

**Transcript for OER Production Series: Introduction to Pressbooks**  
**BCcampus webinar held on July 28, 2022**  
**Facilitator: Harper Friedman**

HARPER FRIEDMAN:

Alright, let's get started. So, good afternoon, or good morning, everyone. Welcome to Introduction to Pressbooks. My name's Harper Friedman, and I'm part of the production team here at BCcampus. In this webinar, I'll be going over some of the basics of using Pressbooks to create and publish open educational resources. So, we assume that people here are just starting their Pressbooks journey. And as such, our goal is to highlight the basic features of Pressbooks, as well as make you aware of some of the more advanced options. I'd also like to note that we'll be holding an Advanced Pressbooks webinar on August 25th at 10 am to 11 am as part of our OER Production Series, which you can register for at BCcampus event page. My colleague, Alicia is here with me today, as well as some of the other members of the production team, and they'll be monitoring the chat. So, feel free to put any questions you may have there as we go along. We'll try to answer all of the questions there, and we'll also have a question-and-answer period at the end of the session.

You can find a copy of these slides. Oh, can you go back? Thank you. Yeah, you can find a copy of these slides with speaker notes at the Bitly link, [bit.ly/pbwebinar1](https://bit.ly/pbwebinar1), so that's B-I-T dot L-Y slash P-B-W-E-B-I-N-R-1 for you to follow along. It's also written on this slide and Alicia will drop the link in the chat. Automatic captioning and live transcripts can also be accessed in Zoom during this session, and the slides and recording will be available after the session. Before we begin, I'd like to acknowledge that I am joining you today from the traditional and unceded territories of the Lekwungen-speaking peoples, now known as the Esquimalt and Songhees nations, and the territories of the W̱SÁNEĆ peoples commonly known as Victoria. I've lived here for about six years uninvited, initially moving to complete my undergraduate degree at the University of Victoria. And I'm thankful for the opportunity to be here with you today. Let us know where in the chat where you're joining us from. So, there's quite a bit of content to cover, so let's dive in.

Next slide, please. Topics for this webinar include how to create an account, the Pressbooks dashboard, how to set up a book, how to add content to a book, as well as highlighting some options that are good to be aware of, importing content, a brief overview of Math and H5P in Pressbooks, and how to share a book. Next slide, please. First of all, what is Pressbooks? Pressbooks is an open source publishing tool that has been designed to support the publication of open textbooks. Once a resource is created in the platform, it becomes available in multiple formats to share with students and instructors for free. There is a webpage that can be accessed in the browser, as well as PDF files, EBUP files, Common Cartridge files, and more. BCcampus hosts an instance of Pressbooks that is free for all BC post-secondary faculty and

staff to use. Next slide. So, this is the homepage of the webbook, 'Math for Trades: Volume 1' by Chad Flinn and Mark Overgaard. Here, you can see the book's title, its authors, the cover, the description and the book's license.

If you click the read book button, you'll be taken to the front matter of the book. If you click download this book, you'll see a dropdown menu of all of the different export formats of the book. Exports are useful for providing flexibility and accessibility for the students who may be reading their textbooks in transit and would prefer PDF or EPUB file. Exports also provide an opportunity for instructors to download editable formats, such as HTML and XML, that they can then adapt as they please. If a book is exported as a web links file also known as Common Cartridge, instructors can upload it directly to their learning management system. Pressbooks makes it very easy to export your book into multiple formats so that every user can choose their preferred format. The link for this book will be placed in the chat there. Next slide, please. So, if you scroll further down on the homepage of the book in Pressbooks, you'll see a table of contents. This is a list of links to all the parts and chapters in a book.

The table of contents makes it easy to survey at a glance what a book contains as well as quickly navigate through it. Next slide, please. Here we have a screenshot of a book chapter. At the top, we can see the bottom of a red example box with some display math written in large print. Then we have a heading nicely formatted. So, that stands out for the text and helps to organize it. Then we have a practice question in its own exercise box, which also has a video embedded that demonstrates how to answer the question. Videos, text, text boxes, and mass support are only some of the features that Pressbooks has to offer. Next slide, please. Now, that we have a basic understanding of what Pressbooks is, let's talk about how to create an account. Next slide. So, this is the homepage of the British Columbia Yukon Open Authoring Platform, which is found at [pressbooks.bccampus.ca](http://pressbooks.bccampus.ca). Any post-secondary faculty, instructor, or staff in British Columbia or the Yukon can create their own account on this platform. In the top right corner, you'll see a button that says, 'Sign up'.

