Learning To Use iBooks Author

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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.
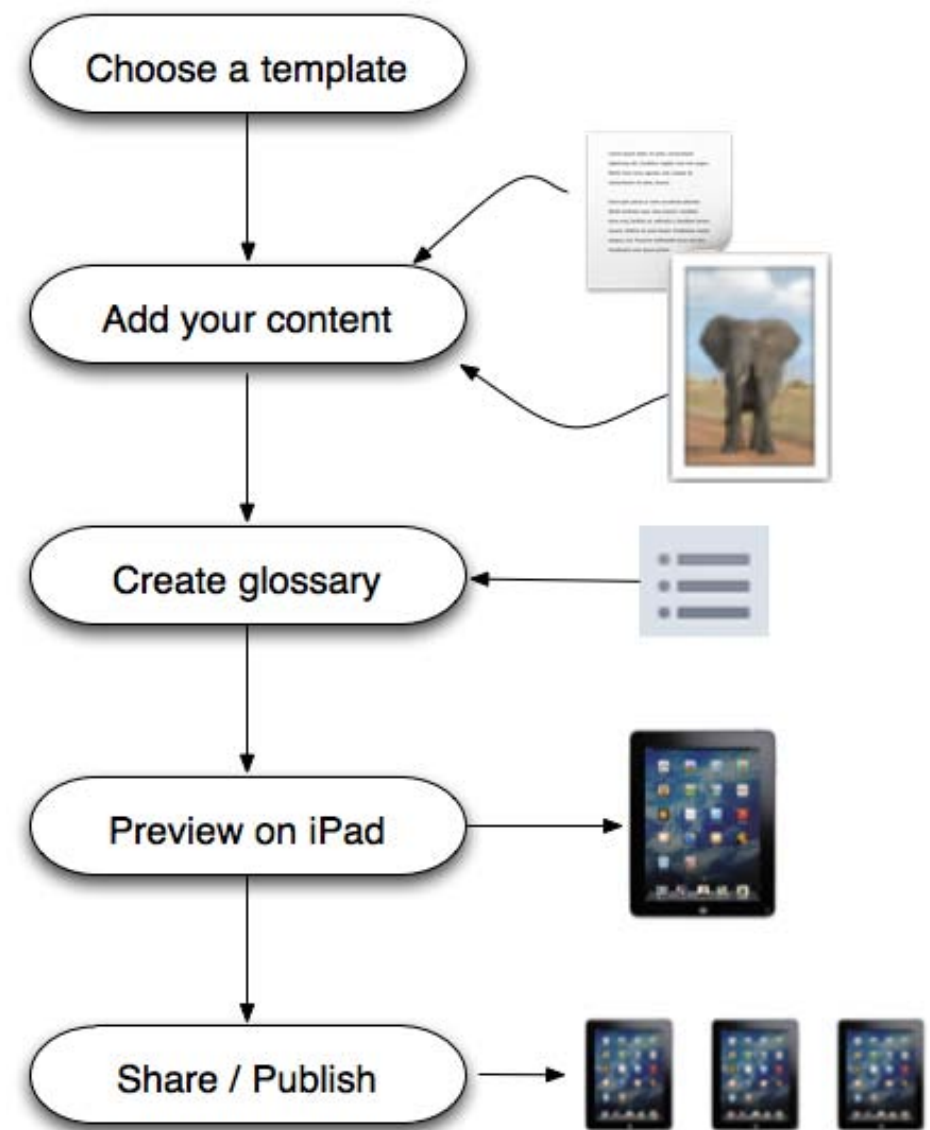
As with all Macintosh programs, iBooks Author is built around a user interface, or UI. This visual and textual world contains all the functions, controls and options needed to build an iBook.

Many of the tools are automated and work to increase your productivity. Other functions are controlled by you, and allow you to personalize elements of the iBook. The following pages offer brief descriptions and information about the program.

When you first open the program, you will see fifteen templates within which to build an iBook. These are predefined guides which set the visual tone of the book - ranging from serious to playful to academic. At some point you will want to explore each template and see how they differ. As previously mentioned, there are some excellent 3rd party templates available for purchase through the App Store, but for the purpose of this course we will only be working with the templates available in the iBooks Author app.

For most of this course, I will be using the basic template, located at the upper left.

Once a template is chosen, the main screen appears, consisting of a toolbar across the top of the window, a pages pane on the left, and the work area on the right.

If you have ever worked with PowerPoint, the layout should be familiar - a three part screen: toolbars, a list of pages (or slides in Powerpoint), and the work area.

As is apparent by its name, the work area is where content creation and manipulation occurs. All the menus, toolbars and palettes serve to assist in that effort.
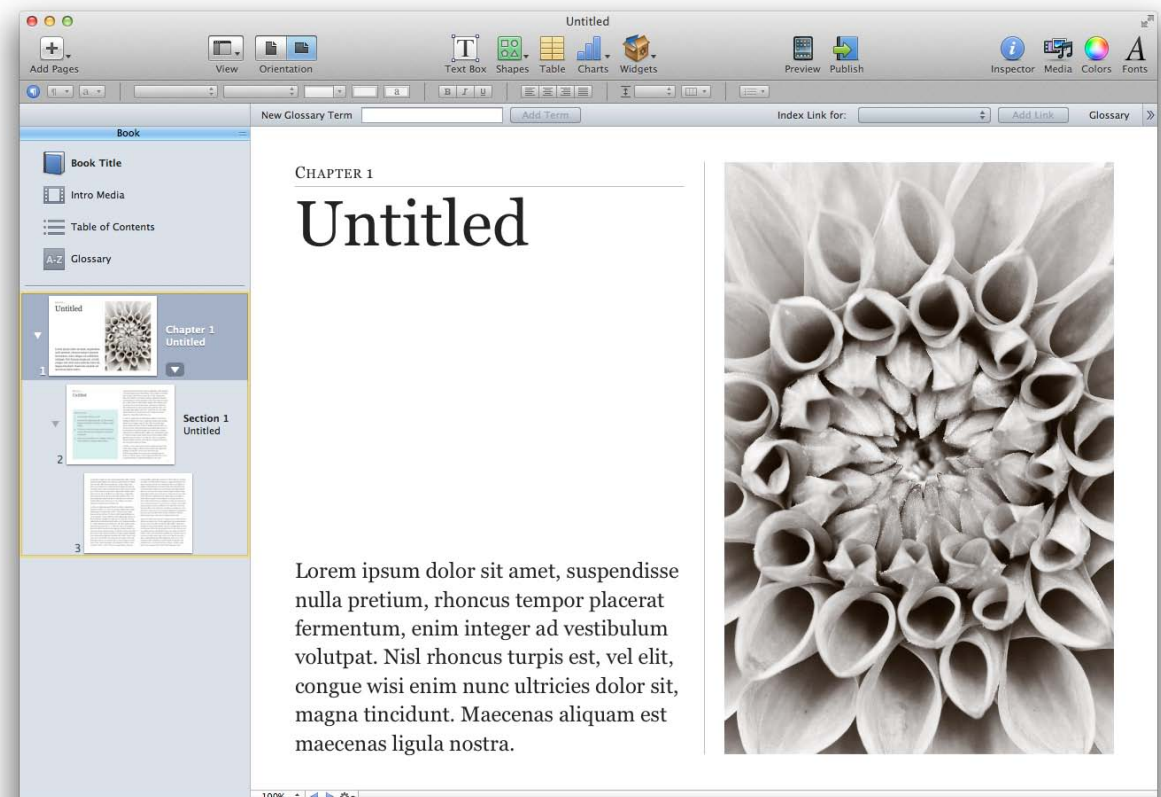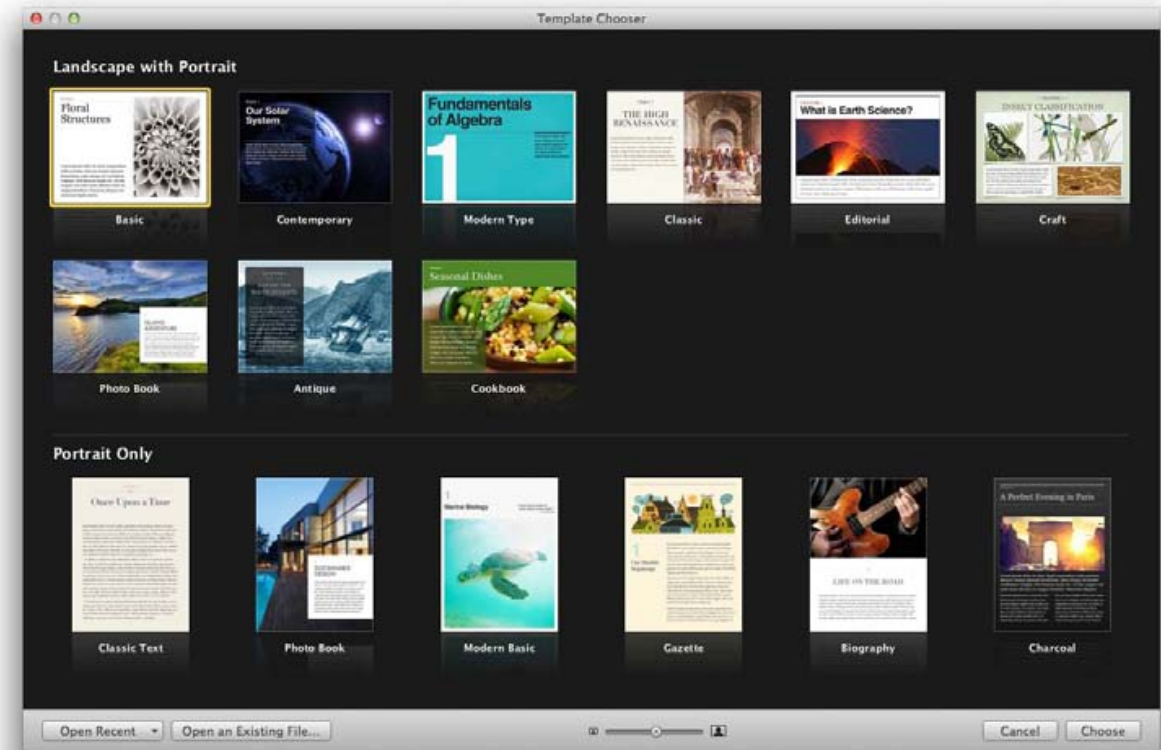
Toolbars and Menus

