

Digital Manual Process Guide **Intel® Education Viewer**

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Overview

This guide explains how to create a digital curriculum manual in the Intel® Education Viewer (IEV). Periodically, there are references to specific course content (i.e., Essentials) but the instructions are intended for any curriculum. It is a multi-step conversion process in which you take the content in its existing Microsoft* Word format, implement a set of changes, apply styles, and then flow it into Adobe* InDesign. Once the content is in InDesign, you then apply an additional set of formatting procedures to output a high-quality, printable PDF along with a digital edition, called an EPUB file, for integration in the Viewer.

The process is completed in three phases and eight main steps:

I. Word Phase

- [Part 1 - Preparing the Word file](#)
- [Part 2 - Applying styles to the Word file](#)

II. InDesign Phase

- [Part 3 - Importing the Word content into InDesign](#)
- [Part 4 - Formatting the InDesign file](#)
- [Part 5 - Exporting a printable PDF](#)
- [Part 6 - Exporting the EPUB file for the IEV](#)

III. Viewer Phase

- [Part 7 - Integrating the EPUB document in the Intel Education Viewer](#)
- [Part 8 - Testing and Debugging](#)

Prior to beginning work on Phase I, you will need to download and organize all the required files. This process includes:

- Downloading all necessary materials from the File Sharing Site; and
- Creating the file folder structure for all associated resource documents, Viewer files, and images.

You will want to allow at least a week's time to prepare for Phase I.

Intel File Sharing Site

All the required files for the course content, resources, templates, and library files can be downloaded from the Intel File Sharing Site at:

<http://teachonline.intel.com/content>

If you do not have access to the site, contact Laurye Clampitt (laura.m.clampitt@intel.com).

After you login to the File Sharing Site, under **My Courses**, select **Digital Manual for Intel® Education Viewer**. Go to the Content and Files tab and download:

- Word Style materials
- Viewer Localization materials (be sure to include the Glossary and Resource spreadsheets specific to your course)
- Corporate Course Files (download for your specific course if not yet translated)

Required Software

- Adobe* InDesign CS4 updated to version 6.0.3. As of April, 2010, Adobe InDesign CS5 has not been fully tested to comply with the requirements of the Viewer.
- Microsoft* Word
- Adobe* Photoshop or Adobe* Illustrator (or similar photo editing tool)
- SnagIt* (or similar screen image capture software)
- Adobe* Acrobat (minimally Acrobat Reader for PDF viewing)
- Microsoft* Excel
- XML Editing Tool (minimally Notepad or Dashcode)

Optional Software

There are a number of plugins for InDesign which may help you through this process. These have not been tested and instructions are not provided in this guide. However, you and your team may wish to refer to them.

- **PDF2ID*** (<http://www.recosoft.com/products/pdf2id>) - converts PDF files to InDesign files

- **Q2ID*** (<http://markzware.com/products/q2id>) - converts QuarkXPress files to Adobe InDesign
- RF Flow* or Omnigraffle* (or similar flowcharting software)

Process Recommendations

The steps for creating a digital manual are very straightforward and not difficult. However the process is extremely detail oriented and any mistakes made during the conversion and integration can be time consuming to track down. The following recommendations should help make the process go more smoothly:

- Complete all the phases for one module (or session in the Learn curriculum) and test it in the Viewer to familiarize yourself with the entire process.
- Once you've completed the entire process once for one module, then complete each part for all the modules before moving on. For instance, complete Part 2, applying styles to all the Word files before moving on to part 3, importing the Word content into InDesign.

Timeline

The following timeline is an estimate. Actual times will vary depending on your familiarity with InDesign and the length of digital manual you are creating. Given that the length of modules varies considerable, the following estimates assume an average length of 25 pages.

I. Word Phase 1-3 weeks

II. InDesign Phase: 2-4 weeks

III. Viewer Phase: 1-2 weeks

Total - 4-10 weeks per course. On average, we estimate that it takes anywhere from 32 to 40 hours per module of work (not including translation) to complete the entire process.

I: Word Phase

Part 1 - Preparing the Word File

A. Preparing the Initial File

You need to begin the process with a Microsoft Word document, translated version of the module content with no comments, tracked changes items.

1. Open the Word file and remove any comments or tracked-changes items so that you are working with a "clean" version of the content
2. **Save the file** as *filename_EPUB_v1.doc* (i.e., "Essentials_v101_Module_1_EPUB_v1.doc")

B. Content and Formatting

The following items must be implemented for each Word file (module) in the curriculum.

1. Check the font type in the document. If it is not Verdana, change it to Verdana using Edit > Select All in Microsoft* Word.
2. Delete the table of contents.
3. Delete the word, *Description:* (if present) after the module title and before the text that describes the module content.
4. Open the Word file for the tabs/dividers and copy the Objectives, Tools, Essential Question, and Module Questions and paste them directly after the module description, before the first module activity.
5. Remove the following text (if included) in the Word file as these items are not relevant to the Digital Manual:
 - a. Internet browser, Curriculum Resource CD, Intel® Education Help Guide
6. Do not include Web Resources.
7. Move the Essential and Module Questions just before Objectives
8. Add an *Additional Resources* section after *Tools* where all linked resources will be listed in one place (not applicable to Learn curriculum). Use this wording:

Additional Resources

The following files are used in this module:

Not all curricula will have the same content to be removed. For instance, the Learn curriculum does not have a Curriculum Resource CD.

Digital Manual Process Guide

9. Remove page breaks and reference to page breaks (e.g., “[new page]”)
10. Superscript any ®’s
11. Remove any references to/directions for the “Notebook” (Essentials only)
12. Remove any extra paragraph returns/spaces using the Delete or Backspace key—let the styles (applied later) provide the spacing
13. Replace any gray scale images with ones in color.
 - a. Save screenshots or images in TIF file format
 - b. No larger than 400 pixels wide x 400 pixels tall
 - c. Save images into an image folder within the appropriate image folder for each module or section
 - d. Use screen name provided in the Word doc if available or use name that best describes the image
 - e. Add, if not already there, add a reference to the file name for the image (below where the image appears in the Word file). Example:
 - [image: SE_sample.jpg]

14. Replace any tables

- a.** Change table into standard text, **OR**
- b.** Change into an image (if a small table), **OR**
- c.** Copy and paste table into a Word doc for linked file
 - Paste table into a provided template that includes header, footer, and title area
 - Update copyright information if needed (if one page doc, full copyright in footer; if 2 page doc, short copyright [format for "different first page"] on first page; if 3+ pages, short copyright on all pages and then paste textbox of full copyright on last page]. Refer to the Associated Documents guidelines on the File Sharing Site.
 - Save the file with an appropriate name into the appropriate module folder within the *Resource Files* folder.
 - **Note:** In most cases, when saving a table as a resource file, don't include the word "table" in the file name—instead, create a file name that identifies the purpose of the content (for example, "Course Content Checklist" not "Course Content Table" or "Entrepreneur Worksheet" not "Entrepreneur Worksheet Table").
 - Provide link information in the body of the text. Use [Resource: *category/actual file name*]document name. Do not put a space in between the bracketed information and the document name (the text to be linked). Highlight the bracketed resource file info and the text that will be hyperlinked.
 - Make sure you identify a section of the Resources tab into which the new file should be placed. For example, open the [Resource: Course_Assessments/Assessment_Methods+Instruments.doc]Assessment Methods and Instruments document located in the *Assessment* section of the Resources tab.



To determine the category names for each linked file, you will need to consult the [Resource File Table spreadsheet](#).

15. Search for the word "page." Replace references to specific page numbers with more generic references or linked cross references.

Examples:

- a.** Change "on the next page" to "in the following section" or "in the information below" or something similar.

Digital Manual Process Guide

- b.** Change “View the Project Rubric on page 2.13” to “View the [Resource: Course_Self-Assessments/Project_Rubric.doc]Project Rubric.”
- 16.** Search for “CD.” Replace references, where applicable, to the Curriculum Resource CD with the Resources tab: ...located in the *folder name* section of the Resources tab.
- 17.** Search for “icon.” Delete any icon image references: [www icon], [CD icon], [HG icon], [hint icon], [discuss icon]
- 18.** Make all hyperlinks active, including hyperlinks that appear in the module references.

C. Standard Phrases

The following are phrases or sentences that are used throughout many of the manuals (Intel Learn is one notable exception). In the print manuals, there were similar phrases such as, "Your Login information is located on the Curriculum Resource CD." Since the digital manual doesn't use a cd (or page numbers, etc.) there are some recommended phrases that you may choose to use as replacements.