You can also use the button that says, 'Create an account'. Next slide. Fill out the registration form with a username, your institutional email address, a password and your institution. Today, we'll be looking at an account that my coworker Arianna made. At the bottom of the form, you can select whether to register your book now or later. We recommend selecting register my book now. Even if you're not ready to start your book, it'll be helpful to have one set up so you can use it as a place to test things out. There's no limit to as to how many books you can have, so you can always create a new book later if you choose. Next slide. If you choose to register a book now, you'll be taken to another registration form. Here, you'll create a URL for the book's webbook, provide a book title, select the book language and select a privacy setting. Note that you cannot change the book's URL later, so it is important that you choose a URL that you like on the outset. The URL must be unique. Pressbooks won't allow you to choose a URL that already exists.

So, Arianna has named her book 'Introduction to Crochet', and we will use it throughout this webinar. In this example, Arianna has selected that she does not want her book to be visible to the public. When a book is public, it'll appear in Google search results and anyone with the URL will be able to read it. As such, you should select 'No' for now, as it'll just be getting started on your book. You'll be able to change the setting later when you're ready to publish. Next slide, please. And now the new book is almost ready, but first, we'll have to look for an email from Pressbooks to activate it. Next slide. Check your email inbox for the activation email. If you don't see it there, check your spam or your junk folder. Sometimes it worms its way in there. And just activate your account by clicking the first link in the email. Next slide, please. And now the account is active and we can log in. On this page, click on login or sign in to navigate to the login page. Next slide, please. Enter your username or email address plus your password.

Next slide. And voilà, we have successfully created a Pressbooks account and a webbook ready to be populated with content. This page here is called the Pressbooks dashboard. Next slide. So, before we dive in, I just thought it was important to note that we do keep our instance of Pressbooks updated. And so, sometimes the functions are added or the aesthetic will change slightly. And with that being said, let's have a look at what you can do from the Pressbooks dashboard. Next slide, please. A book dashboard is the admin interface for your book. This is where you can edit, customize and manage everything about your book. This is the dashboard homepage. In the middle of the screen, you can see an overview of the structure of the book as a list of all the book's chapters and parts. There's a list of all the users that have access to the book on the right. So right now, it's just Arianna. And on the left, we have the dashboard menu, which will allow you to customize different aspects of your book.

No matter where you are in Pressbooks, this dashboard menu will always be visible. Next slide, please. At the top of the page, you'll see a button that says my books. If you click on my books or my catalogue, you'll be taken to a page that lists all of the books that you have access to. Underneath that is where you will go if you want to create a new book or clone an existing book. Right now, this account only has access to one textbook. Clicking 'Introduction to Crochet' will take you directly to that book's dashboard. Next slide. Next to My Books is the title of the book that you're currently in, which for us is 'Introduction to Crochet'. If you hover over the title, you reveal a dropdown menu that shows you options to visit the book's webbook or delete the book. So, let's take a look at the webbook. Next slide, please. Here, we can see the homepage of 'Introduction to Crochet'. It doesn't look like much right now because we haven't added a description or a cover. But this is essentially what you'll see when you navigate to the book's URL.

Clicking read book will take you to the first page in the book. So, let's just scroll down the page a little bit. Next slide, please. Underneath the book cover and description, you'll find a full table of contents for the book, well, that will allow you to navigate to a specific chapter. And underneath that is the book information section. That is where the license information and all of the metadata will be displayed. Right now, it's looking pretty bare, but that's because this is a

brand new book. Let's click on Chapter 1. Next slide, please. This is what a chapter looks like in a webbook. It still doesn't have any new content, but this is what this will give you an idea of what a Pressbook webbook basically looks like. There are a few things I wanna point out. So, the book's full table of contents can be accessed at any time by clicking contents located at arrow 1. The book's license and author is displayed at the bottom of each page, which you can see at arrow 2. When you're logged in, you'll be able to open the editing interface for a specific chapter by clicking edit, which will appear at the end of the chapter located at arrow 3.

