



## GLOBAL BOOK ALLIANCE

### *Contributing Materials to the Global Digital Library – A Step by Step Guide*

## GLOBAL DIGITAL LIBRARY – [digitallibrary.io](http://digitallibrary.io)

The [Global Digital Library](http://digitallibrary.io) (GDL) is a web platform where high quality books can be accessed, printed, translated, and used in and out of classrooms worldwide. It is free to use and open source, meaning that the content and illustrations of the books are free for use by anyone, anywhere on any device, can be printed for home or commercial use, translated into any language or adapted to fit different purposes. This also means that all content submitted to the GDL must be openly licensed under Creative Commons (CC-BY or similar).

The following steps detail how to contribute reading materials, that have been developed in InDesign, to the Global Digital Library. The process consists of three phases:

1. Formatting Your Files – converting files from InDesign to the required formats
2. Providing Metadata – creating a spreadsheet with needed information about each submission
3. Submitting to the GDL

## PHASE 1: FORMATTING YOUR FILES

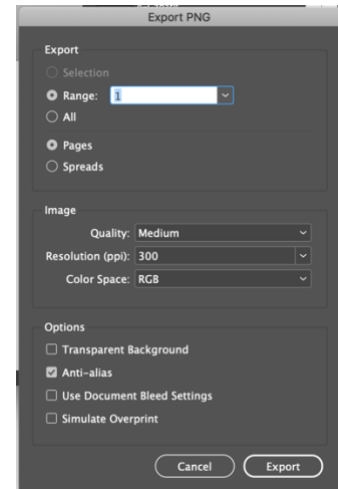
The GDL uses the ePUB format since it is the most widely used and supported eBook format. Therefore books submitted to the GDL must be in the .epub format.

In addition, an image of the book cover must be submitted separately to allow the books to show up correctly in the GDL “book shelf” display and to be included as featured titles. Materials that have been prepared for commercial printing often have the cover of the book in a separate InDesign file from the rest of the book.

### 1. Export the front cover of the book as an image file

- a. **Open** the INDD file containing the cover of the book.
- b. Remove internal content (if it is included in the file with the cover) and the back cover and spine as necessary. This can be done by cropping and deleting the unwanted content.
- c. Select **File → Export**

- d. In the Format field, choose a title and location for your file, and under **Format**, select **PNG**
  - a. Example: PRP\_lamKiran\_cover
- e. InDesign will open a window with options on selected page(s) and image quality.
  - i. Under **Export**:
    - a. Choose **Range** and enter the page number that your cover is on. For example, if the cover is Page 1, in the Range section, type “1”
  - ii. Under **Image**:
    - a. Select Quality: Medium
    - b. Resolution: 300
  - iii. Under **Options**
    - a. Check only the “Anti-alias” option.
  - iv. Select **Export**
- f. Your file should now be saved as a PNG image file. Name the file in the following way:
  - a. E.g. PRP\_lamKiran\_cover.PNG
- g. Retain both the original InDesign file and the new PNG file.



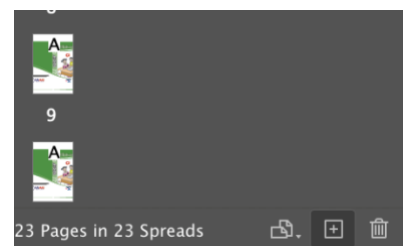
*Step 1e. Export options for PNG files*

## 2. Insert the Front Cover Image as the First Page of the eBook

If the cover page is separate from the contents of the book, as is the case for many commercially printed books, it needs to be manually inserted as the first page of the eBook. In order to do this, follow these steps. Similarly, for the back cover, if it is separate from the main content and contains information that you’d like to be included with the eBook (.epub file), follow the steps above to create a page at the end of the book and place a PNG file of the back page in the appropriate location.

If the cover page is already part of the same InDesign file as the contents of the book, proceed to step 3.

