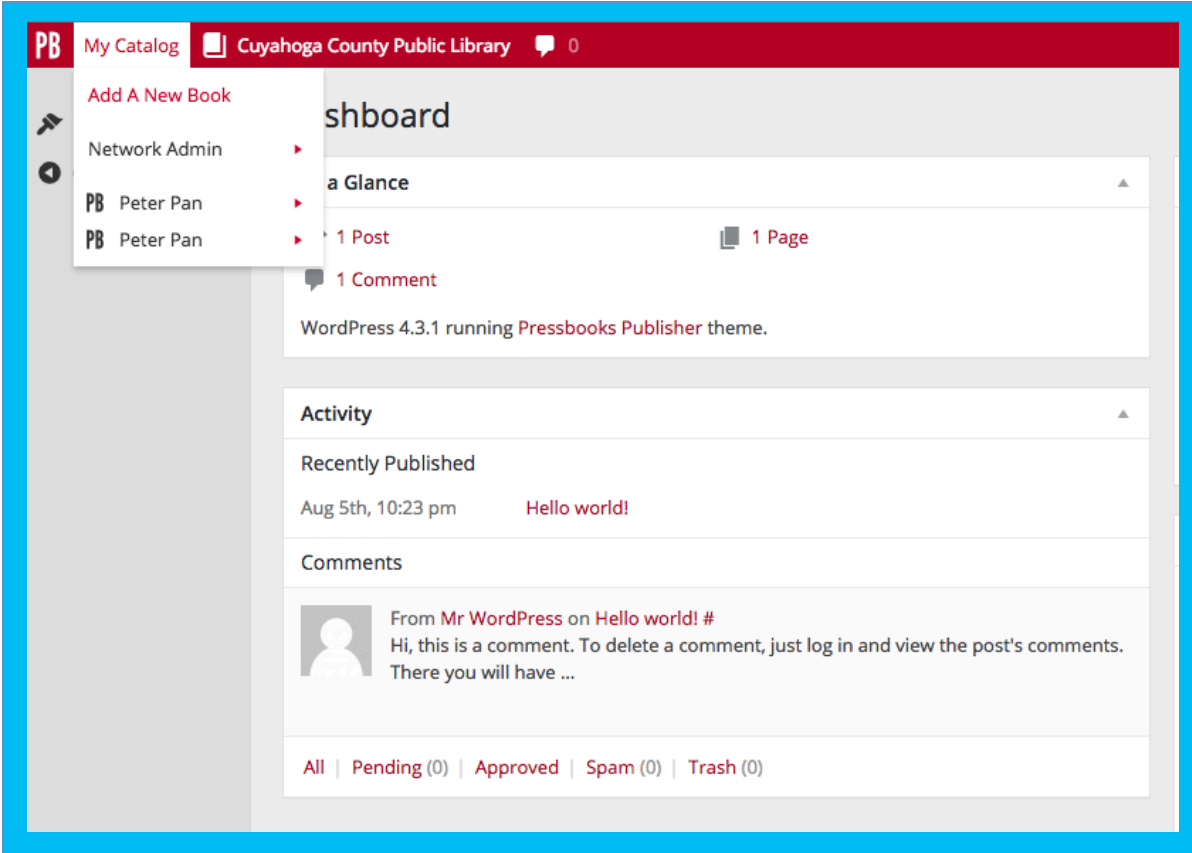# CREATING A PRACTICE EPUB USING PRESSBOOKS

BiblioBoard is pleased to partner with Pressbooks to offer ePUB and PDF formatting tools for self-publishers in the library community. To start making your practice ePUB, log in to the Pressbooks website.

Getting Started:

1. To begin, hover over "My Catalog" in the upper left-hand corner and click "Add A New Book."

2. Scroll down to the bottom of the page that you are taken to.

Web Book Address:

publicdomain.pressbooks.pub/

Book Title:

Privacy:

Would you like your web book to be visible to the public?

○ Yes ⦿ No

Create Book

3. From here, you will type in a "Web Book Address." This is simply the end of the url that you will be using to work on your book. Some examples might be "testbook" "practicebook" "[yourname]test" "[yourname]1", etc.
4. Next, you will type in a "Book Title." This will be what your book in progress will be called. In this instance, you can put "Peter Pan," "Peter Pan Test," "Peter Pan and Wendy," or something of the sort.
5. Once you've created a web book address and book title, make sure to click "No" under the privacy section that says "Would you like your web book to be viewed by the public" if you do not want this book to be found on the open web.
6. Now you can click "Create Book" to begin!

