Getting Started
with **Workbuk**

kbuk

o Workbuk.
your portfolio app today.

Visit our gallery and see other
stylish portfolios created with
Workbuk.

Explore

Hello.

Workbuk delivers all your creative work, the stuff you are most proud of, to your customers right when they need it, in a way that's efficient for you and your business partners.

Send your portfolio to anyone across the globe with a single tap, update your customers with push notifications, even when app is not in use, take your portfolio with you anywhere and make an impression on anyone even when offline.

With Workbuk, you can easily create and update your custom mobile application. Anyone with access to the app store can search for you by name and lay their eyes on your work wherever they are.
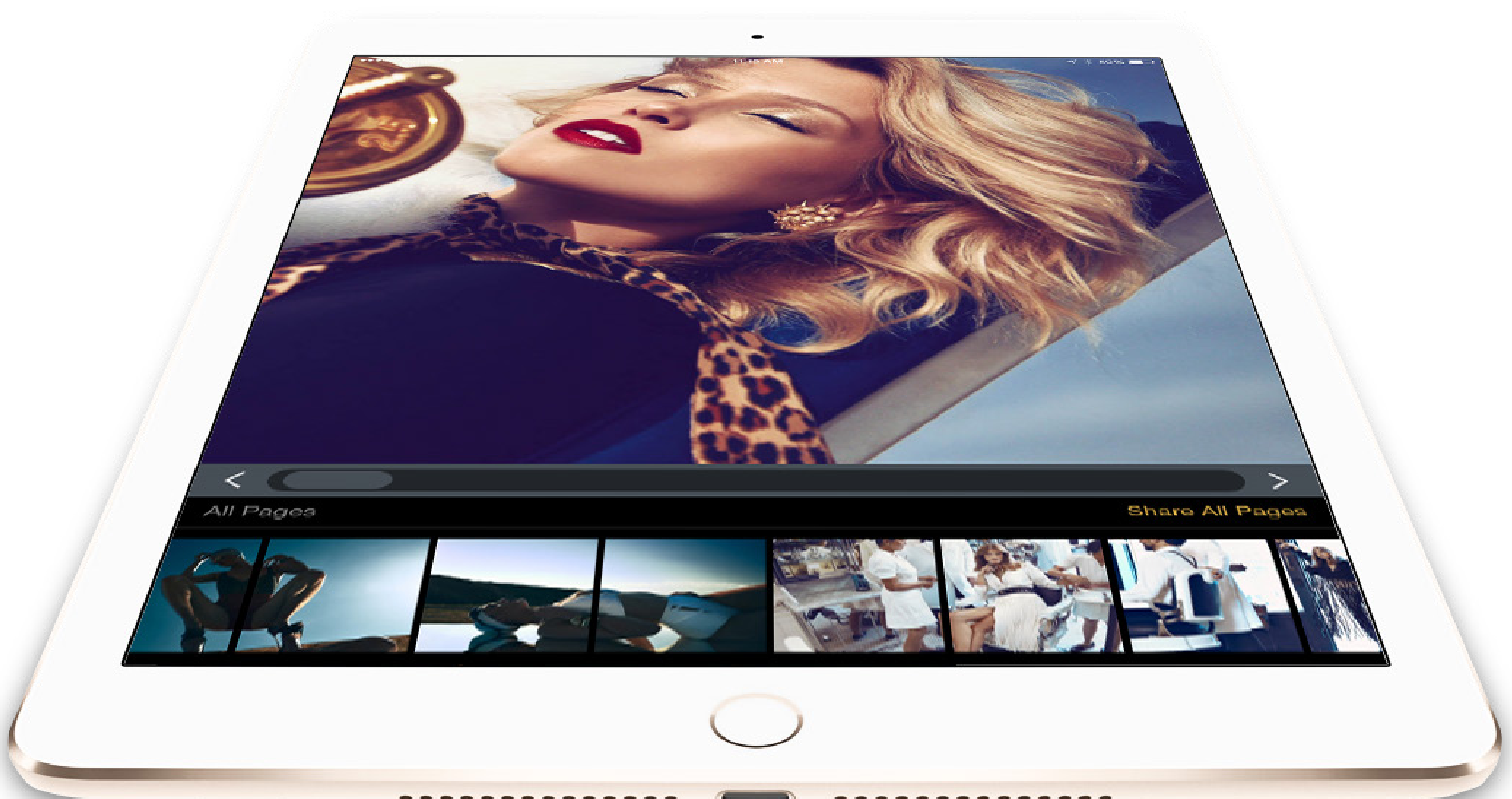
In this guide, we'll walk you through how to set up your mobile application, share tips and tricks for getting started and show a few inspiring examples to help you on your way.

Workbuk is freely available to anyone for testing. You can upgrade your account to a monthly or annual plan when you feel ready in your account settings.

Workbuk

Make an Impression.

Workbuk is perfect for making an impression whether you're a photographer, fashion model, an architect or simply someone trying to showcase their creative work.

Use Workbuk to:

Collect all your work
Archive everything– from your first work to your most recent achievements. Never lose your work again.

Easy Access
All your work under your fingertips - easily access your creative archive anytime, anywhere.

Share your work
Easily share your work– Share your portfolio as a PDF document with anyone around the globe with just a single click.
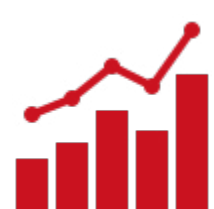
Inform your customers
Inform your business partners and friends. Keep them up to date with Push Notifications. Send messages directly to your users' locked screens.

Save on costs
Save time and money (and hopefully some trees) simply by mobilizing your portfolio. Forget about the hassle of printing and updating your portfolio.

Analyze
Make informed decisions– Track your portfolio performance and analyze user behavior to make better decisions on your portfolio and business deals.

Get started in 4 easy steps

1 Sign up & Create New App

2 Get Workbuk & Upload Content

3 Preview & Submit

4 Configure & Publish

Sign up & Create new app

- Sign up for a free account at **workbuk.com**

- Confirm your verification email.

- Login with your credentials.

- Create your first app.

