

## Bloom Shell Book Instructions

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

Start Bloom.

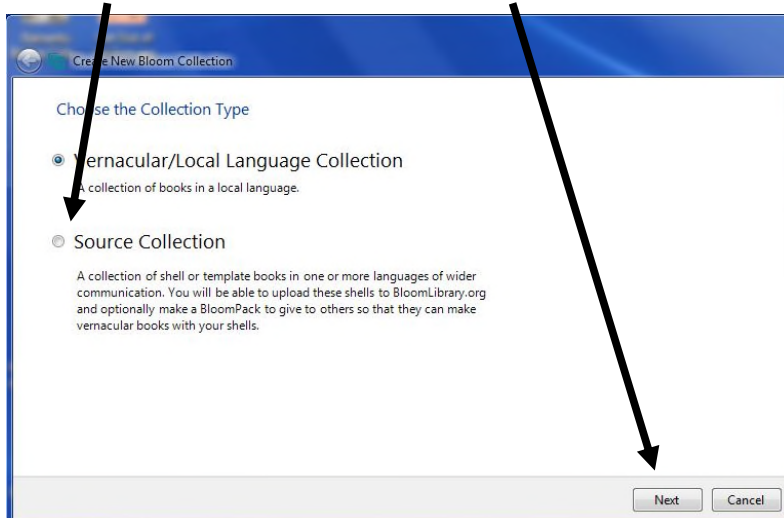
3. Create a new collection.

Click on the Other Collection button, top right.



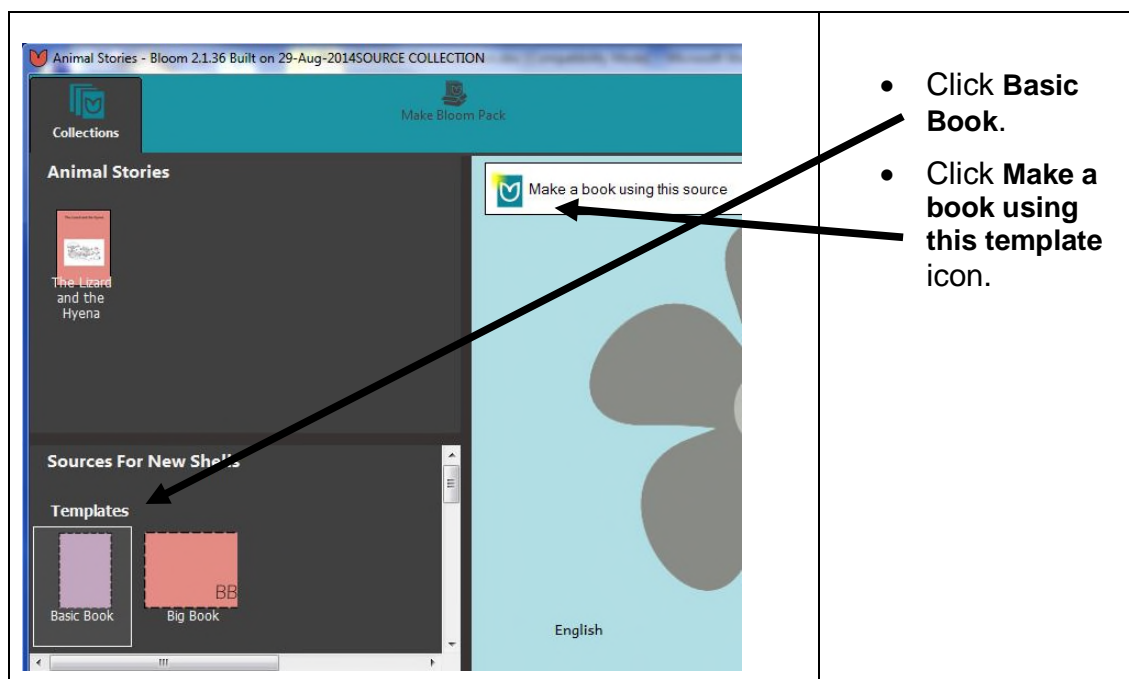
2. In **Create New Bloom Collection** dialog box

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



- Enter collection name and click **Next**.
- Click **Finish**.

