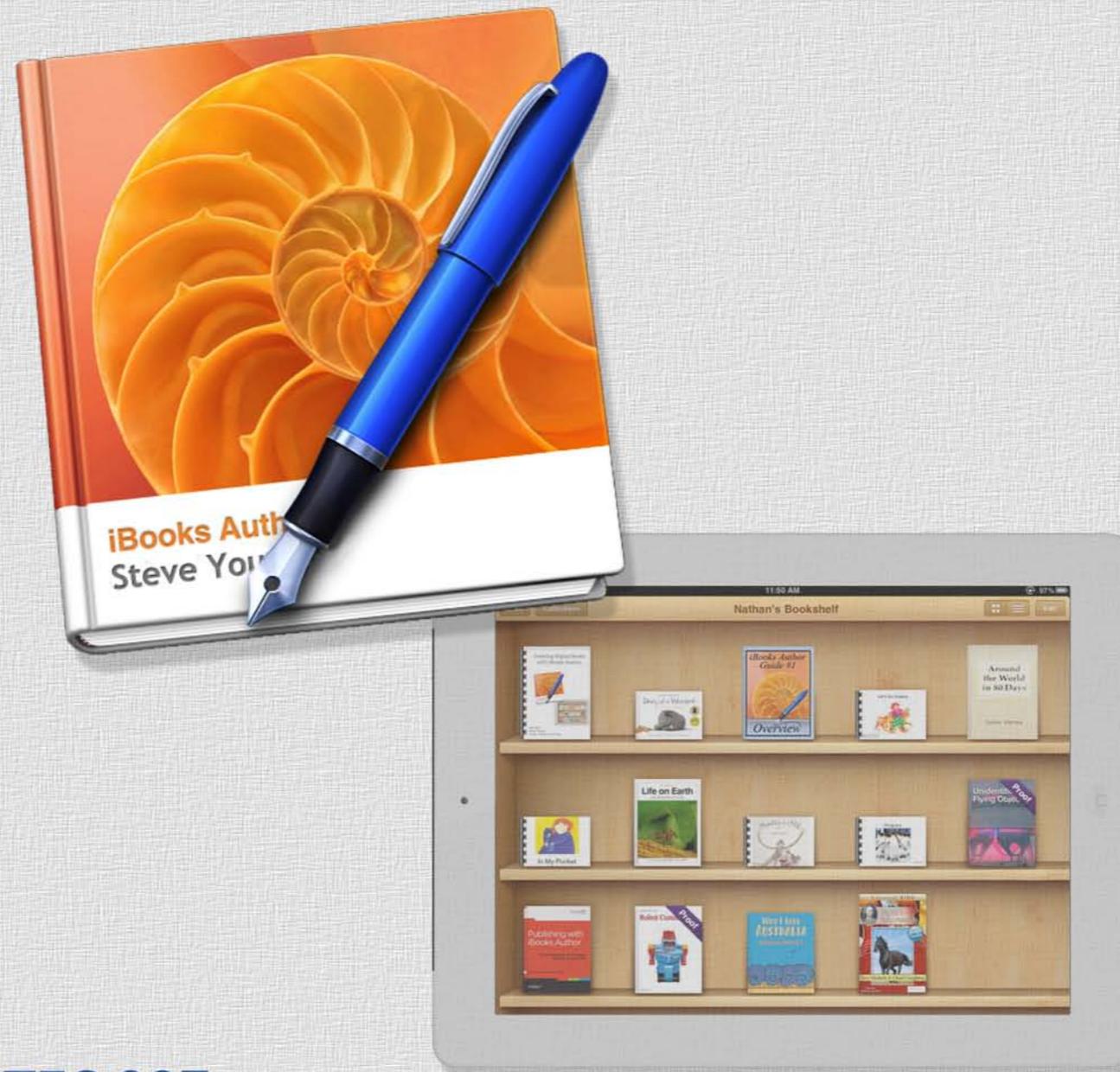
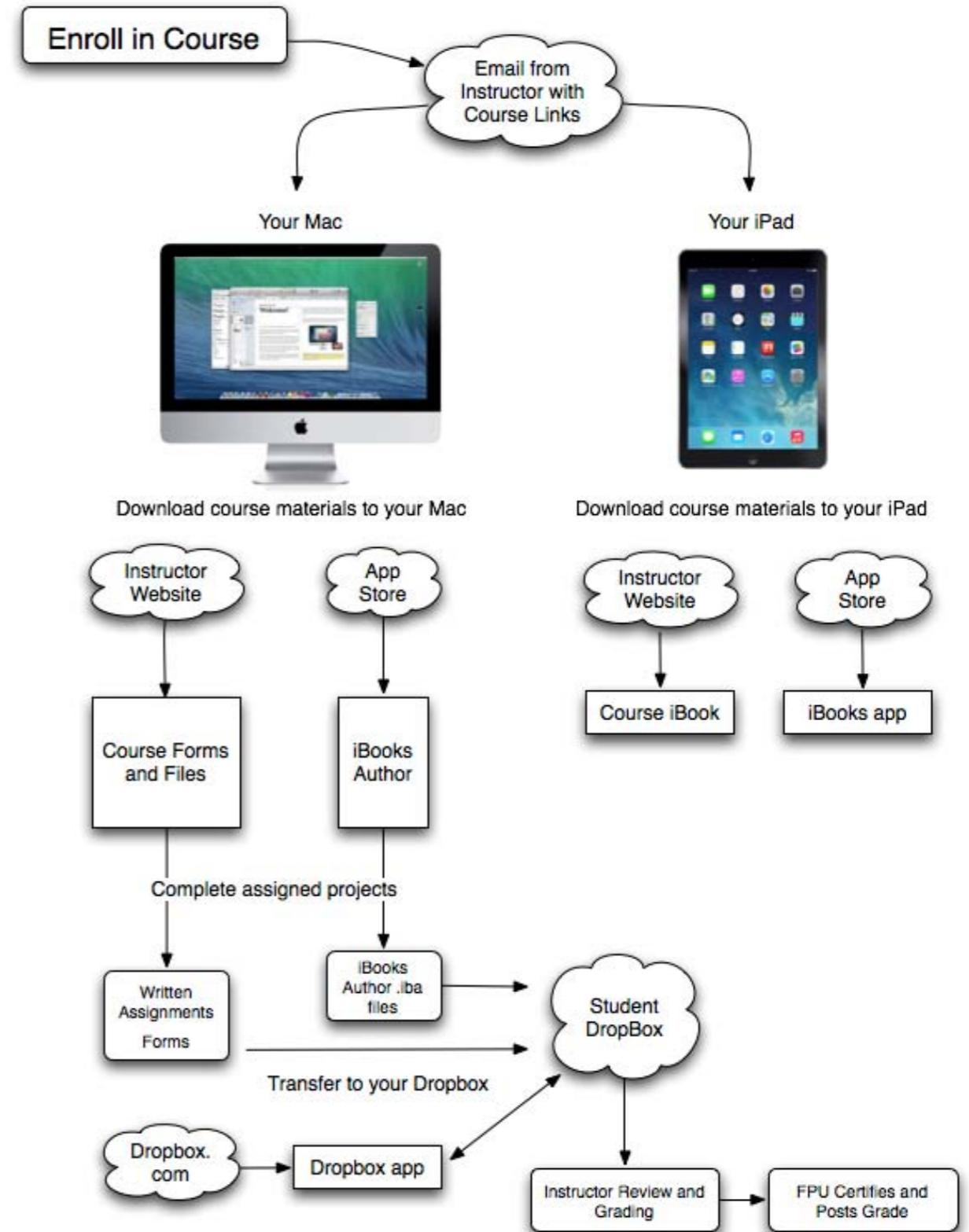
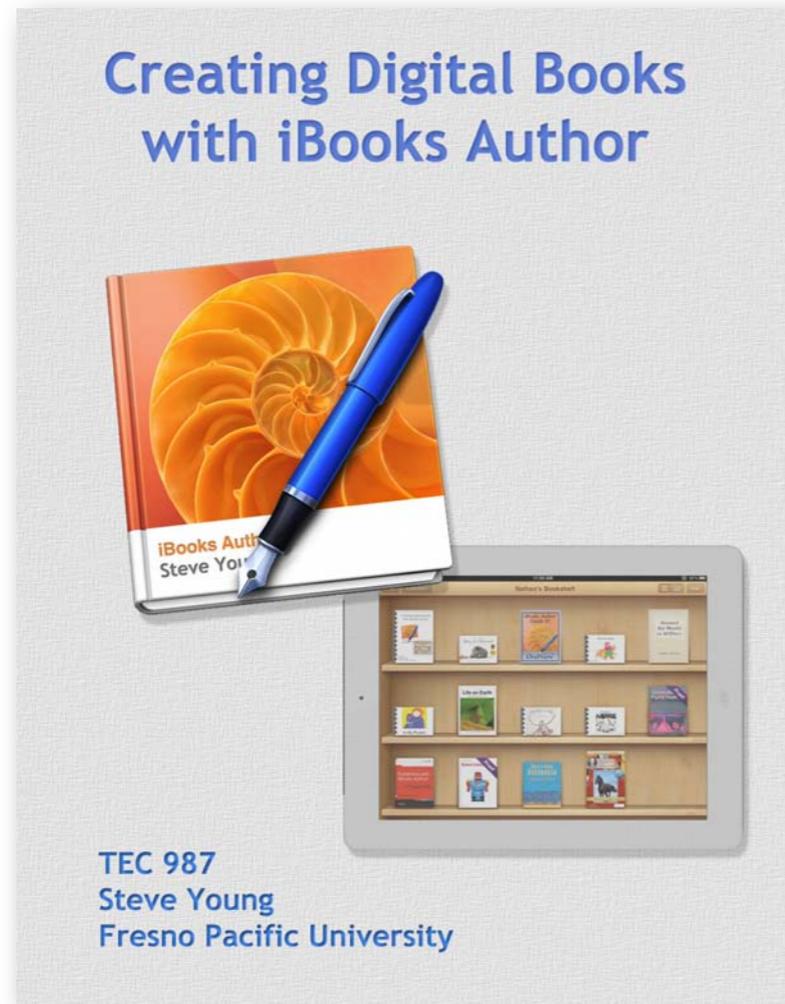