✋ Be careful when naming your app. Although this will not affect your actual app name you will NOT be able to change it later.
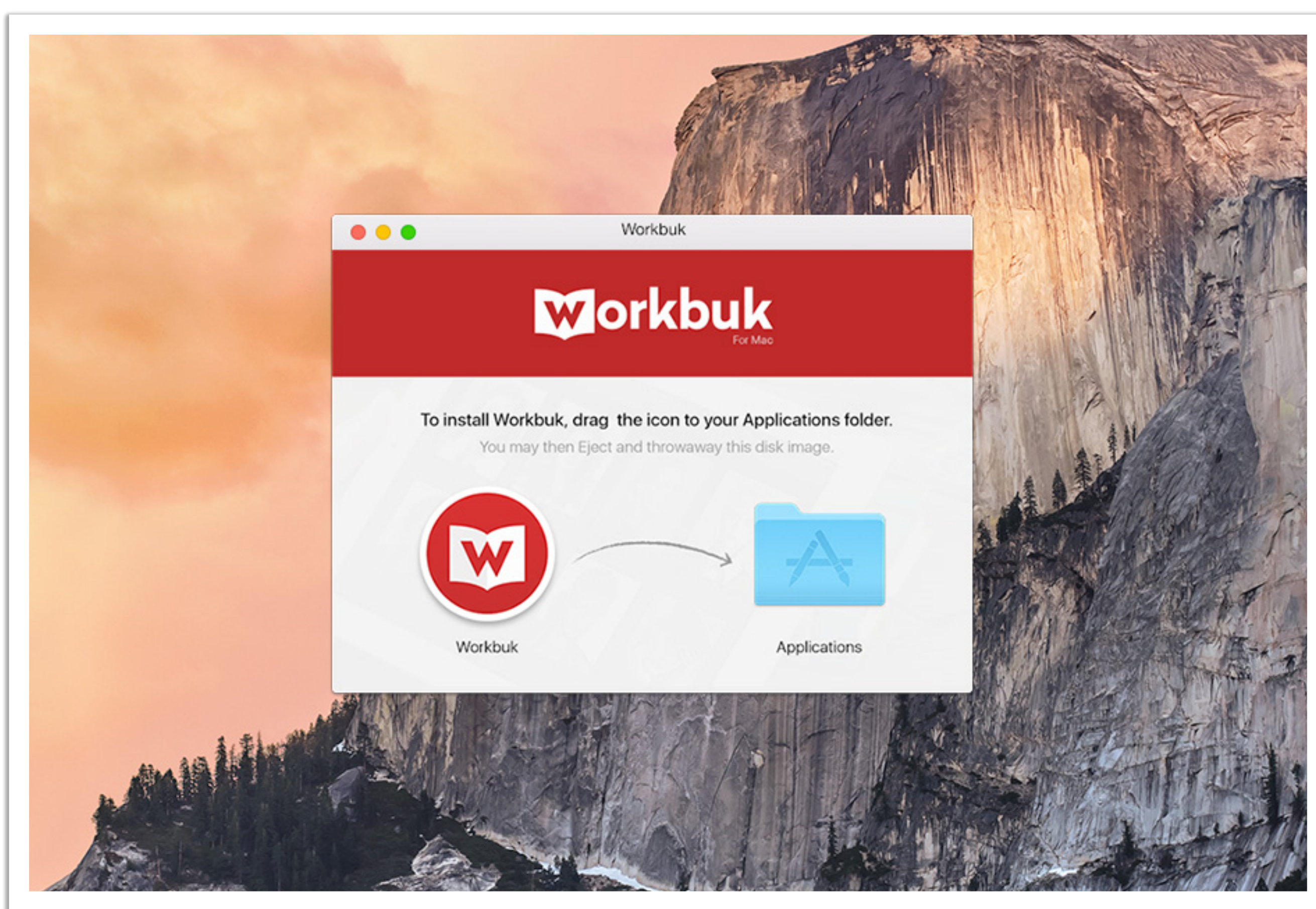
2

Get Workbuk & Upload Content

• Download Workbuk for Mac (workbuk.com)

• Install Workbuk on your computer.

• Open Workbuk and select **Portrait*** as format.

• Drag & Drop content into left column (jpg, png, pdf)

• Save document. Click Upload to publish to server.

• Quit Workbuk for Mac and follow further instructions.

Workbuk supports multiple page orientations. You can have a portfolio that consists of landscape images. For this you'd have to use the Landscape layout.

3

Configure & Publish

• **Sign in** at workbuk.com

• Click **Portfolios** and find your upload

• Choose portfolio and click the **Publish** button.

• Go to **Configuration** tab from menu items.

• Enter a **web URL** to be shown within your app.

• Change **Tint color** to match your preference.

• Choose sorting method and **click submit**.

• Upload **logo** (shown within the app, not the app icon)

	Publish	Unpublish	Delete		Previous	Next

	ID	TITLE	STATUS
☐	204	Editorial	● Up-to-date
☐	198	Celebrity	● Up-to-date
☐	192	Advertising	● Up-to-date

A Web URL can be anything including your instagram, facebook page, a blog page, or even your contact page from your website.
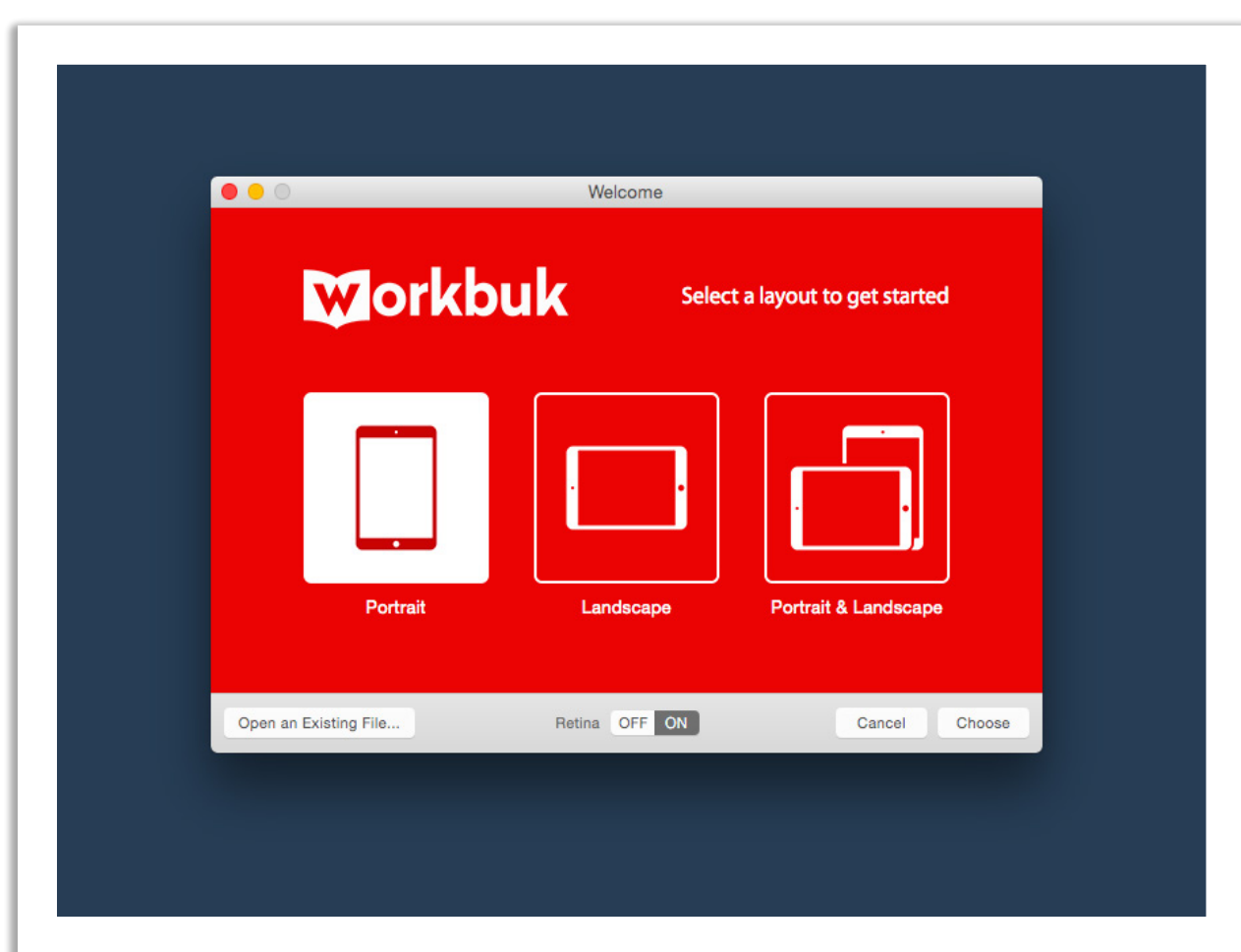
4

Preview & Submit

Follow the steps below to test your app.

