

**Transcript for OER Production Series: Introduction to Pressbooks**  
**BCcampus webinar hosted on August 15, 2024**  
**Facilitator: Harper Friedman**

HARPER FRIEDMAN:

All right, so good morning, everybody. Welcome to Introduction to Pressbooks. My name is Harper Friedman, and I'm part of the production team here at BCcampus. In this webinar, I'll be going over some of the very basics of Pressbooks to create and publish open education resources. We assume that people here in this webinar are just starting their Pressbooks journey. As such, our goal is to highlight the basic features of Pressbooks, show you how to use some of them, and as well as make you aware of some of the more advanced options. We'll start out with some housekeeping. So first, I would like to point you to our event code of conduct, which you would have agreed to when registering for the webinar. If you would like to review the code of conduct, Arianna has already put that into the chat. Secondly, automatic captioning and live transcripts can be accessed in Zoom during this session. And third, the recording will be available after the session. Hopefully, you know, within a week or so, but the IT support person we have here was telling me that because everybody has been on vacation sometimes a little bit slower, so it will come out. And then lastly, I'd like to let you know that we'll be holding an Advanced Pressbooks webinar next week on August 22 at 10:00 a.m. to 11:30 a.m.. As part of our OER Production Series, which you can register for on our BCcampus events page, which Ariane has already put a link to the chat in. So today's session will primarily be a live demo. So I won't be providing slides and links like that, as I normally do. However, when the recording goes out, I will be including a list of the links that Arianna will be sharing today, so you can save those. And yeah. My colleague, Arianna, as I said, is with me today, and so she'll be monitoring the chat and adding the relevant links. So feel free to put any questions you may have there as we go along. I'll also be pausing every so often to check in on the chat and just like, give some breathing room because this is quite a bit of content. So again, feel free to just jump in the chat, ask some questions when they come up and we'll work on answering those as we go along. And we'll also have time at the end for questions.

Before we dive in, I'd like to acknowledge that I'm 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. And this place that I am in currently is commonly or colonially known as Victoria. I've lived here uninvited for eight years as a first-generation immigrant settler, initially moving here, in particular to complete my undergraduate degree at the University of Victoria. I'm very thankful for the opportunity to be here with you today and part of my own journey of truth and reconciliation. I'm always learning more about Indigenous peoples, as well as the land itself. My current interest and topic of research is about native plants and their cases, along with their meanings in local Indigenous cultures, as well as how colonialism has affected both of these parties. Let us know in the chat where you are joining us from and perhaps take the time to find out whose land you're on. All right. There's quite a bit of content to go through. So let's head on in.

The 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 of the options that are good to be aware of. A very brief overview of math and H5P in Pressbooks. Lastly, how to share a book.

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 on this platform, it becomes available in multiple formats with students and other instructors for free. There is a webbook that can be accessed in the browser, as well as PDF files, eBook files, and Common Cartridge files that can be imported into learning management systems, as well as more different export files. BCcampus hosts an instance of Pressbooks that is free for all B.C. and Yukon post-secondary faculty and staff to use called the British Columbia and Yukon Open Authoring Platform. All right. So I'm going to switch from my slides to my browser here.

This is the home page of the webbook *Math for Trades, Volume 1* by Chad Flinn and Mark Overguard. Here you can see, here's the book's title. We have its authors here. There's a cover image, a description, and a licence of the book. If you click the "Read Book" button, you'll be taken to the front matter of the webbook. You can also see there's this "Download this book" button, and when you click it, you have this drop-down menu of a bunch of the export files. You've got EPUB, digital PDF, print PDF, HTML, Pressbooks XML, and Common Cartridge or web links files. Exports also provide an opportunity for instructors to download editable files such as the HTML or the XML files, and they can also use these Common Cartridge files to directly import the book into your learning management system. Additionally, the exports just in general are very useful for providing flexibility and accessibility for students who may be reading their textbooks in transit and would prefer a different file format, such as a PDF and EPUB.

If we scroll down, we can see that there is a big list of a table of contents. In this table of contents there are links to different parts and chapters. The table of contents makes it easy to survey at a glance what a book contains as well as quickly navigate through it. I'm going to click on the "Basics of Fractions" chapter. And so we're taken straight to the webbook here. This is what a chapter in the webbook will look like. Down here, you've got these buttons "Previous" and Next, and this can take you between the different chapters. Again, you have the contents you can view anytime by just clicking this Contents drop-down menu, and you'll have again, the whole table of contents accessible to you. Additionally, this is just what the page will look like. You've got your header, or rather, your title of your chapter, you've got some images with some text. You've got this heading 1, which helps just define the heading and separate it from the rest of the text. If you scroll down even more, You come to this red example textbox with some math written in large print. Below it, we have a practice or rather an exercise textbox that also has a video that instructs you on how to solve this math question. Videos, textboxes, and math support are only some of the features that Pressbooks has to offer. So let's show you how to do it.

First of all, we're now going to get into how to make your account on the British Columbia/Yukon Open Authoring Platform. To make an account, we want to navigate to the home of Pressbooks, which is at [Pressbooksbooks.bccampus.ca](https://pressbooksbooks.bccampus.ca). To create an account, you can click on the sign up button here in the top right, or you can click this "Create an account" link here. I'm going to do that. Here you can fill out the form by entering your username, email address, your password, institution. I'm going to quickly fill out this. Note that your username must be unique, so that's something to keep in mind when creating your username. I'm going to fill this out. Email address, copy paste password in there. I'm going to select that BCCampus is my institution. At the bottom of the form, you can choose whether to register your book now or register your book later. We recommend selecting "Register my book" now. Even if you are not ready to start a book, it will be helpful to have one set up to use as a place to test out different things. There's no limit as to how many books you can have. You can always create another book if you choose. I'm going to select "Next."

