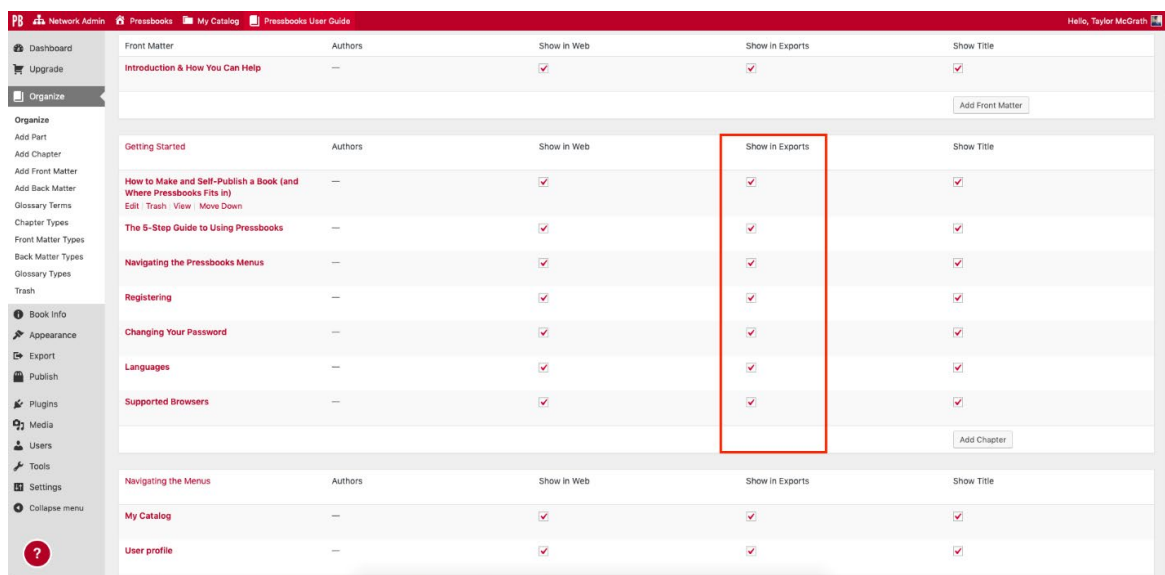


# How to Submit Your Pressbook to JEWL Scholar

## Step One: Export Your Book as a PDF

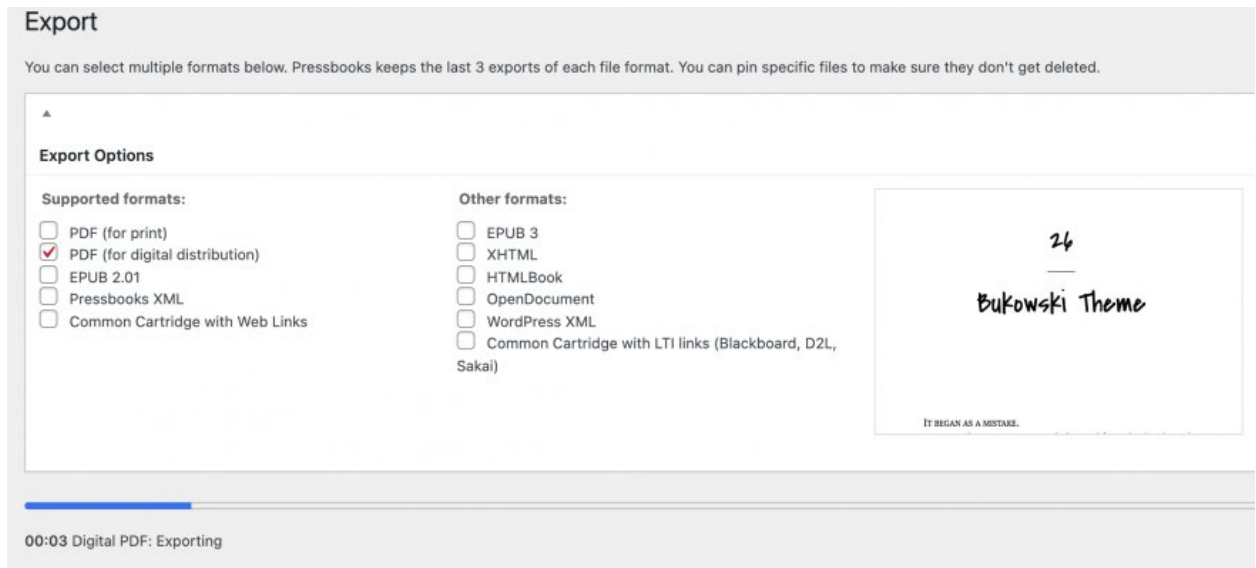
1. Prior to creating your export, **make sure your book meets basic accessibility guidelines**. For specific guidance, see pages 1-2 of the [Accessibility Guide for Institutional Repository Deposits](#).
2. Next, **select content within your Pressbooks project for export**. Not all content in your book has to be included in your exported files. Chapters will generally be included in exports by default. You can tell that a chapter has been selected to show in exports when a checkmark appears. Unselect the box by clicking it again to remove the chapter from your exports.
  - a. Go to **Organize** from the left sidebar menu in Pressbooks.
  - b. Find the **“Show in Exports”** column at the top of a section.
