Western Open Textbooks Quick Start Guide

WESTERN OPEN TEXTBOOKS QUICK START GUIDE

How to create documents in Western Open Textbooks

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CONTENTS

This quick-start guide will walk you through the key steps to using Pressbooks to create, author and publish your books. Contact your School Librarian for [open textbook publishing advice](#).

Key Updates

6 June 2023: Book retitled to 'Western Open Textbooks Quick Start Guide' including new URL and book cover.

1 June 2023: H5P issue has been resolved. Authors can now import H5P objects or create them natively in Western Open Textbooks.

12 December 2022: H5P packages from a more recent version of H5P are not importing correctly into Pressbooks. According to Pressbooks, the solution to this problem must come via an update from H5P (as Pressbooks are using the latest version available on the WordPress platform). A request has been ticketed on the [H5P GitHub page](#).

28 July 2022: Added a new chapter on Analytics. Amended 'help' links.

25 July 2022: Added a new section titled 'Additional Catalogue Information' to Section 7. Authoring in Pressbooks > Book Info page.

1.

CREATING OPEN RESOURCES

The Library partners with the academic community to help embed Creative Commons licensed materials written for curriculum or educational activities, and to explore sustainable approaches to learning resources by:

- Helping you develop targeted, small textbooks to support your unit.
- Granting an open-access licence to unpublished teaching guides, scholarly materials, and research.
- Contextualising existing resources to meet local needs and embedding them into the curriculum.

Pressbooks has partnered with Western Sydney University to offer you a hosted, education-specific version of the Pressbooks' authoring and editing platform: Western Open Textbooks. Here, authors can clone, adapt, revise, remix and redistribute openly-licensed material and enrich their content with videos, audio recordings and incorporate interactive elements using Pressbook's H5P plugin. When published, the

textbook is made available via the Western Catalogue and may also be available via the global Pressbooks Directory.

The Pressbooks Directory

The [Pressbooks Directory](#) provides access to open textbooks published under an open Creative Commons licence for adaptation and reuse. There are over 2,000 full-text books published from over a hundred institutions. These books may be either original or cloned adaptations of other open textbooks. These books can be viewed online or exported into eBook, PDF and a number of other formats.

The Pressbooks Open Academic Publishing Platform

[Western Open Textbooks](#) is the Western Sydney University Pressbooks academic authoring and editing platform. You log into the platform using your WesternAccount login and Single Sign-On (SSO).

Registering with Pressbooks using your WSU credentials

You will need to register with Single Sign-On (SSO) to access the full capabilities of the university licence. Visit [Western](#)

Open Textbooks and click on the SSO 'Sign in' link at the top of the screen. You will find detailed instructions in the Library FAQ: How can I create a Pressbooks account?

2.

ABOUT OPEN TEXTBOOKS

Why create Open Textbooks?

By creating textbooks that are built in harmony with Western Sydney University's values, we can give our students a truly unique educational experience. By making them open for use by anyone in the world, we can help further Western's reputation as a global citizen.

For further information about using the Pressbooks Western Open Textbooks site, browse through the following resources:

- Benefits of Open Textbooks
- Introduction to Pressbooks
- The CAUL OER Collective Publishing Workflow
- Pressbooks User Guide
- Authoring Open Textbooks
- Modifying an Open Textbook: What You Need to Know
- OER Activity Sourcebook

- [Forms](#)
- [Pressbooks Knowledge Base](#)
- [Library FAQs on Pressbooks, OER and Creative Commons licensing](#)
- [Reports and Case Studies](#)

What are Open Textbooks?

An open textbook is a textbook licensed under an open copyright licence and made available online to be used freely by students, teachers, and members of the public.

Open textbooks:

- are created by educators;
- are reviewed by educators;
- contribute to successful learning outcomes.

Scholarly research that is published in open access is digital, online, free of charge, and free of most copyright and licensing restrictions (although it does require that proper attribution of works be given to authors)" [1].

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1. [2]
2. [1]

What makes open textbooks different from traditional textbooks?

Traditionally published textbooks are produced under closed copyright, meaning they cannot be shared, re-used, or re-purposed. They are usually costly (hundreds of dollars each) with new editions published frequently, rendering texts that are only a year or two old out of date. Digital editions or e-textbooks from commercial publishers, though slightly less expensive, are sold with digital rights management software which means the books only appear on a student's e-reader for a short period of time (4-6 months), preventing them from keeping the book for future reference, or re-selling it to their fellow students.

