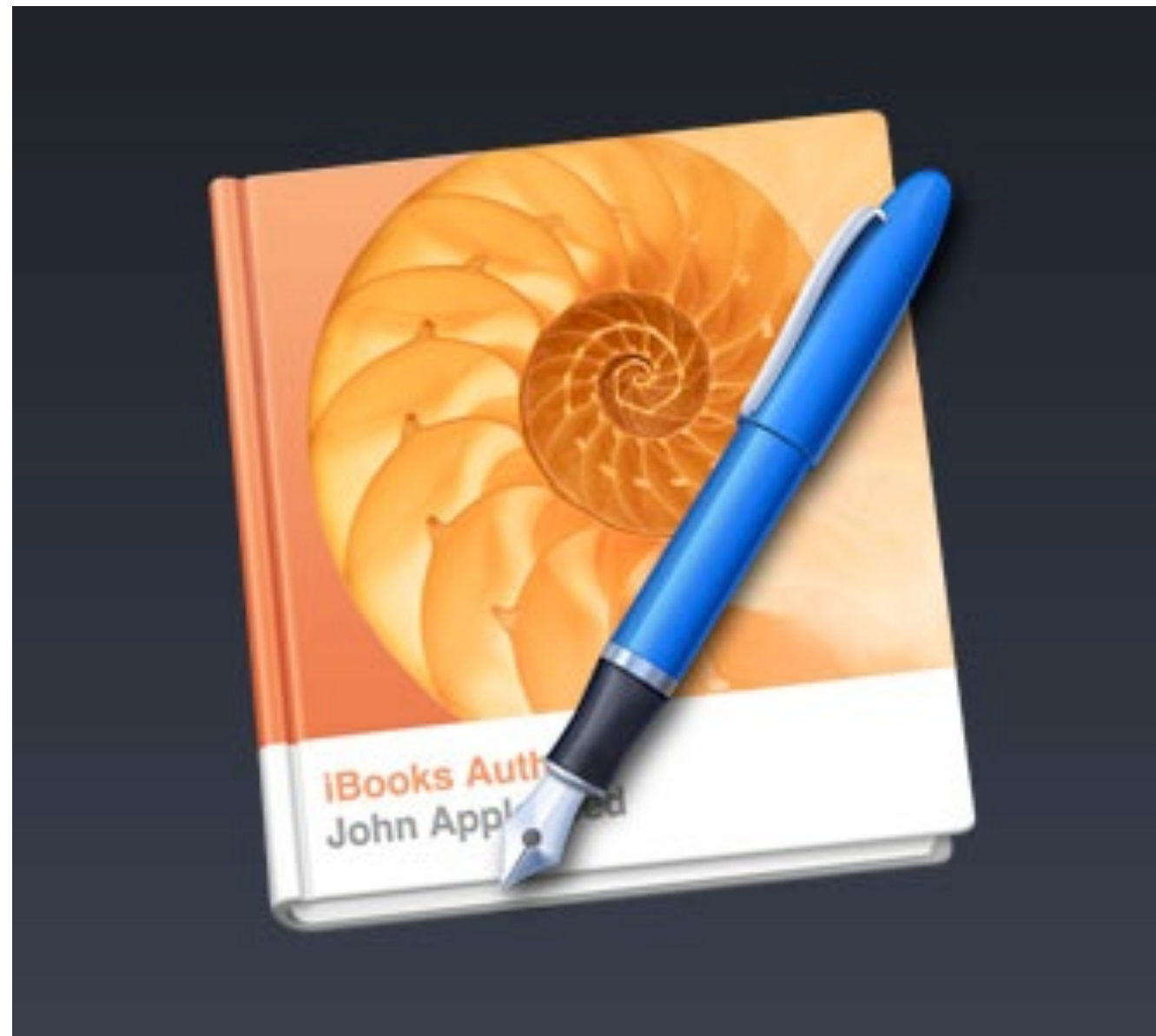


iBooks Author: An Instructional Guide for Educators

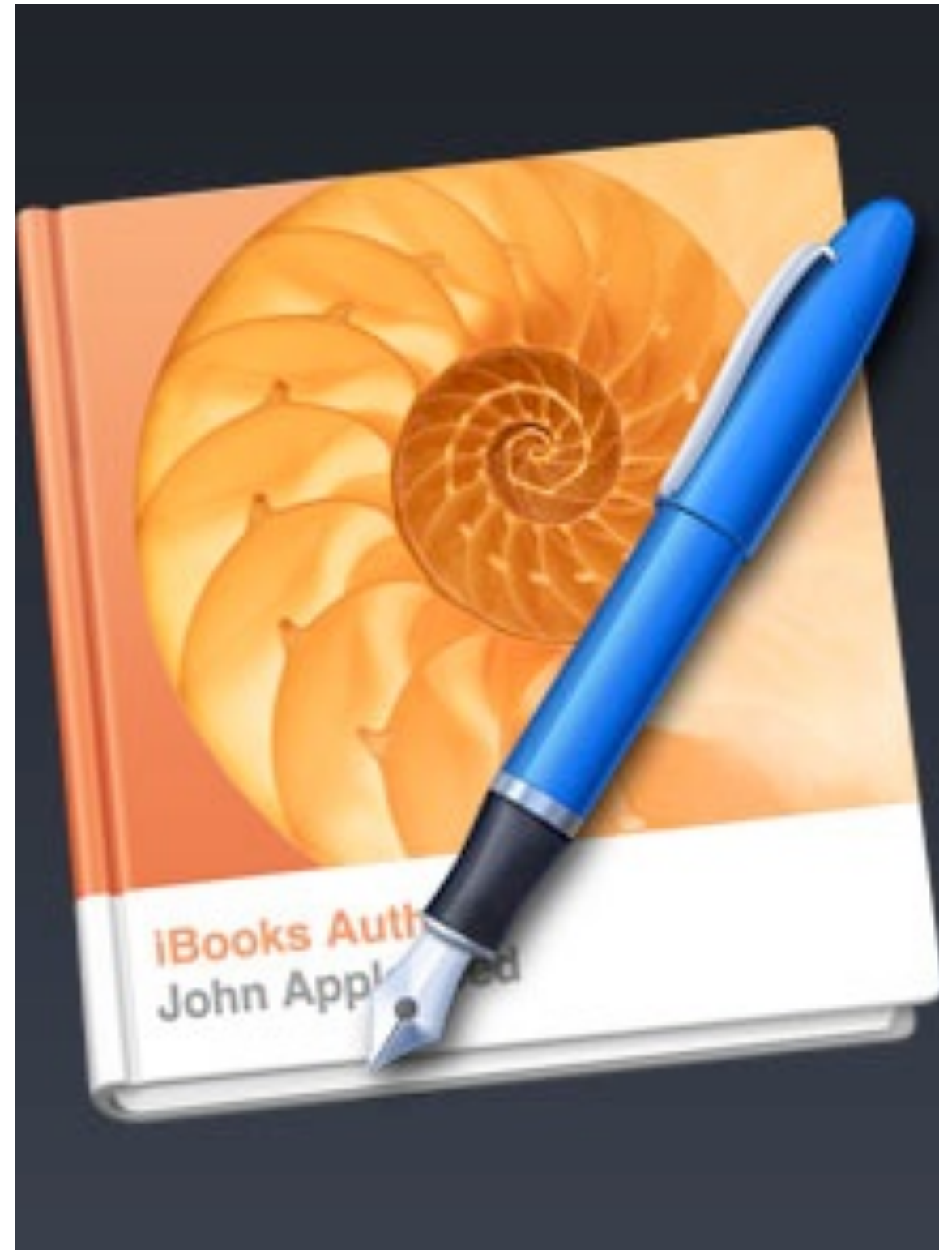


Before you Begin

This section provides information on how to download and install the iBooks Author software on your Mac.

TOPICS COVERED

1. Hardware
2. Software
3. Downloading iBooks Author software



System Requirements

1) Hardware

In order to create and view your own iBooks, you will require 3 pieces of hardware that can be purchased directly from any Apple distributor. The three items that are essential along with their functioning are listed in the picture below.



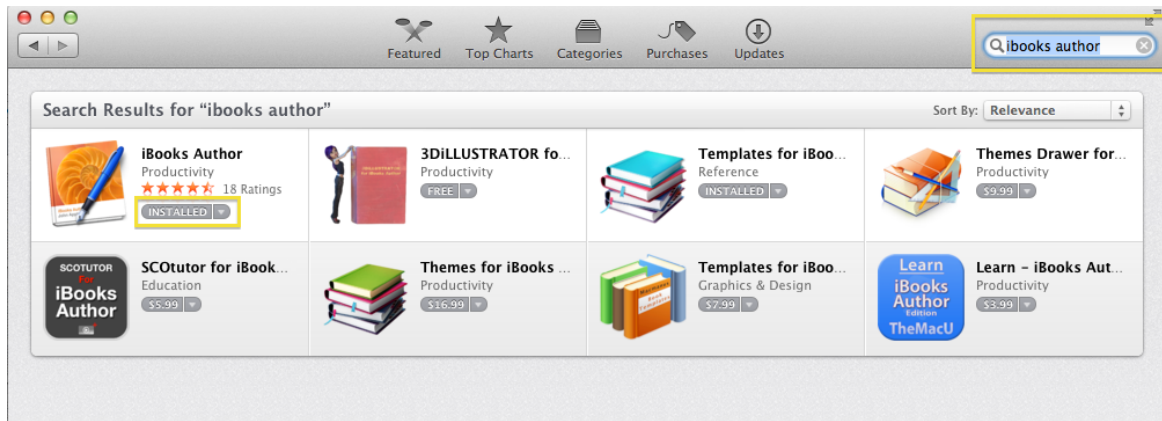
2) Software

Before you begin to download the iBooks author app, you will need to ensure that your Mac OS X is up to date. The minimum requirement for installing iBooks Author is Mountain Lion (OS X 10.7 or above). You should also verify that your iPads software is updated to the latest version and that the iBooks app appears on your touch screen.



3) Downloading iBooks Author

You will then need to open and sign into the Mac App Store by entering your iTunes ID and password. Upon signing in, you will need to search the Mac App Store for the iBooks Author software by simply typing it into the search bar. Locate the free iBooks Author App and click on install app (highlighted in yellow below).



The iBooks author software can be accessed by opening the launchpad located within the toolbar of your desktop.

Navigating

This section contains information on how to navigate the different workspaces within iBooks Author.