You can navigate back to the webbook homepage by clicking the book's title at arrow 4. And clicking admin in the top right corner at arrow 5 will take you to the book's dashboard. Let's do that now. Next slide, please. Now, let's briefly go through the different parts of the dashboard menu. First is the organize page. Organize is where you go to edit the content of the book. Here's where you can add, delete and reorganize chapters and parts. It's also where you can access the edit view of each chapter and part. Next slide. Book info is where you can add and edit a book's metadata, such as the title, subtitle, authors, editors, copyright information, license description and cover photo. Next slide, please. Appearance is where you can customize the display and appearance of your book. Under the appearance tab on the left, there is themes, theme options and custom styles. The themes page is shown here, and it is where you can pick the theme of your book, in this case, the Clark theme. Theme option is where you can customize different display options in your different formats.

And custom styles is where you can view the full style sheets for the webbook, ebook and PDFs. This is also where you can customize the style sheet. If you have specific style changes that you want to make and you know, CSS, you can add your own styles there. Next slide, please. Export is where you can export your book into a number of different formats so that readers can access your book offline. You can export these files at any time, and it's often a good idea to export periodically while you are creating a book to make sure everything is displaying properly, especially in the PDF. However, it's important to note that when you make edits to the webbook, those edits are not reflected automatically into the exported files. So, when you make changes to the WebBook that you also wanna see in the exported formats, you must re-export those files. Next slide, please. Under the export tab, there's also a cover generator. If you don't know how to design a cover or don't have access to someone with that expertise, you can use Pressbooks to generate one for print and digital viewing.

Just fill in the requested information and Pressbooks will export the files. Next slide, please. The published tab is where you can post links to where people can buy copies of your books. If you have a print-on-demand option available, this is also where you post a link to it. Next slide. The plugins tab is where you can activate various plugins for a book. The two we want to highlight here are H5P, which is a tool that you can create and embed interactive activities into your webbook and hypothesis, which is a collaborative annotation tool that you can turn on in your book. Next slide, please. The media tab is where you can see all the media items that have been uploaded to your book so far. Right now, this book doesn't have any media uploaded, so we

don't have anything here. Next slide. The users tab is where you can see everyone who has access to your book and their roles. This is also where you can add people to your book. To add someone to your book, click add new. Next slide. So, on this page, you can add a new user to your book.

This can either be an existing Pressbook user, or a brand new one that you create. Next slide, please. So, this is a chart taken from the Pressbooks user guide. It outlines the level of permissions for each of the five roles. Administrator is at the highest level of permissions and subscriber is the lowest. As the creator of a book, you are its administrator. So, that means that you can make any changes to the book, and you have the power to manage users and settings, as well as to add, edit, publish, and delete other posts. No other role can manage users and settings. And it's important to note that as an administrator of your book, you have the power to change the roles of your users as well. Next slide, please. Under tools, the first option is import. This is where you can upload content from other Pressbooks books, word files, websites, or EUB files into your book. Next slide, please. And also under tools is a search and replace tool. This allows you to search your entire book for exact matches of text and replace that text.

This is a tool that I would use with some caution because there is no undue option. So, if you make a mistake when replacing something, you then have to restore it each chapter that was edited separately. Next slide, please. Finally, we have the settings tab. Under sharing and privacy, you can switch your book between public and private so that you can see private content, disable or enable comments, make export files available for everyone who to download, and dictate whether your book should appear in the Pressbooks directory. The Pressbooks directory is an index of over 2,000 books published across 101 Pressbooks networks, including the BC Yukon Open Authoring Platform. You can browse its contents by keyword, subject, author, and many other filters at [pressbooks.directory](http://pressbooks.directory). Next slide, please. The export page under settings is where you can adjust export settings. Next slide. And under settings is also a page related to MathJax, which is a tool in Pressbooks that will properly render math equations written in LaTeX, AsciiMath or MathML.

We'll talk about MathJax a little bit later. Next slide, please. So now, that we're familiar with the dashboard, we'll go through setting up a book and adding content. Next slide. So, I want to quickly go over Pressbooks terminology for these sections, because it can be a little confusing sometimes. In Pressbooks, you can organize content into parts and chapters, which are subsections of parts. So, the bold titles you can see here - front matter, main body and back matter are called parts. And the sections underneath - introduction, chapter 1 and appendix are called chapters. This is just the terminology that the platform uses. And you can label, parts as chapters, or chapters as sections if you want, as the names of the chapters of the sections. And you can view a list of all the parts in their chapters on the homepage of the dashboard. When you want to start editing, it's best to move to the Organize tab. Next slide, please. In organize, you can again see the grouping of parts and chapters like we talked about before.