In contrast to traditional textbooks, openly licensed textbooks give academic staff the ability to use any portion of a textbook in their courses without requiring students to purchase an entire book or to make the content of a given textbook more pedagogically appropriate for their specific educational context. The open licensing of open textbooks allows for collaborations on and improvements to textbooks from contributors around the world.

When an instructor uses an open textbook as assigned reading, students have the option to access the digital edition for free through a website or via download to e-readers or tablets. Students can purchase a low-cost paper copy via print-on-demand services.

One or more interactive elements has been excluded from this version of the text. You can view them online here:
https://westernsydney.pressbooks.pub/wotquickstartguide/?p=22

Video: Why use open textbooks? Benefits for students from BCcampus on Vimeo.

Education is much more than the textbooks used to educate students. The quality of instruction, the entire post-secondary experience, the learning environment all contribute to education. Post-secondary institutions do not 'compete' on the content of their textbooks or courses – rather an

institution provides *unique educational experiences*. That is what makes a student choose one institution over another. Open textbooks can provide these unique educational experiences by adapting and personalizing content to meet learners' needs.

Source: Adapted from "Open Textbook FAQ," BCcampus Open Textbook Project, CC BY 4.0

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1. "Open Access," Canadian Association of Research Libraries

3.

PREREQUISITES

You will need the following:

- A clear purpose and audience for the book.
  - Use this [OER Development Worksheet](#) to help you determine if an open textbook is required for educational purposes.
  - Use this [Library FAQ](#) as an open textbook checklist to help you plan your project and publish your open textbook.

- An awareness of the [six Creative Commons licences](#). Knowing the difference between each licence will help you:
  - Identify suitable Open Textbooks.
  - Correctly attribute/openly licence your open textbook.
  - Determine licence compatibility (use this [Creative Commons License Compatibility Chart](#) for guidance).

- Material that is your own or cleared to share with [Creative Commons attribution](#), such as:
  - Links to videos you may want to include.
  - Other materials you may want to repurpose.

- Download copies of the following:
  - [Open Textbook Checklist](#) of things to consider when starting to plan your project.
  - [Record of Permissions](#) to track third-party copyright permissions, which should be arranged through the [University Copyright Officer](#).
  - [OER Evaluation Checklist](#) to help evaluate the content you want to repurpose.
  - [Checklist for Accessibility](#) (open in desktop app)
  - Checklist for Diversity, Equity and Inclusion for Open Textbooks

- A cover image for your book. You can use these Pressbooks [Book Cover](#) guidelines to help you design your textbook cover. Contact your School Librarian to investigate whether you can add the Western Sydney University logo to the cover.

- If you intend to use multimedia, browse this list of [multimedia exemplars](#).
  - Note that you can only [embed media and interactive content](#) within an open textbook or

courseware **after it has been added to** the Western Open Textbooks site. See the Pressbooks User Guide for details on how to bring your content into Pressbooks.

- Your Pressbooks Media Library is a place where you should upload images and other media to include in your textbook.

Contact your School Librarian for open textbook publishing advice.

4.

PRESSBOOKS REGISTRATION

When you are ready to create an Open Textbook on the Pressbooks **Western Open Textbooks** site, please follow these instructions on **how to create a Pressbooks account**.

How to update your public display name

- Use your WesternAccount credentials to sign in to Pressbooks Western Open Textbooks using SSO. Select 'My Books'.

- Then on the top right-hand corner of the page is a link to your account. Click on the link, then select 'Edit Profile'.

- Add your First Name, Last Name, and Nickname, then select the name you wish to appear in Pressbooks from the drop-down list in 'Display name publicly as'. Finally, go to the bottom of the page and select 'Update Profile' to save your changes.

5.

FINDING OPEN TEXTBOOKS

Start by searching any of the following repositories for Open Textbooks:

- **Library collections.** Use the Library Search box Advanced Search option:
  - Select Advanced Search.
  - Enter your search terms.
  - Select Material Type: Books.
  - Refine your results by 'Full Text Online' and 'Open Access' and APPLY FILTERS.

