

# Your Factory For Training Materials

A Guide for Educational Companies, Trainers, Schools and Institutes



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Author: Sebastian Schürmanns

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## Your Training Material in One Place

Whether you're a trainer, an educational company, a school, an institute, or a university, publishing training materials, guides, reports, or ebooks is likely a fundamental aspect of your daily operations.

However, the publishing process can quickly become complex, particularly when you have various publications tailored for specific audiences, such as course members or participants in particular lectures. You often find yourself managing multiple publications, coordinating several authors, and controlling access to specific materials. Traditional publishing workflows add further complications, requiring collaboration with external agencies for layout and design—tasks that can be daunting with limited time, staff, and budgets.

This is where Typemill comes into play. With Typemill, you can oversee all your publications from a single platform, create content directly within the system, and publish it as both a website and eBooks in PDF and EPUB formats — without the need for external service providers.

This guide serves as an example publication crafted with Typemill. It will provide you with everything you need to know to embark on your journey into modern, hybrid publishing.

# Modern Training Material

While many educational companies, trainers, and schools focus primarily on e-learning platforms, there remains a significant advantage in utilizing supplementary educational handouts and traditional training materials. These resources are not tied to any specific platform; they can be delivered online, offered for download, physically distributed, printed, and utilized independently of devices and internet connections.

Despite this, numerous individuals and organizations continue to gravitate toward complex solutions that fail to address their actual needs, overlooking the benefits of modern and streamlined publishing. The fundamental requirements for producing educational materials and training handouts include:

## Need 1: Budget-Friendly Process

In the educational sector, teams often operate with limited time, budgets, and personnel. Hiring designers, editors, or agencies for every publication can be impractical. Therefore, the publishing process must be straightforward, efficient, and cost-effective, allowing your team to focus on content creation rather than financial management.

## Need 2: Multiple Publications

Many educational organizations generate a diverse range of materials, from simple handouts to professional eBooks. It is crucial for these publications to maintain a cohesive layout that reflects your brand identity, while ensuring that maintenance remains simple and efficient.

## Need 3: Multiple Authors

Each educational project or training material may involve different authors or editorial teams. You need a system that allows each team to collaborate independently without disrupting other projects.

## Need 4: Multiple Formats

Your learners should have the option to choose their preferred format: a website for quick access, a PDF for storage or printing, or an EPUB for mobile reading. Each format serves distinct needs, collectively enhancing the inclusivity of your content.

## Need 5: Exclusive Access

Typically, you want to share your training materials exclusively with members of your organization or participants in your courses. However, there are times when you may wish to share content publicly or offer previews to attract new participants. The key is flexibility—you have the control to determine who can access what.

## How to Reach Your Goals

This guide will illustrate how to achieve these objectives using Typemill. You will discover how to create, structure, and manage multiple publications, add authors and editorial teams, and publish your work as both websites and eBooks.

## Introducing Typemill

Modern publishing has undergone a significant transformation in recent years. With the internet serving as a primary distribution platform and advancements in web-based technology for ebook production, the landscape of educational material development has experienced a revolution.

Projects like Open Book Publishers, Project Gutenberg, and various Open Access initiatives illustrate a new approach to publishing: they produce content in multiple formats — including HTML websites, PDF, and EPUB — making knowledge widely accessible while also enhancing marketing potential. This method not only facilitates easy sharing but also maximizes visibility through downloads, links, and search engine optimization.

### Streamlined Production with Typemill

Typemill embodies this modern publishing philosophy, simplifying the creation of training materials and handouts for educational companies, trainers, and coaches. Typemill is a lightweight, open-source content management system tailored for producing educational content. With Typemill, you can generate both websites and eBooks in PDF and EPUB format — all from a single source.

You can manage multiple projects within one Typemill installation, whether they are a series of training manuals, handbooks, or instructional materials. Each project can be organized and published independently, yet managed collectively on a single platform. This makes the production of educational content practical, efficient, and cost-effective — even for small teams.

The platform at <https://books.typemill.net> serves as a practical example built entirely with Typemill. It showcases various publications that can be accessed online and downloaded as PDF or EPUB, providing a model for how educational content can be presented.

### Core Principles of Typemill

Typemill is designed around several core principles that address the needs of educational organizations:

- Self-Hosted: Retain full control over your content. Typemill operates on your own server, ensuring ownership of both your materials and your publishing

- environment — similar to platforms like WordPress.
- Lightweight: Typemill functions even on the most basic web hosting plans. It requires no database, just a standard web server (Apache or Nginx) and PHP.
  - Portable: All your content is stored as simple text files (Markdown), allowing for easy backup, movement, and reuse across various platforms. Your content remains exclusively yours.
  - Affordable: Typemill’s core system is open source and free to use. Optional premium plugins and themes are available at a minimal subscription cost, supporting ongoing development while keeping expenses low.

## Considerations for Typemill

Typemill leverages advanced open-source technology to generate solid, consistent, and reproducible educational publications without incurring the costs associated with external design or typesetting. The outcome is comparable to high-quality scientific or educational materials — clear, structured, and reliable.

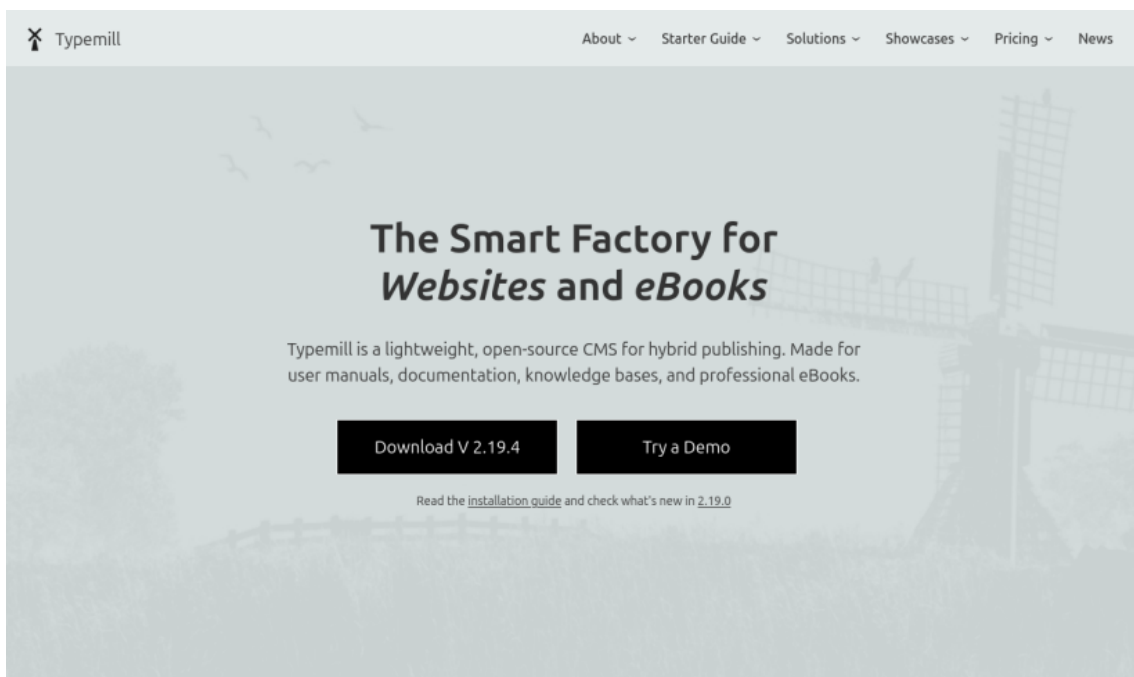
However, Typemill may not be suitable for projects requiring high-end book design or visually distinct layouts. If your aim is to create art books, visually intensive eBooks, or uniquely designed materials, professional design services and higher production costs will still be necessary. For many educational organizations focused on delivering valuable content, Typemill strikes an ideal balance between simplicity, quality, and affordability.

