

## Creating and formatting documents for e-readers using ePub: A Guide

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## Why create an ePub open educational resource?

One of the standard file types for the University of Leicester's open educational resources (OERs) is the ePub file. ePub stands for electronic publication and is becoming the industry standard for e-books. You can find out more about the file type on Wikipedia:

- <http://en.wikipedia.org/wiki/ePub>

This file type has been included as it is:

- Open
  - Reusable

As well as being:

- Mobile
- Flexible

You can find out more about e-readers and the ePub file through the DUCKLING project:

- [www2.le.ac.uk/departments/beyond-distance-research-alliance/projects/duckling/technology-1](http://www2.le.ac.uk/departments/beyond-distance-research-alliance/projects/duckling/technology-1)

## What happens to an ePub OER?

The ePub OER continues through the CORRE process. This is a process designed and developed by the OTTER team at the University of Leicester to ensure the quality of OERs. Once the ePub OER has completed CORRE it is released into our repository.

Find out more about OTTER, CORRE and browse our repository:

- [www.le.ac.uk/otter](http://www.le.ac.uk/otter)
- [www2.le.ac.uk/departments/beyond-distance-research-alliance/projects/otter/about-oers/Corre-web.pdf](http://www2.le.ac.uk/departments/beyond-distance-research-alliance/projects/otter/about-oers/Corre-web.pdf)
- [www.le.ac.uk/oer](http://www.le.ac.uk/oer)

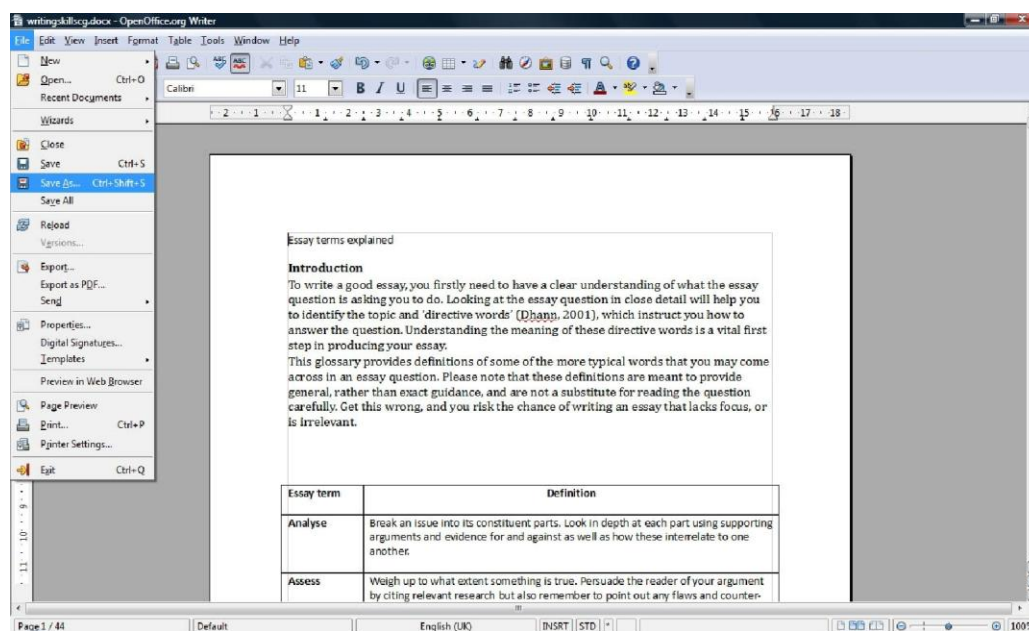
## Creating an ePub OER

In order to create an ePub from existing material you need to use the original text file and open it up in your text editor.

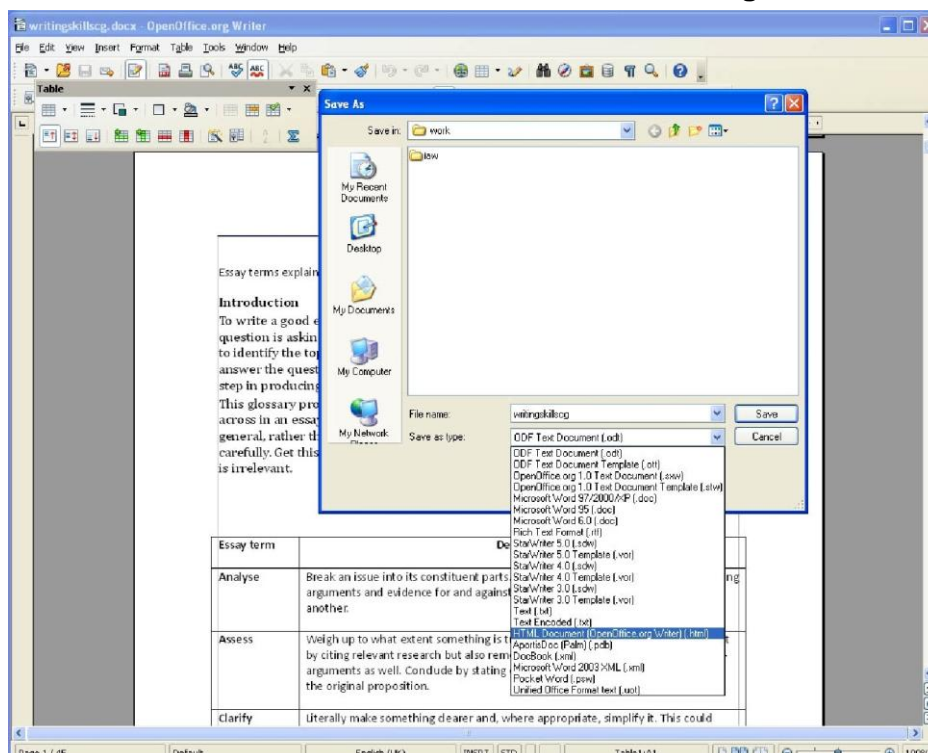
In this guide [Open Office \(www.openoffice.org\)](http://www.openoffice.org) is being used as it is an open source software available for download by anyone. If you are using Microsoft Word the majority of the instructions will be the same but if they differ the additional information has been provided. You may also need image editing software; this guide uses [GIMP \(www.gimp.org\)](http://www.gimp.org).

