

# Users manual to the E-book editor

## Introduction

The aim of this manual is to explain how to use the e-book editor for creating multimedia electronic publications online. This software was designed to enable non-professional ICT users to easily edit text, picture and sound into web based electronic books.

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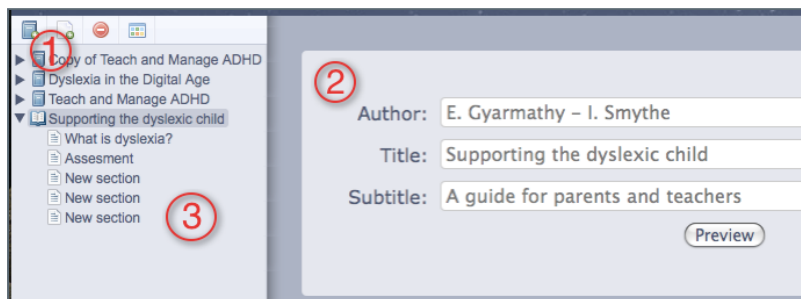
[Adding pictures](#)

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## Creating a new book

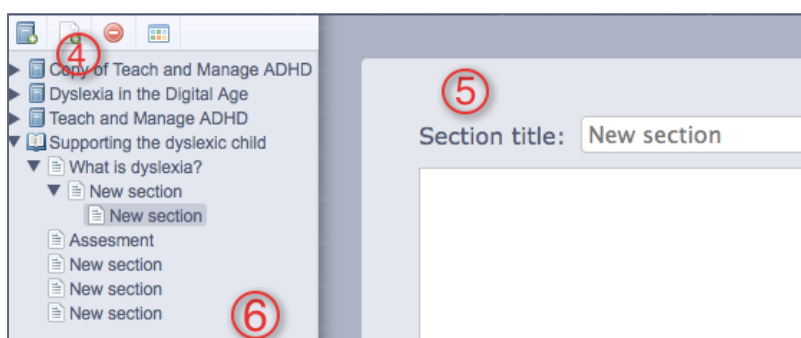
You can create a new book by clicking on the 'New Book' button (1). This will automatically open an information sheet for the new book.

After filling in the Author, Title and Subtitle (optional) fields in the information sheet (2) the book will be listed amongst your own books (3).



A book consists of sections (chapters) and sub-sections. These can be created by clicking on the 'Create Section' button. (4) A book can have chapters, chapters can have a sub-chapters, sub-chapters can have sub-sub-chapters, etc. When you add a new section, first you highlight the section under which you wish to arrange your new sub-section, then click on the 'Create New Section' button.

When creating a new section, an information sheet will ask you to give a title to it. (5) The chapters and sub-chapters of your book will be arranged in a tree structure on the left hand side. (6)



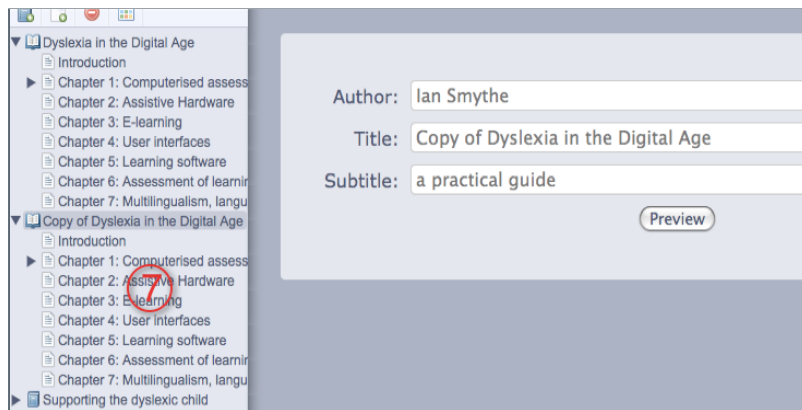
## Re-arrangement of sections

You can re-arrange the order of your already existing book chapters or sub-chapters easily. You can move any chapters / subchapters within a book. You simply drag and drop chapters wherever you'd like to put them in the tree-structure on the left hand side. (7)

## Cloning (copy) books

You can create a 'clone' to an already existing book by selecting it then pushing Alt button and drag the book at the end of your books list. This clone will be called named 'Copy of .....book' until you rename it. This clone will be identical to its original and can be altered (e.g. translated) as you wish.

Cloning (copy) sections is also possible, if you want to put a chapter from an already existing book to another book. The method is the same: select chapter + Alt + drag and drop to where you'd like to appear.

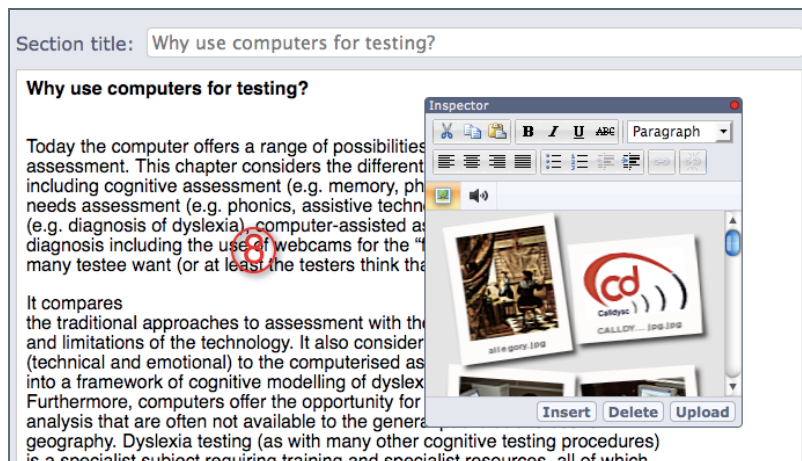


## Saving changes

There is no 'Save' button, all changes are automatically saved when you finish editing a section and click on the next one.