# Setting Up Typemill

In this chapter, you will discover how to install Typemill and establish a publishing platform that enables you to create and distribute books in formats like websites, PDFs, and EPUBs, similar to what you can find at <https://books.typemill.net>. While the installation process for Typemill is quite simple, it does require some technical knowledge. If you lack experience with web software installation, it may be beneficial to seek assistance from someone familiar with setting up WordPress or a comparable CMS. A detailed installation guide is provided in the [Typemill documentation](#).

## Install Typemill on Your Server

Typemill is a self-hosted PHP application that operates on your own server. It is very lightweight, requires no database, and can be set up in just a few minutes. You can download it, upload it to your server, and start publishing immediately.



You can obtain Typemill as a ZIP file from the [official website](#). If you are a developer, you can also clone Typemill from [GitHub](#) or use the [Docker version](#). Once you have downloaded it, extract the ZIP file and upload the contents to your web server. Typemill requires PHP 8.1 or higher, an Apache or Nginx server, and some standard PHP extensions, all of which are typically provided by any standard hosting service.

After uploading the files, open your web browser and navigate to your website's URL. You will be greeted with a registration form to create your first (admin) user. Following

this, you can log into the system at `/tm/login`.

## Configure the System

You can start publishing right away, but after your initial articles, you may want to customize Typemill to better suit your needs. In the System section, which is accessible from the top navigation menu, you will find all the configuration options available.

- System Settings: Modify global settings for content, media, AI assistance, and projects. (We will explore the Project settings in greater detail in upcoming chapters.)
- Themes: Select and personalize your website theme. To add a new theme, download a ZIP from the [Theme Directory](#), extract it, and upload it to the `/themes` directory on your server.
- Plugins: Enhance functionality with features like eBook generation, search capabilities, or analytics. To install plugins, download a ZIP from the [Plugin Directory](#), extract it, and upload it to the `/plugins` folder.
- Account: Update your personal account information and preferences.
- Users: Manage authors and assign roles and permissions for each project (which will be discussed in future chapters).

There is no need to grasp every aspect of Typemill immediately. This guide will lead you through the fundamental steps necessary to configure Typemill for multiple projects that can be published as websites and eBooks.

## Setting Up Projects

Most actors in the educational sector aim to provide multiple publications, such as training materials for courses, scholarly books, or any other resources tailored for specific groups of participants. Each publication should be managed independently, complete with its own author and access rights.

Typemill simplifies this process by enabling you to manage multiple projects within a single installation. Each project can represent a unique publication, such as a training handbook, a guide, or an informational resource. Every project features its own content, navigation, and author team, allowing for independent management while maintaining a cohesive overall system.

### Configure Projects in the Settings

To create a new project, navigate to the System section in the top menu and select the Projects tab. Here, you can activate the project feature and add an ID and a Label for your main website. This serves to identify your base website within Typemill, so keep it straightforward:

- ID: home
- Label: Homepage

Next, define a new project for each publication you plan to create. For instance, let's add a training handbook for a specific course:

- ID: training
- Label: Training Handbook

Your setup should now resemble the screenshot below. To initiate another publication, simply create a new project.

**System** version 2.19.4

System **Projects** Media Writing Access Email Password Security Developer AI

**Multi-project website**

Disabled (Standard Website)

Create a multi-project website

**Base project ID**

home

The ID will be used to identify your base website.

**Base project label**

Home

The label name will be used to create a visible switch between projects.

**Additional projects ID | Label**

For each project, add an ID on the left and a label on the right. The ID will be used as URL segment, the label to switch between projects.



fundraising : Fundraising Handbook

## Switch Between Projects

Upon returning to the Content section, you will notice a new dropdown menu above the navigation, allowing you to select between *Homepage* and *Training Handbook* — the labels you just established.



When you switch to *Training Handbook*, the URL will display the slug `.../training/...`, and the navigation panel on the left will appear empty. This signifies the dedicated content space for your new project — you can now begin creating pages and folders from scratch.

Typemill Kixote Content System Frontend Logout

Collapse all Expand all Content meta publisher ebooks  

Fundraising Handbook ▾

home

new page/folder  
















# Welcome


Whether you're a **foundation, network, charity, association, or advocacy group**, publishing clear and reliable information is at the heart of your mission. Your audience depends on transparent insights, practical guidance, and knowledge they can apply.

Yet publishing ebooks, guides, training materials, or reports can quickly become complicated. You often need to manage different publications, coordinate several authors or editorial teams, and work with external agencies for ebook layouts and web design — all while dealing with limited time, staff, and budgets.

This is where Typemill comes in. With Typemill, you can manage all your publications in one place, create content directly within the system, and publish it as both a website and eBooks in PDF and EPUB format — all without relying on external service providers.

This guide is an example publication created with Typemill. It will walk you through everything you need to know to get started with modern, hybrid publishing.

modified Publish Discard Raw 

## Adding Authors

Every publication project in Typemill can feature its own author or a group of authors. This capability enables you to allocate responsibilities, oversee permissions, and allow contributors to concentrate on their specific assignments — without interfering with others.

### Creating New User Accounts

To add authors, navigate to the System section in the top menu and open the Users option on the left side. Here you can see all current users and create new accounts.

Click on “Add New User” and first choose a role for the author. Typically, it is advisable to assign the “editor” role to an author, granting them complete editing privileges for the content while restricting access to system settings and other projects.

After selecting the role, complete the form with all necessary information, including username, first name, last name, email, password, profile image, description, and more.

## Create user

Select a role



editor

Username

Alison Poeta

E-mail

Password

[generate a password](#)

---

The following settings are only visible and editable for admins.

Folder access

fundraising

Add one or more folders like getting started, news to restrict access to those folders in the author interface in frontend, it only works if the website is fully restricted with a login.