1. **Note:** Your login information may be located in the Overview Module or in the Login Information document.
2. **Module Summary:** Review the central ideas in this module and the plans or materials you created to help improve student learning.

D. EPUB Instruction Prompts

The following items are specific formatting requirements for elements that are rendered only by the Viewer using the EPUB file (not the PDF).

1. Remove all highlighting except references to linked content (resource, glossary, hyperlinks) in order to indicate what words are linked.
2. Do not include a space after any bracketed prompt reference.
3. **[HG Box]** and **[Margin Note]:** Help Guide Box or Margin Note: Remove any reference to where the HG box or margin note should be located; instead, move the HG box/margin text to directly under that location/paragraph/item number where it needs to appear (in the margin of the print PDF version of the module).
4. **Help Guide Links:** For any Help Guide links (in the Help Guide Box or in the body of the text) begin the linked section with: [HG section code, underscore, and skill number]. Examples:
 - a. Help Guide (HG) - [HG_1.1]
 - b. Intel Teach Courses (EC) - [EC_1.1]
 - c. Graphics (GR) - [GR_1.1]
 - d. Word Processing (WP) - [WP_1.1]
 - e. Spreadsheets (SS) - [SS_1.1]
 - f. Multimedia (MM) - [MM_1.1]
 - g. Databases (DB) - [DB_1.1]

Digital Manual Process Guide

- h.** Intel Teaching Tools (TT) [*Visual Ranking* (1), *Seeing Reason* (2), *Showing Evidence* (3), *Assessing Projects* (4):

 - i.** Help Guide Box:

 - [TT_3.20]Showing Evidence Tool Skill 3.20: Creating a claim
 - ii.** In body of text:

 - Create a new claim. (See [TT_3.20]Teaching Tools, Showing Evidence Tool Skill 3.20.)
- i.** Portable Document Format (PDF) - [PDF_1.1]
- j.** Web Technologies (WT) - [WT_1.1]
- k.** HTML Coding (HTM) - [HTM_1.1]
- l.** Operating Environment (OE) - [OE_1.1]
- 5.** **[Text*]:** Replace “write on line” references ([wol]) with text references ([Text_Box] for only one line; [Text_Area #] to indicate the number of lines over 1; [Text_Area_RTF #] for a text area that would benefit from formatting). Examples:

 - a.** [wol1] change to [Text_Box]
 - b.** [wol6] change to [Text_Area 6]
 - c.** [wol10] (that could use formatting) change to [Text_Area_RTF 10]
- 6.** **[Printing_Prompt]:** Wherever there is a text area/box, include text that will be printed right above that box to provide context. If the text area is the first text area of that activity or step, include the activity number and step (if applicable) information. For the first text area of a module, include the Module name and number. Include hard carriage returns.

 - Tips:

 - No printing prompts are necessary for questions that will be answered in a wiki or a blog.
 - In most cases, if the directions give an option to draft ideas in the module and then type them in the Unit Plan, just have them type in Unit Plan.
 - Make the prompts personal when appropriate (i.e., first person).
 - If a printing prompt is not a complete sentence, use a colon in this manner: Notes from our discussion:

- Examples:
 - First text area of a module:

[Printing_Prompt]Module 4: Planning Student-Centered Assessment

Activity 1: Exploring an Assessment Plan

Step 1: Discussing Methods of Assessment

What are some typical ways that I have my students demonstrate their learning?

[Text_Area 3]
 - First text area of an activity:

[Printing_Prompt]Activity 2: Using the Showing Evidence Tool to Analyze Assessment Plan Ideas

Step 2: Reflecting on Your Thought Process

Reflect on your experience with the Showing Evidence Tool:

[Text_Area 10]
 - First text area of an activity with no steps:

[Printing_Prompt]Activity 3: Drafting an Outline for Your Assessment Plan

What types of assessment methods and resources are you considering to use at the beginning of the unit before project work begins?

[Text_Area 3]
 - Subsequent text area of the same step/activity with previous notes:

[Printing_Prompt]What types of assessment methods and resources are you considering to use during the project?

[Text_Area 3]
 - First text area of a session:

[Printing_Prompt]Session 1: Overview

Technology Literacy

What are some things you have used the computer to do?

[Text_Area 3]

-- First text area of an activity:

[Printing_Prompt]Activity B

Plan It

What factors would help you in choosing the top 2 business ideas from the ideas you have generated?

[Text_Area 3]

7. **[glossary]:** Review for any terms that are or should be in the glossary. Add a glossary link [glossary] on a glossary word that is first used in a module. Do not put a space between the bracket and the linked glossary word. Highlight the bracketed info and the full term to be linked.
 - a. Example: [glossary]Curriculum-Framing Questions
 - b. Add glossary term (and definition, if available) to IntelTeach_Glossary_vxx.xls or TEN_Glossary_vxx.xls
8. **[Resource: file name]:** Links to files or content that has been pulled out of the curriculum and placed into a document is indicated by: [Resource: *folder name/file name*]. Highlight the bracketed resource file info and the text that will be hyperlinked. Capitalize linked resource file names unless the file name is used in a generic sense. Examples:
 - a. Not capped: Review the benefits and drawbacks of [Resource: Collaboration/Web-based_Collaborative_Learning.doc]Web-based collaborative learning resources...
 - b. Capped: View the [Resource: Collaboration/Online_Communication_and_Collaboration_Tools.doc]Online Communication and Collaboration Tools document located in the [#] *Collaboration* section of the Resources tab.
9. After you think you are completely finished, search for "]" (close bracket). Check for any spaces between the closed bracket and the next word.
10. Search for "[resource" and record all resource file names on spreadsheet (*CourseName_Viewer_Resources_vxx.xls*)
 - a. Record the file name (as it should look in the reader resources) and file information under the appropriate category (Category tab), adding the section subtopic to the file name (example: CFQ/

CFQ_Rubric.doc)

- b.** Record activity number and name and file information under the appropriate module (By Mod tab) adding the section subtopic to the file name

Digital Manual Process Guide

11. Copy/rename file names (no underscores) as a list of resources under the Additional Resources section at the beginning of the modules. Include resource link information (not applicable to Learn). Example:

Additional Resources

The following files are used in this module:

- [Resource: Thinking_Tools/Research_Behind_Thinking_Tools.doc] Research Behind the Online Thinking Tools
- [Resource: Thinking_Skills/Six_Facets_of_Understanding.doc] Six Facets of Understanding
- [Resource: Classroom_Assessment/Demonstrated_Thinking_Skill_Checklist.doc] Demonstrated Thinking Skill Checklist

12. **[Programming Note]:** not used currently. You can delete any of these instances in the Word file.

Part 2 - Applying Styles to the Word File

Before importing modified content from a Microsoft Word document into an InDesign file, styles that define and standardize all formatting are applied throughout the document. The following steps outline the recommend process for finalizing updated content in Word and preparing it for placing into InDesign:

A. Preparing to Apply Styles

1. Retrieve the document containing the revised content (the EPUB Word files) you created in Part I.
2. Save the edited file with a new name (such as *[course]_Module_1_EPUB_v1_styles.doc*) and then accept changes in the newly created document. This enables you to archive the document containing the tracked changes while applying styles in a clean copy.
3. Close the file.
4. Rename the document with tracked changes by increasing the version number in the file name (such as changing *...v1.doc* to *...v2.doc*), and then save the document to the folder you've created while working on this project.

B. Creating a Version with Styles

1. Open the clean copy (no tracked-changes) of the document.
2. Import the styles from the template (**Dig-Man-Style-Template-prod.dot**). See the *Using Styles* document (**DM-Using-Styles-prod.doc**) if you are unsure how to import the Word Styles document template.
 - a. **Note:** Also available is the file, *DM-Style-Shortcuts.doc*, which will help you to more easily apply styles using shortcut keys.
3. Apply styles to the document. Refer to the **DM-Style-Guide.pdf** and/or **DM-Sample-Pages.pdf** for help applying specific styles. Additionally, many of US-English Word files with styles applied are available for you to review on the File Sharing Site.

4. After applying styles throughout, look through the styles in use shown in the Styles task pane (Windows) or Styles section in the Formatting Palette (Mac), and select and replace instances in which styles are unnecessarily modified, such as a style that retains a preexisting font size or character format. For example, the Styles list might include Body Text + 14 pt, which is not a proper template style, so all instances of that variation should be replaced with the standard Body Text or possibly a Head style. For most effective results, use the Select All option on the style name's drop-down menu to select and view each instance of the incorrect style application.

