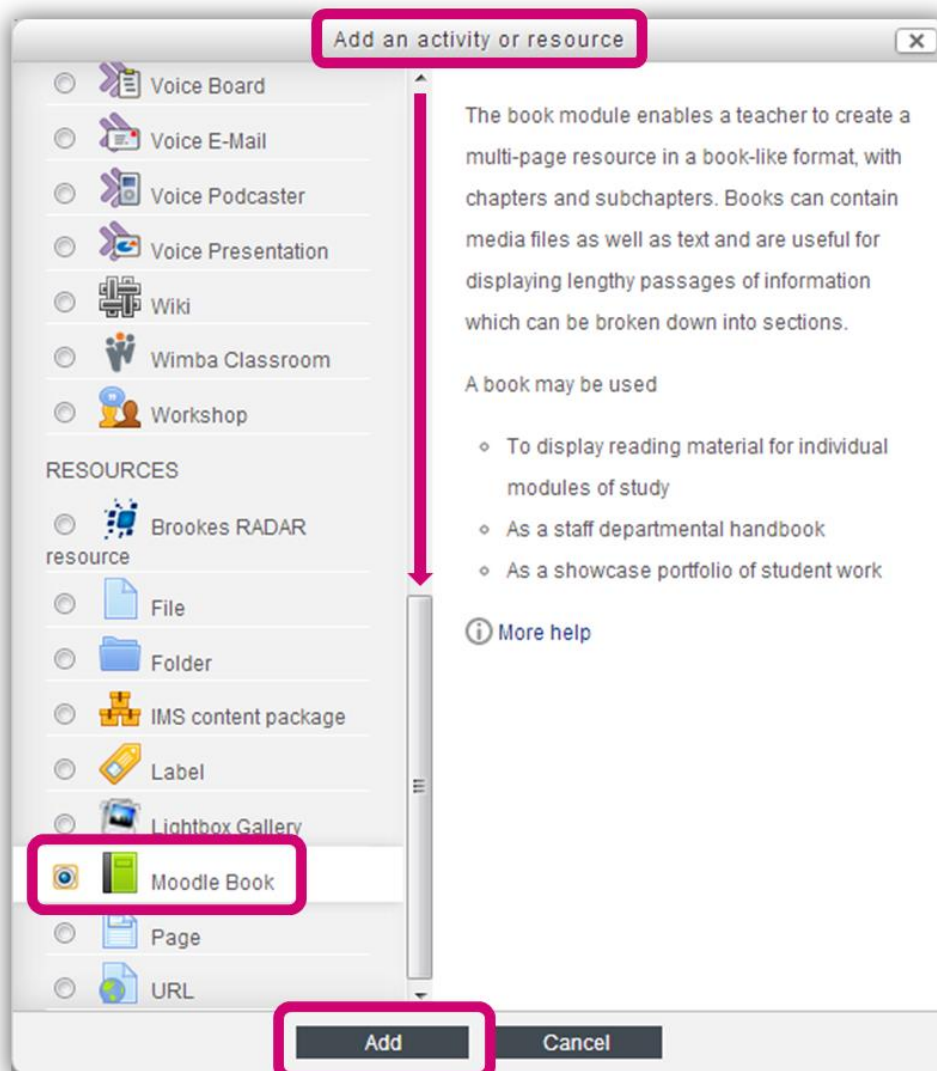# Moodle book

The Book resource is, in essence, a series of connected webpages, making it easy to create multi-page resources with a book-like format. Previously created Word documents or webpages can be directly imported into a Book. They are not interactive; however, you can include hyperlinks to choices, forums, external websites etc. Also, Flash movies and other multimedia may be embedded. Books can contain main chapters and sub chapters and be printed by chapter or entirely.

Create a Book

1) Turn editing on

2) Click **Add an activity or resource**

3) Scroll down to Moodle Book and select it

4) Click **Add**

5) In the **Adding a new Moodle Book** screen, add a **Title** and **Summary** for the book

6) Select how you want the chapters to be numbered

7) If necessary, add access restrictions and/or conditions. Scroll down to the bottom of the page and click **Save and display**. The **Editing chapter** screen appears where you can begin to edit the first chapter of your book

