

## Publishing with Pressbooks



# Publishing with Pressbooks

*A reference for open textbook authors using  
Pressbooks*

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VICTORIA, B.C.



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# Accessibility Statement

OSU Libraries and Oklahoma State University believe that education must be available to everyone; this means supporting the creation of free, open, and accessible educational resources. We are actively committed to increasing the accessibility and usability of the textbooks we produce.

This resource has been adapted by Kathy Essmiller from the [BCCampus Pressbooks Guide](#) by Lauri M. Aesophs. While Kathy Essmiller and OSU Libraries are thankful to learn from and adopt the outstanding accessibility features modeled by BC Campus publications, the process of customization and modification may have introduced some errors. Those errors are the responsibility of Kathy Essmiller, and do not reflect the work of Lauri Aesophs or the outstanding accessibility features designed by and included in [BC Campus texts](#). Please use the form at the bottom of this page to share errors which surface. Thank you. ~Kathy

## Accessibility features of the web version of this resource

The web version of the [Pressbooks Guide](#) has been designed with accessibility in mind by incorporating the following features:

- It has been optimized for people who use screen-reader technology.
  - all content can be navigated using a keyboard.
  - links, headings, and tables are formatted to work with screen readers.
- All images in this guide are screenshots that are considered

non-essential as they are described fully in the text. As such, they do not include alt tags.

- Information is not conveyed by colour alone.
- There is an option to increase font size. (See tab on top right of screen titled, “Increase Font Size.”)

## Other file formats available

In addition to the web version, this book is available in a number of file formats including PDF, EPUB (for eReaders), MOBI (for Kindles), and various editable files. Here is a link to where you can [download this book in another file format](#). Look for the Download this book drop-down menu to select the file type you want.

## Known accessibility issues and areas for improvement

While we strive to ensure that this resource is as accessible and usable as possible, we might not always get it right. Any issues we identify will be listed below. There are currently no known issues.

List of Known Accessibility Issues			
Location of Issue	Need for Improvement	Timeline	Work Around

# Accessibility standards

The web version of this resource has been designed to meet [Web Content Accessibility Guidelines 2.0](#), level AA. In addition, it follows all guidelines in [Appendix A: Checklist for Accessibility](#) of the [Accessibility Toolkit – 2nd Edition](#).

## Let us know if you are having problems accessing this guide

We are always looking for ways to make our resources more accessible. If you have problems accessing this resource, please contact us to let us know, so we can fix the issue.

Please include the following information:

- The location of the problem by providing a web address or page description
- A description of the problem
- The computer, software, browser, and any assistive technology you are using that can help us diagnose and solve your issue
  - e.g., Windows 10, Google Chrome (Version 65.0.3325.181), NVDA screen reader

You can contact us by completing [this web form](#) or by sending an email to [kathy.essmiller@okstate.edu](mailto:kathy.essmiller@okstate.edu).

**This statement was last updated on August 16, 2020, by Kathy Essmiller.**

# About This Guide

Welcome to OpenOKState's *Pressbooks Guide*. This support resource was written for open textbook authors who want to use this writing platform to create a new book, or instructors interested in customizing an existing open textbook.

This is an **ongoing resource** to which information will be updated as needed. Each chapter includes a “Last update” posted at the top of the page.

Open educational resources (OER) are defined as teaching, learning, and research resources that, through permissions granted by the copyright holder, allow others to use, distribute, keep, or make changes to them. We consider this publication—along with our guides, slide decks, and other support materials—as a type of OER that help faculty, staff, and students discover how to build, customize, and use open textbooks.

# Acknowledgements

The OpenOKState guide Publishing with Pressbooks has been adapted by Kathy Essmiller from the [BCCampus Pressbooks Guide](#) created by Lauri M. Aesoph. We at Oklahoma State University Libraries acknowledge our gratitude for the expertise and generosity of the [BCCampus Open Education](#) team in creating and sharing a customizable version of their work. The acknowledgements included by the creators of the original [BCCampus Pressbooks Guide](#) are below.

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This, like our other guides, is the result of collaboration between members of BCCampus Open Education and our colleagues in the B.C. post-secondary sector and beyond.

Thank you, Hugh McGuire, for creating Pressbooks. And thank you to your team—Zoe, JC, Apurva, Ned—for keeping it humming and providing excellent documentation for users.

Thanks to Lucas Wright from UBC and Josie Gray at BCCampus for your dedication to helping the rest of us understand Pressbooks.

And finally, thank you to Brad Payne, our lead developer and Pressbooks wunderkind, who has initiated and led the journey toward making Pressbooks the platform for writing open textbooks.



# Introduction

Pressbooks is an authoring platform built on the popular [WordPress](#) publishing and blogging website. If you have used WordPress in the past, Pressbooks should feel familiar. Pressbooks allows you to create content once and publish it in many formats including a website, PDF document, EPUB (usable in most eReaders), MOBI (for Kindle readers), and various editable files.

This *Pressbooks Guide* does not replicate information provided by the [Pressbooks User Guide](#) published by Pressbooks.com. Instead, in parts and chapters laid out to mimic the steps an author might take to create or modify an open textbook in Pressbooks, it redirects readers to pertinent chapters in the *Pressbooks User Guide*, supplements it with additional information, and includes instructions specific to post-secondary faculty and staff working in British Columbia and the Yukon.

## Guide layout

Each section of this guide begins with a list of topics covered in its chapters. Key terms, specific to Pressbooks and its features, are set in bold and defined in the text body as well as summarized in the [Glossary](#). This guide does not come with an index. Instead, use the search field located in the top-right of each page in the online version to locate a specific topic. The URLs for all external links are provided by chapter for print users in the [back matter](#).

*Pressbooks User Guide* chapters are highlighted with a textbox containing the Pressbooks (PB) logo and a link to the material. (See example below.)



For more information, see [Writing Directly in Pressbooks](#) in the *Pressbooks Userguide*.

---

When appropriate, chapters within this *Pressbooks Guide* are mentioned in a shaded textbook. (See example below.)

For more information on tools available in the Pressbooks visual editor, see [Enhance Content](#).

Links to chapters in other BCcampus Open Education guides and toolkits are also included in a shaded textbox to complement the Pressbooks material. (See example below.)

To learn about standard layout for a chapter, see [Textbook Outline](#) in the *Self-Publishing Guide*.

If information is missing about a specific feature, this is noted as “MORE TO COME” in a standard textbook. (See example below.)

**MORE TO COME:** Information on how to interpret validation error logs and make corrections to a book will be added when available.

Items to take note of are marked with “**IMPORTANT.**”

Finally, outstanding Pressbooks issues are identified and, if



available, coupled with a temporary work around in coloured textboxes. (See example below.)

Issue to Note

Styling tables can be a challenge when the CSS of a book overrides the HTML for individual chapters. For help with this issue, see [Customizing your Exports with Custom Styles](#) in the *Pressbooks Userguide*.



## PART I

# ACCOUNTS AND USERS

### *Section Topics*

This section describes the OpenOKState Pressbooks services, including

- How to request an account for [open.library.okstate.edu](https://open.library.okstate.edu)
- How to recover the username and reset the password for a Pressbooks account
- How to add users to a book in Pressbooks



# I. Pressbooks Accounts

This chapter describes how Oklahoma State University faculty and staff can request and manage an account with Open OKState.

Last update:  
Aug 15/20

## Chapter table of contents

### [Special features](#)

[How to request an account](#)

[Account purging schedule](#)

[User profile](#)

## Special features

Take note of two features on the [Open OKState home page](#).

1. For those with visual impairment, there is an option to increase the font size of content in Pressbooks. Just click the Increase Font Size button in the upper right-hand corner.
2. If you click on the OSU Library logo in the top left-hand corner (or anywhere else in this Pressbooks system), you will be redirected to the home page of [open.library.okstate.edu](http://open.library.okstate.edu).

# How to request an account

## Step 1: Request the account(s)

Most of the resources published in the Open OKState Pressbooks platform are intended to be openly available, meaning readers should be able to interact with the resource without logging in. Faculty and instructors at Oklahoma State University will need an account to create and/or customize resources on the Open OKState platform. To request an account, send an email to [kathy.essmiller@okstate.edu](mailto:kathy.essmiller@okstate.edu). Please include in this email your reason for the accounts requested (creating or customizing resources, student accounts for projects in which they will participate, etc.) and the full name and @okstate.edu email affiliated with each account requested. go to [pressbooks.bccampus.ca](https://pressbooks.bccampus.ca) and select “Sign Up” in the top right corner, or “Create an Account” further down the page.

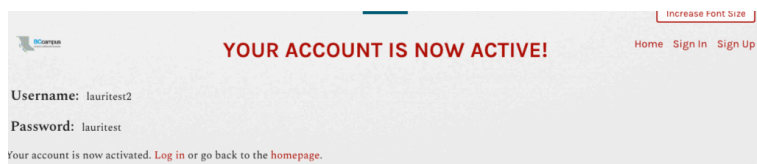
## Step 2: Activate the account

Once your requested account has been created, you will be notified that your account must be activated before it can be used. To do this:

1. Go to the email account that you provided when requesting your Pressbooks account.
2. Retrieve the email generated by the system. You may need to check your junk/spam folder if you do not see an email in your inbox.
3. Click on the link in the email body to activate your Pressbooks account.

If activation is not completed within two days, you must request the account again.

Once the activation link is clicked, a Pressbooks page will open up that says: “Your account is now active,” along with your username and password. From this web page, you can choose to immediately log in or go back to the Pressbooks home page (where you can also log in by clicking on “Sign In”). Alternately, you can select “Sign In” in the top-right corner of the web page to log in to your account.



## Step 3: Welcome email

Within 5-10 minutes of account activation, you will receive another email containing the username and password chosen for this account, along with a link to the login page on the [Open OKState Pressbooks](#) website.

Please contact [kathy.essmiller@okstate.edu](mailto:kathy.essmiller@okstate.edu) with questions.

## User profile



For more information, see [User Profile](#) in the *Pressbooks User Guide*.

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## Account purging schedule

Open OKState purges Pressbooks accounts that have been inactive for 12 months or longer and do *not* contain an active textbook. If an account contains private books, Kathy Essmiller will contact the account owner with the email address used during account creation to inquire about the account and books.



## 2. Passwords and Usernames

### Change a password

Last update:  
Aug 15/20



See [Changing Your Password](#) in the *Pressbooks User Guide*.

Note: The profile page can also be accessed from  
Users > Your Profile on the **Dashboard menu**.

### Reset a password

If you forget your password, a new one can be generated and emailed to you. The system does not allow the retrieval of an existing password; it must be reset. See below for how.

1. Go to the login page for Pressbooks.
2. Underneath the login box, click on “Lost your password?”
3. Enter your username or, if you can’t remember it, enter the email address used to create this account.
4. Click “Get New Password.”

5. You will receive an email that contains your **username** and a link to reset your password. If you do not receive an email within a few minutes, check the Junk or Spam folder in your email account.
6. After clicking on the link, you will be redirected to the “[Reset Password](#)” page.
7. You can accept the “strong” password provided by the system by clicking on “Reset Password” or clear this field and create your own.
8. The system will judge the strength of your password as you enter it. The criteria for a strong password include:
  - 12 characters
  - upper and lower case letters
  - numbers and symbols
9. Once your password has been reset, you can log in. Retrieve username

If you forget your username, use the [Lost your password?](#) link to retrieve it.

### 3. Provide Access to Others

Only Administrators of a book can add users to that book in Pressbooks. Here is how it's done:

Last update:  
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First, make sure the person you would like to add has a Pressbooks account. If they don't, they will need to request one by contacting [kathy.essmiller@okstate.edu](mailto:kathy.essmiller@okstate.edu). Accounts can be created for Oklahoma State University faculty, instructors, and students creating or modifying openly licensed teaching and learning resources. Requests for accounts not meeting these criteria will be handled on a per case basis.

To add a user,

1. Go to your book's **Dashboard**.
2. Find the Users tab in the left-hand menu.
3. Click "Add Existing."
4. Enter the email of the person you would like to add to the book. (It must be the email they used when signing up for a Pressbooks account.)
5. Select the desired role for your new user. See below for role options.

User roles include:

- **Administrator:** The highest permission level. Administrators can add, edit, and delete posts, they can add and delete users, and they can delete a book.
- **Editor:** Editors can add, edit, manage, and publish posts, even those of others.
- **Author:** Authors can write, edit, and publish their own posts, but not those of others.

- **Contributor:** Contributors can write and edit their own posts. They cannot publish their posts.
- **Subscriber:** Subscribers have the lowest permission level, and can only read posts.

**Dashboard Links by User Type**

Dashboard Link	Administrator	Editor	Author	Contributor	Subscriber
WP-Piwik	√	x	x	x	x
Organize	√	√	√	√	x
Private/ Public setting (Organize)	√	x	x	x	x
Book Info	√	x	x	x	x
Appearance	√	√ (but no “Themes”)	x	x	x
Export	√	√	√	√	x
Plugins	√	x	x	x	x
Media	√	√	√	x	x
Users	√	x	x	x	x
Tools	√	√	√	√	x
Settings	√	x	x	x	x
Import	√	√	√	√	x
Textbooks for PB	√	√	√	√	x
Profile	x (see “Users”)	√	√	√	√

The person who has been added will receive an email invitation and a link to the book. They will need to click a confirmation link in order to access the book.



For more information, see [Users and Collaborators](#) in the *Pressbooks User Guide*.





## PART II

# BOOK SET UP

### *Section Topics*

This section covers items that should be considered before setting up a book, as well as the building blocks used to create a book. Topics include:

- Accessibility for all types of learners
- Language and script support so authors can write books in a variety of languages, including font support for those that use a non-Latin alphabet
- How to annotate, during and after creation, with the Hypothes.is tool
- How to enable the Comments feature in Pressbooks and how this might be used
- A comprehensive description of an account's Dashboard, explaining where tools and features are found
- How to create a new book (an account can hold many books)
- Adding, changing, and organizing parts, chapters, front matter, and back matter
- Determining word count for a chapter, part, or an entire book



For more information, see [What is in a Book?](#) and [Numberless Chapters, Invisible Parts, and Customizable Section Labels](#) in the *Pressbooks User Guide*.

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## 4. Accessibility

The first step when setting up a book is considering how it will be made accessible, i.e. designing and setting it up in Pressbooks in such a way that as many readers as possible can enjoy and learn from it. See below for a list of specific elements to consider and how each can be addressed.

Last update:  
Aug 15/20

The [Accessibility Toolkit – 2nd Edition](#) provides a comprehensive guide to creating accessible content in Pressbooks.

## Use Pressbooks to Increase Accessibility

Element	Challenge	Solution
<b>Colour</b>	Physical: low vision, poor colour-contrast vision, colour blindness  Technological: a device with a monochrome display or a black-and-white print copy	<a href="#">Colour Contrast</a>
<b>NEW: Admin Colour Scheme</b>	Physical: low vision, poor colour-contrast vision, colour blindness for <b>administrators</b> working on a book in Pressbooks.	Administrator Colour Scheme
<b>Images</b>	Physical: blind or low vision, colour blindness, cognitive disability  Technological: black and white printer, poor Internet connection, monochrome display on device	<a href="#">Images</a>
<b>Links</b>	cognitive or physical disability, deaf or hard of hearing, blind or low vision	<a href="#">Links</a>
<b>Math and Formulas</b>	cognitive or physical disability, blind or low vision	<a href="#">Formulas</a>
<b>Multimedia</b>	Physical: cognitive disability, deaf or hard of hearing, blind or low vision  Environmental: loud, difficult to hear or play media, lack of headphones Language: non-native English speaker	<a href="#">Multimedia</a>
<b>Tables</b>	cognitive disability, blind or low vision	<a href="#">Tables</a>

Use the [Checklist for Accessibility](#) to ensure that standard barriers are addressed for maximum access by as many readers as possible.

For more information, see [Accessibility, Diversity, and Inclusion](#) in the *Self-Publishing Guide*.

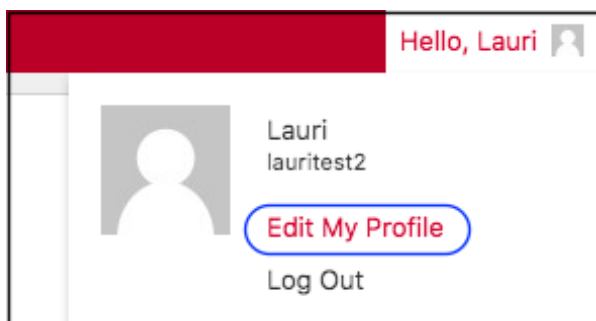
## 5. Accessibility for Administrators

Last  
update: Aug 15/  
20

You can now select a colour scheme that increases accessibility of the Pressbooks Admin interface. This colour scheme increases the colour contrast and underlines all links in the Pressbooks Admin interface. This will not affect the webbook or export

files.

To enable, navigate to your profile in Pressbooks.



Under “Admin Colour Scheme” select “Pressbooks all1y” and save with the Update Profile button at the bottom, left of that page.

**Profile**

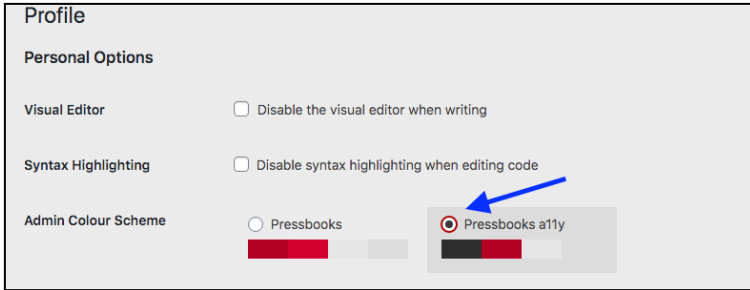
**Personal Options**

Visual Editor ☐ Disable the visual editor when writing

Syntax Highlighting ☐ Disable syntax highlighting when editing code

Admin Colour Scheme ☐ Pressbooks

☒ Pressbooks a11y



See “Personal Options/Admin Color Scheme” under [User Profile](#) in the *Pressbooks User Guide*.