Because we chose to register the book now, we are taken to this next registration form, which is to create our first book. Here we'll first create the URL for our book. We'll give it a title, we'll choose what language, and we'll choose the privacy options. Note that you cannot change the book's URL later, so it is important that you choose a URL you like at the get go. Additionally, like most things here on the internet, the URL must be unique as Pressbooks will not allow you to choose a URL that already exists. So for this one, I'm going to choose Webinar 2024 because that should be a unique URL. Then today for this webinar, we'll be recreating a book that my co-worker Arianna has made, which is *An Introduction to Crochet*. Then in the next webinar, which is the Advanced Pressbooks one, she will be continuing on with that book. I thought it would be a good idea to have some continuity. And we're just going to distinguish it by putting "recreate" so we know that it's not her original book. My language is in English. Then the last one here is privacy. Would you like your webbook to be visible to the public? Here we're going to select "No." We would not like it to be visible to the public. When a book is public, it will appear in Google search results, and anyone with the URL will be able to read it. As such, you should select, or I would select "No" initially for now, as you'll just be getting started on your book, so personally I would not want to have my book visible to the public while I'm making it. And also note that once you are ready to publish your book, you'll be able to change that setting and be able to change it to public. So now that I've filled up everything here. I am going to sign up.

Now our book is almost ready. But first, we'll have to look for an email from Pressbooks as this page suggests. I'm just going to get my email and find the email that they sent me. This is the first of the activation emails. Since we registered a book on Signup, we'll be clicking on this to activate the blog or activate the book rather. Then we are then going to wait for a second activation email from Pressbooks. Any time Pressbooks. There we go. As I said, this is the second activation email. This email lets us know that our new site/book has been set up and shows us our login information. We've got our username or password, and we can choose to log in here by clicking these links. I'm going to just go back to here and go sign in. All right. Now

that we've made our account, we can go and sign in. And we're going to focus in here. And then I'm going to just click Login once we've filled out the login page.

The first thing that we come to when we just sign in via the website versus the link they sent to me. This is just the Pressbooks site dashboard, and we can navigate to our book by going to the "My books" tab, hovering over it, and it will show us all of the different books that we have attached to this account. I'm going to click "Introduction to Crochet recreate" because that's the book I would like to go to.

All right. And that will take us to the dashboard of our book, "Introduction to Crochet recreate." And next, I'll be going through the different pages in this dashboard. But before I do that, I just want to pause and ask if there's any questions or also confirm that the size is okay and if I should zoom in for anybody to see. It will also be a nice pause for me to drink some water.

ARIANNA: There aren't currently any questions in the chat.

HARPER:

Sounds good. And Ken said, Looking good on my end. So yeah, let me know if I need to zoom in any time because I know that sometimes when you're screen sharing screens, things can be too small. All right. There's no questions. I will keep going. All right. As I said before, this is the Pressbooks dashboard for our book. It has several very useful links on the dashboard. The first one is "Visit book," which takes you to the webbook. We've got "Edit book info," we've got "Organize book," "Change theme," "Manage users," and "Delete book." We also have these big "Write a new chapter" and "Import content," and we'll get these soon. There are also some links to support resources that were created by Pressbooks, the company that may be useful for you. So if you need any help with getting started in that sort of thing, you can check these out. If we look at the top bar, we first have the drop-down menu, My books. Like we saw before, when you hover over it, it shows you a list of the books that you have. Right now, I just have the one book, "Introduction to Crochet recreate." That's all it shows, but as you create more books or get added to different books, it'll just keep increasing and you'll be able to see a list of them. To the right, we have the title of our book, "Introduction to Crochet recreate," and when we hover over it, it has a link that says "Visit site," which is the same as "Visit book." It takes you to the webbook. Then, we also "Delete book," which is self-explanatory. Then we have "Create book" and "Clone book." Creating a book, it will take us to a similar page that we saw before, where when we were creating our book, it'll ask you to put in your URL and the title for your book and ask you for the language and that sort of thing. Then cloning is essentially making a working copy of a book so you can adapt it to your own purposes. Cloning will be covered in the Advanced Pressbooks webinar next week. The last thing in the top bar is the user settings. You can either do it by clicking on your icon or you can click on either of these buttons. Just an important note that I always like to warn people, is that any of the things that you can edit in your edit profile, a lot of the things you can input are public, always be aware of that.

On the left here, we have a sidebar menu. When you hover over some of the items, they will reveal the various subpages and options beneath. This helps you have quicker access to these pages, but you will also have access to them by just clicking on each individual button. We're going to now quickly go over each of them.

We'll start with the Organize page at the top. So as I said before, you can now see all of the same options that you saw when I was hovering over it initially. And so now that I quit the organized page, you can still see them here. The Organize page is where you can add, delete, and reorganize your chapters and parts. You can access the edit view of each chapter in part. And you can also decide which chapters you want to show up in your webbook and your exports if you want their titles to show. We'll be getting through the ins and outs of this page later and you'll be very familiar with this page by the end. The next one is book info. Book info is where you can add a book's metadata. You can add a cover. You can change the title. You can add different contributors, authors, editors, translators, et cetera. You can edit some of the publishing information. You can add your different subjects for your books to increase searchability and just give that info. You can add any institution or copyright information, and you can add a short and long description.

Next is the Appearance page. The Appearance page is where you can customize the display and appearance of your book. Under the Appearance tabs, you have Theme options, and Custom styles. When you click on the Appearance, it'll go automatically to the first one, so you'll go to the Themes first. The themes page is shown here, and it's where you can pick the theme of your book. So right now, the active theme is McLuhan. But if I want to, I can go and I can just say, go to the Clark theme and Pressbooks activate. And once I do that, the Clark theme will be my active theme as it shows here. You can talk between them and just to have a look and see which suits your book best.

