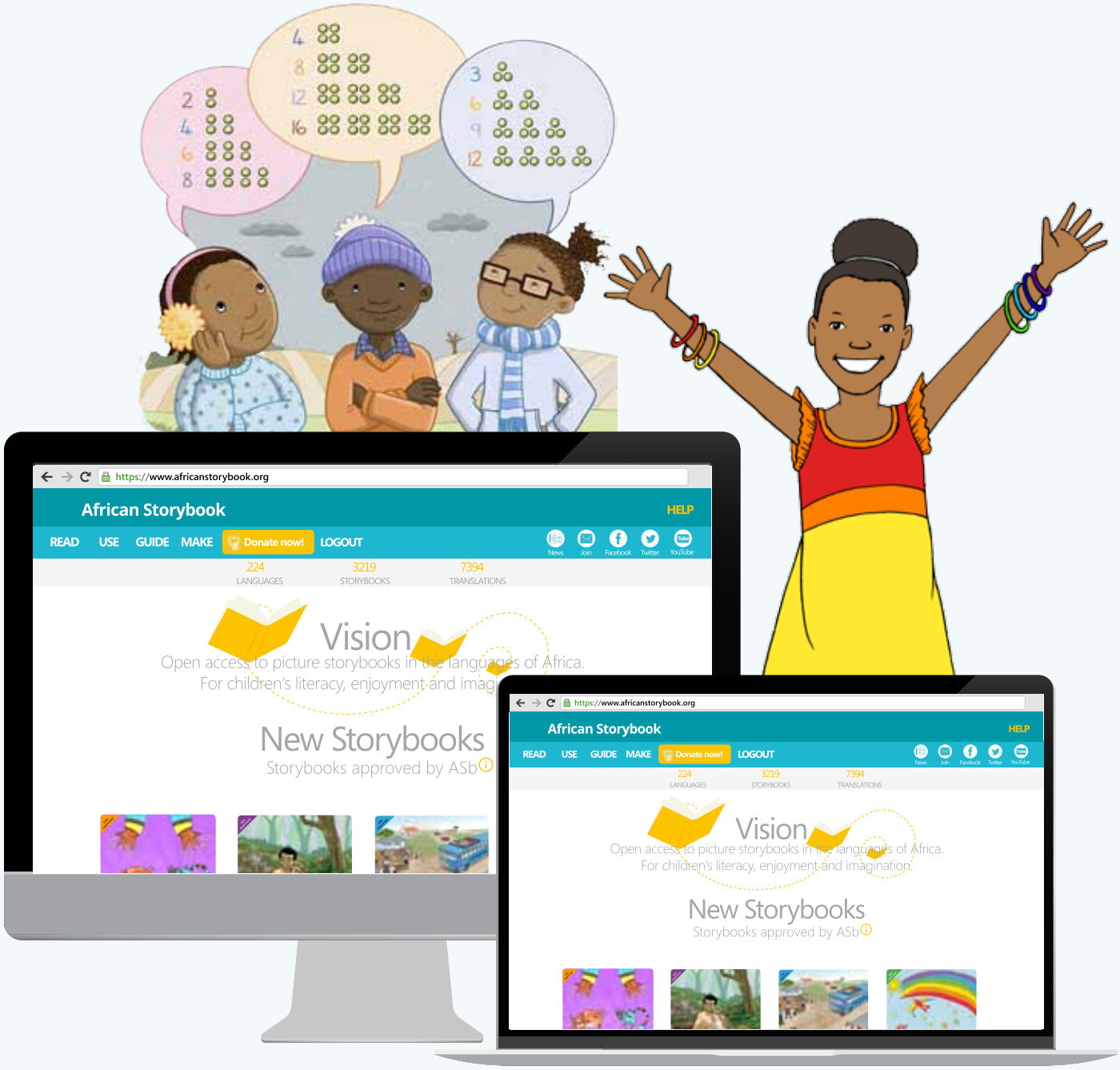


Guide 5

How to create storybooks on the African Storybook website

Open access to picture storybooks in the languages of Africa.
For children's literacy, enjoyment and imagination.

African Storybook.org

African Storybook provides digital openly licensed storybooks in widely spoken and marginalised African languages. It also enables users to create, translate and adapt storybooks utilising accessible tools. Storybooks can be published on the website.

This guide shows you how to create and publish a storybook on the African Storybook website. You will also learn to translate and adapt storybooks, and make storybook collections.

Introduction

This Guide shows you how to create and publish a storybook on the African Storybook (ASb) website. When you create new storybooks, you work in the **MAKE** section of the ASb website. This is also where you can translate and adapt storybooks, and make storybook collections. It will be helpful to practice using the website by translating or adapting a storybook before you create a new storybook.

It is also helpful to read some of the storybooks available on the ASb website. Browse for storybooks to READ and choose Storybooks ASb approved to go to a list of all the storybooks that have been checked and approved by ASb or our partners. Decide the language you want to read. You can browse storybooks with different reading levels. You can search for storybooks by typing key words.

Prepare for publishing

Go to the **MAKE** page of the African Storybook website, you will be asked to **LOGIN**. You'll need to **REGISTER** the first time you use the website to MAKE. You only need an email address and password to register. After registering, watch out for an email from African Storybook with a link for you to confirm your email address. This link expires after 24 hours.

Prepare the words and pictures for your storybook before you go online to the ASb website.