The toolbar holds all major controls and menu items. These easily accessible buttons and drop down menus control the look and contents of your iBook.

iBooks Author Menus

Since the control of text is a vital part of any book, most of the menus deal with the placement and composition of words. Built-in defaults (different in each template) are very well thought out, but a high degree of editorial control is also possible.

Like a camera, the automatic settings work great, but sometimes you want to have manual control (focus, exposure, shutter speed) over how your picture looks.

Books are made of pages, and iBooks Author gives you many options on how each page looks. Each template has chapter pages and section pages. Columns can be added or removed and text, by default, automatically wraps around images.

Arrange chapters and pages in the Book pane of the sidebar.

Use the Inspector to customize your content.

Create your content in the book page.

iBooks Author automatically creates a book cover and table of contents, which is touch - linked to pages within the iBook.

iBooks Author has a complete Help system, accessible under the Help menu at the top of the screen.

Objects and Layers

An iBook is made up of several elements but primarily, blocks of text and images. Each element is considered an **object**. It is important to recognize objects - their size, location and position within a page.

Clicking on the 'Text Box' button creates a rectangle with eight small squares (called **handles**) around the perimeter. Clicking and dragging a corner handle will resize the object; clicking and dragging a center handle will resize the image either horizontally or vertically; clicking and dragging inside the object will move the object to a new location. The same holds true for an image object, which is always 'active' and ready to be dragged or resized. A text object acts as either an editable text field or a draggable object - clicking inside and outside the object toggles between its two states.
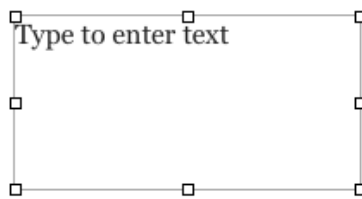
Each object exists in its own **layer**, meaning it can be placed in front of or behind another object. Layers can be thought of as stacked sheets of images or text printed on transparent sheets. Each object (text or image) is on its own layer. The strength of layers lies in the ability to edit any aspect of a certain layer without affecting other layers.

Just as the name implies, layers can be placed atop each another, either partially or wholly. Because layers are transparent (except the areas where the text or images appear), it is sometimes difficult to discern the boundaries of a layer, or how many layers there are in any given area.
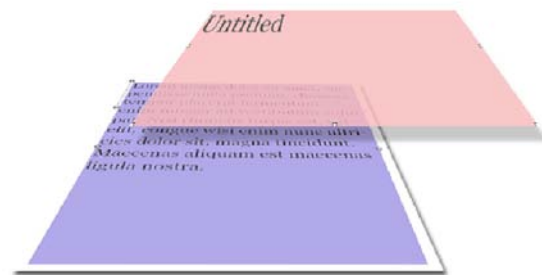
As with objects in other programs, iBooks Author allows the selection of several objects at once by shift-clicking. You can also nudge a selected object's position by using the up/down/left/right arrow keys.

Overlapping objects (in the illustration below, two text boxes) appear on a page along with an image. By clicking on a layer, it can be moved or resized. With the text tool activated (double-clicking within a text object), new text is added to the existing copy. Pasting without a layer selected creates an additional layer with the new text.

A contextual menu appears when control-clicking (or right-clicking) a layer. Here the layer can be moved up or down in the layer hierarchy. Moving a layer forward or backward can hide a layer behind another, like shuffling a deck of cards.
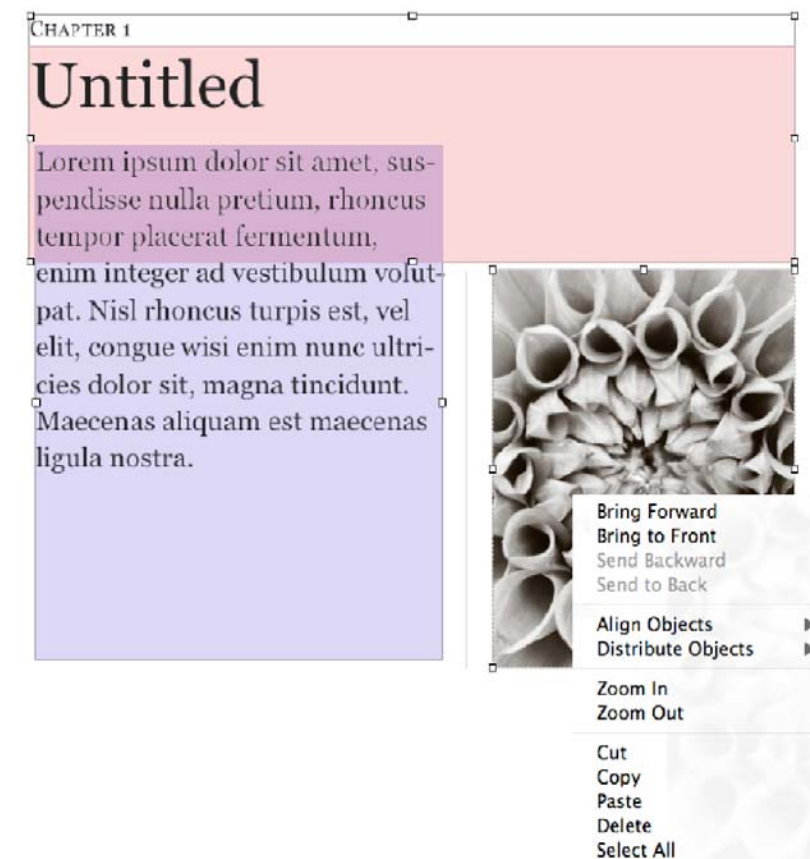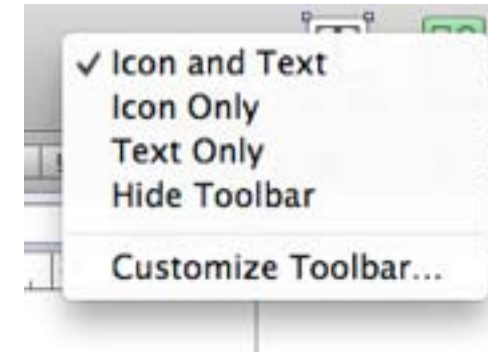
The Main Toolbar

The main toolbar gives you easy access to the most commonly used features. These features can also be found within the menus at the top of the screen. The toolbar makes selection quick and intuitive.

The toolbar can be customized by right-clicking the toolbar and choosing 'Customize Toolbar...' from the contextual menu.

✓ Icon and Text
  Icon Only
  Text Only
  Hide Toolbar

Customize Toolbar...

INTERACTIVE 5.1 Tap each bubble (or number, below) for a brief description; these are the 'basic' tools you will use most often.