8) If this is a subchapter (e.g. 1.1), click the **Subchapter** box

9) In the **Content** box, you can use the HTML editor to: key in or import text, insert hyperlinks, insert images and embed media, etc.
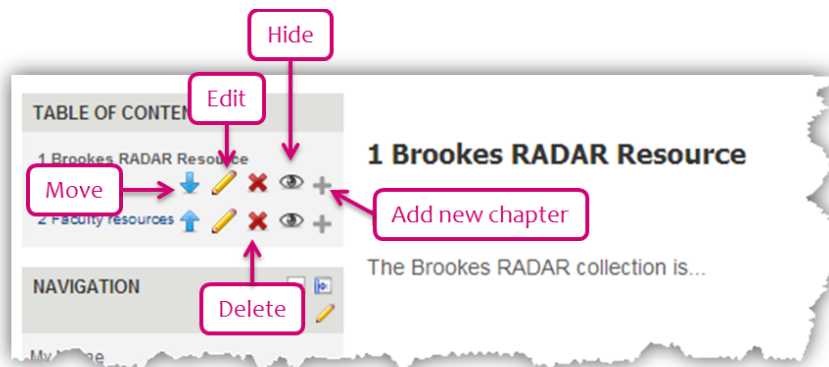

10) Scroll down to the bottom of the page and click **Save changes**.

Edit a Book

1)   Click the title of the book

2)   Click the **Edit** 'pencil' next to the page(s) to be edited.

Edit/add chapters within a Book

1)   If chapters need to be edited, deleted, hidden or added, use the tools in the **Table of contents** block (visible after creating the first page).

Copy and paste text from Word

When you copy/paste text from Word, you will import a lot of junk code; this can mess up any future formatting. **Paste from Word** solves this problem

1)   Select your text from Word, go to Moodle and select **Paste from Word**
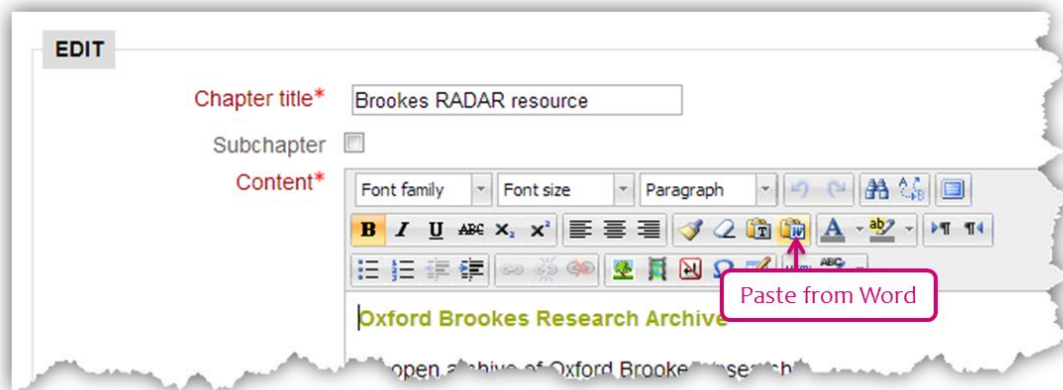
2)   The **Paste from Word** dialog box appears. Click in the text box and press **Ctrl+V** on your keyboard. The text you copied from word appears in the dialog box

3)   Click **Insert** and the text appears in the Chapter.

