

Publishing with iBooks Author

Apple allows users to create iBooks using its own publishing platform – iBooks Author. iBooks files are a special Apple-only multi-touch version of the epub standard. They can only be created using the iBooks Author app, and they can only be read by the iBooks app on an iOS device or a Mac running OS 10.9 or higher. iBooks supports EPUB and PDF formats. While PDF are fixed layout formats, and EPUB are fluid formats allowing text to reflow to fit the container of the text, iBooks Author gives freedom to the user further by allowing them to read from the iPad in portrait or landscape view.

Learning Objectives

- Requirements for publishing with iBooks Author; download iBooks Author to computer
- Basic interface, templates chooser and tools
- Page Layout, Inspectors and widgets
- Share options
- Preview on iPad or Mac

What do you need to create an iBook?

1. Computer or iPad with Mac OS X 10.9 or later (Choose Apple menu > About this Mac)
2. Download the iBooks Author application to your computer (create)
3. Download the iBooks app on your Mac or iPad for preview
4. iBooks for Mac app - using OS X Yosemite or later version allows you to view your books outside iTunes. iBooks for Mac automatically moves your book library from iTunes over to the iBooks for Mac app. (any previous version of OS allows you to view iBooks on iTunes.)
5. Keynote 6.0 or later (required for importing Keynote presentations)

Template Chooser

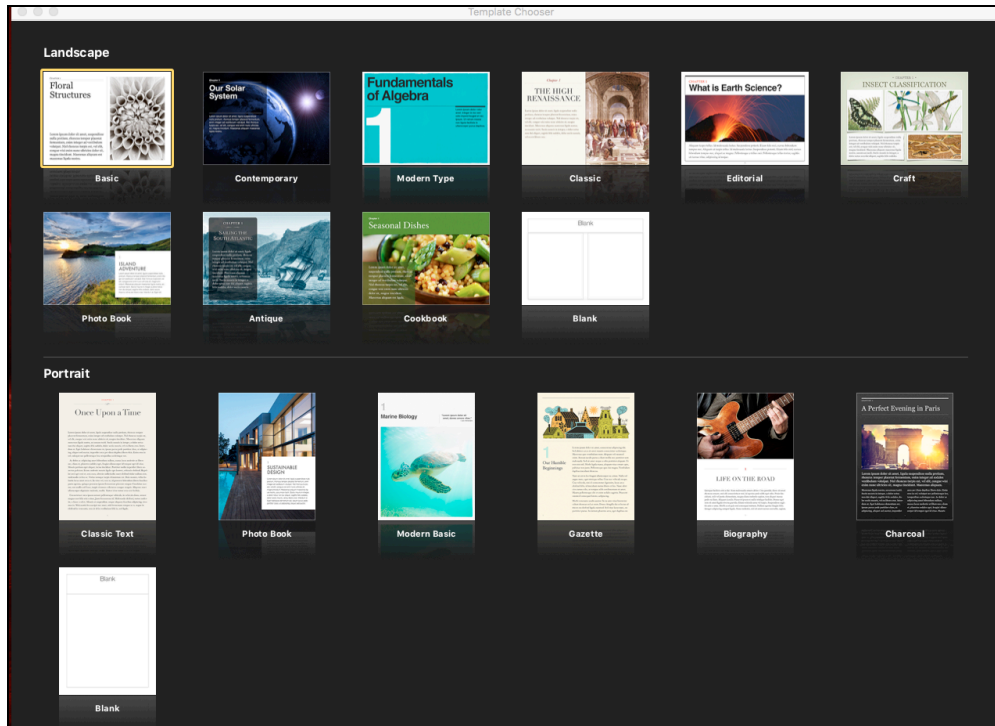
The first thing you see when you open iBooks Author is the Template Chooser. Templates are classified as:

- **Landscapes** - Basics, Contemporary, Modern Type, Classic, Editorial, Craft, Photo Book, Antique, Cookbook and Blank.
- **Portrait** - Classic Text, PhotoBook, Modern Basic, Gazette, Biography, Charcoal, and Blank.
- **ePub** - Classic and Blank.

Each template has its own preset styles, graphics and text layout. You can change most parts of the template. All templates are filled with placeholder images and text initially to help you with the development process except the Blank template, which you will build your book from scratch. (Use ePub template designed for iPhone support.)

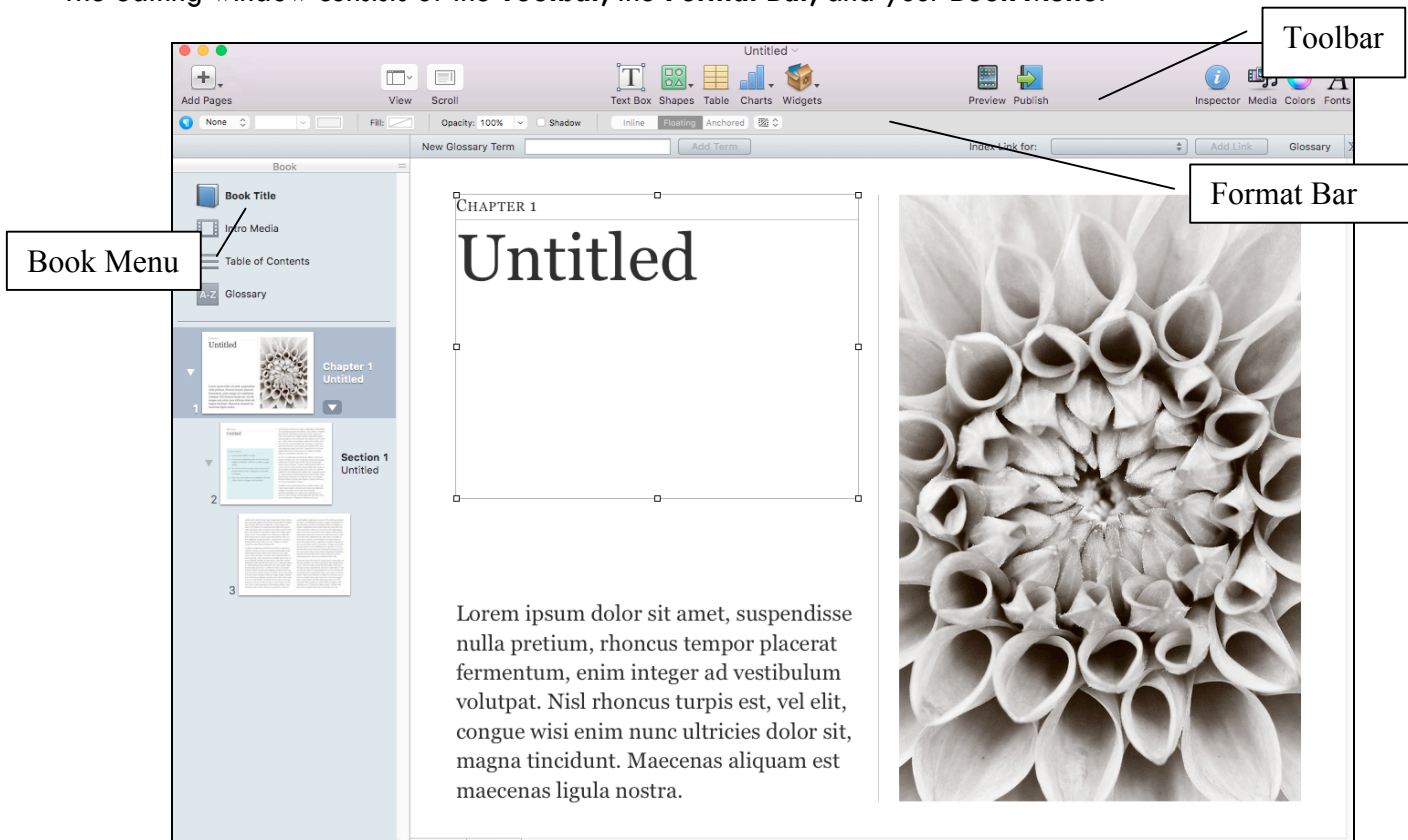
Two Required Downloads you need to create iBooks -

