

How to Convert Your *Offset 2013* Design Critique into an Ebook

(Without Any Obligations to Online Retailers and Their Conditions on Your Copyright)

1) Use Microsoft Word to save a file of about 500 words in the .doc (*not* .docx) format. Ideally, this will be the draft or finished version of your *Offset 2013* Design Critique.

2) When using a Macintosh, do a '**Save As**' of your Word file during which you click on '**Format**' to select the option '**Web page (.htm)**' and also choose '**Save only display information into HTML**', then '**Save**'. (This saves your Word doc as HTML.)

3) Locate the **JPEG file of your cover** that you created last week in PhotoShop.

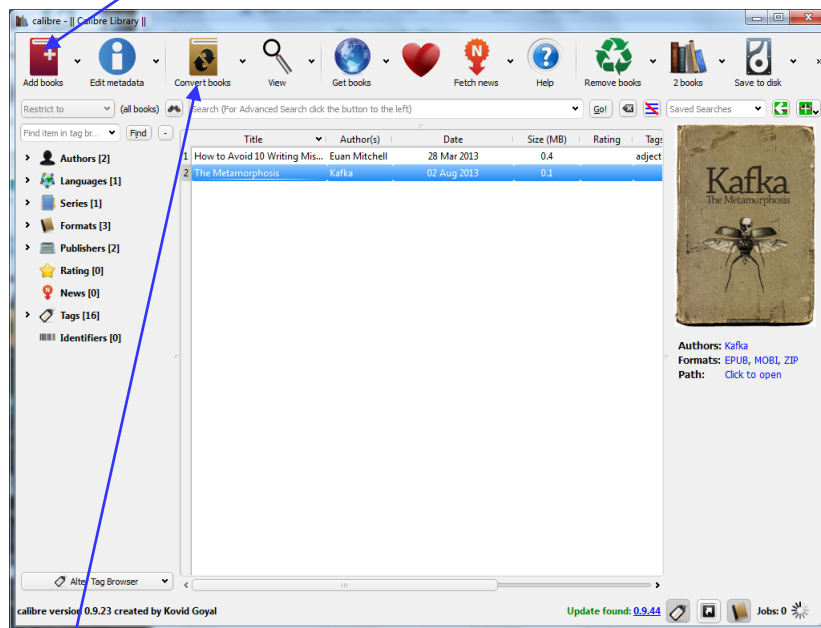
4) Go to www.calibre-ebook.com and **download** the version to suit **Macintosh (OSX)**. The software will take a minute or two to download into your downloads folder. It's free.

5) When the software has finished downloading, you will usually need to **double-click the file in the downloads folder** to continue installing. On our VU system this usually brings up a window with a Calibre icon next to the Applications folder. **Double-click the Calibre icon**, then follow the installation prompts (see next step). Any problems, ask Euan.



6) The 'Calibre Welcome Wizard' appears after a first installation. Click '**Next**' to use its default option to use **English** and create a folder called Calibre Library in (My) Documents, then click '**Next**' to use its default configuration for a **Generic manufacturer** and a **Generic e-ink device**.

7) Once Calibre is open, click the ‘**Add**’ button (top left of the interface) to add your HTML file (the one you saved in step 2) to Calibre.



8) Click the ‘**Convert**’ button (defaults to the EPUB format), and use the resulting dialogue box to upload your **cover JPEG**. (Find the icon near the middle to click in order to upload your JPEG.) You can add the title and your name to the appropriate fields. When ready, click ‘**OK**’, then wait a few moments while the **EPUB** is made.

9) After conversion, **double-click** on your file’s name in the main interface to view your ebook in Calibre’s **built-in viewer**. Use the arrows on the left of the viewer (halfway down) to click through the pages. You can also re-size the text, and watch the lines reflow, by using the font-sizing buttons on the left (with the different sized A’s).

10) Locate the EPUB file of your ebook in the folder **Calibre Library** (usually in a **Documents folder**) in order to copy it to your **flash drive**. **In week 7**, you can repeat this process with your **finished** Design Critique. (You also need to hand in a hard copy.)

At the end, email the EPUB ebook to ewan.mitchell@vu.edu.au (in week 7).