Creating Digital Books with iBooks Author



TEC 987
Steve Young
Fresno Pacific University

Setting Up the Course



SETTING UP THE COURSE RESOURCES

System and Software Requirements

To successfully complete the course you will need access to:

- Macintosh with OSX 10.7 or newer
- iPad (minimum of 2nd generation) with iOS 6 or newer and at least 4GB free space
- USB cable with connection to a Macintosh computer
- Internet connection

You will need to download the following:

- iBooks Author app (Mac)
- iBooks app (iPad)
- Dropbox for Mac (requires a valid email address)
- Resource folder (downloaded to your Mac)
- Course iBook (downloaded to your iPad)

On your Mac:

If your Mac is running OSX Lion (10.7), there is no need to update to Mountain Lion (10.8) or Mavericks (10.9). If your computer is running any one of these newer version of OSX, you are set.

Under the Apple menu (upper left of your screen), choose **Software Update...** your Mac will run a check to make sure it is up-to-date. If new system software is need, it will be automatically downloaded and installed.

Download iBooks Author from the **App Store**



In the dock at the bottom of your screen, click on the blue App Store icon. If the icon is not present, you will find it in the Applications folder. Once the App Store is open, type: *iBooks Author* in the search field at the upper right corner. Click the 'Free' button next to the iBooks Author icon. Click the 'Install App' to install.



SETTING UP THE COURSE RESOURCES

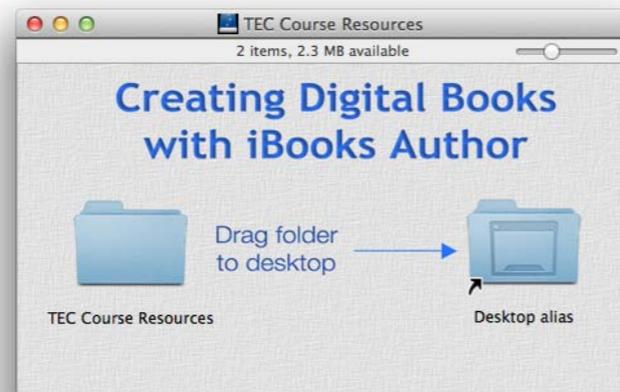
Gathering Course Resources for your Mac

When I receive your course registration from Fresno Pacific University I will send you a welcome email; within that email will be a URL to a webpage. Click the 'Download here to download to your Macintosh' button to transfer the .dmg file to your Mac.



Download course materials to your Mac

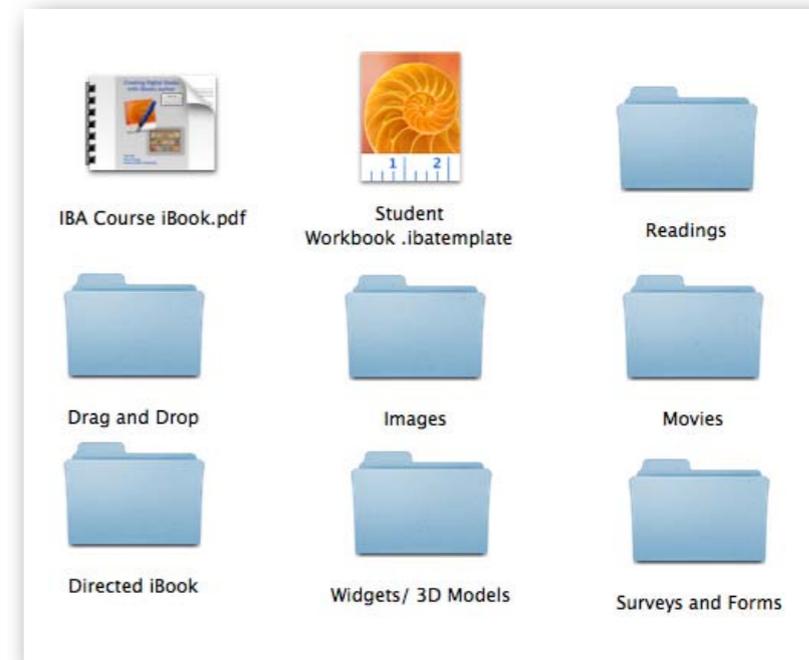
Click here to download
to your Macintosh



Once downloaded, double-click the .dmg file to create a temporary volume. Open the newly created volume and drag the folder 'TEC Course Resources' onto your Mac's desktop. You may move the folder to any location, keeping in mind you will need to access its contents frequently while working on the course.

Contained within the TEC Course Resources folder are all the files you will need to complete this course. I have included a PDF version of the course iBook; while not interactive (no movies or scrolling text), it may prove to be a good companion for the course.

Several folders contain the text and media files which will be used to build many of the practice pages in iBooks Author. Also included are all the surveys and forms used throughout the course, in interactive PDF format.



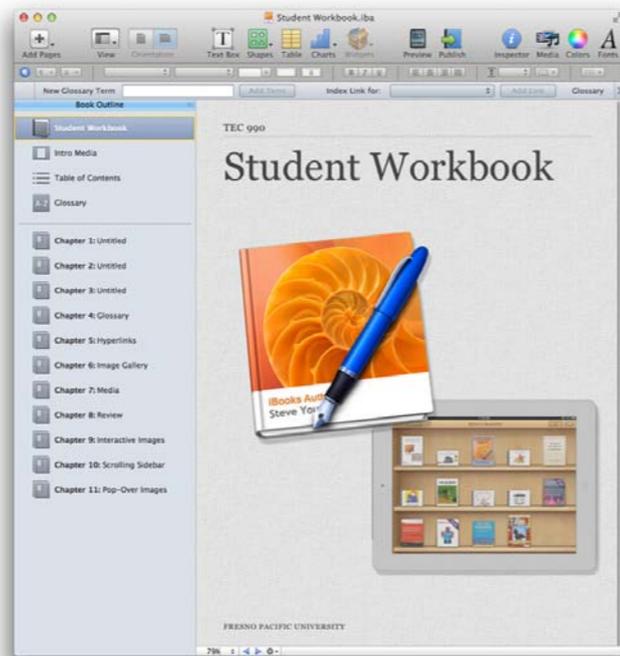
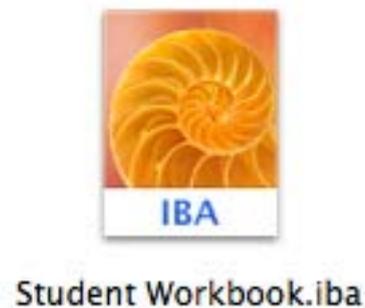
SETTING UP THE COURSE RESOURCES

Student Workbook

Assignments throughout the course call for the creation of iBook Author pages containing content which you will create. Provided with your course materials is an iBooks Author file which will act as your virtual student portfolio for the aforementioned assignments. Pages have been pre-labeled with the assignment title and a brief description of the content to be placed on each page.

