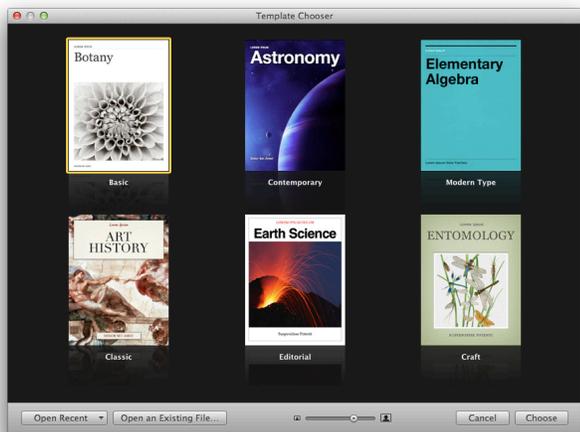




# iBooks Author: Create Interactive Books for iPad

## Create A New Document

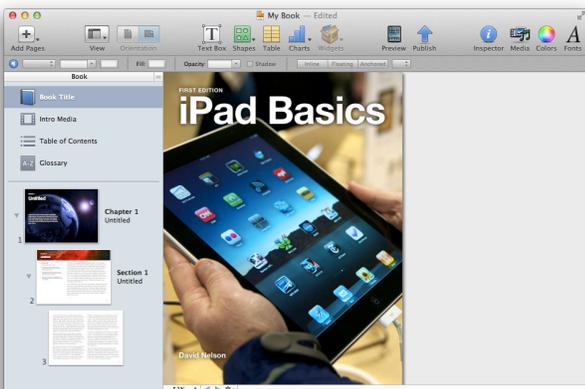
1. Open the iBooks Author program.
2. Select a template, then click the **Choose** button.



3. Go to the **File** menu, then **Save...**, and select a location to save your new book.

## Customize Title Page and Table of Contents

1. Click once on **Book Title** in the sidebar to show the cover page of your new book.
2. Double-click the words **Book Title** and replace with your own title. If the title is too long, can expand the box by dragging the plus sign down, or reduce the size of your title text.
3. Double-click the "Lorem Ipsum" and "Dolor Set Amet" filler text to replace them. For example, edition and author name.
4. If your template has a space for a photo or illustration, locate the image you want to use and drag it into the empty space. It will replace the existing photo.



5. Click on **Table of Contents** in the left sidebar.
6. Locate the image you want to use as the background and drag it into the empty space. It will replace the existing photo.

## Add Chapters

1. Your new book already has a first chapter, which contains one section with a preface and one page for content. You can customize these to get started, or delete them.
2. To add an additional chapters, go to the **Insert** menu, then **Pages**, then the **Chapter** sub-menu.
3. Select a chapter page style if your template has multiple.
4. Change the chapter title, background, and edit any other text as desired.
5. Repeat for as many chapters as you wish to have in your book. If you want to rearrange your chapters you can simply drag them up or down in the sidebar to change the order.

## Add Sections

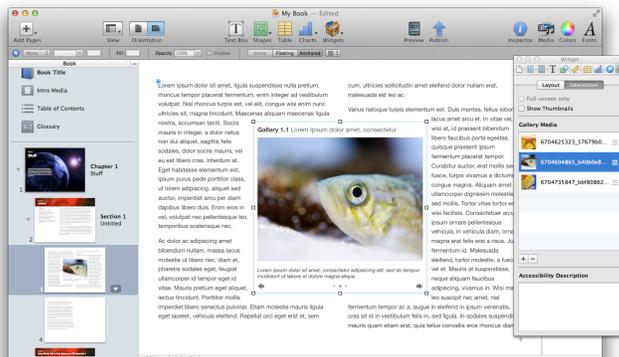
1. First click on the chapter you wish to add to.
2. Select the **Insert** menu, then go to **Pages**, then the **Sections** sub-menu.
3. Pick **Section** or **Section Text**.
4. Repeat for as many sections as you wish to have in your book. If you want to rearrange your sections you can simply drag them up or down in the sidebar to change the order. You can even relocate them to a different chapter if needed.

## Add Pages

1. First click on the chapter and section you wish to add to.
2. Select the **Insert** menu, then **Pages**, then **Pages** again.
3. Pick a page style to add. Options include a full-width page or different numbers of columns.
4. Write or paste content in your pages. As each page fills up, another will automatically be created after it.

## Add Image Galleries

1. Navigate to a page where you want to add an image gallery.
2. Click the **Widgets** button in the toolbar, then **Gallery**.
3. Reposition the gallery as needed by dragging it.
4. Click **Media** to see images from iPhoto or Aperture and drag them to the gallery. They can also come from your desktop.
5. In the **Inspector** window, click the first image and then edit the caption that appears on the page. Repeat for each image.





