



# Pressbooks User Guide



# Pressbooks User Guide

*PRESSBOOKS*

PRESSBOOKS  
MONTREAL, CANADA



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# Why Use Pressbooks?

[Pressbooks](#) is online software that enables authors and publishers to design and format any kind of book, including:

- **PDF:** for print or print on demand
- **EPUB:** for Apple iBooks, Nook, Kobo, Kindle and most other ebook platforms
- **Webbook:** private or public

Pressbooks is used by independent authors, small and medium-sized publishers, and educational institutions around the world. All book formats are produced using templates that are optimized to look great in a wide variety of shapes and sizes. File exports produced with Pressbooks can be exported and downloaded from Pressbooks and distributed or shared however you like. 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

**Note:** Pressbooks is fully functional for users of all modern web browsers and operating systems. We do not guarantee full support for users of Internet Explorer and other legacy browsers. To get the most out of Pressbooks, we recommend that users choose a

different web browser for authoring and viewing Pressbooks content.

## What is a ‘Webbook’?

Pressbooks webbooks are website versions of your book that are hosted on Pressbooks and can be distributed for free to the public. Many use Pressbooks webbooks to produce and distribute open educational resources (OER). Unlike PDFs and ebooks, webbooks are a live version of your book that doesn’t need to be exported or downloaded.

Pressbooks produces a web version of every book. You can view yours at any time by clicking the **Visit Book** link underneath the title of your book in the top menu. However, your Pressbooks webbook is **Private** until you change the Global Privacy Setting to Public. For more information on how to control the privacy of your webbook, visit the [Privacy Settings](#) chapter.

**Note:** On [pressbooks.pub](https://pressbooks.pub), the Global Privacy Setting only becomes available after upgrading your book to the Self-publisher or Collaboration plan. Authors who are not interested in creating open resources sometimes utilize the [Pressbooks catalog feature](#) to give readers access to samples of their books.

# About This Guide

This guide is designed to provide help for various parts of the book production process on Pressbooks and includes dozens of chapters ranging across many aspects of writing, publishing, and configuring a book. If you have questions that aren't addressed here, you may want to check the following resources:

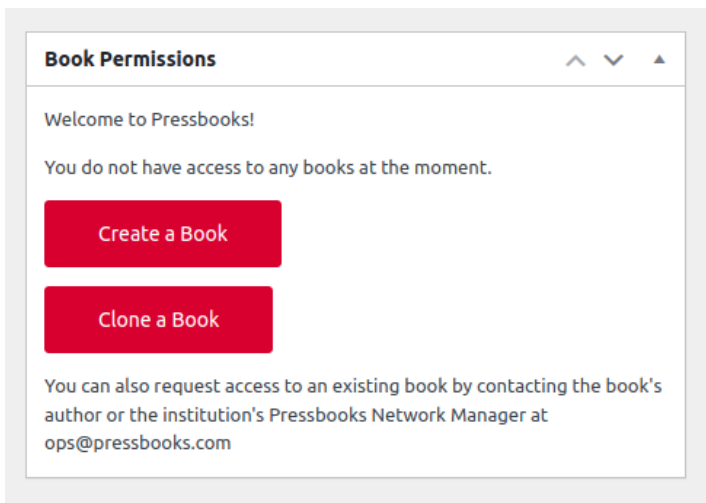
- Our [network manager guide](#)
- Our [Knowledge Base](#) (includes [a FAQ](#), a section on [book creation](#) and more).
- Our [Pressbooks YouTube channel](#).

If none of our guide resources contain an answer to your specific question, you're welcome to post in our [Community Forum](#), where your questions will be seen and (hopefully) responded to by other Pressbooks users. Happy publishing!

# Create Your Book

If you already have an account on an EDU or self-hosted Pressbooks network, you can create a book by doing the following:

1. Login to your admin dashboard & click the **'Create a Book'** button:



2. Fill in your desired **webbook address** and **book title** and click the **'Create book'** button. Your webbook address cannot be changed later, so choose this value carefully. The book title can be easily changed at any point in the future.

## CREATE A NEW BOOK

Welcome, sheldon. Fill out the form below to **add a new book to your account**.

Books you are already a member of:

- <https://integrations.pressbooks.network>

Your webbook address is the web address where you will access and create your book. It must be at least 4 characters, letters and numbers only. It **cannot be changed**, so choose carefully! We suggest using the title of your book with no spaces.

Webbook Address:

integrations.pressbooks.network/

**myfirstbook**

---

Book Title:

**My First Book**

---

Book Language:

English (United States) ▾

Privacy: Would you like your webbook to be visible to the public?

Yes  No

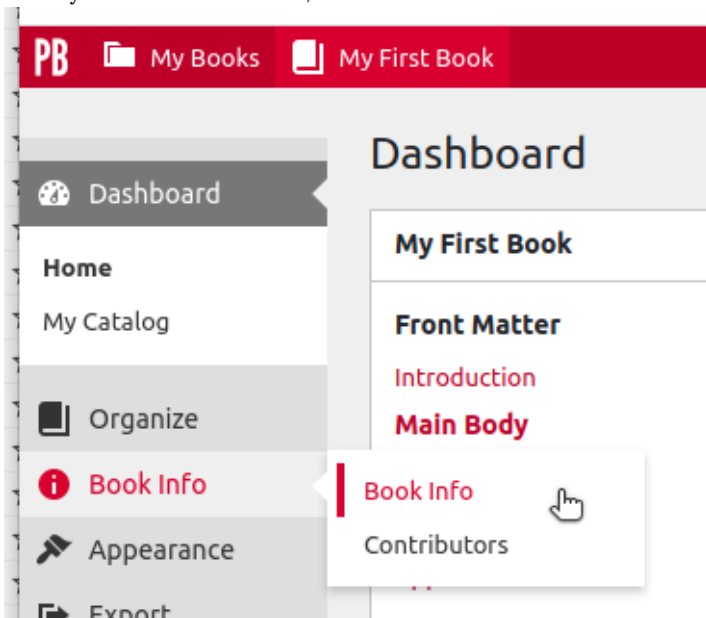
**CREATE BOOK**

**Note:** If you don't have access to an existing Pressbooks account, [you can register for a free account on Pressbooks.pub](#), our site for individual authors.

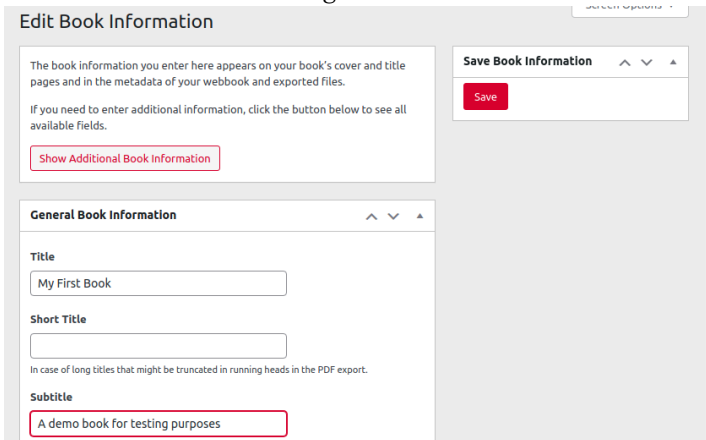
## Add Your Book Information

The **Book Info** page is where you add and edit important information (metadata) about your book.

1. From your book dashboard, click '**Book Info**'



2. Enter your desired Book Information and click '**Save**' in the '**Save Book Information**' widget.



# Add and Organize Your Text

You can add and organize your text from the **Organize** page in the left sidebar menu of your book dashboard. The organize page will allow you to see all of your existing content, its order, and its display status. You'll see the three main components of your book on this page:

**Front Matter:** Content in this section may include your introduction, foreword, dedication, and more. You can [read more in our chapter on Front Matter](#).

**Parts & Chapters:** These comprise main body of your book. Your book can contain one or more **Parts**. Each part can contain one or more **Chapters**. Learn more in our chapters on [adding Parts](#) and [adding Chapters](#) to your book.

**Back Matter:** Content in this section may include your epilogue, appendix, information about contributors, and more. More details can be found in [our chapter on Back Matter](#).

This book's global privacy is set to **PUBLIC**

Public — Anyone with the link can see your book. Public books are eligible to be listed in [Pressbooks Directory](#). Individual chapters can be set to private.

Private — Only users you invite can see your book, regardless of individual chapter visibility below.

**My First Book** [Export](#) [Add Front Matter](#) [Add Back Matter](#) [Add Chapter](#) [Add Part](#) [Add Glossary Term](#)

Word Count: 46 (whole book) / 46 (selected for export)

Front Matter	Authors	Show in Web	Show in Exports	Show Title
<b>Introduction</b>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Add Front Matter</a>				

Main Body	Authors	Show in Web	Show in Exports	Show Title
<b>Chapter 1</b>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Add Chapter</a>				

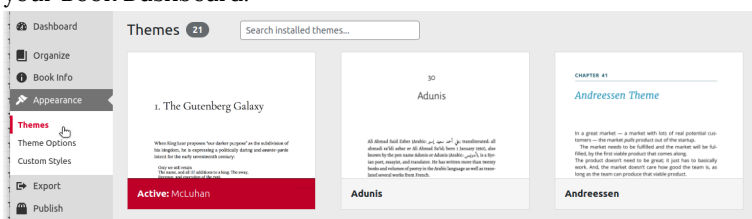
Back Matter	Authors	Show in Web	Show in Exports	Show Title
<b>Appendix</b>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Add Back Matter</a>				

For more information on other ways to import your text into Pressbooks, check out our guide chapter on [How to Get Your Book into Pressbooks](#).

# Choose Your Book Theme

Once you've entered or imported the content that will make up your book, you can select and apply your preferred **Theme**. Each Pressbooks theme is a unique template which governs the display of your webbook and export formats (including PDF and ebook exports).

Browse available themes by clicking **Appearance > Themes** from your Book Dashboard:

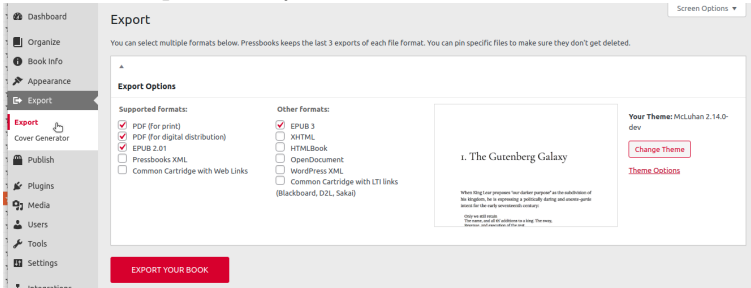


Once you've selected a theme, you can customize several of the design elements for your webbook and export files using [Theme Options](#) or [Custom CSS](#).

# Export Your Book

Once you're happy with the appearance of your book, you can publish it to the web as a webbook or produce exports for distribution or sale. To produce and download export files for your

book, click **'Export'** from your book Dashboard:



**NOTE:** On Pressbooks.pub, export files will have Pressbooks watermarks and the webbook cannot be made public until the book has been upgraded. See our [chapter on how to upgrade](#).

Prefer to watch and learn?

[Check out these video tutorials.](#)



PART I  
MANAGE YOUR ACCOUNT



# I.

**NOTE:** These instructions apply only to Pressbooks.pub, a Pressbooks network designed for individual authors. If your institution has a self-hosted or hosted Pressbooks network, please contact your network manager for assistance in creating an account.

## Register Your Account

Authors interested in self-publishing a book on our Pressbooks.pub network can register a free account by clicking 'Sign Up' on the ['Get Started' page of our marketing site](#) or visiting <https://pressbooks.pub/wp/wp-signup.php> directly. You will be asked to provide the following information:

- An **email address**
- A secure **password**

You'll receive an email with a link to activate your account. Once you follow the instructions provided for account activation, you will be able to log-in and access your Pressbooks account.

## Register Your First Book

After logging in, the **Create a book** button will bring you to another form that allows you to select the **webbook address**, **title**, and **book language** of your first book.

The webbook address will be the URL at which your book can be accessed when published. An example of a webbook address would be: `pressbooks.pub/examplebook`.

Please note that your webbook address must be at least four characters, and can only be made up of letters and numbers. Webbook URLs must be unique, so you may receive an error if you enter the address of a webbook that already exists. Please note that webbook URLs cannot be changed after creation. Once you've completed the form, click **CREATE BOOK**.

You will be brought to the Dashboard for your new book in free trial mode and you can begin working.

## 2.

**Note:** This guide chapter is only relevant for Pressbooks.pub users. If your institution is using a hosted Pressbooks network, these instructions do not apply.

## What's Included When You Upgrade

New books can be registered for free and edited until their free trial period expires. Books can be upgraded at any time in their free trial period. In order to make your webbook open to the public, remove watermarks from your exports and continue to edit your book beyond the free trial period, you'll need to upgrade your book. This can be done from the Upgrade page in the left sidebar menu of your book's Dashboard. After upgrading, you can manage or cancel your subscription at any time.

---

**Self-publisher**  
*Publish your book on the web and generate beautiful export files.*  
\$12.00 USD/month or \$120.00 USD/year

**Collaboration**  
*Perfect for open pedagogy and other collaborative book creation projects.*  
\$40.00 USD/month or \$400.00 USD/year

---

- Option to make webbook public
  - Remove watermarks from export files
  - View page view traffic for your book
  - Enable social annotation with Hypothesis
  - Activate premium plugins (TablePress, WP QuickLaTex, Parsedown Party)
  - Upload up to 250MB of total media to your book
- Everything from the Self-publisher plan
  - Add unlimited collaborators to your book
  - Create and add interactive H5P elements
  - Customize the CSS for your webbook and your file exports
  - Allow readers to download export files from your book's home page
  - Upload up to 1GB of total media to your book
- 

## Premium Support

The Upgrade page in the left sidebar menu of the book Dashboard also includes a link to subscribe to [Premium Support](#), an optional add-on which provides Pressbooks.pub users with access to an easy-to-use support portal where they can create support tickets and receive personalized, written responses from our support team.

While you're subscribed to this add-on, you will be able to file new tickets for any of your books and ask additional follow-up questions.

← **Contact us** —

**Email address**

**Book URL**

The URL of the book you need help with (i.e. `https://pressbooks.pub/YOURURL`)

**How can we help you?**

**Attachments**

zendesk

**Send**

For more information on what is included in Premium Support and how to file tickets, please see [this overview](#).

## Update Billing Information

The Upgrade page in the left sidebar menu of the book Dashboard will contain a link to “change or cancel your subscription” or to “manage this subscription.” Clicking this text brings you to the

Stripe billing portal. From there, you can update your billing information.

**Current Plan: Self-publisher**

Your plan renews on March 11, 2023. You may [change or cancel your book subscription](#) at any time.

**Premium Support: Purchased**

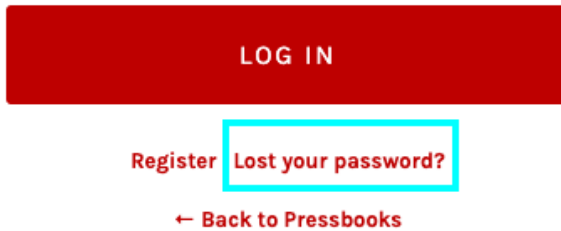
Your premium support subscription will renew on March 8, 2023. You may [manage this subscription](#) at any time.

3.

## Changing Your Password When You Can't Log In

If you need to reset your password in order to access Pressbooks, follow these steps:

1. Visit your network's login page
2. Click the **Lost your password?** link underneath the sign in form



3. Enter your username or email address into the Lost Password form and click **Get New Password**

# LOST PASSWORD

Please enter your username or email address. You will receive a link to create a new password via email.

**Username or Email Address**

---

**GET NEW PASSWORD**

[Log in](#) | [Register](#)

[← Back to Pressbooks](#)

4. An email will be sent to you the email account associated with your Pressbooks account with instructions for confirming that you would like to change your password. Click the link provided in this email.
5. Enter your new password in the Reset Password form and click **Reset Password**

# RESET PASSWORD

Enter your new password below.

## New password

1wzNYE900%x3SWnp



Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ).

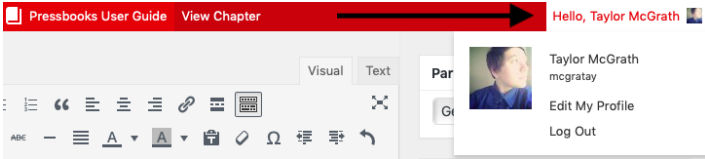
RESET PASSWORD

6. Your password has now been reset, and you can use this new password to login to your Pressbooks account.

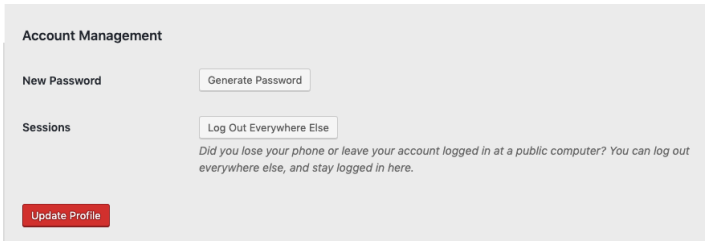
## Changing Your Password When You're Already Logged In

If you'd like to change your password while already logged in to Pressbooks:

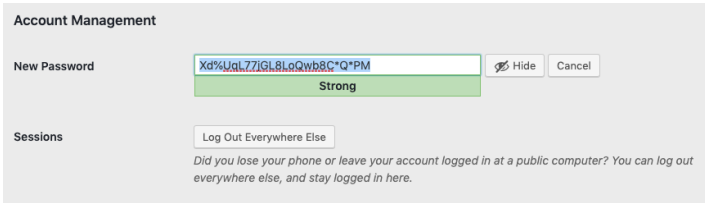
1. Hover over your name in the top menu in Pressbooks and click **Edit My Profile**



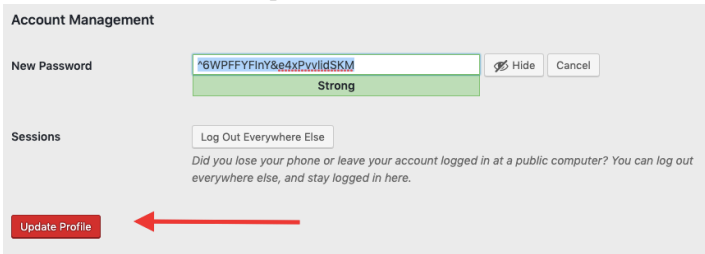
2. Scroll down to the Account Management section and click **Generate Password**



3. Pressbooks will autogenerate a new, secure, password for you to use. If you prefer, you can manually replace this with a password of your own choosing.



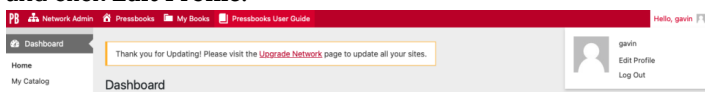
4. Once you are satisfied with your password, **Click Update Profile to save the new password**



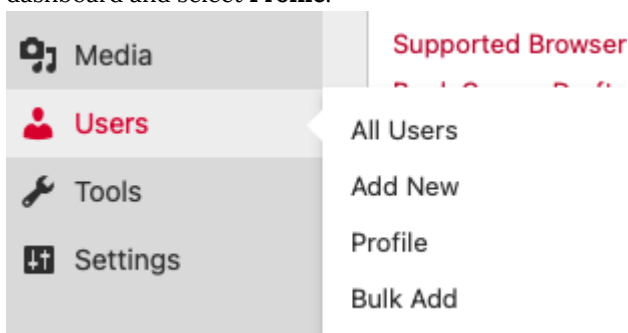
## 4.

You can edit your User Profile to change account information, enable accessibility features, establish your user interface language, and more. There are two ways to access your user profile.

1. You can hover over your name in the top menu of Pressbooks and click **Edit Profile**:



2. Alternatively, you can hover over **Users** in your book dashboard and select **Profile**.



# Personal Options

The screenshot shows the 'Personal Options' settings page. It includes several sections: 'Visual Editor' with a checkbox to 'Disable the visual editor when writing'; 'Syntax Highlighting' with a checkbox to 'Disable syntax highlighting when editing code'; 'Admin Color Scheme' with two radio button options: 'Pressbooks' (selected) and 'Pressbooks a11y', each with a corresponding color swatch; 'Keyboard Shortcuts' with a checkbox to 'Enable keyboard shortcuts for comment moderation' and a link to 'More information'; 'Toolbar' with a checked checkbox to 'Show Toolbar when viewing site'; and 'Language' with a dropdown menu set to 'Site Default'.

Personal Options in Pressbooks include the following features:

**Visual Editor:** Choose to enable or disable the visual editor while writing. When the visual editor is disabled, all content editors display only the text editor view, which allows users to edit the chapter in HTML format.

**Syntax Highlighting:** Choose to enable or disable syntax highlighting when editing code.

**Admin Color Scheme:** Choose between the default Pressbooks color scheme and the Pressbooks a11y color scheme. The a11y color scheme changes the admin display to use stronger color contrasts between elements and underlines all link text in the admin menu (ensuring that more than just color is used to signal to users that text is a link).

The screenshot shows the Pressbooks admin interface. The top navigation bar includes 'Network Admin', 'Fruil University', 'My Catalog', 'Test Book 2', and a user profile 'Hello, timorath'. The main content area shows the 'Test Book 2' settings page, with tabs for 'Front Matter', 'Chapters', 'Back Matter', 'Parts', and 'Glossary'. The 'Chapters' tab is active, displaying a table of chapters. The table has columns for 'Front Matter', 'Authors', 'Comments', 'Show in Web', 'Show in Exports', and 'Show Title'. The first row is 'sketchfab' and the second is 'Preface to College Physics'. The 'Global Privacy' section above the table shows 'Public' is selected.

Front Matter	Authors	Comments	Show in Web	Show in Exports	Show Title
sketchfab	—	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preface to College Physics	—	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Keyboard Shortcuts:** Choose to enable keyboard shortcuts to assist in comment moderation on webbooks. Comments can be enabled by a book administrator for any webbook. To read more about keyboard shortcuts for comment moderation, see the [WordPress Codex](#).

**Toolbar:** Choose whether to view the Toolbar by default when using Pressbooks.

**Language:** Choose what language to use Pressbooks in. Your profile will be set to **Site Default**. When **Site Default** is selected, your user interface will always be in the language assigned in the book metadata for the specific book you're editing. You can choose to override this by selecting a specific interface language (if additional languages are installed on your network). Your user profile language is personal to you. It will be applied for all the books you work on, but won't affect anyone else working on the same book as you. Each user can set their own language as best suits them.

**Note:** If you do not see your preferred language here, contact your network manager to ask about installing localization files for that language.

## Name

**Username:** Your username is the only piece of account information that you cannot change.

**First Name** and **Last Name:** Insert your first and last name if you would like your name to display in the interface instead of your username.

**Nickname:** Your nickname defaults to your username. This can

be changed if you'd like your username to display as something different.

**Display name publicly as:** Choose whether the name that displays in the Pressbooks interface is your full name, your first name, your last name, your username, or your nickname.

## Contact Info

**Email:** Change what email account is associated with your Pressbooks account. By default, this field will be filled with the email address you used to register for Pressbooks. You can enter a new email address here to change it. You'll receive an email to confirm the change; the new email address will not be connected to your account until you've confirmed the change.

**Website, Twitter URL, LinkedIn URL, GitHub URL:** Insert a valid URL for your website and profiles on Twitter, LinkedIn, or GitHub. Each of these fields is optional. Information entered here will be added to your 'Contributor' profile within specific books whenever you are added to a book with a user role which allows creating or editing content.

<b>Website</b>	<input type="text" value="https://steelwagstaff.info"/>
<b>Twitter URL</b>	<input type="text" value="https://twitter.com/steelwagstaff"/>
<b>LinkedIn URL</b>	<input type="text" value="https://www.linkedin.com/in/steel-wagstaff/"/>
<b>GitHub URL</b>	<input type="text" value="https://github.com/SteelWagstaff"/>

# About Yourself

**Institution, biographical Info:** Insert your institutional affiliation and a biography. This information is optional. Information entered here will be added to your ‘Contributor’ profile within specific books whenever you are added to a book with a user role which allows creating or editing content.

**About Yourself**

**Institution**   
Your institutional affiliation, e.g. Rebus Foundation, Open University, Amnesty International.


**Biographical Info**

Steel is the educational product manager for Pressbooks, a small Canadian startup which makes open source book publishing software. He taught English for at the university level for a decade, and worked outside the academy as a land surveyor, prison educator, and mentor/tutor for elementary school-aged kids. He earned a Ph.D. in English and a master's degree in Library and Information Studies from the University of Wisconsin-Madison and now lives in Eugene, Oregon.

Share a little biographical information to fill out your profile. This may be shown publicly.

**Profile Picture:** Add a profile picture to Pressbooks by associating your account with [Gravatar](#). If you have a Gravatar profile picture associated with your email address, it will be used when your ‘Contributor’ is initial created.

**Profile Picture**



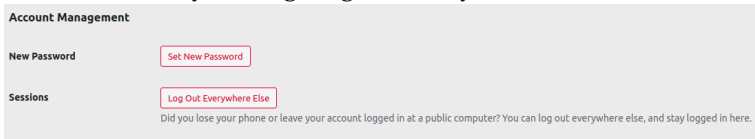
[You can change your profile picture on Gravatar.](#)

# Account Management

**New Password:** Change your password while logged into Pressbooks. Click “Generate Password” to generate a random

password for your account. If you don't want a random password, erase the random generate characters and insert a password of your own. For more information, see [Changing Your Password](#).

**Sessions:** Log out of your account from multiple devices or browsers at once by clicking “Log Out Everywhere Else.”



# 5.

Although Pressbooks is designed to only collect very minimal data about users, you may want to instruct Pressbooks to erase your personal data. To do this:

1. Visit the user dashboard and click **'Tools'** -> **'Erase Personal Data'**
2. Enter your username or email address
3. Check the **'Confirmation email'** box if you'd like to send a confirmation email before your personal data is erased

**Erase Personal Data**

This tool helps site owners comply with local laws and regulations by deleting or anonymizing known data for a given user.

**Add Data Erasure Request**

Username or email address

Confirmation email  Send personal data erasure confirmation email.

[Send Request](#)

4. Click **'Send Request'**
5. If you elected to send a confirmation email, follow the instructions in that email to confirm your request.

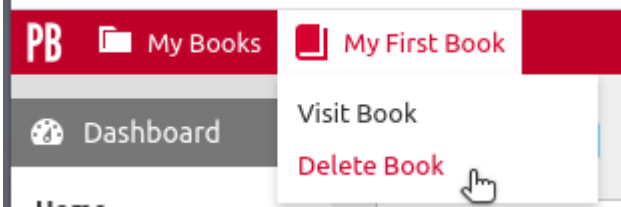
Site administrators will also see a table showing the status of all pending and completed data deletion requests for a given book. You can complete pending requests, force erase personal data, or remove requests from this table, as desired.

Requester	Status	Requested	Next steps
<input type="checkbox"/> steel-test@pressbooks.com	Pending	3 seconds ago	Waiting for confirmation
<input type="checkbox"/> steel@pressbooks.com	Completed (December 2, 2021)	December 2, 2021	<a href="#">Remove request</a>
<input type="checkbox"/> Requester	Status	Requested	Next steps

## 6.

You may want to delete a book that you've created on Pressbooks. To delete a book that you are an administrator for:

1. **Hover over your book title** in the top menu of Pressbooks and click **“Delete Book”**



2. You'll be brought to a “Delete Book” page. **Check the box next to “I’m sure I want to permanently delete my site ...”**

A screenshot of the 'Delete Book' confirmation page. The page has a light gray background. At the top, it says 'Delete Book'. Below that, there is a paragraph of text: 'If you do not want to use your Pressbooks Integrations book any more, you can delete it using the form below. When you click **Delete My Book Permanently** you will be sent an email with a link in it. Click on this link to delete your book.' Below the text, there is a line: 'Remember, once deleted, your book cannot be restored.' Then, there is a checkbox with a red checkmark and the text: 'I'm sure I want to permanently delete my site, and I am aware I can never get it back or use [integrations.pressbooks.network/myfirstbook/](https://integrations.pressbooks.network/myfirstbook/) again.' At the bottom, there is a red button with white text that says 'Delete My Book Permanently'.

3. Click the **“Delete My Book Permanently”** button
4. Pressbooks will sent an automated email to the email address associated with your Pressbooks account. **Confirm the deletion of your book by clicking the link in that confirmation email.** Once you've confirmed the deletion of the book via email, the book will be removed from your Pressbooks account.

# PART II

# THE AUTHORING

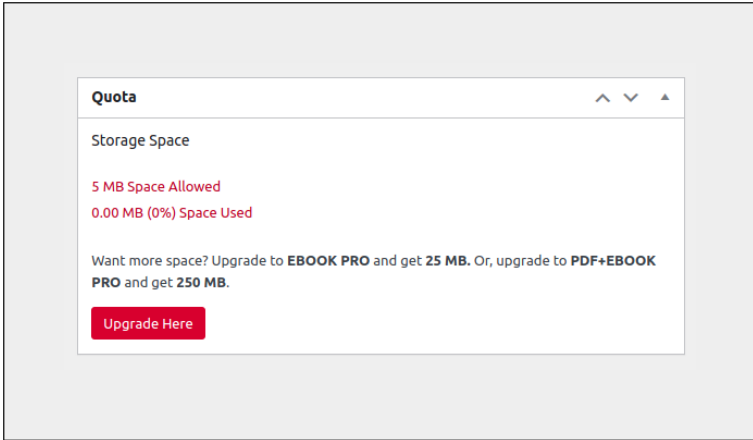
# DASHBOARD

Every book in Pressbooks includes a “Book Dashboard” menu, a set of links and options that will display on the left hand side of your browser when you’re logged into your book as an administrator, editor, or author.

## Dashboard

The book dashboard provides a list of your book content. Clicking on any of your chapters on this page will take you to the editing screen.

**Note:** Pressbooks.com users can also view their storage quota from the book dashboard. This widget will display both your book storage limit (depending on your upgrade level), and how much you are currently using for any books where a storage quota is relevant.



## Upgrade

**NOTE:** This page only exists for Pressbooks.com users and won't be seen on hosted Pressbooks or standalone networks.

The Upgrade page is where you can purchase your PDF + Ebook Pro or Ebook Pro Plan upgrades to access watermark- and ad-free exports files.

## 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. [Learn more about the Organize page.](#)

## Book Info

This section is where you set the details of your book, including title, author and language and other metadata. You can also create ‘contributors’ and give them credit for helping to create your book. [Learn more about Book Info and Contributors.](#)

## Appearance

Appearance allows you to select a book theme and set theme options which control the output of your webbook and various export formats. You can also use the custom styles feature to provide custom CSS to control the display of your book. [Learn more about your Appearance options.](#)

## Export

This section allows you to produce book exports in a wide variety of file formats and provides an interface for viewing and downloading previous versions of any export files you’ve created. [Learn more about producing exports.](#)

## Publish

The section allows you to add information about where your books will be sold. [Learn more about the Publish options.](#)

## 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. [Learn more about managing media in your book.](#)

## Users

This option allows you to view and edit the users who have access to your book, and control the permission levels given to each user. [Learn more about managing book users.](#)

## Tools

This menu provides you with several tools, the most important of which is our “**Import**” tool, which allows you to import content into Pressbooks from a wide variety of file formats. [Learn more about the Tools options.](#)

# Settings

These options allow you to configure settings for your book or various activated plugins. [Learn more about various book-level settings.](#)



## 7.

The **Organize** menu acts as the heart of your book. This is where you can draft, edit, reorganize, and breathe life into the content of your book. From here, you can add new parts, chapters, front and back matter, and all the other types of content for your book.

In this chapter we will cover:

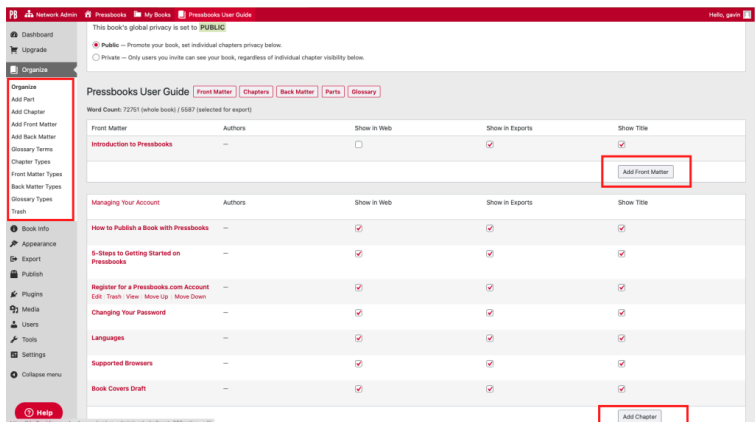
- [Navigating the Organize Menu](#)
  - [Adding a New Section](#)
  - [Editing, Viewing, and Reordering Sections](#)
  - [Book Privacy and Exporting](#)
- [Related Chapters](#)

## Navigating the Organize Menu

The dashboard of the **Organize** menu offers an overview of the structure and content of your book. The view shows you the front & back matter, parts, and chapters of your book you have created and is the main portal to edit and rearrange parts of your book. You can access this dashboard by clicking **Organize** in the left sidebar in Pressbooks.

The display is separated into sections to display your Front Matter

first, then all of the Parts and Chapters of your book, followed by the Back Matter at the bottom.



## Adding a new section

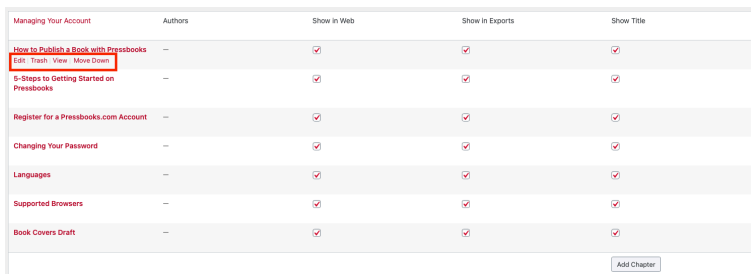
Creating a new section of your book is simple, with two options in the **Organize** menu.

1. The first is the button in the bottom right corner of each section; for example, in the screenshot above, there is a button to **Add Chapter** at the end of the Part titled “Managing Your Account”. Similar buttons will be found for other content types like Front and Back Matter throughout your Organize page.
2. The second is to choose the corresponding menu from the left sidebar underneath **Organize**. Here you will find options to add new Parts, Chapters, Front and Back Matter, and more.

For more information on adding new sections to your book as well as the different types available, [please refer to additional chapters on these topics.](#)

# Editing, Viewing, and Reordering Sections

You can access controls to edit, view and reorder sections quickly by hovering your mouse over a section of your book in the **Organize** dashboard.



Managing Your Account	Authors	Show in Web	Show in Exports	Show Title
<a href="#">How to Publish a Book with Pressbooks</a>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit Title</a> <a href="#">View</a> <a href="#">Move Down</a>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">5-Steps to Getting Started on Pressbooks</a>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Register for a Pressbooks.com Account</a>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Changing Your Password</a>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Languages</a>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Supported Browsers</a>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Book Covers Draft</a>	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

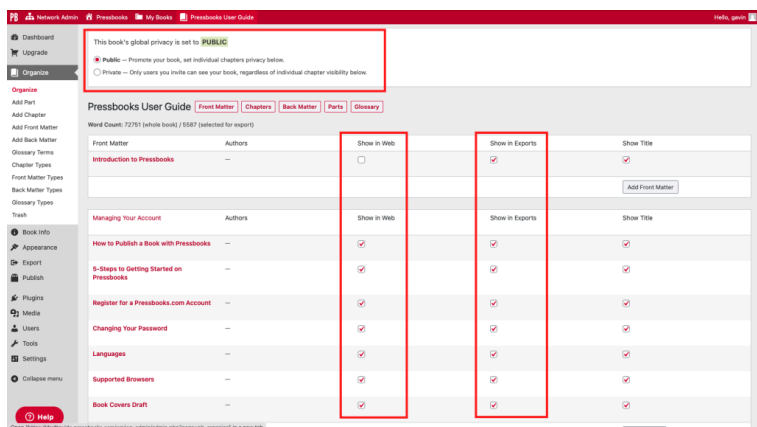
[Add Chapter](#)

**Editing:** To edit a section of your book, hover your mouse over the section and click **Edit** or click on the section title to bring up the Visual and Text Editors. To learn more about the Edit screen, [please refer to additional chapters on this topic.](#)

**View:** To quickly see what how your book section appears in its webbook format, hover over a section and click **View**.

**Reorder:** To change the order of section in your book, you can hover your mouse over a section and click the **Move Up** or **Move Down** controls to move the section one step higher or lower within the order. You can also click and drag sections to quickly reorder content, and this especially helpful when moving Chapters between different Parts of your book.

# Book Privacy and Exporting



The **Organize** menu offers quick access to controls to change both the parts of your book that appear in your webbook as well as in any exported files you create for your book

**Global Privacy:** The global privacy menu at the top of the **Organize** page allows you to change whether your book is public or private across the entire book, which can be useful tools if you are still in the process of drafting your book and only want to show the finished product.

**Show in Web:** Each book section you create includes a check box in the “Show in Web” column, allowing you to choose if any given section appears as part of your webbook online. You might want to hide a single chapter if you are making substantial edits or adding a brand new chapter to an existing book. Clicking on “Show in Web” at the top of the column selects all of the check marks below.

**Show in Exports:** Similar to how you can choose which sections of your book appear in the webbook, you can also choose which sections are included in any export files you create, such as print and print-on-demand PDFs and EPUB files. Clicking on “Show in Exports” at the top of the column selects all of the check marks below. For more information on exporting your book, [please refer to additional chapters on these topics.](#)

# Related Chapters

For more information on the concepts presented in this chapter, please refer to the following complementary or related chapters:

---

<b>Adding Content</b>	<b>Editing Content</b>	<b>Book Privacy &amp; Exporting</b>
<a href="#">Parts</a>	<a href="#">Visual &amp; Text Editors</a>	<a href="#">Privacy Settings: Global &amp; Chapter-level</a>
<a href="#">Chapters</a>		<a href="#">Export Menu</a>
<a href="#">Front Matter</a>		<a href="#">PDF Export &amp; Options</a>
<a href="#">Back Matter</a>		<a href="#">EBook (EPUB) Export</a>
<a href="#">Glossaries</a>		
<a href="#">How to Get Your Book into Pressbooks</a>		

---

## 8.

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 chapter we will cover:

- [General Book Information](#)
- [Cover Image](#)
- [Subject](#)
- [Copyright](#)
- [About the Book](#)
- [Additional Catalog Information](#)
- [Book-level Contributors](#)


In Pressbooks, the **Book Info** page is where you put information *about* your book. In the book publishing industry, this is called “metadata”. Metadata allows book stores and libraries to accurately categorize a book and makes it easier for readers to find by answering questions like: *What is this book's title? Who is the author? When was it published?* and *What is the book about?*

Some book info (metadata) is required and will be filled in by default when you create your book. Required metadata allows Pressbooks to build your book's home page, automatically generate the cover, title page, and copyright notice in your book exports, and meet the metadata requirements of ebook sellers for your EPUB

exports. In general, we recommend adding as much information as you can when creating your book.

If you're publishing an openly licensed book on a Pressbooks network, you may want to pay special attention to [our metadata recommendations for books listed in the Pressbooks Directory](#).

This video provides a short overview of how you can add and edit your book metadata in Pressbooks:

 *One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=35#oembed-1>*

## General Book Information

This section includes basic information about your book.

---

<b>Required information</b>	<b>Optional Information</b>
Title	Short title
Author	Subtitle
Language	Editor, Translator, Reviewer, Illustrator, and Contributor
	Publisher
	Publisher City
	Publication Date
	On-sale Date
	Ebook ISBN (International Standard Book Number)
	Print ISBN (International Standard Book Number)
	DOI (Digital Object Identifier)

---

**Title:** Pressbooks will automatically fill in this section with the title you chose when creating your book, though it can be edited at any time. Your book’s title will be displayed on your webbook’s home page and included in the automatically generated title page and half-title page of your export files. It may also be included the running content of your PDF files. The title is a **required** metadata element for EPUB exports.

**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 displayed on your webbook’s landing page and included in the automatically generated title page of your exports. This field is a **required** metadata element for EPUB exports, and is populated with the username of the person who created your book by default.

**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**. [Learn more about creating and displaying book-level contributors](#).

**Publisher:** Publisher information will appear on the webbook homepage, in the automatically generated title page, and your ebook metadata. This field is **optional**.

**Publisher City:** The publisher city will be displayed on the webbook homepage and included in the automatically generated title page in your export files. 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 became available for purchase (or 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. ISBNs allow bookstores across the world to know 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** in Pressbooks, but may be required by your ebook distributor. For more details on how to acquire an ISBN, see our [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):** A [DOI](#) is a unique handle used to

identify digital publications like online books. DOIs are commonly used for academic publications. If you are affiliated with a university, an academic librarian or other colleague with scholarly publishing expertise may be able to help you generate a DOI for use with your book. If set, the DOI will be displayed on your webbook's homepage. This field is **optional**.

**Language:** The primary language the written is written in. The language you select for your book will be added to your book's metadata for the webbook and your exports, and will change the display language for specific book elements for readers and administrators (if translations are available in Pressbooks for the language you have selected). For more information, see our chapter on [Supporting Multilingual Publications](#). The language field is **required**, and defaults to English.

## Cover Image

Upload an image of the front cover of your book in this section. The cover image you upload here will be displayed on your webbook homepage and included in your EPUB exports.

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 custom cover image is optional; a generic Pressbooks-theme cover will be displayed by default if you do not include your own custom cover.

**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. See our

[guide chapter on designing Ebook and PDF covers](#) for more details.

## Subject

Adding accurate subject categories to your book can help users find your book more easily, especially if your focus is primarily on distributing a public webbook on Pressbooks. You should select a primary subject for your book, and can select as many additional subjects as you need to properly categorize what your book is about.

The **Subject** panel on the Book Info page

Pressbooks' subject categories use the [Thema](#) taxonomy, a subject category scheme developed for the global book trade by EDItEUR, an international trade

standards organization. You can use the free, online [Thema Subject Category browser](#) to find the most appropriate subject categories for your book.

## Copyright

A copyright notice is **required** for all books. By default, Pressbooks sets the copyright license for all new books to All Rights Reserved, and generates a default copyright notice for all book formats which includes your book's title, the author's name and the book's copyright license.