The next option is Theme Options. This is where you can customize different display options in the different formats. You've got the global options. You've got your web options, PDF options, and your ebook options. This can change things you can choose to. Indent paragraphs or skip lines between paragraphs. You can reduce the image quality, and you can do things like adjust the page size of your PDF.

The last one in this section is Custom Styles, which is where you can view the full style sheets for your webbook, your ebook or your PDF. This is also where you can customize the style sheet. If you have some specific style changes that you would like to make and you know some CSS or know someone who does, then you can add them into your own URL web styles or your PDF styles. It changes when you click on which editing style you want.

The next one is the Export tab. The Export is where you can export your book into a number of different formats so that the readers can access your book offline. They will be all the same ones that we saw on the *Math for Trades* book. You can export these files at any time, and it's often a good idea to export periodically while you are creating your book to make sure that

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 automatically applied to the exported files. When you make changes to the webbook, and you also want to see those changes reflected in the other formats, you must go here and re-export your book, and then all of those updated files will show up here and then they'll reflect your new changes.

The next one in the section is the Cover generator, which is within the Export tab. All you need to do is just fill in the requested information and Pressbooks will export your new cover photo.

Under the Import tab, we can choose different file types and sources to import files into your book. This topic will be covered more in depth than our advanced webinar.

On the Publish page, you can add links to the different places that people can buy your book if you choose to have an external place where they can access and buy your book.

The next tab is the Plug-ins tab where you can activate various plug-ins for your book. The two we would like to highlight here is H5P, which is a tool that allows you to create and embed interactive activities into your webbook and Hypothesis, which is a collaborative annotation tool that you can turn on in your book. We're going to go ahead and activate those. I'm going to go to bulb actions, activate and then apply, and I've checked these two, the activate should apply to these two plug-ins. Now we can see here that these two plug-ins are activated and we can choose to deactivate them if we wish.

The next one is the Media tab. This is where we will be able to see all of the media items that we've uploaded to our book. And right now, this book doesn't have any media uploaded, so you won't see anything here right now. I also just wanted to point out you've got this button here, "Add New Media File," or you've got this one down here. This is where you can upload those media files that we were talking about.

The User's 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. For now, right here, it's just me, and I've got the administrator role. To add someone to your book, you can click "Add existing user" here or you can click "Add user" over here. On this page, you can add a user to your book. To add someone, they must have an existing Pressbooks account and you have to know the email that they used that's associated with this account. Once you've input that, you can also choose their role in your book and then you click "Add existing user."

Now I'm just going to quickly open a page that shows you the different permissions. You can see for those books sorry. The different permissions for those users if this will load properly. There you go. This table that is from *The Pressbooks Guide* from BCcampus, and it's in the chapter "Provide Access to Others." This will outline the different level of permissions for each of the five roles. Administrator is the highest level of permissions and subscriber is the lowest. As the creator of a book, you are automatically its administrator. That means you can make any

changes to the book and you have the power to manage users and settings, as well as add, edit, publish and delete posts, and note that no other role other than an administrator can manage users and settings.

All right. We'll go back to our book now to continue on. The next tab is the Tools tab. By clicking on it, we go to the first item, which is the Cloning Stats. This lists the title of our book, the URL, when it was created, and then also lists the number of total clones. As I said before, cloning is a feature of Pressbooks, which lets you, as the name suggests, copy or clone an existing public book. If anyone has cloned your book, then it will list the name, the URL, and date created of the clones below. This book has no clones because it is brand new, so it says there's no clones and it doesn't list any under here.

The next one I want to show you is the Search and Replace tool. This allows you to search your entire book for exact matches of text and you can then replace that text with something new. This is a tool to be used with a lot of caution, especially the "Replace with" part, as there is no Undo button. So if you make a mistake when you're replacing, you have to go into every chapter that was edited and you have to edit those separately. Make sure that you know exactly what you're, what you're replacing with what. I recommend thoroughly looking through your "Search for" before you do any replacing, just to make sure everything is correct.

The final tab I want to show you is the Settings tab. Under that, in the first one we have is sharing and privacy settings. So here you can do things like you can switch your book visibility between public and private. So that's kind of what I talked about at the beginning when creating our books. We made our book private. You can change who can see private content because you can make individual chapters and parts private. You can disable or enable comments. You can choose whether you want to share your export files or not. And lastly, you can choose whether you want your book to be listed in the Pressbooks Directory. I'm going to just show you what the Pressbooks Directory is very quickly. So get in there.

The Pressbooks Directory is an index of 7,061 books published by 187 organizations. This number changes all the time. I have to always update my notes. These networks include B.C./Yukon Open Authoring Platform. You can browse its contents using different filters such as licence, subject, network collection, and different filters, which is very handy to do. This is available at [pressbooks.directory](https://pressbooks.directory).

I'm just going to go back to our book now. Automatically when you create a book, it will automatically check yes. I want this book to be listed in the Pressbooks Directory. But for now, I'm going to select no. I want to exclude this book from the Pressbooks Directory because it's a new book, and I can change that later when it's finished. I'm going to save changes.

All right. The next one under Settings is the Export Settings. Like the name suggests, you can change some of the settings related to your exports.

Then the next two are the Hypothesis and H5P settings. Like the name says, you can come here to change different settings related to hypothesis and H5P. The last one is the MathJax Settings tab. MathJax is a tool that is embedded in Pressbooks books that will properly render math equations written in LaTeX, AsciiMath, or MathML. I'll briefly go over math a little bit later and we'll cover it more in depth than our advanced webinar. But all you need to know is that this is where you can change some of the settings for that.

Before I go on and we show you how to add some content to your book, I just wanted to pause and make sure if there are any questions. I'll have a little bit of a sip of water. Kendra asks, "Does BCcampus set the licence?"

ARIANNA:

How does that work? I assume Kendra means. Does BCcampus set the licence on a book that you make in Pressbooks?

