



Wheaton College OpenPress Guide

Wheaton College OpenPress Guide

*A Reference for OER Creators Using Wheaton's
Pressbooks Instance*

JENNY CASTEL

WHEATON COLLEGE
NORTON, MA



Wheaton College OpenPress Guide Copyright © Original Copyright Years 2016-2022 by Jenny Castel is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/), except where otherwise noted.

© 2016-2022 BCcampus

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:

The BC campus Open Education [Pressbooks Guide](#) by the OER Production Team is used under a [CC BY 4.0 licence](#).

If you redistribute all or part of this guide, it is recommended the following statement be added to the copyright page so readers can access the original book at no cost:

Read this book for free at <https://opentextbc.ca/pressbooks/>

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

OER Production Team. (2022). *Pressbooks Guide*. BCcampus. Retrieved from <https://opentextbc.ca/pressbooks/>

Visit [BCcampus Open Education](#) to learn about open education in British Columbia.

This book was produced with Pressbooks (<https://pressbooks.com>) and rendered with Prince.

Contents

Accessibility Statement	ix
Acknowledgements	xii
OER Production Team	
Attribution and OER Statement	xiii
Introduction	1
Part I. <u>Pressbooks Overview</u>	
1. Getting Started and What You Can Do with Pressbooks	7
2. The Admin Interface	9
3. Accessibility of Pressbooks	16
4. Content Disclaimer	18
5. Pressbooks User Roles and Permissions	19
6. How to access Wheaton College's OpenPress	21
7. Attributions for Openly Licensed Materials	23
Part II. <u>Accounts and Users</u>	
8. OpenPress Accounts	27
Part III. <u>Book Set Up</u>	
9. Create Accessible Resources	33
10. Create Multi-Lingual Resources	34

11. Structure the Book: Parts and Chapters	35
12. Front and Back Matter	37
13. Book Appearance and Formatting	38
14. Word Count	39
15. Create New Contributor(s)	42
16. Remixing or Adopting Chapters by other Authors Cary Gouldin	43

Part IV. Import Content into Pressbooks

17. Import Options for Pressbooks Content Josie Gray	53
18. Clone a Book	57
19. Import a Pressbooks File	58
20. Import an EPUB File	65
21. Import a Word Document	68
22. Copy and Paste	70
23. Import a Google Doc	71

Part V. Enhance Content

24. Using the Pressbooks Editor	75
25. Hyperlink Material	79
26. Blockquotes and Pullquotes	83
27. Lists: Bulleted and Numbered	86
28. Tables	90
29. Images and Files	94
30. Textboxes	98
31. Videos, Audio, and Interactive Media	101
32. Media Attributions	105

33. Footnotes and Endnotes	106
34. Glossary	107
35. Revisions Tool	108
36. Formatting Tips and Problems	111
37. Math Support	112

Part VI. LaTeX Questions Answered

38. Where can I learn about LaTeX?	115
39. What is LaTeX?	116
40. Should LaTeX be used for all expressions, including simple ones?	117
41. Is there a simple website or application that I can use to test my LaTeX before adding it to Pressbooks?	118
42. What kind of symbols can I write using LaTeX?	120

Part VII. Plugin Features

43. Plugins	125
44. H5P for Interactive Material	126
45. Hypothes.is	129
46. TablePress	130
47. WP QuickLaTeX	131
48. Third-Party Plugins	132

Part VIII. Delete Content

49. Delete a Chapter	135
50. Delete a Part	137
51. Delete a Book	140

Part IX. Prepare for Publication

52. Create a Book Cover	145
53. Fill Out the Book Info Page	146
54. Export Files	151
55. Make a Book Public	153
56. Pressbooks Directory	156

Part X. Pressbooks Support Resources

57. Pressbooks Video Tutorial Series	159
58. Pressbooks Feedback	162

Appendix A: Administrators, Developers, Technical Support	163
---	-----

Appendix B: Pressbooks Catalogues	164
-----------------------------------	-----

Appendix C: Other Pressbooks Resources	177
--	-----

Glossary	178
----------	-----

Versioning History	185
--------------------	-----

Accessibility Statement

Accessibility of This Textbook

The web version of this resources 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](#). It includes:

- **Easy navigation.** This text has a linked table of contents and uses headings in each chapter to make navigation easy.
- **Accessible videos.** All videos in this text have captions.
- **Accessible images.** All images in this text that convey information have alternative text. Images that are decorative or described in the surrounding text have empty alternative text.
- **Accessible links.** All links use descriptive link text.

Other file formats available

This resource is updated often, so we do not provide additional file formats by default. However, if you would like to access the resource as PDF you should be able to do so from the title page.

Known accessibility issues and areas for improvement

There are currently no known issues.

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 emailing
librarians_research@wheatoncollege.edu

This statement was last updated on June 5th, 2024

Acknowledgements

OER PRODUCTION TEAM

The Wheaton College edition of this comprehensive guide, has been adapted from the BC Campus *Pressbooks Guide* which includes the following acknowledgements:

The BC Campus *Pressbooks Guide* is the result of collaboration between members of BCcampus Open Education and colleagues in the B.C. post-secondary sector and beyond.

From the original: Thank you, Hugh McGuire, for creating Pressbooks and your team for keeping it humming and providing excellent documentation for users.

Thank you to Brad Payne who has initiated and led the journey toward making Pressbooks the platform for writing open textbooks.

And thank you to Lauri Aesoph for doing the work to set up this guide and maintain it over many years.

Attribution and OER Statement

Wheaton College OpenPress Guide by Jenny Castel, [CC-BY 4.0](#).

This work is a combination of original content and content from [Pressbooks Guide](#) by BCcampus, licensed under [CC-BY 4.0](#).

Introduction

Welcome to Wheaton College OpenPress Guide: A Reference for OER Creators Using Wheaton's Pressbooks Instance.

This support resource is for authors wanting to use OpenPress (the Wheaton College Pressbooks instance) to create a new OER or customize an existing open textbook.

Last update:
October 31, 2024

What is Pressbooks?

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 as website, PDF document, EPUB (usable in most eReaders), and various editable files.

What to expect from this guide

This *Wheaton College OpenPress Guide* is designed to compliment the [Pressbooks User Guide](#) published by Pressbooks.com. It follows the steps an author might take to create or modify an open educational resource (OER) in Pressbooks. Each chapter points readers to the pertinent chapters in the *Pressbooks User Guide*,

provides additional information, and includes instructions specific to faculty and staff at Wheaton College.

Each section of this guide begins with a list of topics covered in its chapters. 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.

This guide is an **ongoing resource**, so it is updated as needed. Each chapter includes a “Last update” posted at the top of the page. Because this resource is edited frequently, ISBNs are not provided for this guide in accordance with the [ISBNs’ User Manual](#).

How icons and textboxes are used

This guide uses different types of icons and textboxes to highlight different information.

Pressbooks User Guide

Pressbooks User Guide chapters are identified by the Pressbooks (PB) logo and a link to the material. (See example below.)



For more information, see [Edit Content with the Visual and Text Editors](#) in the *Pressbooks User Guide*.

Pressbooks Guide

When appropriate, chapters within *Wheaton College OpenPress Guide* are mentioned in a shaded textbox. (See example below.)

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

Notices

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 red 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 User Guide.

PART I

PRESSBOOKS OVERVIEW

Section Topics

This section includes:

- [Getting Started and What You Can Do with Pressbooks](#)
- [The Admin Interface](#)
- [Accessibility of Pressbooks](#)
- [Content Disclaimer](#)
- [Pressbooks User Roles and Permissions](#)

I. Getting Started and What You Can Do with Pressbooks

[Pressbooks](#) is online software that enables you to design and format any kind of book, and share it in multiple formats, including:

- **PDF:** for reading on a digital device or printing
- **EPUB:** for Apple iBooks, Nook, Kobo, Kindle and most other ebook platforms
- **Webbook:** for reading on a digital device in your browser

Last update:
November 1,
2024

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

- A simple, familiar interface
- Professionally-designed book files, without complex software
- Unlimited ability to edit, update, and (re)export books
- Ability to collaborate with other authors and editors
- A variety of book formats
- Complete control over your own content

What is a “webbook”?

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

Pressbooks produces a web version of every book. You can view yours at any time by clicking the **Visit Book** link underneath the title of your book in the top menu. However, your Pressbooks webbook is **Private** until OpenPress administrators change the Global Privacy Setting to Public.

2. The Admin Interface

Select the blue “i” cons in the following image to explore the admin interface in Pressbooks.

 An interactive H5P element has been excluded from this version of the text. You can view it online here: https://openpress.wheatoncollege.edu/openpressguide/?p=28#h5p-1	Last update: October 31, 2024
--	----------------------------------

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 will be assigned as the **Editor** and has access to some functions listed on the Dashboard.

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: Wheaton faculty and staff will be given **Editor** status and will not have access to the “Users” or “Settings” panels. Please contact the OpenPress administrators to request additional editors.

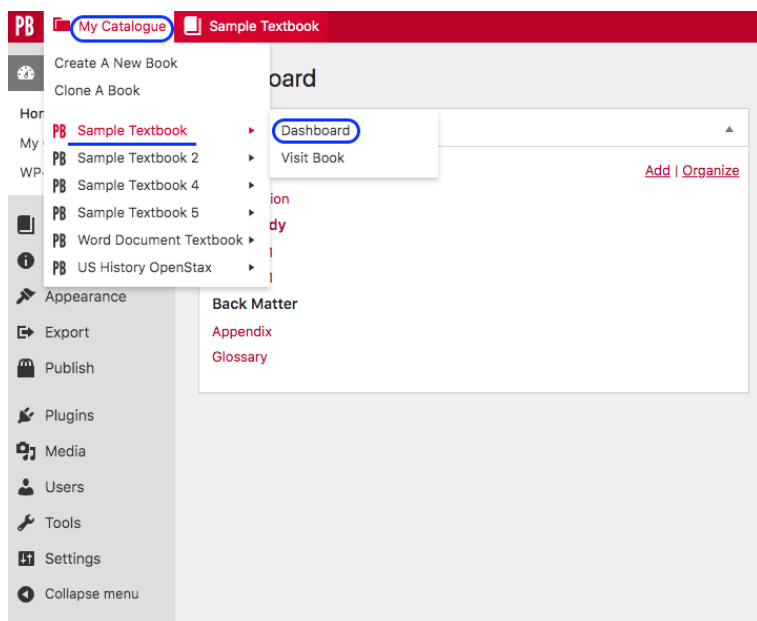


For more information, see [Navigating the Pressbooks Menus](#) in the Pressbooks User Guide.

My Catalogue

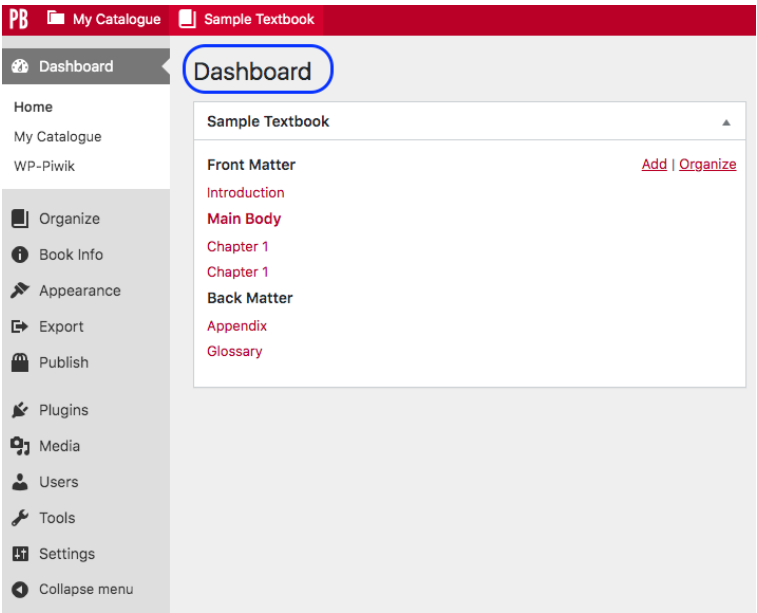
The **My Catalogue** link in the top red toolbar allows you to see and select all books in your Pressbooks Catalogue. (See [Create a New Book](#) and [Clone a Book](#).) You can also locate the Dashboard for a specific book as follows:

- 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



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

Book Info



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

Appearance

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 Wheaton College instance of Pressbooks default theme is Mcluhan.

