

B.C. Open Textbook Pressbooks Guide

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Open Creation: In Progress

This guide is currently in the ¹*open creation* stage. Below is a list of the tasks left to complete.

- Complete “Problems” section – currently in progress
- Review guide for completeness
- Add link to editable videos and transcripts (add video and odt/Word files to SOL*R); decide where to place these.
- Add URL for each video on YouTube (accessibility) and appropriate description.
- Add screenshots and images
- Copy edit
- Review and complete Book Info page
- Check for accessibility.
- Notify OER Commons and Merlot

Last updated: September 11, 2017. See [Versioning History](#).

All file types last exported: September 11, 2017

1. An open creation is an original work that is progress, but publicly viewable and openly licensed.

Versioning History

Date	Change	Affected Web Page
March 9, 2017	College Physics: OpenStax completed	Why, How Long, and What
March 20, 2017	Added section about border & internal lines in tables	Tables: Borders and internal lines
	Added section about small equations appearing on PDF printout	Equations: Why are equations small on the PDF?
March 31, 2017	College Algebra: OpenStax – work beginning	Why, How Long, and What
	Disabled comments. Left email address for feedback.	Your Feedback
	Moved “Features/PDF: print vs digital”	How to Export Different File Types from a Textbook
April 10, 2017	Added section about FAQ	FAQ: Frequently Asked Questions
April 26, 2017	<ol style="list-style-type: none"> 1. Added copy of PPT slides used during PB Training webinars. 2. Embedded videos and added transcripts about: <ul style="list-style-type: none"> • Using LaTeX to Render Formulas • Embedding Videos from YouTube 	PointPower Slides Used during Webinars Using LaTeX to Render Formulas Embedding Videos from YouTube
May 9, 2017	<p>Removed recordings for Nov 2016 and Jan 2017 Pressbooks webinars (didn’t work).</p> <p>Added links to recordings for March 14 and May 9, 2017 Pressbooks webinars.</p>	Web Recordings for Everyone
June 26, 2017	Added updated PPT for Pressbooks Training webinar – Introduction.	PowerPoint Slides Used during Webinars
July 17, 2017	<p>Added PPT for Pressbooks Training webinar – Intermediate 1</p> <p>Added link to recording for July 11, 2017 Intermediate 1 webinar.</p>	PowerPoint Slides Used during Webinars Web Recordings for Everyone
July 28, 2017	<p>Updated “About this Guide” and changed “Introduction” to “Introduction: Why another Pressbooks Guide”</p> <p>Added “More LaTeX Resources” to bottom of page</p> <p>Add section called “Things to Watch For”</p> <ul style="list-style-type: none"> • To this section, added “Copying Text into and within Pressbooks” <p>Additional info about embedding videos in Pressbooks.</p>	About this Guide Introduction: Why another Pressbooks Guide Using LaTeX to Render Formulas Copying Text into and within Pressbooks Embedding Videos from YouTube
August 4, 2017	<p>Added info about filling in the Copyright Notice field on the Book Info page.</p> <p>Changed title from “How to Add and Edit Images” to “How to Add and Edit Images, and Add Files”</p>	Preparing a Book for Export and Publishing How to Add and Edit Images, and Add Files
August 8, 2017	<p>Added “Export Google Doc as ePUB File; Import ePUB to Pressbooks”</p> <p>How to request a Pressbooks account with the Rebus Community.</p>	Export Google Doc as ePUB File; Import ePUB to Pressbooks Setting up an Account: Where to Begin
Sept 11, 2017	Added “Adding an Author or Editor to a Book”	Adding an Author or Editor to a Book

Your Feedback

If you would like to provide feedback or suggestions about the content provided in this guide or regarding the open creation process, please send an email to opentext@bccampus.ca.

Thank you.

About this Guide

This resource is the work of the [B.C. Open Textbook Project](#), begun in 2012 with the goal of making post-secondary education in British Columbia more accessible by reducing student cost through the use of openly licensed textbooks. The B.C. Open Textbook Project is administered by BCcampus and funded by the [British Columbia Ministry of Advanced Education](#) and the [Hewlett Foundation](#).

Pressbooks is an authoring platform built on the popular [WordPress](#) publishing and blogging website. If you have used WordPress in the past, Pressbooks should feel familiar to you. Pressbooks allows you to create content once and publish it in many different formats including as a website, PDF document, ePub document (usable in most eReading applications and devices), and MOBI (for Kindle specific applications).

Open textbooks and the support guides created by this project are **open educational resources (OER)**: instructional resources created and shared in ways so that more people have access to them. OER are defined as “teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others” ([Hewlett Foundation](#)).

The guides and open textbooks created and curated by this project are licensed using a [Creative Commons license](#), and are offered in various formats free of charge or as printed books that are available at cost.

A copy of the Style Guide used for this resource can be found in the [appendix](#).

For more information about this project, please contact opentext@bccampus.ca.

Introduction: Why another Pressbooks Guide

This *Pressbooks Guide* was created to provide information specific to the creation and adaptation of open textbooks and other open educational resources (OER) using the authoring platform, Pressbooks. It is intended to act as an adjunct to the very comprehensive [Pressbooks Userguide](#). Specifically, this guide addresses the issues faced by authors of open **textbooks**, most of whom are using versions of Pressbooks for which the PressBooks Textbook plugin has been installed.

The Pressbooks Textbook plugin extends the original PressBooks platform by adding functionality that makes it easier to author textbooks with features such as:

- The Open Textbook Theme
- TinyMCE table buttons
- TinyMCE textbook buttons
- TinyMCE spell check
- Search functionality
- Creative Commons attribution
- Prominent admin buttons (Import, Plugin)
- Annotation features
- Redistributing free electronic versions of your book
- A remix ‘eco-system’ — Search and Import chapters from the same instance of PressBooks

To learn more about how you can become involved in the continuing development of Pressbooks and the Pressbooks Textbook plugin, see [Appendix 2: Developers and Technicians](#).

Getting Started

Setting up an Account: Where to Begin

Pressbooks is an online publishing platform that is built on the popular [WordPress](#) website publishing and blogging platform. If you have used WordPress in the past, Pressbooks should feel familiar to you.

Pressbooks allows you to create content once and publish it in many different formats, including as a website, PDF document, EPUB document (usable in most e-reading applications and devices), and MOBI (for Kindle specific applications). It is also a useful tool for making changes to an existing open textbook during the adaptation process. This section will describe how to use two different versions of this publishing and editing platform.

B.C. and Yukon Post-secondary Faculty and Staff

BCcampus has created a self-serve instance of Pressbooks for faculty and instructors who teach at a public post-secondary institution in British Columbia and Yukon College. When accessing this instance of Pressbooks, faculty must use their institutional email address. A list of accepted email domains are below.

bcit.ca	camosun.bc.ca	camosun.ca	capilanou.ca
cnc.bc.ca	cotr.bc.ca	douglascollege.ca	eciad.ca
jibc.ca	kpu.ca	langara.bc.ca	nic.bc.ca
nlc.bc.ca	nvit.bc.ca	nwcc.bc.ca	okanagan.bc.ca
royalroads.ca	selkirk.ca	sfu.ca	tru.ca
ubc.ca	ufv.ca	unbc.ca	uvic.ca
vcc.ca	viu.ca	yukoncollege.yk.ca	

All Post-Secondary Faculty and Staff

The [Rebus Community](#) provides Pressbooks access to its members who want to produce an open textbook that will be released with an open copyright license (CC BY). This includes faculty and staff from all post-secondary institutions both in British Columbia and elsewhere.

Joining the Rebus Community is simple and free, and just requires that you create an account on their website here: <https://forum.rebus.community/>

Once that has been done, to request access to a Pressbooks account, fill out the [Rebus Community Press – Request for Access](#) form.

Everyone Else

For everyone else, please go to the general [Pressbooks website](#) at pressbooks.com to create an account.

Creating a Pressbooks Account

Transcript of video

Today we'll walk through how to set up and log into your own self-serve Pressbooks account.

Just a quick note before we start – the process that we're covering today is only open to B.C. post-secondary faculty. If you don't fall into that category but would still like to use Pressbooks, you can set up an account at pressbooks.com. If you are a B.C. post-secondary faculty member, keep on watching.

We'll start by going to pressbooks.bccampus.ca. And once we're here, we're going to scroll down and click on the "Create Your Textbook" link. Now once we're on this page, we need to set up our account information.

So type in a *username* in this field – I'm just going to call myself 'bccampustest'. Now you need to use your *educational institution email* in this email field, otherwise this form won't process. Set up your *password*, confirm that password. Select your "affiliated BC institution" – so mine is 'Simon Fraser University'. And then, if you just want to create your account right away and don't have a new book to register, select the "register my book later" option and click the "next" button to complete your registration.

You'll receive an email to activate your account, you'll click on the link in that email, and then you'll be able to log in to your account at pressbooks.bccampus.ca.

But if you do have a new book to register right away, select the “register my book now” option and then click on the “next” button. That will take you to this second page.

Once you’re on this page, you need to choose an address or URL for your book. It will be *pressbooks.bccampus.ca/your book name*. Be very careful with this, you can’t change this name later. So, I’ll just leave mine as-is. And I’ll call this the ‘BCcampus Test Book’. The language is “English”, and this book will “not be visible to the public”. And then we will click on “create our book”.

Once you do that, you’ve completed your registration. The next step is that you need to activate your account. So we should have received an email. Head over to your email – and there it is. So we’ll open it up and click on the first link in the email. This will activate our account and our book.

And now our account is active. So we can now sign into our account. So click on the “sign in” button on the top-right hand corner of the page. Type in the username and password that you just created for your account.

And there you go! So you’ve now set up your self-serve Pressbooks account, you’ve created your book, and you’ve logged into your account.

Passwords

For this chapter there is both a video, with transcript, and written text on how to change and recover the password for your Pressbooks account.

Video and Transcript

Transcript of video

In this video, we're going to cover the steps required to change or recover your password.

So we'll start by covering the steps required to change your password voluntarily. So you can hover over the "Users" panel on the left, and then click on "Your Profile." Once you've entered the "Your Profile" page, scroll down to "Nickname" and make sure this is different than your username. Then scroll down to "Account Management" and click on "Generate Password." A new, strong password will be generated. If you'd like to use this password, you should copy and paste this password somewhere safe to remember it, and then click "Update Profile" to finish changing your password. If you'd like to use a different password, you can type something else into the new password box, but the password must rate "strong" before

you can save it – this means it should be fairly long and make good use of letters, numbers, and special characters. Once this is done, click on “Update Profile”, and you’ll have a new password for your account.

If you’ve lost or forgotten your password, then you’ll need to take a different approach to changing your password. Navigate to pressbooks.bccampus.ca and click on the “sign in” button on the top-right hand corner.

Underneath the login box, click on the “lost your password” box. Type your username or the email associated with your account into the box, and then click the “Get New Password” box.

Now, navigate to your email, and you should see the email pop up. Click on the last link in the email, and you’ll be given a new password to use. If you’d like to use a different password, you can click into the box and type a new password inside. Once you’ve decided on the password, click on the “reset password” button to activate it, and you’ll be given a dialog that lets you know that your password has been reset.

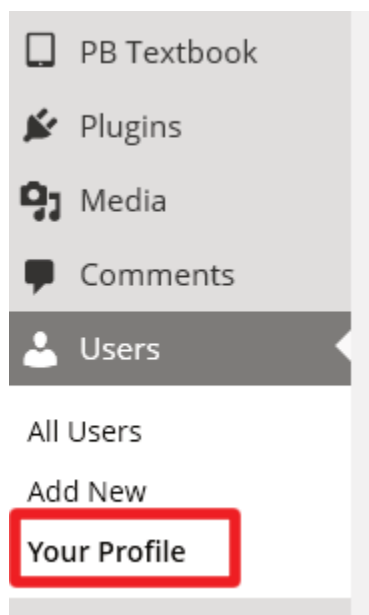
Now when you log in, your new password should be functional.

So there you go! You now know how to change or recover your Pressbooks account password.

Written Text

How to Change Your Password

Changing your password is located under the **Users** section of your book site. To access the change your password feature, click on “Users > Your Profile”.



Change your password is located under
Users > Your Profile

Once you have entered the Your Profile page, do the following to change your password:

1. Scroll to the bottom of the page and find the “New Password” field.
2. Click on this field; it contains the words “Generate Password”.
3. A new, strong password will be generated for you. Take note of it.
4. Click the “Update Profile” button.

Your password has now been changed.

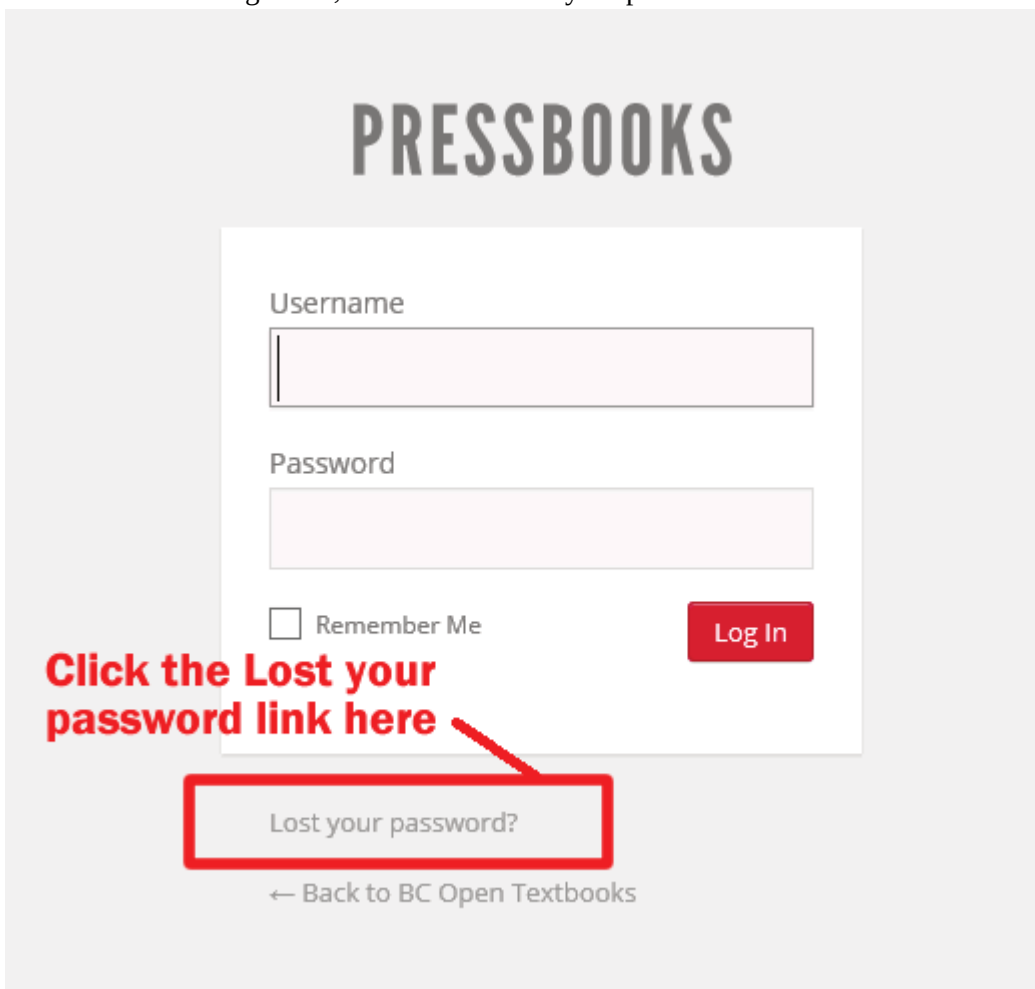
From Pressbooks.com

Here is another way to [Change Your Password](#).

How to Recover Your Password

If you forget your password, you can request a new one to be generated and emailed to you. This is how:

1. Go to the [login page for Pressbooks](#) for B.C. faculty or the [login page for Pressbooks for all others](#). The flow, described in steps 2 – 5, is the same for both.
2. Underneath the login box, click on the “Lost your password” link.

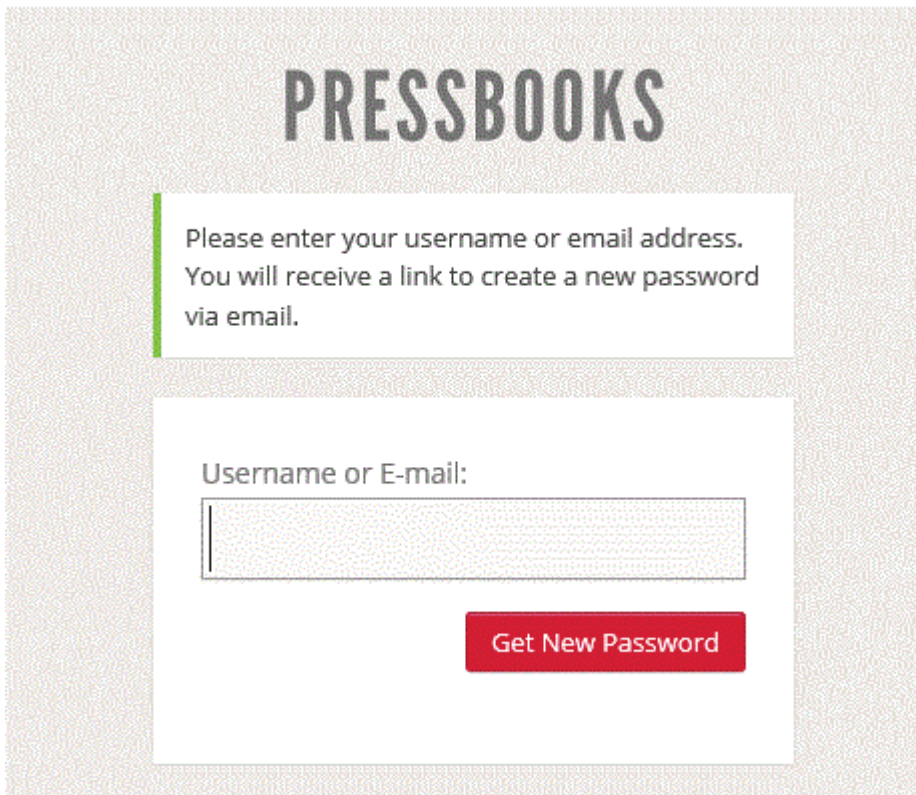


The screenshot shows the Pressbooks login interface. At the top, the word "PRESSBOOKS" is displayed in large, bold, grey letters. Below it is a white login box containing the following elements:

- A "Username" label above a text input field.
- A "Password" label above a text input field.
- A checkbox labeled "Remember Me".
- A red "Log In" button.