HARPER:

Yeah. So BCcampus does not set the licence on the book that you make. That is up to your discretion on what licence that you would like to apply. And yeah, so all of the books on this network, we absolutely do not claim any sort of copyright or licence for those. Those are all your original content, and therefore, it is up to your discretion, what licence or copyright you would like your book to be under. And just if you missed it, you can change that in the Book Info. Does that answer your question? Okay. Sweet. All right. Quick question here.

PARTICIPANT:

Sorry. Can I ask a question? There is content that is included that is copyrighted from others. How do you include that information? I mean, you know, you have a licence for the whole book, but say there are individual items like say an image that you got permission to use from elsewhere. How is that reflected in there? I know you can put in, go ahead.

HARPER:

Yeah. So your licence for your book will be kind of the overarching licence for, like, kind of the content as it exists in the state in your book. But if say, for example, you were using images that were like somebody else's and they say for simplicity, they were CC-BY, but they were from someone else, you would want to individually attribute all of those different images or say you took a chapter from a different openly licenced book. You would want to individually attribute those chapters or other content within your book. I'll show you a little bit later when we're adding some images, how attributing images and creating automatic attributions can look like. Then also, this won't be covered in this one, but in next week's presentation, when we're talking about importing content from other places, if you're importing content from another book, for example, it will automatically attribute that original author on the chapter itself. Does that answer your question?



PARTICIPANT:

Yeah. I guess it's just so that people know that not everything in the book is, you know, my stuff. There's other stuff as well. And if you need to use some of that stuff, you sometimes need to get permission, say the copyright, even though I have permission. Yeah, they'll have to do the same permission. Yes. I just wonder if I put a disclaimer somewhere. I guess in the front matter, you would put a disclaimer of that sort..

HARPER:

Yeah. That's definitely something that you can do. I would say, in the front matter of your book, it's a good practice to have a page kind of talking about how people can use your book. So you can kind of detail like say your book is CC-BY. So you can talk about, what that means or maybe if there's a more restrictive licence, you can talk about what that means and how people can use your book. And that can also be where you can talk about, like, I got permission for or say you said maybe there was an image that your colleague took and you got permission to use it from your colleague. But your colleague doesn't want other people to use it, that sort of thing. Then that's where you can detail that sort of stuff. Then additionally, when on the image or in the kind of citation or attribution section, that's where you can put, "This image is from here, it's used with permission and kind of talk about how other people can't use that.

PARTICIPANT:

Yeah. All right. Okay. I'll stop there. Thank you for the response.

HARPER:

Yeah, for sure. Yeah, Arianna also included something good in the chat. She said, "I've seen some authors include a section in the front matter called "Exceptions to the open licence." That's where you might list all rights reserved content that you have special permission to use. The chapter I linked has more advice about attribution in general," which is, again, good advice. Thank you, Arianna. All right. Any last minute burning questions before I move on? All right. We will move on then. So now that we're familiar with some of the options in here, we're going to start setting up our book and adding content.

The first thing we'll do is go to the "Organize," which you will be very familiar with, as I said, after this. First, I want to go over some terminology that Pressbooks uses. In Pressbooks, you can organize content into parts like this and chapters, and chapters are subsections of parts. As I said, the bold titles here: Front Matter, Main Body, and Back Matter, those are all parts. And then Introduction, Chapter, and Appendix, those are chapters, and they are subsections of these parts. This is just the terminology that platform uses. You're welcome to call this part, Chapter 1 and have Section 1, that sort of thing in the actual titles and stuff of your chapters and parts, but this is the terminology that Pressbooks uses and it's good to be familiar with it. In Organize, you can also see your groupings of chapters and parts. So you can see that this grouping is the front matter and it's got the introduction, that thing. We're going to start by adding a part. You can do that by clicking this button here "Add Part," this button here "Add

Part," or you can go here. There's lots of options. I'm going to go here and click "Add Part." This is what the Add New Part menu looks like.

In the Add New Part view, you can see where you can add the title. This is where you add the content, and then this is the visual editor. On the right-hand side, you can see that there is a box called Part Attributes. The first one in here is the Parent Attribute. This essentially is where you can choose whether your part has a parent or not. So it is the child of that part. All it changes really is the URL to indicate that the part is like a subsection of the other part. But honestly, I never used that, but I thought I would show you what that would look like or that that is an option. To start with, I'm going to give our part a name, so I'm going to call it "Getting Started," and then I'm going to click Save. So this parts attributes panel is also where you can change the order and or see the order of parts. And now that we've created and saved our part, it now has an order is two instead of zero. And this is just the ordering of the different parts in your book. Number two indicates that the "Getting Started" part comes after this Main Body part, and we can change this order around by changing this number if we wanted. Underneath the Part Attributes, we have Part Visibility, and you can select whether you want this part to be invisible or not. If you check that the box saying that it is invisible, it will hide this part from the table of contents that we saw earlier and it will not be included in the part numbering. We're going to leave this visible because we want it to be visible.

All right. Going back to the Organize page. If we scroll down here, we can see that our Getting Started part has been added after the main body part, as was indicated in the order. Now let's add a chapter to our new part. We can do that by selecting this button "Add Chapter."

And now here is the Add New Chapter view. It looks very similar to the Add New Part view, except for some stuff here on the right side panel. The first one that you can see is called Part. This indicates that it is which part it is under. We can see here. That it's part of the "Getting Started" part, and we can change that just by going in and selecting, I want it to be part of the main body part if I want, but I'm going to change it back because we want it to be under "Getting Started." The second one is the status and visibility options. First, we have "Show in Web," which we have toggled. This chapter will be viewed in the webbook. If this is checked, we can also require a password to access this chapter if you want to restrict the access.