### 1. Saving your text file as HTML

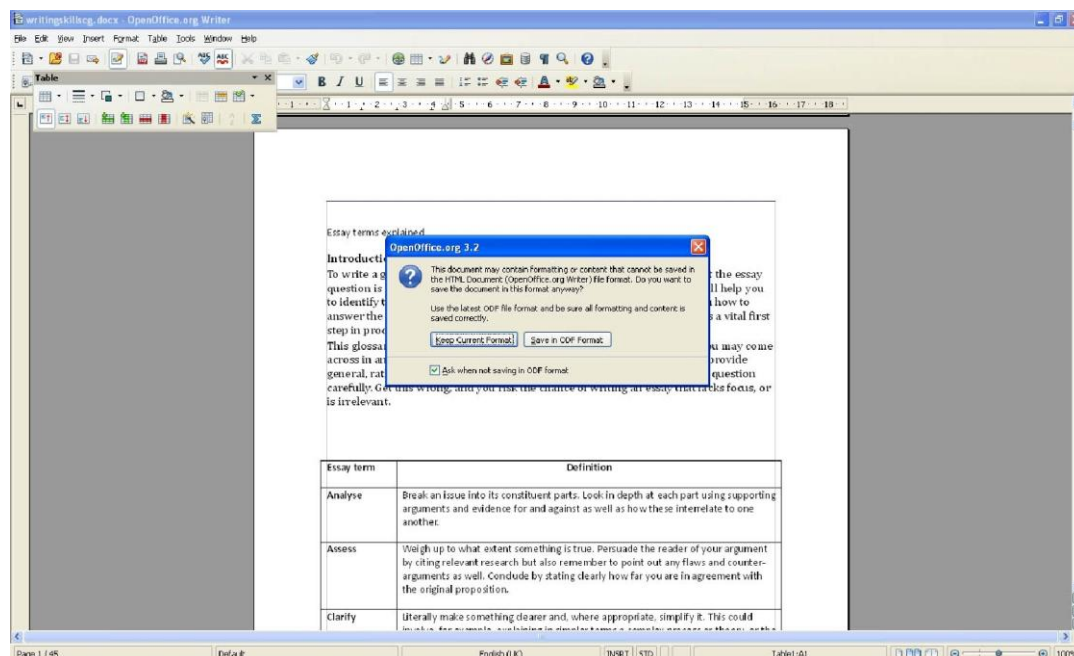
With your original text file open go to **File>>Save As:**



From the pop-up window that appears click the arrow in the **Save as type** box and select **HTML Document** and click **Save**. In Microsoft Word select **Web Page, Filtered**.



A pop-up window might then appear telling you that some formatting and content maybe lost in this file type. Click **Keep Current Format** as minimal details will be lost and missing content can be added with the editing of the HTML document. In Microsoft Word a pop-up window will appear asking the same thing click **Yes**.



## 2. Editing the HTML document

The HTML needs to be edited so that when it is converted into an ePub file it displays correctly.

### 2.1 Paragraph spacing

Extra paragraph spacing can be hard to see and remove provides a tool to help remove spacing. Click on the tool **Nonprinting Characters**. In Microsoft Word this tool is **Show/Hide** appears on the **Home** tab.



in a text editor. Open Office which will show **Nonprinting Paragraph Marks** and

All the extra spaces will be displayed using the Paragraph Mark.

**Introduction¶**  
 To write a good essay, you firstly need to have a clear question is asking you to do. Looking at the essay que to identify the topic and 'directive words' (Dhann, 200 answer the question. Understanding the meaning of t step in producing your essay.¶  
 ¶  
 ¶  
 This glossary provides definitions of some of the mor across in an essay question. Please note that these del general, rather than exact guidance, and are not a sub carefully. Get this wrong, and you risk the chance of w is irrelevant.¶  
 ¶

After each heading, paragraph, table or any other object there should be only one Paragraph Mark. Simply delete the extra Paragraph Marks., This may mean that two paragraphs seem too close together but they will display correctly when converted to ePub.

## Introduction¶

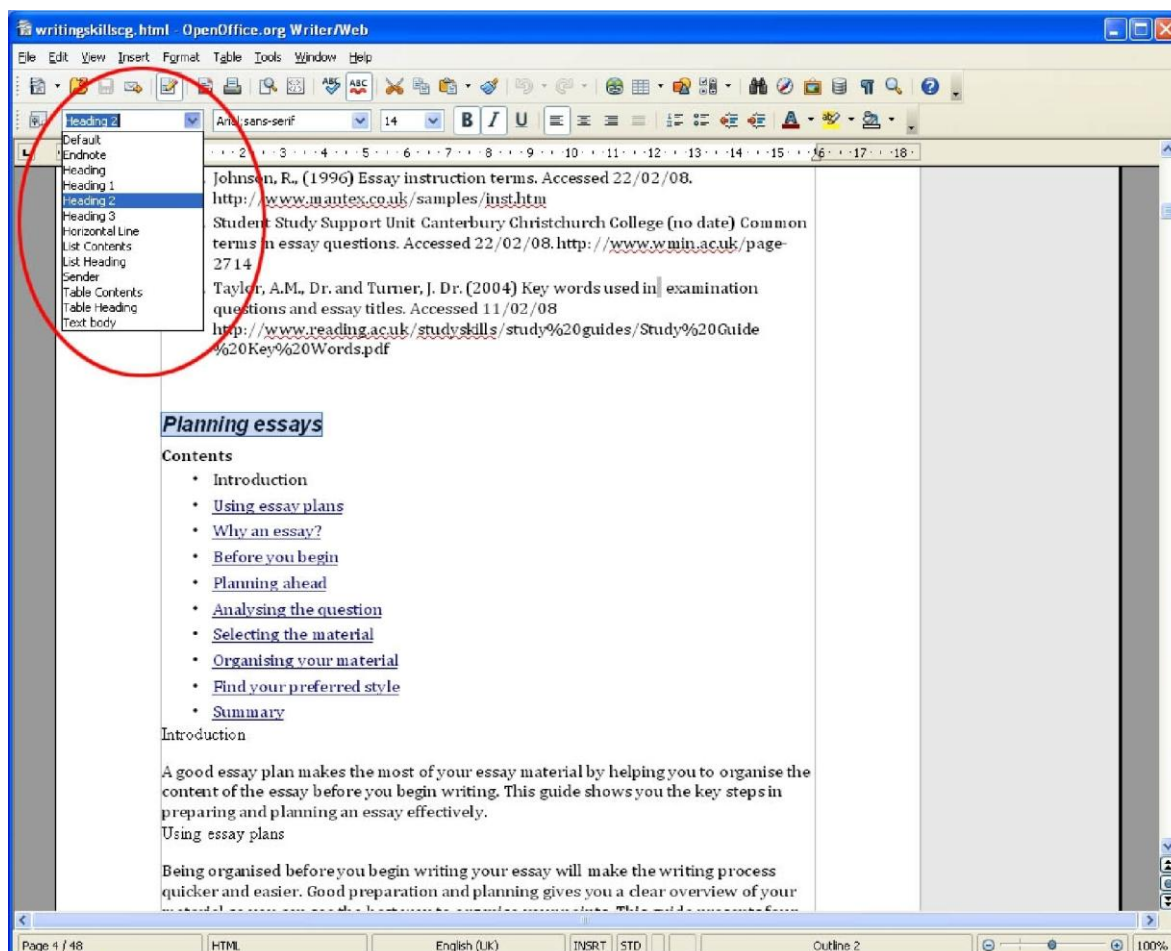
To write a good essay, you firstly need to have a clear question is asking you to do. Looking at the essay question to identify the topic and 'directive words' (Dhann, 2000) answer the question. Understanding the meaning of the step in producing your essay.¶

This glossary provides definitions of some of the more across in an essay question. Please note that these definitions are general, rather than exact guidance, and are not a substitute for a glossary. Get this wrong, and you risk the chance of writing irrelevant.¶

## Headings

To enhance the display of the ePub file you can add Headings to the appropriate places within the text.

To add a heading select the appropriate text and from the **Styles and Formatting** drop down menu: **Heading 1, Heading 2, Heading 3** etc. In Microsoft Word the **Styles** can be selected from the **Home** tab.



