

Symbol: → means: click on

Col1 (column on left)

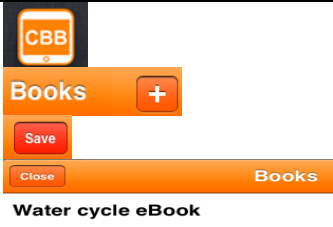
Col2(column on right)

A. Dropbox – Create chapter folders –add only chapter images(jpg,png), text document, video(mp4), audio(mp3).

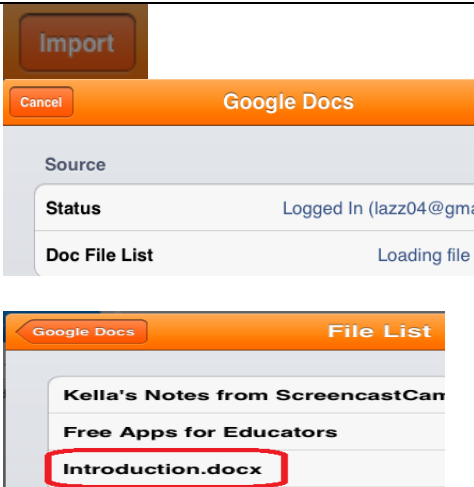
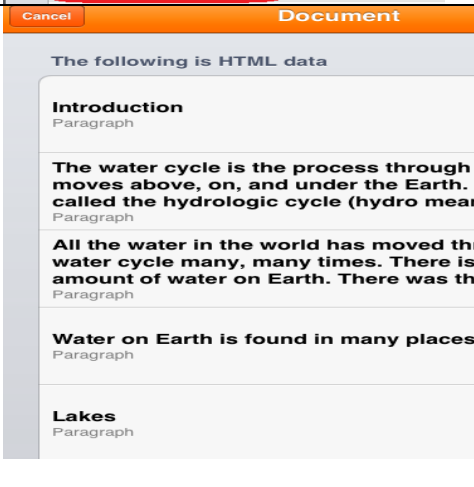

B. Google Docs – use for importing text documents for chapters

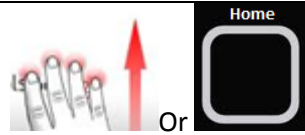
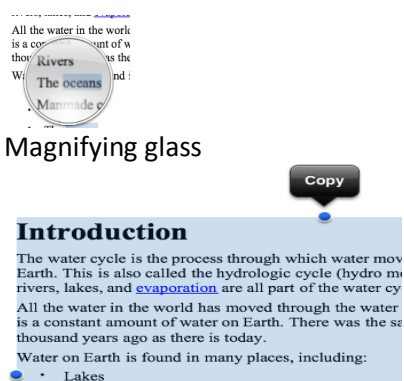
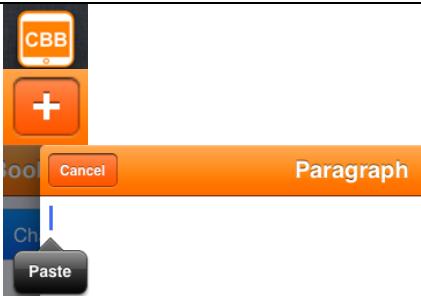
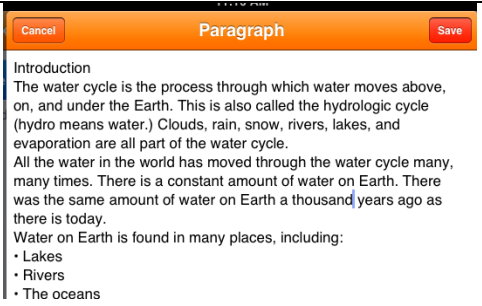
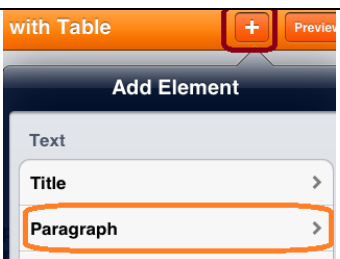
1. Create word documents for each chapter with your text in paragraph form. (Leave placemaker for where images , video/audio are to go.) Save with chapter name.