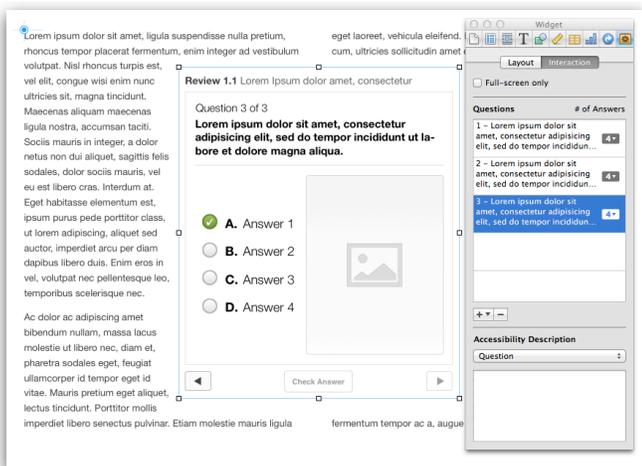
# iBooks Author: Create Interactive Books for iPad

## Add Videos

1. Navigate to a page where you want to add a video.
2. Click the **Widgets** button in the toolbar, then **Media**.
3. Reposition the movie placeholder as needed.
4. Click **Media** to see videos from **iMovie** or **Photo Booth** and drag one onto the placeholder. Or you can drag QuickTime files from your desktop.
5. Replace the default title and caption with your own text.

## Add Review Questions

1. Navigate to a page where you want to add review questions.
2. Click the **Widgets** button in the toolbar, then **Review**.
3. Reposition the placeholder as needed.
4. In the **Inspector**, add questions by clicking the **+** button. If you click and hold on the **+** button you will be given different types of questions to add in addition to standard multiple choice. As you add more, they will all be listed in the **Inspector**.
5. Edit each question and possible answers by selecting each question in **Inspector**, then editing the question and answers in the page itself. If you chose a question type that contains images, drag the appropriate images into the placeholders.
6. Be sure to click the box that contains the correct answer for each question.



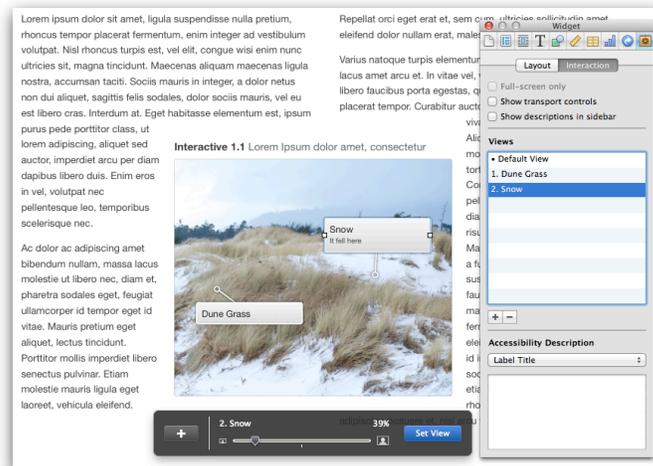
## Embed a Keynote Presentation

1. Navigate to a page where you want to add a Keynote file.
2. Click the **Widgets** button in the toolbar, then **Keynote**.
3. Reposition the placeholder as needed.
4. Drag and drop a Keynote file onto the placeholder.
5. Replace the default title and caption with your own text.

## Add Interactive Images

1. Go to a page where you want to add an Interactive Image.
2. Click the **Widgets** button, then **Interactive Image**.
3. Reposition the placeholder as needed.

4. The **Inspector** window will show a few pre-set views, or callouts, that label different things in your image. You can add more by clicking the **+** button.
5. Click on each view to change the text that appears in the bubble. You can also drag the bubble to reposition it, or move the line that connects it to an object in the picture.
6. For each view, zoom and pan to the correct location, then click the blue **Set View** button.



## Preview Your Book

1. Connect an iPad to your computer using the USB cable.
2. Open the **iBooks** app on the iPad.
3. Click the **Preview** button in the **iBooks Author** program on your Mac, and wait a few moments.
4. The book will appear on your computer. Navigate through the book and make sure everything works as expected. When you are finished it will remain in your iBooks app, with the **Proof** label in the corner of its icon.

## Export Your Book

1. Go to the **Share** menu, then **Export....**
2. Make sure the **iBooks** tab is selected.
3. Click the **Next...** button.
4. Give your book a name and choose a location to save it.
5. Click the **Export** button. Your book will be saved in a file ending with the **.ibooks** suffix.

## Share Your Book

Now that the book has been exported in iBooks format, it can be shared in a number of ways. Here are a few common ways of accomplishing this...

- Add the book to the iTunes library where your iPads sync
- Post the file to your class website or blog, then have the students visit the site on their iPads to download it
- Email it, if the recipient has email configured on their iPad