**Heading 1** will be for the most important heading in the text file and will likely only be used once. **Heading 2** can then be applied to the next set of headings, for example, section titles. **Heading 3** would be applied to the sub-headings under a Heading 2. The set of headings will look similar to this:

## Heading 1

## Heading 2

## Heading 3

## Heading 4

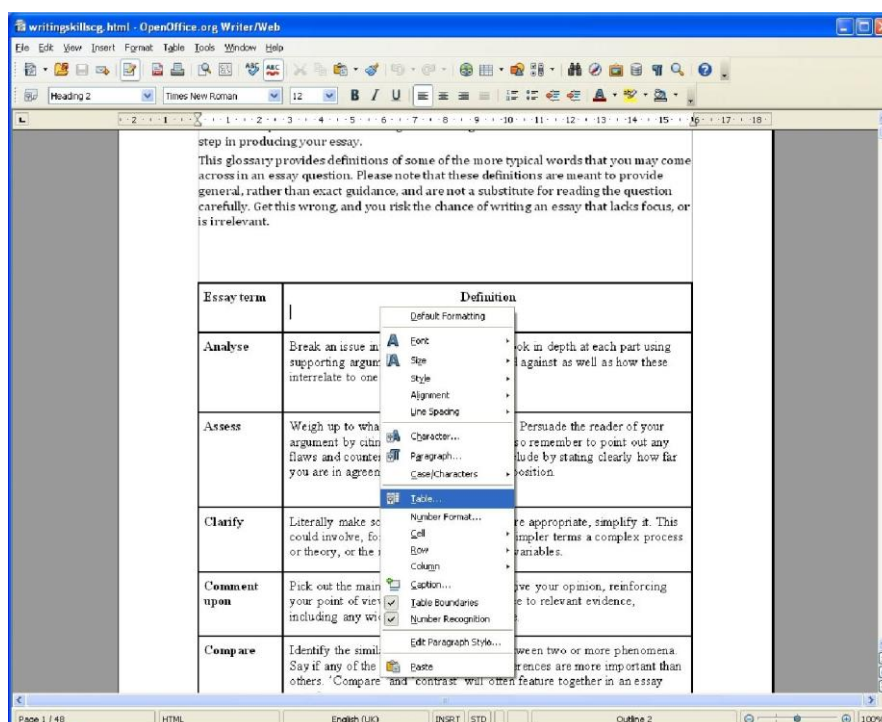
## Heading 5

## Heading 6

### 3. Tables

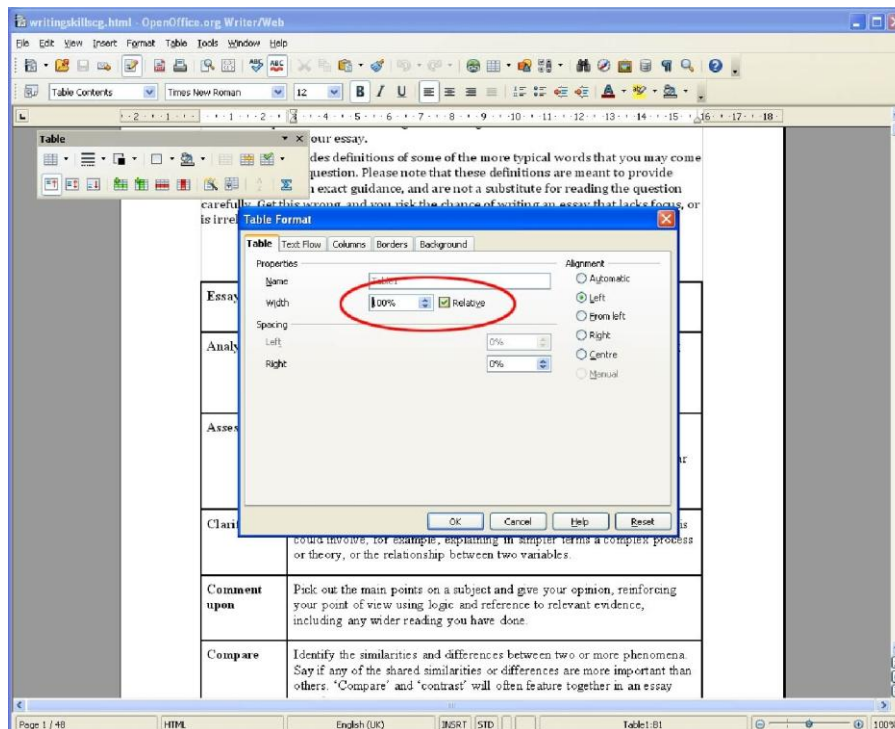
Tables can be tricky to display in an e-book reader. Display options can be altered within the e-reader itself but the HTML file can also be edited to optimise the display.

Place your cursor in a cell of the table and right click. A pop-up window will appear and select **Table**. In Microsoft Word the option you need to select is **Table Properties**.

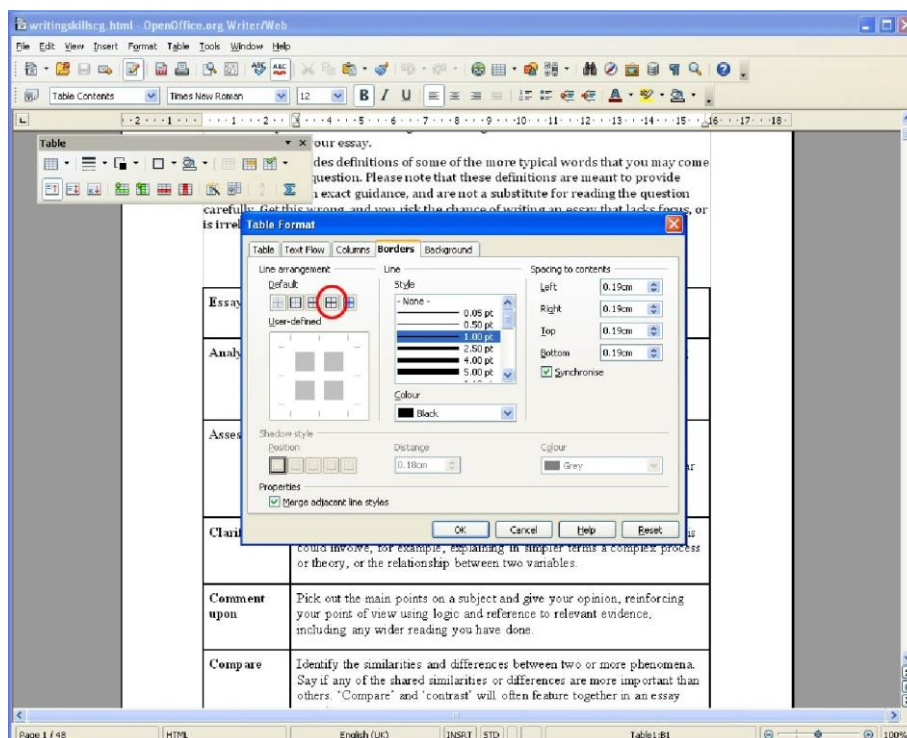


Another pop-up window will appear. Next to **Width** tick the **Relative** box. This will set the width of the table to 100% which, when the HTML file is converted to an ePub, will resize the table to 100% of the width of whatever device it is viewed in. In Microsoft Word the pop-up

window will appear and on the **Table** tab check the **Preferred Width** box and then select **Percent** from the **Measure In** drop down box and then enter 100%.