So, let's start by adding a new part. We can do this by selecting add part, which appears in the dashboard menu under the organize tab. Note that this is also where you can add a new chapter, new front matter and new back matter. Next slide, please. In the in the add new part view, you can add a title and add content of the part, as well as change the order of the parts in your book. On the right-hand side, there's a box titled Part Attributes. This is where you can dictate where you want a part to appear in relation to other parts. Front matter and back matter, respectively, are first and last by default, and this cannot be changed. So, these parts are not included in the numbering of parts. Next slide, please. Arianna has named this part Getting Started and left its contents blank. And she's also decided to leave it in the second place in the order of parts that aren't front and back matter. Now that we have saved this page, Pressbooks has generated a permalink for this part, which you can see listed underneath the part title.

This is the URL for the part in the webbook. Now, let's go back to the organize tab by clicking, oh, sorry, the organize page, sorry, by clicking the organize tab. Next slide, please. So, this is our new part, as it appears in the organize tab. So, it's been inserted after the main body part and before the back matter part. Let's add a chapter to this part by clicking the add chapter button directly under our new part. Next slide, please. So, this is our new chapter. The interface looks very similar to a part except for the right side panel. There you can see a box titled Part. This tells you the part of the chapter, the part the chapter is in. You can move the chapter to a different part by selecting one of the options in the dropdown menu. And in this case, we've named this chapter Tools and Materials, and left it in the part titled Getting Started. Once we hit create, this chapter will appear in the webbook. So, let's see how it appears in the organize tab. Next slide. If we go to organize, we can see how the chapter and tools, we can see how the chapter tools and materials is listed under the Getting Started part.

When you hover over a part or chapter title, a number of options will appear. Edit will take you back to the edit view. Trash will move the chapter to the trash. View will take you to the webbook view of the chapter. And move up will swap the chapter with the one immediately above it. Let's go back to the edit view. Next slide, please. So, let's go over the various buttons and features in more detail. First, there are edit previous and edit next buttons, which will allow you to move between editing different chapters. Then there is the add media button where you can insert media like images, videos, or audio files. And next to that, there is the add H5P button. And lastly, there is the editor toolbar, which allows you to insert different types of content and customize the display of text. Next slide, please. So, for the fun part of adding content to a book, we'll cover the editing interface as well as how to insert images, videos, and tables. Next slide, please. So, here's the toolbar again.

We will be going over the visual editor toolbar in more detail in our advanced Pressbooks webinar, but I wanted to highlight a few buttons for you that differ from your kind of standard options. So, on the second row, there is a button with a symbol for Omega highlighted in green here. This is the special character button, which is where you can insert different types of

symbols. Again, on the second row, there is a round button with a question mark in it highlighted in red. This is the keyboard shortcuts help, which is a cheat sheet for keyboard shortcuts in the visual editor. And in the third row, the buttons from left to right are insert a table, apply class, insert anchor, which allows you to create same page links, superscript and subscript code, insert footnote, convert Microsoft Word footnotes, insert LaTeX, which we will discuss a little bit more in-depth later, and lastly, insert glossary terms. Next, we'll go over headings. Next slide, please. So, headings are important to create structure in a chapter, especially if that chapter is comprised of several paragraphs.

There are a few different ways to insert headings, and I'll go over a couple of them. In one method, we first insert the cursor where we want to put a heading. Next slide, please. Then we go to the styles menu and select the heading style that we want. In Pressbooks, text is automatically in paragraph style. And also I'd like to mention that headings are hierarchical, meaning that they create a structure in which headings logically follow each other. In Pressbooks, the headings are numbered from one to six, with Heading 1 coming first in the hierarchy and Heading 6 coming last. It's important to make sure that you don't skip any heading levels because people who are visually impaired and use screen readers to navigate the web rely on logical structure. So, skipping heading levels, for instance, like if you have a Heading 1 followed by Heading 3 with no intervening Heading 2, that'll confuse a screen reader and the person using it. With this in mind, we want to first insert a Heading 1 into this chapter.

