

Making Intermediate Files

An Intermediate File is one which can be easily converted into different types of Accessible Copy. An Intermediate File has:

- structure (i.e. a table of contents);
- formatting with Styles;
- the main body text set to an 'Int Normal' style so that it can all easily be changed to a different font or size;
- tables created using table tools, not tabs or spaces;
- text descriptions for images;
- text transcripts of sound files;
- a complete and correct copyright statement;
- 'meta-data' with the correct title, author, ISBN etc.


Open the file in Word 2003

1. Do not double click the file as this will open it in Windows Notepad. Instead, right click on the file and scroll to **Open with...** choose MS Word 2003.

Remove all formatting

1. Begin by ensuring that all of the text is set to Normal. Select all the text: **Edit > Select all (CTRL-A)**.
2. If the Styles and Formatting task pane is open click the drop down triangle and select **Clear Format**. If the task pane is not open, click **Format > Styles and Formatting...** and with the text still highlighted, click **Clear Formatting**.

Clean up the file

1. You may now need to go through a laborious process of replacing multiple spaces, extra carriage returns, page breaks and other odd things that get in the way of having a tidy document.
2. Click on the **Show/Hide formatting marks** button () on the Toolbar.
3. Look to see if the end of every line has a "¶" at the end. If they don't, carry on. If they do, you need to remove these spare paragraph marks because if you leave them in you will get split lines when you re-size the font or use a different font. It also means that text-to-speech programs stop or pause at the end of every line. See the last page of this guide for how to find and remove unwanted paragraph marks.
4. Sometimes books which have been laid out by hand will have page breaks after every page – we don't want these in our intermediate file, so:
 - a. click **Edit > Find and Replace** or press **CTRL-H**;
 - b. click **Find what**, then on **Special** and choose **Manual Page Breaks**;
 - c. click in **Replace**, then on **Special** and choose **Paragraph Mark**.
5. Go through the book and manually add in any page breaks that you do need.

Add copyright statements

1. Make sure the book has the original copyright information and if not, add it. You need the title of the book, the author(s), publisher and ISBN.
2. Now insert a page break after the existing copyright page and add the appropriate copyright or permissions statement: samples are below. (Note you don't need to add a copyright statement if the book is out of copyright.)

Sample CLA Print Disability licence statement (for books you make yourself from a paper original or adapt from an Intermediate File from a Print Disability licence holder):

IMPORTANT

This is an Accessible Copy of a printed book. All rights to this Accessible Copy are retained by the rightsholders of the original printed book.

This Accessible Copy is provided under the terms of the Copyright Licensing Agency Print Disability Licence (www.cla.co.uk). It is for the personal use of a pupil or person who is visually impaired or otherwise disabled and who is unable, by reason of their visual impairment or other disability, to read or access part or the whole of the original book from which this Copy was made.

No other pupils can use this copy.

Except as permitted by law, this copy may not be further copied, nor may it be supplied to another pupil, without permission. If you require another Accessible Copy for another pupil you should obtain it from the supplier of this Copy.

Sample permission statement (for books you adapt from a publisher's digital file – the publisher will specify what you can or cannot do with the file and so the wording of the permission statement may be different to the one below):

IMPORTANT

This is an accessible digital copy of a printed book. The original digital copy of the book was kindly provided by the publisher. All rights to this accessible digital copy are retained by the rightsholders of the original work.

This accessible digital copy is for the personal use of an "Authorised Person" who is "a pupil who is visually impaired or otherwise disabled and by reason of such visual impairment or disability is unable to read or access the original printed book".

An Authorised Person is regarded as visually impaired in accordance with s.31F (9) of the Copyright, Designs and Patents Act 1988, or, as appropriate, as a disabled person in accordance with s.1 of the Disability Discrimination Act 1995.

No other pupils can use this copy.

Except as permitted by law, this Accessible Copy may not be further copied, nor may it be supplied to any other person, without permission. If you require another Accessible Copy for another pupil you should obtain it from the supplier of this Copy.

