eBOOK HATCH

Getting Started

Teacher Guide

Admin Area:

Icon	Function
User List	View a list of all of your users. View the last time each user logged in. View the current password for each user. Suspend users temporarily.
Book List	View a list of all active books with a pagecount for each. Admins have the ability to unpublish a book.
Add New Users	Create new user accounts. You can use the "Bulk User Create" tool to quickly create multiple accounts.
Restore Users	View a list of suspended users and restore access.
Group Settings	Adjust settings for your group: -Do Books require admin approval before public listing? -Can users rate other books? -Are books available to the public without a password?
Books In Queue	If you require admin approval, you will see a list here of books that have been submitted for approval. Admins can view a book, then approve it or deny approval with a suggestion for improvement.

Making a Book

My Books
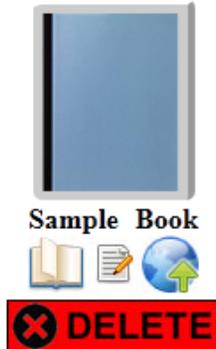
After logging in, you will see a list of created books. From here you can:

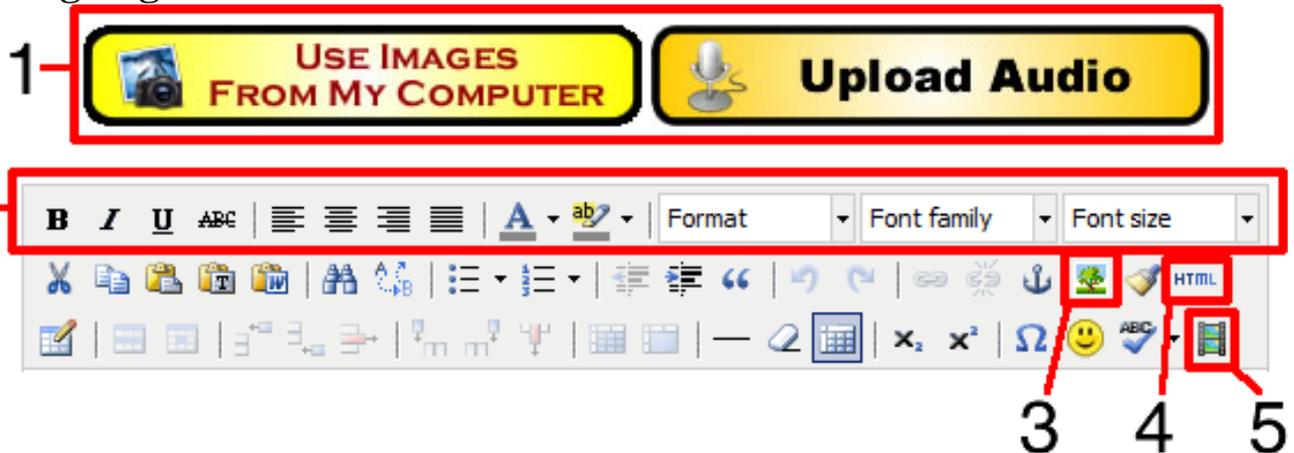**Read** Your Book

Edit Your Book

Publish Your Book (so others can read it)

Delete Your Book (forever!)

Creating a New Book

1. Log In, then click the **My Books** link at the top right.
2. Click the **Make a New Book** button.
   a. Give your new book a title
3. You will be taken to the page editor on your first page.

Editing Pages

1. You can upload images from your computer to place on your pages.
   You can also upload audio to embed on a page (must be mp3 format)
2. You can style your text using the toolbar.
3. You can insert images from the Internet using the image address.
4. You can insert custom HTML for those familiar with it.
5. You can embed other special media, such as video or Flash.

About the Author

When you log in, you have the option to change your "About the Author" page, which appears at the end of all of your books.

Book Cover

From the editing area, you can choose the color of your book and even upload an image for your book cover.