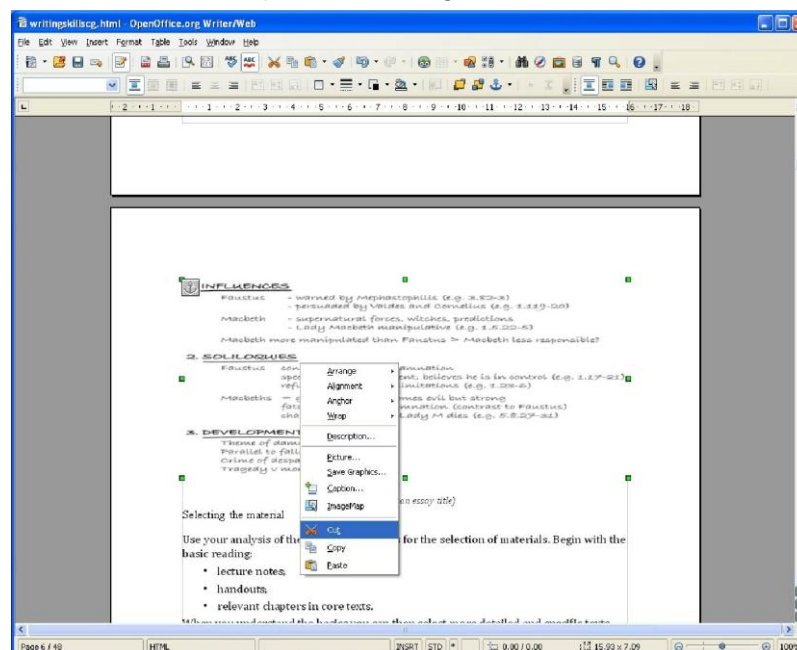


Adding a border to the table will also aid the display of the ePub. Place your cursor in a table cell and right click. Select **Table**. In the pop-up window that appears select the **Borders** tab. Then select **Set Outer Border and All Inner Lines**. In Microsoft Word right click and select **Table Properties**. In the pop-up window that appears on the **Table** tab select the **Borders and Shading** button and then click the **All** button and click **OK**.

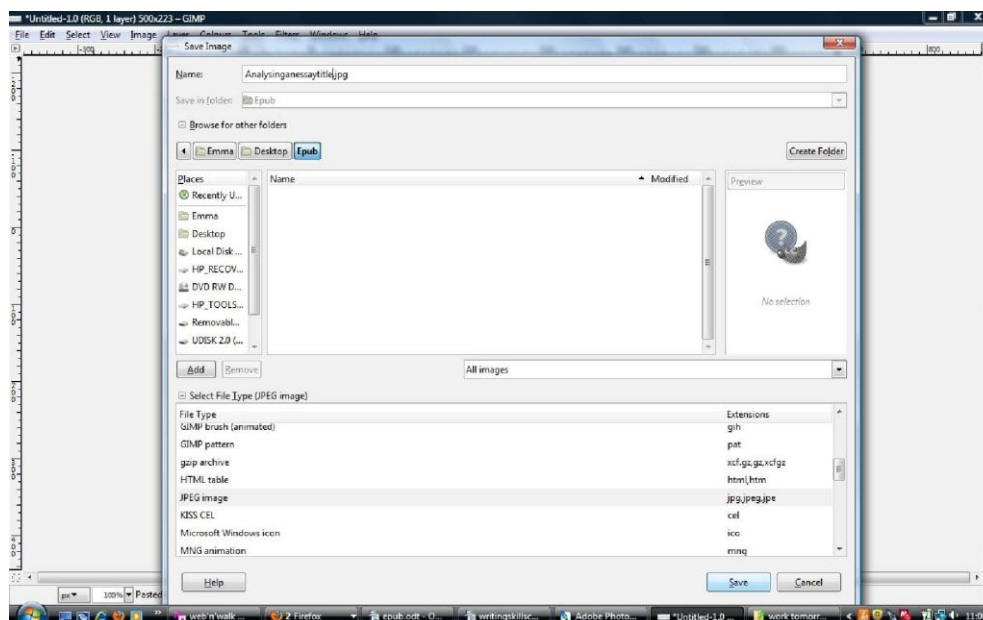


## 4. Images

Images may need to be edited so that they display correctly when converted to an ePub file. All images within the text file should be JPEG files. One way to make sure the image is saved as a JPEG is to select the picture then right click and select **Cut**.

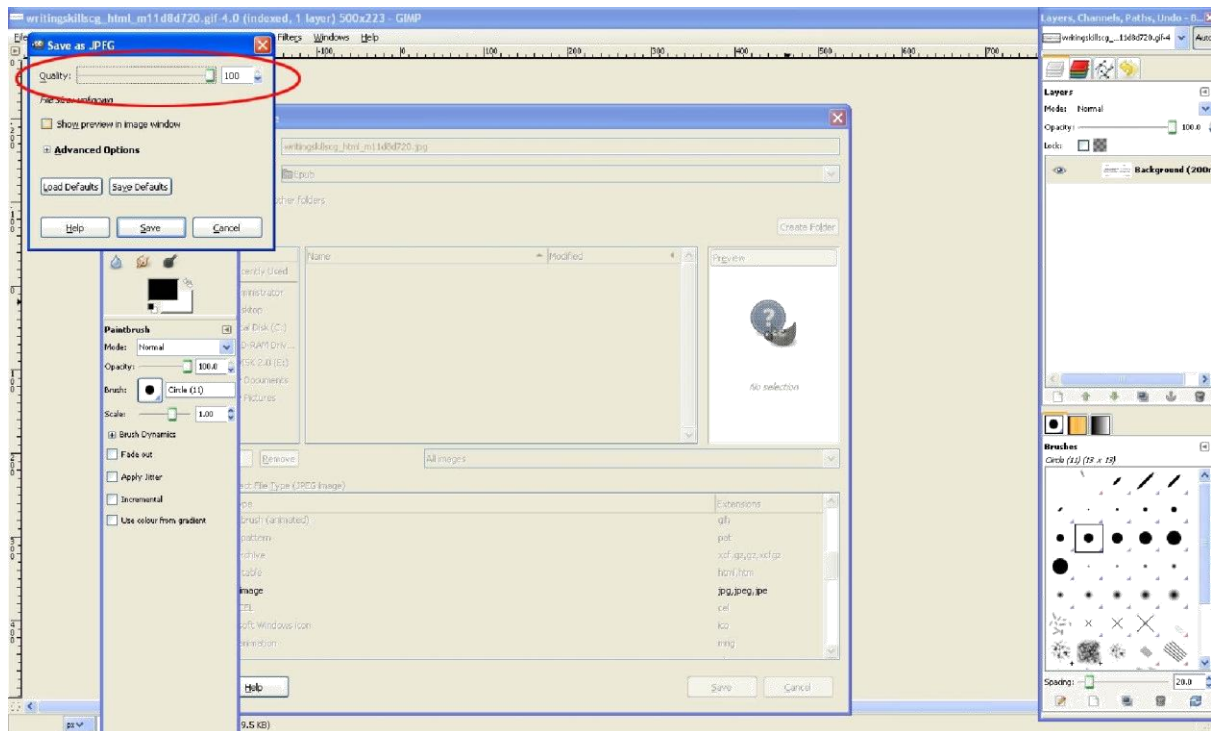


Open GIMP then select **Edit>>Paste**. Then select **File>>Save As** and a pop-up window will appear. It is important to save the image in the same folder that your text file (now a HTML file) is saved in. Click the plus icon to **Select File Type** and select **JPEG** and click **Save**.

