

## PRESSBOOKS PUBLIC\*

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### Using Pressbooks Public (The Basics)

- ✓ Make a BiblioBoard account (one login for BiblioBoard and Pressbooks Public)
- ✓ Sign into Pressbooks Public
- ✓ Click to add a new book to your account
- ✓ **Two ways to get your content into the Pressbooks Public editor:**
  - 1.) Copy and paste.
    - Select the text you wish to copy, then hit Command + C (Mac) or Ctrl + C (PC)
    - From your “Dashboard,” select the chapter you want to copy your content into and Command + V (Mac) or Ctrl + V (PC) to add the text.
    - This method preserves most if not all of your original formatting, including bolding, italics, formatted lists, headers, and breaks between paragraphs.
  - 2.) Import files.
    - If you’re importing a Word document, be sure to label chapters and style them as headings using Word’s “Styles” menu (not formatting menu) so that the editor will recognize them as chapters.
- ✓ Choose a theme (layout) for your book (under “Appearance”).
  - “Activate” to apply a theme to your book, or simply “Preview” themes—you can always change your theme later.
- ✓ Customize theme options.
  - Select/deselect formatting elements to suit your particular needs or preferences. You may have slightly different options, depending on the theme you’re working with.
- ✓ Create a Cover (“Export” → “Cover Generator”)
  - Design covers for print books (PDF) and eBooks.
- ✓ Export to download your book file.
  - If you make changes, simply re-export to get a new eBook file.

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