

Book

Book resource allows you to create a multi-page resource in a book-like format with chapters and subchapters. It can contain text and media files.

A) Create a Book resource

- 1) In course main page, press **[Turn editing on]** at top right corner
- 2) Press **[+ Add an activity or resource]** under a course section
- 3) Press the **“Book”** box
- 4) Enter the Book name
- 5) Press **“Appearance”** category, then select the appropriate options:
 - **Chapter formatting**
 - *None* - chapters and subchapters are not formatted at all
 - *Numbers* - chapters and subchapters are numbered in layers
 - *Bullets* - subchapters are indented and shown with bullets in table of contents
 - *Indented* - subchapters are indented in table of contents
 - **Custom titles** - If checked, you need to enter the chapter title as part of the page content instead of being shown as a heading above the content
- 6) If necessary, modify its Common module, Restrict access and Activity completion settings
- 7) Press **[Save and return to course]**

B) Add chapters to the Book resource

- 1) In course main page, press title of the Book resource that you have just created
- 2) Enter the chapter title and content
- 3) Press **[Save changes]**

Note:

Once you have created the first chapter, you can check the checkbox of “Subchapter” option to locate the new chapter under an existing chapter as a subchapter.

C) Edit chapters in the Book resource

- 1) In Book page, press **[Turn editing on]** at top right corner
- 2) In **Table of contents** block, you can press the respective icons for further action
 -  **[Edit chapter]** - edit the title and/or content of an existing chapter
 -  **[Delete chapter]** - delete an existing chapter
 -  **[Hide chapter]** - hide/show an existing chapter
 -  **[Add new chapter]** - add a new chapter