

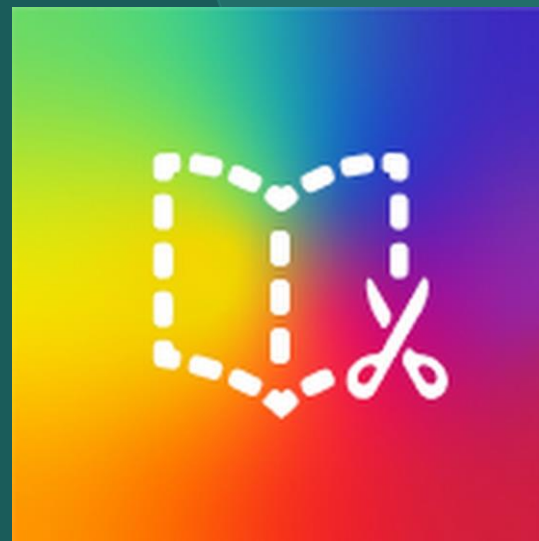
# Creating Your First Book in Book Creator

A Step-by-Step Workshop for Teachers

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# Today's Workshop

12 steps · approximately 90 minutes



**Step 1** Getting Started — Account & New Book

**Step 2** Understanding the Buttons

**Step 3** Adding Photos & Images

**Step 4** Adding Text

**Step 5** Adding Lao Text

**Step 6** Using the Pen Tool

**Step 7** Shapes, Icons & Media

**Step 8** Adding Apps

**Step 9** Recording Voice & Camera

**Step 10** Adding Sign Language Videos

**Step 11** Removing Audio from Video (QuickTime)

**Step 12** Sharing & Publishing

## Step 1

# Getting Started

*Create an account and start your first book*



**ສ້າງ, ສ້າງ, ສ້າງ!**

**Wash, Wash, Wash!**

# Step 1 — Open Book Creator

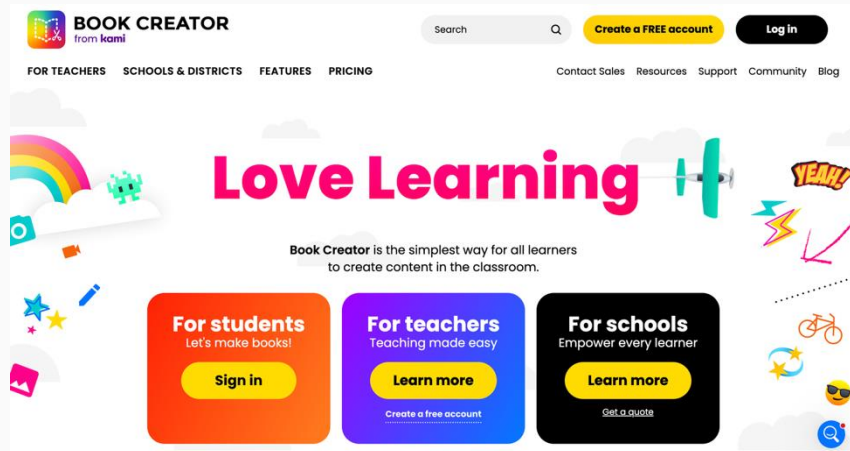
Open your browser and go to  
[app.bookcreator.com](https://app.bookcreator.com)

Create a FREE account *New users*

Create a FREE account

Log in *Existing users*

Log in



 **Teacher Tip:** A Google account makes sign-in easy for teachers and students.



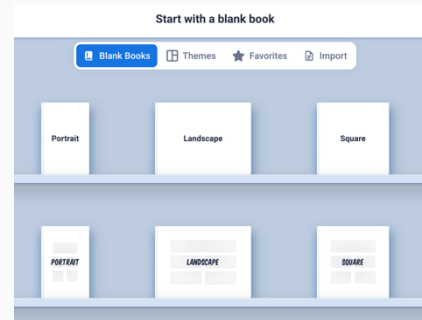
## Steps 2–4 — Create & Set Up Your Book

