

Pressbooks Guide

Pressbooks Guide

A reference for OER creators using Pressbooks

OER PRODUCTION TEAM

*JOSIE GRAY; ARIANNA CHEVELDAVE; HARPER
FRIEDMAN; KAITLYN ZHENG; LAURI M. AESOPH; AND
CLINT LALONDE*

BCCAMPUS
VICTORIA, B.C.



Pressbooks Guide Copyright © 2016-2022 by OER Production Team is licensed under a [Creative Commons Attribution 4.0 International License](#), 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 BCcampus 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	xv
Accessibility of This Textbook	xv
Other file formats available	xv
Known accessibility issues and areas for improvement	xv
Accessibility standards	xvi
Let us know if you are having problems accessing this guide	xvi
About BCcampus Open Education	xvii
Acknowledgements	xix
Introduction	1
What is Pressbooks?	1
What to expect from this guide	1
How icons and textboxes are used	2
Pressbooks updates	3
 Part I. <u>Pressbooks Overview</u>	
 1. What You Can Do with Pressbooks	 7
What is a “webbook”?	7
How to access Pressbooks	8

2. The Admin Interface	11
My Catalogue	11
Organize	13
Book Info	14
Appearance	14
Export	15
Publish	15
Plugins	15
Media	16
Users	16
Tools	16
Settings	17
3. Accessibility of Pressbooks	19
Commitment to accessibility	19
Accessibility features for Pressbooks users	19
Creating accessible content in Pressbooks	19
4. Content Disclaimer	21
 Part II. <u>Accounts and Users</u>	
5. Pressbooks Accounts	25
How to create an account	25
User profile	28
Accounts for students	28
Account purging schedule	29
6. Passwords and Usernames	31
Change a password	31
Retrieve username	31

7. Provide Access to Others	33
<i>How to add a user</i>	33
<i>User roles</i>	34
 Part III. <u>Book Set Up</u>	
8. Create a New Book	37
<i>Option 1: Start with an empty book</i>	37
<i>Option 2: Clone a copy of an existing book</i>	38
<i>Import additional content</i>	38
9. Create Non-English Resources	39
10. Structure the Book: Parts and Chapters	41
<i>Use parts and chapters to structure your resource</i>	41
11. Front and Back Matter	43
12. Book Appearance and Formatting	45
13. Word Count	47
<i>Chapter word count</i>	47
<i>Part word count</i>	48
<i>Book word count</i>	48
 Part IV. <u>Import Content into Pressbooks</u>	
14. Import Options for Pressbooks Content	53
<i>Josie Gray</i>	
15. Clone a Book	57
16. Import a Pressbooks or WordPress File	59
<i>Where to find a book's Pressbooks file</i>	59
<i>How to import a Pressbooks file into Pressbooks</i>	61
<i>After import: The book's Organize page</i>	63
17. Import from WordPress	65

18. Import a Web Page or Pressbooks Webbook	67
19. Import a Word Document	69
20. Copy and Paste	71
21. Import a Google Doc	73
22. Import an OpenDocument Text (ODT) File	75
<i>Help using an ODT file</i>	76
23. Import an EPUB File	77

Part V. Enhance Content

24. Create Accessible Resources	81
25. Using the Pressbooks Editor	83
<i>Section title and permalink</i>	83
<i>Visual and text editor</i>	85
<i>Preview your work in the webbook</i>	85
<i>Save and autosave</i>	85
26. Hyperlink Material	87
<i>Internal Links</i>	87
<i>Links to Files</i>	88
<i>External Links</i>	88
<i>Attributions</i>	89
27. Blockquotes and Pullquotes	91
<i>Blockquotes</i>	91
<i>Pullquotes</i>	92
28. Lists: Bulleted and Numbered	93
<i>Bulleted (unordered) lists</i>	93
<i>Numbered (ordered) lists</i>	95
29. Tables	97

30. Images and Files	99
<i>Accessible images</i>	99
<i>Optimize images for web and print</i>	100
<i>Image attributions</i>	100
<i>Image captions</i>	101
<i>Upload files to a book</i>	101
31. Textboxes	103
<i>Specialized textboxes</i>	103
<i>Sidebar textboxes</i>	103
32. Videos, Audio, and Interactive Media	105
<i>Videos</i>	105
<i>Audio</i>	107
33. Media Attributions	109
<i>How to Remove Media Attributions</i>	109
34. Footnotes and Endnotes	111
35. Glossary Terms	113
36. Revisions Tool	115
37. Formatting Tips and Problems	117
38. Math Support	119

Part VI. LaTeX Questions Answered

39. Where can I learn about LaTeX?	123
40. What is LaTeX?	125
41. How do I write a LaTeX expression in Pressbooks?	127
<i>LaTeX shortcodes</i>	127
<i>Double dollar sign delimiters</i>	128
42. Which LaTeX commands work in Pressbooks?	129
43. How do I view an expression as it appears in LaTeX markup?	131

44. What is the difference between MathJax and QuickLaTeX?	133
45. How do I know if I'm using MathJax or QuickLaTeX?	135
46. Should LaTeX be used for all expressions, including simple ones?	137
47. Is there a simple website or application that I can use to test my LaTeX before adding it to Pressbooks?	139
48. What kind of symbols can I write using LaTeX?	141
49. How do I cross something out?	143
<i>The <code>\cancel{}</code> command</i>	143
<i>Cancelling out spaces</i>	144
50. How do I write a fraction in LaTeX?	147
51. How do I create an array using LaTeX?	149
52. How do I create a long division equation in LaTeX?	155
53. How do I make brackets around an expression bigger?	157
54. How do I write the correlation coefficient?	159
55. Can I use characters from the Pressbooks special character bank in LaTeX commands?	161
56. Why won't my LaTeX render properly in the PDF export of my book when it works fine in the web book?	163
57. LaTeX Equation Templates	167
<i>Fractions</i>	167
<i>Long Division</i>	167
<i>Stacked Equations</i>	168
 Part VII. <u>Plugin Features</u>	
58. Activate Plugins	171
59. H5P for Interactive Material	173
60. Hypothesis	175
61. TablePress	177
62. WP QuickLaTeX	179
63. Third-Party Plugins	181

Part VIII. Delete Content

64. Delete a Chapter	185
<i>Restore a deleted chapter</i>	185
65. Delete a Part	187
<i>Restore a part</i>	187
<i>Attributions</i>	188
66. Delete a Book	189

Part IX. Collect Feedback

67. Annotation with Hypothesis	193
68. Comments	195

Part X. Prepare for Publication

69. Create a Book Cover	199
70. Fill Out the Book Info Page	201
<i>More information</i>	201
<i>What to include in the “Copyright Notice” field</i>	201
<i>Chapter metadata</i>	203
71. Export Files	205
<i>Review Your Exported Files</i>	205
<i>Customize PDF exports</i>	205
<i>Customize EPUB exports</i>	205
<i>Validation Errors</i>	206
72. Make a Book Public	207
73. Pressbooks Directory	209
<i>How to use the Pressbooks Directory</i>	209
<i>How to exclude a book from the Pressbooks Directory</i>	209

74. Import an Open Textbook into an LMS	211
Clint Lalonde	
<i>What is a course cartridge?</i>	211
<i>Limitations</i>	211
<i>Find and download the Common Cartridge file</i>	212
<i>Adding the Common Cartridge file to your LMS</i>	213
 Part XI. <u>Statistics</u>	
75. Book Statistics Inside Pressbooks	219
76. Statistics for Books in the B.C. Open Textbook Collection	221
77. Statistics for BCcampus Publications	223
 Part XII. <u>Pressbooks Support Resources</u>	
78. Webinars	227
<i>Current Pressbooks webinars</i>	227
<i>OER Production Series</i>	227
79. Pressbooks Video Tutorial Series	229
<i>Getting Started with Pressbooks</i>	229
<i>Accounts and Users</i>	229
<i>The Pressbooks Editor</i>	229
<i>Images</i>	230
<i>Files, Multimedia, and Plugins</i>	230
<i>Import Pressbooks Content</i>	230
<i>Import Non-Pressbooks Content</i>	230
<i>Metadata, Licences, and Attribution</i>	230
<i>Manage Your Book's Appearance</i>	231
<i>Publish Your Book</i>	231

80. LaTeX Support	233
81. Pressbooks FAQ	235
82. Pressbooks Updates	237
83. Pressbooks Feedback	239
Appendix A: Administrators, Developers, Technical Support	241
Appendix B: Pressbooks Catalogues	243
CANADA	243
UNITED STATES	245
AUSTRALIA	252
EUROPE	253
<i>Belgium</i>	253
<i>Ireland</i>	253
<i>United Kingdom (UK)</i>	253
Appendix C: Editing OpenStax Textbooks	255
<i>Google Docs Versions</i>	255
<i>Pressbooks Versions</i>	255
<i>Restrictions</i>	256
Appendix D: Other Pressbooks Resources	257
Glossary	259
Versioning History	263

Accessibility Statement

BCcampus Open Education believes that education must be available to everyone; this means supporting the creation of free, open, and accessible educational resources. We are actively committed to increasing the accessibility and usability of the textbooks we produce.

Accessibility of This Textbook

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](#). 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 or EPUB, you can send a request to [BCcampus Support](#).

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 one of the following ways:

- Web form: [BCcampus OpenEd Help](#)
- Web form: [Report an Error](#)

This statement was last updated on April 29, 2022.

About BCcampus Open Education

[BCcampus Open Education](#) began in 2012 as the B.C. Open Textbook Project with the goal of making post-secondary education in British Columbia more accessible by reducing students' costs through the use of open textbooks and other OER. [BCcampus](#) supports the post-secondary institutions of British Columbia as they adapt and evolve their teaching and learning practices to enable powerful learning opportunities for the students of B.C. BCcampus Open Education is funded by the [British Columbia Ministry of Post-Secondary Education and Future Skills](#), and the [Hewlett Foundation](#).

Open educational resources (OER) are defined as teaching, learning, and research resources that, through permissions granted by the copyright holder, allow others to use, distribute, keep, or make changes to them. Our support resources are openly licensed using a [Creative Commons licence](#), and are offered in various e-book formats free of charge, or as printed books that are available at cost.

For more information about open education in British Columbia, please visit the [BCcampus Open Education](#) website.

Acknowledgements

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

Thank you, Hugh McGuire, for creating Pressbooks and 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.

Introduction

Welcome to BCcampus Open Education's *Pressbooks Guide*. This support resource is for authors wanting to use the Pressbooks platform to write a new or customize an existing open textbook.

Last update: Apr 29/22

The *Pressbooks Guide* is one of many support guides from BCcampus Open Education. It is designed to supplement the central resource: [Self-Publishing Guide](#).

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 *Pressbooks Guide* (published by BCcampus) 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 any additional information, and includes instructions specific to post-secondary faculty and staff working in British Columbia and the Yukon.

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

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 this *Pressbooks Guide* are mentioned in a shaded textbox. (See example below.)

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

Other guides by BCcampus Open Education

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

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

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*.

Pressbooks updates

The Pressbooks development community is very active and attentive to the needs of its users, and they strive to keep and improve this platform for optimal functionality. As features are added or changed, the information in this guide will be updated. Go to the [Pressbooks Updates](#) page for upcoming and past upgrades, urgent issues, and the most current version of the BCCampus Pressbooks instance.

For more information about Pressbooks, see:

- [Appendix A: Administrators, Developers, Technical Support](#)
- [Pressbooks Feedback](#)

PART I

PRESSBOOKS OVERVIEW

I. 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:

Last update: Sep 22/23

- **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

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 you change the Global Privacy Setting to Public.

How to access Pressbooks

British Columbia and Yukon faculty and staff

BCcampus Open Education provides a self-serve instance of Pressbooks called the [British Columbia/Yukon Open Authoring Platform](#) for faculty and staff at post-secondary institutions in B.C. and Yukon. This is a free service.

To create an account for the **British Columbia/Yukon Open Authoring Platform**, faculty and staff must use their institutional email address. A list of accepted email domains are below.

- | | | |
|-------------------------------|-------------------------------|--|
| • acsenda.com | • ecuad.ca | • royalroads.ca |
| • adler.edu | • etoncollege.ca | • selkirk.ca |
| • alexandercollege.ca | • fraseric.ca | • sfu.ca |
| • bcit.ca | • jibc.ca | • tru.ca ² |
| • camosun.bc.ca or camosun.ca | • kpu.ca ¹ | • twu.ca ³ |
| • capilanou.ca | • langara.ca | • ubc.ca or mail.ubc.ca |
| • cnc.bc.ca | • lasallecollegevancouver.com | • ucanwest.ca |
| • coastmountaincollege.ca | or • necvancouver.org | • ufv.ca |
| • nwcc.bc.ca | • nic.bc.ca | • unbc.ca |
| • columbiacollege.ca | • nlc.bc.ca | • uvic.ca |
| • coquitlamcollege.com | • nvit.bc.ca | • vcc.ca |
| • corpuschristi.ca | • okanagan.bc.ca | • viu.ca |
| • cotr.bc.ca | • pcu-whs.ca | • yorkvilleu.ca |
| • douglascollege.ca | • questu.ca | • yukoncollege.yk.ca or yukonu.ca ⁴ |

If you are an instructor or staff member from a private post-secondary institution that is not listed here, [contact BCcampus OpenEd Support](#) for account set-up assistance.

Everyone else

If you are at a post-secondary institution outside of British Columbia and the Yukon, you

1. KPU hosts its own instance of Pressbooks at <https://kpu.pressbooks.pub/>
2. TRU hosts its own instance of Pressbooks at <https://pressbooks.tru.ca/>
3. TWU hosts its own instance of Pressbooks at <https://books.twu.ca/>
4. On the register page, note that Yukon College is included in the “B.C. Institution” drop-down menu.


may be able to access Pressbooks through your local institution or regional organization. Review our [list of Pressbooks Catalogues](#) to see if there is a Pressbooks instance available for you.

The Rebus Community also provides Pressbooks access to faculty and staff from post-secondary institutions around the globe, provided they are a Rebus member. To join, create a [Rebus Community](#) account and fill out the [Rebus Community Press – Request for Access](#) form.

Lastly, individual accounts are available on a subscription basis through [Pressbooks.com](#). See [Pressbooks Plans and Pricing](#).

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://opentextbc.ca/pressbooks/?p=594#h5p-1	Last update: Apr 16/20
---	---	------------------------

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

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

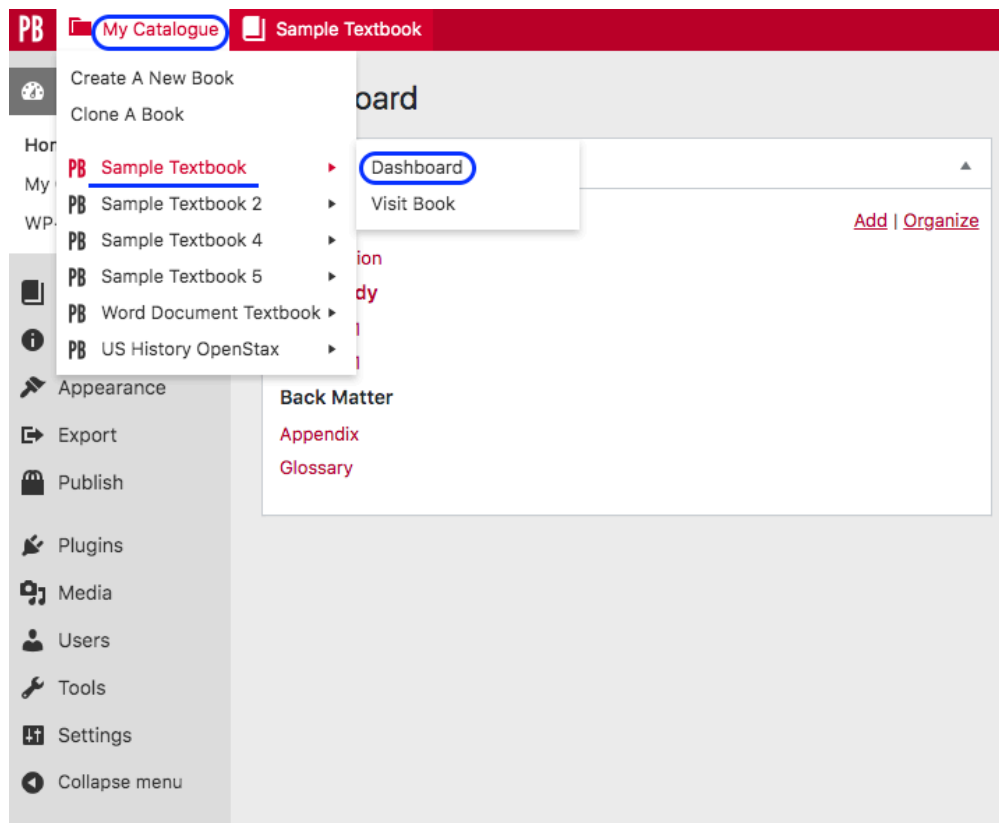
IMPORTANT: If you have been assigned a user role other than Administrator, you will not have access to the “Users” or “Settings” panels.