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## 6. Language and Script Support

Last update:  
Jan 17/19

A book can be written in a variety of languages in Pressbooks including those that use a non-Latin alphabet. Font support is currently offered for the following languages:

- Ancient Greek
- Arabic
- Bengali
- Biblical Hebrew
- Canadian indigenous syllabics (for the Chipewyan, Inuktitut, Plains Cree, Cree, Moose Cree, Slave, Northern Cree, Naskapi, Swampy Cree, Southern East Cree, and Ojibwa languages)
- Chinese (Simplified)
- Chinese (Traditional)
- Coptic
- Devanagari (Hindi and Sanskrit)
- Gujarati
- Japanese
- Kannada
- Korean
- Malayalam
- Odia
- Pujabi (Gurmukhi)
- Syriac
- Tamil
- Telugu
- Tibetan

- Turkish



For more information, see [Languages](#) in the Pressbooks User Guide.

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## 7. Annotation with Hypothes.is

Last update:  
Jan 17/19

[Hypothes.is](https://hypothes.is) is a web annotation tool that allows collaboration between authors and editors, personal note taking and annotation, and engagement with readers. It can also be used as a teaching tool with

students.

While the tool is available as a browser extension that can be used on any webpage, Pressbooks allows building its capabilities into the pages of your webbook.



For more information, see [Hypothesis for Webbook Annotation and Comments](#) in the *Pressbooks User Guide*.

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## 8. Comments



See [Comments and Review](#) in the *Pressbooks User Guide*.

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Last update:  
Jan 17/19

## 9. The Dashboard

Last update:  
Aug 15/20

Once an account and book have been created in Pressbooks, the Dashboard or **Dashboard page** is where the account holder is directed after logging in. The account holder is also automatically assigned as the **Administrator** and has access to all functions listed on the Dashboard. Lesser roles, such as **Editor**, **Author**, **Contributor**, and **Subscriber**, do not see/access all of these tools. (See [Provide Access to Others](#).)

The Dashboard is also where an author will spend most of their time writing and where links to various tools and functions can be found. This chapter provides an overview of the Dashboard.

**IMPORTANT:** If you have been assigned a user role other than Administrator, you will not have access to the “Users” or “Settings” panels.

### Chapter table of contents

[My Catalogue](#)

[Organize](#)

[Book Info](#)

[Appearance](#)

- [Themes](#)
- [Theme Options](#)
- [Custom Styles](#)

[Export](#)

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- [Import](#)
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[Settings](#)

- [Sharing & Privacy](#)
- [Export](#)
- [Textbooks for PB](#)
- [PB LaTeX](#)

[Import](#)

[Textbooks for PB](#)

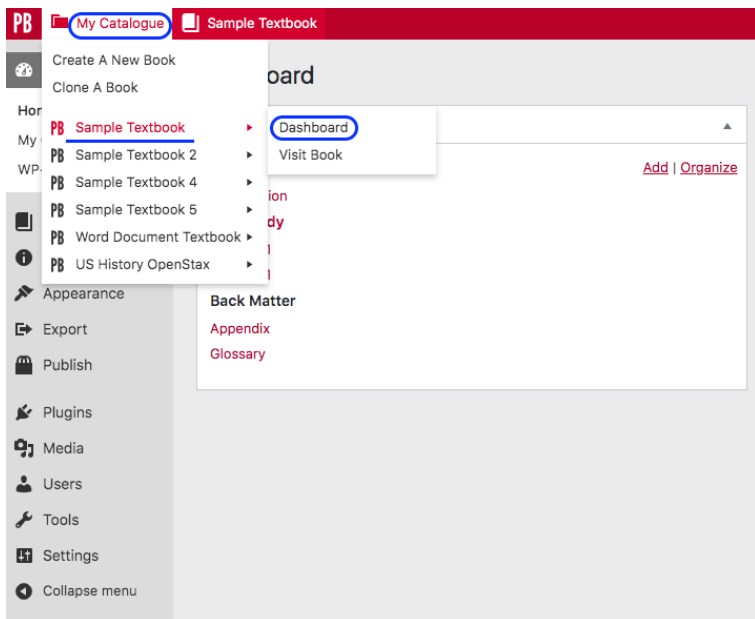
- [Textbooks for PB](#)
- [Search and Import](#)
- [Download Textbooks](#)

## My Catalogue

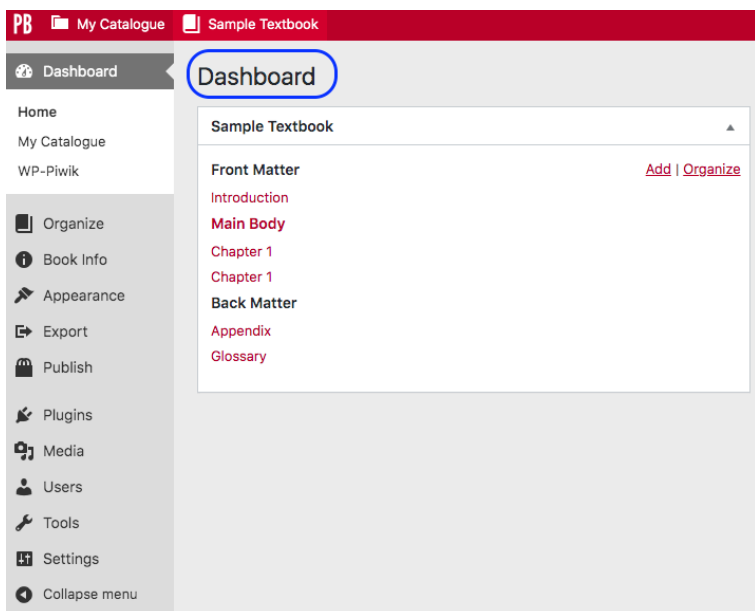
The **My Catalogue** link in the top red toolbar allows you to create a new book, clone a book, and see and select all books in your Pressbooks Catalogue. (See [Add a New Book](#) and [Clone a Book](#).) You can also locate the Dashboard for a specific book as follows:

- Scroll over “My Catalogue.”
- Select the arrow by a book.
- Select “Dashboard” to access the **edit view**.

- Select “Visit Book” to access the **webbook** or **reader view**.



On a book’s Dashboard, various tools are listed in the left-hand column **Dashboard menu**, the parts and chapters of the book are in the middle, and users who have access to the book are shown in a Users box on the far right.



For more information, see [My Catalog](#) in the *Pressbooks User Guide*.

Most major Pressbooks features are found on the Dashboard menu. These are described below.

## Organize

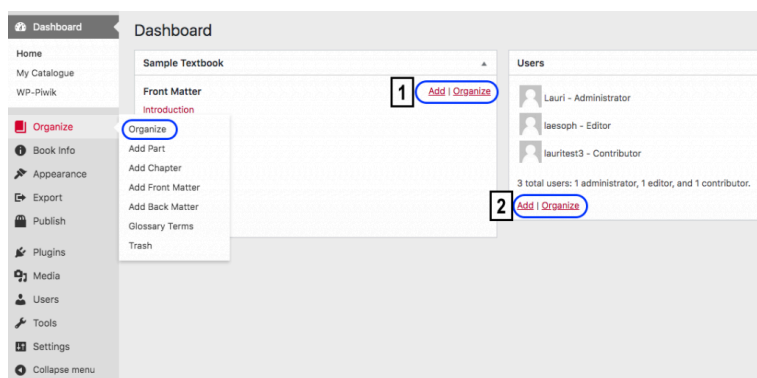
Clicking on **Organize** reveals a drop-down list that provides links to these functions:

- Organize (parts and chapters)

- Add Part (See [Parts: Add, Change, Organize](#))
- Add Chapter (See [Chapters: Add, Change, Organize](#))
- Add Front Matter
- Add Back Matter
- Glossary Terms (See [Glossary Terms](#).)
- Trash (See [Delete Content](#))

Notice too:

1. The Add | Organize options inside the table of contents in the middle of the Dashboard. “Organize” is the same as the Organize tab on the Dashboard menu and “Add” allows the addition of a chapter.
2. The Users box on the right side also has an Add | Organize option. This is where an Administrator can add new users or organize existing users, i.e., change their role or remove access. (See [Users](#).)



## Book Info

The **Book Info** page is where information about a book is added or

edited, including book title, authors, editors, publisher, copyright owner/year/notice, licence type, descriptions of the book, keywords, and more. Much of the data entered on this page displays on the home page of the **webbook** and as part of the various exported file formats.

It is suggested that the author and/or publisher fills this page out as the book is being written and as information becomes available. This page can be updated as needed.

A **Contributors** link is also provided as part of the main Book Info link.



For more information, see [Book Info](#) in the *Pressbooks User Guide*.

---

Also see [Book Info Page](#).

## Appearance



For more information, see [Appearance](#) in the *Pressbooks User Guide*.

---

The **Appearance** link provides access to the following:

- [Themes](#)
- [Theme Options](#)
- [Custom Styles](#)

## Themes

Pressbooks core has created 20 themes, each with different styles (font, headings, etc.) and features. These can be viewed and activated from navigating to the Appearance tab in the Dashboard menu and clicking “Themes.” Scrolling over a specific theme option reveals a Theme details box that, when clicked, describes the theme.

The BCcampus instance of Pressbooks provides seven of the 20 themes. They are:

- Austen Classic
- Clarke
- Donham
- Fitzgerald
- Jacobs
- Luther
- McLuhan



For more information, see [Themes for Academic and Educational Texts](#) and [Theme Lock](#) in the *Pressbooks User Guide*.

---

## Theme Options

In **Theme Options**, you can customize the appearance and functionality of your entire book. There are four tabs on this page, with each affecting different parts of your book. It is suggested that Administrators “play” with these features during set up to understand how they work and to assist with decisions about which to use. Options include the following (by tab):

- Global Options (these will affect the entire book in all formats)



- *Parts and Chapters Numbers*: Parts are numbered with Roman numerals and chapters are numbered with Arabic numbers.
- *Part Label*: Used in the table of contents and in part titles in the webbook and exports.
- *Chapter Label*: Used in the table of contents and in chapter titles in the webbook and exports.
- *Two-Level TOC*: Enables a two-level table of contents (TOC). Headings marked as Heading 1 will display under chapter titles in the table of contents.
- *Media Attributions*: Displays attributions at the end of a chapter. (See [Media Attributions](#).)
- *Language and Script Support* (See [Language and Script Support](#).)
- *Chapter Licenses*: Offers choices about the display of copyright licences on export formats (none, at end of table of contents, at end of each chapter). The default is at end of table of contents.
- Option to change the header, header background, and background colours of specialized textbooks (See [Textboxes](#))
  - Examples
  - Exercises
  - Key Takeaways
  - Learning Objectives
- Web Options (webbook)
  - *Enable Social Media*: Adds a button to cover page and each chapter which allows readers to share links to your book through Twitter
  - *Webbook Width* (narrow, standard, wide): Changes the width of text content in the webbook. The default setting for BCCampus Pressbooks instances is “standard.”
  - *Paragraph Separation*: Chose between “indent paragraphs” (which will have no spaces between paragraphs) and “skip

lines between paragraphs” (which will have no indents).

- *Display Part Title*: Display the part title at the top of each chapter. This helps orient readers.
- *Collapse Sections*: Collapse all content under Heading 1 headings within front matter, chapters, and back matter.



See [Collapsible Subsections for Webbook](#) in the Pressbooks User Guide

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- *Enable Image Lightbox*: Show linked images in a lightbox



See [Enabling and Using Lightboxes for Images](#) in the Pressbooks User Guide

---

- **PDF Options**: These options apply to Digital and Print PDF exports. (See [Export Files](#).)
  - *Body Font Size*: The default setting is 11 pt; heading sizes are proportional to the body font size and are affected by this setting.
  - *Body Line Height*: The default setting is 1.4 em.
  - *Page Size*: This drop-down list offers a variety of page sizes; the default setting is US Letter (8.5" x 11").
  - *Margins*: The settings for outside, inside, top, and bottom margins; default setting for each margin is 2 cm. Margins must be expressed in CSS-compatible units, e.g. '8.5in' or '10cm'. **IMPORTANT**: If you plan to use a print-on-demand service, margins under 2cm on any side can cause your file to be rejected.
  - *Hyphen*: Enable hyphenation.



See [Typography: Hyphens](#) in the Pressbooks User Guide

---

- *Paragraph Separation*: Indent or skip lines between paragraphs
- *Section Openings*: Left or right page openings, for print PDFs; no blank pages, for web PDF
- *Table of Contents*: To display or not)
- *Crop Marks*: To display or not)
- *Footnote Style*: Regular or as chapter endnotes
- *Running Heads & Feet*: Running content appears in either running heads or running feet (at the top or bottom of the page)
- **Ebook Options**: These options apply to EPUB and MOBI exports.
  - *Ebook Start Point*: Select start point from a drop-down list of all chapters.
  - *Paragraph Separation*: Choose between “indent paragraphs,” which has no spaces between paragraphs (recommended for ebooks for more manageable reading on mobile devices), and “skip lines between paragraphs,” which does not use indents.
  - *Compress Images*: Reduce image size and quality (chosen by default) for more manageable reading on mobile devices.



For more information, see [New Theme Options](#) in the *Pressbooks User Guide*.

---

## Custom Styles



See [Customizing Your Exports with Custom Styles](#) in the *Pressbooks User Guide*.

---

## Export

The **Export** link provides access to the following:

- Export (See [Export Files.](#))
- Cover Generator (See [Book Cover.](#))

## Publish

This page offers a list of BUY link with various eBook stores and print-on-demand vendors.

## Plugins

This page lists the three plugins that can be activated within the BCcampus Pressbooks instance. (See [Plugin Features.](#))

## Media

The **Media** tab is where all media for a book—images, videos, audio—are uploaded. Click “Add New” to upload media content or click “Library” to see and manage media you have uploaded previously. Media in the Library can be embedded or linked to in the content of your book. (See [Images and Files](#) and [Media Attributions.](#)) It has the following options:

- Library

- Add New



For more information, see [Media: Images & Best Practices](#) and [Image Editing](#) in the *Pressbooks User Guide*.

---

## Users

The **Users** tab is where a book Administrator can add other people to their book. (See [Provide Access to Others](#).) It has the following options:

- All Users
- Add New
- Your Profile

## Tools

- Import: Pulls content into Pressbooks from various file types. (See [Add Content](#).)
- Search & Replace: Allows importing of content—an entire book or individual chapters—from books in any Pressbooks instance. (See [Search and Import a Pressbooks File](#).)



See [Search and Replace](#) in the *Pressbooks User Guide*

---

# Settings

The **Settings** tab contains numerous options for privacy and exporting and for displaying formulas with the MathJax tool (used for rendering mathematical formulas).

- Sharing & Privacy



See [Privacy Settings: Global and Chapter-level](#) in the *Pressbooks User Guide*.

---

- Export (See [Export Files](#).)
- MathJax



See [Math in Pressbooks](#) in the *Pressbooks User Guide*.

---

## 10. Add a New Book

A book—or book shell—needs to be created in your Pressbooks account in order to:

- Import an existing Pressbook
- Create new content

Last update:  
Aug 15/20

### Create a new book

A book can be created once your account has been created and activated. Here is how to begin.

1. Log into your Pressbooks account.
2. Hover over the “My Catalogue” link in the top left corner of the upper red banner in your Pressbooks account to reveal a drop-down menu.
3. Click “Create a New Book.”



You will land on the “Create a new book” page where you will be asked to provide:

1. Webbook Address. This is a short descriptor that is added to the end of “https://open.library.okstate.edu” to create your **webbook’s** URL or web address.
  - the title or abbreviated title of the book (with no spaces) is often used.
  - it must be at least four characters, letters, and/or numbers.
  - it cannot be changed so choose carefully.
2. Book Title. This can be changed later if needed.
3. Book Language. “English ” is the default selection.
4. Privacy. The default is setting is “Yes,” which will make the book public. Select “No” so you can work on your book in private.

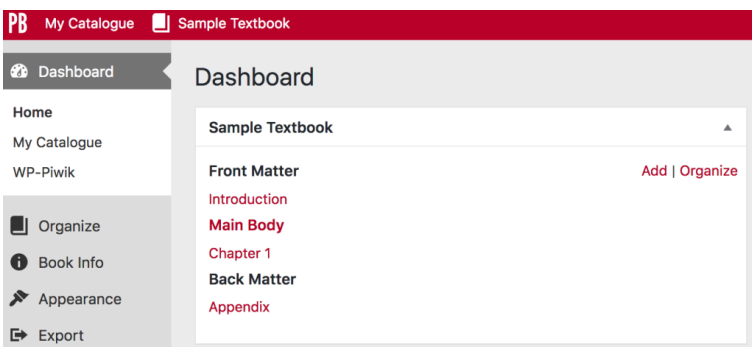
Once you have filled in all of the fields, click the Create Book button.

## Textbook shell

After clicking on the Create Book button, you will be redirected to your new book’s **Dashboard**. To get you started, Pressbooks creates a number of empty **parts** and **chapters**:

- A Front Matter part with an “Introduction” chapter
- A Main Body part with a “Chapter 1”
- A Back Matter part with an “Appendix” chapter





For more information, see [Automatic Pages and Content](#) and [Table of Contents: Adding a Second Level](#) in the *Pressbooks User Guide*.