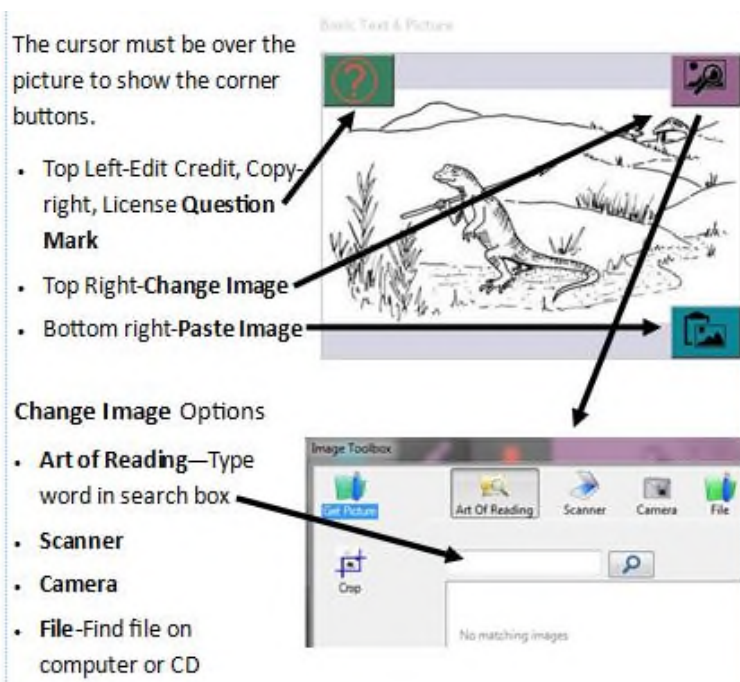
3. The main window appears.



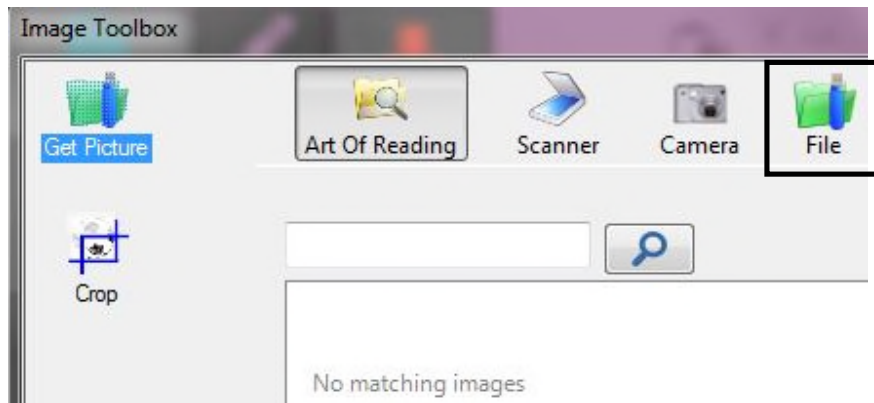
#### 4. The My Book pages screen appears

- Enter title and **Lazy Cat-01.tif** into the front cover page.

