# Pressbooks on Buffscreate Guide

Growing

# THE GUIDE TO USING PRESSBOOKS

guide.pressbooks.com

Produced by Pressbooks

# Pressbooks on Buffscreate Guide

# Pressbooks on Buffscreate Guide

*PRESSBOOKS*

*CAROLINE SINKINSON*

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# Introduction to this Guide

## About this Guide

This guide is in development to support users of Pressbooks on Buffscreate.

It is an adaptation of Pressbooks User Guide by Book Oven Inc. (Pressbooks.com) licensed under a Creative Commons Attribution 4.0 International License. Content varies from the original with localized instructions and details.

This guide includes CU Boulder specific details and commonly asked questions.

To view the original visit The Growing Guide for Using Pressbooks.

## Why You Should Use Pressbooks

Pressbooks is used by independent authors, small and medium-sized publishers, and educational institutions around the world.

The advantages of Pressbooks include:

- A simple, familiar interface
- Professionally-designed book files, without complex software
- Unlimited ability to edit, update, and (re)export books
- Ability to collaborate with other authors and editors
- A variety of book formats
- Affordable access
- Complete control over your own content

# Pressbooks Knowledge Base

Search the Pressbooks Knowledge Base for answers to frequently asked questions.

# I

# GETTING STARTED

# 1
# The 7-Step Guide to Using Pressbooks

Pressbooks is a simple book publishing tool. Put your book content into Pressbooks.buffscreate.net, edit as you like, and create beautiful print books, ebooks, and webbooks simultaneously. This chapter will gives you a very quick overview of Pressbooks.buffscreate.net, which can be explored in more detail in the rest of this Guide.

## The 7-Step Guide to Making a Book with Pressbooks

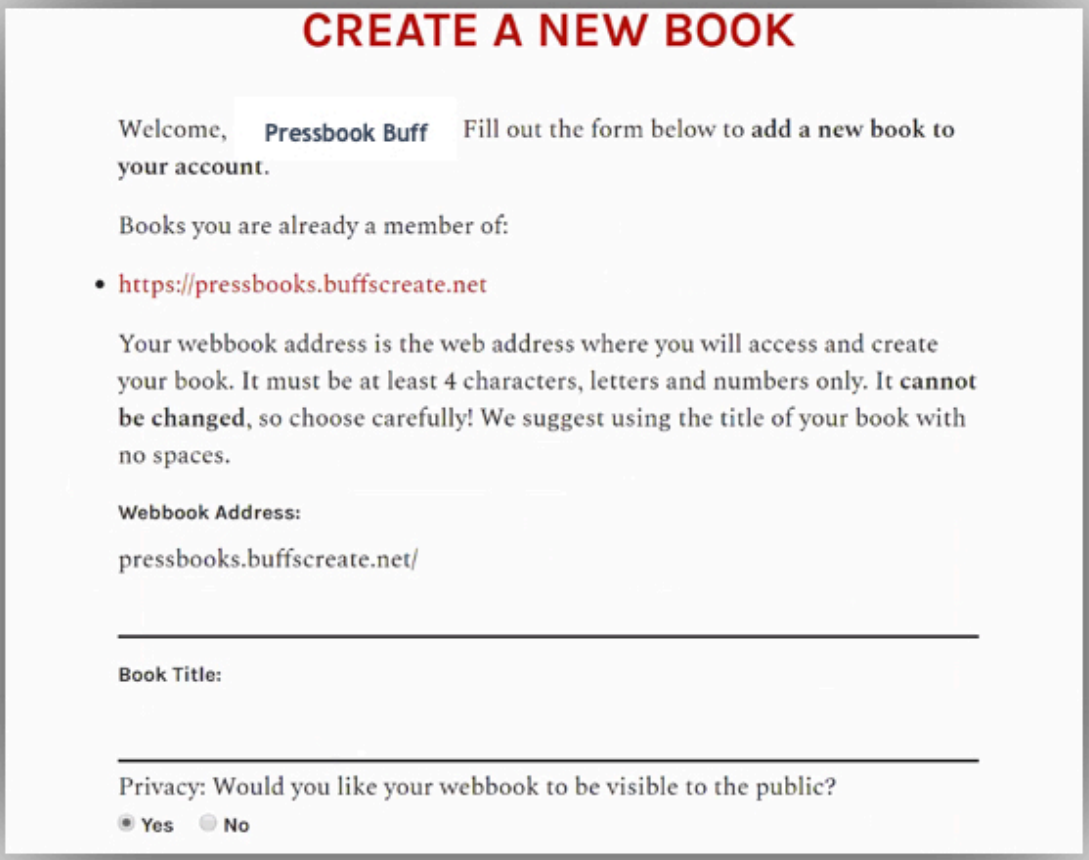
1. **Register for a Pressbooks.buffscreate.net account by going to https://pressbooks.buffscreate.net/home/.** Login with your identikey user name and password.
2. **Choose to create a new book.** Upper right-hand menu.
3. **Add book information.** This includes important elements like the author name, the title, and the copyright license, which can be assigned on the Book Info page.
4. **Add and Organize Text.** Import your manuscript or add in your chapters, then structure the content on the Organize page.
5. **Choose your book's theme.** Themes are the design templates for your book, which you can select by going to Appearance > Themes.
6. **Export your book.** Formats include MOBI (for Kindle), EPUB (for Nook, iBooks, and more), PDF (for print and print-on-demand), and webbook (which can be viewed immediately without export).
7. **Upload your book** to CU Scholar.

## The Longer 7-Step Guide to Making a Book with Pressbooks

### STEP 1: Register your Account

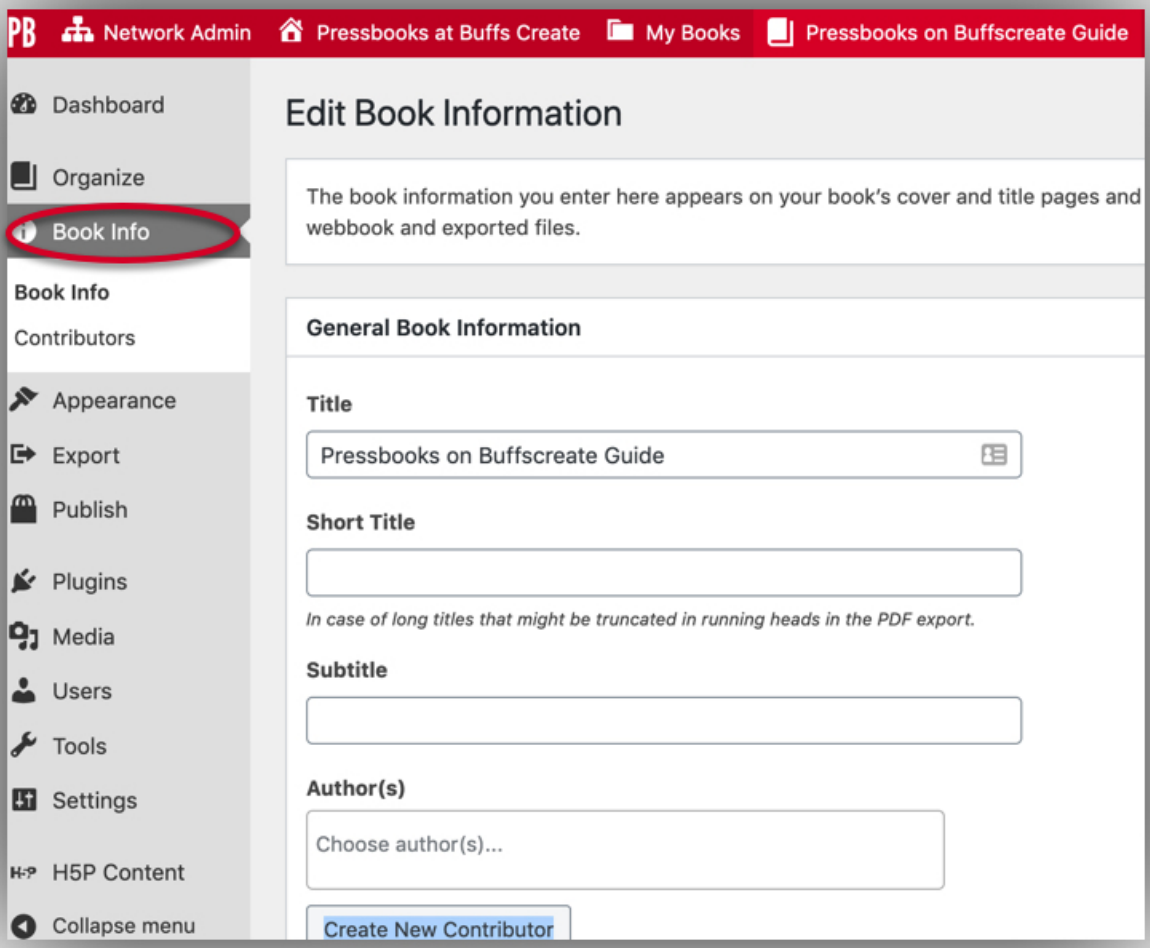
By logging in with your identikey, you will establish an account.

# STEP 2: Choose to create a book.




## STEP 3: Add Book Information

The Book Info page is where you edit and add important information *about* your book, called metadata. This includes information such as:




- Title
- Author name
- Publication date
- Publisher
- Copyright license and notice
- Ebook cover image

This list is far from exhaustive. Some information is necessary to add or edit, as we use it to automatically build integral parts of your book. This includes the book's title and author name. Most other elements you can choose whether or not you'd like to add.

# STEP 4: Add and Organize Your Text

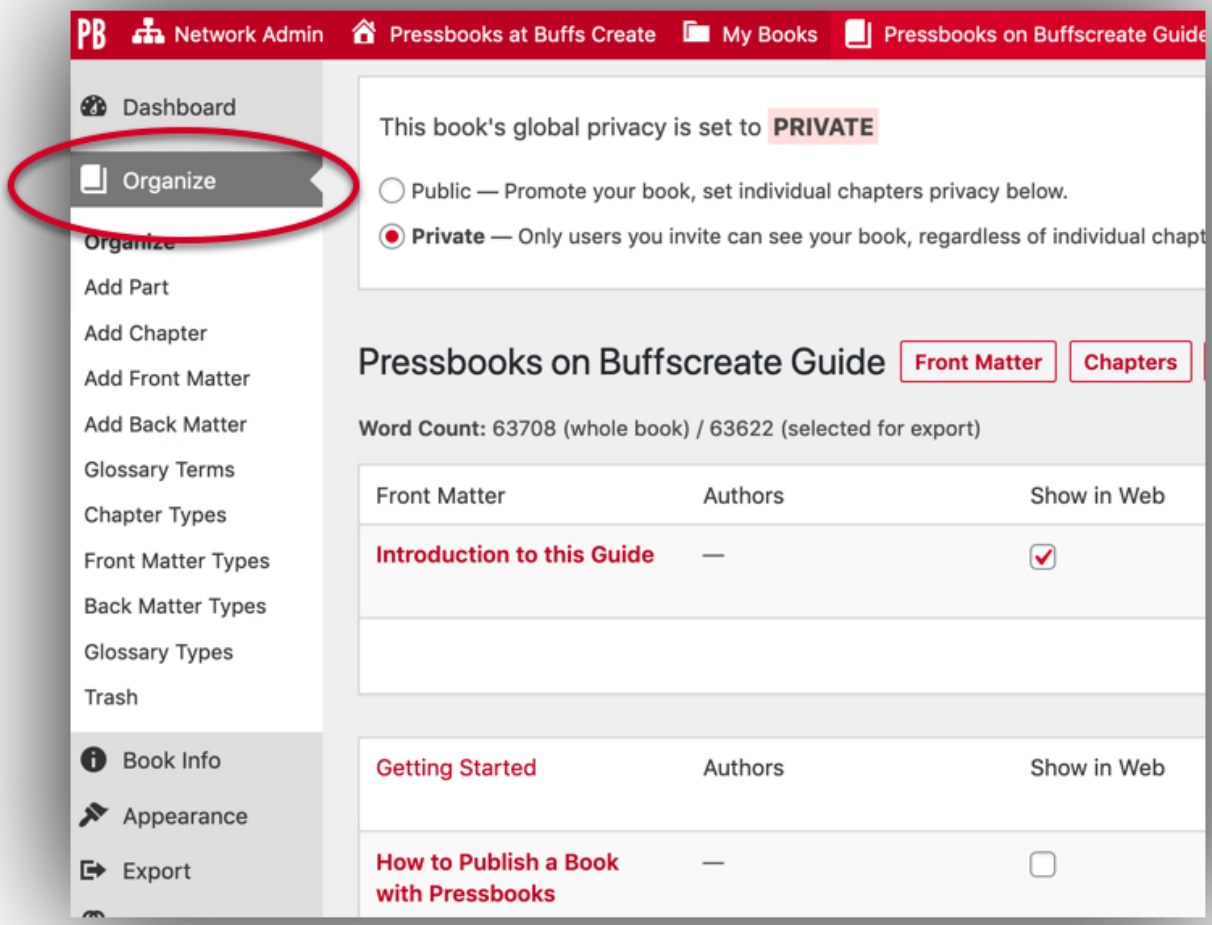
You can add and organize your text from the Organize page, available from the left sidebar menu of your book's dashboard.

This will be how you access all of your chapters and content in order to revise or create your text. You can reorganize chapters and parts of your page to change the layout of the book as well. You'll see the three main parts of your book on this page:

**Front Matter:** Content in this section may include your introduction, foreword, dedication, and more. For more information on front matter, go to https://pressbooks.buffscreate.net/guide/chapter/front-matter/

**Chapters:** This is the main body of your book. The main body can be broken up into several distinct parts.

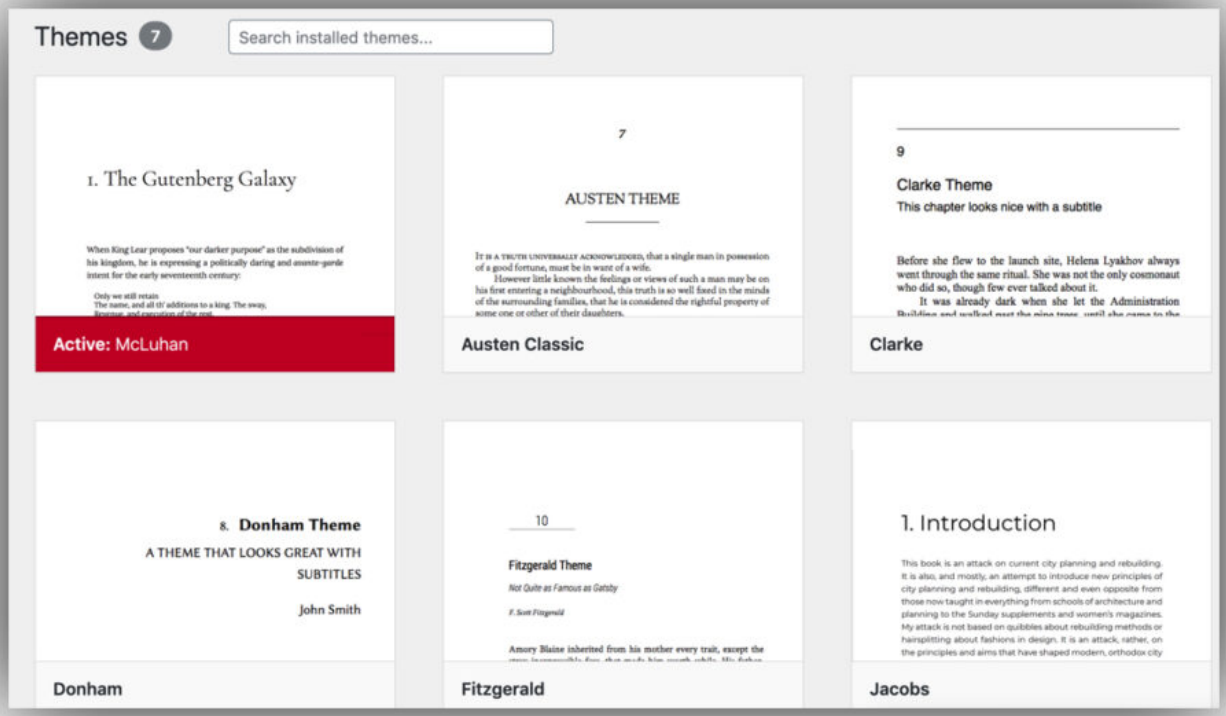
**Back Matter:** Content in this section may include your epilogue, author's note, appendix, and more. For more information on back matter, go to https://pressbooks.buffscreate.net/guide/chapter/back-matter/




The Organize page is not the only place you can upload your text. For more information on how to bring content into Pressbooks, check out https://pressbooks.buffscreate.net/guide/chapter/how-to-get-your-book-into-pressbooks/

## STEP 5: Choose Your Book Theme

Every Pressbooks.buffscreate.net user has access to 7 professionally designed book templates, which we call themes. The theme you choose governs the display of all of your exports, including PDF, ebook, and webbook. It determines the typeface of your text and the chapter title page design, among other features. The themes Pressbooks.buffscreate.net offers span a large range of genres, from textbooks and monographs to science fiction and romance. You can browse themes by going to **Appearance > Themes.**




You can hover over any theme and click **Theme Details** to see information about that theme and its intended use.

## *Theme Options*

Many of the other design elements of your book can be customized in your theme options after you've chosen which  theme you'd like for your book. This includes elements such as page size, paragraph separation, and more.

The choices that you can make in your theme options are divided into four sections: **Global Options**, **Web Options**, **PDF Options**, and **Ebook Options**. Global theme options apply to all formats of your book and include elements such as table of contents display, language and script support, and chapter license display.

Each of the three other theme option sections apply changes to only one specific book format. This is because the web, PDF, and ebook versions of your book are created with three separate style sheets.

This enables you to, for example, have one paragraph separation for the web version of your book and another for the print version of your book, which can be an important accessibility consideration to make.

# STEP 6: Export Your Book

You can export four of the five supported book formats Pressbooks.buffscreate.net creates from the **Export** page, which you can find on the left sidebar menu of your book's dashboard. This includes

- Print PDF
- Digital PDF
- EPUB
- MOBI

The fifth supported book format is your Pressbooks webbook, which you can view by hovering over the title of your book on the top menu in Pressbooks.buffscreate.net, then clicking **Visit Book.**

You an also export several other experimental formats of your book. Note that Pressbooks.buffscreate.net does not provide technical support for any of the file types below:

- EPUB 3
- XHTML
- HTMLBook
- OpenDocument
- Pressbooks XML
- WordPress XML

# STEP 7: Upload Your Book to CU Scholar

We strongly recommend that after you've exported your book that you add the item to CU Scholar. Depositing your files in CU Scholar will mean that your book is more widely discoverable, highlighted in our OER collection, and securely archived.

CU Scholar is an open access institutional repository supporting the research and teaching mission of the University of Colorado Boulder. It is intended to serve as a platform for preserving and providing public access to the research activities of members of the CU Boulder community. CU Scholar is maintained by the University Libraries.

1. Navigate to scholar.colorado.edu.

2. Click the blue *Share Your Work* button in the center of the homepage to add your work to CU Scholar.

3. Log in with your IdentiKey. You will be taken to the Federated Identity login screen.

4. Choose *Add new work*.

5. Select Book from the list of content types. Next, select *Create Work.*

6. Add Book Description. Complete all required fields, then select additional fields. Complete as many fields as relevant to you. We recommend adding the corresponding CC license as well as a link to the web book.

7. Upload files. Select the second tab and choose upload. Locate the files on your computer.

8. Read and agree to the deposit agreement. Select the check-box.

9. Save. Choose the blue *Save* button.

10. Send the Libraries OER leads an email so we can highlight your work in the CU Boulder OER Collection.

If you'd prefer, the Libraries OER Leads are happy to upload content on your behalf. Please contact us.

## Prefer to watch and learn?

Check out these tutorials: http://bit.ly/PBbookformat

# Media Attributions

- create
- bookdetails
- bookinfo
- organize
- themes

# 2
# Navigating the Pressbooks Menus

Pressbooks is a book creation tool built on WordPress. Whether or not you are familiar with the WordPress interface, Pressbooks should be relatively quick to figure out. Below you'll find a guided tour of the menus and parts of the system that you might want to visit as you get acquainted. This guide contains much more detail, but here is the quick overview.

## Dashboard

When logged into pressbooks.buffscreate.net, selecting admin will take you to the dashboard. From the dashboard you can navigate to your book and begin building your book by accessing the menus on the left-hand margin.

*An interactive or media element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=31*

## Organize

From the Organize menu, you have access to all of your parts and chapters. You can also set your global privacy at the top of the page, select which chapters to show in your web output, and select which chapters to show in your exports.

## Book Info

This section is where you set the details of your book, including title, author and language and other metadata. See more here.

# Appearance

## Theme

Here, you can select your book theme from over 20 options, all of which display a sample of how they look when applied in the PDF format (there can be minor differences in ebook and web).

To apply a theme, simply hover your mouse over it and click on “Activate”.

## Theme Options

This section allows you to customize your theme options. Global options apply to your book in all outputs. These include:

- Enable or disable chapter numbers
- Enable chapter taxonomy (advanced option)
- Enable a two-level table of contents (displays headings styled with heading 1 applied in TOC)
- Display copyright license (see our chapter on copyright for more)
- Global typography support (see our chapter on languages for more)

PDF options allow you to control your PDF output. Options include:

- Page size
- Paragraph separation
- Remove blank pages
- Display footnotes or chapter endnotes
- Widow and orphan settings (what are those?)
- And more…

And finally, the web options allow you to add social media links to your chapters, and the ebook options tab let’s you choose your paragraph separation and compress images for export.

## Custom Styles

You can customize the design of your book’s theme by editing the CSS for your book in Custom Styles.

Changes can be made to Your Styles, while the original CSS remains above so that changes are trackable and can be revised at any time.

# Export

Go to this section to export your book. You can select from a range of formats, including the standard PDF, EPUB, and MOBI, plus a few more exciting options:

- Epub3 (beta)
- XHTML (good for troubleshooting PDF issues)
- OpenDocument (beta)
- Pressbooks XML (very useful for copying books)
- WordPress XML

Once you've selected your format(s), hit "Export Your Book", and click on the file icon that appears to download. Pressbooks saves your last 5 batches of downloads, and you can delete files individually, or en masse by hitting "Delete All Exports".

NOTE: When you export your files, you might get an error message like this: **Warning: The export has validation errors. See logs for more details.** To have the error log sent to you, go to "Settings" –> "Export" and select 'Yes. Send the logs.' These will then be sent to the email address associated with your account.

# Publish

Add information about where your books will be sold (which will appear on the web version of your book if you use that for promotional purposes).

# Media

This is your media library, where you can upload images as a batch, and manage your images. You can also upload images directly when you are editing your chapters.

# Users

Here, you can view and edit who has access to your book, and what permissions they have. For more on this, see our Users and Collaborators chapter.

# Tools

## Import

The most important tool here is “Import”. You can use this to import your content from a variety of file formats. First, choose your format from the following:

- WXR (WordPress eXtended RSS) – use this for Pressbooks XML files
- Epub
- ODT (OpenDocument) – this is a beta option
- DOCX (Microsoft Word Document)
- HTML – this is also a beta option that we will be improving soon to be able to import an entire (public) Pressbooks book from URL

Once you’ve selected your format, choose our file and hit “Upload File”. This will take you to a second screen where you can select which sections/chapters/parts to import, and whether to import them as front/back matter, chapters or parts. With a Pressbooks XML file, you may also choose to import the existing “Book Info” metadata.

## Search & Replace

This function can be very useful, but must be handled with care! It is more of a blunt object than a fine instrument, in that it will change *every* instance of a search term, rather than letting you pick which, and it is not reversible without going chapter-by-chapter. If you’re careful, though, it can be extremely handy.

Enter a search term and what you would like to replace it with, and hit “Preview Replacements”. This will give you a list of the located search term, and what the new version will look like. Once you’re sure it’s not breaking anything important, click on “Replace & Save” to execute. To be sure every instance has been caught, you may want to run a search for your original term again, to double check.

Things to note:

- The search is **case sensitive.** This means that in order to ensure that you find every instance of a word, you may need to run a search and replace several times (once all lower case, once with the first letter capitalized and once in all caps).
- **Every** instance of your search term will be found, even if it is part of another word. For example, searching for "he said" will also highlight part of "she said", or searching for "book" would also highlight part of "Pressbooks" and change it just the same.
- If you're searching for something that appears very frequently in your book, it can easily overwhelm the system and not return any results. There's no easy solution for this except to copy your book into a text editor such as Word or Notepad++, run the search and replace, and import or copy it all back in.

# Settings

Here you can control a few more settings that apply to you book.

- **Privacy** – set your book to 'Private' or 'Public' globally, and choose who can see chapters set to 'Private'
- **Export** – choose to have your export error logs sent to you or not
- **Google Analytics** – add a Google Analytics ID to connect it to your Pressbooks books
- **PB LaTeX** – check the LaTeX plugin is working properly, and set a couple of display options
- **Disable Comments** – choose which parts of your book will have comments available (default is all comments are disabled)

# 3
# Supported Browsers

Some browsers don’t support all the features that Pressbooks has to offer. For this reason, Pressbooks recommends that you create, edit, and encourage readers to view your book on the latest version of the following supported browsers:

- Chrome
- Edge
- Safari
- Firefox

# II
# NAVIGATING THE MENUS

# 4
# My Catalog

Every Pressbooks account comes with a catalog page you can use to showcase and promote some or all of your books on Pressbooks. This chapter will explain:

- What the Catalog is
- How to use the catalog

## What the Catalog is

The Pressbooks catalog is a public page that allows you to showcase the public works you have on Pressbooks. You can share the link to your catalog page to market or share your books in a visual way.

Here’s one example:

Catalog pageReaders can click on the cover of a book to be taken to its webbook homepage. If a book is public, readers can begin reading from the landing page. If only a few chapters of that book are public, they can browse the public sample chapters. And if the book is private, they can still read the book description, generating interest in your book. You can also include purchase links from your webbook to where your book is available for sale.

The catalog page includes:

- Cover
- Title
- Author
- Tags you can add to describe your book

# How to Use the Catalog

Navigate to **My Catalog** in the top menu of Pressbooks to access your Pressbooks Catalog. From here, you can control what's visible in your catalog, add tags to existing entries, and add new books that are on Pressbooks.

## Hiding or Showing Books on Your Catalog Page

You can add any of your own books to your catalog, whether they're private or public. All books in your account will be included in a table when you navigate to **My Catalog**.

By default, no book will appear in your public catalog. To show a book in your catalog:

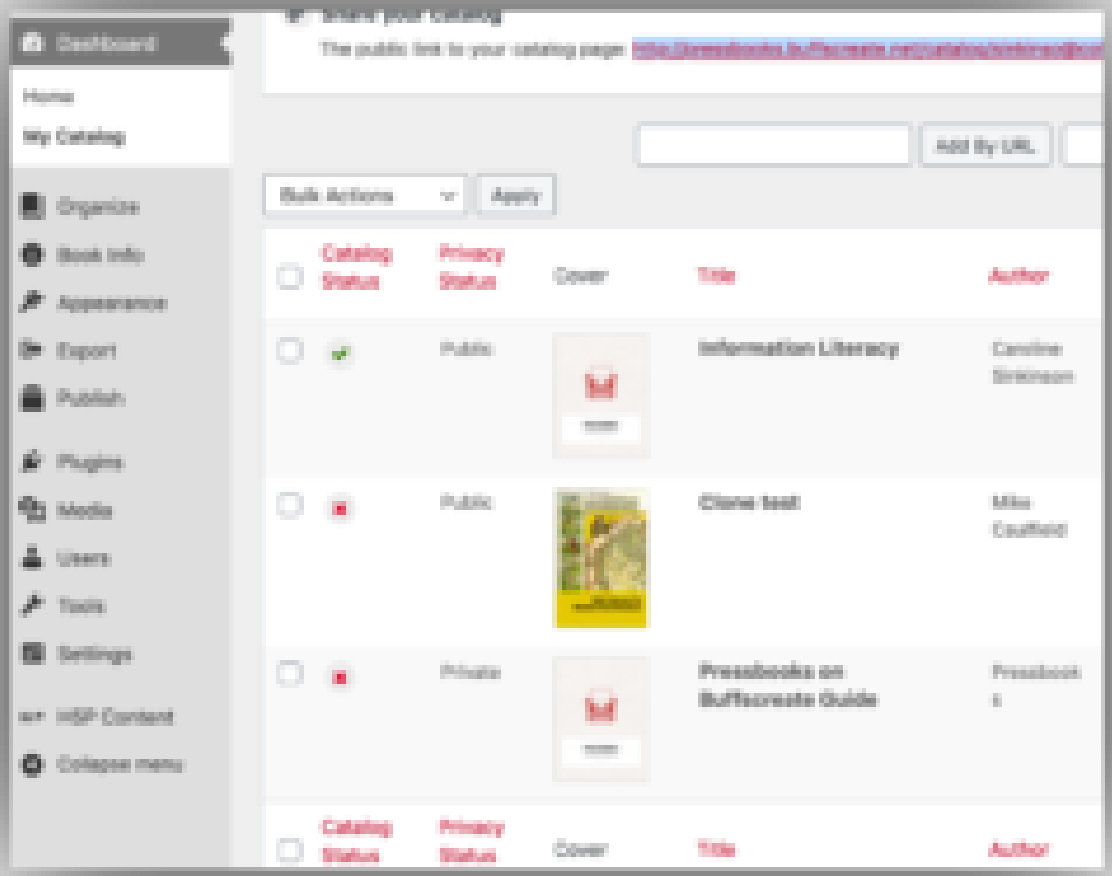
1. Hover over the book in the My Catalog table
2. Click the "Show in Catalog" link that appears

All books that are currently in your Catalog will show a checkmark in the **Catalog Status** column. Books that are not in your catalog will show an X.

You can also add books to your catalog in bulk by following these steps:

1. Click the checkbox in the top left column of the table to select all books
2. Open the Bulk Actions dropdown menu and select "Show in Catalog"
3. Click Apply

You can hide or remove books from your catalog following the same steps. In each case, however, you'll click "Hide in Catalog" instead.




# Sorting Your Catalog

Use the sortable columns in the Catalog table to help you keep track of the books in your catalog. You can sort the following columns of the table by  selecting the column header:

- Catalog Status
- Privacy Status
- Title
- Author
- Pub date

# Tagging Your Books

You can tag your books with subject terms to improve your book's Search Engine Optimization and make it easier for users to find. To add or edit tags:

1. Hover over a book
2. Click the "Edit Tags" link that appears in the Tag 1 or Tag 2 column
3. Enter the tags you'd like
4. Click "Save Changes"

# Customizing Your Catalog Profile

You can make a few choices about how your Catalog looks. To access the profile edit settings, click "Edit Profile" next to your username at the top of the My Catalog page. The My Catalog Profile page allows you to include an "About" section, as well as a link to your author website, tags that may be relevant to your work, and a logo for your organization or personal work. When you've entered the details you'd like to include, click "Save Changes."

## Media Attributions

- catalog
- catalog2

# 5 Glossaries

You can use the Glossary tool to add glossary terms to your webbook, or to generate a full glossary list for all formats. Read on to learn more about:

1. Glossary Features and Displays
2. Create a Glossary Term
3. Create a Glossary List

This tool was made possible through open source contributions from Brad Payne and Alex Paredes of BCcampus.

## 1. Glossary Features and Displays

You can create both individual *glossary terms* or a full *glossary list* for your book.

*Glossary terms* are underlined in your Pressbooks webbook, and display the term definition in a tooltip when clicked. Try clicking on the term ‘glossary’ in the previous sentence.

Users can click the term again or press the *esc* (escape) key on their keyboard to close the tooltip. The tooltip will also close if the user clicks another glossary term on the page.

The *glossary list* displays in all supported formats: webbook, PDF, digital PDF, EPUB, and MOBI. The glossary list is a consolidated, alphabetized list of all glossary terms which have been selected to show in the glossary list. The design of the glossary list is dependent on the theme and the book format. Glossary definitions can also be styled with links, bold, or italics with the Glossary Term visual editor toolbar. These styles will display in both the glossary list and the tooltip.

**NOTE:** To add bold formatting to a glossary term, you must format the **entire shortcode** and not just the term itself in order for the tooltip function to work.

Read on for more details about how to use these features.

# 2. Create a Glossary Term

There are two methods to creating a glossary term. You can either create your terms on the **Glossary Terms** page before you place them in your book, or you can create the terms directly from inside the content editor of your chapter, front matter, or back matter.

## From the Content Editor

To create a term:

1. Highlight a word that you want to add a glossary term for, **or** place your cursor where you want the glossary term you have not yet entered to appear
2. Click **GL** on the Visual Editor toolbar. The **Glossary Terms** interface will appear
3. On the **Create and Insert Term** tab, enter your term (**NOTE:** If you've highlighted a word, that word will automatically populate the **Term** field)
4. Add the description for the term
5. Click **Insert**

A shortcode will be inserted for your glossary term. If you've highlighted an existing term to give it a definition, the shortcode will wrap around the term. If you've created a new word while adding the glossary term, that word will appear wrapped in the glossary term shortcode.

The shortcode is visible in the visual editor, but is displayed as a functional tooltip in your webbook.

**NOTE:** Glossary terms inserted with this method will show in glossary lists by default. To remove the term from the full glossary list:

1. Go to **Organize > Glossary Terms**
2. Select the term to access the "Edit Glossary Term" page

3. In the “Status & Visibility” menu, deselect “Show in Glossary Lists”
4. Save your changes

## From the Glossary Terms page

To create a term:

1. Hover over **Organize** in the left sidebar menu of Pressbooks
2. Click **Glossary Terms**
3. Click **Add New**
4. Enter a title for your term
5. Create a definition for the term
6. Determine whether or not the term should “Show in Glossary List”
7. Click **Create**

After the term has been created, it can be placed in the content editor. Follow these steps:

1. Highlight the word you are applying the existing glossary term, **or** place your cursor where you want the term to appear
2. Click **GL** on the Visual Editor toolbar to open the **Glossary Terms** interface
3. Select the **Choose Existing Term** tab
4. Select the term from the dropdown menu (**NOTE:** If the text you’ve highlighted matches the name of an already existing term, the interface will automatically open to the **Choose Existing Term** tab with the matching term selected)
5. Click **Insert**

**NOTE:** Unlisted terms, or those not selected to “Show in Glossary List” are still available as glossary terms in the “Choose Existing Term” list.

# 3. Create a Glossary List

A Glossary List will contain all *listed* glossary terms you’ve created for your book. By default, all terms will be listed. You can choose whether or not a term is listed when creating a new glossary term

through the Glossary Terms page, or when editing any existing glossary term. To exclude a glossary term in your glossary list, uncheck “Show in Glossary List” in the Status & Visibility menu on the glossary term editor page, then save your changes. To include a term in the glossary list, leave this box checked.

You can see a list of all terms and their listed or unlisted status by going to **Organize > Glossary Terms** from the left sidebar menu of your Pressbooks dashboard.

To generate the glossary list, follow these steps:

1. Go to **Organize**
2. Add a Back Matter chapter to your book
3. In the Back Matter Type menu, select “Glossary”
   You should see the following message appear at the top of your screen: “To display a list of glossary terms, leave this back matter’s content blank.”
4. Add a title to the back matter chapter
5. Click **Create**

> **NOTE:** You must leave the glossary back matter content blank in order for the glossary to be generated.

The glossary list will be generated and displayed in all supported export formats, as well as the webbook.

# Glossary Types

On the “Edit Glossary Term” menu, you’ll notice a menu named “Glossary Type.”

Pressbooks does not support different Glossary Types at this time, and we recommend leaving this menu set to “No glossary type.” However, this functionality may be expanded in future versions of the Glossary tool.

# 6
# Book Info

The Book Info page is where you enter all the metadata about your book. This includes information such as the book's various contributors, the copyright license you've chosen, the ISBN associated with your book, and more. In this section, we'll cover what's included in:


- Book Info
  - General Book Information
  - Cover
  - Subject
  - Copyright
  - About the Book
  - Additional Catalog Information
- Contributors
  - Creating a New Contributor
  - Adding a Contributor to Your Book
  - Editing a Contributor


## Book Info

In Pressbooks, the **Book Info** page is where you put information *about* your book. In the book publishing industry, this is called "metadata"— or, data about the data. Metadata allows book stores and libraries categorize a book and make it easier for readers to find. It answers questions such as: *What is the title? Who is the author? When was it published?* And *what is the book about?*

Some pieces of metadata are required and will be filled in by default using the information you entered when you first registered your account and created a book. This information is used for the following purposes:

1. To meet the metadata requirements of ebook sellers for your EPUB and MOBI files
2. To automatically generate certain pages in your book, including the cover, title page, and copyright notice
3. To build a book landing page on the web (read more)

However, it's not necessary to fill out every single section of the Book Info page. You can choose to enter whatever information fits your needs for your project, though we do recommend adding as much information as you can when creating digital publications like webbooks, EPUBs, or MOBIs. Doing so will make it easier for interested readers to discover your book and quickly develop an accurate understanding of what it is about.

## General Book Information

This section includes basic information about your book.

**Title:** Pressbooks will automatically fill in this section with the title that you first chose when you created the book. However, you can change the title at any time by editing this section. The title will be included in your automatically generated title page, half-title page, and webbook homepage. It may also be in the running content of your PDF files. The title is also **required** for the metadata that goes into your EPUB file. This section cannot be left blank.

**Short Title:** A shorter version of your title can be entered if your full book title is too long for the running content in your PDFs. This field is **optional.**

**Subtitle:** Like the title, this information will automatically populate the title page and webbook homepage if entered. The use of a subtitle is **optional.**

**Author:** The author name is used to populate the automatically generated title page and webbook landing page. It's also included in the metadata file in your ebook. This field is **required**, and will default to your Pressbooks username if nothing is entered. For more information on how to add contributors, jump to the Contributors section.

**Editor, Translator, Reviewer, Illustrator,** and **Contributor:** These metadata fields can be filled in to properly credit the contributions of individuals who filled specific roles in the creation of the book. All contributor fields except for Author are **optional.** For more information on how to add contributors, jump to the Contributors section.

**Publisher:** Publisher information will appear on the automatically generated title page in exported files and on the webbook homepage. The metadata will also be included in your ebook files. This field is **optional.**

**Publisher City:** The convention of traditional publishing is to list the city or cities where the publisher operates on the title page of a book. The publisher city will be included in the automatically generated title page in exported files and on the webbook homepage. This field is **optional**.

**Publication Date:** The date the book is to be, or was published on. The publication date will be

included on the webbook homepage. This field is **optional.**

**On-sale Date:** The date the book will go on sale. This field is **optional.**

**Ebook ISBN:** An ISBN or "international standard book number" is a number assigned to your book that is unique, and it allows all bookstores across the world to know certain important things about your book, including: title, author, publisher, publication date. The ebook ISBN is added to the metadata file in your ebook, and is included in the webbook homepage. This field is **optional** on Pressbooks, but may be required by your ebook distributor. For more details on how to acquire an ISBN, see the Pressbooks Guide to Self-Publishing.

> **NOTE:** Requirements for ISBNs are dependent on the country in which you live or publish the book. Be sure to check what's required for your country before you purchase your ISBN.

**Print ISBN:** See above for a description of ISBNs. Note that each *format* of a book (print, ebook, audiobook) must have its own ISBN. This field is **optional.**

**Digital Object Identifier (DOI):** Insert your book's DOI, a handle used to uniquely identify digital objects. DOIs are commonly used for academic publications. The DOI will display in the Metadata section of the webbook homepage. The DOI field is **optional.**

**Language:** Set the language of your book and its metadata. Changing the language of a book changes certain automatically generated terms throughout the book, including words like "Chapter" or "Contents". Language strings may not change if they have not yet been translated into your chosen language in our system. The book's metadata language will also affect your Pressbooks interface language if your user profile Language setting is set to Site Default. For more information, see our guide chapter on Languages. This field is **required**, and defaults to English.

## Cover

Upload an image of the front cover of your book in this section. The cover image will display in the following locations:

- EPUB files
- MOBI files
- The webbook homepage

Cover images should have a 1:1.5 aspect ratio. Recommended dimensions are 2500px by 3750px. The

maximum upload size of images is 2MB. Adding a cover image is **optional.** However, if you do not include a cover image, your webbook and ebook exports will display the Pressbooks logo by default.

> **NOTE:** The cover image is **not** included in print or digital PDF files. PDF files are designed as interior files only, as many print and print-on-demand services require cover files to be submitted separately.

## Subject

Adding **optional** subject categories to your book can help with search engine optimization (SEO), especially if your focus is primarily on distributing a public webbook on Pressbooks. These subject categories can also be used to sort your book on the public Catalog page of any PressbooksEDU network.

Subject categories are built on EDItEUR's Thema standards, a subject category scheme for the global book trade. These standards have been widely adopted across the world.

You can enter one category in the **Primary Subject** section. Enter as many categories as applicable in the **Additional Subjects** section.

## Copyright

A copyright notice is standard and **required** for all books. Pressbooks generates a default copyright notice for all book formats, which will include your book's title and the author name and set the copyright license to All Rights Reserved. All of these details can be changed.

You can add the following information in the Copyright section to include in the automatically generated copyright notice:

- Copyright year
- Name of the copyright holder
- Copyright license (including Creative Commons (CC) licenses, which allow copyright holders to grant others free permissions to use their work in various ways)

You can also create a custom copyright notice that overrides the default notice created by Pressbooks. Any content entered into **Copyright Notice** section will override the automatically generated statement when an All Rights Reserved license is chosen, or be added to the generated statement when

another license is chosen.

Please note that the copyright notice cannot be removed from your books.

Copyright license information will display on the copyright page in your ebook and PDF exports. In the webbook, license information displays in the Metadata section on the webbook homepage, as well as the footer of each individual chapter, front matter section, and back matter section. Note that each chapter can have its own chapter-level license set that's distinct from the book's overall copyright license, and that this chapter-level license will override the book-level license in all formats.

For more information, see the guide chapter Copyright Page.

## About the Book

Enter descriptions about your book to give readers an idea of what it's about. These will be included on the webbook homepage and in the metadata of your ebook files. All information in this section is optional to include.

**Book Tagline:** This is a very short, one-line sentence that explains why someone should read your book. Ideally, the tagline is something that would fit in a tweet.

**Short Description:** A short paragraph describing your book. Think of this as the description you would read on a catalog page with ten other books.

**Long Description:** A longer paragraph about your book that can also include reviews, praise, blurbs, etc.

## Additional Catalog Information

Click the **Show Additional Book Information** button at the top of the Book Info page to open the Additional Catalog Information section. Enter more **optional** information about your book:

- Series title
- Series number
- Editor
- Translator
- Keywords
- Hashtag

- List price
- BISAC Subjects

For a quick overview on adding your book metadata in Pressbooks, watch this video on adding metadata using Book Info.

*A YouTube element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=98*

# Contributors

Contributors are anyone who had a role in the creation of the book. In Pressbooks, contributor roles are assigned on the Book Info page and include the following: **Author, Editor, Translator, Reviewer,**

**Illustrator,** and **Contributor.**

Before a contributor can be added to the fields on the Book Info page for the roles above, however, the contributor name must first be added to your book from the **Contributors** page.

## Creating a New Contributor

There are a few ways to access the Contributors page, depending on where you are in Pressbooks.

**From the left sidebar menu:** Hover over Book Info and select Contributors.

**From the Book Info page:** Click Create New Contributor under any contributor role.

**From the chapter editor:** Scroll down to “Chapter Author(s)” and click Create New Contributor.

Once you’ve arrived on the Contributor page, follow these steps to create a new contributor:

1. In the “Add New Contributor” section, fill in the name and other details of your contributor
2. Click **Add New Contributor**

The name will then be added to the contributor list.

Note that a name is required for a contributor to be created. However, you can choose to either fill out the “Name” field or the “First Name” and “Last Name” fields. **The “First Name” and “Last Name” fields will override the “Name” field if information is entered in both locations.**

## Adding a Contributor to Your Book

Add the new Contributor to its designated role from the Book Info page. All contributors you’ve created are available in a contributor list.

Whenever you click inside the cell for a contributor role on the Book Info page, all names in your contributor list will be available from the dropdown menu.

Select the name of contributor you want to designate for a given role. Then, save the Book Info page. The name will be added to the front matter or Book Info section for each book format.

# Editing a Contributor

To edit a contributor, follow these steps:

1. Navigate to the Contributors page (**Book Info > Contributors**)
2. In the contributor list, click the name of the contributor you'd like to change. You'll be brought to the "Edit Contributor" page for that contributor
3. Make the change
4. Click **Update**

**NOTE:** You must re-save the Book Info page after you've changed the information for a contributor in order for changes to take effect in your book.

# 7
# Appearance

The Appearance tab is where you'll make all the choices that affect how your book is designed. This includes choosing a base theme template for your book, which determines the display of fonts, headings, chapter titles, and other basic elements of a book. In this chapter, you'll find information on:


- Themes
  - How to Change a Theme
- Theme Options
  - Global Options
  - Web Options
  - PDF Options
  - Ebook Options
- Custom Styles


## Themes

Themes are the base of the design for your book. Pressbooks.buffscreate.net offers 7 different themes, tailor-made to suit a wide array of specific genres. For instance, if you're creating a textbook, you may want to choose Jacobs or Andreessen — themes with a more minimalist design, sans serif fonts, and other qualities typically found in educational texts. However, if you're publishing a romance novel, you might choose Bronte or Christie, which are more decoratively designed. Your choice of theme should be one of the first decisions you make when you start creating your book in Pressbooks.

The elements directly impacted by your choice in theme include but are not limited to:

- Chapter title designs
- Running content
- Fonts
- Heading styles
- Pullquotes
- Textboxes
- Blockquotes

- Title page layout
- Copyright page layout
- Table of contents layout

There are many other elements that you can customize within any theme, and we'll cover those options in the next section. The theme you choose sets the tone of the design for the entire book, and will apply to every supported file format you chose to publish, including EPUB, MOBI, PDF, and webbook. The design will look as similar as possible across all formats.

# How to Change a Theme

When you first create a book, a theme will already have been applied to the book. For most networks, the default theme is McLuhan. You can change your book's theme by following these steps:

1. Go to **Appearance > Themes** from the left sidebar menu in Pressbooks
2. Hover over any of the 7 themes on the Themes page
3. Click **Activate**

The Theme page will reload, and you should see a banner at the top that reads "New theme activated." Afterward, your webbook and any newly exported files will be produced with the new theme you've chosen.

You can change your theme at any time.

## Choosing a Theme

Pressbooks offers many different themes for many different genres. You can see examples of the chapter title page for each theme on this page to get an idea of what the book you produce will look like. We also have a few features in place to help you choose which theme is right for your book.