- Download Workbuk from the **App Store** (iPhone/iPad)
- Open the app and click **accept** for notifications.
- **Select** the app you wish to preview from the list.
- **Preview** your app for inconsistencies (final controls).
- Create as many **test apps** as you need.
- Send your app for review when you feel ready. This is done within Workbuk portal.

●●●○○ BELL 📶   4:21 PM   ❋ 100% ▬

workbuk

Welcome to Workbuk.
Get started and create your portfolio app today.

Login to test your projects created
with Workbuk.
Not a member yet? Sign up at
workbuk.com!

Visit our gallery and see other
stylish portfolios created with
Workbuk.
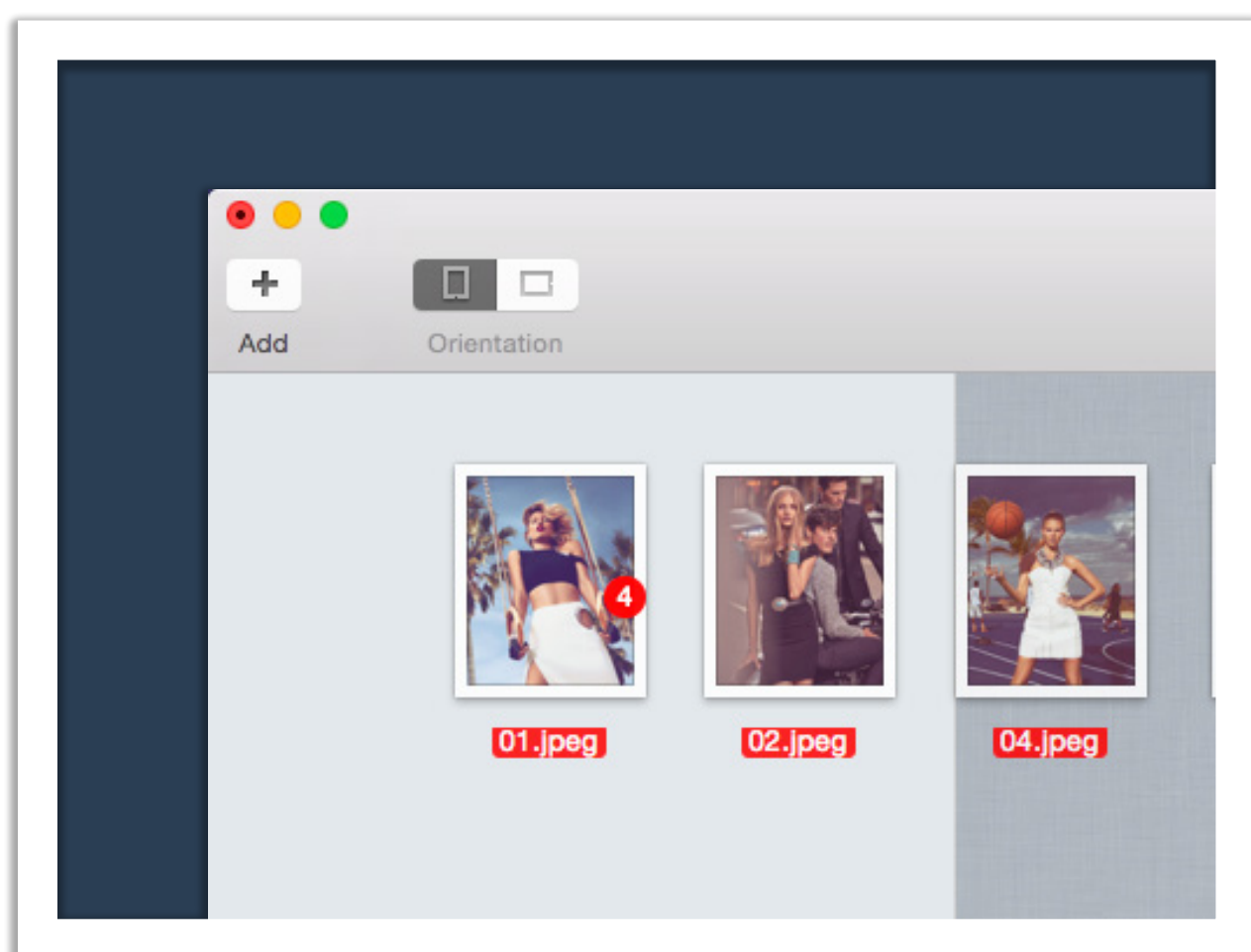
Login

Explore

Collect all your work

Workbuk supports several content types including; High-Res images, Audio, Video, PDF, JPG, PNG, Animated GIFs and HTML5.

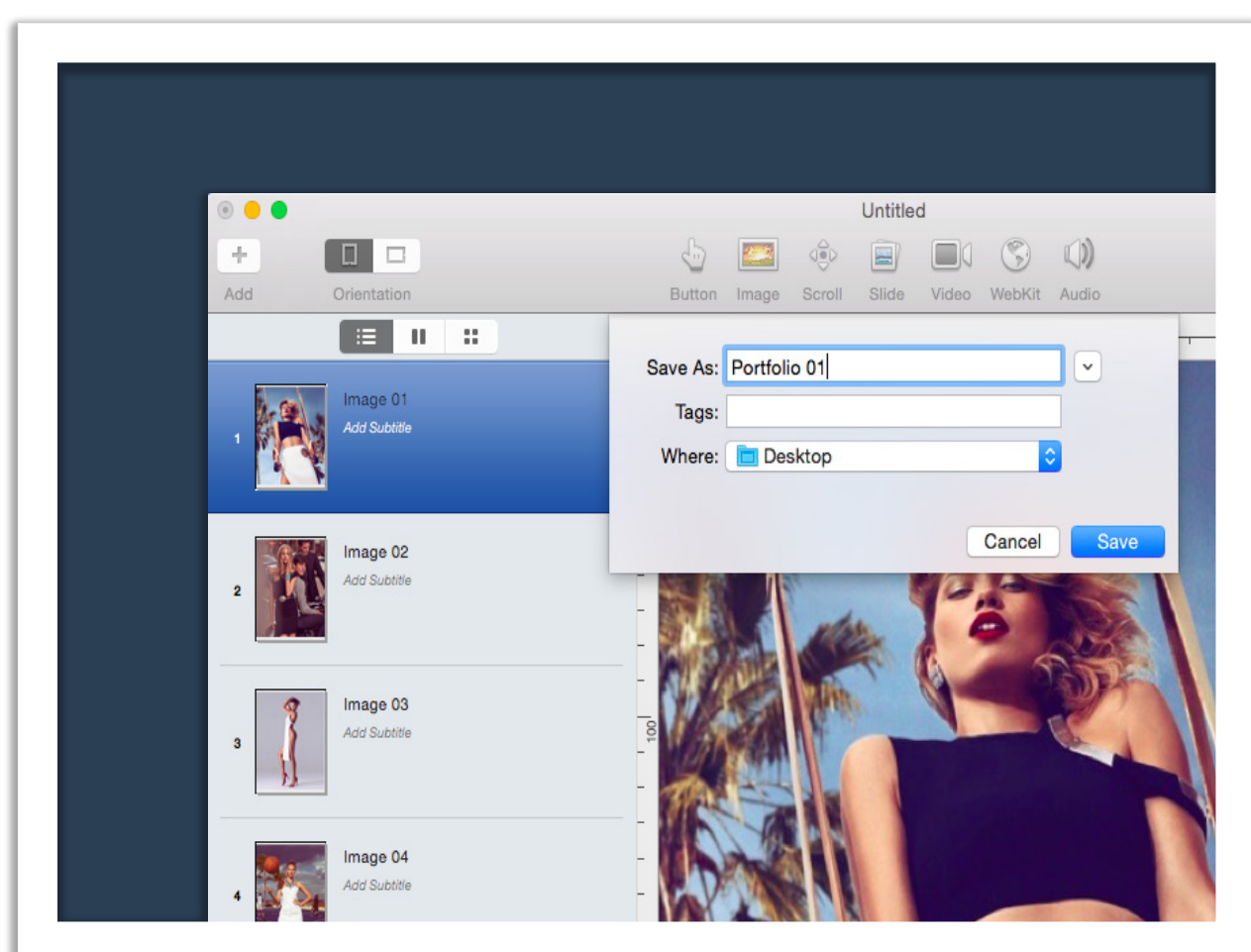## Create a new Portfolio
To create a new portfolio:

