



K-Docs Flip

for

SharePoint Online



PDF Flipbook Viewer

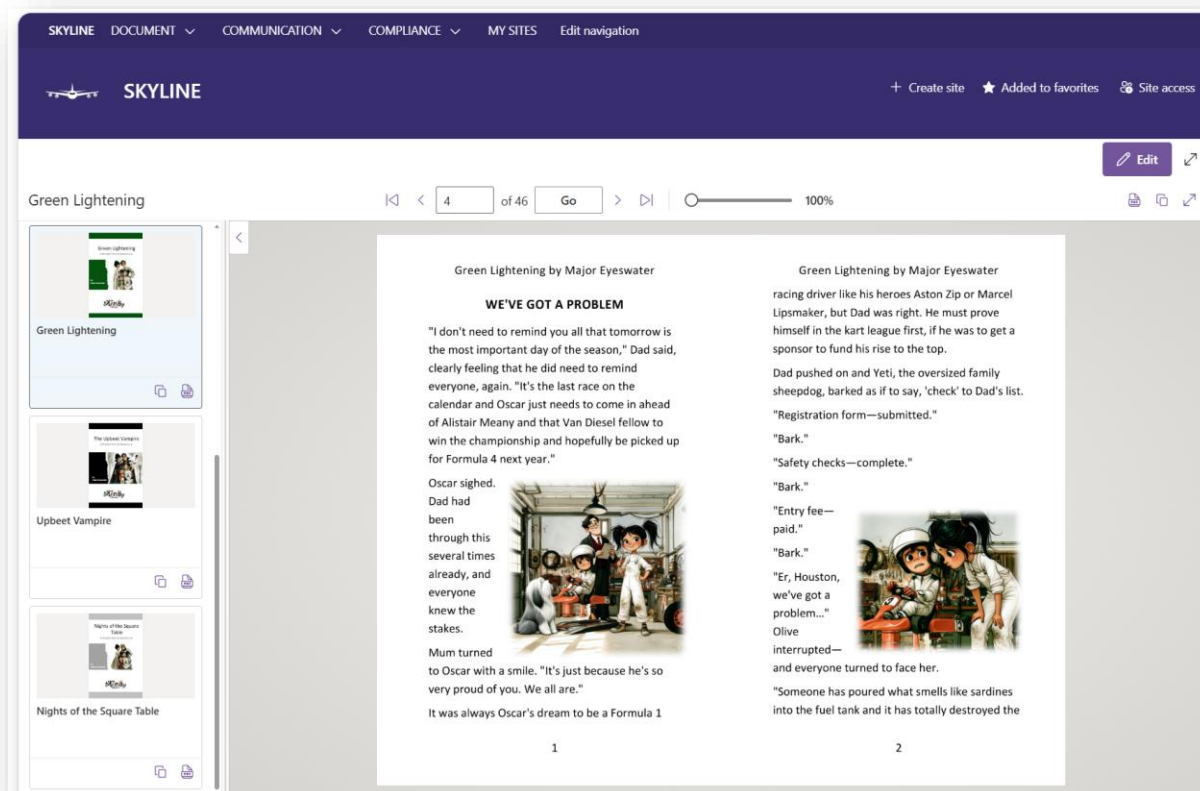
Installation and User Guide

Document Version:	1.0
Release Date:	28 October 2026

Contents

What is K-Docs Flip?	1
How K-Flip Works.....	1
Aim	1
Installing the Solution Package	1
Uploading and Deploying the Solution Package Manually	1
Installing K-Docs Flip	2
Installing from the Microsoft App Source.....	4
Adding a K-Docs Flip Web Part Instance	4
Adding a web part to an existing site page.....	4
Adding a Single Web Part App Page	4
Web Part Configuration	5
Web Part Title	5
Web Part Properties.....	6
Configuration Settings Page.....	6
Help and Resources.....	12
License and Acknowledgements.....	12
Using K-Docs Flip.....	13
Basic User Functions	13
Advanced User Features	14
Full Screen Mode	14
Parameterised Input	15

What is K-Docs Flip?



K-Docs Flip is a web part for SharePoint Online (SPO) that provides a simple way to display PDF documents as an online flipbook and an enhanced viewing experience for consuming user.

How K-Flip Works

K-Docs Flip is a web part built using the SharePoint Framework (SPFx). You set web part properties with the URL of a specific PDF document, or in multi-document mode, you can select a view or a folder in any SharePoint library in the local or an remote site within your M365 tenancy. Then set your preferences for layout options and you're done.

You can use **K-Flip** as a standard web part, but we recommend adding a **K-Flip Single Web Part App Page** for a better user experience.

Aim

The aim of this document is to guide you through the processes of installing **K-Docs Flip** and how to configure web part instances.

Installing the Solution Package

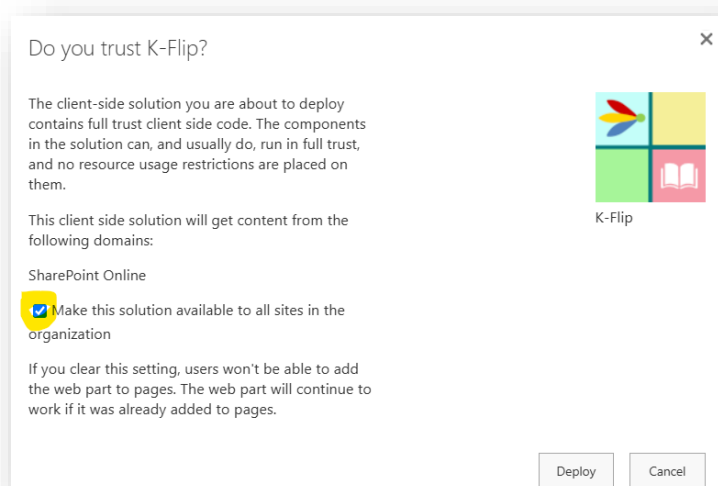
The solution package can either be installed manually or from the Microsoft App Source.