Save

## Limiting Access to Projects

Lastly, you should limit access to particular projects. To achieve this, input the project ID — for instance, `training`. If the author is involved in several projects, you can list all project IDs here, separated by commas. Should the project involve multiple authors, simply create additional users in the same manner.

With this arrangement, each author only has access to their designated projects within the editor. All other projects and pages remain concealed and inaccessible.

## Planning a Book

In Typemill, it's important to remember that your content can be published in multiple formats: as a website and as a book in PDF and EPUB format. To ensure both versions work smoothly, you should plan and structure your content with both formats in mind.

### Think in Books

The eBook plugin provides multiple options to generate eBooks. You can export eBooks from:

- The entire website
- Projects
- Folders
- Single pages

However, in this guide, we focus on eBooks generated from projects. Using projects is the most structured way to manage multiple independent publications. It also ensures that each author can only view and edit their own work.

### Plan Your Publication

Typemill supports nested folders and files, allowing you to create very detailed hierarchies. However, deeply nested structures can make eBook generation more complex, especially because headline levels must adjust based on the folder depth. Although Typemill provides features to adjust headline levels in eBooks, it's often clearer and easier to plan your structure in advance and keep it as flat as possible.

Before you plan the structure of your content, you should also familiarize yourself with the different eBook layouts for the PDF version. Some layouts work fine with all kinds of structures, while other layouts require a specific structure of your content. For example, the Folio layout uses two columns and special sections for main chapters. It works best with two-level structures and very short introduction text on the first level.

For our training material, we will use the Report layout. This is a simple layout that works fine with any kind of content structure.

### Example: One Level Structure

This guide about "Publishing Training Material" is structured only with pages on the

first level. It's the simplest structure a publication can have:

```
├ PROJECT: Book Series
├─ FILE: Home
├─ FILE: Your Publishing Goals
├─ FILE: Introducing Typemill
├─ FILE: Setting up Typemill
├─ FILE: Setting up Projects
├─ FILE: Adding Authors
├─ FILE: Planning a Book
├─ FILE: Creating Content
├─ FILE: Publishing Websites
├─ FILE: Creating eBooks
├─ FILE: Publishing eBooks
└─ FILE: Managing Permissions
```

Since all files contain a headline and subheadings, the Table of Contents in the eBook will look like this:

```
### Table of Contents

h1 Modern Publishing for Organisations
h1 Your Publishing Goals
  h2 Goal 1: Budget-Friendly Process
  h2 Goal 2: Multiple Publications
  h2 Goal 3: Multiple Authors
  h2 Goal 4: Multiple Formats
  h2 Goal 5: Flexible Access
  h2 How to Reach Your Goals
h1 Introducing Typemill
  h2 A Modern Publishing Mindset
  h2 Simplified Publishing with Typemill
  h2 Principles of Typemill
  h2 Limitations of Typemill
h1 Setting up Your Publishing Platform
  h2 Install Typemill on Your Server
```

```
h2 Configure the System
h1 Setting up Projects
  h2 Configure Projects in the Settings
  h2 Switch Between Projects
h1 Adding Authors
  h2 Create New User Accounts
  h2 Restrict Access to Projects
h1 Creating Content
  h2 Navigation (Left Sidebar)
  h2 Content Area (Right Side)
  h2 Publish Controller (Bottom Toolbar)
  h2 Tabs (Above the Editor)
  h2 Media Library (Top Right)
  h2 AI Assistance (Next to Media Icon)
h1 Publishing Websites with Typemill
  h2 Choosing a Theme
  h2 Configuring Your Theme
  h2 Publishing Pages
  h2 Managing Metadata
  h2 Project Switch
h1 Creating eBooks with Typemill
  h2 Install the eBook Plugin
  h2 Plugin Configuration Options
  h2 Create an eBook
  h2 Step 1: Create a Book Project
  h2 Step 2: Select Content
  h2 Step 3: Configure the PDF
  h2 Step 4: Generate the PDF
h1 Managing Permissions
  h2 Permissions for Authors
  h2 Restrict the Full Website
  h2 Restrict Access to Single Pages
  h2 Restrict Access for Individual Files
  h2 Use the Register Plugin
```

This approach keeps your book and website consistent, clear, and accessible, ensuring that readers can easily follow the hierarchy and navigate your content without

confusion.

## Example: Two-Level Structure

Sometimes it makes sense to use a two-level structure, especially if you have a larger publication project, or if you decide to use a special layout like Folio, that works best with a two-level structure and short introduction snippets. Here's an example Table of Contents for a handbook called *"Community Health & Wellbeing: A Practical Guide."*

```
### Table of Contents

0. Foreword

1. Introduction
  1.1 Welcome Message
    1.1.1 ...
    1.1.2 ...
  1.2 About This Handbook
    1.2.1 ...
  1.3 How to Use This Guide
    1.3.1 ...

2. Healthy Communities
  2.1 Defining Community Health
  2.2 Key Challenges in Urban Areas
  2.3 Case Study: Local Food Initiatives

3. Programs and Strategies
  3.1 Education and Awareness
  3.2 Mental Health Support
  3.3 Physical Activity Programs
  3.4 Partnerships and Local Networks

4. Measuring Impact
  4.1 Data Collection and Surveys
  4.2 Reporting and Transparency
  4.3 Continuous Improvement
```

## 5. Appendix

### 5.1 Glossary

### 5.2 Resources and Further Reading

### 5.3 Acknowledgements

Below is the corresponding Typemill folder and file structure for this publication:

```
| PROJECT: community-health-guide
|— FILE (Home): Foreword
|— FOLDER: Introduction
| |— FILE: Welcome Message
| |— FILE: About this Handbook
| |— FILE: How to Use this Guide
|— FOLDER: Healthy Communities
| |— FILE: Defining Community Health
| |— FILE: Key Challenges in Urban Areas
| |— FILE: Local Food Initiatives
|— FOLDER: Programs and Strategies
| |— FILE: Education and Awareness
| |— FILE: Mental Health Support
| |— FILE: Physical Activity Programs
| |— FILE: Partnerships and Local Networks
|— FOLDER: Measuring Impact
| |— FILE: Data Collection
| |— FILE: Reporting and Transparency
| |— FILE: Continuous Improvement
|— FOLDER: Appendix
| |— FILE: Glossary
| |— FILE: Resources
| |— FILE: Acknowledgements
```

## Final Recommendations

When planning a publication with Typemill:

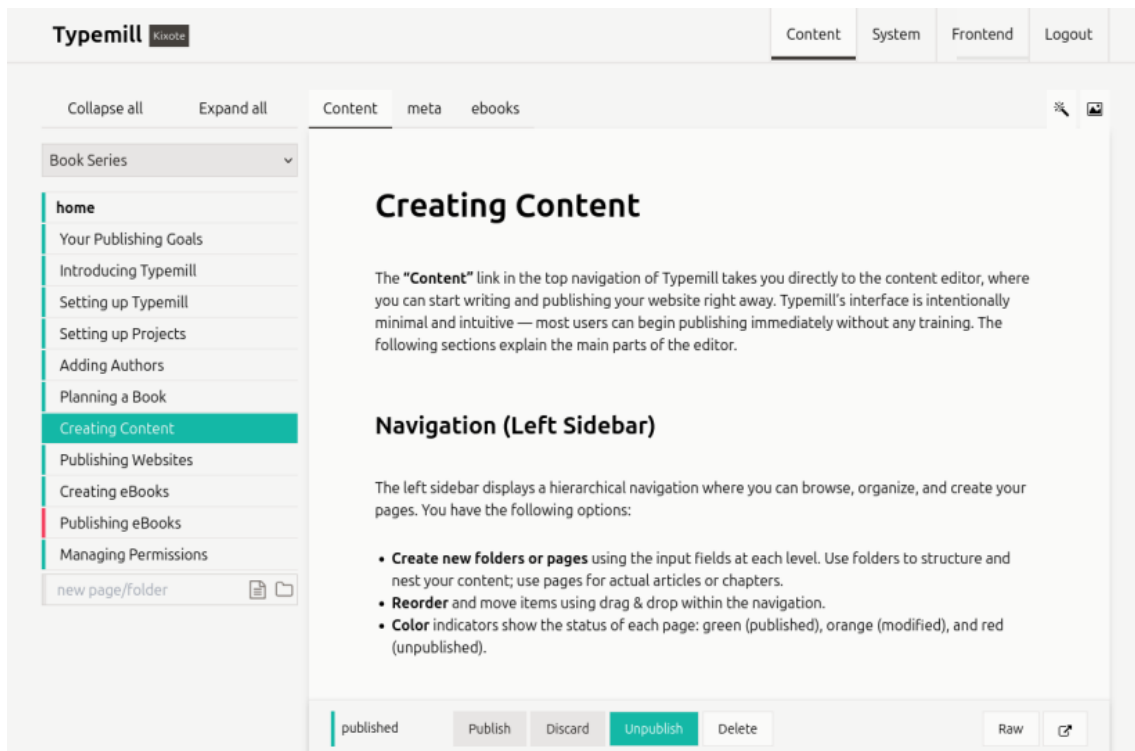
- Familiarize yourself with the different layouts of the eBook plugin first.

- Start by designing a clear structure before writing any content.
- Test your setup on the website and with the selected eBook layout to ensure both outputs work seamlessly.
- For most projects, a simple one-level structure is ideal.
- For larger works, use a two-level structure with top-level folders and files inside each folder.

This approach guarantees that your content remains easy to navigate, export, and maintain, whether published online or as an eBook.

## Creating Content

The “Content” link in the top navigation of Typemill takes you directly to the content editor, where you can start writing and publishing your website right away. Typemill’s interface is intentionally minimal and intuitive — most users can begin publishing immediately without any training. The following sections explain the main parts of the editor.



### Navigation (Left Sidebar)

The left sidebar displays a hierarchical navigation where you can browse, organize, and create your pages. You have the following options:

- Create new folders or pages using the input fields at each level. Use folders to structure and nest your content; use pages for actual articles or chapters.
- Reorder and move items using drag & drop within the navigation.
- Color indicators show the status of each page: green (published), orange (modified), and red (unpublished).

## Content Area (Right Side)

The right side is your writing area, where you edit content using Markdown. You can choose between two editing modes:

- The visual Block Editor (WYSIWYG) is the default editor and shows the formatted HTML as you write.
- By clicking the Raw button in the sticky publish controller, you can switch to the Raw Markdown Editor, which is ideal if you prefer working directly in Markdown.

If you prefer the Raw Markdown Editor as your standard workflow, you can set it as the default in the Typemill settings.

## Publish Controller (Bottom Toolbar)

The sticky toolbar at the bottom lets you control the publication state of each page. It includes buttons to publish, unpublish, or delete content with a single click. Color indicators reflect the current status: red for unpublished, orange for changed, and green for published.

## Tabs (Above the Editor)

The tabs above the editor provide access to additional information and settings. The Meta tab lets you edit essential details such as title, author, and date. Plugins and themes may add more tabs with extra functionality.

## Media Library (Top Right)

Click the image icon in the top-right corner to open the media library. Here you can upload and manage images, documents, audio, and video files, and insert them into your content as needed.

## AI Assistance (Next to Media Icon)

Click the magic icon in the top-right corner to open the Kixote AI assistant. You can connect AI models such as OpenAI or Claude and use the assistant to proofread, rewrite, summarize, or expand your text. You can also create and manage your own prompt collections.

## Author Documentation

For a detailed overview of the author features of Typemill, see the official documentation for [Authors](#) and [Admins](#).

## Publishing Websites

Typemill is a web content management system (CMS) — and web publishing is its core feature. Once your content structure and projects are set up, Typemill makes it easy to publish a website.

### Publishing Pages

To publish a website with Typemill, use the author interface described in the [previous chapter](#). Use the sticky publish controller at the bottom of each page to publish or unpublish content. You can view the live version of a page at any time by clicking the external window icon in the publish controller. A page will only appear in the frontend if its parent page or folder is also published.

### Choosing a Theme

The layout and design of the frontend website is controlled by a theme. Typemill provides a variety of themes, each designed for specific use cases and offering unique layout options and settings. To use any theme, simply:

1. Download it from the Typemill [theme directory](#).
2. Unzip the theme file.
3. Upload the theme files to the `/themes` folder in your Typemill installation.

To customize a theme, click System in the top navigation, choose Themes from the sidebar, and open the settings of a theme. There you can adjust colors, layouts, and typography. Most themes also include a Readymade feature at the top of the configuration panel. It lets you load predefined design presets and save your own configurations.

