How to Prepare a Digital Edition PDF Book With Scribus

This tutorial will offer you some advice on how to use Scribus to prepare an optimized digital edition PDF book.

There are two ways to produce a digital edition PDF presented in this tutorial. One way will use Scribus to directly export a PDF at a resolution appropriate for viewing on computers and devices. The other will use Acrobat Pro to optimize an existing high-resolution PDF. If you do not have Acrobat Pro and wish to test this process, you can download a trial version from the Adobe website: www.adobe.com.

The Tutorial is Broken up into Sections:

1. Setting up your Scribus Document
2. Adding Cover Images and Setting Up Pagination
3. Adding Bookmarks
4. Adding Hyperlinks
5. Exporting your Scribus file as a PDF ebook
6. Optimizing a high-resolution PDF using Acrobat Pro
7. Tips and Things to Remember
8. What do I do Next?
9. I Need More Help!

What do I Need?

This tutorial will have you use Scribus to create your content and cover and export them as a PDF digital edition ebook.

The screenshots shown in the tutorial use Scribus 1.4.0.rc2 for Mac and Acrobat Pro 9 and X for Mac. If you are using different versions of the software, some of the instructions and screenshots will be slightly different, but hopefully you can find the right feature in your software version.

How do I Get This Software?

Scribus is available for free at www.scribus.net. Scribus is an Open Source program that brings professional page layout to Linux/UNIX, Mac OS X, OS/2 Warp 4/eComStation and Windows desktops.

1. Setting up your Scribus Document

For your convenience, we have created a few template files for different standard book sizes to make your layout work easier. You can find these templates under the **TITLE MANAGEMENT** section of your publisher menu under **DIGITAL TITLES**. Choose the link called *Preparing Your Book for Digital Download..*

Setting up your file is nearly identical to setting up a book for print but the specifications are much looser. If you plan to produce both print and digital editions, you should set up your book files to print specs and then produce a digital book from the same files.

(For more information about the mechanics of setting up your Scribus file for print, e.g., creating Master Pages, importing and styling text using Style Sheets, and placing art, see the DriveThru tutorial for Scribus in the *Preparing Your Book for Print* menu in the link for **PRINT TEMPLATES & TUTORIALS.**)

Open Scribus. Then in the *File* pull-down menu, open the template. Make sure you are using the right template for your book size.

The Anatomy of a Digital Book Page

- Red line: This is the edge of the page. It's called the "trim" or "trim line." Art and text should not go past it.

- Blue line: This is called the "safe area," which is a convention followed in books prepared for press. Text, art that doesn't "bleed" to the edge of the page, and any other important elements are placed inside this area of the page. In print book production, the size of this margin is not negotiable; text and art can be well inside this margin but can never go outside of it as they may be affected when the printed paper gets cut or "trimmed." For a digital book, the size of this margin is more of a suggestion than a hard-and-fast rule, so it can be adjusted to better fit your content.