Tip: If you are having a particularly hard time applying a style to a paragraph, try clicking the Clear All or Clear Formatting in the Styles task pane (Windows) or Styles section of the Formatting Palette (Mac) before applying the paragraph style. This option clears all formatting and displays the paragraph in the default Normal style. Keep in mind that if you clear all formatting in a paragraph, you will have to reapply any bold, italic, or other character formatting after you apply the paragraph style.

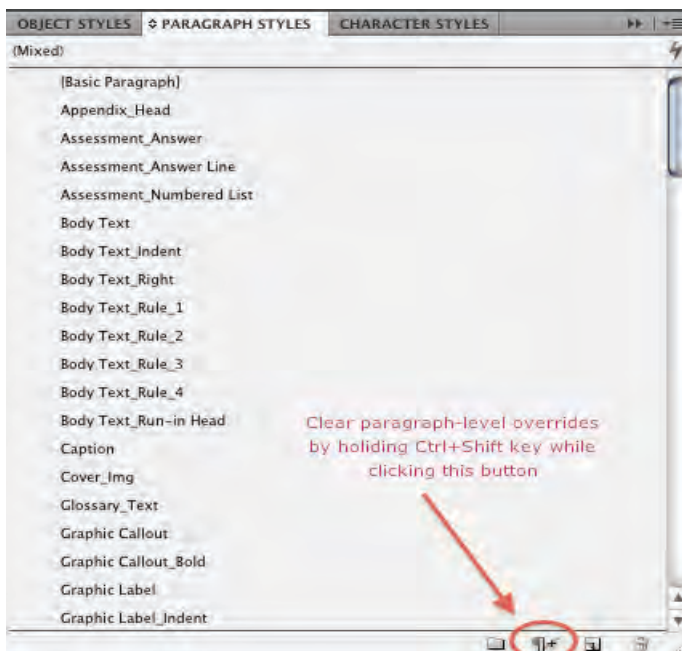
5. As a final quick check, scan the Styles Area in Draft or Normal view to ensure all paragraphs use a template style. See Using Styles: Displaying the Styles Area.
6. In the Styles task pane or palette, delete all styles from the document that are not part of the template. See Using Styles: Deleting Styles.
7. Perform a final edit and proofreading pass on the styled document, checking particularly for any "lost" boldfacing or italic formatting, irregular font sizes, incorrectly applied styles, instances in which adding glossary or link elements might be appropriate (add comments to terms that might need to be changed to links), and so forth.
8. Save the file to the Styled Word Files folder you've created (or, if you haven't, it is probably a good idea to do so).
9. Have the content specialist review the file to address any outstanding questions or suggestions, such as adding linked terms, addressing missing or unclear text, and so forth.
10. After the content specialist addresses all comments (if any), save the final file and notify the team that the document is ready for importing into InDesign.

Part 3 - Placing the Word Content into InDesign

Once you have all the styles applied to your translated Word file, you are ready to import the content into InDesign.

A. Importing Word Content into InDesign

1. Open the InDesign template file (*Dig-Man-Template-prod.indt*).
2. Save the file (*Course-Module-v1.indd*)
3. Open the InDesign Library file (*Dig-Man-Library-prod.indl*)
4. Drag the library panel to your panels window (you'll use it later)
5. Select File > Place and locate the styled Word file you created in Part II
6. Place the "loaded cursor" in the upper-left hand of the spread in the text area and hold down the shift key when you click the left-mouse button (this will automatically add pages in the InDesign file to accommodate the length of the document).
7. Select all of the text you placed
 - a. Hold down the Ctrl (or Cmd) + shift keys and select the 'clear overrides button' in the paragraphs panel to remove any paragraph level overrides in the file

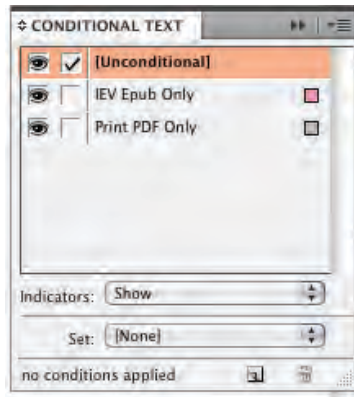


8. Save the file

Part 4 - Formatting the InDesign File

The most complicated series of steps in the InDesign process is to modify the InDesign file so that it will generate a Print-PDF version of the module and a Viewer-ready version at the same time. This is done using the Conditional Text panel. By copying selected text elements (such as margin notes or links) you will create duplicate versions of the same content assigned to different conditional text states. In the template, you will find three states:

- **Unconditional** - the default state for all text which will be rendered in both the PDF and the Viewer versions
- **IEV Epub Only** - used for content that is specific to the Viewer version
- **Print PDF only** - used for content that is specific to the print PDF version



To display the Conditional Text panel on the workspace, click Window > Type and Tables > Conditional Text. Applying the state(s) to text is done by selecting the text and then clicking in the check box next to the state name. For ease of reference they are color-coded (pink and gray).

The easiest way to go about doing this is to proceed page by page through the content you've placed identifying and applying the proper conditional text as you go. The following types of content (typically identified as character styles) need to have conditional text formatting applied:

- **Resource Links** - text which has the Resources Link character style applied

- **Glossary Terms** - text which has the Glossary Style character style applied
- **Printing Prompts** - text that is displayed by the Viewer when users print notes
- **Help Guide Links** - text which has the Link HG character style applied
- **Hyperlinks** - text which has the Hyperlink character style applied
- **Margin Notes** - text which has one of the Sidebar paragraph styles applied

A. Configuring the Header and Footer Layer

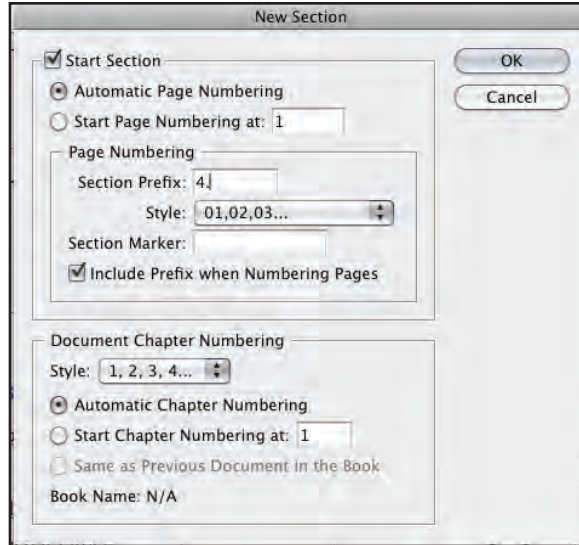
The Header-Footer layer is used when you export a printable PDF.

1. Open the Layers panel (Window > Layers) and make sure the Header-Footer Content layer is visible
2. Open the Pages panel (Window > Pages) and double click the C-Main Spread master page
3. Edit the text in the header and footer to reflect the course name, version number, module name, number, and so forth
4. When you are done modifying the master page, double click on the first page (i.e., M.1) in the pages panel to return to the normal view of the spread you are working on
5. Click on Layout > Numbering and Selection Options and update the following options:
 - a. Automatic Page numbering - selected
 - b. Section Prefix - enter the module number followed by a period (i.e., '4.')
 - c. Style - select 01, 02, 03...
 - d. Include prefix... - checked
 - e. Automatic chapter numbering - checked

For Intel Learn Curricula:

Click on Layout > Numbering and Selection Options and update the following options:

- Automatic Page numbering - selected
- Section Prefix - leave blank
- Style - select 01, 02, 03...
- Include prefix... - uncheck
- Automatic chapter numbering - checked
- Click OK to update your page number selections
- 7. Save your file



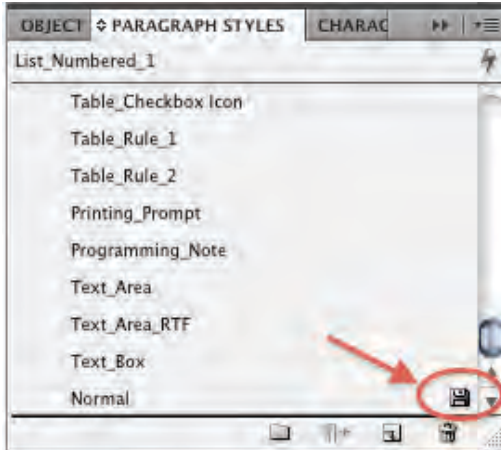
6. Click OK to update your page number selections
7. Save your file

B. Reviewing Paragraph and Character Styles

On occasion, Word styles will not match exactly the with the preset styles in InDesign. These steps explain how to check that they are consistent.

