How to use the Moodle Book tool in your VLE course

The Moodle book tool enables you to create a series of web pages with a content menu and back and forward navigation buttons.

The web pages can be organised into multi-page resources which can include content copied from HTML or Word files. The book is not interactive but you can add text, images, links to URLs, links to discussion forums or quizzes and even multimedia objects like Flash movies. You cannot add files or folders to a book though.

The books are organised into chapters and subchapters but have no further levels. A chapter can have several subchapters but subchapters cannot have further subchapters. Books can be printed in their entirety or chapter by chapter.

Having turned editing on navigate to the section that you want to add your book to and then click on the Add an activity or resource link. Choose Moodle Book from the drop down menu and then click on the Add button.

Give your book a Name (this is the link that the students will click on to access your book from a particular section of the course).

Briefly describe the content of the book in the Description section and then choose how you want the chapters to be displayed from the Chapter formatting menu in the Appearance section. You have four options – None, Numbers, Bullets and Indented.
1) None – chapter and subchapter titles are not formatted. Use this option if you want to customise your chapter titles.
2) Numbers – chapters and subchapters are numbered sequentially.
3) Bullets – subchapters are indented and displayed with bullet points.
4) Indented – subchapters are indented.

If you disable Custom titles, the chapter title that appears in the content menu will appear as a header at the top of your chapter or subchapter page. If you enable Custom titles, you will be able to create a different title at the top of your chapter or subchapter page to the one that appears in the content menu (or display no title at all).

For the purposes of this guide we will not be looking at the Common Module Settings or the Restrict Access sections (or the Activity Completion section if it has been activated). Click on the Save and return to course button to complete the process. A link with a book icon will be added to your course.

To add your first chapter to your book click on the blue title of your book link (not the Edit link as this will take you back into the book edit settings screen).
Give your chapter a title by filling in the Chapter title field and then add your content to the Content box. Ignore the Subchapter checkbox at this stage. Click on the Save changes button to complete the process.

Your new chapter will be displayed with a Table of Contents on the top of the left hand menu and back and return navigation buttons above and below the content.

To re-edit your chapter, click on the cog icon next to its title in the left hand Table of Contents.

To delete the chapter, click on the cross and to show (or hide) the chapter click on the eye icon.

To add further chapters or subchapters click on the plus sign.

Once you have created a chapter, you can create a subchapter by ticking the Subchapter checkbox in the Editing chapter dialogue box.

You can move the chapters (and subchapters) up and down the Table of Contents with the up and down arrows.
To print a book or a chapter click on the **Print book** or **Print this chapter** link from the **Settings** section of the left hand menu. If these options are not visible then they have not been enabled for your current role.

For further information about how to add different types of content to your book chapters please see the document entitled *The Moodle text (or HTML) editor toolbar*. 