- **Pressbooks Directory**. Search or browse for Open Textbooks you can use or 'clone' (adapt) to suit your learning objectives.

- **Mason OER Metafinder**. Conducts a real-time, simultaneous, federated search across 23 different sources of open educational materials as you hit the Search button.

- **[Find FREE Online Course Materials Related to a Book](#)**. Type in your commercial textbook ISBN to find open alternatives.

Discover more Open Textbooks in the **[Open Textbook Initiative](#)** guide.

6.

MODIFYING EXISTING CONTENT

- To modify existing Open Textbooks, review the Pressbooks FAQ for <u>importing a book from Word document</u> or refer to the Pressbooks FAQ for <u>PDF or InDesign</u> for further details.

  The options for adding content to Pressbooks are:

  - Import from a Word document (using the Styles menu to format Word content headings before Pressbooks import).
  - Write your book directly into Pressbooks.
  - Copy/paste into Pressbooks from another source.
  - Import from a Pressbooks XML file. Pressbooks allows you to quickly and easily export and import all or part of your book from one network to another or from one book shell to another within the same network using XML imports and exports

  Pressbooks includes:

- ◦ an H5P plug-in so you can add interactive content.
  <u>Note</u>: as at 2/12/2022 only the H5P files native to
  Pressbooks can be added. Please see the Update
  note at the start of this Guide for details.
- ◦ WP QuickLaTex Plugin for rendering
  mathematical equations in your book.

- Once you have imported content for adaption, refer to
  the Pressbooks FAQ about <u>Book Creation</u> and the
  **<u>Simple 5 Step Guide to Making a Book with
  Pressbooks</u>**.
- Refer to this Pressbooks Directory resource: **<u>Modifying
  an Open Textbook: What You Need to Know</u>**.

Additional resources

- Pressbooks. *<u>Bring your content into Pressbooks</u>*.
  Pressbooks User Guide
- Burnett, M., Elder, A., and Gruber, A.M.. *<u>Importing
  and Exporting Content for Pressbooks</u>*. OER Primer for
  Iowa Regents Institutions. IOWA State University
- OER Production Team. *<u>Images and Files</u>*, Pressbooks
  Guide: a reference for OER creators using Pressbooks.
  BCcampus

7.

AUTHORING IN PRESSBOOKS

For guidance on authoring in Pressbooks, refer to these Pressbooks Directory resources:

- **Pressbooks User Guide (WSU Edition)**
- **Authoring Open Textbooks**
- **Self-Publishing Guide**

Introduction: Consider adding an introduction to your textbook. This is where you would add your acknowledgements and other information that your users may need to know about. See exemplar Introduction in textbook Customer Insights.

Note: If the textbook is going to be part of a series, the author of the textbook controls which chapters to make visible (public), e.g., to make available while hiding the remaining chapters for a later date/session. Each book cover should reflect that it is part of a series, i.e. along with the

generic title of the book, indicate to which session/week it applies.

Book Info page

Include the following information in each section. **Click on 'Save' to save the information added to this form.**

General Book Information

Title	This is the main title of the book.
Short Title	Add a short title in case of long titles that might be truncated in running heads in the PDF export.
Subtitle	(if required) This field can also be used for book versioning.
Author(s)	Select or create the author(s) of the book.
Editor(s)	Select or create the editor(s) of the book.
Translator(s)	Select or create the translator(s) of the book.
Reviewer(s)	Select or create the reviewer(s) of the book.
Illustrator(s)	Select or create the illustrator(s) of the book.
Contributor(s)	Select or create the contributor(s) of the book.
Publisher	e.g., Western Sydney University This text appears on the title page of your book. Add this information so that users can discover content by Publisher (institution) in the Pressbooks Directory.
Publisher City	e.g., Penrith This is added to the metadata in your ebook. Please write the date in YYYY-MM-DD format.

Cover Image

Publication Date	The date that the completed textbook was made visible in the Western Catalogue. This is added to the metadata in your ebook. Please write the date in YYYY-MM-DD format.
Ebook ISBN	See: <u>Eligibility Guidelines for an ISBN</u>.
Print ISBN	See: <u>Eligibility Guidelines for an ISBN</u>.
Digital Object Identifier (DOI)	Allocated by the Library upon submission of a completed <u>OER Library Deposit</u> form. See <u>Eligibility Guidelines for a DOI</u>. The DOI will look something like this: https://doi.org/10.99999/xxxx-xxxx
Language	The default language option is English (United Kingdom). This sets metadata in your ebook, making it easier to find in some stores. It also changes system-generated content for supported languages, such as the "Contents" header.