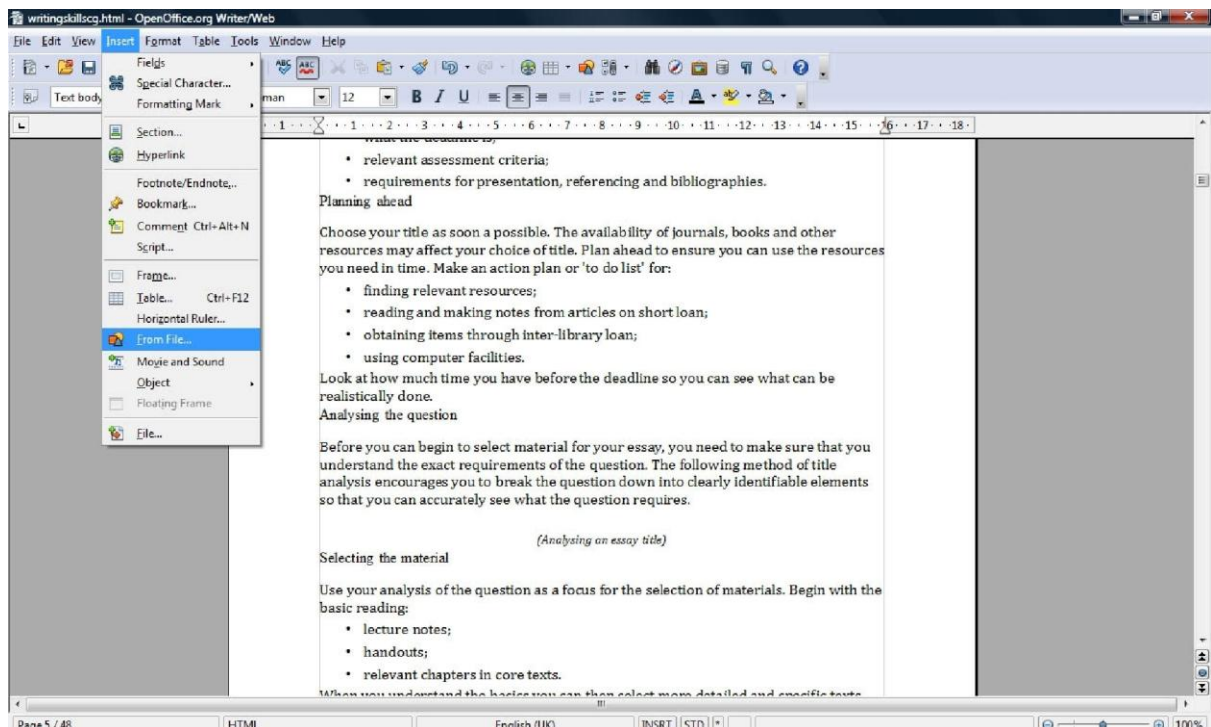


A pop-up window will appear. In the **Quality** slider increase this to 100 and click **Save**.





Now insert the image back into the text file in the original location by placing your cursor in the appropriate place and selecting **Insert>>From File...** In Microsoft Word click the **Insert** tab and click the **Picture** button.



A pop-up window will then appear and browse to your file and select **Open**. In Microsoft Word browse to your file via the pop-up window and then select **Insert**. Then resize the image as necessary.

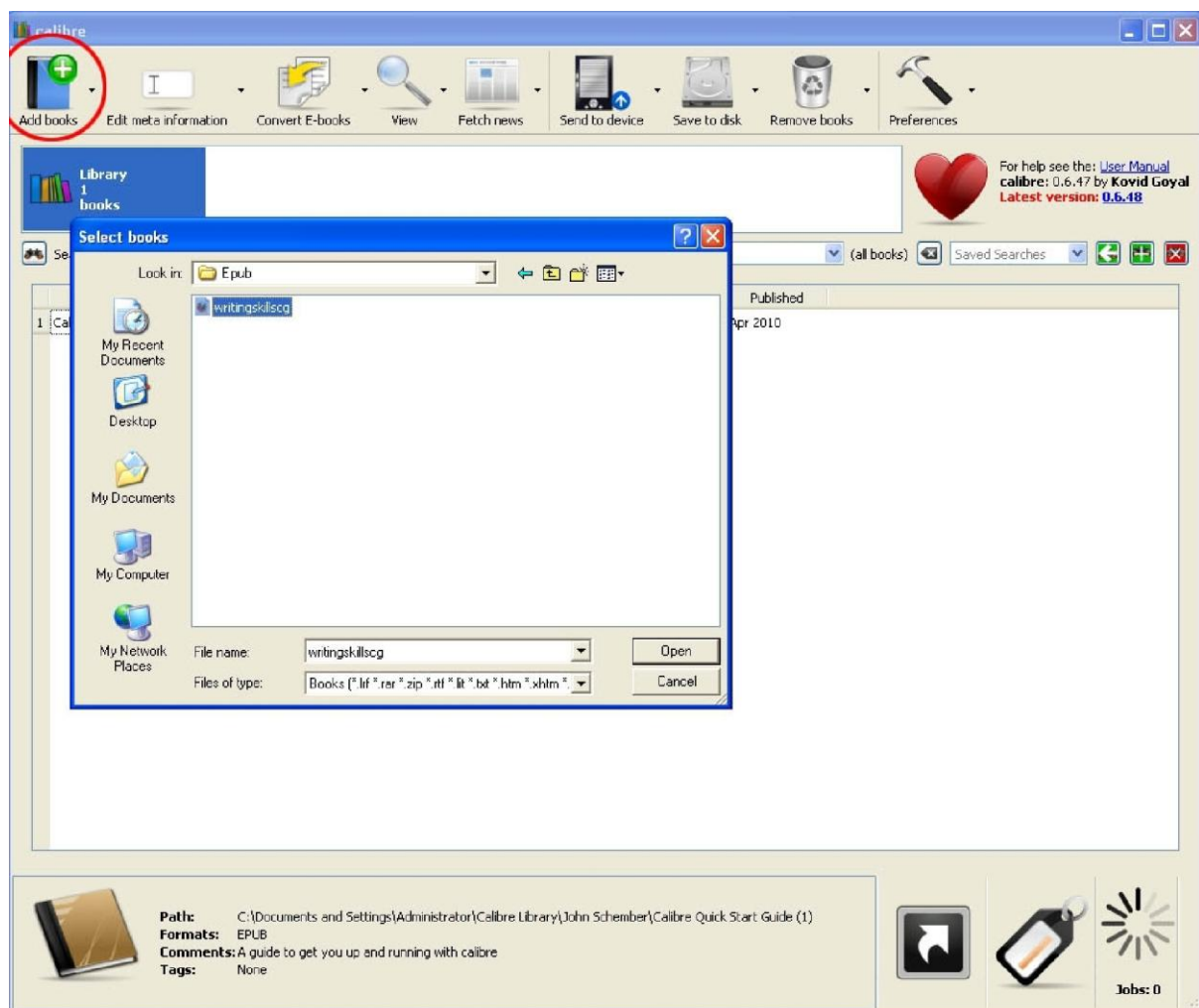
## 5. Converting to ePub

The conversion process takes place using open source software called Calibre ( [http://calibre- ebook. com/](http://calibre-ebook.com/)) or through browser based software [2ePub](#). Additional metadata can be added at this stage.