Uploading and Deploying the Solution Package Manually

The packages can be downloaded from the K-Flip product page on the [Kaboodle Software](https://kaboodle.software/Solutions/K-Docs/K-Docs-Flip) web site at <https://kaboodle.software/Solutions/K-Docs/K-Docs-Flip>

This package can be added to an Application Catalog in the same way as with every SPFx solution, that is by uploading the solution package file to the Apps for SharePoint Gallery in the Global App Catalog site for the tenancy, or a Site Collection App Catalog, if preferred.

Uploading the solution package will trigger the display of the deploy solution dialog. The screenshot below shows the dialog for the **k-docs-flip.sppkg** solution package.



We have configured this solution so that you can optionally skip feature deployment so that it can be deployed globally (when added to the Global App Catalog). This is achieved by checking the checkbox highlighted in the above screenshot.

If it is likely that you will want to use **K-Docs Flip** on multiple sites, we recommend skipping feature deployment as this will make the web part immediately available to all sites in the tenancy without the need to install the app in each site separately. If you choose not to globally deploy the solution, the **K-Docs Flip** app will need to be explicitly added to every site where it is required (see below).

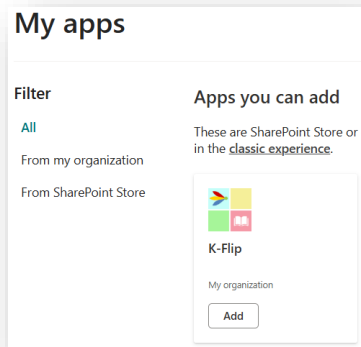
Installing K-Docs Flip

As explained above, if the solution package has been added to all sites (skipping feature deployment) from the Global App Catalog, the **K-Docs Flip** web part will already be available and so there is no need to install the solution package on any site.

However, if the solution package has not been globally deployed, the app will need to be explicitly added to the site.

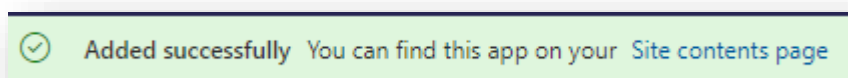
To do this, click on the **App an app** link from the **Site Actions** menu (the cog icon on the top right corner of every page) or from **New > App** menu item from the site homepage or **Site Contents** page.

From the **My apps** page you will see the **K-Flip** app card in the **Apps you can add** section of the page as shown below.

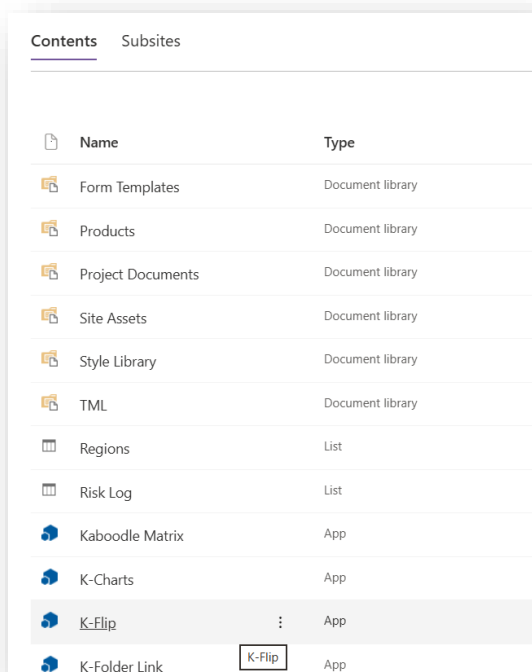


Note that you must be logged in to the site with at least Designer-level permissions to be able to add an app to the site.

To add **K-Docs Flip**, simply click the **Add** button on the **K-Flip** app card. It may take several seconds but the SharePoint UI will report when it has been successfully installed and display a green status message, like that shown below.



If you click on the **Site contents page** link, you will see the app listed, as highlighted below.



Installing from the Microsoft App Source

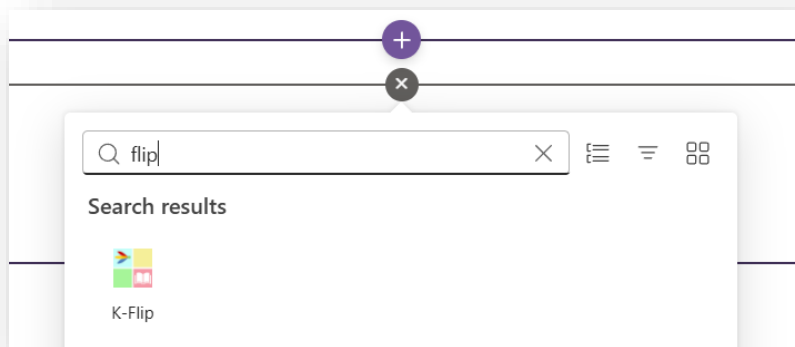
To be provided.

Adding a K-Docs Flip Web Part Instance

K-Docs Flip can be added to an existing site page in the same way as any standard SharePoint web part, or it can be deployed as a Single Web Part App Page.

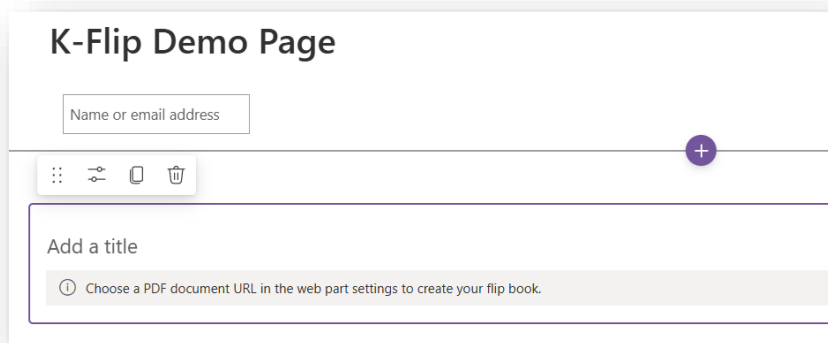
Adding a web part to an existing site page

Once the solution package has been deployed to an App Catalog and the app is available on the site, you can add a **K-Flip** web part instance to any SharePoint Modern site page in the same standard way as you would add any other web part to a page.