Below the login box, the text "Lost your password?" is highlighted with a red rectangular box. A red arrow points from the text "Click the Lost your password link here" (written in red) to this box. At the bottom of the page, there is a link that says "← Back to BC Open Textbooks".

3. Enter in your username or, if you cannot remember your username, you can enter your email address.
4. Click “Get New Password”.



The screenshot shows a web form for password reset. At the top, the word "PRESSBOOKS" is displayed in a large, bold, sans-serif font. Below it, a white rectangular box with a green vertical bar on the left contains the text: "Please enter your username or email address. You will receive a link to create a new password via email." Below this box is another white rectangular box containing the label "Username or E-mail:" followed by a text input field. At the bottom right of this second box is a red button with the text "Get New Password" in white.

5. Check your email and follow the instructions in the email to change your password. If you do not receive an email within a few minutes, check your spam filters to make sure that the email has not been flagged as spam.

Setting up a Book

Transcript of video

Today we'll be going through some basic but important steps that go into setting up books in the Pressbooks environment.

We'll go to the "Appearance" panel, and we're going to go and activate the Open Textbooks theme in the bottom-right hand corner. Activating this theme is important because it gives us textbook-specific features for the Open Textbook project.

Next, we'll go to the "Users" panel, and here we can add editors or contributors that need access to our book. As long as they have an existing Pressbooks account within the BCcampus network, you can invite them to your book by clicking on the "Add existing" button up here at the very top of the screen, and this allows you to send an email to the address associated with their Pressbooks account. So if my friend 'johndoe@ubc.ca' is my editor, I'll type in his email here, and then I'll give him the role of editor. And then I can click on this button to add him, and he'll be able to join the book with the permissions that you give him.

Finally, in the "Settings" menu, make sure your privacy settings show that your book's visibility is private.

You can make this public later when the book is ready to be released, but for now you probably want to make sure that only people you invite are allowed to view the book while it's being edited.

So there you go! Your Pressbooks environment is all set up and now, we can start working on our book.

Importing a Pressbooks or WordPress File

For this chapter there is both a video, with transcript, and written text on how to import Pressbooks (XML) file into Pressbooks.

Video and Transcript: How to Import a Pressbooks File

Transcript of video

In this video we'll be going through how to import an existing Pressbooks file from open.bccampus.ca. So if you're looking to adapt and remix a textbook from the BC Open Textbook Collection, you'll probably want an easily editable version of the book, and a Pressbooks XML file is the easiest to work with in Pressbooks, as it's already correctly formatted for Pressbooks use.

So there are several places to find a book – in your existing textbook, you can click on the PB Textbook panel, and use the Search and Import tool to find a book in the collection, or you can go to Download Textbooks and find a comprehensive list of books. You can also navigate to open.bccampus.ca, and then click on “Find a Textbook” to open up the search page in the collection. Once you've found the right book,

you can download the Pressbooks Backup XML version of the book. To save time, I’ve already got an XML file saved on my hard drive, so let’s get to work importing that file back into Pressbooks.

And we’ll click on “Import” on the left sidebar, and then leave the type of file as is. We’ll select our XML file, and then click upload file.

On this next screen, we can choose how this document will import. If I want to import all of the chapters, I can tick the “select all” box, or just tick a few of the boxes if I only want to import certain ones. I can also choose to have each section import differently – over on the right, I can choose to import them as chapters, parts, or as front matter or back matter. Since this Pressbooks file comes from a reviewed and edited textbook, I trust that everything’s in the right place; so I’ll import everything and then scroll down to the bottom and click “start.”

And we can see that the document has been imported. Now, if we go into the text panel, we can see that everything we imported has a “draft” status. We want all our chapters to be published, so a quick trick to publish everything is to tick the “private” box next to each chapter twice, and this will publish the chapter. So there you go! You now know how to import a Pressbooks XML file into Pressbooks.

Written Text: How to Import a Pressbooks or WordPress File

If you have an account in Pressbooks and want to import an existing open textbook, the easiest way to do this is by importing it using a Pressbooks or WordPress file of the textbook as follows:

1. Begin by downloading the Pressbooks or WordPress file (.xml) of the textbook to your computer. If you are having difficulty saving the downloaded file, seek technical assistance at your institution.
2. Then, create a book in your Pressbooks account. Pressbooks automatically sets up an Introduction in the front matter, Chapter 1 in the **main body**, and an Appendix in the **back matter**. Delete all of these from the **Text** view before beginning the import. *If this is not done, then all items will import into the main body.*
3. Go to the “Dashboard” of the new book and “Import” on the left-hand toolbar.
4. From the “Type of file” drop-down menu, select “WXR” (WordPress eXtended RSS).
5. Using the “Browse” button, select the downloaded Pressbooks or WordPress file from where ever you saved it on your computer. The file will be labelled with the name of the textbook, some numbers and the extension **.xml**
6. Click the “Upload file” button.

Once the import has occurred, you will land on a page that says “Import” at the top, and on the left-hand toolbar “Tools” will be highlighted, and “Import” under that.

1. To ensure that each item ends up in the right place in the book, confirm that the correct part (Front Matter, Main Body, or Back Matter) is selected under each of those columns.
2. Select each item to be imported by clicking on the box in the Import column. There is a “Select all” option at the top of the list if you want to import the entire textbook. *This is recommended if you plan to use the whole book or will be making minor revisions.*
3. Scroll to the bottom of the page and click the red “Start” button. With a large book, this may take several

minutes. Do not interrupt this process.

4. Once this process has completed, you will be taken to the Text view.
5. If an extra (and empty) main body part appears after the import, delete it from the Text view.
6. Click on the “Dashboard” view (left-hand toolbar) to review the layout and order of chapters and chapter sections.

Lastly, go to “Appearance” in the left-hand toolbar, and select “Themes”. Make sure that your book is using the “Open Textbook” theme, as this will provide you with the most options for creating and adapting an open textbook.

Importing a Word Document

For this chapter there is both a video, with transcript, and written text on how to import a Word document into Pressbooks.

Video and Transcript

Transcript of video

In this video, we'll be going through how to import a word document into Pressbooks. This is useful if you already have lots of content written out in a word document, but do note that the import function is not precise and chances are that you'll still need to do work in Pressbooks to fix formatting issues, especially with heavily formatted Word documents. We've included a sample word document linked to in this video that you can download and use to follow along.

The first thing that needs to be done is to prepare the Word document file. So if we open it up, we should ensure that our document is formatted simply. Any basic content and formatting – images, tables, bold and italicized text, heading styles, bullet lists, etc. will stay formatted during the import process. Any fancy fonts and advanced styling will get stripped out.

The most important part of preparing the document is ensuring that it's properly broken up into chapters. Pressbooks will create a new chapter every time there's a Heading 1, so if you want your book to import into separate chapters, ensure that they all begin with a heading 1, as they do here. If you don't use heading 1s, then your entire document will import as a single chapter, which is likely not what you want.

Now that our document is prepared, we'll go back to Pressbooks, and on the left menu, we'll click on import. Under type of file, select .docx, and then click on the "choose file" button and select the .docx file that you want to import. And then click upload file.

On this next screen, we can choose how this document will import. Since my document had 3 Heading 1s, there are a total of 3 chapters that I can import. If I want to import all of them, I can tick the "select all" box, or just tick one of the boxes if I only want to import one. I can also choose over on the right where these chapters go – right now they'll all get imported into the main body part, but I can also choose to have them import into the front matter or back matter. Once I've chosen what I want, I'll click start, and we can see that the document has been nicely imported. If we go into the text panel, we can see that the status of all of the chapters is only "draft." To publish them, I'll tick the "private" box next to each chapter twice, and this will publish the chapter. At this point, you should check for any errors, such as chapters importing in the wrong order, and go in and check on the formatting and see if any further edits need to be made within Pressbooks. For example, you'll notice that these image captions aren't actually formatted as captions, so you would need to fix those by copy and pasting them into the image caption field.

So there you go! You now know how to import a word document into Pressbooks.

More Information

Pressbooks includes a feature that allows authors to import content from a Word document into Pressbooks. However, this is not a precise import and it's likely you will need to correct issues, especially if the Word document is heavily formatted. Here are the steps to import content from a Word document:

1. Begin by downloading a copy of the Word file (.docx) of the textbook or content.
2. Then, create a book in your Pressbooks account. Pressbooks automatically sets up an Introduction in the front matter, Chapter 1 in the main body and an Appendix in the back matter. Delete all of these from the Text view before beginning the import. *If this is not done, then all items will import into the main body.*
3. Go to the "Dashboard" of the new book and "Import" on the left-hand toolbar.
4. From "Type of file" drop-down menu, select "DOCX" (*word processing file format of Microsoft*).
5. Using the "Browse" button, select the downloaded Word file.
6. Select which content/sections you want to import.
7. Click the "Upload file" button.

Once the import has occurred, you will land on a page that says "Import" at the top, and on the left-hand toolbar "Tools" will be highlighted, and "Import" under that.

1. To ensure that each item ends up in the right place in the book, confirm that the correct part (front matter, main body, or back matter) is selected under each of those columns.

2. Select each item to be imported by clicking on the box in the Import column. There is a “Select all” option at the top of the list.
3. Scroll to the bottom of the page and click the red “Start” button.
4. Once this process has completed, you will be taken to the Text view.
5. If an extra (and empty) main body part appears after the import, delete it from the Text view.

When a new book is created or imported into Pressbooks, the theme automatically defaults to the “Open Textbook” version. However, it’s a good idea to double check. Go to “Appearance” in the left-hand toolbar, select “Themes”, and then confirm that the “Open Textbook” theme is activated. This theme will provide you with the most options for creating and adapting an open textbook.

Problems with Word

- Everything other than basic styling is stripped out from a Word document due to the complex markup language used by Microsoft.
- Italics, bold, bulleted lists should remain intact if standard markup language was used to insert these in the original Word document.
- Pressbooks will create a new chapter every time there’s a Heading 1, so if you want your book to import into separate chapters, ensure that they all begin with a Heading 1
- In the **Problems** section, see [Word: Why don’t images come through with my Word import?](#)

Note:

- All chapters are imported as DRAFTs. A quick way to publish the entire book is to go to the “Text” view, mark all chapters as “Private” in that column, and change the *book’s global setting* from Private to “Public”. If you are not ready to make your book public, change the setting back to Private. This last action will not remove the publishing setting.
- All chapters are assigned a Chapter Author by default (usually the account owner’s username). To change this, delete or change the Chapter Author in the **Chapter Metadata** section at the bottom of each chapter page.

Export Google Doc as ePUB File; Import ePUB to Pressbooks

Export Google Doc

If you use Google docs as a means of creating information, you'll be happy to note that you now have the ability to create an ePub file from this system. This is what Google has to say about this:

EPUB

is the most widely supported file format for publishing accessible documents and digital books, allowing people to consume long-form content in their preferred apps on a diverse range of screen sizes and devices, including smartphones, tablets, and eReaders. To make it easier for authors, publishers, and academic institutions to create works that can be consumed digitally, Google has launched the ability to export Google Docs files as EPUB publications. Simply go to the **File menu > Download as > EPUB Publication (.epub)**.¹

For more information, see instructions on the [Google website](#).

Import ePUB file

Once you have the ePub file, it is simple to import it into Pressbooks. See Importing a Pressbooks or WordPress File chapter on how to begin the import process. The difference will be that you select “EPUB” from the “Type of File” drop-down menu.

1. <http://googleappsupdates.blogspot.co.za/2016/03/export-google-docs-files-as-epub.html>

Adding an Author or Editor to a Book

Only Administrators of a book can add users to that book in Pressbooks. Here is how it's done.

First, make sure the person you would like to add has a Pressbooks account. If they don't, they will need to create one.

To add a user,

1. Go to your book's Dashboard
2. Find the "Users" tab in the left-hand menu
3. Click "Add Existing"
4. Enter the email of the person you would like to add to the book (it must be the email they gave when they signed up for Pressbooks)
5. Select the desired role for your new user. See below for role options.

User roles include:

- Administrator: The highest level of permissions. They can add, edit, and delete posts. They can also add and delete users.
- Editor: They can add, edit, manage, and publish posts, even those of others.
- Author: They can write, edit, and publish their own posts, but not those of others.
- Contributor: They can only write and edit their own posts.
- Subscriber: The lowest level of permissions. They can only read posts.

The person who has been added will receive an email invitation and a link to the book. They will need to click a confirmation link in order to access the book.

Using Pressbooks

Navigating the Dashboard

Take Note

If you have been assigned a user role other than Administrator you will not have access to the “Users” or “Settings” panels.

Transcript of video

Today we’ll be going through how to navigate the Pressbooks dashboard, and taking a look at all of the different tools that you have available at your disposal.

This tutorial is mostly a high-level overview and we won’t be teaching you how to use most of the tools we cover. We will, however, cover more of these tools in greater depth in later tutorials.

The **My Catalogue** button allows you to see and select other books within your Pressbooks account. So if you’ve got more than one book, you can rapidly switch between them right here.

If you click on this button with your book's title, you'll switch from **Editing View** to **Book View**, where you can see how the book looks once it's rendered online.

The **Comments** button displays any comments on your book. By default, comments are disabled, and we usually leave them disabled for open textbooks, so we don't really need to worry about comments.

Now let's move onto the main navigation bar on the left-hand side, which houses most of the major Pressbooks functions that you'll be using.

The **Dashboard** gives you an overview of your book. All of your parts and chapters are arranged over here on the left, and you can see who has access to your book over here to the right.

In the **Text** panel, you have all your tools for adding, editing, and reorganizing your content into parts and chapters – and we'll talk more about adding and editing content with these tools in a later tutorial.

In **Book Info**, you're able to adjust your book's information and metadata – so in this form in the centre of the page, you can edit information such as author information, publishing information, and copyright info.

In the **Appearance** panel, you're able to change the theme as well as the theme options of your book, in order to adjust your book's appearance. And, we're going to make sure that we activate the Open Textbooks theme, down at the bottom right, which contains important tools for editing open textbooks.

The **Export** tool allows you to export your book into different file formats such as PDF, EPUB, and MOBI in this list on the right, and then export and download those files by clicking on this button here. We'll be covering exporting more in depth in a later tutorial.

The **Import** tool allows you to import content from sources like Word documents and HTML files into Pressbooks. So if you've already got content for your book, this is the way to import them. We'll cover importing in more depth in a later tutorial.

The **Pressbooks Textbook** panel contains tools for working with content from other open textbooks. The Search and Import tool allows you to import content from another book or from its individual chapters. The Download Textbooks tool allows you to download other open textbooks from the collection into different file formats.

The **Media** panel is where you'll find all of the media for your book – so things like images, videos, or files that you want to host and embed or link to in your book. Again, since this is a new book, there's nothing here right now. We'll talk more about adding and using media in a later tutorial.

The **Users** panel lets you see and edit who can access your book. You can invite other people to view and contribute to your book in different capacities. So for example, if you have an editor that you want to invite to edit your book, you can do that here by using the “Add Existing” button at the top of the screen.

Finally, the **Settings** panel contains numerous options for privacy, exporting, and for displaying formulas with the LaTeX tool, which is a tool for rendering mathematical formulas.

So there you go! That's a brief overview of how to navigate the Pressbooks dashboard and all of the tools that you have available at your disposal.

How to Add Parts, Chapters and Front/Back Matter

Take Note

Do not add content to a **Part** (text or images) as this will disrupt some of the functionality of your textbook.

Transcript of video

Today we'll be going through how to add, edit, and reorganize content through the use of parts and chapters.

So, let's start by clarifying some terminology. **Chapters** are pages or building blocks which contain the content in your book. **Parts**, on the other hand, are overarching sections which hold those chapters. A book is made up of chapters which are sequentially ordered in parts.

So in our book right now, Front Matter, Main Body, and Back Matter are parts, and Introduction, Chapter 1, and Appendix are chapters within those parts.

Front matter is a special kind of part that typically contains content like introductions, dedications, prefaces, and acknowledgements. And back matter is another special kind of part that typically contains content like appendices and glossaries. Most of the content that you'll create will be placed in chapters in the main body part, or in any new parts that you create. So let's take a look at adding content.

We're going to go into the "Text" panel on the left-hand side of the screen, and we can see that there are different options to add a part, add a new chapter, add new front matter, and add new back matter. So, let's start by adding a part by clicking on the "Add Part" button. We'll give this part a name, say, 'Part 1', and then we'll save that part. And now, when we go back to the "Dashboard", we'll see that the new part that we just created, Part 1, is directly under the main body section.

So now, let's add a new chapter. So we'll go back to the "Text" panel and we'll click on "Add New Chapter". And since we already have a Chapter 1 in our book, we'll call this one 'Chapter 2'.

Now take note of the Part panel on the right hand side of your screen – you can use this to select where your new chapter will be placed – so we can choose to place it in either Main Body or in Part 1. Note that you can't place this chapter in the front matter or the back matter – so if you want to create front matter or back matter, you need to explicitly use the "Add New Front Matter" or the "Add New Back Matter" buttons in the Text panel on the left hand side of the screen. So let's put Chapter 2 inside Part 1. And then publish this chapter.

And then we'll go back into the "Dashboard", and we can see that Chapter 2 has been published into Part 1, just like we wanted.

How to Order Parts, Chapters and Front/Back Matter

Transcript of video

Alright, so now we're going to look at reordering content after it's been created. Maybe you want to change the order in which chapters appear, or you want to rearrange the parts or the modules of your book. So, just for the sake of having an example, I've created several chapters and parts that are out of order in our book.

So let's start by reordering the chapters. There are two main ways of doing this – we can go into the “Text” panel and click “Organize”, and then we can drag and drop chapters into new positions. You're even able to drag and drop chapters into different parts if you want.

The other thing you can do is, you can click into a chapter, and just like when we were creating the chapter, go to the “Part” panel on the right hand side and select which part should contain the chapter. Then we update this chapter.