ADD PAGES   ORIENTATION   TEXT BOX   INSPECTOR

Untitled — Edited

Add Pages   View   Orientation   Text Box   Shapes   Table   Charts   Widgets   Preview   Publish   Inspector   Media   Colors   Fonts

Opacity: □ Shadow   Inline   Floating   Anchored

STYLES   VIEW   MEDIA

1   2   3   4   5   6   7

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.
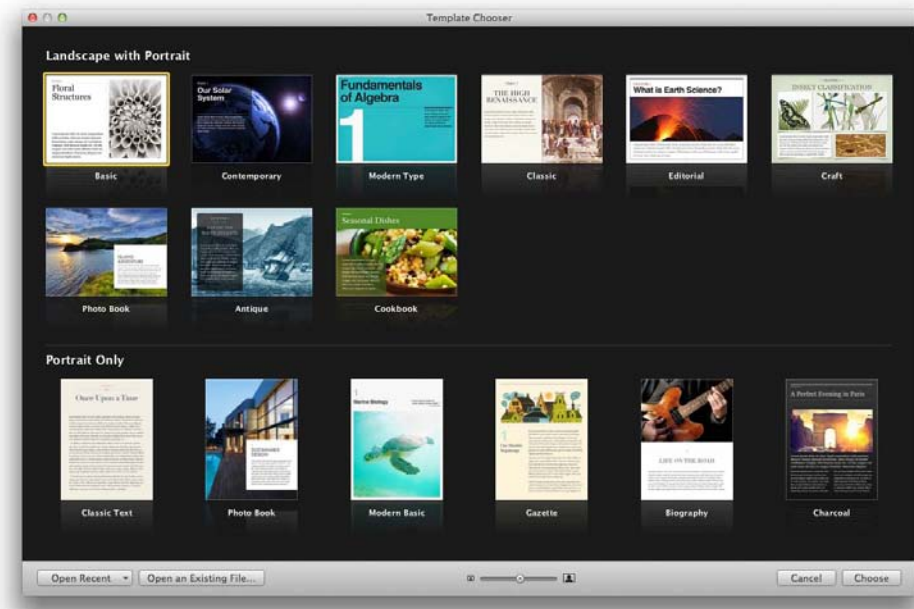
The Template Chooser opens when you:

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.
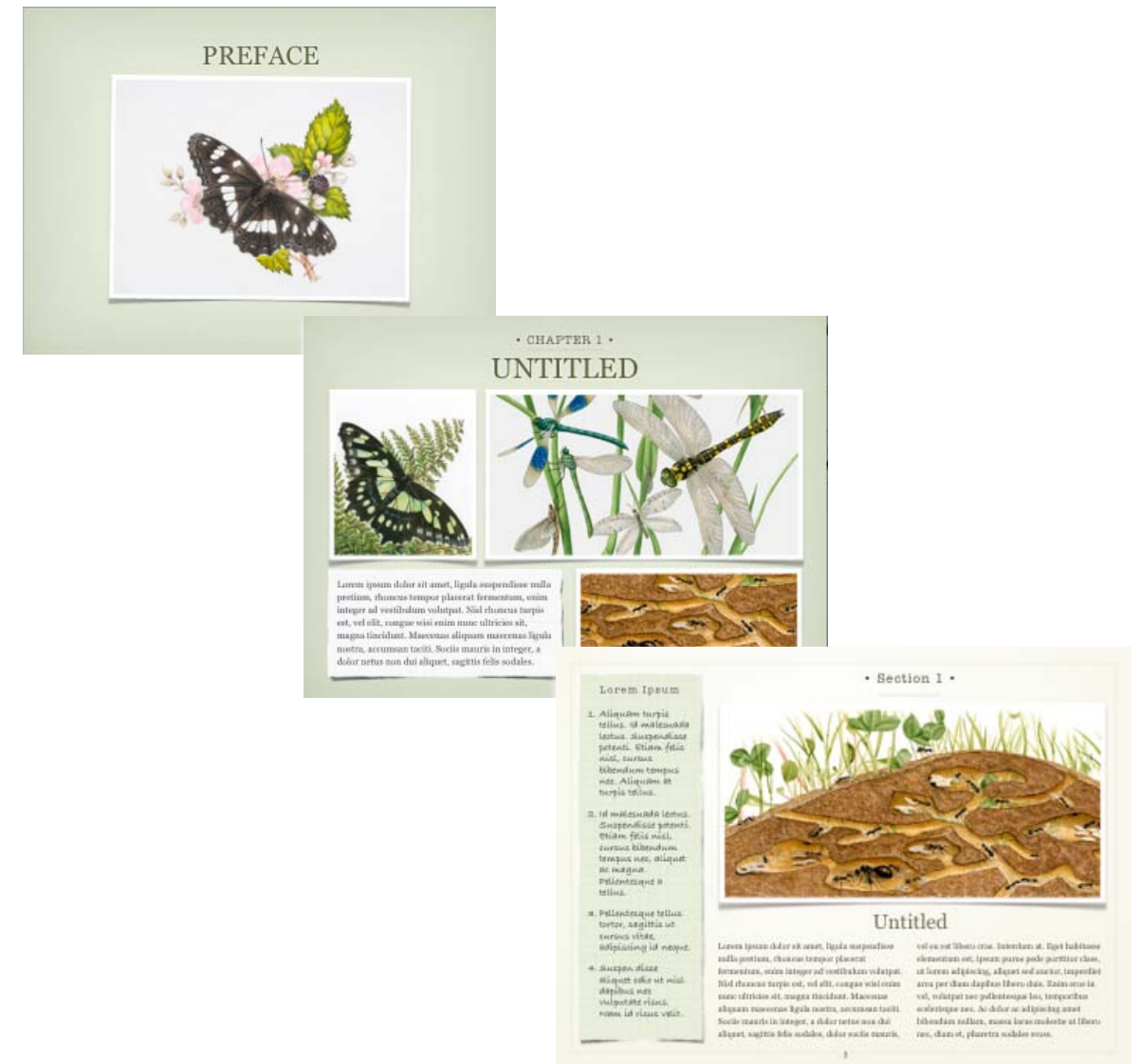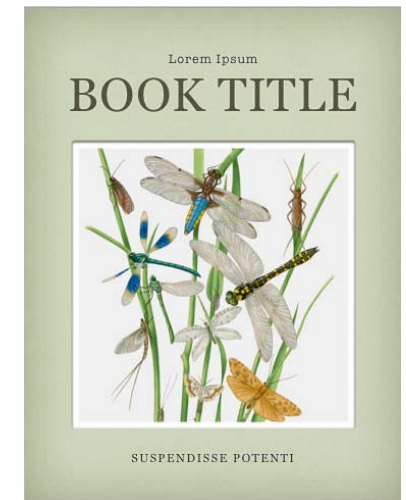
Creating Glossary Entries

iBook templates include a (optional) **glossary**; you can add entries (terms and definitions) at any time. Tap the word 'glossary' above for an example. You can add graphics, movies, and other media to glossary entries, as you can to other text.

When you make a word or phrase a glossary term, the person reading your iBook can tap the term to view its definition in an overlay. They can also view the term in the glossary, which includes related terms and index links that display the term in context with the ibook.

MOVIE: Creating a Glossary

Tap the image above to watch a demonstration video.

Working with Type and Styles

Unless you are creating a picture book in iBooks Author, your book will include text. With a Mac you have an incredible selection of fonts, sizes, and styles of type to choose from. The preselected text built into the templates have been chosen for their readability and adherence to the elements of design.

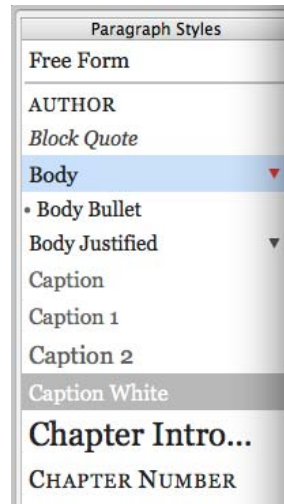In addition to fonts, iBooks Author also has a set of predefined Paragraph Styles, which comprise not just the font, but size, margins, indents and spacing. Click on the blue Styles button on the left side of the toolbar to show the Styles palette.

By selecting a block of text then choosing a style, the labor intensive task of changing these settings is done for you.

The idea is for consistency throughout your book - Body style for the main passages, Caption style for describing pictures, Block Quote style for quoted passages, and so on.

You can also create and save your own styles.

These terms relate to the manipulation of text. They appear as menus and buttons across the iBooks Author menubar whenever text is selected. Tap on each term below, for its definition.

1 Paragraph Style

2 Character Style

3 Font

4 Style

5 Size

6 Color

7 Justification

8 Spacing

9 Column

10 List Style
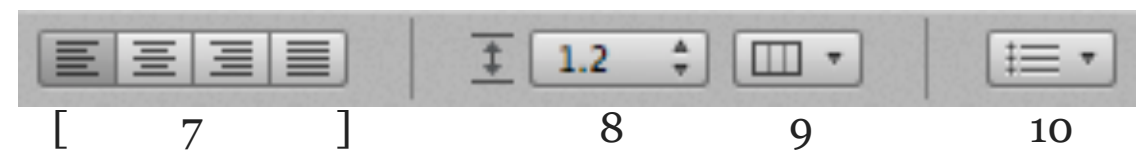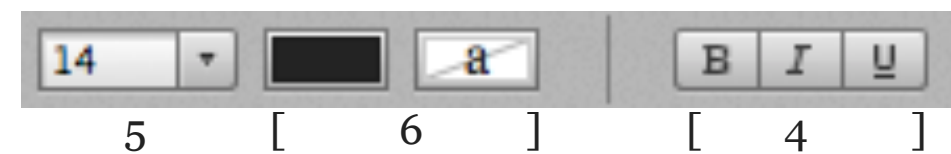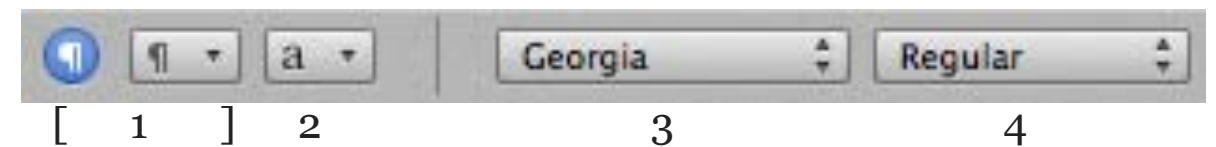
Working with Type and Styles

In addition to text controls on the menubar, the text pane of the inspector offers both redundant and expanded options. Four panels make up the text inspector; Text, List, Tabs and More.

