Book Builder Training Materials

Using Book Builder

Updated 05/09

Prepared by WDI, Inc.

Welcome to IBM's Reading Companion Book Builder. This is a brief guide to creating original content in the form of an "e-book" that will be used by all schools and nonprofit organizations currently participating in the IBM Reading Companion grant program. Reading Companion uses voice recognition technology over the Web to help children and adults learn how to read.

What's new about this version of Book Builder?

This version of Book Builder incorporates feedback from you, the Reading Companion grant sites, and presents this tool in a web-based, easy-to-use format. Here are some additional highlights:

- Book Builder is now completely integrated into the Reading Companion web site (www.readingcompanion.org). There is no Book Builder software to download!

- Authors are now able to access freely available graphics from Flickr (or from their own files) and manipulate the size of the graphics within the Book Builder pages.

- Words and phrases are automatically listed on the right side of the book builder screen as the book is being created.

- E-book drafts are stored on the web site, not on an individual's computer for easier access.

- The "Create PDF" button allows you to print a copy of your book.

- The "Preview" button allows you to review your draft from a student perspective. This is a great way to double-check everything within your draft.

- Additional formatting options allow you to change the font, size, and style of the text within your e-book.

As an e-book author, you will need to write original text, find or create pictures to illustrate the e-book, create an e-book cover, and record the text and phrases found in your new e-book.

The following pages include complete instructions on how to create an e-book, submit a draft for review, record the text and prepare your e-book for publishing to the web site.

Those e-books selected for posting will be available for review by any student, school, or not-for-profit organization participating in the IBM Reading Companion grant program for the length of the grant program. IBM will use the e-books solely as part of this grant program and will not make the e-books commercially available at any time.

Accessing Book Builder

Go to the Reading Companion web site, and access Book Builder. A blank e-book "draft" is ready for you to use, starting with the Cover.

When you access the software you will need to accept the end user agreement which certifies that your content is original, that you are using original or freely available clip art to illustrate your e-book, and that you understand that IBM owns all rights, including copyrights, in the e-books submitted to IBM.

Creating a Cover

You will need to create a Cover for your book. This cover will be displayed on the "bookshelf" and will be the first piece of your book seen by other students as they are clicking through the library. You will see a preview of the book cover change as you change the items on the *Cover* tab. The **Book Title** is the full title of the book. The **Book Category** includes a drop-menu of collections to choose from. The **Book Keywords** will allow users to search for related books and topics. This information is displayed in the Manage Books section of Reading Companion.

You can choose a background color, add a graphic, and record the Book Jacket Summary from this Cover screen.
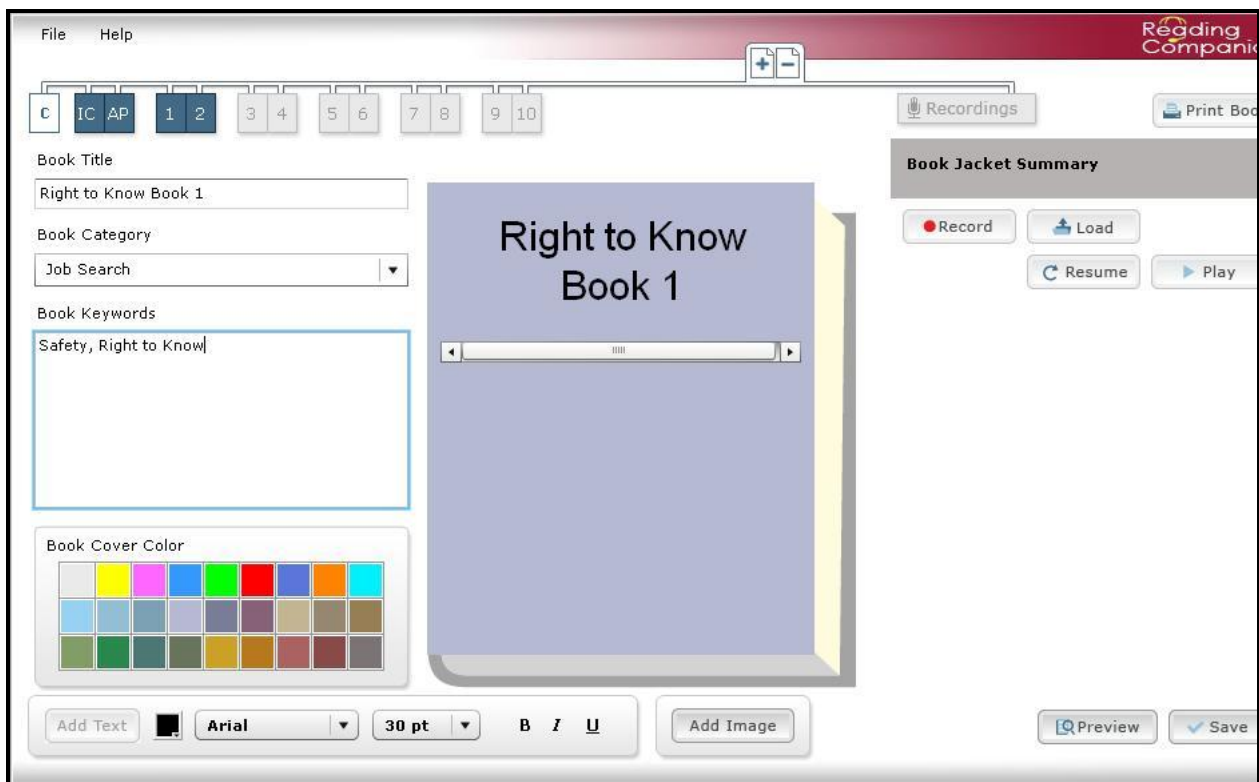
Inside Cover/Author Page

The very first page of every book is the Inside Cover/Author Page (IC/AP), which is displayed when the user first opens the book. Placeholders for the book title and author are shown on the left side (the Inside Cover). A placeholder for a graphic is shown on the right side (the Author Page).

To add your own book title and name to the placeholders, click in the text box, then type the new text. This works for every text box you create in the book.

