

Social media sharing thumbnail

Upload image

Choose File No file chosen

Thumbnail

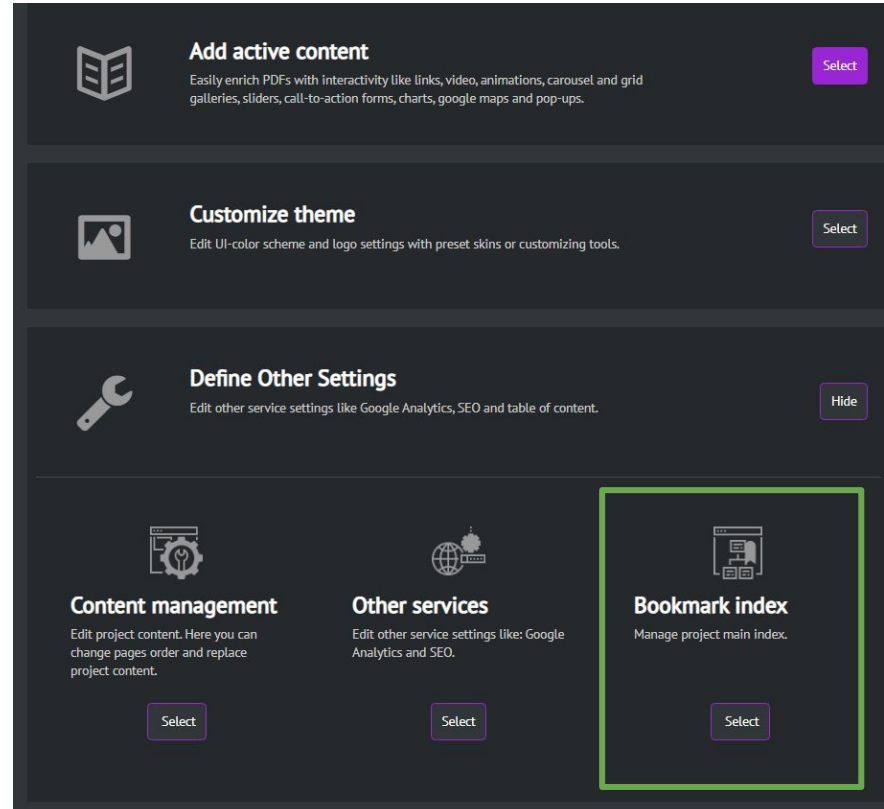
The thumbnail interface displays a grid of product images and a list of categories on the right. The grid includes:

- UUTUUS! PALOSUJATUT KUORIVAATTEET** (New! Fire-resistant protective clothing) with a list of items: 4 BECAUSE TIEDORROVAKATTENS, 8 TIEDÄN IMAGO ON MEIDÄN TYSÄÄME, 10 STRETCH IT, 16 HOULUOPAS RIPPITASKUMOHUIT, 18 SUOLIA-PROVIER, 126 KANKAISEN VALKOJAARTISTIT, 136 HOULUOPAS NIMONOHUIT, 160 MITÄ VEISTÄNTÄÄ JA HENOT: TÄÄ TÄRKEIT TILAT, 178 KOLMIEKSIKORPPINEN LAITE, 178 KOKKIPALJUKIT, 300 PESUKALEITA, 300 BL AALAJEENIN LAADUNTERKÄJÄT, 304 EN STANDAARDI, 307 MEHONVILJELÄNSELTYKSET, 308 TIEDÄ MATRIISIAALUSTA, 310 TUOTTETIEN VILJÄKATSAUS.
- STRETCHEE MITÄ UUSI MALLISTO** (Stretching new collection) with a list of items: 16 RAKENNUS, 42 VIHERTYÖ, 46 MUURARI/MAALARI, 60 PROFILOINTI, 74 TEDLLISUUS/ KULJETUS, 96 PALOSUJATUT/ MULTINORM, 132 HUOMIO, 176 SADE, 188 TALVI, 218 NAISET, 248 LAPSET, 250 KENGÄT, 266 HANSKAT, 282 ASUSTEET/ TARVIKKEET.
- UUTUUKSIA!** (New arrivals) with a list of items: 16 RAKENNUS, 42 VIHERTYÖ, 46 MUURARI/MAALARI, 60 PROFILOINTI, 74 TEDLLISUUS/ KULJETUS, 96 PALOSUJATUT/ MULTINORM, 132 HUOMIO, 176 SADE, 188 TALVI, 218 NAISET, 248 LAPSET, 250 KENGÄT, 266 HANSKAT, 282 ASUSTEET/ TARVIKKEET.
- SAFETY SHOE COLLECTION** (Safety shoe collection) with a list of items: 16 RAKENNUS, 42 VIHERTYÖ, 46 MUURARI/MAALARI, 60 PROFILOINTI, 74 TEDLLISUUS/ KULJETUS, 96 PALOSUJATUT/ MULTINORM, 132 HUOMIO, 176 SADE, 188 TALVI, 218 NAISET, 248 LAPSET, 250 KENGÄT, 266 HANSKAT, 282 ASUSTEET/ TARVIKKEET.

