

- 1) Login to <http://bookbuilder.cast.org/>.
 - 2) Choose "Create and Edit My Books."
 - 3) Choose "Start a New Book."
 - 4) Enter the required information:
 - Title
 - Author
 - Content area
 - Genre
 - Grade Level(s)
 - Book Language
 - Book Orientation
 - 5) If you wish to use coaches, choose and name up to three coaches. You select the order in which they appear, the coach's name, and voice. You may also upload your own image to use as a coach.
 - 6) Now, you'll begin creating your book, page by page. On each page:
 - Select a layout from the gallery on the left side of the screen. Simply click on the icon that represents the layout you want to use on that page.
 - Enter text by clicking on the "Add/Edit Text" button. Use the text editing buttons to change the font, size, color, and so on. Make sure to click the save button when finished or your text will not be saved!!
 - If you have a glossary word on the page, highlight it and click on the book icon (right side of the tools). Click the option to add the word to the glossary list (unless you already have a definition) and choose "apply."
 - To upload an image, click on the "Add/Edit Image" button. Select an image from your desktop and click "upload." Complete the following fields to follow best practices in terms of fair use:
 - Alt Text – this is displayed when the image cannot be loaded
 - Source – provide a URL for the original image (unless it is your own)
 - Caption – describe the image and give credit to its owner
 - Image description – if the photo is licensed under a Creative Commons license, you might add this information here.
- Click the save button to save your photo and information. *Note: only gif or jpg files accepted.*

- To upload audio, click the “Add/Edit Audio” button. Select an audio file from your desktop and click “upload.” Add source information and description if using a file from a third party source. Click the save button when finished.
Note: only mp3 files accepted. Maximum size 1024 kB.
- To add coaches, click the “Add/Edit” button next to the coach you wish to use. Type what you want the coach to say into the box and save.
- If you would like to have a response area for students to respond to the coaches, click on “Add/Edit” and enter a prompt. Save.

7) Once you are finished with the page, click “Add Page After” and repeat until all pages have been completed.

8) At the top of the page, click on the “Edit Glossary” tab. Any words that you have identified as glossary words will appear. Add written definitions and audio to each term.

8) Click “Book Completed.” Review the reminders that appear in the pop-up window. If you are truly finished, click “Save.”

9) Now that your book is finished, you can share the book with others or add it to the public library.

- Click on “Share” to invite others to view your book by email.
- Click on “Publish” to add the book to the public library.