

# Book

The Moodle Book tool allows you to create multi-page resources in a sequential, easy-to-navigate and printable format. Books have a Table of Contents on the left hand side indexing any number of web pages (known as 'chapters') and sub pages ('sub-chapters'). Students can use the Table of Contents to jump to a page or click sequentially with the arrow buttons. Pages can contain links, images, or even embedded YouTube videos.

- **Adding a book**
- **Adding a new chapter**
- **Viewing & Printing a Book**
- **Editing Settings**
- **Importing chapters**

## Adding a Book

- **Turn editing on.**

- Open the relevant section. Click **Add an activity or resource** choose **Book** from the Resources list and click **Add**.


- Enter a **Name** (this will also be the link name to your book) and **Description**. You can tick the check box if you want the **Description** to appear on the main Moodle course page.

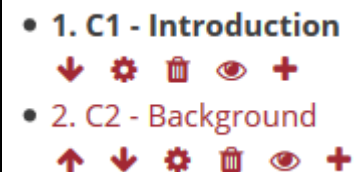











The screenshot shows the Moodle interface for adding a new book. The title is "Adding a new Book to Section 10" with an "Expand all" link. Under the "General" section, there is a "Name" field with a red error icon and the placeholder text "Name of the book". Below it is a "Description" field with a rich text editor toolbar and the placeholder text "Description of my book". A checkbox labeled "Display description on module page" is checked. Under the "Appearance" section, there is a "Chapter formatting" dropdown menu with options: "None", "Numbers" (selected), "Bullets", and "Indented". There is also a "Style of navigation" dropdown menu with the option "Images". At the bottom, there is a checkbox for "Custom titles" which is unchecked.

- Note the options for **Chapter formatting**, though this can also be left as **No**. **Custom Titles** allow you to have a different page header and index entry (chapter title).

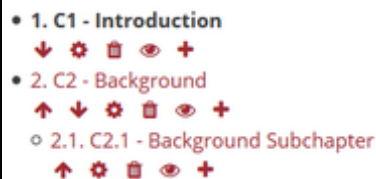
















- Click **Save and display**.

## Adding a new chapter

- If you have clicked **Save and display** you will be directed to add your first chapter.
- Enter a **Chapter Title and Content** using the text editor. You can include images and multimedia in the same way you would in a label in Moodle. Please see the guide at the bottom of the page for more information about the Text Editor Toolbar.
- Click **Save changes**
- To add 'chapters' (i.e. extra web pages) to your book, click on the plus sign  underneath any existing chapters to add a new chapter below it (if you can't see any icons next to your existing chapters, make sure editing is turned on at the top-right of the page).

- 
- **1. C1 - Introduction**  
    
  - **2. C2 - Background**  
     

- A check box gives you the option to display this new chapter as an indented **Subchapter**.

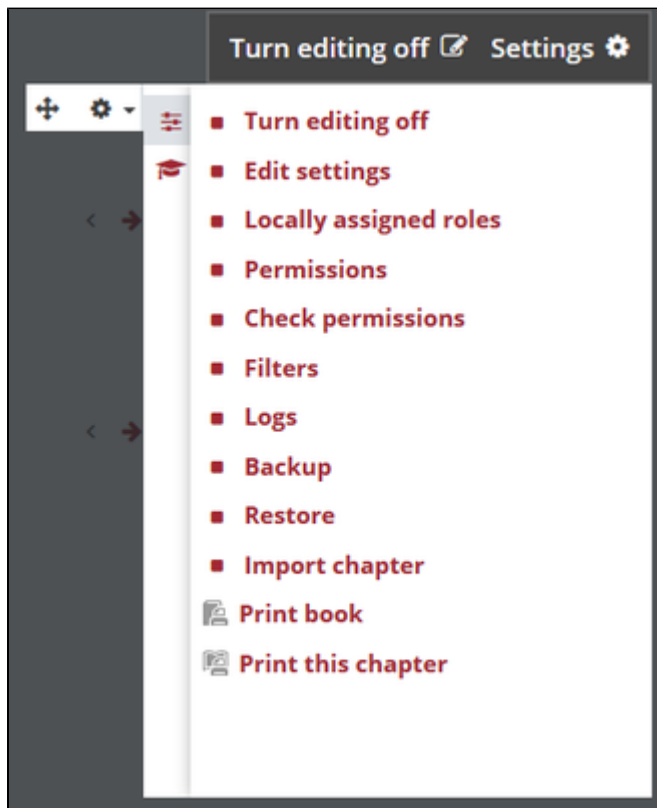
- 
- **1. C1 - Introduction**  
    
  - **2. C2 - Background**  
     
  - **2.1. C2.1 - Background Subchapter**  
    

Note 1: You cannot set the first chapter as a subchapter.