Checklist for website storybook creation

	The story is edited
	I checked the number of words per page and the reading level
	I worked out page breaks (for 4 or 8 or 12 pages)
	I have typed or written a final version of the story that is ready to publish
	I have illustrations for the storybook saved as picture files on my computer (PNG files)
	I have a good connection to the Internet

Create a folder with the Word and picture files on your computer. Make sure the folder is easy to find.

Picture files

The story pictures should be:

- ✓ Square format
- ✓ Numbered according to the story pages
- ✓ Saved as PNG files in a folder on your computer

Word file

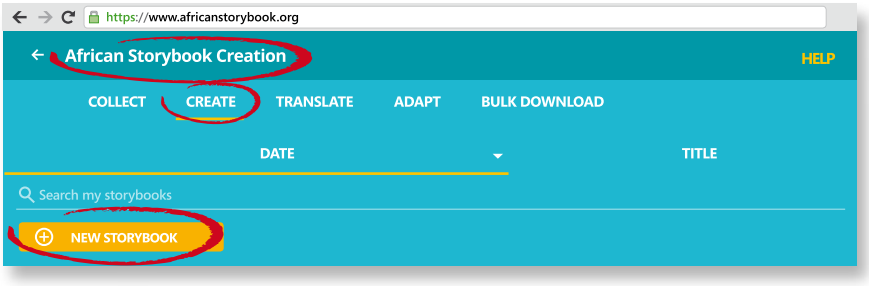
The story:

- ✓ Is checked, edited, and preferably typed
- ✓ Is broken up into pages
- ✓ Is saved as a Word file on your computer

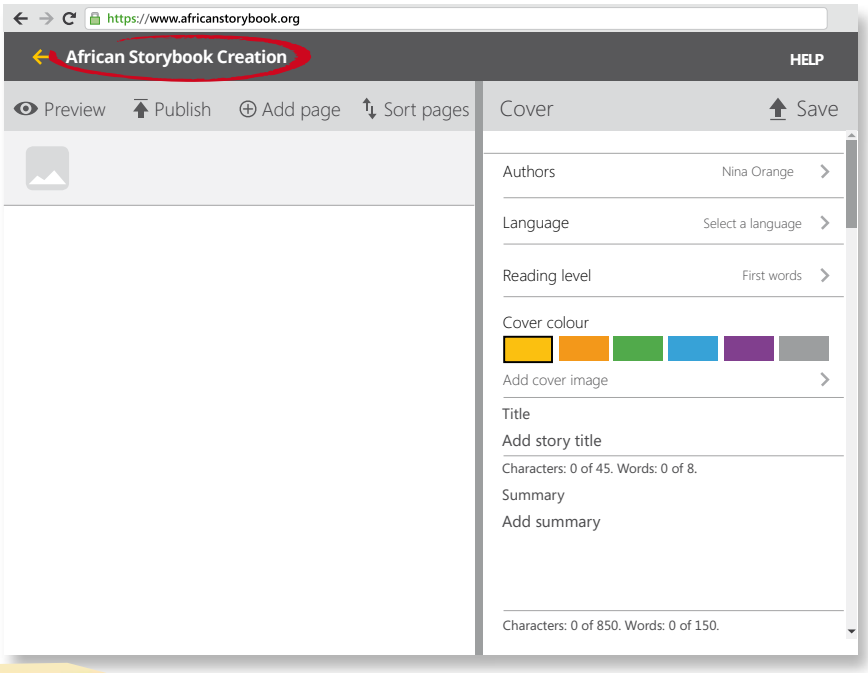
New storybook

LOGIN to the ASb website with the email address and password you set at registration. (If you have forgotten your password, you can **RESET** it at the **LOGIN** screen.)

To create a new storybook, go to the **CREATE** tab and click on the yellow button **+ NEW STORYBOOK.**



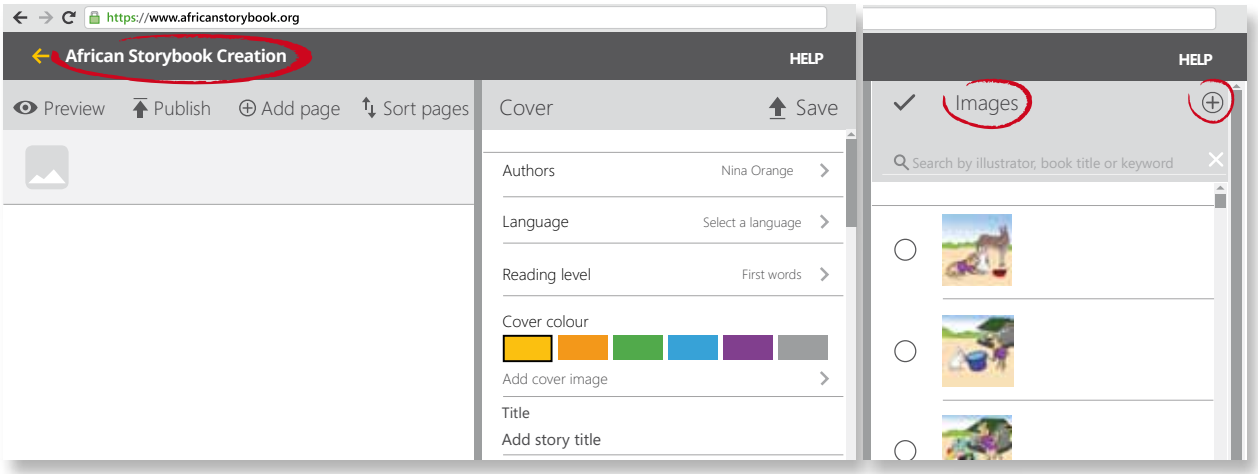
The first step is to create the cover of the storybook. You need to select or add information for the cover.