And once we go back to the “Dashboard”, this chapter will be in the new part that we've selected. So now we can see that Chapter 2 is in Part 2, instead of in Part 1. This second method is typically much faster when you've got a large book which makes it time-consuming to drag and drop all your chapters throughout the book.

OK, so now I'm going to rearrange all these chapters properly, so that Chapters 1, 2, and 3 are in order in Part 1, and Chapters 4, 5, and 6 will be in order in Part 2.

OK, so now all the chapters have been rearranged, but our parts are out of order. So, we need to rearrange the parts. But rearranging parts is a bit trickier, since unlike chapters, we cannot drag and drop them. The way to reorder parts is through the **Order** attribute. So let's open up Part 2 here. And if we go to the right-hand side of the screen, we'll see that it's got an order of 1. What does "order" mean? Here's a little explanation that will hopefully clear it up.

Order determines the order in which parts get displayed. The lower the order number, the earlier the part, and the higher the order number, the later the part. By default, when you create a part, it gets added onto the end. So, in this little graphic, Parts 1, 2, and 3 have order 1, 2, and 3 – so they get displayed in order. However, what happens if I want Part 3 to go in front of Part 2? Well, I have two options. I can give Part 3 an order of 2, and then go back and give Part 2 an order of 3 – and this will switch their positions due to the order attributes. The other option is for me to leave Part 3 as-is, and give Part 2 an order of 4. This will place it after Part 3, just like we wanted. Be careful and vigilant about switching the order of parts. Don't leave 2 parts with the same order number – otherwise it's like they're trying to fit into the same space, and that just doesn't work.

Alright, so back to our test book, we want Part 1 to display before Part 2. We'll make this work by taking Part 2's order attribute, and giving it an order of 3, so that it displays after Part 1, which has an order of 2. Now, if we save this part, we can go back to the "Dashboard", and we can see that the new parts are ordered correctly, with Part 1 in front of Part 2, just like we wanted.

So there you go! You now know how to add, edit, and reorganize content in Pressbooks using all the tools in the Text panel.

Creating Content

Transcript of video

Today we'll be going through how to create content for your book. Now, it's best practice to create content directly in Pressbooks, rather than working in another application like Microsoft Word and then copying into Pressbooks. So we'll be working right in Pressbooks for this tutorial. Now just a note, I've got the **Editing view** open in this left tab, and I've got the **Book view** open in this other right tab. And we'll be switching back and forth between them to see how our changes are affecting the book.

So a quick refresher – books in Pressbooks are made up of chapters, which are the building blocks of content, and parts, which are organizational blocks that house those chapters. Do not add any content to a part – even though there's an interface available down here, adding content directly to parts will likely disrupt some the functionality of your textbook. So don't do it.

Instead, all of our content will go directly into the book's chapters. So let's open up "Chapter 1", and we'll take a look at the tools available for editing content. And we'll start up at the top here.

So here we can change the chapter's title and its URL. So maybe, we have a title to add to the chapter number, so we can change this to – 'Chapter 1. Intro to Pressbooks'. And then in the **Permalink** bar underneath – and the permalink is just another name for this chapter's URL or web address – we'll adjust

the permalink accordingly, so I'll click on the "Edit" button on the right hand side and I'll add '-intro-to-pressbooks' to the end of the URL because now that makes more sense, it matches the chapter's new title. We'll click "OK", and then we'll go down to the bottom-right corner, and we'll click "Update". Now Pressbooks does save the book automatically every once in a while, but you should make a habit of saving regularly as you work just to be safe. Also, the book view won't update until you update your chapter, so anytime you want to preview a change, you also need to update your book.

So now let's go over to the "book view", on the right tab, and we will refresh the page, and notice that the URL has changed, and the chapter title has changed as well, so those are the two things we changed, that's worked exactly like we wanted it to, so that's great. So now we can go back to the "editing view", and now we can start directly adding content to the chapter itself. Now, if you'd like to work on your content without the distraction of the rest of the interface, you can click on this little button here on the right – and you'll enter **distraction-free writing mode**. And the rest of the interface will fade out unless you mouse over the edges.

So right above the distraction-free writing mode button, there are two tabs, **Visual** and **Text**, which are different ways of editing the text. We'll mostly be looking at the tools in the Visual tab, and do a brief overview of the tools you're most likely to need.

So down in the text field, will be all of our content. And anything that we put in here will appear on the rendered page. So let's type some text down here. This'll say, 'Welcome to my very first paragraph in this test textbook!'. Alright, and then in the toolbar right above that, we have our usual tools for editing text. So if you've ever used Microsoft Word, most of these should be quite familiar to you. We can bold text, italicize it, we can create bulleted lists, and we can turn those into numbered lists, we can change the alignment of different elements, and then using this chain button, we can insert or edit a hyperlink. Now, the process of hyperlinking is a little bit more involved, so we'll cover that in more depth in a later tutorial.

Alright, so those are the basic tools that you might need, but also, if you look at the very end of the toolbar on the right hand side, you'll see another button that says **Toolbar Toggle**. And if you click on that, you'll see that a whole bunch of other tools appear, and these are some more advanced tools, many of which may be useful to you.

So we'll take a look at what these are.

So this drop-down menu in the second box allows you create headings. So, for example, let's say I've got a section heading that I want, 'How To Set Up Pressbooks'. I want that text to look like a heading, so I'll highlight it, I'll go into the first drop-down menu, it says "Paragraph" right now, and I'll change that to "Heading 2".

And now, it looks like a real heading, it's got presence, it's a bit bigger, it's bolded, you can tell that it's now a section heading.

This other drop-down menu here that says **Textboxes** allows us to put content into special textboxes – and again, that's a bit more of an involved process, so we'll cover that in a later tutorial as well.

Some more basic tools, if you go over to the right, you can change the text colour, and the background colour of your text.

If you go a few over to the right, you've got our **Special characters** button. So, for example, let's say that this is a chemistry book, and I need to talk about alpha particles. So if I want to talk about alpha particles, I need the alpha symbol, so I'll go back to the "Special characters" button, I'll click on it, and then I'll locate the "alpha symbol", there it is, right there, click on that and it gets inserted right into the text.

In the bottom row, the **FN** button is the footnote button, which allows you to create footnotes that link to the bottom of the chapter. So let's create a footnote, just as an example, let's go back to this first line

here, at the very end we'll write, 'This is a footnote'. And then I'll highlight that text, and I'll click on the "footnote" button. And now you'll see that it's surrounded by strange little footnote boxes. This may not make very much sense to you, so we'll have to go and update, click on the "Update chapter" button in the bottom right, and we'll see what changes this has made in the book view, so let's refresh the page, and now you'll see right next to the very first sentence there's a little number "1". If you click on that, this isn't a very long chapter, but it actually jumps to the end of the page, where it says, 'This is a footnote', and that's the text that we put in that footnote tag. So that's how footnotes work.

And then the last thing we'll cover, basics, superscripting and subscripting. So in my first sentence, if I want to say, 'Welcome to my very first paragraph in this 1st test textbook!' and I want the 'st' in '1st' to be superscripted, I just highlight them and click the "Superscript" button. If I want to subscript them, I want to un-highlight superscript and then hit "Subscript".

So that is a brief overview on how to add content to your Pressbooks textbook. I know we didn't cover everything, but there will be further tutorials on hyperlinking and special textboxes, so do watch those tutorials if you want to learn how to use those tools.

Do also note that we only covered the Visual tab – but if you've got some skill with HTML and know what you're doing, I would actually recommend doing your work in the Text tab, which uses HTML formatting. Or at least doing your work in the Visual tab, and then cleaning up your code in the Text tab. Editing your content in the Text tab just tends to be cleaner, as editing in the Visual tab usually creates messy, extraneous code that needs to be fixed later.

Alright, so there you go! That's an overview of the content-creation tools available to you, and how to publish content in chapters in your Pressbooks textbook.

Using Textboxes

Transcript of video

Today we'll be going through how to add content in special textboxes. These special boxes might contain different information like asides, exercises, and chapter reviews.

So if you haven't already, ensure that you're using the Open Textbooks theme – so we need to go to “Appearance”, on the left-hand side, and then make sure that the “Open Textbooks theme” is activated. And this will give us the built-in tools for special kinds of textboxes.

So let's go back to the “Dashboard”, and we'll go into “Chapter 1” and we'll work on adding some textboxes.

Right in the middle of the toolbar you'll see the “Textboxes” dropdown menu allows you to place your content in boxes – so there are standard boxes, shaded boxes, and there are a whole host of other ones as well, and we don't actually want to use these from this menu, we want to stick to standard and shaded. And we'll get to why in a little bit.

So, I can create a new textbox just by clicking where I want the textbox to be, and then clicking either the

“Standard” or the “Shaded” textbox. So let’s say right here, I want a shaded textbox, I’ll click there and then I’ll click on the “Shaded” textbox and I’ll get a nice new shaded textbox.

Now let’s say I want this note here to be inside that shaded textbox. There’s two ways I can do that, I can cut and paste it right inside just like that. Or the other thing that I can do is I can highlight the note, and then go back to the “Textboxes” dropdown, and then click on “Shaded”, and the note gets put right into its own shaded textbox.

Now, if you’re interested, let’s take a look at how this looks in code, in the “Text” view. So you’ll see, in this line here, that’s our shaded textbox – that all textboxes are actually just divs with special classes – so textboxes have a textbox class, and shaded textboxes, also have a shaded class.

Now, there are also a few other kinds of boxes that you might want to use. These include **Learning Objectives** (which typically tell you what the learning outcomes for the chapter are), **Key Takeaways** (which summarize key points in the chapter), and **Exercises**, for any exercises or problems that you want to include in the chapter. Now, if we go back to the “Textboxes” dropdown, we can see that all of these special textboxes are available from this menu, but we don’t want to activate them here. Rather, we want to use the three buttons in the bottom of the toolbar – LO for Learning Objectives, KT for Key Takeaways, and EX for Exercises and critical thinking. These are specially designed with special formatting just for us in the Open Textbooks theme.

So, you’ll see at the bottom of my page here, I have a few questions, and I’d like for these to be inside an Exercises box. So I’ll just highlight that text and click on the “EX” button and they’ll get placed right into the Exercises box. And again, just like before, you can create a new box as well and then type your content in. So I’ll create a Key Takeaways box – “KT” – and then I’ll write my key takeaway inside, so we’ll say that the key takeaway is, ‘Pressbooks is fun!’.

Now you’re also able to change the headings on these boxes – so, for example, if I want to use this Exercises box but I want to call them Problems instead, I can do that simply by writing over the original text. So I’ll just highlight *Exercises* and type ‘Problems’ over top of it instead. However, if you do decide to change a textbox’s name, don’t change its function. Do not use an Exercises box and retitle it to say ‘Learning Objectives’ – so do not do what I just did there. Use a Learning Objectives box for that, it just makes sense.

So there you go! You now know how to use special textboxes in the Open Textbooks Pressbooks theme.

How to Link Material

For this chapter there is both a video, with transcript, and written text on how to link material by creating hyperlinks.

Video and Transcript

Transcript of video

In this video we'll be going through the process of creating hyperlinks. In Pressbooks, hyperlinks are clickable links, usually attached to text, that link to other websites, other chapters in the book, or other sections within same chapter. We'll be going through all three of these in this video. And again, I've got my editing view in the left tab here, and my book view in the right tab here, so we can see how the hyperlinks are working in real time. So let's go into chapter 1 and let's get started.

Firstly, we'll start with linking to other websites. So let's say there's some text here that says "BCcampus", and we want the reader to be able to click on this text and be taken to the BCcampus website.

We can highlight this section of text, then click on the hyperlink button at the top of the toolbar, and then insert a link – and in this case, that's bccampus.ca. And if you'd ever like your link to open in a new tab,

you can click on the gear on the right here to open up link options, and then tick the box that says “open link in a new tab.” And then we will update our link, and now this bit of text should like us to bccampus.ca in a new tab.

So we’ll update our chapter. And then we’ll check our book view to make sure that our link is working. So we’ll refresh the page. And if we click on the link that says BCcampus, it should take us to BCcampus website in a new tab. And we’ve clicked on it and it does indeed take us to the BCcampus website in a new tab and that’s exactly what we wanted.

So you can use pretty much the exact same process for linking to another chapter in the book. So, here in my book view, I’ve got chapter 2 opened and let’s say we want to link to chapter 2 from a bit of text in chapter 1. So what we can do is we can copy chapter 2’s URL from the top here, and we’ll go back to Editing View

And in chapter 1, I’ll create a bit of text here that says go to chapter 2 We’ll highlight this bit of text, click on the hyperlink tool in the toolbar, and paste chapter 2’s URL into the URL field and then hit enter.

And now this bit of text should link us to chapter 2 when we click on it. So once again we’ll update the chapter, and we’ll go back to book view to check out make sure our link is working, so we’ll go back to chapter 1 and this link that says go to chapter 2 should link us to chapter 2. And when you click on it, it does indeed link us to chapter 2, just like we wanted.

Alright, so the final use of hyperlinks is to link to another section within the very same chapter. So if we go into chapter 1’s editing view and scroll down to the bottom, we’ll see that I have a heading down here called “Sample Heading”. And I would like to be able to link to this heading from a point earlier on in the chapter.

So I’ll click right in front of Sample Heading. And then I’ll click on the anchor button at the bottom of the toolbar. And this will allow me to create an anchor which is a place we can link to from somewhere else. I’ll call this anchor sampleheading, with no spaces and then click “OK”.

And now you can see an anchor image that pops up next to it. And then we’ll scroll back up to the top. And I’ll create another little bit of text.

In this one I’ll write, “Go to Sample Heading. I’ll highlight this bit of text. And then click on the hyperlink tool. And then I’m going to type the pound symbol followed by the anchor name.

So in this case, “sampleheading”, no spaces. Hit enter and then we will update the chapter once more. So this little bit of text which says “Go to Sample Heading” should link us to the sample heading anchor that we created later on in the chapter.

So we are going to check this out in book view once again; I’ll refresh the chapter. And when we click on “Go to Sample Heading”, we get taken to the bottom of the page where the sample header is, that’s exactly what we want.

You can even link to a specific anchor in another chapter.

So let’s say that I want to be able to link not only to chapter 2, but to “Second Paragraph” within chapter 2. What I’m going to do is, once again, copy the URL from chapter 2 and we are going to back into the editing view and we are going to open up chapter 2 in the editing view and create an anchor.

So we will scroll down in the second paragraph, click right in front of it and click on the anchor tool and then we’ll create this anchor and we’ll call this one “secondparagraph”, no spaces. Click “OK” and then update this chapter.

Now that we have an anchor in chapter 2, we are going to go back to chapter 1 and link to that anchor and in chapter 1, I am going to create one final little bit of text here.

I'm going to say "Go to chapter 2 second paragraph" and then we'll highlight this little bit of text. Click on the hyperlink tool.

We are going to paste chapter 2's URL and immediately following this URL, we are going to type the pound sign and then the anchor name, "secondparagraph" no spaces. Hit enter. Update the chapter.

And now if we go to book view, and go back to chapter 1, we should have this last little bit of text here that when we click on it, it should link us not only to chapter 2, but to the second paragraph in chapter 2. And when we click on it, it does indeed take us to second paragraph in chapter 2, just like we wanted.

So there you go! You're now able to create hyperlinks in your text and link them to other websites, other chapters, and anchors within your text.

Written Text

There are several ways that you can create a link between text, images or other resources:

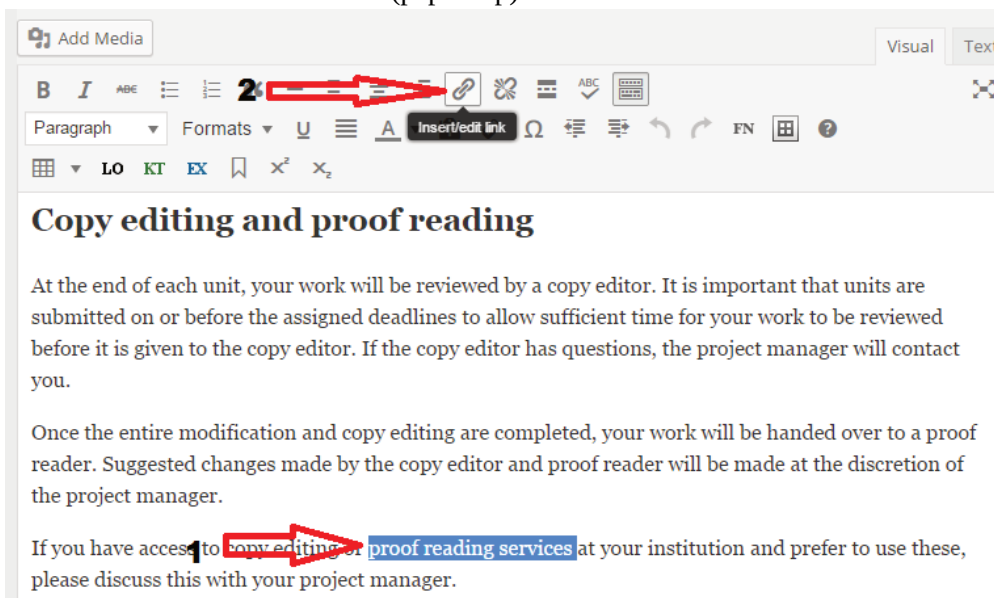
1. Within a chapter
2. Between chapters
3. From a chapter to a website or source outside of Pressbooks

Let's begin with the simplest method first: linking text from Pressbooks to an external source.