1. Open the paragraph styles panel (Window > Type & Tables > Paragraph Styles)
2. Make sure you have nothing selected in your file (use the Selection Tool - the black arrow - to click off to the side of your spread to make sure nothing is selected)
3. Double click on the 'Head 1' style in the Paragraph Styles panel
 - a. Select the Character Color option and be sure to choose the correct color swatch
 - b. Do the same for the Intro-Head-1 paragraph style
4. Scroll through the Paragraph Styles panel looking for any style name followed by a diskette icon. These are styles from Microsoft Word that did not map correctly to the InDesign template These must be deleted and the incorrect styles mapped to a corresponding one in the paragraph styles panel

For the Learn Curricula, some Paragraph Styles need to be modified. Refer to the Intel_Styles_Guide_for_Ten.xls on the File Sharing Site.



5. Repeat this process for the Character Styles panel (Windows > Type & Tables > Character Styles) - deleting and replacing any unmapped styles
6. Save your file

C. Creating Resource Links

Resource links are formatted text which will link to the files in the Resources section of the Viewer.

1. Scroll through the module until you find reference to resource links. Resource links should be in a form similar to the following:

The following files are used in this module:

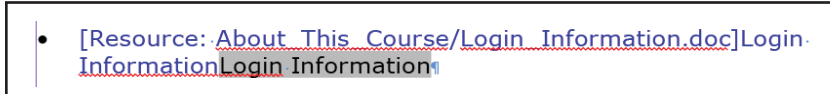
- [Resource: About_This_Course/Login_Information.doc]Login Information
- [Resource: Thinking_Skills/21st_Century_Skills.doc]List of 21st Century Skills
- [Resource: Course_Assessments/Project_Characteristics_Checklist.doc]Project Characteristics Checklist
- [Resource: PBL/Best_Tool_For_The_Job.doc]Best Tool for the Job
- [Resource: Course_Assessments/Portfolio_Rubric.doc]Portfolio Rubric
- [Resource: Internet_Resources/Web20/Resources.htm#Wiki]Wiki Sites
- [Resource: Internet_Resources/Web20/Blogging_Tutorial.pdf]Blogging Tutorial
- [Resource: Course_Assessments/Journal_Template.doc]Journal Template


2. Select the text that will become the link (for the first one in this example, that will be the text, "Login Information")
3. Copy-Paste the text so it is repeated

- [Resource: About_This_Course/Login_Information.doc]Login Information

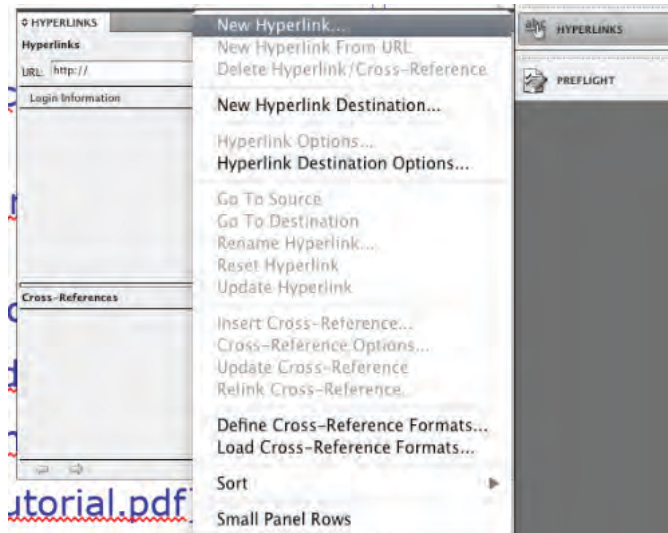
Digital Manual Process Guide

4. Remove the space between the new item that you pasted and the original
5. Select the second occurrence of the text and:
6. Apply the character style "[None]"; and
7. Apply the conditional text format "Print PDF Only"

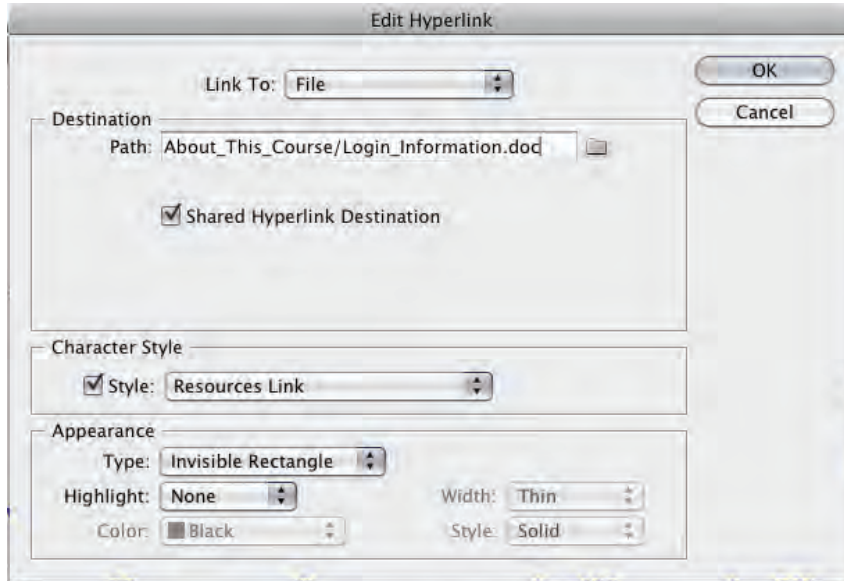


8. Select the text of the link and Edit > Cut
- 
9. Select the text of the link that will become the resource link (in this case, the first instance of "Login Information")

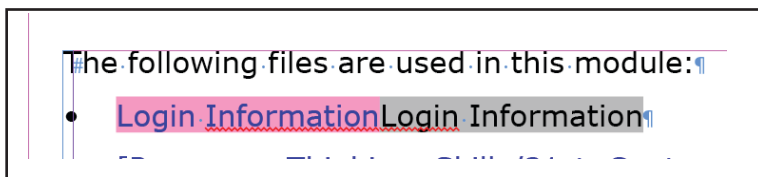
10. Open the Hyperlinks panel (Window > Interactive > Hyperlinks)
 - a. From the Hyperlinks panel options (in the upper right-hand corner of the panel) choose, "New Hyperlink..."



- b. Select the Link To type as "File"



- c. Paste the text you copied into the Path field
 - d. In the character style drop-down, choose "Resources Link"
 - e. In the Appearances section, make sure the type is "Invisible Rectangle"
 - f. Click OK to save your new Resource Link
11. Apply the Conditional Text style, "IEV Epub Only" to the link you created
 12. Delete the text [Resource:]
 13. Your link should look like the following:

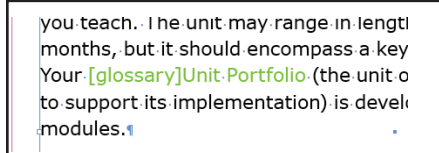


14. Repeat for all the Resource Links in the module
15. Save your file often!

D. Creating Glossary Term Links

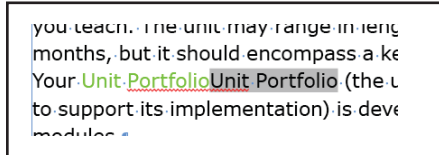
Glossary terms have a specific character style applied so the Viewer will know to render the popup glossary definition.

1. Locate terms preceded by [Glossary]



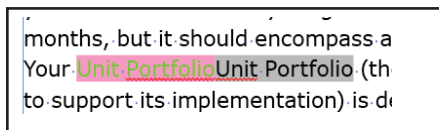
you teach. The unit may range in length
months, but it should encompass a key
Your [glossary]Unit Portfolio (the unit o
to support its implementation) is devel
modules.

2. Select the text of the term and copy it so there are two instances of the term
3. Delete the text [glossary] in brackets
4. Select the second instance of the term and apply the character style 'None' and the Conditional Text 'Print PDF Only'



you teach. The unit may range in leng
months, but it should encompass a ke
Your Unit PortfolioUnit Portfolio (the u
to support its implementation) is dev
modules.

5. Select the first instance of the term and apply the Conditional Text 'IEV Epub Only'



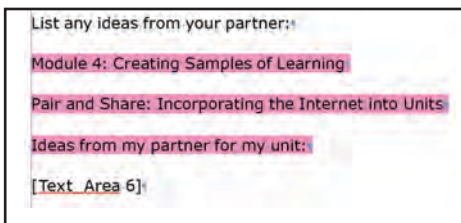
months, but it should encompass a
Your Unit PortfolioUnit Portfolio (th
to support its implementation) is d

6. Double check to make sure the first instance of the term (in pink) has the character style, 'Glossary Style' applied
7. Repeat for all instances of glossary terms
8. Save your file

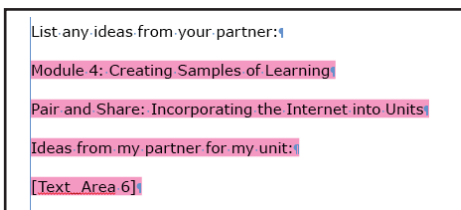
E. Creating Printing Prompts

Printing prompts are instructions to the view that are displayed when a user chooses to print his or her notes (from File > Print Notes in the Viewer). Printing prompt text provides context for the content the user has entered into the text boxes.