**Searching for Themes:** You can use the Search function at the top of the Themes page to find themes that match the terms you'd use to describe your genre. For example, try searching "academic" to see all the themes that were designed with academic texts in mind.

Themes are tagged with one or more of the following searchable attributes:

- Academic
- Literary

- Nonfiction
- Textbook
- Genre fiction

The “genre fiction” tag would include designs that work well for romance novels, thrillers, mysteries, fantasy, or science fiction. Many themes are well suited to both fiction and nonfiction.

**Viewing Theme Details:** Hover over any theme on the Themes page and click the Theme Details button to see more information about the theme. This will include details such as the genres the theme is designed for, what version the theme has been updated to, and why the theme is named the way it is.

# Theme Options

While every theme is equipped with sensible defaults, you can customize the way that your book looks on any theme with additional Theme Options. To access the Theme Options settings, go to **Appearance > Theme Options** from the left sidebar menu of your book’s dashboard.

Theme Options are split into four sections:

- Global Options
- Web Options
- PDF Options
- Ebook Options

Global Options apply to all formats. Web, PDF, and Ebook options apply only to the format for which you’re changing the setting. Read on for more details on the specific theme options that are offered in each section.

> **NOTE:** Not all themes offer all theme options. Only the most updated themes will offer all the options you see below.

## Global Options

Global Theme Options are settings that will affect the display of all book formats, including your webbook, ebook, and PDF. Below are the settings currently available as Global Theme Options on

updated themes.

**Part and Chapter Numbers:** Enable or disable the display of part and chapter numbers in all formats. Enabling this setting serves as an alternative to choosing Chapter Type "Numberless" for every chapter.

**Part and Chapter Labels:** Choose a custom section label for the parts and chapters of your book. For example, call parts "Units" and chapters "Sections." These sections will still be referred to as Parts and Chapters in the back end of Pressbooks, but in your book they will display as "Units" and "Sections."

**Two-Level TOC:** Add a second level to your table of contents by enabling the two-level TOC setting. With this setting on, all headings tagged with the Heading 1 paragraph style will be added as subsections to a chapter on the table of contents.

**Media Attributions:** Display media attributions at the end of any chapter that contains media with attribution metadata included. See how this can be feature can be used here.

**Language & Script Support:** Add a new language script to your book to make sure the fonts display correctly in all formats. Find a list of supported scripts here.

**Chapter Licenses:** Choose whether to display chapter licenses on the table of contents, at the end of a chapter, or not at all. Note that this will only affect export formats, and only if the book contains chapters with separate licenses than the overall book license. Read more on chapter licenses here.

**Education-themed Textboxes:** Customize the header color, header background color, and textbox background color for education-themed textboxes, including **Examples, Key Takeaways, Learning Objectives,** and **Exercises.**

# Web Options

Web Options are settings that will only affect the display of your webbook. Below are the current Web Options available on updated themes.

**Header Font:** Change the theme's default header font to one from an available list of open-source typefaces. Both serif and sans serif fonts are available. (**NOTE:** This option is currently only available on the Malala theme.)

**Body Font:** Change the theme's default body font to one from an available list of open-source typefaces. Both serif and sans serif fonts are available. (**NOTE:** This option is currently only available on the Malala theme.).

**Enable Social Media:** Add social media icons to your webbook's homepage and each chapter so that

readers can share links to your book through Facebook and Twitter.

**Webbook Width:** Choose how much space the content of your book will fill on a normal computer screen. Options include Narrow, Standard, and Wide.

**Paragraph Separation:** Decide whether paragraphs in the webbook are indented or separated by skipped lines. Webbooks default to the “skip lines” paragraph separation setting for optimal digital reading, but can be changed.

**Display Part Title:** Add the Part Title to the Chapter Title at the top of each chapter.

**Collapse Sections:** Create collapsed sections in individual webbook chapters to make long chapters easier to navigate. Any heading tagged with a Heading 1 paragraph style will become a collapsible subsection. See the Collapse Subsections chapter of our user guide for more details.

**Enable Image Lightbox:** Allow readers to view linked images more easily by turning on the Lightbox feature. Read more here.

# PDF Options

All choices you make on the PDF Options page will affect both your print PDF and your digital PDF. See what settings are available to you below.

**Body Font Size:** Choose the size of the body text in your print book as a point value. All other elements in your book are proportional to the body font size and will change accordingly. The default font size may depend on the theme you’ve chosen, but is generally around 10pt.

**Body Line Height:** Choose the line height as an em value. Line height is the amount of space between lines of text in a paragraph. Default line height may depend on the theme you’ve chosen, but is generally around 1.4em.

**Page Size:** Choose from an array of available default sizes for your print book, *or* select your own size by choosing “Custom” from the Page Size dropdown menu. Once you select “Custom,” Page Height and Width options will appear, and you can insert your custom page size, expressed in a CSS-compatible unit (like in or cm). The default page size is Digest, or 5.5″ by 8.5″.

**Margins:** Set the size of your top, bottom, inside, and outside margins. Choose a value that’s expressed in a CSS-compatible units (like in or cm). (**NOTE:** Print-on-demand services generally require that margins are at least 2cm on all sides). The default size of all margins is 2cm.

**Hyphens:** Enable or disable hyphenation of words at the end of lines throughout your book. If you

choose to disable hyphenation, justified text may look more ragged to accommodate words that have to shift to the next line.

**Paragraph Separation:** Decide whether paragraphs in exported PDF files are indented or separated by skipped lines. PDFs default to the “indented paragraphs” separation setting for ideal readability in print format, but can be changed.

**Section Openings:** Choose what side of your book a chapter will open on, with options including left or right page section openings, right page section openings only, and no blank pages. Note that if the right page section opening options is chosen, then the preceding page will be blank if there is not enough content from the previous chapter to fill it.

**Table of Contents:** Choose to disable the automatically generated table of contents in your print book. Note that no option exists to disable the table of contents in digital formats because of requirements for accessibility and navigation.

**Crop Marks:** If your print distributor requires that your interior files contain crop marks, enable the crop mark setting.

**Footnote Style:** Choose whether footnotes in your print book display at the bottom of the page the footnote appears on, or display at the end of the chapter as chapter endnotes.

**Widows and Orphans:** Choose how many words isolated at the top of the page constitute a widow, and how many words at the bottom of a paragraph constitute an orphan. Pressbooks will adjust the flow of your content to avoid creating widows and orphans whenever possible. For more information on widows and orphans, go here.

**Running Heads and Feet:** Running heads and feet are the content that appear in the top or bottom margins of every page in the book (or “run” through it, so to speak). You can choose the specific running content for the left and right page of the following sections of your book: front matter, introduction, part, chapter, and back matter. You can choose from various options that are already in your book’s metadata, including: book title, book subtitle, book author, part number, part title, section title, section author, section subtitle, blank, or custom. If you choose “custom”, then whatever text you insert into the text cell will appear in the running content for the correlating section.

# Ebook Options

**Header Font:** Change the theme’s default header font to one from an available list of open-source typefaces. Both serif and sans serif fonts are available. (**NOTE:** This option is currently only available on the Malala theme.)

**Body Font:** Change the theme's default body font to one from an available list of open-source typefaces. Both serif and sans serif fonts are available. (**NOTE:** This option is currently only available on the Malala theme.).

**Ebook Start Point:** Choose a page that your ebook will open to for readers. Note that not all ereader platforms will respect this start point. By default, the ebook opens to the title page.

**Paragraph Separation:** Decide whether paragraphs in exported EPUB and MOBI files are indented or separated by skipped lines. Ebooks default to the "indented paragraphs" separation setting to mimic the traditional design of a print book, but can be changed.

**Compress Images:** Reduce the size and quality of images in your ebook. Generally those who enable this setting are creating a print book and ebook simultaneously and have uploaded large, high-resolution images for their print books. It's advisable to lower the quality and size of media for your ebook as some ebook distributors will assess additional fees depending on how large your ebook file is.

# Custom Styles

For any customizations that you'd like to make that are not currently available as Theme Options, you may want to consider creating your own Custom Styles. Custom Styles are any CSS (Cascading Style Sheet) changes that you add to the base theme of your book. You can view and edit the CSS for your book by going to **Appearance > Custom Styles** from the left sidebar menu of your book's dashboard.

The stylesheets for your book are broken into three sections for each of the three supported book formats you can create on Pressbooks: **Web**, **PDF**, and **Ebook**. Select the stylesheet that you would like to view from the dropdown menu at the top of the page.

The first section of the page will include a scrolling box that contains the entire stylesheet for a given format. The contents of the stylesheet are dependent on the theme you've chosen.

The second section is where you can make any edits to the stylesheet. Any CSS added in this section will override existing styles for the same class.

The editor also keeps the last 10 revisions of each stylesheet for your book, so if you make a mistake you can restore an earlier version by clicking the hyperlinked time stamp in the Revisions section.

For more information on how to edit CSS in Pressbooks, visit the Custom Styles chapter.

# 8
# Export

Pressbooks helps you design and produce the files you need to publish your book. With our self-service software, create the reader-ready PDFs required by print and print-on-demand distribution services, and the EPUB or MOBI files necessary to distribute with ebook stores like Kindle, Nook, and more. Read on for more information on how to do the following:


- Choose the Right format
- Select Content for Export
- Export your Book Files
- Distributing Exports


## Choose the Right Format

Before you export your book, it's important that you know which formats you need in order to publish. Besides the webbook format, Pressbooks supports four different export file formats. Below, see each format and what purpose it serves:

- **Print PDF:** Export a print PDF file if you plan to publish your book in print format. This file meets the requirements of printers and print-on-demand services.
- **Digital PDF:** Export and download the digital PDF instead if you do not plan on printing the file. These can be used online and can contain hyperlinks for easier navigation.
- **EPUB:** Export EPUBs to submit to any popular ebook distributor except Amazon KDP. This is the file you'd use to submit your ebook to Kobo, Nook, iBooks, and others.
- **MOBI:** Export a MOBI file to submit your ebook to Amazon KDP.

## Select Content for Export

Not all content in your book in Pressbooks has to be included in your exported files. This is a convenient feature for users who are creating books for several formats and only want certain content and a

specific format.

You can decide which chapters, front matter, and back matter you'd like to be included in your exported files from the Organize page. Just follow these steps:

1. Go to **Organize** from the left sidebar menu in Pressbooks
2. Find the "Show in Exports" column at the top of a section
3. Select the box in this column for each chapter you want in your exported files

Chapters should be selected by default. You can tell that a chapter has been selected to Show in Exports when a checkmark appears. Unselect the box by clicking it again to remove the chapter from your Exports

You can also click "Show in Exports" at the top of a column to select or deselect all chapters in that section.

# Export Your Book Files

Pressbooks will instantly generate files in all the formats you need for print, print-on-demand, and ebook publishing.

To generate these files, navigate to the "Export" page, available on the left sidebar menu in Pressbooks.

File formats for export include PDF (for print), Digital PDF (for digital distribution), MOBI (for Kindle), and EPUB (for all other ebook distributors).

Pressbooks also allows you to export other beta formats. This includes EPUB 3, XHTML, HTMLBook, OpenDocument, Pressbooks XML, and WordPress XML. Note that we cannot offer technical support for issues with your files in any of the formats still in beta testing.

**NOTE:** To view how changes you've made will affect your book, you must export and download a new set of files.

To export your book:

1. Access your Pressbooks dashboard
2. Go to **Export** from the left sidebar menu
3. In the "Export Options" panel, select the boxes for the file formats you wish to export
4. Click the **Export Your Book** button directly under the "Export Options" panel

A progress bar will appear, and you can watch as each step of your files' export is completed.

When successfully exported, the files you've chosen will appear underneath "Latest Exports." Pressbooks keeps the last 3 files you've exported of each specific format.

After you've exported the files, choose what you'd like to do with them:

**Download:** To download an exported file, hover over the file name and click the "Download" link that appears.

**Delete:** To delete an exported file, hover over the file name and click the "Delete" link that appears.

You can also delete files in bulk by following these steps:

1. Select the box to the left of the files you'd like to delete, or select the box at the top left of the table to select all files for deletion
2. Click the Bulk Actions dropdown menu at the top or bottom of the table and select "Delete"
3. Click "Apply"

**Pin:** You can pin a file in your Latest Exports table to prevent the file from being deleted and allow you to find it more quickly in the future.

To do so, select the box in the "Pin" column for the file you wish to save.

You can save up to 5 files, and up to 3 of one file type. If you try to pin a 6th file, you'll receive an error message.

If you've pinned three files of a given export type and then try to export a new file of that format, you'll see an error message asking you to deselect one of your pinned files before attempting to export again.

**Adjust Table Settings:** By default, the Export table will show you all the files you've exported. If you'd rather your files display in a shorter table with navigable pages, you can adjust the table settings to display fewer rows with the **Screen Options** setting available at the top of the page.

**Sort:** You can organize your files by file name, format, size, pinned status, or date by clicking the links for those terms available at the top or bottom of the table.

# Web Distribution of Exported Files

You also have the option to enable public downloads of your exported book files directly from your webbook homepage.

To enable public downloads on your book, follow these steps:

1. Go to **Settings > Sharing & Privacy** from the left sidebar menu in Pressbooks
2. Find the setting titled “Share Latest Export Files”
3. Select the following option: “Yes. I would like the latest export files to be available on the homepage for free, to everyone.”
4. Click “Save Changes”

Turning on the “Share Latest Export Files” option will enable the feature on your book, but files won’t appear to the public until a book administrator has exported them from the **Exports** page.

**NOTE:** Only the most recent file of each format will display in your public file downloads.

Need more help? Check out Pressbook’s brief video demonstration:

*A YouTube element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=126*

# 9
# Search and Replace

In Pressbooks, you can search and replace across your entire book. However, this is a somewhat imperfect and irreversible function so use with caution!

It works as follows (see below for screenshots):

1. In the left sidebar Menu, select Tools.
2. Select Search and Replace.
3. On the S&R page, enter word or phrase you wish to search for.
4. Enter Replace string (leaving blank will just delete the word or phrase).
5. Click “Preview Replacements” to see what will get replaced
   **NOTE**: *While you get a complete list of terms to be replaced, you cannot select which ones will get replaced; it’s all or nothing, and there is no easy way to undo a mass replacement, other than going chapter by chapter.*
6. Click “Replace & Save” to make it happen.

## Things to be aware of:

- The search is **case sensitive.** This means that in order to ensure that you find every instance of a word, you may need to run a search and replace several times (once all lower case, once with the first letter capitalized and once in all caps).
- **Every** instance of your search term will be found, even if it is part of another word. For example, searching for “he said” will also highlight part of “she said“, or searching for “book” would also highlight part of “Pressbooks” and change it just the same (see screenshot below).
- If you’re searching for something that appears very frequently in your book, it can easily overwhelm the system and not return any results. There’s no easy solution for this except to copy your book into a text editor such as Word or Notepad++, run the search and replace, and import or copy it all back in.

*An example of a search and replace preview. Note the inconsistency in the final sample.*

# 10
# Tools

You can find **Tools** on the left sidebar menu of Pressbooks. In this chapter, we'll explain how to use the following tools:

- Import
- Search & Replace

## Import

Use the import tool to bring your book into Pressbooks in just a few clicks. You can import content from any of the following sources:

- EPUB (.epub)
- Word document (.docx)
- OpenOffice (.odt)
- Pressbooks/WordPress XML (.xml or .wxr)
- Web page (.html or URL)

Follow these steps to import a file into Pressbooks:

1. Navigate to **Tools > Import** from the left sidebar menu
2. Select the type of file you're importing from the "Import Type" menu
3. Choose "Import Source" Upload File
4. Click "Choose File" and select the file from your computer that you would like to import
5. Click **Begin Import**

You'll be brought to page where overview the individual posts in the file you've chosen to import. You will need to select each chapter you'd like to import by checking the box in the left column of the table. Select all posts at once by clicking the checkbox in the top row of the table.

You can choose whether each post is imported as a front matter, chapter, part, back matter, or glossary post.

Importing specific files may take additional steps. Consult the following chapters for further help:

- Import Word Document [docx] files
- Import from WordPress

# Search & Replace

Search and Replace lets you search for a word, code, or phrase throughout your entire book. You can then choose to replace all instances of the searched content throughout your book at once. Please note that this feature is currently in beta and may not function perfectly.

To use the Search & Replace tool, follow these steps:

1. Navigate to **Tools > Search & Replace** from the left sidebar menu of your book's dashboard
2. Enter the word or phrase you wish to search for in the "Search For" input field
3. Enter the word or phrase you wish to replace that content with in the "Replace With" textbox (**NOTE:** leaving this section blank is also an option if you'd like to simply delete the content)
4. Click "Preview Replacements" to review where the searched content appears in your book
5. Click "Replace & Save" to replace **all** instances of the searched content throughout your book

> **NOTE:** ALL instances of the searched content will be replaced if you click "Replace & Save". There is no instant way to undo a global search and replace. However, you can always revert to the most recent version of each chapter using the revision history.

Clicking "Preview Replacements" allows you to see a side-by-side presentation of the searched word or phrase and how it will look once it's replaced.

# Tips

- The search is **case sensitive.** This means that in order to ensure that you find every instance of a word, you may need to run a search and replace several times (once all lower case, once with the first letter capitalized and once in all caps).
- **Every** instance of your search term will be found, even if it is part of another word. For example, searching for "he said" will also highlight part of "she said", or searching for "book" would also

highlight part of “Pressbooks” and change it just the same (see screenshot below).

- If you’re searching for something that appears very frequently in your book, the Search & Replace tool may fail. In this case, we recommend copying the textual content into a text editor such as Word or Notepad++ to remove and change the text

# III
# MAKING YOUR BOOK

# 11
# Automatic Pages and Content

You create the body of your book by adding content and structure through the **Organize** page. However, Pressbooks automatically generates some parts of your book, depending on the book format you're creating and the settings you have. In this chapter, we'll cover what content is created automatically and how to change or modify it. This includes:

- Title Page
- Half-title Page
- Table of Contents
- Numeration and Running Content
  - Part and Chapter Numbers
  - Page Numbers
  - Running Content
- Copyright Page

## Title Page

Pressbooks automatically generates a title page for all PDF, EPUB, and MOBI exports. By default, this title page must include the title of your book and the author's name. Depending on how much information you've entered into the **Book Info** page, the title page will include:

- Title
- Subtitle
- Author
- Publisher
- Publisher city

If you'd like to override the automatic title page, you can create a custom title page. Read on to the next section for more details.

# Making a Custom Title Page

You can style and add content to your own custom title page and use it to replace the automatically generated one. Just follow these steps:

1. Go to **Organize > Add Front Matter** to create a new Front Matter post
2. In the Front Matter Type panel, select type “Title Page”
3. Create your custom title page in the editor
4. Save and export your book

You can also take advantage of Pressbooks’ built-in styles to create your title page. The classes below can be wrapped around their corresponding content in the **Text Editor.** We recommend only using this approach if you’re comfortable working with HTML.

```
<h1 class=”title”>Title</h1>

<h2 class=”subtitle”>Subtitle</h2>

<h3 class=”author”>Author</h3>

<h4 class=”publisher”>Publisher</h4>

<h5 class=”publisher-city”>Publisher City</h5>
```

# Half-Title Page

Many Pressbooks themes will also include a half-title page in all PDF files. Unlike the full title page, the half-title page includes just the title of the book. Note that this page is not included in your ebook exports.

If you’d like to remove the half-title page from your book, follow these steps:

1. Go to **Appearance > Custom Styles** from the left sidebar menu
2. Select the **PDF** stylesheet from the dropdown menu at the top of the page
3. Copy paste the following code into the **Your PDF Styles** section: **#half-title-page {display: none;}**
4. Save your changes and re-export the PDF file

# Table of Contents

Pressbooks automatically creates a table of contents for all formats of your book: webbook, ebook, and print.

By default, all tables of contents contain chapter titles and page numbers. They can also contain the following elements:

- **Part titles:** Appear automatically when a book has more than one part
- **Part and chapter numbers:** Can be enabled and disabled using the "Part and Chapter Numbers" setting from **Appearance > Theme Options > Global Options**
- **Chapter subtitle:** Can be added in the "Chapter Subtitle" field in the "Chapter Metadata" section beneath each chapter's editor
- **Chapter author(s):** Can be added in the "Chapter Author" field in the "Chapter Metadata" section beneath each chapter's editor (**NOTE:** The author must already be added as a contributor — see more)
- **Chapter copyright license:** Can be chosen from the "Chapter Copyright License" dropdown menu in the "Chapter Metadata" section beneath each chapter's editor, and then enabled and disabled using the "Chapter Licenses" setting from **Appearance > Theme Options > Global Options**
- **Chapter subsection titles:** Can be enabled or disabled using the "Two-Level TOC" setting from **Appearance > Theme Options > Global Options** (see more)

Every theme is built with a table of contents whose design complements the appearance of the rest of your book.

# Removing the Table of Contents

The table of contents is necessary for the navigation and accessibility of digital book formats, including all webbooks and ebooks. Ebook distributors will require that your book has a table of contents before it can be accepted for publication.

However, the table of contents can be disabled for the PDF format so that it does not appear in your print books.

To enable or disable the table of contents in your PDF files:

1. Go to **Appearance > Theme Options** from the left sidebar menu
2. Select the **PDF Options** tab
3. Find the "Table of Contents" setting

4. Select or deselect “Display table of contents”
5. Save your changes and re-export your files

# Numeration and Running Content

Page numbers, parts, and chapters all get automatically numbered throughout your book in various formats. Pressbooks also generates running headers or footers in all PDF files.

## Part and Chapter Numbers

By default, Pressbooks automatically generates part and chapter numbers for your book. These are visible in all book formats. These numbers display on part and chapter title pages as well as on the table of contents. The design of part and chapter numbers will depend on the theme you’ve chosen.

To globally disable all part and chapter numbers:

1. Go to **Appearance > Theme Options** from the left sidebar menu
2. Select the **Global Options** tab
3. Find the “Part and Chapter Numbers” setting
4. Deselect the “Display part and chapter numbers” checkbox
5. Save your changes and re-export your files

You can also disable numbers on each chapter individually by choosing “Numberless” from the Chapter Type panel next to the chapter editor.

## Page Numbers

Pressbooks automatically creates page numbers for all PDF files. Page numbers cannot be disabled using any setting in Pressbooks. Generally, front matter page numbers will display in lower Roman numerals (i, ii, iii) until the Introduction page. All body and back matter pages will be numbered in Arabic (1, 2, 3) numerals. Page number design will depend on the theme you’ve chosen.

Page numbers will automatically reflow whenever you add or remove content, change your theme, or adjust other elements of the design.

**NOTE:** Page numbers do not appear in EPUB and MOBI files. Pressbooks does not create fixed-format ebooks, which means content will reflow depending on a reader's device, software, and display settings.

# Running Content

All themes have running content included in the template for the PDF. Depending on the theme you've chosen, that running content may be in the header or the footer. You can customize your running content by following these steps:

1. Go to **Appearance > Theme Options** from the left sidebar menu
2. Select the **PDF Options** tab
3. Find the "Running Heads & Feet" section
4. Choose what content you'd like for each page location in your book
5. Save your changes and re-export your files

You can customize the running content for the right and left pages of each of the follow sections:

- Front Matter
- Introduction
- Part
- Chapter
- Back Matter

You can select any of the following pieces of content to appear in the running header or footer:

- Book title
- Book subtitle
- Book author
- Section title
- Section subtitle
- Section author
- Blank
- Custom

For more information on this setting, see New PDF Theme Options.

# Copyright Notice

Your book's copyright notice states all the legal information readers need to know about your book, and specifically limits or grants permission for readers to copy that book.  A copyright notice may include the following information:

- Name of the copyright holder
- Year of publication
- Chosen copyright license
- Information about production, printing
- Notices about cover design
- Library of congress catalog numbers
- ISBN

Pressbooks automatically generates a copyright notice for all formats of your book. In print and ebook files, the copyright notice is added as a page in the front matter of your book. In your webbook, the copyright notice appears on the homepage. For more information about what order front matter appears in, check out this chapter.

By default, Pressbooks creates your book with an All Rights Reserved license, which prohibits any copying or distribution of the book. The generated copyright notice will include the copyright holder, the year of publication, the title of the book, and the license type.

However, Pressbooks provides many options for choosing different copyright licenses and customizing your copyright notice. You can choose from any of the following copyright licenses:

- All Rights Reserved
- CC-BY (Attribution)
- CC-BY-NC (Attribution Non-commercial)
- CC-BY-NC-ND (Attribution Non-commercial No Derivatives)
- CC-BY-NC-SA (Attribution Non-commercial Share Alike)
- CC-BY-ND (Attribution No Derivatives)
- CC-BY-SA (Attribution Share Alike)
- CC0 (Creative Commons Zero)
- Public Domain

For more information on what's entailed when you use a Creative Commons (CC) license, see Creative Commons' guide to sharing your work.

Here's the quick and simple way to add a copyright notice to your book's metadata:

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# Making a Custom Copyright Page

In order to make a custom copyright page:

1. Go to the **Book Info** from the left sidebar menu
2. Scroll down to the **Copyright** section.
3. Add your custom content to the **Copyright Notice** section

# Designating Chapter-Level Copyright Notices

You can designate a copyright notice for a chapter that differs from the global copyright notice for the book. In this case, the chapter-level copyright license overrides the book license. To assign a chapter-level copyright notice:

1. Go to **Appearance > Theme Options** and select the “Display the copyright license” option
2. Save your changes
3. Access the chapter
4. Scroll down to the “Chapter Metadata” section below the editor.
5. Select the chapter license
6. Save your changes

---

Prefer to watch and learn? Watch this instructional video, created by our friends at BCcampus.

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# 12
# Copyright Page

The Copyright page is another automatic page that Pressbooks creates.

Traditional books have a copyright page, which contains various “legalese” about the book. Copyright pages can be used for all sorts of other things, including:

- Acknowledgements (for instance of funding agencies)
- Information about production, printing
- Notices about cover design
- Library of congress catalog numbers
- ISBN
- etc.

Pressbooks automatically inserts a copyright page, immediately after the title page.

At a minimum, the copyright page will include an automatically-generated message containing: Book title, copyright holder, and year of publication.

Here’s the quick and simple way to add a copyright notice to your book’s metadata:

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But you may want something more extensive. For example, if you want the ISBN to appear, you will have to create a custom copyright page.

# Making a Custom Copyright Page

In order to make a custom copyright page:

1. Go to the **Book Info** page (see left menu).
2. Scroll down to the **"Copyright"** section.
3. Add whatever you like to the **"Copyright notice"** section.

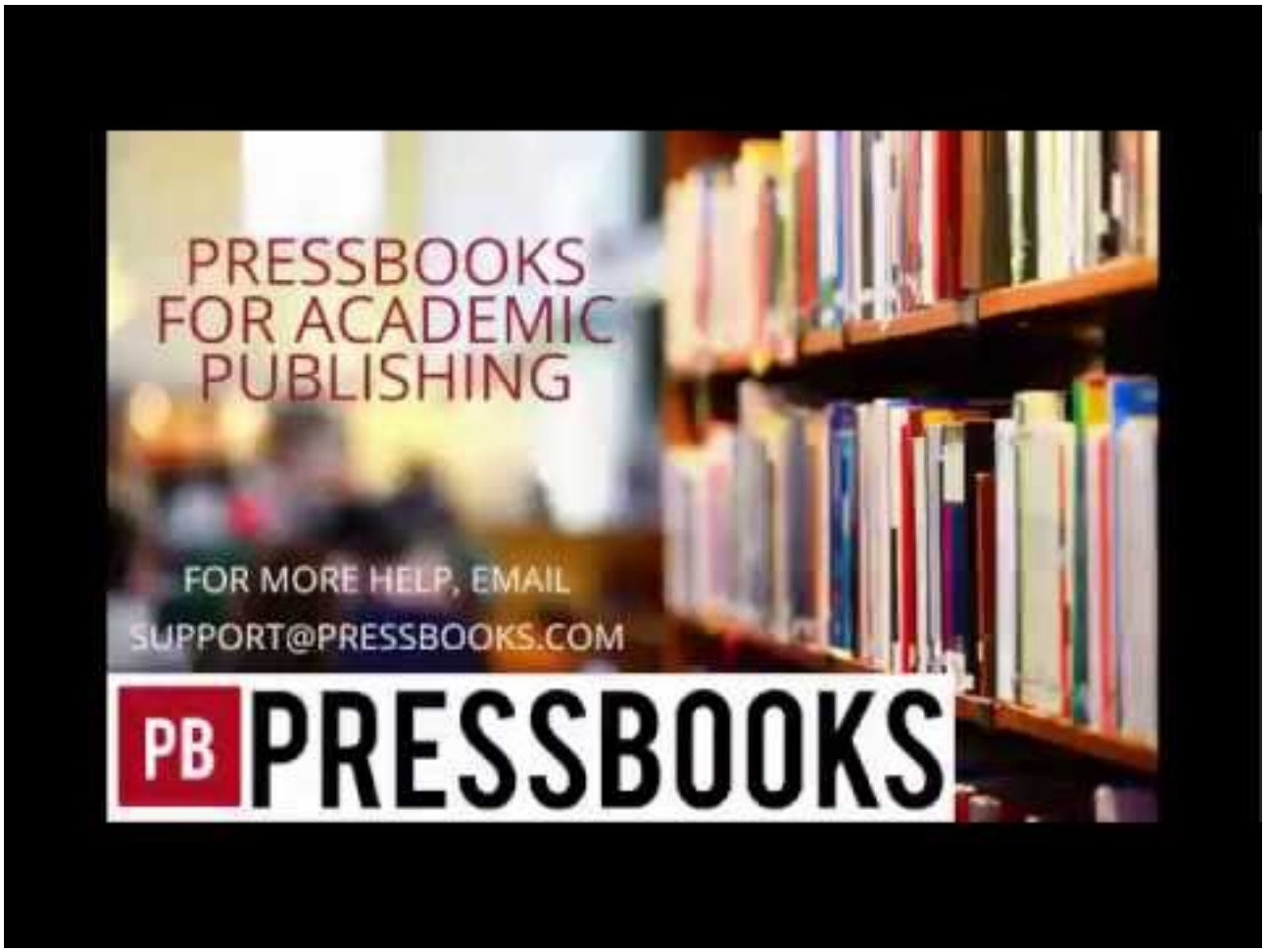
# Designating Chapter-Level Copyright Notices

You may find that in a textbook or edited monograph, different chapters have different copyright licenses. It is possible to add chapter-level license notices to your book, however this feature is in development and has variable results across outputs. It is best used for the web version of your book, and we are working to improve its functionality for PDF and ebook. To activate:

1. Go to “Appearance” –> “Theme Options” and select the “Display the copyright license” option.
2. Save your changes.
3. Go to the chapter where the license will be different from the global license.
4. Scroll down to the “Chapter Metadata” section below the editor.
5. Select the chapter license.
6. Update or save draft.

**Note:** Currently, this option will display the license abbreviation (e.g. cc-by-nd) in your PDF table of contents. To avoid this, while retaining the chapter licenses in the web version, we recommend using a custom copyright notice for your book as a whole, and deactivating the “Display the copyright license” option before exporting your PDF.

Prefer to watch and learn? Here’s a brief visual intro to adding chapter level authors and licenses in Pressbooks.

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# 13 What is in a Book?

This chapter will explain the different parts of a book, the order that they appear in your Pressbooks exports and how to change the order.

## The Parts of a Book

Books are traditionally organized into three sections: the front matter, the text and the back matter. Each of these is made up of standard types of content. Pressbooks follows the Chicago Manual of Style conventions, which lists the order of a book as follows:

*Front Matter*

Book half title
Series title, frontispiece or blank
Title page
Copyright Page
Dedication
Epigraph
(Table of) Contents
(List of) Illustrations
(List of) Tables
Foreword
Preface
Acknowledgments (if not part of preface)
Introduction (if not part of text)
Abbreviations (if not in back matter)
Chronology (if not in back matter)

### *Text*

First text page (Introduction or Chapter 1)
*or*
Second half title or first part title
First text page
Subsequent part titles and chapters

### *Back Matter*

Acknowledgements (if not in front matter)
Appendix (or first, if more than one)
Second and subsequent appendixes
Chronology (if not in front matter)
Abbreviations (if not in front matter)
Notes
Glossary
Bibliography or References
(List of) Contributors
Illustration Credits (if not in captions or elsewhere)
Index(es)

# Why does this matter?

Now obviously, not every book will have all of those parts! In fact, many will only have a few basic ones, like a title page and a copyright page. However, if you do choose to add extras, it is important to know the order in which they will appear.

## *Front Matter*

Pressbooks automatically creates the following pages:

- Title page (and in PDF, Half-title page)
- Copyright page
- Table of contents (optional in PDF, required in EPUB/MOBI)

If you then choose to add, for example, an epigraph and a dedication, your front matter might look like this:

Front MatterIf these two section have been properly tagged as an epigraph and dedication (for more on this see our chapter on Front Matter) and you export them, you will see that their order has been reversed. This is because the Chicago Manual of Style order overrides the order in which you see your front matter in the "Organize" window. In a PDF, you would see:

- Half title
- Title page
- Copyright page
- Dedication
- Epigraph
- Table of Contents

But there is an easy fix–simply **swap the tags** on the dedication and the epigraph to change the order in which they appear.

Alternatively, if you wanted both to appear **after the TOC**, you can label them as 'Miscellaneous'.

But wait, there's more! If you would like to also include front matter **before the title page** (such as praise, or other books by the author), you can tag it as 'Before Title Page' to once again override the usual order of things.

**NOTE:** Each specified 'tag' has its own styling which can affect how your final pages will look. If necessary, you may need to apply custom CSS to change how they appear.

## *Text*

This usually doesn't pose too many problems. You can change the order in which your chapters and parts appear from the "Text –> Organize" view. For more, see our chapters on Parts and Chapters.

## *Back Matter*

Customizing your back matter functions much the same as for your front matter. For more on the different types of back matter and how they work, see our dedicated chapter.

# 14
# Visual & Text Editors

When writing and editing your work in Pressbooks, you have a choice between working in the “Visual Editor” and the “Text Editor” according to your preferences. This chapter will cover the different features of:

- Visual Editor
- Text Editor

## Visual Editor

The visual editor is the default editor. It is a WYSIWYG (What You See Is What You Get) interface that allows you to see styling and formatting as they are applied.

This interface also includes a toolbar that the top of the editor. While most options are straightforward, there are a range of buttons whose functions might not be obvious at first. Below is a guide to each of the toolbar functions, and where you’ll find them.

**NOTE:** While much of this formatting is possible in other programs, such as MS Word, applying it in the Pressbooks editing interface ensures it will function correctly in all outputs. For more, read our chapter on common formatting problems.

**Toolbar options:**

1. Paragraph styles dropdown menu: choose from normal paragraph style, six different heading styles, or preformatted text
2. **Bold**
3. *Italics*
4. Bulleted list
5. Numbered list
6. Blockquote

7. Left-align
8. Center-align
9. Right-align
10. Link
11. Read more
12. Toolbar toggle
13. Formats dropdown menu: choose from several text indent and tracking options, as well as pullquote options
14. Textboxes dropdown menu: choose from a variety of plain textboxes or predesign educational textboxes (read more here)
15. Underline
16. ~~Strikethrough~~
17. Horizontal line
18. Justify
19. Text color
20. Text background color
21. Paste as text
22. Clear formatting
23. Special character
24. Decrease indent
25. Increase indent
26. Undo and Redo
27. Keyboard shortcuts guide
28. Tables (read more here)
29. Apply Class
30. Anchor
31. Super$^{\text{script}}$
32. Sub$_{\text{script}}$
33. `Code`
34. Footnote[This is an example of a footnote.] (read more here)
35. Convert MS footnotes
36. Glossary Term (read more here)

You can highlight a section of existing content and then click a tool on the toolbar to add formatting to that section. Alternatively, select the tool first, and then add new formatted content.

> **NOTE:** The visual editor toolbar displays all formatting options by default. You can collapse the second and third rows of tools by clicking the toggle button (12).

# Text Editor

As an alternative to the visual editor, you can also work in a text editor, or switch to it as necessary for specific needs. Here, you can view and edit the HTML version of any text written and formatted in the visual editor, and you can also write directly in HTML, using the toolbar as necessary.

The text editor toolbar offers fewer options, tailored to working in HTML. They are detailed below.

> **NOTE:** While you can work in HTML directly, not all HTML will work in all exports. We recommend keeping it simple, and using the tools available in the visual editor as a guide.

1. Open and close  tags to make text bold (click once to open, and again to close the tag)
2. Open and close  tags to make text italics
3. Link text (a pop up will appear)
4. Insert the blockquote tags
5. Strikethrough text (also adds a date and time marker)
6. Insert a date/time tag
7. Insert an image (from URL)
8. Insert a bulleted list
9. Insert a numbered list
10. Add list item
11. Open and close <code> tags, to style text as code
12. Insert a ‘Read More’ tag (beta)
13. Close tags (automatically closes any open tags)
14. Open and close footnote shortcode

# 15
# Table of Contents: Adding a Second Level

Pressbooks supports adding one sub-level to your Table of Contents. This chapter will show you how to make it work.

## It’s easy!

1. Go to Appearance –> Theme Options
2. Select “Enable a two-level TOC”
3. Now, in your content, headings tagged with <h1> tags should be parsed into a (linked) subsection in your TOC.

Finally, not all Themes have been tested with this feature — if things look funny, please test another theme.

# 16
# Book Covers for Ebooks and Print-on-Demand

Pressbooks' primary function is to generate interior book files for ebooks and print books. You do not have to use Pressbooks to create your book covers—you can source those separately—but you can use our book cover generator to produce both your ebook or PDF covers. The file you create will be automatically sized to complex industry specifications.

**NOTE:** Print-on-demand services require that interior and cover files are submitted separately, but ebook services typically do not. Book covers will be included in your ebook (EPUB and MOBI) exports, but not in your PDF files.

In this section, we will cover:

- How to create ebook and print book covers in Pressbooks
- Ebook cover specifications
- How to include your cover in your exported ebook files from Pressbooks
- What's different about the specs for a print book cover
- How to turn an ebook cover into a print cover in Pressbooks

## How to Use the Pressbooks Cover Generator

Here's how to access the cover creation tool if it's installed on your network.

**1. Go to Export / Cover Generator.**

**2. Adjust your book information.** This is automatically imported from what you've entered under Book Info, but what you enter here will not override the text you have entered on the Book Info page.

> **NOTE**: If you would like to keep any of these fields blank, you will need to enter ** ** in order to prevent the system from automatically pulling in the information from the Book Info.

**3. Set your theme** (your book cover is going to inherit the font and design style of the theme you applied to your book. You can change that theme.)

**4. Upload an image for the front of your cover.** This is optional. You can also have a plain cover and specify the background color instead.)

> **NOTE:** Most print on demand suppliers (including IngramSpark) require your cover image to be 300dpi. See below for more on how to ensure you meet this requirement.

**5. Check the page count.** Pressbooks will automatically fill this field with the page count of your most recent PDF export UNLESS you change it manually. If you change it manually once, **it will no longer be automatically updated**, so you will have to be very careful to check the page count here before

exporting your final cover file.

**6. Set the colors for your cover's background and text**

**7. Click on Make PDF Cover and Make Ebook Cover to generate print and ebook cover files.** A progress bar will appear to track your cover files as they export. When complete, the cover files will appear underneath the **Download** heading.

# Preparing Cover Images for Print

Many print-on-demand suppliers (including IngramSpark) request that cover images be at least 300DPI. To ensure that our cover generator is creating covers that meet this requirement, we have added a check during the image upload process that will verify whether your image is large enough to export at the right resolution for your trim size.

Before you upload your cover image to the generator, you will need to check that it is the right size. To do so:

1. Add .125 to the top, right side and bottom of your front cover dimensions (e.g. the front cover for a 6×9in trim size book would be 6.125×9.25in)
2. Multiply those dimenseions by 300 (to give 300 pixels per inch), e.g.

(6.125 x 9.25in) x 300 = 1838 x 2775 pixels

If your image is not large enough, or has the wrong width to height ratio, the uploader will give you an error message with the dimensions your file needs to meet.

## Creating an ebook cover, or not submitting to IngramSpark?

We've left a loophole so you can circumvent these restrictions if you need to. Instead of uploading your image in the cover generator, go to your **media library** first and add the image there. Then, when you go to add your image in the cover generator, select the cover image from the media library rather than uploading the file again.

# Tips for Hiring a Designer

If you are going to hire someone to design your book covers, the following tips will help.

## Ebook Covers-Specs and Tips

A few things to keep in mind when designing your ebook cover:

### *Technical specifications*

Various ebook platforms (Kindle, Apple iBooks, Kobo and others) have slightly different specifications for ebook covers. Here is a good overview of specs that should keep you in good stead everywhere:

- 1:1.5 aspect ratio, meaning height should be 1.5 times the width of the cover
- recommended dimensions: 2500x3750px
- safe minimum dimensions: 666x1000px
- safe maximum file size: 2MB
- recommended file type: JPG

### *Think About Readability*

Your book cover can be *tiny* when showcased in ebookstores. Make sure to design a cover with big, clear fonts that will catch your reader's attention.

## Print / Print-on-Demand Cover Specifications

Print-on-demand covers are more complicated than ebook covers.

This is because:

- The cover must have a front, spine and back.
- Front, back and spine are all contained in a single PDF file.
- The size of your cover will change depending on:
  - trim size: is your book a pocketbook, or trade paperback? 5.5 x 8in? 6x9in? Bigger? Smaller?
  - page count: A book that has 1,000 pages needs a wider spine than one with 100 pages.

Your printer or print-on-demand supplier will be able to provide you with clear specifications for your cover, which can be sent to whomever is designing your POD cover.

> **NOTE**: Because of the complexity of designing print covers, we recommend hiring a professional to design your print book cover if you are not going to use the Pressbooks cover generator.

It is also possible for you to use free tools outside of Pressbooks, such as the free Cover Creator application available from KDP or the free design tool Canva.

## Uploading Your Ebook Cover in Pressbooks

To upload your book cover file in Pressbooks:

1. Make sure your book cover is *at least* 666x1000px (recommended 2500x3750px)
2. Go to **Left Menu > Book Info**
3. Scroll down to “Cover Image.” Click Choose File and locate your book cover file on your computer
4. Click Choose to upload that file into the Pressbooks system

Pressbooks will then include your ebook cover in your MOBI and EPUB file exports.

> **NOTE:** Covers are not included in the PDF exports (see below for why!).

## Turning an Ebook Cover Into a Print Cover

It may be that you have an ebook cover ready to go, and want to turn it into a print cover as well. Using the Pressbooks cover generator, you can easily add a spine and back to create a full, print-ready cover. Once you’re in the generator:

- Delete the title and author information, except for those labelled “Spine”
- In the empty fields, enter ** ** (this will stop the generator pulling in the information from your Book Info again)
- Fill in the “About” section that will appear on your back cover
- Change your theme if desired
- Upload your ebook cover as the **Front Cover Background Image**
- Complete the page count and paper size as normal
- Choose your background and font colors for the spine and back cover
- Make your cover!

# Why Isn’t my Cover Showing up in my PDF Export?

Ebooks require a cover in the ebook itself, so when Pressbooks exports your book, the cover is included.

For print-on-demand, however, you send your POD supplier **two** separate files:

- the “PDF interior” file (the inside pages of the book, which Pressbooks produces)
- a separate PDF file of the cover (which you can produce on Pressbooks if you’ve upgraded to PDF+EBOOK Pro but are also welcome to source elsewhere)

Because Pressbooks PDFs are designed for print-on-demand, we do not include the cover in our PDF exports. If you are distributing your PDF on its own, you add your cover to your PDF using other tools such as Preview (for Mac) and Adobe Acrobat.

If you use our cover creator, you would download the file from Pressbooks before uploading to the bookstores. Or, get this file from your designer.

# 17
# Parts

The Pressbooks writing interface enables you to create multiple sections within your book. In this chapter, you will learn:

- About common parts of a book, and how they work in Pressbooks
- How to organize your book using Parts in Pressbooks
- How to add, delete and rename Parts

## 1. Common Parts of a Book

Most books contain at minimum three main parts of a book: Front Matter (things like copyright and preface), Back Matter (things like index and appendices) and the Main Body (the main content of your book, typically made of up chapters, and sometimes parts with chapters).

By default, your book will have these sections set up in the Pressbooks dashboard. Each of these parts of a book is a container to which you may later add as many individual “chapters” as you want. Your book may require different, fewer or more parts than the system default.

Pressbooks allows you to:

- Add new Main Body parts.
- Delete Main Body parts.
- Rename Main Body parts.

*Organizing parts in Pressbooks*

To add a new Main Body part:

- Go to Text on the left side of the Dashboard.
- Click on Organize.
- Select the Add Part button (there are three buttons from which you can do this–on the left menu, on the top menu and between the main part of your book and the back matter). Clicking any of these will result in a new Part in the main body of your book.
- Enter the name for your part on the next screen. Ex: Part One.
- Add information about this part, if desired.
- Add a number in the box under Order to designate where your part appears (lower numbers appear higher in the book, closer to the front).
- At this stage, you can choose make the book part invisible, meaning you can use it to organize chapters behind the scenes, but it will not be noted in your book's Table of Contents.
- Click Save.

To delete a part: NOTE: You cannot delete the front matter or back matter parts of your book, but you can add or delete chapters within these parts, make these parts private or published and choose whether to include them in exports (more on this in Chapters). You can delete Main Body Parts. To do so:

- Click the red Delete button that aligns with the name of the part (Main Body, for example).
- Click OK on the popup that appears.

To rename a part:

- Click on the red Edit button that aligns with the name of the part.
- Edit the title on the page that follows.
- Save.

You can check that your change is reflected by returning to the Organize Text screen from the dashboard.

For a visual intro to parts and chapters, check out our tutorial video.

*A YouTube element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=162*

# 18
# Chapters

Pressbooks divides your chapters into three sections: Front Matter, body chapters, and Back Matter. You can also choose to divide the chapters in the body of your book into larger Parts. You can access all these options from the **Organize** page. Other chapter settings are available from within the content editor interface.

This chapter will cover:

1. How to Add, Edit, Trash, Restore, or Delete a Chapter
2. Status & Visibility Settings
3. The Visual and Text Editors
4. Parts and Chapter Types
5. Revisions
6. Chapter Metadata
7. Owners
8. Discussion and Comments

## 1. How to Add, Edit, Trash, Restore, or Delete a Chapter

### To add a chapter:

1. Go to **Organize** from the left sidebar menu of your book's dashboard
2. Click **Add Chapter** either within a part or from the left sidebar menu
3. Create a title and add content if desired
4. Click "Create"

### To edit a chapter:

1. Go to **Organize** from the left sidebar menu of your book's dashboard
2. Click the name of the chapter you'd like to edit
3. Make revisions to the content, the title, or the chapter settings

4. Click “Save”

## To trash a chapter:

1. Go to **Organize** from the left sidebar menu of your book’s dashboard
2. Hover over the chapter that you’d like to place in the trash
3. Click “Trash”

You can also trash a chapter from the Status & Visibility menu, explained below.