How to link text from Pressbooks to an external source

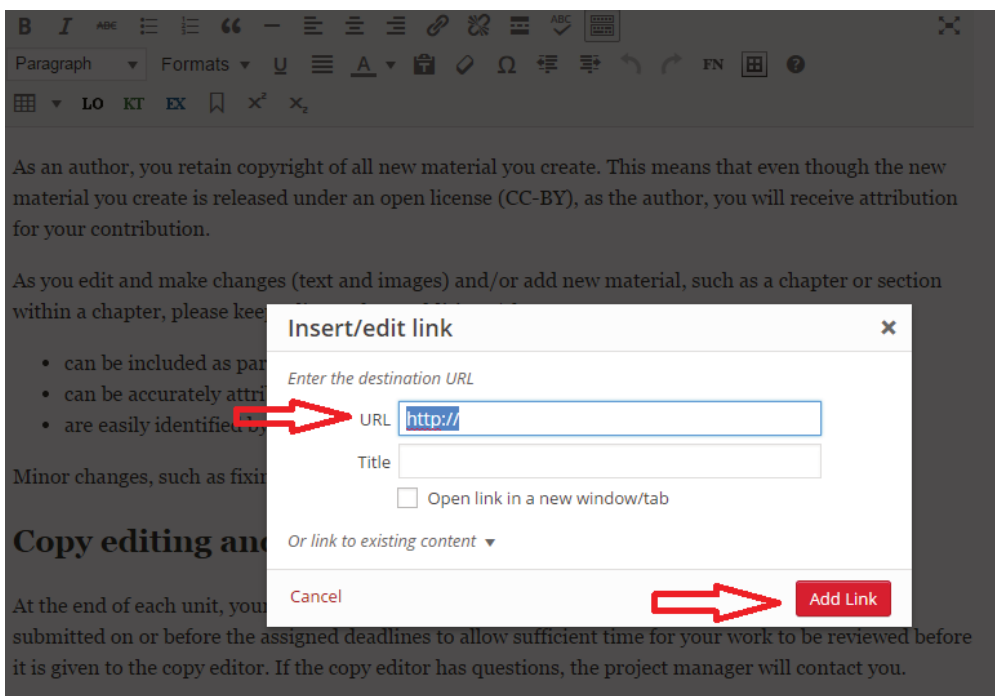
Begin by identifying the text you want to link and:

1. Highlight the text
2. Click on the "Insert/edit link" (paperclip) icon in the tool bar



The screenshot shows the Pressbooks editor interface. At the top, there's a toolbar with various icons. A red arrow points to the 'Insert/edit link' icon (a paperclip). Below the toolbar, the text 'Copy editing and proof reading' is visible. Underneath, there's a paragraph of text: 'At the end of each unit, your work will be reviewed by a copy editor. It is important that units are submitted on or before the assigned deadlines to allow sufficient time for your work to be reviewed before it is given to the copy editor. If the copy editor has questions, the project manager will contact you.' Another paragraph follows: 'Once the entire modification and copy editing are completed, your work will be handed over to a proof reader. Suggested changes made by the copy editor and proof reader will be made at the discretion of the project manager.' The final paragraph is: 'If you have access to copy editing or proof reading services at your institution and prefer to use these, please discuss this with your project manager.' A red arrow points to the text 'proof reading services', which is highlighted in blue.

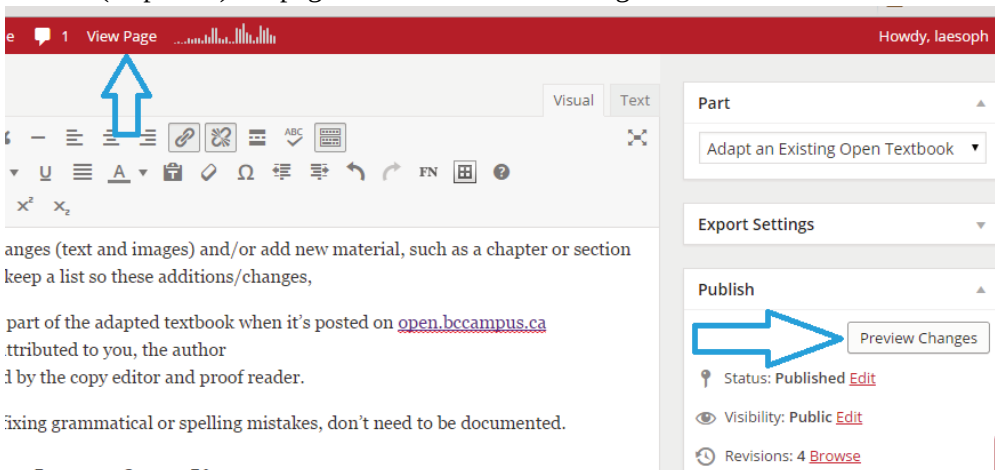
3. Add the URL (or web address) for the external source you want to link your text to
4. Click on the “Add Link” button
5. Be sure to save (“Update”) this page

**Note:**

- Be sure your URL includes ‘http://’ at the beginning of the address. If the address you’re copying into the URL field already includes ‘http://’, make sure the final address does not have two http://’s.

To check your link:

1. Click on the “Preview Changes” button (in the right-hand side Publish box) or “View Chapter” (in the red tool bar at the top of the page)
2. Save (“Update”) the page in order to see the changes



3. Click on the link as it appears in Book view (what readers will see)

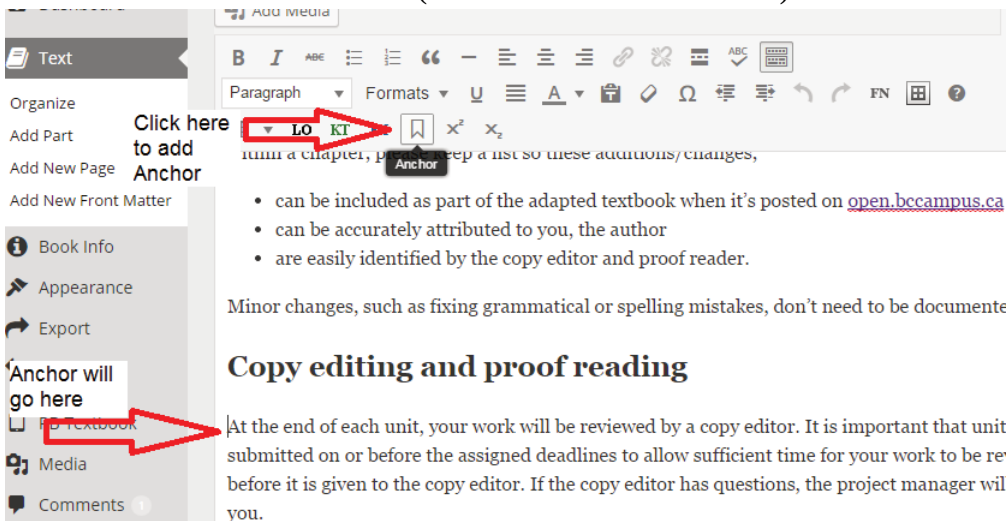
Once the entire modification and copy editing are completed, your work will be handed over to a proof reader. Suggested changes made by the copy editor and proof reader will be made at the discretion of the project manager.

If you have access to copy editing or **proof reading** services at your institution and prefer to use these, please discuss this with your project manager.

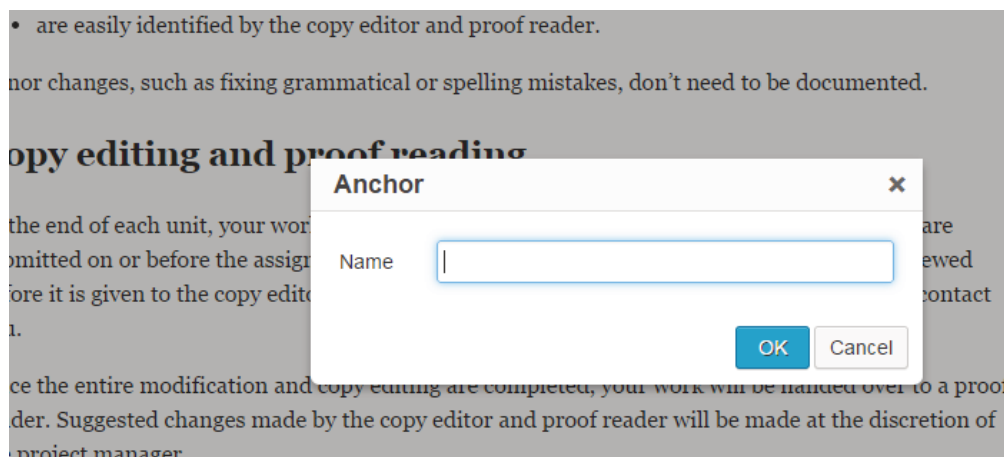
How to link text within a chapter

To link text to other text or even an image within a chapter, begin by adding an **anchor**:

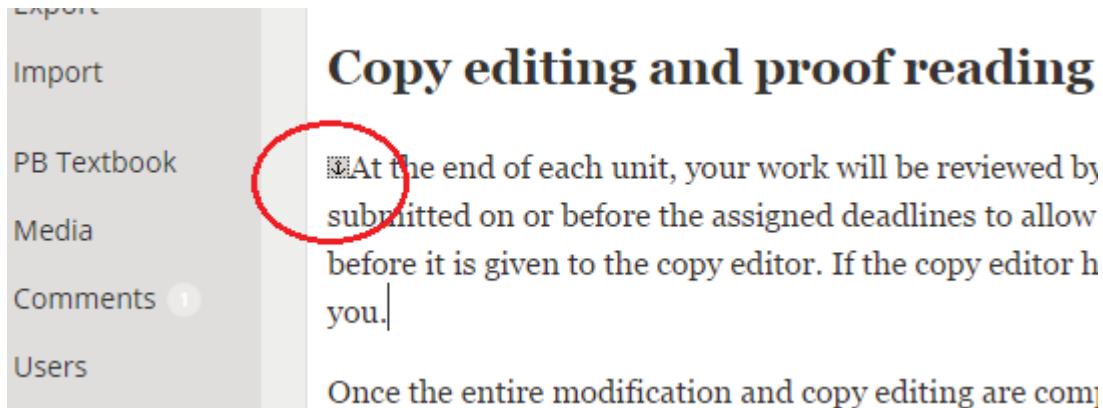
1. Place your cursor by the text or image to which you want other text referred to
2. Then click on the “anchor” icon (in the third line of the tool bar)



3. Enter a word to describe the anchor (e.g., ‘proofreading’) in the “Name” field that appears and click the “OK” button

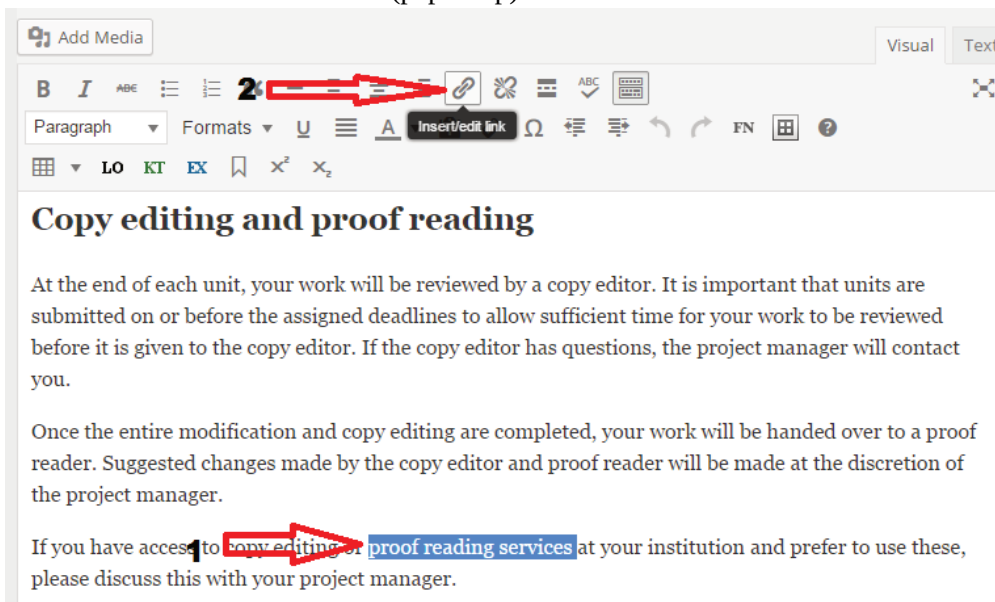


This action will produce an anchor.



Then, identify the text you want to link:

1. Highlight the text that you want to link to the anchor
2. Click on the “Insert/edit link” (paperclip) icon in the tool bar



3. Add # (pound sign) and the word you used to describe your anchor (e.g., ‘#proofreading’)
4. Click on the “Add Link” button
5. Be sure to save (“Update”) this page

How to link text between chapters within the same book in Pressbooks

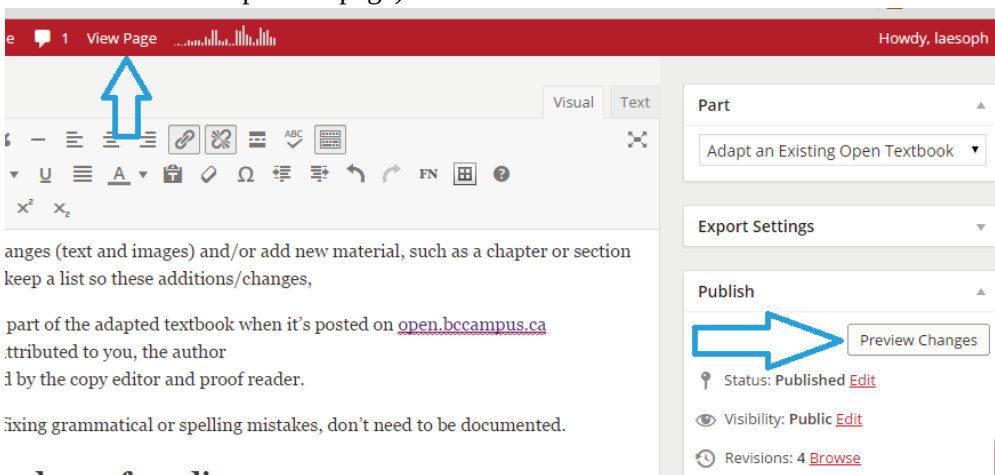
Follow the same steps as for linking text within a chapter, except:

- The anchor and linked text will be on different chapters. Set these up as you would when linking text within a chapter.
- You must identify the URL (web address) for the chapter that contains the anchor.

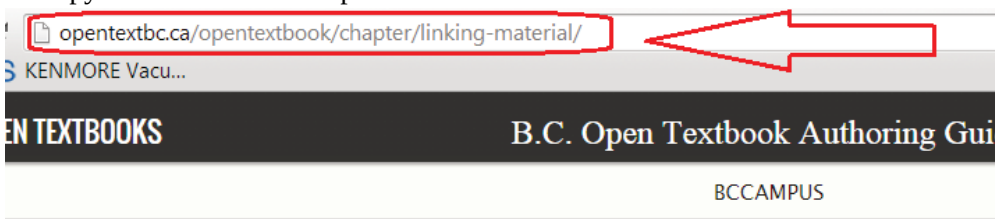
- You must enter both the URL of the chapter and additional information when the Insert/edit link (paperclip) icon opens.

Identify the URL for the chapter that contains the anchor

- Go to the chapter that contains the anchor
- Click on the “Preview Changes” button (in the right-hand side Publish box) or “View Chapter” (in the red tool bar at the top of the page)



- Copy the URL for the chapter



- Highlight the text that you want to link to the anchor
- Click on the “paperclip” icon in the tool bar
- Add the URL for the chapter with the anchor without ‘https://pressbooks.bccampus.ca’ BUT including the forward slash (/) (e.g., ‘/opentextbook/chapter/linking-material/’).

a. The reason for not including ‘https://pressbooks.bccampus.ca’ is that if this part of the URL is included, then these links within the digital PDF will redirect to the web page and not the page within the PDF document.

- After the forward slash (/) add # (pound sign) and the word you used to describe your anchor (e.g., ‘#proofreading’)

With the chapter URL and the anchor word, the final URL in this examples would be:
‘https://opentextbookca/opentextbook/chapter/linking-material/#proofreading’

- Click on the “Add Link” button
- Be sure to save (“Update”) this page

How to Add and Edit Images, and Add Files

Take Note

- An image file must be a JPG, PNG or GIF. Other file formats will produce an error message and will not be accepted.
- An image file must be uploaded into the Media Library for use. You cannot add an image by linking to an external source.
- See [Preparing and Uploading Your Images to Pressbooks](#) from the [Pressbooks.com Guide](#) for helpful tips.

Transcript of video

Today we'll be going through how to upload and apply media assets with the **Media Manager**. The most common type of media asset we'll use is the image, but on some occasions we might also want to link

to files like PDFs or PowerPoints as well. So in this tutorial, we'll cover both images and other types of media.

So, let's start by adding images. We can go into the "Media" panel on the left-hand side, and click on "Add New". And once we're here, there are two ways to add a resource. We can either take an image or resource from a folder and drag it right into the middle here. Or we can click on "Select Files" and then select the image that we want to add. Now, Pressbooks only accepts certain image file types, so make sure that your image uses a common file type – something like a .jpg or a .png is your best bet. If you're uploading an image, do try to have it properly sized and compressed beforehand – no bigger than 500 pixels on either side is best, as it'll stay nicely within the margins of the book, and won't affect the file size of your book too much. So having said that, I'll upload a large image here – this one is 4096 by 3072 pixels – just so we can learn how to resize the image later.

So we'll click on "Choose". And then once the image is uploaded, you can go into "Library" on the left-hand side, and then you can click on the image and edit its details. So if we go over to the fields on the right, we can change the image's title – I won't touch that.

Right below that, we can alter its caption. Now the caption will be the text that appears in small font beneath the image in the book. So maybe I want this to say, 'This parakeet acts like a sore loser after a loss in chess'. Whatever we want to display right underneath the image in the actual book goes there.

Underneath that, the alt text is how the image will be described by things like screen readers for the hearing impaired – so think of it as a description of the image if the image doesn't show up. So here we need something like, 'A parakeet standing next to a chessboard'. Just a clear, accurate description of the photo.

And then right underneath that, the description is what anyone will read if they navigate to the image attachment page. So if I type, 'Parakeet and chessboard', and then if I click on the "View Attachment Page" link right underneath that, we can see that at the bottom of the page, our 'Parakeet and chessboard' description is right there. So we'll go back.

One last thing: we can also go to the "Edit Image" button on the bottom left-hand side of the screen, and if we're here we can crop or resize the image. However, it's strongly recommended that any edits to images be done in an outside program like Photoshop before being uploaded. So we'll just click "Cancel". And then we can exit the image with the "X" button in the top-right corner, and it'll save our changes.