Please note that if children are creating e-books, only their first names should be listed, along with their school and the country where the book was created. If the school prefers to only use the name of the school and country, this is also acceptable.
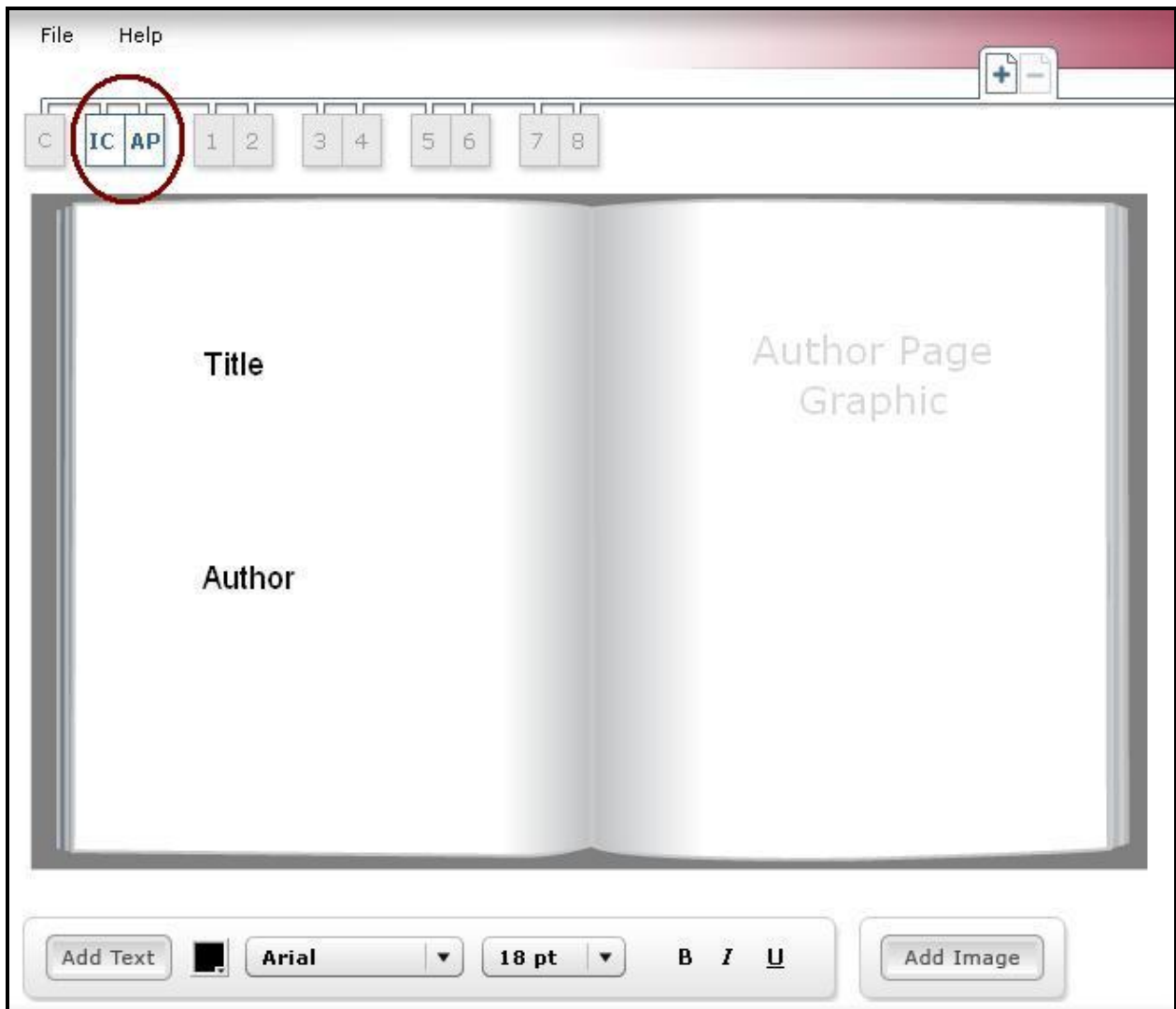

Once the book title, author's name, the date, or other identifying information and a graphic have been added to the Title page, you can click on the 1/2 button found across the top of the Book Builder window to move to the first set of content pages. Each e-book draft includes four page sets, as noted in the top left corner of the window.
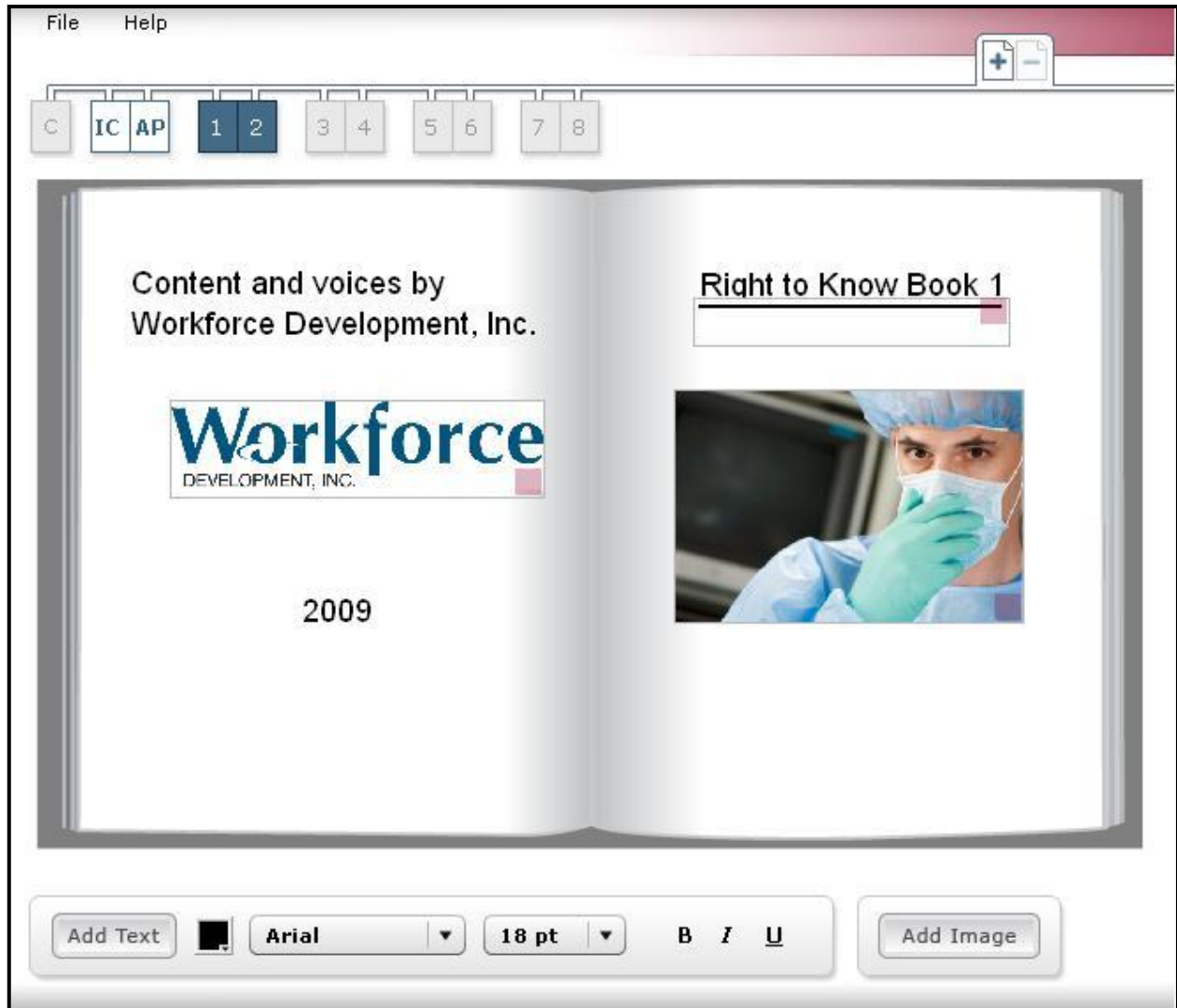
Save

You can save your work at any time. Save your working file using the File-Save command, or the Save button in the lower left corner. Unfinished books are saved in a draft form using the Book Title from the Cover page. If you are using a book title that is already in use, you will be prompted to change the book title.
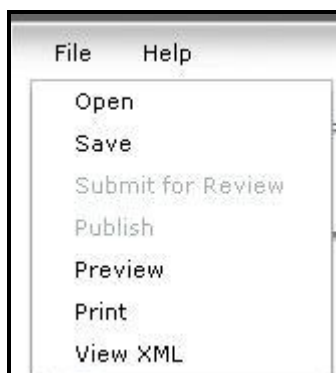
If you need to exit Book Builder and come back later, you can open your draft by using the File-Open menu command. Book titles are listed in alphabetical order.

