

Introduction:

This workshop will allow you to create a wordless book in electronic format. This eBook could be used by faculty & students in a variety of ways including instruction, promotion, archiving of events, presentations, assignments or creation of reusable course objects. An ebook combines standard text with media objects such as images, sounds, and video. These books could be shared and published electronically, can be highly accessible, are readily scalable, easily modified/updated and can help raise the electronic profile of an institution, department, program or faculty.

Instruction for eBook Workshop Activity

1. **Select a topic/subject or theme—or collect previously generated materials/data you wish to use.**
 - a. **For this workshop, the topic is predetermined as “pirates”**
2. **Think about your audience & type of message you wish to deliver on the topic. Ebooks can be easily “versioned” to a variety of audiences.**
3. **Outline/brainstorm some possible “plot” lines for the text you want to create: the information you want to include, how you might organize its flow from beginning to end.**
4. **Brainstorm type(s) of media you might want to include based on your possible “plot” lines.**
 - a. **For this workshop:**
 - i. **Pirate, map, ship, sea battle, treasure, sharing treasure, pirate party**
5. **Prepare an electronic folder to store media as you locate it**
 - a. **Use an intuitive name that suits the ebook project**
 - i. **For this workshop:**
 1. **Go to your U: drive (Open My Computer, look for your username with a “U:”). You can use other locations on personal computers—but when working with Mala computers ALWAYS use your U drive or a memorystick)**
 2. **Create a folder called “pirate_images”**
 - a. **Right-click in a blank area of the drive & select New then Folder**
 - b. **Right-click on the New Folder and rename it to “pirate_images”**

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6. Do some web searches (or contact other individuals) to locate media objects you want to use. Note: In some cases, you may want to create the media objects and will need to budget resources/time accordingly.
 - a. For this workshop we're using existing images:
 - i. Download these 6 pre-selected pictures from which to build a story—with a beginning, middle and end in mind. (As with all images you download, we will rename them intuitively so you know what they are.)
 - ii. Go to the image at http://beej.us/pirates/pirate_view.php?file=pyle_rollingondeck.jpg Right-click on the image. Select “Save File As”. Change the name to “pirate” & save to your “pirate_images” file on the U drive (or other place on your computer you would like it)
 - iii. Go to the image at http://beej.us/pirates/pirate_view.php?file=guinea.jpg & repeat as above to save as “map” to pirate_images on your U drive.
 - iv. Go to the image at http://beej.us/pirates/pirate_view.php?file=galleon.jpg & repeat as above to save as “ship” to pirate_images on your U drive.
 - v. Go to the image at http://beej.us/pirates/pirate_view.php?file=spandutc.jpg & repeat as above to save as “battle” to pirate_images on your U drive.
 - vi. Go to the image at http://beej.us/pirates/pirate_view.php?file=pyle_meeting.jpg & repeat as above to save as “divvy_loot” to pirate_images on your U drive.
 - vii. Go to the image at http://beej.us/pirates/pirate_view.php?file=bartdnr.jpg & repeat as above to save as “celebration” to pirate_images on your U drive.

Note: The one thing missing is the treasure image. We'll add that later via Clip Art, but assume that you'll have one.

7. Determine a rough narrative flow for the images
 - a. If used as an instructional activity where students generate ebooks, instructors can either provide the flow or students can create it
 - b. For this activity, it is predetermined as:
 1. pirate→map→ ship→battle→treasure→divvy loot→celebration

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8. **Create PowerPoint pages with text placeholders.**
 - a. **Open a new PowerPoint document to create a new Blank document.**
 - b. **Under “Content Layout,” select the blank option**
 - c. **Into this file you will insert the pirate images saved so far. (Instructions follow.)**
 - d. **Find main PPT Menu**
 - e. **Insert→Picture→from file**
 - f. **Navigate to the pirate_images folder on the U: drive**
 - g. **Select the image named “pirate”**
 - h. **Resize the image so it fits about ½ of the slide vertically.**
 1. **Click on the image. (You should now see little squares around the border.)**
 2. **Click & drag one from the corner to make the picture smaller.**
 3. **Make it a reasonable size so text (and/or more pictures) can be added to the page**
 - i. **Move & place the picture on the slide where you would like it, leaving room for text.**
 - j. **Create a textbox next to image.**
 - i. **Make sure the Drawing tool bar is active first:**
 1. **Go to View→Toolbars→make sure Drawing is checked.**
 - ii. **Select the square boxed icon with the “A” in the upper left & a series of lines from the Drawing toolbar (toolbar has line, arrow, rectangle, circle, etc. icons)**
 - iii. **Click on the “slide” or page with the pirate image to make a textbox.**
 - k. **Type in the textbox “Add Words Here”**
 - i. **Optional (if time permits): you can set the text font, colour, size, etc.**
 1. **If not highlighted, click on the textbox to select it.**
 2. **Go to the Format menu at the top and select “Textbox”.**
 3. **Click on Colours & Lines and choose a line colour and style. This will create a rectangle where text can be entered later.**
9. **Create the next 3 “pages” (do NOT do remaining images yet)**
 - a. **Create a new slide: Insert→New Slide→select the blank Content Layout again.**
 - i. **Insert→Picture→from file→navigate to the pirate_images folder on the U drive and select “map”; resize & move; create textbox;**
 - b. **Create a new slide: Insert→New Slide→select the blank Content Layout again.**
 - i. **Insert→Picture→from file→navigate to the pirate_images folder on the U drive and select “ship”; resize & move; create textbox;**