- iBooks from App store onto your Mac for review of your book
<https://itunes.apple.com/us/app/ibooks/id364709193>
- iBooks Author onto your Mac for creating your iBook content
<https://itunes.apple.com/us/app/ibooks-author/id490152466?mt=12>



Editing Window

The editing window consists of the **Toolbar**, the **Format Bar**, and your **Book Menu**.



Every object has an inspector to help you customize and fine-tune it.

Format bar is just right below the **Toolbar**, which contains many options depending on what object you have selected. For example, if you are selecting text, you will have options on fonts, background colors, font style, alignment, line spacing etc.

The Book menu consists of **title page, intro media, table of contents, and glossary**, followed by a book outline or page thumbnails depending on what you desire as **View option**. You can also choose **View > Show Layouts** to show the entire layout options above the Book menu.

The **Intro Media** allows you to add an image, audio file, or movie to introduce your book. The audio or movie will play automatically if you choose to include one.

Objects and Scrolling

An object is any item you place on a page in your book. Photos, widgets (interactive media), shapes, text boxes, tables, and charts are examples of objects. There are 3 kinds of objects: *inline, floating, and anchored*. By default, objects you add in iBooks Author are either anchored or floating, but you can change them.

Floating and anchored objects behave differently depending on the kind of template you use. Inline objects and most widgets (of any object type) always appear in both landscape and portrait orientation.

Scrolling

When a book is in scrolling view, readers can scroll continuously through it instead of swiping to turn each page. ePub templates always shows scrolling as you work. iBooks created with a portrait template, the view is always paginated - you can't scroll through the content.

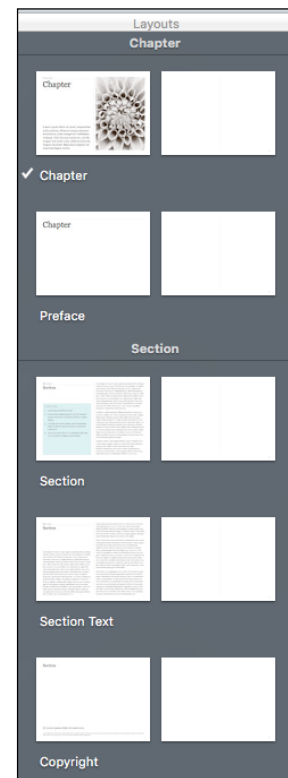
A landscape template, however, allows users to enable or disable scrolling. Simply click the **Inspector** button > choose **Document inspector** button, and then make sure "**Disable scrolling view**" isn't selected. For editors to switch to or from scrolling view while working on your book in a landscape template, simply click the **Scroll** button on the toolbar.

Table of Content

Table of contents is generated automatically for each chapter of the book as you are compiling it. You cannot edit any of the auto-generated text on the TOC, but you can add new text boxes and a short paragraph to describe the chapter.

The **gray boxes** at the bottom of each of the TOC page will be filled with icons of the first page of each chapter when you export your book, giving users a visual view for easy navigation.

Use the **little dots** at the bottom of the screen to switch to the TOC pages for different chapters.