- **Author(s)** This is filled in with the name of the person who is logged in. In the example above, the person logged in is Nina Orange. You can change the author's name and you can add more names. Click on the name displayed to go to the Authors list to add and change names.
- **Language** Choose the language that the story is written in. If the name of your language is not listed on the website, please send an email to ASb to ask to add the language name.
- **Reading level** There are five reading levels on the ASb website. Each level has a different limit on the number of words that fit on a page. The simplest level is 'First words', with up to 11 words per page. The most complex level is 'Read aloud', with up to 150 words per page.
- **Cover colour** You can choose from six different colours for the background colour of the cover. Choose a colour and a cover image (picture) that will work well together for an appealing cover.
- **Cover image** You need to upload and save a picture for the storybook's cover. (You can upload all your storybook pictures at this stage, and then select one for the cover image.)
- **Storybook title** Name of the story. Try to keep it short!
- **Storybook summary** Type a short summary of the story, or the main idea of the story. Your story summary should only be one or two sentences.

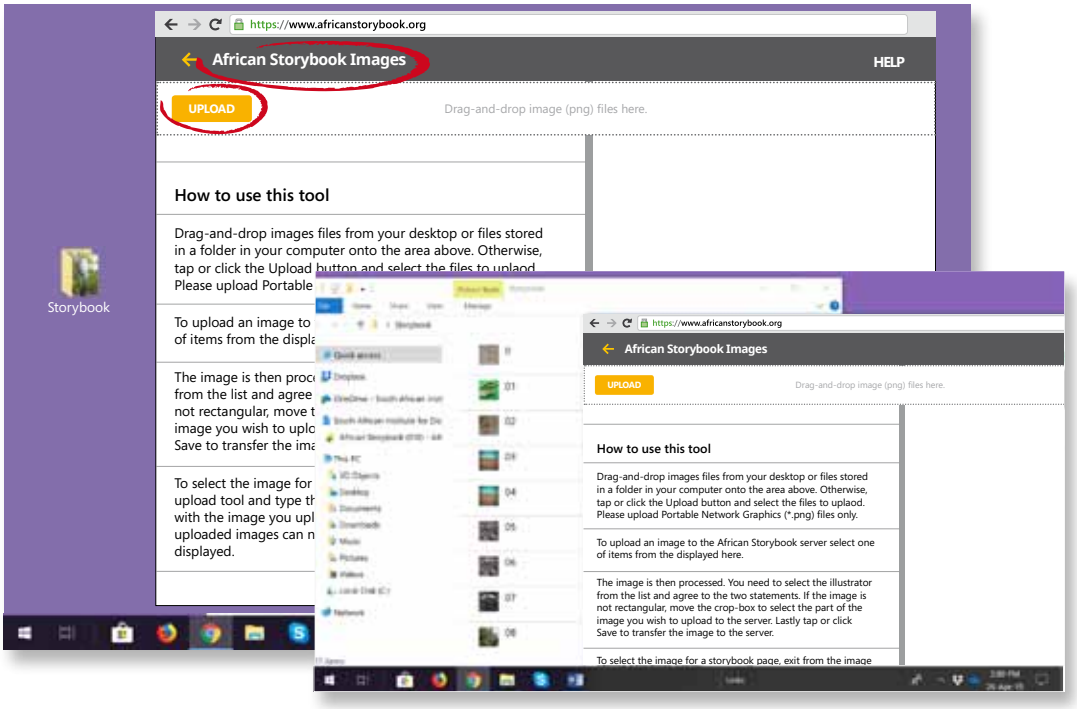
Storybook pictures

Click on the words **Add cover image** or click on the arrow **>**. This will take you to a list of all the **Images** on the ASb website. (You can use any of these images in your own storybooks.)



To add your own pictures, click on the plus sign on the right of the heading **Images.**

In the example below, the storybook pictures are saved in a folder on the computer and ready to upload to the website. The picture files were named to match the story page numbers. You can upload all the pictures for your storybook when you create the cover, or you can just upload the cover picture (and add the rest of the pictures as you create the pages).

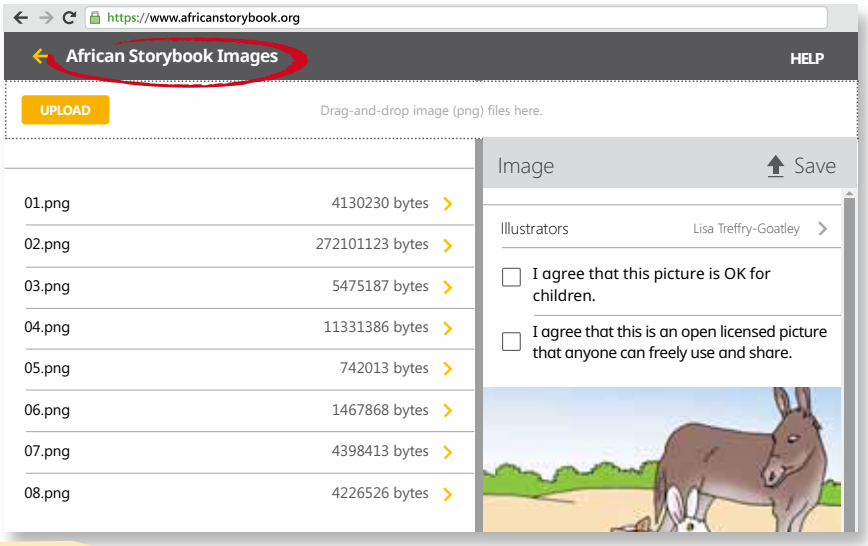


You can **Drag-and-drop** the picture files from a folder to the UPLOAD page on the website.