If the HTML file contains images then download and use Calibre to convert to ePub. If the HTML has no images then you may find 2ePub the better option but you will need to manually add the metadata to the ePub file after conversion.

### 5.1 Adding your books

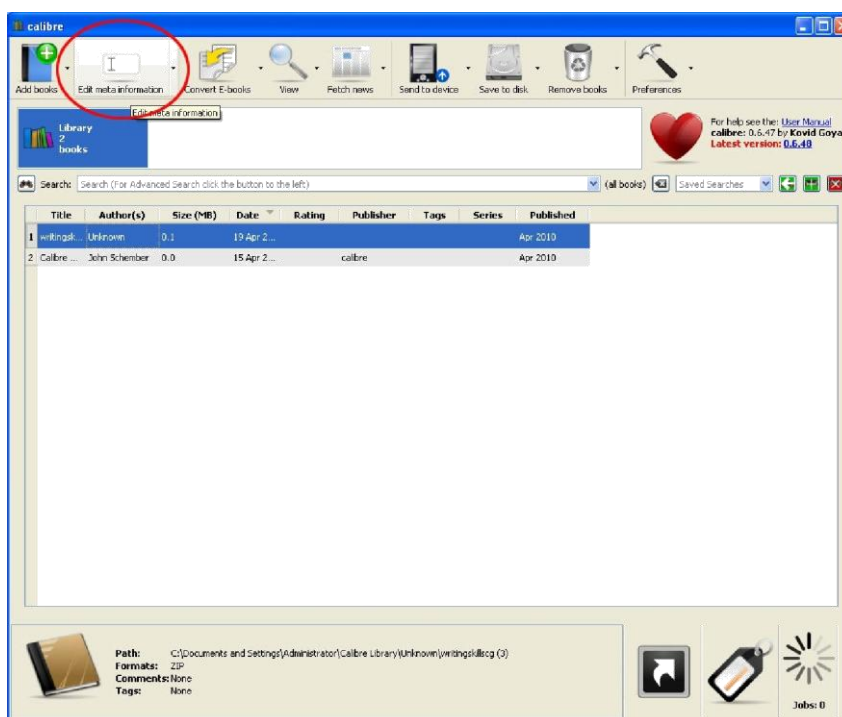
Open Calibre and click **Add books**. A pop-up window will then appear allowing you to browse to your HTML file. Select the file and click **Open** the file will then be added to Calibre.



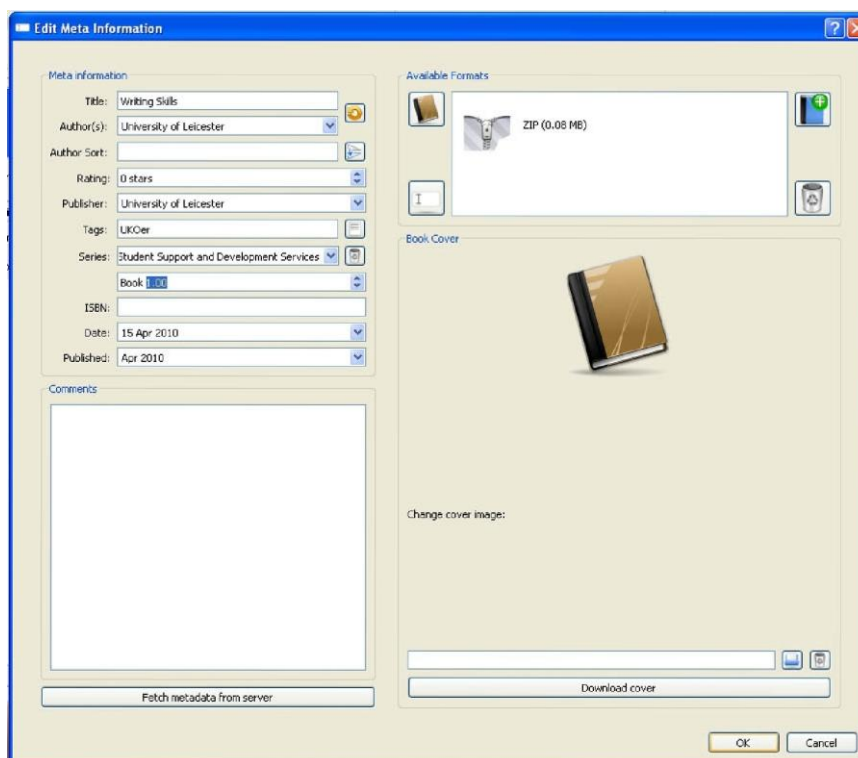
## 5.2 Adding metadata to your books

Adding meta information to your e-book will help to organise the file when it is transferred to your e-reader.

Select the file in Calibre and then click **Edit meta information**.



A pop-up window will appear and you can edit the meta information.

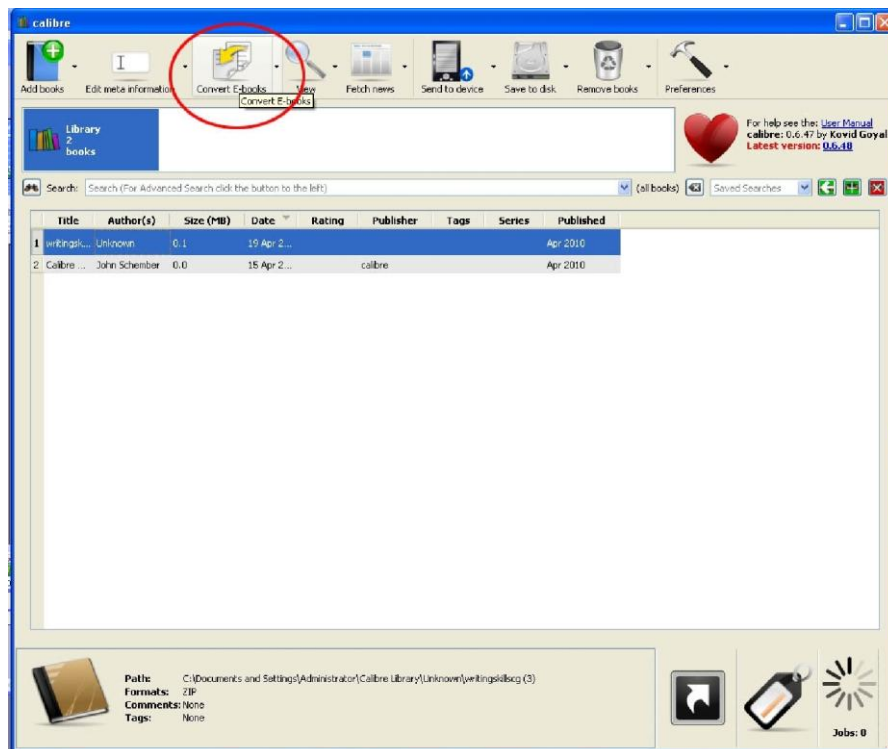


Adding a **Series** can be helpful. For example if you are converting a set of units from one module you can use the module name in the **Series** box and then select this on all the units (files) you are converting. This will mean that on the Sony e-reader they display in one Collection.