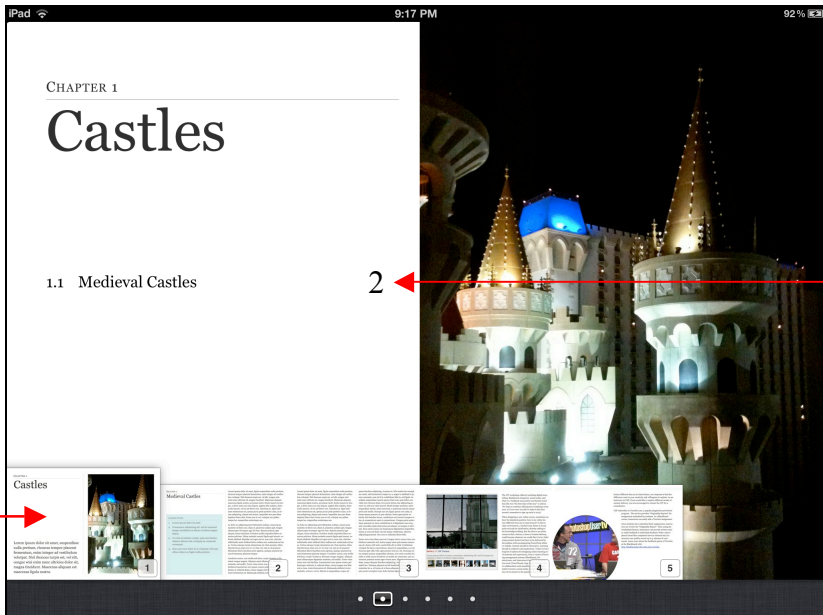
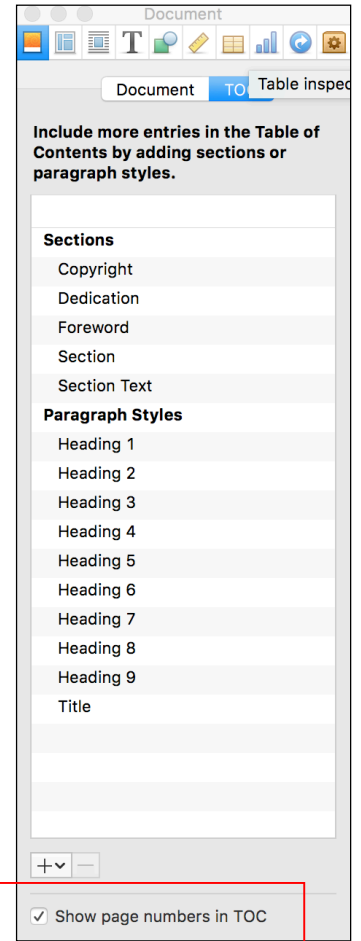
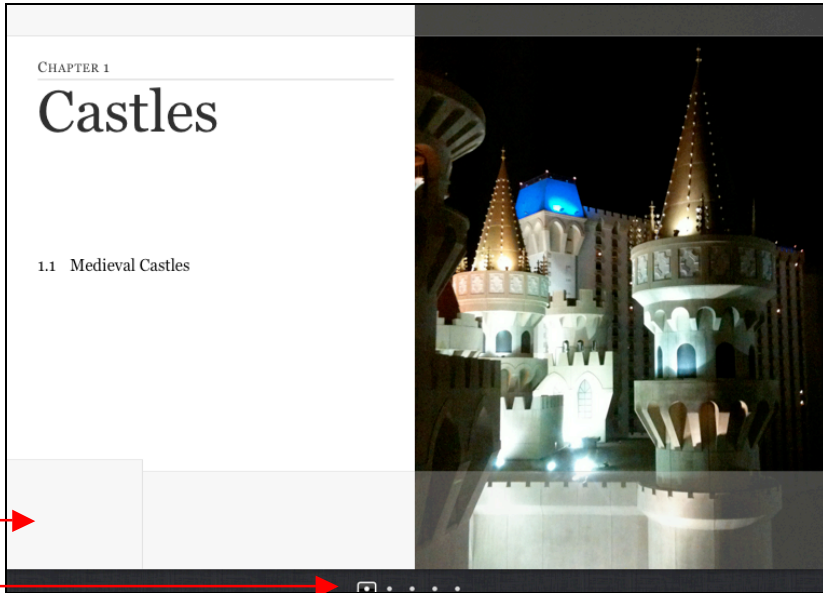
Inspector



Document inspector



Scroll



Glossary

Glossary can be easily created by double-clicking to select a word, then right-click/Cmd+click to choose **'Create New Glossary Term from Selection'** from the content menu. The word will then turned **bold** indicating that it has been added to the Glossary. You can also add a new glossary terms from the **Glossary toolbar** by typing the term and clicking **Add Term**.

Make sure you have to select the word first.

To define a term, select the word for a glossary term and then add a dictionary definition.

The Index section tells you where you can find a term in your book. It automatically links to the place in the book where you originally set a word into a glossary term, but you can also add as many index entries to other locations as you want. To do this, make sure that you have the **Glossary toolbar** displayed, and then select the word that you want to add a link to, choose the glossary term from the **'Index link for'** drop-down menu, and click **Add Link**. You can use the **'Find term'** button from the Glossary to search the book for every occurrence of a glossary term, and add Index Links to any or all of the found results too. Study cards can be created on your iPad Preview with glossary terms.

Document Inspector

Couple of things to note here...

1. If you don't want your readers to be able to read your book in scrolling view, turn on the **'Disable scrolling view'**.
2. Turn off **Hyphenate** if you want your words to not break across lines.
3. If you wish to password-protect your file, check the box **'Require Password to Open'**.

Formatting Text

Edit Placeholder text

There are two ways of editing placeholder text: overwrite the entire text block, or type over word-by-word. To do the latter, do the followings:

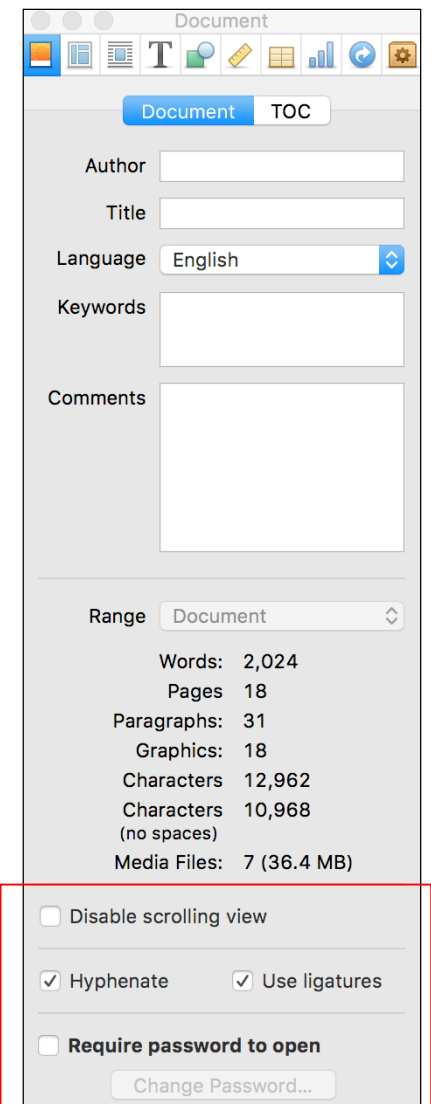
- Select any placeholder text.
- Choose **Format > Advanced > Enable Placeholder Text Authoring**.
- You can now edit the placeholder text word by word.
- To spell check, choose **Edit > Spelling > Spellchecking**.

Add Text from Word Document

There are two ways of bringing text in from another document: either copy-and-paste, or insert from the document. If you would like to **copy-and-paste** and retain the iBooks template text styles, make sure you paste only **plain text**. To do the latter, do the followings:

1. Choose **Insert > Chapter from Pages or Word Document**.
2. Select the word document and then click the **Insert** button.
3. Choose a layout.
4. Select or deselect **'Preserve document paragraph styles on import'**.
5. Click **Choose**.

You can also drag a Word document into iBooks Author to create a new chapter or section for you.



Columns and Page breaks

Choose the text where you want it to break and choose **Insert > Column Breaks** or **Page Breaks**. To delete a column or page break, click in the text immediately following the break and hit the **Delete** key.

Sidebars

Sidebars are usually text in a separate box set away from the main text. Each template has its own matching sidebar boxes created for you, but you can create your own too.