If you type the word “Flip” in the Add web part dialog the **K-Flip** web part will be displayed.

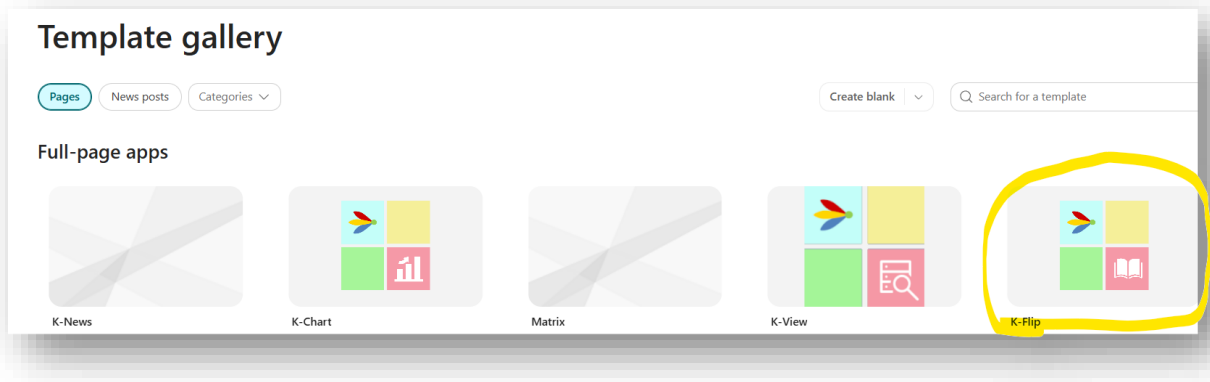
Simply click on the icon to add a web part instance to the page.



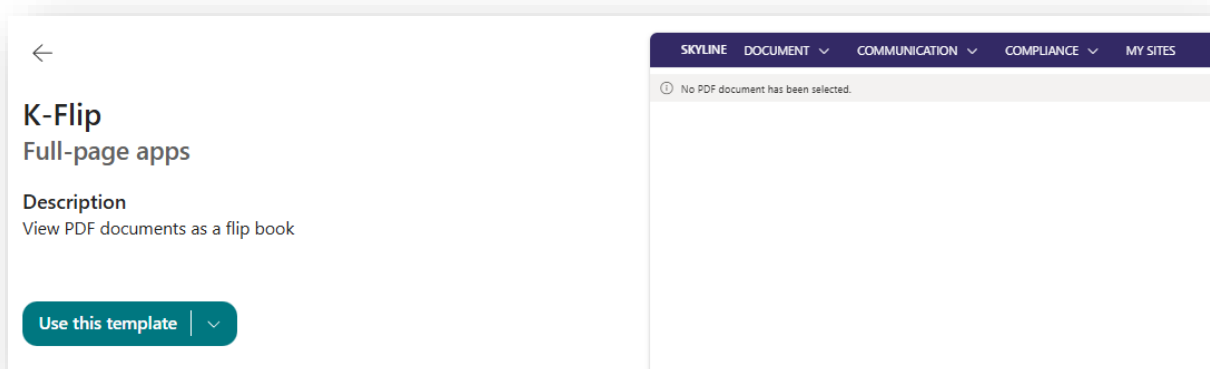
Adding a Single Web Part App Page

K-Docs Flip web parts can also be deployed as an App Page.

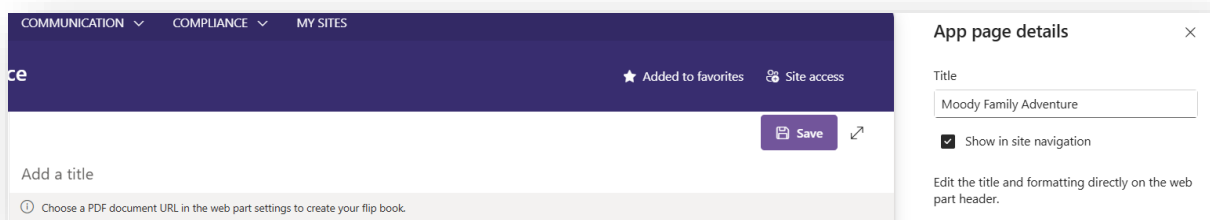
Go to add a new page to the site as you would for any page (usually via the **New > Page** menu) and from the Template Gallery scroll until you find the **K-Flip** template in the **Full-page apps** group at the top of the page.



Select the **K-Flip** item and then click the **Use this template** button.



You will be required to set a page title before you can save the page.

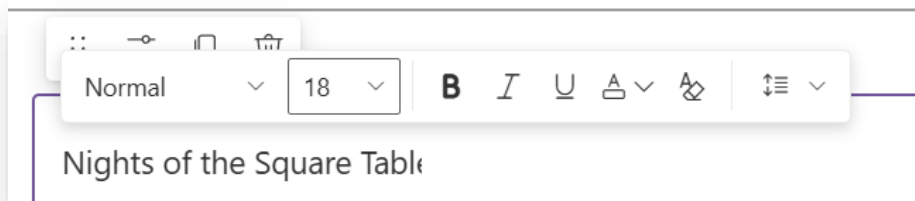


Web Part Configuration

Although this is a simple web part, there are a few configuration settings which are used to select documents and control the user experience.

