

Pressbook Guide for Resource Sprints

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LUCWRITE



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Introduction to Pressbooks

What is Pressbooks?

Pressbooks is a web-based authoring tool based on the WordPress authoring platform. If you've created a website using WordPress, you'll find some similarities working with Pressbooks. Pressbooks allows you to create content once and publish it in many different formats (fig 1.). These export formats enable the resource to be easily imported and edited in different platforms such as WordPress, Wikis and even learning management systems. The formats appear at the bottom of the web version of the resource to allow other users to easily export and adapt the resource. These features will allow the resources we are developing to be used, adapted, contextualized and localized by different institutions and communities. Pressbooks will make the resource more available to different users by giving them the option of accessing it on the web, on their mobile devices or print it out as a PDF document. By designing each part of the resource as a standalone guide institutions will be able to select and adapt the sections to use, edit and adapt for their context. These features will allow the resources we are developing to be used, adapted, contextualized and localized by different institutions and communities.

Export Formats

Print PDF	Allows documents to be easily shared while retaining the same visual formatting. It is page-oriented and has a static layout. Print PDF optimized for printing
Digital PDF	For digital PDF distribution
xHTML	This format allows the resource to be used and edited in different systems
WordPress XML	These files can be imported into WordPress and the resources can be easily adapted into an interactive website.
EPUB	EPUB files are designed for portability. These files are used for most eBooks and other eReaders. The point of these files is not to provide editing capability, but to deliver a comprehensive package that contains all elements of a book including text and images — like a zipped package — to a device for reading.
MOBI	For Kindle eReader

Why Pressbooks

For the creation of this Indigenization resource for BC, Pressbooks is a platform that allows us to create content that can be easily reused, and adapted by different institutions. In doing this the core resource can be easily localized for different regions and institutions. By using a modular design our goal is for different institutions to be able to put together a resource or set of resources, adapt it to their context and share it in ways that make it easy to access for students, instructors, staff, and the community. Pressbooks will also make this resource more available to different users by giving them the option of accessing it on the web, on their mobile devices or print it out as a PDF document. .. We are excited about the potential of developing a living resource that can be adapted, built upon and shared throughout British Columbia.

- Easy to access files in different forms and easy to edit
- Easily accessed by users on the web, in print and on different devices
- [Export in different formats](#)
- Adapt and publish customized resource for different institutions and communities
- A website and a resource
- Indigenous fonts

Layout Features in Pressbooks

Pressbooks has a number of common layout features and ways of organizing content. Similar to word processors or visual editors you can use heading levels, bold, and blockquotes and textboxes to organize text. In addition, the features and approaches below provide ways of organizing and chunking content to improve usability.

Icons



Icons can be used to customize the text and indicate process, regions or approaches. Icons can help learners understand context and processes more easily and can help create cohesion across the resource.

Information Boxes

Learning Objectives

Type your learning objectives here.

- First
- Second

Multimedia and Interaction

Multimedia

Like WordPress images, video and audio can be embedded or uploaded into Pressbooks. When the resource is exported embed media will generally appear as links.

Video

Videos can be embedded from YouTube. Videos will appear on the website version of the Pressbook and as a link in the PDF version.

<https://youtu.be/hdltRPWXakk>

Audio

MP3 files can be directly uploaded into PB and they will appear using the Pressbook player. Keep in mind these files can be challenging to export into PDFs

https://opentextbc.ca/pressbooksprintguide/wp-content/uploads/sites/207/2017/09/SampleAudio_0.4mb.mp3

Interactive Features

The interactive features for Pressbooks is quite similar to the WordPress platform. However, because the content needs to be exported in multiple platforms there are limitations what interaction you can include. This is a trade-off between adaptability and accessible formats and interactive elements. Below are some of the ways that the resource that you are developing can be made more interactive for learners. All of the functionality works across different export types except for the HP5 function which only works for the website version.

Information Boxes for Activities

Information boxes can be used to describe learning activities within the resource. These are useful for reflective activities and activities that have learners discuss issues, ideas with their community.

Locating Yourself

In this module, we will be looking at different stories and interpretations. Consider the story in your life. It could be a story you have grown up with, something that happened to you. Reflect on the questions below, you may wish to write down the answers in a journal so that you can look back at your thoughts.

1. How is the story interpreted differently by different people?
2. Why do people see the story differently?
3. What is the significance of this in your opinion?

H5P Quiz Questions

There is a limited ability to create quiz questions using HP5 in Pressbooks. Please note that this is an untested feature that does export and only appears in the online version. If you decide to use this feature ensure create additional questions in textual form within the Pressbook so that others can recreate it.

Style Guide

As we are creating individual guides that will be part of a larger resource using a style guide will help create cohesiveness between the resources. The following style guide is divided into organization, style, components, and suggested ways of possible ways to include learning activities.

Organization

In order to ensure consistency between the guides, we suggest including the following parts and elements within the guide you are developing.

Part	Elements	Notes
Front Matter	<ul style="list-style-type: none">• Title page• Introduction• Acknowledgements• How to use	A special kind of part, placed at the beginning of book content, that typically contains content like introductions, dedications, prefaces, and acknowledgments.
Body	<ul style="list-style-type: none">• Main content• Divided into chapters	The main part of the book. The body is divided into chapters in order to populate the table of content and chunk the content.
Back Matter	<ul style="list-style-type: none">• Attributions• Key terms glossary• Bibliography	A special kind of Part that typically contains appendices, the author biography, and related information.

Style Elements

Using the following style elements will ensure consistency throughout each of the guides. For more detail, please refer to the [Pressbooks style guide](#)

Style Item	Format	Notes
Citation Style	APA	APA Format and Style Guide
Spelling		Refer to BCc communications style guide
Punctuation		Refer to BCc communications style guide
Indigenous Language Element		Refer to BCc communications style guide
Other Style Points		

Elements (Components)

The following sections were determined by the steering committee as on July 6th steering committee meeting:

- Self: locating oneself
- Content: What do you need to know
- Impact: How does this impact relationships? partnerships
- Policy: Are there policy implication
- Application: practical tools for applying or extending learning (reflecting on current practice; ways to reach into your institution, work with colleagues)
- Additional Resource: Include links to publications, media, online links

Accessibilitiy

(Excerpt from the Accessibility Toolkit)

Element	Guideline
Organizing Content	Contents is organized under headings and subheadings
	Headings and subheadings are used sequentially (e.g. Heading 1, heading 2, etc
Images	Images that convey information include Alternative Text (alt-text) descriptions of the image's content or function
	Graphs, Charts, and Maps also include contextual or supporting details in the text surrounding the image.
	Images do not rely on colour to convey information.
	Images that are purely decorative contain empty alternative text descriptions. (Descriptive text is unnecessary if the image doesn't convey contextual content information).
Tables	The weblink is meaningful in context, does not use generic text such as "click here" or "read more".
	Weblinks do not open new windows or tabs.
	If weblink must open in a new window, a textual reference is included in the link information
	A transcript has been made available for a multimedia resource that includes audio narration or instruction
Multimedia	Transcript includes:
	Speaker's name
	All speech content
	Relevant descriptions of speech
	Descriptions of relevant non-speech audio
	Headings and subheadings
	Captions of all speech content and relevant non-speech content are included in the multimedia resource that includes audio synchronized with a video presentation.