1. Open Workbuk for Mac.
2. Select Portrait/Landscape/Both
3. Click **Choose**

Insert Content
To add content to your portfolio:

1. Select your images/videos
2. Drag and drop to the left column
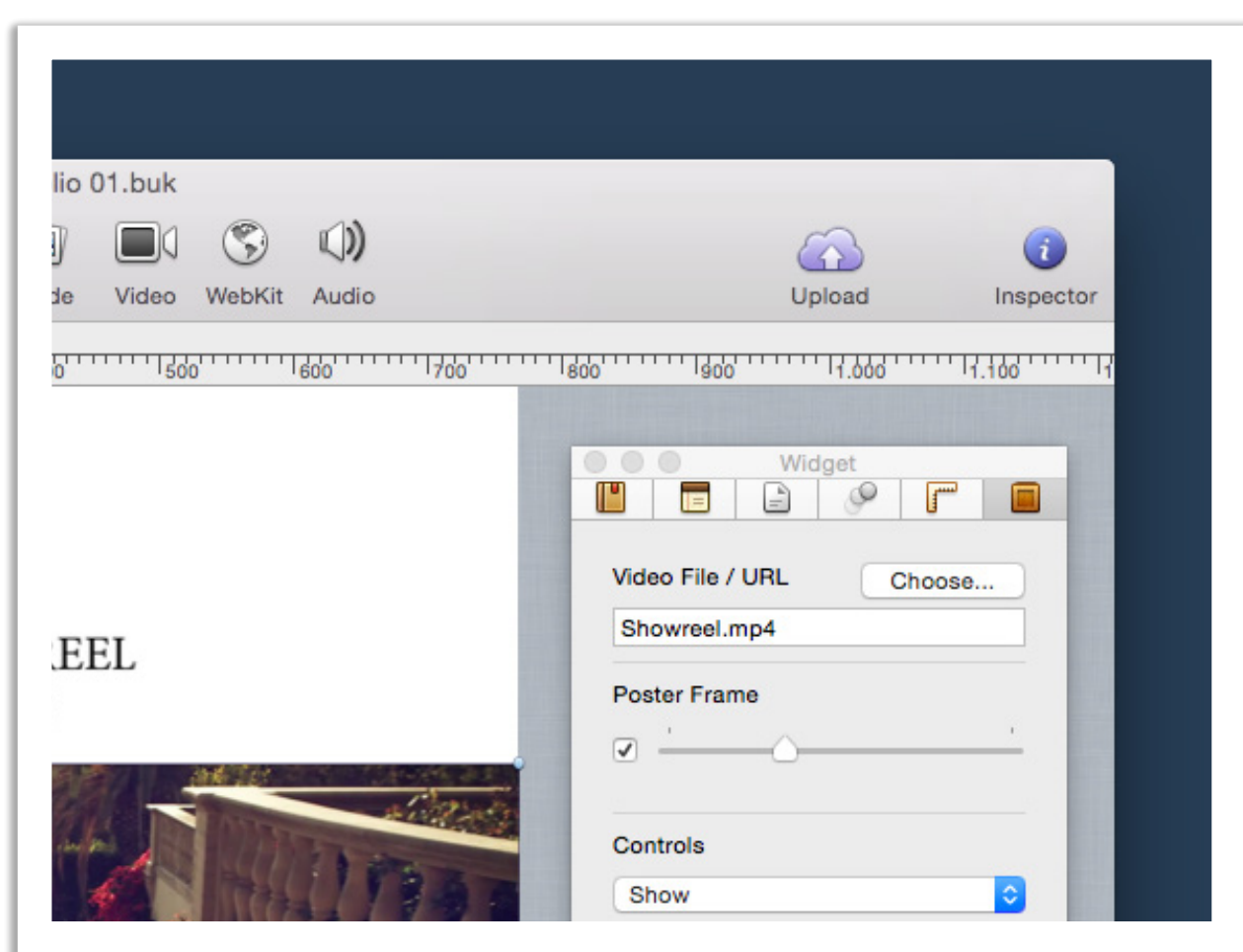3. Name each page if you wish

Save Document
It is important that you save the document for later use.

