docs.BloomLibrary.org

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Introduction

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This site is a work in progress, and is far from a complete set of documentation of Bloom. In the Bloom Editor, you can find helps on most topics by going to the "?" menu.

Why Bloom?

Bloom Overview



Reading, writing, and listening to stories in one's mother tongue is a wonderful gift that promotes human flourishing. That is the core motivation for the Bloom. Publishing software is expensive, and commercial publishers are not interested in publishing books in minority languages. That is why Bloom's free and easy-to-use software occupies a key role in giving every language community a fighting chance to make literacy promotion viable.

Bloom is increasingly becoming the "go-to" tool for promoting grassroots literacy efforts worldwide.Bloom Library is built on a principle of _generosity:_ individuals and organizations _generously_ author illustrated books using the Bloom Editor and then upload them to the Bloom Library. In so doing, these individuals and organizations are saying "no" to financial compensation and "yes" to _generosity_. The magic then begins as people from around the world click the "Translate into _your_ language!" button to begin translating those books. In a short time—and with minimal effort—they can make those books _freely_ available to their own people in their mother tongue.

Why Use Bloom?

https://bloom.sil.org/why-use-bloom

What Does Bloom Do?

https://bloom.sil.org/what-does-bloom-do

Is Bloom right for my project?

Bloom offers an integrated approach to book-making, providing a robust and sustainable means for language communities to author, translate, adapt, publish, and distribute books in their own languages.

Despite these awesome qualifications, Bloom is not the right tool for every situation.

When using Bloom is a good choice

Bloom is a good tool to use under the following circumstances:

- The people writing books have limited computer skills.
- The books people want to create are relatively simple in design.
- People want to adapt existing books to new languages and cultures.
- People want to create decodable and leveled books.
- People want to create "talking books" with a synchronized audio recording of the text.
- People want to create sign language books or books for the visually impaired.
- You want to provide writers with reader templates to help them write books that meet certain specifications.

When Bloom may not be a good choice

Bloom is not good for every purpose.

Here are a number of needs that Bloom does not accommodate:

- Text does not flow from one page to the next. Rather, Bloom is page-oriented. If authors have more text than will fit on one page, they must stop typing, insert a new page with a text box, and start typing again.
- There are limitations to Bloom's page layout capability: for example, you cannot create a page where text wraps around a picture. You cannot easily create tables with rows and columns. If authors need complex page layouts, Bloom may not be the right tool.
- There are limitations to Bloom's text formatting capabilities: for example, bulleted and numbered lists are not possible.
- Currently, Bloom does not support tables.

Other limitations of Bloom

• Bloom does not have built-in tools for editing images, audio, or video. Bloom allows you to crop an image, but it cannot make any other changes to it.

When you may need a Bloom Subscription

Bloom is free to use for many kinds of projects. But some advanced features require a paid subscription. These features include:

- HTML5 widgets, for interactive pages
- Quiz pages, for testing readers' comprehension
- The Overlay Tool, for creating more complex layouts and comic books
- Team Collections, to allow multiple team members to work together on books
- Custom branding and book designs
- A dedicated collection on the Bloom Library website

If you are working on a large project, need special support, or just want extra features, you may need a **Bloom Pro** or **Bloom Enterprise** subscription. Bloom Pro is great for individuals who want more book creation features. Bloom Enterprise is perfect for teams who want to work together on books or who need more publication options.

You can read more about Bloom Subscriptions here. To get started with your subscription, write to <u>subscriptions@bloomlibrary.org</u>.

The Bloom Platform

Bloom Editor, Bloom Library, Bloom Reader, and Bloom Enterprise comprise the Bloom Platform.

The Bloom Platform is an integrated approach to book-making which provides a robust and sustainable means for language communities to author, translate, adapt, and publish books for themselves in the language they speak or sign.

Bloom Editor

<u>Bloom Editor</u> is a software program for authoring, translating, and publishing books and sharing those books with your community through Bloom Library. Bloom Editor runs on Windows and Linux.

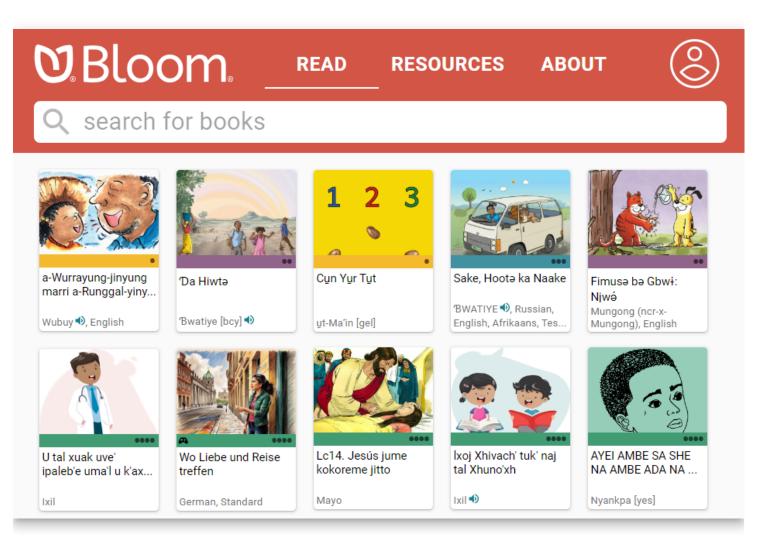


Bloom Editor is designed for ease of use. Bloom is so simple that if you can type and use a mouse, then you can make a book!

But despite its simplicity, in recent years, Bloom Editor has increasingly become a featurerich desktop editor capable of producing beautiful print and electronic books. And where a simple, printed book is not enough, Bloom Editor makes it easy to add narration, sign language, and audio image descriptions for the visually impaired. To view all of Bloom Editor's features, see this page on Bloom Library.

Bloom Library

<u>Bloom Library</u> is a unique website that has more than **22,000 FREE books** in **1,000+ languages**. Books can be read online or downloaded in various formats for offline reading. The library interacts directly with the Bloom Editor for uploading and downloading books. The library also works with the free Bloom Reader Android app.



Key to Bloom's success is the generosity of local authors and organizations who freely share their openly-licensed books with the world, so others, in turn, can benefit from these materials and translate them into their languages.

Uploaded books are displayed using a "book card". The book card shows a thumbnail image of the book's front cover. Below that is a colored banner and 1-4 black dots to indicate one of four reading levels recognized by Bloom:

- 1. First words and phrases
- 2. First sentences
- 3. First paragraphs

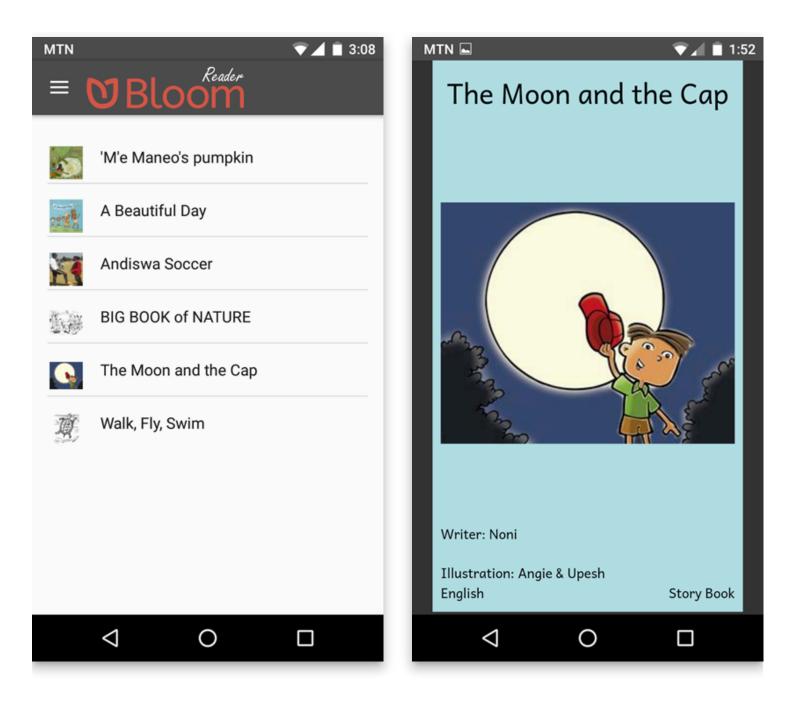
4. Longer paragraphs



Special book features and the list of languages represented in the book are also indicated on the book card.

Bloom Reader

<u>Bloom Reader</u> is a free Android app that allows readers with Android devices to enjoy Bloom books offline.



Special Features

Books published to Bloom Reader can also include all of Bloom Editor's special features:

- Talking Books
- Multilingual books
- Sign language videos
- Interactive games and quizzes
- Comic books
- Audio-image descriptions

Get Books on Bloom Reader

To get books onto a device that has Bloom Reader installed, users can either download from Bloom Library, transfer books directly from the Bloom Editor to their devices, or share from one device to another.

Organizations interested in mass distribution of Bloom books to a people group can transfer books onto SD-cards.

Bloom Subscriptions

Bloom Subscriptions are a special service for individuals and organizations that need additional program and publishing features. For more information about Bloom Subscriptions, see <u>About Bloom</u> <u>Enterprise Index</u> or email <u>subscriptions@bloomlibrary.org</u>.



Shell Books in Bloom

(i) NOTE

Content is being updated.

What is a Shell Book?

A shell book is a template used to create other books. It sets the page layout, text box locations, pictures, and more. Shell books are not language-specific, meaning they can be used to create books in any language. For more information, see <u>this Glossary entry</u>.

Key Features of Shell Books

- **Page Layout**: Defines the structure of each page.
- Text Boxes and Pictures: Specifies where text and images should be placed.
- **Source Text**: Contains source text that can be translated into other languages.

Important Note

- Each Bloom book functions as a small database of texts in various translations.
- Any local language book can be turned into a shell book for other languages. Shell books and local language books have identical formats.

Create a Shell Book for Others

- 1. **Open** the collection that uses the language(s) you want the shell book to contain.
- In the Collections tab, click on the appropriate source template (e.g., Arithmetic, Basic Book, Big Book).
- 3. Click MAKE A BOOK USING THIS SOURCE. The new book opens in the **Edit tab**.
- 4. Complete the book:
 - Fill in the appropriate **metadata**.
 - Add all the intended pages.
 - Add a Translation Instructions page found in the Special section of pages, if needed.
 - Type in all the **source text** in one or more languages.

- Configure all the intended **styles**.
- Choose all the **pictures** that you want to appear in the published book.
- 5. **Share** the shell book in one of the following ways:
 - Publish to **BloomLibrary**.
 - Make a **Bloom Pack**.
 - Make a Reader Template Bloom Pack.

Make a Book from a Sample Shell

- 1. Click the **Collections tab**.
- 2. In the left pane, below **Sources For New Books**, click the **sample shell** you will use.
- 3. Click MAKE A BOOK USING THIS SOURCE. The book is added and opens in the **Edit tab**.
- 4. Follow the relevant steps based on the type of **sample shell** (e.g., basic book, arithmetic). If the book has a **Translation Instructions** page, follow those instructions.

Install a Basic Bloom Pack from Others

- 1. **Copy** the Bloom Pack file onto your computer (e.g., into the Bloom folder under My Documents or another convenient folder).
- 2. **Double-click** the file to install the shell books and templates. A message will appear stating, "The <name> Collection is now ready to use on this computer". Click OK.
- 3. Close and restart Bloom. The new sources will appear below Sources for New Books on the Collections tab.

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You can change the file extension to *.zip if needed. The recipient can change it back to* .BloomPack.

Install a Basic Bloom Pack from Others

- 1. **Copy** the Bloom Pack file onto your computer (e.g., into the Bloom folder under My Documents or another convenient folder).
- 2. **Double-click** the file to install the shell books and templates. A message will appear stating, "The <name> Collection is now ready to use on this computer". Click OK.
- 3. Close and restart Bloom. The new sources will appear below Sources for New Books on the Collections tab.

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You can change the file extension to .zip if needed. The recipient can change it back to .BloomPack.

Related Topics

Here are some suggested related topics:

- Basic Tasks Overview
- Collections Tab Tasks
- Edit Tab Tasks
- Create Shell Books for Others to Use
- Publish to BloomLibrary
- Make a Bloom Pack
- Make a Reader Template Bloom Pack

Release Notes Index

This section explains what is new in each release.

Bloom 6.1 Release Notes

Improved Overlay Tool

We've made it easy to move, crop, and manipulate overlay items. They now operate more like those in modern graphics programs such as Canva.com and Microsoft Designer. We made these improvements as part of our work towards a new feature called "Bloom Games", coming in Bloom 6.2.





For a menu of options, click the "..." button or just right-click on the element.

Cover Color

We moved the control for setting a custom cover color from the Publish screens to Book Settings, so that you can set the color you want before you're ready to publish.

Book Settings		
Cover Content Pages BloomPUB	Cover Front Cover	
Fonts	Show Title in Foodo	
	Show Title in English	✓
	Show Title in French	
	Show Language Name	
	Show Topic	✓
	All Cover Pages	
	Background Color	

Font Suitability

We've made it more obvious when a font's license does not allow redistribution.

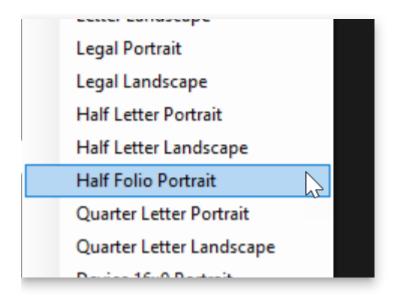
	Format		
Style Name Characters	Paragraph	Highlighting	
Font			
Dubai Spacing ‡≣ 1.5 ▼ to,,do Emphasis	for use on yo Microsoft do be used free	t supplied by Mi our computer alc les not allow its ly on the web or n eBooks. Please t	one. fonts to
B I <u>U</u> This formatting is the def	Dubai Styles: regula <u>Monotype De</u> <u>Monotype In</u> Version 1.10 <u>License</u>	esign Studio naging Inc.	(ī)

In Book Settings, you can now see all the fonts used in a book and check on their suitability for use in Bloom Reader, BloomLibrary.org, Reading App Builder, and every other digital platform.

nt Pages IPUB	fonts	. For example,	book to the web or as an ebook, Bloom will flag any problen we cannot legally host most Microsoft fonts on BloomLibra shows where fonts have been used.	natic ry.org.
	Style	Language	Font	First Page
	Credits Page	(all)	Andika New Basic	<u>Credits</u> Page
	Normal	Foodo	Dubai unsuitable / Microsoft font Copyright © 2016 Dubai Executive Council. All rights reserved. Microsoft supplied font. You may use this font to create, display and print content as permitted by the license terms, or terms of use, of the Microsoft product, service or content in which this font was included. You may only (i) embed this font in content as permitted by the embedding restrictions included in this font; and (ii) temporarily download this font to a printer or other output device to help print content. Any other use is prohibited. Monotype Imaging Inc.	Page 1
	Title On Title Page	(all)	Andika New Basic	<u>Title</u> Page

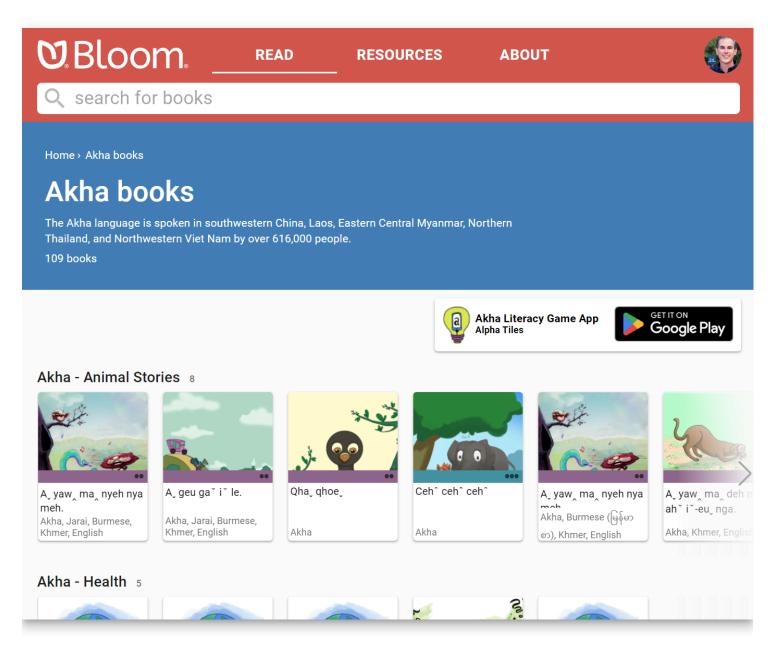
Half Folio Paper

You can now specify a half folio paper size, which is popular in Colombia.



Alpha Tiles Links

BloomLibrary.org can now include a link to your <u>Alpha Tiles</u> app at the top of your language page:



Language and Country Grids

We've added two new grids for finding and counting things on BloomLibrary.org. You can now view <u>books</u>, <u>languages</u>, and <u>countries</u>. Note that where a language is found in multiple countries (e.g. English), we assign it to just one for display purposes. Otherwise the count of languages in a country becomes unhelpful, as they include all the languages in modern use there, not just the languages that are indigenous to the country.

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V Bloon	n. read	RESOURCES AB	OUT
Q search for t	pooks		
Moderator			
Country	Language Count	BloomLibrary Language C	↓ Book Count
Filter	Filter	Filter	Filter
Indonesia	742	84	539
Papua New Guinea	883	68	1343
Cameroon	252	66	347
India	619	50	1038
Philippines	214	35	1850
Mexico	312	31	255

Sign Language Videos

Some Bloom Sign Language book creators requested a few improvements to video playback:

- Videos now include standard playback controls, so you can start over without having to wait until the end.
- Videos no longer hide when finished.
- We fixed video replay functionality.

Custom language names in collections with many languages

Bloom has a "default" name for each language, which you can customize when you pick the language. Before this version, Bloom could remember these custom languages for just the L1, L2, L3, and Sign Language. However, if you are importing more than 3 languages via Spreadsheet Import, Bloom would forget how you want to display those other languages.

We are addressing this in two stages.

- In this version, Bloom Collections will remember any number of custom language names. However, if you use the "Look up Language Code" tool — for example, to print with one of those other languages — you will have to re-enter the language the way you want to see it.
- 2. Later this year, Bloom 6.2 will include a brand new Language Picker that will be able to preserve your customized language name.

Bloom 6.0 Release Notes

We are proud to present Bloom 6.0 to you. We finally tackled a few long-standing needs that required re-modeling how some things work deep inside Bloom and our servers. Everyone will benefit from Bloom books that are now a bit more beautiful and professional-looking. If you ever need to update books on BloomLibrary.org, you will notice much quicker updates. Bloom Enterprise subscribers can finally take ownership of all their books, regardless of which team member uploaded them.

Book Settings

Cover Settings

You can now control what information to show on the cover page:

Book Settings		
Cover Content Pages eBooks	Cover Front Cover	
	Show Title in Mixteco de Coicoyán de las Flores	
	Show Title in Español	
	Show Language Name	
	Show Topic	

Content Page Settings: Page Themes

Previously, *very* advanced Bloom users could customize Bloom pages using CSS stylesheets. They could also publish template books using these to share their work with others. Bloom 6.0 makes this much easier by letting you choose from a small number of *Page Themes.* Page Themes are a bundle of margins, borders, and other page settings that work together to shape the look of a book.

Cover Content Pages	Content Pages	
eBooks	Page Themes are a bundle of margins, borders, and other page settings. For informat Themes Catalog.	Rounded Border Ebook 🔺 Default Rounded Border Ebook
		Zero Margin Ebook

For more information on these themes, see the Page Themes Catalog.

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Very advanced users can still create custom CSS stylesheets if they need to. In fact, we've made writing them <u>much easier</u>. However, we hope this will become a rare practice restricted to experimentation. Anything that can be done with a custom stylesheet can now be moved into a new *theme* or setting, where it will be available to Bloom users of all skill levels.

Content Page Settings: Show Page Numbers

You can now control whether page numbers are visible. Note that with some combinations of book layouts and ebook themes, long texts could collide with page numbers.

Content Page Settings: Text Padding

We've added *text padding* to better separate items on the page. Items are separated from each other and from the edge of the screen on ebooks. You can see examples of it later in these Release Notes.

dvanced Layout	
Text Padding Smart spacing around text boxes. Works well for simple pages, but	2mm 🔺
may not suit custom layouts.	Default (set by Theme)
	0mm
	2mm
	4mm
	1em (font size)

◯ тір

The default padding setting from the Default Theme is "1em", which means it grows in proportion to your font size (approximately the width of the font's "m" character). Normally this looks great but if you have really large characters, it can be a problem. In that case, choose one of the millimetre (mm) choices.

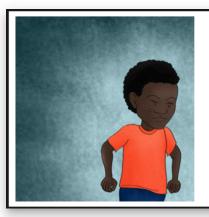
If you have a custom page layout where Bloom isn't getting the padding right, you can use this control to turn padding off by setting it to "0mm".

Margins

In previous versions of Bloom, the default margins were rather large, especially on small page sizes. In Bloom 6.0, we've reduced <u>the default margins</u> for many page sizes. *Page Themes* (new in Bloom 6.0) can also change the margin.

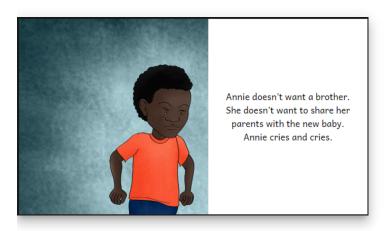


Bloom 5.6 had large margins and always showed a page number.



Annie doesn't want a brother. She doesn't want to share her parents with the new baby. Annie cries and cries.

A Bloom 6.0 ebook with default theme



A Bloom 6.0 ebook with the "Zero Margin" theme



A Bloom 6.0 with the "Zero Margin" theme

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Due to changes in the margins, you might need to modify the split between the image and text to resize the image for an ideal fit.

Front and Back Cover Margins

The smaller default page margins affect the front and back covers as well as the inside pages. This results in the various cover elements such as titles, pictures, credits, and logos moving slightly and possibly becoming a bit larger.

Padding

In previous versions of Bloom, text was often very close to images:



Bloom 5.6, text is too close to the image and edge of page.



Bloom 6.0, Bloom adds padding around the text. It can tell that there is no page margin here, so it adds padding next to the edge of the page, too.

Bloom can now add padding to text boxes so that they will look a lot better. This "smart padding" appears as a light blue area when you're editing. It is smart in two ways:

- It considers page margins so that less padding is added if it's not needed to separate the text from the edge of the page.
- 2. It grows as the font size grows.

(i) NOTE

In multilingual books, the padding will be based on the font size of the first language. You can now click outside of the page in order to hide all the markup. This helps you see the page just as your readers will see it:



In Bloom 6.0, if you click outside of the page, all the extra editing markup disappears so that you can evaluate how your page will look to readers.

You can control the size of the padding in the Text Padding control:

Advanced Layout	
Text Padding Smart spacing around text boxes. Works well for simple pages, but may not suit custom layouts.	2mm Default (set by Theme) Omm
	2mm
	4mm
	1em (font size)

While Bloom tries to be "smart" about applying padding, it's actually quite fragile. It often fails to apply padding to text boxes that have been added via "Change Layout". If this happens to you, you have a couple options:

1. Turn Text Padding off by opening the Book Settings and set "Text Padding" to "Omm".

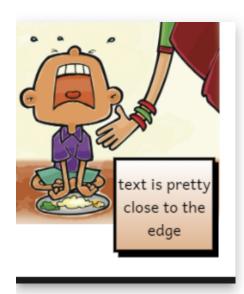
If you are an Enterprise Subscription customer and you have a template page that needs to work with padding, create a Problem Report showing the problem and we'll fix Bloom to handle your template page.

Edit Tab

Text Formatting

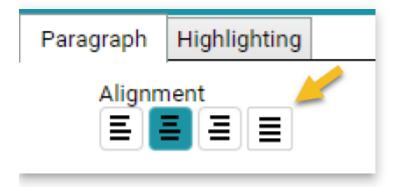
In overlays (comics), you can now control how much padding to add on the left and right:

Format					
STYLE NAME	CHARACTERS	PARAGRAPH	HIGHLIGHTING	OVERLAY	
5 px	ween the text and its bord ing changes to a style it. This allows Bloom	e, please visit each pag	e		





Justified Alignment (Feature Request)



Text Wrapping

We've made Bloom smarter about where to wrap text, leading to a more balanced and appealing typography.



Декабрда өскөн кулпунайдын изи менен



Bloom 6.0 improves text wrapping algorithms to ensure titles are evenly distributed across lines, avoiding awkward gaps or stranded words:



On the way home, a very strong wind came. It blew my cap away.

Bloom 5.E

3



On the way home, a very strong wind came. It blew my cap away.

Bloom 6.0 uses smarter text wrapping.

Bloom 6.0

Previously, a single word could be stranded on its own.

🖓 тір

This smart wrapping would be confusing if it was on while you tried to type in your text. Therefore, you need to click out of a text box in order to see the final text wrapping.

Picture on the Right

We've added a new page layout choice, "Picture on the Right".

Basic Book	*	*
*=	*	*

Bloom Library

Improved User Interface for Book Uploaders

The person who uploaded a book always had a few extra things they could do to control the book. We've now gathered these together in a single cluster of controls:

You have permission to modify this book				
Draft Do not show this book to the public yet. I will share its URL with reviewers for feedback.				
Editing				
If you want to update this book with any changes, just upload it again from Bloom, using the same account. Your new version will replace this one.				
If necessary, we can give you the book to edit in Bloom. You must first have Bloom 5.7 or greater installed (Download Bloom).				
DOWNLOAD INTO BLOOM FOR EDITING				
Formats				
Which Format Buttons to Show for this Book				
Delete				

"Download Into Bloom for Editing" Button

Sometimes, you may want to improve a book you or a colleague uploaded but no longer have easy access to the original Bloom files. Now, you can click "Download into Bloom for Editing." This will open your Bloom application with a new collection containing only this one book. If the book depends on a Bloom Enterprise Subscription, you will not have to reenter it. If the subscription has expired, it will work anyway.

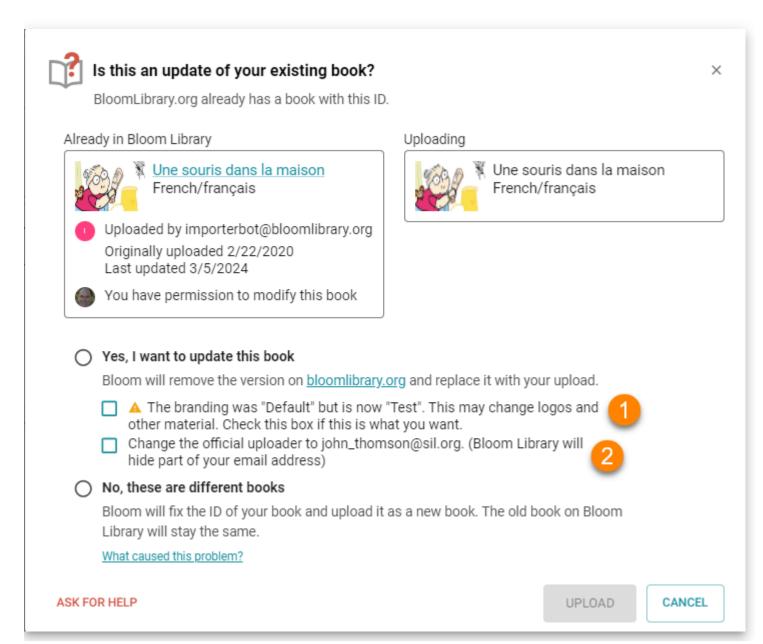
Editing Permissions on Your Bloom Library Collections (Bookshelves)

Bloom Enterprise subscribers often work in teams, with different people uploading books. Previously, only the person who uploaded a book had any control over it. We can now tell the Bloom Library who each collection's "editors" are. The following table shows what Collection Editors will be able to do:

	5.6	6.0	6.1 Timeframe
Original	Draft	Download into Bloom for	
Uploader	Delete	Editing	

	5.6	6.0	6.1 Timeframe
	Control Formats		
Collection Editors		Delete Download into Bloom for Editing Re-upload without changing the listed "uploader" Re-upload and become the listed "uploader"	Draft Control Formats Assign to Collections (Bookshelves)

When you re-upload a book, Bloom checks with you to make sure it does what you intend. In Bloom 6.0, we added (1) a check to bring it to your attention if you're about to change the book's branding and (2) the option to become the official uploader:



BloomPUB Viewer

BloomPUB viewer can now open .bloomSource files (used for archiving) and .bloom files (used for Team Collections). You should not distribute those for viewing, but sometimes it's helpful to quickly look inside one of them.

BloomPUB Viewer versions 1.0.7 and 1.0.8 had a bug that prevented them from updating to new versions. Please install the latest from <u>bloomlibrary.org/bloompub-viewer</u>.

Other Improvements

- Book Uploading:
 - Incremental uploads: If you upload a book to update it, only the files that have changed will be uploaded. This allows, for example, large sign language books to be updated without having to send all the videos to <u>BloomLibrary.org</u> again.
 - Incomplete upload protection: previously, a book upload that didn't fully complete could leave a book missing some files. Now, a new book won't appear until all the files have been uploaded successfully. Similarly, an update of a book won't take effect until all changed files have made it to our server.
 - **Improved security:** We improved security around uploading and deleting books.
- We added some new messages to help when Microsoft OneDrive appears to be causing problems.
- A page can now have multiple Sign Language videos. One will start when other is finished. There is no way to change the order, so please create the videos in the order you want them to play.
- In the Edit tab, Bloom has a chooser that lets you control which languages are shown in text boxes that are set to "auto". To clarify what this chooser does a bit, it is now disabled when it won't affect anything on the current page.
- We added a place to enter one or more administrator emails in Collection Settings: Team Collection.
- In the Collection Tab, we've added a small control that pops up some technical information about books:



Bloom 5.6 Release Notes

Collection Tab

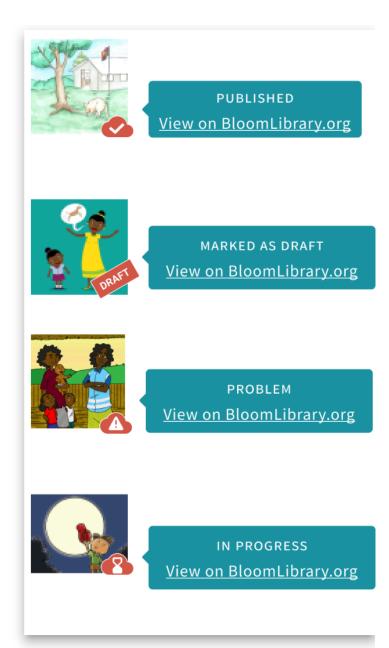
Books on BloomLibrary.org Progress Bar

 Bloom now displays an indicator of how many books in your language are currently available on the Bloom
 Library. For now, the "goal" is just the Bloom project's goal, which is 200
 books in each language. In the future, we may allow you to change this number to your own goal.



Books on BloomLibrary.org Badges

 We added helpful little "badges" to book thumbnails that make it easy to see the status of your book on the Bloom Library.



Edit Tab

- You can now hold down Ctrl+Shift+space to see all "invisible" characters, such as nonbreaking spaces.
- We added a new Book Settings dialog. For now, it lets you control the maximum image size used in eBooks that you create from a book. The default is HD, but you can shrink that or increase it up to 4k resolution. This setting affects BloomPUBs, ePUBs, and books when they are viewed on BloomLibrary.org.

Paste Cut Undo	One Language 🝷 A5 Portrait 🝷	Book Settings	English • ⑦ • - 100% +
Book Settings		×	1
eBooks			
Max Image Size		Full HD	
Bloom reduces images to a maximum internet connections and take up less	size to make books easier to view space on phones.	w over poor	
		OK CANCEL	

Team Collections

 "Check Out" events are now recorded in book history.

PREVIEW	HISTORY		
When	Who	What	Comment
2023-08-22	F Fred	Check In	fixed spelling mistakes and other egregious sins
2023-08-22	F Fred	Check Out	
2023-08-22	🕞 Colin	Check In	initial creation or the 16
2023-08-22	Colin	Created	Created a new book "tenting" from a source book "Digital Comic Book"

• We added a minimal "Check In All" feature. To use it, Click the "Team Collections" button, "Status" tab, and click "Check In All Books"

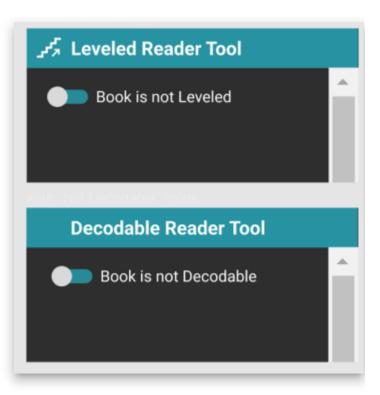
Talking Book Tool

 If you have added any sentence-ending punctuation characters in the Leveled Reader Tool settings, the Talking Book Tool will now use those in addition to the universal set of sentence-ending characters.

Leveled and Decodable Readers

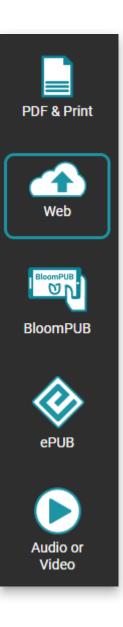
In previous versions, there was a menu command in the Collection tab that you

could use to tell Bloom if a book was intended to be *leveled* or *decodable*. This setting could trigger the cover page to convey this information. In this version, we've removed those menu items, and instead, there is now a switch in the reader tools:



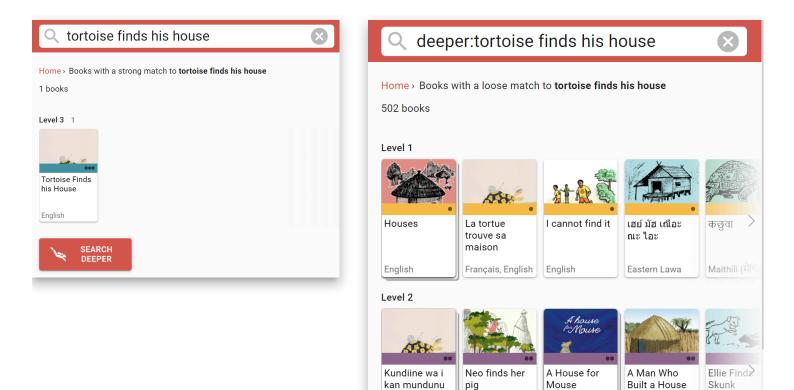
Publish

 We completed the code modernization in this area. The only difference you will notice is the side bar that lets you choose your publishing target.

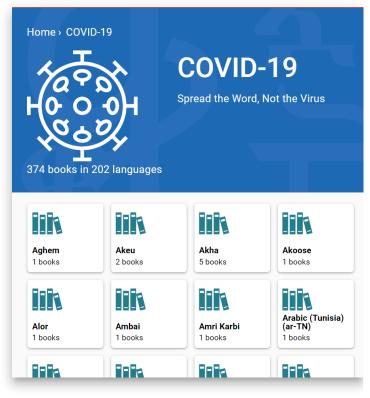


Bloom Library

We improved search by introducing two levels. In the initial level, you will see books with titles matching your search more precisely. If that doesn't find the book you want, you can then click "Search Deeper" to search in copyright, publisher, parts of the title, etc. For example, if you search for "tortoise finds his house", you would previously be shown 502 books all of which had something to do with tortoises, houses, or finding. After this change, Bloom Library just shows you one book. Clicking on "Search Deeper" still gives you the full list of 502 books.

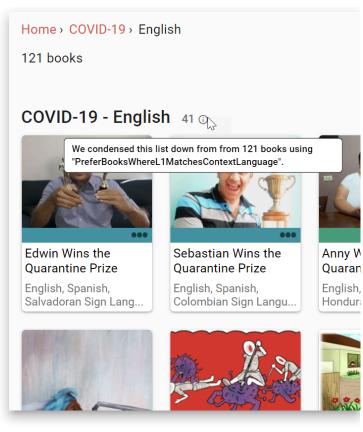


We made it easy for the Bloom
 Librarian to organize large collections
 by displaying a card for each language.



- We added a "Branding" column to the Grid. (Feature Request)
- In some collections, there are a high number of books that are derivatives of each other. We made Bloom Library smarter about choosing which books to show and which to hide. For example, we have 121 <u>COVID 19 books in</u> <u>English</u>, but we now display just 41 of

them. You can still get to the hidden books by opening one of them and clicking on "books that may be translations." Note that for performance reasons, the top of the page shows the count of the *total* number of books in the collection.



 We made book thumbnails sensitive to what language you are looking in, so that you are more likely to see a book title in your language, even for books that were uploaded with a different primary language.

Other Improvements

- We retired the "Spiritual" topic and added a "Bible" topic. Books with a copyright
 matching the most common Bible-material books will automatically be changed.
 Others will lose their topic. We recommend the "Culture" topic if "Bible" isn't a good
 descriptor.
- We improved our OPDS API.
- We improved vertical alignment with overflow in device layouts, but only somewhat. If you are putting large amounts of text in a box such that it doesn't all fit, we recommend changing the vertical alignment to "Top".
- We added a message box that invites users to join the <u>Bloom Community Forum</u>.
- If you send us an error report we will now receive more information, including your Windows 11 info, drive space, and WebView2 version.
- .bloomSource files now include the .bloomCollectionSettings file, making for a more complete archive.
- Big Books can now have pages in A3, A4, and Letter portrait orientation. Previously they were only available in landscape. (<u>Feature Request</u>)

Bloom 5.5 Release Notes

(i) NOTE

Starting with this version, Bloom does not work with Linux and Windows 7, 8, or 8.1.

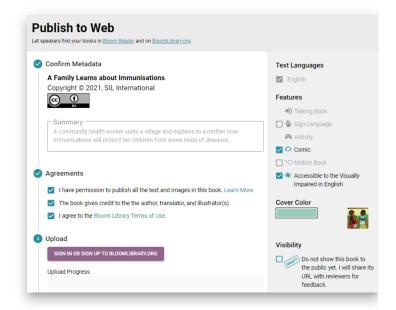
Publish: New Print / PDF

- No longer uses Adobe Reader
- Now shows booklet instructions below the Print dialog
- Modern design is now consistent with other publishing options
- Part of our multi-year rewrite towards Mac and Linux compatibility



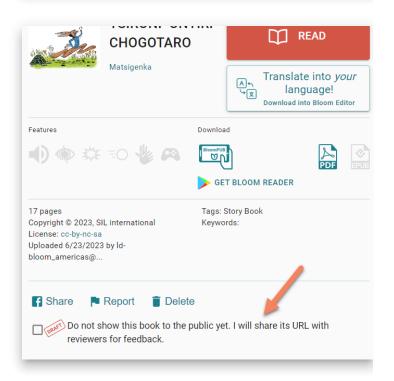
Publish: New Web Upload

- Modern design is now consistent with other publishing options
- Part of our multi-year rewrite towards
 Mac and Linux compatibility



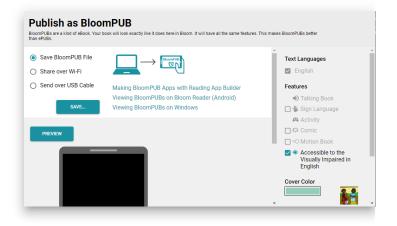
- If your book isn't ready to meet the world just yet, you can now click the "Draft" button.
- To turn off the draft status of a book that you uploaded earlier, go to it on <u>BloomLibrary.org</u> and un-tick the Draft button:

Do not show this book to the public yet. I will share its URL with reviewers for feedback.



Publish: BloomPUB Preview

- We have reorganized this screen to work better for users with small screens. The preview portion no longer hides the portion where you can actually save and share your file.
- Bloom no longer constructs a Preview when you go into this screen. Instead, if you want a preview, click the new "Preview" button.
- You can now expand the preview to fill up most of the Bloom Window (<u>Feature</u> <u>Request</u>)





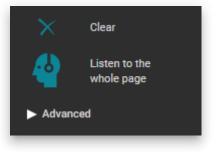
Publish: ePUB Preview

- As with the BloomPUB Preview, we have reorganized this screen to work better for users with small screens. The preview portion no longer hides the portion where you can actually save and share your file.
- As with the BloomPUB Preview, Bloom no longer constructs a Preview when you go into this screen. Instead, if you want a preview, click the new "Preview" button. (<u>Feature Request</u>)

Talking Books

We have renovated the Talking Book Tool "Advanced" section:

- You can now click "Insert Segment Marker" to break up your text into smaller portions for the purpose of highlighting audio. As always, you can also just type in the "|" character.
- These segment markers will be automatically hidden when you're not using the Talking Book tool.

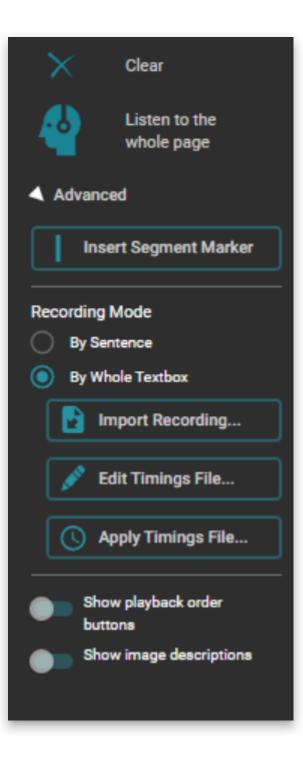


🗘 тір

Previously, you had to remove the "|" characters yourself. Now, just leave

them in. Bloom will take care of hiding them.

- We made the "Recording Mode" easier to understand and added pop-up tooltips explaining all advanced buttons.
- You can now fine-tune timings created when using Aeneas via the "Split" button (<u>Feature Request</u>)
 - i. Click "Split"
 - ii. Click "Edit Timings File ... "
 - iii. The file will open in whatever program you have chosen for ".txt" files.
 - iv. After editing, click "Apply Timings File..." and choose that file again.
- You can now apply timings files created from Audacity:
 - i. In Audacity, open your audio.
 - ii. Tracks > Add New > Label Track
 - iii. Make segments that match what you have in Bloom
 - iv. File > Export > Export Labels
 - v. In Bloom, "Apply Timings File ... "
- You can now show and hide image descriptions (for the blind).
- You can now control both the foreground and background color of the highlight that Bloom uses while playing a talking book. This is part of the textbox style, so to change it, click



on the gear icon in the lower left of the text box. Then go to the new "Highlighting" section. (<u>Feature</u> <u>Request</u>)

 Bloom now recognizes Khmer character
 as a sentence-ending character.

"Oh these are not s	nots that make sick
children better," rep	lied Kerol. "These
are shots to give the	m protection from
future sicknesses."	Format
"How can a shot giv	Style Name Characters Paragraph Highlighting
future? I thought sl	Choose how to highlight text of style "normal" while its audio is playing:
medicine to kill the already?"	Background color
8 1	Text Color

Palettes

Bloom collections now remember what custom colors you have created. So whether you are setting text for a style, a text selection, an audio highlight, or an overlay text, you are working with the same palette. Cover colors are a separate palette.

Spreadsheet Import/Export

This feature is experimental. You can enable it under Collection Settings: Advanced

(i) NOTE

This feature requires a Bloom Enterprise subscription.

- Roundtrip Activities
- Roundtrip Image Descriptions
- Roundtrip colored words
- Importing Overlays now preserves text styles
- On import, remove pages that have been removed from the spreadsheet

Overlays

(i) NOTE

Creating **new** overlay pages requires a Bloom Enterprise subscription. Translating existing ones does not.

- Overlays now work great in books that can be switched between languages. As you change to a different language, the size and location of bubbles are updated to match what they should be for that language.
- Overlay bubbles now respond better when you change the size/orientation of the book.

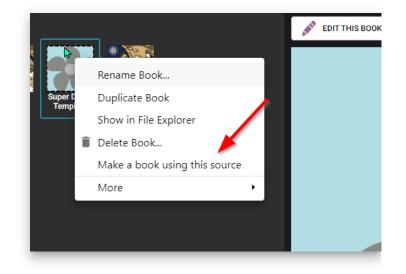
Scrolling Text Boxes in Device Layouts

When a text box has more text than can fit, Bloom does several things to draw your attention to the "overflow". However, if you later view the book on the web or in Bloom Reader, we turn on a scrollbar and allow the user to scroll down to see the entire text. This has been true for a while now. With this new version, if you have chosen either of the "Device16x9" layouts, we don't make a big deal out of the overflow. We simply let it overflow and show a scrollbar.

Note that for technical/cost reasons, this scrollbar actually takes up some of the box's horizontal space, whereas during actual playback of the book, the scrollbar hovers above the text. So you won't get exactly the same line-breaking.

Templates

If you create a template book in your collection, you can now choose "Make new book using this template" to add a new book to your collection based on that template.

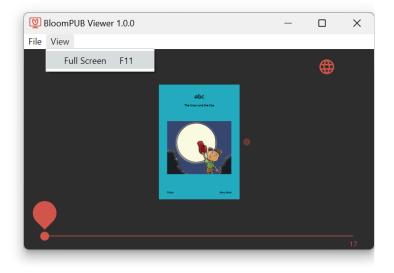


Team Collections

- The Book History now includes Import events
- If you report a problem with a book, the Bloom Team now gets the Book History in the report, along with version numbers.

BloomPUB Viewer

 Added Full Screen Mode (<u>Feature</u> <u>Request</u>)



Bloom Reader

 We improved handling of books in Right-to-Left languages. Now, to advance, you swipe left.



• When switching languages, Bloom now stops any audio that is playing, and starts the page over, playing the newly selected language.

Bloom Library

 We added a new set of statistics to the "stats" page for each collection.



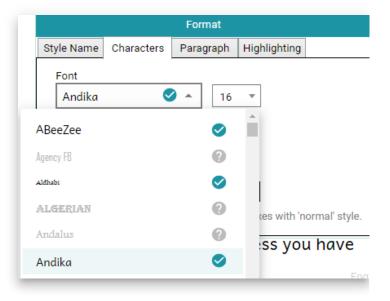
Major Infrastructure Work

Much of our effort in this version was on updating Bloom's "underpinnings". If all goes well, this work should be invisible to you as a user. We mention it only because you might like to know that we are continually investing in the foundations of Bloom instead of just adding new features.

The End of Andika New Basic

Bloom's default font has always been Andika New Basic (ANB), and before this version, we installed it on your computer along with Bloom. ANB is now completely replaceable by the <u>Andika</u> font, and will no longer be updated by its publisher (SIL). Therefore, in this version we have switched to Andika. As part of this switch,

- Bloom no longer installs ANB (or any other fonts). Instead, Andika is built-in to Bloom itself.
- All books that request ANB will actually be given Andika in the Bloom Editor software, in Bloom Reader, in BloomPUB viewer, and on the web.
- Bloom now also comes with another popular font, <u>ABeeZee</u>. This does not have nearly the range of glyphs to handle the world's alphabets like

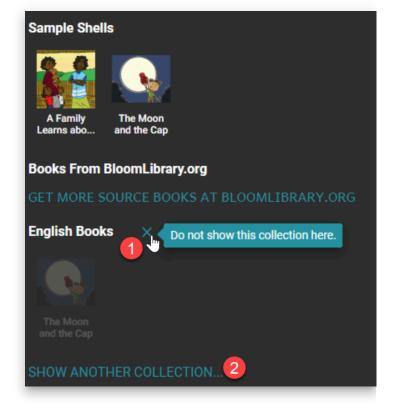


Andika does, but it's a fine option for languages with only the most common accent characters. See <u>https://fonts.google.com/specimen/ABe</u> <u>eZee/glyphs</u>

The End of "Source Collections"

The *idea* of "Source Collections" may have had merit, but in practice, too many people were getting confused by them. Therefore, we reviewed all the various behaviors and features related to Source Collections, and for each one, we either created new ways to achieve the same thing or decided that it was not worth keeping.

- We've removed the "Choose the collection type" page in the "Create New Bloom Collection" wizard.
- Books are never locked
- You can always give the command to "Make Bloom Pack of Shell Books"
- You can now remove collections under "Sources for New Books" (1, below).
- If you want to show a collection on your machine in the "Sources for New Books", there is now a button to do that (2, below).



The End of Bloom Updates for Windows 7, 8, and 8.1

Bloom 5.4 was the last version of Bloom that supported these operating systems, which Microsoft no longer supports.

The End of Linux Updates (for now)

Bloom 5.4 was the last version of Bloom for now. Ideally, in several years, we hope (but do not promise) that we will again have the technology and staff required to ship new releases for Linux (and Mac).

Technical Details: Bloom started as a Windows-only application, using .net technologies plus an embedded web browser. Unfortunately, a software key component (*geckofx*) stopped development a few years ago. GeckoFX was the magic that allowed us to embed a Firefox Browser in our .net application. Bloom relies on over a thousand other open-source libraries, and increasingly, we cannot make use of *their* updates and fixes, because our browser is stuck in 2018. We have only a small amount of resources to spend, and we can't justify spending an increasing amount of it going against the tide. Bloom 5.5 uses a modern embedded browser, *WebView2* from Microsoft.

We will eventually get Bloom to a state where its UI is no longer a hybrid of .net and browser UI. With each version, we are retiring some .net UI and replacing it with browser UI. When this process is complete, then new cross-platform possibilities will open up, be it a .net/electron or something else. Microsoft may also deliver *WebView2*, for Linux and Mac (they list this on <u>their roadmap</u>, in a non-committal way).

See also:

Install Bloom on Linux

The End of Graphite Font Support

A software component (*geckofx*) that Bloom has used to support Graphite fonts is no longer being maintained by its author, and the Bloom team does not have the resources to maintain it. Therefore, starting with Bloom 5.5, we are switching to an alternative that is maintained by Microsoft. This has many benefits for us, but one downside is that Bloom will no longer support complex non-roman scripts that require "Graphite" technology. For most non-roman fonts, this will not be a problem. However, Nastaliq and Lanna fonts do require Graphite. As far as we can tell, no one has ever contributed a book to Bloom Library using these fonts, and our analytics tell us that no books are using it with Bloom 5.4. If you need Graphite font technology, please use Bloom 5.4 and also contact us.

The End of Adobe Reader

Bloom no longer uses Adobe Reader, so there is no need to install it anymore if you don't already have it.

Bloom 5.4 Release Notes

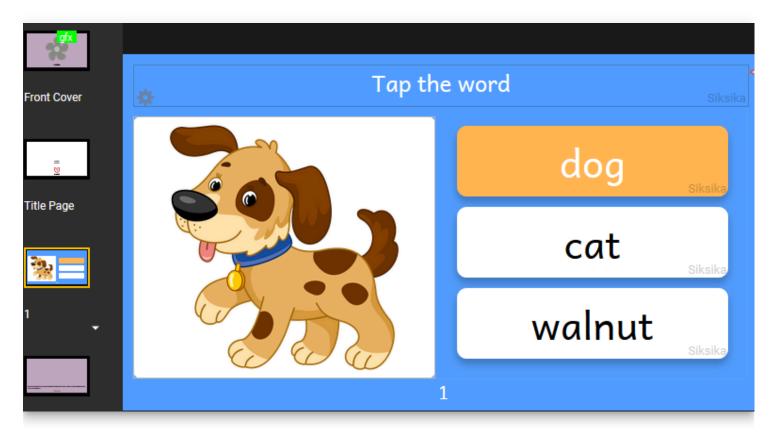
(i) NOTE

This version, Bloom 5.4, is the last version that will work with Linux and Windows 7, 8, and 8.1.

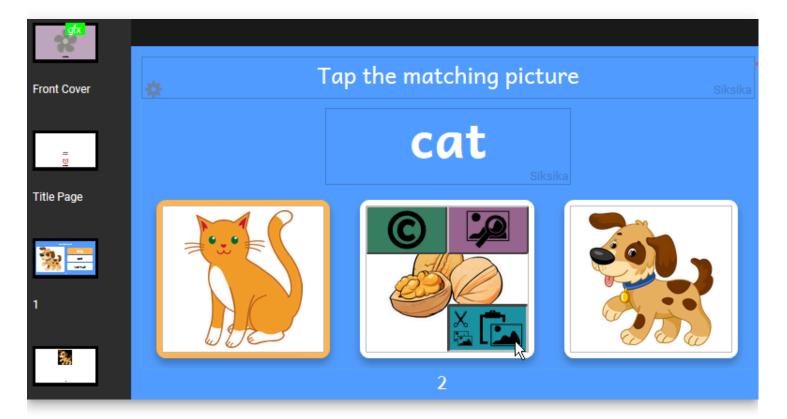
Simple Choice Activities

We've added two new activities that you can add to your books. Just enter the correct answer in the first box. When someone reads the book, Bloom will shuffle the answers.

Choose Word from Picture



Choose Picture from Word



Are there other simple activities that you would like to have in your Bloom books? Feel free to request them in a <u>Feature Request</u>. Note that a <u>Bloom Enterprise</u> subscription is required to add new activities to a book.

🗘 тір

Enjoy <u>this 185 page animal alphabet book</u> that includes these new Simple Choice Activities.

Get More Books from Within Bloom Reader

Finally, users can get more books into their Bloom Reader without going to a separate browser window. We've added a button at the bottom of the screen:





Sweet



Moon & Cap (ASL)

Q Get more books from our library

0

 \triangleleft

You then choose a language and Bloom Reader shows you books from BloomLibrary.org. It will remember your recent languages, so you don't have to find them each time:



Once you pick a book, you can either download it into Bloom Reader or just read it online:





←

Турли қобилиятла

Ўзбек тилида (Uzbek) русский (Russian)

У имо-ишора ёрдамида мулоқот қилади. У имо-иш ёрдамида мулоқот қилади. У имо-ишора ёрдамид қилади.

. . . .	DOWNLOAD 12 MB	
		E
Details on BloomI	.ibrary.org	
4	0	

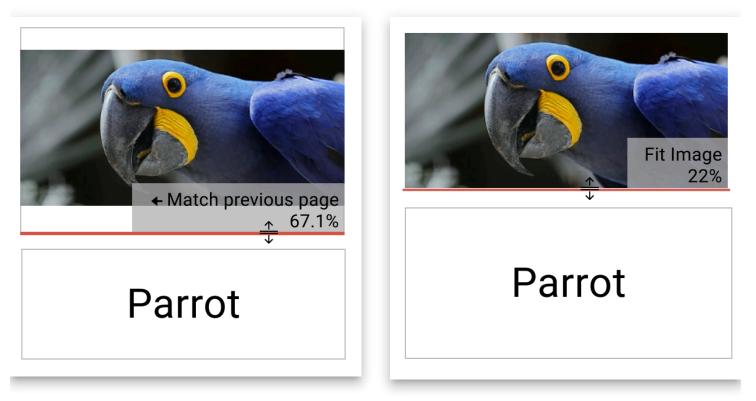
Smarter Splitter

We heard you: getting image and text boxes to *just the right size* was too hard. We've made the splitter smart in a couple of ways:

1) You can now double-click the splitter to make it snap to the position used by the previous page.

2) The splitter now "snaps" to some common locations:

- The position used by the previous page.
- The position that perfectly matches the image's proportions.
- 1/4, 1/3, 1/2, etc.
- Square



3) Previously, the splitter moved by tenths of a percentage. Now, it moves only by full percentage points.

4) If you need more precision, hold down the CTRL key to go back to moving by tenths of a percent, ignoring snap points.

Fixed Layout ePUBs

Bloom can now create ePUBs in "Fixed" mode which asks ePUB players to preserve the page as you see it in Bloom. If you have a very simple book, Bloom will also let you choose the previous "Flowable" mode.

ePU	B mode Fixed - ePUB 3 🔻 🕻	Ask ePUB readers to show
Accessibility		pages exactly as you see them in Bloom
\checkmark	Include image descriptions on page	

With this improvement, you can now publish overlay (comic) books as ePUBs.

Note that if you make a Talking Book out of an Overlay (comic) book, ePUB readers will read bubbles in the order you created them. That won't always be the correct order! We have an idea of how to improve things for Bloom 5.5.

See <u>here</u> for more information about the state of Bloom-to-ePUB publishing.

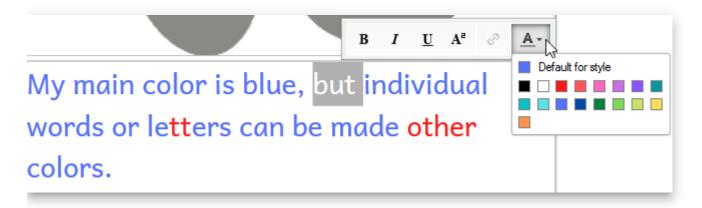
Color Chooser

We improved the color chooser and made the same chooser available everywhere you can set a color, including text, background colors in the overlay tool, and cover colors.

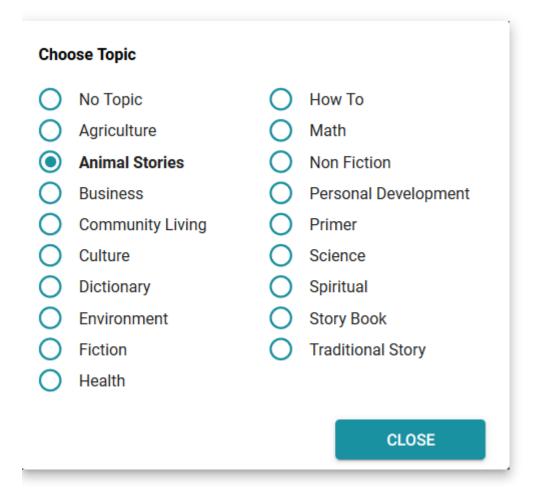
Text Color in Styles

I find this color calming.	Format Style Name Characters Paragraph	
	Font Andika New Basic 🥑 👻 24 👻	Text Color
3	spacing $\ddagger 1.5 \bullet to_{\rightarrow} do Normal \bullet$	
	Emphasis Color BIU 2 This formatting is the default for all text boxes with	
	This formatting is the default for an text boxes with	
		#5271FF
		OK

As before, you can also color individual words and letters:

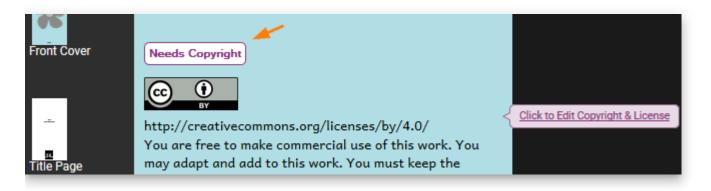


Modernised Topic Chooser



"Needs Copyright" Button

We've noticed that sometimes people forget to add a copyright, which later prevents them from publishing the book to BloomLibrary.org. Now Bloom shows this button to prompt you.



Overlay Tool

• We've added a new Bubble shape, "Rectangular":



• We added hints to remind you about two important shortcuts:



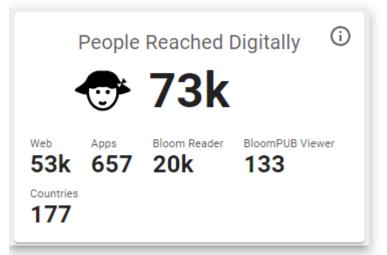
- You can now click on the background image in order to change it.
- If a bubble somehow ends up off-screen, Bloom will move it back on screen the next time it loads the page.

Note that a <u>Bloom Enterprise</u> subscription is required to add new Overlay (comic) images to a book.

Other Improvements

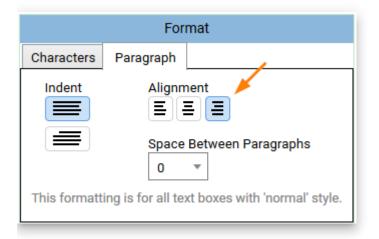
 Previously, there was a slight difference in text size between the Edit Tab and what Bloom would actually publish. You could see this even just in the Collection Tab preview. Where this mattered was that a line might break in a different place. We have fixed this difference in favor of the published versions, so that if a book is re-published using this versions of Bloom, the layout will be the same as it was previously. But if you look in the Edit tab, changes may be visible from what you would have seen in the Edit tab in previous versions.

- Bloom's experimental spreadsheet import/export now retains a book's metadata.
- We added experimental spreadsheet import/export for Talking Books. Note that a <u>Bloom Enterprise</u> subscription is required to use the spreadsheet commands.
- We made it feasible to use leading spaces in a Talking book to make the left edge of a text box vary in order to do things like conform to the image to the left of the text.
 While we don't *like* this approach, it is currently the only way to achieve this.
 - Don't highlight leading/trailing whitespace of current audio segment.
 - Collapse multiple whitespace in translation bubbles.
- When Bloom makes a BloomPack, it now includes any audio in the books.
- Bloom now shows the Sign Language name on the cover. Note that the name only appears once there is at least one recording, and only after the book has been reloaded.
- You can now access the "Scripts & Variants" settings for a Sign languages. The "scripts" part is not relevant, but this allows you to define a language as a regional dialect of a more widely known Sign language.
- If you download and translate a book, Bloom now gives you the same cover colors as the original.
- SIL has deprecated Andika New Basic since Andika now contains all of its characters. We are gradually switching everything over to Andika in a way that we think will be invisible to users. For this release, we switched Bloom Reader & Viewer to come with Andika built in.
- We improved sorting of books in BloomLibrary.org. By default, books now sort from newest to oldest. For particular collections, we can change this to sorting by title with good number sorting so that numbered series will show in order.
- BloomLibrary's "stats" pages now have a "People Reached Digitally" Stat



 We added a way for advanced users to override the image compression we do when we publish books.

- We added a 6" x 9" paper size.
- You can now set text to right-align:



- You won't notice it, but we did months of work preparing Bloom to move to a modern browser component. This investment will reduce our maintenance cost and unlock some new capabilities in the future.
- We introduced a new layout to most of our "Publish" screens. In the next version, we'll complete this transition by rewriting the PDF/Print and Web Upload screens to fit this new system. In the end, the publish screens will be much more uniform so that if you learn one, others will be more familiar.
- You can now paste in text formatted in "small caps" from Microsoft Word

The End of Linux Updates (for now)

Bloom 5.4 is the last version of Bloom for now. Ideally, in several years, we hope (but do not promise) that we will again have the technology and staff required to ship new releases for Linux (and Mac).

Technical Details: Bloom started as a Windows-only application, using .net technologies plus an embedded web browser. Unfortunately, a software key component (*geckofx*) stopped development a few years ago. GeckoFX was the magic that allowed us to embed a Firefox Browser in our .net application. Bloom relies on over a thousand other opensource libraries, and increasingly, we cannot make use of *their* updates and fixes, because our browser is stuck in 2018. We have only a small amount of resources to spend, and we can't justify spending an increasing amount of it going against the tide. Bloom 5.5 uses a modern embedded browser, *WebView2* from Microsoft.

We will eventually get Bloom to a state where its UI is no longer a hybrid of .net and browser UI. With each version, we are retiring some .net UI and replacing it with browser UI. When this process is complete, then new cross-platform possibilities will open up, be it a .net/electron or something else. Microsoft may also deliver *WebView2*, for Linux and Mac (they list this on <u>their roadmap</u>, in a non-committal way).

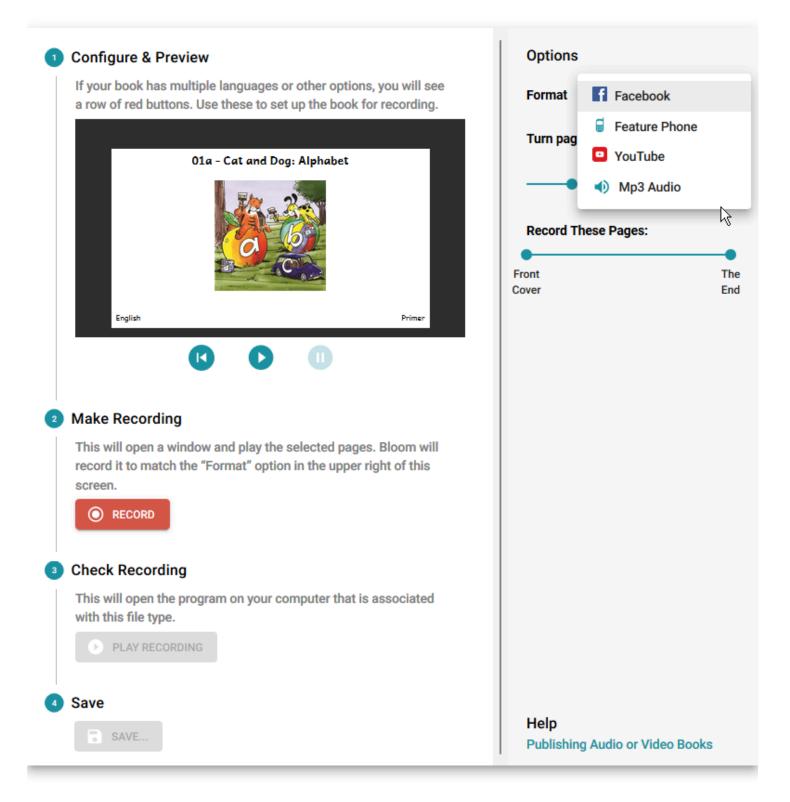
See also:

Install Bloom on Linux

Bloom 5.3 Release Notes

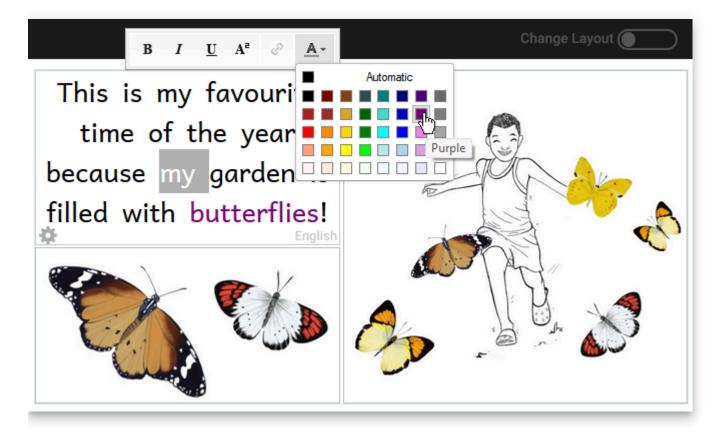
Publish to Audio or Video

You can now turn your book into a video that can be shared on Facebook or YouTube. You can also make a version that will work on inexpensive "feature phones" or mp3 players. Here is the original <u>Feature Request</u>.



Text Color

To highlight a word or some characters, you can now select some text and set its color.



New Copyright / License Dialog

We've re-worked the copyright / license dialog in order to help you better understand your choices.

Convright and License

Copyright and	License	
COPYRIGHT	LICENSE	4.0 × About CC-BY
— Copyright Year* — 2022		
- Copyright Holder * Giants of Tiny		
Giants of Tiny		

Not a translation or new version

Continue to use the same copyright and license as the original book: Copyright © 2007, Pratham Books, Licensed under CC BY 4.0.

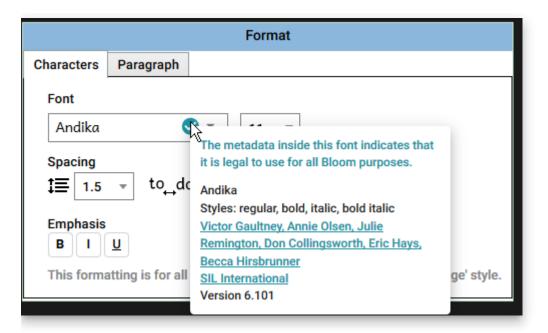
ОК

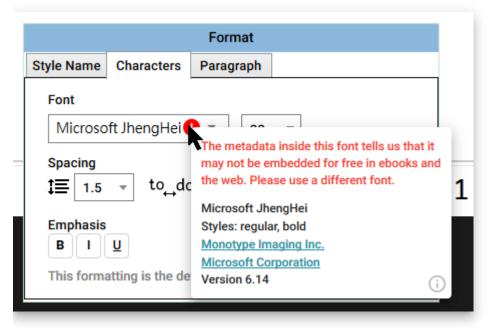
CANCEL

Copyright and License	
COPYRIGHT LICENSE	4.0 👻
	About CC-BY
The copyright holder allows others to use the book in this way:	
Anyone can use it however they want.	
Everyone is allowed to:	
copy this book for free	
use the book in a commercial way	
make new versions of this book, but they must keep the author, illustrator, and other credits	
apply a different license to new versions of this	
book You may use this space to clarify or grant additional permissions (for example allowed), but not to alter the license.	e, that translations are
No one can modify or copy it without explicit permission. We sharing it via Bloom Reader or BloomLibrary.org.	e will not be
O Other	
ок	CANCEL

Font License Info

When you're just making paper or PDF copies of your book, you can use whatever fonts are on your computer. However, many fonts are not freely licensed for use on the web or in ebooks. But how are you supposed to know? It turns out that inside many fonts, there is some metadata that indicates things like what the license is, where the font comes from, and what version of the font you have. Bloom now reads this information and uses color and icons to indicate how safe a font is to use.





Team Collection: Single Book History

PREVIEW	HISTORY		
When	Who	What	Comment
2022-06-10	🔺 Awa	Check In	Crédits et droits d'auteur. Relecture finale.
2022-06-10	🕞 Colin	Check In	Vérification orthographique et édition ultérieure. Ajustements d'image.
2022-06-10	Dot	Check In	Traduit en français.
2022-06-10	Dot	Renamed	Book title changed to "Ma Petite Maison"
2022-04-07	Colin	Check In	

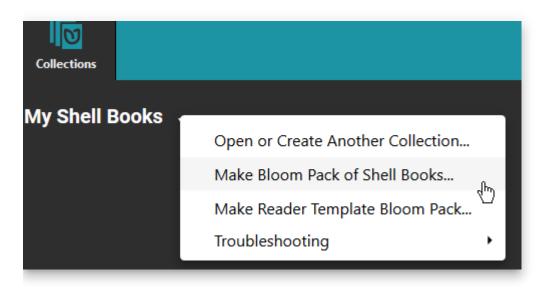
Startup Time

We made several changes to speed up Bloom's launch time.

Menus

In the Collection dropdown menu, we

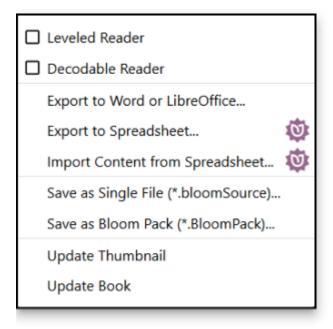
- Renamed the "Advanced" submenu to "Troubleshooting".
- In "Source" collections (which we think should be *very* rare in 2022), we moved "Make Bloom Pack" from the toolbar to this menu.



We simplified the book menu:

	Bloom 5.2		*	Bloom 5.3
Two gre apples	Duplicate Book Export to Word or LibreOffice Save as single file (.bloom) Make Bloom Pack Open Folder on Disk Leveled Reader Decodable Reader Update Thumbnail Update Book Rename Delete Book	Two gre apple	Rename Bo Duplicate B Show in File Delete Boo More	ook e Explorer

Less-used commands are now under a "More" submenu. In the future, we intend to simplify this further.

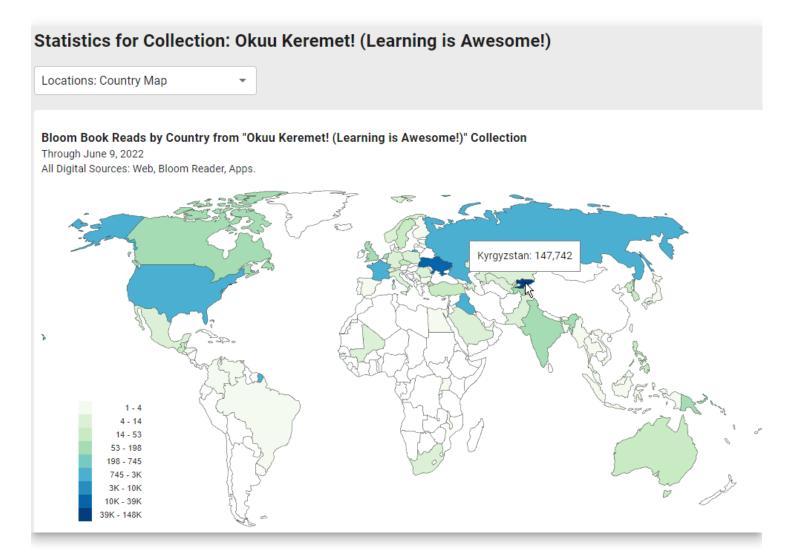


<u>BloomLibrary.org</u>

Project cards can now have country names:

Afghan Children Read 30 books • Afghanistan	Enabling Writers 3025 books • 6 countries	RAPIDLY IMPROVING STANDARDS IN ELEMENTARY 125 books • PNG
PNG Western Province e- earning Project	BEGIN WITH BOOKS Mali Begin with Books 75 books • Mali	Papua New Guinea National Department of Education E 515 books • PNG

We added a map showing where the collection is being read:



Statistics for Collection: Education for Life					
Locations: City Table	-		ALL TIME		
Country	Region	City	Reads \downarrow		
Papua New Guinea	National Capital	Port Moresby	2,803		
Papua New Guinea	Morobe	Lae	2,345		
Papua New Guinea	Eastern Highlands	Kainantu	1,321		
Papua New Guinea	East New Britain	Кокоро	537		
Papua New Guinea	West New Britain	Kimbe	365		
Papua New Guinea	Milne Bay	Waigani	357		
Guatemala	Guatemala	Guatemala City	313		
United States	Washington	Seattle	186		
Kyrgyzstan	Bishkek	Bishkek	176		
Kyrgyzstan	Chuy	Tokmok	170		
Solomon Islands	Guadalcanal	Honiara	128		

Bloom Reader

We have changed the name and file extension of Bloom's digital book publishing format from Bloom Digital / .bloomd to BloomPUB / .bloompub. All readers have accepted both for some time, and now Bloom Editor and <u>BloomLibrary.org</u> both deliver .bloompub. The new name is purposely parallel to the better-known ePUB format.

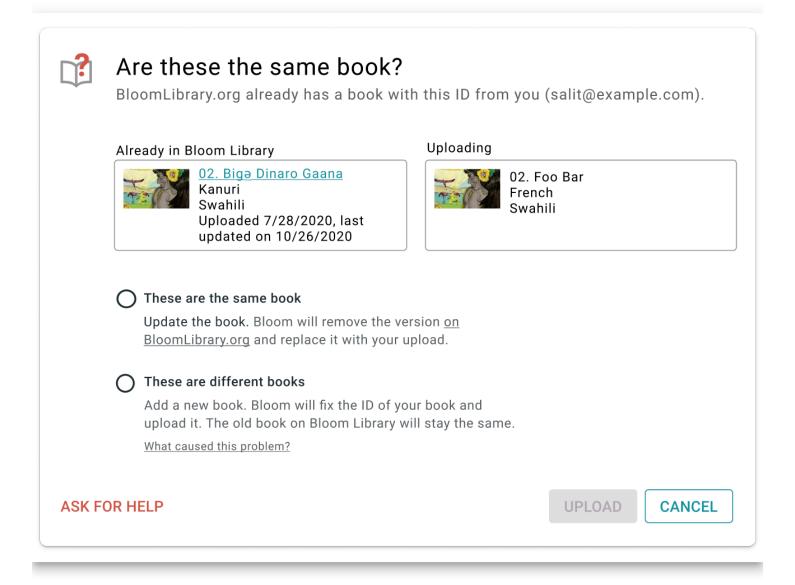
Bloom 5.2

Decodable Reader

 \star When the Decodable Reader tool generates a report, it now includes a list of all the usable words for each level. <u>Feature Request</u>

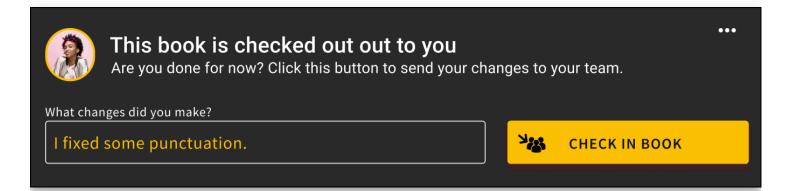
BloomLibrary.org Upload

When you upload a book, Bloom checks to see if there is already a book with the same internal ID on the library. If it finds one, it now gives you two choices. You can replace the existing book or upload your book as a new item. The latter option fixes your book's ID to be unique.



Team Collections (Bloom Enterprise, Experimental)

 \star When you check in a book, you can now type in a short note saying what you did.



 \star Bloom now lists check-in notes and other operations in the collection's history panel.

8 Team Collection					×
Status History					
Title	When	Who	What	Comment	
🎥 Cacat Bukanlah Halangan	2021-5-29	Salit	Check In	Updated illustrations	
🎬 Cacat Bukanlah Halangan	2021-5-28	🐴 Lynn	Check In	Translating	
🎬 Cacat Bukanlah Halangan	2021-5-27	🐴 Lynn	Check In	Set copyright & credits	
Aku Kuat	2021-5-25	Faturraham	Created	Started book	
Cacat Bukanlah Halangan	2021-4-1	🐴 Lynn	Check In	Fixed spelling	
				CLOSE	

★ Team administrators can now force-unlock a book that has someone else has left checked out. This feature is helpful when a computer is lost or when the teammate who checked out the book cannot check it back in for any other reason.



Lynn checked out this book on 8 Nov 2020



Export

You can now export a Bloom book to Excel spreadsheet format in a way that preserves text and images. (Satisfies this <u>Feature Request</u>)

[日 り・ ペー	≂ The M	loon and the Cap.xlsx - Excel	✓ Search	
F	ile Home	Insert Page Layout	Formulas Data Review	View Help	
P			A^ A ≡ ≡ ≡ ≫ - >		✓ Conditional For Formatting ~ Ta
C	ipboard 🗔	Font	Alignme	ent 🗔 r	Number 🕞 Styl
	A	D	E	F	G
	Row type	Image	French	English	Tibetan
3	[bookTitle]	\sim	La lune et la casquette	The Moon and the Cap	ज्ञ दगर र दः वु कें।
4	[coverImage]				
5	[page content]		Aujourd'hui, toute la famille est allée à la fête foraine.	All of us went to the fun fair.	म के संम अ म जॉर्ज र म मर्जुन्॥
б	[page content]		Papa a acheté à mon frère des lunettes amusantes. Maman m'a acheté une très belle casquette bleue. Ma petite soeur, elle, a eu un suçon.	Father bought brother fancy glasses. Mother bought me a bright blue cap. The baby got sugar candy.	जयम क्वेंक्ष्य स्वाह्य होन्द्रेन्द्र इत्यते केष क्षेत्र क्षेत्र जकम चन्त्र स्वत्न न्द्र न्द्र व्यते क्षेत्र क्वेंक्षेत्र क्षेत्र हेमय सहीरेश्व क्रन्ट क्वेंक्षे क्वा

Note that there are currently several things that Bloom does not export: Talking Book audio, Music, Video, Activities.

•••

Import

You can now import an Excel spreadsheet *onto* an existing Bloom book. The target book can be a new empty book you just created or an existing book that you want to update. When importing onto an existing book, Bloom can currently not safely protect some things in the existing book, so if your book has any of these things, it will refuse to do the import. These items in a book prevent it from getting an update through a spreadsheet import: Talking Book audio, Activities.

Bloom's import/export feature is still a work in progress. Already, for simple books, it will enable you to do many previously difficult things, including:

- Get translations done by people without Bloom, using Excel, Libre Office, or Google Sheets.
- Apply bulk changes to the text in an external editor.
- Fix mistakes where someone typed text into a box with the wrong language.
- Merge text in different languages into a single book

While not fully supported yet, we also expect that this feature will eventually be useful for:

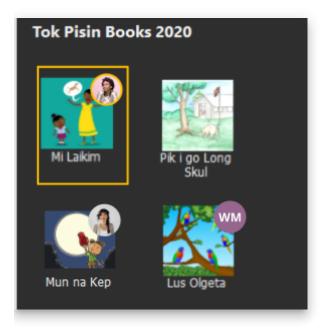
- Making new editions of books designed for paper vs. devices. This is possible because the importer can actually spread content out over a different number of pages.
- Use online translation services like Crowdin to engage translators, including paid ones.

To enable Spreadsheet Import/Export, tick the box under Collection Settings / Advanced Program Settings / Spreadsheet Import/Export.

Collection User Interface

New Collection UI (Experimental)

As the next phase of our multi-year effort to modernize the Bloom code base, we have completely rewritten the left-hand side of the Collection Tab using Web technologies. This has been a *very large* undertaking, so we're making it available as an experimental feature for Bloom 5.2 to give us all more time to test it. With this new interface, Team Collections get nice avatar images of their teammates over books they have checked out:



Books with badges showing who has them checked out

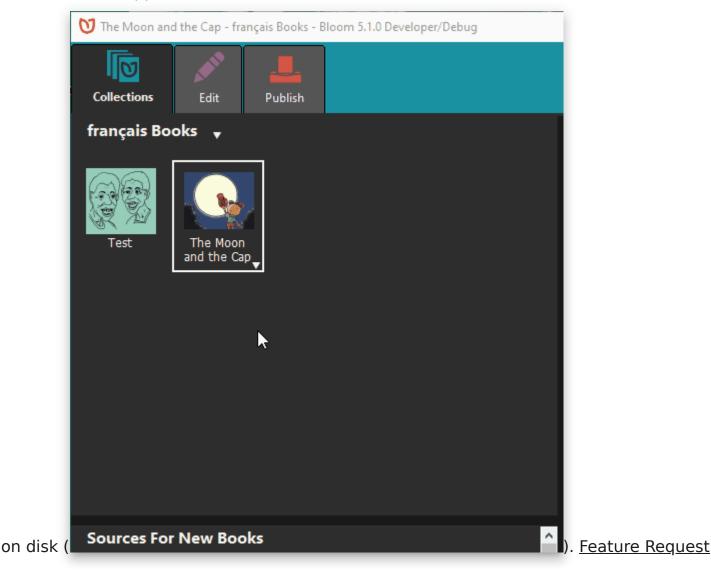
Other users will notice only minor improvements to book thumbnail buttons. To enable this new mode, tick the box under Collection Settings / Advanced Program Settings / Try the New Version of the Collection Tab.

Collection Settings

Many Bloom Enterprise projects use their own custom front/back matter packs. Previously in Bloom, everyone could see these in the list of choices. Now, these custom choices are not listed but instead are automatically selected based on the Bloom Enterprise code.

Collection Tab

 \star You can now rename a book. Previously, Bloom always used the name of a book's title. The new name appears under the thumbnail of the book and also the name of the folder



Edit Tab

HYou can create **hyperlinks** that point to other pages in the same book. This can be used for creating your own simple Table of Contents. When creating ePUBs, these links will be turned into normal text because the feature does not work in ePUBs. <u>Feature Request</u>

Duplicate Page Many Times. You can now enter a number to make many duplicates of a page all at once (see animation).

We made several fixes to the checks in Decodable and Leveled Readers.

Leveled Reader

We added a visual notification when pages have too many sentences.

We improved how we count words in complex pages (such as arithmetic pages).

Overlay Tool (Bloom Enterprise)

The Overlay Tool can now add videos Feature Request

The Overlay Tool can now add images on top of the image Feature Request

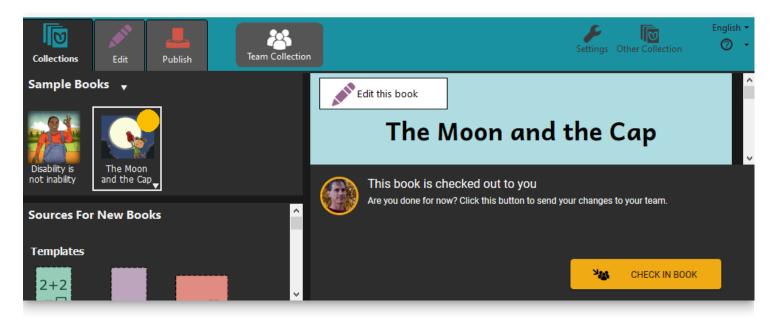
(See an animation of these new overlay features)

Team Collections (Bloom Enterprise)

Team Collections are a new feature that helps you safely share a collection within your team, across the internet, without full-time internet access. For this release, we're going to keep this feature behind the "Experimental" checkbox. For now, we are only supporting Dropbox & LAN environments. Please contact us if you are considering using this. We need your help to fully understand how this will be used, and how the experience goes.

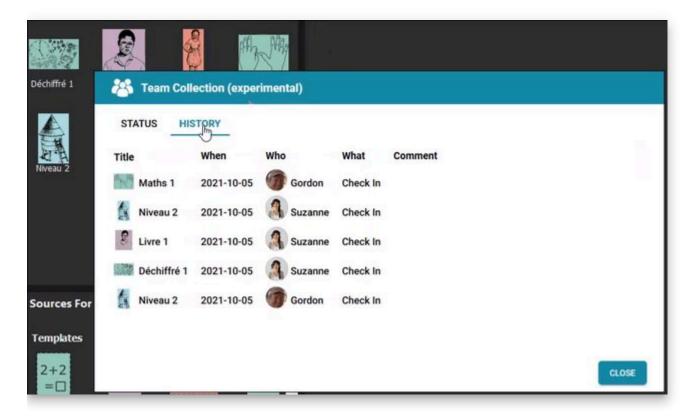
About Bloom's use of Dropbox

People will be naturally resistant to installing Dropbox. There are two things that may help them. First, once Dropbox is set up, you will not have to actually learn to use Dropbox, as it just sits in the background for Bloom to use, invisibly. Second, we are starting with Dropbox support because it is far superior to Google Drive in one crucial way: when you make a small change to a book, Dropbox will send just a small amount of data over the internet to your teammates. In contrast, Google Drive will send the entire book: all the text, images, recordings, videos, activities, etc. Because we want this feature to work well in environments with slow or expensive internet, we, therefore, decided to put our initial efforts into supporting Dropbox. In the near future, we will attempt to make Google Drive an option for teams with great internet.

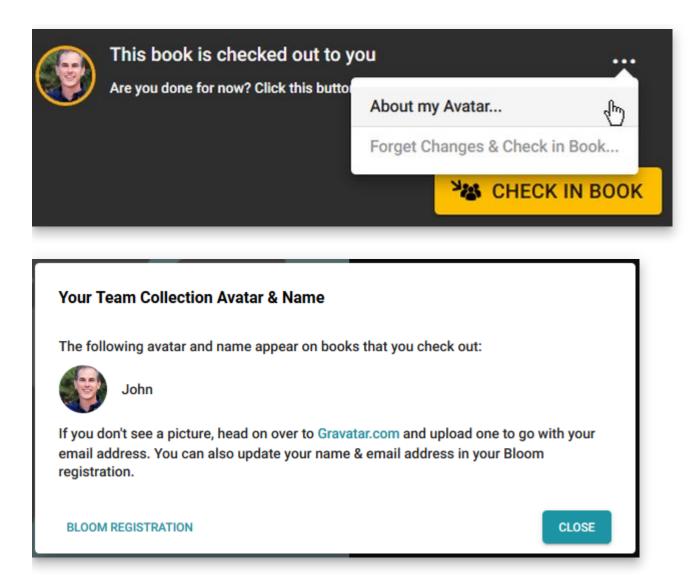


Team Collections debuted in Bloom 5.0 beta. For 5.1, we have added a few small features:

 \star We added a basic History tab to the Team Collection dialog. It currently only tells you the history of check-ins (who edited the book, when). We will be adding more history in future versions.



We added a little informational menu option that provides information about the name and "avatar" (picture) associated with books you check out. The dialog also provides links for changing (or setting) the avatar and name.



+You can now "Forget Changes & Check in Book" if you decide to abandon the changes you've made to a book since you checked it out.

	This book is checked out to ye	ou …
	Are you done for now? Click this butto	About my Avatar
		Forget Changes & Check in Book

Images

We have removed, from the lower-left corner of images, the button that opened the "Image Description Tool". We did this because of reports that users were clicking on it, not understanding what was happening and then entering their story text into the image description box. Authors making books for the blind can still use this tool, of course. You just won't have this convenient shortcut anymore. <u>Feature Request</u>

When Bloom has trouble loading an image and you send us an error report, we now will receive the offending image file. That will help us figure out what the problem is.

Publish Tab

We added a new tool for making it easy to create a BloomPUB of every book in a collection, with a single command. (Bloom Enterprise)

•	Booklet Cover	Make All BloomPUBs from Collection 🕸
•	Booklet Insides	 Produce a .bloomshelf file WHAT'S THIS? This file will cause these books to be grouped under a single bookshelf in Bloom Reader. This collection's bookshelf is set to "1 - SBC Grade 1". 1 - SBC Grade 1
•	ePUB	Oct-2021-Goroka-SD-card WHAT'S THIS?
0	Bloom Reader	Compress into a single .bloombundle file WHAT'S THIS?
•	Share on the Web	Send over USB Cable SAVE AKE CANCEL Make All BloomPUBs from Collection SAVE

You can now also upload an entire collection or even multiple collections to the Bloom Library. (Bloom Enterprise)

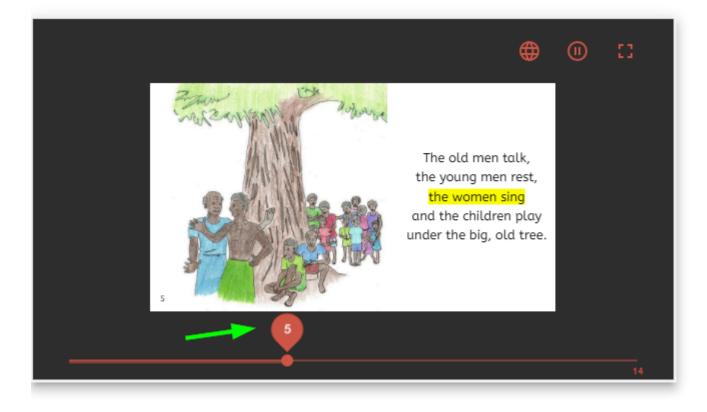
	Bloom Reader	Step 2: Upload		
		Upload Book	This Book	\sim
0		By uploading, you co	THIS CONCOUNT	loom
	Share on the Web	Upload Progress	Folder of Collections	N

Bloom Library

We improved counts and stats on Bloom Library. For example, a collection that contains child collections can now display the total count (<u>example</u>).

We added the ability for a project to list its sponsors at the bottom of the page (<u>example</u>).

We added a new page selector for Bloom Player, the engine that powers book reading in Bloom Reader, BloomLibrary.org, and embedded Reading App Builder books.



Other Good Stuff

Faster Enterprise Subscription Delivery When projects get a new Enterprise subscription, there is a delay while we build their branding pack (logos, boilerplate text, etc.). Starting with Bloom 5.1, customers don't have to wait... their Enterprise code will work immediately. Bloom will show a placeholder message on the back cover that shows the subscription name. When an update to Bloom contains the branding files for the subscription, this message will be automatically replaced with the branding images, the next time the books in the collection are edited.

Work towards a more cross-platform Bloom

As with most versions, we did a bunch of behind-the-scenes work towards rewriting making Bloom be more portable to other operating systems. For the most part, you won't be able to tell the difference.

Collection Tab

We made hovering over a book thumbnail show the folder name of the book. This is helpful to see what's-what when you have multiple copies of a book.

Bookshelf selector

In collection settings, Bloom Enterprise projects that have bookshelves on Bloom Library can now choose the bookshelf that corresponds to the collection. Then when books are uploaded to BloomLibrary.org, they automatically go to the correct bookshelf. This setting also can now be used to automatically choose a back-cover image to show where the book fits in the overall curriculum and choose a cover color based on the grade (this is used for a large MOE project in Kyrgyzstan). Settings

Languages Bo	ook Making	Project Information	Bloom Enterprise	Advanced Program Settings	
Default Fo	ont for Kyrg	yz	Front/Back Matt	er Pack	
Arial		~	ABC- Reader		^
Special Sc	ript Settings	1	Device		
			Paper Saver		
Default Fo	ont for Kyrg	yz	Kyrgyzstan 2020		¥
Andika Ne	ew Basic	~	Supports full-blog	ad cover color (but not images)	`
Special Sc	ript Settings	i	and a place to pa	Supports full-bleed cover color (but not images), and a place to paste a graphic on the back which is used to show what level this book is.	
Default Fo	ont for Russ	sian			
Andika Ne	ew Basic	~			
Special Sc	ript Settings	<u>.</u>	Bloom Library Bookshelf		
Daga Nium	Page Numbering Style		Kyrgyz Grade 1 Level 1.1 Projects that have Bloom Enterprise subscriptions		
_					
Decimal		~	can arrange for one or more bookshelves on the		
				books uploaded from this	
			collection will go i	into the selected bookshelf.	
0					
Settings	Protection				
Help				ОК	Cancel

Edit Tab

Comic Tool -> Overlay Tool

The Comic Tool is now the "Overlay Tool". We made this change because this tool is now useful for more than comics and people who were not interested in comics were not finding it.

