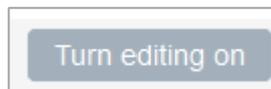


## Adding a Book

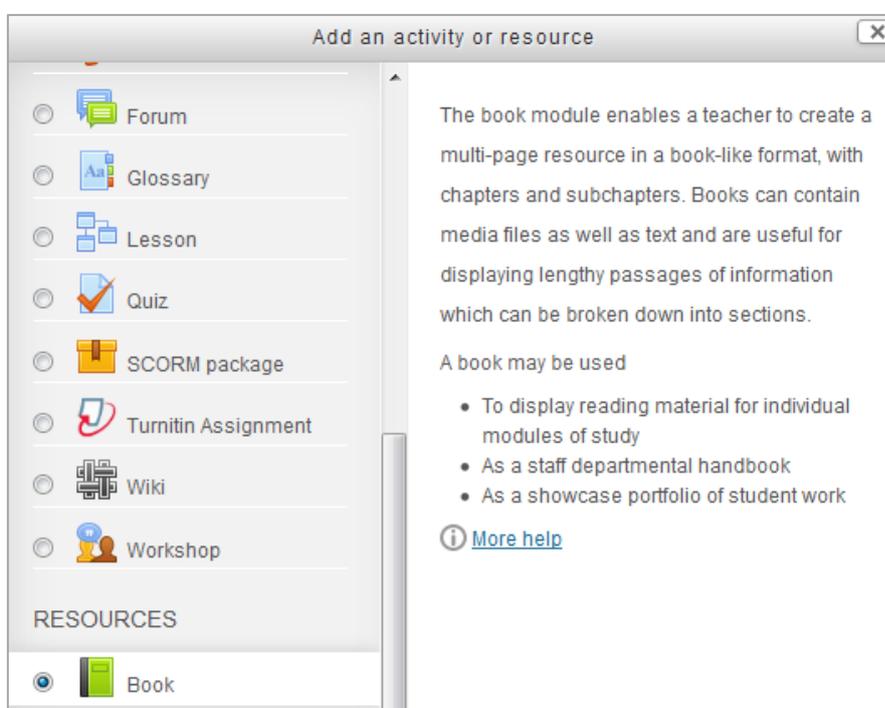
This skill sheet will introduce the book resource in Moodle. The book resource enables tutors to create a multi-page resource with a content menu, chapters and subchapters. Books can contain text, images and media files and are useful for displaying large amounts of information that can be broken down into more manageable bite size chunks.

**NB: You can use the book module to present information in a well-structured, user-friendly format. The book resource is ideal for creating online module handbooks.**

1. Click the **Turn editing on** button (top right of the screen).



2. Select the section (topic) of the course you would like to add the book to. Now click the **Add an activity or resource** link. The **Add an activity or resource** window will open.
3. Under the Resources heading, select **Book** and then click **Add**. This will launch the **Adding a new Book** page.

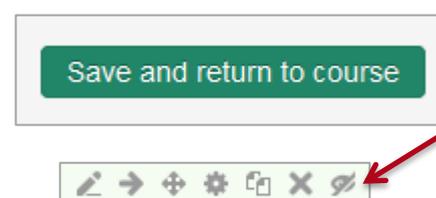


4. Give the Book a **Name** – this is the link the students will click on from the main course page so make sure it's something relevant.
5. Add a **Description** – provide a brief summary of the resource. You can make the description available on the course page by selecting **Display description on course page**.

6. Now select how you would like the chapters to be formatted. You have four options:
- **None** – chapter and subchapter titles are not formatted, use if you want to define special numbering styles.
  - **Numbers** – chapters and subchapters are numbered (1, 1.1, 1.2, 2, ...)
  - **Bullested** – subchapters are indented and displayed with bullets.
  - **Indented** – subchapters are indented.

7. You can also add Custom titles. If the Custom titles checkbox is selected, the chapter title is **NOT** displayed as a heading above the content. A different title (perhaps longer than the chapter title) may be entered as part of the content. Normally the chapter title is displayed in the table of contents and as a heading above the content.
8. The last two settings (common module setting and restrict access) are common to all activities. We will not be exploring either of these settings in this skill sheet.

9. Scroll to the bottom of the page and click **Save and return to course**. This will take you back to the course page where you will see a link to the Book you have just created. It should have a small book icon next to it. At this stage it's a good idea to hide the book from the students until you have populated it with content. To do this click on the **open eye icon**. The eye icon will close meaning it's not visible to students.



10. To add a chapter to the book, click on the link. Now add a chapter title and some content. The chapter titles appear as links in the table of contents above the content. When you have finished click on **Save changes**.

11. Next to the chapter you have just created you will see five icons. The plus symbol will allow you to create a new chapter in your book. This time when you are adding a chapter you will see the option to create a sub-chapter.

A chapter can have many sub-chapters but sub-chapters cannot have sub-chapters – you are limited to two levels. Once you have added a second chapter you will notice navigation arrows appear above and below the content – these provide an easy way for students to navigate through the book.

The other icons in the menu allow you to do the following:

- Up and Down arrows – allow you to change the structure of the book content. These icons only appear when there is more than one chapter in the book
- Notepad and pencil icon – allows you to edit the change the content in a chapter
- Red Cross icon – allows you to delete a chapter
- Eye icon – allows you to hide the chapter from the students

12. Once you have added all your content to the book remember to make it visible to the students. To do this click on the **closed eye icon** next to the book title on the main course page.

NB. If a student wishes, they can print out the content of the book – they can do this by clicking on the **Print book** link in the **Settings** block. Here the student also has the option to print out an individual chapter of the book.