Insert a hyperlink

1) The **Insert/edit link** icon will be greyed out until you highlight the text (e.g. Oxford Brookes)
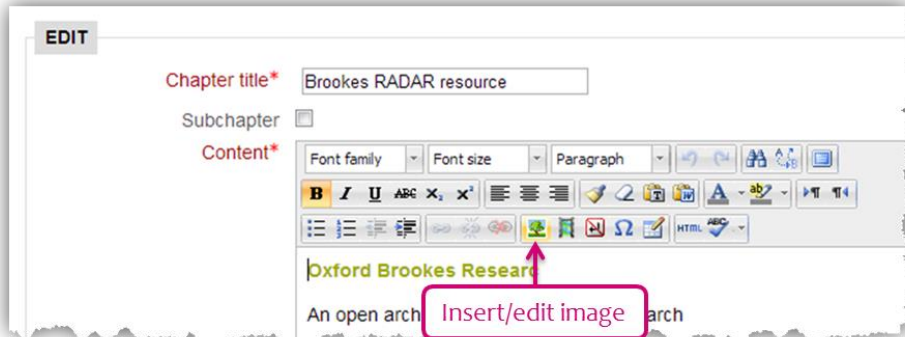
2) Click the **Insert/edit link**
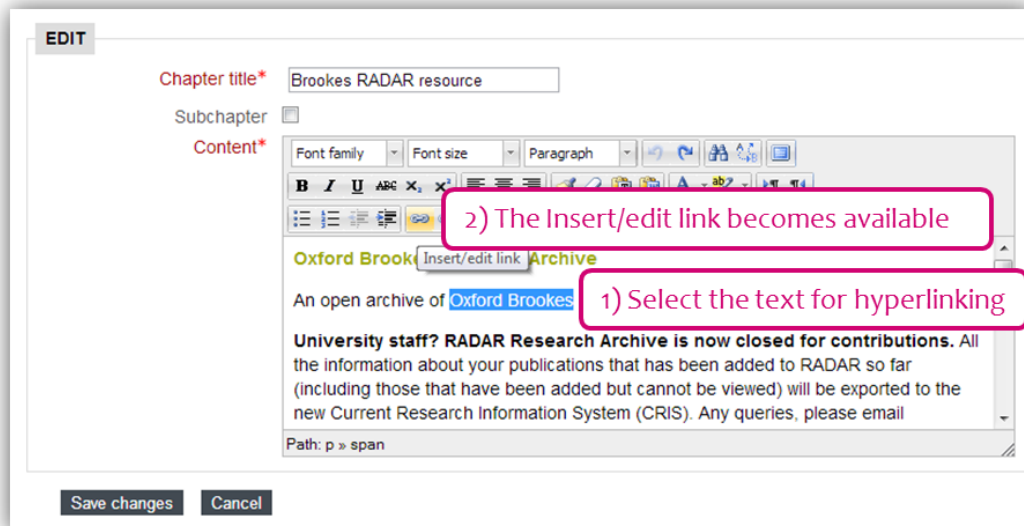
3) The **Insert/edit link** dialogue box will appear

4) If you want to create a hyperlink to a file, click the Browse icon
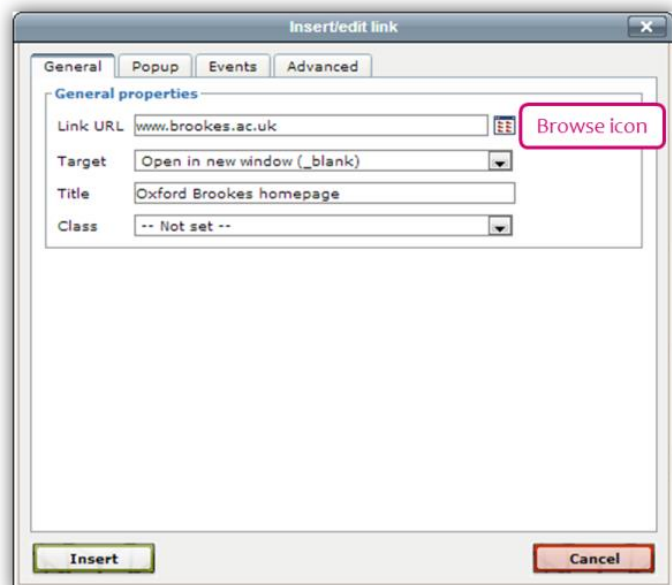
5) When the **File picker** window appears, click **Upload a file | Choose file** and locate the file from your **My Documents** area. Then click **Upload this file**

6) If you want to link to a webpage, type in or paste the URL into the **Link URL** box

7) The **Target** option defines how the file or link opens, e.g. in a new window, in the same window, etc.

8) The **Title** should contain text describing the link, for visually impaired students

9) Click **Insert**

10) Scroll down to the bottom of the **Editing chapter** window and click **Save changes**.

Insert an image

1)   Click the **Insert/edit image** icon

2)   When the **Insert/edit image** dialog box appears, on the **General** tab, click **Find or upload an image…** and use the **File picker** dialog box to locate your image

3)   The dialog box will show the location of the image (**Image URL**), the **Image description** (that you have added to assist visually impaired people) and a **Preview** of the image

4)   The **Appearance** tab allows you to alter the position and size of the image. The **Alignment** dropdown menu allows you to set the position of the image on the page. The **Dimensions** boxes allow you to specify the size of the image. If you tick **Constrain proportions** and enter one value, the other will be calculated automatically. **Vertical** and **Horizontal space** and **Border** enable you to add space around your image.