As you work through the assignments, you are certainly free to practice each tool and technique using your own iBook Author book and pages. *Your final attempt for each project, however, should be created (or cut and pasted) into the appropriate page on the student workbook.*

Upon completion of your portfolio, the Student Workbook file (along with written assignments and your own iBook files) will be placed in your self-named Dropbox folder to be made available to the instructor.

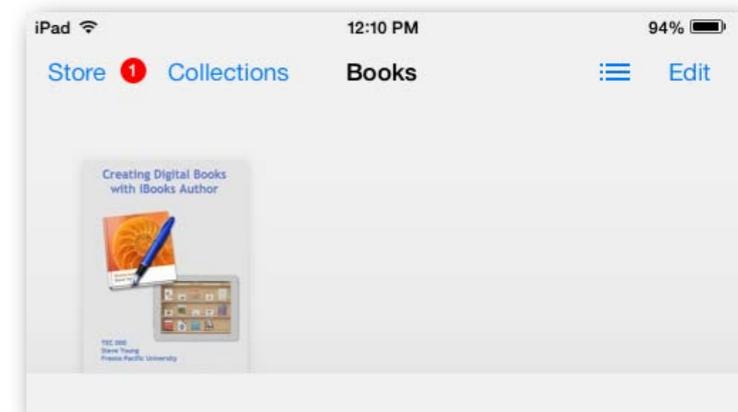
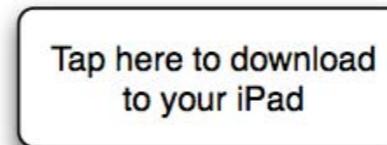


Gathering Course Resources for your iPad

When I receive your course registration from Fresno Pacific University I will send you a welcome email; within that email will be a URL to a webpage. Tap the 'Download here to download to your iPad' button to transfer the .ibooks file to your iPad.

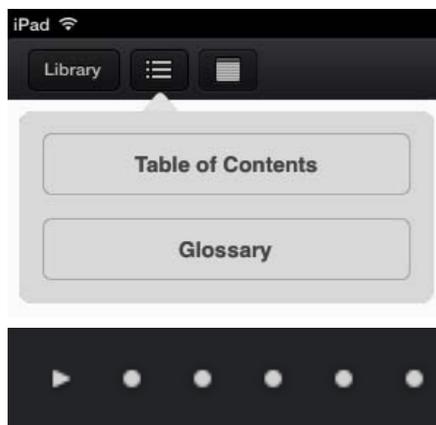
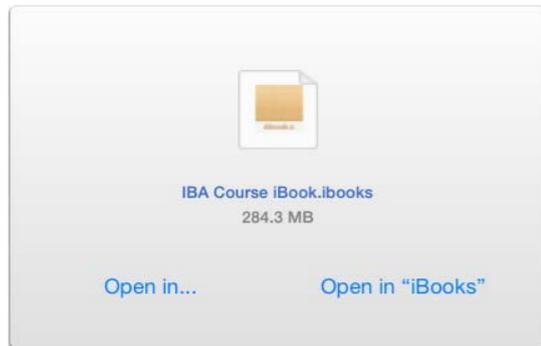


Download course materials to your iPad



SETTING UP THE COURSE RESOURCES

It can take 10-15 minutes for the file to download. On iOS 6 devices, you will see the address bar fill in with blue (from left to right) as the download progresses. On iOS 7 devices, you will only see the indicator spinning in the upper left corner. Wait until the 'Open in iBooks' screen appears, then tap the 'Open in iBooks' button. The iPad will then transfer the download from Safari to the iBooks library; this process can take a few minutes. The screen will 'freeze' during the first part of this process, then switch to the iBooks library screen. Be patient. . .



To navigate the iBook, tap the screen and then tap the Bars icon. Tap the 'Table of Contents' button. A row of dots, representing each chapter in the iBook will appear. Tap the far left dot to watch the welcome video.

Installing Dropbox on your Mac

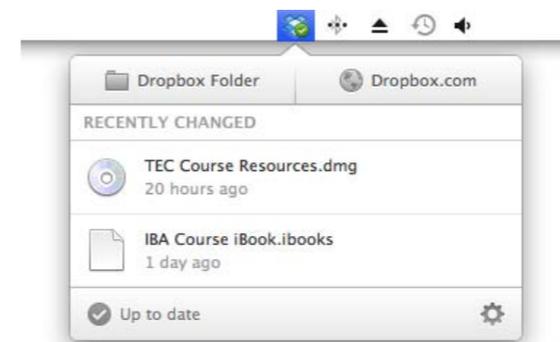
Dropbox is a free 'cloud computing' service that lets you store and share all your photos, docs, and videos anywhere. Any file you save to your Dropbox is accessible from all your computers, iPhone, iPad and even the Dropbox website. You can also share selected Dropbox files with others. Dropbox is free (2GB maximum) and requires a valid email address to register.

If you do not already have one, you will need to create a Dropbox account for your Macintosh computer and your iPad.

Your completed assignments (surveys, reflections and iBook projects) will be placed into a self-created Dropbox folder for submission to the instructor.

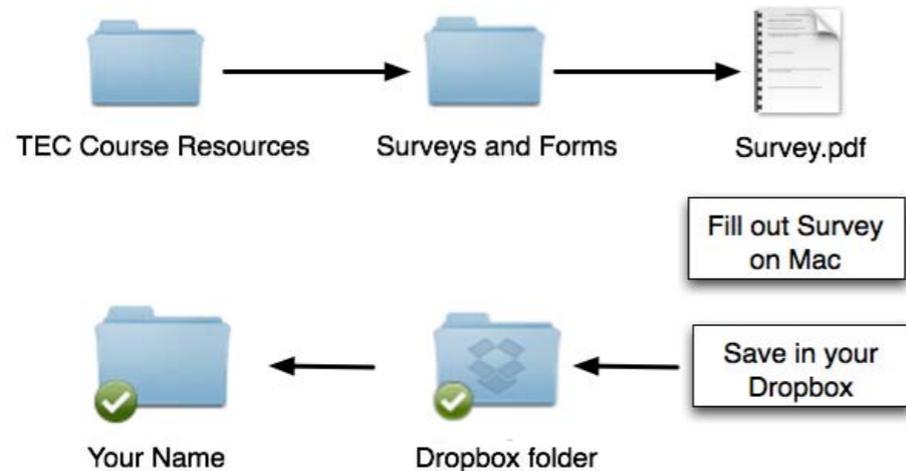
To create an account, go to Dropbox.com on your Mac and click the 'Sign up' button.

You will then need to download the Mac Dropbox program, creating a 'Drop Box' folder in your user directory. Dropbox also creates a menu icon where you can view and control your content.