I The Overlay Tool requires a Bloom Enterprise subscription. However, books that contain overlays can be translated into other languages without a Bloom Enterprise subscription. If this change causes you any problems, remember that you can always enable Bloom Enterprise freely if you do not have external funding. If that option does not work for you, please reach out to us at <u>issues@bloomlibrary.org</u> so that we can help you finish your book in some other way.

 \star You can now control the transparency of overlayed text elements and make corners round. You can also show a line that you can use to point to something in a diagram:



You can now make circle text elements. Feature Request

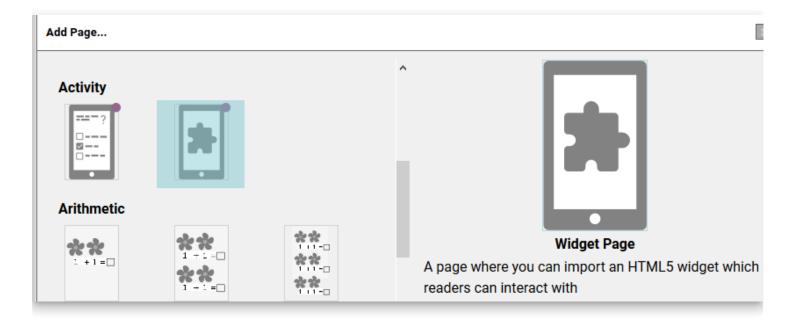
Talking Book Tool

You can now pause playback in the Talking Book Tool.

Widgets

We've made it easier to add HTML5 widgets from <u>Active Presenter</u>. No more zipping/unzipping.

There is now a "Widget Page" that gives you a full-screen page to host your html5 interactive widgets. (Widgets are part of Bloom Enterprise).



Leveled Reader

You can now specify two new limits: Sentences per page and Average count of sentences per page.

We added some new measures: total sentences in book, longest sentence in book, and longest word in the book.

We added a button to copy all the leveled reader measures of a book to the clipboard, in a form that can be pasted into spreadsheets.

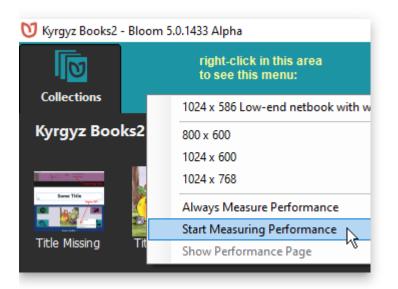
Text on Simple Quiz pages is no longer counted when computing whole-book statistics. Note that this change only applies to newly created Quizzes. Contact us for instructions about applying this change to pre-exiting quiz pages.

Team Collections

! NOTE: Team Collections debuted in Bloom 5.0 beta, but did not "graduate" out of beta successfully because of a bug found by a beta tester (yay beta testers!). We did not have time to properly test the fix before it was time to release Bloom 5.0. Therefore, you need to run Bloom 5.1 beta in order to use this feature.

Performance

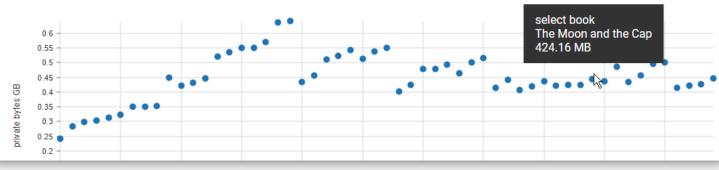
Recently we spent weeks improving Bloom's ability to deal with large books and long Bloom sessions without running out of memory. As part of that effort, we've added a tool for watching what happens to available memory and speed as Bloom does various things. This is mostly for our own use, but it's also available to you, in case you suspect that Bloom is eating memory or slowing down as you use it.



Bloom Performance Measurement

Bloom 5.0.1433 Alpha

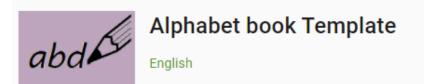
Memory



BloomLibrary.org

When you download books from BloomLibrary.org that have audio, Bloom will now download the audio as part of the shell book.

We've improved what you see when you look at <u>template books on BloomLibrary.org</u>. It is now easier to understand what the template pages are for:



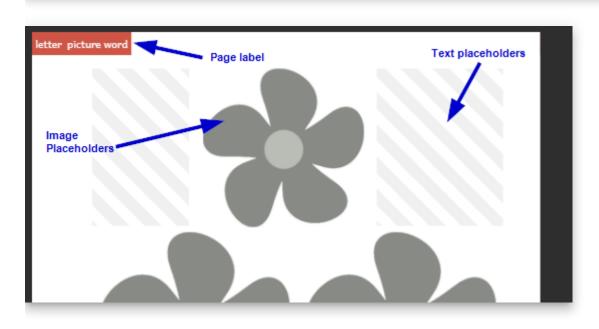
A4 size templates which include pictures and words, identification and writing activity

READ



Get this Template

The template book will be downloaded and installed. You can start a book with this template, or add any of its template pages from the "Add Page" dialog box from any book.



Edit Tab

Bloom now makes much better use of your computer's memory. You should be able to work much longer, with much larger books, before encountering any memory limitations.

Talking Book Segmentation. You can now type a vertical bar (|) to break up the recording of long sentences. This also works for splitting audio that you import. After recording or splitting, you will need to remove these vertical bars so that they don't show when you publish the book.

The Talking Book tool no longer treats "Myanmar signed little section" (U+104A) as a sentence-ending character.

13cm Square page size. (Feature Request)

The list of page sizes now includes *13cm Square* as one of the possibilities. This requires printing with A3 paper if you wish to produce booklets using this new page size. (Each printing would create 3 copies of the booklet.)

When you open a large book, the thumbnail representing the current page is now automatically scrolled into view.

In the Comic Tool, you can now set custom background colors for text boxes.

In the Comic Tool, you can now click a button to duplicate the current bubble.

When you hover over an image or image placeholder, Bloom now tells you what resolution image you need. This information can be useful to your illustrator.

Copy Text from Source Bubble

We have added a Copy button to the Source Bubble. (Feature Request)

Publish Tab

Login to BloomLibrary allows you to just click the Google button to use your Google identity (including sil.org accounts, for those of you who have that).

You can now provide a custom thumbnail for Epub publications. Place a file labeled epubthumbnail.png in the books folder.

We can now provide custom "Full Bleed" layouts to Enterprise projects that need edge-toedge printing at commercial print shops.

Edit Tab

Talking Book Text Playback Order. You can now control the playback order of all the text boxes on a page, including comic book bubbles.

Improved performance with very large books. Some of you are creating terrific picture dictionaries with Bloom. These run into the hundreds of pages. However, the page thumbnail list gets very, very slow in these books. In 4.8, we've re-written that page thumbnail list from scratch, so that it is now much easier to edit these huge books.

Original Title

Bloom now has a way to declare the title of the original book upon which your translation is based, in the Credits page. It will automatically determine this if it can, otherwise you can type it in.

Added a new "longpress" character for showing diacritics in alphabet books

If you hold down "o", the menu of special characters that pops up now offers \bigcirc . This is useful in showing diacritics without arbitrarily showing a base character to show it with.

Widget Activities (Feature Request)

You can now embed little interactive activities in digital publications (web, Bloom Reader, RAB App). Many of these widgets already exist (they work with Apple's IBooks and the Kotobee book software). You may also be able to make your own or commission a programmer. If this approach gains popularity, we'll have a set of them to share within the Bloom community. To learn about "book widgets", please see <u>this blog</u>. To enable this feature, you need to go to Collection Tab/Settings/Advanced Program Settings and tick "Show Experimental Features". Bloom requires that the widget be a zipped set of files ending in ".wdgt". The files must include a file named "index.html". We will be making this a bit easier in Bloom 5.0.

Edit Tab

Import Audio (<u>Feature Request</u>)

Comic Tool (<u>Feature Request</u>). Look out world, here come beautiful comics in minority languages!

Helpful tip: use CTRL + mouse drag to move bubbles, and ALT + mouse drag to resize them. Of course there are things to click on do to those things also, but if you're doing a whole comic, these make you much more productive.

Limitation: Books that use any comic elements are limited to one language.

Limitation: Bloom cannot make ePUBs with comics.

Limitation: Unlike other Bloom Books, comic books do not auto-scale to different page sizes. That would mess up the bubble locations when the image underneath them changes size. Therefore, if you create a comic book with A5 size and then send it to Bloom Reader, we have to keep the A5 orientation, rather than switching to 16x9. So there would be black areas above and/or below each page.

Known limitation in this release: If you turn a comic book into a Talking Book, it will play back in the reverse of the order that the bubbles were created. This is fixed in Bloom 4.8.

Known limitation in this release: There is not yet a way to have an exclamation bubble with a tail.

Known limitation in this release: When the Comic Book tool is visible, you can't change the image. Just close the tool, set the image, then re-open the tool.

 \pm Digital Comic Book Template. Use this when starting a new comic designed for screens.

★For some complex scripts, the size of language text in the Decodable Reader was too small. We added a font-size chooser under Settings:Book Making:Special Script Settings:Font size when displayed in tools.

Publish Tab

In Publish: Bloom Reader screen, you can now decide which of the languages in a book you want to publish.

In all publish screens, if a book uses Bloom's new Content Licensing system, Bloom will prevent publishing a language that has not yet been licensed for that book. This will prevent accidental violation of license agreements in which a publisher needs to limit which languages are published. For example, they may allow minority language translations to be Creative Commons licensed while relying on sales of the original English version for company revenue.

In Publish: ePUB, you can now add a summary/description to the ePUB metadata.

We added a way to export a single mp3 file for each page of the book. Right click on the left bar, then choose "Export audio files, 1 per page".

Collection Tab

We simplified book thumbnails to just show the image on the cover.

We have created a New Problem Report Dialog which is both more convenient for users and should help us get the information we need to be of help.

Other

 \star Really complex scripts. Bloom 4.7 is available in two versions. The new version, "Bloom CS 4.7", supports those scripts that require the latest *graphite* font rendering. We are still working out some performance kinks in Bloom CS, so only use it if you need it are are willing to help us find bugs.

Collection Tab

In Settings, we've added the option to use Kayah and Shan numeral systems.(<u>Feature</u> <u>Request</u>)

When opening a different collection, Bloom now offers you the last 9 collections you opened. (<u>Feature Request</u>)

Edit Tab

★ We added a completely new WYSIWYG Quiz page. You can control formatting (Feature Request), location in the book (Feature Request), and the content of the heading. You can also record audio for all parts of it (Feature Request, Feature Request).

★ Bloom can normally tell if you are working on a derived book or an original. But if it gets it wrong, you can now remove the derivation copyright and license using a new checkbox in the Copyright & License dialog (Feature Request).

+ You can now marks books as Public Domain using CC0 (<u>Feature Request</u>, <u>Feature</u> <u>Request</u>).

 \star You can now paste hyperlinks into books which will work when people use the digital version of the book(<u>Feature Request</u>).

 \star You can now copy text from language translation speech bubbles.

The "Add Page" dialog now clearly indicates which template pages are available only with Bloom Enterprise enabled.

Books with many pages

We have improved Bloom's ability to work with books that run into the hundreds of pages.

Sign Language Books

We have improved computer performance when working with sign language videos. Page thumbnails no longer include the first frame for the video (this was hard on memory and CPU).

In the Publish:Upload screen, we've added a place to identify the language of your sign language videos.

We added a "Text above Video" template page.

Talking Books

You can now record audio for all the parts of a Quiz Page. (<u>Feature Request</u>, <u>Feature</u> <u>Request</u>)

We improved the smoothness of Talking Book playback by now playing only a single audio file per page. This means that highlighting is now based on timestamps, rather than on starting up individual audio files for each sentence. Talking books created with 4.6 require a Bloom Reader version that is up to date (latest v1.3).

Publish Tab

Bloom Reader Publish Preview

🔶 New, easier publish screen

We added a preview that lets you interact with the book before publishing to a real device.

We added new hints about publishing with USB and Wi-FI.

We've added the ability to limit Bloom shellbook downloads to BloomLibrary.org visitors in single country. If you need to publish books with that kind of restriction, please contact us.

ePUB Publish

☆ New, cleaner ePUB publish screen

User Interface

We added smarts to Bloom's user interface to use different fonts, as needed, in order to display various non-roman languages. This is not related to what you see in books, just the

Bloom interface. Bloom now ships with Google's "noto" fonts for Arabic, Bengali, Devanagari, Thai, and CJK (Chinese, Japanese, Korean).

This version is the beginning of a multi-version effort to move Bloom's UI to a more consistent and contemporary visual design language. We have chosen to move towards Google's <u>Material Design</u>, which is what users will be familiar with from their phones.

 \star We have adjusted the background colors in order to provide a higher contrast for those with poor screens, lighting, or vision (<u>Feature Request</u>).

UI Languages

★ Bloom's programmers can now specify "fallback languages" for the Bloom user interface. Previously, the fallback was always English. Now, for example, if we have a UI translation in a Mayan language, we would set the fallback to Spanish. That way, if something on screen has not been translated yet, the user will see the Spanish, rather than the English.

Edit Tab

★ Bloom has a way of changing the layout of a page to match one of the template pages. Now, in the "Choose Different Layout" dialog you can now tell Bloom to make that change for *all* similar pages in the book. This makes it easy to, for example, add a place for a sign language video to all pages.

Talking Books

☆ In Bloom 4.4 we added the ability to record entire text boxes, instead of each sentence. Starting with Bloom 4.5, Bloom can find where in the recording each sentence starts, so that your book can still highlight individual sentences as they are read. We will be improving this feature in the next couple of versions. Currently Windows only. If the default settings don't split your sentences well, see the helps for information on adapting your scripts, choosing a TTS language, and how to use CTRL+Click on "Check" to hear how the TTS language is reading your vernacular.

Books for the Visually Impaired

We have improved advice given in Image Description Tool, simplified it, and added a checkbox for stating that the image should not be given an image description (e.g., because it is purely decorative).

Sign Language Books

★ The Sign Language tool sometimes has problems, particularly with memory use, so for now it is only available if you set Settings:Advanced:Show Experimental Features and set up Settings:Bloom Enterprise. But it's certainly usable if you're ready to start experimenting!

 \star The Sign Language tool has been simplified.

 \star The Sign Language tool now displays information about the video, including length, aspect ratio, and codec.

+ The Sign Language tool now has a tool for trimming the beginning and end of a video. Currently the trims are not permanent until you publish the book to ePUB, Bloom Reader, or a Bloom Pack.

You can now get a list of sign languages by entering "sign" in the "Lookup Language Code..." dialog.

Note: Some "2-in-1" laptops (like Microsoft Surface) have both a front and rear-facing camera. Bloom does not yet have a way to switch between these cameras. If the user doesn't normally use the rear-facing camera, then a fix is to go into Windows Device Settings and disable the driver for the rear-facing camera.

Publish Tab

When publishing digital books, Bloom now removes unused branding images.

The PDF generator can now handle books with Device 16x9 layouts, and you can upload them to Bloom Library.

4.4

For those of you helping us out by running and giving feedback on the Bloom beta channel, **thank you!** You are a vital part of the Bloom team. We are now moving on to building Bloom 4.5, and will release new editions of the 4.4 beta if you find any problems with it.

Here's what's new in 4.4:

Settings

 \star The Settings dialog has a new tab named "Bloom Enterprise" which allows you to enter the new subscription codes.

Edit Tab

eq Cover pages have some improved default typography: Regular—>Bold, line space 1.4 – > 1.1 (national language 1.7–>1.1), min-height: (1.8em –> auto). This puts the two boxes closer to each other. This works well for most scripts, but some will need to increase the line height.

★ When recording Talking Books, you can now choose to record whole text boxes at once. You can still record each sentence separately, as before. Note that during playback, if you record the whole box at once, the whole box will be highlighted at once. So what you may gain in naturalness, you may give up highlight synchronization. See the new "Record by sentences" checkbox in the Talking Book tool. **Books that use this feature will not be usable with earlier versions of Bloom.**

 \star Impairment Visualizer. See an approximation of how images will look to readers with colorblindness or cataracts.

Publish Tab

Previously, if you had a large paper size (like A3), the booklet buttons would be greyed out but it wasn't obvious why. Now, there is a message on screen explaining the situation.

 \star Book Metadata form. In the ePUB tool, there is now a form you can open up that adds various metadata to to the ePUB. These include accessibility features and fields needed for submission to the Global Digital Library.

+ When uploading a book to BloomLibrary.org, you can now choose to upload a book's audio (narration and background music).

★ When uploading a book to BloomLibrary.org, you can now specify features of the book to help people find it. Current options are "Accessible to the Blind", "Accessible to the Visually Impaired", and "Sign Language".

Settings

★ In the "Lookup Language Code" dialog, you can now differentiate the language by
declaring any of: Script, Region, or Variant (dialect). [Feature Request <]
</p>

Edit Tab

★ You can now record talking books that are diglots or triglots. [Feature Request ✓]

★ You can now add an "Instructions Page" to books. These are instructions for book creators, not book readers. They do not have a page number, do not contribute to page number advancement, and do not show up in PDFs, ePUB, or Bloom Reader publications.

Publish Tab

Bloom now uses less memory when creating PDFs, and the "Use Less Memory (Slower)" option should be more effective.

Branding

Custom branding packs are part of Bloom Enterprise subscriptions

+ Branding packs can now have "presets" that pre-fill front or back matter fields with boilerplate text.

 \star It is now possible for a Branding pack to add an image at the top of the Credits page, before the Copyright. This image can contain text, but it won't be able to adjust to different page sizes.

Experimental Features

This release is a stepping stone for a more complete set of features for making books for those with visual and hearing impairments. These features are marked as:

- *Experimental*, meaning that you will only see them if you go to Settings:Advanced:Show Experimental Features
- Bloom Enterprise, meaning that you must choose a "Bloom Enterprise Project" in Settings:Project. Note that one of the choices there is "Local Community", which makes all these features free to use for projects which are completely funded by the local community.

Accessible Books for people with visual impairments

This work is funded in part by <u>Book Boost</u>. Note that this is a work in progress, and there are a couple more tools we will be building for Bloom 4.4. <u>This query</u> will show you what is coming.

† New *Image Description Tool* allows you to type in a description of images, so that Talking Books can describe them to blind people.

+ New Accessibility Checker gives you tools to check that your ePUB is accessible.

 \star The ePUB generator has new options for making accessible books.

Sign Language

Note that this is a work in progress, and there are many rough edges that we need to sort out. <u>This query</u> will show you what we plan to do in the future, mostly in Bloom 4.5.

You can now use Bloom to make Sign Language books. One way to use this is to make **diglots** which people who sign can use to read, and people who read can use to learn to sign.

★ You can import pre-made videos

+ You can easily record videos right in Bloom using the new Sign Language Tool

★ You can start a book with a "Sign Language Template"

★ You can add "Sign Language Template" pages to a book

 \star You can add custom Video objects to pages, just like you could previously with Text and Picture

At this time, video does not support sound. We know there will be requests for that, but we need to focus on finishing the sign language features.

4.2

- Edit Tab
 - New "Motion Tool" allows you to specify pan/zoom effects of a page, to make a "Motion Book" in Bloom Reader. Then tick the "Motion Book" button when publishing to the Android Bloom Reader. What you'll get is a book that is a normal talking book in portrait mode, then goes to sit-back-and-watch mode when you turn the device sideways.
 - New "Music Tool" allow you to choose background music and levels, to go along with your Motion Book.
 - We've reinstated the ability to zoom via CTRL+mouse wheel.
- Publish
 - Fonts are now embedded in Bloom Reader books, if their embedded metadata allows that.

- Settings
 - You can now customize how Language 2 and Language 3 are displayed, just like you previously could for Language 1. <u>See original feature request</u>
- Edit Tab
 - Enhance the "Paste Image Credits" function to include page numbers.
 - Allow "Change Layout" to be reached even in Device layout
 - Organize all page-related buttons together in lower left corner.
 - Move the unlocking button to a more obvious location
 - Move "unlock" button there, where it will be easier to find.
- Publish
 - Bloom now ships with the mp3 encoder ("LAME"), so you do not need to install that separately anymore in order to make talking books.

- Art Of Reading
 - AOR 3.3 offers the new, more permissive BY-SA Creative Commons License
- Bloom Reader
 - From "Add Page", you can add a "Bloom Reader Quiz" page (one works with books published with a Bloom Enterprise subscription)
 - You can add bookshelves and sub-bookshelves (requires Bloom Enterprise subscription)

- Publish Tab
 - Publish Book to <u>Bloom Reader</u> Android app, which can get from the Play store or another user who has it installed.
 - PDFs are now automatically compressed, so they are often a small fraction of their previous size.
 - When you save a PDF, you can now choose CMYK coloring to satisfy some print shops.
- Collection Tab
 - When creating a new collection, Bloom now chooses the *primary* country of the language as a default.
 - When choosing a language, Bloom no longer displays "alternative names* of languages, as some may be offensive.
 - Added a custom Front/Back matter choice for SIL PNG
 - Added a custom branding pack choice for ToMasewalTlahtol of Mexico.
- Edit Tab
 - You can now add moveable text blocks on top of images. Use this for comic books or kids' books that fill the page with an image and then put text on top of it. This feature is still pretty rough, so we've left it rather hidden. Right-click on an image to add a moveable and resizable text block.
 - We've added a new zoom control in the upper left. We've removed CTRL-Mouse wheel zooming (sorry) because it appears that some people were doing it accidentally and then getting very confused.
 - Bloom now shows page numbers on the page, in the Edit Tab.
 - Left vs. right margins are now shown as they will on the printed book.
 - We have **reduced the time it takes to change pages**. This is still slow for large books like the picture dictionaries some folks are building.
- UI Localizations

- Added Dari & Northern Pashto
- Updated Spanish
- Localization (translating the Bloom user interface) has moved from something you could do inside Bloom to something you do on the web, using crowdin.com. Use this link to sign up as a translator. Each project must have at least one translator and one proofreader. Our policy is to require one of them to be a native speaker. Once a proofreader has "approved" a given string, it will flow into a future release of Bloom.
- OTHER
 - When Bloom is first run after your computer starts, there was a delay caused by .net. This could cause people to think Bloom wasn't running, so they would try and run it again. Bloom will now show a simple splash screen instantly to indicate that it is coming. Currently on Windows, this feature is lost if you pin a running Bloom to the Windows taskbar. Instead, pin the icon from the desktop.
 - Changed "Vernacular" to "Local Language"
 - We removed Settings and Other Collection buttons from the Edit and Publish Tabs. They aren't really needed there, and we think that having them only available on the Collections Tab promotes an understanding of what it is that they do.

- Custom Templates
 - ★ We've created a "Template Starter" template that lets you make a book full of template pages that you and others can reuse.
- Collection Setup
 - You can now change the UI language when Bloom runs for the first time.
 Previously, you couldn't change it until you'd made your first collection.
 - Added new branding pack, ToMasewalTlahtol
- Edit Tab
 - $\circ \ \star$ You can now enable automatic paragraph indent on styles.
 - \star You can now control spacing between paragraphs.
 - When you make books from a shellbook, Bloom now moves the original copyright and license to its own field. Thus preserved, you can now set your own copyright and license for the adaptation. Bloom does not yet verify that the new license is compatible with the original. If you add a book to a Source Collection, Bloom does *not* take this step. Bloom assumes that what you are trying to do is to edit the book you just added in some way, not really create a new derivative.

- \star Text Box Formatting (under "Change Layout")
 - You can now set the vertical alignment of text boxes (top, middle, bottom)
 - We have moved borders and background shading from the text styles to the Text Box Formatting
- You can now copy a page from one book and paste it into another. One use for this is for making template pages out of complex pages you've already created.
- Text on cover pages (the large boxes where you can type anything) is no longer copied into derived books.
- Help
 - Added/updated some links to point to our new community forum site.

- Windows Installation
 - Bloom now requires a newer .net, .NET 4.6.1. If your computer has received an operating system update in the past year, then you already have this.
 - We've made the Windows installer less likely to trigger over-eager anti-malware programs. If you still have problems, check out the <u>installation troubleshooting</u> <u>guide</u>.
- Linux Installation
 - On Linux, you can now have alpha, beta, and release versions installed concurrently, just like on Windows.
- Settings
 - You can now set the numbering system used for page numbering to one of 25 styles.
 - We've added an "SIL International" branding option that puts that logo on the Title Page.
- Edit Tab
 - $\circ~$ We have added A3 Landscape and A5 Landscape choices.
 - In "Change Layout", you can now set the language of the text box. This will allow people making translations and glossaries in the back of the book to create a box, for example, which only holds the national language.
 - In the "Add Page box", you can now add pages from the "Basic Book" and "Arithmetic" templates, regardless of the template your book started with. This feature will grow in subsequent releases so that it gets easier to combine pages from multiple template page collections.
 - We've added a button for superscripting selected text.

- If you hold down 'c', © is now one of your choices (when not using a keyboard program like keyman).
- Linux users can now record Talking Books.
- Publish Tab
 - We have upgraded Bloom to a new Firefox engine which reduces memory use, particularly when making PDFs.
 - PDF files that Firefox makes for Bloom can still be huge. If this is a problem for you, please see our <u>guide to shrinking your pdfs</u>.
 - In the Upload section, you can now see the user ID you are logged into bloomlibrary.org with.
 - Linux users can now make Epubs.
- Bloom now saves backups of the html file (the file that contains the book's layout and text). These are saved as ".bak" in the same folder. Should that file become corrupted by something like a power outage, Bloom will restore from the backup.
- Over a hundred other fixes and tiny improvements.

- You can now "unlock" a shell book that you are translating, so that you can do things like:
 - add pages
 - delete pages
 - edit fields that are normally locked during translation

To unlock the book, go into the toolbox (which lives to the right of the page in the Edit Tab). Click on the icon of gear, and tick the checkbox there. The book will remain unlocked only during the current editing session; the next time you come back to this book, it will be locked again.

- New or improved interfaces for Arabic, Bengali, Chinese, French, Hausa, Kiswahili, Indonesia, Nepali, and Russian.
- A new "Branding" collection setting allows organizations to specify logos, copyright, and license.
- The Copyright & License box now allows you to select the "Intergovernmental" version of the Creative Commons License.

- Leveled Readers now display the average sentence length, and you can set a maximum average sentence length for the book.
- When you drag the splitters to resize elements on the page, Bloom now shows a
 percentage indicator. You can use this number to set splitters to the same value on
 different pages, so that elements line up when they are on facing pages in the printed
 book.
- If you don't have Keyman or the like running, then when you hold down a key, Bloom shows the "Special Characters" panel which show variants of the key you pressed. Normally, you use your mouse to aim at the one you want. However some laptops are now disabling the touchpad when a key is down. So with we now display little shortcut characters next to each choice. Pressing the indicated key selects the choice.
- When the page was zoomed in an using a smaller screen, the Special Characters panel was sometimes off-screen. Now it's always visible.
- When you do Help:Report a Problem, Bloom now has a better approach to sending us the problem book, so that you can send us larger books than before.
- Previously, some text-heavy parts of the interface (like the descriptions of various Reader templates and how to use them) could not be translated into a different language. Now they can.
- A new "Super Paper Saver" Front/Back Matter pack puts the title page on the inside of the front cover, and the credits on the inside of the back cover.
- If no topic is set, the language name on the front cover is now centered.
- Wall Calendar now comes out right when made into a booklet, even when the selected Front Matter has an odd number of pages.
- Formatting changes are now saved, even if you delete the page before Bloom has a chance to save it.
- Languages that use a non-standard way of marking sentences (e.g. Thai uses a space) can now define that in the Leveled Reader setttings.
- Over 170 fixes and small improvements.

- This version focuses on what we are calling "the toolbox": a panel on the right side that you can open to do specialized tasks like working on decodable and leveled readers or recording audio for "talking books".
- You can now hide or show the toolbox
- "Talking Book" recording is now controlled from a panel in the toolbox
- When setting up a new collection, Bloom now allows you to change the font.
- When setting up a collection, Bloom now always allows you to set the name of the project.
- "Add Page" button is now brighter and easier to discover.
- You can now "Undo" when in "Change Layout" mode.
- In the Format box, you can now type in any arbitrary font size. Previously, you were limited to choosing from the offered set of sizes. Note: you must press Enter after typing in size you want.
- Administrators of computer labs can now install Bloom for all users of the machine. From a command prompt running as administrator, run the installer with the "– allUsers" flag. "–silent" is also supported. This will put Bloom in the Program Files(x86) directory. Bloom will not attempt to update itself, nor will users be able to cause an update to happen.
- Many other fixes & tiny improvements.

- You can now copy and cut images
- You can now hover over an image to get its dimensions, dots-per-inch, and color depth
- Bloom uses less memory when you have very large image files
- Better image memory handling
- Book folders no longer accumulate files for images that you aren't using anymore
- Can now delete source books downloaded from BloomLibrary.org
- Faster bloomlibrary.org downloads
- New Arithmetic Template
- Better error report when the operating system blocks Bloom from touching a file due to weird file permissions
- New experimental EPUB option in Publish Tab (Enable from Settings:Advanced)

- New experimental Talking Book recording/publishing. Enable from Settings:Advanced. To start, right-click in text and choose "Record Audio".
- Fixed Art Of Reading forgetting what language you want to search with.
- Fixed problem where black and white (1 bit) images were converted to 32 bit
- Fixed problem with publishing from a network drive
- Fixed problem where blank lines would disappear
- Several other small fixes

- If after creating a page you decide that you want a different layout than the one you original chose, you can now select "Choose Different Layout" and select a different one.
- If you have the latest <u>Art Of Reading</u> installed (version 3.1), then you can now search for pictures in one of: Arabic, Chinese, Bengali, English, French, Hindi, Indonesian, Portuguese, Spanish, Swahili, and Thai.
- Bloom now supports Letter, HalfLetter, and QuarterLetter (North American) paper sizes.
- Fixed Problem where blank lines were removed.
- Dozens of Fixes.

- All basic pages are now "customizable". That means you can change the relative size of elements on the page, for example making the picture bigger and the text area smaller. You can also click the "Change Layout" button to add new elements to the page.
- When you select some text, Bloom now shows a small popup with buttons for bold, underline, and italic.
- Previously, Bloom used screen space to show a list of available pages you could add. Now, we've freed up that precious space and instead there is an "Add Page" button you click to see a list of pages you can add.
- The toolbar now rearranges itself as need so that everything is available on very small screens (netbooks).
- Books now default license to CC-BY (requested by All Children Reading).

 Books made from Leveled Reader template delivered via Leveled Reader Bloom Pack now have all the formatting locked down, preventing writers from altering the font, size, or spacing of the text (requested by All Children Reading).

3.2

- Support new Decodable Readers workflow. Instead of defining a set of letters plus sight words for each Decodable Stage, Bloom now allows you to specify one or more text files of "Allowed Words".
 - These must be simple, unicode text files. Other formats are not supported: Word, LibreOffice, Excel, etc.
 - We have found that 1000 words works fine even on an old slow laptop. If you have much larger lists and a slow computer, there may be some lag while editing.
 Please let us know if this is a problem for anyone.
 - Complex characters in unicode can be <u>coded in more than one way</u>. At this point, if the word list has a word code in one way, and the text in the book was entered a different way, Bloom will not recognize the word. Please let us know if this is a problem for anyone.
- Bloom's Edit tab now always returns you the last page you were viewing in a book. This was a <u>UserVoice Request</u>
- "Source text bubbles" in shell books have received a much needed makeover, including real tabs in a drop-down list of languages for books that have many source languages.
- In the set up dialog for Decodable Stages, Bloom now outlines letters from previous stages in orange. Previously, they were only bold and some users didn't notice them.
- In the Collections tab, the selected book now displays a little triangle. Clicking on that shows a menu of things you can do with the book. More advanced items are still only available by right-clicking on the book.
- That Book menu now offers a "Copy Book" command.
- Both "Factory" and "Traditional" Front Matter packs now set the first content page to "1"

3.1

Version 3.1 was a disciplined sustained & effort to improve hundreds of "little things" that could confuse or block people in certain situations from getting books created, translated,

or printed. It also represents the first version where the Linux (Trusty and Precise) version is very close to parity with the Windows version.

Important Notices

Andika Replaced By "Andika New Basic"

- Many Bloom collections use SIL's free "Andika" literacy font as their default typeface. When you create a PDF using Andika, styles such as bold, italic etc. are lost. This will happen with any font that doesn't include a real bold/italic/etc face. This problem is outside of our control at this time (we've reported it to Mozilla). Happily, SIL has released a subset of Andika named <u>Andika New Basic</u>. Bloom now installs this font for you and uses it by default. If your language is not fully supported by Andika New Basic, please choose another font, ideally one which includes built-in bold and italic. You can test your font by using CTRL+B to make some text bold, then going to publish and looking to see if bold makes it through to the PDF.
- Note, Bloom will automatically change the default font from Andika to Andika New Basic, if you have Andika set. It will only do this once, so if you choose to change it back to Andika, it won't keep changing it. Note also that Bloom will not attempt to change any custom styles you may have created. If you need bold/italics to show up in a custom style, you'll have to change away from Andika by hand.

Keyman 9

 If you enable Keyman 9 while on a page, you'll need to switch to another page and back before you can type.

Printing Quality

 To get good printing reliability on Windows, install the <u>Free Adobe Reader</u> software. On Linux, we are switching to the system's default way of printing PDFs (which is normally GhostScript). On Windows, having Adobe Reader installed will also take care of some problems with showing images in preview of the PDF.

The end of the line for Windows XP

• Starting with Bloom 3.1, Bloom will no longer run on Windows XP. Sorry! As Microsoft has retired support for XP, it has become difficult for us to be limitted to program bits

that work on XP. But Bloom 3.0 will continue to be available and works just fine. We don't expect there to be any problems with someone using Bloom 3.0 on XP using books created by other people using Bloom 3.1.

3.1 Beta 3

- Running the installer again does an uninstall/reinstall
- Added privacy notice to "Report A Problem" dialog
- Allow user to control which languages are advertised on bloomlibrary.org, when uploading
- Show source language names even if they aren't part of the collection
- Fixed incorrect margins in PDFs
- Andika New Basics now part of Linux package
- 61 other minor fixes/improvements

3.1 Beta 2

- Improved feedback during application updating
- Various memory-use improvements (more to come)
- Fix overlapping text bubbles
- Fix page numbering
- 52 other minor fixes/improvements
- New faster installer with automatic incremental upgrades. This will be getting some more attention for the next beta, including a re-install capability.
- Page thumbnails now show an "attention" icon if some text on the page overflows its box

3.1 Beta 1

- Includes the new "Andika New Basic" font, which includes real bold and italic faces. PDFs made with this show bold and italic, where PDFs created with "Andika" do not.
- CTRL+Click does a paste, and the pasted material is cleaned up, removing the extraneous line breaks that you get when copying out of a PDF.
- · Window remembers un-maximized size and placement
- New Indonesian localization

- Updated Arabic, French, & Spanish localizations
- Added description texts to Leveled and Decodable Reader templates
- Added links to training videos in the Help menu
- Book name now shown in the title bar
- Higher quality creative commons logos
- Warns if your collection is in Dropbox
- Pasted images are now named "image1",2,3, etc.
- Improved support for Paragraph-oriented fields (indention, numbers, prefixes) in handmade templates.
- Support for text wrapping around images and captions in hand-made templates.
- When pasting large color images from Libre Office, automatically switch to jpeg if that will keep the file size small
- Hover over an image to see its file name, size, and dimensions
- We've reinstated integrations with the <u>Free Adobe Reader</u> after the open source alternative we used in 3.0 proved unreliable. It is still available as a fall-back in situations where Adobe Reader is unavailable. On Linux, we are switching to the system's default way of printing (which is normally GhostScript).
- In a field with the "RequireParagraphs" flag, pressing tab inserts an emspace instead of moving to the next tab.

Bloom 3.0 is the last version for Windows XP

• Starting with Bloom 3.1, Bloom will require Windows Vista, 7, 8, 10, etc.

Fixes

- Can now type with KeyMan 9 if (and only if) it was turned on before displaying the current page. In a future release we'll remove that requirement.
- Fixed Booklet production of A6 Books
- Make Format dialog more localizable
- Fixed problem when deleting a box in a custom page.
- Fixed Image License changes made directly in Bloom are lost
- Fixed Text size is different on title page: "Language" is smaller than "Topic"
- Fixed Vertical Scroll Bars showing prematurely on small boxes in custom page
- Fixed insufficient space for French labels on thumbnails
- Fixed Font size of "second language" Book Title is lost after re-opening

- Many fixes related to book topic and different languages
- Overflow detector misfires on right to left text.
- Reinstated Chinese UI translation.
- Bloom no longer saves metadata you enter back to the original image. Too dangerous.
- Can choose TIFF images again.
- Bolding or underlined parts of words would introduce unwanted spaces.
- Stopped "Source Bubbles" from overlapping with other stuff by saying that unless the field takes up the full width of the page, only show the bubble when the cursor is in the field.
- Fixed problem with changing the collection name.
- Pasted images are now named "image 1", "image 2", etc., instead of having random names.
- Vaccinations book had lost its Creative Commons license image.
- Fixed problem with saving meta data into certain jpeg images.
- Decodable Reader If you change the letters of a stage then close the dialog by clicking "OK", the toolbox tool doesn't update to show the new letters
- Decodable Reader If a letter is in a letter combination in current the stage, DR should not automatically allow its constituent letters
- Bloom's feature of making white transparent makes pdfs look awful in some previewers.
- Calendar Title Page font-changing widget in "Funding" box is non-functional
- Fixed bold items not using the same font as its surroundings when styles are customized.
- [Linux] Right-click on Main Tabs & other Menu Bar Selections causes focus shift
- [Linux] Edit page (sometimes) needs multiple refreshes
- [Linux] "Report A Problem" can't report directly, has to go through email.
- [Linux] Art Of Reading instructions truncated
- [Linux] Problem typing in Art Of Reading search box
- [Linux] Some interfaces languages are listed multiple times.
- [Linux] Double clicking on a BloomPack didn't run Bloom

3.0.106 Version Stable Release

• Fix problem with downloading Kande's story

- Allow letters and sight words in Decodable Reader tool to be entered separated by commas
- For tall scripts like Devanagari, automatically increase the minimum height of fields to the line height

3.0.103 Version Stable Release

• Added links to training videos in the Help Menu.

3.0.102 Version Stable Release

- Update French and Spanish User Interface localizations.
- Add explanatory texts to decodable and leveled reader templates.
- Fixed an error in the "Key Concepts" document.
- Decodable reader will now complain about words with letter combinations.(like "ch") if they are defined but haven't been taught at the current level, but only the consituents (like "c" and "h") have.
- Fix display of a page number count in leveled reader tool.

3.0.101 Version Stable Release

- Adds Thai User Interface localization
- Adds Lao User Interface localization
- Fixed rare error when a page is being saved

3.0.100 Version Stable Release

3.0.97 Beta

- Update French UI Translation (thanks David Rowe)
- When importing, Bloom no longer
 - makes images transparent when importing.
 - compresses images transparent when importing.
 - saves copyright/license back to the original files

- Fix crash after closing settings dialog when no book is selected
- Fix insertion of unwanted space before bolded, underlined, and italicized portions of words
- Fix creative commons license on Vaccinations sample shell

Fixes

- Spaces are no longer inserted between bold or underlined parts of a word and the normal parts
- Fixed a problem that prevent renaming a collection
- Fixed Vaccination shell Creative Commons logo

3.0.93 BETA

A couple known problems

- If upgrading from Bloom 2, the Windows installer loses one of Bloom's files. It will now notify you that this happened and ask you do reinstall and choose "repair".
- We discovered that books with very large illustrations (e.g. 5 mb color files) are breaking the PDF'ing system. Bloom now detects this and gives you pointers on how to work around the problem, until Bloom itself can do so, in the future.

Fixes

- Fixed text in calendar day boxes
- Calendar grid lines are now uniformly thin
- Fixed a occasional crash when switching to a different user-interface language
- Tweak xmatter stuff to ease creating custom xmatter from installer

3.0.88 BETA

- Users upgrading from Bloom 2 may need to uninstall first, or run the Bloom 3 installer twice. A message with instructions now appears if this is necessary.
- [UserVoice Suggestion] Introduction of A6 Portrait option. Feedback appreciated

Front/Back Matter

Cover Page

- Fields on the Cover can now grow to fit however many lines you need, because...
- The image on the Cover page will now automatically shrink so that whatever text you need can fit
- Front cover & title page can now show title in all 3 languages

Title Page

• [UserVoice Suggestion] Title page's funding box can now grow, to use for a cheap Table Of Contents if Needed

Credits Page

- The Credits page now has more room for acknowledgments
- When selecting a Front/Back Matter pack in the Settings dialog, you can now read a short description of each one
- When you select a different Front/Back Matter pack, existing books will automatically use it if appropriate

Other Front/Back Matter

- Trial of a Front/Back Matter pack for SIL Cameroon, which is like "Traditional" but includes the ISO 639 code of the language
- Big Books now use the same Front/Back Matter pack as the rest of the collection. You can now delete the "instructions for teachers" page if you don't want it

Other

- Big Books now include the "Custom" page template
- Removed the "A5 Portrait Bottom Align" option
- New shortcut keys (In the future we expect to introduce UI buttons for these things, but we are delayed because we need to do it without making the UI more complex):
 - CTRL+R: right-align
 - CTRL+L: left-align
 - CTRL+SHIFT+E: center text

- ALT+CTRL+0: Normal
- ALT+CTRL+1: Heading 1
- ALT+CTRL+2: Heading 2

Fixes

- Bloom will now be patient if Dropbox is temporarily locking the languagedisplay.css file
- Title page now updates immediately if you change country/province in Settings Dialog
- Format dialog tooltips no longer make Source Bubbles disappear
- Improved error messages when an html file can't be opened
- Thai script is now larger in shell book source bubbles

Linux Fixes

- Can now open book downloaded from Bloom Library
- Fonts are now listed in alphabetical order
- Crash due to deleted temporary html file has been fixed.
- We are working on a problem typing in the "Report Problem" dialog box.

3.0.80 BETA

- Fix: "Open in Firefox" should now work even if you have spaces in the path
- Fix: BigBook National Language title was missing a parenthesis
- Fix: Was hard to insert an uppercase character using the long-press special character feature
- Fix: "Update Book" messed up custom pages
- Several Linux-only fixes

3.0.74 BETA

• A new Front/Backmatter option is available, named "Traditional". This puts the credits page on the back of the title page, rather than the inside of the front cover. This is good in cases where you pay by the page imprint, rather than by pieces of paper. You can select it from Settings:Book Making:Front/Back Matter Pack. Once you have chosen this, you won't see it on any existing books until you do these steps: In the

Collection Tab, click on the little triangle, then select "Advanced: Do Updates of All Books".

3.0.72 BETA

- More French coverage of UI
- Better captioning of books with long names
- Calendar now has smaller margins, more room for text in day boxes
- Restored vertical centering in "just text" page

Known Issues

• Fonts with modifiers like "Arial Narrow" cannot be shown. This appears to be a bug in Firefox (which is at the heart of Bloom). So for now we don't offer these fonts in the font-picking menu.

3.0.70 BETA

New

- More Right To Left support. If the Vernacular language is right-to-left, PDF Booklets will be ordered so that pages are ordered back-to-front (see Settings:Book Making).
- New right-click menu on pages for removing and duplicating.
- Language picker: when picking a language and there are more than 2 countries, now says, .e.g. "4 countries".
- Language picker: when picking a language, you can now have major spelling differences and it will still find the language.

Fixes

- Fixed "sticky" scrollbar on page template list and Art Of Reading gallery.
- Fixed problems with opening books over a network (needs user testing in various environments, though).
- Fixed problems with the front-cover language.
- Fixed problem with booklet pdfs.

- Fixed problem with downloading and then using book templates that are a collection of re-usable pages, e.g. Gleny's Water's Primer Template
- Book colors will now always stay the same (until we add the option of selecting the color you want).
- Many other small fixes

Known Issues

• The gear-shaped button that brings up the Format box has positioning problems; we're working on a solution.

3.0.69 BETA (Windows Only)

- The Help menu now has has a "Report Problem" command.
- Now installs the newly updated Andika version 5.
- Fixed problem with "Booklet Insides" publishing option.
- Fixed several issues in the Format dialog.
- Modifier keys no longer trigger the Special Characters popup.
- Several other minor fixes.

3.0.66 BETA (Windows Only)

Flexible Layouts and Styling

- Use the new "Custom" page template to make your own unique page layouts.
- Use "Duplicate" button to reuse your custom page within a book.
- You can now set a default font family for each of the languages in a book.
- You can now apply styles name (like Word / LibreOffice) to text boxes keep things consistent throughout the book
- You can now set the font family, size, line spacing, word spacing, justification, border, and background of each text box, along with all other boxes with the same "style".
 Just click on the little "gear" icon in the lower left of a text box.

Improved PDF Making

- Bloom now uses the same rendering engine for both editing and pdf-making, eliminating WYSIWYG glitches of previous versions.
- New PDF engine renders fonts better.
- Languages requiring Graphite Complex-non-roman script rendering are now supported.
- Adobe Acrobat no longer needed to view PDFs in the Publish tab

Other

- Holding down a key now shows a "Special Characters Panel" that lets you select from similar characters. Use you mouse, mouse wheel, or arrow keys to select the character you want (see screenshot below).
- You can now right click on a book and export its contents to Word or Libre Office (most formatting will be lost).
- Bloom's interface has new translations, in Arabic, Chinese, Tamil (India), Hindi (India), Telugu (India), and Kinyarwanda (Rwanda). French and Spanish translations have been updated.
- Andika Font is now installed along with Bloom

###Experimental Features in this release

- Decodable Reader Tool helps you develop a series of books that introduce a few letters at a time. Reads a folder for texts you have placed there, and suggests words to the writer that are "decodable" at each stage. Words that are not appropriate for the current stage are highlighted. You can export a file detailing each decodable stage: letters, sight words, and available words to use. Thanks to Norbert Rennert for sharing code from his Synphony engine.
 - See "Help: Building/User Reader Templates" for more information.
- Leveled Reader Tool helps you develop books for readers at various levels of ability by setting limits on the number of words per sentence, page, and book.
 - See "Help: Building/User Reader Templates" for more information.
- New "Custom" page that lets you divide up the page into text and picture portions.
 You can then just use the page, or treat it like a template for other pages in the book.
- Holding down a key now shows a "Special Characters Panel" that lets you select from similar characters.
- Languages can be marked as Right-To-Left. However, changing the page order is still up to you, using a PDF editor like Adobe Acrobat (or maybe use the RTL option in

PdfDroplet)?

• Initial Linux Version (Precise and Trusty).

Known Bugs & Limitations

- "A5Portrait Bottom Align" does not layout correctly in bilingual or trilingual mode [BL-46].
- Page Template names are always shown in English.
- Books with Graphite complex-non-roman scripts cannot be printed directly from Bloom yet. Instead, open the PDF in Adobe Reader and print from there.
- Sample texts for use with the decodable reader must be saved as unicode text files.

2.0 RELEASE October 2014

2.0.1038 BETA 23 July 2014

A4Landscape with "Picture on top" now gives 70% of the page to the picture, was previously 45%.

2.0.1038 BETA 6 June 2014

Added ability to have

edit boxes, rather than FF's

default, so you can do styling like paragraph indents. Needed for SIL-LEAD SHRP project.

2.0 1022 BETA 13 May 2014

Templates can now have a markdown "readme" for telling people about the template. Select the Big Book or Wall Calendar templates to see how these are displayed.

2.0.1021 BETA 9 May 2014

Can now publish books to books.bloomlibrary.org Can now get books at books.bloomlibrary.org and they will open in Bloom New Big Book template & Front matter Basic Book now auto-enlarges fonts if you make it A4Landscape (for making a5 books into Big Books)

1.1.574 18 Feb 2014

New experimental keyboard shortcuts: Bold=Ctrl+b, Underline=Ctrl+u, Italics=Ctrl+i, F6=Superscript, Ctrl+space=clear any of those. F7=Heading1, F8=Heading2. Pasting text with

Install Bloom on Windows

Bloom Editor is a program that runs on your computer. Before you can use Bloom, you need to install it on your computer. There are some additional programs that you should install, too, to use the Bloom image gallery.

System Requirements

Hardware

Bloom is designed to run on fairly modest hardware. Your computer should have at least the following to run Bloom:

- 1.5 Ghz processor
- 4 GB memory (RAM)
- 2 GB available hard disk space

Operating System

Bloom is primarily a program for the Microsoft Windows operating system. To run <u>Bloom</u> <u>5.5</u> or higher, you need **Windows 10**, or **Windows 11**.

The minimum version of Webview2 needed is version 112, but it may be best to have the most <u>up-to-date version</u>. If your computer regularly receives Windows Updates, you will already have this.

Information about older versions of Windows...

Bloom can also run on computers that use Ubuntu Linux...

Fonts and Keyboards

Bloom assumes that you have a way to type your language on your computer. That will often involve using a certain font. SIL offers a free, high-quality fonts for many scripts on its website at <u>software.sil.org/fonts</u>.

You may also need a special **keyboard layout** to let you type the characters in your language. **Keyman** is a free program from SIL that has many keyboard layouts. You can get Keyman from <u>keyman.com</u>.



If you need help to find a font or keyboard for your language, try looking on SIL's <u>ScriptSource</u> site.

Download Bloom

You can download Bloom installation program from the <u>Bloom Library Downloads page</u>:

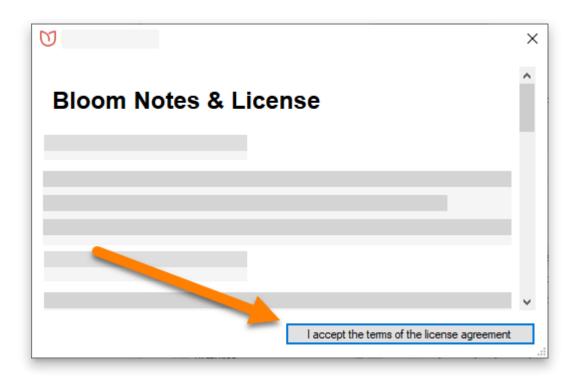
- 1. Go to bloomlibrary.org/downloads.
- 2. Click the Download button at the top of the page to download the latest release version for Windows.

ଷ ୍ଟ Bloom.	READ	CREATE	Q	8
Bloom Editor for W	lindows			
DOWNLOAD				
Bloom Editor Beta for	r Windows			
DOWNLOAD BETA				

- 3. Open (double-click) the installer program (BloomInstaller...exe) to install Bloom on your computer.
- 4. While the installer is working, it will display this window:



5. The first time you run Bloom, it will show you a license agreement. Click I accept the terms of the license agreement.



(i) NOTE

When you open Bloom the first time, Bloom will ask you to create a **collection**. You may do so at this point, or you can create your initial collection later. For more details on how to create a collection, see <u>Create a New Collection</u>.

Art of Reading

The **Art Of Reading Free Edition** is an optional addition to Bloom that gives you easy access to over 10,000 black & white illustrations from around the world. These are open licensed, so you can use them for free.

To use Art of Reading, see Install Art of Reading.

Troubleshooting

If Bloom does not install properly, try these steps:

- 1. Temporarily disable your computer's anti-virus software.
- 2. Try to install Bloom again. It will probably install correctly this time.

Be sure to re-enable the anti-virus software after you have installed Bloom!

- 3. If this does not work, ask an IT expert to help you.
- 4. You may find other helpful ideas in this community site post.

🖓 тір

You can also see <u>Bloom & Antivirus False Alarms</u> for more information.

Install Art of Reading

The **Art of Reading** is a collection of black and white line drawings from SIL International that you may use in Bloom for free. You must properly credit Art of Reading images when used in publication.



Install the Art of Reading on Windows

1. Download <u>ArtOfReading-Free-Setup3.3.exe</u>.

(i) NOTE

If the link doesn't work, please contact us at issues@bloomlibrary.org.

- Open (double-click) the ArtOfReading-Free-Setup3.3.exe file to install the Art of Reading image library.
- 3. The installer program will take you through a series of screens where you will accept the license agreement, find out more information about the collection, and finally, click the "Install" button.

😽 Setup - Art Of Reading Free	_		×	
Ready to Install Setup is now ready to begin installing Art Of Reading Free on your computer.				
Click Install to continue with the installation.				
< Back	Install	С	ancel	

4. **Restart Bloom** to make The Art of Reading available within Bloom.

(i) NOTE

There is **no icon or desktop shortcut** for the Art of Reading. It will be available the next time that you run Bloom.

Install the Art of Reading on Linux

If you are using Bloom for Linux, see <u>bloomlibrary.org/artofreading</u> for instructions to install The Art of Reading from the **SIL package repository**.

Install & Use BloomPUB Viewer

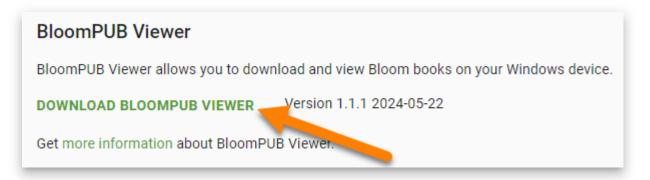
(i) NOTE

BloomPUB Viewer is a Windows program that allows you to view BloomPUB files on your computer.

Install BloomPUB Viewer

To install BloomPUB Viewer:

- 1. Go to the <u>BloomPUB Viewer download page</u>.
- 2. Click on DOWNLOAD BLOOMPUB VIEWER:



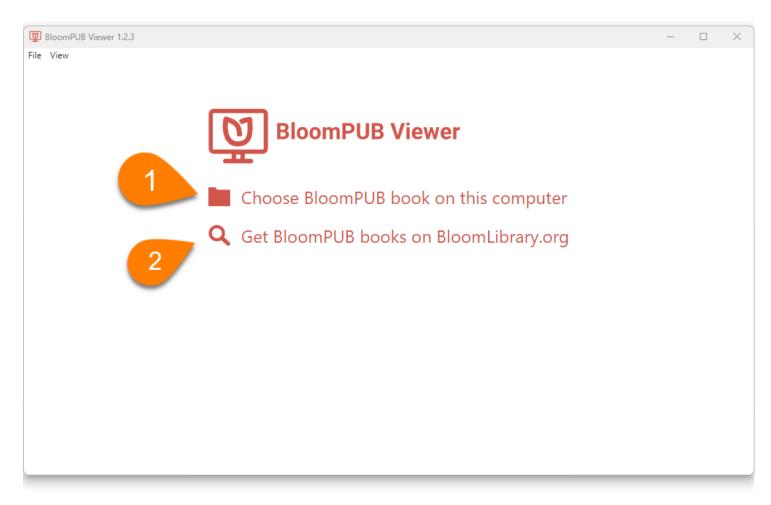
3. Once downloaded, open the BloomPUB-Viewer-Setup...exe file to install it.

The program will install and open.

Use BloomPUB Viewer

To use BloomPUB Viewer,

- 1. Click Chooose BloomPUB book on this computer to open a BloomPUB file; or:
- Click Get BloomPUB books on <u>BloomLibrary.org</u> to open your web browser and navigate to <u>bloomlibrary.org</u>, where you can download thousands of BloomPUB files.



After you open a BloomPUB file with BloomPub Viewer, you can:

- 1. Click on the forward arrow control to page forward through the book.
- 2. Click on the backward arrow control to page backward through the book.
- 3. Click and drag the page slider to go to a specific page.
- 4. If the BloomPUB file contains more than one language, click the globe icon to choose which language to display
- 5. If the BloomPUB is a Talking Book, click the start/pause button to play the audio.



Install aeneas

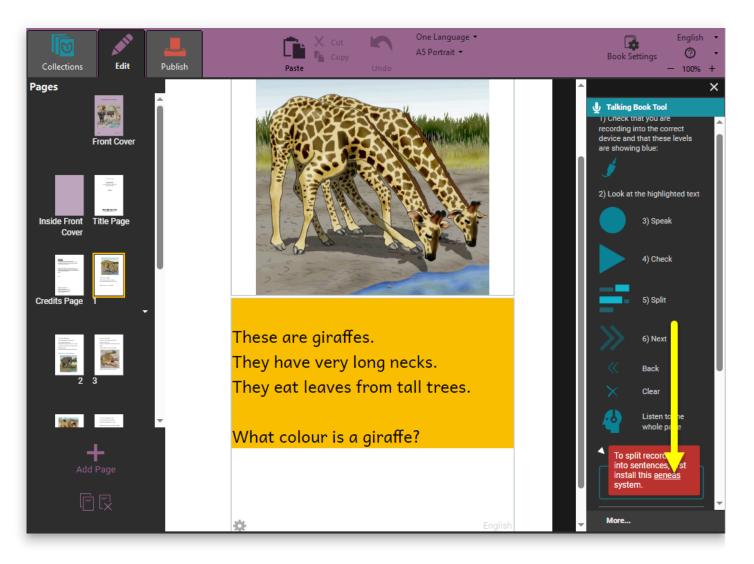
(i) NOTE

This page describes how to install **aeneas** on a Windows computer for use with Bloom.

When you record an entire text box at once, Bloom can automatically split the recording into sentence-sized chunks. To do this, Bloom uses an extra program called **aeneas**. Aeneas is a free software package, but you need to install it on your computer to use it.

If you do not have aeneas installed on your computer, Bloom will display a warning in the lower portion of the Talking Book tool controls when you try to split a recording: To split recordings into sentences, first install the <u>aeneas</u> system.

1. Click the link under "aeneas" in the Talking Book Tool's warning box, or navigate to this webpage to download the <u>aeneas</u> software: <u>https://github.com/sillsdev/aeneas-installer/releases/tag/v1.7.3</u>



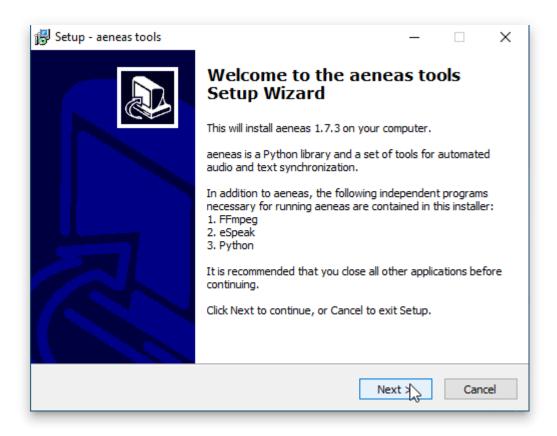
2. Click the **aeneas-windows-setup-1.7.3.exe** link to download the software.

ightarrow C $ ightarrow$ https://github.com/sillsdev/aeneas-installe	r/releases/tag/v1.7.3	0
Product ~ Solutions ~ Open Source ~ Pricing	Search / Sign in	Sig
Froduct Solutions Open Source Friding		
sillsdev / aeneas-installer Public	Sponsor Q Notifications & Fork 11 & Star 40	
Code 🖸 Issues 3 🖏 Pull requests 🕑 Actions 🖽 Pro	jects 🛈 Security 🗠 Insights	
eases / v1.7.3		
a = 1 $a = 1$ $a =$	Compare	•
aeneas tools v1.7.3 (Mac and W	indows)	
anielbair released this Mar 22, 2018 • 49 commits to master since	this release 🚫 v1.7.3 🔶 2979bb1 🥥	
NOTE: Use this version if you will be using it with Bloom.		
This installer Includes:		
eSpeak 1.48.04		
FFmpeg 3.2.4		
Python 2.7.13		
BeautifulSoup4 4.5.1		
Beautifuisoup4 4.5.1		
lxml 3.6.0 numpy 1.11.2		
lxml 3.6.0 numpy 1.11.2		
Ixml 3.6.0 numpy 1.11.2		
lxml 3.6.0 numpy 1.11.2 aeneas 1.7.3 • aeneas.cew is compiled and working		
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 Ixml 3.6.0 numpy 1.11.2 aeneas 1.7.3 aeneas.cew is compiled and working now both installers are code-signed tested on MS Windows 7 and up tested on Mac OS X 10.7 and up 		
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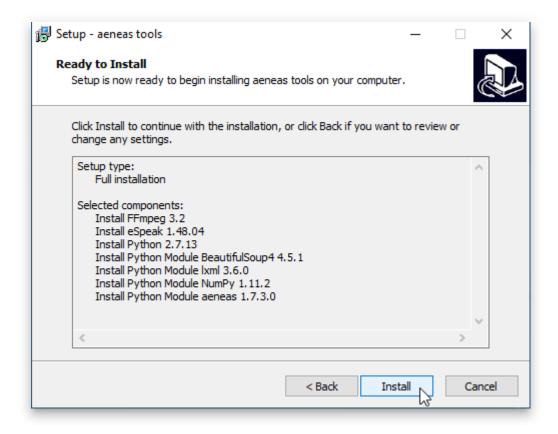
- 3. Find the downloaded **aeneas-windows-setup-1.7.3.exe** installer program (probably in the **Downloads** folder) and double-click it to launch the software installer.
- 4. Windows will show you a User Account Control window, asking whether you want to allow the app to make changes to your device. Click **Yes**.

User Account Control × Do you want to allow this app to make changes to your device?
with the second seco
Yes No

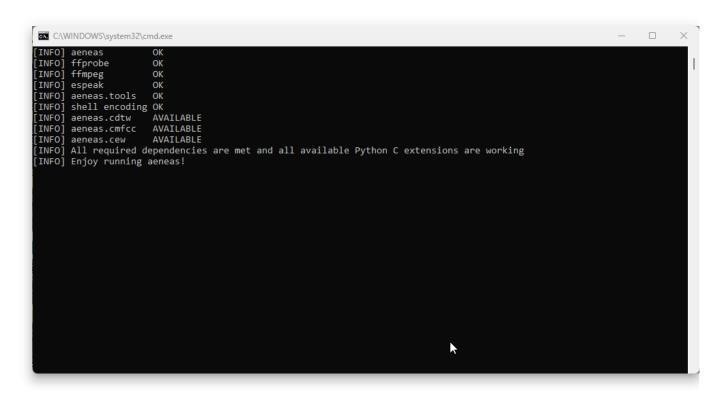
5. Click **Next** to follow the steps of the setup wizard. **Do not make any changes to the default installation settings unless you are sure what you are doing.**



6. When you reach the "Ready to Install" screen, click **Install.** You will see a number of installation status screens:



a. Including some in the Windows command line:



7. Eventually, you will see a "Completing the aeneas tools Setup Wizard" screen. Click Finish.

🛃 Setup - aeneas tools	- 🗆 ×
	Completing the aeneas tools Setup Wizard To complete the installation of aeneas tools, Setup must restart your computer. Would you like to restart now? () Yes, restart the computer now () No, I will restart the computer later
	Finish

8. Restart your computer.

Now you can record an entire text box in Bloom, and let Bloom automatically split the recording into sentences.

Install Bloom on Linux

(i) NOTE

Bloom 5.4 is the final version of Bloom available on Linux in either a flatpak or debian package for the foreseeable future. The Bloom team is working to convert all of the Bloom user interface to a web-based system. Once that is achieved, we hope to be able to offer a cross-platform Bloom for Linux and MacOS as well as Windows. We do not have a time-table for when that will happen.

Installing Bloom on Newer Linux Systems (Ubuntu 22.04 and later)

Bloom 5.4 is available as a <u>flatpak package</u> which will run on newer versions of Ubuntu and Wasta Linux, and probably other Linux distributions also. (The debian packages will not work on these newer releases of Linux because the system libraries are no longer compatible with some of the older software libraries used inside Bloom.)

If flatpak has been installed on your system, you can install Bloom with the following command in a terminal window:

```
flatpak <mark>install</mark> org.sil.Bloom
```

Updating Bloom is a similar:

flatpak update org.sil.Bloom

To run Bloom from the command line, enter the following command:

flatpak run org.sil.Bloom

Setting up a desktop icon that you can click is a bit trickier. If Bloom was installed globally (the default), then the following commands should work:

```
cp /var/lib/flatpak/exports/share/applications/org.sil.Bloom.desktop
~/Desktop
chmod +x ~/Desktop/org.sil.Bloom.desktop
```

If Bloom was installed just for the local user, then these commands are needed:

```
cp ~/.local/share/flatpak/exports/share/applications/org.sil.Bloom.desktop
~/Desktop
chmod +x ~/Desktop/org.sil.Bloom.desktop
```

Known Limitations of the flatpak Bloom

- Book history does not work in Team Collections on Linux in general, including flatpak.
- Checking ePUB accessibility by ACE by Daisy does not work. At this point, there are no
 plans to try to get this working. It should be possible to save an ePUB from Bloom and
 check that file separately with the ACE by Daisy program outside of Bloom.

Installing Bloom on Older Linux Systems (Ubuntu 20.04 and 18.04)

Bloom 5.4 is available as a Debian package for Ubuntu 20.04 (Wasta 20) and Ubuntu 18.04 (Wasta 18).

(i) NOTE

If your Linux distribution uses a package manager other than apt, make the appropriate changes to the directions below.

Step 1: Try to install the Bloom Editor program

sudo apt install bloom-desktop

If this succeeds, you can skip to <u>Step 4</u> below. If this fails because apt cannot locate the package, then the following steps are needed. (If this fails because of authorization issues or a missing sudo program, consult your local Linux administrator.)

Step 2: Add the SIL repository to your system

See Enable access to SIL software and fonts in Ubuntu for alternative instructions on how to add the SIL repository to your system.

(for bionic or wasta 18):

```
wget -q0 - <https://packages.sil.org/sil.gpg> | sudo apt-key add -
sudo add-apt-repository "deb <https://packages.sil.org/ubuntu> bionic main"
sudo apt update
```

(for focal or wasta 20):

```
wget -q0 - [https://packages.sil.org/sil.gpg]
(https://packages.sil.org/sil.gpg) | sudo apt-key add -
sudo add-apt-repository "deb [https://packages.sil.org/ubuntu]
(https://packages.sil.org/ubuntu) focal main"
sudo apt update
```

Step 3: Install the Bloom Editor program

(This is just a repeat of step 1 now that you have access to the SIL software repository.)

```
sudo apt install bloom-desktop
```

Step 4: Copy the desktop launcher to your local area

```
cp -i /usr/share/applications/bloom.desktop ~/Desktop
chmod +x ~/Desktop/bloom.desktop
```

Step 5: Launch the Application

Double click the desktop launcher icon, or type the name of the program in a terminal window (or into the dashboard or startup menu):

Once Bloom has been installed, updates will be downloaded and installed the same way your system is already installing updates to other software.

Make Your First Book

After you have installed Bloom, you can start making books!

Make a New Collection

First you'll need to make a **Collection**. Bloom organizes books as Collections. A collection is a group of books that all share certain characteristics, especially the languages in the books.

Create a New Collection

Make a New Book

After you have created a collection, you can create a new book and start adding pages, text, and images.

Create a New Book

Insert a New Page

There are multiple page types that you can add to your book. Learn about them here:

<u>Pages in Bloom</u>

Type Your Text

Typing text is simple, and Bloom also provides an easy way to type special characters, like \bar{a} , β , and \hat{c} .

Insert Special Characters

Insert an Image

Images are important aspects of any book! Learn how to use them in Bloom here:

Images in Bloom Index

Format Text and Pages

You may need to format portions of text.

Format Text

You may also need to format text styles, boxes, and page layouts.

Format Text Styles

Format Text Boxes

Page Layouts in Bloom

Finally, you can print your book, or publish it electronically!

Print Your Book

Create a New Collection

🖓 тір

There's a 3-minute training video about creating a Bloom collection: **Bloom: Making** a Set of Decodable and Leveled Reader Templates - Step 1: Create a New Collection (available on <u>Vimeo</u> and <u>YouTube</u>)

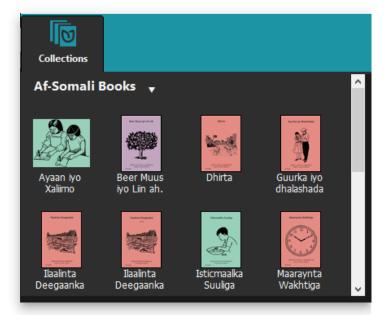
What is a Bloom Collection?

In Bloom, every book is part of a **Collection**. A collection is a set of books that share certain characteristics. All the books in a collection have the same settings for their languages and book design. You may have a collection of English books, or French books, or books in some other language.

In the Bloom Editor window, the current collection appears in the upper left-hand corner.

(i) NOTE

Bloom stores all the books in a collection together in a single folder on your computer. You can also have more than one collection of books on your computer.



Because every book must be part of a collection, you must have at least one collection **before** you can create a book.

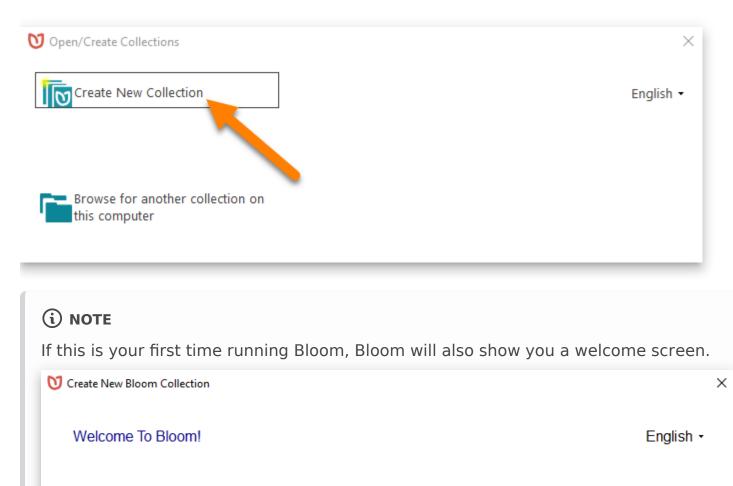
Create a New Collection

To create a collection, Bloom needs to gather some basic information about the books that will be part of the collection — especially, the name of the language the books are written in. Bloom will lead you through a series of screens to gather the information it needs.

Create Your First Collection

When you start Bloom for the first time, Bloom will show you a window that lets you Open/Create Collections.

• Click Create New Collection.



You are almost ready to start making books. In order to keep things simple and organized, Bloom keeps all the books you make in one or more *Collections*. The first thing we need to do is make one for you. Click 'Next' to get started.

Next

Cancel

• If you see this welcome screen, click Next.

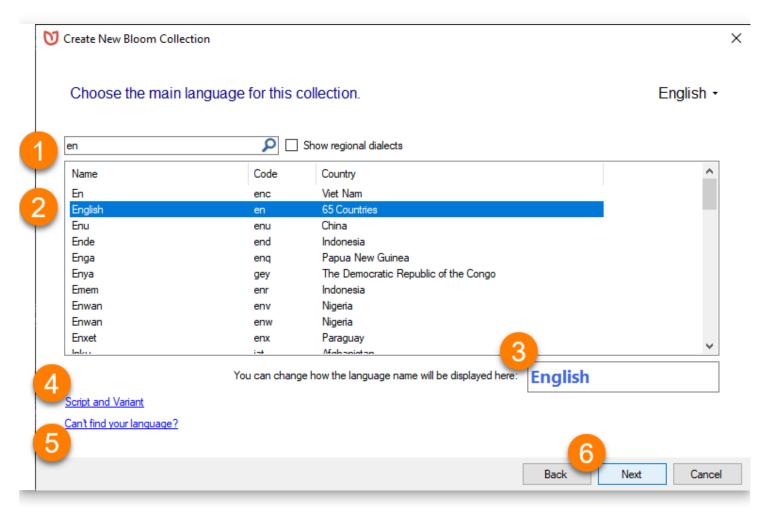
Now Bloom is ready to gather the information it needs about your collection.

(i) NOTE

If you are using Bloom 5.4 or earlier, Bloom will ask you to select a collection type. In almost every situation, you will want to use a **Local Language collection**.

Choose the Main Language for the Collection

Bloom will show you a long list of languages.



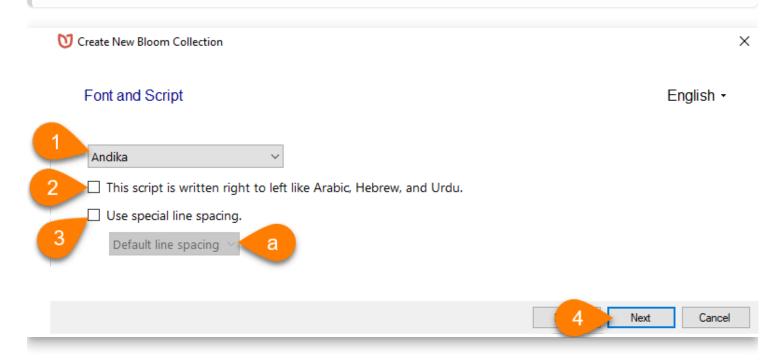
- 1. Scroll through the list, OR begin typing the language name in the search bar.
 - a. Bloom will show you a list of one or more languages that match what you type.
- 2. Click on a language name to select it.
- 3. Change how the language's name is **displayed** in your collection (optional).
- 4. Specify which script or dialect your collection uses by clicking on Script and Variant (optional).
- 5. If you can't find your language in the list, click Can't find your language? for more help.
- 6. Click Next.

Select the Font To Use for the Main Language (Optional)

You can tell Bloom which Font and Script to use for the books in your collection. By default, Bloom uses the **Andika** font, which is a good font for new readers. You can change the font and script settings later, either for all the books in your collection or for an individual book.



Bloom versions prior to 5.5 use Andika New Basic as their default font.

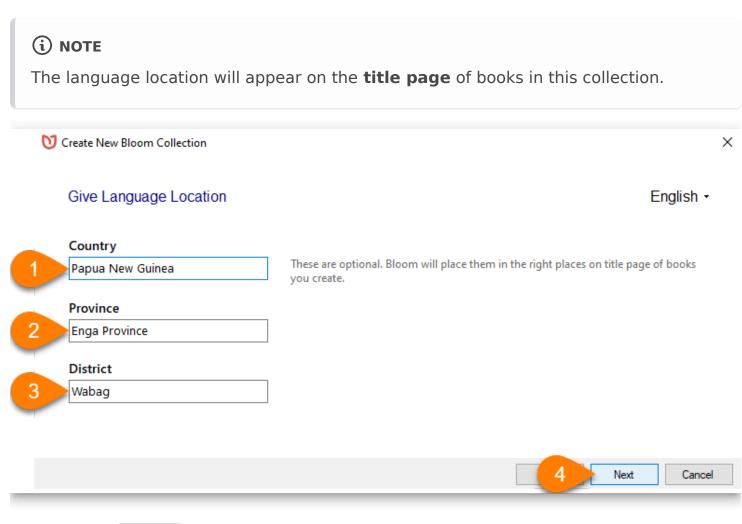


- If you want to use a different font, select the font you want to use from the dropdown list of fonts that are installed on your computer.
- If the language's script is written right to left (like Arabic), tick the checkbox next to This script is right to left like Arabic, Hebrew, and Urdu.
- 3. If the language's script uses stacked diacritics, **tick the checkbox** next to Use Special line spacing.
 - a. Then, select the Default line spacing (or a taller spacing) from the drop-down list.
- 4. Click Next.

Add Language Location Information (Optional)

You may add details about the Language Location (Country, Province, and/or District).

This step is optional, and you can also add this information later in the **Collection Settings**.



- 1. Type the Country for this language.
- 2. Type the Province for this language.
- 3. Type the District for this language.
- 4. Click Next.

Name the Collection

You need to give each collection a name. The Collection Name is used for the folder that contains your collection's books.

V Create New Bloom Collection	×
Collection Name	English -
What would you like to call this collection?	
1 English Books	
Collection will be created at: C:\Users\FraserBennett\Documents\Bloom\English Books\English Books.bloomCollecti	ion lext Cancel

- 1. Type a Collection Name for your collection.
- 2. Click Next.

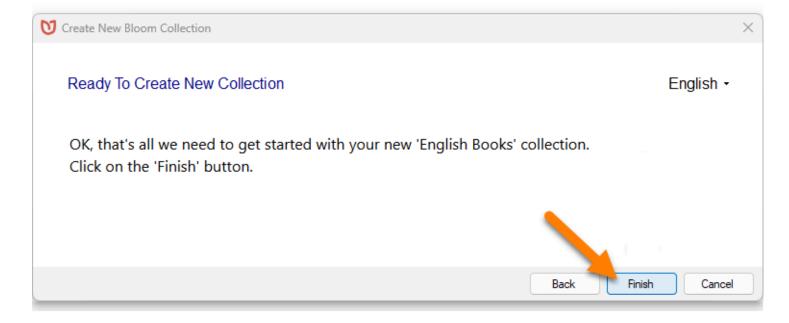
(i) NOTE

The Collection Name must be different than all your other project names. If you choose a collection name that already exists on your computer, Bloom will prompt you to choose a different name.

There is already a collection with that name, at C:\Users\Paul\Documents\Bloom\English Books. Please pick a unique name.

Finish Creating the Collection

Now you are Ready To Create Your New Collection.



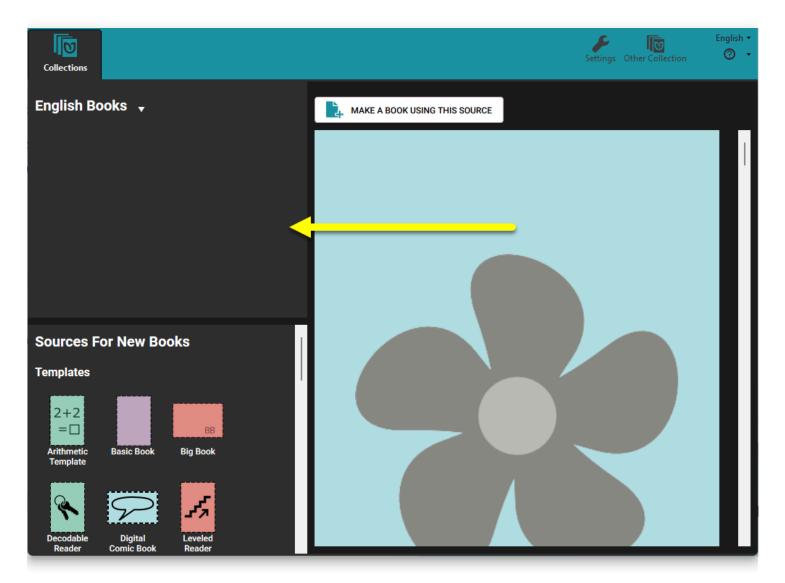
• Click Finish.

Bloom will create your collection.

Now You Are Ready To Make a Book!

After Bloom creates your collection, Bloom will show you the **Bloom Editor** window.

The **Collection pane** (in the upper-left corner of the screen) is empty — ready for you to fill it with books!



See <u>Create a New Book</u> to learn about creating books.

Learn More About Collections

To learn more, see <u>The Collections Tab</u>.

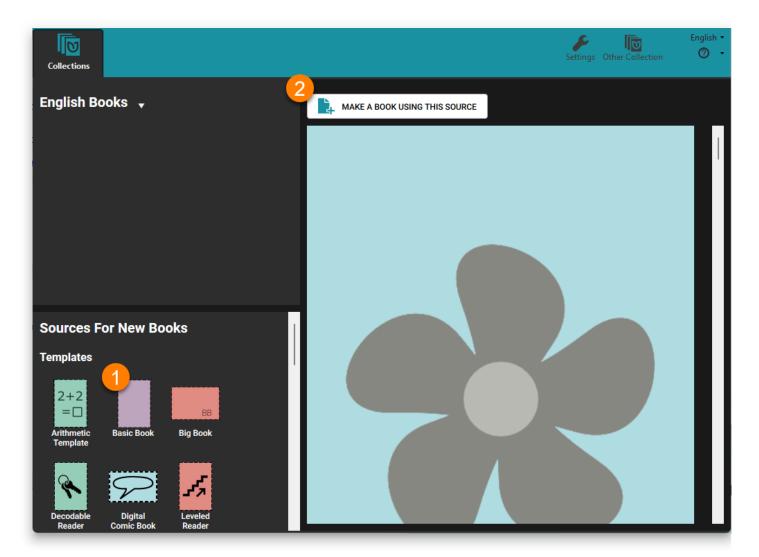
Create a New Book

When you open Bloom, Bloom puts the **Sources for New Books** in the lower left-hand corner of the screen. We will learn how to create a book by using the **Basic Book** template.

Step 1: Create a New Book

Creating a new book is a two-part process.

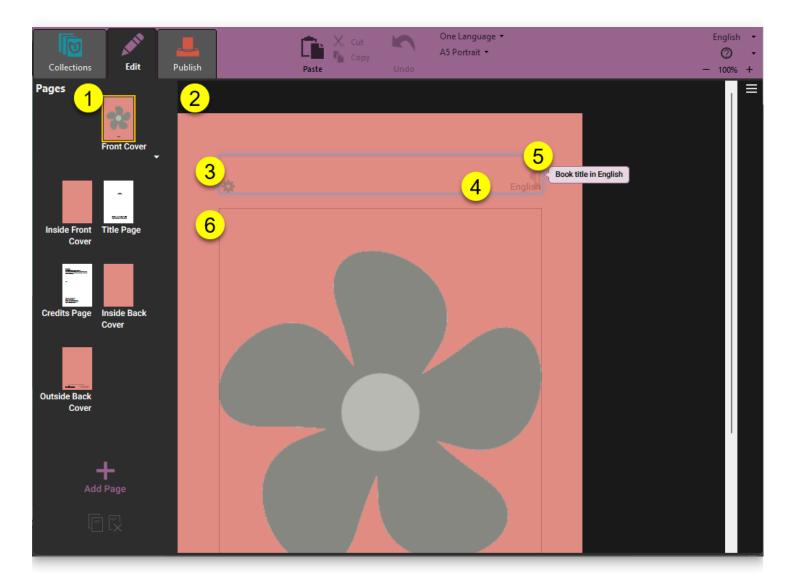
- Select a template in the **Sources for New Books** pane by clicking its icon. Here, we use the **Basic Book** template, but you can explore the other templates Bloom provides.
- 2. Click the **MAKE A BOOK USING THIS SOURCE** button in the upper part of the right-hand side of the Bloom window.



The Edit Tab

When you click MAKE A BOOK USING THIS SOURCE, Bloom adds a new book based on the template to your collection and opens it in a new tab, the **Edit** tab. (Bloom also adds a **Publish** tab.) When you open a new book for editing, Bloom takes you to the Front Cover for that book.

Let's look at some of the parts of the Edit tab window and the front cover:



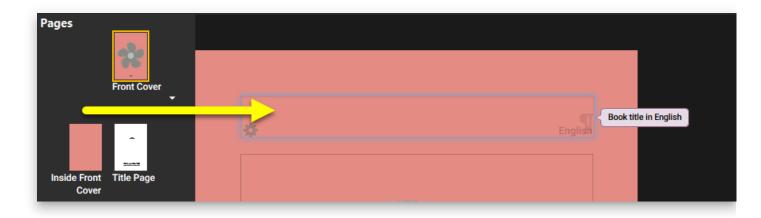
- On the left side of the window are small images (called "thumbnails") of each page in your book: Bloom knows about the basic requirements for any type of book, so it has already created some special pages for you: the Front Cover, the Title Page, the Credits Page, the Inside Back Cover and the Outside Back Cover:
- 2. On the **right side** is the editing pane where you can edit your book.
- 3. Bloom puts a box around each place where you can put content. Here you see a box for the book title. When a text box is selected for editing, Bloom makes the box around it a light blue color.
- 4. Each text box has a light gray label in its lower right corner showing what language it contains.

- 5. Bloom puts a small note to indicate that this is the title box.
- 6. The Basic Book template includes a place for you to put a picture on the cover of your book.

Add a Book Title

When you first open a new book to edit, Bloom takes you to the **Front Cover**.

• Type the **title** of the book in the **title box**.



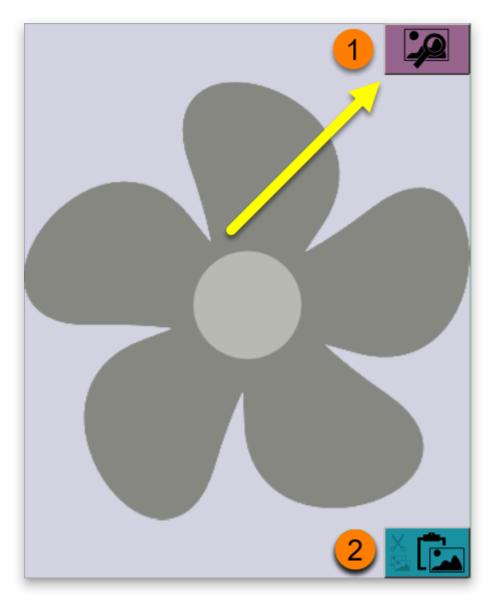
Add a Cover Picture

You can also add a picture to the front cover.

In Bloom, spaces for pictures are shown with the **flower shape**. (If you do not add a picture, the final book will be blank in this space. The flower shape will not appear.)

To add a picture, hover the mouse over the flower. Two buttons will appear (see below):

- 1. The **upper right button** opens the image toolbox, from which you can select an image to insert in this space.
- 2. The **lower right button** lets you paste in an image which has been copied to your computer's clipboard.



• To open the Image Toolbox, click the **image toolbox** button (#1 above) in the upper right-hand corner of the image icon.

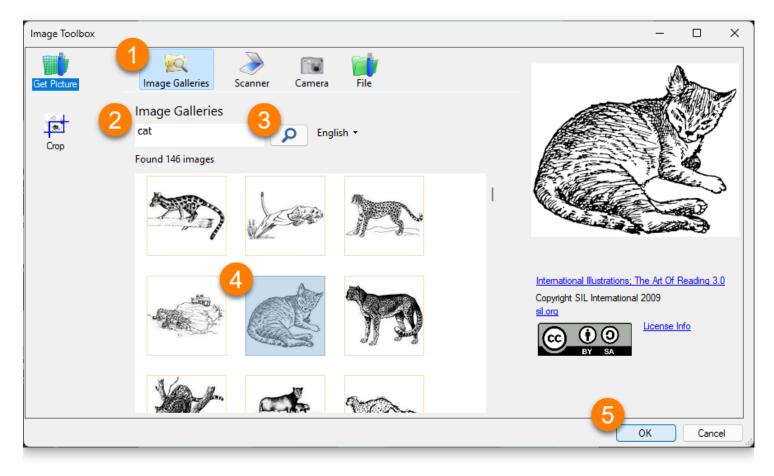
Next, Bloom will show the **Image Toolbox**. The Image Toolbox lets you choose from several sources for images, including Bloom Image Galleries, an attached scanner or digital camera, or a file on your computer. Here we will select an image from *The Art of Reading* image gallery. (If you do not have *The Art of Reading* or another Bloom image library installed, see <u>Installing Bloom</u> for directions.)

- 1. Click the Image Galleries button.
- 2. Type a search term into the search box**.**

The search term needs to be in the language of the dropdown list to the right of the magnifying glass (#3).

The language will default to the language you are using Bloom in, but you can choose a different language for this search if you like.

- 3. Click the **magnifying glass** icon to search the image collection.
- 4. **Select an image** from the results returned.
- 5. Click OK to insert the image into your book.



For more details about the Image Toolbox, see Images in Bloom Index

Front Matter Pages

Bloom knows about the basic requirements for any type of book, so it has already created some special pages for you, including a title page and a credits page.

(i) NOTE

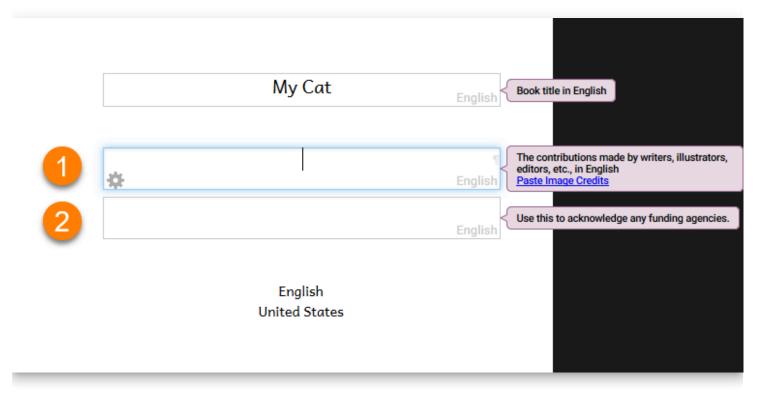
You can change how the front matter and back matter pages appear in the "Book Making" tab of the Collection Settings.

The Title Page

The **Title Page** should already have the title of your book. When you type the title of your book into the front cover, Bloom automatically copies the title to the title page.

Whenever we make a book, it is important to acknowledge those who contributed to the content of the book. You can acknowledge them on the title page.

- 1. Type the **names** of the **book's authors or illustrators** into the second text box.
- 2. Use the third box to acknowledge any funders.



The Credits Page

The **Credits Page** lets you add three kinds of information: copyright and license information, additional acknowledgments, and ISBN number.

- 1. If your book does not have a copyright statement, a Needs Copyright notice will appear.
- 2. Click the Click to Edit Copyright & License link to add a copyright holder or change the license (see below for more about copyright and licenses).
- 3. Add additional acknowledgments in the text boxes: for instance, to a translator, or to the source of the original book.
- 4. Add an ISBN (International Standard Book Number), if your book has one.

You are fre	tivecommons.org/licenses/by/4.0/ ee to make commercial use of this work. You mark. fk. You must keep the copyright and credits for a		<u>ise</u>
<mark>3</mark> ⇔		English Acknowledgments for this ve	ersion, in English. For anslator for this version.
		English Criginal (or Shell) Acknowled	gments in English
4 ISBN		International Standard Book M don't have one of these.	Number. Leave blank if you

Add Copyright and Licensing information

Each Bloom book has copyright and licensing information built into it.

By default, the Basic Book template uses a Creative Commons "attribution-only" license. This means that others can copy and share your work, and even make changes to it, but they need to acknowledge you as the original author. You can choose other licenses if you wish.

After you click on the **Click to Edit Copyright & License** link, a small **Copyright and License** window will appear.

- In the Copyright section, add the name of the Copyright Holder. You can put your name (or the name of your organization) as the copyright holder,
- 2. If you want to change the license, click the License tab. If you want to use the default Creative Commons "attribution only" license, you can click **OK** to return to the Credits Page.

Copyright and I		0	 3 (1) BY 4.0 ▼
COPYRIGHT			About CC-BY
— Copyright Year* —			
2023			
Copyright Holder * -			
1			
<u> </u>			
		ОК	CANCEL

Next, on the **License** pane:

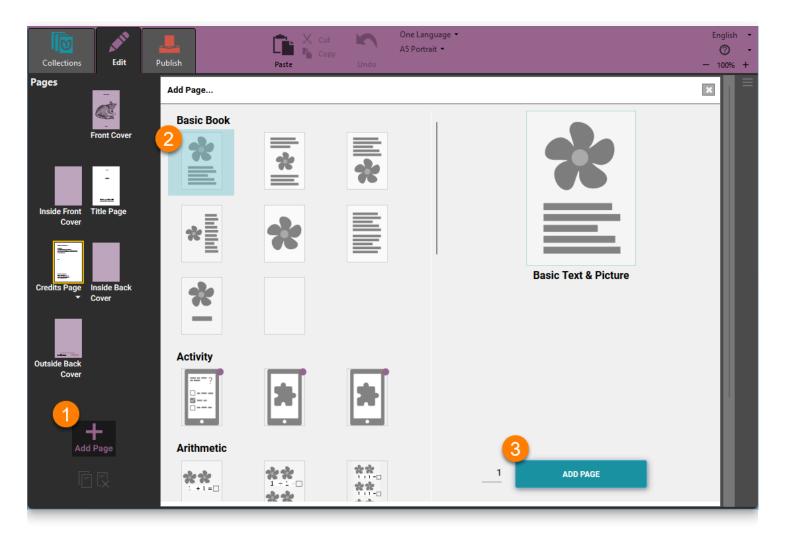
- Make any changes you want to the license settings.
- 2. Click OK to return to the Credits Page.

С	COPYRIGHT LICENSE	4. <u>About C</u>
The	e copyright holder allows others to use the book in this way:	
0	Anyone can use it however they want.	
$oldsymbol{O}$	Everyone is allowed to:	
	copy this book for free	
	✓ use the book in a commercial way	
	make new versions of this book, but they must	
	keep the author, illustrator, and other credits	
	apply a different license to new versions of this book	
	You may use this space to clarify or grant additional permissions (for example, tha allowed), but not to alter the license.	t translation
0	No one can modify or copy it without explicit permission. We wi	ll not be
	sharing it via Bloom Reader or BloomLibrary.org.	
0) Other	

Add a Page to Your Book

After you have finished your book's front matter, you can start adding pages.

- 1. Click the large + Add Page in the pages pane to add a page to your book.
- 2. Select a page layout for your new page.
- 3. Click the ADD PAGE button.



