

## EPUBLICATION MANUAL

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### Programs used:

- [Open Office](#).
- Generic WYSIWYG html editor.
- [The Gimp](#).
- [Mobipocket Creator](#).
- [Kindlegen](#).
- [Calibre](#).
- Notepad.
- cmd (comes with Windows).

### Files created:

- .mobi file for Amazon.
- .epub file for Barnes & Noble.
- .doc file for Smashwords.
- 3 .jpg files for cover art and thumbnails.

### In Open Office:

1. Delete headers and footers.
2. Make font Times New Roman size 12.
3. Make spacing 1.5 lines.
4. Justify body (not chapter headings).
5. Bold and center chapter headings.
6. Replace “####” with centered “\* \* \* \* \*”.
7. Replace em dashes and ellipses.
8. Replace all underline with italics.
9. Set all quotation marks and apostrophes to curly.
10. Delete first page & make copyright page using template:

**Title**

## **by author**

Copyright © year author.

All rights reserved.

Editing by editor.

Cover art by illustrator.

11. Write author's note and acknowledgements (remember to replace em-dashes and ellipses, etc).
12. Add teasers and previews.
13. Write up table of contents.
14. Add bookmarks and in-text links.
15. Save as "title MASTER.odt" in publication folder.
16. Export as html.

### **In html editor:**

17. Correct paragraph spacing in CSS at top: p.western {margin-top: 0in; margin-bottom: 0in; ...}
18. Add any images and captions.
19. Double check code and save.

### **In The Gimp:**

20. Adjust brightness / contrast of cover art, tweak as desired.
21. Add title and author's name.
22. Scale to 900x1200 and save as "nook cover (title).jpg" in publication folder.
23. Scale to 600x800 and save as "cover (title).jpg" in publication folder.
24. Scale to 160x212 and save as "thumb (title).jpg" in publication folder.

### **In Mobipocket Creator, Notepad, and KindleGen:**

25. Select blank publication in Mobipocket Creator.
26. Add "cover (title).jpg" as cover art.
27. Add html file.
28. Add metadata.
29. Under Guide Properties, add contents and startup page.

1. For toc, use "title MASTER.html#toc".
  2. For start, use "title MASTER.html#copyright".
30. Build prc file.
  31. Change title of .opf file to replace spaces with underscores.
  32. Open .opf file and template .ncx file in notepad. Template .ncx:

```
<ncx xmlns="http://www.daisy.org/z3986/2005/ncx/" version="2005-1">
<head> <meta name="dtb:uid" content="XXXXXXXXXX"/>
      <meta name="dtb:depth" content="1"/>
      <meta name="dtb:totalPageCount" content="0"/>
      <meta name="dtb:maxPageNumber" content="0"/>
</head>
<docTitle> <text></text>
</docTitle>

<navMap>
<navPoint></navPoint>
</navMap>
</ncx>
```

33. In .ncx file, change <meta name="dtb:uid" content="XXXXXXXXXX"/> so that content identifier is set to the number between <dc:Identifier id="uid"> </dc:Identifier> in the .opf file.
34. Change DocTitle to title.
35. Add navpoints in body of .ncx using following template:

```
<navPoint id="copyright" playOrder="0">
  <navLabel><text>Copyright Page</text></navLabel>
  <content src="title MASTER.html#copyright" />
</navPoint>
<navPoint id="toc" playOrder="1">
  <navLabel><text>Table of Contents</text></navLabel>
  <content src="title MASTER.html#toc" />
</navPoint>
etc.
```
36. Save .ncx as toc.ncx.
37. In .opf file, find <manifest> tag and insert <item id="toc2" media-

type="application/x-dtbnx+xml" href="toc.ncx"/> immediately after.

38. Replace <spine> with <spine toc="toc2">
39. In Windows start menu, open run-->cmd and set directory to publication folder.
40. On command line, type “c:\KindleGen\kindlegen title.opf -c1 -verbose” to build .mobi file.
41. Double check .mobi file on kindle and save copy to publication folder.

#### **In Calibre:**

42. Add .mobi file to library.
43. Under Convert Books, select convert individually and set output format to EPUB.
44. Under Table of Contents, select “Do not add detected chapters to the Table of Contents.”
45. Under EPUB Output, select “Preserve cover aspect ratio.”
46. Review metadata and hit OK to convert to .epub.
47. In main library, right click title and select open containing folder to find .epub file and copy to publication folder.

#### **In Open Office:**

48. Open “title MASTER.odt”.
49. Insert “Smashwords Edition” two lines below editing and illustration credits on copyright page.
50. Save as “title (smashwords).doc” in publication folder.