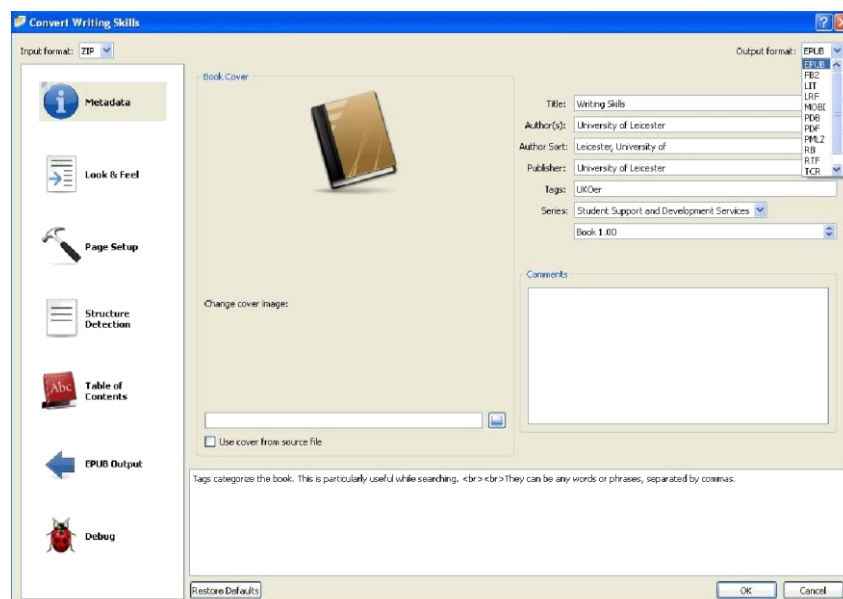
Adding a **Book number** to a unit (file) in a series will mean that each unit will be displayed sequentially within the Collection.

### 5.3 Converting your files

Select your file and click **Convert E-books**.



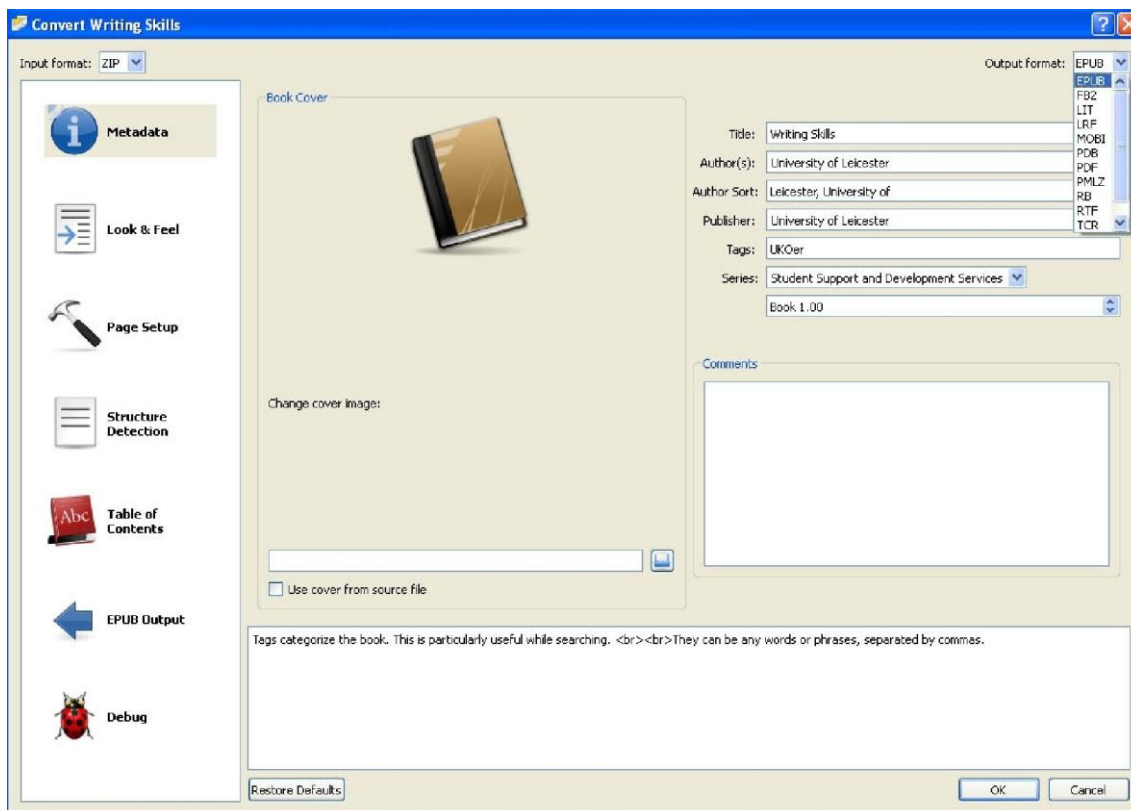
In the pop-up window that appears in the drop down box on the right hand side make sure that **Output format** is selected as **EPUB**.



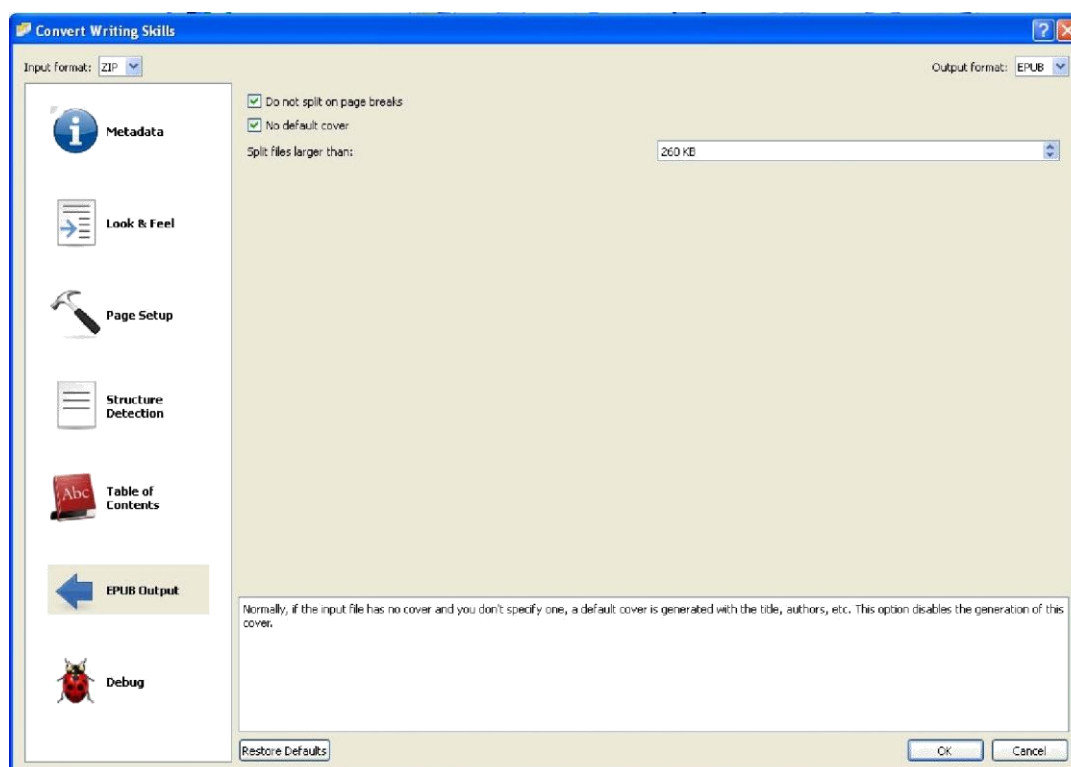
Author: Emma Davies



On the **Metadata** tab you can add or edit information as necessary. Select the **Look & Feel** tab and check the **No text justification** and **Linearise tables** boxes. This will aid the display on the e-reader.