  - c. **Select the box in this column** for each chapter you wish to include in your exported files.
  - d. You can also click the **“Show in Exports”** text at the top of a column to bulk select or deselect all chapters in a particular part or section.



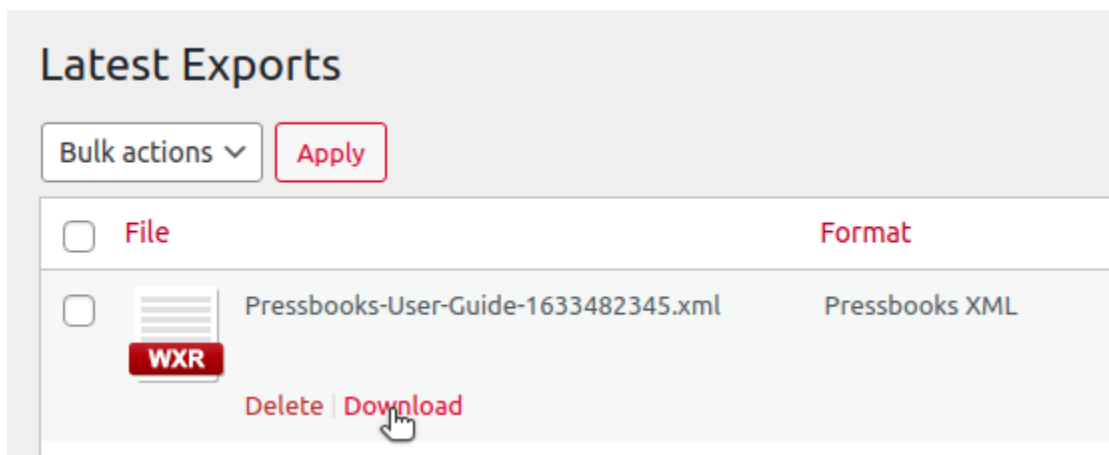
3. Next, you will **export your book**:
  - a. Click **Export** from the left sidebar menu.

- b. In the “Export Options” panel, **select PDF (for digital distribution)**. This is the recommended format for JEWL Scholar submissions.
- c. Click the **Export Your Book** button directly under the “Export Options” panel.

A progress bar will appear, and you can watch as each step of your files’ export is completed.



- 4. **Download your export** by hovering over the file name under “Latest Exports” and clicking the “Download” link that appears.