Then we also have Show in Exports and Show Title, which, as it sounds, we can choose whether we want to show this chapter in the exports or if we want to show the title just on the webbook or in any of the exports. We'll start by calling this chapter "Tools," if I can spell, "and Materials." And then we'll hit "Create" to create a chapter. We can see right underneath the title here that we've created, now that we've saved, we can see the permalink or the URL for the chapter. And then we can also see that over here, some of our options have changed in the Status and Disability sections. The first thing that we have is this preview button. This allows you to see what your book will look like in the webbook before you've saved anything. Then the other addition is that we've got this revisions counter. The revisions counter shows you how many revisions on this chapter that you've made, and we can click on the browse option or we can go

look, apparently not. We can go to Browse and choose and see the different changes that we've made and the different versions of the chapter. We can even compare and contrast those changes, and we can even restore a previous version if we've messed up and we want to restore it. So that's always a good thing to know. Then also lastly, we've got the date that it was created, and then we also have this Move to Trash button, which will delete the chapter. Let's save that. I think I already saved it, but we'll do it again just for just in case because I'm always paranoid about those things, and then we're going to go back to the Organize tab.

Going back to the Organize tab, we can see that our "Tools and Materials" chapter that we just made is listed under our "Getting Started" part. When you hover over the chapter title, a number of options will appear. You've got Edit, which will take you back to the edit view, which we just saw. You've got Trash, which will delete our chapter. We have View, which will let you access the chapter in the webbook. Then we have move up, which will swap the chapter with one immediately above it in the part. If there's more chapters, ones that are above, we'll say move down, and you can swap it around that way. We also have toggles for those same options we saw in the Chapter status and visibility options. So we've got Show in Web, Show in Exports and Show Title. It's not so clear when there's only one chapter, but these toggles, these individual toggles are for the individual chapters versus you can change all of the settings for all of the chapters in a part by clicking these buttons. For example, if I click this, it will make that this "Tools and Materials" chapter does not show up in my webbook. But if there were other chapters in there, it would still allow that. But I can change that by clicking on the Show in Web button. So that will change the settings for all of the chapters in the part. Before I go on, are there any questions about what I just covered? I'll have a little bit of a sip of water. Nothing in the chat right now. All right. Sounds good. All right.

Let's go over the Editing the Chapter in more detail. To edit this "Tools and Materials" chapter, I'm going to hover over the title, and then I'm going to click "Edit" to get back to our editing view. So let's go over some of the various buttons and features in more detail. Similar to the webbook, we've got "Edit Previous," "Edit Next." This is a way you can go back and forth to editing different chapters and parts. So that's nice and convenient. Then we've got the "Add Media" button, which is where you can insert media, like images, video, or audio files. Next is the "Add H5P" button. Note that this button is available because we activated the H5P plug-in earlier. It won't show up if you have not done that yet. And then lastly, I wanted to highlight the Editor Toolbar, which allows you to insert different types of content and customize the display of text. We'll be going over the visual editor toolbar a little bit more in detail in our advanced webinar. But I wanted to highlight a few buttons for you that differ from your standard options.

So the first one is the special characters one. It looks like Omega, and it's in the second row. When you click it, you can see a bunch of the different special characters that are available in Pressbooks. You can also it's also very handy to see what the actual names are, which I always find helpful. Also in the second row, we have this question mark, and round question mark called keyboard shortcuts. It's just a handy little cheat sheet for knowing which keyboard shortcuts you can use in Pressbooks. Then in the third row, these are all different from some

options. We've got a table, which allows you to make tables, apply class, insert anchor, superscript, subscript, code, insert footnote, convert MS Word footnotes, insert LaTeX, and insert glossary terms.

Next, we are going to go over headings and adding content into this chapter. First, I'm going to copy and paste some content in here because our chapter is looking a little bit bare. Nice. Now I'm going to insert some headings to break up all of this content. 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 two ways to do it. In the first method, we are going to put our cursor where we want our heading to be. I'm going to put our first one here. Then we go to the styles menu, where it says paragraph, and we select the heading style that we want. Also note that the default is paragraph, so that's why it says paragraph there. But when we click it, we can see all of our different headings that are available. Um, headings are hierarchical, meaning that they create a structure in which headings logically follow each other. In Pressbooks, headings are numbered 1 to 6, Heading 1 coming first in the hierarchy, or heading 6 coming last. It's important to make sure you do not skip any heading levels because people who are visually impaired and use screen readers, they really rely on the logical structure of headings. So if you skip one, say you have a heading 1, and then you have a heading 3, but you don't have a heading 2 in between, this will confuse the screen reader and it will subsequently confuse the person using it. So with this in mind, we're going to select heading 1 because our first heading and insert it into the chapter. Now that we've got this line here is heading 1. I'm going to type our heading title, which is "Yarn." And we now have our first heading.

Now, for the second way to do this, since a heading level will affect a whole line of text. Another way we can do it is by typing our heading title first and then putting our cursor on the same line, highlighting it, and then applying the heading level we want. So I'm going to add another header and I'm going to find where I want to fit it in. Let's put it here. And then I'm going to type in our heading title, which will be "Hooks." Now that it's in this line, the same line as "Hooks." I can also highlight it like that. Then I go again to the paragraph style, and then I press heading 1. Now we've got to these two heading 1s. We can introduce even more structure to our chapter by using a heading 2. This will further divide the section created by our heading 1. I'm going to insert a heading 2 here. We're going to call that size. Again, I'm going to go to paragraph, select heading 2. Now we've added that one, and we'll add another one just for good measure. That materials, go to paragraph heading 2. And now we've got "Hook" as heading 1, and then we've got these subsections, "Size and Materials." We could continue this heading hierarchy all the way down to heading 6. Though generally, in my experience, we rarely go past heading 3.

All right. Now that we've got some content in our chapter, we can preview how our chapter looks in the webbook by hitting this "Preview" button. If we're not sure about saving just yet. Previewing opens it up in the new tab, so we've got our editing window here. But if we lose our editing window, we could just go and click the Edit button.