You can improve the automatic copyright notice by adding the name of the copyright holder and specifying your desired 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.

## About the Book

This section allows you to enter additional descriptions of your

book. This information is included on the webbook's homepage and included in your book's metadata.

**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. The short description is displayed beneath the title and author near the top of your book's webbook homepage. The short description will also be included in the Pressbooks Directory if no long description is present.

**Long Description:** A longer paragraph about your book that can also include reviews, praise, blurbs, etc. The long will be displayed on your webbook's homepage and will be displayed in the Pressbooks Directory, if available.

## 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

## Book-level Contributors

Book-level contributors are anyone who had a role in the creation of the book. In Pressbooks, the book-level contributor roles include the following: **Author**, **Editor**, **Translator**, **Reviewer**, **Illustrator**, and **Contributor**.

You can assign any of the contributors in your book to any of the available book-level roles in the **Book Info** page. Each of these roles can accept multiple contributor values and will be displayed in the order in which they were added to the field. 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. Remove a contributor from a role by clicking the ‘x’ next to their name.

The screenshot shows four contributor role fields. The 'Author(s)' field contains three contributors: Taylor McGrath, Hugh McGuire, and Liz Mays. The 'Editor(s)' field contains one contributor: Steel Wagstaff. The 'Translator(s)' field is empty. The 'Reviewer(s)' field contains one contributor: Daniel Fernandes. Each field has a 'Create New Contributor' button below it.

*Different contributor roles include Author, Editor, Translator, and more. Each contributor role can have multiple contributors listed.*

The close-up shows the 'Editor(s)' dropdown menu. The text 'Choose editor(s)...' is at the top. Below it, 'Jane Austen' is highlighted in blue, and 'Taylor McGrath' is listed below. Below the dropdown is a 'Choose translator(s)...' field and a 'Create New Contributor' button.

After you've made any changes to book-level roles, press **'Save'** in

the Save Book Information box for the book info to be updated. Any contributors you've added or removed to book-level roles will be added or removed from your book's metadata and updated on your webbook home page.

**NOTE:** As of Pressbooks 5.27.0, you can automatically display a contributor list based on the book-level role attributions you've made. See [our guide chapter](#) to learn how to create and display an automatic book-level contributor list in your book.

## 9.

The Appearance menu allows you to make choices that affect how your webbook and export files look. In this chapter we will cover:

- [Selecting Your Book Theme](#)
- [Theme Options](#)
  - [Global Options](#)
  - [Web Options](#)
  - [PDF Options](#)
  - [Ebook Options](#)
- [Custom Styles](#)

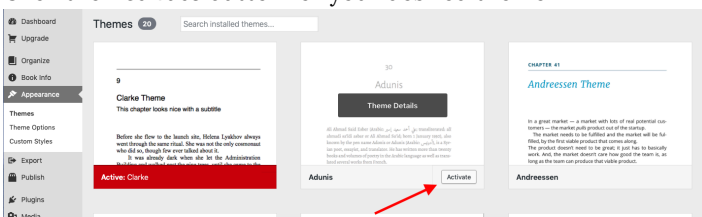
## Selecting Your Book Theme

Themes are the base of the design for your book. Pressbooks offers dozens of different themes, tailor-made to suit a wide array of specific genres. Themes include styling rules for all of the elements of your book, including chapter title designs, fonts for heading and body text, the appearance of textboxes, block quotes, lists, tables, and export-specific elements like title page layout, copyright page layout, running content, and much more. The theme you choose will be applied to your webbook and your EPUB and PDF exports.

When you first create a book, a theme will already have been

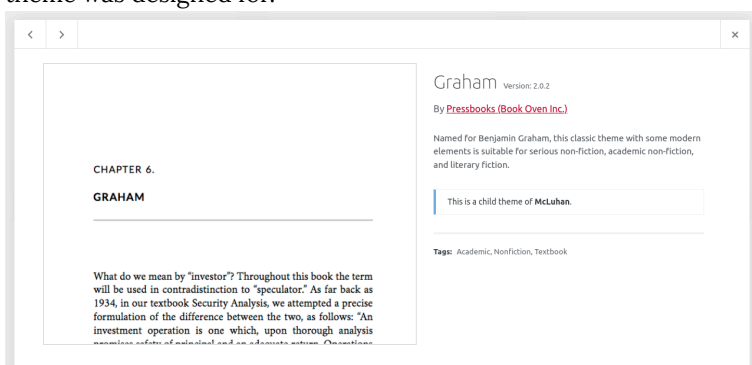
applied to the book. For most networks, the default theme is McLuhan. To change your book's theme:

1. Click **Appearance > Themes** in the left sidebar menu.
2. Click the **Activate** button for your desired theme



3. Upon activate, the Theme page will reload, and will see a “New theme activated” notification. Your webbook and any subsequently produced export files will reflect the theme you have selected.

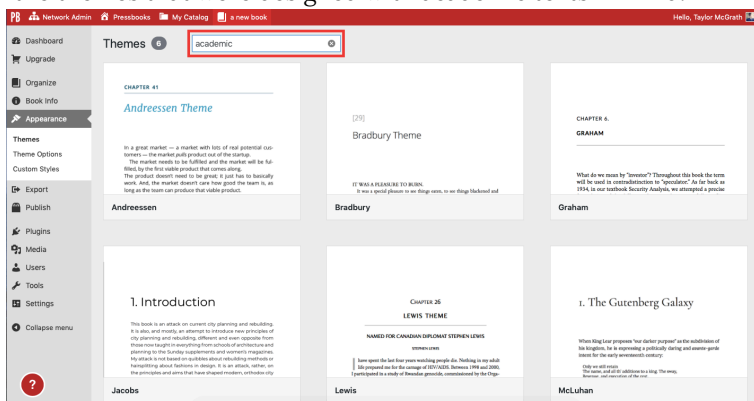
**Viewing Theme Details:** Before activating a theme, you may want to know more about it. You can hover over any theme on the Themes page and click the **Theme Details** button to see more information about the theme. This will include details about the theme, the version number of the theme installed on your network, and any tags which have been used to categorize the type of publications the theme was designed for.



**Searching for Themes:** Each theme has been tagged with one or more of the following searchable tags:

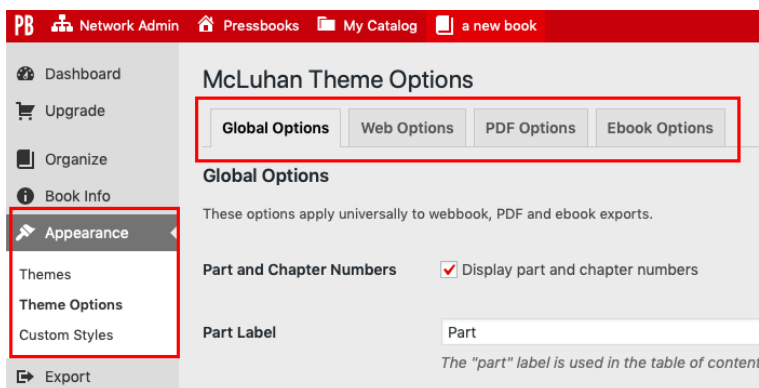
- Academic
- Literary
- Nonfiction
- Textbook
- Genre fiction

These tags represent the kind of work for which a particular theme is best suited. For example, the “genre fiction” tag include theme designs that work well for romance novels, thrillers, mysteries, fantasy, or science fiction. You can use the Search function at the top of the Themes page to find themes tagged with your preferred term(s). For example, try searching “academic” to see all the themes that were designed with academic texts in mind.



## 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

**NOTE:** Not all themes offer all theme options. If you do not see one or more of the options described below in your current theme, try changing to another theme (all theme options should typically appear for themes with version numbers of 2.0 or greater).

## 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.”

Part Label	<input type="text" value="Unit"/>
<small>The “part” label is used in the table of contents and in part titles in your webbook and exports.</small>	
Chapter Label	<input type="text" value="Section"/>
<small>The “chapter” label is used in the table of contents and in chapter titles in your webbook and exports.</small>	

**Two-Level TOC:** Add a second level to your table of contents by enabling the two-level TOC setting. With this setting on, all top-level headings (Heading 1 or <h1> elements) will be added as chapter subsections in the webbook’s table of contents.

<b>I. Managing Your Account</b>	–
<b>1. Register for a Pressbooks.com Account</b>	–
Register Your Account	
Register Your First Book	
<b>2. Upgrade Your Pressbooks.com Book</b>	–
What’s Included When You Upgrade	
How to Upgrade Your Books	
<b>3. Change Your Password</b>	–
Changing Your Password When You Can’t Log In	
Changing Your Password When You’re Already Logged In	

*A sample two-level Table of Contents. Each of the sub-sections corresponds to a top-level heading element inside of a chapter.*

**About the Author:** When selected, an ‘About the Author’ section will be displayed at the end of the content for all front/back matter or chapters which have authors assigned in Chapter Metadata. This section will display the ‘[Contributor Information](#)’ for each of author in the webbook and export files. [Learn more about displaying chapter-level contributors.](#)

**Media Attributions:** Display media attributions at the end of any chapter that contains media with attribution metadata. This setting

is helpful for users who are including openly licensed images in their projects.

Media Attributions

- [taylor-kiser-373474-unsplash](#) by Taylor Kiser adapted by [Random Stranger](#) © Public Domain (No Rights Reserved)

*A sample  
media  
attribution  
for a  
photograph  
from  
Unsplash*

**Language & Script Support:** Add support for additional languages and scripts which use non-Latin characters. [Click here for a list of supported scripts.](#)

**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. [Click here to learn more about chapter licenses.](#)

**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 in the McLuhan and Malala themes.)

**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 McLuhan and Malala themes.)

**Enable Social Media:** Add a Twitter icon to your webbook's homepage and each chapter to allow readers to quickly and easily share a link to your book through Twitter.

**Webbook Width:** Choose the default column width of your webbook. 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. When active, all top-level headings (Heading 1 or <h1> elements) will become collapsible and expandable subsections in your webbook.

**Enable Image Lightbox:** Allow readers to view linked images more easily by turning on the Lightbox feature. When enabled, all linked images will be displayed within an unobtrusive lightbox when opened.

## PDF Options

PDF Options will affect your print and digital PDF exports and include the following:

**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 in the McLuhan and Malala themes.)


**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 in the McLuhan and Malala themes.)

**Body Font Size:** Choose the size of the body text in your print book as a [point value](#). Most other elements in your book are proportional to the body font size and will change accordingly. The default font size may differ depending on the theme you have chosen.

**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. The default line height may differ depending on the theme you have 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 inches or centimeters). The default page size is Digest, or 5.5” by 8.5”.



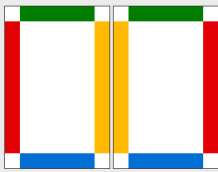
The image shows a form for configuring page size. It has three sections: 'Page Size' with a dropdown menu set to 'Custom...', 'Page Width' with a text input field containing '12in' and a note below it stating 'Page width must be expressed in CSS-compatible units, e.g. '5.5in' or '10cm''.', and 'Page Height' with a text input field containing '12in' and a note below it stating 'Page height must be expressed in CSS-compatible units, e.g. '8.5in' or '10cm''.'

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

default size of all margins is 2 cm.

Margins

Customize your book's margins using the fields below.



■ Outside Margin  
■ Inside Margin  
■ Top Margin  
■ Bottom Margin

IMPORTANT: If you plan to use a print-on-demand service, margins under 2cm on any side can cause your file to be rejected.

Outside Margin   
*Margins must be expressed in CSS-compatible units, e.g. '8.5in' or '10cm'.*

Inside Margin   
*Margins must be expressed in CSS-compatible units, e.g. '8.5in' or '10cm'.*

Top Margin   
*Margins must be expressed in CSS-compatible units, e.g. '8.5in' or '10cm'.*

**Hyphens:** Enable or disable hyphenation of words at the end of lines throughout your book. If you choose to disable hyphenation, justified text may include larger gaps or spaces between words, especially in books with shorter line lengths.

**Paragraph Separation:** Decide whether paragraphs in exported PDF files are indented or separated by skipped lines. PDFs default to the “indented paragraphs” separation setting.

**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. The table of contents cannot be disabled in digital PDF exports, because a Table of Contents is needed for accessibility and navigation purposes in digital documents.

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

**Footnote Style:** Choose whether footnotes display at the bottom

of the page the footnote appears on or at the end of the chapter as endnotes in your PDF exports.

**Widows and Orphans:** Choose how many lines isolated at the top of the page constitute a **widow**, and how many lines at the bottom of a paragraph constitute an **orphan**. Pressbooks will attempt to adjust the flow of your content to avoid creating widows and orphans based on your specifications.

**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. 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", 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 any one of a variety of open-source serif and sans serif typefaces. (**NOTE:** This option is currently only available in the McLuhan and Malala themes.)

**Body Font:** Change the theme's body header font to any one of a variety of open-source serif and sans serif typefaces. (**NOTE:** This option is currently only available in the McLuhan and Malala themes.)

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

**Paragraph Separation:** Decide whether paragraphs in exported EPUB files are indented or separated by skipped lines. Ebooks

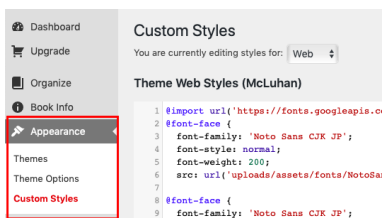
default to the “indented paragraphs” separation setting to mimic the traditional design of a print book, but can be changed.

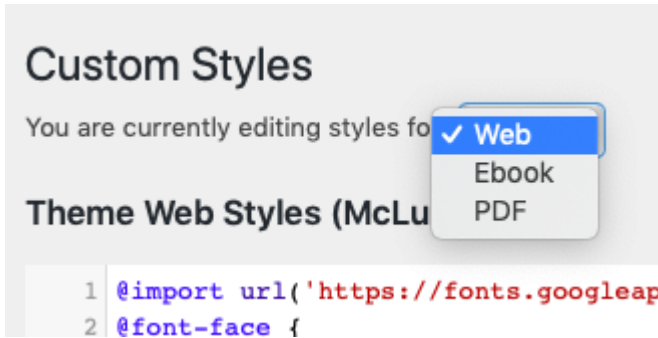
**Compress Images:** Reduce the size and quality of images in your ebook. Generally those who enable this setting are creating a print book and ebook simultaneously and have uploaded large, high-resolution images for their print books. Reducing the quality and size of media for your ebook exports will reduce the overall file size of your EPUB files and may reduce your publication costs as some ebook distributors charge additional fees for distributing larger ebook files.

## Custom Styles

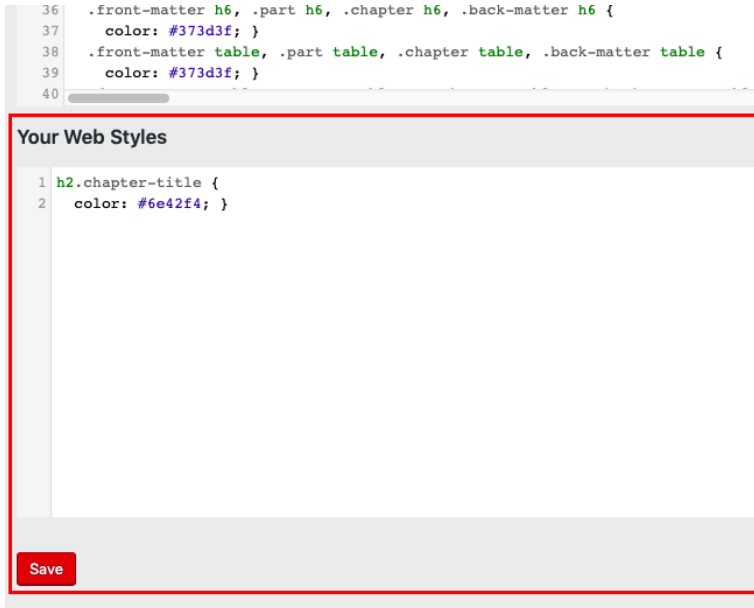
If you want to change your book’s appearance in ways that aren’t included in existing theme options, you can use the Custom Styles feature to apply CSS (Cascading Style Sheet) rules to your webbook, ebook, and/or PDF exports. You can view and edit the Custom CSS applied to your book by clicking **Appearance > Custom Styles** in your book dashboard menu.

Custom styles allows you to edit three separate stylesheets for your book: **Web**, **Ebook**, and **PDF**. Select the stylesheet that you would like to edit from the dropdown menu at the top of the page.





The first section of the page includes a scrolling box that contains the entire stylesheet from your active theme for that format. Beneath this section is an input box where you can enter any desired additions to the stylesheet for that particular format (web, ebook, or PDF). Any CSS added in this section will override existing styles for your theme.



You can restore a previously saved version of your Custom CSS by clicking the hyperlinked time stamp in the Revisions section.

For more information on custom styles, see [our chapter on Custom Styles](#).

## IO.

Pressbooks helps you design and produce the reader-ready PDFs required by print-on-demand services, and the EPUB files necessary to distribute your book with ebook stores. In this chapter we will cover:

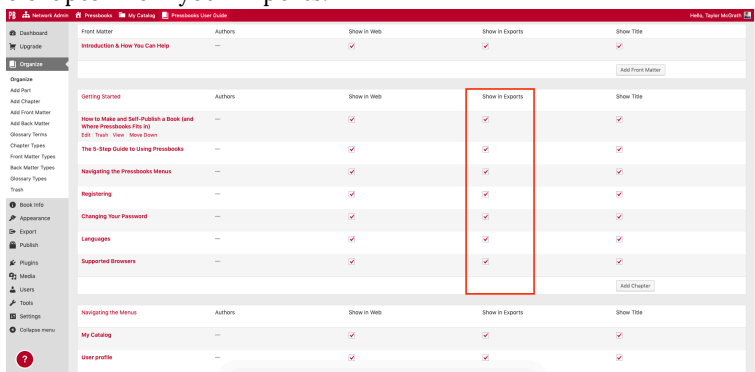
- [Selecting Content for Export](#)
- [Exporting your Book Files](#)
- [Viewing Your Latest Exports](#)
- [Upgrade your Book Files](#)
- [Distributing Your Exported Files on the Web](#)

## Select Content for Export

Not all content in your book in Pressbooks has to be included in your exported files. You can decide which chapters, front matter, and back matter you'd like to be included in your exported files from the **Organize** page:

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 wish to include in your exported files.
4. You can also click the “Show in Exports” text at the top of a column to bulk select or deselect all chapters in a particular part or section.

Chapters will generally be included in exports 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.

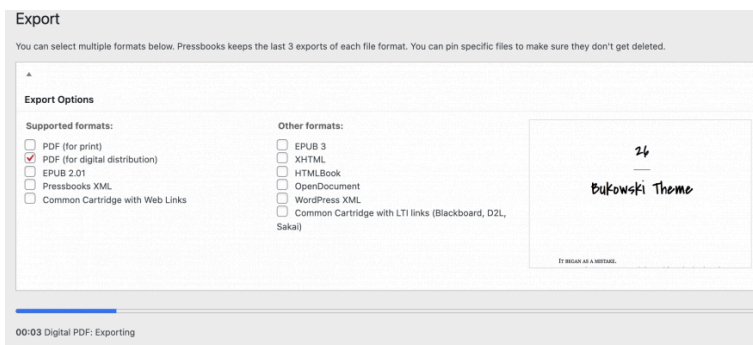


## Export Your Book Files

To export your book:

1. Access your Pressbooks dashboard.
2. Click **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.



## Choosing the Right Export Format

The export format(s) you choose to produce should be related to how you plan to share, distribute, or sell your book. For authors who want to distribute their book, the most commonly used exports are

- **Print PDF:** Print PDF files are the format you should select if you plan to make a printed, physical copy of your book. This file meets the requirements of printers and print-on-demand services.
- **Digital PDF:** Digital PDF files are useful if you want to distribute your book as a digital file, but do not intend to print the file. Digital PDFs are optimized for accessibility, contain hyperlinks for easier navigation, and can be used online.
- **EPUB:** EPUB files can be submitted to any popular ebook distributor and opened by most modern ebook readers. This is the file you'd use to submit your ebook to Kobo, Nook, iBooks, Amazon, and others.

In addition to these export formats, Pressbooks allows you to produce exports in a variety of other format, some of which are experimental. The full list of available file export options includes

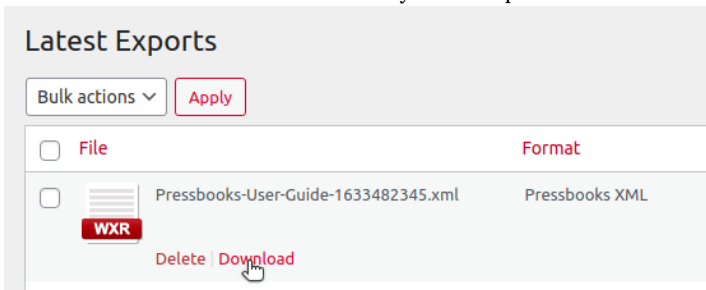
XML, EPUB 3, XHTML, HTMLBook, OpenDocument, and Common Cartridge.

**NOTE:** Pressbooks cannot guarantee that file exports produced in any of the formats listed in the 'Other formats' column will be valid and fully functional.

## Export your Book as as Pressbooks XML file

The Pressbooks XML format is a particularly useful format if you'd like to move all or part of your book from one Pressbooks network to another, or to combine parts of multiple books into a new book. To produce a Pressbooks XML file [for import into another book](#):

1. Login to the book you'd like to move to another location and click '**Export**' in the book's admin dashboard.
2. Select '**Pressbooks XML**' from the Export Options menu
3. Click the '**Export Your Book**' button.
4. Hover over the XML file in the Latest Exports list and click '**Download**' to download this file to your computer



# Export Your Book as a Common Cartridge File

Pressbooks allows you to produce Common Cartridge exports with weblinks. Common Cartridge is an standard developed by IMS Global to define interoperable packages for use in Learning Management Systems [LMS]. The Common Cartridge with Web Links export produced by Pressbooks can be used to quickly import each chapter of a public book into a course in your LMS as an external link. To produce a Common Cartridge file for import into a LMS:

1. Click '**Export**' in your book's admin dashboard.
2. Select **Common Cartridge with Web Links** from the Export Options panel
3. Click the '**Export Your Book**' button and wait for the file to appear in your list of 'latest exports'.
4. Hover over the IMSCC file in the Latest Exports list and click 'Download'

The process of importing a Common Cartridge file to your course will differ depending on your LMS. If the links below are not useful to you, we recommend contacting your institution's LMS administrator for assistance.

- [Canvas](#)
- [Blackboard](#)
- [Moodle](#)
- [Sakai](#)
- [D2L](#)

# Viewing Your Latest Exports

To view how changes you have made will affect your book, you must export and download a new set of files. When successfully exported, the files will appear underneath “Latest Exports.” Pressbooks keeps the last 3 files exported of each format.

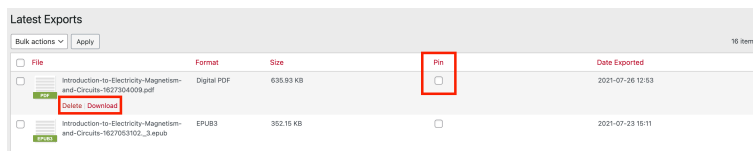
**Download:** To download an exported file, hover over the file name and click the “Download” link that appears.

**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.



File	Format	Size	Pin	Date Exported
<input type="checkbox"/> Introduction-to-Electricity-Magnetism-and-Circuits-1627104009.pdf	Digital PDF	635.93 KB	<input type="checkbox"/>	2021-07-26 12:53
<input type="checkbox"/> Introduction-to-Electricity-Magnetism-and-Circuits-1627105102_3.zip	EPUB3	352.15 KB	<input type="checkbox"/>	2021-07-23 16:11

You can ‘pin’ up to 3 files of one single file type, and 5 exported files in total. 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.

**Note:** On Pressbooks.pub only, all exported books will include a Pressbooks promotional watermark until the book has been upgraded. Once you upgrade, you can still re-export your files. See our [guide to Upgrading your Pressbooks.pub book](#) for more details.

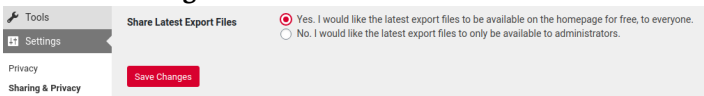
## Distributing Your Exported Files on the Web

**Note:** Enabling downloads of your book export files on the Pressbooks.pub network requires that your book be [upgraded to the Collaboration plan](#).

To enable public downloads of your exported files directly from your webbook home page:

1. Go to **Settings > Sharing & Privacy** from the left sidebar menu in Pressbooks.

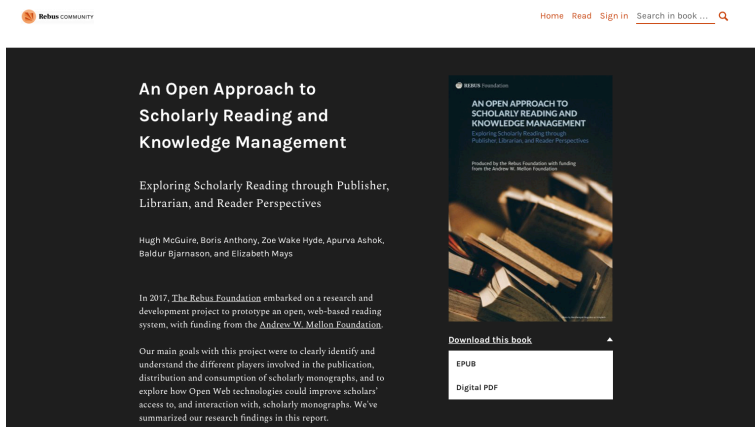
- Find the setting titled “Share Latest Export Files” and select **“Yes. I would like the latest export files to be available on the homepage for free, to everyone.”**
- Click **Save Changes**.



Turning on the “Share Latest Export Files” option will enable the feature on your book, but files won’t appear on your book’s homepage until you have produced at least one export using the steps described earlier in this chapter.

The most recently produced version of each file format that appears in your Latest Exports section will be made available for download from your books’ homepage. To remove a particular file type from the download list, simply delete all versions of that particular file format from your Latest Exports list.

If this feature is enabled and you have produced exports, downloadable file formats will be available from your book’s homepage via a **‘Download this book’** dropdown menu beneath your book’s cover.



This brief video demonstration provides an overview of how the book export process works:



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=39#oembed-1>

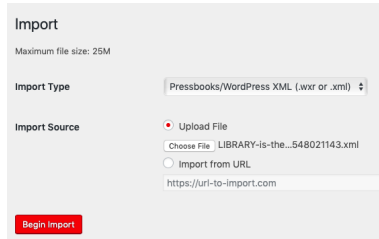
## II.

The import tool allows you to bring content into Pressbooks from a variety of different file formats, including:

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

To import a file into Pressbooks:

1. Click **Import** from the left sidebar menu
2. Select the type of file you're importing from the **"Import Type"** menu
3. Choose **Upload File** or **Import from URL** in the "Import Source" option
4. If you've chosen Upload File, click **"Choose File"** and select the file on your computer you want to import. If you've chosen Import from URL, provide a valid URL.
5. Click **'Begin Import'**



The screenshot shows the 'Import' interface. At the top, it says 'Import' and 'Maximum file size: 25M'. Below that is the 'Import Type' dropdown menu, which is currently set to 'Pressbooks/WordPress XML (.wxr or .xml)'. Underneath is the 'Import Source' section, which has two radio button options: 'Upload File' (which is selected) and 'Import from URL'. Under 'Upload File', there is a 'Choose File' button and a file name 'LIBRARY-is-the...548021143.xml'. Under 'Import from URL', there is a text input field containing the URL 'https://url-to-import.com'. At the bottom of the form is a red 'Begin Import' button.

Once your import files has been uploaded and processed by Pressbooks, you'll see an overview of the available content Pressbooks can import from your file. Select each chunk of content you'd like to import by checking the box in the left column of the table. Select all content at once by clicking the checkbox in the

top row of the table.

<input checked="" type="checkbox"/>	Title	Front Matter	Chapter	Part	Back Matter	Glossary
<input checked="" type="checkbox"/>	<i>(Book Information)</i>					
<input checked="" type="checkbox"/>	Title Page	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Abstract	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	I. Introduction	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	1. OER: the What, the Why, the Who, and the How	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	2. Overview of Pressbooks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	II. Pressbooks' Model OER Production Programs	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

<input type="checkbox"/>	Title	Front Matter	Chapter	Part	Back Matter	Glossary
<input type="checkbox"/>	<i>(Book Information)</i>					
<input type="checkbox"/>	Title Page	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Abstract	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	I. Introduction	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	1. OER: the What, the Why, the Who, and the How	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

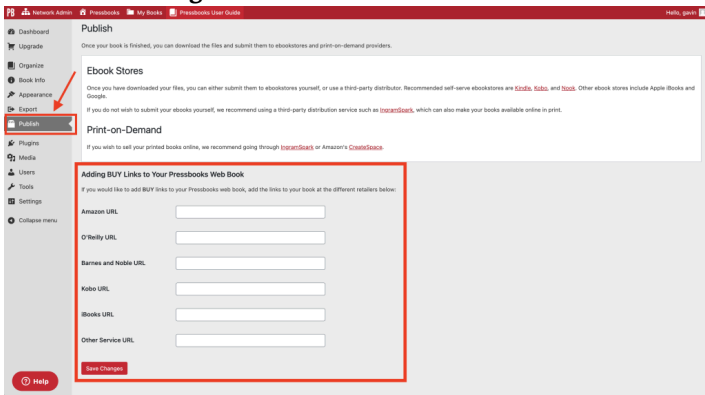
- [Import Word Document \[docx\] files](#)
- [Import from Pressbooks XML](#)

## I2.

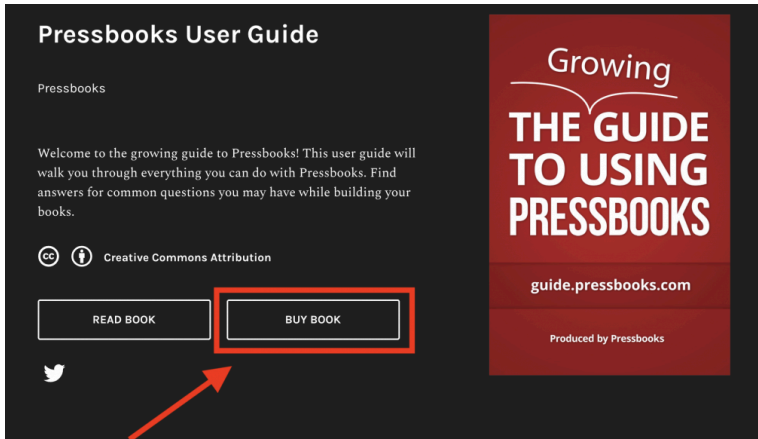
Once you have finalized your book and exported your files, you may decide to upload your Print PDF exports to print-on-demand services to create physical copies of your book or distribute your EPUB files through any of the many ebook book retailers.

Pressbooks allows you to add a 'Buy Book' link to your book's home page which will direct visitors to online retailers which allow them to purchase physical or digital copies. The **Publish** menu in the left sidebar allows you to configure the locations where your book can be purchased. To use this feature:

1. Select '**Publish**' from the admin menu of your book.
2. **Enter the URL for your book's listing** with any of the relevant distribution services (Amazon, O'Reilly, Barnes and Noble, Kobo, iBooks, or Other)
3. Click '**Save Changes**'



If you add one or more URLs, a **BUY BOOK** button will be displayed on the homepage of your webbook and in the title bar of the reading interface.








Clicking this link will bring readers to a page which provides links to your book's purchase page with any of the retailers you have listed.

**PRESSBOOKS USER GUIDE**

**BUY THE BOOK**

You can buy **Pressbooks User Guide** by following any of the links below:

-  Purchase on [amazon.com](https://www.amazon.com)
-  Purchase on [oreilly.com](https://www.oreilly.com)
-  Purchase on [barnesandnoble.com](https://www.barnesandnoble.com)
-  Purchase on [kobobooks.com](https://www.kobobooks.com)
-  Purchase on [apple.com](https://www.apple.com)
- Purchase here: <http://www.amazon.com/buy>

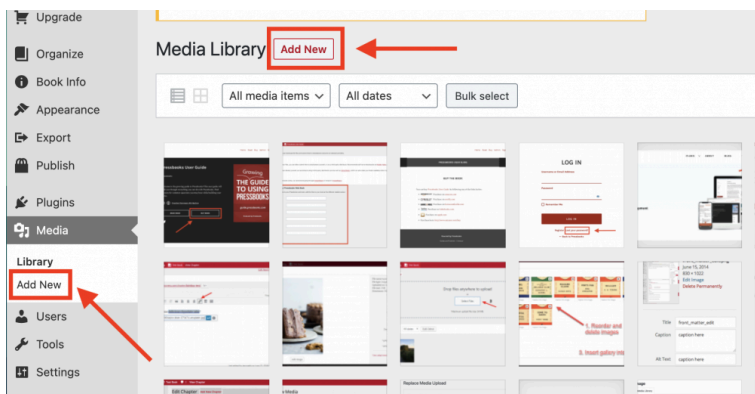
# 13.

Pressbooks allows you to incorporate different types of media into your webbook, including images, audio, video, documents, and more! The **Media** menu allows you to add new media in bulk, edit your media, and add important information like titles, captions, and alt text. In this chapter, we will cover:

- [Adding media to your Library](#)
- [Adding details to your media](#)
- [Editing images](#)
- [Deleting media](#)

## Adding media to your Library

You can include images and other media in your Pressbooks book by uploading them to your book's **Media Library**. You can view existing media and upload new files by clicking **Media** in the left sidebar menu.



To upload attachments to your Media Library, click **Add New**, found either in the left hand side bar below **Media** or with the red button within the Media Library. You can either click to select specific files or drag and drop to upload them to your Library.

After upload, your attachments will appear in your **Library**. The toolbar at the top of your library allows you to quickly find attachments you have uploaded by type (by clicking the **All Media Items** dropdown menu), by date added (by clicking the **All Dates** dropdown menu), or by using the search bar on the right side to search by title, caption, or any other details you have included with your attachments.

**Note:** On most Pressbooks networks, the maximum upload size for a single attachment is 25 MB. This limit may be lower, depending on your network manager's preferences. If you have questions about file upload limits, contact your network manager.

# Adding details to your media

Selecting any media in your **Library** allows you to add important details to your attachment as well as editing them. Clicking on an attachment will bring up the Attachment Details menu.


The right side of the Attachment details menu includes fillable fields to include more information about the media. This includes a title, caption, and description field. (The description field is not publicly displayed in books, but can be used for internal reference.)

The screenshot shows the Attachment Details menu for a file named 'editicon.png'. The file is an image/png, uploaded on January 19, 2021, with a size of 70 KB and dimensions of 1443 by 593 pixels. The menu includes several fields: 'Alternative Text' (empty), 'Title' (filled with 'editicon'), 'Caption' (empty), and 'Description' (empty). Below these fields, it shows 'Uploaded By' as 'amysong' and 'Uploaded To' as 'Media: Images & Best Practices'. The 'File URL' is 'https://pressbooks.com/app/uploads/sites/132975/' and there is a 'Copy URL' button. At the bottom, there is a 'Replace media' section with an 'Upload a new file' button. A note at the bottom left states 'Required fields are marked \*'.

At minimum, you should include Alternative Text (also known as alt text) for all non-decorative images. Alt text is useful for users that are visually impaired and using screen readers, allowing them

to understand the content of a media attachment. [Learn more about alt text principles from WebAim.](#)

If you are using media that you did not create yourself, there are also fields available to include attribution for the media, including a source URL, author details, and licensing information.



The image shows a form titled "ATTRIBUTIONS" with a red border. It contains the following fields and labels:

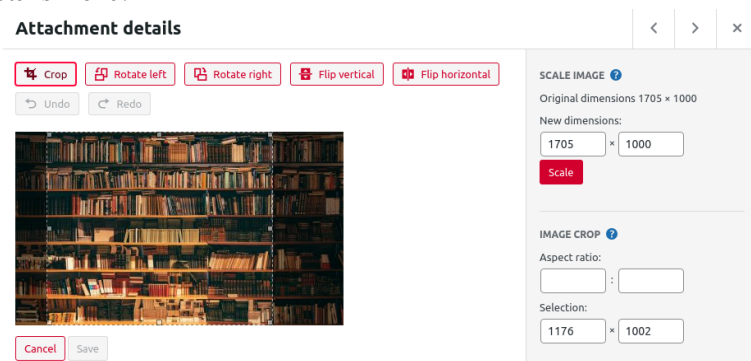
- Source URL:   
*Please enter a valid URL: https://example.com*
- Author:
- Author URL:   
*Please enter a valid URL: https://example.com*
- License:
- Adapted by:
- Adapted by URL:   
*Please enter a valid URL: https://example.com*

## Editing Images

You can edit some aspects of images you have uploaded within your media **Library**. You can do so by selecting an attachment within your Library to open the Attachment details menu and selecting **Edit Image**, found below the preview of your media.

You can perform edits like cropping, rotating, or flipping your media as well as changing the scale or aspect ratio. Once you are

satisfied with any edits, click **Save** to return to the Attachment details menu.



## Deleting media

To delete a single attachment, select it in the media Library to bring up the Attachment details menu. Scroll to the bottom of the right side menu and click **Delete permanently**.

To delete multiple attachments at once, click **Bulk Select** in the toolbar of the media Library. You can now select one or many attachments you wish to delete, then click **Delete permanently**.

## I4.

Pressbooks allows multiple people to work together in a shared book project with different authoring, editing, and publishing permissions. Read on to learn about:

- [Adding Users and Assigning Permissions](#)
- [Managing Users and Changing Permissions](#)
- [User Roles in Pressbooks](#)

## Adding Users and Assigning Permissions

You can access the 'Add New Users' interface either by selecting **Users** -> **Add New** from your book's admin dashboard or by clicking the **Add New** button on your book's Users page.

Dashboard

Organise

Book Info

Appearance

Export

Publish

Plugins

Media

**Users**

All Users

**Add New**

Profile

Bulk Add


## Users


**Add New**


All (3) | Administrator (2) | Collaborator

Bulk actions  **Apply**

Username

 **amysong** — Super Admin

 **morty**

 **steel** — Super Admin


Username


Bulk actions  **Apply**


You can also see a list of users and their roles in the Users widget on your book's Dashboard page. The Users panel displays the icon, username, and role of each user on the book (except for subscribers). The total number of users, as well as the number of users in each role, will be stated at the bottom of the panel. You can navigate directly to the Add New Users and Organize Users pages from the links in this widget.


### Users

---

 Steel Wagstaff - Administrator

 nedz - Administrator

 carl123 - Collaborator

 Morty Morterson - Author

5 total users: 2 administrators, 1 subscriber, 1 collaborator, and 1 author.

[Add](#) | [Organize](#)

**Note:** Network managers will always see the ‘Add Users’ option for individual books. This option will be also visible to ‘book administrators’ if your network manager has selected the “**Allow Book Administrators to Invite New Users as Collaborators**” option in [‘Network Options’](#).

## Add Existing User

To add an existing Pressbooks user (i.e. someone who already has an account on your Pressbooks network):

1. Select the **Users** tab on the left sidebar menu of your book’s dashboard
2. Click **Add New**
3. **Enter the existing user’s email address or username**

4. **Select the role** you'd like to give them in your book
5. Click **Add Existing User**.

The screenshot shows a web interface for adding a new user. On the left is a sidebar menu with items: Dashboard, Organize, Book Info, Appearance, Export, Publish, Plugins, Media, Users (selected), All Users, Add New (labeled 2), Your Profile, and Bulk Add. The main content area is titled 'Add New User' and 'Add Existing User'. It contains a text input for 'Email' (labeled 3), a dropdown menu for 'Role' (labeled 4, currently set to 'Subscriber'), and a 'Username (required)' input field. A red button labeled 'Add Existing User' is positioned above the 'Add New User' section.

*Add existing user form*

Users invited by this method will be sent a confirmation email requiring them to accept the invitation to be added to this book. They will not appear in the book's user list or be able to access the project until they have confirmed their participation.

## Add New User

To add someone as a user to your book who does not already have an account on your Pressbooks network:

1. Select the **Users** tab on the left sidebar menu of your book's dashboard
2. Click **Add New**
3. **Provide a username** for this new user
4. **Provide an email address** for the new user
5. **Select the role** you'd like to give them in your book
6. Click **'Add New User'**.

## Add New User form

A confirmation email will be sent to the new user's email address. This new user must confirm the creation of their account and accept your invitation before they will appear in your book's user list and have access to the project.

**Note:** Some networks only allow users with specific email domains to be added as users on their network. Contact your network manager if you have any questions about allowed or banned email domains for users on your network.

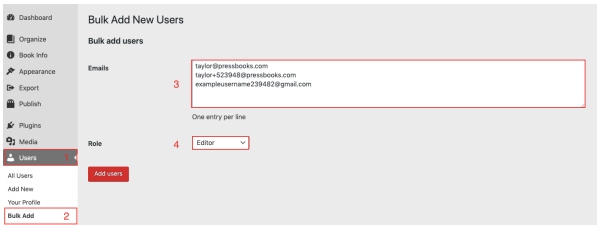
## Add Users in Bulk

You can also add multiple users to your book at the same time. The Bulk Add feature allows you to add both **new** and **existing Pressbooks users** to your book at the same time.

1. Select the **Users** tab on the left sidebar menu of your book's dashboard
2. Click **Bulk Add**
3. **Enter the emails** for each person you intend to invite to the

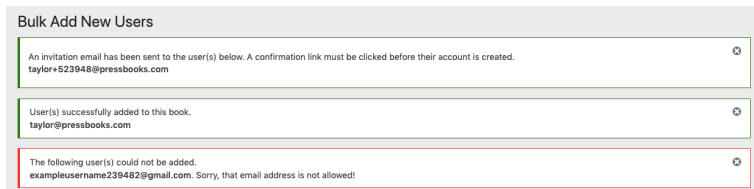
book (place one email address per line with no additional punctuation)

4. Select the desired **Role** for these users.
5. Click “**Add users**”



*Add Bulk Users form*

You will receive a notification at the top of the screen that lets you know which users were added, which need to confirm their accounts before they’ll be added, and which users were unable to be added.