Note: To enable public downloads of your exported files directly from your webbook home page, see [Distributing Your Exported Files on the Web](#).

## Step Two: Run an Accessibility Check & Fix Any Issues

It is important to note that depending on software and settings, users may see different options displayed than what is written in these instructions. For more help, search for tutorials using your specific software or see Adobe's [Create and Verify PDF Accessibility](#) guide.

1. Open the PDF and then from the **All tools** menu on the left, select **View More** and then select **Prepare for accessibility**. Or, from the top menu, select See all tools. Then, scroll down to **Prepare > Prepare for accessibility** and select **Open**. It displays the **Prepare for Accessibility** page with a list of available actions displayed on the left panel.
2. From the **Accessibility Checker Options** dialog, select the options as required and then select **Start Checking**.
3. Once the check is complete, it displays a panel on the right that lists the accessibility issues. Select each issue type drop-down to view the details and make fixes, as suggested.

Since the Accessibility Check feature does not distinguish between essential and nonessential content types, some reported issues may not affect readability. We suggest that you review all issues to determine the ones that need correction.

The report displays one of the following statuses for each rule check:

- a) Passed: The item is accessible.
  - b) Skipped By User: Rule was not checked because it wasn't selected in the Accessibility Checker Options dialog box.
  - c) Needs Manual Check: The Full Check/Accessibility Check feature couldn't check the item automatically. Verify the item manually.
  - d) Failed: The item didn't pass the accessibility check
4. To view a complete report of the check, from the left panel, select *Accessibility Report*. It displays a detailed report in the right panel.

## Fixing a Failed Check

To fix a failed check after running the **Prepare for Accessibility check**, right-click (Windows) or Ctrl-click (Mac OS) the item in the **Accessibility Checker** panel and select one of the following options from the context menu:

1. **Fix:** Acrobat can fix some items automatically (i.e., bookmarks), but most items require manual intervention. For those that cannot be fixed automatically, follow the following steps:

a. **Skip Rule:** Deselect this option in the Accessibility Checker Options dialog box for future checks of this document and change the item status to Skipped. It is helpful to use **Skip Rule** on items that require manual checks, such as color contrast.

b. **Explain:** Opens the online Help where you can get more details about the accessibility issue. This is helpful when you are not sure how to fix an issue. If this is not helpful, check the Adobe website for more information.

c. **Check Again:** Runs the checker again on all items. Choose this option after modifying one or more items. It will indicate if the changes were successful.

d. **Show Report:** Displays a report with links to tips on how to repair failed checks. Checking this provides a detailed account of issues.

2. **Options:** Opens the Accessibility Checker Options dialog box, so you can select which checks are performed. This is helpful if you are only looking for specific issues.

For more information on making existing PDFs accessible, please visit Indiana University's [Make an Existing PDF File Accessible](#) guide.

## Step Three: Submit Your PDF to the Institutional Repository

After you have run your book through the accessibility checks described above, submit that copy to the institutional repository for preservation.

1. To submit your work, click on the **submit button** on the JEWL Scholar homepage at <http://jewlscholar.mtsu.edu>. Enter your Pipeline credentials to login. This takes you to the submission form where you enter your name and a few details about your work.

- a. For the Publisher, put Middle Tennessee State University.
- b. For the URL, put the URL to your Pressbooks site.
- c. Fill out the rest of the form and attach the accessible book copy.
- d. Agree to the deposit license.

2. Once submitted, the library will upload the item to the repository and email you a link to its permanent URL once complete.

Items archived in the institutional repository are discoverable in search engines and databases which increase readership worldwide.

## Helpful Resources

- 1. [Accessibility in Word Documents](#)
- 2. [Accessibility in Adobe PDFs](#)
- 3. [Basic Accessibility Checklist](#)
- 4. [U.S. Government Resources and Guidelines](#)

## Need Additional Help?

Still have questions or need help troubleshooting an issue? Fill out the [Help Ticket](#).