Page Tabs

The **Page** tabs are used to move between the pages.
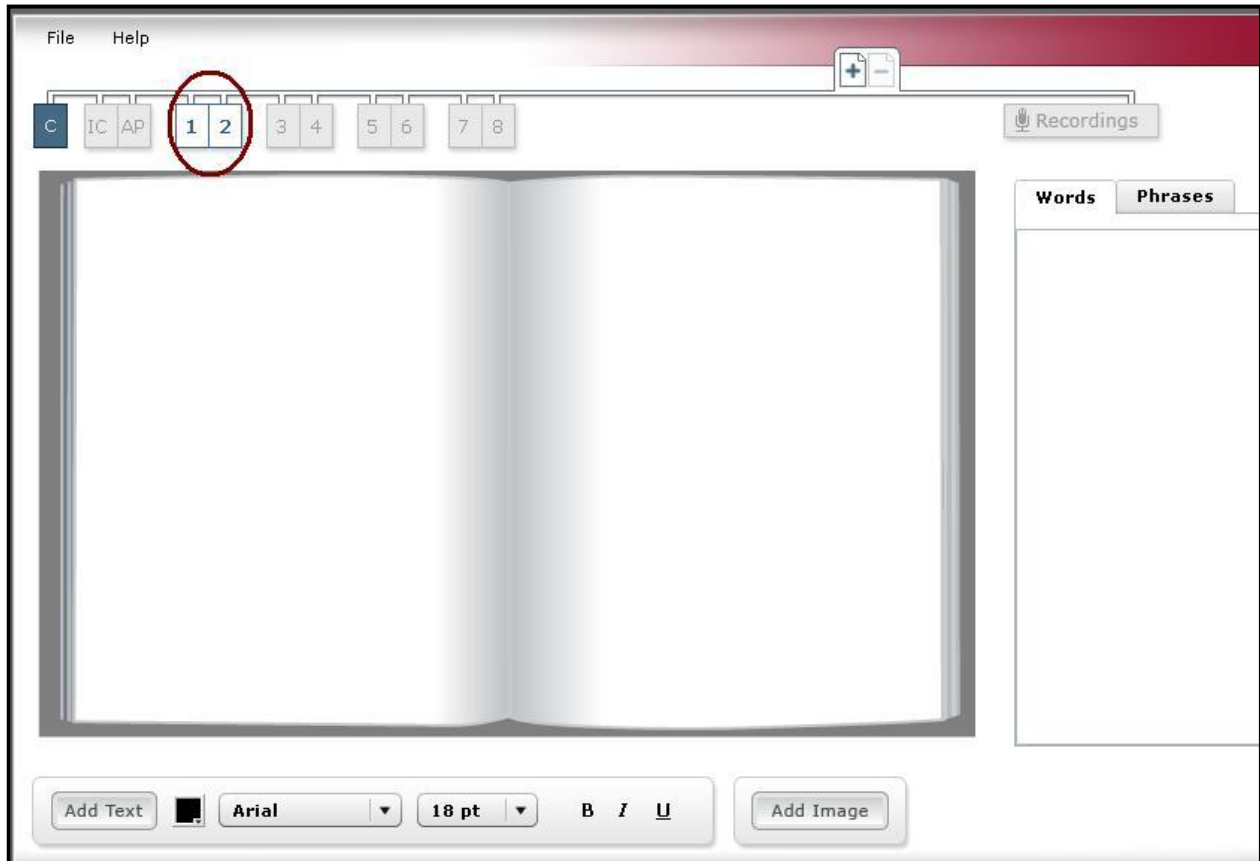
NOTE: The e-books must contain at least 5 pages – one Inside Cover/Author Page and four content pages. Each content page must have at least one graphic and one text box. Text boxes may contain as little as one word, or as much text as will fit on the page.

Every page has fixed margins. Book Builder will not let text or images be placed outside of the allowed margins. This allows the Reading Companion "tutor" (the Panda bear or stick figure) enough room to "walk" around the page without obscuring words that are being read.
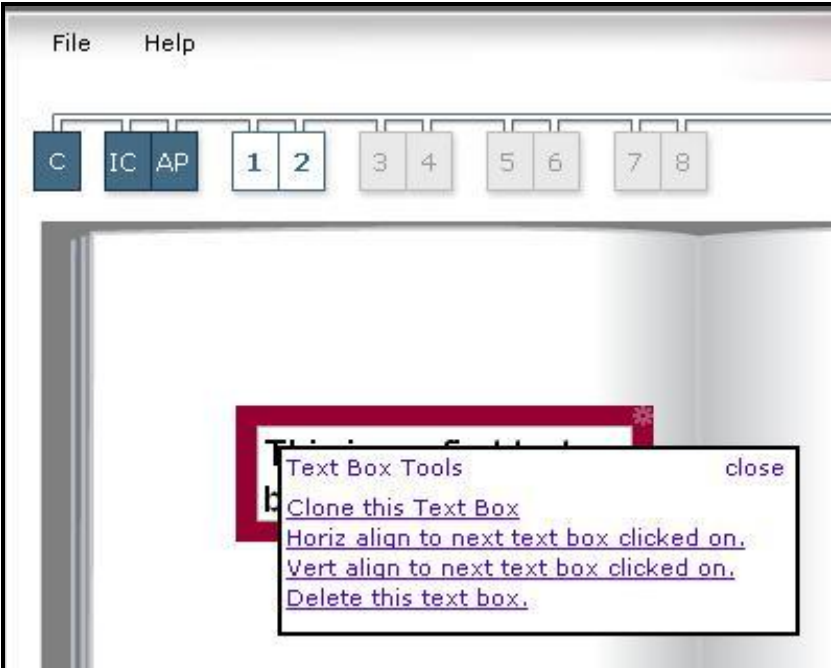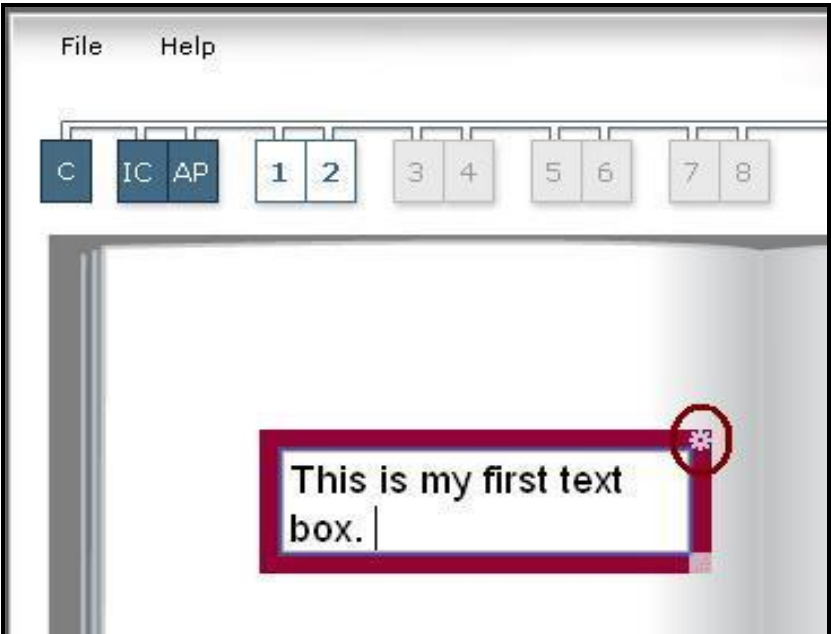
Text Boxes