	For more information, see Navigating the Pressbooks Menus in the <i>Pressbooks User Guide</i> .
---	---

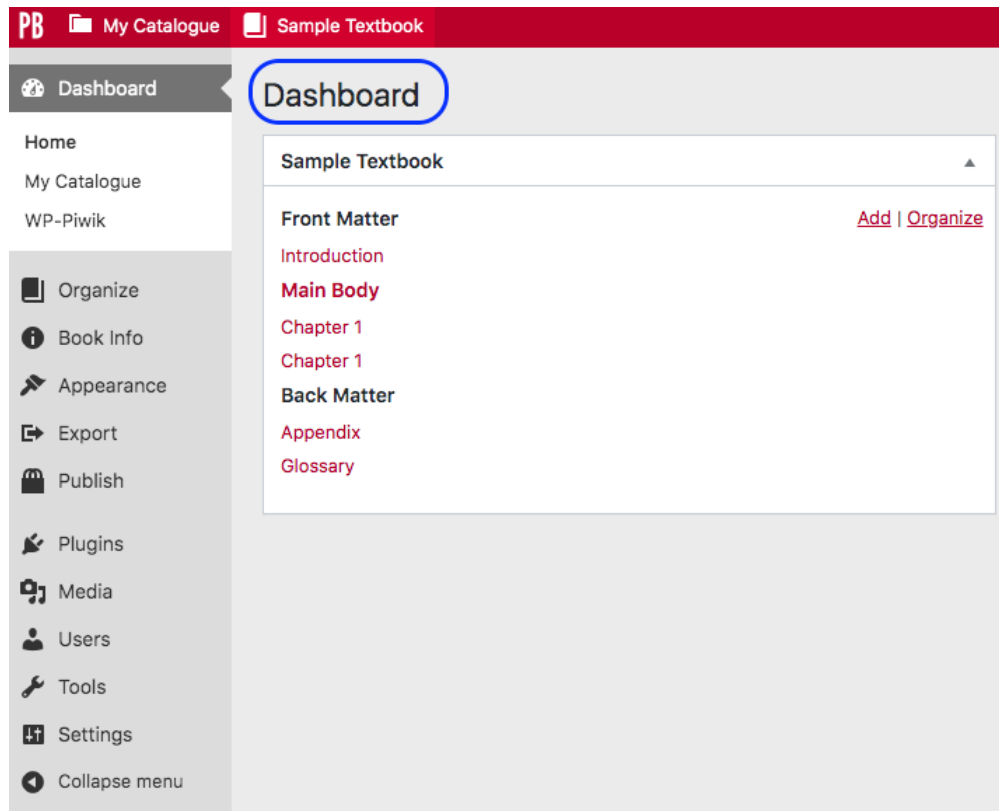
My Catalogue

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

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



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



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

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

Organize



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

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



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

Theme options



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

Recommended PDF Theme Options

While most of the theme options are completely up to your preference, 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*.

The following are Custom Styles that BCcampus applies to books we publish: [BCcampus Custom Styles for Pressbooks Books](#)

Export



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

Publish

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

Plugins

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

Media

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

- Library
- Add New



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

Users

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

- All Users
- Add New
- Your Profile

Tools

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



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

Settings

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

- Sharing & Privacy



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

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



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

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://opentextbc.ca/pressbooks/?p=594#oembed-1>



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=594#oembed-2>



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=594#oembed-3>





One or more interactive elements has been excluded from this version of the text. You can view them online here:
<https://opentextbc.ca/pressbooks/?p=594#oembed-4>

3. Accessibility of Pressbooks

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

Last update: Aug 12/22

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.

4. Content Disclaimer

The [British Columbia/Yukon Open Authoring Platform](#) is available at no cost to the faculty and staff in B.C. and the Yukon for the purpose of creating and revising open textbooks and other open educational resources (OER).

Last update: Nov 26/21

BCcampus 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. Furthermore, it is expected that each user will adhere to the legal requirements dictated by the Creative Commons or other open-copyright licence assigned to material they use.

Readers and users of the content posted in the [British Columbia/Yukon Open Authoring Platform](#) should direct questions regarding to the author of the work in question.

For more information, see [Copyright and Open Licences](#) (*Self-Publishing Guide*).

PART II

ACCOUNTS AND USERS

Section Topics

This section includes:

- [Pressbooks Accounts](#)
- [Passwords and Usernames](#)
- [Provide Access to Others](#)

5. Pressbooks Accounts

This chapter describes how B.C. post-secondary faculty and staff can create and manage an account on the **British Columbia/Yukon Open Authoring Platform**.

Last update: May 18/23

How to create an account

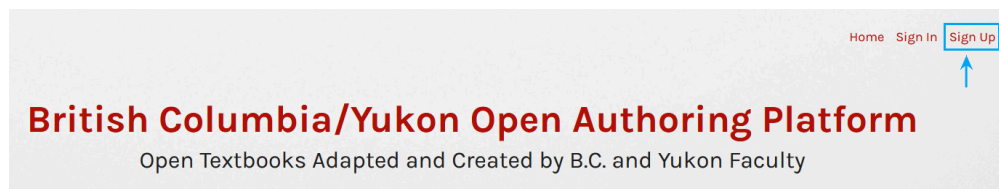
To learn how to create a Pressbooks account, watch the video below or continue reading this section.



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=24#oembed-1>

Step 1: Create the account

To create an account, go to pressbooks.bccampus.ca and select “Sign Up” in the top right corner, or “Create an Account” farther down the page.



Next, fill in the following fields:

- Username (This must be at least 4 characters, containing letters and numbers only, and letters must be lowercase.)
- Email address (This is unique; an email address can only be used one time in this system. The email address must be from a B.C. or Yukon post-secondary institution.)
- Type in and then confirm your password. (Password must be at least 12 characters in

- length, include at least one uppercase letter, and have at least one number.)
- Select your institution from the drop-down menu.

REGISTER A BRITISH COLUMBIA/YUKON OPEN AUTHORING PLATFORM ACCOUNT

Username:

(Must be at least 4 characters, letters and numbers only.)

Email Address:

We send your registration email to this address. (Double-check your email address before continuing.)

Password:

Type in your password.

Confirm Password:

Type in your password again. Password must be at least 12 characters in length, include at least one upper case letter, and have at least one number.

BC Institution:

-- Select Option --

(Must be a faculty member or staff currently working at a post-secondary institute in British Columbia or the Yukon.)

☒ Register my book now

☐ Register my book later

NEXT

You can also select “Register my book now.” This is the default setting and means that a

book shell will be created in addition to setting up your account. The book shell can be used to create a new book or upload an existing book. If you don't want to create a book at this point, you can choose to register or create a book later. Finish by selecting "Next."

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

Step 2: Activate the account

During the account creation process, you will be notified that your account must be activated before it can be used. To do this:

1. Go to the inbox for the email address that you entered when creating your Pressbooks account.
2. Open your Pressbooks account activation email with the subject line "[British Columbia/Yukon Open Authoring Platform] Activate (your username)". You may need to check your junk/spam folder if you do not see this email in your inbox.
3. Click on the link in the email body to activate your Pressbooks account.

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

Once the activation link is clicked, a Pressbooks page will open up that says "Your account is now active!" along with your username and password. From this web page, you can choose to immediately log in or go back to the Pressbooks home page.

YOUR ACCOUNT IS NOW ACTIVE!

Username: acheveld

Password: SimonBookUni12

Your account is now activated. [Log in](#) or go back to the [homepage](#).

Step 3: Welcome email

Within 5–10 minutes of account activation, you will receive another email containing your username and a link to the login page on the British Columbia/Yukon Open Authoring Platform website.

This email contains a list of resources to help you use Pressbooks and informs you that you “have been added to the PBNotifications mailing list in order to receive email notifications when there is a scheduled maintenance outage, system upgrade, or other significant change to the Pressbooks website.”

You are asked to [contact BCcampus Support](#) with questions.

Note: In rare cases, the activation email for a newly created Pressbooks account may be delayed for up to an hour if the network at an individual’s institution or BCcampus is slow.

User profile



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

Accounts for students

Students are not permitted to create accounts in the [pressbooks.bccampus.ca](#) instance of Pressbooks at this time. 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.

However, we do make exceptions for instructors who want to bring students in to work on an OER either as collaborators or for a course assignment. If this is the case, instructors can fill out the [BCcampus OpenEd contact form](#) and we will help you get that set up.

Note that BCcampus will delete student accounts after the project/semester is over.

Account purging schedule

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

6. Passwords and Usernames

Last update: Jul 8/22

Change a password



For written instructions on how to change or reset a password, see [Change Your Password](#) in the *Pressbooks User Guide*.

You can also watch one of the tutorial videos below:



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=26#oembed-1>



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=26#oembed-2>

Retrieve username

If you forget your username, but know the email address you used to create your account, you can retrieve your username. Simply log in to your Pressbooks account using your email address and your password, and you will see your username in the top right corner of the Pressbooks dashboard.

7. Provide Access to Others



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

Last update: Jul 8/22

How to add a user

Only Administrators of a book can add users to that book in Pressbooks.

To learn how to add and manage users, watch the video below or continue reading this chapter.



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=399#oembed-1>

Follow these steps to add a user to your book:

1. Go to your book's **Dashboard**.
2. Find the Users tab in the left-hand menu.
3. At the top, select "Add New."
4. Does this person have an existing Pressbooks account?
 - a. If yes, under "Add Existing User", fill in the email associated with their Pressbooks account.
 - b. If no, they must first create their own account, and then you can add them as an existing user (see the instructions for [how to create an account in the chapter on Pressbooks Accounts](#)). Note that Pressbooks will only accept email addresses associated with BC and Yukon post-secondary institution email domains.
5. Select the desired role for your user. See below for role options.
6. Do not check "Skip confirmation email."
7. Select "Add User." The person who has been added will receive an email invitation and a link to the book. They will need to click a confirmation link in order to access the book. If this is a new account, it will walk them through setting up their Pressbooks account.

User roles

User roles include:

- **Administrator:** The highest permission level. Administrators can add, edit, and delete posts; they can add and delete users; and they can delete a book.
- **Editor:** Editors can add, edit, manage, and publish posts – even those of others.
- **Author:** Authors can write, edit, and publish their own posts, but not those of others.
- **Contributor:** Contributors can write and edit their own posts. They cannot publish their posts.
- **Subscriber:** The lowest permission level. Subscribers can only read posts.

Dashboard Links by User Type

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

PART III

BOOK SET UP

Section Topics

This section includes:

- [Accessibility](#)
- [Accessibility for Administrators](#)
- [Language and Script Support](#)
- [Annotation with Hypothes.is](#)
- [Comments](#)
- [The Dashboard](#)
- [Add a New Book](#)
- [Parts: Add, Change, Organize](#)
- [Chapters: Add, Change, Organize](#)
- [Front Matter: Add, Change, Organize](#)
- [Back Matter: Add, Change, Organize](#)
- [Automatic Pages and Features](#)
- [Word Count](#)



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.

8. Create a New Book

Once you've created Pressbooks account, your next step will be to create a book. You can choose if you'd like to **start with an empty book** or **clone an existing book**.

Last update: Apr 29/22

Option 1: Start with an empty book

If you want to start with an empty book, you can set up the book when you create your Pressbooks Account. However, if you skipped this step when creating an account or want to create additional books, you can also create a book once you log in to your Pressbooks account:

1. Log into your Pressbooks account.
2. Hover over the “My Books” link in the top menu to reveal a drop-down menu.
3. Click “Create a New Book.”

You will be taken to the “Create a new book” page where you will be asked to provide basic information about the book:

1. **Webbook address.** Your webbook address cannot be changed later, so choose it carefully.
2. **Book title.** This can be changed later if needed.
3. **Book language.** “English (Canada)” is the default selection.
4. **Privacy.** Would you like your webbook to be visible to the public? The default is setting is “Yes,” which will make the book public. We recommend you select “No” so you can work on your book in private. You will be able to change it to public once you are ready to share.

Once you have filled in all of the fields, click the “Create Book” button. Then you will be directed to the book’s dashboard. To get you started, Pressbooks creates a number of empty parts and chapters. You are welcome to delete these or customize them.

Watch the video: [How to Create a Book in Pressbooks \(2 minutes\)](#)



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=592#oembed-1>

Option 2: Clone a copy of an existing 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 clone it to your Pressbooks account. You can use the [Pressbooks Directory](#) to search for existing OER published in Pressbooks.

Watch the video: [How to Clone a Book \(2 minutes\)](#)



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=592#oembed-2>



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

Import additional content

Whether you've started with an empty book or a cloned book, you may want to import content into Pressbooks from other sources (for example, Word documents or other Pressbooks resources).

For more information on how to import content into Pressbooks, see [Add Content](#).

9. Create Non-English Resources



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

Last update: Apr 29/22

10. Structure the Book: Parts and Chapters

A book written in Pressbooks 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”).

Last update: Apr 29/22

Watch this video: [How to Add, Organize, and Delete Parts and Chapters \(5 minutes\)](#)



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=3110#oembed-1>



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*.

II. 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*.

Last update: Apr 29/22

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

- 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*.

12. Book Appearance and Formatting

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.

Last update: Apr 29/22



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

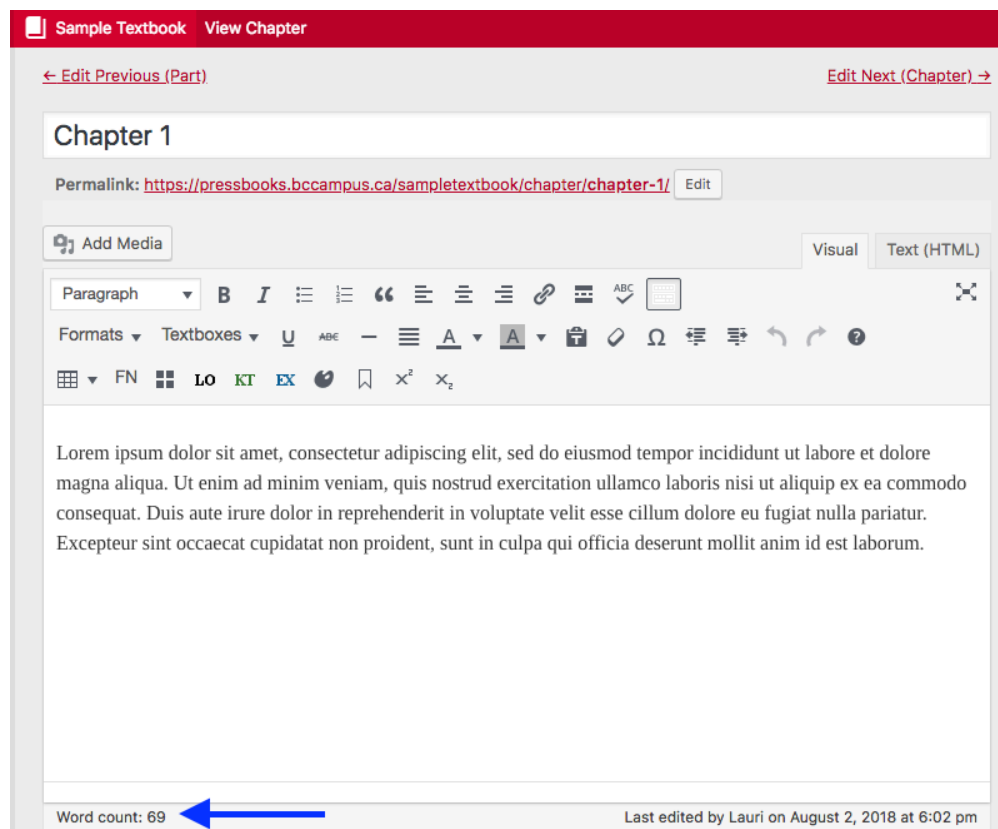
13. Word Count

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

Last update: Sep 6/18

Chapter word count

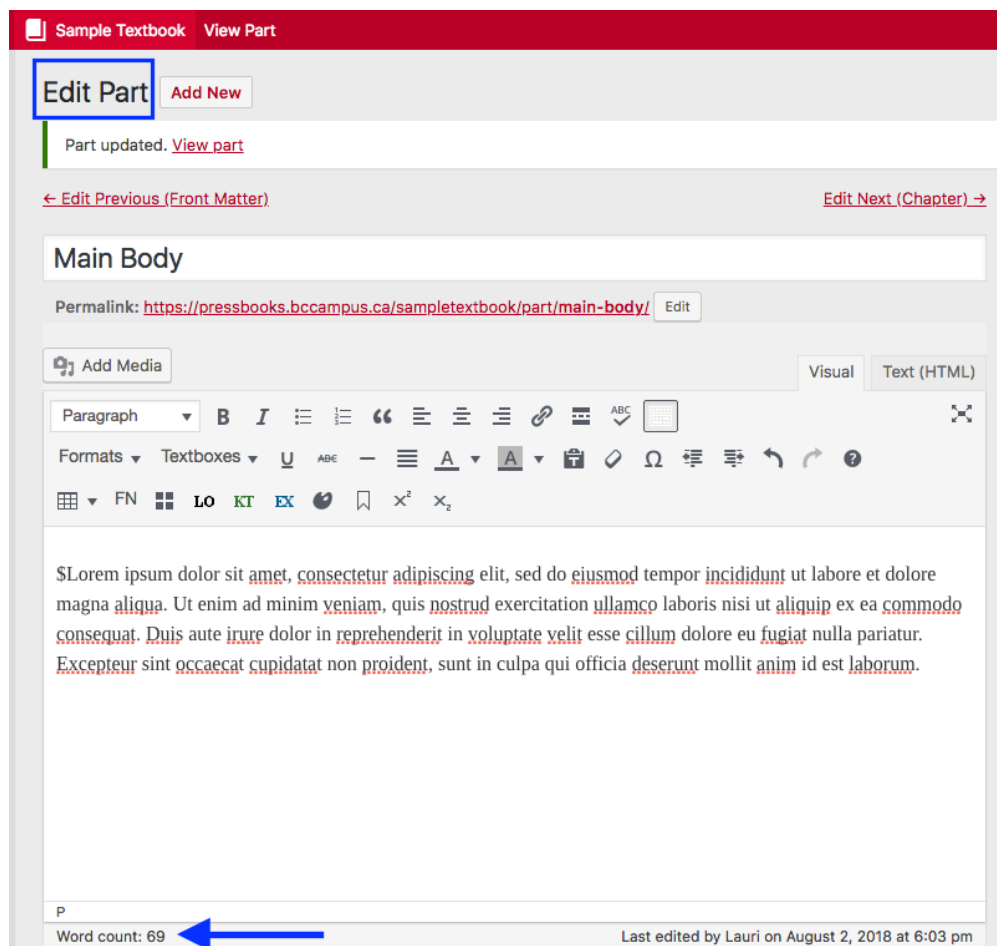
Word count is posted at the bottom of each chapter's content body. Words in the chapter title field are not included.



The screenshot displays the 'Sample Textbook' chapter editor. At the top, a red header bar contains 'Sample Textbook' and 'View Chapter'. Below this, navigation links for 'Edit Previous (Part)' and 'Edit Next (Chapter)' are visible. The chapter title 'Chapter 1' is entered in a text field, with a permalink and an 'Edit' button below it. A rich text editor toolbar is present, showing various formatting options like bold, italic, list, link, and text color. The main content area contains a paragraph of Lorem Ipsum text. At the bottom of the editor, a status bar shows 'Word count: 69' with a blue arrow pointing to it, and 'Last edited by Lauri on August 2, 2018 at 6:02 pm'.