## II. Parts: Add, Change, Organize

Last update:  
Aug 15/20

A book written in Pressbooks is made up of chapters which are grouped and ordered into parts. **Parts** are overarching sections that hold chapters. **Chapters** are web pages or building blocks within which

content is added. .

Many Pressbooks resources use parts as chapters, and chapters as chapter sections. This is done to:

- Organize book content
- Facilitate navigation
- Avoid long web pages so readers can easily view detailed book structure via the table of contents

For an example, see the organization of the open textbook, [Canadian History: Pre-Confederation](#).



For more information, see [Parts](#) in the *Pressbooks User Guide*.

---

# 12. Chapters: Add, Change, Organize

Last update:  
Aug 15/20



See [Chapters](#) in the *Pressbooks User Guide*.

---

To learn about standard layout for a chapter, see [Textbook Outline](#) in the *Self-Publishing Guide*.

# 13. Front Matter: Add, Change, Organize

Last update:  
Aug 15/20



See [Front Matter](#) in the *Pressbooks User Guide*.

---

To learn about standard layout for **front matter**, see [Textbook Outline](#) in the *Self-Publishing Guide*.

# 14. Back Matter: Add, Change, Organize

Last update:  
Aug 15/20



See [Back Matter](#) in the *Pressbooks User Guide*.

---

To learn about standard layout for **back matter**, see  
[Textbook Outline](#) in the *Self-Publishing Guide*.

# 15. Automatic Pages and Features

Last update:  
Aug 15/20

Pressbooks takes care of creating key elements for a book such as:

- Title page
- Half-title page (for some Pressbooks themes)
- Table of contents
- Numeration and running content
- Part/chapter numbers
- Page numbers (PDF files only)
- Running content (PDF files only. See [Theme Options](#) for how to customize this.)
- Copyright notice
  - Licence statement at the end of each chapter (web version only); this can be controlled by chapter

---

For more information, see the following in the *Pressbooks User Guide*:



- [Automatic Pages and Content](#)
  - [Copyright Page](#)
  - [Creative Commons Licensing](#)
  - [Appearance](#)
-

# 16. Word Count

Word count is available for each chapter, each part, and for the entire book.

Last update:  
Aug 15/20

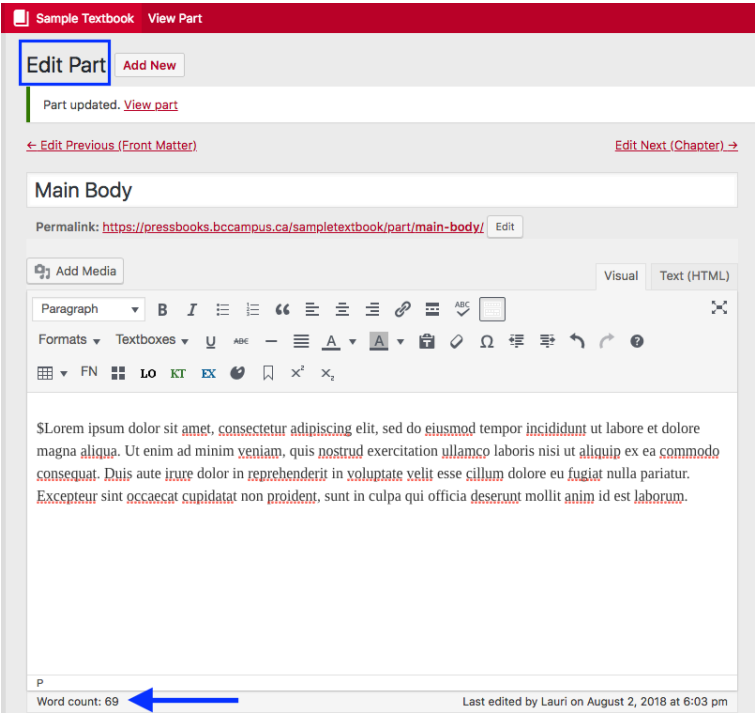
## Chapter word count

Word count is posted at the bottom of each chapter's content body. Words in the chapter title field are not included.

The screenshot shows a web-based editor for a textbook chapter. At the top, there's a red header bar with "Sample Textbook" and "View Chapter". Below this, navigation links "← Edit Previous (Part)" and "Edit Next (Chapter) →" are visible. The main content area has a title field containing "Chapter 1". Below the title, a permalink is shown: "https://pressbooks.bccampus.ca/sampletextbook/chapter/chapter-1/" with an "Edit" button. A rich text editor toolbar is present, with tabs for "Visual" and "Text (HTML)". The text area contains a paragraph of Lorem Ipsum text. At the bottom of the editor, a status bar shows "Word count: 69" with a blue arrow pointing to it, and "Last edited by Lauri on August 2, 2018 at 6:02 pm".

# Part word count

Word count is posted at the bottom of each part's content body. Words in the part title field are not included.



# Book word count

Word count for an entire book can be found at the top of the Organize page. Here is also where you can find the word count for all chapters selected for export.



Dashboard

Organize

Organize

Add Part

Add Chapter

Add Front Matter

Add Back Matter

Chapter Types

Front Matter Types

Back Matter Types

Contributors

Trash

Book Info

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

☒ Public — Promote your book, set individual chapters privacy below.

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

Test

Front Matter

Chapters

Back Matter

Parts

Word Count555 (whole book) / 338 (selected for export)

Front Matter	Authors	Show in Web	Show in Exports	Show Title
Add Front Matter				
Main Body	Authors	Show in Web	Show in Exports	Show Title
Edit View				



## PART III

# ADD CONTENT

### *Section Topics*

There are many ways to add content to Pressbooks. This section describes these options, including how to:

- Add new content directly into Pressbooks
- Clone an existing open textbook or other OER from any Pressbooks instance
- Search and import a Pressbooks book or chapter from another Pressbooks instance
- Import any web page or Pressbooks webbook
- Import a Word document
- Copy and paste content from Word
- Import a file from Google Docs
- Import an OpenDocument Text (ODT) file
- Import an EPUB file



# 17. Create New Content

## Chapter table of contents

Last update:  
Aug 15/20

[Chapter title and permalink](#)

[Editing tools and views](#)

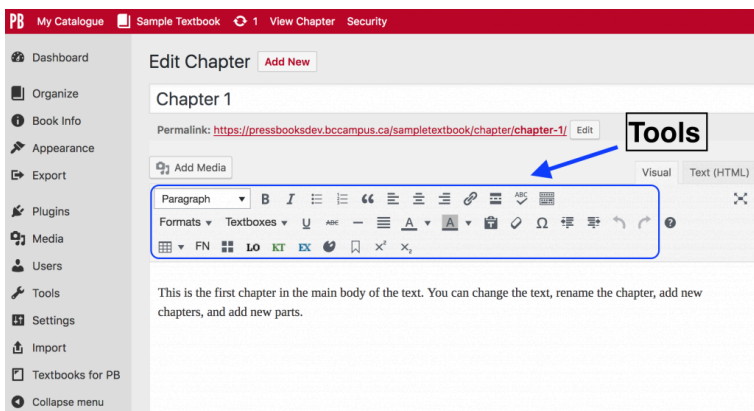
[Save and autosave](#)

[Special features](#)

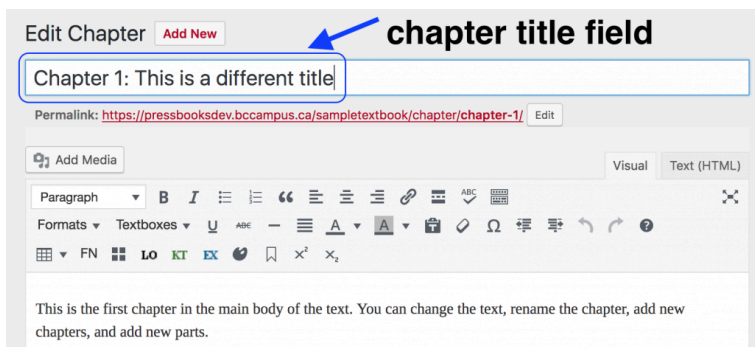
Books in Pressbooks are made up of **chapters**, which are the building blocks of content, and **parts**, which are organizational blocks that house those chapters. If you intend to have your book hosted in Pressbooks, it is best practice to work on the book directly in Pressbooks as soon as possible, rather than work in another application like Microsoft Word and then copy the content into Pressbooks.

## Chapter title and permalink

When a chapter is opened, you will see the **WYSIWYG toolbar**, which contains three rows of tools that can be used to add and format content in the chapter.



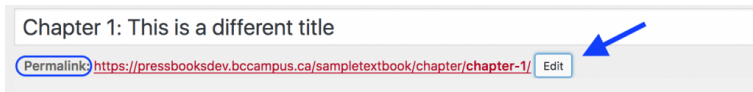
Above the toolbar is the chapter-title field where the title of the chapter can be added and edited.



Underneath the chapter-title field is the **permalink**—the URL or web address for that chapter. This link is automatically generated when you add a title for a new chapter. Once the link has been created, it will not change unless you edit it.

You can edit a chapter's permalink as follows:

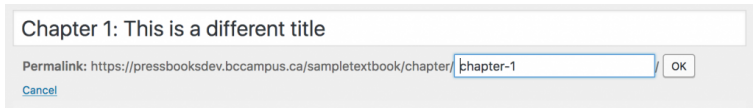
1. Click the “Edit” button on the right side of the permalink.



Chapter 1: This is a different title

Permalink: <https://pressbooksdev.bccampus.ca/sampletextbook/chapter/chapter-1/>

2. This action opens the permalink field where a new or revised segment can be entered.




Chapter 1: This is a different title

Permalink: <https://pressbooksdev.bccampus.ca/sampletextbook/chapter/>

[Cancel](#)

3. For example, “-different-title” can be added to the end of the permalink to better describe the chapter. To save the changes, click the OK button and save the page. To back out of this action, select “Cancel” located under the Permalink label.



Edit Chapter

Chapter 1: This is a different title

Permalink: <https://pressbooksdev.bccampus.ca/sampletextbook/chapter/chapter-1-different-title/>

[Cancel](#)

It is recommended, as part of a book’s final review, that the author checks the permalinks of all parts and chapters to make sure they are relatively short and reflect the title of a chapter or part. Permalinks do not need to match a chapter or part title exactly.

**IMPORTANT:** Changing a permalink will break all internal links to that page in a book, therefore, be sure to locate and update affected links.

## Editing tools and views

The **editing view**—accessed through the Organize tab on the **Dashboard menu** of a book—is used to add content directly in a chapter or part. From the editing view, you can choose to work in the **Visual Editor** or the **Text (HTML) Editor** and can switch back and forth between them when necessary. The Visual Editor lets you see formatting and styling as you work, and includes a comprehensive WYSIWYG toolbar with 32+ features at the top of the page. The Text Editor gives you the ability to edit and see your work in HTML. Fewer tools—14 in total—are available in this latter view.



For more discussion and screenshots of these editors, see [Using the Visual and Text Editors in Pressbooks](#) from the *Pressbooks User Guide*.

---

The reader's perspective is called the **book view**, or the **webbook**. To check this view while editing, use:

- “View Chapter” found in the red banner at the top of the web page
  - changes must be saved first using the red Save button on the mid-right side
  - a warning message will appear if changes have not been saved
  - book view appears in the same tab
- “Preview” button in the Status & Visibility sidebar on the right
  - changes do *not* need to be saved before viewing
  - book view opens in a new tab
  - changes must still be saved if they are to be kept



## Save and autosave

Pressbooks automatically saves work every five minutes. However, it is recommended that the Save button be regularly used as well. (See [Revisions Tool](#).)

## Markup: HTML and CSS



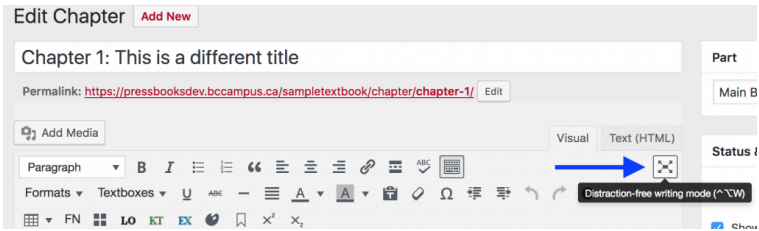
See [The Importance of “Good Markup”](#) in the Pressbooks User Guide.

---

## Special features

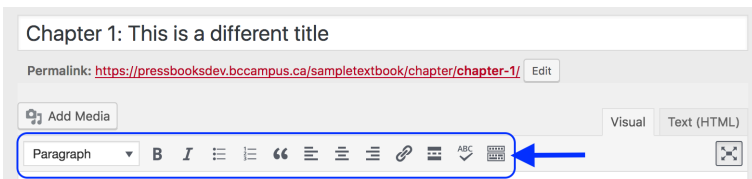
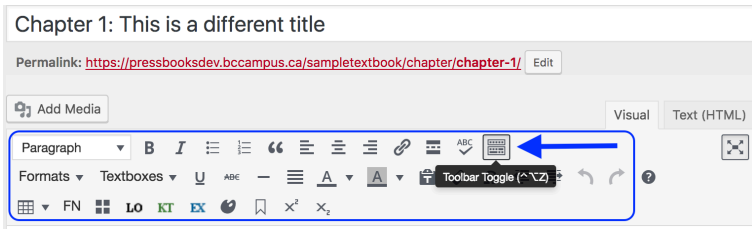
### Distraction-free writing mode

If you like to work on content without the distraction of the entire Pressbooks interface, click on the **distraction-free writing mode** (DFWM) button in the top-right corner of the WYSIWYG toolbar, and the left and right sides of the interface will fade out unless you move the mouse over the edges. To return to the original mode, click on the DFWM button again.



## Toolbar toggle

On the far right end of the WYSIWYG toolbar is another button called **Toolbar Toggle**. The default setting for each newly created chapter is for all three rows of features in the WYSIWYG toolbar to display. If you click on the Toolbar Toggle button, these three rows will collapse leaving just the top one. Click the button again to reveal all features.



## Special characters

In the second row of the WYSIWYG toolbar, there is a **Special character button** that gives you access to a large collection of special characters. To use, click on the Special character button, and locate the symbol you need. Click on it, and it will be inserted right into the text.

## More information



For more information, see [Writing Directly in Pressbooks](#) in the *Pressbooks User Guide*.

---

For more information on tools available in the Pressbooks visual editor, see [Enhance Content](#).

# 18. Import Options for Pressbooks Content

JOSIE GRAY

Last update:  
Aug 15/20

This chart compares the three methods of importing content that is already in Pressbooks. While these import options can ultimately have the same result, they each have their own use case.

**IMPORTANT:** These import routines only work for books marked as “public,” and they may not work if the book has All Rights Reserved or a Creative Commons licence with a -ND (NoDerivs) restriction.

## Pressbooks Import Options

Import Option	What You Need	What This Option Does	When to Use This Option
<a href="#">Clone a Book</a>	<ul style="list-style-type: none"> <li>The URL of the Pressbook you want a copy of</li> </ul>	<ul style="list-style-type: none"> <li>Creates an exact copy of an entire book</li> <li>Adds a notice that it is a cloned version, with a link back to the original book (this can be disabled in Theme Options)</li> <li>Provides the option to allow readers to compare the cloned book with the original (this can be disabled in Theme Options)</li> </ul>	<ul style="list-style-type: none"> <li>If you do not already have a book shell</li> <li>If you want an exact copy of an entire book</li> <li>If you want readers to be able to see how your version of the book differs from the one you cloned it from</li> </ul>
<a href="#">Pressbooks/WordPress XML (.wxr or .xml)</a>	<ul style="list-style-type: none"> <li>An existing Pressbook to add content to</li> <li>The Pressbooks XML file of the Pressbook you want a copy of</li> </ul>	<ul style="list-style-type: none"> <li>Creates an exact copy of an entire book, or</li> <li>Allows you to select the parts and chapters you want imported</li> </ul>	<ul style="list-style-type: none"> <li>If you don't want the features that come with cloning (the link between and option to compare the two versions)</li> <li>If you want to select the parts and chapters to import (not possible when cloning)</li> </ul>

[Web Page or Pressbooks Webbook \(.html or URL\)](#)

- An existing Pressbook to add content to
  - The URL of the Pressbook you want a copy of
  - Creates an exact copy of an entire book, or
  - Allows you to select the parts and chapters you want imported
  - Allows you to import content from non-Pressbooks web pages
  - If you don't want the features that come with cloning (the link between and option to compare the two versions)
  - If you want to select the parts and chapters to import (not possible when cloning) and don't have access to the Pressbooks XML file
  - If you have web content not in Pressbooks that you want to import
-

# 19. Clone a Book

Last update:  
Aug 15/20



See [Book Cloning](#) in the *Pressbooks User Guide*.

---

To find open textbooks hosted by colleges and universities in Canada and the U.S. that can be cloned, see [Appendix B: Pressbooks Catalogues](#).



For information on the Source Comparison Tool, see [Source Comparison for Cloned Books](#) in the *Pressbooks User Guide*.

---

There are many ways to obtain an editable copy of openly licensed Pressbooks content. For more information, see [Import Options for Pressbooks Content](#).

