

Quick Specifications and Info for Digital Books

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Digital Cover

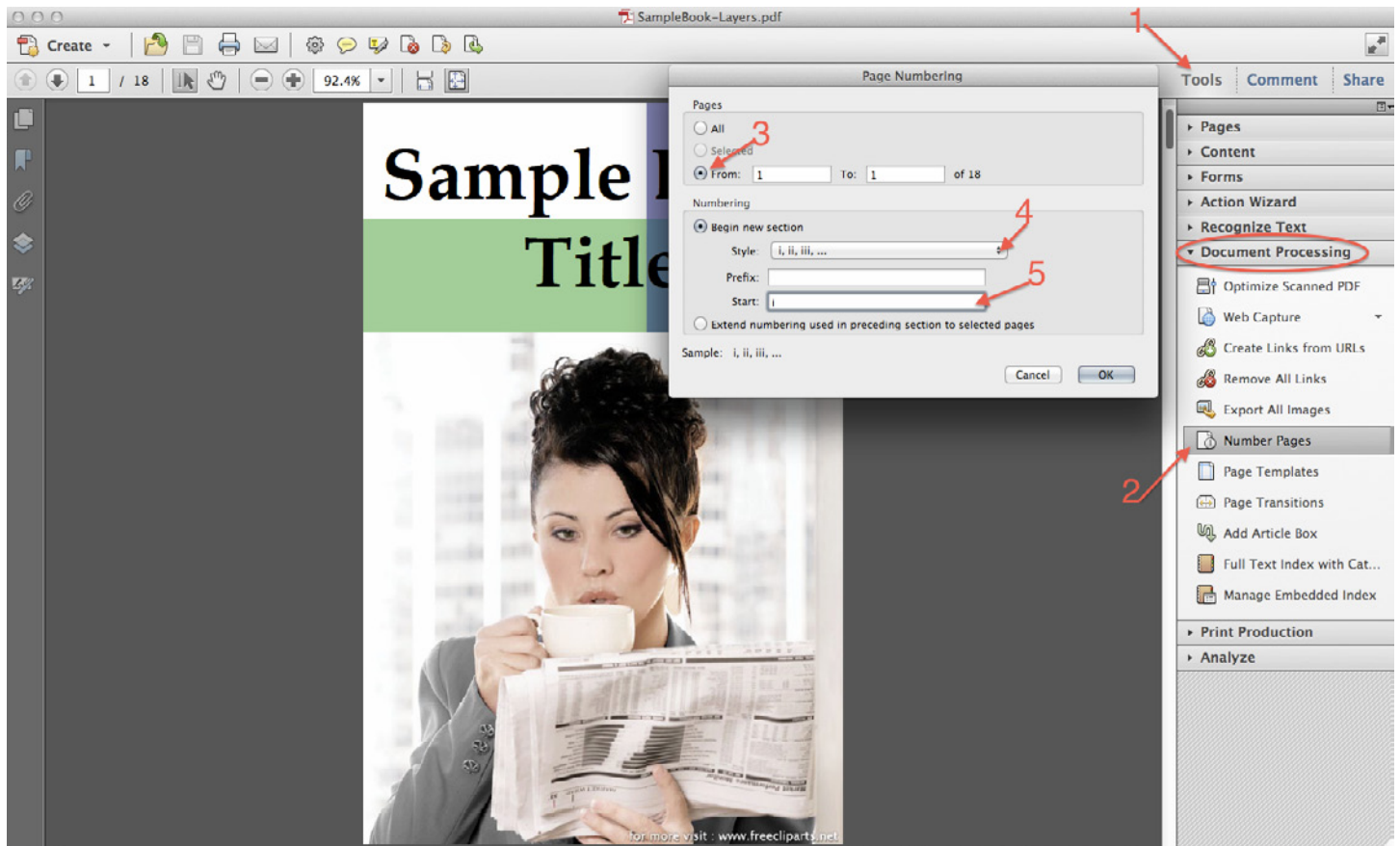
In a normally formatted PDF, it's customary for the first page to be the front cover, and the second page to be the back cover, with interior pages following, or you can move the back cover to the last page after the interior pages.

We also recommend the leading cover page(s) be numbered with Roman numerals so that the page numbering of the book matches the page numbering of the PDF file. This way, when a PDF reader jumps to page 56 of the PDF, it is also page 56 of the book.

To renumber the pages (see visual below):

- 1) Open the **Tools** menu.
- 2) **Under Document Processing** select **Number Pages**.
- 3) Select if you want to number the first 1 or 2 pages.
- 4) Select Roman Numerals
- 5) Make sure it's starting on Roman Numeral *i*

All other specifications for the cover are the same as the interior.



Interior Specs

Quick Specs

The following are specifications that you should know when laying out Digital Interiors.

Resolution: 150 dpi

Color Space: RGB

Do not use JPEG2000 compression

Preferred file format: PDF (.pdf)

PDF Output Compliance: Do not use PDF/A

Requirements

- Do not use JPEG2000 compression (a PDF optimizing option in programs like Adobe Acrobat), even if that would help reduce your file size. Apple's iPad and iPhone cannot display images compressed with JPEG2000 compression.

