Transcript for OER Production Series: Advanced Pressbooks
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Host: Arianna Cheveldave

ARIANNA CHEVELDAVE:
So, first of all, hello. Thank you for joining us. My name is Arianna Cheveldave and I'm Coordinator, Open Education for BCcampus. I will be going over some more events, topics and Pressbooks, building off of the Introduction to Pressbooks webinar that was held earlier this month. You can do a recording of the Introduction to Pressbooks webinar on its event page. Before I begin, I would like to acknowledge that I'm coming to you today from the unceded ancestral territories of the Musqueam, Squamish, and Tsleil-Waututh peoples commonly known as Vancouver. I am so grateful to live where I can walk to the ocean, be shaded by tall trees and gaze at the mountains. I have much to learn still about the atrocities committed against indigenous peoples to colonize this land for my benefit. I thank the local nations for their hospitality and I'm committed to educating myself further on indigenous history and modern issues. Today's presentation will consist mainly of me sharing my screen as I navigate through and add content to a Pressbook web book called Introduction to Crochet.

I'll be showing you some things in the book that are all ready to go, and I'll also be creating new content. This webinar is being recorded and a folder with resources for the webinar can be found at bit.ly/pbwebinar2. My colleague Alaysha will be monitoring the chat for questions and dropping some links as we go. So, let's get started. Topics included in today's webinar are basic H5P LaTeX, internal links and anchors, the glossary tool, footnotes. Importing contents. Adding users and user roles. Theme options and book information. So, first I wanted to talk about H5P. H5P is a tool that allows you to create interactive, reusable content that you can embed on the web, including in a Pressbook. H5P activities are useful for formative assessment, which are the kind of activities you do when you're still learning a topic. This is as opposed to summative assessment, which is when you're being tested on what you were already supposed to know, like in an exam. H5P activities come with a re-use button and a place to embed copyright information so they are ideal for OER.

There are many different H5P content types such as multiple choice, sort the paragraphs, image hotspots, flashcards, timeline, interactive video and much more. I'm going to show you an activity I've created and that will take you behind the scenes to look at the editor that I used to make it. So, here is my activity. There's a question that says, What are some common terms for a weight 4 yarn? And then I have three options. So, I'm going to try one see if it is right. Check. Nope, that's not right. So, I can hit retry. And then let's try this one check. And that's the correct answer. A special message shows to tell me that I have a correct answer. And there you go. Now to look at the back end. I'm going to go to the Pressbook dashboard. And H5P contents then all H5P content and this takes me to a list of all of the H5P content in this book. Let's see. The activity is called "Yarn Weight." So, here is the activity I made. It's called a multiple choice H5P activity. This activity presents a question to learners that they may answer by selecting one of the possible answers.

Learners may check their insurance and receive feedback as to why their answer was correct or incorrect. A question can be answered multiple times until the right answer is achieved. You can also limit the learner to only one attempted question if you wish. I'm going to click edit on this activity. And here's where I made it. You can see where I filled out the activities title, the question and provided various options. I marked the correct answer using a checkbox. I also added a message to display when

the correct answer is selected. If I wanted, I can add tips that would appear when I hovered over different answers. I can also enter different messages to display based on how well the learner did overall in the activity. If I scroll further down, I can see all the behavioral settings I can toggle. I have enabled the retry button and the show solution button, and I randomize the order in which the answers appear. Now, if I go back up to the top, I can click this arrow that says metadata.

And this is where I can see the information that appears when I hit the rights of use button at the bottom of the embedded H5P activity. I've entered the title, the license, the name of the author, and the year the activity was made. This makes it very easy for anyone who reuses this activity to provide proper attribution. There are tons of other H5P content types out there. If you want to learn more about what you can do with H5P. I recommend the H5P Pressbooks kitchen, which is a website created by Clint Lalonde of BCcampus and Alan Levine to teach people about creating H5P activities OER. Get back to the book. So, another useful tool to have in your Pressbook toolbox is LaTeX. LaTeX is a math markup language that is used to create automatically formatted documents and mathematical and scientific expressions. If you want to create OER and you teach something like math, chemistry, physics or finance learning LaTeX could be beneficial. So, here are a few equations written without LaTeX. Some were typed using only the keys on my keyboard, and some use special characters from the special character bank in the visual editor.

