

Creating a Chapter

Google Docs

EdTech Books

Menu Bar

WYSIWYG Editor

Table Contents

To create a new chapter for your book, click the menu in the top right corner of your screen, and then select the "+ Chapter" option. A screen like the image below will pop up, and you can enter the title of the chapter, along with the URL if you are importing an existing chapter from Google Docs. Press "Create Chapter," and the chapter will appear in the table of contents for your book.

Add a New Chapter to the Book ✕

Title ?

Short Name ?

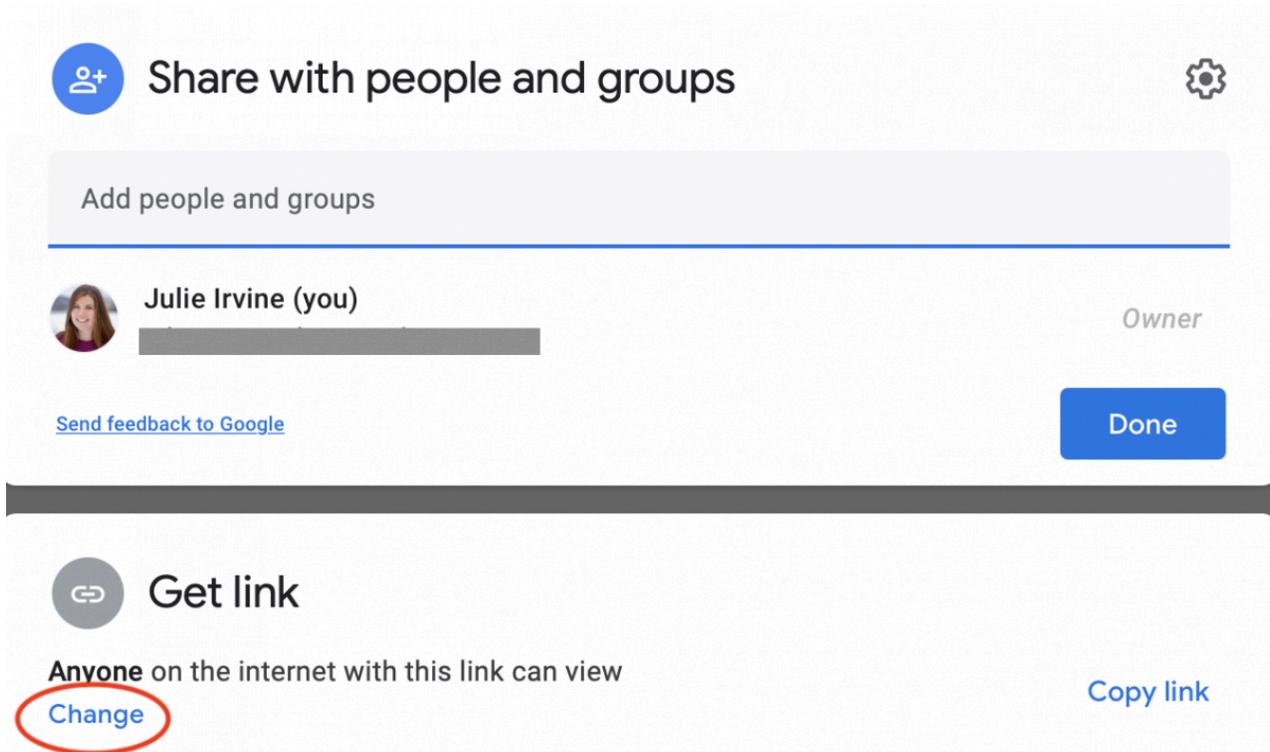
Google Doc Link ? **optional**

[Create Chapter](#)

If you have existing chapters in your book, the new chapter will appear at the end of the list in the table of contents. To reorder the chapters, select the "Organize" option in the menu bar. Find the chapter you wish to reorder, and use the arrows by clicking and dragging them to move the chapter up or down the list. Also, make sure to select the appropriate level for the chapter. (Levels can indicate separate sections or subsections of a book.)

Creating a Chapter with Google Docs

To import an existing chapter from Google Docs, make sure the document is shareable. In Google Docs, select the blue "Share" button in the top right corner of the screen. A screen like the one in the image below will pop up. Select "Change" under the option to make the document available to anyone with the link.



Share with people and groups

Add people and groups

 Julie Irvine (you) Owner

[Send feedback to Google](#) Done

Get link

Anyone on the internet with this link can view Copy link

[Change](#)

Copy the link that pops up after you select "Change." Using this link, navigate back to EdTech Books to create your new chapter. Follow the steps above, then copy the link from Google Docs into the space provided. Doing this should automatically populate the new chapter with the text from the Google Doc. Once your chapter is created, you can follow our suggestions for [editing the chapter](#), [ensuring quality](#), and [publishing the chapter](#).

Creating a Chapter without Google Docs

If you do not have existing text to import into your chapter from Google Docs, you can follow the steps at the beginning of this chapter and type your new chapter in the WYSIWYG editor.



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