OR:

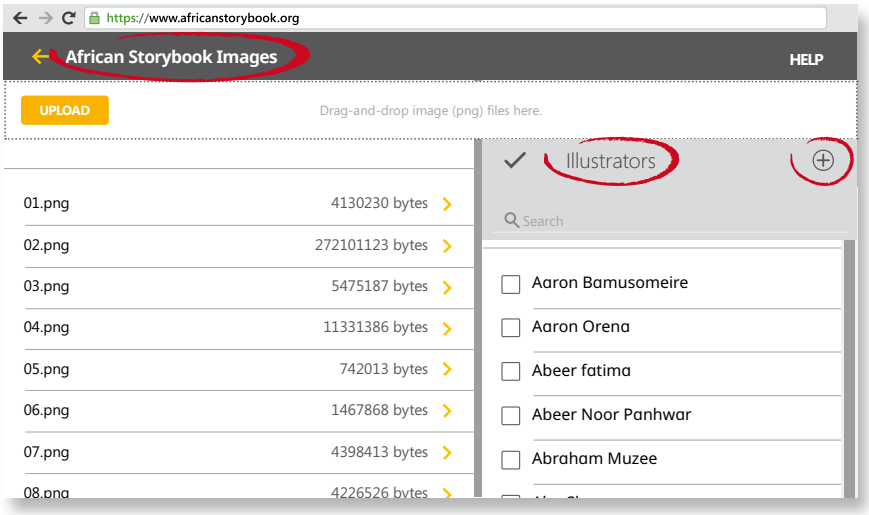
You can click on the yellow **UPLOAD** button, go to the picture folder on your computer and select the picture file(s) to upload from there.

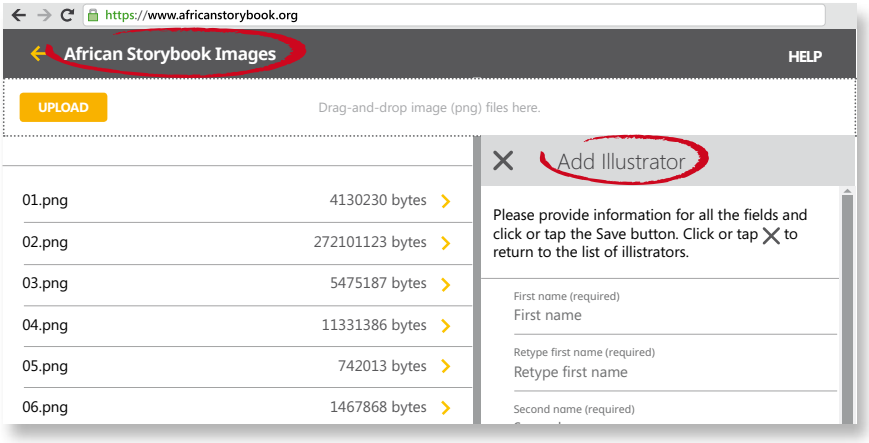
The uploaded picture(s) will be listed on the left side of the screen. You save each picture to the website by clicking on the file name on the left, and then filling in information for that picture on the right of the screen. Click Save to save each image to the website.



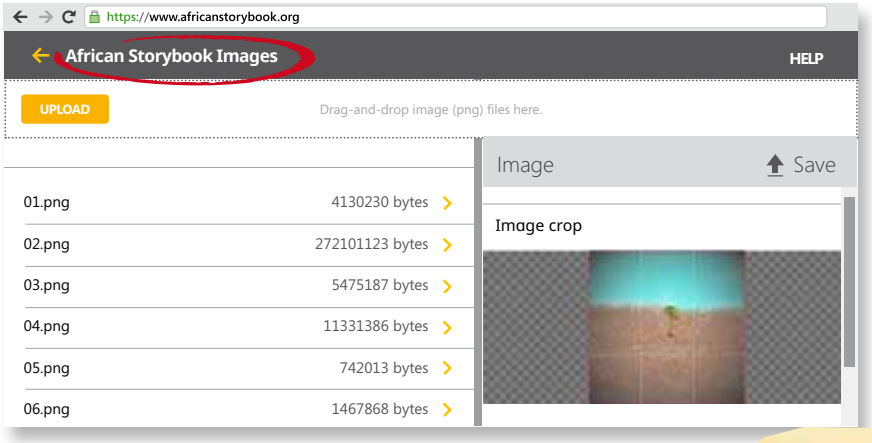
The illustrator is the person who created the photographs, drawings, paintings, or digital images for the storybook. The **LOGIN** name of the person creating the storybook is automatically added as the illustrator name. It is possible to change the illustrator name, and also to add more illustrator names. Click on the name to go to the **list of all the illustrators on the ASb website**.