## To restore a trashed chapter:

1. Go to **Organize > Trash** from the left sidebar menu of your book’s dashboard
2. Find the title of the chapter or post you want to restore
3. Click the “Restore” button in the Action column

The post will automatically restore and be accessible from the **Organize** page.

## To delete a chapter permanently:

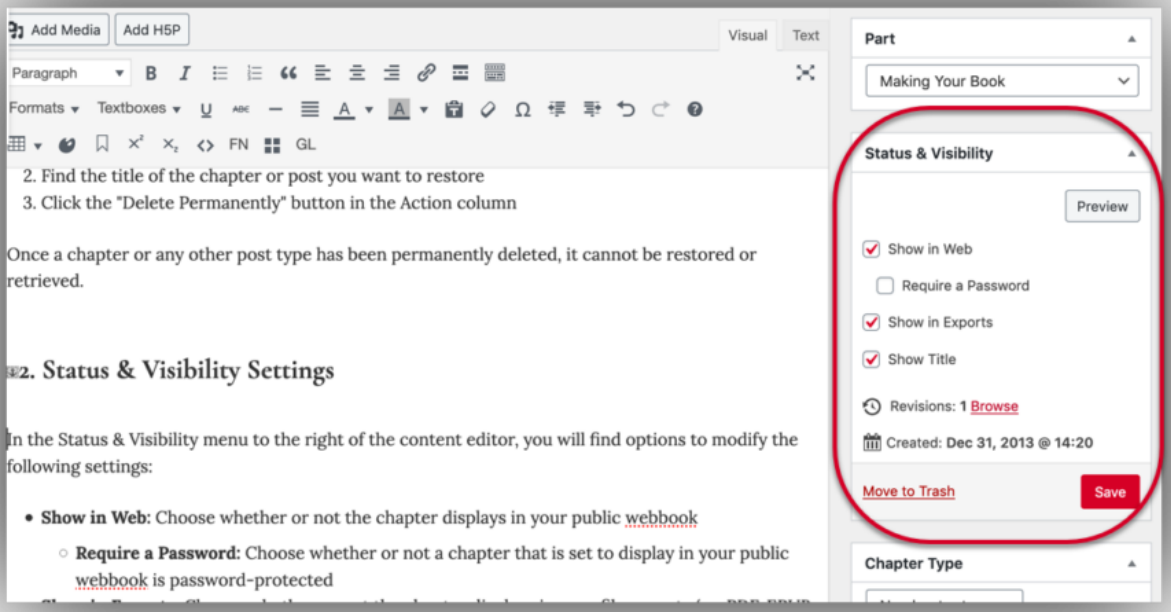
1. Go to **Organize > Trash** from the left sidebar menu of your book’s dashboard
2. Find the title of the chapter or post you want to restore
3. Click the “Delete Permanently” button in the Action column

Once a chapter or any other post type has been permanently deleted, it cannot be restored or retrieved.

# 2. Status & Visibility Settings

In the Status & Visibility menu to the right of the content editor, you will find options to modify the following settings:

- **Show in Web:** Choose whether or not the chapter displays in your public webbook
    - **Require a Password:** Choose whether or not a chapter that is set to display in your public webbook is password-protected
- **Show in Exports:** Choose whether or not the chapter displays in your file exports (ex: PDF, EPUB, and more)
- **Show Title:** Choose whether or not the title for the chapter displays for all formats




> **NOTE:** If your book's global privacy setting is set to "Private" and not "Public," then no chapters will Show in Web. For more information on chapter-level and book-level privacy, see Privacy Settings.

This menu also includes the following options:

- **Preview:** View how your webbook will look with current changes
- **Revisions:** Browse your revisions to restore a previous version of the chapter
- **Move to Trash:** Remove the entire chapter from your book
- **Save:** Save your changes (**NOTE:** Newly created chapters will have a "Create" button in the place of the "Save" button)

# 3. The Visual and Text Editors

There are two ways to edit your chapter's content: the **visual editor** and the **text editor.**

## The Visual Editor

The visual editor is a WYSIWYG (what you see is what you get) editor. This editor will emulate the style and display of your exports whenever possible. It also includes a toolbar that allows you to style your text. For more information on the visual editor, see Visual & Text Editors.

## The Text Editor

The text editor shows the HTML view of your chapter. What this means is that you'll see all the textual content of the chapter, as well as the tags for any added styles and markup. For more information on the text editor, see Visual & Text Editors.

# 4. Parts and Chapter Types

Two other settings are available to the right of the chapter editor: the Part menu and the Chapter Type menu.

## Parts

If your book has multiple Parts within the main body of the book, then you can select which Part a chapter belongs in from the Part menu. Just click the dropdown menu, select the Part you wish the chapter to fall inside of, then save your changes.

## Chapter Types

There are three chapter types to choose from:

- **Standard:** A standard chapter will have a chapter title which may include design elements depending on the theme, and includes the chapter number
- **Numberless:** A numberless chapter will not include the chapter's number on the title page, and may not contain other elements included in the standard chapter title page design
- **No chapter type:** This chapter type is the default, and emulates the "Standard" chapter type

To modify your chapter type, click the dropdown menu and select the chapter type desired. Then, save your changes.

# 5. Revisions

All saved versions of your chapter, including autosaves, will be recorded and available in the Revisions menu below the editor interface. Each logged version includes the name of the author who saved the chapter, how long ago it was saved, and a linked timestamp for the post.

Click any timestamp, or the Browse button in the Status & Visibility menu, in order to be brought to the Revisions page for the chapter. From this interface, you can:

- Compare any two saved versions of the chapter by checking the "Compare any two revisions"
- Restore any version of the chapter by navigating on the timeline to the intended version, then clicking "Restore This Revision"
- Click "Return to editor" to be brought back to the chapter editor page

# 6. Chapter Metadata

The Chapter Metadata section is below the visual/text editor and allows you to add metadata that applies specifically to a chapter rather than to the entire book.

Note that *book* metadata should be entered in the Book Info page. You'll find the following options available in the Chapter Metadata section:

**Chapter Short Title:** Enter a shorter version of your chapter's title. You can set the short title to display in the running content of a book's PDF export. The short title is also used for webbook navigation cues.

**Chapter Subtitle:** Text entered here will display in your table of contents as will as the chapter title page.

**Author(s):** If the author of a chapter is different from the author of the book, select the author from the dropdown menu to attribute the chapter to that author. Note that if the author name has not yet been added as a contributor, you can click “Create New Contributor” to add it. When an author is added to the Chapter Metadata, the author name will appear beneath the title of the chapter. The name will also appear in the chapter-level license statement.

**Chapter Copyright License:** If a chapter has a copyright license which differs from the book’s global copyright license, then you can select the chapter copyright license from the dropdown menu. The chapter copyright license will override the book license, but only for that chapter. The chapter-level license will display in the footer of each chapter in the webbook. It can also be set to display in exported book formats when the “Chapter Licenses” setting is enabled in your Global Theme Options.

Every webbook chapter has a chapter-level license statement in the footer regardless of whether a specific chapter license has been chosen. There are four different scenarios:

1. **A chapter has a chapter-level author, and a chapter-level license has been selected.** The license statement will read CHAPTER TITLE by CHAPTER AUTHOR.
2. **A chapter has a chapter-level author, and a chapter-level license has not been selected.** The license statement will read BOOK TITLE by CHAPTER AUTHOR.
3. **A chapter does not have a chapter-level author, and a chapter-level license has been selected.** The license statement will read CHAPTER TITLE by BOOK AUTHOR.
4. **A chapter does not have a chapter-level author, and a chapter-level license has not been selected.** The license statement will read BOOK TITLE by BOOK AUTHOR.

Chapter license also affects cloning. If a public, openly licensed public book contains chapters that are licensed as **All Rights Reserved** or **No-Derivatives,** those closed-license chapters will not clone onto the new network.

# 7. Owners

If your book has multiple users and collaborators, you can select an owner for the chapter from the dropdown menu in the Owner section. By default, the owner is set to whoever initially created the chapter.

# 8. Discussion and Comments

By default, comments are disabled globally for your book. Once you’ve enabled comments globally for

your book, you can control chapter-level comment settings in the Discussion and Comments sections.

## Discussion

In this section, you can control your comments settings on the chapter level with the following options:

- Allow comments
- Allow trackbacks and pingbacks

## Comments

Through this interface, any user with administrative access to the book can leave a comment from within the editor. If any comment has been left on the webbook, administrators can view and moderate comments from this panel.

See Comments and Review for more information.

## Media Attributions

- visibility

# 19
# Front Matter

You may wish to include an Introduction, Acknowledgements or other material before the start of your book. Pressbooks lets you easily format these and other items as front matter in your book, which will appear prior to the main body.

This chapter will explain:

- How to create, edit, delete and change front matter items
- Types of front matter, and how to create them

## 1. How Front Matter Works

Front matter is the stuff that goes at the beginning of the book — before you get into the meat and potatoes. Front matter can include such things as: Preface, Dedication, Foreword, as well as the Title Page and Copyright page.

Front matter items function similarly to chapters. You can create, edit, delete, rename or reorder front matter items the same way that you would with Chapters, with one additional option.

The Front Matter Types menu lets you indicate an item's type – which may change how it is styled in outputs.

*Front matter menu in Pressbooks*

# 2. Types of Front Matter, and How to Create Them

Pressbooks lets you specify 21 types of front matter, including Miscellaneous.

These types are:

- Abstract
- Acknowledgements
- Before Title Page
- Chronology, Timeline
- Dedication
- Disclaimer
- Epigraph
- Foreword
- Genealogy, Family Tree
- Image Credits
- Introduction
- List of Abbreviations
- List of Characters
- List of Illustrations
- List of Tables
- Miscellaneous
- Other Books by Author
- Preface
- Prologue
- Recommended Citation
- Title Page

To indicate front matter type:

- On the Dashboard, go to Text, then Organize.
- Click on Edit next to a front matter item.
- In edit mode, go to the Front Matter Types menu.
- Indicate the item’s type.
- Press publish.

# 20
# Back Matter

You may wish to include followup materials after the main body of your book. Pressbooks makes it easy to format these as back matter. They will appear after the main body of your book.

This chapter will explain:

- How to create, edit, delete and change back matter items
- Types of back matter, and how to create them
- The order back matter will appear in your book
- How to create indexes, notes and glossaries

## How Back Matter Works in Pressbooks

Back matter is the stuff at the end of your book, after the main sections of the book are finished. Some common items in Back matter include: Epilogue, Index, Bibliography.

Back matter items are essentially chapters within a part, with one additional option to customize.

The Back Matter Types menu lets you indicate an item’s type.

*Back matter menu in Pressbooks*

The process to create, edit, delete, rename or reorder back matter items is the same way as that for Chapters, with one additional option.

## Types of Back Matter, and How to Create Them

Pressbooks lets you specify 24 types of back matter, including Miscellaneous.

These types are:

- About the Author
- About the Publisher
- Acknowledgements
- Afterword
- Appendix
- Author's Note
- Back of Book Ad
- Bibliography
- Biographical Note
- Colophon
- Conclusion
- Credits
- Dedication
- Epilogue
- Glossary
- Index
- Miscellaneous
- Notes
- Other Books by Author
- Permissions
- Reading Group Guide
- Resources
- Sources
- Suggested Reading

To designate back matter type:

- Go to the Pressbooks dashboard. Click on Text, then go to Organize.

- Press the Edit button adjacent to your desired back matter element.
- On the right of your edit screen, select the correct dropdown in the Back Matter Types menu that applies to the desired type.

Publish by using the Update button.

# Back Matter Order

As with front matter, Pressbooks will order your back matter in accordance with the Chicago Manual of Style rules. These mandate the following order:

Acknowledgements (if not in front matter)
Appendix (or first, if more than one)
Second and subsequent appendixes
Chronology (if not in front matter)
Abbreviations (if not in front matter)
Notes
Glossary
Bibliography or References
(List of) Contributors
Illustration Credits (if not in captions or elsewhere)
Index(es)

# Indexes and Notes

Currently, Pressbooks is not able to automatically create these pages with links to the corresponding locations in the body of your book. However, it is possible to create these manually using anchor links. To do so:

1. Create your back matter section and add your content
2. Create an anchor link next to each term/entry/endnote by clicking the “Anchor” button on the toolbar and entering a unique identifier
3. Go to the corresponding chapter and find the term you wish to link to the back matter
4. EITHER:
    1. Highlight the text, click on the “Link” icon and enter ‘**/back-matter/[your-section-title]/#unique-identifier**‘ OR

2. Insert a number marker using the supercript button on the toolbar (like this[1]), highlight the number and create a link as above.

This will create a link *to* the back matter section, but to also link back to the body text, repeat the same process in reverse, placing the anchor in the body text and the link in the back matter section.

For more on adding end-of-book endnotes, click here. For more on internal links and anchors, see our guide chapter on hyperlinks.

# 21
# Privacy Settings: Global and Chapter-level

You can modify the privacy of your book or the chapters within it at any time. Read on to learn about:

- Global Privacy Settings
- Chapter-level Privacy Settings
- Additional Privacy Settings

There are two levels of privacy settings in Pressbooks:

- **Global privacy setting:** Choose whether your entire webbook is Private or Public
- **Chapter-level privacy settings:** Choose whether an individual chapter displays in the webbook

Each of these settings controls if, when, and how your book is displayed to the public. They can also affect what is visible to book collaborators with certain user roles, which you can read about in more detail in Users & Collaborators.

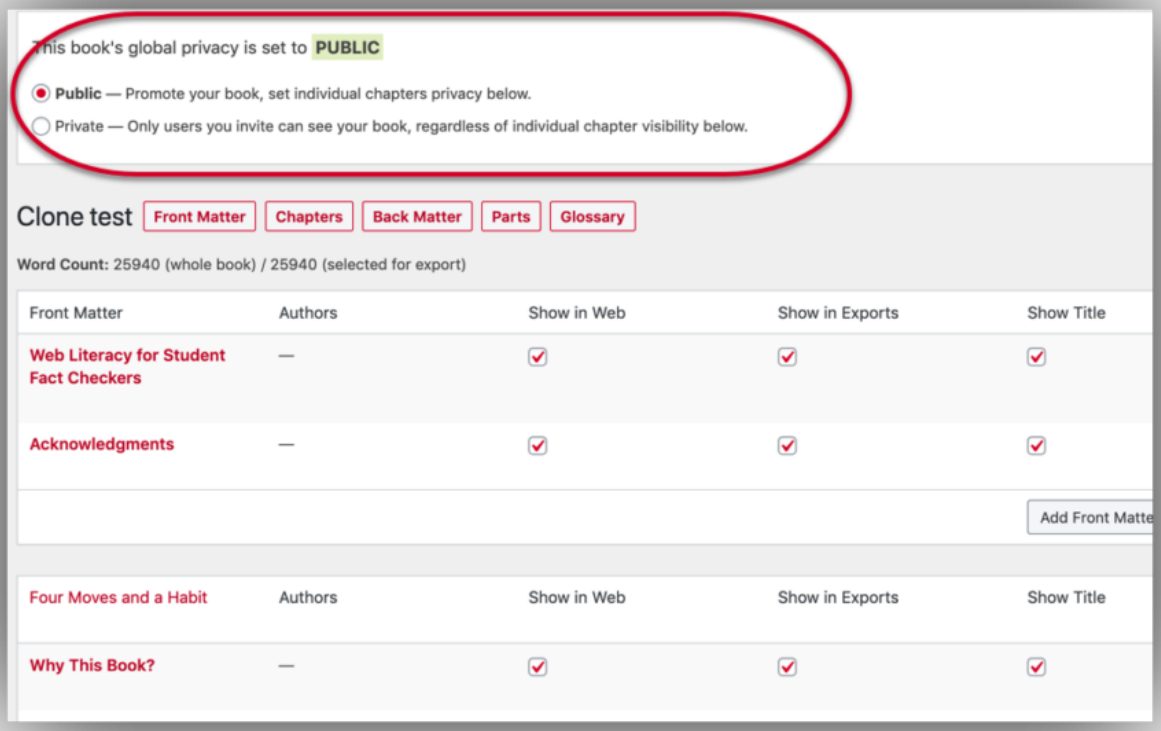
## Global Privacy Settings

The global privacy setting affects whether or not readers can access your webbook on Pressbooks. You can set your book's global privacy to private or public:

- **Private** books can only be accessed and viewed by the administrator of a book and the users that the administrator has added to the book. Setting a book's global privacy to private overrides chapter-level privacy settings.
- **Public** books can be accessed by anyone. When a book's global privacy is set to public, you can adjust the chapter level privacy to control who sees what content.

There are two places to set the global privacy for your book:

- The Organize page
- The Sharing & Privacy page




# The Organize Page

Most users will visit this page more often. In order to access your global privacy setting here:

1. Click **Organize** on the left-hand menu of your book's dashboard
2. Select "Public" or "Private" in the Global Privacy box at the top of the page

Your choice will be immediately reflected in your webbook.

## The Sharing & Privacy Page

The privacy settings for your book are centrally controlled on this page. Beyond global book privacy, you'll see other settings as well, including access to private content and comment activation. To access your privacy setting here:

1. Hover over Settings on the left sidebar menu of your Pressbooks dashboard
2. Click Sharing & Privacy
3. Next to Book Visibility, select "Public" or "Private"
4. Click Save Changes

As mentioned above, books with a global privacy setting of "Public" can still have individual chapters set to "Private." Read on for more information.

# Chapter-level Privacy Settings

Whereas global privacy settings apply to your whole book, you can use chapter-level privacy settings to control who has access to individual chapters within that book.  Your chapter-level privacy setting can be set while your book is private but will only apply when your book is public.

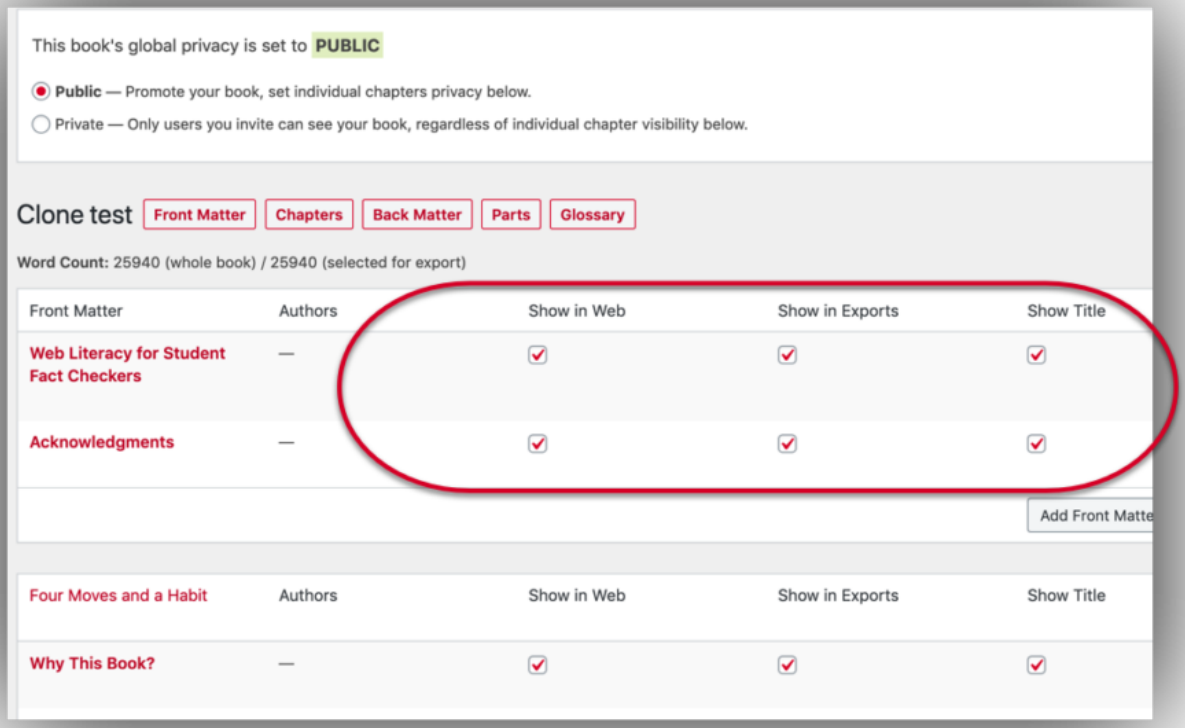
There are two places to control the privacy setting for a chapter:

- The Organize page
- The chapter editor interface

## The Organize Page

You can access the chapter-level privacy setting for all chapters at once from the **Organize** page. To modify this setting:

1. Go to **Organize** from the left sidebar menu of your book's dashboard
2. Find the **Show in Web** column for a specific Part, or for the Front Matter or Back Matter
3. Check the box for each chapter that you want displayed to the public in your webbook




**NOTE:** You can select or deselect all chapters to show in web by clicking "Show in Web" at the top of the column of whichever Part you are modifying.

# The Chapter Editor Interface

You can also modify the "Show in Web" setting from inside the chapter editor interface. This may be more convenient for users who are actively editing a chapter rather than modifying all chapter privacy settings at once.

To access this setting:

1. Access a chapter of your book in Pressbooks
2. Find the **Status & Visibility** box to the right of the chapter editor
3. Select or deselect the "Show in Web" box according to your preferences
4. Click **Save**

Your settings should then be reflected in your public webbook.

# Additional Privacy Settings

In addition to the global and chapter-level privacy settings, you can control two other chapter-level settings that affect the visibility of your chapters:

- Show in Exports
- Require a Password

## Show in Exports

The “Show in Exports” setting works the exact same as the “Show in Web” setting above. However, instead of hiding or showing the chapter in your webbook, it will hide or show your chapter in your PDF, EPUB, or other exported files.

## Require a Password

You can use the Password Protection setting to limit access to individual chapters in your public webbook while still allowing the public to access the book itself.

Users may choose this option in order to give access to a large group of individuals for pre-release or peer review before a webbook is made public.

For more information on how to enable password protection for individual chapters in your book, visit the Users & Collaborators chapter of the guide.

# Media Attributions

- privacy1
- privacy2

# 22
# Delete a Book

You may find that you want to delete a book that you've created on Pressbooks. It's easy to do this yourself. Just follow these steps:

1. Hover over the title of your book in the top menu of Pressbooks

2. Click "Delete Book"You'll be brought to a new page.

3. Select the box next to the following statement: "I'm sure I want to permanently disable my book, and I am aware I can never get it back or use [your book URL] again."

4. Click the "Delete My Book Permanently" buttonYou'll next be brought to a page that states the following: "Please check your email for a link to confirm your action. Your book will not be deleted until this link is clicked."

5. Check the email inbox associated with your Pressbooks account

6. Confirm the deletion of your book via the link in the Pressbooks emailOnce you've confirmed the deletion of the book via email, the book will be removed from your Pressbooks account.

# 23
# What Is a Webbook?

A Pressbooks webbook is exactly what it sounds like: a book on the web. Traditional book formats like print books and ebooks can start on the web too, but they eventually wind up in an export format – your standard EPUB, MOBI, and PDF files. These are the files you take to distribution services like Amazon or IngramSpark, who will host your book in ebook stores or allow readers to purchase them on a print-on-demand basis.

By comparison, a webbook *stays* on the web. It's the exact content from your ebook or your print book, but hosted online with Pressbooks and available for free to readers. It's also capable of a few things that traditional formats can't do.

In this chapter, we'll cover:


- How a Webbook is Made
- The Webbook Homepage
- The Webbook Interface
- Interactivity
- Why Create a Webbook?
- Privacy Settings


## How a Webbook is Made

To understand what a webbook is, you first need to know that Pressbooks extends WordPress, a popular open source content management system used to publish content to the public web. Pressbooks transforms WordPress, however, so that instead of publishing a site made up of 'posts' and 'pages' as you would in traditional WordPress, you're publishing a webbook. This means that each book you create with Pressbooks is a new website. Your book-website may live on the same Pressbooks network with hundreds, or even hundreds of thousands of other book-websites. No matter what format of book you're creating, each of your chapters starts out as something like a 'blog post' or 'page' on a website. With a little code magic, Pressbooks then transforms those 'blog posts' into the book formats you're familiar with.

With the webbook, the end result will resemble what you might see on a WordPress blog, but organized and presented in a way that invites readers to navigate the like a book. Each 'post' in your book – front matter, chapter, or back matter – becomes its own webpage. Readers can scroll down the webpage to

read the entire chapter's content, or they can use the navigation arrows attached to the bottom of the page to navigate backward or forward to another chapter. The reading interface for each page also includes a dropdown table of contents, like you may find in an ebook. To access the book, your reader just needs to have the link to where it lives on your Pressbooks network – something like https://guide.pressbooks.com/.

Just like in traditional book formats, 'posts' can be nested in a way that lets you divide your book up for your readers. Subsections can be nested under chapters, and chapters can be nested under organizational units we call *parts*. If a part contains content, it will display as its own webpage in the webbook format. Otherwise, it only divides the information in the table of contents. Subsections of a chapter will all be included on the same chapter webpage.

Most of the design elements that you see in your ebook and PDF book formats will also display in the webbook. For example, if you choose the Jacobs theme (as this book does) the ebook, print book, and webbook will all share the same Montserrat sans serif font, the same lightly shaded textboxes, and the same heavily bolded pullquotes.

The User Guide you're reading is one example of a webbook. You can flip through it to see what it's like to read a webbook you may create.

# The Webbook Homepage

Most books have covers, right? On an ebook you may just see an image. On a print book, you might expect to see a fully design cover with a title, the names of authors, a description or excerpt, or even book reviews. The purpose of the cover is to introduce you to the book with details about the content and who wrote it.

In a webbook, the cover is replaced by the **webbook homepage.** The webbook homepage includes the same things you'd expect from a print ebook cover, plus a bit more, including:

- A cover image
- Title and subtitle
- Authors
- Description
- License information
- Social media links
- Table of contents
- Book information

- Metadata

Most of that information displays “above the fold” as one may say – the most significant details are the ones the reader sees first. The reader can then scroll down to see the Table of Contents, Book Information, and Metadata sections. Since these contain quite a bit more information, we’ll get into that in the sections below.

One feature you may take particular interest in on the webbook homepage is the **Download this book** dropdown menu. If you’re creating your book on a PressbooksEDU or open source network, you’ll have the ability to share your latest export files with the public. Once that setting is turned on, the newest exported file of each file type will be available in this dropdown menu for readers to download to their device.

## Table of Contents

The table of contents can be used to navigate to any part of the book. It displays in its entirety both on the webbook homepage and as a dropdown menu at the top of every page within the book.

Each part, chapter, and subsection in the book is linked to from the table of contents. Notice that subsections can be collapsed into chapters, and chapters can be collapsed into parts. To expand or collapse content, use the plus and minus signs to the right of the post title. You can also expand or collapse all items in the table of contents by clicking the **Show/Hide All Contents** button directly above the table of contents.

Chapters that have not been selected to show in web will appear with a lock symbol. You’ll only see these chapters in the table of contents if you are a logged in user with admin permissions for the book. Parts that have no content shown in web will not display at all.

## Book Information

Once you start looking around, you’ll notice that one of the biggest differences between traditional book formats is how the metadata – or ‘book information’ – is displayed. In ebooks and print books, your title pages, copyright page, and table of contents are considered front matter. These pages are automatically

generated by Pressbooks using the details you entered on the Book Info page, and appear at the beginning of your book.

The same details are displayed in your Pressbooks webbook, but since webbooks aren't paginated the same way, these details are instead displayed on the book homepage beneath the table of contents.

The Book Information section of the webbook homepage includes the following information:

- Long book description
- Author name(s)
- License information
- Subject

Without going too deep in the weeds, this section of your webbook's homepage provides visitors with more information about the book than is usually provided by the cover and title.

# Metadata

Using the metaphor from above, the metadata section pushes you completely into the weeds. Here's where visitors can find a lot more details about the book, including:

- Title
- Contributors
  - Author
  - Editor
  - Translator
  - Reviewer
  - Illustrator
- License and custom copyright notice
- Subject headings
- Publisher
- Publication date
- Digital object identifier (DOI)
- Ebook ISBN and print ISBN
- Social media hashtag

Nearly all additional information about your book that you may have entered on the Book Info page will be displayed here, in the Metadata section at the bottom of your webbook's homepage.

Since much of the traditional front matter is displayed on this homepage, webbooks generally have fewer posts in the front matter section. Manually created posts, like dedications or introductions would still display as their own webpages, however.

# The Interface

The webbook interface is built to be responsive to all screen sizes: mobile, desktop, or tablet. The design includes several features to help readers as they work through the text.

## The Header

Let's start with the first thing people see at the top of the page:

**Logo:** In the top left corner, readers will see the logo for the network on which they're reading the book. In the example above, the book is on the **PressbooksEDU** network. If a reader clicked that logo, they'd be taken to the **PressbooksEDU** network's homepage.

**Increase Font Size:** In the top right corner is an option to increase the font size of the text. This lets the reader control the text size of the book without affecting the reading experience of other users. The Font Size button is sticky on screens larger than a cell phone so it can be enabled and disabled at any time.

**Navigation Menu:** The specific items which appear in this navigation menu will differ between networks, but the header navigation menu will generally always include the following links: **Home, Sign In/Out,** and **Read.** The **Read** button takes a reader to the first page in a webbook.

**Search:** The search box lets readers search for any term throughout the book and then displays a list of all chapters that include that term.

**Contents:** As you'll have read above, the webbook includes a table of contents on the homepage as well as a dropdown version that's available from the top of ever page in the book.

**Book Title:** The title of the book will display in the middle of the top bar on every page of the book. Clicking the book title will bring you back to the webbook's homepage.

**Buy links:** If a book creator has made their book available for purchase through a distribution service (like Kindle or Kobo), they may include links to those distributors on the Buy page. The Buy button will

appear on the right hand side of the top bar, and readers can click the button to find where they can purchase the book.

## Navigation

At the bottom of every screen are three buttons that let you navigate through the book.

The bottom left of the screen is a button that reads **← Previous: [post title]**. Clicking this button navigates the reader to the previous page in the book. Similarly, the bottom right of the screen displays a button that reads **Next: [post title] →** and navigates the reader to the next page in the book when clicked. These actions can also be executed by using the left and right arrows on your keyboard.

The third button is an arrow in middle that points straight upward. Clicking the Up button will bring the reader all the way back up to the top of the page they are reading. All three of these buttons are sticky, so you'll see them no matter where you are on the page.

## The Footer

There are two layers to the webbook footer:

One displays a bit of information about the book:

- Chapter-level copyright license*
- Social media sharing links

*If the chapter does not have a chapter-level copyright license, then the book-level copyright license will be displayed.

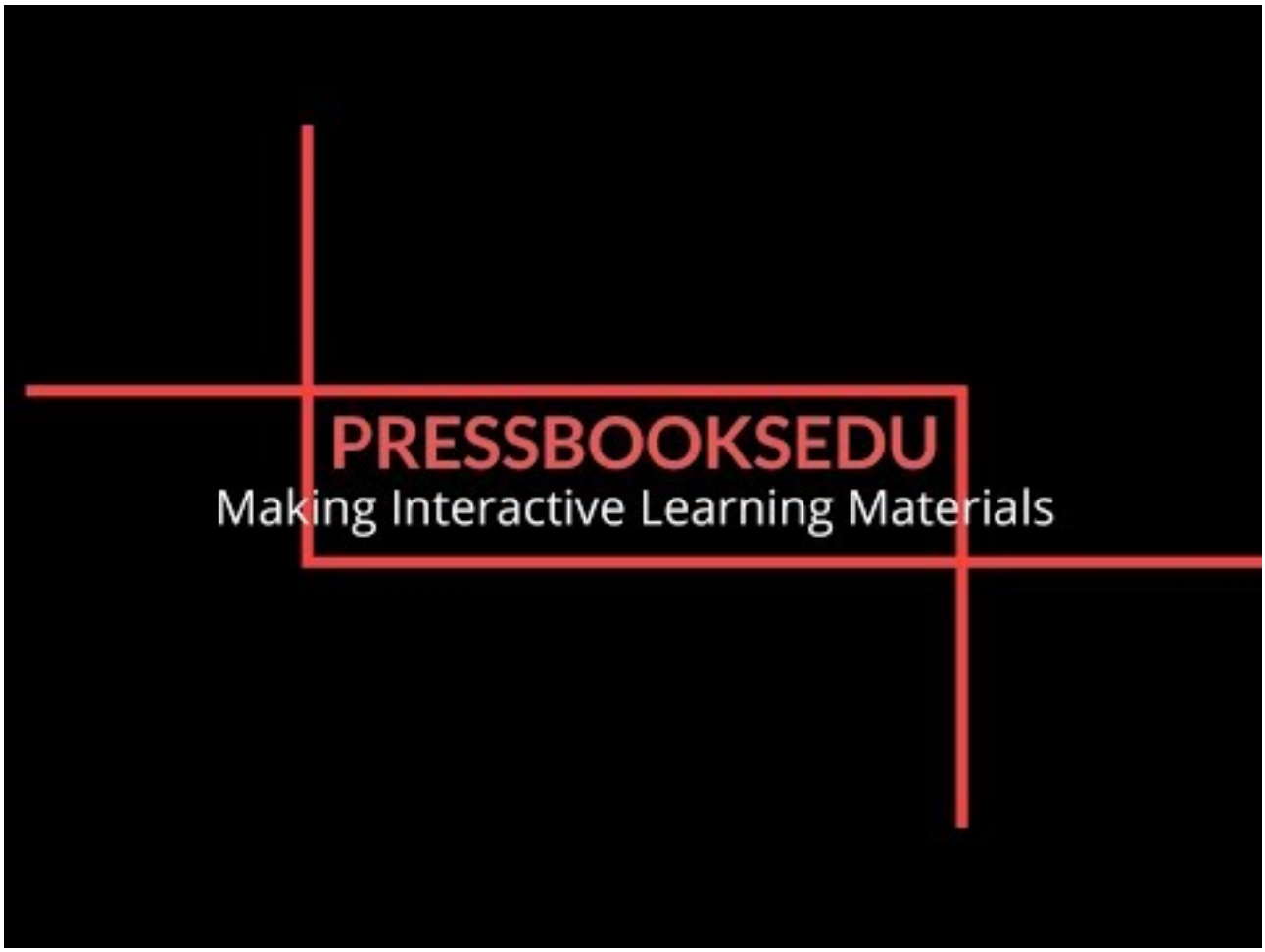
The other layer is the default footer for all webbooks on all networks. It typically includes links to:

- Pressbooks.com
- The Pressbooks Guide and Tutorials list
- The Contact information for your network, if available
- Pressbooks YouTube
- Pressbooks Twitter

# Webbook Interactivity

One of the biggest advantages of the webbook is interactivity. As we got into earlier, this version of your book is kind of like a blog: it's based on the web, so there's a lot more possible than can be included in a traditional print book or ebook.

Take videos for example:




*A YouTube element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=202*

Some more recent versions of the EPUB format do allow for videos, but unfortunately those versions aren't widely supported by all ebook readers yet. The video above was just copy/pasted as link from YouTube into the Pressbooks visual editor, and now it's embedded in the webbook and can be watched by any reader who accesses the book.

A few other interactive elements include H5P**:**

*An interactive or media element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=202*

Or even interactive timelines:

*A Knight Lab element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=202*

For more information on what kinds of media can be embedded in a webbook chapter, check out Embedded Media & Interactive Content.

It's important to note that since the webbook format is the only version of your book that can support these interactive elements, readers will see something a little different in the exported formats of the book. Videos, audio, and other interactive elements will display in the PDF and ebook versions of the text as a short paragraph that describes that interactive content is missing. They'll also be given a link so that they can navigate to view the interactive content on the web once they have the opportunity.

Example placeholder for an embedded video in export formats

# Why Create a Webbook?

The Pressbooks webbook is intended to be distributed as a free version of your book. We don't offer any tools to monetize access to the webbook, so if you do choose to make parts of or the entirety of your webbook public, understand that you're publishing that content as a free resource.

The primary use of the webbook is in education. Schools, universities, institutions, and non-profit organizations often use Pressbooks to create **openly licensed** versions of their textbooks or learning materials. These resources are often referred to as **open educational resources**, or OER. OER can then be used in classrooms as an alternative to traditionally published textbooks. Openly licensed content, or content that a creator has granted general permission for others to copy and/or change, can also be **cloned** onto another Pressbooks network, depending on the permissions of the license. This allows webbooks to easily be duplicated and changed on Pressbooks.

Webbooks do not have to be openly licensed; all content on Pressbooks defaults to the All Rights Reserved license until intentionally changed. If you publish your webbook under an All Rights Reserved license, it can still be read for free just like most copyrighted blogs and websites. However, the license will prevent your book from being copied onto another network via the Pressbooks cloning tool. Some authors choose to make one or two chapters of their book public on Pressbooks as a sample, then link to the full version of the book on distribution services like Kindle or Kobo.

If you'd like to see an example of an open educational resource on Pressbooks, check out *Português Para Principiantes*, a textbook designed to teach beginning Portuguese, created by members of the Department of Spanish & Portuguese at the University of Wisconsin-Madison.

# Webbook Privacy Settings

Unlike your export formats, access to the webbook is controlled by two different layers of privacy: **Global Privacy** and **Chapter-level Privacy**. For more in-depth information on privacy in Pressbooks, check out the Privacy Settings chapter.

## Global Privacy

Global Privacy controls whether your webbook is accessible to the public as a whole. If the Global Privacy setting is on **private** then visitors to your book's URL will not be able to read any of the content or even access the homepage. If they attempt to, they'll see something like:

All books have the Global Privacy setting set to private by default. You must intentionally make your book public for it to be accessible to readers. You can find the Global Privacy setting and change it to public by going to

1. The top of the **Organize** page, or
2. **Settings > Sharing & Privacy** from the left sidebar menu

**NOTE:** Books created on Pressbooks.com cannot be made public until an upgrade has been paid for. Books on PressbooksEDU networks or other standalone networks will generally have the Global Privacy setting available by

default.

# Chapter-Level Privacy

Chapter-level webbook privacy settings only matter if your webbook has been set to Public. If you *have* chosen to set the webbook to public, the chapter-level privacy setting called **Show in Web** allows you to select which of the posts in your book displays in your public webbook.

All chapters will Show in Web by default when they're created. You can limit access to specific chapters in your public webbook in two ways:

1. By deselecting the **Show in Web** checkbox for a specific chapter from the **Organize** page, or
2. By deselecting the **Show in Web** checkbox from the chapter editor in the **Status & Visibility** panel

Note that if you're changing a setting in the **Status & Visibility** panel, the chapter must be saved afterward.

If a chapter is set to show in web, it is also possible to lock it with a password. Check out this in more in the Privacy Settings chapter of our guide.

IV

# GETTING YOUR BOOK INTO PRESSBOOKS

# 24
# How to Get Your Book Into Pressbooks

Even if you've already started writing your book, it's easy to import into Pressbooks.

This chapter will:

- Provide an overview of the many options for getting your book into the Pressbooks platform and why you would use each;
- Link to subsequent guide chapters with more detail; and
- List next steps after importing your existing text.

## 1. Ways to Get Your Book Into Pressbooks

No matter where your manuscript is now–in your head, in another software or even fully produced as an ebook–there's a way to get it into Pressbooks so you can revise, write or complete it. Here are the basics:

- No matter what stage your book is in, you can copy and paste the text manually into the Pressbooks interface. This may be the best method. While it takes a little more effort up front, it will preserve the formatting that will translate into an ebook (line breaks, bulleted lists, bold, italics, headings and subheads), while stripping out formatting that won't.
- You can also write and format your book directly in Pressbooks, which is arguably simplest.
- Pressbooks will also import text from Word documents (though some reformatting and cleanup may be needed with this method). We recommend using this for books with many chapters.
- Want to go blog to book? Import your blog files from WordPress.
- If your book is already in EPUB form, you can still get it into the platform–Pressbooks will convert it back to editable form.

## 2. What to Do Next

Once you've imported your book, whether manually by cutting and pasting or instantly through one of

the other import methods, make sure all the elements have transmitted correctly.

To do so:

- Go into your Dashboard and click on Organize Text. Check that every chapter and section imported in their original hierarchy and that none are missing.
- Next, go into each chapter. Highlight each type of text–headings, paragraphs and subheadings, and apply a style in the Visual Text Editor's formatting menu.
- Finally, export a copy and review the output on your ereader or a simulator such as Kindle Previewer. If you see any funky formatting, go back into the chapters using the Text Editor and delete anything causing bad markup. (Learn more about markup here and here.)

These two steps will ensure that your book outputs elegantly and that there are no formatting inconsistencies.

# 25
# Copy Paste: Tried and True

While it takes the most manual effort, copy and paste is the most reliable means to get your text from external files into Pressbooks.

This chapter will explain:

- How to copy and paste text into Pressbooks
- Things to keep in mind when doing so

## 1. Copy and Paste

How to copy and paste, step by step:

- Log into Pressbooks.
- Set up Chapters and Parts to emulate the structure in place in your working manuscript document.
- From the Dashboard, go to Organize and click on the Chapter you would like to add to.
- Go to your working file and highlight the desired selection to copy in your working file. Use your computer's Copy command (command C on a Mac; control C on a PC) to copy that text.
- In the Pressbooks window, set your cursor in the body of the chapter.
- Use your computer's Paste command (command V on a Mac; control V on a PC) to paste text into the chapter body.
- Hit Update to save your changes.

## 2. About Pasting Text

Pressbooks will automatically clean up text that you cut and paste from Word.

If you cut and paste in the way described above, you will retain the formatting that will translate correctly into book files –headers and subheaders, paragraph line breaks, bolding, italics and bullets. Everything else (i.e. any span tags or other gremlin code from Word) will disappear.

Here’s a video that demonstrates the method of import described above.

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If you’d prefer to turn this function off and import rich text (not recommended), deselect the “T” button on the menu of the Visual Text Editor.

Paste as text button

# 26
# Writing Directly in Pressbooks

Writing your book directly in Pressbooks is arguably one of the easiest ways to assure your book is well-formatted. Plus, it gives you the added benefit of using platform as a tool to organize your book. In this chapter, you will learn:

- How to write directly in Pressbooks
- How to use the visual editor and text editors
- How to make your formatting look its best

## 1. Write Your Book in Pressbooks

- Log in to Pressbooks.
- At the top left of your dashboard, click on My Catalog and navigate to the book you would like to work in.
- Click on Text and Organize. Pressbooks lets you divide your book into parts and chapters.
- Once you've added some parts and chapters, click on the chapter you would like to work in.

Editing interface and where to turn off comments in Pressbooks

- Add a title.
- Under the top right widget, tell Pressbooks what Part to organize your chapter under. (You can change this anytime.)
- The checkboxes in Export Settings let you include or exclude the chapter from your exports, show or hide the title in your exported files or set the chapter as the start point for your ebook.
- Write your chapter directly in the text box.
- Beneath the main text box, decide whether to allow comments on that chapter or not (NOTE: comments must be enabled globally for this option to appear. Read more here.)
- If desired, specify an individual author for this specific chapter.
- When ready, either publish your chapter, schedule it to go live at a later time or make it a private draft by using the options under the Publish tab at the right.
- Be sure to click Update to save.
- If necessary, under Publish, you can browse through past versions of your chapter and revert to them.
- Once your chapter is published, see what it will look like to a reader on the Web by clicking on the View Chapter or View Post link (middle top).

## 2. Visual Vs. Text Editor

There are two ways to write your book in Pressbooks: using the visual editor or the text editor. You can toggle between these editors at any time by clicking on the Visual or Text tabs at the top right of the text box. (Be sure to click update before switching between these two in order to save your changes.)

The visual editor will apply the appropriate HTML and CSS code in the background to create a digital book while you use a visual formatting menu similar to that in word processing applications such as Word.

The text editor enables you to use HTML and CSS to style your book.

It’s also helpful when you want to review the “markup” that may be causing trouble spots in your layout. Learn more about good markup and bad markup.

## 3. Writing and Editing Tools & Keeping Your Formatting

# Clean

Most menu options in Pressbooks' Visual Editor are self-explanatory and will be familiar to you. A few tips:

Pressbooks editing toolbar

- Do not try to work within the text box of the visual editor to apply fancy formatting (such as bolding or enlarging headings). Instead, use the dropdown menus labeled Paragraphs and Formats to apply styles to your book. This will ensure the best and cleanest output.
- Also, if you are pasting from Word or another non-text editor, using the Paste from Text button to import your text. Using Paste from Text will clean up and remove any underlying problematic formatting such as span tags that may interfere with a clean output.

# 27
# Import from Word (docx)

Below you'll see how to import your manuscript using the Pressbooks docx importer.

This importer will bring in all your chapters, and basic styling (italic, bold, lists, H2, H3, paragraph breaks, etc).

Note that the importer will import only **BASIC** styling. It should not import font choices, colors, etc.

The cleaner your Word file is to begin with, the less cleanup you'll need to do to your book in Pressbooks.

To use the MS Word importer, see instructions below, and screenshots below that.

1. Prepare your docx file: First, using the Styles menu (not the formatting menu) in Word, make sure you apply NORMAL styling to the entire document; and apply Heading1 style to your chapter headings.
2. In Pressbooks, go to: Left Menu/Tools —> Import.
3. Select: File Type: docx
4. Choose your file from your computer
5. Upload
6. Select which content/sections you want to import
7. Decide whether the content/sections are: front-matter, chapters, or back-matter
8. Import
9. Arrange your chapters in the right order
10. Test some exports, clean up markup, and off you go!

## NOTES/Updates:

- Everything other than basic styling is stripped out _by design_ … so fancy fonts and such won't get imported. Italics, bold etc. should.
- All chapters are imported as DRAFTs. A quick way to get this listed as published is: mark all the chapters Private, then revert to Public. This will make them "published."
- When importing, make sure that your filename doesn't contain any special characters as this can interfere with the process. If necessary, rename your document before uploading.

# 1. Prepare Your .docx File

First: Select all your text in Word and make sure the Normal style is applied (otherwise yucky Word styling might be imported and all sorts of bad things will happen on export).

Second: *Chapter headings in your docx **MUST** be tagged as **Heading1** (otherwise chapters won't get recognized).*

Step 1. Set Up Your DOCX File

# 2. In Pressbooks, Go to: Left Menu/Tools —> Import.

# 3, 4, 5: Select Your Filetype, Choose File and Upload

Steps 3, 4, 5: Select file type, select your file, and upload

# 6, 7, 8: Select Your Content, Decide What It Is and Import

Steps 6, 7, 8: Select which chapters to import, what kind of content they are, and then Start!