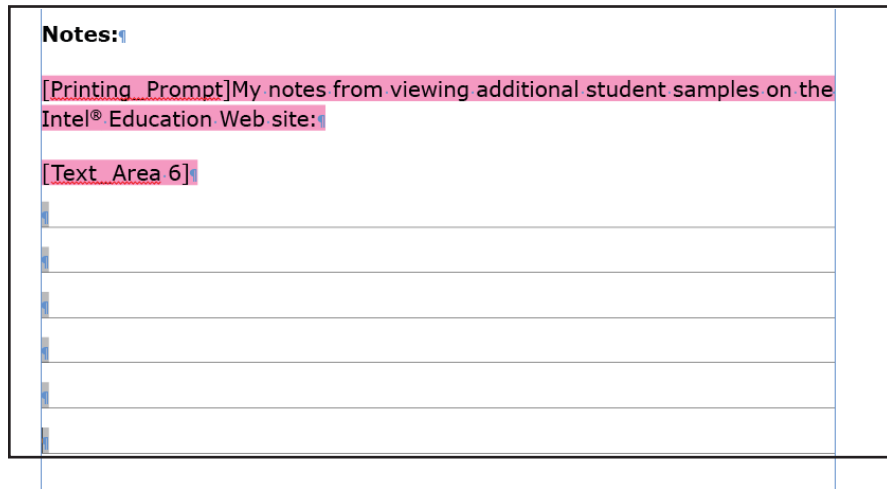
1. Identify text in the manual preceded by [Printing Prompt]
2. Select all the text which provides instruction or explanation for the text box which follows
3. Apply the Conditional Text format 'IEV Epub Only' to the text
4. Delete the words [Printing_Prompt] in brackets



5. Repeat for all occurrences of the prompts
6. Every printing prompt should be followed by a companion text box, text area, or text area RTF item. These items also need to have the IEV Epub Only condition applied. **The companion text box indicators (i.e., [Text_Area 3] should NOT be translated and must remain in English.**



7. After each instance of a text box or text area, create the equivalent number of returns, apply the paragraph style 'Body Text Rule 1', and apply the condition Print PDF Only (removing the IEV Epub Only if it is selected). This will create 'write-on lines' for the print version of the module (not applicable to Learn)

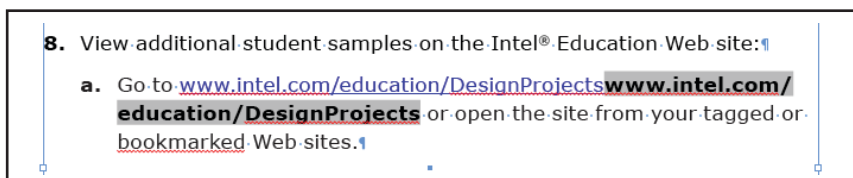


8. Save your file

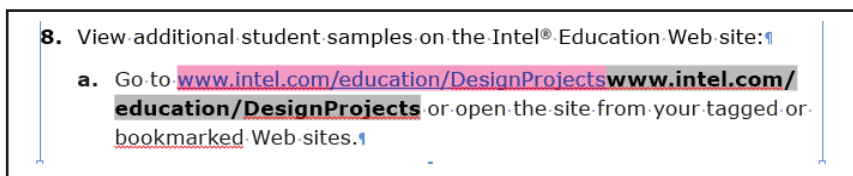
E. Creating Hyperlinks

Hyperlinks are links to any Web site URL.

1. Select any text in the document which you want to make a hyperlink
2. Copy and paste another version of the same text next to the original
3. Apply the character style 'Bold' and apply the Conditional Text 'Print PDF Only' to the version of the link you just copied



4. Select the text of the link that you haven't applied the Print PDF condition to and apply the IEV Epub Only condition



5. With the link still selected, open the hyperlinks panel and paste the link into the URL filed of the Hyperlinks panel



6. Repeat for all links in the module
7. Save you work

F. Creating Help Guide links

The Help Guide links require specific formatting in the InDesign file to open the tab in the Viewer to the appropriate step.

1. Identify and select any text formatted as a Help Guide link (i.e, link in brackets such as [XX-#. #])
2. Copy and paste the text of the link so it is repeated twice

phone (internal or external), and speakers before you can record and hear a narration. (See [MM 7.4]Multimedia Skill 7.4Multimedia Skill 7.4 and [MM 7.5]7.57.5).¶

3. Select the second instance of the text and apply the character style 'None' and the conditional text 'Print PDF Only'

phone (internal or external), and speakers before you can record and hear a narration. (See [MM 7.4]Multimedia Skill 7.4Multimedia Skill 7.4 and [MM 7.5]7.57.5).¶

4. Select the text with the character style Link HG (including the text inside the brackets) and apply the condition 'IEV Epub Only'

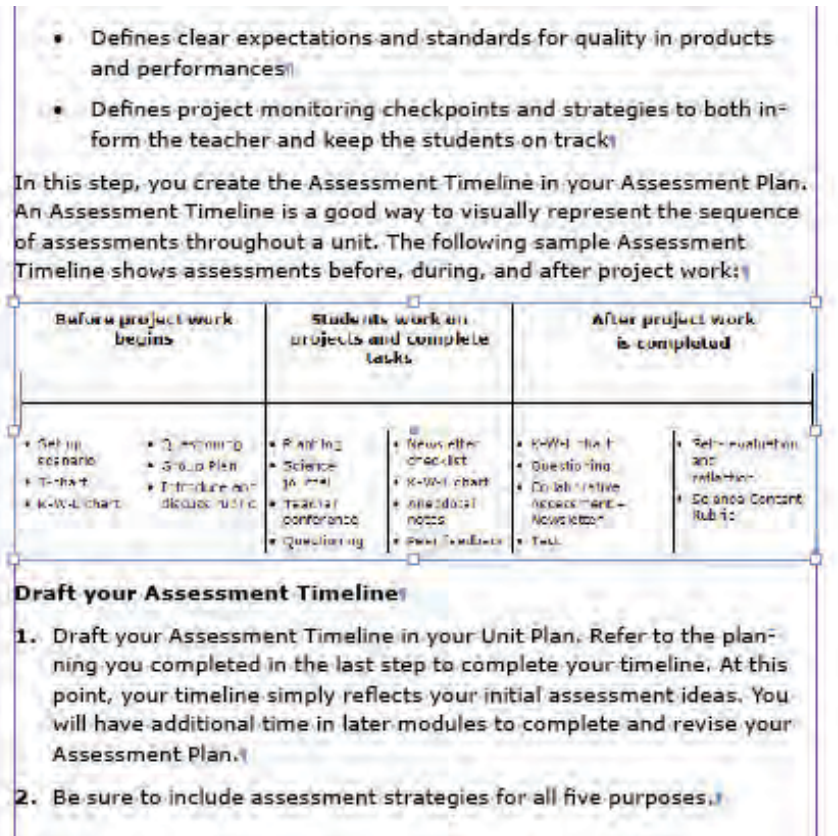
phone (internal or external), and speakers before you can record and hear a narration. (See [MM 7.4]Multimedia Skill 7.4Multimedia Skill 7.4 and [MM 7.5]7.57.5).¶

5. Repeat for all instances of Help Guide links
6. Save your file

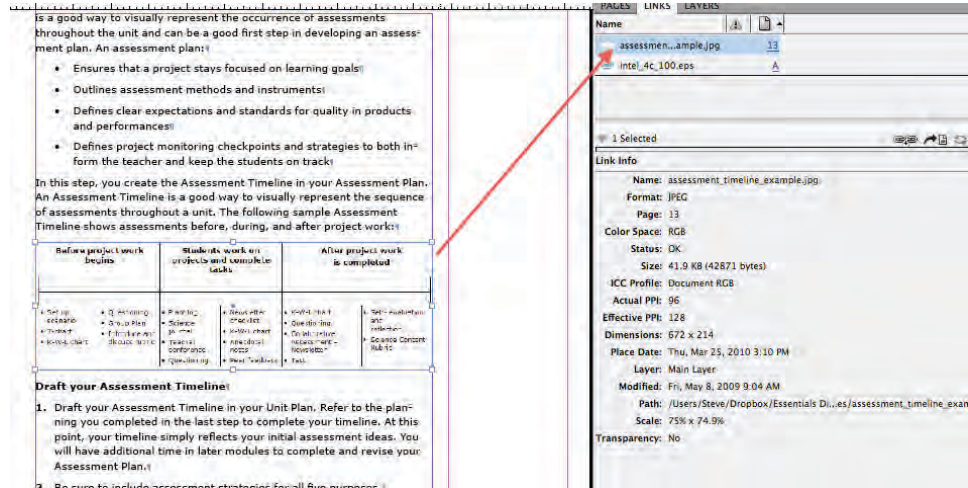
G. Inserting and Formatting Images

Images can be resized to fit in the Viewer and in the PDF. All images should be .JPG file format to work in the Viewer.