1. Select **File > Save**
2. Name your document
3. Click **Where** for location
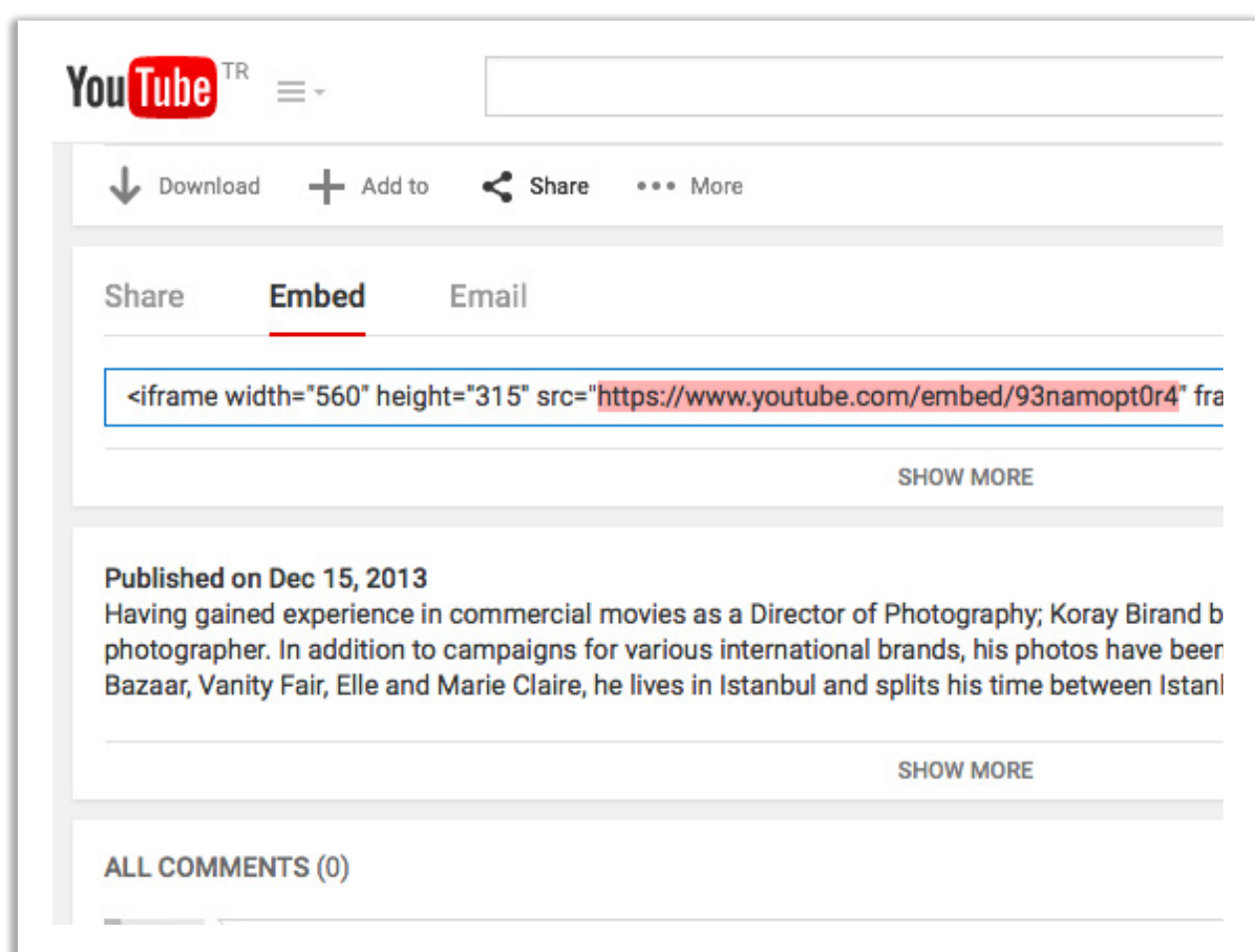4. Click **Save**

Enrich User Experience

Add interactive elements such as audio, video, or HTML5 to create a more engaging user experience.

Offline Audio/Video

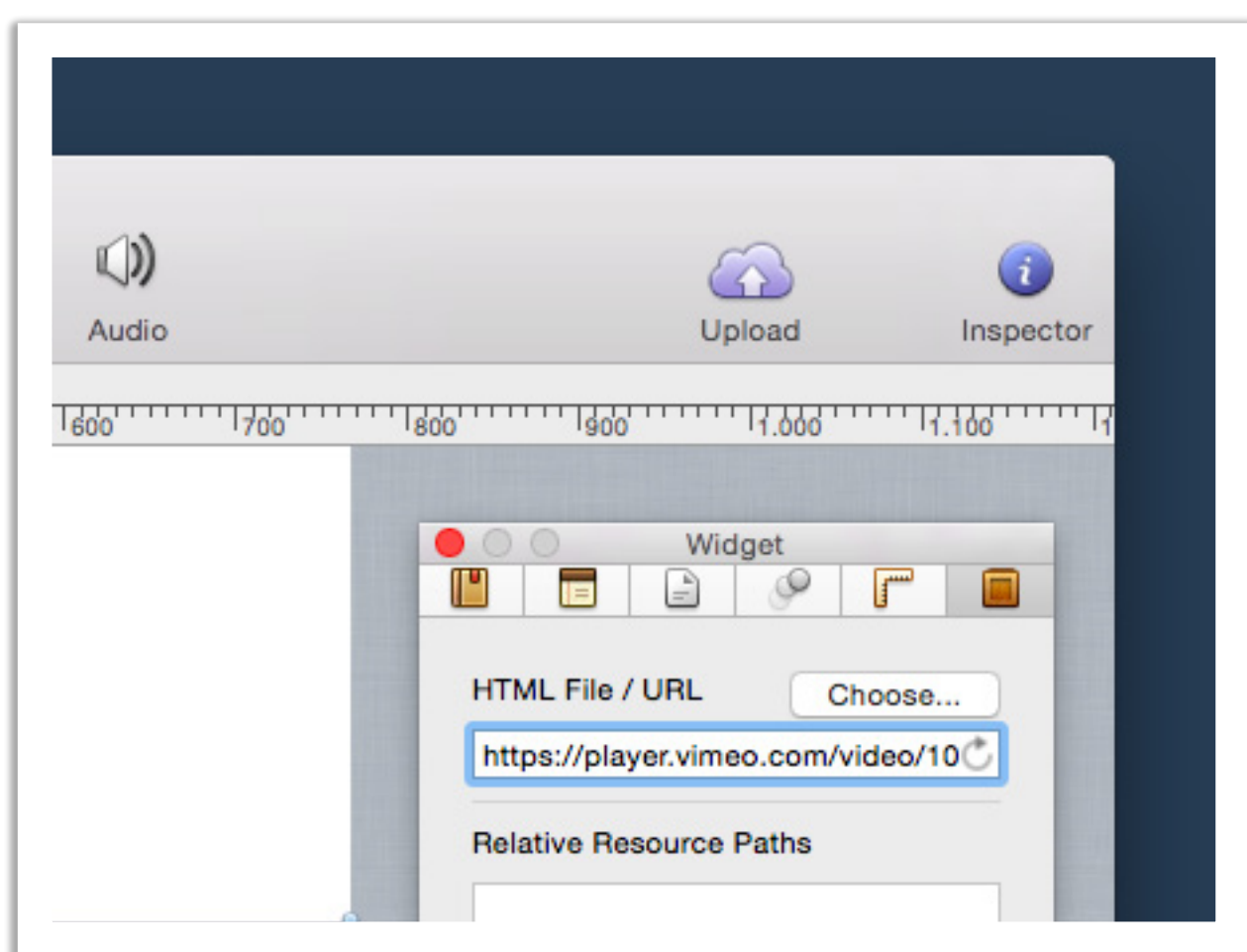Stream online or work offline? Workbuk supports both.

1. Select **Audio/Video** from widgets
2. Click placeholder & open **inspector**
3. Go to **Widget** tab and click **Choose**
4. Select video and click **Open**

Online Audio/Video

Stream from services like YouTube.

