A week with the saint. (AWWAS)

**Book Transcription**

# Formatting and Review work

### Tools needed

|  |  |  |
| --- | --- | --- |
| Microsoft word |  |  |
| Balaram font |  |  |
| InDesign |  |  |
|  |  |  |

Goal is to be :

1. Crisp – book size < 300 pages.
2. To the point
3. Consistent
4. Neat and clean.

## **Formatting work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Group** | **Task Phase** | **Tasks** | **Example** | **Comments** |
| Technical- Paragraph related | Phase 3 | 1. create a style to reduce paragraph spacing 2. Left justify – use indesign left justify |  | In word - create a style to reduce paragraph space.  InDesign – master Style  Less gaps between lines. |
| Non-technical – paragraph related | Phase 2 | 1. Remove extra line before and after paragraph and verses and conversations 2. Only one space between words 3. Convert verses from 4 lines to 2 |  |  |
| Subtitle related | Phase 1 | 1. Subtitle should start in new page 2. Ideally should not be bolded 3. Use camel case and be consistent | Except prepositions , conjunctions  Capital first letter of subtitle.  Example : Glories of Purushottama. Vs Save time. |  |
| Transliteration Diatrics | Phase 2 | 1. Consistent using Balaram font 2. Revisit all diatrics 3. [] came from improper balaram font installation | Gītā vs Gitā | [Make sure you copy and paste verses from krishnapath vedabase](http://www.krishnapath.org/__free-download-srila-prabhupada-book/free-ebooks-audiobooks-of-srila-prabhupada/the-bhaktivedanta-vedabase-with-original-authorized-books/)  Download Balaram font |
| Points Bullet related | Phase 1 | Use numbering instead of bullet |  |  |
| Font Size | Phase 1 | Minimum font size should be 11 |  |  |
| Table of contents | Phase 1 | Should be camel case |  |  |
| Margin | Phase 3 | Take care of margin |  |  |
| Spelling | Phase 2 | Run spell check |  |  |
|  |  |  |  |  |

## **Review work**

Review Tasks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Group** | **Task Phase** | **Tasks** | **Example** | **Comments** |
| Subtitle | Phase 2 | 1. No repetition 2. Should go in flow 3. Add Impact to Title | Abortion is grave sin – grave can be added.  Way to control anger ( sounds very diplomatic) –  Anger is first (worst) enemy - Anger is worst enemy  Humour kills tumour |  |
| Content Repeated | Phase 1 | Repeated points may be boldened as needed – but mention only once – making it crisp |  |  |
| Content Hindi | Phase 1 | 1. Remove Hindi transliteration if translation already there 2. Make sure hindi translation is done correctly |  |  |
| Content Completion | Phase 1 | Dot.dot.dot. not needed. |  | Write proper sentence |
| Filler Words/sentences | Phase 1 | “This is how”, “So”, etc. remove them as needed. |  |  |
| Mangalacharan prayers / verses | Phase 1 | If Maharaj has not added explanation, remove them. |  |  |
| Text in square brackets | Phase 1 | Not need needed |  |  |
| Footnotes | Phase 2 | Put where needed |  |  |
|  |  |  |  |  |

### **Formatting points (noted earlier)**

### Paragraph spacing

In word - create a style to reduce paragraph space.

InDesign – master Style

### Paragraph spacing

Subtitle should start in new page.

### Numbering

Use numbering instead of bullet.

### Consistent spelling throughout using Balaram font.

Example Gītā vs Gitā

### Bold in beginning does not look nice.

**Example** Gītā vs Gitā

### Ideally no bold in subtitle

### All diatrics should be revisited.

### Font size 11 should be used at min.

### Table of contents in camel case

### Indesign – used left justify

### Subtitle use camel case and be consistent.

Except prepositions , conjunctions

Capital first letter of subtitle.

Example : Glories of Purushottama. Vs Save time.

### [] Char came for missed balaram font

Make sure you copy and paste verses from krishnapath vedabase

<http://www.krishnapath.org/__free-download-srila-prabhupada-book/free-ebooks-audiobooks-of-srila-prabhupada/the-bhaktivedanta-vedabase-with-original-authorized-books/>

download balaram font

### Remove extra line before and after paragraph and verses and conversations

### Only one space between words

### Convert verses from 4 lines to 2

### Take care of margin

### Check for spelling

**Review Points (noted earlier)**

### Subtitle – no repetition

### Subtitle – should go in flow.

### Add impact to title /subtitle

Abortion is grave sin – grave can be added.

Way to control anger ( sounds very diplomatic) –

Anger is first (worst) enemy - Anger is worst enemy

Humour kills tumour

### Repeated pointed can be removed

– may be boldened as needed – but mention only once – making it crisp

### Remove Hindi transliteration if translation already there

– if the translation is there then remove translation

### Make sure that Hindi translation is done correctly.

### Dot Dot Dot not needed.

### “This is how” – remove filler words / sentences.

### Remove mangalacaran prayers

Remove the mangalacharan prayers

### 

### Remove recitation of verses

Where Maharaj has not added explanation – please remove.

### Text in square brackets not needed

### Every sentence should not start with “So”

### Put footnote where needed