To **add a new name**, click on **the plus sign on the right of the heading Illustrators**. Once you have added a new name, go to the Illustrators list and select the name you want to save with the picture.



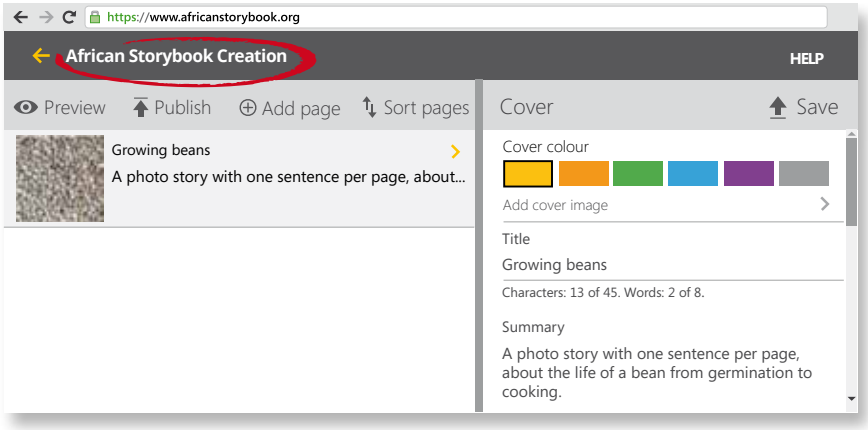


If you upload a picture that is not square, you will need to **crop the image** into a square before you save it to the ASb website. See the example below of cropping a picture to a square.

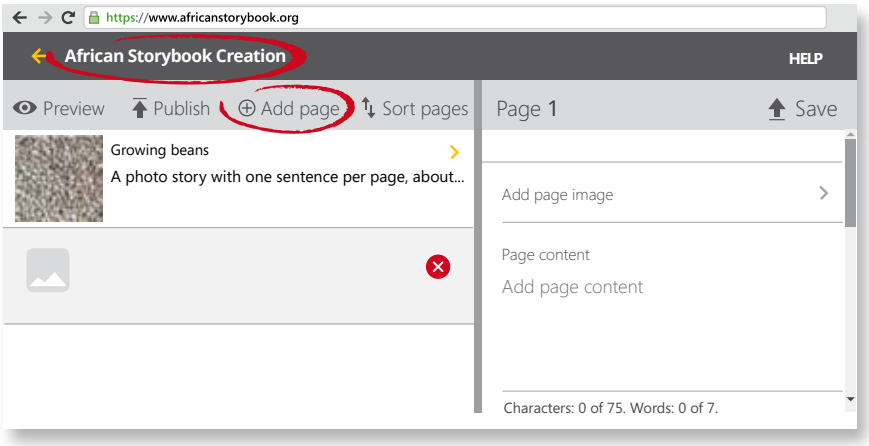


Creating a storybook page-by-page

In the example below, the storybook cover is complete and saved. The storybook title is "Growing beans". The story summary is one sentence.

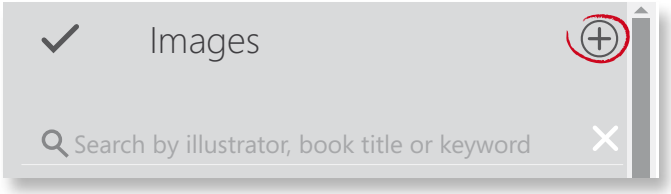


After the cover, add the first page of the story and the first story picture. Click the plus sign to **Add a page.**



Each page should have words and an image – for example, a drawing or a photograph.

To add a picture to the page, click on the words **Add page image >** This will take you to a list of all the images on the website.



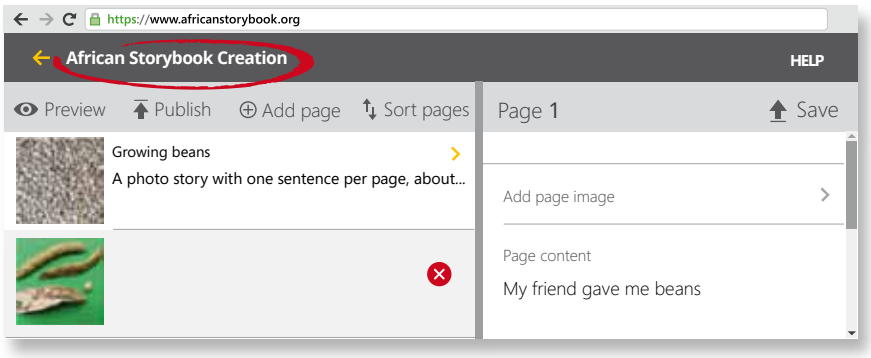
You can add new pictures by clicking on the plus sign on the right of the heading Images.

If you have already uploaded and saved the images for your storybook, type the Illustrator name to find the pictures.