Adding Book Text:

1. The first thing that you will want to do is add chapters to your book. To begin, click into "Text" and then "Add New Chapter" on the side bar.
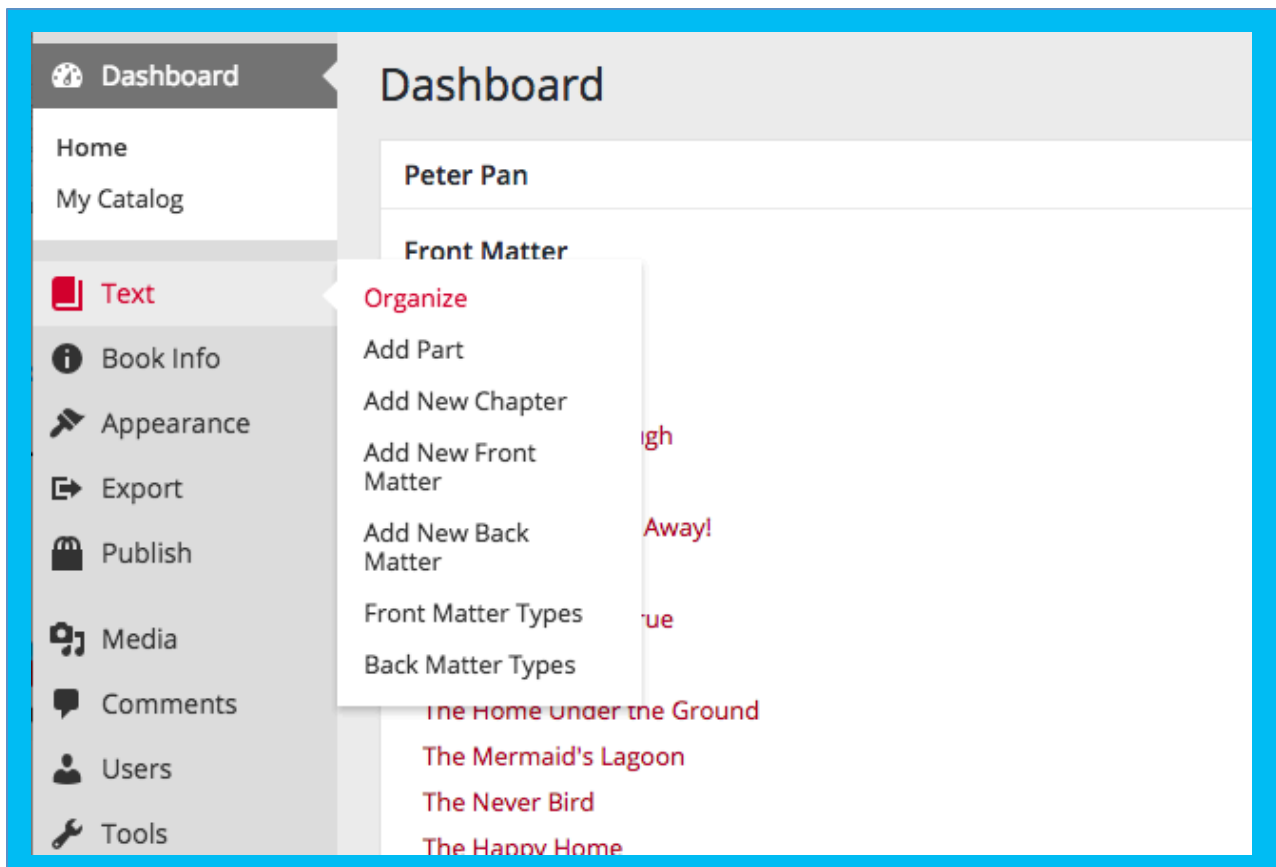
2. Now, you will be able to add in the first chapter of your book.
   a. Open the document titled "Test Book Text" in the Peter Pan Test Book folder that we provided for you.
   b. Copy the title of the first chapter and add it to box at the top labeled "Enter Title Here."