PDF Theme Options

We recommend the following settings to ensure your PDF displays well:

- Page size: US Letter
- Paragraph separation: Skip lines between paragraphs

Custom styles



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

Export



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

Plugins

This page lists three plugins that are automatically activated and one that can be de-activated by users within the Wheaton College 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 Media File



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

Tools

- Import: Pulls content into Pressbooks from various file types.
- 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](#) and [Search and Replace](#) in the Pressbooks User Guide

Settings

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



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

The below videos are from the [Pressbooks Video Tutorial Series](#).



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=28>



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=28>



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=28>



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=28>

3. Accessibility of Pressbooks

Last update:
July 23, 2024

Pressbooks has stated their commitment to ensuring their software is accessible to all people using the tool, whether they are creators or readers.

Commitment to accessibility

See “[Accessibility – Pressbooks](#)” to read Pressbooks’ commitment to accessibility and review their most recent VPAT (Voluntary Product Assessment Template), which describes the accessibility of the platform.

Accessibility features for Pressbooks users

Pressbooks provides a number of accessibility features to support people who are using Pressbooks to create or adapt content.



See “[Use Accessibility Features Provided by Pressbooks](#)” in the *Pressbooks User Guide*.

Creating accessible content in Pressbooks

To learn more about how to create accessible content when authoring in Pressbooks, see the [Accessibility Toolkit](#).

It covers the basics of making digital educational materials accessible and includes guidelines for how to apply that to Pressbooks.

*Please note that the *Accessibility Toolkit* was created for users of the BCcampus Open Ed Pressbooks instance. However, the content is relevant to creating and using content in any Pressbooks context.

4. Content Disclaimer

Last update:
Nov. 13, 2024

The [Wheaton College OpenPress](#) is available at no cost to the faculty and staff of Wheaton College for the purpose of creating and revising open textbooks and other open educational resources (OER).

Wheaton College does not hold the copyright to nor monitor the content created on this platform. It is the user's responsibility to ensure that the material they add to textbooks and other resources developed in their account in this platform—including, but not limited to, text, images, videos, graphs, charts—does not infringe upon or induce the infringement of any third-party copyrights. All content on OpenPress must be reviewed by at least two faculty colleagues before being published. It is expected that each user will adhere to the legal requirements dictated by the Creative Commons or other open-copyright license assigned to material they use.

Readers and users of the content posted in the [Wheaton College OpenPress](#) should direct questions regarding content to the author of the work in question.

For more information, see [Copyright and OER](#)
(*Wheaton College OER Guide*).

5. Pressbooks User Roles and Permissions

User Roles

The Wheaton College OpenPress assigns all **faculty and staff** as **Editor** to their books projects. **Students** working with faculty will be added to an OpenPress site as **Collaborators**.

Last updated:
December 4,
2024

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

Although Authors and Collaborators are only able to add and edit their own chapters, ownership can be re-assigned. It is always possible for Administrators or Editors in a book (or network managers on the network) to re-assign the ‘Owner’ for a given chapter or front/back matter from its Edit page, using the dropdown menu in the Owner box at the bottom of the page (below the Visual / Text editor and Chapter Metadata). Any users belonging to the book with a role higher than Subscriber may be assigned as

the ‘Owner’ of a chapter. In this way, an Author or Collaborator user can be assigned edit access to a chapter that they themselves did not create.

Note: Only one user can be the ‘Owner’ of an individual page at a given time. Listed ‘Chapter Author(s)’ update metadata, but not user permissions. Different user roles also have access to different interfaces while within Pressbooks.

The chart below (courtesy of BCcampus’ Laurie Aesoph) summarizes which dashboard links are visible to which types of users:

Dashboard Link	Administrator	Editor	Author	Collaborator	Subscriber	Dashboard Links by User Type by Laurie Aesoph of BCcampus. CC BY 4.0
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	

Only users with the role of Administrator in a book can install H5P content types from a book’s H5P hub. Administrators, Editors, Authors and Collaborators are able to create new H5P activities using installed content types.

6. How to access Wheaton College's OpenPress

How to access OpenPress/Pressbooks

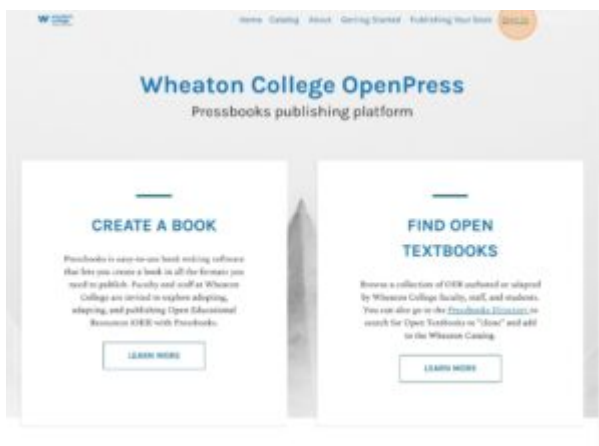
Wheaton College faculty
and Staff

The Wallace Library Research and Instruction Department supports a self-serve and openly licensed instance of Pressbooks: [Wheaton College OpenPress](#).

Last Update:
November 1,
2024

Here are the steps to request a site on which you can create a new book or clone an existing open book, and access the editing dashboard:

1. Fill out this [OpenPress Site Request Form](#)
2. After completing the form, go to “Sign In” from the header navigation menu [in the upper right] on the openpress.wheatoncollege.edu website.



3. Sign in using your Wheaton College credentials.
4. You will receive a DUO push.
5. You can now access your OpenPress dashboard. **You will not have access to book editing until the OpenPress administrators have reviewed your form and registered your book site.** Please allow 48 hours for administrators to process your request.

For information about how to navigate the OpenPress dashboard and to begin editing, adapting/revising/remixing, or creating your book, please view the [Wheaton College OpenPress Guide](#).

We recommend participating in an OER or OpenPress focused informational workshop, or meeting with a member of the Wallace Library Research & Instruction team by librarians_research@wheatoncollege.edu for assistance.

7. Attributions for Openly Licensed Materials

For information about how to provide attribution for the materials (text, videos, static images, etc.) refer to CCCOER's page "[Attributing OER](#)."

Please note that **ALL** materials included in your OpenPress book, unless created by you, must be *openly licensed*.

If you have questions or need additional support, please contact the OpenPress admins by emailing

Last update:
December 12,
2024

librarians_research@wheatoncollege.edu

PART II

ACCOUNTS AND USERS

Section Topics

This section includes:

- [OpenPress Accounts](#)

8. OpenPress Accounts

This chapter describes how Wheaton College faculty and staff access and manage their accounts at OpenPress at Wheaton College (Wheaton's Pressbook instance).

Last update:
October 31, 2024

Accessing your account for the first time

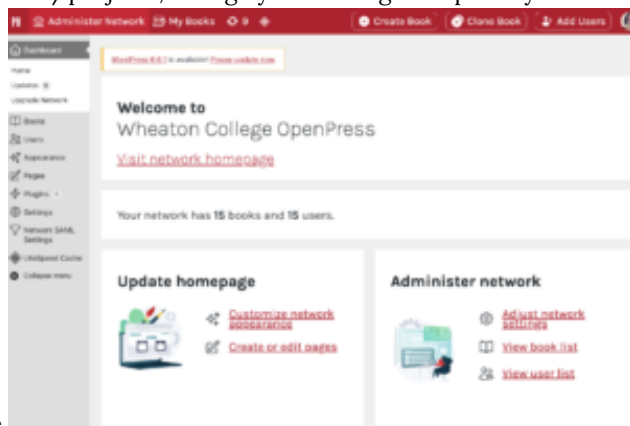
The Wallace Library Research and Instruction Department supports a self-serve and openly licensed instance of Pressbooks: [Wheaton College OpenPress](#).

1. Before signing in for the first time, fill out the [OpenPress Site Registration Request Form](#).
2. After completing the form, go to “Sign In” from the header navigation (upper right) menu



Open Press
Home Page

3. Sign in using your Wheaton College email address
4. You will receive a DUO push
5. Once you receive the duo push you will land on your OpenPress Dashboard which is where you can create or access your books/projects, change your settings or update your



profile.

6. You will not have access to book editing until the OpenPress administrators have reviewed your form and registered your book site. Please allow 48 hours for administrators to process your request. Contact librarians_research@wheatoncollege.edu if you have questions or concerns.

For information on how to create a book, see [Create a New Book](#).

User profile



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

Accounts for students

At this time, students are not permitted to independently use Wheaton's OpenPress as it is primarily for OER creation and open pedagogy projects. This is to ensure the long-term sustainability of the platform in terms of the technical and personnel resources required to host, run, maintain, and support the platform.

Student accounts will be considered on a case by case basis as we will make exceptions for instructors who want to bring students in to work on an OER either as collaborators or for a course assignment.

Student accounts will be deleted after the project/semester is over.

PART III

BOOK SET UP

Section Topics

This section includes:

- [Create Accessible Resources](#)
- [Create Multi-Lingual Resources](#)
- [Structure the Book: Parts and Chapters](#)
- [Front and Back Matter](#)
- [Book Appearance and Formatting](#)
- [Word Count](#)
- [Create New Contributors](#)
- [Remixing or Adopting Chapters by Other Authors](#)
- [Attributions for Openly Licensed Materials](#)



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

9. Create Accessible Resources

Once you are ready to get started on your book, you will have to consider how you will make sure it's can be accessed by as many students as possible, including students with different disabilities and access needs. The following resources will help you determine how to do this.

Last update:
September 12th,
2024

- See Chapter 3, “[Accessibility of Pressbooks](#)” in this guide.
- The [Accessibility Toolkit – 2nd Edition](#) provides a comprehensive guide to creating accessible content in Pressbooks.
- Refer to the [BCCampus OER Accessibility Criteria \[PDF\]](#) for an overview of the main things to keep in mind. Please note that this document contains suggestions, or, best practices for creating accessible OER and is not a requirement for OER created using Wheaton College Open Press.



For more information, see [Make Your Book Accessible and Inclusive](#) in the *Pressbooks User Guide*.

10. Create Multi-Lingual Resources

Last update:
July 23, 2024



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

II. Structure the Book: Parts and Chapters

A book written in OpenPress is made up of parts and chapters. Parts are used to group chapters, and chapters contain the main content of the resource. Each Pressbook must have at least one part (often titled “Main Body”).

Watch the video below:

Last update:
October 31, 2024



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=50>



For more information see [Create and Edit Parts](#) and [Create and Edit Chapters](#) in the Pressbooks User Guide.

Use parts and chapters to structure your resource

Parts and chapters will be used by Pressbooks to generate the table of contents for the resource. As such, when deciding how many parts and chapters to include in your resource, you want to come

up with a combination that will make your resource easy to navigate without being overwhelming. What this looks like will mostly depend on the length of your resource.

For example, if your book is less than 100 pages, you could have one ‘Main Body’ part and then a bunch of chapters. However, if your book is longer, you will likely want to use multiple parts to organize the chapters.

Note that although the Pressbooks platform uses the names “parts” and “chapters” you are welcome to label these sections whatever you like. For example, you could label parts as chapters and label chapters as chapter sections.

Explore the table of contents of these books to see how authors have used parts and chapters to structure the book:

- [Canadian History: Post-Confederation – 2nd Edition](#)
- [Accessibility Toolkit – 2nd Edition](#)
- [Key Concepts of Computer Studies](#)
- [BC Reads: Adult Literacy Fundamental English – Course Pack 1](#)

For information about what you might include in an open textbook, see [Textbook Outline](#) in the *Self-Publishing Guide*.

12. Front and Back Matter



See [Create and Edit Front Matter](#), [Create and Edit Back Matter](#), and [Automatic Pages and Export-Only Content](#) in the *Pressbooks User Guide*.

Note that Pressbooks will generate the following front matter pieces automatically using information provided on the [Book Info Page](#) in the *Pressbooks User Guide*:

- Title Page
- Half-title Page
- Copyright Page



For more information, see [Automatic Pages and Export-Only Content](#) in the *Pressbooks User Guide*.

To learn about what you might include in front matter or back matter, see [Textbook Outline](#) in the *Self-Publishing Guide*.

Last update:
September 12th,
2024

13. Book Appearance and Formatting

Last update:
July 24, 2024

The appearance of the book (including the webbook and PDF and EPUB export formats) can be customized in the “Appearance” tab of your book’s Pressbooks Dashboard. Here is where you can customize the display and functionality of things like

heading and text styles, textbox colours, table formatting, and more.