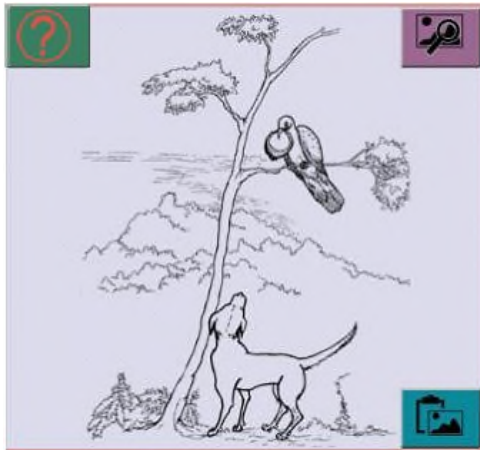
- In front cover image, click Purple **Change Image icon**, 



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



- - Select: **Pic-Cover.tif**
  - Click **OK**.
5. 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. **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	On the Internet, see: <ul style="list-style-type: none"> <li><a href="http://creativecommons.org/licenses/">http://creativecommons.org/licenses/</a></li> <li><a href="http://creativecommons.org/licenses/by-nc/4.0/legalcode#s1i">http://creativecommons.org/licenses/by-nc/4.0/legalcode#s1i</a></li> </ul>
	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

#### 6. Credit Page, Insert pictures and Text


- Enter credit information from **Lazy Cat Credits.txt** into credit page.
- Edit title page as appropriate.

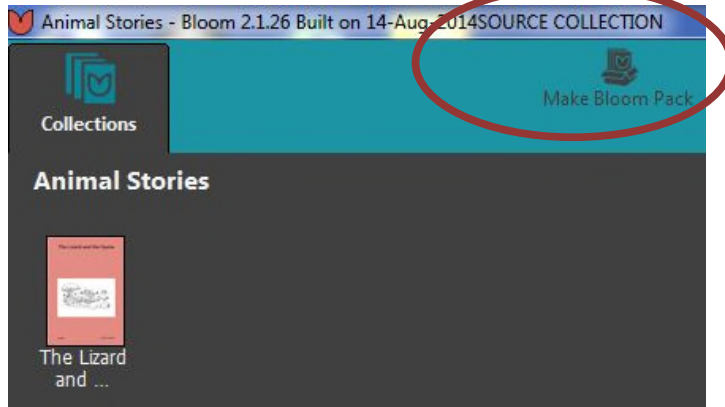
Insert Image	Insert Text
<ul style="list-style-type: none"> <li>• Click <b>Basic Text &amp; Image</b>. Insert picture <b>Lazy Cat-01.tif</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert the contents of <b>Lazy Cat-English.txt</b> – first section into textbox.</li> </ul>
<ul style="list-style-type: none"> <li>• Click <b>Basic Text &amp; Image</b>. Insert picture <b>Lazy Cat-02.tif</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert the contents of <b>Lazy Cat-English.txt</b> – second section into textbox.</li> </ul>
<ul style="list-style-type: none"> <li>• Click <b>Basic Text &amp; Image</b>. Insert picture <b>Lazy Cat-03.tif</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert the contents of <b>Lazy Cat-English.txt</b> – third section into textbox.</li> </ul>
<ul style="list-style-type: none"> <li>• Click <b>Basic Text &amp; Image</b>. Insert picture <b>Lazy Cat-04.tif</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert the contents of <b>Lazy Cat-English.txt</b> – fourth section into textbox.</li> </ul>
<ul style="list-style-type: none"> <li>• Click <b>Basic Text &amp; Image</b>. Insert picture <b>Lazy Cat-05.tif</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert the contents of <b>Lazy Cat-English.txt</b> – fifth section into textbox.</li> </ul>
<ul style="list-style-type: none"> <li>• Click <b>Basic Text &amp; Image</b>. Insert Picture <b>Lazy Cat-06.tif</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert the contents of <b>Lazy Cat-English.txt</b> – sixth section into textbox.</li> </ul>
<ul style="list-style-type: none"> <li>• Click <b>Basic Text &amp; Image</b>. Insert picture <b>Lazy Cat-07.tif</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert the contents of <b>Lazy Cat-English.txt</b> – seventh section into textbox.</li> </ul>

- 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
6. Start the newly created Bloom Pack.
  7. 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, select the desire template.
    - Select **Make a book using this template**.
    - You ready to translate the book.