Again, if you are preparing your book for print, there are a few more parts to a book page to consider and set up. For more information, please refer to the *Preparing Your Book for Print* tutorial.
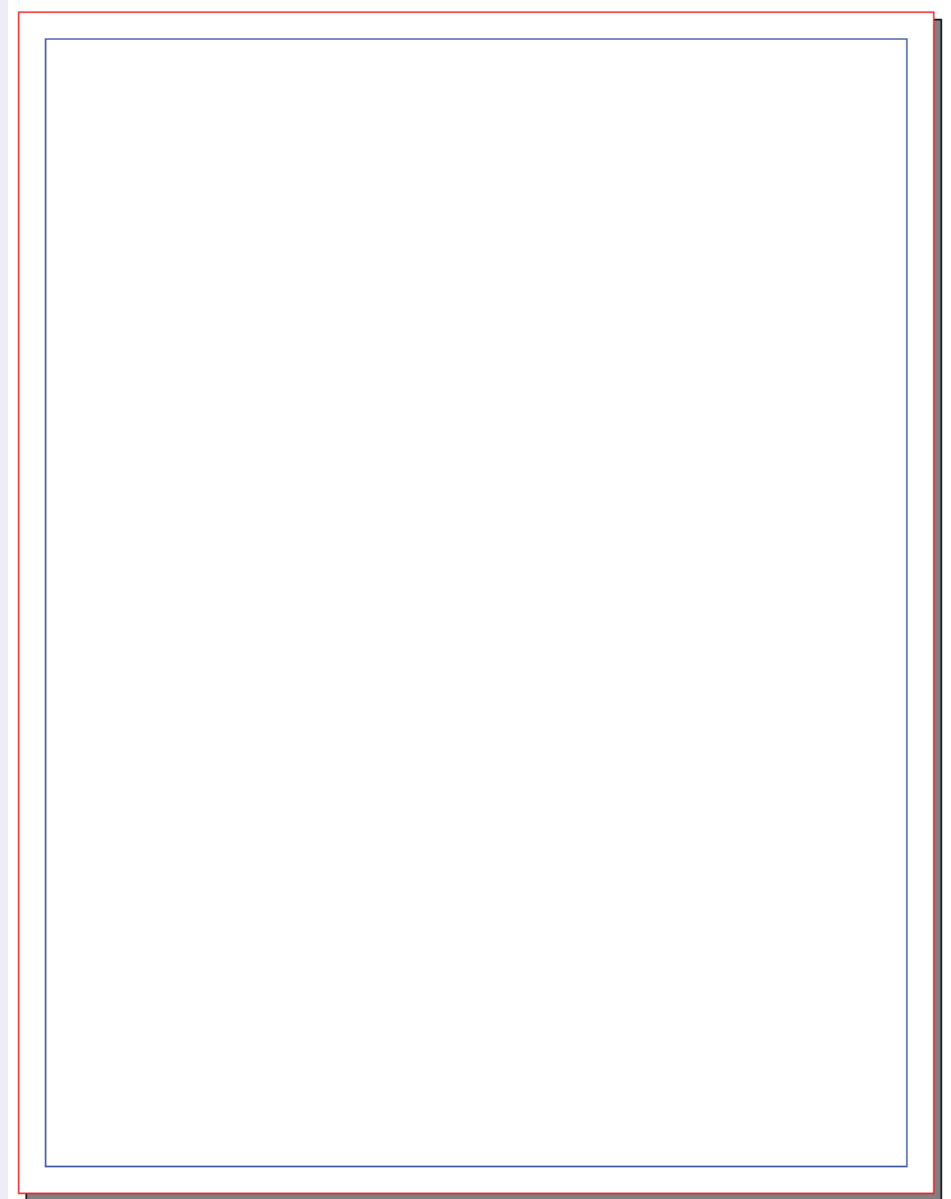
# 7. Adding Cover Images and Setting Up Pagination

Before you begin any method of PDF export described, make sure your front and back cover files are the first and second pages of your PDF digital edition.

You can add two pages to the beginning of your interior text file document, and then place your cover images on those pages. Then, you will want to change the pagination of the cover pages to Roman numerals (i, ii). This is a good idea to do because the cover pages won't goof up the interior book block pagination. Those page numbers will still reference the Table of Contents.

To add pages to your Scribus document, pull down the *Pages* menu at the top of your screen. The *Insert Page* dialog box will open. In the *Insert Page(s)* field, add 2. Set the drop-down menu to *before Page,* then make sure the page number to the right is set at 1. Click *OK.*
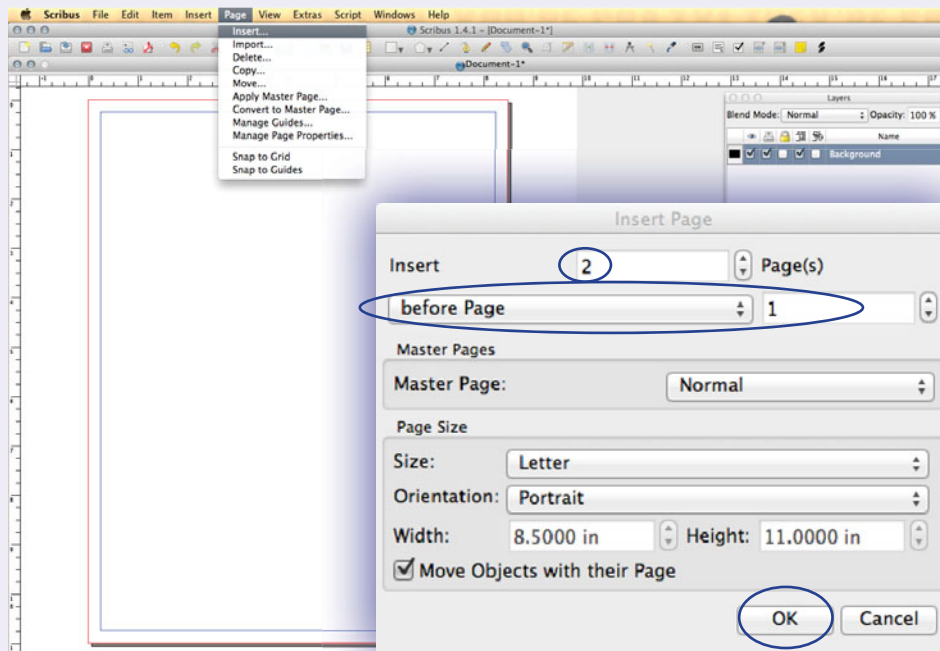
Next you need to set up your page numbers. Pull down the *File* menu from the top of your screen, then select and open *Document Setup.* The *Document Setup* dialog box will open. From the list at the left-hand side of the box, scroll down to and select *Sections.* Click the *Add* button at the bottom of the box to add a new section. You may have to click through an error or warning box to add one. This is okay.
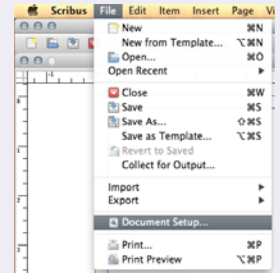
Manually change the row 0 to reflect *From page 1* and *To page 2,* then pull down to the *Style* drop-down menu to choose Roman numerals (i, ii, iii). Then manually change row 1 to reflect *From page 3* and *To* whatever the last page of the document is, then pull down the *Style* drop-down menu to choose Arabic numerals (1, 2, 3). Click *Apply,* then *OK.*
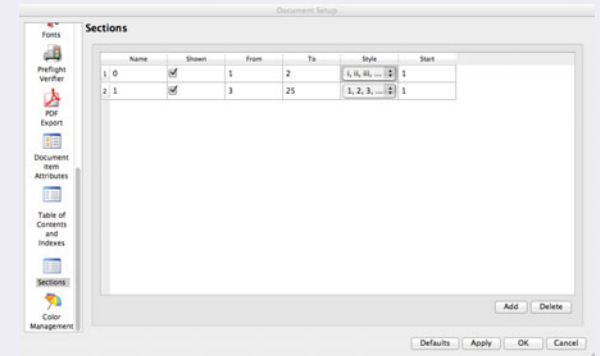
Now if you check your *Document Pages* in your *Arrange Pages* palette, you can see that the correct pagination is in effect.