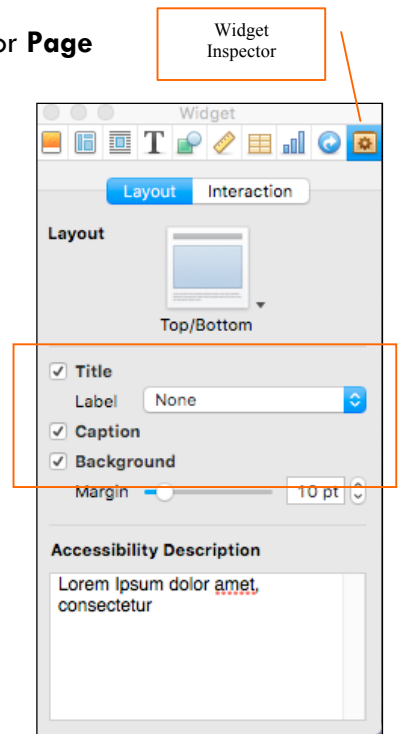
To add a sidebar, you can do one of the followings:

1. Insert a new page that includes the sidebar from the template.
2. **Copy** a sidebar from another location in your book and **paste** it in the desired place.

Graphic Styles

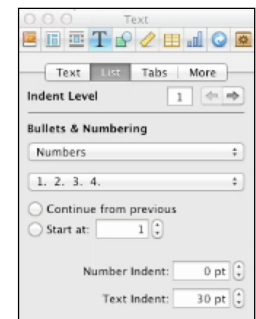
You can create your graphic style with a shape or text box with custom color, background, stroke, and frame. Then choose **Format > Copy Graphic Style** and then apply this style to another image or textbox using **Format > Paste Graphic Style**.

Widgets can be formatted by adding borders and backgrounds, styles, text and captions. From the **Widget Inspector > under Layout tab > check the box next to Title**. Choose **None** for **Label**. Turn **caption** or **background** on if desired.



Tables

Click the **Table** button in the toolbar to add a table to your book. By default, the new table is set in the **middle** of your page, and set to **float** so that you can drag and drop it anywhere you like. The **Inline** button in the **Format bar** will allow you to put the table in the flow of the text.



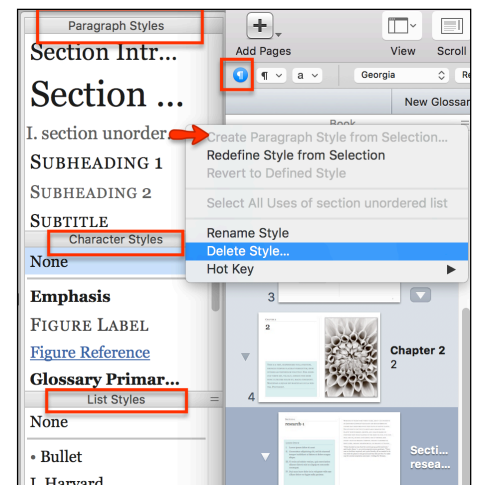
Lists

You can create both ordered and unordered lists in iBooks Author by opening the **Text inspector** and choose from the **Bullets and Numbering** options. You can also create new styles for your list as well as paragraphs and characters . To remove styles, open the **Styles Drawer** and click on the **red triangle** to choose **Revert to Defined Style**. Then choose your list styles in the **List Styles** panel.



Styles Drawer

You can create new styles for lists, paragraphs and characters in the **Styles Drawer** by clicking the + sign. To remove styles, open the **Styles Drawer > click the red triangle > choose Revert to Defined Style**.



Chapters, Sections and Pages

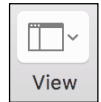
Your book is made up of chapters. A chapter can contain pages and sections.

A section is a part of a chapter. You can use sections to divide the

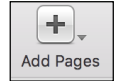
content of a chapter into topics, or use them for self-contained types of content, such as lessons, activities, and case studies. All sections appear together at the end of the chapter they're in.

Adding Sections and Chapters

You can reorder sections and chapters at any time by dragging them in the Book, and iBooks Author automatically rennumbers the pages.



It might be easier if you use **Book Outline (View > Book Outline)** to reorder.



Adding Pages

To add extra pages to your book manually, you can click the **page thumbnail** that you want to add pages after, and then click the **Add Pages** button in the top left of the Toolbar. Choose the **page layout style** you want for your new page.

Note: You WILL NOT be able to move the page around once it's there, so make sure you add them in the correct spot.

Change Page Layout

You can change layout for any page, sections or chapters. First select the page you want to change, and then click the little arrow that appears to the right, and choose from the list of layouts.

Choose **View > Show Page Layout** to see all layouts.

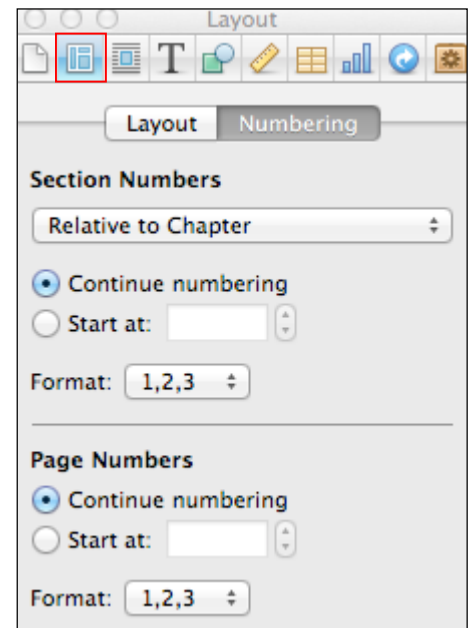
Page Numbering

All page numbering is based on the landscape orientation. In iBooks Author, you can see page numbers in the Book pane, to the left of each thumbnail while in the landscape orientation. In the finished book, page numbers appear in the lower-right corner of the page in both orientations.

Chapters, sections, and pages are automatically numbered. (Chapters and sections are numbered separately from one another.) By default, these items are numbered sequentially throughout the entire book, but you can make a section or page start with a specific number.

Change section or page numbers

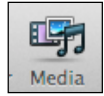
1. Select the chapter or section in the Book pane.
2. If the Layout inspector isn't open, click Inspector in the toolbar and click the **Layout Inspector** button.
3. In the **Layout inspector**, click **Numbering**.
4. Do any of the following:
 - **To number sections based on their order within a chapter or book:** Choose an option from the **Section Numbers** pop-up menu. You can number sections continuously throughout the book, or you can number them on a per-chapter basis. For example, if sections are numbered by chapter, Section 4.2 identifies the second section in the fourth chapter.
 - **To remove numbering from a chapter or section:** Choose **None** from the **Section Numbers** pop-up menu.