1 Click the + New Book button from your library.

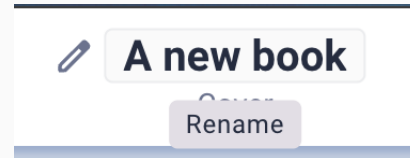



+ New Book

2 Choose your orientation — Landscape is recommended for classroom books.



3 Your blank book opens. Click the title to rename it.



 **Teacher Tip:** Name your book with the student's name and the topic — e.g. 'Phousy — Trip to the Market'.

## Step 2

# Understanding the Buttons

*The four key buttons you will use every time*





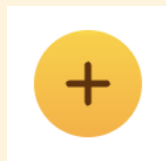
# The Four Action Buttons

Share



Share, publish, or  
download your book

Add (+)



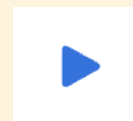
Add photos, text, shapes,  
apps to the page

Info (i)



Edit a selected object —  
size, colour, font

Play (▶)



Read your book from the  
beginning

## Step 3

# Adding Photos & Images


*Upload photos from your computer or device*





# Adding a Photo — Step by Step

- 1 Click the + (Add) button, then select Images from the Tools menu.
- 2 Click Upload from your computer to choose a photo.

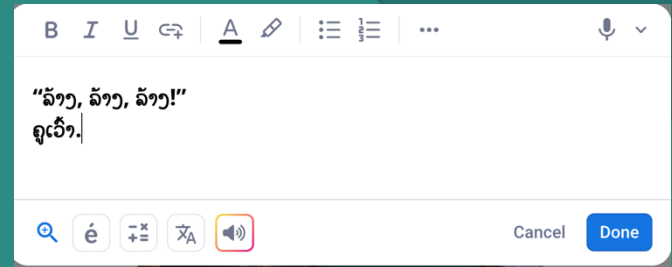
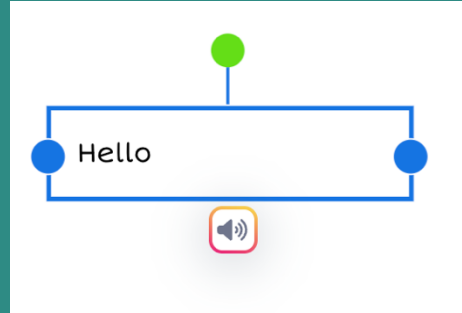
 **Teacher Tip:** Real photos help students make meaning. Use photos of real objects, people and places from their own life.



## Step 4



# Adding Text

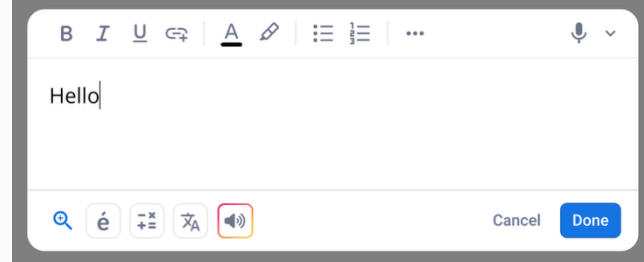
*Add text boxes, format and move them on the page*



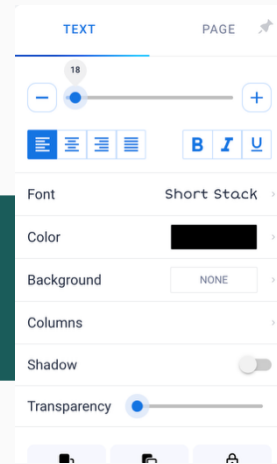


# Adding a Text Box — Step by Step

- 1 Click + then Text from the Tools menu. 
- 2 Type your sentence, then click Done.
- 3 Click the *i* button to change font size, colour and style. 




Keep sentences short — one sentence per page is perfect for early readers.

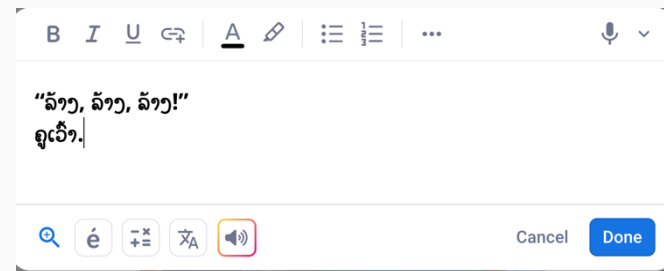






# Method 1 — Type Lao Directly

Book Creator fully supports the Lao script keyboard.

- 1 Click + then Text to open a text box. 
- 2 Switch your keyboard to Lao (System Preferences → Keyboard → Input Sources).
- 3 Type your Lao text directly, then click Done.