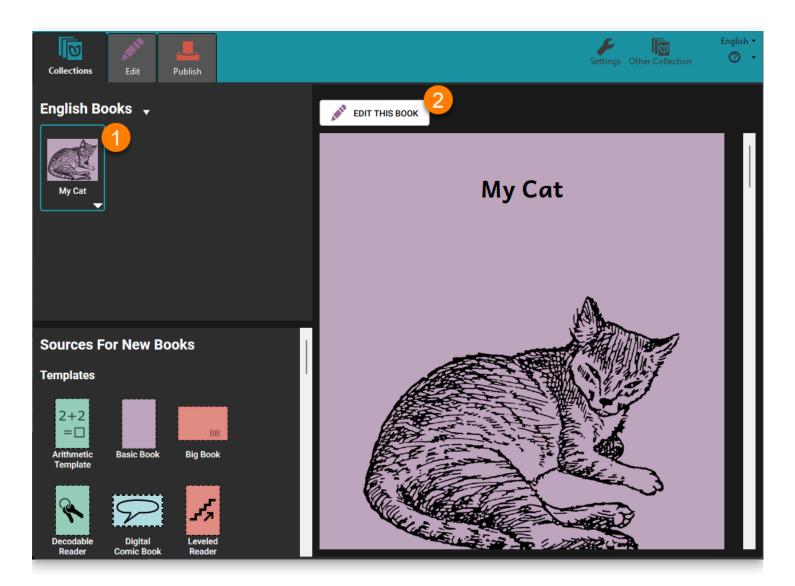
See <u>Pages in Bloom</u> for more directions on how to add and remove pages, change page layouts, and more.

Finish Your Book

When you are finished, click the **Collections** tab. Bloom will return to the Collections view. Now you will see the new book that you have just created.

When you want to work on your book another time, do the following

- 1. Click the book's image in the Collection pane.
- 2. Click EDIT THIS BOOK.



(i) NOTE

You can also open a book for editing by double-clicking the book's image in the Collection pane.

Print Your Book

Printing a book is a two-step process in Bloom:

1. First, you use Bloom to create a **PDF** version of your book.

(i) NOTE

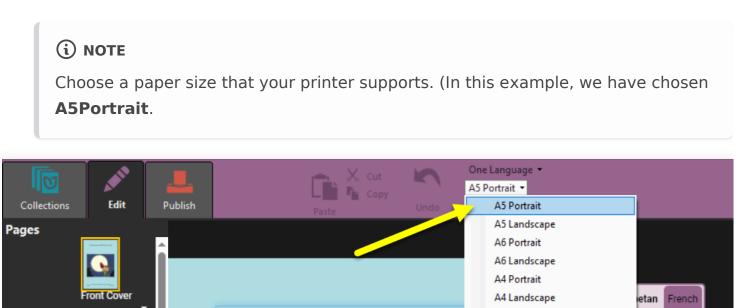
A **PDF file** is a computer file that looks like a printed document, with text and graphics.

2. Then you print and share your book with others.

Choose a Page Size and Orientation

To get your book ready to print:

- 1. **Open (Edit)** the book you want to print.
- 2. Select a **page size** and **orientation** from the toolbar.



(i) NOTE

Portrait orientation is taller than it is wide. **Landscape** orientation is wider than it is tall.

The Moon and tl

A3 Portrait

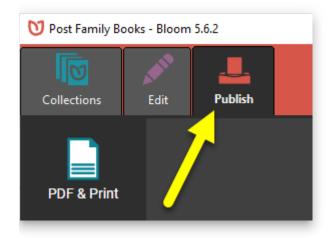
A3 Landscape

а¥,

ē

The Publish Tab

Now click on the **Publish tab:**

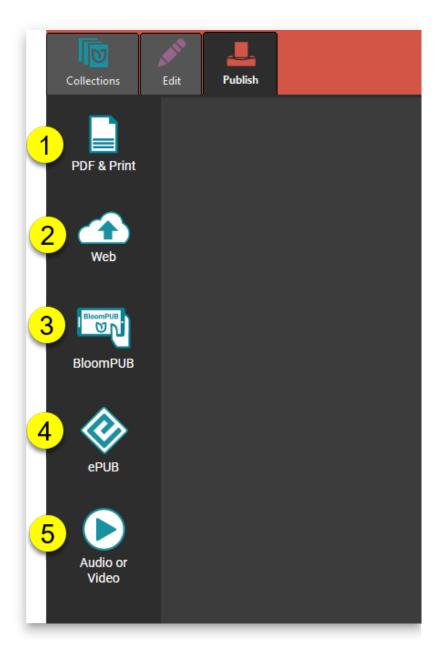


This will show you the **Publish tool**. Bloom gives you several options for publishing your book:

- 1. PDF & Print
- 2. Web (upload to Bloom Library)
- 3. BloomPUB
- 4. ePUB
- 5. Audio or Video

We will look at the **PDF & Print** option below.

To learn more about the **other options**, see <u>The Publish Tab</u>.



Printing Options

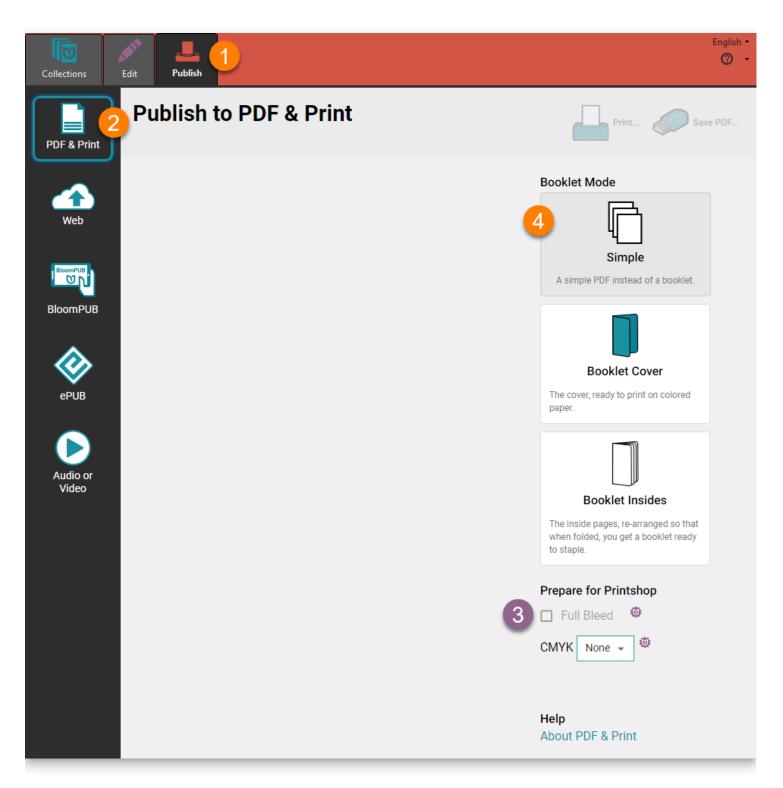
Bloom lets you **print/share** your book in several ways:

- Simple PDF
- Booklet Form
- Save and Share a PDF File

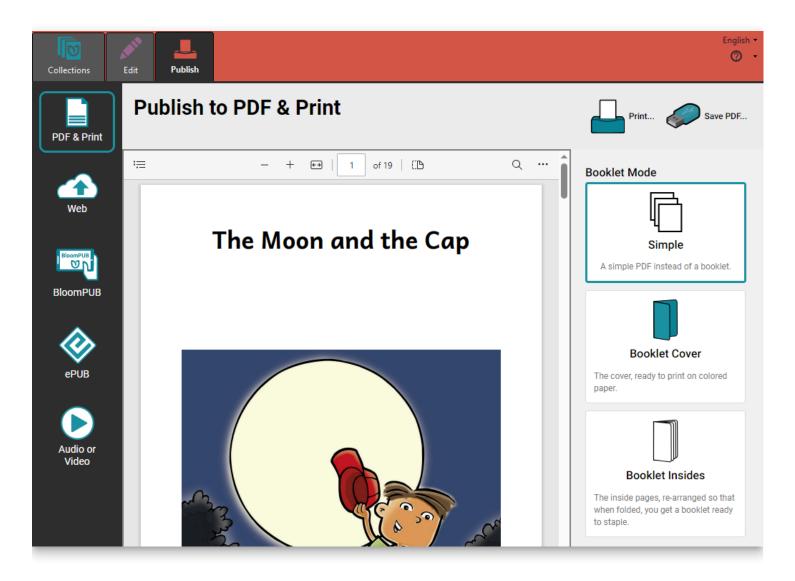
Create a Simple PDF

The **Simple** option will create a PDF that looks like the pages of your book. If you print the Simple PDF, each page of your book will be printed on a separate sheet of paper.

- 1. Click the Publish tab (you may have done this already)
- 2. Click the PDF & Print button in the left-hand toolbar.
- 3. **Bloom Enterprise users** can choose to create a PDF with full-bleed images and CMYK four-color separation.
- 4. Click the Simple button in the right-hand toolbar.



When Bloom has finished making the PDF, it will show you a **preview** of the PDF.

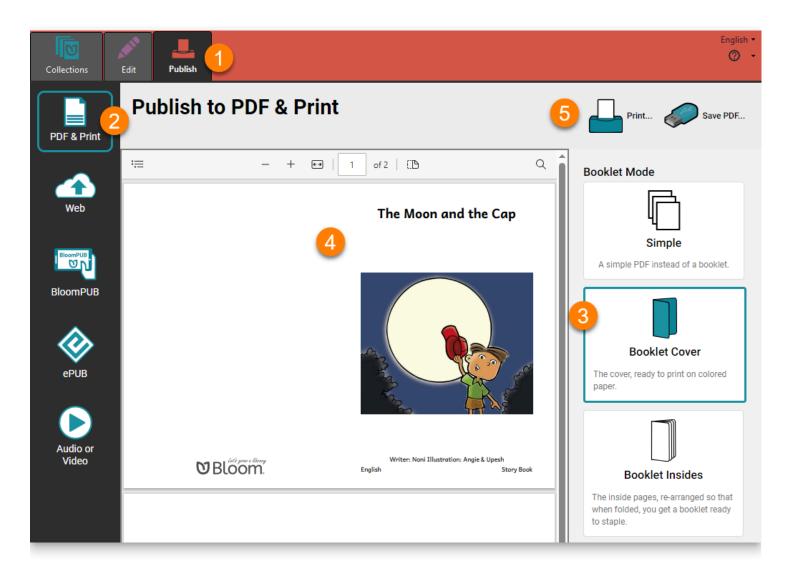


Make a Booklet

If you want to print your book in booklet form, you create a PDF for the **Booklet Cover** and **Booklet Insides** separately. The booklet cover is separate because it is often printed on heavier or colored paper.

Create a PDF of the Booklet Cover

- 1. Click the Publish tab (you may have done this already)
- 2. Click the PDF & Print button in the left-hand toolbar.
- 3. Click the Booklet Cover button in the **right-hand toolbar**. Bloom will make a PDF of just the **front and back cover**.
- 4. Bloom will show you a PDF of the booklet cover, ready to print double-sided.
- 5. Click the Print... button in the **upper-right-hand** corner of the Bloom window.



Create a PDF of the Booklet Insides

- 1. Click the Publish tab (you may have done this already).
- 2. Click the PDF & Print button in the **left-hand toolbar** (you may have done this already also)
- 3. Click the Booklet Insides button in the **right-hand toolbar**. Bloom will make a PDF of just the **inside pages** of your book.



Bloom will reorder the pages so that when you it double-sided and fold it, you will have a booklet.

- 4. Bloom will show you the PDF of the booklet cover, ready to print double-sided.
- 5. Click the Print... button in the **upper-right-hand** corner of the Bloom window.



Print

After you click Print..., Bloom will display a Print dialog box:

	Print ? Total: 4 sheets of paper		Î
	Printer ET-2760 Series(Network)	The Moon and the Cap	
2	Copies 1 Layout Portrait	Written by Noni Illustrations by Angie and Upesh French translation by Annie Marois and Marie-Claude Tardif Commission scolaire des Découvreurs Images by Angie and Upesh, © 2007 Pratham Books. CC BY 4.0.	
	 Landscape Pages All 	English United States	
	Odd pages only Even pages only e.g. 1-5, 8, 11-13		
	Color		
	Color ~	SIL	
	Print on both sides \checkmark		
	More settings 🤟		
	Print using system dialog (Ctrl+Shift+P)		
	Print Cancel	4	Ŧ

- 1. Select the **printer** you want to use from the **printer drop-down menu**.
- 2. Adjust your printer settings as needed.
 - a. If you are printing a **Booklet Cover** or **Booklet Insides**, Bloom will show you a banner at the bottom of the screen with advice about the **printer settings** you should use:

Color Color	~				hat idy
Print on both sides	~		SIL		
More settings ~ Print using system dialog (Ctrl+	Shift D)				
	Cancel			-	
		I need for printing this booklet:			
a 1. Layout: Lands 2. Print on both		on short edge"	3. More settings > Paper size: "A4" 4. More settings > Scale: "Actual size"		

3. Click Print to send your book to your printer:

Color	\sim		
Print on both sides		SIL	
Print on both sides	\sim		
More settings 🗸			
Print using system dialog (Ct	rl+Shift+P)		
3			

◯ тір

If you are printing a booklet, your book should come out of the printer ready to be folded and stapled or sewn.

Save and Share Your Book as a PDF File

Save a PDF

You can save your PDF after you have created it. This is true whether the PDF is for a **Simple** book, **Booklet Cover** or **Booklet Insides**.

1. Click on Save PDF on the toolbar:



- 2. Bloom will ask you where you want to save your PDF file.
 - a. Browse to a location on your computer where you will **save** your PDF.

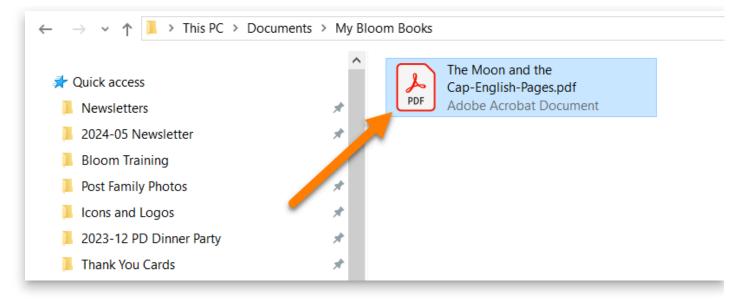
	_				
$\leftarrow \rightarrow \checkmark \uparrow \square$ > This PC >	Documents >	My Bloom Books	~ 2	Search My Bloor	n Books
Organize 🔻 New folder					
Create a New Collection	^	Name	Date modified	Туре	Size
Humor		A The Moon and the Cap-English-Cover.pdf	f 7/11/2024 5:32 PM	Adobe Acrobat D	160 k
Profile Pics					
📥 OneDrive - Personal					
💶 This PC					
3D Objects					
Desktop					
a Bocuments					
Downloads					
Music					
Pictures					
Videos					
Windows (C:)	~				
File name: The Moon and	the Can-Engl	ich-Incide ndf			
	the Cap-Lingi	sii-iiiside.pdi			

3. Click **Save** to complete the process.

Share a PDF

If you want to share your PDF with someone:

- 1. Open **File Explorer** on your computer.
- 2. **Browse** to the **folder** where the PDF file is saved.
- 3. Find the PDF file(s) you want to share:



4. Share the PDF file(s) using email, an online service or messaging app, or a USB flash drive.

The Collections Tab

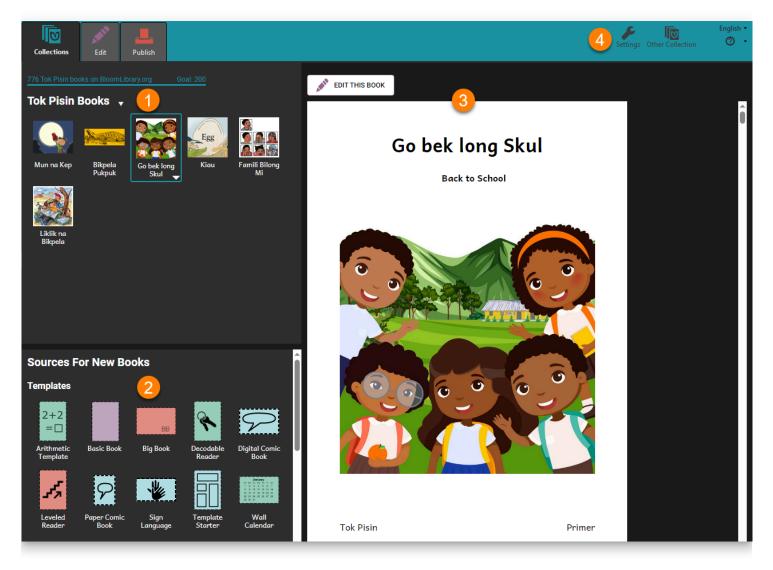
(i) NOTE

Additional content coming soon.

The Collections tab is where you can find and organize all of your books, as well as multiple ways to create new books.

Parts of the Collections Tab

There are multiple parts of the Collections tab:

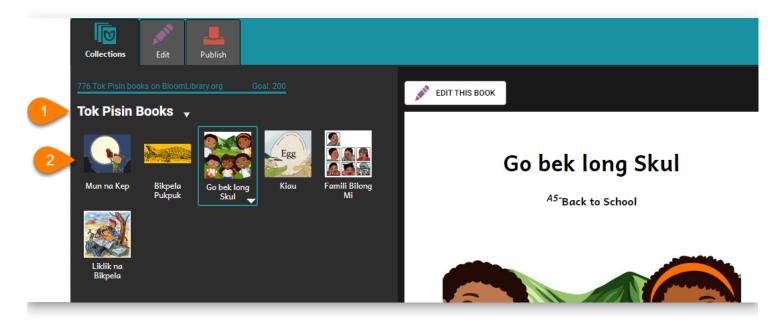


- 1. Your Collection of Books
- 2. Sources for New Books
- 3. Book Preview Area
- 4. Collection Settings

Your Collection of Books

In the **upper-left corner** of the Collections tab, you will see the collection that you **currently** have open.

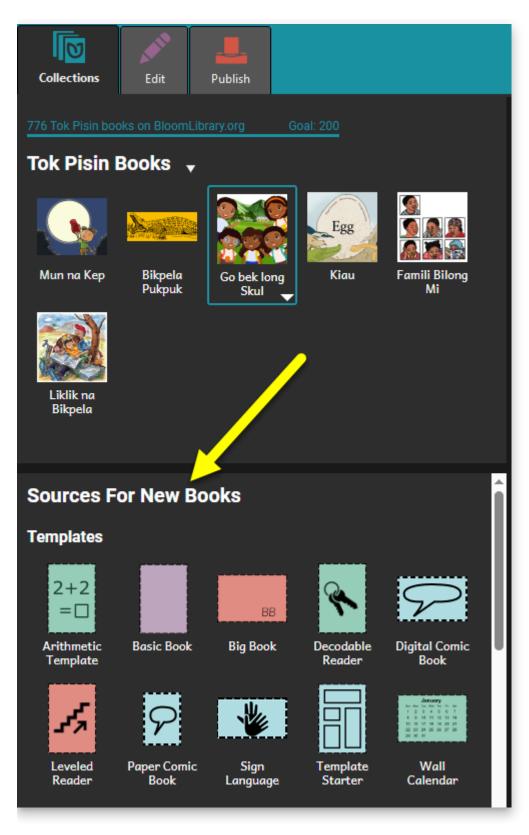
This is where you can **find and edit** the **books** that you are working on.



- 1. At the top, you see the **title** of this collection.
- 2. Underneath the title, you will see the **books** in this collection.

Sources for New Books

In the **bottom-left corner** of the Collections tab, you will see Sources for New Books. This is where you can find **new books** to create.



There are many different types of books to choose from:

- Book Templates
- Sample Shell Books
- Books from BloomLibrary.org
- Books from Other Collections

Templates

Bloom comes with many different kinds of book templates.

Sources F	Sources For New Books								
Templates <									
2+2 =□		вв	*	\mathcal{P}	1,	9			
Arithmetic Template	Basic Book	Big Book	Decodable Reader	Digital Comic Book	Leveled Reader	Paper Comic Book			
Sign Language	Template Starter	Wall Calendar							
Sample Shell	ls								
A Family	The Moon								
Learns abo	and the Cap								

You can use these to easily create **different kinds** of books:

- **Basic Books:** These are simpler books with a variety of text and pictures.
- **Big Books:** These are especially helpful for classroom settings, because they have big text and big pictures.
- Decodable/Levels Readers: These help early readers learn to read.
- **Comic Books:** Colorful full-page books, with different types of text options (including comic book style speech bubbles).
- Sign Language Books: Books with text and sign language videos together!
- And more!

Sample Shell Books

Bloom also comes with a few **sample shell books**. These books are **ready-to-translate**: they already have a full story, complete with pictures and text, which makes it easy to publish in a local language.

Sources For New Books								
Templates								
2+2 =□		вв	X	\mathcal{P}	4	9		
Arithmetic Template	Basic Book	Big Book	Decodable Reader	Digital Comic Book	Leveled Reader	Paper Comic Book		
*		January Internet to the file in the internet of the						
Sign Language	Template Starter	Wall Calendar						
Sample Shell								
A Family Learns abo	The Moon and the Cap							

Learn more about <u>Shell Books in Bloom</u>.

Books from BloomLibrary.org

The <u>Bloom Library</u> has thousands of shell books that can be downloaded for free and used to make your own books.

Sample Shells





A Family Learns abo...

The Moon and the Cap

Books From BloomLibrary.org













A6-The Fly



209 Jesus and the Sa...

Go bek long Skul

Kiau

Liklik na Bikpela

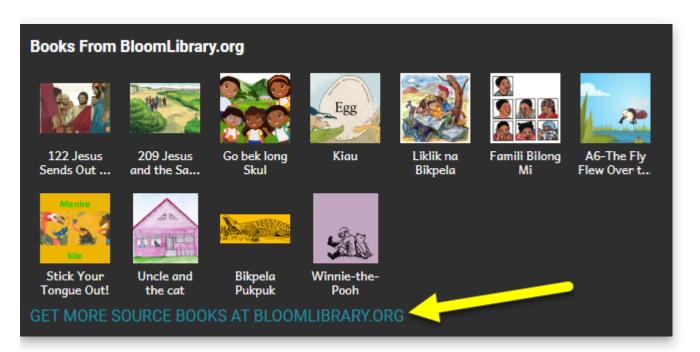
Famili Bilong Mi

Flew Over t...



Get More Books From the Bloom Library

If you do not see any books in the Bloom Library section, or you want to download more books to use, click GET MORE SOURCE BOOKS AT BLOOMLIBRARY.ORG.



To learn more about downloading books from Bloom Library, see Download Books from Bloom Library.

Books from Other Collections

Books from Bloom Packs

If you have installed any Bloom Packs, the books from those <u>Bloom Packs</u> will appear below the <u>Books From BloomLibrary.org</u> section. For example:



- 1. Cassie
- 2. God is Everywhere

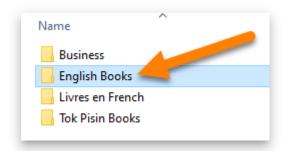
Other Collections on Your Computer

If you have other collections on your computer, you can show books from those collection(s) here.

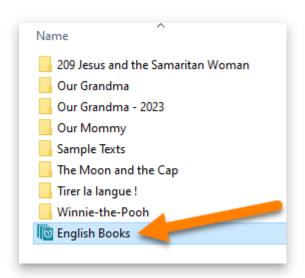
1. Click SHOW ANOTHER COLLECTION



2. Open the **Folder** for the Collection that you want to see:



3. Open the **Bloom Collection file** for the Collection that you want to see:



4. The books for that Collection will now be available in the Collections tab (for example: **English Books**):



Book Preview Area

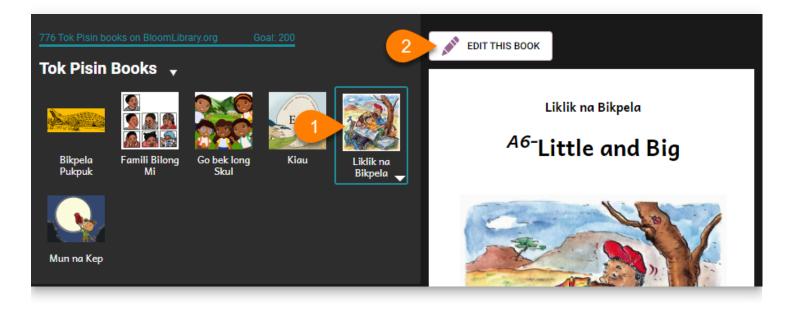
The Book Preview area shows a larger version of the book or template that you select.



- 1. Click on the **picture/title (thumbnail)** for any book.
- 2. The book will display in the Book Preview Area.
- 3. Use the **scrollbar** on the right-hand side to scroll through the book.

Edit or Make a Book

If you want to edit a book:



- 1. Click on any book in **your Collection** (upper-left pane).
- 2. Click EDIT THIS BOOK.

To create a book using a **template, shell book,** or **Bloom Library** book:



- 1. Click on any book in the Sources for New Books section
- 2. Click MAKE A BOOK USING THIS SOURCE.

Collection Settings

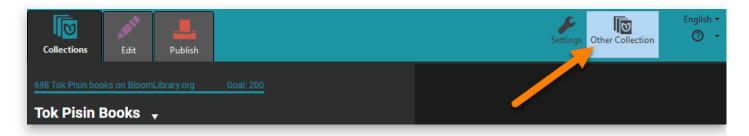
(i) NOTE

See <u>Collection Settings</u> to learn about changing Collection Settings.

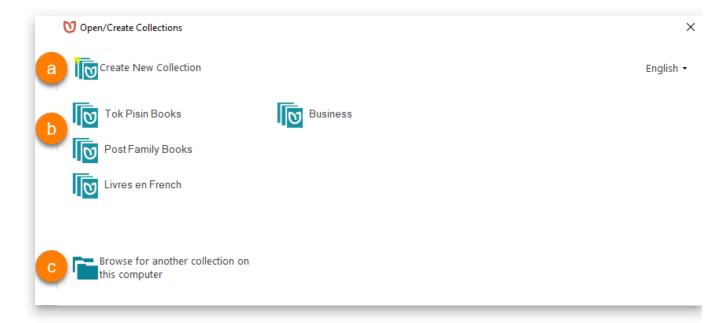
Open or Create a Different Collection

If you want to **open** or **create** a **different** collection, follow these steps:

1. Click the the Other Collection button:



- 2. A window will open with multiple options:
 - a. Create New Collection: Click to create a brand new collection (see <u>Create a New</u> <u>Collection</u>).
 - b. **Open a different collection**: If available, click to open a different collection in Bloom.
 - c. Browser for another collection on this computer: Click to search for another collection somewhere else on your computer.



The Publish Tab

(i) NOTE

Page is a Draft version.

Parts of the Publish Tab

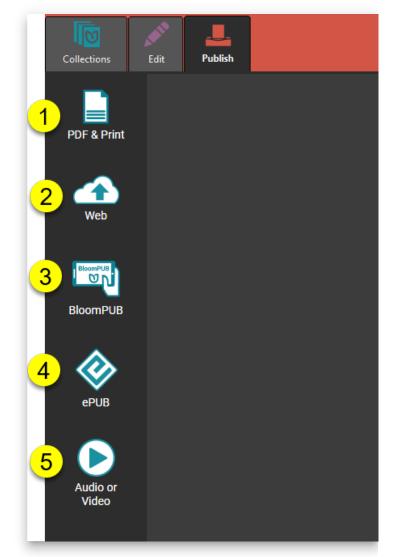
When you open up Publish, you will see this window with 5 different ways to publish your book:

- PDF & Print: This allows you to publish your book in a PDF format.
 Once you have published, you can be able to print your book into a hardcopy document.
- Web: Here, you can publish your book to the BloomLibrary after which you can download the book to the Bloom Reader App for reading or to the Bloom Editor for translation into another language.
- BloomPUB: BloomPUB is Bloom's own digital publishing format. It faithfully reproduces all the features of your book.
- ePUB: ePUB is a widely used digital publishing format, but it cannot reliably present some Bloom book features.

(i) NOTE

For a comparison between the BloomPUB and ePUB formats see BloomPUB vs. ePUB: What's the Difference.

 Audio or Video: You can save your book to a video of a talking book or sign language book.



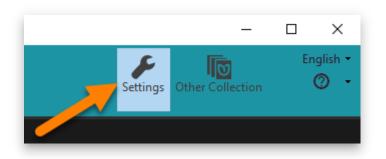
Collection Settings

(i) NOTE

This page is a draft version.

To open/change the settings for your current collection:

- 1. Click on the Collections tab.
- 2. Click on Settings in the **upper-right corner** of the Bloom window.



There are five different tabs in the **Collection Settings** window:

- **Languages**: Set the language(s) for the books in this collection.
- Book Making:
- Project Information:
- <u>Bloom Enterprise</u>:
- Advanced Program Settings:

Languages Tab

In the Languages tab, you can choose the languages for the books in this collection.

Settings					
Languages	Book Making	Project Information	Bloom Enterprise	Advanced Program Settings	
Local L Tok Pisi <u>Change</u>					
Langua English		ional Language)			
<u>Change</u>	2				
Langua Tok Pisi		ional Language) (C	Optional)		
<u>Change</u>	2	<u>Remove</u>			
Sign La	anguage (Opt	tional)			
<u>Set</u>					
Settir	ngs Protection				
Help				ОК	Cancel

(i) NOTE

The Collection settings tab defines the languages that are available for display in the books in the collection. The languages that are actually displayed in each book are controlled by the Book Settings in the toolbar of the Edit tab.

Book Making Tab

Choosing the default fonts and numbering style for the languages in your book, plus front/back matter layouts and Bloom Library bookshelf (for Enterprise customers).

Sett	ings					
Lan	guages	Book Making	Project Information	Bloom Enterprise	Team Collection	Advanced Progra 🔹 🕨
	Andik <u>Special</u> Default Andik <u>Special</u>	Script Settings Font for Mala a Script Settings	ol ✓ gasy ol ✓	Front/Back Matter I Paper Saver SIL-PNG Super Paper Saver Traditional	r	
	Special Script Settings Default Font for Français Andika Special Script Settings Page Numbering Style Decimal			Bloom Library Book None Projects that have Blo arrange for one or mo All books uploaded fr selected bookshelf.	oom Enterprise sul	n the Bloom Library.
	E <u>Settir</u> Help	ngs Protection			ОК	Cancel

(1) Default Fonts: You can choose default fonts for your local language, Language 2, and Language 3 can be set here.

(2) Page Numbering Style: You can choose the page numbering style here. The default style is Decimal, using western Arabic numerals Other available styles include Arabic-Indic, Bengali, CJK-Decimal, and many others.

(3) Front/Back Matter Pack: You can select the front/back matter arrangement here. The Basic Book template includes the following layouts:

Traditional: Credits on the back of the title page
Device: This is automatically applied when publishing to Bloom Reader (Android). It moves front matter pages (other than the cover) to the back.
Paper Saver: Designed to save paper, this puts the credits on the inside of the front cover.
Super Paper Saver: Designed to save paper, this puts the title page on the inside of the front cover, and the credits on the inside of the back cover. - SIL-PNG: Has SIL Papua New Guinea customizations, including hiding some fields and changing instructions in others.

(4) Bloom Library Bookshelf (Bloom Enterprise customers only): Projects that have Bloom Enterprise subscriptions can arrange for one or more bookshelves on the Bloom Library. All books uploaded from this collection will go into the selected bookshelf.

Project Information Tab

The Project Information tab lets you set the country, province, and district description. You can also change the name of the collection here (but remember that each collection on your computer must have a unique name).

Setting	IS					
Langua	ages	Book Making	Project Information	Bloom Enterprise	Team Collection	Advanced Progra
	ountr					
N	/ladag	jascar				
P	rovin	ce				
D	istric	t				
В	loom	Collection Na	ime			
<u>_</u>	/alag	asy Books				
Z	<u>Settir</u>	ngs Protection				
Н	lelp				ОК	Cancel

Bloom Enterprise Tab

Bloom Enterprise adds features and services that are important for publishers,

governments, and international organizations. This paid subscription meets their unique needs while supporting the development and user support of Bloom for the community at large. In addition, Bloom Enterprise features are available to projects that are funded by local communities.

Settings					
Languages	Book Making	Project Information	Bloom Enterprise	Team Collection	Advanced Progra
internat develop Learn M Bloom I O Ent O Fur	tional organizat oment and user fore Enterprise Stat cerprise Subscri nded by the loca	iption al community only	cription meets their r the community at	unique needs whi	
0	ngs Protection	not show Enterprise f	eatures.		
Help				ОК	Cancel

If you have a Bloom Enterprise subscription, click the Enterprise Subscription tab and enter your Bloom Enterprise code there.

If your project is funded by the local community, you can enable Bloom Enterprise features by clicking Funded by the local community only.

(i) NOTE

Books produced with the locally-funded Bloom Enterprise features will have "Bloom Local" automatically branding applied to them.

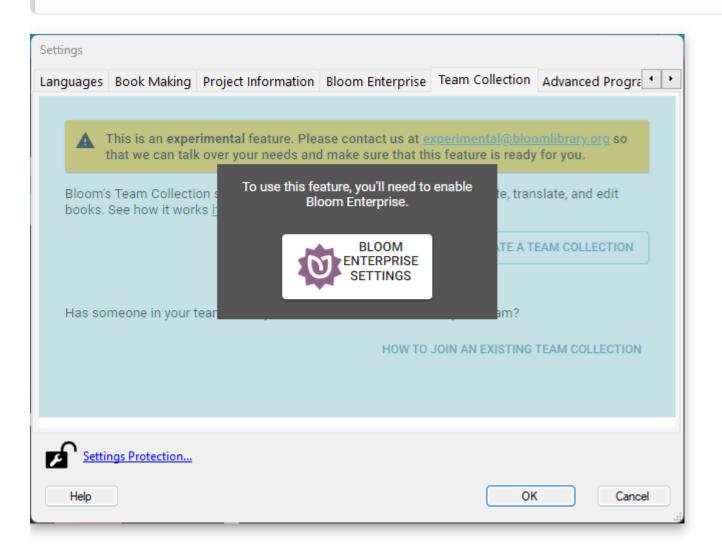
Team Collection

<u>Team Collections</u> are a way for a group of authors, illustrators, and editors to work together on a collection of books. Team collections use a "shadow collection" stored on a shared file service to manage and synchronize a collection of books. Team Collections are a Bloom Enterprise feature.

Use this tab to convert a regular Bloom collection into a team collection. For detailed instructions, see <u>Get Started With Team Collections</u>.

(i) NOTE

Team collections are an experimental feature. Be sure the Team Collections box is checked in the Advanced Program Settings tab.



Advanced Program Settings Tab

The Advanced Program Settings has a variety of additional features. As of Bloom 6.0 the following advanced program settings are available:

• Automatically Update Bloom: check this have Bloom automatically download and install software updates.

(i) NOTE

If Automatically Update Bloom is not checked, you can manually download updates using the Check for New Version command in the help (?) menu.

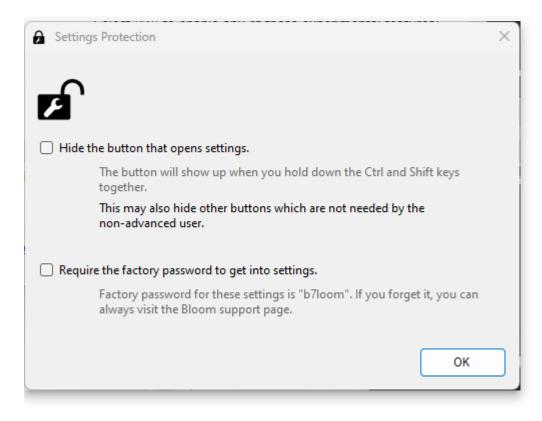
- Show Experimental Book Sources: Some sources are marked as experimental: these are available to you, but they are known to have problems. Unchecking this box will hide them.
- Team Collections: This box must be checked for a collection to be made into a team collection. Team Collections are a <u>Bloom Enterprise feature</u>.
- Spreadsheet Import/Export: This <u>Bloom Enterprise feature</u> allows text and images from a Bloom book to be exported to a spreadsheet, and re-imported into a Bloom book. This can be useful for making translations or for troubleshooting language encodings. For more details see <u>Spreadsheet Import and Export</u>.

Settings										
Languages	Book Making	Project Information	Bloom Enterprise	Advanced Program Settings						
🗹 Auto	omatically Upd	ate Bloom								
Experimental Features										
🗹 Shov	Show Experimental Book Sources									
🔯 🗆 Tean	n Collections									
🔯 🗆 Spre	adsheet Impor	rt/Export								
Settin	ngs Protection									
Help				ОК	Cancel					

Settings Protection

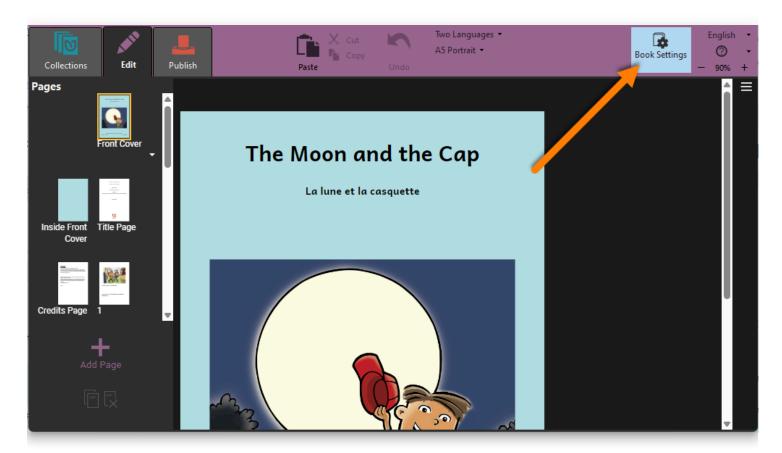
At the bottom section of the Collection Settings window link to the Settings Protection dialog box. If you are supporting inexperienced users of Bloom, you may wish to hide the Settings dialog box to prevent them from making inappropriate changes to the collection settings.

- Hide the button that opens settings: Checking this box hides the button in the Collections toolbar that shows the Settings button. Hold down the Ctrl and Shift keys at the same time to show the button.
- Require the factory password to get into settings: If this box is checked, you must enter the factory-set b7loom password to access the Settings dialog box.



Book Settings

You can adjust the appearance of individual books through the Book Settings:



(i) NOTE

The Book Settings option is available in Bloom 6.0 and higher.

Cover Settings

The Cover section of the Book Settings lets you specify the following items:

Front Cover

- Fill the front cover with a single image Ticking this box will turn on print bleed indicators on paper layouts and causes the image to fill the entire front cover. This option requires an Enterprise Subscription and is available on Bloom 6.2 or higher. Full Bleed is available for the following paper sizes: A5, A4, A3, US Comic, and 6x9. For more information, see <u>Full Page Cover Images</u>.
- Show Title in (Local Language) displays or hides the title of the book in the "Local Language" specified in the Collection Settings.

- Show Title in (Language 2) displays or hides the title of the book in the "Language 2" (e.g., a national language) specified in the Collection Settings.
- Show Language Name displays (or hides) the name of the book's language on the front cover. If more than one language is set to be displayed in the book, the names of all displayed languages will be shown: for instance, if the multilingual book control is set to show two languages, the names of both languages will appear on the cover.
- Show Topic displays (or hides) the topic field on the cover.

All Cover Pages (Bloom 6.1+)

• Background Color allows you to choose the background color for all cover pages.

Content Pages Settings

The Content Pages section of the Book Settings lets you specify the following items:

Page Theme

A Page Theme is a bundle of margins, borders, and other page settings. See the <u>Page</u> <u>Themes Catalog</u> for details about the page themes that are available. Most users will use the Default theme.

🖓 тір

If you are publishing books electronically as BloomPUBs, you may want to use one of the Ebook themes.

Show Page Numbers

Check this box to display page numbers.

Languages to Show in Normal Text Boxes

This controls the same multilingual text settings as the One Language/Two Languages setting in the Edit toolbar.

Advanced Layout: Text Padding

This setting controls the amount of padding (extra space) around text boxes, so that text boxes are visually separate from each other and images. The Default setting (which is controlled by the Page Theme) should be sufficient for most users, but you can also set the text padding to 0 mm, 2 mm, 4 mm, or 1 em (which varies according to font size).

BloomPUB Settings

Resolution

You can set the maximum image size for all images in BloomPUB and ePUB digital publications. Choosing a lower resolution helps reduce book size, which makes it easier to share books over poor internet connections. This will also use less space on mobile phones.

(i) NOTE

Here are the image sizes you can choose from: | Size | Image Resolution (width x height) in pixels || ------ | ------ || Small | 600 x 600 || HD | 1280 x 720 || Full HD | 1920 x 1080 || 4K | 3840 x 2160 |

Fonts (Bloom 6.1+)

This section lists all the fonts used in your book and will alert you to any font licensing problems.

Full Page Cover Images

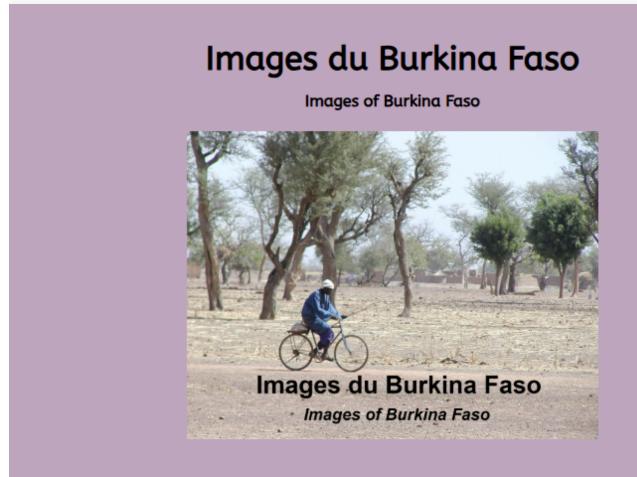
🖓 тір

This is a new feature in Bloom 6.2 for clients with a Bloom Subscription.

When you choose the option Fill the front Cover with a single image, two things happen:

- 1. The front cover image will fill the entire front cover from edge to edge. Since the book's title (and other information) will no longer be visible, you must add the title to the image itself using a photo editor (see example below).
- 2. The book will be transformed into a "Full-Bleed" book. This increases the book's size slightly so that the front cover image can extend beyond the actual page limits. This is so the paper can be cropped right to the edge.

Here is a front cover without this option turned on:



English

And here is same book cover when this option is turned on:



After opening the Full Bleed PDF of this book in Adobe Acrobat or another PDF program, you will need to turn on the visibility of "crop marks" in order to see them.

Some PDF editors show the crop marks as red lines like this:



Bloom Is Page-Oriented

Add a Page to a Book

To add a page to your book, you must be in **Edit mode.**

In the **Collections view**:

- 1. Select the book you want to edit on the left-hand pane.
- 2. Click Edit this book in the right-hand pane.

🖓 тір

Alternately, you can **double-click** the thumbnail image of the book in the Collection pane.

In the Edit view:

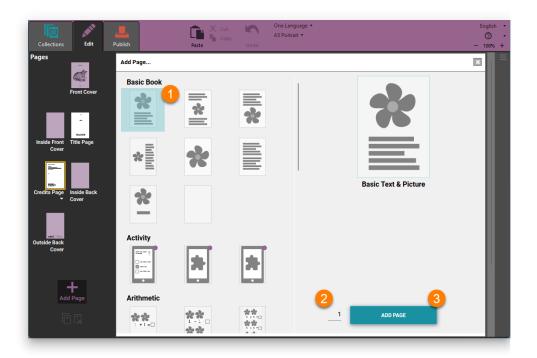
 Click the + Add Page button at the bottom of the thumbnails on the left side of the screen.





Next, Bloom will display the Add Page... dialog box with a choice of page layouts.

- 1. Click on a page layout in the lefthand side of the dialog box to select it.
- 2. Put the number of pages you want to insert into the number box (optional).
- 3. Click ADD PAGE.

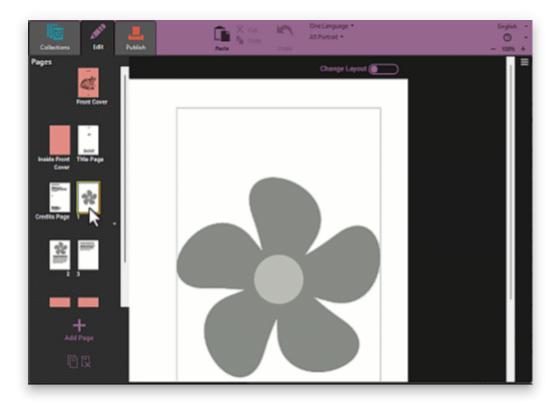


(i) NOTE

The first time you add a page to your book, Bloom places it just after the Credits Page. When you add more pages, Bloom puts them just after the currently selected page.

Reorder a Page

You can reorder a page by clicking and dragging its thumbnail icon in the Pages pane.



Duplicate a Page

Sometimes you may want to duplicate a page. Perhaps it has a picture that you want to use on another page, or you have changed the formatting or layout of the page and want to use the same kind of page again.

- 1. Click the thumbnail image of the page you want to remove.
- 2. Click the small triangle below the page.

(i) NOTE

You can also right-click on the page to show the menu.

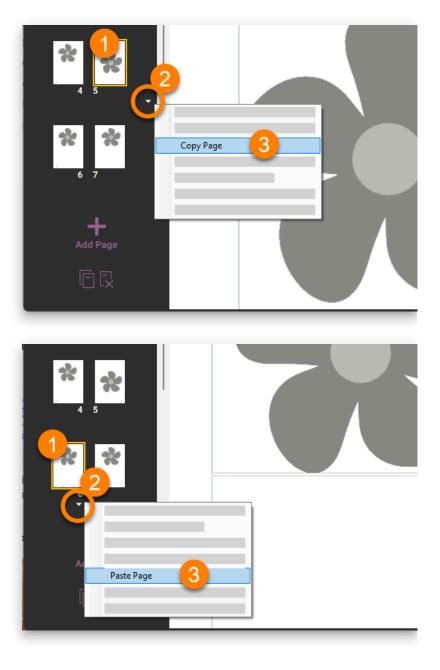
3. Choose Duplicate Page from the small menu that appears.



Copy and Paste Pages

You can also duplicate a page by copying and pasting it.

- 1. Click the thumbnail image of the page you want to copy.
- Click the small triangle below the page to invoke the context menu. (You can also right-click on the page to show the menu.)
- 3. Select Copy Page from the small menu that appears.
- 4. Select another page in your book. The page you copied will be pasted after this page.
- 5. Click the small triangle below the page, or right-click the page.
- 6. Select Paste Page from the small menu that appears.



Copy and Paste Pages to a Different Book

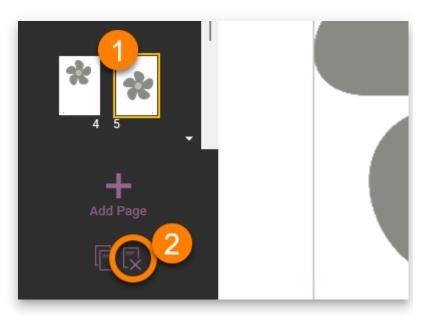
(i) NOTE

You can copy a page from one book using this method:

- 1. Copy the page
- 2. Open a different book

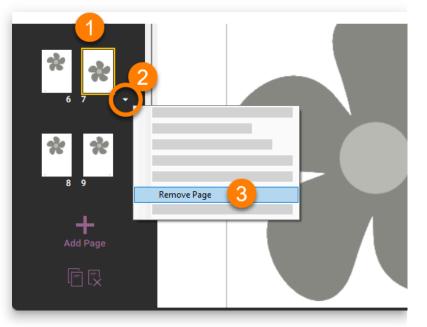
Remove a Page

- 1. Select the page you want to remove from the list of pages.
- 2. Click the Remove Page icon in the lower left-hand part of your screen.



Alternately, you can use the page's context menu:

- 1. Click the thumbnail image of the page you want to remove.
- Click the small triangle below the page to invoke the context menu. You can also right-click on the page to show the menu.
- 3. Choose Remove Page from the small menu that appears.



Choose a Different Page Layout

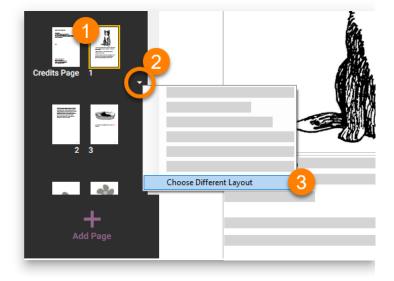
Sometimes you may want to choose a different layout for your page. Maybe you chose a layout with text above a picture, but now you want the text to appear below the picture.



Changing the layout of a page can cause content to be lost. It's best to try this first on a copy of the page you want to change.

To choose a different page layout for the selected page:

- 1. Click the thumbnail image of the page whose layout you want to change.
- Click the small triangle below the page to invoke the context menu.
 You can also right-click on the page to show the menu.
- Select Choose Different Layout.
 Bloom will show you the page layout chooser.



4. Choose the layout you want.

Bloom lets you customize your page layout beyond the templates provided in the page layout chooser. See <u>Page Layouts in Bloom</u> to learn more.

Page Layouts in Bloom

In most circumstances, you will add one of the standard page layouts to your book. But if you want something that looks a little different, there are several ways to customize a page. You can change the sizes of text boxes and images, and you can also add or remove boxes from any page. Finally, you can add a Custom Page and create the boxes that you want on it.

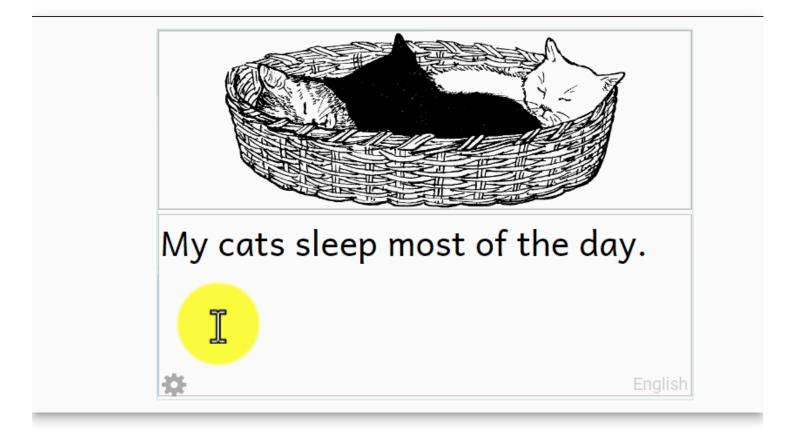
Choose a Different Layout for a Page

(i) NOTE

Coming soon...

Changing the Size of Page Sections

You can customize a page by changing the size of the sections. To do this, place your mouse cursor over the **gap between the two sections**. You will see the mouse pointer change to a **double headed arrow**. Click and drag the line to change the sizes of your sections.



Edit a Page Layout: Change, Add, and Delete Page Sections

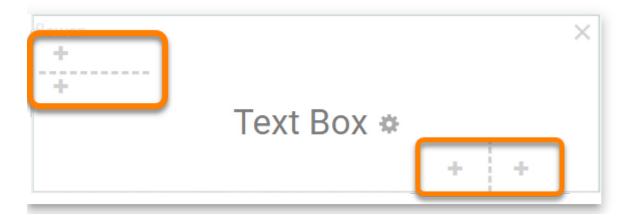
You can use the **Change Layout** button to add and remove text boxes, image boxes, and boxes for videos and HTML widgets.

The **Change Layout** button is a "slider" button located above the upper right-hand corner of the page.

1. **Click the Change Layout button.** Your text (if any) will become gray, and the layout controls will become visible.

	Change Layout
flower	1
	ч ч
☆	English

You can use the "+" symbols to add new sections. When the **divider line** is **horizontal**, the "+" sign adds a section **above** or **below** the existing one. When the **divider line** is **vertical**, the "+" sign adds a section **beside** the existing one.



When you click the "+" symbol, the new section is added. Once you have added the new section, you need to tell Bloom if you want a **picture**, **video**, or **text** in that section. Click the option you want.



(i) NOTE

<u>Bloom Enterprise</u> subscribers can also insert an HTML widget block. HTML widgets are small, self-contained programs that users can interact with.

	\times
Text Box 🎋	
 	~
	×
Picture, Video, Text, or HTML Widget	

Every time you add a section, Bloom divides the previous section into two equal parts. If you want to have a larger and a smaller section, use the divider to <u>change the size of the</u> <u>sections</u>.

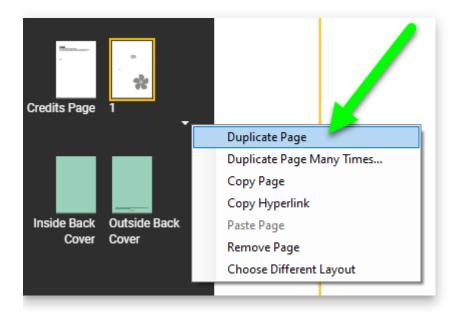
You can delete a section by clicking the red \mathbf{X} button in the top right-hand corner of the section.



When you have finished customizing the page, turn off the **Change Layout** mode. To do this, click the **Change Layout** "slider" button. Now you can edit the page as usual.

Duplicating a Custom Page

If you want to re-use your layout within your book, click the **down arrow** shown below the page on the left, then click **Duplicate Page**. (If you want to make multiple copies of your page, you can click **Duplicate Page Many Times...**).Bloom will make a copy of your page. Then you can drag the new page and place it where you want it in the book.



🗘 тір

You can also duplicate the page by clicking on the icon to "Insert a new page that is a duplicate of this one". The icon is in the lower left-hand corner of the Edit screen, below the "Add Page" button.

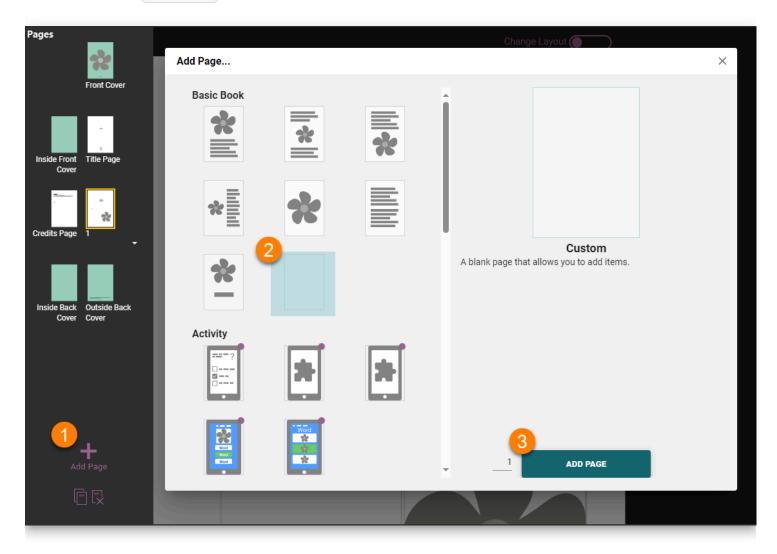


Create a Custom Page Layout

A third way to customize a page is to choose the **Custom Page** layout when you add a new page. This is an entirely blank page that you can customize using the **Change**

Layout controls you have learned how to use.

- 1. Click the Add Page button in the lower left-hand corner of the Edit window
- 2. Select the blank Custom page template from the gallery of page layouts
- 3. Click the ADD PAGE button.



When you add a Custom Page, **Change Layout** mode is turned on for you automatically. This is because you need to make some choices before you can add content to the page.

Format Text Boxes

Bloom lets you control the formatting for text boxes on basic book pages.

(i) NOTE

Note: You can NOT change the layout for these types of pages:

- Front or Back Cover pages
- Title or Credits page
- 1. Click the Change Layout toggle switch at the **top right-hand corner** of a page.
 - a. Bloom will make any text in the text box gray, and show a **gray gear icon** \circ in the center of the text box.
- 2. Click the **gray gear icon** © to show the *Text Box Properties* dialog box.
- 3. Make whatever changes you like to the text box settings.
- 4. Click the Change Layout toggle switch to return to editing the page.

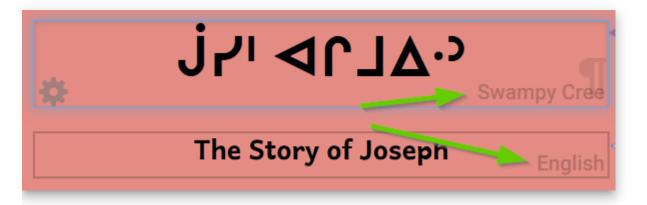
Ch	ange Layout 💽	
flower		
	Englisk	

The *Text Box Properties* dialog box has three separate tabs:

- <u>The Language tab</u>
- The Alignment tab
- The Borders & Background tab

Text Box Language Settings

Every text box in Bloom is labeled as belonging to a certain language. When you are editing a book in Bloom Editor, Bloom indicates the language of each text box with a light grey "language tag" located in the bottom right of each text box.



When you are making books in Bloom, it is *very* important that these language tags accurately correspond to the actual language written within each text box.

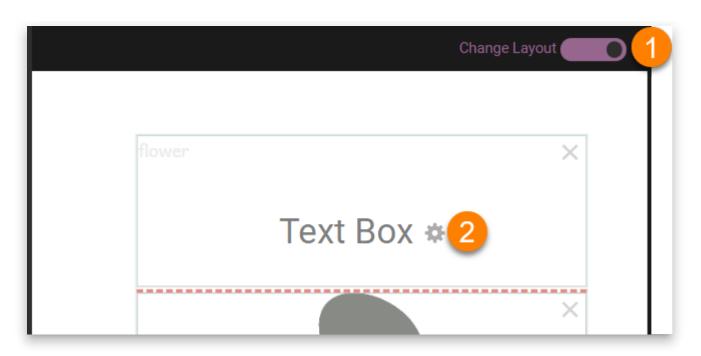
Make sure the text you type into a text box belongs to the language of the text box! If you are simply printing your book, having inaccurate language tagging will not negatively affect you or anyone else. But if you want to share your book through the Bloom Library . accurate language tagging is crucial so that others will be able to find your book in the correct language category.

You can change the language (or languages) used for the whole book in the Collection Settings' Languages Tab.

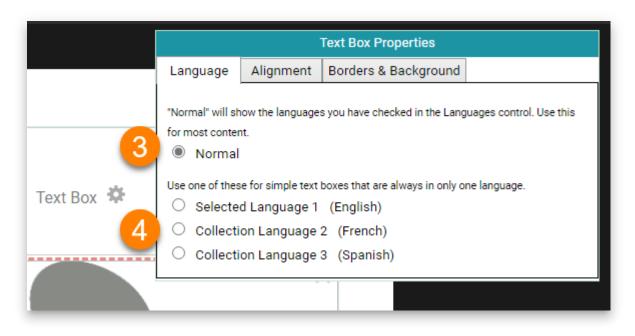
The Language tab

If you want a text box to **always** be in a specific language, you can do that with the **Language** tab.

- 1. Click the Change Layout button at the **top right-hand corner** of a page.
- 2. Click the **gray gear icon** in the center of the text box that you want to edit.



- 3. Choose **Normal** to let this field be controlled by the language settings in the Collection settings.
 - a. (Note: This is distinct from the "Normal" <u>text style</u>: this setting in the Language tab will say "Normal" even if you have the text box set to a different style.)
- If you want this text box to always display a certain language, choose Language 1, Language 2, or Language 3. (These are the same languages that are listed in the <u>Collection settings</u>.)



The Alignment tab

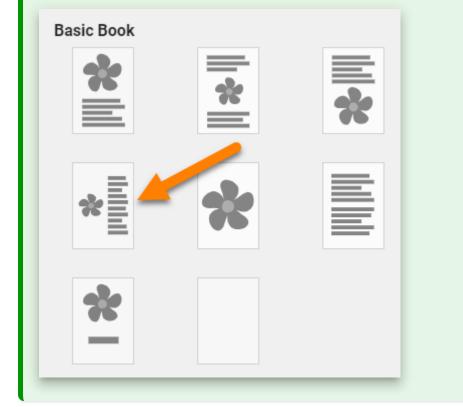
You can set text to **align vertically** within the text box.

1. Click the Change Layout button at the **top right-hand corner** of a page.

- 2. Click the **gray gear icon** (a) in the center of the text box that you want to edit.
- 3. Click the **Alignment tab**.
- 4. Choose one of the vertical alignments: top, centered, or bottom.

	3	Text Box Pr	operties
	Language	Alignment	Borders & Background
4	Vertical Aligr	iment	
Text Box 🍄			

The "Picture on Left" page layout uses **vertical centering** by default.

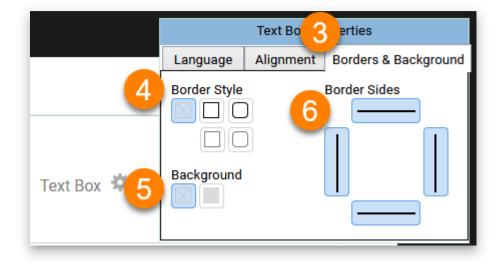


The Borders & Background tab

The **Borders & Background** tab allows you to put a black or grey border around your text box, which will show up on the printed page. Here we see a grey border with rounded corners around the text box.

1. Click the Change Layout button at the **top right-hand corner** of a page.

- 2. Click the **gray gear icon** (a) in the center of the text box that you want to edit.
- 3. Click the **Borders & Background** tab.
- 4. Border Style: select whether the text box will have **no border**, or a **black border**, or a or **gray border**.
 - a. The border can also have **square corners** or **rounded corners**.
- 5. **Background:** select whether the text box will have **no background color**, or a **gray background**.
- 6. Border Sides: choose which sides (if any) of your text box will have a border.



Page Themes Catalog

Bloom offers "Page Themes" that you can apply to your book. This catalog describes each theme and shows you what it looks like.

🖓 тір

Page Themes are available starting in Bloom 6.0

Default

The *default* page theme is a reasonable choice for all books.

This theme uses <u>larger margins</u> for large layout sizes and narrower margins for smaller ones.

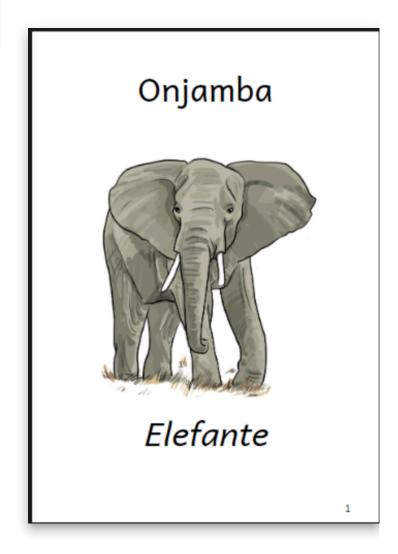
🖓 тір

If you turn off page numbering in the "Default" Page Theme, the page automatically adjusts to give more space at the bottom.



Once there was a cat who lived on the second floor.

A5 Landscape Page using the Default Page Theme, with page numbering on.



A5 Portrait Page using the Default Page Theme, with page numbering on.

Zero Margin Ebook

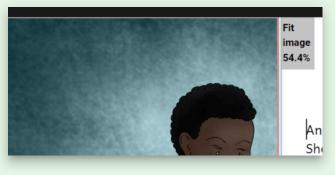
This theme takes advantage of the fact that eBooks don't really need margins. However, like all of Bloom's Page Themes, it uses "smart padding" to keep the text from touching up against the screen edges.

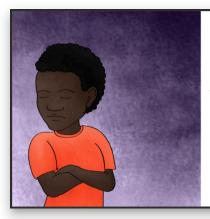
This theme looks best when your images are

- square
- wide (with portrait page)
- tall (with landscape page)

🗘 тір

When you use the Zero Margin theme, it is important that you adjust the image sizer until it says "Fit Image". If you don't do this, the page will look ugly with white margins on the edges of the image.





Tasol Annie i no laik holim bel bilong mama. Em i no laik tingting long nupela bebi.

Device16x9 landscape page using the "Zero Margin" Page Theme, page numbering off.



अस्पताल में उन्होंने उसके पैर को प्लास्टर से ठीक कियाऔर उसे ढेर सारा प्यार दिया।उसे बहुत बेहतर महसूस हुआ।

Device16x9 portrait page using the "Zero Margin" Page Theme, page numbering off.

Rounded Border Ebook

This theme has a rounded border with a page number in a circle.



"Legacy 5.6"

This Page Theme maintains the margins and page numbering from Bloom 5.6 and earlier. You should only use it if you have no other options.

Bloom will automatically use this theme with some older Front/Back Matter packs.

Bloom will automatically use this theme if it detects a customBookStyles.css that is not compatible with Bloom 6.0 and onward.

Format Text

When writing books for people at different levels of reading skill, it is important to choose the right font, font size, line spacing, and word spacing.

(i) NOTE

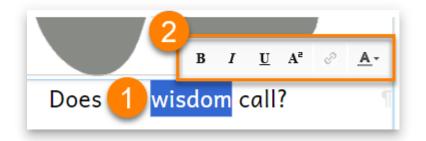
This page talks about formatting strings of text. For help on formatting text styles and text boxes, see Format Text Styles and Format Text Boxes.

Formatting selected text

Bloom lets you easily make a character, word, or phrase **bold**, *italic*, <u>underlined</u>, or superscript. You can also set the color of a portion of text.

Do not use this feature to format <u>all</u> **the text in a textbox!** If you need to format <u>all</u> of the text inside a text box, you should do this by selecting a different text style, or by changing the style characteristics. See <u>Format Text Styles</u>.

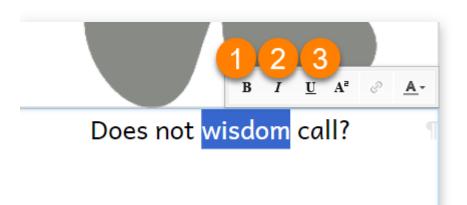
- 1. Select the portion of text you want to format:
 - a. D**ouble-click** a word OR
 - b. Put your cursor next to the portion of text you want to select, then click and drag the mouse over the text.
- 2. When you select some text, six buttons will appear.



3. Click the **button** for the **formatting option** you want.

The formatting buttons

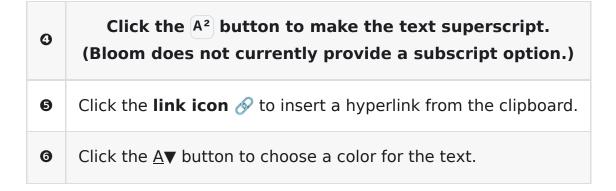
The first three buttons are typical character formatting buttons. These buttons also have keyboard shortcuts.



0	Click the B button to make the text bold	Ctrl + B
0	Click the <i>I</i> button to make the text <i>italic</i>	Ctrl + I
€	Click the $\underline{\mathbf{U}}$ button to make the text <u>underlined</u> .	Ctrl + U

There are three additional buttons:





Format Text Styles

When writing books for people at different levels of reading skill, it is important to choose the right font, font size, line spacing, and word spacing.

For general guidance on choosing font sizes, setting the number of words per page, and other aspects of leveled book design, see <u>Books that Children Can Read</u>: <u>Decodable Books</u> <u>and Book Leveling</u> (Davidson, 2013).

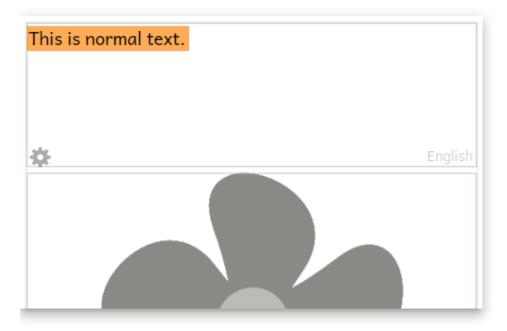
(i) NOTE

This page talks about formatting text styles. For help on formatting text and text boxes, see Format Text and Format Text Boxes.

Text Box Styles

All text boxes in Bloom have a **style** that defines the appearance for all of the text in that box. Here are a few example styles:

Normal (used for standard text boxes):



Big Words:



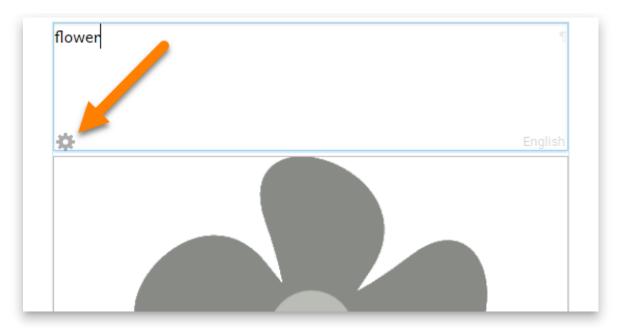
Heading 1:



Change the Style for a Text Box

To change the style for a text box:

- 1. Click on the text box where you want to change the style.
- 2. A blue border will appear around the box, and a small **gear icon** \circ will be displayed in the lower-left corner of the box.



- 3. Click the **gear icon** ©.
- 4. A style format dialog box will appear.

		For	mat		
:	Style Name	Characters	Paragraph	Highlighting	
	Style				
	Normal		*		
_	Don't see what you need? <u>Create a new style</u>				

a. To exit the *Format* styles dialog box, click anywhere outside the dialog box.

- 5. Click on the **Style drop-down**.
- 6. Choose a different style from the list of styles.



Edit a Style

It is also possible to edit a style.

When you edit a style, **all** text boxes in the book with the **same style** will also be modified.

(i) NOTE

Editing a style **only** changes the style for **the book you are editing**. It does **NOT** modify the style for the other books in the Collection.

To edit a style:

- 1. Click on the **gear icon** \odot for a text box.
- 2. Select the style you want to edit from the **Style drop-down**.

flower				
nower		For	mat	
	Style Name	Characters	Paragraph	Highlighting
	Style			
	Normal			
\$	Don't see wh	at you need? (Create a new s	<u>style</u>

- 3. If you would like to create a new style, see Create a New Style.
- 4. Edit the style using the <u>Characters</u>, <u>Paragraph</u>, and <u>Highlighting</u> tabs.

The Characters Style Tab

The **Characters** tab gives you formatting options for characters.

flower		Format	
	Style Name Characters	Paragraph Highlighting	
	Font	2	
* (Spacing		English
	t≣ 1,5 ▼ to _↓ o	lo Normal 🔻	
•	Emphasis B I U	Color	
	This formatting is the d	efault for all text boxes with 'normal' style.	

1. Font: Choose the font to use for the style (from the fonts installed on your computer).

(i) NOTE

Note: Bloom books are meant to be shared, so Bloom provides guidance on the **licensing** of each font. A green check mark means that the font can be freely used in books uploaded to the Bloom Library.

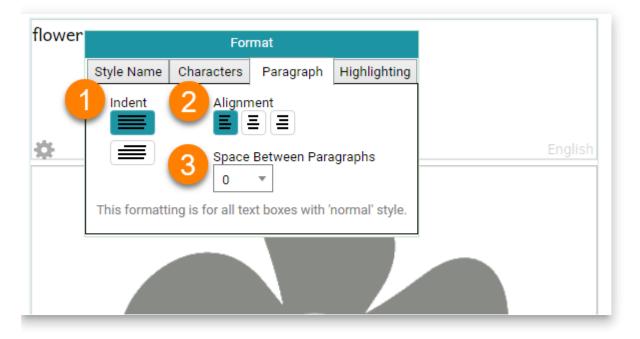
- 2. Font Size: Choose how large the type is.
- 3. **Vertical Spacing:** Choose how much white space there should be between lines of text.
- 4. Horizontal Spacing: Choose how much space there is between letters.
- 5. **Emphasis:** Choose **Bold**, *Italic*, and/or <u>Underlined</u> text as the default for the style.
- 6. **Color:** Set the default color for the style.
- 7. The **Style** you are editing is listed on each tab.

Why Andika?

Bloom uses SIL's <u>Andika</u> font as its default font. Andika is specially designed with the needs of new readers in mind, and has complete coverage of the Latin and Cyrillic scripts. If your language uses a **different script**, you can choose a **different font**. SIL publishes freely available fonts for many scripts at <u>https://software.sil.org/fonts/</u>.

The Paragraph Style Tab

The **Paragraph** tab gives you formatting options for paragraphs.



- 1. Indent: Choose whether the first line of each paragraph should be indented.
- 2. Alignment: Choose whether the text will be aligned to the left, center, or to the right.
- 3. **Space Between Paragraphs: C**hoose how much extra white space will be between paragraphs.

The Highlighting Style Tab

The **Highlighting** tab lets you choose the color of the highlighted text when **Talking Books** are played.

flower	er Format			
	Style Name	Characters	Paragraph	Highlighting
	Choose how to highlight text of style "normal" while its audio is playing:			
*	Background color			
	Text Color			

Create a New Style

You can also create a new style by clicking the Create a new style link.

flower	Format				
	Style Name	Characters	Paragraph	Highlighting	
	Style				
	Normal		Ŧ		
₩.	Don't see wh	at you need? (Create a new s	style	
	<u> </u>				

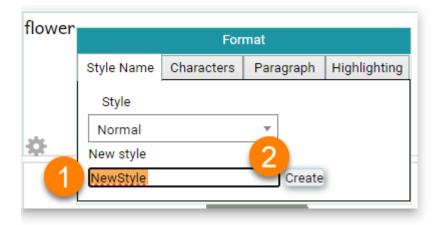
The *Format* dialog box will show you a field where you can type the name of the new style.

1. Type the name of your new style (in the example below, "NewStyle").

(i) NOTE

A style name must contain <u>only</u> letters and numbers. You <u>cannot</u> use spaces or punctuation in a style name.

2. Then click the **Create** button.



Now you can set the Character and Paragraph formats of your new style.

Insert Special Characters

Your language's alphabet or script may include **special characters**, such as \bar{a} , β , and \hat{c} . Normally, you will already have a way to type such letters on your computer. But if you do not, Bloom provides a convenient way to enter the characters that you need.

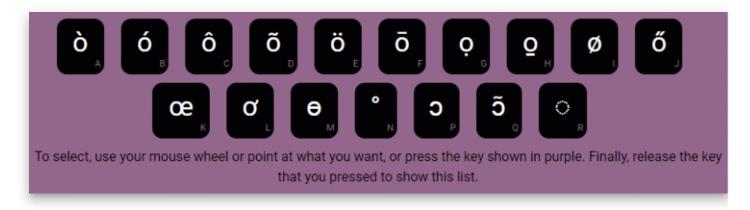
ā ă à á ã ä å ą α ß β ɓ ç ς ć ĉ ċ č ɔ ð đ d d d ɗ

🗘 тір

If your language uses a non-Roman script or regularly uses special characters based on the Roman script, you need a way to type it conveniently. Your operating system may provide a keyboard for your language, or you can use special keyboarding software such as SIL's **Keyman** (<u>https://keyman.com</u>).

How to insert a special character

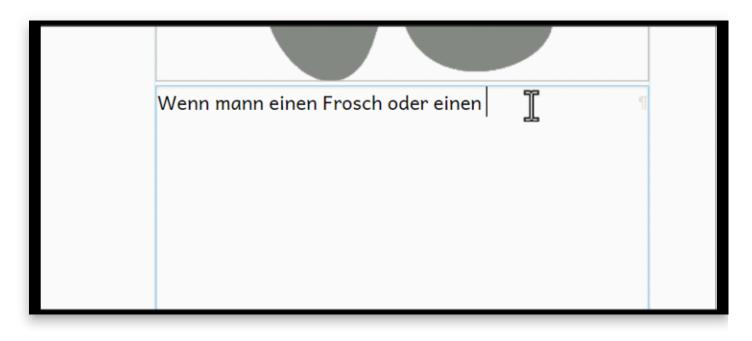
- 1. **Press and hold** the key that has the **base letter** for the special character (for example: "o").
 - a. Keep holding the key down.
- 2. Bloom will display special characters that are variations of the base letter:



3. You can then select the character you need using your **mouse** or the **keyboard**.

Using the mouse

• Click on the character that you want to use:



Using the keyboard

When you press and hold the key, each Special Character for that base letter is assigned a key, which you can press to insert that character. The keys are shown at the bottom right corner in each of the special character boxes.

• Press the **keyboard letter** that appears in the **Special Character box.**



(i) NOTE

For special characters that you use frequently, you can memorize the key that goes with that character. For example, the keys to press for the special character **ö** would

- 1. Press and hold down the ${\bf O}$ key.
- 2. *Press* the **E** key.

Images in Bloom

(i) NOTE

More info coming soon...

Images are often important to include when writing books, especially materials for readers in the early grades.

Add an Image

Image Buttons

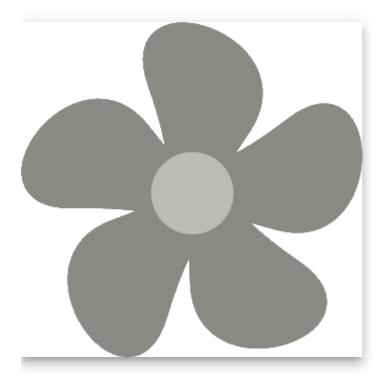
Image Copyright and License Information

Motion Tool: Add Motion to your Images

Add an Image

Bloom gives you multiple ways to add images to your books.

Bloom has a unique design to show where you can add an image. Whenever you see a **placeholder** with an image of a flower, you can insert an image.



(i) NOTE

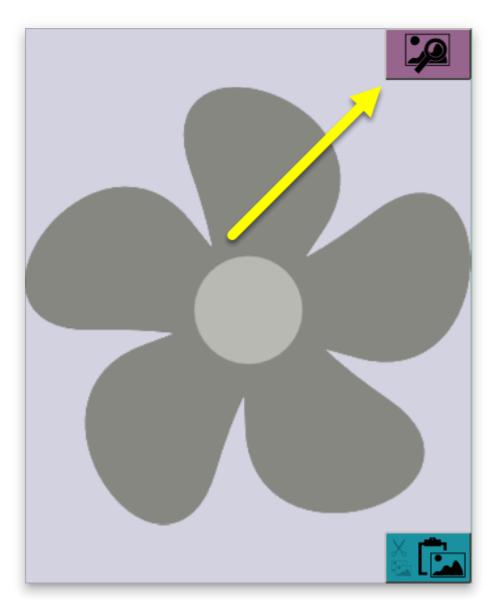
The placeholder image is never printed in the published form of a book. If you do not replace the placeholder flower with another image, the published book will have a blank space there.

Using the Image Toolbox

Bloom allows you to add images using several methods. Most of them use the **Image Toolbox**.

To access the Image Toolbox:

- 1. Hover your mouse over the an image box.
- 2. Click the **Change Image** button that appears.



(i) NOTE

You can open the Image Toolbox by clicking the **Change Image** button even if you have already replaced the placeholder with an image.

The Image Toolbox gives you several methods for inserting images:

Image Toolbox	1 2 3 4
Get Picture	Image Galleries Scanner Camera File
<u>-</u>	Image Galleries
Crop	P English ▼
	In the box above, type what you are searching for, then press ENTER. The search box is currently set to English

- 1. **Image Galleries** are searchable collections of images in a special format that Bloom understands. You can <u>install the free Art of Reading collection</u> from SIL International, or you may have another image collection available to you.
- 2. A **scanner** directly attached to your computer.
- 3. A **digital camera** directly attached to your computer.
- 4. A **file** in your computer's file system.

We will focus on the Image Galleries and File methods below.

Add an Image From an Image Gallery

In this section, we will show how to add an image from the free **Art of Reading** image gallery from SIL International. (If you do not have the Art of Reading installed, you can find instructions on how to install it in <u>Install Art of Reading</u>.)

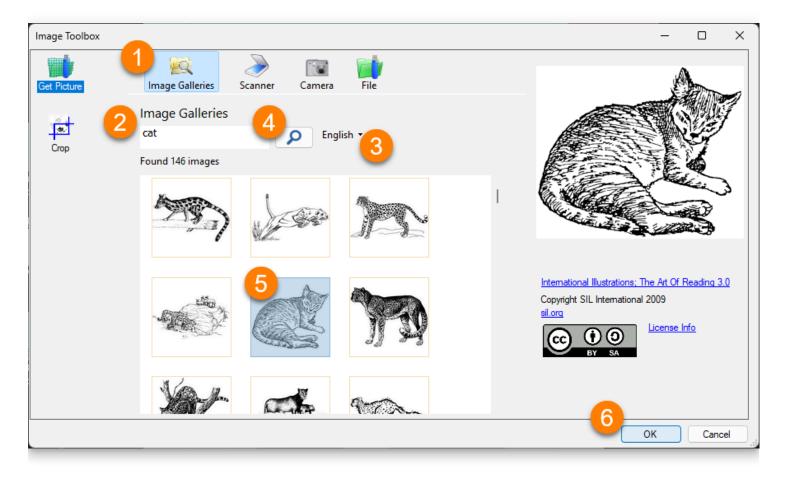
- 1. In the Image Toolbox, click on the Image Galleries tab.
- 2. Type a **keyword** into the search box.

(i) NOTE

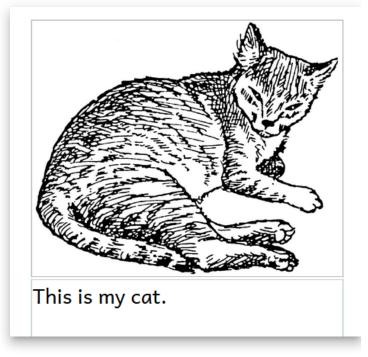
The Art of Reading images are searchable in English, Arabic, Bislama, Chinese, French, Hindi, Indonesian, Portuguese, Russian, Spanish, Swahili, and Thai.

Search terms can be in any of the languages listed above.

- 3. To change the language you are using to search, click the drop-down arrow next to the name of the search language. For instance, if your search term is "cat", the search term language should be "English".
- 4. Click the **search icon** (or press the **Enter** key). Bloom will show you all the images that have been tagged with that keyword.
- 5. **Select an image** from the results returned.
- 6. Click **OK** to insert the image into your book.



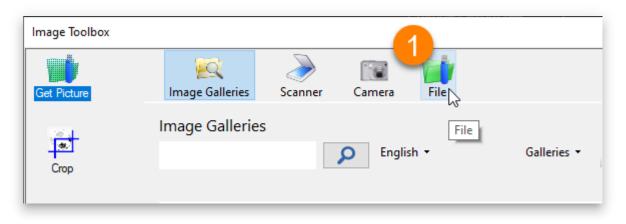
Bloom automatically changes the size of the image so that it fills up the box where the image has been placed.



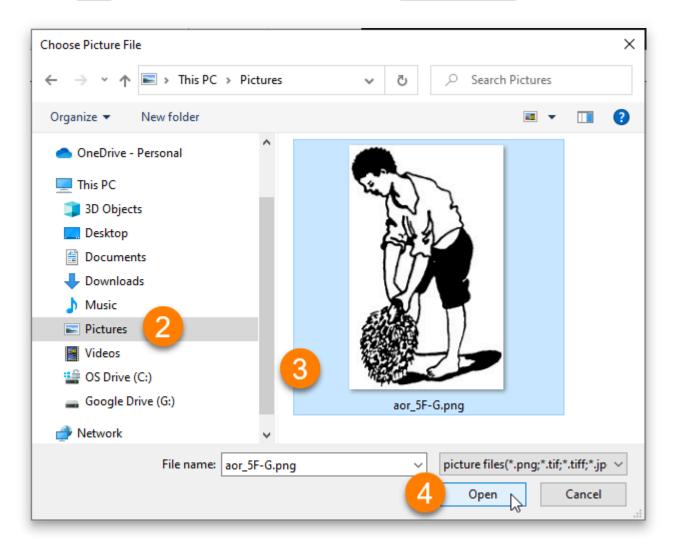
Add an Image From a File

You can use the Image Toolbox to browse to any location on your computer where an image is stored and insert it. Here are the steps to do this:

1. Click File in the Image Toolbox. Bloom will open a standard file browsing window.



- 2. Go to the **folder** where the picture is stored (for example: the Pictures folder).
- 3. Click on an **image** to select it.
- 4. Click **Open**. Bloom will show the image in the Image Toolbox.



5. Click **OK** to add the image to your book.



(i) NOTE

If you need to crop an image, see Crop an Image.

Crop an Image

Sometimes an image has extra elements that you do not want to include in your book. Any time that you cut down an image to show less of it, you **crop** the image. You can use the Bloom Image Toolbox to crop your image.

(i) NOTE

Bloom does not provide any other tools for editing images. If you need to edit your images, use an image editing program and then add the image to Bloom.

- 1. Click the **Crop** button on the left side of your **Image Toolbox**. Bloom will highlight the image, with four grey **crop bars** along the borders.
- 2. **Click and drag** the **four crop bars** toward the center of the image to change how much of the image will show in your book.
- 3. Click OK to add the image to your book.

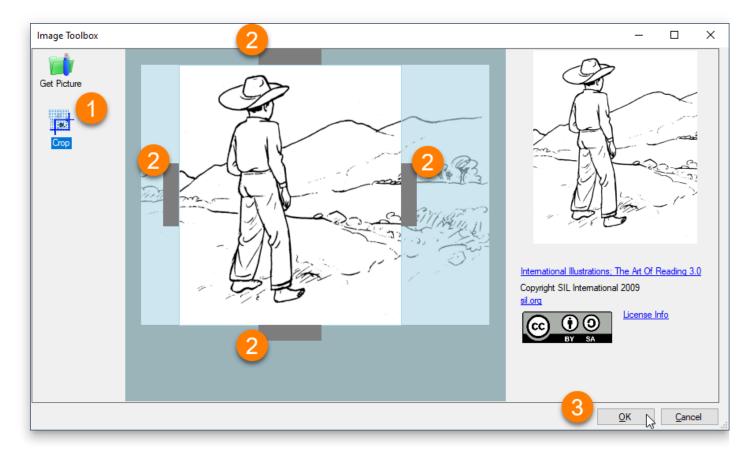
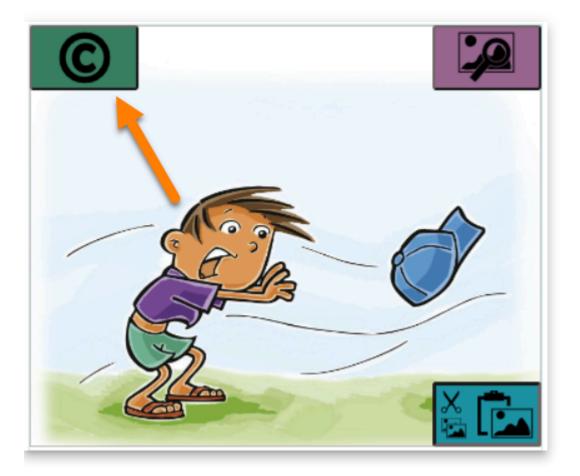


Image Buttons

When you place your cursor over an image, three buttons appear in the corners of the **image container** (the box on the page that holds the image).

Credits, Copyright & License

In the upper-left is the Edit Image Credits, Copyright, & License button. Clicking this button will open the image copyright and license dialog box (see Image Copyright and License Information):



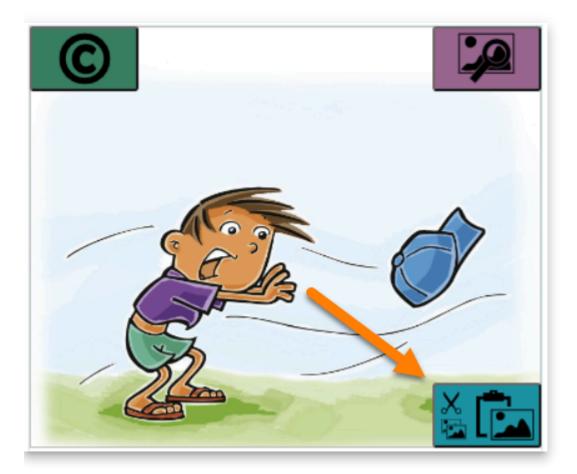
Change an Image

In the upper-right is the Change Image button. Clicking this button will open the Image Toolbox (see Add an Image):



Cut and Paste an Image

The last three buttons are combined in one block in the lower right corner:



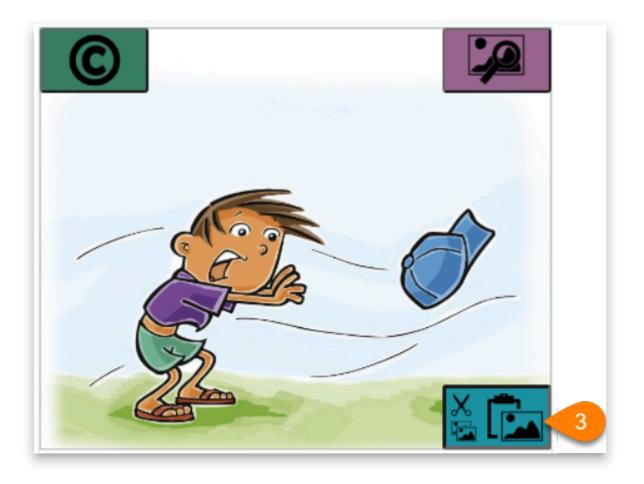
1. The Cut Image button will remove the image from the image container and place it in your computer's clipboard:



2. The Copy Image button will leave the image in its place, and also put a copy of the image on your computer's clipboard:



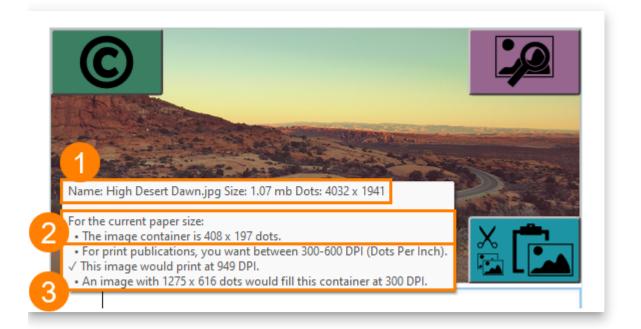
3. Paste Image: The Paste button will paste an image on your computer's clipboard into the image container:



The Image Information Panel

After you insert an image into a page, Bloom can show you a panel of information about the picture and the image container it fills.

To see the image information panel, hover your mouse over the image:



Here are the parts of this information panel:

1. Information about the image: its filename, disk size, and dimensions.

(i) NOTE

In the example above, the image is in a file called "High Desert Dawn.jpg", which is 1.07 megabytes (mb) in size. The image is 4,032 dots (pixels) wide and 1,941 dots (pixels) in height.

- 2. **Information about the image container:** The image container is the box on the page that is filled by the image. In this example, the image container is 408 dots (pixels) wide and 197 dots (pixels) high. (Note that the image container size is specific to the paper size: if you increase the paper size, Bloom will make the image container larger to fill the page.)
- 3. **Information about the image in the image container:** Bloom reminds you that for print publications, the image should print at 300-600 dots per inch (DPI). Bloom also tells you the resolution at which this image will be printed, and the optimal pixel size for the image.

(i) NOTE

In this example, the image will print at 949 DPI — more than enough. (In fact, the image could be reduced to a pixel size of 1275×616 , which would reduce the disk space occupied by the book without sacrificing quality.)

Resize an Image on a Page

Bloom automatically resizes an image to fill the box where you place it. You can change the size of an image by changing the size of the image box that holds it.

- Place your mouse cursor at the edge of the image box.
 A red line will appear.
- Click and drag the red line. Bloom will automatically adjust the size of the image box and the other elements (usually a text box) on the page.

(i) NOTE

Bloom helps you choose a consistent size for the image box by making it easy to pause at certain points, such as 1/3, 1/2, and full width.



Image Copyright and License Information

Bloom lets you record copyright and licensing information for **each** image in your book.

() INFO

It is very important that each image in your book have accurate copyright and licensing information! This is **especially** important if you want to share your book with others or publish it on Bloom Library.

For more information on copyright and licensing, see <u>Permission to Publish</u>: <u>Copyrights, licensing, and attribution in Bloom Library</u>.

If an image does not have copyright and licensing information, Bloom will show a red question mark in the image's upper left-hand corner.



Add Copyright and License Information

To add copyright and license information to an image, do the following:

- 1. Hover your mouse over the **red question mark** ?.
 - Then click on the **green button** that appears. Bloom will show you the Copyright and License dialog box.



2. Illustrator/Photographer: Type the name of the **illustrator or photographer** (optional).

(i) NOTE

This is a field for the **illustrator or photographer's name**, which may be different from the copyright holder's name.

- 3. Copyright Year: Type the **copyright year** for this image.
- 4. Copyright Holder: Type the name of the **copyright holder**.

opyright and l		
COPYRIGHT	LICENSE	
Illustrator/Photograp	her	
Copyright Year* —		
2023		
Copyright Holder *		
Harvey Bloom		

- 5. Click OK to add the information to your image
 - a. Or click on the LICENSE tab to change the license information.