Now, place your cover images. Just follow the instructions in this tutorial under *Adding Art* and/or *Adding and Formatting Text.*

5. Adding Bookmarks

To make navigating through a large PDF book easier, bookmarks can be made in your Scribus document, which can be exported and used in your final PDF digital edition. A good use of bookmarking is to place one at the first page of every chapter in your book, so readers can jump straight to the chapter of the book where they last left it.

There are a few things about bookmarks in Scribus you should know before you begin. The first is that *bookmarks can only be made using text frames.* The second is that bookmarks are not listed in the order they occur in the document, but rather by the order they were created. That means you will want to review the order of your bookmarks before you export your final PDF and rearrange them as necessary.

First, make sure your *Bookmark* palette is open. Expand the *Windows* menu at the top of your screen. If Bookmarks is checked, your palette is open somewhere. If it's not checked, select it to open it now.
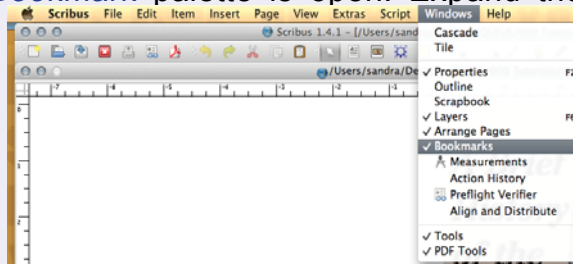
Now right-click on the text box you would like to set as a bookmark. A contextual menu will open. Navigate to *PDF Options,* then select *Is PDF Bookmark.* Repeat this action on every text box in your document that you would like to bookmark.
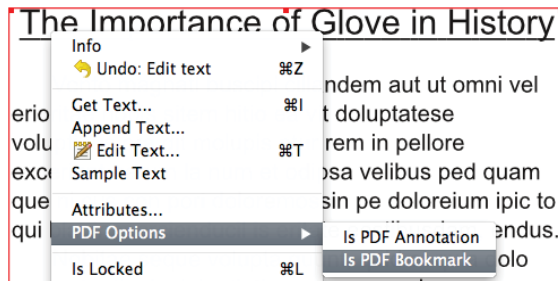
Now check your Bookmarks palette. You will see a list of Bookmarks you have made. As you can see below, when compared to my TOC to the right, my bookmarks are not in document order.
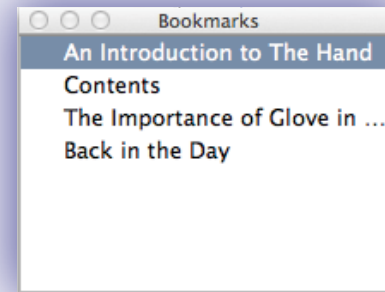
This is easily corrected. Using your mouse cursor, just drag and drop your bookmarks to rearrange them.