Add New Chapter

Enter title here

Add Media   Visual   Text

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Word count: 0
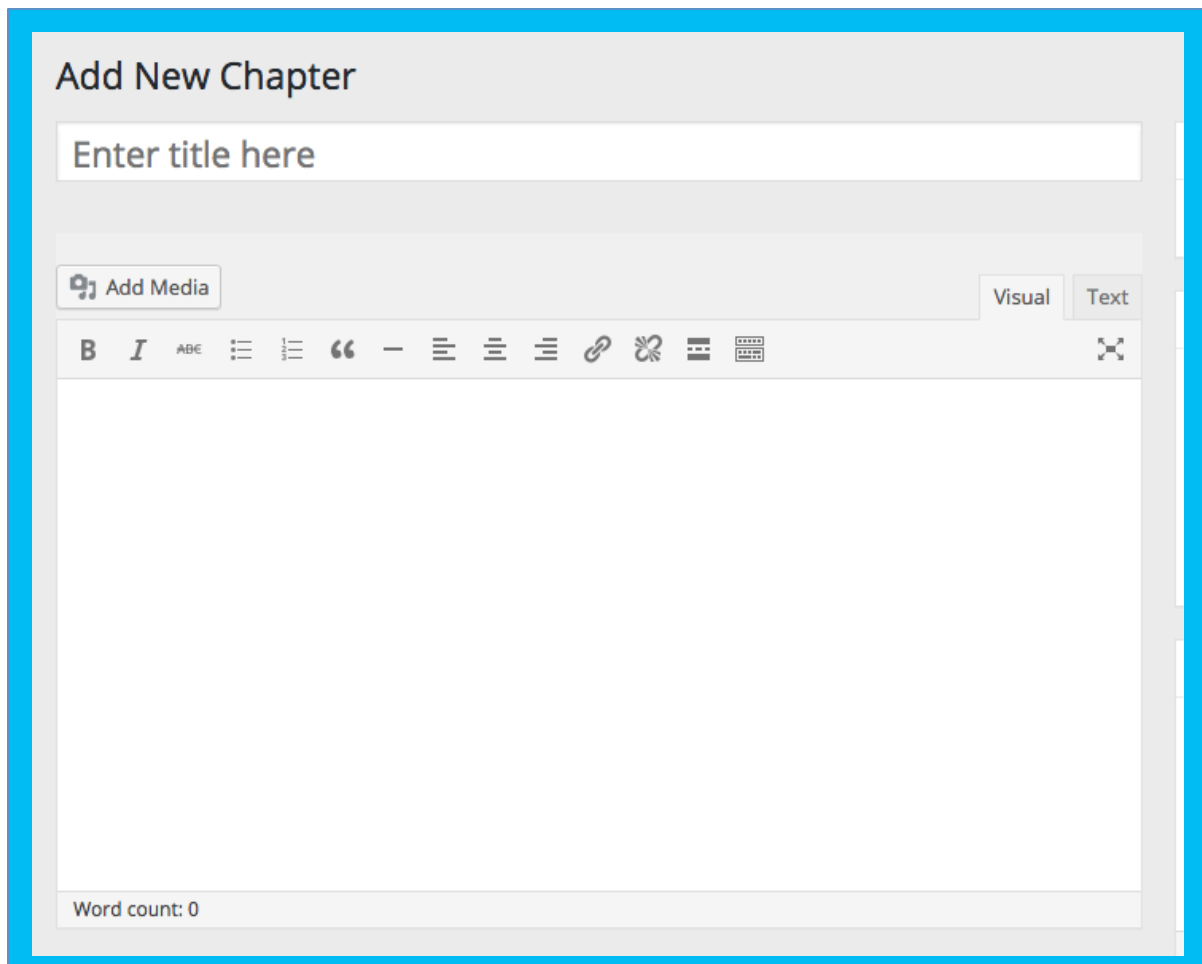
   c. Scroll down on the page. Enter the same title in the "Chapter Short Title" box or a truncated version if necessary. If there is a subtitle, add that in the box below.

Chapter Metadata

Chapter Short Title (appears in the PDF running header)

Chapter Subtitle (appears in the Web/ebook/PDF output)

Chapter Author (appears in Web/ebook/PDF output)

Chapter Copyright License (overrides book license on this page)

--Select--

d. Copy-Paste the text from the first chapter into the text box. From here, you can edit spacing, fonts and format.

Add Media   Visual   Text

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Word count: 0

e. Now you can save your draft, preview your draft or simply click "Publish" if you are done with this chapter.