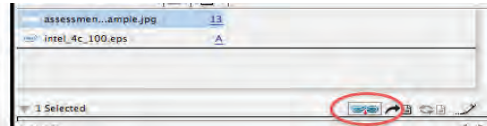
1. Identify an images that have been flowed into the InDesign spreads from the styled World file. **Note: all images used in the digital manual by the Viewer must be .jpg format.**
2. Use the selection tool to resize the image frame (outlined in blue) to fit the width of the text frame



3. Right-click on the image and choose Fitting > Fit Content to Frame. This will resize the image to fit within the frame you have defined on the page
4. With the image selected, open the Links panel (Window > Links) and confirm the image is linked to its original source file



5. If the file is not linked in the links panel, click on the Relink icon and link to the source file

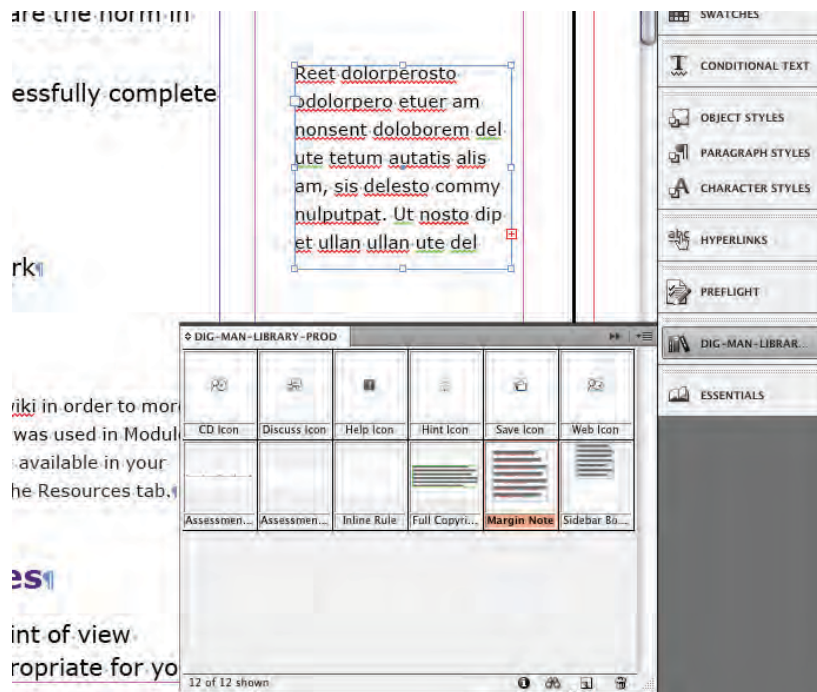


6. Using the text tool, place the cursor on the same line as the image and apply the correct paragraph style. In the paragraph panel, choose from graphic space large, graphic space small, graphic space large indent, or graphic space small indent depending on how you want the image to appear in the print version of the manual.
7. Delete any programming notes indicating the name of the file in the body text of the content (i.e., [path/filename.jpg])
8. If the image was not placed correctly from the Word file (or you have an additional image to include), place your cursor where you want the image to be located and choose File > Place. Browse for the image and place it in the content. Then, proceed with step #2 above.

H. Creating Margin Notes and Help Guide (HG) Boxes

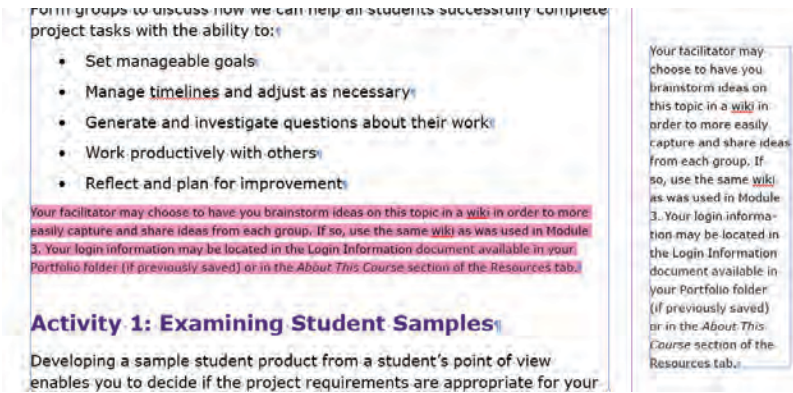
The Viewer application does not have "margins" for the content to sit outside of, but it does have a notes feature which will allow the content to be hidden from view unless a user selects it. For the PDF version, convention margin notes can be created, as well.

1. Identify any instances in the module of [Margin Note]
2. Delete the text '[Margin Note]' or '[HG Box]'
3. Open the Dig-Man-Library-Prod panel and drag the 'Margin Note' item to the margin near the text on the page (or, if you're creating a Help Guide box, drag the 'Sidebar Box' element from the library).
 - a. The **Dig-Man-Library-Prod.indl** is an InDesign Library (.indl) file you can download from the File Sharing Site.



4. Copy the text of the module note and paste it inside the Margin Note element you placed in the margin of the spread
5. With the Selection Tool, right click on the Margin Note (in the sidebar) and choose Fitting > Fit Frame to Content. This will re-size the margin note in the sidebar so that it displays all the text
6. Select all the text in the body and apply the condition 'IEV Epub Only'. For Help Guide Boxes, you can choose to delete this altogether for the IEV Epub Only version as the same links and body content are

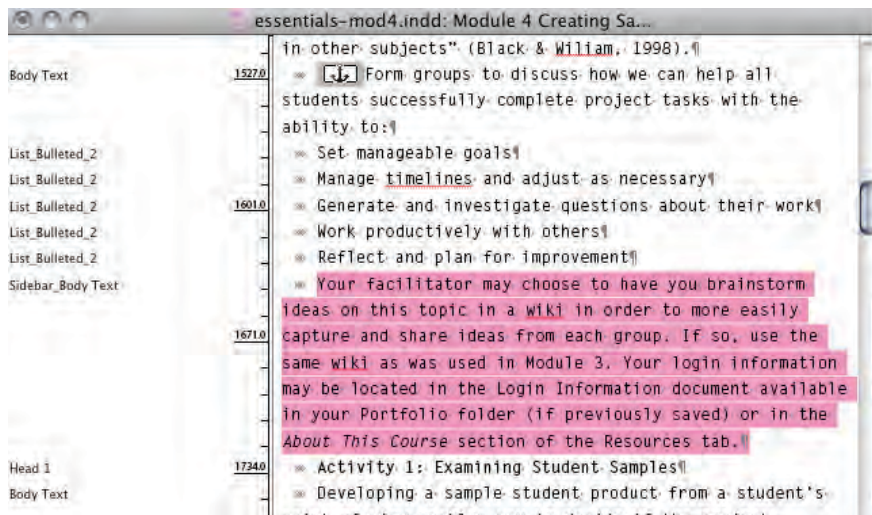
repeated in the text.



7. With the Selection Tool select the sidebar margin note and cut it (Edit > Cut)
8. Place your cursor at the beginning of the previous paragraph and Paste the sidebar margin note. You will see an indicator in the text which looks like the letter 'Y' with two dashes through it



9. Switch to the Story Editor Mode (Edit > Edit in Story Editor) and select the anchor icon which appears where you pasted the sidebar note in the body text. Apply the Print PDF Only condition to the anchor.



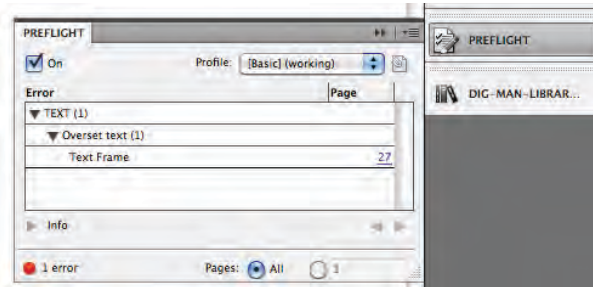
10. Repeat for all Margin Notes and Help Guide Boxes
11. If the boxes should overlap in the sidebar, manually move them to a location where both are visible.

