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This Quick Guide covers making digital books in Microsoft Word, Reader and Adobe PDF formats. The process works quite well for reading books but if you are scanning textbooks with a complicated layout you are usually better scanning and saving as a PDF – if you use Word the scanned version often looks untidy and needs a lot of editing.

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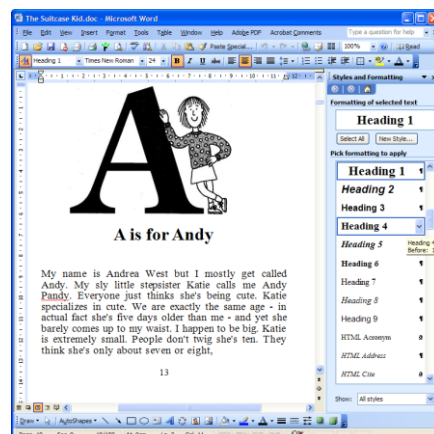
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1. Make the book using Word, with 'structure' (chapter headings, page numbers etc) first because from Word you can save it in lots of different formats such as PDF, MS Reader, RTF, HTML and Daisy. In this guide we cover making books in Word (DOC), MS Reader (LIT) and PDF.
2. Scan and read the book using FineReader or OmniPage and then send it to Word (see CALL's FineReader Quick Guide).
3. When the book appears in Word it will often have narrow margins so that only part of the page is used – select all (CTRL-A) then drag them out to give a wider page that has similar proportions to the paper book, or that 'looks right'.
4. Insert a CLA copyright statement under the existing copyright statement, such as:

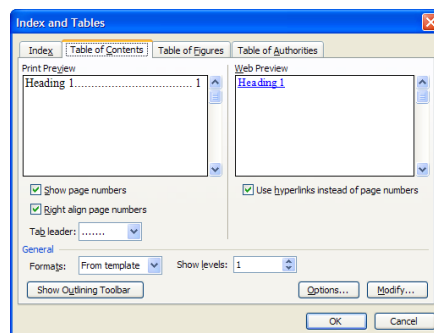
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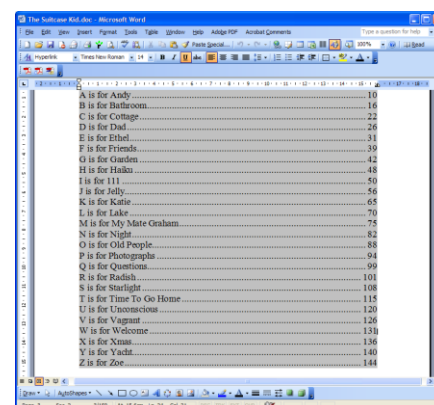
5. It's important to add a Table of Contents to the ebook, so first find a chapter heading and click on it. Now and then click **Format > Styles and Formatting** to see the 'Styles' pane. Scroll down the styles to find **Heading 1** and then click on the arrow at the right of **Heading 1** and select **Update to Match Selection**. This sets Word's Heading 1 style to be the same as the book's. Now find each Chapter heading in the book, click on it and then click on **Heading 1** in the Styles, and this will set the chapter headings to be the same style as Heading 1.



6. Repeat for any sub-headings, using Heading 2, 3 etc.
7. Go to the start of the book and insert a page (**Insert > Break**, click **Page Break**). Put the cursor at the top of the page and click **Insert > Reference > Index and Tables**, and choose the **Table of Contents** tab. If you only want chapter headings, change **Show levels** to be 1 instead of 3. Click OK and Word will insert the Table of Contents.



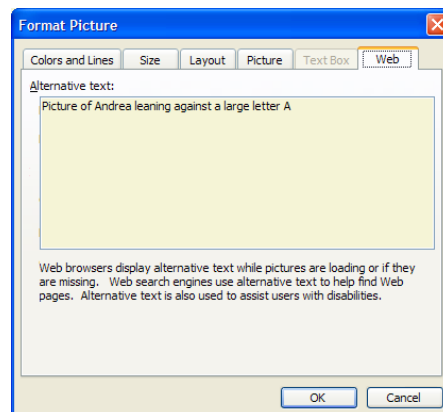
8. If you want to change the font or size of the table of contents, open the **Styles and Formatting** again, and click on any page number on the table. Find and click on the **TOC 1** style, and modify the font as required.



9. Find each page number in the book that has been scanned by FineReader and type in (or copy/paste) '**Page**' before it – this means a reader will be able to do a 'Find' on a particular page number (because the page numbers on screen don't match the page numbers for the paper book). Centre the Page number by clicking on it and then press CTRL-E.

10. If you want to change the font of the book, select all (CTRL-A), then choose a font and size from the Format menu.

11. You should add a text description for any illustrations so that someone with a visual difficulty who cannot see the picture can listen to a description using a screen or text reader. Click on the illustration, then choose **Format > Picture**, then click the **Web** tab, and type in the description.



12. Once you have completed all your edits, go back to the contents list, click on it and press F9 to update the page numbers.

13. Then save the book.

14. See the Quick Guide on **Reading Digital Books** for tips on how to read the book in Word.

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2. Download and install the **MS Read in Reader** tool from <http://www.microsoft.com/reader/developers/downloads/rmr.aspx>.
3. Click on the green **Reader** icon on the toolbar, or on **File > Read**.
4. Name the book appropriately.
5. Click Browse and choose the folder where you want to store the book.
6. If you have a suitable graphic for the front of the book, click Customise covers and then find the graphic.
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4. Click OK.

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