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# Making a Digital Book from a Plain Text version

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## Quick Guide

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AW/SM

This Quick Guide shows how to create a structured digital book using Microsoft Word, from a plain text file. Plain text versions of copyrighted books can be obtained from The Seeing Ear ([www.seeingear.org](http://www.seeingear.org) - provided you are making it for a person who is copyright exempt) and out-of-copyright books can be downloaded from e.g. Project Gutenberg ([www.gutenberg.org](http://www.gutenberg.org)) or the University of Virginia library (<http://etext.lib.virginia.edu/ebooks>).

1. Obtain your plain text file.
2. Open it in Microsoft Word.
3. We will make the book using Word, with 'structure' (chapter headings) because once it is in Word you can save it in lots of different formats such as PDF, MS Reader, RTF, HTML and Daisy.
4. If you want to change the font of the book, select all (CTRL-A), then choose a font and size from the Format menu.
5. Go to the start of the book and under the existing copyright statement, insert the following:

The electronic text copy of this book was downloaded from the Seeing Ear library ([www.seeingear.org](http://www.seeingear.org)). It was converted into Microsoft Word, Reader and Adobe PDF, and structure and table of contents added by the CALL Centre, University of Edinburgh.

This copy was made under the terms of CALL's CLA 'VIP' Licence and is only to be used by a person:

- who is blind;
- who has an impairment of visual function which cannot be improved, by the use of corrective lenses, to a level that would normally be acceptable for reading without a special level or kind of light;
- who is unable, through physical disability, to hold or manipulate a book; or
- who is unable, through physical disability, to focus or move his eyes to the extent that would normally be acceptable for reading.

This copy may not be further copied (including any electronic copying or transmission) or dealt with without permission or save as may be permitted by law.

6. Insert a page break after the copyright statement.
7. With some plain text books, each line of text is separated by a paragraph mark, which



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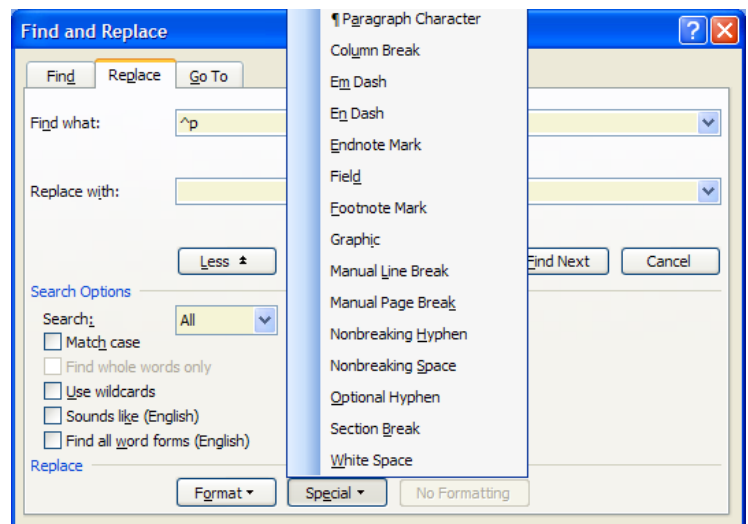


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means that you will get split lines if you re-size the text or use a different font. We need to remove any of these spare paragraph marks.

8. Click on the **Show/Hide formatting marks** button (¶) on the Standard Toolbar and you will see all the paragraph marks - see if every line of text has a "¶" at the end. If there are "¶" marks at the end of every line, we need to remove them and only leave them between paragraphs.

9. Do this by performing a Find and Replace: press **CTRL-F**, type in one space to the **Find what** field then click **Special** and **Paragraph Mark**. Now click on **Replace** tab and type a single space into the **Replace with** field, and then click **Replace All**. The unwanted paragraph marks all tend to have spaces in front of them, and so this will replace all instances of a space followed by a paragraph mark with a single space.



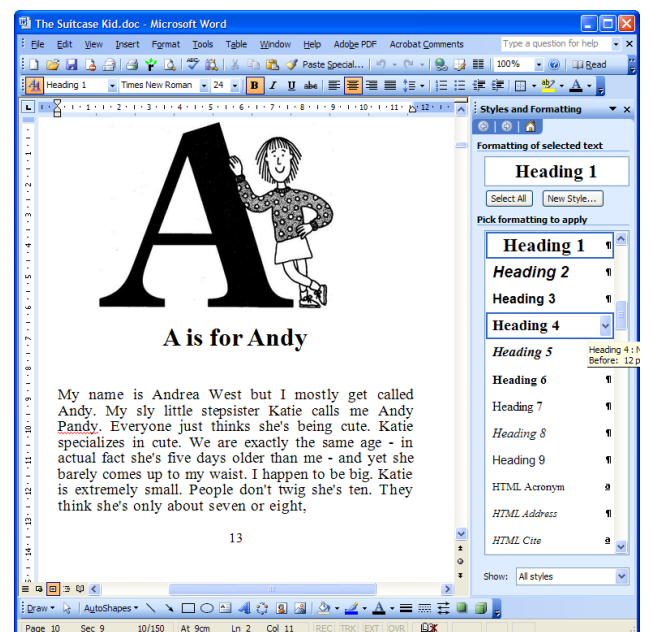
10. Take a look at the text of the book. Most reading books have two paragraph marks between each paragraph - if this one doesn't, do a **Find and Replace** again, but this time replace each single paragraph mark with two (click twice on the **Special>Paragraph Mark** button to put two marks into the **Replace with** field).