- a. **Open** the INDD file containing the contents of the book.
- b. In the Pages menu, click on the “Create New Page” button. A new blank page should



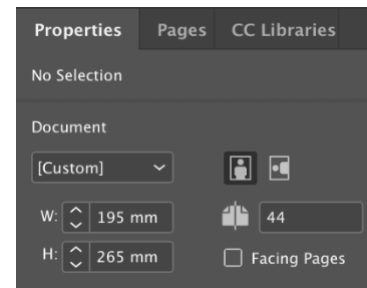
*Step 2b. Create New Page icon is the box with the + inside.*

appear. Drag the newly created page to the top, so it is Page 1.

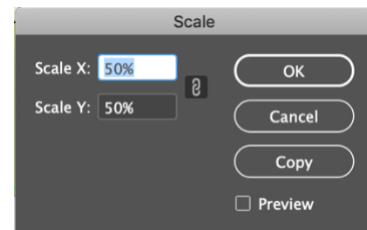
- c. Select **File** → **Place** and then select the PNG file you created in Step 1.
- d. Click on the blank page to place the selected image on it.
- e. Re-size and re-position the image so that it takes up the whole page.
- f. Your book now has the cover as the first page!
- g. If the back cover is separate from the main content and contains information that you'd like to be included with the eBook (.epub file), follow the steps above to create a page at the end of the book and place a PNG file of the back page in the appropriate location.

### 3. Export the book to single-page formatted ePUB file

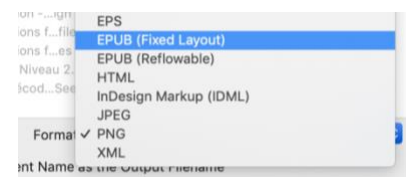
- a. **Open** the INDD file for the book.
- b. In the Properties menu **Uncheck “Facing Pages.”** This will convert the file into single-page format, rather than 2-page spreads.
- c. Check for any errors in formatting – some pages are designed to be seen as 2-page spreads. Check for pages with half an image, or with words or pictures that no longer make sense. Make any adjustments needed (e.g. repair images or move text).
  - For an image that span two pages, select the image
    - **Object** → **Transform** → **Scale**
    - In “Scale X” type **50%**
    - In “Scale Y” type **50%**
    - Select **OK**
  - **Copy** the image (**File** → **Copy**)
  - **Paste** the smaller image on both pages (**File** → **Paste**)
- d. Select **File** → **Export** → **Format: “ePUB (Fixed Layout)”**
- e. Choose a name in the following format: `ProjectName_Title_interior.epub`
  - E.g. `PRP_lamKiran_interior.epub`
- f. Select **Save**
  - i. An Export Options menu will open
    1. Under Export Range, select “All pages”
    2. Under Cover, select “none”
    3. Navigation TOC “none”



Step 3b. Uncheck “Facing Pages”



Step 3c. Scaling down an image size

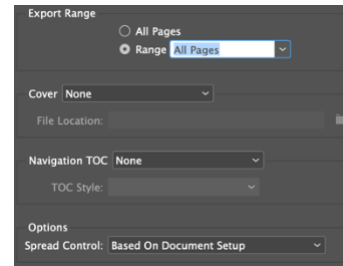


Step 3d. Export option: Fixed Layout EPUB

4. Options: “Based on Document Setup”
- g. Select **OK**

#### 4. Retain your new files and the original InDesign files

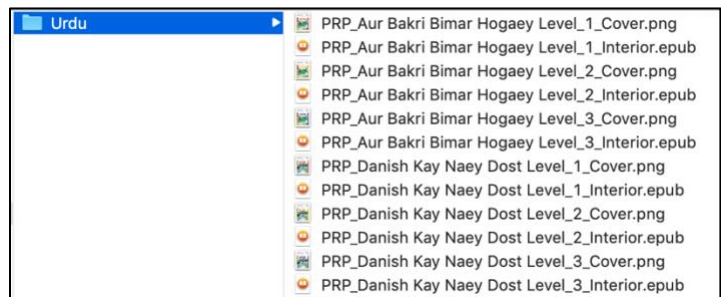
- a. You will now have two new files, for example:
  - PRP\_lamKiran\_cover.png
  - PRP\_lamKiran\_interior.epub
- b. Retain these files, as well as the original InDesign file.
  - E.g. PRP\_lamKiran.INDD