Publish

Save Draft   Preview

📍 Status: **Draft** Edit

👁 Visibility: **Public** Edit

📅 Publish **immediately** Edit

Move to Trash   **Publish**
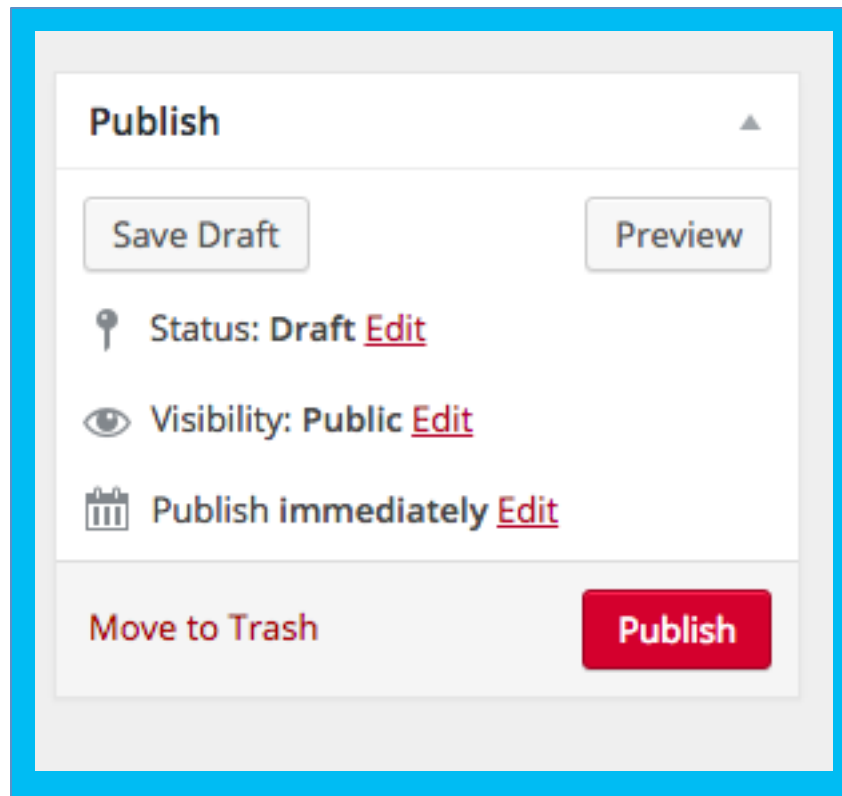
3. Once you are done with your first chapter, you may click "Add New Chapter in the left-hand sidebar and start on the second. Continue to do this until you have run out of chapters or are comfortable with the process.
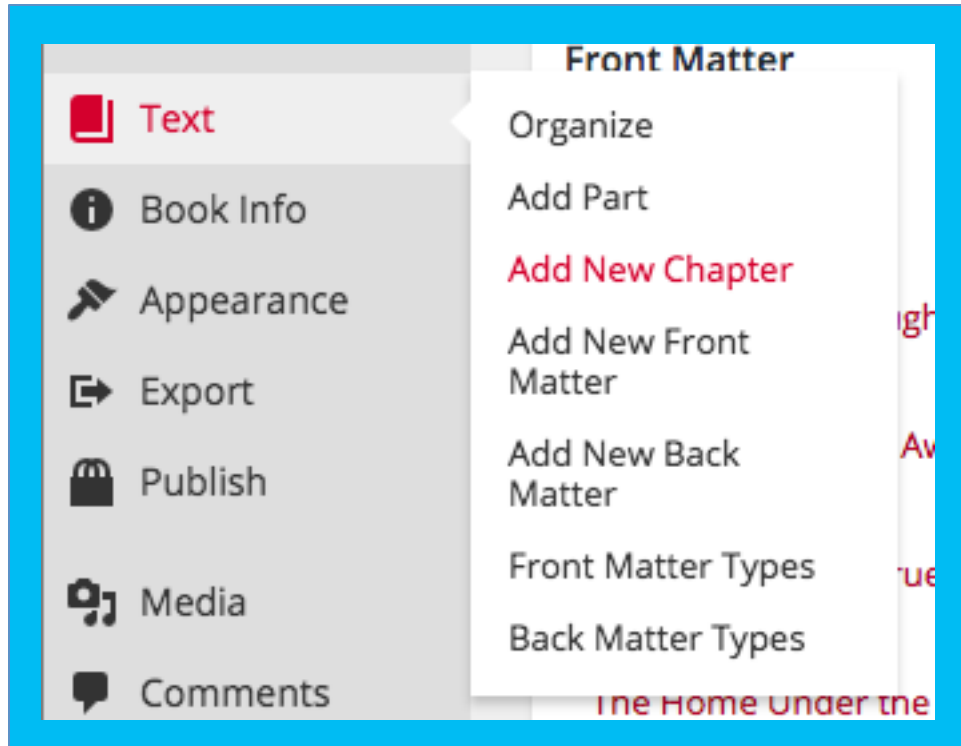
4. Now that you have added all of your chapters, you may want to add front or back matter to your book. Click into "Add New Front Matter" on the left-hand sidebar.
   a. This will be a similar exercise to when you created your chapters, except that you will have the option of choosing what type of matter it is when you are done. For this exercise, we will stick to creating an introduction.
   b. Open up the "Front and Back Matter" Document in your folder.
   c. Copy the title "Introduction" into the spaces for the titles (similar to creating a chapter).
   d. Copy the body text into the main text box.

e. Ensure that "Introduction" is chosen in the "Front Matter Types" box.

Front Matter Types ▲

○ Introduction
○ Abstract
○ Acknowledgements
○ Before Title Page
○ Chronology, Timeline
○ Dedication
○ Disclaimer
○ Epigraph