Edit

4. Bookmark index 1/3

This section lets you create easy navigation for people viewing your publication.



The screenshot shows a dark-themed settings menu with several options. The 'Bookmark index' option is highlighted with a green border. Each option includes an icon, a title, a brief description, and a button.

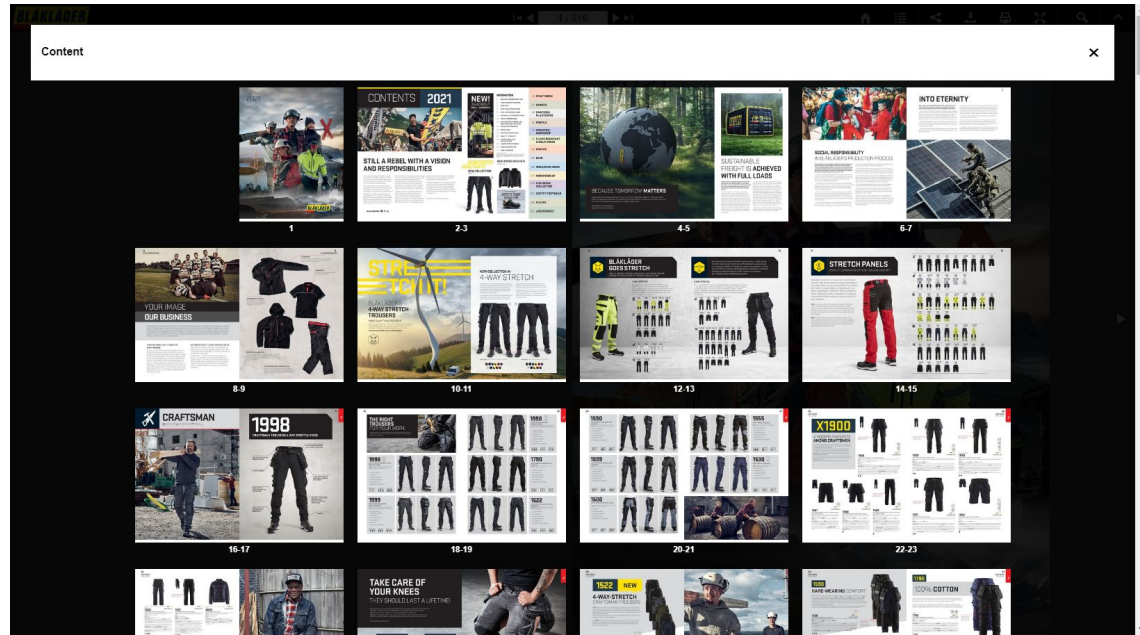
- Add active content**: Easily enrich PDFs with interactivity like links, video, animations, carousel and grid galleries, sliders, call-to-action forms, charts, google maps and pop-ups. [Select](#)
- Customize theme**: Edit UI-color scheme and logo settings with preset skins or customizing tools. [Select](#)
- Define Other Settings**: Edit other service settings like Google Analytics, SEO and table of content. [Hide](#)
- Content management**: Edit project content. Here you can change pages order and replace project content. [Select](#)
- Other services**: Edit other service settings like: Google Analytics and SEO. [Select](#)
- Bookmark index**: Manage project main index. [Select](#)

4. Bookmark index 2/3

Here is the location of index located in the upper toolbar.



Here you can see the index open. The used options are “thumbnails and bookmarks”.



4. Bookmark index 3/3

In the editing mode of bookmark index you can define the appearance of the index view, in other words does the user see just images or image+pagenumber.

You can also create new bookmarks here, and edit what pages user sees when the index view is opened.

← Home / Projects / Blåkläder Catalogue 2021 UKIE / Bookmark index

Bookmark index

Here you can manage project bookmarks.

Index page

Use thumbnails and bookmarks ▾

add new bookmark

No bookmarks

Save changes

Thank you



Hopefully this guide has helped you to create your publication in Taiqa Publisher Pro.

We're happy to receive feedback and suggestions. Please contact our support if you still have questions about our system.

Taiqa Digital

support@taiga.com