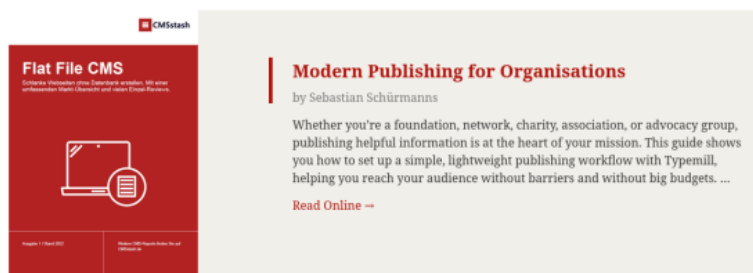
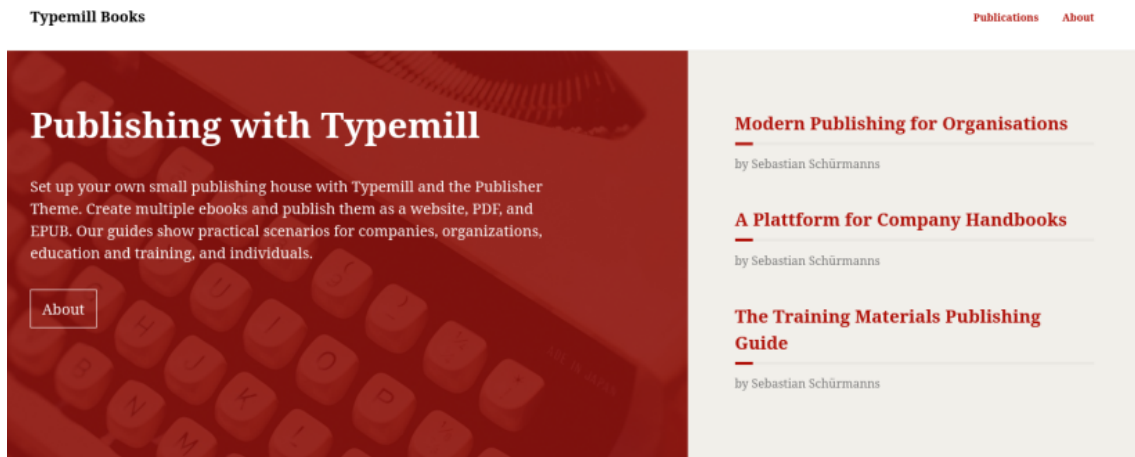
### The Publisher Theme

If your main goal is to publish book series or multiple publications, we recommend using the [Publisher Theme](#). This theme is optimized for showcasing multiple books or projects in various formats. Its key features include:

- Listing all publications on the homepage with teasers.
- A web-version of each book with an innovative reading layout.
- A section to download the PDF and EPUB version of each book.

## Configuring the Startpage

The Publisher Theme provides several options to configure your startpage. First, you can activate a stage for the startpage. It displays the content of the “home” page on the left and shows three projects on the right. You can configure the background color and a background image in the theme settings. If you prefer a simpler layout, you can also disable the stage entirely.



Below the stage, you can list all book projects of your Typemill instance. Currently, there are two layout options:

- one teaser per row (stacked), or
- a three-column layout with three teasers in a single row.

The content for each teaser is defined in the Publisher tab on the homepage of each project.

## Configuring the Homepages of Projects

The homepage of a project displays a stage presenting the book, including options to

read it online or download the PDF and EPUB versions. Below the stage, you'll find the homepage content with the usual online reading features.



## Modern Publishing for Organisations

Sebastian Schürmann

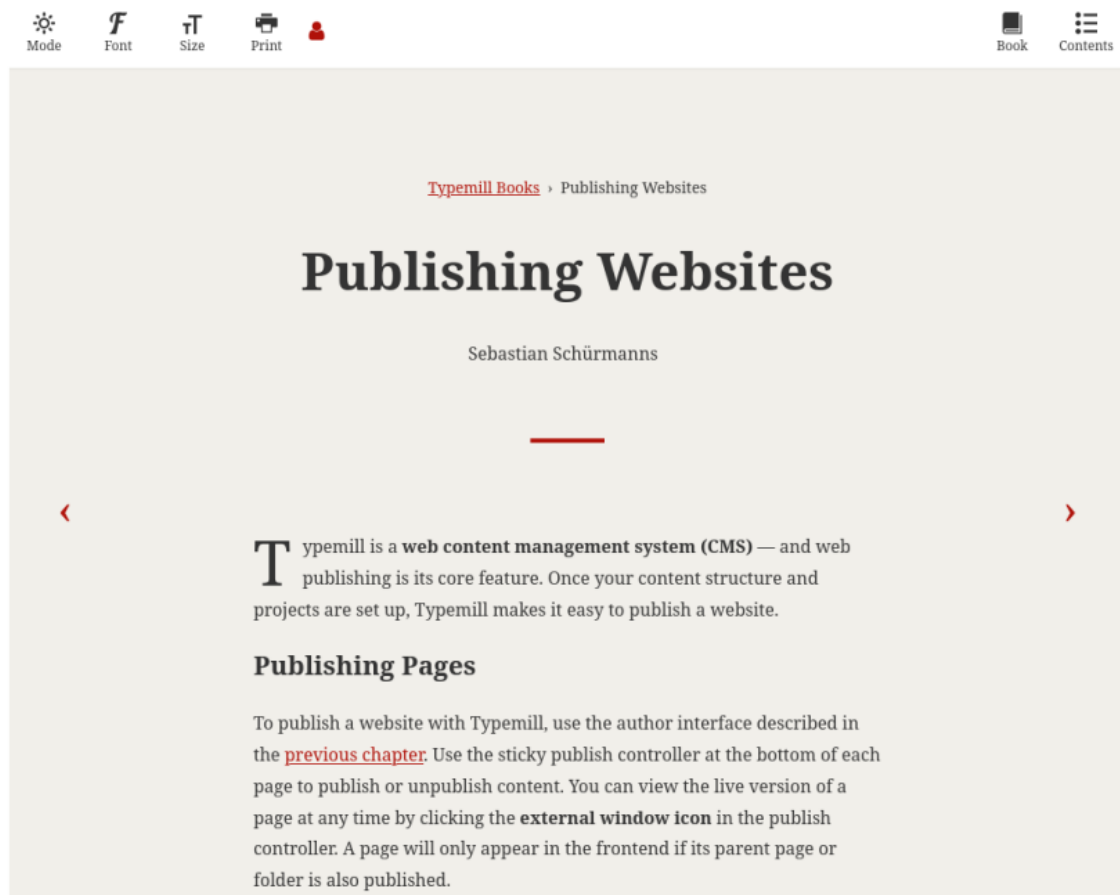
Whether you're a foundation, network, charity, association, or advocacy group, publishing helpful information is at the heart of your mission. This guide shows you how to set up a simple, lightweight publishing workflow with Typemill, helping you reach your audience without barriers and without big budgets.

[Read Online](#) [Download PDF](#)

You can configure the book stage and all teasers in the Publisher tab on the project's homepage. Here you can define key information such as the title, author, short and long descriptions, cover image, and download files.

## Configuring the Online Reading Area

Typemill provides a clean and focused online reading experience for each book. The layout features a toolbar at the top, a book-style content area with readable typography, and simple forward and backward navigation.



The toolbar includes options for dark mode, font family (serif or sans-serif), text size adjustments, and a print button. On the right side, readers can open the table of contents or the book stage with download options — available on every page. This gives your audience full control over the reading experience and easy access to the entire publication.

You can configure the toolbar, navigation, and other reading settings in the theme options.