Web Part Title

By default, web parts do not display a title, but one can easily be added by switching into page edit mode and typing in some appropriate text, as highlighted below:



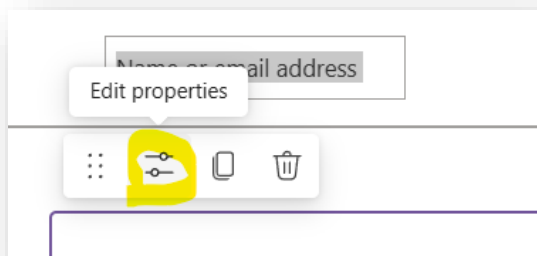
The Title Formatting Toolbar is only displayed when in page edit mode and can be used to:

- Set the font weight as bold or normal
- Set the font style as italic or normal
- Set the text alignment to left, centre or right aligned
- Set the font size
- Set the font color
- Set line spacing

With this solution it is important to understand that if you set a web part title value that value will always be displayed. However, if you leave the title blank, the solution will automatically set the web part title to be the title of the document (or filename if the document's title property is not set).

Web Part Properties

To configure the web part, access the web part properties pane using the **Edit properties** button, as highlighted below

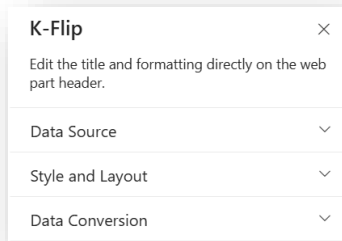


Or by clicking the **Edit** button when using **K-Docs Flip** as an App Page.

The web part properties pane consist of 3 pages.

Configuration Settings Page

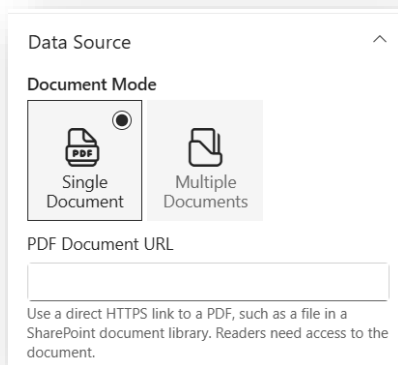
The configuration settings page contains the controls that are used to configure the web part. These controls are contained within 2 or 3 custom property groups, as shown below:



The **Data Conversion** group is only available to license paid customers and so is not displayed if you are using the Freemium product version.

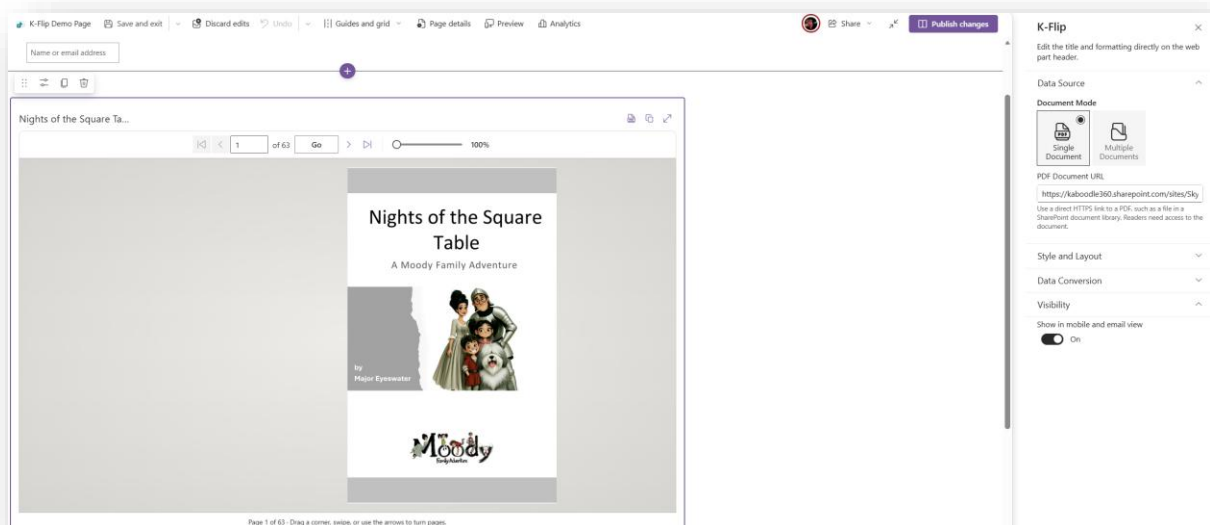
Data Source Group

This group provides controls to connect the web part with a specific PDF document, or select a view or folder of a library which may contain several PDF documents.

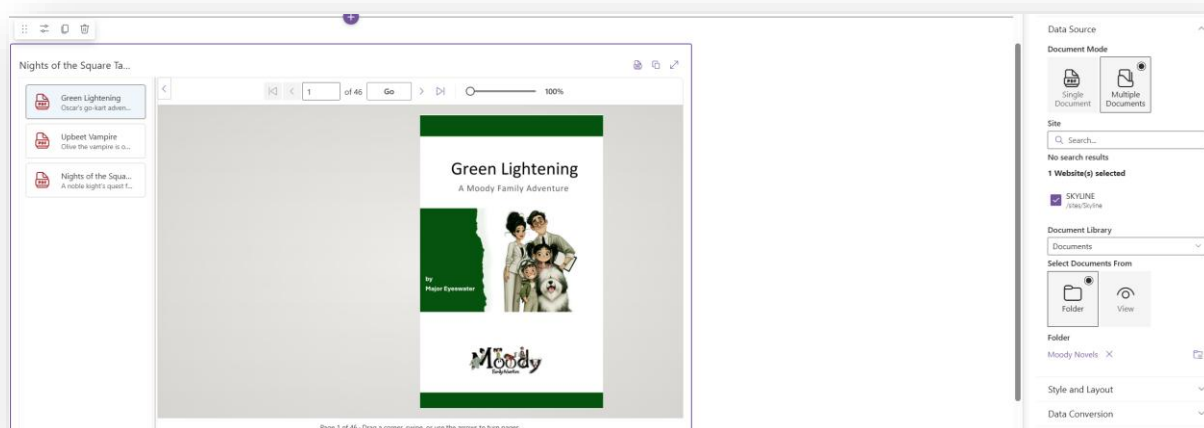


Multi-document mode is only available to license paid customers. Freemium customers only have the option to paste in the URL to the source PDF Document.