OK, so now that we've got our image uploaded, we can add it to our book. So let's navigate back to "Chapter 1". We'll create a space beneath our first line, and we'll click on the "Add Media" button above the toolbar. And once we're here we can see that the image that we added is here in the Media Library. You can also add images to the library by clicking on the "Upload file" button on the top and then doing what we did before.

So we'll just click on our image, and we can edit the details again here. We're not going to touch that, but if you scroll down, you can see that we can also change the attachment display settings. We typically want our images center-aligned, that tends to work out best for viewing the book, so we want to click on "Alignment – centre".

Right below that, in the "Link To" panel, we can choose what happens when we click on the image. So if we select "none", the image doesn't link anywhere. If we select "Media file," then clicking on the image links to the full-sized version of the image. If we select "attachment page," clicking on the image links to the attachment page, which also features the image's title and description. And if we click on "custom URL", then clicking on the image will take us to whatever URL we put in the URL field, so that allows the image to act like a hyperlink. So, for now, we'll just say that we want this to link to the media file, to the full-sized image.

And then finally, we can select the image's display size. So, let's say I want this image to shrink to 300

pixels across. Now, obviously, the original file here is 4000 pixels across, it's massive. In order to shrink the display down to 300 pixels, I select the "Medium" size. And then I can insert this image into the post. And you can see that the shrunken image appears in the middle there. So we'll click on "Update". And then we'll go into our "Book view". And we'll refresh the page. And you'll see that the image is shrunk down on the page to 300 pixels, and, if we click on it, you can see the full size image here.

Again, you probably don't need your reader opening up an image as massive as this, especially because this is a big file size as well, so it's taking a long time to load. So this is the reason that we try to resize our images to the desired size before we upload them.

Alright, so let's go back to the "Editing view". And just one more quick little thing. So now that we've inserted our image into the page, if we want to make any edits, we can just click on the image, and then click on the pencil that appears in the popup menu above, and once again, we can edit the image's details or its display settings.

And that is how we add an image.

So now let's look at some other file types. Sometimes, you want to upload a file that the reader can download, something like a PowerPoint file or a PDF. So we're here in "Chapter 1", and we're going to upload a PDF file this time. So, once again, we'll go to the "Add Media" button above the toolbar, select "Upload Files", and then click "Select Files" in the middle, and we'll select our "Intro to Pressbooks" PDF. I won't bother changing the attachment details.

Now, inserting this PDF into our page is different than adding an image. See, inserting this PDF does not cause an image of the PDF to show up – instead, it creates a link to the file using the file title as the text. So what you're really creating is a link to the file. Now if you'd like a certain piece of text to link to this PDF – so for example, if we've got a bit of text here that says 'click here to view PDF' – then what we can do is, we can go back to the "Media Library". So we'll click on "Add Media" to open that up, we'll click on the PDF file, and then over on the right, we will copy that URL, then we will exit from the media library.

We'll highlight the text, we'll click on the "hyperlink tool" in the top toolbar, and we'll paste the PDF URL into that hyperlink. And then we'll click on the "Apply" button on the right hand side, and now that text should link us to the PDF.

And in this very same way we can even make our image link to the PDF if we want – so if we can click on the image, on the "Edit" button, and then go down to the "Link To", we can change that from "Media File" to "Custom URL", and we can once again paste in the PDF's URL into this URL field. And if we update that image, now, we should have a link and an image that, when clicked on, should lead us to the PDF that we just uploaded.

So let's "Update" this chapter. And then we'll go up to the "Book view", and we'll see if this has worked. So we'll refresh the page, and this link should lead us to the PDF, so if we click on it, there we go, it does lead us to the PDF. And we'll check the image as well, so if we click on that image, that too, also leads us to the PDF, that's exactly what we wanted.

So there you go! You now know how to upload and apply media assets such as images and PDFs in Pressbooks.

How to add a Caption to an Image

All captions should be added to an image (photo, chart, graph, table, etc.) using the Pressbooks caption button.

(Figures and tables should be named separately.) Doing this places the caption underneath the image, be it a figure or a table.

Add captions using the Pressbooks caption button as follows:

1. Left-click anywhere on image
2. Locate and click on the pencil icon in the upper left corner
3. Enter description in the Caption field. (See [Figures and Tables: labels, numbers and descriptions](#))
4. Add a clear description of the image in the Alternative (Alt) Text field for accessibility purposes
5. In general, an image should be no wider than 500 pixels, and the Height should be no bigger than 600 pixels. Use the Custom Size feature to adjust this, if needed.
6. Use “Align” to position the image.
7. Make sure the “Link to” dropdown list points to “Media File”. Adjust if needed.
8. Click on “Update” to save.

Embedding Videos from YouTube

Typically, the best way to add videos to a textbook is to host them on YouTube, and then embed them into the book afterwards. The instructions in this section assume that the videos to be embedded are already hosted on YouTube.

Also, be sure to change the license for these videos from the default *Standard YouTube license* to the *Creative Commons Attribution license (reuse allowed)*. If you are going to embed a video in an open textbook or other OER, it must be covered by an open copyright license.

There are two main ways to embed a YouTube video into a Pressbooks chapter. The below video discusses the automatic embed method. Below that, under “More Information, is a description of how to use the manual embed method. (Also see [Preventing Video Rollover](#).)

Transcript of video

In this video, we are going to go over the steps needed to embed a video from YouTube into Pressbooks.

First you will need to have the YouTube video ready. For this tutorial, we will use the first Pressbooks video tutorial – How to Create a Self Serve Pressbooks Account.

On the YouTube video page, locate the “Share” tab. In this iteration of the YouTube web interface, the “Share” tab is above the video description box. Click the “Share” tab and you will find a shortened URL of your chosen YouTube video. Highlight the URL by double clicking the link. Then copy the URL by right clicking on the link and select “Copy”.

With the YouTube video link copied, now we can go into Pressbooks and paste the URL into the “Text” view, like so. Click on “Update” to save our work.

Next, right click on “View Chapter” and select “Open Link in New Tab”. Let’s see the results of our work.

You will see that Pressbooks recognizes our link as a YouTube video and displays our YouTube video in a video player. By default, it is aligned to the left. We can change the alignment of the video by going into “Visual” view and “Centre Align” the YouTube video URL.

Once again, we click on “Update” to save our work and go to the other tab. Refresh the tab to see the changes. You’ll see that the YouTube video is now centre aligned.

Not all videos from YouTube can be embedded into Pressbooks. YouTube videos have 3 different privacy settings that only account holders can set. Pressbooks can only embed videos with the privacy settings of “Public” and “Unlisted”. Videos that have the privacy setting of “Private” cannot be embedded into Pressbooks.

So there you go! You now know how to embed a YouTube video into Pressbooks.

Manual Embed Method

Another way to embed a video is to manually insert the embed code from the YouTube video. To do this, go to the YouTube video and right-click on the video, then select the “Copy embed code” option, and press Ctrl-C (PC) or Command-C (Mac) to copy the embed code. You can then paste the embed code into the Text view of the Pressbooks editor.



Right-click the image, then select “Copy embed code.”



Once the embed code is highlighted, use Ctrl-C (PC) or Command-C (Mac) to copy the embed code.

The embed code likely makes the video display too large – the ideal size is 500 by 281 pixels. Go into the Text view to edit these dimensions:

The default embed code ought to look like this:

```
<iframe width="854" height="480" src="https://www.youtube.com/embed/
oXOSDwVX0Dw" allowfullscreen>
```

Change that to:

```
<iframe width="500" height="281" src="https://www.youtube.com/embed/
oXOSDwVX0Dw" allowfullscreen>
```

Thus, the following code:

```
Opening paragraph here...
<iframe width="500" height="281" src="https://www.youtube.com/embed/
oXOSDwVX0Dw" allowfullscreen>
Closing paragraph here...
```

Would yield the following:

```
Opening paragraph here...Closing paragraph here...
```

Using LaTeX to Render Formulas

Transcript of video

LaTeX is a programming language specifically built to properly input, format, and display mathematical formulas.

In this video, we are going to go over how to type and render formulas using the BCcampus custom version of LaTeX in Pressbooks. LaTeX can be inputted in both the “Visual” and “Text” view. Check out the video description box below for LaTeX additional resources.

LaTeX uses special keywords to enable Pressbooks to differentiate LaTeX equations from normal text

“`$`latex” is used to begin an equation. “`$`” is used to end an equation. Another way to open and close an equation is to use “`\begin{equation}`” to open and “`\end{equation}`” to close.

When writing equations, we run into situations where we must use brackets to separate different equations. Left and right squiggly brackets must be used to open and close a function. Otherwise an error message will be displayed in the “Chapter” view. We will discuss error messages later in this tutorial.

Inputting formulas is quite straightforward for characters that are found on a standard keyboard. All formulas are inputted between *and*. Let’s input the linear equation, $y=mx + b$ in LaTeX.

First we must start with opening and closing our equation. In the “Visual” view, type “You must stay in inline math mode latex” and “\$” and begin typing the linear equation: $y = mx + b$.

$y = mx + b$ is what you should have in Pressbooks.

Then “Update” the chapter. And refresh the book page. You will see that the equation is displayed with a look similar to what you get in traditional math textbooks.

Now you might ask, “If I need to use the square root character, and my keyboard does not have a key for that function, what do I do now?”

LaTeX has a built in library of special characters, symbols, and functions aimed specifically at addressing this issue. This video will not go through all of these symbols because there are just too many of them. There are many guides available on the internet which addresses this topic. We recommend you to check out BCcampus’ Pressbooks LaTeX Guide which provides specific workarounds for certain functions.

Similar to formatting YouTube videos from Pressbooks, we can use text align tools: “Left”, “Right”, and “Centre Align” to align a LaTeX equation. Let’s “Centre Align” our linear equation, “ $y = mx + b$ ”.

Place your cursor on the linear equation and select “Centre Align” from the toolbar. Go to the “Book” view and refresh the page. You will see that your equation is now centre aligned.

There are two main error types: “You must stay in inline math mode Error” and “Formula does not parse Error”. When working with LaTeX in Pressbooks, it is more common to see a “Formula does not parse Error” than “You must stay in inline math mode Error”.

“You must stay in inline math mode Error” occurs when the opening and closing of LaTeX equations do not match. Remember “\$latex” is for opening and “\$” is for closing whereas “formula does not parse” is for closing.

“Formula does not parse Error” is an error message that LaTeX displays when there is something wrong with the equation. This could be due to a variety of reasons from misspelled special characters to forgetting to close brackets.

One method to reduce the amount of errors is to always open and close brackets as soon as possible in order to eliminate missing brackets.

There are times when the equation is correct yet LaTeX will not render it in the “Chapter View”. In this case, retype the equation and then delete the old equation.

So there you go! You now know how to LaTeX to render formulas.

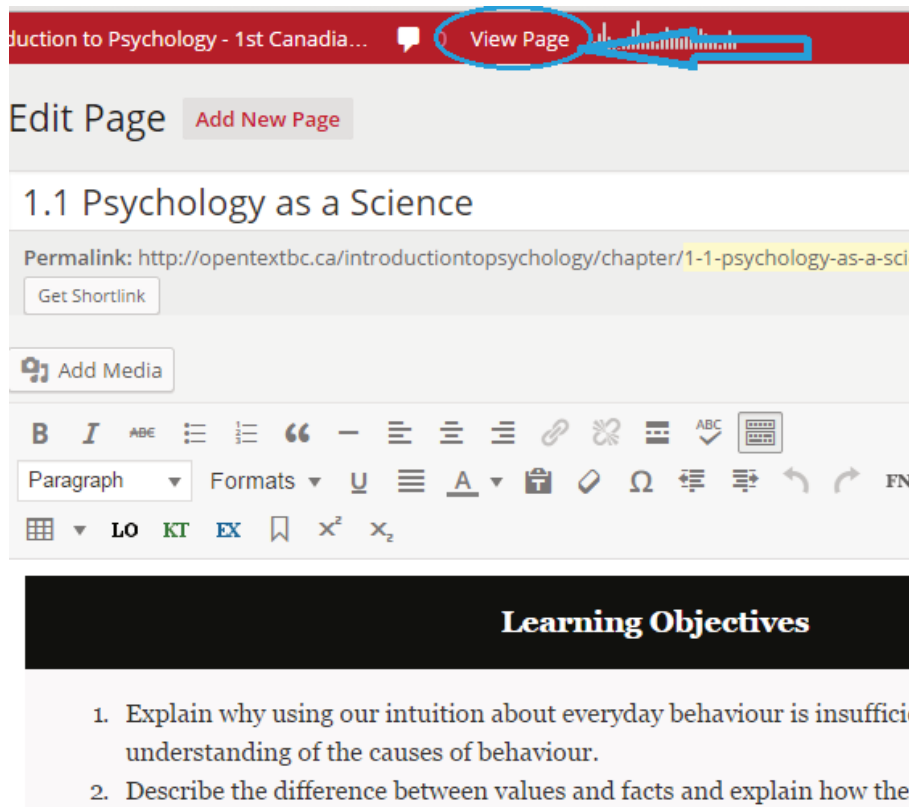
More LaTeX Resources

- [LaTeX in WordPress](#)
- [LaTeX reference guides](#)

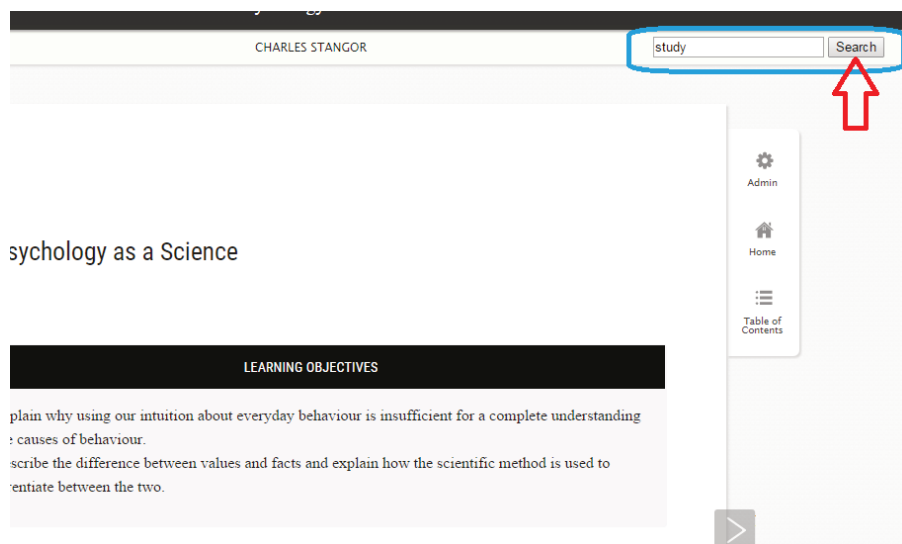
How to Search for a Word within the Entire Book

At times, you may want to search your entire book for a specific word or phrase. The best way to do this is to:

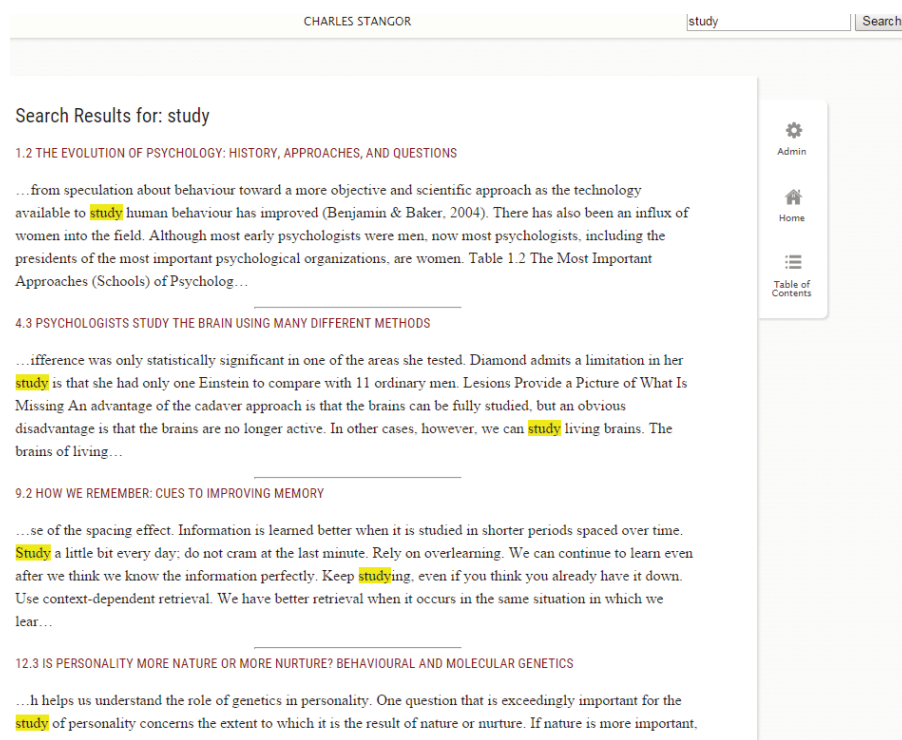
1. Go to Visit Page (book view) for any chapter or chapter section in your textbook

A screenshot of the OpenStax textbook interface. At the top, a red navigation bar contains the text 'Introduction to Psychology - 1st Canada...' followed by a speech bubble icon and a 'View Page' button, which is circled in red. Below this is a grey bar with 'Edit Page' and an 'Add New Page' button. The main content area shows the chapter title '1.1 Psychology as a Science', a permalink, a 'Get Shortlink' button, an 'Add Media' button, and a rich text editor toolbar. Below the toolbar is a black box with the text 'Learning Objectives' in white. Underneath this box is a list of two objectives: '1. Explain why using our intuition about everyday behaviour is insufficient understanding of the causes of behaviour.' and '2. Describe the difference between values and facts and explain how the...'.

2. Type the word you want to locate throughout the book using the Search field in the top right corner and click “Search”.



3. The result will be a list of all chapters or chapter sections (Pages) that contain this word.



If you want to make changes to any of these Pages, you then need to

1. Access the administrative (edit) view by clicking the Admin cog in the top right corner of this page
2. Go to the Dashboard
3. Search for your word using the Ctrl+F (Command+F on a mac)
4. Make changes and save.

Preparing a Book for Export and Publishing

Transcript of video

In this video, we're going to go through the steps required for preparing a textbook for the publishing and exporting process. Do keep in mind that the process that we're covering in this video is for books that are new creations, and not books that are adaptations.