TOPICS COVERED

1. Choosing a Template
2. Menubar
3. Toolbar
4. Formatting Bar
5. Project Browser
6. Workspace

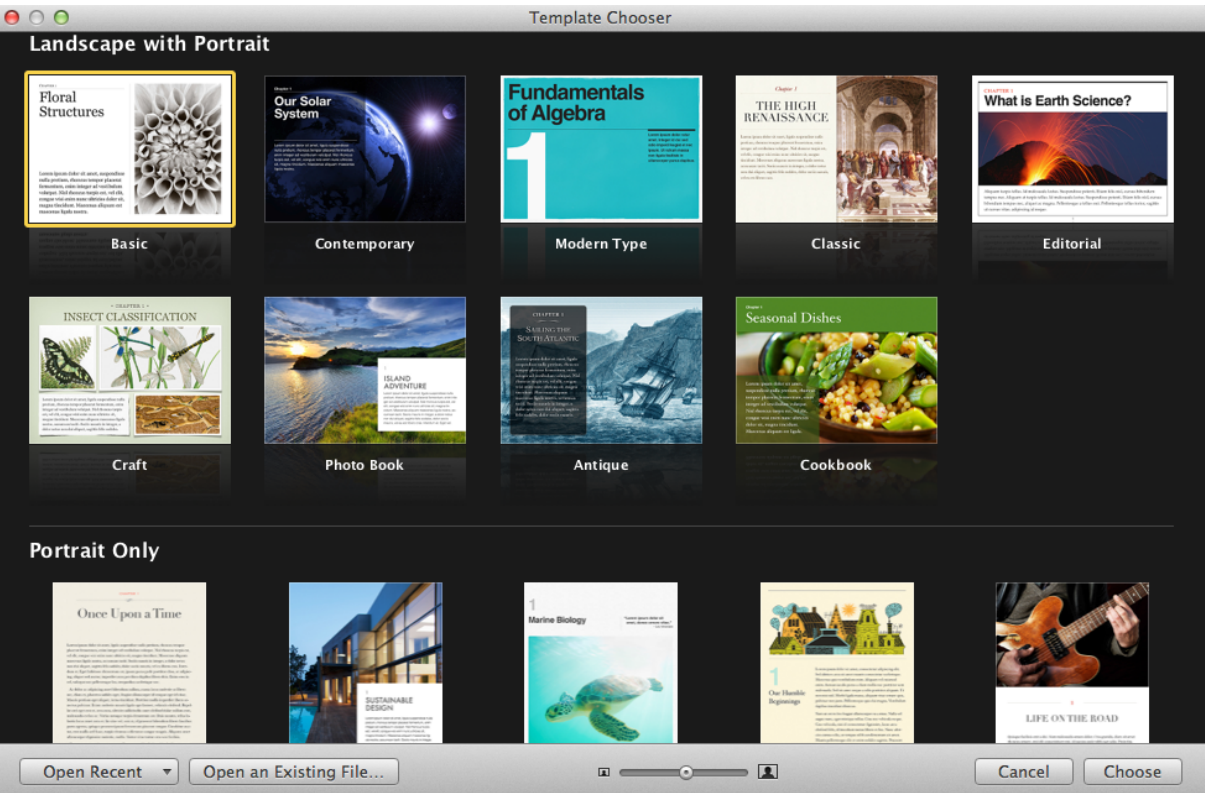


Navigating

As with any new software program, you will first need to get acquainted with the workspace and the different toolbars. Apple has made the user interface very easy to use. By following the steps outlined below, you will soon be on your way to creating your very own first iBook!