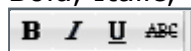
## Formatting text

The e-book editor enables you to format the text as you would do in a word document. You can either type or copy paste text into the text area (8).



Click on the 'Inspector' button and the formatting palette will appear and offer you options.

**B**, *I*, U, ~~ABC~~



Cut, Copy, Paste

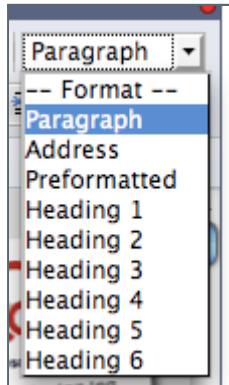


(When copying from other documents please use this 'Copy

Text alignment, Bulletpoints and numbering

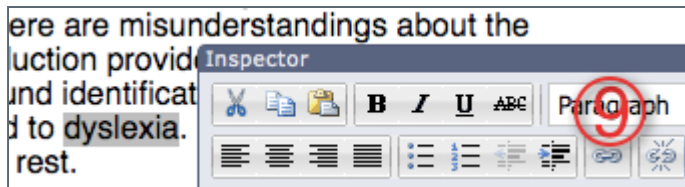


## Using styles

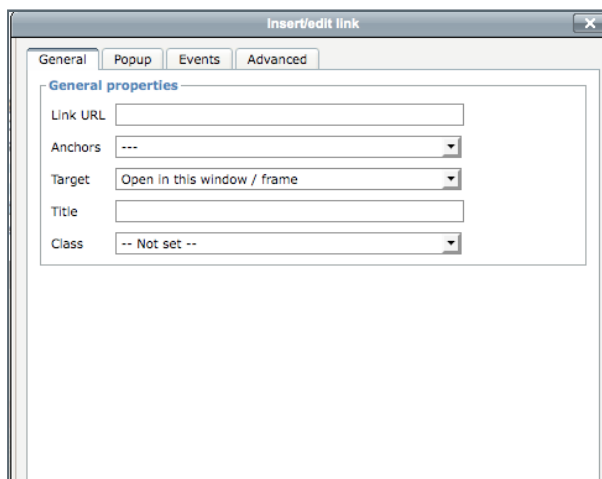


## Adding hypertext links

You can add place hypertext links to into the body of your text by highlighting a certain part (here e.g. dyslexia ) and click on the 'Link' button (9).

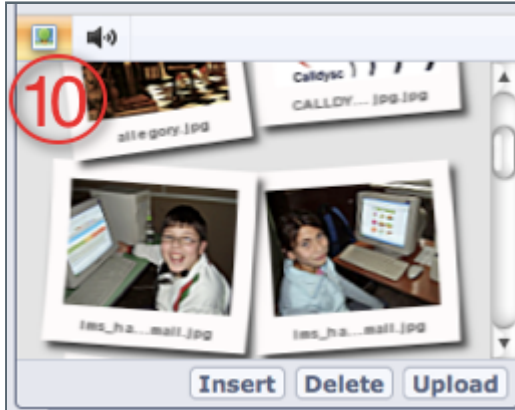


A pop up window will appear and ask you to give the URL for the link.

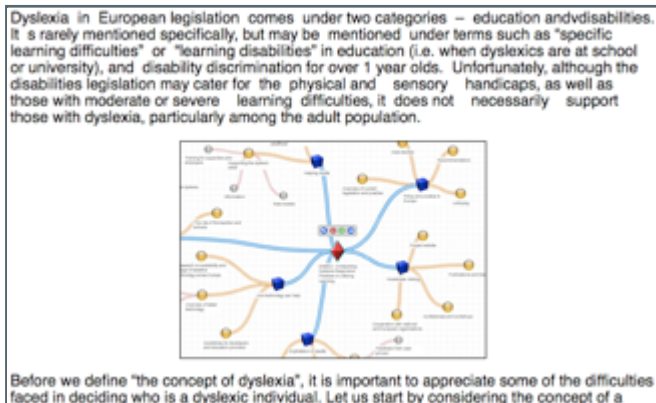


## Adding picture

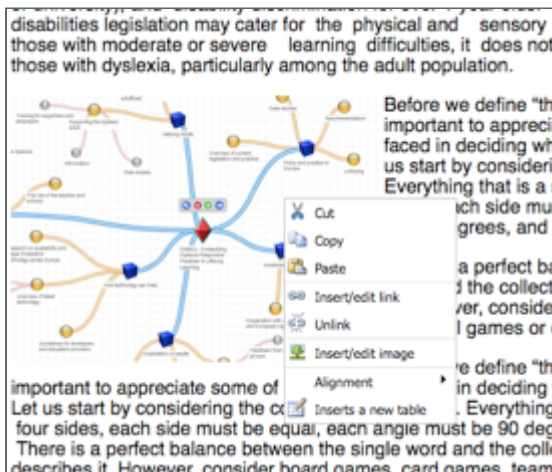
Pictures can be added to the text by clicking on the 'Add picture' button (10).



The picture will appear in the text.



The text can be arranged around the picture in different manners by right clicking on the picture and choosing 'Aligment'



Sound files (mp3) can be added to the text as well in the same manner as pictures. Click on the 'Add sound' button and add previously recorded mp3 file to the corresponding paragraph.