- **To continue numbering from the previous section:** Select “**Continue numbering.**”
- **To start the section or page with a specific number:** Select “**Start at**” and enter a number.
- **To change the numbering format:** Choose an option from the **Format** pop-up menu.

Images

To add an image, simply drag and drop your image into your page; or choose the **Media Browser**. While you are selecting your image, the Format Bar changes to cater to your selection. You can then add a border, stroke etc. to your image.



Graphic Inspector

Graphic inspector allows you to add a background color to your selected object such as shapes or text boxes; add strokes, style, and shadow and adjust opacity.

Levels

Click **Adjust Image** to improve your images. You can adjust the color balance, sharpen your image, enhance brightness, contrasts, saturation, temperature, exposure etc.

Mask

Masking shows only a portion of the image. Click **Format > Image > Mask** or **Mask with Shape**.

Anchors

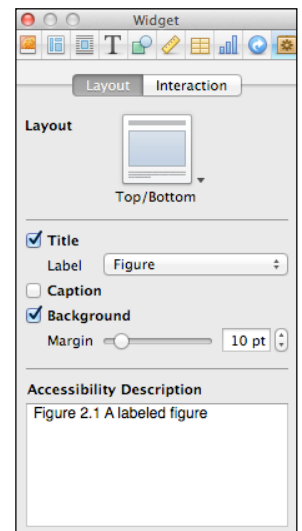
Anchored image is better than flowing an image. It ties you image to a specific point within the text on the same page.

Figures

You can turn an image into a numbered figure in the book. Select the image > choose **Widgets > Layout >** turn on **Title** checkbox, choose **Figure** from the **Label** drop-down menu.

Charts

Click the **Charts** button in the toolbar or go to **Insert > Chart** to add a chart to your page.



Widgets

Widgets are used to place different contents to your book such as image galleries, slideshows, video or audio, quiz, interactive models, 3D models, pop-over, and scrolling sidebar. Some widgets created in landscape orientation will not display in portrait orientation.

Use the **Widget Inspector** to control your **Layout** and **Interaction**.

Gallery Widget

You can use the Gallery widget to put multiple images into a photo gallery. Click **Widgets** in the **Toolbar >** and choose **Gallery**. Author adds an empty sidebar to your page with placeholder text. Drag and keep adding images on top of the picture icon.

Add/remove images - Use the **Interaction tab** to add or remove images from your Gallery.

Title - You can only add one title to the Gallery sidebar, but you can add different captions for each image.

Media Widget

You can add movie or audio file to the page via the Widgets in the toolbar. Click **Widgets** in the **Toolbar** > and choose **Media**. Author will add a box in the middle of your page and you can just drag the desired file from your desktop.

iBooks Author can import audio or video files that are supported by QuickTime, except for files that already contain DRM encryption. iBooks Author will optimize your media files to meet the requirements for audio and video on the iPad. Files that already meet the iPad audio and video requirements, and are compressed appropriately, will not be re-optimized.

Movie files

iBooks Author supports all media formats **supported by QuickTime** such as .mp4, .avi, .m4v, .mpeg-1, .mov.

For other forms of AVI media, you are suggested to resort to third-party software like **Handbrake.com** or **MacX Video Converter Pro** to convert the video file to QuickTime supported video file formats for a faultless playback on QuickTime player. [<http://www.macxdvd.com/mac-dvd-video-converter-how-to/quicktime-player-supported-video-formats.htm>]

To insert a movie file, simply drag the desired file from your desktop.

Audio files

iBooks Author supports all audio formats **supported by QuickTime** such as .mp3, .wav, .m4a, m4b, aiff.

Notes: Movies can be pretty big files, which affect loading time on the iPad and will take up more storage space. Author does NOT embed any videos, movies or images into your pages. Instead, it saves the files in a special folder and links to them.

To insert an audio file, simply drag the desired file from your desktop.

Review Widget

Quiz questions can be created using Author – basic MC with image, adding text labels, adding image labels. Click **Widgets** in the **Toolbar** > and choose **Review**.

Use the **+** or **-** **buttons** to add or delete questions. Drag the image from the **Finder** or from the **Media Browser** into the image box if you want to add images to your questions.

Keynote Widget

Click **Widgets** in the **Toolbar** > and choose **Keynote**. Author will add a box in the middle of your page labeled **Presentation**. Drag the file into the box.

Note: Author only accepts **Keynote** files, not PowerPoint. But Keynote can open a PowerPoint file and convert it for you – simply right-click your PowerPoint file in Finder and choose **Open with Keynote**. Self-Playing presentations and Recorded presentations with voiceover narration may not work as expected. Readers will be able to view and manually advance your presentation, but recorded narration and timings won't be available.

To insert, simply drag the desired file from your desktop.

Interactive Image Widget

Click **Widgets** in the **Toolbar** > and choose **Interactive Image**. Author gives you two interactive labels, and you can delete one if you wish. Drag your image into the middle of the page, and then start to add interactivity.

Click a label and Author will zoom into a random place on your image. Adjust the **zoom slider** and drag your image until it is right. Click to edit the text label and description as desired, and click **'Set View'** after you are done. Turn on the **'Show transport controls'** if you wish the users to interact with the page in a different way.

Pop-Over Widget

The Pop-Over widget provides a custom image that acts as a trigger to display a scrolling region similar to the Scrolling Sidebar. The Pop-Over widget has two parts: text and image.

Scrolling Sidebar Widget

Scrolling Sidebar provides a vertically scrolling region that may contain text and images larger than the initially defined area. Readers may scroll through this region to read the enclosed content.

3D Widget

Add 3D **collada (.dae)** files to your book for a 3D experience. Collada files can be created with **Google Sketchup Pro**. Click **Widgets** in the **Toolbar** > and choose **3D**. Drag the box wherever you like and drag your file into it. Turn on the **'Auto-rotate object when idle'** option if you want the object to spin around even when the users are not using it. Check out 3dvia.com, sketchup.com, turbosquid.com for free models.

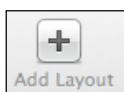
HTML Widget

Dashcode comes installed on all new Macs and you can check out how to build your own Dashcode applications using HTML on <http://bit.ly/yEqA1B>. A Dashcode Example: *Mac HD > Library > Widgets > calculator*.

Third party Service Widgets

Bookry.com, formerly known as class widgets, is one of several websites that offer widget-creation services for iBooks, offering a basic set of widgets for free and additional premium services for a fee. Check it out!

Layouts and Templates



There are many layouts that you can use in iBooks Author such as Chapters, Sections, Pages and all their layouts. However, you can completely customize these layouts by either modifying an existing or creating a new one.