## 20. Import a Pressbooks File

Last update:  
June 28, 2019

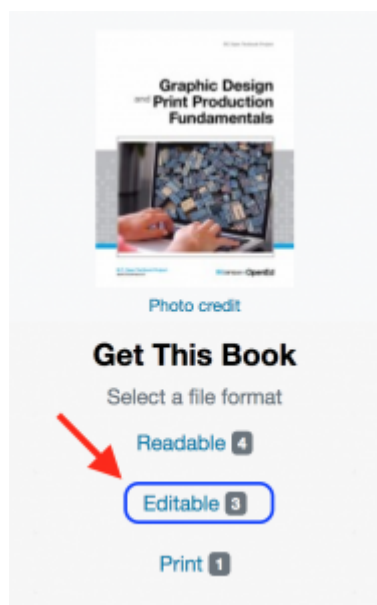
Another way to pull an existing open textbook into a Pressbooks account is by importing the Pressbooks file of the textbook. Before you begin, you will need an existing book shell to import the content into. (See [Add a New Book](#).)

### Where to find a book's Pressbooks file

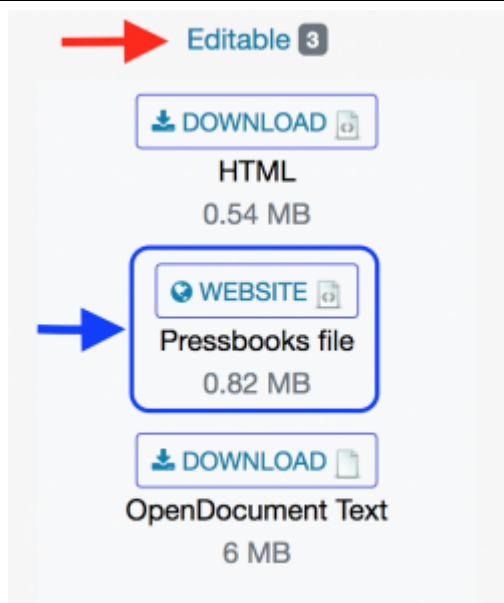
You will need to download the Pressbooks file (.xml) of the textbook that you want to import to your computer. For books in the the B.C. Open Textbook Collection, you can find these files in two different places.

- The **Get This Book** panel found on the right-hand side of the record page for the book in the B.C. Open Textbook Collection



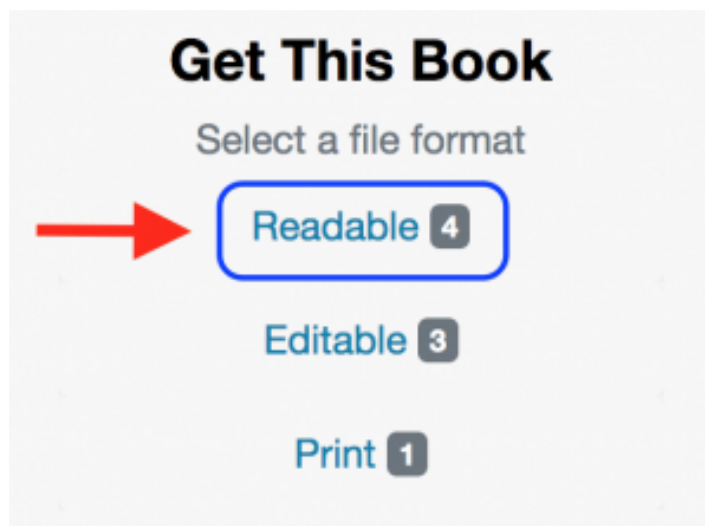


Find the “Editable” link.

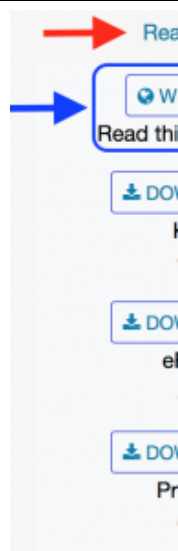


Opening this link will reveal all editable files available for the book. Download the Pressbooks file here.

- The book’s Pressbooks homepage. This is also found by using the **Get This Book** panel found on the right-hand side of the record page for the book in the B.C. Open Textbook Collection.



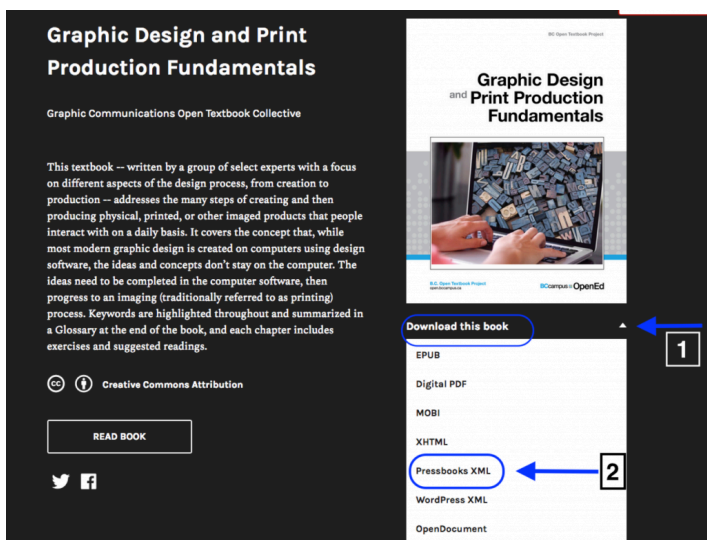
Find the “Readable” link.



Opening this link  
book online.”

Once you access the online version of the book, its Pressbooks file can be found as follows:

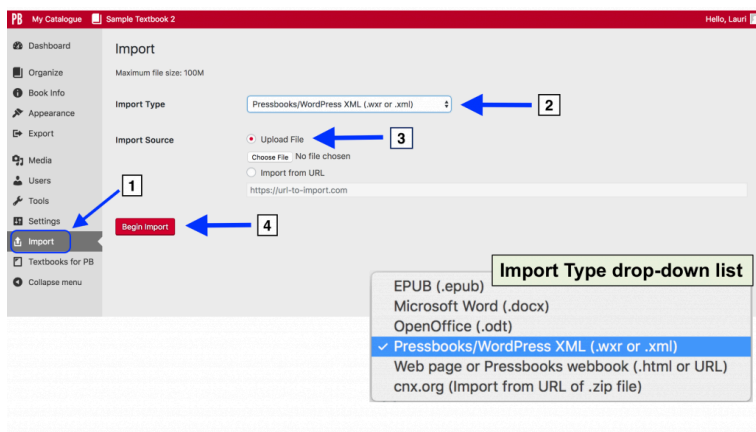
1. Open the “Download this book” drop-down list under the book’s cover photo
2. Select the Pressbooks XML file from the drop-down list and save it to your computer



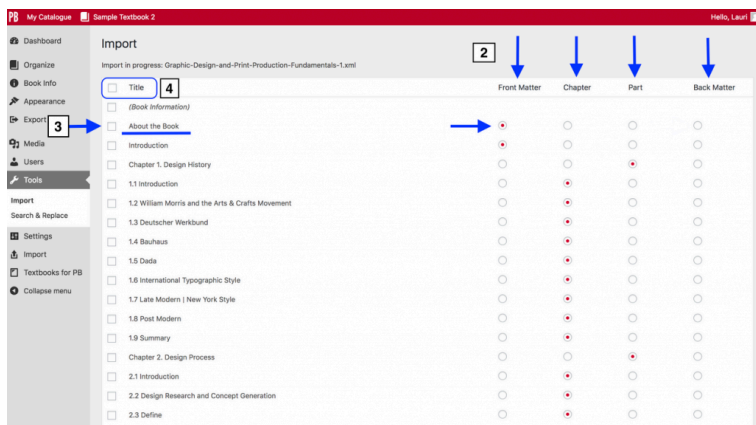
## How to import a Pressbooks file into Pressbooks

To import the Pressbooks file:

1. Go to the Dashboard of the new book, and click the Import tab in the **Dashboard menu**
2. From the Import Type drop-down list, select "Pressbooks/WordPress XML (.wxr or .xml)"
3. Select "Upload File" as the Import Source and click "Choose File" to select the downloaded Pressbooks file from wherever you saved it on your computer
4. Click "Begin Import"

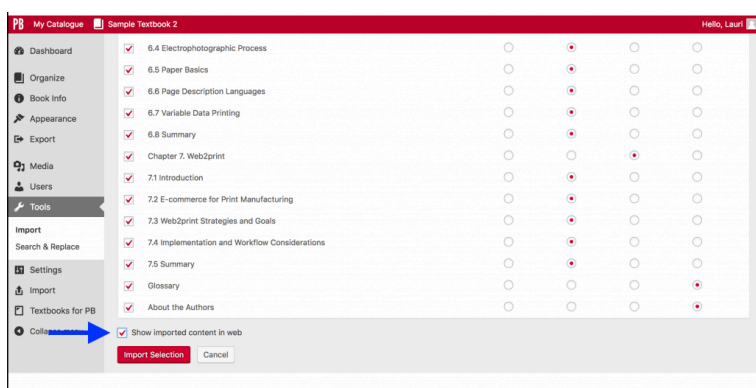


Once the content has been imported successfully, you will be redirected to an Import page with a list of all the parts and chapters in the book.



1. You will land on a page that says “Import” at the top, and on the Dashboard menu, the Tools tab will be highlighted.
2. To ensure that each item ends up in the right place in the

- book, confirm that the correct category (Front Matter, Chapter, Part, or Back Matter) is selected for each of the rows.
3. If you only want to import certain parts or chapters, select the items to be imported by clicking on their box in the far left column.
  4. If you want to import the entire book, select the “Title” option at the top of the list. **IMPORTANT:** This is recommended if you plan to use the whole book or will only be making minor revisions.



Before you begin the import process, you can choose if you want the content you are importing to appear in the **webbook** by selecting “Show imported content in web.” If this check box is *not* selected, then all parts and chapters that you are importing will appear as drafts, meaning they will not be seen in the webbook. If you do select the check box, parts and chapters will appear in the webbook and the Show in Exports option for every part and chapter will be marked as yes, which makes sure that parts and chapters are included when a book is exported.

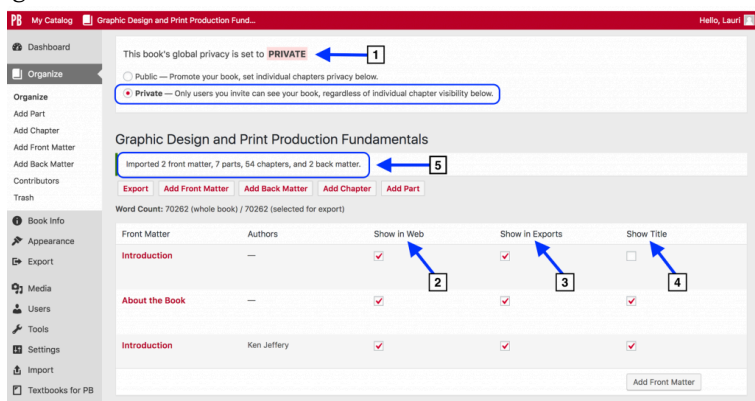
If you do not select this check box now, you will need to check the “Show in Web” and “Show in Exports” check boxes by each part and chapter after it’s been imported.

Once you have selected the parts and chapters you want to import, scroll to the bottom of the page and click “Import Selection.”

With a large book, the import process may take several minutes. Do not interrupt this process. If you decide that you do not want to import any content, click “Cancel.” This will cancel the import process.

## After import: The book’s Organize page

Once the import routine has completed, you will be taken to the Organize view.



Based on the options selected during the import process you can see the following things:

1. The book’s global privacy is set to “Private.” This means that the webbook will only be visible to people listed as **Users** for the book.
2. Parts and chapters *are* selected to “Show in Web.”
3. Parts and chapters *are* selected to “Show in Exports.”
4. The title for each parts and chapters is set to “Show Title.” All three of these are default settings.
5. The summary statement which indicates how many front matter, parts, chapters, back matter were imported. The word

count for the entire book (70,262) is also listed below that.

Once you have finished the import process, check to make sure that chapters were placed in their correct parts. If there are any empty parts or chapters left over from the original book shell, you can delete them.

There are many ways to obtain an editable copy of openly-licensed Pressbooks content. For more information, see [Import Options for Pressbooks Content](#).

## 21. Import a Web Page or Pressbooks Webbook

Last update:  
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You can also import a Pressbook (or another web page) using a URL (web address). Before you begin, you will need an existing book shell to import the content into. (See [Add a New Book](#).)

To use this feature:

1. Select the **Import** tab from the **Dashboard menu**.
2. Select “Web page or Pressbooks webbook (.html or URL)” from the Import Type drop-down list
3. Select “Import from URL” as the Import Source.
4. Enter the URL in the available field. If importing a Pressbook, use the URL of the **webbook**’s homepage.
5. Click “Begin Import.”

The screenshot shows a web interface for importing content. At the top, it says 'Import' and 'Maximum file size: 500M'. Below this, there are two sections: 'Import Type' and 'Import Source'. The 'Import Type' section has a dropdown menu currently set to 'Web page or Pressbooks webbook (.html or URL)'. The 'Import Source' section has two radio button options: 'Upload File' (which is currently selected) and 'Import from URL'. Below the 'Import from URL' option, there is a text input field containing the URL 'https://url-to-import.com'. At the bottom left of the form, there is a red button labeled 'Begin Import'.



If importing a Pressbook, the rest of the import process is the same as that for [importing a Pressbooks/WordPress file](#).

There are many ways to get your own editable copy of openly licensed Pressbooks content. For more information, see [Import Options for Pressbooks Content](#).

## 22. Import a Word Document

Last update:  
Aug 15/20

We understand that some authors prefer to work in the familiar environment of a Word document. Other times, when a group of authors is contributing to a book in Pressbooks, it makes sense for each writer to compose in Word and then allow the lead author to import the final drafts into Pressbooks. This approach allows for better control of a book's content as only one person has control of styling. Finally, there are cases where people may wish to add existing openly licensed content into Pressbooks from a Word file.

The Word import routine recognizes standard markup language for lists (bullets and numbers), headings, and textboxes. However, the Word import routine built into Pressbooks cannot include all markup language used in a Word document because there's just too much of it. Formatting and layout created in a Word document that uses proprietary markup language (vs. standard markup language) is unlikely to make it through intact from the Word document into Pressbooks. This includes images added to a Word document using Smart Art.



For more information, see [Import from Word \(docx\)](#) in the *Pressbooks User Guide*.

---

## 23. Copy and Paste from Word

Last update:  
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See [Copy Paste: Tried and True](#) in the *Pressbooks User Guide*.

---

## 24. Import a Google Doc

Last update:  
Aug 15/20

If you prefer to use [Google Docs](#) to write content, you can also transfer the final result into Pressbooks. To begin:

1. Export the Google Docs file as an EPUB. (See [Export Google Docs files as EPUB publications.](#))
2. Import the EPUB file into Pressbooks. (See [Import an EPUB File.](#))

You can also copy and paste as you would from a Word document. (See [Copy and Paste from Word.](#))

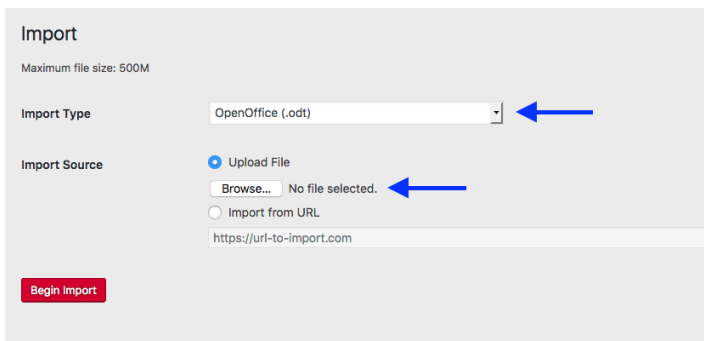
## 25. Import an OpenDocument Text (ODT) File

The ODT file is one option found in the suite of documents known as [OpenDocument Format for Office Applications](#) (ODF), or **OpenDocuments** for short. Other file types include a spreadsheet, a presentation document, and a chart.<sup>1</sup>

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To import this file type:

1. Select “OpenOffice (.odt)” from the Import Type drop-down list.



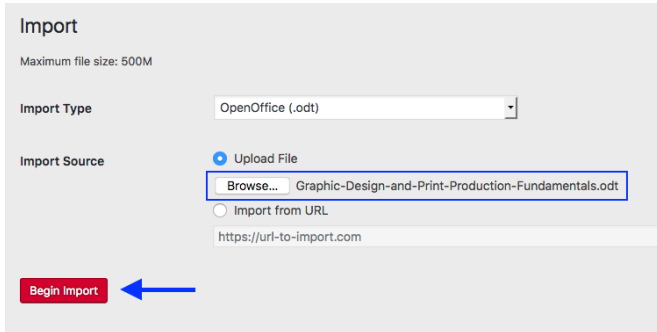
The screenshot shows a dialog box titled "Import". At the top, it says "Maximum file size: 500M". Below this, there are two sections: "Import Type" and "Import Source". In the "Import Type" section, a dropdown menu is set to "OpenOffice (.odt)", with a blue arrow pointing to it. In the "Import Source" section, the "Upload File" radio button is selected, with a blue arrow pointing to it. Below the radio buttons, there is a "Browse..." button and the text "No file selected." with a blue arrow pointing to it. There is also an "Import from URL" radio button and a text field containing "https://url-to-import.com". At the bottom left, there is a red button labeled "Begin Import".

2. By Import Source

1. select the Upload File radio button.

1. "OpenDocument," *Wikipedia*, August 6, 2018, <https://en.wikipedia.org/wiki/OpenDocument> (accessed August 14, 2018).

2. locate the ODT file to upload using the Browse button.



Import

Maximum file size: 500M

Import Type: OpenOffice (.odt)

Import Source:

- ☒ Upload File
  - Browse...** Graphic-Design-and-Print-Production-Fundamentals.odt
  - ☐ Import from URL
    - https://url-to-import.com

**Begin Import**

3. Click “Begin Import.”

Part two of this import process is the same as that for [importing a Pressbooks or WordPress file](#).