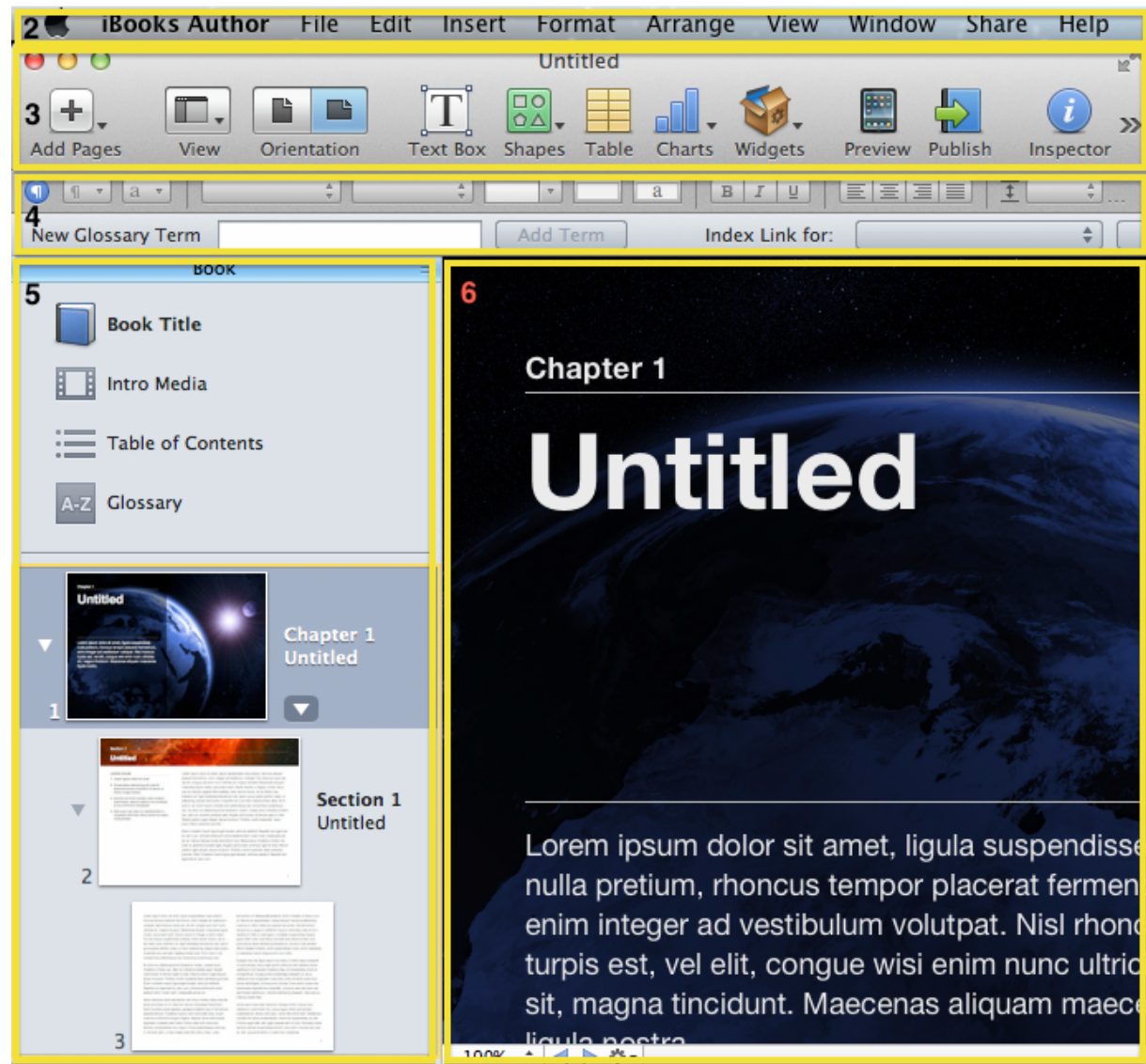
1) Choosing a Template

Upon launching iBooks Author, a screen will pop up with the heading ‘template chooser.’ This screen allows you to do exactly what the title suggests, choose a template for your book. There are a number of templates to choose from and they can each be previewed before you begin to add content.



In general, you have two options for templates, landscape with portrait, or portrait only. If you do not see a template that meets your needs, you can easily go to the Mac App Store and purchase more. However, the default templates do seem to suit many needs that one would require for a classroom.

Now that you have chosen a template, you can now begin to familiarize yourself with the different workspaces and toolbars located in iBooks Author. The picture below depicts the page that will pop up after selecting a template. The areas highlighted in yellow represent the different sections.



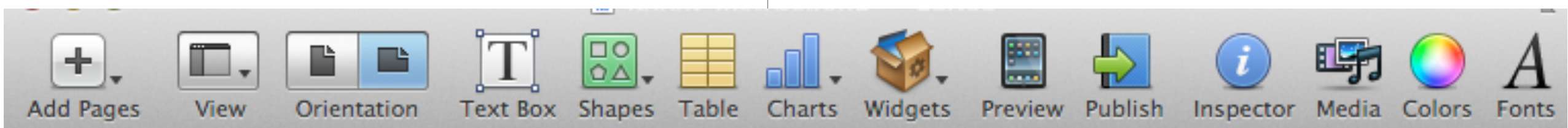
2) Menu Bar

The menu bar contains all the features and options available in iBooks Author. By clicking on any of the headings, a pull down menu will appear with more options available. Although this menu bar is rich in features, it can sometimes be difficult to navigate and find specific items. To address this issue, Apple has added fast access toolbars in areas indicated below.

3) Tool Bar

The tool Bar contains the bulk of the interactive features that iBooks contains. You can add different types of pages by clicking on the '+' button and also change the layout of your book. It also has quick access to embed other features such as text, shapes, tables and charts. Perhaps the most interesting of additions is the widgets icon which is covered in more depth in section 5. Following those content creation features, the preview and publish icons allow for one step viewing and publishing. Finally, the side tool bar contains formatting that one may need to do conduct on embedded features such as widgets.

Sample Tool Bar

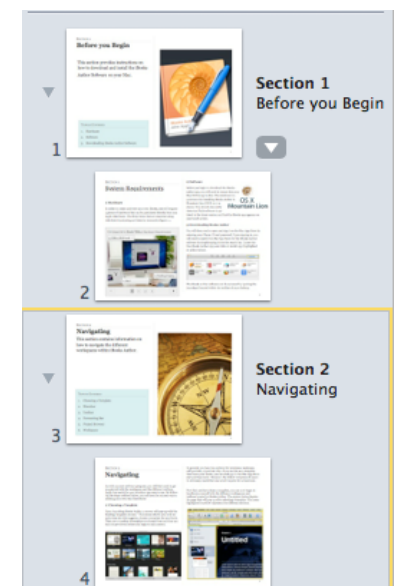


4) Formatting Bar

The formatting bar allows you to make quick formatting changes to text and images. It changes accordingly in respect to what you have highlighted. It is similar in functioning as to what you would find in Microsoft Word. This bar also includes the book glossary where terms can be added for definition by simply highlighting them in the workspace and clicking on the 'Add Term' icon in the 'New Glossary Term' search bar.

5) Project Browser

The project browser allows you to visualize the organizational structure of your iBook. It is hierarchically divided into chapters, sections and pages for easy navigation to and from different workspaces. The project browser also allows you to change the layout of the different pages by clicking on the upside down triangle located to the right side of each page.



6) Workspace

The workspace section contains all of the content for the iBook. All text, images, videos, widgets, etc. are displayed in a WYSIWYG (What You See Is What You Get) format. This workspace has revolutionized ebook creation as advanced coding is no longer required. You can simply click and drag your material or lessons into this workspace and move them around as you wish. When ready to preview, the final product will be identical in formatting as what you see in this workspace. It is important to note that the interactive features are not functional within the workspace. They come to life when you preview them on the iPad. This process is detailed in depth in section 6.

iBook workspace

In terms of total mass, there is about 1,000 times more phytomass (photosynthetic plants, phytoplankton, and so on) on the planet than animals. Yet animals consume almost 20% of the total phytomass produced each year by nibbling, scraping, and filter-feeding through the microbial pastures of the ocean. Who owns the planet, plants or animals?