1. Select **WebKit** from widgets
2. Click placeholder & open **Inspector**
3. Go to **Widget** tab and click **Choose**
4. Take video link within **Embed Code**
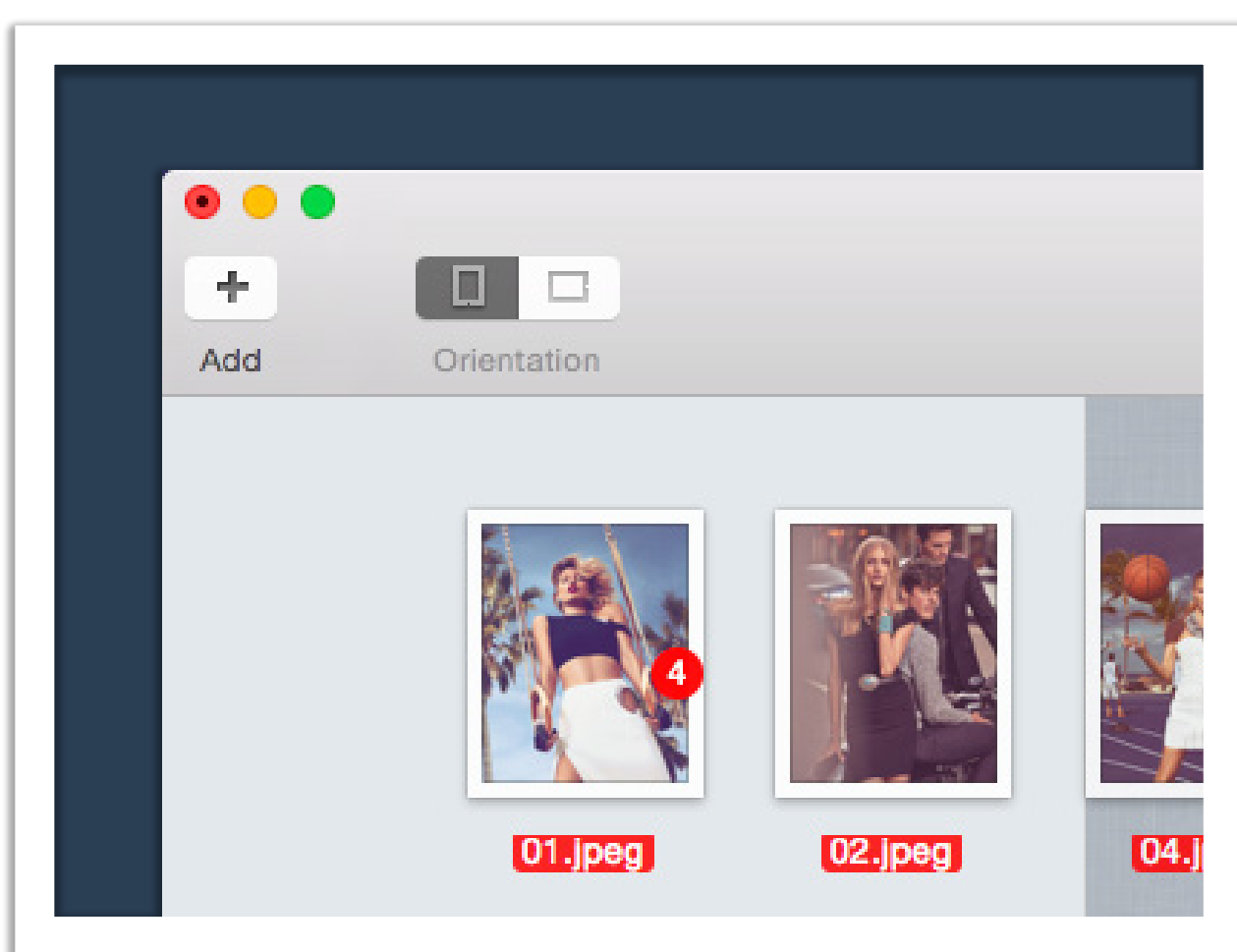5. Paste **Link** into URL pane

Insert HTML

To insert content to your portfolio:

1. Select **WebKit** from widgets
2. Click placeholder & open **Inspector**
3. Go to **Widget** tab and click **Choose**
4. Select **index.html** and click Open
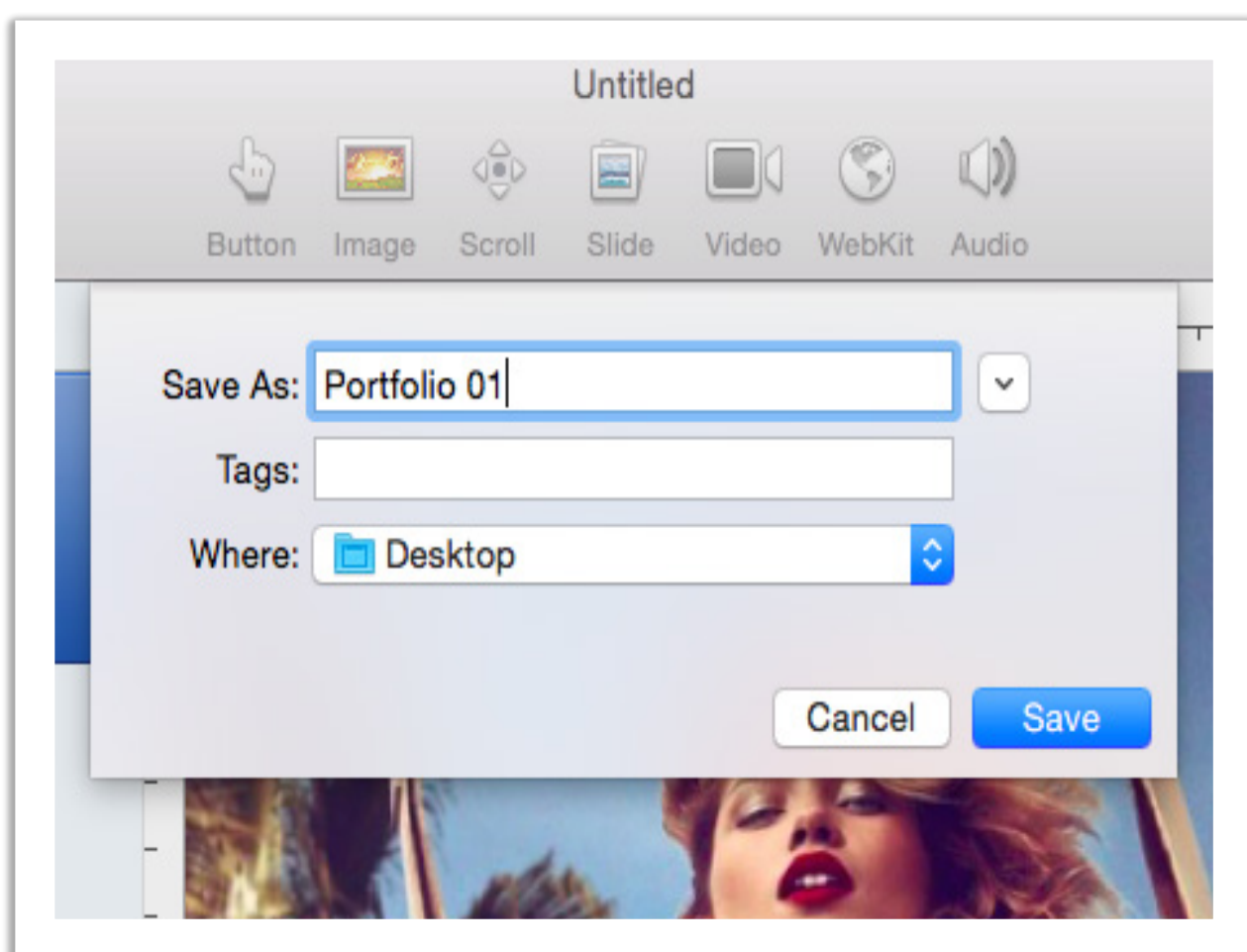5. Add related files to **Resource Path**

Upload your work

When uploading your content make sure you have the right size and configuration for the desired output. Remember, Retina is enabled by default for viewing high-resolution images.