## 9, 10: Rearrange Your Chapters (if Necessary), Check Them (!) and… Tada!

Steps 9, 10: Rearrange your chaps if necessary… and off you go!http://youtu.be/h1-ZdH3cC48

# 28
# Import from WordPress

## Importing from WordPress into Pressbooks

### 1.. Exporting from WordPress

In your WordPress admin, go to:  Tools –> Export

(found at: ~/wp-admin/export)

Export the content you want into an XML file.

# 2. Importing into Pressbooks

## *Importing the File*

- Go to Left Menu –> Tools –> Import
- Select “WXR WordPress eXtended RSS” from the dropdown menu.
- Click on “Choose File” and select the WordPress XML file you exported in the first step.
- Click on “Upload File”.

Importing from WordPress**NOTE:** When importing, make sure that your filename doesn't contain any special characters as this can interfere with the process. If necessary, rename your document before uploading.

## *Selecting and Categorizing Posts*

Once you upload the file, the next step is to select which posts you would like to import, and what kind of post they should be treated as.

- Either "Select All" or select individual posts to import
- Select which section each post should be imported as: Front Matter, Chapter, Part or Back Matter

Selecting and categorizing posts

## *Clean up your import*

You will now see all your imported content alongside any existing posts in your book. To be sure that everything is in order, it pays to do the following:

- Check the order of the imported posts in the “Text” –> “Organize” screen.
- Double check your “Book Info” as this can sometimes be overwritten during the import process. You may have to re-enter your book details.

# 29
# The Importance of “Good Markup”

Ebooks are essentially self-contained websites. As such, they are created from text wrapped in HTML and CSS styling.

To have good-looking book outputs from Pressbooks (and indeed, for any kind of ebook, whether or not you use Pressbooks), it’s critical to have good “markup.” This chapter will answer the following questions:

- What is “markup”?
- Why is it important to have “good markup”?
- OK, so what is “good” markup?
- What is “bad” markup?
- How do I get “good” markup?

## What Is “Markup”?

Pressbooks uses HTML (content and structure) and CSS (styling) to create ebooks, PDFs and web versions. You don’t need to know HTML or CSS to use Pressbooks, but understanding a little bit about how they work will help make sure your books look good when you export from Pressbooks.

NOTE: the VISUAL editor in Pressbooks allows you to style things without ever knowing about markup, or seeing code or tags. But if you’ve got formatting problems with your output, 90% of the time it will be caused by “bad” underlying markup.

## Why is Good Markup Important?

The thing about ebooks is that you never quite know what kind of setup your book is going to be read on. Different ebook reading software might display things differently, and the people reading often have control over things like spacing, margins etc. What this means is: *you cannot control exactly how your book is going to look.* But! If you have **good markup,** chances are that the output will look like it’s supposed to. This is especially important in Pressbooks, where our outputs include: PDF (for print), EPUB, MOBI and web … so ALL of these formats have to look good.

# Basic Markup

Markup is the HTML part … it's the text of your book, plus tags in the background.

For instance, here is a brief passage of text with some formatting:

> A long, *long* time ago, in a galaxy far, far away, there lived a fine young man **unaware** of various things about his past, including: the Force, what his father was up to, how to use a lightsaber. All that, however, was about to change. Three things were about to happen: he would discover the Force, he would learn how to use a lightsaber, and he would meet his father.

This is what you might write into the VISUAL editor of Pressbooks. But if you look at the TEXT editor, you'll see that the way that *italic* and **bold** is achieved is through "markup", or HTML. So the markup of that text looks like:

```
A long, <em>long</em> time ago, in a galaxy far, far away, there lived a fine young man
<strong>unaware</strong> of various things about his past, including: the Force, what
his father was up to, how to use a lightsaber. All that, however, was about to change.
Three things were about to happen: he would discover the Force, he would learn how to
use a lightsaber, and he would meet his father.
```

The *tag* specifies that a text should be italicized. The **tag** specifies that it should be bold.

A reader reading an ebook, or a print book, or a web page won't see those tags. They are instead used to tell the ebook software, or browser, how those words should look.

So, what is good markup?

# OK, So What Is "Good" Mark-up?

Doesn't Pressbooks give me "good" markup without me worrying about it? Yes, although sometimes bad markup can be introduced by applying formatting incorrectly or importing documents with hidden markup from word processing software. How do I get "good" mark-up? What is the basic markup used in Pressbooks (and indeed all books)?

The example above is pretty simple, but there are other kinds of content that you might want to style in

certain ways in a book. In addition to italics and bolds, there are a handful tags you should know about:

| tag name | used for | tags |
|---|---|---|
| strong | used to make text bold | `<strong>  or <b>` |
| emphasis | used to make text italic | `<em> or <i>` |
| blockquote | used to quote a long text, can be used for instance for a letter, a poem etc | `<blockquote>` |
| unordered list | used to create a list with bullets | `<ul><li>item 1</li><li>item 2</li></ul>` |
| ordered list | used to create a numbered list | `<ol>`<br>`<li>item 1</li>`<br>`<li>item 2</li>`<br>`</ol>` |
| headings | used to make headings in your document | `<h1>, <h2>, <h3> ... </h6>` |

This set of tags is all we'll cover in this chapter, but you can do a lot more with tags in ebooks and Pressbooks.

Here is that same text from above with more tags used, resulting more formatting:

## The Background

A long, *long* time ago, in a galaxy far, far away, there lived a fine young man **unaware** of various things about his past, including:

- the Force
- what his father was up to
- how to use a lightsaber.

All that, however, was about to change. Three things were about to happen:

1. he would discover the Force
2. he would learn how to use a lightsaber, and
3. he would meet his father.

## The Update

Long after this fellow lived, a famous movie was made about his life. The movie was shot in Tunisia.

Here is that text with markup:

```
  <h3>The Background</h3>
A long, <em>long</em> time ago, in a galaxy far, far away, there lived a fine young
man <strong>unaware</strong> of various things about his past, including:
<ul>
<li>the Force</li>
<li>what his father was up to</li>
<li>how to use a lightsaber.</li>
</ul>
All that, however, was about to change.

  Three things were about to happen:

  <ol>
<li>he would discover the Force</li>
<li>he would learn how to use a lightsaber, and</li>
<li>he would meet his father.</li>
</ol>


<h3>The Update</h3>
Long after this fellow lived, a famous movie was made about his life. The movie was shot
in Tunisia.
```

If your markup is “bad,” chances are your book isn’t going to look good.

So what is bad markup ? We’ve got a chapter on just that: Bad Markup = Bad Formatting

# 30
# Common Formatting Problems in Pressbooks

There are a number of problems that pop up consistently with Pressbooks users, where outputs just don't look as people expect. Very often, these problems are due to "bad" styling markup that has crept into the editing interface, often imported from MS Word, or from the user just doing a few things wrong.

Here is a quick list of common problems, and how to fix them:

- Styling headings with Bold instead of Heading tags
- Not using blockquotes for letters, quotes etc.
- Forcing certain kinds of paragraphs not to indent
- Not using correct list formatting (for bullets & numbers)
- The dreaded MS Word `<span>` tag
- Funky spacing
- Paragraphs not being separated properly

## Heading Styles

**DONT**: Style headings with Bold instead of Heading tags

**DO:** Make sure headings in chapters are tagged `<h2>` or `<h3>` … NOT `<strong>` or `<b>`

… This causes all sorts of heartache, because in many cases your "headings" will look like very short, indented paragraphs, which happen to be bold.

So instead of getting (good!):

> ### The Background
>
> A long, *long* time ago, in a galaxy far, far away, there lived a fine young man **unaware** of various things about his

past, including: the Force, what his father was up to, how to use a lightsaber. All that, however, was about to change. Three things were about to happen: he would discover the Force, he would learn how to use a lightsaber, and he would meet his father.

### The Update

Long after this fellow lived, a famous movie was made about his life. The movie was shot in Tunisia.

You might get (in certain outputs) (bad!):

**The Background**

A long, *long* time ago, in a galaxy far, far away, there lived a fine young man **unaware** of various things about his past, including: the Force, what his father was up to, how to use a lightsaber. All that, however, was about to change. Three things were about to happen: he would discover the Force, he would learn how to use a lightsaber, and he would meet his father.

**The Update**

Long after this fellow lived, a famous movie was made about his life. The movie was shot in Tunisia.

Ug! Make sure your headings are tagged properly with `<h2>, <h3>, <h4>` etc.

# Blockquotes (and <cite>)

For things like letters, poems, long quotations etc.... they should be wrapped in `<blockquote>text text</blockquote>`

If you want to get slightly fancy, you can wrap the quote source in a `<cite>` tag, so:

```
  <blockquote>To be, or not to be
That is the question.
<cite>Hamlet</cite>
</blockquote>
```

And this will give you something like:

To be, or not to be
That is the question.
HAMLET

# Non-indented Paragraphs

Pressbooks will automatically indent paragraphs correctly, and NOT indent them correctly as well (for instance, after Chapter Titles, and headings throughout a chapter).

However, sometimes you want paragraphs that aren't indented… for instance … if you were quoting Hamlet, you wouldn't want new paragraphs indented so you would have:

```
  <p class="no-indent">Hamlet. But what is your affair in Elsinore? ...</p>
<p class="no-indent">Horatio. My lord, I came to see your father's funeral.</p>
<p class="no-indent">Hamlet. I pray thee, do not mock me, fellow-student;
I think it was to see my mother's wedding.</p>
```

NOTES:

- you don't need <p> tags around regular paragraphs…
- you can do the above in the VISUAL editor by selecting the paragraphs you want not indented, then using the Styles Dropdown.
- this will be styled as: no indent, with a space between paragraphs.

# Lists (Bulleted and Numbered)

Make sure lists are proper lists, so …

## Bullet/Unordered Lists

```
    <ul>
```

```
<li>item 1</li>
<li>item 2</li>
</ul>
```

Which will give you:

- item 1
- item 2

## Numbered/Ordered Lists

```
  <ol>
<li>item 1</li>
<li>item 2</li>
</ol>
```

Which will give you:

1. item 1
2. item 2

NOTE: this can be done with the VISUAL editor — just a good idea to check the TEXT editor for strange bullet characters from Word.

# Remove Those <spans>!!!!!

Microsoft Word has a very bad habit of bringing in a whole lot of crappy markup that styles your document for MS Word but does terrible things in ebooks and Pressbooks PDFs–for instance, making your fonts too small or too big or the wrong color etc.

Often this bad markup comes in the form of `<span>` tags.

So, it’s a good idea to review your book using the TEXT editor, and see if you see anything that looks like:

```
<span style="font-size: something; color: something else">
```

This should be deleted… along with the closing `</span>` tag….

… **unless** you are very sure you know what it is for. There are very few ebooks hurt by deleting spans.

# V
# PARTS AND CHAPTERS

# 31
# Chapter Author and Subtitle

## *A subtitle for this chapter*

**THE PRESSBOOKS TEAM**

In many kinds of books you will want a chapter author and/or a chapter subtitle. You might want a quote at the beginning of the chapter as well.

Pressbooks supports all these things, knows how to style them in output, and will also (depending on the chosen theme) insert this content into the table of contents. *(Note that chapter subtitle and chapter author can also be used for running headers/footers in PDF, for those who want to customize their CSS.)*

To add chapter subtitle and chapter author follow these steps:

1. Go to your Edit Chapter page (or Back-matter/Front-matter Edit page).
2. Find the Chapter Metadata box (depending on your admin screen settings this may be in different places!).
3. Enter your Author Name and subtitle.
4. Update.

When you export your PDF and EPUB/MOBI, you'll see this content nicely styled in your chapter, as well as in the Table of Contents (depending on the theme you've chosen).

You'll see a third field there: "Chapter Short Title". This is used in the case that your running headers are "chapter title" … and you have a long long long chapter title that won't fit on the page. This option allows you to add any text you like to the running header.

All of the above should work for Front Matter and Back Matter content as well.

# Screenshots

Adding chapter author and subtitle in the Editor

Chapter author and subtitle in the chapter heading

# 32
# Numberless Chapters, Invisible Parts, and Customizable Section Labels

You can control the structure of your book with the Numberless Chapter, Invisible Part, and Section Label settings. Read on for more information on each.

## Numberless Chapters

Each chapter in Pressbooks is automatically numbered unless you've disabled "Part and Chapter Numbers" in your book's Global Theme Options. However, you can decide which chapters in your book *aren't* numbered by manually changing its "Chapter Type."

To remove automatic numbering from a chapter:

1. Open up your chapter editor
2. Find the "Chapter Type" panel
3. Click the dropdown menu
4. Select "Numberless"
5. Save your changes

Afterward, the automatic numbering in your book will skip the numberless chapter. See below:

1. A Great Chapter
2. Another Great Chapter

**A Numberless Chapter**

3. A Wonderful Chapter

Note that this setting won't make a difference if you've disabled Part and Chapter Numbers in your book's theme options.

The change to your chapter will also be reflected in the book's table of contents.

# Invisible Parts

By default, Pressbooks organizes your book into Parts and Chapters. Parts Title pages and their occurrence in your table of contents won't display if there is only one Part in your book (typically labeled "Main Body" on your Organize page). However, these Parts do appear in your book if you have more than Part.

If you'd like to have more than one Part in your book but want a certain set of chapters to sit outside of a Part, you can create what's called an "Invisible Part."

To create an Invisible Part:

1. Select a Part from the Organize page and enter its editor interface
2. Find the "Part Visibility" panel
3. Select the box for the "Invisible" setting
4. Save your changes

Afterward, the chapters in that Part should appear in the table of contents as if they do not belong to a Part.

Below is an example of what a table of contents may look like with an Invisible Part:

*Foreword*

1. A First Chapter
2. Another Chapter

PART I: A PART!

3. A Third Chapter
4. Yet One More Chapter

PART II: A SECOND PART!!

5. A Fifth Chapter

# Customizable Section Labels

By default, all books in Pressbooks are organized with Parts and Chapters. This is how you'll organize your book in the backend of Pressbooks. However, you can change how these terms display in your published book. Note that this setting is only available when Part and Chapter Numbers have been set

to display in your Global Theme Options.

To customize the Part and Chapter labels for a book:

1. Go to **Appearance > Theme Options** from the left sidebar menu in Pressbooks
2. Under **Global Options**, enable the “Part and Chapter Number” setting. The “Part Label” and “Chapter Label” settings will appear
3. Fill in the terms you desire in the field for each label
4. Click **Save Changes** at the bottom of the page

The labels will change wherever they are used in the given format of your book. This includes the table of contents in some formats and the part and chapter title wraps for all formats.

Note that only some themes use section labels in the design; changing the section titles may not be necessary on themes in which those terms don’t appear.

# 33
# Collapsible Subsections for Webbook

Collapsible subsections are useful for users whose books have long chapters with multiple smaller parts. Examples of works that this feature would be useful for include: textbooks, monographs, course syllabi, and more.

Themes on Pressbooks that offer the option to have collapsible subsections within a webbook chapter:

- McLuhan
- Clarke
- Jacobs

## Enabling Collapsible Subsections

If you are using the McLuhan, Clarke, Asimov, or Jacobs themes, you can enable collapsible subsections by following these steps:

1. Go to **Appearance > Theme Options > Web Options** from the left-hand menu of your book's dashboard

2. Scroll down to **Collapse Sections** and click the box next to "Collapse sections within front matter, chapters, and back matter"

3. Click **Save Changes**

You can now add subsections to your webbook using the method below.

## Creating Collapsible Subsections in Your Webbook

Now that you've enabled the setting, you need to implement them in your chapters. To do this, follow

these steps:

1. Access your chapter from the **Organize** page

2. Create the headings that you'd like to become your subsection titles, if they aren't already in the body of your text

3. Highlight the heading and tag it with a **Heading 1** paragraph style from the visual editor toolbar

4. Repeat for each subsection in the chapter.

5. Click **Save** on the chapter

After, you can view your webbook to see the result. Readers can click the subsection heading or the plus mark next to it to open the subsection.

Each subsection is independent of the other. If you expand one section, the other two will stay collapsed. Similarly, if you collapse a section, the rest will remain expanded.

Click on the minus or plus icons at any time to collapse or expand the section.

# VI

# EXPORTS

# 34
# PDF Export & Options

Pressbooks outputs PDFs of your book, with different professional template designs for print and digital distribution. In this chapter we'll go over:

1. How to export your book as a PDF
2. Choosing a Theme
3. Pressbooks PDF export options, and what they are for
4. Figuring out: where is my cover?
5. A showcase selection of PDF templates

## 1. How to Export a PDF of your book

### Exporting a PDF of your book

1. Once you have entered all your text, click on "Export" in the left sidebar menu.
2. You will land on the export page.
3. Select PDF for print and/or digital distribution.
4. Press "Export Your Book"
5. Click on the exported PDF file that appears to download it to your computer

### Choosing between PDF for Print and Digital

Pressbooks now allows you to export PDFs specifically for print or digital distribution. The print option meets the highest standards for print on demand suppliers like IngramSpark. The digital option is still suitable for print, but doesn't conform to the same standards, so may be flagged by some print on demand suppliers.

Note that the difference between the digital and print PDF is that the digital PDF supports internal and external links, making the document easier to navigate when viewed from a digital device. Links will be highlighted in blue and underlined in the digital PDF export.

Digital PDFs also support transparent images, while print PDFs do not.

## 2. Choosing a “Theme”: How Your PDF Will Look

How a Pressbooks export file looks is determined by your choice of a “Theme.” The Theme gives style instructions to the Pressbooks output (how chapter openings look, what fonts are used etc). Choosing a Theme will determine the “look and feel” of *all* outputs — EPUB, MOBI, PDF and web. To choose your theme:

- Click on Appearance in the left sidebar menu.
- Choose the Theme you want, and click “Activate.”

## 3. Selecting Your Export Options

Once you have selected your Theme, you can further tweak the outputs by choosing various options.

- Click on Appearance in the left sidebar menu.
- Select Theme Options.

### 3a. Global Options

Global options govern all your outputs (EPUB, MOBI and PDF). Currently, you may:

- Decide whether to display part and chapter numbers or to omit them.
- Enable or disable a two-level table of contents (TOC).
- Display or remove the copyright licence.
- Add fonts to support languages that require special characters beyond those included by default.

### 3b. PDF Options

There are (currently) ten PDF options:

## Page Size

We currently have various page sizes to choose from:

- Digest (5.5 x 8.5″): typical paperback size
- US Trade (6 x 9″): larger paperback size
- US Letter (8.5 x 11″): “printer paper” size, good for reports/whitepapers etc.
- Custom (8.5 x 9.25″): a larger format book
- Duodecimo (5 x 7.75″): a wee little book
- Pocket (4.25 x 7″): small pocketbook size
- A4 (21 x 29.7 cm): standard European “printer paper” format, good for reports/whitepapers etc.
- A5 (14.8 x 21 cm): half the size of the standard European printer paper format
- Custom: when selected, fields will appear where you can enter a custom width and height.

Default is: Digest (5.5 x 8.5″).

## Hyphens

Pressbooks supports automatic hyphenation in PDF outputs, as an option.

Default is: hyphens off.

## Paragraph Separation

You can set your PDF export to display paragraph separation as either:

a) an indent (with no line space between paragraphs)
b) a line space between paragraphs (with no indent at the beginning of paragraphs.

Default is: indents.

## Blank Pages

Pressbooks PDFs can be used for at least two different purposes:

a) to be printed and bound as a physical book. In the case of outputting for printing and binding, Pressbooks inserts blank pages to achieve a typographical convention that every chapter begins in the right page in a two-page spread.

b) to be distributed as a electronic file, for readers to read on their computers, tablets and smart phones. In this case, users don't typically want blank pages.

The choice is yours. Default is: blank pages are inserted.

## *Table of Contents*

Sometimes you want a table of contents. Sometimes you don't. Pressbooks will generate the TOC automatically if you want it to, or include no Table of Contents at all.

Default is: Table of Contents is on.

## *Crop Marks*

Some printers and print-on-demand suppliers require crop marks.

Default is: crop marks off.

## *Footnote style*

Footnotes can be handled as footnotes, or chapter endnotes.

Default is: footnotes.

## *Widows and Orphans*

These two settings tell Pressbooks how many lines constitute widows and orphans (NOTE: This feature doesn't work very well!)

Default is: 2 lines for widows, one line for orphans

### *Increase Font Size*

This option allows you to increase both the font and line height automatically for greater accessibility.

## 4. Where Is My Cover?

Pressbooks PDFs were originally designed to be used for printed and bound books. When you are printing and binding a book, your printer or print-on-demand supplier will ask for two separate files:

a) the book interior (this is the PDF that Pressbooks produces, including all the pages of the book).

b) the book cover file (this is usually a single PDF file that contains the front cover, the spine and the back cover).

Pressbooks produces the book interior PDF without a cover, and does NOT produce a cover file. So: Pressbooks PDFs do not include covers.

## 5. Testing your PDF

In order to see exactly how new changes affect how your print book will look, it is necessary to export a new PDF file. However, the XHTML output of your book can also be helpful in diagnosing certain issues with your PDF file. The XHTML is the source from which your book is converted into a print document.

To view the XHTML for your book, scroll to the bottom of any backend page for your book in Pressbooks – for example, the Organize page or the book dashboard. In the footer, click the **Diagnostics** link. Then scroll down to “View Source.” Click **View your book’s XHTML source**.

Note that the Preview link on the chapter editor Status & Visibility menu shows you the webbook preview, which does not reflect what you’ll see in your PDF. Pressbooks uses three different style sheets – web, PDF, and ebook – to create the different formats for your book. Different formats include different stylistic elements (e.g. only print documents have running content like page numbers). You can choose different theme options and edit your style sheet individually for each of the three formats of your book.

This setting will not work for users with the role of Subscriber on a given book.

To find out how to set up web distribution of exported files for books on your PressbooksEDU Network, click here.

# 35
# Ebook (EPUB + Mobi) Exports

**HUGH MCGUIRE**

Pressbooks makes it easy to create the files you need for ebook stores such as the Kindle Store, Kobo, iBooks and Smashwords (as well as beautiful PDFs for print-on-demand). This part of the Guide will cover:

- Different file formats for ebooks
- How to export your files
- Ebook export options
- How to test your ebook exports to make sure they look good!

## 1. About Ebook File Formats

Pressbooks exports your ebook files in two formats: Mobi and EPUB.

- MOBI is the ebook file format used by Amazon Kindle.
- EPUB is the file format used by everyone else: Apple's iBooks, Nook, Kobo, Smashwords and every other ebookstore.

## 2. Customizing Ebook Theme Options Before Export

- On the export screen, click on "Your Theme Options."
- On the right button that appears, click "Options."
- Under global options (these apply to all book formats), make sure each option is set to what you require.
- Click on "Ebook Options."
- Decide whether to indent or skip lines between paragraphs.
- Compress your images here if desired.

Ebook options screen

# 3. Exporting Your Ebook Files in Pressbooks

- Go to your Pressbooks dashboard.
- Click “Export” on the menu at left.
- Select EPUB and Mobi formats.
- Click “Export Your Book.”
- Download your exported files by clicking on the down arrow.
- Save them to your desktop for upload into the ebookstores.

Ebook export screen

# 4. Testing Your Ebook Exports & Making Sure They are Valid

While created on a user-friendly platform, your final ebook files are “code” that the Pressbooks system has generated. But, as with any project involving code, it’s important to check that the code is behaving as expected — you may have put something into your ebook that will break it! Or, you might find that things don’t look exactly as you expect.

So, it’s a good idea to do two things:

- Test your ebook to see what it will look like in the wild.
- “Validate” your ebook.

Here’s how:

## Testing Your Ebook

To test what your ebook will look like, see our Guide section: How to Test Your Ebook.

## Validating Your Ebook

“Validating” your ebook means making sure that it works they way ebook software expects. Pressbooks always generates valid ebooks, **UNLESS** there is something strange in your book that ebook software doesn’t like. Certain kinds of bad links, javascript code, and a few other things might cause you troubles.

To check if your EPUB is valid, there are two great resources:

- FlightDeck from eBook Architects…a very nice tool, free for now
- EPUB Validator, from the IDFP

To check if your MOBI file for Kindle is valid, you can use:

- Kindle Previewer from Amazon

# 36
# Customizing your Exports with Custom Styles

Pressbooks allows you to modify our themes using CSS. You can use custom styles to customize your web, ebook (EPUB and MOBI) and PDF (print and digital) files. Please note that Pressbooks does not offer support for comprehensive CSS formatting.

This chapter covers the following:

1. What are Custom Styles
2. How to Add Custom Styles
3. What Changes are Possible

## 1. What are Custom Styles?

Custom styles allow you to add CSS to your book's stylesheet, meaning you can add, change and override the formatting in any of our themes. If you're fluent in CSS, this means you can take one of our existing themes and adjust it to meet your needs by adding colours, changing margins or making any other number of adjustments you wish.

The advantage of handling custom styles as additions to an existing theme, instead of being able to edit the stylesheet directly, is that your book will continue to benefit from updates and bug fixes that improve your experience with Pressbooks. If you have previously used the Pressbooks Custom CSS theme to edit your book's CSS, see the section below for what you need to know.

# 2. How to Add Custom Styles

To add custom styles to your book, follow the steps below:

## i. Go to the Custom Styles Menu

Once you have selected a theme for your book, go to Appearance → Custom Styles.

# ii. Select the Export Format you would like to customize

Pressbooks prepares files in multiple formats, including PDF, ebook, and web. Each format is created using a specific stylesheet designed for its unique requirements, so you will need to select which you edit every time, and make sure you make changes in all three stylesheets if you would like the three formats to reflect each other.

To do switch between formats, choose from the dropdown menu at the top of the custom styles page. You can select either web, ebook, or PDF.

# iii. Add your CSS code to the “Your Styles” section

Any additions that you want to make to the theme can be entered in the “Your Styles” section. The “Theme Styles” section contains the stylesheet for the entire theme, and is not editable, but is very useful for reference.

## iv. Save, and view your changes

Once you've added in your custom code, you can click save, and view your changes either in the webbook or export formats (depending on which format you customized).

Pressbooks saves the last 10 revisions of any changes you make in each stylesheet (web, ebook, and PDF). You can access these revisions on the Custom Styles page below the save button.

Note that when using your browser's back arrow or backspace function while navigating between the stylesheets, you may be switching between different formats' stylesheets without the change being reflected in the drop-down menu. You can tell which stylesheet you are in by looking at the title on the page.

We recommend using the dropdown menu while navigating between the style sheets. If you are unable to navigate back to a style sheet, simply click on **Appearance > Custom Styles** on the left sidebar menu of your book's dashboard to reload the Custom Styles page. Please note that you will not be prompted if you leave the styles page while there are unsaved changes, so always make sure to save often.

> **NOTE:** If you've made changes to the ebook or PDF, you will need to export a new set of files to see them.

# 3. What Changes are Possible

In the images above, you can see changes to the color of the chapter-number and the line-spacing in the body text for the PDF format. These were controlled by adding the following to the "Your Styles" section:

```
.chapter-number {
color: #c8000c; }
body {
line-height: 2em; }
```

Here's what the PDF looks like before and after:

To see what other kinds of things you can customize, you can look through the theme stylesheet in the "Theme Styles" section. This allows you to find the styles for various elements in your book, then copy the corresponding section into "Your Styles" to edit. Anything you enter will override the original theme styles for that element.

## Advanced Users

Even if you're fluent in CSS, remember that each of the formats Pressbooks produces operates slightly differently, so what you may be used to using for a web page won't necessarily translate to a PDF or ebook. However, our themes still follow a (semi!) logical pattern, so with some practice you can become a pro! While you're figuring things out, we recommend using the XHTML export to help you isolate particular classes and elements.

## Keyboard Commands for CSS

Users who frequently edit their books' style sheets with custom styles may benefit from knowing a few keyboard shortcuts that can be used to navigate the CSS

Pressbooks' custom styles editor uses CodeMirror keyboard commands. You can use the following keyboard commands on any of the three style sheets for your book.

| | **For PC** | **For Mac** |
|---|---|---|
| **Start searching** | CTRL + F | Cmd + F |
| **Find next** | CTRL + G | CMD + G |
| **Find previous** | Shift + CTRL + G | Shift + CMD + G |
| **Replace** | Shift + CTRL + F | CMD + Option + F |
| **Replace all** | Shift + CTRL + R | Shift + CMD + Option + F |
| **Persistent search*** | Alt + F | Alt + F |
| **Jump to line** | Alt + G | Alt + G |

**In persistent search mode, search dialog does not close automatically. Use "Enter" to find the next term, and Shift + Enter to find the previous term*

Prefer to watch and learn? Watch this instructional video, created by our friends at BCcampus.

*An interactive or media element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=259*

# 37
# How to Copy a Book, Change Your Book's URL, or Export and Import Pressbooks XML

There are occasional reasons why you may want to create a new book shell or a copy of your book in Pressbooks. For instance, you might want to change your book's URL, or have two radically different versions of the content. In this chapter, you will learn:

- How to export your book from Pressbooks
- How to import your book as a new book in Pressbooks

First, export your existing book:

- On the left menu of the dashboard in your existing book, click on Export.
- Select the "Pressbooks XML" under the exotic export options.
- Click the Export My Book button.
- Download the resulting XML file to your desktop.

How to export Pressbooks XMLNext, start a new book in Pressbooks:

- Click on My Catalog at the top left of the dashboard.
- From the dropdown menu, select Add a New Book.

Navigate to the dashboard of the new book using My Catalog.

- 

My Catalog menu in PressbooksThen, import the file you exported and downloaded.

- In the left menu, select Tools and Import.
- From the dropdown menu, select WordPress WXR as your format.
- Upload the file that you downloaded in the steps above.
- Select the chapters you wish to import.

How to import WXR files in PressbooksThis will result in a second version of your book in Pressbooks.

# 38
# How to Test Your Ebooks

**HUGH MCGUIRE**

Pressbooks helps you create high quality ebooks that meet the industry standards set by the International Digital Publishing Forum (IDPF) and submission requirements of all mainstream ebook retail platforms. Supported ebook formats on Pressbooks include EPUB 2 and MOBI. EPUB 3 files are also available in beta format.

Before you submit your ebook files for publication, we highly recommend testing your files on a few common ebook platforms. Read on for a list of recommended ebook testing tools.

## Free Ebook Testing Tools

The ugly non-secret of ebooks is that they look different on just about every platform. No matter whether its Kindle or iBooks or Nook or Kobo or some other reading platform, you should expect some variation in the reading experience. Pressbooks works hard to standardize the design of your ebooks, but if you want to know exactly how your book will look after it's available for purchase, we suggest downloading your ebook files and viewing them on a few of the free ebook reading tools listed below.

1. **Adobe Digital Editions**
   ADE is Adobe's free desktop EPUB reader. Since ADE was one of the first widely accepted ebook-reading technologies available, it's used to power a lot of different services' ebook platforms. How your book looks on ADE is a good indicator of how it will look elsewhere.
2. **Kindle Previewer**
   Amazon Kindle requires that ebooks are created in their own proprietary format: MOBI. Likewise, the MOBI format is only compatible with one testing tool: Kindle Previewer. If you're testing your MOBI files, Kindle Previewer can show you what your ebook will look like in tablet, phone, or ereader format. It also allows you to modify the display with the same settings available on the Kindle ereader software. **NOTE:** We do not recommend uploading your MOBI files from your desktop directly to your Kindle or Kindle mobile app. See more information below.
3. **Apple Books**

Apple Books is an ebook reading application available on all iPhones by default. It can also be used to read ebooks on MacBook computers, on iPads, and on the iPod Touch. This software is free, but can only be downloaded if you have an Apple device.

4. **Rakuten Kobo**
   Kobo is another common ebook reader. You can download the Kobo application on your phone to view your EPUB files. It's also possible to transfer your EPUB files directly from your desktop to your Kobo device.
5. **Dropbox**
   Dropbox is a great tool to let you access files from multiple devices — drop your EPUB file into a folder in dropbox, and then you can access it from any device.
6. **IDPF Validator**
   The International Digital Publishing Forum maintains a tool that allows you to "validate" your EPUB, or make sure that the file conforms to globally accepted standards and specifications required by all ebook platforms. EPUB files with validation errors may be rejected from ebook retailers, which is why we recommend either testing your files with IDPF or enabling Pressbooks error reports before you submit your files for publication. Read on for more details.

# Testing MOBI Files on Your Apple Device

If you try to upload your MOBI file directly to your iPhone or iPad, what you see probably won't look very good. However, that same file sold through the Amazon Kindle bookstore will look the way you designed it. This is why we don't recommend testing MOBI files on any software other than Kindle Previewer: results can be misleading if files aren't viewed the right way.

Pressbooks uses Amazon's Kindlegen software to create a MOBI file from the original EPUB file. Since Amazon created the MOBI format and is the only distribution service that uses it, the tools and devices that can be used to view a MOBI format are entirely controlled by Amazon and are fairly limited when compared with the EPUB format.

In addition, the process of creating a MOBI file actually involves bundling two files together: a KF8 file and a MOBI7 file.

The **KF8** file is used in all modern Kindle applications and devices, with the exception of devices running Apple iOS.

The **MOBI7** file is used only on outdated Kindle e-ink devices; it's a very limited format and doesn't support many of the styles offered in Pressbooks.

Now, you're wondering: if KF8 doesn't work for iOS, and MOBI7 files are limited, what happens to

ebooks on Apple devices?

The answer is that when you submit your MOBI file to Kindle, they create a third proprietary file format called **AZK.** Since AZK files aren't generated by Kindlegen**,** they can't packaged with your original MOBI file when it's exported from Pressbooks. This means your MOBI file won't be compatible with iOS devices until it's been uploaded and sold through Kindle. Uploading your MOBI file to an IPad or iPhone will show you the MOBI7 file we described above, which means only basic styling will be visible.

The AZK version of your ebook should look the same as the KF8 version of your ebook, which is the version you'll see when you upload your file to Kindle Previewer.

# Ebook Validation Logs & Error Reports

There's a difference between testing your ebooks for **design** and testing them for **functionality**. The majority of the tools listed above will help you test for design. You can use them to see what your ebook will look like on distributor platforms and get a pretty good idea of the reading experience your book will offer. When testing on Kindle Previewer, or Apple Books, or Adobe Digital Editions, you'll want to keep an eye on things like fonts, colors, and margins.

Testing for functionality involves making sure that your book meets all the technical specifications required for submission to distribution services. That means that all the correct metadata has been included, that there aren't issues with how your images have been embedded, and that all your internal links have been set up correctly.

By default, ebooks created on Pressbooks are built to conform to these specifications. However, the content that you import into Pressbooks may introduce validation errors that Pressbooks is unable to resolve automatically.

The last of the tools listed above, the IDPF Validator, does help you test your EPUB files for functionality. You can also receive error reports from Pressbooks automatically by following these steps:

1. Go to **Settings > Export** from the left sidebar menu of your book's dashboard
2. Find the **Email Validation Logs** setting and change it from "No. Ignore validation errors" to "Yes. Email me validation error logs on export"
3. Click **Save Changes**

Pressbooks will then scan your files for validation errors every time you export a fresh set. If a validation error is found, the error will be flagged on the export screen, and a report will be sent to the email associated with your Pressbooks account. If you need help figuring out what the error report says, check out our Validation Logs chapter.

# 39
# Why Your Pressbooks MOBI File Doesn’t Look Nice When You Test on your iPhone or iPad (and Why You Shouldn’t Worry About It!)

This chapter will explain why your Pressbooks MOBI file doesn’t look nice when you load it onto your iPhone or iPad, and why you shouldn’t worry about it. Oh, it will also look bad in Amazon’s “Look Inside” web interface for the same reasons. You should also read our chapter: Testing your Ebook

If you test your Pressbooks output of Kindle files on your iPad/iPhone, it will look not look very nice. This is also true of what you see in “Kindle Look Inside” in the Kindle store. But the files that people actually buy from Kindle on iOS devices will look fine.

Here is why (short answer: blame Amazon!).

Pressbooks uses Amazon’s Kindlegen software to create the MOBI export (which converts from the EPUB file generated by Pressbooks). This actually creates 2 files, a KF8 file and a MOBI7 file, bundled together as one MOBI file.

## *KF8 file*

- KF8 file format is used in: *Kindle Fire*, *Kindle Android* apps, and Kindle’s “modern” e-ink devices: *Paperwhite* et. al.
- the KF8 file is really an EPUB with a couple of modifications and uses the same styling technology, CSS
- NOTE: the KF8 file is **NOT** used in iOS devices (iPhone, iPad), however see below.

## *A MOBI7 file*

- MOBI7 format is used in OLD Kindle e-ink devices
- MOBI7 is a a VERY limited format (for instance, no background shading, very limited support for styling, and no support for CSS )

Because of the constraints of MOBI7 styling, in Pressbooks, we swap out all the nice styling from our EPUB/KF8 formats for a generic “try your best not to look like total crap” output, which is all you can hope for on old e-ink Kindles.

## *BUT…What about iOS? (.AZK)*

- When a user buys a Kindle book from Amazon, on an iOS device (iPhone, iPad), Kindle actually delivers a third format: **.AZK**
- The .AZK file on the iPhone/iPad looks more or less like the KF8 file in Kindle Fire, which is more or less what the EPUB looks like in iBooks.
- The .AZK file is generated by Amazon, at some point between when you upload your ebook files to Kindle, and when the user buys and downloads the book from the Kindle store.
- .AZK files are NOT generated by Kindlegen (hence not from Pressbooks) when you create a MOBI file.

## *However Testing MOBI output on iPad/iPhone displays .MOBI7 not .AZK*

- If you sideload (ie send a MOBI file to your iphone/ipad and open it, without buying from Kindle) it displays the **MOBI7** file (see above), which will look “as uncrap as we can make it”
- This doesn’t look nearly as nice as your book looks when testing on Paperwhite, or Kindle Fire.
- BUT: it is not what buyers of your book on iOS devices will see either!

To see what your book will *actually* look like to Kindle buyers on iOS devices, you need to upload your book to Kindle and actually make a purchase on iOS.

## *Conclusion*

So, all that to say:

- Testing your Pressbooks output on your iPhone Kindle is going to look like crap.

- What readers will *actually see* when they buy from Kindle on their iOS device will look like the KF8/Kindle Fire output, which should look nice.

## *UPDATE:*

A couple of fellow masochists from the world of ebook production rightly point out on Twitter that you **can** indeed test the AZK file on your Kindle/iOS, here is how:

1. Download Kindle Preview software (free).
2. Upload your MOBI file to Kindle Preview.
3. From the top menu, select: Devices –> Kindle for iOS.
4. This will convert the file to .AZK and give you a link to the file on your computer.
5. Take this file, and add it to your iTunes library.
6. Connect your iOS device to your computer via USB.
7. Go to Add Files and select the .AZK file to transfer to your device.
8. Open the Kindle app on your device, and look at the file.
9. In theory, it should look nice.

Eaaasy as pie!

# 40
# Theme Lock

This chapter will cover:

- What the theme lock function does
- Why you might want to use it
- How to enable it on your book

## What is the theme lock feature?

Theme lock allows you to lock in your book's styling, exactly as it is when you're finished working on it.

With updates to the Pressbooks system, changes sometimes have an impact on existing books. While most are improvements to the different themes — fixing errors, adding new options etc. — they can very occasionally impact the page count of a book, which can cause trouble when you go to reprint. Pressbooks makes every effort to avoid this, it helps to have a safety built in.

This is what the theme lock provides. By enabling it, you lock in the current version of your theme, meaning that no changes we make can have unintended consequences when you go to export a new copy for a reprint or second edition.

## What happens once the theme lock is enabled?

Once you have locked your theme, you will no longer be able to make any changes to your theme options, nor will you be able to change to a new theme without first changing the theme lock settings.

This means you should only turn it on when you're finished making all your theme customizations and are sure you are satisfied with your PDF, ebook and web outputs. If you do try to access the "Appearance" menus, a message will appear instructing you to first switch off the theme lock option.

# What happens if I turn the theme lock off?

If you have had the theme lock enabled and choose to switch it off, the system will automatically update your theme to the most recent version available. It will also allow you to once again change your theme and edit your theme options.

NOTE: once you turn off the theme lock ***you will not be able to restore the previous version of your theme!*** Make sure you're sure you want to update your theme before you go ahead.

# How do I lock my theme?

To enable this option:

1. Go to "Settings" –> "Export"
2. Select "Lock your theme at its current version"
3. Save your changes

If you don’t see this option appear, you most likely have the Custom CSS theme applied, so don’t need to apply this setting — your formatting and styles are already locked in!

# 41
# Export Validation Logs

Pressbooks EPUB, MOBI, and PDF files are made to be compatible with the submission specifications at all major ebook stores and print-on-demand services. However, sometimes markup that isn't compatible with the EPUB, MOBI, or PDF file formats can be imported into Pressbooks when you bring in your content. We recommend testing your files before you submit them to your distributor of choice to make sure they pass all specifications. You can receive validation logs (or error reports) from Pressbooks directly to your email. Read on to find out more about:

- Receiving validation logs
- EPUB validation logs
- MOBI validation logs
- PDF validation logs
- SASS Error validation logs

## Receiving Validation Logs

You can decide whether or not you want to receive validation logs for all your exported files. To enable or modify this setting:

1. Go to **Settings > Export** from the left sidebar menu in Pressbooks
2. Next to "Email Validation Logs," choose either "Yes" or "No"
3. Click **Save Changes**

By default, all books' Email Validation Log setting is set to "No. Ignore validation errors." If you choose to receive validation logs (or error reports) from Pressbooks, all file validation error logs will be forwarded to the email address associated with your Pressbooks account.

Afterward, you'll receive a message whenever any file you export has an error. You'll know exported files contain errors if you see a banner at the top of the Export screen that reads: "Warning: The export has validation errors. See logs for more details."

Each type of file is created with a different software, so each type of file will have a slightly different validation log. Read on to see how to interpret each type of validation log.

# EPUB Validation Logs

EPUB validation logs will appear in your email inbox with the following subject line: **Pressbooks\Modules\Export\Epub\Epub201**

Below is an example of what an error report may look like.

```
Array
(
[time] => Mon Dec 10 22:17:33 2018
[user] => tmcgrath
[site_url] => https://yourbooktitle.pressbook
s.com/wp
[blog_id] => 107381
[theme] => Atwood
)
ERROR(RSC-020):
/srv/www/pressbooks.com/releases/20181205114740/web/app/uploads/sites/107381/pressbooks/exports/Test-Book-2-1544480239.epub/OEBPS/chapter-056-your-chapter.html(26,268):
‘http://bit.ly/btb-v092″>http://bit.ly/btb-v092′ is not a valid URL.

Check finished with errors.
```

## How to Read an EPUB Validation Log

The validation log can be broken down into parts. The first part is metadata that identifies your book. You’ll see the time the book was exported, username of the person who exported the book, and the URL of the book in Pressbooks. You’ll also see other internal data, like your book’s WordPress ID number and the theme your book was built with. After the metadata are the error logs:

**ERROR(RSC-020):** This code identifies what type of error has been caught. The code correlates to the description at the end of the entry log.

**/srv/www/pressbooks.com/releases/20181205114740/web/app/uploads/sites/107381/pressbooks/exports/Test-Book-2-1544480239.epub/OEBPS/:**

**chapter-035-your-chapter.html:** This information tells you exactly where the problem is in your book. In this

book, the chapter that contains the error is chapter 35, which has been titled “Your Chapter.” If you saved a chapter before giving it a title, this URL will have the randomly generated slug instead of the chapter’s title.

**(26,268):** The last piece of data from this URL is the exact line and character the error occurs at in your EPUB file’s HTML. If knowing the chapter didn’t help you find the error and you need to pinpoint its exact location in the book, we suggest using the ebook management application Calibre to view your EPUB file. While in “edit” mode Calibre interface lets you see the exact line and character of the HTML for each chapter in your EPUB file.

**‘http://bit.ly/btb-v042″>http://bit.ly/btb-v042’ is not a valid URL:** This is an example of an RSC-020 error, which states that a URL in your book is not valid. The RSC code from the beginning of the error log entry will always correlate to the type of error you’re receiving; the information that comes after the error URL will always describe what the error is about.

# MOBI Validation Logs

MOBI validation logs will appear in your email inbox with the subject line: **Pressbooks\Modules\Export\Mobi\Kindlegen**

Below is an example of what a MOBI error report may look like.

```
Array
(
[time] => Tue Jul 10 16:00:46 2018
[user] => tmcgrath
[site_url] => https://yourbooktitle.pressbooks.com/wp
[blog_id] => 5
[theme] => Buckram
)******************************
******************************
*
Amazon kindlegen(Linux) V2.9 build 1028-0897292
A command line e-book compiler
Copyright Amazon.com and its Affiliates 2014
******************************
******************************
*Info(prcgen):I1047: Added metadata dc:Title        “standardized Test book for pressbooks”
(….more standard Info(prcgen) notifications…)
Warning(htmlprocessor):W28001: CSS style specified in content is not supported by Kindle
readers. Please do not use: ‘counter-increment’ in file: /tmp/mobi-BxToYA/OEBPS/buckram.css
Warning(prcgen):W14010: media file not found  http://yourbooktitle.pressbooks
.com/files/2015/08/image_name.jpg#fixme#
fixme#fixme#fixme
Info(prcgen):I1016: Building enhanced PRC file
(….more standard Info(prcgen) notifications…)
Info(prcgen):I1037: Mobi file built with WARNINGS!
```

### How to Read a MOBI Validation Log

You'll notice that the log still contains the standard metadata at the top of the message. You'll then see a message acknowledging that MOBI is a proprietary ebook format copyrighted by Amazon.

After, the MOBI log goes through each step that's required to validate the MOBI file.

In most cases, you should receive only **Info(prcgen)** notifications, which are the normal steps that a file has to pass. If something's wrong, you'll receive a **Warning**. Warnings will be followed by labels that describe what the warning applies too. As an example, the above validation log has **htmlprocessor** and **prcgen** errors.

After the initial warning label is the reason why the error was flagged. In the example above, the htmlprocessor error flags that the "CSS style specified in content is not supported by Kindle readers."

Next is the description of how to fix the error. In the above example, this displays as: "Please do not use: 'counter-increment' in file: /tmp/mobi-BxToYA/OEBPS/buckram

.css". This tells you that the error specifically was caused by the counter-increment property in the ebook CSS. Once you remove the counter-increment from the style sheet, the error will disappear.

At the bottom of the validation log, you'll see that your MOBI file has been built, but with "WARNINGS!"

All warnings must be resolved before Amazon will accept the MOBI file for publication.

## PDF Validation Logs

PDF files tend to have fewer validation errors than ebook files. Because PDFs are static documents, meaning they always look the same for every device and user, they're not as sensitive to errors and may export fine despite issues in your EPUB or MOBI files. However, errors still sometimes occur.