## Help using an ODT file

An OpenDocument Text (ODT) file is an open-source word-processing format. It is “compatible with Word and open source applications like OpenOffice and LibreOffice,” though formatting differences exist between the two and certain Word features are not available in ODT files.<sup>2</sup>

2. "Differences between the OpenDocument Text (.odt) format and the Word (.docx) format," Microsoft, August 17, 2015, <https://support.office.com/en-us/article/differences-between-the-opendocument-text-odt-format-and-the-word-docx-format-d9d51a92-56d1-4794-8b68-5efb57aebfdc> (accessed August 14, 2018).

An ODT file can be opened using Word. However, not all of its elements will work. See [differences between the OpenDocument Text \(.odt\) format and the Word \(.docx\) format](#) for more information.

For help using an ODT file, see the [frequently asked questions](#) posted by the OpenDocument online community.

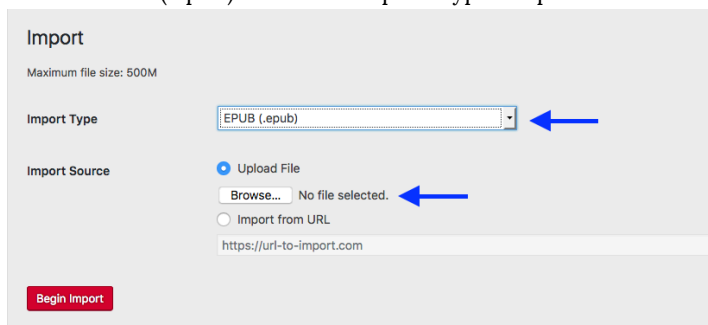
## 26. Import an EPUB File

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An EPUB file can be used to import an open textbook into Pressbooks. Before you begin, you will need an existing book shell to import the content into. (See [Add a New Book.](#))

To import this file type:

1. Select the Import tab from the Dashboard menu.
2. Select “EPUB (.epub)” from the Import Type drop-down list.



The screenshot shows the 'Import' form in Pressbooks. At the top, it says 'Import' and 'Maximum file size: 500M'. Under 'Import Type', a dropdown menu is set to 'EPUB (.epub)'. Under 'Import Source', the 'Upload File' option is selected with a radio button. Below it, there is a 'Browse...' button and the text 'No file selected.'. The 'Import from URL' option is unselected. At the bottom, there is a red 'Begin Import' button and a text input field with the URL 'https://url-to-import.com'.

3. Select “Upload File” as the Import Source.
4. Locate the EPUB file on your computer using the Browse button.



The screenshot shows a web form titled "Import". At the top, it states "Maximum file size: 500M". Below this, there are two main sections: "Import Type" and "Import Source". The "Import Type" section has a dropdown menu currently set to "EPUB (.epub)". The "Import Source" section has two radio buttons: "Upload File" (which is selected) and "Import from URL". Under "Upload File", there is a "Browse..." button followed by the text "Graphic-Design-and-Print-Production-Fundamentals.epub". Under "Import from URL", there is a text input field containing "https://url-to-import.com". At the bottom left of the form is a red button labeled "Begin Import". A blue arrow points from the right towards this button.

5. Click “Begin Import.”

Part two of this import process is the same as that for [importing a Pressbooks or WordPress file](#).



## PART IV

# ENHANCE CONTENT

### *Section Topics*

This section outlines several ways to improve and enhance content. Features covered include how to:

- Hyperlink material within and between chapters and to external sources
- Add both bulleted and numbered lists
- Add and design tables
- Insert standard, shaded, and specialized textboxes
- Upload images and PDF files
- Embed videos, audio files, and other interactive media
- Use footnotes and endnotes
- Use LaTeX to create formulas and equations



## 27. Hyperlink Material

When working in Pressbooks, there are different types of links that you may be working with:

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1. Internal links that are used to facilitate navigation in a book.
2. Links to images, files, or other types of media that you have uploaded to Pressbooks. (See [Images and Files.](#))
3. External links to a website or other online source outside of the book.

**IMPORTANT:** The unique ID used for an **anchor** is case sensitive.

### Internal links

Linking material within a chapter or between chapters in a book is slightly different for the Open OKState Pressbooks instance because in addition to chapter and part titles, the title of the book must also be included in the link used. Below are the instructions for those using the Open OKState Pressbooks instance.

When creating a document, there are already some identifiers that Pressbooks will understand. For example, if you want to link to a chapter, you simply need to enter:

**[your-book-title-here]/chapter/[your-chapter-title-here]**

To link to a part, enter:

**[your-book-title-here]//part/[your-part-title-here]**

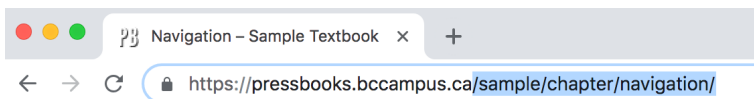
To link to a front matter section, enter:

**[your-book-title-here]/front-matter/[your-section-title-here]**

To link to a back matter section, enter:

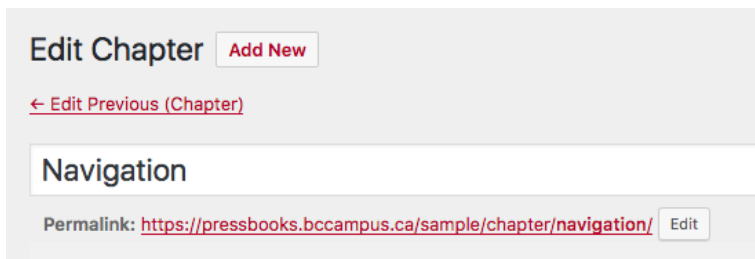
**[your-book-title-here]/back-matter/[your-section-title-here]**

The easiest way to find this location identifier is to look at the URL of a page in the web version of your book, if the chapter has been published, and copy everything that comes after **.ca (including the forward slash)**.



In this example, “sample” is book title and “navigation” is the chapter title.

If the chapter is still in draft, just look at the permalink below the chapter title and copy everything that comes after **.ca (including the forward slash)**.



---

For more information, see the following chapters in the *Pressbooks User Guide*:



- [Adding Hyperlinks, Internal and External](#)
- [Navigation and Internal Links](#)

# Attributions

- The text used for the “Internal links” portion of this chapter was adapted from the [Adding Hyperlinks, Internal and External](#) chapter of the *Pressbooks Userguide*, which is under a [CC BY 4.0 Licence](#).

## 28. Blockquotes and Pullquotes

Last update:  
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### Blockquotes

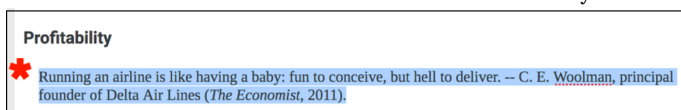
**Blockquotes** are used for long quotations that must be placed in a stand-alone block of text without using quotation marks. The blockquote feature in Pressbooks is useful because it automatically formats the text according to blockquote requirements. For guidelines on when blockquotes should be used, check your chosen style guide.

The screenshot shows the Pressbooks editor interface. At the top, there's a header for "Chapter 1" with a permalink and an "Edit" button. Below the header is a toolbar with various editing options. The main content area shows a paragraph of text: "competitive, and view rental and other fees as the reason 5 million Canadians went south of the border for flights in 2013, where passenger fees are 230% lower than in Canada (Hermiston and Steele, 2014)." Below this paragraph is a section titled "Profitability". Under "Profitability", there is a blockquote: "Running an airline is like having a baby: fun to conceive, but hell to deliver. -- C. E. Woolman, principal founder of Delta Air Lines (*The Economist*, 2011)." The blockquote is highlighted with a blue border. Below the blockquote, there is another paragraph: "As the quote above suggests, airlines are faced with many challenges. In addition to operating in a strict regulatory environment, airlines yield extremely small profit margins. In 2013 the industry accumulated \$10.6 billion worldwide in revenues, although global profit margins were just

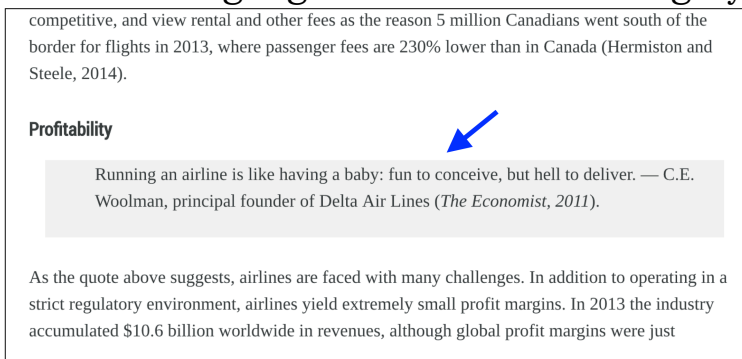


The blockquotes feature is identified in the **WYSIWYG toolbar** by the double quotation mark icon. To use this feature:

1. Highlight the text you want included in the quotation (this may include the in-text citation, depending on your style guide) and click on the blockquote icon.
2. In the **visual editor**, the text that marked as a blockquote is indented and have a smaller font than the main-body text.



In the **webbook**, the blockquote is indented and highlighted in gray.



## Pullquotes

A **pullquote** is a quotation that has been *pulled* from the body of a book or other piece of writing that highlights a key piece of information in a way that adds visual interest to that same book.



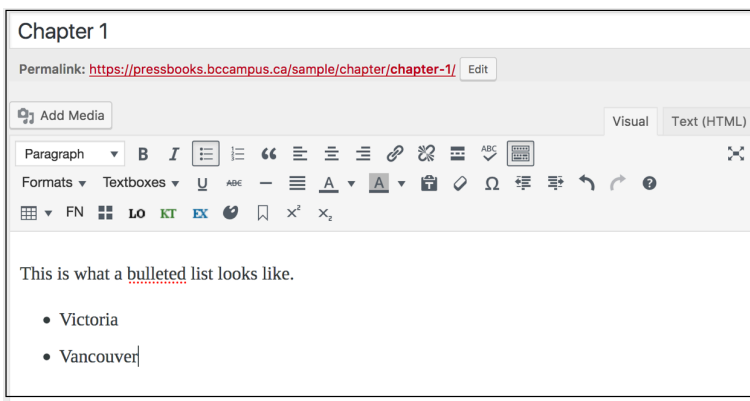
For more information, see [Adding Pullquotes](#) in the *Pressbooks User Guide*.

---

## 29. Lists: Bulleted and Numbered

### Bulleted (unordered) lists

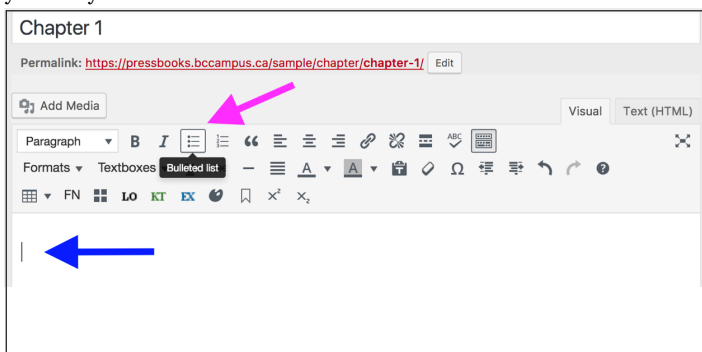
Last update:  
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You can add a bulleted list by selecting the Bulleted list icon from the **WYSIWYG toolbar**.

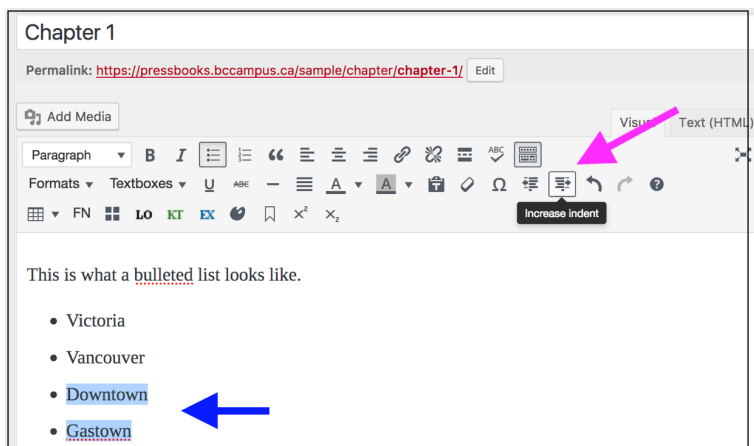
1. Place the cursor where you want the list to appear.
2. Click on the Bullet list icon. Write your list item. Alternatively, you can write a list item first, highlight it, and then select the Bullet list icon to insert a bullet.
3. When finished with your first list item, press the Enter key on

your keyboard to add another list item.



There are two ways to add a secondary-list level to a primary list:

1. Highlight the items in a primary list that you want changed to secondary-list items, and click the Increase indent icon in the WYSIWYG toolbar.
2. Place your cursor at the beginning of a list item that you want changed to a secondary-list item and press the Tab key on your keyboard.



An unlimited number of sub-lists can be created under a primary bullet list.

## Chapter 1

- Victoria
- Vancouver
  - Downtown
  - Gastown
    - Vancouver Steam Clock

## Numbered (ordered) lists



See [Formatting Ordered Lists](#) in the *Pressbooks User Guide*.

---

## 30. Tables

Last update:  
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See [Tables and Textboxes](#) in the *Pressbooks User Guide*.

---

### Issues to Note

Styling tables can be a challenge when the CSS of a book overrides the HTML for individual chapters. For help with this issue, see [Customizing your Exports with Custom Styles](#) in the *Pressbooks User Guide*.

Forms affected	Feature	Problem	Work around
Webbook	Table cells with more than one paragraph	The first paragraph in each cell will have no extra space between lines. All additional paragraphs in the same cell will have extra space between the lines and the text will be larger. (Problem reported to WordPress.)	<p>You have two options:</p> <ol style="list-style-type: none"><li>1. Go into the Text (HTML) editor and add a blank line after the opening <code>&lt;td&gt;</code> tag (this means pressing the [Enter] key twice) and saving the chapter while still in the Text (HTML) editor.</li><li>2. Go into the Text (HTML) editor and encase each paragraph within a table cell in <code>&lt;p&gt;</code> tags. Save the chapter while still in the Text (HTML) editor.</li></ol>

All  
formats

Table  
borders

After an  
update on  
December 21,  
2018, borders  
were  
stripped out  
of many  
tables.

To fix a specific table,  
select all cells in the  
table. Click the Tables  
icon in the WYSIWYG  
toolbar, and click under  
“Cell” click “Table cell  
properties.” Under  
“Class” select “Border.”

To add a border  
around all table cells in  
your entire book, add  
the following to your  
Web, EPUB, and PDF  
Custom Styles (found  
under the Appearance  
tab in the Dashboard  
Menu):

```
.front-matter td,  
.part td, .chapter  
td, .back-matter  
td,  
body#tinymce.wp-  
editor td {  
border: 1px solid;  
border-color:  
#373d3f; }  
.front-matter th,  
.part th, .chapter  
th, .back-matter  
th,  
body#tinymce.wp-  
editor th {  
border: 1px solid;  
border-color:  
#373d3f; }
```

---



# 31. Textboxes

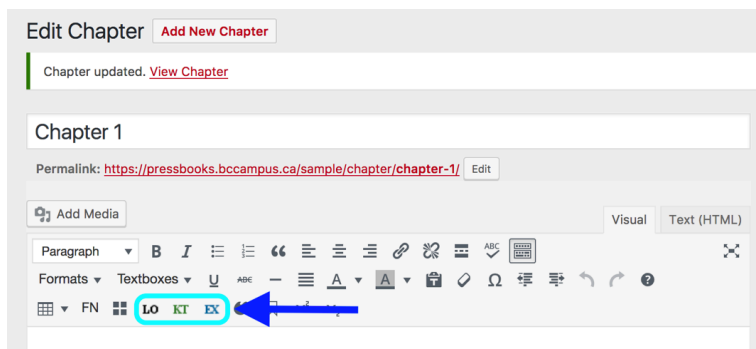
## Specialized textboxes

Last update:  
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In the last row of the WYSIWYG toolbar, there are three icons for specialized textboxes. Each of these is designed with special content in mind:

- LO = Learning Objectives (or learning outcomes)
- KT = Key Takeaways (or key Terms or glossary)
- EX = Exercises (or lessons or quizzes)

While it is recommended that these special textboxes be used as designed—metadata has been added to each textbox for optimal discoverability—the headings can be rewritten to better reflect the exact content added.



Specialized textboxes can also be added using the Textboxes drop-down list available in the second row of the WYSIWYG toolbar.



For more information, see [Tables and Textboxes](#) in the *Pressbooks User Guide*.

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## Standard and shaded textboxes



See [Tables and Textboxes](#) in the *Pressbooks User Guide*.

---

## Sidebar Textboxes

All textboxes available in the Textboxes drop-down list of the WYSIWYG toolbar are also available as sidebars. Here are characteristics to take note of:

- The sidebar aligns to the right side of the page.
- Text placed below the sidebar will wrap around the sidebar in the **webbook** and export formats.
- The sidebar occupies 25% of the page width by default. You can change this setting with the Custom Styles feature. (See [Custom Styles](#).)
- This feature works best with the Open Textbook theme. (See [Themes](#).)

