

## **Creating a textbook**

### **Entering textbook information**

Create a new textbook by selecting "Info" > "New book". Enter the basic textbook information. "Title", "Author" and "Publisher" are required, and "Cover image" and "Description" are optional.

Tip : The initial location to save the textbook can be changed under "File Location".

### **Adding pages**

Loudclass Author lets you convert a static textbook into an interactive smart textbook. Start by importing pages from your textbook files.

1. Click "Edit" > "New Page" > "File" (PDF or PPT) or "Image" (JPG or PNG).
2. Select one or more files to import and click "Open."
3. Click and drag the black crop guides to adjust image boundary and click "Next."
4. Use the slider to set the image quality and click "Apply".
5. The newly imported pages will be inserted behind the currently selected page.

Note: Recommended page width is 1280 pixels. Page height cannot exceed 2500 pixels.

#### Setting Crop Guides

Click and drag the black crop guide bars to set the boundary area. The selected boundary area will apply to all imported pages. If the imported pages differ in size, select "Skip" to keep each page at full size.

Note: The crop guides can be re-adjusted any time during textbook authoring.

#### Setting crop guides in mirroring mode

If your source is a paper book, the side margins will differ for even and odd pages. Click "Mirrored pages" to crop symmetrically.

1. Above the image, check "Mirrored pages".
2. Use the left/right buttons below to navigate through pages to find a pair of reference pages.
3. Crop adjustments will be mirrored symmetrically on both pages.
4. Click "Next" to apply the current crop guides on all pairs of current pages.

#### Adjusting Image Resolution

When selecting image quality, it is important to strike a balance. If the image resolution is too low

then the result will come out grainy. But if the resolution is higher than necessary then the final the textbook will be unnecessarily large and will be difficult to upload to Loudclass Cloud.

Tip: The file size limit in Cloud is 100MB.

1. Move the slide bar on the left side to adjust the image resolution, lower resolution on the left, higher on the right.

Tip: Set to "High(100%)" keeps the same resolution as the source file.

2. Check the page preview on the right. Click through other pages or zoom in on current.

3. Click "Apply" to confirm image quality and start editing.

### **Assigning chapter and setting page property**

Chapter is the basic unit of a textbook Loudclass Interactive can load at one time. Each book contains one or more chapters, with each chapter containing one or more pages. The first page of each chapter is called the "Chapter title page", and its title is automatically loaded into the book's table of contents.

Assigning chapter title page

1. In the textbook panel area, select a page to promote to a chapter title page.
2. Click the "Chapter title page"
3. Enter the title and click "Save".
4. All pages following the chapter title will be grouped as chapter content pages.

Modifying chapter title

Click "Book" > "Information" then select chapter in "Table of contents" on the right side to edit the title.

Demoting chapter title page

1. On the textbook panel, select the chapter title pages to demote.
2. Select the chapter demotion button A02-3\_Image04 on the right side of the selected page.
3. The chapter title page and its sub pages will merge into the previous chapter.

Note: The title page of the first chapter cannot be demoted.