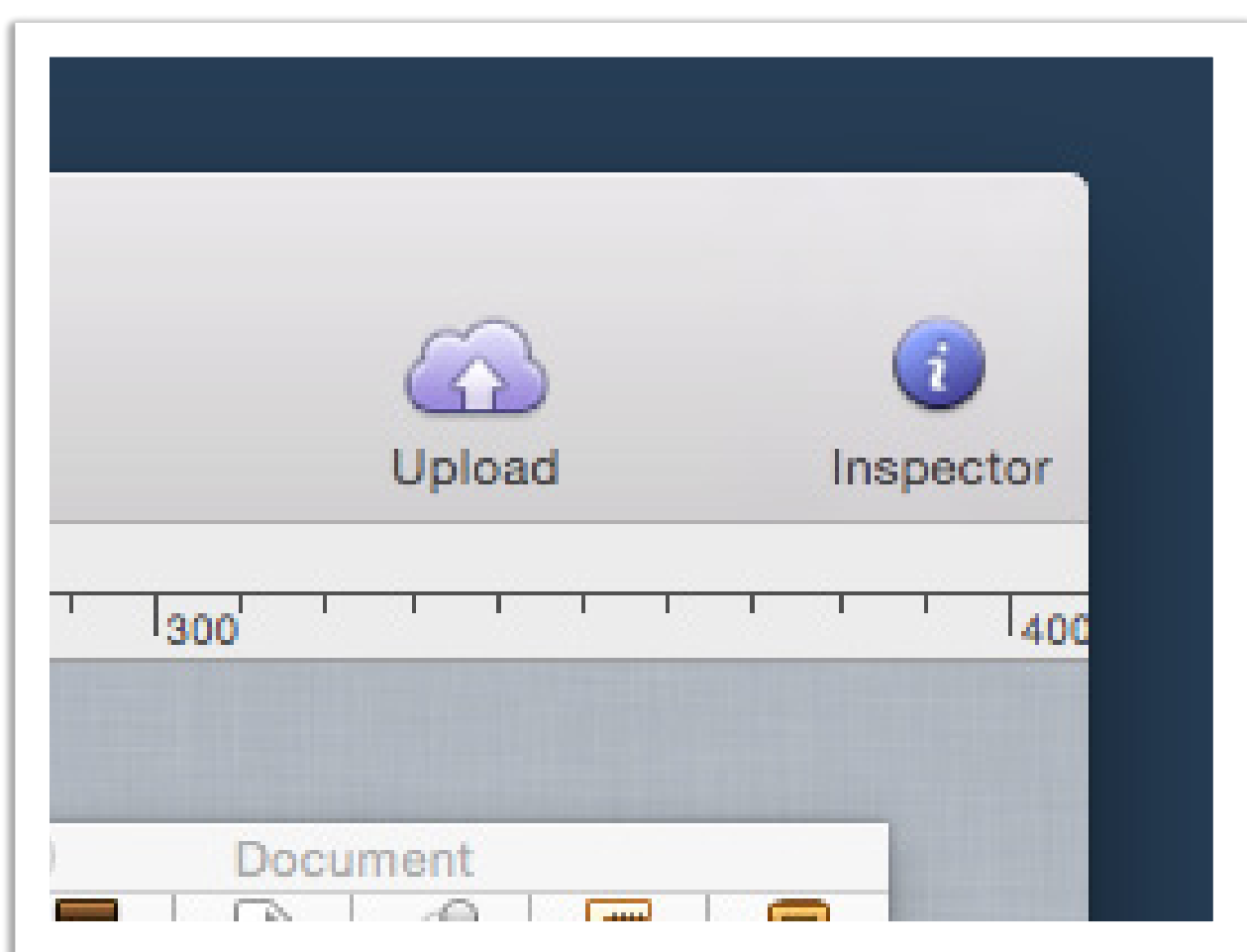
Insert Content
To add content to your portfolio:

1. Select your images/videos
2. Drag and drop to the left column
3. Name each page if you wish

Name & Save Document
It is important that you save the document for later use.

1. Select **File > Save**
2. Name your document
3. Click **Where** for location
4. Click **Save**

Upload Content

1. Click **Upload** in Workbuk
2. Enter your **Email** and **Password**
3. If you didn't **sign up**, do so first
4. Select **Application** and **click Ok**

Do not quit Workbuk until you see the ¨*Upload Successful*¨ message.

Publish your content

Publish and update content using your credentials. Keep in mind uploading only puts your content on the cloud. You also need to Publish to make content available on the app.

Publish/Unpublish

1. Sign in at **portal.workbuk.com**
1. Go to **Portfolios.**
2. Select the portfolio(s) you wish to publish or unpublish.
3. Click **Publish/Unpublish.**

✋ Unpublish will remove a portfolio from the app but not from the cloud so you can access, make changes or republish it later. Keep in mind that when you click Publish/Unpublish changes will take effect immediately.

| | Publish | Unpublish | Delete | | Previous | Next |

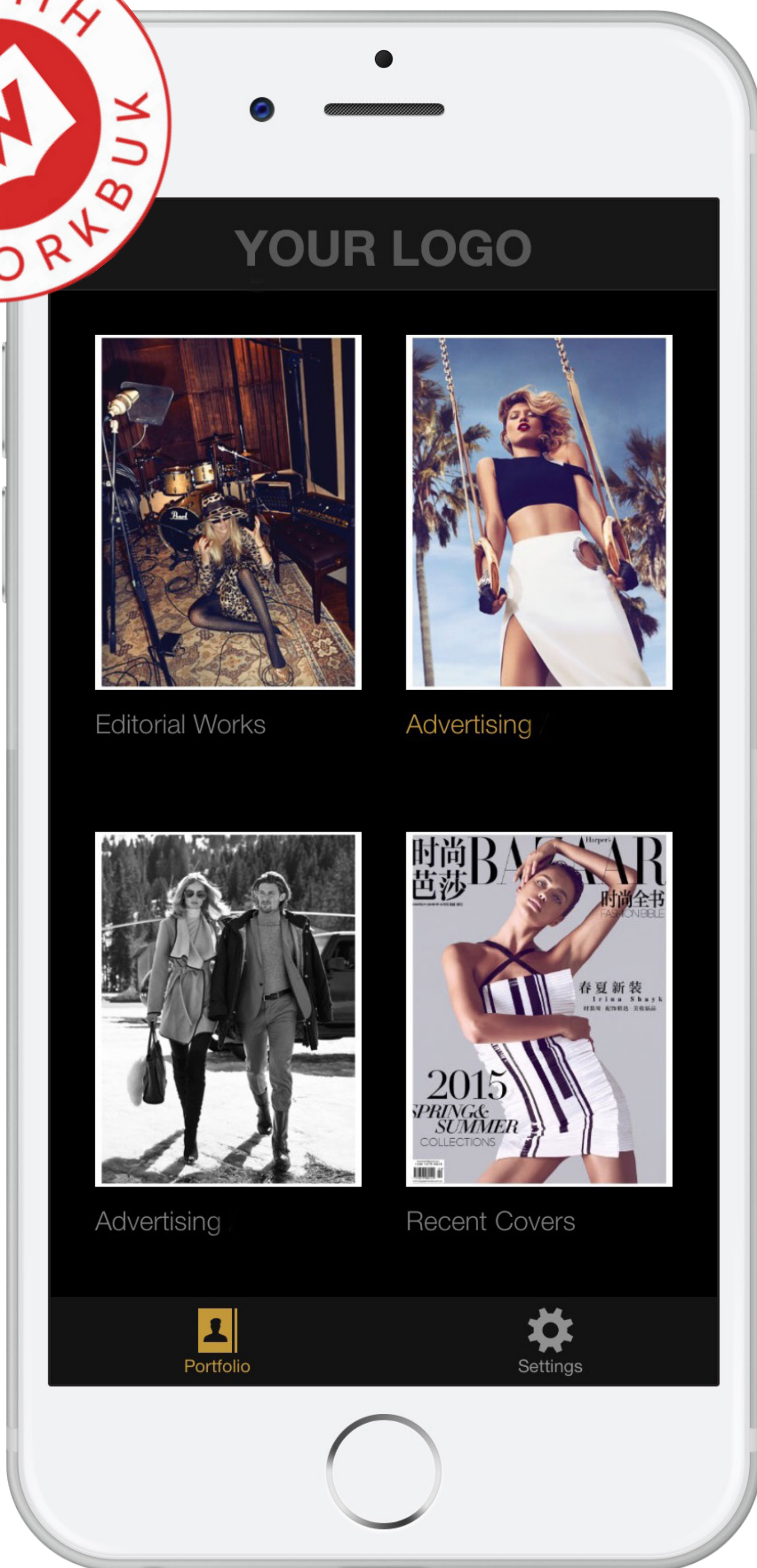|	ID	TITLE	STATUS
☐	204	Editorial	● Up-to-date
☐	198	Celebrity	● Up-to-date
☐	192	Advertising	● Up-to-date