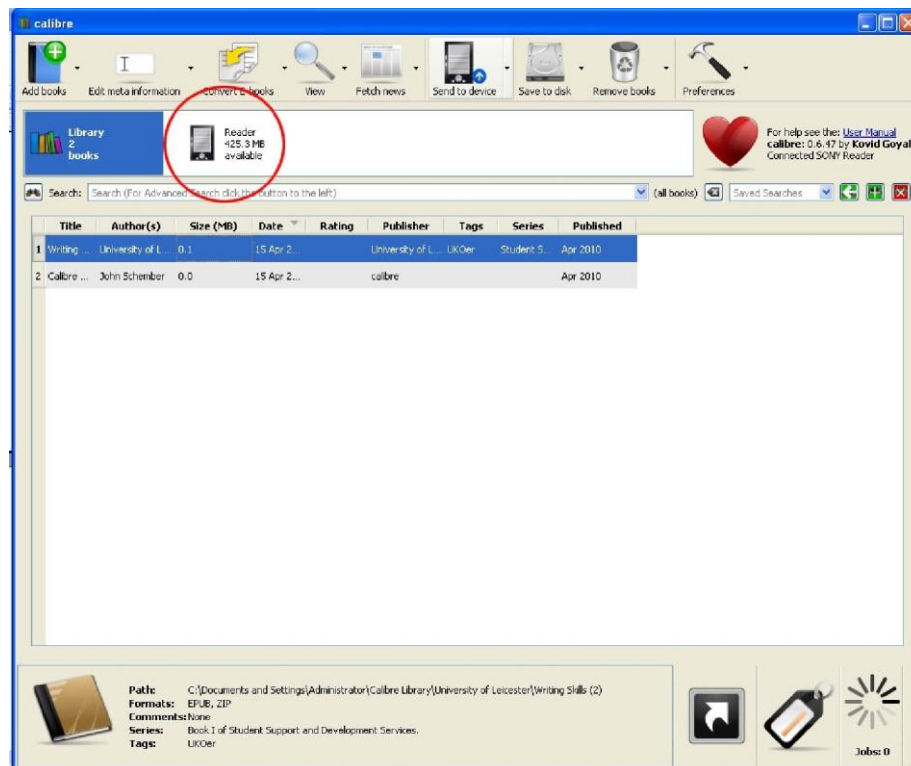
Select the **EPUB Output** tab and check the **Do not split on page breaks** and **No default cover** boxes. These will aid the display on the e-reader. Select **OK**.



These are the main tabs that you need to edit options within., You may want to look at the options within the other tabs when you are comfortable with the conversion process.

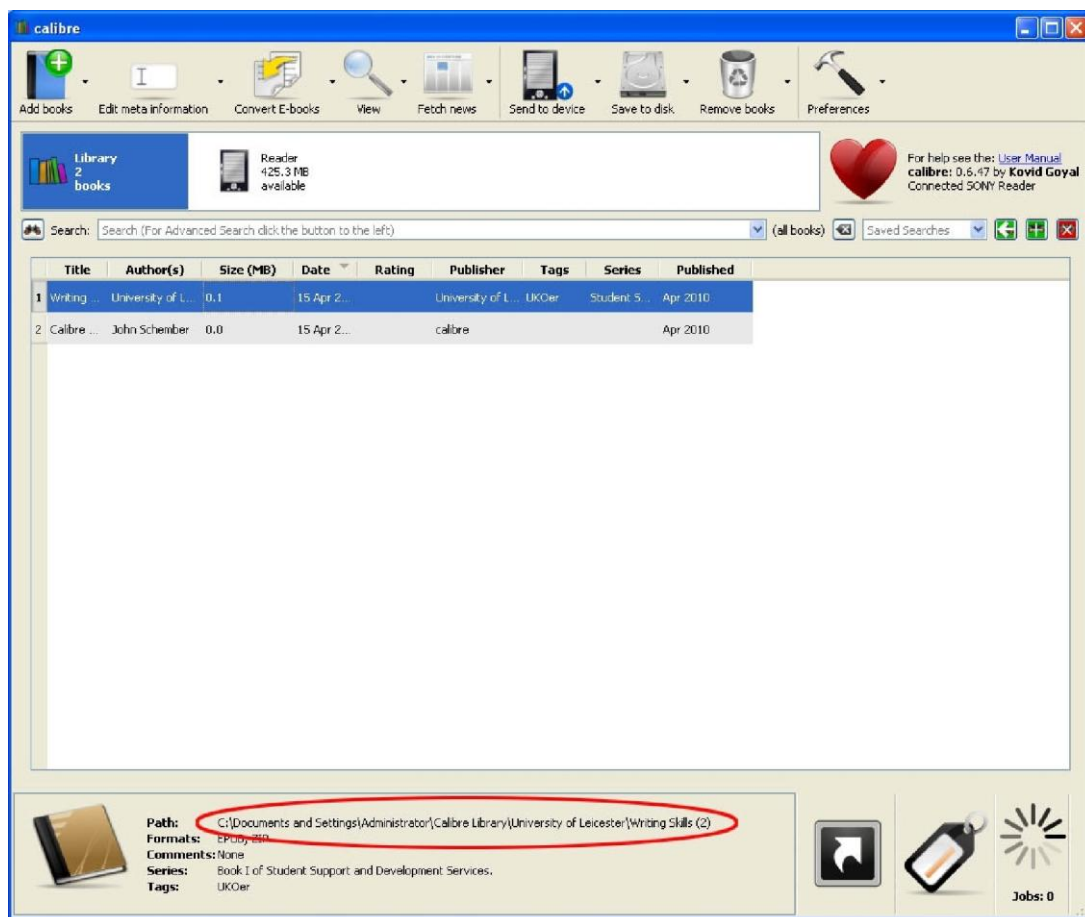
#### 5.4 Sending your e-book to your e-reader

According to the instructions with your e-reader attach the device to your computer. Calibre will automatically detect your e-reader. Select your e-book and click **Send to device**. Calibre will transfer the e-book onto your e-reader.



If Calibre doesn't recognise your device and the software with the e-reader doesn't allow you to add and transfer books you can still transfer your device to your e-reader.

Find where Calibre saves your converted e-books. To do this select your e-book and look at the **Path**.



Now go to the folder where the e-book is stored and open the containing folder. Go to **My Computer** and double click on your e-reader to open its folder structure. When the folder structure is open select **database>>media>>books**.

You can now drag and drop the ePub file from its saved location to the file onto your e-reader.

### A final note

This guide has been put together based on research and development within the DUCKLING and OTTER projects and we are continually adding to the information we have gathered in regard to e-books and their devices. Any tips or tricks about e-book creation and conversion are gratefully received!

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