Getting Started

<i>How to:</i>	<i>Instructions:</i>	<i>Images:</i>
Add Book Title	<ol style="list-style-type: none"> 1. →CBB app (open app) 2. →Books→+ 3. Type in book title (Water Cycle eBook) 4. →Save 5. → book title (Water Cycle eBook) 	


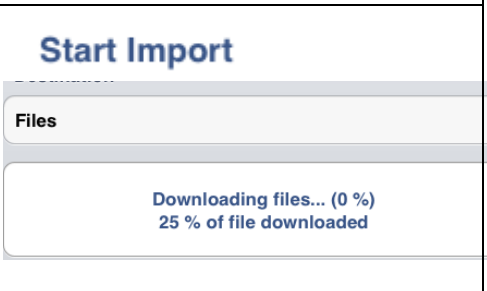
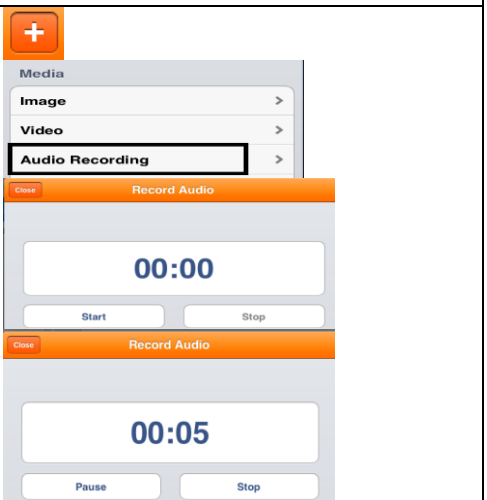
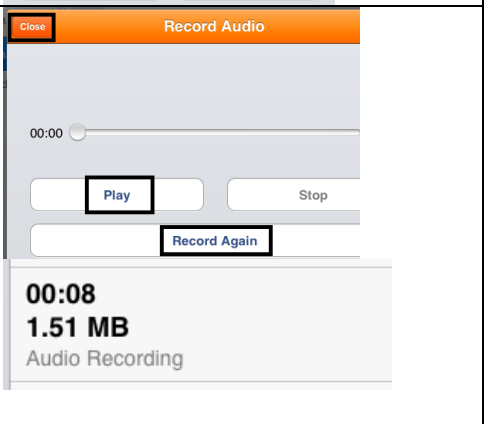
Adding Chapter Text

<i>How to:</i>	<i>Instructions:</i>	<i>Images:</i>
Import Text from google docs	<ol style="list-style-type: none"> 1. (Col1, bottom)→Import 2. →Link login to docs.google.com →Done 3. →Doc File List (loading file list) 4. click on doc eg. Introduction.docx 5. →Start Import 	
	<p>Each paragraph is imported as a separate element.</p> <ol style="list-style-type: none"> 6. →Save <p>(loses bullet items, and places each item as a separate element.)</p>	
IPad 2 Multitasking with ios5	To move between multiple apps on the ipad, use 4-5 finger gestures to see the app bar. Multitasking must be turned on.	

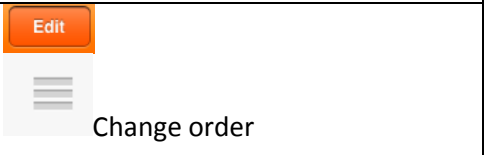
<p>Add text copy and paste from dropbox docx – (paragraph by paragraph)</p> <p>Multitasking ios5 – see miscellaneous</p>	<p>Dropbox</p> <ol style="list-style-type: none"> 1. in Dropbox (use multitasking 4 fingers up gesture to display apps bar (ios5) or click home button to close creative book builder) 2. find and click to open chapter document (Introduction.docx) 3. →find introduction.docx ePub-ICE/Water Cycle/Chapters/Introduction.docx 	
	<p>Copy Text</p> <ol style="list-style-type: none"> 5. Hold finger down on text to get magnifying glass 6. Let go to get handles(blue circles) and copy option 7. Move and position blue circles to enclose all text to be copied. 8. → copy 9. multitasking to go back to CBB App or close document →home button 	 <p>Magnifying glass</p> <p>Introduction</p> <p>The water cycle is the process through which water moves above, on, and under the Earth. This is also called the hydrologic cycle (hydro means water.) Clouds, rain, snow, rivers, lakes, and evaporation are all part of the water cycle. All the water in the world has moved through the water cycle many times. There is a constant amount of water on Earth. There was the same amount of water on Earth a thousand years ago as there is today.</p> <p>Water on Earth is found in many places, including:</p> <ul style="list-style-type: none"> • Lakes • Rivers • The oceans
	<p>Paste into paragraph element</p> <ol style="list-style-type: none"> 1. → CBB 2.(col1) click on chapter name 3.(col2) → + (plus) 4. →Paragraph 5. Hold finger down inside paragraph box to get paste box 	
	<ol style="list-style-type: none"> 3. →Paste 4. →Save 	
<p>Add Paragraph Element (type your own text)</p>	<ol style="list-style-type: none"> 1. (col2)→ + →Paragraph 2. Type in the paragraph information or Add text with copy and paste from dropbox docx instructions. 3. →Save 	