The Text panel offers the same text color and justification controls that can be found in the menubar. On the same line are the vertical alignment buttons: Align text to the top of a text box, middle of text box and bottom of text box controls.
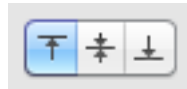
Now is the time for all good people to come to the aid of their party.

Now is the time for all good people to come to the aid of their party.

Now is the time for all good people to come to the aid of their party.

Shown in colored text boxes for clarity, text displayed justified to top, middle and bottom of the box.

The bottom portion of the panel contains slider controls for Character (horizontal spacing of letters), Line (vertical spacing of lines) and margin controls.

Hello World!

H e l l o   W o r l d !

Character

0%

Character

49%
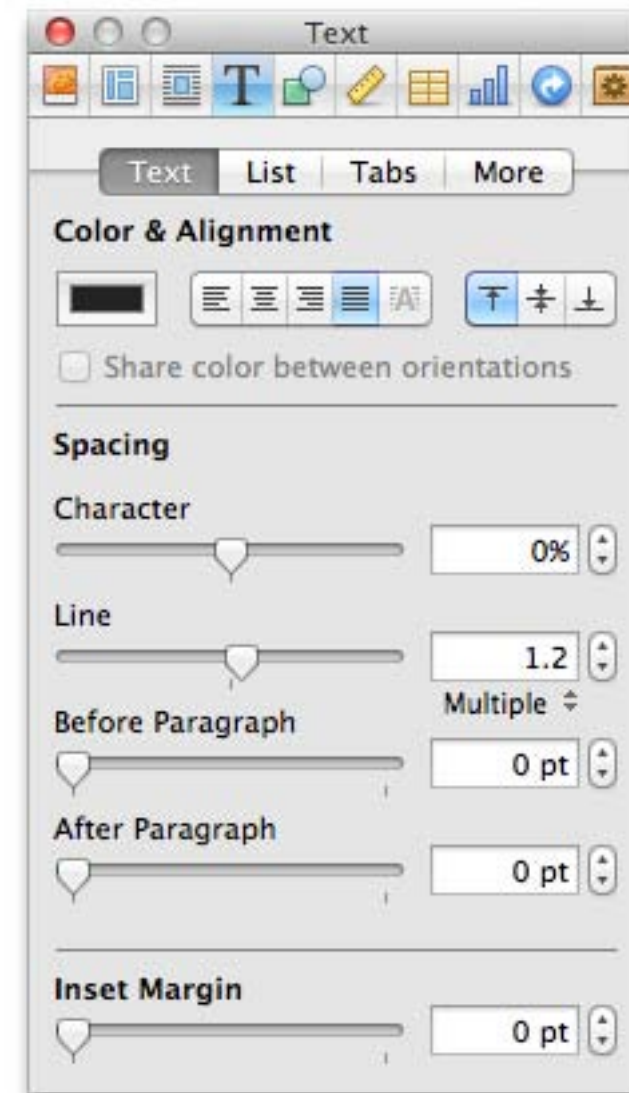
The Text pane of the Inspector palette offers many controls and adjustments.

Working with Images

The other major element of ibooks is the image. Like text, images can be resized, repositioned and manipulated. As with other objects, images, when selected, display handles along their perimeter; dragging a handle will resize the image.

In the Metrics panel of the Inspector, the size of an image is displayed, along with controls to manually set the width and height.
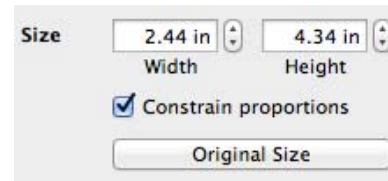
If you want to stretch the image horizontally or vertically, uncheck the 'constrain proportions' box. Clicking the 'Original Size' button returns the image to its former size.

Adding a stroke to a photograph creates a border - from a simple line to a variety of picture frame styles.
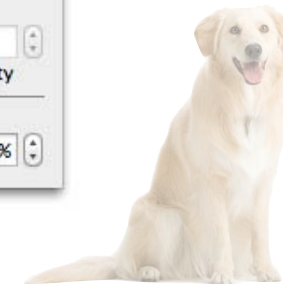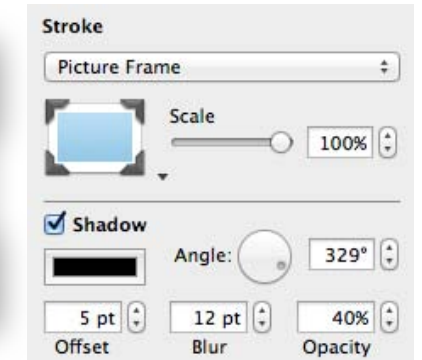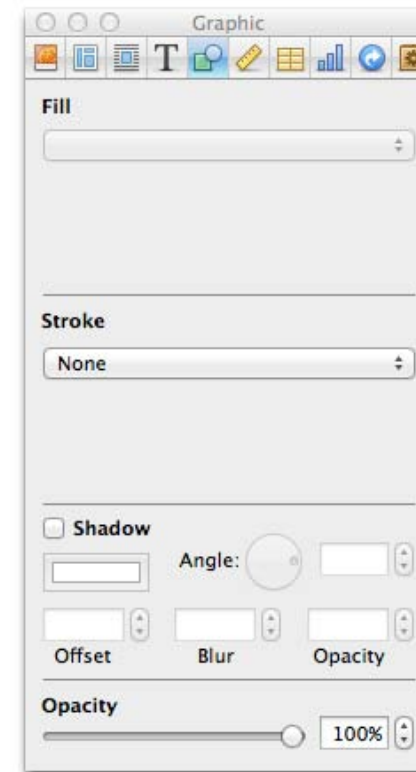
The opacity can also be set, creating a watermark image to be set behind text.
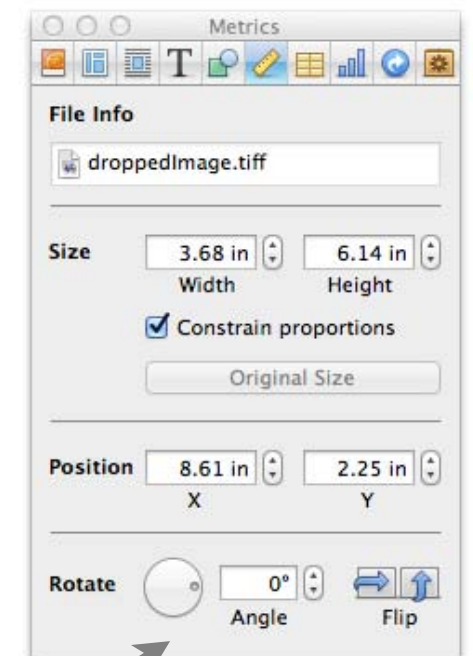
In the Metrics panel, an image can be rotated or flipped horizontally or vertically.

Adding Multimedia Content - HyperLinks

Now that you have seen what others have done with iBook Author and practiced basic construction, it is time to add multimedia and interactive elements to the text and static images you have produced thus far.

If you have used a web browser to surf the internet, then you have used hyperlinks. A hyperlink is a section of text which, when clicked, triggers the browser to open a predefined web page. In iBooks Author you can create a hyperlink which will open a page in Safari, jump to another section in your book (cross reference) or even open a pre-addressed email message.

Any text (excluding captions) can be turned into a hyperlink by selecting the desired text then checking the 'Enable as a hyperlink' button on the Inspector palette.