See [Appearance](#), [Apply Custom Styles](#), and [Apply Special Formatting](#) in the *Pressbooks User Guide*.

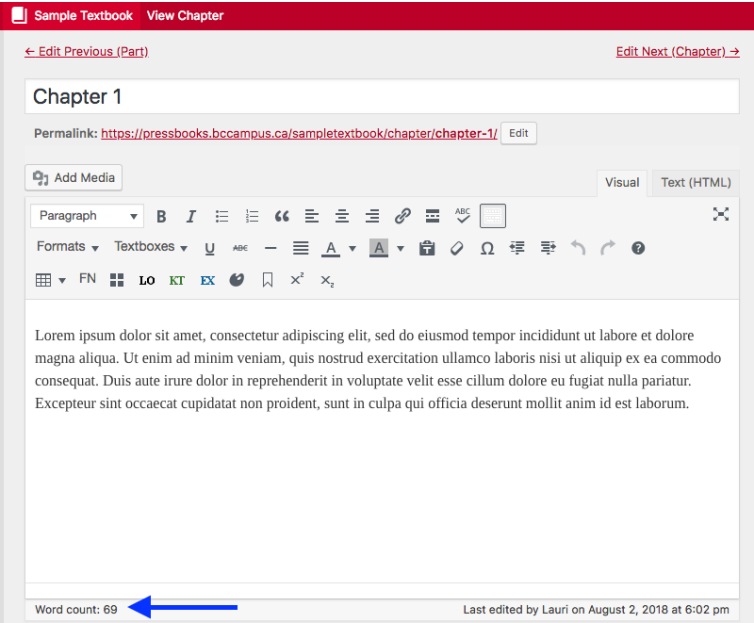
14. Word Count

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

Last update:
July 24, 2024

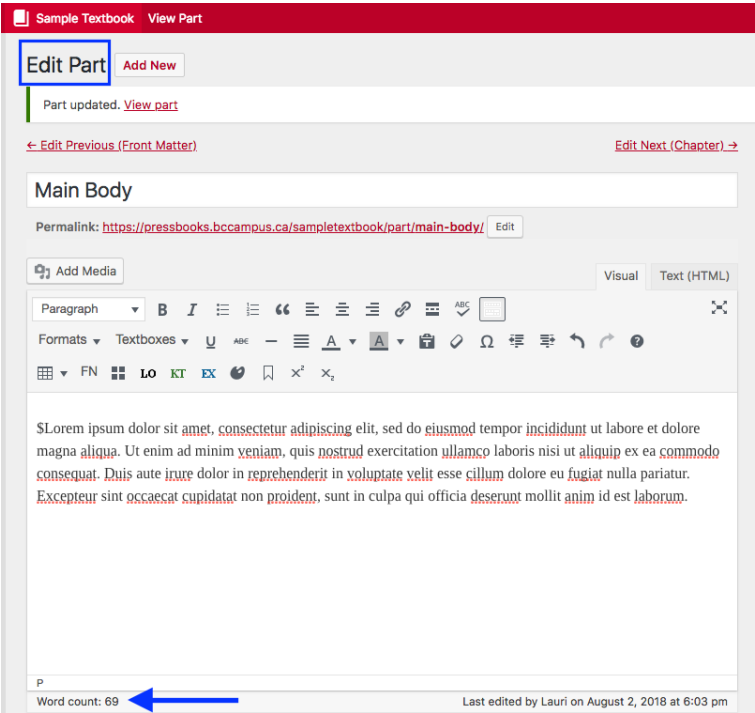
Chapter word count

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



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 MatterChaptersBack MatterParts

Word Count

555 (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				

15. Create New Contributor(s)

Last update:
December 4,
2024



For information about how to add or create a new contributor to a chapter see [Create and Display Contributors](#) in the *Pressbooks User Guide*

16. Remixing or Adopting Chapters by other Authors

CARY GOULDIN

The following chapter, licensed under CC-BY and written by Cary Gouldin, offers information about copyright and licensing when adopting or remixing a chapter or part of an OER. In OpenPress you can include chapters by different authors to create collections or to supplement or enhance an OER that you have created or written. It is important to take note of the copyright considerations when engaging in adopting, adapting, or remixing already existing OER.

Last update:
December 5,
2024

Copyright Considerations when Adopting OER

Adopting OER materials in a course—e.g. switching out a traditional textbook for an OER textbook—is the simplest use case in terms of copyright. In this instance, your responsibility is to ensure that you fully understand the licenses of the works you are considering and determining if the allowed uses are consistent with how you intend to use the work. Our chapter on [Creative Commons Copyright Tools](#) can help you understand the different licenses that you will come across when evaluating OER. Whichever text you choose, we advise that you carefully read the associated license as it is your

responsibility to ensure that your usage of the work complies with the license.

Copyright Considerations when Adapting and Remixing or Making Collections

There are two main ways that you can adapt OER by combining two or more works.

Adaptation or Remix. A remix or adaptation is when you build on an existing work to create a new work. In a simple adaptation you would add your own content—e.g. examples, explanations, course specific information—to an existing work. When remixing, you combine elements from two or more OERs with your own content to create a completely new work. In this instance, it is difficult, if not impossible, to determine where one work ends and another begins. You can think of this type of use as a smoothie, where the different OER are the fruit and vegetables that you add to the smoothie. Once blended together, the resulting drink is a completely new creation (see image below left: CC Smoothie). The addition of new creativity is an essential part of determining if something rises to the level of an adaptation.

Collection. A collection is when you select a group of works, unchanged from the original, and organize them as distinct elements within a larger whole. You can think of a collection as a TV dinner, the different elements are complementary, and they are kept separate from each other (see image below right: “CC TV Dinner”).



This work, "CC BY Smoothie" by Katie Knight is licensed under CC BY and is a derivative of "Smoothie" by Katie Knight. All rights reserved. No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system, without permission in writing from the copyright owner. For more information, see the Creative Commons Attribution 4.0 International License at <https://creativecommons.org/licenses/by/4.0/>.



This work, "CC BY Smoothie" by Katie Knight is licensed under CC BY and is a derivative of "Smoothie" by Katie Knight. All rights reserved. No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system, without permission in writing from the copyright owner. For more information, see the Creative Commons Attribution 4.0 International License at <https://creativecommons.org/licenses/by/4.0/>.

Adapting and Remixing OER

Some general rules to keep in mind when remixing OER are:

- Always make sure that you have properly attributed all of the works you have used.
- You cannot distribute adaptations that you made from works licensed with non-derivative licenses.
- If you adapt or remix a work with an SA license, then you must license your work with the same license or a compatible one.
- When remixing several works, you should always pay attention to license compatibility. This concerns determining which OERs have compatible licenses and can be combined.
- When choosing a license to put on a derivative that you have created (aka the Adapter's License) you must take into consideration which type of license is compatible with the underlying license(s).

License Compatibility for Remixing Works

When remixing two or more works, you need to make sure that the works you will be using have compatible licenses. This chart can help you determine which licenses are compatible. Find the license of one work in the left-hand column, and the licenses of the other work in the top row. A ✓ in the box where they meet means that the licenses are compatible. An X means that they are not compatible unless a copyright exception or limitation, like Fair Use, applies. Remember, a CC license cannot disallow uses granted under copyright.

	✓	✓	✓	✓	✓	✗	✓	✗
	✓	✓	✓	✓	✓	✗	✓	✗
	✓	✓	✓	✓	✓	✗	✓	✗
	✓	✓	✓	✓	✗	✗	✗	✗
	✓	✓	✓	✗	✓	✗	✓	✗
	✗	✗	✗	✗	✗	✗	✗	✗
	✓	✓	✓	✗	✓	✗	✓	✗
	✗	✗	✗	✗	✗	✗	✗	✗

CC License
Compatibility Chart

Choosing an Adapter’s License

When deciding on an Adapter’s License, remember that it only pertains to your content. The original works will still be licensed under their original licenses. The below chart can help you decide which license to apply to your derivative. Find the license of the original work in the left-hand column, then read across the row to see which licenses you can use. Licenses with a green box are recommended by the Creative Commons. Those marked yellow are not technically incompatible, but the Creative Commons

recommends against them. If you do decide to use one of these, you should make it clear that your work is made up of works under different licenses so that downstream users are aware of their obligations. Licenses that are grey are incompatible.

- If an underlying work is licensed with an SA license, they you must license your work with the same or a compatible license.
- If an underlying work is licensed with an ND license, then you cannot distribute your work.
- If a work has been licensed with a BY or BY-NC, then it's recommended that the Adapter's License have the same elements. If you adapt a work with a BY license, then you should apply a BY or BY-NC license. If you adapt a work with a BY-NC license, you should apply a BY-NC license.
- If remixed two or more works, then you should use the most restrictive of the original licenses to determine your Adapter's License.

Adapter's license chart		Adapter's license						
		BY	BY-NC	BY-NC-ND	BY-NC-SA	BY-ND	BY-SA	PD
Status of original work	PD							
	BY							
	BY-NC							
	BY-NC-ND							
	BY-NC-SA							
	BY-ND							
	BY-SA							

CC Adapter's License Chart

Creating Collections from OER

If you create a collection using parts of CC licensed works—for example creating a textbook using chapters from five different OER textbooks—then the elements in the collection retain their original license as long as each chapter is unchanged from the original. If you add elements, like an introduction or separate chapters of

your own, then they would be separate copyrights that you can license. You can also license the selection and arrangements of the elements in the your work. You need to clearly attribute each different elements so that downstream users know what their obligations are if they choose to reuse or remix elements of your collection.

As the elements in the collection are unchanged from the originals, a collection does not qualify as an adaptation, so you don't have to apply a ShareAlike-license to your collection even if one or more of the underlying works has such a license. Additionally, you can include elements from ND licensed works. You just have to make sure that you comply with the NC license terms if any underlying work is so licensed.

Copyright Considerations when Authoring OER

When authoring OER, it is our choice how to license the work. Some things to keep in mind:

- In general, works that are licensed with a NoDerivatives license are not considered OER as this restriction prevents faculty from remixing your work, one of the essential Rs of Openness.
- Dedicating your work to the Public Domain gives others the most freedom to build on your work. Keep in kind, however, that this means they can do anything with your work, including selling it as is and otherwise making money from it.
- NonCommercial and ShareAlike licenses are popular choices for OER authors, just keep in mind that these licenses may prevent some uses of your work—primarily when remixing with other works under incompatible licenses (see CC License Compatibility Chart above).

The [Creative Commons' License Chooser tool](#) can help you figure out which license is right for your work.

PART IV

IMPORT CONTENT INTO PRESSBOOKS

Section Topics

- This section includes:
 - [Import Options for Pressbooks Content](#)
 - [Clone a Book](#)
 - [Import a Pressbooks File](#)
 - [Import an EPUB File](#)
 - [Import a Word Document](#)
 - [Copy and Paste](#)
 - [Import a Google Doc](#)

17. Import Options for Pressbooks Content

JOSIE GRAY

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.

Last update:
June 20th, 2024

IMPORTANT: These import routines only work for that are books marked as “public” have an open license that permits editing.

Note also: in addition to importing a book or content, you can also download an EPUB file of the book. This will be covered in this Part.

Pressbooks Import Options

Import Option	What You Need	What This Option Does	When to Use This Option
Clone a Book	The URL of the Pressbook you want a copy of	- Creates an exact copy of an entire book - Adds a notice that it is a cloned version, with a link back to the original book (this can be disabled in Theme Options) - Provides the option to allow readers to compare the cloned book with the original (this can be disabled in Theme Options)	- If you do not already have a book shell - If you want an exact copy of an entire book - If you want readers to be able to see how your version of the book differs from the one you cloned it from

[Pressbooks/
WordPress
XML \(.wxr
or .xml\)](#)

- An existing Pressbook to add content to
- The Pressbooks XML file 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
- 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)
- If the book does **not** use H5P. H5P files from a book are not included in Pressbooks XML files.

[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 the book has H5P content that you want to import.
- If you have web content not in Pressbooks that you want to import.



For more information, see [Bring Your Content Into Pressbooks](#) in the *Pressbooks User Guide*.

18. Clone a Book

In OpenPress, you have the choice to create a new book or to clone a book. If there is an openly licensed resource in Pressbooks that already exists that you want to customize for your own purposes, the easiest way to get a copy for yourself is to request it by filling out the [OpenPress Site](#)

[Registration Request Form](#). You can use the [Pressbooks Directory](#) to search for existing OER published globally in Pressbooks.