The screenshot to the right illustrates that you can even nest a bookmark underneath another bookmark, creating sublevels.
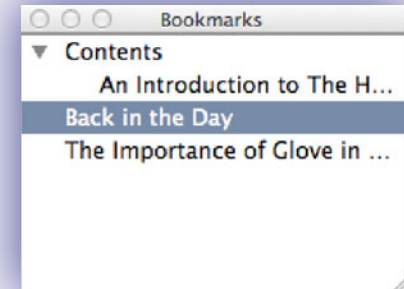
Remember to test the bookmarks in your final exported PDF to make sure the page destinations you have established are all correct.

6. Adding Hyperlinks

In some digital books, you may want to add links between pages that occur in your document, such as links from the entries in your Table of Contents to your chapter starts, or links to destinations outside your document, such as a web URL. Scribus can do these!

If you choose to add interactivity to your digital edition, make sure to test each created link in your final PDF after export.

Adding links between pages

To add a link from one page to another, first make sure that your *PDF Tools* bar is open and available for use. To find this, expand the *Windows* pull-down menu from the top of your screen and make sure *PDF Tools* is checked.
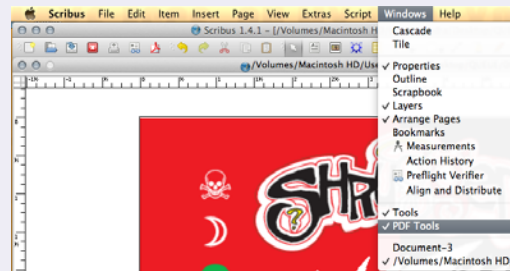
Find the *PDF Tools* bar. It looks like this screenshot to the right. Click the *Insert Link Annotation* button. It looks like two manly footprints.
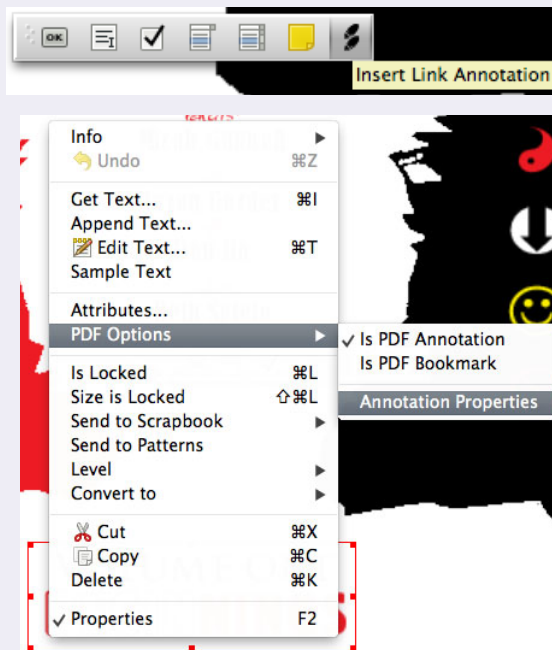
Now draw a box around your source area, then right-click on it to expand a contextual menu. Navigate down to *PDF Options* and choose *Annotation Properties.*

The *Annotation Properties* dialog box will open. From the *Type* drop-down menu, choose *Link.*
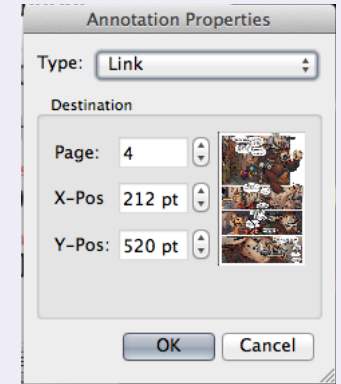
Then set your *Destination* details. Choose the correct page number in the *Page* field, either by clicking through using the arrows or by directly typing the page number into the field.

A thumbnail of your selected page will display in the window to the right. Your mouse cursor will turn into crosshairs when you hover over this thumbnail image. Click on the part of the page in the thumbnail you would like to set as your link destination. The X and Y coordinates of that location will automatically calculate. Click *OK.*

Adding links to destinations outside your document

To set an external destination, such as a web link, begin the same way. Select the *Insert Link Annotation* button from the *PDF Tools* bar and draw a box over your source area. Right-click to expand the contextual menu, navigate down to *PDF Options,* and choose *Annotation Properties.*