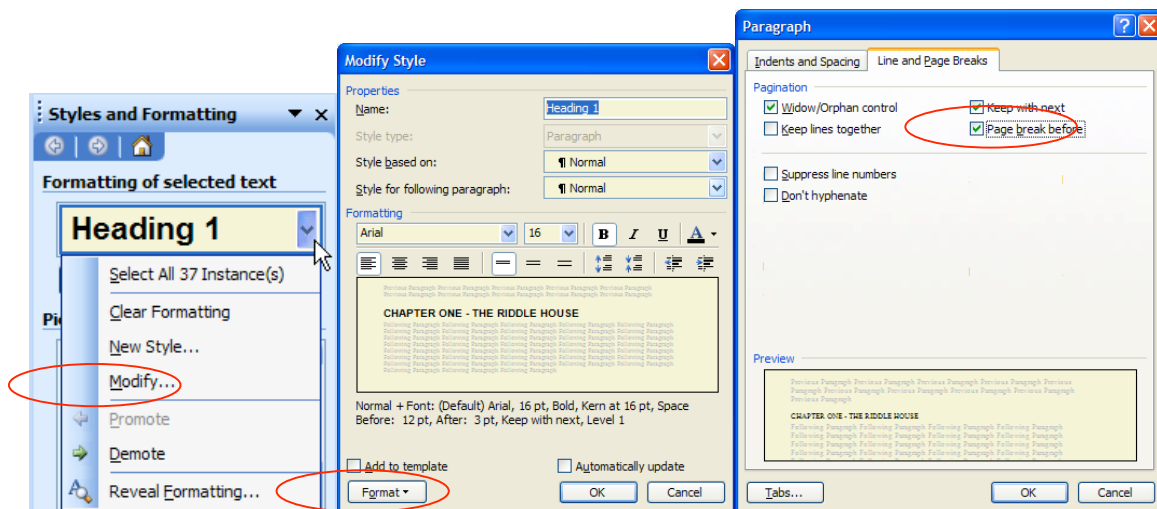
Build the structure

1. You now want to build a structure by tagging each chapter as 'Heading 1'.
2. Open the Document Map (**View > Document Map**) so you can see the Headings as you create them.
3. Scroll down to find the first chapter heading and click on it. Now click **Format > Styles** and **Formatting** to see the 'Styles' pane.

Scroll down the styles to find **Heading 1** and then click on **Heading 1**.

Find each chapter heading in the book in turn (use the **Find** tool), click on the chapter heading and then click on **Heading 1** in the Styles. This sets the chapter heading to be style as Heading 1.

4. You probably want each chapter to start on a new page and the best way to do this is to add a page break in front of the Heading 1 style. Click on **Heading 1** in the styles then on the arrow at the right hand side, then on **Modify**. Now click on **Format**, then **Paragraph**, then **Line and Page Breaks**, and then click **Page Break Before** (see over the page for screen shots). Click **OK** to return to the page. This will add a page break before each Chapter heading.



5. If the book has sub-chapters or sections repeat this process but make them Heading 2, 3 or possibly 4.
6. Now add a page for Table of Contents to the book. Delete any existing table of contents and then insert a page break at the start of the book (**Insert > Break > Page Break**). Type in 'Contents'.
7. Click **Insert > Reference > Index and Tables**, and choose the **Table of Contents** tab. Set **Show levels** to be 3. Click **OK** and Word will automatically build and insert the Table of Contents.
8. If you want to change the font or size of the table of contents, open the **Styles and Formatting** again, and click on any page number (not the heading itself) on the table. Find and click on the **TOC 1** style, and modify the font as required.

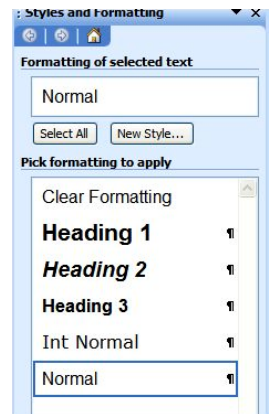
Set the main text to an Intermediate Normal Font Style

1. For many reasons it's a good idea not to change the 'Normal' font style – it can confuse MS Word. Instead it's better to call it something different but recognizable.

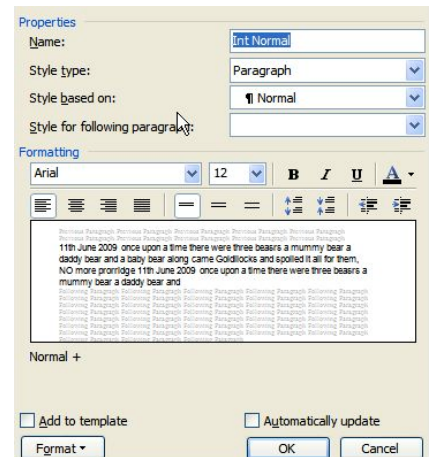
There are different ways of doing this and you may have your own preference. We'll do it by using tools already familiar to you from previous sessions.

2. Make sure that the Styles and Formatting pane is open (**Format > Styles and Formatting**). Click anywhere in the main body of the text. Check that **Normal** is selected in the Format Pane.