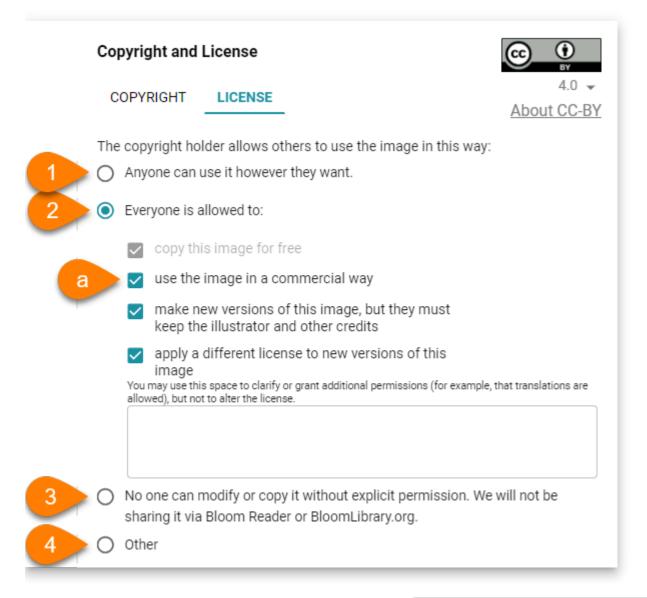
Copyright and License	All Rights Reserved
2 Illustrator/Photographer	
Copyright Year * 2023	
Copyright Holder*	
4 Harvey Bloom	
	OK CANCEL

License Information

(i) NOTE

License information is optional: Bloom adds an **All Rights Reserved** license by default.

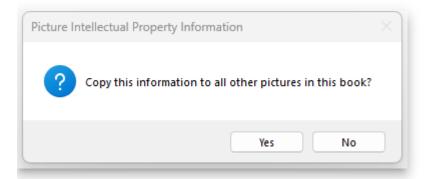
There are multiple license options for images:



- 1. To let anyone use this image freely, choose Anyone can use it however they want.
- 2. You can also share with a <u>Creative Commons CC-BY</u> license.
 - a. Check/uncheck the checkboxes to customize the Creative Commons license for this image.
- 3. By **default**, Bloom will **restrict** this image from being modified or copied.
- 4. Other: You can also set your own license, but this is discouraged because they are difficult to write, interpret, and enforce.

Apply Copyright and License Information to All Images?

After you click OK, Bloom will ask you if you want to apply the same copyright and license information to **all** the images in your book:



- Click Yes if you want to apply the same copyright and license information to **every** image.
- Click No if some images have **different** copyright and license information.

Add Image Credits to Your Book's Title Page

You can easily add a summary of the copyright and license information for **all** the images in your book to the Title Page.

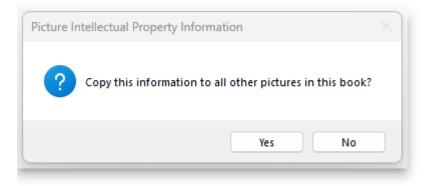
- 1. Go to the **Title Page** for the book.
- 2. Click on the information **i** tab in the **Contributions bubble** (on the right-hand side).
- 3. Click on the Paste Image Credits link.
- 4. Bloom will gather the image credit information you have provided for all the images in the book and put it in this box in summary form.

Pages	1 French Tibetan
Inside Front Title Page	The Moon and the Cap Book title in English Spanish Book title in Spanish
Cover	Written by Noni Illustrations by Angie and Upesh French translation by Annie Marois and Marie-Claude Tardif The contributions made by writers, illustrators, editors, edi
	Images by Angie and Upesh, © 2007 Pratham Books. CC BY 4.0. Use this to acknowledge any funding agencies.

Copy Metadata to All Images in a Book

To **copy** copyright and license information to **all images** in a book, follow these steps:

- 1. Open the copyright window for the image you want to copy information from.
- 2. Check the Copyright and License tabs information is correct.
- 3. Click OK.
- 4. Bloom will ask you if you want to apply the same copyright and license information to all the images in your book:



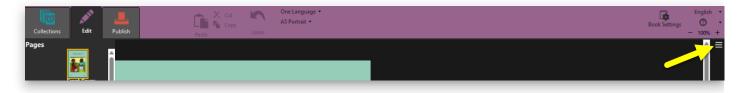
- Click Yes if you want to apply the same copyright and license information to **every** image.
- Click No if some images have **different** copyright and license information.

Motion Tool- Add Motion to your Images

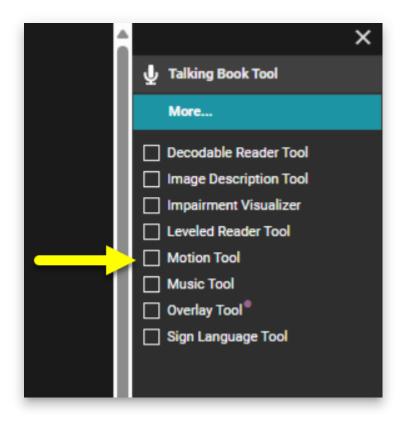
The Motion Tool in Bloom allows you to add simple motion to an otherwise still picture in your book. This tool enables you to create a **pan and zoom effect** from one part of the image to another. You can add motion to the first picture on each inside page of your book. This tool is particularly useful for creating engaging and dynamic content that can be viewed using the Bloom Reader app.

Steps to Use the Motion Tool

- 1. To show the **Motion tool**, open the book you want to work on in the Edit tab.
- 2. On the far right of the Bloom window, click on the Menu button.



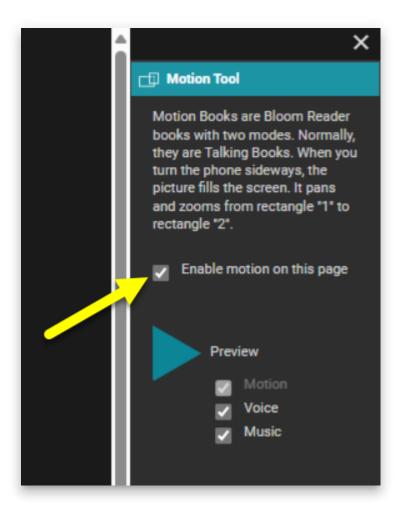
3. Click the More... tab to bring up more options



4. Select the Motion Tool.

Using the Motion Tool

- 1. In the Pages pane, click an inside page that has a picture on it.
- 2. Click the Motion Tool tab in the toolbox.
- 3. In the Motion Tool tab, do one of these steps:
 - a. Clear the check box for **Enable motion on this page** if you do not want to add motion to the picture on the current page. Then, click another inside page and repeat these steps.
 - b. Select the check box for **Enable motion on this page** if you want to add motion to the picture on the current page. Then, proceed with the following steps.



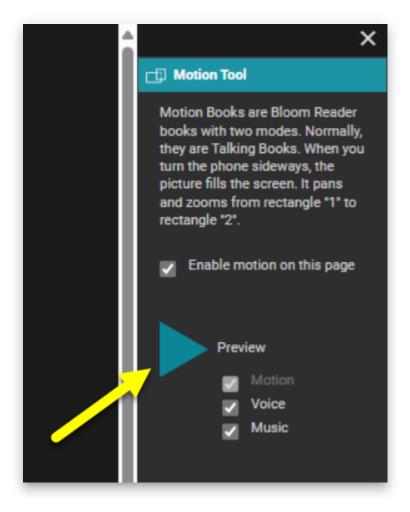
- 4. Click the picture that shows the rectangles.
 - a. Rectangle 1 indicates the area in focus when the motion begins.
 - b. Rectangle 2 indicates the area in focus when the motion finishes.





- 5. Reposition and resize these rectangles as desired. To reposition, click and drag a rectangle by a numbered corner. To resize, click and drag the lower right corner, or move your mouse pointer over a line, then click and drag the double-headed arrow.
- 6. Preview the motion:

- a. Select the **Voice** checkbox if you want to hear the recorded audio during the preview.
- b. Select **Music** checkbox if you want to hear the music during the preview.
- c. Click **Preview** to start a preview. The Preview button changes to a pause button.



- d. Reposition or resize the rectangles as needed.
- 7. Click another page until all of them have motion or a cleared **Enable motion on** this page check box.

Tips for Using the Motion Tool

- If you change the page size and orientation or choose a different layout after setting the rectangles, you should preview them again. Reposition or resize them if necessary.
- You may notice odd results if only some of the sentences on a page have recorded audio or you have cleared and re-recorded the audio for one sentence in a paragraph. If you see odd results, clear and record the audio again. Then, reposition or resize the rectangles.

By following these steps, you can effectively use the Motion Tool in Bloom to create more dynamic and engaging visual content in your books.

Publish Books in Multiple Languages- Two Methods

Several organizations like to publish their books to the Bloom Library in *multiple languages*. We encourage this, but also want to outline two different workflows or approaches and discuss the resulting ramifications of using each approach.

Method 1

Publish one single book to Bloom Library which contains multiple embedded languages for your original title

Advantages:

- There is only one book folder on your computer to manage for each original book title.
- When published to Bloom Library, your book will automatically become visible in all of the embedded languages.
- It is easy to "tweak" your book and republish it just once, and for that to immediately affect *all* versions of your book in the various languages on Bloom Library.
- The Bloom Reader version of your book (online or offline) can be viewed in any of the published languages and switched using the built-in language chooser.

Disadvantages:

- The online PDF of the book will only be available in a single language.
- The exact same structure of the book sizing of images and number of pages must suit all of the languages.

🖓 тір

Regarding the "tweaking" mentioned above, if your book is not yet ready to show to the entire world, mark the book as a draft.

Legitimate "tweaking" of an already published Bloom book might include things like adding or improving the audio narration, or perhaps adding a forgotten book acknowledgment, or some other minor change.

Method 2

Publish one source language book, and then create derivative copies of the book in other languages

Advantages:

- An online PDF will be available for *each* language.
- The structure of the book sizing of images and number pages can be adjusted to suit each individual language.

Disadvantages:

• You cannot easily "tweak" all versions by republishing once since there are multiple copies of the book which each need to be corrected.

Now that you understand the advantages and disadvantages of these two methods, let's talk about how your workflow would differ for each method.

See Workflow for Method 2.

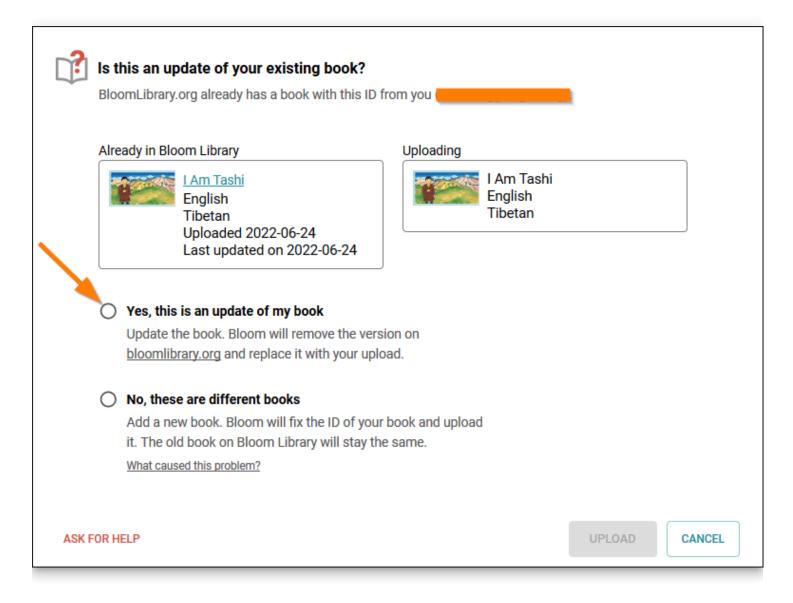
Workflow for Method 1

For this method, you will create just *one* Bloom collection on your computer which will serve as a "master" collection and it will hold *all* of your books in *all* the languages you desire. When you wish to Edit a book in a different language, you will simply switch languages in your collection's Language Settings. Bloom will then reboot and open your collection in the new language.

Repeat this process until you have completed adding all the languages you desire for a given book.

Once you are ready to publish your book, set your language setting back to the language you want the book's PDF available in.

Click Publish, then Web. Under Upload Text, select the check boxes for each language you want to become available for your book and be sure to select Narration if you want your audio to become available. If, at a later date, you need to update your book for any reason, you will need to upload the book again. When you do so, Bloom will present a screen showing the book already in Bloom Library compared with the one you are uploading. If the thumbnail and title match, then click on "Yes, this is an update of my book".



Workflow for Method 2

In Bloom, create a separate Bloom collection for *each* language your organization is working with.

Then, for each new book you author, you will need to decide which language will be considered the "source" or the "original" language for the book in question. That language choice need not be the same for each book, but if you think you will sometimes be using (say) English as the "original" language for one title, and (say) "French" for some other title, then you will need some system to keep track of where your original book is located, otherwise, you may run into some confusion should you need to revise your book at a later date. Once you've decided the language choice for your new book, open the corresponding language collection and create a new book in that collection. When completed, upload your book to the Bloom Library.

Versions of that book in other languages can then be done by you (or someone else in your organization) by downloading that book from the Bloom Library into the appropriate language collection and translating it. This book is called a "derivative" and Bloom assigns this "derivative" a unique book ID, different from the original book. So, when this "derivative" is uploaded to the Bloom Library for the first time, it will not replace the original – it will stand on its own.

Publish to PDF

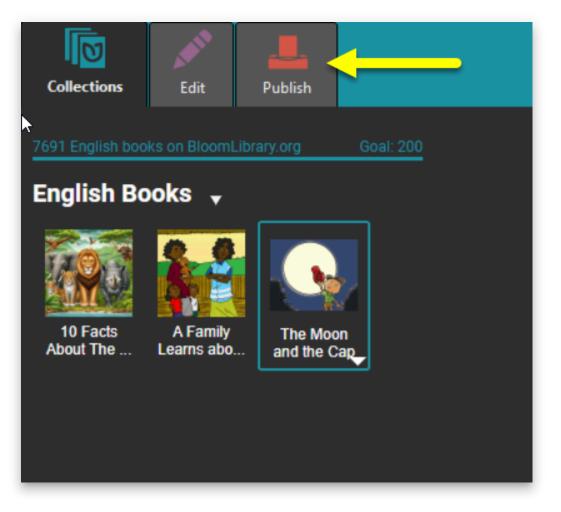
Publishing your Bloom book as a PDF file allows you to easily print or share your book.

🖓 тір

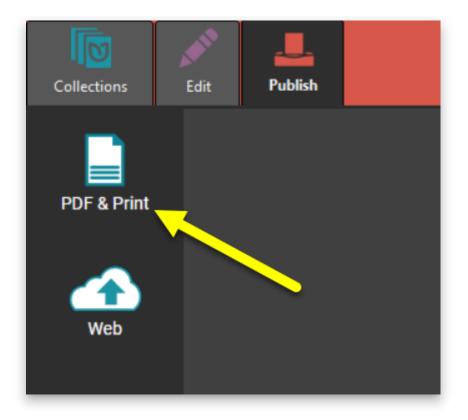
Digital Publishing: Please note that a PDF cannot contain a video, only a still image. So, if your work contains videos, consider digital publishing options like BloomPUB or ePUB.

Steps to Publish Your Book as a PDF file

1. In the **Collections** tab, click the book you want to publish. Then, click the **Publish** tab.



2. In the left pane, choose PDF & Print



- 3. In the right pane, choose one of these options:
 - **Simple**: Creates a simple PDF file of the entire book.
 - **Booklet Cover**: Creates a PDF of only the cover pages. This is useful if you want to print the cover separately for instance, on heavier-stock paper.
 - **Booklet Insides**: Creates a PDF of the inside pages, arranged for easy booklet folding and stapling.

	Ē
A s	Simple imple PDF instead of a booklet.
	Booklet Cover
The o	cover, ready to print on colored er.
	Booklet Insides
wher	inside pages, re-arranged so that n folded, you get a booklet ready aple.

If the page size and orientation don't allow a booklet format, the **Booklet Cover** and **Booklet Insides** options will not be available.

4. In the center pane, a preview of the PDF file will appear.

(i) NOTE

The preview pane includes a number of toolbar controls:

a. Click **Contents** to hide or show the table of contents (if your book has a table of contents).

- b. Click the minus or plus signs to **zoom out** or **zoom in** on the displayed page.
 (You can also use the keyboard shortcuts **Ctrl + Minus** or **Ctrl + Plus**.)
- c. Click **Fill width** to make the pages fill the center pane. (Use Ctrl + \ as a shortcut.)
- d. Edit the **page number** in the box. Use Ctrl + Alt + G to select and edit the page number.
- e. Click **Page view** and choose to display one page or two pages. For two pages, you can show the cover page separately.

f. Click to open a search box and type the word(s) you want to **find**.



5. **Prepare for Printshop** (Optional; requires Bloom Enterprise) If you have a Bloom Enterprise subscription, you can take advantage of additional features to prepare your book for professional printing

Full Bleed: This adds a bleed box to the pages. (Note that this is available only if your book was created using the `Paper Comic Book` template, or your Enterprise subscription includes Full Bleed.)
CMYK: Convert the color space of your book from RGB to CMYK. The current options are `None` (which keeps the colors in RGB) or `U.S. Web Coated (SWOP) v2`.

6. Save the file or print it directly.

Related Topics

- Publish tab tasks overview
- Save PDF file

Publish to the Web on Bloom Library

Publish to the Web on Bloom Library

Bloom was made for sharing! By sharing your work on <u>BloomLibrary.org</u>, you can make your content accessible to anyone with an internet connection. Whether you're sharing educational resources, stories, or instructional materials, publishing to the web makes your book available in multiple formats, increasing its impact.

Before You Begin

- Ensure you have an active internet connection.
- Ensure that you have an account on bloomlibrary.org
- Check your Bloom Enterprise Status if you want your book to appear in a specific Bloom Library collection.

How To Publish Your Book to Bloom Library

- 1. Click the Publish tab.
- 2. Select Web.

Collections	English • ⑦ •
PDF & Print Publish to Web Let speakers find your books in <u>Bloom Reader</u> and on <u>BloomLibrary.org</u> .	
Veb BloomPUB Confirm Metadata Moon and the Cap pyright © 2007, Pratham Books Summary	Text Languages

Set options

Next, you can set some options for the book you will upload.

- 1. **Select the languages** you want to include in your book by checking or unchecking the boxes in the Text Languages section of the right-hand pane.
- 2. **Select the book features** you want to include by checking or unchecking the boxes in the Features section of the right-hand pane.

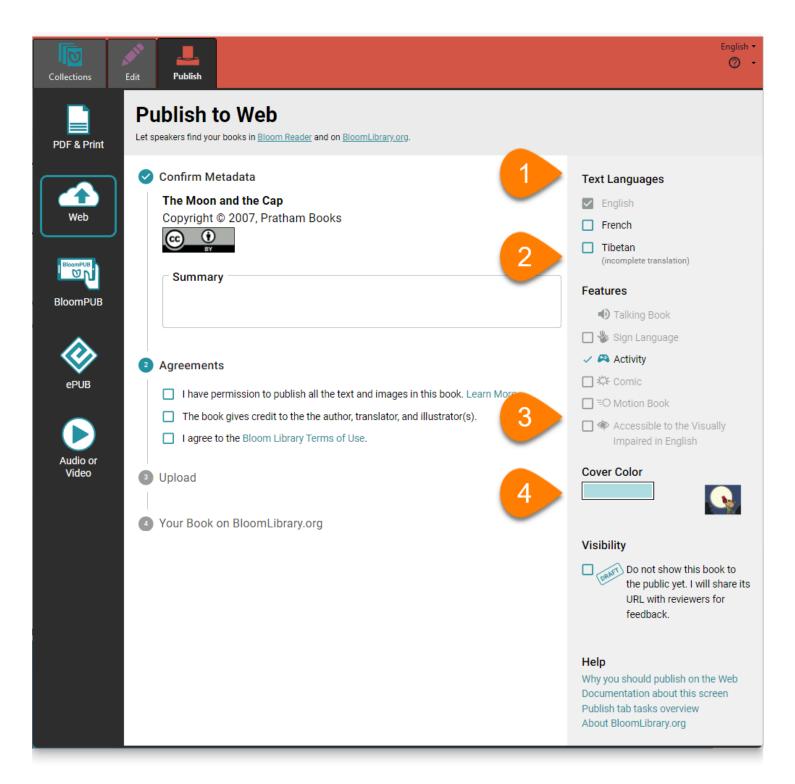
(i) NOTE

Only languages and features you have included in your book can be checked: if you have not used any of the features shown, all of them will be inactive.

- 3. Cover Color: Choose a color for the cover of the book (optional).
- 4. **Visibility:** Select **DRAFT** if you only want those with the URL to see the book.

(i) NOTE

Once you're ready to make your book public, you can re-upload it with the "Draft" option cleared, or change the Draft setting in the Bloom Library website.



Upload your book

Finally, you can upload your book!

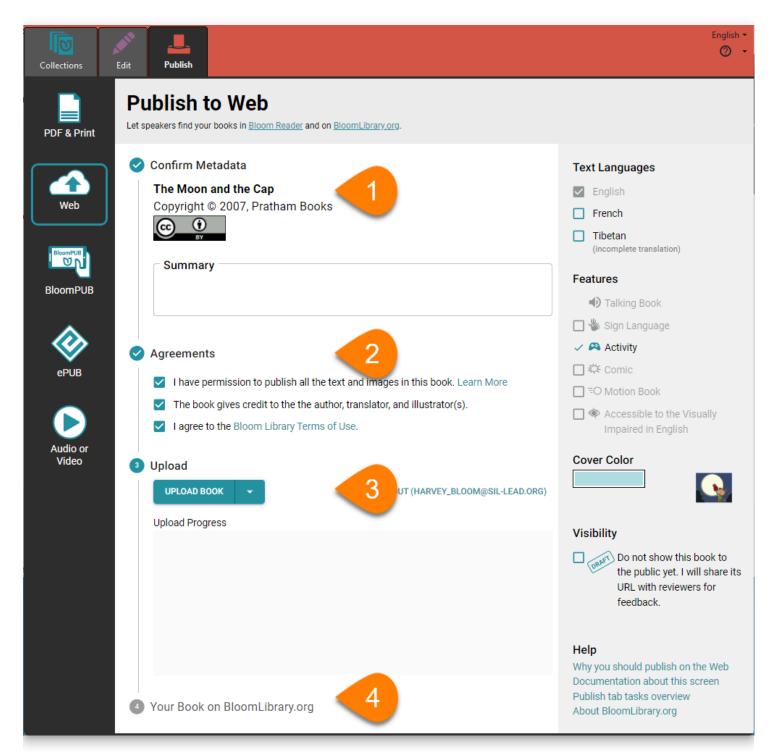
- 1. Confirm Metadata: Ensure all metadata is accurate and add a book summary.
- 2. Agreements: Read and agree to the necessary statements.
- 3. Upload
 - Ensure that you are logged in to your bloomlibrary.org account

• Click UPLOAD BOOK

(i) NOTE

Bloom Enterprise customers can choose whether to upload a single book, the entire collection, or a folder of collections.

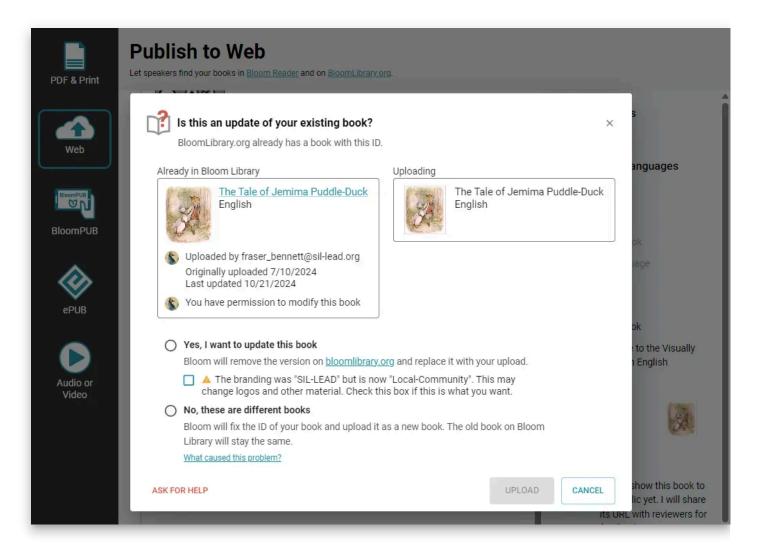
 Your book on BloomLibrary.org: Bloom will show you a link to your book's page on <u>bloomlibrary.org</u>. Click the link, and Bloom will open your web browser and navigate to the page. There you can view and manage your book.



Updating a book on Bloom Library

If Bloom Library already has a book with the same ID number, you must specify whether the book you are uploading is an update to the existing book, or a different book.

- Choose Yes, I want to update this book if your book is a new version of the book that is already in Bloom Library. Your new book will replace the older version.
- Choose No, these are different books if you are uploading a different book. Bloom will assign a new ID number to your book and add it to the library. The older book will remain in the library.



Managing Your Published Books on bloomlibrary.org

You can manage your book from the <u>bloomlibrary.org</u> site. You can:

• Set or clear the "Draft" status of a book

- Show or hide which download formats are available to others (PDF, ePUB, or BloomPUB).
- Delete your book from Bloom Library.

Note that you must be logged in to your <u>bloomlibrary.org</u> account to manage your book. For more details see <u>My Books</u>.

Publish to BloomPUB

BloomPUB is Bloom's own format for viewing digital books on Android and Windows devices. BloomPUB faithfully reproduces all the features of Bloom Editor, including Talking Books, sign language books, books with multiple languages, motion, and activities.

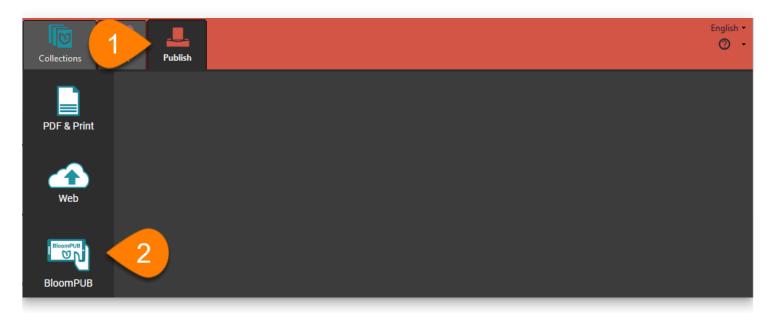
(i) NOTE

For more information on BloomPUB and how it differs from the widely-used ePUB standard, see <u>BloomPUB vs. ePUB: What's the Difference</u>.

How to make a BloomPUB file

To make and share a BloomPUB of a book, select the book you want to publish. Then:

- 1. Click the Publish tab.
- 2. Click BloomPUB in the left-hand pane.



Set Options and View Preview

Next, you can set some options for the book you will upload.

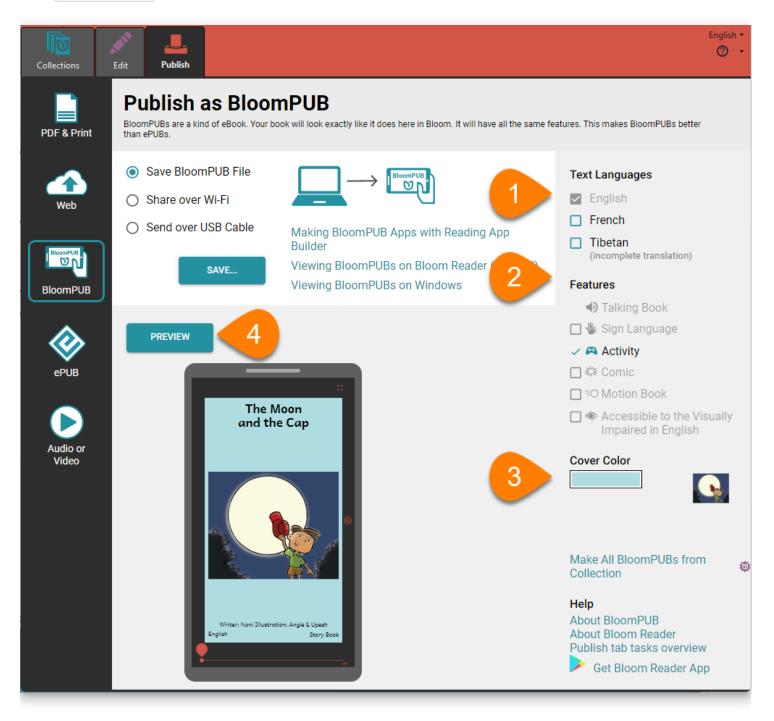
1. **Select the languages** you want to include in your book by checking or unchecking the boxes in the Text Languages section of the right-hand pane.

2. **Select the book features** you want to include by checking or unchecking the boxes in the Features section of the right-hand pane.

(i) NOTE

Only languages and features you have included in your book can be checked: if you have not used any of the features shown, all of them will be inactive.

3. Cover Color: Choose a color for the cover of the book (optional).



1. Click PREVIEW to view a preview of your book (optional, but recommended)

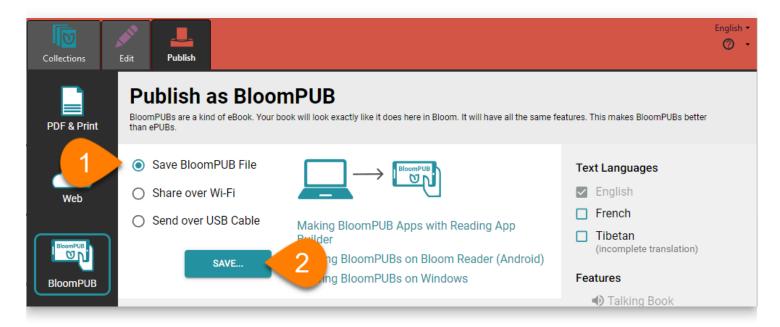
Sharing Your BloomPUB

Bloom gives you multiple ways to share your BloomPUB book.

Save BloomPUB file

The surest way to share a BloomPUB book is to save it as a file. Then you can send the file to someone else by email or WhatsApp, save it to an SD card, or any other way you can share a file. You can also view the BloomPUB file on a Windows computer by using the BloomPUB Viewer application.

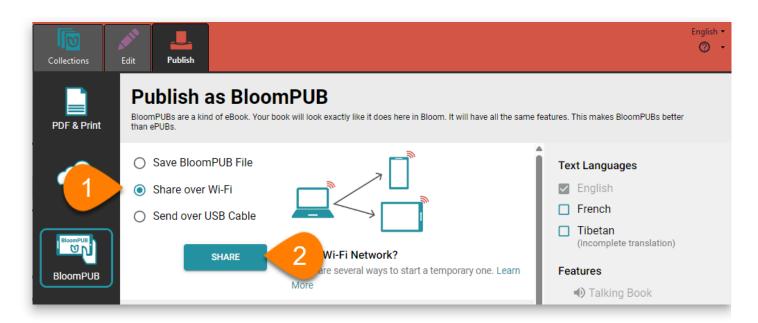
- 1. Click Save BloomPUB File in the center pane of the Publish tab
- 2. Click SAVE... to save the BloomPUB file to your computer



Share a BloomPUB over Wi-Fi

You may be in a setting where other users can connect to a temporary wi-fi network—for instance, if you are leading a workshop. Bloom can use your computer's Wi-Fi to create a temporary network for sharing a BloomPUB book.

- 1. Click Share over Wi-Fi
- 2. Click SHARE



a. Important Note:



If your computer's firewall software prevents you from sharing by Wi-Fi, see <u>Share a BloomPUB Over Wi-Fi (Firewall Permissions)</u>.

3. You should see a window like this:

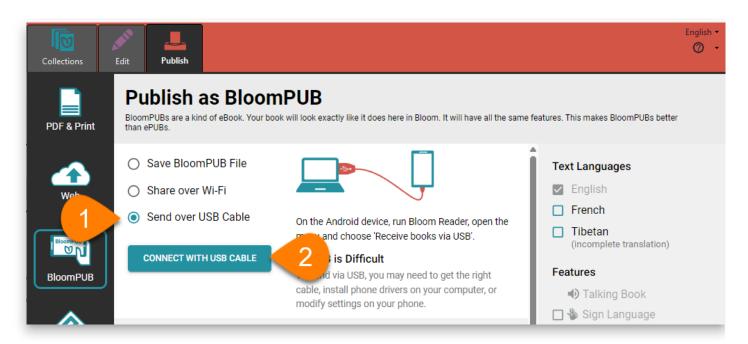
Publishing	
On the Android, run Bloom Reader, open the menu and choose 'Receive Books vi WiFi'. You can do this on as many devices as you like. Make sure each device is connected to the same network as this computer.	
The layout of this book is currently "HalfLetterPortrait". Bloom Reader will display it using "Device16x9Portrait", which may cause text to scroll. To see if anything needs adjusting, go back to the Edit Tab and change the layout to "Device16x9Portrait". Advertising book to Bloom Readers on local network	
COPY TO CLIPBOARD STOP PUBLISHING	

4. Follow the steps in <u>Receive books via Wi-Fi</u> to receive the book on your Android device.

Share a BloomPub over a USB cable

You can connect an Android device to your computer with a USB cable and save your BloomPUB directly to the device.

- 1. Click Send over USB Cable
- 2. Click CONNECT WITH USB CABLE



a. Important notes:

The Android device must have the <u>Bloom Reader App</u> installed. Some Android phones do not allow file transfer with a USB cable. If you are unable to transfer via USB, check the drivers on your computer, the settings on your phone, or try to transfer the BloomPUB file another way.

3. Follow the steps in <u>Receive books via USB</u> to receive the book on your Android device.

Share a BloomPUB Over Wi-Fi (Firewall Permissions)

In Bloom, when you Publish your book to BloomPUB, there are three available publishing options:

- Save BloomPUB File to your computer
- Share over WiFi to an Android device
- Send over USB Cable to an Android device

The second option allows you to share your BloomPUB to an Android device which has Bloom Reader installed on it.

When you do this action for the very first time, the "<u>Firewall</u>" on your computer will initially block the action.

For example, Windows Defender Firewall will show the following alert:

💣 Windows Secu	urity Alert		\times	
Windows Defender Firewall has blocked some features of this app				
Windows Defender Firewall has blocked some features of Bloom on all public and private networks.				
M	Name:	Bloom		
	Publisher:	SIL		
	Path:	C: \users \colin \appdata \local \bloombetainternal \app- 5.4.3068 \bloombetainternal.exe		
Allow Bloom to com	municate on the	se networks:		
Private networks, such as my home or work network				
Public networks, such as those in airports and coffee shops (not recommended because these networks often have little or no security)				
What are the risks of allowing an app through a firewall?				
		Allow access Cancel		

To allow Bloom to share books over Wi-Fi to devices (phones or tablets), you need to click the "Allow access" button. You may need to do this once for each new version of Bloom you install.

Publish as ePUB

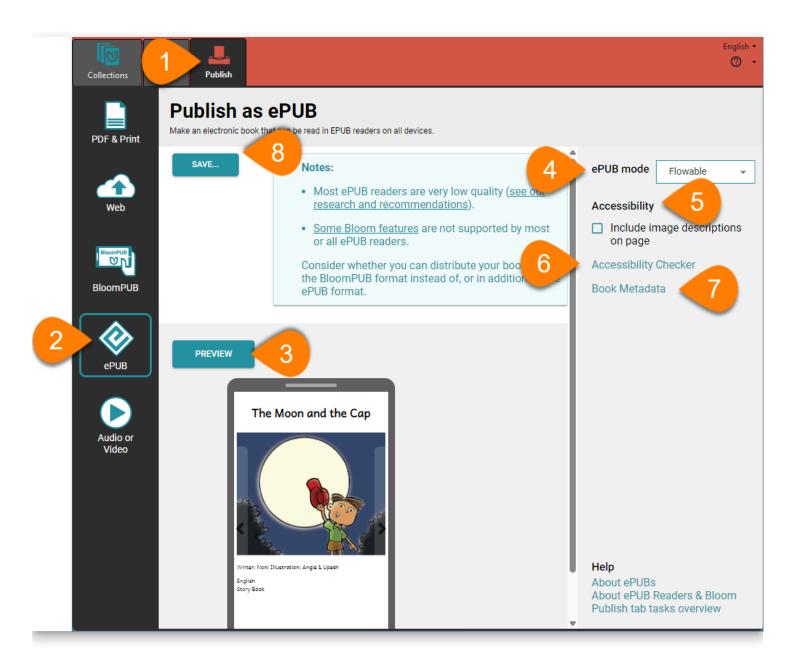
Creating an ePUB version of your book allows it to be read on various electronic devices, including smartphones, tablets, and computers. This flexibility helps you reach a wider audience and ensures that your content can be accessed anytime, anywhere. ePUB files are compatible with a range of ePUB readers, allowing for a more personalized reading experience. Depending on the device and reader, users can adjust text size, layout, and even enjoy added features like recorded audio.

(i) NOTE

The ePUB format is widely used, but many ePUB reader applications are of low quality, and some Bloom features are not supported by ePUB readers. You may want to consider whether you can distribute your book in the BloomPUB format instead of, or in addition to, the ePUB format. See <u>BloomPUB vs. ePUB</u>: What's the Difference for more details.

Steps to Create an ePUB

- 1. Open the Publish Tab.
- 2. Select ePUB.
- 3. Click the **PREVIEW** button to see a preview of your book (optional).
- 4. Click the ePUB Mode control and choose between Fixed or Flowable mode.
 - **Fixed** mode displays pages exactly as seen in Bloom and requires ePUB readers that support ePUB3.
 - **Flowable** mode allows the ePUB reader to adjust the layout, which can be useful for readers who want to change font size.
- 5. Include Image Descriptions (optional)
 - If you selected **Flowable** mode, you can choose to include or exclude image descriptions.
- Click Accessibility Checker to ensure your book meets accessibility standards (optional). This step is crucial for making your book readable by a broader audience, including those with disabilities.
- 7. Click Book Metadata to add important information about your book, such as the title, author, and keywords (optional)
- 8. Click the SAVE... button to save your ePUB file.



Related Topics

- Accessibility
- Bloom Accessibility Checker dialog box
- Book Metadata dialog box
- ePUB Readers
- Publish tab tasks overview

Make a Video or Audio Recording

(i) NOTE

For more info, see: Limitations of "Publish as Audio or Video"

Creating an audio or video version of your book can make it more accessible and engaging for a broader audience. Whether you're adding narration, background music, or sign language, these features help bring your stories to life. This is especially helpful for those who prefer listening or watching over reading, making your book versatile and inclusive.

How To Create an Audio or Video Book

- 1. Open the Publish Tab
- 2. Click on Audio or Video

Collections	Edit Publish	English - 2 -
PDF & Print	Publish as Audio or Video Create video files that you can upload to sites like Facebook and YouTube. You can also make video: "feature phones" and even audio-only files for listening.	s to share with people who use inexpensive
Web Web BloomPUB EPUB	<section-header><section-header><text><text><image/></text></text></section-header></section-header>	Options Format Facebook Turn pages without narration after: 3 seconds Record These Pages: Front End Cover Extra
Video	2 Make Recording This will open a window and play the selected pages. Bloom will record it to match the "Format" option in the upper right of this screen. Don't disturb this window while the recording is in progress!	 Activities will be skipped Help Publishing Audio or Video Books Publish tab tasks overview

- Choose the Format: Click the Format down arrow and select the format you need— Facebook, Feature Phone, YouTube, or MP3 Audio. (If your book does not have any audio, the MP3 Audio option will not be available.)
- 4. **Select the Language:** If your book includes multiple languages, you will see a small "globe" icon in the preview window.
 - a. Click the globe icon to to open the Languages in this book dialog box.

- b. Select the language you want to use for the audio or video.
- c. Click **Close** to save your selection.
- 5. **Preview the Book:** Click the **Play** button to preview your book.
- 6. Adjust the **Turn pages without narration after** slider if you need to change the timing between page turns.
- 7. Click the **Record** button to begin recording. A small recording window will appear and close automatically when finished. **DO NOT CLOSE THIS WINDOW WHILE THE RECORDING IS BEING MADE!**
- 8. **Check Recording:** Click the **Play Recording** button to open and review your recording in the default viewer.
- 9. Save the File: Click Save, select the folder where you want to save the file, and click Save again.

Bloom Packs

(i) NOTE

Content is being updated.

What is a Bloom Pack?

A Bloom Pack is a file used to share book templates and settings with others. There are two types of Bloom Packs:

- Basic Bloom Pack
- Reader Template Bloom Pack

1. Basic Bloom Pack

A Basic Bloom Pack contains shell books (template books) that others can translate into different languages. Shell books are templates used to create other books. It sets the page layout, text box locations, pictures, and more. Shell books are not language-specific, meaning they can be used to create books in any language.

How to Make a Basic Bloom Pack from Your Collection

- 1. Go to the **Collections** tab.
- 2. Click the down arrow next to the collection name.
- 3. Select Make a Bloom Pack of Shell Books.
- 4. In the Save As dialog box, choose a folder to save the file.a. Optional: Save to a USB drive for easy sharing.
- 5. Click **Save**.

2. Reader Template Bloom Pack

A Reader Template Bloom Pack includes **settings** for <u>Decodable Readers Index</u> or <u>Level</u> <u>Readers</u>, as well as the shell books.

How to Make a Reader Template Bloom Pack:

1. Additional Content:

- Settings for decodable and leveled readers.
- Current set of sample words.
- Files in the Sample Texts folder become .json files.

2. Steps to Create:

- a. Go to the *Collections* tab.
- b. Click the down arrow next to the collection name.
- c. Select Make Reader Template Bloom Pack.
- d. In the dialog box, select *I understand what a template is and this is really what I want to do.*
- e. Read the information about the book(s) to be made into templates and click *Save Bloom Pack* if correct.
- f. In the Save As dialog box, choose a folder to save the file, preferably on a USB drive for easy sharing.
- g. Click Save.

How to Receive and Use Bloom Packs

Get Shell Books from Others

Steps to Install a Basic Bloom Pack:

1. Copy the File:

 Copy the Bloom Pack file onto your computer (e.g., into the Bloom folder under My Documents or another convenient folder).

2. Install the Pack:

- Double-click the file to install the shell books and templates.
- A message will appear stating, "The <name> Collection is now ready to use on this computer". Click OK.

3. Restart Bloom:

• Close and restart Bloom. The new sources will appear below *Sources for New Books* on the *Collections* tab.

Tip:

• You can change the file extension to *.zip if needed. The recipient can change it back to* .BloomPack.

Get a Reader Template Bloom Pack from Others

Steps to Install a Reader Template Bloom Pack:

- 1. Copy the File:
 - Copy the Bloom Pack file onto your computer (e.g., into the Bloom folder under My Documents or another convenient folder).

2. Install the Pack:

- Double-click the file to install the shell books, templates, reader settings, and words.
- A message will appear stating, "The <name> Collection is now ready to use on this computer". Click *OK*.

3. Restart Bloom:

• Close and restart Bloom.

Tip:

- You can change the file extension to *.zip if needed. The recipient can change it back to* .BloomPack.
- For additional help, watch this video on installing templates from a Bloom Pack.

Share a Bloom Pack

You can share a Bloom Pack file using the following methods:

- USB flash drive.
- Shared network folder.
- Dropbox or other cloud sharing service.
- WhatsApp, Skype, or similar services (if the file is not too large).
- Email (if the file is not too large).

Additional Notes

- Bloom Pack files typically have a specific icon.
- Bloom Enterprise Status selections are not included in Bloom Packs.
- Recorded audio files are also not included in Bloom Packs.
- For more information, watch these videos on Bloom Packs.

Related Topics

- Basic Tasks Overview
- Create Shell Books for Others to Use
- Decodable Reader Tool Overview
- Leveled Reader Tool Overview
- Make a Reader Template Bloom Pack
- Collections Tab Commands
- Get Reader Template Bloom Pack

Effective use of Styles

There are a number of simple "best practices" to follow to ensure your Bloom publications will display *optimally* on a variety of devices with Bloom Reader (or ePUB), or on Bloom Library.

When a user does not follow these best practices, the resulting book will be less flexible and less adaptable to changes in font settings and various publishing options.

Another way of saying this is that books which don't follow best practices will be more "fragile" and more prone to "break" if you make a change in font settings or publishing format.

There are two bad habits that violate best practices:

- Using spaces to center or indent text.
- Formatting entire text boxes using *character* formatting instead of using the text box style.

Do not use spaces to center or indent Text



Donne-nous aujourd'hui notre pain de ce jour.

Often users need to center text or indent the first line of a paragraph. Bloom provides a way to do this, but new users sometimes miss this and attempt to center or indent text using spaces.

The trouble with this approach is that doing any of the following will cause the text to no longer be centered:

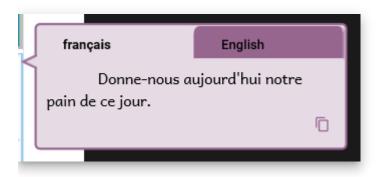
- Changing the text in any way (adding a word, deleting a word, etc.)
- Changing the font size
- Change the font to a different font

For example, increasing the font size results in the text shifting to the right making it no longer fit on one line:

Donne-nous aujourd'hui notre pain de ce jour.

Likewise, changing the paper size will break the perfect centeredness of the text.

Also, if you upload your book to Bloom Library and then later someone downloads the book in order to translate it into their language, the translation bubble will retain those spaces:



This could be confusing for people.

🗘 тір

Conclusion: Do not use spaces to center text or to indent text. Instead, use a centered text box style, or an indented paragraph style.



Do not format the entire text box using *character* formatting instead of using a style

Bloom allows you to select certain words in a text box and make them bold, italic etc.. This is useful for highlighting particular words, e.g.:

Check Your Understanding					
		Ι	<u>U</u>	Aª	e
1. Which of these words was <mark>not</mark> used to describe Linus?			Er	nglis	h 🗱

But if want an entire text box to be (say) Bold, you should set that formatting using the text box style, e.g.:

1. Which of these words was <u>not</u> used to describe Linus?			
a) Clever	Format		
🔲 b) Tired	Characters Paragraph Font		
C) Slow	Andika 💌 12 💌		
🗌 d) Fat	Spacing ‡≡ 1.5 ▼ to _↓ do Normal ▼		
	Emphasis 2 B I U		
	This formatting is the default for all text boxes with 'QuizQuestion' style.		

🖓 тір

Key principle: use character formatting to highlight particular words or phrases in a text box, and use text box Styles to format an entire text box.

If you need a new Style for a text box, Bloom provides a simple way to create one:

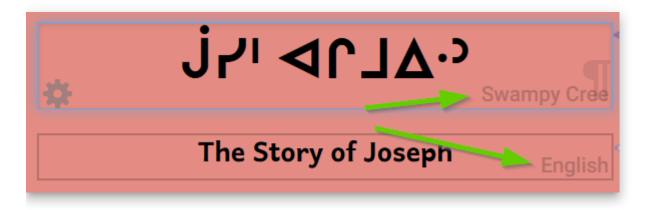
	1
	-
<u> </u>	English
1	
	English
	English

Accurate Language Tagging

🗘 тір

Key principle: the actual text typed in any text box needs to accurately correspond with the language tag associated with it.

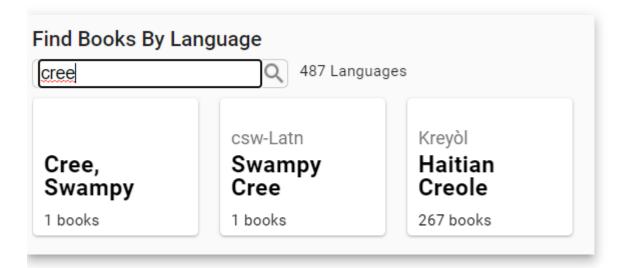
When you are editing a book in Bloom Editor, Bloom indicates the language which should go in each text box using a light grey "language tag" located in the bottom right of each text box:



When you are making books in Bloom, it is *very* important that these language tags *accurately* correspond to the actual language written contained within each text box.

If you are simply printing your book, then having inaccurate language tagging will not negatively affect yourself or anyone else.

However, if you want your book to participate in Bloom's "ecosystem", i.e. the Bloom Platform, then accurate language tagging is absolutely crucial so that books on Bloom Library can be found in the correct language category:



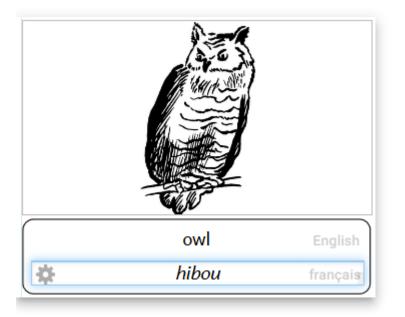
In addition, if someone downloads the book to translate it into another language, the language displayed in the "translation bubble" is also accurate:



Typically, this won't be a problem since whatever language you specified as your main language will also be the same one used for any text box your add to your book.

Where the need does arise to pay attention to accurate language tagging is you are making a bilingual or trilingual book. Now, typically, when you specify you want to show

two or three languages in your book, Bloom will show the 2 or 3 languages *stacked* one upon each other like this example:



But you may wish to deviate from the above "stacked" orientation for your bilingual (or trilingual) book. For example, you might want a layout that has one language on the left, and another on the right:



To achieve this specialized layout like the above, you will (1) slide the Change Layout slider across, (2) click on the gear icon of the text box, and (3) choose the desired language:

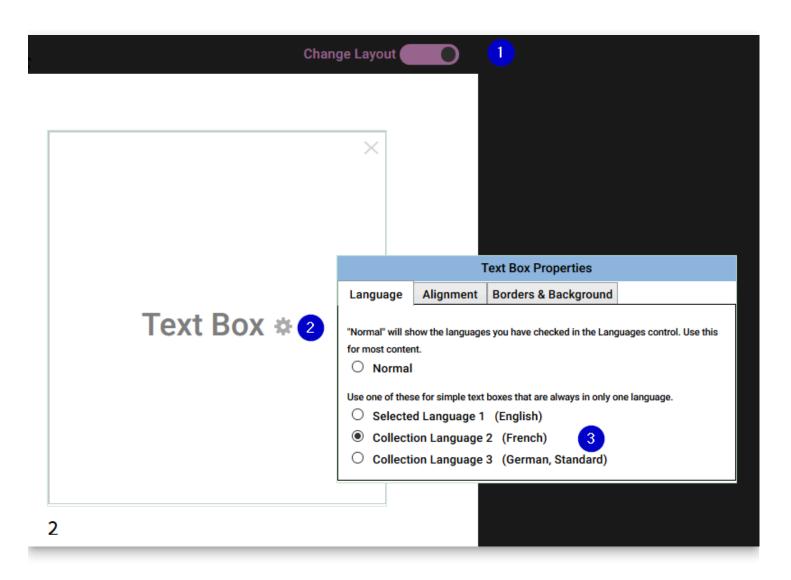


Image Credits

Please ensure that you have accurately filled out the copyright and licensing information for all images in your book.

For ideas on options for illustrations, please refer to this important article.

HTML5 Widgets

Bloom pages can embed little custom HTML5 activities called "widgets". When published as a BloomPUB, these widgets will work on the web, Bloom Reader, and RAB Apps. You can see examples of widgets in <u>these interactive books</u> in the Bloom Library.

Many of these widgets already exist on the web, because they work with Apple's iBooks and other software. You can also make your own using programs like <u>Active Presenter</u>. Most widgets don't have any custom programming, but if software like Active Presenter is not sufficient for what you need, you can hire a web developer to do something even more advanced.

Format

Bloom can import any of the following widget formats

- a zipped set of files ending in ".wdgt". which contains a file named "index.html", or, if the .wdgt file is not zipped, you can import the index.html file.
- the main .html file from a saved Active Presenter output.

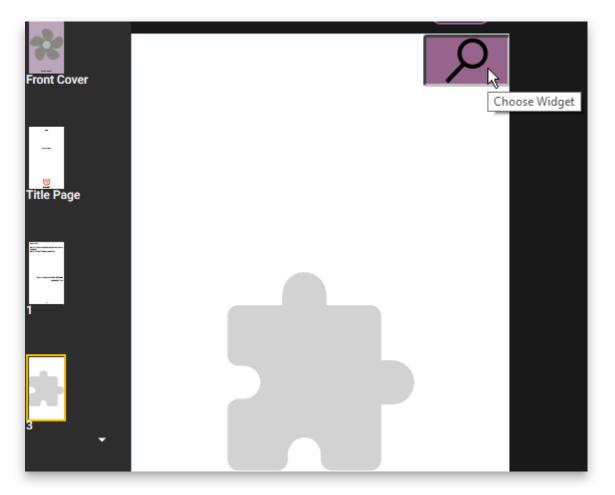
Add a Widget to Bloom

Steps to add a widget:

- 1. Click Add Page
- 2. Select one of the template pages. These have an image of a puzzle piece:



3. Click on Choose Widget button in the corner of the widget:



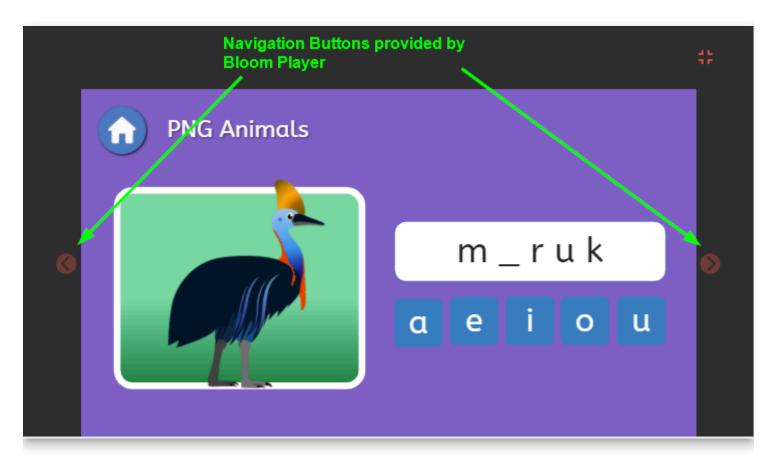
- 4. In the file chooser dialog, choose one of the following:
 - a. .wdgt file
 - b. .htm file
 - c. .html file

(i) NOTE

Note: A "wdgt file is just a zip file containing all the files of the widget. If you instead choose an HTML file, Bloom will gather up and import all of the files in that same folder.

Captive Widgets

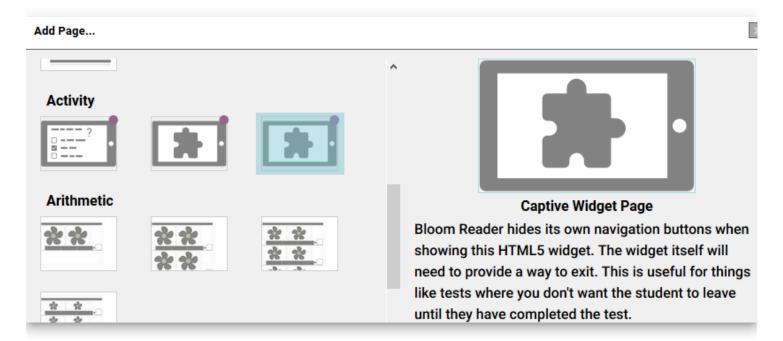
Normally, when Bloom Player shows a widget, it also shows page navigation buttons:



If you want to hide these navigation buttons, follow these steps:

1: Use the Special Page Template

In Bloom (version 5.1 or later) when you choose Add Page, you should see a Captive Widget Page:



Bloom Player will not give the user any way to navigate away from this page except by leaving the book entirely. It will be up to your widget to tell Bloom Player when you want the user to leave this page and go forward or backward in the book.

2: Send Navigation Messages

To tell Bloom Player to navigate, you will need to add some **JavaScript** to a **button**:

• **Previous** page button code:

```
window.parent.postMessage('{"messageType":"control",
"controlAction":"navigate-to-previous-page"}',"*");
```

• **Next** page button code:

```
window.parent.postMessage('{"messageType":"control",
    "controlAction":"navigate-to-next-page"}', "*");
```

About Talking Books

Talking Books are digitally published books that can play recordings while highlighting sentences.

Recording Audio in Bloom

You can record an audio recording of your book directly in Bloom, or add audio to a book that exists but doesn't have audio yet.

Record Audio

Add Audio to an Existing Book

Importing Recordings

You can import prerecorded audio recordings into Bloom.

<u>Import Audio</u>

Recording Audio by Text Box

By default, Bloom records audio sentence-by-sentence. You can also record (or import) the audio for an entire text box, and split the recording into sentence-sized chunks.

Record and Split Audio

Installing Aeneas

To split a text-box recording into sentence-sized chunks, you must first install a helper program called Aeneas.

Install aeneas

Fine-Tune Audio Timings

If you need to fine-tune the timing of the split recording, you can do with a timings file and the help of an audio editor.

Edit Aeneas Timings

Format Talking Book Highlights

You can change the color the Bloom uses for highlighting the text being played by a Talking Book.

Highlighted Text Styles in Talking Books

Publish a Talking Book

Bloom gives you many ways to publish your Talking Book.

Publish to BloomPUB

Publish as ePUB

Publish to the Web on Bloom Library

Record Audio

Record Audio in the Talking Book Tool

The Talking Book Tool

To make a talking book,

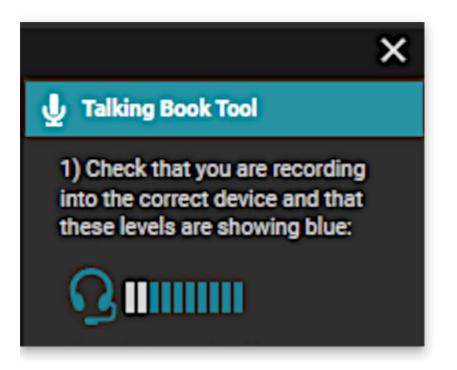
- 1. Open the book for editing.
- 2. On the right side, open the tool panel by clicking on the three lines.
- 3. Click on the Talking Book Tool.





Identify your microphone

In the Talking Book Tool, you should see a microphone icon. This shows that you that Bloom has found your microphone.



Bloom shows you an icon to indicate the source from which it will record sound. You may see one of the following icons.:



External microphone



Laptop computer microphone



Headset microphone



Line audio



Webcam



Digital recorder

If Bloom cannot find any microphones to use, it will display a warning sign.

Talking Book Tool

 Check that you are recording into the correct device and that these levels are showing blue:



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If Bloom cannot find a microphone, or if it is not using the microphone you want to use, open your computer's **Settings** or **Control Panel** and find the Sound settings. Look for the **Input** section of settings, and select the microphone you want to use.

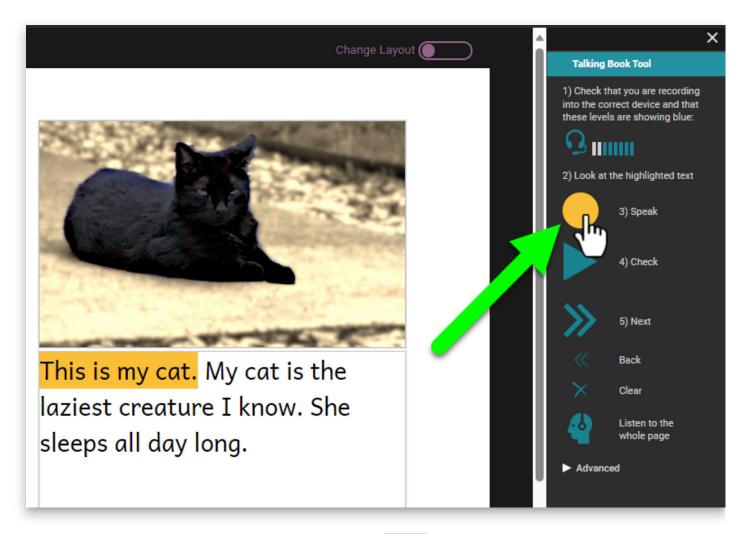
Test your microphone

If your microphone is working, as you speak, you will see bars next to the microphone or laptop icon. The number of bars highlighted depends on how loud you are speaking. Once your microphone is set up, you are ready to record.

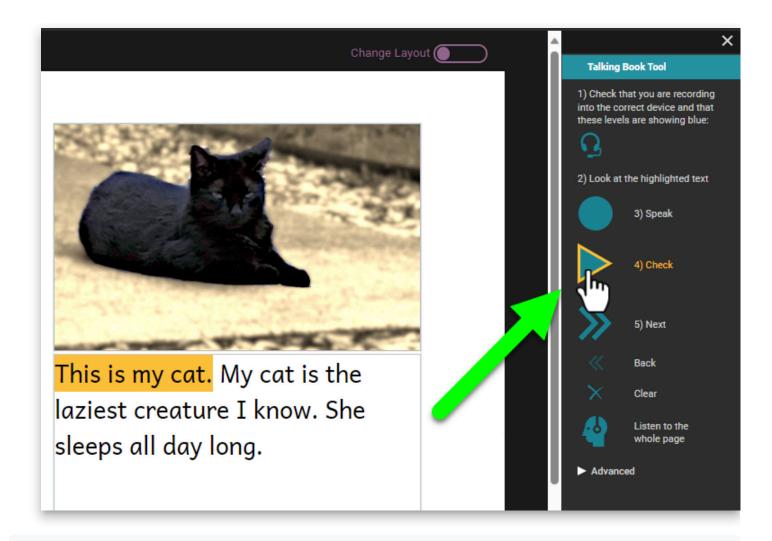
Record each sentence

When the Talking Books tool is open, Bloom will highlight the first sentence it finds on the page.

1. **Click and hold the blue** Speak **button**. The button will turn yellow. Now you can record the sentence. When you are finished, release the mouse button.

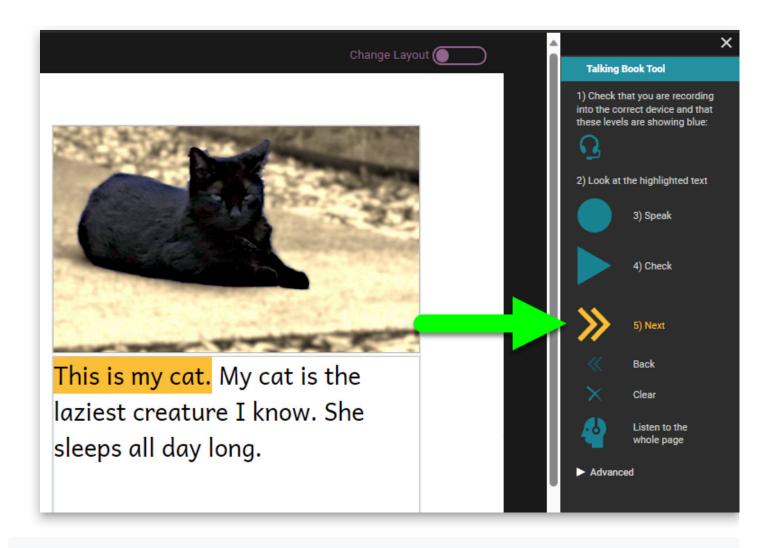


2. After you have recorded your sentence, the Check button will have a yellow outline, to prompt you to listen to your recording. Click the Check button. The Check button will change to a yellow Pause button while Bloom replays your recording for you to hear.



If you are not satisfied with your recording, you can click the Speak button again to discard your first recording and record the sentence a second time.

3. If you are happy with your recording, **click the** Next **button** to move the highlight to the next sentence.



Now you can record the next sentence, using the same procedure as you used with the first one.

Continue recording until you have recorded all the text on the page. Then you can go to the next page and record its text also.

Additional controls

There are two additional controls in the main section of the Talking Book Tool.

- Clear lets you discard the recording for a sentence without recording anything to replace it.
- Listen to the whole page lets you listen to all the recordings on the page played in sequence.

Other ways to add audio to your Talking Book

See Import Audio for directions on how to import pre-recorded audio files into Bloom.

See <u>Record and Split Audio</u> for directions on how to record an entire text box at once, and then split the recording into sentences.

Import Audio

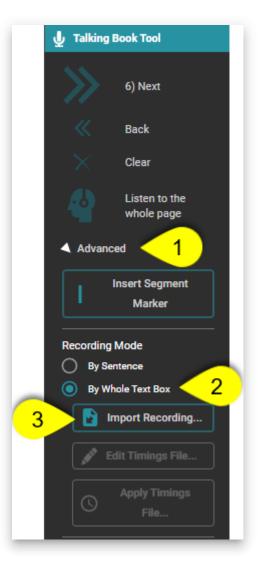
You may want to record your audio separately and then bring the pre-recorded audio into Bloom. This allows you to have finer control over your audio recording quality, or to use recordings from speakers who are not present with you.

(i) NOTE

Bloom can import only MP3 audio files. If your audio file is in a different file format, you can use a program such as <u>Audacity</u>, <u>VLC</u>, or <u>ffmpeg</u> to convert it to an MP3 file.

- 1. In the Talking Book tool, click the Advanced button.
- 2. Set the Recording Mode to Whole Text Box to enable the Import Recording... button.
- 3. Click the Import Recording... button. Bloom will show you a standard file choosing dialog box. Choose the audio file you want to import into Bloom for this text box.

Since audio files are imported for the entire text box, you will probably want to split the file into sentences or smaller chunks. See <u>Record and Split Audio</u> for details.



Record and Split Audio

(i) NOTE

For basic information about Talking Books and microphone setup, see <u>Record Audio</u>.

By default, the Talking Book Tool lets you record one sentence at a time. It is often more natural to record an entire text box at once, however.

Record a whole text box

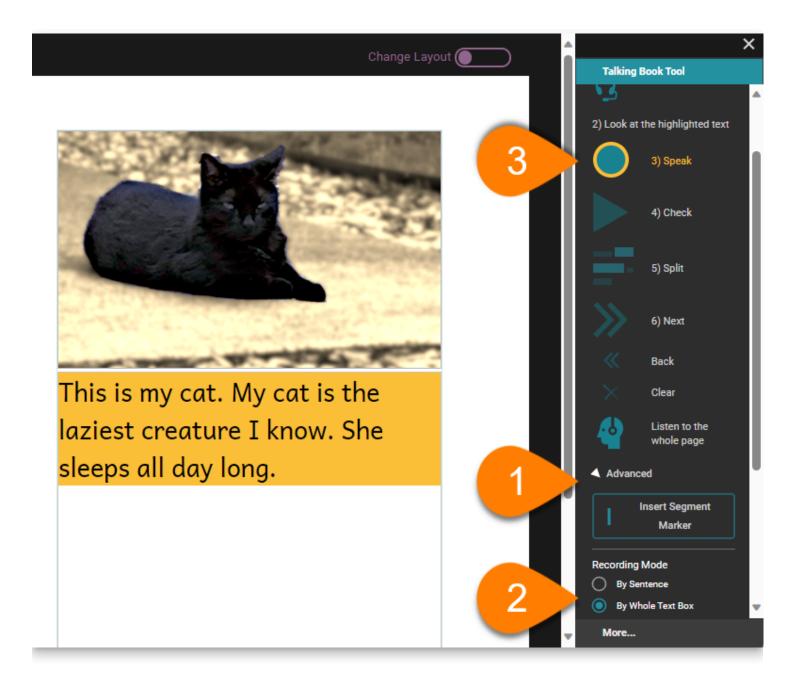
To record an entire text box at once:

- 1. Click on the Advanced button in the Talking Book tool.
- 2. Select the By Whole Text Box radio button control in the Recording Mode section.

(i) NOTE

When you change the recording mode to By Whole Text Box, Bloom highlights the entire text box for recording.

3. Record the text using the Speak button.



Split a text box recording

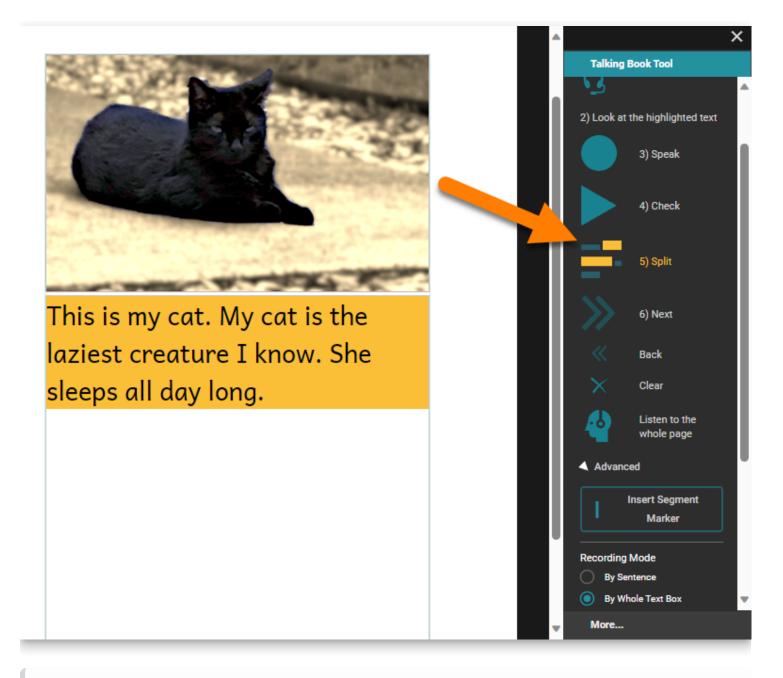
When you play a Talking Book, Bloom highlights each recorded sentence. If you have more than one sentence in a text box, you may want to split your recording so that each sentence is highlighted in turn.

When you set the recording mode to Whole Text Box, Bloom adds a Split button to the Talking Book Tool, between the Check and Next buttons.

To split a recording for an entire text box:

• Click the Split button.

Bloom will divide your recording into sentence-sized chunks.



(i) NOTE

Bloom relies on an extra software program called Aeneas to split your recording into sentences. If Aeneas is not installed on your computer, please follow the instructions here: <u>Install aeneas</u>.

Add audio splits with segment markers

Bloom splits a text box recording into sentences by looking for sentence-ending punctuation (. ? !). You can add extra breaks:

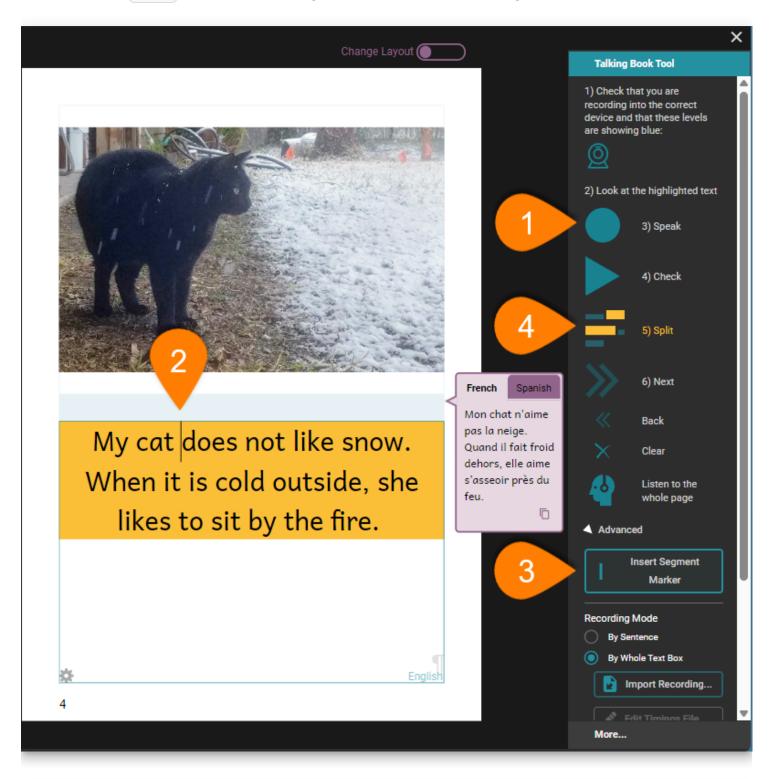
1. Record or import the audio recording for the text box.

- 2. Place the cursor where you want a break.
- 3. Click the Insert Segment Marker.

(i) NOTE

You can also insert a segment by typing a vertical bar character (||).

4. Click the Split button to (re)segment the audio recording.



Fine-tune audio splits: Edit a timing file

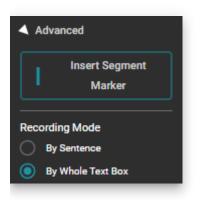
Sometimes Bloom does not split the text box audio exactly how you would like it. You can manually edit the timings that control the audio highlighting, to fine-tune how the text is highlighted as the audio is played back. If you need to do this, see <u>Edit Aeneas Timings</u>.

Edit Aeneas Timings

Edit Aeneas Timings

There are two recording modes in Bloom's **Talking Book Tool**:

- recording By Sentence
- recording By Whole Text Box



When a user records their Bloom book using the **By Whole Text Box** recording mode, typically, they also choose to **Split** the text using the Aeneas sHHoftware. In this way, Bloom can highlight sentences during audio playback.

After splitting the text, you can **Listen to the whole page** and evaluate how well Aeneas has done in determining where sentence boundaries should be placed in your recorded audio.

If you are *not* satisfied with how Aeneas has split up your audio, then you may choose to manually edit the "timings file" to make audio highlighting more accurate.

The purpose of this article is to outline the steps needed to do this. Since the easiest way to do this is in tandem with the audio editing software called <u>Audacity</u>, the steps described below will employ this software.

(i) NOTE

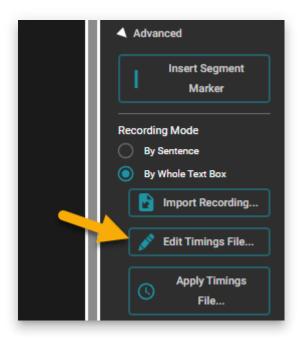
Editing the timings file is a feature available starting in Bloom version 5.5.

For the steps below, we assume you have text which has already been recorded **By Whole Text Box**, and the recording has been **Split**, and you have determined that there is a problem with the timings.

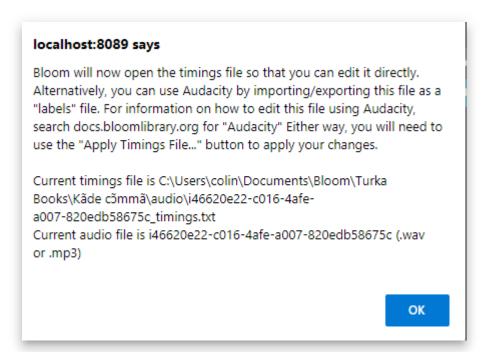
Edit the Timings File

With the Talking Book Tool open:

- 1. Click the arrow to open up the **Advanced** section of the tool.
- 2. Click **Split** the audio.
- 3. The button Edit Timings File will illuminate. Click this button.



4. A message will display (example shown below). Click **OK**.



The timings file

The timings file will open in Notepad.

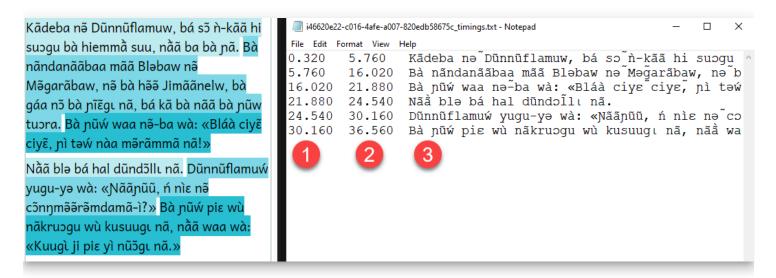
🗘 тір

Hint: The name of this text file begins with a really long list of random numbers and letters, followed by "_timings.txt".

If you wish to use Audacity (see below) to fine-tune your timings file, please note that the corresponding file name for the audio recording (the .mp3 file) will *match* this long list of numbers and letters.

The timings file is composed of three columns. These columns show the start time (1), the end time (2), and the corresponding sentence (3) for each sentence in the text.

For example:



This file can be edited directly, but doing this work in Audacity is often much easier.

Using Audacity

This section assumes you already have a good grasp of using the program Audacity.

1. In the Audio folder of your book, find the audio file identified in the message in step 4 above, and open it in Audacity.

- 2. Import the corresponding timings file as a Labels file (File > Import > Labels).
- 3. Close Notepad.
- 4. Listen to the recording in Audacity and adjust the audio timings by sliding the start and end points of each label to the right or the left as necessary.

A CAUTION Hint: select the *circle* shown below to move *both* start and end points at the same time.

-
- 5. Export the labels file (File > Export > Labels) and *overwrite* the old timings file.

Export Labels As:							
Save in:	📙 audio 🗸 🎯 🎓 📰 🗸						
Quick access	Name i46620e22-c016-4afe-a007-820edb58675c_ti			Date modified 2023-08-03 12:05 PM	Type Text Document	Size 1 KB	
Desktop			Confirm S	ave As			
Libraries				6620e22-c016-4afe-a007-82 o you want to replace it?	0edb58675c_timit_txt	t already exists.	
This PC					Yes	No	
Network							
	File name:	i46620e22-c016-4afe-a	a007-820edb	58675c_timings.txt		1 Save	
	Save as type:	Text files (*.txt)			~	Cance	<u>ا</u>

6. Back in Bloom, click **Apply Timings File**, select your newly edited timings file, and click Open.

Add Audio to an Existing Book

(i) NOTE

Full content coming soon.

You may find a book in Bloom Library that has text in your language, but no audio.

In Bloom Reader, there will be no speaker icon

Follow these steps to add audio and publish it to the Bloom Library:

- 1. Open (or create) a collection with language for the new audio.
 - a. See Open or Create a New Collection.
- 2. Download the book from Bloom Library.
 - a. See Download Books from Bloom Library.
 - b. Make a new book using that source.
 - a. See Make a Book Using This Source.
- 3. Record the audio.
 - a. See <u>Record Audio</u>.
- 4. Upload the book to Bloom Library, specifying that it's the same book as what's there already.
 - a. See Publish to the Web on Bloom Library.

Highlighted Text Styles in Talking Books

When you play a Bloom Talking Book, the corresponding text will be highlighted with a yellow or orange background color:



<mark>I am Boki.</mark> I am good at hunting in the bush.

This color suits most user's needs, but sometimes, the aesthetics of a book call for a different color scheme.

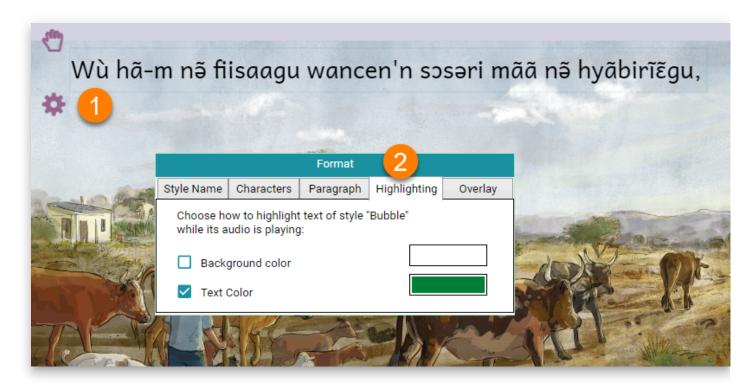
This is particularly true when using Overlays. For example, in this book, the author choose to change the color of the text itself to green, and use no background coloring:



2

To change the default highlighting to something else

- 1. Click on the gear icon of the text box you wish to change.
- 2. Click on the Highlighting tab.



Following this, you may:

- select or deselect the Background color or the Text Color.
- click on the color sample box to choose a different color.

About Decodable Readers

A **Decodable Reader** is a special kind of leveled reader. A decodable reader is carefully written so that it uses only the letters a student has already learned. Decodable readers are designed to fit what a new reader has learned and is ready to read.

Decodable Stages

A language may have a few **decodable stages** (5-10) or many decodable stages (30 or more). The number of stages is based on how children are taught to read in that language.

Each stage introduces one or more letters and may introduce some **sight words** as well. **Sight words** are words that have been selected for students to learn even though they may use letters that haven't been taught yet.

When you make a decodable book, Bloom helps you make sure that your book is decodable at that stage. It does that by giving you visual feedback when you type a word that is not decodable at that stage.

Example of a Decodable Stage

In the example shown here, there are 5 stages. Each stage introduces a number of letters. For each stage, the words used in the decodable book should only have the letters that have already been introduced. If the book includes a letter that has not yet been taught, Bloom will highlight the words.

The one exception involves **sight words**. Bloom will not highlight a sight word that has already been introduced.

In this case the **sight words** are **Dick and Jane**. They may have been included so that a story can be written using their names before all their letters have been taught.

Learn more about Set up Decodable Stages.

How Bloom Helps You Create Decodable Readers

(i) NOTE Coming soon...

Get Help for Creating Decodable Readers (PrimerPrep, SIL Consultants)

(i) NOTE

Coming soon...

Create a Decodable Book from a Template

See <u>Create a Decodable Book from a Decodable Book Template</u>.

Set up Decodable Stages

(i) NOTE

Content coming soon.

Create a Decodable Book from a Decodable Book Template

- 1. Go to the **Collections Tab**.
- 2. In the **Sources for New Books section**, scroll down until you find the **Decodable Reader Template(s)**.
 - a. In this example, there is a set of templates, one for each decodable stage.
- 3. Select a template that corresponds to the decodable stage for your book.
 - a. For example, if you want to write a Stage 2 Decodable Reader, select the Stage 2 Template.
- 4. Click MAKE A BOOK USING THIS SOURCE.
- 5. The book is added to your collection and is opened for editing.

Write a Decodable Reader Book

See <u>Use the Decodable Reader Tool</u> to learn how to write a decodable reader book.

Use the Decodable Reader Tool

Books based on the **Decodable Reader Template** will show you the **Decodable Reader** tool.

At the top of the Decodable Reader Tool, the current stage is displayed. The text added to this book will be checked against the rules for that stage. The tool will show you a list of the letters that can be used in this stage.

As you use templates for later stages, the number of letters shown here increases, until in the last stage, in which all the letters and letter combinations are shown.

Use the Sample Words List

Under the heading **Sample words in this stage**, you will see a list of words that only contain the **permitted letters**. These are words from sample texts and word lists that the person setting up the templates supplied to Bloom. These are not all the decodable words in the language. That is why it is called a **sample** list. This list also includes any **sight words** that have been specified for this or earlier stages.

The list of words can be ordered **alphabetically**, by **length**, or by **frequency**. The **frequency** is based on how often the words occur in the sample texts supplied to Bloom.

Add Text to a Page

When we add text to a page, Bloom checks the words against the **letters allowed** in this stage as well as the list of **sight words**.

If you use a letter that has not yet been taught, and the word is not a sight word, Bloom will highlight the word in blue to tell you that the word is not decodable at this stage.

Any word that uses the permitted letters is allowed whether or not it is in the list of sample words. The sample words are there to give you ideas of words you could use to write your book for this stage.

Complete Your Decodable Reader

Continue writing your book. As long as no words in the book are highlighted in blue, you will know that all the words in the book are decodable at the given stage.

Everything else you do in a decodable book is the same as any other book—adding pages, adding pictures, customizing pages, etc. When you are done writing the book, you can publish it to a PDF and share it with others.

About Leveled Readers

A **Leveled Reader** is a book that is written specifically for a learner who is at a certain level of reading development — for example, beginner, developing, and advanced levels.

Leveled Reader Levels

Each level defines specific targets for word length, sentence length, and number of unique words. These targets can be set for each sentence, each page, and the entire book. Levels also determine appropriate formatting. Levels may also include suggestions for appropriate vocabulary, illustration support, and topics for the given level.

As you enter text into the book, Bloom helps you keep in mind the level for which you are writing and points out when you exceed the limits set for the level. Bloom does this by highlighting text whenever you exceed the set limits.

🖓 тір

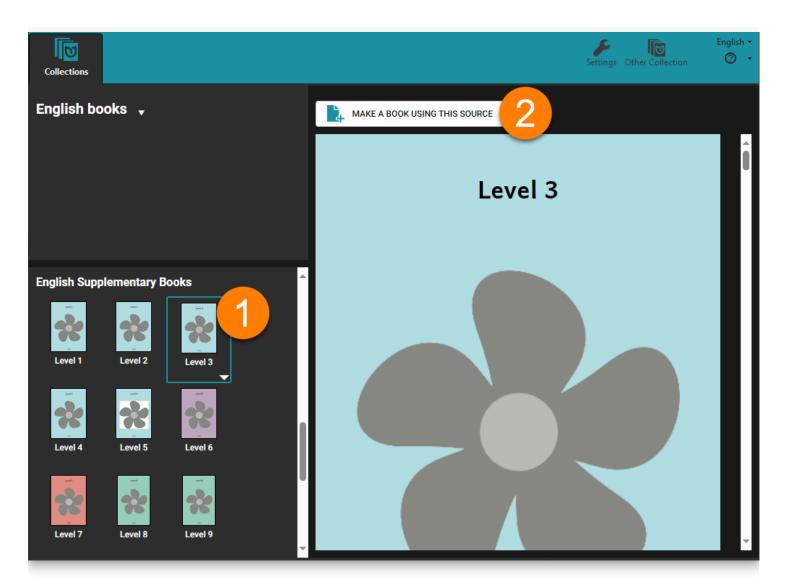
Creating a set of leveling criteria is usually done by someone with special skills in literacy education. If you do not have a set of specially constructed leveling criteria for your language, you can try the default levels that come with Bloom.

Making a leveled book using a leveled reader template

If you have a set of leveled book templates, you can use one of them to start making a leveled book.

In the Collections Tab, look in the **Sources for New Books.** Scroll down until you find the reader templates. In this example, we have a set of templates for various reading levels.

- 1. Select the template you want to use (in this case, "Level 3").
- 2. Click Make a book using this source .



Bloom adds a new book to your collection and opens it, ready for editing.

🖓 ТІР

Remember that a level should include not only criteria for word length and sentence length, but also targets for font size and other formats. In many large book projects, a book designer creates a Bloom template with the characteristics for each level.

When you open your book, the **Leveled Reader Tool** appears. Learn more about <u>Use the</u> <u>Leveled Reader Tool</u>.

Bloom comes with a basic set of levels. You can use this basic set, or you can change them to suit your needs. You can also define additional levels: see <u>Set up Leveled Reader</u> <u>Levels</u>.

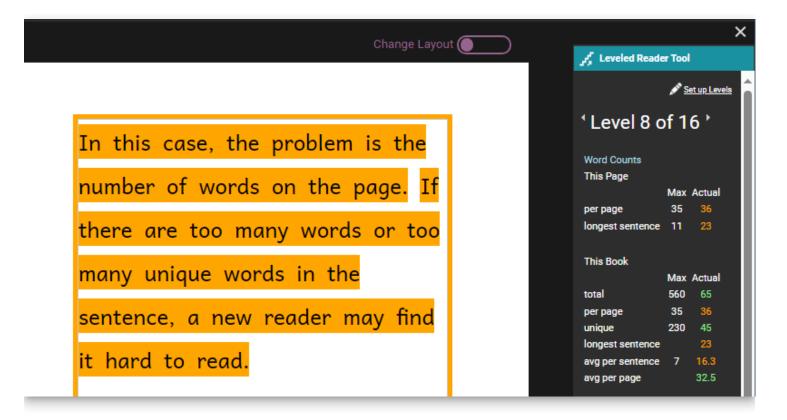
How Bloom helps you create leveled readers

The Leveled Reader tool helps you as a writer in two ways:

- 1. The Leveled Reader Tool shows you statistics on how many words, sentences, and pages are in your book. If you type too many words in a leveled reader, the number shown in the **actual** column changes from green to orange.
- 2. When there are too many words in a sentence, Bloom highlights the sentence in orange.

Change Layout 🔵 🔵		×
	جڑ Leveled Rea	der Tool
		Set up Levels
If you type too many words, the	¹ Level 8	of 16 '
5 51	Word Counts	
number shown in the actual	This Page	Max Actual
column changes from green to	per page longest sentend	35 29 11 18
<mark>orange.</mark> This helps you see	This Book	Max Actual
	total	560 65
exactly which word count you	per page	35 36
J J	unique	230 45 23
have exceeded.	longest sentend avg per sentend	7 16.3
	avg per page	32.5

When there are too many words on a page, Bloom highlights all sentences on the page and puts an orange border around the page.



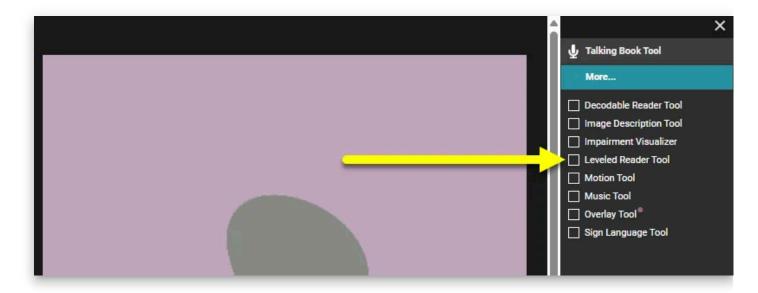
Set up Leveled Reader Levels

Bloom comes with a set of basic levels. You can edit these to suit your needs, or make additional levels.

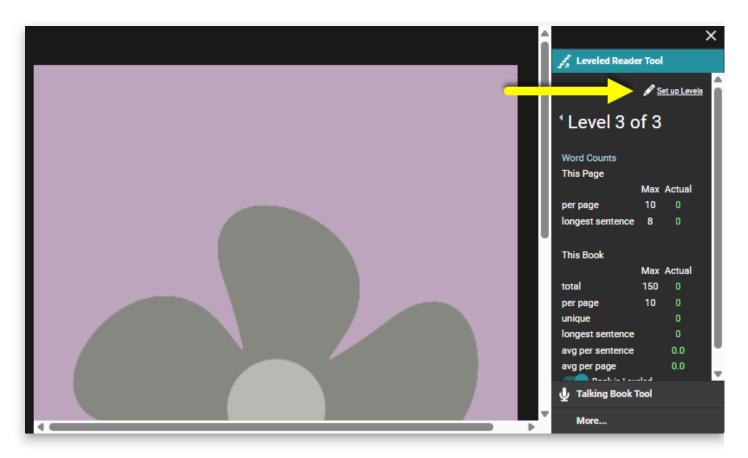
(i) NOTE

Creating a set of leveling criteria is usually done by someone with special skills in literacy education.

1. Open the Leveled Reader tool



2. Click the Set up Levels button (located at the top of the Leveled Reader tool) to display the Set up Leveled Reader Tool dialog box.



- 3. For each level:
 - a. Edit the Maximums: letters in a word, words in a sentence, words per page, etc. If you do not want to define a given maximum length, you can leave it blank.
 - b. Add any additional notes in the "Things to remember for this level" field.
 - c. Click the Add Level link to add a level to the list of levels.
 - d. If you need to remove a level, click the Remove Level link at the lower right-hand corner of the levels list.

unctua	Punctuation Reader Levels					
Reader Levels						
Level	Letters		Words		Sentences	Level 1 Maximums
	Per Word (Average)	Per Sentence (Average)	Per Page (Average)	Per Book (Unique)	Per Page (Average)	Letters
1	-	4	6	20	-	Average per Word in Book
2	-	6	10	35	-	Words
3	-	8	10	150		Per Sentence 4
Add Level C Average per Sentence in Book			Average per Sentence in Book			
	-				а	Per Page 6
					-	Average per Page
						Per Book 20
						Unique in Book
						Sentences
		Per Page				
						Average per Page
						Things to remember for this level: • 1-2 syllables per word, 2-3 sentences
					b	per page, 10 pages maximum in the book.
rag row	vs to reorder lev	rels.		d	Remove Level 1	

4. Bloom knows about most punctuation marks that are used to end a sentence. If your language uses other punctuation marks to end a sentence, you can tell Bloom about them by listing them in the Punctation tab. (This step is optional.)

🖓 тір

If you need to list more than one punctuation character, add them to the box without any dividers or punctuation between them.

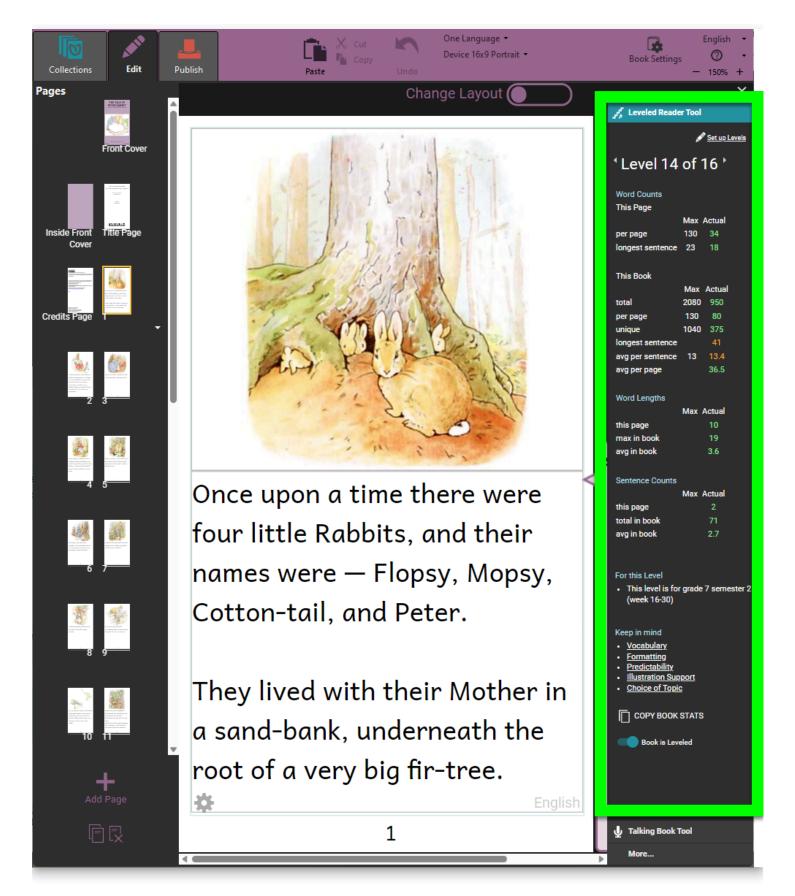
5. When you are finished, click OK.