## Creating eBooks

Typemill offers a free eBook Plugin, which transforms your Typemill website into a comprehensive eBook studio. With this plugin, you can create one or multiple eBooks in PDF and EPUB formats, all directly from your existing content.

This chapter guides you through each step of the eBook production process.

### Install the eBook Plugin

The Typemill Publisher Bundle comes pre-equipped with all necessary plugins and themes for managing multiple eBooks. Alternatively, you can initiate your work from a fresh Typemill installation and manually add the eBook Plugin.

1. Download the eBook Plugin from the [plugin directory](#).
2. Extract the ZIP file.
3. Upload the extracted folder to the `/plugins` directory of your Typemill installation.
4. In the Typemill backend, navigate to System → Plugins.
5. Activate the eBook plugin and access its settings.

### Plugin Configuration Options

The plugin features two primary modes:

- eBooks in Settings: This mode allows you to generate multiple eBooks from the entire website or from selected projects. It adds a new menu item labeled "eBooks" under the System section, accessible only to the admin.
- eBooks in Pages: This mode enables you to create eBooks from a single project, specific subfolders, or individual pages. It adds a new "eBooks" tab to each page in the editor, available to authors.

For this guide, we will utilize the eBooks in Pages mode, allowing the project author to generate and manage the eBook independently.

### Create an eBook

When you open any page in the content area, you will notice a new tab labeled eBooks above each page. Click on it to access the eBook Studio, which comprises three tabs:

- Content: Here, you can select the content to include in your eBook project. Generally, you will choose the entire content of a project, but you can also deselect any pages you wish to exclude.
- PDF: In this tab, you can select a layout for your PDF version and customize details such as the title page, imprint, table of contents, fonts, and colors. Once configured, you can either generate the PDF or preview it.
- EPUB: This tab allows you to define metadata for the EPUB version and generate it with a single click.

For our Fundraising Handbook, we will open the homepage of the fundraising project to create an eBook encompassing the project’s entire content.

## Step 1: Select Content

Navigate to the project’s homepage and open the eBook tab. In the Content tab, choose the pages you want to include in the Fundraising Handbook. When you select a page, a preview of the table of contents will appear on the right side. Above the headline preview, you can adjust the headline levels to ensure the structure is logical.

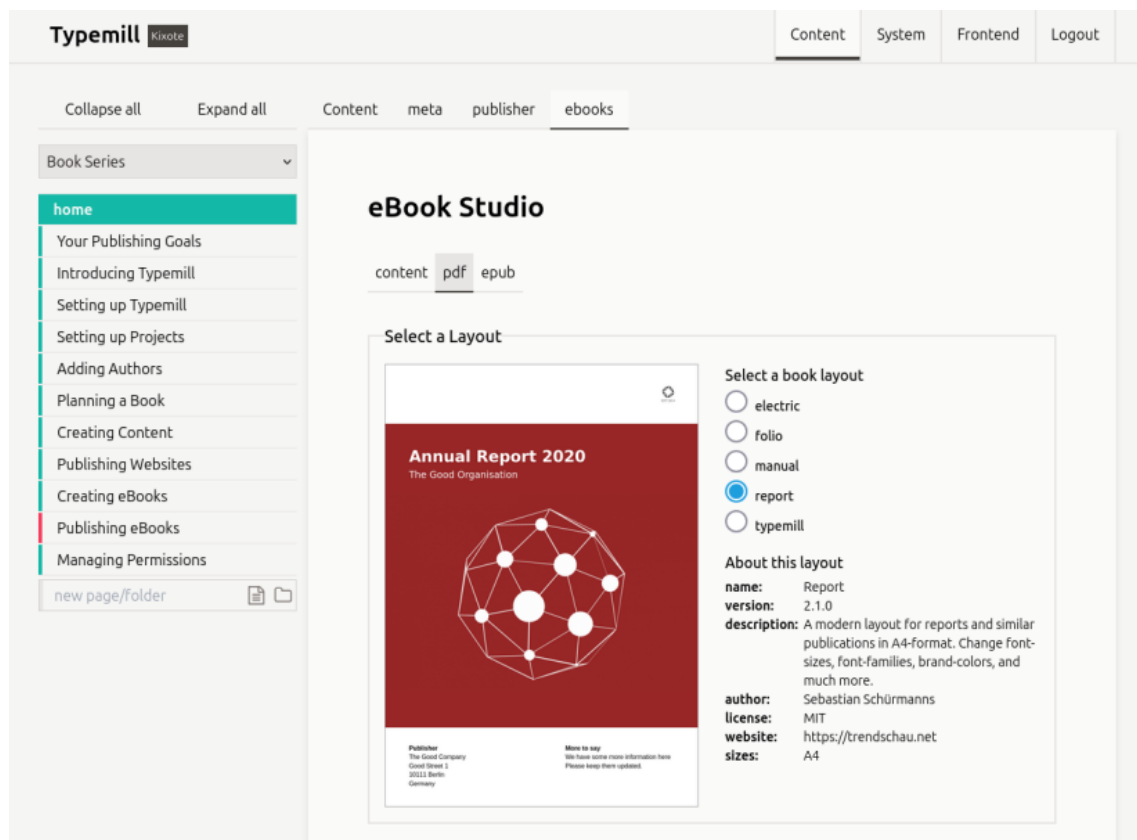
The screenshot shows the Typemill eBook Studio interface. At the top, there are tabs for 'Content', 'System', 'Frontend', and 'Logout'. Below this, there are sub-tabs for 'Content', 'meta', 'publisher', and 'ebooks'. The 'ebooks' sub-tab is active. On the left, there is a sidebar with a 'Book Series' dropdown and a list of pages: 'home', 'Your Publishing Goals', 'Introducing Typemill', 'Setting up Typemill', 'Setting up Projects', 'Adding Authors', 'Planning a Book', 'Creating Content', 'Publishing Websites', 'Creating eBooks', 'Publishing eBooks', and 'Managing Permissions'. The 'home' page is selected. Below the sidebar, there is a 'new page/folder' button. The main area is titled 'eBook Studio' and has sub-tabs for 'content', 'pdf', and 'epub'. The 'content' sub-tab is active. It shows a 'Select pages from your website' section with a 'reset/refresh navigation' button and a list of pages with checkboxes: 'home', 'Your Publishing Goals', 'Introducing Typemill', 'Setting up Typemill', 'Setting up Projects', 'Adding Authors', 'Planning a Book', 'Creating Content', 'Publishing Websites', and 'Managing Permissions'. To the right, there is a 'Headlines' section with a description and four radio button options: 'Do not downgrade headlines.', 'Downgrade starting from first subpage-level.', 'Downgrade starting from second subpage-level.', and 'Downgrade starting from third subpage-level.'. Below that is a 'Table of Contents' section showing a preview of the book's structure: 'h1 Modern Publishing for Organisations', 'h1 Your Publishing Goals', 'h2 Goal 1: Budget-Friendly Process', 'h2 Goal 2: Multiple Publications', 'h2 Goal 3: Multiple Authors', 'h2 Goal 4: Multiple Formats', 'h2 Goal 5: Flexible Access', and 'h2 How to Reach Your Goals'.

