

Personal Book Builder

I. Compose the source document.

1. Create the Word document(s) that you will use to build your Logos resource. (See Personal Books Syntax if you want to add hyperlinks, milestones, headwords, etc. to your book.)
2. Save the document(s) to your hard drive in Office Open XML Format (.docx).

II. Add the .docx file(s) and build the Personal Book.

1. In Logos, click on the Tools menu and choose **Personal Books**.
2. Click on **Add book** on the panel toolbar. An Edit dialog will open to enter the Library Information (or metadata) for the book and to add the files that will make up the body of the book.
3. Type a name for the book in the *Title* box in section "1. Fill in Library Information" (required).
4. Tab to or click in the *Author* box and type the author's name (optional).
5. Tab to or click in the *Copyright* box and type copyright information (optional).
6. Click on "Monograph" to change the Type associated with the book.
7. Click on "English" to change the Language.
8. Click on "Add field" to add the following metadata for the book (optional):
 - Abbreviated Title (more than one can be added)
 - Publisher and Publication Date
 - Subject Heading (more than one can be added)
 - Alternate Title (more than one can be added)
 - Series Title
9. Type the appropriate information for each added field.
10. To delete an added field, hover over a field heading, such as 'Series Title', and click on the red Delete (X) icon which will appear on the right.
11. Click on "Change..." below the book cover image to add a book cover (optional).
 1. In the "Open" dialog browse to and select an image file (.jpg or .png) and click Open.
12. Click in the *Description* box and type a brief description of the book (optional).
13. Click on the "Add file..." button in section "2. Add Body Files" to add the Word document(s).
 1. In the "Open" dialog browse to and select the .docx file(s) which will make up the book, and click Open. Each of the added files will be listed in this section.
 2. Files can be reordered by dragging and dropping one file above or below another file. This will change the location of the file's contents in the book.
 3. To delete a file, right-click on it and choose "Delete."
14. Click on the "Build book" button in section "3. Create Logos Resource File" to compile the documents into a Logos resource.
 1. The Edit dialog will close and a progress bar will appear showing the steps in the process (which may go by too quickly to see): Starting to build book, Converting, Compiling, and Discovering. To stop this process, click on the "Stop" button.
 2. The source document(s) can remain open during the build process.
 3. When complete, if there were no errors during compilation, it will indicate "Build successful" and the personal book will open. If there were errors, the book will not open, and it may indicate that the "Build failed. Error compiling resource."

15. Click the “Finished” button in the Personal Books panel.

TIP: Books are listed alphabetically in the Personal Books tool panel. To filter the list for a particular book, press Cmd+F in Mac or Ctrl+F in Windows to open the Find box and begin typing the first few letters of the title.

III. Recompile a Personal Book.

- If the location of the source document has not changed since the book was first compiled, after revising the document, saving it, and/or changing any of the Library information, click on “Build book” to recompile the book.
- If the source document has been moved to a different location on the hard drive, the existing body file must be deleted and added again from the new location prior to recompiling.

IV. Delete a Personal Book.

1. To remove a book from the Personal Book list and from the Library, right-click on a book that is collapsed, or in non-edit mode, in the Personal Book tool.
 1. To close a book that is in Edit mode, click on the “X” in the top right corner of the “1. Fill in Library Information” section.
2. Choose **Delete** from the context menu.

Usage Notes:

1. Consider your overall goal when creating a personal book. What do you wish to accomplish with the resources(s) you are creating? Will it be a collection? Is it for personal reflection? Do you think you will ever need a bibliographic reference? Are you reproducing as a personal book something already in existence or transferring from another format? These considerations are important as you will want to treat the document differently depending upon your expectations with the document.
2. An example of personal books would be; your typed notes from a class. Each personal book would be better to take the entire class notes from the whole quarter and add them to Logos using the proper PBB formatting. Rather than have a new book for each class instance. Better to have chaptered notes per class (or add multiple MS Word documents together in order) and all of your seminary classes wrapped up into a Logos collection called ‘Seminary Class Notes Year II’.
3. Become and expert at Logos ‘Tagging’.
4. The type of document you are creating will determine the amount of work/time that the personal book will take to produce. Take into account your Tagging. The more you tag or that Logos can tag for you the more useful the personal book will be to you and your library.
5. Logos personal books are not at this point subject to the cloud. Not all of your books will be available between your devices. Therefore if you lose a computer etc. remember the following, Logos will have your Personal Book Library namely the bibliographic entries as recorded under personal books. If you have to re-install Logos or move Logos to a different computer you will need to update each personal book accordingly. At the present time your personal book content will only be indexed and return in searches on the machine on which you added them to your library.