Use the Leveled Reader Tool

When you open your book, the **Leveled Reader Tool** appears on the right. As you add text to the page, the Leveled Reader Tool counts and displays the number of words you are using, and compares them to the maximum you should be using for the current level.

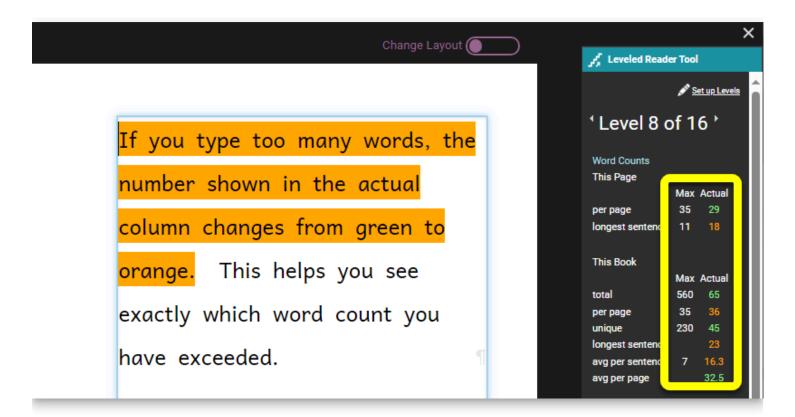
- The **Max** column shows you how many words and sentences are allowed for this level.
- The Actual column shows you how many words and sentences your book currently has.

(See Leveled Reader Tool Statistics for more details on these measures.)



If you type too many words, the number shown in the **actual** column changes from green to orange. In this way, Bloom helps you not to use too many words for the current level, and helps you see exactly which word count you have exceeded.

When there are too many words in a sentence, Bloom highlights the sentence in orange.



When there are too many words on a page, Bloom highlights all sentences on the page and puts an orange border around the page.

Change Layout (×
Change Layour	ير Leveled Read	ler Tool
		Set up Levels
In this case, the problem is the	¹ Level 8	of 16 '
	Word Counts	
number of words on the page. If	This Page	
number of words off the page. If	per page	Max Actual 35 36
here are too many words or too	longest sentence	
	This Book	
many unique words in the		Max Actual
	total	560 65
sentence, a new reader may find	per page	35 36 230 45
	unique longest sentence	
t hard to read.	avg per sentence	
	avg per page	32.5

If you have too many words in a sentence, you will need to shorten the sentence. If you have too many words on a page, you will need to shorten the text or put some of it on the next page.

You can continue writing your book, adding pages, pictures, and text as you wish. Bloom will help you make sure that you do not add too many words to a sentence, a page, or a

Using the Leveled Book Tool with Existing Books

You can make an existing book into a leveled reader. Open the book in Edit mode. Then do the following:

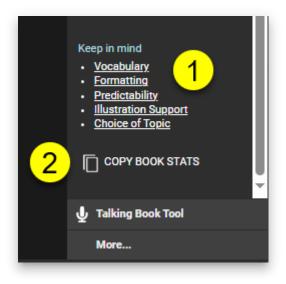
- 1. Click the menu button in the upper right-hand corner of the editing pane,
- 2. If the Talking Book tool (or a different tool) appears, click the **More...** button at the bottom of the window pane.
- 3. Click the Leveled Reader Tool line in the list of tools.
- 4. Click the "Book is not leveled" switch. Bloom will assign the book to a level and start showing word and sentence statistics for the book.
- 5. If you want to set the book to a different level, click the arrow to the right of the levels to increase the level, and the arrow to the left of the level to decrease the level.

(i) NOTE

If the Leveled Reader Tool says that this book is "Level 0 of 0", close Bloom. Then restart Bloom and open the book again.

Extra helps

At the bottom of the Leveled Readers Tool are links to some helpful articles about choosing appropriate vocabulary, formatting, and other aspects of making leveled readers **(1)**. (Note: these help articles are available in English, French, and Spanish, but may not be available in all the languages of the Bloom user interface.)



There is also a button that lets you copy the book statistics to your computer's clipboard **(2)**. You can paste these statistics into a spreadsheet.

Leveled Reader Tool Statistics

The Leveled Reader Tool gives you three kinds of measures:

- Word Counts
- Word Lengths
- Sentence Counts

Word Counts

Word counts are divided into two parts: word counts for the current page, and word counts for the entire book.

- For the current page:
 - The number of words per page
 - The length (in words) of the longest sentence on the page
- For the entire book:
 - The total number of words in the book
 - The average number of words per page
 - The number of unique words in the book
 - The longest sentence in the book
 - The average number of words per sentence
 - The average number of words per page

Word Lengths

• The maximum length (in graphemes) of words on this page

(i) NOTE

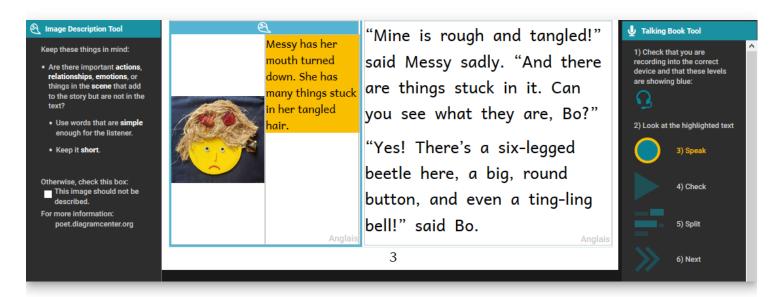
A **grapheme** is the smallest unit of a writing system. In an alphabet such as the Latin alphabet, a letter is a grapheme.

- The maximum length (in graphemes) of words in the book
- The average length (in graphemes) of words in the book

Sentence Counts

- The number of sentences on this page
- The total number of sentences in the book
- The average number of sentences in the book

Create Accessible Books



Creating Accessible Books in Bloom

Accessible books are electronic books that have features to make their content more readily accessible or available to people with visual disabilities. Such features include audio recording of the text, descriptions of images, and text size that can be changed by the person reading the book. Bloom can help you create books with these features and that meet technical accessibility standards.

What to expect in this module

In this training module, you will learn how to:

- 1. Create image descriptions,
- 2. Record audio of the text in the book and in image descriptions,
- 3. Evaluate whether images need adjustment for visual impairment, and
- 4. Choose images that are going to be easier to perceive

Choosing Good Images

Choosing images that are appropriate for readers with low vision is a complex subject, but we can consider some general principles.

• In general, simple images are preferable.

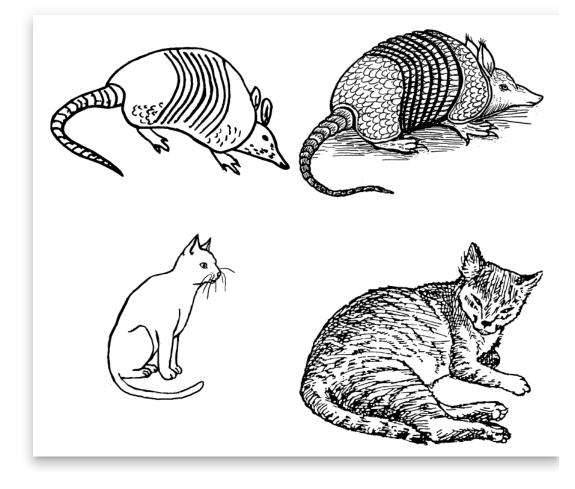
- Graphics should be relatively large to make them easier to see.
- It is helpful for objects and key features to have a black outline.
- Black and white line drawings (such as come with the Art of Reading) serve well, but even then some have more details than others.
- If color is used, they should be colors that contrast well with one another.
- In line drawings, the lines should be thick and solid black. Use black and white images rather than grayscale.
- Photographs often have many details that can be hard to distinguish. Only use them if they are simple and not too detailed.

Now we will compare some images to provide some examples of these principles.

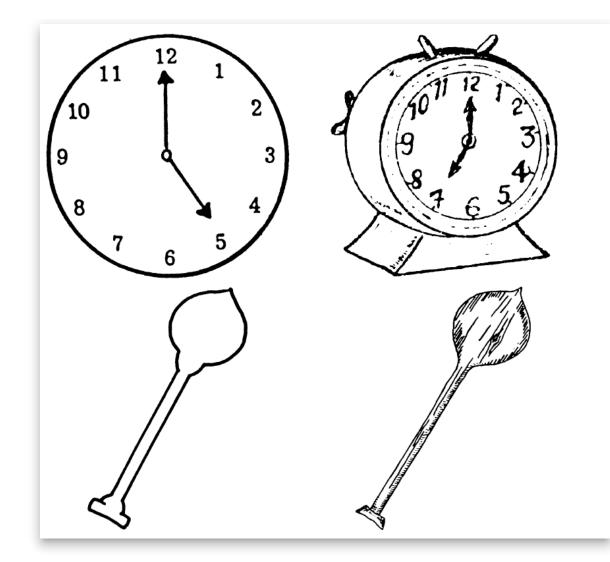
Considerations for choosing images: Amount of detail

Here are some examples of images with more detail compared with images with less detail. All of these images are from the Art of Reading. It will be better to use the images with less detail.

For example, the Images with less detail on the left, rather than the images with more detail on the right:



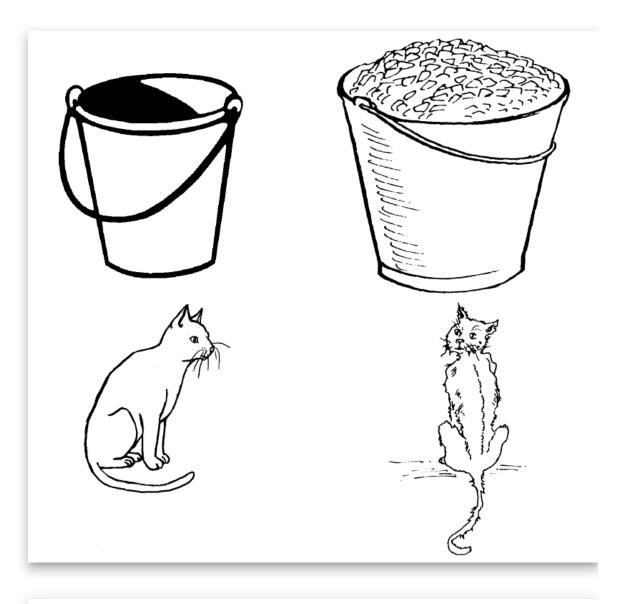
Here are some additional examples of images with less detail on the left and more detail on the right:



Considerations for choosing images: Thick black lines

These images from the Art of Reading illustrate images that have thick, solid black lines compared to images with thinner, less distinct lines. It will be better to use images with thick, solid lines.

The images on the left have thicker, solid lines, and the images on the right have thinner, less distinct lines.



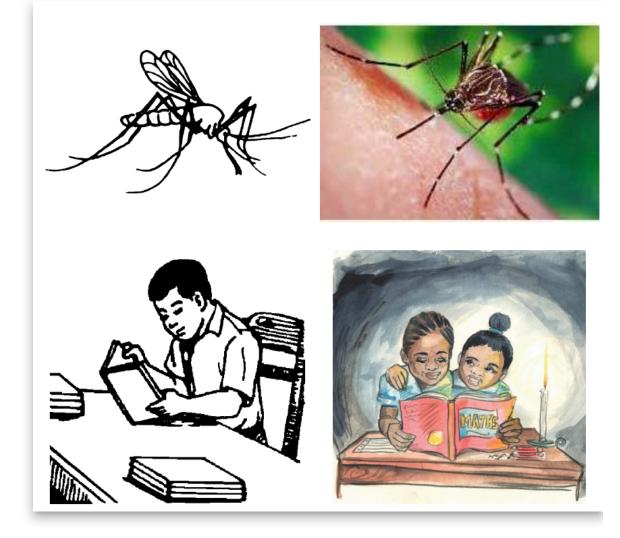
Here are some additional examples of images with thicker, solid lines on the left and thinner, less distinct lines on the right.



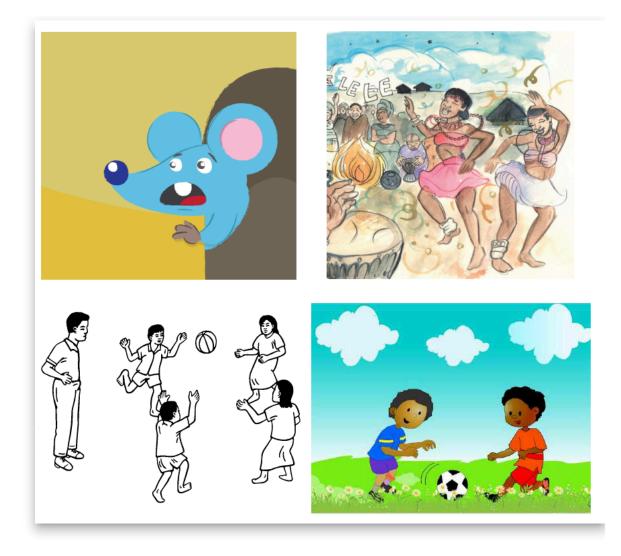
Considerations for choosing images: Color and photos

We all like photos and color illustrations, but they are visually more complex. Below you can compare line drawings to a photo or a color illustration or a simpler color illustration to a more complex one. It will generally be better to use simpler images.

The images on the left are simpler, while the ones on the right are more complex.



Additional examples of simpler images on the left and more complex images on the right:



Summary

In this training module, you learned how to:

- 1. Gain access to accessible book tools in Bloom,
- 2. Create image descriptions,
- 3. Record audio of the text in the book and in image descriptions,
- 4. Evaluate whether images need adjustment for visual impairment, and
- 5. Choose images that are going to be easier to perceive.

Create Sign Language Books





Panya yupo wapi?

3

People who are Deaf* communicate using sign language. Video is one medium that is commonly used for recording sign language communication. Bloom's Sign Language book template has a placeholder to add sign language video. A page can contain only a sign language video or a sign language video combined with images, text, and/or audio.

🖓 тір

When "deaf" is spelled with a lower case "d", it refers to the fact that someone cannot hear. When it is spelled with a capital "D", it refers to Deaf culture and community. In this module we are referring to those who identify themselves as Deaf and communicate using sign language.

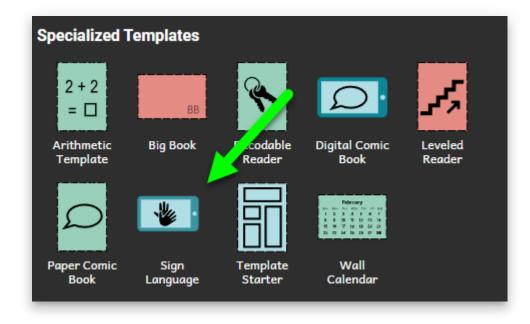
What To Expect in This Module

In this training module, you will learn how to:

- 1. <u>Choose the Sign Language Book Template</u>
- 2. <u>Choose a Page Design that Contains a Place for Video</u>
- 3. Add Video to Your Pages

Choose the Sign Language Book Template

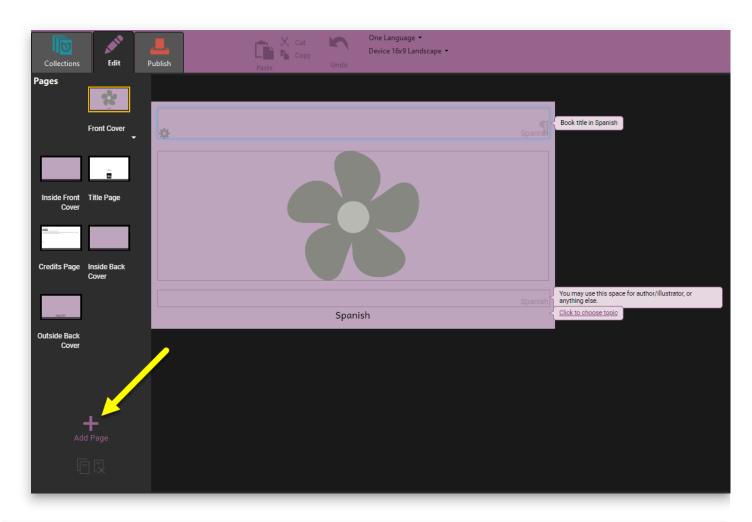
1. Begin by choosing the **Sign Language** book template.



2. Then click MAKE A BOOK USING THIS SOURCE.

Choose a Page Design that Contains a Place for Video

1. Click on the **Add Page** button in order to select from several page templates that contain a place for video:

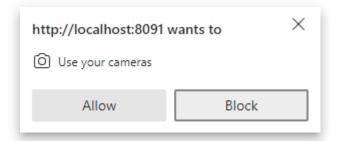


Under the **Sign Language** section, you can recognize these are sign language page templates because they contain the icon of a video camera.

- 2. Click on the thumbnail of the page template that you would like to use.
- 3. A larger thumbnail of the template will appear at the right.
- 4. Optional: Change how many times to insert this page template.
- 5. Click **Add Page** to use this template page in your book.

Add Page	×
Sign Language	3
	Big Text Diglot
*	
Basic Book	
*=	4 2 ADD PAGE

6. If Bloom asks to use your camera(s):



• Click Allow.

How to Use a Page Design that Contains a Place for Video

After you choose a video page, a blank page will be added to your book:

\$ español

Now you can add content to the page. You can add things like:

- 1. Picture(s)
- 2. Video (see <u>Add Video to Your Pages</u>)
- 3. Text



Add Video to Your Pages

Next, you need to add video to the page. There are two ways to do this:

- 1. Record video using your computer's camera
- 2. Import a video from your computer

Change Tools

When working on a Sign Language book, you may want to change from using the Sign Language to the Talking Book Tool or to some other tool.

Play this video to learn how to change to a different tool:

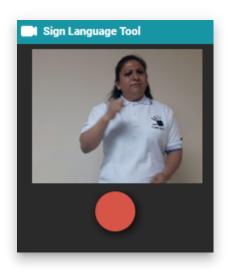


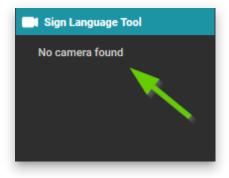
How to Use the Sign Language Tool

You can use the Sign Language Tool to record video directly in Bloom, using your computer's camera.

When you initially make a Sign Language book, the Sign Language Tool — located on the far right-hand side — will open automatically. What is being captured by the video camera device your computer is using will appear in the tool window.

If Bloom cannot find your video camera, you will see a message No camera found. You may need to ask a computer technician to help with this problem.



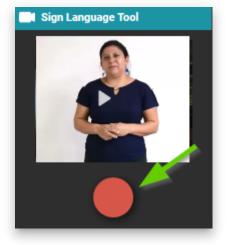


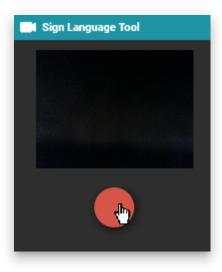
Record Video in the Sign Language Tool

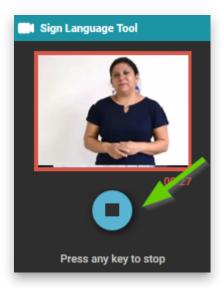
To begin recording video of you or the individual signing, click on the **round record icon**.

A 3-2-1 countdown will begin. When the countdown finishes, recording will begin.

When you are finished recording, click the record icon again to stop recording, or touch any key on the keyboard.







🖓 ТІР

Note: The Sign Language Tool does not record audio.

Review Your Video

A thumbnail of the video you have recorded will now appear in the video section of this page. If you hover your mouse over the video thumbnail on the page, a play icon will appear. This indicates that a video file has been successfully inserted into this page.

Click the play icon to review your video.



Import Video

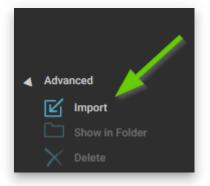
You can also import video into the Sign Language Tool. See Import Video.

Import Video

This page was written for an older version of Bloom and may contain outdated content.

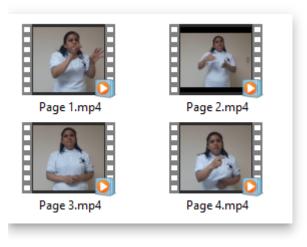
You can also choose to make your video recording outside of Bloom and then **import** it into Bloom after editing.

To import a video, click on **Advanced**, then click **Import**.



Your file browser will open. Use the browser to navigate to the video that you would like to import, click on it, and then click Open.

A thumbnail of the imported video will now appear in the video section of the page.



Start a Sign Language collection

(i) NOTE

Because Bloom was first developed with a focus on spoken languages, setting up a collection for signed languages is not as intuitive as we would like.

A future version of Bloom will make this process more intuitive.

To set up a Sign Language collection in Bloom, there are three steps:

- 1. Identify which **written** language will be used to write the titles of your Sign Language books. This is called the main written language.
- 2. Set up a collection for that main written language (see <u>Create a New Collection</u>).
- 3. Set the Sign Language for the collection in the collection settings.

Settings					
Languages	Book Making	Project Information	Bloom Subscription	Team Collection	Advanced Proc • •
Local L français <u>Chang</u> e					
Langu a français		onal Language)			
Change	<u>e</u>				
Langua	ge 3 (e.g. Reg	ional Language) (C	Optional)		
<u>Set</u>					
Sign La	anguage (Opt	tional)			
 <u>Set</u>		•			
Settings Prote	ection				
Help				ОК	Cancel

Change a Shell Book into a Sign Language Book

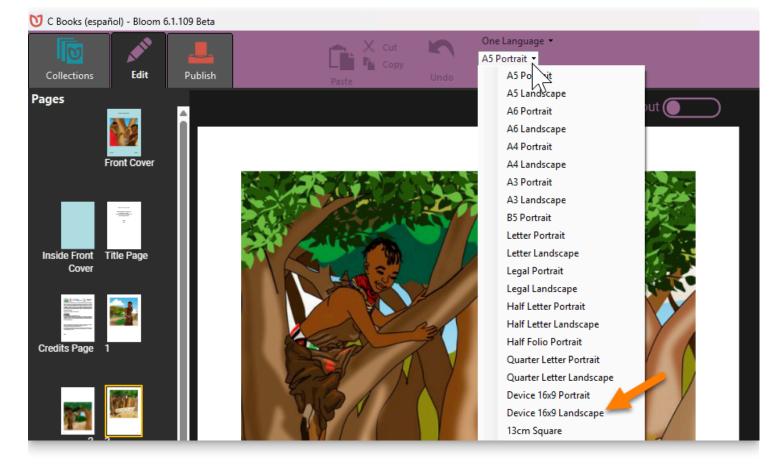
Bloom Library contains 20,000+ <u>shell books</u> that can be easily adapted from one written language into another written language by using source language from the original book as a guide to translate the book into your new language:



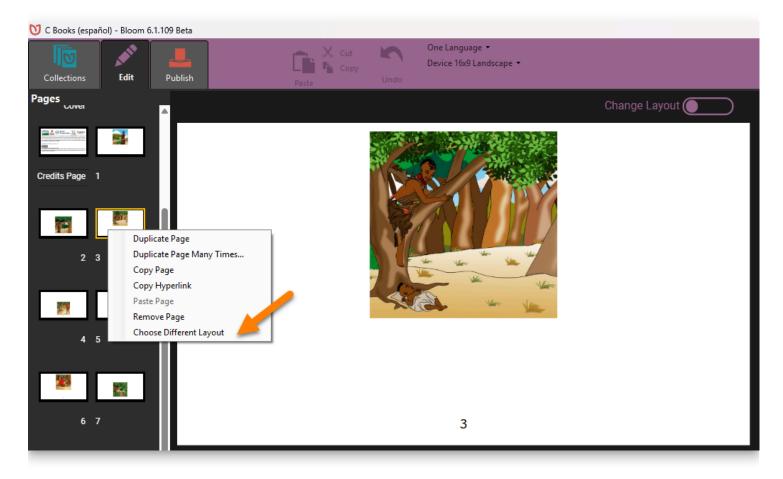
But what if you want to translate a shell book from some written language into a Sign Language? How do you do that?

Fortunately, Bloom makes it easy to transform a written books into a Sign Language book.

If the source book is not using the Device Landscape page format, the first step is to change the book to Device Landscape:

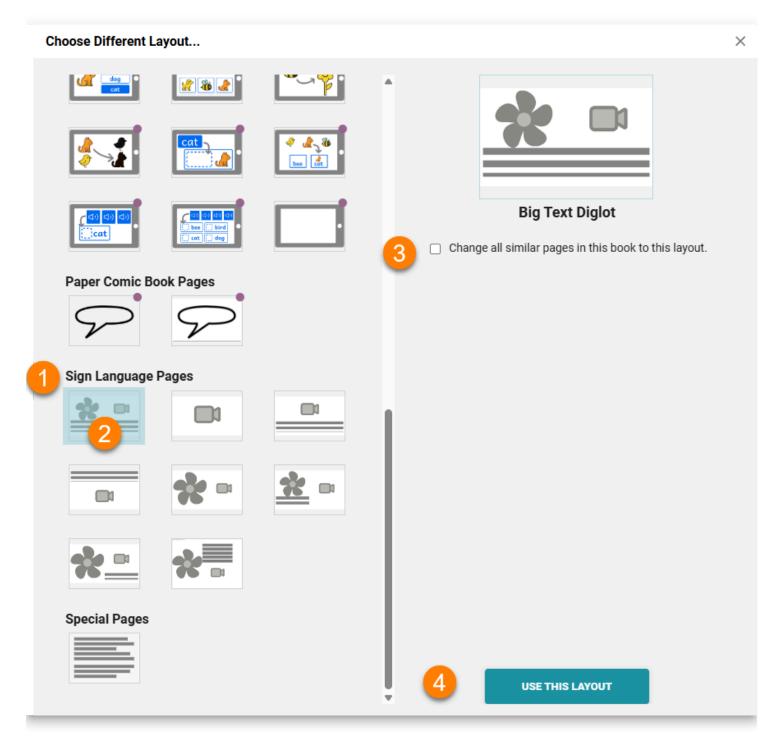


Next, you need to change the layout of the pages to include a placeholder for a Sign Language video. To change the layout of a page, right-click on any page and click "Choose Different Layout":



Next, you need to:

- 1. Scroll down to the section with has Sign Language Pages.
- 2. Choose the Sign Language page layout that you prefer.
- 3. Tick this box if you wish to transform all similar pages to the new layout.
- 4. Click the button to confirm and apply the change in layout.



🗘 тір

Some of the page templates for Sign Language include a placeholder for text, while others do not. The choice of whether to include text in a Sign Language book is a personal decision that should be based on a careful reflection of the target audience you have in mind and your publishing goals.

Team Collections -Introduction

A **Bloom Team Collection** is a normal Bloom Collection that is shared among team members through the synchronized cloud storage service <u>Dropbox</u> or a local area network. By synchronizing files across computers, each person who works on a book has the latest version available.

🖓 тір

We recommend Team Collections for any project where more than one person touches a book before it is published, and where everyone on the team has adequate internet access.

How Team Collections Work

A Bloom Team Collection has two parts. The first part is a normal Bloom collection of working files. This is a folder that contains one or more Bloom books, each in its own folder, as well as special files used by Bloom.

The second part is a special **shadow collection folder**, which is created for the Team Collection by Bloom. Bloom synchronizes the shadow collection and the working files. The shadow collection is also synchronized between your computer and the Dropbox cloud storage service, which synchronizes it to other team members' computers.

(i) NOTE

A **shadow collection folder** (sometimes called a "shadow collection" or "shadow folder") is a special folder that contains compressed copies of all the Team Collection files. The shadow collection folder is stored in a cloud-synchronized local directory on your computer.

For example, let's say Awa has a collection of books on her computer (Figure 1):

Awa's computer	
Q	
Working collection	
collection	

Figure 1: Awa's computer

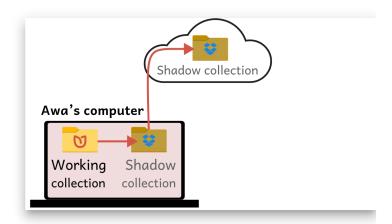


Figure 2: Awa's computer, with a shadow collection folder synchronized to Dropbox

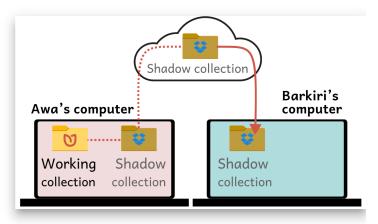
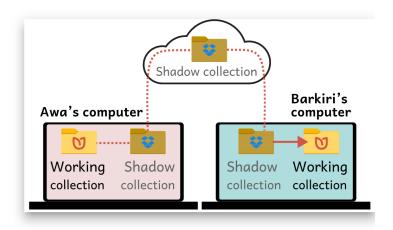


Figure 3: Awa's computer, and the shadow collection synchronized to Barkari's computer



Awa's collection is a Team Collection, so Bloom creates a shadow collection folder on her computer from her working files. The shadow collection is also synchronized to the Dropbox file-sharing service (Figure 2).

Awa shares the shadow collection folder with her teammate Barkari using Dropbox. Now Awa and Barkari both have a shadow collection folder on their computers (Figure 3).

When Barkari launches a special file in the shadow collection folder, Bloom copies the Team Collection files from the shadow collection on his computer, to create a working collection. Now Barkari can edit books in the collection, too.

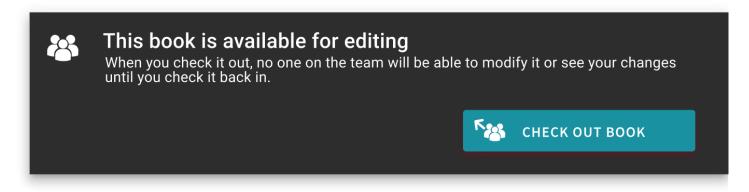
Figure 4: Awa's computer, and Barkari's computer with a working collection from the synchronized shadow collection

Whenever Awa or Barkari change something in the working collection on their computers, Bloom copies the changes into the shadow collection, and Dropbox copies the changes to the other one's computer. In this way, they can both work on the collection, even though they are using different computers.

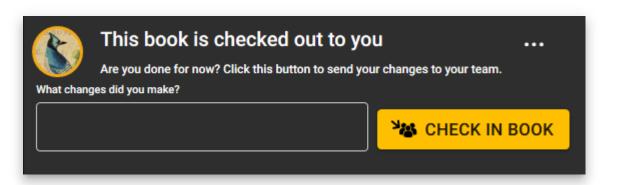
Checking Books In and Out

In a Team Collection, each book has a **status**. There are three possibilities for a book:

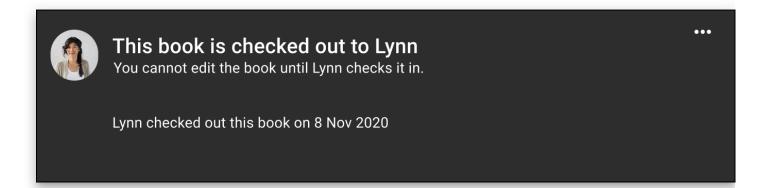
• Available for editing:



• Checked out by you:



• Checked out by someone else:



Only the person who has a book checked out can make changes to it. Whenever one user checks out a book for editing, Bloom uses Dropbox to notify the other team members that the book is checked out. After the user checks the book back in, Bloom notifies the other team members that the book is available for editing again.

This checkout system ensures that team members do not develop multiple conflicting versions of a book that must be painfully reconciled later.

What if I Don't Have Internet Access All the Time?

You do not need continuous internet access to use Bloom team collections. You only need to be connected to the internet when you check books in and out. Your internet service does have to be sufficiently fast and reliable to transfer books to and from Dropbox.

Why Dropbox?

Team Collections works with Dropbox because we have found that it works more reliably and efficiently for this purpose than other commercial filesharing services do. In particular, Dropbox lets other team collection users know when a teammate has updated a book more reliably than Google Drive does. Even more important, when you change part of a book, Dropbox transmits only the parts of the book that have changed rather than the entire book. This is helpful in places with less than super-fast internet.

System Requirements for Using a Team Collection

- A Bloom Enterprise subscription, **OR** you can affirm that your project is fully funded by a local community
- Bloom 5.1 or greater. (It is recommended, but not required, that all the team members use the same version of Bloom.)

Each team member must register his or her copy of Bloom with a unique email address.

• A <u>Dropbox</u> account. The <u>free version of Dropbox</u>, which provides 2GB of storage space, should be sufficient for 100–1000 typical Bloom books (less with larger books).

(i) NOTE

These instructions focus on using Dropbox to synchronize Team Collection files. If you want to use a local network share instead of Dropbox, contact the Bloom team at <u>experimental@bloomlibrary.org</u>.

For More Information

Get Started With Team Collections

Working with Team Collections

Team Collections FAQs

Team Collections - Troubleshooting

Team Collections : Advanced Topics

Get Started With Team Collections

To create a Team Collection, you start with an existing Bloom collection and convert it into a Team Collection. In this guide, we will walk through the process of converting an existing collection into a Team Collection.

The basic steps are:

- 1. The Team Designates a Team Collection Administrator
- 2. The Administrator Converts the Collection Into a Team Collection
- 3. The Administrator Shares the Team Collection With the Other Team Members
- 4. Other Team Members Join the Team Collection

Let's look at each step in detail.

Before You Begin

Before you begin, make sure:

- The latest version of Bloom is installed on your computer, **and** you have registered it with a distinct email address.
- You have a Bloom Collection that you want to convert to be a Team Collection.
- You have a Dropbox account.
- The Dropbox app is installed on your computer. If the Dropbox app is not installed on your computer, see <u>Set up Dropbox on your computer</u>.

(i) NOTE

Dropbox is free for most users, so you may want each team member to have his or her own Dropbox account. If this is a problem (for instance, if you have a limited number of high-capacity Dropbox accounts available), it is possible for all your team members to use the same Dropbox account.

1. The Team Designates a Team Collection Administrator

Your team must decide who will be the Team Collection's *Administrator*. The Administrator is the one who will convert the collection into a Team Collection and share it with the other team members.

(i) NOTE

In addition to setting up the Team Collection and sharing it with the other team members, the Team Collection Administrator has sole control of all Team Collection settings, including the default font, Bloom Enterprise subscription code, and "xmatter" (front and back matter) book settings. The Administrator also has control over any Leveled Reader and Decodable Reader settings.

2. The Administrator Converts the Collection Into a Team Collection

The next step for our Administrator is to convert the "regular" Collection into a Team Collection. The collection can be an existing one with books already in it, or it can be a newly created, empty collection.

(i) NOTE

If your team has multiple copies of the exact same book or even multiple copies of several books, the team should carefully determine which book is the most up-to-date version of each title. The team should gather those books together and pass the "master copy" to the team administrator who will place these books in their Bloom collection.

Once you have the base collection prepared, there are four steps to the process:

- 1. Open the Collection Settings in Bloom
- 2. Enable Bloom Enterprise Features
- 3. Enable Team Collections
- 4. Create the Team Collection

Let's look at each step in detail.

2.1 Open the Collection Settings in Bloom

Open the Collection in Bloom, and click on **Settings** in the "Collections" toolbar (make sure you are in the "Collections" mode, not "Edit" or "Publish").

2.2 Enable Bloom Enterprise Features

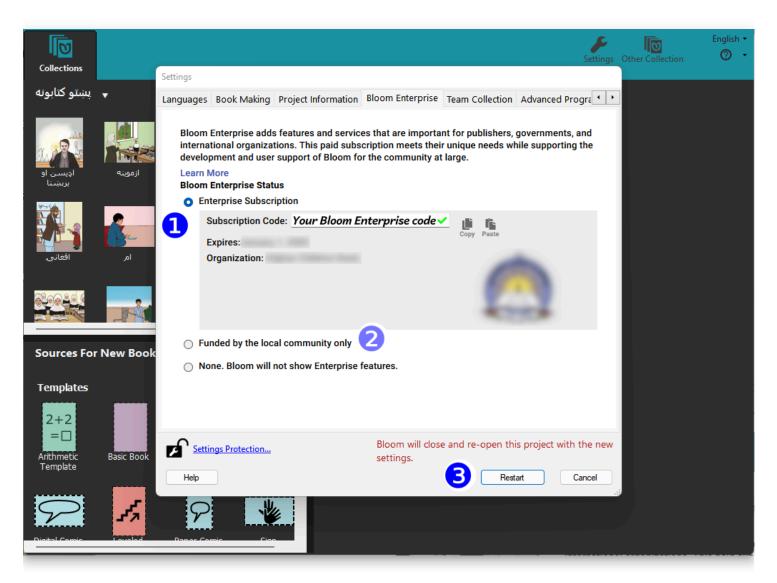
Team Collections is a Bloom Enterprise feature. Navigate to the **Bloom Enterprise** tab of the Collection Settings.

Click the **Enterprise Subscription** radio button and enter your Bloom Enterprise subscription code **O**.

(i) NOTE

If your project is funded entirely by a local community, you can enable Bloom Enterprise features by clicking "Funded by the local community only" **2**.

Restart Bloom €.

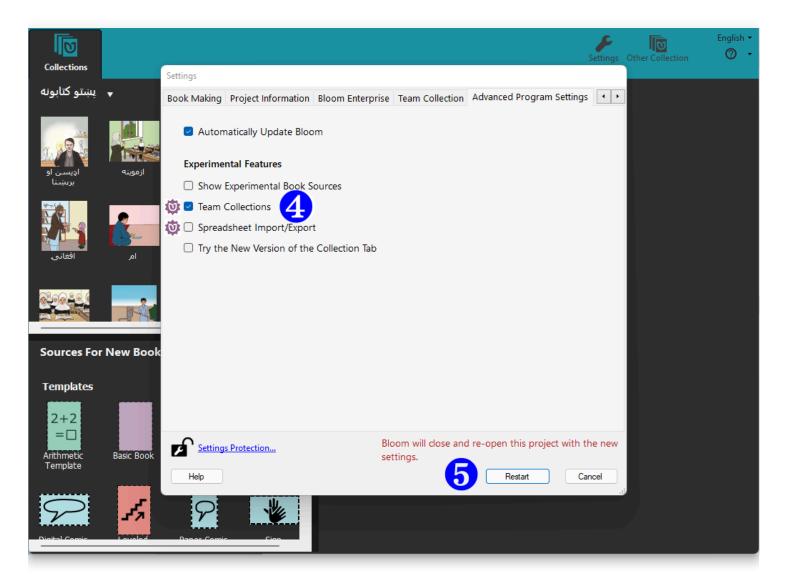


2.3 Enable Team Collections

Team Collections is an experimental feature that must be enabled. After Bloom restarts, return to the Collection Settings and navigate to the **Advanced Program Settings**.

Tick the **Team Collections** box **4**.

Restart Bloom Ø.

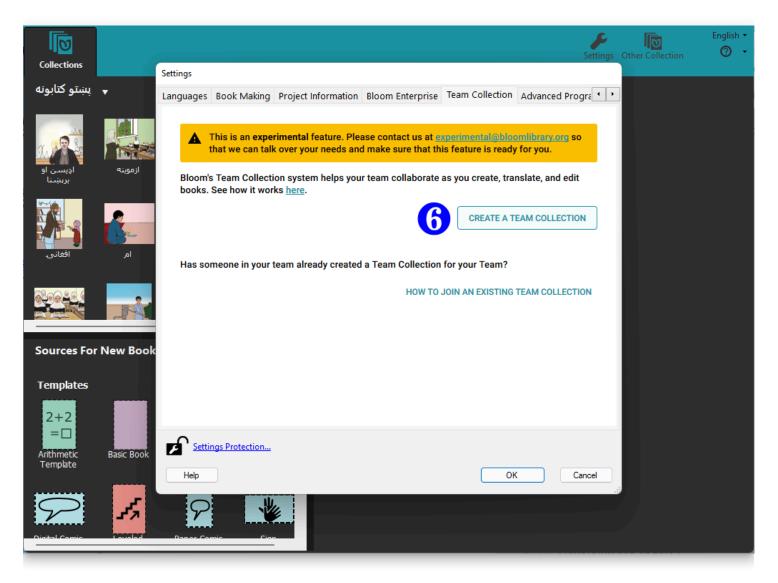


2.4 Create the Team Collection

After Bloom restarts, return to the Collection Settings. This time, you will see a new tab for **Team Collections**. When you activate it, you will see a warning message:

This is an **experimental** feature. Please contact us at <u>experimental@bloomlibrary.org</u> so that we can talk over your needs and make sure that this feature is ready for you.

Click the **CREATE A TEAM COLLECTION** button **3**.



Now Bloom will present another dialog box titled "Create a Team Collection", with two sections.

The first section lets you choose a location for the team collection's "shadow folder". You can accept the default location suggested by Bloom, or you can click **CHOOSE FOLDER** *•* and navigate to another location within your synchronized Dropbox folder.

(i) NOTE

The **shadow collection folder** is a special folder of compressed files stored in Dropbox, which Bloom uses to synchronize files between team members' computers. See <u>How Team Collections work</u> for more details.

Make sure that the folder you choose as your shadow folder (the "LAN or Dropbox Folder") is NOT one of the following:

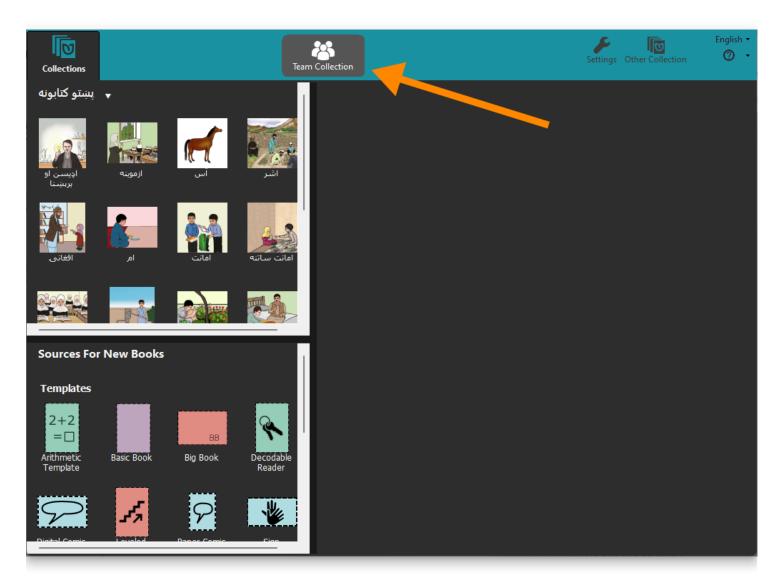
- a folder that is already a shadow folder (i.e., DON'T choose a folder that contains a .JoinBloomTC file)
- a Bloom collection working folder working collection (i.e., DON'T choose a folder that contains a .bloomCollection file)
- a folder that already contains a folder with the same name as the shadow folder you are trying to create

Next, take a moment to read and make sure you understand the three items in the second section **③**. Then, tick the three boxes showing you have read and understood these notices.

If you are satisfied that everything is correct, click **CREATE & RESTART O**.

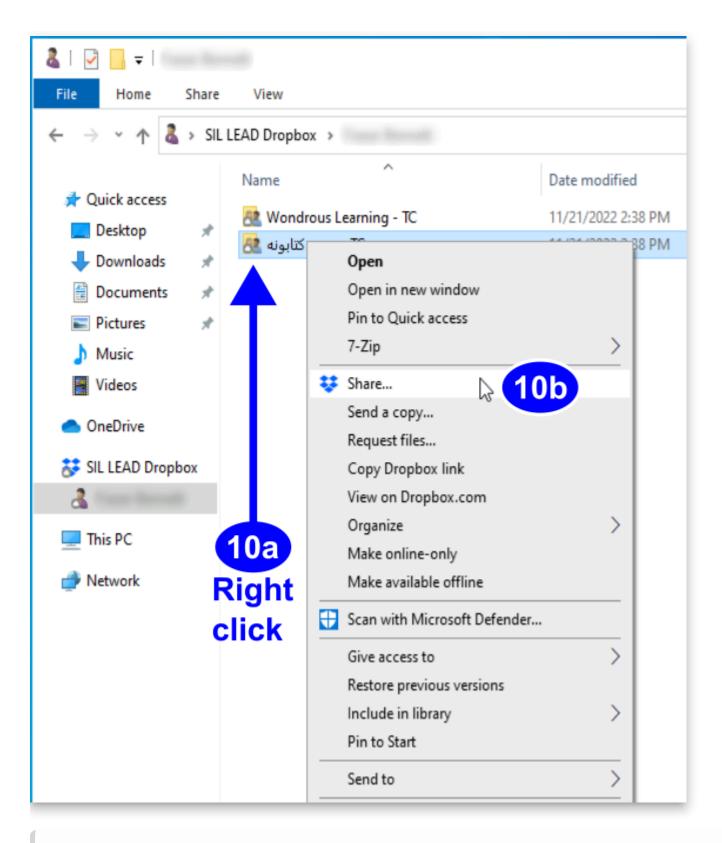
Collections	Sett		F Settings	Other Collection	English • ⑦ •
پښتو کتابونه	▼ Lar	Create a Team Collection	ŀ		
1. Rb		Team Collections work by sharing files between team members using Dropbox or a LAN server. Read this note about other file sync services.			
اډيسـن او	ازموينه	LAN or Dropbox Folder:			
برہیت		C:\Users\FraserBennett\Dropbox (SIL LEAD)			
		CHOOSE FOLDER			
افغانۍ	امر	Please read and check each of these items:			
		I think the name, "یندو کنیونه", will be a good one for the whole team, and will not be confused with other collections. I understand that I will not be able to change this name once this becomes a Team Collection.			
Sources For	New Book	I am the only person on the team creating this Team Collection. The rest of the team will join it.			
Templates		I understand that as the creator of the project, I will be the only person who can change Collection Settings.			
2+2 =□					
Arithmetic Template	Basic Book	9 CREATE & RESTART CANCEL			
	1.				

Bloom will create a special "shadow folder" in your shared Dropbox folder and begin to add the books in your Collection to it. Be aware that if your collection of books is very large, this may take some time. After Bloom has finished creating the cloud collection folder, Bloom will restart. Now you should see the Team Collection notice in the tab bar:



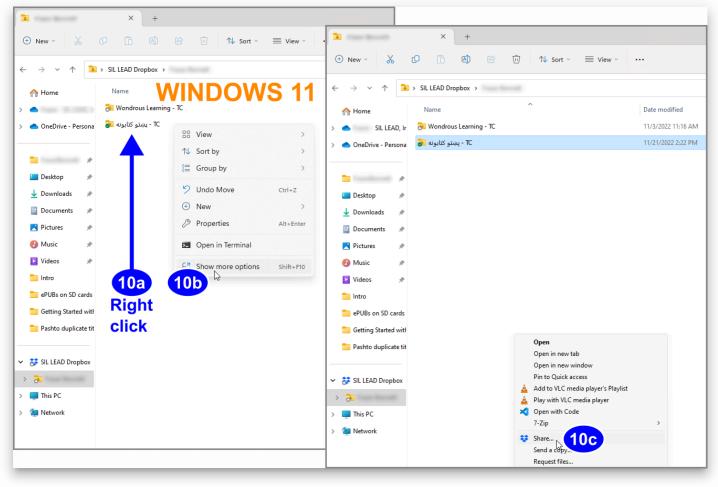
3. The Administrator Shares the Team Collection With the Other Team Members

For others to collaborate on your Team Collection, you need to share your Team Collection folders with them. You do this by sharing with them the synchronized folder that contains your cloud collection folder. Assuming you are using Dropbox on Windows, you can do this by <u>right-clicking</u> the team collection shadow folder *in Windows File Explorer* (10a) and then clicking **Share...** (10b).

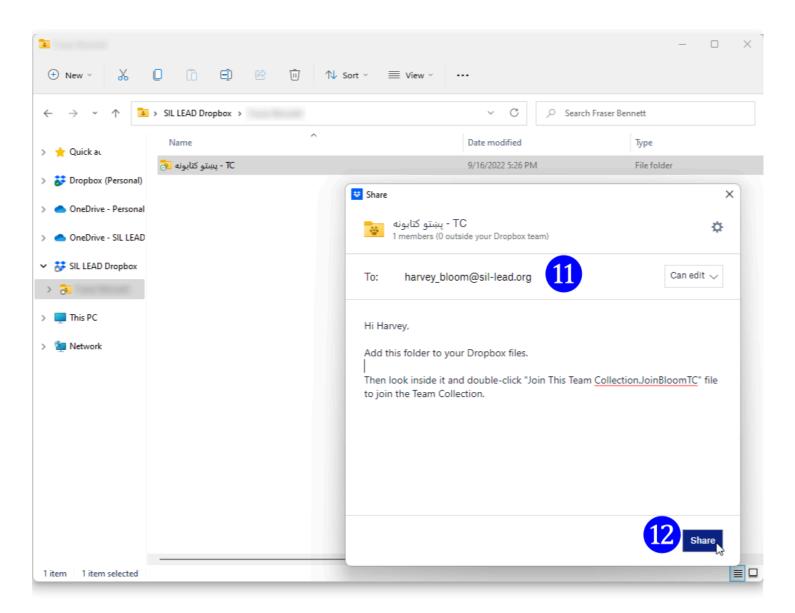


(i) NOTE

The shadow collection folder contains a special file called Join This Team Collection.JoinBloomTC. (This file might appear as simply Join This Team Collection, if you have Windows File Explorer set to hide filename extensions.) The Administrator can rename this file (for instance, to translate it into another language), but the file **must** retain the .JoinBloomTC filename extension. If you are using Windows 11, you will probably need to choose **Show more options** (10b) from the right-click context menu, then choose **Share...** (10c) from the larger menu.



Enter the email address of each person you want to invite. Make sure the recipient will have **editing** privileges for the folder. (This is the default setting.) You can also type an introductory message **(11)**. Then Click **Share (12)**. Each team member will receive an email notification from the Administrator about the shared folder. (If the recipient has the Dropbox app installed on their computer, there will also be a pop-up message.)



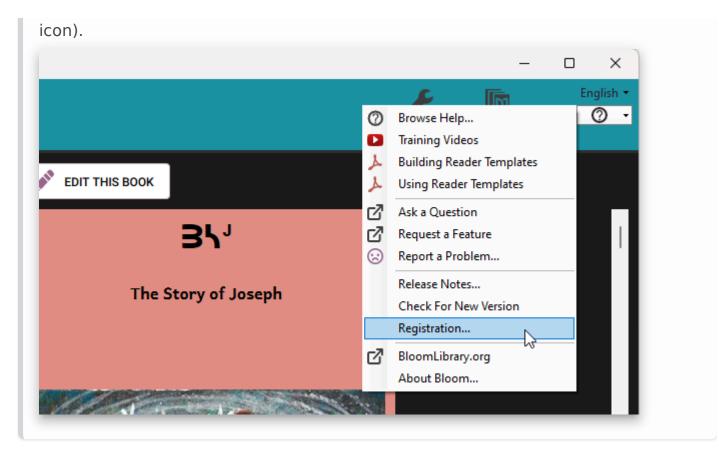
4. Other Team Members Join the Team Collection

To join a Team Collection, other team members do the following:

1. Make sure that Bloom is registered.

(i) NOTE

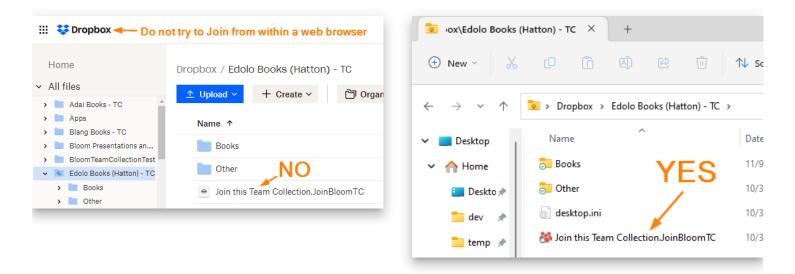
If the user's Bloom installation is not registered, he or she can register it by clicking the **Registration...** line under the Bloom Help menu (marked with a **(?)**



- 2. Add the shadow collection to his or her Dropbox by clicking **Add** in response to the Administrator's invitation.
- 3. Locate the shadow collection folder in the Windows File Explorer and open it.
- 4. Locate and double-click the Join this Team Collection. JoinBloomTC file (13).

(i) NOTE

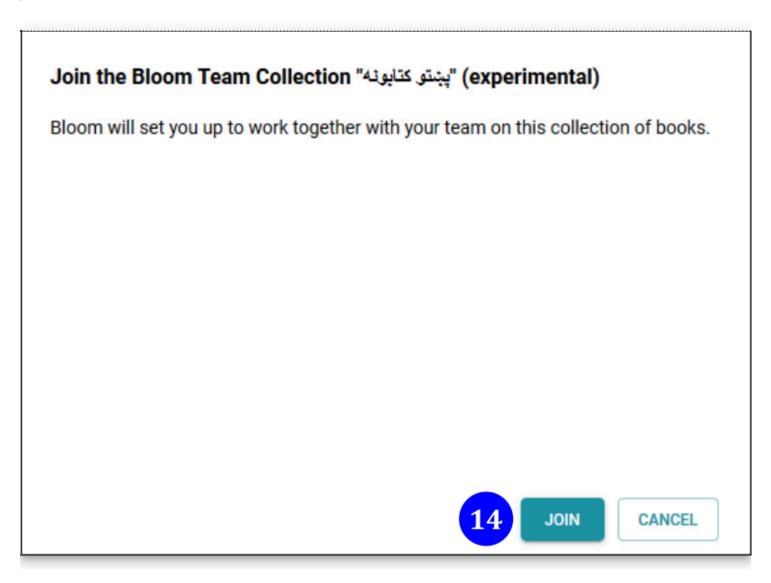
It is essential to double-click Join this Team Collection.JoinBloomTC in Windows File Explorer, not in the Dropbox interface in a web browser.



The Administrator may have changed the name of the file, but it will still have a .JoinBloomTC filename extension.

TC - پښتو کتابونه 😼			- 0 X
🕂 New -	□ 🔂 🗹 🛈 🕄 Sort -> 🗮 View		
\leftarrow \rightarrow \checkmark \uparrow	> SIL LEAD Dropbox > پښتو کتابونه < TC	 ✓ C ,○ Searce 	TC - پښتو کتابونه h
> 🐈 Quick access	Name	Date modified	Туре
	🔁 Books	8/25/2022 4:28 PM	File folder
> 🗦 Dropbox (Personal)	Dther	8/25/2022 4:28 PM	File folder
> 🦲 OneDrive - Personal	🐉 Join this Team Collection.JoinBloomTC 13	8/25/2022 4:28 PM	Join Bloom Team Collection
> 🌰 OneDrive - SIL LEAD			
🗸 😽 SIL LEAD Dropbox			
> 🔁			
> 📃 This PC			
> 🛬 Network			

Next, Bloom will present a dialogue box allowing the user to join the team collection. Click **Join (14)****.**



Next, Bloom will launch itself and copy the working files from the shadow directory into a new working directory.

1

😤 Syncing Team Collection

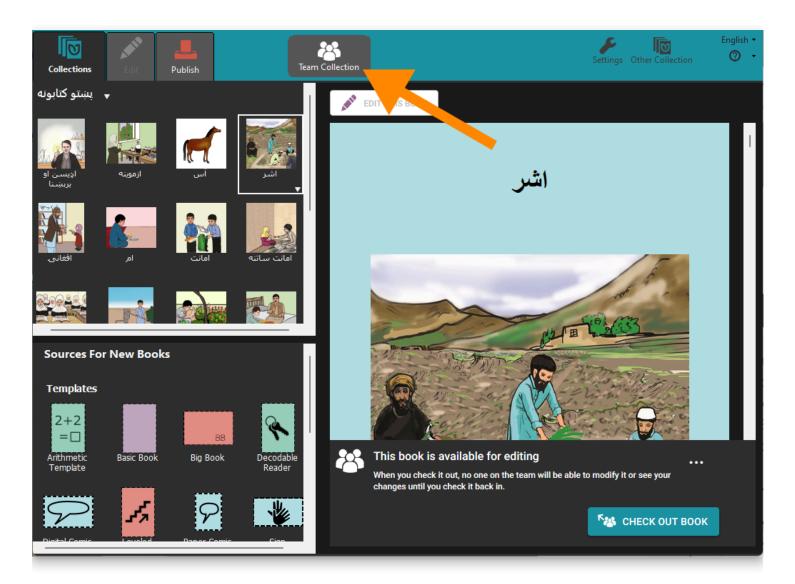
Starting sync with Team Collection Fetching a new book 'اترمويند' from the Team Collection Fetching a new book 'اشر' from the Team Collection Fetching a new book 'اشر' from the Team Collection Fetching a new book 'افغانی' from the Team Collection Fetching a new book 'امانت سائنه' from the Team Collection Fetching a new book 'امانت سائنه' from the Team Collection Fetching a new book 'امانت سائنه' from the Team Collection Fetching a new book 'امانت سائنه' from the Team Collection Fetching a new book 'امانت 'from the Team Collection Fetching a new book 'امانت 'from the Team Collection Fetching a new book 'امانت' from the Team Collection Fetching a new book 'امانت' from the Team Collection Fetching a new book 'امانت' from the Team Collection Fetching a new book 'امانت' from the Team Collection

(i) NOTE

If the user already has a collection with the same name as the Team Collection, Bloom will present a dialogue box allowing the user to *Join and Merge* the Team Collection. This action will cause this team member's private collection to be merged with the Administrator's team collection. Note that during the merge process, the Administrator's settings will overwrite the member's collection settings.

You already have a collection with this same name. If you continue, Bloom will merge your existing "بينو كتابونه" collection with the Team Collection that you are joining. Matching local collection: C:\Users\ \Documents\Bloom\\u00edy	پونه" Join the Bloom Team Collection بونه" Bloom will set you up to work together wit	
Matching local collection: C:\Users\ \Documents\Bloom، ويندى كتابونه	بونه" Bloom will merge your existing	
JOIN AND MERGE CANCEL	Matching local collection: C:\Users\	

After Bloom has copied all the files into a working collection, Bloom will restart and open the new collection. All the team members should see the Team Collection badge in the toolbar.



What Next?

Working with a Team Collection is like working with a regular Bloom Collection, but you need to check books out in order to edit them. When you're finished making edits, check them in again so that your teammates can work on them. For more details, see <u>Working</u> with Team Collections.

Set up Dropbox on your computer

As a Cloud service, Dropbox can operate entirely through a web browser interface. However, in order to use Bloom Team Collections, **you need to also install the Dropbox App on your computer.** The Dropbox App allows you to access your Dropbox files through your computer's file manager (in Windows, that's File Explorer). It also allows Bloom to synchronize your Team Collection between Bloom's working files and the Team Collection's cloud collection folder.

In this guide, we'll walk through the process of installing the Dropbox app on a Windows computer.

When you sign into Dropbox initially, you may see this dialogue box. Click on the Download button to get started.



If you don't see that sign, then from your web interface in Dropbox:

- 1. Click on your account icon
- 2. Click on "install Dropbox app".

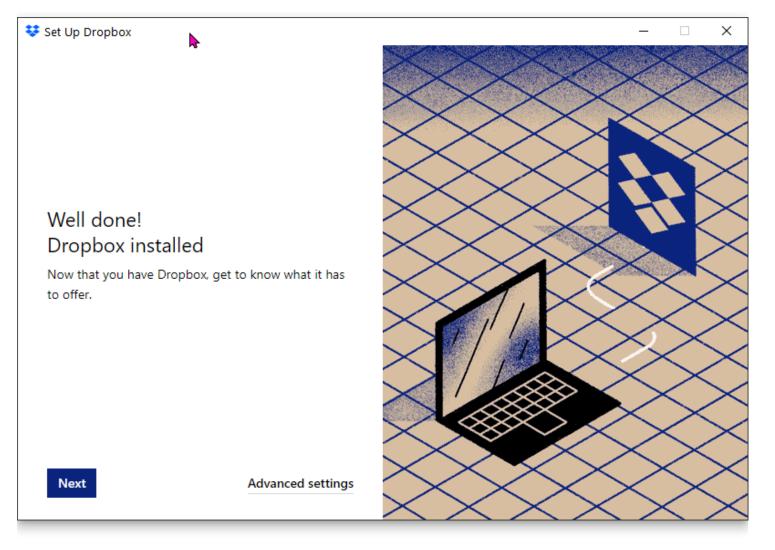
	 Upgrade account ① 1 100
e	COLIN SUGGETT XXXXXXXXX Your account has 2.25 GB storage Upgrade
2	Settings Install Dropbox app Sign out
e	⊕ Add team account

You'll see:

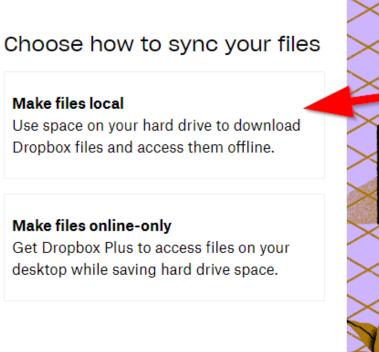
Download Dropbox to get started

Download Dropbox

DropboxInstaller.exe will download. After download, double-click on the file to install it. You may need to register a phone number to your account. After that you should see:



Other steps may be presented. Eventually, you'll get to:



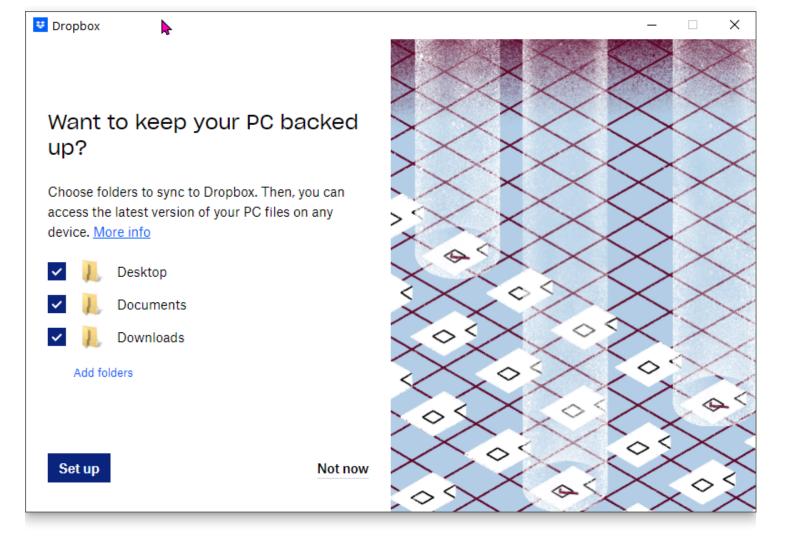


Continue

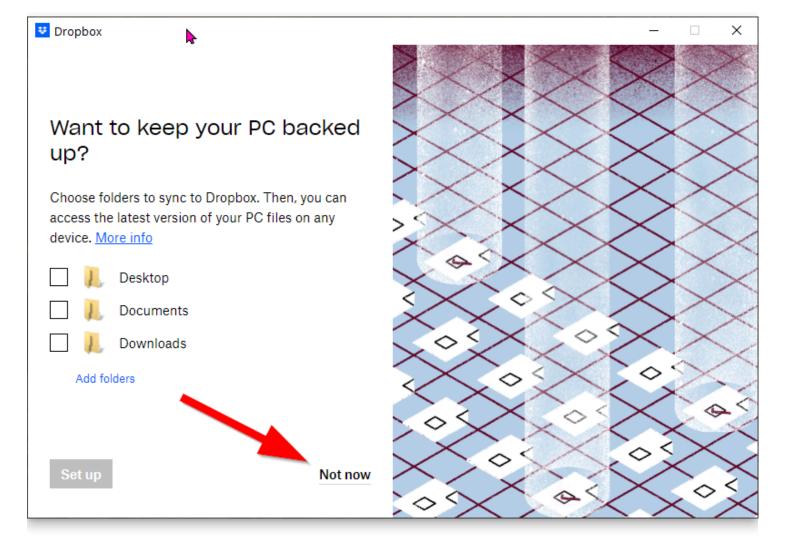
If you only have a basic Dropbox account, you must choose the first option.

2

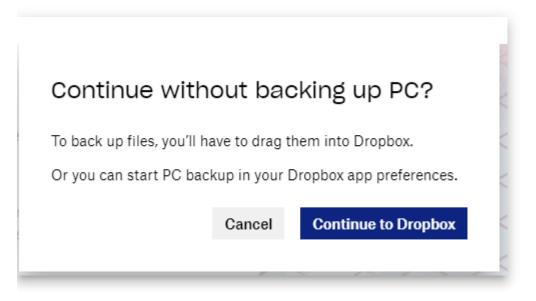
Next, Dropbox will want to add several large folders to be automatically backed up. It is very likely that the space requirements for backing up these folders will surpass the allotment of a Basic Dropbox account.



If you only have a Basic Dropbox account, uncheck those boxes and click "Not now" to proceed.



You'll see a warning:



Click to **Continue to Dropbox**.

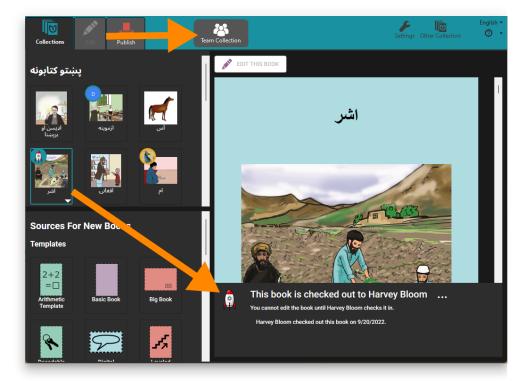
Dropbox will create a folder on your computer to hold synchronized files. On most computers, this will be located at C:\Users\<your username>\Dropbox.

That's it! Now you can store your Bloom Team Collection cloud collection folders in your synchronized Dropbox folder, and enjoy using Bloom Team Collections.

Working with Team Collections

Checking In & Checking Out Books

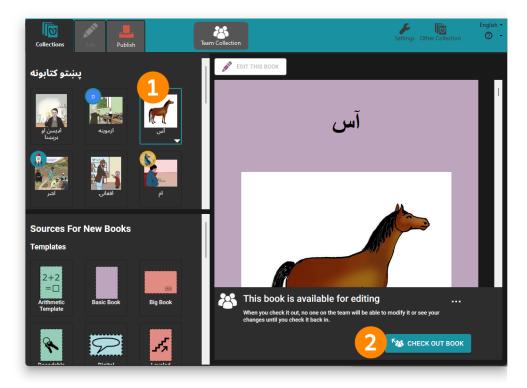
When you open a Team Collection, the first thing you will notice is a "Team Collection" badge in the toolbar. You will probably also see colored circles on some of the book thumbnail images. These circles indicate which books are checked out for editing by members of your team.

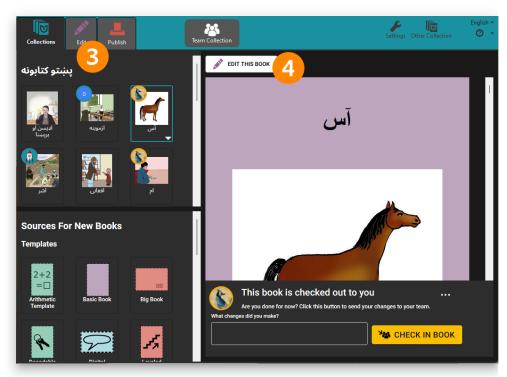


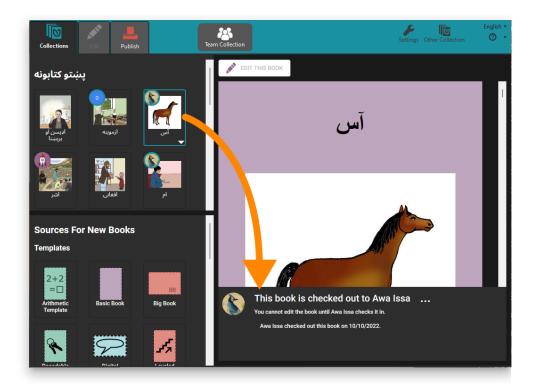
When you click on a book thumbnail, Bloom will display who has the book checked out. Books that are checked out to other team members are not available for editing. (Notice that the "Edit" tab is gray, meaning that you cannot click on it to edit the book.) In the example below, team member Awa Issa sees that the book "آس" is **available for editing** and wishes to edit that book. She clicks the thumbnail image **(1)**, and then clicks **CHECK OUT BOOK (2)**.

The book's status immediately changes to **This book is checked out to you**, and Awa is now permitted to edit. Awa can click the **Edit** tab (3) or the **EDIT THIS BOOK** (4) button to begin editing the book.

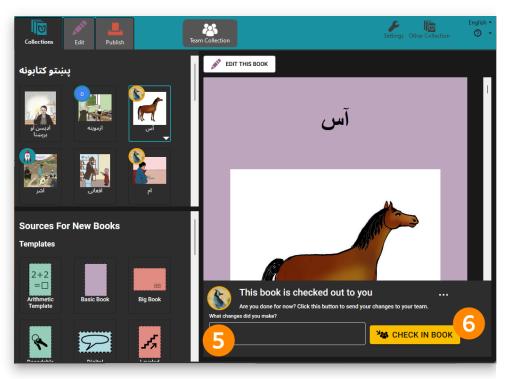
While Awa has this book checked out, other team members will see in the book's status panel that Awa has the book checked out. Awa's teammates cannot edit the book until after Awa has checked it back in.







When Awa is finished editing the book, she can check it back in. First, she types a brief note about the changes she made, to let her team members know what she has done (5). (This step is optional.) Then she clicks the **CHECK IN BOOK** button (6).



The book is now available to the other team members to make further edits.

Slow internet connections can cause status update delays The status panel of a book may take some time to update over slow internet connections. When this happens, it is possible that two people may start to edit the same book at the same time. This will cause an editing conflict. If an editing conflict occurs, Bloom will determine one team member to be the "winner" and will put the other team member's edited book into a special *Lost and Found* folder. (If this happens, see <u>Retrieving a book from Lost and Found</u>.) If your team members do have poor internet access, you may wish to schedule the work through email or other means to lessen the potential for editing conflicts.

Making avatars for your team

Bloom marks the thumbnails of books in a Team Collection with an initial letter of the name of the user who has a book checked out, or a small image (called an "avatar") to represent the user:

How does Bloom know what to show? In the Bloom Registration, there is a field for name and email.

Make sure each user has a correct and unique email. From that, Bloom can generate an avatar that uses their initials. If you want to have a picture instead of just initials, you can register your email address at <u>gravatar.com</u>.

كتابونه	پښتو		
بیس او برېښا آشر	ازموینه اونونه افغانی		
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	Please take a minute to re	egister Bloom	
	First Name	Surname	
ام	Harvey	Bloom	

رموينه Reg	gister Bloom		
	Please take a minute to regis	ster Bloom	
Br-	First Name	Surname	
٩	Harvey	Bloom	
	Email Address	Organization	
-	harvey_bloom@sil-lead.org	SIL LEAD, Inc.	
	How are you using Bloom?		
	Preparing books for Pashto scho	oolchildren	
R	I'm stuck, I'll finish this later.	<u>R</u> egister <u>C</u> ancel	.:

Manually updating your team collection

If another team member checks in a book, the Team Collections badge may say **Updates Available**. To get the latest version of the collection's books right away, click on the **Updates Available** badge (7).



Book history

Clicking on the Team Collection badge in the toolbar lets you see a history of changes.

STATUS HISTORY			
Title	When	Who	Checkin Comment
Cacat Bukanlah Halangan Disability is not Inability	2021-5-24	🗿 Lynn	Started
Cacat Bukanlah Halangan Disability is not Inability	2021-5-25	🗿 Lynn	Translating
Cacat Bukanlah Halangan Disability is not Inability	2021-5-27	🗿 Lynn	Set copyright & credits
Aku Kuat	2021-5-25	Faturraham	Started book
Cacat Bukanlah Halangan Disability is not Inability	2021-6-1	🐊 Lynn	Fixed spelling

Team Collections FAQs

- What happens if I want to edit a book but I cannot get online?
- Does everyone on the team have to have the same version of Bloom?
- What happens if I drag a Bloom Book folder into my Team Collection folder?
- How can I remove a book from a Team Collection?
- What happens if I rename a book in a Team Collection?

Troubleshooting Team Collections

If you have further issues with Team Collections, see <u>Team Collections - Troubleshooting</u>.

Team Collections -Advanced Topics

Move a book from one collection to another

Lock down a book to prevent further modifications

Retire a Team Collection

Change the name of a Team Collection

Move a Team Collection's shadow collection folder to a different location

Retrieve a book from "Lost and Found"

Team Collection Limitations

The following are known problems and limitations of this feature.

We Know You'd Rather Be Using Google Drive

Team Collections relies on other file syncing systems while hiding their complexity. Currently, you can use a local LAN server to sync or Dropbox. We don't yet offer Google Drive because our experiments with "Google Drive for Desktop" showed that it was not reliable enough to use for Team Collections. However, in the future, we hope to build a reliable Google Drive option based directly on Google APIs instead of the "Drive for Desktop" app.

It Might Be Possible for Two People To Check out a Book Simultaneously

Only one person can have a book checked out at once. When you try to check out a book, Bloom first makes sure that it isn't already checked out. However, due to delays inherent in cloud-based file syncing, it is at least theoretically possible that the book was checked out recently by a teammate, and your computer hasn't received that data yet. In the future, we plan to add a full-proof cloud-based system that will close this loophole.

Overview

Many modern fonts provide two (or more) different "styles" of some of the letters in their alphabets (character sets). The standard style is shown by default (without doing anything special), whereas the non-standard/special style is displayed only if the user specifically requests it.

The technical name for these "styles" is "Font Features".

For example, SIL's <u>Andika font has two different styles</u> for the letter "a" shown here:

Feature	Sample	Feature setting
Standard	a ª à á â ã ä å ā ă ą ǎ ā̈ ā̈ á̈ å̈ à â à a a a a á ấ ầ ẩ ẫ ậ ấ́ ằ ẳ ẵ ặ ø a ª ீ	ss13=0
Double- story	aªàáâãäåāăąăäāåäâàààaàaàààââââââââ ằắăăăaa ^a	ss13=1

The Bloom editor supports the use of Font Features. In this way, Bloom users can produce books following the specific font requirements of their respective language communities.

To enable a non-standard/special style in a Bloom collection, you must edit the file customCollectionStyles.css and add specific instructions for the features you require for the language you need. This file is located in the main folder for your book collection and must be edited using a plain text editor such as Windows Notepad.

The instructions you give are language-specific. For example, to select the "double-story" letter "a" for English, French, and Portuguese, you would add the following code to this file:

```
[lang="en"], [lang="fr"], [lang="pt"]
{
   font-feature-settings: "ss13" 1;
}
```

Identifying Feature Settings

To find out which feature setting(s) you need, you must research and find the documentation for the specific font you are planning to use in your books. If you are using an <u>SIL font</u>, look for that information on the page for the font in a bolded link saying "font features" or "smart font features".

Multiple font features can be specified in the custom CSS file on separate lines separated by commas, for example:

```
[lang="tsp"]
{
   font-feature-settings: "cv56" 1, "smcp" 1, "ss04" 1;
}
```

Similarly, multiple languages are separated by commas:

```
[lang="tuz"], [lang="fr"]
{
   font-feature-settings: "ss01" 0, "ss04" 0;
}
```

Why share on Bloom Library?

Do you upload your books to Bloom Library? You should! Here are some reasons why.

When you put your books on <u>BloomLibrary.org</u>, they can benefit:

- language group members
- educators
- people working with refugees
- government officials
- language activists
- donors
- linguists
- people using apps that offer translation (see Facebook's <u>No Language Left Behind</u>, which reads books from Bloom Library to learn minority languages).
- people who may be able to translate your book into their own language or dialect

(i) NOTE

Also, your books on <u>BloomLibrary.org</u> will be kept safe for generations.

We have heard a number of reasons why people may not upload their books:

"What if we don't have an Enterprise Subscription?"

"Isn't Bloom Library for finding books to translate? It would not make sense to translate my book."

"Why should I upload my book—it isn't perfect?"

"What if my books cannot be shared outside of the country?"

"What if our people group doesn't have access to the internet?"

We are sharing our collection through our website. How does this connect with Bloom Library?"

Download Books from Bloom Library

(i) NOTE

This page is a draft version.

Download Books to Use in Bloom Editor

There are thousands of books available for you to use from the Bloom Library. You can download these books directly from the <u>Bloom Library website</u>.

(i) NOTE

If you have Bloom Editor installed on your computer, books that you download will **automatically open** in Bloom Editor.

Here are the steps to download a book from Bloom Library:

1. In the Bloom Editor, click on GET MORE SOURCE BOOKS AT BLOOMLIBRARY.ORG:



Tok Pisin Books 🚽













Bikpela Pukpuk

Famili Bilong Mi

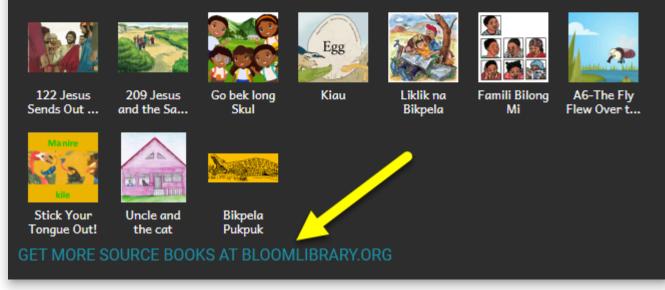
Go bek long Skul

Kiau

Liklik na Bikpela

Mun na Kep





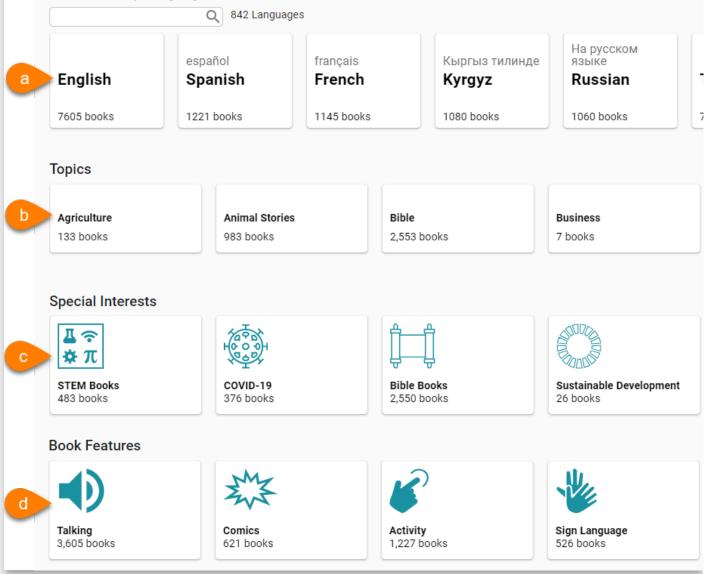
- a. You can also go to <u>BloomLibrary.org</u> in a web browser.
- 2. Click on the group of books that you want to see. You can view by:

Bloom Library

Free Books in Your Language

19,489 books

Find Books By Language

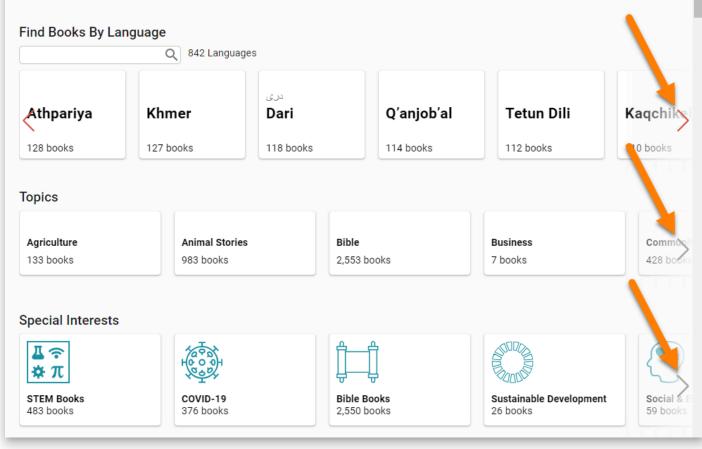


- a. Language
- b. Topic
- c. Special Interests
- d. Book Features
- 3. To see more languages or topics, use the **left/right** arrows to scroll through the groups:

Bloom Library

Free Books in Your Language

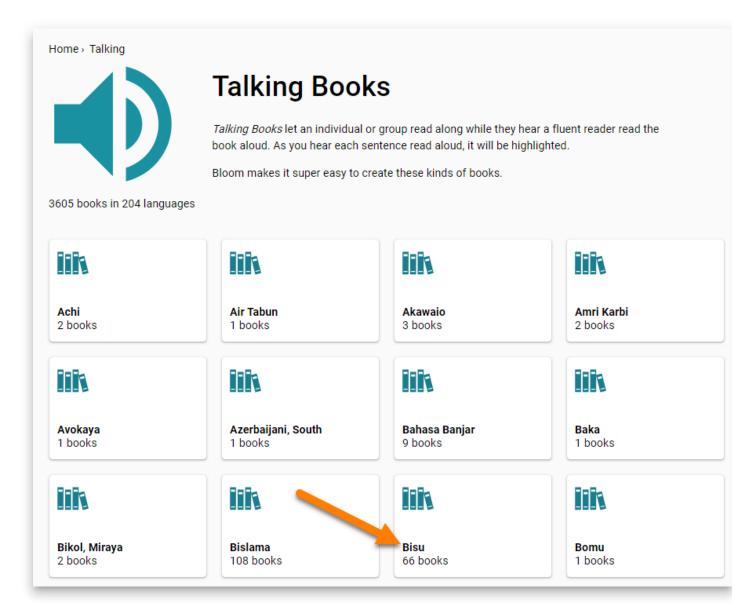
19,489 books



4. To search for a specific language:

Bloom Library
Free Books in Your Language
a Find Books By Language
Tok Pisin 776 books

- a. Type the name of the language in the Find Books By Language search box.
- b. Click the **name** of the language.
- 5. If you see a list of languages, click on the **language** that you want to see books for:



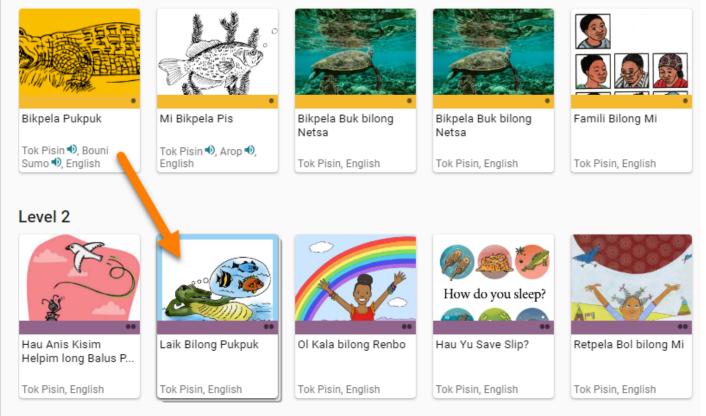
6. Once you see see **individual books**, click on the book that you want to **view/download**:

Tok Pisin books

Tok Pisin is an official language of Papua New Guinea, spoken throughout the country as a second language, facilitating communication between more than 800 language groups. Tok Pisin has a growing number of mother-tongue speakers in towns and cities.

776 books

Level 1



7. To use this book in Bloom Editor, click Translate into your language!

ଷ Bloom _	READ	RESOURCES	ABOUT	\bigcirc
Q search for books				
Home - Tok Pisin books				
Laik	Bilong Pukpu	ık	READ	
English Tok Pisin	ı			
11 books	that may be translations	1	Argent Translate into	
A hungry crocodile thir	iks of all the thir	ngs it likes to eat.	Download into Bloo	
Features		Downl	oad	
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		> 0	GET BLOOM READER	JF EPOB

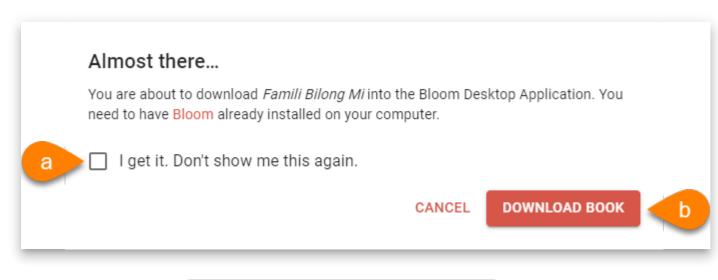
8. Note: You can also download this book in other formats:

ଏ Bloom _	READ	RESOURCES	ABOUT	8
Q search for books				
Home - Tok Pisin books				
Laik I English Tok Pisir	Bilong Pukp	uk	READ	
A hungry crocodile thin	hat may be translation ks of all the thi		A ← ↓★ Ianguage Download into Bloo	el
Features		Downl	oad	
			SET BLOOM READER	

- a. **BloomPub**: For reading in the <u>Bloom Reader app</u> or BloomPub Viewer.
- b. **PDF**: For reading on a computer, sharing via email, etc, or printing.
- c. **EPUB**: For reading using an e-Reader.

You may see multiple windows while the book downloads:

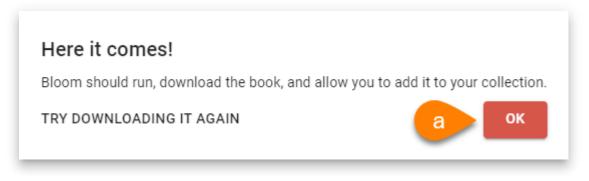
1. If you see this window:



- a. **Optional**: Click I get it. Don't show me this again.
- b. Click Download Book.
- 2. If you see this window:

Open Bloom?
https://bloomlibrary.org wants to open this application.
Always allow bloomlibrary.org to open links of this type in the associated app
b Open Bloom Cancel

- a. Check the box for Always allow bloomlibrary.org...
- b. Click Open Bloom.
- 3. If you see this window:



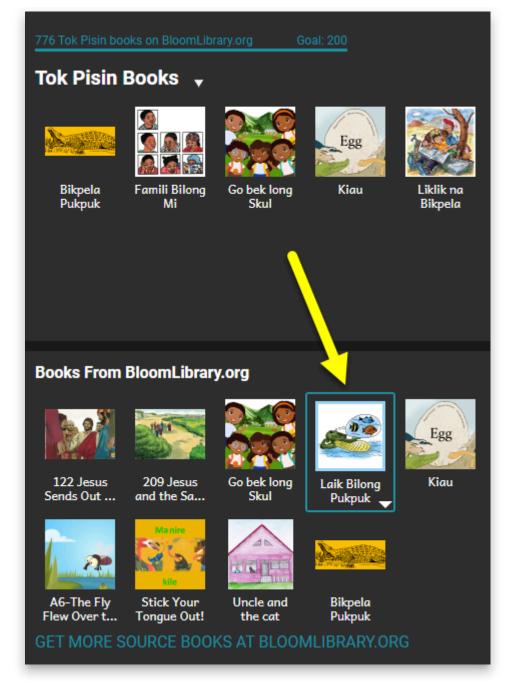
- a. Click OK.
- 4. If you see this window, the book is downloading into Bloom Editor:

Bloom	
Downloading book	
A6-My Family	
	Cancel

- a. Wait for the download to finish.
- 5. When you see this window, it means that the books has successfully downloaded into Bloom Editor.

Download complete	×
Your download (A6-My Family) is complete. You can see it in the 'Books from BloomLibrary.org' section of your Collections.	
аок	

- a. Click OK.
- 6. Bloom Editor should open, and the book should be available in the Books From <u>BloomLibrary.org</u> section:



7. To **create** this book in your own language:



- a. Click on the book thumbnail.
- b. Click MAKE A BOOK USING THIS SOURCE.

Download BloomPUB to Read in Bloom Reader

There are several ways to download a BloomPUB book from Bloom Library so you can read it in <u>Bloom Reader</u>.

- Get books from Bloom Library from within Bloom Reader
- Get books from Bloom Library in a Web Browser
- Download a <u>BloomPUB file to a computer</u>, then <u>transfer the BloomPUB file to an</u> <u>Android device</u>.

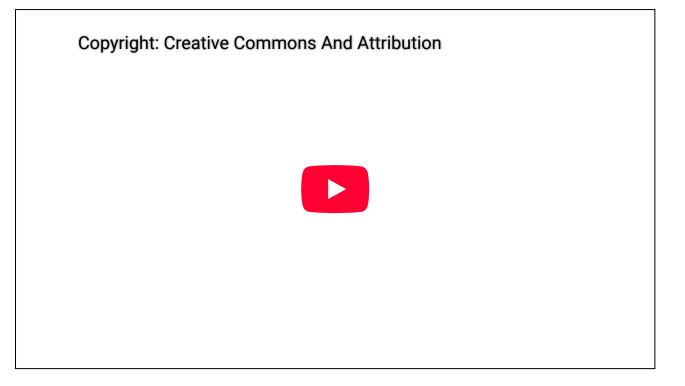
Permission to Publish-Copyrights, licensing, and attribution in Bloom Library

Before uploading a book to Bloom Library, it is essential that you have full permission to do so. Frequently, Bloom users have questions about what this means.

Here is an article that explains much of what you need to know:

https://www.theedublogger.com/copyright-fair-use-and-creative-commons/

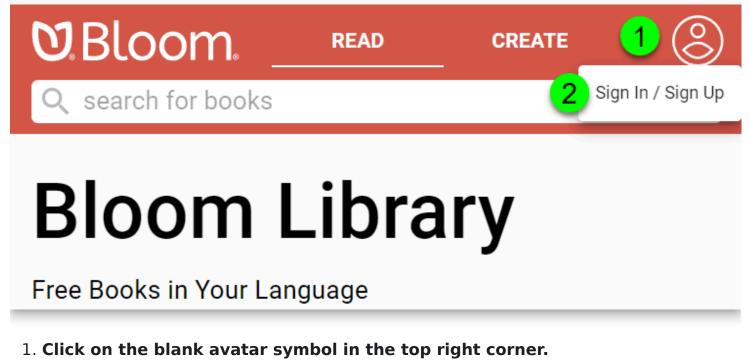
In addition, this short video may be helpful:



Access your books

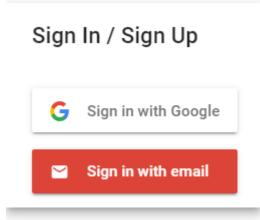
When you are logged into your Bloom Library account, there is a convenient way to view all of the books you have uploaded to the library.

First, you must **Sign In** to your Bloom Library account:



2. Click on Sign In / Sign Up.

Bloom Library will present two options: you can **Sign In with Google**, or you can **Sign In with email**:



After signing in, your avatar will be displayed in the top right corner.

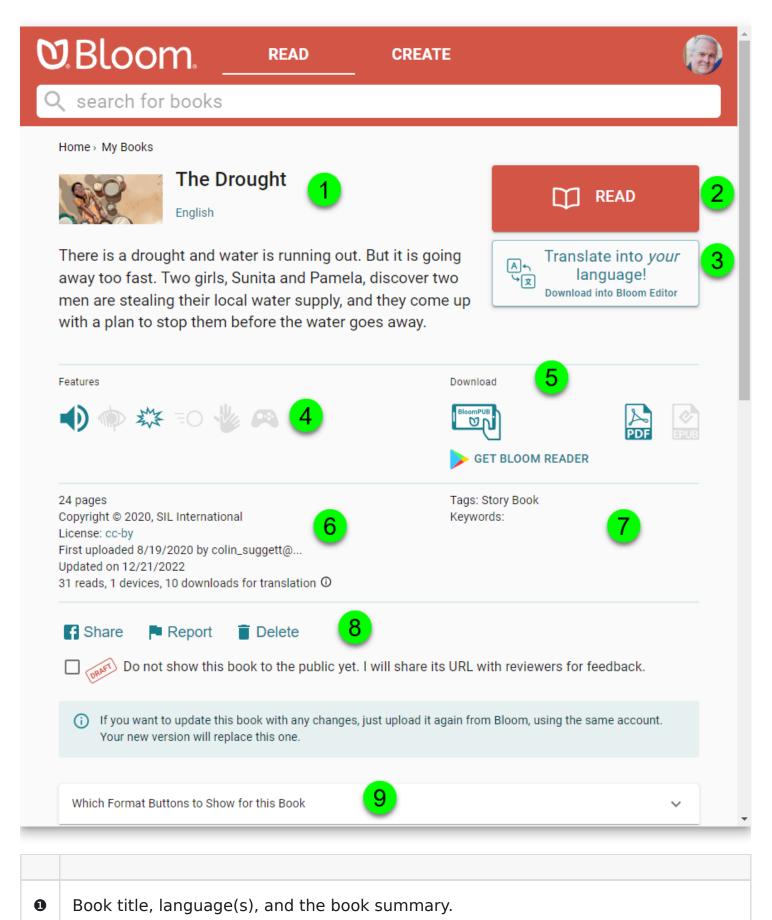


- 1. Click on your avatar.
- 2. Click on My Books.

