

# Pressbooks Template: Chapter Title

Pressbooks can import multiple chapters of a text at once. In order to differentiate each chapter or section, Pressbooks will set a page break at each Heading 1 in the imported document. Therefore, Heading 1s are reserved for chapter-level (or “single page”) content. A “Page” in Pressbooks is a unique package of content, and may align to [a full chapter](#) or [a subsection within a chapter](#), depending on the length of the content being shared.

## Section 1: General formatting

If you want a subsection within a page, you will note that by setting text as Heading 2s. Upon import into Pressbooks, most design elements and formatting will be stripped from the text. Please limit formatting to **bold**, *italics*, numbered and unnumbered lists, tables, and headings.

Tables you create in Word will transfer with the same formatting changes you made in Word. For more complex designs, this may be a good way to make tables “pop.”

TABLES	CONTENTS
1	Content 1
2	Content 2

You can leave notes for where images and interactive elements may be placed and use custom shortcodes for other items (see [Subsection 2: Shortcodes](#) below).

## Subsection 1: Media

You can add a smaller subsection by setting its Heading to Heading 3.

For figures and other images, please send a link to a Box folder containing all the images for your text.

<Insert Figure 1 Here>

**Caption:** This should be something additive that relates to the text, not a description of the image. Source and license information should also be provided here. For example: (Source: Author Name, used with permission; Author Name, available under a CC BY 4.0 license)

**Alt text:** A short description (i.e. “A photo of students laughing in a courtyard”)

Images to be added to your manuscript should be provided in Box as high-resolution PNG files. Use the figure number as the file name, using a dash instead of a period where relevant (e.g., Figure1.png or Figure1-3.png)

To embed a video, simply provide a link to where the video is located, e.g. in YouTube or Vimeo:

<https://www.youtube.com/watch?v=2oQCIRORcks>

## Subsection 2: Shortcodes

There are a few shortcodes you may want to use for formatting your book.

[blockquote]If you have a long quote or section of text you want to pull away from the rest of a paragraph, you can use the block quote shortcode[/blockquote]

[columns count=2]Using the columns count shortcode will display your text in 2 or more columns. For example, this text should display in two columns after import.[/columns]

There are 6 types of textboxes available in Pressbooks for formatting callouts:

1. Simple Textbox (this is a basic white box with a black outline)
2. Shaded Textbox (this is a light blue box with text within it)
3. Examples,
4. Exercises,
5. Key Takeaways, and
6. Learning Objectives

The final four box types have headings and custom color sets (i.e. Learning Objectives in the [Library 160 Textbook](#))

To add a simple or shaded textbox, use this shortcode:

[textbox] This is a simple textbox. [/textbox]

[textbox class=shaded] This shaded textbox is a bit more attractive. [/textbox]

To add one of the other textbox classes, we need to handle that manually. Use the following markers to let us know what you want:

**<Examples textbox>**

Header text: **Video Example.**

Body text: The following video tells the story of someone who...

**</Examples textbox>**

We recommend that if you use the four colored textboxes, you choose how you want to use them in each chapter, so students can recognize the purpose of the textbox from its color (in addition to its title and placement). For example, you might choose to always use the Exercises textbox to display “stories from the field” or “things to watch out for.”

If you want to place a self-assessment in the text as an H5P element, leave a note in bold like you would for an image or a textbox.

**<interactive H5P exercise>**

You can build H5P exercises directly within your Pressbook, or you can import existing H5P exercises from elsewhere. **You do not need an H5P account to create H5P exercises in Pressbooks.**

## References

Want to share your sources? You have a couple of options. You can place footnotes throughout your text with the **footnote shortcode**`[footnote]`Your citation here.`[/footnote]` or you can place a section at the end of your page or chapter for all of your sources, like you might in Word.