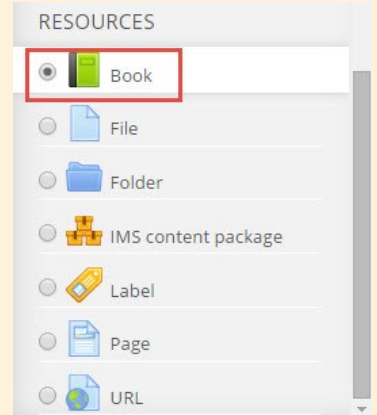


1. Turn editing on. From the **Add an activity or resource** link, choose **Book**.

+ Add an activity or resource



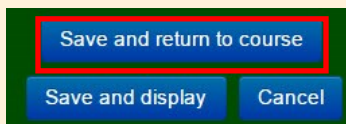
2. In the **Adding a new Book** screen that follows, give your book a name and a description.

A screenshot of the 'General' tab in the 'Adding a new Book' screen. It features a 'Name\*' text input field and a 'Description' text area with a rich text editor toolbar above it. The toolbar includes icons for text color, bold, italic, bulleted list, numbered list, link, unlink, image, table, and print.

3. Choose the style of chapter format you want: Numbers, bullets, or indented. Also choose your style of navigation: Images, text, or table of content only.

A screenshot of the 'Appearance' tab in the 'Adding a new Book' screen. It shows three settings: 'Chapter formatting' with a dropdown menu set to 'Indented', 'Style of navigation' with a dropdown menu set to 'TOC Only', and 'Custom titles' with an unchecked checkbox.

4. Click on **Save and return to course** at the bottom of the screen.






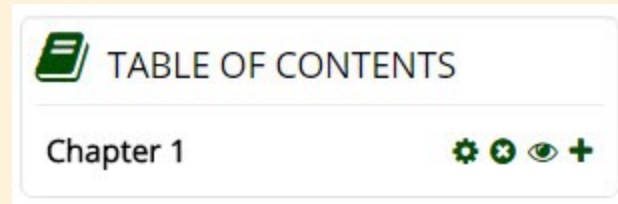
5. Back on the homepage, click on the book you just created. Name the first chapter of your book and add the content via the text editor.

A screenshot of the 'Add new chapter' screen. It has a 'Chapter title\*' text input field, a 'Subchapter' checkbox with a note '(Only available once the first chapter has been created)', and a 'Content\*' text area with a rich text editor toolbar.

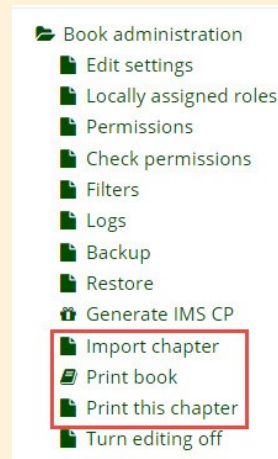
6. Save your first chapter.



7. In the Table of Contents, you may add another chapter , edit the chapter , or hide the chapter from student view .



8. In the **Book Administration** panel, you may import chapters, print the entire book, or print the current chapter being viewed.



9. Click on **Save and return to course** at the bottom of the screen.

