


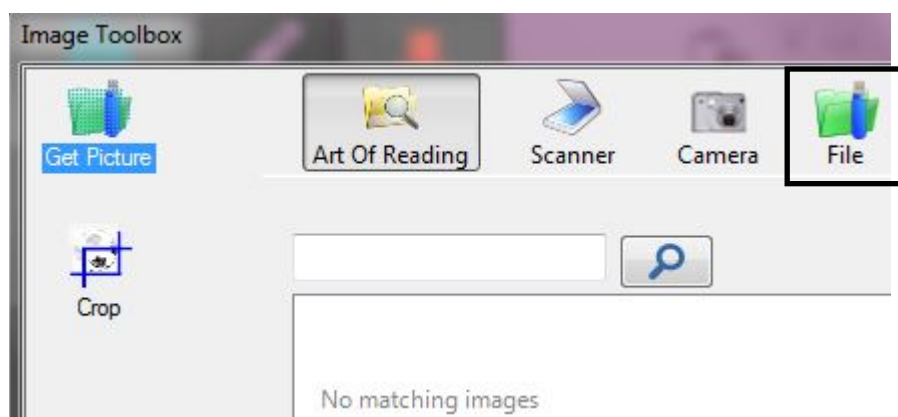


Bloom Content Instructions for Demonstration

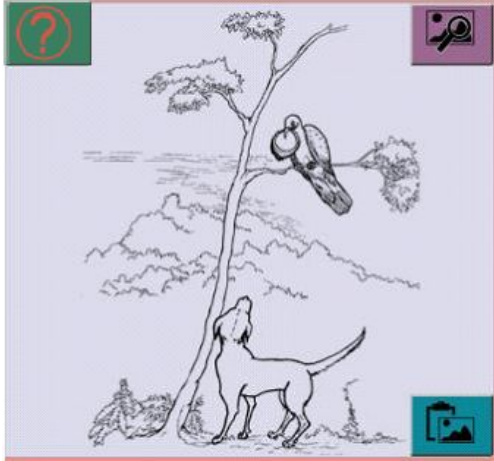
To demonstrate the capabilities of Bloom using the English language, do the following:

1. Double click on the Bloom icon  to open Bloom.
2. In **Bloom**, click '**Other Collection**', top right menu. 
3. 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**.
4. 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).
5. The My Book pages screen appears.
 - Edit front cover as follows: **My book** → **The Dog and the Bird**
 - Move the mouse over the cover image, click Purple **Change Image** icon,  in the right upper corner of the cover image.

- then click **File. Find file location using Windows Explorer.**



- Select: **Pic-Cover.tif**
 - Click **OK**.
6. 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 **Dog Bird 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**.

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

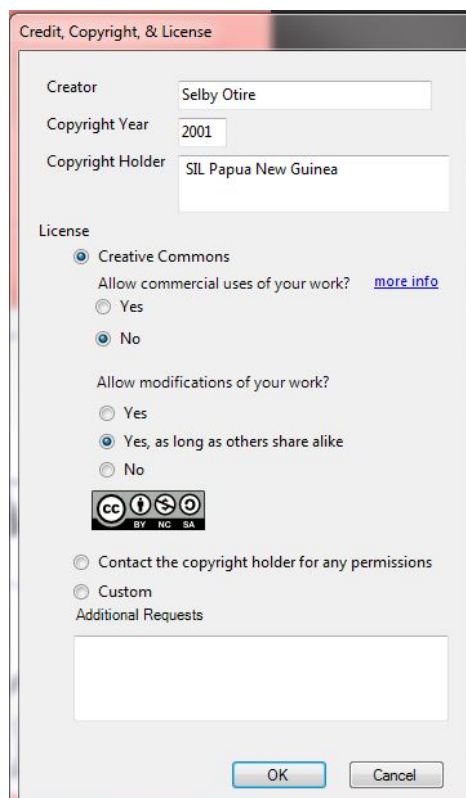


Overview

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

Symbol	Meaning	Note
	Creative Commons	<p>On the Internet, see:</p> <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	



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

- Click where it says to **Click to choose topic** (bottom right corner of cover). Select **Animal Stories**, and then click **OK**.

7. Add **back cover** and **credit page** information.

From Helps-Documentation

If a person or an organization helped in any way, it must be made known. That is, it must be acknowledged. The help may be direct or indirect. Your statement can include a dedication.