The first equation, five times, seven equals 35 is perfectly fine without LaTeX. The next equation 4a minus one equals 15 is acceptable. The manually italicize a is not perfect looking when you consider what commercial math textbooks look like. But the meaning is clear. The third equation three quarters plus one eighth equals seven eighth looks clunky and is inaccessible. The three quarters are represented by a special character, but the one eighth and seven eighth are not proper fractions. So, a screen reader would not correctly interpret this equation. The fourth equation, the integral, looks just plain terrible. No good at all. Some scroll down. We can see the same four equations written in LaTeX. The first equation with the simple values and basic operation looks pretty much the same. It could take LaTeX check or leave it. The second algebraic equation looks slightly better in LaTeX, and the a is formatted to look more like a math term automatically. No manual italicizing required.

The third equation with the fractions is a lot more consistent looking, and now the technical meaning of the equation is tied to its visual representation. They're all real fractions. And the fourth equation with the integral works miles better than I did before. LaTeX makes it very easy to have a value in both the superscript and the subscript without putting one substantially closer to the base value than the other. I've made the pie over two large so that it's easy to see what it says, but I can make it smaller if I want it. And if we go to edit view of this chapter. Then you can see the LaTeX that was written to create these beautiful equations. As you can see, it's kind of ugly on the back end and perhaps intimidating. But let me explain a little about what you're looking at here. So, first we have these LaTeX short codes, and short codes are basically a brief amount of written information that conveys a loss to WordPress or Pressbooks in the back end. It says there's a lot of technical stuff going on here that I user don't need to know about, but Pressbook understands and can handle for me.

So, we have these LaTeX short codes and they indicate that the text contained within them is LaTeX. You can either write out short code yourself or click the insert LaTeX button on the visual editor toolbar to generate them. And then we have the align environment which makes it so that everything in the equation is lined up nicely. You can see that everything is aligned along the equals signs. And then

everything else here is required to make these specific expressions and values in these equations. So, these are only very basic examples of how LaTeX can be used, LaTeX is a very powerful markup language that can nicely format virtually any mathematical expression. LaTex can produce many special characters and output many different operators. If you want to learn more about LaTeX, check out the LaTeX questions answered section in the Pressbook Guide by BCcampus. If you need any help with adding LaTeX to your OER, feel free to contact latexsupport@bccampus.ca. Next. Another useful thing to know is how to create an internal link in Pressbooks.

When a link in an open textbook leads to a different website or OER, we call that an external link. An internal link is a link that goes from one section or chapter of a book to another within the same book. So, to demonstrate how to make an internal link, I'm going to go to the visual editor and follow these steps. In the visual editor, select the text you want to link. I'm going to link these words first pattern to a chapter in the book that is called first pattern. So, highlight first pattern. Then select insert/edit link on the visual editor toolbar or use the shortcut control K. The button is here, insert the link. And the textbox that appears either type in the chapter or part title that you want to link to or pasted zero, whichever it was called, first pattern. Sit with him there and then select the desired chapter or part from the list that appears. Hit the blue arrow that says apply. Like preview and test your link preview. And like this. And perfect. The red section. Excellent.

Now similar to but slightly different from an internal link is an anchor. An anchor is a link on a web page to a different part of that page or a link from one web page to a specific part of another one. So, I have created an anchor on this page that goes directly to the end of the chapter. Right here. I click this will take me to the end of the chapter, which is a section on anchors. So, I'm going to go back into the visual editor and we can follow these steps that explain how to create an anchor. In the visual editor insert your cursor where you would like to place an anchor. So, I would like to place an anchor from the beginning section. Or I would like to place in the beginning section that will hop down to. I'm sorry. I'm going to create an anchor that will take me from this bottom section back up to the top. OK. Let me show you that I want to do. In visual editor insert your cursor where you would like to place an anchor. I am going to place the anchor here. Then select the anchor banner on the visual editor toolbar.

This one. Then type in a descriptive identifier for your anchor. This is a section on internally, so I'm going to call it internal links. OK. And then save the page. Then select the text that you would like to link to the anchor. So, this is the text I would like to link to the anchor, have set up an internal link and then select insert edit link or use control K. I like control K. So, control K. Type the name of your anchor into the textbox that appears in channel once and then it should show up just like this, where it has the name of the anchor, which starts with the hashtag, and then it has the name of the chapter. And that explains what kind of link you have here, like that. And I'm going to hit the file. And then I hit preview. So, I'm going to hop down to the bottom section here. And then if I click how to set up an internal link, it should take me back up to the top. But I. Makes navigation a lot easier. Save that. Good. Alright. So, next I want to talk about glossaries. Glossaries are high in demand.