+ Add New Front Matter Type
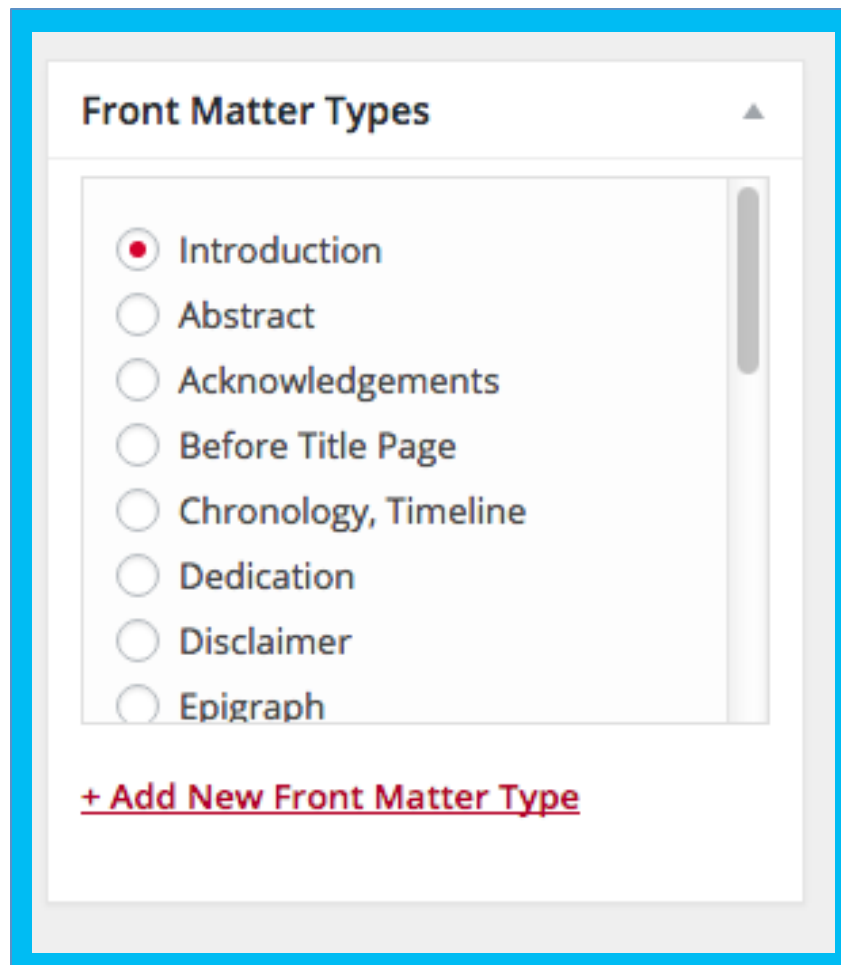
f. You may now "Preview Changes" and then click "Update" to update the book.
5. Click into "Add New Back Matter" on the left-hand panel to repeat the same exercise as adding front matter. In this instance make sure that "About the Author" is chosen in the "Back Matter Types" box. Now you can "Save Draft" or "Publish" this content.

Adding Book Info:

1. Now that you have added your internal book text, it is time to fill out the book info. Click on "Book Info" on the left-hand panel. Here you will enter all of the book information, or metadata, into the system.
   a. Open "Book Information" document that is in folder. This will provide all of the metadata you will need for this book.
   b. Fill in all of the information provided in the document.

Edit Book Information

General Book Information

Title

Peter Pan

Short Title

Peter Pan

In case of long titles that might be truncated in running heads in the PDF export.

Subtitle

Peter and Wendy

Author

James M. Barrie

Author, file as

Barrie, James M.