When a valid URL to PDF file is specified, the document will load in the viewer as shown below.



If you want the viewer to support multi-document mode, select the **Multiple Documents** option and use the controls to specify the target site and library in which the documents reside and then either select a specific folder or a view that returns the documents to be made available in the viewer.



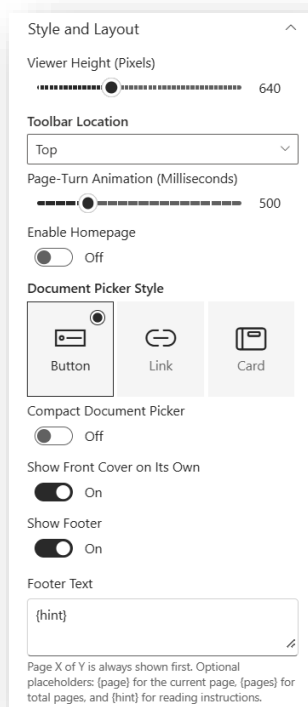
Selecting a document from the picker on the left will load that document into the viewer.

The documents are listed in the order as specified in the selected view or the default view for the library, if a folder is selected as the data source.

Any documents that are not PDF will be ignored, unless the file format has been selected for data conversion (see later in this document).

Style and Layout

This group contains controls used to configure how the web part is displayed to users.



Viewer Height Slider

Controls the height of viewer in the range 320px to 1200px.

This control is only displayed if the web part is added to an existing site page. When adding the web part as an App Page, the viewer automatically adjust to use the full available height.

Toolbar Location Picker

Use this to control to configure if, and where, the navigator toolbar is displayed. The options are:

- **Top:** This is the default location and when selected the navigator will be integrated with the web part title and action buttons as part of the web part header.
- **Bottom:** The navigator is displayed at the bottom of the web part above the footer (if enabled).
- **Left:** The navigator is displayed on the left, in its own panel when in single-document mode, or integrated with document picker, above the list of available documents, when in multi-document mode.
- **Right:** The navigator is displayed in its own panel on the right of the web part/app page.
- **None:** The navigator is not shown.

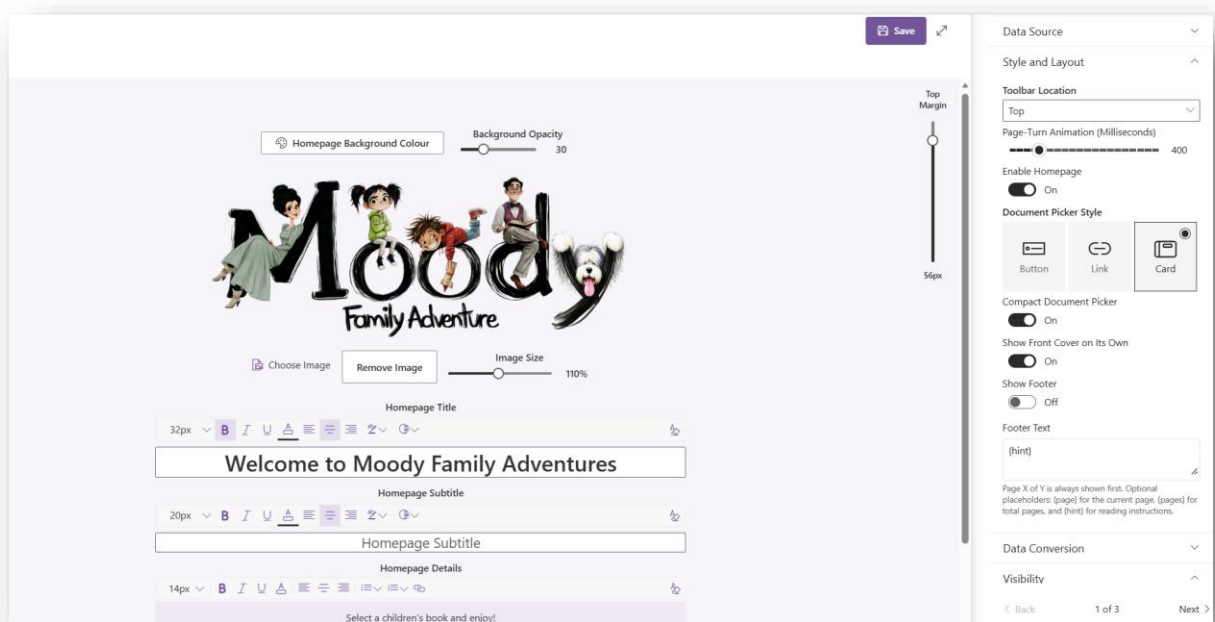
Page -Turn Animation Slider

This control the speed (in milliseconds) of the page-turn animation effect and can be set in the range 0 to 2000 (2 seconds). When set to 0, the animation effect is disabled.

Enable Homepage Toggle

This control is only relevant when in multi-document mode and it used to provide a basic home page that is displayed when users access the web part/app page but have yet to select a document to view.

If you enable this option, make sure to access the web part without selecting a document and the controls to configure the homepage will be available in page edit mode.