We get lots of requests for them. Students and instructors both like them a lot. So, let me show you how to make one. The Glossary tool is an excellent feature in Pressbook. This tool allows you to create and insert glossary definitions throughout your book. You can also create an automatically generated list of alphabetized glossary terms in the back matter. So, let me show you how to do that. Say I'm going to go back to visual editor. In visual editors select the text which you would like to add a glossary definition. I

would like to define glossary just to be extra meta. So, I'm going to select this, then select the GL glossary button on the visual editor toolbar. Then check that the term going into the glossary is correct. You may want to change the verb tense or change a noun from plural to singular. Glossary is what I want to find. So, that's good. And then write a simple description for the term. At one. Ready to go here. I homework. There we go. And then I'm going to hit search.

And then you see that I have short codes around this glossary term. This indicates that this is a glossary term and this ID number corresponds to a specific term in the list of glossary terms that I will have. Right now I have one. OK. Now I'm going hit preview show you what that looks like. So, the glossary term has been bolded and underlined and it's now in red. That's all automatic formatting, you don't have to bold it. And if I click on it, then this pop up definition, appears. Very helpful. I'm going to hit save. But that will just make a pop up definition. What if I want an entire list of all my glossary terms? So, the way I do that is I continue following these steps from the Pressbooks dashboard under organize like add back matter. And back matter. And then on the right hand side of the page under back matter type, I select glossary. Then this message appears at top. It says to display a list of glossary terms we've this back matters content blank. So, I'm not going to write anything at all in here.

I'm going to give the glossary page a name like glossary or key terms. You don't have to call a glossary to make sure the page works, but I will just call it that. And then I hit create. Then I'm going to view the back matter. And you'll see that the glossary term I created has already appeared on this page. Very nice. And then if I go back to the Glossary Tool section, you'll see the definition is still there. But what if I want to edit one of my glossary terms? That's what I want to show you. I go under Organize, and I go to glossary terms. And then here is the glossary term I made earlier. And then when I'm here, I can bold or italicize or add or delete links in this glossary definition. Right now I just want to add a little bit more words, hit saves. Then back to the section. And you can see that the pop up definition has changed to match what changes I made on the back end. And then the end and see searching. It's quite easy to control. Oh, and then you can insert glossary definitions that you've already created on to other words, like if glossary appears in a different chapter and I wanted to find it again, I can highlight it and then click glossary.

And then it will give me the option to insert the definition for a term already created. So, it's very useful in that way. So, the next thing I want to show you is how to create a footnote, because this is very helpful for you as well. Generally, footnotes contain additional information that appears at the end of a page in the web book and at the bottom of a page in export formats. I want to add a footnote to my section on footnotes that links to the Pressbook user guide section on footnotes. And I can create a footnote by following these handy steps. We're going to go into the visual editor. In visual editor, place your cursor where you want to insert your footnote. I'm going to insert my cursor right after the word footnotes here at chapter. Select the FN and footnote button on the Visual Editor toolbar. A pop up box will appear that asks you to enter footnote content here. You can either take your footnote into the box now or just click, OK, without typing anything. And then more short codes appear.

That's a footnote. And I am going to copy and paste my prepared footnotes. Right here. And you'll see that I can include a link in this footnote. I can't insert a link if I'm typing into the little footnote box, which is why I like to write in the visual editor usually. But I can also do boldface or italics now. And, yeah, so I create my footnote and I'm going to hit preview, see what it looks like. So, I can see this little number and if hover over it. I can read my footnote for more information about footnote. See the

Pressbooks User Guides section on footnotes. But I can't click the link right now. So, if I want to click that link, I have to hit the one which will jump me back down to the bottom page. I can see that my footnote automatically appears at the bottom of the page beneath the horizontal line. And then I can test this link to make sure it worked. That's good. That's what I want it to be. And yeah that's putting up. OK. Now that we've learned about some of the features for enhancing content in your book, let's talk about some of the other aspects of the Pressbook dashboard.