Now, choose *External Web-Link* from the *Type* menu. In the *Destination* field, type or paste the web URL you intend to use. (Don't forget to include the "http://" part of the address!)
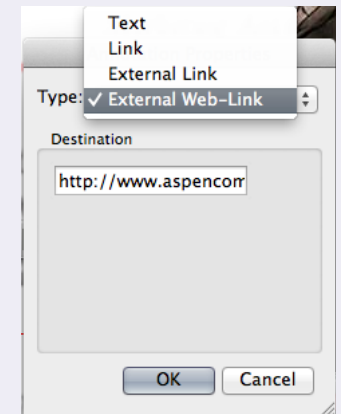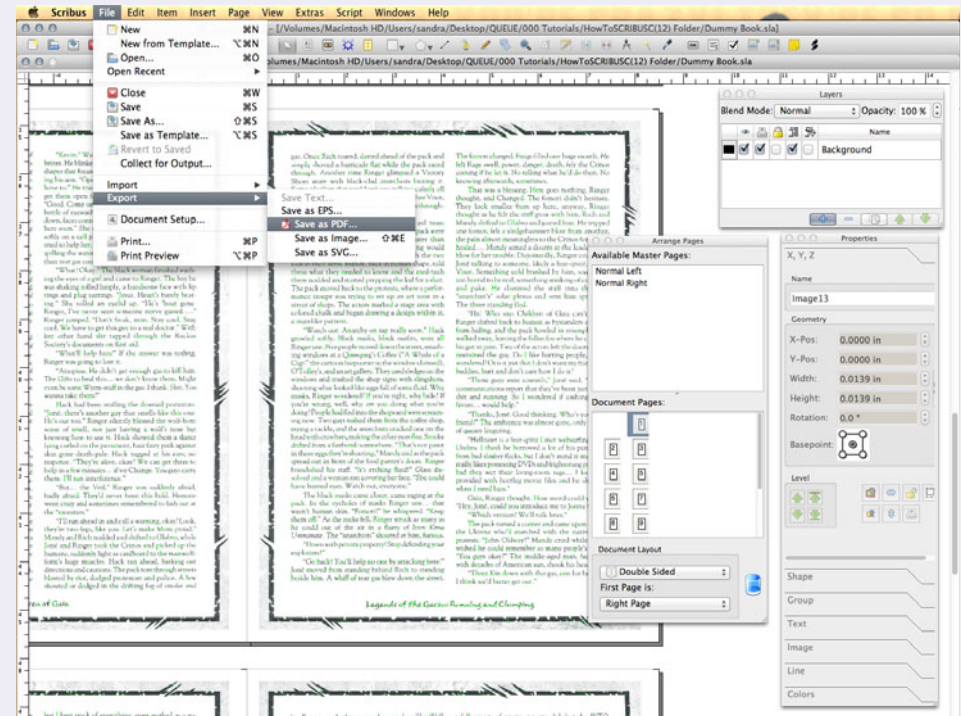
8. Exporting your Scribus file as a PDF ebook

Now that you've completed setting up your book, exporting it as a digital PDF ebook is easy!

There are two methods covered in this tutorial:

1. Export a PDF directly from Scribus, adjusting your PDF export settings to make them appropriate for viewing on a computer, a tablet or other mobile device.

2. Use an existing high-resolution or high quality PDF and optimize it in Acrobat Pro using the *Preflight Print Production Tool*.

Once you have inserted your cover images and corrected your pagination, pull down the *File* menu, navigate down to *Print.* Then select *Save as PDF.*

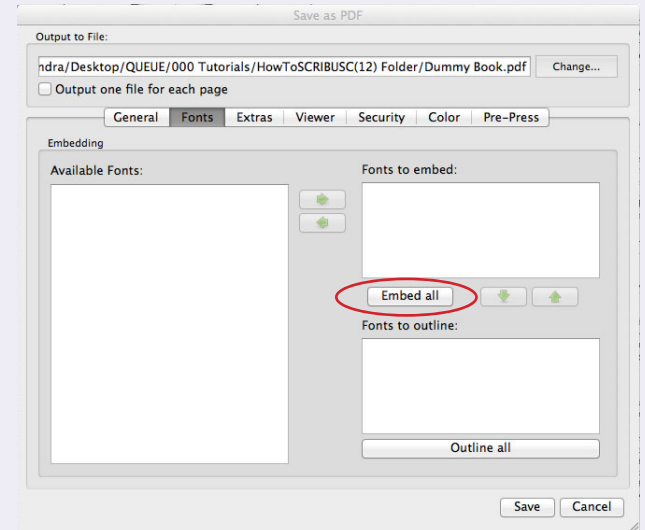# 8. Exporting your Scribus file as a PDF ebook (continued)

A print dialog box will open. The *General Tab* should be the first of six tabs you will see. In the *Output to File* field, change the name of your PDF book to make sure you don't overwrite any high-resolution PDF versions.