Next slide, please. Now, we have a Heading 1, which says, 'Yarn'. We created it by selecting the place in the text where we wanted a heading, selecting Heading 1 from the style menu, then writing the heading that we wanted. Next slide, please. Another way to insert a heading is by highlighting text and highlighting a heading style. Here, we've highlighted the word 'Hooks', and now we're gonna select Heading 1 from the menu. Next slide, please. And now, 'Hooks' is a Heading 1, just like 'Yarn'. Next slide, please. We can introduce even more structure to the book or to the chapter rather by using a Heading 2 called 'Size'. This further divides the section created by Heading 1 'Hooks'. We can continue this heading hierarchy all the way down to Heading 6, though there is barely need to go past Heading 3. Next slide, please. And this is how the chapter looks to a reader. With the headings, it's a lot easier to understand the structure of the chapter and guess what the main ideas might be. Now, what if we wanted to insert links into the chapter?

Next slide, please. This is the webpage that we would like to link to. When linking to something, it's good practice to write descriptive link text so that people using screen readers can better understand where they may go if they click a link. Someone using a screen reader can hop between all of the links on a page. So, having descriptive links is particularly important when links are separated from the context. So, simply having a link that says like click here, even if the surrounding sentence describes where the link is going is not best practice and can be a little bit confusing. So, in our case, the chart depicted on the page is titled Standard Yarn Weight System. The page is on the website of the Craft Yarn Council, but that is less important than the

chart itself. So, when linking to this page, we'll write Standard Yarn Weight System as that is the most pertinent information and gives enough context for those clicking the link. Next slide, please. Arianna has added some text to the chapter that she would like to link to the webpage on the last slide.

So first, we'll use the cursor to highlight the text that we'd like to link to the webpage. Then we can either click the link button on the toolbar, or we can use the shortcut control or command K. This brings up the box seen here where we can paste the URL. Next slide, please. Paste the desired URL, then hit enter. And now you can see what the link text links to. Next slide, please. If we hit preview, we can see how the chapter looks now. Link text is red and underlined by default. And if we click on the link text, we'll be taken to the website in the same tab. Links opening in a new tab or window unexpectedly can be disorienting to people, especially to those with limited or no vision. So, best practice is to always have links open in the same tab, unless you have a really good reason to want them to open in a new tab or window. If you do have a link that opens in a new tab, you should signify this in the link text by writing the name of the webpage followed by new tab in square brackets.

This allows a person to decide if they want to open a link in a new tab. So now, what if we wanted to link to a file perhaps? Next slide, please. So, Arianna has created a new chapter in the Getting Started part called First Pattern. And she'd like to link, text to a PDF. We've highlighted the text that we'd like to link to the file. And now we'd like to return our attention to the add media button. So, we're gonna first add the PDF to the media library before we link to it. Next slide, please. So... Oh, thank you. So, this is what you see when you click the add media button. There are two tabs, upload files and add media, I'm sorry, and add media library. This is the upload files tab here where we can either select files and browse the computer for what we want to add, or we can drag files directly from the computer. Next slide, please. Once we've added a file, we can see it in the media library. This is a PDF that we'd like to link to. We'd like to link to text in the chapter. The way we can do that is by clicking the copy URL button, which copy the file URL.

Next slide, please. And now we can paste the file URL into the link text box that appears when we highlight the text that we want to link. Notice that we've written the name of the file, which is 'Chevron Stripes Crochet Pattern', then the file type in square brackets, which in this case is PDF. This is so a reader can decide whether they want to open this type of file at the time. And it's also helpful for people using screen readers. And then also someone, if they're using a device that doesn't have software to open that file type, they can choose whether to click it or not, such as a PDF or a Word file. Next slide, please. So, when we hit preview, this is how the chapter looks. Just like the external link text, the link to the file is red and underlined. Next slide, please. Another important aspect of the textbooks is images. Pressbooks allows you to upload images to a dedicated media library for your book, as well as add captions, alternative text and attribution information, as well as display details to image.

Arianna would like to insert an image to make this chapter more interesting. We've inserted the cursor after the 'Hooks' heading because that's where we want the image to go. And we're gonna click on the button that says, 'Add Media' above the visual editor toolbar. Next slide, please. This will take you to the book's media library. You can see all of the files that have been uploaded to the library that are available for use in this book. You can upload images, videos, PDFs, and audio files among others. To add more files, click upload files. Next slide. Once you've added the image, it will appear in your media library. If you later decide that you don't wanna a file in your book at all, you can find it in your media library and click delete permanently to remove it from your available media files. Next slide, please. Now we'd like to insert the image. First, we select the image from the media library. And on the right-hand side of the media library, you'll see attachment details to fill out that are useful for finding media in the library, properly attributing media sources and formatting media.