5)   Click **Insert**

6)   Scroll down to the bottom of the **Insert/edit image** window and click **Save changes**.
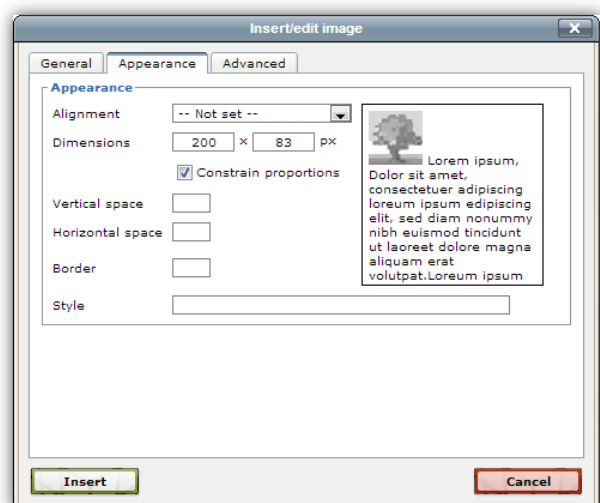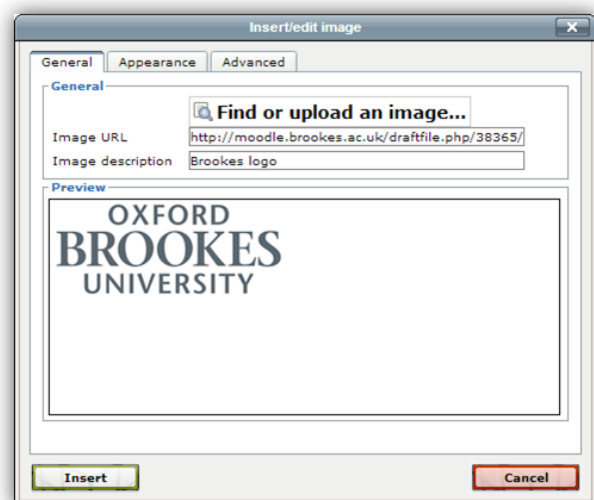
Magnify an image

1) If you would like your course viewers to be able to magnify an image, in order to see more detail, **onmouseover** is a useful piece of HTML code. Once you have your image on your page, click the **Edit HTML source** button.

Edit HTML source
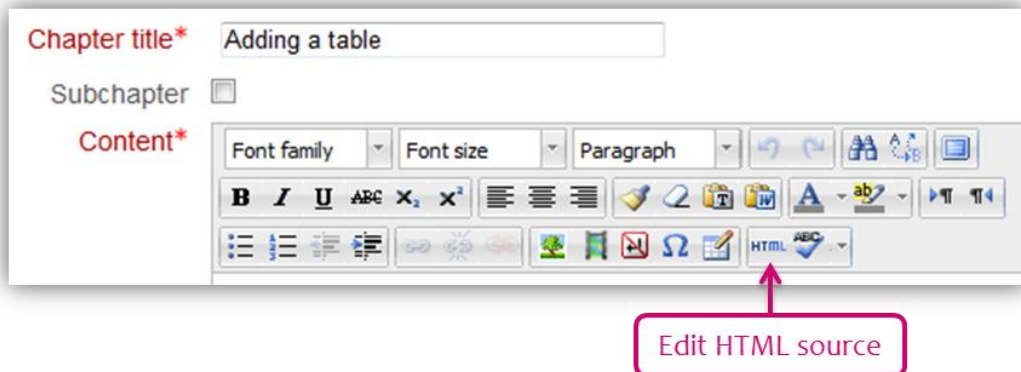
2) You should see this text in the HTML editor window

```
<p><img src="yourimage.png" height="1541" width="620" /></p>
```

This simply shows where the image on the screen is stored and its current size.

3) Adding this small piece of HTML code will allow the image to be magnified when the mouse is moved over the image

```
onmouseover="this.width=300;this.height=746;"
onmouseout="this.width=150;this.height=373" p=""
height="373" width="150"
```

4) Place your cursor here...

```
<p><img src="yourimage.png" height="1541" width="620" /></p>
```

Cursor here

5) Copy and paste the HTML code from 3) above so your new code should look like this...

```
<p><img src="yourimage.png" height="1541" width="620"
onmouseover="this.width=300;this.height=746;"
onmouseout="this.width=150;this.height=373" p=""
height="373" width="150" /></p>
```

Cursor here and paste

Original HTML code

6) You can change the figures as you need to; these are only included for an example.