Step 3f. Save options

#### 5. Place your EPUB files in online storage

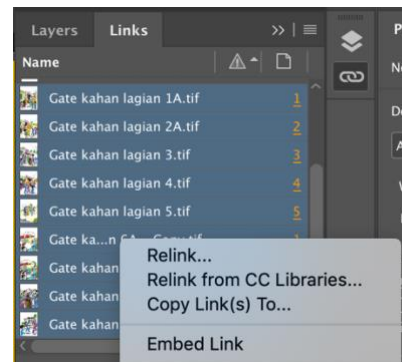
- a. The GDL can provide a Google Drive folder for storing both the cover PNGs, the interior ePUBs, and the original InDesign files.
- b. If you prefer to use your own online storage (e.g. Google Drive, DropBox, GitHub etc.), please grant access to the GDL team.
- c. **Place all ePUB and PNG files in a single folder for each language.**



This is important for GDL’s uploading process. Sample shown.

#### 6. Prepare your InDesign files

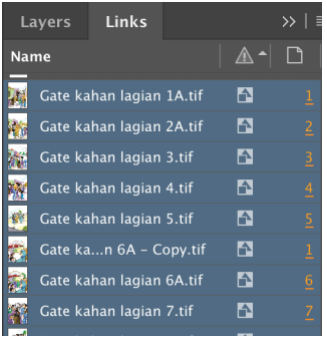
- a. **Open** the INDD file.
- b. Select **Window → Links**
- c. Select all of the links, and choose **Embed Link**
- d. An icon of an image will appear next to each embedded link (example shown)
- e. **Save**



Step 6c. Embed Link

#### 7. Place InDesign files in online storage

- a. The GDL can provide a Google Drive folder for this.
- b. Place all InDesign files in a single folder for each language.
- c. Please include a folder with all fonts used in the documents also.



*Step 6d. When links are embedded, image icons will appear.*

## FORMATTING Q&A

Q: Why is the front cover an image file rather than ePUB? Why does it have to be separate?

A: The front cover image is used in various parts of the GDL, from the search, to the featured content, to the preview of the book file. An image, rather than a page of an ePUB document, is needed for these purposes.

Q: What if my InDesign file for the book cover also includes a back cover and spine?

A: Follow the instructions for Step 2, and then crop the exported image to include just the front cover. The spine and back cover are not needed for a GDL submission.

Q: Does the GDL require back covers also?

A: The back covers are not specifically required as part of the ePUB files. However, if they contain relevant information about the project, author, Ministry collaboration etc. The back cover can be included with the interior content to make it available at the end of the book. See Phase I Step 2.

The back cover is used for commercial printing and so must be included in the InDesign original file(s) (see Phase 3, Step 1).

Q: There are some mostly blank pages with project and copyright information. Should these be deleted? Does this count as a cover?

A: These important pages must be saved as part of the interior of the book.



*Sample informational page in leveled reader.*

*These pages contain important information about licensing and commissioning agency. Do not delete these pages.*

## PHASE II: PROVIDING METADATA

### 1. Prepare a Metadata Spreadsheet

Metadata, or informational fields, are needed to describe the content of your submissions. Please use our metadata template and **input the following required information for each book in the columns provided:**