Any new users added via the Bulk Add option will be sent an email asking that they confirm registration of their account. New users will not appear in your book’s user list until they’ve confirmed their account. Existing users will immediately appear in the user list without requiring special confirmation.

**Note:** All users added at the same time via the Bulk Add method entered will be given the same role. If you want to add many users to your book at once but assign

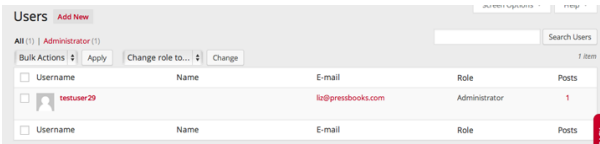
them different roles, you can either perform the Bulk Add operation several times, choosing a new set of users for each desired role, or you can add all users with the minimum desired permission and then bulk change user permissions after they have been added and confirmed as users.

## Managing Users and Changing Permissions

Sometimes you may wish to change user permissions or delete users from a book. Follow the steps below to manage Users and their permissions within your book.

### To access users:

1. Select the **Users** tab on the left sidebar menu of your book's dashboard
2. Click **All Users** to view all users in any role on a given book



All Users screen in Pressbooks

To change a user's role:

1. Select one or more users by **clicking the checkbox next to their username(s)** (selecting the checkbox next to **Username** at the top or the bottom of the user list will select all users)

2. Open the “**Change role to...**” dropdown menu and **select the desired role**
3. Click **Change**

The new role for any affected users will be reflected in the **Role** column.

To remove users from your book:

1. Select one or more users by **clicking the checkbox next to their username(s)** (selecting the checkbox next to **Username** at the top or the bottom of the user list will select all users)
2. Open the “**Bulk Actions**” dropdown menu and **select “Remove”**
3. Click **Apply**

This will remove all selected users from the book.

## User Roles in Pressbooks

Users can be assigned to one of the following roles within an individual book project: Administrator, Editor, Author, Collaborator, or Subscriber. Each of these user roles provides different levels of access, as described in the table below:

<b>Role</b>	<b>Manage Users &amp; Settings</b>	<b>Add or Edit Chapters</b>	<b>Publish Chapters</b>	<b>Delete Chapters</b>	<b>Read Private Chapters</b>	<b>Comment (if enabled)</b>
<b>Administrator</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Editor</b>	No	Yes	Yes	Yes	Yes	Yes
<b>Author</b>	No	Only their own	Only their own	Only their own	Only if setting is enabled	Yes
<b>Collaborator</b>	No	Only their own	No	No	Only if setting is enabled	Yes
<b>Subscriber</b>	No	No	No	No	Only if setting is enabled	Yes

Different user roles also have access to different interfaces while within Pressbooks. The chart below (courtesy of BCcampu's [Lauri Aesoph](#)) summarizes which dashboard links are visible to which types of users:

### Dashboard Links by User Type

Dashboard Link	Administrator	Editor	Author	Collaborator	Subscriber
<b>Organize</b>	√	√	√	√	x
<b>Private/ Public setting (Organize)</b>	√	x	x	x	x
<b>Book Info</b>	√	x	x	x	x
<b>Appearance</b>	√	√ (but no “Themes”)	x	x	x
<b>Export</b>	√	√	√	√	x
<b>Plugins</b>	√	x	x	x	x
<b>Media</b>	√	√	√	x	x
<b>Users</b>	√	x	x	x	x
<b>Tools</b>	√	√	√	√	x
<b>Settings</b>	√	x	x	x	x
<b>Import</b>	√	√	√	√	x

# 15.

The **Settings** menu in the left sidebar allows you to make changes to your book's global privacy, sharing, and export settings, and configure the functionality of some of Pressbooks' optional plugins.

This **Sharing and Privacy Settings** menu allows you to easily change global settings related to sharing and privacy of your book.

## Change the Visibility of Your Book

You can toggle the global privacy setting of your book from public to private using the Book Visibility setting.

**Book Visibility**  Public. I would like this book to be visible to everyone.  Private. I would like this book to be accessible only to people I invite.

**Public** means that your book will be visible to everyone with the URL, unless specific parts have not been published to the web. **Private** means that only people you have invited and given to your book with a role that has sufficient permissions will be able to view your book and its content.

## Change the Visibility of Private Content

By default, private content will only be visible to users with the role of administrator. You can allow all users to access private content by changing the **Private Content** setting in your book. To do so:

1. Click **Settings** -> **Sharing & Privacy** in your book dashboard
2. Find the **Private Content** option and select **All logged in users including subscribers**
3. Click **Save Changes**

## Enable Comments

By default, comments will be disabled for your book. You can enable commenting, which will allow visitors to leave comments on your front matter, chapters, and back matter. Submitted comments are only visible to the book's authors and administrator users from the dashboard. In our experience, most comments left on books are spam rather than real human engagement, and we recommend leaving commenting off, and enabling the Akismet plugin to help you filter spam if you do allow commenting. Consider [enabling Hypothesis to allow annotation and other social engagement on your book](#).

## Share Latest Export Files

This option will allow you to make the latest version of your export files available for download, for free, from your book's home page. See [the relevant guide chapter for more on using this feature](#).

**Note:** Sharing your latest export files on is not available for Pressbooks.com users.

## Pressbooks Directory

This option allows you to opt-out of inclusion in the [Pressbooks Directory](#). The Pressbooks Directory is designed to include all public books from Pressbooks networks which are used to publish open educational resources.

If your book's [global privacy setting](#) is 'Public' and this option is set to 'Yes. I want this book to be listed in the Pressbooks Directory' (the default value for public books) your book will be included in the Directory.

If your book's [global privacy setting](#) is 'Public' and this option is set to 'No. Exclude this book from the Pressbooks directory' the book will not be included in the Pressbooks Directory.

If your book's [global privacy setting](#) is 'Private,' your book *will not be included in the Pressbooks Directory*, no matter what the Pressbooks Directory value is.

Removal from the Pressbooks Directory (by making a book private or changing its Pressbooks Directory value) is instantaneous. Addition to the Pressbooks Directory can take up to an hour.

**NOTE:** If the Pressbooks Directory option does not appear in your Sharing and Privacy Settings, this means

that your network manager has [overridden the default value and is only allowing Pressbooks Directory to index public books which they have included in your network's catalog](#). Please contact your network manager directly with any questions if this is the case.

## Export

The Export menu allows you to choose to receive email notifications of your [export validation logs](#) and [lock your theme in its current version](#).

## File Settings

This menu allows you to change how Pressbooks validates and sanitizes file uploads. The default settings should not be altered.

## Hypothesis

This setting allows you to enable and configure the open-source annotation tool Hypothesis for your book. [Learn more about enabling Hypothesis](#).

## H5P

If you choose to enable the H5P plugin (not available on Pressbooks.com), you can configure its settings from this menu. [Learn more about H5P interactive content in Pressbooks.](#)

## MathJax or QuickLaTeX

If you plan on using mathematical formulas or graphs using MathJax (not available on Pressbooks.com) or QuickLaTeX, these settings allow you to configure these mathematics rendering tools. [Learn more about mathematical notation in Pressbooks.](#)

## Akismet Anti-Spam

If you choose to enable comments in your book (not recommended), you may also want to activate the Akismet Anti-Spam service to filter out spam comments. These settings allows you to configure the Akismet service. [Learn more about Akismet from their plugin documentation.](#)

# 16.

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

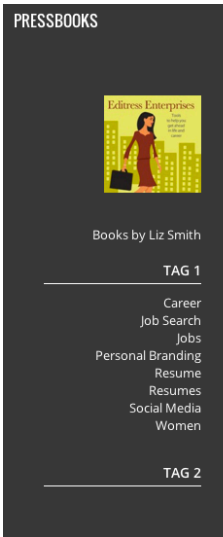
In this chapter we will cover:

- [What is the catalog?](#)
- [Using the Catalog](#)
  - [Hiding or Showing books](#)
  - [Adding books by other Users](#)
  - [Sorting the Catalog](#)
  - [Adding Tags](#)
- [Customizing your Catalog Profile](#)

## What is the Catalog?

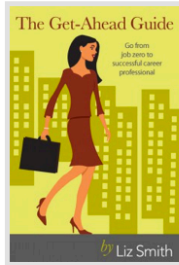
The Pressbooks catalog is a public page that allows you to showcase the public works you have on Pressbooks. You can share the link to your catalog page for marketing or to share your books in a visual way.

Here's one example:

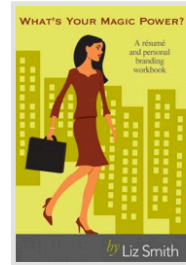


Catalog page

## Catalog



The Get-Ahead Guide  
Elizabeth Smith



What's Your Magic Power?  
Elizabeth Smith

Browsing the Catalog and clicking a book cover allows readers to start reading your webbook, whether you have your entire book public or just a few chapters. 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

# Using 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 in your Catalog

You can add any of your own books to your catalog, whether they are 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 while those not included 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.

My Catalog [Edit Profile](#) [Visit Catalog](#)

[Add By URL](#)  [Search](#) 10 items

Bulk Actions

<input type="checkbox"/> Catalog Status	Privacy Status	Cover	Title	Author	Tag 1	Tag 2	Pub Date
<input type="checkbox"/>	Public		The Get-Ahead Guide	Elizabeth Smith	Career, Jobs, Resumes, Women	n/a	2013-02-10
<input type="checkbox"/>	Public		What's Your Magic Power?	Elizabeth Smith	Career, Job Search, Jobs, Personal Branding, Resume, Social Media	n/a	
<input type="checkbox"/>	Private		Demobook23 <a href="#">Visit Book</a>   <a href="#">Visit Admin</a>		n/a <a href="#">Edit Tags</a>	n/a <a href="#">Edit Tags</a>	

[Show in Catalog](#)

## Adding Books by Other Users

You can also include books that are not associated with your account to promote and link to the work of other Pressbooks users.

To add books by other users:

1. Copy the Pressbooks webbook link to the book you'd like to include in your catalog.
2. Paste it into the **Add By URL** textbox above the Catalog table.
3. Click **Add By URL**.



## Sorting Your Catalog

You can sort the books in your Catalog by clicking the column headers. You can sort by:

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

## Tagging Your Books

Adding tags to your books can help users find your books by subject and improve your book's Search Engine Optimization. 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. Add the tags for your book.
4. Click **Save Changes**.



Tags For LIBRARY is the new PUBLISHER

Featured  0

Tags 1

Tags 2

[Save Changes](#)

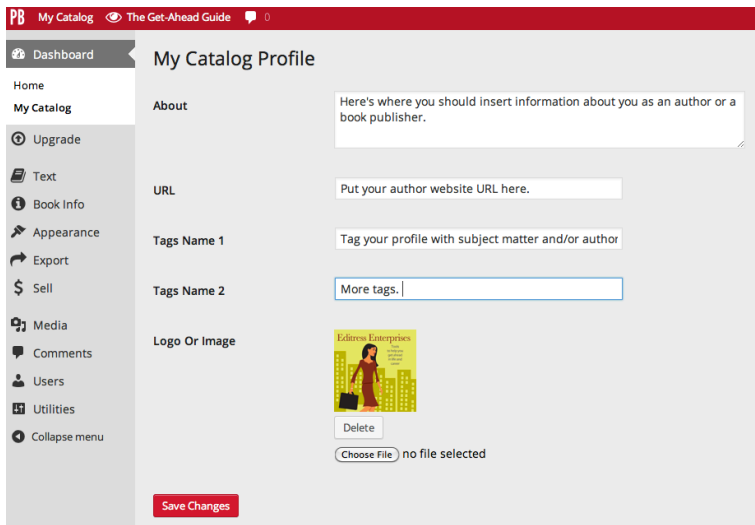
## Customizing your Catalog Profile

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.

Customizations include:

- An About section for details about you as an author
- Links to a personal website
- Tags related to your work
- A logo



*Catalog profile edit page*



PART III  
MAKE YOUR BOOK



# I7.

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 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

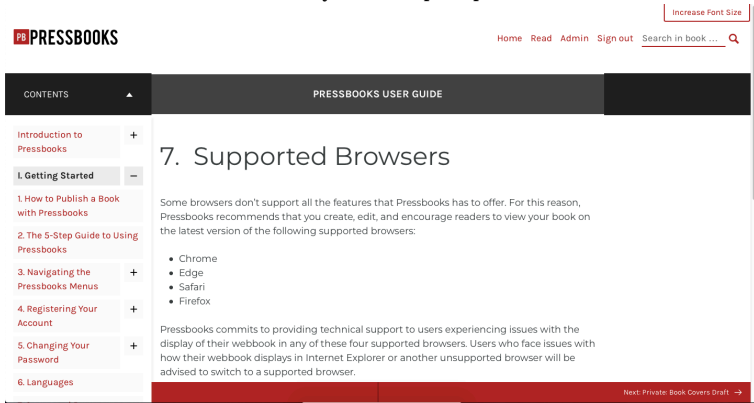
Each book you create with Pressbooks is a new website. Your book-website may live on the same Pressbooks network with hundreds, or even hundreds of thousands of other book-websites. No matter what format of book you're creating, each of your chapters starts out as something like a 'blog post' or 'page' on a website. Pressbooks applies the structure and 'glue' to transform these individual 'posts' or parts or chapters into the book formats we're all familiar with.

With the webbook, the end result will resemble what you might see on a blog or text-rich website, but organized and presented in a way that invites readers to navigate the content like a book. Each 'post' in your book – front matter, chapter, or back matter – becomes its own webpage, a webpage which is structurally connected or linked to other webpages in your book. 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 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.

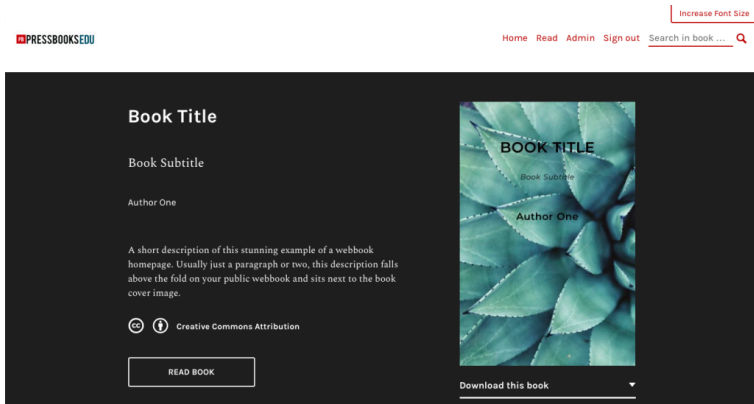
## The Webbook Homepage

Most books have covers. On an ebook you may just see an image. On a print book, you might expect to see a fully designed book jacket 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”; in other words, 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. 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 hosted Pressbooks or open source network, you’re able to [share your latest export files](#) with the public. If that setting is turned on, the most recently exported files of each file type you’ve produced will be freely available for readers to download.

# 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.

## CONTENTS

HIDE ALL CONTENTS

Introduction	
I. An Example Part Title	–
1. Public Chapter With Subsections	–
Section 1	
Section Two	
Chapter Not Shown in Web 🔒	
2. Chapter Not Shown in Exports	
3. Public Chapter With Password	
II. A Second Part	–
A Numberless Chapter	

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

You'll also notice that one of the biggest differences between your webbook and more 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, this metadata is 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

## BOOK INFORMATION

### BOOK DESCRIPTION

An optional longer version of your book's description. This may be the place you put the abstract for your article, for example. For reference, we'll add a bit of filler text.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce et finibus massa. Ut turpis mi, fringilla et efficitur non, elementum eget nunc. Nunc in facilisis magna. Aliquam a nunc felis. Donec quis dolor sem. Nullam rutrum metus id laoreet tristique. Aliquam vel urna est. Etiam luctus tincidunt ex ut ornare. Nam mauris turpis, sagittis sed consectetur eu, ornare at tellus. Nam bibendum lorem a maximus laoreet.

Maecenas efficitur venenatis nulla sit amet rhoncus. Aenean nec volutpat quam. Donec gravida neque id bibendum rhoncus. Nulla facilisi. Vivamus et mauris nunc. Suspendisse ultrices non

### AUTHOR

Author One

### LICENSE



Book Title by Author One is licensed under a [Creative Commons Attribution 4.0 International License](#), except where otherwise noted.

### SUBJECT

The Arts

## Metadata

Continuing further down your webbook home page, you'll find a metadata section that provides a lot more details about your book in a relatively compact display. This metadata section will include nearly all of the information you have elected to enter in your [Book Info page](#):

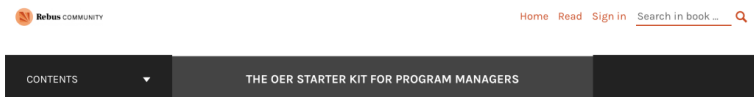
- Title
- Contributors
  - Author
  - Editor
  - Translator
  - Reviewer
  - Illustrator
- License and custom copyright notice
- Subject headings
- Publisher
- Publication date
- Digital object identifier (DOI)
- Ebook ISBN and print ISBN
- Social media hashtag

## The Pressbooks Reading Interface

Your webbook's reading interface is designed 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 Webbook 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 **Rebus Community** network. If a reader clicked that logo, they'd be taken to the **Rebus Community** network's homepage.

**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:** The webbook's reading interface includes a dropdown table of contents that can be accessed from the top of every part of you 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 link:** 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 the reading interface are three buttons that let you navigate through the book.

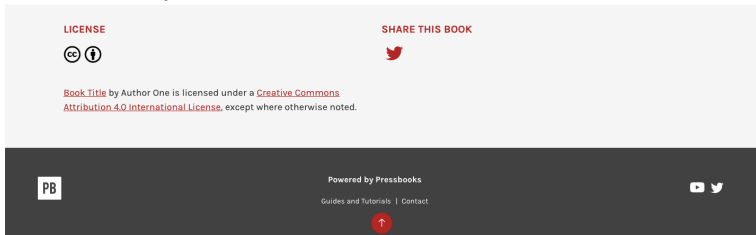


The bottom left of the screen is a button that reads ← **Previous: [post title]**. Clicking this button navigates the reader to the previous page in the book. Similarly, the bottom right of the screen displays a button that reads **Next: [post title]** → and navigates the reader to the next page in the 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 and move with you as you scroll up and down the page.

## The Webbook 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 which generally includes a series of network-specific links.

## Webbook Interactivity – Pressbooks

One of the biggest advantages of the webbook when using Pressbooks 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:



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=54#oembed-1>

The video above was simply pasted into the Pressbooks visual editor as a link from YouTube, and the magic of oEmbed caused it to be embedded as a playable video in the webbook for any reader who accesses the book via the internet.

Other interactive elements include [H5P activities](#):



One or more interactive elements has been excluded

from this version of the text. You can view them online here:

<https://openbook.ums.edu.my/userguide/?p=54>

Or even interactive [timelines](#):

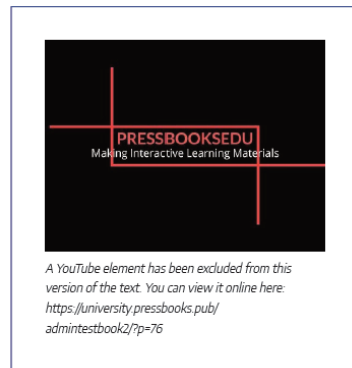


One or more interactive elements has been excluded from this version of the text. You can view them online

here: <https://openbook.ums.edu.my/userguide/?p=54#oembed-2>

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



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.

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To see an example of an open educational resource created with Pressbooks, check out [Português Para Principiantes](#), a textbook designed to teach Brazilian Portuguese created by members of the Department of Spanish & Portuguese at the University of Wisconsin-Madison.

## Português para principiantes

1st digital edition

Department of Spanish & Portuguese, UW-Madison

*Português para principiantes* is a time-tested text which can be used in conjunction with a variety of approaches to the teaching of beginning Portuguese. This media-rich text is designed to provide learners with a solid grammatical basis for using Brazilian Portuguese as well as regular opportunities to practice and improve their ability to read, speak, and understand the Portuguese language as it is used in contemporary Brazil.



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# 18.

No matter what state your book idea exists in now, whether its entirely in your head, already exists in manuscript form in another software format, or has already been published as an ebook or print text, there's a way to get it into Pressbooks to write, complete, or revise it. This chapter provides an overview of several ways you can bringing your book content into the Pressbooks platform.

## Write Your Book Directly in Pressbooks

Writing your book directly in Pressbooks is one of the easiest ways to assure your book is well-formatted. Plus, it gives you the added benefit of using the platform itself as a tool to organize your book. To learn more about writing your book in Pressbooks, see the chapters in the 'Making Your Book' section of this guide.

## Copy and Paste from Another Source

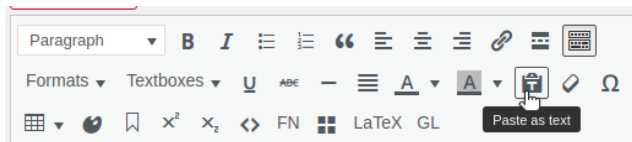
Copying and pasting content from another application (like your word processor) is a reliable but sometimes labor-intensive way to bring content into Pressbooks. If you'd like to copy and paste your text into Pressbooks, we recommend:

1. Create empty Parts and Chapters in Pressbooks which reflect the desired structure of your finished manuscript.
2. From the book dashboard, click [Organize](#) and select the first Chapter you would like to paste content into.

3. Open your source document and highlight and copy your desired text selection.
4. Return to the browser tab with the open Pressbooks chapter and place your cursor in the body of the chapter.
5. Use your computer's paste command to paste text into the chapter body.
6. Click **Update** to save your changes.
7. Repeat as needed until all of your content has been pasted in the relevant sections of your book.

If you use this copy & paste method, you will likely still want to review the pasted text to make sure that it does not include unwanted elements. The text editor can help you spot span tags and other unwanted artifacts that may have been present in your source document.

**Note:** Pressbooks will attempt to automatically clean up text that has been pasted from Microsoft Word by retaining formatting that will be displayed correctly into book files (things like headings, paragraphs, line breaks, bolding, italics and lists), and removing styling-specific span tags and other unnecessary cruft. You can choose to bypass this feature and paste your selection as plain text by activating 'Paste as Text' in the Visual Text Editor.



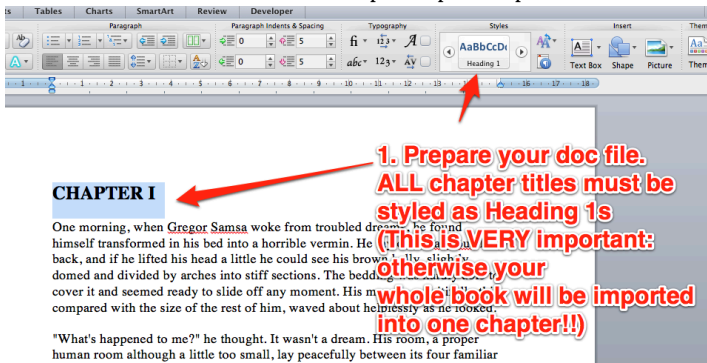
# Import from a Word Document

Pressbooks includes [an import tool](#) that allows you to import content from several sources, including Word (.docx) documents. This importer will bring in all your chapters along with basic styling choices you've made (italic, bold, lists, etc).

## Prepare Your .docx File Before Import

There are a few things you can do in Microsoft to improve the resulting quality of the import to Pressbooks.

1. Select all the text in your Word document and apply the Normal style.
2. Use the Styles tool to apply the 'Heading 1' style to each of your desired chapter titles. This will help Pressbooks recognize this content as the start of a new chapter upon import.

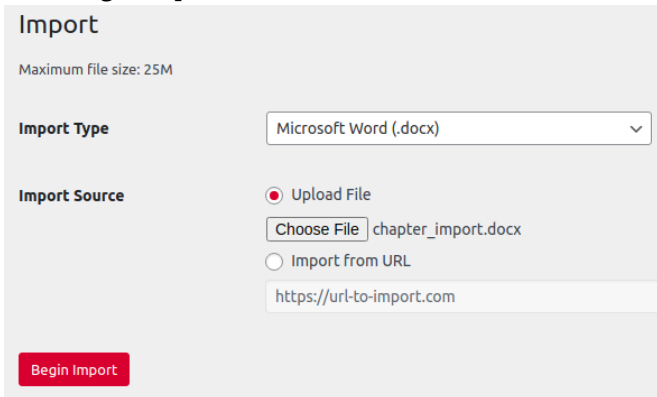


3. Add any of the [supported shortcodes](#) to your Word document to have this content handled properly upon import.

## Import a Prepared .docx File

To import your content into Pressbooks from a Word document:

1. Navigate to **Import** from the left sidebar menu
2. Select '**Microsoft Word (.docx)**' from the 'Import Type' menu
3. Choose **Upload File** from the 'Import Source' option
4. Click '**Choose File**' and select the word document you'd like to import.
5. Click '**Begin Import**'



Import

Maximum file size: 25M

**Import Type** Microsoft Word (.docx) ▾

**Import Source**

Upload File

chapter\_import.docx

Import from URL

https://url-to-import.com

**Begin Import**

6. Once your docx file has been uploaded and processed by Pressbooks, you'll see an overview of the available content Pressbooks can import from this file. Select each chunk of content you'd like to import by checking the box in the left column of the table. Select all content at once by clicking the checkbox in the top row of the table.
  7. Apply the relevant content type (front/back matter, chapter, etc.) for each section of the document you wish to import. (Note: part is not an available selection for docx imports, but post-import, it is possible to [create a new part](#) and move imported content into that part.)
1. Click **Import Selection** to initiate the import process


**Import**

Select content below for import into Pressbooks.

Source: chapter\_import.docx

<input checked="" type="checkbox"/> Title	Front Matter	Chapter	Back Matter	Glossary
<input checked="" type="checkbox"/> Chapter 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> From Kafka's The Metamorphosis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> The Bug	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Gregor & His Sister	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Title	Front Matter	Chapter	Back Matter	Glossary

Show imported content in web



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=56#oembed-1>

## Import from a Pressbooks XML file

Pressbooks allows you to quickly and easily export and import all or part of your book from one network to another, or from one book shell to another within the same network using XML imports and exports. XML imports are particularly powerful when [book cloning](#) is not an option (as is the case for users of Pressbooks.com).

[Once you have obtained an XML file for the book you'd like to import](#), you can import all or part of this book into a new or existing book in Pressbooks. To do so:

1. Click '**Import**' from the book admin dashboard of the book you'd like to import into.

2. From the dropdown menu, select WordPress WXR as your format.

**Import**

Maximum file size: 25M

**Import Type**

**Import Source**

EPUB (.epub) ▼

EPUB (.epub)

Microsoft Word (.docx)

OpenOffice (.odt)

Pressbooks/WordPress XML (.wxr or .xml)

Web page (.html or URL)

Import from URL

https://url-to-import.com

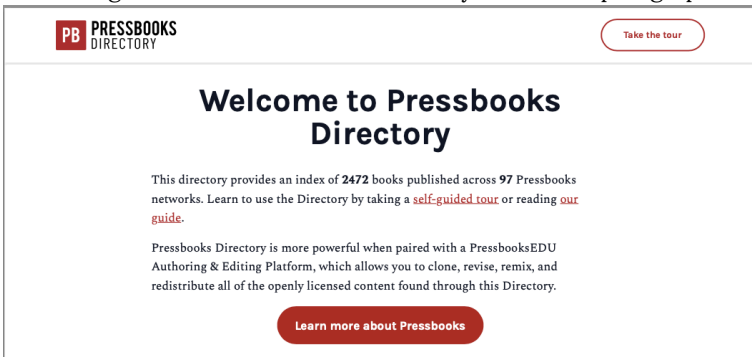
**Begin Import**

3. Click **'Choose File'** and upload the XML file that you previously downloaded.
4. Click **'Begin Import'**
5. Select all of the content you wish to import into this second book and click **'Import Selection'**.
6. Repeat for any other books or content you want to import.

## 19.

The [Pressbooks Directory](#) is designed to help people quickly find desired resources, no matter whether they are looking for a specific book or multiple resources spanning one or more topics. You can use faceted search/filtering, full-text search, and various sorting and display options to help you find what you're looking for.

To get started with the Directory, we recommend users 'Take the tour' by clicking the button in the top right of the Directory's header or the 'self-guided tour' link in the Directory's welcome paragraph.



The screenshot shows the top of the Pressbooks Directory website. In the top left corner, there is a logo with 'PB' in a red square followed by 'PRESSBOOKS DIRECTORY'. In the top right corner, there is a red button with white text that says 'Take the tour'. Below the header, the main heading reads 'Welcome to Pressbooks Directory'. Underneath this heading, there is a paragraph of text: 'This directory provides an index of 2472 books published across 97 Pressbooks networks. Learn to use the Directory by taking a [self-guided tour](#) or reading [our guide](#).' Below this paragraph is another paragraph: 'Pressbooks Directory is more powerful when paired with a PressbooksEDU Authoring & Editing Platform, which allows you to clone, revise, remix, and redistribute all of the openly licensed content found through this Directory.' At the bottom of the page, there is a red button with white text that says 'Learn more about Pressbooks'.

By default, the Pressbooks Directory will include most public books on your network, though individual authors [can choose to exclude their public books from being listed in the directory](#).

**Note:** At present, we are not indexing any books published on Pressbooks.com in the Pressbooks Directory. For books published on Pressbooks and self-hosted networks, we apply a few screening conditions to weed out public books we think are likely to be less useful for Directory users. If a public book has fewer

than 1500 words, or includes the word ‘Test’ or the word ‘Demo’ in their title, it will be ignored by the Directory, even if its creator has set the book to public and flagged it for inclusion in the directory.

## Search the Directory

The Directory includes a search bar in the “Find a book” section which allows you to search the full text of all available metadata for all of the books included in the Directory.

**Find a book**

Search

10 books Relevance

Search terms (strings) must be at least three characters long and can contain partial phrases: the query ‘medi’ will return results containing the words ‘media’, ‘medicine’, or ‘medical’, for example. If multiple strings are entered, an implicit AND operator will be added, meaning that results will only be shown if they contain each of the terms used in the query. Most languages support some degree of [‘typo tolerance’](#), which means that results will be displayed for phrases/words if even they have minor differences in spelling or spacing.

To search for an exact phrase, enclose the full phrase in quotation marks: i.e. “open education”. Typo tolerance is disabled for terms

enclosed in quotation marks. These queries are not case sensitive.

### Find a book

Search: "open education" | 10 books | Relevance

Filters | Results: 115 books | Share this query

Active Filters

1 2 3 4 5 6 7 →

ECAMPUSONTARIO.PRESSBOOKS.PUB | ECAMPUSONTARIO OPEN AUTHORIZING PLATFORM  
**OER Toolkit for Trades Instructors: Adopting an Open Education Resource & Integrating It into a Trades Course**  
6,731 words | 2.23 MB | 0 HSP activities  
Author(s): Sue Doner, Susan Chandler  
Updated: 03-10-2020  
Publisher: BCcampus  
Language: English (Canada)

Adopting an Open Education Resource & Integrating it into a Trades Course: OER Toolkit for Trades Instructors shows a snapshot of the OER adoption process. This Toolkit is designed to answer questions posed by BC Trades instructors specifically, but the steps described will also support similar projects in other disciplines and programs. The Toolkit is presented in the form o...

[Read more](#)

BCcampus Open Education  
**OER Toolkit for Trades Instructors**

To exclude a string or phrase from the results, use the ‘-’ character just before the term you wish to exclude (this acts as a NOT operator). For example, the query ‘writing “open education” -pedagogy’ would return all of the records which contain the word ‘writing’ AND the phrase “open education” but NOT the word ‘pedagogy’.

### Find a book

Search: "writing \"open education\" -pedagogy" | 14 books | Relevance

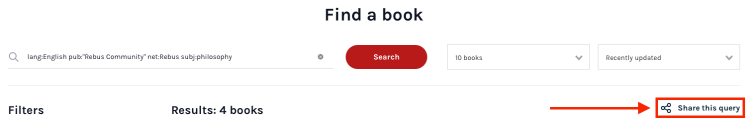
Some metadata facets can be searched explicitly via the search bar through the use of a specific prefix. Fields which support this feature include subject (subj:'query'), language (lang:'query'), network (net:'query'), and publisher (pub:'query'). If you wanted to find all of the English language books published by the Rebus Community on the Rebus network with a subject containing the word philosophy, you could use the following query: **'lang:English pub:"Rebus Community" net:Rebus subj:philosophy'**.

## Share Your Search Query

Each specific search query or combination of filters generates a

unique URL in the browser bar which encodes the specific query values. Query URLs can be bookmarked, saved, and shared to allow anyone to recreate your specific query at some future time and retrieve dynamic results at the time that they input the URL.

To share the URL for a query you've performed, Click the **'Share this query'** button to the right of the search interface.



## Filter Directory Results

In addition to the free search tool, you can also use filters/faceted searching to refine your results. Each of the discrete filters can be used in conjunction with one another, and multiple options can be selected for each of the filter values. When multiple options are selected within a single facet, they act as an OR operator. With the dropdown option filters, you will get the choice to explicitly include them or exclude them from your search.

# Filter Types and Usages

1. **License:** Dropdown selector with different copyright licenses which are [options on Book Info\\*](#)
2. **Subject:** Dropdown selector with different subjects which are [options on Book Info\\*](#)
3. **Network:** Dropdown selector with all Pressbooks networks whose book(s) are included the directory. The number of books they have in the directory will show up next to their network name. These correspond with the network name on the bookcard.
4. **Collection:** Search by collections of books and OER on various subjects curated by the Pressbooks Librarian.
5. **Last Updated:** Date selector using calendar dropdowns for 'From' and 'To' to choose the date range within which a book (or its metadata) was last edited by its creator.
6. **Language:** Dropdown selector with different language options which are [options on Book Info\\*](#)
7. **Publisher:** Dropdown selector with all the entities which have been [explicitly entered as a Publisher on Book Info](#), with the number of books available on the directory from the publisher next to their name. This is an optional field on Book Info, and

## Filters

Recommended	▼
License	▼
Subject	▼
Network	▼
Collection	▼
Last Updated	▼
Language	▼
Publisher	▼
Word Count	▼
H5P Activities	▼
Storage	▼

*Pressbooks Directory Filters*

many books are published without an explicit publisher.

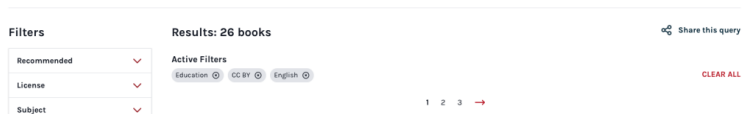
8. **Word Count:** Input boxes for range of minimum to maximum number of words in a book
9. **H5P Activities:** Input boxes for range of minimum to maximum number of H5P activities in a book
10. **Based on:** Provides the option to select to select or remove cloned books
11. **Storage size:** Input boxes for range of minimum to maximum size of a book in Megabytes (MB)

\*If you do not see an option in the selector but it exists as an option in Book Info, it means that a book which falls in that category has not yet been included in the directory.

## Clearing filters

When filters start being applied, they will show below the search bar, under **Active Filters**. Above the active filters, you will see the number of results which correspond with these active filters. Furthermore, the number of results will automatically adjust as filters are added and removed.

To remove a specific filter, simply click on the name of the applied filter. To remove all refinements, click on **CLEAR ALL** to the right of the screen.

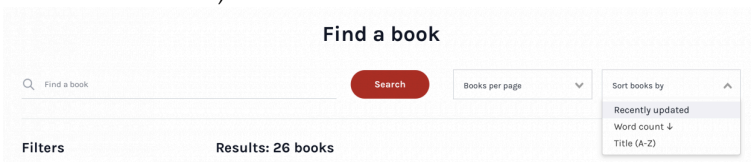


## Sorting search results

To the right of the search bar, you will see two options for organizing the view of your search. The custom sorting that you decide on will work concurrently with the **Active Filters**.

**Books per page:** By default, there 10 results/book cards are shown per page. This selector allows you to display 10, 20 or 50 results per page.

**Sort cards by:** By default, the books are listed by when they were last updated (most recent to least recent). This selector will give you the option to choose from one of three sort options: Alphabet (A-Z), Word Count (in decreasing order) and Recently Updated (most recent to least recent).



## Book Cards

Each book on the directory is represented with a book card. These cards provide key information (metadata) about each book and its location, and the title itself includes a link which will take you directly to the public webbook it describes to explore further. Each component of the book card has been labeled and explained below:

PRESS.REBUS.COMMUNITY | REBUS COMMUNITY <sup>1</sup>

## The Rebus Guide to Publishing Open Textbooks (So Far) <sup>2</sup>

57016 words | 61.63 MB | 2 HSP activities <sup>3</sup>

**Author(s):** Apurva Ashok, Zoe Wake Hyde

**Editor(s):** David Szanto

**Subject(s):** Publishing and book trade, Writing and editing guides

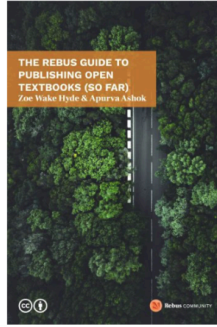
**Updated:** 07-3-2020

**Publisher:** Rebus Community

**Language:** English

The Rebus Guide to Publishing Open Textbooks (So Far) is for anyone thinking about starting an open textbook project. It starts at the beginning of the process, with chapters on project scoping and building a team, and then moves on to content creation and editing, getting feedback and reviews, coordinating release and adoptions, and sustaining the book's community. The book is als...

[Read more](#)



<b>1. Book's root network</b>	This line provides you with information about the Pressbooks network where the book has been published. This line is split into two parts, divided by a vertical bar: the network's root domain (URL) is printed to the left of the ' ' and the network's name is printed to the right of the ' '.
<b>2. Book title</b>	This is the title of the book. Upon clicking on it, you will be taken to the webbook's home page.
<b>3. Word Count, Storage, Size, # of H5P Activities</b>	Beneath the title, we'll display the total Word Count and Storage Size for each book, along with the number of H5P activities that have been created in the book. If a book includes interactive H5P activities or content, the number of H5P activities will link to an H5P listing page for the book which displays a listing of all H5P activities which have been created in the book.
<b>4. Book cover</b>	The book cover is shown as it appears on the book's homepage.
<b>5. Book metadata &amp; description</b>	<p>This section includes several metadata fields for the book as well as its description. Most of this information comes directly from <a href="#">the 'Book Info'</a> entered in the book itself, and is automatically changed and updated in the Directory shortly after the metadata for the book itself is changed. Where this information is available, this section of the book card will include the following:</p> <ul style="list-style-type: none"> <li>• Author(s)</li> <li>• Editor(s)</li> <li>• Subject(s)</li> <li>• Last Updated Date</li> <li>• Publisher</li> <li>• Language</li> <li>• Description</li> </ul>
<b>6. Additional Information</b>	<p>There are visually intuitive icons here which allow quick identification of the contents in this book: <b>License</b>, <b>H5P activities</b> and <b>Originality</b>.</p> <ul style="list-style-type: none"> <li>• <b>License:</b> This is the copyright license that the book has been released under.</li> <li>• <b>H5P activities:</b> This button will appear if there are H5P activities included in this book.</li> <li>• <b>Originality:</b> This button shows whether this book is an original or was cloned from another Pressbooks title. If the 'parent' position is filled, it means that this book is an original (as is the example bookcard above). Conversely, if the 'child' position is filled, the book has been cloned from another source.</li> </ul>

## 20.

Pressbooks enables you to easily “clone” or copy any public, openly licensed book from one Pressbooks network to another. When you clone a book to your own network, you create a copy of the original book. You can then revise, remix, and redistribute your copy however you like without affecting the original book.

Book cloning enables a wide range of open pedagogical practices for both individuals and institutions. For example, cloning empowers students to collaborate on and improve ‘living resources’ that have been sustained over several iterations of a course, allows teachers to duplicate and immediately begin personalizing books specifically for their students’ needs, enables course chairs or program leads to quickly update shared course material (like syllabi) each semester without altering or destroying previous versions, and lets universities freely share public teaching and research materials they have developed for quick adoption and adaptation by others.



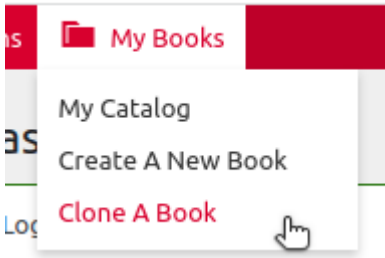
*One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=60#oembed-1>*

## Clone a Book

You can clone any Pressbooks book that has been made public on the web and is in the public domain or has been published with a Creative Commons license that permits the free distribution

of derivatives. Private books or books published as all rights reserved or “No Derivatives” licenses cannot be cloned.

To clone a book:



1. Click **'My Catalog -> Clone a Book'** from the top nav-bar or click the 'Clone a Book' button on your user dashboard to be brought to the Clone A Book interface
2. **Enter the Source Book URL** of the book you'd like to clone
3. **Enter the Target Book URL.** This will be the web address for the book you're about to create. It cannot be changed later, so choose carefully.
4. **Enter your desired Target Book Title.** If you leave this field blank, the target book will have the same title as the source book. Your book title can be changed after cloning is completed using the [Book Info](#) tool.

### Clone a Book

This tool allows you to [clone openly licensed books](#) from one Pressbooks network to another. Search the thousands of books in the [Pressbooks Directory](#) for material you would like to clone. Once a book is cloned into your network, you can edit content, add new media, and enhance with HSP interactive activities.

**Source Book URL**   
Enter the URL to a Pressbooks book with an open license which permits cloning.

**Target Book URL**   
Enter an available URL where you want this book to be cloned.

**Target Book Title**   
Optional. If you leave this blank, the title of the source book will be used.

[Clone This Book](#)

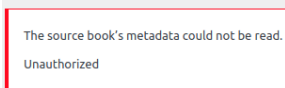
5. **Click Clone This Book**
6. Watch the progress of the cloning operation. When the cloning process completes, **click the new book's title in the success message** to access the new book's admin dashboard.



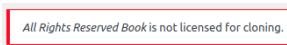
*Cloning  
success  
message*

## Understand Cloning Error Messages

If you attempt to clone a book which cannot be cloned, Pressbooks will display an error message which provides more information about why the cloning operation failed *before* beginning the cloning routine.