11. Now add a Table of Contents to the book, by first inserting a page break at the start of the book (**Insert > Break > Page Break**) and type in 'Contents'. Now scroll down to find the first chapter heading and click on it. Click **Format > Styles and Formatting** to see the 'Styles' pane.

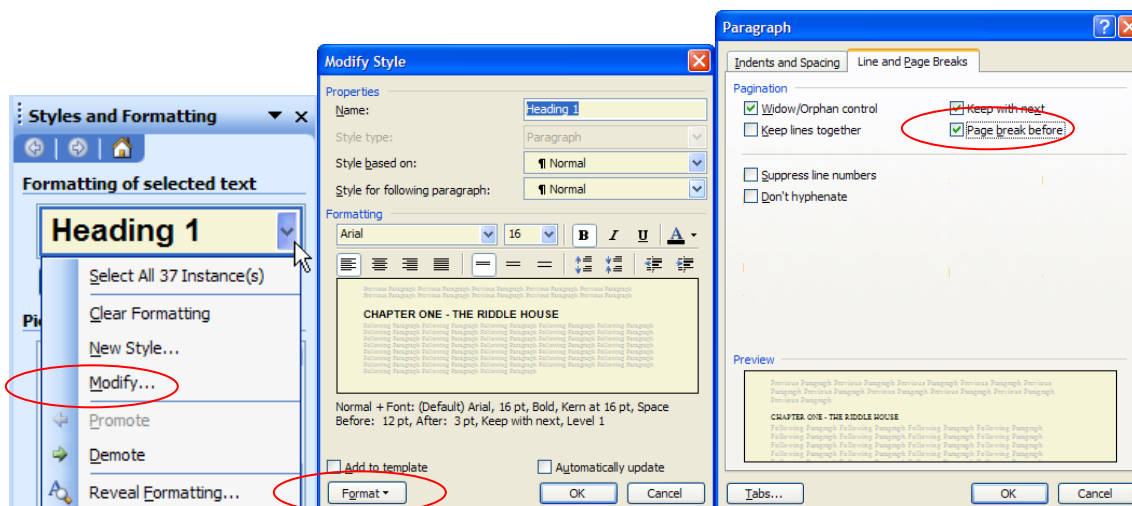
12. Scroll down the styles to find **Heading 1** and then click on **Heading 1**. If you want, change the font and size of **Heading 1**.

13. Now 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**, and this will set the chapter headings to be the **Heading 1** style.

14. 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**,

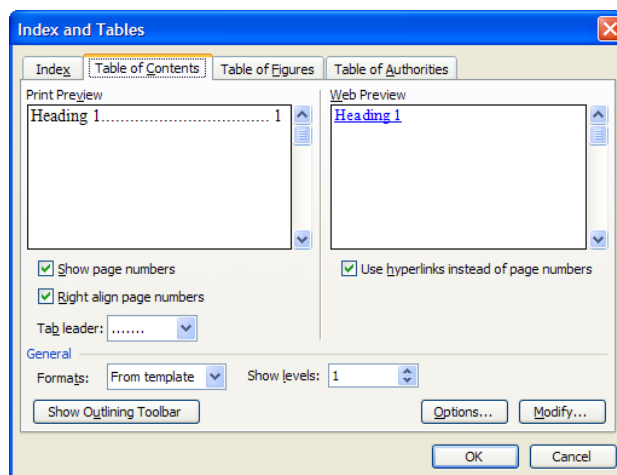


then **Paragraph**, then **Line and Page Breaks**, and then click **Page Break Before**. Click **OK** to return to the page. This will add a page break before each Chapter heading.



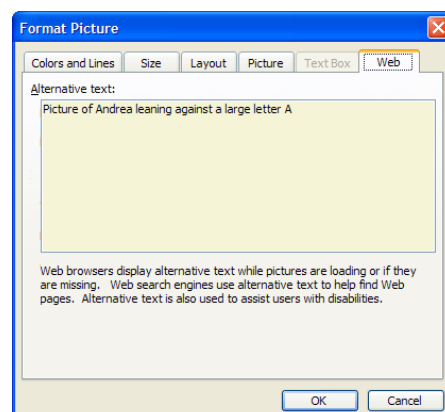
15. Repeat for any sub-headings, if there are any, using Heading 2, 3 etc.

16. Go back to the Contents page, 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 automatically build and insert the Table of Contents.



17. 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.

18. 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. Right-click on the illustration, then choose **Format** > **Picture**, then click the **Web** tab, and type in the description.



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

20. Save the book.