So we'll need to make a number of adjustments to the book's settings. So we'll start by going into the Book Info panel on the left. And we'll edit the book's metadata. So fill in the book's title in the "Title" field. Add a subtitle in the subtitle field if your book has any.

In the author field, insert the name of the original author of the book – so I'll put my name, since I wrote this book. In Author, File As, re-enter the name of the author in the author field, in the format: last name, first name. So since I'm the author, in the author file as field I'll type "Lane, Brendan."

Under contributing authors, add any author who made a significant contribution to the book, and use separate fields for any contributing authors.

Next, scroll down to "Language" and ensure that this is English.

Next, upload a cover image for your book. This image should be a common image filetype, so pick something common like a .jpg or .png. So the image I'm picking is just an arbitrary image – but remember

that this is the book's cover, and it will display on the book's web view, as well as on the cover of any ePUBs or MOBI or other files that you export, so make sure that it represents your book well. The image also needs to be at least 625 pixels on its shortest side, so make sure the image is large enough.

Next, scroll down to the "Copyright" section, and input the year of the book's creation as the copyright year, so in this case 2016.

The copyright holder is usually the author, as entered in the author field. If this is true, enter that information. In this case that's me. Sometimes, copyright is held by another entity, for example, a faculty author's college or university. In that case, enter the institution name.

Select the copyright license with which you want to release your book. The most open, and common, license used is the Creative Commons Attribution, or CC-BY license for an original book.

In the copyright notice box, you need to include a copyright license statement. Since this book is licensed under a Creative Commons license, we need to let readers know that the license allows them to freely copy, modify, redistribute, and adapt the book as long as they attribute the original source. Here is an example of a copyright notice for a book that is being released under a CC-BY 4.0 license:

"Unless otherwise noted, this book is released under a Creative Commons Attribution 4.0 International License also known as a CC-BY license. This means you are free to copy, redistribute, modify or adapt this book. Under this license, anyone who redistributes or modifies this textbook, in whole or in part, can do so for free providing they properly attribute the book as follows:

[Book Title] by ([Author]) is used under a CC-BY 4.0 international license."

In the "About The Book" section, you're going to describe your book. So in the short description, write about a paragraph, and in the long description, write as much as you need. For the sake of time I'm just copying in a couple of descriptions that I've written beforehand. They're not very descriptive since there's not really anything in this test book, but you should try to encapsulate your book as best you can in these descriptions.

The BCcampus Test Book is a great resource for testing out various Pressbooks functions. It is a key component of the Pressbooks Video Tutorial Series.

Created to help familiarize new authors and editors to the Pressbooks publishing platform, the BCcampus Test Book is a great resource for testing out various Pressbooks functions. It is a key component of the Pressbooks Video Tutorial Series. It covers such topics as setting up a Pressbooks account, adding and ordering parts and chapters, and applying media assets. When finished, readers should have a strong understanding of how to leverage the Pressbooks platform to create truly open textbooks.

Under additional catalogue information, type a few keywords that describe the book. So depending on the subject matter of your book, these might be words like "economics" or "Canadian history" or "chemistry." Further down, you'll want to insert Bisac Subject info – these are keywords that correspond with the BISAC standardized database of subject areas and help books get classified in book or ebook stores. So head down to this link: <http://bisg.org/page/BISAC2015Edition> and locate the correct terms to use. Use separate fields for each of the book's different terms.

And that's pretty much it for Book Info at this point. Don't forget to scroll back up and save your book information.

Next, we'll go to the "Appearance" panel and make sure that our selected book theme is "Open Textbooks."

Next, under the Appearance panel, we'll click on "Theme Options". We're going to make a few adjustments under some of these tabs.

Under "Global Options", if you haven't included chapter numbers and would like Pressbooks to do this automatically for you, then make sure that Display Chapter Numbers is checked. Then at the bottom, make sure that Display the Copyright License is checked. And then click on "Save Changes".

Next, under the Web Options tab, make sure that you check "Increase Font Size" – this allows readers to change font size for accessibility purposes when reading. Once again, we'll save these changes.

And then in the eBook options tab on the right hand side, make sure that "Reduce Image Size and Quality" is checked, and then save the changes once more.

And now we're done with the Appearance panel. So finally, we'll go to the Settings Panel, and then click on PB Textbook. And once we're here, we'll make sure that under Creative Commons Configurator, that "No" is selected. And then save changes.

And then under the "Redistribute" panel up top, under Share Latest Export Files, make sure that you check "yes", which will display all of the exported files on the book's homepage. And then save the changes again.

So there you go! Your book is now ready to be published and exported into different file formats.

Book Info Page

Suggested Language for Copyright Notice field: New Creation

Following the Copyright Holder and Copyright License fields, is the Copyright Notice field where information is provided about copyright, the license, and related actions. Items that can be added are:

1. Name of the textbook
2. Author(s)
3. Type of open copyright license used with a link to a description of that license (See creativecommons.org for license descriptions.)
4. Description of what the license permits users to do
5. Explanation about when and how to attribute the author(s) of the textbook including links to the textbook and a description of the license
6. Description about the conditions for redistributing the textbook
7. An example of how to cite the textbook
8. An attribution statement for the image used on the textbook's cover including links to the image's source, creator's home page (if available), and a description of the license with which the image has been released.

Here is a sample.

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Additionally, if you redistribute this textbook (in whole or in part) you must retain the below statement,

Download this book for free at <https://open.bccampus.ca/find-open-textbooks/>

as follows:

1. digital format: on every electronic page
2. print format: on at least one page near the front of the book

To cite this textbook using APA, for example, follow this format:

Kim, Winsu. (2016). *Introduction to Korean*. Victoria, BC: BCcampus.

Cover image attribution: [Another hand mirror reflection](#) by [Frank Kovalchek](#) is used under a [CC BY 2.0 license](#).

Suggested Language for Copyright Notice field: Adaptation

The copyright notice for an open textbook adaptation is similar to that of a new textbook with a few exceptions. Items that can be added are:

1. Name of the original textbook, its author(s), copyright owner(s), date of copyright
2. Type of open copyright license used for the original textbook with a link to a description of the license (See creativecommons.org for license descriptions.)
3. Name of adapting author(s), copyright owner(s) of adapted/new material, date of copyright for adapted/new material
4. Type of open copyright license used for adapted/new material with a link to a description of the license (See creativecommons.org for license descriptions.)
5. Description of what the license permits users to do
6. Explanation about when and how to attribute the author(s) of the original textbook including links to the textbook and a description of the license
7. Description about the conditions for redistributing the textbook
8. An example of how to cite the textbook
9. An attribution statement for the image used on the textbook's cover including links to the image's source, creator's home page (if available), and a description of the license with which the image has been released.

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The new and revised material in this adaptation are copyrighted 2017 by the adapting authors, Jane Plane and Joe Bloe, and are released under a [Creative Commons Attribution-ShareAlike 4.0 International \(CC BY-SA\)](#) license. The revisions and new material made to the original textbook are listed below.

- Chapter 1: Added section on “Living in the City”.
- Chapter 2: No changes made.
- Chapter 3: Three audio clips added. Removed section 3.5.
- Chapters 4 and 5: New
- Chapter 6: Real life scenario added.
- Glossary of key terms: added

In general, language was revised to improve flow, links to other chapters were added, spelling was corrected. Exercises for all chapters were revised to suit the more difficult material.

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How to Export Different File Types from a Textbook

Transcript of video

In this video, we'll go through how to export your textbook into different file formats. Now, this tutorial assumes that you've already gone through the previous tutorial on how to prepare a book for publishing and export, and that the book's settings are properly adjusted for the exporting process.

So we'll go to the Export panel on the left-hand side, and on the export page, you can see the different file formats under "Your Export Format Options" on the right-hand side. And we'll briefly touch on some of these filetypes. So there are 2 PDF types – the PDF for printing, which has spacing that is optimized for a book layout, and the mPDF, which is a type of PDF specially generated from HTML files. ePub and Mobi files are used for eReaders. Then on the far right, there are exotic formats are less popular, some of them are still in testing, but some of them maybe more useful to you. The XHTML export generates an unstyled HTML version of the book that can be viewed in a browser. The XML files are editable files that can be loaded back into Pressbooks or WordPress, making them ideal for redistributing a truly open textbook. So for the sake of simplicity, I'm just going to export the standard book formats, which are already selected. And then I'll click on "export your book" on the left side of the screen.

Now that these files have been exported, we can choose to download them by clicking on the arrow beneath the file. Now, the next step is to make these files available on the book's homepage. So we'll hover over

the Settings tab on the left, and then click PB Textbook, and then on the top go to the Redistribute tab, and at the bottom, click “Yes, I would like the latest export files to be available on the homepage for free”. Then we’ll save changes.

Because of this, if we now go to the book’s live homepage, we can see that the most recently exported files can be seen on this front page. If you’ve recently exported more than one of the same file type – for example, two ePubs – only the most recent ePub will show up here. If for whatever reason, you’d like to stop sharing one of the file formats, you can go back to the export page and delete files. So if I want to stop sharing this ePub file, I can just go back to the export page, click the trash can under the ePub, and confirm that I want to delete it.

And now, the ePub will no longer display on the book’s main page.

So there you go! You now know how to export a Pressbooks textbook into different file formats.

PDF Formats: Print vs. digital

When exporting different file types from the Export page on the Dashboard, you’ll notice that there are two PDF options to choose from:

- PDF (for print)
- PDF (for digital distribution)

Here are the differences between the two.

	PDF (print)	PDF (digital)
	print	digital distribution
Designed for	<ul style="list-style-type: none"> • blank pages where expected for print outputs • suitable for IngramSpark and CreateSpace 	<ul style="list-style-type: none"> • posting online • sharing file electronically
Icon colour	red	green
File name/extension	print.pdf	.pdf
Image resolution	high (print quality: 300 dpi)	lower (web quality: 72 dpi)

Things to Watch for

Copying Text into and within Pressbooks

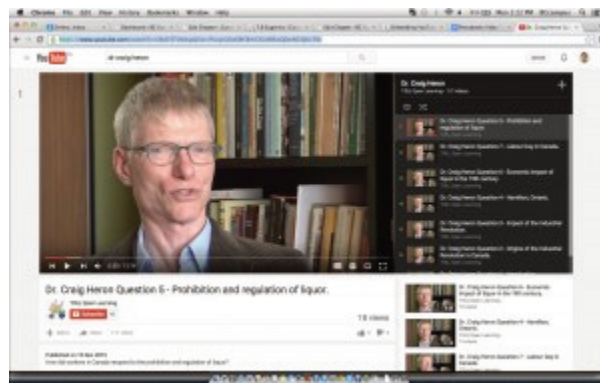
Beware!

While it may seem like an easy and natural thing to do, copying text between pages in Pressbooks and from outside sources, such as a Word document, can introduce “junk” html or markup language into your book. You won’t likely notice the difference when using the “Visual” tab editing view. However, if you look under the covers, so to speak, using the “Text” tab, you’ll see extra tags. “Span” tags (that look like this: ``, ``) often proliferate from this practice. That said, here are some best practices to use when copying text into Pressbooks:

- Don’t copy from Word and paste into PressBooks
- Don’t copy from PressBooks into Word (and back into PressBooks)
- If you do copy, use the “Text” tab as this will avoid the introduction of junk tags.

Preventing Video Rollover

Sometimes the YouTube videos being embedded come from a playlist. If a playlist video is embedded, then after the video plays, it will roll over into the next video, which may or may not be related. Since we don't want unrelated videos to play in the textbook, we need to prevent video rollover. We'll use the automatic embed method to be clear.



You can tell that this video comes from a playlist due to the playlist interface on the right-hand side of the screen.

If your video comes from a playlist (see image above) the video's URL will be a bit longer, and look something like the following:

```
https://www.youtube.com/  
watch?v=UBvD3TVdAqs&list=PLoyeLDwSM5B4rC6LARKwQ0w4D3JkIc78c
```

And it will display like this:

```
https://www.youtube.com/  
watch?v=UBvD3TVdAqs&list=PLoyeLDwSM5B4rC6LARKwQ0w4D3JkIc78c
```

If you watch this video until the end, you'll notice that it rolls over into the next video in the playlist – which might not be appropriate given the content of the video and the subject matter of the textbook.

In order to prevent this video from rolling over, we need to adjust the URL by removing the second part of the link that begins with &list=...

So if the original URL looks like this:

```
https://www.youtube.com/  
watch?v=UBvD3TVdAqs&list=PLoyeLDwSM5B4rC6LARKwQ0w4D3JkIc78c
```

We truncate the URL to now look like this:

```
https://www.youtube.com/watch?v=UBvD3TVdAqs
```

And the video should display correctly, like so:

```
https://www.youtube.com/watch?v=UBvD3TVdAqs
```

Problems

.

FAQ: Frequently Asked Questions

If you haven't discovered the BCcampus Open Education bank of [Frequently Asked Questions](#), it's time to take a look. Under "Main Topics", you will find a category devoted to answers to questions we receive from faculty and staff writing and adapting open textbooks in Pressbooks.

Equations: Why are equations small on the PDF?

Below are notes about an issue that faculty have been experiencing when adding or working with equations and formulas using LaTeX in Pressbooks. Comments are welcomed.

Reported problem

It has been discovered that equations and formulas entered into a Pressbooks textbook using [LaTeX](#) appear very small in the PDF file that is exported from that book in Pressbooks.

What we know

Computer developers and technicians are working on resolving this known issue and recognize it as a difficult problem that will take time to fix.

Work around

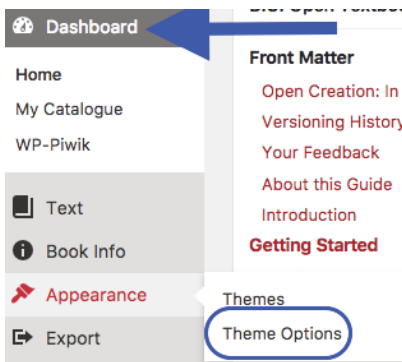
Note: This work-around is currently not working. We are working on resolving this issue. (May 26, 2017)

Until a permanent solution has been found, the following steps can be used.

Note: This method only works for the *PDF for digital distribution* file (with the green “PDF” icon), not the *PDF for print* file (red icon).

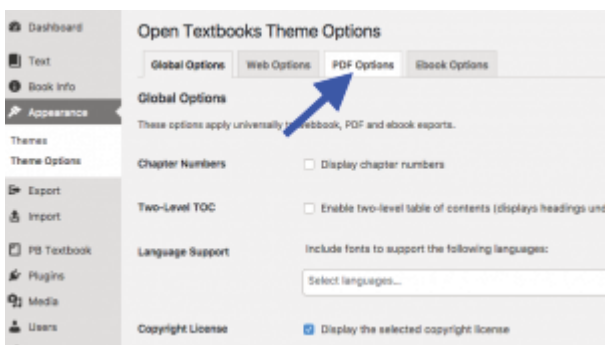
Step 1

On the Dashboard, find **Appearance** and select *Theme Options*.



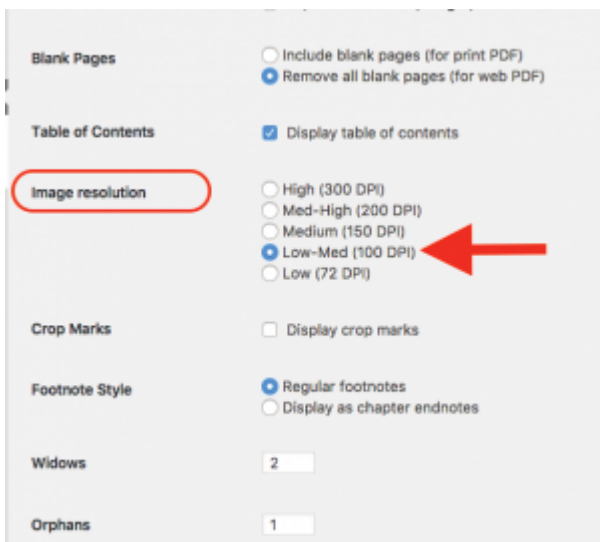
Step 2

Click on the **PDF Options** tab




Step 3

Scroll down to **Image resolution** and select “Low-Med (100 DIP)”.



Step 4

Scroll to the bottom of the page and click the “Save Changes” button.

A red rectangular button with the text "Save Changes" in white, centered within a light gray rectangular area.

If you want to adjust the size of equations further, choose a different **Image resolution** option. The lower the resolution, the larger the equation will be on the digital PDF printout.

Changing the image resolution will not alter the equation size in the web view.

Tables: Border and internal lines

Below are notes about an issue that faculty have been experiencing when working with tables in Pressbooks. Comments are welcomed.

Reported problem

When a table is added to a page in Pressbooks, the border and internal lines (for rows and columns) are light in the web view and non-existent in the PDF.

- How can lines be darkened in the web view?
- How can lines be made visible in the PDF output?

What we know

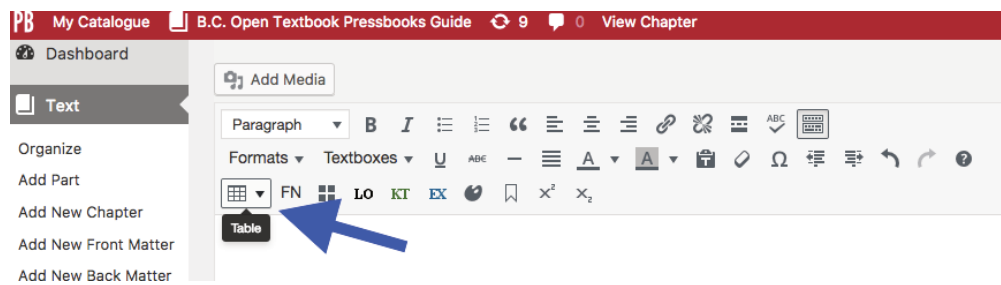
There are still some inconsistencies in styling between the web version and some of the file outputs in Pressbooks. These issues are slowing being addressed by the Pressbooks development community and implemented through upgrade releases every few months. This issue will be added to the list of requested improvements.

One solution

Currently, users can adjust table properties — specifically how lines within a table — display using the Table properties option. Follow these steps.