Last update:
October 31, 2024



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

19. Import a Pressbooks File

Last update:
October 31, 2024

Import a Pressbooks File

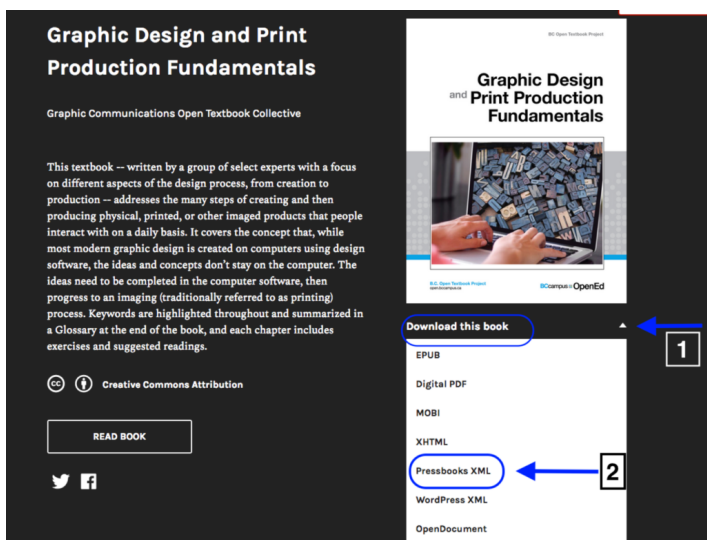
One way to pull an existing open textbook into a Pressbooks account is by importing the Pressbooks file of the textbook. Before you begin, you will need an existing book shell to import the content into. (See [Add a New Book](#).) Make sure to request a book site by filling out the [OpenPress Site Registration Request Form](#).

Where to Find a Pressbooks File

You will need to download the Pressbooks file (.xml) of the textbook that you want to import to your computer.

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



You can also import a Pressbook webbook (or 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.”

Import

Maximum file size: 500M

Import Type

Web page or Pressbooks webbook (.html or URL) ▾

Import Source

☐ Upload File

Choose File No file chosen

☒ Import from URL

https://url-to-import.com

Begin Import

If importing a Pressbook webbook, 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](#)

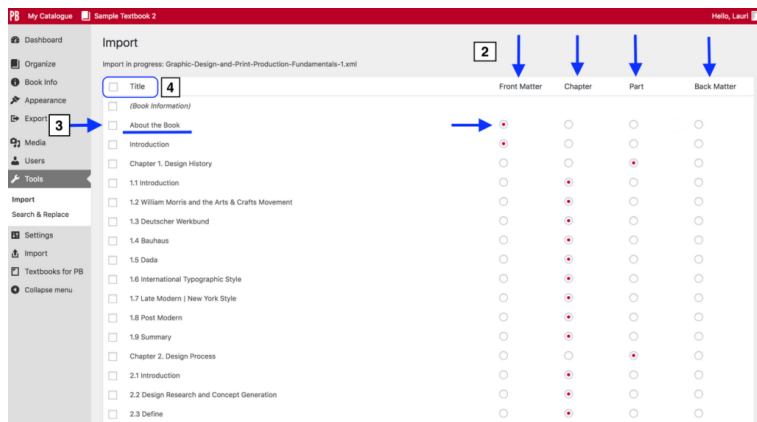
The below video about how to import a Pressbooks XML File is from the [Pressbooks Video Tutorial Series](#).



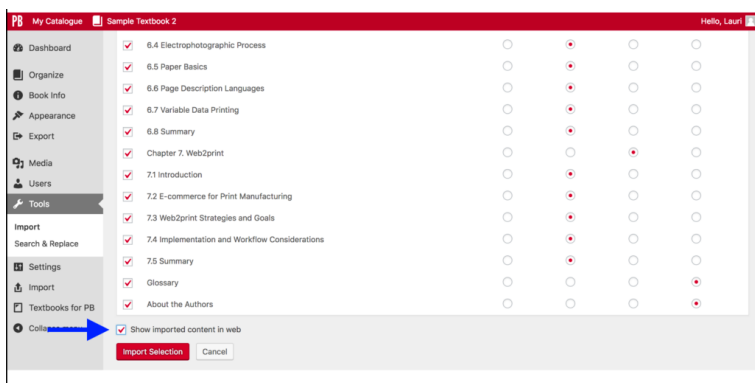
One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=75>

How to Import a Pressbooks File into Pressbooks

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.



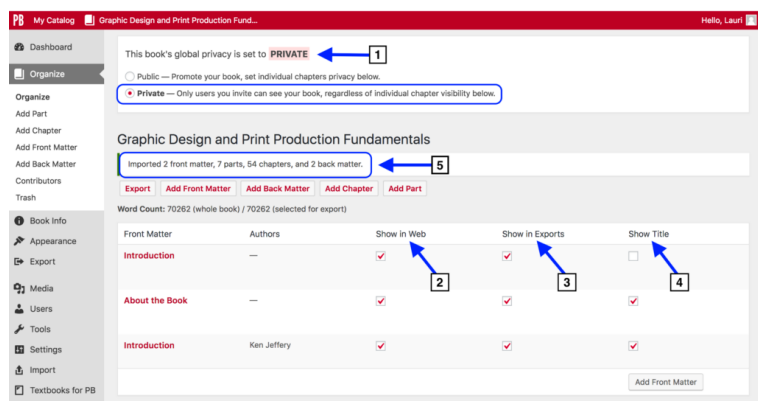
Before you begin the import process, you can choose if you want the content you are importing to appear in the **webbook** by selecting “Show imported content in web.” If this check box is not selected, then all parts and chapters that you are importing will appear as drafts, meaning they will not be 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](#).

20. Import an EPUB File

Another way to pull an existing open textbook (such as an OpenStax book) into a Pressbooks account is by importing the EPUB file of the textbook. Instead of cloning the entire book, you can pick and choose what parts of the book to include when you import the EPUB. Before you begin, you will need an existing book shell to import the content into. (See [Add a New Book.](#)) Make sure to request a book site by filling out the [OpenPress Site Registration Request Form.](#)

Last update:
October 31, 2024

Where to find a book's EPUB file

You will need to download the EPUB file of the textbook that you want to import to your computer. For books in the the [Pressbooks Directory](#) you can find the file on the book's Pressbooks homepage/cover page.

From the Pressbooks Directory results page, choose and click on the title in which you are interested importing.

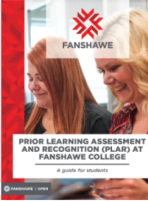
Find a book

Q LearningAssessment Search 10 books Relevance

Filters **78 results for "Learning Assessment"** [Share this query](#)

License	▼
Subject	▼
Network	▼
Collection	▼
Last Updated	▼
Language	▼
Institution	▼
Publisher	▼
Word Count	▼
HSP Activities	▼

Active Filters 1 2 3 4 5 6 7 →



ECAMPUSONTARIO.PRESSBOOKS.PUB | ECAMPUSONTARIO OPEN
AUTHORING PLATFORM

**Prior Learning Assessment and Recognition (PLAR)
at Fanshawe College**

CC BY-NC-SA | 0 HSP activities | 5,442 words

Author(s): Fanshawe College
Subject(s): Education
Last updated(s): 07-25-2024
Institution(s): Fanshawe College
Publisher: Fanshawe College Pressbooks
Language: English (Canada)

This guide provides an overview of the PLAR process at Fanshawe College, as well as available PLAR resources for current and prospective Fanshawe students. It is recommended that you consult the guide prior to applying for PLAR. Depending on your level of familiarity with PLAR, you can consult the entire guide, or portions...

[Read more](#)

Pressbooks directory results Lists with book card

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

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

Prior Learning Assessment and Recognition (PLAR) at Fanshawe College

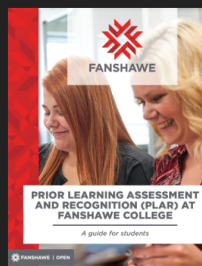
A Guide for Applicants and Students

Fanshawe College

This guide provides an overview of the PLAR process at Fanshawe College, as well as available PLAR resources for current and prospective Fanshawe students. It is recommended that you consult the guide prior to applying for PLAR. Depending on your level of familiarity with PLAR, you can consult the entire guide, or portions of it, as needed.



Creative Commons Attribution NonCommercial ShareAlike



Download this book

EPUB

Digital PDF

Print PDF

Book card with options for downloading and file type.

For what do after the download, and more about the book's Organize page, see [Import a Web Page or Pressbooks Webbook](#)

2I. Import a Word Document

Last update:
August 1, 2024

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 a Word Document](#) in the *Pressbooks User Guide*.

The below video, “How to Import a Word Document”, is from the [Pressbooks Video Tutorial Series](#)



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=77>

22. Copy and Paste

Last update:
August 1, 2024



See [Copy and Paste from Another Source](#) in the Pressbooks User Guide.

The below video, “How to Copy and Paste from from Another Source”, is from the [Pressbooks Video Tutorial Series](#).



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=79>

23. Import a Google Doc

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

Last update:
August 1, 2024

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 from Google Docs. (See [Copy and Paste.](#))

PART V

ENHANCE CONTENT

Section Topics

This section includes:

- [Using the Pressbooks Editor](#)
- [Hyperlink Material](#)
- [Blockquotes and Pullquotes](#)
- [Lists: Bulleted and Numbered](#)
- [Tables](#)
- [Images and Files](#)
- [Textboxes](#)
- [Videos, Audio, and Interactive Media](#)
- [Media Attributions](#)
- [Footnotes and Endnotes](#)
- [Glossary](#)
- [Revisions Tool](#)
- [Formatting Tips and Problems](#)
- [Math Support](#)

24. Using the Pressbooks Editor

The Pressbooks editor is where you can write, insert, and edit content within the parts, chapters, and front and back matter of your resource.

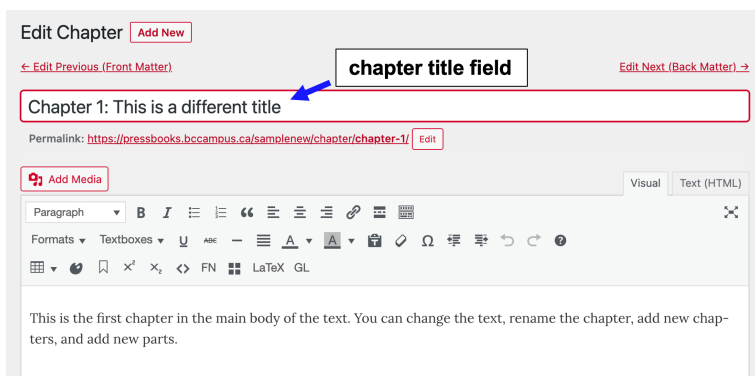
To access the editor, go to the “Organize” tab of your book dashboard, find the section you would like to edit, and click on the title.

Last update:
September 12th,
2024

See [Structure the Book: Parts and Chapters](#) and [Front and Back Matter](#) for how to add and organize these sections.

Section title and permalink

At the top of the page will be a title field where the title of the section can be added and edited.



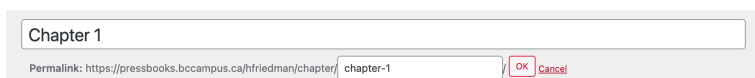
Underneath the title field is the **permalink**—the URL or web address for that section. This link is automatically generated when you add a title for a new section. Once the link has been created, it will not change unless you edit it.

You can edit a section’s permalink as follows:

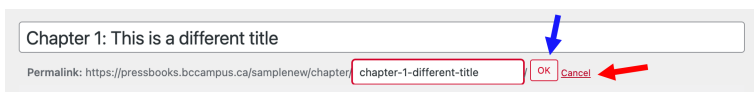
1. Click the “Edit” button on the right side of the permalink.



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



3. For example, “-different-title” can be added to the end of the permalink to better describe the section. 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.

A screenshot of the Pressbooks editor interface. At the top, a text input field contains the title "Chapter 1: This is a different title". Below this field, a permalink is displayed: "Permalink: https://pressbooks.bccampus.ca/samplenew/chapter/". To the right of the permalink, there is a text input field containing "chapter-1-different-title", followed by "OK" and "Cancel" buttons. A blue arrow points down to the "OK" button, and a red arrow points left to the "Cancel" button.