If you would like to reuse existing open content in your OER., you may do so by importing it. Go to the Pressbook dashboard tools and import. In the import type dropdown menu, there are the different types of content you can import EPUB, Microsoft Word, OpenOffice, Pressbook or WordPress XML or a Web page. When importing content from one Pressbook to another. There are several methods you may use. There are, there is a section in the Pressbook guide about how to import content from Pressbooks that explains the differences between three methods. There is a handy table that you can consult to see detail differences between each of the methods. So, first of all, you can clone a book. When you clone a book, you copy an entire book to your own Pressbook account. You may then edit, delete, or add any content that you like to your cloned copy. That's the first option. And then you can also import content from a Pressbook using a Pressbook XML file. You can download a Pressbook XML file by going to the books home page, looking to download this book and selecting the file type from the dropdown menu if it's available.

In the BC open collection eBooks list of editable files will also include the Pressbooks XML file if one is available. Using the Pressbook XML method. You can either import the entire book or pick and choose which sections to include in your import. Unfortunately, this method will not successfully import any H5P activities that were embedded in the book that is being imported. So, bear that in mind. Finally, you can import a book, a first book using its URL. This method will import any H5P content in that book, and it allows you to select either the entire book or just pieces out. Generally you will have the most success importing other Pressbooks rather than trying to import from other sources. Because Pressbook understands press formatting better than you understands formatting of anything else. But you can also import content from books and resources not created in Pressbooks. However, again, the more complicated the source material is, the more cleanup may be required when importing.

For instance, a word document that is important into Pressbooks will be stripped of most of its special formatting in the Web book. There is a section in the Pressbook User Guide on how to import from the word document that Alaysha will drop in the chat. So, talk about importing. Let's switch gears now and talk about users. Once you have a book on the go in Pressbooks, it's possible that you will want to collaborate with others on it. We can add new users by going to the Pressbook dashboard users. On this page, you can see all the people who have been added to your book and their roles. We can see that by accounts. Arianna Cheveldave has administrator access. Below is Harper Friedman's account, which has Editor Access. But what's the difference exactly? So, to refresh, there are five levels of access in Pressbooks. In descending order of power, they are administrator, editor, author, collaborator and subscriber. Pressbook created a table called user roles in Pressbook in the Pressbook User Guide Which I will show you now.

This table can help us understand what powers each kind of user has. Every role in succession has slightly less power than the level above it. Notes that every kind of user can comment. If comments are enabled in a book as well as read public chapters. As anyone can read public chapters. So, if you want to

give someone total control over a book, you can make them an administrator. An administrator can manage users and settings, add, edit, publish and delete chapters and read private chapters. The user who creates a book is automatically an administrator, which is why I am the administrator of this book we're working in. If you want someone to have control over all chapters in the book, but don't want them to have control over the settings or users, make them an editor. If you want someone to add content to a book but not to control what other people add, make them an author. An author can add, edit, publish and delete chapters but only their own. They have no control over anyone else's chapters.

If you want someone to create content for a book but don't want them to be able to make chapters public it will make them a collaborator. A collaborator can add and edit their own chapters, but they cannot publish. And finally, if you want someone to be able to look at content in your book but don't want them to add or publish any chapters, make them a subscriber. You can enable the settings to allow subscribers to view private chapters. This role is ideal for a peer reviewer. OK. I can also change user roles if I want. If I decided that I wanted Harper to be promoted to administrator. I would go to the users tab which have like the checks checkbox by Harper's name. And then go down to the dropdown menu that says change role to and say I want to make him administrator. I can change. And then that change reflect there. We are now both administrators. I can also add new users, of course. The way I do that is I go to the add new tab right here. And then I say I want to add my colleague Josie Gray to this book and make her an author.

I know that Josie has a Pressbooks account, so I'm going to use the add existing user interface at the top of the page. I'm going to insert her email and then I can select the role author from the dropdown menu. And then I click add existing user. Josie will then receive an email asking her to confirm that she wants to be part of this book. Nothing will happen until she confirms she actually wants to be part of the book. So, now that you have a book and you have some people in it, you might want to adjust some aspects of the team to better suit your needs. To do this will go to Pressbooks, dashboard appearance and theme functions. There are several tabs on the theme options page of Global Options, Web Options, PDF Options and Ebook options. I encourage you to look through these tabs and see what kind of options are available to you. For now, I'm going to go to these tabs and point out the options that will be most relevant. So, the first tab is global options. All settings on this page affect both the web version and the export versions of the book.