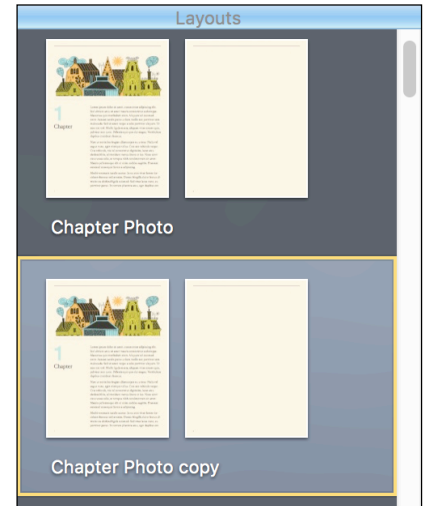
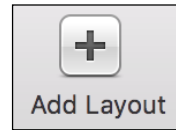
Modifying Existing Layout

1. To access the Layout list, click the **View** button in the toolbar and choose **Show Layouts**.
2. In the **Layouts** pane, select the layout you want to modify.
3. Modify the layout any way you like by adding or formatting placeholder text, images, and objects.
4. In the **Layouts** pane, click **Apply Changes**. This will apply the changes to all pages using this layout throughout the entire document.

Create a Your Own Layout

If you want to customize the Chapter layout into a new one, for instance, you will first **duplicate** it and then rename it differently. You can have multiple versions of it.

1. Click the **View** button in the toolbar and choose **Show Layouts**. You will see layouts for Chapters, Sections and Pages etc.
2. Select the layout you want to customize into a new one.
3. Click **Add Layout** in the toolbar. A new layout appears in the Layouts pane with “**copy**” at the end of its name.
4. To **rename** the layout, double-click its name and type a new name.
5. You can now add new pages based on this new layout.



Save New Layout as a Template

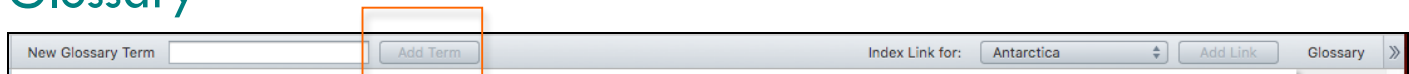
If you have heavily customized a template and you want to save it as a new template for future use, do the followings:

1. Choose **File > Save as Template**.
2. Give it a unique name and **Save**.
3. Next time when you open Author, you will see the template listed in the Template Chooser.

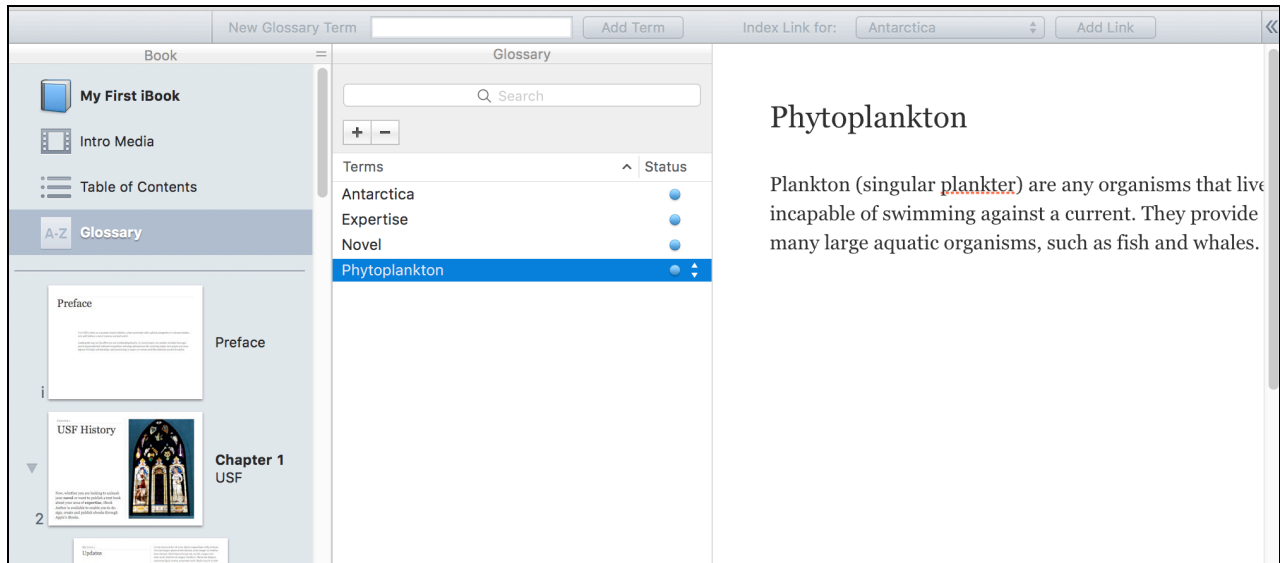
Remove Template

1. Click the **Finder** icon in the Dock and choose **Go > Go to Folder**.
2. To open the **Templates** folder, enter: `~/Library/Application Support/iBooks Author/Templates/My Templates/`
3. Find the custom template and drag it to the **Trash**.