The red text below is an example; the line was selected, the hyperlink enabled and defined as a webpage with a specific URL.
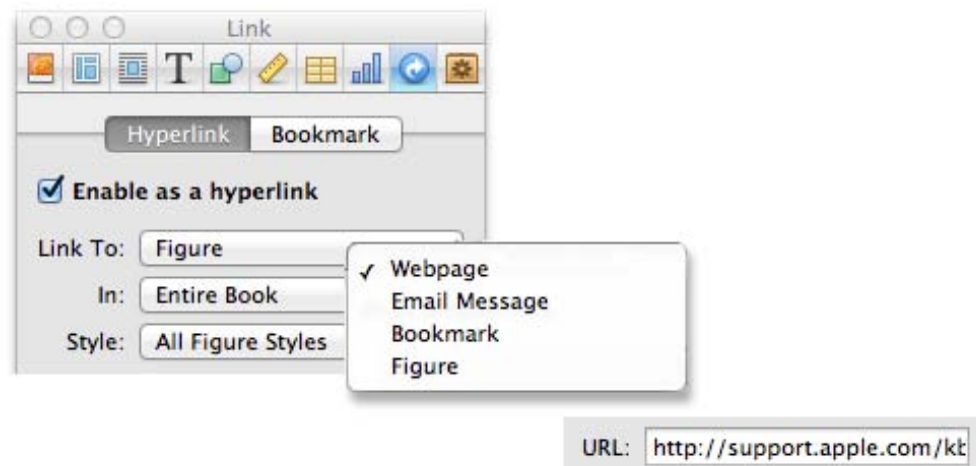
MOVIE 5.4   Creating a Hyperlink
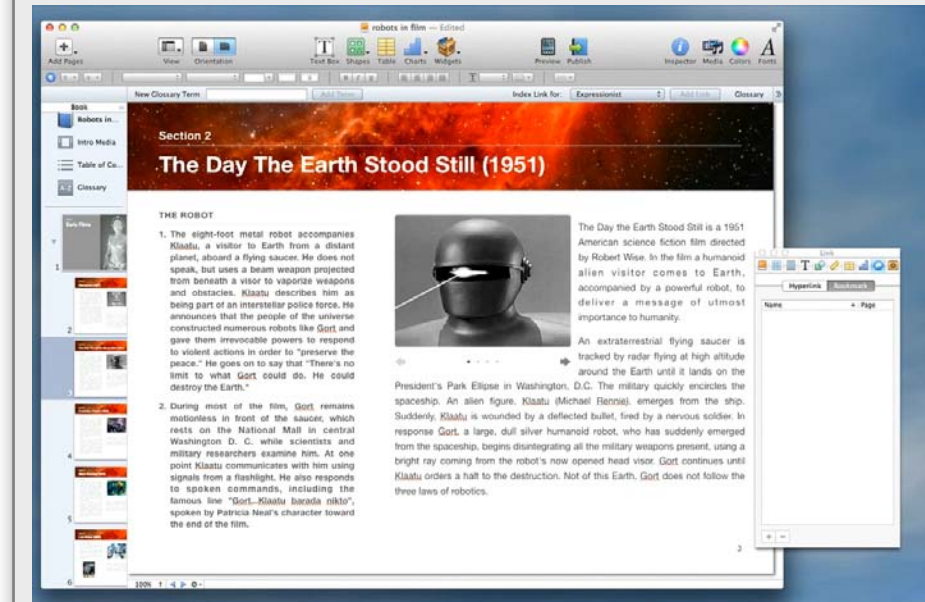
Tap the image above to watch a demonstration video.

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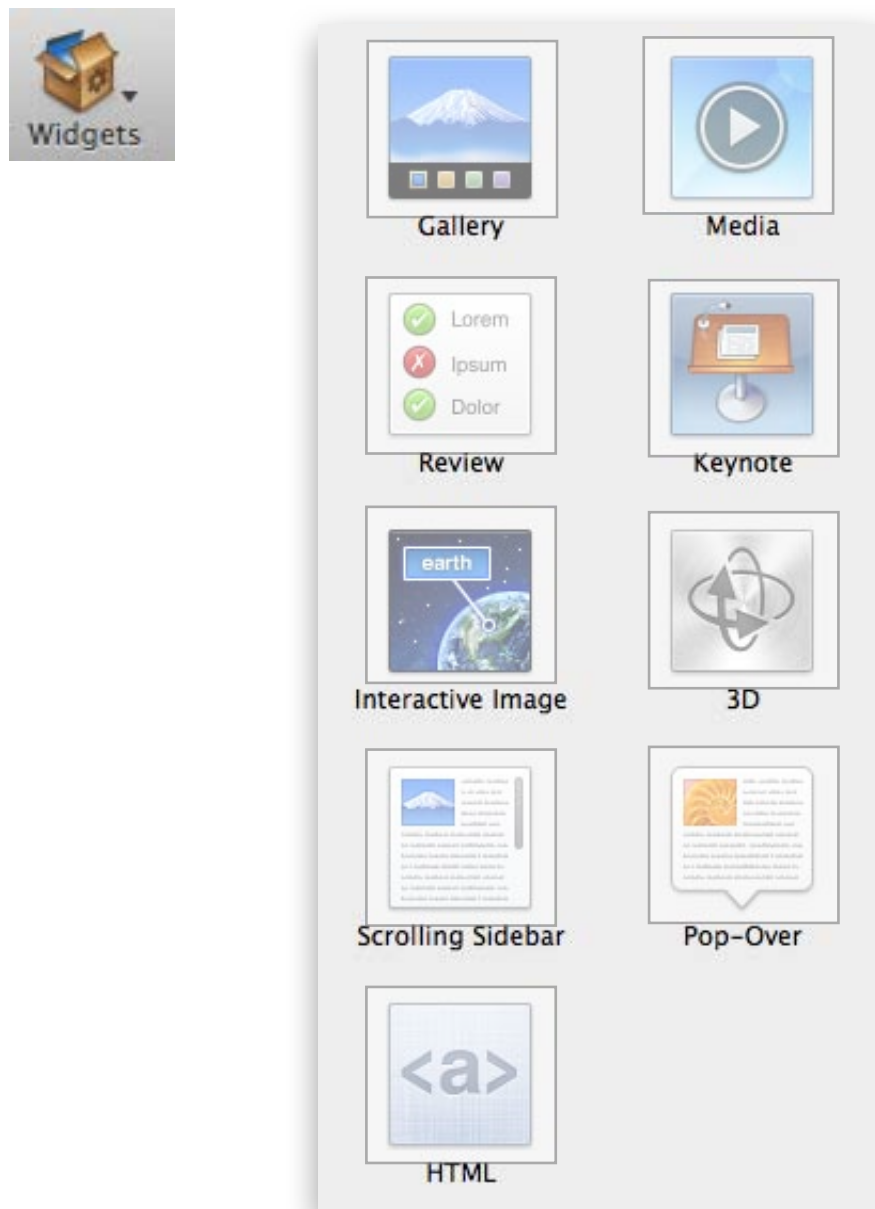
When a new widget is placed on a page, it appears with a title, caption, and background. The title is numbered with the chapter / section number and placeholder text. Double-clicking the placeholder text selects it for the substitution of your own text. The title (i.e. Gallery) is changeable and new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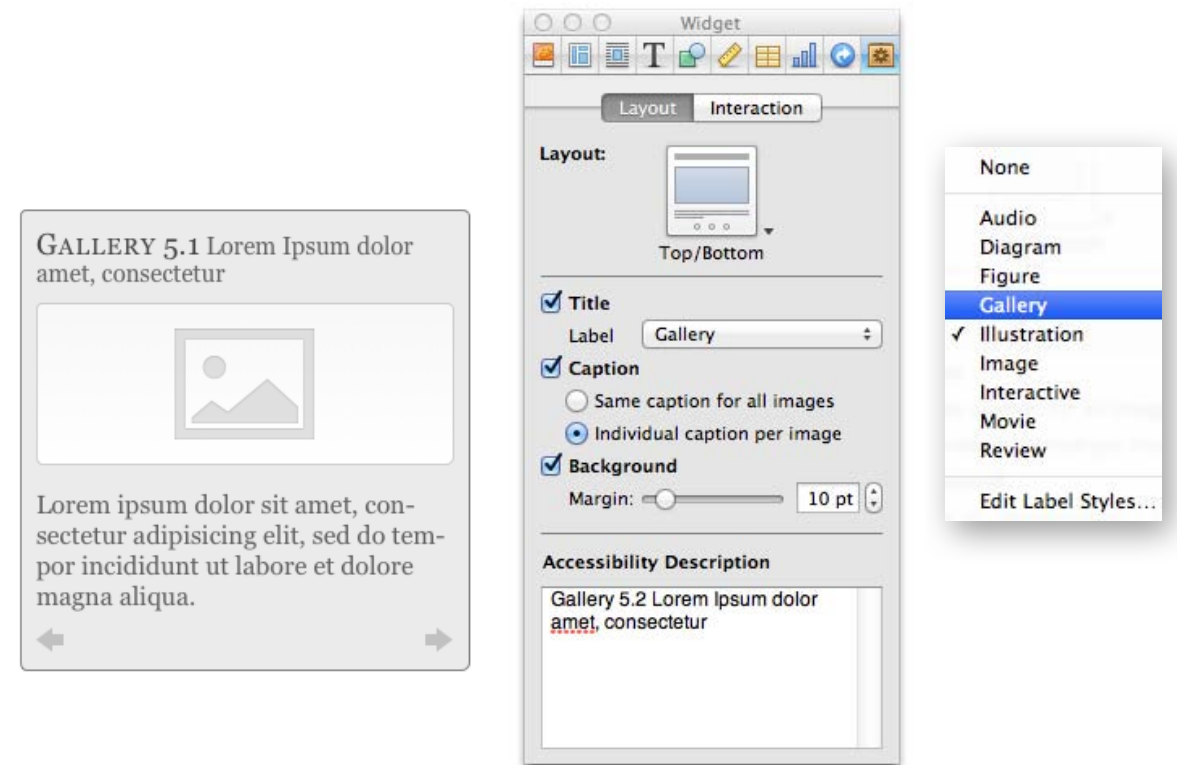
Adding Multimedia Content - Image Galleries

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 reordered 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 Lorem Ipsum dolor amet, consectetur

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do tempor incididunt ut labore et dolore magna aliqua.