If you modify the structure of your website—such as adding, deleting, or moving

pages, you will need to refresh the navigation and select the content pages once more.

### Step 3: Configure the PDF

After selecting the content, switch to the PDF tab. Here, you can choose a layout and configure your PDF. For the *Fundraising Handbook*, we will select the Report layout, which offers a clean A4 format with a professional design.



Each layout possesses its own settings. For example, the Report layout features the following configuration sections:

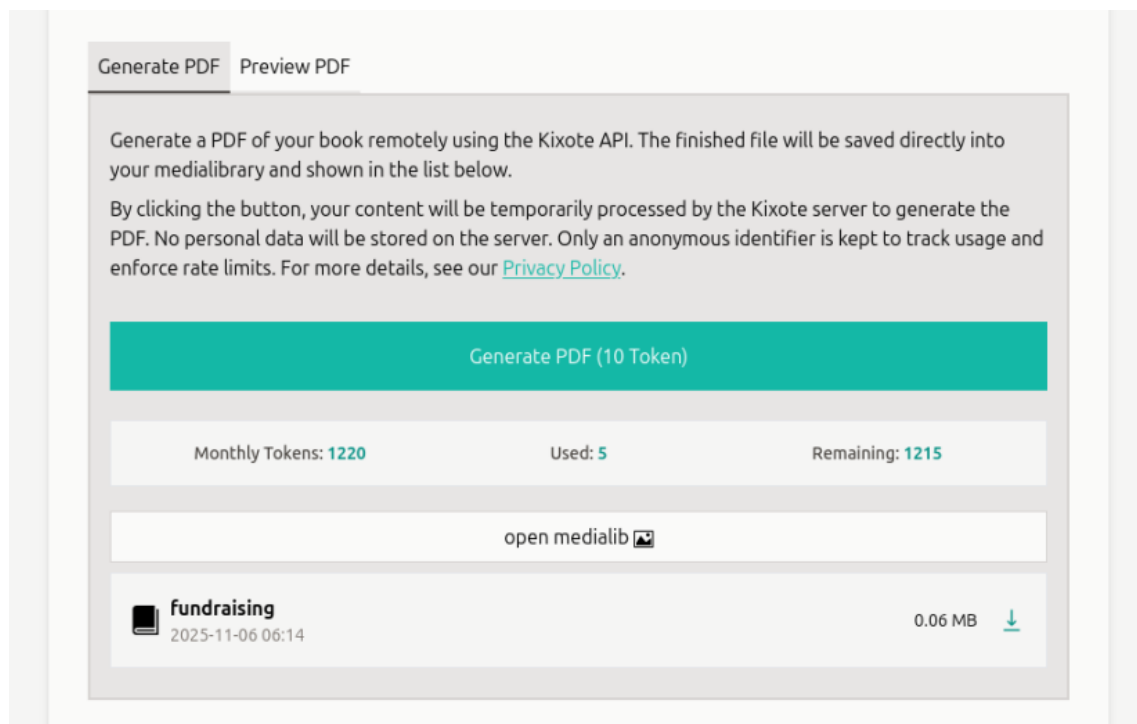
- Cover: Title, subtitle, footer text, logo, background image, and colors.
- Text: Font size, font families, text alignment, hyphenation, and colors.
- Imprint: Text for imprint and preface.
- Table of Contents: Headline, number of levels for the automatically generated TOC, optional prefixes, and line indents.
- Paging: Optional page numbers and running footers.
- Blurb: Text for afterword or additional notes.

Tip: If you desire a completely unique design, consider hiring a developer. Creating an eBook layout is quite similar to developing a Typemill theme, offering significant flexibility.

## Step 4: Generate the PDF

At the bottom of the PDF configuration options, you have two choices:

- Preview the PDF: The preview button opens a new window that renders the eBook layout as a website, allowing you to verify if the design meets your expectations. You can also create a PDF from this preview using your browser’s “Save to PDF” feature. Please note that results may vary across browsers. The preview utilizes **Pagedjs** in the background.
- Generate the PDF: This option allows you to create a final PDF version with a single click. The file will be stored in the media library and will be listed below the content once it’s ready. This generation utilizes Typemill’s hosted PDF service Kixote, which requires a MAKER or BUSINESS license. These licenses include a monthly token allowance for generating PDFs. The PDF service operates with **WeasyPrint** in the background.



Be aware that the preview and the remote PDF generation employ different technologies. Certain features may work in the remote version but not in the preview, and vice

versa. For instance, the remote PDF generation supports bookmarks, whereas the preview version supports JavaScript execution.

## Publishing eBooks

Once you have created one or more eBooks, you can publish them on your website. You have several options:

- Use the Publisher Theme (recommended). This theme is specifically designed for showcasing multiple eBooks. It features an automatic listing system that presents your eBooks on each page.
- Utilize the eBook Products plugin. This plugin displays eBooks with a cover image, title, brief description, and download buttons. Each eBook can be integrated into any page using a shortcode.
- Opt for simple file downloads. You can easily add eBook files from the media library to any page. Simply click on the file icon in the visual editor and select the eBook files.

In this guide, we will focus on the Publisher Theme, as it offers the most straightforward and organized approach to showcase and present multiple publications as both website content and downloadable eBooks.

### Add the eBook to the Publisher Tab

To add and display your eBook on the website, navigate to the homepage of your project. You will find a tab labeled "Publisher." Here, you can configure how your eBook appears in the teasers on the homepage, on the project's start page, and in the book overlay within the reading area.

- List Book on Homepage: Activate this option once everything is ready to include your eBook in the list on the homepage.
- Book Title: Enter the title of the teaser here. It's advisable to use the same title as your book, although a more marketing-oriented title can also be effective.
- Header Navigation: You can add internal or external links that will appear in the header navigation.
- Book Author: List one or more authors to be displayed in the teasers.
- Short Book Text: Provide a brief description of the book. This will be used for various teaser design formats.
- Long Book Text: Include a more detailed description of the book. This will also be utilized for certain teaser design variations.
- Teaser Image: Upload the cover image of your book (or any other relevant image).
- PDF Download: Attach the PDF file you generated earlier. You can select it from

- the media library or upload it from your desktop.
- EPUB Download: Attach the EPUB file you generated earlier. This can also be selected from the media library or uploaded from your desktop.

### PDF Download

**PDF Download Button**

Activate a download button for PDF.

**PDF Download**

<b>File path is read-only</b>	<b>Access</b>
x	all
<input type="button" value="Upload a file"/>	<input type="button" value="Select from medialib"/>

Select or upload the pdf download file and restrict download access if needed.