Once a permalink is created, it will not automatically update if the section title changes. As such, it is recommended, as part of a book's final review, that the author checks the permalinks of all sections to make sure they are relatively short and reflect the title of a section. 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.

Visual and text editor



See [Edit Content with the Visual & Text Editors](#) in the *Pressbooks User Guide*.

Preview your work in the webbook

What a reader will see when they access your book is called the **book view** or the **webbook**. To check this view while editing, use one of the following:

- “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 you click the Save button be regularly used as well.

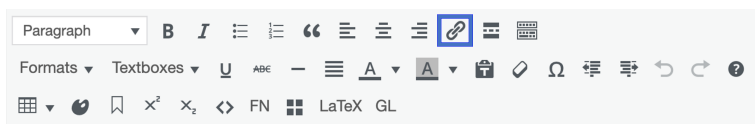
For more information on tools available in the Pressbooks visual editor, see [Enhance Content](#).

25. Hyperlink Material

There are three types of links that are typically used in Pressbooks:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Internal links, used to facilitate navigation in a book. 2. Links to images, files, or other types of media uploaded to Pressbooks. (See Images and Files.) 3. External links to a webpage or file located outside of the book. | <p>Last update:
August 30th,
2024</p> |
|--|---|

Last update:
August 30th,
2024



Internal Links



 One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=101>

Internal links are used to improve navigation within a book. For example, you can insert a link to a specific chapter or use anchors

to link to a specific section in a chapter. These links will work in all digital formats, including the webbook, Digital PDF, and EPUB files.

To insert an internal link:

1. Put your cursor where you want the link to be inserted.
2. Click the link icon from the first row of the visual editor.
3. In the textbox that pops up, search for the name of the chapter you would like to link to.
4. Click the blue arrow that's labelled "Apply."
5. The internal link will be inserted with the chapter name as the link text.

Use anchors to link to a specific section



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

here: <https://openpress.wheatoncollege.edu/openpressguide/?p=101>

Anchors allow you to link to a specific section of a book. For example, a table, heading, or image.

To set up an anchor:

1. Put your cursor where you want the anchor to be inserted.
This is where you want the link to take someone. For example, if you want to link to a specific table, you would put the anchor immediately before the table.
2. Click the anchor icon from the third row of the visual editor. It looks like a ribbon.
3. Create a unique name for the anchor. Note that you can only

use this anchor once in your book and it is case sensitive.

4. Click “Okay.”

Now you can set up the internal link to this anchor. Follow the steps for setting up an internal link described above. However, instead of searching for the chapter, search for the unique name your created for the anchor.

Links to Files

For information about how to link to different files, see [Images and Files](#).

External Links



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

here: <https://openpress.wheatoncollege.edu/openpressguide/?p=101>

To link to an external website or file:

1. Type what the link text for the link should be. This should be the name of the page or file the link will take someone to.
 1. If linking to a file, include the file type in the link text (e.g., [Review Template \[PDF\]](#))
2. Select the link text and click the link icon in the first row of the

visual editor.

3. Copy and paste in the URL for the webpage or file you want to link to.
4. Click the blue arrow that's labelled "Apply."

Provide URLs to students accessing a print copy

Not all students may be accessing a book via a digital copy. For those using a print copy, you will want to give them the full URL so they can find the website. For instructions on how to easily do this in Pressbooks, see the section on "[Provide web address in print copies](#)" in the Links chapter of the *Accessibility Toolkit*.

Attributions

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

26. Blockquotes and Pullquotes

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.

Last update:
August 30th,
2024

competitive, and view rental and other fees as the reason 5 million Canadians went south of the border or flights in 2013, where passenger fees are 230% lower than in Canada (Hermiston and Steele, 2014).

Profitability

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).

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



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.

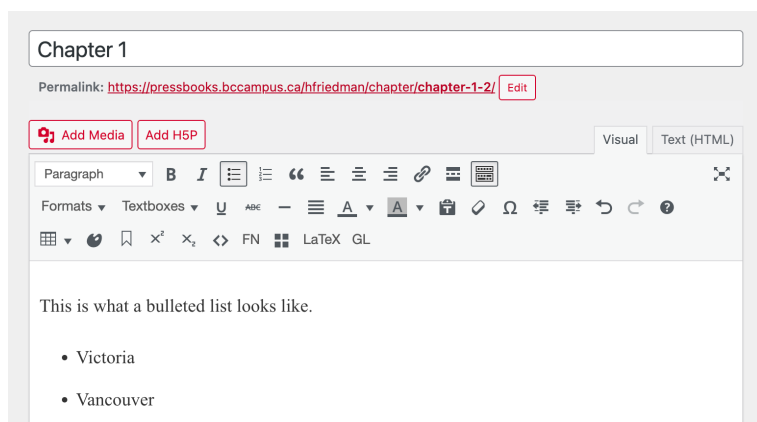


For more information, see [Adding Pullquotes](#) in the *Pressbooks User Guide*.

27. Lists: Bulleted and Numbered

Last update:
August 30th,
2024

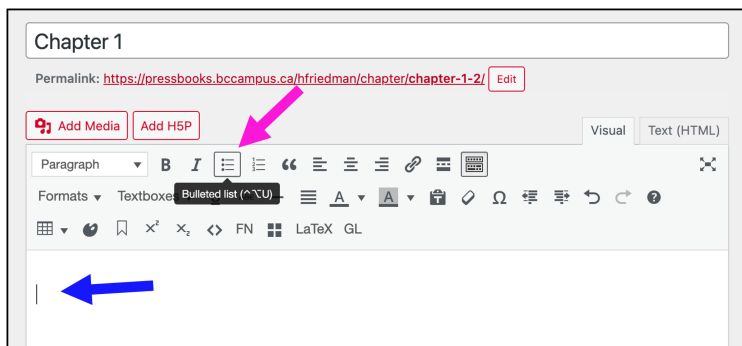
Bulleted (unordered) lists



Add a bulleted list by selecting the Bulleted list icon from the **WYSIWYG toolbar**.

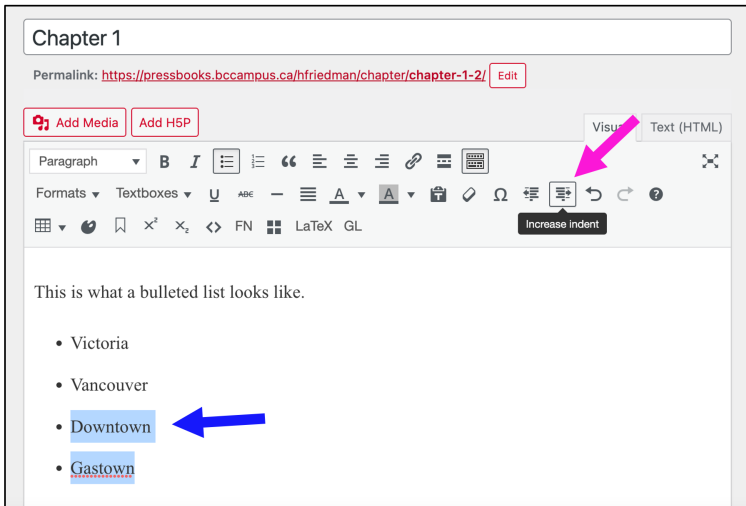
1. Place the cursor where you want the list to appear.
2. Click on the Bullet list icon. Write your list item. Alternatively, you can write a list item first, highlight it, and then select the Bullet list icon to insert a bullet.
3. When finished with your first list item, press the Enter key on

your keyboard to add another list item.

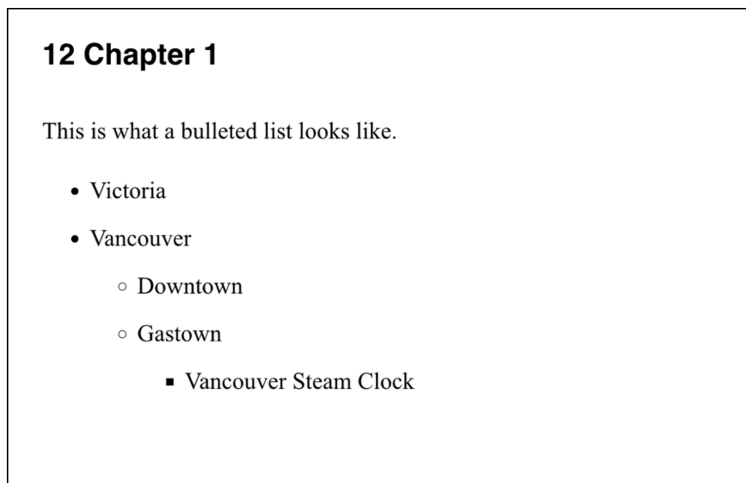


There are two ways to add a secondary-list level to a primary list:

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.



Numbered (ordered) lists



See [Lists \(Bulleted and Numbered\)](#) in the *Pressbooks User Guide*.

28. Tables

Last update:	You can create tables in Pressbooks formatted in a variety of ways. Please view the video below to see how.
August 30th, 2024	 One or more interactive elements has been excluded from this version of the text. You can view them online here: https://openpress.wheatoncollege.edu/openpressguide/?p=113



See [Create Tables](#) 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 [Apply Custom Styles](#) in the Pressbooks User Guide.

Table 1: Styling Tables			
Format s affected	Feature	Problem	Work around
Webbo ok	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.)	You have two options: 1. Go into the Text (HTML) editor and add a blank line after the opening <td> tag (this means pressing the [Enter] key twice) and saving the chapter while still in the Text (HTML) editor. 2. Go into the Text (HTML) editor at encase each paragraph within a table cell in <p> tags. Save the chapter while still in the Text (HTML) editor.

All
formats

Table
borders
and
caption
display

After an
update on
December 21,
2018, borders
were stripped
out of many
tables and
table captions
are displaying
in light grey
text below the
table.

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.”

The following CSS will modify the display of all tables and table captions in a book. The CSS will need to be added to the Web, EPUB, and PDF Custom Styles (found under the Appearance tab in the Dashboard Menu):

```
/*Fix table  
accessibility/  
display*/  
  
.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;
}
#content table
caption {
caption-side: top;
color: #000;
text-align: center;
}
```

29. Images and Files

Last update:
August 30th,
2024

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:

- **Wheaton College OpenPress has a max file upload of 1500kb.**

- To give a reader access to a file without leaving Pressbooks, upload the file to the Media Library before inserting it into the book. The file cannot be embedded into the book by linking to an external source.
- Embedded images must be one of the following: JPG, PNG, or GIF.
- File types that will not embed—such as PDFs, Word files, or PowerPoint slides—can still be provided. Instead of using an embedded image, readers can download these file types from the book through a hyperlink.



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

here: <https://openpress.wheatoncollege.edu/openpressguide/?p=115>



See the following chapters in the Pressbooks User Guide:

- [Media](#)
 - [Edit Images](#)
-

Accessible images



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

here: <https://openpress.wheatoncollege.edu/openpressguide/?p=115>

For more information, see [Images in the Accessibility Toolkit](#).

Optimize images for web and print

If your goal is to produce a book for both web and print delivery, image set up and placement must be considered. It is recommended that all images are centred and that image size is no more than 500 pixels wide and 600 pixels high.

Using a larger image can potentially push it to another page in the PDF—sometimes several pages away from its **webbook** position. One solution for this problem is to add page breaks to key spots in the book.



See [Create Section and Page Breaks in PDF Exports](#) in the *Pressbooks User Guide*.

Some authors choose to create a separate version, PDF, or other file type or different system such as InDesign, for print so that text and image layout for the web version can be more creative without having to take into account constraints needed for print.

Image attributions



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=115>

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



See [Adding details to your media](#) in the Pressbooks User Guide.

Image captions

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

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. The link text can be edited, as is typical with any hyperlink.



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=115>

30. Textboxes

Last update:
August 30th,
2024



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

Specialized textboxes

Specialized textboxes include:

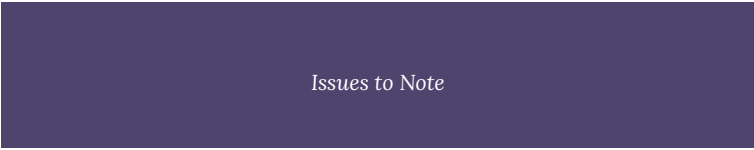
- LO = Learning Objectives (or learning outcomes)
- KT = Key Takeaways (or key Terms or glossary)
- EX = Exercises (or lessons or quizzes)

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.

