**Book Creator**

1. Tap the “New Book” button at the top left
2. Choose the shape of your book
3. Customize cover
   1. Tap Inspector button in the top right and select a color
4. Text: Tap + icon > Add Text > type text and press Done
   1. Edit text > touch text
   2. Tap undo button in top menu if necessary
   3. Change width and height of text box by dragging handles
   4. With text box selected > press Inspector button to access the style menu
   5. Add ***hyperlinks*** > You can add hyperlinks to both text and image, a link can go to a web address or a page within the book > In the add text screen tap and hold on a word > Tap link > enter a url or page number
   6. To add hyperlink to image > select image > Tap on I and enter hyperlink details
   7. Style individual words > Tap and hold on a word and select the BIU option
5. Add image and video > Tap + > choose Camera to take a photo or select from photo library
6. Add new page > tap large + button on the right or use the Pages button in the top left
   1. Re-arrange pages > Tap Pages button > Tap Edit to re-arrange or delete pages
   2. Tap and hold the page you want to move, it will shake > drag to new position
   3. Tap the page again for other options, e.g., Delete,
   4. Tap Done and then tap a page to go back to editing the book
7. Audio > tap music note on the editor’s toolbar
   1. You can position and resize audio icon
   2. Tap icon to listen while editing
   3. You can make audio hotspot invisible in the final book by changing it’s properties with the I button., e.g., you can put an invisible audio hotspot on an image so that you image will come alive when it is tapped by the reader.
   4. ***Soundtrack*** > Tap the I button on the toolbar to access the Page Inspector and choose the audio from your iPad music library. > apply soundtrack to every page to play throughout the book
8. Saving book > tap My books
   1. To change title and author > Tap Inspector button below you book > Tap book title or author to edit
9. Share using Dropbox
   1. Install Dropbox on iPad with the free Dropbox app and create an account
   2. Now Dropbox will appear
   3. Dropbox will appear in the export list or below the book in the My Pages view
   4. Opening your book in Dropbox will upload it to the cloud storage > you can copy a link to email it
   5. Viewers do not need a Dropbox account. They just tap the link and ipen you book in their iBooks app
   6. If Open in Dropbox does not appear in Book Creator, you have more than 10 apps listed and will have to uninstall some of the apps
10. Publishing in iBookstore > look at apple’s FAQ about submissions to iBookstore > videos will have to by changed to M4V
    1. If you sign up for a Free book account you cannot change it to a paid account.