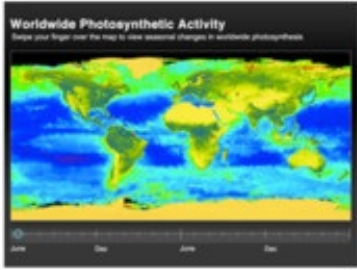


Plants paint a record of climate conditions on the face of the earth. In response to extended warming trends, plant hardiness zones move north. The Carolina perennial becomes a Maryland perennial.

Readers of *Life on Earth* will understand how environmental factors like temperature and precipitation act like control handles that govern the functioning of the ecosystem and determine the regional viability of plants and animals.

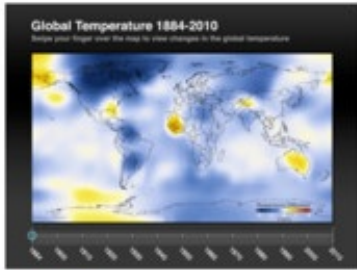
As the keystone species of the Earth, proprietors of an industrial civilization, we have choices to make. Education now is the key to wisdom later.

Worldwide Photosynthetic Activity
Swipe your finger over the map to view seasonal changes in worldwide photosynthesis.



Interactive Worldwide Photosynthetic Activity
Green represents peak photosynthesis. Ocean phytoplankton account for half or more of global photosynthesis.

Global Temperature 1884-2010
Swipe your finger over the map to view changes in the global temperature.



Interactive Global Temperature 1884-2010
This map compares temperature readings against five year averages. Blue is cooler than average, red is hotter.

Initial Setup

This section introduces some of the initial setup features that one must author to give their book a unique and elegant look. It covers some basic adaptations that can be made in the project browser to give your book a distinctive look.

TOPICS COVERED

1. Book Title
2. Intro Media
3. Table of Contents
4. Glossary



1) Book Title

The book title is located at the top of the project browser. By clicking on it, the workspace will take you to a page that will resemble your book title. As with other workspaces, the default is latin text and you can simply click and change it to your personal preference. You also have the option of adding an image to your title to give it some extra flare. Keep in mind that this title is the same title that potential readers will see in iTunes if you decide to publish your book. If you are just sharing it with your class or colleagues, this is the title page that will appear in the iBooks library.

Sample Title Page

YOUR NAME HERE

Your Title Here

Your
Image
Here



DOLOR SET AMET

2) Intro Media

Ever heard of the saying, “never judge a book by its cover?” Well iBooks Author has taken the traditional title page and added an intro media portion to it. In this section, you can drag and drop a media clip of your choice as an introductory video clip describing the preface of your book. iBooks Author syncs with videos you already have in iTunes, iPhoto, iMovie and other movie files you may have in your movies folder. This movie clip will play when someone first opens your book in iBooks, a feature never before possible in traditional paper back books.