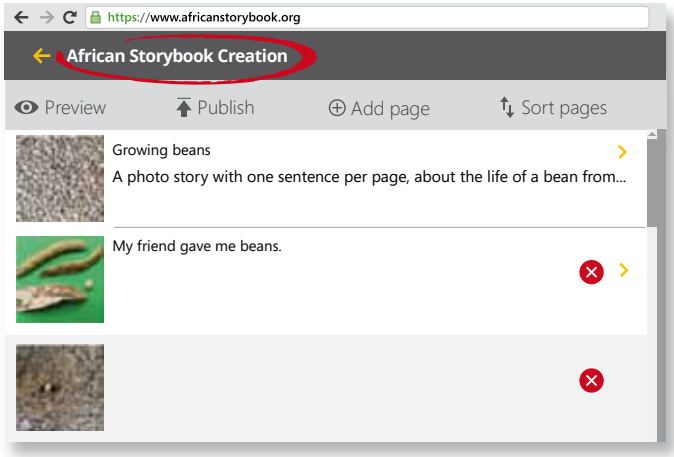
Select the picture for the page.

After adding the picture for the page, add the words for that page in the section **Page content.** You can *copy and paste* the words from the Word document saved on your computer, or you can type the words. Copying and pasting from an edited Word document is a good way to make sure that there are no errors in the story text.

After you have pasted or typed the story words, click **Save**.



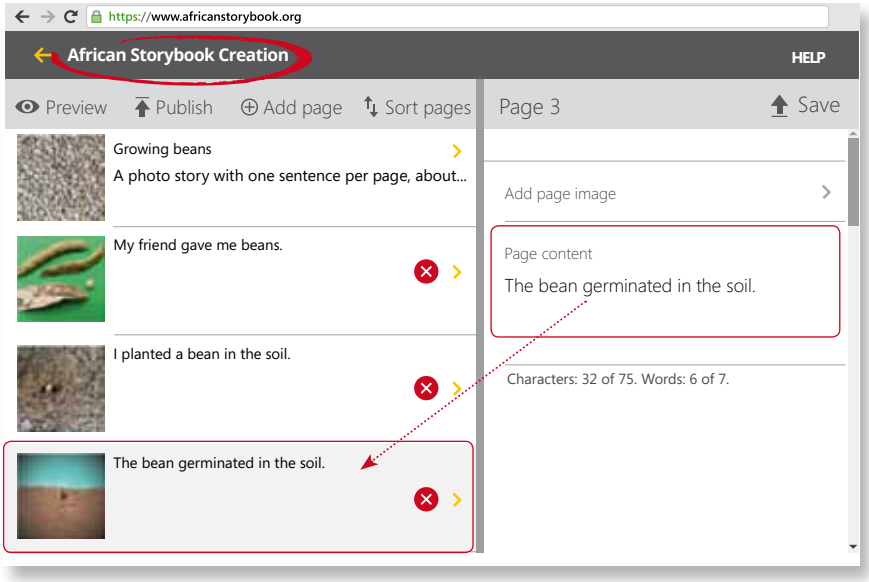
When you **Save** a page, that page is shown on the left side of the screen. You can see the words and pictures together.



Now you add the next page in the story.

Click **Add page**. Add a picture by selecting it or uploading it, and then type or paste the text.

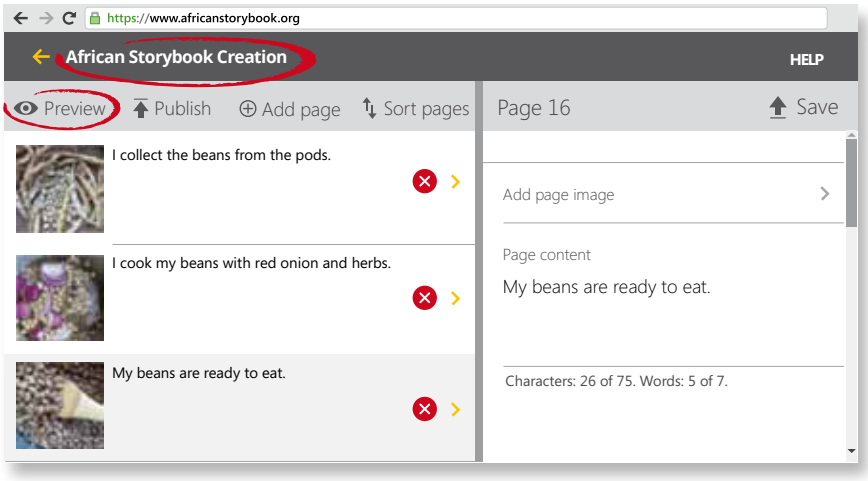
Remember to **save each page**. You repeat this process for each page of the storybook.