For many books, you can type (write about) acknowledgements in text boxes. Each text box has a callout box (a box with a note inside) that describes its purpose.

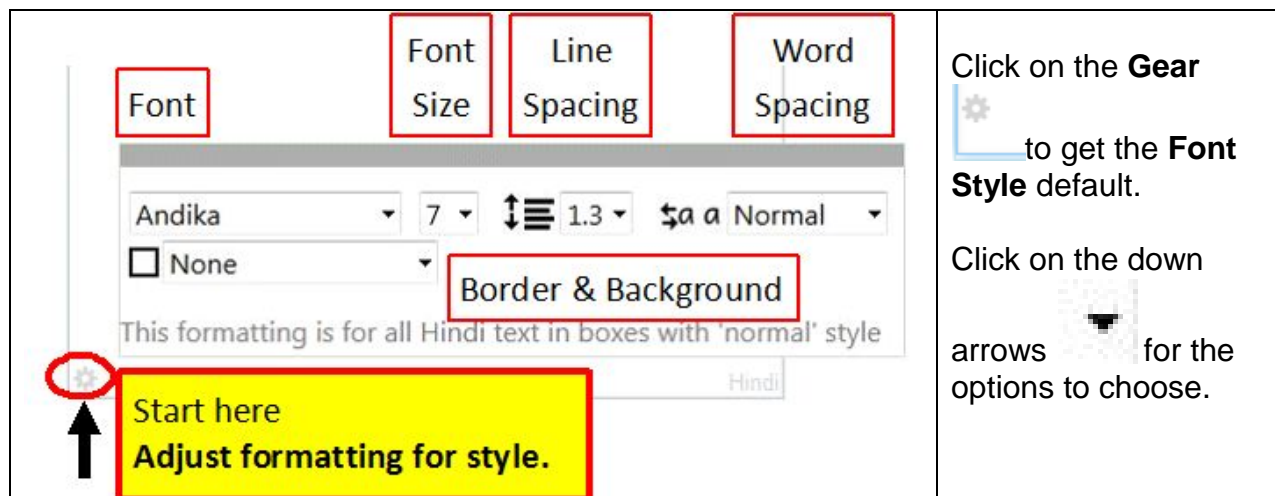
- On the Credits Page, there are two text boxes:
 - Top: In the original or shell book, write about who helped develop this



book.

- On the Title Page, there are two text boxes:
 - Below the text boxes for the book title: Write about the contributions of writers, illustrators, editors and so on.
 - Bottom: Write about any funding agencies.
- On the Inside Front Cover page.
 - Below the copyright and license information: Write about the contributions of writers, illustrators, editors and so on.
 - Middle: Write about the people who translated the words in the book into the vernacular language.
 - Bottom: Write about any funding agencies.


- Edit **back cover page** and **credit page** as follows: by copying and pasting the contents of **Dog Bird Title Page bkpg.txt** into the textboxes.
- Edit title page as appropriate. Resize font to fit in textbox, left bottom of textbox.

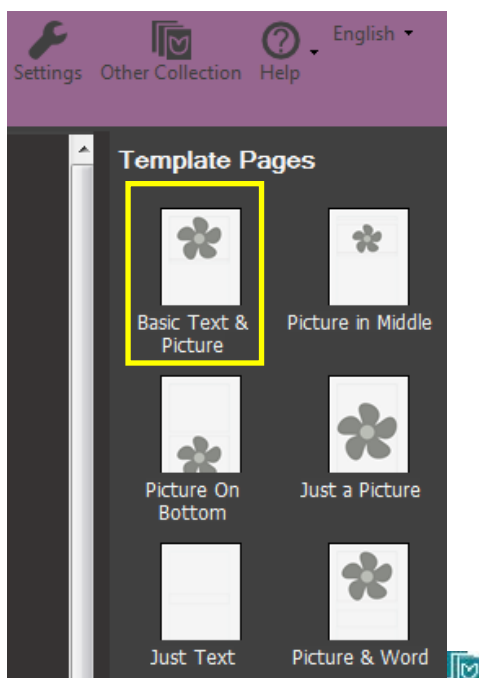
Click on **Star**  bottom left corner of text box for **Adjust formatting for style**.



The screenshot shows a formatting toolbar with several sections: Font, Font Size, Line Spacing, Word Spacing, and a 'Border & Background' section. The 'Font' section is highlighted with a red box. Below the toolbar, a yellow box with a red border contains the text 'Start here Adjust formatting for style.' with an arrow pointing to a gear icon. To the right, text instructions say 'Click on the Gear  to get the Font Style default.' and 'Click on the down arrows  for the options to choose.'

