How to create a Book

Moodle Help & Support

This refers to Moodle 3.8 from September 2020 onward

How to create a Book

The Book activity creates a linear series of web pages, very much like an "online book".

"The Book makes it easy to create multi-page resources with a book-like format. ...Previously created websites can be imported directly into the Book module. Books can be printed entirely or by chapter. The Book module allows you to have main chapters and sub chapters, but it goes no deeper. In other words, sub chapters cannot have their own sub chapters. The book module is not interactive. You can, however, link to choices, forums etc., from within a book. And you can include multimedia objects like Flash movies in your book."

Adding a Book to your module

1. Navigate to your module and click on the 'Turn editing on' button (top right).
2. Click on the 'Add an activity or resource' hyperlink in the section where you want the book to be created.
3. Scroll down to the Resources section of the pop up menu options and select the 'Book' option. Then click on the 'Add' button.

Book settings explained

1. Enter the "Name" of the book (e.g., Introduction to the Module) and a a brief "Description" if wanted. This will not show in the book but will show up elsewhere (e.g. when you print the book).
2. Choose the "Chapter formatting" you would like. There are four choices, 'None'/Numbers'/Bullets'/Indented'. If you wish to add "Custom titles", ensure it is ticked

3. Choose the "Style of navigation" you would like. There are three choices: 'Images', 'TOC only' (table of contests), 'Text'

4. Click 'Save and display' which will take you into the book to create the first chapter

Adding a chapter/page to your Book

After the first chapter of a book has been created, entering the book will automatically create a Table of Contents block at the top of the left hand column. You still need to be in editing mode to add/amend further chapters.

1. To add another page, enter the book, then click the plus (+) icon situated on the far right of the Table of Contents block. A new chapter set up page will load up.

Note: There are Chapters and Sub-chapters, but no further levels, so think of it as Pages and Sub-pages.

2. Enter a "Chapter title". If you wish it to be a sub-page, tick "Subchapter"
3. Enter the “Content” for the page in the book, formatting and adding graphics, media etc.

4. Click on the ‘Save changes’ buttons to view the page you have created

5. When you have finished, click on the ‘Turn editing off’ button

which is on the top-right corner of your Moodle page

**Editing a Book**

1. When editing a book go to the main module page and click ‘Turn editing on’ then open your book
2. You can then edit a chapter by clicking on the ‘Cog’ icon in the Table of Contents or add chapters (pages) by clicking on the ‘Add’ icon in the Table of Contents

3. Alternatively Edit Settings as normal to edit the overarching settings for the Book (rather than its contents)

4. When you have finished, click on the ‘Turn editing off’ button

which is on the top-right corner of your Moodle page
Printing the book

When it comes to printing a book, you have two options. You can either print the whole book or print a single chapter of the book.

To print the whole book

1. Go to your Moodle page (make sure editing is turned off) and open your book
2. Click on the "Cogwheel" icon and select 'Print book' from the menu
3. This is open a new window which will preview your book. If you are happy, select the Print book link in the top right of the window
4. This will open the print options from your PC. Adjust the print settings as appropriate and click 'Print'
Printing a chapter

1. Go to your Moodle page (make sure editing is turned off) and open your book.
2. In the book, navigate the chapter you want to print. To do this click on the 'Navigation arrows' at either the top or bottom of each chapter.
3. When you have found the chapter you want to print, click on the 'Cogwheel' and select 'Print this chapter'.
4. This will open a new window which will preview your chapter. When you are happy, click on the Print this chapter link in the top right.
5. This will open the print options from your PC. Adjust the print settings as appropriate and click 'Print'.

Similar tutorials

The following other resources are also relevant to this topic:

- How to upload a prepared website
- How to copy or import a resource or activity (or multiple items) from one module to another
- A note on copyright
- How do I move files from one folder to another?
• How to embed a Xerte online toolkit
• How do I create a table with border and grid lines in Moodle?
• How to create a Book
• How to record a screencast with Microsoft Teams
• How to add video and audio in Moodle
• How to send students on your module an email
• How to add captions and edit thumbnails of videos in Moodle
• How to access analytics for videos from Moodle
• How to edit videos in Moodle
• How to download captions from videos in Moodle
• Page and Label editing toolbar icons explained
• How to set up a new module based on last year’s resources and activities
• How to add a file
• How to add a folder (and add files to a folder)
• How to create a label
• How to create a web page
• How to get images ready for Moodle
• How to create web links
• How to edit, overwrite or update an existing file
• How to release resources to students at different times or in different groups
• An overview of how to use Groups and Groupings effectively
• How to add an image to a Moodle label, page or other text area
• How to copy and paste text from Word, and in Firefox
• How to duplicate an item
• How to add a custom block (e.g., Favourites or Bookmarks) to your 'Dashboard' or module page