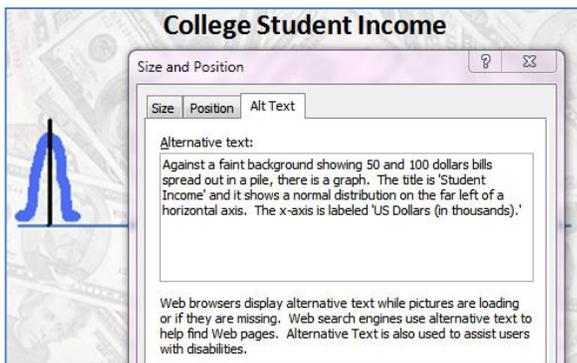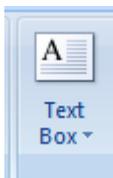# Creating an Ebook

Organizational & Accessibility Guidelines

Identify the headings (e.g., Heading Level 1, Heading Level 2) within the text. With the word processor, select the text heading, and then indicated its level. This makes it possible for the word processing program (or other applications) to later automatically create a table of contents. By identifying the headings in the text, it makes the ebook easier to navigate (e.g., Adobe Acrobat Reader can show the headings as a table of contents, so that the reader can jump immediately to the section of interest).

Provide alternative text (Alt text) for each image. A screen reader program can then later read the alt text, allowing a blind student to understand what the image portrays.

Avoid the use of text boxes, since the sequence in which to read the text is not always clear to screen reading programs.

Avoid the use of tables to organize content, as this interferes with text re-flow (sometimes used with smaller screens). Consider replacing small tables in a document with a single image, and then described the contents of the table using the alternative text option. You can always keep a copy of the actual table in another document, in case you wish to make a change to the table and create a new image for the ebook.

To help those students using the printed version of an ebook, shorten any URLS (e.g., with TinyURL.com) so that they are easier to later type into the browser address field. This makes it perhaps a little easier and more likely that students will check out the referenced online resources.

Read and Annotate with Adobe Acrobat Reader

Consider purchasing Adobe Acrobat Extended Pro, so that you can create pdf documents that your students can later annotate (i.e., highlight text, add stick notes, draw upon, etc) using the Adobe Acrobat Reader. The Adobe Acrobat Reader is a free, and has several accessibility options (e.g., read aloud, zoom, etc.). However, Adobe Acrobat Reader will only allow annotations of documents saved with the products 'Adobe Acrobat 9 Professional' (available at www.JourneyEd.com for around $120 for teachers) and 'Adobe Acrobat 9 Pro Extended.'

Students Have Options

As long as the pdf does not have security features turned on, students have the option for how they want to read (and annotate) the document.

Just save the document as an unrestricted pdf, and.... Students with an iPad, iPod Touch, or iPhone, can purchase Aji Annotate PDF for $4.95 at the iTunes store. This application allows students to annotate the ebook on their mobile computing device. Second, the free Mobipocket ebook Reader Software enables reading and annotating pdfs on several different mobile phones (Blackberry, Windows Mobile, Symbian Os, and Palm). Third, for mobile phones running Android OS with Adobe Flash, it may be possible to visit the Crocodoc.com website for viewing and annotating pdfs. Fourth, for students who own an ereader device (e.g., Kindle, Nook, Sony Reader), there is built in support for opening and annotating unrestricted .pdf documents. Note that some older versions of these ereader devices may require the student to use a file conversion utility or service. Fifth, students can view, annotate, and make use of the internet resources when using Adobe Acrobat Reader on their computer (or in a computer lab). Sixth, they can upload any pdf and annotate it using a site like crocodoc.com. Seventh, they can simply print out the pdf and read it. All in all, there are multiple options for students wishing to view and annotate their Ebook.

Crocodoc.com

Free Version

Upload any document to Crocodoc.com, and share the URL.
Anyone can then annotate the document (comments, draw, highlight, textbook).

- Great for individual study
- Giving students feedback on their paper
- Having a 'Classroom' copy that everyone can read and comment upon (e.g., ask questions, reply to each other)

The Flash interface for this site does not work with screen readers. Can still download document later with all comments.

Pro Version ($36)

Add additional protection to uploaded documents with password protection, view all your uploaded documents in one directory.