SETTING UP THE COURSE RESOURCES

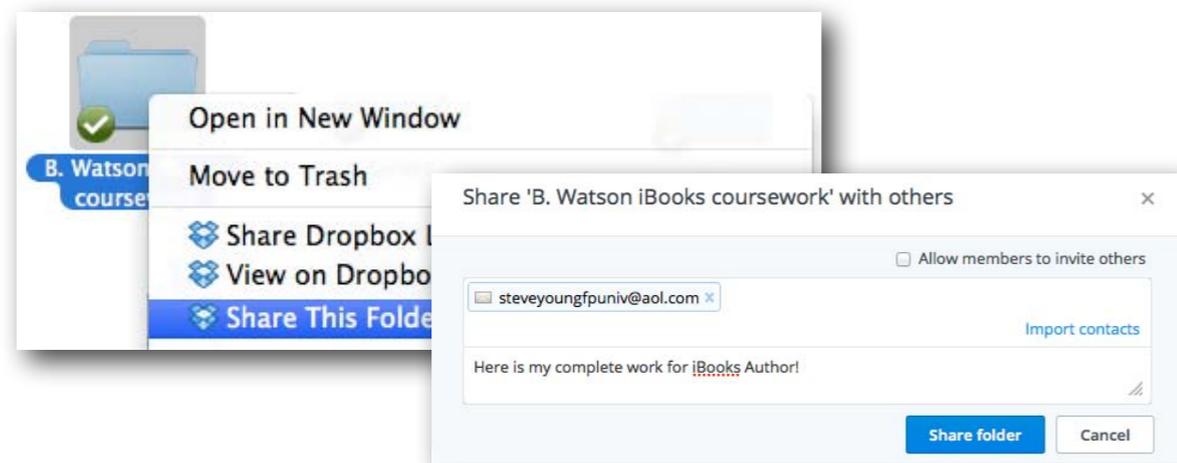
At the end of the course, you will submit your finish work via a folder placed in your self-created Dropbox account. **Making sure to include your name as part of its name**, drag all relevant files into that folder. The files will be automatically uploaded to the online (cloud-based) version of your Dropbox account.



Right-click (control-click) the Dropbox folder containing your completed coursework and choose 'Share This Folder...'

Type in my email address (steveyoungfpuniv@aol.com) and click the 'Send' button; I can then access your coursework folder.

Please submit your work only after ALL assignments are completed and saved in your Dropbox.



A Note about OSX 10.9 (Mavericks)

In October of 2013 Apple released Mavericks, a free upgrade to the Macintosh operating system. Among the changes from earlier versions of OSX is the addition of iBooks for Mac. The new program allows the user to view and interact with iBooks on a laptop or desktop, in addition to an iPad.



iBooks

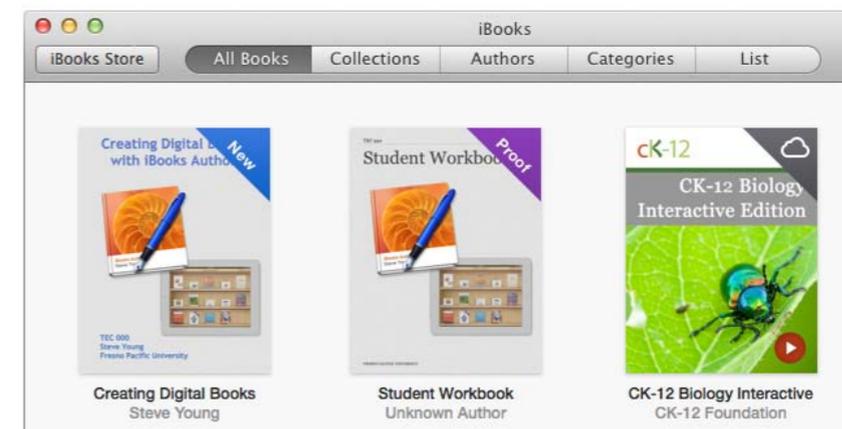
While it is possible, with Mavericks, to preview and read iBooks on a Mac, the touch interface has been adjusted for use with a mouse and keyboard. It works, but it is not the same experience one has with an iPad.

Feel free to use iBooks for Mac on your Mac running OSX 10.9 for quick previews of your work, but at some point you will want to connect and transfer your iBooks to an iPad.



IBA Course iBook.ibooks

If you prefer, you can download the course iBook and use it in the Mavericks iBook program. Follow the instructions on the facing page to download the iBooks to your Mac. Double-clicking the file will install the iBook into the library.



Welcome!

Welcome to TEC 987, Creating Digital Books with iBooks Author!

More and more, schools are adopting tablet technology and utilizing electronic textbooks. Soon to be obsolete are those 30 pound backpacks filled with cumbersome, expensive texts.

Rather than relying solely on commercial publishing houses (i.e. Pearson, McGraw Hill) to provide every digital resource, iBooks Author provides a free, efficient mechanism for teacher- or student-created ebooks. From simple text to rich interactive multimedia presentations, iBooks Author is a simple, fast, and powerful content creation tool.

This iBook is an example of what is possible with iBooks Author - the creation of a personal, interactive educational experience. The basic flow of this course is in three steps - downloading resources, completing tasks, and uploading completed assignments.

If you are enrolled through Fresno Pacific University and taking this course for professional development credit, this iBook will function as your course workbook. Think of this iBook as your 'hands on' guide to the nuts and bolts of iBooks Author.

Once you have completed all of the assignments (please refer to the Course Completion Checklist at the end of the syllabus) you will upload your completed projects to a Dropbox location that you'll create. You will then email me a link to it so I can 'pick up' your assignments for evaluation and grading.

Please review Chapter 1 (About Fresno Pacific University) and Chapter 2 (Course Syllabus) carefully; these chapters will provide you with valuable information on how to complete the course for University credit.



****IMPORTANT NOTE****: Throughout the course each item that requires completion will be highlighted by a yellow banner, as demonstrated here. When you see this yellow banner look for a required assignment, project, or task that must be completed.

FORWARD: WHAT IS IBOOKS AUTHOR?

iBooks Author is a Mac only program for the Apple Macintosh computer, used for creating media-rich interactive electronic books for the iPad; start with one of Apple's pre-designed templates, then modify it however you like.

Along with feature-rich writing and layout tools, iBooks Author provides a collection of ready-to-use widgets for adding movies, review questions, image galleries, and other interactive media. iBooks Author enables you to see how your finished book will look throughout the process anytime by previewing your work on an iPad (as a 'proof').

You can distribute your completed book yourself or you can request to publish through the iBook store, making it available to the general public. Locally, you can disseminate your iBook through Dropbox or your local school network. You can also export and print your book in a variety of formats, including as a .pdf workbook.

As has often been said, watching a demonstration is better than reading about one. Begin your journey into iBooks Author by watching the two videos presented to the right of this page. They are both produced by Apple, so they are a bit 'preachy' and some may feel they are more of an 'advertisement', but nonetheless I believe they are both an excellent introduction to not just the course but the value of iBooks, overall.

Please watch the entirety of both videos, as they contain important information. Questions pertaining to the content of the videos will appear on the pre-course survey.

Movie x.1 Introduction to iBooks Author (Apple produced video)



Tap to watch the video

Movie x.2 Reinventing the Book (Apple produced video)



Tap to watch the video

ASSIGNMENTS 3 ~ 5: EXPLORING IBOOKS

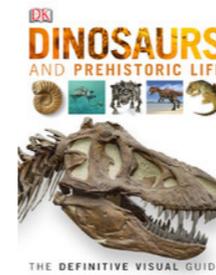
Before you begin to create your own iBook with iBooks Author, it is a good idea to get a feel of what iBooks are like. You are reading one now, but there are thousands more available through the iBooks Store.

Through the iBooks Store (within the iBooks app) you can browse by category or search for specific titles and subjects. Nearly all books have a free preview option. With iBooks, it is not only the textual content that is of interest, but how information is presented - with images, videos and other multimedia formatting - possible only through electronic delivery.

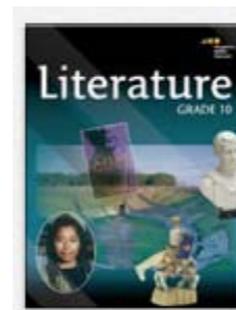
These assignments ask you to **download** (the free preview of) at least **ten iBooks** of interest, then **formally review three of them** for content and presentation.

To access the store from this page, tap anywhere on this page to reveal the title/menu bar which will appear at the top of the screen. Tap the 'Library' button to close this book and return to your library - then tap the 'Store' button at the upper left.

