

BookHoof presents

A BOOKHOOF WORKSHOP

The non-profit association “BookHoof” aims to create partnerships between volunteer illustrators and authors as well as partnering with students and teachers in classroom settings. The books are created in creative workshop settings and put online, free of charge, by BookHoof.org. This is a great opportunity for those who do not have the financial means to purchase books themselves, to have free and easy access to literature.

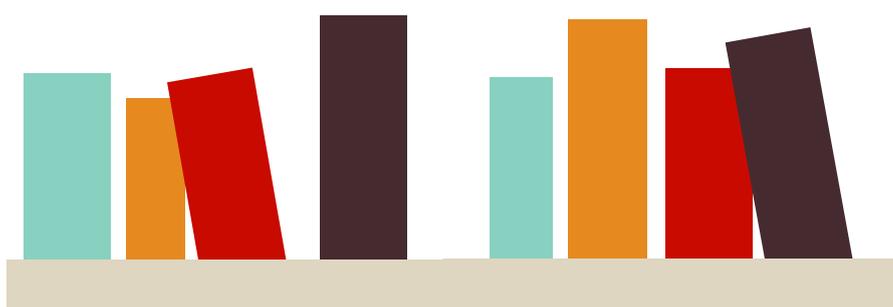
The project, supported by EnJeu[x] is the outcome of collaboration with Culturati Factory which specializes in organising workshops and cultural events, and also training people interested in organising them.



BookHoof



**UNIVERSITÉ
RENNES 2**



Organise Your Own Workshop

As an animator, you will have the opportunity to participate in the creation of a book that could be published on our website. The process could be overwhelming if it is not organised adequately and there is no proper workflow methodology, especially since each workshop is unique and the present guidelines need to be adapted to each specific workshop situation and the participants. We have prepared a simplified workflow that is easy to follow and implement in any scenario.

Here are the 4 main steps in the workflow that you will need to follow in order to establish the right environment for the creation of children's books:

Envision

Make the workshop your own: personalise the guidelines so they fit the purpose of your workshop