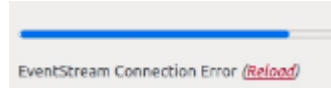


*Error  
mess  
age  
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n  
when  
you  
attem  
pt to  
clone  
a  
priva  
te  
book*



*Error  
mess  
age  
show  
n  
when  
you  
attem  
pt to  
clone  
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book  
whic  
h is  
not  
licens  
ed for  
cloni  
ng.*

In some rare cases, an in progress cloning operation may display an 'EventStream Connection Error' message before the progress bar reaches 100%. This occurs most



EventStream Connection Error

often when you are cloning very large books or attempting to clone from a self-hosted network with an overwhelmed server. Most of the time your cloning operation is still in progress and will complete successfully if you wait patiently. Instead of starting a new cloning operation for this book, we recommend waiting several minutes and then checking your 'My Books' listing in the top nav-bar to see if your cloned book appears here. If the cloned book never appears, please contact your network manager.

## What Content is Cloned

### What is included when you clone a book:

- All the chapters, front matter, and back matter that were public and openly licensed in the original source book
- All the text in the above chapters, front matter, and back matter
- All the images, videos, and other media that were in the media library of the original source book and are linked from the cloned content
- Metadata associated with an image
- The metadata in the Book Info section of the original source book
- The metadata for the media content cloned from the original source book
- H5P activities that have been inserted into public parts, chapters, front matter or back matter.<sup>1</sup>

### What isn't included when you clone a book:

- Chapters, front matter, and back matter in the source book that were not public (i.e. has 'show in web' checked) or openly licensed at the time the clone was performed
- TablePress tables
- Media galleries, audio and video playlists
- H5P activities that were created in the source book but have not been embedded in public parts, chapters, front matter, or back matter.

## Enable Source Comparison in a Cloned Book

You can enable source comparison on a cloned book to allow readers to view the difference between your cloned book and the source material it was cloned from. To enable source comparison on a cloned book:

1. Click '**Appearance -> Theme Options**'
2. Click the **Web Options** tab
3. **Click the 'Enable Source Comparison' checkbox** to "Add comparison tool to the end of each front matter, part, chapter,

1. All hosted Pressbooks networks fully support H5P cloning, but the success of the clone depends on the versions of Pressbooks and the H5P plugin running on both the source and target network. Open source networks must be running Pressbooks 5.13.0 or later and H5P 1.15.0 or later for H5P cloning to succeed. If you experience cloning errors related to H5P, please contact your network manager.

and back matter”

Global Options **Web Options** PDF Options Ebook Options

**Web Options**

These options apply to the webbook.

**Enable Social Media**  Adds a button to cover page and each chapter which allows readers to share links to your book.

**Webbook Width** Standard ▾

**Paragraph Separation**  Indent paragraphs  
 Skip lines between paragraphs

**Display Part Title**  Display the Part title on each chapter

**Collapse Sections**  Collapse sections within front matter, chapters, and back matter

**Enable Source Comparison**  Add comparison tool to the end of each front matter, part, chapter, and back matter  
Allows readers to compare content with the original book from which it was cloned.

4. Click **Save Changes**

## View Source Comparison for a Cloned Book

After you’ve enabled source comparison on a cloned book, a **SHOW COMPARISON WITH ORIGINAL** button will be added to the bottom of the reading interface in every chapter of your book.

This chapter is adapted from [The Simple 5 Step Guide to Making a Book with Pressbooks](#) in [Pressbooks User Guide](#) by Pressbooks.

**SHOW COMPARISON WITH ORIGINAL**

Clicking this button will cause the source comparison to be displayed if it currently invisible, or hidden if it is currently visible. When expanded the Show Comparison view will indicate the total

number of additions and deletions, following by two columns of HTML output.

Note: The comparison below is between this text and the **current version** of the text from which it was adapted.

55 additions / 47 deletions

The source book text will appear in the left column and the clone book text will appear on the right. Differences will be highlighted; modified sections are set in red in the source text and green in the cloned text. Deletions will appear in a bolder red in the source book column; additions will appear in bolder green in the cloned text column.

Our goal is to offer the Pressbooks interface in as many languages as possible, and we use [a crowd-sourced translation tool](#) to expand our offerings. This service allows anyone to log in and translate as many or as few words as they want, to contribute to the completion of a language project, which then becomes an option for all Pressbooks users. If you think you can help, go to our [page](https://www.transifex.com/pressbooks/pressbooks/) and see if your language needs work.

**<? id="scriptsupport">Language & Script Support (formerly Global Typography)**  
**</?>**

If your book includes text in a language that uses a non-Latin alphabet, Pressbooks allows you to embed additional fonts in your exported files to ensure it displays correctly.

To do this, go to your "Theme Options" page and select the required language(s) under the "Language & Script Support" option.

**[caption id="attachment\_1625" align="alignnone" width="1060"] Choose your language or script under "Language"[/caption]**

I've completely taken out this paragraph and replaced it with another. (But you should still check out our [community translation project](https://www.transifex.com/pressbooks/).)

&nbsp;

Language & Script Support (formerly Global Typography)

If your book includes text in a language that uses a non-Latin alphabet, Pressbooks allows you to embed additional fonts in your exported files to ensure it displays correctly.

To do this, go to your "Theme Options" page and select the required language(s) under the "Language & Script Support" option.

**[caption id="attachment\_46" align="alignnone" width="1060"] Choose your language or script under "Language"[/caption]**

## 2I.

Front matter is the stuff that goes at the beginning of the book before its main content. Common types of front matter in books include a title page and copyright notice, acknowledgements, a dedication, or an introduction, preface, foreward, or prologue. You can include as much (or as little) front matter in your book as you like.

When you first create a book, it will include one piece of Front Matter which has been given the name 'Introduction' and is assigned to the front matter type of 'Introduction'. You can add more front matter, and edit or delete existing front matter.

## Add New Front Matter

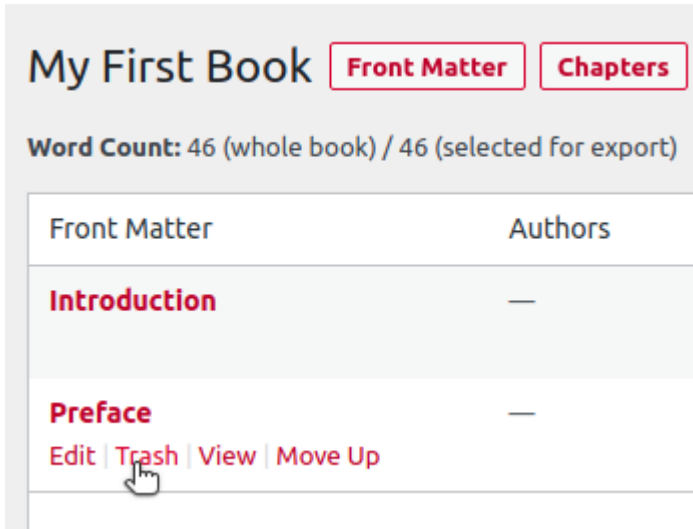
To add new matter of your book:

1. Click '**Organize -> Add Front Matter**' from the your book's left-hand admin menu (or click the 'Add Front Matter' button on the Organize page itself)
2. **Enter a title** on the Add Front Matter page.
3. Add your desired content.
4. Add a number to the **Order** input in Front Matter Attributes to control its placement relative to other front matter book (parts are displayed in numeric order, with 0 appearing first, 1 next, 2 after that, and so on)
5. Assign your front matter to the relevant 'Front Matter Type'
6. Click **Create**.

# Delete Front Matter

If you've created front matter that you no longer wish to include in your book, you can delete it. To do so:

1. Click **'Organize'** in your book's left-hand admin menu.
2. Hover over the name of the Front Matter you'd like to delete and click **'Trash'**



# Edit Front Matter

To edit existing front matter:

1. Click **'Organize'** in your book's left-hand admin menu.
2. Click the name of the Front Matter content you'd like to edit (or hover over the Front Matter content's name and click **'Edit'**)
3. Make the desired changes to its title, content, status &

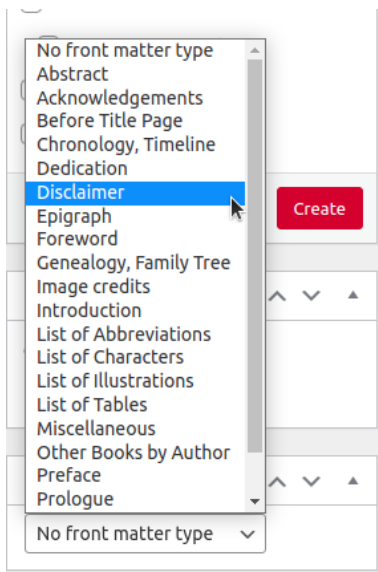
visibility, order and front matter type.

4. Click the **'Save'** button.

## Apply Front Matter Types

Pressbooks lets you specify 21 types of front matter:

- 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



These can be applied using the 'Front Matter Type' dropdown below the Status & Visibility Widget.

**NOTE:** Several front matter types have specific styling which affect the appearance of the content in your webbook and export files. You can apply [custom CSS](#) to change their appearance, if desired.

Clearly, not every book will have front matter of each of these types. However, Pressbooks uses front matter type to determine their order and placement in the book in our EPUB and PDF exports.

## Understand Front Matter Order in Exports

While you can fully customize the display order of all of your front matter in your webbook using the [Organize tool](#), Pressbooks follows the Chicago Manual of Style's recommendations when determining the display order of various front matter types in our PDF and EPUB exports:

1. Book half title
2. Series title, frontispiece or blank
3. Title page
4. Copyright Page
5. Dedication
6. Epigraph
7. (Table of) Contents
8. (List of) Illustrations
9. (List of) Tables
10. Foreword
11. Preface
12. Acknowledgments (if not part of preface)
13. Introduction (if not part of text)

14. Abbreviations (if not in back matter)
15. Chronology (if not in back matter)

**Note:** If you are unhappy with the automatic Chicago ordering of front matter in your export files, you can control placement by editing the front matter type for the relevant content. For example, if you wanted to include a Dedication and an Epigraph in your book, but wanted both of these pieces of front matter to appear *after* your Table of Contents, you could assign them to use the 'Miscellaneous' front matter type. If you would like to include a blurb of other front matter before the title page in your EPUB and PDF exports, you could apply the 'Before Title Page' front matter type.

## 22.

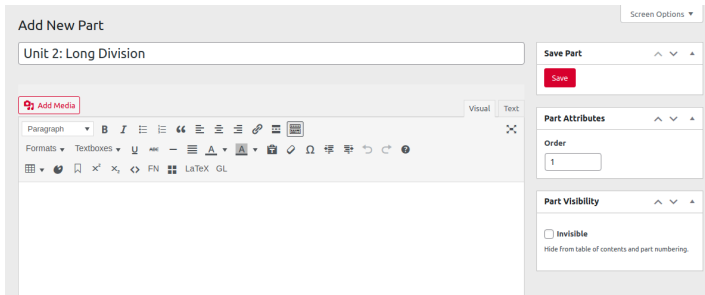
Most books contain three primary components: [Front Matter](#) (things like copyright and preface), [Back Matter](#) (things like index and appendices) and the Main Body (at least one **'part'** with at least one [chapter](#)). In Pressbooks terminology, a 'part' is a container which can contain as many individual chapters as you want. It may be helpful to think of a part as a discrete section or unit in your book.

When a book is first created in Pressbooks it has a single 'part' called 'Main Body' which contains a default chapter called 'Chapter 1'. You can add more parts, and rename or delete existing parts, though your book should typically always contain at least one part.

## Add a New Part

To add a new part to the main body of your book:

1. Click **'Organize -> Add Part'** from the your book's left-hand admin menu (or the 'Add Part' button on the Organize page)
2. **Enter a title** for your part on the Add New Part page.
3. Add textual or other content for the part itself, if desired.
4. Add a number to the **Order** input in part attributes to control its placement relative to other parts in your book (parts are displayed in numeric order, with 0 appearing first, 1 next, 2 after that, and so on)
5. Click the 'Invisible' option in Part Visibility if you'd like to hide the part itself from your table of content and part numbering. Part visibility does not affect the visibility of any chapters contained within a part.
6. Click **Save**.



## Delete a Part

If you've created a part that you no longer wish to include in your book, you can delete it. To do so:

1. Click **'Organize'** in your book's left-hand admin menu.
2. Hover over the name of the part you'd like to delete and click **'Trash'**

<b>Formative Activities</b> Edit   Trash   View	Authors	Show in Web
<b>Student Conference Preparation Guide</b>	Naomi Salmon	<input checked="" type="checkbox"/>

## Edit or Rename a Part

To edit or rename an existing part:

1. Click **'Organize'** in your book's left-hand admin menu.
2. Click the name of the part you'd like to edit (or hover over the part's name and click **'Edit'**)

3. Make the desired changes
4. Click the **'Save'** button.

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](#).



*One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=64#oembed-1>*

## Make a Part 'Invisible'

If you'd like to have more than one Part in your book but want a certain set of chapters to appear as though they sit outside of any Part, you can make the part in which they occur "invisible." 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: THE FIRST PART

3. A Third Chapter
4. Yet One More Chapter

PART II: THE SECOND PART

5. A Fifth Chapter

## Changing the Part Label

As previously noted, the default label for the organizing unit which contains chapters is ‘part’. If you’ve chosen to display part and chapter numbers in your book, you can replace this default label with the name of your choice. To customize the Part label in your book:

1. Click ‘**Appearance > Theme Options**’ from the left sidebar menu in Pressbooks
2. Enable the ‘**Part and Chapter Number**’ setting from the Global Options tab.
3. The “Part Label” and “Chapter Label” settings will appear. **Enter your preferred Part Label.**
4. Click **Save Changes** at the bottom of the page

Global Options   Web Options   PDF Options   Ebook Options

**Global Options**

These options apply universally to webbook, PDF and ebook exports.

**Part and Chapter Numbers**    Display part and chapter numbers

**Part Label**     
*The "part" label is used in the table of contents and in part titles in your webbook and exports.*

**Chapter Label**     
*The "chapter" label is used in the table of contents and in chapter titles in your webbook and exports.*

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:** Not all themes display part labels in their design; changing the part labels will have no observable effect in themes which don't use or display them.

## 23.

Just as your book can contain several pieces of [front matter](#) or [back matter](#), and several parts, so too can your book include several chapters. In Pressbooks, a chapter is the primary unit of content in the main body of your book, and each Pressbooks in chapter must belong to a [part](#).

When your book is first created, it will automatically include a part called ‘Main Body’ and that part will include a single chapter called ‘Chapter 1’. You can create as many new chapters as you like, move chapters between parts or reorder them within a given part, and edit or delete chapters.

### Add a Chapter

1. Click ‘**Organize -> Add Chapter**’ from the left sidebar menu of your book’s dashboard (or click the ‘Add Chapter’ button on the Organize page itself)
2. **Enter a title** on the Add Chapter page.
3. Add your desired content.
4. Select the **Part** your chapter should belong to
5. Select the relevant **Chapter Type** for your chapter type
6. Click the “**Create**” button

### Delete a Chapter

If you’ve created a chapter that you no longer wish to include in your book, you can delete it. To do so:

1. Click '**Organize**' in your book's left-hand admin menu.
2. Hover over the name of the Front Matter you'd like to delete and click '**Trash**'

## 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"

## Chapter Types

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." 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:** (default) This chapter type typically resembles the "Standard" chapter type

To remove automatic numbering from a chapter:

1. Open up your chapter editor
2. Select '**Numberless**' from the 'Chapter Type' dropdown menu
3. **Save** your changes

Afterward, the automatic numbering of chapters in your book will skip all numberless chapters, as seen in the example below:

1. A Great Chapter

**A Numberless Chapter**

2. Another Great Chapter

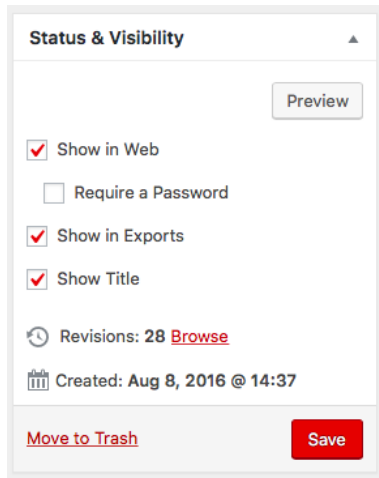
**Another Numberless Chapter**

3. A Wonderful Chapter

## 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. Common uses for password protected content include situations where content needs to undergo some form of pre-release or peer review before the chapter is made fully public.



The screenshot shows a 'Status & Visibility' settings panel. At the top right is a 'Preview' button. Below it are four checkboxes: 'Show in Web' (checked), 'Require a Password' (unchecked), 'Show in Exports' (checked), and 'Show Title' (checked). Underneath these is a 'Revisions: 28' section with a 'Browse' link. At the bottom, it says 'Created: Aug 8, 2016 @ 14:37'. At the very bottom of the panel are two buttons: 'Move to Trash' and 'Save'.

- **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", none of your book's content will be visible to anyone who isn't a user in your book with sufficient permissions to view private content. The same thing is true in a globally public book for individual content where Show in Web is not selected. [Learn more about chapter and book-level 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. Pressbooks saves the 50 most recent revisions for front matter, back matter, parts and chapters.
- **Move to Trash:** Remove the entire chapter from your book
- **Save:** Save your changes

Note: Along with other menus, the Status & Visibility menu can be moved (via clicking and dragging) to different parts of the chapter editor page. If this menu does not appear in its default position to the right of the content editor, you may have inadvertently moved it further down the page, below the content editor. It's possible click and drag it back to its default position.

# Viewing Password-Protected Content

When visitors navigate to a public chapter which requires a password, they will see the chapter title and a prompt asking them for the password where the content would normally display.

CHAPTER 15.  
PROTECTED: HYPOTHESIS FOR WEBBOOK ANNOTATION

---

This content is password protected. To view it please enter your password below:

Password:

ENTER

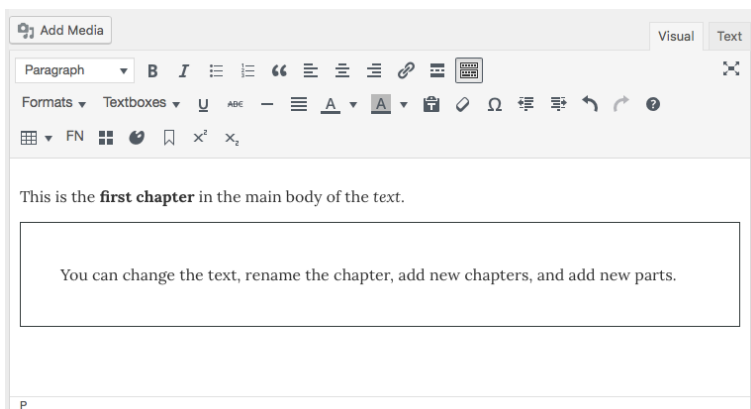
If the correct password is entered, the user will have access to that chapter and all others in the book which are protected by the same password.

# Using the Visual and Text Editors

When editing content in Pressbooks, you can move between two editor views: the **visual editor** and the **text editor**.

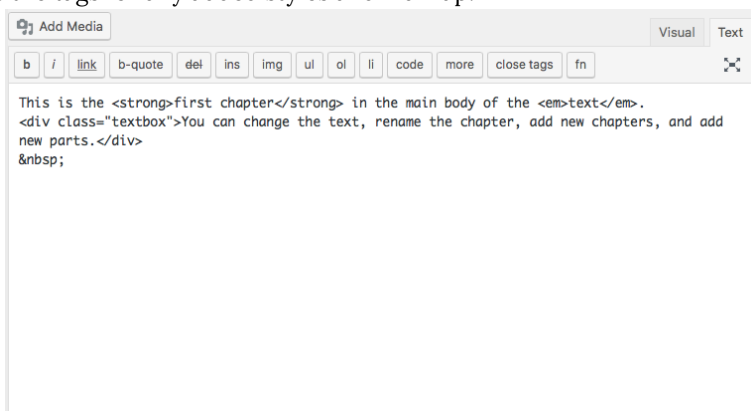
## The Visual Editor

The visual editor is a WYSIWYG (what you see is what you get) editor with a toolbar that allows you to style your text. This editor will emulate the style and display of your exports whenever possible.



## 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.



[Learn more about Pressbooks' Visual & Text Editors.](#)

# View, Compare, and Restore 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.

You can view past revisions by clicking ‘**Browse**’ next to the revision count in the Status & Visibility menu or by clicking the timestamp of any specific revision you are interested in. From the ‘Compare Revisions’ 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



# 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.

### Chapter Metadata

**Chapter Short Title (appears in the PDF running header and webbook navigation)**

**Chapter Subtitle (appears in the Web/ebook/PDF output)**

**Chapter Author(s)**

✕ Markus Aspelmeyer ✕

[Create New Contributor](#)

**Chapter Copyright License (overrides book license on this page)**

**Chapter Digital Object Identifier (DOI)**

**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 well 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. If the author has not yet been added as a contributor, you can click “Create New Contributor” to add them. 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 and can be displayed in an [optional 'About the Authors' section](#).

**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](#).

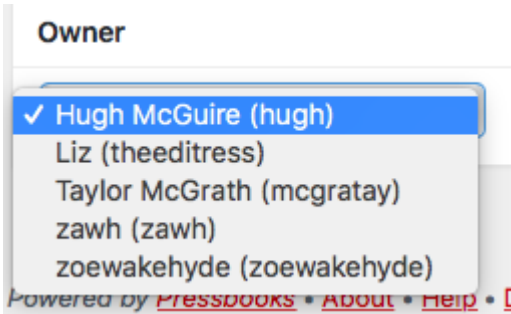
Every webbook chapter has a chapter-level license statement in the footer regardless of whether a specific chapter license has been chosen. There are four different scenarios:

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 chapters will not be cloned onto the new network, since their licenses do not permit others to freely publish derivatives.

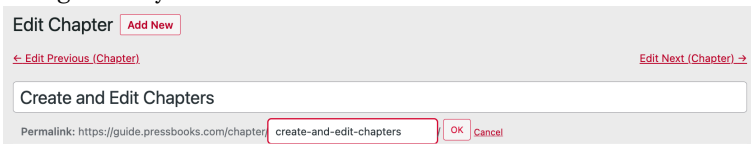
## Owners

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. Each chapter can have a single owner. The chapter owner is used to determine who can edit and publish the chapter based on [user roles](#).



## Edit Chapter URL

If you'd like to edit the URL for a chapter (or any Part, Front Matter or Back Matter), click the Edit button to the right of the Permalink under the title in the editing interface. While the book URL is fixed, the slug identifying the particular page you are editing can be changed freely.



# Discussion and Comments

By default, comments are disabled globally for your book. If you choose to enable 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.

## Changing the Chapter Label

If you've chosen to display part and chapter numbers in your book, you can replace the default chapter label with the name of your choice. To customize the Chapter label in your book:

1. Click **'Appearance > Theme Options'** from the left sidebar menu in Pressbooks
2. Enable the **'Part and Chapter Number'** setting from the Global Options tab.
3. The "Part Label" and "Chapter Label" settings will appear.  
**Enter your preferred Chapter Label.**
4. Click **Save Changes** at the bottom of the page

The screenshot shows the 'Global Options' tab selected. Under 'Global Options', there is a note: 'These options apply universally to webbook, PDF and ebook exports.' Below this, the 'Part and Chapter Numbers' section has a checked checkbox for 'Display part and chapter numbers'. The 'Part Label' section has a text input field containing 'Unit', with a note below it: 'The "part" label is used in the table of contents and in part titles in your webbook and exports.' The 'Chapter Label' section has a text input field containing 'Section', with a note below it: 'The "chapter" label is used in the table of contents and in chapter titles in your webbook and exports.'

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.

SECTION 7

*Call Me Ishmael*

Call me Ishmael. Some years ago—never mind how long precisely—having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find

An example of a webbook chapter which has replaced the Chapter Label with the word 'Section'

## 24.

Back matter is the stuff at the end of your book, displayed after the main content of the book are finished. Common types of back matter in books include conclusions, appendices, bibliographies, glossaries, contributor lists, sources, suggested reading, epilogues, afterwords, and author's notes. You can include as much (or as little) back matter in your book as you like.

When you first create a book, it will include one piece of Back Matter which has been given the name 'Appendix' and is assigned to the back matter type of 'Appendix'. You can add more back matter, and edit or delete existing back matter.

### Add New Back Matter

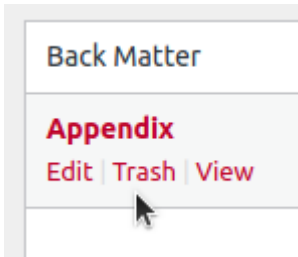
To add new back matter of your book:

1. Click '**Organize -> Add Back Matter**' from the your book's left-hand admin menu (or click the 'Add Back Matter' button on the Organize page itself)
2. **Enter a title** on the Add Back Matter page.
3. Add your desired content.
4. Add a number to the **Order** input in Back Matter Attributes to control its placement relative to other front matter book (parts are displayed in numeric order, with 0 appearing first, 1 next, 2 after that, and so on)
5. Assign your front matter to the relevant 'Back Matter Type'
6. Click **Create**.

# Delete Back Matter

If you've created front matter that you no longer wish to include in your book, you can delete it. To do so:

1. Click '**Organize**' in your book's left-hand admin menu.
2. Hover over the name of the Back Matter you'd like to delete and click '**Trash**'



# Edit Back Matter

To edit existing front matter:

1. Click '**Organize**' in your book's left-hand admin menu.
2. Click the name of the Front Matter content you'd like to edit (or hover over the Front Matter content's name and click '**Edit**'
3. Make the desired changes to its title, content, status & visibility, order and front matter type.
4. Click the '**Save**' button.

# Back Matter Types

Pressbooks lets you specify 25 types of back matter:

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

Not every book will have back matter of each of these types. However, Pressbooks uses back matter type to determine their order and placement in the book in our EPUB and PDF exports, and in the case of the Glossary and Contributors back matter types,

[to automatically generate and display a glossary](#) or [list of book contributors](#), respectively.

**NOTE:** Some back matter types, like Index, Glossary, and Contributors, have specific styling which affect the appearance of the content in your webbook and export files. You can apply [custom CSS](#) to change their appearance, if desired.

## Understand Display Order in Export Files

While you can fully customize the display order of all of your back matter in your webbook using the [Organize tool](#), Pressbooks follows the Chicago Manual of Style's recommendations when determining the display order of back matter types in our PDF and EPUB exports:

1. Acknowledgements (if not in front matter)
2. Appendix (or first, if more than one)
3. Second and subsequent appendixes
4. Chronology (if not in front matter)
5. Abbreviations (if not in front matter)
6. Notes
7. Glossary
8. Bibliography or References
9. (List of) Contributors
10. Illustration Credits (if not in captions or elsewhere)
11. Index(es)

**Note:** If you are unhappy with the automatic Chicago ordering of back matter in your export files, you can control placement by editing the back matter type for the relevant content.

## Indexes and Notes

Pressbooks cannot automatically generate indices for your book at this time. However, you can manually create linked indices, if you wish. To do so:

1. Create a back matter of the type 'Index' and add your index terms
2. Find each occurrence of the term you wish to link to the back matter in the body of your text and create an anchor before its appearance by clicking the 'Anchor' button on the toolbar and entering a unique identifier
3. Return to the index term and add a link which resolves to `""[chapter-title-where-anchor-was-place]#unique-identifier'`. This will create a link from your index to the term in the chapter where you placed the anchor link.
4. Repeat for each occurrence of each term you wish to index.

## 25.

Pressbooks allows you to publish all or part of your book to the public web, which means that it can be read and accessed by anyone with the URL. To facilitate the publication and sharing of your webbook, we provide two levels of privacy settings:

- **Global privacy setting:** Allows you to choose whether your entire webbook is Private or Public
- **Chapter-level privacy settings:** Allows you to choose whether or not an individual chapter is displayed as part of the public webbook

Each of these settings controls if, when, and how your book is published to the web.

## Global Privacy Settings

**NOTE:** Pressbooks.pub users can only access global privacy settings for their webbook after [upgrading their book](#).

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

- **Private** books can only be viewed by the administrator of a book and users the administrator has added to the book.

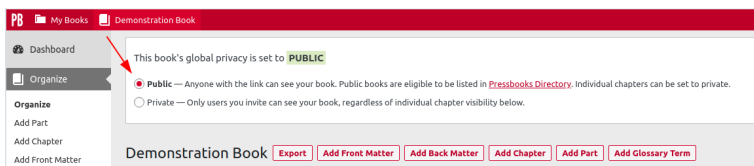
Setting a book's global privacy to private overrides chapter-level privacy settings (meaning that public chapters in a private book are treated as though they were private).

- **Public** books can be viewed by anyone with the URL. When a book's global privacy is set to public, you can adjust the chapter-level privacy to control which of your book's chapters are shown in the webbook and which are only visible to book administrators and users with the necessary permissions to view private content.

The global privacy setting for your book can be changed from your book's Organize page and within your Sharing & Privacy settings.

To change your book's global privacy setting from the Organize page:

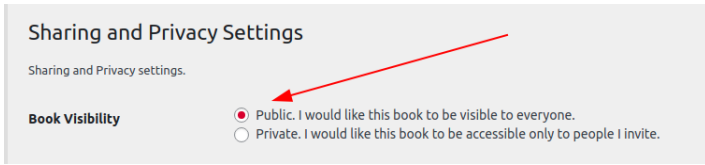
1. Click **Organize** on the left-hand menu of your book's dashboard
2. Select "Public" or "Private" in the Global Privacy box at the top of the page



Your choice will be immediately reflected in your webbook.

To change your book's global privacy from your Sharing & Privacy settings:

1. Click '**Settings -> Sharing & Privacy**' from your book's left-hand admin menu
2. Select '**Public**' or '**Private**' from the 'Book Visibility' setting



3. Click **'Save Changes'**

You can change your book's global privacy using either of these two methods. Changes made in one location are reflected in the other.

## Chapter-level Privacy Settings

While global-privacy settings control access to your webbook's homepage and the general availability of your book itself, you can also use chapter-level privacy settings to provide more granular access to individual content within your book. Because global privacy settings take precedence, chapter-level privacy settings will only apply when your the global privacy setting for your book is set to public.

You can control the privacy setting for your book's content from the Organize page or the Status & Visibility widget within the content editing interface

## Change Chapter Visibility with the Organize Tool

To modify the chapter-level privacy setting from the **Organize** page:

1. Click **Organize** from the left sidebar menu of your book's dashboard
2. Select or deselect the **Show in Web** value for each Chapter or

Front/Back Matter you'd like to adjust (check the box for each chapter that you want to be publicly displayed in your webbook, and uncheck the box for each chapter you'd like to make private)

This book's global privacy is set to **PUBLIC**

**Public** — Anyone with the link can see your book. Public books are eligible to be listed in [Pressbooks Directory](#).

**Private** — Only users you invite can see your book, regardless of individual chapter visibility below.

---

My First Book [Export](#) [Add Front Matter](#) [Add Back Matter](#) [Add Chapter](#) [Add Part](#) [Ac](#)

Word Count: 47 (whole book) / 47 (selected for export)

Front Matter	Authors	Show in Web
<b>Introduction</b>	—	<input checked="" type="checkbox"/>
<b>Preface</b>	—	<input checked="" type="checkbox"/>
Main Body	Authors	Show in Web
<b>Chapter 1</b>	—	<input checked="" type="checkbox"/>
<b>Chapter 2 [under development]</b>	—	<input type="checkbox"/>

*In this example from a globally-public book, Chapter 1 is public (the Show in Web box is checked), while Chapter 2 [under development] is private (the Show in Web option is unchecked)*

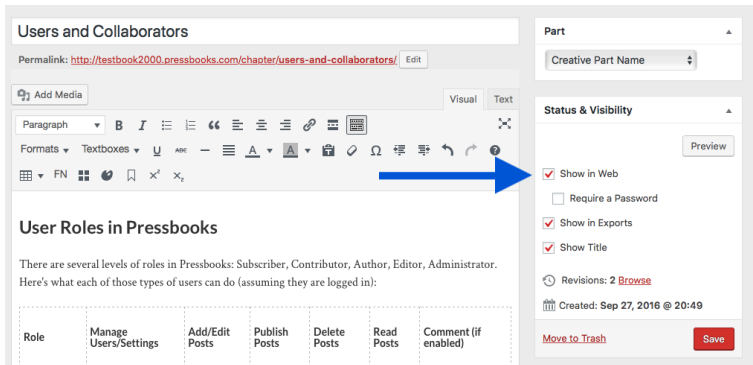
**NOTE:** You can select or deselect all chapters in a given part by clicking the “Show in Web” heading at the top of the column.

## Change Chapter Visibility from Chapter Editor Interface

You can also modify the “Show in Web” setting using 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 do so:

1. Access a chapter of your book in Pressbooks
2. **Select or deselect the 'Show in Web' option** in the Status & Visibility widget
3. Click **Save**



The screenshot shows the Pressbooks editor interface. The main content area displays the title "User Roles in Pressbooks" and a paragraph of text. Below the text is a table with columns for "Role" and various user actions. A blue arrow points to the "Status & Visibility" widget in the right sidebar. The widget has a "Show in Web" checkbox checked, a "Require a Password" checkbox unchecked, a "Show in Exports" checkbox checked, and a "Show Title" checkbox checked. There is also a "Revisions: 2 Browse" link and a "Created: Sep 27, 2016 @ 20:49" timestamp. At the bottom of the widget are "Move to Trash" and "Save" buttons.

Role	Manage Users/Settings	Add/Edit Posts	Publish Posts	Delete Posts	Read Posts	Comment (if enabled)

## 26.

When writing and editing your book in Pressbooks, you can choose between a default “Visual Editor” which displays your content with shows you much of the styling and formatting you have applied or a “Text Editor” which displays the full HTML structure of your content without any CSS applied.

### Use the 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. The visual editor toolbar displays all formatting options by default. You can collapse the second and third rows of tools by clicking the Toolbar toggle button (Shift + Alt + Z) and can move into a ‘Distraction-free writing mode’ by pressing ‘Shift + Alt + W’.

To shift focus to inline toolbar when an image, link, or preview is selected, press ‘Alt + F8’ (fn + F8 on a Mac); to shift focus to the visual editor menu, press ‘Alt + F9’ (fn + F9 on a Mac); to shift focus to the visual editor toolbar, press ‘Alt + F10’ (fn + F10 on a Mac); and to shift focus to the elements path, press ‘Alt + F11’ (fn + F11 on a Mac). You can also view a set of Keyboard Shortcuts for various keys in the visual editor by pressing ‘Shift + Alt + H’.



This is the first chapter in the main body of the text. You can change the text, rename

## Visual toolbar options:

Top row:

1. Paragraph styles dropdown menu: choose from normal paragraph style (Shift + Alt + 7), six different heading styles (Shift + Alt + 1-6), or preformatted text
2. **Bold** (Ctrl + B)
3. *Italics* (Ctrl + I)
4. Unordered (bulleted) list (Shift + Alt + U)
5. Ordered (numbered) list (Shift + Alt + O)
6. Blockquote (Shift + Alt + Q)
7. Left-align (Shift + Alt + L)
8. Center-align (Shift + Alt + C)
9. Right-align (Shift + Alt + R)
10. [Link](#) (Ctrl + K)
11. Read more (Shift + Alt + T)
12. Toolbar toggle (Shift + Alt + Z)

Second row:

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 (Ctrl + U)

16. ~~Strikethrough~~ (Shift + Alt + D)
17. Horizontal line
18. Justify (Shift + Alt + J)
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 (Ctrl + Z) and Redo (Ctrl + Y)
27. Keyboard shortcuts guide (Shift + Alt + H)

Bottom row:

28. Tables (read more [here](#))
29. Apply Class
30. Anchor
31. Super<sup>script</sup>
32. Sub<sub>script</sub>
33. Code (Shift + Alt + X)
34. Footnote<sup>1</sup>
35. Convert Microsoft Word footnotes
36. LaTeX shortcode
37. Glossary **Term**

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.

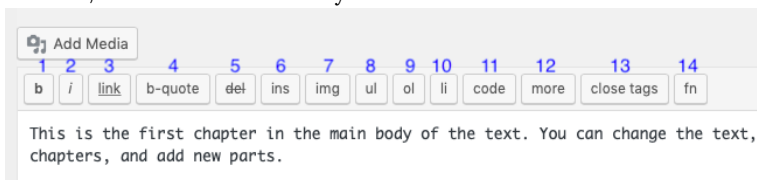
1. This is an example of a footnote.

## Use the Text Editor

You can also choose to work in a text editor, or switch to it as necessary as needed (to clean up messy HTML for example). The text editor allows you to directly view and edit your book's HTML content as HTML.

### Text Editor Options

The text editor toolbar offers fewer options, tailored to working in HTML. None of the buttons in the HTML editor have keyboard shortcuts, but their functionality is detailed below.



1. Open and close `<strong>` tags to make text bold (click once to open, and again to close the tag)
2. Open and close `<em>` tags to make text italics
3. Insert Link text (a pop up will appear)
4. Insert `<blockquote>` tags
5. Strikethrough text (`<del>` tags)
6. Insert a date/time tag
7. Insert an image (from URL)
8. Insert an unordered (bulleted) list
9. Insert a ordered (numbered) list
10. Add list item
11. Open and close `<code>` tags
12. Insert a 'Read More' tag (`<!--more-->`)
13. Close tags (automatically closes any open tags)

## 14. Insert footnote shortcode

# HTML Basics

Pressbooks is designed to make it easy for you to create attractive webbooks and export files without knowing much about book design or web development. Our ability to do this, however, is constrained in many ways by the quality of the underlying ‘markup’ in your book. Pressbooks uses **HyperText Markup Language** [HTML] to provide the content and structure of your book and **Cascading Style Sheets** (CSS) to apply the styles that control the appearance of your webbook and export files. 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:** Pressbooks’ visual editor allows you to write your book and apply several style choices without ever seeing any of your book’s underlying HTML. If you’ve find that you have formatting problems with your output, however, it’s almost always caused by problems with your book’s underlying markup.

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.

