USING PRESSBOOKS PUBLIC ON BIBLIOBOARD
Tips and Tricks

THE BASICS

Pressbooks Standard Book Structure

Front Matter

Can include elements such as a preface, dedication, foreword, abstract, etc.

Main Body

The bulk content of your book, typically organized into chapters

Back Matter

Can include elements such as an index, epilogue, bibliography, etc.

Components Pressbooks Automatically Includes in your Book

- Title page (and in PDF, Half-title page)
- Copyright page
- Table of contents (optional in PDF, required in EPUB/MOBI)
- Chapter numbers
- Page numbers (in PDF)
- Running headers/footers (in PDF, depending on theme)

Pressbooks offers a selection of over 20 themes to apply to your book. Themes can style your book to relate to different genres, audiences or aesthetic preferences.

- You can browse through all themes to find the one most suitable for your book
- OR search for relevant keywords such as:
  - Romance, Nonfiction, Memoir, YA, Children, Mystery, Thriller, Academic, Simple, Color, Classic and more

eBook Cover Specifications and Recommendations

- 1:1.5 ratio
  - Height of the cover should be 1.5 times the width of the cover
- Recommended dimensions: 2500 x 3750 pixels
- Minimum dimensions: 666 x 1000 pixels
- Maximum file size: 2 MB
- Recommended file type: JPG
- Note: covers are not included in PDF exports
  - Visit https://guide.pressbooks.com/chapter/how-to-design-your-book-cover/ to learn why

* If you don't have a cover, you can create one in minutes using the cover generator in Pressbook's Export tab.

BEST PRACTICES

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Copy and pasting or writing your book directly in Pressbooks is the easiest way to ensure your book is well-formatted.

- This will preserve the formatting that will translate into an eBook, while stripping formatting that won't.
- Pressbooks also supports importing your manuscript directly from Word, however it might take some reformatting and cleanup to remove any automatic coding or formatting that comes in through the document that won't translate into an eBook.

Select "No" in the Privacy section where it says "Allow search engines to index this site" since you will likely want to distribute this book on your own terms.

Be sure to use the "Styles Menu" when editing your content in Pressbooks.

- For example, instead of just applying "bold" to text to designate it as a header, use the styles menu to select from a variety of header options. This ensures your formatted sections appear properly across all platforms.

Adding Media

- Upload any media you'd like to include into your image bank before beginning the construction of your book. This will save you time later.

- Always caption photos in your book to help with consistent formatting on different devices.

Exporting

- Even after exporting, you can edit your book and continue re-exporting updated versions at no additional cost.

- Users can easily enter their book into the SELF-e program by visiting "Submit to SELF-e" under the "Export" menu.

ADDITIONAL FEATURES FOR POWER USERS

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If you are familiar with CSS you are not limited to the selection of Pressbooks themes. Simply apply the Custom CSS theme and get started!

Pressbooks allows you to share sample chapters of your book with your followers on social media to generate excitement about your upcoming release, at no cost!

At any time, you can add additional collaborators to your work such as editors, readers and co-authors.

Settings Section

- If you do decide to make your book public through Pressbooks, Google Analytics are available to monitor how many people are visiting or reading your book.

- The search and replace feature here allows you to search throughout your entire book to replace a word or phrase.