PDF validation logs will appear in your email inbox with the subject line: **Pressbooks\Modules\Export\Prince\Pdf**

Below is an example of what a PDF validation log may look like.

```
Array
(
[time] => Tue Sep 19 01:09:21 2017
[user] => tmcgrath
[site_url] => https://yourbooktitle.pressbo
oks.com
[blog_id] => 64631
[theme] => Adunis
[url] => http://yourbooktitle.pressboo
ks.com/format/xhtml?timestamp=
1505783354&hashkey=d5f7474bad0
```

```
    0cfde913572c9fe1caaa9&pb-
    latex-zoom=3&fullsize-images=1
)
Mon Sep 18 21:09:16 2017: —- begin
Mon Sep 18 21:09:20 2017: page 163: warning: no font for Emoticons character
U+1F609, fallback to '?'
Mon Sep 18 21:09:21 2017: finished: success
Mon Sep 18 21:09:21 2017: —- end
```

### How to Read a PDF Validation Log

The PDF validation log is straight forward; you'll see the date stamps for the beginning, the flagged errors, the successful finish, and the end of the process. The only part you'll need to look at is the error.

Find an error by looking for the word "warning". Each warning will begin with a timestamp. Afterward, you'll see a description of the error. For the example above, on page 163, the PDF converter was unable to find a font in the file that supplied the emoticon character entered by the user.

To solve an error like the one above, a user can find the page number from the error report, go to its chapter in Pressbooks, and remove the emoticon that caused the problem. Use the error report to figure out the type of error and its location in your PDF file.

## SASS Error Validation Logs

SASS errors report problems with your book's CSS (cascading style sheet). SASS errors appear in your email inbox with the subject line: **SASS Error**

Below is an example of what a SASS error may look like.

```
    Array
(
[time] => Sun Dec  9 23:44:51 2018
[user] => mcgratay
[site_url] => https://yourbooktitle.pressbooks.com/wp
[blog_id] => 112926
[Exception] => Array
(
=> 0
  [error] => unclosed block: failed at `` (stdin) on line 49
[file] => /srv/www/pressbooks.com/releas
    es/20181205114740/vendor/
    leafo/scssphp/src/Parser.php
[line] => 128
```

```
[trace] => #0 /srv/www/pressbooks.com/releas
es/20181205114740/vendor/
leafo/scssphp/src/Parser.php(
173): Leafo\ScssPhp\Parser->throwPar
seError('unclosed block')
#1 /srv/www/pressbooks.com/releas
es/20181205114740/vendor/
leafo/scssphp/src/Compiler.
php(197): Leafo\ScssPhp\Parser->parse('$
chapter: 'Chap...')
#2 /srv/www/pressbooks.com/releas
es/20181205114740/web/app/
plugins/pressbooks/inc/class-
sass.php(183): Leafo\ScssPhp\Compiler->compil
e('$chapter: 'Chap...')
#3 /srv/www/pressbooks.com/releas
es/20181205114740/web/app/
plugins/pressbooks/inc/class-
styles.php(468): Pressbooks\Sass->compile('$cha
pter: 'Chap...', Array)
#4 /srv/www/pressbooks.com/releas
es/20181205114740/web/app/
plugins/pressbooks/inc/modules
/export/prince/class-pdf.php(
245): Pressbooks\Styles->customize('
prince', '\n\n@prince-pdf {...', '\n\n@prince-pdf {...')
#5 /srv/www/pressbooks.com/releas
es/20181205114740/web/app/
plugins/pressbooks/inc/modules
/export/prince/class-docraptor
.php(55): Pressbooks\Modules\Export\Prin
ce\Pdf->kneadCss()
#6 /srv/www/pressbooks.com/releas
es/20181205114740/web/app/
plugins/pressbooks/inc/modules
/export/class-export.php(744): Pressbooks\Modules\Export\Prin
ce\Docraptor->convert()
#7 /srv/www/pressbooks.com/releas
es/20181205114740/web/wp/wp-
includes/class-wp-hook.php(
286): Pressbooks\Modules\Export\Expo
rt::formSubmit('')
#8 /srv/www/pressbooks.com/releas
es/20181205114740/web/wp/wp-
includes/class-wp-hook.php(
310): WP_Hook->apply_filters(NULL, Array)
#9 /srv/www/pressbooks.com/releas
es/20181205114740/web/wp/wp-
includes/plugin.php(453): WP_Hook->do_action(Array)
#10 /srv/www/pressbooks.com/releas
```

```
    es/20181205114740/web/wp/wp-
    settings.php(450): do_action('init')
#11 /srv/www/pressbooks.com/releas
    es/20181205114740/web/wp-
    config.php(9): require_once('/srv/www/pressb.
    ..')
#12 /srv/www/pressbooks.com/releas
    es/20181205114740/web/wp/wp-
    load.php(42): require_once('/srv/www/pressb.
    ..')
#13 /srv/www/pressbooks.com/releas
    es/20181205114740/web/wp/wp-
    admin/admin.php(31): require_once('/srv/www/pressb.
    ..')
#14 {main}
))
```

## How to Read a SASS Validation Log

The important part of the SASS error is the information that comes after:

**[error] =>**

In the example above, the error in the CSS is an "unclosed block." The error log states that the block has failed on line 49. You can go into your CSS, find line 49, and modify the CSS to resolve the error. With this error, the user forgot to add a closing bracket "}" to their custom styles. After the user adds the closing bracket, the error will disappear in future exports.

# VII
# SPECIAL FORMATTING

# 42
# Internal and External Hyperlinks

This chapter will cover the following concepts:

- External links to web pages
- Internal links to anchors and chapters

## External Links

You can add a link to any external website using the VISUAL EDITOR, or the TEXT editor.

### Visual Editor

Here is how you add a link in the visual editor:

- Write some text
- Highlight the text
- Click on the “Link” icon in the toolbar
- Add your link

See:

Adding an external link

## TEXT Editor

Using the TEXT editor, the format should be:

```
This <a href="http://somesite.com">text has a link</a> and then goes on.
```

# Internal Links

You can also link within your book, for instance from one chapter to another. The difference when you are linking internally, rather than to a web page as you might be used to, is you don't have a URL in the traditional sense. Instead, you need to use the identifier (called a slug) of an internal location, of which there can be two kinds: default locations and locations that you create yourself. Both of these are used to indicate an exact point in your document. Here's how you do it:

## Default Internal Links

When you create a document, there are already some identifiers that it will understand. For example, if you want to link to a chapter, you simply need to enter:

**/chapter/[your-chapter-title-here]**

To link to a part, enter:

**/part/[your-part-title-here]**

To link to a front matter section, enter:

**/front-matter/[your-section-title-here]**

To link to a back matter section, enter:

**/back-matter/[your-section-title-here]**

The easiest way to find this location identifier is to look at the URL of a page in the web version of your book, if the chapter has been published, and copy everything that comes after **.com (including the forward slash).**

If the chapter is still in draft, just look at the permalink below the chapter title and copy everything that comes after **.com (including the forward slash).**

The link tool will also let you scan through all existing parts, chapters, front matter, and back matter in your book and choose one to link to. To select your internal link with this option:

1. Highlight the text you want to hyperlink
2. Select the link tool
3. Click the gear icon on the link toolbar labeled Link Options and wait for the Insert/edit Link window to appear
4. Scroll through existing posts in your book and select the one you wish to link to
5. Click “Add Link”

## Create Custom Internal Links Using Anchors

In order to create links between more than just chapters or parts, you can create custom location tags that you can then link to from anywhere in your book.

Let’s say you’re writing a section of your book, and want to link to a list of terminology that you have written in an earlier chapter, named “Program Overview”.

1. Go to the “Program Overview” chapter
2. Find the “Terminology” section heading
3. Place your cursor at the start of the heading and click on the “Anchor” button on the toolbar (it looks like a small flag, bottom row, fourth in from the left)
4. Enter a name when prompted (*this must be unique*).
5. You now have an anchor tag the start of your heading, and should see it appear as a small icon.

To link to it, go back to your chapter in progress, and follow the instructions above to create a link. When it prompts you to enter a URL, enter:

**/chapter/program-overview/#terminology**

This indicates that the link is to go to a **chapter** named “**Program Overview**” and find the anchor tag called “**terminology**“

The link tool will also let you scan through all existing anchors in your book and choose one to link to. To select your internal link with this option:

1. Highlight the text you want to hyperlink
2. Select the link tool
3. Click the gear icon on the link toolbar labeled Link Options and wait for the Insert/edit Link window to appear

4. Scroll through existing posts and anchors in your book and select the anchor you wish to link to
5. Click “Add Link”

Note that if you’ve imported your text from a Word document, any footnotes that were in the original document may also have left anchors in your book. These anchors will display as link options in the Insert/edit Link window.

## *Uses:*

- Link to figures from main body text and vice versa, eg. See Figure 1 (NOTE: to add an anchor tag to an image caption, you must add it manually in the image editing window, not the visual editor. Simply enter the caption as **<a id=”[your-id]”></a>[Your Caption]**).
- Link to chapter sub-sections.
- Link to specific sections of back matter.
- Link between chapter sections and their related exercises.

# 43
# Typography: Hyphens

## Hyphens and Hyphenation

In the Apperance –> Theme Options –> PDF Options settings page of Pressbooks, you can set your hyphenation preferences for your PDF theme: hyphens on or off.

In the case that you have hyphens enabled, but you see some “bad breaks” (hyphens where you don’t want them), you can address this in the following way:

- Go to the TEXT editor.
- Identify the word or group of words that you would prefer not to break with a hyphen.
- Add the following markup:

```
<span class="no-hyphens">words where I don't want hyphenation</span>
```

This will apply the css class no-hyphens, which is defined in the CSS as:

```
  .no-hyphens,
span.no-hyphens
p.no-hyphens {
hyphens: none;
}
```

# 44
# Paragraphs, Indents, No-indents and Poetry

The section describes how you can do various things with paragraph styling, including:

- How to set your whole document so that paragraphs skip lines instead of indent
- How to force a non-indented paragraph
- How to force an indented paragraph
- How to make a soft return/line-break … *without* getting an indent or a line skip
- A suggestion of how to format poetry

## First: Some Background about Paragraphs and Pressbooks

You don't normally see this, but when your book is exported (in the Web preview, to PDF, EPUB or MOBI), a new paragraph is wrapped in a special <p> tag that tells the output: this is a paragraph! Please style me! In most cases, for print and ebooks (as is traditional with most books you'll find on your shelf), a new paragraph is denoted in the text by a new line and an indent. Sometimes that's not the case though.

For instance, in a book you might see something like this.

Here is the first sentence in a paragraph. Here is a second sentence. And another, longer third sentence, which we will make long enough so that we are sure it will wrap around to the next line.
Here is then next line of the paragraph. You will notice that this paragraph is indented.

How do we make paragraphs behave properly in Pressbooks? When the paragraphs are exported they are wrapped like this, which tells the PDF or Ebook how they should be styled.

```
<p>Here is the first sentence in a paragraph. Here is a second sentence. And another, longer third sentence, which we will make long enough so that we are sure it will wrap around to the next line.</p>
```

Here is the first line of the **next** paragraph. You will notice that this paragraph is indented.

This is default behaviour (which can be changed, see below) for:
* PDF output in Pressbooks
* EPUB/MOBI output in Pressbooks

# Paragraphs are ALWAYS displayed with a line space in web form and in the visual editor.

However … IMPORTANT!! … Paragraphs are **NOT displayed like this in the Web preview AND in the Pressbooks editor**. Instead, in the Pressbooks Editor, paragraph separation is denoted with a line between the paragraphs, so they will look like this:

Here is the first sentence in a paragraph. Here is a second sentence. And another, longer third sentence, which we will make long enough so that we are sure it will wrap around to the next line.

Here is a new paragraph in the WEB preview AND the Editor. You will notice that this paragraph is NOT indented.

The paragraph tag wrapping and formatting happens on export.

Here’s what you might see in the TEXT editor of Pressbooks:

# Paragraphs in the Text Editor

```
  <h2>Here is a heading</h2>

  This is a first paragraph after a heading, which won't be indented on exports.

  This is a second paragraph, which will be indented.

  This is a single paragraph,
With a soft return for the second line. You can tell this is a "soft" return, because
there is no line space.
```

```
  By inserting two carriage returns, we've made this a new paragraph, which you know
because there is a blank line above it. This is just another sentence in the same
paragraph. On export, this paragraph will be wrapped in a <p> tag. All paragraphs will.
And this paragraph will be indented in exports.
```

## And all that will render on output as … :

### Here is a heading

This is a first paragraph after a heading, which won't be indented on exports.

This is a second paragraph, which will be indented.

This is a single paragraph,
With a soft return for the second line. You can tell this is a "soft" return, because there is no line space.

By inserting two carriage returns, we've made this a new paragraph, which you know because there is a blank line above it. This is just another sentence in the same paragraph. On export, this paragraph will be wrapped in a <p> tag. All paragraphs will. And this paragraph will be indented in exports.

## How to set your whole document so that paragraphs skip lines instead of indent

Certain kinds of books look better without indented paragraphs, and instead have paragraphs denoted with a blank space between the end of one and beginning of next. To apply this styling to your whole book, follow the following steps:

Left Menu –> Appearance –> Theme Options
–> PDF Options –> Select: "Skip lines between paragraphs."
–> Ebook Options –> Select: "Skip lines between paragraphs."

# How to force a non-indented paragraph

You may wish to set a particular paragraph or set of paragraphs with NO indent. You can do this in a couple of ways:

1. Using the TEXT Editor, make sure all the paragraphs you don’t want indented have the following tag:

```
<p class="no-indent">A first paragraph</p>

<p class="no-indent">A second paragraph.</p>
```

2. Using the Visual Editor:

a. Highlight/select the paragraphs you want to display with no indents / line space between them.

b. From the toolbar, select Formats –> No indent.

And you are done!

See the screengrab below:

Setting your paragrpahs to no-indent

## Soft Returns/Line Breaks

One thing you might want is to add a soft return in a body header. This is what it looks like in the TEXT editor:

## Soft return/line break in a body header

```
  <h2>Sometimes you want a
linebreak or soft return in a body header. This is what it looks like</h2>

  Other times you want a soft
return in a regular paragraph. You'll have to do these in the TEXT editor.
```

Whereas this is a full new paragraph, that’s long enough to see a wrapping line, on most screens anyway.

And this will give you something like:

Sometimes you want a
linebreak or soft return in a body header. This is what it looks like

Other times you want a soft
return in a regular paragraph. You’ll have to do these in the TEXT editor.

Whereas this is a full new paragraph, that’s long enough to see a wrapping line, on most screens anyway.

## Poems!

For poetry, we suggest you do three things:

a) wrap the whole poem in a blockquote
b) wrap each stanza in `<p class="no-indent">`
c) and then each line in the stanza is just a soft return

Note that `<p class="no-indent">` does TWO things:
1. removes the indent on the paragraph
2. adds a space above the paragraph to separate it from the previous text

So your poem would look like this in the TEXT editor:

```
  <blockquote>
<p class="no-indent">A stranger has come
To share my room in the house not right in the head,
A girl mad as birds</p><p class="no-indent">Bolting the night of the door with her arm
her plume.
Strait in the mazed bed
She deludes the heaven-proof house with entering clouds</p><p class="no-indent">Yet she
deludes with walking the nightmarish room,
At large as the dead,
Or rides the imagined oceans of the male wards.</p><p class="no-indent nowrap">. . . . .
. . .</p><p class="no-indent">And taken by light in her arms at long and dear last
I may without fail
Suffer the first vision that set fire to the stars.</p>
<cite>-Dylan Thomas</cite>
</blockquote>
```

Which will render something like this on export:

A stranger has come
To share my room in the house not right in the head,
A girl mad as birds

Bolting the night of the door with her arm her plume.
Strait in the mazed bed
She deludes the heaven-proof house with entering clouds

Yet she deludes with walking the nightmarish room,
At large as the dead,
Or rides the imagined oceans of the male wards.

. . . . . .

And taken by light in her arms at long and dear last
I may without fail

Suffer the first vision that set fire to the stars.

-DYLAN THOMAS

# 45
# Running Heads & Running Feet (PDF only)

> NOTE: We have recently introduced a new method for setting headers and footers in select themes. For more, see our guide chapter on the changes.

Running heads in the PDF are set using the content: string(); function in CSS. The available content strings are:

- `book-title`
- `book-subtitle`
- `book-author`
- `book-publisher`
- `book-publisher-city`
- `part-number`
- `part-title`
- `chapter-number`
- `section-title` (note this is: frontmatter/chapter/backmatter title OR short-chapter-title if such a thing exists)
- `chapter-author`
- `chapter-subtitle`

You can add arbitrary strings using the string-set CSS function. But, if you use the above strings with Pressbooks, everything should be OK.

You might want to edit how numbers appear as well. To do this you should use:
`counter(page)`

The CSS where they define running heads & feet should look something like this:

```
@page chapter:left {
  @top {
    content: string(book-title);
    counter-increment: part;
    text-align: center;
    font-weight:normal;
```

```
    font-style: normal;
    font-size: 0.8em;
  }
  @bottom {
    content: counter(page);
    text-align: center;
    font-weight:normal;
    font-style: normal;
  }
}

@page chapter:right {
  @top {
    content: string(section-title);
    text-align: center;
    font-weight:normal;
    font-style: normal;
    font-size: 0.8em;
  }
  @bottom {
    content: counter(page);
    text-align: center;
    font-weight:normal;
    font-style: normal;
  }
}
```

Note that different kinds of pages can be styled differently, so you might have:

```
@page frontmatter:right {
  @top {
    content: "";
  }
  @bottom {
    content: counter(page, lower-roman);
    text-align: center;
    font-weight: normal;
    font-style: italic;
    font-size: 0.7em;
  }
}
```

… which will style front-matter differently than chapters.

The areas on a page that can be styled in this way are:

# Headers

@top-left-corner
@top-left
@top or @top-center
@top-right
@top-right-corner

# Footers

@bottom-left-corner
@bottom-left
@bottom or @bottom-center
@bottom-right
@bottom-right-corner

For more info, visit the PrinceXML User Guide: Page Headers and Footers.

# 46
# Chapter Title Styling

There are a few ways you can style your chapter titles. You can italicize terms within the title, force a line break, or designate a chapter as numberless.

## Italicizing Within A Chapter Title

If you have the name of another text within a chapter title, you will probably want to italicize it to keep with standard conventions. This is simple to do. When entering your chapter title, simply wrap the section you wish to italicize in  tags like this:

This will then display the tagged text as italicized in all your outputs, including the table of contents.

## Forcing a Break in Your Chapter Headings

Let’s say you have a chapter heading, and, in the theme you’ve chosen, the chapter heading comes out like this in the PDF:

**Forcing a Break in Your Chapter Headings**

But you would like it to come out like this:

**Forcing a Break in**

# Your Chapter Headings

You can do this by entering **<br />** in the Chapter Title field in the Pressbooks editor:

## Notes and Explanations

- The `<br />` is the HTML tag for "break."
- Make sure there is no space on either side of the `<br />` tag.
- Pressbooks will strip this break when generating the Table of Contents, so the title will appear on one line
- This break will **also be present in the ebook outputs**, which might cause some funny breaking on small screens.

# Numberless Chapters

Occasionally, you may have enabled the "Display Chapter Numbers" option in your theme options (which automatically numbers your chapters), but have a handful of chapters to which you do not want to apply numbers. To do so, you'll need to enable the chapter types taxonomy:

1. Go to "Appearance" –> "Theme Options"
2. Check the box for "Enable chapter types taxonomy"
3. Save changes

Now, when you go to edit your chapters, you will see this box on the right hand menu, where you can select "Numberless":

This will result in the chapter title appearing without a number across all exports, and a Table of Contents will look something like this:

1. A Great Chapter
2. Another Great Chapter

**A Numberless Chapter**

3. A Wonderful Chapter

# 47
# Section Breaks, Page Breaks and Blank Pages

Pressbooks has some special code you can inject to style your section breaks (breaks within a chapter). These are safer than other methods. Below you will find code for:

- Regular section breaks
- Section break with a space
- Section break with a page break
- Section break with glyphs
- Forcing a page-break after, or before an element
- Adding a blank page

## Regular Section Break

This is a regular section break, usually denoted with an asterisk. To inject such a break, add the following code in the  TEXT editor:

```
<h3 class="section-break">***</h3>
```

You can add whatever you like in the between the tags and it will appear in the output, so you might want to add, say:

```
<h3 class="section-break">~~~~</h3>
```

## Section Break With a Space

To add a break that is just a space with nothing else, add the code:

```
<h3 class="section-break-space">*</h3>
```

The “*” will ***not*** appear in the outputs, but it’s a good idea to leave it there, for purposes of editing, and since it is always best not to have empty tags.

## Section Break With a Page Break

If you want a section break that includes a page break ***after*** the break, then add:

```
<h3 class="section-break-page">*</h3>
```

## Section Break With Glyphs

If you want to use an image for your section break, then you can do the following:

1. Add the image using the Media Uploader (see Adding Images).
2. Make sure the image is centered.
3. Then make sure the image is wrapped in a centered image div, as follows:

```
  <div class="centered-image">
<img alt="section-break"
src="https://guide.pressbooks.com/wp-content/uploads/sites/10270/2014/02/image.png" />
</div>
```

NOTE: you can also add glyphs using special “wingding” fonts, but we’ve seen instances where these are not rendered correctly on Kindles, resulting in a “glyph” turning into a “letter.”

# Forcing a Page-break After, or Before an Element

If you want to force a page break before an element (such as a paragraph), then you would add the following code:

```
<p class="page-break-before">Text text</p>
```

This will work on any block level element, such as a p tag, an h2 or h3 tag etc. So, for a page break after a heading you would add the following:

```
<h2 class="page-break-after">This is my heading!</h2>
```

Note: This will only work in PDF output. In ebooks, pagination is automatic & variable, and depends on user settings (font-size etc). In the web book, each chapter is a new “page.”

# Adding a Blank Page

If you need to add a blank page for whatever reason (NOTE: this will only work in PDF output), then you can add the following:

```
<div class="blank-page">*</div>
```

Again, the “*” won’t be displayed, but it’s a good idea to add it there for editing purposes, and for the safety of not having empty tags.

# 48
# Typography: Tight and Loose Tracking

Sometimes in your PDF output you will find word spacing that is too loose for your liking. Or, sometimes you might want to tighten or loosen your word spacing (tracking) in order to avoid a widow or orphan. Or you might want to use this to make “thin spaces” in certain kinds of words.

You can tighten or loosen tracking in the following ways:

To tighten a paragraph, go to the TEXT editor, and wrap the paragraph in the following code:

```
<p class="tight">text text whole para should get tightened</p>
```

To tighten just a few words in a para, use a `<span>`, so:

```
Text text <span class="tight">text needing tightening</span> text text.
```

You can apply these styles using:

```
  <span class="tight">
<span class="very-tight">
<span class="loose">
<span class="very-loose">
```

And you can find all this in the STYLES menu in the VISUAL EDITOR.

For the techies, the CSS applied by these various styles is:

```
.tight,
p.tight {
letter-spacing: -0.25px;
word-spacing: -0.075em;
```

```
}

  .very-tight,
p.very-tight {
letter-spacing: -0.5px;
word-spacing: -0.09em;
}

  .loose,
p.loose {
letter-spacing: 0.25px;
word-spacing: 0.075em;
}

  .very-loose,
p.very-loose {
letter-spacing: 0.5px;
word-spacing: 0.09em;
}
```

# 49
# Left or Right Chapter Openings (for Print/PDF)

One of the decisions to make about your print layout is:

Do I want my chapters to always open on the right hand side (with a blank page inserted if necessary)?
*or*
Do I want my chapters to open on either left or right hand side?

This chapter will show you have to achieve either.

In print/PDF output, the settings for whether or not chapters open right or open either right or left (as well as front matter, and back matter) is set in the CSS, and changes depending on the theme.

NOTE: Pressbooks will always force certain pages to open on the right, including: half-title page, title page, table of contents, introduction, first chapter, all part pages, first back matter page.

If you would like to modify how your chosen theme treats chapter openings, then you will need to:
a) chose a Custom Theme
b) Edit the Custom CSS …
IMPORTANT: in the make sure you select a **base theme** for Ebook AND PDF (and web if you want)

(For more info on custom CSS settings, see here.)

The CSS we use to make this modification is the `{page-break-before}` attribute. For our purposes here, there are three options for page-break-before:

- `page-break-before: auto;` … which means the page break before happens automatically.
- `page-break-before: right;` … Inserts a page break before the element so that the next page is formatted as a right page
- `page-break-before: left;` … Inserts a page break before the element so that the next page is formatted as a right page

And here is the CSS code that you will need to add/modify in your Custom CSS:

```
  /* PAGE SETTINGS: RECTO / VERSO CHAPTER OPENINGS */

  div.front-matter {
page-break-before: right;
}
div.front-matter + div.front-matter {
page-break-before: auto;
}
div.chapter {
page-break-before: right;
}
div.chapter + div.chapter {
page-break-before: auto;
}
div.part {
page-break-before: right;
}
div.back-matter {
page-break-before: right;
}
div.back-matter + div.back-matter {
page-break-before: auto;
}
```

If you **always** want your chapters to open on the right, then you would change this:

```
  div.chapter + div.chapter {
page-break-before: auto;
}
```

To:

```
  div.chapter + div.chapter {
page-break-before: right;
}
```

NOTE1: `div.chapter + div.chapter` … means “a chapter that follows another chapter,” which enables us to style the first chapter differently than all subsequent chapters.

NOTE2: If you'd like to modify how **front matter** or **back matter** behave, then you would modify the corresponding code in the CSS.

# 50
# Custom Page Size (PDF)

With Pressbooks you can choose from a set of standard page-sizes for your PDF outputs. You may also want a custom page size. This chapter shows you:

1. How to select a standard PDF page size
2. How to specify a custom page size

## How to Select a Standard PDF Page Size

To select your PDF page size (or trim size), follow the following steps:

1. Go to LEFT MENU >> APPEARANCE >> THEME OPTIONS.
2. Select PDF Options.
3. Select Page Size from the dropdown menu.
4. Save.

Pressbooks exports PDFs in:

- Digest (5.5×8.5in)
- US Trade (6x9in)
- US Letter (8.5x11in)
- Custom (8.5×9.25in)
- Duodecimo (5×7.75in)
- Pocket (4.25x7in)
- A4 (21 cm x 29.7cm)
- A5 (14.8cmx21cm)
- 5x8in

# How to Specify a Custom Page Size

In order to specify a custom page size, simply select the “Custom…” option at the very bottom of the dropdown menu. Once you have done this, you will see two fields appear below it.

Here, you can enter any width and height that will become the dimensions of your page. There are two things to be aware of here:

- You must enter a value in either **cm** or **in.**
- While there is technically no minimum or maximum setting, you should be aware of your printer's specifications before selecting your size (if you plan on printing).

# 51
# Widows, Orphans and Bottom Balancing

This chapter covers some typographical conventions: **widows**, **orphans** and **bottom balancing**, and how to control them.

Pressbooks is a wonderfully easy tool to help you create well-designed print books, but that ease comes with some typographical constraints.

In particular, there are tradeoffs in Pressbooks between control of widows and orphans, and bottom-balancing.

## Widows and Orphans

**Orphans** are "isolated lines created when a paragraphs *begin* on the *last* line of a page. They have no past, but they do have a future."*The Elements of Typographical Design*, by Robert Bringhurst

**Widows** are the "stub-ends left when paragraphs *end* on the *first* line of a page. They have a past, but no future."

According to Bringhurst, "orphans need not trouble the typographer … but widows should get one extra line for company."

In most cases, Pressbooks has widow and orphan settings as follows:

- Orphans: 1 (meaning that we tolerate a single line of a paragraph at the bottom of a page)
- Widows: 2 (meaning there should be at least two lines of a paragraph at the top of a page)

## Bottom balancing

Bottom balancing is a typographic convention that tries to keep the bottoms of facing pages in an open

book evenly aligned.

Unfortunately, current typographical algorithms using the technology in Pressbooks (HTML and CSS), makes controlling bottom balancing difficult, especially in the case that we wish to avoid widows (and orphans). Since the widow control will “move” a line from the bottom of one page, to the top of the next, it means that you risk having a page that “runs short,” or is unbalanced with its facing page.

To solve this, you can change the widow and orphan settings, so that you prefer bottom balance over widow control. In order to do this, you will have to modify your widow and orphan settings.

## Changing your Widow and Orphan settings

In order to change your widow and orphan settings, go to:

| |
|---|
| Left Menu >> Appearance >> Theme Options >> PDF Options |

And enter in the values you would like to use for widows and orphans.

## Tight and Loose Tracking

You might also want to flex your typographical muscles, which can address some of these issues described above, using tight and loose tracking.

# 52
# Changing the font-size and line-height in your PDF outputs

You might want the font-size in your book to be smaller, or larger. You can adjust this using the Custom CSS feature. (Please read this first!).

In your Custom CSS, PDF version, find the following:

```
body {
font-size: 11pt;
line-height: 1.4;
}
```

**Font-size** is the size of the typeface, in "points."

**Line-height** (called "leading" in traditional typography), is the distance between the baselines of successive lines of type, or the space between the lines of type. Line-height is expressed as a multiple of the size of the font, so `line-height: 1.2` means: "1.2 times the height of the font."

## Decreasing Your Font-size

So, if you want to decrease the page-count of your book, you would reduce the font-size, and line-height. Your edited CSS would look like this:

```
body {
font-size: 10pt;
line-height: 1.2;
}
```

# Increasing Your Font-size

On the other hand, if you want to make a “large print” book, or just increase legibility, you might increase the font-size, as well as the line-height. Your edited CSS would look like this:

```
body {
font-size: 12pt;
line-height: 1.5;
}
```

*Note 1:*
*Neither font-size nor line-height should be changed in **Ebook CSS**, since the user/reader should be able to decide font-sizes for themselves.*

NOTE: We have recently introduced a new method for setting your body font size and line height in select themes. For more, see our guide chapter on the changes.

# 53
# Changing Page Margins in PDF Exports

You might want the page margins in your book to be smaller, or larger. You can adjust this using the Custom CSS feature. (Please read this first!).

## Changing Margins (Left & Right Pages are the Same)

In your Custom CSS, PDF version, add the following to define your page margins. For instance, if you want to make your top and bottom margins 2in, and your side margins 1.5in, you would add the following code:

```
@page {
  margin-top: 2in !important;
  margin-bottom: 2in !important;
  margin-left: 1.5in !important;
  margin-right: 1.5in !important;
}
```

NOTE: the `!important` is … important. It makes sure your settings override what Pressbooks sets as page size.

## Changing Margins (Left & Right Pages are Different)

You may want your left and right pages (recto/verso) to have different margins, so that for instance the **outside margins** are wide, and the **inside margins** are tighter. In this case you would add the following:

```
@page:left {
  margin-top: 2in !important;
  margin-bottom: 2in !important;
  margin-left: 3.5in !important;
  margin-right: 1.5in !important;
}

@page:right {
  margin-top: 2in !important;
  margin-bottom: 2in !important;
  margin-left: 1.5in !important;
  margin-right: 3.5in !important;
}
```

NOTE: We have recently introduced a new method for setting custom margins in select themes. For more, see our guide chapter on the changes.

# 54
# Adding Dropcaps to Your Book

This chapter will cover:

- How dropcaps behave in different formats
- Which Pressbooks themes include dropcaps
- How to add dropcaps manually if they aren't appearing automatically

## Dropcaps in Different Formats

Dropcaps are a traditional, decorative element that have been used in manuscripts for centuries. They are still a common device in some print books, but are a little more challenging in digital formats. This is because they work best with a fixed layout, where font sizes and page structures will remain constant. In contrast, digital formats are built to be responsive to user settings (whether increasing the font size on an e-reader or resizing the window of a webpage), meaning a dropcap can go awry and look poorly styled very easily.

As a result, many e-readers (particularly Kindle) do not support dropcaps in ebooks, so if you select a theme that indicates that it is styled with a dropcap, be aware that it will not display in your ebook output. In addition to this, Pressbooks does not support dropcaps in the web version of your book, so you will not see one when you use the web preview option. The most reliable use of dropcaps is in the PDF export.

## Which Themes Offer Dropcaps for Print Outputs?

Some themes in Pressbooks offer a dropcap style. These are:

- Cleary
- Leonard
- Lewis

Other themes also have an optional dropcap style that can be added using the method explained in the next section. These are:

- Austen
- Christie
- Asimov
- Adunis

# Adding Dropcaps Manually

In some cases, the dropcap will not appear automatically in your PDF or ebook outputs. There are a few things that can cause this:

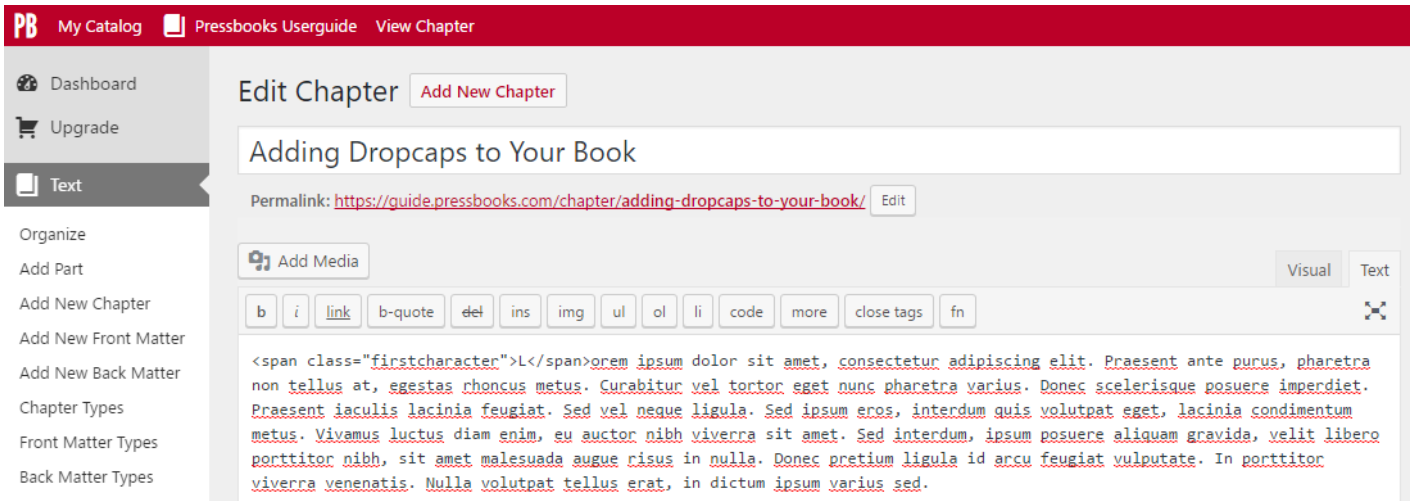
- If a chapter begins with a blockquote, heading, image or other device it can prevent the system from recognising the first body paragraph of the chapter
- Some import options bring in stray code that can interfere with the style applying correctly
- Some themes do not default to displaying a dropcap, but it is an option if added manually

If your dropcap isn't appearing automatically, or you'd like to add it somewhere else in your text (e.g. after a section break) you can easily add it by following the steps below:

1. In your chapter editor, switch to the **text editor**
2. Wrap the first character of the first paragraph in tags as follows:

****T****his is my first sentence.

3. Save and export to see the changes.



64

# ADDING DROPCAPS TO YOUR BOOK

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ante purus, pharetra non tellus at, egestas rhoncus metus. Curabitur vel tortor eget nunc pharetra varius. Donec scelerisque posuere imperdiet. Praesent iaculis lacinia feugiat. Sed vel neque ligula. Sed ipsum eros, interdum quis volutpat eget, lacinia condimentum metus. Vivamus luctus diam enim, eu auctor nibh viverra sit amet. Sed interdum, ipsum posuere aliquam gravida, velit libero porttitor nibh, sit amet malesuada augue risus in nulla. Donec pretium ligula id arcu feugiat

# Media Attributions

- dropcaps1
- dropcaps2

# 55 Columns (for PDF)

There are two preset options for columns that may be used for PDF outputs – two and three column displays. Columns are not recommended for web or ebook outputs, as the formatting can be inconsistent, and as such you will not see columns in these outputs after applying the options explained below.

## How to Create Columns

To create columns in your PDF, first paste or type your content that you wish to be in columns. Following this, go into your Text Editor, by clicking the "Text" button at the top-right of your Visual Editor.

Once in the Text Editor, locate the section that is to be in columns and add the following tags (shown here in bold) before and after your text:

** **TEXT** ** (for two columns)

OR

** **TEXT** ** (for three columns)

You won’t see the columns appear when you return to the Visual Editor, or in your web preview, but they will be visible when you next export your PDF. You can also add headings, lists and other styling to your column text as you usually would.

NOTE: When using this feature, column length can be imperfect depending on the length of your text. It is possible to play with the formatting to achieve better results, but this is somewhat of a blunt tool and sometimes requires either an acceptance of good-but-not-perfect formatting or some patience in tweaking things to get them exactly right.

# CHAPTER 13.

# COLUMNS EXAMPLE

### Lorem ipsum

Dolor sit amet, consectetur adipiscing elit. Praesent nec tristique ligula, quis mollis risus. Fusce id dolor eu felis venenatis facilisis. Sed sed massa posuere, maximus tortor vitae, mollis purus. Mauris libero velit, feugiat auctor justo eget, semper eleifend orci. Integer in molestie nisl. Nam metus dolor, bibendum eu ex vitae, elementum sollicitudin leo. Praesent id molestie lacus. Sed aliquet ipsum eget magna facilisis, ut efficitur nisl varius. Cras ut ante ac eros consequat venenatis.

- Cras eu massa odio.
- Fusce sed tincidunt sapien.
- Vestibulum porttitor porta volutpat.

### Nullam rhoncus ultricies

Nisl sed vehicula. Suspendisse et est massa. Donec euismod neque id mauris congue gravida. Duis ac semper tortor, in viverra felis. Curabitur fermentum malesuada nibh, tincidunt interdum odio egestas quis. Pellentesque vel nulla ac orci tempus venenatis a vitae velit. Aliquam sit amet pellentesque augue, semper efficitur quam.

Mauris pretium, eros id consequat ullamcorper, augue diam cursus augue, vitae aliquet arcu felis ac nisl. Curabitur purus nibh, vulputate sit amet ligula et, lacinia blandit enim. Nunc vitae fringilla diam. Curabitur ultrices odio vitae porttitor porta. Donec hendrerit, ligula mollis maximus laoreet, sapien nisi pellentesque lorem, at mattis nisi mauris vel dolor. Suspendisse potenti. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Nullam ullamcorper, urna in pharetra suscipit, eros lectus ultricies quam, at pretium elit sapien vel ipsum. Nunc iaculis, lorem lacinia lobortis tempor, ex est auctor ipsum, id pretium risus lorem non dui. Quisque pretium, purus a viverra commodo, libero tellus tempor ipsum, sit amet vestibulum est velit et nisl. Nam molestie pretium tempor.

| Group One | Group Two | Group Three |
|---|---|---|
| Item 1 | Item 1 | Item 1 |
| Item 2 | Item 2 | Item 2 |
| Item 3 | Item 3 | Item 3 |
| Item 4 | Item 4 | Item 4 |
| Item 5 | Item 5 | Item 5 |
| Item 6 | Item 6 | Item 6 |

# Media Attributions

- columns1
- columns2-1
- columns3

# 56
# Adding Pullquotes

This chapter will cover:

- What are pullquotes
- How to add them to your book
- Things to be aware of when using pullquotes

## What Are Pullquotes?

Pullquotes are short sections of texts that are “pulled” from the text to call out and highlight, drawing attention to these passages and adding graphic interest to a page. Pressbooks supports several different kinds of pullquotes:

- Centered pullquotes
- Left- and right-aligned pullquotes
- Shaded pullquotes

Here’s what they look like in the PDF output (*note: this will vary by theme! See “Things To Be Aware Of” below*):

# 18

# Pullquotes

Lorem ipsum dolor sit amet, id dicam delenit epicurei mei, vix laudem commodo te. Ullum eligendi eam cu, ius ei discere facilisi, impetus invenire antiopam quo ut. Vim eu praesent sapientem, ad quem impetus accumsan eam, eu alii signiferumque mea. Ne autem atomorum per, mundi fastidii prodesset eos cu, ad duo commune prodesset scripserit. Vidit consulatu cu est, ludus consul detraxit te vel. Nec soluta vivendum mediocrem eu.

This is a normal pullquote. It sits between two paragraphs. You can add **bold** and *italic* text to it.

Reque intellegam eam ea. No vivendo sapientem deterruisset mel. Gloriatur vituperata eos eu. Munere lobortis quaerendum vix ex, vim ne partem probatus. An duo salutatus patrioque cotidieque, pro commodo accumsan cu, ei dicat discere per.

*Example of a normal/centred pullquote in the Adunis theme.*

This is a left-aligned pullquote. It sits to the left of the text. *Isn't that cool?*

Duo nihil facilis pertinacia cu. Mei te mollis mediocrem incorrupte, nostrud neglegentur cu vim, latine persius qui ut. Quo copiosae electram cu. Nullam tincidunt intellegebat ius at, duo at liber intellegam. Fabellas intellegam et vim, nam voluptaria adversarium in, vis et hinc referrentur. Labore recteque per id, meis blandit vituperatoribus at sit.

Eam et purto graeci euismod. Tempor verterem invenire at his, vidit electram eum ei. Te nec ullum dicta choro. In vis agam imperdiet, tibique placerat cu ius, nec te cibo erant. Te pri sumo conclusionemque. Ne erant singulis temporibus quo.

Cetero aliquam te duo, mei in quem cetero. Sed ut eius option phaedrum. At vis enim maiestatis, in eos iracundia sententiae. Cum eu oblique deserunt, ea quidam albucius sit. Vix errem ridens mollis ne, eum integre pericula et. Sed utinam iuvaret antiopam id.

This is a right-aligned pullquote. It's pretty great too!

*Examples of both left and right aligned pullquotes in the Adunis theme.*

Te sea purto offendit assentior. Ipsum conceptam quo ad. Ei pro solet utroque, has ut aliquip repudiandae, an inani intellegebat mei. Quidam verterem consectetuer ut mea, clita iisque inimicus te mel.

This is a shaded pullquote. You can use it to add a little something extra.

Minim delenit cu sea, timeam utroque eos ad, simul adolescens qui at. Ea impetus consetetur temporibus has. Mel postea interpretaris ne, eos te viris ridens tractatos. Adolescens theophrastus sit at, vix at pertinacia contentiones. Malorum consequat ne vim.

*Example of a shaded, centred pullquote in the Adunis theme.*

# How to Create a Pullquote

To add a normal pullquote to your book, follow these steps:

1. In your chapter, type in the pullquote text where you would like it to appear
2. Switch to the text editor and find the text you just entered
3. Wrap the text in span tags (shown in bold below):

****Pullquote text here.****

4. Save your changes
5. Export to see the results!

To add a left or right aligned pullquote, follow the steps above, but replace **class="pullquote"** with **class="pullquote-left"** or **class="pullquote-right"**.

To add a shaded pullquote, follow the steps above for a centered or left/right aligned, but add the class **shaded** after **pullquote, pullquote-left** or **pullquote-right**. E.g.:

****Pullquote text here.****

****Pullquote text here.****

# Things To Be Aware Of

Pullquotes are a nice element to add to a page to create interest, but there are a few things to be aware of if you choose to use them in your book:

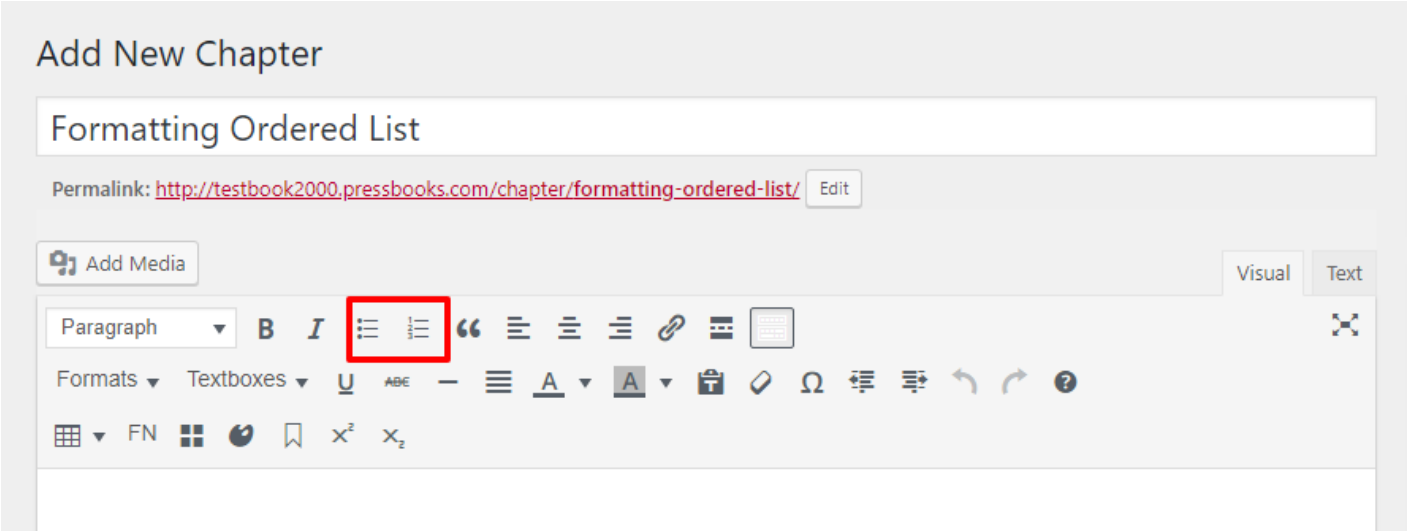
- The styling of pullquotes will vary across themes. Some will use different fonts, some will have borders, some will make the text bold (meaning any bold you add yourself won't be distinguishable from the main text). You'll need to export your book in different themes to know how it will look in the final product.
- The appearance of your pullquotes may also vary across the different formats: PDF, ebook and web. This is because each format has its own CSS for styling rules and page structure, so make sure you look at all the formats you will be using when creating your pullquotes, to be sure they look how you want them to.
- Left- and right-aligned pullquotes work best next to long paragraphs, so the text wraps around them properly, without creating any gaps. You might need to experiment with where you place these in your chapter to figure out where they look best.

# Media Attributions

- Screen-Shot-2017-05-16-at-11.37.43-AM-e1494950198825
- Screen-Shot-2017-05-16-at-11.38.07-AM
- Screen-Shot-2017-05-16-at-11.38.26-AM

# 57
# Formatting Ordered Lists

In Pressbooks, you can choose to create ordered lists or bulleted lists. These options are available on the toolbar of your **Visual Editor.**




*Click the third and fourth icons on the visual editor toolbar to access lists.*

The default setting for an ordered list is numbers:

1. Apples
2. Bananas
3. Cherries

A hierarchical list will look like this:

1. Fruit
    1. Apples
        1. Red Delicioius

However, you can change this setting from the default in the text editor of your chapter.