Click **New Style**.

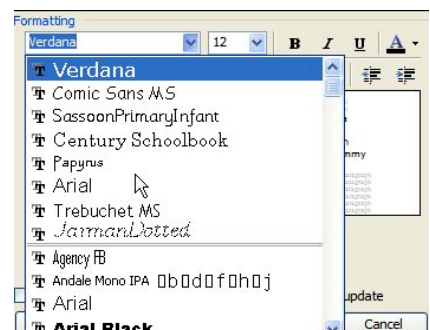


3. You now need to name the style. Call it **Int Normal**.



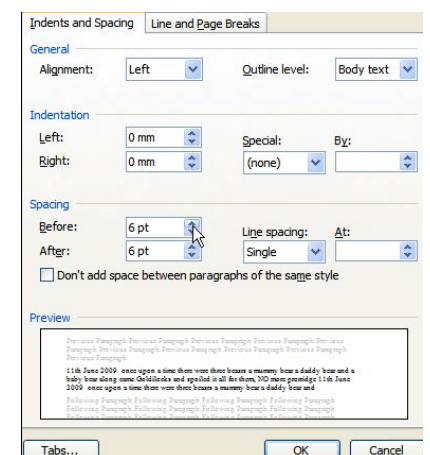
4. Now change the characteristics of the new Int Normal format for font, size and paragraph spacing. Under **Formatting**, set the font to **Verdana**.

Set the font to be **11** point using the drop down triangle if necessary.

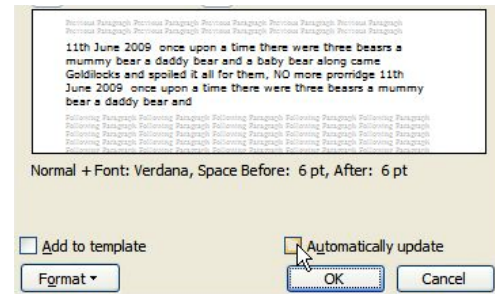


5. Now click the **Format** button and choose **Paragraph**. Click **Spacing > Before > drop down triangle** and change to **6 pt**. This sets the paragraph spacing automatically so you don't have to insert extra carriage returns.

6. Set the **After** spacing to be 6 pt as well. Click **Ok**.



7. Finally Select **Automatically update**. Click **Ok**.

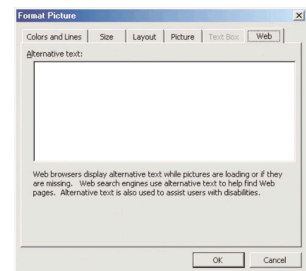


8. Having set the font to be Int Normal for one paragraph you now want to apply this to all the Normal text. In the **Styles and Formatting** pane, click on the drop-down arrow for **Normal** and then choose **Select All X Instance(s)**. This will highlight all the text that is currently 'Normal'.

9. Now just click once on your **Int Normal** style in the Styles and Formatting pane and this will set all the highlighted text to be Int Normal.

Add alt text for images

1. Right click on the image. From the menu offered, select **Format Picture** or **Format Object**. Choose the **Web** tab and type a description into the Alternative text box.



Check the file

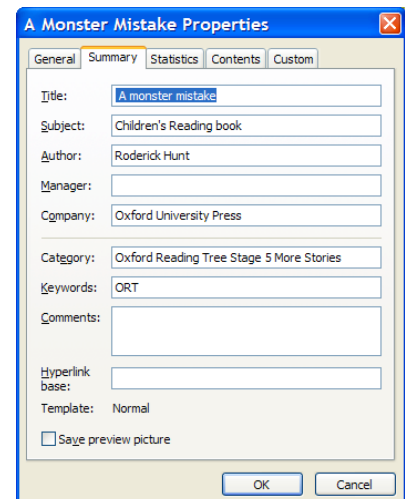
Go through the book and check for any errors:

- remove any initials or marks that may have been added by colleagues – the CLA licence allows you to add facilities for navigation but not to change the book;
- check for split sentences or unwanted paragraph marks;
- add in any page breaks you do want, such as between copyright or contents pages.

Add Metadata.

It's important that the digital version is recognised by title and author as well as ISBN (if it has one). You do this in Word's properties function. Click **File > Properties > Summary** and add in the details of the file.


- Title: e.g. Treasure Island
 Subject: e.g. English, Biology etc
 Author: e.g. RL Stevenson
 Company: e.g. The publisher or source, e.g. Project Gutenberg
 Category: ISBN number
 Keywords: Book series or other information.