Part word count

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



Book word count

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

Dashboard

Organize

Organize

Add Part

Add Chapter

Add Front Matter

Add Back Matter

Chapter Types

Front Matter Types

Back Matter Types

Contributors

Trash

Book Info

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

Public

— Promote your book, set individual chapters privacy below.

Private

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

Test

Front Matter

Chapters

Back Matter

Parts

Word Count: 565 (whole book) / 338 (selected for export)

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

PART IV

IMPORT CONTENT INTO

PRESSBOOKS

Section Topics

This section includes:

- [Create New Content](#)
- [Import Options for Pressbooks Content](#)
- [Clone a Book](#)
- [Import a Pressbooks or WordPress File](#)
- [Import a Web Page or Pressbooks Webbook](#)
- [Import a Word Document](#)
- [Copy and Paste](#)
- [Import a Google Doc](#)
- [Import an OpenDocument Text \(ODT\) File](#)
- [Import an EPUB File](#)

14. 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: Sep 14/22

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


Pressbooks Import Options

Import Option	What You Need	What This Option Does	When to Use This Option
Clone a Book	<ul style="list-style-type: none"> The URL of the Pressbook you want a copy of 	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> An existing Pressbook to add content to The Pressbooks XML file of the Pressbook you want a copy of 	<ul style="list-style-type: none"> Creates an exact copy of an entire book, or Allows you to select the parts and chapters you want imported 	<ul style="list-style-type: none"> 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.

<p>Web Page or Pressbooks Webbook (.html or URL)</p>	<ul style="list-style-type: none"> • An existing Pressbook to add content to • The URL of the Pressbook you want a copy of 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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.
--	--	--	--

	<p>For more information, see Bring Your Content Into Pressbooks in the <i>Pressbooks User Guide</i>.</p>
--	--

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

	<p>One or more interactive elements has been excluded from this version of the text. You can view them online here: https://opentextbc.ca/pressbooks/?p=1671#oembed-1</p>
---	---

15. Clone a Book

See the “Option 2: Clone a copy of an existing book” section in the [Create a New Book chapter](#).

16. Import a Pressbooks or WordPress File

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

Last update: Sep 15/22

Where to find a book's Pressbooks file

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

- The available formats of the book are listed under the book title in the B.C. Open Textbook Collection

Graphic Design and Print Production Fundamentals
Textbook | Design

Read online PDF Order Hardcopy **Alternate Formats**

Optimized for Print
High-Resolution PDF

eReader
eReader - ePub

Customize
Pressbooks XML
XHTML

LMS Integration
Common Cartridge (Web Links)

About This Textbook

This textbook -- written by a group of select experts with a focus on different aspects of the design process -- covers the many steps of creating digital products that people interact with on a daily basis. It covers the concept that, while most design is now done on a computer, the ideas need to be completed in the computer software, then progress to an imaging (traditional) process. The ideas need to be completed in the computer software, then progress to an imaging (traditional) process. The ideas need to be completed in the computer software, then progress to an imaging (traditional) process. The ideas need to be completed in the computer software, then progress to an imaging (traditional) process.

Author: Graphic Communications Open Textbook Collective

Find the “Alternate Formats” link. Opening this link will reveal all alternate formats available for the book. Download the Pressbooks file here.

- The book’s Pressbooks homepage. This is also found in the available formats listed under the title of the book in the B.C. Open Textbook Collection.

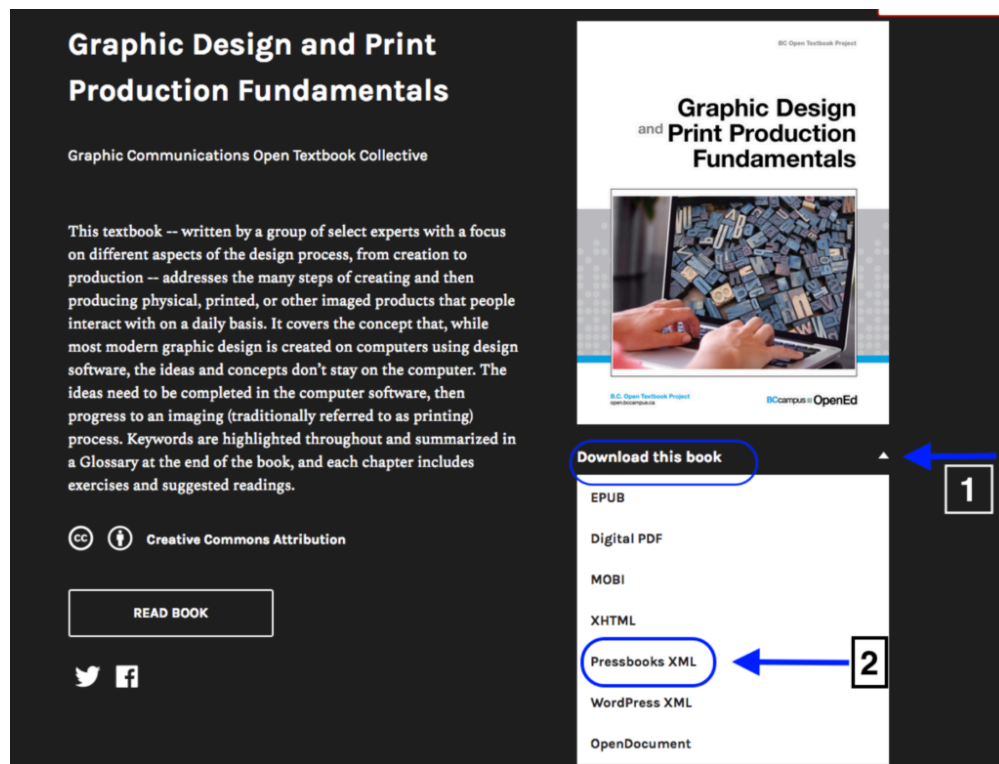
Graphic Design and Print Production Fundamentals
Textbook | Design

Read online PDF Order Hardcopy Alternate Formats

Find the “Read Online” link. The link will direct to the Pressbooks site of the book.

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

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

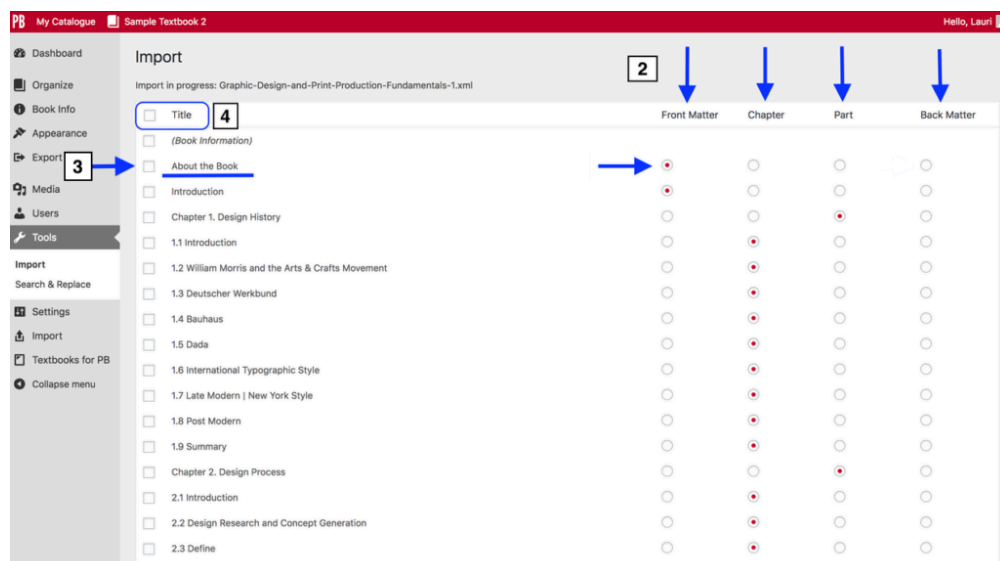


How to import a Pressbooks file into Pressbooks

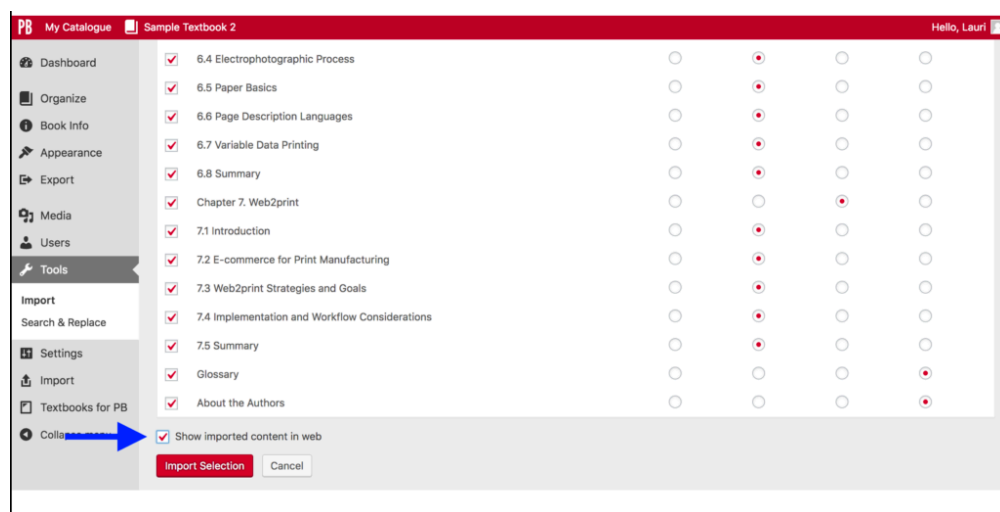


See [Import from a Pressbooks XML file](#) in the *Pressbooks User Guide*.

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

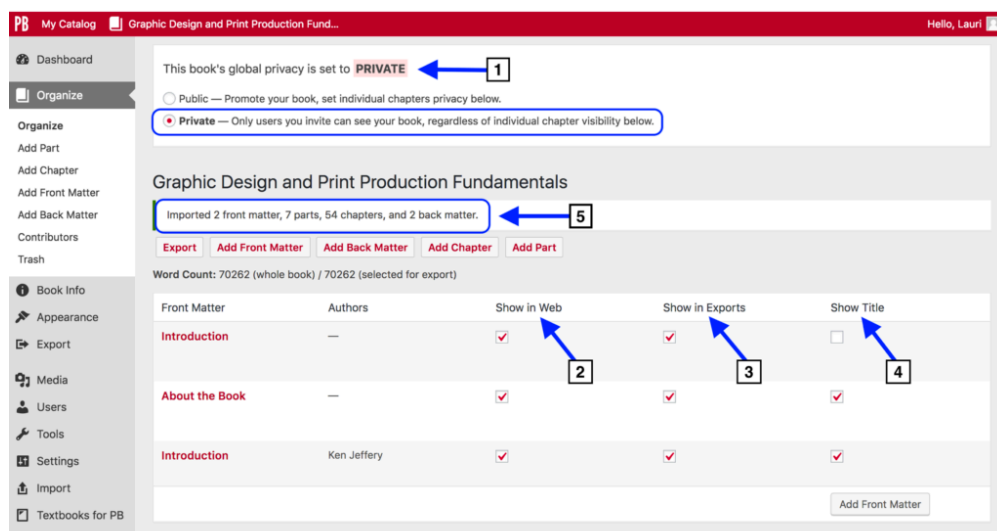
as drafts, meaning they will not be seen in the webbook. If you do select the check box, parts and chapters will appear in the webbook and the Show in Exports option for every part and chapter will be marked as yes, which makes sure that parts and chapters are included when a book is exported.

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](#).

17. Import from WordPress

Last update: Apr 16/20



See [Import from WordPress](#) in the *Pressbooks User Guide*. – LINK NO LONGER VALID, PB Guide no longer has info on importing WordPress file

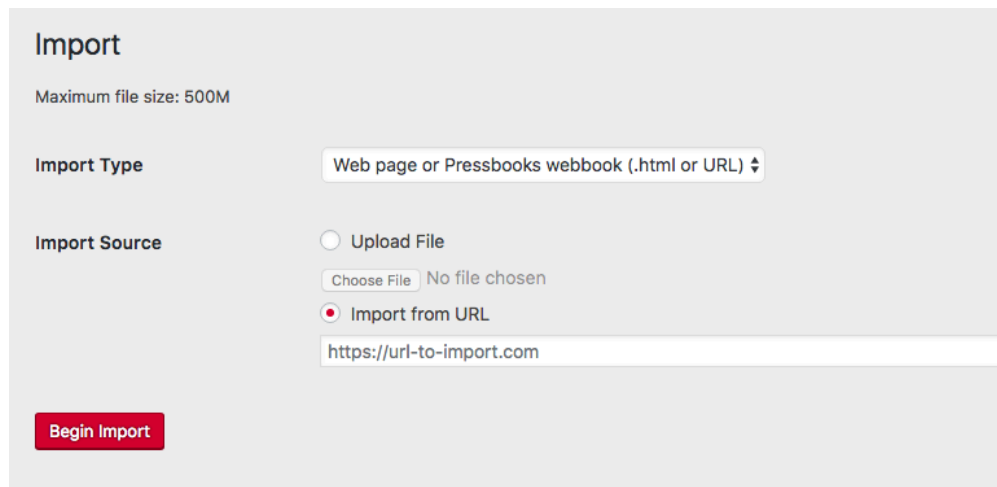
18. Import a Web Page or Pressbooks Webbook

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](#).)

Last update: Jul 5/22

To use this feature:

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



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

If importing a Pressbook 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 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://opentextbc.ca/pressbooks/?p=1048#oembed-1>

19. Import a Word Document

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.

Last update: May 4/22

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 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://opentextbc.ca/pressbooks/?p=497#oembed-1>

20. Copy and Paste

Last update: Aug 14/23



See [Copy and Paste from Another Source](#) 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://opentextbc.ca/pressbooks/?p=640#oembed-1>

21. 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: May 17/22

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.](#))

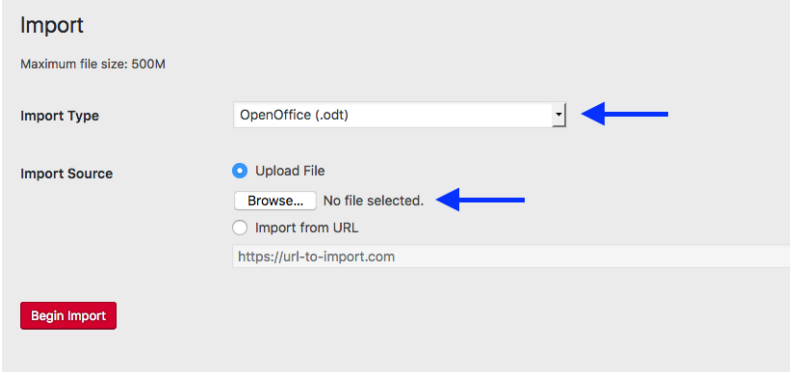
22. Import an OpenDocument Text (ODT) File

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

Last update: Sep 6/18

To import this file type:

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

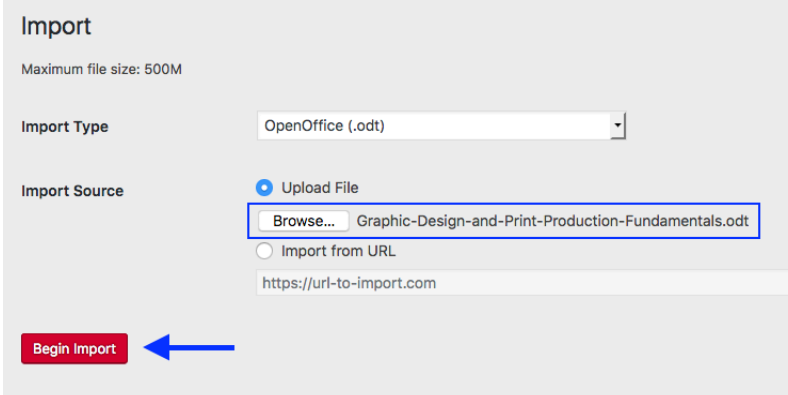


The screenshot shows the 'Import' form with the following details:

- Import Type:** A dropdown menu set to 'OpenOffice (.odt)'. A blue arrow points to the dropdown arrow.
- Import Source:** The 'Upload File' radio button is selected. Below it, the 'Browse...' button is highlighted with a blue arrow. The text 'No file selected.' is displayed next to the 'Browse...' button.
- Import from URL:** The radio button is unselected. Below it, the URL 'https://url-to-import.com' is entered.
- Begin Import:** A red button at the bottom left.

2. By Import Source

1. select the Upload File radio button.
2. locate the ODT file to upload using the Browse button.



The screenshot shows the 'Import' form with the following details:

- Import Type:** A dropdown menu set to 'OpenOffice (.odt)'.
- Import Source:** The 'Upload File' radio button is selected. Below it, the 'Browse...' button is highlighted with a blue box. The text 'Graphic-Design-and-Print-Production-Fundamentals.odt' is displayed next to the 'Browse...' button.
- Import from URL:** The radio button is unselected. Below it, the URL 'https://url-to-import.com' is entered.
- Begin Import:** A red button at the bottom left. A blue arrow points to the button.

