

How To Use Publish It! Online to Create a Book

The screenshot shows the Publish It! website interface. At the top, there is a blue header with the 'Publish It!' logo and navigation links for 'Home', 'Browse Library', and 'My eBooks'. Below the header, a light blue banner reads 'Welcome to Publish It!' and includes a paragraph of introductory text. To the right of the text is a photograph of two young girls looking at a laptop. Below the banner are three main content boxes: 'Browse our Library' with a 'Start here' button, 'My eBooks' with a 'Login' button, and 'Register Here' with a 'Register' button. At the bottom left is the Mount Carmel University logo, and at the bottom right are 'Admin Login' and a copyright notice for 2010.

Publish It!

Home Browse Library My eBooks

Welcome to Publish It!

Publish It! is a highly successful and popular program for parents, children and community members and is now in this easy-to-use online format. You will be able to make your own picture books about family and community events, people, hobbies, pets and favourite activities.

Browse our Library
Check out our library of published books to read what others have written.
[Start here](#)

My eBooks
Here is your chance to create a book of your own. Click here to begin right now, or to edit previously created books.
[Login](#)

Register Here
To get you started, become a member of the *Publish It!* family by registering online.
[Register](#)

Admin Login

© 2010 Publish It!

Copyright © 2011 by Publish It! Online
All rights reserved.

Published by Family Literacy Press
MSVU, Halifax, Nova Scotia.

No part of this publication can be
reproduced in any form without written
permission of the publisher. For
information or regarding permissions,
contact publish@msvu.ca

**How To Use
Publish It!
Online to
Create a Book**

Note: This booklet describes the technical steps that are necessary to write a book with the Online Publish It! Application. In order to write an interesting and fulfilling story, encourage the writers to: choose a topic they love and know well; select interesting and clear photos or drawings to illustrate their text; make sure that their book has a beginning and an end; and, finally, make all necessary grammar and spelling corrections to ensure that the story is a sound literacy tool.



We're going to assume that you have your username and password and that you have logged in to this point.

From here you choose the “Start here” button shown above in orange.

Publish It! Logout

[Home](#) [Browse Library](#) [My eBooks](#)

Create an eBook

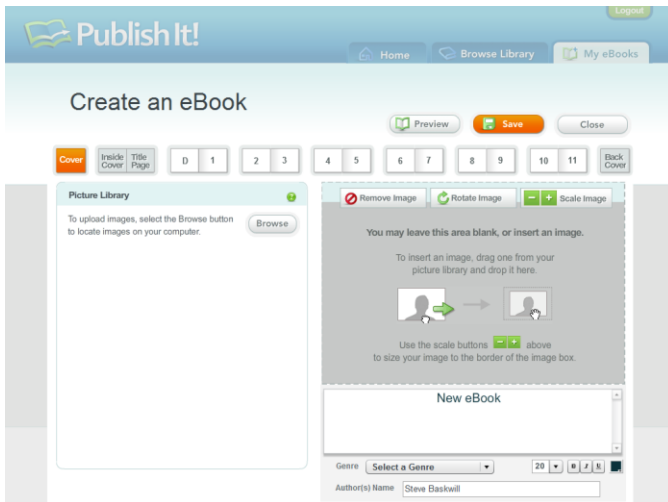
The books below are the books that you have created so far. To create a new book, click the [Start here](#) eBook button. You can save your eBook and return to it at another time to finish it. Click on any unpublished book to continue working on it. Once you're happy with your eBook and would like to publish it, click the [Publish](#) button that corresponds to the eBook that you wish to publish. Once your eBook is published, you will no longer have the option to edit or delete it.

View books by: [Book Cover](#) [Summary List](#) [Start New eBook](#)

Title	Genre	Publish Date	Status	Options

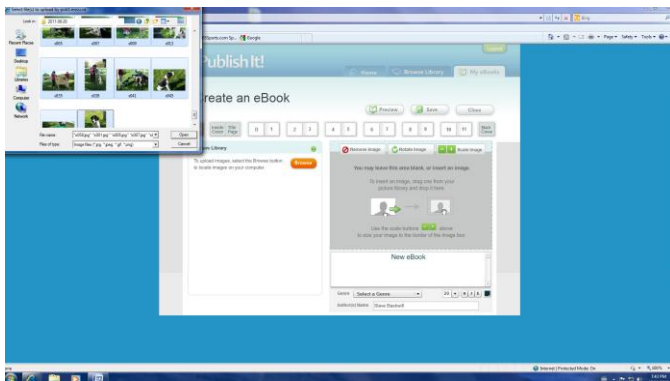
Admin Login © 2010 Publish It!

Clicking on “Start here” takes you to this screen which will show all the books you have published or are in progress. Since this is our first visit, choose “Start New eBook”.