# Other Themes

We’re in the process of updating all Pressbooks themes. After this is complete, all themes will be able to create structured lists using the classes from above. However, older themes currently still need to apply a list style manually to each newly indented tier in the list.

All themes have upper alpha (A, B, C), lower alpha (a, b, c), upper roman (I, II, III), and lower roman (i, ii, iii) characters built into the CSS. You can apply these styles by editing the list in the text editor of your chapter.

Switch out the opening <ol> tag for every tier of the list that you want styled differently. The following are the style tags that you can put in place of the opening <ol> tag:

**Lower Alpha**: <ol style=”list-style-type:lower-alpha”>
**Upper Alpha**: <ol style=”list-style-type:upper-alpha”>
**Lower Roman**: <ol style=”list-style-type:lower-roman”>
**Upper Roman**: <ol style=”list-style-type:upper-roman”>

A list that was in lower alpha instead of numbered would look this in your text editor:

**<ol style=”list-style-type:lower-alpha”>**
<li>milk</li>
<li>cheese</li>
<li>yogurt</li>
</ol>

This would appear in your visual editor and exports as:

a. Milk
b. Cheese
c. Yogurt

Create the list first through the visual editor using the **Numbered List** icon on the toolbar. Then, edit the list in the text editor to style it how you’d like. A list that had numbers for primary objects, upper alpha characters for secondary objects, and lower roman numerals for tertiary objects would be structured like this in the text editor:

<ol>
<li>Dairy
<ol style=”list-style-type: upper-alpha;”>
<li>Cheese
<ol style=”list-style-type: lower-roman;”>

<li>Havarti</li>
</ol>
</li>
</ol>
</li>
</ol>

This list would appear in your visual editor and exports as:

1. Dairy
    A. Cheese
        i. Havarti

You can watch for theme updates (and other updates) in our Pressbooks blog!

# Media Attributions

- OLtoolbar

# 58
# Shortcodes

**Contents**


- Available shortcodes:
  1. Headings and subheadings
  2. Code
  3. Email
  4. Equations/Latex
  5. Blockquote
  6. Footnote
  7. Anchor
  8. Textbox
  9. Columns
  10. Media
  11. Captions
  12. Image gallery
  13. Embed
- Appplying Custom Classes
- Nested Shortcodes


## Overview

A **shortcode** is code similar to HTML, but is Pressbooks-specific and allows you to easily insert formatting or content elements. Shortcodes are typically easier to use than HTML and can be used both in the Visual Editor and in the Text editor.

For most users, inserting content via the Visual Editor will be the easiest option. However, for users whose workflow involves importing Word documents into Pressbooks or copy/pasting from a manuscript written in a different editor, shortcodes are a convenient way to insert or format content elements that are Pressbooks-specific.

Most of these shortcodes support custom classes. For more information on applying custom classes, see the “Applying Custom Classes” section at the end of this chapter.

# Available Shortcodes

> Caution: please do not directly copy/paste the code displayed on this page as it contains special characters that force the shortcodes to be displayed as text instead of being properly rendered. Instead, retype the shortcode in your chapter.

## Headings and subheadings

```
[heading]Top-level heading inside chapter (H1)[/heading]
[subheading]Second-level heading inside chapter (H2)[/subheading]
```

**Description**: Formats the text as a heading (h1) or subheading (h2). Note that the “heading” is not the chapter title, but the next level of headings.

Custom classes may be applied to this shortcode.

---

---

## Code

```
[code]Text to be rendered in fixed-width font.[/code]
```

**Description**: Formats the text with fixed-width font. HTML tags can be displayed if they are entered in the visual editor (Pressbooks will automatically convert them to HTML character entities).

Custom classes may be applied to this shortcode.

| Example Code | Example Output |
| --- | --- |
| This is a line of text [code]with some inline code[/code]<br><br>[code] The code can also be a block. <br>4 spaces before the line here and here<br>more code<br>[/code]<br><br>The code can also be a block.<br>4 spaces before the line here and here **more code** " width="300" height="88" srcset="https://pressbooks.buffscreate.net/guide/files/2018/08/shortcodeCode1-300x88.jpg 300w, https://pressbooks.buffscreate.net/guide/files/2018/08/shortcodeCode1-65x19.jpg 65w, https://pressbooks.buffscreate.net/guide/files/2018/08/shortcodeCode1-225x66.jpg 225w, https://pressbooks.buffscreate.net/guide/files/2018/08/shortcodeCode1-350x102.jpg 350w, https://pressbooks.buffscreate.net/guide/files/2018/08/shortcodeCode1.jpg 370w" sizes="(max-width: 300px) 100vw, 300px"> | This should be a H1<br><br>Lorem ipsum dolor sit amet, consectetur adipiscing elit.<br><br>This should be a H2 |

**Note**: for the second example above, the text needs to be entered in the Text Editor, with no extra blank lines between lines of text, otherwise it will not display correctly.

# Email

```
  [email]email@yourdomain.com[/email]
OR
[email address=email@yourdomain.com /]
OR
[email address=hugh@pressbooks.com]Link to be displayed[/email]
```

**Description**: Formats the email address into a proper email link. This shortcode has multiple variants.

Custom classes may be applied to this shortcode.

| Example Code | Example Output |
| --- | --- |
| `[email]example@pressbooks.com[/email]` | example@pressbooks.com |
| `[email address=example@pressbooks.com /]` | example@pressbooks.com |
| `[email address=example@pressbooks.com]Email us[/email]` | Email us |

# Equations/Latex

```
[equation]latex code here[/equation]
OR
[latex]latex code here[/latex]
```

**Description**: Treats the content as latex code and renders it using PbLaTeX, or QuickLaTeX if the plugin is enabled on the book.

| Example Code | Example Output |
|---|---|
| [equation]e^{\i \pi} + 1 = 0[/equation] | |

# Blockquote

```
[blockquote]Text to be formatted as a blockquote[/blockquote]
```

**Description**: formats the content as a block quote.

Custom classes may be applied to this shortcode.

# Footnotes

```
[footnote]Your footnote text here [/footnote]
```

**Description**: Formats text into a footnote.

In the visual editor, the footnote text, wrapped in the shortcode, should be placed where the footnote reference number should be located, and not at the end of the chapter or page.

# Anchor

```
[anchor id=anchorname /]
```

**Description**: Creates an anchor which can then be linked to via href="#anchorname".

The **ID** is required. It is recommended to only use letters, numbers, hyphens (-) and underscores (_) in the ID. Note that the ID is case-sensitive.

A custom class may be applied to this element.

Note: by default, the anchor is "invisible"; it is displayed without any visual element associated with it.

# Textbox

```
[textbox]Your text here[/textbox]
```

```
OR
[textbox class=shaded]Your text here[/textbox]
```

**Description**: Wraps the text inside a box with an outline. Depending on the selected theme, the box may have a background color.

The preset “shaded” class or custom classes may be applied to the textbox shortcode in order to change the appearance upon display.

# Columns

```
  [columns]Your text here[/columns]
OR
[columns count=2]Your text will be displayed in 2 columns[/columns]
OR
[columns count=3]Your text will be displayed in 3 columns[/columns]
```

**Description**: Formats text in 2 or 3 columns. If the number of columns is not specified, or is a number other than 2 or 3, the text defaults to 2 columns.

A custom class may be applied to this element.

# Media

```
  [media src="URL_of_the_video" /]
OR
[media src="URL_of_the_video" caption="Your caption text goes here" /]
```

**Description**: Embeds media content (usually videos) in an iframe, with an optional caption. **The video must be oEmbed-compatible**.

Please note that videos do not support alt-text.

# Captions

```
[caption width=""]<image> Caption text here[/caption]
```

**Description**: formats text as a caption. This is used usually with an image.

This is a WordPress built-in shortcode. For more information, please consult the WordPress documentation on the Caption shortcode. **The caption shortcode requires the Width parameter to work.** The width indicates the width of the caption in pixels.

Notes: The caption shortcode can be inserted via the Visual Editor, and will look like the image on the left. If you then switch to the Text Editor, and back to the Visual Editor, the content will be updated to look like the image on the right, even in the visual editor.

# Image gallery

```
[gallery ids=""]
```

**Description**: This is a WordPress built-in shortcode that displays a series of images as tiles, in an image gallery. The shortcode only works with image IDs, which are only assigned after the images are uploaded into Pressbooks.

Unless otherwise specified, the images automatically link to the attachment page for each image.

For more information on the various options available with this shortcode, please consult the WordPress documentation on the Gallery shortcode.

**Please note that the Pressbooks themes do not currently support image galleries, which means the design of the image gallery will be very basic and it may not work will all export formats.**

# Embed

```
[embed]URL_of_the_video[/embed]
```

**Description**: This is a WordPress built-in shortcode that allows setting height and width parameters on embedded media content (videos, audio, and other interactive content). Note that media from some sources may have their height and width parameters overridden by Pressbooks to make the content responsive to screen size.

Note that all content supported by the embed shortcode can be embedded by directly pasting the URL into the visual editor. We recommend this method a) if you are adding width and height parameters, or b) if you are formatting your content on another platform and then importing it to Pressbooks.

For more information on usage and supported sources, see the WordPress documentation on the Embed shortcode and our user guide chapter on embedded content.

Please note that content not supported by the embedding feature will display as a regular link.

# Applying Custom Classes

If you are familiar with CSS, you may apply custom classes and use custom CSS to modify the appearance of some of the elements. Shortcodes that support custom classes are indicated in the descriptions above. Custom classes in the shortcodes work the same way as custom classes in HTML, by adding `class=""`.

For example, adding a custom class to a textbox:

```
[textbox class=custom_class]Your text here[/textbox]
```

# Nested Shortcodes

There are known issues with nesting shortcodes within other shortcodes. In general, we would recommend that you avoid using shortcodes within shortcodes in your book content and suggest that when possible you use another formatting method for one of the nested functions.

Almost every shortcode has an alternate styling method available from the visual editor toolbar. The only shortcode elements that do not have a non-shortcode alternative are:

- Footnotes
- Glossary terms
- Captions
- Image gallery

We cannot guarantee that all combinations of nested shortcodes will function correctly in webbooks and various exports, but the following have been tested and verified:

- **[latex][/latex]** shortcodes inside of **[footnote]** and **[blockquote]** shortcodes
- **[media]** shortcodes inside of **[glossary]** shortcodes
- **[footnote]** shortcodes inside of **[textbox]** shortcodes

## Media Attributions

- shortcodeCode
- shortcodeCode1
- shortcodeheadingoutput

# 59
# Paginated Chapters in a Webbook

Pressbooks creates three main book formats: print books, ebooks, and webbooks. Each format has its own default way of paginating text. In a print book, pages flow according to how much text you have divided by the size of the page you've chosen. Ebooks are generally paginated too, though the flow of the text is more dependent on what device and platform a reader is using to view your book.

For Pressbooks webbooks, the default pagination setting is that each chapter takes one webpage. However, if you'd like the reading experience and structure of your webbook to be more similar to more traditional book formats, you can manually paginate each chapter of your webbook.

**This is page 1 of a paginated chapter.**

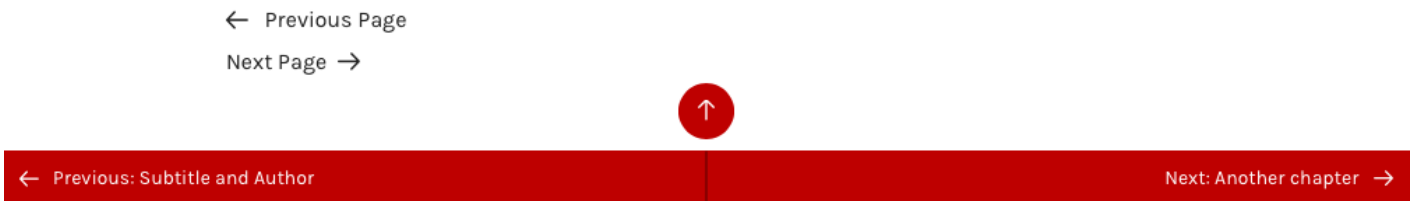
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean eget orci risus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Praesent eu pellentesque metus. Maecenas sagittis diam eget enim feugiat, vel maximus leo pretium. Integer eget gravida magna. Cras condimentum vulputate magna id ornare. Fusce ligula augue, lobortis et molestie id, suscipit at massa.

Sed dapibus tellus a laoreet varius. Ut sit amet nibh mi. Ut varius mollis tellus nec porta. Etiam sit amet ipsum et lectus commodo posuere. Pellentesque congue turpis vel laoreet aliquet. In vel augue et diam bibendum lobortis. Integer at rhoncus libero.

Integer at metus augue. Pellentesque ut felis et est consequat tristique vitae eu odio. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Suspendisse potenti. Etiam eleifend vitae nunc et ultricies. Curabitur fermentum sapien ut turpis egestas ullamcorper. Pellentesque non ornare eros. Aenean scelerisque elit nec volutpat auctor. In a dapibus libero. Etiam in dui non lorem gravida fermentum vitae eu lorem. Cras suscipit a nulla et ullamcorper. Sed ipsum felis, aliquet a velit et, porta accumsan urna. Proin tincidunt mattis aliquam.

Next Page →

When you paginate a chapter, readers will navigate between pages with the “Next Page →” and “← Previous Page” icons that display directly below page’s content. These navigation controls are independent of the chapter navigation; users can navigate with either at any time.




# How to Paginate a Chapter

To paginate your webbook chapter, follow these steps:

1. Open the content editor for the chapter
2. Select the “Text Editor” tab
3. Find the end of the paragraph or object that you’d like to end a page on
4. Between this object and the next one, enter **<!-nextpage->** in the text editor
5. Repeat for every section you want paginated
6. Save your changes

```
Vivamus massa sem, tempor vel facilisis eget, tincidunt at
diam. Duis ante nibh, elementum ac ullamcorper et, pretium sed
est.

<!--nextpage-->

<strong>This is page 3 of a paginated chapter.</strong>
Sed accumsan, nisi quis consectetur congue, mauris est laoreet
```

Note that paginating your webbook should have **no effect** on your other book formats; ebooks and print books created from the same source as a paginated webbook will paginate the way they normally do.

# Media Attributions

- Screen-Shot-2019-01-21-at-3.29.39-PM
- Screen-Shot-2019-01-21-at-3.35.44-PM
- Screen-Shot-2019-01-21-at-3.40.55-PM

VIII

# MEDIA

# 60
# Embedded Media & Interactive Content

This chapter will cover:


- What is Embedded Media and Interactive Content?
- Supported Content
- How to Embed Content
- H5P Interactive Content
- Display Across Formats
- Uploaded Media


## What is Embedded Media and Interactive Content?

Embedded media is media that is hosted outside of Pressbooks and linked to through your webbook. You will have encountered this kind of content all over the web – YouTube videos in blog posts, for example, or social media posts in news articles. This same kind of media can be dropped into the editor of your webbook on Pressbooks. Your readers can watch videos, take quizzes, view interactive maps, and more without ever leaving the book.

## Supported Content

Pressbooks supports a wide variety of media and interactive content. However, some content is prohibited for the safety of readers and content creators.

One type of embedded content we restrict is iframes. WordPress, the software Pressbooks is built on, blacklists all iframes for server security. If you attempt to embed an iframe into the Pressbooks editor, it will automatically be converted into oEmbed format instead – a safer standard for media embedding that limits the possibility of malicious use. If the media host isn't compatible with oEmbed, your iframe

may be stripped entirely.

The good news is that a lot of media sources already support oEmbed, which means that all you need to do is paste the link from the media source into your editor and the content will appear. This is true of YouTube, Vimeo, Facebook, Flickr, and a long list of other sources.

You can also visit https://codex.wordpress.org/Embeds for a full list of WordPress-approved content providers.

There are also some exceptional cases in which Pressbooks *will* allow iframes. We've evaluated a curated set of websites that don't support oEmbed and whitelisted their iframe domain across all networks. It is possible to embed an iframe from any of the following sources on our Global Iframe Whitelist:

- PhET Interactive Simulations
- knight lab Timeline
- Brightcove
- Google Forms
- Google Maps

If you are accessing Pressbooks from an open source network or from a hosted PressbooksEDU network, your network administrators may have also whitelisted other media sources in addition to those listed above. We recommend reaching out to your administrators if you're unsure about whether your iframe media source has been whitelisted.

# How to Embed Content

There are a few different methods to embed media in Pressbooks:

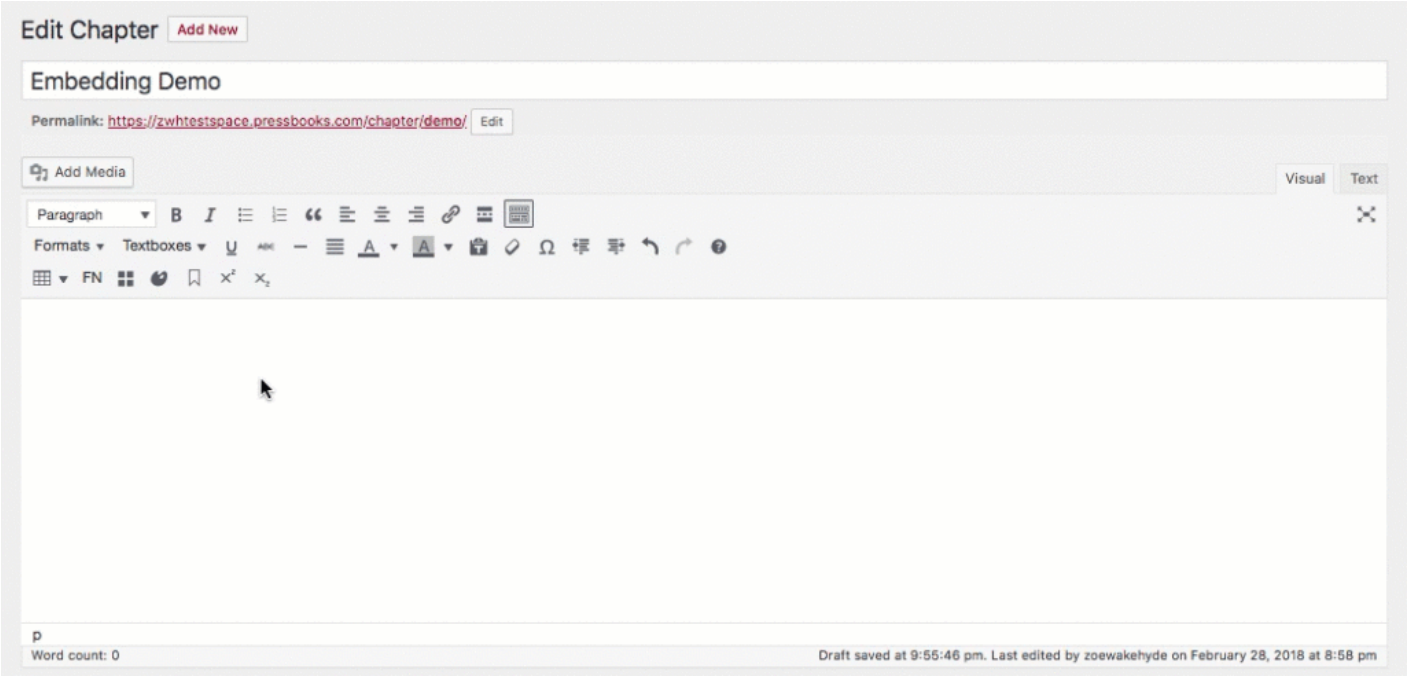
- Copy/paste the URL
- Use a shortcode
- Use the iframe embed code supplied by the content provider

Read on for details about when to use each of these methods.

# Copy/Paste the URL into the Visual Editor

The copy/paste method of embedding content is the easiest, and in most cases it's the method we recommend. Here's how to do it:

1. Copy the URL of the video, audio, or other media
2. Paste the URL into the **Visual** editor
3. Click **Save**




Your media should automatically appear in the visual editor. After you save the chapter or post, the content will display in the webbook and can be seen by readers if the book is made public. In export formats, a placeholder note with be inserted in place of the omitted content to let readers know a media or interactive element is available to view in the webbook format of their book. They'll be given a link where they can view the content when they're next able to access the web.

This method of embedding media will only work for content that's compatible with oEmbed.

# Embed and Media Shortcodes

Pressbooks has built in compatibility with a number of shortcodes that you can use to format your books either within the editor or before you import your work. Two of these shortcodes, **Embed** and **Media,**

can be used to embed media in your book.

## *Embed Shortcode*

Generally, the embed shortcode is most useful when you're drafting your content outside of Pressbooks. Using the embed shortcode signals to Pressbooks that there's an embedded video and not just a regular link in your book. Many content creators use shortcodes to build their content in Microsoft Word or Google Docs and then import to that work to Pressbooks.

1. Start your shortcode with:
   **[em□bed]**
2. Copy/paste the URL in after
3. End your shortcode with
   **[/em□bed]**
4. Save your changes

```
Example: [em□bed]URL_of_the_video[/em□bed]
```

## *Media Shortcode*

The media shortcode has the same benefits as the embed shortcode when it comes to importing content from other platforms like Microsoft Word. Is also has an additional benefit: you can add a caption which appears below the embedded media element. Here's how:

1. Start your shortcode:
   **[media src=**
2. Paste in your video URL wrapped in quotations:
   **[media src="https://www.youtube.com/watch?v=Lqqsp8soXTo"**
3. Add your caption to the shortcode:
   **[media src="https://www.youtube.com/watch?v=Lqqsp8soXTo" caption="Your caption text goes here"**
4. End the shortcode:
   **[media src="https://www.youtube.com/watch?v=Lqqsp8soXTo" caption="Your caption text goes here" /]**

For more information on using shortcodes in Pressbooks, check out the Shortcodes chapter of this

guide.

## Iframes

As described above, use of iframes in Pressbooks is restricted for security purposes. However, if you are embedding an iframe from a source that has been whitelisted for your network, you can follow these steps:

1. Copy the <iframe> embed code of the video, audio, or other media – this is usually available in the sharing options of the media on its source website
2. Paste the iframe code into the **Text** editor
3. Click **Save**

If the source is whitelisted on Pressbooks, the video should then appear in your visual editor and all supported outputs. See above for a list of which iframe sources have been whitelisted on Pressbooks.

## Contact Your Network Manager

Media still not loading in your book? It's likely that it's from a source that has not yet been whitelisted on your network. You can contact your PressbooksEDU network manager to request that the media source is evaluated for your network's Iframe Whitelist.

Your network manager may decide to whitelist your media source or not, depending on how safe they judge the source to be.

As an alternative, you can always link readers to content on another website.

# H5P Interactive Content*

H5P is a third-party service that allows you to build interactive quizzes and other learning tools into your webbook. The below example is one of more than 40 different content types available in Pressbooks:

*An interactive or media element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=381*

You can create your own custom H5P activities from inside your PressbooksEDU network to enrich your open textbook. Find out more in the H5P chapter of this guide.

*H5P creation is not available to authors on Pressbooks.com. If you're interested in H5P and would like to know more about how your institution can subscribe to PressbooksEDU, please contact our sales team at sales@pressbooks.com.

# Display Across Formats

While interactive and embedded content is handled natively in web, it is not supported quite so easily across the other formats Pressbooks produces, including PDF and ebook. As a result, we have implemented a fallback method for content that isn't supported across the board.

This fallback consists of an inserted message that is populated with information available in the system (may include a title, thumbnail, the kind of media, etc.) and provides the reader with a link to the webbook version of the chapter so they can view the missing element (print readers will see a short URL that they can type into a browser). See a couple of examples below.

A YouTube element has been excluded from this version of the text. You can view it online here: https://pb5testing.textopress.com/?p=55

An interactive or media element has been excluded from this version of the text. You can view it online here:
https://pb5testing.textopress.com/?p=55

# Uploaded Media

Pressbooks also enables users to upload media files, like images, and small audio or even video files directly to their books. We discourage people from uploading video directly to their Pressbooks media library, both because video files are often larger than our maximum file upload sizes, and because it's difficult to find universal playback support for most video file formats. In the case of videos, embedding from a dedicated video streaming service is almost always a better route to go. However, if ever audio or video is uploaded and inserted into a book, it will be handled in the same way as embedded media: displayed normally in the web and replaced with a missing element message in formats which do not support its inclusion.

**NOTE:** Please avoid 'hotlinking', or linking to your Pressbooks media files from outside of the Pressbooks platform.

**Prefer to watch and learn? Check out this video tutorial:**

*A YouTube element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=381*

# Media Attributions

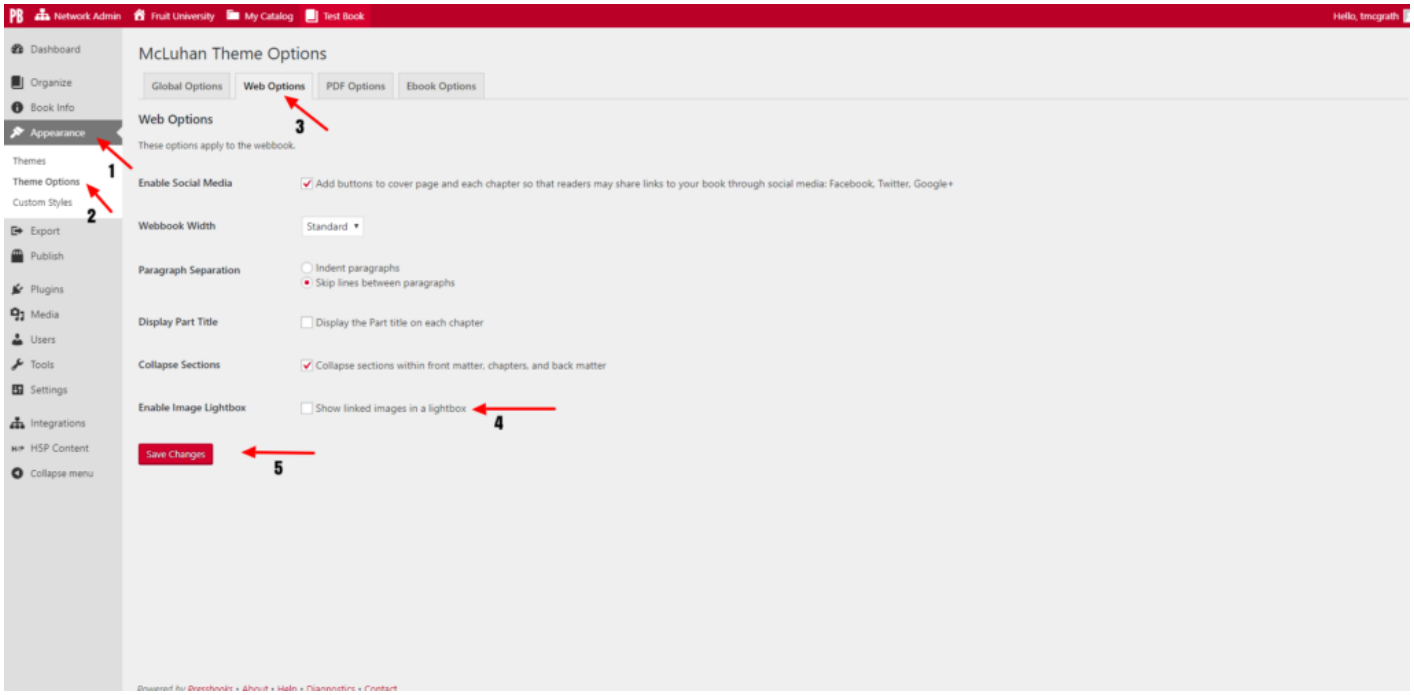
- 2018-03-10_16-55-46-1
- Screen-Shot-2018-03-10-at-6.06.44-PM
- Screen-Shot-2018-03-10-at-6.07.00-PM

# 61
# Enabling and Using Lightboxes for Images

Using Lightbox, you can set the linked images in your webbook to open within a chapter webpage as a pop-up.

To enable this setting from your book's dashboard:

1. Click **Appearance**
2. Click **Theme Options**
3. Click **Web Options**
4. Check the box next to **Enable Image Lightbox**
5. Click **Save**




When Lightbox is enabled, all images linked from your book will open in a lightbox. This applies to thumbnail images linking to larger versions of themselves, as well as text hyperlinks linking to images.

Click here for instructions on creating thumbnail images that link to larger images, or here for instructions on how to create text hyperlinks that link to images.

# Media Attributions

- lightboxinstructions

# 62
# Media Attributions

Thanks to contribution from BCcampus, users can format media attributions in an automated, standardized way by enabling the **Media Attributions** setting in their theme options. With the Media Attributions setting on, you can display the attribution metadata of your media files at the end of each chapter of your book.

This is helpful for users who, for example, are creating textbooks and may be using a large quantity of images from different sources.

This setting allows attribution information to be displayed at the end of each chapter after your body text and before your footnotes.

Media Attributions

- taylor-kiser-373474-unsplash by Taylor Kiser adapted by Random Stranger © Public Domain (No Rights Reserved)

---

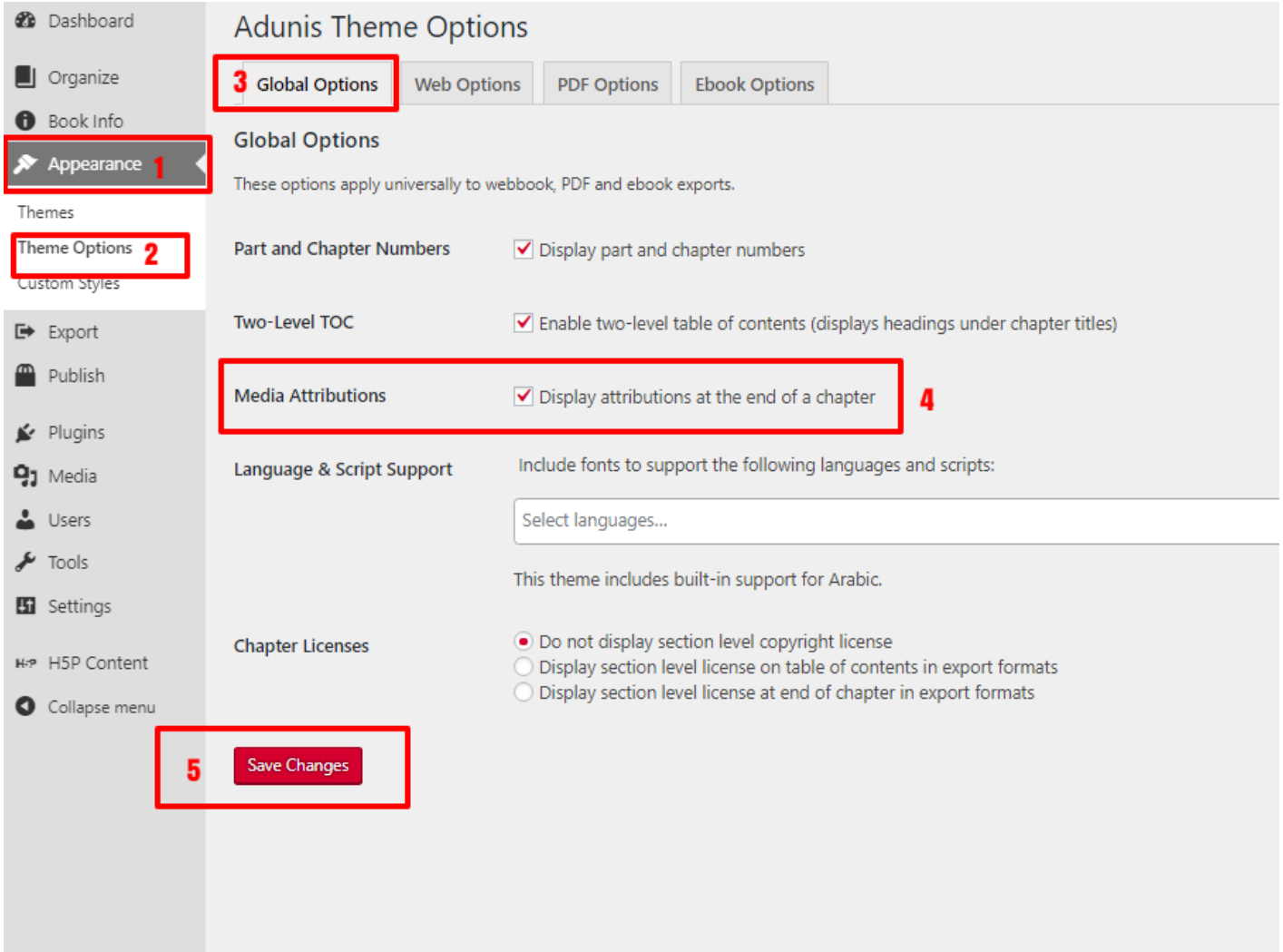
1. This is a footnote. ↵
2. This is another footnote. ↵

## Enabling the Media Attribution Setting

To enable the Media Attributions setting on your book, follow these steps:

1. Click Appearance on the left-hand menu of your book's dashboard
2. Click Theme Options
3. In the Global Options tab, scroll to Media Attributions
4. Check the box next to "Display attributions at the end of a chapter"

5. Click Save Changes at the bottom of the page




Now, you can add your attribution information to each image in your media library.

# Adding Attribution Metadata

There are two places where you could choose to input your attribution data.

## Through the Media Library

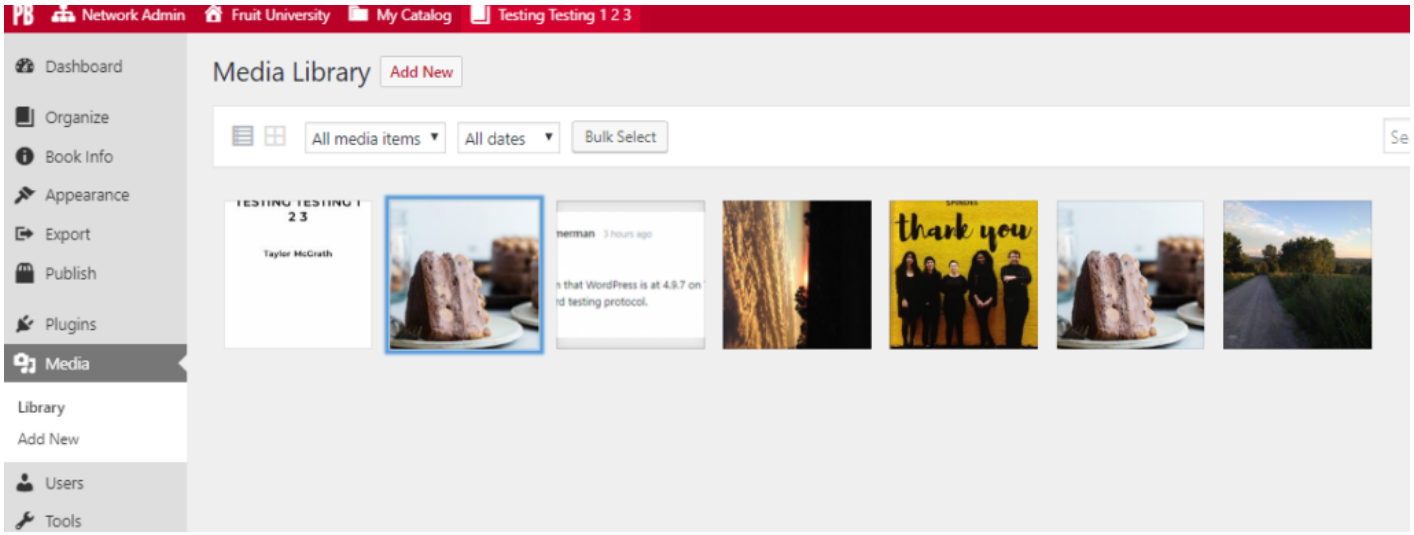
If you upload your media to your media library before placing the image in a chapter, or if you're

entering attribution data for images that you've already placed throughout your book, it's best to edit image attribution data in the Media Library page.

Find your book's Media Library by going to **Media > Library** from the left-hand menu of your book's dashboard.

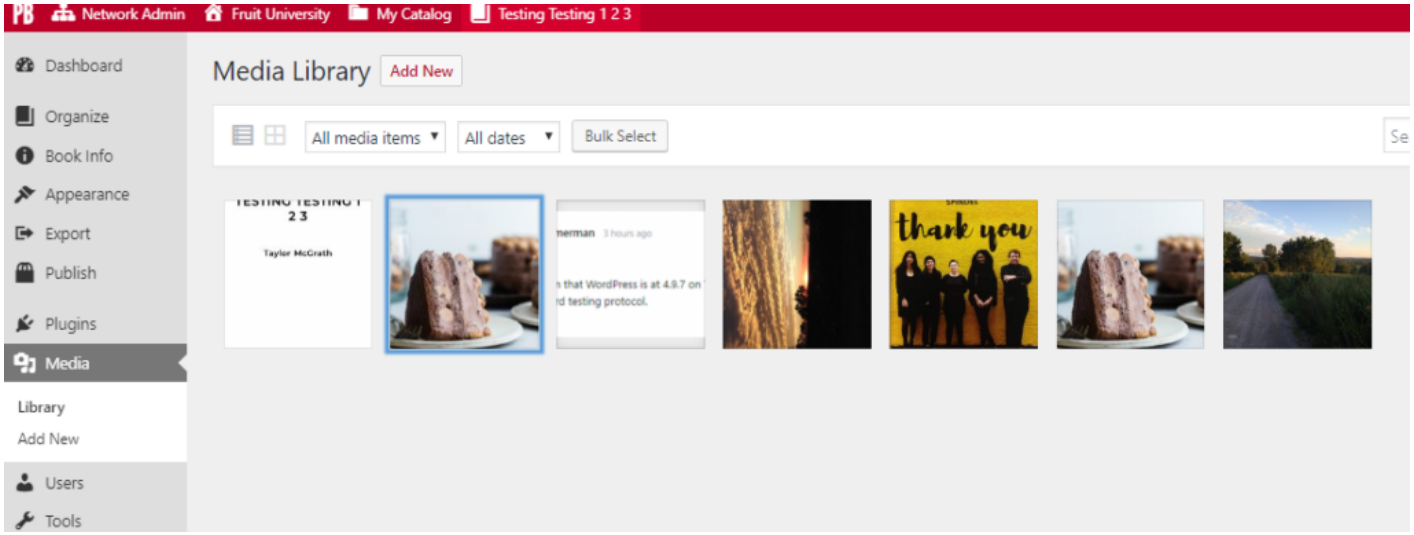
All media items, including audio, video, and images, will be listed on the Media Library page. To add attribution data to a media file, follow these steps:

1. In your Media Library, click on a media file




2. Scroll down to **Attributions** on the right-hand side of the **Attachment Details** window

3. Enter your attribution metadata (such as Source URL, Author, Author URL, License, and more)



4. Exit the **Attachment Details** window by clicking the X in the corner

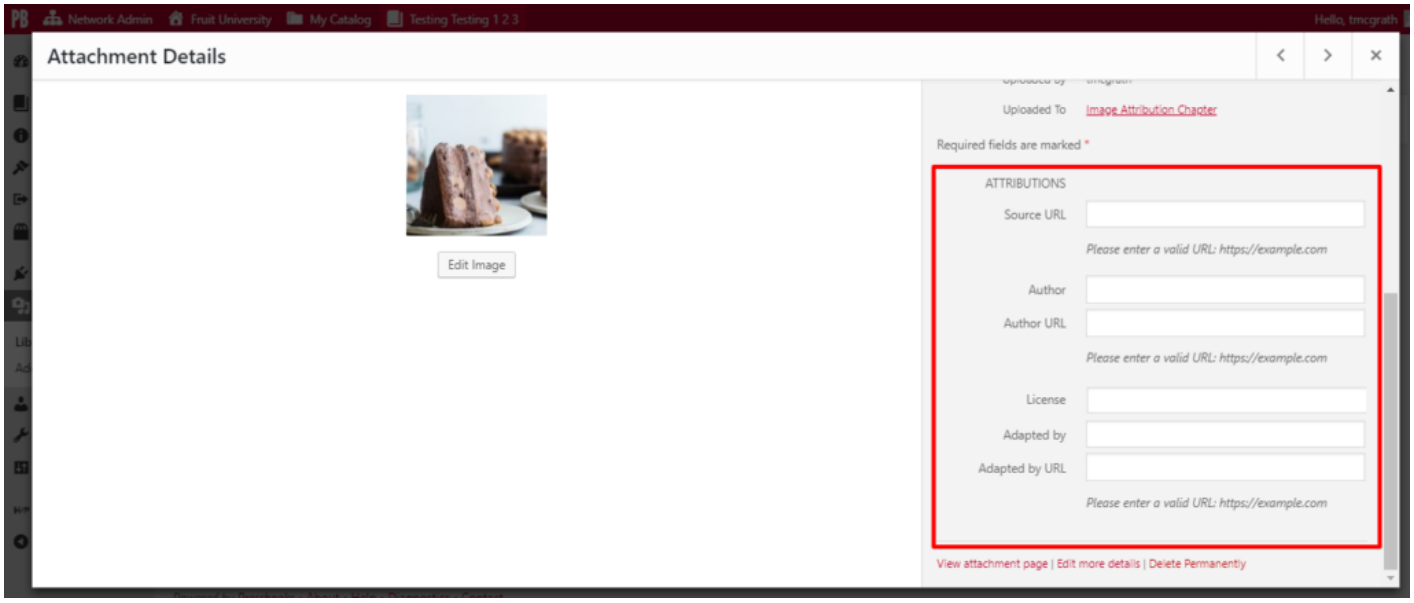
Follow these steps for each image that you'd like attribution information included in your book for.

## In the Chapter

If you're entering images directly into a chapter instead of the media library, you can edit the image attribution inside the Add Media interface in the chapter editor. Follow these steps:

1. Click **Add Media**
2. Upload your file

Once the file is uploaded, you'll be redirected to Media Library screen in the dialog box.




3. Scroll down to **Attributions** on the right hand side of the screen
4. Enter your attribution metadata (such as Source URL, Author, Author URL, License, and more)
5. Click **Insert Into Chapte**r

Repeat this process for each new image you insert.

> **NOTE:** You can only add attribution metadata from within the chapter when you *first* upload an image. Afterward, all attribution metadata must be entered from the **Media Library**

Prefer to watch and learn? Watch this instructional video, created by our friends at BCcampus.

*An interactive or media element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=391*

# Media Attributions

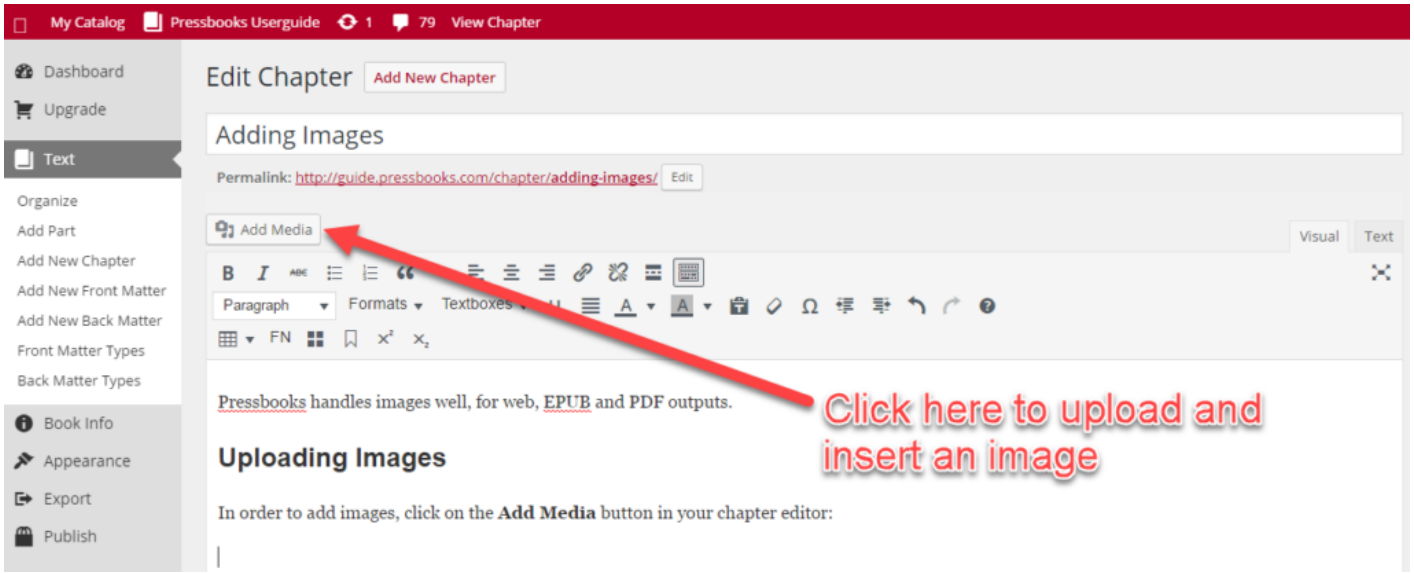
- imageattributionreplacefirstimage
- imageattribution1
- imageattribution2
- imageattribution2
- imageattribution3

# 63 Adding Images

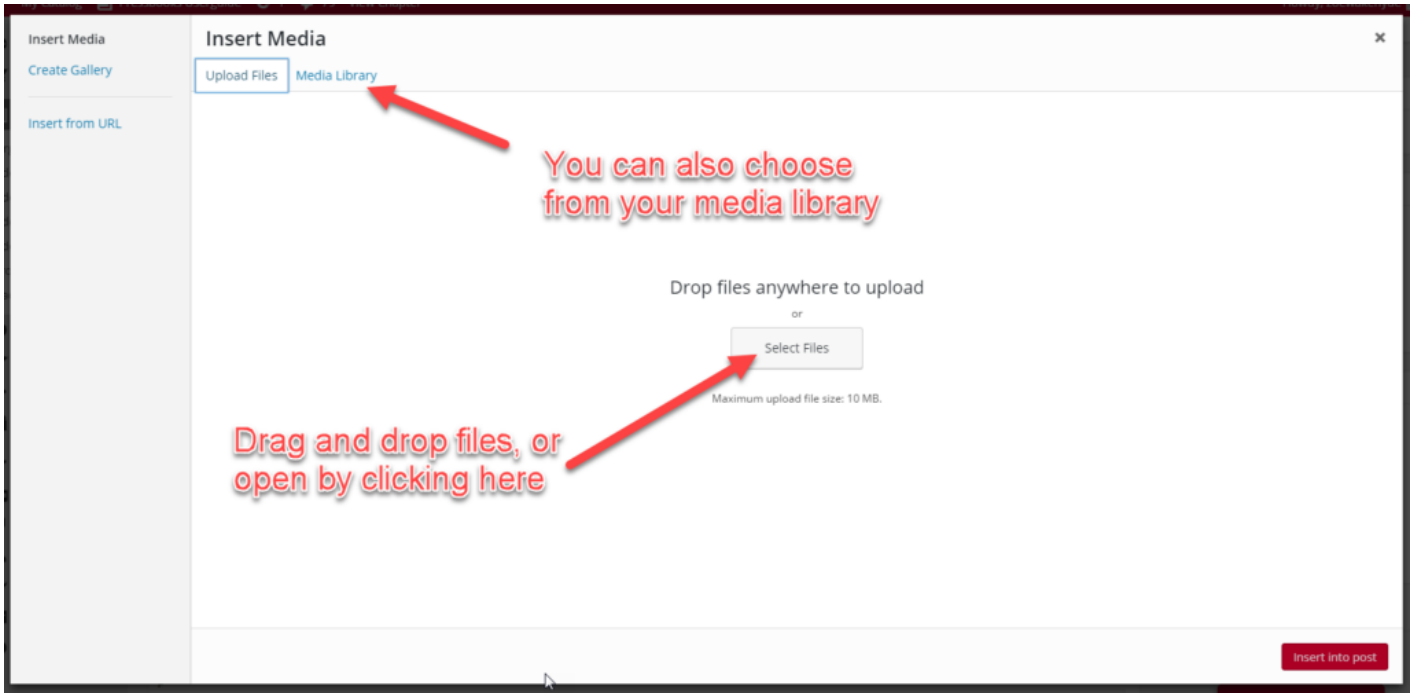
Pressbooks handles images well, for web, EPUB and PDF outputs.