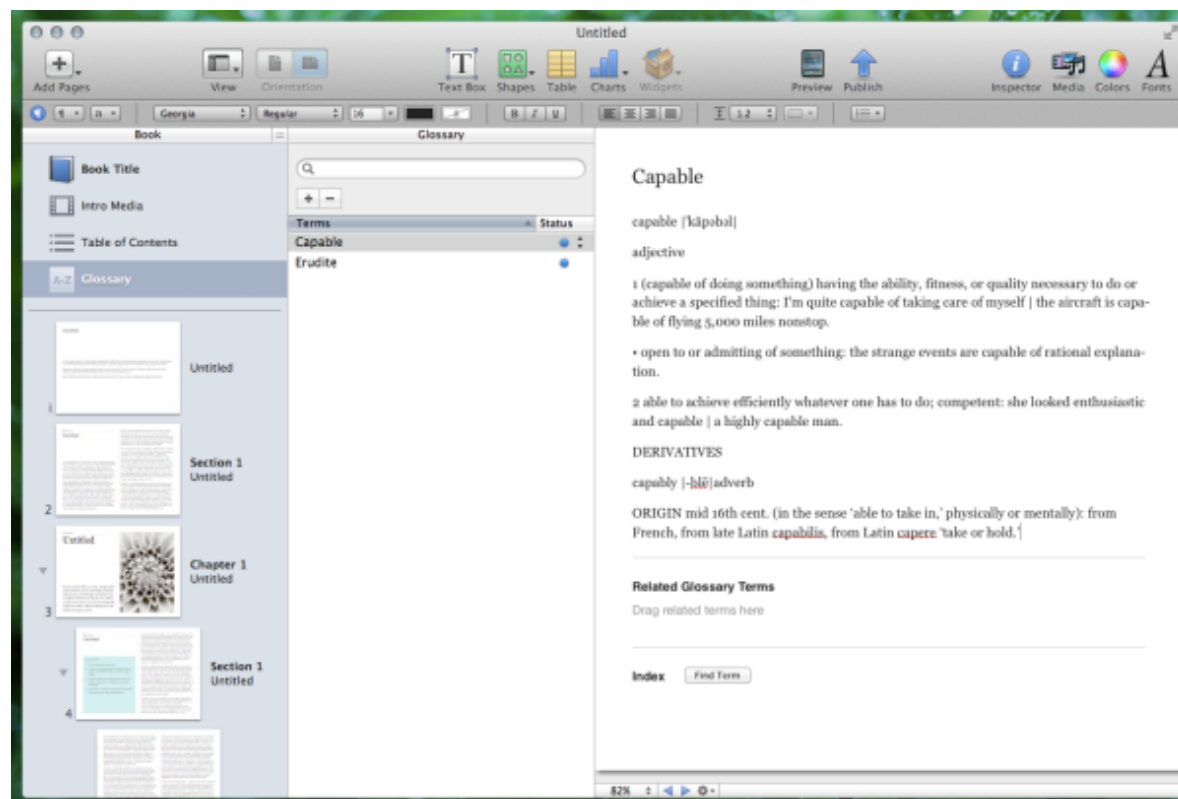
3) Table of Contents

The table of contents requires no extra work on your behalf and is automatically computed as you add content to your iBook. iBooks Author takes the guesswork out by creating a table of contents for you as you add chapters and sections to your book. To view or make changes, simply click on table of contents located in the project browser and you will get an instant proof of what it will look like.

4) Glossary

Although not quite part of the initial setup process, the glossary is located in the project browser and can be compiled as you create your book. To add terms, simply highlight them within the text and click 'Add Term' in the formatting bar. This will then add the term to the glossary that is located at the end of the book. You then have the option of adding your own text based definition of the term along with images. The multimedia definitions can allow for further understanding of complex terms in vocabulary rich courses such as Biology. Conversely, the user can also use the built in iBooks dictionary for its version of the definition.

Sample Glossary



Adding Content

This section outlines some of the content that can be added in the creation of your iBook.



Creating
<Interactive Content>
for
iBooks Author

TOPICS COVERED

1. Text
2. Shapes
3. Tables
4. Charts
5. Media

1) Text

Adding text to your iBook is quick and easy and there are essentially two ways to add text. The first is using the drag and drop method which allows you to take text from an external source, select it, drag it into the workspace and drop it. iBooks Author will recognize all titles and subheadings and arrange the text in a manner that is pleasing to the eye. However, this is not always the case and minor adjustments may need to be made using features located within the formatting bar. The second method of adding text is to create a text box by selecting it from the toolbar. A small text box will appear in the middle of the workspace that can then be altered in size and location by the click of a mouse. After placing the text box in the appropriate location, click inside and a cursor will appear. You are now ready to enter your text as you work through your iBook.

2) Shapes



iBooks Author comes with a variety of default shapes should you want to add one. Click on shapes in the toolbar and a selection of shapes will appear. You have the option of choosing one of the

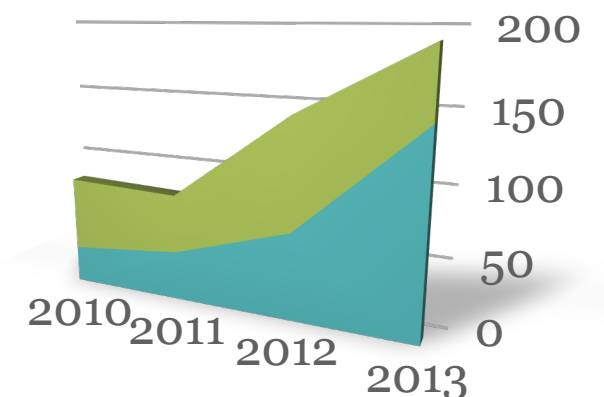
default shapes included or creating your own. As with text box, you can change the location and appearance of each shape.

3) Tables

Tables are also just as easy to insert by clicking on the table icon in the toolbar. A standard table will appear and can be manipulated the same way. With a double finger tap on the table, a menu will pop up that allows you to make changes to the rows and columns within the table.

4) Charts

Various graphs and charts can be added to your iBook with ease. Also located in the toolbar, you can pick a default chart and enter your own data via the chart data editor. Creating eye popping charts has never been this easy!



5) Multimedia

Second to widgets, this feature is probably one of the most exciting additions to ebooks as compared to their paperback counterparts. There are 3 main types of media that iBooks author syncs with: Audio, Photo and Movies. By clicking on the media icon in the side toolbar, you can access the various libraries on your computer and embed them right into your iBook. Minor adjustments can be made by double clicking on them in the workspace or opening the inspector also located in the side toolbar.