So, let's take a look at those details. Next slide, please. So, here are all the different fields I can fill out regarding this image's information. On the left, we have Alt Text, which is where you can provide a text description of the image for anyone who can't see it. This is important for accessibility purposes. The title of the image, which can be used to generate image attritions. The caption is text you want to appear in your book along with your media, oh, sorry, along with your image. The description box, which can be left blank, this box is for adding notes to ease searching through the media library or to note where you want to place an image for instance. And the file URL, which is a link that will take you directly to the image file. And on the right, we have attribution information and attachment display settings. Attribution information includes the source URL, which is where the image was originally found, the author, which can be someone's real name or a screen name or both, the author URL such as a Flickr or Wikimedia profile, the license, which can be selected from dropdown menu, the name of the person who adapt the file into his current form if applicable, and the URL of the person who adapted it.

Next slide, please. Once everything is filled out, we can click the insert into chapter button in the bottom right corner. Next slide, please. So, we've inserted this image at its fullest size, which is best practice. If an image is initially inserted it into a book at its largest size, then readers can view the image at its fullest size when they right click it and select the open image in new tab. This is less important for this image, 'cause it's not that important or that detailed, but for a more detailed image, it's a good option to have. So, we don't need this image to appear it's full of size in the book itself, so I'm gonna scale it down. To edit an inserted image, click it, then click the pencil icon that says, 'Edit' when you hover over it. Next slide. So, this is the image details page where we can change the inserted image's alternative text, caption and display settings, including alignment and size. Note that once you insert an image, its attribution information can only be edited from the media library.

In this case, we've set the image to display center and chosen a custom size, which lets us set exactly how many pixels wide and tall the image will be. Now, let's take a look at the book. Next slide, please. And this is the tools and materials chapter with the resized image. Next slide. So

now, Arianna would like to embed a video in one of her chapters. And so, embedding videos and Pressbooks is actually very simple. So, we're just gonna use this video about how to read a basic crochet pattern as an example. If you want to embed a YouTube video, click the share button and copy the video's URL. Next slide, please. Then you go to the visual editor of the chapter where you'd like to embed the video in and paste the link you copied. This is the chapter first pattern with the cursor place where we'd like to embed the video. Next slide, please. And there we go. Just like that the video has embedded itself, no HTML required. Let's take a look at how the chapter looks now. Next slide, please.

So, this is what our chapter looks like so far in the webbook. It has a chapter title, some text, a few links and a video embedded from YouTube. You can also embed other types of content from other sources, including audio files and interactive activities. Next slide, please. Now, Arianna would like to insert a table into her tools and materials chapter. First, we click the table button in the third row of the visual editor toolbar. Next slide, please. This will produce a dropdown menu. This is where you can create a table, edit table properties, delete the table, and set specifications for individual cells, rows and columns. To create a table, we must set an initial size by dragging the cursor over the grid to highlight the number of cells you want your table to have. The table I'm about to create will have four columns and nine rows. We can always delete or add columns and rows later, but this will be just our initial size. Next slide, please. So, here's just like the blank table. Next slide.

And an important thing to remember when creating tables and Pressbooks is accessibility. When a table is set up correctly, a screen reader can navigate it in such a way that its contents are clear to its users. A screen reader navigates a table by reading out column and row headers, then their cell contents from left to right, top to bottom. The first thing you should do when creating a table is set up header cells. Fill in your column header cells, and select the cells by dragging your cursor until they are highlighted. Next slide, please. Next click the table button in the toolbar, select cell, then table cell properties. Next slide, please. This will produce a popup box, a box that allows us to set specifications for cells, including heightened width, cell type and the scope of the cell. To make a header cell, you first wanna set the cell type to header cell. Next slide. Then set the scope of the cells to column. This makes it so that information in each header cell will be linked to the information in the cells in its column, which allows a screen reader to interpret the table correctly.

