



GLOBAL BOOK ALLIANCE

Contributing Materials to the Global Digital Library – Conversion from MS Word to E-Book

Reading materials are usually produced using software such as Adobe InDesign, Microsoft Word or Publisher, or Bloom.

If you have a book in MS Word format, and you would like to convert it to an accessible e-book, there are a variety of tools available to do that.

One such tool is the MS Word [ePub converter](#) that works only for PC users (not for Mac).

However, because a widely used external program known as [Calibre](#) is free and accessible to all operating systems (not just Windows/PC users), it is a good option for carrying out the conversion to ePub, and it is the recommended process.

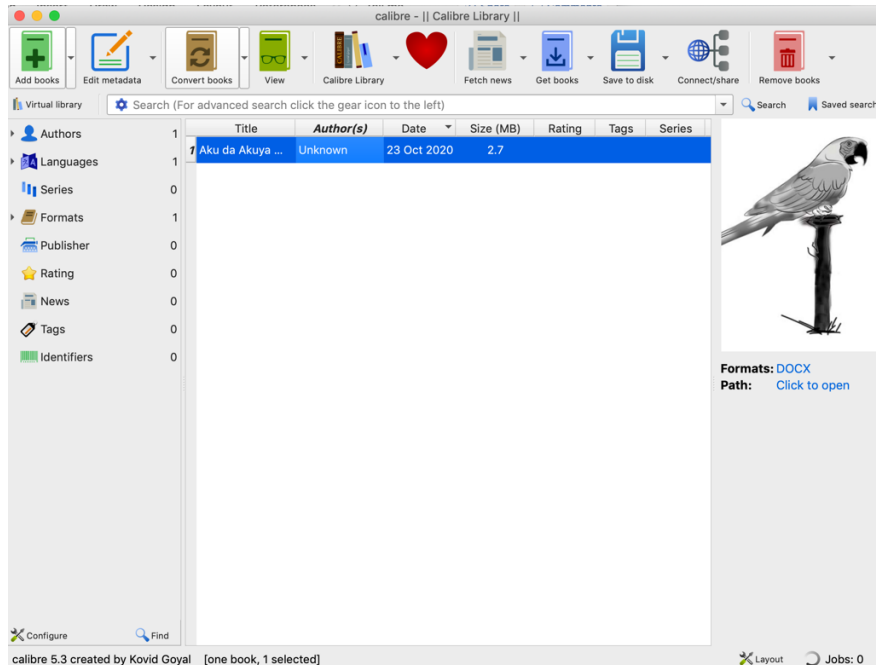
Provided here are instructions for how to:

- I. Convert from MS Word to ePUB using Calibre.

CONVERT MS WORD FILES TO EPUB FORMAT

Convert the MS Word file to and ePub file using [Calibre](#):

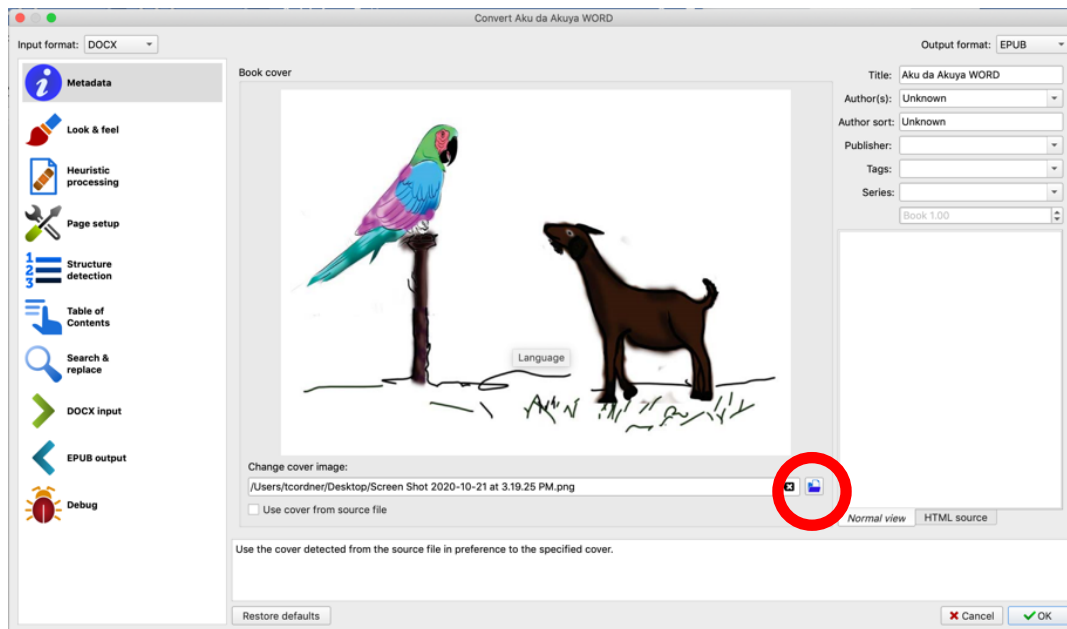
1. Download [Calibre](#). It is a free program usable on all operating systems.
2. Open Calibre
3. Drag and drop the newly created MS Word file onto the Calibre workspace.
4. Once added, select the file by clicking on it.



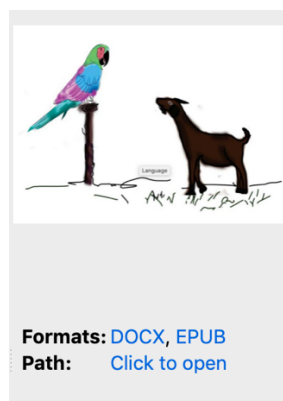
5. Select "Convert Books"



6. A page will open with a prompt to add a cover image. If the default image provided by Calibre is not appropriate, then upload an appropriate one.



7. On the right side of the workspace, there are options for metadata – do not worry about filling in this information, you will provide it in the GBA-provided metadata spreadsheet.
8. Click OK – after a short time the conversion will be complete.
9. On the right side of the Calibre workspace, choose “ePub” to view the new file. The file will be saved in a folder called “Calibre Library” and will be named according to the metadata fields. The file will open in your computer’s default e-reader.



10. Examine the file – do the images show up properly? Is the text on the correct page, linked with the correct image? Are there any formatting issues that came up during

conversion? If there are issues, return to the MS Word file, make the edits, and then re-convert.

11. Rename the file into the following format: PROJECT NAME_EnglishTitle_interior.epub.
 - a. E.g. SENSE_AkuDaAkuya_interior.epub
12. When you have completed this for all of the storybooks, you are ready to submit to the GDL!