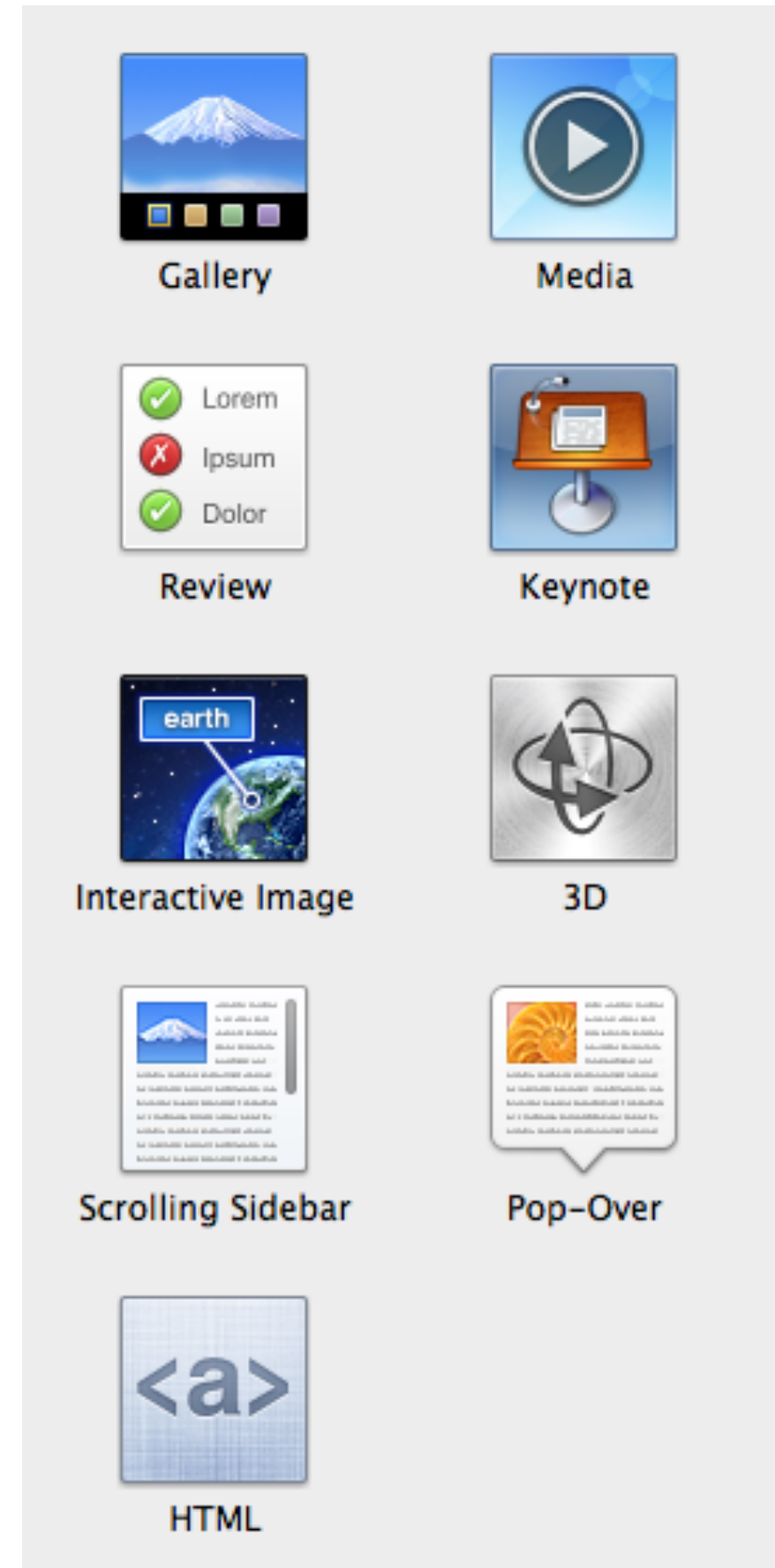


Interactive Widgets

Widgets are small interactive applications that will bring your iBook to life. This section contains information on the different types of widgets available and how to create them.

TOPICS COVERED

1. Gallery
2. Media
3. Review
4. Keynote
5. Interactive Image
6. 3D
7. Scrolling Sidebar + Pop-Over
8. HTML



Widgets

Widgets are small interactive applications embedded into the iBook that can serve a number of different functions.

They are easy to create and provide an interactive component to the iBook. All widgets mentioned are available by clicking on the widgets icon in the toolbar.

Important Note: Widgets only function when the iBook is previewed on the iPad. If it is viewed on another device or as a pdf, the widgets will appear as read only. More information is provided in section 6.



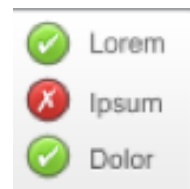
1) Gallery

The gallery widget allows you to embed more than one picture in what will appear to be a gallery or slideshow of images. This gallery will become embedded in the iBook and will appear as a single image of your choosing. Upon tapping on the widget, the user can scroll through and enjoy the pictures that you have added in regular or fullscreen mode.



2) Media

The media widget is identical to bringing in media through the side toolbar as mentioned in section 5. One does need to be careful in importing the correct filetype. Only video files with the extension .m4v and audio files with the extension .m4a are accepted. If your movie/audio files are not in the correct format, you can convert them in quicktime by opening them and exporting them for use with iPad/iPod. This procedure will change them to the correct file format. Various other video converting programs are also available; Perian is a free one that can be downloaded from the internet at www.perian.org.



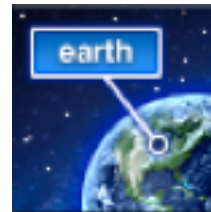
3) Review

The review widget has very useful implications when designing an iBook for classroom use. By clicking on this widget, you can now embed your own multiple choice questions in the iBook. These can be at the end or in between a chapter or section. iBooks author allows you to add 2-6 multiple choice questions in a single widget that can also be accommodated with pictures. In addition, there is a 'check answer' option that allows students to receive feedback on their understanding.



4) Keynote

Keynote is a mac application that comes as part of the iWork suite that also includes Pages and Numbers. Essentially, it's Apples version of Microsoft powerpoint. iBooks author is fully compatible with slide presentations made in Keynote and are easily embedded. When adding a keynote presentation to your iBook, just be sure to review it on the iPad as some transitions and builds can be lost in the encoding process.



5) Interactive Image

The interactive image widget allows the user to seek more information on a given illustration. If you have ever created a Prezi, think of this widget as a mini Prezi embedded into the iBook. By clicking on different areas, you can zoom in or out and access more information in a pop up window. Although this sounds complicated to make, it is just as easy as any other widget. After selecting interactive image in the widgets icon, the inspector will open up and allow you to make edits to your image. Click on the '+' button to add more pop ups or the '-' button to take them away.



6) 3D

Perhaps one of the most innovative widgets available, this widget gives you the ability to embed 3D images into your iBook. The easiest way to add these images is to download Google Sketch Up. This program allows you to export files in the required COLLADA format with the .dae extension. It also connects to a google 3D library where thousands of 3D images are shared and ready for download.



