

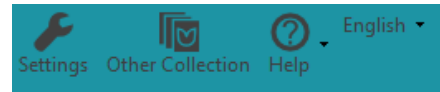
Bloom Shell Book Instructions

The data files are found in the subfolder data\Lizard and Hyena. To show how to create a shell book for others to use, do the following:

Start Bloom.

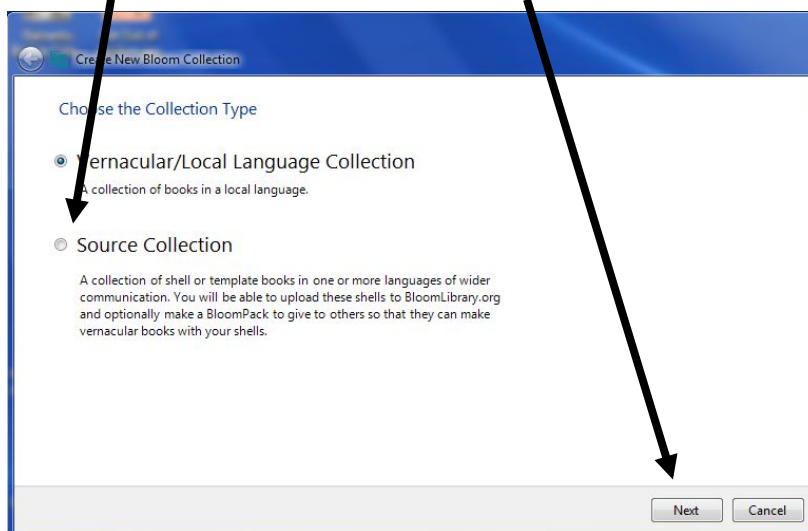
1. Create a new collection.

Click on the Other Collection button, top right.



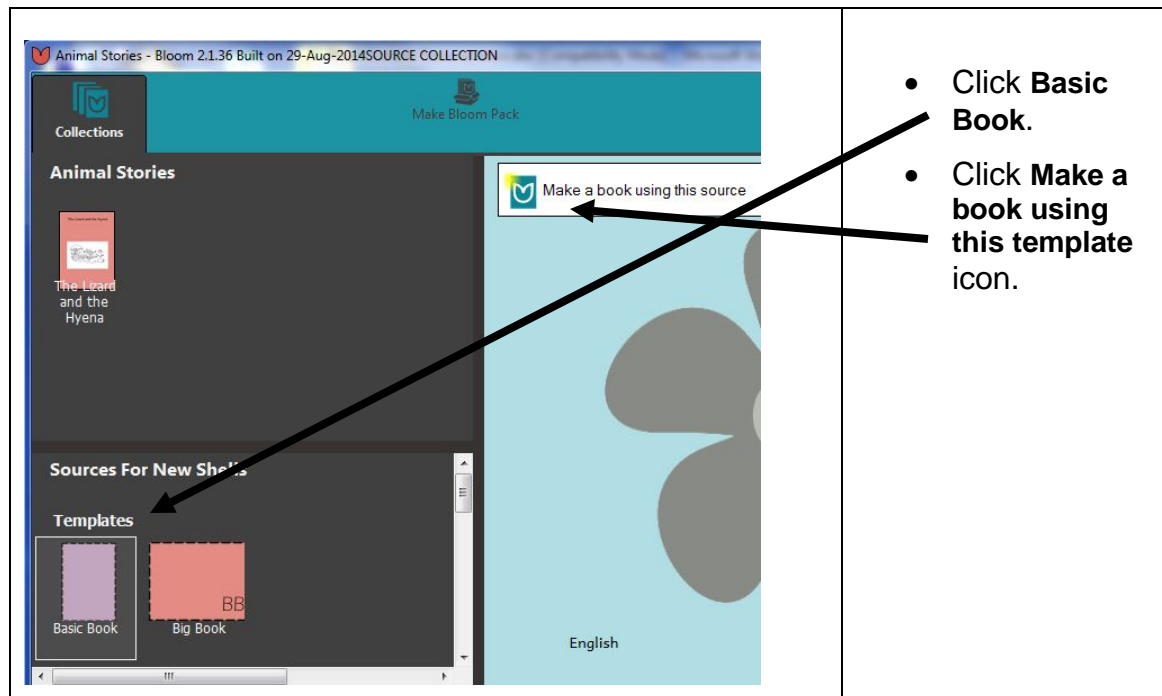
2. In **Create New Bloom Collection** dialog box

- Select **Source Collection** and Click **Next**.