Next slide. And then you can see that Pressbooks has automatically bolded the text in those cells. Next, we will fill out the table cells, then set some row headers. Next slide, please. You can see now that we filled out the whole table. To fill in the row header cells, we will drag the cursor until all are selected. You'll notice that we've not selected the Yarn weight number's cell, even though it's in the same column as the row header cells, because it is a column header cell already. Then we wanna click the table button, go to cell, and click table cell properties like before, then set the cell type to header cell, and the scope to row. Next slide, please. So, we've now filled out all of the table data. We can also add a caption to the table. All we have to do is

to, all we have to do to do that is to ensure that the cursor is somewhere in the table. And then we click the table button in the toolbar, then select table properties. Next slide, please. The table properties popup box allows you to control the dimensions of a table and its appearance.

To add a caption and simply, to add a caption, sorry, simply click the caption box. Next slide, please. We now see a blank box that has appeared above the table where we can add table caption. Once we filled out the caption, we have completed the table. Next slide, please. And here's what the table looks like in our webbook. Next slide. Another useful element in Pressbooks is the textbox. Pressbooks offers a variety of textboxes, including examples, exercises and key takeaways. These text boxes can be customized across a book using CSS. Next slide, please. So, we've inserted learning objectives textbox at the beginning of the chapter, the chapter called First Pattern. Textboxes are a great way to make content stand out in your open textbook. Next slide. And we can also add glossary terms to your book. When you add a glossary term, the term will stand out from the rest of the text. And when you hover over the word, it will show you the definition. We'll be going over this in a bit more detail in our advanced Pressbooks webinar.

Next slide, please. So, we've talked about how to create content in Pressbooks in the spirit of open licenses and avoiding, reinventing the wheel, if not required. Let's talk about how to import and reuse content from elsewhere. Next slide, please. First, we can clone a book. It means exactly what it sounds like. By cloning a book, we create a separate copy of a book at a different URL that contains all the same content as the original. Something to note is that the book you want to clone must be public. So, you may have to change the privacy settings of your book to clone it. Next slide, please. So, this is the dashboard of Arianna's cloned book, also called 'Introduction to Crochet'. As you can see, the contents of the book are exactly the same as the original 'Introduction to Crochet'. This is very helpful for those instructors who would like to adapt a more general textbook to their specific needs by including all the content from the original book in a clone. The instructor can also then choose which content to keep as is, which to change and which to delete.

Next slide, please. Arianna has added a new part to the 'Introduction to Crochet' book called Common Questions, to which she has also added a chapter. If we wanted to include this part and chapter to the clone version as well, we'll have to import it. We can do this by using the web - by the book's URL. Next slide. Once we are in a clone book, we can go to import. There we have the choice, we have to choose the import type. In this case, we want the Pressbooks webbook URL. From there, we can choose import from URL, and paste the URL of the part we wish to import. Next slide, please. So, this is how the imported chapter looks in 'Introduction to Crochet' the clone version. Notice that the theme of the clone book does not automatically match the theme of the original book instead the clone book has the default theme and settings. Next slide. So, what if we wanted to import from a Word Document? We can do that too, by going to import select Microsoft Word Doc as the import type, then browse for a file that we want to upload.

Next slide. And what about if we wanted to import content from a webpage that is not in Pressbooks? This is a blog post on the BCcampus website. While it's not quite on theme for 'Introduction to Crochet', we'll use it as an example. Next slide, please. Like before we go to the import tab, select webpage as my import type, then paste the BCcampus blog posts URL as the source. Next slide, please. And this is how the chapter looks after we've removed some unwanted HTML elements. Importing a non-Pressbooks webpage can save you time if you're importing something that you can reuse. But it requires just a little bit more work when importing it into Pressbooks as you may get some unwanted HTML elements. Next slide, please. So, when creating a textbook, you may need to write equations at some point. Pressbooks has a number of features that allow you to create beautifully formatted equations. Next slide, please. If you're doing just basic one-line equations or formulas, you can use the special characters available in the Pressbooks editor.

For example, here I've highlighted some common mathematical symbols, including the minus sign, the multiplication sign and common fractions. Unlike the using like the '-' or the 'x' to signify subtraction and multiplication, these symbols will be read out properly by screen readers. Next slide, please. Another option you can use, you can use an external equation editor to create an images of equations and then upload those images into Pressbooks. However, if you use this method, you have to provide alternative text, descriptions for all of the images of equations that are - so they're accessible to students using screen readers. In addition, you need to pay attention to the quality of the images and to ensure they are displaying properly in all formats, especially the PDF. One other caution I'd include about this option is that translating equations to text can be difficult. I've had to do this a number of times. Next slide, please. The best option for creating complex accessible equations in Pressbooks is to write the equations in a Pressbooks supported Math Markup Language.