Create

Build a creative environment

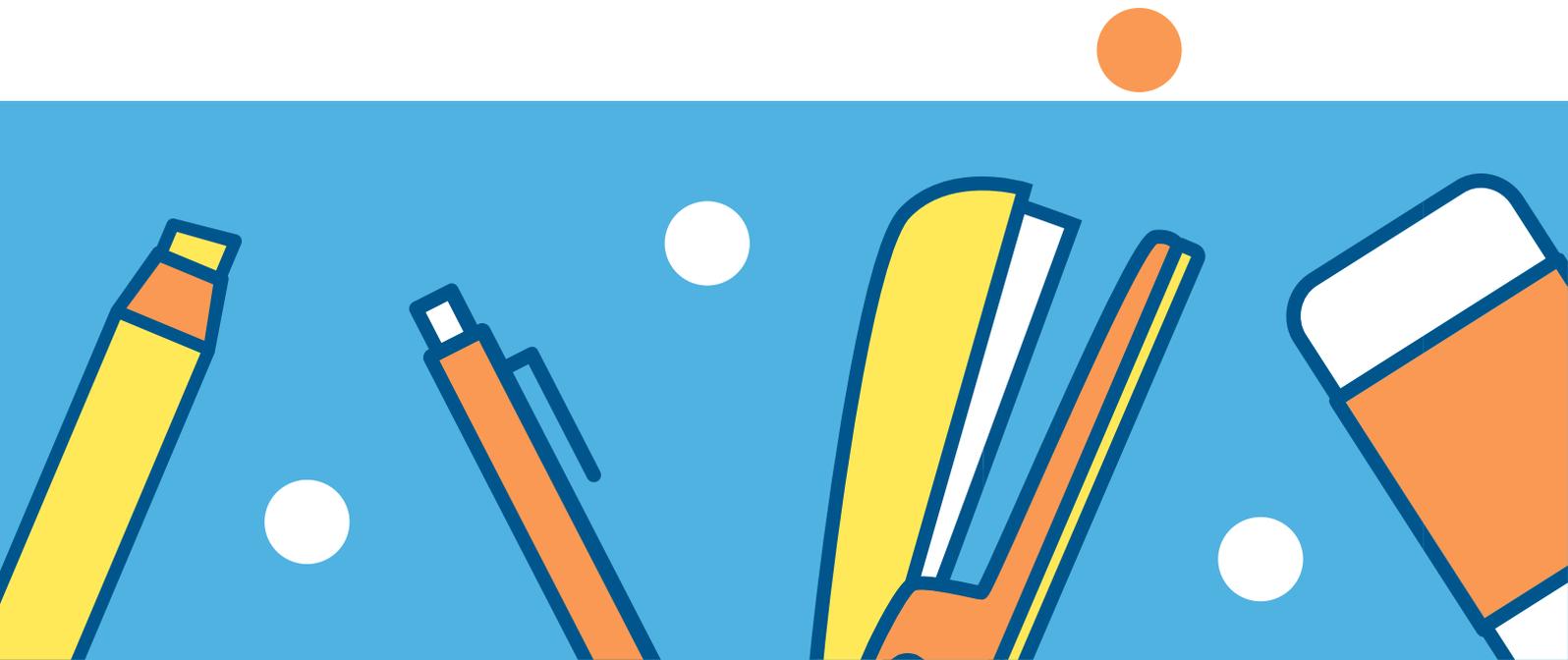
Format

Use Scribus to put the text in the book template

Finalise

Use the right tools to work together

Through these different steps, the workshop organizers will ask the participants regularly to share with them how their work is advancing in order to help the latter with any corrections, re-reading and the translation of the book.