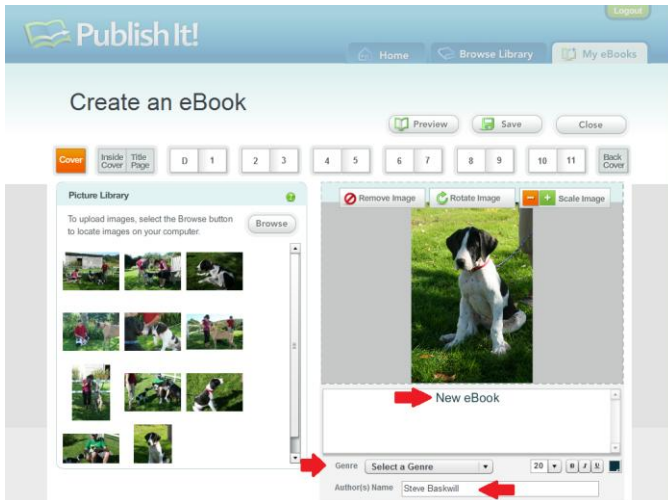
You have now arrived at the screen where all the work involved with making your book is done. Usually we start by uploading the pictures you want to use. Click on “Browse”

Note: The pictures cannot be larger than 1mb in size. If your pictures are too big, they will not load. There is a section at the back of this book explaining how you can easily make them fit. For now, we’ll assume they are the right size.



After clicking “Browse”, a new window opens and you can find the pictures on your computer that you want to use. Click on one and then choose “Open”. The picture will be copied to the Publish It! Application. If you want more than one at a time, you can hold down the Ctrl key as you click on each picture you want and they all will be chosen.

Now that you have your pictures in place, it is ready to begin making your book!



We'll start with the Cover Page, but you can do the pages in any order you like. I've dragged one of the pictures of Stella and placed it on the page.

You can increase or decrease the size of the picture by using the '+' or '-' signs.

You can change the picture by simply dragging a new one in place. If you change your mind, click on "Remove Image" to remove the picture.



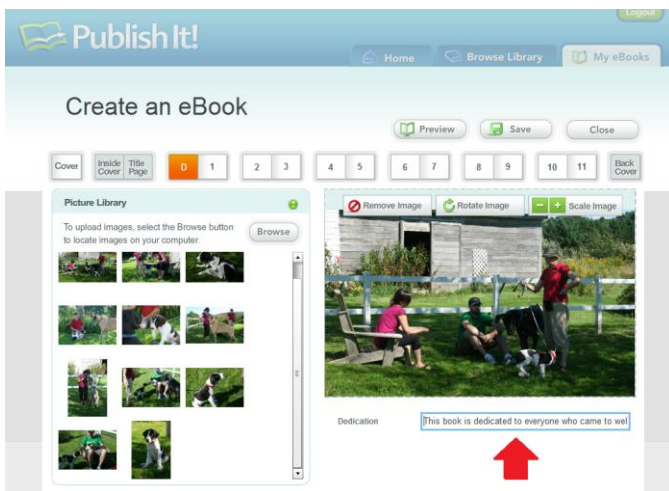
Now you can type in a new title, replacing “New eBook”. You can change the size of the font by using the dropdown menu. The font is set to 20, but can be changed.

You can also change the colour and make your text bold or italicized.

Choose a genre (I chose pets) and adjust the name to include all authors – sometimes a parent or friend has helped!



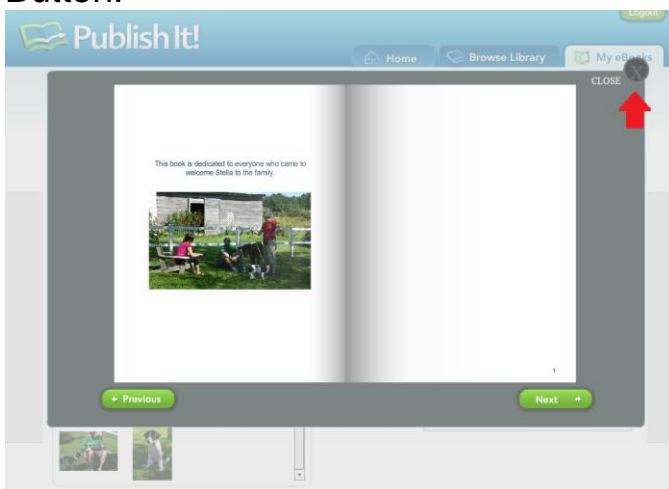
You will notice that some of the page icons are grey. These are pages that you cannot edit. They have been set by your group.



The next page we can work on is the Dedication. Drag over a picture and type in a dedication.



At any time you can have a look to see what your pages will look like. Click on the Preview Button.



This view will show the page you were on when you clicked the Preview Button. You can move forward and back in your book with the 'Next' and "Previous' Buttons. To return to working on your book, click the big X in the circle.