12. Save your work

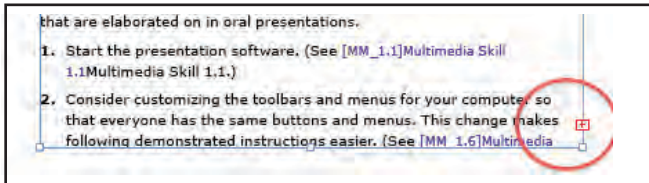
I - Finalizing the InDesign file

Once all the formatting is completed, you are ready to finalize the InDesign file and get it ready for export as a PDF and as an EPUB.

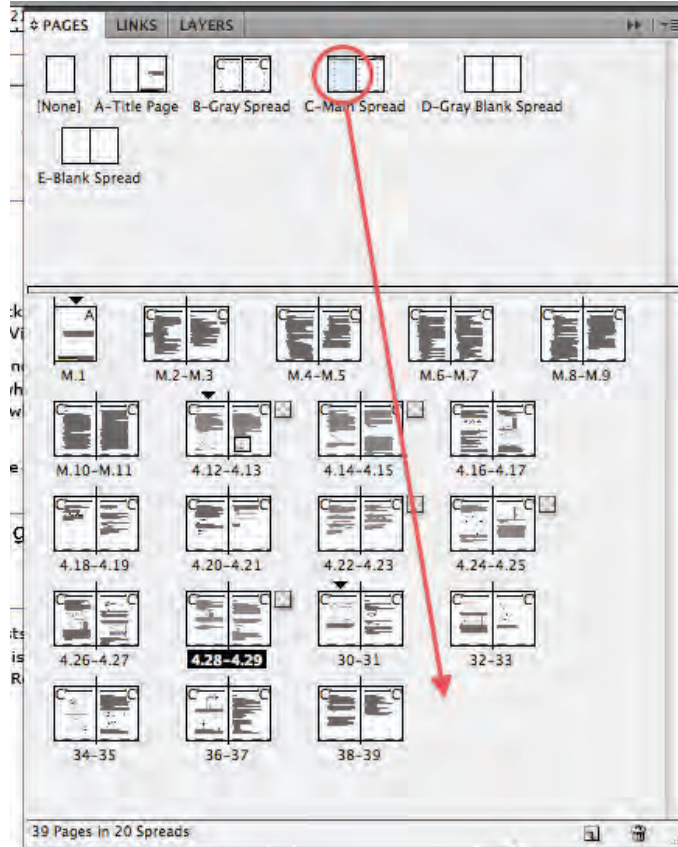
1. Use the Preflight panel (Basic profile) to double-check that all the formatting of the InDesign file is correct.
2. The most common error you will encounter is overset text. This means the automatic page-flow has not worked correct and there is text not placed on a page. Typically this occurs as a result of switching between the conditional text views.



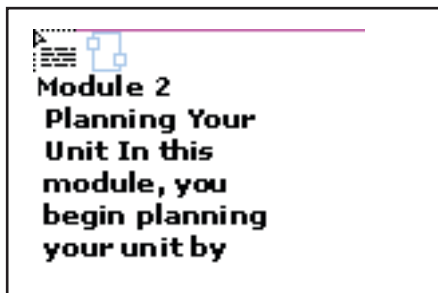
3. Click on the page number with the error in the Preflight panel and you'll be taken to the instance of the error.
4. In the case of overset text, you will see a red plus (+) mark at the end of the frame with overset text



5. Open the pages panel and drag a new copy of the C-Main Spread to the active pages section (below)



6. Once you have a new, blank page use the selection tool to click on the red plus (+) on the page with the overset text. This will load the text into the cursor.



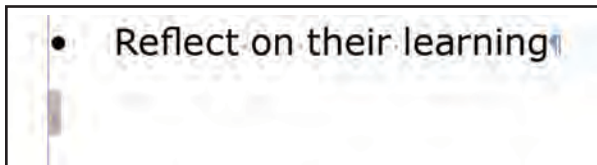
7. Place the cursor in the upper left-hand corner of the blank page and shift-click to place the content. InDesign will reflow the text and the overset issue will be resolved.

Part 5 - Exporting a Printable PDF

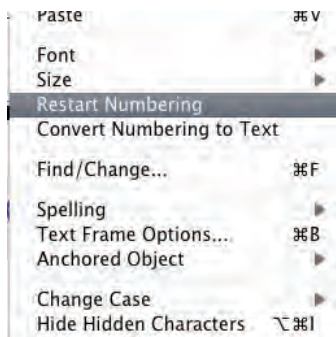
Creating a printable PDF is done in InDesign by choosing which elements (layers, conditional text) are displayed and which are hidden.

A. Preparing the InDesign file for Export

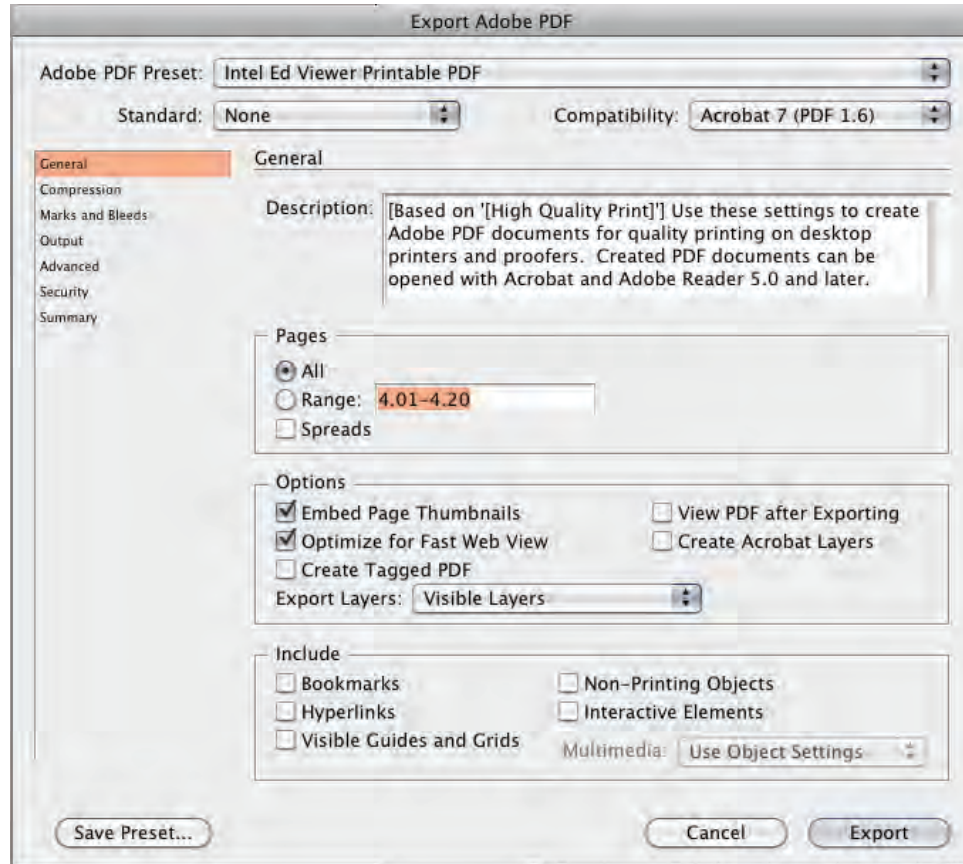
1. Open the Conditional Text panel and click the eyeball next to the IEV Epub Only condition to hide the view of Viewer-only elements
2. Carefully page through the document and insert page breaks (Type > Insert Break Character > Page Break) where necessary. Breaks should be placed before all 'Head 1' styles and where content naturally breaks between sections and/or items.
3. Select the page break icon and apply the 'Print PDF Only' condition to it.