Following this, all of your books will be presented. Click on any book to view the book detail page.

The Book detail page

If you click on a book you uploaded, you will see something like this:



0	Button to READ the book online in BloomPUB format.
6	Button to download the book into Bloom Editor for the purposes of translation.
4	Icons showing the features of this book: audio, image descriptions, overlays, motion, sign language, activities.
6	Icons showing which book formats can be downloaded: BloomPUB, PDF, or ePUB.
6	Information about the copyright, licensing, and statistics of the book.
Ō	Tags and keywords associated with this book. The main tag is set when you choose the Topic of the book's front cover in Bloom editor. Other tags and keywords are set by the Bloom librarian or through the bookshelf selection (available to holders of Enterprise subscriptions).
8	Buttons to Share, Report, or Delete this book, or to mark the book as a draft.
0	A dropdown list to allow you to hide or show certain buttons for the book. For example, you might hide the button allowing people to download your book for translation.

Bloom Library Publishing Formats- READ Online, BloomPUB, PDF, ePUB

When you publish a book to Bloom Library, Bloom Library will provide a way to READ your book online, and will automatically create up to three different versions of the book for downloading:

- 1. <u>READ Online</u>
- 2. BloomPUB Download
- 3. PDF Download
- 4. <u>ePUB Download</u>

Home Disability is not inability READ English Swahili (macrolanguage) 9 books that may be translations Translate into *your* A h language! کا • This story gives four examples of where disability is not Download into Bloom Editor inability - An African Storybook Features Download GET BLOOM READER

READ Online

Using the READ button, your book can be enjoyed from any computer (Windows, iOS, Linux) or device (Android or iOS). The page design and layout will be a near-perfect match of the book you created in the Bloom Editor. The only exception is that the credits page and title page will be listed at the end of the book.

BloomPUB Download

BloomPUBs can be read using **Bloom Reader** (an Android app) or the **BloomPUB Viewer** (a Windows app).

BloomPUB Viewer is similar to online READing and will match your book's design in Bloom editor.

In contrast, since **Bloom Reader** is an Android app designed for phones, and most phones have a 16x9 aspect ratio, Bloom Reader will resize BloomPUBs to conform to a "Device 16x9" size.

PDF Download

The PDF will match your book's design in the Bloom Editor, including the ordering of the credits page and title page.

ePUB Download

ePUBs can be published in Fixed or Flowable modes:

ePUB mode	Fixed – ePUB 3 🔺
	Fixed – ePUB 3
Accessibility	
Include in page	Flowable
Accessibility C	hacker

In all current versions of Bloom, the default mode is Fixed, unless the user explicitly chooses Flowable in Bloom Editor before publishing to Bloom Library.

For further technical information on these two ePUB modes, please refer to [Problem Internal Link].

Publish Draft Versions of Books

One very powerful feature of Bloom is its ability to harness the generosity of its global user-community – book-creators from all over the world – who allow their original works to be freely translated into other languages. And so, a user in (say) India, can create a beautiful book using Bloom, upload it to the Bloom Library, and make it available to the entire world to freely adapt and translate into other languages.

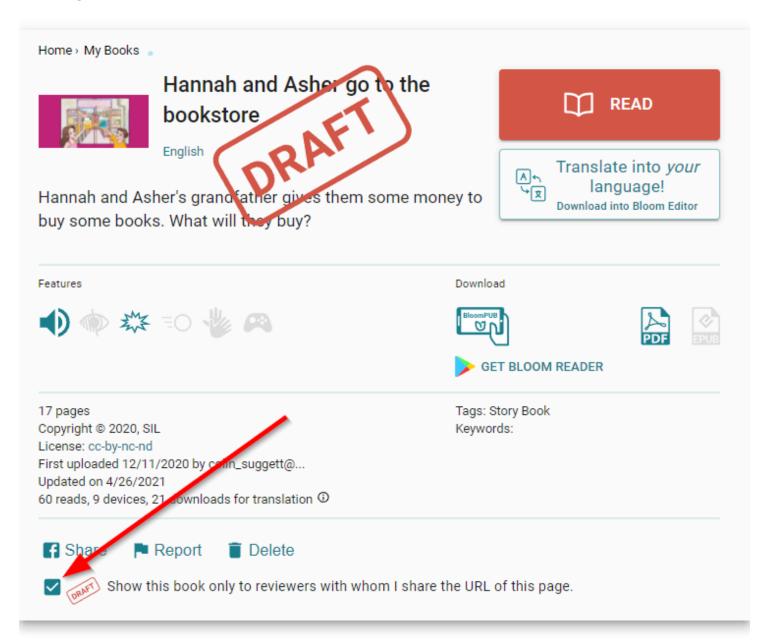
It's wonderful.

However, this powerful feature comes with an important caution because once people start downloading and making adaptations of your books, any mistakes or glitches in your original book will be *propagated* to those adaptations.

For this reason, *before* publishing original works to the Bloom Library, you should ensure that everything in the book is absolutely perfect: spelling, formatting, logos, copyright, licensing, credits, acknowledgments, audio, etc.

Mark a Book as a Draft

If your book is *not* yet ready to show to the entire world, but you need some way to share the book with others for review, you may consider uploading it to Bloom Library, and marking the book as a draft:



Update a Book on Bloom Library

When you re-upload a book to Bloom Library, Bloom will first ask you to confirm that this is an update to an existing book, and not a brand new book:

Is this an update of your existing book?	×
BloomLibrary.org already has a book with this ID	from you
Already in Bloom Library	Uploading
To the Top Uploaded 2023-07-10 Last updated on 2023-07-10	To the Top
Yes, this is an update of my book	
Update the book. Bloom will remove the verse bloomlibrary.org and replace it with your uple	
O No, these are different books	
Add a new book. Bloom will fix the ID of you it. The old book on Bloom Library will stay th	
What caused this problem?	
ASK FOR HELP	UPLOAD

🖓 ТІР

Hint: 99% of the time, you will answer "yes" to the above question, especially if the thumbnail images and titles are the same.

After re-uploading a book, it is essential to note that your browser may keep displaying the *old* version of your book rather than the new one. This is because all browsers "cache" (save copies of) recently viewed web pages.

To ensure you are viewing the updated version of your Bloom book, you need to tell your browser to "clear its cache" and force it to reload the book into your browser. The way to do this differs depending on the browser you use.

For more details on how to do this, please refer to this article.

About Bloom Reader

Bloom Reader is an app that allows you to enjoy Bloom books on your Android device (phone or tablet).



Bloom Reader uses a special <u>BloomPUB format</u> to display books.

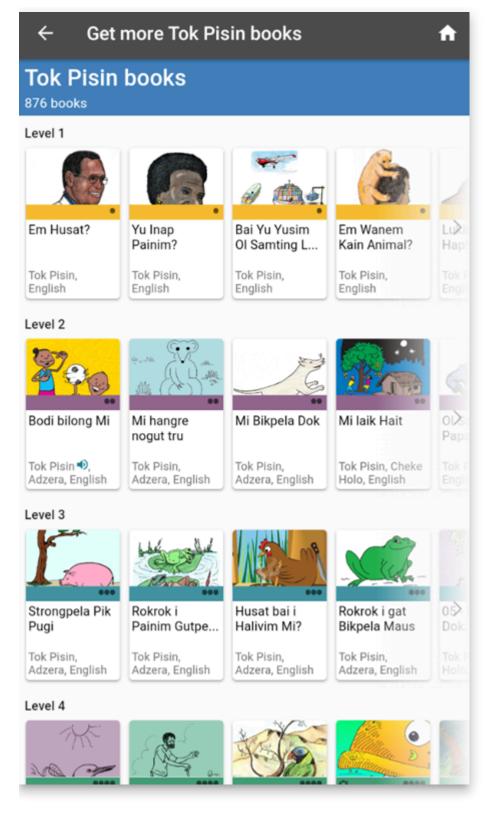
Download Bloom Reader

The Bloom Reader app is available from the Google Play store.

For instructions to download, install, and share the Bloom Reader app, see <u>Install Bloom</u> <u>Reader</u>.

Download Bloom Books from Bloom Library

If your Android device is connected to the internet, Bloom Reader also provides direct access to <u>Bloom Library</u> where books can be downloaded into the app to enjoy offline later.



For instructions to download books into Bloom Reader, see Get Books in Bloom Reader.

Send Books to Bloom Reader

Books from **Bloom Editor** can be transferred to the Bloom Reader app through:

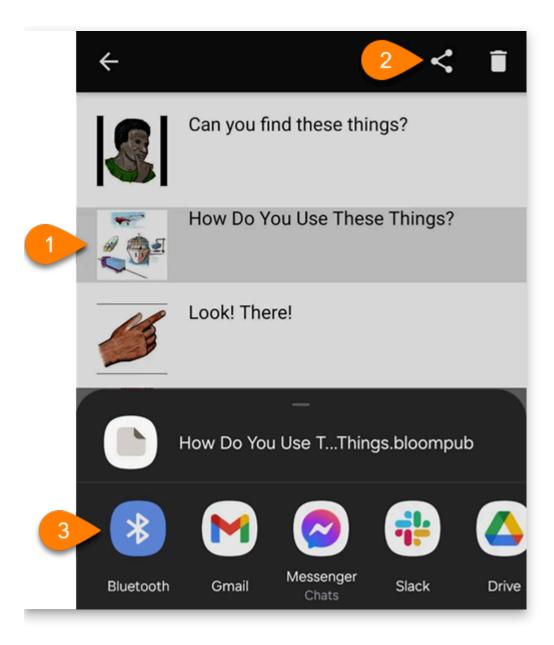
- 1. A shared Wi-Fi connection OR
- 2. A connected USB cable:



For instructions how to share books from Bloom Editor, see Get Books from Bloom Editor.

Share Books from Bloom Reader

Bloom books (and the Bloom Reader app) can also be shared from one device to another via Bluetooth, messaging app, email, or other sharing methods:



Import Bloom Books

Bloom Reader can import books from your Android device's storage, or an external SD card. Loading an entire collection of books on SD cards can be a convenient way to distribute Bloom books to populations with unreliable internet access.

U	Reader Bloom.
	8 Oct 2024 brary.org
((•	Receive books via WiFi
ţ	Receive books via USB
<	Share Bloom Reader app
<u>nn</u>	Open BloomPUB file
	Find lost books

See Get books from a folder on your Android device for more details.

BloomPUB Books

Bloom Reader requires books in BloomPUB format (Bloom's "native" format). Bloom Editor can easily produce BloomPUB files to use with Bloom Reader.

To learn about the difference between BloomPUB and ePUB formats, see <u>BloomPUB vs.</u> <u>ePUB: What's the Difference</u>.

BloomPUB vs. ePUB: What's the Difference?

Bloom supports two digital book formats — BloomPUB and ePUB.

BloomPUB files faithfully display Bloom books exactly as they appear in Bloom, including audio, video, motion, background music, overlays, etc. If you can do it in Bloom, you can see it in a BloomPUB. BloomPUB files can be read online in <u>BloomLibrary.org</u> or offline using <u>Bloom Reader</u> (Android) and the <u>BloomPUB Viewer for Windows</u>.

ePUB is a <u>digital book standard</u> widely used in the book industry and by other organizations developing digital books for communities. It is a distribution and interchange format for digital publications and documents. ePUB files can be read in a variety of ereaders on various platforms. Bloom can export books to the ePUB format.

Strengths and Weaknesses

ePUB's strength (distribution and interchange) is also its weakness: ePUB files can be used in a wide range of platforms and apps, but the features available in ePUB books are not as rich as what is available within Bloom using BloomPUB files. Since different apps implement the ePUB standard in different ways, there is no way to be sure that more complex elements of an ePUB will be faithfully rendered on any given platform. One important issue is that some ePUB readers will play back recorded audio while others only use a 'text-to-speech' function to play audio. If the Bloom book is a Talking Book, it is essential that the e-reader play back the recorded narration.

Bloom provides a number of features that cannot be replicated (or easily replicated) in the ePUB standard:

- **Overlays**. A Bloom book that uses overlays (aka *comics*) cannot be exported to ePUB.
- **Complex page layouts**. Bloom allows you to divide a page into many sections which can each hold text, image, video, etc. Such layouts do not 'translate' to ePUB.
- Motion. BloomPUB motion books have two modes a regular talking book and, in landscape orientation, a book with the image full screen that pans from a starting point to an ending point. You can export a book with motion to ePUB, but you lose the motion effect.
- **Music**. You can add background music that will play in a BloomPUB reader but you will not hear the music if you export the book to ePUB.

There are also some things that can be done in ePUB that Bloom does not support in its ePUB export:

- **Side-by-side content**. It is easy in Bloom to create custom pages with content that is side-by-side. The ePUB standard allows for such layout, and other ePUB creation tools enable you to do that, but any side-by-side layout is lost when a Bloom book is exported to ePUB. Instead, all of the page content appears in a column, one below the other.
- Landscape orientation books. ePUB supports both portrait and landscape orientations as does Bloom, but Bloom landscape books are exported to ePUB in portrait orientation.

Why Use ePUB?

If Bloom books are richer in features and there are free BloomPUB readers available, why would you use ePUB? The primary reason to use ePUB is so that your books can be exchanged with other platforms and read on a wider range of devices.

Since ePUB is so widespread in the digital book world, it is the primary format used to exchange digital books. If you want or need to be able to share Bloom books with other platforms, you will need to export them to ePUB. Here are some examples where this might be the case:

- **Funder requirements**. In some projects, the donor requires that you make your books available in ePUB format. This was the case in the All Children Reading Begin with Books project that SIL LEAD implemented with SIL Mali. The books were going to be submitted to the Global Digital Library, and ePUB was the preferred format for submission.
- Partner requirements. Many of SIL's book publishing partners have systems built around the ePUB standard or use ePUB as their interchange format. Those include <u>The</u> <u>Asia Foundation</u>, <u>Worldreader</u>, <u>Storyweaver</u>, <u>African Storybook</u>, <u>World Around You</u>, and <u>eKitabu</u>. Exchanging books with these platforms requires ePUB.

Bloom works great within its own 'ecosystem' but needs ePUB to work with others' systems.

Recommendations

For most needs, you can work within the Bloom Ecosystem — Bloom Editor, BloomLibrary.org, Bloom Reader, BloomPUB Viewer, etc. Everything you can create in the Bloom Editor you can read in other parts of the ecosystem. But if you need to exchange books with other partners who use ePUB, you need to keep that in mind.

In particular, if you plan to exchange books with partners needing ePUBs, you should briefly conduct some research to determine if the Bloom features you desire to use can be faithfully viewed in a currently available ePUB reader. As a starting point for your research, we have provided a "snapshot" of the state of ePUB readers in <u>this article</u>. Since that article was written several years ago, and since ePUB readers are constantly being updated, users are advised to conduct their own research in this matter.

Also, if you did not plan to export to ePUB when you created your books but now want to export them to ePUB, you need to review your books for features that do not export to ePUB well or at all. It may be necessary in some cases to duplicate a book and edit the copy in ways that work better when you export to ePUB.

Install Bloom Reader

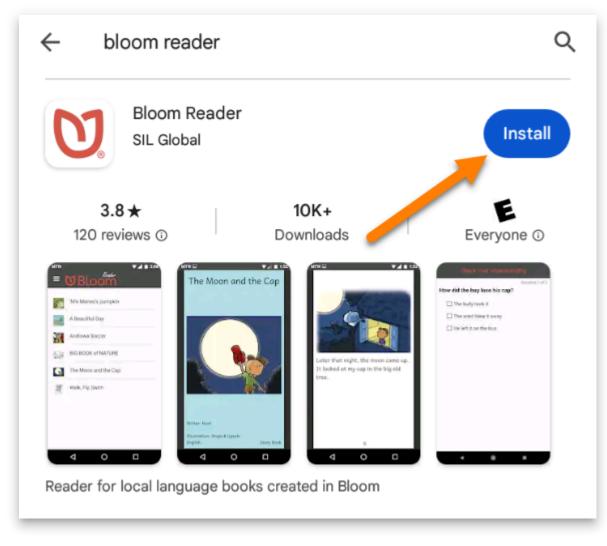
There are a number of ways that you can install Bloom Reader.

From the Google Play Store

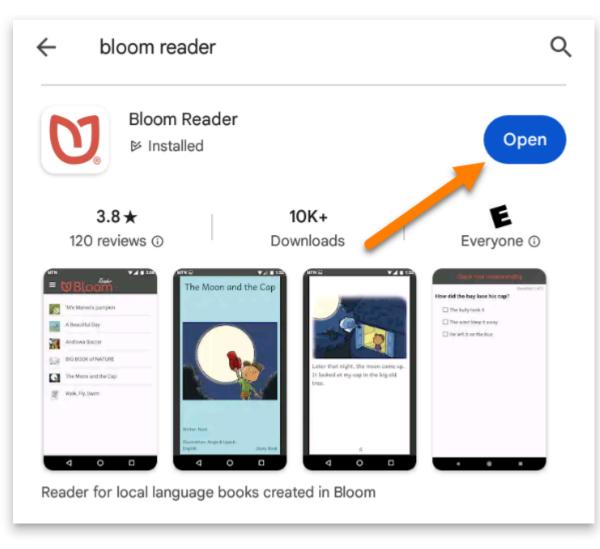
If you have a good internet connection, the best way to get the app is through the <u>Google</u> <u>Play store</u>. This ensures you are getting the latest version of Bloom Reader.

Follow these instructions to install the Bloom Reader app:

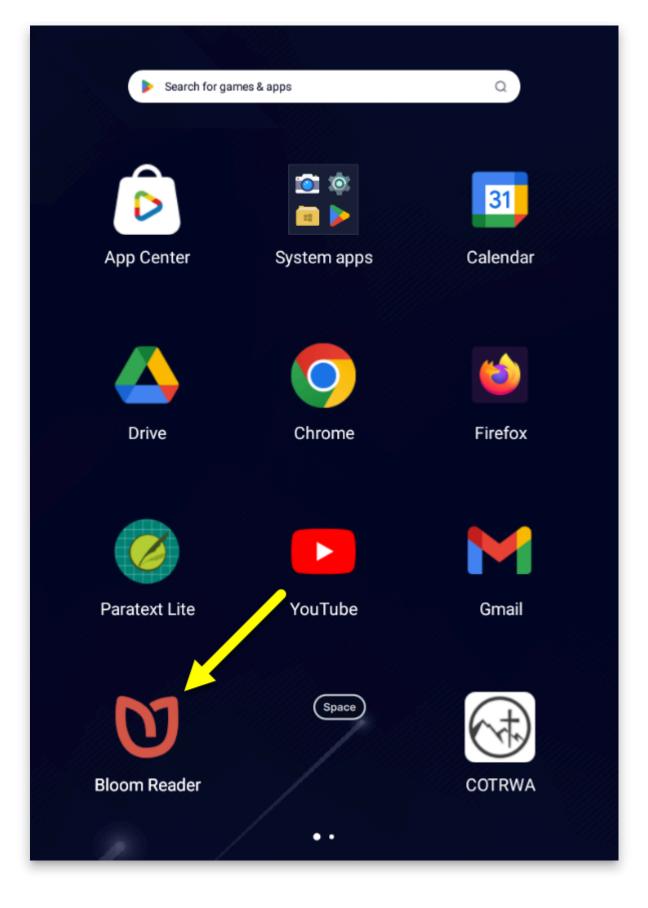
- 1. Open the <u>Google Play store</u>.
- 2. Search for **Bloom Reader**.
- 3. Tap the Install button:



4. Tap the Open button:



5. OR tap the Bloom Reader icon on your homescreen:



Install Directly From an APK File

You can also install directly from an APK file:

- 1. Download the Bloom Reader <u>APK installation file</u> on your device.
- 2. Open/install the APK file on your device.

3. If the device will not install the APK file, you may need to <u>Enable Installation of</u> <u>Unknown Apps</u>.

Enable Installation of Unknown Apps

1. You may need to enable Install unknown apps before you can open an APK file.

(i) NOTE

This is found under **Settings > Apps > Menu > Special access > Install unknown apps**, or similar location in the **Android Settings**.

1. If you cannot find this setting, search for **install unknown apps** in
Android Settings:

2. Tap `Install unknown apps` and enable the appropriate setting.

Share Bloom Reader Install File With Your Community

If you already have Bloom Reader installed on your phone, you can share the **APK installation file** with them. It can be shared by Bluetooth, messaging app, email, or other sharing methods.

To Share the App:

- 1. **Open** Bloom Reader.
- 2. Click on the **menu button**:





Dzi Nidzungga'



Manga Bung' Arim Dzi Sib?



Rugi Isau Nam Mpadan Bini



Q

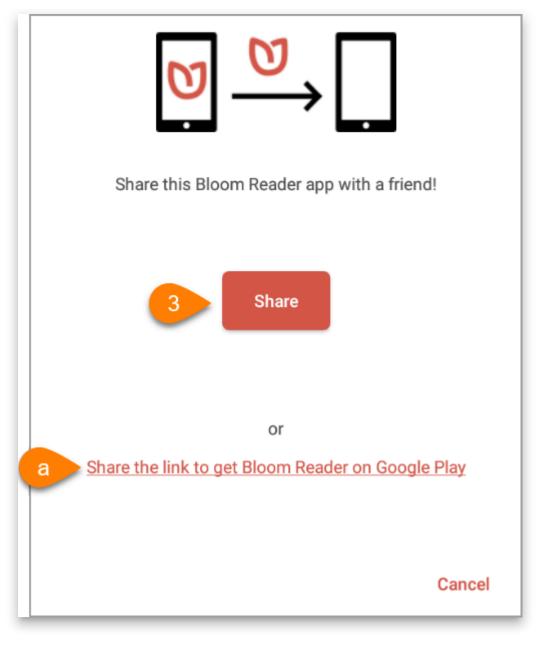
The Moon and the Cap

Get more books from our library

3. Click Share Bloom Reader app:

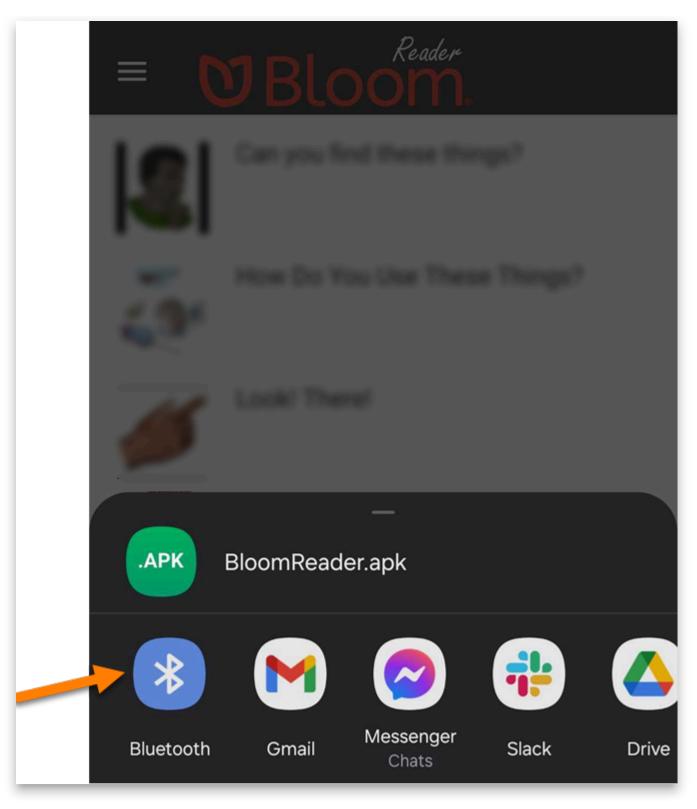


4. Tap the Share button:



a. OR tap Share the link to get Bloom Reader on Google Play

5. Choose your sharing method:



- 6. Follow the steps to share the APK file with your friend.
- 7. Once the file is transferred to your friend's device, open the APK file on their device.
- 8. If the device will not install the APK file, you may need to <u>Enable Installation of</u> <u>Unknown Apps</u>.

Install on Older Android Versions

(i) NOTE

If your device is Android 4.4 or earlier, you will need to download a separate APK file.

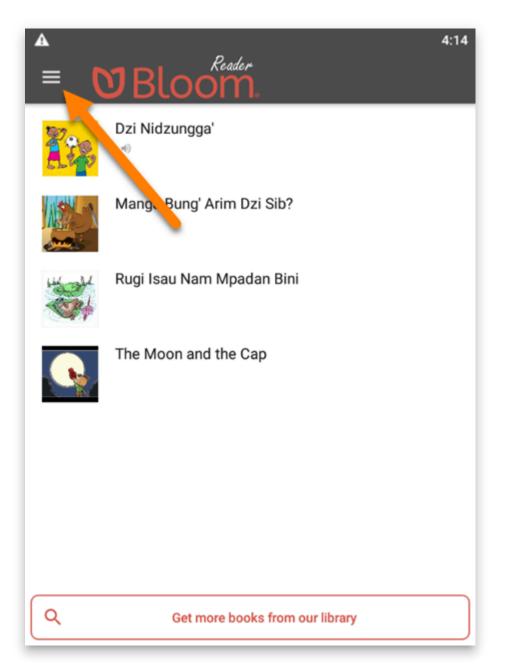
Steps to install on Android 4.4 or earlier:

- 1. Download the <u>Bloom Reader 1.4.1</u> APK file.
- 2. Follow the steps to install an <u>APK file</u>.

Bloom Reader Menu

Most Android apps have a menu that gives you access to various functions within the app.

1. To open the menu in Bloom Reader, tap on the three-line **menu icon** at the top-left corner of the app:



2. The menu will slide open from the left showing several menu options:

VBLOOM .		
3.3.0, 28 Oct 2024 bloomlibrary.org		
(ŀ	Receive books via WiFi	
ţ	Receive books via USB	
<	Share Bloom Reader app	
<u>înî</u>	Open BloomPUB file	
ΰů	Find lost books	
Release Notes		
About Bloom Reader		
About Bloom		
About SIL		
✓ All reading stats sent.		

There are three main sections in the Bloom Reader menu:

- Bloom Reader Info
- Bloom Reader Actions
- About Bloom Reader

Bloom Reader Info



- 1. For example: this is version 3.3.0 of Bloom Reader, and was released on 28 Oct 2024.
- 2. There is also a link to the <u>Bloom Library</u>, where you can browse thousands of free Bloom books.

Bloom Reader Actions

(;·	Receive books via WiFi	
ψ	Receive books via USB	
<	Share Bloom Reader app	
μů	Open BloomPUB file	
Щ.	Find lost books	

- Receive books via WiFi: Receive books (from a computer with Bloom Editor) through a WiFi connection.
 - See <u>Receive books via Wi-Fi</u> for more details.
- Receive books via USB: Receive books (from a computer with Bloom Editor) by plugging this device into the computer with a USB cable.
 - See <u>Receive books via USB</u> for more details.
- Share Bloom Reader app: This allows you to share the Bloom Reader app with a friend or coworker so that they can install it on their Android device.
 - See <u>Share Bloom Reader Install File With Your Community</u> for more details.
- Open BloomPUB file: Open a BloomPUB file that is stored on this device, or an external SD card.
 - See <u>Get books from a folder on your Android device</u> for more details.

- Find lost books: Have Bloom Reader scan the Bloom folder on this device to find BloomPUB books that are not visible in the Bloom Reader app.
 - See <u>Find Lost Books in Bloom Reader</u> for more details.

About Section

Release Notes

About Bloom Reader

About Bloom

About SIL

• Release Notes: Learn about improvements for each version of Bloom Reader:

Release Notes		
3.2 Download books directly from Bloom Library.		
 3.1 Bloom Reader now comes with Andika instead of Andika New Basic (ANB). Books which were designed to use ANB will display with Andika. Warns the user if the version of WebView on the device is too old. Fixes some performance issues when reading books. Portuguese user interface. 		

• About Bloom Reader: Learn about the Bloom Reader app, including a link for user support, GitHub (for developers), and the components used in Bloom Reader:

About Bloom Reader

Copyright SIL International 2017-2024

Support: https://community.software.sil.org/c/bloom

Code: https://github.com/BloomBooks/BloomReader

Credits:

Book arrival sound: "You've Been Informed", CC-BY, notificationsounds.com.

Sample book: "Moon and The Cap", Copyright Pratham Books, CC-BY.

Icons: material.io.

- About Bloom: Learn about the <u>Bloom Editor</u>, which allows you to create books and publish them to the Bloom Reader app as well as to print, web, audio, and video.
- About SIL: Learn about <u>SIL Global</u>, the organization that develops Bloom software:

About SIL

SIL International is a faith-based nonprofit organization committed to serving language communities worldwide as they build capacity for sustainable language development. SIL does this primarily through research, translation, training and materials development. SIL works alongside ethnolinguistic communities and their partners as they discover how language development addresses the challenging areas of their daily lives —social, cultural, political, economic and spiritual.

Founded in 1934, SIL (originally known as the Summer Institute of Linguistics, Inc.) has grown from a small summer linguistics training program with two students to a staff of over 5,000, coming from over 84 countries. Currently SIL works alongside speakers of more than 1,600 languages in over 85 countries. The organization makes its services available to all, without regard to religious belief, political ideology, gender, race or ethnolinguistic background.

Learn more at sil.org

Get Books in Bloom Reader

There are multiple ways to get books onto the Bloom Reader app. You can get books from:

- 1. <u>Bloom Editor</u>
- 2. Bloom Library from within Bloom Reader
- 3. Bloom Library in a web browser
- 4. A folder on your Android device
- 5. Other sharing methods (WhatsApp, Dropbox, Gmail, etc.)

In addition, there are also ways to pre-load books into Bloom Reader. For details on doing this, see this article.

Get books from Bloom Editor

Bloom Editor gives three options to <u>Publish to BloomPUB</u>:

- 1. Save BloomPUB File (to disk)
- 2. <u>Share over Wi-Fi</u>
- 3. Send over USB Cable

Options 2 and 3 from Bloom Editor work in tandem with the corresponding options available in Bloom Reader's menu:



Save BloomPUB (to disk)

- 1. In Bloom Editor, follow the instructions to Save BloomPUB File (to disk).
- Transfer the saved BloomPUB file to an Android device with Bloom Reader installed.
 a. Optional: Use the <u>Other Sharing Method</u> to share the BloomPUB file.
- 3. Use the <u>Open BloomPUB file</u> option to read the BloomPUB in Bloom Reader.

Receive books via Wi-Fi

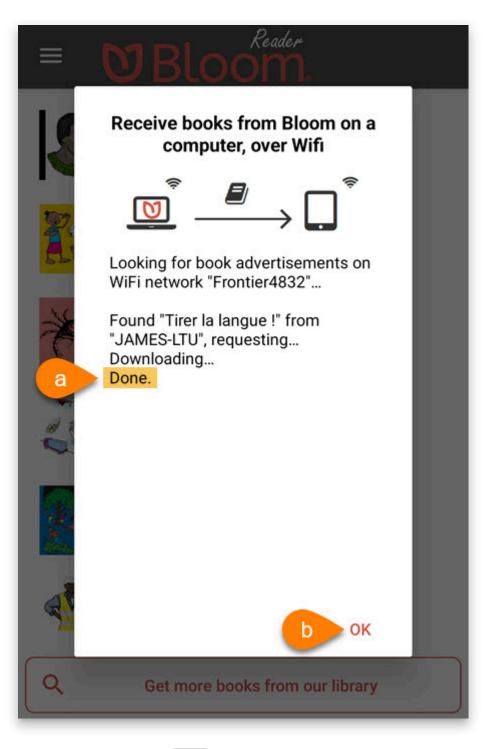
- 1. In **Bloom Editor**, follow the instructions to <u>Share over Wi-Fi</u>.
- 2. On your **Android device**, make sure that the device is connected to the **same Wi-Fi network** as the computer with Bloom Editor.
- 3. Open the Bloom Reader menu:



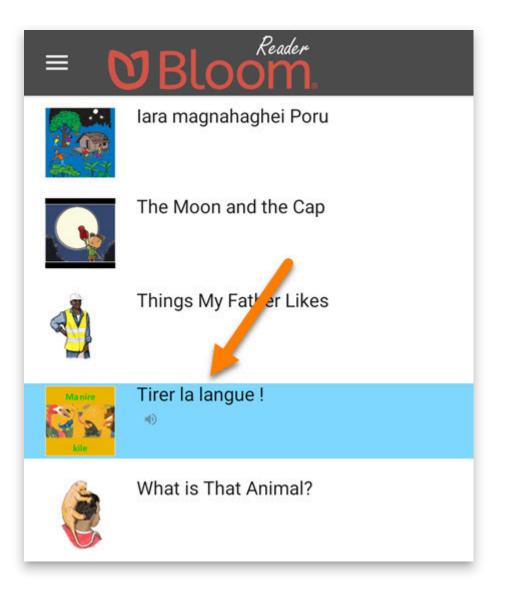
4. Tap Receive books via WiFi:



5. You will see a window that updates as the book is transferred:



- a. When you see Done
- b. Click OK
- 6. You should now be able to read the book in the Bloom Reader app:



Receive books via USB

- 1. In **Bloom Editor**, follow the instructions to <u>Send over USB Cable</u>.
- 2. On your **Android device**, make sure that:
 - a. The device has the <u>Bloom Reader app installed</u>.
 - b. The device is connected to the computer with a USB cable.
 - c. The device is allowing **MTP file transfer**.

Note: Some Android phones do not allow file transfer with a USB cable. If you are unable to transfer via USB, check the drivers on your computer, the settings on your phone, or try to transfer the BloomPUB file another way.

3. If the device is connected properly, you will see a notification in **Bloom Editor** that says: **"Connected to XYZ-Device via USB"**:

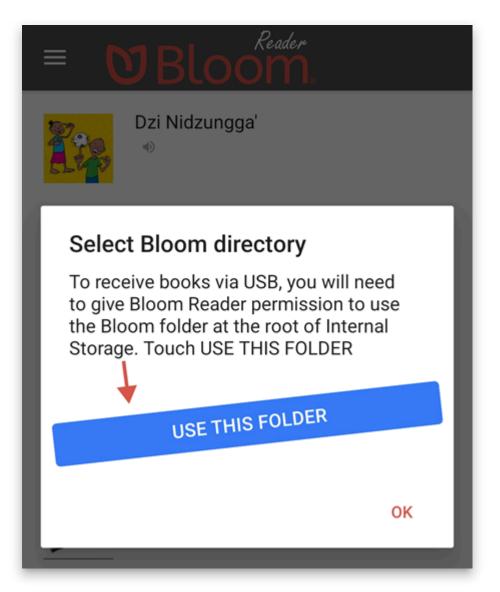
4. On your Android device, open the **Bloom Reader menu**:



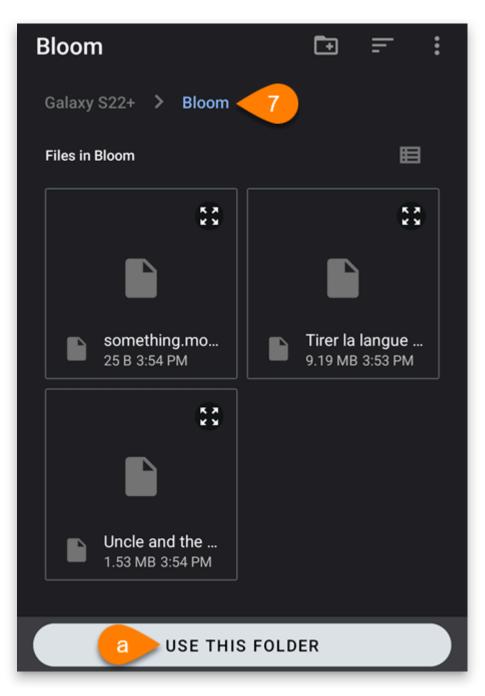
5. Tap Receive books via USB:



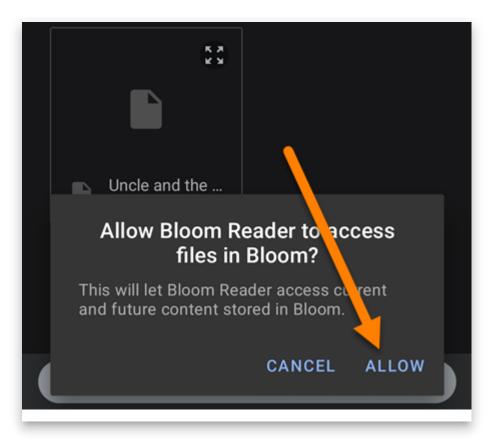
6. If you see this notification, tap USE THIS FOLDER:



- 7. Bloom Reader will automatically open to the Bloom folder on the device.
 - a. Tap USE THIS FOLDER:



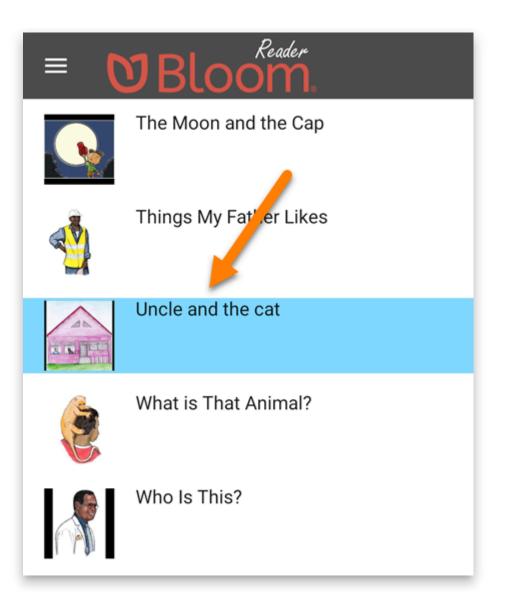
8. If you see this notification, tap ALLOW:



9. In **Bloom Editor**, you should also see a notification that says: **"You can now read "Book-Name" in the Bloom Reader!**

```
1. Click `Close`:
    ![](./get-books-bloom-reader.380aa3f9-c0d1-4d67-94bd-
4bc6b9377542.png)
```

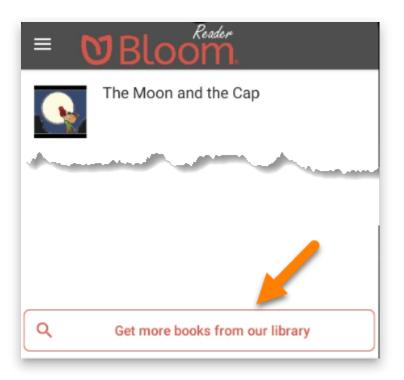
10. You should now be able to read the book in the **Bloom Reader** app:



Get books from Bloom Library from within Bloom Reader

You can download use Bloom Reader to download books directly from the Bloom Library.

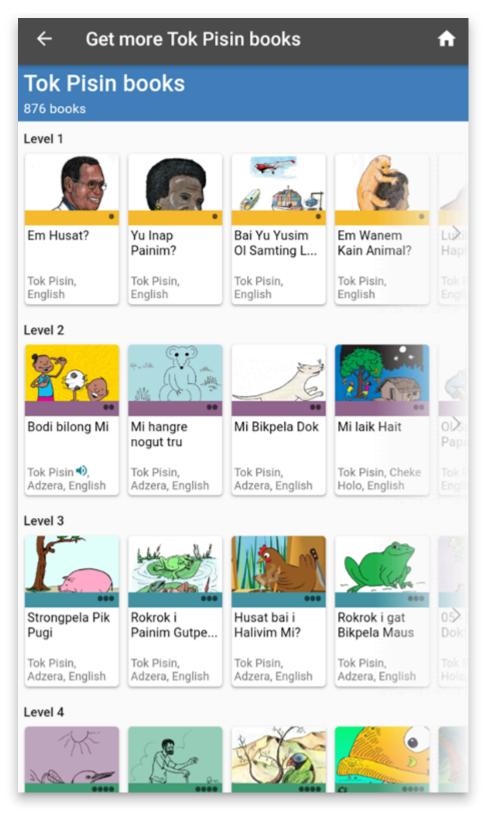
 At the bottom of the Bloom Reader home screen, tap Get more books from our library:



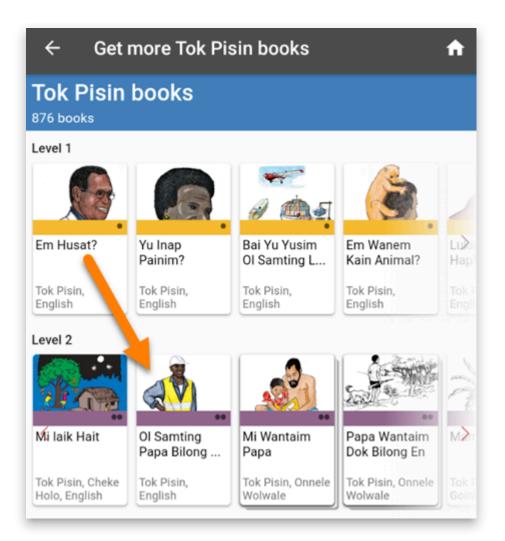
2. Type in the language you want to find books in:

← Choose a l	anguage 🔒 🔒		
ଷ.Bloom. Library			
Language? 922 Language			
tok pisin			
Tok Pisin			

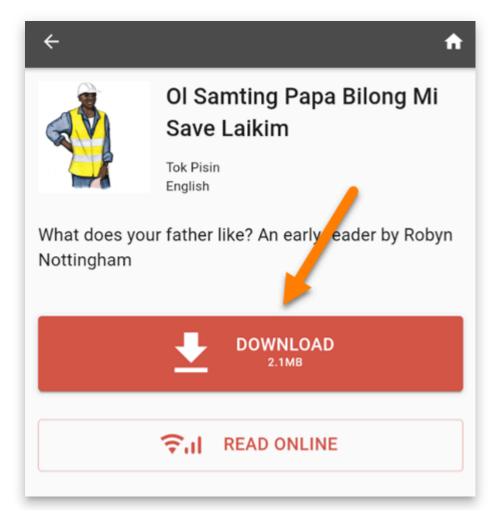
3. Books are shown in four different reading levels. To find a book, swipe the books in the level you are interested in:



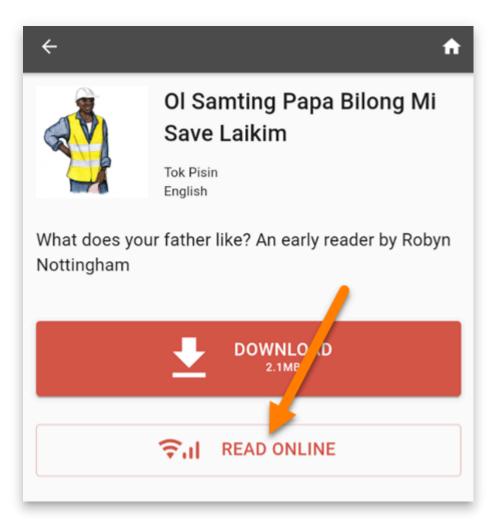
4. Once your find a book you are interested in, tap on the book's thumbnail to see the book details:



5. Tap the DOWNLOAD button to import the book into your Bloom Reader app:



a. If you want to preview the book online before downloading it, tap the READ ONLINE button:



To return to the list of books in your selected language, tap the **back arrow** in the **top-left corner** of the screen:



7. When you are finished downloading books, tap the home button in the top-right corner to return to the Bloom Reader homepage:



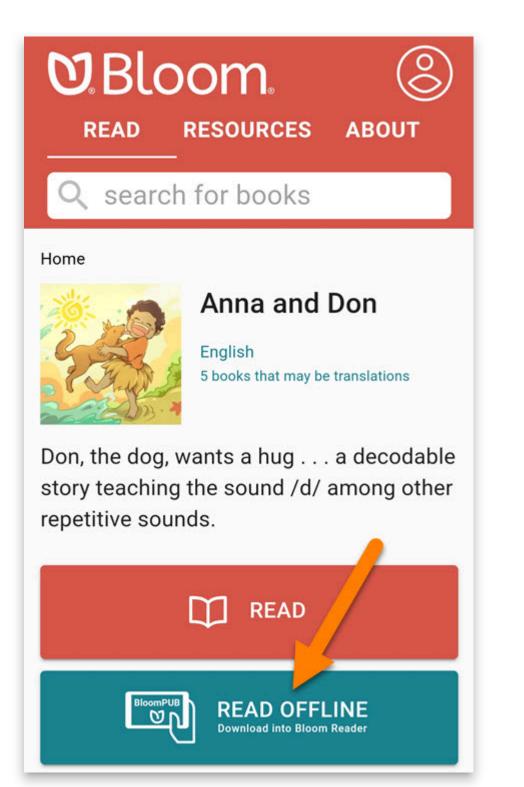
Get books from Bloom Library in a Web Browser

Getting books from Bloom Library within the Bloom Reader only provides one simple search filter: the language you are interested in. This works well when there are only a small number of books for the language of your interest.

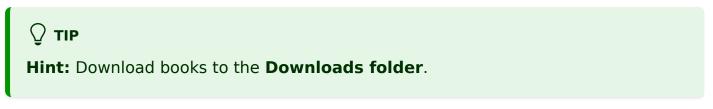
If there are very many books for that particular language, then it is probably better to download books through a web browser on your device. By doing this, you can look for books by topic, by specialized bookshelves, and by searching for keywords.

Steps to download books from a web browser:

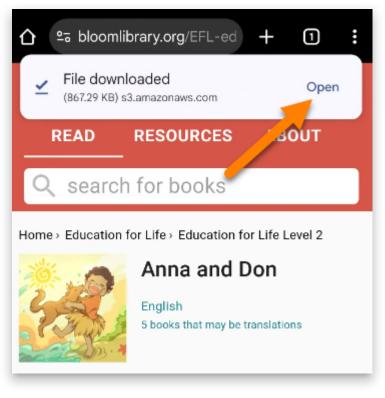
- 1. Open a **web browser** on your device.
- 2. Go to bloomlibrary.org
- 3. Navigate to the book that you want to download.
- 4. Once you find the book you want:
 - a. Tap the READ OFFLINE button to download the book into Bloom Reader:



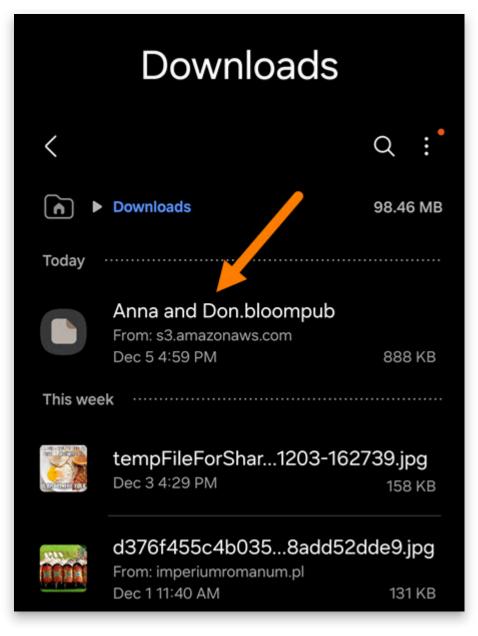
5. On some Android devices, you will be see an option to choose a destination folder to place the download.



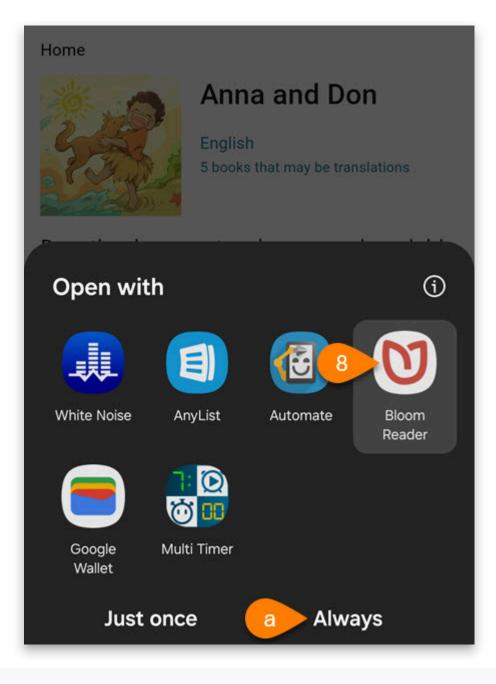
6. When the download completes, **open the downloaded file**:



- 7. If you do not see a notification to open the downloaded file:
 - a. Open the file from your File Manager:



- 8. If your device asks which app to use to open the file, tap Bloom Reader.
 - a. **Optional:** Tap Always to make Bloom Reader the **default** for BloomPUB books.



9. If the book still does not open, try the steps to open a file on your Android device.

Get books from a folder on your Android device

To import a book that is already on your device's internal storage or an external SD card:

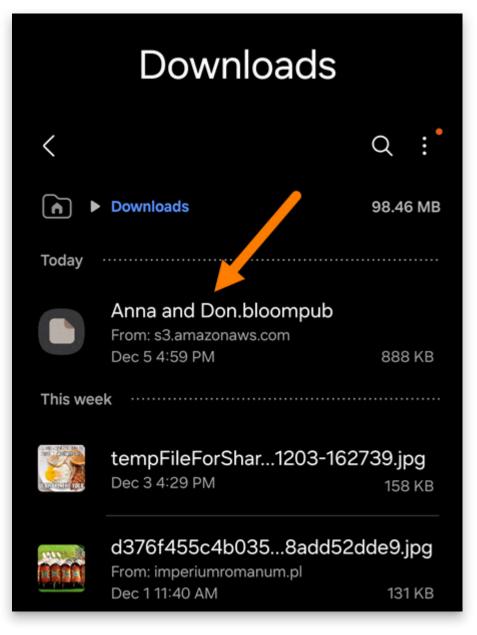
1. On your Android device, open the **Bloom Reader menu**:



2. Tap Open BloomPUB file:



- 3. Navigate to the folder where the BloomPUB book is stored.
- 4. Tap on the **BloomPUB file**.



5. The book should automatically open in Bloom Reader.

Get books from other sharing methods (WhatsApp, Dropbox, Gmail, etc.)

If you have a BloomPUB file on computer or Android device, you can share it with others in a variety of ways. These include:

- Messaging apps: WhatsApp, Skype, Facebook Messenger, etc.
- File Sharing apps: DropBox, Google Drive, One Drive, etc.
- Email: Gmail, Outlook, Yahoo mail, etc.
- File Transfer: Bluetooth, Wi-Fi transfer, USB cable transfer, etc.

Steps to share a Bloom book with others:

- 1. Generate/share a BloomPUB file. You can use either of these methods:
 - a. <u>Publish to BloomPUB</u> from Bloom Editor.
 - b. Share a Book in Bloom Reader.
- 2. Send the BloomPUB book to an Android device using your preferred sharing method.
- 3. Save the file to the Android device.
- 4. Use the steps listed in <u>Get books from a folder on your Android device</u> to open the file in Bloom Reader.

Read a Book in Bloom Reader

Read a Book in Bloom Reader

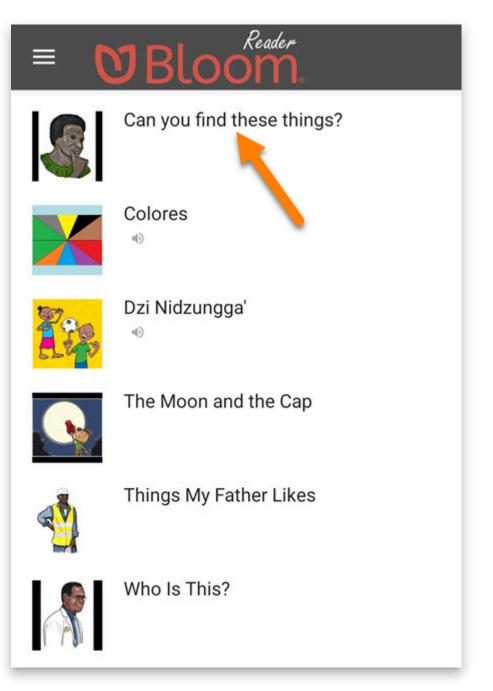
Reading a book in Bloom Reader is similar to using other reading apps.

1. Download the book(s) that you want to read in Bloom Reader.

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To download additional books, see Get Books in Bloom Reader.

2. Tap the **thumbnail** or **title** of the book that you want to read:



3. The book will **rotate** automatically (if necessary) and open in **full-screen** mode:

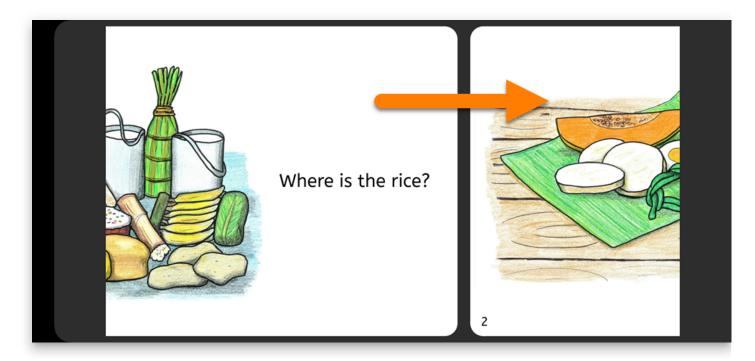


Navigate Pages

1. Swipe to the **right** to go to the **next** page:



2. Swipe to the **left** to go to the **previous** page:



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Note: For **Right-to-Left** languages, the swipe direction is **reversed**.

Move Between Pages Quickly

You can also change between multiple pages at once:

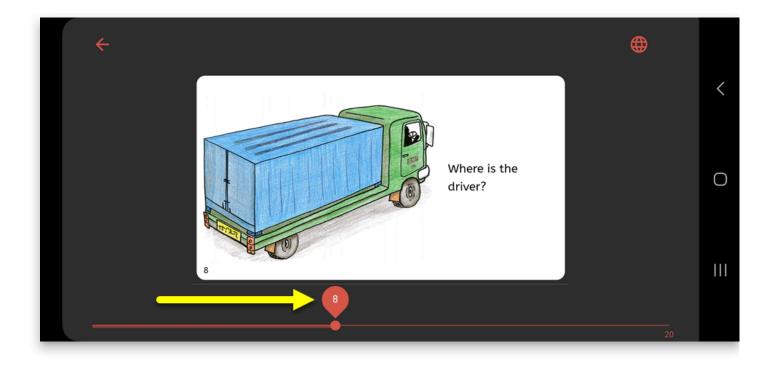
1. Tap on a **page** in the book:



2. A **slider** will appear below the page:



3. Move the slider to the **right/left** to navigate to a different page:



Change Book Language

If a book was written in **multiple languages**, you can **change the language** in Bloom Reader.

1. Tap on a **page** in the book:



2. Tap the **globe icon** in the **upper-right** corner:

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				<
		Dzi gudzung'.		0
	1		18	

3. Tap on the **language** you want to use:

÷			•	
	Languages in t	his book:		<
	Adzera			
	O English	•		0
	O Tok Pisin	•)		
		CLOSE		111
			18	

a. **Note:** Languages with a **speaker icon** are <u>Talking Books</u> (they have an audio recording of the book):

÷		•	
	Languages in this book:		<
	Adzera		
	O English		Ο
	O Tok Pisin		
	CLOSE		111

4. This book is now in the language you selected:

~			()	
				<
		Em ya em het bilong mi.		0
	1		18	111

5. Tap on the **page** to return to fullscreen mode:

~			()	
		The	Progra	<
		Em ya em het bilong mi.		0
•	1		_	111
			18	

6. Continue reading the book in the language you selected:



Exit Book

When you are done reading a book, you can exit back to the Bloom Reader home screen.

1. Tap on a page in the book:



2. Tap the back button:



3. This will open the Bloom Reader home screen again:





Can you find these things?



Colores



Dzi Nidzungga'



The Moon and the Cap



Things My Father Likes



Q

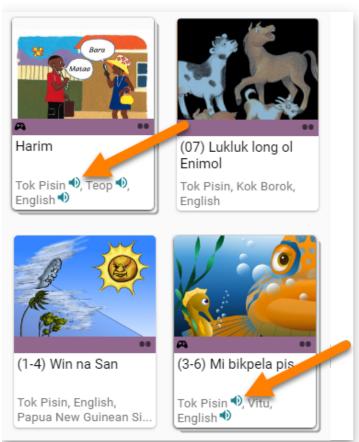
Who Is This?

Get more books from our library

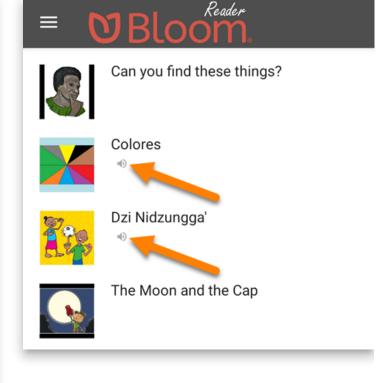
Use a Talking Book in Bloom Reader

In **Bloom Library** and **Bloom Reader**, audio is available for books with a **speaker icon**:

Bloom Library:



Bloom Reader:



Audio Pages

Bloom books can have audio content.

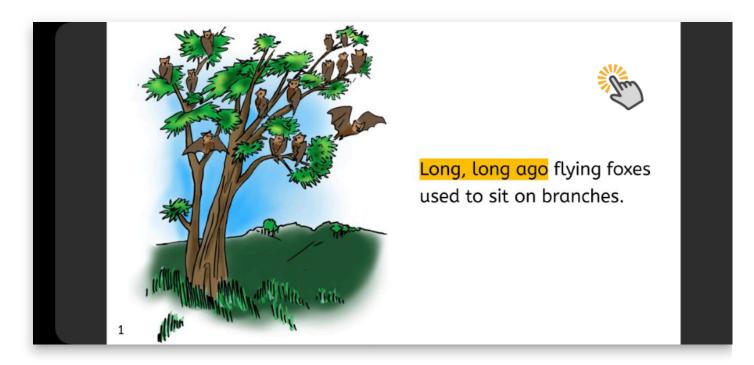
Audio automatically plays when you change pages:

0:00 / 0:13			::	

Pause/Stop Audio

When audio is playing, you can **pause** or **stop** the audio:

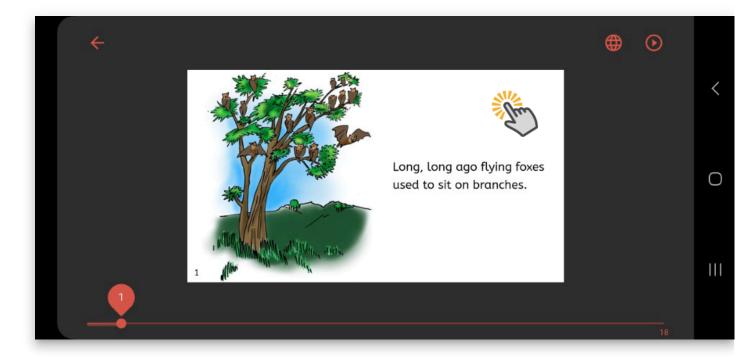
1. Tap on a page to show the page controls:



2. Tap the **Pause** button to stop the audio:



3. Tap the page to return to the full-screen view:



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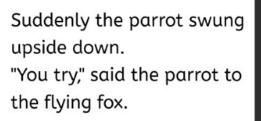
Audio will not play again until you press the <u>Play button</u>.

Play Audio

If audio is paused, you can start it again:

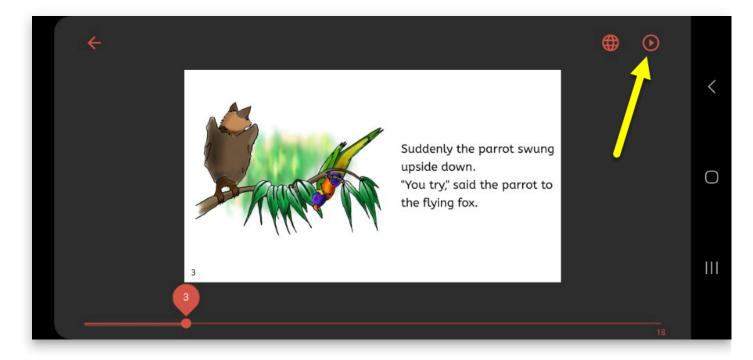
1. Tap on a page to show the page controls:



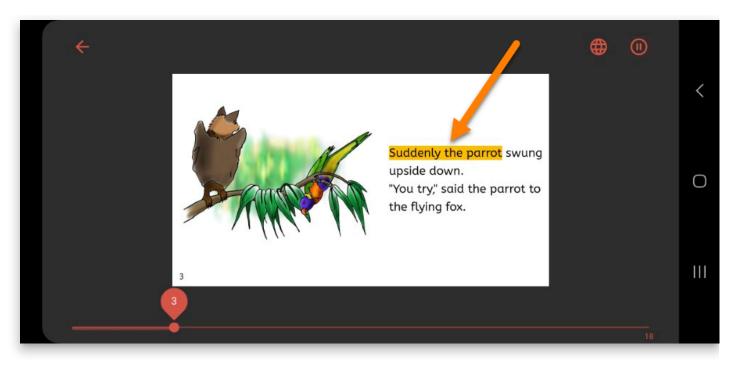




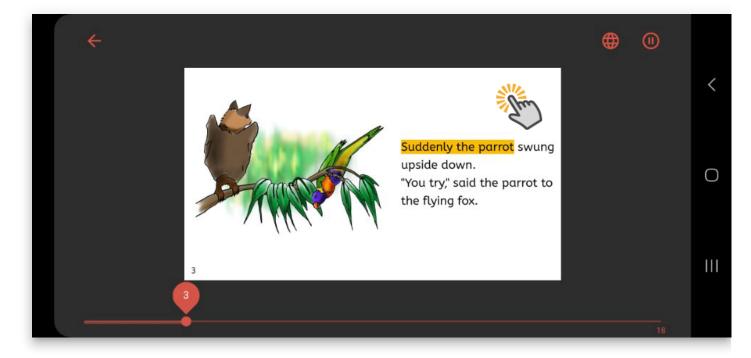
3



3. The audio will start playing again:



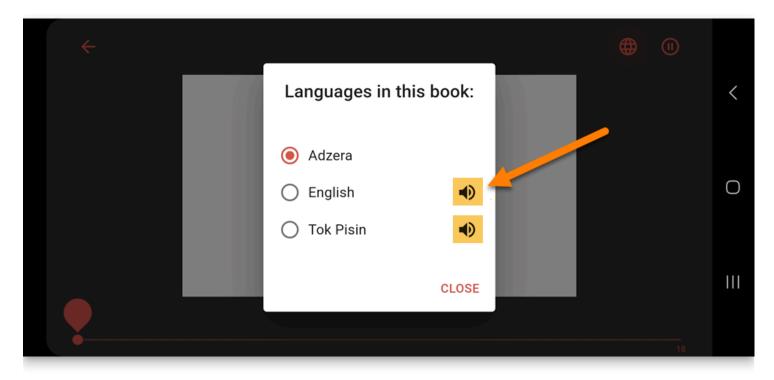
4. Tap the page to return to the full-screen view:



О тірAudio will continue playing unless you <u>pause</u> it again.

Change Audio Language

Many Bloom books are multilingual. Languages with a speaker icon next to them have an audio version.



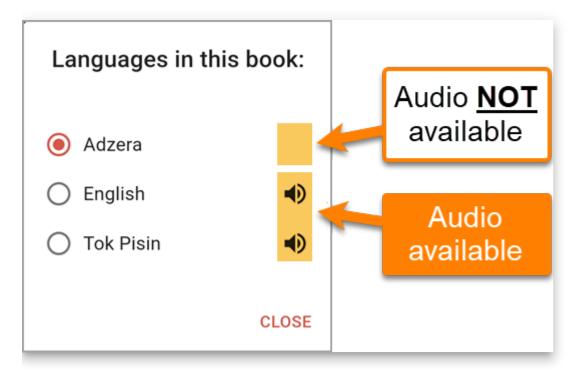
To change the audio language of the book, follow the instructions for <u>Change Book</u> <u>Language</u>.

Books with No Audio

(i) NOTE

Some languages in a book may not have audio available.

Languages with **NO** speaker icon do **NOT** have an audio version:

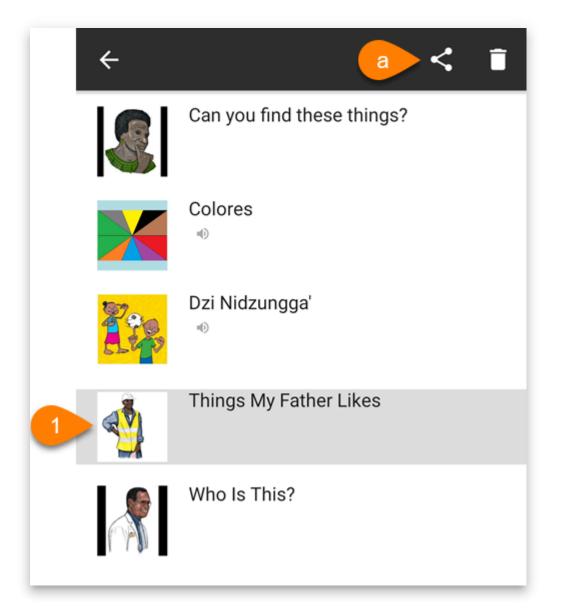


If you would like to add audio to a book, see Add Audio to an Existing Book.

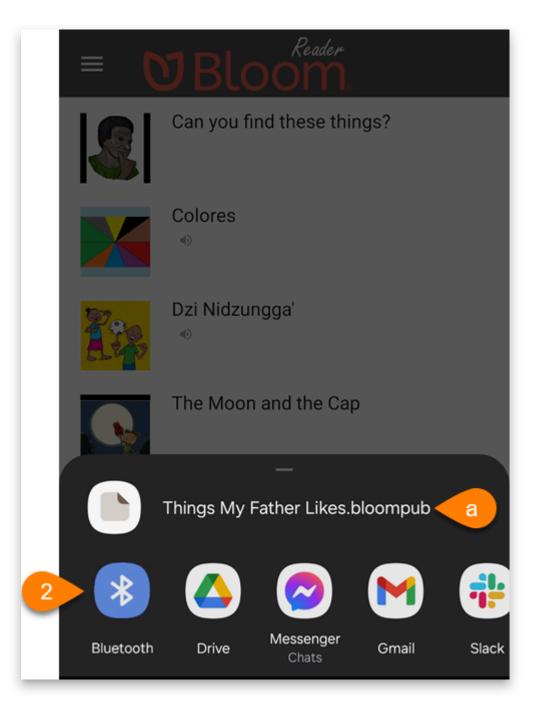
Share a Book in Bloom Reader

It is simple to share a book with friend or family member.

- 1. On the Bloom Reader home screen, **long-press** the book that you want to share:
 - a. Tap the **Share** icon in the upper-right corner:



2. Choose the sharing method that you want to use to share this book:



- a. Take note of the filename of the .bloompub file you are sharing.
- 3. Once somebody receives the .bloompub file on their device, they can use the <u>Open</u> <u>BloomPUB File</u> option to open the book in Bloom Reader.

🗘 тір

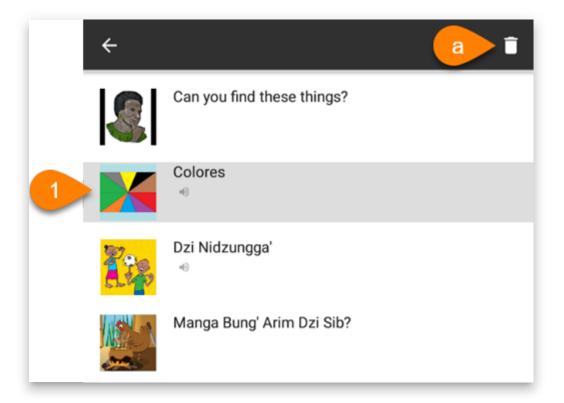
If they are having trouble finding the file, they should double-check the <u>name of</u> <u>the file</u> that you shared.

Delete a Book from Bloom Reader

(i) NOTE

Follow these steps to **permanently delete** a book from Bloom Reader:

- 1. On the Bloom Reader home screen, **long-press** the book that you want to delete.
 - a. Tap the **trash can icon** in the upper-right corner:



- 2. Double-check the **name of the book** (to make sure you are deleting the **correct** book).
 - a. Tap Delete now:

÷		<	Î
	Can you find these things?		
	Colores «		
	Dzi Nidzungga' ⊮		
	Manga Bung' Arim Dzi Sib?		
	Delete from device?		
2	Colores will disappear from your device.		
G	Cancel Delete now	a	

\bigcirc tip

If you accidentally delete a book, you will have to download it again. See <u>Get Books in</u> <u>Bloom Reader</u> for more info.

Find Lost Books in Bloom Reader

Updated Method

Find lost books was designed for **older Android phones** to be able to locate Bloom books that were once visible from within Bloom Reader, but are no longer visible in Bloom Reader.

Find lost books has been replaced by Open BloomPUB file.

If Find lost books does not locate the books you were expecting, please try using <u>Open</u> <u>BloomPUB file</u>.

Steps to Find Lost Books

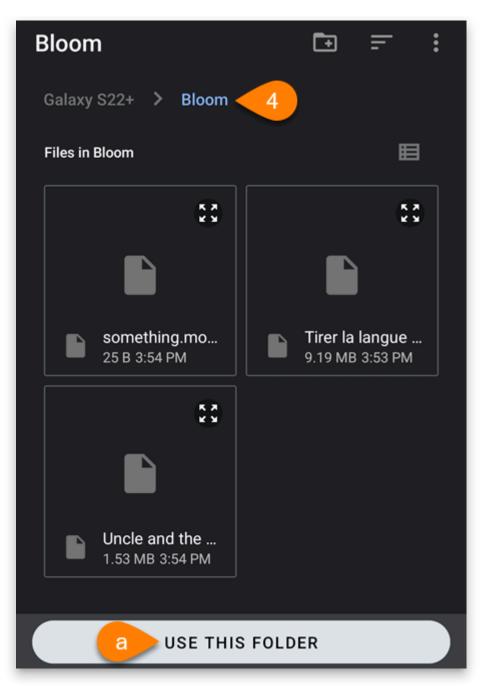
1. On your Android device, open the **Bloom Reader menu**:



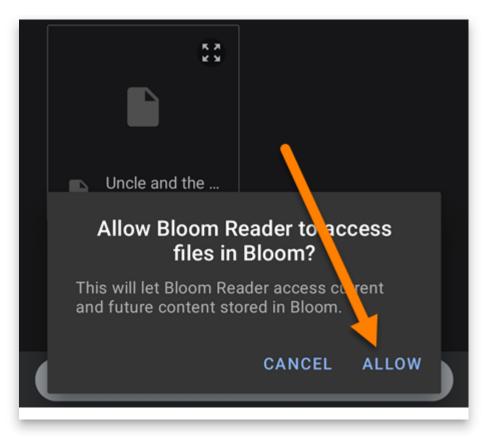
2. Tap Find lost books:



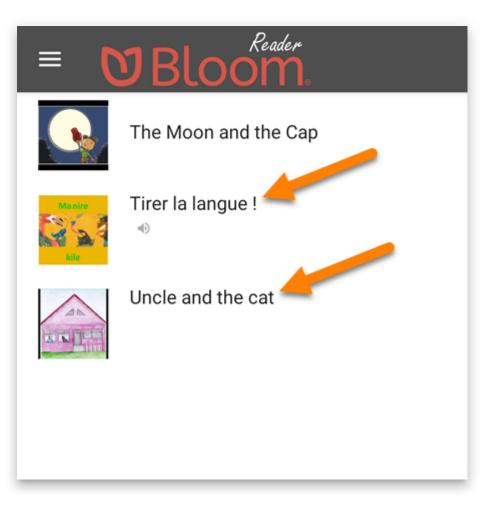
- 3. If you see this notification, tap USE THIS FOLDER:
- 4. Bloom Reader will automatically open to the Bloom folder on the device.
 - a. Tap USE THIS FOLDER:



5. If you see this notification, tap ALLOW:



6. Bloom will automatically scan the Bloom folder for any BloomPUB books. If it finds missing BloomPUB books, it will add them to the Bloom Reader home screen.



Introduction

Distributing SD cards that are *pre-loaded* with BloomPUBs is a fast and convenient way for an organization to grant users access to an *entire library* of Bloom books. This is a particularly useful distribution method when the intended consumers of these books have limited or no access to the Internet in their home environment. An additional benefit of distributing BloomPUBs pre-loaded on SD cards is that the books are safeguarded from accidental deletion from within the Bloom Reader app. (They can, of course, be deleted through other means.)

An alternative is to sell phones pre-loaded with the Bloom Reader app already installed and a library of books.

In this article, we will provide step-by-step instructions for both methods.

- 1. Distribute Bloom Books on SD Cards
- 2. Distribute Books via Pre-loaded Phones
- 3. Advanced Options

1. Distribute Bloom Books on SD Cards

When **Bloom Reader** starts, it automatically looks for an SD card and for certain private folders reserved for the app. If it finds such a folder, it includes the books it finds there in the list of available books to read. If it finds .<u>bloomshelf</u> files, Bloom Reader also organizes the books according to those *shelves*.

There are three steps:

- 1. Gather your BloomPUBs
- 2. Create the required folder on your SD card
- 3. Copy over the BloomPUBs

1.1. Gather your BloomPUBs

Gather all the books you want to distribute. These books will have an extension of either .bloomd or .bloompub. You can get BloomPUBs by <u>downloading them from the Bloom</u> <u>Library</u> or by <u>publishing them from the Bloom Editor</u> (or perhaps a colleague has sent you a BloomPUB directly).

Download BloomPUBs from the Bloom Library

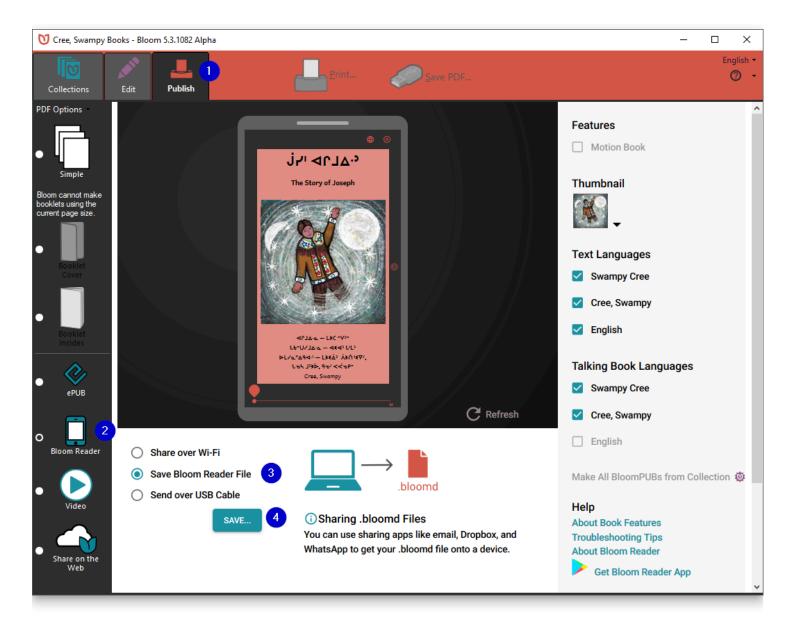
From <u>Bloom Library</u>, click on the book you desire and look for the Download section. Then click on the BloomPUB icon; for example:



Publish BloomPUBs from the Bloom Editor

Using the Bloom Editor, you can make a BloomPUB file of any book in your collection:

- 1. Click the Publish tab.
- 2. Select Bloom Reader.
- 3. Select the Save Bloom Reader File option.
- 4. Click the Save... button:



1.2. Create the folder on your SD card

After gathering all your Bloom books on your computer, you will then use your computer to create the following series of folders on the SD card:

Android\data\org.sil.bloom.reader\files\Books

For example, if you mount the SD card as drive **D** on a Windows PC, you will first create the Android folder:

D:\Android\

Then, in the Android folder, you'll add the data folder:

D:\Android\data\

And so on until you have a series of nested folders as follows:

Note that capitalization must be exactly as shown.

1.3. Copy over the BloomPUBs

Copy the BloomPUBs into the folder.

The SD card is now ready to distribute.

1.4 Optional: Folders & Bookshelves

Beginning with **Bloom Reader** 3.0, you can organize this folder using subfolders. For example, you could have:

Android\data\org.sil.bloom.reader\files\Books\FooGrade1\letters.bloompub

Android\data\org.sil.bloom.reader\files\Books\FooGrade1\numbers.bloompub

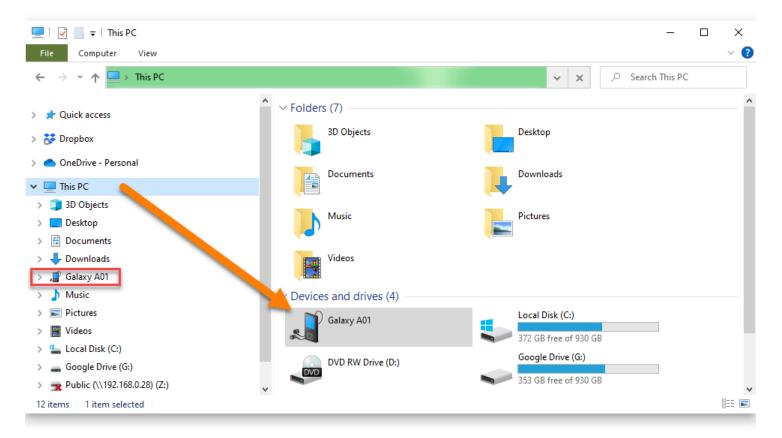
Android\data\org.sil.bloom.reader\files\Books\FooGrade2\animals.bloompub

2. Distribute Books via Pre-loaded Phones

2.1. Connect the phone to your computer

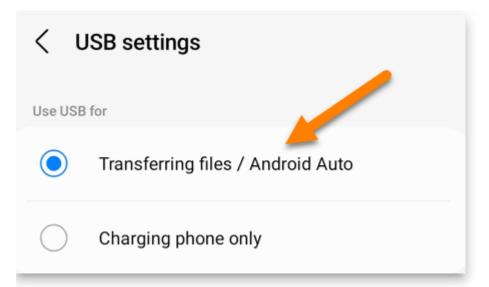
To pre-load your books onto a phone, you will need to connect the phone through a USB cable to your computer. Depending on the device and its version of Android, it may or may not allow immediate access. If immediate access is granted, then the phone will show up in Windows Explorer under "This PC".

Here's an example:



If you cannot see the connected phone, you will need to open your phone's settings and find "USB settings." There will be an option to allow you to transfer files.

Here's an example:



2.2. Create a folder called "Bloom"

Once the phone is successfully connected, using Windows File Explorer, create a new folder called "Bloom" on the root of the Internal storage.

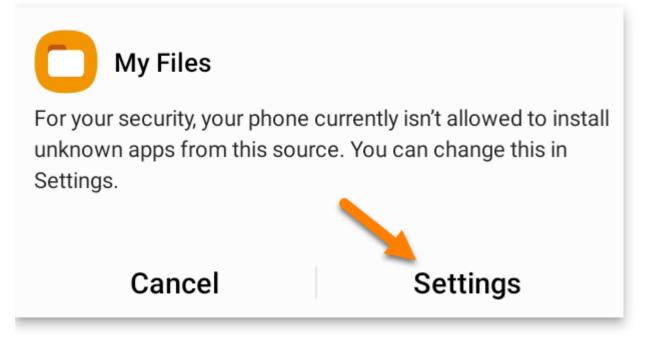
2.3. Copy over the BloomPUBs

Drag and drop all the desired books to the newly created Bloom folder.

2.4. Install Bloom Reader

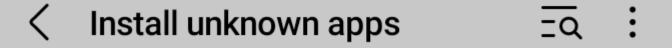
Install Bloom Reader on the phone, either through the Google Play store or by copying the app to the Download folder and then "side-loading" the Bloom Reader from the phone's file manager app.

To "side-load" the Bloom Reader app, you will need to grant permissions. For example, you may see something like this:

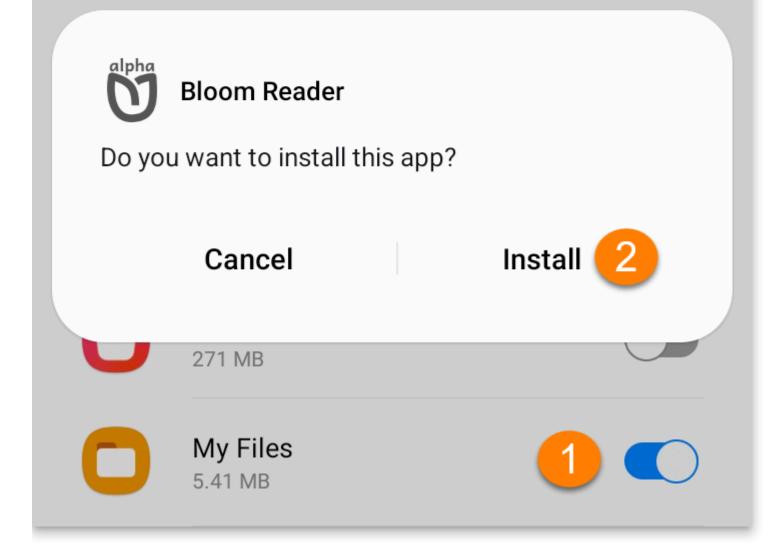


Click Settings to modify the permissions for installing unknown apps.

- 1. Grant permission to your file manager by sliding the slider to the right.
- 2. Click to Install Bloom Reader:



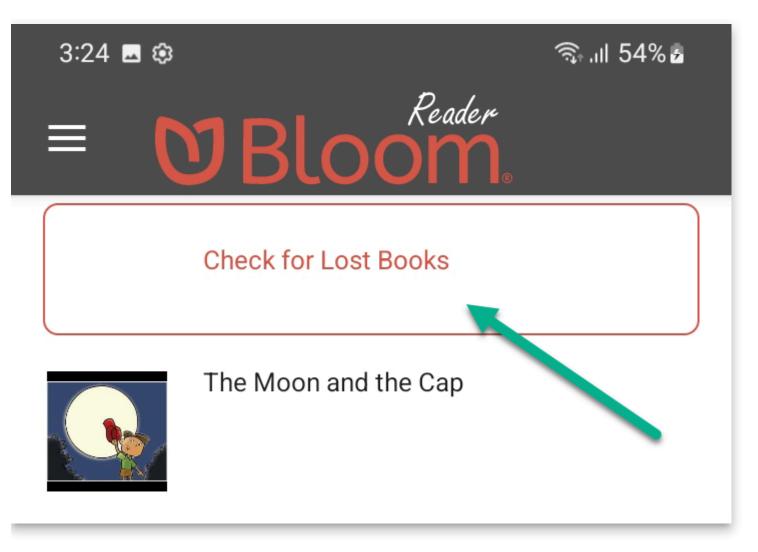
Installing apps from this source may put your phone and data at risk.



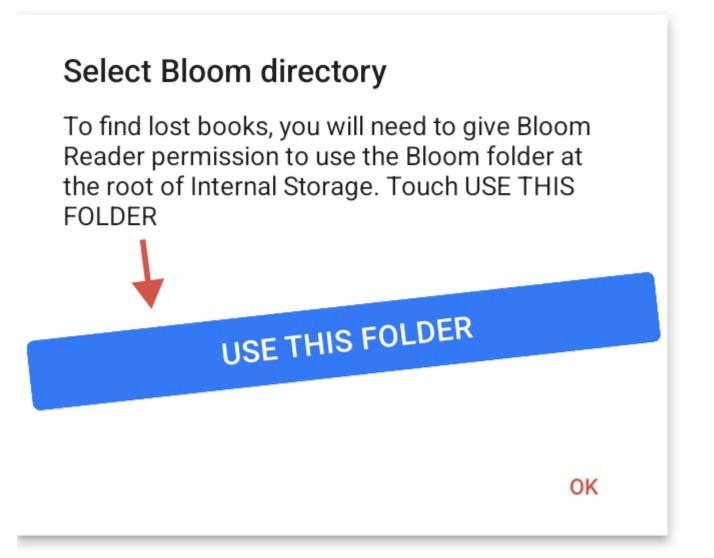
2.5. Check for Lost Books

When Bloom Reader opens and detects the folder "Bloom" in the internal storage, a prompt will appear to allow you to retrieve these books.

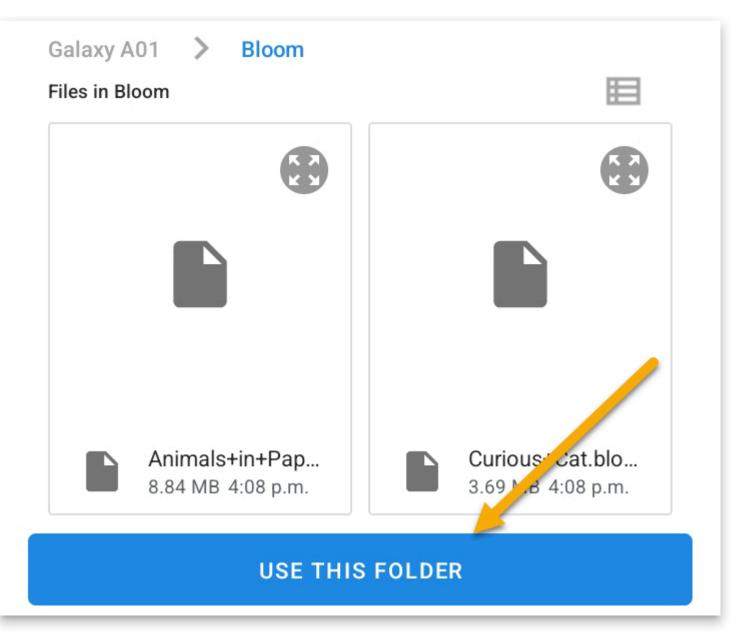
Click on Check for Lost Books:



Click **OK** to the following prompt:



The file manager will then show the Bloom folder. Click on the blue button, USE THIS FOLDER:



Finally, another prompt to confirm access will appear. Click ALLOW:

Allow Bloom Reader to access files in Bloom?

This will let Bloom Reader access current and future content stored in Bloom.

Bloom Reader will transfer all the BloomPUBs from the Bloom folder into its private folder.

CANCEL

ALLOW

The phone is now ready for distribution.

3. Advanced Options

This section described advanced options and is *not* recommended for most users.

Use Bloom Reader Beta or Alpha

The private books folder is *specific* to each 'channel' of Bloom Reader. Unfortunately, this means that if you want to make an SD card that will work seamlessly with Bloom Reader Beta, the books must be placed in:

Android\data\org.sil.bloom.reader.**beta**\files\Books

and for Bloom Reader Alpha, in

Android\data\org.sil.bloom.reader. alpha \files\Books

If you wish, and you have enough space, you can place the same collection in all these locations on the same SD card, so that it works with multiple "channels" of Bloom Reader.

Support for Older Bloom Reader Versions

Bloom Reader will also notice the existence of the older system using a \BloomExternal folder at the root of the SD card, if it does not find \Android\data\org.sil.bloom.reader\files\Books.

N.B. : you can use *either* the \BloomExternal folder, *or* the private Books folder, not both at the same time. (Both can be present, as explained below, to support both old and new versions of BloomReader, but the newer versions will ignore \BloomExternal if they find the private Books folder, expecting it to be a duplicate.)

This is more complicated and is *not* recommended. The following are technical notes for those who need to know:

If Bloom Reader finds a **\BloomExternal** folder and does not find the private books folder described above, it will show a button the user can click, which will show instructions and guide the user through the process of giving BloomReader permission to access the folder.

Once this permission is granted, books in **\BloomExternal** work just like those in the private books folder (except it will be somewhat slower, especially for larger books). If you have a need to support both newer (3.0+) and older (pre-3.0) versions of Bloom Reader, you can place the same collection of books in both places. However, we don't expect this to be necessary for long, since devices will typically upgrade automatically to the latest version. It does mean, though, that SD cards made for older versions of Bloom will go on working, albeit less conveniently.

So, you can:

- Make SD cards with just books in \Android\data\org.sil.bloom.reader\files\Books. They will be ideal for current BloomReader.
- Keep using or making SD cards with just books in \BloomExternal. They will work with all versions of Bloom Reader, but will be slower with newer versions and require the user to give special permission
- Make SD cards with the same books in both
 \Android\data\org.sil.bloom.reader\files\Books and \BloomExternal. They will
 work well with both new and old versions of BloomReader.

About BloomPUB Bundles

A **BloomPUB Bundle** is a collection of BloomPUB files along with a "bookshelf" file all "bundled up" into a single file.

BloomPUB Bundles are used in connection with the <u>Bloom Reader</u> app. The purpose is to provide an easy way to share a large number of BloomPUBs with interested readers of your books.

When a person opens a BloomPUB Bundle on an Android device with Bloom Reader installed, Bloom Reader will "unpack" the file and add all of its books and bookshelves to its book list.

The normal way to make a BloomPUB bundle is to use the <u>Make All BloomPUBs</u> feature in Bloom's desktop editor.

The Samsung File Manager does not handle .bloombundle (or .bloomPUB) files.

The best option is to use <u>Google File Manager</u>. It is able to use Bloom Reader to open **.bloombundle** and **.bloomPUB**) files.

Set the Image Resolution in BloomPUBs

Currently, images in BloomPUBs and online reading are down-sampled to a max dimension of 600 x 600 pixels. This is to better serve users who have poor internet and/or limited memory on their devices.

In Bloom 5.4 and 5.5, you can increase this number by following these steps:

1) In the publish-settings.json file for the Bloom book, change
"imageSettings":nullto "imageSettings":{"maxWidth":1200,"maxHeight":900} Or
whatever number you want.

2) Create your bloomPUB again, or upload to the book to Bloom Library.

◯ тір

Note, images in PDFs are not down-sampled.

🖓 тір

Bloom normally down-samples **incoming** images to 3500 x 2550 (landscape) or 2550 x 3500 (portrait). These maxes were chosen to fit A4 paper at 300dpi. This was done to avoid the situation we were seeing where less-technical users were getting gigantic images into Bloom and then having memory problems.

About Bloom Enterprise

Bloom Enterprise is a paid subscription service that provides additional features and tools for organizations and projects. By subscribing to this service, organizations and projects can meet some of their unique needs while also supporting the ongoing development of Bloom, which helps everybody.

Learn about the types of groups that can use Bloom Enterprise below.

For Publishers

(i) NOTE Details coming soon...

For Projects

(i) NOTE Details coming soon...

For Local Communities

(i) NOTE

Details coming soon...

Bloom Enterprise Features

Learn more about <u>Bloom Enterprise Features</u>.

Get Started

Learn how to get started with Bloom Enterprise:

Subscribe to Bloom Enterprise

Enable Bloom Enterprise

Bloom Enterprise Features

Bloom Enterprise subscribers have access to the following features and tools.

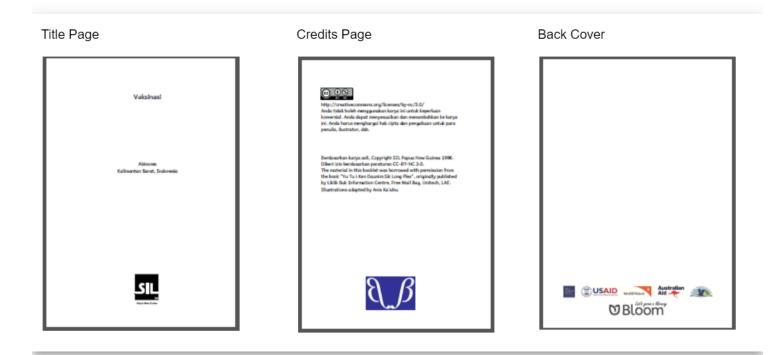
Enterprise Book Features

Branding and Custom Page Layouts

Bloom can automatically display your logo(s) on the cover, title page, or back cover of your books. Enterprise customers can also specify the copyright and license that each book will contain. For further details on Bloom branding, see <u>Custom Branding</u>.

(i) NOTE

Bloom Enterprise customers may also request custom covers and front-matter pages at an additional charge, based on the amount of work such customization requires.



Overlay Tool

The **Overlay Tool** allows the user to place text, images, or video over a partial or full-page image. This allows more complex page layouts, including Digital and Paper Comic Book Templates.

Late one afternoon, Sunita and Pamela rushed to the water source, trying to disable the pump. The bad man got out of his truck and prepared to seize Sunita and Pamela.