Glossary

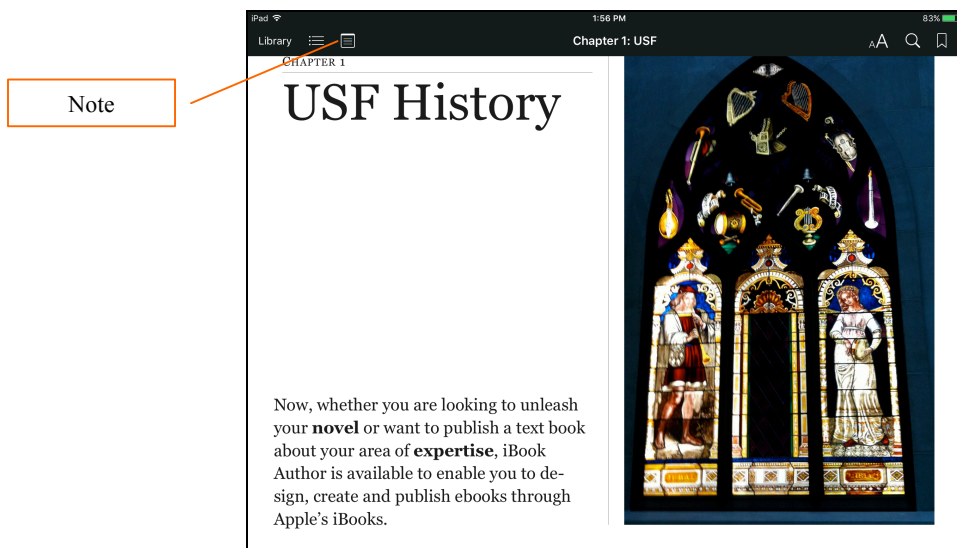


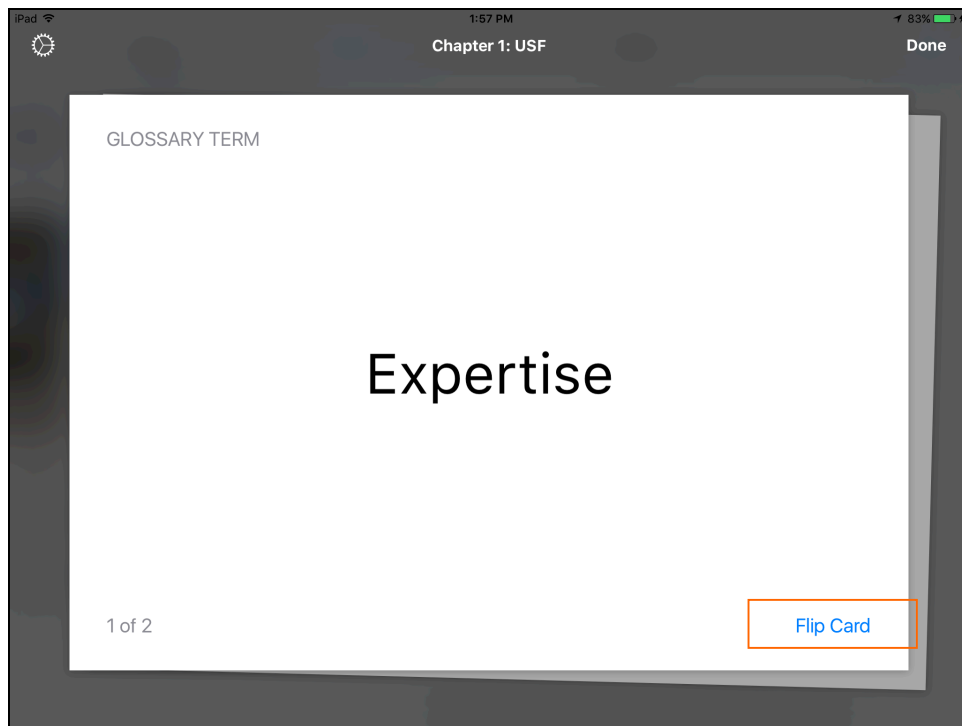
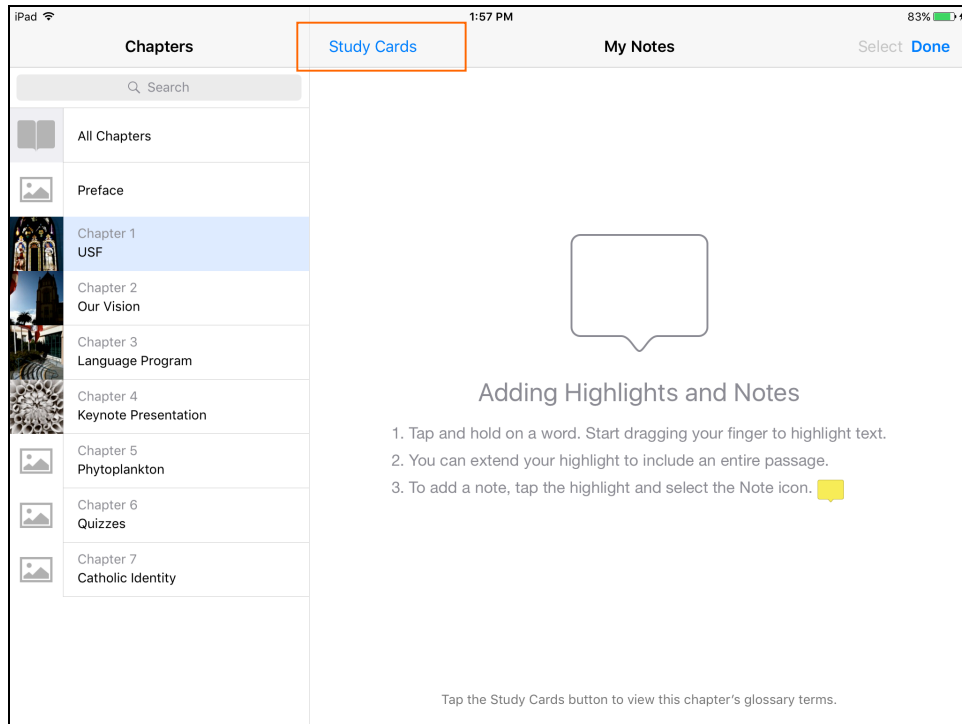
1. First, choose **View > Show Glossary Toolbar**.
2. Select a vocabulary term in your text.
3. Right-click and choose **Create Glossary Term from Selection**.
4. Or, click the **Add Term** button. The glossary term is now bolded.
5. Choose **Glossary** under the **Book** panel. Select the term and replace the placeholder **definition**.



Note and Study Cards (If viewed on iPad)

1. From your iPad, open iBook app. Tap once on the screen and click the **Note** icon on top left.
2. Choose the chapter with glossary entries. Then you will see **Study Cards** button being activated.
3. To use glossary entries to study, click on the **Study Cards** button.
4. Click **Flip Card** link or swipe to continue to the next card.
5. Click **Done** when you are finished, and **Done** again to return to your iBook.