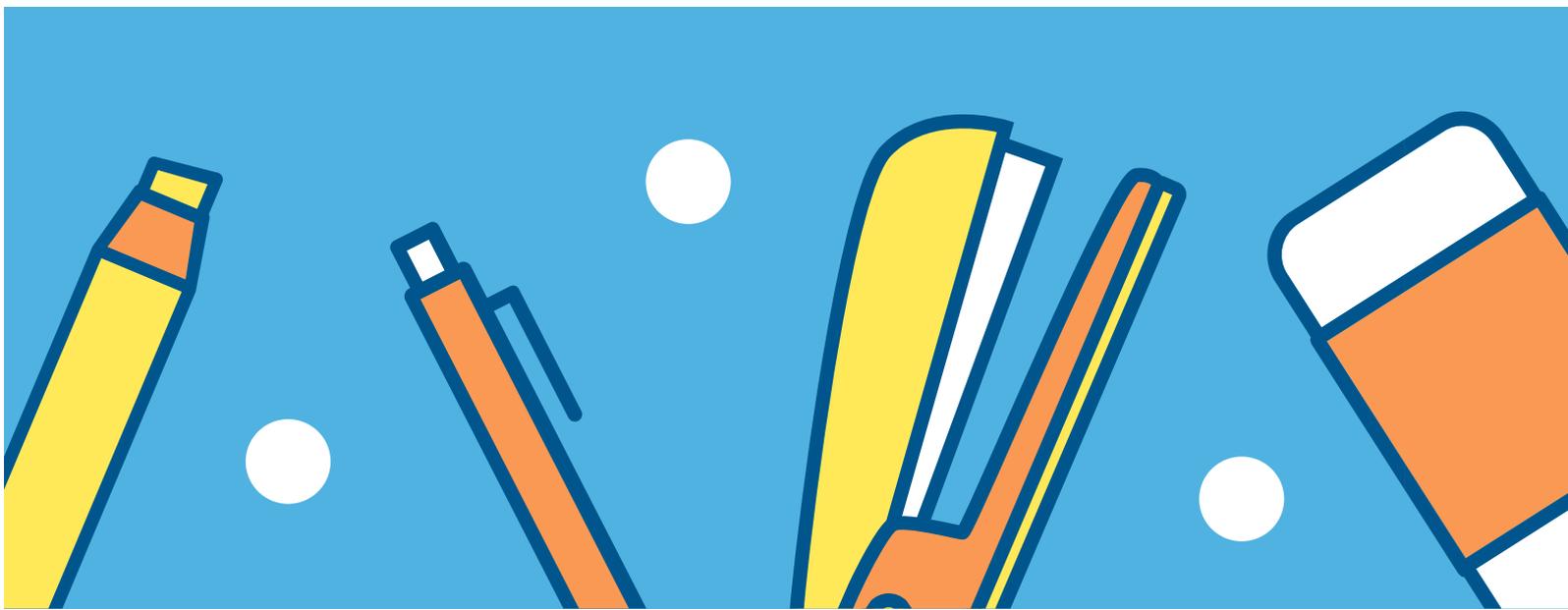
Envision

We provide guidelines for you to organise your workshop, but you are free to adapt and make changes as you see fit. We provide a Booklet for participants to prepare on their own for the workshop, but of course you may edit or add additional guidelines.

To prepare for your workshop, you will need to think about what you will do before, during and after the workshop.

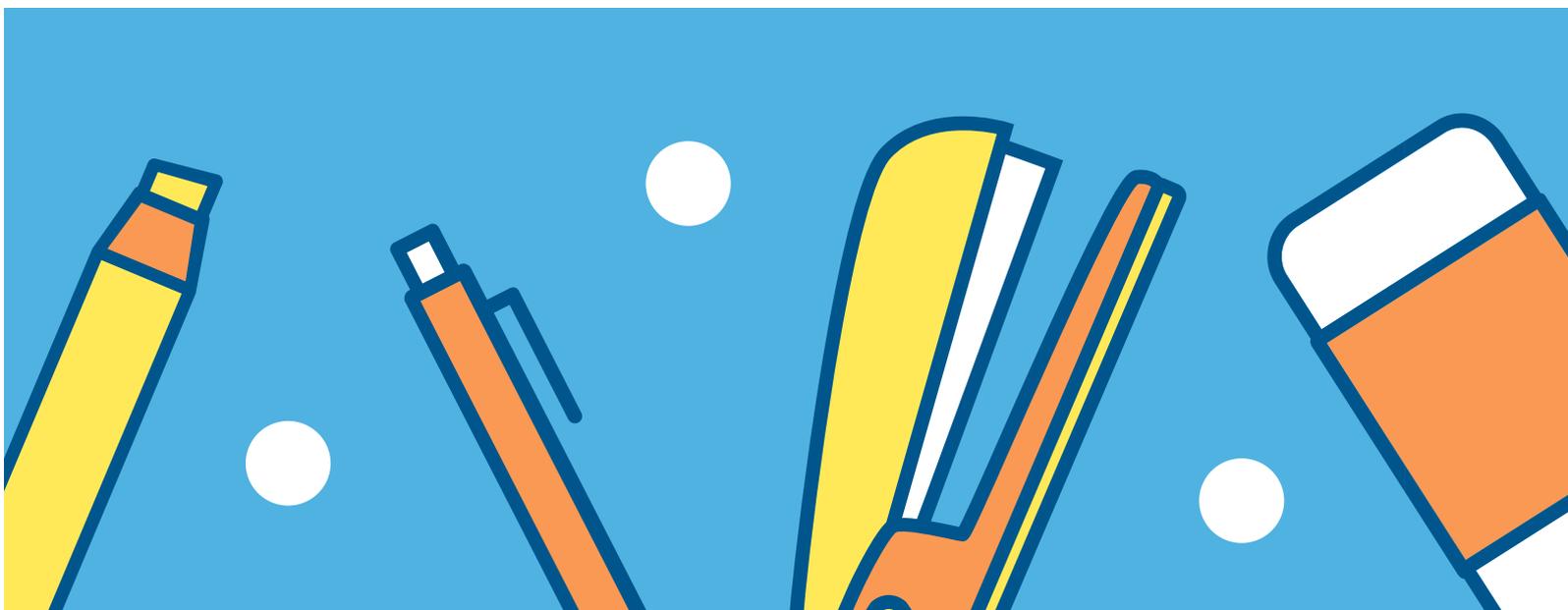
Here are a few things you should consider in order to shape your workshop the way you would like it to be:

- The place: what space will you use? How will you arrange it?
- The presentation: how will you explain your expectations clearly, while encouraging the participants in the creative process?
- The materials: what resources will you make available? How can the participants use them? For example, you could make our current books available to students beforehand, or provide them with a link to a list of the most common words in the English language, to help with readability



- Support: go around the various groups and participants, and do your best to make yourself available to them, and don't hesitate to spend time with and encourage the shy participants
- Timing: clearly mark the main steps of the creative process, without forgetting to also make time for calm moments and breaks
- Exchange: smile! Be accessible! And above all, don't forget to encourage the participants to exchange with one another

Lastly, don't hesitate to put yourself in the place of the participants beforehand. If you had the blank page before you, how would you react? What questions would you need answered? Through anticipating their questions, you will be able to answer them better. Before starting the workshop, you will have to contact a member of the BookHoof team and they will send you a link for you to upload the final versions of the books. We need the specific folder structure that will be discussed later to be absolutely respected when you upload the books.



CREATE

Imagination is like darkness. As you immerse yourself, your eyes gradually adjust to identifying more and more details.

- Here again, you may want to keep thinking both about your preparation before the workshop and during, as well as asking yourself the same place/speech/materials/support/timing/exchange questions. For example, you may want to provide outside help to your participants to assist them in the creative process. We believe an exterior point of view will have a positive impact on the work of the participants, guiding them through the process

Discuss with participants to better understand the creative approaches that have been initiated and to help them overcome potential difficulties. Getting feedback from them as well can only be beneficial for your experience as a facilitator.

Encourage the teams to discuss their ideas amongst themselves perhaps during a break, as it may help them gain confidence in their idea as well as help them work out any difficulties they might encounter.

Don't forget to take breaks, as it is difficult to remain concentrated for very long periods of time, and it will encourage discussion and an active atmosphere.

By the end of this step, you have produced the text that will go into the book. Now it is ready to be transformed into the final book form.



It is also very important to create a positive atmosphere so that creativity can flow. Utilize your surrounding and move your body to help you clear your mind and become more creative. You can begin a workshop with breathing exercises. Also, organize the room in a collective way: for example, the participants can be placed in a circle.

It is always important to:

IMPROVIZE

ADAPT

OVERCOME



Format

We will use the Scribus application to incorporate the 'final' text of the book into the final book. The first task will be to choose the book format/template. Common templates for children's books have been provided. The appropriate templates should be chosen with respect to the book's style as imagined by the creators.

Some of the most important aspects of the book aside from the content are the ISBN number and the logos of BookHoof and its partners. It should be noted that all the contents of the completed work should be saved in a single directory (folder).



Finalise

Here are the materials we recommend for your workshop to keep the process running smoothly.

Although you could use any online platform (Dropbox, Google Drive), we recommend you use the sharedocs file direct. Participants can upload their works once they have finished. Each group of participants can bring together all of their content into one folder, compressed with WinRAR or Zip.

- This folder should contain the following elements:
- A sub-folder with all of the images you will be using (PNG, JPG?)
- A text file (word, office writer...) in which we can find the complete story (if possible, also indicate which fonts you used)
- The Scribus project file (.sla) or your InDesign assembly folder
- A PDF file created with the software you used for editing (it will serve as a “screenshot” of your work, to help us at BookHoof if we need to tweak a thing or two before putting it online)



Images



Word Doc



Scribus File
(.sla)



PDF File

Once you have received all the files from the participants of the workshop, they should be finalized and then uploaded to the shared folder space whose link has been provided. Once again, the uploaded file must be a compressed file, the contents absolutely respect the file structure given above.