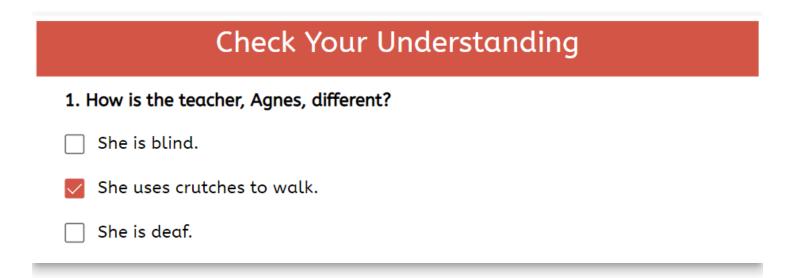
Activity Pages

Bloom supports two kinds of **activity pages** in digital books:

- <u>Comprehension Questions</u>
- Simple Choice Activities

Comprehension Questions

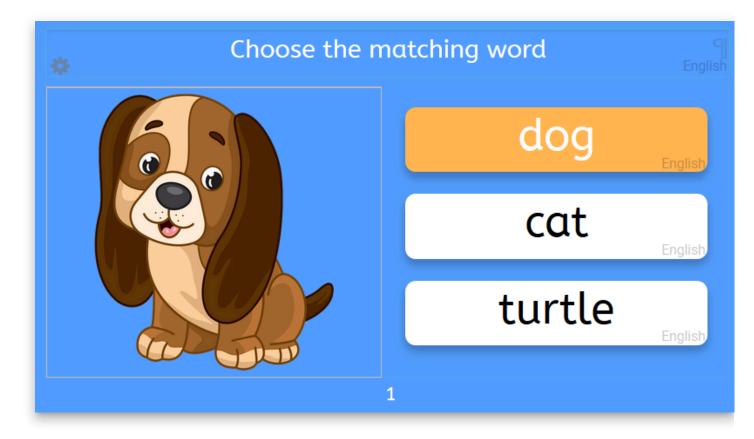
Comprehension questions let you design multiple-choice questions for readers to answer. These activities enhance the reading experience, and Bloom's analytics system can capture whether readers answer the questions correctly or incorrectly. Such information can provide valuable data for an organization or project's monitoring and evaluation efforts.



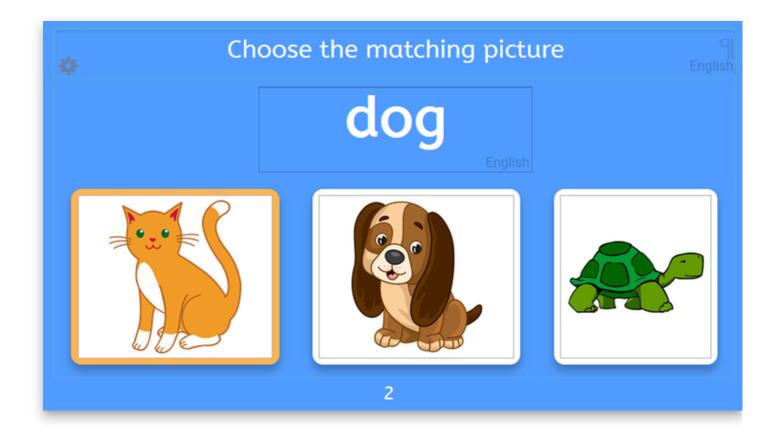
Simple Choice Activities

Simple Choice Activities come in two varieties:

• Choose Word from Picture:



• Choose Picture from Word:



HTML5 Widgets

HTML5 widgets are JavaScript apps that are programmed outside of Bloom and can be embedded in Bloom book pages. These widgets open up many options for making books interactive.

To view just one example of a Bloom book with a widget, go to page 9 below:

Enterprise Editing Tools

Team Collections

Team Collections enable a team to collaborate on a single collection of books. Team members check books in and out as they work on them, and use the Dropbox file-sharing service to synchronize files between their computers.

See <u>Team Collections : Introduction</u> to learn more.

Spreadsheet Import/Export

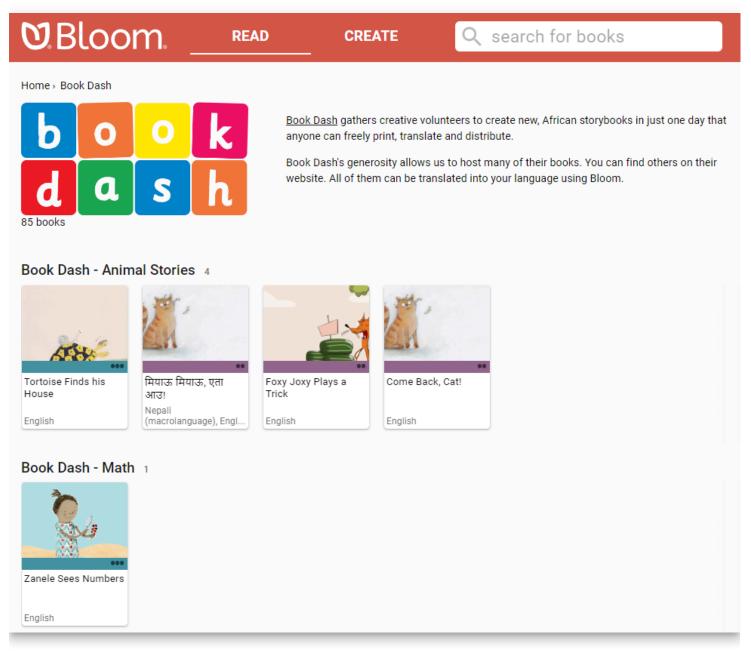
Spreadsheet export/import allows you to export the contents of a Bloom book to a specially formatted Excel spreadsheet, and import the content back into a Bloom book. While there are some limitations on what can be exported and imported, this can be a convenient way to add translations into one or more new languages to a Bloom book.

See <u>Spreadsheet Import and Export</u> to learn more.

Enterprise Publishing Features

Bloom Library Collections

Enterprise customers can request a dedicated page on <u>bloomlibrary.org</u> that features their books. The page can also feature a logo, a short blurb about the project or organization, and a link for more information. Bloom Library pages can also be embedded on your own website.



Uploading Collections to Bloom Library

Bloom Enterprise users can upload all the books in a collection—or even several collections of books—to Bloom Library in one step.

Convenient Creation of Multiple BloomPUBs

Bloom Reader is a free Android app that allows readers with Android devices to enjoy Bloom books offline. Bloom Reader uses a special BloomPUB file format that supports all Bloom's features, including audio and video playback. Bloom Enterprise subscribers can create BloomPUB files for all books in a collection in one step.

How to Embed a Bloom Library Collection In Your Website

See How to Embed a Bloom Library Collection in Your Website.

See also How to Embed a Single Book from Bloom Library in Your Website.

Analytics

Bloomlibrary.org collects anonymized analytics data from books read online, in Bloom Reader, or in other apps that use Bloom books. Enterprise customers can monitor the usage of their books through this dashboard, including reading activity, location data, and responses to comprehension questions.

V . Bloom, READ	CREATE Q search for books	8				
Statistics for Collection: Education for Life						
Overview -		ALL TIME				
People Reached Digitally	Books					
🚭 3.1k	531					
Web Apps Bloom Reader BloomPUB Viewer 2.5k 1 507 76						
Countries 116	Languages Topics Books with Analytics 27 16 515					
Reads 🛈	Downloads					
24k	4.5k					
Web Bloom Reader 7k 17k	2.3k 9 651 1.5k					

Analytics for Publishers

See <u>Bloom Analytics For Publishers</u> to learn more.

How to Subscribe

To learn more about Bloom Enterprise or to subscribe, please <u>contact us</u>.

(i) NOTE

SIL International staff should read about Bloom Enterprise on Gateway.

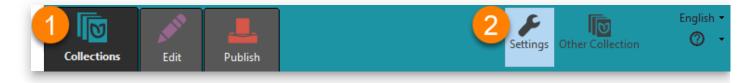
Enable Bloom Enterprise

Follow these steps to Enable Bloom Enterprise.

Enable Bloom Enterprise

Follow these steps to enable Bloom Enterprise in Bloom Editor:

- 1. Go to the Collections tab.
- 2. Click on Settings:



- 3. Click on the Bloom Enterprise tab.
- 4. Choose a Bloom Enterprise Status option:

Settings		3			
Languages	Book Making	Project Information	Bloom Enterprise	Advanced Program Settings	
Bloom Enterprise adds features and services that are important for publishers, governments, and international organizations. This paid subscription meets their unique needs while supporting the development and user support of Bloom for the community at large. Learn More Bloom Enterprise Status C Enterprise Subscription D Funded by the local community only					

- 5. These are the options for Bloom Enterprise Status:
 - a. Enterprise Subscription: A special code given to publishers, governments, and international organizations with a **funded Bloom Enterprise subscription**:

	om Enterprise Status Enterprise Subscription
	Subscription Code: ? Copy Paste
0	Funded by the local community only
0	None. Bloom will not show Enterprise features.

b. Funded by the local community only: Offers free Enterprise features to locally supported projects:

Funded by the local community only	
This branding is for books created with Bloom Enterprise features freely enabled in order to support projects funded by the local community.	D Local
None. Bloom will not show Enterprise features.	

c. None: for **normal** Bloom users.

Bloom Enterprise Status			
○ Funded by the local cor	nmunity only		
None. Bloom will not sh	ow Enterprise fea	tures.	

6. For an Enterprise Subscription, paste your Subscription Code:

	m Enterprise Status Enterprise Subscription				
6	Subscription Code: SIL 69-0748 Copy Paste				
	Organization: SIL International				
Ŭ	 Funded by the local community only 				
0	 None. Bloom will not show Enterprise features. 				

- 7. If the Subscription Code is **valid**, you will see:
 - a. A green checkmark next to the Subscription Code.

b. An expiration date and organization name.

c. A **logo** for your organization.

	m Enterprise Status Enterprise Subscription				
D	Subscription Code: SIL 69-0748				
	 Funded by the local community only None. Bloom will not show Enterprise features. 				

8. If the Subscription Code is **not valid**, you will see one of these messages:

Bloom Enterprise Status Enterprise Subscription 	
Subscription Code: SIL-179840-957 The code should look like SOMENAME-123456-7890	? Copy Paste


```
    Try to copy/paste your `Subscription Code`.
    If you need additional assistance, please [contact us]
(mailto:enterprise@bloomlibrary.org).
```

9. Click the Restart button to restart Bloom with the new Enterprise settings:

Languages	Book Making	Project Information	Bloom Enterprise	Advanced Program Settings	
interna develoj Learn № Bloom	Bloom Enterprise adds features and services that are important for publishers, governments, and international organizations. This paid subscription meets their unique needs while supporting the development and user support of Bloom for the community at large. Learn More Bloom Enterprise Status © Enterprise Subscription				
E	Subscription Co Expires:January Drganization: SI	1, 3000	69-0748 🗸	Copy Paste	
🔿 Fu	nded by the loc	al community only			
() No	ne. Bloom will r	not show Enterprise f	eatures.		
Betti Help	ngs Protection		Bloom will close settings.	e and re-open this project with the new	

Custom Branding

A typical Bloom book has prebuilt **content slots** in the front and back matter. A custom **branding pack** can fill these slots with text or graphics to create a consistent branding across a collection of books.

Standard branding slots include the following:

- Front cover top
- Front cover bottom
- Credits page top
- Credits page bottom
- Title page bottom
- Outside back cover top
- Outside back cover bottom

In addition, a branding pack can declare:

- Default copyright notice
- Default license notice
- Default license notes

Creating a custom branding pack is a paid service. If you think you need a custom Xmatter pack, contact the Bloom team at <u>enterprise@bloomlibrary.org</u>.

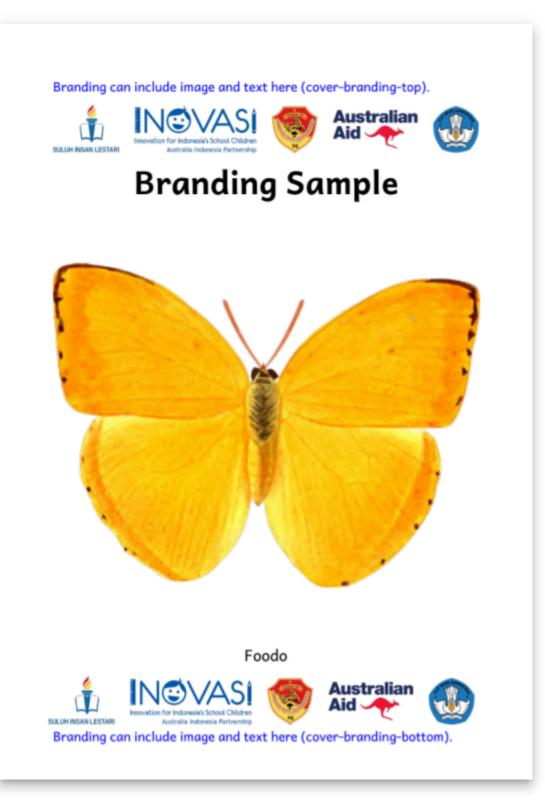
(i) NOTE

You can do a lot with a custom branding pack, there are limits: see <u>What Bloom</u> branding cannot do below.

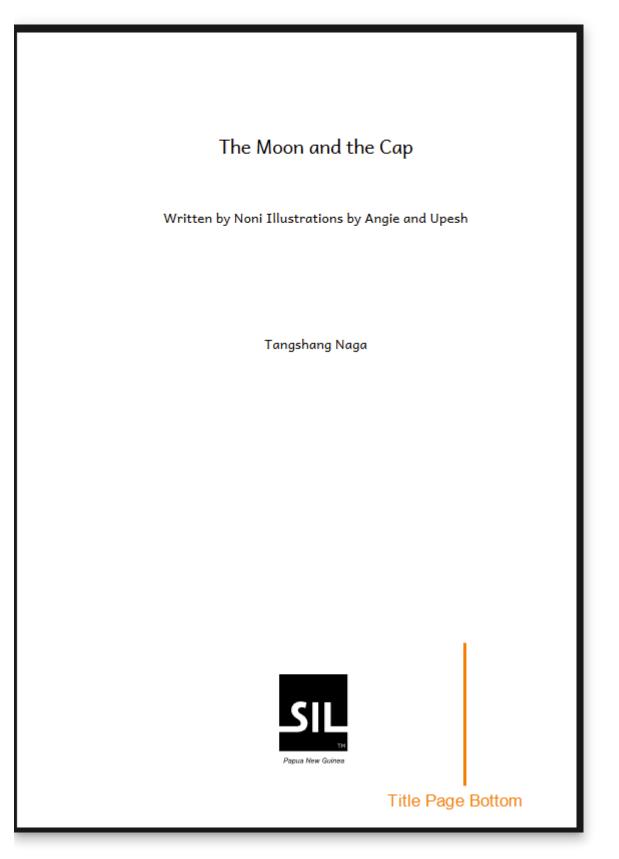
Branding pack samples

Here are some examples of front and back matter pages that have been customized using a custom branding pack

Cover Page



Title Page



Credits Page Top

Credits Page Top





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Credit Page default license & license notes

Credits page

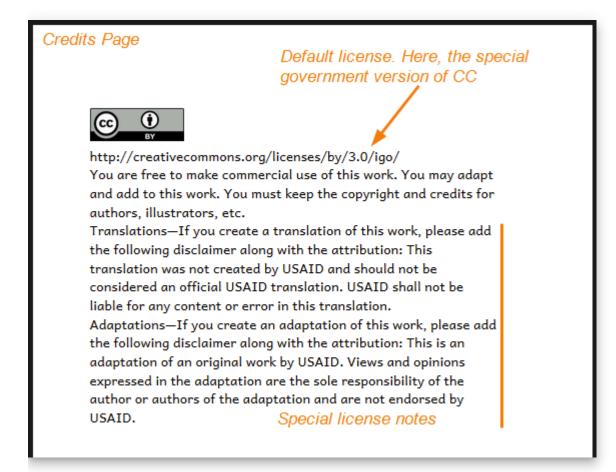
Copyright © 2020 Yayasan Suluh Insan Lestari

Default copyright



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(from Suluh-INOVASI)



(from GRN-REACH)

Credits Page Bottom



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www.prathambooks.org

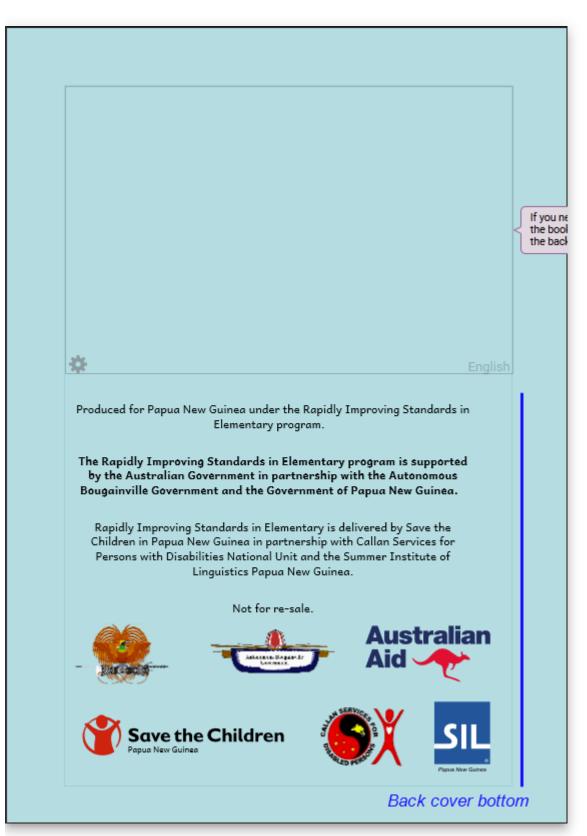


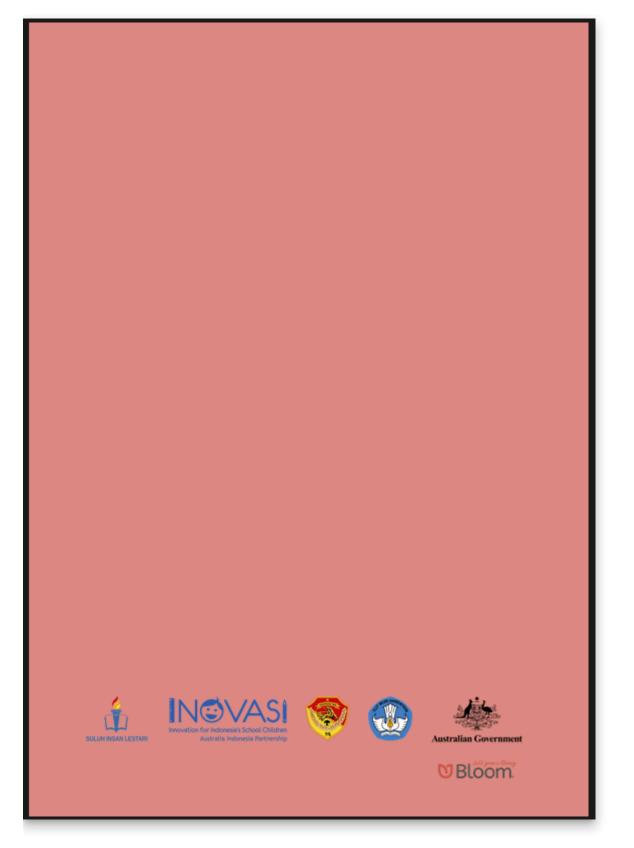
Credits Page Bottom

Back Cover Top



Back Cover Bottom





(from Suluh-INOVAS)

What Bloom branding <u>cannot</u> do

Making a branding pack in Bloom is like decorating a house: it's easy, but there are limits. In contrast, making a custom **Front/Back Matter pack** is like moving walls or adding on new rooms. With a custom front/back matter pack (called an **Xmatter pac**k), you can add new front and back matter pages and new branding slots. Custom Xmatter packs must be created by a Bloom developer.

Creating custom Xmatter packs is a paid service. If you think you need a custom Xmatter pack, contact the Bloom team at <u>enterprise@bloomlibrary.org</u>.

Bloom Library Collections

(i) NOTE

Content coming soon.

How to Embed a Single Book from Bloom Library in Your Website

See also: How to Embed a Bloom Library Collection in Your Website

It is possible to embed an interactive book directly on your website, if your website supports "iframes".

It will look like this:



Please write to us at <u>issues@bloomlibrary.org</u> if you are interested in this service.

How to Embed a Bloom Library Collection in Your Website

See also: How to Embed a Single Book from Bloom Library in Your Website

Here are the steps and processes to embed a Bloom Library collection.

1) Do You Have a Collection?

<u>BloomLibrary.org</u> offers custom collections (sometimes called "bookshelves"). These pages can have:

- A banner
- Text about your organization or project
- Links for people to learn more
- And, of course, a set of books

We offer these collections as part of our <u>Bloom Enterprise</u> paid service. Once you have a <u>Bloom Enterprise subscription</u>, you can embed your collection on your own website.

2) Get Your Embedding URL

We offer the ability to embed your book collections on your own website. We still supply the storage space and code; all you have to do is make room on one of your pages to show and read the books. We offer this as a paid service to help cover our costs for developing and supporting Bloom. If you are part of SIL or one of its partner organizations, write to us at <u>librarian@bloomlibrary.org</u>. Other organizations should contact <u>SIL-LEAD</u>.

Once you have been given the go-ahead, we will send you an iframe URL to use. The URL will look like this:

https://embed.bloomlibrary.org/best-foo-books?bl-domain=foo.org

3) Add an iframe to Your Page

If you have access to the raw HTML of your page, add an iframe element:

```
<iframe id="bloomlibrary" src="THE-URL-YOU-WERE-GIVEN"
title="our books" height="100%" width="100%"></iframe>
```

In the src line, replace "THE-URL-YOU-WERE-GIVEN" with the URL you were given by a Bloom team representative. Title, height, and width can be whatever your website requires.

If your website is based on a CMS like Wordpress or a website builder like Wix, you will do something similar. Check the documentation for your CMS for how to "add an iframe" and follow its instructions.

4) Optional: Include the Bloom Embedding Script

The above is enough for your site to present your collection. However, as you navigate inside your collection, the URL in your browser's address bar will never change. So if your site's visitors try and bookmark or share a link to a book, that link will take them back to the first screen of your collection instead of to the book.

For this reason, we provide an optional javascript file that you can add to your page. This small script updates the location *within your collection* to the URL in the address bar of the visitor's browser. Then if a visitor bookmarks or shares a link, it reads that information from the URL and tells the iframe to navigate to that book.

If you want this behavior, add the following to the head element of your html document:

```
<script src="[https://share.bloomlibrary.org/assets/embed-bloomlibrary.js]
(https://share.bloomlibrary.org/assets/embed-bloomlibrary.js)"></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></sc
```

(i) NOTE

Note, some website software may not allow you to add arbitrary javascript. If that is the case, you will not be able to have this feature on your site.

5) Get Help

If you need some technical support, please contact us at <u>issues@bloomlibrary.org</u>. In your email, make sure to give us a URL to where you have embedded the site.

Spreadsheet Import and Export

The Spreadsheet Import/Export function was introduced in Bloom 5.2. It is an *experimental* Bloom Enterprise feature that is still under development.

To access the latest developments of this experimental feature, it is *essential* to use the very most recent version of <u>Bloom Beta</u>.

1. Introduction

Exporting your Bloom book to a spreadsheet opens up an alternate workflow possibility for you and your colleagues. One typical workflow is to allow translators on your bookproduction team to add additional language translations to your books using a spreadsheet rather than the Bloom program.

After the additional language translations have been added to the spreadsheet, the team supervisor or administrator imports the spreadsheet into Bloom.

In this way, only the team supervisor needs to learn Bloom.

2. Enabling Spreadsheet Import/Export

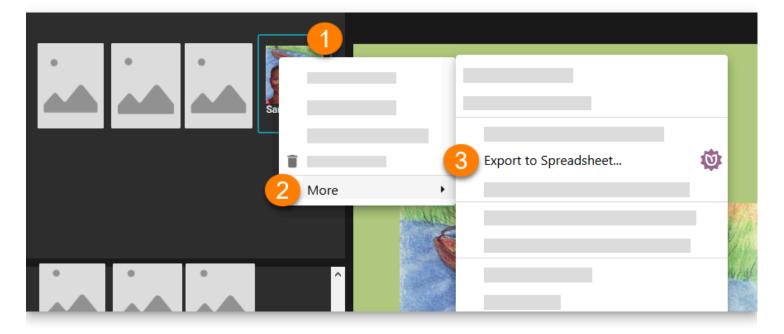
To access this advanced feature, open Bloom Settings, then:

- 1. Click on the Advanced Program Settings tab
- 2. Tick the box Spreadsheet Import/Export
- 3. Please ensure you have ticked the box Automatically Update Bloom
- 4. Click to Restart Bloom

Settings		
		Advanced Program Settings
 ✓ Automatically Update Bloom Experimental Features Image: Spreadsheet Import/Export 	3 2	1
Help		4 Restart Cancel

3. Exporting a book to a Spreadsheet

- 1. <u>Right-click</u> on the book you wish to export, then,
- 2. Click More
- 3. Click Export to Spreadsheet...



4. Importing a Spreadsheet into Bloom

After editing the spreadsheet, it can be imported back into Bloom. Typically, the spreadsheet will be imported back into the original book or into a duplicate of the original. In this way, the original structure of each page will be maintained.

You can also into a spreadsheet into a new blank book. In this case, however, the original page structure will not be maintained.

- 1. <u>Right-click</u> on the book you wish to import the spreadsheet into, then,
- 2. Click More
- 3. Click Import Content from Spreadsheet...

	Sara's Canoe			SARA'S CANO	DE	
	î					
	2	More	3 "	mport Content from Spi	readsheet	

A progress dialogue will appear. Note, a backup of your original book will be placed in a temporary folder in case there is a problem.

The location of the backup is: C:\Users\YOUR USER NAME\AppData\Local\Temp\bloom preimport backups

5. Understanding the Spreadsheet layout

The exported spreadsheet is organized into rows and columns. By default, only the main translatable material (the title, and the basic text) from the book is presented, and all other material — such as Copyright and Credits — is *hidden* from view.

The rows and columns that are hidden from view should generally *not* be edited directly in the spreadsheet. Instead, it is best to edit these in Bloom itself.

Generally speaking, the rows of the spreadsheet progress through the translatable pages of the book, while the columns contain the content of the corresponding pages in various languages.

	А	D	E	F	G
2	Row type	Image	French	English	र्यम् व्येग *
3	[bookTitle]		La lune et la casquette	The Moon and the Cap	≋ दगरः द≕ (बु: कॅ)
4	[coverImage]				
5	[page content]		Aujourd'hui, toute la famille est allée à la fête foraine.	All of us went to the fun fair.	्रम्ह इन्द्र अन् ग्रेंश मन् न्द्र्युन्॥
6	[page content]		Papa a acheté à mon frère des lunettes amusantes. Maman m'a acheté une très belle casquette bleue. Ma petite soeur, elle, a eu un suçon.	Father bought brother fancy glasses. Mother bought me a bright blue cap. The baby got sugar candy.	ल सम ह्रा ध्रुव माल्लल मेन्द्र मेन ध्रेन स्वेत केंग केम फेंगा ल कम स्टन मार्ग मार्ग्स स्टन्स स्वेत कें द्वेत केंगि केंगा केम समाही मेन करन केंग्रेन स्वा

By default, the following are hidden;

- Row 1
- Columns B and C
- Approximately 14 hidden rows at the end of the spreadsheet for various "xmatter" material like Copyright and Credits

6. Usage Scenarios

6.1 Simple corrections or editing

Some teams prefer spreadsheets, rather than Bloom itself, to do the final editing of their books.

If you have already recorded audio for a Talking Book, be careful editing text (whether in Bloom or in a spreadsheet).

6.2 Adding another language translation to a book

Some teams have translators who are comfortable using spreadsheets, but not Bloom.

To add a new language to a book, the exported spreadsheet will need a new column for the language. The easiest way to do this is to ensure the new language is listed in the Languages tab of your Bloom Settings before exporting the book.

Alternatively, you can add the new column to an existing spreadsheet. In this case, you will need to unhide row 1 to type in the language code of the language. The language code must be enclosed in square brackets.

6.3 Fixing an incorrectly tagged language

Sometimes, a user makes a book and only later discovers they have used the wrong language code.

This can be a fairly technical procedure. In the following steps, we will use a concrete example of changing a book whose contents are *written* in German [de], but are mistakenly *tagged* as English [en].



The procedure below will *overwrite* your existing book. You should back up your original collection as a safeguard before doing this.

- 1. Change the Collection Language Setting to the *correct* language configuration. (In our example, change Language 1 and possibly language 2 from [en] to [de].)
- 2. Export the book to a Spreadsheet.
- 3. Find the column with the old (incorrect) language code in row 1 in the spreadsheet. Replace that old language code with the correct one and correct the language name in row 2. (In our example, change [en] to [de] in row 1 and "English" to "German" in row 2.)
- 4. You should see a column labeled with the new language code and name. (This column will show [blank] in rows five and beyond.) Change the code and name in this column to the old (incorrect) code and name. (In our example, change [de] to [en] and "German" to "English".)
- 5. Import the spreadsheet back into the *same* book.

When publishing your book to Bloom Library, it is an excellent practice to *uncheck* the box for any unwanted language(s). Doing this will strip out that unwanted language for Bloom Library.

6.4 Changing a book to Digital Comic Book

If your original book was made from the Basic Book template and you want to transform it into a Digital Comic Book, then do the following:

- 1. Create a blank book using the Digital Comic Book template.
- 2. Add a **Comic** page.
- 3. Add a Caption or Text Block to the page using the Overlay Tool.
- 4. Right-click on this page's thumbnail, and choose **Duplicate Page Many Times** so that this blank comic book has the same number of pages as the original book.
- 5. Import the spreadsheet into this blank comic book.

Limitations: this method works if the original book has one image and one text box per page.

7. Current Limitations

Updated for Bloom 5.5

The following are *not* supported:

- Color on words is lost during export and import
- Quizzes and other Activity pages
- Image Descriptions (forthcoming in Bloom 5.5)

In addition, there are dangers to editing a Talking Book in a spreadsheet. If you change the words of a sentence in any way, the audio recording will no longer match. Similarly, if you change the sentence boundaries, the recording will no longer match.

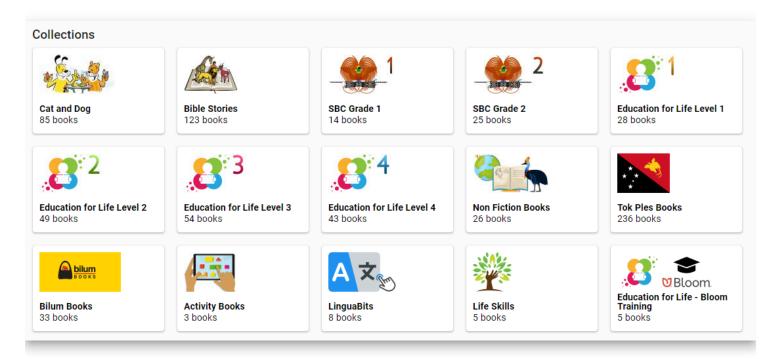
In addition to the above limitations, it is essential to understand that when you export a book to a spreadsheet, Bloom does *not* include the characteristics of the page *layout* for the book. And so when you import a spreadsheet into a Bloom book, Bloom will either map the data from the spreadsheet onto the page structure of whatever book you have chosen to import into, or if need be, map the data onto its default page layout, namely the "Basic Text & Picture" layout.

Bloom Bulk Book Processing

This material is for Bloom clients holding a Bloom Enterprise subscription.

Overview

Organizations holding a Bloom Enterprise subscription can organize their books into different bookshelves (book collections). For example, below is a sampling of the Bloom Library bookshelves for the organization **Education for Life**:



Bloom provides two different bulk operations to its Enterprise clients:

- 1. Bulk uploading an entire collection of books to **Bloom Library**, and
- 2. Making BloomPUBs for an entire collection for distribution to the **Bloom Reader** app.

Both bulk operations depend on grouping books into particular "bookshelves" similar to those shown above for Education for Life.

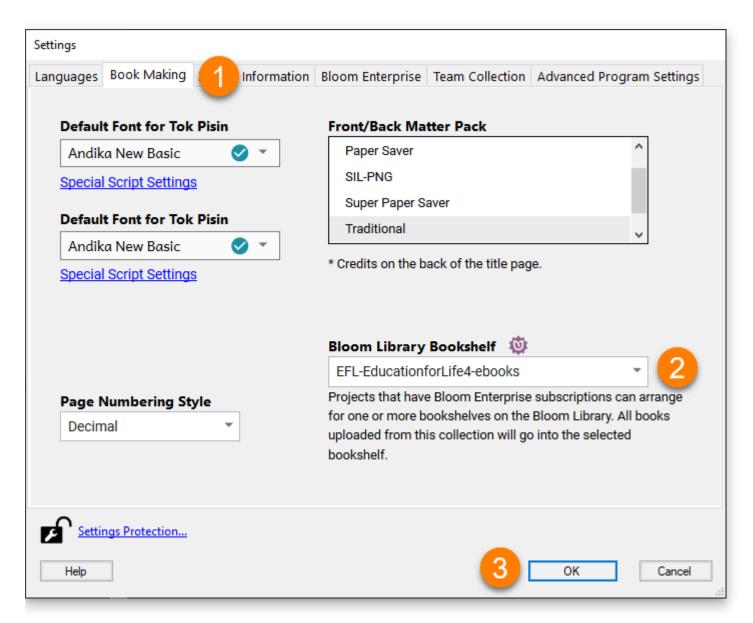
Essential Steps for Setup

There are two essential steps before initiating either of these bulk processing operations.

- 1. Set the <u>Bloom Library Bookshelf</u> for the book collection to set the bookshelf.
- 2. Ensure the <u>publishing settings</u> for each book are correct.

Set Bloom Library Bookshelf

Here are the steps to select the **Bloom Library Bookshelf**:



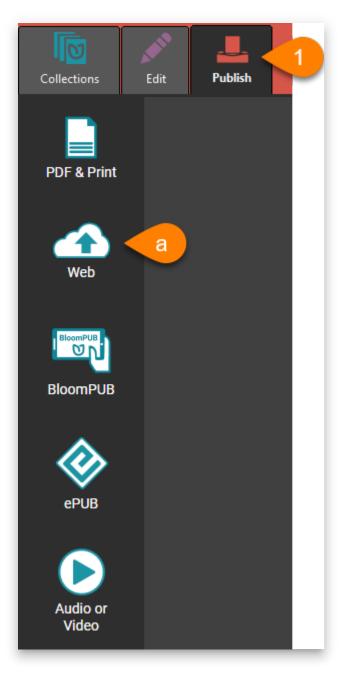
- 1. Choose the Book Making tab of Bloom Editor Settings.
- 2. Select the **bookshelf** from the Bloom Library Bookshelf drop-down.
- 3. Click OK.

Setting up bookshelves is something done in coordination with the Bloom Librarian.

Check Publishing Settings

Once the **Bloom Library Bookshelf** has been selected for the collection of books, the second essential step is to carefully set the publishing settings for *each* individual book in the collection.

- 1. Click on the Publish tab.
 - a. Click the Web option:



- 2. For **each** book, ensure the following are correct:
 - Book Copyright.
 - Book Summary.
 - Selection of **Text Languages**.

- Selection of Talking Book Languages.
- Selection of book Features (for example: Talking Book, Sign Language, Motion Book, etc)
- Cover Color
- Visibility

Bulk Uploading to Web

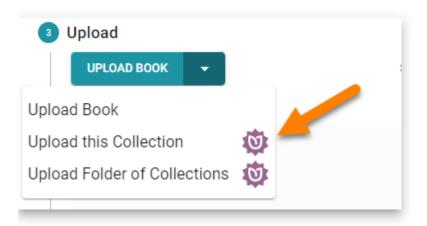
After completing the two essential steps, the entire collection can be bulk uploaded.

Choose any book, and go to Publish to Web.

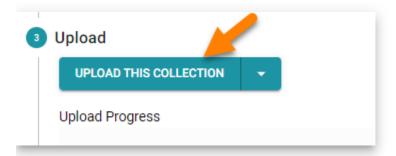
There are three options for uploading:

- 1. Upload a single Book.
- 2. Upload an entire collection of books.
- 3. Upload a folder containing multiple collections.

The third option is rarely used and will not be discussed further in this article. To access bulk uploading of a single collection, click the arrow beside **UPLOAD BOOK** and choose **Upload this Collection**.



After making this selection, click the button to initiate the operation:



The bulk-uploader program will open in a separate window and begin its operation.

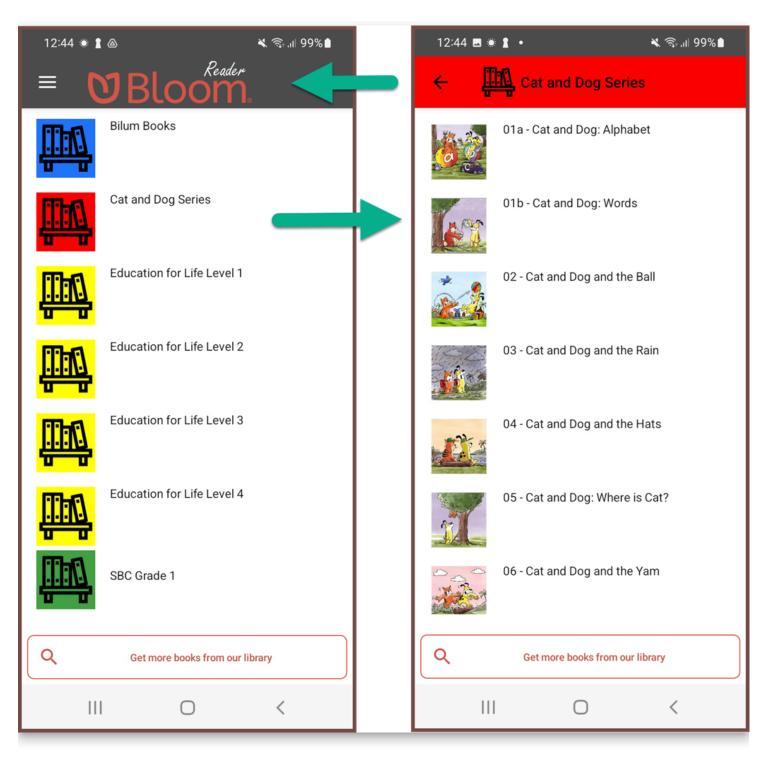
There are a number of very important things to keep in mind about the bulk-uploader program. This bulk-uploader program will :

- Upload all new books (i.e. any book that had not been previously uploaded to Bloom Library).
- Upload (and overwrite) any previously uploaded book that has changed.
- Skip uploading any previously uploaded book that has *not* changed.

Bloom Reader and Bloom Library Bookshelves

Bloom editor also provides a means to bulk publish BloomPUBs and prepare a special ".bloomshelf" file to accompany these BloomPUBs for <u>bulk distribution</u> on Bloom Reader. The same bookshelf is used for both Bloom Library and Bloom Reader.

Here again is a sampling of Education for Life's viewed from the Bloom Reader app:



When a Bloom Reader app is loaded Bloom bookshelves, each bookshelf's name will appear beside a bookshelf icon in a specific color (left-side image). Tapping on a specific bookshelf will open it, thus displaying its books (right-side image).

Bloom Reader Bookshelves provide an excellent way to organize many books on a single device. This, in turn, enables users to find the books they are interested in reading more quickly.

See also How to distribute Bloom books on SD Cards or Phones.

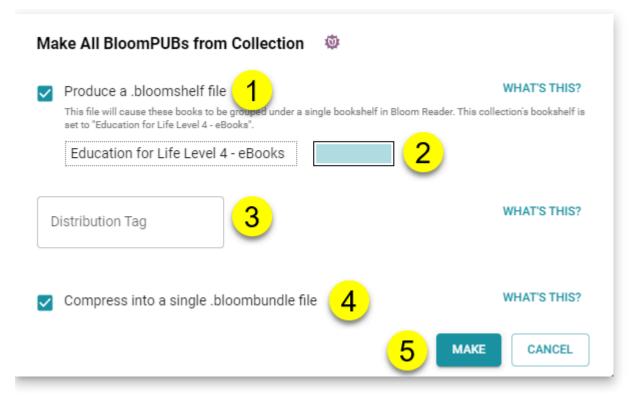
Make All BloomPUBs

Here are the **steps to bulk publish all BloomPUBs** in a single operation:

	Collections	Edit Publish		English +
•	PDF & Print	Publish as BloomPUB BloomPUBs are a kind of eBook. Your book will look exactly like it does here in Bloom. It will have all the same featur than ePUBs.	res. This makes BloomPUBs better	
•	Web	 Save BloomPUB File Share over Wi-Fi 	Text Languages South Tairora (incomplete translation)	Î
0	BloomPUB	Send over USB Cable Making BloomPUB Apps with Reading App Builder Viewing BloomPUBs on Bloom Reader (Android) Viewing BloomPUBs on Windows	 Tok Pisin English Talking Book Languages 	
•	ePUB	PREVIEW	 South Tairora Tok Pisin English 	
•	Audio or Video	Construction of the second sec	 ► English Features ✓ Talking Book □ Ison Language ✓ Activity □ Ison Comic □ Ison Motion Book ■ Accessible to the Visually Impaired in Pisin 	1 Tok
		3	Cover Color	n 👳

- 1. Click on the **Publish** tab.
- 2. Choose **BloomPUB**.
- 3. Click Make All BloomPUBs from Collection.

A Make All BloomPUBs from Collection dialog will appear with a number of options:



- 1. Tick this box to produce the special **.bloomshelf file** needed to group the BloomPUBs together into separate bookshelves on the Bloom Reader app.
- 2. Click the color chooser to select a color for this bookshelf.
- 3. If your organization wants to track particular Bloom Reader campaigns, choose a specific Distribution Tag to identify that campaign.
 - a. See also <u>Measuring the Impact of your Bloom Reader Campaigns with Distribution</u> <u>Tags</u>.
- 4. Tick this box if you need the books bundled together into a single .bloombundle file. a. See also BloomPUB Bundles.
- 5. Click the MAKE button to start the process.

Bloom will make these BloomPUBs in a temporary folder called:

C:\Users\YOUR NAME\AppData\Local\Temp\BloomPubs

After the operation is complete, Bloom will open a **File Explorer** window and show you the file(s) created.

Share the file(s) to a phone which has Bloom Reader installed. See <u>Other Sharing Methods</u> for suggestions how to share these files.

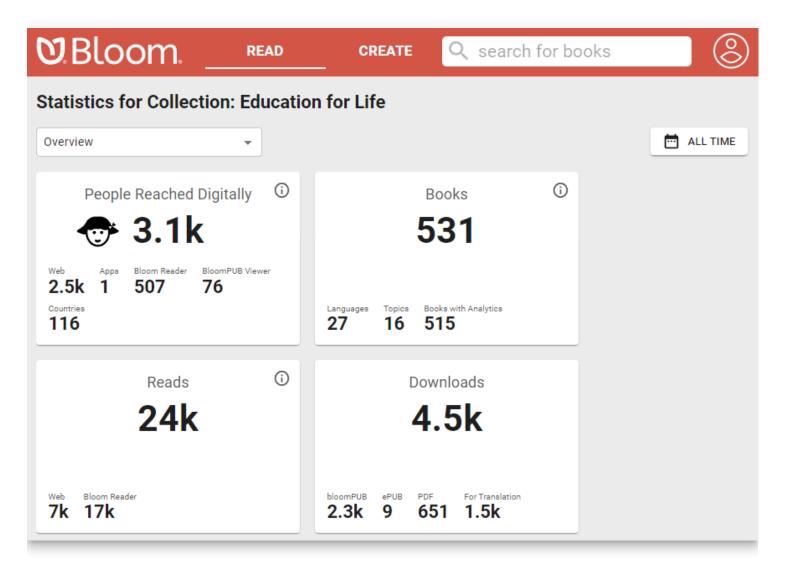
Make and Distribute Multiple Bookshelves

If you are preparing multiple bookshelves for distribution on an SD card, or prepaid phones:

- 1. Create a separate folder to store all of the Bloom Reader bookshelves.
- 2. After each bookshelf is created, copy the files over to the separate folder.
- 3. Once all of the required materials are gathered, copy all bookshelf files to an SD card for mass distribution.

Bloom Analytics For Publishers

<u>Bloomlibrary.org</u> collects anonymized analytics data from books read online, in Bloom Reader, or in other apps that use Bloom books. Enterprise customers can monitor the usage of their books through this dashboard, including reading activity, location data, and responses to comprehension questions.



For an additional charge, customers can also be given access to the SQL database of analytic events for their collection for more detailed analysis or presentation.

<u>BloomLibrary.org</u> Stats pages

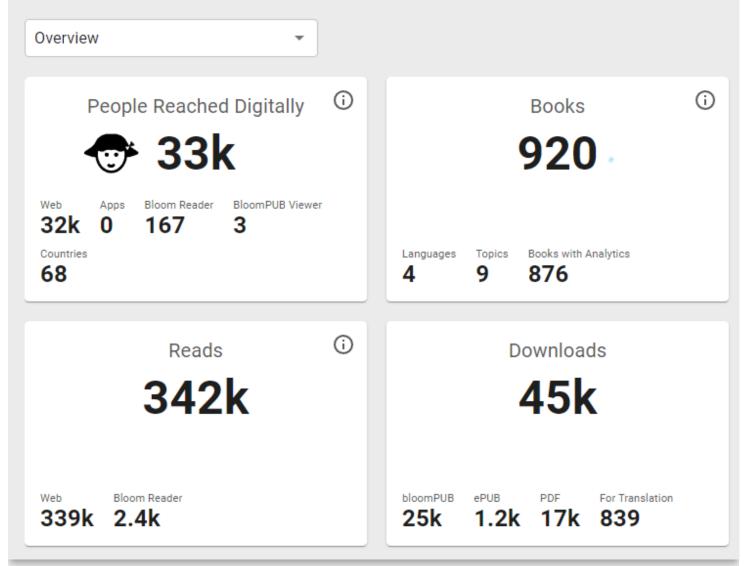
Bloom Enterprise subscribers get a URL that gives them analytics on the reach of the books in their collection, updated once a day.

V.Bloom.

READ

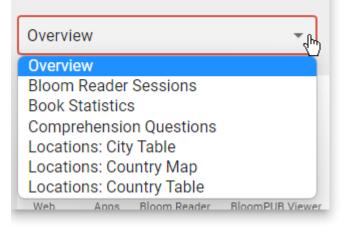
CREATE

Statistics for Collection: Okuu Keremet! (Learning is Awesome!)



There are various reports:

Statistics for Collection: Oku

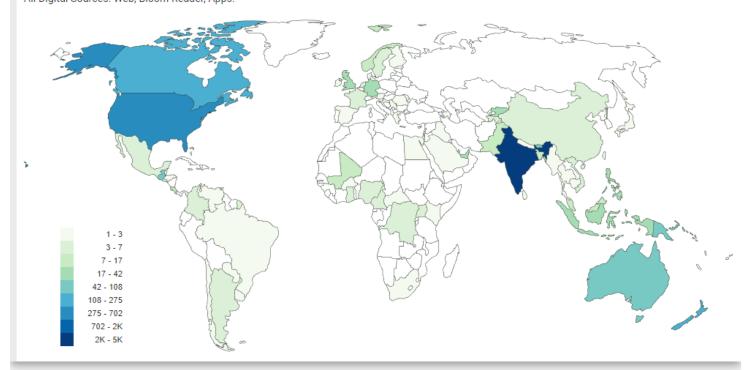


Statistics for Collection: Chetana

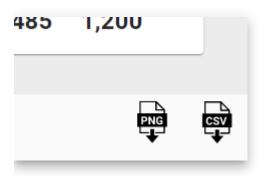
Locations: Country Map

Bloom Book Reads by Country from "Chetana" Collection

Through October 20, 2022 All Digital Sources: Web, Bloom Reader, Apps.



Each report comes with buttons to get an image or a spreadsheet file of that data:



Advanced Low Level Access to Analytics Data

We can also supply the raw data to your project through access to our SQL database. You can use this with your own custom dashboards.

See Available SQL Fields

Example dashboards using this data: PNG RISE, PNG Western Province E-Learning

Events We Measure

All Bloom Player contexts (Bloom Library, Bloom Reader, BloomPUB Viewer, RAB apps)

- Pages read
- Was the last (numbered) page in the book read?
 - This is some indication that the entire book was read. Note: it is possible to just flip past pages, or to move randomly through the book. So it wouldn't be hard to cheat this system.
- Time spent
- Comprehension Quizzes
 - including how many questions were present and how many answered correctly.
- Duration of audio and video playback
- Book branding
- Bloom Library
- Downloads
- Bloom Reader Specific events
- Installations

No events at this time:

- Shared book
- Shared bookshelf
- Shared APK
- Share Link to app on Play Store
- EPUB

User Information We Collect

Web

• IP address (--> city / country?)

Bloom Reader only:

- Named device ids
- ANALYTICS_DEVICE_PROJECT

- ANALYTICS_DEVICE_ID
- Location
- Latitude, longitude, locationSource, locationAccuracy, locationAgeDays

We record the locations available from each of the standard providers (network, gps, and passive) explicitly. But for the standard location for this report, we mainly want the most recent location we can get; precision is not very important.

However, we know from experience that in poor countries, IP address doesn't give us reliable location, and we expect that wifi and other networks will be similarly unreliable as means of location. So if we have a reasonably recent high-precision location we will take that in preference to a lowerprecision one that may be even more current. (Elsewhere we request one location per hour from GPS, if available, to ensure that the "last known location" for the gps provider will be reasonably recent.)

- Districtution Source
- Hardware info
- Android version?

Difficulties Getting Analytics

- · Getting analytics from devices that are normally offline
- No internet
- Effect of blocking cookies?
- Firewalls
- No events on EPUB
- Privacy Issues
- No emails
- IP addresses?
- Cookies
- GPS resolution
- GPS opt in/out
- Device hardware IDs
- Named Device IDs

Analytics Fields

See Analytics Fields

Internet Connection Issues

How Much Bandwidth?

These are the most common analytics events sent by Bloom Reader:

- Bloom Reader started
- Bloom Reader backgrounded
- Book Opened
- Book Closed

Each event is less than 3KB. So a person who runs Bloom Reader, reads 2 books, then quits will send less than 18KB.

What if the User Is Not Connected to the Internet?

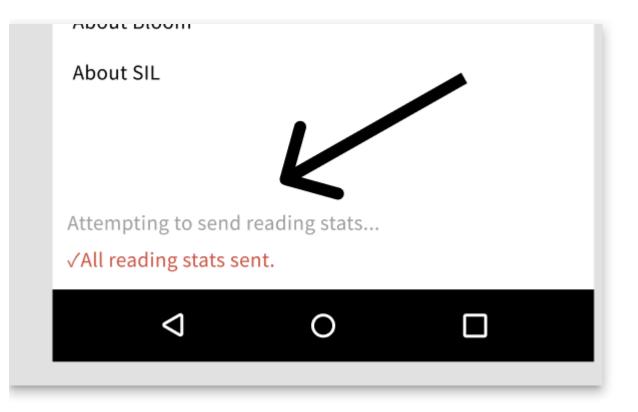
If the user is not connected to the internet, Bloom Reader will cache their events. The cache is limited to 1000 events.

To prompt Bloom Reader to send all of its events right now:

1. Open the Bloom Reader menu:



2. At the bottom of this screen, you will see Bloom Reader's progress in sending the events:



Measuring the Impact of your Bloom Reader Campaigns with Distribution Tags

Please refer to the following:

How to Collect Bloom Reader Analytics by Device

Measure Your Reach with Bloom Analytics

<u>Analytics Fields</u>

Bloom Analytics For Publishers

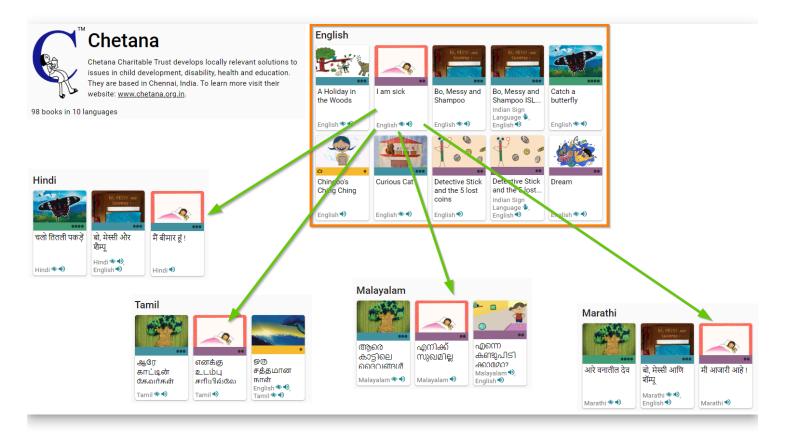
Managing Large Projectsnew books and adaptations

A number of organizations have used Bloom to make a set of self-authored books and oversee the translation of these books into other languages. Most commonly, these organizations employ the following simple workflow:

- New books are authored in a particular chosen majority language such as English, French, Russian, Hindi, etc. This collection of *original* books constitutes a type of "parent" collection.
- 2. The books in this "parent" collection are translated (and/or adapted) into various other local languages in various "daughter" collections.

Chetana, for example, is an active user of Bloom. Most of their original titles first begin as an English publication. Following this, Chetana makes copies of these English books and adapts them into various other languages, such as Hindi and Tamil.

Here is a sampling of <u>Chetana's home page</u> on Bloom:



In the following, we will present the steps for setting up the Bloom Collections for the Chetana project.

Make your "parent" collection visible to other collections

After your "parent" collection is established and you are ready to start making adaptations of those books into other languages, you need to make your parent collection visible to these other collections.

- 1. In the bottom left quadrant of Bloom, scroll to the bottom of the screen.
- 2. Click on SHOW ANOTHER COLLECTION...

Collections			Settings	Other Collection	English • ⑦ •
Hindi Books 👻					WV2
Sample Shells					
Books From BloomLibrary.org					
GET MORE SOURCE BOOKS AT	BLOOMLIBRARY.ORG				
SHOW ANOTHER COLLECTION.	. 2 🔄	•			

Bloom will open **Windows Explorer** to the Bloom folder. There you will find all of your Bloom collections.

- 1. Open the collection folder you want to become visible.
- 2. Find the file ending with .bloomCollection and click on it.
- 3. Click Open.

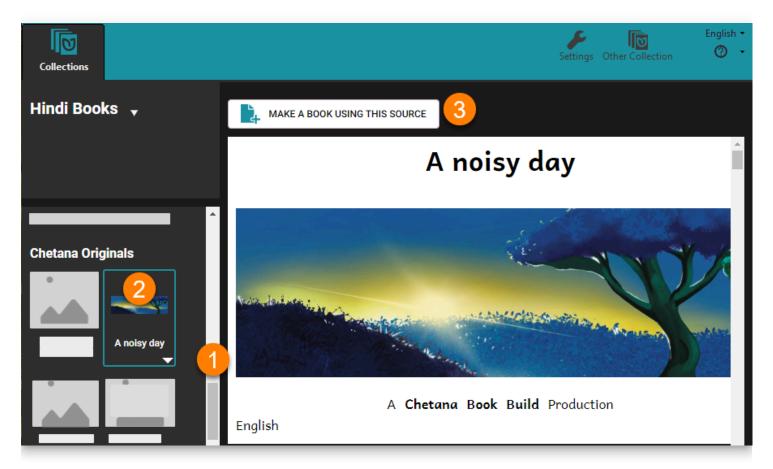
€ Choose Collection A					
$\leftarrow \rightarrow$	👻 🛧 📙 « Bloom » Chetana Orig 🗸 🗸	ට 🔎 Search Chetan	a Originals		
Organiz	e 🔻 New folder	:==	• 🔳 🕐		
^	Name	Туре	Date modified		
	🔒 A Holiday in the Woods	File folder	2023-04-10 1:45		
	🔥 A noisy day	File folder	2023-04-10 1:51		
	A Seed Flew	File folder	2023-04-10 2:02		
Detective Stick and the 5 lost coins		File folder	2023-04-10 1:59		
📕 l am sick		File folder	2023-04-10 1:59		
	The Gods of Aarey	File folder	2023-04-10 1:59		
	Chetana Originals.bloomCollection	Bloom Book Collection	2023-04-10 1:52		
~	<		>		
File name: Chetana Originals.bloomCollectio 🗸 🛛 Bloom Collections (*.bloomLib 🗸					
		3 Open	Cancel:		

Your chosen "parent" collection will now appear in the bottom left quadrant under **Sources For New Books**. It will be listed after the section **Books From BloomLibrary.org**.

Make an adaptation of a book

To make an adaptation of one of your books:

- 1. In the bottom right quadrant, scroll down past Templates, past Sample Shells, and past any books in the Books From <u>BloomLibrary.org</u>, until you see your parent collection and its books.
- 2. Select the book.
- 3. Click MAKE A BOOK USING THIS SOURCE.



◯ тір

Warning: If you use Windows File Explorer to create a copy of a Bloom book, that will lead to many problems; that copy will *not* be a "Bloom-approved" copy of your original book.

Working with colleagues

There are two different workflows depending on whether or not you have reliable internet and a Bloom Enterprise subscription. Since Chetana has good internet and an Enterprise subscription, we'll begin with that scenario.

Workflow 1: Organizations with reliable Internet and an Enterprise subscription

Organizations with reliable internet and an Enterprise subscription will want to use Bloom's powerful collaborative tool: <u>Team Collections</u>.

Team Collections enables multiple people to collaborate on Bloom books in a convenient, disciplined, and safe way using Dropbox's cloud services. In a Team Collection, team members can "sign out" books. When they do so, they indicate to the rest of the team that they are working on the book, and while the book is signed out, other team members are prevented from accidentally editing that book, thus erasing their work. In this way, the Team Collection system allows books to be edited in a safe and disciplined way.

Please refer to <u>Working with Team Collections</u> for further details.

The above is the typical workflow for organizations with reliable internet and an Enterprise subscription. Additional guidance will be needed if your books are going to be subdivided according to reading level.

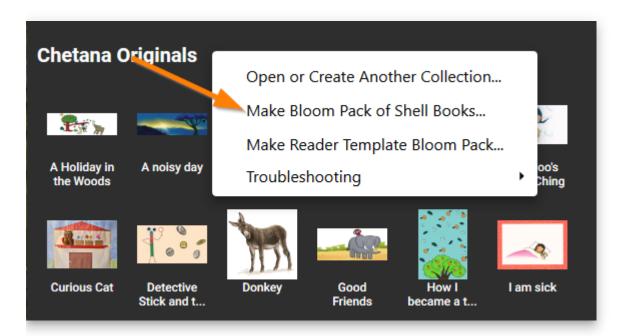
Workflow 2: Organizations with unreliable internet, or organizations with no Enterprise status

If the internet is unreliable for your team, Bloom's Team Collections will not be a viable option. In this case, the project coordinator will need to carefully manage by various other means (USB keys, external hard drives, zip files, etc.) the creation, checking, revision, and publishing of new book titles.

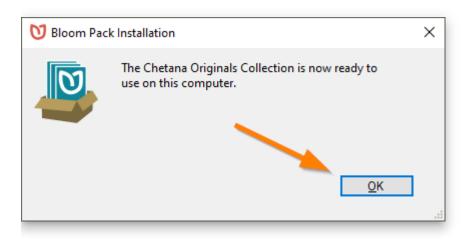
Once a collection of original titles is ready to be translated, Bloom does offer a means to bundle those files together in a package. Click the arrow beside your collection name:



And then choose Make Bloom Pack of Shell Books...



Distribute the .BloomPack file to your colleagues to copy to their computer. They should then click on that file. Bloom will then install that Source collection on their computer.



Once installed, that collection will appear in the Source For New Shells section, and they can begin the translation process.

When Bloom is prevented from changing its image files

Some users regularly run into an error in which something is preventing Bloom from updating some image files.

We are investigating this and will put more information here as we learn more.

Starting with Bloom 5.5, if you get this error, you will be directed to this page for more information.

Likely Cause

Our leading theory is that these users have some non-Microsoft anti-virus program installed that is aggressively preventing Bloom from working with its own files, particularly .png files (these files are known to be able to carry viruses).

For now, if you run into this problem, please help us learn:

- 1. If the problem comes and goes, or if it is constant.
- 2. If you are using an extra antivirus program (beyond the built-in Windows Defender), try telling your antivirus to exclude Bloom. This is called "whitelisting". For help with this, please refer to <u>this article</u>. If you do not feel comfortable doing that, try temporarily disabling your antivirus.

Let us know if that helps so that we can spread the word to other people.

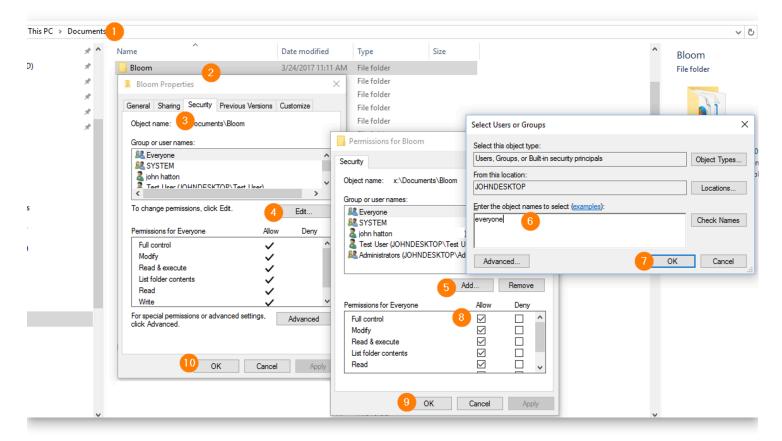
Alternate Causes

If you are *not* using a non-Microsoft anti-virus program and you are encountering this problem, then there are a number of less-likely, yet possible, causes:

User access settings for Bloom folders

About once a year, we work with someone whose Windows computer won't let Bloom access its own files. We don't know what causes that, but here's how to fix it:

- 1. Locate your Bloom folder. Normally this folder is Documents/Bloom.
- 2. Right click on the folder and choose "Properties".
- 3. Click on the "Security" tab.
- 4. Click Edit.
- 5. Click Add.
- 6. Type everyone.
- 7. Click OK.
- 8. Next to "Full Control", tick the box next in the "Allow" column.
- 9. Click OK.
- 10. Click OK.



Interference from a backup program

If you are using a cloud backup program, such as OneDrive, Dropbox, or Google Drive, then it is possible that there could be a very brief disruption when Bloom is trying to access some particular files. If this happens, the problem should resolve itself almost immediately.

Introduction to the problem

There is a malware program that shares our name, so make sure that your malware scanner is not actually detecting that. If you open the Windows Task Manager (Ctrl+Shift+Esc) and see any mention of "Bloom Itd Copyright", that's not us, that's the "adware".

Bloom works great with the antivirus program that is built into Windows, which is called "Windows Defender". Most people don't need or want anything more than that.

However, some people choose to add a second antivirus program. These programs often wrongly say that Bloom is a problem. Bloom has a small audience, so these programs don't recognize it. They assume the worst and start interfering with it. For example, you might see:

♦ Scanner						
Items detectedScan timeItemsThreat Scan results3,08415m 1s						ltems scanned 356,072
~	Name	Туре	Object type	Location		
\checkmark	Adware.Bloom	Malware	File	C:\Users\colin\AppData\Local\Bloomtation	n\AndikaNewBas	ic-features.odt
~	Adware.Bloom	Malware	File	C:\Users\colin\AppData\Local\Bloomtation	n\AndikaNewBas	ic-features.pdf
~	Adware.Bloom	Malware	File	C:\Users\colin\AppData\Local\Blo\docum	entation\DOCUME	ENTATION.txt
~	Adware.Bloom	Malware	File	C:\Users\colin\AppData\Local\BloodikaNe	wBasic\AndikaN	ewBasic-B.ttf
~	Adware.Bloom	Malware	File	C:\Users\colin\AppData\Local\BlooikaNev	vBasic\AndikaNe	wBasic-Bl.ttf

If your antivirus program is complaining about Bloom, do not write to us about it — there is nothing we can do. Instead, if you trust Bloom, you can tell your program that Bloom is OK. This is sometimes called "whitelisting".

In this article, we will show you how to do this in a couple of different programs.

General Instructions for Whitelisting Bloom

When you install Bloom, it adds a special folder to your computer. The path to this folder will be:

C:\Users\YOUR USER NAME\AppData\Local\Bloom

Every antivirus or antimalware program provides a way for you to tell it that **Bloom** is *safe*. You do this by telling your antivirus or antimalware program that this Bloom *folder* is safe.

For some programs, you will add the Bloom folder to a list of "allowed" folders.

For other programs, you will add the Bloom folder to a list of "excluded" folders.

In either case, the result is that your program will no longer scan the Bloom folder looking for virus threats or Adware threats.

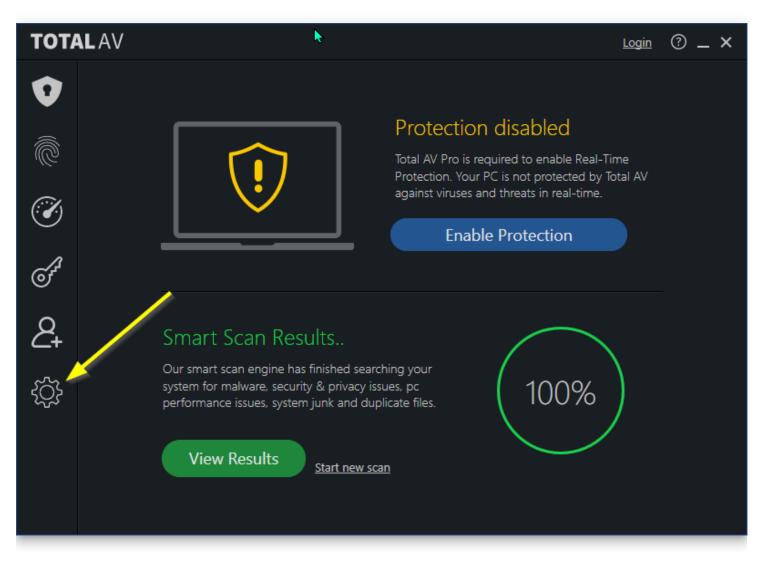
Each antivirus program will have its own method for doing this.

Examples:

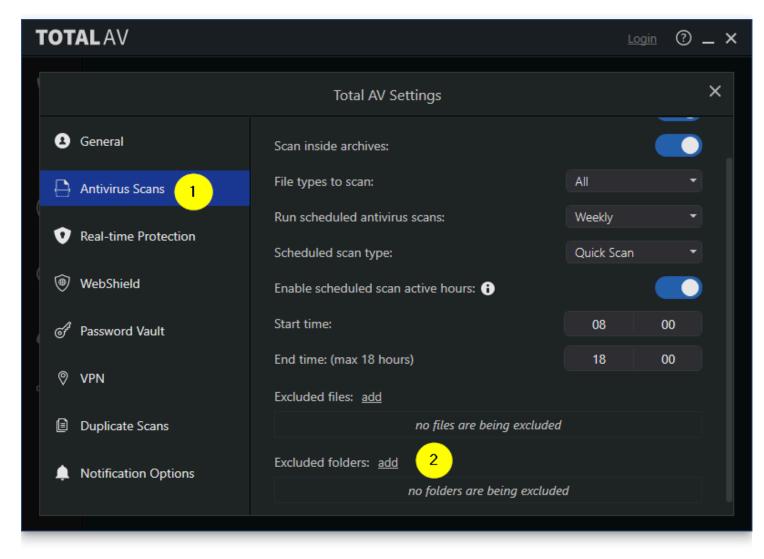
- <u>Total AV</u>
- <u>Malwarebytes</u>
- <u>Whitelist Total AV</u>
- <u>Whitelist Malwarebytes</u>

Total AV

To begin, click on the **gear icon** to go to program settings:

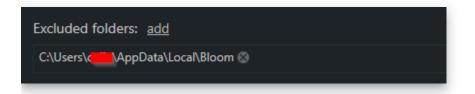


Next, in the (1) Antivirus Scans tab, click to (2) add an Excluded folder:



Navigate to the Bloom folder under \AppData\Local\ and click Select Folder.

The Excluded folder list will now have Bloom:



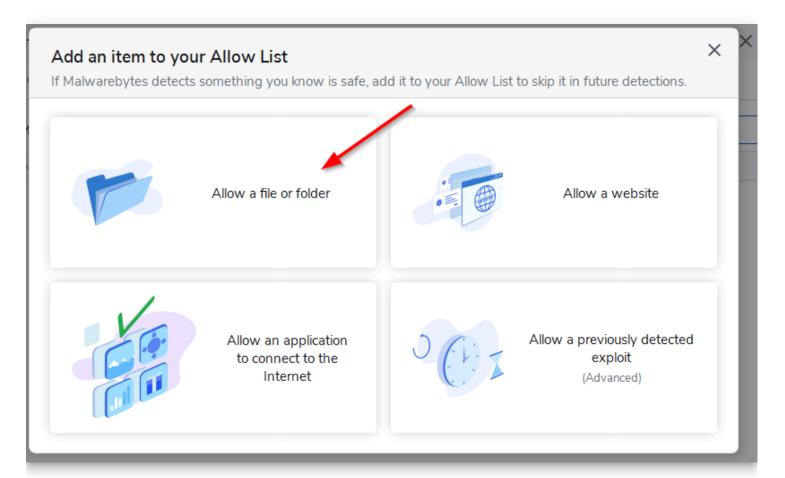
Malwarebytes

To begin, do the following three steps:

- 1. Click on the **gear icon** to go to program settings.
- 2. Click on the **Allow List** tab
- 3. Click the **Add** button

♥ Premium Trial			Activate license	Buy no	• 8	1 🅸 🕐	
Settings				2			×
General	Notifications	Security	Display	Allow List	Account	About	
If Malwarebyte	es blocks something	g you know is s	afe, add it her	re to skip it in future	e detections.	3	Add
Name 🔨						Туре	

Next, choose "Allow a file or folder":



Next, choose "Select a folder" and navigate to the Bloom folder under \AppData\Local.

Add a file or folder to your Allow List			×
If you add a folder to your	Allow List, all the files and s	subfolders inside it will be added too.	
Select a file or folder			
C:\Users\	.ocal\Bloom		
Select a file	Select a folder		
Exclusion rules			
Exclude from all detect	tions		
Exclude from detection	n as malware or potentially u	unwanted item only	
Exclude from detection			
	r as ranson ware only		2
Cancel		Back	Done

Click Done.

If you also use Bloom Beta, then you will need to repeat the process to add the Bloom Beta folder as well.

In the end, your **Allow List** should now look like this:

Installing & Updating WebView2

See also: WebView2 Trouble

Bloom 5.5 and later requires the Microsoft WebView2 Runtime "Evergreen" to be installed and up to date. If your computer regularly receives Windows Updates, you will already have this. Otherwise, follow these instructions.

Use the Online Installer

Click <u>here</u> to get a small program from Microsoft. When you run it, it will download and install whatever you need. It may mention "Microsoft Edge" instead of "Webview2", that's fine.

Use the Offline installer

Click <u>here</u> for a page that will let you download a large (~140mb) installer that you can share with others. When you get that page, click the one that says "x64":

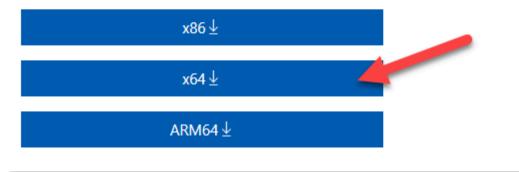
Evergreen Bootstrapper

The Bootstrapper is a tiny installer that downloads the Evergreen Runtime matching device architecture and installs it locally. There is also a Link that allows you to programmatically download the Bootstrapper.



Evergreen Standalone Installer

A full-blown installer that can install the Evergreen Runtime in offline environment. Available for x86/x64/ARM64.



When manually installing WebView2 Fails

We have a report of a computer which refused to allow manual updating of WebView2. It was stuck on an old version. The user reported that he fixed this by running Microsoft Edge and let *it* update, and this then fixed things so that Bloom could run. See <u>Updating</u> <u>Microsoft Edge</u>.

WebView2 Trouble

See also: Installing & Updating WebView2

Bloom's user interface is powered by the same browser engine as Microsoft Edge, which is named "WebView2". If WebView2 were to get damaged in some way, Bloom would not be able to run. It would direct you to this web page.

If this happens to you, here are some things to try:

1) Restart your computer

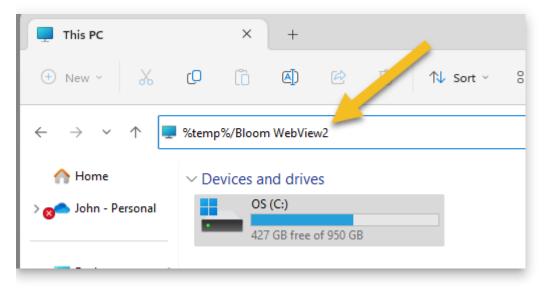
We have seen a case where a "zombie" Bloom is running with different WebView2 arguments.

2) Delete a folder from temp

🖓 тір

Please get in contact with us (<u>issues@bloomlibrary.org</u>) if you get this far in your troubleshooting. Even if the following instructions work for you, we need to know that this is actually happening to someone!

In File Explorer, navigate to you temp director and delete "Bloom WebView2":

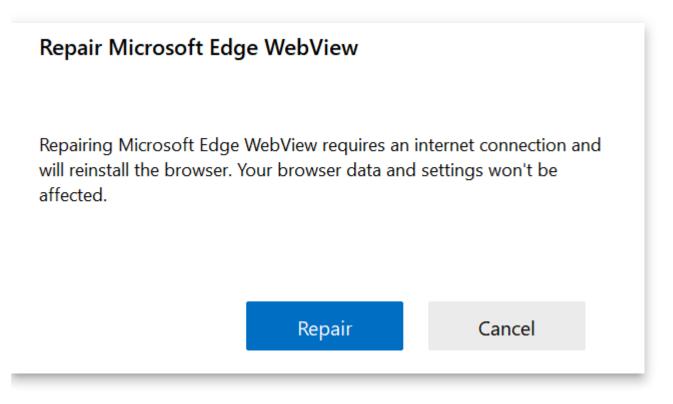


Delete the contents of that folder. Now run Bloom again.

3) Repair WebView2

$\leftarrow \equiv$ Settings		- 0 ×
Apps > Installed apps		
webview2 runtime		= 88 @
 ⇒ Filter by: All drives ∨ 1 Sort by: Name (A to Z) ∨ 1 app found 		
Microsoft Edge WebView2 Runtime 114.0.1823.37 Microsoft Corporation 6/2/2023		
Related support	Modify Uninstall	

Click Modify, then Repair:



4) Update Edge

Try <u>updating Microsoft Edge</u>.

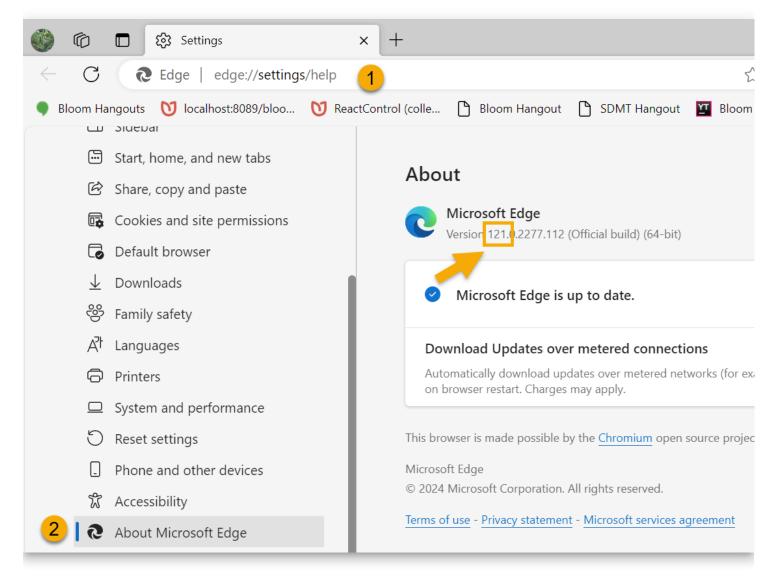
5) Tell Bloom to use Edge instead

🖓 ТІР

Please get in contact with us (<u>issues@bloomlibrary.org</u>) if you get this far. Even if the following instructions work for you, we need to know that this is actually happening to someone!

We have seen a situation where the above does not fix the problem, and have prepared a "nuclear option": tell Bloom to use the WebView2 that comes with Microsoft Edge.

First, run Edge and make sure its version is at least that of Bloom's minimum WebView2 Version (which is 112 as of the time of this writing):



If Edge's version is too low, update it.

Now you are ready to tell Bloom to use Edge directly.

The following has only been tested successfully with Windows 11. For other versions, there is a more complicated approach that we can walk you through, if necessary.

To do this, create an environment variable named "BloomWV2Path" and set it to "edge":

Q environment			
Chat All Apps Documents	Web Setting	gs People > 28	87 V H 🚺
Best match			
Edit the system environment variables Control panel			
Settings	EC	dit the system environ Control pane	
Edit environment variables for your account	,	Open	
System Propertie	Environment Variables	+Dath - Environmont CotEnv	ipopmont/ariable("Bloom
Computer Name Hardware Advanced System Protection Remote	Una seconda la con		
You must be logged on as an Administrator to make most of these changes. Performance	User variables for	Value	
Visual effects, processor scheduling, memory usage, and virtual memory	Variable BloomWV2Path	Value edge 4	
<u>S</u> ettings			
User Profiles			
Desktop settings related to your sign-in			
S <u>e</u> ttings			
Startup and Recovery		New	Edit Delete
System startup, system failure, and debugging information		3	
Cottingo	System variables		
Se <u>t</u> tings			
Seimidz	Variable	Value	
2 Environment Variables	Variable ComSpec DriverData	Value C:\Windows\system32\cmd.exe C:\Windows\System32\Drivers\D	rijuar Data

Close these windows and run Bloom again. If this doesn't work, or even if it does, please get in contact with us (<u>issues@bloomlibrary.org</u>).

Unblock Bloom from Windows Controlled Folder Access

Microsoft Windows 10 & 11 have a security feature called "Controlled Folder Access":

Controlled folder access in Windows Security reviews the apps that can make changes to files in protected folders and blocks unauthorized or unsafe apps from accessing or changing files in those folders.

Bloom is not well-known enough to be "known" by Microsoft, and so if you turn on this security measure, Bloom will not be able to write to your Bloom files inside of your "My Documents". Bloom checks for this problem and shows a notice like this:

BloomB	Beta Problem
4	This program cannot write to the folder C:\Users\hatto\OneDrive \Documents\Bloom\English Books.
	This might be caused by Windows Defender "Controlled Folder Access" or some other virus protection.
	Details OK

You have three options:

- Option 1: Turn off "Controlled Folder Access" (preferred)
- Option 2: Move your Bloom collections folder out of "My Documents"
- Option 3: Tell Windows to allow Bloom (not recommended)

Option 1: Turn off "Controlled Folder Access" (preferred)

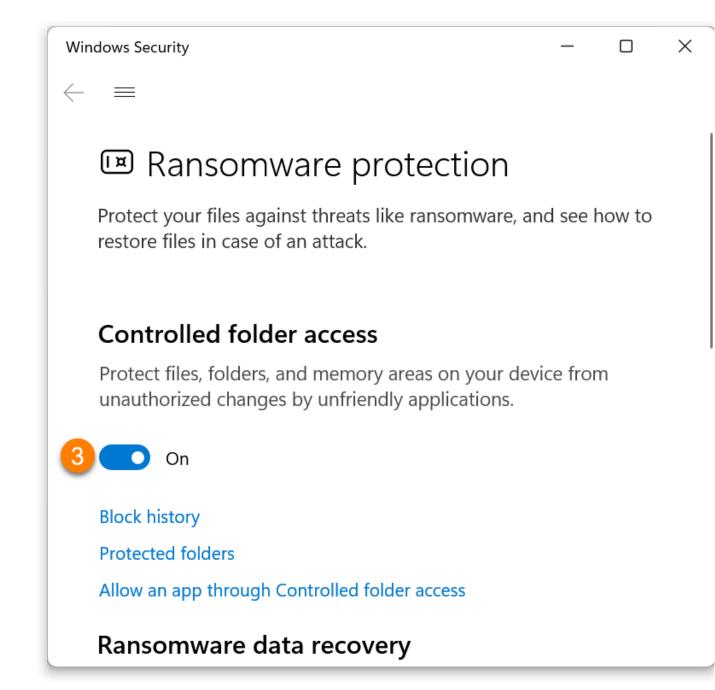
1. On your keyboard, press the Windows key:



2. Then type "controlled folder" followed by the Enter key:

Controlled folder access
Chat All Apps Documents Web Se
Best match
Controlled folder access System settings

- 3. If "Controlled folder access" is set to "On":
 - a. Click the toggle button that says "On". It will switch to "Off".

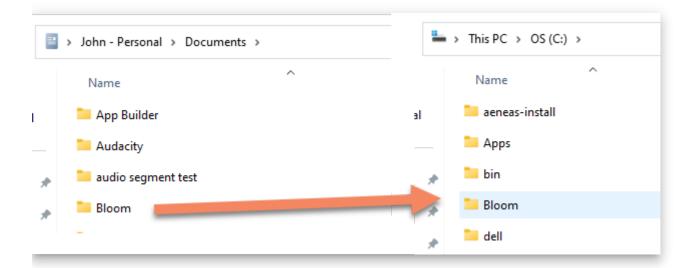


- 4. If "Controlled folder access" is "Off", then something else is causing the problem, and you can stop reading these instructions.
- 5. Now run Bloom again.

Option 2: Move your Bloom collections folder out of "My Documents"

If you move your Bloom collections folders somewhere that Windows is not "controlling", then it will not interfere.

However, be aware that with this method Bloom will fail to be able to make **new** Collections, because it only knows how to make them under "My Documents". If you need to make new collections, you will have to use "<u>Option 3</u>" to make any additional collections. After that, you can move your collections folders somewhere that is not "Controlled".



Option 3: Tell Windows to allow Bloom (not recommended)

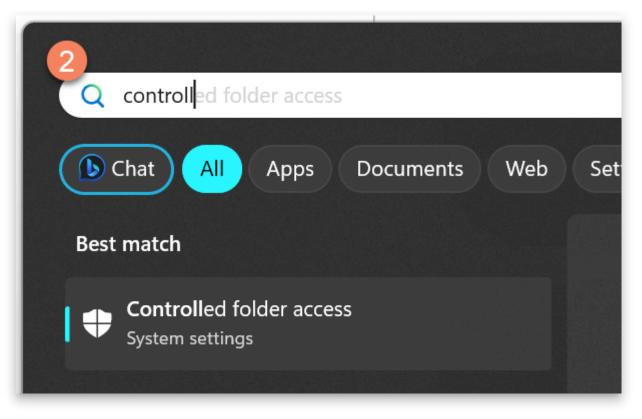
This approach is not practical because you will need to do it each time Bloom updates itself. It may not be clear to you that this happened and you may not remember having read this notice. So then you will suddenly get hard-to-understand error messages and be stuck.

To tell your Windows that you trust Bloom, do the following steps:

1. On your keyboard, press the Windows key:



2. Type "controlled folder" followed by the Enter key:



- 3. Confirm that "Controlled folder access" is set to "On".
 - a. If it is "Off", then something else is causing the problem, and you can stop reading these instructions.
- 4. Click "Allow an app through Controlled folder access"



Protect files, folders, and memory areas on your device from unauthorized changes by unfriendly applications.

On
 Block history
 Protected folders
 Allow an app through Controlled folder access
 Ransomware data recovery

- 5. A dialog will appear asking if you want "Windows Security" to make changes to your device. Click "Yes".
- 6. Click Add an allowed app
- 7. Click Recently blocked apps

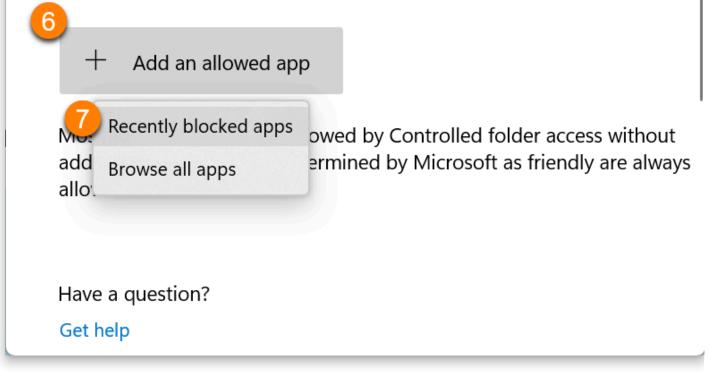
Х

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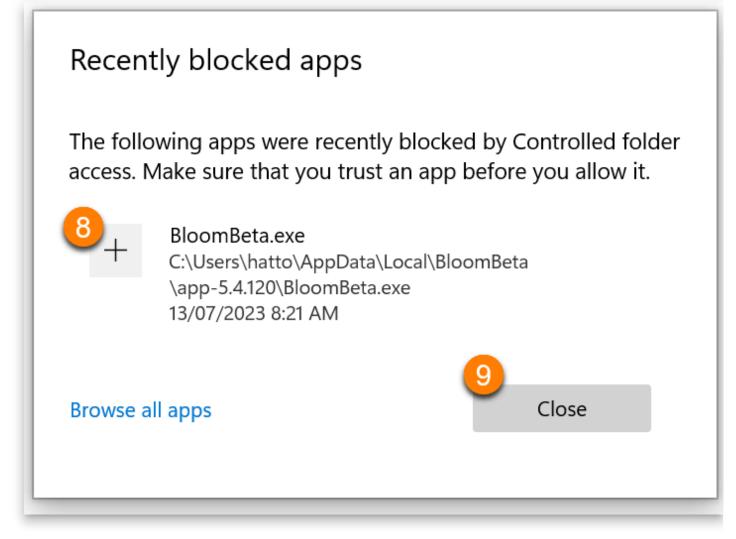
Allow an app through Controlled folder access

If Controlled folder access has blocked an app you trust, you can add it as an allowed app. This allows the app to make changes to protected folders.



- 8. Click the + next to the **Bloom program**.
- 9. Click Close

X



10. Finally, run Bloom again. This time it should open without an error.

Windows File Permissions

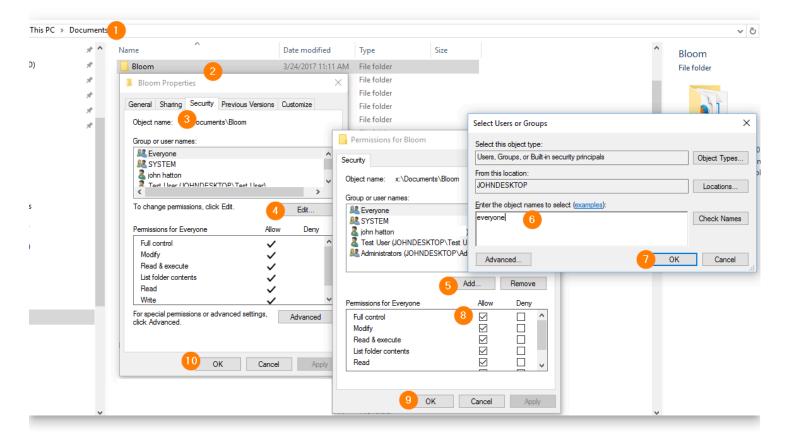
Occasionally someone working in an environment with network administartors and such will find that Bloom is not allowed to access its own files.

See also:

Unblock Bloom from Windows Controlled Folder Access

We don't know what causes that, but this fix has sometimes been helpful:

- 1. Locate your Bloom folder. Normally this folder is Documents/Bloom.
- 2. Right click on the folder and choose "Properties".
- 3. Click on the "Security" tab.
- 4. Click Edit.
- 5. Click Add.
- 6. Type everyone.
- 7. Click OK.
- 8. Next to "Full Control", tick the box next in the "Allow" column.
- 9. Click OK.
- 10. Click OK.



Troubleshooting Dropbox

When using Bloom Team Collections with Dropbox, two problems can occur:

- 1. Bloom detects that Dropbox is not running
- 2. Dropbox cannot handle the book's Unicode title

Bloom detects that Dropbox is not running

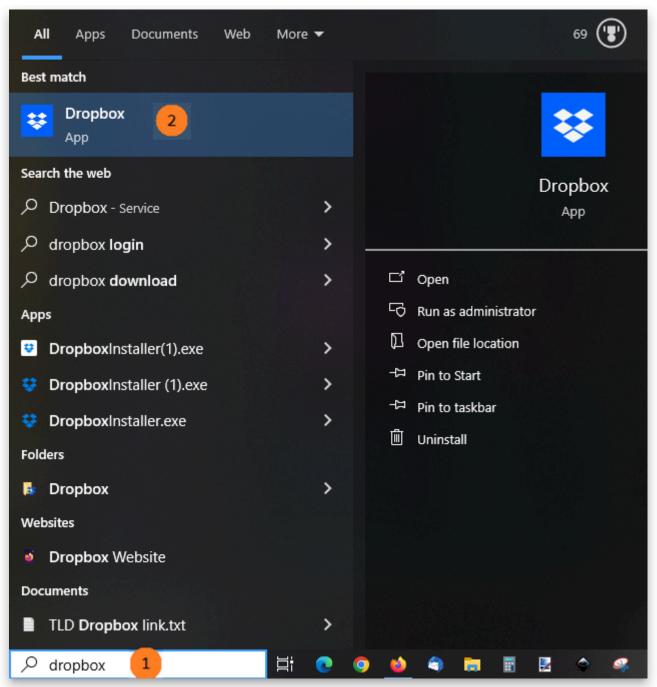
Sometimes users of our <u>Team Collections</u> feature have a problem where Bloom detects that Dropbox isn't functioning normally. Dropbox is a program that Bloom uses to enable multiple users to share a collection over the Internet.

This situation could be due to a number of issues:

• Dropbox was never setup on this computer

To check to see if Dropbox is already set up on this computer you can try the following:

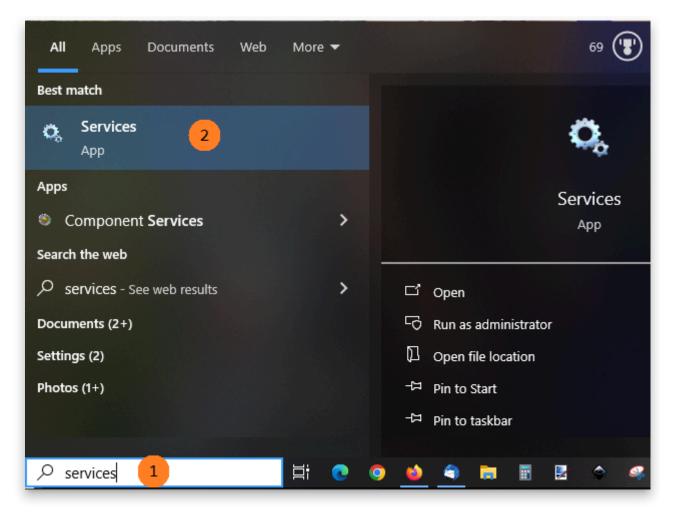
- i. Type "dropbox" in your Search bar.
- ii. If you see the Dropbox App on the left side as in the picture below, then Dropbox has been installed.



 If you don't see Dropbox, you'll need to install it first. See <u>Setting up Dropbox on</u> your computer.

Some part of Dropbox isn't running

- First try restarting your computer. This will usually fix the problem.
- If Bloom *still* gives you the error that brought you to this page, you may need to restart the Dropbox service.
 - Type "services" in your Search bar and choose the **Services** app.



You should see something similar to this:

File Action View	Help					
• 🔿 📅 🖬 🕼	🛃 🛐 🕨 🔲 II 🕪					
Services (Local)	Services (Local)					
	DbxSvc	Name	Description	Status	Startup Type	Log On As
		CoreMessaging	Manages communication between system components.	Running	Automatic	Local Servi
	Start the service	🔍 Covenant Eyes Communica	Communicates between Covenant Eyes processes and servers.	Running	Automatic	Local Syste
		🏟 Credential Manager	Provides secure storage and retrieval of credentials to users, applications	Running	Manual	Local Syste
	Description:	🌼 CredentialEnrollmentMana	Credential Enrollment Manager		Manual	Local Syste
	Dropbox Service	🌼 Cryptographic Services	Provides three management services: Catalog Database Service, which c	Running	Automatic	Network S
		🌼 Data Sharing Service	Provides data brokering between applications.	Running	Manual (Trig	Local Syste
		🆏 Data Usage	Network data usage, data limit, restrict background data, metered netw	Running	Automatic	Local Servi
		🍓 DbxSvc	Dropbox Service		Automatic	Local Syste
		🔍 DCOM Server Process Laun	The DCOMLAUNCH service launches COM and DCOM servers in respon	Running	Automatic	Local Syste
		🖏 dcsvc	Declared Configuration(DC) service		Manual (Trig	Local Syste

If you find "**DbxSvc**" under the **Name** column (1), and it does not say "**Running**" under the **Status** column, then you should click on the word "<u>Start</u>" in "<u>Start</u> the service" (2).

If you still cannot get Bloom to work with Dropbox, please get in contact with us (issues@bloomlibrary.org).