This is what our chapter looks like in our webbook. We've got our headings, which make it a lot easier to understand the structure of the chapter. It can also help you guess what the main ideas might be. Now that we know what it looks like, we're going to navigate back to our chapter. And now we're going to save. And we're going to go again just to have a look.

We can click on this permalink to see what the chapter looks like. It looks exactly what the Preview looked like, but this is the live book at this URL. All right.

Now, what if we want to add some links to some external websites to our book. First, we'll navigate back to our Edit view by clicking Edit at the top of the page. All right. I'm going to go and find this web page that I want to link to in our chapter here, which is this one. This is the web page we'd like to link to. When linking to something, it's always 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 around between all of the different links on a page. So having descriptive links is particularly important when links are separated from their context. So simply having a link that says, "Click here." Even if the surrounding text describes where the link is going, this is not best practice and for people using screen readers, in particular, this can be confusing. So in our case, this chart depicted on this page is titled the "Standard Yarn Weight System." This is the most pertinent info on this page. You could also if you really wanted to add that it's from the Craft Yarn Council. But because this is the most pertinent information, this is what we will include as our link text. I'm going to go back to our chapter, and I'm going to just add some text here. Let's see. Say, "Read up on the standard weight system." I'm going to go back to our website. I'm going to copy this URL. Then going back to our link. I'm going to highlight the text that I would like to add the link to. I can either click this link insert it link button, or I can press or I can do a command K standard shortcut and then just paste the URL in there, and then click Apply. Now that we've got that in there, we can hit Preview or Save in the URL to look at what it looks like and I'm going to do Preview first.

In our preview of what it looks like in the webbook, you can see here. Here's our Yarn section, and here's the new text and the link that we've got here. Automatically all of the links will be read and they'll be underlined, that's what that will look like. If we click on the linked text, it'll take us to the website in the same tab. Links opening in a new tab or window unexpectedly can be disorienting for people, especially to those with limited or no vision. 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 a new window. We're going to go and navigate back to our Edit view. If you do have a link that opens in a new tab, you should signify that by having our link text like we have there. Then we should follow that within the link text, we should have "new tab" in square brackets, as part of our link text. This allows a person to decide if they want to open a link in a tab. This gives them a heads up about that. We're going to save so we have our link in there. The next thing that we want to try out is we want to try and add a link to a file. First, we're going to create a new chapter in our "Getting Started" part.

I'm going to go back to Organize. I'm going to scroll down to our "Getting Started" part, and I'm going to Add Chapter. And we're going to call this chapter "First Pattern." And then we're going to add some text to be part of our chapter. Now that we've got our text in here, we would like to link this text in particular to a PDF document. We will first turn our attention to the Add Media button, so we can add said PDF.

When we click the Add Media button, because we don't have anything in the Media Library, we come to this Upload Files page. When we come here, we can either click Select Files to open our folders or we can drag and drop files in there, which is what I'm going to do. I'm going to drag and drop this PDF into here. Once we've added a file, we can see it in the Media Library. So you can see that we went from here to there. This is the PDF that we would like to link. The way we can do that is by going over to this right hand side, we've got File URL, and we can press copy URL. Now we've got in our clipboard, we've got this URL, and I'm going to navigate away from this because it's being buggy. But we're not going to insert it into the chapter because we just want to link it, so we're going to click away from that. All right. Now that we have our link copied, we can again, just highlight the text that we want. We can click the button. This will come up and we'll paste our link in there, and then press Apply. Notice that we've written the name of the file, this is Chevron Stripes Crochet Scarf Pattern, and then we've got PDF in the square brackets, like we did with the new tab. This is so that a reader can decide if they want to open this type of file at this time. It's helpful for people using screen readers, but it's also helpful for someone using a device that maybe doesn't have the software to open whatever the file type described is, such as a PDF or a Word file. Now that we finished this, we're going to create. We're going to hope that it loads. There you go.

I'm just going to click Preview just to have a look at what this looks like in the webbook. Here's our first pattern chapter and here's our text along with our new link. Another important aspect of textbooks is images. So Pressbooks allows you to upload images to the Media Library that we saw before. And we can also add caption, alternative text, attribution information, and display details to the images.

So going back to our book. I'm going to go to Edit Previous to go back to our "Tools and Materials" chapter. And we would like to insert an image to just break up all of this text because it's looking a little plain. I'm first going to insert my cursor where I would like the image to go, which is underneath the "Hooks" header. Then I'm going to go to Add Media. Now that we have some media in here, it first takes us to the Media Library, but I want to upload a file, so I'm going to go to Upload Files. Now again, I can drag and drop or we can select files, and I'm just going to drag and drop this image in here. Now that we've got this image, it's now in our Media Library along with our scarf pattern. If you later decide you don't want the file in the book at all, you can hit Delete Permanently, and you can also go to our Media Library in the sidebar to view all of your files, and you can delete it there if you want as well. So now, this is our first image. And before we insert it into our book, I'm going to take the time to add in a lot of our attachment details.

So, the first of them is the alt text. The alt text is where you can provide a text description of an image for anyone who can't see it. This is important for accessibility for people who are either using a screen reader and they can't see the image. But it also can be good if you have poor internet and the images aren't loading. The next one is the title of the image, which can be used to generate image attributions, which we talked about a little earlier. The caption is text you want to appear in the book along with your image. So I'm going to insert this caption in here. The description box, you can leave blank. The box is for you for adding notes to ease in searching or to note where you want to place things. Then we have the file URL, which is similarly to what we were talking about earlier with the PDF. That's where it is stored in your book. Then we have the attributions information. We've got the first, we've got the source URL, where you originally found your image. We've got the author, which can be somebody's real name or it can be a screen name. We've got the author's URL, such as their Flickr or their Wikimedia profile. We also have the licence of the image, which you can select from this drop-down menu. This image in particular is CC BY NC ND. So I'm going to click that. Then if you've made any adaptations, you can also input that information of who it was adapted by and the URL.