After you have saved your file with a new name, start by making these changes in the *General Tab.*

- File Options - Compatability: PDF 1.5 (Acrobat 6)
- File Options - Check *Include Bookmarks* if your file has Bookmarks.
- Compression Method: Automatic
- Compression Quality: High
- Maximum Image Resolution: 150 dpi
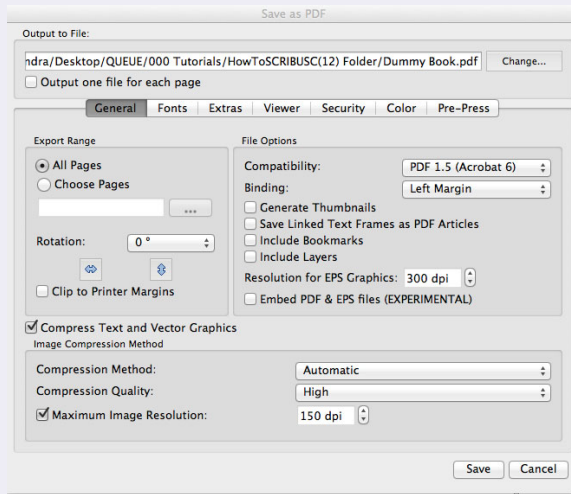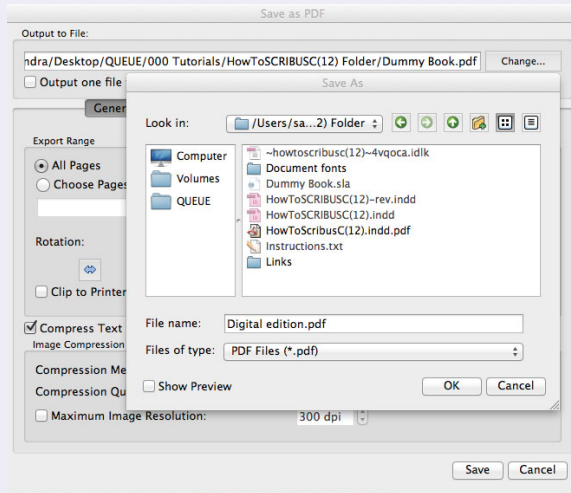
Under the *Fonts Tab,* a list of available fonts should be listed. Click *Embed All* at the right to include all the document fonts in your PDF file.

Under the *Viewer Tab,* make sure the *Single Page* radio button is checked under *Document Layout,* and *Use Viewers Defaults* under *Visual Appearance.*
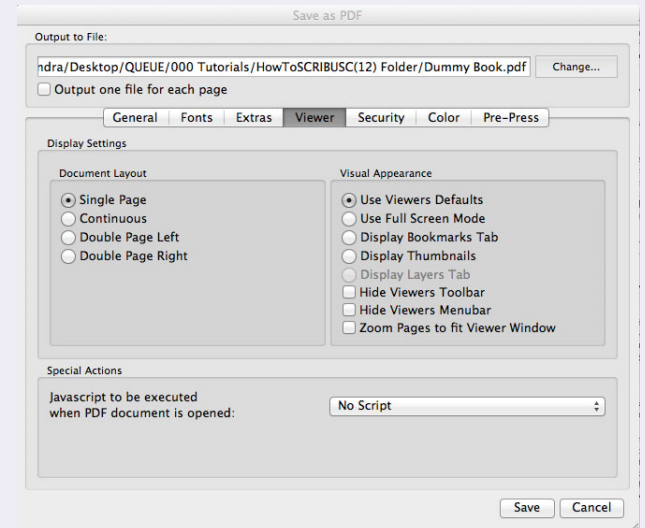
8. Exporting your Scribus file as a PDF ebook (continued)