 **Teacher Tip:** The text-to-speech  button will read the Lao text aloud — a useful feature for students learning to read.


## Method 2 — Handwritten Lao Photo



If typing Lao script is difficult, handwritten text works beautifully.

- ✓ Write your Lao text clearly on white paper with a dark pen.
- ✓ Take a photo of the writing — good lighting, no shadows.
- ✓ Import the photo using the Images tool and resize as needed.



 **Teacher Tip:** Dark writing on plain white paper gives the clearest result when photographed. Avoid lined paper if possible.

## Step 6

# Using the Pen Tool

*Draw and write directly on the page*



# The Pen Tool



Click + then Pen from the Tools menu. Choose your brush type, colour and size.

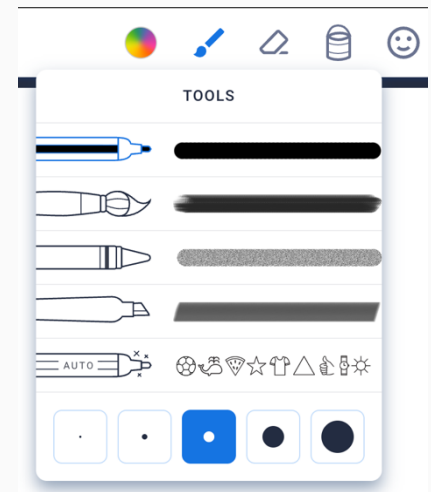
**Marker** Bold solid lines

**Paintbrush** Soft strokes

**Pencil** Textured lines

**Auto Draw** Draws fun shapes automatically

**Highlighter** Transparent colour

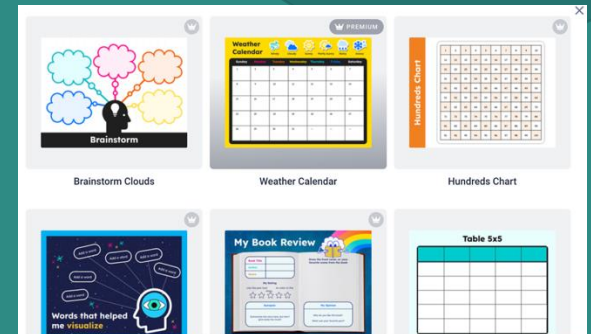
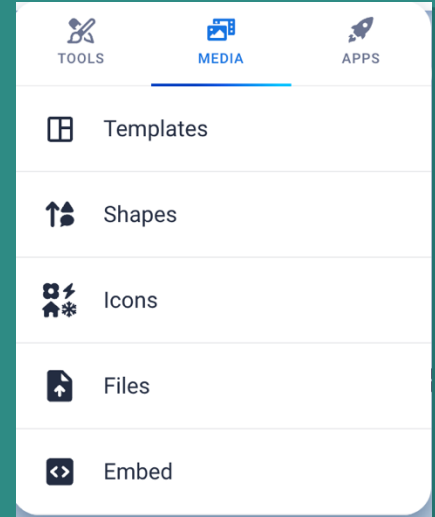


**Teacher Tip:** Great for handwriting practice and drawing illustrations alongside photos.

## Step 7

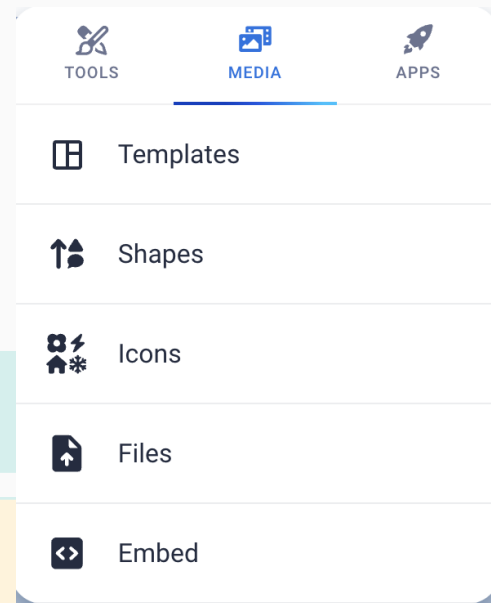
# Shapes, Icons & Media

*Enrich your pages with the Media tab*



# The Media Tab

Click + then switch to the MEDIA tab.



