

Adding a Book

Use

You can use a book to create a well-structured resource that contains various forms of content.

Set up

Adding a Book Resource



1. Go to front page of your course, click the **Gear icon** at top right of the screen, scroll down and **Turn editing on**.
2. Go to the topic that you want to add content and click the **Add an activity or resource** link located at the right hand of the topic.
3. Double click **Book** from the 'Add an activity or resource' pop up list.
4. In the Name enter the title of your book.
5. In **Description** field enter a short description of your book. The description can be displayed on the course page by ticking the **Display description on course page** box underneath the input box.
6. Click on **Appearance** to expand the appearance section. Decide how you want your book chapters to be displayed:
 1. Click on **Appearance** to expand the appearance section. Decide how you want your book chapters to be displayed:
 - None - Chapter and subchapter titles have no formatting
 - Numbers - Chapters and subchapter titles are numbered 1, 1.1, 1.2, 2, ...
 - Bullets - Subchapters are indented and displayed with bullets in the table of contents
 - Indented - Subchapters are indented in the table of contents
7. **Save your display** and you will then be able to add your first chapter.

Adding chapters and sub chapters to your book

1. Click on the **book icon** on in your course page.
2. Go to the **Table of contents** and choose the + icon.
3. Give it a name and add content. You also have an option to treat it as a subchapter by ticking **Subchapter** option.
4. Save your changes.
5. Click **'Save and return to course'** at the foot of the page.





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