- **Title (English)**
- **Title (In the language of the book)**
- **Author**
  - If not an individual, this can simply be the project name
    - e.g. Pakistan Reading Project
- **Description**
  - This should be in the language of the book (e.g. if the book is in Urdu, the description also should be in Urdu).
  - Example for an English book: The three mice brothers can't wait to visit the carnival. They ride toy cars, go on the Ferris wheel, and visit the balloon shop. After some time, they realize their youngest brother is missing! Where can he be?
  - For classroom materials, the description may be simpler. For example: Decodable Set 1, Book 3
- **Classroom vs Library Book**
  - If the materials you are submitting are used as instructional content in classrooms, or if they are approved for use in schools, for example, decodable texts for children learning to read, then they are classified as "Classroom" books.
  - If the books are storybooks, or other supplementary reading material and are not specifically designed for use in classrooms, then please choose "Library Books" for this column.
- **Language Code**
  - Consult [this list](#) to find your language code
    - E.g. if your book is in Urdu, you will enter "ur" in this column
- **Creator**
  - Provide the donor, funder, or other commissioning agency. It may be necessary to discuss with the ministry of education and other stakeholders as to how to complete this field.
    - E.g. USAID
    - E.g. Ministère de l'Éducation, République du Sénégal
- **Cover of Book – File Name**
  - Please provide the actual file name of the cover of the book that is uploaded to

the shared drive.

- E.g. PRP\_lamKiran\_cover.png

- Interior of Book – File Name

- Please provide the actual file name of the cover of the book that is uploaded to the shared drive.
  - E.g. PRP\_lamKiran.epub

- License

- Most of the files on the GDL use an “[attribution](#)” (or [CC-BY](#)) license. This means that the material can be shared, altered, translated and reused, but must be attributed to the original creator(s). Other accepted licenses include: [CC BY-SA](#), [CC BY-NC](#), [CC BY-NC-SA](#). The GDL cannot accept copyrighted materials or licenses that do not allow for derivative work.
  - E.g. CC BY 4.0
  - 4.0 refers to the version of CC BY. Creative Commons updates its language and terms periodically and this number increases over time.

When possible, it is recommended to use the GBA Metadata Template. Sample:

<b>Project Name</b>	Pakistan Reading Project								
<b>Organization</b>	IRC								
<b>Country</b>	Pakistan								
<b>Required Fields</b>									
Title in English    Title in the langi If no listed a Description of the story, i If the books : Language C; Donor, fur Image file for the cover of the bc file name of the eBook, ends with Creative Con									
Title:en	Title	Author	Description	Classroom or Library Book?	Language Code	Creator	Cover of Book - File name	Interior of Book - File name	License
Dewal aeen kuja bandee 2	ديوال ء كجا بندين	Pakistan Reading Project	موکل ء روج ء سرچمیں ميٺگ ء مردم ٻڪجاه ات آنت. ڪشہ ايش ات كه ديوال ء روڊرائڪ ء به بندين يا روڊرڪٽ ء. مزئيں چيڙيے چست بوت، ٻرڪس ء لوٽ اٽ كه مٺي گٻ زورگ به بيت. گڊسر ء درستان تهاڪ گرت. ديوال گجام نيمگ ء بئنگ بوت؟	Classroom	bcc	USAID	PRP_Dewal_A_Kuja_Bandin_Lev el_2_Cover.png	PRP_Dewal_A_Kuja_Bandin_Lev el_2_interior.epub	CC BY 4.0
Dewal aeen kuja bandee 3	ديوال ء كجا بندين	Pakistan Reading Project	موکل ء روج ء سرچمیں ميٺگ ء مردم ٻڪجاه ات آنت. ڪشہ ايش ات كه ديوال ء روڊرائڪ ء به بندين يا روڊرڪٽ ء. مزئيں چيڙيے چست بوت، ٻرڪس ء لوٽ اٽ كه مٺي گٻ زورگ به بيت. گڊسر ء درستان تهاڪ گرت. ديوال گجام نيمگ ء بئنگ بوت؟	Classroom	bcc	USAID	PRP_Dewal_A_Kuja_Bandin_Lev el_3_Cover.png	PRP_Dewal_A_Kuja_Bandin_Lev el_3_interior.epub	CC BY 4.0