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.
```

The `<em>tag</em>` specifies that a text should be italicized. The `<strong>tag</strong>` 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. In addition to the `em` and `strong` tags, there are a handful of other basic HTML 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> <li>item 1</li> <li>item 2</li> </ol>
headings	used to make headings in your document	<h1>, <h2>, <h3> ... </h6>

Here is an extended version of the text from above with more HTML tags:

## 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.

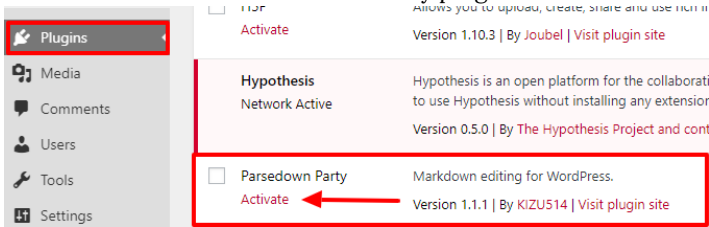
## Write in Markdown

**NOTE:** We strongly recommend saving changes to existing content before enabling the Markdown editor, as unsupported elements will be removed when converting existing HTML content to Markdown.

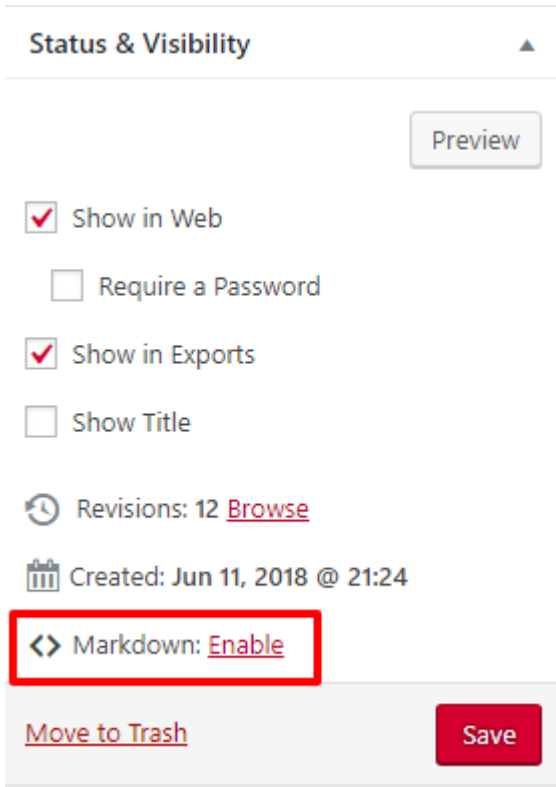
Users who prefer to write using Markdown can do so by activating

the Parsedown Party plugin in their book. In networks where this plugin is installed and book admins are able to activate plugins, you can enable a Markdown editor in your book by doing the following:

1. Click **Plugins** from the left sidebar menu of your book's dashboard
2. Click **Activate** on the Parsedown Party plugin



3. Open the visual editor for a chapter in your book that you'd like to use Markdown in
4. Click '**Enable**' next to the '**Markdown**' option in the '**Status & Visibility**' menu.



The visual/text editor interface will now be replaced by a simple Markdown-based editor. You can revert the default visual/text editor interface by clicking the **Disable** button next to the **Markdown** option in the **Status & Visibility** menu.

**Note:** The Parsedown Party plugin is not available on the Pressbooks.com network. Please contact your network manager if you are creating your book on another Pressbooks network and do not see the plugin menu or the Parsedown Party plugin in your book,

## 27.

Pressbooks allows you to include a variety of embedded media in your book. You have likely encountered content like this all over the web: YouTube videos in blog posts, Tweets embedded in news articles, or timelines and simulations on an educational site. Many of the same kinds of media or interactive content can be included in your book, allowing your readers to watch videos, view interactive maps, engage with simulations, and more without ever leaving your book.

### Display Uploaded Media in Your Book

You can upload some media files, like images and reasonably sized audio files, directly to your book's [media library](#). Media from your book's media library can be embedded using the 'Add' Media' button located just above the visual editor. The following is a partial list of supported media file types (your network may allow you to upload additional file types):

Images	Audio	Video	Files
<ul style="list-style-type: none"><li>• jpg</li><li>• jpeg</li><li>• png</li><li>• gif</li></ul>	<ul style="list-style-type: none"><li>• mp3</li><li>• midi</li><li>• MID</li><li>• m4a</li></ul>	<ul style="list-style-type: none"><li>• mov</li><li>• avi</li><li>• wmv</li><li>• mp4</li></ul>	<ul style="list-style-type: none"><li>• pdf</li><li>• epub</li></ul>

**NOTE:** We discourage users from uploading video

directly to their Pressbooks media library in most cases because it's difficult to provide universal playback support for most videos across all browsers and because video files are often larger than your maximum file upload size. Embedding from a dedicated video streaming service (like YouTube, Vimeo, or Kaltura) is almost always a better choice for including video in your book.

## Embed Content via oEmbed

You can automatically embed media from [a variety of providers](#) (like YouTube, Twitter, Vimeo, TED, Flickr, Reddit, TikTok, Spotify, and more) which support the oEmbed specification. To embed content from a supported oembed provider:

1. Copy the URL of the video, audio, or other media (i.e. `https://www.youtube.com/watch?v=hrcrFJVgbbs`)
2. Paste the URL onto its own line into the **Visual** editor
3. Click **Save**

The URL you pasted in step two, should be automatically replaced by the embedded content 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.

## Embed iframes

Pressbooks restricts the embedding on iframes from most other sites for security reasons. We will allow iframes to be embedded from the following providers, however:

- [PhET Interactive Simulations](#)
- [knight lab Timeline](#)
- [Brightcove](#)
- [Google Forms](#)
- [Google Maps](#)

**Note:** Network managers can permit the embedding of iframes from any other trusted provider via [a network-specific iframe allowlist](#). Contact your network manager with questions about embedding iframes from sources other than those listed above.

To embed an iframe from a source that has been permitted for your network:

1. Copy the source object's <iframe> embed code (this is usually available in the sharing options of the media on its source website)
2. Switch to the [Text editor](#) in Pressbooks and **paste the iframe code** you copied in step 1.
3. Click **Save**

If the source comes from a permitted domain, and you have copied in the source object's <iframe> embed code, the video should then

appear in your visual editor and webbook. If you're unable to embed an iframe from a source because it isn't allowed for your network, consider simply adding a hyperlink to the resource.

## Use Embed and Media Shortcodes

Pressbooks supports two [shortcodes](#), **Embed** and **Media**. The embed shortcode is most useful when you're drafting content outside of Pressbooks (in a word processor, for example) but want to import it later. Using the embed shortcode signals to Pressbooks that there's an embedded video and not just a regular link in your book. Here's a sample embed shortcode: **[embed]https://www.youtube.com/watch?v=hrcrFJVgbbs[/embed]**

The media shortcode allows you to embed an externally hosted media file (like an image) and includes an optional parameter which will let you define a caption for that embedded media element. Here's a sample media shortcode (with caption) for a photograph of the Hagia Sophia which is hosted on Wikimedia:

[https://commons.wikimedia.org/wiki/Category:Hagia\\_Sophia#/media/File:Hagia\\_Sophia\\_Mars\\_2013.jpg](https://commons.wikimedia.org/wiki/Category:Hagia_Sophia#/media/File:Hagia_Sophia_Mars_2013.jpg)

The Hagia Sophia. This photograph was taken by Arild Vågen and is licensed under a CC-BY-SA license

## Insert H5P Activities

Many Pressbooks networks designed for educational publishing include an integration with H5P, a powerful open source tool that allows you to insert interactive quizzes and other learning activities

directly into your webbook. [Learn more about creating H5P activities in your book.](#)

**H5P creation is not available to authors on Pressbooks.com.** If you're interested in using H5P in your book project, please contact [sales@pressbooks.com](mailto:sales@pressbooks.com).

## Embedded Media in Exports

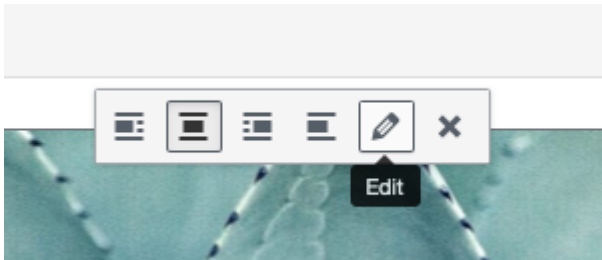
Not all embedded media can be displayed in ebook and PDF files. Pressbooks attempts to provide a graceful fallback for any embedded content which cannot be displayed with its proper functionality in any of our export formats. This fallback consists of an inserted message that is populated with information 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).

## 28.

While it's generally best to prepare and edit your images *before* uploading them to Pressbooks, we do provide some simple editing tools that can help you edit image details and resize, crop, scale, or replace your images after upload.

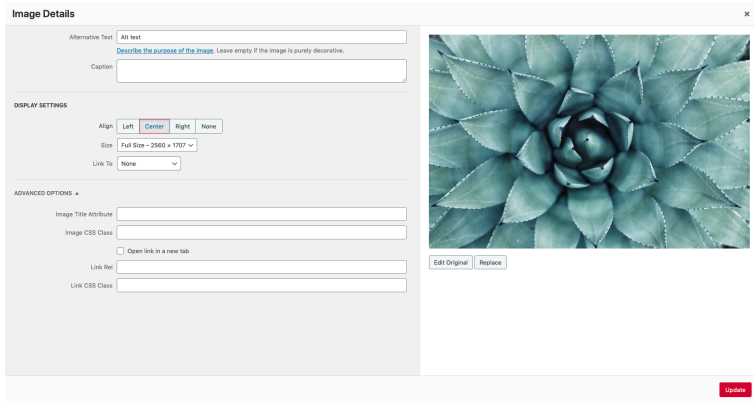
### Edit Image Details

To edit image details for an image you have already added to a chapter:



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.

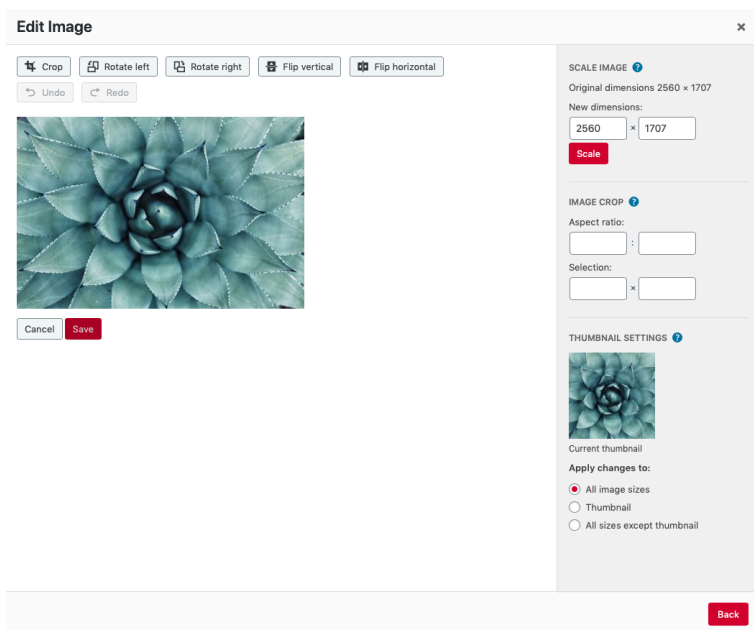


From this interface you can:

- 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

## Crop, Rotate, or Scale an Image

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** page.



Available image editing options include the ability to:

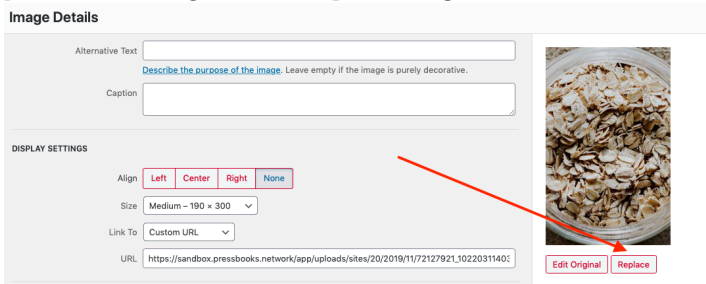
- Crop
- Rotate an image left or right
- Flip an image vertically
- Flip an image horizontally
- Scale an image to your custom pixel dimensions
- Crop an image to custom pixel dimensions and aspect ratio
- Select whether customized image settings apply to the thumbnail version of an image

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.

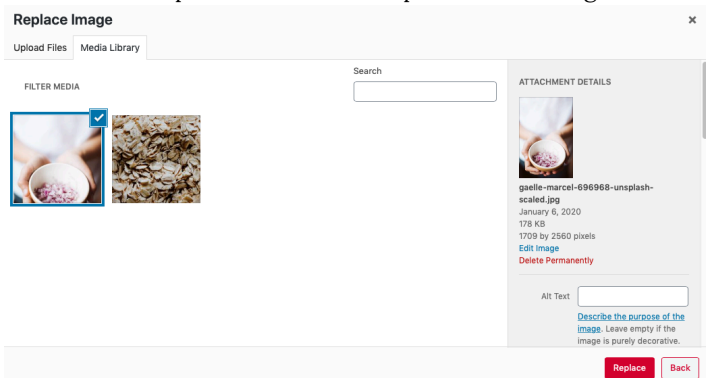
# Replace an Image in One Location

To replace a single image in your book:

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 and upload a new image



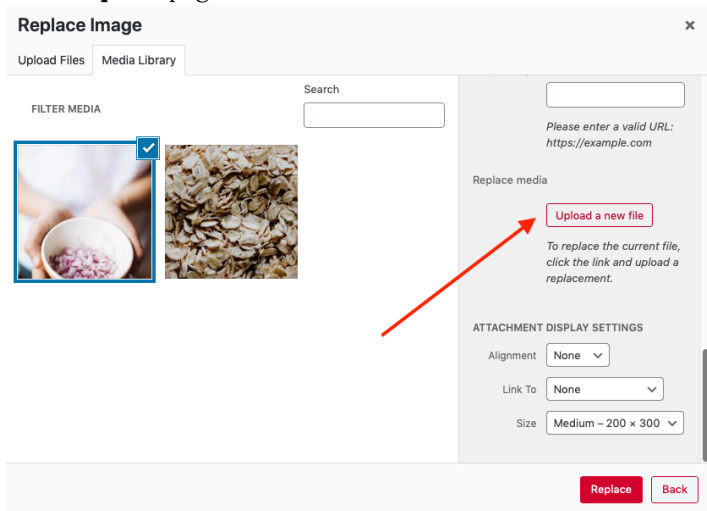
4. Click **Replace**

You'll be returned to the visual editor with the image replaced.

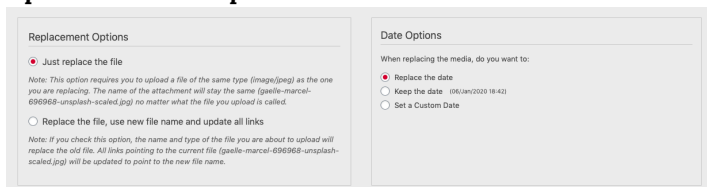
# Replace an Image Globally

The previous method only replaces an image used in one particular location in your book. If you've used an image in multiple locations in your book would like to replace this image globally:

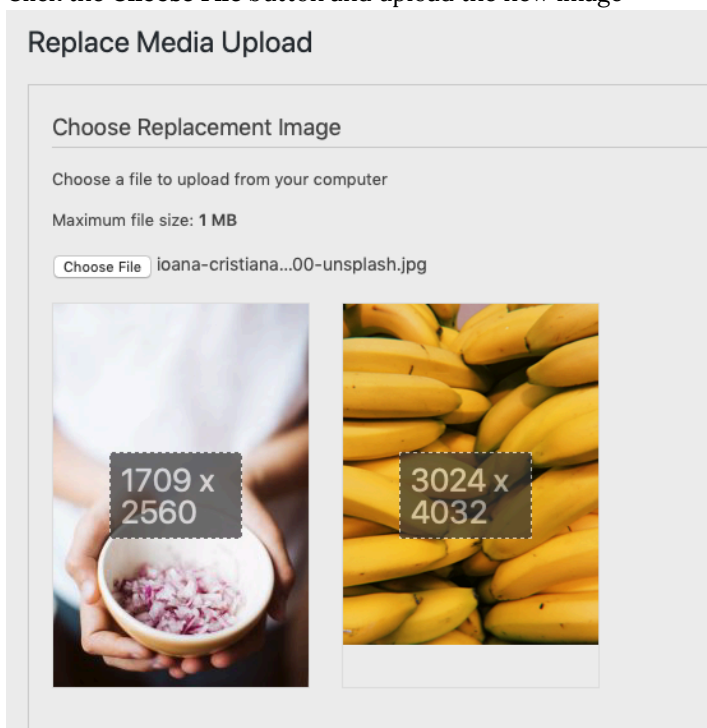
1. Click the Edit pencil icon to open up the Image Details window
2. Click **Replace** underneath the image on the right side of the panel to be brought to the **Replace Image** screen
3. Scroll down the **Attachment Details** panel on the right side of the window until you reach the **Replace Media** 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.

**Note:** You can also globally replace an image from the Media Library instead of from your chapter editor.

## 29.

Contributors allow you to display and credit those who have worked on your book with you. This chapter will cover how to create, modify and display contributors, at both the chapter and book level.

1. [Accessing the Contributors page](#)
2. [Creating a new contributor](#)
  1. [Contributor information](#)
  2. [Importing contributors into your book](#)
3. [The contributor list on Book Info](#)
  1. [Editing an existing contributor](#)
  2. [Downloading a contributor list](#)
4. [Displaying contributors](#)
  1. [Displaying contributors at the chapter-level](#)
  2. [Displaying contributors at the book-level](#)

## Accessing the Contributors page

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.

The screenshot shows the Pressbooks dashboard interface. At the top, there is a navigation bar with the Pressbooks logo (PB) and links for Network Admin, Pressbooks, My Books, and Pressbooks User Guide. Below this is a sidebar menu with options: Dashboard, Home, My Catalog, Upgrade, Organize, Book Info (highlighted with a red box), Appearance, Export, and Publish. A red arrow points from the Book Info menu item to a dropdown menu that contains the following items: Book Info, Contributors, and a link to 'HOW TO PUBLISH a book with Pressbooks'. The main content area of the dashboard displays a 'Thank you for Updating!' message and a 'Dashboard' section for the 'Pressbooks User Guide' with a 'Front Matter' section and links for 'Add | Organize'.

**From the Book Info page: Click **Create New Contributor** under**

any of the book contributor roles.

**Author(s)**

Choose author(s)...

Create New Contributor

**Editor(s)**

Choose editor(s)...

Create New Contributor

**Translator(s)**

Choose translator(s)...

Create New Contributor

**Reviewer(s)**

Choose reviewer(s)...

Create New Contributor

**Illustrator(s)**

Choose illustrator(s)...

Create New Contributor

**Contributor(s)**

Choose contributor(s)...

Create New Contributor

**From the chapter editor:** Scroll down to the ‘Chapter Metadata’ section beneath your chapter editor and click **Create New Contributor** underneath the ‘Chapter Author(s)’ field.

**Chapter Metadata**

---

**Chapter Short Title (appears in the PDF running header and webbook navigation)**

---

**Chapter Subtitle (appears in the Web/ebook/PDF output)**

---

**Chapter Author(s)**

✕ Robin DeRosa✕ Rajiv Jhangiani✕

[Create New Contributor](#)

Once you’ve arrived at the contributors page, you can create new contributors, import multiple contributors at once, view a list of your existing contributors, edit or delete individual contributors, bulk delete contributors, or download contributor information for one or more contributors as a JSON file.

## Creating a New Contributor

### By Adding a User

As of Pressbooks 5.27.0, Pressbooks will automatically create a new contributor for any user you’ve added to your book with a role of Collaborator, Author, Editor, or Administrator. When users are first added to a book with one of these roles, a new contributor will automatically be created in that book for the user and will have its contributor information will be populated from the user’s profile.

**Note:** If a user changes their first or last name in their user profile, we will attempt to update any of this user's contributor records. Apart from this, contributor and user profile information is not synced or updated in any way. No changes made to a contributor record will ever be merged to a user profile, and no changes to a user profile after a contributor is first created (apart from name changes) will ever be merged to an already created contributor.

## By Creating a Single Contributor

There are some cases where you may wish to create a contributor for a person who does not have a user account in your book. To create a single contributor in your book:

1. Visit the Contributors page of your book
2. Fill in the name (required) and any other details you wish to include for your contributor
3. Click **Add New Contributor**

# Contributor Info

Contributors can receive any of the following information (which corresponds with [user profile information](#)):

**Name:** The display name for the person. This is the only required field for creating a contributor.

**Slug:** URL-friend version of the name. You can leave this blank and it will be automatically created when you save the contributor

**Prefix:** An optional prefix which is displayed before the person's first name [e.g. Dr., Prof., Ms., Rev., Capt.].

**First Name:** The contributor's first name

**Last Name:** The contributor's last name

**Suffix:** An optional suffix which is displayed after the person's last name [e.g. Jr., Sr., IV, PhD, MD, USN (Ret.)].

**Picture:** An optional profile picture for the contributor.

Images should be 400×400 pixels. You will be allowed to crop larger images following upload.

**Biographical Info:** A optional biography for the contributor. The biography can include multiple paragraphs, bold, italics, and links, but most other HTML will be stripped out upon save.

**Add New Contributor**

Name  
Dr. Xavier Lumundu, Sr.  
The name is how it appears on your site.

Slug  
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Prefix  
Dr.

First Name  
Xavier

Last Name  
Lumundu

Suffix  
Sr.

Picture  
Upload Picture  
Images should be square (400px x 400px). You will be allowed to crop images after upload.

Biographical Info  
Visual Text

B I

Dr. Lumundu is the Endowed Chair of Sociology at Utopia University of the Mind, where he served for 4 years as the department chair. His primary research focus is on the effects of fatherhood on formerly incarcerated men in Utopos. He is the author of four books, and dozens of journal articles. He lives in Noplace, Utopos.

P

Institution  
Utopia University of the Mind

Website  
<https://lumundu.info>

Twitter  
<https://twitter.com/>

LinkedIn  
<https://linkedin.com>

GitHub  
<https://github.com>

Add New Contributor

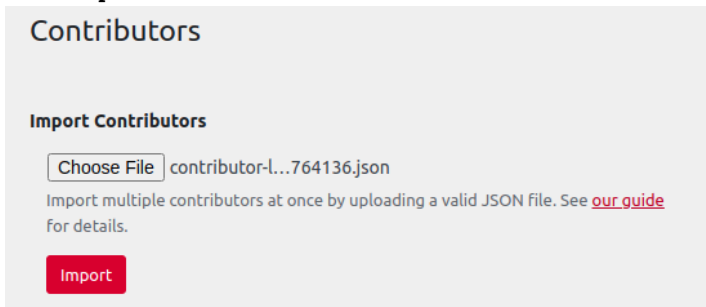
**Institution:** An optional institution for the contributor [e.g. Rebus Foundation, Open University, Amnesty International].

**Website, Twitter, LinkedIn, GitHub:** Optional URLs for the contributor's website or social media profiles for Twitter, LinkedIn, or GitHub.

## Importing Contributors

You can import multiple contributors at once by uploading a valid JSON file. The easiest way to obtain a valid JSON file is to download one or more contributors from a book's contributor list (see the **Downloading Contributors** section of this guide chapter). To import multiple contributors at one time:

1. Visit the Contributors page
2. Select '**Choose File**' and upload a valid JSON file
3. Click **Import**



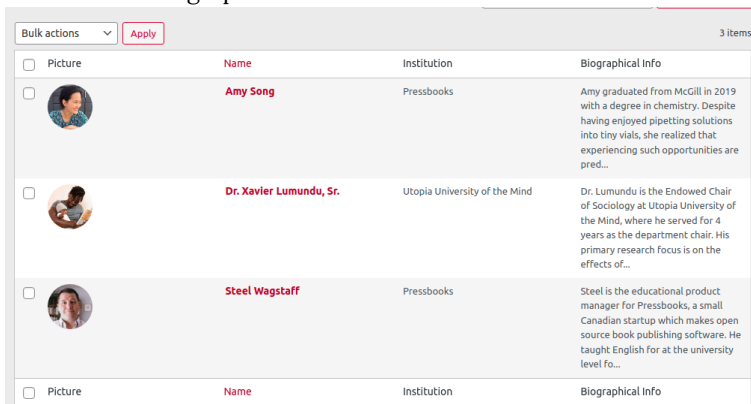
All of the contributors with the JSON file will be imported into your book, along with any contributor information that was included in the JSON file. Profile pictures will be imported into your book's media library, if they are accessible.




**Note:** JSON files downloaded from Pressbooks should always be valid. The JSON output for the sample contributor created in the new contributor example is given below:

```
[{"name":"Dr. Xavier Lumundu, Sr.", "slug":"dr-xavier-lumundu-sr", "contributor_prefix":"Dr.", "contributor_first_name":"Xavier", "contributor_last_name":"Lumundu", "contributor_suffix":"Sr.", "contributor_picture":"https://integrations.pressbooks.network/app/uploads/sites/9/2021/09/cropped-dad-1280x854-1.jpg", "contributor_description":"<p>Dr. Lumundu is the Endowed Chair of Sociology at Utopia University of the Mind, where he served for 4 years as the department chair. His primary research focus is on the effects of fatherhood on formerly incarcerated men in Utopos. He is the author of four books, and dozens of journal articles. He lives in Noplace, Utopos.</p>", "contributor_institution":"Utopia University of the Mind", "contributor_user_url":"https://lumundu.info", "contributor_twitter":"https://twitter.com/", "contributor_linkedin":"https://linkedin.com", "contributor_github":"https://github.com"}]
```

# Contributor List

All contributors for your book can be seen on the contributors page in a contributor list which displays the profile picture, name, institution and biographical info for each contributor.



<input type="checkbox"/> Picture	Name	Institution	Biographical Info
<input type="checkbox"/> 	Amy Song	Pressbooks	Amy graduated from McGill in 2019 with a degree in chemistry. Despite having enjoyed pipetting solutions into tiny vials, she realized that experiencing such opportunities are pred...
<input type="checkbox"/> 	Dr. Xavier Lumundu, Sr.	Utopia University of the Mind	Dr. Lumundu is the Endowed Chair of Sociology at Utopia University of the Mind, where he served for 4 years as the department chair. His primary research focus is on the effects of...
<input type="checkbox"/> 	Steel Wagstaff	Pressbooks	Steel is the educational product manager for Pressbooks, a small Canadian startup which makes open source book publishing software. He taught English for at the university level fo...
<input type="checkbox"/> Picture	Name	Institution	Biographical Info

You can edit or delete existing contributors from this contributor list.

## Editing a Contributor

To edit a contributor, follow these steps:

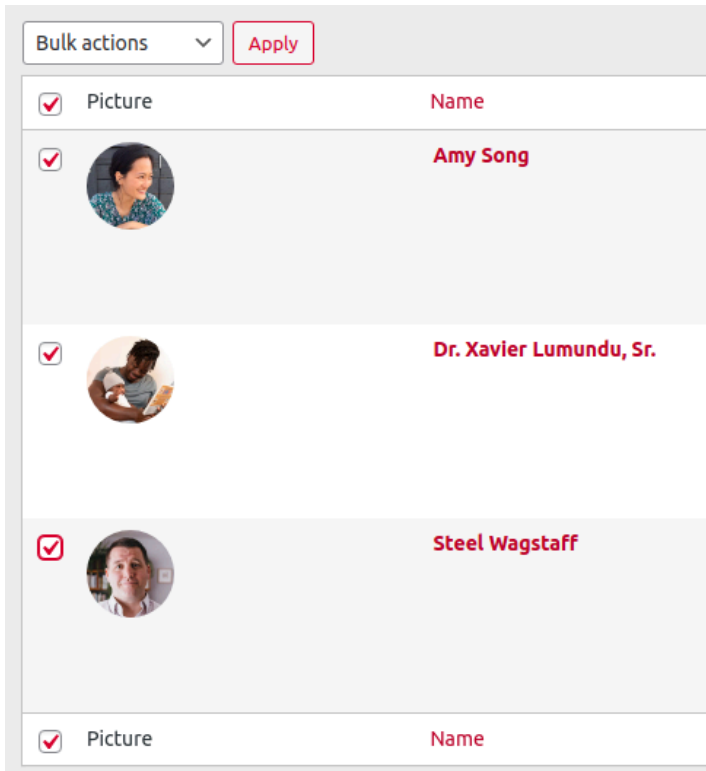
1. From the contributor list, hover over the contributor's name and click **'Edit'**. You can also click the contributor's name directly.
2. You'll be brought to the "Edit Contributor" page for that contributor. Make the desired changes for the contributor.
3. Click **Update** to save your changes.

<b>Institution</b>	<input type="text" value="Pressbooks"/>
<b>Website</b>	<input type="text" value="https://pressbooks.com/about"/>
<b>Twitter</b>	<input type="text" value="https://twitter.com/amywith_a_y"/>
<b>LinkedIn</b>	<input type="text"/>
<b>GitHub</b>	<input type="text"/>
<input type="button" value="Update"/>	<input type="button" value="Delete"/>

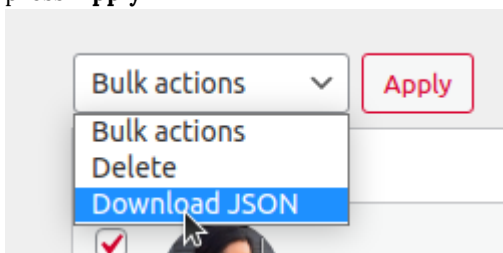
## Downloading Contributors

You can download one or more contributors from a book to import into another book project. This can save you time if you're working on multiple projects which share some of the same contributors. To download the contributor information for existing contributors in your list:

1. Select one or more contributors by clicking the check box next to the contributors' name(s):



2. From the 'Bulk Actions' menu, select '**Download as JSON**' and press '**Apply**'



3. A JSON file will be downloaded to your computer. You will be able to use this file to import contributors into another book by following the instructions in the **Importing Multiple Contributors** section of this guide chapter.

# Displaying Contributor Information

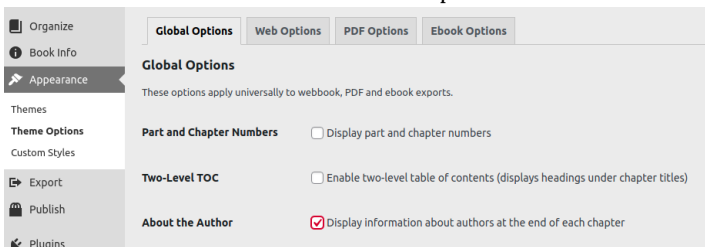
Information about contributors can be optionally displayed in two places: 1) at the end of front/back matter or chapters which have contributors assigned as 'Author(s)' in the content's metadata, 2) in a special 'contributors' back matter content type which displays information about all book-level contributors.

**Note:** Using these features requires Pressbooks 5.27.0 and McLuhan 2.13.0 or later.

## Displaying Chapter-level Contributor Information

To display contributor information in front/back matter & chapters:

1. Create the relevant contributors for your book
2. Assign these contributors as 'Author(s)' in the relevant front/back matter or chapter metadata ([see instructions](#), if needed)
3. Visit **Appearance** -> **Theme Options** -> **Global Options** and select and save the **About the Author** option



When selected, an ‘About the Author(s)’ section will be displayed at the end of all front/back matter or chapters which have authors assigned. The section will include a profile picture, name, institution, website and social links, and contributor bio for all contributors assigned as an author in that particular chapter. A sample ‘About the Authors’ section is shown below:

---

### About the Authors



Dr. Pieta Bruzchinski IV  
COLLEGE OF LOVING KINDNESS



Microbiologist by day, karaoke legend by night. Have been teaching community college courses for adult learners for the past 30 years. Maintain a large organic vegetable garden with my partner and donate excess food to our community food pantry. Nothing I love more than reading, knitting, and agate hunting.



Steel Wagstaff  
PRESSBOOKS

<https://steelwagstaff.info>

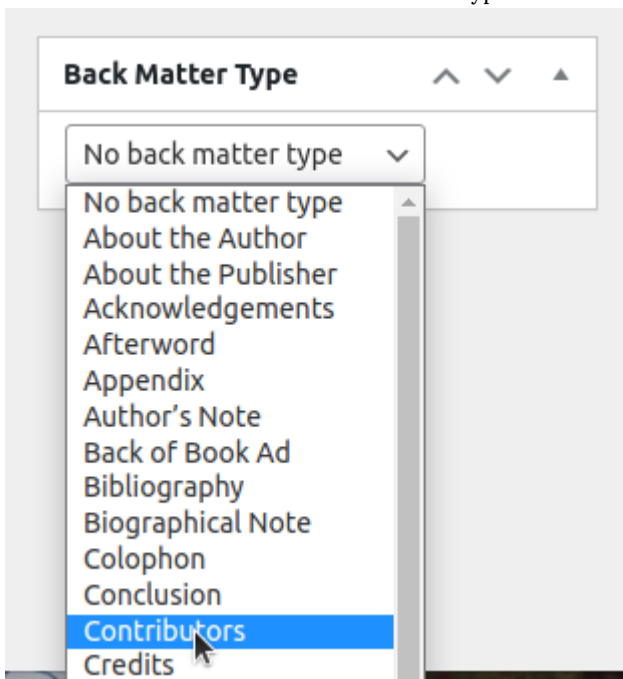


I'm the educational product manager for Pressbooks. Before joining Pressbooks, I was employed by public universities for over a decade, and worked outside the academy as a land surveyor, prison educator, and mentor/tutor for elementary school-aged kids. I earned a Ph.D. in English and a master's degree in Library and Information Studies from the University of Wisconsin-Madison.

## Displaying Book Contributor Information for the Book

To display book-level contributors for your book (i.e. a list of all the contributors you have assigned to book-level roles in Book Info):

1. Create the relevant contributors for your book
2. Assign these contributors to the relevant roles in your book's Book Info ([see instructions](#), if needed)
3. Select **Organize > Add Back Matter** from your book dashboard
4. Select '**Contributors**' as the Back Matter type



5. You will see a notice appear that reads “To display a list of contributors, leave this back matter’s content blank.” Leave the back matter content blank and give the back matter your desired title.

To display a list of contributors, leave this back matter's content blank.

[← Edit Previous \(Back Matter\)](#)

## Book Contributors

### 6. Click **Create**

You'll now have some back matter content which automatically displays contributor information for all of the book-level contributors that you've associated with your book info. Like any other back matter this content can be included or excluded from the webbook and your exports and can have its title shown or hidden. The display order for book contributors is as follows:

1. Editor(s)
2. Author(s)
3. Contributor(s)
4. Translator(s)
5. Reviewer(s)
6. Illustrator(s)

**NOTE:** Adding contributors to individual chapters as authors does not automatically assign them to a role at the book level. If you'd like to have the chapter-level contributors also listed in the 'Contributors' back matter section, you must [assign them to the relevant roles in Book Info](#).

A sample Book Contributors page with two editors, an author, and two contributors is shown below:

## Book Contributors

### Editors



Apurva Ashok

REBUS FOUNDATION

<https://www.niso.org/people/apurva-ashok>

Apurva Ashok is the Project Lead at the Rebus Community, a Montreal-based charity supporting collaborative open publishing. She is the facilitator of the Textbook Success Program, which guides faculty, librarians and instructors through project management and OER creation. Apurva has a Master's degree in Publishing from Simon Fraser University. She strongly believes in translating knowledge among communities and regions, and in the value of greater critical thinking for all.



Zoe Wake Hyde

REBUS FOUNDATION

<https://zwh.nz/>



Zoe worked in media communications and academic administration in New Zealand before completing the [Master of Publishing program](#) at Simon Fraser University. Having gained an alternative view of academic publishing, she is now focused on creating value-exchange systems that support better, more democratic access to knowledge and learning.

### Author



Amy Song

PRESSBOOKS

<https://pressbooks.com>



Amy graduated from McGill in 2019 with a degree in chemistry. Despite having enjoyed pipetting solutions into tiny vials, she realized that experiencing such opportunities are predicated on the accessibility of resources. Feeling strongly about these ideas, she joined Pressbooks, where she gets to exercise her love of continuous learning while contributing to a meaningful and collaborative environment. On any given day, she spends most of her time watching films, cooking, and enjoying the outdoors.

## 30.

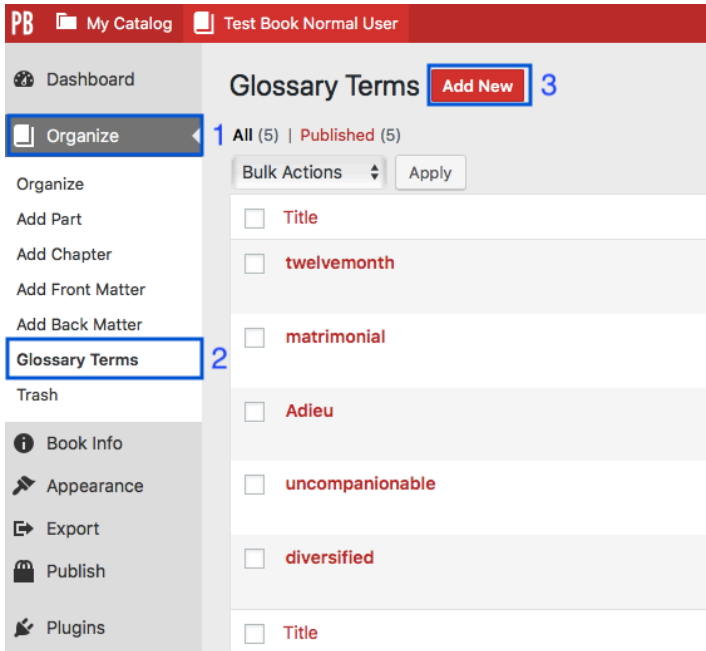
Pressbooks allows you to create and display glossary terms throughout your book content and to display an automatically generated alphabetized list of all selected glossary terms in your book.

### Create a New Glossary Term

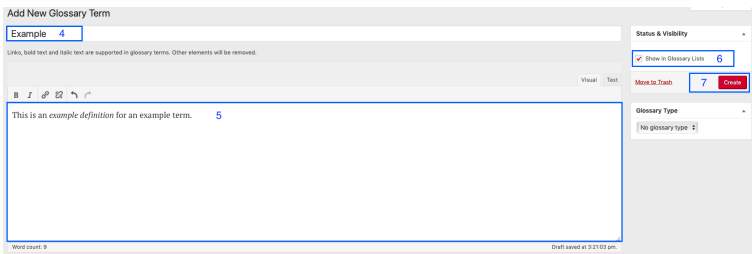
There are two ways to create new glossary terms in Pressbooks. You can create terms directly from the **Glossary Terms** tool and then add them throughout the book, or you can create the terms directly from inside the content editor of your chapter, front matter, or back matter.

To create glossary terms through the Glossary Terms tool:

- 1 & 2: Click '**Organize -> Glossary Terms**' from the left sidebar menu of your book
3. From the Glossary Terms menu, click the '**Add New**' button



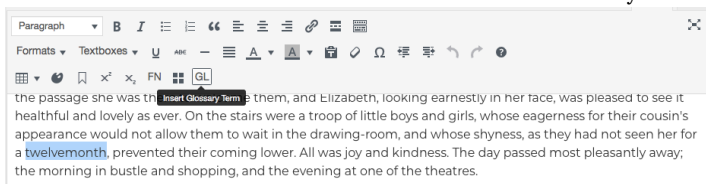
4. Enter a title for your term
5. Enter the relevant definition for your term
6. Determine whether or not the term should “Show in Glossary List”
7. Click **Create**



To create a glossary term directly from the content editor:

1. Place your cursor where you'd like to insert a new term or select a word or phrase that you want to add a glossary term for

2. Click **GL** on the Visual Editor toolbar to Insert a Glossary Term.



3. The **Glossary Terms** interface will appear. In the **Create and Insert Term** tab, enter your desired **Term** (if you highlighted a word or phrase before clicking the Insert Glossary Term button, that word will automatically populate the Termfield)
4. Add a relevant **Description** for the term
5. Click **'Insert'**

### Glossary Terms ✕

Create and Insert Term    Choose Existing Term

Glossary term *twelvemonth* not found. Please create it.

Term

Description

You will be returned to your content editor and will see the glossary term you created wrapped in a shortcode.

would not allow them to wait in the drawing-room, and whose shyness, as they had not seen her for a `[pb_glossary id="45"]twelvemonth[pb_glossary]` prevented their coming lower. All was joy and kindness. The day passed most pleasantly away; the morning in bustle and shopping, and the evening at one

This shortcode is visible in the visual editor, but will be displayed as a functional tooltip in your webbook. Glossary terms are underlined with a dashed line in your Pressbooks webbook to visually distinguish them from normal hyperlinks. When a term is clicked, its definition will be displayed in an accessible tooltip.

*Publication History*

This short poem was probably written in 1941 and was included in Lorine Niedecker's first book, *New Goose*, published in 1946 by the Press of James A. Decker. One of Niedecker's favorite poems, she also included it her second book, *My Friend Tree* published in 1961 by The Wild Hawthorn Press in Edinburgh, Scotland as well as both of the collected editions of her work that appeared during her lifetime: *T&G: The Collected Poems, 1936-1966*, published in 1969 by Jonathan Williams' **The Jargon Society**, and *My Life By Water: Collected Poems 1936-1968*, published by Stuart and Deidre Montgomery's Fulcrum Press in London in 1970.

*A glossary term before it has been opened*

...eared during her lifetime: *T&G: The Collected Poems*,  
...ed in 1969 by Jonathan Williams' **The Jargon Society**.

An independent press founded in 1951 by the American poet Jonathan Williams and operated from Asheville, North Carolina.

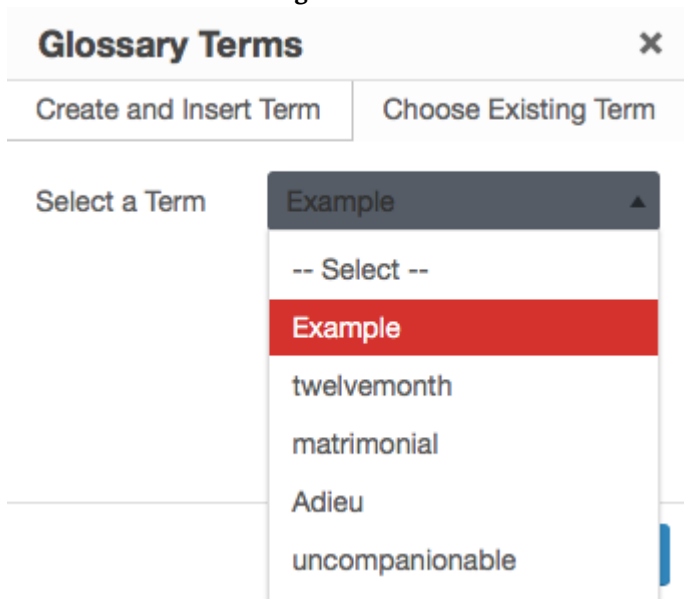
*an active glossary term, displaying its definition as a tooltip*

Users can press the escape key on their keyboard to close the tooltip. The tooltip will also close if the user clicks anywhere else on the page outside of the glossary term.

## Link to an Existing Term

You can also insert glossary links for existing terms. To do so:

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**

**Glossary Terms** ×

Create and Insert Term    Choose Existing Term

Select a Term    Example ▼

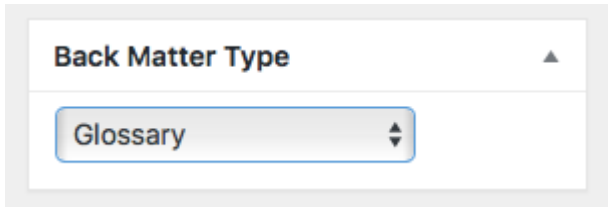
Cancel    Insert

## Create a Glossary List

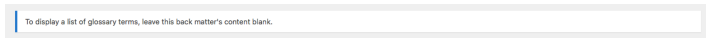
A Glossary List will contain all *listed* glossary terms you've created for your book. Unless you exclude a term from the list by deselecting the '**Show in Glossary Lists**' option, all the glossary terms you create in your book will be included in your book's Glossary List.

To generate the glossary list, follow these steps:

1. Click **Organize**->**Add Back Matter** to create a new piece of back matter for your glossary terms.
2. Add your desired title for your glossary
3. Select '**Glossary**' from the Back Matter Type menu



4. The following message will appear at the top of your screen:  
“To display a list of glossary terms, leave this back matter’s content blank.”



5. Leave the content blank and click ‘**Create**’

The glossary list will be generated and displayed in your webbook as well as your EPUB and PDF exports. The glossary list will present a consolidated, alphabetized list of all of the glossary terms which have been selected for display 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.

## Glossary

### **adieu**

Goodbye

### **diversified**

Made different

### **matrimonial**

Pertaining to marriage

### **twelvemonth**

A year

### **uncompanionable**

Annoying

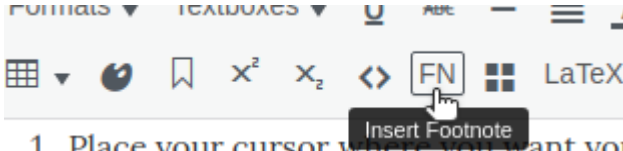
# 3I.

Pressbooks supports the automatic creation of footnotes and chapter endnotes.

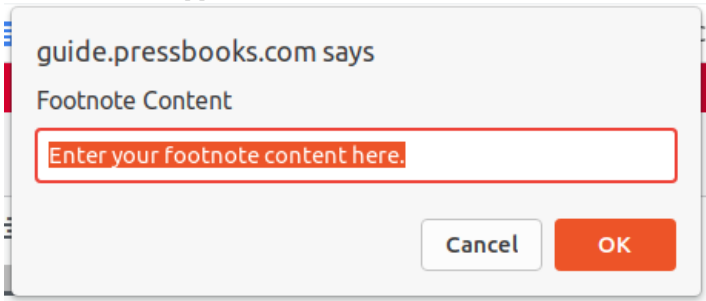
## Add Footnotes

To create a footnote in your book, open the visual editor for a chapter where you'd like to create a new footnote:

1. Place your cursor where you want your footnote marker to appear
2. Click the “FN” button in the visual editor



3. Enter your desired footnote content in the ‘Footnote Content’ window which appears and Click ‘OK’.



4. A footnote shortcode will be inserted in the location you have selected.

## Choose Where To Display Footnotes in PDF Exports

In your webbook and ebook exports, footnotes are always displayed at the end of the chapter. In PDF output you can choose to display footnotes at true footnotes (text is rendered at the bottom of the page where the footnote marker occurs) or as chapter endnotes (note content is rendered in sequential order at the end of the chapter). Pressbooks does not currently support the creation of end-of-book endnotes.

To set your footnote options for PDF:

1. Click '**Appearance -> Theme Options**' and select the **PDF Options** tab
2. Select the relevant option from the 'Footnotes Style' setting

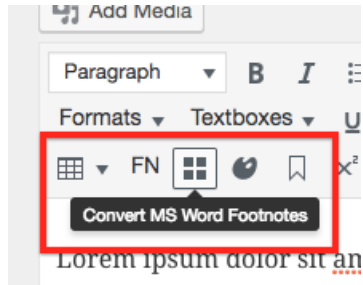
## Convert Footnotes from Imported Documents

Pressbooks can also automatically convert your Microsoft Word or Open Office footnotes or chapter endnotes for you.

**NOTE:** If your Word or Open Office doc has footnotes/endnotes, you must do this conversion, otherwise the footnote/endnote code will generate errors in EPUB outputs, and will not link properly in PDF and Web outputs.

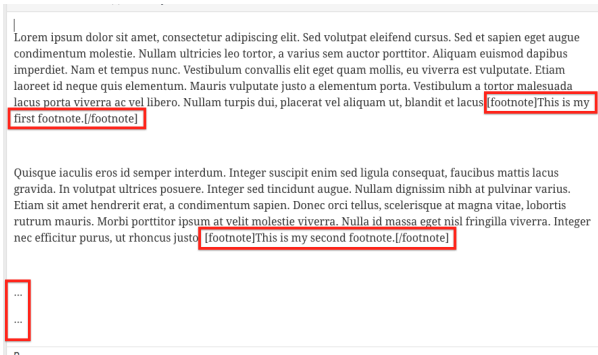
To convert MS Word/Open Office footnotes/endnotes:

1. Paste the document contents into the Pressbooks visual editor.
2. Click the 'Convert MS Word Footnotes' option from the visual editor (the icon looks like a four-panel window pane)



After copying or importing Word doc, click “Convert MS Word Footnotes” button

This will convert the imported footnotes into Pressbooks-supported footnote shortcodes. The conversion process produces an ellipses (...) at the bottom of the chapter for each converted footnote. These should be manually deleted before save.



Converted footnotes and ellipses to delete

Prefer to watch and learn? Here’s a brief visual intro to adding footnotes in Pressbooks.





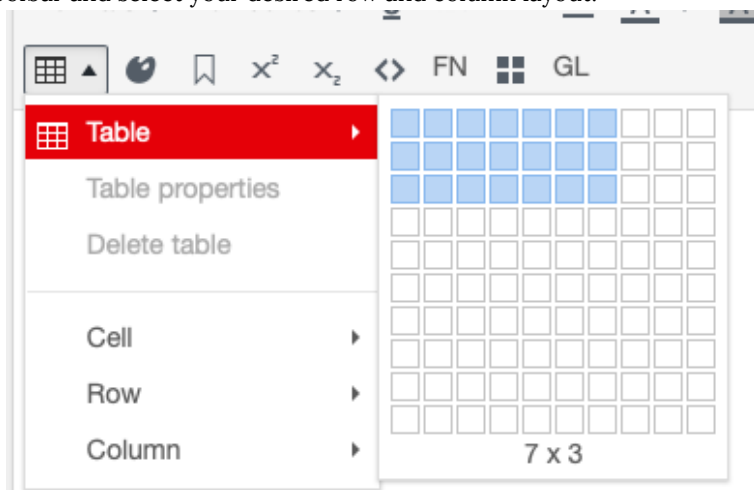
One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=82#oembed-1>

## 32.

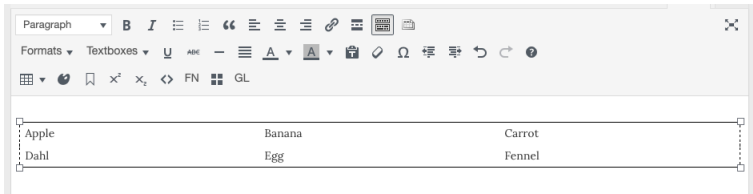
Pressbooks allows you to create and display information in tabular form, and to choose table styles that display your information in an attractive way in your webbook, ebook, and PDF exports.

### Add or Delete Tables Using the Visual Editor

To insert a table in your book, click the table icon in the visual editor toolbar and select your desired row and column layout.



Once you've selected the number of cells, the table tool will close and your table will appear. At this point you can now enter your content or style the table.

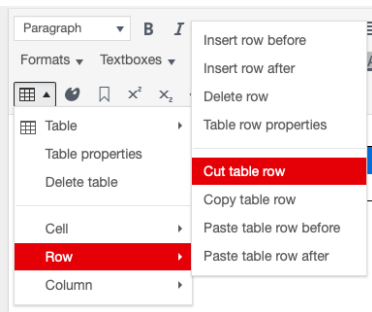


To delete a table:

1. Click anywhere inside the table
2. Click the Table menu in the visual editor
3. Click **Delete table**

## Edit Table Structure

Once you've inserted a table in your book, you can use the Table tool to edit cell, row and column properties; merge and split cells; add and remove rows and columns; and cut, copy, and paste rows and columns. To modify the structure of a table:

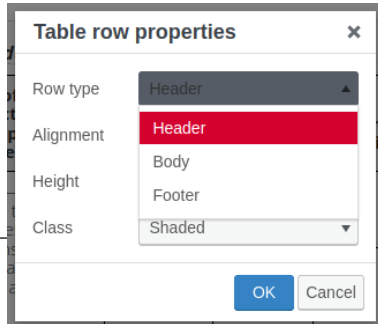


1. Click into or select the cells, rows, or columns you wish to modify
2. Open the table tool
3. Hover over **Cell**, **Row**, or **Column** depending on your needs
4. Select the action you want to occur

The Table tool allows you to edit several of your table's properties. Table properties allow you to apply one of several predefined styles (classes), adjust the width and height of your table, adjust the cell

padding and cell spacing, increase or decrease border weights, and add table captions.

If, for example, you'd like to specify that a given row should be rendered as the table header, click 'Row -> Table row properties' and select 'Header' as the row type.



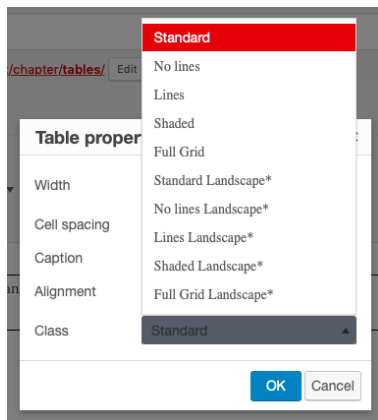
One or more interactive elements

has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=84#oembed-1>

## Change Table Appearance

You can change the appearance of your table by clicking **Table Properties** and choosing an option from the **Class** dropdown menu. Each of the following classes defines a preset look for the table:

- Standard
- No lines
- Lines
- Shaded
- Full Grid



- Standard Landscape\*
- No lines Landscape\*
- Lines Landscape\*
- Shaded Landscape\*
- Full Grid Landscape\*

All tables default to the Standard class.

**NOTE:** Landscape table classes (denoted with an asterisk\*) will only appear landscape in PDF format. These tables will display in ebook and webbook formats in normal portrait format.

Standard

Apple	Banana
Carrot	Date

No Lines

Apple	Banana
Carrot	Date

Lines

Apple	Banana
Carrot	Date

Shaded

Apple	Banana
Carrot	Date

Full Grid

Apple	Banana
Carrot	Date

# Adjust Table Width and Height

The width of your table can be set as a percentage or pixel value. Tables with percentage widths will be responsive to the size of their container, while tables with pixel widths will be fixed. By default, the width of your table will be set at 100%. This means that the table will take up the entire width of its parent element (typically, the page) and end at the left and right margins. You can increase or decrease your table's width by changing the percentage or pixel value.

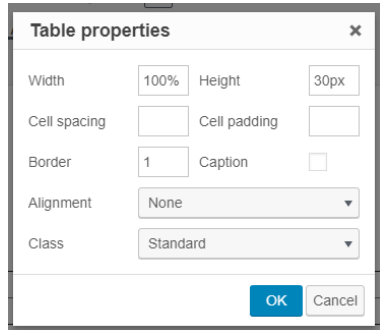


Table height can only be expressed in pixels. If you attempt to set a height value that is too small for the number of rows in that table, your value will be replaced by a safe default. If you increase the table height, the height will be distributed equally to all rows, unless row heights have been specified separately.

# Change Border Weight

You can increase or decrease the weight of your border by changing the quantity next to **Border** in the Table Properties window. The default weight for the border is “1.” The higher the number, the thicker the width of your table's external border will be.

## Add a Table Caption

The table caption option can be enabled by checking the box next to **Caption** on the Table Properties window. When enabled, you'll see a blank space above your table in the visual editor. Click in this space to type your table caption.

Cell 1	Cell 2
Cell 3	Cell 4

Table captions will display *below* your table in your Pressbooks webbook and *above* the table in ebook and PDF export files.

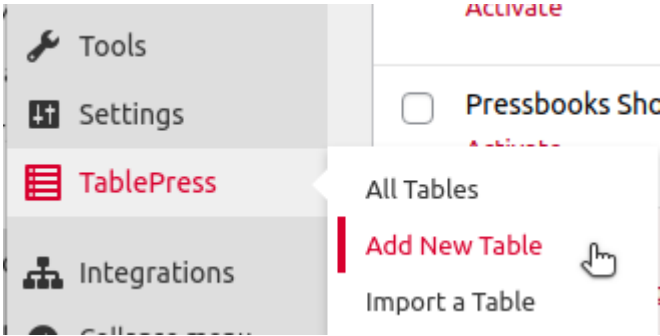
## Create Interactive Tables

The TablePress plugin allows you build dynamic, interactive tables which can be sorted, filtered, and searched in the webbook. These tables are exported as static tables in ebook and PDF exports.

In order to create these tables, the TablePress plugin must be installed on your network and activated in your book. If your network allows book admins to activate installed plugins in their books, you can do so by clicking **Plugins** from the left sidebar menu, and activating TablePress from the plugins list. If you do not see plugins menu or the TablePress plugin, contact your network manager.

Once TablePress has been activated, you should see a **TablePress** link in your left sidebar menu. To create a table with TablePress:

1. Click **TablePress -> Add New Table** from the book dashboard menu



2. Enter your table name and an optional description of the table, then select the number of rows and columns you'd like your table to have

A screenshot of the 'Add New Table' form in the TablePress plugin. The form is titled 'TablePress' and has several tabs: 'All Tables', 'Add New' (selected), 'Import', 'Export', 'Plugin Options', and 'About'. Below the tabs, there is a brief instruction: 'To add a new table, enter its name, a description (optional), and the number of rows and columns into the form below. You can always change the name, description, and size of your table later.' The form itself is titled 'Add New Table' and contains the following fields:

- Table Name:** A text input field containing 'Example Table'. Below it is the text: 'The name or title of your table.'
- Description (optional):** A larger text area containing 'A short demonstration of the TablePress plugin.' Below it is the text: 'A description of the contents of your table.'
- Number of Rows:** A dropdown menu with '2' selected. Below it is the text: 'The number of rows in your table.'
- Number of Columns:** A dropdown menu with '2' selected. Below it is the text: 'The number of columns in your table.'

At the bottom of the form is a red button labeled 'Add Table'.

3. Click **Add Table**
4. Find the newly created table in the **Table Content** panel, and enter your desired data into the cells.

**Table Content**

	A	B	
1	Vegetable	Fruit	1
2	Carrot	Apple	2

5. Configure your table as desired using the **Table Manipulation**, **Table Options**, and **Features** panels.

**Table Manipulation**

Combine cells:

Selected rows:  
Selected columns:

Selected rows:   
Selected columns:

Add  row(s) 
Add  column(s)

---

**Table Options**

Table Head Row:  The first row of the table is the table header.  
 Table Foot Row:  The last row of the table is the table footer.

Alternating Row Colors:  The background colors of consecutive rows shall alternate.  
 Row Hover Highlighting:  Highlight a row while the mouse cursor hovers above it by changing its background color.

Print Table Name:  Show the table name  the table.  
 Print Table Description:  Show the table description  the table.

Extra CSS Classes:   
Additional CSS classes for styling purposes can be entered here. This is NOT the place to enter Custom CSS code!

6. When your table has been completed to your satisfaction, click **Save Changes**

TablePress also allows you to import CSV, HTML, JSON, XLS, or XLSX files and convert their tabular data into TablePress tables and export tables you've created to your device as CSV, HTML, or JSON files.

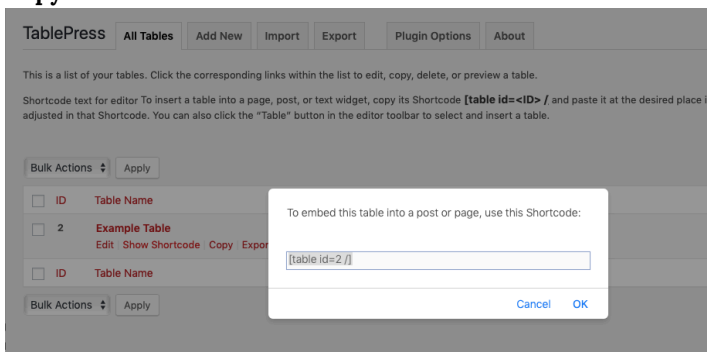
## Add TablePress Tables to a Chapter

All TablePress tables will be given a shortcode upon creation. These shortcodes follow a predictable pattern: `[table "ltIDgt"` not

found /]

where <ID> is the number of a particular table (IDs are assigned to tables in the order of their creation within your book). To insert a TablePress table into a chapter:

1. Click **All Tables** and find the table you'd like to place in the chapter
2. Hover over the title of your table, then click **Show Shortcode**
3. **Copy the shortcode** and click **OK**



4. **Paste this shortcode into the visual editor** where you want the table to appear
5. Save the chapter

The table won't display in your visual editor; you'll just see the shortcode. However, the table will appear in your webbook when you view the chapter.

# 33.

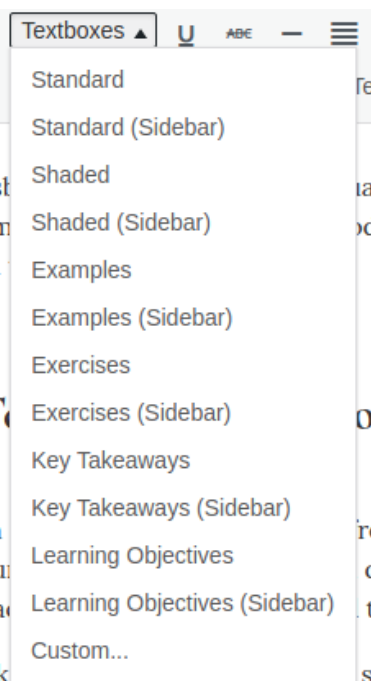
The Pressbooks textbox tool in the visual editor allows you to place text with frames to have it stand apart from the rest of the text in the body of your book. The structure and color of textboxes may vary from theme to theme.

## Add Textboxes to Your Book

To add an empty textbox to your post from the visual editor, click on the **Textboxes** dropdown and select your desired textbox type. If you do this with a selection of text already highlighted, this text will be placed within the newly created textbox.

Pressbooks includes six preset textbox styles. Each of these also features a ‘sidebar’ variation which will display at 25% of the container width by default and was defined for PDF exports.

Preset textbox styles include the following:



**Standard:** This is a standard textbox.

**Shaded:** This is a shaded textbox.

## *Learning Objectives*

This is a Learning Objectives textbox. Type your learning objectives here.

- First
- Second

## *Key Takeaways*

This is a Key Takeaways textbox. Type your key takeaways here.

- First
- Second

## *Exercises*

This is an Exercises textbox. Type your exercises here.

- First
- Second

## *Examples*

This is an Examples textbox. Type your examples here.

- First
- Second

You can modify or edit the content within any of the textboxes. You can also insert a 'custom' textbox, which allows you to define a custom textbox class that you can target with [Custom Styles](#).

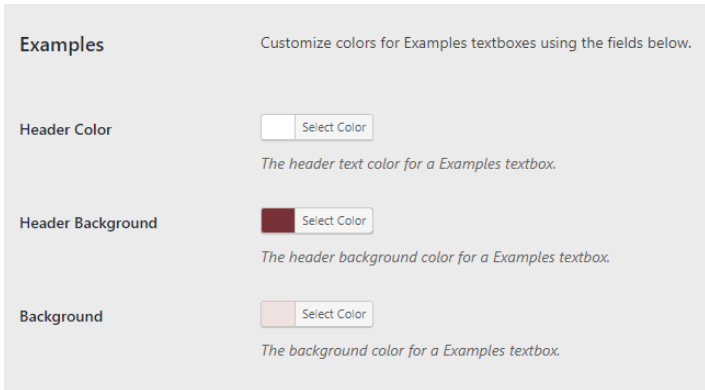
**Note:** Standard and shaded textboxes were designed to include a single paragraph. If you'd like to include multiple line breaks within these textboxes, you can simply press "Shift+Enter" in the visual editor to create a 'soft return'.

This will add line breaks without breaking the textbox (it's what we did in this standard textbox, for example). If you feel confident in your ability to edit HTML tags, you can also switch to the Text Editor and edit a textbox's `<div>` element directly.

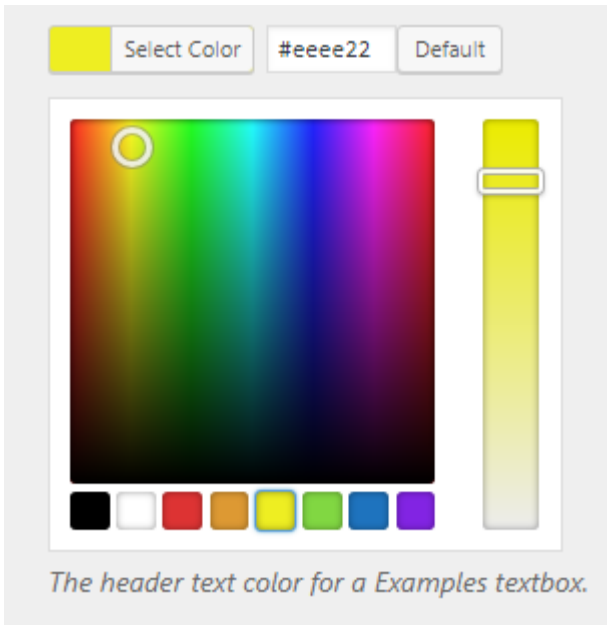
## Customize Your Textbox Colors

Each of the four textboxes designed for educational publishing projects have a preset color palette set by your book's theme. Most themes include a Global Setting which allows you to globally change the color scheme for the textbox types. To change your textbox colors from their default palette:

1. Click **Appearance > Theme Options** from the left-hand menu of your book's dashboard and scroll down until you see customization options for **Examples, Exercises, Key Takeaways, and Learning Objectives**
2. Click **Select Color** next to the element you'd like to change (Header Color, Header Background, or Background)



3. Use the resulting color picker to select your desired color. Click Default to return the element to its default color if needed.



4. Repeat for each of the Header Colors, Header Backgrounds, and Background colors you want to modify.
5. Click **Save Changes**

Any color customizations you apply will affect every textbox of that

specified type in your book. For example, if you change the Key Takeaways Header Background to green, all of the Key Takeaways textboxes in your book will now have a green header background.

This change affects all export types. You can see the new, custom color textboxes in your visual editor.

## 34.

Pressbooks offers two different methods for rendering mathematical equations in your books: via a native MathJax integration and through the WP QuickLaTeX plugin. MathJax is an open source JavaScript display engine that translates mathematical markup into accessible equations on the web. Pressbooks features a native integration with MathJax that renders math expressions with MathJax in the webbook and creates accessible image versions of equations and other mathematical markup for its EPUB and PDF exports.

### Display LaTeX with MathJax

**NOTE:** MathJax is not available on Pressbooks.com. All books published on Pressbooks.com have the WP QuickLaTeX plugin enabled by default.

There are two ways to use LaTeX syntax in MathJax:

**Shortcode syntax:**

`[latex]e{i \pi} + 1 = 0[/latex]`

**Dollar sign syntax:**

`< /strong > eiπ + 1 = 0 < strong >`

You can click the LaTeX button in the visual editor to input LaTeX directly or add the syntax delimiters to an expression manually. Note that equations will not display fully formatted in the editor. However, you can view the webbook or export your files at any time

to see how the equations appear. [Learn more about LaTeX from their documentation.](#)

## Display AsciiMath with MathJax

MathJax is capable of rendering AsciiMath, an client-side markup language for mathematics. There are two ways to use AsciiMath syntax in MathJax:

**Shortcode syntax:**

