# eBooks – Notes

## Structure for Non-Fiction Books

* Cover
* Title page / copyright
* Table of contents
* Dedication (optional)
* Epigraph (optional)
* Foreword (if needed)
* Content (split into multiple chapters)
* Footnotes (optional)
* Glossary (optional)
* Acknowledgements (optional)
* Bibliography (as required)
* Index (as required)
* Excerpts and links to other work
* Backjacket – description and back-cover image

## Workflow

* Type the initial document in a word processor (Word, Pages)
* Remove **all** headers and footers form this document
* Remove **all** review comments
* Replace all &, < and > with HTML equivalents: &amp; , &lt; , &gt; Do ampersands first
* Add fancy quotes, apostrophes and other special characters. This can mostly be done using Autocorrect options (Word). Appendix A has list of popularly used “fancy” characters and how to get them on the keyboard.
* Take necessary steps to preserve specially formatted text e.g. any inline styles. Again, can make use of Autocorrect here but do remember to now de-select smart quotes and hyphens (don’t want to undo what your’ve done before!)
* Copy whole manuscript to a text editor
* Strip out unnecessary white space from text file
* Make sure every element is on its own line
* Save the document form the text editor with a .html extension – this should give you syntax highlighting.
* Wrap paragraph tags everywhere: Find: ^(.+)$  
   Replace: <p>\1</p>
* Add headings
  + Only have one <h1>…</h1> element (title of the book)
  + Use <h2>…</h2> for chapter headings
* Consideration for lists
* Add class attributes for special text, for example
  + Author name centred, larger
  + Copyright centred, smaller, different margins
  + Dedication new page before
  + Epigraph new page before etc
* Collect all images into /images folder
  + Resize for eBook use. Maximum 600px wide and 800px high
  + JPEG compression: 70% works well
* Add images back into HTML
  + Make sure that height and width attributes are added into the HTML
  + Make sure some alt=”…” text is added to each image
  + Maximum of 400px height if on same page as text
* Insert hyperlinks back into the text file. Use F11, shift-F11 to cycle through all hyperlinks in the Word document. Ctrl-K to get to the URL of the hyperlink then manually insert <a href=”….”>…</a> links into the text file manuscript.

## CSS Workflow

* Start with basic boilerplate CSS
* Create two stylesheets – one for the EPUB format and one for the Kindle (KF8/MOBI)
* Include reset CSS code at the top of each
* Now apply base styles to all block elements (<h1>, <h2>, <p> etc)
* Only apply margin spacing on top border, not bottom one as well!
* Now add inline styling e.g. for bold, italic, underlined etc
* Now include CSS for specific classes e.g. title page -> chapter headings, drop caps etc.

When the above HTML and CSS are done in the one (large) file, we now need to split the files up.

## Splitting Files

* Establish a directory structure for the ebook project (see Appendix B)
* Split the aggregated HTML file up into smaller files
  + One file per section / chapter
  + Maximum size 200kb
  + For each file use the HTML boilerplate including the XHTML header and </html> end
  + Label files in linear order within the book
* Go through the disaggregated HTML “fixing” relative links
* Create the **content.opf** file:
  + Metadata section first. Either buy and use an ISBN or generate a unique UUID for the ebook
  + Manifest section next – list of all files in the EPUB package
  + Spine section – linear order of the book
  + Guide section – only need entries for the HTML cover page, HTML table of contents and Beginning
  + Differences for Kindle
    - Take coverpage.html out of the source epub
    - Don’t reference the cover in the Guide section
* Create the HTML table of contents and **toc.ncx**
  + Htmltoc.html
  + Wrap <h2>…</h2> in <div>…</div> in all content HTML files
  + Create **toc.ncx**
  + MOBI/KF8 considerations
    - Cannot reference th cover in Htmltoc.html or **toc.ncx**
    - Remove links to **coverpage.html**

## Packaging

Issue the following two commands from the command line in the root of the ebook project:

Zip.exe temp.epub –DX0 mimetype

Zip.exe temp.epub –rDX9 META-INF OEBPS

## QA Checklist

* Does my ebook have correct linear order (mistakes in Spine section of **content.opf**)?
* Are all the paragraphs reflowable?
* Do the hyperlinks go to the right locations?
* Do the images scale well?
* Was all the metadata entered correctly?
* Do all the styles look OM and do they style the correct content?
* Do the KF8 styles degrade gracefully to a MOBI?

## Appendix A Fancy keyboard characters

For all of the key combinations in the table (below), use the numeric pad to enter the numbers.

|  |  |  |
| --- | --- | --- |
| Character | Key combination | Character name / description |
| **–** | Alt+0150 | En dash |
| **…** | Alt+0133 | Ellipsis (also Ctrl+Alt+.) |
| **‘** | Alt+0145 | Left single quote |
| **’** | Alt+0146 | Right single quote (apostrophe) |
| **“** | Alt+0147 | Left double quotes |
| **”** | Alt+0148 | Right double quotes |
|  |  |  |

## Appendix B Directory Structure for eBook Project

**(root)**

**/META-INF**

**container.xml**

**/OEBPS**

**/images … all image assets used in the eBook**

**/css … all stylesheet files (.css) and font files (.otf)**

**/content … all HTML content files**

**content.opf … defines the ordered structure of the book**

**toc.ncx … table of contents**

**coverpage.html … coverpage for the ebook**

**cover.jpg … cover image for the ebook**

**mimetype**