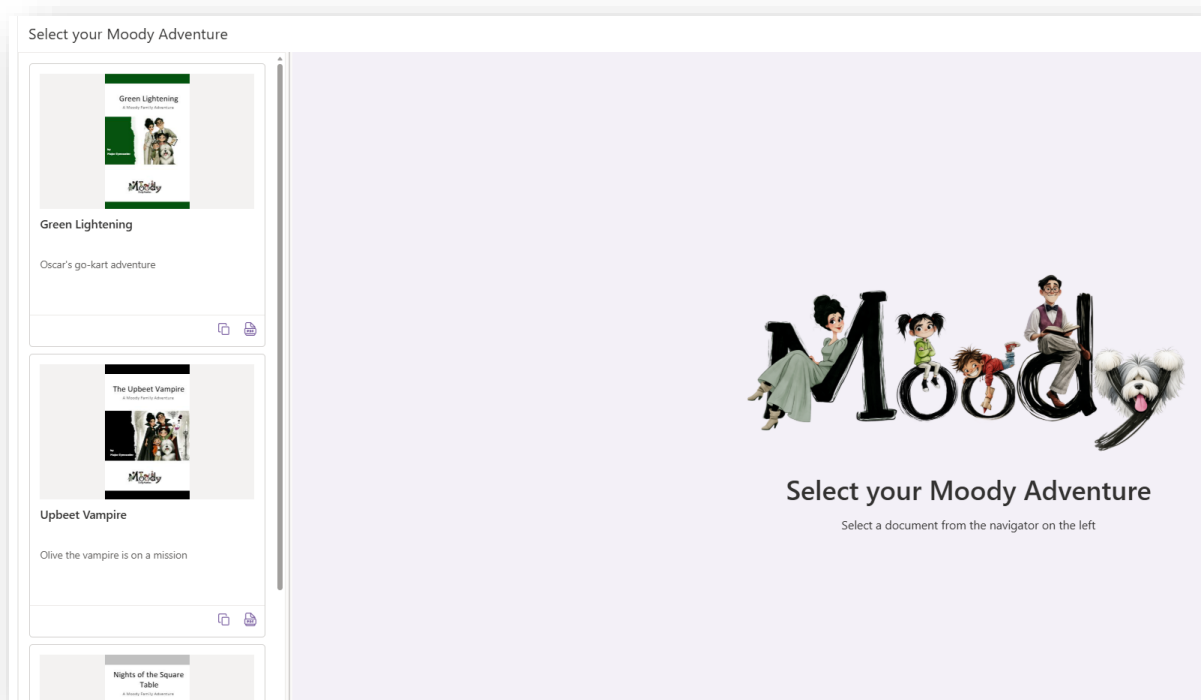


You can use these controls to set a background colour, add an image, set a title/subtitle and use a rich text control to add a custom formatted text as required.

Document Picker Style

Use this choice group to set the style of the document picker. The options are:

- **Button:** A button as shown in previous screen shots.
- **Link:** The document links are rendered as simple links.
- **Card:** The document links are rendered as preview cards, as shown below:



Compact Toggle

Use this toggle switch to optionally select a more compact style of document picker. This is sometimes useful if the viewer has many documents that the user may choose from.

Show Front Cover on Its Own Toggle

When enabled, the first page of the document will be treated as a front cover and display on its own, on the right side of the viewer.

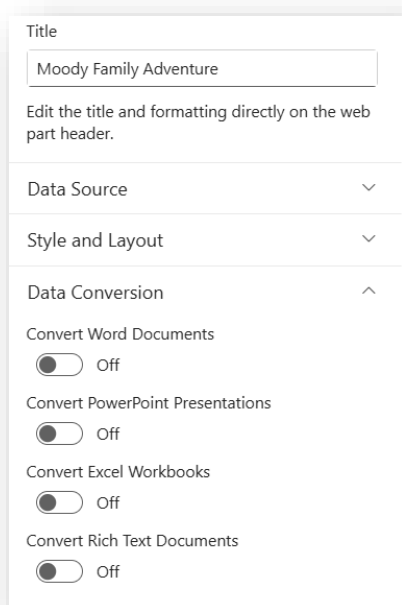
Show Footer Toggle

Use this toggle switch to show or hide the footer at the bottom of the viewer.

Footer Text

When the footer is enabled, you can use this text field control to set a custom footer text message.

Data Conversion



The screenshot shows a configuration pane for a web part. At the top, there is a 'Title' field containing 'Moody Family Adventure' and a note: 'Edit the title and formatting directly on the web part header.' Below this are expandable sections for 'Data Source', 'Style and Layout', and 'Data Conversion'. The 'Data Conversion' section is expanded, showing four toggle switches, all of which are currently turned 'Off':

- Convert Word Documents: Off
- Convert PowerPoint Presentations: Off
- Convert Excel Workbooks: Off
- Convert Rich Text Documents: Off

License paid customers have the option to automatically convert compatible documents into PDF so they can be rendered in the viewer. Use the toggle switches to determine which document formats will be converted.

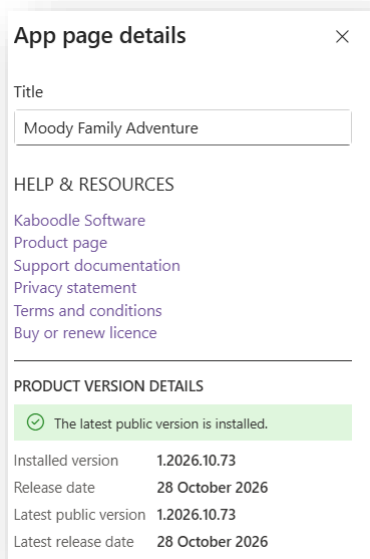
The data conversion process works like this:

- If specified file URL, source view or folder returns documents that are of a type that has been enabled for data conversion, **K-Docs Flip** will dynamically generate a PDF rendition of those documents.
- The PDF rendition is stored in the folder for the site page that hosts the web part in the **SitePages** folder of the **Site Assets** library in the site that hosts the web part instance.
- If the system detects that the source file has been updated to new major version, the system will automatically generate a new rendition of the source library and delete the old one.
- The creation of PDF renditions will require the logged in user to have at least **Contribute** level permissions on the target folder in the **Site Page** library.
- If the user does not have permissions to save a new PDF rendition, but an older PDF is found, that older version is displayed but with a warning message advising the user that the source document has been updated.
- The automatic generation of PDF renditions can take several seconds for each document that needs to be converted but this processing is executed asynchronously so other documents can be accessed whilst the PDF rendition is being created.
- The rendition stored in the Site Pages folder act as a cache. Documents are not dynamically converted on every page load.