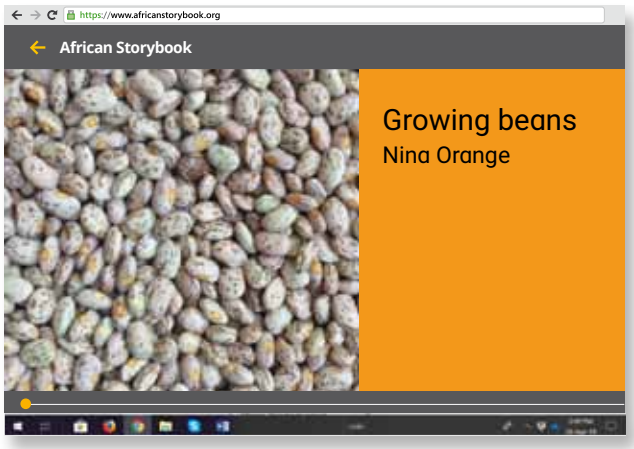
Preview a storybook

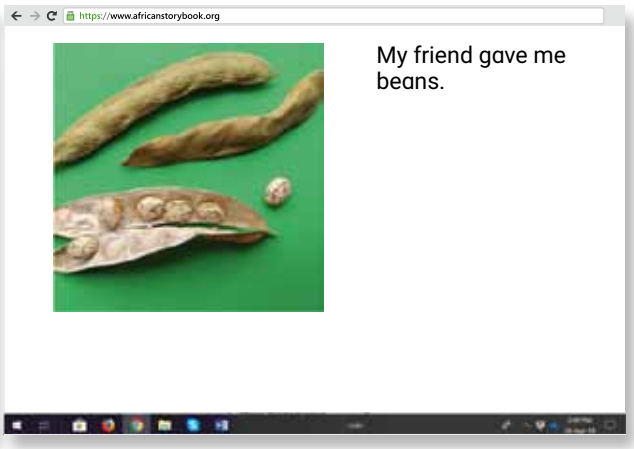
Once you have created all the pages, you are ready to publish the storybook. But first you need to check the storybook one last time – you need to check what it looks like online.

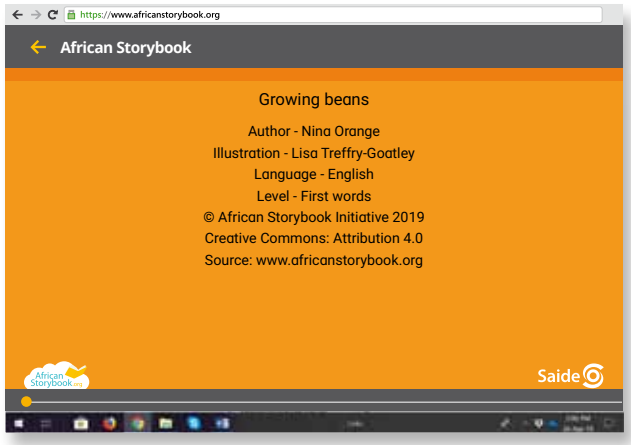
Click on **Preview** on the top left of the screen, below the heading **African Storybook Creation.**



Preview will take you to the online version of your storybook. Check the words and picture on each page.