MOVIE 5.5   Creating an Image Gallery
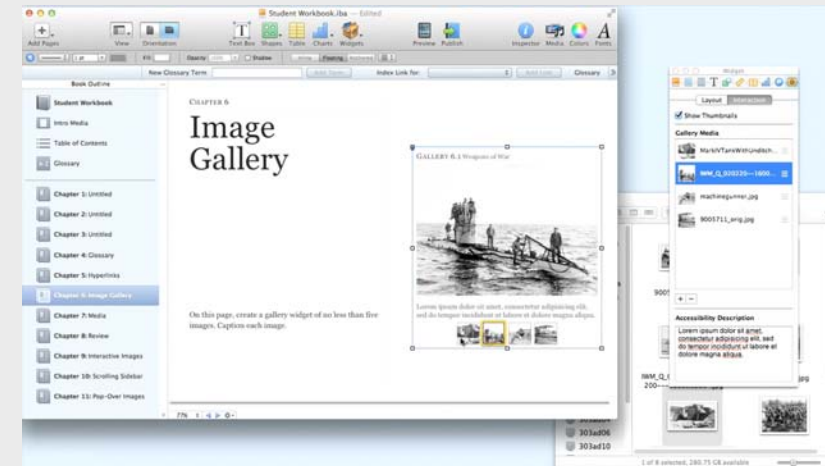
Tap the image above to watch a demonstration video.

GALLERY 5.1 World War I: Introduction of new weapons

Airplane

Widget

Layout   Interaction

Show Thumbnails

Gallery Media

Albatrx1.jpg

IWM_Q_020220--1600...

ELT2008022241423499...

machinegunner.jpg

MarkIVTankWithUnditch...

Accessibility Description

Airplane

Adding Multimedia Content - Movies and Audio

Movies made with an iPhone or iPad camera can be imported into iBook Author, as can files in the most common audio and video formats. Other types of files may need a converter to transform them into an iBooks-friendly format. There are many such programs available, including the free Total Video Converter, found on the App Store.
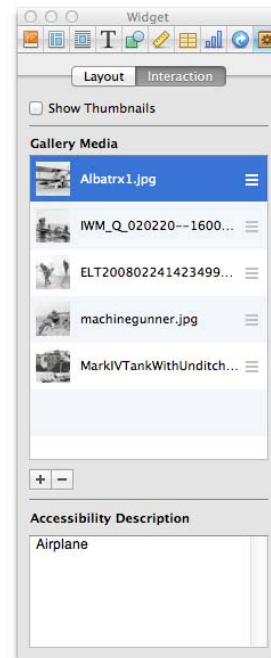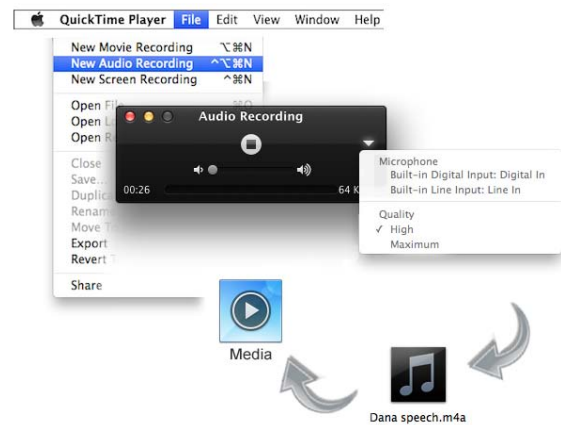
After dragging a video or audio file into iBooks Author, an optimization process will begin, reducing the file size to keep the total size of the iBook to a manageable level. All the media contained in an iBook is bundled with it, and iBooks routinely reach 1GB in size.

MOVIE 1.1 Lorem Ipsum dolor amet, consectetur

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do tempor incididunt ut labore et dolore magna aliqua.

Photos and movies can be down-loaded from a digital camera, from the Internet or from your iPad using the Image Capture program on your Mac. Quicktime can be used to record audio and screen recordings.

Media

Dana speech.m4a

Media

AUDIO 5.1
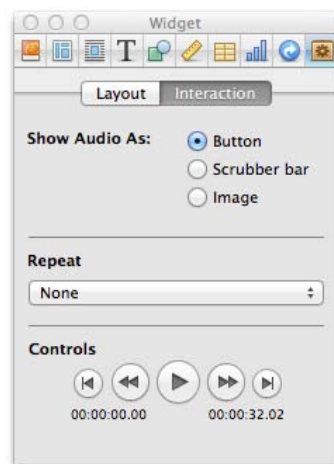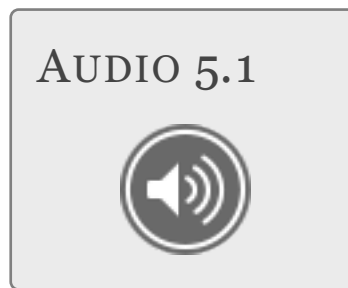
MOVIE 5.6 Creating Media (Audio and Video)

Tap the image above to watch a demonstration video.

Widget

Layout   Interaction

Show Audio As: ◉ Button
                ○ Scrubber bar
                ○ Image

Repeat
None

Controls
|◀ ◀◀ ▶ ▶▶ ▶|
00:00:00.00   00:00:32.02

Adding Multimedia Content - Interactive Tests

iBooks Author permits self-checking review quizzes to be placed anywhere in a publication. There can be from two to six possible answers.

With the Review widget you can add a set of three kinds of questions:

Multiple Choice:
    Students answer a question with up to six possible answers.

Drag Label to Target:
    Students drag up to six text labels to specific locations in a graphic.

Drag Thumbnail to Target:
    Students drag up to six images to specific locations in a graphic.

MOVIE 5.7   Creating a Review

Tap the image above to watch a demonstration video.

Multiple Choice

Multiple Choice

Multiple Choice

Multiple Choice

Drag Label to Target

Drag Thumbnail to Target

Lorem
Ipsum
Dolor
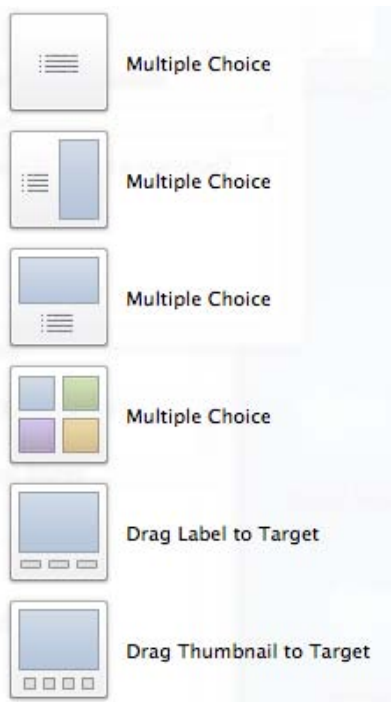
Review

Which answer?

A. The Best

B. The Right

Check Answer

Adding Multimedia Content - Interactive Images

You can provide detailed information about specific parts of a graphic using the Interactive Image widget. Readers can zoom in to enlarge the graphic, tap a label to view its complete description, and easily navigate from label to label.