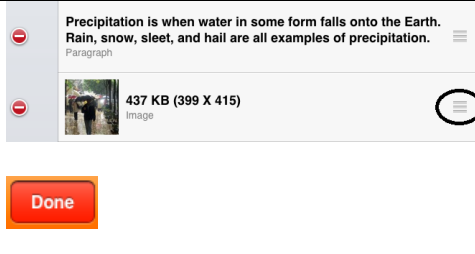
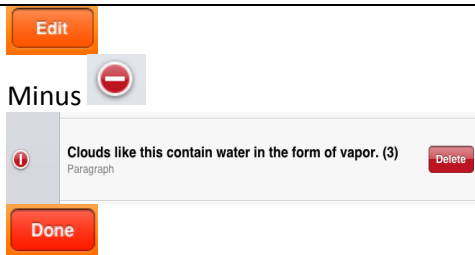
Audio, images, video

How to:	Instructions:	Images:
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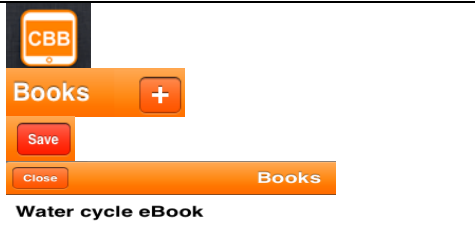

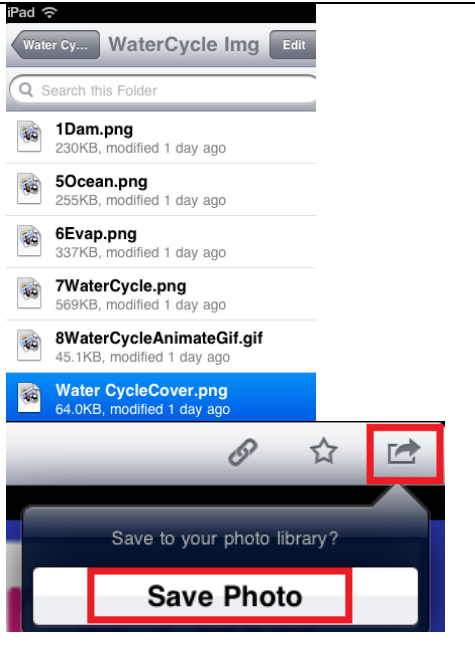
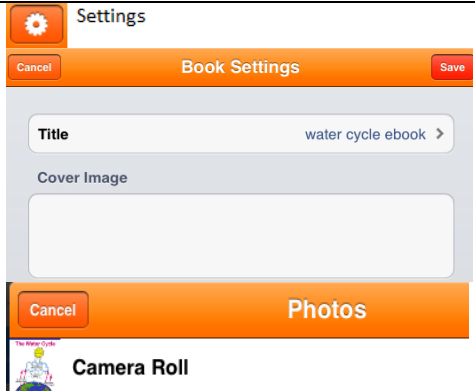
<p>Add existing : audio, images, video</p>	<ol style="list-style-type: none"> 1. (col2) → + → Files From Dropbox (log into dropbox if needed) Choose folder with images, and/or video or and/ audio. Once you choose the folder, all items will be imported to chapter as separate elements 2. → Folder → ePub-ICE/Water CycleCBB/Ch2-Precipitation/imgCh2Precip(2files) 3. → Select this folder 	
	<ol style="list-style-type: none"> 3. → Start Import 4. Downloading files – 2 images will be placed in separate image elements 5. → Done 	
<p>Create/Record audio</p>	<ol style="list-style-type: none"> 1. (Col2) → + → Audio Recording 2. → Start 3. record your narration 4. → Stop 	
	<ol style="list-style-type: none"> 5. → Play (to review your recording) Choose: 6. → Record Again (replace your narration) or 7. → Close (adds audio file to new element) 8. audio file appears as element (without a name) 	