```
[asciimath]e^{i \pi} + 1 = 0[/asciimath]
```

**Dollar sign syntax:**

*asciimath* < /strong >  $e^{i\pi} + 1 = 0$  < strong >

AsciiMath can be drafted directly in the visual editor. [Learn more about AsciiMath from their website.](#)

## Display MathML with MathJax

MathML is an XML-based mathematical markup language. To render MathML with MathJax, input the relevant expression using the [Text Editor](#):

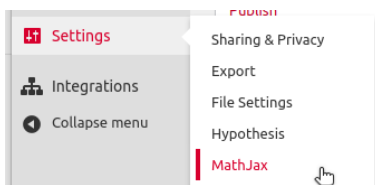
**Example:**

```
<math><mrow><mrow><msup> <mi>x</mi> <mn>2</mn> </msup> <mo>+</m
```

[Learn more about MathML from the W3C's documentation page.](#)

## Configure MathJax Settings

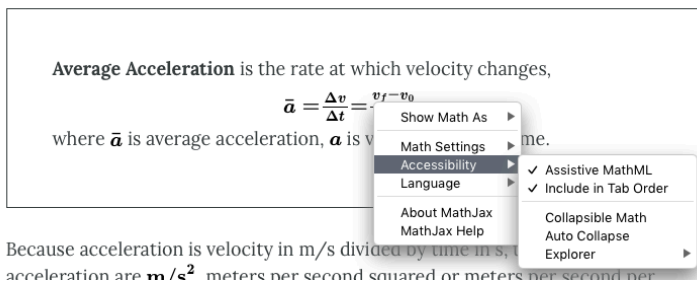
Click **'Settings -> MathJax'** to access your MathJax settings page. If you do not see a MathJax settings option, this usually means that your book is using the WP QuickLaTeX plugin.



The MathJax settings page provides examples of support syntax and allows you to change the text color of all equations in your book and select the font used when generating images for use in EPUB and PDF exports.

## Use MathJax's Accessibility Features

Within the webbook, readers can right click any equation rendered in MathJax to access additional display options and accessibility features. Options include the ability to magnify any equation on click or hover, the ability to display the math in HTML, SVG, and other formats, and more. Learn more about MathJax's [accessibility features from their documentation](#).

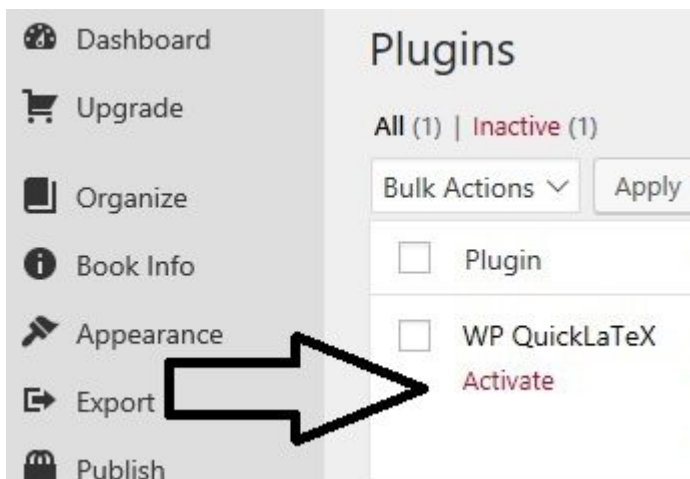


## Render LaTeX with WP QuickLaTeX

WP QuickLaTeX is a plugin that allows you to write native LaTeX syntax directly into your books without wrapping shortcodes around every part of every equation.

**Note:** WP QuickLaTeX is the default mathematics rendering option for Pressbooks.com users and can be used as an optional replacement for MathJax within individual books on other networks.

To enable the WP QuickLaTeX plugin:



1. Click '**Plugins**' from left-hand menu of your screen
2. Click '**Activate**' for **WP QuickLaTeX**

If you do not see this option, please contact your Network Manager.

Once WP QuickLaTeX has been activated for your book, there are two recommended methods for rendering LaTeX expressions:

1. **Use the `[latex]` shortcode.** A sample expression would look like this: `[latex] $x^2 + y^2 = z^3$ [/latex]`.
2. **Add a shortcode to the top of your chapter.** Adding to the top of a chapter will ensure that everything written in LaTeX syntax will be rendered by WP QuickLaTeX without additional LaTeX syntax delimiters. For example, if you were to input the following:

At first, we sample  $f(x)$  in the  $N$  ( $N$  is odd) equidistant points

$$f_k = f(x_k), x_k = x^* + kh, k = -\frac{N-1}{2}, \dots, \frac{N-1}{2}$$

where  $h$  is some step.

Then we interpolate points  $\{(x_k, f_k)\}$  by polynomial

$$P_{N-1}(x) = \sum_{j=0}^{N-1} a_j x^j$$

(1)

Its coefficients  $\{a_j\}$  are found as a solution of system of

$$\{P_{N-1}(x_k) = f_k\}, k = -\frac{N-1}{2}, \dots, \frac{N-1}{2}$$

(2)

Here are references to existing equations: (1), (2).  
Here is reference to non-existing equation (??).

WP QuickLaTeX would render something which looks like this:

At first, we sample  $f(x)$  in the  $N$  ( $N$  is odd) equidistant points around  $x^*$ :

$$f_k = f(x_k), x_k = x^* + kh, k = -\frac{N-1}{2}, \dots, \frac{N-1}{2}$$

where  $h$  is some step.

Then we interpolate points  $\{(x_k, f_k)\}$  by polynomial

$$P_{N-1}(x) = \sum_{j=0}^{N-1} a_j x^j \quad (1)$$

Its coefficients  $\{a_j\}$  are found as a solution of system of linear equations:

$$\{P_{N-1}(x_k) = f_k\}, \quad k = -\frac{N-1}{2}, \dots, \frac{N-1}{2} \quad (2)$$

Here are references to existing equations: (1), (2).

Here is reference to non-existing equation (??).

There are a few places in your book where you should not use `[latex]` shortcodes:

- **Shortcode elements generally cannot be nested within other shortcodes.**

`[latex]` shortcodes can be used inside of<sup>1</sup> and shortcodes, but `[asciimath]` and `[latex]` shortcodes cannot be nested inside of other shortcode elements. If you're trying to render LaTeX inside of an shortcode which does not permit nested shortcodes, we recommend using

1.

the non-shortcode based syntax delimiters.

- **Titles.** Equations won't look good inside of a title because the style of the math will override the style of the heading. The code used to create the equation may also display in the table of contents.
- **Running content.** Similar to titles, the code used to create the equation may display in the running content.

## Configure WP QuickLaTeX's Settings

To customize the settings for WP QuickLaTeX, click **Settings > QuickLaTeX** from the left-hand menu of your book's dashboard.

The screenshot shows the QuickLaTeX interface. On the left is a sidebar menu with options: Dashboard, Organize, Book Info, Appearance, Export, Publish, Plugins, Media, Users, Tools, Settings (highlighted), Sharing & Privacy, Export, QuickLaTeX, Hypothesis, and Collapse menu. The main content area has a header with the QuickLaTeX logo and navigation tabs: Getting started, Basic Settings, Advanced, System, and About. Below the tabs, there is introductory text about using LaTeX shortcuts and an example of a page with LaTeX formulas. The example code is shown in a code block, and below it, the rendered output is displayed, including a paragraph of text and a mathematical equation.

QuickLaTeX

Getting started Basic Settings Advanced System About

Activate QuickLaTeX on a page, post, or comment with the shortcode `[latexpage]`. Then you may insert LaTeX expressions directly in the text place them displayed with `\[...]` as you usually do typing offline LaTeX documents.

You may also use display environments `equation`, `align`, `displaymath`, `eqnarray`, `multline`, `flalign`, `gather`, and `alignat`.

Here is example of a page with LaTeX formulas (how it appears in Wordpress editor):

```
[latexpage]
At first, we sample  $f(x)$  in the  $N$  ( $N$  is odd) equidistant points around  $x^*$ :
\{
  f_k = f(x_k), \quad x_k = x^* + kh, \quad k = -\frac{N-1}{2}, \dots, \frac{N-1}{2}
\}
where  $N$  is some step.
Then we interpolate points  $\{(x_k, f_k)\}$  by polynomial
\begin{equation} \label{eq:poly}
  P_{N-1}(x) = \sum_{k=0}^{N-1} a_k x^k
\end{equation}
Its coefficients  $\{a_k\}$  are found as a solution of system of linear equations:
\begin{equation} \label{eq:sys}
  \left\{ P_{N-1}(x_k) = f_k \right\}, \quad k = -\frac{N-1}{2}, \dots, \frac{N-1}{2}
\end{equation}
Here are references to existing equations: \ref{eq:poly}, \ref{eq:sys}.
Here is reference to non-existing equation \ref{eq:unknown}.
```

Same page processed by QuickLaTeX and published (how visitors see it in a browser):

At first, we sample  $f(x)$  in the  $N$  ( $N$  is odd) equidistant points around  $x^*$ :

$$f_k = f(x_k), \quad x_k = x^* + kh, \quad k = -\frac{N-1}{2}, \dots, \frac{N-1}{2}$$

where  $h$  is some step.

Then we interpolate points  $\{(x_k, f_k)\}$  by polynomial

$N-1$

QuickLaTeX provides both **Basic Settings** and **Advanced** settings through different tabs in their settings page. [Learn more about using WP QuickLaTeX from its documentation.](#)

## Render LaTeX in H5P Activities

You can render LaTeX inside of [H5P activities](#) you've created in Pressbooks, but you'll first need to add the mathematics library to your book's H5P libraries page. To do this:

1. Activate the H5P plugin
2. Download [H5P's mathematics library](#) to your device
3. Click **H5P Content > Libraries** from the left sidebar menu
4. Click **Choose File** and select the H5P mathematics library file you downloaded in step 2.
5. Click **Upload**

Learn more about using [Mathematical expressions in H5P activities from their documentation](#).

## Use Math in TablePress

You can use MathML or LaTeX to create equations and formulas in the tables you make in TablePress. To render MathML, write your markup directly into the table cells in TablePress as you would in the text editor.

To render LaTeX expressions in TablePress tables, activate the WP QuickLaTeX plugin and enable the "Use LaTeX Syntax Sitewide" setting (available under **Settings -> QuickLaTeX -> Advanced**). Once you've enabled this setting, you can use any supported QuickLaTeX syntax to create your equation within the table's cells. All content can be edited from within the TablePress interface.

## 35.

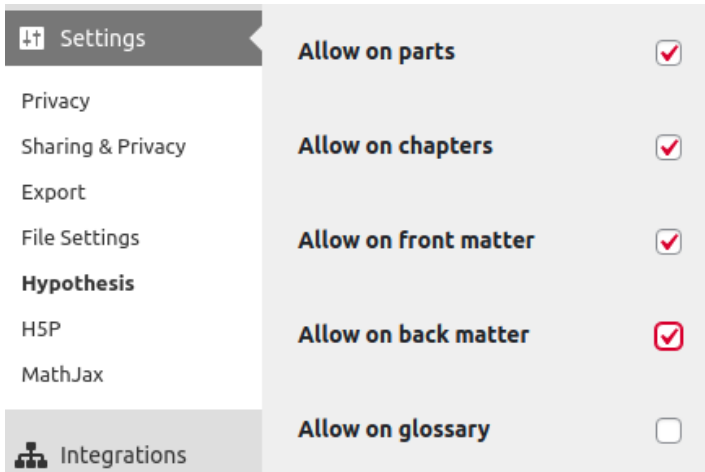
Pressbooks allows you to enable public or private annotation of your book using Hypothesis, an open source web annotation tool. Hypothesis can be used to enable private (or public) communication between editors and proofreaders, personal note taking and annotation, social learning and discussion about a text, or to foster deeper engagement between writers, readers, and your text.

### Enable Hypothesis in Your Book

Before Hypothesis can be enabled in your book, it must first be activated as a plugin. On most Pressbooks networks, Hypothesis will already be activated but not enabled. If you do not see a Hypothesis option in your book's settings menu, this means that the plugin is not activated. Activate it from your book's **Plugins** menu. If you are unable to do so, contact your network manager.

To enable Hypothesis throughout your book:

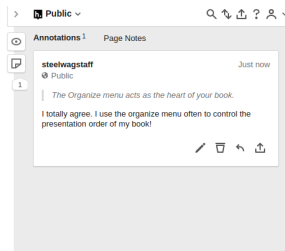
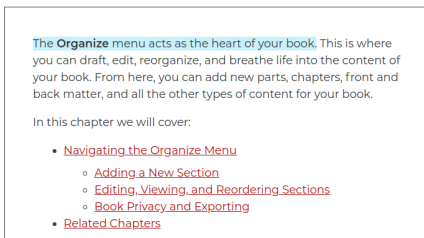
1. Click **'Settings -> Hypothesis'**
2. Click **'Allow on Parts'**, **'Allow on Chapters'**, **'Allow on Front Matter'** and **'Allow on Back Matter'** **Select.**



3. Click 'Save Changes'.

Hypothesis provides several other settings to control general behaviour and allow or disallow its usage on specific content in your book. Configure these as desired.

If you choose to allow Hypothesis on chapters and front/back matter, the Hypothesis annotation client will appear in the top right corner of your book's reading interface. The public layer can be viewed by all visitors to your book, and written to by anyone who has created a free Hypothesis account.



Learn more about using Hypothesis in your publishing project from their documentation:

- [Hypothesis Help](#)
- [Hypothesis for Education](#)
- [Hypothesis for Publishers](#)

- [Hypothesis for Research](#)

## Video Resources

We've presented about ways that Hypothesis can improve the educational impact of content published with Pressbooks in several forums over the years. Some relevant presentations are included below:



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=90#oembed-1>



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=90#oembed-2>



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=90#oembed-3>

# 36.

Pressbooks features a native integration with H5P, an open-source plugin which can be used to create interactive quizzes and other learning activities in your book. There are over 40 different H5P activity types, ranging from simple True/False questions to image matching exercises to quiz sets to interactive video quizzes and even complex branching scenarios!

**Note:** On hosted Pressbooks networks for institutions, H5P can be activated freely. On the [pressbooks.pub](https://pressbooks.pub) network, H5P is available for books on the [Collaboration](#) plan, where it is activated by default.

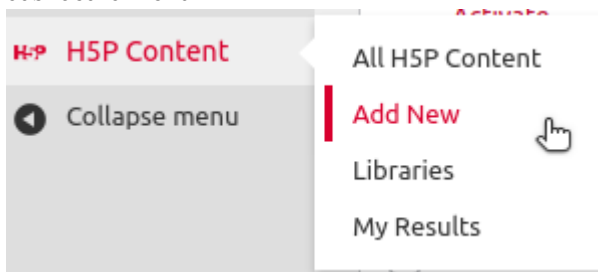
## Create H5P Activities

Before you create your first H5P activities, you must activate the H5P plugin. (For [pressbooks.pub](https://pressbooks.pub) books on the



[Collaboration](#) plan, this step can be skipped, since the plugin is activated upon subscribing to that plan.) Do this by clicking **Plugins** in your book dashboard and finding and activating the H5P plugin. If you don't see the Plugins option or the H5P plugin in the list of available plugins, contact your network manager. Once H5P is active in your book, you'll see an **H5P Content** option added to your book's admin dashboard menu.

1. Click '**H5P Content -> Add New**' from your book admin dashboard menu



2. Click '**I consent, give me the Hub!**' to activate the H5P Hub interface (reommended)
3. Click '**Get**' and following the steps indicated for the content type you'd like to create.
4. Enter the information for your quiz/activity etc.
5. Click 'Create' when you've completed the activity to your satisfaction.

## Import H5P Activities

You can also [import H5P activities](#) you've downloaded from Pressbooks or other locations on the public web.

If you are looking for H5P activities to import, you can look on the [Pressbooks Directory](#). On the card for each book, you'll see a hyperlink that leads to that book's H5P activities. From here, you can download H5P activities and import them into your book.

There are some other places where you could look for H5P activities to download and import, such as the [eCampusOntario H5P catalog](#).

Learn more about the available activity types and how to create them by consulting [H5P's documentation](#).

Learn more about creative pedagogical uses for H5P in Pressbooks by visiting [The H5P Pressbooks Kitchen](#), a terrific set of resources created by our friends at BCcampus.

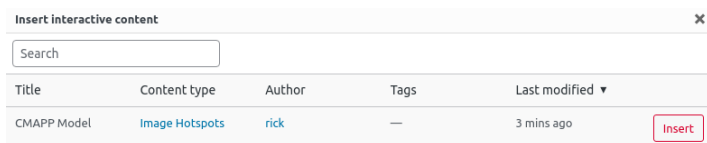
## Add H5P Activities to Your Book

Once you've activated the H5P plugin, your visual editor will include a new 'Add H5P' button next to the 'Add Media' button. You can use this button to add the shortcodes for H5P

activities throughout your book. To add an H5P activity you've created:

1. Navigate to the location where you would like add your activity.
2. Click the 'Add H5P' button
3. Find the activity you'd like to add to your book and click

'Insert'

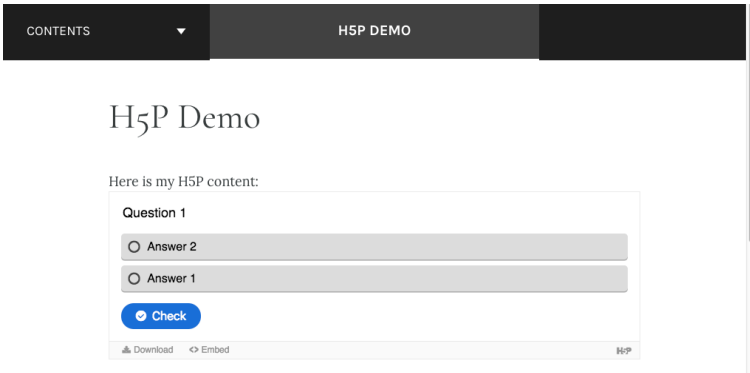


Title	Content type	Author	Tags	Last modified
CMAPP Model	Image Hotspots	rick	—	3 mins ago

An H5P shortcode will be inserted in your chapter using the

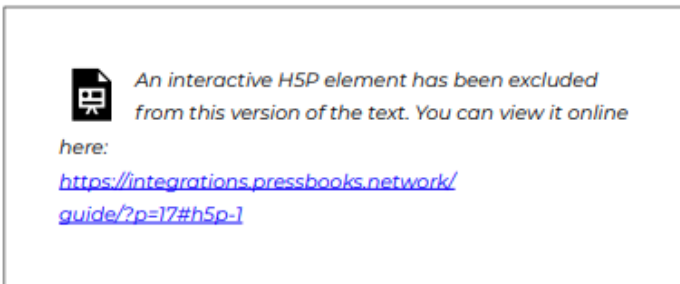
pattern The original version of this chapter contained H5P content. You may want to remove or replace this element.

4. Save your chapter and view the web version to see embedded activity.



Save and view in the webbook.

In your EPUB and PDF exports, H5P activities be replaced by placeholder text which includes a link to the activity in the webbook:



## View All H5P Activities in Your Book

All public books include a listing of all the H5P activities which have been created for that book. You can find the H5P listing page by adding the following path to the end of a webbook's homepage URL: `/h5p-listing/`

You can view a sample H5P Activities List at <https://wisc.pb.unizin.org/portuguese/h5p-listing/>

The H5P activities list will indicate the total number of H5P activities created in a given book, displaying them in groups of 20 with pagination controls at the bottom of the page. Activities are listed by their shortcode ID number (in order of creation) and will be hidden by default. You can choose to expand all activities at once by clicking the **Expand All** button at the top of the page. Alternatively, you can click the **Show Activity** button to display a specific H5P activity.

# H5P ACTIVITIES LIST

This book includes **136** H5P activities. Only those which have been inserted into book content will be included if the book is cloned. [EXPAND ALL](#)

ID	Title	Activity type	Show/Hide
3	1.1 A	Single Choice Set	<a href="#">SHOW ACTIVITY</a>
4	Dialogue1.A	Single Choice Set	<a href="#">HIDE ACTIVITY</a>
<div style="border: 1px solid #ccc; padding: 10px;"><p>Pedro é do Brasil? <span style="float: right;">🔊</span></p><div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">É.</div><div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px;">Não, é de Portugal.</div><div style="display: flex; justify-content: space-between; align-items: center; font-size: small;"><span>🔄 Reuse</span><span>↔ Embed</span><span>H-P</span></div></div>			
5	2.2 A	Fill in the Blanks	<a href="#">SHOW ACTIVITY</a>
6	4.1 B	Fill in the Blanks	<a href="#">HIDE ACTIVITY</a>

Prefer to watch and learn? Check out this video tutorial:



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=92#oembed-1>

# 37.

Shortcodes are small blocks of square-bracketed code which Pressbooks recognizes and handles in special ways in the webbook and export files. Shortcodes 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. Shortcodes also provide a convenient way to include Pressbooks-specific elements in an external document which is intended for [import into Pressbooks](#).

**Note:** Shortcode examples on this page are wrapped in a `<code>` element which forces the shortcodes to be displayed as text instead of being properly rendered. If you paste them from this chapter into your book, they will not work correctly. You can, however, retype the text displayed in the shortcode into 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 can be applied to this shortcode.

---

Example Code	Example Output
<code>[heading]This should be a H1[/heading]</code>	This should be a H1
<code> Lorem ipsum dolor sit amet, consectetur adipiscing elit.</code>	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
<code>[subheading]This should be a H2[/subheading]</code>	This should be a H2

---

## 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 can be applied to this shortcode.

---

Example Code	Example Output
<code>This is a line of text [code]&lt;em&gt;with some inline code&lt;/em&gt;[/code]</code>	This is a line of text <em>with some inline code</em>
<code>[code]&lt;p&gt;The code can also be a block.&lt;/p&gt; 4 spaces before the line here and here &lt;b&gt;more code&lt;/b&gt; [/code]</code>	
<code>&lt;p&gt;The code can also be a block.&lt;/p&gt; 4 spaces before the line here and here &lt;b&gt;more code&lt;/b&gt;</code>	

---

**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 or 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 can be applied to this shortcode.

---

Example Code	Example Output
<code>[email]example@pressbooks.com[/email]</code>	<a href="mailto:example@pressbooks.com">example@pressbooks.com</a>
<code>[email address=example@pressbooks.com /]</code>	<a href="mailto:example@pressbooks.com">example@pressbooks.com</a>
<code>[email address=example@pressbooks.com]Email us[/email]</code>	<a href="mailto:example@pressbooks.com">Email us</a>

---

## Equation/Latex

```
[equation]latex code here[/equation]
OR
[latex]latex code here[/latex]
```

**Description:** Renders the expression using the book's preferred LaTeX rendering solution.

Example Code	Example Output
<pre>[equation]e^{\i \pi} + 1 = 0[/equation]</pre>	$e^{i\pi} + 1 = 0$

## Blockquote

```
[blockquote]Text to be formatted as a
blockquote[/blockquote]
```

**Description:** formats the content as a block quote. Custom classes can be applied to this shortcode.

---

## Example Code

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus sit amet velit ac urna porta feugiat vel sit amet nisi. Proin vel mollis diam, eu egestas ex.