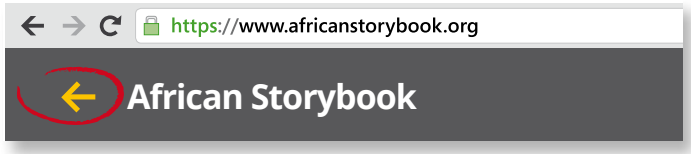




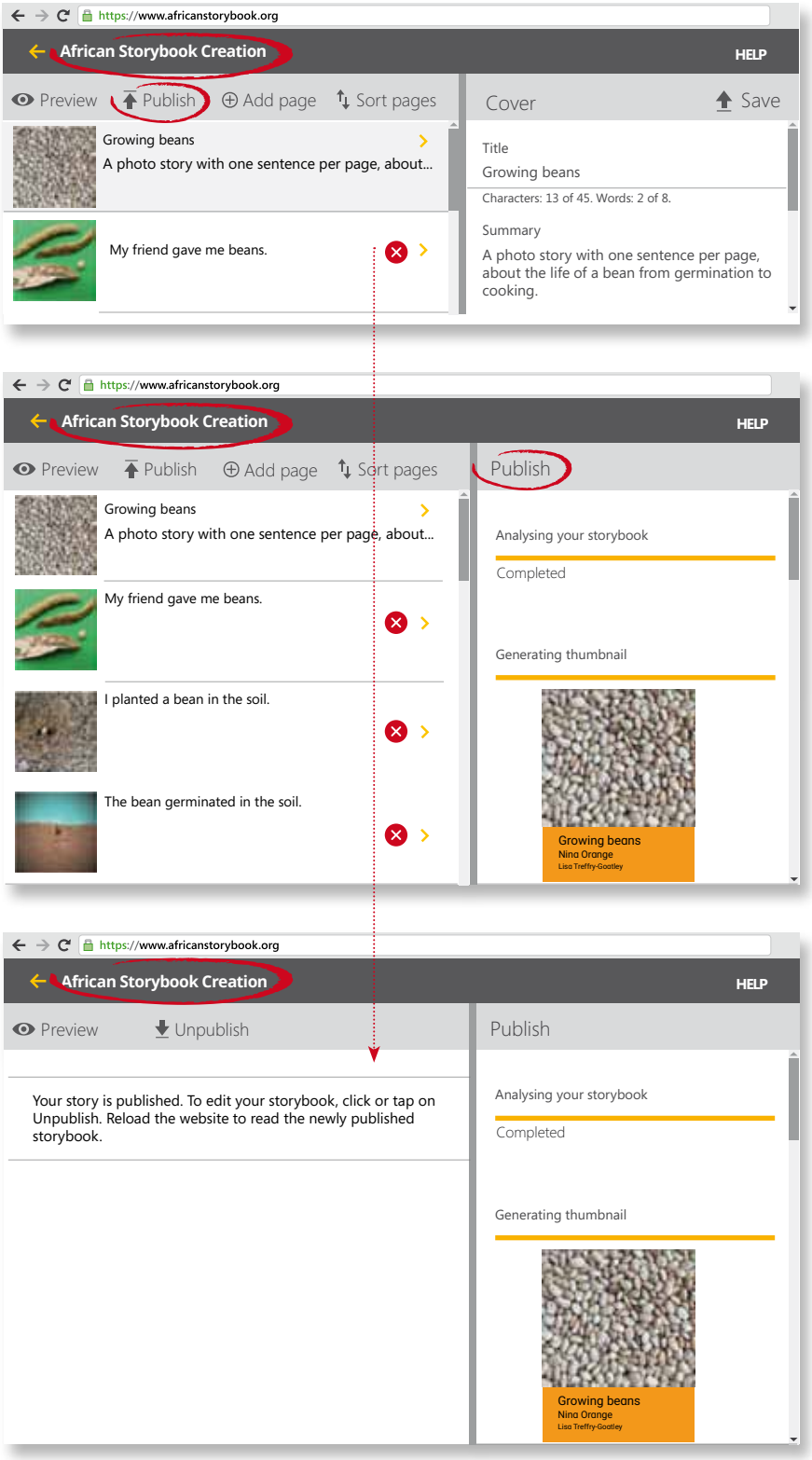


Check the back cover of your storybook.

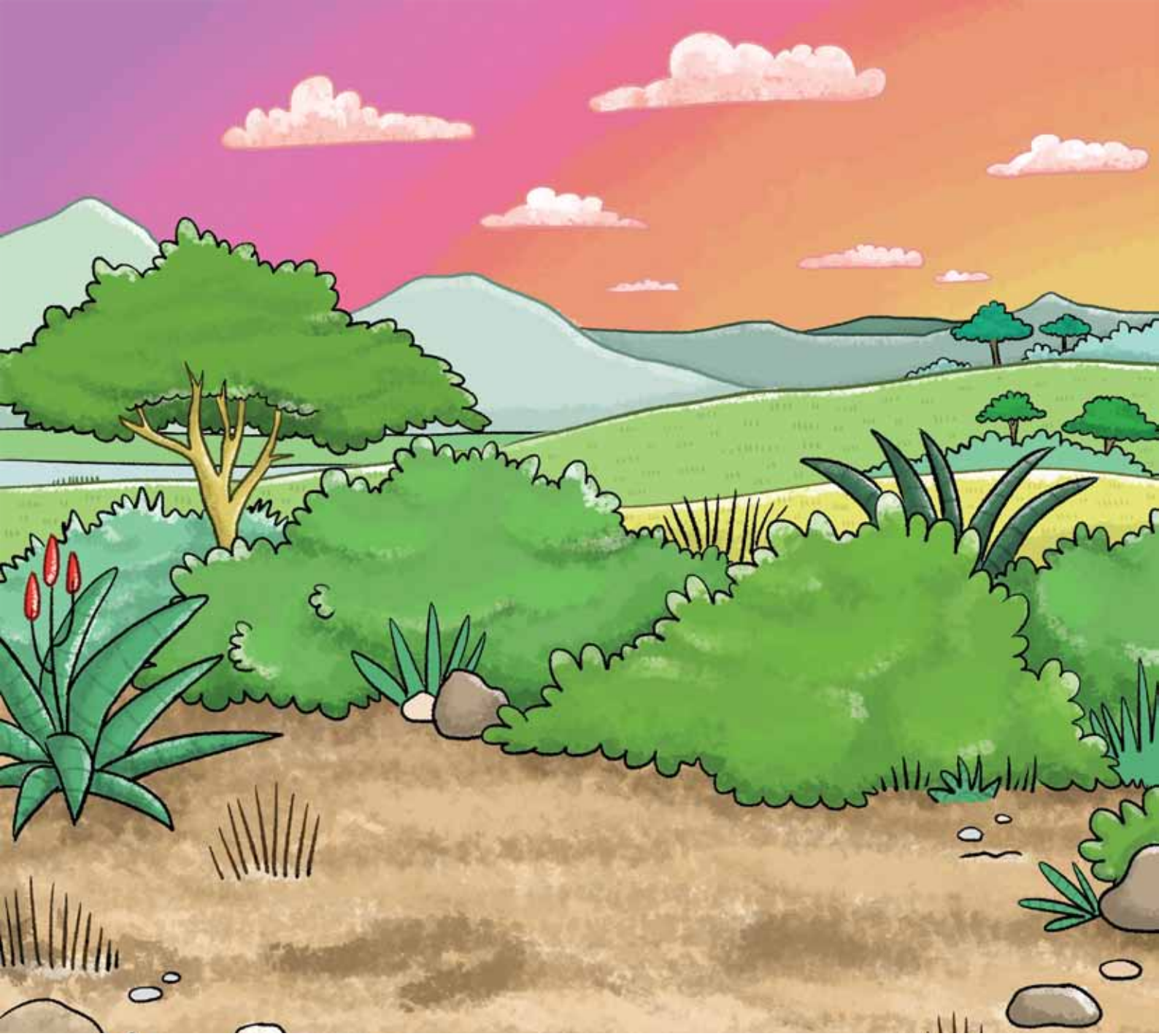
Make any corrections by going back to the storybook pages. You can go back to the storybook by clicking on the yellow arrow next to the heading **African Storybook**, across the top of your storybook.



After previewing and checking your storybook, click on **Publish**.



Your storybook is now published on the ASb website. You can find it on the **READ** page.



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