## Issue to Note

Format s affected	Feature	Problem	Work around
PDFs	Side bar textboxes	Sidebar textboxes that stretch between pages cause some text to become unreadable.	Avoid the use of long sidebar textboxes and check your PDF exports for this issue.
Print PDF		Link text is not displayed as a link in the Print PDF	<p>Add CSS for Link text in Print PDF – this will add an underline to all text marked as link text (links still won't work). This CSS only needs to be applied to the PDF Custom Styles page under Appearance on the book's Dashboard.</p> <pre>.print a { text-decoration: underline;}</pre>



For more information, see [Customizing your Exports with Custom Styles](#) in the *Pressbooks User Guide*.

## 32. Images and Files

Last update:  
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Pressbooks allows you to upload and insert many different types of files and media into your book. When uploading media into Pressbooks, note the following:

- The maximum file size that you can upload in the Open OKState Pressbooks instance is 48 MB. (Note that this upload-size limit is different from the import-size limit, which is much larger.)
- If you want a reader to be able to access a file without having to leave Pressbooks, then it must be uploaded to the Media Library before it is inserted into a book. It cannot be embedded by solely linking to an external source.
- Any images that you want to embed must be JPGs, PNGs, or GIFs.
- File types that will not embed—such as PDFs, Word files, or PowerPoint slides—can still be uploaded. Readers will be able to download these files from the book through a hyperlink.

---

See the following chapters in the *Pressbooks User Guide*:



- [Adding Images](#)
  - [Image Editing](#)
  - [Media: Images and Best Practices](#)
  - [Enabling and Using Lightboxes for Images](#)
-

## Optimize images for web and print

If your goal is to produce a book for both web and print delivery at the same time, image set up and placement must be considered. We recommend centering all images and keeping the maximum image size to a width of 500 pixels and height of 600 pixels.

If you use a larger image, there is a risk that it will be pushed to another page in the PDF—sometimes several pages away from its **webbook** position. One solution is to add page breaks to key spots in the book.



See [Section Breaks, Page Breaks and Blank Pages](#) in the *Pressbooks User Guide*.

---

Some authors choose to create a separate version for print, sometimes using a different system such as InDesign, so that text and image layout for the web version can be more creative.

## Image attributions



See [Media Attributions](#) in the *Pressbooks User Guide*.

---

# Image captions

For a comprehensive discussion on caption styling, see [Resources: Captions and Attributions](#) in the *Self-Publishing Guide*.

## Issues to Note

***These issues will be resolved fwith the next Pressbooks upgrade.***

1. Images without a caption do not render properly in all eReaders.
2. Images without captions cannot be centered. An easy work around is adding a period to the caption field, or adding the following CSS to the Custom Styles for the webbook, PDF, and eBook:

```
.front-matter img, .part img, .chapter  
img, .back-matter img {  
display: block;  
height: auto;  
margin-left: auto;
```

```
margin-right: auto;
max-width: 100%;
padding: 0;
page-break-inside: avoid !important;
prince-image-resolution: 135dpi; }
```

## Upload files to a book

In a book, you can link to files hosted the Pressbooks Media Library so people reading the book can access those files. This feature may be useful if you want to share files that will not display directly in Pressbooks, like PDFs, Excel spreadsheets, or PowerPoint slides.

To add a link to a file in a book in Pressbooks, follow the following steps:

1. Click “Add Media” at the top of the Visual Editor in Pressbooks.
2. Select the Upload Files tab and select the file you want to upload.
3. Click “Insert into chapter.”
4. You will be able to edit the link text as you would for a normal hyperlink.

## 33. Videos, Audio, and Interactive Media

Last update:  
Aug 15/20

### Media attributions



See [Media Attributions](#) in the *Pressbooks User Guide*.

---

## Videos



See [Embedded Media and Interactive Content](#) in the *Pressbooks User Guide*.

---

## Align embedded videos

When a video is embedded on a book's webpage in Pressbooks, it aligns to the left by default. This alignment can be adjusted as follows:

1. Enter the video URL. This action will automatically embed the video, which makes it difficult to align.



2. Go to the **Text (HTML) editor** and locate the video's URL.
3. Click any part of the video URL.
4. Return to the **Visual Editor** and you should see that the video has converted from its embedded form to its URL.
5. Use the Align feature in the **WYSIWYG toolbar** to align the URL centre or right and click "Save."
6. Click "View Chapter" to navigate to the **webbook**. The embedded video should be aligned correctly. Note: While the embedded video will appear in the webbook, the Visual editor view will only show the video's URL.

## Videos in PDFs

The PDF files (print and digital) exported from Pressbooks do *not* include the URLs for videos embedded in a book. In order to provide full access to these media for readers using printed copies of an online open textbook, it is recommended that URLs be provided for each embedded video.

For more information, see "[Provide web addresses for print users](#)" in the Links chapter in the *Accessibility Toolkit – 2nd Edition*.

## YouTube

Many open textbook publications post videos on YouTube to be embedded in a textbook. This is done for a few reasons:

1. YouTube is easy to use.
2. Videos on YouTube can be assigned a [Creative Commons licence](#).
3. YouTube will help ensure that videos get a broad exposure beyond the textbook in which they are embedded.

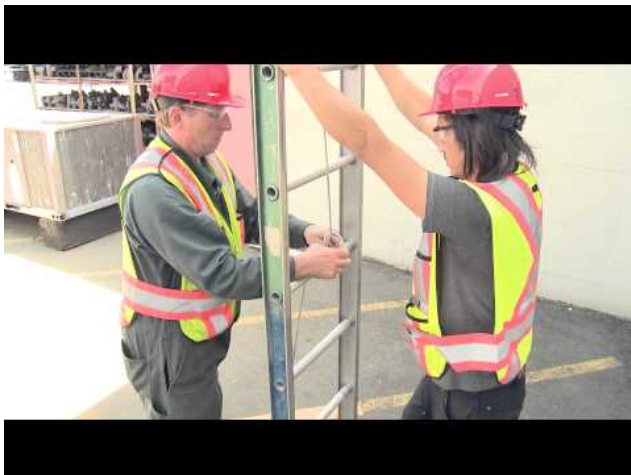
If you own the copyright for a video posted on YouTube intended for an open textbook, take steps to change the video's licence from the default "Standard YouTube license" to the "Creative Commons Attribution license (reuse allowed)." (See [How to Change the License of Your YouTube Video to Creative Commons](#).)



Not all videos from YouTube can be embedded into Pressbooks. YouTube videos have three privacy settings that account holders can select. Pressbooks can only embed videos set to "Public" (can be viewed by anyone) and "Unlisted" (can be viewed by anyone who has a direct link to the video). Videos that are set to "Private" (can only be viewed by video owner) cannot be embedded into Pressbooks. (See [How to Upload a Video to YouTube](#) for instructions on how to adjust privacy settings while uploading a video.)

Videos grouped in a playlist on YouTube are designed to play continuously in sequence. To prevent rollover for an embedded video taken from a playlist, use the URL found under the Share link found above the video description box. Highlight the URL by double clicking the link, then copy the URL by right clicking on the link and selecting "Copy."

Here is an example of an embedded video:



A YouTube element has been excluded from this version of the text. You can view it online here:

<https://open.library.okstate.edu/pressbooks/?p=147>

---

Media 1: “Two Person Ladder 001” can be found online at  
<https://youtu.be/WjDhFVfP8f0>

---

## Audio

Audio files posted in a repository, such as Sound Cloud, can be embedded in Pressbooks the same way that videos are embedded—using a URL.

Here is an example of an embedded audio clip:



*A SoundCloud element has been excluded from this version of the text. You can view it online here:*

*<https://open.library.okstate.edu/pressbooks/?p=147>*

---

Media 2: “Jess Mitchell” can be found online at <https://soundcloud.com/wearecc/jess-mitchell>

---

**MORE TO COME:** Information on how to upload and embed audio files will be added at a later date.

## Other interactive media



See [Embedded Media and Interactive Content](#) in the *Pressbooks User Guide*.

---

For information on adding interactive activities to your Pressbook, see [H5P for Interactive Material](#).

## 34. Media Attributions



See [Media Attributions](#) in the *Pressbooks User Guide*.

---

Last update:  
Aug 15/20

## 35. Footnotes and Endnotes



See [Footnotes and \(Chapter\) Endnotes](#) in the *Pressbooks User Guide*.

---

Last update:  
Aug 15/20

## 36. Glossary Terms

Last update:  
Aug 15/20



See [Glossaries](#) in the *Pressbooks User Guide*.

---



## 37. Math Support: MathJax, LaTeX, MathML

Pressbooks offers two different methods to create mathematical equations in your books: MathJax and QuickLaTeX. Each method has an array of options and benefits.

MathJax is an open source JavaScript display engine that translates mathematical markup (LaTeX and MathML) into high resolution, accessible equations that can render in any supported book format on Pressbooks.

**NOTE:** MathJax has replaced PB LaTeX on all hosted PressbooksEDU networks. Equations written in PB LaTeX are still compatible with MathJax and should continue to display. Open source Pressbooks network administrators may need to install a microservice to enable LaTeX rendering in exported files.

Last update:  
Feb 21/20

### Must LaTeX (or MathML) be used for all equations?

A commonly asked question is: Must LaTeX be used for all equations, even simple ones?

Not necessarily. If the numbers, symbols and letters needed for an equation are available on a standard keyboard and can be entered in a clear manner, then LaTeX is not required. Instead, LaTeX can be reserved for complex formulas and equations, including fractions.

The [Pressbooks User Guide](#) makes this suggestion:

If LaTeX is a bit much for you or you'd rather look at other options, you can always use special characters, symbols, and the sub/superscript buttons on the toolbar to compose your equations.

If you are fluent in HTML+CSS, you can also look at constructing and formatting your formulas that way.



For more information, see [Math in Pressbooks](#) in the *Pressbooks User Guide*.

---

## Other LaTeX resources

- [LaTeX for WordPress](#)
- [The LaTeX Project](#)

## 38. Revisions Tool

Pressbooks saves the previous 25 versions of each chapter and part in a book. These are useful if you want to review changes or return to a past version of your work.

To review previous versions of a chapter or part, open that part or chapter in the **visual editor**. Find the Status & Visibility box, which is located in the right sidebar, and click the Browse link that follows “Revisions.”

Last update:  
September 14,  
2018

### Status & Visibility ▲


Preview


☒ Show in Web

☐ Require a Password


☒ Show in Exports

☒ Show Title

 Revisions: 25 [Browse](#)

 Created: Mar 12, 2018 @ 21:49

[Move to Trash](#)



[Save](#)

On the Compare Revisions page, the most recent version is posted beside the current version (which appears on the right). You can view older versions by moving the horizontal scroll bar positioned near the top of the page. At the top right of the screen, there is a Compare any two revisions option, which allows you to view any two versions side-by-side. If you find a version that you would like to restore, click the Restore This Revision button.

Compare Revisions of "Chapter 1"

Return to editor

☐ Compare any two revisions

Previous

43

Next

Current Revision by Lauri

1 min ago (20 Aug @ 17:49)

Restore This Revision

Title

Chapter 1

Chapter 1

Content

This is a sample chapter and this is the content that will be deleted.

<span>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. </span>

Chapter 1

This is the content that will be added.

<span>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. </span>

Deleted material is highlighted in red and new material is highlighted in green.

Revisions Tool | 119



## PART V

# PLUGIN FEATURES

### *Section Topics*

This section defines plugins and describes how to:

- Activate select plugins in Pressbook
- Use the H5P plugin
- Use the Hypothes.is plugin
- Use the Quick LaTeX plugin
- Learn about third-party plugins





## 39. Activate Plugins

Plugins are software components that can be added to an existing computer program, such as Pressbooks, in order to provide additional features.<sup>1</sup>

Last update:  
January 17, 2019

There are three plugins that account holders can activate for each book within their account: H5P, Hypothes.is, and WP Quick LaTeX. Only the **Administrator** for a book has the ability to do this. If you are the Administrator of more than one book, you will have to activate the plugins in each book you want them turned on in.

To activate these plugins:

- Go to the book's **Dashboard** and select the Plugins tab from the **Dashboard menu**. This action will reveal the three plugins available for activation: H5P and WP Quick LaTeX. To activate any of the plugins, click on the Activate link under its name.
- To learn more about each plugin, click "Visit plugin site."

1. "Plug-in (computing)," *Wikipedia*, June 24, 2018, [https://en.wikipedia.org/wiki/Plug-in\\_\(computing\)](https://en.wikipedia.org/wiki/Plug-in_(computing)) (accessed August 10, 2018).

My Catalogue Sample Textbook Hello, Leuri

Dashboard Organize Book Info Appearance Export **Plugins** Media Users Tools Settings Import Textbooks for PB Collapse menu

## Plugins

Plugin deactivated.

All (3) | Inactive (3) | Recently Active (1)

Search installed plugins...

Bulk Actions Apply 3 items

<input type="checkbox"/>	Plugin	Description
<input type="checkbox"/>	HSP <a href="#">Activate</a>	Allows you to upload, create, share and use rich interactive content on your WordPress site. Version 1.10.3   By Joubert <a href="#">Visit plugin site</a>
<input type="checkbox"/>	Hypothesis <a href="#">Activate</a>	Hypothesis is an open platform for the collaborative evaluation of knowledge. This plugin embeds the necessary scripts in your Wordpress site to enable any user to use Hypothesis without installing any extensions. Version 0.5.0   By The Hypothesis Project and contributors <a href="#">Visit plugin site</a>
<input type="checkbox"/>	WP QuickLaTeX <a href="#">Activate</a>	Access to complete LaTeX distribution. Publish formulae & graphics using native LaTeX syntax directly in the text. Inline formulae, displayed equations auto-numbering, labeling and referencing, AMS-LaTeX, TIKZ, custom LaTeX preamble. No LaTeX installation required. Easily customizable using UI dialog. Actively developed and maintained. Visit QuickLaTeX homepage for more info. Version 3.8.4   By Pavel Holoborodko <a href="#">Visit plugin site</a>
<input type="checkbox"/>	Plugin	Description

Bulk Actions Apply 3 items

## 40. H5P for Interactive Material

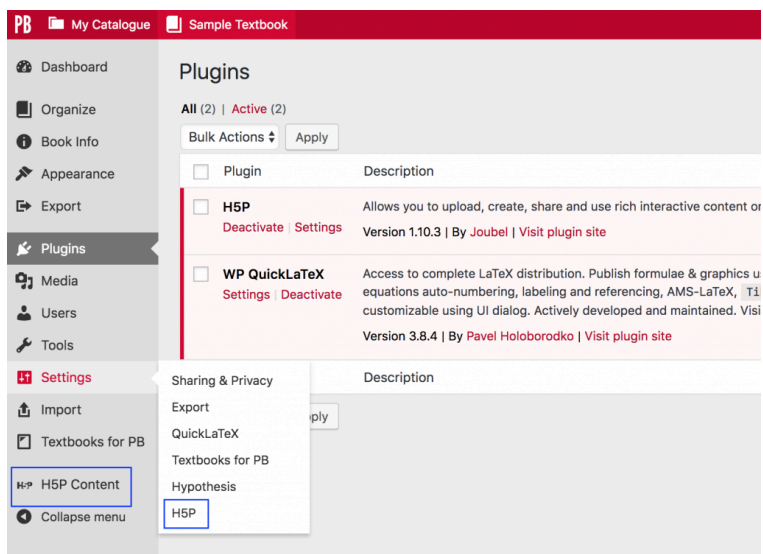
The H5P plugin allows Pressbooks users to create interactive material, such as quizzes, timelines, drag-and-drop questions, and more. This free and open-source technology was first released in 2013.<sup>1</sup> For more information, visit the [H5P website](#).

Last update:  
Feb 21/20

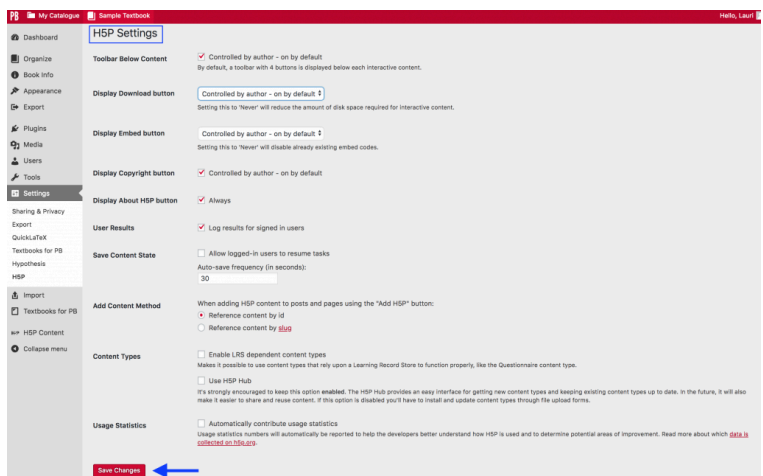
For those who chose to use this plugin in a book, be aware that it is not meant to replace a graded or summative test. Instead, H5P activities are most useful for student self-quizzing and encouraging interaction with content.

Once this plugin is activated, two new tabs will be added to the book's **Dashboard menu**: the H5P Content tab and the H5P link under the Settings tab.

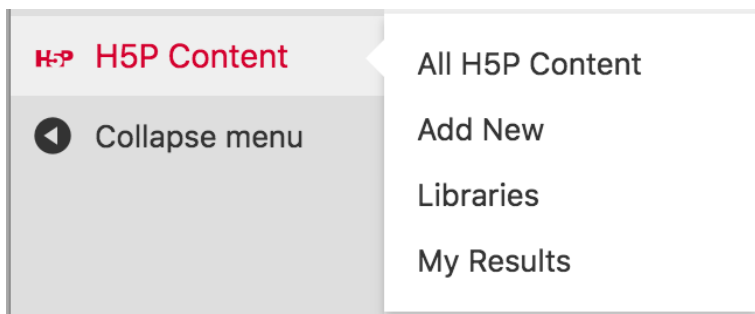
1. "H5P," *Wikipedia*, <https://en.wikipedia.org/wiki/H5P> (accessed August 10, 2018).