To add a text box to the page, press the "Add Text" button at the bottom of the page tab. A text box with a blinking cursor will appear on the left page, on top of any other text that may already be there. Use your mouse to click-and-drag the new text box to a different location on either the right or left page.
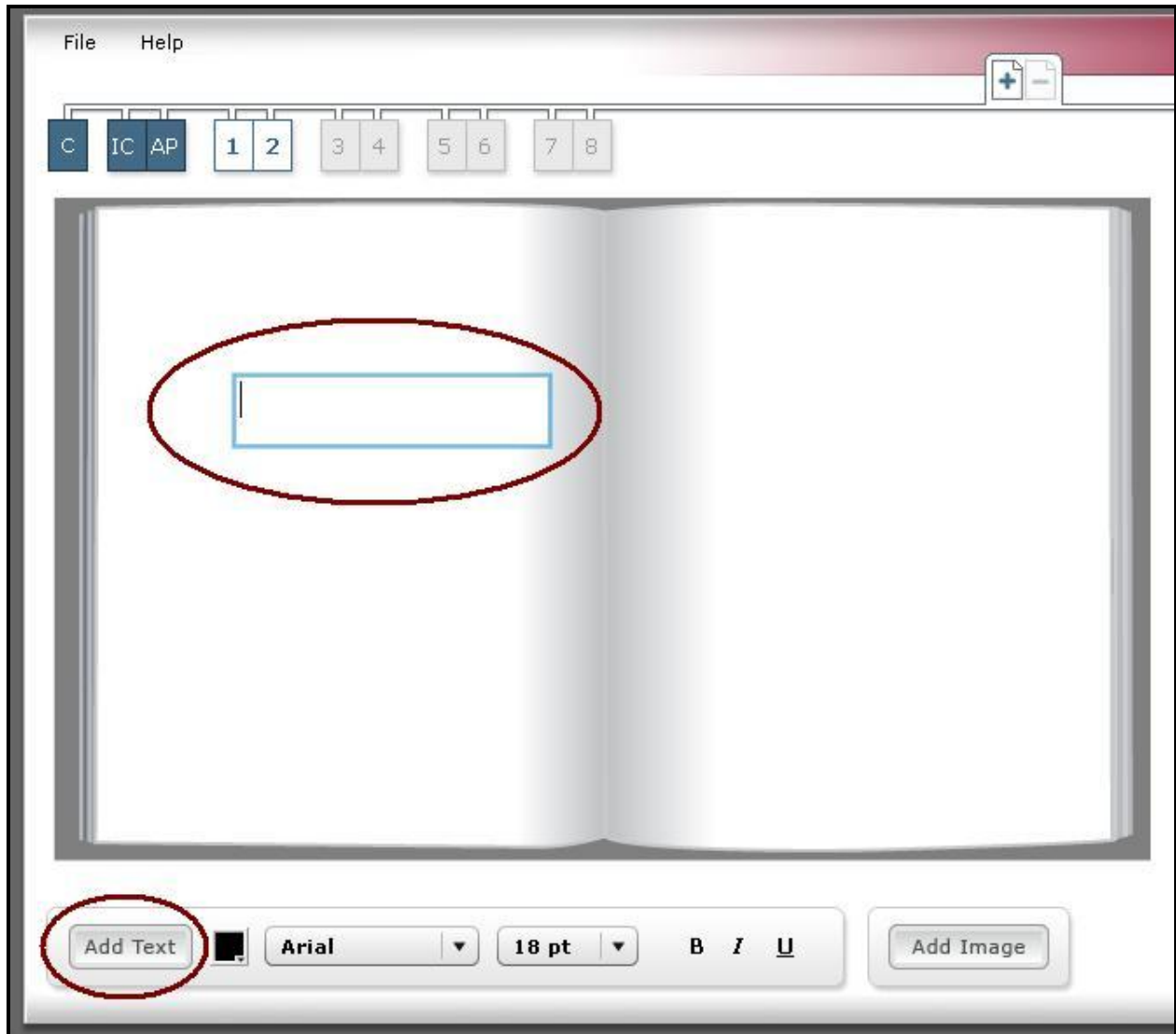
Text boxes will automatically grow vertically as you type more text. Text will automatically wrap to fit the default horizontal width of the text box. You can make text boxes wider or narrower by clicking and dragging the size box in the lower right corner of the text box. Once you have made a text box wider, you can change the layout of the text by clicking into the text box and using the Enter key to create separate lines of text or blank lines between sentences. **Please note: Using multiple text boxes instead of one text box for larger sections of text will allow you to make changes later without having to re-record the text.**

Text boxes may be moved to the right or left side of the book page by dragging the text box. Text boxes cannot span the center of the book. Text boxes can only be moved within the margins of each page.

As you can see from the many e-books currently available, text boxes may contain as little as one word or as much text as will fit on a page. You may find it easier to use one text box for all of the text on a page rather than insert, move and resize multiple text boxes. **To delete a text box you no longer need, click the Text Editor Options icon in the upper right corner of a text box and select "Delete this text box." (See the following two graphics for an example.)**

Text Features

Reading Companion no longer requires that all of the book text be in the same font. To change the *font* of the text in a text box, select the text, then click the down arrow on the right of the Font Box and choose a different font. The text in that box will redisplay in the newly selected font.

To change the *size* of the text in a text box, select the text, then click the down arrow on the right of the Size Box and choose a text size. The text in that box will redisplay in the newly selected font. Note that you may need to resize the text boxes if you change either the font or the size. **Please note:** It is helpful for readers if a consistent font and text size is used within each book.

To apply **Bold,** *Italics,* or <u>Underlining</u> to your text, select the text, then click on any of the three icons.


TIP: Don't forget to save your work frequently!

Images

Images **must** be imported in JPEG format. Any drawing or painting program may be used to create, adjust, and resize images prior to importing them into Book Builder. In considering graphic illustrations, keep in mind that no web images of popular cartoon characters or any other copyrighted stories, characters, or other materials can/will be accepted. Free clip art websites are listed in the Book Builder Guidelines document.