As the Data Conversion feature is not available to Freemium users the control group is not displayed in the web part configuration pane.

Help and Resources

The second page of the web part configuration pane shows the Help & Resources controls.



App page details ×

Title
Moody Family Adventure

HELP & RESOURCES

[Kaboodle Software](#)
[Product page](#)
[Support documentation](#)
[Privacy statement](#)
[Terms and conditions](#)
[Buy or renew licence](#)

PRODUCT VERSION DETAILS

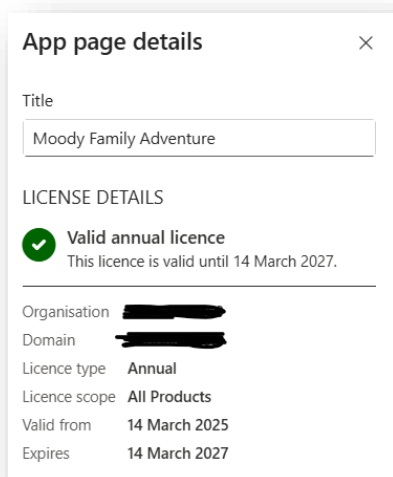
✓ The latest public version is installed.

Installed version	1.2026.10.73
Release date	28 October 2026
Latest public version	1.2026.10.73
Latest release date	28 October 2026

These controls provide ready access to relevant on-line resource such as the Kaboodle Product page as well as information about the installed product version and release date.

License and Acknowledgements

The 3rd page in the web part property pane contains licensing information.



App page details ×

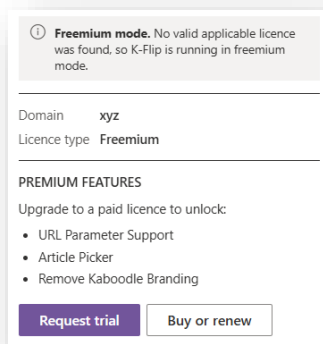
Title
Moody Family Adventure

LICENSE DETAILS

✓ **Valid annual licence**
This licence is valid until 14 March 2027.

Organisation	[REDACTED]
Domain	[REDACTED]
Licence type	Annual
Licence scope	All Products
Valid from	14 March 2025
Expires	14 March 2027

If you do not have a paid license for this product, this page will adapt to report that you are using the Freemium version and provides buttons to register for a free trial or to purchase or renew a license.

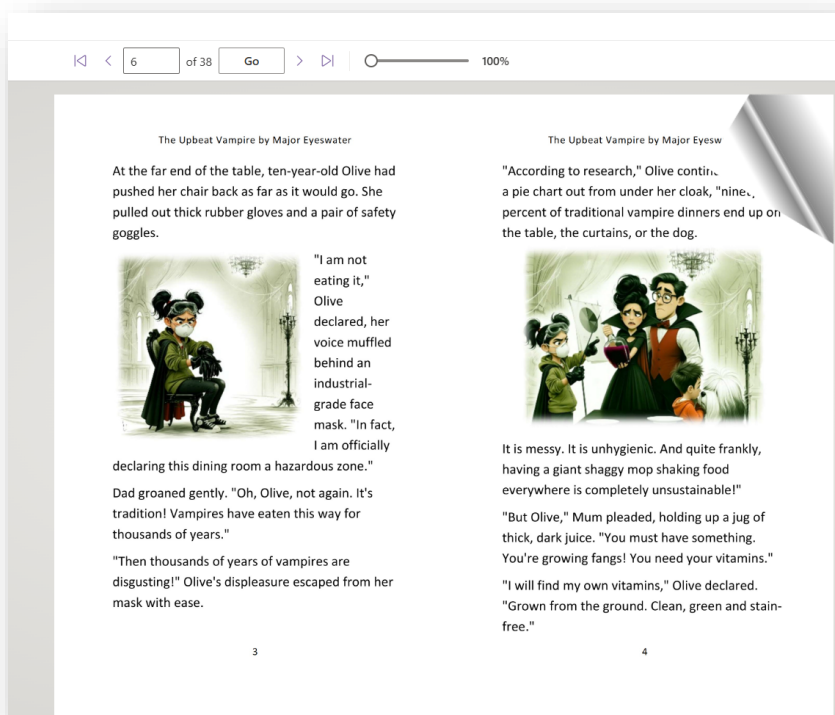


Using K-Docs Flip

K-Doc Flip is designed to be so intuitive that no training should be necessary for consuming users.

Basic User Functions

To load a document, simply click on the document in the picker and it will be loaded in the viewer. Click on a page to flip to next or previous one.

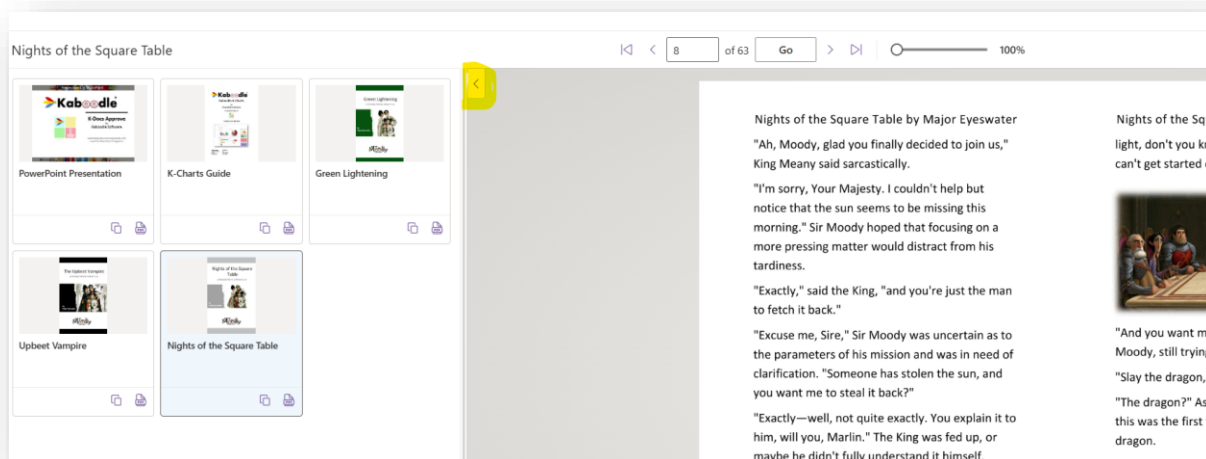


Use the navigator to:

- Advance to the next page or return to the preceding one.
- Jump to the start or end page of the document.