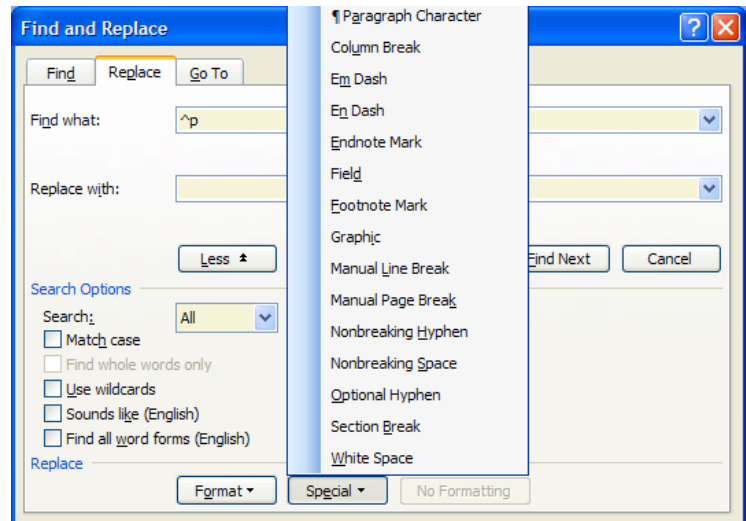
Save the file!

Save the file as <title>Int.doc.

Remove unwanted paragraph marks

1. Some text files (particularly those from Project Gutenberg) have each line of text separated by a paragraph mark. You need to remove these – if you leave them in you will get split lines when you re-size the font or use a different font. It also means that text-to-speech programs stop or pause at the end of every line.
2. Click on the Show/Hide formatting marks button () on the Standard Toolbar
3. Look to see if the end of every line has a "¶" at the end. If they don't, carry on. If they do, you need to remove these spare paragraph marks because if you leave
4. If there are "¶" marks at the end of every line, we need to remove them and only leave them between paragraphs. This is done in three steps:

First, replace double paragraph marks with **XXXX** – doing this is like 'parking' real paragraphs. Having done this, delete single paragraph marks – doing this gets rid of unnecessary line endings. Finally, replace the 'parked' paragraphs by replacing **XXXX** with double paragraph marks. Here are the steps.



Step 1: Perform a Find and Replace: select **Edit > Find and Replace** or press **CTRL-H**. Click in the **Find what** field. Click **More > Special > Paragraph Mark**. Again Click **More > Special > Paragraph Mark**

Now click on **Replace tab** and type **XXXX** into the **Replace with** field. Click **Replace All**.

Step 2: Select **Edit > Find and Replace** or press **CTRL-H**. Click in the **Find what** field. Click **More > Special > Paragraph Mark**. Only once this time.

Now click **Replace All** to remove all unintentional line endings.

Step 3: Perform a Find and Replace: select **Edit > Find and Replace** or press **CTRL-H**. Click in the **Find what** field. Type **XXXX**. Now click on **Replace tab** and Click **More > Special > Paragraph Mark**. Again Click **More > Special > Paragraph Mark**. Now Click **Replace All**.

5. At this stage it can be helpful to do **Find and Replace** for additional spaces (e.g. replacing three spaces with a single space between words. Also to check Chapters with associated numbers appear on the same line.
6. Now use Find and Replace to find all the page breaks and remove all apart from the ones at the very start, e.g. between the front cover and contents.

Intermediate File Checklist

- Select All** then **Clear Formatting**
- Remove any double paragraph marks – replace with single paragraph marks
- Remove end-of-line paragraph marks – replace with spaces
- Remove manual page breaks
- Insert Copyright / permissions statement just after existing copyright information
- Make new Int_Normal style with Tahoma/Verdana 12
- Set Int_Normal paragraph properties
- Chapters / top level headings set to style **Heading 1**
- Modify Heading 1 to have 'Page Break before'
- Second level headings set to **Heading 2**
- Third level headings set to **Heading 3**
- Insert Table of Contents at the start of the book. After any changes to font size etc click on the table and press F9 to update it.
- Add Alt text for images.
- Save the file e.g. *TitleofBookInt.doc*
- Add metadata to file (**File > Properties**)
 - a. **Title** is as on the front cover
 - b. **Author** to be *surname, first name* separated by ;
 - c. **Subject** = subject and level/series e.g. Standard Grade English Textbook
 - d. **Company** = publisher
 - e. **Keywords** = ISBN
- Record the details in your database / spreadsheet