- Enter collection name, for example Animal Stories, English Books and click **Next**.
- Click **Finish**.

3. The main window appears.



4. The My Book pages screen appears

- Edit front cover of the Lazy Cat store. Add **Lazy Cat-01.tif** onto the front cover page.

- In front cover image, click Purple **Change Image icon**,



Bloom Content Instructions for Demonstration

To demonstrate the capabilities of Bloom using the English language, do the following:

3. Double click on the Bloom icon  to open Bloom.

4. In **Bloom**, click '**Other Collection**', top right menu.



5. Click **Create New Collection**


- Select **Vernacular Collection** and click **Next**.
- Type in the name of the language, English, and click **Next**.
- Enter country and click **Next**. (A list is given - not an option for entering)
- Name your project and click **Next**.
- Click **Finish**.

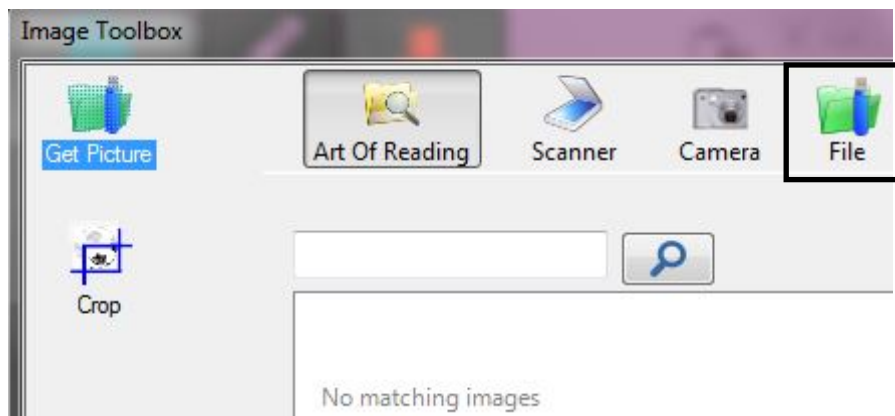
6. The main window appears.

- Under **Sources For New Books** (middle left) for **Templates**, click **Basic Book**.

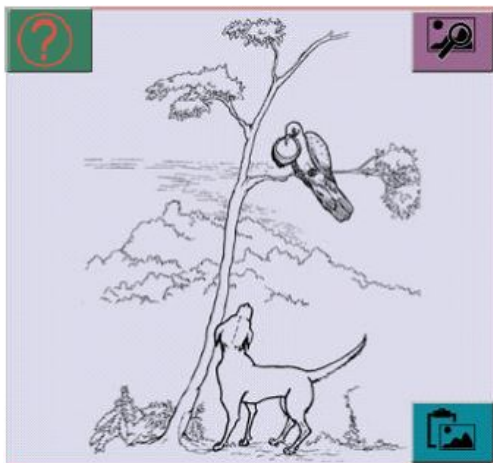
- Click **Make a book using this source**, (top left corner of book).
7. The My Book pages screen appears.

- Edit front cover as follows: **My book** → **The Lazy Cat**

- Move the mouse over the cover image, click Purple **Change Image icon**,  in the right upper corner of the cover image.



- Select: **Pic-Cover.tif**
 - Click **OK**.
8. Add copyright information to the pictures.



- Click on the **Question Mark** for one of the pictures (top left) to add license copyright information for the pictures.
- Open the **Lazy Cat Title Page bkpg.txt** file. Find the illustrator's name, date and copyright holder.
- Add them to the **Credit, Copyright & License** box and click OK. **Copy this information to all other pictures in this book**, select **Yes**.

- Then click **File. Find file location using Windows Explorer.**
- Select: **Pic-Cover.tif**
- Click **OK.**

About Creative Commons (from Helps Documentation)






When you choose a license for pictures or a book, you can choose Creative Commons. In this case, you see symbols in a box. The combination of symbols depends on your selections.

Examples



Overview

In the dialog boxes, watch the symbols change as you click Yes or No.