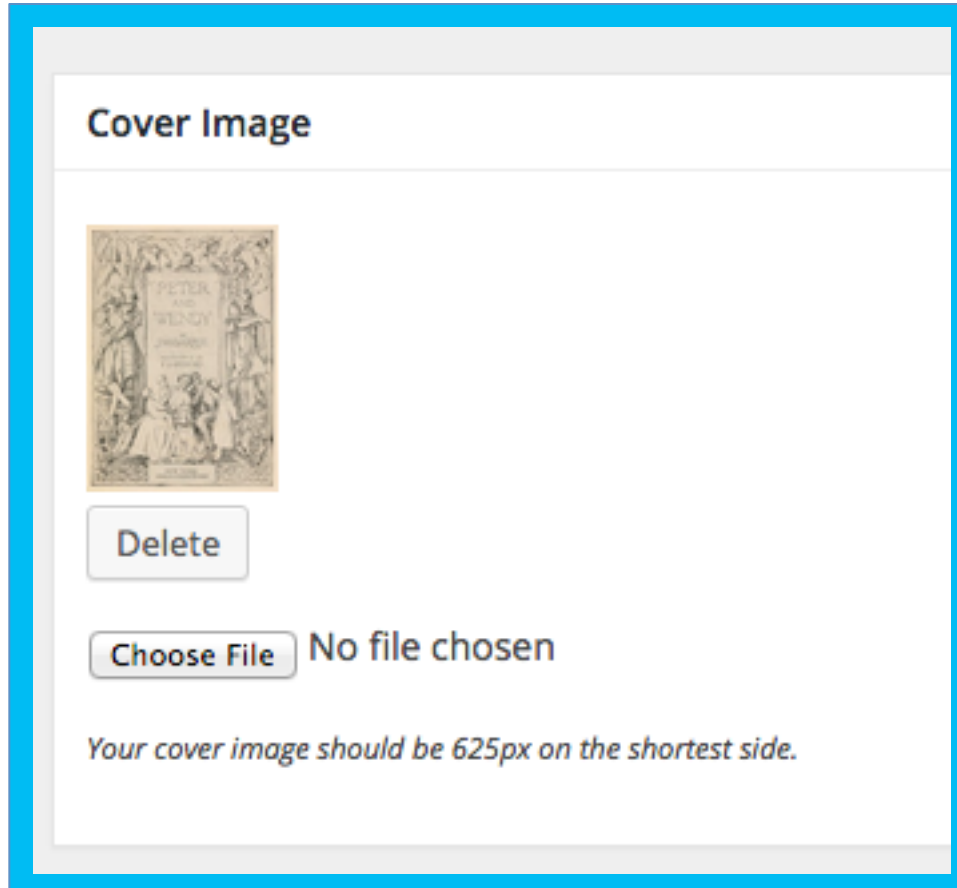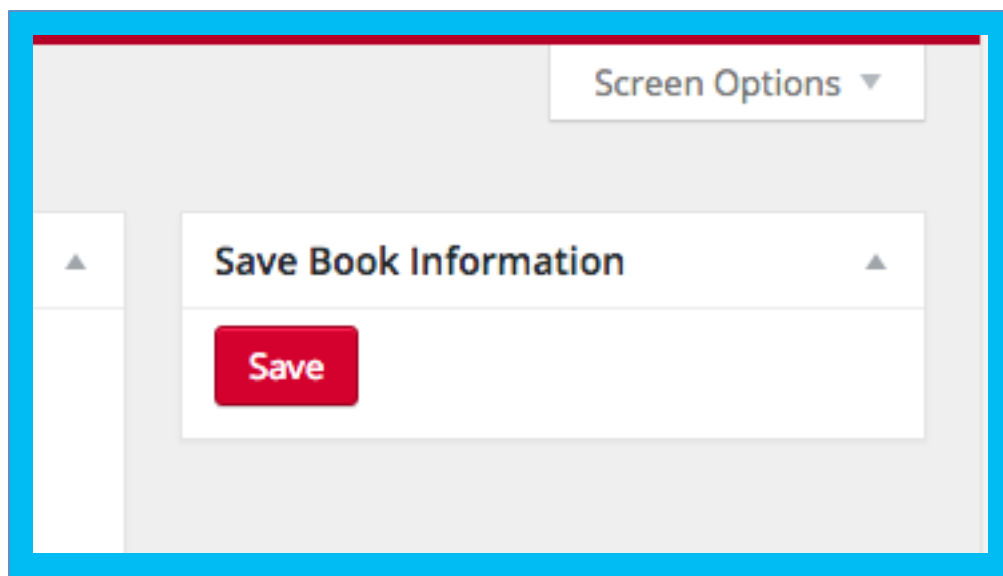*This ensures that your ebook will sort properly in ebook stores, by the author's last name.*

Contributing Authors

c. Upload the cover image that is provided in the folder.

Cover Image

Delete

Choose File | No file chosen

Your cover image should be 625px on the shortest side.

d. Click "Save" at the top of the screen.

Screen Options ▼

Save Book Information

Save
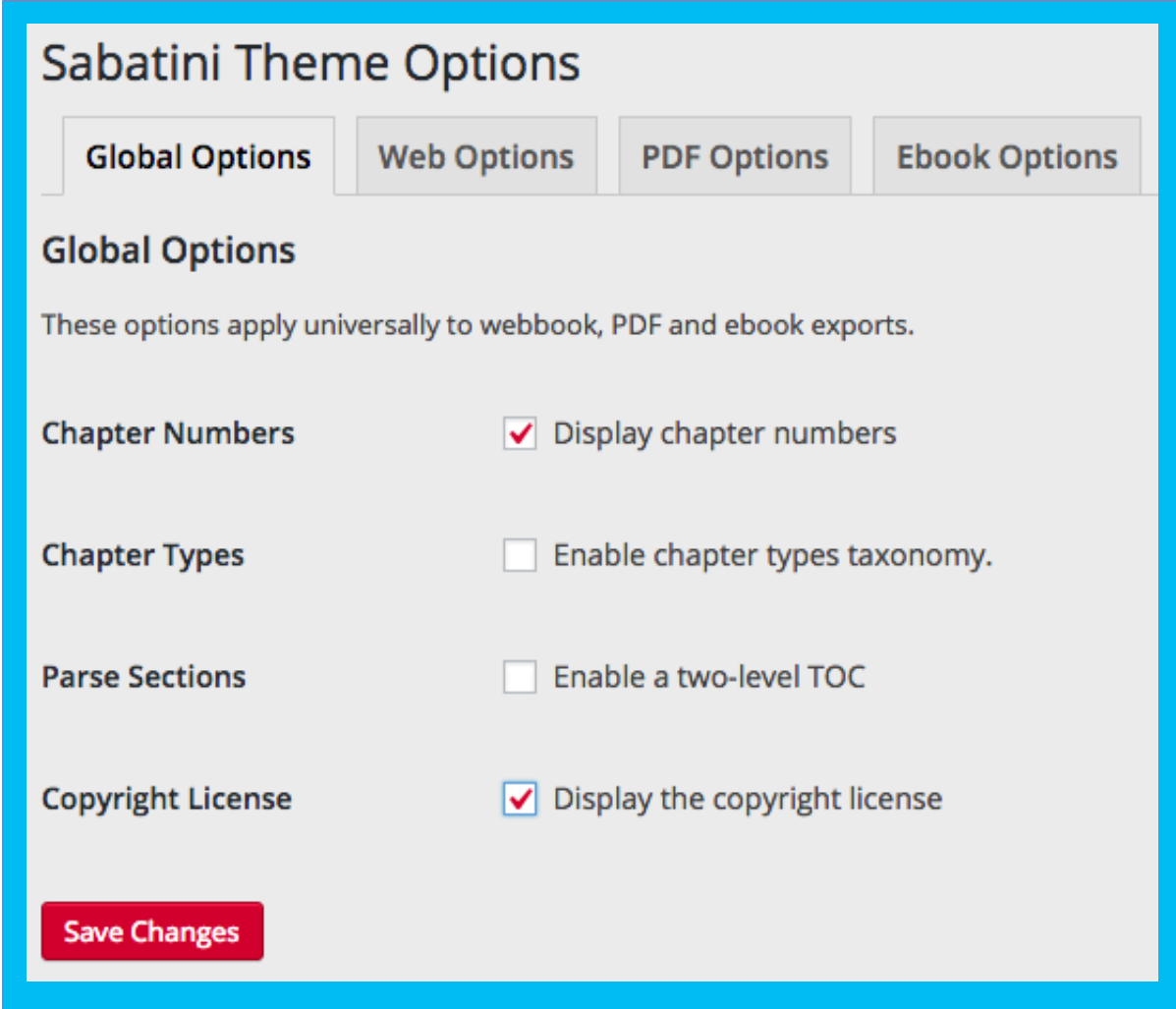
Setting Up the Appearance of Your Book:

1. Click on "Appearance" on the left-hand panel. Now click on "Themes."
2. From here, you can either scroll through all of your theme options or search for terms. Some search terms to try for this book are "Classic" or "Children." Once you find a theme you like, click "Activate" in the lower right-hand corner of the theme tile. This button shows up when you hover over the tile with your mouse.
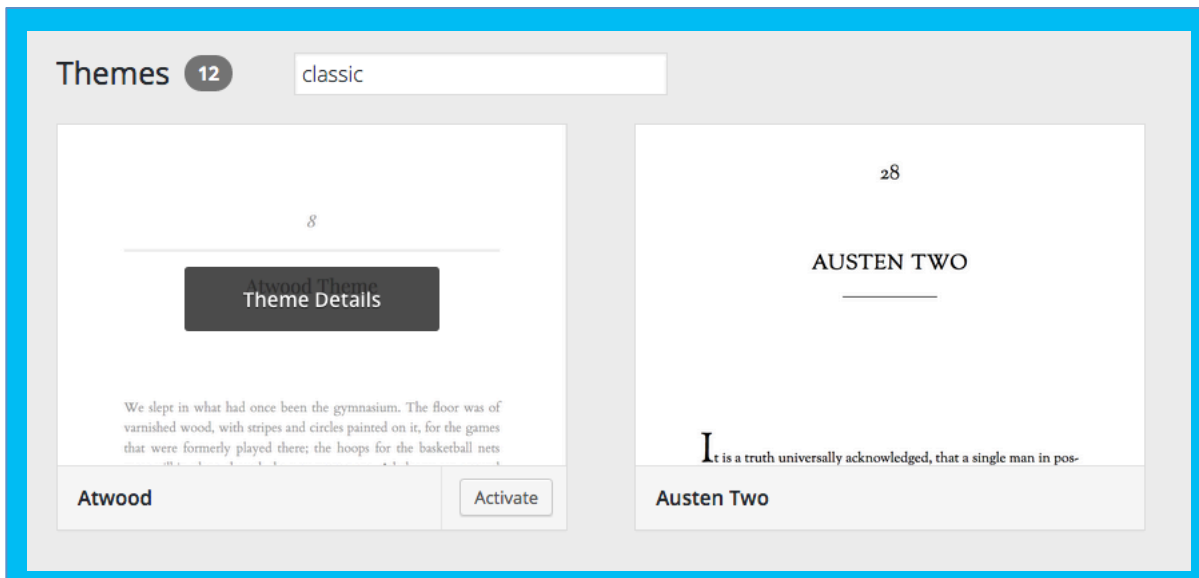
3. Now that you have selected your theme, click into "Theme Options" in the left-hand sidebar. Here you will see options in how you want you book to display.

    a. For this instance, check off "Display chapter numbers" and "Display the copyright license" in the "Global Options" tab. Click "Save Changes."

Sabatini Theme Options

| **Global Options** | Web Options | PDF Options | Ebook Options |

Global Options

These options apply universally to webbook, PDF and ebook exports.