If the information is available, the following fields are appreciated, using English numerals (e.g. 1, 2, 3):

- Year published – e.g. 2019
- Publisher – e.g. Pratham Books
- Level – 1 is for beginning readers, 2, 3, and 4 increase in difficulty. These levels roughly correspond to grade levels in many school systems.
- Story themes - e.g. gender, race, inclusion



## 2. Place the metadata file in the folder

- The metadata file should be named in the following way:
  - i. PROJECT TITLE\_Metadata
  - ii. E.g. PRP\_Metadata

## METADATA & LICENSING Q&A

Q: What is the difference between the Creative Commons CC licenses?

A: All of the accepted licenses allow for download, use, and remixing of the content. This allows for translation and adaptation of content. Page 11 of [this guide](#) has more information:

- **CC-BY** – “Attribution” - If content is adapted or remixed, it must be attributed to the original creator.
- **CC-BY-SA** – “Attribution Share Alike” – If content is adapted, it must be attributed to the original creator **and** must be released under the same license.
- **CC-BY-NC** – “Attribution NonCommercial” – If content is adapted, it must be attributed to the original creator and must not be used for profit or financial gain.
- **CC-BY-NC-SA** – “Attribution NonCommercial Share Alike” – If content is adapted, it must be attributed to the original creator, must not be used for profit, and must be released under the same license.

Q: My books are licensed with CC BY 4.0 but I’m seeing others listed as CC BY 3.0. What is the difference?

A: The 4.0 refers to the version of CC license. Creative Commons updates its language and terms periodically and this number reflects the version of the license. All new materials should be licensed under the most up-to-date version of the CC license.

Q: Who chooses which license to use?

A: For donor-funded reading materials, licensing is generally an agreement between the donor who commissioned the work and the implementing partner who created the work, in coordination with the Ministries of Education or other government bodies who may have been involved in creating or approving the work. Many contracts awarded by USAID and other donors require materials produced to be openly licensed. The GDL recommends the least restrictive CC license (CC-BY) since it allows for maximal remixing, including updating content, translating, and adapting for context. This allows materials to be more flexible, and improved relevance and reach. Most USAID-created materials are licensed under CC-BY.

Q: Do I need to apply for a CC license? What is the process?

A: You do not need to apply for a CC license. Placing the words for the appropriate license (CC-BY, CC-BY-SA etc.) in the metadata spreadsheet is sufficient. There is no fee, and no administrative process beyond agreeing with the creator of the materials that they should be openly licensed, and declaring them so. The GDL will take care of the rest.

## PHASE III: SUBMITTING TO THE GDL

### 1. Double-check that your submission is complete

Are your books in the correct format?

- Cover of book has been converted to an image file (e.g. PNG)
- Interior of book is in eBook format (.epub)
- Files for covers and interiors are in one folder

Did you provide the following information (or metadata) for each book?

- Title in English
- Title in the language of the book
- Author (or project)
- Description (1-3 sentences in the language of the book)
- Classroom vs Library Book designation
- Language Code
- Creator
- Book Cover – File name
- Book Interior – File name
- License designation (e.g. CC BY)

For the submission as a whole, did you provide the following information (note these are on the metadata spreadsheet)?

- Project name
- Submitting Organization
- Country for which the materials were developed

Are your files organized?

- Files for book interiors and covers for all books are in a single folder
- The metadata spreadsheet is in the same folder as all of the files.
- The folder is in online storage, accessible to GBA staff (see below for contact details)

### 2. Let us know!

Email the link to the folder where the files are located to [comms@globalbookalliance.org](mailto:comms@globalbookalliance.org). The Global Book Alliance in Action (GBAIA) project and can answer any questions and provide further guidance if needed. If you would like help transferring your materials, the GBA can also provide online storage.

We thank you for submitting your materials to the Global Digital Library. Your materials will become publicly accessible on the GDL, both for digital access and for print. We will coordinate with you during the process and alert you when the upload is complete.