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

3. Click “Begin Import.”

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

Help using an ODT file

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

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

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

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

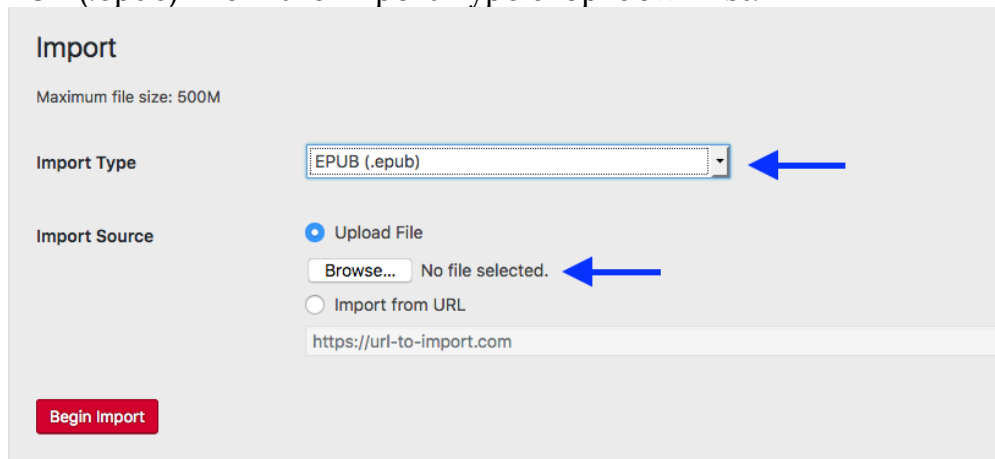
23. Import an EPUB File

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

Last update: May 17/22

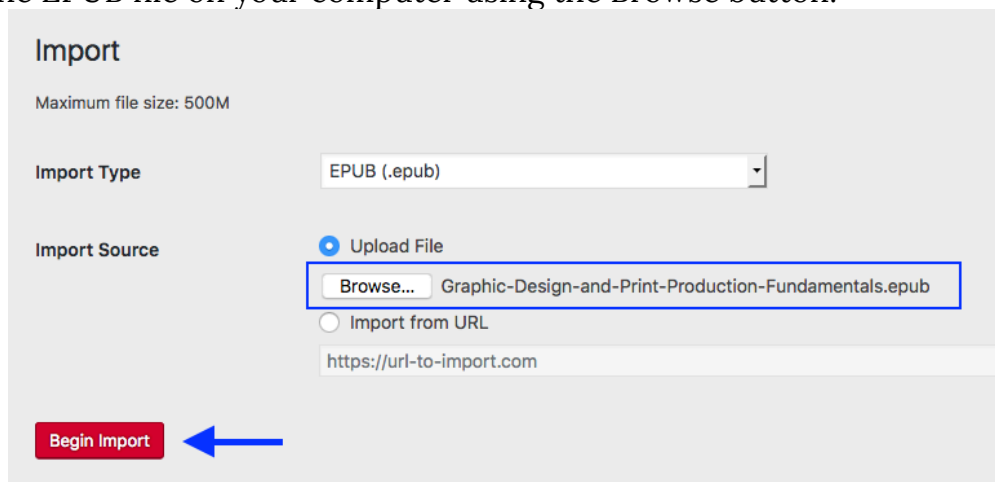
To import this file type:

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



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

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



This screenshot shows the same 'Import' interface as the previous one, but now a file has been selected. The 'Browse...' button is highlighted with a blue box, and the filename 'Graphic-Design-and-Print-Production-Fundamentals.epub' is displayed next to it. A blue arrow points to the red 'Begin Import' button at the bottom left.

5. Click “Begin Import.”

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

PART V

ENHANCE CONTENT

Section Topics

This section includes:

- [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 Terms](#)
- [Revisions Tool](#)
- [Formatting Tips and Problems](#)
- [Math Support](#)

24. 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: Apr 29/22

- 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.



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

25. 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.

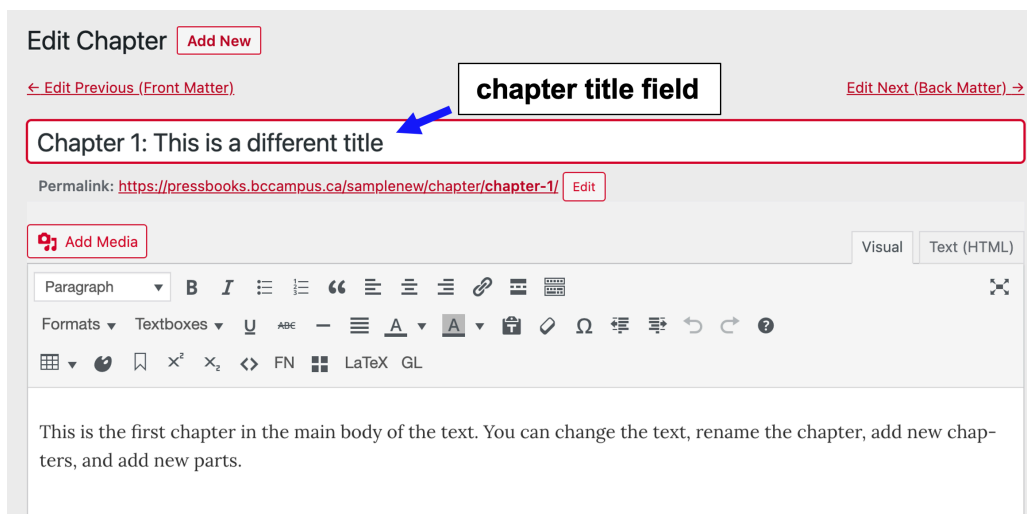
Last update: Jun 29/22

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.

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.

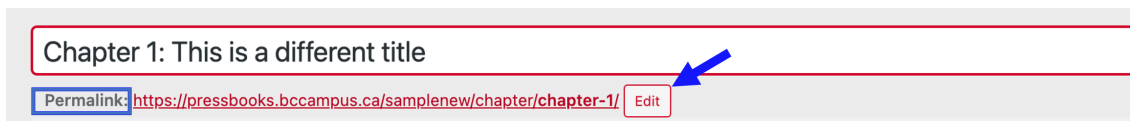


Underneath the title field is the **permalink**—the URL or web address for that section.

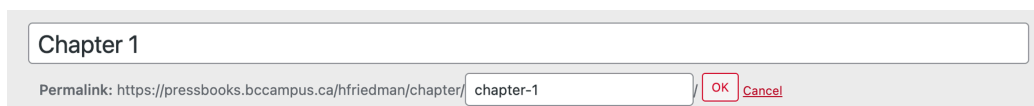
This link is automatically generated when you add a title for a new section. Once the link has been created, it will not change unless you edit it.

You can edit a section's permalink as follows:

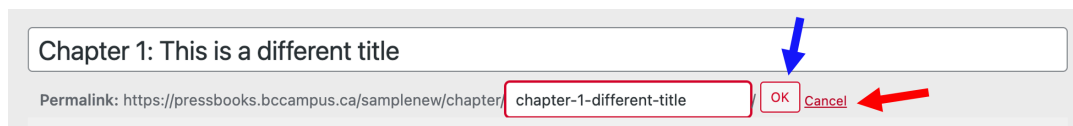
1. Click the “Edit” button on the right side of the permalink.



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.



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. (See [Revisions Tool](#).)

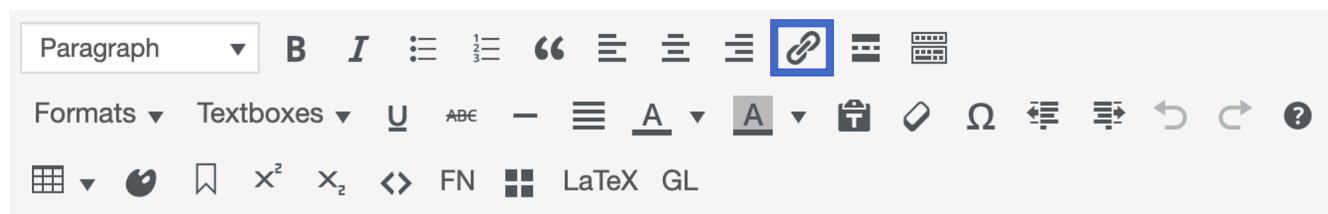
For more information on tools available in the Pressbooks visual editor, see [Enhance Content](#).

26. Hyperlink Material

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

Last update: Jun 29/22

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.



Internal Links



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=55#oembed-1>

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://opentextbc.ca/pressbooks/?p=55#oembed-2>

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://opentextbc.ca/pressbooks/?p=55#oembed-3>

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](#).

27. Blockquotes and Pullquotes

Last update: Jun 29/22

Blockquotes

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

The screenshot displays the Pressbooks editor interface for 'Chapter 1'. At the top, there is a title field containing 'Chapter 1' and a permalink field with the URL 'https://pressbooks.bccampus.ca/hfriedman/chapter/chapter-1-2/' and an 'Edit' button. Below the permalink are two buttons: 'Add Media' and 'Add H5P'. The editor has two tabs: 'Visual' (selected) and 'Text (HTML)'. The Visual tab shows a rich text editor with various formatting options like bold, italic, bulleted list, numbered list, blockquote, link, unlink, and more. A tooltip for the 'Blockquote (^CQ)' button is visible. The main content area shows a paragraph of text: 'competitive, and view rental and other fees as the reason 5 million Canadians went south of the border or flights in 2013, where passenger fees are 230% lower than in Canada (Hermiston and Steele, 2014)'. Below this is a section header 'Profitability'. Under 'Profitability', there is a blockquote highlighted with a blue border: '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)'. Below the blockquote is another paragraph: 'As the quote above suggests, airlines are faced with many challenges. In addition to operating in a strict regulatory environment, airlines yield extremely small profit mar-'.

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


1. Highlight the text you want included in the quotation (this may include the in-text citation, depending on your style guide) and click on the blockquote icon.
2. The text that marked as a blockquote is indented.

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

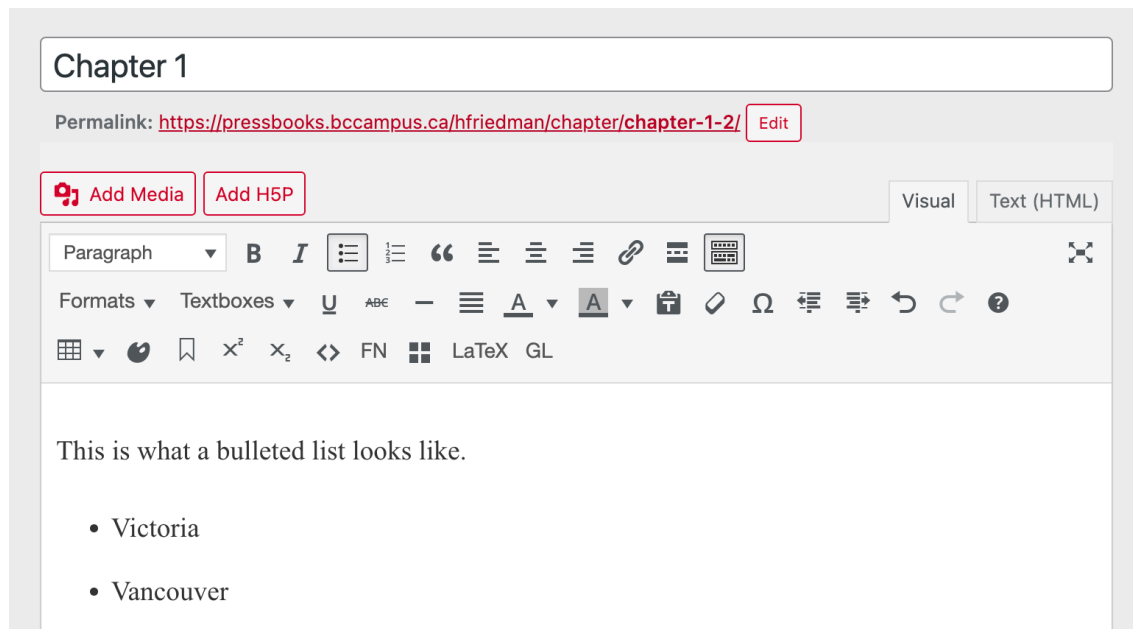
A **pullquote** is a quotation that has been *pulled* from the body of a book or other piece of writing that highlights a key piece of information in a way that adds visual interest to that same book.

	For more information, see Adding Pullquotes in the <i>Pressbooks User Guide</i> .
---	---

28. Lists: Bulleted and Numbered

Last update: Jun 29/22

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.

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

12 Chapter 1

This is what a bulleted list looks like.

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

Numbered (ordered) lists



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

29. Tables



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=59#oembed-1>

Last update: Oct 31/23



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

Formats affected	Feature	Problem	Work around
Webbook	Table cells with more than one paragraph	The first paragraph in each cell will have no extra space between lines. All additional paragraphs in the same cell will have extra space between the lines and the text will be larger. (Problem reported to WordPress.)	<p>You have two options:</p> <ol style="list-style-type: none"> 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 and 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.	<p>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.”</p> <p>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):</p> <pre>/*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; }</pre>

30. Images and Files



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=61#oembed-1>

Last update: Jun 30/22

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

- The maximum file size that you can upload in the BCcampus Pressbooks instance is 48 MB. (Note that this upload-size limit is different from the import-size limit, which is much larger.)
- To give a reader access to a file without leaving Pressbooks, then 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.



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://opentextbc.ca/pressbooks/?p=61#oembed-2>

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://opentextbc.ca/pressbooks/?p=61#oembed-3>

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



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=61#oembed-4>

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.

31. Textboxes

Last update: Oct 31/23



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 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

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



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

32. Videos, Audio, and Interactive Media



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=142#oembed-1>

Last update: Nov 2, 2021

Videos



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*.

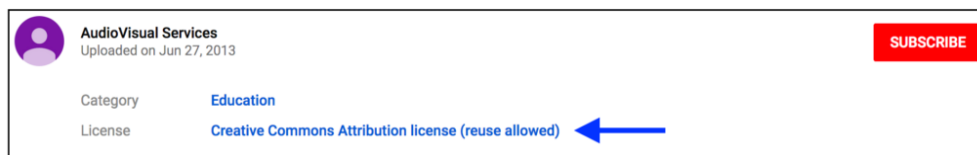
YouTube

Many BCcampus 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 licence](#).
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://opentextbc.ca/pressbooks/?p=142#oembed-2>

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. Use the Amara subtitle editor to create a caption file (VTT) for the video. Then, enable H5P, use the interactive video content type, and upload the video there. Within the H5P activity, you will be able to upload the VTT file to the video, and captions will display.
 - b. 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:



One or more interactive elements has been excluded from this version of the text. You can view them online here:
<https://opentextbc.ca/pressbooks/?p=142#oembed-3>

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](#).

33. Media Attributions

Last update: Nov 3/20

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*.

34. Footnotes and Endnotes



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

Last update: Jun 7/23

35. Glossary Terms



One or more interactive elements has been excluded from this version of the text.
You can view them online here: <https://opentextbc.ca/pressbooks/?p=2046#oembed-1>

Last update: Jan 16/19



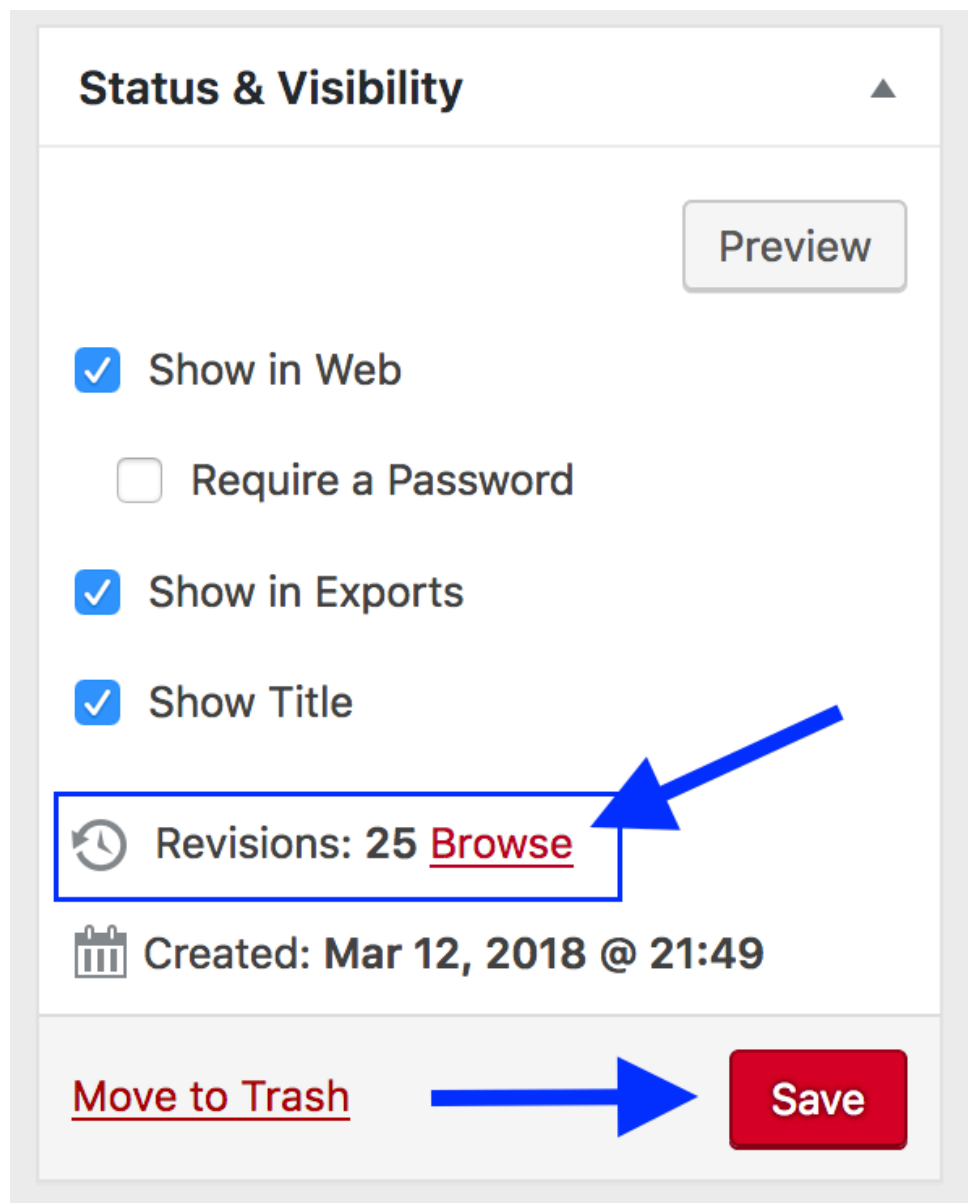
See [Create and Display Glossary Terms](#) in the *Pressbooks User Guide*.