INTERACTIVE 5.2 Planet Earth

North Pole

Equator

South Pole

◀ ● 1 2 3 ▶

earth
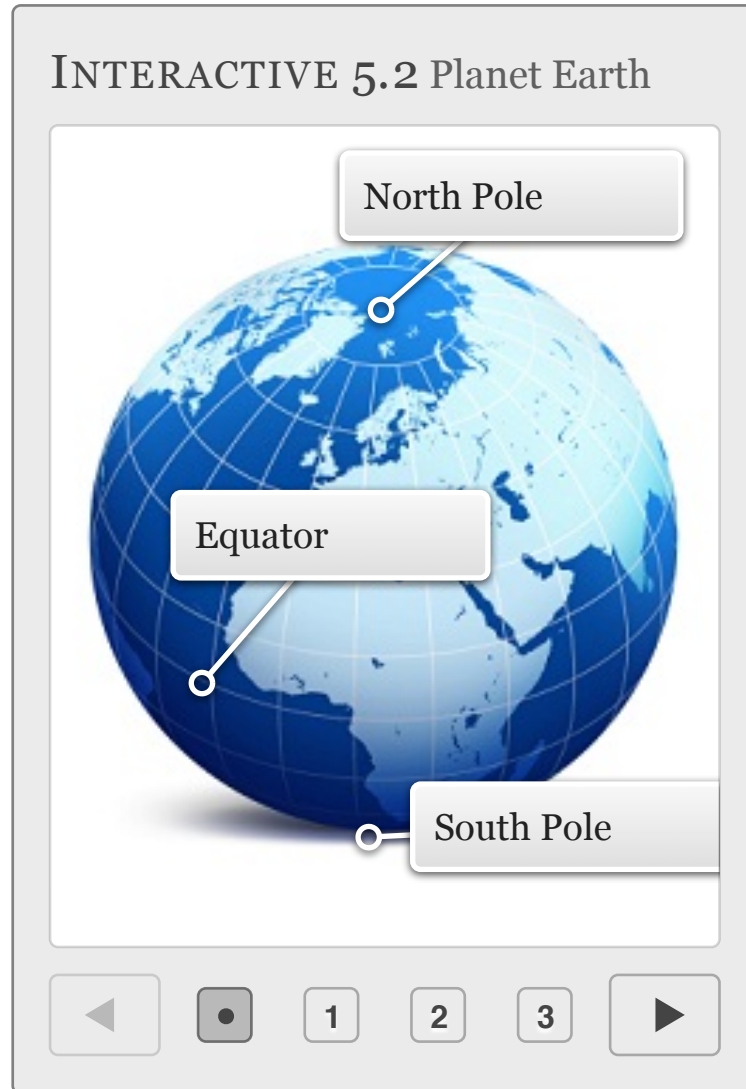
Interactive Image

MOVIE 5.8 Creating an Interactive Image
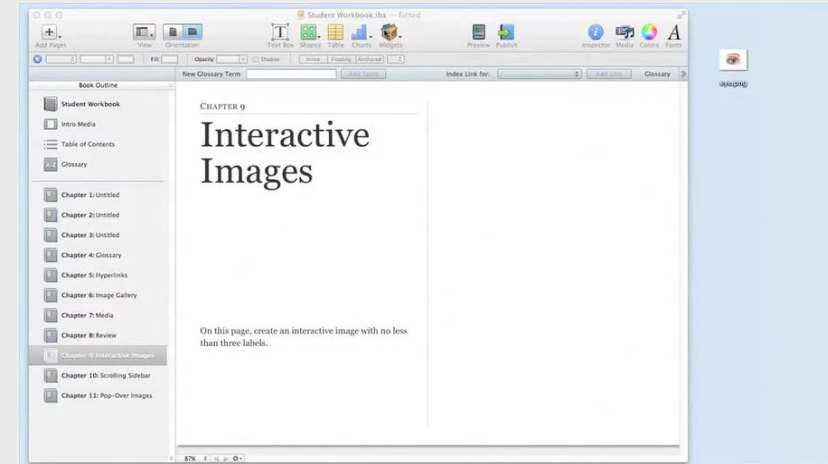
Tap the image above to watch a demonstration video.

Adding Multimedia Content - Scrolling Sidebar

A scrolling sidebar can greatly increase the usable area of a given page. The content of a sidebar can include text and graphics - as the name implies, the content scrolls vertically within the confines of the widget. The length is almost unlimited; an entire speech or play can be placed in a scrolling sidebar. An upward or downward swipe of the finger scrolls through the content.

Scrolling Sidebar

Gettysburg, Pennsylvania

November 19, 1863

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

MOVIE 5.9 Creating a Scrolling Sidebar

Tap the image above to watch a demonstration video.
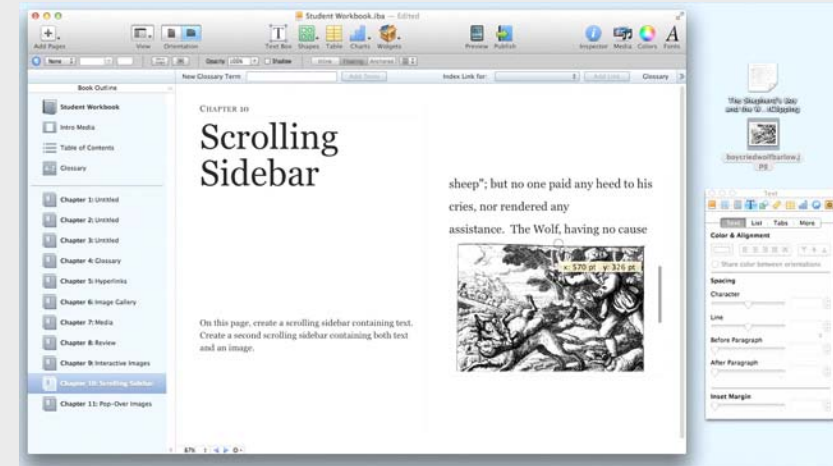
Adding Multimedia Content - Pop-Over

You can provide detailed information about a graphic using the Interactive Image widget. Tapping an image will open a bubble, which can contain both text and graphics. A pop-over is essentially an invisible scrolling sidebar, made visible when an image is tapped. It is also possible to make a pop-over image transparent, creating a 'hot spot' on a page to reveal the underlying pop-over.

To make an image invisible, set the opacity to 0 in the graphic pane of the Inspector.
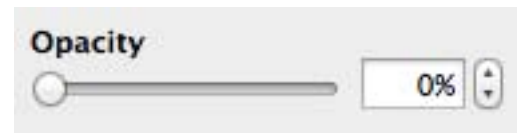
Tap on either of the grasshopper images to reveal a pop-over.

MOVIE 5.10 Create Pop-Over Images

Tap the image above to watch a demonstration video.

Importing from other programs

Built into iBooks Author is the ability to import documents from MS Word and Apple Pages. You may be more comfortable creating content in a standard word processor rather than typing directly into iBooks Author. You may have legacy content, already in Word format, that you wish to place into an iBook - the import feature makes it easy.

Another import feature is for Apple Keynote, a presentation program similar to Microsoft PowerPoint. In Keynote, simple animations and transitions between slides can be created; these import directly into iBooks Author, preserving all the multimedia functionality of the original Keynote presentation.

Keynote 5.1

WORD OF THE DAY

Tap the image to begin the Keynote animation.
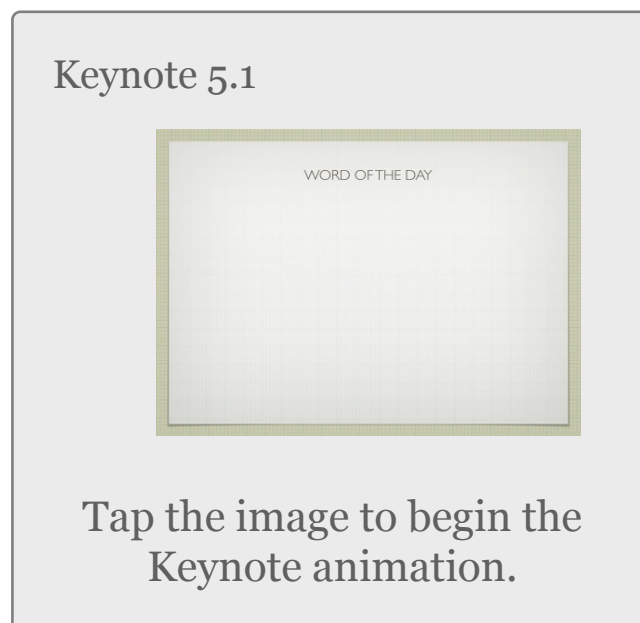
Pages and Keynote are available from the App store on your Mac; they are also available through your free iCloud account. (Neither of these programs are needed to complete this course).

iCloud apps allows you to create and edit Pages, Numbers, and Keynote documents using a web browser on a Mac or Windows computer, or your iOS device. Your documents are automatically available in the Pages, Numbers, and Keynote apps on your Macs and iOS devices that are set up for iCloud. Through iCloud mail, documents can be downloaded to your Mac for inclusion in an iBooks Author document.
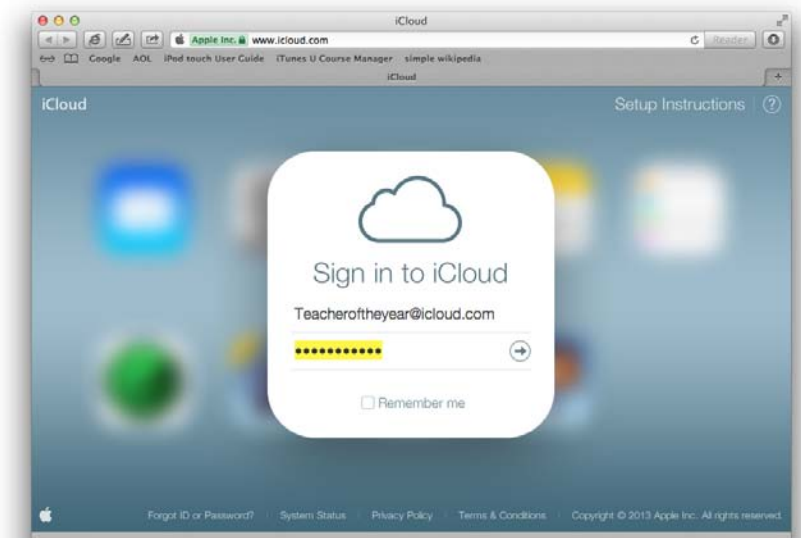
HTML Widget

Used infrequently are the two remaining widgets, HTML and 3D. The HTML widget requires programming skills to create specialized HTML widgets. A web search will return several companies which provide some very useful widgets, but they are on the expensive side. For advanced users, Apple's Xcode and iAd Producer programs provide tools for creating an HTML widget from scratch.