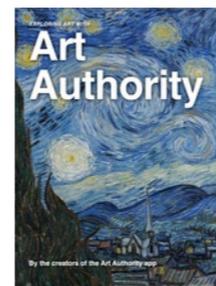
Here are links to a variety of iBooks as a starting point - tap on a link to access the title - but *feel free to independently find your own books of interest in your grade and / or subject area.*



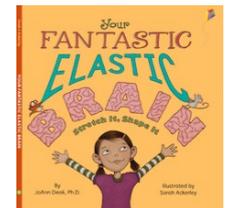
Tap here to view in iBook store
(free preview available)



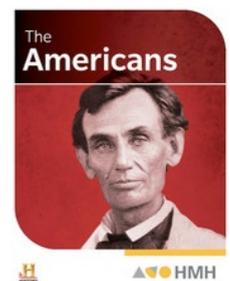
Tap here to view in iBook store
(free preview available)



Tap here to view in iBook store
(free preview available)



Tap here to view in iBook store
(free preview available)



Tap here to view in iBook store
(free preview available)



Tap here to view in iBook store
(free preview available)



iBooks Author Workflow

In publishing, a workflow is the sequence of processes through which a project progresses from beginning to end. To give you an idea of the possibilities, a sample process for creating a book with iBooks Author is described below. You don't have to do every step, and you might do others that aren't listed. The workflow isn't necessarily linear, either; for example, you can preview your book at any time.

Step 1: Choose a template

Choose one of the many Apple-designed templates included with iBooks Author (there are also a number of 3rd party templates available through the App Store). The templates include everything you need to create an iBook. Fonts, colors, tables, and charts are coordinated to give your book a consistent and professional look. After choosing a template, you can modify it however you like.

Step 2: Add your content

Write text, add graphics, add widgets (interactive media such as images, movies, review questions, and 3D objects), and so on. As you write, apply styles to your content to make formatting easier. Mask (crop) and adjust photos directly in iBooks Author. Add tables and charts. Your table of contents, figures, sections, and other elements are automatically numbered in your document.

Step 3: Create glossary entries

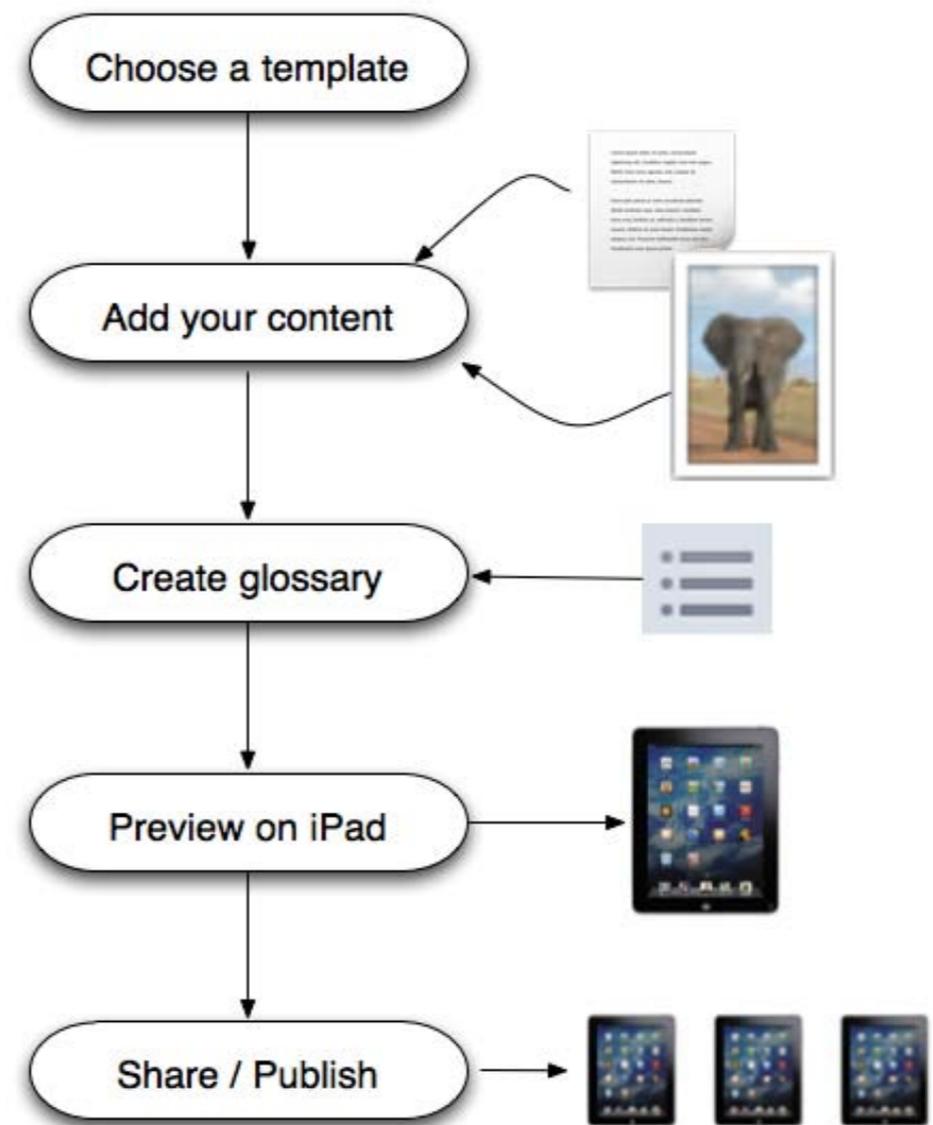
Identify words you want linked to a definition in the glossary (every template includes a glossary). You can add text or media to the definitions.

Step 4: Preview your book

When your content is complete, preview your book on an iPad.

Step 5: Share your book

Export your book and distribute it yourself, or submit it to the iBook store and request for it to be published, making it available to the public.



LEARNING IBOOKS AUTHOR

Choose a template

To create a book, you must start with a template. A template includes all the elements you need to create a book - sample chapters, sections, and placeholders for text, graphics, and media. All the elements within a template have a coordinated design, so you can create a professional-looking book with your own content. All the templates appear in the Template Chooser.

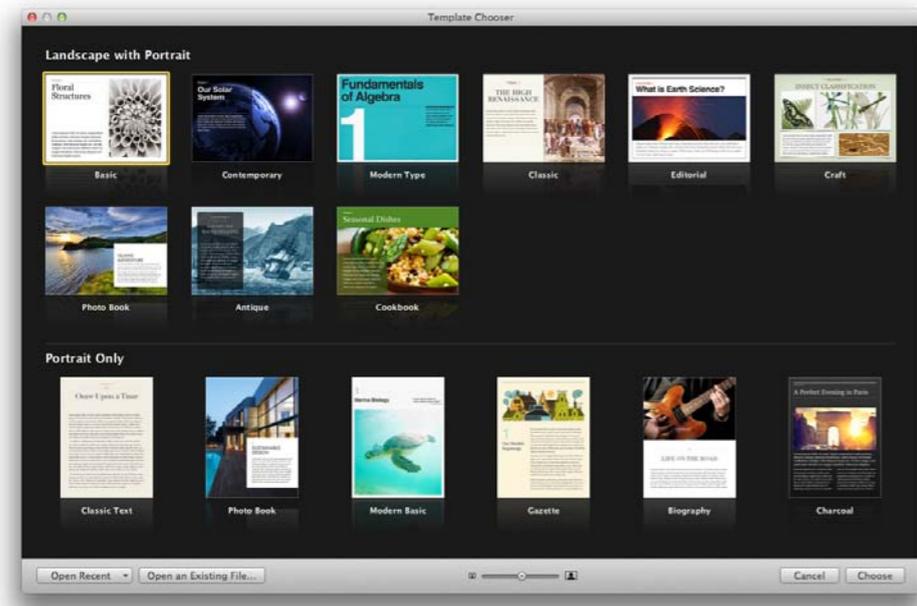
The Template Chooser opens when you:

Open iBooks Author and haven't yet saved a book

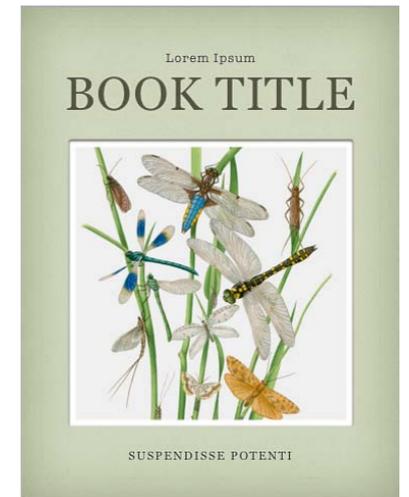
Choose File > New from Template Chooser

Choose File > New and haven't set a default template

Important Note: Although you can modify any page however you like, you can't switch a book to a different template after you choose one.