And then at the bottom, we've got our attachment display settings. We've got alignment, which is left centre, right. I input the centre. We can choose to link to this image, a media file, attachment file or a custom URL, which just means if you click on the image, it goes somewhere. You can also select the size of this image. I'm going to select Full size. Now that we've input everything in here, I'm going to insert it into my chapter. Now, I've inserted this chapter at a very large size, way larger than I would want it in my book. I'm going to go in and change the size and to do that, I'm going to click on this image and it will come up with this little box and you can change your alignment here. Then you can also click this Edit button, which looks like a little pencil. Here, you can change your image details again. You can change your alt text, your caption, your alignment, your link to's. There's a couple of more advanced options if you know what you're doing there. But what I'm going to look at is the size. I can choose from some predetermined sizes here, or I can go to custom size. When you insert a number into the width of the height column, it'll automatically change so that it will keep the proportions of the image. All I got to do is change one of these. I'm going to change the width to 400. And then I'm going to click Update. Now our image is centre aligned. It's underneath the hook. I think this should be Hooks. There you go. Hooks title or rather header. Then we've also got a caption and it's an appropriate size for a book. Now I'm going to click Save. And then we're going to have a look at what that looks like. Our book by hitting Preview. Loads. All right.

This is what it looks like in there. I'm going to try to hurry through because we're going a little bit, not over time yet, but I want to go a little fast. I'm going to go back here.

Next we're going to do is we're going to insert rather we're going to embed a video into our other chapter, which is the "First Pattern" chapter. I've just brought up the video that I would like to embed into Pressbooks. Embedding into Pressbooks is actually quite easy. It's one of maybe the simplest things you'll do. For a YouTube, for this example, we go to the YouTube

video that we want to embed. We click Share, and then we just copy this URL that comes up here. Navigating back to our book. I'm going to embed this video here. Without linking or anything, I'm just going to straight up, paste this URL in here. Then the book, the video is embedded. So cool is that? No coding required. I'm just going to also put leading texts just to give that a little bit more context. I'm going to save this chapter and we'll have a look at it in the Preview menu or the Preview view rather. There. Here's our "First Pattern" chapter. Once this loads, that is what the video will look like, and you can just click it and it's embedded so it'll play like you would like it to. All right. Let's go back to our chapter.

I believe the last thing we would like to add to our book is that we want to go to our "Tools and Materials" chapter, and we would like to insert a table. I'm going to insert a table here and I'm going to just change this text. That context. To add a table, we're first going to insert our cursor where we would like our table to be inserted. Then we're going to go to our Visual Editor and click on this Table menu. The first thing we want to do is go to table with this grid. Then this is where we can, similar to Microsoft Word, drag and select how big we would like our table to be. My initial size will be 4 x 9. I'm going to click that. Now here is our blank table inserted there. I personally always like to change the class of the table so I can see the different grid lines. I'm going to make sure that my cursor is in the table. Click on table. Then I'm going to go to Table Properties in the drop-down menu. I'm going to go to Class in the Table properties menu and I'm going to go to full grid. This is just my personal preference that I like to do because I like to be able to see the grid lines, and now you can see your grid lines there. Now we can start populating our table. I'm going to put in to start the top row: name, book size, object.

The important thing to remember when creating tables in Pressbooks is accessibility. When a table is set up correctly, a screen reader can navigate it in such a way that the contents are clear to its user. And a screen reader can also navigate it in such a way that the contents are, sorry, screen reader can navigate it, and it will read it from first of all do the column row headers, the column headers and then the row headers. And then it'll read all of the cells content from left to right, top to bottom. So that's why making sure that you have the correct headers and stuff and not just bolding it is important. Now that we've got our headers, we're going to click and select them and drag so that they're all highlighted like this, and then we're going to go back to our table menu. We're going to go down to Cell and to Table cell properties. Again, this is to make it so that these column headers are correctly viewed as column headers, both to us and to the screen reader. We're going to go to cell type. We're going to click Header cell. We're going to go to Scope, and then we're going to go down to Column because these ones in particular are column row, column headers. Now to us, it looks bolded, but it also has that extra meaning of it being column headers. Now, I'm going to cheat a little bit, and I'm going to just copy paste in the rest of the table so that we don't have to watch me individually manage and put that in. All right. Now that we've got everything in here. I'm also going to apply some row headers. Pretend that these are not already header cell types because I copied and pasted in. But to make this row header cell, we're going to select and drag and highlight like we did before. We're going to go back to Table Cell, Table Cell Properties. Pretend again, that this



was not a header cell, and we're going to click Header cell. We're going to go Scope. And this time, it's row because it's a row header. Press Okay. Now the top section is the column headers, and these ones are the row headers. All right. The last thing that we want to do as we want to add a table caption. We're going to make sure our cursor is in the table. We're going to click Table. We're going to go back to Table properties. Click that. All we have to do is click this little check box next to caption. That's okay. Now we've got this empty box to insert our table caption. I'm going to call this "One standard system." Now we have a completed table. We're going to save, and we'll have a look at what it looks like. We'll click Preview just for looking at it. If we scroll down, this is what this table will look like in our book. We've got our column headers, we've got our row headers. They're all nicely bolded, and then we also have our table caption down here.

Lastly, We are going to look at textboxes. Going back to our "First Pattern" textboxes are another useful element in Pressbooks. Can help break up content on a page, can help highlight important information. Pressbooks offers a variety of different textbox options. All of these textboxes can also be customized across a book using CSS if that's something you're interested in. We would like to insert some learning objectives at the top here. I've got my cursor where I would like the textbox to go. I'm going to click Textboxes, and I'm going to go down to the learning objectives textbox in this list. By clicking that, we have automatically inserted this. We can change the title if we want. It doesn't have to be a learning objectives textbox, can be key terms or something like that, but I'm going to keep it a learning objectives. I'm going to delete this. And I'm going to insert our one learning objective that was for this page, which is to learn how to read a crochet pattern. We're going to save that. And we're going to preview. This is how our learning objectives textbox looks like in our "First Pattern" chapter, along with our video and our link.