- Please turn off all transparency. This can also cause problems on iPads. If using Adobe Acrobat, choose "High Resolution" under "Transparency" settings.

- For our watermarking security process to work PDF files must be unlocked (so they can still be edited). We add the watermark at checkout and then lock the file.

- To assist customers in identifying their files and organizing their libraries, please include metadata, such as title, author and keywords. In Adobe

Acrobat, metadata can be entered from the File menu > Properties. We also recommend the use of consistent file-naming conventions for eBook files, using an abbreviated prefix to identify the publisher and/or product line, followed by a short version of the book title (e.g., "pub-ExampleTitle_v1.pdf"). We suggest that file names only use alphanumeric with dashes or underscores to help make the file name more readable. Many non-alphanumeric characters are not compatible with certain operating systems and so they should be avoided. Particularly troublesome are single and double quotes, exclamation points, commas and spaces, so avoid those in file names.

- Files are more dynamic and user friendly when preflighted and optimized. Directions on how to do this are in this document.

Tips

Products can have more than one file associated with them. A few publishers like to offer one PDF version in color for screen reading and a second PDF file with fewer graphic elements and in black and white for home printing.

Maps and counters can be provided as JPEGs. For customer convenience, large maps can consist of a JPEG of the full map and individual JPEGs of the map split into page-size pieces for printing. All of the map files can then be zipped into one file for easier delivery.

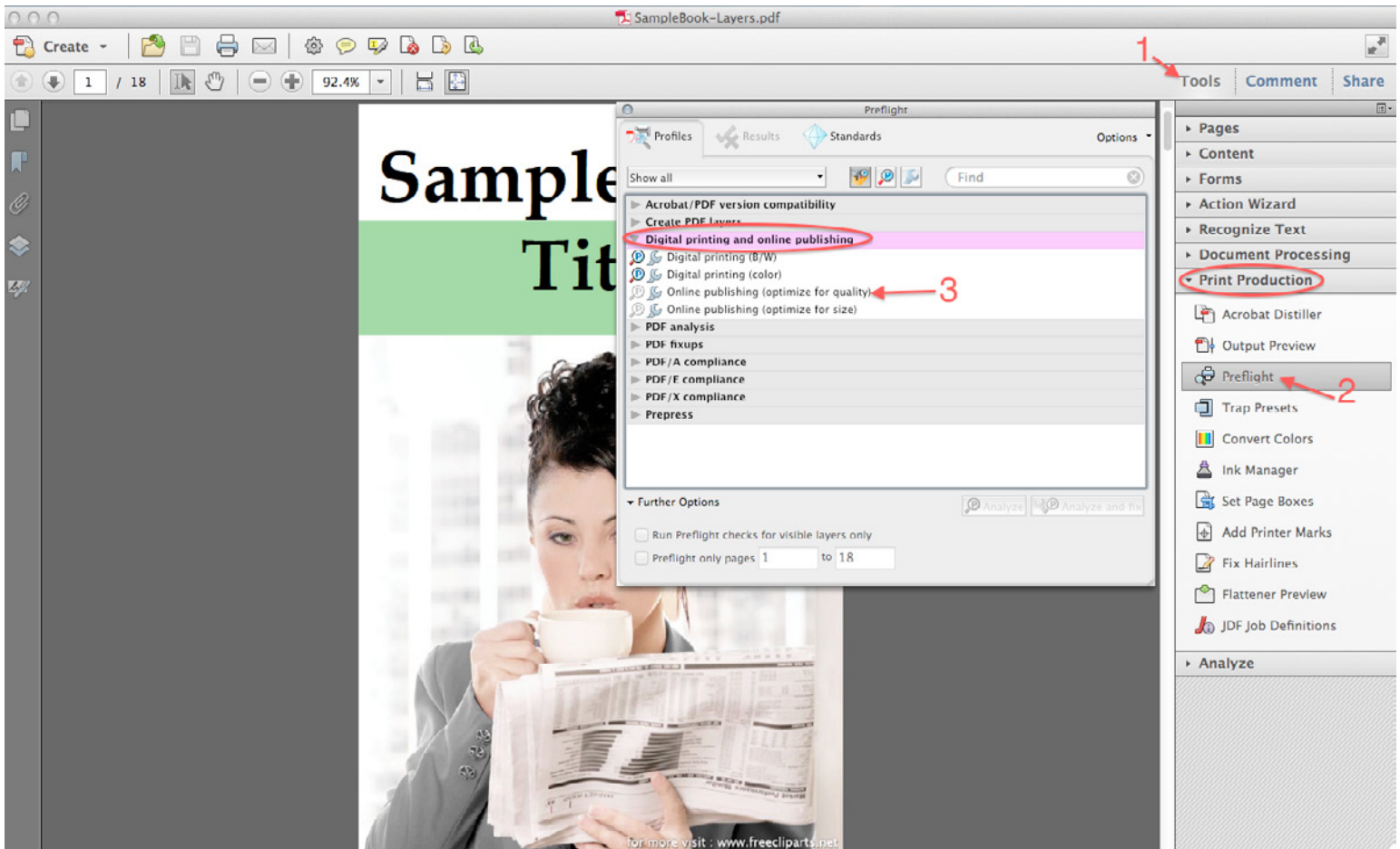
Preflight and Optimize

Preflight and Optimizing PDFs will make them faster, smaller and more user friendly. If Bookmarks and/or links will be added to a PDF, it's best to Preflight and/or Optimize the file before the adding them. Videos on how to Preflight and Optimize can be found online here: http://rpg.drivethrustuff.com/pub_tutorials.php

