

Pressbooks @ UO

PRESSBOOKS @ UO

A Workshop Guide to Pressbooks,
Hypothesis and H5P

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PART I

INTRO TO PRESSBOOKS

1.

RESOURCES

Resources we mention in the workshop:

- [Pressbooks user guide](#)
- [Pressbooks Directory](#)
- [UO Pressbooks home page](#)
- [OER libguide](#)
- [List of sites Pressbooks supports embeds from.](#)
- [User roles in Pressbooks](#)
- [BC Campus Accessibility guide](#)
- [AEM Protocol for Creating Accessible OER](#)

Workshop Outline:

- What is Pressbooks?
- Using the Authoring Dashboard
 - Organize
 - Book Info
 - Appearance

4 | RESOURCES

- Import
- Users
- Using the Visual Editor and Toolbar
 - Headings
 - Style and Formatting
 - Saving and previewing your work
- Media
 - uploading media
 - embedding media
- Planning for Accessibility
 - Best Practices
 - Resources
 - Examples

2.

USING THE VISUAL EDITOR

This is the visual editor, where you can write and edit content in Pressbooks. The toolbar includes most of the same options as any other text editor like Word, Google Docs or Pages.

Headings

Using headings consistently and sequentially is important for your book's structure and accessibility. Headings help readers identify the hierarchical structure of a document (e.g., sections, sub-sections). They provide a visual cue that helps sighted readers quickly navigate through sections of a document, skimming until they find the section they are looking for. Similarly, headings create logical divisions in the content and allow a non-sighted user to navigate a page or document easily using a screen reader.

Pressbooks gives you six heading options. Rather than using

font size, bold text, or text color to structure your chapters, use these headings.

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

Style and Formatting

The Pressbooks toolbar has all the basic styling options of a normal text editor, you can make text **bold**, *italic*, underlined, **change the text color**, add indents,

- insert bulleted lists,

1. numbered lists, and

block quotes.

Pressbooks also provides some more advanced style options including textboxes, tables, and footnotes.¹

Examples

This is one of several textbox options, you can change the colors in the “appearance” menu.

Tables

This is a standard table in Pressbooks

Standard tables do not have grid lines

You can add grid lines by clicking anywhere in the table, selecting the table menu in the visual editor > table properties > class

1. footnotes look like this.

Glossary Terms

Pressbooks has an option to add a glossary to your book. You can also add the full list of glossary terms and definitions to the book.

Saving and Previewing your Work

Pressbooks does not automatically save your work, so as you are adding or editing content in Pressbooks it's important to regularly press the red save button.

Status & Visibility

 ▲ ▼ ▲


Preview


Show in Web

Require a Password

Show in Exports

Show Title

 Revisions: 1 [Browse](#)

 Created: Oct 13, 2022 @ 17:55

[Move to Trash](#)

Save

Attribution:

The headings section was adapted from [BC Campus Accessibility Toolkit](#) which is licensed under a [Creative Commons Attribution 4.0 International License](#).

Media Attributions

- Status and visibility menu

3.

MEDIA

Uploading Media



Pressbooks supports the following types of media uploads:

Images	Audio	Video	Files
<ul style="list-style-type: none"> • jpg • jpeg • png • gif 	<ul style="list-style-type: none"> • mp3 • midi • MID • m4a 	<ul style="list-style-type: none"> • mov • avi • wmv • mp4 	<ul style="list-style-type: none"> • pdf • epub

It's important to upload media using the “add media” button in the Pressbooks visual editor rather than copy pasting media into your book. While you may not notice any issues in the webbook, pasted images won't load in some export formats.

When you upload media you will be given the option to add important details to your attachment. It is important to add alt text to every image, you will also have the option to add a title, caption, and description. If you're using media you didn't create, you also have the option to include information about where you found the media, who created it, and how it is licensed. This way you won't forget where you got any of your content. Learn more in the [Pressbooks User Guide](#).

Embedding Media

While you can upload videos to Pressbooks, we recommend embedding videos instead. Video files are very large and may strain Pressbooks's processing power and fail to load.

Pressbooks makes it very easy to embed videos, all you do is paste a link from youtube into your book, press enter, and click save. Pressbooks supports links from several platforms ([see the full list here](#)). If you want to embed something from another platform, you can reach out to Allia or Rayne for support.

This video is embedded from YouTube:



One or more interactive elements has been excluded from this version of the text. You can view them online here:

<https://opentext.uoregon.edu/pressbooksatuo/?p=51#oembed-1>

Attribution

The Media table is adapted from the [Pressbooks User Guide](#) by Pressbooks which is licensed under a [Creative Commons Attribution 4.0 International License](#).

Media Attributions

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4.

PLANNING FOR ACCESSIBILITY

Best Practices

- Use headings for structure (not for style) and use headings consistently.
- alt text to describe images that give the reader information.
- If using complex charts or graphs, include contextual information in the text and captions and describe the image.
- Don't rely on color to convey information
- Use high contrast and color blind friendly colors.
- Links: link text describes destination, if it is a download link the link tells the reader, links that open in a new tab are labeled. For example: You can learn about accessible links by reading the [BC Campus Accessibility Toolkit](#) [\[new tab\]](#)
- Add captions and transcripts to audio and video content.

Resources

- [Inaccessible Example Page](#)
- [Inaccessible Example Explanation](#)
- [BC Campus Accessibility Toolkit](#): walks through every element of a book and helps you think through the accessibility concerns and best practices.
- [AEM Protocol for Creating Accessible OER](#): a detailed checklist for creating accessible OER with examples and screenshots.

PART II

INTERMEDIATE PRESSBOOKS

5.

RESOURCES

Resources we mention in the workshop:

- [Pressbooks user guide](#)
- [Pressbooks Directory](#)
- [Hypothesis \(learn more and create an account\)](#)
- [Pressbooks user guide: hypothesis chapter](#)
- [H5P examples](#)
- [Pressbooks user guide: H5P chapter](#)
- [List of Accessible H5P activities](#)

6.

VIEW, COMPARE, AND RESTORE REVISIONS

Every time you save your chapter, Pressbooks stores a copy of that revision. By clicking ‘Browse’ next to the revision count in the Status & Visibility menu you can view past revisions. You can see who made each revision, when it was saved, and compare or restore old versions.

For example:

Open Educational Resources (OER) are **free and openly licensed course materials**, such as free textbooks, that can help ensure that all of your students, regardless of their financial situation have free access to your course materials on the first day of class. OER fit under the larger umbrella of textbook affordability, with the goal of providing a variety of

solutions for faculty to minimize the cost of course materials for students, while also maintaining the quality of educational materials and respecting academic freedom. OER include traditional textbooks, lesson plans, videos quizzes and more.

7.

H5P



An interactive H5P element has been excluded from this version of the text. You can view it online here:

<https://opentext.uoregon.edu/pressbooksatuo/?p=67#h5p-10>



An interactive H5P element has been excluded from this version of the text. You can view it online here:

<https://opentext.uoregon.edu/pressbooksatuo/?p=67#h5p-2>

Example

an example

Pressbooks

An open source publishing platform