A template is more than just the book cover you see in the template chooser; all the pages within a given template are tied together with a common theme - color, font types and sizes, layout, and mood. There are a wide variety of template options from which to choose. Once familiar with iBooks Author, choosing the right template for the type of book you are creating will become second nature.



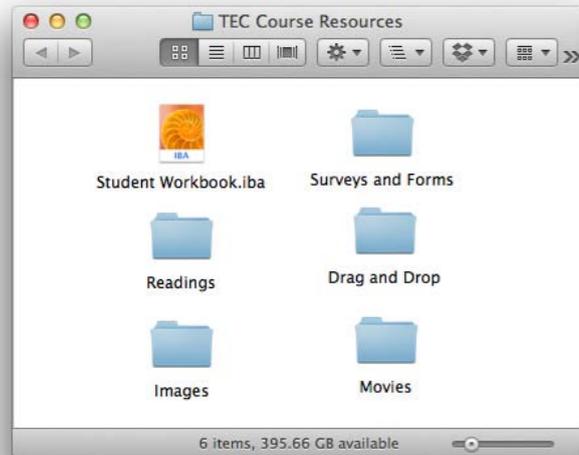
ASSIGNMENT 7 DRAG AND DROP

Adding Content

This initial project, using the iBook Author software, is an exercise geared toward getting you used to adding pre-made content. To do this, you will use the drag and drop capabilities of iBooks Author to place images and text onto a page template.

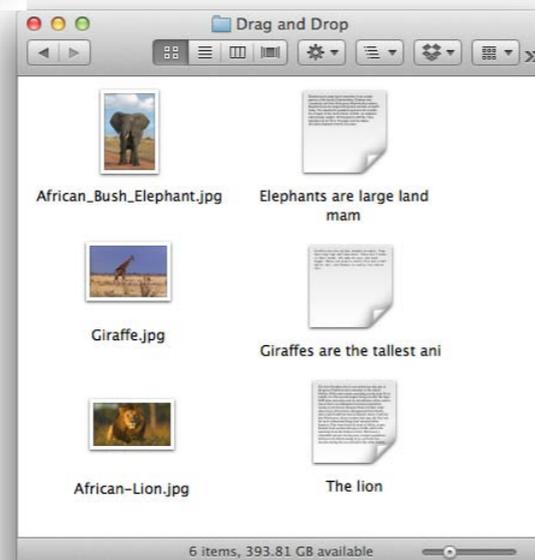
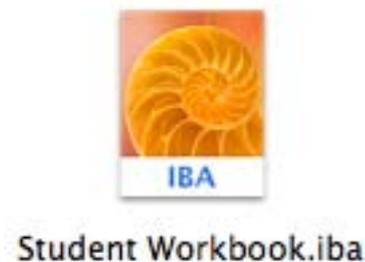
Assignment 7: Drag and Drop Content

In the course resource folder that you created from the Dropbox download are a number of files and folders.

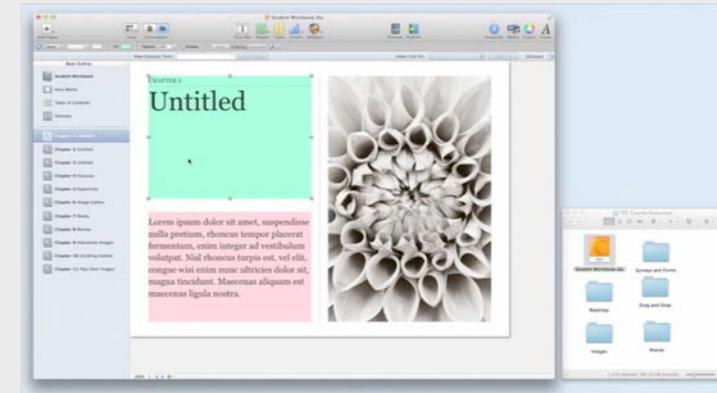


In this first project, you will use the Student Workbook.iba files as an electronic portfolio of your work.

You will also be using the contents of the 'Drag and Drop' folder to construct the first project.



MOVIE 5.1 Drag and Drop



Tap the image above to watch a demonstration video.

1.) - Watch the video.

2.) - Duplicate the project.

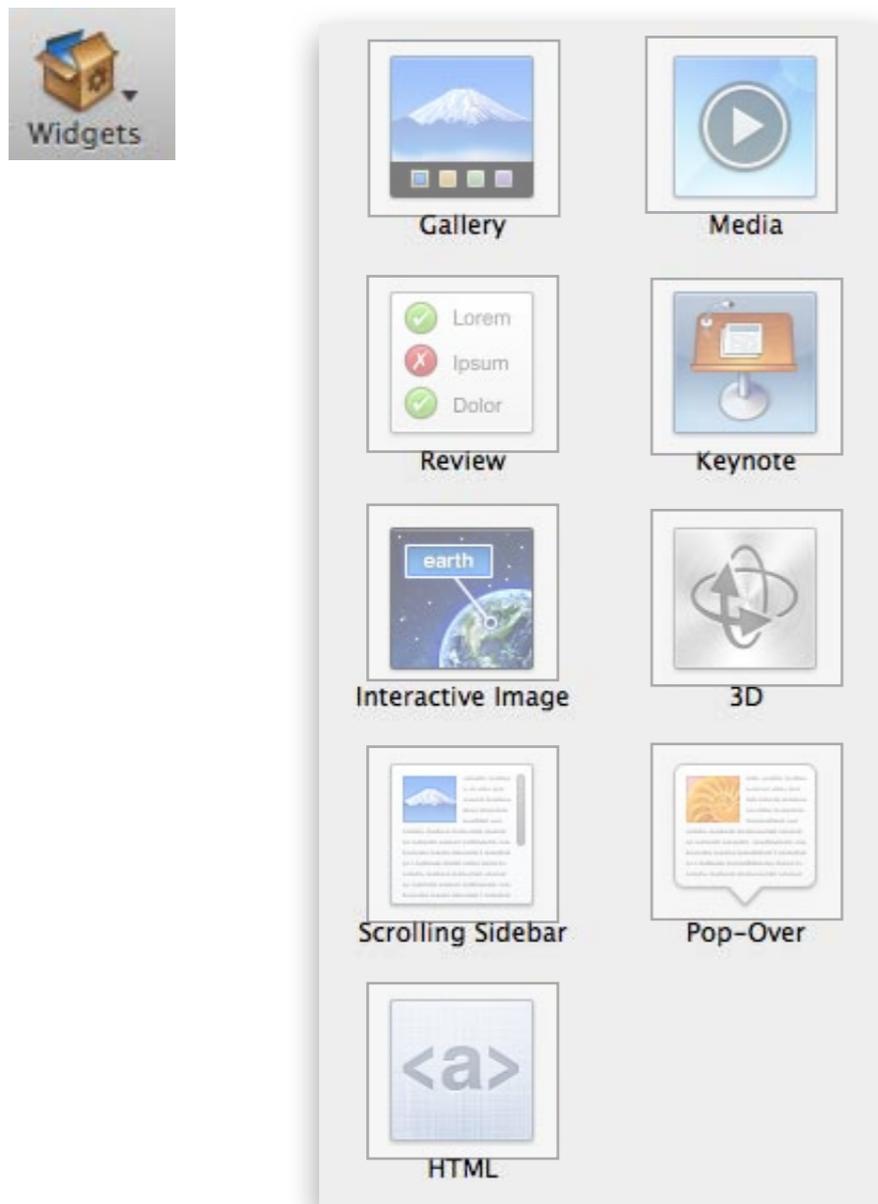
On your Mac using iBooks Author, replicate the drag and drop project as illustrated in the video above, using the Student Workbook .iba file.

Make sure you save the file after completing the assignment. Ultimately the file will be moved to your self-named Dropbox folder for retrieval and evaluation by the instructor.