Dropbox cannot handle the book's Unicode title

If the title of your book has an unusual combination of Unicode characters,

Dropbox _may_ have difficulty synching these files to the cloud. Under the Activity tab, your Dropbox app will show a message like this:

If this occurs, the solution is to rename the book without renaming its title. To rename a book, right-click on the book's thumbnail, and choose rename:

Then, type in a simplified name for your book and press Enter.

Unable to import image

If you try to import an image into your Bloom book but the image is *corrupt*, Bloom will show you an error message similar to this one:

x
Bloom had a problem
Bloom was not able to load C:\Users\colin\Pictures\My Wonderful Image.png. The file may be corrupted. Please try another image. Here are some technical details:
PNG Header was expected
<u>Help</u>
CLOSE

Any number of things could cause image corruption, but the most likely cause is that the image was downloaded from a dubious (unreliable) source on the internet.

In such cases, you need to look for an alternate image from a more reputable source.

If, however, the image rejected by Bloom was, in fact, *not* taken from the internet but was instead generated using reputable software on your computer or came from a common source like your digital camera or scanner, then Bloom should probably have been able to import the image.

In this case, you can request that the Bloom team examine the image to determine why Bloom rejects it.

Send an email with the image to issues@bloomlibrary.org.

Oops! There's a Problem with Your Picture

Sometimes Bloom can't add special information to your picture. When this happens, we need your help to fix it.

Here's what to do:

- 1. Find the picture that didn't work on your computer or phone.
- 2. Open the picture with any program that lets you see pictures.
- 3. Save the picture again.
- 4. Choose "Save As" or "Export".
- 5. Pick a new name for the picture (like adding "fixed" to the end).
- 6. Save it

That's it! You've helped fix the problem. Now try importing your new picture to our app again. If you still have trouble, let us know and we'll help you out!

Technical Details for the Curious

If you require some background information, please read on.

Occasionally, Bloom has a problem "reading" the copyright and license from an image file when importing it. When this happens, Bloom will import the image, but the copyright and license information will not be imported.

Note: some images have the copyright and license locked so that they cannot be changed: this topic is not about those images.

How image files are structured

Most image files have two sections:

- 1. The image data section. The section stores the actual picture.
- 2. A "metadata" section. This section stores information about the image such as when it was created and who created it. It is in this section that the copyright and license information is stored.

Problem "reading" the image metadata

When Bloom has trouble reading or writing the metadata for an image file, there are two possible causes: 1) the metadata section has somehow gotten corrupted, or 2) Bloom does not recognize the particular format of the metadata for the image.

In either case, when this happens, Bloom 5.6 will show a message reporting that it had a problem with that image file. The message will display a button to obtain more information, namely, the information you are now reading:

Bloom had a problem

Bloom had a problem with BadMetadataWriting2.jpg. The file may be corrupted. Please try another image, or try with Bloom 6.0 or newer.

FOR MORE INFORMATION:

CLOSE

Note: older versions of Bloom show a different error message that does not provide this link.

Solving image metadata problems

- 1. Try importing the image using Bloom 6.0 or newer. Bloom 6.0 handles the problem more gracefully, often silently fixing the problem.
- 2. Try using another image, or use a different copy of that image obtained from a different source.
- 3. Use Bloom's Image Chooser dialog to slightly crop the image. This causes a new file to be written with a fresh metadata section. Note: when you crop an image in Bloom, this action cannot be undone.
- 4. Use an image-editing tool such as GraphicsMagick to remove the metadata from the image. This may require technical assistance from a local expert. A blank metadata section will be recreated when Bloom imports the image.

Once you import the image following any of the above methods, you will need to manually set the copyright and licensing for the image in Bloom.

Team Collections -Troubleshooting

Check-in / Check-out problems

- What happens if there is a delay in synchronization such that two people both have a book checked out?
- What happens if I connect to a Team Collection with multiple computers?
- What happens if someone checks out a book but then becomes unreachable for a long time, and the team wants to edit that book?
- What happens when the long-lost team member comes back online?

Bloom Enterprise license problems

- What happens if someone tries to join a Team Collection but does not have a Bloom Enterprise License?
- What happens if a Bloom Enterprise License expires on a Team Collection?

What happens to a Team Collection when an expired Bloom Enterprise license is renewed?

Naming conflicts

- What happens if you join a Team Collection but you already have a local collection with that name?
- What happens if a book has been renamed before a copied collection is merged into a team collection

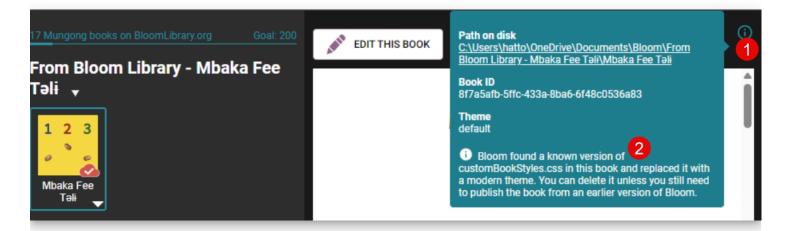
> What happens if two Team Collections have the same name?

> What happens if some books get the same book IDs?

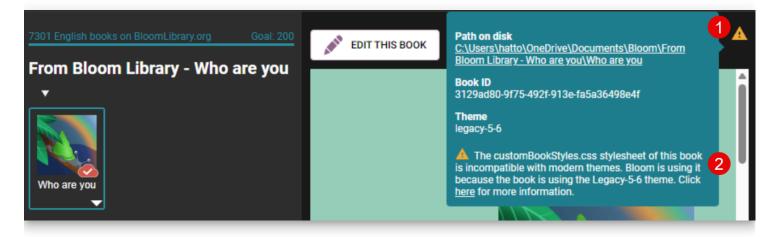
Incompatible customBookStyles.css

Bloom strives to maintain a user-friendly page setup with sensible defaults and an intuitive interface for modifications. However, publishers may occasionally require more flexibility. For this, they can leverage the web's stylesheet language "CSS" to overwrite various Bloom page layout rules. Prior to Bloom 6.0, writing margin-related rules was rather challenging. From Bloom 6.0 onward, we have implemented a more straightforward, <u>simplified margin-setting system</u>. Please note that the old custom rules are not compatible with this new system.

If Bloom 6.0 detects a customBookStyles.css file with incompatible rules, it will first see if the Bloom developers have created a migration for that particular file. This will be the case for a handful of the most frequently encountered files. In the following example, clicking on the little "info" icon (1) brings up information about the book.



If Bloom is unable to automatically migrate the book, it will set the book's Page Theme to "Legacy 5.6". This theme necessitates disabling many of the Book Settings controls.



In the Edit Tab, the Book Settings dialog will show:

Cover	Content Pages		
Content Pages BloomPUB	The customBookStyles.css stylesheet of this book is incompatible with modern themes. Bloom is using it because the book is using the Legacy-5-6 theme. Click <u>here</u> for more information.		
	Page Theme Page Themes are a bundle of margins, borders, and other page Legacy (Bloom 5.6)		
	settings. For information about each theme, see <u>Page Themes</u> <u>Catalog.</u> The selected page theme does not support the following settings.		

If you choose to switch to a different theme, Bloom will then start ignoring the incompatible customBookStyles.css file and show this message:

Book Settings			
Cover Content Pages BloomPUB	Content Pages		
	The customBookStyles.css stylesheet of this book is incompatible with modern themes. Bloom is currently ignoring it. If you don't need those customizations any more, you can delete your customBookStyles.css. Click <u>here</u> for more information.		
	Delete customBooks	Styles.css	
	Page Theme Page Themes are a bundle of margins, borders, and other page settings. For information about each theme, see <u>Page Themes</u> <u>Catalog</u> . Default	*	
	Show Page Numbers	~	

You will get a similar message, but not offering a Delete button, if your collection has an incompatible customCollectionStyles.css . We left out the "Delete" button in this case because you shouldn't delete customCollectionStyles.css until you have switched *every* book in your collection to a modern theme and are happy with the results.

Reasons to Avoid Deleting customBookStyles.css

There may be circumstances where you wish to integrate your book into the new theme system, yet maintain non-standard margins or similar attributes. By modifying your customBookStyles.css, you can substitute the incompatible rules with corresponding ones that utilize the new CSS variables.

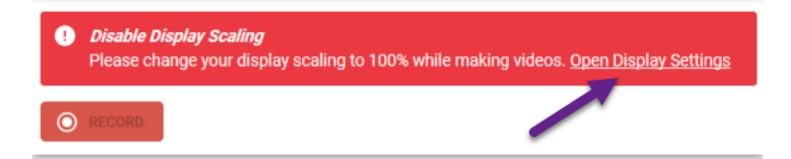
Your customBookStyles.css might perform functions beyond margin settings that are incompatible with Bloom 6.0. For instance, it could establish padding on a certain paragraph style, apply a fancy border unachievable with our Text Box Properties, or insert a background image behind specific text blocks. In this scenario, you might want to eliminate incompatible rules while preserving the rest

You may also want to keep an incompatible customBookStyles.css temporarily because you or others on your team still want to work on the book using Bloom 5.6 or even because you want to upload it to Bloom Library where it might be downloaded by people still using 5.6.

How to Disable Display Scaling When Creating a Video

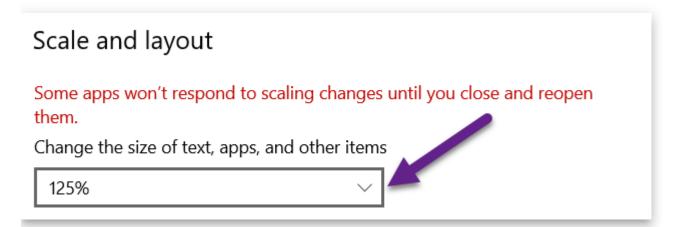
When publishing your Bloom book to video, if the display settings of your monitor have "scaling" applied, then Bloom will give a warning and will disable the RECORD button.

To disable the scaling for your monitor, click the link "Open Display Settings".

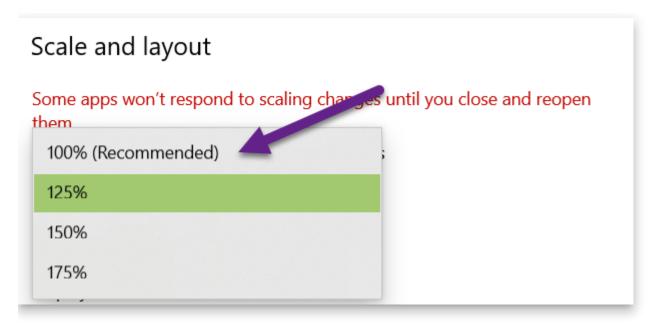


Now, scroll down until you see "Scale and layout". There you will find a percentage % set to something greater than 100%.

Click the down-arrow:



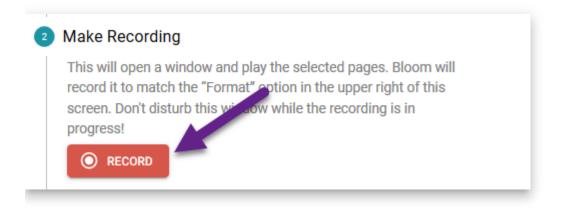
Click on 100%:



Your scaling is now set to 100%. This is the same as saying that scaling has been disabled.

For Bloom to recognize that your scaling has changed, you need to exit the Publish tab, then return to Publish.

The RECORD button will now be enabled. Click the RECORD button to begin your recording:

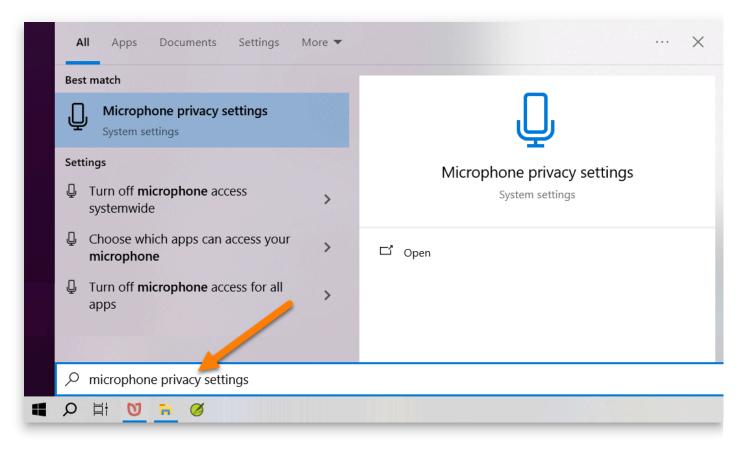


Microphone Issues

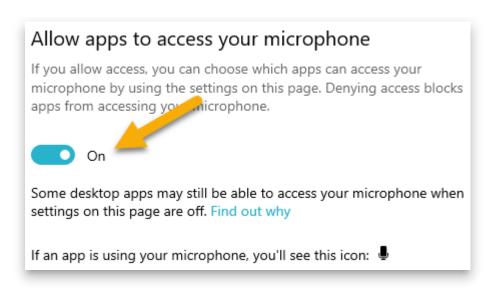
To record audio using Bloom's <u>Talking Books Index</u>, you may need to change the privacy settings for your microphone.

To do so, please:

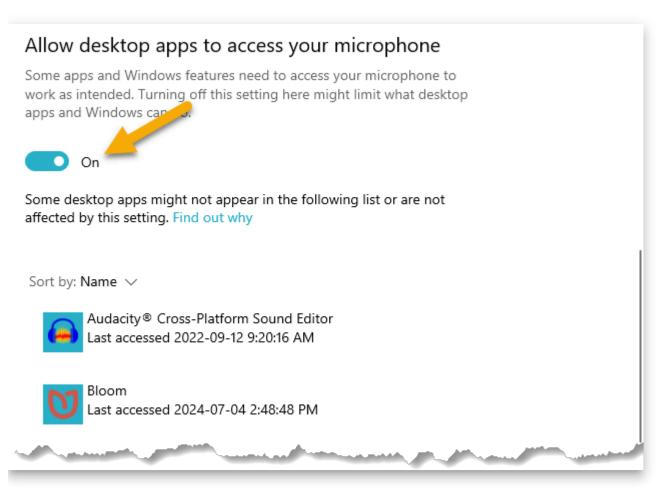
- 1. Go to the **Windows search bar** (or press the **Windows Key**).
- In the Windows search bar, type "Microphone Privacy Settings" and then press Enter:



3. After the Windows Settings dialog opens, ensure the slider to **Allow app to access your microphone** is on:



4. Scroll further down in the dialog and ensure the slider to **Allow desktop apps to access your microphone** is also on.



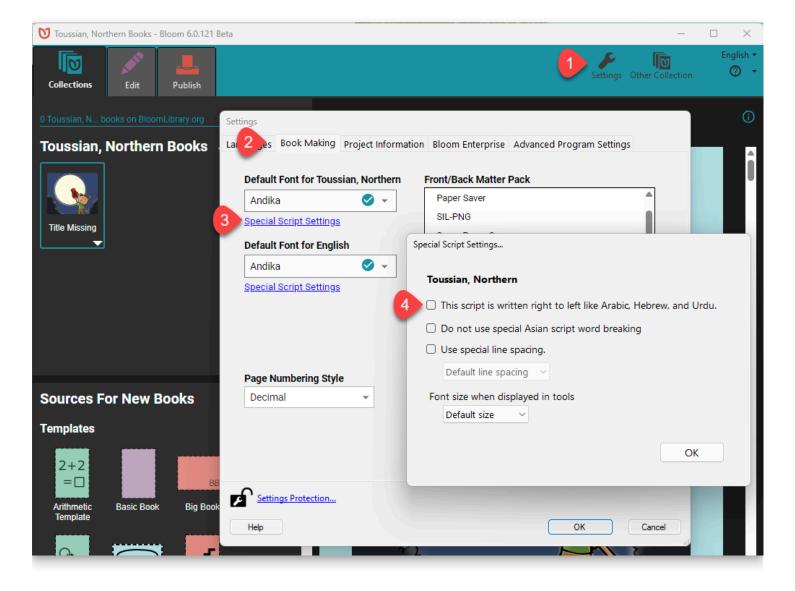
When I type, my cursor moves "backwards" — Why?

Occasionally, new users accidentally specify — in their language script settings — that their language is a "Right to Left" language.

They are then surprised when they type sentences for that language into their Bloom book that their cursor is moving "backwards", that is, the opposite direction from what they expect.

Fortunately, this is an easy problem to solve:

- 1. Open Settings.
- 2. Click on the **Book Making** tab.
- 3. Click on **Special Script Settings**.
- 4. Untick the box that sets the script to right-to-left.



Report a Problem with Bloom

If you come across a software problem when using Bloom, our team wants to know about the problem so we can find a solution for you.

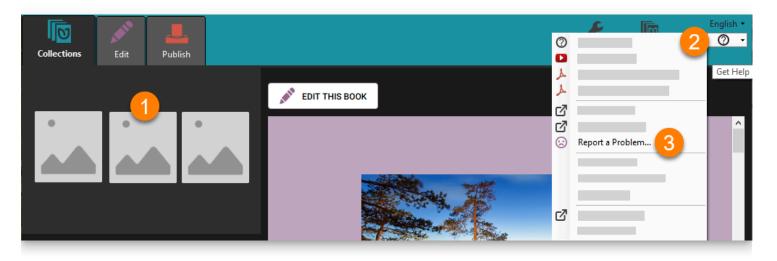
There are four steps to this process:

- 1. Start your error report
- 2. Report the Problem
- 3. Check for an email receipt
- 4. Follow-up with Correspondence

Start your error report

To start the process, you must:

- 1. **Select the book** which shows the problem. You might be editing the book, or publishing the book.
- 2. Click the ? in the top-right corner.
- 3. Click Report a Problem.



Report the Problem

Following this, the **Report a Problem** dialogue will appear.

- 1. **Describe the problem** in as much detail as you can. For example, which page(s) of your book exhibit(s) the problem?
- 2. Tell us if the problem happened **only once**, or if it **keeps happening**.
- 3. Ensure your **email** is **entered** and is **correct.** (Hint: if you registered in Bloom, your email will appear automatically.)
- 4. Ensure these **boxes are ticked.**
- 5. Click Submit.

	×
Report a Problem	
Please help us reproduce this problem on our con What were you doing?	mputers. Include Book 'Ontario Provincial Include this screenshot Include this screenshot
First Time It keeps h	happening
	 Bloom will include diagnostic information with your report. Your report will not be private. LEARN MORE
	5 SUBMIT CANCEL

Depending on the speed of your internet, and the size of your book, it may take some time to send your book to Bloom's error-reporting system.

Eventually, you will see a message like this:

Report a Problem

Done

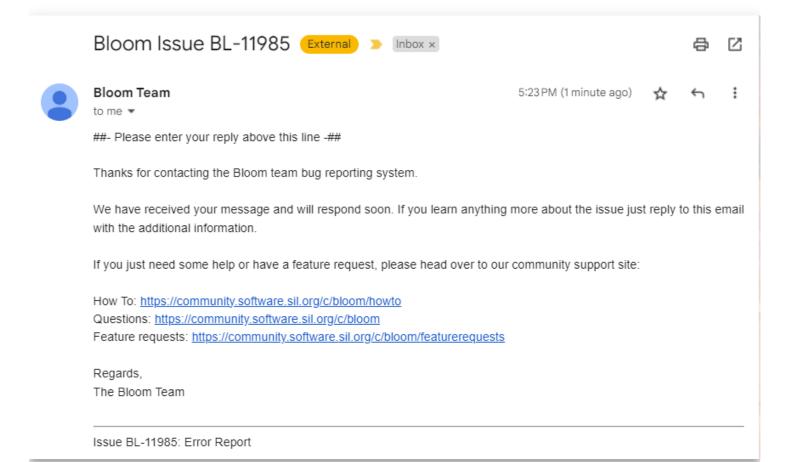
This issue can be viewed here: https://issues.bloomlibrary.org/youtrack/issue/BL-11985

CLOSE

You can close the message.

Check for an email receipt

If you open your email program, you should see a message confirming that your error report was received by the Bloom team. The message will look something like this:



If you do *not* receive an email, there are two possible causes:

- You made a mistake in your email address
- The email was flagged as SPAM.

Follow-up with Bloom team

Through this email thread, the Bloom team will send responses to you about the status of their investigations. Sometimes, they will ask additional questions.

Please note that it is your responsibility to respond to requests from the Bloom team when asked. If the Bloom team does not receive a response from you when asked, the issue will be eventually be closed.

Join our Forum and Mailing List

◯ тір

The <u>Bloom Community Forum</u> is the place to get announcements, ask for help, share ideas, and vote on new features.

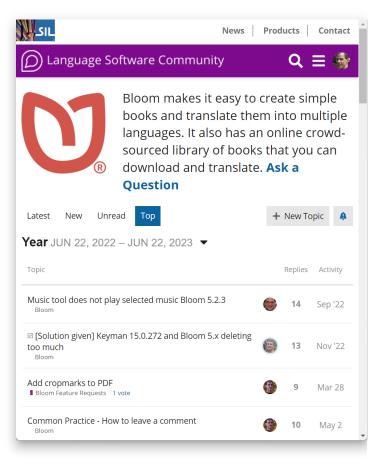
Step 1: Sign Up for the Web Forum

Click here to sign up

Welcome! 👏	
Let's create your account	
Email *	
Never shown to the public.	
Username *	
unique, no spaces, short	
Name *	
Your full name	G Sign in with Google
Password *	
at least 10 characters Show	
Your Organization	
E.g. SIL, SIL-LEAD, World Vision	
Geographical Area	
E.g. "Uganda", "Pacific"	
Create your account Log In	
By registering, you agree to the privacy policy and terms of service .	

Step 2: Go to the Bloom Section

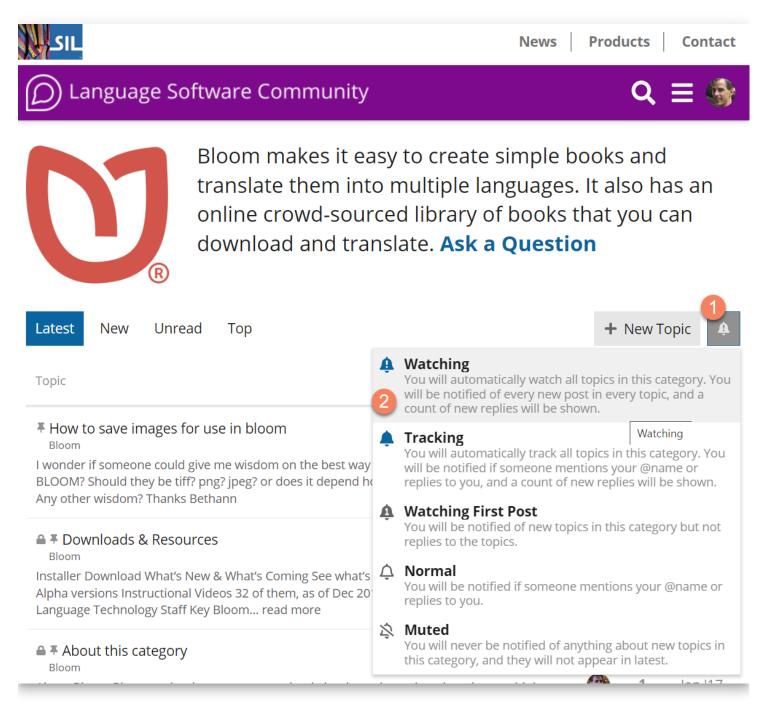
Click here for the Bloom section



Step 3: Turn on email notifications for Bloom Topics

Finally, in order to get emails of announcements and discussions:

- 1. Click on the **bell** icon
- 2. Select "Watching"

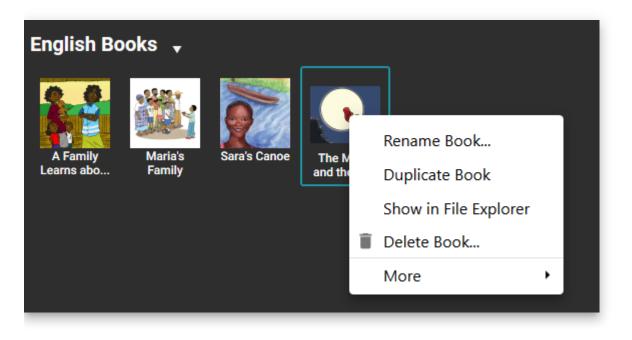


Glossary

This page is a work in progress.

Mouse: click and right-click

One example in Bloom where a right-click is needed is when you want to Duplicate or Delete a Book. To access these commands in Bloom, you need to right-click on the book's thumbnail. Doing so will reveal these commands (and others).



Shell Book

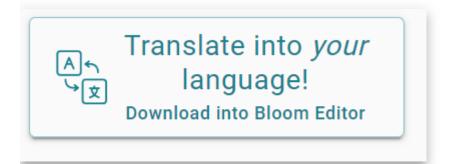
"Shell Books" (sometimes called "Shells") are books that have been intentionally designed by their authors to be translated into other languages.

Generally, Shell Books are first made available in languages of wider communication in order to facilitate and encourage easy and simple book production in local languages.

Most of the books uploaded to Bloom Library are "shell books" because the authors of these books have published them using Creative Commons licensing. This means they can be freely adapted or translated into other languages.

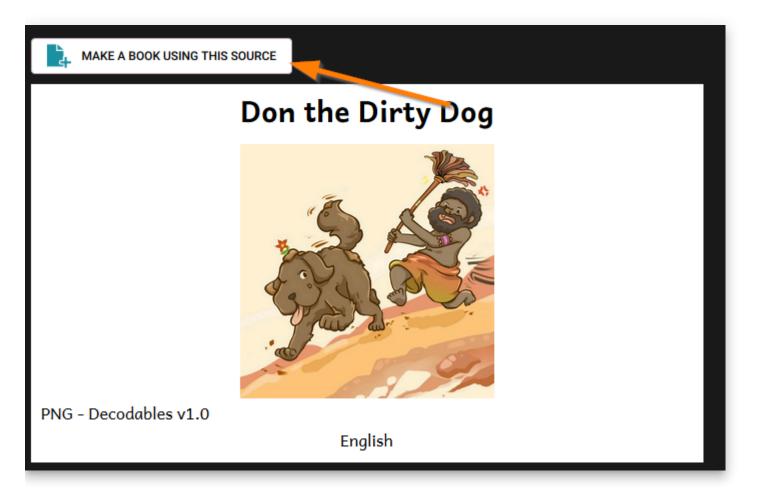
The Bloom Editor is designed to work well with Shell Books.

When you explore Bloom Library and you see a book that you like, there is a very high chance that you will see a button like this:

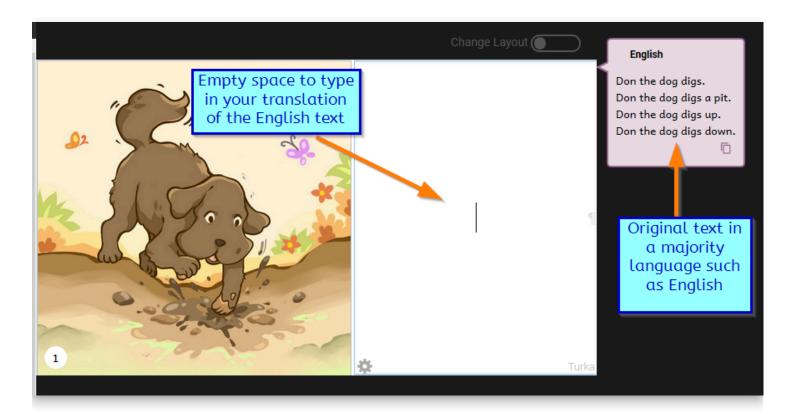


This button means this is a Shell Book and can be translated into your language.

When you click on this button, the shell book will be downloaded into the Bloom Editor. Once it is downloaded, you can choose to make a new book from that shell book by clicking the button "MAKE A BOOK USING THIS SOURCE":



On each page of this shell book, you will see the original text in some majority language (the example below has English), as well as an empty space for you to type in your translation:



BloomPUB

OPDS API

(i) NOTE

An "API" is a way for programmers to connect their program to another system. In this case, Bloom's OPDS API allows programmers to get information on BloomLibrary.org's collections of books.

Bloom implements the <u>OPDS</u> API, which is a common API in the ePUB world. The OPDS format is extremely verbose, and we don't love it, but it works. Using Bloom's OPDS API, you can

- Get lists of languages
- Get lists of books in a language
- Get thumbnails and URLs for books

Getting an account from us

There are two general ways to get an account:

- 1. a Bloom Enterprise Subscription
- 2. an agreement based on mutual content sharing or other partnership

We will set up your account and provide you with the credentials you need.

(i) NOTE

Before requesting an API key, please create an account at <u>BloomLibrary.org</u>. Then when you write, tell us what the email address is that you used to create that account.

To discuss getting a key, please write to admin@bloomlibrary.org.

We don't currently have a way of rate-limiting you, so it is on you not to break us! Please do not use this API in a way that would generate queries every time one of your users opens a page. Instead, please cache the results and update them daily or whatever. This also holds for the thumbnails this provides. If you are a high-volume site, we will need you to cache the thumbnails.

Thanks!

Base URL

https://api.bloomlibrary.org/v1/opds

Queries

In the following

- YOURACCOUNT is the email you use for your <u>BloomLibrary.org</u> account
- YOURKEY is the secret API key we will give you
- LANGUAGETAG is a <u>BCP47</u>tag

Parameters

The following parameters are our additions the OPDS spec:

key: YOURACCOUNT:YOURKEY

lang: string, optional. bcp47 lang tag that narrows the search to one language

ref: string, optional. The referrer tag, used internally for recording who is doing the query

tag: string, optional. Limit search to books with this tag. Example tag= bookshelf:LZB-OtherLang-Afrikaans

organizeby: string, optional. If defined, the only option is "language".

minimalnavlinks: "true" | "false" (default), optional.

epub: "true" | "false" (default), optional.

Languages

To get a list of languages, use a URL like this:

This will return a large result that looks like this:

```
<feed xmlns="http://www.w3.org/2005/Atom"
xmlns:dcterms="http://purl.org/dc/terms/" xmlns:opds="http://opds-
spec.org/2010/catalog">
<id>https://bloomlibrary.org</id>
<title>Bloom Library Books</title>
<updated>2022-11-09T17:39:22.868Z</updated>
<link rel="http://opds-spec.org/facet" iso="haz"
href="https://api.bloomlibrary.org/v1/opds?
lang=haz&organizeby=language&minimalnavlinks=true" atMost="26"
title="Hazaragi" opds:facetGroup="Languages"/>
k rel="http://opds-spec.org/facet" iso="acu"
href="https://api.bloomlibrary.org/v1/opds?
lang=acu&organizeby=language&rminimalnavlinks=true" atMost="1"
title="Achuar-Shiwiar" opds:facetGroup="Languages"/>
<link rel="http://opds-spec.org/facet" iso="fub"
href="https://api.bloomlibrary.org/v1/opds?
lang=fub&organizeby=language&minimalnavlinks=true" atMost="7"
title="Fulfulde (Adamawa)" opds:facetGroup="Languages"/>
etc...
```

Important OPDS/catalog/link attributes

iso: Actually a bcp47. That is, normally this is iso-6393 code, unless it has been augmented with script or regional variant information.

atMost : Use this if you just want to know if we have books in a language. This is the total number of books we have, but not all of them will necessarily be in circulation, or available in your country. In other words, this query doesn't take the time to go and get an accurate count.

Books of a language

To get a list of books in a language, use a URL like this:

[https://api.bloomlibrary.org/v1/opds? &minimalnavlinks=true&key=YOURACCOUNT:YOURKEY&lang=LANGUAGETAG] (https://api.bloomlibrary.org/v1/opds? minimalnavlinks=true&key=YOURACCOUNT%3AYOURKEY&lang=LANGUAGETAG)

This will return a result like this:

```
<?xml version="1.0" encoding="UTF-8"?>
<feed xmlns="[http://www.w3.org/2005/Atom](http://www.w3.org/2005/Atom)" xmlns</pre>
[http://opds-spec.org/2010/catalog](http://opds-spec.org/2010/catalog)">
<id>[https://bloomlibrary.org](https://bloomlibrary.org/)</id>
<title>Bloom Library Books</title>
<updated>2022-11-09T17:57:18.286Z</updated>
<entry>
<id>ee2d7092-be71-43fd-8ae8-575925539492</id>
<summary>Virus information for children</summary>
<updated>2022-08-17T17:31:58.448Z</updated>
<dcterms:subject>health</dcterms:subject>
<dcterms:rights>Copyright © 2020, SH, TF</dcterms:rights>
<dcterms:license>cc-by-sa</dcterms:license>
<dcterms:language>nod</dcterms:language>
<link rel="[http://opds-spec.org/image](http://opds-spec.org/image)" href="[htt
version=2022-08-17T17:31:58.448Z](https://api.bloomlibrary.org/v1/fs/harvest/30
type="image/png" title="Image" />
<link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/
_____!.pdf]
(https://api.bloomlibrary.org/v1/fs/upload/3ccIsvrpEQ/%e0%b8%95%e0%b9%88%e0%b8%
type="application/pdf" title="PDF" />
<link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/
_____.bloomd]
(https://api.bloomlibrary.org/v1/fs/harvest/3ccIsvrpEQ/%e0%b8%95%e0%b9%88%e0%b8
type="application/bloompub+zip" title="bloomPUB" />
<link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/
(https://bloomlibrary.org/player/3ccIsvrpEQ)" type="text/html" title="Read On E
<link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/
_____.bloomSource]
(https://api.bloomlibrary.org/v1/fs/harvest/3ccIsvrpEQ/%e0%b8%95%e0%b9%88%e0%b8
type="application/bloomSource+zip" title="bloomSource" />
<link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/
```

(https://bloomlibrary.org/book/3ccIsvrpEQ)" type="text/html" title="Bloom Libra </entry> <entry> <id>0e5b456d-f04a-46d4-a8f6-1f61033ee9b8</id> <title>oooooooooooo</title> occorrection and occorrections and </summary> <updated>2022-08-17T18:00:33.564Z</updated> <dcterms:rights>Copyright © 2019, __________________________/dcterms:rights> <dcterms:license>cc-by-nc-nd</dcterms:license> <dcterms:language>nod</dcterms:language> <link rel="http://opds-spec.org/image" href="[htt version=2022-08-17T18:00:33.564Z](https://api.bloomlibrary.org/v1/fs/harvest/lw type="image/png" title="Image" /> <link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/ [https://api.bloomlibrary.org/v1/fs/harvest/lweHdAjFbg/epub/_____epub] (https://api.bloomlibrary.org/v1/fs/harvest/lweHdAjFbg/epub/%e0%b8%ab%e0%b8%87% type="application/epub+zip" title="ePUB" /> <link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/ occoccoccocco.pdf] (https://api.bloomlibrary.org/v1/fs/upload/lweHdAjFbg/%e0%b8%ab%e0%b8%87%e0%b8% type="application/pdf" title="PDF" /> <link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/ _____bloomd] (https://api.bloomlibrary.org/v1/fs/harvest/lweHdAjFbg/%e0%b8%ab%e0%b8%87%e0%b8 type="application/bloompub+zip" title="bloomPUB" /> <link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/ (https://bloomlibrary.org/player/lweHdAjFbg)" type="text/html" title="Read On E <link rel="[http://opds-spec.org/acquisition/open-access](http://opds-spec.org/</pre> (https://bloomlibrary.org/book/lweHdAjFbg)" type="text/html" title="Bloom Libra </entry> </feed>

Notice that these book entries provide:

- link to a thumbnail
- link to the <u>BloomLibrary.org</u> page for the book
- link to read the book online

Also, depending on the book, it may provide:

- link to a pdf
- link to an ePUB
- link to a bloomPUB

The Appearance System

This page is a work-in-progress for Bloom 6.0. Information subject to change.

Bloom version 6.0 introduces a new page styling system that we're calling "Appearance".

Goals of the Appearance System

- Enable users to select from a set of pre-designed "Page Themes" that set things like margins, spacing, corner rounding, background colors, and page number handling
- Make it easy for users to decide what fields to show on the cover (language name, topic, L2, and L3)
- Shift to smaller margins and gutter by default
- Simplify Bloom's built-in stylesheets
- Enable collection-wide settings that can be overridden if needed by individual books (not yet in Bloom 6.0)
- Prepare the groundwork for phasing out customBookStyles.css and customBookCollections.css in the future

(i) NOTE

Over time, we intend to gradually deprecate the use of custom CSS in Bloom and replace it primarily with Themes + Book Settings.

• Do all of the above while keeping books backward-compatible with previous versions of Bloom (this was hard)

(i) NOTE

(our intent is that) Books made with Bloom 6.0 are compatible with previous versions of Bloom.

Bloom 6.0 Appearance Features

- A new "Book Settings" Dialog that lets you change some things that previously would have required custom CSS.
- A set of "themes" that users can apply to their book.
- An automatic conversion of some of the most common customBookStyles.css files to a corresponding theme.
- A new "default" theme with the most commonly requested changes to margins and other spacing.
- A "legacy 5.6" theme that retains the margins and spacing of previous Bloom versions.

Expected Future Appearance Features

- Add Book Settings defaults to the Collection Settings, so that you can have all the books use the same themes and other settings
- Individual books will be able to override the Collection Settings

The migration from the old to the new system

If a book is "saveable", Bloom 6.0 will migrate it to the new system. It will do this in a way that will allow the book to keep working in older Blooms, Bloom Readers, and BloomPUB Viewers.

(i) NOTE

A book is "saveable" if it is in the editable collection that is not a Team Collection or is part of a Team Collection but is currently checked out to the current user.

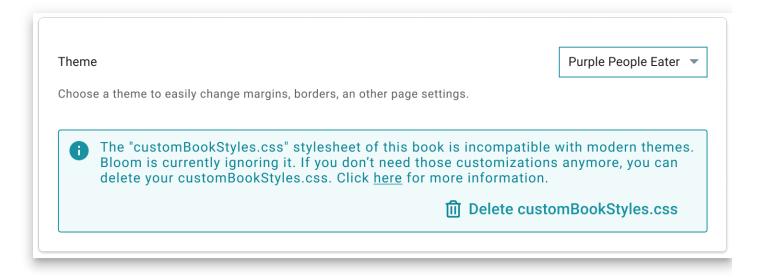
The migration has these steps:

 If the book does not have any custom CSS, the book will be given the "Default" theme. This will narrow its margins and gutter to an amount that is generally considered to be a better default.

(i) NOTE

A "compatible" custom CSS is one that does not interfere with Bloom's Appearance system. For example, .marginBox{left: 10mm} is incompatible because, in the new system, the left margin must be controlled using --pagemargin-left: 10mm.

- 2. Otherwise, if Bloom recognizes the contents of that stylesheet, it will add a preprepared customBookStyles2.css and appearance.json. We intend to prepare these automatic migrations for some of the most commonly used customBookStyles.css found on BloomLibrary.org.
- 3. Otherwise, if the book has custom CSS that is compatible with the Appearance system, it will continue to be used in addition to the "Default" theme.
- 4. Otherwise, if the book has a custom CSS that is incompatible with the Appearance system, Bloom will assign the book to the "Legacy 5.6" theme, and use the custom CSS in addition to the legacy theme. The intended result is the book should look the same. If you later use the Book Settings dialog to change to a modern theme, Bloom will start ignoring the incompatible customBookStyles.css and offer to delete it. It will keep checking customBookStyles.css and start using it again if you fix it to be compatible; see Create Appearance-compatible custom CSS and Themes. (You CAN also make or tweak your own customBookStyles2.css, but we don't recommend it. That name is meant for custom CSS that is output by our migration system. Your changes might even get overwritten if at some point we decide we need to repair an automatic migration.)



Customization with Bloom 6.0 and later

There are now three levels of customization:

- 1. Use the new "Book Settings" UI to choose a theme.
- 2. Use the new "Book Settings" UI to choose a theme and set a small number of other properties, such as margins.
- 3. Create a customBookStyles.css file that uses the new properties. For this, see <u>Create</u> <u>Appearance-compatible custom CSS and Themes</u>.

Create Appearancecompatible custom CSS and Themes

This page is a work-in-progress for Bloom 6.0. Information subject to change.

(i) NOTE

Please see this page for a more introductory explanation of the Bloom Appearance system: The Appearance System

This is a very technical note, intended only for Publishers with technical staff.

How the Appearance System works

Each *Theme* is a CSS file that sets the value of one or more Appearance properties.

Each book has an appearance.json file that can contain the same set of properties in JSON form. It also includes a property to indicate the currently selected theme.

As you customize settings in the "Book Settings" dialog, Bloom updates that appearance.json. Note that the user interface only shows a small number of available Appearance settings. Instead, most settings are controlled by the theme that you choose.

When Bloom displays a book, it converts that appearance.json and the chosen theme into a CSS file named appearance.css.

The HTML page then applies these stylesheets in this order (last wins, all other things being equal):

- 1. basePage.css or basePage-legacy.css
- 2. appearance.css

3. customBookStyles.css, customBookStyles2.css

Precedence

A challenge in modern Bloom is that there are a number of things that each influence the final display of a page. These things may even be wanting opposite things to happen. What happens if the Book Settings Dialog is used to turn something on, but a custom css is used to turn it off? Who wins?

Since ultimately CSS is involved, the answer is complicated by CSS specificity rules. But given the same specificity, here is the order of precedence for the various sources (>> here means "has precedence over"):

(i) NOTE

```
xmatter HTML >> customBookStyles.css >> xmatter.json >> branding.json
(.appearance) >> Book Settings (appearance.json) >> Theme (foobar.css)
```

Why is xMatter pug the ultimate winner? This is because, if an xMatter doesn't have an HTML element for something, it can't be CSS'ed or JSON'ed into existence.

Notice that Theme's position in the list. Not only is it last, but actually any property that appears in Book Settings will win over that described in the Theme, unless CSS specificity rules cause it to overcome the Book Settings.

(i) NOTE

Avoid putting things in a theme that are also part of Book Settings. Be aware that in a future version, a given property may become available in Book Settings and therefore will override that setting in an older theme, unless we create a value for the Book Settings control that means "I don't care". Such a value is likely for things like page-background-color.

Creating a new Theme

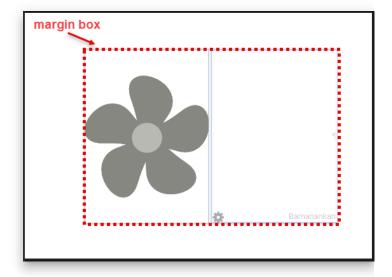
(i) NOTE

If you cannot get what you need using the Book Settings UI or by choosing a theme, first, talk to us. We may advise a different solution, or we may direct you to use the following directions. If it doesn't already exist, create a customBookStyles.css in the root of the book folder. **Use an editor that understands CSS** will show you any errors. We highly recommend <u>Visual Studio Code</u> (it is free). The basic template is:

```
.bloom-page {
    /* set properties here*/
}
```

For example, imagine that we want to draw a dashed red box around the "Margin Box"





What if we need something special in Device16x9Portrait versions of the book? For this, we add a rule group that selects for that:

```
/* default */
.bloom-page {
    --marginBox-border-style: dashed;
    --marginBox-border-color: red;
}
.Device16x9Portrait {
    --marginBox-border-style: solid;
}
```

If you set a variable that is a dimension, like -page-margin or -page-gutter, it must have some unit, such as px or em or mm or in. Contrary to usual CSS advice, you *must* give a unit even if setting the variable to zero. Although it seems redundant (0px = 0em = 0mm = 0in), the browser fails when doing any arithmetic with variables that are supposed to be dimensions but lack a unit, so setting such a variable to zero can have unexpected results that are difficult to diagnose, such as rules that appear to apply but don't do anything. We are trying to standardize on mm as the unit for measurements that should not related to font size, and em for ones that should. Following this convention may help with future compatibility if we add a UI control for the variable you are using.

As before, it is still possible to write arbitrary CSS rules based on what you find in Bloom HTML. However, we really need to move away from that practice. Instead:

Before writing CSS rules that use anything other than the official Appearance properties, please consider asking us to add an Appearance property for what you are trying to do. This will lead to a more sustainable Bloom ecosystem.

Problems with unconstrained "custom CSS" For a long time, highly technical Bloom users have been able to go "under the hood" to make tweaks to page layout and styling using the Web's "Cascading Style Sheets" (CSS) language. This system is useful as a last resort, but it has several problems, including:

- We find that many of the custom CSS files in books uploaded to BloomLibrary.org are actually riddled with errors, indicating that this feature is being used by organizations that lack the tools or expertise to do it properly.
- It is difficult for us to add friendly UI controls over settings that compete with settings that may be in the custom CSS files.
- CSS rules often depend on how we implemented lower-level Bloom CSS and page HTML. This reliance prevents us from improving Bloom with simpler or more modern approaches.

Appearance Properties

Variable Name	TODO: Changes to names nouns camelCase dimensions separated by dashes mostGeneral- moreSpecfic- even- moreSpecific- property We decided to use natural property names, so "horizontal- gap" instead of "gap- horizontal"	Use Restrictions	Description
cover-margin-bottom		A Themes should not try to change cover pages— else users may have a confusing clash with xmatter, branding, and book settings customizations.	<i>padding-bottom</i> value outside front and back pages. [default is 12n
cover-margin-top			padding-top value for front and back cover p

			[default is 12mm]
 coverShowLanguageName	cover- languageName- show	▲Themes should not try to change cover pages— else users may have a confusing clash with xmatter, branding, and book settings customizations.	<i>display</i> value for the la name on the front cov to hide or <i>inline-block</i> in a default manner). <i>inline-block</i> , a keyword
coverShowTitleL2	cover-title-L2- show	▲Themes should not try to change cover pages— else users may have a confusing clash with xmatter, branding, and book settings customizations.	<i>display</i> value for the L 2 title on the front cov to hide or <i>block</i> to disj default manner). [defa <i>block</i> , a keyword]
coverShowTitleL3	cover-title-L3- show	▲Themes should not try to change cover pages— else users may have a confusing clash with xmatter, branding, and book settings customizations.	<i>display</i> value for the L 3 title on the front cov to hide or <i>block</i> to dis default manner). [defa <i>none</i> , a keyword]

coverShowTopic	cover-topic- show	▲Themes should not try to change cover pages— else users may have a confusing clash with xmatter, branding, and book settings customizations.	<i>display</i> value for the t the front cover (<i>none</i> <i>inline-block</i> to display default manner) [defa <i>inline-block</i> , a keyword
cover-creditsRow-show		▲Themes should not try to change cover pages— else users may have a confusing clash with xmatter, branding, and book settings customizations.	<i>display</i> value for the c the front cover (<i>none</i> , keyword, to hide) [def show]
cover-background-color			
image-border-radius			<i>border-radius</i> for imag by the user to the fror to a content page <u>https://developer.moz</u> <u>US/docs/Web/CSS/borg</u>
marginBox-background- color			<i>background-color</i> for a numbered pages, inclu- behind text boxes, bet boxes, behind partially transparent pictures, a between text boxes ar pictures. [default is <i>tra</i>

	1	
marginBox-border-color		<i>border-color</i> for borde text boxes on number [default is <i>black</i>]
marginBox-border-radius		<i>border-radius</i> for bord around text boxes on pages. [default is <i>Opx</i> , square corner]
marginBox-border-style		<i>border-style</i> for borde text boxes on number (typical values include <i>dashed</i> , <i>dotted</i> , and <i>n</i> [default is <i>none</i> , a key hide the border]
marginBox-border-width		<i>border-width</i> for user to on numbered pages (to values include <i>3px</i> , <i>1r</i> <i>medium</i> , or <i>thick</i>). [de <i>medium</i>]
marginBox-padding		<i>padding</i> for text boxes numbered pages. [def <i>0px</i>]
multilingual-editable- vertical-gap		The space between the language sections of e when Bloom is configu- show each block of te than one language. [d 10px]
page-background-color		<i>background-color</i> for t content of all pages. [_white]_
page-gutter		additional inner margi pages of a book. [defa <i>Omm</i> since most Bloor

		are too small to need or are published as e- inherently don't need
page-margin		margin for all pages. A can be overriden by th specificpage-margir cover-margin- propert
page-margin-bottom		<i>padding-bottom</i> for in i.e., not outside cover but including inside co pages. [default is <i>12m</i>
page-margin-left		basic <i>padding-left</i> for It is added to page- left-side pages. Also u <i>padding-right</i> for page are inherently symme vs right. These include cover pages, calendar Device16x9 sized pa [default is <i>12mm</i>]
page-margin-right		basic <i>padding-right</i> fo pages. It is added to - gutter for right-side p [default is <i>12mm</i>]
page-margin-top		<i>padding-top</i> for inner i.e., not outside cover but including inside cc pages. [default is 12m
page-horizontalSplit- height		<i>padding-top</i> for the lossection when a page i horizontally into uppe lower sections. [defau chosen conservatively what 5.6 had could o

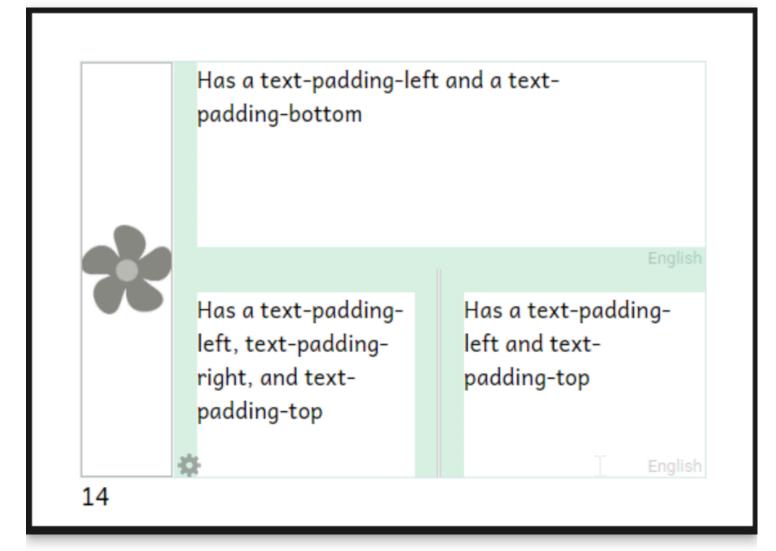
		argue for 0] Normally to usetext-padding i
page-verticalSplit-width		padding-left for the ric section when a page i vertically into left and sections. [default is 3p
pageNumber-always-left- margin		<i>left</i> value for displayin numbers on right side This is the distance be left edge of the page a page number. This allo number to always be o left, regardless of pag The <i>auto</i> keyword wor value, but nothing wo pageNumber-right is set to the <i>unset</i> key this is used, pageNu right-margin must be <i>unset</i> , a keyword. [def <i>unset</i> , a keyword]
pageNumber- background-color		background-color for (the page number. [def transparent]
pageNumber- background-width		used for both <i>height</i> a in displaying the page This setting usually do matter unless page background-color is something other than <i>transparent</i> . [default i keyword]
pageNumber-border- radius		<i>border-radius</i> for displ page number. This usເ doesn't matter unless

	pageNumber-backg color is set to someth than <i>transparent</i> . [def <i>Opx</i> , producing square
pageNumber-bottom	bottom value for displ page number. This is t distance between the the number and the b the page. Either pageNumber-botton pageNumber-top sh set to a length value, other set to unset, a k [default is 10px]
pageNumber-font-size	<i>font-size</i> for displaying number. This can be e exactly as in the defau or using units of em fc relative to the parent or rem for sizes relativ body element. If not s body element defaults size of <i>16px</i> . In this ca <i>1.1666667rem</i> would equal <i>14pt</i> for the stau 96dpi screen. If the bc size is <i>10pt</i> , then <i>1.4r</i> equal 14pt. [default is
pageNumber-left-margin	<i>left</i> value for displayin numbers on left side p This is the distance be left edge of the page a page number. The <i>aut</i> works for this value. [a <i>auto</i> , a keyword]

pageNumber-right- margin		right value for display numbers on right side This is the distance be right edge of the page page number. If this is pageNumber-alway margin should be set a keyword. The <i>auto</i> k does not work for this [default is <i>var(page-i</i> <i>right)</i> , which makes it as the current value o margin-right]
pageNumber-show		CSS display value for the number. The default is the page number on n pages. Set to none (a to hide the page number)
pageNumber-top		top for displaying the number. This is the dis between the top of the and the top of the pag -pageNumber-botto pageNumber-top sh set to a length value, other set to unset, a k [default is unset, a key
-pageNumber-extra-height		How much should the marginBox shrink to le for the page number?
TODO: Add this -textOverPicture-padding See BL-12948		

topLevel-text-padding		Only applies to boxes that aren't nested insi boxes. (This is so that interfered will little gri orgami-based dictiona [default is 1em. There grows with the size of See example screensh Can override with the needed.
topLevel-text-padding- top		Space added at the to when there is another above it. [default ist padding-default]
topLevel-text-padding- bottom		Space added at the bo text when there is and below it. [default ist padding-default]
topLevel-text-padding- left		Space added at the le when there is another the left of it. [default i padding-default]
topLevel-text-padding- right		Space added at the rig text when there is and to its right. [default is padding-default]

Examples



Selectors

Root Selector

.bloom- page	This is the root that applies to every page. Use this instead of ::root which is normally recommended in CSS documentation. ::root will appear to work, but may fail Bloom Reader.

Special Page Selectors

.outsideFrontCover
.insideFrontCover
.titlePage
.credits
.insideBackCover
.outsideBackCover

Page Size / Layout Selectors

.A5Portrait
.A5Landscape
A4Portrait
A4Landscape
A3Portrait
A3Landscape
B5Portrait
LetterLandscape
LetterPortrait
HalfLetterPortrait
HalfLetterLandscape
QuarterLetterLandscape

.A5Portrait
QuarterLetterPortrait
Device16x9Portrait
Device16x9Landscape
A6Portrait
A6Landscape
Cm13Landscape
USComicPortrait
Size6x9Portrait
Size6x9Portrait

.bloom-page[class*="Device"]	Apply only to Device layouts
.bloom-page:not([class*="Device"])	Apply only to non-Device layouts
.bloom-page[class*="Landscape"]	Apply only to Landscape layouts
.bloom-page[class*="Portrait"]	Apply only to Portrait layouts

Migrating old custom CSS

If you have existing customBookStyles.css files, here are some of the main considerations for moving to the Appearance system. First, just try opening your book in Bloom 6.0 (or later). Go to the book settings dialog and see whether the page theme is Default, Legacy (Bloom 5.6), or something else. If it's something other than Legacy (Bloom 5.6), you're lucky... we already did the migration for you. It would be good to check that you like the results and see if there's anything you want to tweak, but you shouldn't need to do any more, unless you want to clean up padding, as described in the <u>release notes</u>. If you see "Legacy (Bloom 5.6)" then your book is, for the moment, stuck in the old days. It is using custom CSS that's not compatible with the Appearance system. Some things in the Book Settings dialog are already disabled, and it's likely that more new capabilities won't work over time. We would encourage you to switch over.

The first thing to try is just to change the theme to Default. (You could also try some of the others.) This will disable your custom CSS and give you one of the new layouts. One of them might be close enough, especially if you make use of the new Book Settings! Then you can just discard your custom CSS. (Or if you or colleagues are still using 5.6 to work on this book, you may want to keep it until 6.0 moves from Beta to Release.)

If you still want custom CSS, we encourage you to see what you can do by setting the variables described above. If you want to do something that can't be done with them, we'd like to know about it... maybe we can add some more variables.

In particular, books get locked into the legacy theme mainly if their customBookStyles.css sets the position and size of the margin box. You can replace such rules using the Appearance system... usually much more easily. For example, if you want just 2mm of margin around your page, and 5mm more on the bottom to show page numbers, in the old system you'd need something like

```
.Device16x9Portrait .marginBox {
   top: 2mm;
   left: 2mm;
   width: ?mm; /* width of a Device16x9 portrait page minus 4mm */
   height: ?mm; /* height of a Device16x9 portrait page minus 9mm */
}
/* and maybe */
.Device16x9Portrait.titlePage,
.Device16x9Portrait.creditgsPage {
    height: ?mm; /* height of a Device16x9 portrait page minus 4mm, not
leaving room for page number */
}
.A5Portrait .marginBox {
   /* ...needs different width and height for a different page size */
}
/* And similarly for any other page sizes you care about */
```

In the Appearance system, you can just do

```
.bloom-page {
    --page-margin: 2mm;
    --pageNumber-extra-height: 5mm;
}
/* if you want a bigger margin on A4 you can do it, but the above will work
for all sizes where you want 2mm. */
```

You could also set --page-margin-bottom to 7mm, but the above is better: it will do the right thing on pages that don't have numbers and if you use book settings to turn off page numbers.

Other things like padding don't *have* to be changed; but see <u>Bloom 6.0 Release Notes</u> for how padding has been improved and may make awkward ways of doing things unnecessary. The more you can do with the documented variables, the better your chances for compatibility with future Bloom versions and features.

Margins

This page is a work-in-progress for Bloom 6.0.

Bloom 6.0 features "<u>page themes</u>" which use a new system for defining page margins. As part of this work, we took the opportunity to change the default margins to better fit what publishers of Bloom books have been using. The following table shows what changed and how the different themes handle margins.

How to read this table:

Top Sides Gutter Bottom

All numbers are in millimeters unless otherwise noted. "px" is an abbreviations for "pixel". 10px = 2.645833mm

Page Size	Orientation	Version 5.6	6.0 Default Theme	6.0 Zero Width Ebook Theme	Little Zebra Custom CSS	Educat For Li A5 Templa
A4	Portrait	15 15 10 15	15 15 10 15	N/A	N/A	
A3	Landscape	15 15 10 15	15 15 10 15	N/A	N/A	
A4	Portrait	15 15 10 15	15 15 10 15	N/A	15 12 0 15	

Page Size	Orientation	Version 5.6	6.0 Default Theme	6.0 Zero Width Ebook Theme	Little Zebra Custom CSS	Educat For Li [.] A5 Templa
A4	Landscape	15 15 10 15	15 15 10 15	N/A	12 15 0 12	
B5	Portrait	15 15 10 15	15 15 10 15	N/A		
A5	Portrait	15 15 10 15	12 12 10 12	N/A	12 12 0 12	7 7 2 8
A5	Landscape	15 15 10 15	12 12 10 12	N/A	12 12 0 12	
A6	Portrait	15 15 10 15	10 10 10 10	N/A	10 10 0 10	
A6	Landscape	15 15 10 15	10 10 10 10	N/A	10 10 0 10	
13cm Square		15 15 10 15	5 5 10 5	N/A	N/A	
Device 16x9	Portrait	10px 10px 0 10px	10px 10px 0 10px	0 0 0 0	N/A	

Orientation	Version 5.6	6.0 Default Theme	6.0 Zero Width Ebook Theme	Little Zebra Custom CSS	Educat For Li A5 Templa
Landscape	10px 10px 0 10px	10px 10px 0 10px	0 0 0 0	N/A	
Portrait	15 15 10 15	12 12 10 12	N/A	N/A	
Landscape	15 15 10 15	12 12 10 12	N/A	N/A	
Portrait	15 15 10 15	10 10 10 10	N/A	N/A	
Landscape	15 15 10 15	10 10 10 10	N/A	N/A	
Portrait	15 15 10 15	15 15 10 15	N/A	N/A	
	Landscape Portrait Portrait Landscape Landscape	Orientation5.6Landscape10px 10px 0 10pxPortrait15 10 15Landscape15 10 15Portrait15 10 15Landscape15 10 15Landscape15 10 15Portrait15 10 15Landscape15 10 15Landscape15 10 15Portrait15 10 15Landscape15 10 15Portrait15 10 15	OrientationVersion 5.6Default ThemeLandscape10px 10px 0 10px10px 10px 0 10pxPortrait15 15 10 1512 12 10 12Landscape15 15 10 1512 12 10 12Portrait15 15 10 1510 10 10 10Landscape15 15 10 1510 10 10 10Portrait15 15 10 1510 10 10 10Landscape15 15 10 1510 10 10 10Portrait15 15 10 1510 10 10	Version 5.606.0 pefaultZero klockLandscape10px 10px 010px 10px 00.0Portrait151012100N/ALandscape151012100N/APortrait151010101N/ALandscape151010101N/ALandscape151010101N/APortrait151010101N/ALandscape1510010101N/A	OrientationVersion 5.66.0 Default ThemeZero Width Ebook ChemeLittle Zebra Custom CSSLandscape $10px$ $10px$ 0 $10px$ $10px$ 0 00 00 N/A Portrait 1510 1510 1210 1210 N/A N/A Landscape 1510 1510 1210 1210 N/A N/A Portrait 1510 1510 1010 1010 N/A N/A Landscape 1510 1510 1010 1010 N/A N/A Portrait 1510 1510 1010 1010 N/A N/A Portrait 1510 1510 1510 1010 N/A N/A

Limitations of "Publish as Audio or Video"

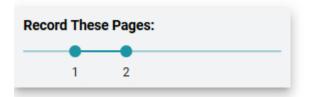
(i) NOTE

The following are known problems and limitations in this feature, **primarily for Sign** Language books.

Known Bug: Sign Language video may be skipped in videos that are only a portion of the book

When you record an entire SL book, and then playback the recording, all is well.

But if you select a portion of the book:



and if the first page you specify contains a sign language video, then that sign language video won't be included in the final video recording of the book.

Issue: <u>BL-11248</u>

Limitation: Bloom does not currently playback any audio from embedded videos

Currently, Bloom only supports videos that are silent, i.e. for Sign Language. But some SL videos contain dubbed audio narration, e.g. <u>this book</u>. When recording such books in Publish to Video, the audio is lost.

Issue: <u>BL-11249</u>

Limitations of ePUB Readers

🖓 тір

Fixed vs. Flowable ePUBs

Starting with Bloom 5.4, you have the option of publishing ePUBs in either **Fixed layout** mode or **Flowable** mode.

Fixed Layout ePUBs work with fully compatible e-readers (ePUB 3 standard) to display the book exactly like it is shown in Bloom. Fixed mode ePUB is an attractive option for landscape books and it is the only option for Bloom books containing image overlays like speech bubbles and captions. Unfortunately, many e-readers do a very poor job of presenting landscape books. In addition, Fixed mode ePUBs do not handle scrolling text boxes, so all your text must fit on the page.

Flowable ePUBs allow e-readers to lay out images and text however they want. This mode also enables users to adjust the size of the text in the app or user system font settings.

🖓 тір

Note that for dependable What You See Is What You Get digital Bloom books, we recommend readers that handle our **BloomPUB** format. Currently, these are: <u>Bloom</u> <u>Reader</u>, <u>BloomPUB Viewer</u>, and apps created with <u>Reading App Builder</u>. These readers also supply analytics back to <u>BloomLibrary.org</u> so that you can see how your books are doing.

There are many ePUB readers available for Windows, Android, iOS and Linux, but these readers vary in their ability to comply with the ePUB3 standard. As a result, you cannot depend on them to faithfully display the contents of a Bloom book, play sign language videos, or to play audio of Bloom Talking Books.

In the following two charts, we present some notes on our testing with various readers, first for **Fixed** mode ePUBs, and secondly, for **Flowable** mode ePUBs.

Performance of various ePUB readers for Bloom <u>Fixed</u>-mode ePUBs

	Talking Book Audio	Talking Book Text Highlighting	Image Descriptions (audio)	Landscape Layout	Sign Language
eKitabu Windows version	1	No	<i>s</i>	<i>s</i>	<i>J</i>
eKitabu Android v5.4.1	1	No	✓	(1)	(1)
Lis-a Android version Feb 25, 2022	~	✓	✓	(2)	(2)
Google Play Books Sept 2022	No	No	No	No	No
Apple Books Sept 2022	No	No	No	✓	✓
Dolphin EasyReader (Android version)	(4)	(5)	No	No	No
Thorium Reader (Windows)	No	No	No	1	✓

	Talking Book Audio	Talking Book Text Highlighting	Image Descriptions (audio)	Landscape Layout	Sign Language
<u>Simply</u> <u>Reading</u> (Android)	J	No	/	(1)	(1)

- 1. Various app controls (e.g. menu bar, media bar) obscure significant portions of Fixed mode ePUBs, making them unusable.
- 2. Text on right-side of screen is frequently slightly clipped.
- 3. The positioning of text inside speech bubbles and captions is inaccurate, sometimes badly.
- 4. Frequent audio clipping.
- 5. Text highlighting is erratic and unreliable.

Performance of various ePUB readers for Bloom <u>Flowable</u>-mode ePUBs

	Talking Book Audio	Talking Book Text Highlighting	Image Descriptions (audio)	Landscape to Portrait Rendering	Sign Language
eKitabu Windows version	<i>s</i>	✓	✓	(2)	✓
eKitabu Android v5.4.1	No	No	No	(2)	✓
Lis-a Android version Feb 25, 2022	1	7	J	(2)	J

	Talking Book Audio	Talking Book Text Highlighting	Image Descriptions (audio)	Landscape to Portrait Rendering	Sign Language
Google Play Books Sept 2022	No	No	No	(3)	No
Apple Books Sept 2022	No	No	No	(2)	<i>J</i>
Dolphin EasyReader (Android version)	(1)	Unreliable	(1)	✓	No
Thorium Reader (Windows)	1	✓	✓	(2)	✓
<u>Simply</u> <u>Reading</u> (Android)	1	<i>J</i>	J	(2)	<i>J</i>

- 1. Frequent audio clipping.
- 2. Top or bottom positioned text blocks (in Bloom Edit) will display nicely, but right-side text blocks (in Bloom Edit) may have reduced margins.
- 3. Text which should wrap is often simply cut off.

For books produced by Bloom 5.4: if you make a Talking Book out of an Overlay (comic) book, ePUB readers will read bubbles in the order you created them. That won't always be the correct order! We have an idea of how to improve things for Bloom 5.5.

Issues Around Derivative Books

There are only three approved ways to make a book in Bloom.

- 1. Make a brand new book from a book template, such as the Basic Book template.
- 2. Make a book using an existing book in Sources for new books, typically, to translate it into another language.
- 3. Duplicate an existing book.

Book IDs

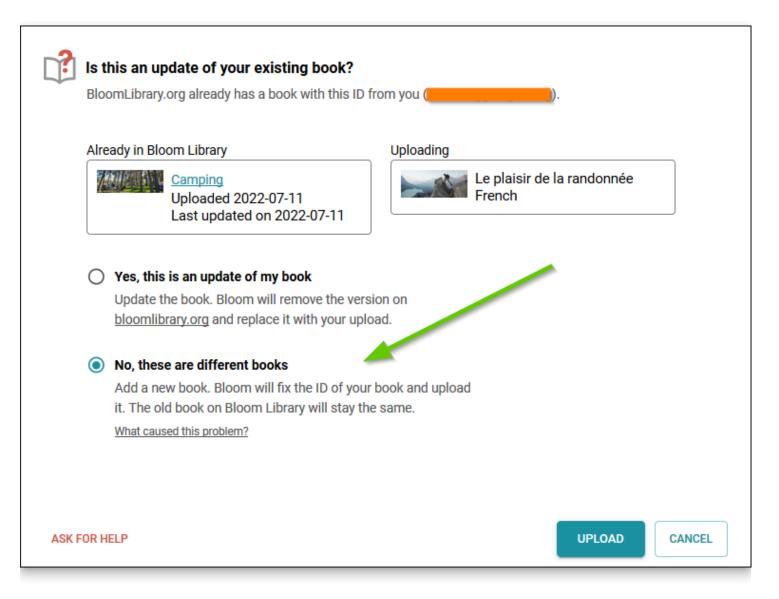
When you make a book using any of the above Bloom-approved methods for making books, the Bloom Editor will generate a unique number and assign that number to your book. This "book ID" is unique and it will follow that book *wherever* that book "lives" even when it is uploaded to the Bloom Library.

Consequences of Using Windows Explorer To Make a New Book

If you use Windows Explorer to make a new book by copying a book folder from one collection into another collection, then the two books will have the *same* ID. This could cause confusion later on.

The problem will surface when you upload the two books sharing the same ID to Bloom Library, Bloom will then present you with an opportunity to correct this problem and assign a new ID to your copied book.

You will see a dialogue like this:



In this example, based on the two *different* thumbnail images and the *different* titles of these two books, we can safely determine that they are indeed different books. So, we select the second option, "No, these are different books". In other cases, however, it may not be so obvious that they are different books.

To avoid this problem, here is the key point to remember:

🗘 тір

To ensure that all of your Bloom books receive a unique book ID, it is important to *only* use the Bloom Editor – not Windows Explorer – to create a book, duplicate a book, or make a derivative.

Bloom analytics database views field documentation

Pages Read

column name	description	notes
time_utc	time (UTC)	
time_local	time (converted to local time)	
date_local	date (converted to local time)	
context_timezone	timezone as reported by the device	
time_local_day	day of the week (converted to local time)	
time_local_hour	hour (converted to local time)	
pages_read_audio	number of audio pages the user viewed	
pages_read_nonaudio	number of non- audio pages the user viewed	
pages_read	number of pages the user viewed	

column name	description	notes
anonymous_id	unique user ID	
device_unique_id	unique device ID	In Aug 2022, this value changed due to Android policy changes; so the same device before and after Aug 2022 has two different IDs
device_project_hardware_code	comes from deviceld.json, if found on the device	
bloom_reader_version	BR version number, e.g. 2.3	
book_title	book title	
book_branding	book branding code	
book_language_code	BCP47 language code	
book_language	always gives "error"	join book_language_code to public.languagecodes to get language name
book_pages	total pages in book	
finished_reading_book	user viewed last content page	
country	country based on IP lookup	IP lookup predated location; it is present even when user disables location on their

column name	description	notes
		device; however it is not 100% accurate
region	region based on IP lookup	
city	city based on IP lookup	
channel	Bloom Reader channel, e.g. release, beta, alpha	
video_pages_played	how many pages a user viewed which have video	
features	e.g. comic, talkingbook	
book_instance_id	unique book ID	
distribution_source	book distribution source	we have plans to make this a chain of sources to show shares, etc., but for now it is only original source
latitude_approx	rounded latitude based on device location	"device location" usually means gps; see location_source
longitude_approx	rounded longitude based on device location	
country_geo	country based on device location	

column name	description	notes
region_geo	region based on device location	
city_geo	city based on device location	
source	source of the analytics, currently bloomreader or bloomlibrary	rise and western views are filtered to bloomreader only
bookshelves	bookshelves to which the book is assigned	usually only one
read_duration	time spent reading the book, in seconds	includes audio_duration and video_duration
audio_duration	time spent listening to audio, in seconds	
video_duration	time spent watching video, in seconds	
location_source	source of the fine location information; or denied or failed	e.g. gps, network, passive
location_age_days	how long ago the fine location information was acquired, in days	

Comprehension

column name	description	notes
time_utc	time (UTC)	
time_local	time (converted to local time)	
date_local	date (converted to local time)	
context_timezone	timezone as reported by the device	
time_local_day	day of the week (converted to local time)	
time_local_hour	hour (converted to local time)	
anonymous_id	unique user ID	
device_unique_id	unique device ID	In Aug 2022, this value changed due to Android policy changes; so the same device before and after Aug 2022 has two different IDs
bloom_reader_version	BR version number, e.g. 2.3	
book_branding	book branding code	
book_title	book title	
question_count	number of questions in quiz	

column name	description	notes
percent_right	percentage of questions the user got correct	
country	country based on IP lookup	IP lookup predated location; it is present even when user disables location on their device; however it is not 100% accurate
region	region based on IP lookup	
city	city based on IP lookup	
channel	Bloom Reader channel, e.g. release, beta, alpha	
book_instance_id	unique book ID	
distribution_source	book distribution source	we have plans to make this a chain of sources to show shares, etc., but for now it is only original source
latitude_approx	rounded latitude based on device location	"device location" usually means gps; see location_source
longitude_approx	rounded longitude based on device location	
country_geo	country based on device location	
region_geo	region based on	

column name	description	notes
	device location	
city_geo	city based on device location	
source	source of the analytics, currently bloomreader or bloomlibrary	rise and western views are filtered to bloomreader only
bookshelves	bookshelves to which the book is assigned	usually only one
location_source	source of the fine location information; or denied or failed	e.g. gps, network, passive
location_age_days	how long ago the fine location information was acquired, in days	

Download Book

column name	description	notes
time_utc	time (UTC)	
book_id	book ID in our internal database, used by the website	e.g. VlzkGKQZXw in <u>https://bloomlibrary.org/book/VlzkGKQZXw</u>
book_instance_id	unique book ID	
event_type	type of download	e.g. shell, read, epub, bloompub, pdf

column name	description	notes
book_title	book title	
book_branding	book branding code	
country	country based on IP lookup	IP lookup is not 100% accurate
region	region based on IP lookup	
city	city based on IP lookup	
topic	book topic(s)	

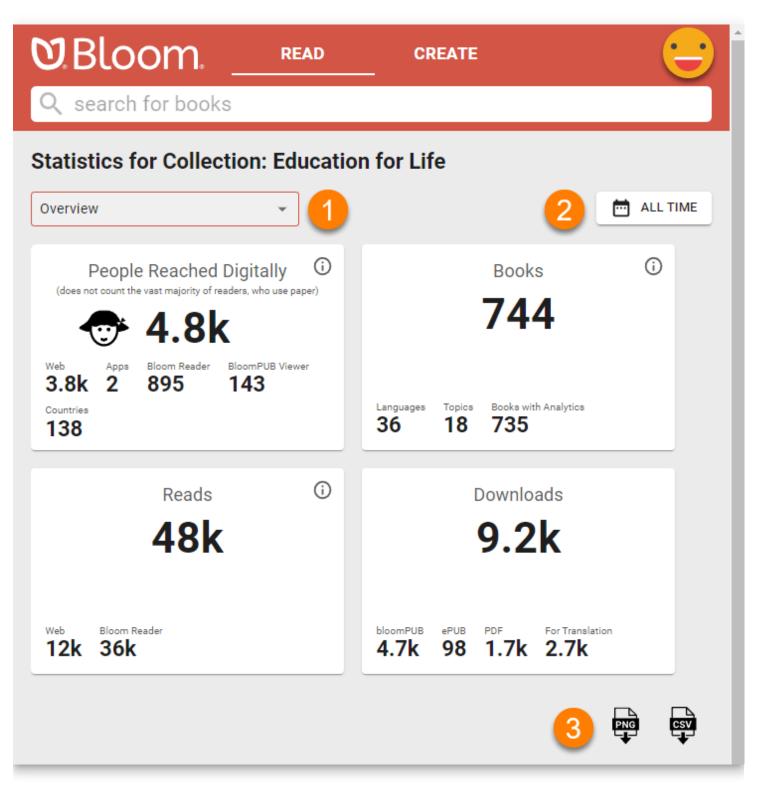
Measure Your Reach with Bloom Analytics

In a "customer interview," a user communicated that:

It's sometimes confusing for clients like us to understand tagging and branding books. The documentation could be clearer. We suggested that it would be helpful to know what analytics fields are available so new clients know what the app can and can't report. Tagging isn't about book genres like biography or fiction; it's about identifying who owns the books or who funded the project. In PNG, we have different projects like the Rise Project, and we need to differentiate the books in the database based on these projects. We currently rely on SIL-PNG to manage this, but clearer documentation would help us handle it better on our own.

Summary

Below is an overview of the statistics you will see when you view statistics for a collection:



- 1. The analytics page opens with the Overview selected. For greater specificity, click the drop-down arrow to access a list of other analytics for your organization.
- 2. By default, analytics are shown for ALL TIME. To see analytics for a particular date range, click the calendar button and choose a start and end date.
- 3. To download a PNG image of the page, or a detailed CSV file, click the corresponding icon.

Events that we measure

- All Bloom Player contexts (Bloom Library, Bloom Reader, BloomPub Viewer, RAB apps)
 - Pages read
 - Was the last (numbered) page in the book read? (This is some indication that the entire book was read. But note that it is possible just to flip past pages, or to move randomly through the book. So it wouldn't be hard to cheat this system.)
 - Time spent
 - Comprehension Quizzes. This includes how many questions were present and how many answered correctly.
 - Duration of audio and video playback
 - Book branding
- Bloom Library
 - Downloads
- Bloom Reader specific events
 - Installations
- No events at this time
 - Shared book
 - Shared bookshelf
 - Shared APK
 - Share Link to app on Play Store
 - ePUB

User information that we collect

- Web
 - IP address (--> city / country?)
- Bloom Reader only
 - Named device ids
 - ANALYTICS_DEVICE_PROJECT
 - ANALYTICS_DEVICE_ID
 - Location
 - latitude, longitude, locationSource, locationAccuracy, locationAgeDays
 - We record the locations available from each of the standard providers (network, gps, and passive) explicitly. But for the standard location for this report, we mainly want the most recent location we can get; precision is not very important. However, we know from experience that in poor countries, IP

address doesn't give us reliable location, and we expect that WiFi and other networks will be similarly unreliable as means of location. So if we have a reasonably recent high-precision location we will take that in preference to a lower-precision one that may be even more current. (Elsewhere we request one location per hour from GPS, if available, to ensure that the "last known location" for the GPS provider will be reasonably recent.)

- Distribution Source
- Hardware info
- Android version?

How your project can get analytics

- BloomLibrary bookshelves
 - /stats
 - CSV & PDF download
- Advanced low level access to analytics data
 - SQL access
 - Available Fields

Difficulties getting analytics

- Getting analytics from devices that are normally offline
 - No internet (talk about Bloom Reader offline)
- Effect of blocking cookies?
- Firewalls
- No events on EPUB

Privacy Issues

- No emails
- IP addresses?
- Cookies
- GPS resolution
- GPS opt in/out
- Device hardware IDs
- Named Device IDs

Analytics Fields

Analytics Fields

Internet Connection Issues

How much bandwidth?

These are the most common analytics events sent by Bloom Reader:

- Bloom Reader started
- Bloom Reader backgrounded
- Book Opened
- Book Closed

Each event is less than 3KB. So a person who runs Bloom Reader, reads 2 books, then quits will send less than 18KB.

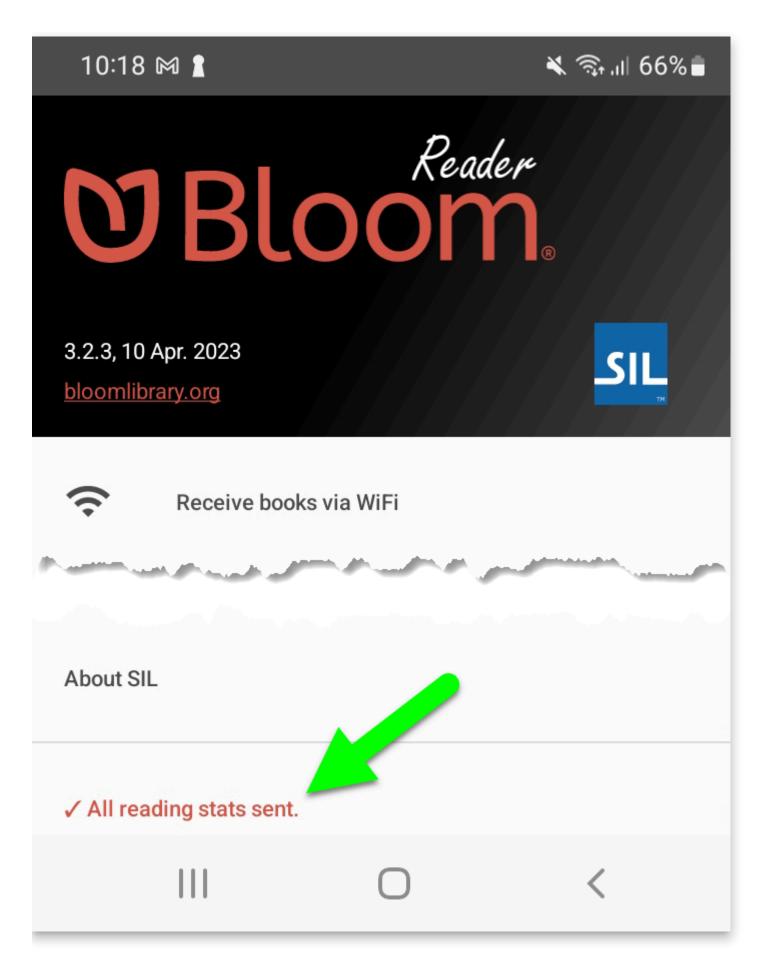
What if the user is not connected to the internet?

If the user is not connected to the internet, Bloom Reader will cache their events. The cache is limited to 1000 events.

To prompt Bloom Reader to send all of its events *right now,* open the menu:



At the bottom of this screen, you will see Bloom Reader's progress in sending the events:



How to Collect Bloom Reader Analytics by Device

When a project owns and distributes hardware to use with Bloom Reader, it is possible to get analytics that are specific to each device. To make this work:

- You will need to tell Bloom Reader the ID you want to appear in the analytics. To do this, there are two options:
 - Option 1: Enter the information directly within Bloom Reader.
 - Option 2: Create and place a special file on each device. Make sure Bloom Reader has permission to read this file.
- You will need to be directly reading from our analytics database. This device ID will not be available from a BloomLibrary.org stats page.

Option 1: Steps for adding the information directly within Bloom Reader

- 1. Decide on a project ID and device IDs for each device.
- 2. Open the menu by clicking on the menu at the top-left of the book list.
- 3. At the bottom of the menu, there is an item which indicates it is trying to send stats information or all stats have been sent.
 - a. Tap the menu item three times.
- 4. The following form will then allow you to enter the project ID and device ID:

Enter project and device ID to record stats specific to this device
project
device ID
Save
Cancel

5. Save.

- a. You may change the IDs using this form, but the only way to remove them completely is to clear the app settings (from the Android settings) or uninstall.
- 6. See <u>Verification</u> below.

Option 2: Steps for creating the file that identifies each device

- 1. Decide on a project ID and device IDs for each device.
- 2. Create a file called deviceId.json.
 - a. The file content must be { project: 'projectID' , device: 'deviceID' }
 - b. Example: { project: 'RISE2' , device: 'STUDENT NORTH FLY 001' }
- 3. Put the deviceId.json file on the device in the Bloom folder which contains the Bloom Reader books (at the root of Internal Storage).
- 4. Restart Bloom Reader.
 - a. This may require actually closing the app if it is currently running.
 - b. The user will see a brief message indicating the failure or success of loading the project and device IDs. The message is only shown once. The only way to change it after it is initially set is to clear the app settings (from the Android settings) or uninstall.
- 5. See <u>Verification</u> below.
- 6. If this is not working, it means that Bloom Reader does not have permission to read from the Bloom folder at the root of Internal Storage.
 - a. Open the menu at the top-left of the book list.
 - b. Tap "Find lost books".

c. Navigate to the Bloom directory if needed, then tap "Use this Folder" or "Select" to give permission to the directory.

Verification

To verify the setup was successful, open the menu at the top-left of the book list. There will be a new item at the end which will display "Stats ID: {device ID} ({project ID})".

Once the device is properly set up, it will begin reporting analytics with these values in the device_project_hardware_code field of various analytics tables. The value will be projectID-deviceID.

Change a Team Collection Name

(i) NOTE

This page is a draft version.

When you <u>create a Team Collection</u>, you are warned that you will not be able to change the name of the collection later. This is not *exactly* true: it is possible to change the name, but it's painful. If you find yourself in dire circumstances and must change the Team Collection name, here are two methods to change a Team Collection name:

Method 1

1. The Team Collection Administrator "retires" the Team Collections, following the instructions in <u>Retire a Team Collection</u>

Note that this requires that all books be checked in.

- 2. The Team Collection Administrator deletes shadow folder, so that it is removed from all team members' computers. If for some reason the Administrator cannot delete the shadow collection from the team members' computers, the team members should be sure they have removed the shadow collection from their computers.
- 3. The Team Collection Administrator renames the retired Team Collection (which is now a "regular" Bloom collection).
- 4. The Team Collection Administrator follows the regular instructions to create a Team Collection from the collection (see <u>Getting Started with Team Collections</u>).

Method 2

1. **With Bloom closed,** the Team Collection Administrator changes the following four filenames:

- a. The working folder name (for example: change C:\Users\<your username>\Documents\Bloom\ OLD_TC_NAME to NEW_TC_NAME.
- b. The .bloomCollection file in the working folder (for example: change OLD_TC_NAME.bloomCollection to NEW_TC_NAME.bloomCollection)
- c. The "shadow folder" name this will usually be the same as your Team Collection name plus - TC (for example: change C:\Users\<your username>\Dropbox\OLD_TC_NAME - TC to NEW_TC_NAME - TC).
- d. The last one is the most difficult: you must change the name of the
 .bloomCollection file in the compressed files inside the shadow folder. In our example, this would mean opening the C:\Users\<your
 username>\Dropbox\NEW_TC_NAME TC\Other\Other Collection Files.zip file (remember, we have already changed the shadow folder name) and changing the filename of the compressed OLD_TC_NAME.bloomCollection to
 NEW_TC_NAME.bloomCollection.

WARNING: Use a "full featured" zip file editor such as **7-Zip** (<u>https://www.7-zip.org/</u>) to change the filename inside the compressed zip file. **It is not recommended to uncompress the zip file.**

- Launch the Join this Team Collection.JoinBloomTC file in the Team Collection's shadow folder. Bloom will alert you that you have already joined this Team Collection. Click Join.
- 3. Each team member must individually do step 2 (launch the **Join this Team Collection.JoinBloomTC** file) for Bloom to "recognize" the new collection name.

Preparing Branding Logos

Bloom books often feature logos from sponsors and government agencies, and ensuring that these logos are high quality is essential to maintaining a professional look. However, getting a usable, high-quality logo can sometimes take significant work, especially when only a poor-quality version is provided. Large logo files can also inflate the overall file size, making books harder to download and share.

These notes are designed to guide you through the process of finding or creating a highquality logo, even if you're starting with a less-than-ideal file.

The Hard Life of a Logo File

The logo files we are given often have had a long and challenging journey:

- 1. **Creation**: Years ago, a graphic artist created the logo as a vector (EPS, SVG) in Adobe Illustrator or another professional design application. This format is perfect for any resolution. The artist may have used a proprietary font for the text.
- Export Issue: The artist exported the logo as an SVG but forgot (or didn't know) to convert the text to outlines, making the text display correctly only if the font is installed on the viewer's device.
- 3. **First Conversion**: Someone later converted the SVG into a low-quality PNG for use on a website, losing the original font without anyone noticing.
- 4. **Second Conversion**: Another person converted the PNG to a lossy JPG format, introducing visible artifacts.
- 5. **Attempted Restoration**: Sometimes, someone tries to revert the logo back to vector format, but this process often introduces significant errors.
- 6. Final Format: The logo eventually arrives at Bloom in a combination of:
 - Fuzziness
 - Large file size (several MB, which complicates downloading and sharing books)
 - Poor visual quality
 - White background (making it clash with digital book backgrounds)

Using the logo as received can lead to one of two outcomes:

 Poor Impression: The book may appear unprofessional, which could reflect poorly on Bloom. Those who favor expensive, complex design tools may perceive this as a limitation of Bloom, potentially reinforcing biases against using it.

Distorted, unattractive logos can work against our mission of democratizing the production of simple books.

1. Late-stage Issues: When the project is near completion and PDFs are created, someone zooms in on the logos and notices their poor quality. Now everyone has to scramble to avoid missed publication deadlines.

How It Should Work in Theory: Use Original Files

In an ideal scenario, one would obtain the original artist's files (.EPS, .AI) or at least an SVG. Agencies like <u>USAID</u> and <u>AUSAID</u> offer branding guidelines that include original SVG files.

If the original file includes a font, the text should be converted to outlines to ensure proper rendering across different systems.

If you have the font(s) used by a logo installed on your computer, and SVG that has not been converted to outlines will still look right. But it will look wrong when the book is viewed on another device.

Tools like <u>Affinity</u> (with a 6-month free trial) can open these files and export them as SVGs. Alternatively, these free conversion sites can be used:

- <u>CloudConvert</u>
- <u>Convertio</u>

How it can work in practice

In our experience, logos from developing countries are rarely available in high-quality formats. However, if we are provided *something*, we can start by searching for higherquality versions through Google Image search.

High quality, transparent PNG

Sometimes a PNG is sufficient if it is high-resolution, crisp, and transparent. In that case:

- 1. **Resize for Print**: Adjust the resolution to fit print requirements. For instance, if the logo will appear at 1 inch wide on the page, it should be 300-600 pixels wide, depending on the desired DPI. You can resize using tools like Paint.NET. Inspect the resized logo closely to ensure quality.
- 2. **Compress the PNG**: Use <u>Recompressor</u> to reduce file size.
- 3. **Evaluate Size**: If the PNG is under 1 MB, you may decide not to create a vector version.

Test with Bloom PDF

Add the image to Bloom, then generate a PDF and zoom in on the logo. Look out for issues like "smudges":



If you encounter problems like these, try opening the PNGs in MS paint or something like that and re-saving. In the case above, we decided that the quality of the text was too bad anyways, so we gave up and created vectors from the PNGs.

1. Zoom in on the text in the PNG. Make sure it doesn't look fuzzy



Create an SVG from the PNG

Try an Automatic Conversion. Using the highest-quality PNG available, try converting it to SVG with one of these paid services:

Vectorizer.Al \$10/month

<u>https://www.vectorizer.io/</u> \$5/week. This tool is more extensive, including tools to try to get gradients. It may be easier just to fix the gradients in the tool of your choice after the conversion.

<u>https://vectormagic.com/</u> \$10/mo. Can turn off the automatic settings and to through the choices they give you. Still not as good as <u>vectorizor.ai</u> in my experience.

You can try each of these without downloading or paying.

Hire someone. For this logo, <u>vectorizer.ai</u> did well with the figures, but then <u>posterized</u> the water, converting the steady gradient from light to darker blue with large jumps from one color to another.





A portion of the SVG output by vectorizer.ai. Note the unwanted posterization of the water.

A portion of the JPEG original

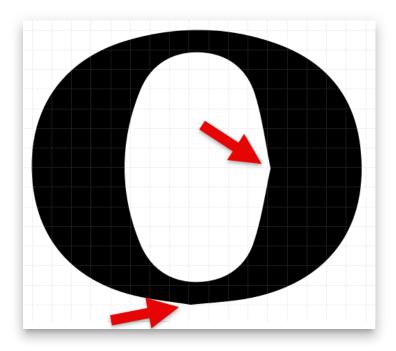
In the end, we paid for US\$18 for someone advertising "vector tracing" on <u>Fiverr.com</u>. That same day, we got back something that didn't exactly match the original, but the client was ok with the changes:



A portion of what the Fiverr vendor created for us.

Check the outlines of the text

Look carefully at the outlines of the text for any egregious errors, like the pointy bits in this "O":



Note that if the text is small, errors like this would not be noticeable in the final printed version.

Check gradients of the SVG

🖓 тір

Make sure that no gradients have been accidentally *posterized*.



At the time of this writing, we are not aware of a converter that does well with gradients. You may need to add them manually in a design tool.

🖓 ТІР

Figma has an easy interface for setting linear and radial gradients.

Check the size of the SVG

Ideally, SVGs are smaller than PNGs, but intricate outlines can increase file size. You can try compressing using <u>https://vecta.io/nano</u>.

If necessary, export the SVG as a smaller PNG at the correct DPI.

🖓 ТІР

The USAID logo is one example of a logo where the SVG is larger than a high quality PNG made from it. USAID.ai (308KB)

USAID.svg (327KB)

USAID.png (138KB) Compressed using <u>https://recompressor.com/</u> (55KB)

Side-Note: Preventing Figma from downgrading PNGs

If you use Figma as part of the process, beware that if you export an SVG that contains PNGs, they get downgraded. Here's are three work-arounds:

1. Use Affinity Publisher or Designer instead (has a generous trial period)

— OR —

- In Figma, export as PDF instead of SVG
 !! This will already introduce unwanted artifacts over PNGs !!!
- 2. Open the PDF in Affinity Publisher
- 3. Export to SVG using high DPI settings
- Check the resulting file size.
 Remember that you are shipping that to every user of Bloom, whether they use this branding or not.

— OR —

 In Figma, grow or 2x,3x,4x export way more pixels than you think. Save as PNG.

_	
	SVG ~
	∽ File Settings
	Preset: 🗸 🗸 =
	Raster DPI: 600 v (Nothing will be rasterized)
	 Export text as curves for font independence
1	Area: Selection Only ~
	Pages:
1	Estimated File Size: 559.01 kB
	~ Advanced
1	Rasterize: Unsupported properties ~
1	 Downsample images
1	Above DPI: 750 V
	Resample: Bilinear 🗸
	Use document resolution
	• Use DPI: 600 V
	Allow JPEG compression
	Quality: 85 V
	Export text as curves

Export from Affinity

🖓 тір

When exporting a PNG, if you have a "Resample" option, "Nearest Neighbor" may avoid unwanted smoothing.

Wrapping Up

By following these steps, you can ensure that every logo in a Bloom book looks professional, loads efficiently, and aligns with the quality standards our readers expect.

With a little extra care, even a challenging logo file can become a polished, high-quality addition to your project.

PDF Downloads

PDF of English Docs in A4