For the next very brief part, I'm going to go back to my slides, but very quickly, is there any questions on what I blitzed through?

ARIANNA: No questions right now in the chat.

HARPER:

All right. Sounds good. I'm going to keep going because I am running a little bit behind schedule. When creating a textbook, you may need to write equations at some point if your subject requires it. Pressbooks has a number of features that allows you to create beautifully formatted equations. I'll be going over math in more detail in the Advanced Pressbooks webinar next week. I wanted to highlight two methods that we use here at BCcampus. The first one, if you're doing just very basic one line equations or formulas, you can use the special characters that I showed you earlier in the Pressbooks Editor. For example, I've highlighted some common mathematical symbols, including the minus sign, the math multiplication sign, and some common fractions. Unlike a, backslash or an X to signify or a division or a multiplication, these symbols here will actually be read properly by screen readers in particular, but in general will just be formatted to look like math. And the second method is using LaTeX. Pressbooks has

MathJax installed, which allows Pressbooks to properly render math equations that are written in LaTeX, Ascii Math, or MathML in all formats. Here is an example of LaTeX. This top image here shows you what you would see in the Pressbooks Editor. We've got LaTeX short codes that surround our equations. A combination of words and symbols and numbers are used to describe these equations. Then on the right here, we have what this will look like in the webbook when it is fully rendered and when we view the webbook. And, as I mentioned, this will be covered a little bit more in depth in our advanced webinar.

The next thing is H5P. A popular feature in open textbooks is often the inclusion of H5P activities, which are great for formative learning assessment. We'll be again, we'll be diving in more in depth in our advanced webinar. But I just wanted to make you aware of this tool.

This is an example of H5P in *Math for Trades*, volume 1, which we first looked at the beginning of the webinar. At the bottom of the page, you'll notice for those using export formats. It's got some text saying, "If using the print PDF or ebook copy of this book, navigate to the above link or complete the quiz. However, the quiz questions are also provided in Appendix C at the end of the book, and Appendix C is linked." It's always good to think about analog alternatives for H5P activities for those using different formats or who have insufficient internet access. Or to find more information and support for H5P 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. You can also visit [H5P.org](http://H5P.org). Now I'm going to go back to the webbook for our final thing that we would like to do.

Let's go through this in the last couple of minutes. We've now covered a lot about what you can do in Pressbooks, and now it's time to share your book with others. The first and simplest way to share your book with others is to just make it public. When a book is private, then only users listed on the book as users can access it. If they're not a user on your book, then they will get an access denied page if they try to access it. We can again change these book visibility settings by going to our sharing and privacy settings, and I'm going to click public. Another way is sharing our exports, and then we can again, click Share Latest Export files and click, Yes. I would like the latest Export files to be available on the home page for free to everyone. And that's what we saw earlier with the drop-down menu of all of the file types on the *Math for Trades* book. So I'm going to click Save. Now to look at the Exports or to Export the book, we go to our Export tab and there we will just want to select any of the formats we would like. I've selected PDF for Digital Distribution and EPUB. Then you just click the big Export Book button. The exports, sometimes, especially if you've got a very large book. They can take a little bit to load, but have no fear. Once the export is done, the newly exported files can be shown here in our Latest exports, and they'll also be available to download if you've enabled that in our settings, which we just did. Note that it's a good idea to review your exported files for sharing because sometimes the display can be a little bit funky. Just to look and see that we can download these, I'm going to go to the home page of our book by going to the title and then clicking Visit Site. This is what the beginning, the home page of our book looks like now. We've got the Download this Book button, and when we click it, we can see that these are the export files that

we wanted and we exported and they're available at the front. All right. Now I'm going to go back to the slides to wrap up our presentation. There we go. All right.

Now that you completed this tutorial, you may be interested in some of the other Pressbooks support resources available. BCcampus has a Pressbooks Tutorials channel [media.bccampus.ca/channels](https://media.bccampus.ca/channels) and Arianna has provided the direct link to the Tutorials channel in the chat. We also have the "Pressbooks Guide" at [opentextbc.ca/pressbooks](https://opentextbc.ca/pressbooks)

Then lastly, we have the "Accessibility Toolkit" at [opentextbc.ca/accessibilitytoolkit](https://opentextbc.ca/accessibilitytoolkit), and this provides more information about how to make your Pressbooks content accessible as well as some general best practices for accessibility. And Arianna has already popped those into the chat. Finally, I would like to mention that this webinar is part of our OER Production Series. We have two more webinars. We have the follow-up webinar for this one next week, which is called Advanced Pressbooks on August 22. Then lastly, we have the second follow up to our accessibility webinar called UDL and Open Educational Resources. Also, UDL stands for Universal Design for Learning, just so you know. And you can register for these webinars by visiting [bccampus.ca/events](https://bccampus.ca/events). A reminder that this recording will be available to you after this webinar, and it will be also posted on the event page on [bccampus.ca/events](https://bccampus.ca/events). Lastly, Arianna has already put it in the chat. We have a post-webinar survey, and this will help us get feedback on our webinars, and you can let us know what we did right, what we did that maybe that needs some improvement because we would really love your feedback to improve upon these sessions so we can make these webinars and the series better in the future for either you or other staff that might need it. All right. I finished with 2 minutes to spare. Thank you for attending. I know we flew through quite a bit of content, so I'm happy to answer any questions that haven't been answered already. And otherwise, I hope you enjoyed this webinar.