Preflight

Open the PDF in Acrobat. In Acrobat 10 and later open the **Tools** menu (1) and under the **Print Production** subheads click **Preflight** (2). In the window that opens toggle open the **Digital printing and online publishing** section and select **Online publishing (optimize for quality)**

(3). Save the file under a new name to avoid any difficulties with the loss of the raw file. The new file will be smaller and easier to view on digital devices. Next it's best to Optimize the file (see Next page) so that it will transfer and view on all digital devices.

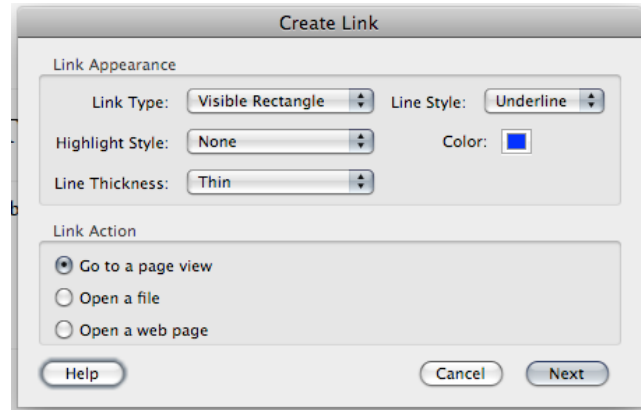


Linking, Bookmarking

And other extras

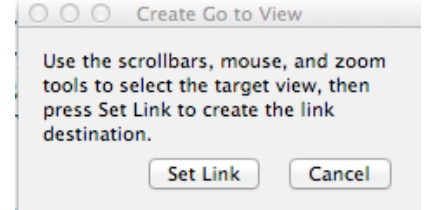
Linking

If the final Digital PDF has internal page references in it, they can be linked so a simple click on the page number will take you to that page. Open the PDF in Acrobat. Find the page reference you would like to link e.g., “See page 10”. Use the text tool to select the text then right-right-click on the page. In the window that opens select **Create Link** and set the menu as you see to the right (1) and click **Next**. A new little pop-up will open. Go to the page referenced and click the **Set Link** (2) in the pop-up window.



1

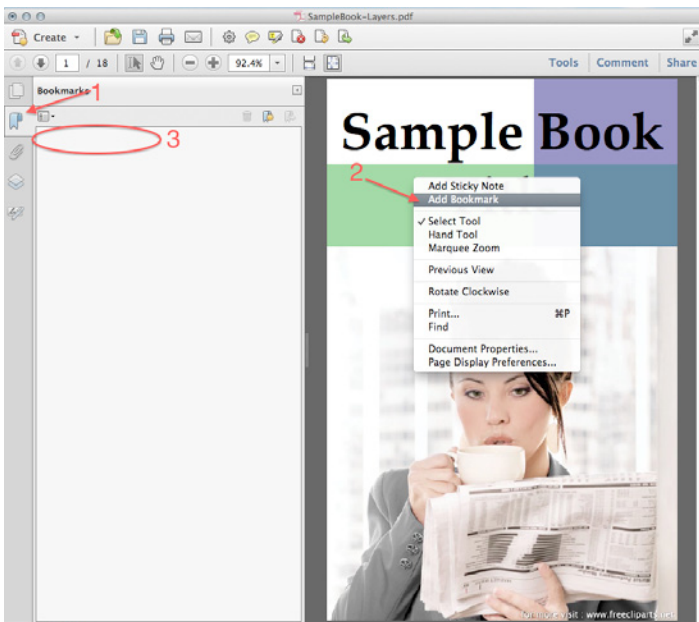
2



Bookmarking

Any book that has a Table of Contents should be bookmarked to help move the viewer easily through the book.

Open the PDF in Acrobat. Click the **Bookmark** icon (1) in the **Navigation Pane** to open the menu. The **Navigation Pane** can be opened via the **View** pull-down menu > **Show/Hide>Navigation Panes>Bookmarks**. Once the menu is open right-click on a page or select some text and right-click on it. In the menu that pops up select **Bookmark**. A new **Bookmark** will appear in the menu. If you selected text, that text will appear, if not it will just be a new **Bookmark**. Either way double-click on the new **Bookmark** to edit or name it, if necessary.



For video tutorials for these extras and more go to:
http://rpg.drivethrustuff.com/pub_tutorials.php