Pressbooks has MathJax installed, which allows Pressbooks to properly render math equations that are written in LateX, AsciiMath, or MathML in all formats. Next slide, please. Here's an example of LateX. The top image shows you what you see in the Pressbooks editor. So, LateX shortcodes around each of the equations and a combination of words and symbols and numbers are used to describe the equation. The bottom image shows how those equations are displayed in the webbook. These are very simple examples and LateX is capable of displaying much more complex and multiline equations. If you're interested in learning more about LateX, see the LateX questions answered in the Pressbooks guide. Next slide, please. A popular feature in open textbooks is the inclusion of HP activities, which are great for formative learning assessment. We'll again be dividing... Oh, sorry, we'll be again, diving into this topic a little bit more in-depth in our advanced Pressbooks webinar, but I wanted to just make you aware of this tool.

Next slide, please. And this is an example of a H5P activity in the book, 'Math for Trades: Volume 1'. At the bottom of the page, you'll see a notice for those using export formats that directs readers to the webbook or to an appendix, where the assessment questions are also

available. It's important to think about analog alternatives for H5P activities for those without sufficient internet access, and also those using more analog versions. Next slide. To find more information and support for H5P in Pressbooks, you can visit [kitchen.opened.ca](http://kitchen.opened.ca), which provides many resources for those who would like to get started with H5P. And you can also visit [H5P.org](http://H5P.org). Next slide, please. So, we've now covered a lot about what you can do in Pressbooks. I think Arianna is ready to publish and share her book with others. Next slide, please. First, we want to do a final export of the files, go to the export tab in the dashboard menu and select the file types that you want to export. Then click export your book, and the export process may take a few minutes.

Next slide, please. Once the export is done, the newly exported files will be available to download. It's a good idea to review your exported files before sharing, because sometimes things don't display as you expect, and we've especially found that in the PDF versions. Next slide. To make sure that your export files will be available widely, you must go to the sharing and privacy settings on the Pressbooks dashboard. Beside share latest export files you want to tick 'Yes', I would like my files files to be available to everyone. Next slide, please. To ensure that everyone can access your webbook, make sure your book's global privacy is set to public and not private. When your book is private, anyone who is not logged in to the book will see an accessed denied notice when they try to access the book's URL. Next slide. And this is the homepage of 'Introduction to Crochet' now. In addition to everything else we've covered, Arianna created a book cover and added on to the book info page.

Below the cover image, you can see the dropdown menu, download this book, which will show you all the available export formats. To access this page or this book rather, it's available at [pressbooks.bccampus.ca/webinar](http://pressbooks.bccampus.ca/webinar). Next slide, please. So, whew, now that you've completed this tutorial, you may be interested in some of the other Pressbooks support resources available. BCcampus has a Pressbooks tutorials channel at [media.bccampus.ca](http://media.bccampus.ca), the Pressbooks guide at [opentextbc.ca/pressbooks](http://opentextbc.ca/pressbooks), and the accessibility toolkit at [opentextbc.ca/accessibilitytoolkit](http://opentextbc.ca/accessibilitytoolkit), which provides more information on how to make your Pressbooks content accessible. Next slide, please. And finally, I'd just like to mention that this webinar is part of our OER Production Series. We have three more webinars coming up. So, I'm doing another webinar on Technical Accessibility on August 11th. There's a second webinar on accessibility called Beyond Technical Accessibility: UDL on August 16th. And then a second webinar on Pressbooks, which is the Advanced Pressbooks webinar on August 25th.

And you can register for these events by visiting [bccampus.ca/events](http://bccampus.ca/events). Next slide, please. And that takes us to the end of our webinar. I know that was quite dense. And so, as a reminder, you can download the slides that have all of my speaker notes and such, as well as find the links available to all of the resources that I mentioned here at [bit.ly/pbwebinar1](http://bit.ly/pbwebinar1). And that the recording will be available to you after this webinar. Thank you for attending this webinar. I know we flew through quite a bit of content, so I'd be happy to answer any questions. And otherwise, thank you for attending.