## Uploading Images

In order to add images, click on the **Add Media** button in your chapter editor:

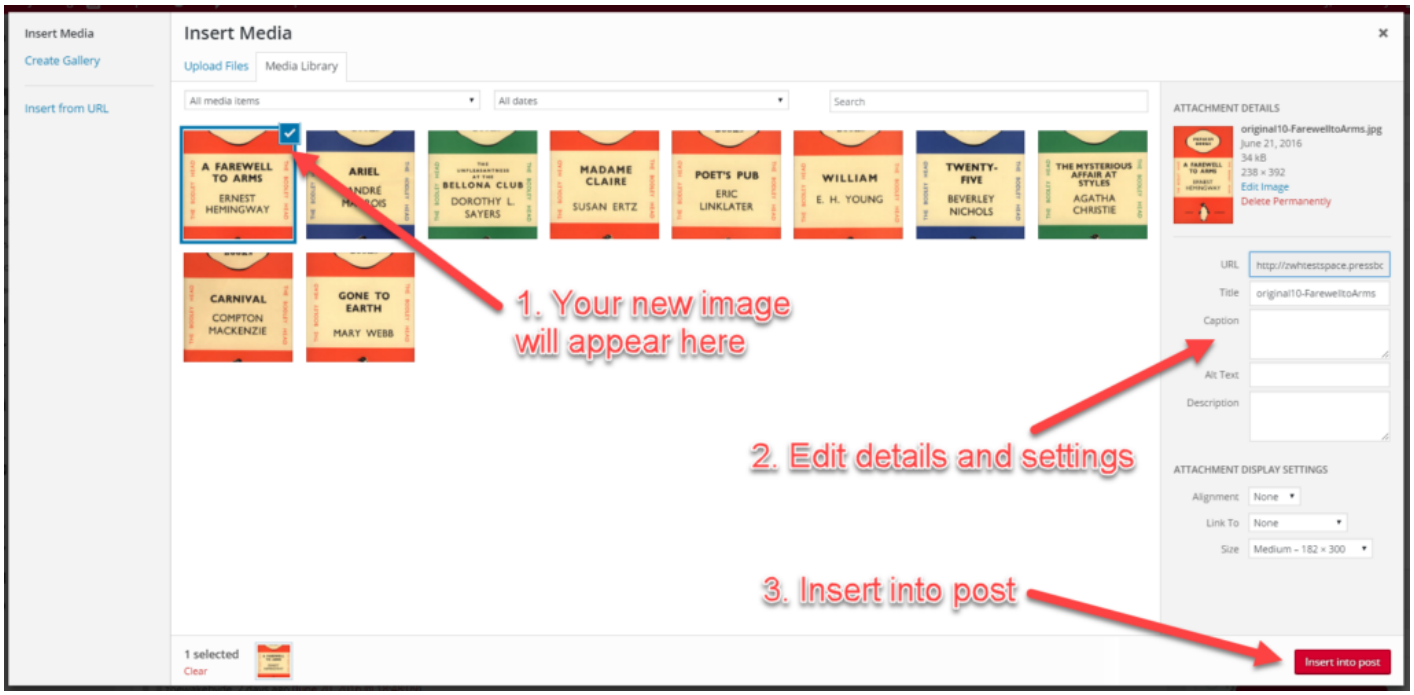



Next, upload your image either by dragging and dropping the image file from your computer to the upload box, or by clicking “Select File” to find the file in your computer. You can also choose from existing files in your Media Library.




# Settings, when Uploading an Image

Finally, you'll want to select the size of the file, the URL of the file, caption and a few other things. We recommend centering your image, and adding a caption. Once you have added your settings as desired, click "Insert into Post".

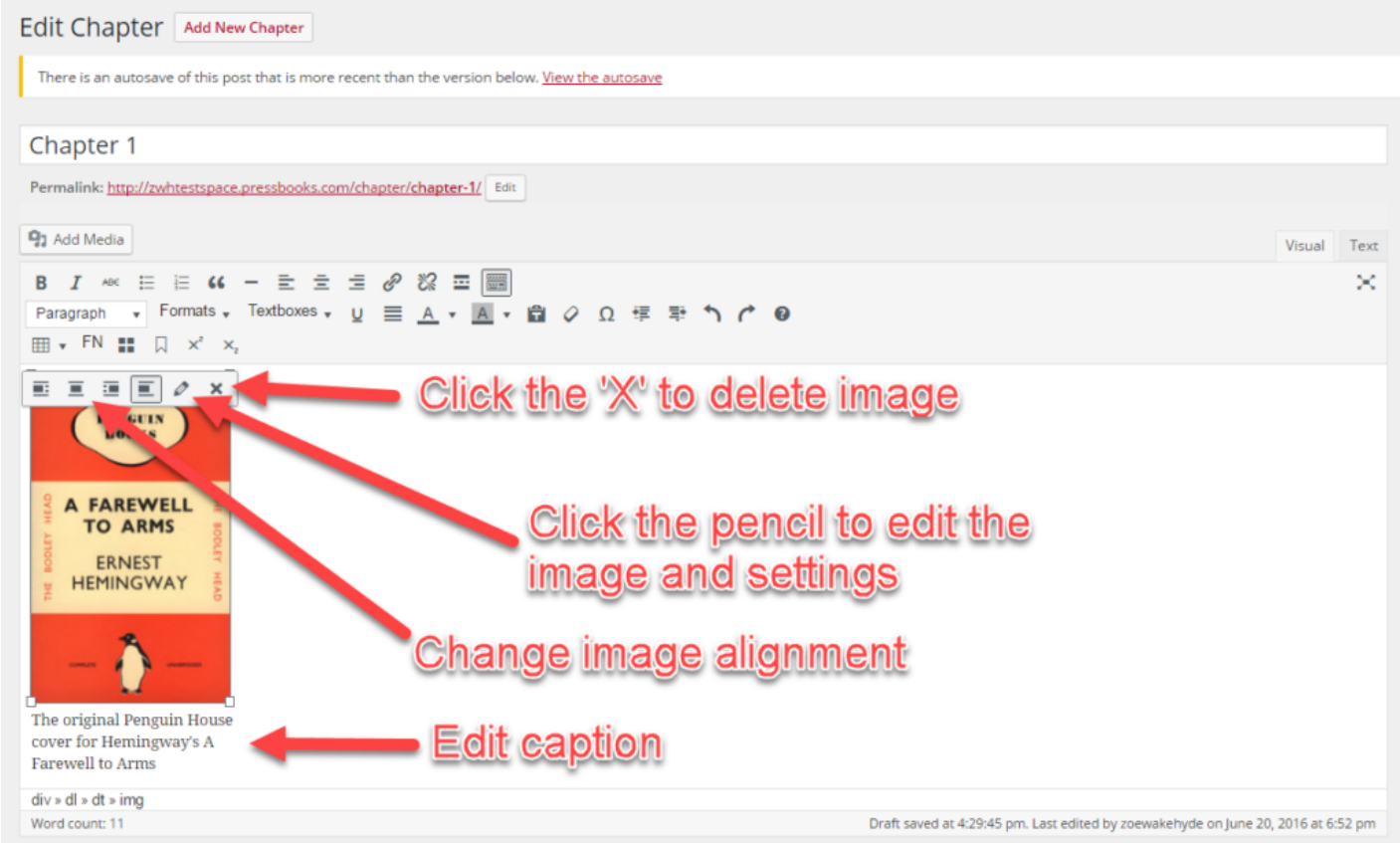


# Changing Your Image Settings

Finally, if you would like to change the settings on an image after it has been added to a post, go to the chapter editor and click on the image. You'll see a few small icons appear:

- Click on the 'X' to delete the imag.e
- Click on the pencil to open the editing screen (see below).
- Click on any of the other icons to change the image alignment.

You can also edit the image caption at any time without opening the clicking on the existing caption and typing as normal.

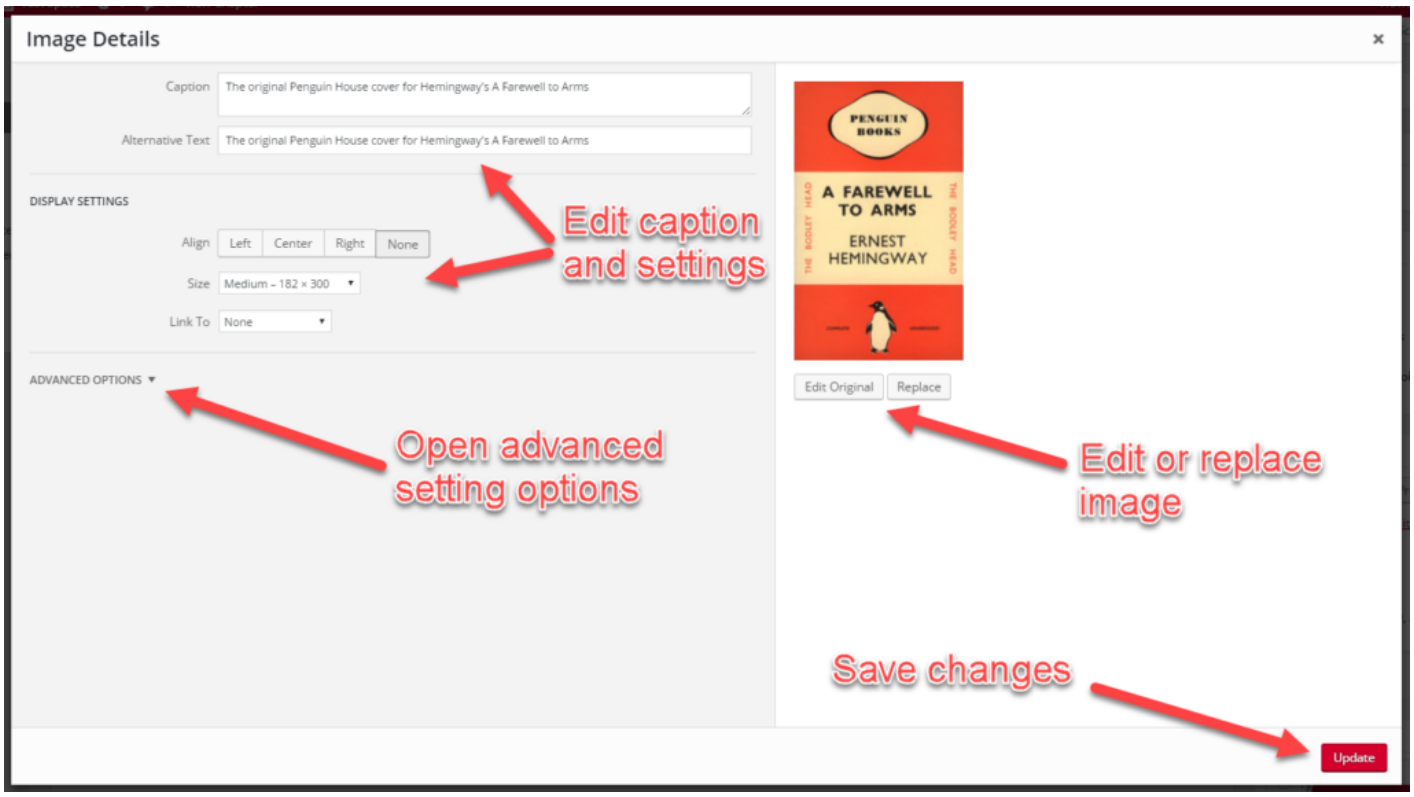



## Editing Screen

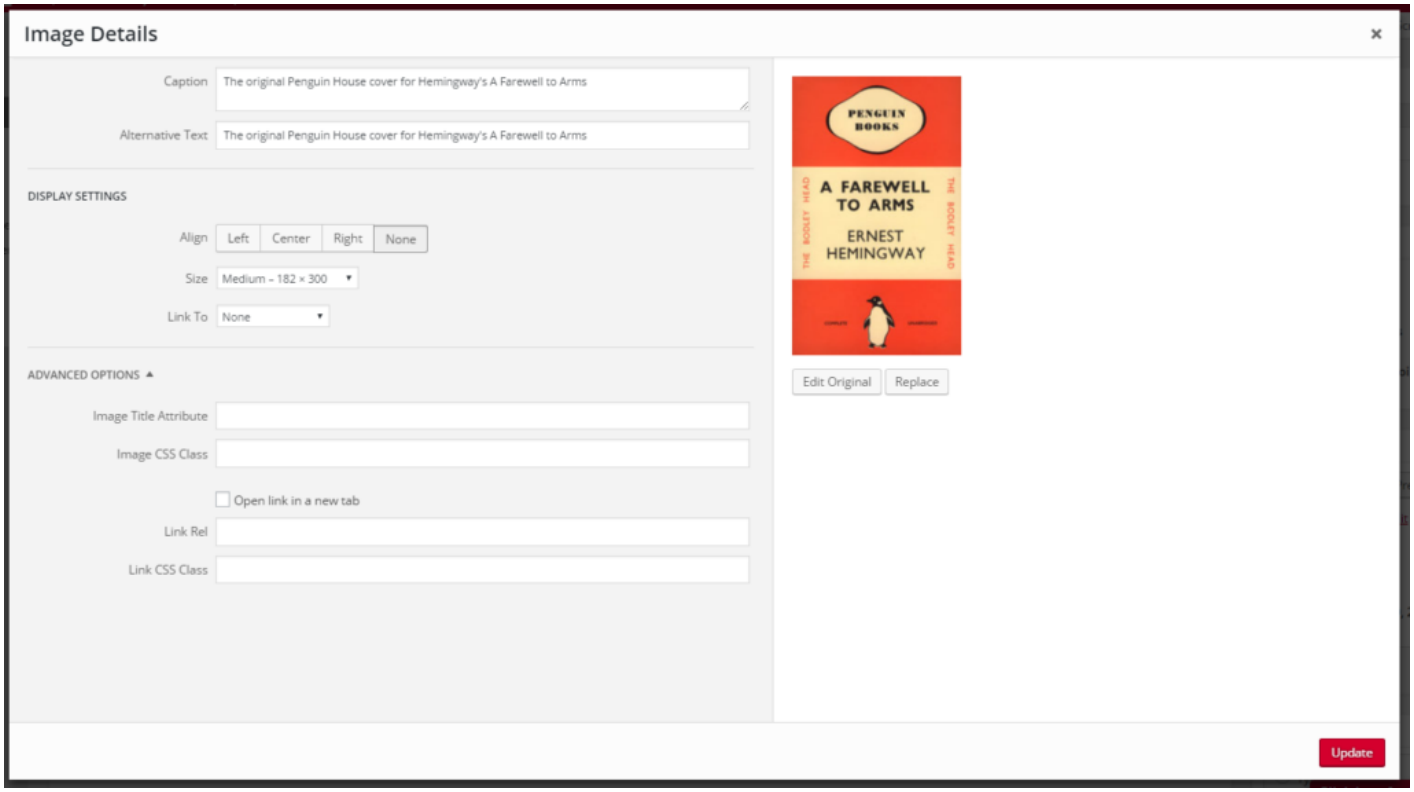
By clicking on the pencil, you open the image editing screen. Here, you can edit the following:

- Caption (**note**: this is important to include for ebooks especially as images without captions may not render properly in some e-readers)
- Alternate text (this is important for both SEO and accessibility for visually impaired people using

screen readers)
- Image alignment
- Image size
- Linking preferences (you can link to the image file, an attachment page, a custom URL or have no link)
- Access the “Advanced Options” and image editor (more on this below)




From the image editing panel, you can also go to the advanced image settings panel. Here, you can set an attribute for the image title, as well as a CSS class for both the image and its link. This allows you to classify each element so that you can then style them differently from other images in your book by using the custom CSS editor. Read more in our chapter on custom CSS.




# Editing Your Image

In addition to changing your image settings, the editing screen also allows you some basic editing options for the image itself. By clicking on “Edit Original” you will see a new window with several options to crop, rotate and scale your image. Read more in our chapter on image editing or check out our video tutorial for more details.

*A YouTube element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=399*

# Media Attributions

- addmedia1
- addmedia2
- addmedia3
- addmedia4
- addmedia5
- addmedia6

# 64
# Image Editing

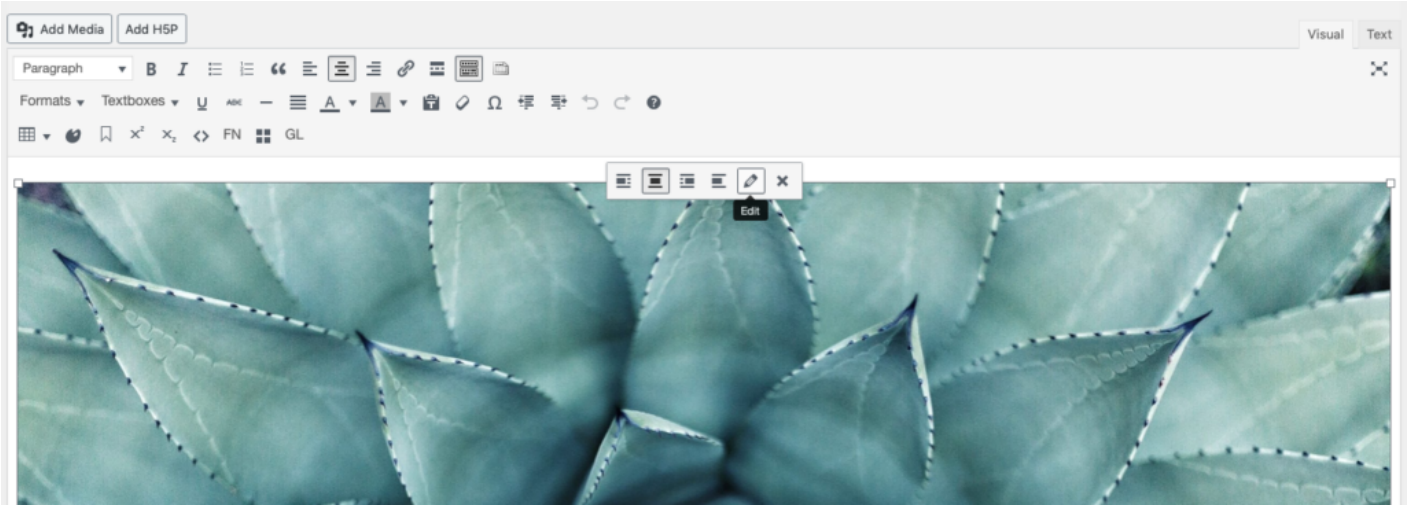
You can edit your images from within the Pressbooks platform. These tools will be familiar to you if you're used to working with images in WordPress. For best results we generally recommend first editing images outside of Pressbooks, but the features explained in this chapter can be useful if you don't have image editing software on your device. Below we'll explain the following concepts:

- Basic Image Details
- Additional Image Editing Settings
- Replacing Images

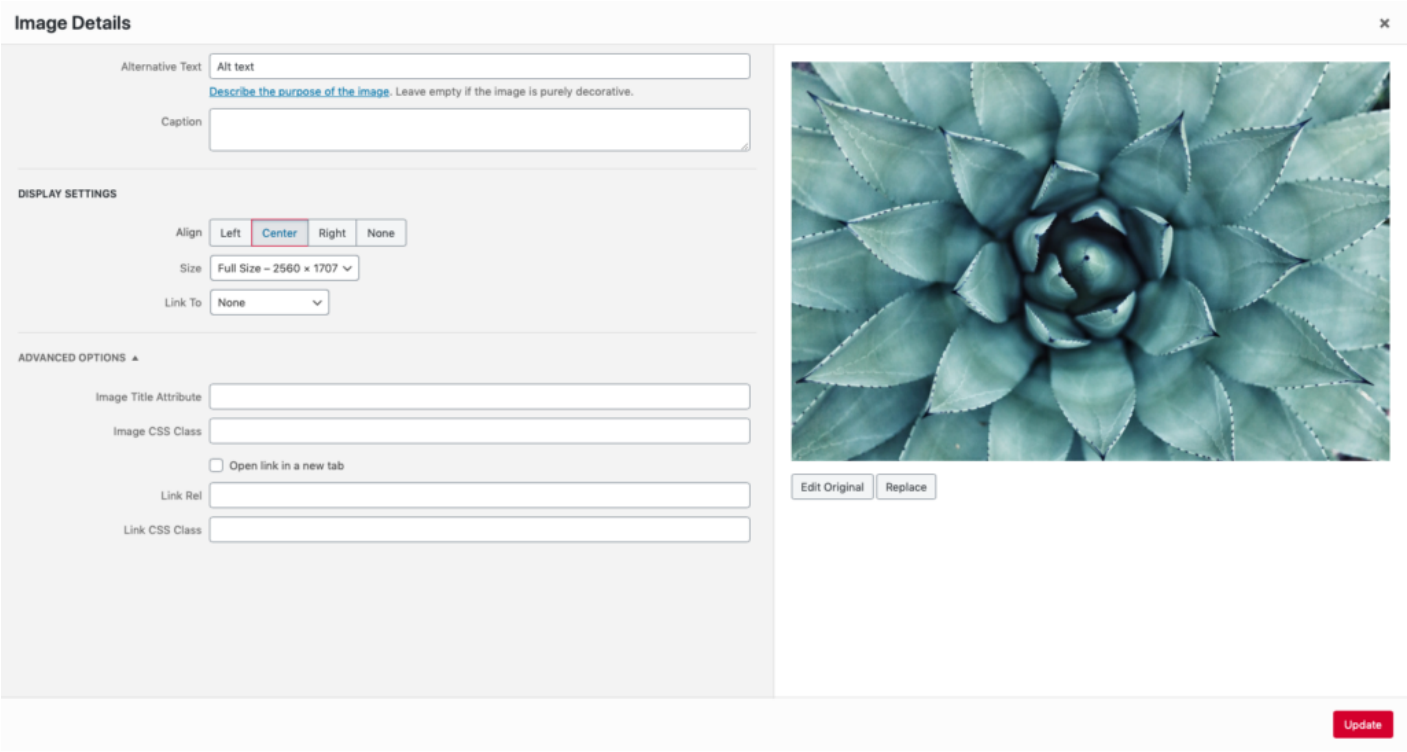
## Basic Image Details

To edit an image that you have already upload into a chapter, follow these steps:

1. Select the chapter containing the image you'd like to edit and access the visual editor
2. Click the image so that the image toolbar appears
3. Click the Edit "pencil" icon on the image toolbar



This will open up the Image Details window, which includes a number of basic image settings.



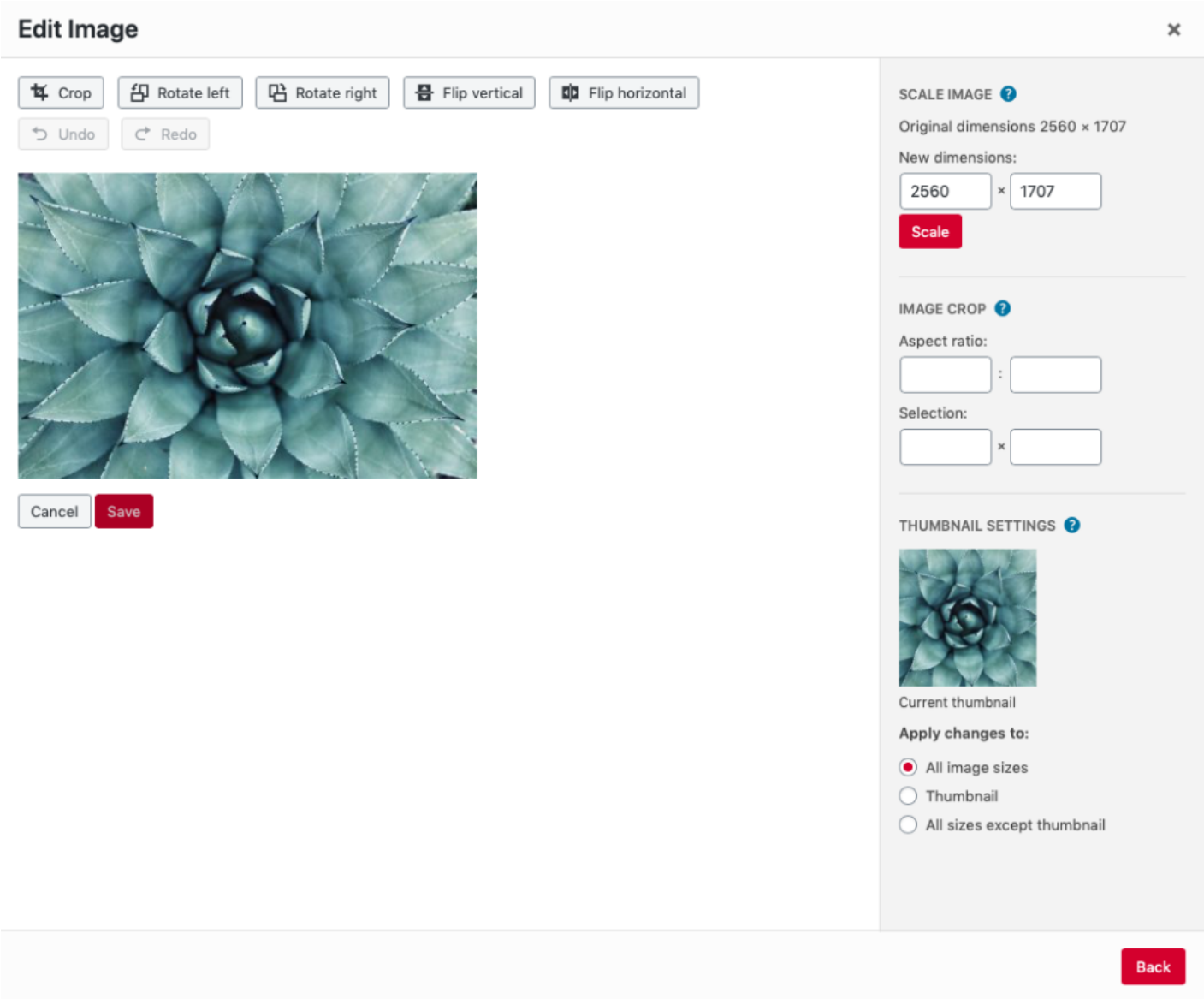

In this window, you can:

- Add a caption
- Add alt text
- Select an alignment for the image
- Set the image's size
- Link the image to its attachment page, its media file, or a custom URL
- Set an image title attribute
- Set an image CSS class (see more in the Custom Styles chapter of this guide)
- Edit image link settings

To access additional image editing options, select the **Edit Original** button beneath the image on the right side of the Image Details window. This will bring you to the **Edit Image** settings.

# Additional Image Editing Settings

Once you've opened the **Edit Image** window you'll have access to additional image editing tools.




Available image editing options include the ability to:

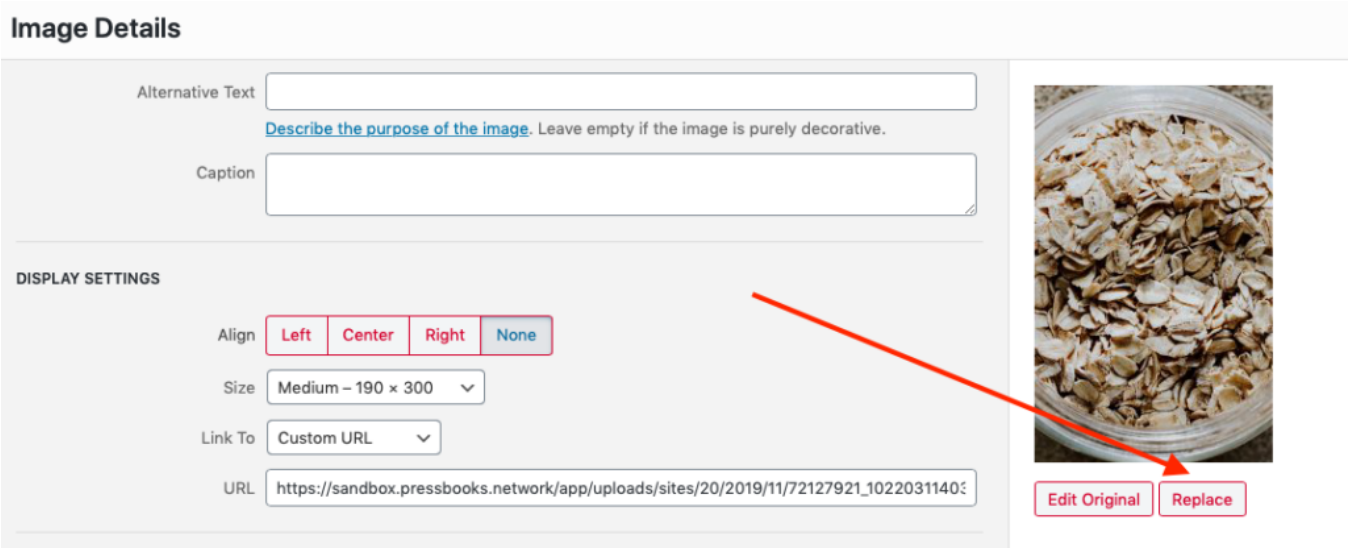
- Crop
- Rotate an image left or right
- Flip an image vertically
- Flip an image horizontally
- Scale an image to your custom pixel dimensions
- Crop an image to custom pixel dimensions and aspect ratio
- Select whether customized image settings apply to the thumbnail version of an image

When you've finished changing your image's settings, click **Save.** This will return you to the Image Details window, where you can click **Update.** You'll then be taken back to the chapter's visual editor. You can also hit **Back** to return to the Image Details window.

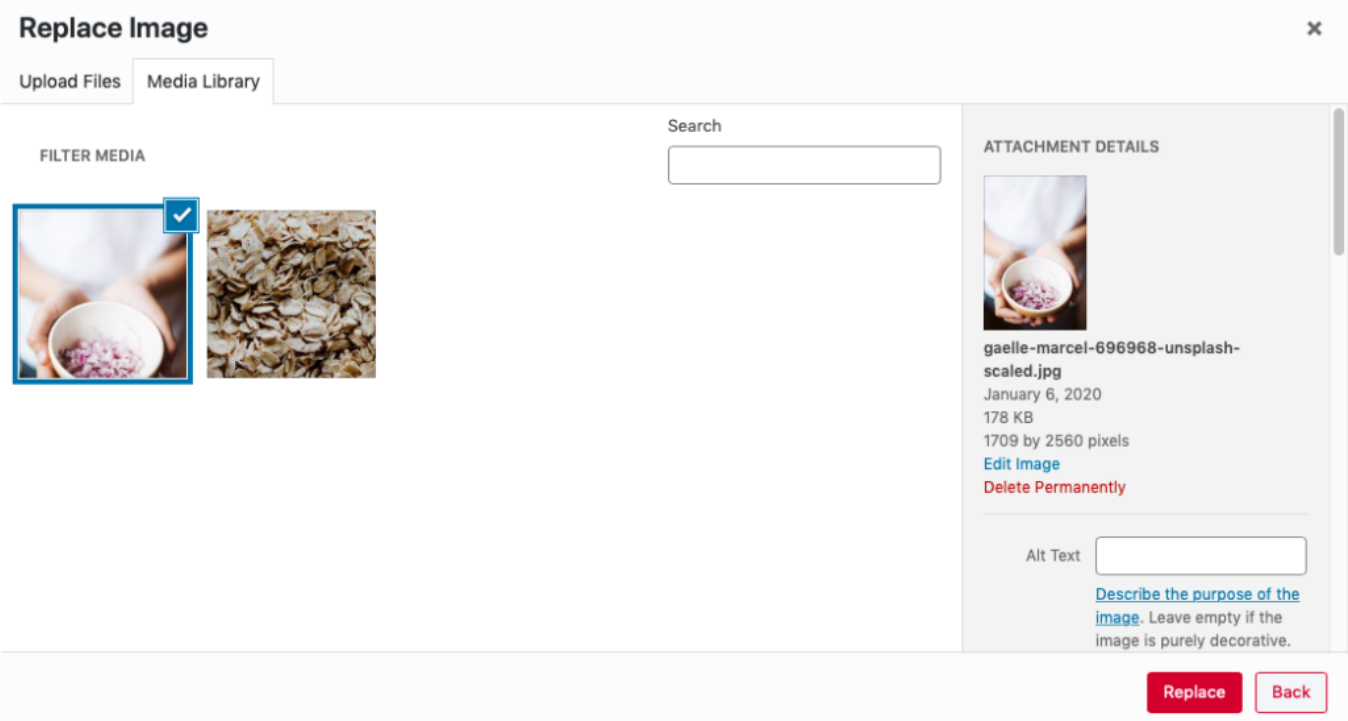
# Replacing Images

If you'd like to replace a single image in your chapter, follow these steps:

1. Click the Edit pencil icon to open up the Image Details window
2. Click **Replace** underneath the image on the right side of the panel to be brought to the **Replace Image** screen




3. Choose the replacement image from your Media Library or switch to the **Upload Files** tab to upload a new image in the original's place

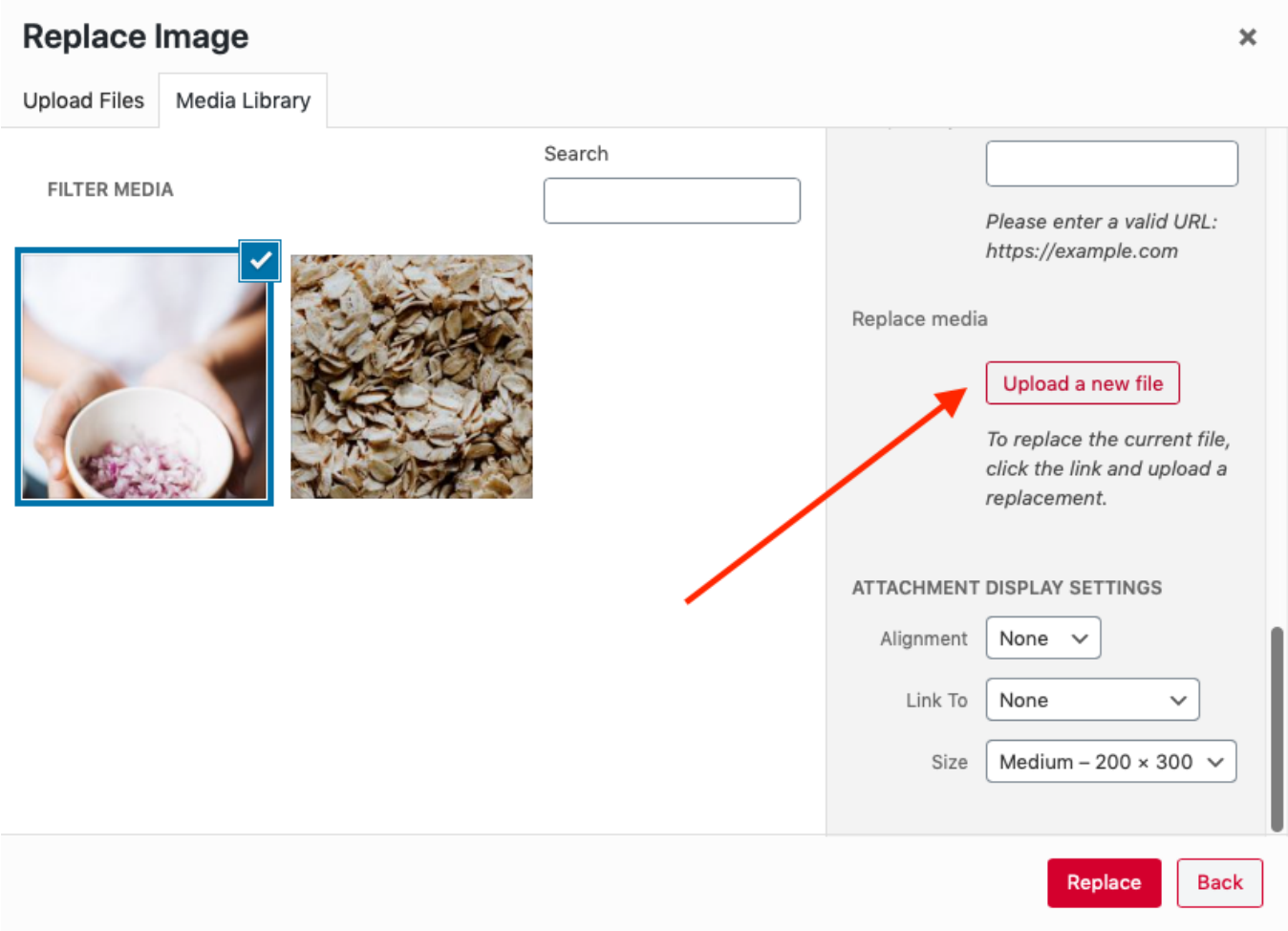



4. Click **Replace**

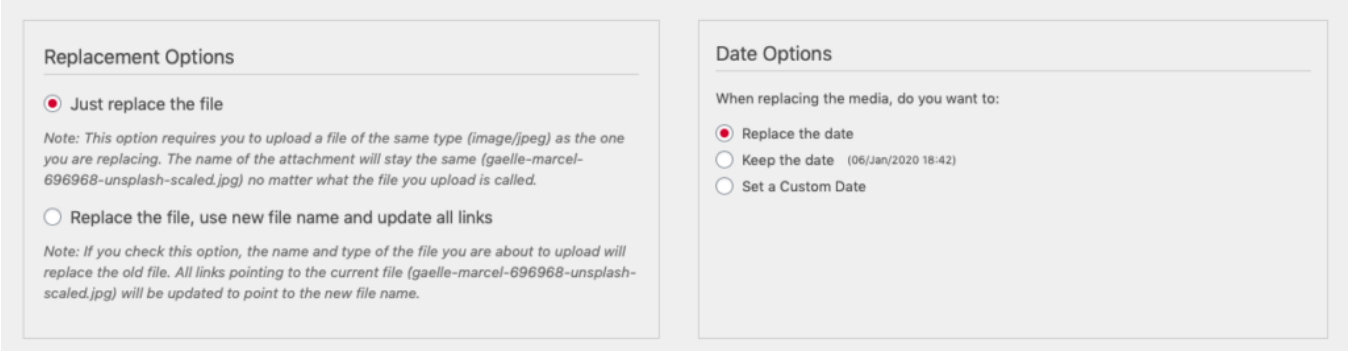
You'll be returned to the visual editor with the image replaced.

Note that the method previously described only replaces the image in the one specific location you've changed. If you've used one image repeatedly throughout your book and you would like to **replace all of those images at once**, follow these steps instead:

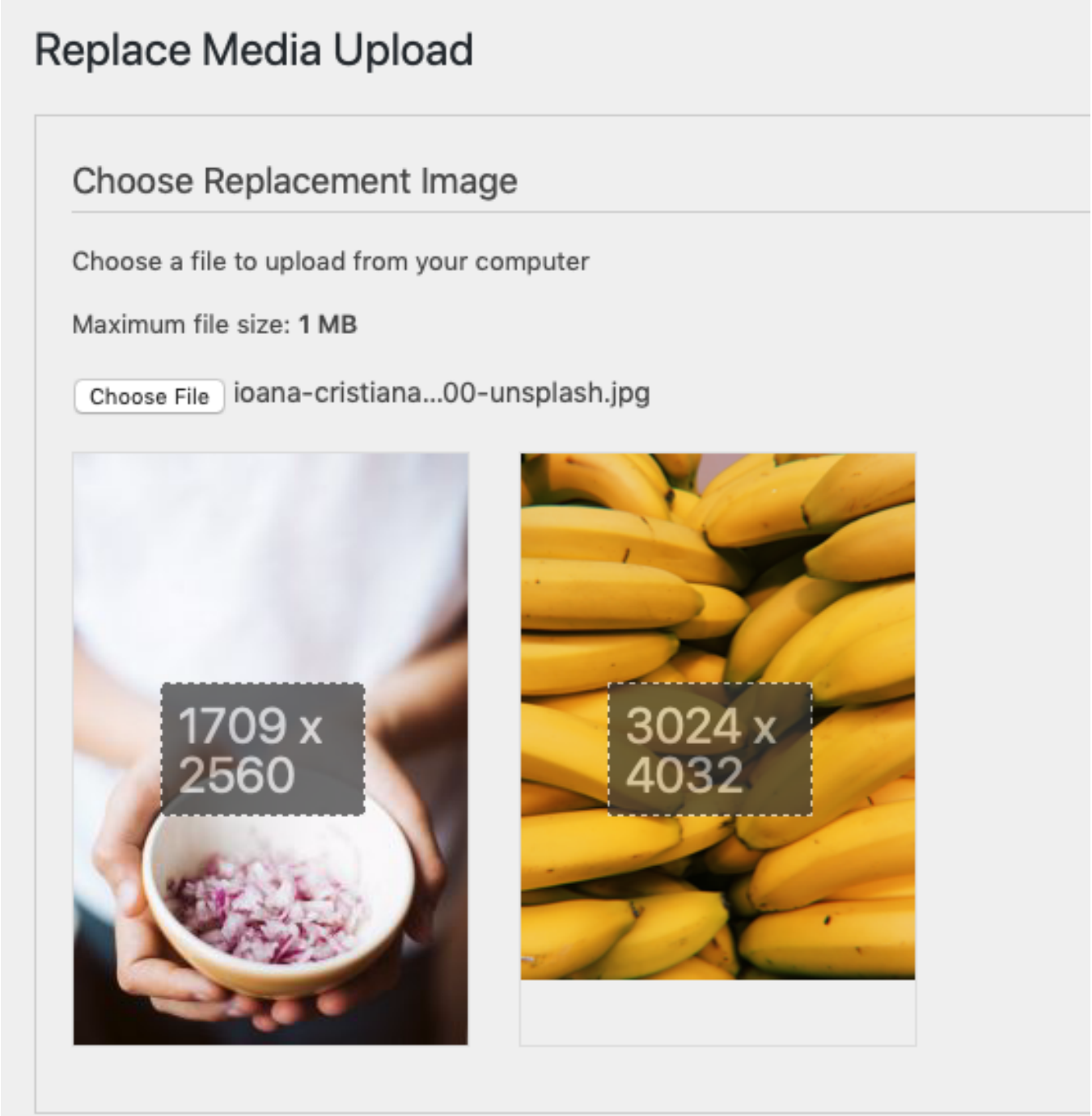
1. Click the Edit pencil icon to open up the Image Details window
2. Click **Replace** underneath the image on the right side of the panel to be brought to the **Replace Image** screen
3. Scroll down the **Attachment Details** panel on the right side of the window until you reach the **Replace Media** section
4. Click the **Upload a new file** button to be taken to the **Replace Media Upload** page




5. On the **Replace Media Upload** page, adjust your **Replacement Options** and **Date Options** as needed




6. Click the **Choose File** button and upload the new image




7. Click **Upload** at the bottom of the page

After the replacement image is uploaded, you'll be brought to the Media Attachment page for the replacement image. Navigate back to your chapter via the left sidebar menu if necessary. For more information on the Media Replace tool, see the Enable Media Replace plugin by ShortPixel on WordPress.

**NOTE:** You may choose to edit or replace images directly from the Media Library instead of through the chapter. Once you've selected an image from the library, the same steps apply in all cases except single-image replacements,

which must be performed from within the chapter editor.

# Media Attributions

- Screen-Shot-2020-01-06-at-11.56.30-AM
- Screen-Shot-2020-01-06-at-11.59.50-AM
- Screen-Shot-2020-01-06-at-12.10.51-PM
- Screen-Shot-2020-01-06-at-12.27.39-PM
- Screen-Shot-2020-01-06-at-1.48.45-PM
- Screen-Shot-2020-01-06-at-1.52.43-PM
- Screen-Shot-2020-01-06-at-1.55.20-PM
- Screen-Shot-2020-01-06-at-1.58.09-PM

# 65
# Media: Images & Best Practices

Pressbooks allows you to add interactive elements to your book, which are referred to collectively as "media." Pressbooks enables you to include three types of media in your book: images, audio and video. All media file uploads must be under 10 MB, but we recommend keeping them under 2 MB.

