Topic: Jumpstart Week 3: Special Formatting and Multimedia	
Webinar Date: 7/5/2016 **Audience Q&A**	

Category	Question	Answer
Citations and Attributions	Would you need to footnote quotes you added?	There are various ways you can cite your sources. Footnotes are one. You could also upload a reference sheet to the Resources tab. Or you could do inline citations, with links to the original works. The formatting is up to you.
	I have a friend who is a photographer, he gave me permission to use his photos - I told him it was an OER source, and could be searchable. Do I just put his name in for credit?	Ideally, providing as much attribution as possible is our general rule of thumb. CK-12 typically includes URLs to the page the image is posted on, the name of the artist, courtesy of _____, etc. If your friend is okay with just his/her name that is fine. However, you might want to consider including their website link if available. Finally, all of CK-12's images are CC-BY or Public Domain which are license compliant with its CC-BY-NC license.
Working with Chapters	Can you merge 2 chapters into one? For example - Create a chapter and then put 2 created chapters into that chapter and have them be subsets of those chapters? I tried to drag and drop, but it wouldn't let me.	You can drag sub-chapters into a different chapter. However, you cannot drag a chapter into another chapter. Related Help Center article: https://ck12support.zendesk.com/hc/en-us/articles/204905690-How-to-Edit-Existing-Chapters-or-Sections
	Conversely, could you split a chapter into 2 or more?	Yes, you can create a new chapter, then drag the sub-chapters you want to split out into the new chapter. Related Help Center articles: https://ck12support.zendesk.com/hc/en-us/articles/204905690-How-to-Edit-Existing-Chapters-or-Sections https://ck12support.zendesk.com/hc/en-us/articles/200344565-How-to-Add-a-New-Section-to-a-Chapter
	I would like to combine two sections, not chapters. Also I would like to take the practice problems at the end of each and put them all at the end. How do I do this?Is there a way to delete FlexBooks?	There is no specific functionality for combining sections, or moving content from one section to another. You would need to copy and paste from the original section to the destination section. As for deleting FlexBooks, you can archive them to make them no longer appear in your library.

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Videos	Can I embed a video I made in Educreations?	You cannot embed an Educreations video directly. You can either link to it in your FlexBook, or upload it to YouTube and embed the YouTube video. Note that Educreations uses Flash, which may not work on all devices.
	So if you wanted to add a video about Mendel you would do it as a link, that could open in a new window.	You can add a link to a video, or you can embed one directly into your FlexBook. Related Help Center article: https://ck12support.zendesk.com/hc/en-us/articles/204354754-How-to-Embed-a-Video-in-Your-FlexBook
	Is it possible to embed a video if it is on a google drive?	If Google Drive provides an embed code you should be able to embed a video stored there. Otherwise you can still link to it.
Converting Content from Microsoft Word or Google Docs	Are there any important formatting information we should know if we cut-and-paste into the editor from Word/ Google Docs?	Felix answered this question live. Here is some additional information from our Help Center: https://ck12support.zendesk.com/hc/en-us/articles/204504834-How-to-Format-a-Microsoft-Word-Document-for-Importing
	Couldn't you just "paste as plain text"?	This question relates to formatting text when copying content from Word or Google docs. We recommend pasting the content into a plain text editor, such as Notepad, then copying and pasting from the plain text editor to your CK-12 FlexBook. Related Help Center article: https://ck12support.zendesk.com/hc/en-us/articles/204504834-How-to-Format-a-Microsoft-Word-Document-for-Importing
Linking and Anchors	So the anchor is kind of like an internal hyperlink?	Yes, that is correct.
	If you use an anchor, is there a way for a student to return to the text he/she was reading?	Your browser's Back button will take you back to the last location before clicking the anchor.
Practice	If students begin practice that I have embedded can they start over or begin again; once done is it over with and others can see answers.	Students can start practices over. Quizzes can have a set limit for the number of attempts possible, but that is at the teacher's discretion. Students cannot see other students answers.
	Is there a way to create Practice modalities that I can customized for my students and my own content?	Yes. We will cover this in-depth in Week 5. You can also learn how to create a quiz here: https://ck12support.zendesk.com/hc/en-us/articles/200468430-How-to-Create-a-Quiz

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Offline Reading	How do I preview what the Flexbook will look like printed?	You can download a PDF of the FlexBook and view that. We have also just released our FlexBook App, which allows students to download books and read them offline without the need for printing. Find out more about the FlexBook app here: https://ck12support.zendesk.com/hc/en-us/sections/201352657-FlexBook-App
	Will the CK-12 reader app allow you to read a book offline?	Yes, you can download FlexBooks to your offline library. Search for "FlexBook" on Google Play, or your App Store. Related Help Center section: https://ck12support.zendesk.com/hc/en-us/sections/201352657-FlexBook-App
General	How do you center a block of text that is not in quotes?	You can either use spaces, or the indent/outdent buttons in the editor to place text. Within a table, you can center text. For the math editor, you can center equations using "Blockmath."
	If you finalize a draft, is there any way to go back in and edit?	You can go back into the editor and make additional changes after finalizing a draft. Just click the Edit button to the left.
	Where/how can I create graphs of equations to use as images in my text?	We don't have graphing functionality, however, you could create graphs using another application and save them as jpg or png files. Then you can embed those images into your FlexBook.
	Can math editor be used in a science flex book?	Yes. The editor toolbar (including the math editor) is the same across subjects, as well as in the practice tool, with we will cover more in Week 5.
	Is it possible to print an inserted table within the chapter to allow the student to practice further? Or part of a page within a chapter?	You can add page breaks before and after your table, and just print that particular page. Alternatively, you could put that content in a new section within a book and simply print that page. If you want to print the table because it is a set of practice problems, you can also go to the matching adaptive practice and choose to download that practice as a pdf for students to use.
	Office hours are through a phone or a webinar?	Office hours are via webinar. You'll find the link to join on our Jumpstart page. Week 3's office hours are on Thursday from 1-2 p.m. Pacific Time. http://www.ck12.org/jumpstart

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