

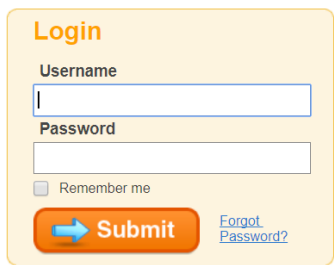
Welcome to Scripsi Online Publishing

Start Your Project at: <https://onlinepublishing.studenttreasures.com>

1 Start Your Book

Go to <https://onlinepublishing.studenttreasures.com/>

- Login using the username and password provided by your teacher.



The login form is titled "Login" and contains the following elements: a "Username" label above a text input field, a "Password" label above another text input field, a "Remember me" checkbox, a blue "Submit" button with a right-pointing arrow, and a blue link labeled "Forgot Password?".



2 Design Your Book Pages

After you log in you will see the desktop screen. All of your book pages will appear on this screen.

- If you are working on your own book all of your book pages will appear. If you are working on part of your classbook you will only see the pages that have been assigned to you.

To begin working on your pages, simply click on the page you want to start working on.




The screenshot shows the Scripsi desktop interface. At the top left is the Scripsi logo. At the top right are the links "Welcome | Logout ?". Below these are four menu items: "desktop", "my pages", "my images", and "my messages". The "my pages" menu item is selected and highlighted. Below the menu items, the "my pages" section displays project information: "Project Name: Untitled", "Book Type: Classbook", and "Status: In Progress". To the right of this information is a "Days left: 24" counter with a green "24" and a small balloon icon. Below the project information is a large white area with two page thumbnails labeled "Page 1" and "Page 2". Navigation arrows are visible on the left and right sides of the page thumbnails. A red arrow pointing right with the word "More" is located at the bottom right of the interface.

Finishing Your Project

3 Create Your Book Pages

Once you've selected a page to work on, your book will open in the bookmaker where you can add text, photos and clipart.

- Use the guide on the following pages to learn how to add text and images to your book pages.

As you are working on your project make sure that you click the  button to save your progress.

- If you are working on your own book, you will need to add a title to your book before you'll be able to save your progress.

4 Save Your Pages For Publishing

Once your book pages are complete, click the  button in the toolbar at the top of the bookmaker.

After you've clicked save, your teacher will be able to review your pages and send them to be published.



Add Images to Your Project

Select the **member** tab to upload images you will be using for your book pages and then:

- Click **upload images** and select your images
- Select multiple images by holding down the **Ctrl** key while selecting images
- Accepted file types include: **JPG, JPEG, BMP, or PNG**

Add Uploaded Files

Click or drag the image onto the page from your library.

Add Clipart


Use the “**Clip Art**” tab at the top of the project library to browse.

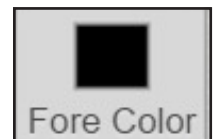
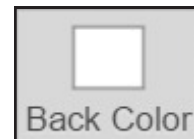
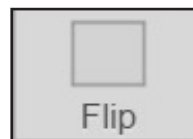
Click or drag images to add them to your pages.

Rotate & Enlarge Images



Click on the image and drag the arrow in the bottom left corner to the desired rotation or size.

Use the Drawing tool

Click the  button located in the top toolbar. Select drawing options from the lefthand toolbar.



Add Text to Your Project

To add text to your page, click the  button in the toolbar at the top of the page. Click  and begin typing in the text box.

Move a Text Box

Click to activate the text box, then click and hold to drag the text box into place.

Enlarge a Text Box

Click on the text box and drag one of the corners to the desired size.

Align Text in a Box

Click  on a text box and click the  button.

Delete an Image or Text Box

Click on the text box or image. Click the  button on the toolbar.

Format Your Text

Highlight text and click the desired tool on the side toolbar.

Copying and Pasting Your Text

Highlight the text you want to copy and press the 'CTRL' and 'C' buttons on your keyboard. To paste the text, place your cursor in the desired location and press the 'CTRL' and 'V' buttons on your keyboard.