Chapter Numbers	☑ Display chapter numbers
Chapter Types	☐ Enable chapter types taxonomy.
Parse Sections	☐ Enable a two-level TOC
Copyright License	☑ Display the copyright license

Save Changes

    b. Click on the tab labeled "Web Options" at the top. In this tab, check off the "Increase Font Size" box, and uncheck the "Enable Social Media" box if it is automatically checked. Click "Save Changes."

c. For this exercise, we will only be making an ePUB version, so you can skip past the PDF options tab. You may want to go through this phase for your own book if you want to have a print-ready file.

d. Click on the "Ebook Options" tab at the top. For this book, let's click on "Indent paragraphs." Click "Save Changes."

e. Please keep in mind that you can format your own book in any way you choose. These choices are purely for the simplicity of the demo.
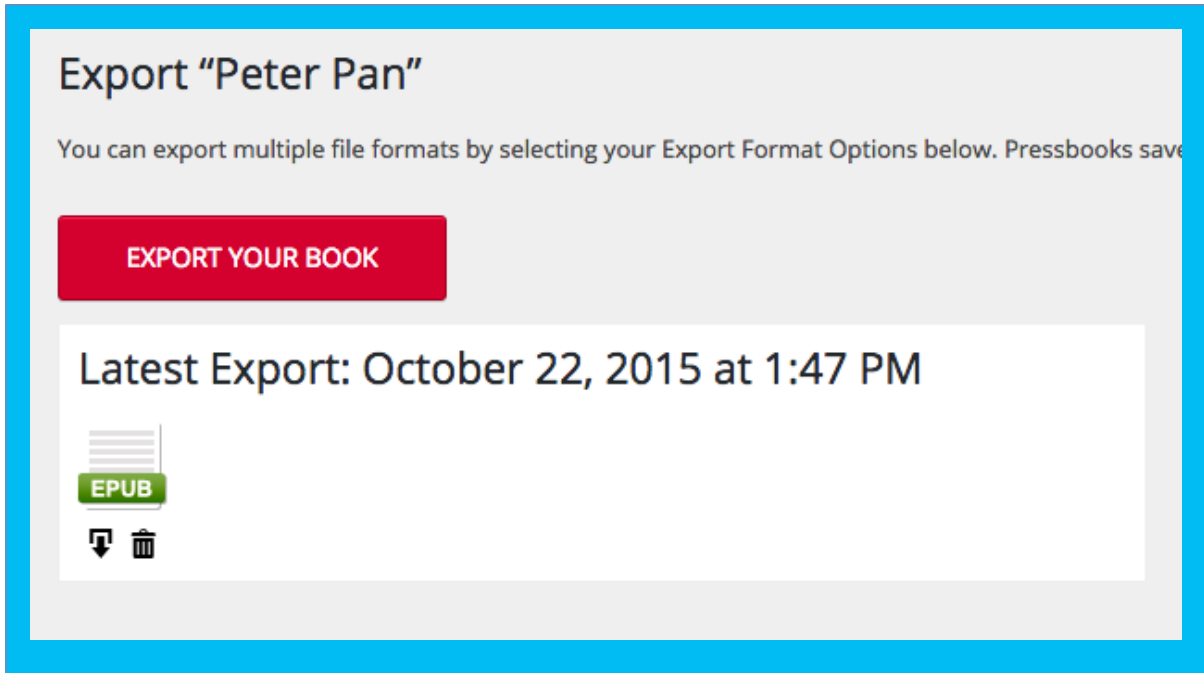
Exporting Your Book:

1. Congratulations! You are now ready to export your first eBook. To begin, click into "Export" on the left-hand sidebar.

a. Under "Your Export Format Options" only check off "EPUB" and make sure the other boxes are unchecked.

Your Export Format Options

Select which formats you want to export.

Standard book formats:

- ☐ PDF (for printing)
- ☑ EPUB (for Nook, iBooks, Kobo etc.)
- ☐ MOBI (for Kindle)

Exotic formats:

- ☐ ICML (for InDesign)
- ☐ XHTML
- ☐ Pressbooks XML
- ☐ WordPress XML

b. Click "Export Your Book."
c. Once the ePUB is generated, you can hover over the little icon that is created and click the download arrow that pops up beneath it.

Export "Peter Pan"

You can export multiple file formats by selecting your Export Format Options below. Pressbooks save

EXPORT YOUR BOOK

Latest Export: October 22, 2015 at 1:47 PM

EPUB

d. Now you have an ePUB version of a book that you created. You can open this book up to see its well-formatted design and are prepared to start your own book.

Building a Book of Your Own:

When you are ready to start building out your own book using PressBooks, you can simply hover over the "My Catalog" button on the upper left-hand corner of the screen and click "Add a new book" to begin. Once you have finished creating your own, original book, you can choose to generate whichever book formats you prefer including mobi, ePUB, PDF and more. See our Tips and Tricks flyer to learn more about these formats.