Please note that you can also restrict access to the PDF and EPUB downloads. This feature may be useful if you wish to require users to authenticate with an account before they can download the files.

## Managing Permissions

Typemill provides a versatile permission system designed to accommodate a range of use cases. If you're publishing ebooks or websites and wish to restrict access, there are several options at your disposal.

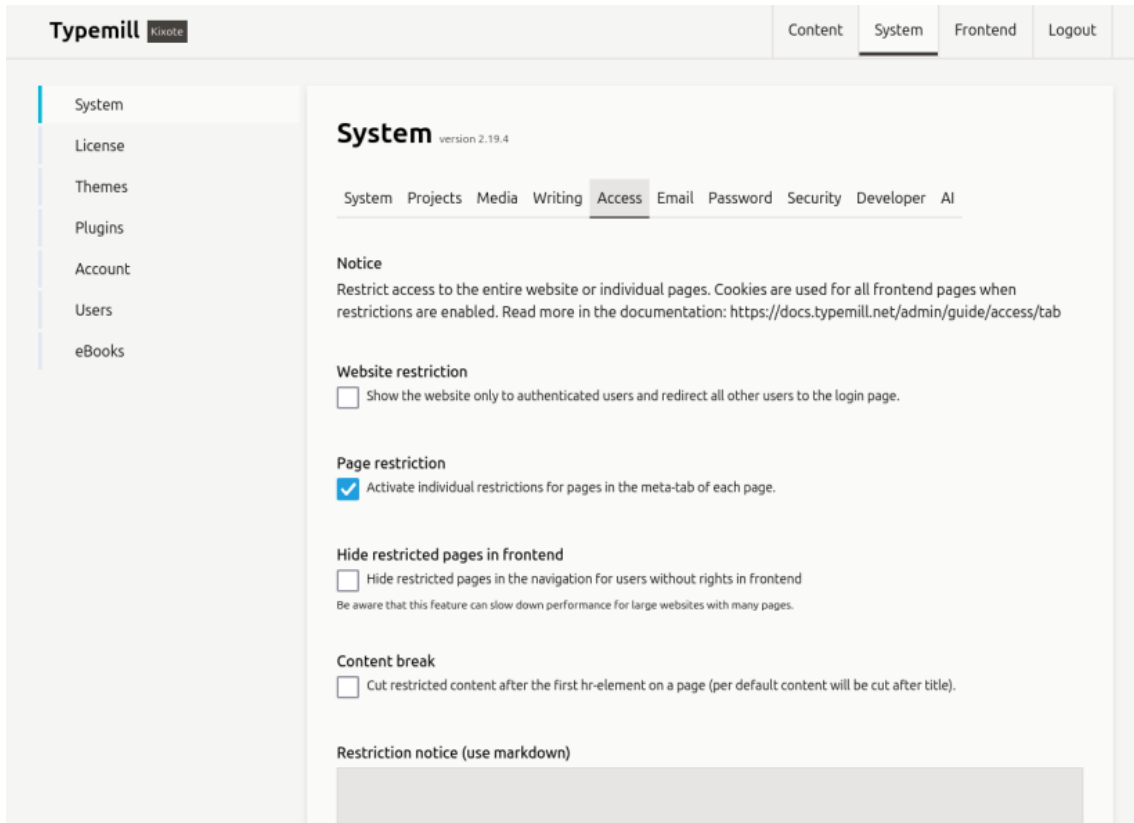
### Permissions for Authors

First and foremost, managing permissions for your authors is crucial. As discussed in the chapter on [adding authors](#), it's important to limit an author's access to their specific project, allowing them to view and edit content only within that scope. This can be accomplished through the folder restriction field found in each author's account settings.

Assign the "editor" role to your authors to grant them full editing privileges for their project's content. If you have multiple authors contributing to specific pages, consider assigning them the "author" role. This enables them to read all pages while restricting edits to those where they are designated as "author" in the page's meta-tab.

### Restrict the Full Website

You can configure the entire website to be accessible exclusively to authenticated users. In this setup, any user who is not logged in will be automatically redirected to the login page. This approach is particularly beneficial if you are using Typemill internally within your organization to create various guides for different teams. In this context, Typemill serves as an internal knowledge base with multiple publishing formats, ideal for onboarding guides, team-specific instructions, or specialized topics such as a "Fundraising Guide" intended solely for your fundraising team.



## Restrict Access to Single Pages

Alternatively, you can limit access to individual pages rather than the entire website. To do this, activate the page restriction option in the access tab of the system settings. You can choose to either completely hide the restricted page from the frontend or display the beginning of the page while manually truncating the content using three dashes '—' within the page content. Additionally, you can enable a restriction notice that links to the login page.

When page restrictions are activated, a new option appears in the meta-tab of each page. Here, you can select one or more usernames or specify a minimum role required to access the complete page content.

### Access & Rights

**Minimum user role to access this page**

member
▼

Select the lowest user role. Higher roles will have access too.

**Only the following users have access**

Add one or more usernames separated with comma.

Restricting access to individual pages is a prudent strategy if you wish to preview certain content and require users to log in for full details, similar to how newspapers operate. In the context of ebooks, you might opt to make some pages publicly accessible while restricting others or offering them as teasers. For additional insights into page restrictions, refer to the [author documentation](#).

## Restrict Access for Individual Files

If you are offering your ebook as a downloadable PDF, you may want to limit access to the download to registered users only. Typemill allows you to implement this easily in the file component. Similar to the page itself, you can select a required role for each file that must be met for download.

### PDF Download

**PDF Download Button**

Activate a download button for PDF.

**PDF Download**

**File path is read-only**

x

**Access**

all
▼

📄 Upload a file

📁 Select from medialib

Select or upload the pdf download file and restrict download access if needed.

This approach ensures that users must register on your site before they can download your ebooks. If you require more options, consider utilizing the [ebookproducts](#)

plugin.

Whether you're a **trainer**, an **educational company**, a **school**, an **institute**, or a **university**, publishing training materials, guides, reports, or ebooks is likely a fundamental aspect of your daily operations.

However, the publishing process can quickly become complex, particularly when you have various publications tailored for specific audiences, such as course members or participants in particular lectures. You often find yourself managing multiple publications, coordinating several authors, and controlling access to specific materials. Traditional publishing workflows add further complications, requiring collaboration with external agencies for layout and design—tasks that can be daunting with limited time, staff, and budgets.

This is where Typemill comes into play. With Typemill, you can oversee all your publications from a single platform, create content directly within the system, and publish it as both a website and eBooks in PDF and EPUB formats — without the need for external service providers.

This guide serves as an example publication crafted with Typemill. It will provide you with everything you need to know to embark on your journey into modern, hybrid publishing.