Update/Delete

1. Select the portfolio(s) you wish to update or delete.
2. Click **Publish** to confirm update.
3. Click **Delete** to completely remove the portfolio from Workbuk.

✋ If you delete a portfolio from Workbuk you will NOT be able to recover it! Use *Unpublish* instead so you can temporarily remove a portfolio without completely deleting it.

Preview your app

The best way to test your work is by using the Workbuk App. Once you've uploaded and published content you'll be able to access it from the Workbuk App available for iOS devices.

YOUR LOGO

Editorial Works

Advertising

Advertising

Recent Covers

Portfolio

Settings

Test your mobile app

1. Download Workbuk for iOS
2. Login using your credentials
3. Select App you wish to preview
4. Tap any portfolio to open
5. Tap Trash icon to delete portfolio
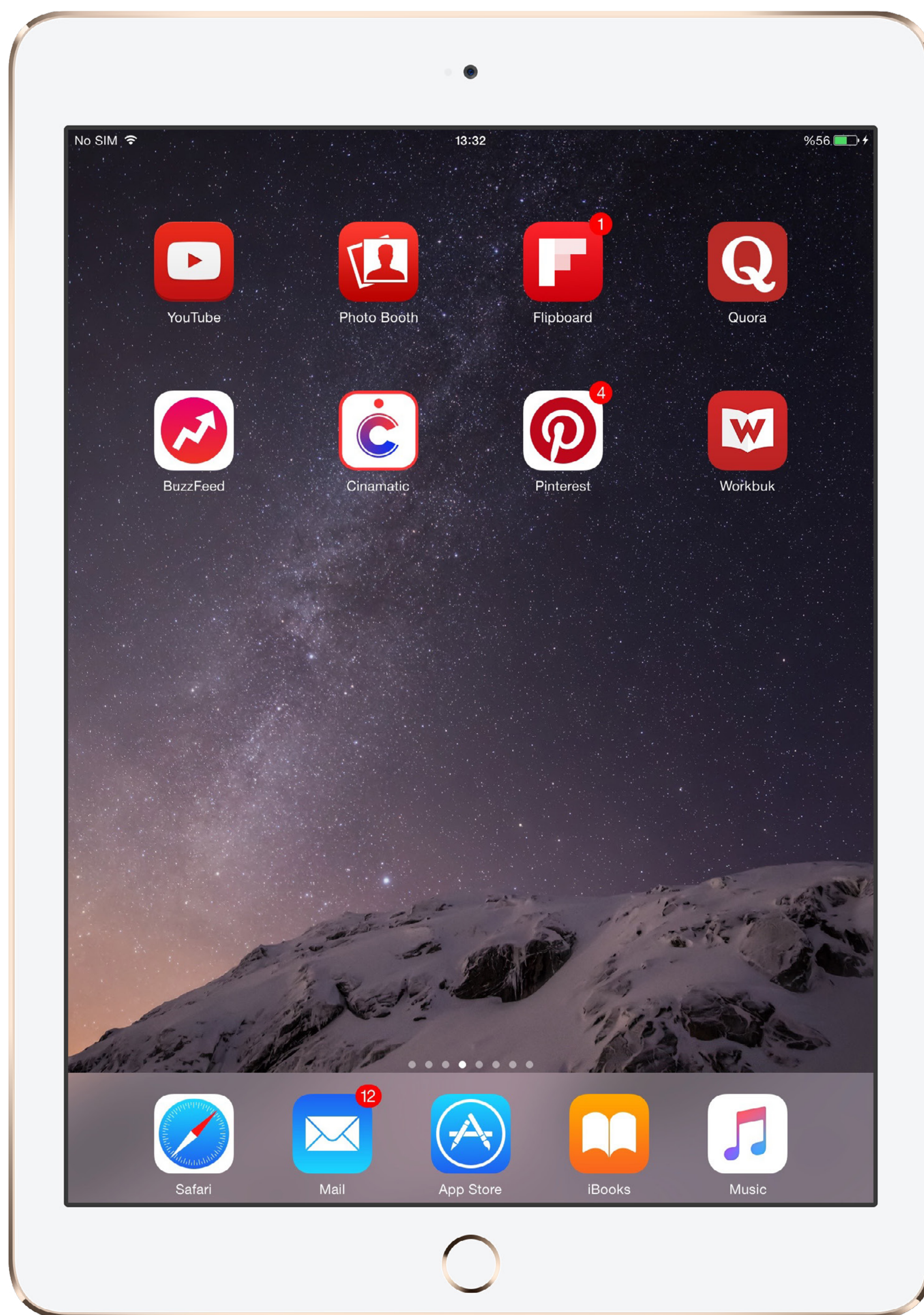
Switch App/Log Out

1. Go to **Settings**
2. Select **Switch App**
3. Select the app you wish to test
4. Tap **Exit Application** to Log out

With Workbuk you can create and test as many apps as you wish, simultaneously!

Share your work

Simply share all of your content with a single tap. You can share your portfolio either by sharing the whole portfolio at once or by picking your own selection of works under bookmarks.

Workbuk will dynamically generate a PDF containing your work and open your mail client so you can easily share it with anyone.

Need help?

We hope this guide has helped as you get started with Workbuk. If you have questions that weren't covered here, visit our Help Center at **support.workbuk.com**. You can also contact our support team at **support@workbuk.com**.