

Guide to Book Creator – Appendix 2

Sound recording (1)

How to make a sound recording in Book Creator, web version:

1. Click on **+**
2. Choose *Record*
3. Click on **Start recording**
4. Start talking
5. Click on **●** – *Stop recording* when the recording is done.
6. Choose USE RECORDING

How to make a sound recording in the Book Creator app:

1. Tap
2. Tap *Media* (if necessary)
3. Tap *Add Sound*
4. Tap **●** – *Start recording*
5. Start talking
6. Tap **■** – *Stop recording*
7. Choose **Yes**

Insert picture (2)

How to insert a picture in Book Creator, web version:

1. Click on **+**
2. Choose *Images*
3. Select a picture from your computer
or:
search for one on the Internet, select by clicking and choose **Add**
4. The picture can be resized and moved by dragging

How to insert pictures/images in the Book Creator app:

1. Tap
2. Tap *Media* (if necessary)
3. Tap *Photos*
4. Tap the one you want
5. The picture can be resized and moved by dragging

In a frame:

How to insert a picture in Book Creator, web version:

1. Click on a frame
2. Click on the plus sign inside the selected frame

3. Choose *Images*
4. Select a picture from your computer
or:
search for one on the internet, select by clicking and choose **Add**
5. The picture can be resized and moved by dragging

How to insert pictures/images in the Book Creator app

1. Search for pictures on the Internet
2. Save them in the camera roll
3. Select the frame by tapping
4. Tap the *image icon*
5. Select a picture by tapping
6. The picture can be resized and moved by dragging

Use this method if the picture is taken with the iPad

How to take a photo and insert it in the Book Creator app:

1. Select a frame by tapping
2. Tap the *camera icon*
3. Shoot a photo of your drawing]
4. Choose *Use Photo*, and the fresh photo is inserted in the frame
5. The picture can be resized and moved by dragging

Insert text (3)

How to insert text in Book Creator, web version:

1. Click on **+**
2. Choose *Text*
3. Choose *Text* again
4. *Write* your text
or:
click on the microphone and *dictate* your text
(Important: choose the right language before dictating!)
5. Finish by choosing *DONE*
6. Move the text box to where you want it



How to insert text in the Book Creator app:

1. Tap
2. Tap *Add Text*
3. Tap *Text*
4. *Write* your text
or:
click on the microphone in the keyboard and *dictate* your text
(Important: choose the right language before dictating!)
5. Finish by choosing *Done*


6. Move the text box to where you want it

Drawing with the pen tool (4)

How to use the pen tool in Book Creator web:


1. Click on 
2. Click on *Pen*
3. Click on the black circle in the top menu – 
4. Choose your colour
5. Draw. Between dots, if there are any
6. Finish by choosing [Done](#)

How to use the pen tool in Book Creator app:

1. Tap
2. Tap *Media*
3. Tap *Pen*
4. Tap the black circle in the top menu – 
5. Choose your colour
6. Draw. Between dots, if there are any
7. Finish by choosing [Done](#)

Insert video (5)

How to insert video in Book Creator web:


1. Click on 
2. Choose *Images*
3. Click [Upload from your computer](#)
4. Find and select your video
5. Click *Open*

How to insert video in the Book Creator app:

1. Tap
2. Tap *Media* (if necessary)
3. Tap *Photos*
4. Tap the video you want

Insert speech bubble, thought cloud or sticker (6)

How to insert speech bubble, thought cloud or sticker in Book Creator web:


1. Click on 
2. In the bottom row you find icons 2-4 for speech bubble, thought cloud or sticker
3. Click the one of your choice

How to insert speech bubble, thought cloud or sticker in the Book Creator app:

1. Tap
2. In the new window, tap
 - *Speech* for speech bubble
 - *Thought* for thought cloud
 - *Stickers* for sticker

Search for and insert shapes (7)

How to search for and insert shapes in Book Creator web:

1. Click on 
2. In the upper menu, choose *Shapes*
3. In the search field, type what you want to find and press *Enter*
4. Click to choose one of the figures

How to search for and insert shapes in Book Creator app:

Search function not available offline