INTERACTIVE 5.3   HTML Widget

Tap the widget to open a draw pad.
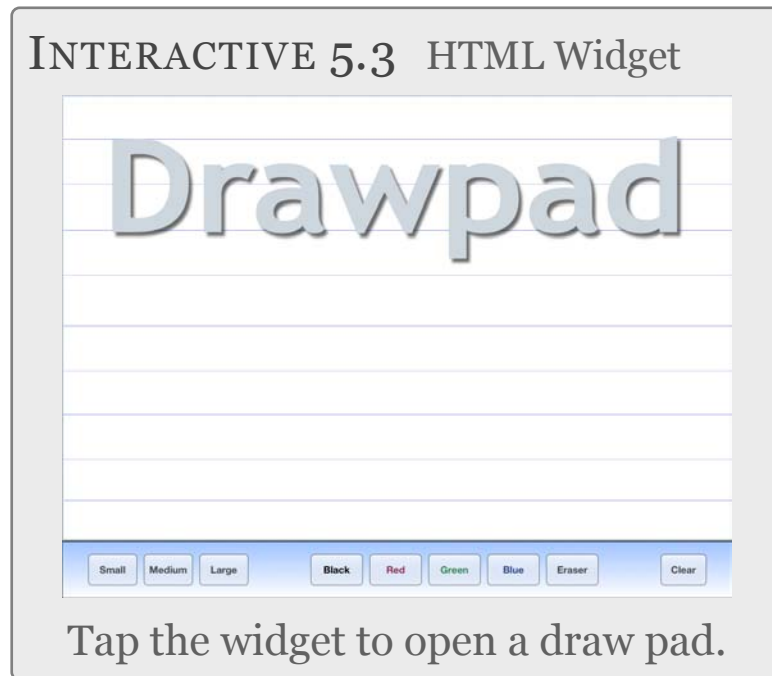
3D Widget

The 3D widget allows the user to manipulate 3-dimensional computer models. These 3D files must be in Collada .dae format - there is not a huge assortment of models to choose from, so if you are looking for a specific object, you may or may not find it.
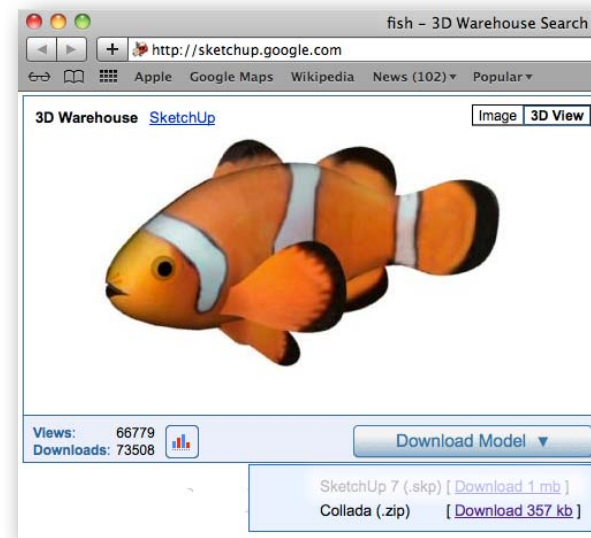
Google Warehouse is your best bet - just remember to download the file in Collada format.

I have included several models in the course resources folder.

INTERACTIVE 5.4   Stonehenge Model

Tap the image to manipulate the 3D model.

Previewing an iBook on an iPad requires transferring the iBook through a cable from the Mac to an iPad. The book, once located on the iBooks shelf, is branded with the word 'proof'.

*IMPORTANT NOTE ABOUT FILE TYPES: iBooks created in iBooks Author have an .iba extension after the file name; only the iBooks Author program can read it. iBooks Author does not run on an iPad, so transferring an .iba file directly to the iPad is futile; you must convert the .iba file into an iBooks File (.ibooks format). To do this, use the Share > Export menu in iBooks Author. This saves your iBook in .ibooks format, which iPad can read and understand. The next task is to transfer your .ibooks file from your Mac to the iPad.
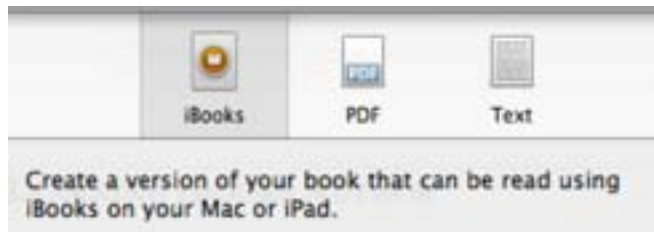
One of the easiest ways to transfer an .ibooks file from a Mac to an iPad is to use Dropbox. With Dropbox installed on both Mac and iPad, files can be transferred from one to the other. Even without Dropbox on the iPad, Dropbox files can be emailed to iPads for downloading and transfer to the iBooks app.

MOVIE 5.11 Transferring an iBook to iPad using Dropbox
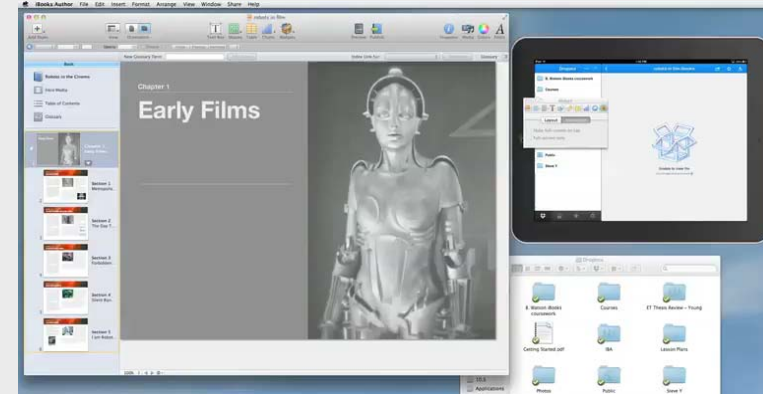
Tap the image above to watch a demonstration video.

There are at least two other mechanisms whereby to transfer an iBook to your iPad; via an app called 'Documents,' or by way of the web. Installing an iBook through one of these methods (as well as through Dropbox) eliminates the 'Proof' badge seen when previewing a book.

1) The iPad app 'Documents' allows an iPad to become an external storage device when wirelessly linked to a Mac. An .ibooks file can be dragged from a Mac directly to an iPad.

2) Through your district's web domain, an .ibooks file can be uploaded to a local file server, then downloaded onto an iPad via Safari. Say, for example, you named your first iBook 'My Story.' The file 'MyStory.ibooks' is uploaded to your school's website, and then 'www.yourdomain/MyStory.ibooks' is typed into Safari on an iPad-your iBook is then transferred into the iBooks library. This method works best with smaller iBooks.

Printing an iBook

Sometimes a printed copy of all or part of an iBook is needed. iBooks Author gives several options for printing and saving in non-ebook format. The Print command (File > Print...) offers options to print all or part of an iBook, with or without the glossary and cover illustration.

If the 'Print Glossary Terms' checkbox is checked, one page for each glossary term will be printed (keep this in mind if your paper supply is limited).
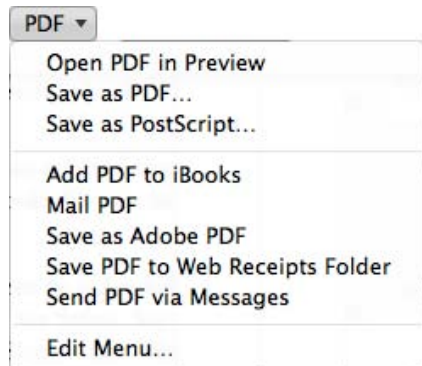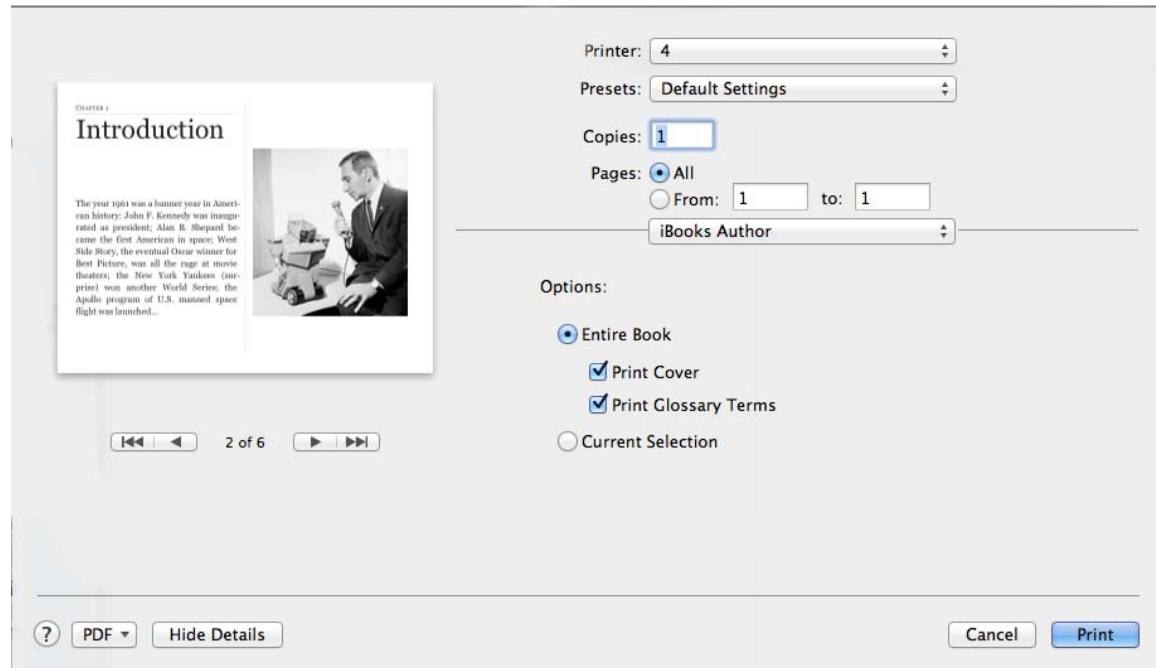
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