- Jump to specific page number.
- Set the zoom level of the document.

You can drag the splitter to set the width of the document navigator. When a wider value is set, links will wrap to a grid view.



Or you can use the collapse/expand button to hide or restore the document picker (highlighted above).

When in card mode, users can access footer buttons to open the full source PDF document or copy a direct link to the document to the clipboard.

Clicking the PDF button on the card can operate in 3 modes:

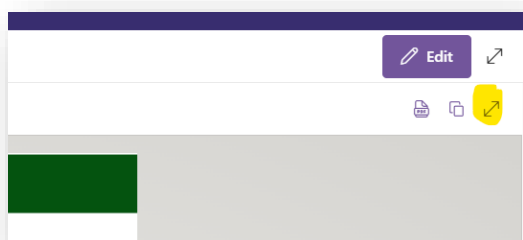
- Simple click and the PDF will open in a new browser tab.
- Shift Key + Click and the document will open in the current browser tab.
- Alt Key + Click to open the document in a new separate window (if supported by the user's browser)

Advanced User Features

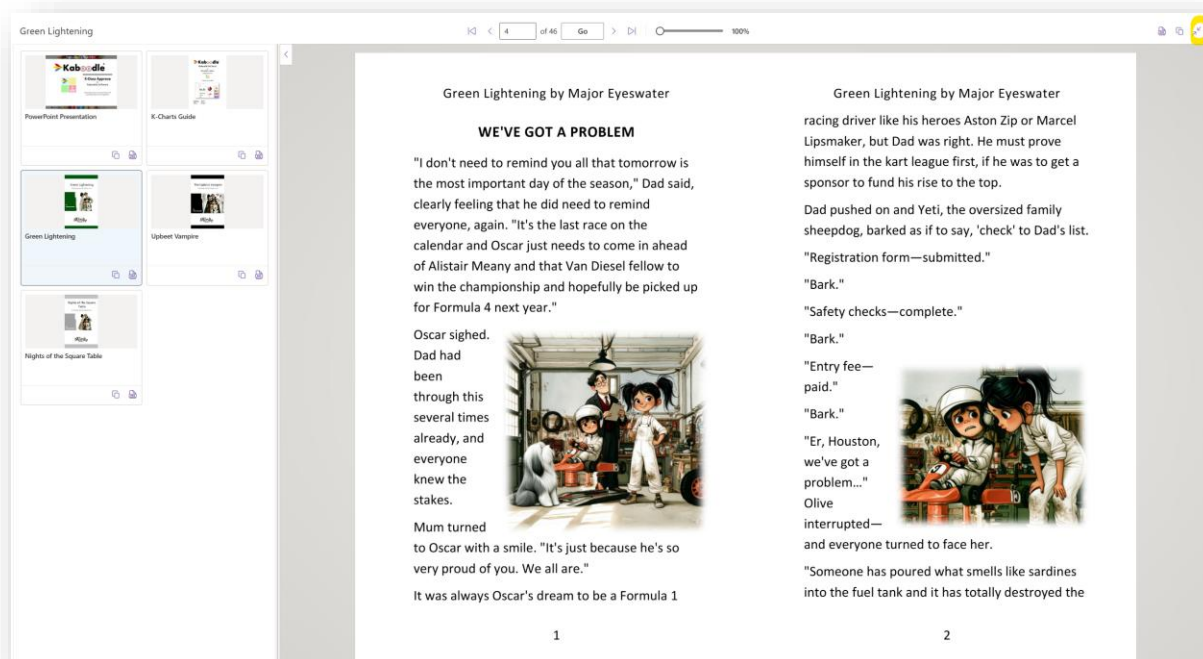
This sub-section highlights some enhanced user features.

Full Screen Mode

When a document is loaded you can click on the full screen mode button in the mini toolbar displayed in the web part header.



This will launch the viewer in full screen mode which makes it easier for users to read the PDF content.



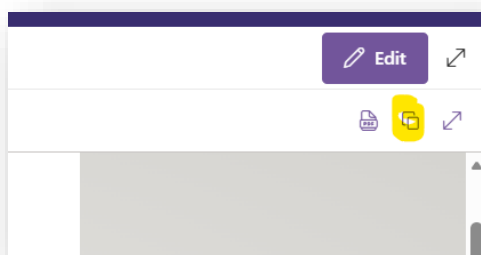
Simple press the Escape key or click the restore button to exit full-screen mode.

Parameterised Input

License paid customers can generate a URL to a page with URL parameters. The following are supported:

- **src**: The full (absolute) URL of the source document to be loaded.
- **title**: The title to display as the web part title text (if a value has not been explicitly set in the web part).
- **zoom**: The zoom value. If the parameter is missing or no valid number is provided 100 (i.e. 100%) will be used by default.
- **page**: The initial page to load into focus. If the parameter is missing or no valid number is specified, the first page of the document will be in focus.

We recognise that assembling a parameterised URL by hand can be a tiresome exercise and so we have made it easy by adding a copy button top the mini toolbar in the web part header.



Be aware that clicking this button will generate a URL that exactly matches what is currently being display in the viewer including the zoom level and currently selected page.

This allows you to generate several URLs which might be used as quick links to specific documents or pages within these documents.