Additionally, if children have created original artwork that will be scanned and included in the book, schools should make sure that parents are aware of the writing project and give written permission for their children to participate.

To add an image to the page, click the "Add Image" button at the bottom of the page tab. A new dialog box will open. It includes two tabs: *Browse Computer* and *Search Internet*. Click on either tab to search for graphics. Click *Browse* to search a directory and locate the image you want. Open the image and then click *Upload*. The dialog box will close automatically, returning you to the book page.
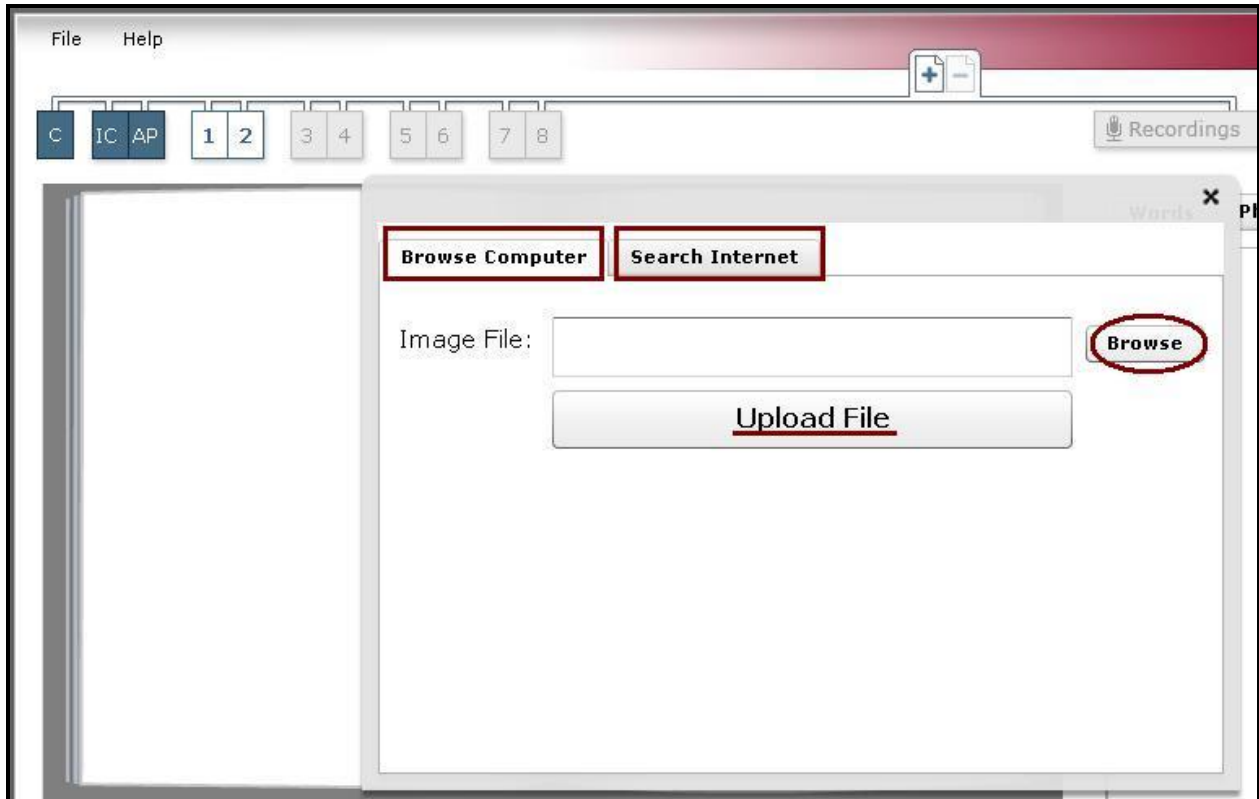
Images are controlled just like text boxes. You can **resize** an image by clicking and dragging the size box in the lower right corner of the text box. You can **move** an image by using the mouse to drag the image to any location on the page within the margins. Images may span the centerfold of the book, but may not be placed in the margins. Images may appear behind text. If you add an image and then don't see it, move the text boxes (temporarily) to reveal the image you just imported. Move the image to its desired location, and then return the text boxes to their original location.

Adding/Deleting Pages

Reading Companion requires a minimum of one title page and four content pages. Each page must have at least one image and one text box. You may complete the pages in any order; simply click on a numbered page set across the top of the screen to move to that page.

To add or delete a page set, you can use the + and – buttons across the top of the screen.

The "+" symbol adds a page set following the last page.

The "-" symbol deletes the **active** page. Please note: you will not be allowed to delete any pages unless you will have four page sets remaining. Book Builder will prompt you to make sure you want to delete the page, but once you click "Yes" the page is gone for good. This feature is especially helpful as authors may frequently have new ideas for the content of the e-book pages or the order of those pages.

The order of pages cannot be changed automatically. (For example, you cannot move Page 1 to become Page 3.) Images from an existing page must be deleted and re-imported onto the new page.