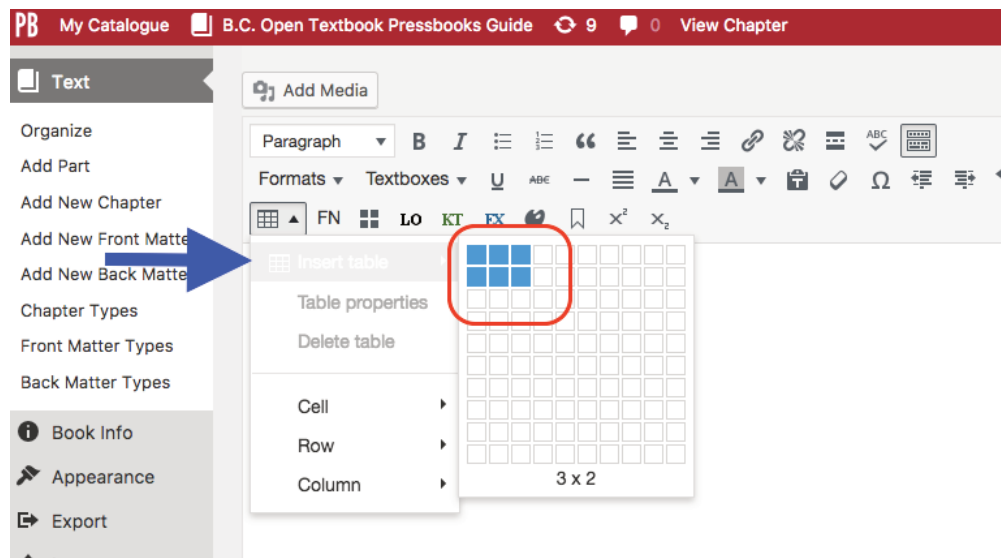
Step 1

Hover over the Table icon in the toolbar at the top of the page.



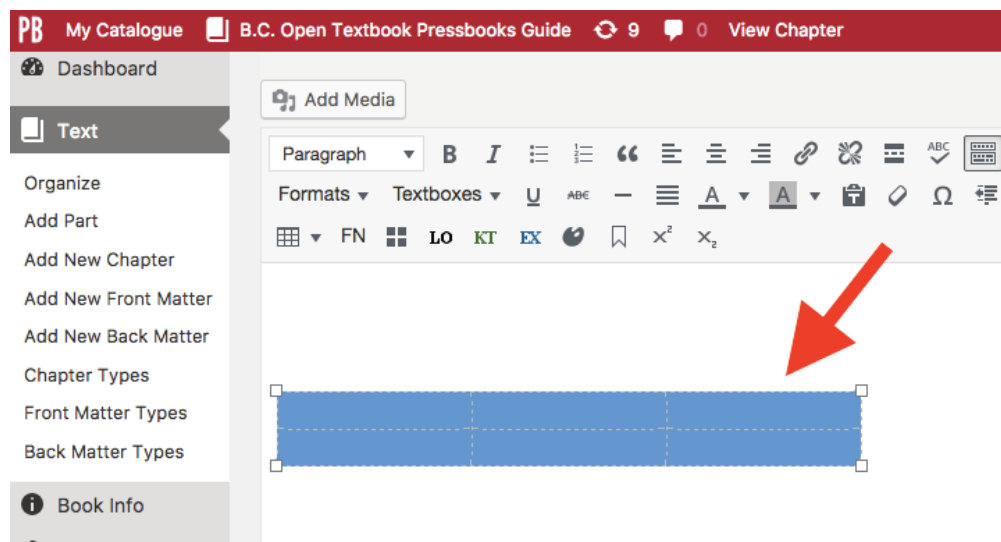
Step 2

Choose “Insert table” from the drop-down list, and highlight the number of rows and columns needed for the table. Press “Enter”.



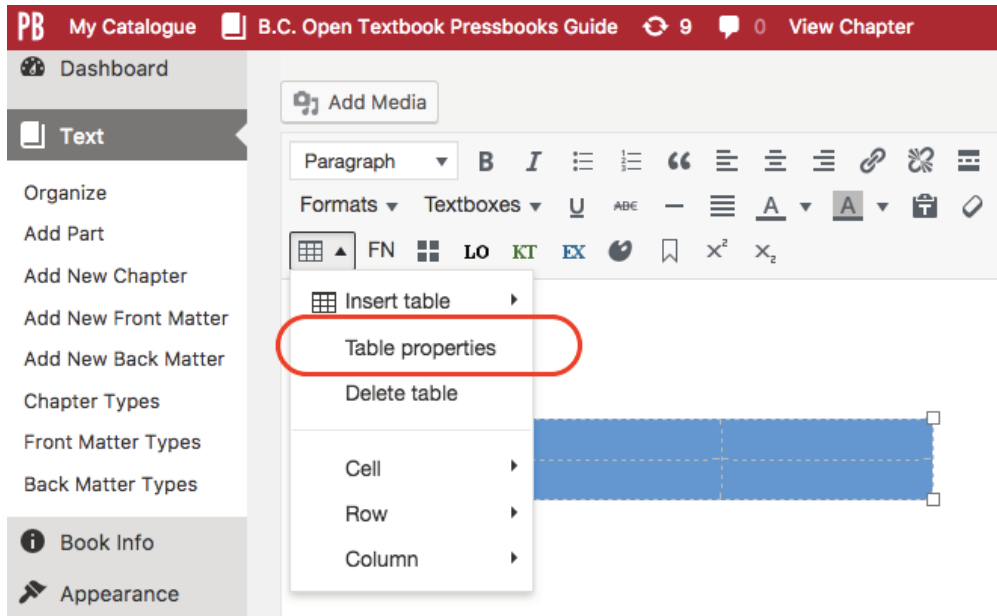
Step 3

Highlight the table just created, in the text body.



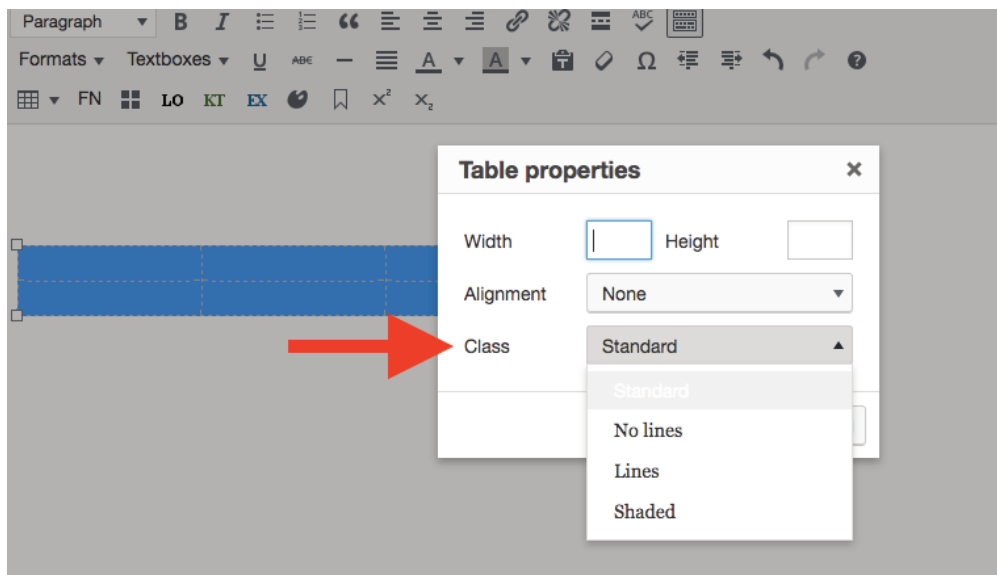
Step 4

Hover over the Table icon again, and select “Table properties” from the drop-down list.



Step 5

Select “Class” to reveal that drop-down list. See below this screenshot for how these class options affect the lines within a table, both for the web view and PDF output.



Class: Standard

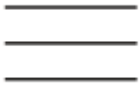
- light lines for both rows and columns in web view
- no lines at all (including border around table) on print and digital PDFs

Class: No lines

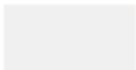
- light lines for columns and bordering table in web view; no internal lines for rows
- no lines at all (including border around table) on print and digital PDFs

Class: Lines

- dark lines don't appear in web view; only light lines for both rows and columns
- dark lines for rows only (no lines at all for columns) on print and digital PDFs

Web view*PDF output***Class: Shaded**

- light lines for both rows and columns within a shaded box, in web view
- entire table appears as one shaded box with no lines for either rows or columns on print and digital PDF

Web view*PDF output***How to create dark lines for both the web version and PDF output**

To create a table with dark lines in both the web view and PDF files, like this one...

... markup language can be added to the “Text” tab when using the visual editor in Pressbooks. For *each* table, place the below markup language in place of the beginning table tag. “Update” after each replacement, and check the web view. A sample PDF can be exported as well to double-check this change.

Replace <table>

with

```
<table {
width: 100%;
border: 1px solid #000;
}

th, td {
width: 25%;
text-align: left;
vertical-align: top;
border: 1px solid #000;
border-spacing: 0;
}>
```

Tables and Cells: How to alter the height and width

Below are notes about an issue that faculty have been experiencing when working with tables in Pressbooks. Comments are welcomed.

Reported problem

How can the width and height of a table and its cells be adjusted?

What we know so far

After some testing, here are some items that have been determined about tables:

1. Column size looks like it can be set using absolute pixel values: `<td style="width: 500px">` will generate a table cell 500px wide. If no other styling is applied, then any other cells in the same column (in different rows) will also adopt the 500px width.
2. Table width seems to automatically stretch to 100%, regardless of the content inside – I can't find a way to make the outer frame of the table condense to anything smaller.
3. Row height can be set by using absolute pixel values: `<tr style="height: 100px">` will generate a row 100px high.
4. Does this mean center-aligning a table? This doesn't seem possible right now, and as stated earlier, tables seem to take up 100% width regardless.
5. Again, it's possible to set absolute pixel widths to columns, as shown in #1. However, the tricky part comes when it comes to filling the table with different-sized columns that need to be in proportion to one another (e.g. one column that's 75% of the table width, and 2 more that are 12.5%). Setting percentage-based columns is very finicky; for example:

```
<tr>
<td style="width: 75%">Sanskrit:</td>
<td style="width: 12.5%">mātār</td>
<td style="width: 12.5%">pitār</td>
</tr>
```

will not fill the width of the table, even though $75 + 12.5 + 12.5 = 100$. The trick is to give one of the columns an arbitrarily large but absolute (e.g. 1000px) pixel width. This will cause all of the other columns to adhere to their percentages properly. For example: `<tr>`

```
<td style="width: 75%">Sanskrit:</td>
```

```
<td style="width: 1000px">mātār</td>
```

```
<td style="width: 12.5%">pitār</td>
```

```
</tr>or,<tr>
```

```
<td style="width: 1000px">Sanskrit:</td>
```

```
<td style="width: 12.5%">mātār</td>
```

```
<td style="width: 12.5%">pitār</td>
```

</tr>will both generate the proper proportions (75-12.5-12.5), even though the column given an absolute width isn't actually 1000px wide.

Other discoveries:

1. Table height can be set:<table style="height: 220px">

```
...
```

```
</table>
```

will lock the table frame's height at 220px. If this is higher than the actual table, then a large gap will appear beneath the contents of the table. If it's smaller than the contents of the table, then a vertical scrollbar will appear. Hypothetically, we can use this to lock all tables to a specific height if we determine there's an advisable max-height (e.g. we discover that tables should be no taller than 500px; we can simply type <table style="height: 220px"> for all tables.

Word: Why don't images come through with my Word import?

This page under construction. Below are notes about issues that faculty have been experiencing when working with tables in Pressbooks. Comments welcomed.

Reported problem

When an author imported a Word document (.docx), the images she added using Smart Art did not come through the import to Pressbooks.

What we know

Images and other files added to the Media Library in Pressbooks must be JPG, PNG and GIF files in order to display.

The current Word import routine built into the Pressbooks Textbook plugin does not (cannot) include all markup language used in a Word document because there's just too much of it.

The Word import routine recognizes standard markup language for lists (bullets and numbers), headings, textboxes. Formatting and layout created in a Word document that uses proprietary markup language (vs. standard markup language) is unlikely to make it through intact from the Word document to a Pressbooks account.

Other Pressbooks Issues

This page and section under construction. Below are notes about issues that faculty have been experiencing when working with tables in Pressbooks. Comments welcomed.

Can we, yet, format images so that they are set off to the set (see Knowing Home, chapter 7); one set of images?

- At this time, with the current limitations of Pressbooks, we recommend that all images are centered and do not exceed 400-500 px in width and 600 px in height. Sometimes the images need to be smaller so that they display well on both the web version and PDF file.

Can we have a “select all” box for Export on Text page?

- Not yet. Have add this idea to our “wish” list.

Problem (again): how do we address referencing between pages (PDF vs web version)?

Ask about headings and styling with all 6 different levels. Why caps? Who set this up?

- this styling was set up awhile back; test this in the different themes; does this happen with the OTB Theme? Other PBs themes?

What does the “Custom” button at the end of the Textboxes dropdown list do?

- This creates a div tag for the classic textbox. It allows you to fill in your own requirements for a class, e.g. “shaded” textbox.

Why does the Pressbooks tutorial video recommend not to use LO (Learning Objectives), KT (Key Terms), EX (Exercises) coloured boxes from the Textboxes dropdown list, but to use the icons instead?

- The icons were developed by our developer specifically for open textbooks. The icons in the dropdown menu are stock features released by Pressbooks, and are not formatted the same way.

Can captions be moved within an image, e.g., to the side or top of the image?

- Not easily. Theoretically, it can be done in the Text view using html. However, unless the code has been tested and is xhtml compatible, there is no guarantee that the desired layout will stay intact in the exported files.

Can an image be placed inside a textbox?

- Yes. We have done this for other books when creating sidebars or have wanted to highlight a section. We have use both plain and shaded textboxes (selected from the Textboxes dropdown list.) Typically, these textboxes contain both text and the image, which supplements the text. If you add a description to the ALT TEXT field for the image, I'm not sure how the textbox will affect the ability of screen readers to access the ALT TEXT.

Can a footnote be added to the caption of an image or to the image (these are for coloured boxes that have been added as an image)?

- This is possible, but complicated and not recommended.
- Can do it; have to copy a lot of html. If try to link using short code, doesn't work. Need to copy code from rendered page and from the bottom of the page.

If info is added to chapter metadata field at the bottom of the chapter, how does this help? How does it show up in the online version? PDF?

- This is not required. It's there to offer another option for styling. The fields describe in which outputs these additional items appear.

What happens if use "symbol", e.g font, as part of title for book? Will the exported Pressbooks files be affected?

- Sometimes a symbol won't render because it is not in the font library. It might render as a question mark or diamond if it's not in the library. If you want to check how it will look, examine the Book view for the web version and try exporting a sample chapter to check the various file types.

Tables: see Part 1 and chapter 1, section 4

- This section has 2 tables and one image.
- We tried adding tables to see if the content would work better. The tables on the web interface are showing scroll bars.
- In the PDF, the table is mushed into the paragraph below.
- What to do?

We checked the html and found the vertical scrollbar appears because whoever coded the table set its height to 220px: `<table class="lines undefined aligncenter" style="height: 220px" width="550">`.

To fix this, just remove `[style="height:220px"]` . Right now that's capping the table's height at 220px. Since the

table holds enough rows to extend past 220px by default, it creates a scrollbar, instead of letting the table extend down naturally.

See: <https://guide.pressbooks.com/chapter/special-formatting/>

When links are made from one chapter to another, they work well for the web interface. The same links don't work for the pdf version. The link takes the person to the web version of the document instead of the location in the pdf. Is there a way to handle this?

- Yes. The Pressbooks Guide (created by pressbooks.com, not our team) has a good description of this on the chapter called: [Adding Hyperlinks, Internal and External](#)
- See the section called “Internal Links”. Here is an example:
 1.
 - a. Instead of using this: `Appendix 3`
 - b. You would use this: `Appendix 3`
- This will work for both the web version and PDF.

Adding OpenStax Books to Pressbooks

Why, How Long, and What

BCcampus and the BC Open Textbook Project are currently working on adding all OpenStax open textbooks to Pressbooks in order that Pressbooks and WordPress files may be made available to the larger open community. This section outlines the detailed procedures we follow to make this happen.

OpenStax is fully aware of and has been in consultation with BCcampus about this work.

Others are joining our efforts such as colleagues from the [Rebus Community](#). Thank you to Hugh McGuire for starting and leading this forum.

This process is relatively quick for some OpenStax books (1 month, full-time work). But for books that have formulas, the work takes much more time, several months in fact, because all formulas must be re-entered using LaTeX. The fact that OpenStax books are typically very long adds to the time needed to get the job done. We anticipate it will take 2-4 years to complete the full transfer of their books into Pressbooks if we do this ourselves.

OpenStax Textbooks in Pressbooks

So far, BCcampus has added the following OpenStax books to Pressbooks:

- [Anatomy and Physiology](#)
- [Chemistry](#)
- [College Physics](#)
- [Principles of Economics](#)

What we do once a book has been completed is to add the following files to that book's record in our collection:

- Pressbooks (XML) file
- WordPress (XML) file

In addition, we make sure we include:

- a link to the online version provided by OpenStax
- a link to the online book created by the Pressbooks version we create (it is essentially identical to the OpenStax version with a few necessary formatting adjustments)

- links to all instructor and student resources provided on the OpenStax website
- the HTML and PDF files provided by OpenStax
- links to both the print on demand option set with Amazon.com by OpenStax and to the print on demand option set up by a university print shop in Vancouver, BC, SFU (Simon Fraser University)

OpenStax Textbooks/Pressbooks – in Progress

- [Astronomy](#) – in progress
- University Physics – starting summer 2017
- [College Algebra](#) – starting late 2017

The following textbooks are currently being added to Pressbooks by BCcampus and the Rebus Community.

- [Biology](#) – led by Zoe Wade Hyde, this textbook is being added to Pressbooks with help from the [Rebus Community](#)
- Concepts of Biology – led by Zoe Wade Hyde, this textbook is being added to Pressbooks with help from the [Rebus Community](#)

Begin with an HTML File

Each OpenStax textbook should have an HTML file available under the “Downloads” tab at the bottom of each page of the online version. This can be used, through a series of steps, to add an OpenStax book to Pressbooks using the below tools and instructions.