Embed media

1) Click the **Moodle Media** icon
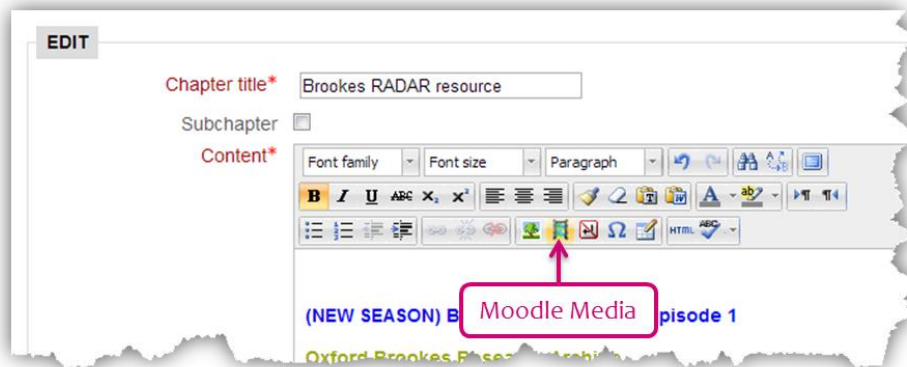
2) When the **Insert/edit embedded media** dialog box appears, click **Find or upload a sound, video or applet…** and use the **File picker** dialog box to locate your media

3) Click **YouTube videos**, if the video is stored there. Use the **Search** box to find the video. Remember to edit the **Author** and **Choose license**. Click **Select this file**

4) Once back on the **Insert/edit embedded media** dialog box, click **Insert**

5) You will not see a preview of the video in the **Editing chapter** screen; just the title of the video. Click **Save changes**
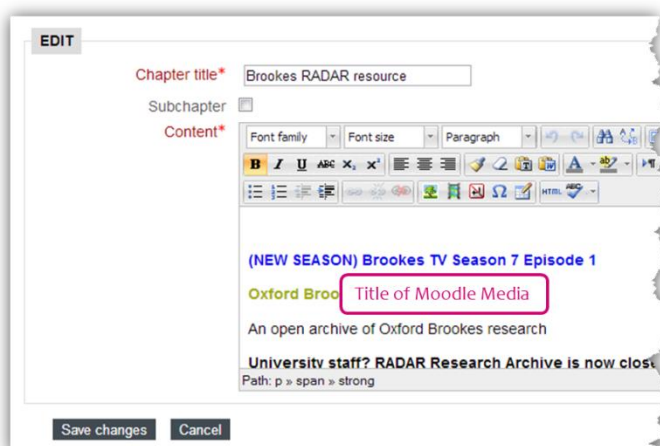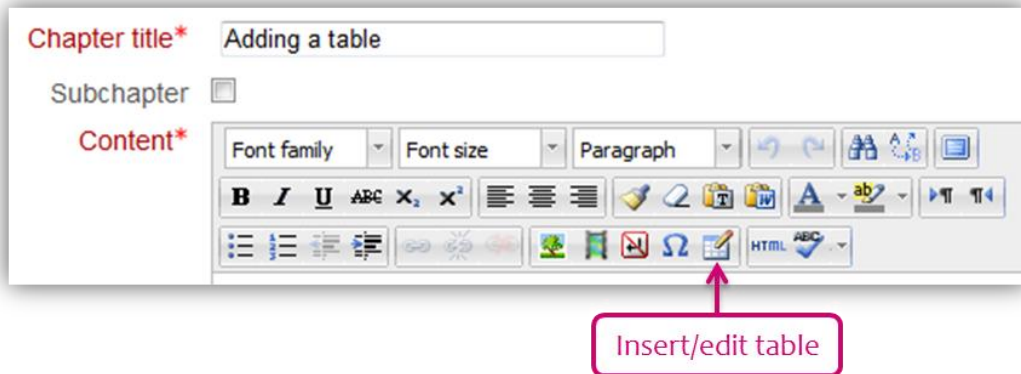

6) When you view the Chapter, you will see a preview of the video and are able to access play, pause, volume control etc, at the bottom of the media.