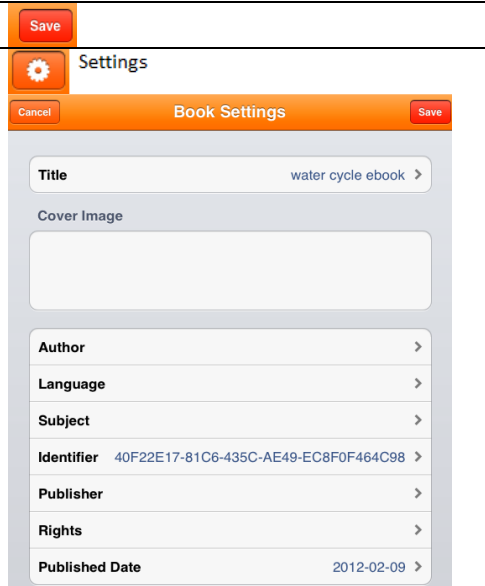

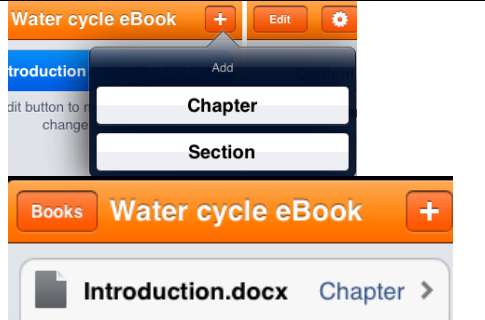
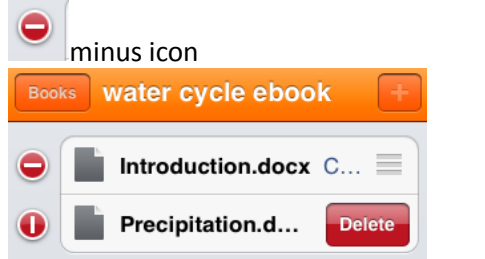
Elements – Change Order , Delete

How to:	Instructions:	Images:
<p>Change order of elements- (move image)</p>	<ol style="list-style-type: none"> 1. (col2) → Edit 2. hold down and drag the three bar icon (right of image) element to correct location. 	

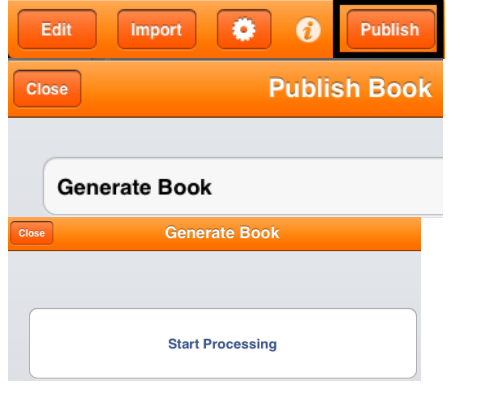
between paragraph elements	3. → Done	
Delete element	<ol style="list-style-type: none"> 1. (col2) → Edit 2. Choose element to be deleted 2. → minus – (Delete button appears) 3. → Delete 4. repeat to delete other elements. 5. → Done 	

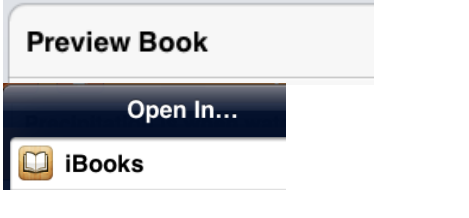
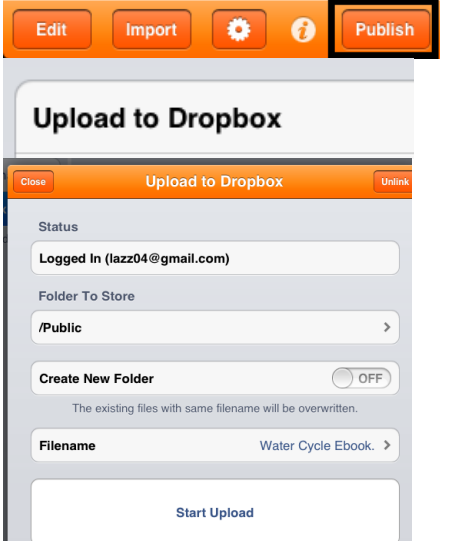
Book, Chapter Details