So, you can opt to display parts and chapter numbers. This puts a Roman numeral in front of each part name in the table of contents and an Arabic numeral in front of each chapter name. Numbering parts and chapters to make it easier for learners to differentiate between sections, especially when reading is desired. You can also opt to create a two level table of contents. This option makes it so the heading once displayed beneath the chapter title in the dropdown table of contents in the book. Let's enable this and see what this looks like in the Web book. Except it changes. And then I'm going to the section. Both need to contest and then I can see to the right of every chapter title is a plus sign. When I click the plus sign, a list of all the heading ones in the chapter appears enabling this option to make it easier for learners to find content they're looking for as well, though in far greater detail what each chapter is about. Theme options. So, also on this page you can enable language and script support for alphabets in languages other than English in the Latin alphabet by default.

Ancient Greek is supported in Pressbooks. And we scroll through this dropdown, you can see languages like Arabic, Chinese, Japanese, Korean and even musical notation. Finally on this page, I will turn your

attention to the text box colors at the bottom of the page. You can change the colors of the example. Exercise. Key Takeaways. Learning objectives. Text boxes. You can edit the color of the header, text, the header background and the body backgrounds by using these color figures. That is global options. Next is Web options which affect only the Web book. I can choose to display the part title on each chapter. This can be helpful for navigation. I've learned and will be reminded exactly which park they're in whenever they open a new chapter. I can choose to collapse sections headed by a heading one within a chapter. I'm going to select this option and show you what it looks like. So, when the fresh. So, you can see that all the heading ones I have have collapsed and I can click on it to expand it again and.

Then I can glance it again if I wish. Some learners will like this view for the way it divides the chapters content into its constituent parts so that the reader may navigate directly to what section they want to read. So, that's an option for you. And next we have PDF options which effect only PDF exports. One important theme option to be aware of is the PDF page size. By default, the page size for a PDF is digest size, which is smaller than most documents you would print. Digest make the font size way bigger and creates far more pages. Always change the PDF page size to US letter to reduce the number of pages. Then we also recommend skipping lines between paragraphs in the PDF rather than indenting new paragraphs. This formatting looks better and is easier to read, so make sure you select skip lines between paragraphs. And then further down the page, there are a bunch of options regarding the running hands and feet of the pages in your PDF. You can customize what the headers and footers look like in the front matter, or main chapters and back matter.

You can include the author name, the book title, the chapter name and part name if you wish. There's lots of options here. I encourage you to take a look. The PDF of a book in Pressbooks can be somewhat finicky, so it's a good idea to export your book as a PDF frequently throughout the writing and editing process just to make sure that everything is displaying as expected. Look at export and check my PDF now. I do that by going to export and then I'm going to export my books. Small books that take very long. Download and automatic often opens in Firefox. As a matter of contents. Now we're starting to get some content. Have some links. My LaTeX looks good. LaTeX sometimes there's problems and PDFs, so that's good. I'm going to test this link to make sure it works. Yep. That goes to where I want it to. And generally this looks fine. If I were really checking the PDF, I would go through and look at every single page because I get PDF can be finicky, so I want to make sure everything's doing what I want it to be doing.

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Yeah. And let's take a look through there and see what is available. And below subjects is the copyright section. This is where you can specify who wants the copyright of the book, such as the author or the institution, as well as books, license and the copyright notice that appears on the home page of the book under the heading metadata. All BCcampus books use a copyright notice template which can be found in the metadata and book info section in the BCcampus Open Education Publishing Style Guide. I can show you this notice here. Scroll down on the homepage to metadata. Then here is the license and here is the copyright notice. And if make using our template, you don't have to follow this template, of course, but it's available as inspiration to you. The copyright notice is a good place to put a simple citation so that users have an idea of how to cite the book. This is also a good place to attribute the cover image. And then we have the section about the book. Here you will find a short description and a long description.

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Check back soon for links and reporting. You can also access a next class folder with the script and a list of relevant links to the webinar at bit.ly/pbwebinar2. This is the final webinar in our summer OER production and webinar series. We hope that you found this series helpful and that we inspired you to do more with OER. You can find recordings of all of those webinars on the BCcampus website. If you have any further questions about anything we covered in the series, email us @oerproduction@bccampus.ca. Thank you so much.