Create PDF

The Create PDF button in the upper right corner of the Book Builder screen allows you to print a pdf copy of your entire book.
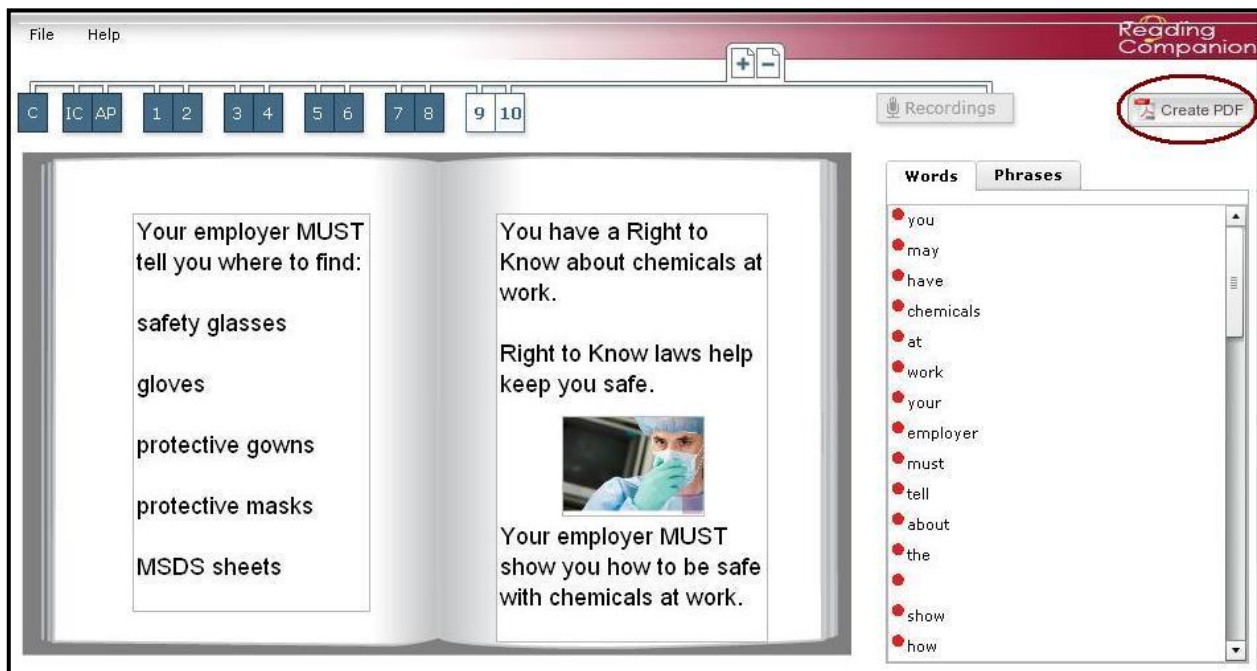
When you click the Create PDF button, the book draft automatically converts into a pdf file. A new window will open (see below). Click Open.
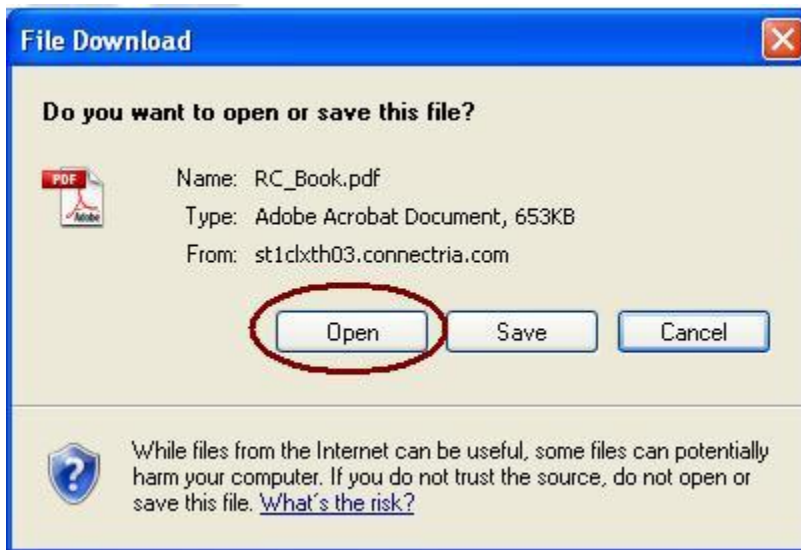
Your book will be displayed as a pdf file using Adobe Reader. Use File, Print to print a copy of your book.
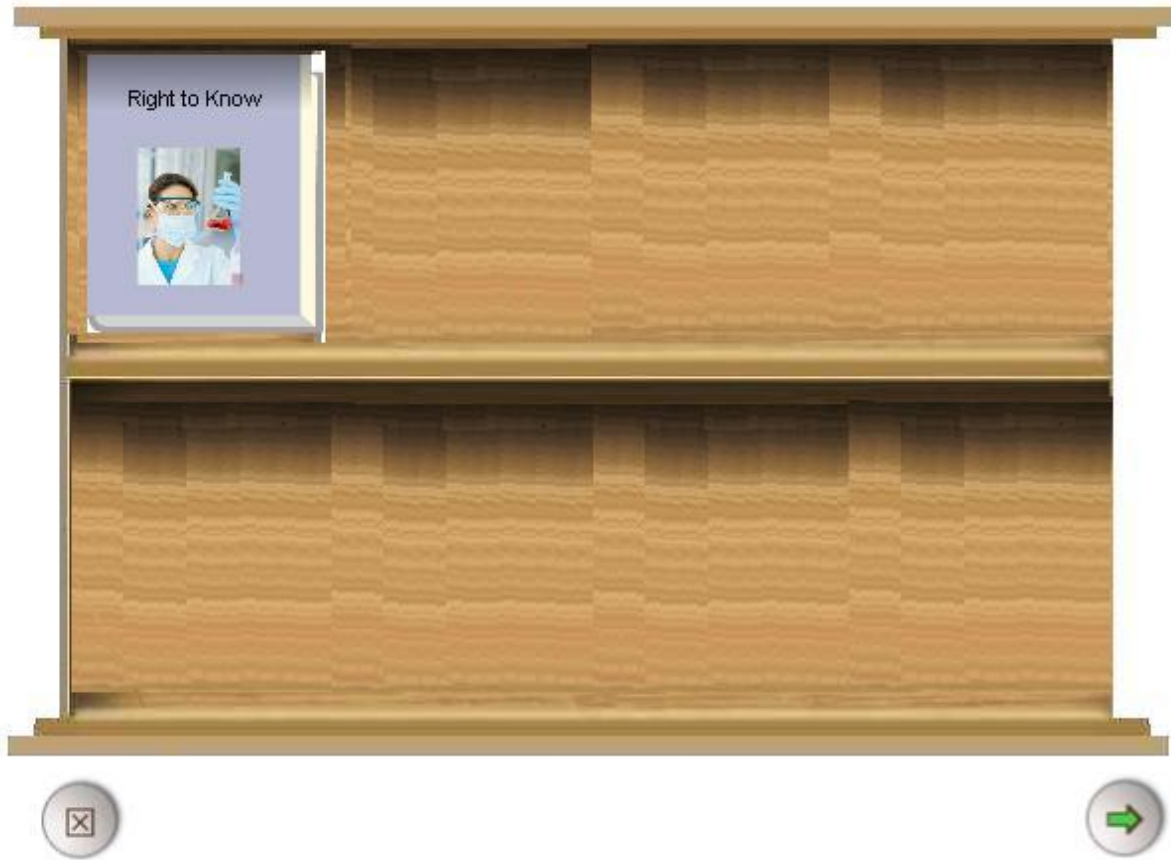
Preview Book

The Preview button allows you to see your book within the virtual library and review the book from a student perspective. You may want to use the Preview button to check the placement of both the text and graphics before submitting your draft for review. The preview screen provides you with a great opportunity to double-check everything within your book.

A new window will open, displaying all of the books you have created on a bookshelf. Click the cover of the book you wish to preview. You will be able to navigate through the pages using the green and red arrows. If you have recorded all of the text, you will also be able to hear the recordings during this preview.

Use the X in the lower left corner to close the preview and return to the Book Builder.

Please note: if you make changes to your book following a preview, be sure to SAVE those changes before clicking the Preview button again.

Once the cover has been created and all of the text and graphics are in place, you will click the Save button in the bottom right corner of the Book Builder window (or use File, Save).

You will receive a message stating that the data has been saved, along with a reminder to submit your draft for review.
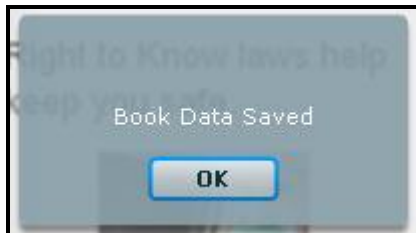
You must submit the draft for review and approval by clicking File, Submit for Review.
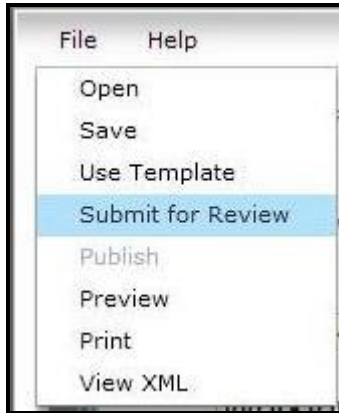
Review Process

E-book drafts are reviewed by a committee to determine whether the content is acceptable for use in Reading Companion. IBM does not guarantee that e-books submitted will be posted in the Reading Companion Web site. Following approval of the e-book content and graphics, you will receive an email letting you know that you can proceed with the recording and complete the e-book.