Sidebar textboxes

All textboxes available in the Textboxes drop-down list of the **WYSIWYG (What You See Is What You Get) 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](#).)



Issues 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	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. <pre>.print a { text-decoration: underline;}</pre>



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

3I. Videos, Audio, and Interactive Media

Videos

Pressbooks allows you to embed media directly into your book so that viewers don't have to go to a new tab or window. View the video below to learn how to embed a video onto a textbook page.

Last update:
September 16th,
2024



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=120>



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

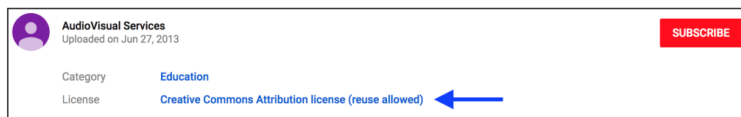
For more information, see “[Provide web addresses in print copies](#)” in the Links chapter of the Accessibility Toolkit – 2nd Edition.

YouTube

Many open textbook publications post videos on YouTube for embedding 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 license](#).
3. YouTube ensures that videos 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:



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

here: <https://openpress.wheatoncollege.edu/openpressguide/?p=120#oembed-1>

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

Video Captions

To ensure videos are accessible to all students, they must be captioned. For more information about video accessibility, see the [“Multimedia” chapter in the Accessibility Toolkit](#).

When including videos in Pressbooks, there are a few options for adding captions to videos:

1. If the video is hosted somewhere else (like YouTube or Kaltura) and is being embedded in Pressbooks, you can caption the video from within that platform and the captions will be included when the video is embedded into Pressbooks. This is the easiest option.
2. If you are uploading a video directly to Pressbooks, you will not be able to caption the video within Pressbooks. As such, you have two options:
 - a. Apply open captions to your video. Open captions are when the captions are actually a part of the video. They

cannot be turned on and off. This can be done in video editors like Adobe Premier.

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:

<https://soundcloud.com/wearecc/jess-mitchell>

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

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

32. Media Attributions

Best Practices for Media Attributions

Last update:
September 12th,
2024

See the [CUNY Pressbook Guide](#) for best practices and how to utilize the Pressbooks attribution functions.

How to Remove Media Attributions

If you have uploaded an image file which doesn't need an attribution, such as a screenshot from the book you are writing, follow these steps to remove the attribution created by Media Attribution tool:

- Upload the file as usual
- Locate the image in the Media Library
- Delete the “title” of the image



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

33. Footnotes and Endnotes

Last update:
August 30th,
2024



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

34. Glossary

The following video offers instructions for how to create a new glossary and terms or edit an existing glossary in your Pressbooks open textbook.



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

Last update:
September 12th,
2024

<https://openpress.wheatoncollege.edu/openpressguide/?p=126>



See [Create and Display Glossary Terms](#) in the Pressbooks User Guide.

35. Revisions Tool

Last update:
August 30th,
2024

Pressbooks saves the previous 25 versions of each chapter and part in a book. These are useful for reviewing changes or returning to a past version of 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.”

Status & Visibility ▲

Preview

☒ Show in Web

☐ Require a Password

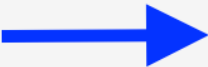
☒ Show in Exports

☒ 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.

Revisions Tool | 109

Compare Revisions of "Chapter 1"

[Return to editor](#)

Previous

Next

Current Revision by Lauri
1 min ago (20 Aug @ 17:49)

☐ Compare any two revisions

[Restore This Revision](#)

Title

Chapter 1

Content

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

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.

Title

Chapter 1

Content

This is the content that will be added.

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.

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

36. Formatting Tips and Problems

Last update:
August 30th,
2024

See these sections in the *Pressbooks User Guide*.



- [Apply Special Formatting](#)
 - [Automatic Pages and Export-only Content](#)
 - [Produce PDF Exports](#)
 - [Use Shortcodes](#)
 - [Fix Common Formatting Problems](#)
-

37. Math Support

Last update:
September 12th,
2024

WP QuickLaTeX plugin is enabled in all Pressbooks sites. QuickLaTeX allows you to render mathematical equations directly into your open textbook.

View the link below for more information about using LaTeX.



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

In this guide, also see [LaTeX Questions Answered](#) for the list of LaTeX Q & A.

PART VI

LATEX QUESTIONS

ANSWERED

Section Topics

This section answers both broad and specific questions about LaTeX in Pressbooks, including:

- [Where can I learn about LaTeX?](#)
- [What is LaTeX?](#)
- [Should LaTeX be used for all expressions, including simple ones?](#)
- [Is there a simple website or application that I can use to test my LaTeX before adding it to Pressbooks?](#)
- [What kind of symbols can I write using LaTeX?](#)

38. Where can I learn about LaTeX?

The following resource contain more information about LaTeX:

- [The LaTeX Project](#)

Last update:
August 30th,
2024

39. What is LaTeX?

Last update:
September 5th,
2024

[LaTeX](#) is a markup language and typesetting system commonly used in mathematical and scientific writing. It can be used to create documents from scratch or display equations in a web browser with the help of plugins, as is the case in Pressbooks.

Below is an example of what LaTeX can look like. This is a simple example, but LaTeX can be used to write much more complex expressions.

Use the formula $V = \pi r^2 h$ to calculate the volume of a cylinder.

40. Should LaTeX be used for all expressions, including 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.

Last update:
September 5th,
2024

A previous version of the [Pressbooks User Guide](#) made 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.

41. Is there a simple website or application that I can use to test my LaTeX before adding it to Pressbooks?

Last update:
September 5th,
2024

It can be tedious to make an attempt at an equation in LaTeX while working in Pressbooks, especially if you're writing a particularly complex equation or you're still getting the hang of LaTeX and need to trial and error a lot. You may find yourself

repeatedly writing and hitting Preview. To avoid this, you can use an external LaTeX editor, which may be in the form of a web-based or desktop application.

The [Interactive LaTeX Editor by Paul Lutus](#) is a web-based editor that quickly renders LaTeX using up to three different renderers, including MathJax. This is particularly useful to Pressbooks users, since you can see exactly which commands do and do not work with MathJax. The editor also allows you to see examples of symbols, Greek letters, and common science and math expressions written in LaTeX.

[MiKTeX](#) is a free distribution of TeX/LaTeX. When downloaded, MiKTeX also comes with the editor TeXworks. This option is less ideal than Paul Lutus's editor, as you must use some basic LaTeX document structuring for anything to compile correctly, which is not necessary in Pressbooks. However, all the bare-bones formatting you need is the following:

```
\documentclass{article}
```

```
\begin{document}  
Write your equations here.  
\end{document}
```

The advantage of MiKTeX is that, if you try to use a command from a **package** that is not currently being used by your installation of LaTeX, MiKTeX will offer to download it for you. This helps to circumvent some of the mystifying errors that can appear when you try out a command found online without realizing that it's from a package that you need to explicitly call on.

If you are a Mac user, a recommended program is [LaTeXiT](#). The graphical interface of this equation editor allows you just to focus on equations, which is great for beginners who don't want to be bogged down in the details of document formatting, but the program also allows for further customization from those who do want to control things like what packages are used.

42. What kind of symbols can I write using LaTeX?

Last update:
September 5th,
2024

Lots! LaTeX allows you to write a wide variety of symbols, including Greek letters, arrows, operators, and relational symbols.

See the following table to learn the LaTeX commands for a selection of characters that can be found in the

Pressbooks special character bank.

Special Characters and Their LaTeX Equivalents		
Character	LaTeX Command	Example
middle dot (·)	<code>\cdot</code>	$2 \cdot 7 = 14$
ellipsis (...)	<code>\dots</code>	$3, 5, \dots, 11$
less-than or equal to ($\leq$)	<code>\leq</code>	$a \leq 8$
greater-than or equal to ($\geq$)	<code>\geq</code>	$3 \geq c$
degree sign ($^\circ$)	<code>^\circ</code>	$\angle z = 90^\circ$
minus sign (-)	- (hyphen)	$-3 - -5 = 2$
plus-minus sign ($\pm$)	<code>\pm</code>	$\sqrt{x} = \pm 2$
division sign ($\div$)	<code>\div</code>	$20 \div 4 = 5$
multiplication sign ($\times$)	<code>\times</code>	$11 \times 4 = 44$
angle sign ($\angle$)	<code>\angle</code>	$\angle a + \angle b + \angle c = 180^\circ$

There are far too many LaTeX symbols to list here in full. However,

we can link to a number of symbol resources, some of which give examples of how these symbols may be implemented in context.

Be aware that not every command listed in these resources will work in Pressbooks.

The page of [LaTeX symbols on the Art of Problem Solving wiki](#) is an excellent introduction to some of the most common LaTeX symbols. This page also links to a number of other helpful resources for LaTeX symbols that are also included here.

[Detexify](#) is a web-based application with two features: “classify” and “symbols.” The “classify” feature allows you to draw your desired symbol, which generates a list of suggested commands. The “symbols” feature is an alphabetical, searchable list of symbol commands.

[Math Vault's Comprehensive List of Mathematical Symbols \[PDF\]](#) is a compilation of many symbols in higher mathematics. This guide provides the LaTeX for each symbol and a rendered LaTeX expression containing the symbol. The primary purpose of the guide is to help math students expand their mathematical vocabulary: LaTeX is included to help those who would like to communicate with others on forums and write documents in LaTeX during their studies. So this guide may be useful as a reference, but bear in mind that its focus is not on teaching LaTeX.

The Comprehensive TeX Archive Network (CTAN) has an even more detailed resource called [The Comprehensive LaTeX Symbol List \[PDF\]](#). This document is over 300 pages long and lists over 14,000 symbols, plus the LaTeX commands and packages required to create them. The table of contents divides the symbols into various broad groups, including body-text symbols, mathematical symbols, scientific symbols, and ancient language characters.

PART VII

PLUGIN FEATURES

Section Topics

- This section includes:
 - [Plugins](#)
 - [Hypothes.is](#)
 - [TablePress](#)
 - [WP Quick LaTeX](#)
 - [Third-Party Plugins](#)

43. Plugins

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

There are four plugins that account holders can utilize for each book within their account: H5P, Hypothesis, TablePress, and WP QuickLaTeX. Each of these plugins are activated automatically for each book that is created throughout Wheaton College OpenPress.

Last update:
November 1,
2024

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



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=184>

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).

44. H5P for Interactive Material

Last update:
November 6,
2024

If you are interested in including H5P content in your OpenPress book, contact the OpenPress administrators at

librarians_research@wheatoncollege.edu.

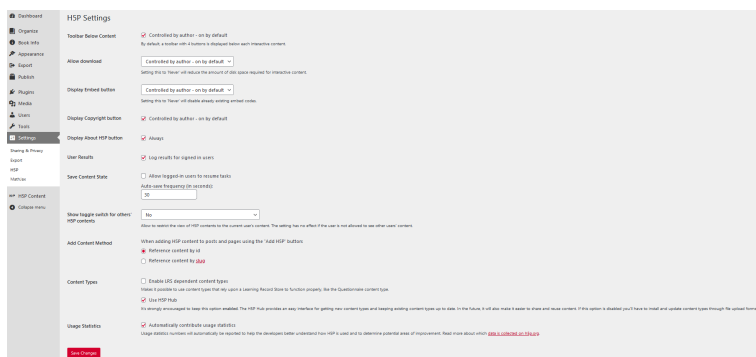
The H5P plugin allows users to create interactive material, such as quizzes, timelines, drag-and-drop questions, and more. This free and open-source technology was first released in 2013.¹ For more information, visit the [H5P website](#).

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

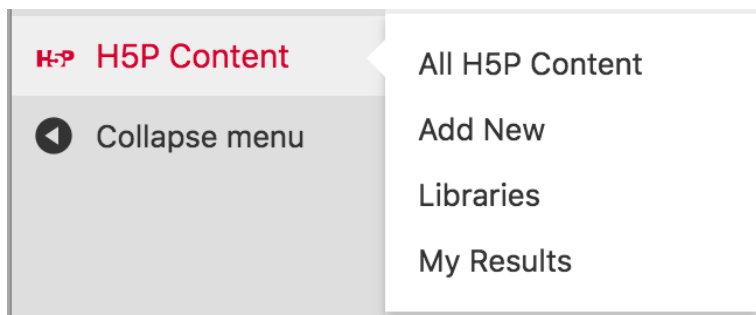
You can find the H5P Content tab and the H5P link under the Settings tab.