This chapter focuses on images. You will learn:

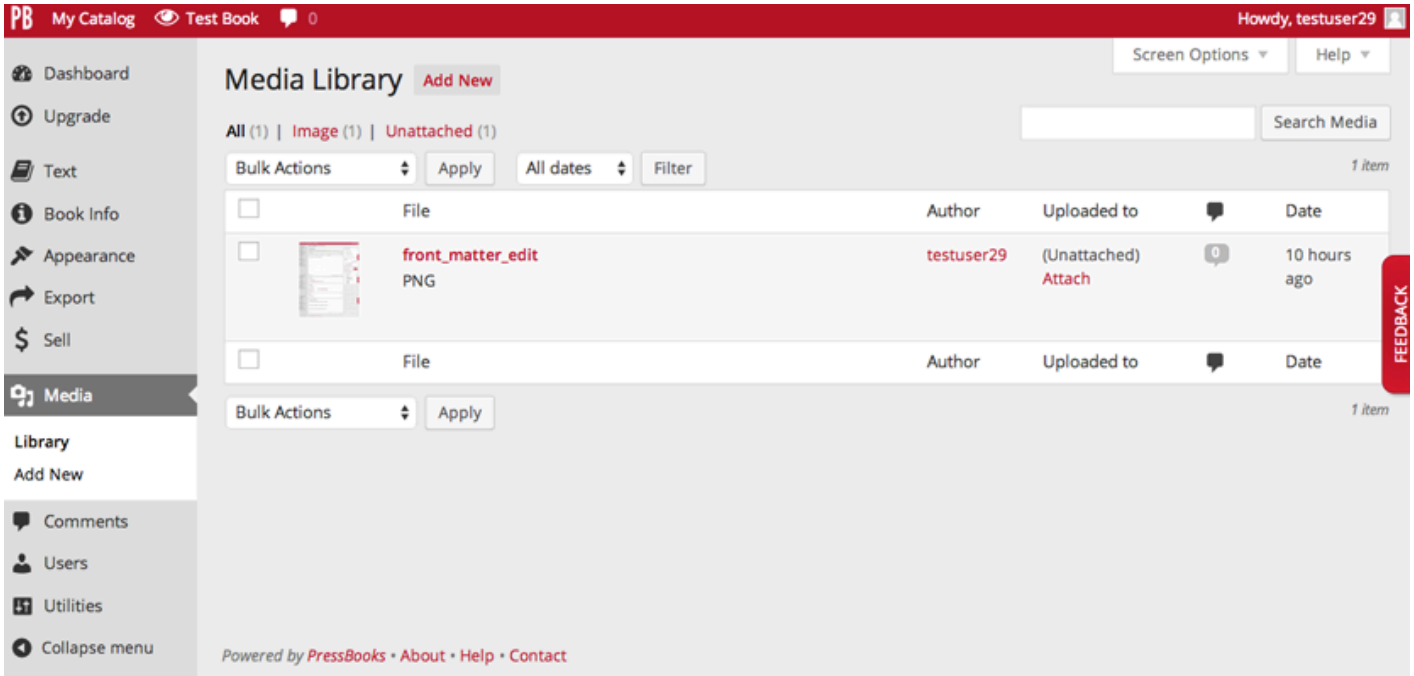
1. How to upload image files into the Media Library
2. How to insert an image file into your post
3. How to add images from URL
4. How to control the placement and appearance of your image file
5. How to create a gallery
6. Best practices for handling images in Pressbooks
7. How to link to an image from a text hyperlink
8. How to link to a larger image from a thumbnail image in a webbook

## 1. How to Upload Image Media Files

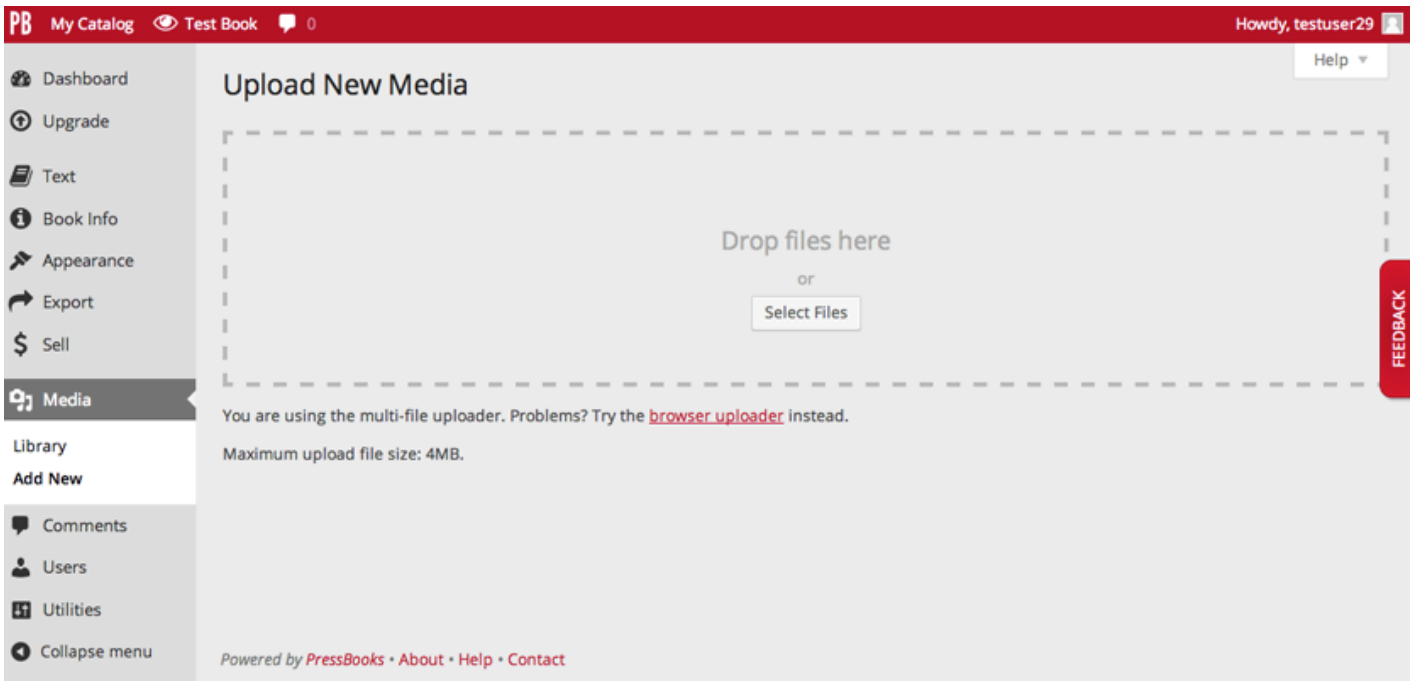
There are two ways to upload images files: 1) from the left-side dashboard menu, you can access your media library and add or delete files or 2) as you're writing, you can insert media in a chapter, front matter, back matter or part.

To upload media files using the media library:

- Go to your dashboard.
- Click on Media.
- Your library will appear.



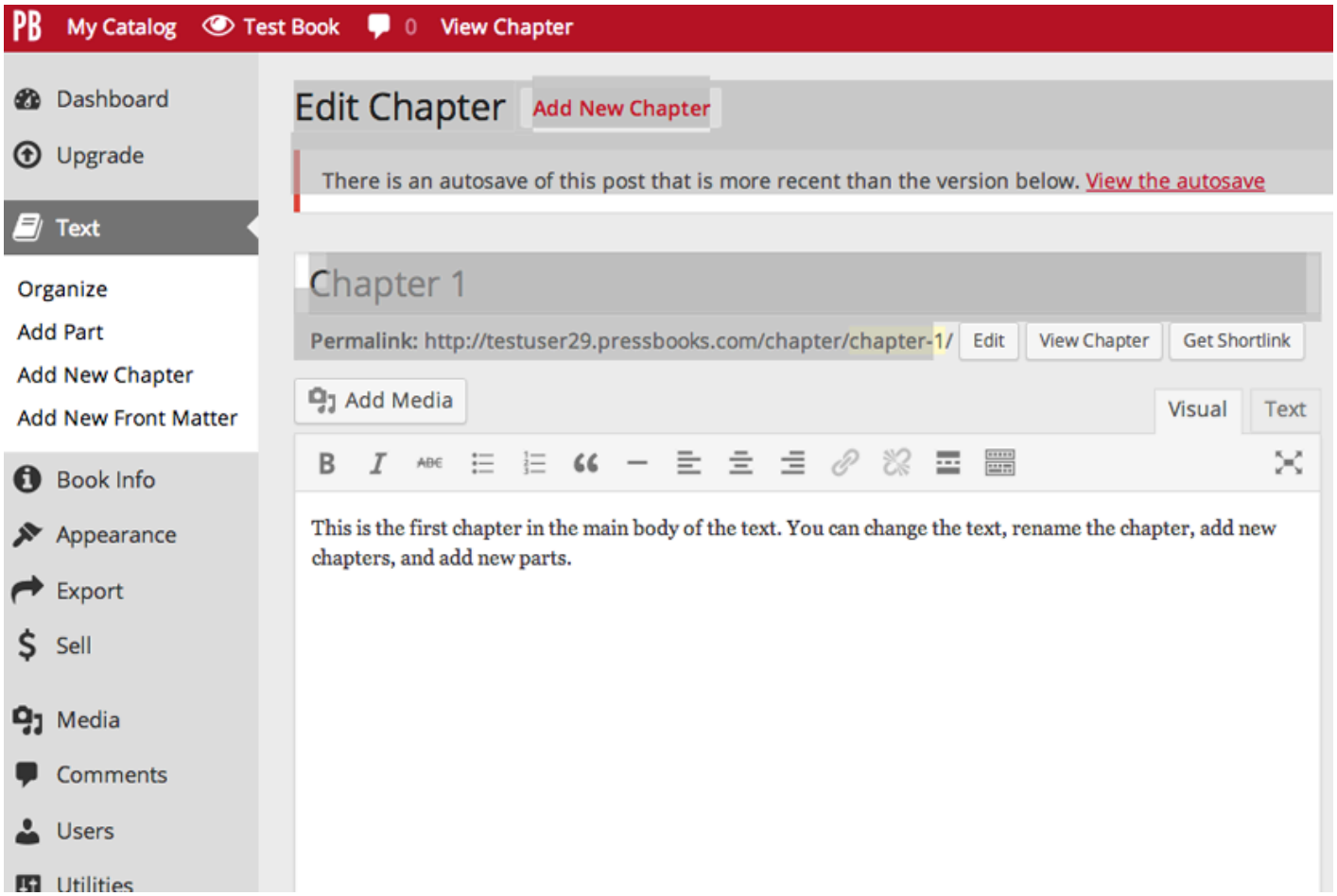

- Click Add New either in the left menu or at the top of the main panel.
- A screen will appear where you can upload your images.



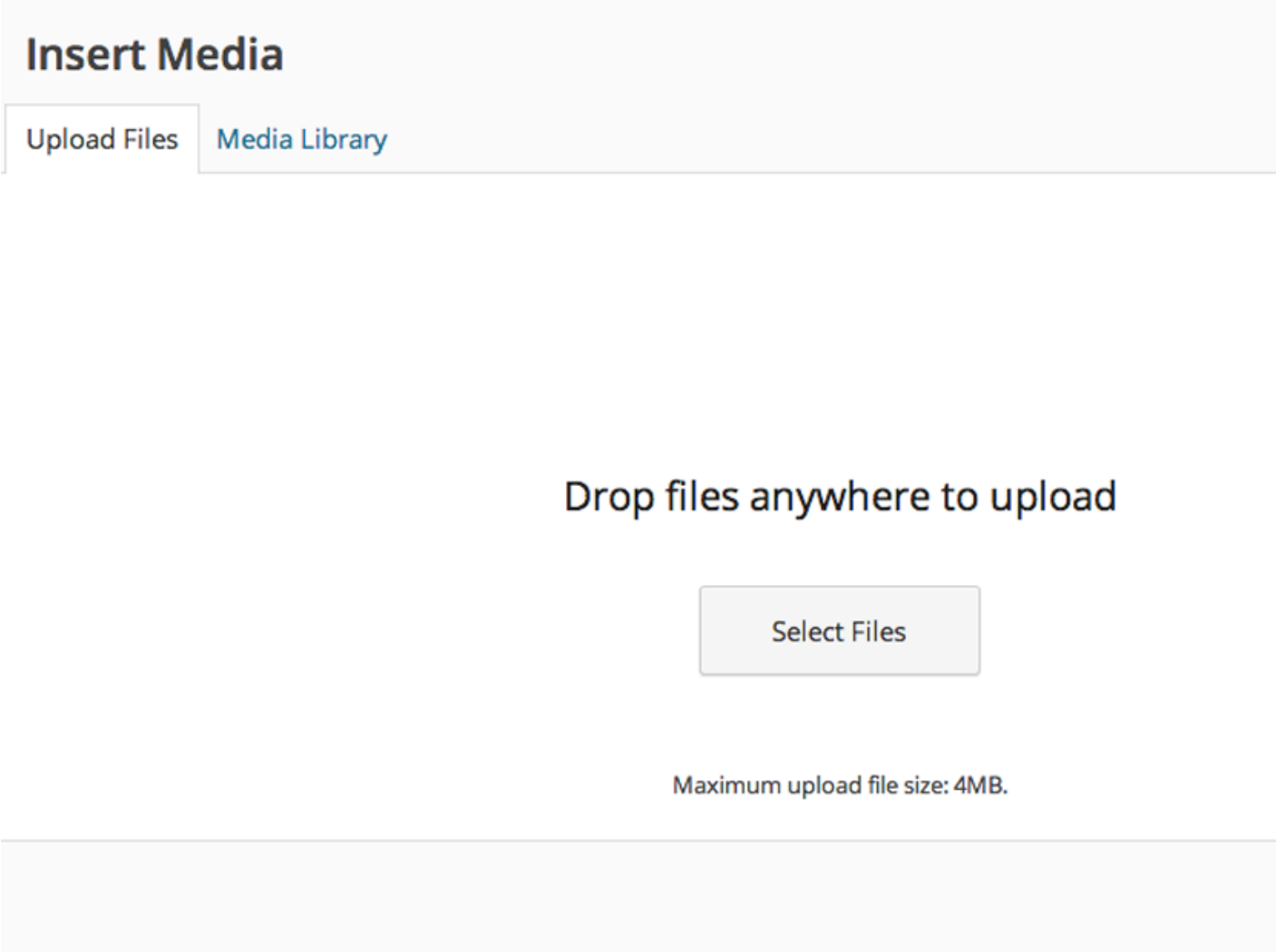

- You can drag files from your computer onto this screen.
- Or, click on Select Files to browse for the correct media files on your computer. Click on the file names and the files will upload.
- To edit files you have uploaded, click on Media Library.
- Hover over a file to see the options, then click Edit.

# 2. Uploading Image Files from Within a Post

- Go to the post in which you would like to add an image.
- Put your cursor where you would like the image to appear.
- Click on Add Media.



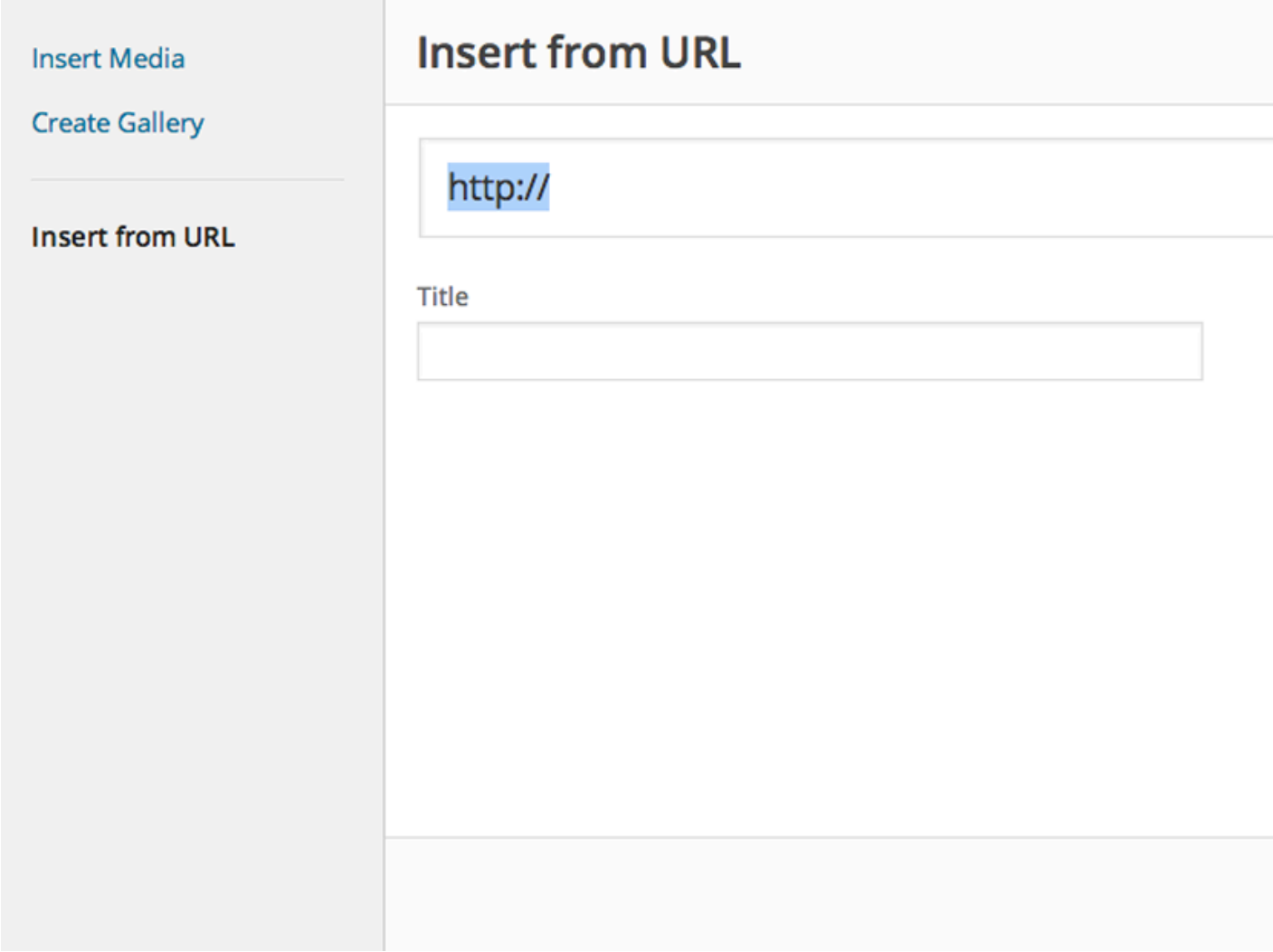

- The Insert Media screen will appear.




- An interface will appear with the option to drag and drop or select files.
- You can also find and select a file that you have already uploaded previously by clicking on Media Library.

## 3. Upload Image from URL

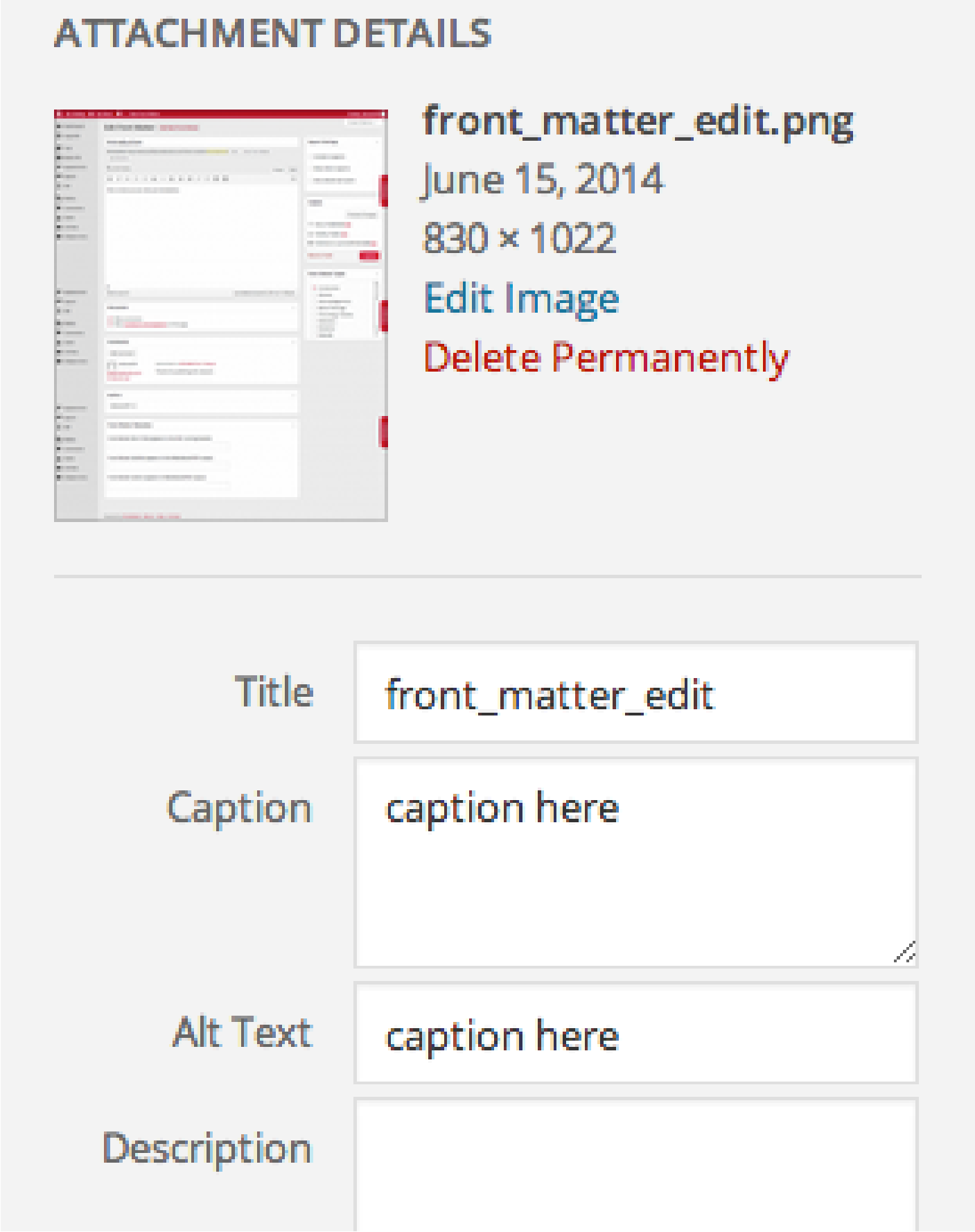
When you are uploading media from within a post, you can also click on Insert from URL to pull in a link to a photo on the Internet. This image will not be added to your media library.




# 4. Controlling the Appearance and Placement of an Image

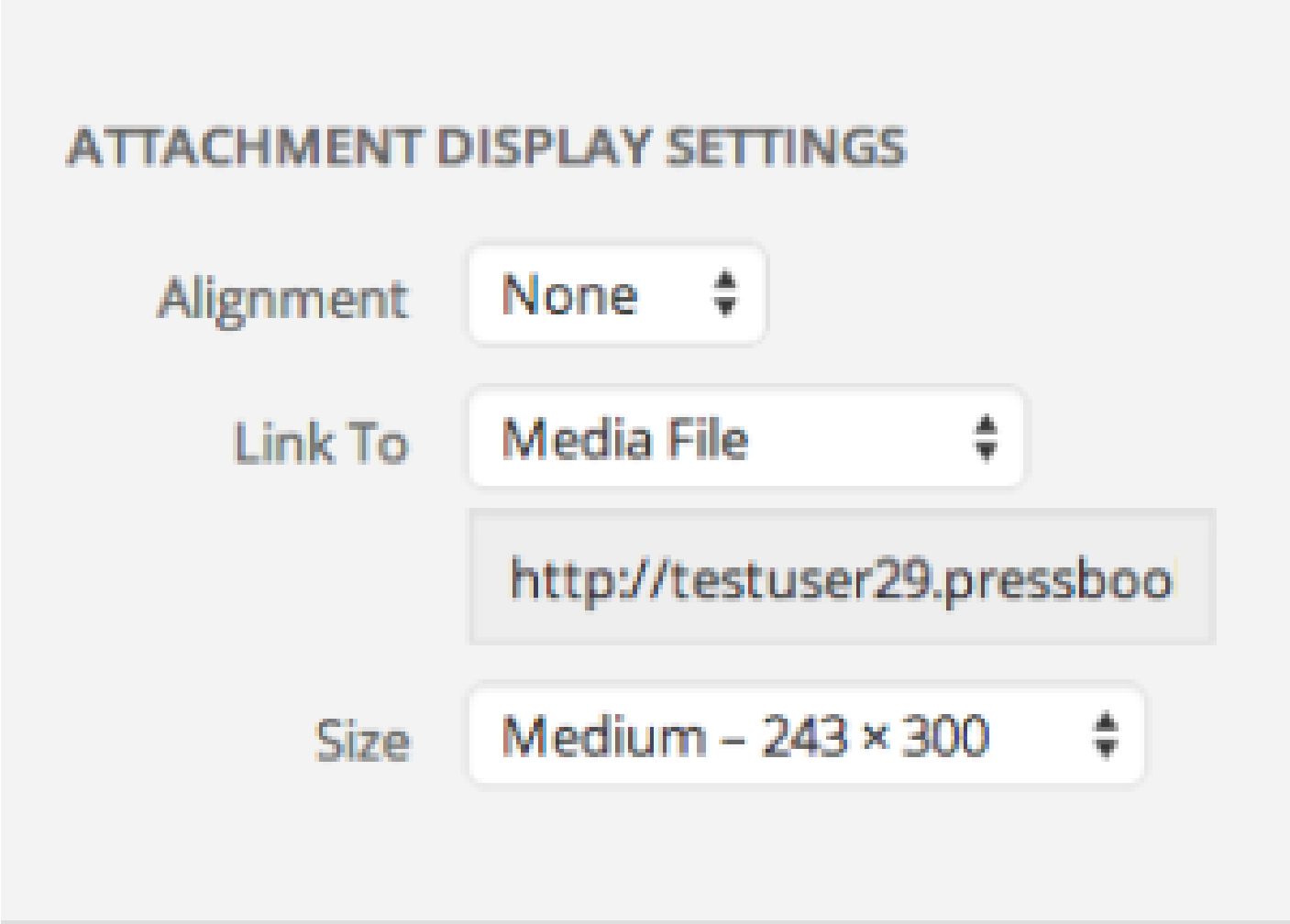
Once you've uploaded your image and inserted it where you want it, for best results, you'll want to give it some styling.

- Once your image uploads, click on it.
- The Attachment Details menu will appear to the right.




- **Critical:** Give your photo a caption. Photos without captions will not render properly in all e-

readers.
- It’s best practice to write Alt Text, which will be read to visually impaired readers by a screen reader or accessibility device.
- Add a Title and Description for your image here.
- Scroll down.




- Select the preferred alignment for your image.
- Have your image link to itself, or somewhere offsite.
- Choose the size at which your image will display. (You’ll want to know your publisher or bookstore’s specs.)

You can edit your images in Pressbooks. More on that in the next chapter, Image Editing.

## Image Sizing and File Preparation

We get a lot of questions about how to prepare images for upload into Pressbooks. Those questions are

answered in this blog post.

Prefer to watch and learn? Here's a brief visual intro to adding images in Pressbooks.

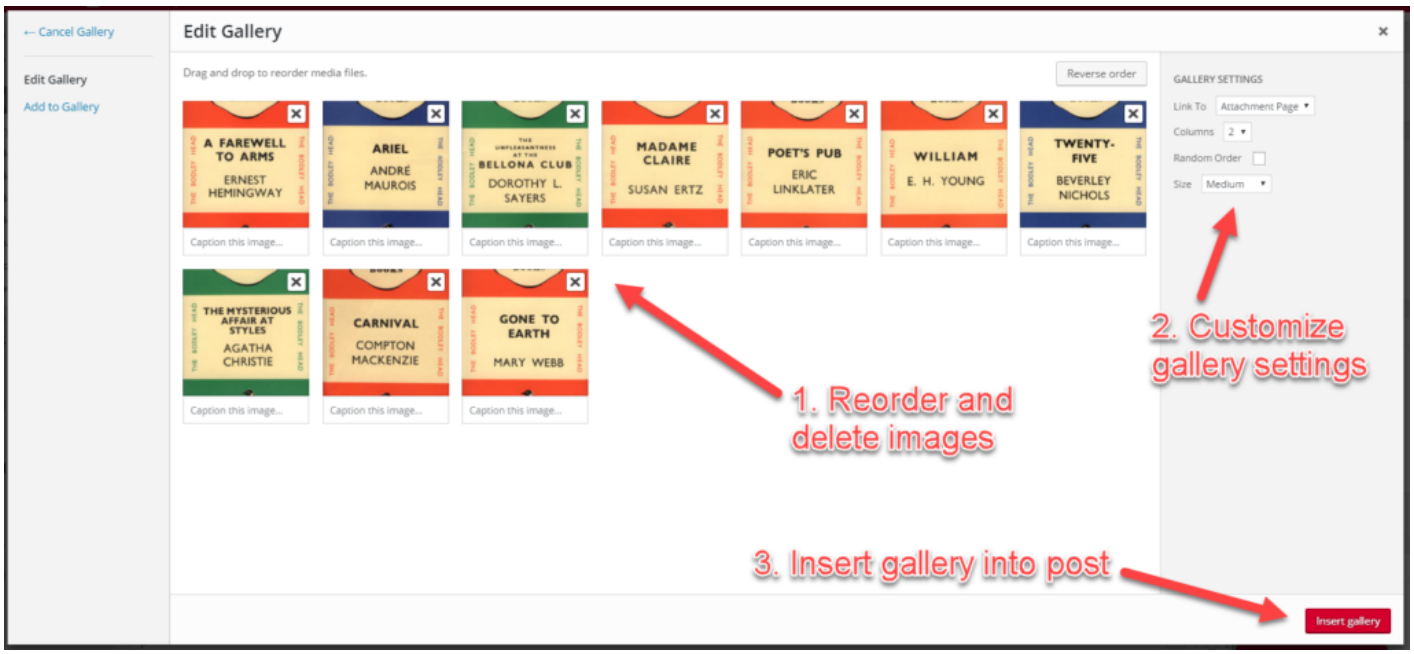
*A YouTube element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=426*

# 5. Create a Gallery

When uploading media from within a post, you also have the option to create a gallery. This allows for several images to be inserted into a post simultaneously, and to be formatted together.

- Click "Add Media", then "Create Gallery"
- Select images for gallery from media library, or upload new files as detailed in section 2 above
- Click "Create New Gallery"

- Reorder and delete media files as needed
- Customize gallery settings on right hand menu (Link to, columns, order, image size)
- Insert gallery into post



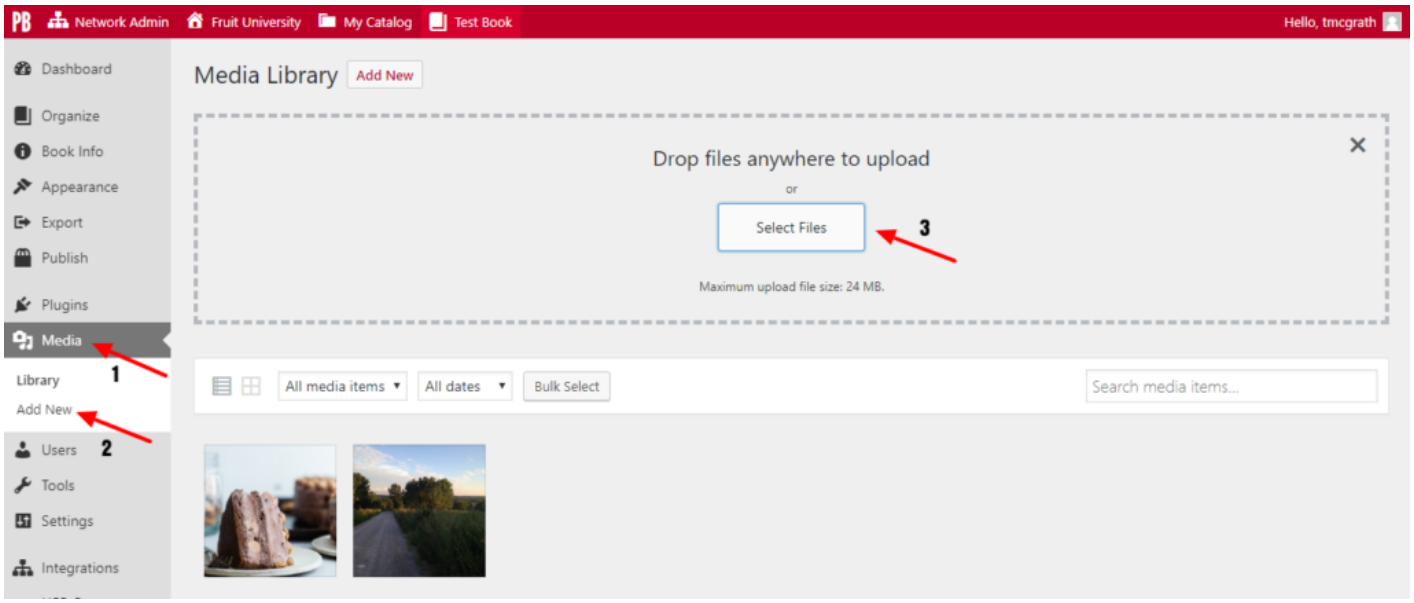

# 6. Best Practices for Working with Images in Pressbooks

For best results, you'll want to utilize best practices when working with images for your ebook and print book outputs. Refer to this article on using images in Pressbooks for important tips and tricks.

# 7. Link to an Image Using a Text Hyperlink

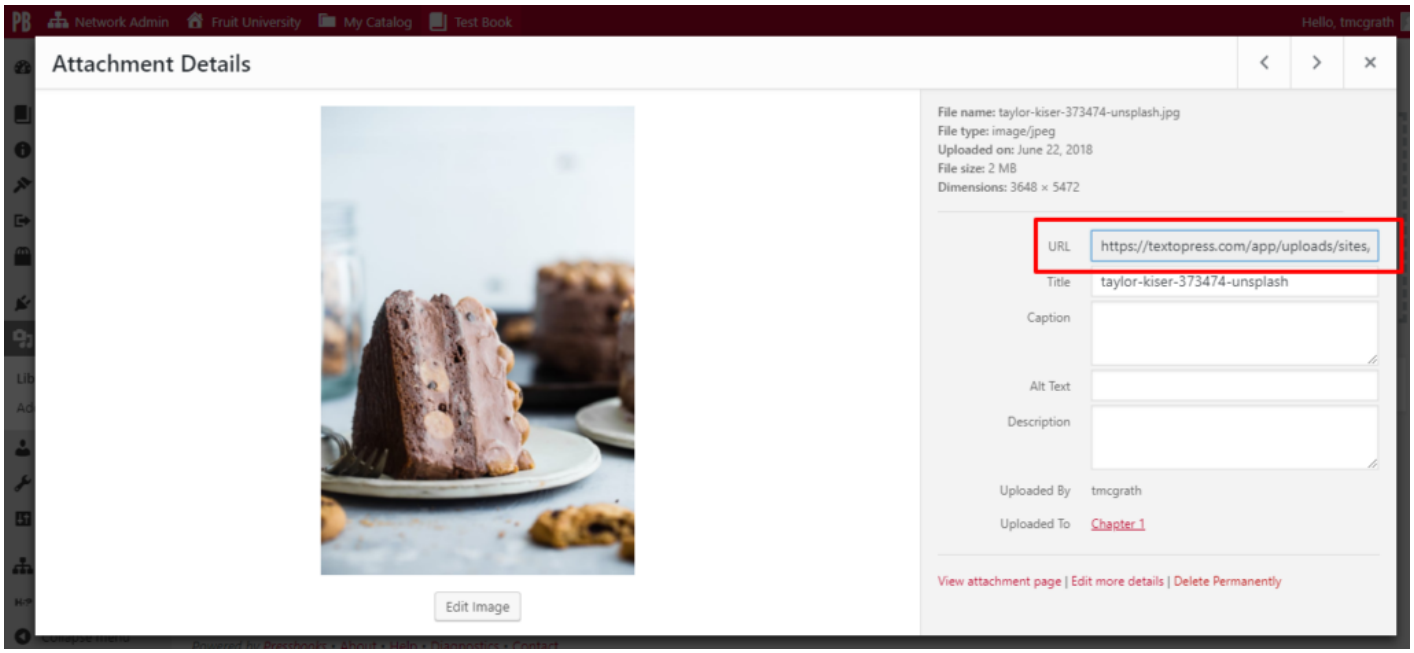
To have an image open from a text hyperlink in a light box, follow these steps:

1. Add the image to your media library by going to **Media > Add New**
2. Select your file by clicking **Select File**

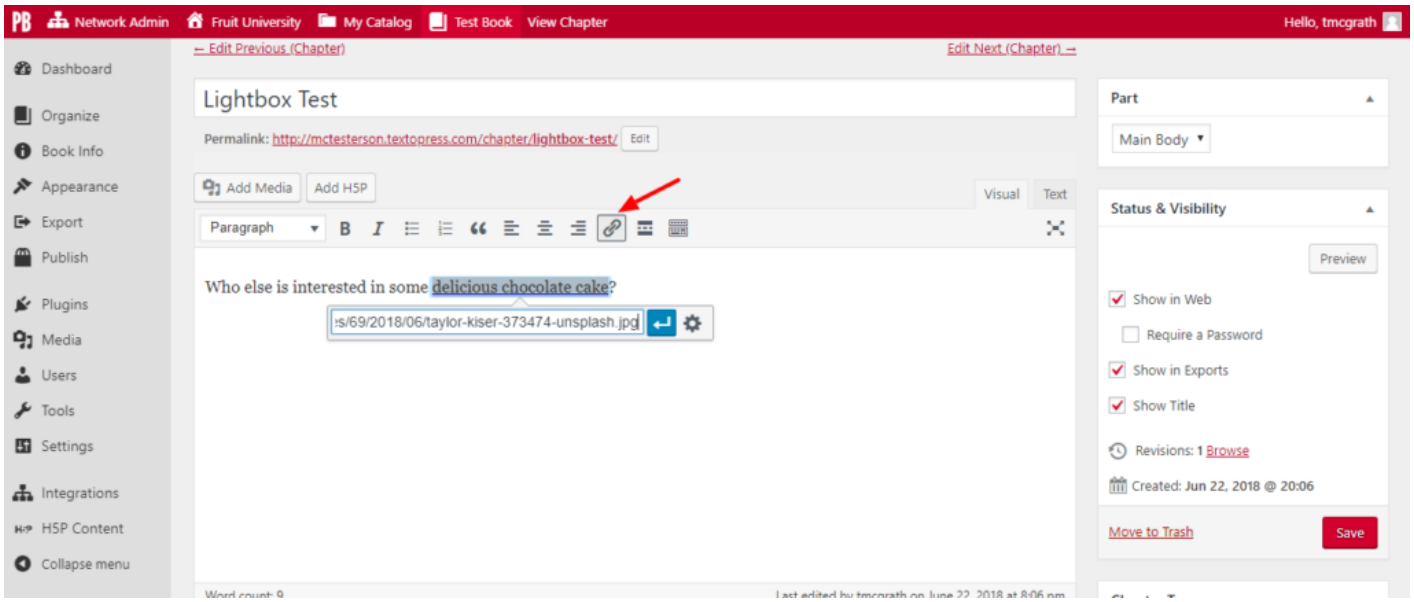



The file should then appear in your media library.

3. Click the desired image in your library to access the **Attachment Details** screen
4. Copy the image **URL**



5. Open the chapter you want the image linked in
6. Highlight the text you want the image to link from
7. Click **Insert/edit link** from the Visual Editor toolbar
8. Paste the URL from the Attachment Details page




9. Click the blue arrow to insert the image
10. Click **Save**

> NOTE: If an image is already in your media library, you can access the image and its URL by clicking Add Media at the top of a chapter.

# 8. Make a Thumbnail Open as a Larger Image in a Webbook

To have a thumbnail image open into a larger image in a lightbox, follow these steps:

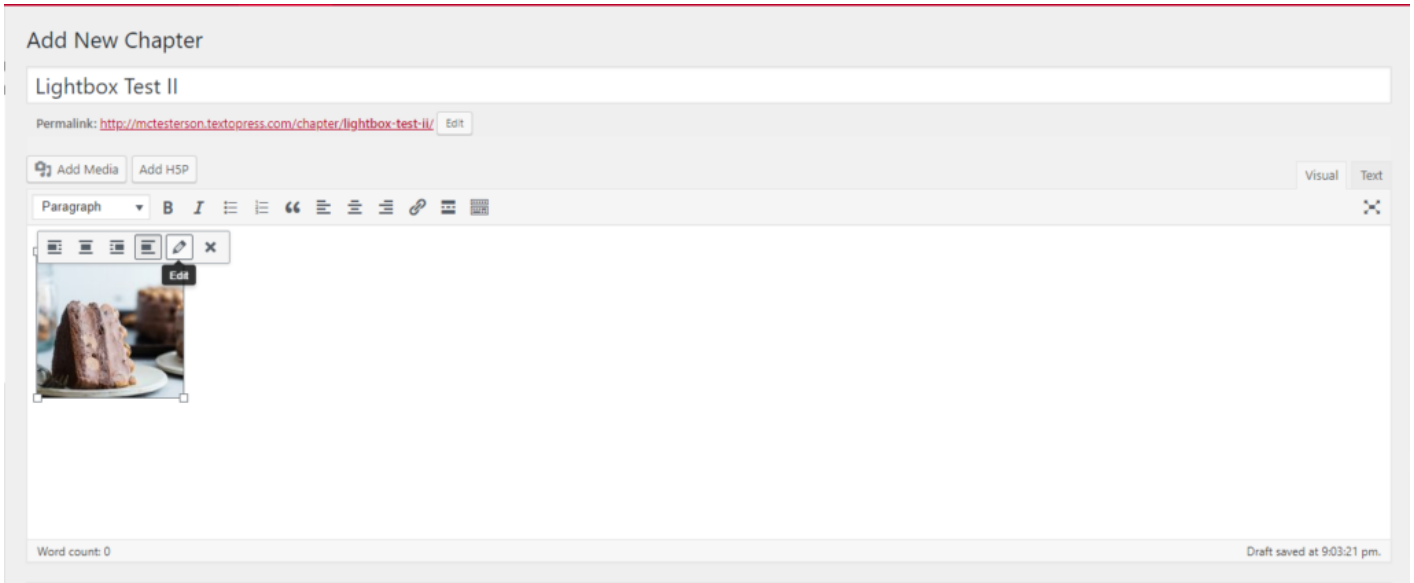
1. Open your chapter

2. Click **Add Media** to choose from existing images in your media library or upload a new image file
3. Choose **Thumbnail** from the drop down menu under **Attachment Display Settings > Size** in the **Add Media** window
4. Click **Insert into chapter**

Your image will appear in your Visual Editor.

5. Click the image, then click the **Edit** icon

This will open up the **Image Details** window.




6. Click the drop down menu next to **Link To** and choose **Media File**
7. Click **Update**
8. Click **Save** on your chapter

Your image will appear as a thumbnail in your webbook, but open as a larger image once clicked.

Go here to read about enabling Lightbox for images in your webbook.

# Media Attributions

- media_library
- upload_media1
- add_media
- upload_files1
- insert_from_url
- attachment_details
- attachment_display
- gallery1
- gallery2
- addmediascreen
- copytheurl
- deliciouschocolatecake
- editicon

# 66
# Supported Media Upload Formats

Many types of media can be uploaded into your book. These files can be uploaded directly into the chapter using the Add Media feature or through your Media Library.

Supported media file types on Pressbooks.com are:

| Images | Audio | Video | Files |
|---|---|---|---|
| • jpg<br>• jpeg<br>• png<br>• gif | • mp3<br>• midi<br>• Mid<br>• m4a | • mov<br>• avi<br>• wmv<br>• mp4 | • pdf<br>• epub |

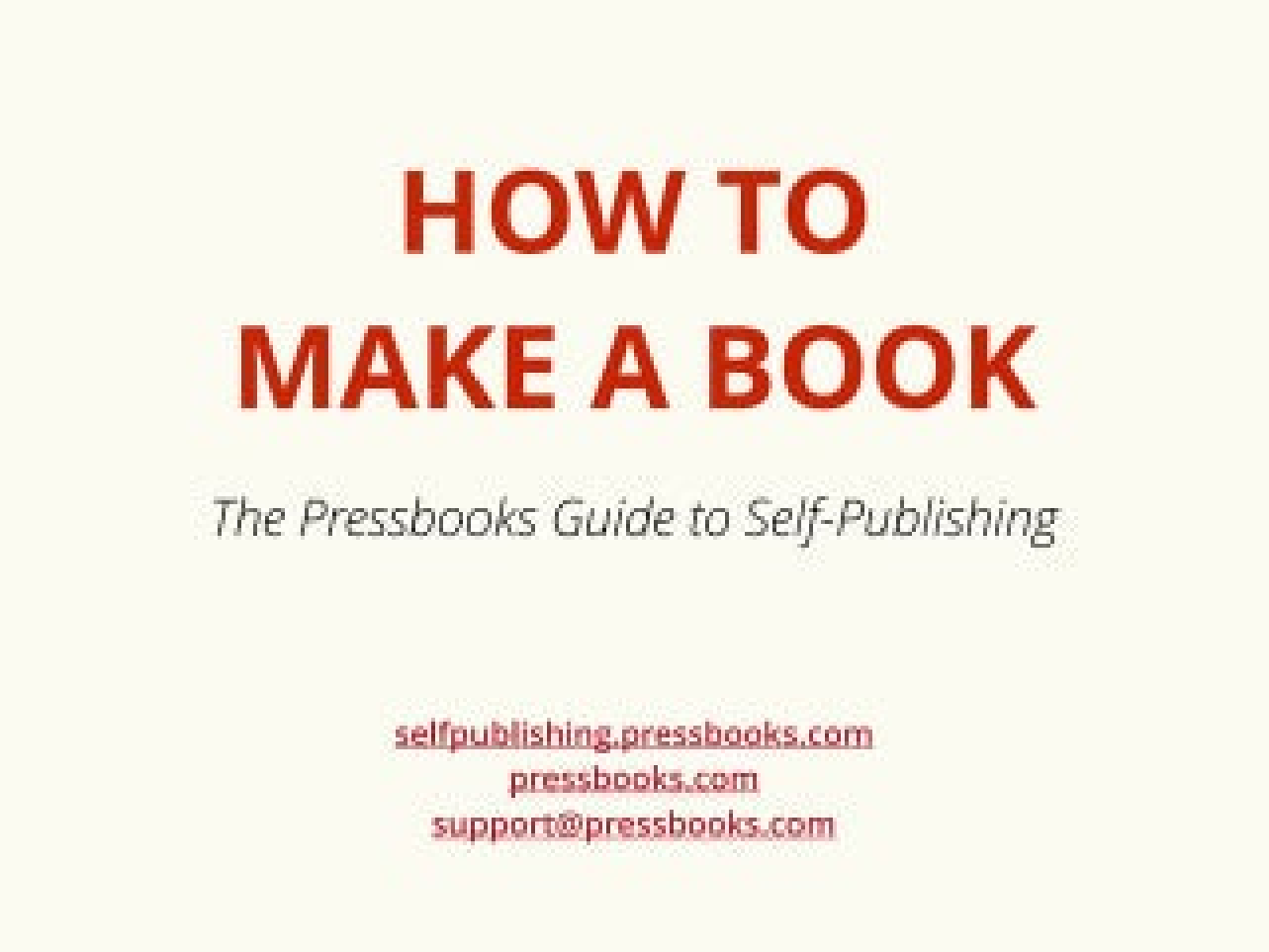
**NOTE**: Hosted PressbooksEDU networks support more media file types

# Resources

Still need help using Pressbooks?

We offer a growing library of tutorial videos on the Pressbooks YouTube channel.

And if you need help with other parts of the self-publishing process, check out our Slideshare.




*A SlideShare element has been excluded from this version of the text. You can view it online here: https://pressbooks.buffscreate.net/guide/?p=592*

# Testing End Notes

1. This is one of the most famous opening lines in the English language.

# Glossary

**Glossary**

You can create both individual *glossary terms* or a full *glossary list* for your book.

**Term**

An example of a glossary term tooltip added to your webbook from the visual editor toolbar.