Insert/edit table

Creating a table is the easy bit; manipulating it can be a bit tricky…

1)   Click the **Insert/edit table** icon within a page that has previously been created

Insert/edit table

2)   In the dialog box, enter the number of columns and rows required. To make the table easier to complete, set **Cell padding** and **Cell spacing** to 5. By default, **Border** is set to 0. If you want coloured borders around cells, set this value to 1.
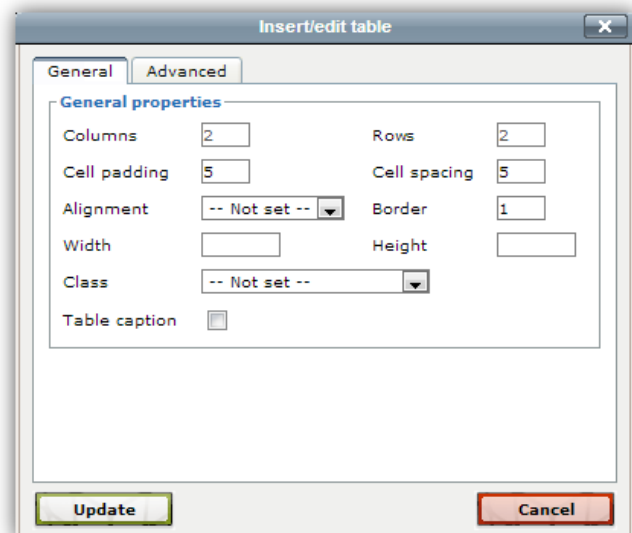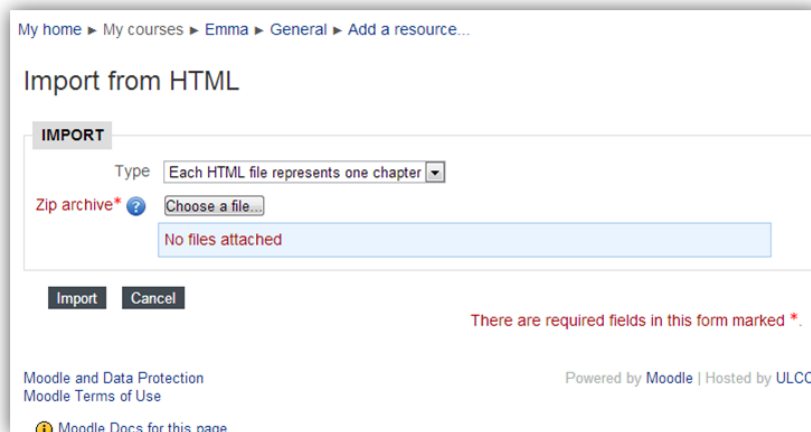
3)   Click **Update** to be taken to your newly created table.

4)   Once you have been returned to the **Updating Page** screen, you can type, or copy and paste information into your new table.

5)   Rows or cell can be manipulated via right-clicking on the table, and then selecting the required option, e.g. adding rows/columns, spilt/merge cells. You are able to delete an entire table from here and edit cell padding/spacing.

6)   Scroll down and click **Save and return to course** or **Save and display**.
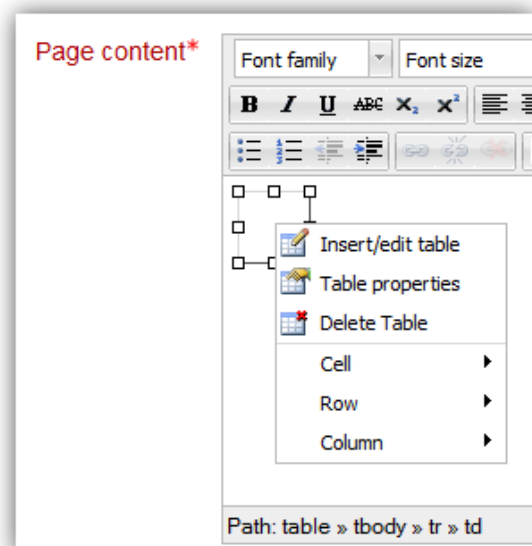
Import HTML pages

1) Put the HTML files for import into a Zip folder

2) Open the Moodle book

3) Under **Settings**, click **Import from HTML**

4) Click **Choose a file…** and select your Zip file containing the HTML pages

5) Click **Import**. The HTML files will be imported into the Moodle book.

Navigation and printing

1) Use the **Previous** and **Exit book** buttons to navigate

2) In the Settings block, you have the option to print Book or Chapter.