Settings for H5P range from how the toolbar is controlled to whether to automatically share usage statistics with the H5P developers. Click “Save Changes” at the bottom of this page if you make any changes.



The H5P Content tab is where you can create new H5P activities and manage activities that you created previously.



H5P activities are included when a book in Pressbooks is cloned.  
(See [Clone a Book](#).)



For more information, see [H5P Interactive Content](#) in the *Pressbooks User Guide*.

---

## 41. Hypothes.is

See [Annotation with Hypothes.is](#).

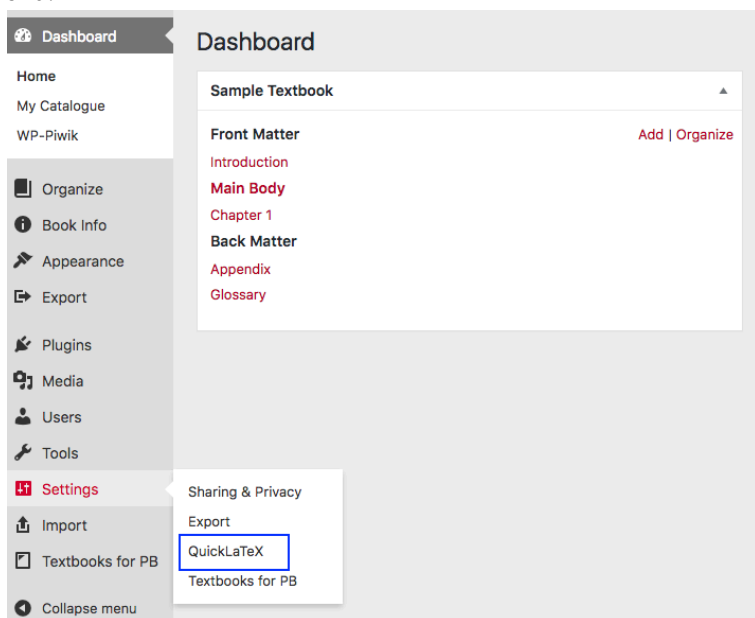
Last update:  
September 7,  
2018

## 42. WP Quick LaTeX

Enabling the WP Quick LaTeX plugin allows authors to type and publish native **LaTeX** syntax directly into the **Visual Editor** of book chapters in Pressbooks. No LaTeX installation is required.

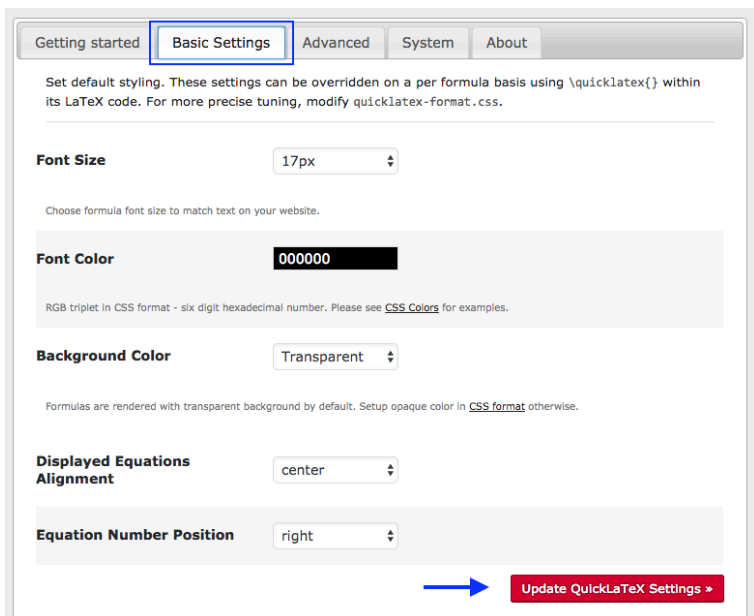
Last update:  
January 17, 2019

When this plugin is activated, a QuickLaTeX link will be added to the Settings tab in the **Dashboard menu**.



There are five tabs for QuickLaTeX settings. The Getting started and About tabs provide additional information about this plugin. Under the Basic Settings tab, you can adjust things like font size and colour. The Advanced and System tabs include default settings

recommended for most users.



The screenshot shows the 'Basic Settings' tab of the QuickLaTeX interface. At the top, there are five tabs: 'Getting started', 'Basic Settings' (which is highlighted with a blue border), 'Advanced', 'System', and 'About'. Below the tabs, a text block explains that settings can be overridden using `\quicklatex{}` in LaTeX code. The settings are organized into sections: 'Font Size' with a dropdown set to '17px'; 'Font Color' with a color picker set to '000000'; 'Background Color' with a dropdown set to 'Transparent'; 'Displayed Equations Alignment' with a dropdown set to 'center'; and 'Equation Number Position' with a dropdown set to 'right'. Each section includes a brief instruction. At the bottom right, there is a blue arrow pointing to a red button labeled 'Update QuickLaTeX Settings »'.

Getting started Basic Settings Advanced System About

Set default styling. These settings can be overridden on a per formula basis using `\quicklatex{}` within its LaTeX code. For more precise tuning, modify `quicklatex-format.css`.

**Font Size** 17px

Choose formula font size to match text on your website.

**Font Color** 000000

RGB triplet in CSS format - six digit hexadecimal number. Please see [CSS Colors](#) for examples.

**Background Color** Transparent

Formulas are rendered with transparent background by default. Setup opaque color in [CSS format](#) otherwise.

**Displayed Equations Alignment** center

**Equation Number Position** right

Update QuickLaTeX Settings »



For more information, see “QuickLaTeX” in the [Equations and Formulas: How to Use LaTeX](#) chapter of the *Pressbooks User Guide*.

To learn how to use LaTeX, see [LaTeX for Formulas](#).



## 43. Third-Party Plugins



See [Third-Party Plugins](#) in *The Pressbooks Network Manager's Guide*.

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Last update:  
Jan 14/20



## PART VI

# DELETE CONTENT

### *Section Topics*

This section describes how to remove some or all of a book. Instructions include how to:

- Delete a chapter
- Delete a part
- Delete a book



## 44. Delete a Chapter

Chapters can be deleted from any part in a book. To do this:

1. Click the Organize tab in the **Dashboard menu** to view the parts and chapters in a book.
2. Scroll over the name of the chapter that you want to delete to reveal the Edit, Trash, and View options.
3. Click “Trash.” (Note that there is no warning message.)

Last update:  
January 17, 2019

Part 1	Authors	Show in Web	Show in Exports	Show Title
Chapter 1	—	✓	✓	✓
Chapter 2	—	✓	✓	✓
Chapter 3	—	✓	✓	✓
Edit   Trash   View   Move Up				
Add Chapter				

## Restore a deleted chapter

To restore a deleted chapter:

1. Scroll over (or click) the Organize tab in the Dashboard menu to reveal a drop-down menu.
2. Click “Trash” at the bottom of the menu.
3. Locate the deleted item, and click “Restore” in the far-right Action column.

**IMPORTANT:** Items in the trash will be permanently deleted after one day.

Dashboard

Organize

Organize

Add Part

Add Chapter

Add Front Matter

Add Back Matter

Chapter Types

Front Matter Types

Back Matter Types

Contributors

Trash

Trash

Restore deleted chapters, parts, front and back matter.

NOTE: Items in the trash will be permanently deleted after 1 days.

Title	Last Modified	Type	Action
Chapter 3	2018-03-15 16:46:19	Chapter	Restore
Part 2	2018-03-15 18:26:36	Part	Restore
Test chapter	2018-03-15 18:15:07	Chapter	Restore
this is new front matter	2018-03-15 18:14:11	Front Matter	Restore
this is the new chapter	2018-03-15 18:13:58	Chapter	Restore



For more information, see [Chapters](#) in the Pressbooks User Guide.

## 45. Delete a Part

To delete Main Body parts:

1. Click the Organize tab in the **Dashboard menu** to view the parts and chapters in a book.
2. Scroll over the name of the part that you want to delete to reveal the Edit, Trash, and View options.
3. Click “Trash.” (Note that there is no warning message.)

Last update:  
January 17, 2019

Part 1	Authors	Show in Web	Show in Exports	Show Title
Chapter 1	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter 2	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Chapter				
Part 2	Authors	Show in Web	Show in Exports	Show Title
Edit   Trash   View				
Chapter 3	—	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Chapter				

If the deleted part contains chapters, these will be moved to another part. If the deleted part was below the first Main Body part, the orphan chapter(s) will move to the first part. If the deleted part is the first Main Body part, the orphan chapter will move to the last part. Consider moving chapters to another part before deleting the part.

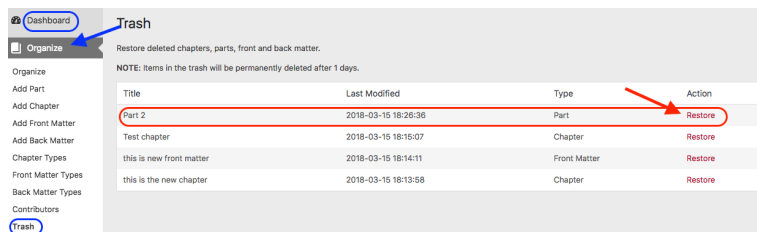
**IMPORTANT:** The front matter and back matter parts of a book cannot be deleted, but chapters within these parts can be added or deleted.

# Restore a part

To restore a deleted part:

1. Scroll over (or click) the Organize tab in the Dashboard menu to reveal a drop-down menu.
2. Click “Trash” at the bottom of the menu.
3. Locate the deleted item, and click “Restore” in the far-right Action column

**IMPORTANT:** Items in the trash will be permanently deleted after one day.



For more information, see [Parts](#) in the *Pressbooks User Guide*.

## Attributions

- Some of this text has been taken from [Parts](#) by Hugh McGuire from the [Pressbooks Userguide](#), which is under a [CC BY 4.0 Licence](#).



## 46. Delete a Book

To delete an entire book:

1. Go to the book's **Dashboard**.
2. Scroll over the tab containing the book's name in the top menu to reveal a drop-down list.
3. Click "Delete Book."

Last update:  
September 14,  
2018

On the "Delete Book" page it says:

If you do not want to use your BC Open Textbooks book any more, you can delete it using the form below. When you click **Delete My Book Permanently** you will be sent an email with a link in it. Click on this link to delete your book.

Remember, once deleted your site cannot be restored.

To continue:

1. Select the check box by "I'm sure I want to permanently disable my book, and I am aware I can never get it back or use [pressbooks.bccampus.ca/YOUR BOOK'S URL/](https://pressbooks.bccampus.ca/YOUR BOOK'S URL/) again."
2. Click "Delete My Book Permanently."
3. Check the email associated with your Pressbooks account for a link to confirm your action. Your book will not be deleted until this hyperlink is clicked.



## PART VII

# PREPARE FOR PUBLICATION

### *Section Topics*

There are several tasks that need attention before publishing a book. The following are covered here:

- Completing the Book Info page
- Exporting files
- Making the book public

Also see [Pre-publication](#) in the *Self-Publishing Guide*.



## 47. Book Cover



See [Book Covers for Ebooks and Print-on-Demand](#) in the *Pressbooks User Guide*.

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Last update:  
December 20,  
2018

## 48. Book Info Page

Last update:  
June 28, 2019



See [Book Info](#) in the *Pressbooks User Guide*.

---

### DOI (Digital Object Identifier)

There is a DOI field on the Book Info page to enter this information. The DOI will display in the Metadata section of the webbook homepage.

### Copyright and licence information

Using information entered on the Book Info page, Pressbooks automatically generates a number of automatic pages, information blocks, and statements to provide licence and copyright information. (See [Automatic Pages and Features](#).)

Although it may look different, this information will appear in all formats, including the **webbook**:

## Webbook

The home page of the webbook will contain the book title, subtitle, author, the licence type, and a licence statement. Farther down the home page will be the metadata for the book, including the book title, author, publisher, reviewer, translator, illustrator, licence type and licensing statement. Licence and copyright information is also listed at the end of every chapter.

## PDF

PDFs will contain a title page providing the book title, subtitle, author, and publisher name and city. There will also be a copyright page that provides the licensing statement, which includes the book title, author, and licence type.

## Other things to note

Here are some items to take note of:

- The default licence setting for a new book in Pressbooks is “All Rights Reserved.” Select a Creative Commons licence or public domain from the Copyright License drop-down list to change this.
- The author and copyright holder for a book are not always the same. However, Pressbooks creates the licensing statement based on information entered into the Copyright Holder field, not the Author field. (See [Exceptions to copyright ownership: employment](#) in the *Self-Publishing Guide*.)

- Once a Creative Commons licence or public domain has been applied to a book, information about copyright disappears. This information must be added manually to the Copyright Notice field on the Book Info page.

## Copyright Notice field

See below for suggested language to use in the Copyright Notice field on the Book Info page for both a new and adapted open textbook.

### Copyright notice for a new open textbook

Following the Copyright Holder and Copyright License fields, is the Copyright Notice field where information is provided about copyright, the licence, and related actions. Items that can be added are:

- The name of the textbook
- The author(s)
- Copyright year and owner
- A type of open copyright licence used with a link to a description of that licence (See [creativecommons.org](https://creativecommons.org/licenses/) for licence descriptions.)
- A description of what the licence permits users to do
- An explanation about when and how to attribute the author(s) of the textbook
- A description about the conditions for redistributing the textbook
- An example of how to cite the textbook
- An attribution statement for the image used on the textbook's



cover, including links to the image's source and creator's home page (if available) and a description of the licence under which the image has been released

Here is a sample:

© 2017 J.M. Smith.

The CC licence permits you to retain, reuse, copy, redistribute, and revise this book—in whole or in part—for free providing the author is attributed as follows:

*Sample Textbook* by Jane Margaret Smith is used under a [Creative Commons Attribution 4.0 International licence](#).

This textbook can be referenced. In APA citation style, it should appear as follows:

Smith, J.M. (2017). *Sample Textbook*. Victoria, BC: BCCampus. Available from <https://opentextbc.ca/sample/>

**Cover image attribution:**

[Maple Leaf Structure](#) by [Steve Jurvetson](#) is used under a [Creative Commons Attribution 4.0 International licence](#).

## Copyright notice for an adapted open textbook

The copyright notice for an open textbook that is an adaptation is

similar to that of an original textbook, with a few exceptions. Items that can be added are:

- The name of the original textbook, its author(s), copyright owner(s), date of copyright
- The type of the open copyright licence used for the original textbook, with a link to a description of the licence (See [creativecommons.org](https://creativecommons.org/licenses/) for licence descriptions)
- The name of the adapting author(s), copyright owner(s) of adapted/new material, and date of copyright for adapted/new material
- The type of open copyright licence used for adapted/new material with a link to a description of the licence (See [creativecommons.org](https://creativecommons.org/licenses/) for licence descriptions.)
- A description of what the licence permits users to do
- An explanation about when and how to attribute the author(s) of the original textbook, including links to the textbook and a description of the licence
- A description about the conditions for redistributing the textbook
- An example of how to cite the textbook
- An attribution statement for the image used on the textbook's cover, including links to the image's source, creator's home page (if available), and a description of the licence under which the image has been released

*Intermediate Sample Textbook* is an adaptation of *Introduction Sample Textbook* by Jane Margaret Smith, also copyrighted by Jane Margaret Smith. The original textbook, unless otherwise noted, was released under a [Creative Commons Attribution 4.0 International licence](https://creativecommons.org/licenses/by/4.0/).

The new and revised material in this adaptation is copyrighted 2019 by the adapting authors John Green and Terry Brown and is released under a [Creative Commons Attribution-ShareAlike 4.0 International licence](#). The revisions and new material made to the original textbook are listed below.

- Chapter 1: Added section on “Living in the City.”
- Chapter 2: No changes made.
- Chapter 3: Three audio clips added. Removed section 3.5.
- Chapters 4 and 5: New.
- Chapter 6: Real life scenario added.
- Glossary of key terms: New.

In general, language was revised to improve flow, links to other chapters were added, spelling was corrected. Exercises for all chapters were revised to suit the more difficult material.

This textbook can be referenced. In APA citation style, it should appear as follows:

Green, J. & Brown, T. (2019). *Intermediate Sample Textbook*. Victoria, BC: BCcampus. Available from <https://opentextbc.ca/intermediatesample/>

**Cover image attribution:**

[Maple Leaf Structure](#) by [Steve Jurvetson](#) is used under a [Creative Commons Attribution 4.0 International licence](#).

## Chapter licences

If you need a different licence for a specific chapter, scroll to the bottom of the chapter's page in the **visual editor** and select one from the Copyright License drop-drop menu. This action will override the book licence for that page only.

The below video is from the [Pressbooks Video Tutorial Series](#).

[https://video.bccampus.ca/id/0\\_rtxfkgqn?width=608&height=402&playerId=23448552](https://video.bccampus.ca/id/0_rtxfkgqn?width=608&height=402&playerId=23448552)

## 49. Add Contributors

Before filling out the **Book Info** page, add the names of all individuals who contributed to the textbook. This list can include the following: authors, editors, reviewers, illustrators, translators, and others.