Image	This image will be displayed on the webbook home page and used as the internal cover in EPUB ebooks. It will not be included in PDF file content exports.
	    Cover images must be at least 800px tall and have an aspect ratio between .66 and 1.
	    Very large images will be resized upon upload. Read more in the Pressbooks User Guide.

Subject(s)

   Add Subject metadata to enhance the discoverability

of your book in the Pressbooks Directory. Select a <u>Primary Subject</u> from the drop-down menu along with <u>Additional Subject(s)</u> if applicable.

Primary Subject	<u>Thema</u> subject terms appear on the web homepage of your book and help categorize your book in your network catalogue and Pressbooks Directory (if applicable). Use the <u>Thema subject category list</u> to determine which subject category is best for your book.
Additional Subject(s)	<u>Thema</u> subject terms appear on the web homepage of your book and help categorise your book in your network catalogue and Pressbooks Directory (if applicable). Use <u>the Thema subject category list</u> to determine which additional subject categories are appropriate for your book.

Institutions

Institutions	This optional field can be used to display the institution(s) which created this resource. If your university is not listed, please contact your <u>network manager</u>.

Copyright

Copyright Year	e.g., 2022 Year that the book is/was published.
Copyright Holder	Name of the copyright holder, e.g. Author(s).
Copyright Licence	You can select various licences including Creative Commons. <u>Note</u>: Recommend using either this or the Copyright Notice field – not both, else you will see a duplicate copyright notice.
Copyright Notice	Enter a custom copyright notice, with whatever information you like. This will override the auto-generated copyright notice **if All Rights Reserved or no licence is selected, and will be inserted after the title page**. If you select a Creative Commons licence, the custom notice will appear after the licence text in both the webbook and your exports. <u>Note</u>: Recommend using either this or the Copyright Licence field – not both, else you will see a duplicate copyright notice

About the Book

Book Tagline	A very short description of your book. It should fit in a Twitter post, and encapsulate your book in the briefest sentence.
Short Description	A short paragraph about your book, for catalogues, reviewers etc. to quote.
Long Description	The full description of your book.

Additional Catalogue Information

Series Title	A
Series Number	A
Keywords (+ Add New)	T
Hashtag	e. T
Audience	T N
BISAC Subject(s)	e. x H
BISAC Regional Theme	Se B

Access to the Western Open Textbook platform is technically limited to academics and students, but it's fine to [add individual external collaborators](#) to book projects on a case-by-case basis in order to assist with formatting and editing. If you need help with adding an external collaborator to your book, contact your [School Librarian](#).

Review this FAQ on **[what you can use to author your open textbooks](#)**. It includes information on authoring in Pressbooks, **training and support** materials, and information on **[peer-review](#)** and **[library deposit](#)**.

8.

REVIEWING CONTENT WITH HYPOTHES.IS

If you haven't already, create a free Hypothes.is account via this site: https://web.hypothes.is/. It may take a few minutes for the Hypothes.is activation email to come through to you. Click on the link to activate your account.

Once you are registered and logged into Hypothes.is, go back to your webbook page.

- At the top right corner of the screen, you should see a group of icons. This means you have access to annotate.
- Click on the 'lesser-than' symbol (<) to open up the side panel. Read the instructions.
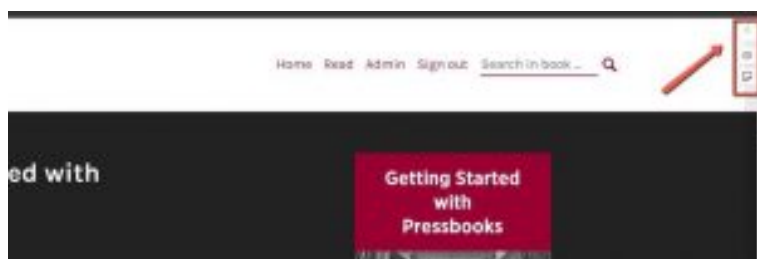
Now click on the 'greater-than' symbol (>) to close the side panel.