THIS BIT IS IMPORTANT!
Please do not use any Security settings in your digital edition export. The ability to copy/paste or print the digital edition can be managed on out site under the *File Security* settings in your *Product File* information when you upload the book. Any security settings imposed on your uploaded digital edition will hinder our automatic watermarking process during customer check-out.
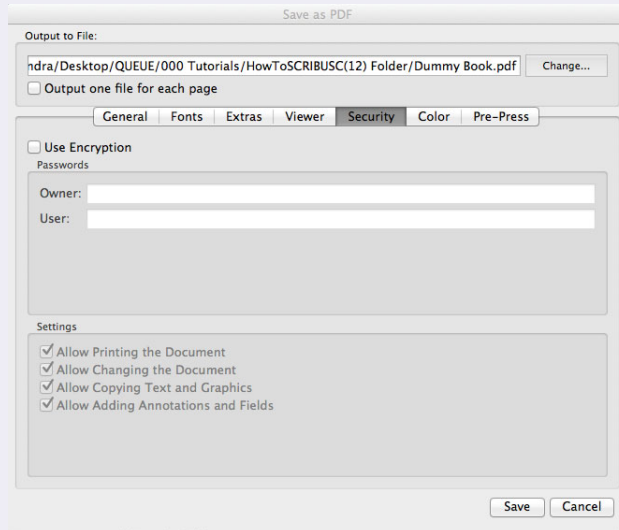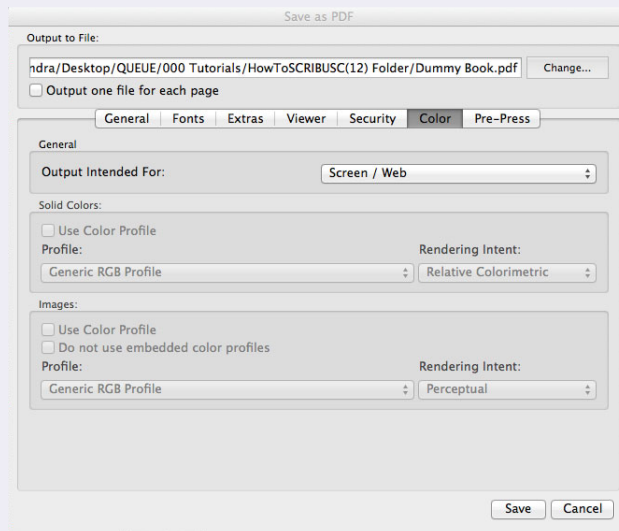
Under the *Pre-Press Tab,* make sure your document bleed is set to *0 inches* all around.
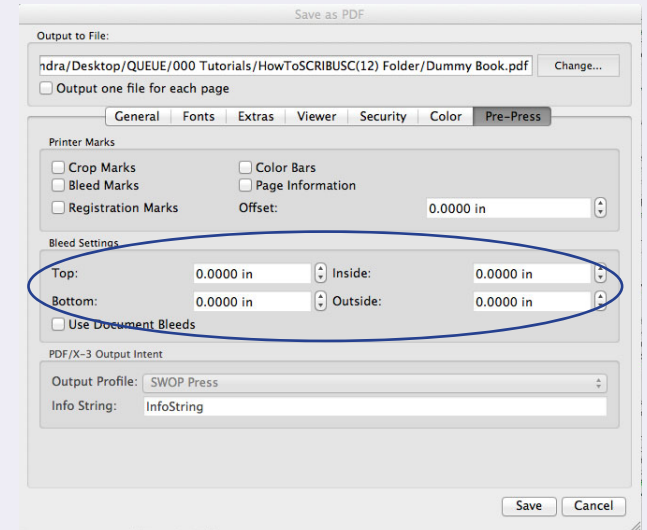
When you've finished adjusting your export settings, click *Save* to export your digital edition PDF.

Under the *Color Tab,* make sure the *Output Intended For* drop-down menu is set to *Screen/Web.*
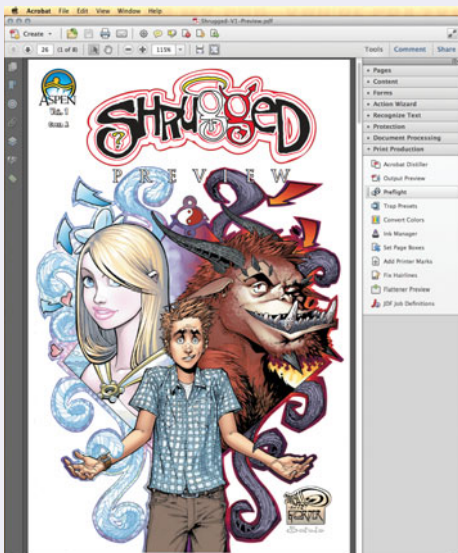
You may wish to check your final PDF on multiple computers or tablets before uploading it to your Publisher Account. This ensures that your digital book looks the way you want across many different devices and that no export errors were inadvertently made. It gives you a chance to correct any settings and fix any problems before the book goes live for sale.

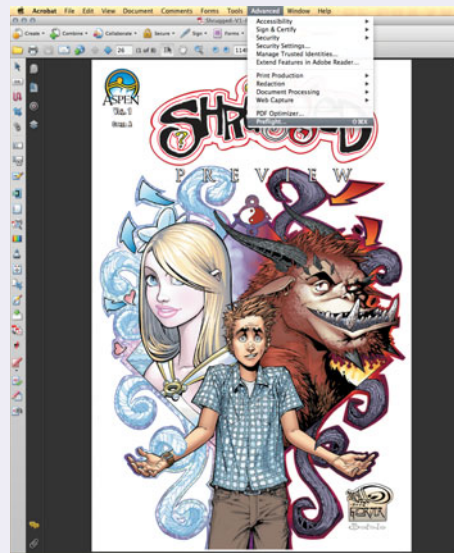# 9. Optimizing a high-resolution PDF using Acrobat Pro

Using the Preflight Print Production tool

You can take a high-resolution PDF and process it for web and device viewing by using this tool in the full version of Adobe Acrobat. Again, your file should include the front and back covers at the front of the document and have pagination that sets those pages off from the rest of the book.