```
[blockquote]This is a blockquote using the blockquote shortcode. Vivamus aliquam purus metus, vitae commodo libero pretium in. Vestibulum rhoncus erat ac ipsum porttitor pulvinar. Sed tempor faucibus velit, vel dapibus libero sollicitudin et. Duis porta nisi eu ligula dignissim, sed ullamcorper purus tristique. [/blockquote]
```

Proin vel mollis diam, eu egestas ex. Maecenas ligula nisi, mollis et neque sit amet, congue pharetra neque.

## Example Output

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus sit amet velit ac urna porta feugiat vel sit amet nisi. Proin vel mollis diam, eu egestas ex.

**This is a blockquote using the blockquote shortcode.** Vivamus aliquam purus metus, vitae commodo libero pretium in. Vestibulum rhoncus erat ac ipsum porttitor pulvinar. Sed tempor faucibus velit, vel dapibus libero sollicitudin et. Duis porta nisi eu ligula dignissim, sed ullamcorper purus tristique.

Proin vel mollis diam, eu egestas ex. Maecenas ligula nisi, mollis et neque sit amet, congue pharetra neque.

---

## Footnote

**[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.

---

## Example Code

```
This leads to a footnote[footnote]This is the footnote content. [/footnote].
```

## Example Output

This leads to a footnote<sup>[1]</sup>.

---

1. This is the footnote content. ↵

---

# Anchor

```
[anchor id=anchorname /]
```

**Description:** Creates an anchor which can then be linked to via href="#anchorname".

The id parameter is required and should include only letters, numbers, hyphens (-) or underscores (\_). When linking to the anchor, note that the id value is case-sensitive. Custom classes can be applied to this element.

---

## Example Code

```
Anchor below this line.
```

```
[anchor id=shortcode_anchor]
```

```
Anchor above this line.
```

## Example Output

Anchor below this line.

Anchor above this line.

---

# 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 “shaded” class or custom classes may be applied to the textbox shortcode in order to change the appearance upon display.

---

### Example Code

metus pharetra. Proin rhoncus pellentesque rhoncus.

[textbox]This text should display in a textbox. Proin vel mollis diam, eu egestas ex. Maecenas ligula nisl, mollis et neque sit amet, congue pharetra neque. Donec tempus velit eu mi commodo, quis sagittis metus pharetra. Proin rhoncus pellentesque rhoncus.[/textbox]

Donec tempus velit eu mi commodo, quis sagittis metus pharetra. Proin rhoncus pellentesque

### Example Output

pharetra. Proin rhoncus pellentesque rhoncus.

This text should display in a textbox. Proin vel mollis diam, eu egestas ex. Maecenas ligula nisl, mollis et neque sit amet, congue pharetra neque. Donec tempus velit eu mi commodo, quis sagittis metus pharetra. Proin rhoncus pellentesque rhoncus.

Donec tempus velit eu mi commodo, quis sagittis metus

metus pharetra. Proin rhoncus pellentesque rhoncus.

[textbox class=shaded]This text should display in a textbox. Proin vel mollis diam, eu egestas ex. Maecenas ligula nisl, mollis et neque sit amet, congue pharetra neque. Donec tempus velit eu mi commodo, quis sagittis metus pharetra. Proin rhoncus pellentesque rhoncus.[/textbox]

In aliquet, arcu ac luctus scelerisque, lacus leo laoreet

Proin rhoncus pellentesque rhoncus.

This text should display in a textbox. Proin vel mollis diam, eu egestas ex. Maecenas ligula nisl, mollis et neque sit amet, congue pharetra neque. Donec tempus velit eu mi commodo, quis sagittis metus pharetra. Proin rhoncus pellentesque rhoncus.

In aliquet, arcu ac luctus scelerisque, lacus leo laoreet quam, sed

---

# 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. Custom classes may be applied to this element.

---

## Example Code

```
faucibus velit, vel dapibus libero sollicitudin et.]
[columns]This text should display in 2 columns. Vivamus aliquam purus
metus, vitae commodo libero pretium in. Vestibulum rhoncus erat ac
ipsum porttitor pulvinar. Sed tempor faucibus velit, vel dapibus libero
sollicitudin et. Duis porta nisi eu ligula dignissim, sed ullamcorper purus
tristique. Duis non congue quam. Sed quis lorem tincidunt, cursus nibh
egget, interdum lectus. Aliquam porttitor magna neque, ut ultrices dui
mollis vel. Fusce iaculis mauris ac sapien auctor molestie.[/columns]
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus sit amet
```

## Example Output

Vestibulum rhoncus erat ac ipsum porttitor pulvinar. Sed tempor faucibus velit, vel dapibus libero sollicitudin et.

**This text should display in 2 columns.** Vivamus aliquam purus metus, vitae commodo libero pretium in. Vestibulum rhoncus erat ac ipsum porttitor pulvinar. Sed tempor faucibus velit, vel dapibus libero sollicitudin et. Duis porta nisi eu ligula dignissim, sed ullamcorper purus tristique. Duis non congue quam. Sed quis lorem tincidunt, cursus nibh egget, interdum lectus. Aliquam porttitor magna neque, ut ultrices dui mollis vel. Fusce iaculis mauris ac sapien auctor molestie.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus sit amet velit ac urna porta feugiat vel sit amet nisi. Proin vel

# Media

```
[media src="URL_of_the_video" /]  
OR  
[media src="URL_of_the_video" caption="Your  
caption text goes here" /]
```

**Description:** Embeds media content in an iframe, with an optional caption parameter. **Non-image media must be oEmbed-compatible.**

Example Code	Example Output
<pre>[media src=https://textopress.com/app/uploads/sites/14 1/2018/05/testvideo.mp4 caption="It's deploy day! Aenean eu tincidunt augue. Donec rutrum nisi semper augue facilisis, eu feugiat lacus aliquet. Vivamus congue et turpis ut convallis. Sed volutpat arcu vitae lectus rutrum imperdiet. Nullam varius viverra nibh, vel aliquet ligula cursus vitae. Aliquam eget auctor nulla.]"</pre>	 <p data-bbox="569 933 936 982">It's deploy day! Aenean eu tincidunt augue. Donec rutrum nisi semper augue facilisis, eu feugiat lacus aliquet. Vivamus congue et turpis ut convallis. Sed volutpat arcu vitae lectus rutrum imperdiet. Nullam varius viverra nibh, vel aliquet ligula cursus vitae. Aliquam eget auctor nulla.</p>

# Captions

```
[caption width="400"]<image> Caption text  
here[/caption]
```

**Description:** formats text as a caption. This is used usually with an image.

This is a [default WordPress shortcode](#). The width parameter (a number) is required.

---

**Example Code**

```
[caption width="600"]
```



test

```
[/caption]
```

**Example Output**



test

---

## Apply Custom Classes

If you are familiar with CSS, you may [apply custom classes and use custom CSS](#) to modify the appearance of some shortcodes . For those shortcodes which support custom classes, they can be added as parameters as in the following example, which adds the class `custom_class` to a textbox:

```
[textbox class=custom_class]Your text here[/textbox]
```

# Nesting Shortcodes

The following shortcodes can be nested within other shortcodes:

- **[latex]** shortcodes can be used inside of **[footnote]** and **[blockquote]** shortcodes
- **[media]** shortcodes can be used inside of **[glossary]** shortcodes
- **[footnote]** shortcodes can be used inside of **[textbox]** shortcodes

All shortcodes except for footnotes, glossary terms, and captions have an alternate styling method available from the [visual editor toolbar](#), which should help you avoid nesting unsupported shortcodes within each other.

## 38.

When it comes to publishing material with Pressbooks, accessibility and inclusion must be considered at the publishing platform level (largely our responsibility) and the content level (which is largely your responsibility as the book's creator).

### **Publish Accessible Content**

As an author, you can take an active approach to ensuring that the resources you make are more accessible and inclusive to all. BCcampus and CAPER-BC (Centre for Accessible Post-secondary Education Resources) have created an [introductory Accessibility Toolkit](#) for textbook creators which includes [a simple accessibility checklist](#) we highly recommend for all authors.

Users interested in learning more about web accessibility more broadly may want to consult the [Digital Accessibility Teaching and Learning Resources](#) published by the Chang School of Continuing Education at Ryerson University using Pressbooks, and their [Introduction to Web Accessibility resource](#) in particular.

### **Web**

Pressbooks webbooks are designed to be accessible for users of

all abilities and compatible with screen readers and other assistive technologies. We encourage creators to focus on producing [clean mark-up](#) and pay special attention to the following practices:

- Use chapters, headings, and subheadings to organize content. In Pressbooks, chapter titles will appear as H1 elements. Use headings of an equal or higher rank to indicate the beginning of a new section, and headings with a lower rank to start a new subsection within the higher ranked section in which it occurs. Use headings in descending rank order (beginning with H1 and descending through H6, if needed) and avoid skipping heading ranks whenever possible (don't jump from an H2 to an H4, for example).
- Determine whether each image you include has a functional or purely decorative role. Add alternative text to functional images that clearly describe the content.
- Check the colour contrast for any images/figures included with your text and whenever using a shaded or coloured background with text.
- When using links to other web content, include descriptive link text for the link. The link text should describe the content of the link; “our guide chapter on Navigation” is better than “click here” or “read more” as link text. If you are linking to non-web content (file downloads, for example) or causing a link to open in a new tab or window, consider telling the user this in the link description.
- When using tables, provide properly tagged table titles/ captions and table headers/footers where appropriate, and avoid using merged or split cells wherever possible.
- Include captions and/or transcripts for any multimedia you include with your text.

## PDF

Pressbooks allows users to produce two different types of PDF export files. 'PDF (for digital distribution)' exports use the [PDF/UA-1](#) profile, which means that these digital PDFs will be tagged for accessibility and are designed to be read on a screen with maximal accessibility. 'PDF (for print)' exports use the [PDF/X-4](#) profile and are primarily designed to be used with print on demand services and do not include all of the additional accessibility enhancements present with 'PDF (for digital distribution)' exports.

## Ebook

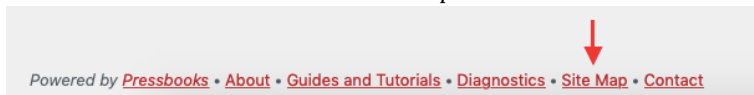
The accessibility of Ebook files is largely driven by the underlying HTML structure of the document, and can also be influenced by the capabilities of the software selected by the reader. The most important things you can do to improve the accessibility of your Ebook exports is to ensure that you've followed the practices outlined in the web section above. For authors interested in diving deeper into Ebook accessibility, the Daisy Consortium maintains a [knowledge base](#) which includes several helpful practices for creating accessible digital publications.

## Use Accessibility Features Provided By Pressbooks

Pressbooks' administrative interface includes some accessibility features that may help you use Pressbooks more effectively.

## Site Map

Pressbooks includes an alternative site map, which is linked to from the footer visible in the user dashboard to all logged in users. The site map offers users an alternative means of navigating the back end of Pressbooks, and will include links to all the pages that you can access from the sidebar menu and top menu.

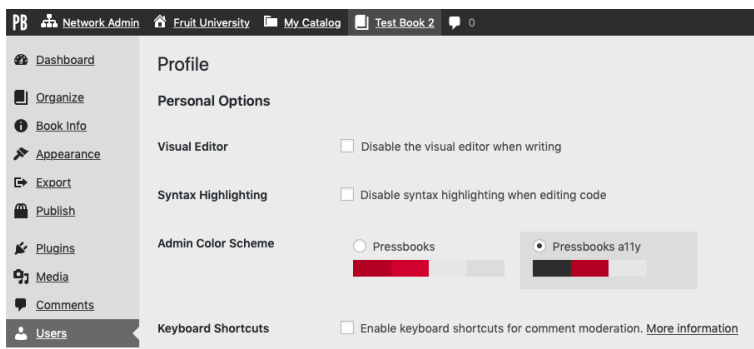


## Pressbooks a11y Color Scheme

If you would prefer an administrative interface with higher color contrast and underlined links, you can enable the Pressbooks a11y color scheme for your account:

1. Go to **Users > Your Profile** from the left sidebar menu, or click on your name in the top right corner of your screen
2. On the **Profile** page, find the **Admin Color Scheme** setting and select **Pressbooks a11y**
3. Click **Update Profile** at the bottom of the screen

This setting only affects the user interface for you. Other authors in your book will still be able to select their own preferred color scheme.



## Help Translate Pressbooks

We want to make the Pressbooks platform available in as many languages as possible. We use [Transifex](#), a localization software platform, to help us produce and maintain crowd-sourced translations for the Pressbooks platform in many languages. This service allows anyone to contribute to the completion of a language project translation for Pressbooks by translating as many words or phrases as they wish. We update translations for all languages which have at least 25% coverage each time we release a new version of Pressbooks.

To contribute to any of the translation projects for Pressbooks, please visit [Pressbooks' Transifex page](#).

## 39.

In providing support to Pressbooks users over the past several years, we've seen several formatting problems pop up repeatedly, frustrating authors who just want their webbooks and export files to look "normal". Very often, these problems are due to "bad" styling markup that has crept into the editing interface, often imported from MS Word.

### Remove Unwanted Span Elements

Content imported into Pressbooks from external sources (like Microsoft Word) often includes extra markup or inline styles that might have been useful in the original context but which will produce unwanted styling in Pressbooks; for instance, changing the size or even color of certain text. Often this bad markup comes in the form of `<span>` tags. If you see strange behavior in your webbook or export files, we recommend reviewing the underlying HTML with the text editor to find and remove examples that look like this:

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

Any unwanted span tags and inline style declarations should be deleted (along with the closing `</span>` tag) unless you are sure you know what it is for and want it to be displayed in your book.

# Heading Styles

Make sure that any headings you want to include in chapters are tagged correctly using `<h1>` or `<h2>` or `<h3>` tags, not `<strong>` or `<b>` tags. Headings should be nested as subsections to reflect the organization of the content of the page.

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.

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.

## Blockquotes (and `<cite>`)

Things like letters, poems, long quotations should be wrapped in `<blockquote>text text</blockquote>`.

```
<blockquote>Visionary feminism is a wise
and loving politics. It is rooted in the
love of male and female being, refusing to
privilege one over the other. The soul of
feminist politics is the commitment to
ending patriarchal domination of women and
men, girls and boys. Love cannot exist in
any relationship that is based on
domination and coercion.</blockquote>
```

This will give you something like:

Visionary feminism is a wise and loving politics. It is rooted in the love of male and female being, refusing to privilege one over the other. The soul of feminist politics is the commitment to ending patriarchal domination of women and men, girls and boys. Love cannot exist in any relationship that is based on domination and coercion.<sup>1</sup>

## Non-indented Paragraphs

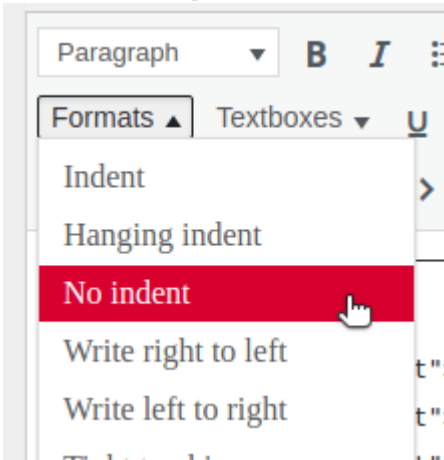
Pressbooks will automatically indent paragraphs correctly, and NOT indent them correctly as well (for instance, after Chapter Titles, and headings throughout a chapter). Sometimes you want to explicitly specify that certain paragraphs should not be indented, as in the example below:

```
<p class="no-indent">Hamlet. But what is  
your affair in Elsinore? ...</p>  
<p class="no-indent">Horatio. My lord, I
```

1. From bell hooks' *The Will to Change: Men, Masculinity and Love*

```
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>
```

You can do the above in the VISUAL editor by selecting the paragraphs you want not indented, then selecting **No Indent** from the 'Formats' dropdown.



## 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

# 40.

Pressbooks makes it simple to fill out your book’s metadata. Having complete metadata not only helps readers find your book, it tells them what your book is about. Without it, your book may be harder to find in search results and its entry in [Pressbooks Directory](#) may be bare and incomplete. This short video tutorial summarizes our recommendations for authors who want to ensure their book is easy for others to find and use:



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=100#oembed-1>

## Improving Directory Metadata

Here’s a sample book card from the Directory for a book that lacks relevant metadata (book info):

INTEGRATIONS.PRESSBOOKS.NETWORK | PRESSBOOKS INTEGRATIONS

[Pressbooks User Guide](#)

Author(s): Pressbooks  
Updated: 02-1-2021  
Word Count: 7365  
Storage Size: 3.22 MB



PRESSBOOKS  
Help & User Guide

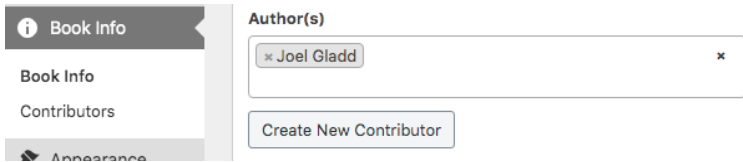
EN 



*A book without much metadata*

The example shown above doesn't include much apart from its title to help a visitor know whether they might be interested to read, adopt, or adapt that book for their own needs. To improve your book's metadata on your network and in Pressbooks Directory, we recommend that you log into the Pressbooks dashboard and select *Book Info* from the main menu, then enter the relevant values for the following fields:

1. An author/editor. You may need to begin by [creating new contributors](#) for each of the people you wish to credit as authors, editors, reviewers, contributors, etc.



2. A Creative Commons license that grants others permission to share derivative works (this tool can help you choose an appropriate license: <https://chooser-beta.creativecommons.org/>).

**Copyright**

---

**Copyright Year**

Year that the book is/was published.

**Copyright Holder**


Name of the copyright holder.

**Copyright License**

You can select various licenses including Creative Commons.

3. A cover image with 1:1.5 ratio dimensions.

**Cover Image**



**Choose File** cover.jpg

4. A relevant subject. Pressbooks uses [Thema](#), an subject category scheme designed for the international book trade, to help authors and publishers categorize their books. To help you select the appropriate subject(s) for your book, you may wish to consult *Thema*'s [instructions](#) or interactive [subject taxonomy tool](#).

**Subject(s)**

**Primary Subject**

Education x ▲

Education

**Society and Social Sciences**

**Education**

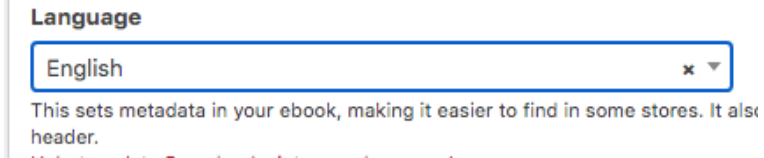
Philosophy and theory of education

Moral and social purpose of education

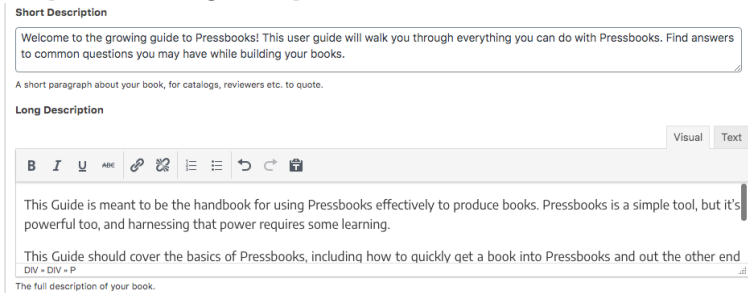
History of education

Educational psychology

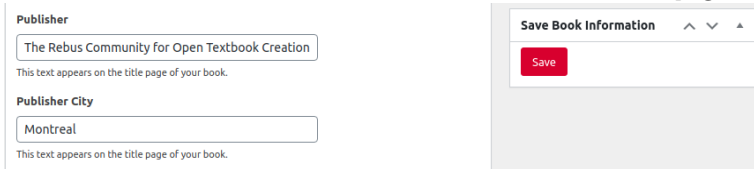
5. The correct language of the book. You should select the language your book is primarily written in.



6. A long and/or short description. Include at least a few sentences describing what your book is about and what readers can expect to learn from it. The Directory will display the long description when it exists, and fall back to the book's short description if no long description has been entered.



7. A publisher (optional), if relevant to your book. After you have added or revised your metadata with the relevant values, make sure you click 'Save' in the 'Save Book Information' on the book info page.



Once you have completed these metadata updates, the information will be synced to the Directory within an hour. In contrast with the book example shown at the beginning of this guide chapter, a book will metadata entered will appear in the Directory like the following:

OPEN.LIBRARY.OKSTATE.EDU | OPEN OKSTATE

## Pressbooks User Guide

**Author(s):** Joel Gladd

**Subject(s):** Education

**Updated:** 02-22-2021

**Publisher:** Pressbooks

**Word Count:** 18385

**Storage Size:** 208.09 MB

**Description:** This Guide is meant to be the handbook for using Pressbooks effectively to produce books. Pressbooks is a simple tool, but it's powerful too, and harnessing that power requires some learning. This Guide should cover the basics of Pressbooks, including how to quickly get a book into Pressbooks and out the other end as a beautifully designed PDF (for print) or ebook (MOBI for Kindle, or EPUB for Apple, Kobo, Nook and others). You will also find here resources for various features...



EN



A sample Pressbooks Directory book card with relevant metadata

## 4I.

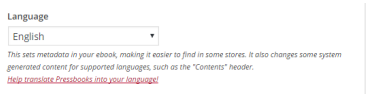
Pressbooks allows you to support multilingual publishing projects and international readers in three ways:

1. By setting a **Book language**, which is added to your book's metadata to inform readers what language your book is written in, and changes the display language for certain elements on your book's homepage.
2. By adding **Language script support**, which allows you to add characters from a wide variety of non-Latin alphabets in your webbook and exports
3. By allowing users to choose their **User Interface** language, which controls the display language for the book dashboard and other administrative menus. [Learn more about setting your preferred user interface language.](#)

This guide chapter will describe how you can set or change your book language and add language & script support for projects which need to display characters from non-Latin alphabets.

## Set Your Book's Language

All books published with Pressbooks must have a language assigned. A book's language is initially set at the time of creation but can be changed at any time in Book Info.



*Choose your book language from the dropdown menu*

The language property should refer to the primary language that

the book is written in. Your book's language will be included as part of your book's **metadata** in the webbook and ebook exports and will affect the **display language** shown to readers of your webbook. Specifically, these terms will be modified and translated according to your chosen metadata language:

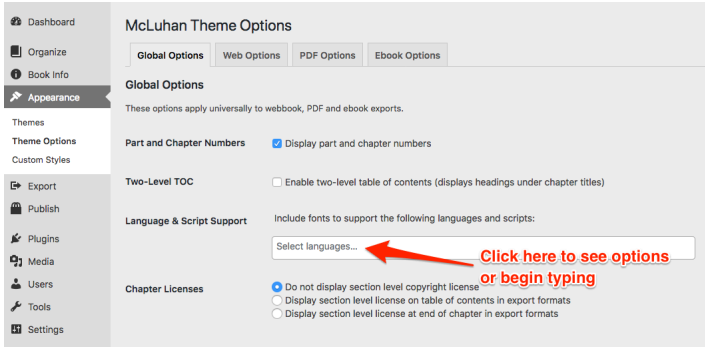
- “**Contents**” on the Table of Contents
- “**Part**” on Part opening pages
- “**Chapter**” on chapter opening pages
- Metadata and section headings on your webbook's homepage

Changing a book's language will also change the language of your book's admin interface for all users who have set their language setting to 'Site Default'. No matter what book language you've chosen, users still have the ability to set their own default language setting for the admin interface. This allows you to display a book's metadata in French, while giving one user the freedom to set their admin interface to display in Arabic, another to display in Spanish, and a third in English.

## Add Language & Script Support

Pressbooks allows you to support publishing your book in a wide variety of languages which use non-Latin alphabets. To add support for additional languages or scripts:

1. Click **Appearance -> Theme Options**
2. Add any desired languages or scripts using the “**Language & Script Support**” option in the 'Global Options' tab.



### 3. Click ‘Save Changes’

For each of the languages and scripts you select, Pressbooks will add a font family which supports characters from this language to your CSS font stack and embed the font in your ebook and PDF exports, so that all needed characters will be available in this formats. Pressbooks allows you to add support for the following languages and scripts:

- Adlam
- Ancient Greek
- Arabic
- Armenian
- Bengali
- Biblical Hebrew
- Canadian indigenous syllabics (for the Chipewyan, Inuktitut, Plains Cree, Cree, Moose Cree, Slave, Northern Cree, Naskapi, Swampy Cree, Southern East Cree, and Ojibwa languages)
- Chinese (Simplified)
- Chinese (Traditional)
- Coptic
- Devanagari (Hindi and Sanskrit)
- Gujarati
- Japanese
- Kannada
- Korean

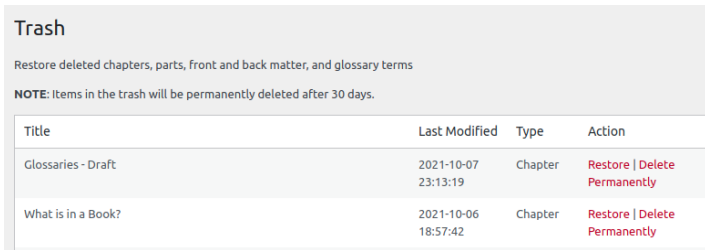
- Malayalam
- Musical Notation (uses the [Bravura Text](#) typeface)
- N'Ko
- Odia
- Punjabi (Gurmukhi)
- Syriac
- Tamil
- Telugu
- Tibetan
- Turkish

**NOTE:** Because adding extra language scripts increases your export file size and Chinese, Japanese, and Korean scripts are included on most standard reading devices, we do not package these font families in our EPUB exports.

42.

## To restore Trashed Content

1. Click '**Organize > Trash**' in left sidebar menu of your book's dashboard
2. Find the title of the content you want to restore and click '**Restore**'



The screenshot shows a 'Trash' section with a heading and a sub-heading: 'Restore deleted chapters, parts, front and back matter, and glossary terms'. Below this is a note: 'NOTE: Items in the trash will be permanently deleted after 30 days.' A table follows with columns for Title, Last Modified, Type, and Action. Two items are listed: 'Glossaries - Draft' and 'What is in a Book?'. Each item has a 'Restore' and a 'Delete Permanently' link in red text.

Title	Last Modified	Type	Action
Glossaries - Draft	2021-10-07 23:13:19	Chapter	<a href="#">Restore</a>   <a href="#">Delete Permanently</a>
What is in a Book?	2021-10-06 18:57:42	Chapter	<a href="#">Restore</a>   <a href="#">Delete Permanently</a>

The content will be automatically restored can be accessed and edited from the **Organize** page.

## To Permanently Delete Content

If you want to permanently delete content:

1. Click '**Organize > Trash**' in left sidebar menu of your book's dashboard
2. Find the title of the content you want to permanently delete and click '**Delete Permanently**'

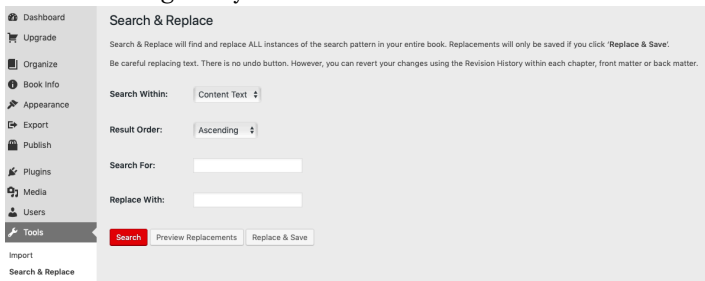
Once you have permanently deleted content from your book, it

cannot be restored or retrieved, but the slug (URL) that it had been using will become available for use.

# 43.

The Search and Replace tool allows you to find and replace words or phrases throughout your entire book. Use this feature with caution, as it makes changes directly to your book's database and cannot easily be undone. 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.

## Search & Replace

Search & Replace will find and replace ALL instances of the search pattern in your entire book. Replacements will only be saved if you click 'Replace & Save'.

Be careful replacing text. There is no undo button. However, you can revert your changes using the Revision History within each chapter, front matter or back matter.

Search Within:

Result Order:

Search For:

Replace With:

## Results

360 result(s) found.

### Chapter ID #5: Chapter 1

[VIEW](#) | [EDIT](#)

...left. Today was Wednesday and he had no **money** coming to him till Friday. It would be too bloody to be without tobacco tonight...

...left. Today was Wednesday and he had no **cash** coming to him till Friday. It would be too bloody to be without tobacco tonight...

### Chapter ID #5: Chapter 1

[VIEW](#) | [EDIT](#)

...that his shoes needed resoling. The **money** clinked in his trouser pocket as he got up. He knew the precise sum that was th...

...that his shoes needed resoling. The **cash** clinked in his trouser pocket as he got up. He knew the precise sum that was th...

### Chapter ID #5: Chapter 1

[VIEW](#) | [EDIT](#)

...ed away in Gordon's mind. He turned the **money** over in his pocket. Twopence halfpenny and a Joey – twopence halfpenny. His m...

...ed away in Gordon's mind. He turned the **cash** over in his pocket. Twopence halfpenny and a Joey – twopence halfpenny. His m...

### Chapter ID #5: Chapter 1

[VIEW](#) | [EDIT](#)

...n safe painters and safe poets by those **money**ed young beasts who glide so gracefully from Eton to Cambridge and from Cambridg...

...n safe painters and safe poets by those **cash**ed young beasts who glide so gracefully from Eton to Cambridge and from Cambridg...

## 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 or produce undesirable results. In this case, we recommend copying the textual content into a text editor and using its native search & replace functions to modify your text.



PART IV  
PRODUCE EXPORTS



## 44.

Most of your book is created by adding content and structure through the **Organize** tool. However, when you generate ebook and PDF exports, Pressbooks automatically generates some parts of your book, depending on the book format you're creating and the settings you have chosen. 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](#)
- [Copyright Page](#)
- [Table of Contents](#)
- [Numeration and Running Content](#)
  - [Part and Chapter Numbers](#)
  - [Page Numbers](#)
  - [Running Content](#)

## Title Page

Pressbooks automatically generates a title page for all PDF and EPUB exports. By default, this title page must include the title of your book and the author's name. Depending on how much

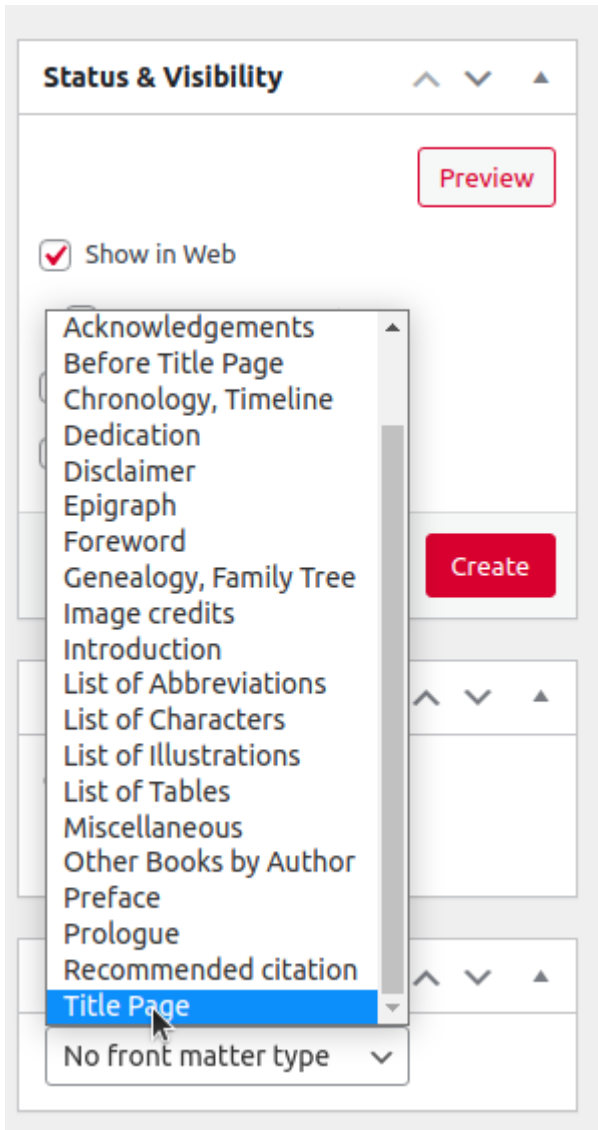
information you've entered into the **Book Info** page, the title page will include:

- Title
- Subtitle
- Author
- Publisher
- Publisher city

## Making a Custom Title Page

If you'd like to override the automatic title page, you can create a custom title page. To do so:

1. Click to **Organize > Add Front Matter** to create a new Front Matter post
2. Select "**Title Page**" from the Front Matter Type dropdown in the 'Status & Visibility' widget



3. Enter your desired Title Page content
4. Click **Create**

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.

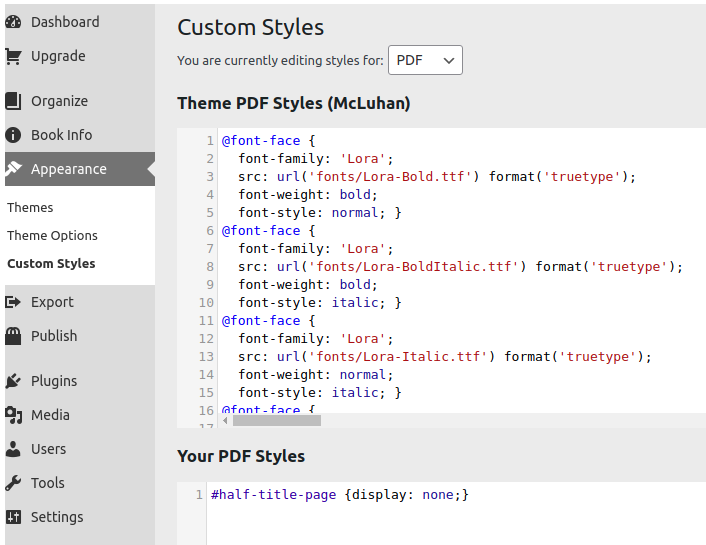
```
<h1 class="title">Title</h1>
<h2 class="subtitle">Subtitle</h2>
<h3 class="author">Author</h3>
<h4 class="publisher">Publisher</h4>
<h5 class="publisher-city">Publisher City</h5>
```

## Half-Title Page

Many Pressbooks themes 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. This page is not included in your ebook exports.

If your theme includes a half-title page and you'd like to remove it from your PDF exports, follow these steps:

1. Select '**Appearance > Custom Styles**' from the left sidebar menu
2. Select the **PDF** stylesheet from the dropdown menu at the top of the page
3. Paste the following CSS into the **Your PDF Styles** section:  
**#half-title-page {display: none;}**



4. Save your changes and re-export the PDF file

## Copyright Notice

Pressbooks automatically generates a Copyright notice for all book formats and displays this notice on the homepage of your webbook and on a copyright page immediately after your title page in the front matter of your ebook and PDF exports. [Learn more about the display order of front matter in your export files.](#)

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

You can use the default copyright notice or make your own custom copyright page. To make a custom copyright page:

1. Select **Book Info** from the left sidebar menu
2. Add your desired content to the **Copyright Notice** section
3. Save book info and produce new export files

Prefer to watch and learn? Watch this instructional video, created by our friends at [BCCampus](#).



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openbook.ums.edu.my/userguide/?p=109>

## 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**

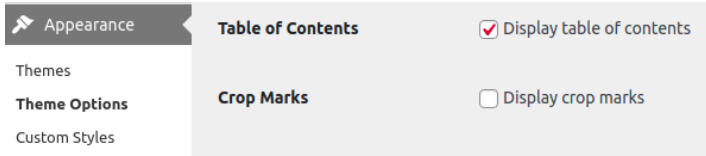
Every theme is built with a table of contents whose design complements the appearance of the rest of your book.

## 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. 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. Select or deselect the ‘**Display table of contents**’ option as desired



4. Save your changes and re-export your files

## Numeration and Running Content

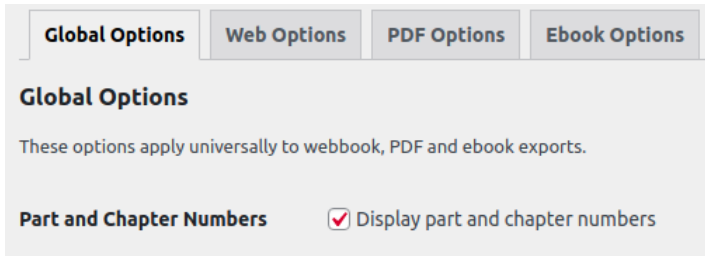
Page numbers, parts, and chapters all get automatically numbered throughout your book in various formats. Pressbooks also generates running headers or footers in all PDF files.

### 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.

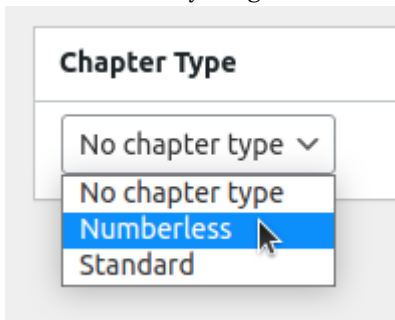
To globally disable all part and chapter numbers:

1. Go to **Appearance > Theme Options** from the left sidebar menu
2. Select the **Global Options** tab
3. Select or deselect the '**Part and Chapter Numbers**' checkbox as desired



4. 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 beneath the Status & Visibility widget.



## 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 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. Make the adjustments you'd like for each relevant page location in the "Running Heads & Feet" section

**Running Heads & Feet**      Running content appears in either running heads or running feet (at the top or bottom of the page) depending on your theme.

<b>Front Matter Left Page Running Content</b>	<input type="text" value="Front Matter Title"/> <input type="text" value="%section_title%"/>
<b>Front Matter Right Page Running Content</b>	<input type="text" value="Front Matter Title"/> <input type="text" value="%section_title%"/>
<b>Introduction Left Page Running Content</b>	<input type="text" value="Introduction Title"/> <input type="text" value="%section_title%"/>
<b>Introduction Right Page Running Content</b>	<input type="text" value="Introduction Title"/> <input type="text" value="%section_title%"/>
<b>Part Left Page Running Content</b>	<input type="text" value="Part Title"/> <input type="text" value="%part_title%"/>
<b>Part Right Page Running Content</b>	<input type="text" value="Part Title"/> <input type="text" value="%part_title%"/>
<b>Chapter Left Page Running Content</b>	<input type="text" value="Chapter Title"/> <input type="text" value="%section_title%"/>
<b>Chapter Right Page Running Content</b>	<input type="text" value="Chapter Title"/> <input type="text" value="%section_title%"/>

#### 4. Save your changes and re-export your files

When you select any of the preset options (except “Blank” or “Custom”) you will see a short piece of code appear in the field below the dropdown menu (i.e. %section\_title% or %part\_title%). These ‘strings’ instruct Pressbooks to print the requested value in your PDF.

If you select “Blank”, no text will appear in this area of your running heads & feet.

If you select “Custom”, you can enter any text you like, including combinations of the preset variables and fixed text. For example, if your book title was “General Chemistry” and the book’s author was “Dr. Lise Meitner”, the custom value %book\_title% by %book\_author% would return ‘General Chemistry by Dr. Lise Meitner’

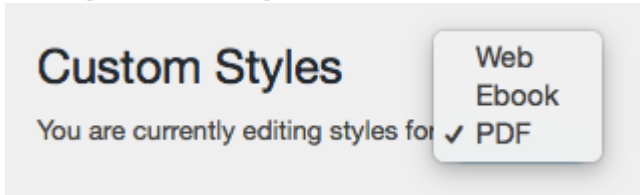
# 45.

The Custom Styles feature allows you to add CSS to your book's stylesheet to change the default formatting for any of our themes. If you're fluent in CSS, this means that you can customize the appearance your web, ebook (EPUB) and PDF (print and digital) files. Please note that Pressbooks does not offer support for comprehensive CSS formatting, and on the pressbooks.pub network, Custom CSS is only available with the Collaboration plan.

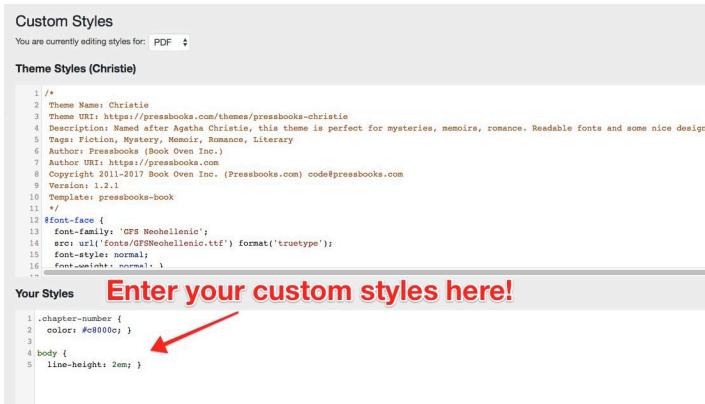
## Add Custom Styles

Once you've [selected a theme](#) for your book, you can add custom styles for the webbook, ebook, and PDF exports separately. To do so:

1. Click **'Appearance → Custom Styles'**.
2. **Select the Export Format you would like to customize** from the dropdown menu. Options include web, Ebook, or PDF.



3. Add your desired CSS modifications to the **'Your Styles'** input section



4. Click the **Save** button to save your changes

**NOTE:** If you've made changes to the ebook or PDF, you will need to export a new set of files to see them.

## 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.

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. While you’re figuring things out, we recommend using the XHTML export to help you isolate particular classes and elements.

## Keyboard Commands for 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.

	<b>For PC</b>	<b>For Mac</b>
<b>Start searching</b>	CTRL + F	Cmd + F
<b>Find next</b>	CTRL + G	CMD + G
<b>Find previous</b>	Shift + CTRL + G	Shift + CMD + G
<b>Replace</b>	Shift + CTRL + F	CMD + Option + F
<b>Replace all</b>	Shift + CTRL + R	Shift + CMD + Option + F
<b>Persistent search*</b>	Alt + F	Alt + F
<b>Jump to line</b>	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*

## View and Restore Previous Revisions

Pressbooks saves the last 10 revisions of any changes you’ve made for each of the three separate stylesheets. You can access these revisions on the Custom Styles page below the save button.

To view or restore a previous version of one of your stylesheets:

1. Click the date stamp for the revision you’d like to view to open the Compare Revisions interface for a particular stylesheet

**Last 10 Revisions (Web)**

- December 5, 2018 @ 16:09:43 by mcgratay
- December 5, 2018 @ 16:07:40 by mcgratay
- November 28, 2018 @ 15:35:44 by jcguan
- November 7, 2018 @ 17:04:18 by jcguan
- October 4, 2018 @ 15:46:36 by mcgratay
- October 4, 2018 @ 15:46:14 by mcgratay
- October 4, 2018 @ 15:42:58 by mcgratay
- October 4, 2018 @ 15:40:50 by mcgratay
- October 4, 2018 @ 15:39:51 by mcgratay
- October 4, 2018 @ 15:37:40 by mcgratay

2. Find the revision you'd like to restore from and click the **'Restore This Revision'** button



## Pressbooks Custom CSS Theme

The Pressbooks Custom CSS theme has been retired in favor of the Custom Styles feature detailed above. Legacy users may still have the Custom CSS theme applied, however. If your book has the Custom CSS theme applied, you will need to stay on that theme or risk losing your changes. If you think you might have to change themes at some point, first copy your stylesheets into a text editor. Then, you can change your theme, navigate to the “Custom Styles” section and re-enter the sections of your stylesheet that you have changed, following the steps detailed above.

In addition, users with the Pressbooks Custom CSS theme activated must save their custom CSS stylesheets before using the cover generator tool. When you switch to a different theme to generate a cover, you will not be able to access the Pressbooks Custom CSS theme again.

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Prefer to watch and learn? Watch this instructional video, created by our friends at [BCcampus](#).



*One or more interactive elements has been excluded*

from this version of the text. You can view them online here:

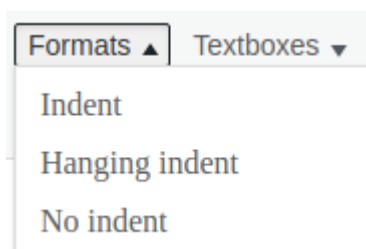
<https://openbook.ums.edu.my/userguide/?p=111>

## 46.

This chapter presents a collection of special formatting tips and techniques that have come in handy for Pressbooks users over the years.

### Set Custom Indentation Rules for Selected Paragraphs

Pressbooks includes “Paragraph Separation” settings in [Theme Options](#) (in Web, PDF and Ebook Options) that allow you to choose between paragraph indentation or spacing between paragraphs. In addition, you can customize the indentation behavior for specific paragraphs using the ‘Formats’ dropdown in the visual editor. The Formats dropdown includes three different indentation styles which can be applied to paragraphs:



- **Indent.** Paragraphs with this style applied will have their first line indented.
- **Hanging Indent.** Paragraphs with this style applied with display a hanging indent (the first line will be flush left, while all subsequent lines will be indented). This style is commonly used for works cited pages.
- **No Indent.** Paragraphs with this style applied with not be indented in any way.

## Insert a Soft Return

There are some instances where you'd like to insert a 'soft return' (line break) without creating a new paragraph. To create a soft return in the visual editor, press 'Shift + Enter'. Soft returns can be useful for displaying poetry or other specially lined text.

## Disable Hyphenation for Specific Passages

Pressbooks provides a custom class that will allow you to disable hyphenation for a specific passage, even if hyphenation is enabled in your book in [PDF Options](#). To disable hyphenation for a specific passage, wrap the passage in question with a span element with the class "no-hyphens". The resulting passage should look something like the following:

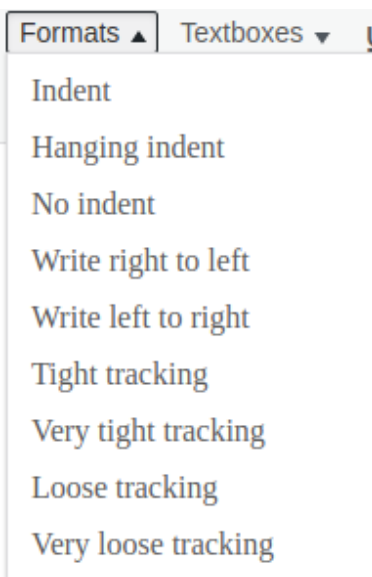
```
<span class="no-hyphens">phrase where I  
don't want hyphenation applied</span>
```

Any elements with the class no-hyphens will have their hyphens CSS property set to none.

## Change Tracking for a Selected Passage

You can increase or decrease the space between letters and words in a specific passage by loosening or tightening its tracking. Tracking can be applied to a selection of any size by using the 'Formats' dropdown in the visual editor. The Formats dropdown includes four tracking styles which can be applied to text from your book:

- **Tight Tracking** reduces the space between letters and words in the selected passage.
- **Very Tight Tracking** further reduces the space between letters and words .
- **Loose Tracking** increases the space between letters and words in the selected passage
- **Very Loose Tracking** further increases the space between letters and words in the selected passage.



## Create Section and Page Breaks in PDF Exports

Pressbooks provides two special classes which can be used to produce section breaks in your PDF exports:

- class="section-break" can be applied to an element to create a section break
- class="section-break-page" can be applied to an element create a section break which includes a page break after the section break

You can also force a page break in your PDF exports before or after any block-level element (like a paragraph or heading) by adding class="page-break-before" or class="page-break-after" to the desired element.