## Shapes

Lines, speech bubbles, polygons, arrows, hearts

## Icons

Search a large library of black & white icons

## Templates

Brainstorm clouds, calendars, book review layouts, tables

## Embed

Embed YouTube, Google Forms, web pages via iframe code



# Page Backgrounds & Borders

With nothing selected, click the **i (Info) button** to set the page background.




## Colour picker + categories

Choose a solid colour, a gradient, or browse themed background categories including nature, patterns, and textures.

## Borders & frames

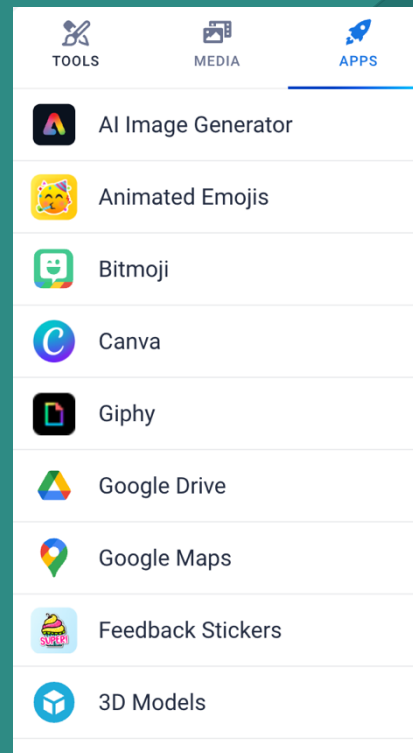
Add decorative borders — polka dots, bunting, stars — to make pages look polished and engaging for students.

 **Teacher Tip:** Backgrounds and borders make books look polished and engaging for students.

## Step 8

# Adding Apps

*Integrate third-party tools directly in your book*



# The Apps Tab

Click + then switch to the APPS tab.



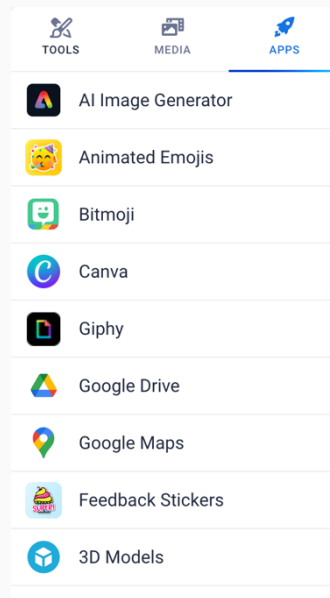
**AI Image Generator** Create images from text prompts

**Animated Emojis** Add moving emoji stickers

**Canva** Embed Canva designs

**Giphy** Search and insert animated GIFs

**Google Drive** Import files from Google Drive



**Google Maps** Embed a live interactive map

**Feedback Stickers** Teacher feedback stickers

**3D Models** Insert interactive 3D objects

## Step 9

# Recording Voice & Camera

*Add audio narration and live video to your book*







Record



Camera



# Recording Voice & Camera

- ✓ Click + then Record from the Tools menu. 
- ✓ Allow microphone access when the browser asks.
- ✓ Press record, speak clearly, then stop.  Record
- ✓ A  speaker icon appears on the page — tap it to hear the recording.
- ✓ Click + then Camera to take a live photo or video. 

app.bookcreator.com wants to ×

📷 Use available cameras (1)

🎤 Use available microphones (4)



FaceTime HD Camera (5B00:3... ▾)



MacBook Air Microphone (Buil... ▾)


