Create a Book

The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

A book is useful for:

- To display reading material for individual modules of study

- As a staff departmental handbook

- As a showcase portfolio of student work

To create a book:

- ➢ **Step 1:**   Turn editing on

- ➢ **Step 2:**   + Add an activity or resource

- ➢ **Step 3:** Add Book

- ➢ **Step 4:** Add Name and Description

- ➢ **Step 5:** Select Appearance

  These settings are collapsed by default

Chapter formatting

The options are:

- **None** - chapter and subchapter titles are not formatted at all, use if you want to define special numbering styles. For example letters: in chapter title type "A First Chapter", "A.1 Some Subchapter"
- **Numbers** - chapters and subchapters are numbered (1, 1.1, 1.2, 2, ...)
- **Bullets** - subchapters are indented and displayed with bullets.
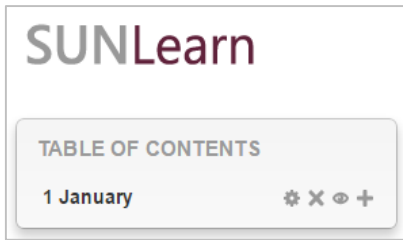- **Indented** - subchapters are indented.

Custom titles

If you disallow custom titles, the chapter title will appear as a header at the top of your content. If you enable custom titles, you will be able to create a title different from the one that appears in the ToC or display no title at all. If you enable custom titles, you will need to enter the chapter title as part of the page content.

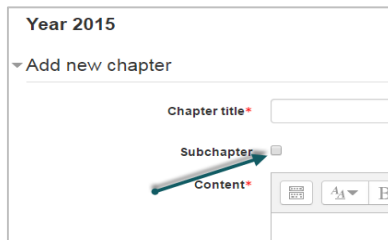➢ **Step 6:** Adding chapters and subchapters

- Titles of chapters appear as links in the table of contents to the left of your content. Keep your titles short.
- To add another chapter, click on the **+** (plus) icon in the Table of Contents or first chapter. The new chapter will be inserted directly after the chapter whose title is on the same line as the Red Cross you click **(Screenshot 1).**
- Note that the sub chapter box is checked. A chapter may have many sub chapters, but sub chapters cannot have subchapters. In order to keep this resource simple, you are limited to two levels **(Screenshot 2)**.
- You now see a chapter and a sub chapter. Because we did not elect to number chapters, the fact that the second chapter is a sub chapter cannot be seen in the table of contents. Note that you do, however, see this in the title above the content. By the way, the items in the table of contents are neither numbered nor are they indented only because that is the option we chose when setting up the book. We can always go back and change that **(Screenshot 3)**.

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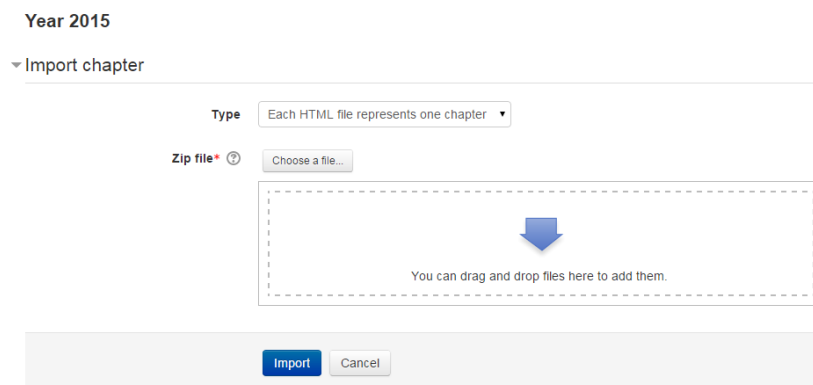| **SUNLearn**	**Year 2015**	**SUNLearn**
TABLE OF CONTENTS	▾ Add new chapter	TABLE OF CONTENTS
1 January ⚙ ✕ ◉ ✛	Chapter title* [ ] Subchapter ☐ Content*	1 January ⬇ ⚙ ✕ ◉ ✛ 1.1 Week 1 ⬆ ⚙ ✕ ◉ ✛
Screenshot 1	**Screenshot 2**	**Screenshot 3**

> **Step 7:** Importing chapters

- Create a zip file of HTML files and optional multimedia files and folders. If you wish to upload subchapters, add "sub" to the end of HTML file or folder names.

- Go to Administration > Book administration > Import chapter

- Choose whether each HTML file or folder represents one chapter

- Browse for and select the zip file, either using the Add button or the drag and drop method

- Then click the import button

Year 2015

▾ Import chapter

Type	Each HTML file represents one chapter ▾
Zip file* ⓘ	Choose a file...
	You can drag and drop files here to add them.

[Import] [Cancel]

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