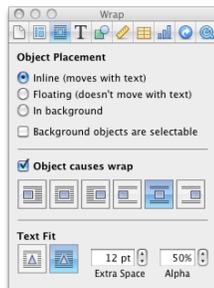# Create "ePub" books with Apple Pages

Create a new document

1. Open the **Pages** program on your Mac. If it is not in the Dock, you can find it in the hard drive, then **Applications**, then in the **iWork** folder.
2. Create a new word processing document using the **Blank** template.
3. Paste or type text in the document.
4. Save as a standard Pages document when finished with text. It will be converted to ePub format later.

Add Photos or Illustrations

1. Open your document and scroll to a location where you wish to include a photo or illustration.
2. Add your image by dragging and dropping it right onto the Pages window. You may also copy and paste it.
3. Click once on the image to highlight it.
4. Click the blue **Inspector** icon in the toolbar.
5. Click the third button in the top of the inspector, which will display text wrap options.
6. Make sure **Object Placement** is set to **Inline (moves with text.)**
7. Check the **Object causes wrap** option, and select a text wrap style.
8. Resize and adjust exact placement of image by clicking and dragging it to the desired location.
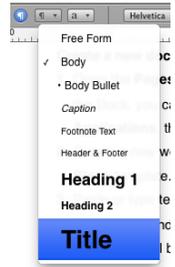
Add Audio or Video

1. Locate an audio file to use – MP3, QuickTime, etc.
2. Follow the steps for adding photos and illustrations to include your recording.
3. Instead of wrapping text around your audio or video clip, please put it on a line of its own. It is also helpful to include a title that indicates what it's about.

Add a Table of Contents

1. At the start of each chapter, highlight the chapter name or number.
2. Click the toolbar button with the paragraph symbol, then select **Title**.
3. Repeat for each chapter.
4. Insert a new page after your title page. (**Insert**, then **Page Break**)
5. Click the **Insert** menu again, then **Table of Contents**.

Formatting Considerations

- Avoid complex layout such as columns or text boxes.
- Stick to the default typeface of Helvetica at 12 point. Your students will be able to change the font or size.
- To force a new page, such as for a new chapter in a book, do not hit Return repeatedly until you see a new page. Go to the **Insert** menu and click on **Page Break**.
- When exporting you have the option to use the first page as a cover image (thumbnail) to represent the file. Considering putting a large title and picture on that page so that the thumbnail is easy to see at a glance.

Exporting the ePub file

1. Go to the **File** menu, then click on **Export…**.
2. Edit the **Title**, **Author**, and **Genre** if desired.
3. Check the option to **Use first page as book cover image** if desired.
4. Click **Next…**
5. Choose where to save it and click the **Export** button.
6. Drag the file into iTunes so it can sync to your iPods or iPad. You can also post it to your website for the students to download as needed.