36. Revisions Tool

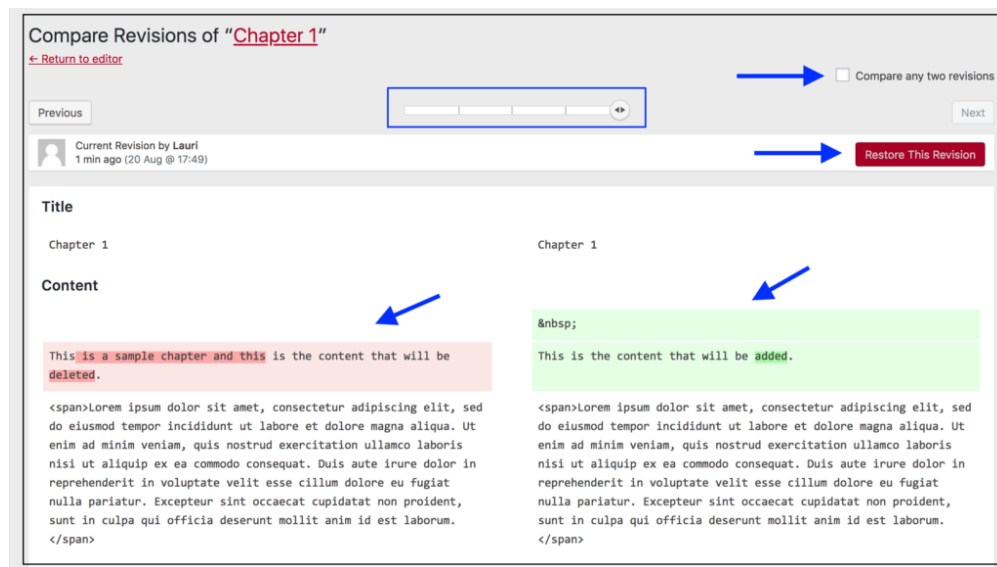
Pressbooks saves the previous 25 versions of each chapter and part in a book. These are useful for reviewing changes or returning to a past version of work.

Last update: Sep 14/18

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.”



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.



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

37. Formatting Tips and Problems

Last update: May 28/24



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](#)

38. Math Support

Last update: Mar 18/21



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

In this guide, also see [LaTeX Questions Answered](#) and [LaTeX Support](#).

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?](#)
- [How do I write a LaTeX expression in Pressbooks?](#)
- [Which LaTeX commands work in Pressbooks?](#)
- [How do I view an expression as it appears in LaTeX markup?](#)
- [What is the difference between MathJax and QuickLaTeX?](#)
- [How do I know if I'm using MathJax or QuickLaTeX?](#)
- [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?](#)
- [How do I cross something out?](#)
- [How do I write a fraction in LaTeX?](#)
- [How do I make brackets around an expression bigger?](#)
- [How do I write the correlation coefficient?](#)
- [Can I use characters from the Pressbooks special character bank in LaTeX commands?](#)
- [Why won't my LaTeX render properly in the PDF export of my book when it works fine in the web book?](#)

In this guide, also see [LaTeX Support](#) and [Math Support](#).

39. Where can I learn about LaTeX?

The following resources contain more information about LaTeX:

- [Using LaTeX in Pressbooks](#) (UBC)
- [The LaTeX Project](#)

Last update: Jul 12/22

40. What is LaTeX?

[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.

Last update: Jul 12/22

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.

4I. How do I write a LaTeX expression in Pressbooks?

This chapter explains how to write LaTeX expressions in Pressbooks using two different methods.

Last update: Jul 12/22

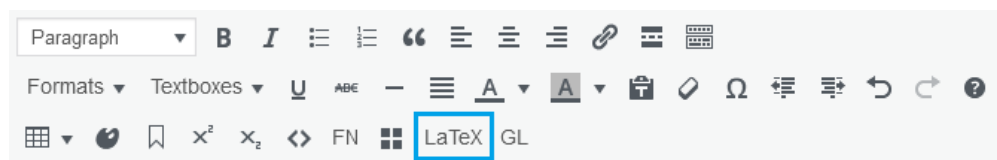


For detailed steps on writing LaTeX in Pressbooks, see [Add Mathematical Notation](#) in the *Pressbooks User Guide*.

LaTeX shortcodes

Use the shortcodes `...` to mark the boundaries between LaTeX and regular text. This is the simplest and best way in Pressbooks to write LaTeX expressions that will be rendered by MathJax. These shortcodes can be used to write inline LaTeX expressions (i.e., in the middle of regular text) or to left-align a LaTeX expression written on its own line.

You can either type these shortcodes yourself or generate them using the LaTeX button on the third row of the visual editor toolbar, seen below:



If you are using the [British Columbia/Yukon Open Authoring Platform](#), [MathJax](#) will be activated and ready to render whatever you write between these shortcodes into clean, readable mathematical expressions.

For example, the formula $a^2 + b^2 = c^2$ is better known as the Pythagorean theorem. Here it is again, on its own line and centred using HTML:

$$a^2 + b^2 = c^2$$

To see how to write this expression, follow the instructions in [How do I view an expression as it appears in LaTeX markup?](#)

Double dollar sign delimiters

Assuming you're rendering your LaTeX using MathJax, there are technically two notation methods for writing LaTeX. You can either surround your LaTeX markup with `...` or `$$...$$`. However, this second method comes with a catch.

`$$...$$` notation centres a LaTeX expression and puts it on its own line, even if it is used in the middle of a sentence.

For example, the formula `$$A=\dfrac{1}{2}bh$$` can be used to calculate the area of a triangle.

In editor view, this looks like For example, the formula `$$A=\dfrac{1}{2}bh$$` can be used to calculate the area of a triangle.

This is great, except for one major caveat: **LaTeX expressions written using `$$...$$` delimiters do not render in PDFs**. If you use this notation in the webbook version of your book in Pressbooks, your expression will render and appear as expected. But if you then export the webbook as a PDF, your expression will appear in the PDF as the original LaTeX markup, which is not particularly pretty or human readable.

Therefore, we recommend using `...` for all LaTeX expressions if there's a possibility that you will export your webbook to other formats. If you would like your expression to appear centred and on its own line, simply write it on its own line and centre it using **Shift + Alt + C** or the "Align centre" button on the visual editor toolbar.

42. Which LaTeX commands work in Pressbooks?

Only those LaTeX commands that are supported by MathJax will work in the BCcampus instances of Pressbooks, as well as any other Pressbooks instances that rely on MathJax to render LaTeX.

Last update: Apr 21/21

See the [Supported TeX/LaTeX commands page in MathJax's documentation](#) to view a full list of LaTeX commands that will work in Pressbooks.

43. How do I view an expression as it appears in LaTeX markup?

A good way to learn how to write LaTeX is to examine original markup. MathJax makes it very easy to view equations as they were originally written.

Last update: Jul 30/21

To see how an equation appears as LaTeX markup, right-click it and select **Show Math As > TeX Commands** from the menu. This will trigger a small pop-up window that contains the equation written in LaTeX.

Another option is to right-click the equation and select **Math Settings > Math Renderer > Plain Source**. This will make the original markup appear in the book in place of a human-readable mathematical expression. To go back to the default setting that renders LaTeX in a human-readable way, select **Math Settings > Math Renderer > CommonHTML**.

Try this out on the following expression:

$$a^2 + b^2 = c^2$$

44. What is the difference between MathJax and QuickLaTeX?

If you look at the Plugins tab in the dashboard of your book, you'll see a plugin called [WP QuickLaTeX](#), which allows you to render LaTeX as SVG images. QuickLaTeX used to be the plugin that rendered LaTeX equations in BCcampus books, but as of early 2020, we have switched over to relying on MathJax.

Last update: Jul 12/22

[MathJax](#) is a JavaScript display engine that turns math markup written in LaTeX, MathML, or AsciiMath into high-resolution, accessible equations. The plugin PB-MathJax is automatically turned on in books hosted in the [British Columbia/Yukon Open Authoring Platform](#). You won't see it on the list of plugins because it is the default behaviour for books on this platform, and it can only be overridden if you turn on WP QuickLaTeX.

While both of these plugins can be used to render LaTeX equations, there are key differences between them, a few of which are noted in the table below.

The Differences between MathJax and QuickLaTeX

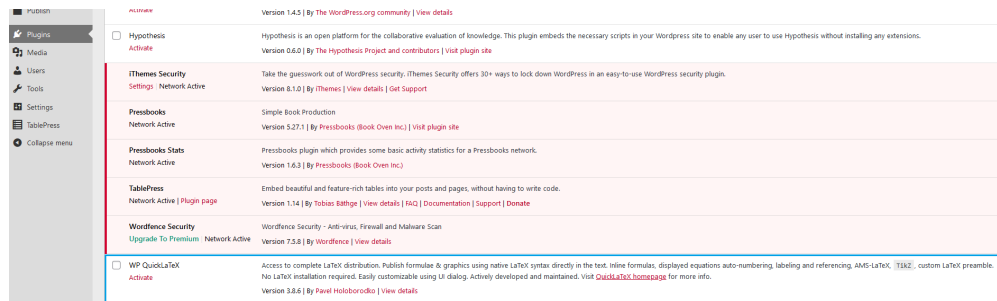
Feature	MathJax	QuickLaTeX
Notation	Notation methods include . . . and $\$ \$ \dots \$ \$$	Notation methods include . . . , $\$ \$ \dots \$ \$$, $\$ \dots \$$, $\backslash (\dots \backslash)$ and $\backslash [\dots \backslash]$
Accessibility	Has advanced accessibility features, such as the ability to collapse math, explore it in detail, and zoom in to a custom level. In the webbook, can easily view an expression's original LaTeX markup	Renders LaTeX as images with the original commands as alt text, which is not easily readable by humans (especially those unfamiliar with LaTeX)

We recommend using MathJax, as it has far superior accessibility features to QuickLaTeX. For this reason, most of our LaTeX support will apply primarily to MathJax, not QuickLaTeX.

45. How do I know if I'm using MathJax or QuickLaTeX?

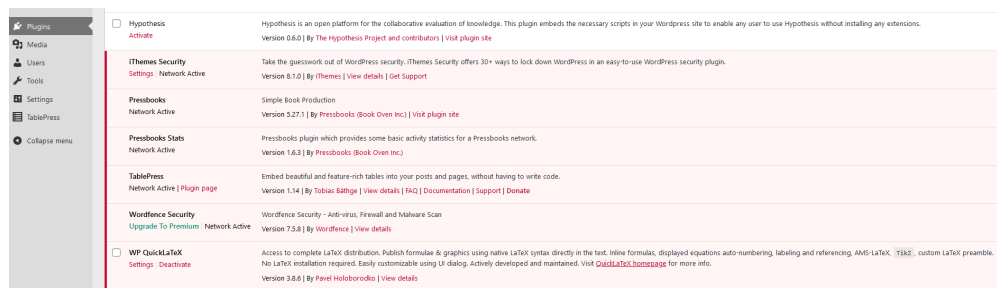
If your book is in the [British Columbia/Yukon Open Authoring Platform](#), MathJax will automatically be integrated and turned on. QuickLaTeX will be available on the list of plugins, but will be deactivated by default. This is how the plugin will look in the Plugins tab:

Last update: Jul 12/22



Another way to confirm that MathJax is turned on in your book is to go to the Dashboard and hover over **Settings**. The word “MathJax” should appear on the Settings drop-down menu.

You’ll know that your book is using QuickLaTeX if you go to the Plugins tab and see that WP QuickLaTeX is activated, which would only happen if someone chose to activate it, like so:



If QuickLaTeX is activated, it will override MathJax. If you would like to use MathJax instead (which is what we recommend), go to the Plugins tab, find WP QuickLaTeX, and click “Deactivate.”

46. 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: Jul 12/22

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.

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

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.

Last update: Jul 12/22

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.

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

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

Last update: Sept 10/21

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 (\cdot)	<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. See the [Supported TeX/LaTeX commands page in MathJax's documentation](#) to view a full list of LaTeX commands that 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.

49. How do I cross something out?

If you're working with conversion factors, or any other kind of math that involves showing that something has been removed or cancelled out, crossing things out is essential.

Last update: Jul 12/22

Luckily, it's very easy to cross something out in a LaTeX expression.

The `\cancel{}` command

Simply use the `\cancel{x}` command, where x is whatever you want to cross out. This looks like:

~~x~~

Let's put this command to use in the conversion of 10 metres to millimetres.

First, determine the conversion factor. Since there are 1000 mm in 1 m, our conversion factor will be $\frac{1000 \text{ mm}}{1 \text{ m}}$.

Next, multiply the conversion factor by the original measurement of 10 m. Following the rules of cancelling out in fractions, we end up with:

$$10 \cancel{\text{ m}} \times \frac{1000 \text{ mm}}{1 \cancel{\text{ m}}} = 10,000 \text{ mm}$$

By crossing out the metres, it is easier to illustrate how we go from metres to millimetres.

While this example was very simple and easy to understand, the `\cancel{}` command is especially useful when converting between many different units. To demonstrate, here is an example from chemistry:

$$45.3 \cancel{\text{ g SO}_2} \times \frac{1 \cancel{\text{ mol SO}_2}}{64.06 \cancel{\text{ g SO}_2}} \times \frac{2 \cancel{\text{ mol SO}_3}}{2 \cancel{\text{ mol SO}_2}} \times \frac{80.06 \text{ g SO}_3}{1 \cancel{\text{ mol SO}_3}} = 56.6 \text{ g SO}_3$$

While the `\cancel{}` command is most useful when using numerals, it can also be used to cancel out words:

$$9 \text{ c pancake mix} \times \frac{1 \text{ egg}}{2 \text{ c pancake mix}} = 4.5 \text{ eggs}$$

Cancelling out spaces

In a prior example, we had $10 \cancel{\text{ m}}$, which is written as `10\cancel{\text{ m}}`. You'll notice that the command is cancelling out the metre symbol as well as the space before it. But wouldn't it be better to only cancel out the metre symbol?

Yes, it would be better — but this can be difficult.

Since LaTeX doesn't recognize spaces written between its commands, the only way to insert a space is to use `\text{ }`. If you have a numeral, then a unit of measurement, like in the case of 10 m, you need a space between the two.

The simplest way to write this in LaTeX is `10\text{ m}`, in which the space and the m are created using the same `\text{}` command.

If you try to put the `\cancel{}` command within the `\text{}` command so that only the m is cancelled, this is what happens:¹

`10 \cancel{m}`

The `\text{}` command prints out exactly what you write in its curly brackets. Therefore, if you try to insert a `\cancel{m}` command within a `\text{}` command, you'll just print out "`\cancel{m}`".

If you really want to make sure that the space isn't cancelled out, you can use two separate `\text{}` commands to write the space and the m:

$10 \cancel{\text{ m}}$

Compare this to the original way we wrote it:

1. You can right-click this expression and go to **Math Settings > Math Renderer > Plain Source** and then back to **Common HTML** to switch between seeing the original LaTeX markup and the expression in display form.

10 ~~m~~

You can see that the difference is minute and that using two separate `\text{}` commands for the space and the m is cumbersome.

You can use two `\text{}` commands if you prefer, but when you're writing a ton of conversion factors (like in a chapter on conversion factors in a math or chemistry textbook), this extra work will quickly add up.

Generally, we recommend writing `10\cancel{\text{ m}}`, because it's a little simpler, and it's doubtful that anyone would be able to tell the difference.

50. How do I write a fraction in LaTeX?

The simplest commands for writing fractions are `\frac{n}{d}` and `\dfrac{n}{d}`, in which “n” is the numerator and “d” is the denominator.

Last update: Jul 13/22

The `\dfrac` command is best used when you want to write a large “display” fraction, likely on its own line. If you’re writing a fraction in running text and need it to be close to the same size as the text around it, the `\frac` command is probably better. If you’re not sure which command to use in any given case, try both and see which size is more appropriate.

Display fractions look like this:¹

$$\frac{13}{4a} = \frac{3b}{5}$$

Regular fractions look like this:

If you give $\frac{3}{8}$ of the pizza to your big sister and $\frac{1}{8}$ to each of your two little brothers, you’ll have $\frac{3}{8}$ left for yourself.

LaTeX can also handle more complex fractional expressions. For example:

$$\frac{d}{dx}(\sin x) \approx \frac{\sin(x + 0.01) - \sin x}{0.01}$$

You can also create fractional expressions using words:

$$\text{slope} = \frac{\text{rise}}{\text{run}}$$

For more commands related to fractions, see [Fractions and Binomials on the Overleaf website](#).

1. You can right-click this expression and go to **Math Settings > Math Renderer > Plain Source** and then back to **Common HTML** to switch between seeing the original LaTeX markup and the expression in display form.

51. How do I create an array using LaTeX?

An array is a LaTeX environment that aligns items in columns. An array can be used to align equations or to create a table of sorts. Here is an example of an array:

Last update: Jul 14/21

$$\begin{array}{rclcl} 3x & - & 4 & = & 16 \\ 3z & + & 1 & = & 2 \\ 2y & - & 5 & = & 12 \end{array}$$

When you begin an array, you must specify how many columns it will have and how each will be aligned: left, centre, or right. You can have as many rows as you like and do not need to declare this number at the beginning. You also have the option of inserting vertical and horizontal lines into your array.

Say that you wanted to show in detail how to solve the following equation for z :

$$4z + 5 = 25$$

A good way to display all the steps would be to put this equation into an array.

Before you write the array, it is necessary to determine how many columns there will be. Including symbols and values, there are five distinct elements in this equation ($4z$, $+$, 5 , $=$, 25), so there should be five columns.¹

You start by writing the beginning of the array:

```
\begin{array}{rrrrr}
```

The `\begin{array}` command indicates the beginning of an array environment. The curly braces after this command hold the parameters for the array's columns. These parameters are any combination of three letters: `l` (left-align), `c` (centre), and `r` (right-align). An array can have as few as one column. There doesn't seem to be a limit on the

1. Depending on the complexity of what you're trying to explain or show, it may be sufficient to just have three columns: one for each side of the equation and one for the equals sign.

number of columns possible in an array, but at around 25 or 30 columns, the array will no longer easily display on a page.

For this array, the column parameters are `rrrrr`, which creates five right-aligned columns. You may decide to shift things to the left or centre later, but you can start with everything right-aligned for simplicity.

Then, you insert the column dividers:

```
\begin{array}{rrrrr}
&&&&&
```

Since there will be five columns, there must be four column dividers, represented by ampersands. If you know ahead of time how many rows you need, it can be good practice to set up all your column dividers before you start inputting your values.

Now, insert the equation into your array:

```
\begin{array}{rrrrr}
4z&+&5&=&25
```

Each character is in a different column, so everything will appear spaced out. Arrays are dynamic, meaning that they expand and change size to fit what they hold. If one column contained a larger expression, it would change the spacing in the array.

The last thing is to end the array:

```
\begin{array}{rrrrr}
4z&+&5&=&25
\end{array}
```

The `\begin` and `\end` commands are used for most LaTeX environments.