To start reviewing the text, click on 'READ BOOK'. You should now be inside the book at the front content.

- Select the text you wish to make comment on, then click 'Annotate'.
- If you only want a comment visible to you, click on 'Highlight' instead.
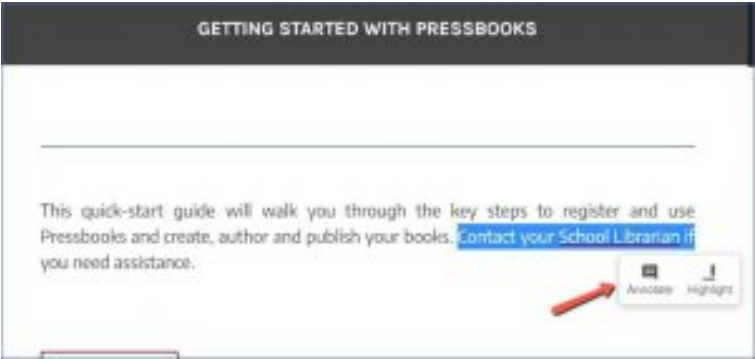
Add the comments to the 'Annotations' section, then click on the button 'Post to Getting Started with PB'.
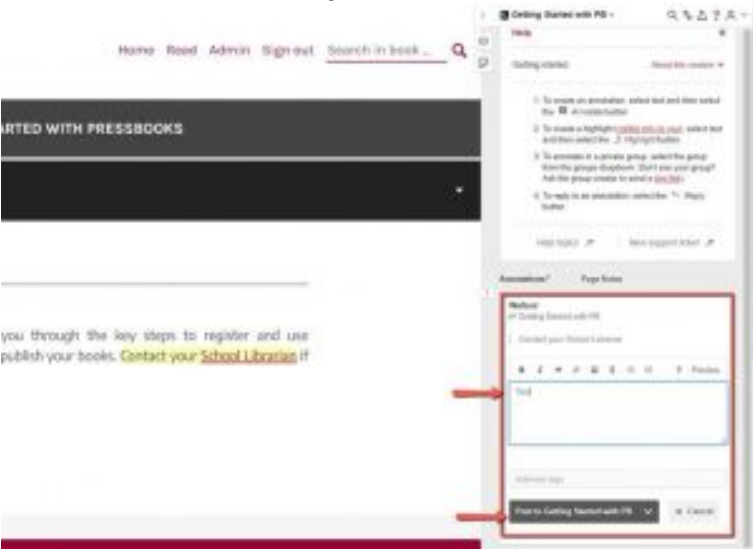
If you (author) set up a contributors group in Hypothes.is, use the Hypothes.is group link to view all comments for this book: https://hypothes.is/groups/B42wBZEq/getting-started-with-pb

9.

PUBLISHING YOUR CONTENT

Just before you publish your content:

- Check that you have completed these tasks before you publish your open textbook. Add an SDG if it is aligned with any Sustainable Development Goals, e.g.,
  - Select the following subject under 'Additional Subjects': *Relating to UN Sustainable Development Goals (SDGs)*
  - Add the specific SDG at the end of the Short Description, e.g., This activity is aligned with SDG1 – No poverty.

- Decide which format(s) you want your work available to be downloaded. The most popular formats are EPUB, PDF (for digital distribution), and PDF (for print). Note that **end users can only download the formats you have exported your work**. If you have made changes to the original text since the files were downloaded you will need to replace the downloaded files. To do this you will

need to delete the current downloaded files, then export the files again to make them available for downloading.

- If only certain chapters will be made visible/released at a time, password-protect the chapters which are yet to be completed so they are not visible to the users.

- Notify your School Librarian when it's ready to be released/published (made public) and they will arrange for your content to appear in the Western Open Texts. If the content of your work is greater than 1,500 words it will also be visible in the global **Pressbooks Directory**.

- If you create intellectual property (a "Project") on the platform, the Project and its associated Intellectual Property Rights shall be owned by the author or Western Sydney University, as applicable.

- Complete the **OER Library Deposit form** if you wish to make your content accessible through the Library search box.

For Australia-centric copyright, licensing, and accessibility information, please visit the **Open Textbook Initiative** guide.

10.

