

Scalar for Historians

A Series of Handouts Developed for Course Use by the [Department of History](#) at the [University of Illinois at Urbana-Champaign](#)

Handout 1: How do I Create a Scalar Project (aka a 'Book')? (ver. 1.0)

The first thing to do to get started in Scalar is to sign up for an account. This will allow you to create new projects in Scalar, that for now will be hosted on a server at USC.¹ (The 'cloud' is a physical place, you know.) Once you've done that, you will have access to the Scalar [Index Page](#), where your work will be displayed among works by other people.

Step One: Creating a 'Book'

The basic unit of composition in Scalar is called a 'book.' Depending on your needs (for a class, etc.) you may write several 'books', or create one that (in turn) links to a variety of different, shorter essays or collections. Your instructors should tell you how they want your work organized (that is, into several individual books, one book per student, a collectively authored book, etc.). When you establish an account in Scalar, it will offer you an opportunity to create a book (by asking you for a title).

To start from scratch, here's how the Scalar User's Guide describes the creation of a book:

1. Go to the [Index page](#).
2. Check the upper-right corner to see if you're already signed in. If you see a "Sign in" link, click it and do so.
3. Click the "Dashboard" link in the upper-right corner.
4. Click the "[My account](#)" tab.
5. At the bottom of the page where it says "Create new book," enter the title of your book (you can change it later), and click "Create." You should see a message in green at the top of the screen letting you know that the new book has been created.
6. Click the title of the book where it appears under "Your books" to go to the home page of your new book.²

At that point, you should be able to select your book in your Dashboard as the book you would like to work with (or, if you have multiple books, you should be able to specify which book you wish to work with).

The various tabs on the Dashboard will allow you to adjust basic settings:

1. The '**Book Properties**' tag will allow you to set a basic 'Theme' governing how it looks, as well as toggle the privacy level (do you want it on the web, or to be seen only by authors?).
2. The '**Book Users**' tag will allow you to designate other individuals as collaborators, with varying levels of rights.

1 Someday soon Illinois may have its own Scalar installation, and associated hosting capabilities.

2 From the [Scalar User's Guide](#), accessed January 22, 2014, <http://tinyurl.com/pwlq6cz>