Open your PDF file in Adobe Acrobat. Depending on the version of Acrobat that you are using, you can either expand the *Tools* pane from the upper right hand corner of your window, expand the *Print Production* tools and navigate down to *Preflight* (Version X) or pull down the *Advanced* menu from the application bar, and navigate down to *Preflight (Versions 9 and earlier)*.
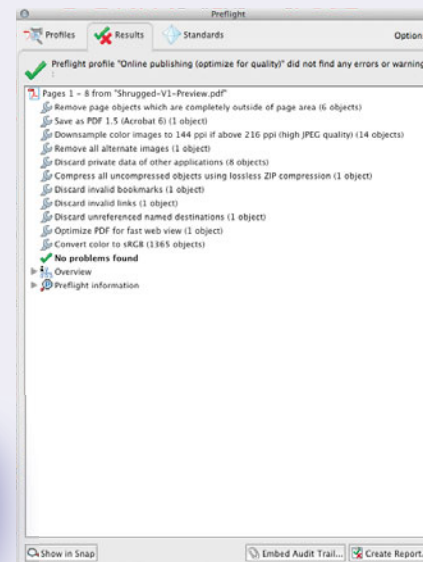

Acrobat X   Acrobat 9 and earlier

To learn more about using Adobe Acrobat for bookmarking and hyperlinking, refer to DriveThru's *Quick Specs for Digital Books.*

The *Preflight* dialog box will open. Expand the profiles for *Digital printing and online publishing*, and choose *Online publishing (optimize for quality).* Then click the *Analyze and fix* button at the bottom right-hand corner of the box.
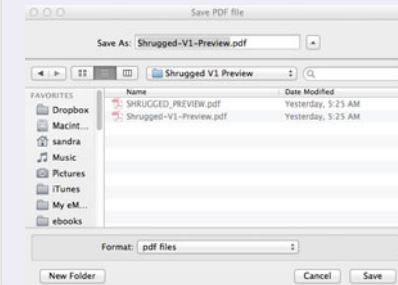
A dialog box will open, prompting you to save the file. Make sure to change your file name slightly so as not to overwrite your high-resolution print PDF file. Click *Save.* Then the Preflight process will begin.

Once Preflighting is done, the *Preflight* dialog box will list a report of tasks completed. If your file was successfully processed, a *green check mark* will appear in the top left-hand corner of the window. If it failed, a *red X* will appear in the same place. On failure, you can poke through the process report in the dialog box to see what elements failed, and then go back and fix those elements before trying to Preflight again.

10. Tips and Things to Remember

Specifications

Although exporting your PDF using the methods provided will take care of most of the specifications required of a digital PDF ebook, there are a few things that are important enough to bring to your attention again. These points are listed in DriveThru's *Quick Specs* document and *Checklist for Digital Books,* both of which can be found on the *PREPARING YOUR TITLE FOR DIGITAL DOWNLOAD* page under the *DIGITAL TITLES* section of your Publisher Menu.

- *DO NOT* use JPEG2000 compression in any linked or embedded JPEG art files, even if it reduces your file size. Apple's iPad and iPhone cannot display images using JPEG2000 compression.

- *DO NOT* use PDF/A profile compliance for your exported PDF.

- *DO NOT* use transparency in your document or images. Apple's iPad and iPhone also have problems displaying files with transparency attributes.

- *DO NOT* lock or use security settings in your exported PDF. This means imposing password protection as well as turning off the ability to copy/paste or print from the PDF. These options can be managed under the *File Security* settings in your *Product File* information on the DriveThru site when you upload your book. Any security settings imposed on your uploaded digital edition will cause errors during the automatic watermarking process at the point of customer check-out.

11. What do I do next?

Once you have finished producing and testing your digital PDF edition, you're ready to upload! Log into your account on site and go to the *TITLE MANAGEMENT* section of your Publisher Menu and use the *SET UP A NEW TITLE* tool.

If you have any questions about how to proceed with filling out this form, see the *WALK-THROUGH FOR ENTERING NEW BOOK TITLES* link under the *TITLE MANAGEMENT* section of your Publisher Menu. You will find more information there to assist you.

After a successful upload, you can choose to activate your title for live sale! How exciting!

12. I Need More Help!

Your publisher service rep is not really an expert on digital layout, so chances are slim that he or she will be able to answer questions not answered in this tutorial. However, please do email us your questions anyway so we can help find an answer if we can and also so that we can improve this tutorial so it answers more questions for everyone.

You can also find people with professional skills in digital layout and contract them to create your files. The cost of this work depends on how much of the work you do yourself before handing it over for layout. We can recommend someone for layout if you would like. Please contact Publisher Service for details.

Or you can also find freelance layout professionals at sites like www.elance.com.