```
<h2 class="page-break-before">A heading  
which will have a page break before it is  
rendered</h2>  
  
<p class="page-break-after">This is a  
paragraph which will have a page break  
after it is rendered!</p>
```

To add a blank page to your PDF export you can add the following markup:

```
<div class="blank-page">*</div>
```

**Note:** The "\*" won't be displayed and is simply included as placeholder text.

# Change List Display

The default setting for ordered lists in Pressbooks is numerical:

1. Apples
2. Bananas
3. Cherries

Hierarchical lists will look like this:

1. Fruit
  1. Apples
    1. Red Delicious

However, you can change the default hierarchical styling of ordered lists from the default [1, 1, 1, 1, 1] to Harvard [I, A, 1, a, (1), (a)] Decimal [1, 1.1, 1.1.1, 1.1.1.1, 1.1.1.1.1, 1.1.1.1.1.1], or Legal [1, a, i, 1), a), i)] by applying the relevant class to the `<ol>` element using the text editor:

**Harvard:** `<ol class="harvard">`

**Decimal:** `<ol class="decimal">`

**Legal:** `<ol class="legal">`

You can also change the sequential list style type for individual lists to upper alpha (A, B, C), lower alpha (a, b, c), upper roman (I, II, III), and lower roman (i, ii, iii) with the following inline styles:

**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">`

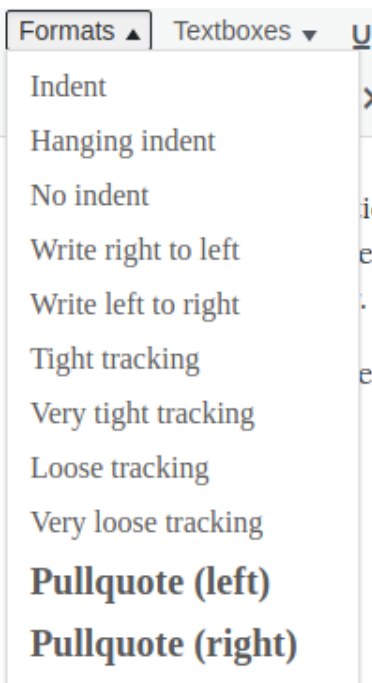
**Upper Roman:** `<ol style="list-style-type:upper-roman">`

## Insert 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 allows you to create left- and right-aligned pullquotes using the Formats dropdown in the visual editor.

To designate a passage as a pullquote:

1. Select the passage you’d like to render as a pullquote
2. Choose **Pullquote (left)** or **Pullquote (right)** from the ‘Formats’ dropdown menu
3. Click **Save**



The styling of pullquotes differs from theme to theme and may also differ across the various formats (webbook, ebook, and PDF exports) within a given 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, tibi que 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 albus 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.*

## Add Dropcaps

Dropcaps are a traditional, decorative element that have been used in manuscripts for centuries. They are best suited to PDF exports. Our Cleary, Leonard, and Lewis themes include dropcaps by default and Austen, Christie, Asimov, and Adunis include an theme option which allows you to toggled dropcaps on or off.

You can also use the `firstcharacter` class to apply a dropcap to the first character of any paragraph in your book even in a theme which does not include dropcaps by default. To add a dropcap, wrap the first character of desired paragraph in a `<span class="firstcharacter">` element:

`<span class="firstcharacter">T</span>`his is my first sentence.

## ADDING DROPCAPS TO YOUR BOOK

---

**L**orem 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

*PDF output with a manually added dropcap in the Austen theme*

## 47.

There are three basic types of book covers that matter to Pressbooks authors:

1. The webbook and *internal* ebook cover (displayed on the book's home page and included as part of your EPUB exports)
2. The *marketing* cover for your ebook (often required or recommended to be uploaded as a separate file by ebook distribution stores)
3. The cover for a print on demand PDF export (required to be uploaded as a separate file by most print on demand book publishers)

[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 external covers which can be used for both your ebook or PDF exports. When using the cover generator tool, files will be automatically sized to comply with complex industry specifications.

**NOTE:** Print-on-demand services require that interior and cover files are submitted separately, but ebook services typically do not. Pressbooks will include an *internal* book cover when producing EPUB exports, but does not include this internal cover when generating PDF exports.

## Change Your Webbook Cover

The easiest of these exports to create and configure in Pressbooks is your webbook cover. This cover image is also included as the *internal* book cover for ebook (EPUB) exports. To change the default book cover for your book in Pressbooks:

1. Design a cover image for your book that is at least 800px tall and which has an aspect ratio (width to height) between .66 and 1. We find that cover images that are 900 pixels wide and 1200 pixels tall (aspect ratio of .75) consistently look great in Pressbooks. You can generate this file using Pressbooks cover generator tool, hire a professional designer, or make one yourself with a free online design tool like [Canva](#).
2. Once you have a cover image you'd like to use for you webbook home page and EPUB exports, enter your book dashboard and select '**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 and click '**Save**' to complete the cover image change.

If your cover image does not meet the required specifications (minimum height of 800 pixels and width to height ratio between .66 and 1), you will see an error message informing you of what you need to change. Make the necessary changes and try to upload the file again.

If successful, your most recent cover image will be saved to your media library and will be used as the cover image for your webbook and included as the *internal* cover image in your EPUB exports. Very large images will be automatically downsized to a maximum height of 1500 pixels.

# Create a Marketing Cover for your Ebook Exports

The ‘marketing’ cover is a standalone file that many ebook vendors or marketplaces will ask you to include when uploading your ebook for distribution or sale on their platform. Various ebook platforms have different specifications for ‘marketing’ covers for ebooks, which you should understand and comply in order to make your book more attractive in their platforms. Here are the current recommendations for three prominent ebook stores:

- [IngramSpark](#): File must contain front cover only. Must be a JPG File. All front covers must be RGB. 2560 pixels on longest side. Minimum 1600 pixels on shortest side.
- [Apple](#): The book’s cover art that appears on Apple Books (also known as the marketing image) must be a high-quality JPEG with .jpg or .jpeg extension or PNG with .png extension. The image must use RGB color mode and should be at least 1400 pixels along the shorter axis. For best results, a good rule of thumb is to use an image that is a minimum of 300 dpi. Do not increase the size of a smaller image to meet the minimum image size dimension standard. Excessively blurry or pixelated images will be rejected.
- [Kindle Direct Publishing \[Amazon\]](#): The ideal size of your ebook cover art is a height/width ratio of 1.6:1. Ideal dimensions for cover files are 2,560 (height) x 1,600 pixels (width). The minimum image size allowed is 1,000 x 625 pixels. Use RGB as the color profile when saving your cover image files. Covers with less than 500 pixels on the shortest side are not displayed on the website.

As you can see from the specifications listed above, marketing covers for books are often larger than the webbook or internal ebook cover described previously. If you’re planning to distribute

your ebook through a marketplace or distributor, you may want to design this larger cover first, by hiring a professional designer or doing it yourself with a design tool like [Canva](#), and then adapting the marketing cover for use as your webbook cover. You can also use the Pressbooks Cover Generator to produce an ebook marketing cover using the steps described in the ‘Using the Pressbooks Cover Generator’ section of this guide chapter.

## Create a Print-on-demand Book Cover

Print-on-demand covers are more complicated than webbook and ebook marketing covers because they must have a front, spine and back all contained in a properly sized file, whereas webbook and ebook covers include just a book ‘front’. In addition, the size of your print-on-demand cover will change depending on trim size (i.e. is your book a 5”x8” trade paperback or a 8.5”x11” textbook?) and page count (a 1,000 page book needs a much wider spine than one with 100 pages).

When you’re preparing your book for publication, you will typically provide your printing service with **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 with Pressbooks’ cover generator tool or 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 can manually add a cover image as the first page of your PDF using other tools such as Preview (for Mac) and Adobe Acrobat.

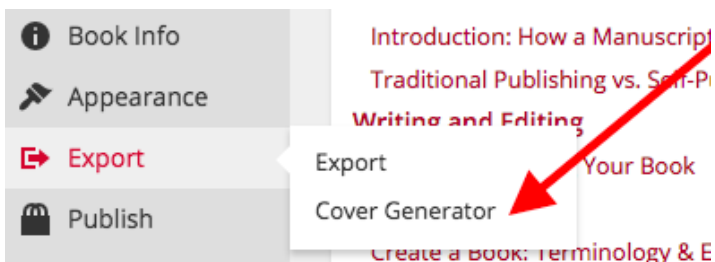
**NOTE:** Because of the complexity of designing print covers, we recommend hiring a professional to design your print book cover if you are not going to use the Pressbooks cover generator. You may also choose to use free online tools outside of Pressbooks, such as KDP's [Cover Creator application](#). Your printer should be able to provide you with clear specifications for your cover, which can be sent to whomever is designing your print cover.

## Use the Pressbooks Cover Generator

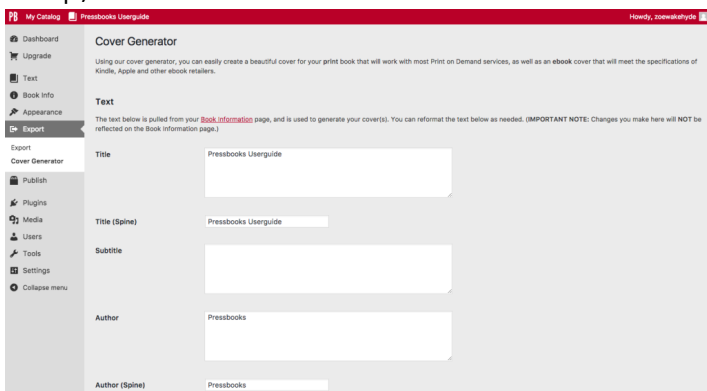
**NOTE:** Covers generated on books hosted on Pressbooks.com will include Pressbooks watermarks until you have [upgraded your book](#).

To create a cover for your book with the Pressbooks Cover generator:

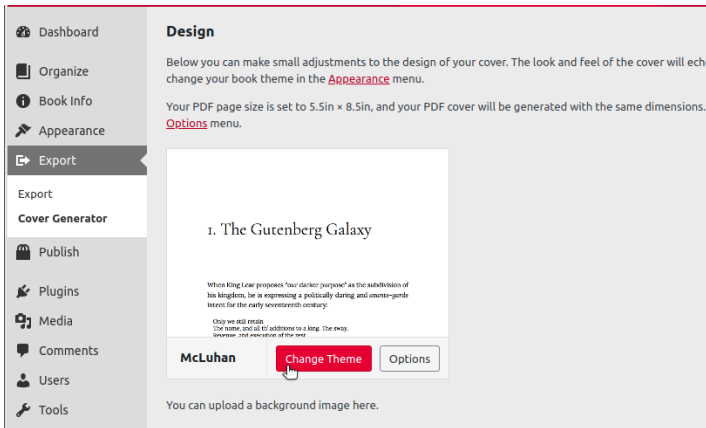
1. Click **'Export'** -> **'Cover Generator'** from the book dashboard



2. **Adjust your book information.** This is automatically imported from what you've entered under Book Info. Changes made here will not be saved to your Book Info page. If you would like to display an empty value for any of these fields, simply enter `&nbsp;` in the relevant field.



3. **Choose your desired theme** (your book cover will inherit the typefaces and design style of the theme you've selected for you book)



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.) Many print on demand suppliers require your cover image to be 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. 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. If you're simply planning to use the cover generator to make an ebook marketing cover (and don't need a cover for your Print PDF export), you can circumvent these restrictions by uploading your desired cover image to your media library before opening the cover generator tool. You can select a pre-uploaded image from the media library rather than uploading a new file, which will bypass the image dimension checks.
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. **Select your desired colors for the cover’s background and text**

**Spine Size**

Spine size is calculated based on the number of pages in your book, and the weight of the paper used in printing.  
You haven't exported any PDF copies of your book, so you will need to enter a page count below.  
We can calculate the spine size based on CreateSpace and Ingram specifications, or you can enter your own custom pages per inch (PPI) defined by your printer.

Page Count

Paper Type

**Text and Background Colors**

Choose text color and background colors below.

Front Cover Text

Front Cover Background

Spine Text

Spine Background

Back Cover Text

Back Cover Background

7. **Click ‘Make PDF Cover’ and/or ‘Make Ebook Cover’** to generate print and ebook cover files. When complete, the cover files will appear underneath the **Download** heading, where they can be downloaded or deleted.

**Make Your Cover**

**Download**

Your latest covers were generated on July 23, 2021 at 12:31 PM. Hover to download them.

## Turning an Ebook Cover Into a Print Cover

If you have an ebook cover that you'd like to turn into a print cover you can do this with the generator by:

1. Enter &nbsp; for the title and author information which typically appears on the front cover
2. Fill in the desired information (spine) fields and the 'About' section that appears on the back cover
3. Upload your ebook cover as the **Front Cover Background Image**
4. Complete the page count and paper size as normal
5. Choose your background and font colors for the spine and back cover
6. Generate and download your PDF cover

## 48.

Pressbooks makes it easy to produce the EPUB file exports for your book that you need to sell or distribute your book with popular ebook distribution services. EPUB is the standard file format used by nearly all ebook distributors: including Amazon, Apple's iBooks, Nook, Kobo, Google Play, Smashwords and many more.

**NOTE:** [Amazon has discontinued support](#) for the MOBI ebook format and [recommends using EPUB format for publishing new reflowable titles and updating previously published titles](#). Accordingly, Pressbooks no longer produces MOBI export files. Users who still wish to produce MOBI files for personal use can still generate these files using Pressbooks EPUB exports and freely available desktop applications like [Kindle Previewer](#) or [Calibre](#).

## Select Your Ebook Theme Options

Pressbooks themes typically allow you to customize a few specific Ebook options. These include the following:

**Header Font:** Allows you to change the theme's default header font to any one of a variety of open-source serif and sans serif typefaces. (**NOTE:** This option is currently only available in the McLuhan and Malala themes.)

**Body Font:** Allows you to change the theme's body header font to any one of a variety of open-source serif and sans serif typefaces.

(NOTE: This option is currently only available in the McLuhan and Malala themes.)

**Ebook Start Point:** Allows you to choose a page that your ebook will open to for readers. By default, ebook typically open to the title page. Not all e-reader platforms will respect this start point when set.

**Paragraph Separation:** Allows you to decide whether paragraphs 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:** Reduces the size and quality of images in your ebook. If you’ve uploaded large, high-resolution images for the print edition of your book, enabling this setting will typically reduce the overall file size of your EPUB files without affecting the appearance of the ebook. A smaller file size makes your book easier to download and store for readers and may also reduce your publication costs (some ebook distributors charge additional fees for distributing larger ebook files).

To change any of these Ebook export options click ‘**Appearance -> Theme Options**’ from your book dashboard and **select the ‘Ebook Options’ tab**.

The screenshot shows the 'McLuhan Theme Options' dashboard. On the left is a navigation sidebar with options: Dashboard, Upgrade, Organize, Book Info, Appearance (selected), Themes, Theme Options, Custom Styles, Export, Publish, Plugins, Media, Users, Tools, Settings, and Collapse menu. The main content area is titled 'McLuhan Theme Options' and has four tabs: Global Options, Web Options, PDF Options, and Ebook Options (selected). Under the 'Ebook Options' tab, there is a sub-header 'Ebook Options' and a note: 'These options apply to ebook exports.' The settings are as follows: 'Header Font' is set to 'Theme default'; 'Body Font' is set to 'Theme default'; 'Ebook Start Point' is set to '--' with a note below it: 'Note: This designated ebook start book may be overridden by some ereader devices.'; 'Paragraph Separation' has 'Indent paragraphs' selected with a radio button; 'Compress Images' has 'Reduce image size and quality' checked with a checkbox. A red 'Save Changes' button is at the bottom.

# Make and Download EPUB Exports

1. Click **'Export'** in the book's admin dashboard.
2. Select **'EPUB 2.01'** from the Export Options menu
3. Click the **'Export Your Book'** button.
4. Hover over the EPUB file in the Latest Exports list and click **'Download'** to download this file to your computer

Once you've downloaded the EPUB file to your computer, you may want to open it and check its appearance in one or more ebook reading platforms to get a sense for what readers will see when they open your book in the reading platform of their choice.

Learn more about options for selling or [distributing your book](#). Learn more about [making your EPUB files available for download, for free, from your book's homepage](#).

# 49.

Pressbooks outputs PDFs of your book with different professional template designs depending on the theme you've chosen. Pressbooks allows users to produce two different types of PDF export files: **'PDF (for digital distribution)'** and **'PDF (for print)'**.

PDF (for digital distribution) exports are designed to be viewed on a digital device (like a computer, tablet, phone). These PDFs use the PDF/UA-1 profile and are tagged for accessibility. PDF (for digital distribution) exports support both internal and external links (links will be distinguished by color and underlining) and the use of transparent images, which print PDFs do not.

PDF (for print) exports are designed to be printed. These PDFs use the PDF/X-4 profile and are designed to meet the highest standards for print on demand services. PDF (for print) exports do not include visual indicators for links. Because readers cannot see the target of hyperlinked text in a printed text, you can use [Custom Styles](#) to display the target URL. The following CSS will display the URLs for links in your book in parenthesis after the link text when added to your book's PDF stylesheet (click Appearance > Custom Styles and choose the PDF option from the droptown):

```
.print a:after {  
  content: " (" attr(data-url) ")"; }
```

**Note:** For users on the [pressbooks.pub](#) network, Custom Styles is only available on a book with the [Collaboration plan](#).

# Export Your Book as a PDF

To produce a PDF export for your book:

1. Click **Export** in the left sidebar menu.
2. Select **PDF for print and/or digital distribution**.
3. Press **Export Your Book**
4. Download the PDF file from the exports list and share or distribute it as you see fit.



Learn more about [making your PDF files available for download, for free, from your book's homepage](#).

## Print PDF Cover Options

When you are printing and binding a book, your printer or print-on-demand supplier will ask for two separate files:

1. the book interior (the actual content of your book)
2. the book cover file (a single PDF file which contains the front cover, the spine and the back cover).

The PDF (for Print) export file will give you the file you can provide as the book interior. [Learn more about your options for producing a book cover file](#).

## Configure PDF Export Options

How a Pressbooks export file looks is determined by your choice of “Theme” and related theme options. In addition to the global options which apply to the webbook and all export formats, you can also choose from several PDF-specific options. The PDF export options which will be available for your book may differ depending on the theme you've selected, but can include the following:

### Header Font

Allows you to change the theme's default header font to any one of

a variety of open-source serif and sans serif typefaces. (**NOTE:** This option is currently only available in the McLuhan and Malala themes.)

## Body Font

Allows you to change the theme's body header font to any one of a variety of open-source serif and sans serif typefaces. (**NOTE:** This option is currently only available in the McLuhan and Malala themes.)

## Body Font Size

Allows you to set the body font size for your book. Several other elements in the book (like headings, tables, block quotes, and captions) are set in proportion to this size and will be adjusted accordingly.

## Footnote Font Size

Allows you to set the font size for footnotes in your book. Footnotes are typically displayed slightly smaller than the body font size.

## Body Line Height

Allows you to set the body line height for your book (this controls the amount of space *between* two lines of text).

## Page Size

Allows you to choose the page size of your exported PDFs. Options include:

- 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, some textbooks
- 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, some textbooks
- 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 set at the network level, but is most commonly set to Digest.

## Margins

Allow you to set the top, bottom, inside, and outside margins for your book (i.e. the space between your content and the edge of the page).

**Note:** If you plan to use a print-on-demand service, setting any margin to less than 2cm means that your file

may be rejected (which can result in costly change fees). This is especially true for top and bottom margins which often need to accommodate running header or footer content within the space allotted for your book's margins.

## Hyphens

Allows you to apply automatic hyphenation in PDF outputs. Default is hyphens off.

## Paragraph Separation

Allows you to set your PDF export to display paragraph separation as either an indent (with no line space between paragraphs) or a line space between paragraphs (with no indent at the beginning of paragraphs). Default is indented paragraphs.

## Section Openings

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 an 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 include the Table of Contents.

## Crop Marks

Allows you to produce crop marks (required by some printers). Default is crop marks off.

## Footnote style

Allows you to display footnote content as standard footnotes (at the bottom of the page in which they occur) or as chapter endnotes. Default is footnotes.

## Widows and Orphans

Allows you to control how many lines constitute [widows and orphans](#). Default is: 2 lines for widows, one line for orphans.

# Running Heads & Feet

Allows you to control the running content at the top (heads) or bottom (feet) of your book.

Running Heads & Feet	Running content appears in either running heads or running feet (at the top or bottom of the page) depending on your theme.
Front Matter Left Page Running Content	<input type="text" value="Front Matter Title"/> <input type="text" value="%section_title%"/>
Front Matter Right Page Running Content	<input type="text" value="Front Matter Title"/> <input type="text" value="%section_title%"/>
Introduction Left Page Running Content	<input type="text" value="Introduction Title"/> <input type="text" value="%section_title%"/>
Introduction Right Page Running Content	<input type="text" value="Introduction Title"/> <input type="text" value="%section_title%"/>
Part Left Page Running Content	<input type="text" value="Part Title"/> <input type="text" value="%part_title%"/>
Part Right Page Running Content	<input type="text" value="Part Title"/> <input type="text" value="%part_title%"/>
Chapter Left Page Running Content	<input type="text" value="Chapter Title"/> <input type="text" value="%section_title%"/>
Chapter Right Page Running Content	<input type="text" value="Chapter Title"/> <input type="text" value="%section_title%"/>

**Note:** When you select any of the preset options (except “Blank” or “Custom”) you will see a short piece of code appear in the field below the dropdown menu (i.e. %section\_title% or %part\_title%). These ‘strings’

instruct Pressbooks to print the requested value in your PDF. If you select “Blank”, no text will appear in this area of your running heads & feet.

If you select “Custom”, you can enter any text you like, including combinations of the preset variables and fixed text. For example, if your book title was “General Chemistry” and the book’s author was “Dr. Lise Meitner”, the custom value %book\_title% by %book\_author% would return ‘General Chemistry by Dr. Lise Meitner’



## Preview your PDF Export

To see *exactly* how changes you've made to your book's content or theme will affect the appearance of your PDF exports, you will have to generate new PDF exports. However, you can preview the XHTML output of your book in your browser along with much of the CSS that will be applied when your PDF export is generated. This preview is not perfect, but it often provides a helpful approximation of how your book look as a PDF in the browser (which gives you access to the browser's powerful inspect tools for exploring your book's underlying HTML and CSS).

To view the XHTML for your book, produce a PDF export with your desired Theme and options. Once you have done this, scroll to the bottom of any backend page for your book in Pressbooks and click the **Diagnostics** link. Then scroll down to "View Source." Click **View your book's XHTML source**.

### View Source

[View your book's XHTML source](#) to diagnose issues you may be encountering with your PDF exports.

This will open a page which will attempt to display a preview of your book as it will look in PDF form. The URL for this preview will be `https://YOURBOOK.URL/format/xhtml?debug=prince`.

## 50.

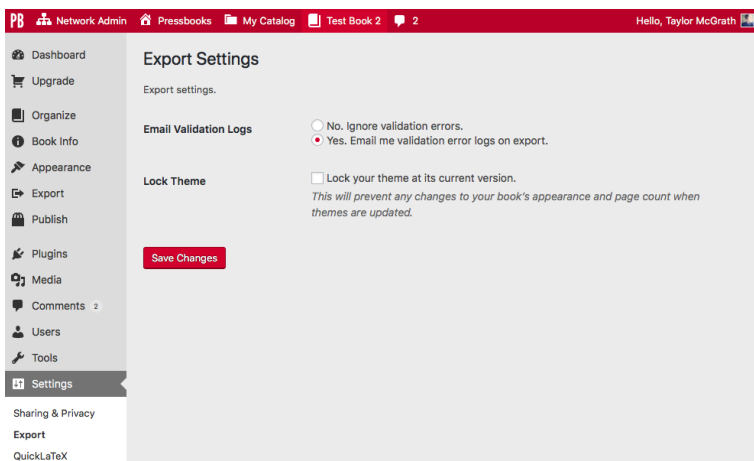
Pressbooks EPUB and PDF files are made to be compatible with the submission specifications at all major ebook stores and print-on-demand services. However, sometimes markup that isn't compatible with the EPUB or PDF file formats can be imported into Pressbooks when you bring in your content. We recommend testing your files before you submit them to your distributor of choice to make sure they pass all specifications.

### Email Yourself Validation Logs

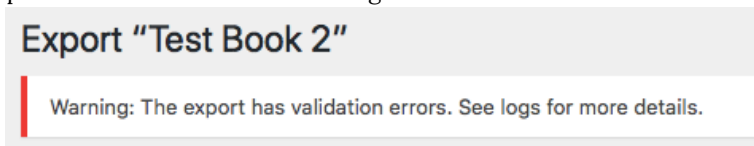
You can decide whether or not you want to receive validation logs for all your exported files. To enable or modify this setting:

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 validated against different standards, so their validation logs will also differ.

## Interpret EPUB Validation Logs

EPUB validation logs will appear in your email inbox with the following subject line: **Pressbooks\Modules\Export\Epub\**

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.
```

This sample validation log can be broken down into parts. The initial Array includes specific metadata about your book. You'll see the time the book was exported, the username of the person who exported the book, and the URL of the book in Pressbooks, its ID number, and theme. The error message itself includes several important pieces of information:

**ERROR(RSC-020):** The part in parenthesis refers to [type of validation error produced by EPUBCheck](#). This particular error code is shown when the validator finds an invalid URL.

```
/srv/www/pressbooks.com/releases/
20181205114740/web/app/uploads/sites/107381/
pressbooks/exports/Test-Book-2-1544480239.epub/
```

OEBPS/**chapter-035-your-chapter.html**: The bolded part of this string tells you which part of the EPUB file the validation error was found in. In this example, the message is telling us that the error occurred in 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. You can unzip your EPUB file and use a text editor (or Calibre) to open the file in question to inspect the exact location.

**‘http://bit.ly/btb-v042’>http://bit.ly/btb-v042’ is not a valid URL**: This part of the message gives us more information about the RSC-020 (invalid URL error). In this case, the error message has provided the offending text which should help you more quickly find and fix the problem in the relevant chapter.

## Interpret PDF Validation Logs

PDF files tend to have fewer validation errors than ebook 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.pressbo
    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

  The PDF validation log is straightforward;
  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.

## 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}
))
```

SASS errors are produced by malformed CSS and are typically triggered by something you've added using the [Custom Styles feature](#). 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. The [W3C's CSS Validation tool](#) can be very helpful in helping you figure out the source of errors in your custom CSS (and how to resolve them).

## 51.

Locking your theme allows you to freeze your book's appearance exactly as it is when you're finished working on it. This is primarily useful if you want to freeze the page count or layout for the print PDF version of your book.

Updates to Pressbooks and our various themes sometimes have an impact on existing books. While most are improvements to the different themes (fixing bugs, adding new features or options) these changes can occasionally impact the page count of your PDF exports. Locking your theme in a given book means that no changes we make will be applied to your book the next time you produce PDF exports (for example, in the case of a reprint or second edition).

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 theme lock on when you're finished making all your theme customizations, are certain that you are satisfied with your PDF, ebook and web outputs, and have a compelling reason to freeze your book's appearance.

If you unlock the theme in a book which had been previously locked, Pressbooks will automatically update your book to use the most recent available version of your theme. Unlocking your theme will also allow you to [change your theme and edit your theme options](#). Once you turn off the theme lock, you will not be able to restore the previously locked version of your theme.

## Lock Your Theme

To enable this option:

1. Click **'Settings -> Export'**
2. Select **'Lock your theme at its current version'**
3. Click **'Save changes'**

### Export Settings

Export settings.

**Email Validation Logs**

No. Ignore validation errors.  
 Yes. Email me validation error logs on export.

**Lock Theme**

Lock your theme at its current version.  
*This will prevent any changes to your book's appearance and page count when themes are updated.*

**Save Changes**

## 52.

Pressbooks export files are suitable for distribution in all the major ebook marketplaces. In this chapter, we offer some general advice for distributing or selling an ebook or print-ready PDF you've produced with Pressbooks.

If you're a Pressbooks.com user, [upgrade](#) your book to remove the Pressbooks watermark from your export files.

## Ready Your Files for Distribution

1. [Export](#) your finished book as an EPUB and/or PDF (for print) file
2. Resolve any [validation errors](#).
3. Download the valid EPUB and/or PDF export files to your computer.
4. Produce an [EPUB cover](#) and/or [PDF cover file](#).

## Submit Your Book to an Ebook Marketplace or Printing Service

There are a wide variety of ebook marketplaces and print on

demand services which will allow you to upload and sell your book. Some popular ebook marketplaces include Amazon's [Kindle Direct Publishing](#) (KDP), [Google Play](#), [Apple Books](#), [Kobo Writing Life](#), and [Barnes and Noble Press](#). Some popular print on demand services include [IngramSpark](#), [CreateSpace](#), [Lulu](#), [Blurb](#), [Draft2Digital](#), and [BookBaby](#).

Instructions for each of these services vary, but generally the process involves creating an account, uploading your book's interior and cover files, entering correct metadata, and setting other purchase details.

Several of the companies listed above also provide additional services around the marketing and distribution of your books for a fee or percentage of sales. Here are a few well-known distribution service providers:

- [IngramSpark](#): (will distribute to ebookstores and help you print-on-demand)
- [Smashwords](#): (distributes into numerous ebookstores as well as libraries, but not Amazon)
- [INscribe Digital](#): (a good fit for those with five or more books)

## Add 'Buy' Links to Your Book's Home Page

If you've made the ebook or print-on-demand version of your book available for sale through a third-party marketplace, you can [add links to your book's home page using the 'Publish' menu which helps visitors purchase a copy of your book](#).





We maintain the following Pressbooks-specific help resources to help our users accomplish their goals with our software. Most resources are designed and intended for general users, but some are specific to network managers or other users with special roles.

- [Pressbooks User Guide](#): Our large and ever-growing guide to using Pressbooks. Most general questions about getting started with Pressbooks and using its many features to customize and publish OER and other learning material will be answered here.
- [Pressbooks Knowledge Base](#): We maintain several KB-style articles designed to help users quickly answer common questions they have about using Pressbooks. This help center includes [an FAQ](#), a section on [book creation](#) more generally, and much more.
- [Pressbooks YouTube Channel](#): For those who prefer to watch and learn, the Pressbooks YouTube channel contains video tutorials for several popular features in Pressbooks. The channel also includes recordings of many of our past training and informational webinars.
- [Pressbooks Webinars](#): We host live and virtual monthly webinars over Zoom for end users on our hosted Pressbooks networks. More information about webinar topics, intended audience and an upcoming schedule can be found at the link. These webinars are only open to users of hosted Pressbooks networks, and you will need your institutional email to sign-up for them.
- [Pressbooks Community Forum](#): We maintain an open, public forum for all Pressbooks users to discuss issues related to our software and its usage. We encourage users and community members to support one another and contribute to the forum however they're best able.

# OER Repositories and Directories

There are several repositories and search tools that you can use to find high-quality OER. This list is not comprehensive, but should provide a good starting point for most people looking to adopt or adapt material for use in Pressbooks:

## Repositories/Referatories

- [Pressbooks Directory](#): The Pressbooks directory contains an incredible collection of publicly available OERs, all created, adapted or existing in the world of Pressbooks. [Learn more about using the Pressbooks Directory](#).
- [eCampus Ontario Open Library](#): eCampusOntario maintains a curated collection of more than 550 openly licensed resources aligned with top subject areas in post-secondary education, many of which have been published using Pressbooks and can be quickly and easily cloned for local use elsewhere.
- [B.C. Open Textbook Collection](#): BCcampus maintains a large and growing collection of more than 300 open textbooks for a variety of subjects and specialties, many of which have been published using Pressbooks and can be quickly cloned and adapted for local use elsewhere.
- [Open Textbook Library](#): The Open Textbook Library is a collection of more than 800 open textbooks for a variety of subjects, many of which have been published using Pressbooks. Entries in the collection typically include links to online and downloadable formats of the book, as well as structured reviews submitted by instructors who have reviewed the text using pre-supplied criteria. This collection is maintained by the Open Education Network.
- [OpenStax](#): OpenStax has published dozens of high-quality,

peer reviewed, openly-licensed textbooks for commonly taught introductory college subjects. Many of the OpenStax books have been imported into Pressbooks (by [BCCampus](#), [Lumen Learning](#), and other users). OpenStax is part of Rice University, a nonprofit private university in Texas.

- [LibreTexts](#): LibreTexts provides free access to more than 400 texts across a variety of disciplines, with an early emphasis on chemistry and other STEM disciplines. The libraries are supported by a nonprofit organization founded by UC-Davis Chemistry professor Delmar Larsen.
- [MERLOT](#): MERLOT provides a curated repository of 90,000+ online learning and support materials, many of which are openly licensed. Their repository features peer reviews and a user rating system, as well as faceted search. MERLOT is a program of the California State University System.
- [OER Commons](#): OER Commons is “a public digital library of open educational resources” containing tens of thousands of openly licensed teaching & learning resources along with search and discovery tools. OER Commons is hosted and maintained by ISKME, a California-based nonprofit organization.

## Search Tools

- [The Mason OER Metafinder \(MOM\)](#): This search tool allows users to perform a real-time, federated search of more than 20 different sources of open educational materials, including OpenStax, OER Commons, MERLOT, and other repositories which contain public domain and openly licensed material. The search tool is maintained by librarians at George Mason University.
- [OASIS](#): This search tool searches for open content from among several hundred thousand records provided by more than 100

different sources. OASIS is maintained by librarians at SUNY Geneseo.

Note: This list of OER repositories/search tools is always growing. Know about a resource or repository that isn't here yet? Let us know by contacting Premium Support. We'd be happy to put your suggestions for others to enjoy in this chapter.

## Resources for OER

Looking for resources about resources? We've got you covered. Many people outside of the Pressbooks team have created comprehensive and helpful guides for how to publish OERs and guides to using Pressbooks as a platform for educational content creation. We recommend the following to any educator looking to learn more about how to build and publish open textbooks.

### On accessibility

1. [BCcampus Open Education Accessibility Toolkit](#), Amanda Coolidge, Sue Doner, and Tara Robertson, **BCcampus Open Education**
2. [Introduction to Web Accessibility](#) and [Professional Web Accessibility Auditing Made Easy](#), Digital Education Strategies, The Chang School of Continuing Education, **Ryerson University**

## On using Pressbooks

1. [Importing Open Content With Pressbooks](#), Steel Wagstaff, **UW-Madison**
2. [Publishing in Pressbooks](#), **University of Illinois at Urbana-Champaign**

## On authoring OERs

1. [Self-Publishing Guide](#), Lauri Aesoph, **BCcampus Open Education**
2. [Authoring Open Textbooks](#), Melissa Falldin & Karen Lauritsen, **Open Education Network**
3. [A Guide to Making Open Textbooks with Students](#), Robin DeRosa, Rajiv Jhangiani, Timothy Robbins, David Squires, et al., **Rebus Community**
4. [Print-on-Demand Guide](#), Lauri Aesoph, **BCcampus Open Education**
5. [The Rebus Guide to Publishing Open Textbooks \(So Far\)](#), **Rebus Community**
6. [UH OER Training](#), William Meinke, **UH OER**
7. [OER Activity Sourcebook](#), Naomi Salmon, UW-Madison

## On OER best practices

1. [Modifying an Open Textbook: What You Need to Know](#), Cheryl Cuillier, Amy Hofer, Annie Johnson, Kathleen Labadorf, et al., **Open Education Network**
2. [The Evolution of Affordable Content Efforts in the Higher Education Environment: Programs, Case Studies, and Examples](#), Kristi Jensen and Shane Nackerud, Editors,

## Studies and Toolkits for OERs

- [The Impact of Open Educational Resources on Various Student Success Metrics](#) (2018), International Journal of Teaching and Learning in Higher Education
- [The OER Toolkit](#), The Learning Portal, **College Libraries Ontario**
- [Faculty OER Toolkit](#), Shannon Moist, **BCcampus Open Education**