After you have written the e-book, added the graphics and created a cover, you must submit the book for review and approval by clicking File, Submit Draft for Review. The e-books will be reviewed by a Reading Companion committee that will determine whether the content is acceptable for use in Reading Companion.

Once your draft is approved, you will receive an email advising you to add the audio of the words and phrases contained in the e-book. When that process is complete, you can preview the completed e-book and submit it for final review and publishing.

The review process is intended to confirm that all the pieces are in place – like placement of graphics, good quality text recordings, etc. – before the e-books can be posted on the readingcompanion.org web site. Only e-books that have been approved and reviewed by the Reading Companion review committee will be posted on the web site for use by all participating Reading Companion grant sites.

Before submitting your e-book for review be sure to send the signed ORIGINAL Organization Release Form by mail to Doris Gonzalez, IBM Corporate Community Relations, 1 New Orchard Road, Armonk, NY 10504.

All of the words, phrases, companion phrases and any overviews contained in the e-book can be recorded by following the directions below.

Recording

The first time an e-book is created, there are many things to record. They include:

- Words (individual words found in the e-book)

- Phrases (combination of words in the e-book)

- Companion Phrases (these are the phrases that the "companion" speaks to the student, such as "You sound great!" or "Would you like to try that word again?")

- Book Jacket Summary (description that explains what the e-book is about)

14

You can access the list of items to record by clicking the Recording button across the top of the Book Builder window. To switch between each list of required recordings, click on a different tab.
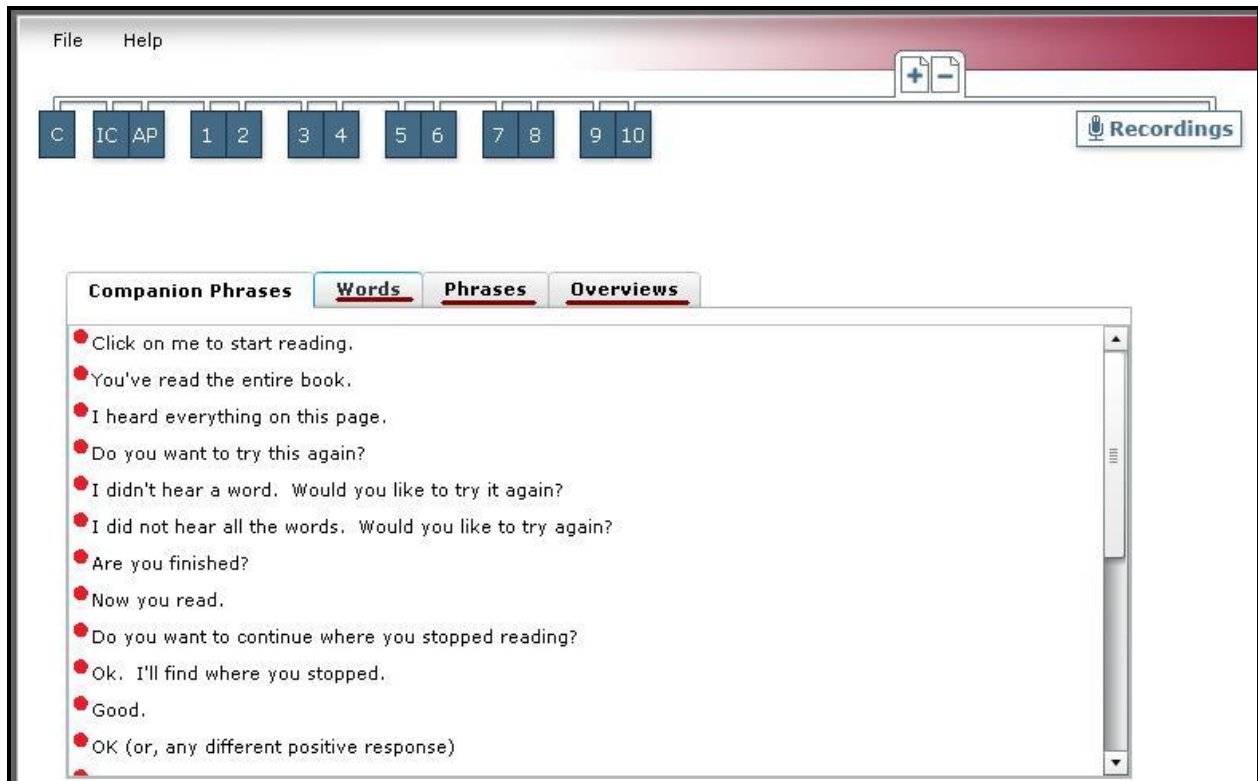
Every word is recorded individually. These individual recordings are used for the Repeat a Word command, or when the student is asked by the Tutor to repeat an individual word.