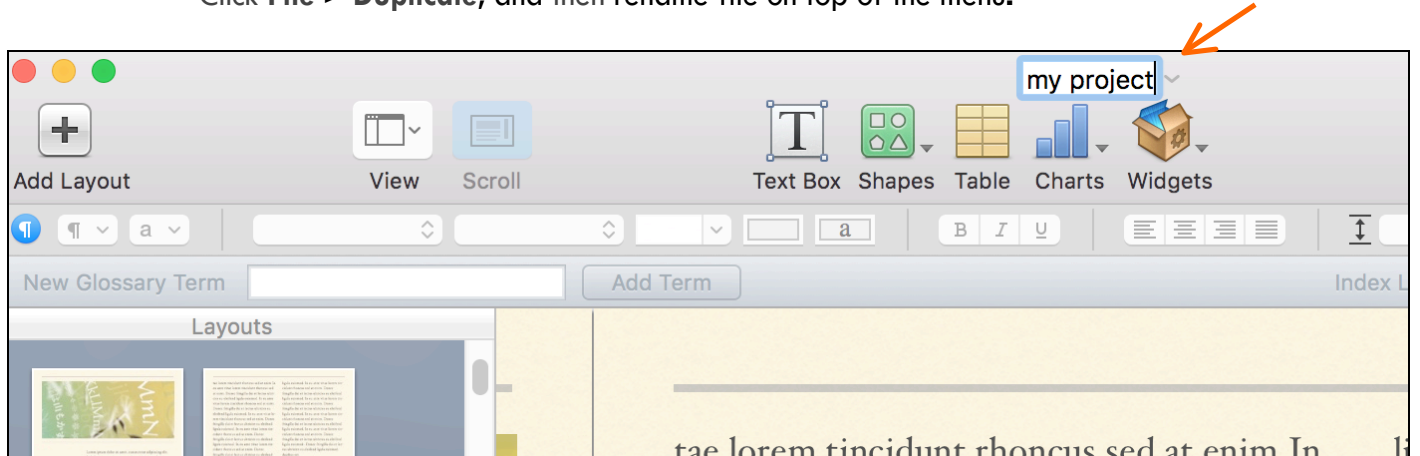


Saving your Book

Changes you make to your documents are saved automatically. You need to save a document only once, to name it and decide where to store it. You don't need to save before closing iBooks Author.

Duplicate a Book with a New Name

- Click **File > Duplicate**, and then rename file on top of the menu.



Saving a Particular Version of your Book

As you work on your document, you can save versions of it at specific points in time. Later, if you don't like changes you've made to the document, you can browse all the saved versions and revert to a previous version.

To save your book at a particular point of time, click **File > Save**. All versions are kept as archived versions.

Go to a Particular Version of a Book

- Open the document.
- Choose **File > Revert To > Browse All Versions**.



3. To move back in time and see older versions of the document, move your pointer over the timeline on the right side of the screen.
4. **Restore an older version:** Click **Restore** when the version you want is on top. The restored document appears on your desktop, replacing the last version you were working on. The last version is saved in the timeline if you want to retrieve it.

Preview your Book

You can preview your entire book or just a chapter in iBooks for iPad or Mac. To preview your book, you need to install the latest version of iBooks.

Preview a book or a chapter on iPad or iPhone

1. **Connect** device to your Mac.
2. On your iPad, open the **iBooks app**.
3. In iBooks Author, do either of the following:
 - a. **Preview a book:** Click the **Preview** button in the toolbar, or choose **File > Preview**.
 - b. **Preview a chapter:** Select the chapter you want to preview in the sidebar, and then choose **File > Preview Current Section Only**.
4. Note: To preview on an iPhone or iPad running iOS 7 or later, you need iTunes 11.1 or later installed on your Mac.

Preview a book or a chapter on your computer

1. On a Mac with **iBooks installed**, open **iBooks Author**.
2. In iBooks Author, do either of the following:
 - a. **Preview a book:** Click the **Preview** button in the toolbar, choose **Device** and click **Preview**.
 - b. **Preview a chapter:** Select the chapter you want to preview in the sidebar, then choose **File > Preview Current Section Only**.

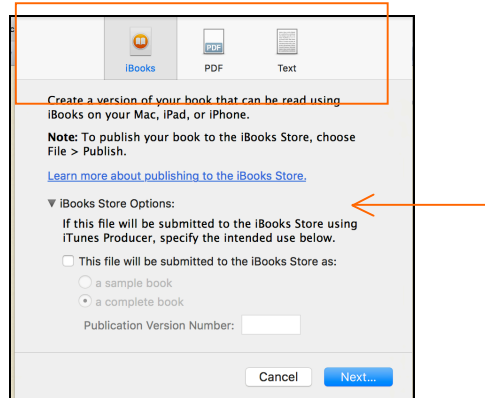
Export your Book for iBooks or in Other Formats

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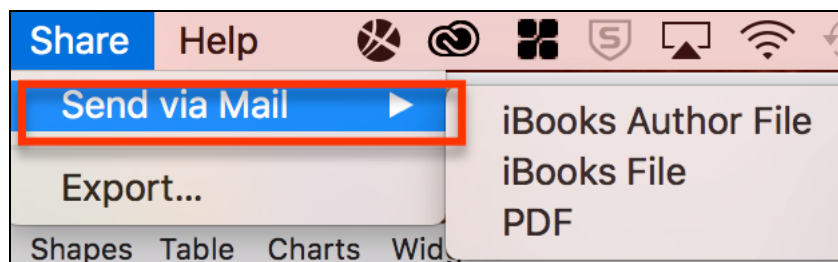
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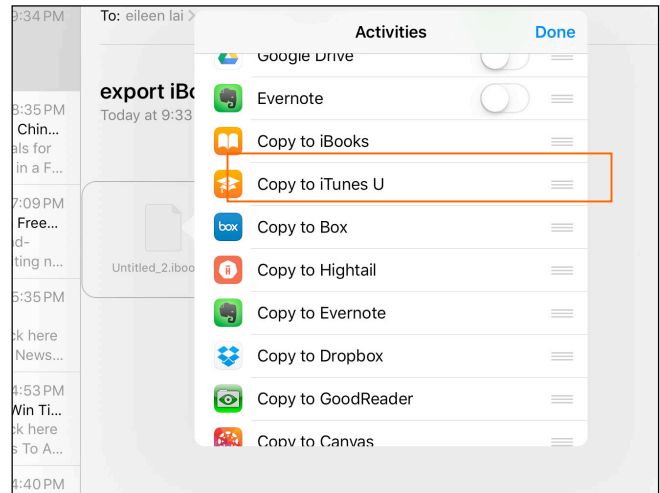
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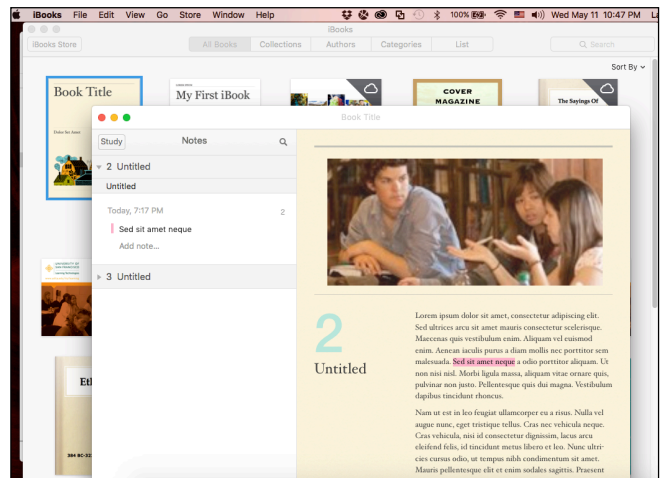
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