7) Scrolling Sidebar + Pop up

These two widgets offer similar functionality in allowing the user to scroll through more information on a concept that has been defined in a specific window.



8) HTML

Although a little more complicated in creation, HTML widgets allow you to embed a tiny program such as the weather or a calculator into your iBook. To add these kinds of programs, you will need a software called dashcode. This software takes widgets that you already have on your mac and makes them functional in your iBook.

SECTION 6

Sharing

This section contains information on what to do when your iBook is complete. There are a number of options available to view your final product and you should be aware of these before you finalize your masterpiece.

TOPICS COVERED

1. Saving
2. Viewing
3. Printing
4. Exporting
5. Publishing



1) Saving

As with any piece of work produced on a computer, saving is imperative. You should be saving your work on a regular basis by clicking on save, located in the menu bar under file (or press and hold 'command + s' for quick save). If your iBook is a work in progress, it may be a good idea to save it to the desktop for fast and easy access.

2) Viewing

To view your iBook on your iPad, you need to make sure that your iPad is plugged in directly to your mac desktop/laptop. Upon doing so, go ahead and open the iBooks app on your iPad. Once this app is open, you are ready to preview. Simply click the preview icon in the toolbar and you will see your book appear in the iBooks library. Go ahead and open it to ensure that the format-



ting is laid out to your satisfaction and that the widgets are working correctly.

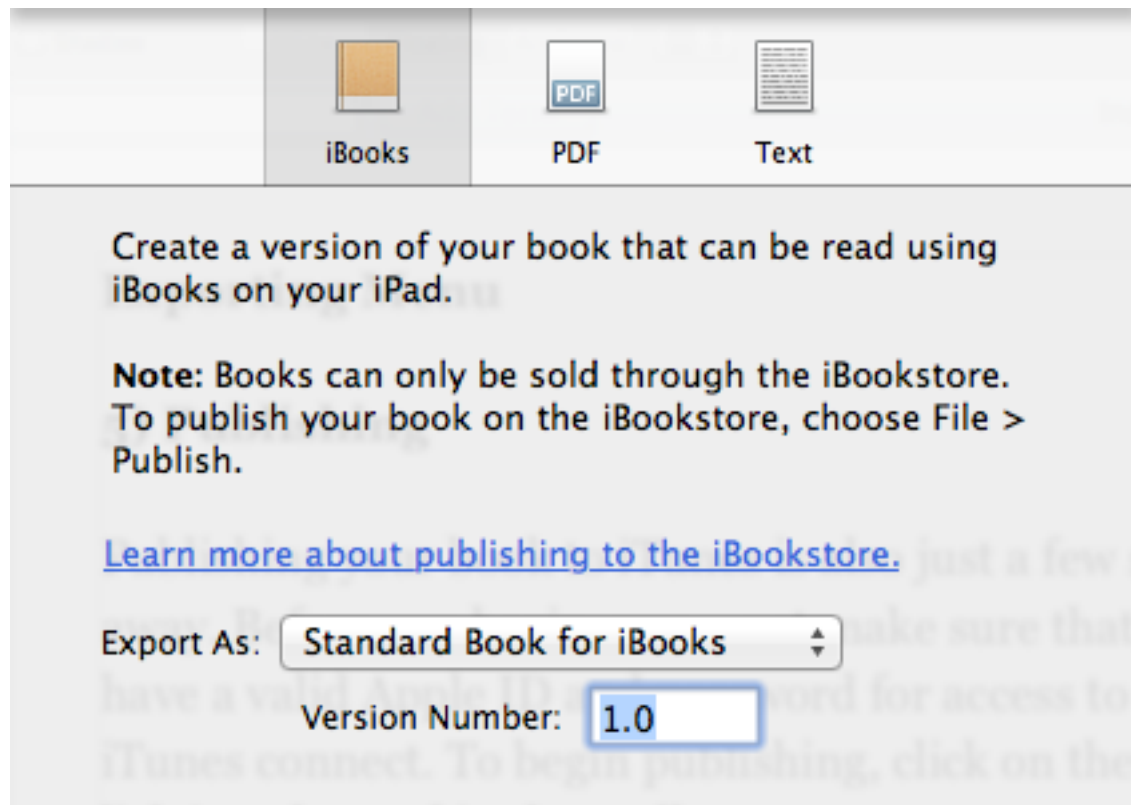
3) Printing

Although it may sound counterintuitive for a digital book, there is a printing option available. Scroll down to print, located under file in the menu bar (or press and hold 'command + p' for quick print) and a print screen will appear. You will then have a few options on what pages you would like to print. For instance you may just want to print the main pages excluding the cover and the glossary. In this scenario, you would just go ahead and check the appropriate boxes and click print.

4) Exporting

You can share your iBook with students and colleagues in a number of different ways. Ideally, you would like to share it as an iBook for the iPad to take advantage of all the interactive features. However, this hardware is not always available and you can also share it as a read only pdf or text only document. To do so, simply click on share located in the menu bar and a number of options will show up. You can either share via email or export the document somewhere else on your computer. Whatever method you choose, it is quick and easy to export your iBook in either of the three methods mentioned.

Exporting Menu



5) Publishing

Publishing your book to iTunes is also just a few steps away. Before you begin, you must make sure that you have a valid Apple ID and password for access to iTunes connect. To begin publishing, click on the publish icon located in the toolbar. You will then be led to a step-by-step guide that will help you publish your iBook to iTunes. Best of luck and don't spend all that money at once!

Publishing Menu

