

Instructions for files to be converted into ebook

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Every book to be converted into an ebook should be delivered in a single document, type .DOC for Microsoft Word (™) or .ODT for OpenOffice, formatting it so that we can easily get the ebook.

1. Pagination and paragraph break

The division of the text into pages does not matter, because the ebook reader does not make it visible.

The text must be continuous, with no page breaks inside the chapters. A page break should be introduced instead before each chapter.

The text should be divided into sections according to a rational division and corresponding to the content of the book, and assigning an eloquent title to each paragraph.

The ebook must be accompanied by an error free index, available on the reader. For this reason, the index must be filled in automatically by the Word Processor, using styles of chapter and paragraphs headings, not manually. It is therefore necessary that the titles of the chapters be in the *Title 1* style, and the titles of paragraphs be of *Title 2* or *Title 3* (according to the author's taste and needs). At the beginning of the text there must be an index at three levels filled automatically by Word or OpenOffice Writer.

For those who use Word: to manage the paragraphs and headings, you should disable the automatic creation of numbered lists. This prevents automatic changes to the numbering of the paragraphs when the text is changed, according to Word interpretation of the whole context (rarely correct). To disable the automatic lists: Office button - Word Options - Correction Tools - AutoCorrect Options - Card: automatic formatting as you type - disable “Automatic numbered lists” and “Automatic bulleted lists”.

2. References and Notes

For the reproduction of texts cited, we recommend using a body typeface slightly smaller than the normal text (one point) and the margin indented by a half an inch. For example, if the main file of the text is in Times New Roman 12, as in these instructions, quotations should be in Times New Roman 11 and indented half an inch, so:

This is an example of quoted text. The character is reduced to a point and the text is slightly indented. In this way, the quote is immediately recognizable as such on the small screen of the ebook reader. The final note contains the reference to the source.

3. Size of characters

Keep in mind that the display of pocket ebook readers today are very small, and therefore the relative size of the characters cannot vary greatly. Too large characters are ridiculously disproportionate to display, while too small characters are unreadable. In this text, where the character in the Normal style is 12 points, the maximum font size is 16 points in the title, and the minimum of 10 points in the notes. In this way the text is organized and legible even on the reader.

4. Images and Graphics

Keep in mind that many pocket ebook readers now have a resolution of 800 x 600 pixels, and that even if it is foreseeable that in the short will spread readers with a larger screen, it is possible that

the ebook reader pocket with its small screen, remain in use for a long time just for the convenience of its small size.

Therefore the images embedded in the text should have their larger side not exceeding 600 pixels (because the ebook reader is usually held vertically), and should be designed and made in such a way as to be effective when displayed in black and white and at 600 pixels.

Consequently, the general rules to be adopted for these images are:

- reduce its size images slightly less than 600 pixels wide (590 pixels), and less so in height
- exceptionally, take images up to 800 pixels wide, knowing that coming to these images, those who read should probably turn the ebook reader and zoom the image
- avoid images larger than 800 pixels
- insert images in their place in the Word or ODT text without aiming to complex layout patterns: the ebook will not respect them.

The same requirements apply to graphics.

Keep in mind that also in the future it will be necessary to settle for great simplicity in terms of graphics, because it will continue to be in use readers of small dimensions and different from each other. An articulated layout requires the availability of a medium - large page size, such as A4 in PDF, or a small page, but rigidly fixed (as in the case of small sized paper books).

5. Tables

Also with regard to the tables, it is necessary to settle for maximum simplicity because the tables will be automatically adapted to the displays of different sizes, and to characters of a different size. Therefore, the first objective to be pursued is to ensure that the tables are always fully legible. This is achieved if the tables can automatically adapt to the available width (since the display of the reader and the font size chosen by the player). In Word, for each table, proceed as follows:

- Right mouse button, “Fit”, “Fit to Page”
- Right mouse button, “Table Properties”, card “Table”, “Preferred width” = “100%”
- Right mouse button, “Table Properties”, card “Column”, for all columns “Preferred width” = nothing (check must be empty).