How to:	Instructions:	Images:
Add Book Title	<ol style="list-style-type: none"> 1. → CBB app 2. → Books → + 3. Type in book title (Water Cycle eBook) 4. → Save 5. → book title (Water Cycle eBook) 	
Add Cover Image	<p>Cover image must be in Photos on the iPad Dropbox:</p> <ol style="list-style-type: none"> 1. → Dropbox 2. find and click on cover image 3. → icon Right Arrow  4. → Save Photo <p>Cover image is now in the Photos app</p>	
	<p>Add cover image to book:</p> <ol style="list-style-type: none"> 1.(col1) → Settings 2. → Cover Image (click inside the box) 3. → Camera Roll 4. click on cover image. 5. → Save 	


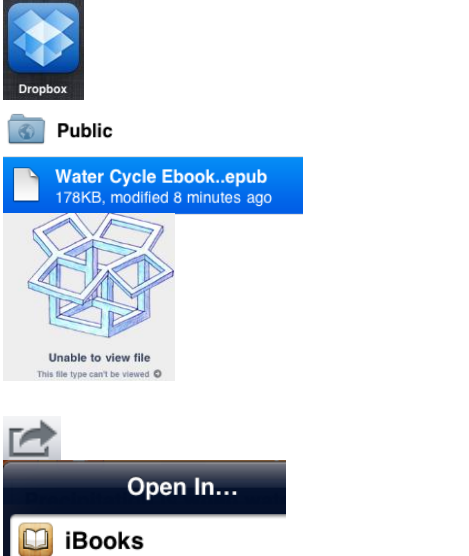
<p>Add Author, Subject, Rights, or Change Book Title</p>	<p>2. add author, language, subject, publisher, rights 3. → Save</p>	
<p>Change Chapter 1 Title</p>	<p>A. Change title of Chapter 1 to Introduction 1. (Col2) → settings 2. Type chapter name (Introduction) 3. → Save</p>	
<p>Add New Chapters (Navigation)</p>	<p>Add New Chapters 1. (Col1) → + 2. → Chapter 3. Type Chapter name (Precipitation) Or Import text from google docs (see instructions) (importing from google docs creates a chapter automatically – Introduction.docx. Change title to remove .docx)</p>	
<p>Delete Chapters</p>	<p>Delete Chapters 1. (col1) → Edit 2. → minus icon 3. → Delete Chapter element will disappear 4. → Done</p>	

Publish


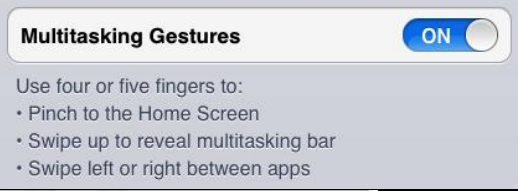
<p>How to:</p>	<p>Instructions:</p>	<p>Images:</p>
<p>Publish to iBooks</p>	<p>1. (col1) bottom → Publish 2. → Generate Book 3. → Start Processing Msg: Process Completed 5. → Close 6. → Preview Book 7. → iBooks</p>	

		
Upload to Dropbox	<ol style="list-style-type: none"> 1. → Publish 2. → Upload to Dropbox Folder to store 3. → /Public 4. → filename Change filename to Water Cycle eBook 5. → Start Upload 6. Move from public folder to student accessible folder, if needed 	

ePub in Dropbox – share with other ipads

How to:	Instructions:	Images:
Share CBB ePub from Dropbox	<ol style="list-style-type: none"> 1. → dropbox 2. → Public or folder where epub is located 3. Click on ePub: Water Cycle eBook ePub eBook will load. Message: unable to view file is ok to get. 4. → right arrow icon  5. → iBooks book will open in iBooks app 	

Miscellaneous:

How to:	Instructions:	Images
Open CBB ePub from Dropbox	1. →dropbox 2. →Public 3. →Water Cycle eBook Message: unable to view file 4. →right arrow icon 5. →iBooks	
IPad 2 Multitasking with ios5	To move between multiple apps on the ipad, use 4-5 finger gestures to see the app bar. Multitasking must be turned on.	
Multitasking – going between apps.	Use 4 or 5 finger gestures to navigate between multiple apps – example: between dropbox and Creative Book Builder	
Check Multitasking settings	Settings→General→Multitasking Gestures <ul style="list-style-type: none"> • Set to 'ON' 	
How to multitask:	Use four or five fingers to: <ul style="list-style-type: none"> • Pinch to the Home Screen • Swipe up to reveal multitasking bar • Swipe left or right between apps 	