LIBRARY DEPOSIT

The credibility of the information rests on the integrity of the resources used to support teaching and learning. Therefore, before including any resource, carefully evaluate it to consider if it is appropriate for Western Sydney University.

Use this **OER Library Deposit form** to submit your completed Open Textbook to the Library to be catalogued, indexed and made discoverable via the Library Search box. Your School Librarian can assist you.

11.

PROMOTING YOUR CONTENT

When [promoting](#) your book:

- For engagement tracking, don't forget to include the DOI if you have one, or direct link to the textbook when promoting your textbook in all online posts.
- [Altmetric Explorer](#) can be used to track textbook engagement if you include a suitable persistent identifier, such as a DOI link, in your posts. Make sure you have a personal user account for Altmetric Explorer.
- If the textbook is aligned with an SDG, consider adding it to the [Sustainability and Resilience 2030 Decadal Strategy portal](#). When completing the online form you will be prompted to upload a Tile (Image: max. sixe 25MB (.jpg, .jpeg, .png) or Video max. length <300 seconds and 1000MB).

Altmetrics

If the open textbook includes a research component,

promote your book online using the book DOI allocated to you by the Library, e.g., https://doi.org/10.26183/rdpk-9z71. Using the DOI will help your post be cited and improve your book's attention, i.e., reach and impact. Upon lodgement of an OER Library Deposit Form with a link to the webbook to oer@westernsydney.edu.au, the textbook will be made discoverable via the Library search box.

If the open textbook does not include a research component, i.e., the focus is on teaching and learning, then ***

In addition, use Altmetric Explorer to track Altmetrics (social media and other online activity) that you can add to your academic statement to communicate the potential impact of your work. To use Altmetric Explorer, you must register a free user account and sign in to track your book activity. For example, search on the words 'customer insights' to see activity for the textbook 'Customer Insights' by Aila Khan.

ORCID iD

Add your work to your ORCID iD. An ORCID iD (Open Researcher and Contributor ID) allows you to reliably, unambiguously and permanently connect your names(s) with your work throughout your research career, including publications, grants, education, employment and other biographical information.

If you need help setting up a free ORCID iD account, contact your School Librarian.

12.

ANALYTICS

To track engagement for your textbooks, log into Western Open Textbooks and go to your Analytics dashboard.

Select the book you wish to view. Select 'My Books' in the top menu, then click on the relevant textbook title. Adjust the date range at the top of the page for reporting analytics.

You should now be able to see the following metrics for your nominated date/date range:

- Total number of visitors
- Total number of pageviews
- Realtime pageviews (the total number of users currently viewing your text)
- Direct page visitors per page
- Direct pageviews per page
- Referred page visitors per page
- Referred pageviews per page

Visit the Open Textbook Initiative guide if you need information about measuring impact, or contact your School Librarian.
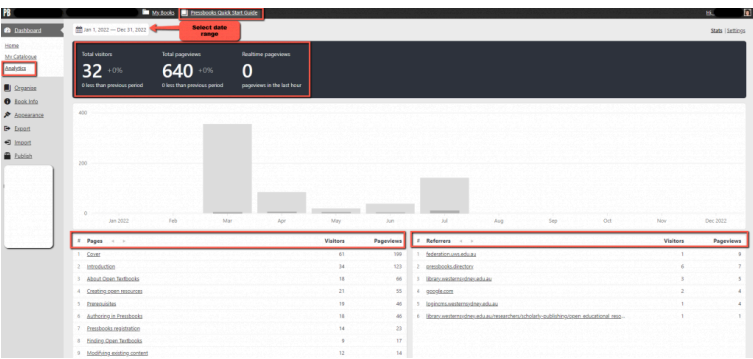
13.

RETAINING ACCESS TO YOUR CONTENT

Should you leave Western Sydney University and wish to retain access to books you own the copyright to in Western Open Textbooks, you can clone your textbooks onto a subscription-based individual authoring account before or anytime after leaving the Institution.

To do this you would need to contact Pressbooks to set up an individual account to continue working on your book. The cloned textbook would live on a different network than Western Open Textbooks. If you intend to make it the official and most up-to-date version of the textbook, it would be possible (if desired) to set up a redirect from the previous version to the new one.

REFERENCES

[Introduction to PressbooksEDU and CC Licensing](#) (PowerPoint presentation)