8. Add the **pictures**.

- Under **Template Pages** on right sidebar, Click **Basic Text & Picture**. Insert picture **Pic-01.tif**. 



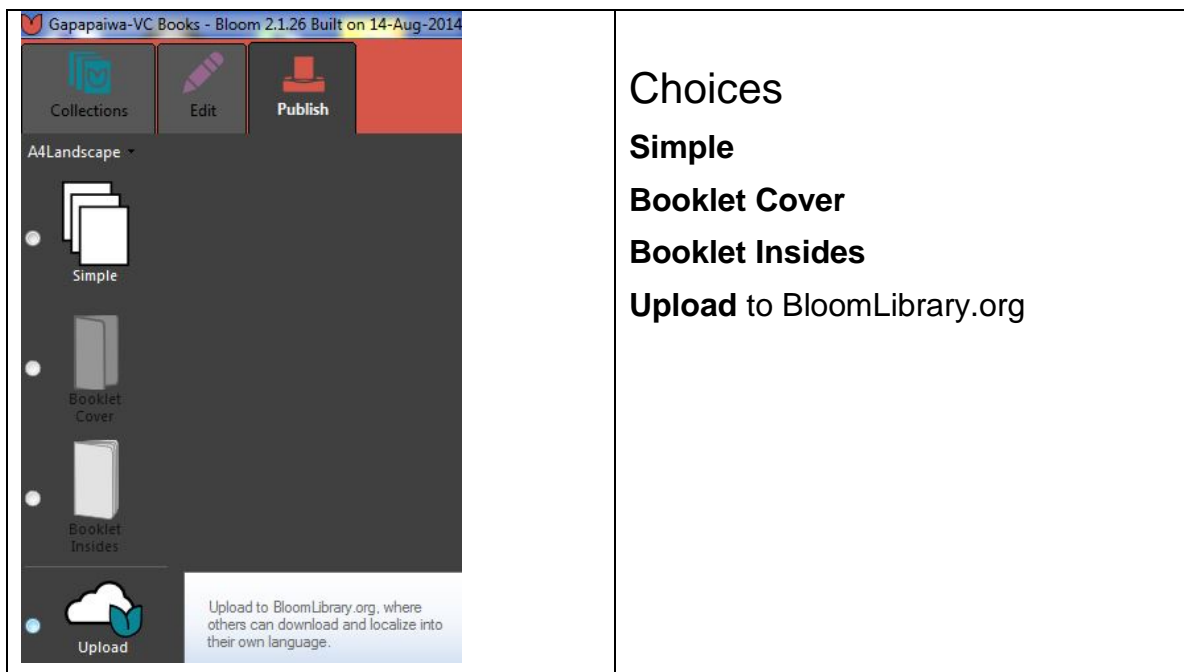
- Insert the contents of **Dog Bird-English.txt**– Copy (control c) the text for page one and click Paste (or control v) in Bloom book.
- After inserting the image, click on the credits so they get applied to every picture in the book before clicking **OK**.

Insert Image	Insert Text
Click Basic Text & Image . Insert picture Pic-02.tif .	Insert the contents of Dog Bird-English.txt – second section into textbox.
Click Basic Text & Image . Insert picture Pic-03.tif .	Insert the contents of Dog Bird-English.txt – third section into textbox.
Click Basic Text & Image . Insert picture Pic-04.tif .	Insert the contents of Dog Bird-English.txt – fourth section into textbox.
Click Basic Text & Image . Insert picture Pic-05.tif .	Insert the contents of Dog Bird-English.txt – fifth section into textbox.
Click Basic Text & Image . Insert picture Pic-06.tif .	Insert the contents of Dog Bird-English.txt – sixth section into textbox.
Click Basic Text & Image . Insert picture Pic-07.tif .	Insert the contents of Dog Bird-English.txt – seventh section into textbox.

- Under **Template Pages** on right sidebar, click **Custom** and make just a **Text Box**.
Insert contents (all of it) of **Dog Bird-English.txt** into textbox.

9. Click the **Publish** icon .(Top left tool bar)

- Select each option and review. (Simple, Book Cover, & Booklet Insides)



10. Click **Save PDF**.



11. Go to the folder where you saved the *pdf* file.

12. Display *pdf* file.