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- c. **Create a new slide: Insert→New Slide→select the blank Content Layout again.**
 - i. **Insert→Picture→from file→navigate to the pirate_images folder on the U drive and select “battle”; resize & move; create textbox; create new slide**
10. **Find & insert an image from Clip Art for the treasure**
 - a. **From the top menu in your PPT document select Insert→Picture→Clip Art (If the box appears with “Add Clips to Organizer” click on “Later”)**
 - i. **In the search field enter “treasure” or “treasure chest” and click on “Search”**
 - ii. **Scroll through options quickly & rapidly pick an image in the interests of time. (Later, if you want a wider selection, you can click on “Clips Online” at the bottom of the search panel and find more options—but leave that for another day.)**
 - iii. **Click on the picture you want and select “Insert”.**
 - iv. **Resize (you may need to enlarge some images).**
11. **Create the next pages by creating new slides & inserting the remaining pictures in each .**
 - a. **Create a new slide: Insert→New Slide→select the blank Content Layout again.**
 - i. **Insert→Picture→from file→navigate to the pirate_images folder on the U drive and select “divvy_loot”; resize & move; create textbox; create new slide**
 - b. **Create a new slide: Insert→New Slide→select the blank Content Layout again.**
 - i. **Insert→Picture→from file→navigate to the pirate_images folder on the U drive and select “celebration”; resize & move; create textbox**
12. **Create a Title Page & Place as First Page**
 - a. **Create a new slide: Insert→New Slide→select the first choice in “Text Layouts” at upper left that shows two grey bars**
 - b. **For an eBook Project:**
 - i. **In the first textbox, type “Add Title Here”.**
 - ii. **In the second textbox, type “By” then on another line “Your name Here”**
 - c. **You can also add textboxes for class, date, etc.**
 - d. **Move the Title Page to front of “book” (or how to rearrange order for any slides)**
 - i. **In “Slides” tab if visible on the left or using View→Slide Sorter; click on the Title Page slide (or one you want to move)**
 - ii. **Drag the slide to the head of the list**

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13. You can add additional “pages” such as “credits”, reference, “The End” & place them where you’d like.
 - a. To duplicate an existing slide & edit: select the slide you want to duplicate in the “Slides” tab→Edit→Duplicate (or Control+D)→Drag the duplicate where you want and edit.
 - b. To create a new layout: Insert→select appropriate choice in “Slide Layout” to right of screen→drag slide into place→edit slide
14. Return to slides and add your narrative text in the text boxes.
 - a. Go to the slide→click in textbox→type
15. Add title in title slide and edit text in any additional slides you’ve created.
16. Save this eBook to your U: drive (or elsewhere)
 - a. Call it “pirate_ebook”
17. Recording narration for slides (or “pages”)
 - a. Test your mic levels
 - i. In PPT, go to “Slide Show”→ “Record Narration”→ “Set microphone level”→ test your mic and make sure it’s registering properly.
 1. You may need to unmute the mic in the computer’s main sound controls:
 - a. In Windows, Start→Control Panel→Sounds & Audio Devices→Audio (tab)→sound recording section→Volume→(takes you to Recording Control)→make sure microphone is not muted and adjust levels if necessary.
 - b. Start narration
 - i. Slideshow→Record Narration→Okay
 - ii. This launches the slideshow view. You speak and click through the slides as appropriate for your pacing. When complete, push the “ESC” key. When prompted, save the timings as well as the narrations with each slide.
18. Save the ebook to your U drive.
 - a. Call it “pirate_ebook” again

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19. Printing (may not be appropriate for all ebooks, or only selected pages) [We're not doing this now, but you might want to know for later.]
 - a. File→Print
 - b. When the dialogue window appears:
 - i. At bottom left under Print What, select Slides for 1 slide per print page;
 - ii. Select Handouts if you want more than one slide on a print page
 1. In Slides per page, set number that you want
 - iii. Set Color at either grayscale, black/white, or whatever you want
 - iv. Select Scaled to Fit Paper
 - v. Select Unframed (or framed) Slides
 - c. See what it looks like before printing
 - i. File→Print→Select a Print What option
 - ii. Click Preview at bottom left & see what it looks like.
 - iii. Close that preview window to get back to actual document.
20. Once an ebook is created, it can easily be shared. Some ideas:
 - a. post it on a website as a download
 - b. share via email
 - c. place it on a shared drive on the Mala server
 - d. save it on memory sticks
 - e. burn it on DVDs or CDs