Note 2: Subchapters cannot have their own subchapters.

## Viewing and Printing a Book


- In the Book itself, chapters and subchapters can be navigated easily by clicking on the chapter name in the **Table of contents** at the bottom of the page
- Students can also move through the book using the arrows located to the right of the content area.
- Users can click **Settings** on the top-right of the page and choose **Print book** to view a print-friendly version of the whole book or print a specific chapter by clicking on it in the **Table of contents** and then looking in **Settings** menu for the **Print this chapter** option.



## Editing Settings

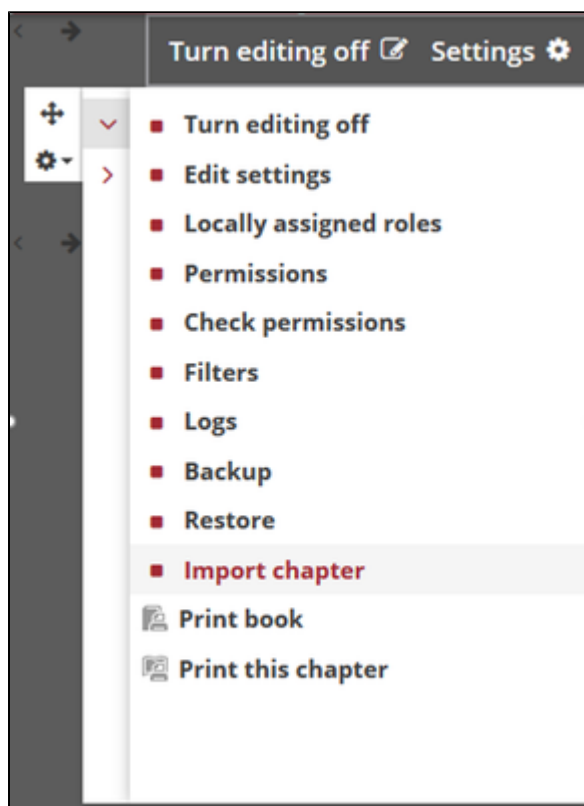
- You can quickly change the name of the Book by clicking on the small pencil icon  next to the Book name on your module page.
- To change more settings and add chapters etc, click on the title itself.
- When reviewing your book, make sure you **Turn editing on** so that you can get a full view of which chapters are hidden. Hidden chapters display to lecturers and course officers when editing is off.
- You can edit individual chapters using the icons next to each chapter when viewing the Book.

- The arrow icons under the chapter title can be used to change the order of the pages
- The cog icon will let you edit the content and the title of chapter.

- To delete a chapter click the delete icon  under the chapter.
- You can choose to **Hide** a chapter from students by clicking the eye icon. This will grey out the chapter and remove it from the numbering but you can always click the eye again to reveal it.

## Importing chapters

- You can also import web (HTML) files directly into your book. To do this, you'll need to gather the HTML files you want to add into one folder on your computer, then 'Zip' up the entire folder.
- If you want any page/s to import as a **Subchapter** automatically, you'll need to label those files - adding "**\_sub**" to the end of HTML file or folder names- before you zip them or import them into Moodle.
- Now, in your Moodle course, click on the name of the book you want to add chapters to. While viewing the Book, click the **Settings** menu and select **Import Chapter**.



- In the Import screen, you can either click **Choose a file...** and find your zip folder on your computer, or drag and drop it directly into the file area.
- For **Type**, leave **Each HTML file represents one chapter**, unless you have chosen to structure your zip folder differently.

## Name of the book

▼ **Import chapter**

Type

Zip file  Maximum size for new files: 500MB  
pages for book.zip

There are required fields in this form marked **i** .

- Click **Import**. Note that chapters are imported and sorted alphabetically using file name.

### Additional Resources:

1. Groups and groupings
2. Restrict access
3. Text Editor