Widgets

If you have been following this course without exploring the iBooks Author program on your own, this will be your introduction to widgets. A widget is a small program or ‘helper’ program which enhances user experience. The iBooks Author program has nine widgets.

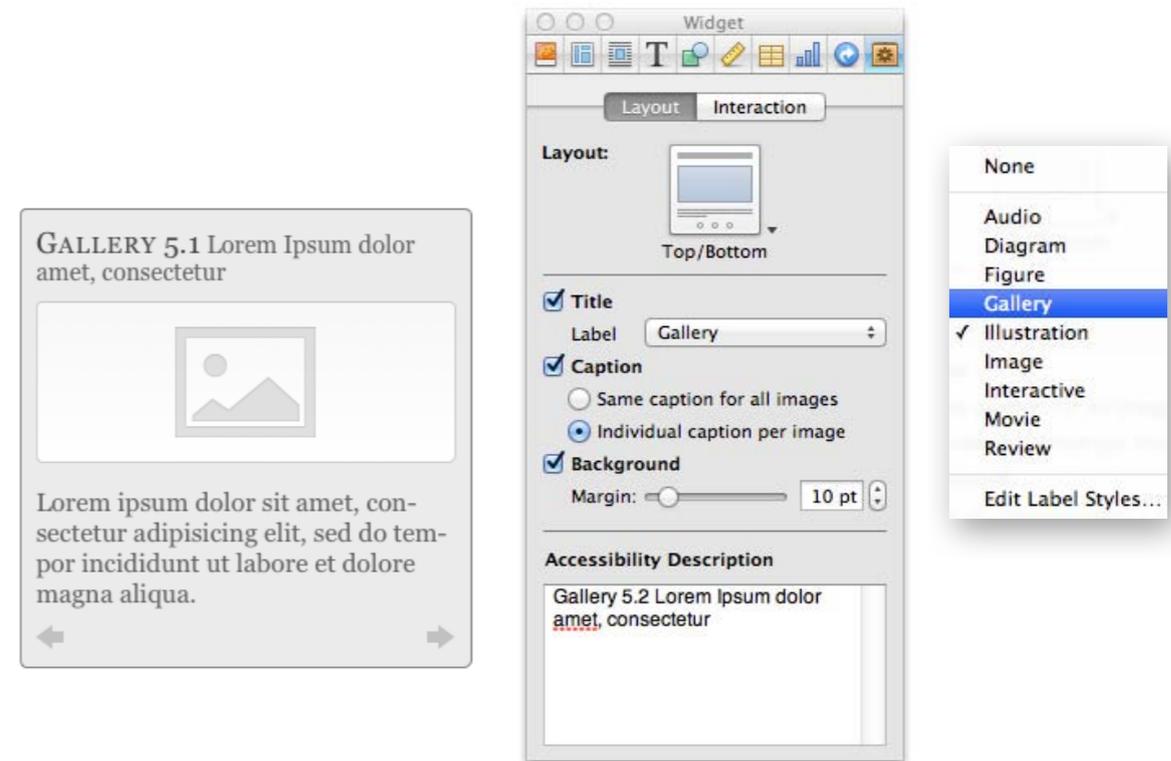
Tap on each widget (below) for a description.



When a new widget is placed on a page, it appears with a title, caption, and background. The title is numbered with the chapter / section number and placeholder text. Double-clicking the placeholder text selects it for the substitution of your own text. The title (i.e. Gallery) is changeable and new categories can be created.

After you add a widget, you can customize it using the Widget pane in the Inspector. The options available in the Widget inspector change depending on the kind of widget currently selected. When you add a widget, the relevant inspector controls appear.

Like text and images, widgets can be copied and pasted between iBook Author pages and documents.



Apple Support; Widgets and Inspector

ASSIGNMENT 11 CREATING IMAGE GALLERIES

Adding Multimedia Content - Image Galleries

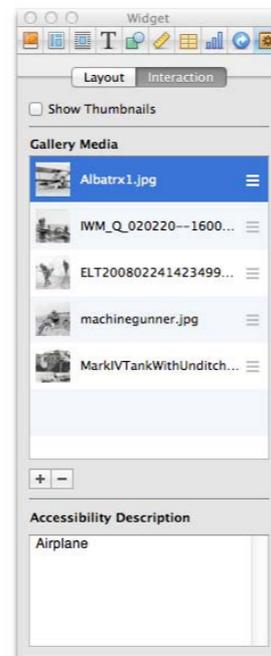
The Gallery widget permits multiple images within one frame. The reader swipes through the images forward or backward. An image gallery is an excellent way to bundle images together, linking similar images or pictorial examples of a single concept. Images can be re-ordered and captions added to each individual image. Images can be imported individually or entire groups on images can be added, by simply dragging a folder onto the widget.



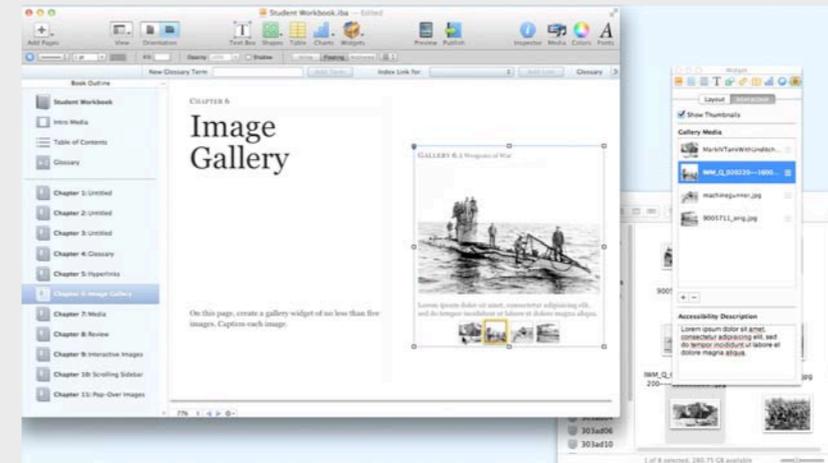
GALLERY 5.1 World War I: Introduction of new weapons