Last update:  
January 17, 2019

To add contributors:

1. Go to the Book Info page on the **Dashboard menu**, and select one of the Create New Contributor buttons.

The screenshot shows the 'Book Info' page in the PB system. The left sidebar contains a menu with items: Dashboard, Organize, Book Info (selected), Appearance, Export, Media, Users, Tools, Settings, Import, Textbooks for PB, and Collapse menu. The main content area is titled 'Sample Textbook' and contains several sections for adding contributors:

- Author(s)**: A text field containing 'Lauri' with a dropdown arrow on the right. Below it is a 'Create New Contributor' button, which is highlighted by a blue arrow.
- Editor(s)**: A text field labeled 'Choose editor(s)...' with a 'Create New Contributor' button below it.
- Translator(s)**: A text field labeled 'Choose translator(s)...' with a 'Create New Contributor' button below it.
- Reviewer(s)**: A text field labeled 'Choose reviewer(s)...' with a 'Create New Contributor' button below it.
- Illustrator(s)**: A text field labeled 'Choose illustrator(s)...' with a 'Create New Contributor' button below it.
- Contributor(s)**: A text field labeled 'Choose contributor(s)...' with a 'Create New Contributor' button below it.

2. Fill in the contributor's name in the Name field and click "Add

New Contributor.” You can fill in as many of these fields as you want.

The screenshot shows the 'Contributors' management page. On the left is a form titled 'Add New Contributor' with fields for Name (containing 'Jane Plane'), Slug, Description, First Name, and Last Name. A red 'Add New Contributor' button at the bottom of the form has a blue arrow pointing to it. On the right is a table of contributors with columns: Name, Description, Slug, and Count. The table contains one entry: 'Jane Plane' with a count of 0. Above the table is a 'Bulk Actions' dropdown and an 'Apply' button. A search bar is also visible at the top right.

Name	Description	Slug	Count
Jane Plane	—	jane-plane	0

3. This action places the contributor’s name in the list to the right of the Add New Contributor box and as an option on the drop-down list for each contributor type on the Book Info page.

This screenshot shows the same table as the previous one, but now the 'Jane Plane' entry is highlighted in blue. A blue arrow points to the 'Jane Plane' text in the 'Name' column. The 'Bulk Actions' dropdown and 'Apply' button are still present at the top and bottom of the table.

Name	Description	Slug	Count
Jane Plane	—	jane-plane	0
Lauri	—	lauri-2	0

4. After all contributors have been added, go to the Book Info page and add the names to the correct fields by selecting them from a drop-down list. The drop-down list appears by clicking inside the field of any contributor type.

**Editor(s)**

Choose editor(s)...

Jane Plane

Lauri

Choose translator(s)...

Create New Contributor

## 50. Export Files

Last update:  
Feb 21/20

Pressbooks allows you to export a book into different file formats such as PDF, EPUB, MOBI, and more. (Books published by BCCampus are exported in all available formats.)

Pressbooks stores the last three exports of each file format. You can sort exports by file format, size, and date exported, as well as, “pin” any files that you do not want to be deleted. Export options are found on the **Dashboard menu**.



See [Export](#) and [PDF Export and Options](#) in the *Pressbooks User Guide*.

---

### PDF: blank pages

If a book has unnecessary blank pages in the PDF file:

1. Go to the **Dashboard menu**
2. Under the Appearance tab select “Theme Options” and then the PDF Options tab.
3. Scroll down this page and select “No blank pages” by Section Openings.
4. Save changes.

**IMPORTANT:** This option is only available for the Digital PDF file, not the Print PDF version.



Section Openings

- ☐ Left or right page section opening (for print PDF)  
☐ Right page section openings (for print PDF)  
☒ No blank pages (for web PDF)

# PDF formats: print vs. digital

When exporting different file types, there are two PDF options to choose from:

- PDF (for print)
- PDF (for digital distribution)

Here are the differences between the two:

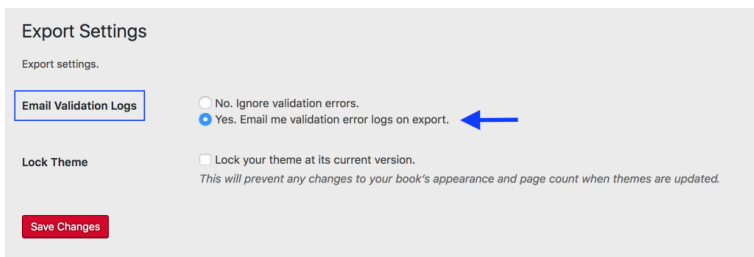
Characteristics	PDF (Print)	PDF (Digital)
Purpose	Designed for printing. Blank pages are inserted where expected for print outputs. Internal navigation links will not work.	Designed for reading on an electronic device and sharing online. Internal navigation links will work.
Pressbooks Icon Colour	red	green
File Name/Extension	print.pdf	.pdf
Image Resolution	high (print quality: 300 dpi)	lower (web quality: 72 dpi)
File Size	larger	smaller
Links	absent	present

# Validation error reports

On the Export Settings page, a book **Administrator** has the option to receive validation error logs for exported files.

To enable this feature:

1. On the Dashboard menu, select the Settings tab and click “Export.”
2. By “Email Validation Logs” select “Yes. Email me validation error logs on export.”
3. Click “Save Changes.”



The screenshot shows the 'Export Settings' page. At the top, it says 'Export settings.' Below this, there are two sections. The first section is 'Email Validation Logs', which has two radio button options: 'No. Ignore validation errors.' and 'Yes. Email me validation error logs on export.' The 'Yes' option is selected, and a blue arrow points to it. The second section is 'Lock Theme', which has a checkbox option 'Lock your theme at its current version.' Below this checkbox, there is a note: 'This will prevent any changes to your book's appearance and page count when themes are updated.' At the bottom of the page, there is a red button labeled 'Save Changes'.

If errors are detected in any of the exported files, a validation error report—one for each file type that contains an error—is sent to the email associated with the Pressbooks account of the person who exported the files.



For more information, see [Export Validation Logs](#) in the *Pressbooks User Guide*.

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# 51. Make a Book Public

During the book creation process, the account holder is asked “Would you like your webbook to be visible to the public?” The default setting is “Yes,” though most authors decide to keep their book private during the writing process.

Last update:  
January 17, 2019

To change a book’s privacy setting, click the Organize tab in the **Dashboard menu**. The privacy options are displayed at the top of the Organize page.

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

☐ Public — Promote your book, set individual chapters privacy below.

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

If someone who has not been given access by the book’s **Administrator** attempts to read a “private” book, an Access Denied message appears. To give someone access to a private book, they will have to be added as a User. (See [Provide Access to Others.](#))

## ACCESS DENIED

This book is private, and accessible only to registered users. If you have an account you can [sign in here](#).

You can also set up your own Pressbooks book at [Pressbooks.com](#).

To open a book to the public, go to the Organize page and select the Public radio button at the top of the page.

## PART VIII

# STATISTICS

### *Section Topics*

There are several ways to track statistics on how many people are using an open textbook and downloading files. This chapter describes three different methods:

- Statistics inside a Pressbooks account
- Statistics for books hosted in the B.C. Open Textbook Collection
- Statistics for BCcampus-published books in Pressbooks

Also see [Track Adoptions](#) in the *Self-Publishing Guide*.



## PART IX

# PRESSBOOKS SUPPORT RESOURCES

### *Section Topics*

The support resources in this section are designed for the post-secondary sector in British Columbia and the Yukon. However, anyone is welcome to reference and adapt these materials. They include:

- Pressbooks Updates
- Pressbooks Tutorial videos
- Webinar PowerPoint slides
- Webinar recordings
- Pressbooks FAQs
- Pressbooks Feedback





# Glossary

## *Pressbooks Definitions and Features*

**Administrator:** The highest level of permissions that a user can have in a book in Pressbooks. Administrators can add, edit, and delete parts and chapters, they can add and delete users, and they can delete a book. (See [Provide Access to Others](#).)

**Anchor:** A unique, case-sensitive ID used to mark a spot within a Pressbooks book to create an internal link. Anchors can be inserted by clicking the Anchor icon in the third row of the WYSIWYG toolbar. (See [Hyperlink Material](#).)

**Appearance/Themes:** A tab in the Dashboard menu where a book's Theme, Theme Options, and Custom Styles can be changed. (See [Appearance](#).)

**Author:** A level of permissions that a user can have in a book in Pressbooks. Authors can write, edit, and publish their own parts and chapters, but not those of others. (See [Provide Access to Others](#).)

**back matter:** A kind of part that comes at the end of a book after the main content. It can include chapters like a glossary, bibliography, and appendices. (See [Back Matter: Add, Change, Organize](#).)

**blockquotes:** A tool found in the first row of the

WYSIWYG toolbar that can be used to format long quotations. (See [Blockquotes and Pullquotes.](#))

**Book Info:** A tab in the Dashboard menu where a textbook's publication information can be added. It includes fields such as title, author, editor, book description, licence, and copyright information. (See [Book Info Page.](#))

**book view:** See *webbook*.

**chapter:** The term used in Pressbooks to indicate a section within a part. You may also see chapters sometimes being referred to as a “post.” (See [Chapters: Add, Change, Organize.](#))

**Chapter Author:** A field found in the Chapter Metadata box at the end of each chapter. It is used when a chapter author is different from the book author.

**Chapter Metadata box:** A collection of fields at the bottom of each chapter where information can be changed for a specific chapter when it differs from the rest of the book.

**Clone a Book:** An action that allows users to copy or clone a book in any instance of Pressbooks, as long as it has been made public. (See [Clone a Book.](#))

**comments:** A feature that an author can use to solicit feedback from readers. This option is disabled, book-wide, by default. (See [Comments.](#))

**Contributor:** A level of permissions that a user can have in a book in Pressbooks. Contributors can only write and edit their own posts.(See [Provide Access to Others.](#))

**Copyright Notice:** A field on the Book Info page in

Pressbooks where licence type, copyright holder, and related information are added. (See [Book Info Page](#).)

**copyright statement:** Copyright information that is added to the Copyright Notice field on the Book Info page in Pressbooks.

**Custom Styles:** An area in Pressbooks where the CSS of a book can be customized in web, PDF, and eBook formats. It is accessed from a book's Dashboard menu under the Appearance tab. (See [Custom styles](#).)

**Dashboard:** An area in Pressbooks where an user can work on a specific book. This is where a book's content is hosted and where users will find links to various tools and functions. It is also where a user is automatically directed after logging in. (See [The Dashboard](#).)

**Dashboard menu:** The left-hand navigation column which lists links to a variety of tools and features in a textbook.

**Distraction-Free Writing mode:** A button at the top right of the WYSIWYG toolbar that allows users to hide the side bars when working in the Pressbooks editor for a distraction-free writing experience. The sidebars return by clicking the Distraction-Free Writing mode button again or by mousing over the sidebars. (See [Special features](#).)

**Download Textbooks:** A page found under the Textbooks for PB tab in the Dashboard menu that allows Pressbooks users to download open textbooks from the B.C. Open Textbook Collection. This feature is unique to the B.C. Faculty Pressbooks instance.

**edit view:** What a user sees when working in the

Pressbooks editor. See *Text (HTML) Editor and Visual Editor*.

**Editor:** A level of permissions that a user can have in a book in Pressbooks. Editors can add, edit, manage, and publish posts, even those of others. (See [Provide Access to Others](#).)

**Exercises (EX button):** A textbox option available in the Pressbooks WYSIWYG toolbar used to add exercises or problems as part of a Pressbooks part or chapter. It is recommended that this textbox be restricted to this usage because of the related meta tags. See *textboxes*.

**Export:** A tab in the Dashboard menu used to export a book into different file formats such as PDF, EPUB, and MOBI. (See [Export Files](#).)

**Footnotes (FN button):** An option in the Pressbooks WYSIWYG toolbar for creating footnotes. (See [Footnotes and Endnotes](#).)

**front matter:** A kind of part, placed at the beginning of book content, that contains content like introductions, dedications, prefaces, and acknowledgements. (See [Front Matter: Add, Change, Organize](#).)

**Import:** A tab in the Dashboard menu where content is imported into Pressbooks from other sources such as Word, EPUB, and HTML files. (See [Add Content](#).)

**instance:** A self-contained version of Pressbooks administered by a particular group. Different instances of Pressbooks may have different features, or may be reserved for particular users. A Pressbooks instance is also called a “domain” or “network.”

**Key Takeaways (KT button):** A textbox option available in

the Pressbooks WYSIWYG toolbar used to summarize key points in at the end of a Pressbooks part or chapter. It is recommended that this textbox be restricted to this usage because of the related meta tags. See *textboxes*.

**LaTeX:** A programming language built to input, format, and display mathematical and scientific formulas. (See [LaTeX for Formulas](#).)

**Learning Objectives (LO button):** A textbox option available in the Pressbooks WYSIWYG toolbar used to list the learning outcomes for a Pressbooks part or chapter. It is recommended that this textbox be restricted to this usage because of the related meta tags attached. See *textboxes*.

**Main Body:** The default label given to a part found in the central portion of a book. It can be relabeled as needed.

**Media:** A tab in the Dashboard menu that contains a library where imported images, videos, and files are stored for the purpose of embedding or linking in the book. Media can also be added to the Media Library by clicking the Add Media button above the main content in the Pressbooks editor. (See [Media](#).)

**My Catalogue:** Found in the top, red navigation bar; it displays and allows selection of other books found in a Pressbooks account. (See [My Catalogue](#).)

**Order:** The field used to determine the order in which parts are displayed.

**Organize:** Tool used for adding, editing, assigning types, and reorganizing content into parts and chapters. This tool can also be used to select chapters for exporting, display a

title (Show Title), and make a textbook private or public. (See [Organize](#).)

**parts:** Overarching sections in Pressbooks that hold chapters. A book is made up of chapters which are sequentially ordered in parts. (See [Parts](#).)

**permalink:** Another name for a chapter's URL or web address. (See [Chapter title and permalink](#).)

**pullquotes:** A quotation that has been *pulled* from the body of a book, or other piece of writing, that highlights a key piece of information in a way that adds visual interest to a book. (See [Blockquotes and Pullquotes](#).)

**reader view:** See *webbook*.

**Settings:** A tab in the Dashboard menu that contains numerous options such as privacy, exporting, and displaying formulas with the LaTeX tool. (See [Settings](#).)

**source book:** A book used to clone a copy. (See [Clone a Book](#).)

**Special character button:** A button in the WYSIWYG toolbar that reveals a table of special characters that can be inserted into a Pressbooks page. (See [Special features](#).)

**Subscriber:** The lowest permission level that a user can have in a book in Pressbooks. Subscribers can only read posts. (See [Provide Access to Others](#).)

**target book:** The destination book into which a cloned/ source book is copied. (See [Clone a Book](#).)

**Text (HTML) tab:** The HTML editor view in Pressbooks that allows editing of content as plain text HTML.

**Textbooks for PB:** A tab in the Dashboard menu that

provides tools for working with content from other open textbooks. (See [Textbooks for PB](#).)

**textboxes:** A drop-down list of textbox options in the WYSIWYG toolbar. There are a number of standard and educational textbox options that can also appear as sidebars. (See [Textboxes](#).)

**Theme Options:** A page under the Appearance tab on the Dashboard menu where Administrators can select different appearance and formatting options. (See [Theme Options](#).)

**Toolbar Toggle:** A toggle button on the WYSIWYG toolbar that will show/hide advanced tools, such as textboxes, headings, special characters, footnotes, superscript, and subscript. (See [Special features](#).)

**Visual tab:** The visual-WYSIWYG-editor view in Pressbooks which allows you to see how content will be formatted in different exported files and webbook. See WYSIWYG.

**Users:** A tab in the Dashboard menu where an Administrator can add and delete Users in a book and change permissions. Users can have any of the following roles: Administrator, Editor, Author, Contributor, or Subscriber. (See [Users](#).)

**webbook:** The online version of a book authored in Pressbooks.

**WYSIWYG toolbar:** The three rows of tools and formatting options available in the Pressbooks Visual Editor. (WYSIWYG is the acronym for “what you see is what you get”.)

# Versioning History

This page lists major changes to this guide with each marked with a 0.01 increase in the version number. Because new information is continuously added to this guide, content updates do not appear on this page. Instead, a “Last update” textbox is posted at the top of each chapter. Additional files (e.g., PDF, ePUB) are provided upon request made to [BCCampus Support](#).



Version	Date	Change
1.0	March 29, 2016	Open creation of this guide is added to the B.C. Open Textbook Collection
1.01	September 11, 2018	Completion of guide. <a href="#">Updates and changes log [Word file]</a>
1.02	September 27, 2018	Updated <a href="#">Pressbooks for B.C. and the Yukon</a> page with account information for B.C. private post-secondary institutions.
1.03	October 9, 2018	Updated the following Pressbooks webinar recordings: Introduction and Intermediate 3.
1.04	October 17, 2018	<p>Updated info about discontinuation of Pressbooks webinars and upcoming Pressbooks Tutorial videos.</p> <p>Added info about new features as part of Oct 18 upgrade: media attributions and cover generator.</p>
1.05	November 15, 2018	Corrected <a href="#">Hyperlink Material</a> chapter.
1.06	December 21, 2018	Updates to the Guide based on a December 21 Pressbooks Update
1.07	January 17, 2019	Embedded 34 tutorial videos and added more info about the Dec 21 update.
1.08	March 29, 2019	Updated BCcampus contact info
1.09	April 11, 2019	Added section called “When should LaTeX be used” to “LaTeX for Formulas” chapter.
1.10	June 5, 2019	Updated email domains for self-serve account creation to “Pressbooks for B.C. and the Yukon” chapter

1.11	June 6, 2019	Search and Import feature description removed from Import Options chapter. “Search and Import” chapter deleted. Book theme changed from Open Textbook to Clarke.
1.12	July 2, 2019	Guide converted to an ongoing resource with “Last update” boxes added to each chapter. Exported files available by request only.
1.13	August 20, 2019	Appendix B: Pressbooks Catalogues added.
1.14	October 8, 2019	Appendix C: OpenStax Textbooks in Pressbooks added.

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