Allow while visiting the site

Allow this time

Never allow



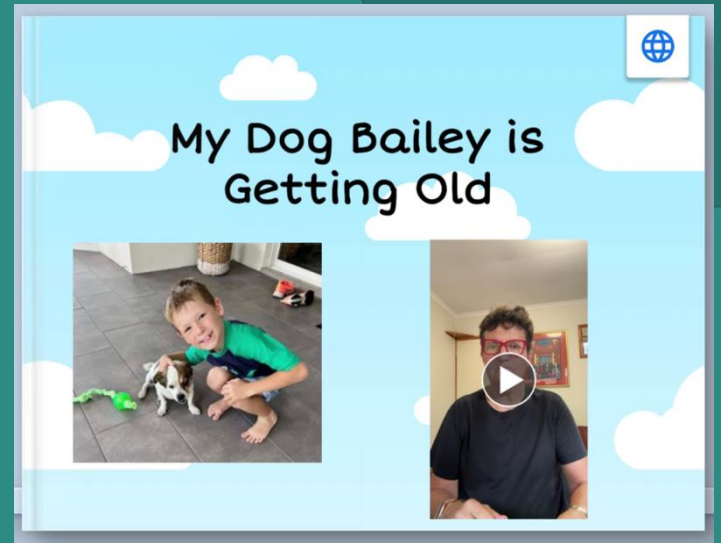
Camera

 **Teacher Tip:** Keep recordings short — one sentence at a time works best for readers.

## Step 10


# Adding Sign Language Videos

*Upload and position videos in your book*







# Uploading Sign Language Videos

- 1 Click + → Images → Upload from your computer. 
- 2 Navigate to your video file and select it.
- 3 The video appears on the page with a play button.
- 4 Resize and move the video by dragging the blue corner handles.

## Recording Tips

- ✓ Good lighting — face a window or bright light
- ✓ Plain background — a blank wall works best
- ✓ Clear signing space — both hands fully visible
- ✓ Short clips — one sign or phrase per video

Search for images

or  Upload from your computer



## Step 11

# Removing Audio from Video

*Use QuickTime Player on Mac — quick and free*





# Why Remove Audio from Sign Videos?



## Background noise

Fans, voices, or ambient sound distract from signing



## Book Creator audio

Your recorded voice narration plays separately instead



## Cleaner playback

Silent video keeps focus entirely on the signing



## Smaller file size

Video without audio is slightly smaller to upload



**Teacher Tip:** QuickTime Player is free and already on every Mac — no extra software needed.

# Remove Audio Using QuickTime — Steps 1–4




**1** **Open your video in QuickTime** Find your video file in Finder. Double-click it — it opens in QuickTime Player.

**2** **Go to Edit menu** Click **Edit** in the top menu bar. Select **Remove Audio** from the dropdown.

**3** **Export the silent video** Click **File** → **Export As** → **1080p** (or **720p**). Choose a save location and click **Save**.

**4** **Use the new file** Upload the exported (silent) video to Book Creator. The original file is unchanged.

 **Teacher Tip:** If you don't see 'Remove Audio', check the Edit menu — it only appears when audio is present in the file.



# QuickTime — Where to Find Each Option

## Step 2 — Edit Menu

Undo  
Redo  
—————  
Cut  
Copy  
Paste  
Select All  
—————  
▶ **Remove Audio** ◀  
Remove Video  
Add Clip to End

## Step 3 — File → Export As

New Movie Recording  
New Audio Recording  
—————  
Open...  
Open Recent  
—————  
Close  
Save...  
Duplicate  
▶ **Export As** ◀  
—————  
Share

## Step 12

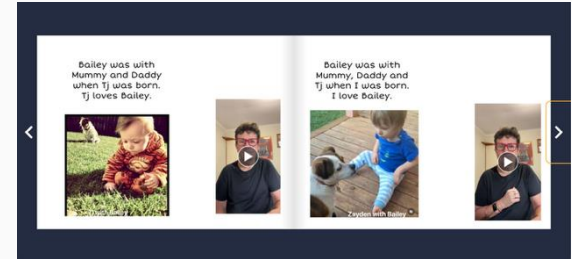
# Sharing & Publishing

*Share your book with students, families and the world*



# Adding Pages & Reading Your Book

- ✓ Add a new page — click the + arrow on the right edge of the book.
- ✓ Click the Play ► button to read your book from the beginning.
- ✓ Click anywhere outside the book to return to editing.
- ✓ Click the Share button to publish and share.




# Publishing — Share With the World



Once published, share your book link in many ways:


 **Copy link to book** Share via email, SMS, QR code

 **Download as ebook** Save as ePub for offline reading

 **Download QR code** Print for classroom display

 **Print** Print pages as worksheets

 **Share to Classroom** Assign via Google Classroom

 Check all photos and videos are appropriate before publishing. Ask permission if others appear in photos.

You are ready to create!  
**every book you make**  
opens a door for your students.

- ✓ Create an account and start a new book
- ✓ Add photos, text, Lao script and drawings
- ✓ Use shapes, icons, templates and apps
- ✓ Record voice and add sign language videos
- ✓ Remove audio from video with QuickTime
- ✓ Publish and share with students and families

Thank you · ຂອບໃຈ · Merci Questions?