Symbol	Meaning	Note
	Creative Commons	On the Internet, see: <ul style="list-style-type: none"> • http://creativecommons.org/licenses/ • http://creativecommons.org/licenses/by-nc/4.0/legalcode#s1i
	Attribution	Roughly, this means to consider as caused "by" what or whom you indicate.
	No Derivative Works	
	Share Alike	
	Noncommercial	

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- **Credit, Copyright & License** – Fill out from a credit or title page
- Creator (Name of illustrator)
- Copyright Year
- Copyright Holder
-
- **License**
- Creative Commons
- Allow commercial uses of your work?
- Yes/No
- Allow modifications of your work?
- Yes/No
- Contact copyright holder
- Custom
- Additional Requests

6. Credit Page, Insert Text

- Enter Credit and Title Page information from **Lazy Cat Credits.txt** into credit page.
- Edit title page as appropriate.
- Insert pictures and text for each page as follows:


Remember, after inserting the image, click on the credits so they get applied to every picture in the book before clicking **OK**.

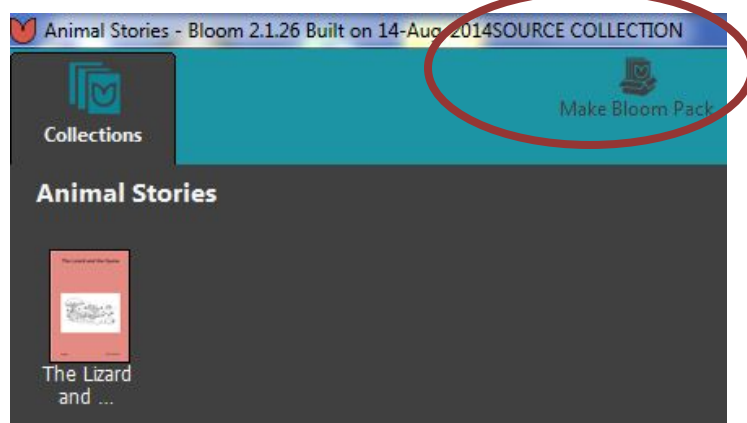
Insert Image	Insert Text
<ul style="list-style-type: none"> • Click Basic Text & Image. Insert picture Lazy Cat-01.tif. 	<ul style="list-style-type: none"> • Insert the contents of Lazy Cat-English.txt – first section into textbox.
<ul style="list-style-type: none"> • Click Basic Text & Image. Insert picture Lazy Cat-02.tif. 	<ul style="list-style-type: none"> • Insert the contents of Lazy Cat-English.txt – second section into textbox.

<ul style="list-style-type: none"> Click Basic Text & Image. Insert picture Lazy Cat-03.tif. 	<ul style="list-style-type: none"> Insert the contents of Lazy Cat-English.txt – third section into textbox.
<ul style="list-style-type: none"> Click Basic Text & Image. Insert picture Lazy Cat-04.tif. 	<ul style="list-style-type: none"> Insert the contents of Lazy Cat-English.txt – fourth section into textbox.
<ul style="list-style-type: none"> Click Basic Text & Image. Insert picture Lazy Cat-05.tif. 	<ul style="list-style-type: none"> Insert the contents of Lazy Cat-English.txt – fifth section into textbox.
<ul style="list-style-type: none"> Click Basic Text & Image. Insert Picture Lazy Cat-06.tif. 	<ul style="list-style-type: none"> Insert the contents of Lazy Cat-English.txt – sixth section into textbox.
<ul style="list-style-type: none"> Click Basic Text & Image. Insert picture Lazy Cat-07.tif. 	<ul style="list-style-type: none"> Insert the contents of Lazy Cat-English.txt – seventh section into textbox.

- Click **Just Text**. Insert contents (all of it) of **Lazy Cat-English.txt** into textbox.
- Add license information for pictures by click the question mark on one of the pictures. See instructions above.

5. Make a Bloom Pack.

- Click **Collections** tab.
- On the toolbar, Click **Make a Bloom Pack**.  Enter file name for the Bloom Pack and click **Save**. The bloom pack is created and is ready for distribution.



- Close Bloom
- Start the newly created Bloom Pack.
 - Start Bloom again to use the shell books from the Bloom Pack.
 - Create a new collection for your language.

- In the **Source for New Books** pane, below books from BloomLibrary.org are also available. Select the icon for the desired book from the Bloom Pack you created above
- Select **Make a book using that source**.
- You are ready to translate the book.