Now, you have a complete array that will display like so:

$$4z + 5 = 25$$

Next, solve the equation. First, subtract 5 from both sides:

```
\begin{array}{rrrrr}
4z&+&5&=&25 \\
&&-&5&-5 \\
\end{array}
```

If you look at the plain source of this equation (by right-clicking and changing the Math Renderer setting to Plain Source), you'll see that there is nothing in the first column of

the second row. The first minus sign is in the second column, to align with the plus sign in the first row, and there is a 5 in the third column. The fourth column is empty, and the fifth column has a -5.

As you can see, it is not necessary to fill every spot in a row or column in an array: you can leave spots empty if you wish.

The other important thing to note is the `\\` after the fifth column in the first row. This is the new-line command that is necessary before any new row in an array. You don't need a new-line command at the end of the last line of your array. The new-line command can also be used outside of the LaTeX environment to insert a line break.

Now, add a horizontal line beneath the subtraction, using `\hline`:

```
\begin{array}{rrrrr}
4z&+&5&=&25 \\
&-&5&&-5 \\
\hline
\end{array}
```

The command `\hline` stands on its own and does not require a new-line command after it. For our purposes, we will not consider it to be a row.

Now show the result of the subtraction:

```
\begin{array}{rrrrr}
4z&+&5&=&25 \\
&-&5&&-5 \\
\hline
&&4z&=&20 \\
\end{array}
```

The 4z has moved from the first column to the third, so that it is in the rightmost position before the equals sign, which is in the fourth column.

Now, divide each side of the equation by 4. Instead of adding a fourth row for that, you can turn the values in the third row into fractions:

```
\begin{array}{rrrrr}
4z&+&5&=&25 \\
&-&5&&-5 \\
\hline
&&\dfrac{4z}{4}&=&\dfrac{20}{4} \\
\end{array}
```

You can either choose to do it this way, or to leave space between the third row and a fourth row that will display the division. This would look like so:

```
\begin{array}{rrrrr}
```

```

4z&+&5&=&25 \\
&-&5&&-5 \\
\hline
&&4z&=&20 \\ \\
&&\dfrac{4z}{4}&=&\dfrac{20}{4}
\end{array}

```

Note that two new-line commands were inserted at the end of the third row. This inserts an empty row before the new line for the fourth row in order to improve readability.

We will finish the version of the array that had fractions in the third row. The last thing to do is display the value of z :

```

\begin{array}{rrcr}
4z&+&5&=&25 \\
&-&5&&-5 \\
\hline
&&\dfrac{4z}{4}&=&\dfrac{20}{4} \\
&&&&z&=&5
\end{array}

```

Two new-line commands were inserted at the end of the third row because fractions are so tall that readability can be impeded if rows with fractions in them are left too close to others. Therefore, it is good practice to add two new-line commands at the end of any row containing fractions.

In this last iteration of the array, the alignment of the columns has shifted. The third row is now centred, so that the fraction on the left-hand side of the equation in the third row lines up with the values in the first and second rows more nicely. The fifth column is also centred for the same reason.

A final thing to know about arrays is that you can insert lines between columns, if you wanted to make a table of sorts. All you have to do is insert `|vertical bars|` between the column parameters at the beginning of the array.

For example, to achieve the following array, the column parameters were written as `|c|c|l|`, which put lines on either side of each column:

Variable	Value	Example
a	2	$2a + 4 = 8$
b	5	$b - 3 = 2$
c	8	$2c \div 4 = 4$

To only produce lines between columns and not on the outside of the array, you would write `c|c|l`.

However, it must be pointed out that tables can be created much more easily using the

table button on the visual editor toolbar in Pressbooks. Tables created using HTML and the visual editor toolbar are also known to be accessible for screen-reader users.

52. How do I create a long division equation in LaTeX?

Long division requires a LaTeX extension. To load the extension, use the `\require` command to load the `\enclose` extension that allows you to access MathML elements, including long division `\longdiv`. An extension only needs to be loaded once, then it would be available for the entire book in Pressbooks.

Last update: Jan 16/23

For the first time, write `\require{enclose}5\enclose{longdiv}{25}`. It looks like:

$$5\overline{)25}$$

After that, write as `divisor\enclose{longdiv}{dividend}`. Using the same example $20 \div 5$, write `5\enclose{longdiv}{20}`. It looks like:

$$5\overline{)20}$$

If you need to include the quotient and the process of long division, combine with the `\begin{array}` or `\begin{align}` command (for more information, see [How do I create an array using LaTeX?](#))

$$\begin{array}{r} \text{quotient} \\ \text{divisor} \overline{) \text{dividend}} \end{array}$$

The process of $20 \div 5 = 4$ with the remainder of 0 would be written as `\begin{array}{r} 4 \\ 5\enclose{longdiv}{20} \\ \hline 0 \end{array}`.

$$\begin{array}{r} 4 \\ 5\overline{)20} \\ -20 \\ \hline 0 \end{array}$$

Here is an example of a long division question solved that has a remainder:

$$\begin{array}{r}
 32 \text{ R}3 \\
 8 \overline{)259} \\
 \underline{-24} \\
 19 \\
 \underline{-16} \\
 3
 \end{array}$$

53. How do I make brackets around an expression bigger?

For our purposes, “brackets” refers to (parentheses), [square brackets], {curly brackets}, and <angle brackets>, as well as |vertical bars or pipes| and ||double pipes||.

Last update: Jul 13/21

There may be times when you want your brackets to appear larger than the standard size, such as when you have brackets around a fraction. Luckily, it is very easy to make your brackets match the size of whatever they are trying to contain.

Use the commands `\left` and `\right` to create brackets that will resize themselves to match what they surround.

For example, say you want to put parentheses around a fraction. If you use regular parentheses, the expression looks like this:¹

$$\left(\frac{3x + 4}{2}\right)$$

As you can see, the expression isn’t properly contained by the parentheses. Here’s what it looks like when you write `\left(` and `\right)` around the expression:

$$\left(\frac{3x + 4}{2}\right)$$

Just like that, the parentheses have resized themselves to fit around the fraction.

These dynamic brackets are not always necessary: if your bracketed expression is just a few alphanumeric characters, regular brackets will probably work just fine. But these commands are very useful for when you have a larger expression that you’d like to contain in brackets.

See the following table to learn how to write all the different kinds of brackets.

1. You can right-click this expression and go to **Math Settings > Math Renderer > Plain Source** and then back to **Common HTML** to switch between seeing the original LaTeX markup and the expression in display form.

Brackets in LaTeX

Bracket	LaTeX Markup	Rendered
(Parentheses)	<code>(a - b)</code>	$(a - b)$
[Square brackets]	<code>[a - b]</code>	$[a - b]$
{Curly brackets}	<code>\{ a - b \}</code>	$\{a - b\}$
⟨Angle brackets⟩	<code>\langle a - b \rangle</code>	$\langle a - b \rangle$
Vertical bars or pipes	<code> a - b </code>	$ a - b $
Double pipes	<code>\ a - b \ </code>	$\ a - b\ $

Now let's see how to write each type of dynamic bracket:

Dynamic Brackets in LaTeX

Bracket	LaTeX Markup	Rendered
(Parentheses)	<code>\left(\dfrac{a}{b}\right)</code>	$\left(\frac{a}{b}\right)$
[Square brackets]	<code>\left[\dfrac{a}{b}\right]</code>	$\left[\frac{a}{b}\right]$
{Curly brackets}	<code>\left\{\dfrac{a}{b}\right\}</code>	$\left\{\frac{a}{b}\right\}$
⟨Angle brackets⟩	<code>\left\langle\dfrac{a}{b}\right\rangle</code>	$\left\langle\frac{a}{b}\right\rangle$
Vertical bars or pipes	<code>\left \dfrac{a}{b}\right </code>	$\left \frac{a}{b}\right $
Double pipes	<code>\left\ \dfrac{a}{b}\right\ </code>	$\left\ \frac{a}{b}\right\ $

For those types of brackets that require a command of their own and can't just be written as is — such as the curly brackets, which must be written as `\{x\}` — the syntax of the `\left` and `\right` commands can start to look a little confusing, especially when combined with other commands.

Just remember that the syntax goes `\left`, *symbol for the opening bracket*, `\right`, *symbol for the closing bracket*.

54. How do I write the correlation coefficient?

The correlation coefficient is a formula used to measure the strength of the relationship between the relative changes in two variables.

Last update: Aug 8/22

The following video describes how to write one version of the correlation coefficient:



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=2927#oembed-1>

Note that the video says that the way to write the sigma in the equation is to use the command `\Sigma`. While this will produce a sigma, another command that will do the same is `\sum`. The `\sum` command produces a larger sigma that is more suitable for such an equation.

55. Can I use characters from the Pressbooks special character bank in LaTeX commands?

No: if special characters are taken from the special character bank and used in a LaTeX command, the command won't work. Instead, you must use an appropriate LaTeX command to insert the character. See [What kind of symbols can I write using LaTeX?](#) for links to resources that detail how to create many characters in LaTeX.

Last update: Jul 13/21

56. Why won't my LaTeX render properly in the PDF export of my book when it works fine in the web book?

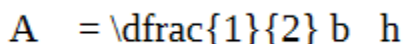
PDFs in general can be finicky, and LaTeX is no exception to this. If your LaTeX is not displaying properly in a PDF, but renders just fine in the web book, one possible cause is **excess spaces between commands**: PDFs will often not display LaTeX formulas that are written with more than one consecutive space. (Note that this is only the case with LaTeX rendered with MathJax, not QuickLaTeX.)

Last update: Aug 8/22

For example, the equation $A = \frac{1}{2}bh$ looks fine in the web book:

$$A = \frac{1}{2}bh$$

But here's a screenshot of what it looks like in the PDF:



A = \dfrac{1}{2} b h

As equations written in LaTeX are automatically spaced appropriately when rendered, it is not usually necessary to insert spaces into LaTeX commands. However, it is common to insert spaces to make equations more readable for humans working in the back end. If you choose to add single spaces between commands for your own readability as a LaTeX writer, be sure to search for excess spaces using the Find feature in your browser and delete them.

Another possible reason for LaTeX not rendering properly in a PDF export is the delimiters used to distinguish LaTeX from regular text.

There are two kinds of delimiters that can be used to mark the boundaries between LaTeX and regular text: \cdots and $\$ \$ \dots \$ \$$. The former delimiters can be used for in-line equations (i.e., those that appear in the middle of a sentence), and the latter can be used for standalone equations that appear centred on their own line.

Unfortunately, **equations written using \dots delimiters do not render in PDFs**. Any LaTeX formulas you write using these delimiters may appear in the web book, but they will appear in the PDF exactly as they appear in editor view in Pressbooks.

To demonstrate, this equation has been written using \dots delimiters:

$$A = \frac{1}{2}bh$$

This equation has been written using \dots delimiters:

$A=\dfrac{1}{2}bh$

And here is a screenshot of a similar section of code in a PDF export:

This equation has been written using [latex][/latex]
delimiters:

$$A = \frac{1}{2}bh$$

This equation has been written using \dots delimiters:

$A=\dfrac{1}{2}bh$

For this reason, it is best practice to only use \dots delimiters. If you would like your equation to appear centred and on its own line, simply write the equation in a new paragraph and manually centre it using the “Align centre” button or the shortcut **Shift + Alt + C**.

If there are no excess spaces in your commands and you’re using \dots delimiters, but your equations still are not rendering properly in the PDF, **there may be a problem with MathJax**, the engine that renders LaTeX in Pressbooks.

You can check to see if MathJax is working properly by going to Settings > MathJax on the Pressbooks dashboard. You should see a big integral at the top of the page, like this:

MathJax

$$P_{\nu}^{-\mu}(z) = \frac{(z^2 - 1)^{\frac{\mu}{2}}}{2^{\mu} \sqrt{\pi} \Gamma(\mu + \frac{1}{2})} \int_{-1}^1 \frac{(1 - t^2)^{\mu - \frac{1}{2}}}{(z + t\sqrt{z^2 - 1})^{\mu - \nu}} dt$$

If you can see a big integral, then PB-MathJax is configured correctly, and all is well.

Syntax

LaTeX

Shortcode syntax: `[latex]e^{i \pi} + 1 = 0[/latex]`

Dollar sign syntax: `$latex e^{i \pi} + 1 = 0$`

AsciiMath

Shortcode syntax: `[asciimath]e^{i \pi} + 1 = 0[/asciimath]`

Dollar sign syntax: `$asciimath e^{i \pi} + 1 = 0$`

MathML

Markup syntax: `<math><!-- Your math here --></math>`

Text color

A six digit hexadecimal number like `000000` or `ffffff`

SVG/PNG Fonts

Affects exports (PDF, EPUB, MOBI.) Webbook uses CommonHTML. CommonHTML currently only supports MathJax's default TeX fonts.

Save Changes

The MathJax settings page says, “If you can see a big integral, then PB-MathJax [the MathJax plugin] is configured correctly, and all is well.”

However, if there's a problem with MathJax, you may see this at the top of the page:

MathJax

$$P_{\nu}^{-\mu}(z) = \frac{(z^2 - 1)^{\frac{\mu}{2}}}{2^{\mu} \sqrt{\pi} \Gamma(\mu + \frac{1}{2})} \int_{-1}^1 \frac{(1 - t^2)^{\mu - \frac{1}{2}}}{(z + t\sqrt{z^2 - 1})^{\mu - \nu}} dt$$

If you can see a big integral, then PB-MathJax is configured correctly, and all is well.

If you see unrendered LaTeX instead of an integral, there is something wrong with the plugin for the BCCampus instance of Pressbooks. Please contact latexsupport@bccampus.ca as soon as possible to let us know about the problem.

57. LaTeX Equation Templates

The following are templates of different types of equations that can be copied. To access the LaTeX code, right click on the equation, select “Show Math As” and then select “TeX Commands.” A pop-up window will display with the LaTeX code. Copy that into your book in Pressbooks and customize as needed.

Many of these equations use multiple rows. To add or remove rows, you will need to understand how LaTeX arrays work. For more information, see [How do I create an array using LaTeX?](#)

Fractions

$$\frac{1}{2}$$

$$4\frac{1}{2}$$

Long Division

$$4\overline{)8}$$

$$\begin{array}{r} 5 \\ 3\overline{)15} \end{array}$$

$$\begin{array}{r} 42 \\ 7\overline{)294} \\ -28 \\ \hline 14 \\ -14 \\ \hline 0 \end{array}$$

`\hspace{0.35cm}` can be used to shift numbers so they line up where you want them to be vertically. Change the value to increase or decrease the space until a number is lined up where you want.

Stacked Equations

$$\begin{array}{r} 73 \\ \times 12 \\ \hline \end{array}$$

Replace the \times (`\times`) operator in the above equation to make a subtraction ($-$) or addition ($+$) equation.

$$\begin{array}{r} 84 \\ \times 12 \\ \hline 168 \\ + 840 \\ \hline 1008 \end{array}$$

PART VII

PLUGIN FEATURES

Section Topics

This section includes:

- [Activate Plugins](#)
- [H5P for Interactive Material](#)
- [Hypothes.is](#)
- [WP Quick LaTeX](#)
- [Third-Party Plugins](#)

58. Activate Plugins

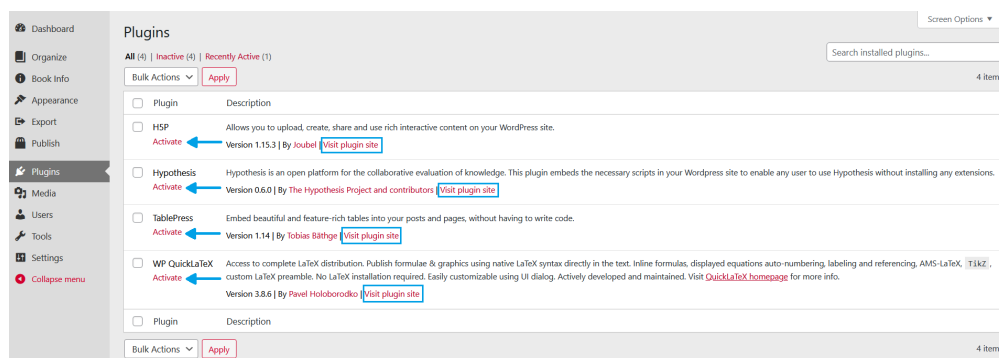
Plugins are software components that can be added to an existing computer program, such as Pressbooks, in order to provide additional features.¹

Last update: Aug 9/22

There are four plugins that account holders can activate for each book within their account: H5P, Hypothesis, TablePress, and WP QuickLaTeX. Only the **Administrator** for a book has the ability to activate plugins. If you are the Administrator of more than one book, you will have to activate the plugins in each individual book you want them turned on in.

To activate these plugins:

- Go to the book's **Dashboard** and select the Plugins tab from the Dashboard menu. This will take you to the list of plugins available for activation. To activate any of the plugins, click on the Activate link under its name.
- To learn more about each plugin, click “Visit plugin site.”



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

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).