Phrases are the pieces of text that the Tutor models and asks students to read. By default, all of the text in one text box is considered a Phrase. Every Phrase is recorded completely, and then without the last two words. We recommend breaking long phrases into shorter (four or five word) phrases by using a right-click where you want the phrase to end, then click *Split Phrase.* You will see a vertical line indicating where the phrases have been split.
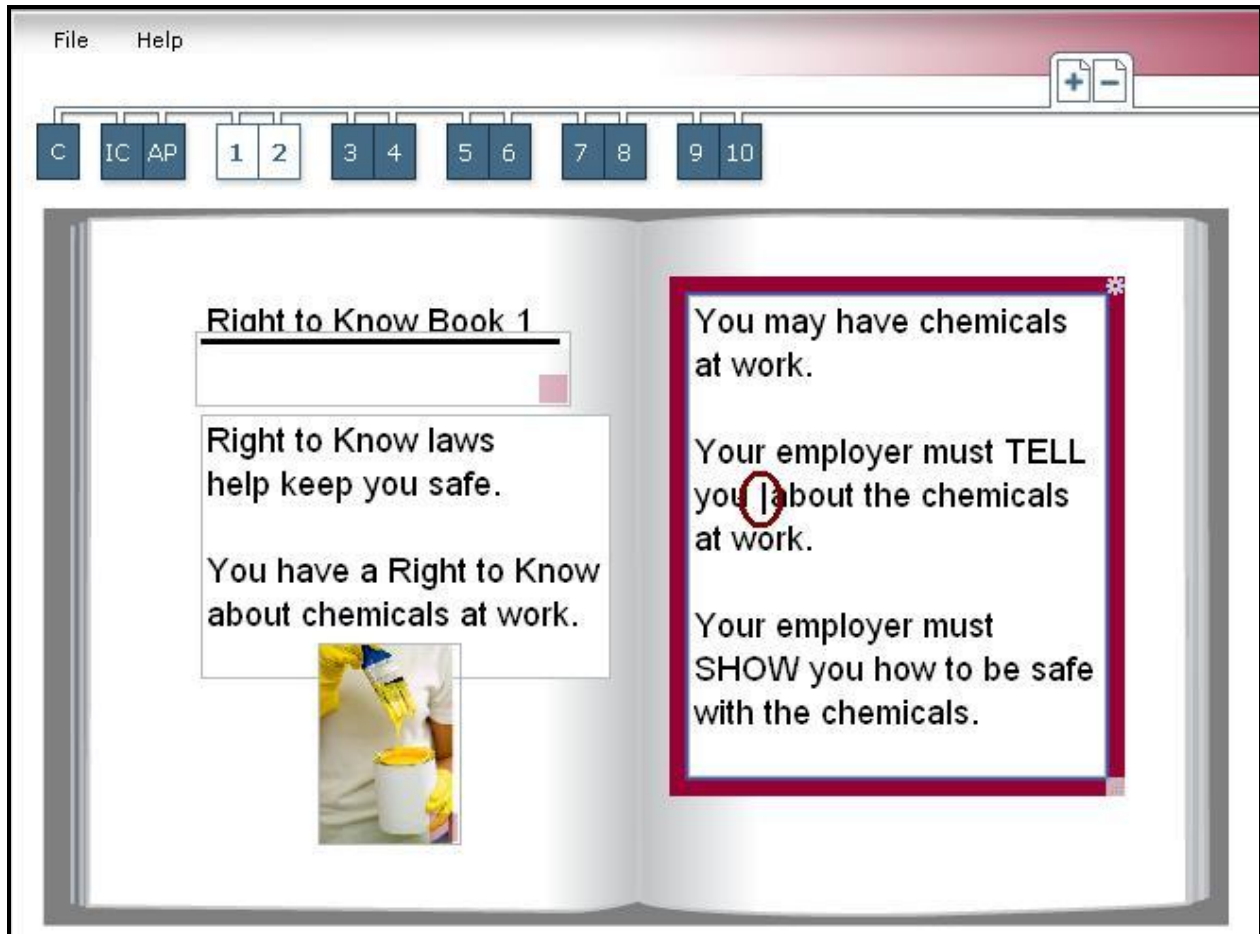
To change where a phrase has been split, select and right-click on the vertical line and choose Delete. Separate the phrase in a new location.

Companion Phrases are the phrases spoken by the Tutor. Once you record all of the Companion Phrases, they can be imported into any other books you create by using the *Get Recordings* button on the Recording tab.

IMPORTANT: Before recording, be sure that your headset/microphone is plugged in and working properly. Also, please try to record the text using an animated tone of voice.

1. Using the tabs, select which category you are going to record: Words, Phrases, Companion Phrases or the Book Jacket Summary. Then click on the first item on the list. A recording window opens.
2. Next, press the Record button.
3. Say the word(s) slowly and clearly.
4. Press the Stop button.
5. Press the Play button to listen to what you just recorded.
6. Listen carefully for breath sounds, background noise or mouse clicks at the beginning and end of the recording. You may find it helpful to allow a second or two of silence before you start speaking, and again after you have finished speaking before you click the STOP button. If you don't like the way it sounds, try again.

When you like the sound of what you have recorded, press the Save button. A blue icon will display before the item you just recorded, indicating that it was recorded and saved

successfully. The next item on the list will be selected. Repeat the above steps until you are finished with all of the items on the list, then go to the next list.

Please note: any time you add text or change phrases on a page after you have finished the initial recording, you will need to be sure that the new words/phrases for the e-book are recorded.
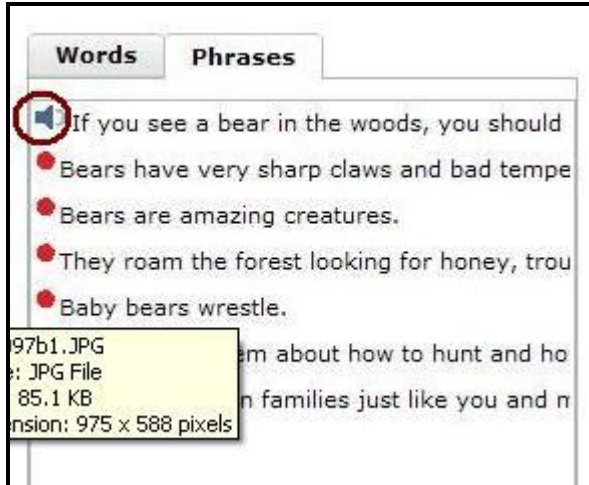

Submit the Book

Once you have completed the cover and all of the recordings, please double-check to be sure that all required components have been completed. If all of the items have been completed, you are now ready to submit your book for a final review and publishing! After saving your work, you should see a message that will prompt you to publish your book.
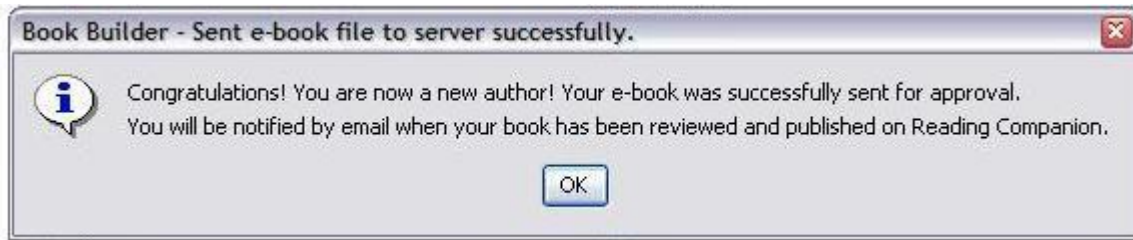
Before submitting your book for publishing, it is recommended that you preview your e-book.

After you have previewed and checked the book, click File, Publish to submit your book for a secondary review.
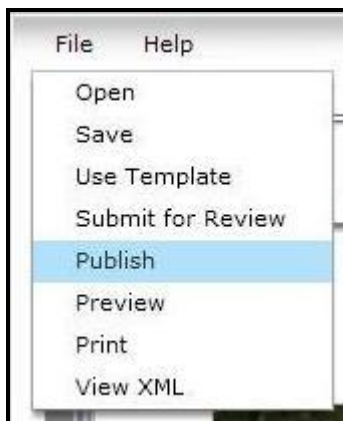
The review team will confirm that all the pieces are in place – like placement of graphics, good audio of the text recordings, etc. – and will post it on the readingcompanion.org web site. Only e-books that have been approved and reviewed by the Reading Companion review committee will be posted on the web site for use by all participating Reading Companion grant sites.

You will receive an email message letting you know that your e-book has been successfully submitted for final review and publishing.

Book Builder - Sent e-book file to server successfully.

Congratulations! You are now a new author! Your e-book was successfully sent for approval.
You will be notified by email when your book has been reviewed and published on Reading Companion.

OK

You will be notified by email when the review process has been completed and your e-book has been published on Reading Companion.