For those not comfortable with tasks requiring moderate to high amounts of technical skill, consider enlisting the assistance of their local technical support team.

Here are the items that will be needed:

1. HTML file for the OpenStax textbook; this can be found under the “Downloads” tab at the bottom of each page of the book’s online version.
2. WordPress instance
3. The [HTML Import 2 plugin](#). Access to a free download, description, installation instructions, FAQ and other support can be found on this web page: <https://wordpress.org/plugins/import-html-pages/>
4. The [HTML Import 2 User Guide](#) for more help with this process.

Once the HTML file for the textbook has been imported to WordPress, a WordPress file of the textbook can then be exported. It is this WordPress file that is then used to add the textbook to Pressbooks.

Finally, import the WordPress file into Pressbooks described in the [Importing a Pressbooks or WordPress File](#).

Clean-up

Once an OpenStax book has been imported into Pressbooks, clean up begins. Here are the steps that we follow during this phase.

1. Go to Appearance/Theme. Select Open Textbooks as the Theme.
2. If a book has many chapter sections, sort these into Chapters. Use Parts to designate Chapters.
 - a. Try to add sections in the order in which they are displayed.
3. Using the Contents (table of contents) for the original book, posted in Open Stax **(the online version; DO NOT use the PDF as it is different from the online version)**,
 - a. Make sure that “Chapter x.” precedes chapter title in Part title field.
 - b. Add chapter section number to Chapter title field.
 - c. Ensure these are in the correct.
4. Add Chapter Objectives (with LO box) and Learning Objectives (with LO box) as required.
5. For images:
 - a. Centre them
 - b. To the caption field,
 - i. Add “Figure” and number according to the Contents page for the original book, posted in OpenStax
 - ii. After, “Figure” add a period and a space and the title of the image (typically above the image) followed by a period and a space.
 - iii. This is followed by the image and, if included, the attribution.
 - iv. Leave the statement in the Alternative Text field alone. (This is for accessibility.)
6. Add any exercise questions (e.g. Review Questions or Critical Thinking Questions) to the EX box; revise “Exercise” to read the name of the exercise section.
7. Add answers to exercises to bottom of page using the EX box. Label this as Solutions.

- a. If there are tables or figures in both the exercises and the solutions, make sure you renumber them correctly and in order – since you’re changing the order of the tables and figures on the page.
8. Do not remove tags.
9. Watch for discrepancies. For example, HTML span tags around key terms could mean those key terms were supposed to be bolded with the strong tag. Check with the original document or online resource (OpenStax, **online version**) to see if that is the case.
10. Hyperlink URLs in Tables and Figures, if applicable. (See Preface for an example.)
11. Make sure that each Part is allocated the correct Order number. (Parts are used to indicate a Chapter with its number and title, e.g. “Chapter 1. Bone Tissue and the Skeletal System”.) The Order number should correspond to the Chapter number, e.g. Chapter 1 would be Order 1; Chapter 2 would be Order 2, etc. Do this by:
 - a. Clicking on the Part title.
 - b. Find the “Attributes” box on the right
 - c. In the box under “Order”, ensure that the number corresponds to the Chapter number.
 - d. “Save”
12. If there are any sections in the original book that need to be placed in a separate box but don’t fit the existing templates (i.e. Key Takeaways, Learning Objectives, Exercises), put them inside a **shaded textbox**:
 - a. Shaded textbox can be access in the drop down menu called “Textboxes” on the second row, third box from the left.
 - b. If you are handy with HTML coding, you can go into Text view and add “textbox shaded” to the tag’s class. A shaded box will form around the chosen tag in the Visual view.

Proofread and Double Check

To make sure that no new errors have introduced into the Pressbooks file and to create as clean a file as possible, the following tasks should be completed after the clean up phase.

1. Check all links to ensure they work properly
2. Ensure figure and table numbering is correct
3. Check to make sure things are correctly placed inside shaded textboxes / LO / KT / EX boxes
4. Make sure `` tags have been properly bolded
5. Fix inconsistencies in formatting across chapters
6. Make sure line breaks only happen when paragraphs end
7. Ensure `<sub>` and `<sup>` tags are used correctly within figure captions
8. Ensure opening boxes in introductions are labeled “Chapter Objectives”, and opening boxes in chapter sections are labeled “Learning Objectives”

About this Book page

This page and information is the procedure followed by the B.C. Open Textbook Project. Each individual, project, or institution may want to develop their own process.

Add an “About this Book” page to the Front Matter. It should appear first, before all other pages in this section.

Add the following to the Text tab of this page:

The `BC` Open Textbook project`` managed by `BCcampus` has added this OpenStax open textbook to Pressbooks so that editable Pressbooks and WordPress xml files could be provided as part of this book’s record in the `BC` Open Textbook collection``.

This copy of this OpenStax textbook is not a derivative of the original work as no changes have been

made to this textbook with the exception of minor formatting adjustments to accommodate the differences between the OpenStax CNX and Pressbooks platforms.

Preparations before File Export

The Pressbooks account created for an OpenStax book is purely for generating editable Pressbooks and WordPress files. If OpenStax has a PDF, HTML and EPUB files, these are used rather than the ones exported from Pressbooks.

Book Info Page

Before adding the Pressbooks and WordPress files (.xml) to the book's record in a collection, check the following fields on the **Book Info** page to ensure they are correct. Copy the information for the book from the OpenStax website.

1. Title
2. Author (typically OpenStax)
3. Language: make sure it's set to English
4. Upload the custom edition copy of the OpenStax cover to "Cover Image". This has been provided to BCcampus by OpenStax.¹
5. Copyright Year (sometimes spans several years, e.g. 1999-2016)
6. Copyright Holder (typically held by Rice University)
7. Copyright License (typically CC BY)
8. Copyright Notice: use statement from Open Stax, e.g. (Look for this information under the "Attribution" tab found at the bottom of each web page of the book on the OpenStax website.)
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- If you use this textbook as a bibliographic reference, then you should cite it as follows:

1. Contact OpenStax for a custom edition cover for your project: <https://openstax.org/contact> .

OpenStax, Anatomy & Physiology. OpenStax CNX. Feb 26, 2016 <http://cnx.org/contents/14fb4ad7-39a1-4eee-ab6e-3ef2482e3e22@8.24>.

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“Download for free at <http://cnx.org/contents/14fb4ad7-39a1-4eee-ab6e-3ef2482e3e22@8.24>.”

9. About the Book/Short Description

10. Keywords: add whatever key topics are covered by the book

11. Bisac Subject: search pertinent subject(s) areas here: <https://www.bisg.org/bisac/complete-bisac-subject-headings-2015-edition>

Testing the Pressbooks and WordPress Files

Once the above steps are completed,

1. Export these XML files.

- a. WXR (Pressbooks)
- b. WXR vanilla (WordPress)

2. Download the exported Pressbooks file.

3. Conduct the first step of importing it into a test book in Pressbooks, but not the second step (the actual import). Examine the layout of the Parts and Chapters and make sure that all of these are present and laid out in the correct order.

4. **NOTE:** BCcampus does not export the EPUB, MOBI, or ODT files from the BCcampus Pressbooks instance of the OpenStax nor include it as one of the files added to the B.C. Open Textbook collection. The reason for this is because of this requirement by OpenStax (which we cannot easily meet):

If you redistribute part of this textbook, then you must retain in every digital format page view (including but not limited to EPUB, PDF, and HTML) and on every physical printed page the following attribution:
“Download for free at <http://cnx.org/contents/14fb4ad7-39a1-4eee-ab6e-3ef2482e3e22@8.25>.”

Your Help with this Project

We have started to hear from other projects and post-secondary institutions interested in this project of adding OpenStax textbooks to Pressbooks. If you plan to undertake the conversion of an OpenStax into Pressbooks, please let us know by emailing: opentext@bccampus.ca or leaving a comment below.

We do not want to repeat work that has already been done.

These OpenStax textbooks have been completed.

- [Anatomy and Physiology](#)
- [Chemistry](#)
- [College Physics](#)
- [Principles of Economics](#)

See the chapter on [Why, How Long, and What](#).

Pressbooks Training Webinars

Training for B.C. Faculty and Staff

The BCcampus Open Education team began offering [Pressbooks Training Webinars](#) to post-secondary faculty and staff from British Columbia in 2016. Registration has been closed to this group only because of the high demand for this training.

This webinar covers the basics of using Pressbooks. During this one-hour session, half a dozen topics are introduced, discussed, and then participants are invited to ask questions and provide comments. Approximately 10 minutes is allocated per topic. Each topic is tied to one of the Pressbooks video tutorials created by BCcampus (see links to these in brackets by each topic below).

1. How to create a Self Serve Pressbooks account and textbook ([tutorial 1](#))
2. How to Navigate the Pressbooks Dashboard ([tutorial 2](#))
3. How to Set Up your Book ([tutorial 3](#))
4. Parts and Chapters
 - a. How to Add Parts and Chapters & Front/Back Matter ([tutorial 4a](#))
 - b. How to Order Parts and Chapters & Front/Back Matter ([tutorial 4b](#))
5. How to Create Text Content ([tutorial 5](#))
6. How to Change or Recover your Password ([tutorial 13](#))

Support Materials

In preparation for this webinar, we inform registrants about our Pressbooks support materials:

- [B.C. Open Textbook Pressbooks Guide](#)
- [Pressbooks Video Tutorials](#) (on YouTube and in the guide)
- the [Pressbooks](#) section of the [BCcampus OpenEd FAQ system](#)

Questions

We tell registrants that this webinar is not only a learning opportunity for them, but also a chance for the Open Education team at BCcampus to hear their questions and feedback. Our goal is to use the questions from this webinar to improve the support materials we create and maintain.

PowerPoint Slides Used during Webinars

At BCcampus, we encourage all B.C. post-secondary institutions to train their faculty and staff on how to use Pressbooks. To assist with this effort, we offer the following PowerPoint slides used during our webinar sessions.

[Pressbooks Training webinar – Introduction](#)

[Pressbooks Training webinar – Intermediate 1 \(importing/exporting files\)](#)

These slides are released with a CC BY license.

Webinar Recordings for Everyone

Below are the recordings from past Pressbooks Training Webinars.

Introduction

[View webinar recording for the March 14, 2017 session of the Pressbooks Introduction Webinar](#)

[View webinar recording for the May 9, 2017 session of the Pressbooks Introduction Webinar](#)

Intermediate 1: How to import/export files

[View webinar recording for the July 11, 2017 session of the Pressbooks Intermediate 1 Webinar](#)

Appendix 1: Glossary

Pressbooks Definitions

Anchor: A device used to link two pieces of content within or between Chapters. An “anchor” icon in the toolbar section above a content page is used to create the link.

Appearance/Themes: A link in the Dashboard where theme options for the book can be changed.

Back Matter: A special kind of Part that typically contains appendices, the author biography, and related information.

Book Info: Where a textbook’s information such as author, description, license and copyright information, are added in preparation for publishing.

Book view: What readers see when a textbook is published in Pressbooks.

Chapter: The term used in Pressbooks to indicate a section within a Part.

Chapter Author: A field found in the “Chapter Metadata” box, used to indicate that a specific author wrote a specific Chapter.

Chapter Metadata: A section at the bottom of each Pressbooks Chapter where information can be changed for a specific Chapter that overrides the overarching information for the textbook as a whole.

Comments: Displays all comments submitted for a book. These are disabled by default.

Copyright Notice: A field on the Book Info page in Pressbooks where license type, copyright holder, and other related information is added. For adaptations, revised and new material is often listed here as well.

Copyright statement: Copyright information that is added to the Copyright Notice field on the Book Info page in Pressbooks.

Dashboard: The left-hand navigation column which lists links to a variety of tools and features in a textbook.

Distraction-free writing mode: Allows work on Pressbook content without the distraction of navigation sidebars, or interface, on the left and right. The interface returns by relicking the Distraction-free writing mode icon or mousing over the edges of the content box.

Editing view: ??

Exercises (EX button): A textbox used to add exercises or problems as part of a Pressbooks Chapter or section. It should not be used for other purposes due to the metatags attached to this textbox.

Export: The Dashboard function that allows you to export the book into different file formats such as PDF, EPUB, and MOBI

Footnotes (FN button): Allows the creation of footnotes that link to the bottom of a Chapter in Pressbooks

Front Matter: A special kind of part, placed at the beginning of book content, that typically contains content like introductions, dedications, prefaces, and acknowledgements.

Import: The Dashboard function that allows importing of content from other sources such as Word and HTML files.

Key Takeaways (KT button): A textbox used to summarize key points in a Pressbooks Part, Chapter, or section. This textbox can also be used to list key terms or related material. It should not be used for other purposes due to the metatags attached to this textbox.

LaTeX: A programming language specifically built to properly input, format, and display mathematical formulas.

Learning Objectives (LO button): A textbox used to list the learning outcomes for a textbook Part, Chapter, or section, in Pressbooks. This textbox can be used to display related material, but should not be used for other purposes due to the metatags attached to this textbox.

Main Body: The default label given to Parts found in the central portion of a book. These can be relabelled as needed.

Media: A library where imported images, videos, and files are stored for the purpose of embedding or linking in the book. This link is found in the Dashboard; there is also an “Add Media” button above the main content field.

Media Manager: ???

My Catalogue: Found in the top, red navigation bar, this link displays and allows selection of other books within a Pressbooks account.

Order: This function determines the order in which parts get displayed. The lower the order number, the earlier the Part; the higher the order number, the later the Part.

Parts: Overarching sections in Pressbooks which hold Chapters. A book is made up of Chapters which are sequentially ordered in parts.

PB Textbook: This Dashboard link, provides tools for working with content from other open textbooks.

Permalink: Another name for a Chapter’s URL or web address

Settings: A panel that contains numerous options for privacy, exporting, and displaying formulas with the LaTeX tool. This link is found in the Dashboard.

Special characters button: Reveals a table of special characters that can be inserted into a Pressbooks page

Text: Tool used for adding, editing, and reorganizing content into Parts and Chapters. This tool can also be used to determine which Chapters will be exported, display a title (Show Title), and remain private. This view is also used to make a textbook Private or Public.

Text view: This tab Uses HTML formatting to edit text in the main content field in Pressbooks.

Textboxes: This drop-down tool allows entering content such as asides, exercises, and chapter reviews into special boxes.

Toolbar Toggle: A toggle on the Pressbooks Visual tab that contains more advanced tools, such as textboxes, heading formatting, special characters, footnotes, superscript, subscript

Visual view tab: WYSIWYG way of editing text in Pressbooks. (WYSIWYG is the acronym for “what you see is what you get”.)

Users: A panel that displays who can view and edit a textbook. This link is listed in the Dashboard.

Appendix 2: Developers and Technicians

For developers and technicians working in Pressbooks, here are some support communities to help with your work.

- <https://github.com/pressbooks/pressbooks/issues>
- <https://github.com/bccampus/pressbooks-textbook/issues>
- <https://groups.google.com/forum/#!forum/pressbooks>

Appendix 3: Style Guide

General Guidelines

- Avoid overuse of bold, italics, capitalization and colons.
- Use one space between sentences.
- Ensure consistency within a document regarding all style formats.

Abbreviations

- Geographical locations take periods except if occurring without them as part of a proper noun or brand.
 - British Columbia is abbreviated as B.C. unless in a name such as BC Open Textbook Project or BCcampus.

Commas

- Serial commas should be used consistently throughout BCcampus documents. This means putting commas between the elements of a series and before the final AND, OR, or NOR.
- Commas should always follow “e.g.,” and “i.e.,” as well as, “for example,” and “for instance,”.

Capitalization

- Capitalize all proper names, universities, agencies, ministries, associations, places and addresses.
- Where a reasonable choice exists use lowercase.
- Use lower case for “open education resources” (OER) and generic use of “open textbooks”.
- Use lowercase for descriptive Internet terms such as “email”, “website”, and “online”. Uppercase for proper names such as “Internet”.
- Capitalize all letters in abbreviations and acronyms: HTML, URL and RAM.
- Use lower case for file extensions as appended to a file name: .pdf, .docx.

- In main headings/titles capitalize the following:
 1. The first and the last word of the title
 2. Principal words such as nouns, pronouns (such as “you”), adjectives, verbs and adverbs
 3. Prepositions and conjunctions of four letters or more
 4. Lowercase the “to” in an infinitive (e.g., I want to play guitar)
- In sub headings use sentence case (only capitalize the first word).
- Pressbooks sections (parts, chapter, main body, front and back matter) are not capitalized unless the term is used as a name (e.g. ‘Part 1’) or is referred to as a selected menu item (e.g. “Add New Front Matter”).
- Pressbooks Views and Dashboard items are capitalized.

Lists / Bullets

- Introductory phrase: If the statement introducing the list is not a complete sentence* (a dependent clause) then a colon at the end should be used. Otherwise end a complete sentence with a period.
- List item punctuation:
 - If list items are complete sentences* use normal terminal punctuation (period, question mark etc.).
 - If items are sentence fragments or single words do not use terminal punctuation.
- Start each point in the list with a capital.
- Be consistent within a bulleted list for language and tense. All items should be syntactically and conceptually parallel. For example, start each bullet with a verb in present tense.
- Do not use hanging indents.
- Use a numbered list if documenting steps in a specific sequence otherwise use bullets.

*Note: Complete sentences require a subject, verb and complete thought. If one of these components is missing then it is a sentence fragment.

Bolding

- Bold the first use of a new key term and add it to the glossary.
- Define the term upon first mention within the text.

Hyphens

- Generic e-anything should be written with a lower case “e” and a hyphen before the word (e.g., e-reader) with exception for “email”.

- “Post-secondary” is always hyphenated.

Procedural documentation

- Limit the use of screen captures.
- Make the steps as brief as possible.
- Write in the present tense.
- Use boldface only upon first use of key terms that will be defined in the glossary.
- Use quotations to highlight names of menus, drop down selections and buttons.
- Use italics for fields or items that will be replaced with user text.
- Set off the text the user will insert with single quotes.
- Avoid using characters such as angle brackets (<>) or square brackets ([]) to designate text substitutions.

Example: From the “File” menu, select “Open”. In the “Open” text box, enter the URL below, substituting either ‘disk.dallas.utexas.edu’ for *server-address*, and your UT EID for *eid*.