One or more interactive elements has been excluded from this version of the text. You can view them online here:
<https://opentextbc.ca/pressbooks/?p=1352#oembed-1>

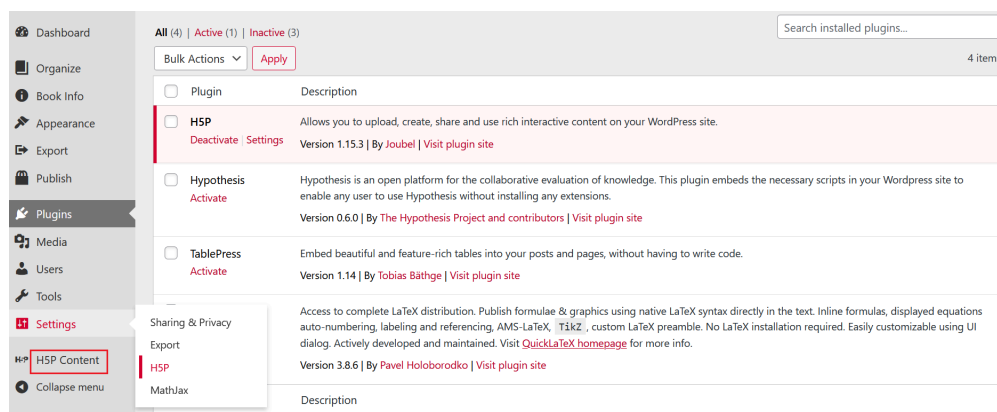
59. H5P for Interactive Material

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

Last update: Aug 16/24

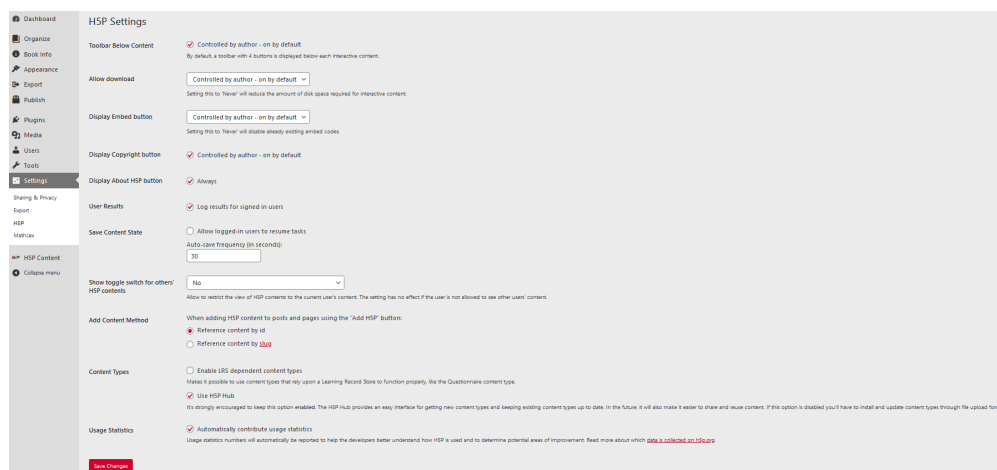
For those who choose to use this plugin in a book, be aware that it is not meant to replace a graded or summative test. Instead, H5P activities are most useful for formative assessment, student self-quizzing, and encouraging interaction with content.

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

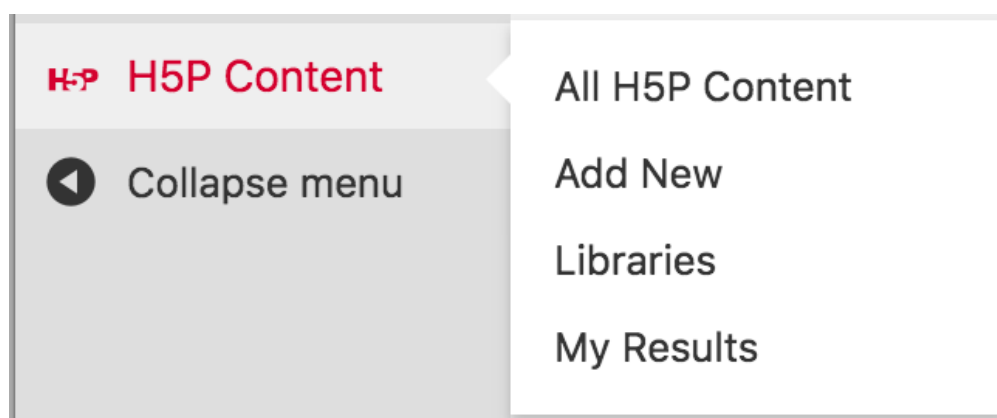


Settings for H5P range from how the toolbar is controlled to whether to automatically share usage statistics with the H5P developers. Click “Save Changes” at the bottom of this page if you make any changes.

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.



When you clone a book in Pressbooks 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](#).

Coming soon: [The H5P OER Hub](#).

60. Hypothesis

See [Annotation with Hypothesis](#).

Last update: Aug 9/22

6I. TablePress



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

Last update: Aug 9/22

62. WP QuickLaTeX



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

Last update: Aug 9/22

63. Third-Party Plugins



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

Last update: Aug 9/22

PART VIII

DELETE CONTENT

Section Topics

This section includes:

- [Delete a Chapter](#)
- [Delete a Part](#)
- [Delete a Book](#)

64. 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: Feb 27/20

Part 1	Authors	Show in Web	Show in Exports	Show Title
Chapter 1	—	✓	✓	✓
Chapter 2	—	✓	✓	✓
Chapter 3	—	✓	✓	✓

Edit | Trash | View | Move Up

Add Chapter

Restore a deleted chapter

To restore a deleted chapter:

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

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

Dashboard	Trash
Organize	Restore deleted chapters, parts, front and back matter.
Organize	NOTE: Items in the trash will be permanently deleted after 1 days.
Add Part	
Add Chapter	
Add Front Matter	
Add Back Matter	
Chapter Types	
Front Matter Types	
Back Matter Types	
Contributors	
Trash	

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](#).



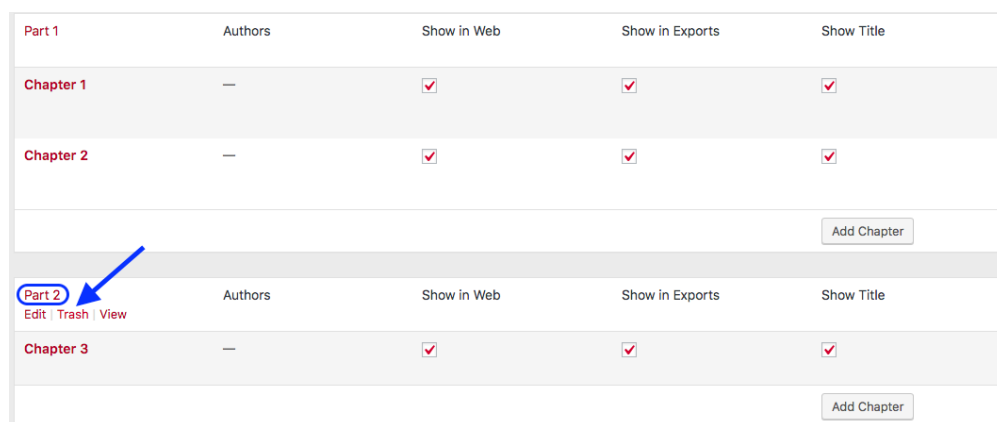
One or more interactive elements has been excluded from this version of the text. You can view them online here:
<https://opentextbc.ca/pressbooks/?p=649#oembed-1>

65. 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: Feb 27/20



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

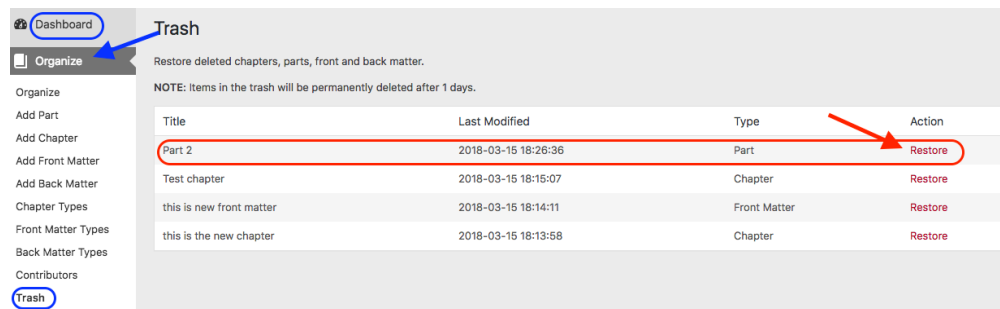
To restore a deleted part:

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

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



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://opentextbc.ca/pressbooks/?p=636#oembed-1>

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](#).

66. Delete a Book



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

Last update: Feb 27/20

PART IX

COLLECT FEEDBACK

67. Annotation with Hypothesis

[Hypothesis](#) 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: Aug 9/22

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



For more information, see [Enable Annotation with Hypothesis](#) in the *Pressbooks User Guide*.

68. Comments



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

Last update: Apr 29/22

PART X

PREPARE FOR PUBLICATION

Section Topics

This section includes:

- [Book Cover](#)
- [Book Info Page](#)
- [Add Contributors](#)
- [Export Files](#)
- [Make a Book Public](#)
- [Catalogues](#)
- [Pressbooks Directory](#)
- [Import an Open Textbook into a LMS](#)
- [For Students: How to Read the Book](#)

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

69. Create a Book Cover



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

Last update: May 13/22

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*.

70. Fill Out the Book Info Page

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.

Last update: May 13/22



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=526#oembed-1>



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*.

71. Export Files

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

Last update: Jul 14/22



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



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=530#oembed-1>

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*.

72. Make a Book Public

When you create a book in Pressbooks, the easiest way to share your book is to make the [webbook](#) public. This will allow anyone with the URL for your book to be able to view the book and it's content in their browser. Your book may also show up in search results.

Last update: Jul 14/22



For more information, see [Control Your Book's Privacy Settings](#) in the *Pressbooks User Guide*.



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=1235#oembed-1>

73. Pressbooks Directory

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. All Pressbooks books that are public on pressbooks.bccampus.ca will appear in the Pressbooks Directory unless the administrator for that book opts out.

Last update: Jul 14/22

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*.

74. Import an Open Textbook into an LMS

CLINT LALONDE

A request we often hear from instructors is that they would like to add an open textbook to their institutional learning management system (LMS). With course cartridges (also known as IMS Common Cartridge or just Common Cartridge), you can do just that.

Last update: Jul 14/22

Some of the open textbooks in the [BCcampus Open Collection](#) are available as course cartridges. Course cartridges are designed to be imported into your institutional LMS, which allows your learners to access open textbook content without having to leave the LMS. It also gives instructors some limited customization opportunities in that you can reorder chapters of the book within your LMS or hide textbook content that is not relevant to your learners using the functions within your LMS.

What is a course cartridge?

A course cartridge is a standardized way of packaging and exchanging digital learning materials based on the [IMS Thin Common Cartridge web links](#) standard. The course cartridge is a special file that can be downloaded from the textbook and imported into your institutional LMS course shell. The course cartridge contains links to the online version of the textbooks with each link leading a student to a section or module within the textbook. Since these links appear as modules in your LMS, you can adjust them like a module in your LMS setting specific release dates for them, deleting content you are not using, or rearranging them to customize the course content for your students.

Limitations

While you do have some flexibility to rearrange chapters or sections of the book from within your LMS, you cannot edit the contents of the book as the common cartridge does

not make a copy of the book in your LMS. For example, you won't be able to edit the text of the book or add, edit or remove specific images within the book.

Also, the availability of course cartridges varies by book. Not all books in the BC Open Collection are available as course cartridges. To see if the book you are interested in has a Common Cartridge file available, follow the instructions described below.

Find and download the Common Cartridge file

1. Go to the [BC Open Collection](#), and find a book you would like to use.
2. On the book page, expand the “Alternate Formats” drop-down menu. If the book has a Common Cartridge file available, you will see it listed there under “LMS Integration.”
3. Click the “Common Cartridge (Web Links)” button to download the file to your computer. The file will have a file extension of .imscc designating it as an IMS Common Cartridge file.

The screenshot shows the BC Open Collection website interface. At the top, there's a search bar and navigation links. The main content area features the 'Introductory Algebra' textbook cover and title. Below the title, there are buttons for 'Read online', 'PDF', 'Order Hardcopy', and a dropdown menu for 'Alternate Formats'. The dropdown menu is open, showing several categories: 'Optimized for Print' with a 'High-Resolution PDF' option; 'eReader' with an 'eReader - ePub' option; 'Customize' with 'XHTML' and 'Pressbooks XML' options; and 'LMS Integration' with a 'Common Cartridge (Web Links)' option. The 'Common Cartridge (Web Links)' option is highlighted with a dark blue background and a download icon. Below the dropdown, there's a section titled 'About This Textbook' with a description of the book's alignment with British Columbia Adult Basic Education learning outcomes. At the bottom, there's a table with the author's name, Izabela Mazur.

If a book in the BC Open Collection has a Common Cartridge file available, it will be listed under “Alternate Formats.”

Adding the Common Cartridge file to your LMS

Once you have the cartridge saved on your computer, log in to your LMS.

The method for uploading the cartridge, and the options you have when uploading the cartridge, will vary depending on what LMS you use at your institution. Below are instructions for the most common LMS's in use in the BC higher education sector; Moodle, Blackboard, Canvas and Brightspace. While these should work for you, each LMS can be configured slightly differently and if the process does not work for you, ask your institutional LMS support for assistance.

Moodle

Course cartridges can be imported into Moodle course shells using the same process as a [Moodle course restore](#).

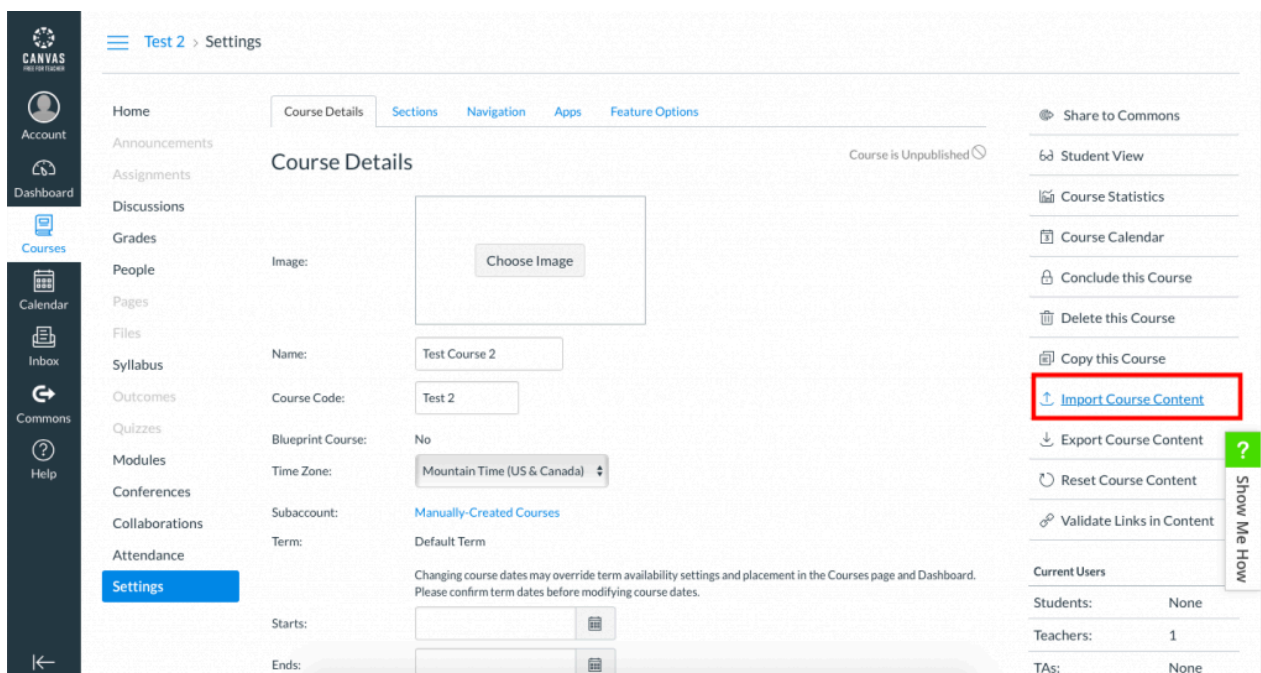


One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://opentextbc.ca/pressbooks/?p=2900#oembed-1>

Canvas

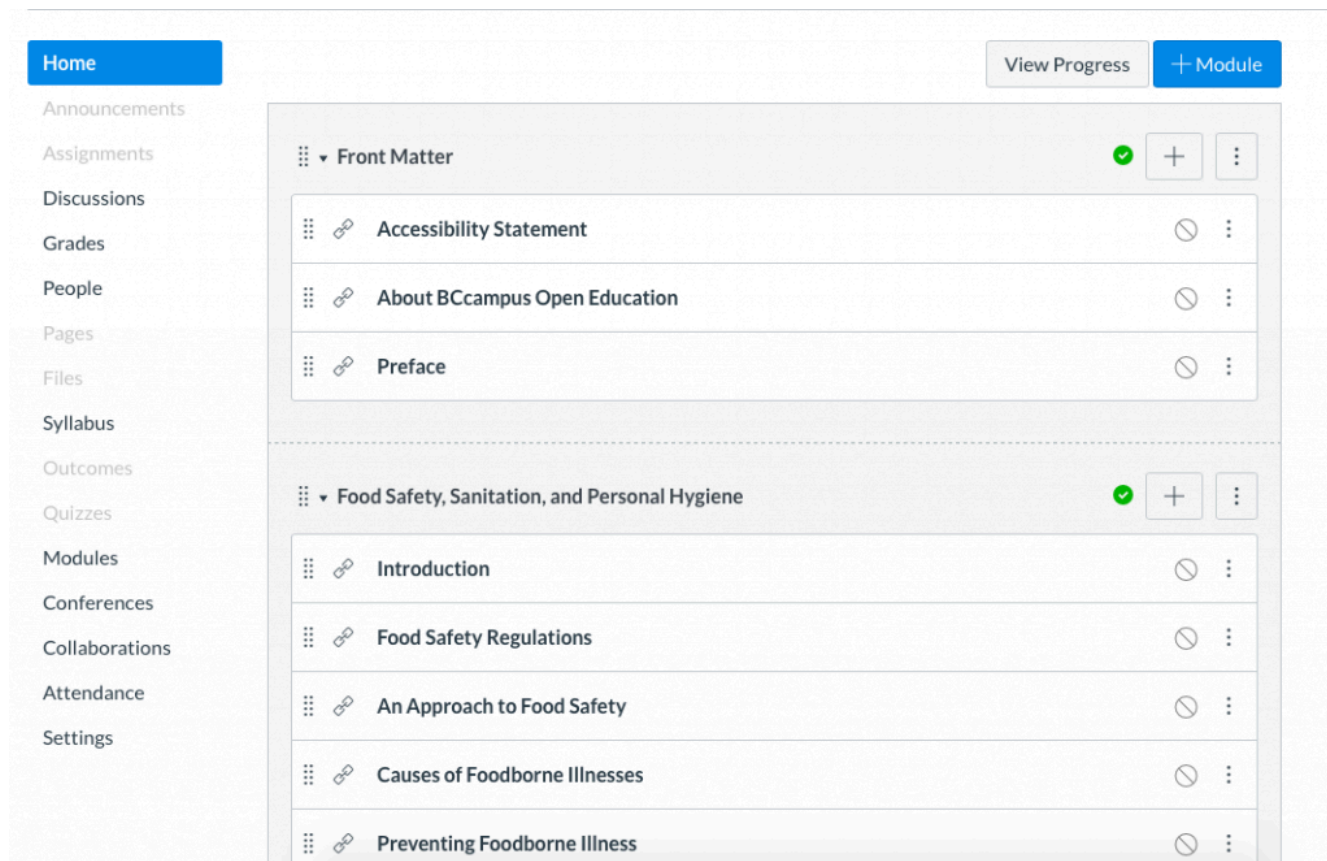
To add a book to your Canvas course:

1. Open Canvas and access your course settings
2. Select **Import Course Content** from the right sidebar menu



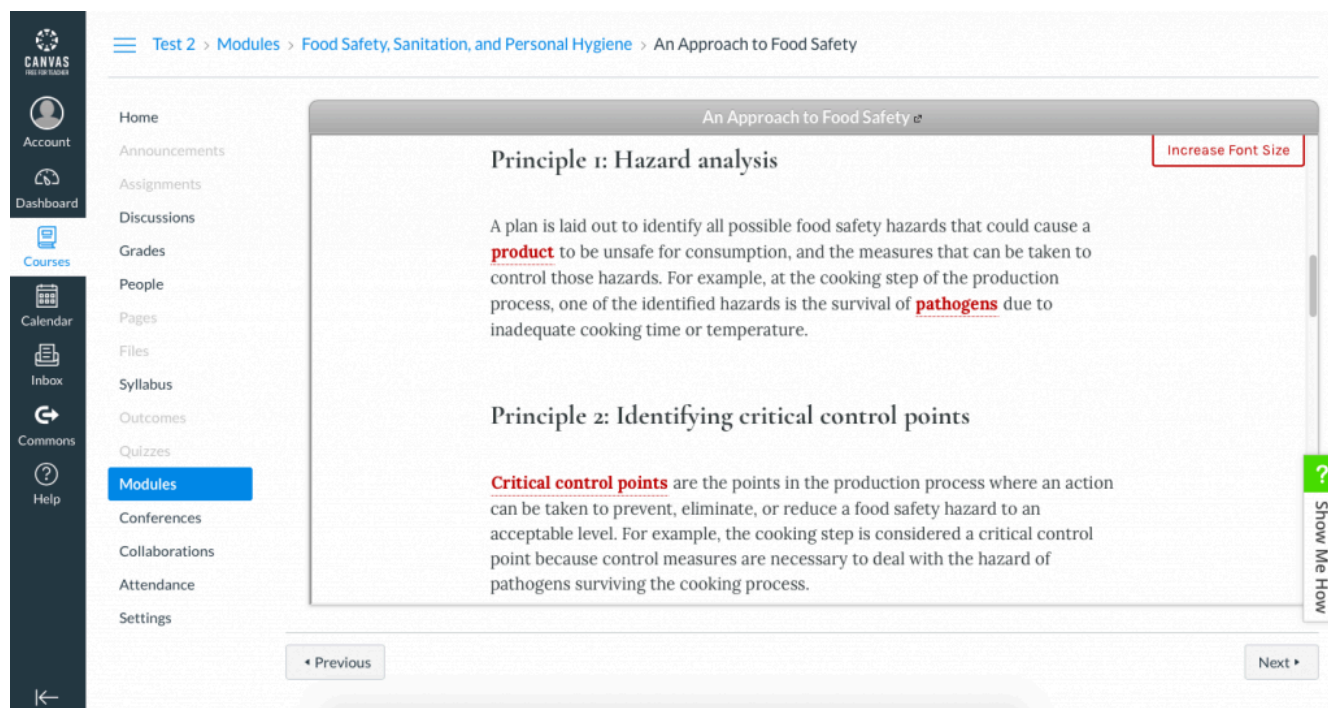
3. Open the Content Type menu and select **Common Cartridge 1.x Package**
4. Click **Choose File** and select the Common Cartridge file you've downloaded to your device
5. Click **Import**

After you've imported the file, the course will populate with the structure of the book.



The Parts, as well as Front Matter and Back Matter sections will appear as modules, and Chapters within those sections will appear as items within the module. Instructors or instructional designers can then intersperse these weblinks with other content, like quizzes, within the LMS.

When a student clicks on a chapter, a live version of that chapter in the public webbook will display within the LMS interface. Users can use LMS navigation tools to move to other content or activities within the module or the course.



Brightspace

For instructions on importing a course cartridge, refer to the Brightspace documentation on [importing IMS Common Cartridge packages](#).

Blackboard

For Blackboard instructions, refer to the Blackboard support documentation [Common Cartridge Course Packages](#).

Text Attributions

- Canvas instructions were adapted from the [Pressbooks User Guide](#) by Book Oven Inc. (Pressbooks.com) and are licensed under a [CC BY 4.0 licence](#).

PART XI

STATISTICS

Section Topics

This section includes:

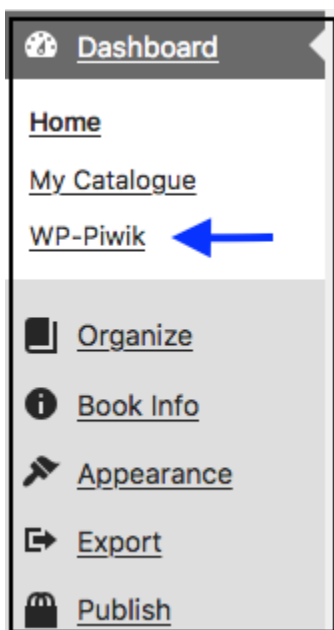
- [Book Statistics Inside Pressbooks](#)
- [Statistics for Books in the B.C. Open Textbook Collection](#)
- [Statistics for BCcampus Publications](#)

Also see [Institutions: Statistics and Support](#) in the *Adoption Guide – 2nd Edition* and [Track Adoptions](#) in the *Self-Publishing Guide*.

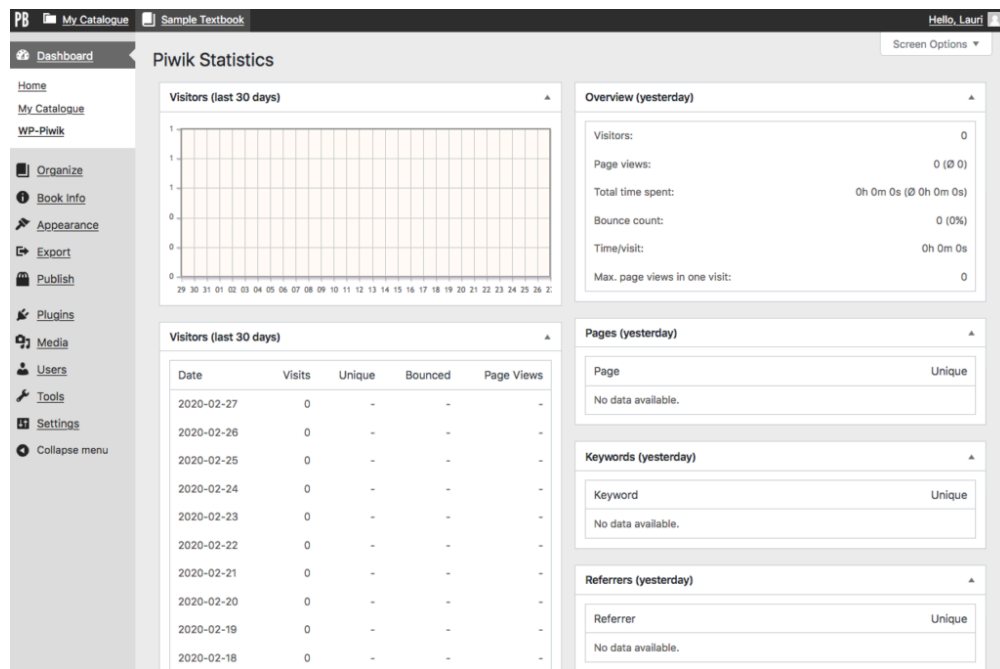
75. Book Statistics Inside Pressbooks

For those with **Administrator** access to a book in Pressbooks, detailed statistics are available. To view, begin by selecting “WP-Piwik” from the **Dashboard menu**.

Last update: Feb 27/20



This action will reveal the Piwik Statistics page, which contains information about the **webbook**, such as the number of visitors that have looked it. See the [Matomo Glossary](#) for definitions of the metric terms used by this tool.



IMPORTANT: WP-Piwik was renamed WP-Matomo on January 9, 2018. The [announcement blog](#) explained that the name was changed “to ensure that Matomo does not/will not share its name with any other businesses unlike Piwik.”¹ We also want to protect the Matomo brand and for it to remain the open source community project name forever.” The label for this plugin in Pressbooks has not yet been changed.

1. Piwik PRO (<https://piwik.pro/>) is an example of a business that uses the label “piwik.”

76. Statistics for Books in the B.C. Open Textbook Collection

BCcampus Open Education provides statistics for each textbook hosted in the [B.C. Open Textbook Collection](#) under the “Collection” tab on the [Open Textbook Stats](#) page for the past four months.

Last update: Dec 13, 2021

Listed to the right of each book title are stats for various formats and views. These, and the book title, also include a reorder arrow that sorts information as follows:

1. Book title: alphabetically from A to Z or Z to A
2. Formats/views: the number of downloads or visits to a book in a descending or ascending order

Adoptions

Pressbooks

Collection

Reviews

Subjects

Summary




This page contains download and access stats from the last four months for all books in the B.C. Open Textbook Collection.

Number of books in the collection: 387

Number of visits to the site in the last 4 months: 89943

Number of visits to the page 'find-open-textbooks': 25906

Stats below based on the date range: 2021-08-12 to 2021-12-12

Book ↕	Web ↕	PDF ↕	Printable ↕	eReader ↕	HTML ↕	OpenDocument ↕	Kindle ↕	XML ↕
 — A Brief Introduction to Engineering Computation with MATLAB	28	70	0	0	26	0	0	0
 — A Concise Introduction to Logic	7	23	0	0	0	0	0	0
 — A First Course in Linear Algebra (Lyryx)	1	18	0	0	0	0	0	0

77. Statistics for BCcampus Publications

The open textbooks that have been funded and published by BCcampus are hosted on BCcampus' internal **instance** of Pressbooks (opentextbc.ca). Also, for each book, there are stats on how often the **webbook** is accessed and how often its files are downloaded. This information is found under the Pressbooks tab on the [Open Textbook Stats](#) page.

Last update: Mar 4/20

- To the left of each book title, an icon provides a redirect to that book in Pressbooks.
- Listed to the right of each book title are stats. These, and the book title, also include a reorder arrow that sorts information as follows:
 1. Book title: alphabetically from A to Z or Z to A
 2. Visits: the number of visits to a book in a descending or ascending order
 3. Actions: the number of actions in a descending or ascending order. An action is defined as whenever a visitor visits a page, downloads or clicks on an external link
 4. Page views: the number of page views in a descending or ascending order

Adoptions

Pressbooks

Collection

Reviews

Subjects

Summary

This page lists usage and downloads stats for books in the BCcampus (opentextbc.ca) Pressbooks. The downloads stats only include files downloaded from the webbook home page.







Number of books in the collection: **313**

Number of books in Pressbooks: **72**

Percentage of books in the collection that have been imported into Pressbooks:

23%

Stats below based on the date range: 2019-11-04 to 2020-03-04

1 Book title ↕	2 Visits ↕	3 Actions ↕	4 Page views ↕
 — Algebra and Trigonometry	12404	16348	16154
 — Anatomy and Physiology	939658	4826436	4740667
 — Anatomy and Physiology	2667	4947	4768
 — Basic Kitchen and Food Service Management	97290	202879	200574
 — BC Reads: Adult Literacy Fundamental English - Reader 4	5044	8134	7692
 — Biology 2e	83721	193457	191415

PART XII

PRESSBOOKS SUPPORT RESOURCES

Section Topics

This section includes:

- [Webinars](#)
- [Pressbooks Video Tutorial Series](#)
- [LaTeX Support](#)
- [Pressbooks FAQ](#)
- [Pressbooks Updates](#)
- [Pressbooks Feedback](#)

78. Webinars

Last update: Jan 18/24

Current Pressbooks webinars

See [BCcampus Events](#) for dates and times of upcoming learning opportunities.

OER Production Series

Since 2021, BCcampus has hosted several iterations of the OER Production webinar series. To view the latest iteration of this series, visit the page [Webinars: OER Production Series](#) in the *Getting Started Guide*.

79. 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: Jul 5/22

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, Licences, 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](#)

80. LaTeX Support

Last update: Jun 17/21

Schedule an individual or group tutoring session

If you have specific questions or need help using LaTeX within a project, send a request for an individual or group tutoring session by emailing latexsupport@bccampus.ca.

Recordings for past sessions of the LaTeX Learning Community

- [View recording for the March 17, 2021 session.](#)
- [View recording for the April 21, 2021 session.](#)
- [View recording for the May 19, 2021 session.](#)

LaTeX guides

- [Using LaTeX in Pressbooks](#) (UBC)
- COMING SOON – LaTeX in Pressbooks: An Introduction and Workflow (KPU)

In this guide, also see [LaTeX Questions Answered](#) and [Math Support](#).

8I. Pressbooks FAQ

Last update: Jun 28/19

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

82. Pressbooks Updates

BCcampus maintains a Pressbooks Updates page to keep the community informed.

Last update: Feb 27/20

See [Pressbooks Updates](#) for information about the BCcampus instances of Pressbooks, including:

- The current Pressbooks version
- Link to the Pressbooks change log
- Information on reporting issues
- Dates and information for upcoming and past updates
- Detailed descriptions of significant changes and updates to the Pressbooks platform. (For updates to the main Pressbooks system, see [Changelogs](#).)

Information about Pressbooks updates is also shared through the PB Notifications distribution list. Everyone who creates a Pressbooks account in [pressbooks.bccampus.ca](#) instance, is added to this list. If you have a BCcampus Pressbooks account and are not receiving these emails, contact [BCcampus Support](#).

BCcampus's two Pressbooks instances ([pressbooks.bccampus.ca](#) and [opentextbc.ca](#)) are upgraded three times a year, approximately one month after the start of each semester.

83. Pressbooks Feedback

Last update: Feb 20/20

Contact [BCcampus Support](#) if you have feedback or problems with [B.C. Faculty Pressbooks](#).

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: Jan 28/21

- [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.
- [Pressbooks Documentation](#): User guides ([Installation](#), [Integrations](#), [Debugging](#)); developer guides ([Coding Standards](#), [Local Development](#), [Workflow](#), [Theme Development](#), [Unit Testing](#)); [REST API](#); [Changelogs](#)
- [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.
- [Pressbooks monthly product update meetings](#): These product update meetings are held from 2-3pm ET on the last Thursday of each month. Meetings include a demonstration of recent improvements we've released and overview of projects that we're currently working on. There is time for attendees to share news and updates about local development projects of interest, and to provide input on Pressbooks-related product needs.

Appendix B: Pressbooks Catalogues

Several 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.

Last update: Sep 18/23

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: Editing OpenStax Textbooks

Google Docs Versions

Last update: Jul 6/22

In 2020, OpenStax converted the editable versions for some of their books to Google Documents. These files are restricted to instructors who must create an [instructor/educator account](#) with OpenStax in order to gain access. Once this account has been approved, verified instructors must go to the **Instructor resources** section of the targeted book where they may request access to the document by section through its Customization Form.

Note: Not all OpenStax books include an editable version. OpenStax editorial team selects which resources to develop based on the needs and demands of a wide range of educators using their textbooks.

Also see [Import a Google Doc](#).

Pressbooks Versions

Another possible option would be to see if other people have created a Pressbooks version of an OpenStax book and then [clone](#) that version into your own Pressbooks instance. Moving an OpenStax book into Pressbooks is usually a manual process, so there are not many of them.

You can search for these books using the [Pressbooks Directory](#), which allows you to search all Pressbooks networks at once. Try searching “OpenStax.”

Keep in mind that many of these books will be revised/adapted versions of the original OpenStax text.

Restrictions

While OpenStax textbook content is openly licensed, the OpenStax and OpenStax CNX names, logos, and book covers are not and may not be reproduced without the prior and express written consent of Rice University.

See the [Pressbooks Directory](#) for a list of OpenStax books that have been added to Pressbooks.

Appendix D: Other Pressbooks Resources

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

Last update: Apr 18/22

- University of British Columbia:
 - [OSiP Pressbooks Workshop](#)
 - [Publishing with Pressbooks: A Visual Guide](#)
 - [UBC Library Pressbooks Template](#)
 - [Using LaTeX in Pressbooks](#)
- 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. (See [Provide Access to Others](#).)

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

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

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

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

blockquotes: A tool found in the first row of the WYSIWYG toolbar that can be used to format long quotations. (See [Blockquotes and Pullquotes](#).)

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

book view: See *webbook*.

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

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

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

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

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

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

Copyright Notice: A field on the Book Info page in Pressbooks where licence type, copyright holder, and related information are added. (See [Book Info Page](#).)

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

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

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

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

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

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

edit view: What a user sees when working in the Pressbooks editor. See *Text (HTML) Editor* and *Visual Editor*.

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

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

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

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

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

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

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

Key Takeaways (KT button): A textbox option available in the Pressbooks WYSIWYG toolbar used to summarize key points in at the end of a Pressbooks part or chapter. It is recommended that this textbox be restricted to this usage because of the related meta tags. See *textboxes*.

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

Learning Objectives (LO button): A textbox option available in the Pressbooks WYSIWYG toolbar used to list

the learning outcomes for a Pressbooks part or chapter. It is recommended that this textbox be restricted to this usage because of the related meta tags attached. See *textboxes*.

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

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

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

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

Organize: Tool used for adding, editing, assigning types, and reorganizing content into parts and chapters. This tool can also be used to select chapters for exporting, display a title (Show Title), and make a textbook private or public. (See [Organize](#).)

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

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

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

reader view: See *webbook*.

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

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

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

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

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

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

Textbooks for PB: A tab in the Dashboard menu that provides tools for working with content from other open textbooks. (See [Textbooks for PB](#).)

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

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

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

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

Users: A tab in the Dashboard menu where an Administrator can add and delete Users in a book and change

permissions. Users can have any of the following roles: Administrator, Editor, Author, Contributor, or Subscriber. (See [Users](#).)

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

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

Versioning History

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