Airplane



MOVIE 5.5 Creating an Image Gallery

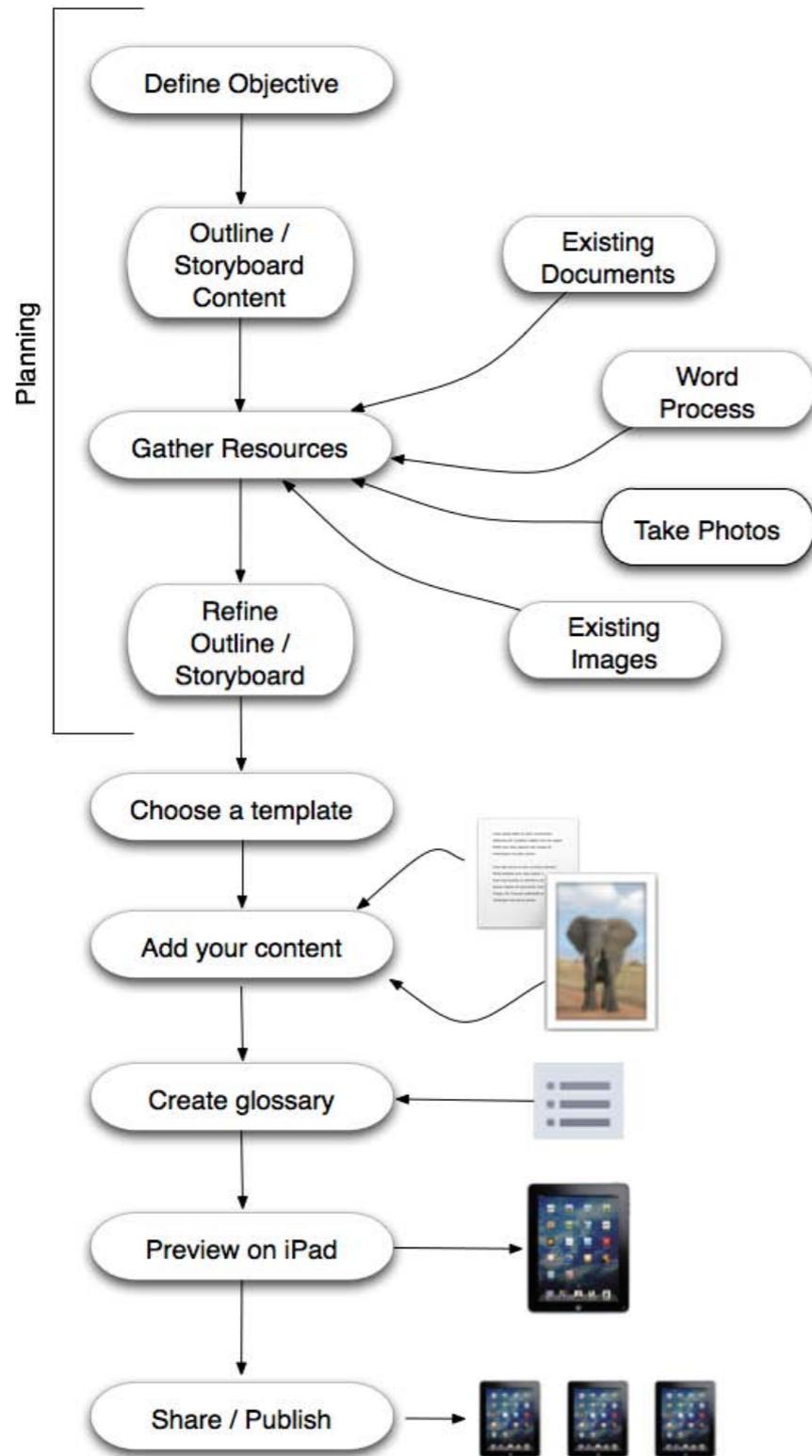


Tap the image above to watch a demonstration video.

- 1.) - Watch the video:
- 2.) - Duplicate the project:

On your Mac using iBooks Author, replicate the Image Gallery project as illustrated in the video, using the Student Workbook .iba file.

Make sure you save the file after completing the assignment. Ultimately the file will be moved to your self-named Dropbox folder for retrieval and evaluation by the instructor.



WEB PAGE 6.1



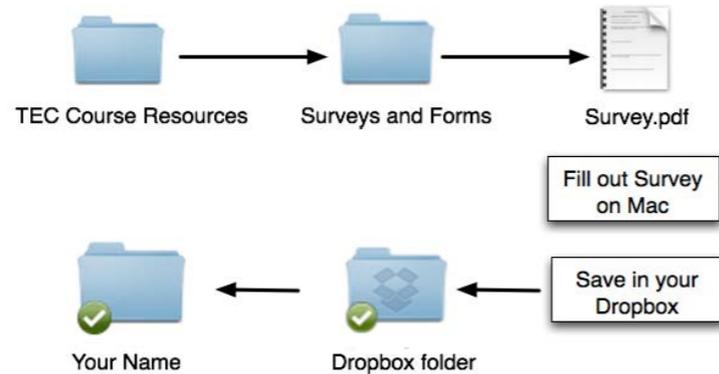
Tap the image above to view a click4it.org web page. It may take a few seconds to load...

Planning anything as potentially complicated as an educational iBook requires a methodology. One such planning mechanism is called A.D.D.I.E., which stands for Analysis, Design, Development, Implementation and Evaluation. The web link above and [HERE](#) is to a United Nations Institute for Training and Research (UNITAR) web page about the A.D.D.I.E. process. A pdf of the process can be found in the TEC resources folder.

Take a look at the information and familiarize yourself with the process; in whole or in part it is an excellent structure for developing sound educational and training materials.

SUBMITTING YOUR COMPLETED COURSEWORK

To submit your work, create a Dropbox folder with your name as part of the name and drag all relevant files into that folder. The files will be automatically uploaded to the online (cloud-based) version of your Dropbox account.

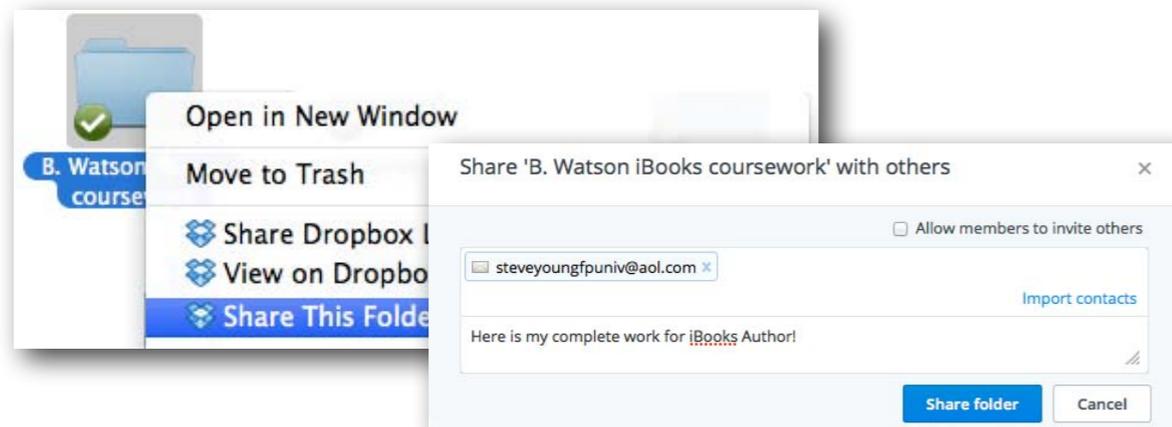


Please refer to page 15 or tap here for the complete list of items to be submitted.

Right-click (control-click) the Dropbox folder containing your completed coursework and choose 'Share This Folder...'

Type in my email address (steveyoungfpuniv@aol.com) and click the 'Send' button; I can then access your coursework folder.

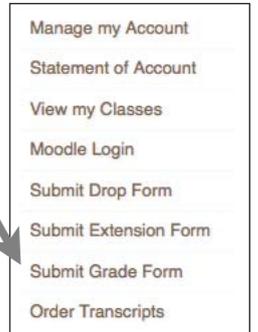
Please submit your work only after ALL assignments are completed and saved in your Dropbox.



DIRECTIONS FOR SUBMITTING A REQUEST FOR ONLINE GRADING

FPU now requires all instructors to submit grades online. For me to do this you'll need to request online grading via your FPU account. If you registered online you already set one up. If not, you'll need to create one. If you need assistance creating an account please contact FPU at 1-800-372-5505. When you are ready to be graded in this course:

- Log in to your FPU account at: <http://ce.fresno.edu/cpd/>
- Click 'Submit Grade Form' from the selections listed on the lower left of the Welcome Screen
- Your information should auto-populate; update, if necessary
- Scroll to the bottom of the page and select this course from the list of ungraded courses in which you are currently enrolled
- Select the type of grade you require (Letter Grade or Credit)
- Click the box confirming accuracy of the information
- Click Submit
- FPU will then email me notification that you have completed the course and are ready to be graded (pending receipt of your completed coursework by me).



Please submit your request for online grading the day you email me the Dropbox link to your completed coursework (no sooner). When it comes time for me to review your work, if you have not requested online grading expect a delay in processing your grade as I will need to contact you to remind you to do so. There is no need to request online grading multiple times for the same course, in fact it becomes an annoyance if you do (FPU emails me a copy of every request - multiple, duplicate requests clog my inbox). If you encounter technical difficulties with the online grading system please contact FPU directly as I am unable to troubleshoot their online grading system.

Once I have submitted your grade to FPU I will notify you via email that this has been accomplished. Processing grades submitted electronically is not automatic; it may take FPU up to 2-3 business days to certify your grade and post it. I mention this in case you are facing a deadline and are in urgent need of a transcript. Prior to ordering a transcript, particularly a 'RUSH' transcript, you may wish to contact FPU (1-800-372-5505) to verify that your grade in this course has officially been posted.

It is absolutely imperative that you include your full name when titling your Dropbox folder. Without identification I've no idea whose coursework I'm grading! It is also a good idea (but not required) to include your FPU student ID#, if you know it.

I hope you found the course beneficial. I'll keep an eye out for your packet, and look forward to reviewing your work! Thanks!