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.

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



The H5P Content tab is where you can create new H5P activities and manage activities that you created previously. Administrators will upload/import content into your H5P content library for you to insert into the book.



When you clone a book that has H5P activities, the activities will also appear in the cloned version. (See Option 2 in [Create a New Book](#).)



For more information, see [Create Interactive Content with H5P](#), [Display Embedded Media](#), and [Using Math in H5P Activities](#) in the *Pressbooks User Guide*.

For information on the accessibility of H5P activities, see [Accessibility by H5P Activity](#).

45. Hypothes.is

[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.

Last update:
September 12th,
2024

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.



While Hypothes.is is automatically enabled in Wheaton's OpenPress, for more information about using the tool in Pressbooks see [Enable Annotation with Hypothes.is](#) in the *Pressbooks User Guide*.

46. TablePress



See Create Interactive Tables in [Create Tables](#) in the *Pressbooks User Guide*.

Last update:
September 11th,
2024

47. WP QuickLaTeX



See [Render LaTeX with WP QuickLaTeX](#) in the KPU Pressbooks User Guide.

Last update:
September 6th,
2024

48. Third-Party Plugins



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

Last update:
September 6th,
2024

PART VIII

DELETE CONTENT

Topic Selection

- This section includes:
 - [Delete a Chapter](#)
 - [Delete a Part](#)
 - [Delete a Book](#)

49. 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, View, and Move Up or Down options.
3. Click “Trash.” (Note that there is no warning message.)

Last update:
September 12th,
2024

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.

Items in the trash will **not** be permanently deleted unless authorized by the book's administrator.

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 18:46:19	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.

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



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

here: <https://openpress.wheatoncollege.edu/openpressguide/?p=202>

50. 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:
September 6th,
2024

Part 1	Authors	Show in Web	Show in Exports	Show Title
Chapter 1	—	☒	☒	☒
Chapter 2	—	☒	☒	☒
				Add Chapter
Part 2	Authors	Show in Web	Show in Exports	Show Title
Edit Trash View				
Chapter 3	—	☒	☒	☒
				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.
 - Note 1: “Trash” will not appear for a part if there is only one part in the main body of a book.
 - Note 2: The chapters from the deleted part are automatically moved to the first part of the book.
 - Note 3: If a part is restored after deletion, its chapters remain in the first part. These chapters can be reinstated to their original part by using the Move Down link.
3. Locate the deleted item, and click “Restore” in the far-right Action column

Items in the trash will **not** be permanently deleted unless authorized by the book’s administrator.

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
Part 2	2018-03-16 18:26:36	Part	Restore
Test chapter	2018-03-16 18:15:07	Chapter	Restore
this is new front matter	2018-03-16 18:14:11	Front Matter	Restore
this is the new chapter	2018-03-16 18:13:58	Chapter	Restore



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

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



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://openpress.wheatoncollege.edu/openpressguide/?p=206>

Attributions

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

51. Delete a Book

Please note: if you would like to delete a book for which you are an **Editor**, contact the OpenPress administrators at librarians_research@wheatoncollege.edu

Last update:
November 7,
2024



See [Delete a Book](#) in the Pressbooks User Guide.

PART IX

PREPARE FOR PUBLICATION

Section Topics

This section includes:

- [Create a Book Cover](#)
- [Fill out the Book Info Page](#)
- [Export Files](#)
- [Make a Book Public](#)
- [Pressbooks Directory](#)

52.



See [Make a Book Cover](#) in the *Pressbooks User Guide*.

Last update:
September 6th,
2024

For some guidelines to follow if creating your own cover, see [Textbook Cover](#) in the *Self-Publishing Guide*.

For a template that you can use to create a book cover, see the [Open Textbook Cover Toolkit](#) in the *Print-on-Demand Guide*.

53. Fill Out the Book Info Page

Last update:
September 6th,
2024

The Book Info page is where you will enter all of the metadata for the book. Pressbooks will use the information added to the Book Info page to generate a number of automatic pages and statements in webbook and export formats.



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

here: <https://openpress.wheatoncollege.edu/openpressguide/?p=218>



See [Book Info](#) and [Automatic Pages and Export-Only Content](#) in the *Pressbooks User Guide*.

More information

- 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. As such, when the author is different from the copyright holder, the copyright holder field should be left blank.
- Information entered in the ISBN fields does not appear in the

PDF files. A work around is to add this information to the “Copyright Notice” field.

- Information about who holds copyright should be added to the “Copyright Notice” field to ensure it appears in all formats (see the below template for suggested language).

What to include in the “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.

There are lots of different information that you can add to the “Copyright Notice” field in Pressbooks. It is fully customizable. We should suggest including the following:

- The year the resource was published
- The copyright holder of the work
- The description of the terms of the licence
- A description of how to attribute the resource’s creator(s)
- An example of how to cite the resource
- 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

Copyright notice for a new open textbook

Here is a sample:

© Year Copyright Holder

The Creative Commons 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:

Name of Textbook by Name of Author is licensed under a [CC BY 4.0 licence](#).

Sample APA-style citation (7th Edition):

Lastname, F. M., & Lastname F. M. (Year). *Title of book in sentence case*. Publisher. URL

Cover image attribution:

Name of Image by Name of Creator is licensed under a [CC BY 4.0 licence](#).

Copyright notice for an adapted open textbook

The copyright notice for an open textbook that is adapted is similar to that for an original textbook, with a few exceptions. Items to add are:

- Information about the original resource, including title, author, copyright holder, publish year, and licence.
- Information about how the resource has been adapted.

© Year Copyright Holder

Title of Adapted Resource is an adaptation of *Name of Original Resource* by Original Author and © Original Copyright Holder, which is licensed under a CC BY 4.0 licence.

This adaptation includes the following changes and additions which are © Year by Adapting Author(s) and are licensed under a CC BY 4.0 licence:

[Insert list of changes or link to where those changes are described.]

The Creative Commons 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:

Name of Textbook by Name of Author is licensed under a [CC BY 4.0 licence](#).

Sample APA-style citation (7th Edition):

Lastname, F. M., & Lastname F. M. (Year). *Title of book in sentence case*. Publisher. URL

Cover image attribution:

Name of Image by Name of Creator is licensed under a [CC BY 4.0 licence](#).

Chapter metadata



To customize the author or licence of a specific chapter, see [Chapter Metadata](#) in the *Pressbooks User Guide*.

54. Export Files

Pressbooks allows you to export a book into different file formats. We recommend exporting all of the “Supported formats.”



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

Last update:
September 13th,
2024



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

here: <https://openpress.wheatoncollege.edu/openpressguide/?p=220>

Review Your Exported Files

Sometimes things might look one way in the webbook and another way in the PDF file. As such, we recommend you export your book regularly while you work to ensure things are displaying how you want them to. You should do this for both the PDF and the EPUB files.

Customize PDF exports



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

Customize EPUB exports



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

Validation Errors



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

55. Make a Book Public

When a book is created in OpenPress, the easiest way to share it is to make it public. The default setting for books created in OpenPress is “private.”

When ready to publish, OpenPress authors are required to

Last update:
October 31, 2024

1. have at least two faculty members review the book
2. fill out the [OpenPress Site Publishing Form](#)

OpenPress administrators will review the form and notify authors when the book is made public. This will allow anyone with the URL for the book to be able to view the book and its content in their browser. The book may also show up in search results.

Chapter-level Privacy Settings

The following text is adapted from [Control Your Book's Privacy Settings](#) in the *Pressbooks User Guide*.

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

You can control the privacy setting for your book's content from

the Organize page or the Status & Visibility widget within the content editing interface

Change Chapter Visibility with the Organize Tool

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

1. Click **Organize** from the left sidebar menu of your book’s dashboard
2. Select or deselect the **Show in Web** value for each Chapter or Front/Back Matter you’d like to adjust (check the box for each chapter that you want to be publicly displayed in your webbook, and uncheck the box for each chapter you’d like to make private)

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

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

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

My First Book

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

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

Front Matter	Authors	Show in Web
Introduction	—	☒
Preface	—	☒
Main Body	Authors	Show in Web
Chapter 1	—	☒
Chapter 2 [under development]	—	☐

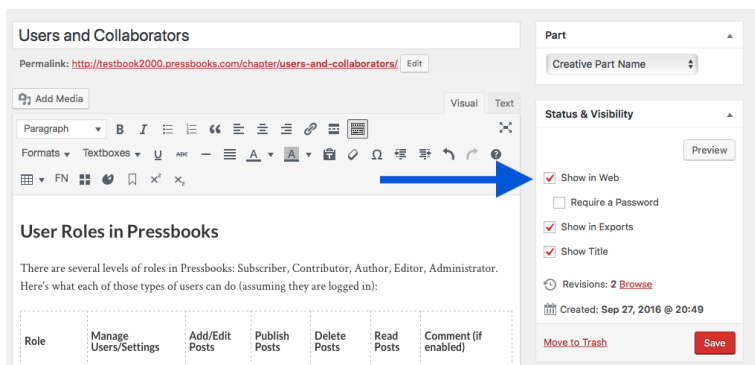
In this example from a globally-public book, Chapter 1 is public (the Show in Web box is checked), while Chapter 2 [under development] is private (the Show in Web option is unchecked)

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

Change Chapter Visibility from Chapter Editor Interface

You can also modify the “Show in Web” setting using chapter editor interface. This may be more convenient for users who are actively editing a chapter rather than modifying all chapter privacy settings at once. To do so:

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



The screenshot displays the OpenPress chapter editor interface. The main content area shows a heading "User Roles in Pressbooks" and a table of user roles. A blue arrow points from the "Show in Web" checkbox in the "Status & Visibility" widget to the "Show in Web" checkbox. The widget also includes options for "Require a Password", "Show in Exports", and "Show Title". The "Revisions" section shows 2 revisions, and the "Created" date is Sep 27, 2016 @ 20:49. The "Save" button is visible at the bottom right of the widget.

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

56. Pressbooks Directory

Last update:
October 31, 2024

The [Pressbooks Directory](#) is a tool that allows you to search and filter through all public books that have been published on any Pressbooks network (of which Wheaton's OpenPress is one). Books that are public/published on Wheaton's OpenPress will appear in the Pressbooks Directory.

The author can “opt out” when filling out the [OpenPress Site Publishing Form](#).

How to use the Pressbooks Directory



See [Find Books on the Pressbooks Directory](#) in the *Pressbooks User Guide*.

How to exclude a book from the Pressbooks Directory



See [How to Opt Out of the Pressbooks Directory](#) in the *Pressbooks User Guide*.

PART X

PRESSBOOKS SUPPORT RESOURCES

Section Topics

This section includes:

- [Pressbooks Video Tutorial Series](#)
- [Pressbooks Feedback](#)

57. Pressbooks Video Tutorial Series

The below list of videos are from the BCcampus OpenEd [Pressbooks Video Tutorial Series](#). These videos are also embedded throughout this guide.

Last update:
September 6th,
2024

Getting Started with Pressbooks

- [Create a Pressbooks Account](#)
- [Create a Book in Pressbooks](#)
- [The Pressbooks Dashboard](#)
- [Add, Organize, and Delete Parts and Chapters](#)

Accounts and Users

- [Reset Your Password](#)
- [Change Your Password](#)
- [Add and Manage Users](#)

The Pressbooks Editor

- [Insert an External Link](#)
- [Insert an Internal Link](#)
- [Insert Internal Links with Anchor Tags](#)
- [Create a Table](#)
- [Create a Glossary](#)

Images

- [Add and Format Images](#)
- [Accessible Images](#)
- [Media Attributions](#)

Files, Multimedia, and Plugins

- [Make Files Available for Download](#)
- [Embed Media](#)
- [Plugins](#)

Import Pressbooks Content

- [Clone a Book](#)
- [Search and Import](#)
- [Import a Pressbooks XML File](#)

Import Non-Pressbooks Content

- [Import a Word Document](#)
- [Import a Web Page](#)
- [Copy and Paste](#)

Metadata, Licenses, and Attribution

- [Automatic Pages and Content](#)
- [Book Info](#)
- [Add and Manage Contributors](#)
- [Provide Attribution](#)

Manage Your Book's Appearance

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

Publish Your Book

- [Hide Chapters in Webbook and/or Export Files](#)
- [Export Files](#)
- [Make the Webbook Public/Private](#)

58. Pressbooks Feedback

Last update:
September 6th,
2024

Contact the Research and
Instruction Librarians at

librarians_research@wheatoncollege.edu if you have feedback or problems with Wheaton's OpenPress.