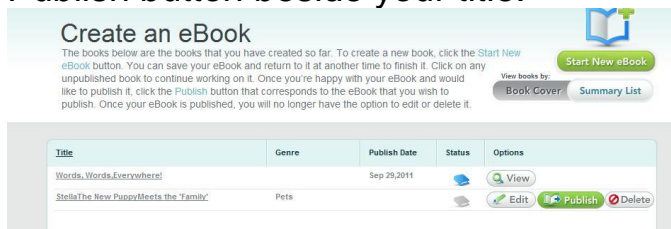


We are now at the “Create Content” part of the book – the part where the story comes! For each page, drag over a picture and type in your text.

Use the “Preview” function to make sure all your text will fit on the page. Use the change font size function if you need to make more words fit on a page.

Continue until you reach page 11, the last page of your content.

When you have completely finished your book, it is time to **Publish** it. Choose “CLOSE” from the “Create an eBook” page. You will be asked if you are sure and then you will see a Publish button beside your title.



The screenshot shows a web interface titled "Create an eBook". Below the title is a paragraph of instructions: "The books below are the books that you have created so far. To create a new book, click the Start New eBook button. You can save your eBook and return to it at another time to finish it. Click on any unpublished book to continue working on it. Once you're happy with your eBook and would like to publish it, click the Publish button that corresponds to the eBook that you wish to publish. Once your eBook is published, you will no longer have the option to edit or delete it." To the right of the text is a green "Start New eBook" button. Below the text are two buttons: "Book Cover" and "Summary List".

Title	Genre	Publish Date	Status	Options
Words_Words.Everywhere!		Sep 29, 2011		View
StellaThe.New.PuppoMeets.the.Famili'	Pets			Edit Publish Delete

When you click the Publish button you are asked if you are sure, since you cannot edit your book once it is published. If you answer 'ok', the screen changes and the “publish” and “edit” options are gone.

Now, when you “VIEW” your book you will have the option to download the book. When you choose to download it, the file is changed into a pdf file and a “SAVE” button will appear. You can now save the book to your computer.

Exactly how to print comes NEXT!

How to Print

Publish It! eBooks are set up to be printed on letter sized paper, folded in half to produce a booklet. Your printer needs to be set to print LANDSCAPE, PRINT ON BOTH SIDES, 2 PAGES PER SHEET and BOOKLET FOLD. These options can be found in the “Properties” section for your printer.

Find and Open the pdf file saved on your computer and then choose PRINT. When the dialogue box opens, click the “Properties” button to change the options as described above. You will need to reinsert the paper once one side has been printed. You might like to use card stock for the outside piece.

Once printed, you have a hard copy to share and an online copy to share as well.

A few notes:

Your book is automatically saved along the way. You do not have to worry about losing your story!

You can edit your book at any time UNTIL it is published. Then the book can no longer be edited by you. If you notice an error, notify the Publish It! Online Administrator at publish@msvu.ca and indicate what needs to be changed. It will be done for you.

Do not use the Refresh button on your browser, it will take you out of the application. The same is true for the Back button. You will have to log in again (but you will not have lost your work!)

What to do if your picture files are too large.

If you do not have Microsoft Office on your computer, you can use a free online service like: <http://www.imageoptimizer.net/Home.aspx> To reduce the size of your pictures. It is quick and quite easy to use.

If you do have Microsoft Office, locate the program called “Microsoft Office Picture Manager”. It is located in the Microsoft Office Tools folder.

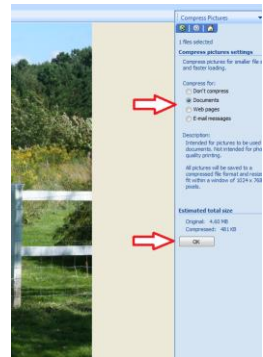
Open the program and locate your pictures by clicking the **Locate Pictures** in the right hand column. Then choose a folder from the left hand column and click on a Picture. Now you can open the Edit Pictures section by clicking on the words in the menu.



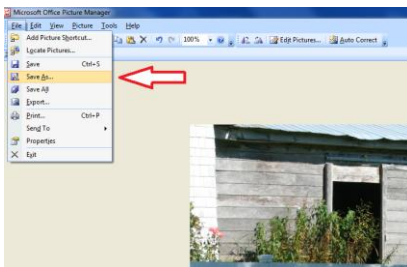


Now you can choose Compress Pictures.

Then you should choose “Documents” and then click “OK”.



Save this new photo with a new name so that you keep your original. Repeat this for all the photos you want to use.



I find it useful to save the pictures I am going to use in a book in one folder so they are easy to find when it is time to upload them.



Information about the original Publish It! project can be found at www.vcla.ca and www.janebaskwill.com

Publish It, Online! acknowledges the funding support of Springboard Atlantic.

Logo design by Kathy Kaulbach