Appendix A: Administrators, Developers, Technical Support

For administrators managing their organization's Pressbooks instance, individuals who provide technical support, and developers who build and fix Pressbooks features, see below for support communities and resources:

Last update:
September 6th,
2024

- [The Pressbooks Network Manager's Guide](#): This guide details how to use the many Pressbooks features that are specific to and controlled by site administrators.
- [GitHub for Pressbooks](#): GitHub is an online development community where individuals work together to build software. GitHub for Pressbooks is a branch dedicated to improving the Pressbooks platform.
- [Pressbooks Community](#): This site is for anyone developing, training, using, or interested in Pressbooks who wants to read about issues or submit questions. Categories range from accessibility to development to collaboration and more. An account can be created for receiving notifications.

Appendix B: Pressbooks Catalogues

Last update:
September 13th,
2024

Many post-secondary institutions in Canada, the United States, and throughout the world have established their own instances of Pressbooks. And many host a catalogue of open textbooks and other OER within those instances.

Several of these are listed below alphabetically by province and territory (Canada), state (the U.S.), and the rest by country. The list below is not exhaustive.

Also see, the [Pressbooks Directory](#) and a chapter about the [Pressbooks Directory](#) in this guide.

CANADA

Alberta

- [MacEwan Open Books](#)
- [Library Publishing for Open Textbooks](#) (Open Education

Alberta)

British Columbia

- [BC Open Publishing](#) and [British Columbia/Yukon Open Authoring Platform](#) (BCcampus)
 - [Pressbooks Catalogue of BCcampus published open textbooks](#)
- [Kwantlen Polytechnic University: Open Education](#)
- [Thompson Rivers University Pressbooks](#)
- [Trinity Western University](#)

Manitoba

- [Campus Manitoba PressbooksEDU Network](#)

New Brunswick

- [AtlanticOER Pressbooks Network](#)
- [Rutgers Pressbooks](#)

Newfoundland and Labrador

- [AtlanticOER Pressbooks Network](#)

Nova Scotia

- [AtlanticOER Pressbooks Network](#)
- [Dalhousie University Libraries Digital Editions](#)
- [NSCC Open Textbook Catalogue](#)

Ontario

- [Open Library Publishing Platform](#) (eCampusOntario)
- [Seneca College Pressbooks System](#)
- [Toronto Metropolitan University Pressbooks](#)
- [University of Guelph Open Books](#)
- [University of Toronto Open E-Text](#)
- [York University Pressbooks](#)

Prince Edward Island

- [AtlanticOER Pressbooks Network](#)
- [Pressbooks at the Robertson Library](#) (University of PEI)

Quebec

- [Rebus Press](#)

Saskatchewan

- [OpenPress.USask.ca](#) (University of Saskatchewan)

- [SIIT Pressbook Network](#) (Saskatchewan Indian Institute of Technologies)
- [Saskatchewan Polytechnic Pressbooks](#)

UNITED STATES

- [ROTEL \(Remixing Open Textbooks through an Equity Lens\) Project](#)

Alabama

- [Digital Press at Collier Library](#) (University of North Alabama)

Alaska

- [Alaska Digital Texts](#) (University of Alaska)

Arizona

- [Maricopa Open Digital Press](#) (Maricopa Community Colleges)
- [Open Publishing at ASU Library](#) (Arizona State University)
- [UA Open Textbooks](#) (University of Arizona)

Arkansas

- [University of Arkansas Libraries](#)

California

- [The Claremont Colleges Pressbooks](#)
- [Long Beach City College Pressbooks Network](#)
- [UC Berkeley Open Book Publishing](#)

Colorado

- [Colorado State University Publishing](#)
- [CSU Pueblo Open Education](#)

Florida

- Florida SouthWestern State College Pressbooks
- [Florida State College at Jacksonville Pressbooks](#)
- [University of Central Florida](#)
- [University of Florida](#)
- [University of West Florida Pressbooks](#)

Georgia

- [Georgia State University Open Educational Resources](#)
- [Open UGA](#) (University of Georgia)

Hawai'i

- [University of Hawai'i Pressbooks](#)

Idaho

- [Boise State Pressbooks](#)
- [College of Western Idaho Pressbooks Network](#)
- [Idaho Open Press](#)
- [North Idaho College Pressbooks](#)

Illinois

- [College of DuPage Digital Press](#)
- [Harper College Open Press](#)

Indiana

- [Indiana University Pressbooks](#)

Iowa

- [Iowa State University Digital Press](#)
- [Kirkwood Community College Pressbooks Network](#)
- [University of Iowa Pressbooks](#)

Kansas

- [FHSU Digital Press](#)
- [New Prairie Press Open Book Publishing](#) (Kansas State University)
- [KU Libraries Open Textbooks](#)

Kentucky

- [State Assisted Academic Library Council of Kentucky](#)

Louisiana

- [LOUIS Pressbooks Open Education Resources](#) (Louisiana Library Network)

Maryland

- [Montgomery College Pressbooks Network](#)
- [Pressbooks @ Howard Community College](#)
- [University of Baltimore OER Press](#)

Massachusetts

- [Bay Path University](#)
- [University of Massachusetts Amherst Libraries](#)

Michigan

- [Grand Valley Pressbooks](#)
- [Lansing Community College: The OpenLCC OER Development Library](#)
- [Michigan State University: OER at MSU Libraries](#)

Minnesota

- [Minnesota Libraries Publishing Project](#)
- [Minnesota State](#)
- [University of Minnesota Libraries](#)

Missouri

- [University of Missouri System](#)

Nebraska

- [University of Nebraska Pressbooks](#)

New Hampshire

- [Plymouth State University Pressbooks](#)
- [Pressbooks @ Granite State College](#)

New York

- [CUNY Pressbooks Network](#)
- [Milne Publishing](#) (SUNY)

North Carolina

- [NC State University Libraries](#)

Ohio

- [Pressbooks @MSL \(Michael Schwartz Library\)](#) (Cleveland State University)
- [The Ohio State University Pressbooks](#)
- [University of Cincinnati OER](#)

Oklahoma

- [Open OCO](#)
- [Open OKState](#) (Oklahoma State University)

Oregon

- [MHCC Library Pressbooks](#) (Mt Hood Community College)
- [Open Oregon Educational Resources](#)
- [Oregon State University Open Textbooks](#)
- [Portland State University Pressbooks](#)

- [University of Oregon Libraries](#)

Pennsylvania

- [Carnegie Mellon University ETC Press](#)
- [Muhlenberg College Open Educational Resources](#)
- [Shippensburg University Open Press](#)
- [The Pennsylvania State University](#)

Rhode Island

- [OpenEd @JWU](#)
- [Roger Williams University Open Publishing](#)

South Carolina

- [Clemson University Open Textbooks](#)

Tennessee

- [Middle Tennessee State University Pressbooks Network](#)

Texas

- [Open Textbooks & Course Materials at Baylor University](#)
- [Raider Digital Publishing](#) (Texas Tech University)

- [University of Houston Open Educational Resources](#)
- [Mavs Open Press](#) (University of Texas at Arlington)

Utah

- [Open SLCC: Salt Lake Community College Pressbooks](#)
- [UEN Digital Press with Pressbooks](#)

Virginia

- [JMU Libraries Pressbooks](#) (James Madison University)
- [Pressbooks at Virginia Tech](#)
- [VIVA Open Publishing](#) (Virtual Library of Virginia)

Washington

- [Open Washington Pressbooks](#)
- [South Puget Sound Community College](#)
- [Pressbooks Publishing Platform](#) (University of Washington Libraries)
- [Open Text WSU](#) (Washington State University)
- [Open Textbook Collection](#) (Whatcom Community College)

Wisconsin

- [Nicolet College](#)
- [University of Wisconsin Pressbooks](#)

- [Wisconsin Technical Colleges Open Press](#)

AUSTRALIA

- [CDU Open Book Publishing](#) (Charles Darwin University)
- [Open Educational Resources Collective](#) (Council of Australian University Librarians)
- [JCU Open eBooks](#) (James Cook University)
- [QUT eBooks](#) (Queensland University)
- [RMIT Open Press](#)
- [University of Southern Queensland](#)
- [Open Textbooks @ UQ](#) (University of Queensland)
- [Western Open Books](#) (Western Sidney University)

EUROPE

Belgium

En français

- [Liège université Library](#)

Ireland

- [Open Press at the University of Galway](#)

United Kingdom (UK)

- [Open Press at University of Sussex](#)
- [The University of Sheffield Pressbooks Network](#)

Appendix C: Other Pressbooks Resources

The following Pressbooks support resources are also available from various post-secondary institutions across Canada and the U.S.

Last update:
September 6th,
2024

- [Publishing with Pressbooks: A Visual Guide](#)
- [UBC Library Pressbooks Template](#) University of British Columbia:
- University of Wisconsin-Madison: [Pressbooks Knowledgebase](#)

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.

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.

Appearance/Themes: A tab in the Dashboard menu where a book's Theme, Theme Options, and Custom Styles can be changed.

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.

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.

blockquotes: A tool found in the first row of the WYSIWYG toolbar that can be used to format long quotations.

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.

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.”

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.

comments: A feature that an author can use to solicit feedback from readers. This option is disabled, book-wide, by default.

Contributor: A level of permissions that a user can have in a book in Pressbooks. Contributors can only write and edit their own posts.

Copyright Notice: A field on the Book Info page in Pressbooks where licence type, copyright holder, and related information are added.

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.

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.

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.

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. All users in Wheaton's OpenPress are automatically registered as **Editor**.

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.

Footnotes (FN button): An option in the Pressbooks WYSIWYG toolbar for creating footnotes.

front matter: A kind of part, placed at the beginning of book content, that contains content like introductions, dedications, prefaces, and acknowledgements.

Import: A tab in the Dashboard menu where content is imported into Pressbooks from other sources such as Word, EPUB, and HTML files.

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.

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.

My Catalogue: Found in the top, red navigation bar; it displays and allows selection of other books found in a Pressbooks account.

OpenPress: Wheaton College's Pressbooks instance. Pressbooks is the software, OpenPress is network with which the software is accessed and used.

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.

parts: Overarching sections in Pressbooks that hold chapters. A book is made up of chapters which are sequentially ordered in parts.

permalink: Another name for a chapter's URL or web address.

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.

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.

source book: A book used to clone a copy.

Special character button: A button in the WYSIWYG toolbar that reveals a table of special characters that can be inserted into a Pressbooks page.

Subscriber: The lowest permission level that a user can have in a book in Pressbooks. Subscribers can only read posts.

target book: The destination book into which a cloned/source book is copied.

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.

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.

Theme Options: A page under the Appearance tab on the Dashboard menu where Administrators can select different appearance and formatting 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.

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.

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 open@bccampus.ca.

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. Updates and changes log [Word file]
1.02	September 27, 2018	Updated Pressbooks for B.C. and the Yukon 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	Updated info about discontinuation of Pressbooks webinars and upcoming Pressbooks Tutorial videos. Added info about new features as part of Oct 18 upgrade: media attributions and cover generator.
1.05	November 15, 2018	Corrected Hyperlink Material 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.
1.15	November 13, 2019	Appendix D: Other Pressbooks Resources added.
2.0	February 28, 2020	The entire Pressbooks Guide was reviewed and updated. This was promoted by a major upgrade to the BCcampus Pressbooks instances on January 23, 2020.
2.01	April 16, 2020	The Pressbooks User Guide was reviewed to ensure that relevant content was referenced (and, when missing, added) to this Pressbooks Guide.
2.02	March 17, 2021	New section added: LaTeX Questions Answered
2.03	November 2, 2021	Added a section on how to add captions to videos in Videos, Audio, and Interactive Media .
2.04	November 17, 2021	Revised Provide Access to Others as Administrators can now create new Pressbooks accounts for people as long as they are using an institutional email address.
2.05	November 19, 2021	Rewrote Hyperlink Material to address new ways to insert internal links and to add content on linking to files and external sites, which is no longer covered in the Pressbooks User Guide.
2.06	April 19, 2022	Deleted the “Links by Chapter” section in the back matter since it is no longer necessary.
2.07	January 17, 2023	Added a new chapter: How do I create a long division equation in LaTeX?

2.08	October 31, 2023	Updated cover image.
3.08	September 6th, 2024	Adoption and beginning of the revision process of guide by Wheaton College Open Press administrators