4. Review all the instances of numbered lists in the module. On occasion the auto-numbering is incorrect. If that is the case, right-click at the start of the numbered list and choose, "Restart Numbering"



5. Save your file
6. Select File > Export. From the drop down at the bottom, choose "Adobe PDF"
7. The PDF you are creating must be named the same as the InDesign file (with the .pdf extension)
8. Select the following options



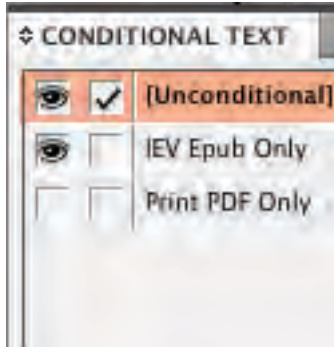
9. Click Export to generate the Printable PDF version of the module
10. Save the PDF file in the same folder with your InDesign files

Part 6 - Exporting the EPUB File for the Intel Education Viewer

Similar to Part V where you exported a PDF, creating an EPUB file for the Viewer is a matter of selecting which elements (layers and conditional text) will be visible and which will be hidden.

A. Creating the EPUB file

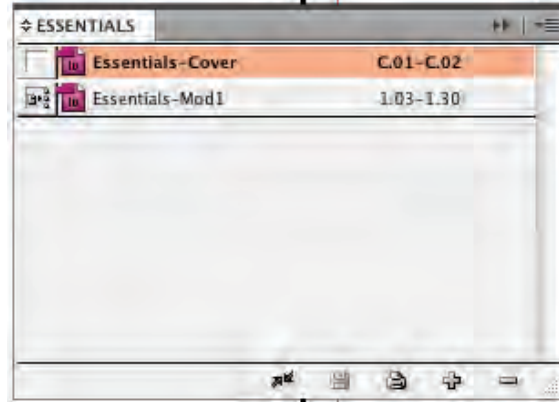
1. Open the Conditional Text panel and disable viewing the Print PDF Only condition (click the eyeball)



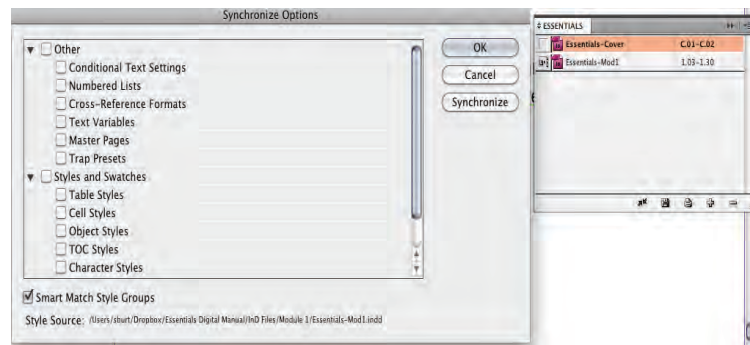
2. Open the Layers panel and disable viewing of the Header-Footer Content layer



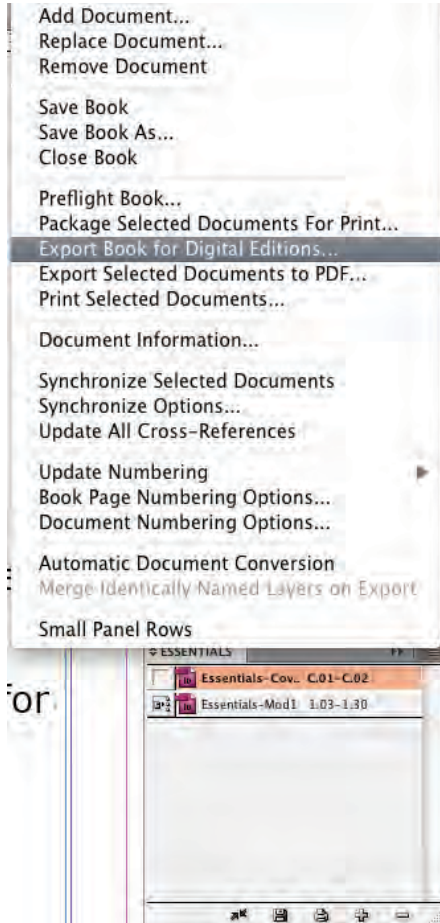
3. Create an InDesign Book file (File > New > Book). The book file will contain all the modules for each course (with just the IEV Epub Only content visible)
4. Click the plus (+) symbol at the bottom of the new book file panel you created to add each module



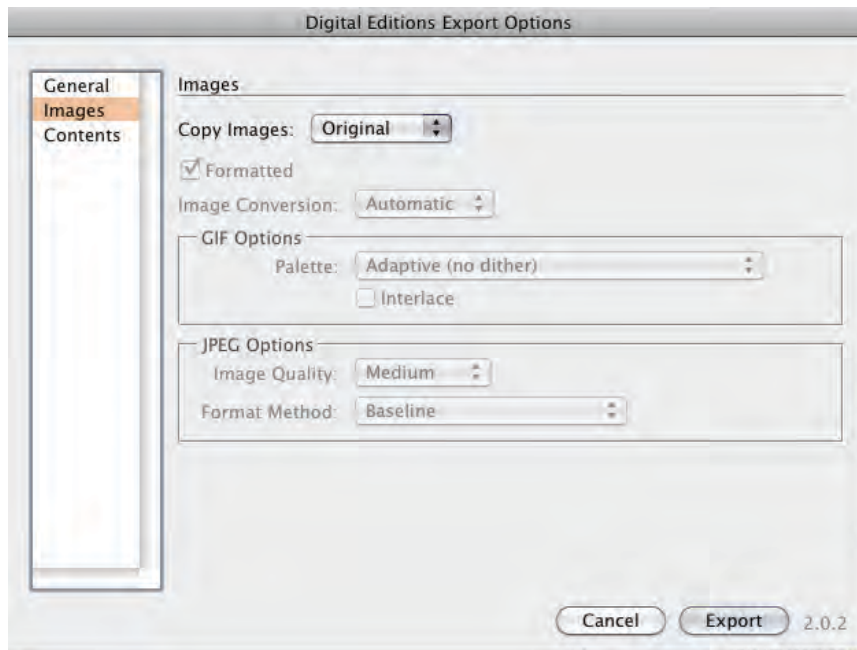
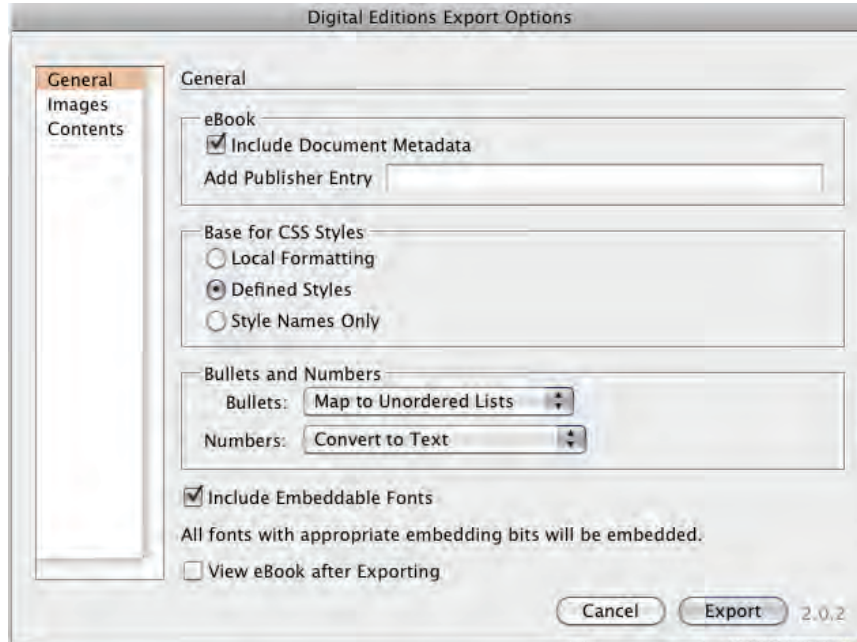
5. Select the panel options (in the upper right-hand corner of the book panel) and choose synchronize options. Un-check all of the options.



6. As you add each module to the book file, be sure to save it (using the save icon at the bottom of the panel)
7. Create the epub file for use in the Viewer by choosing "Export Book for Digital Editions" in the book panel options. **NOTE: AS OF APRIL, 2010, YOU MUST USE INDESIGN VERSION CS4 UPDATED TO VERSION 6.0.3 (NOT 6.0.4 OR HIGHER). VERSION 6.0.3 IS THE ONLY ONE WHICH WILL EXPORT THE EPUB CORRECTLY.**



8. Select the following settings for the Epub file:



B. Modifying the EPUB file

Epub files are similar to zipped files in folders but the extension is .epub not .zip. All fonts, configuration files, and XHTML files packed inside. In order to get the fonts and character styles to render correctly, you have to unpack the EPUB file and make a series of small modifications.

AS MENTIONED EARLIER YOU MUST BE USING INDESIGN VERSION 6.0.3 FOR THIS TO WORK CORRECTLY.

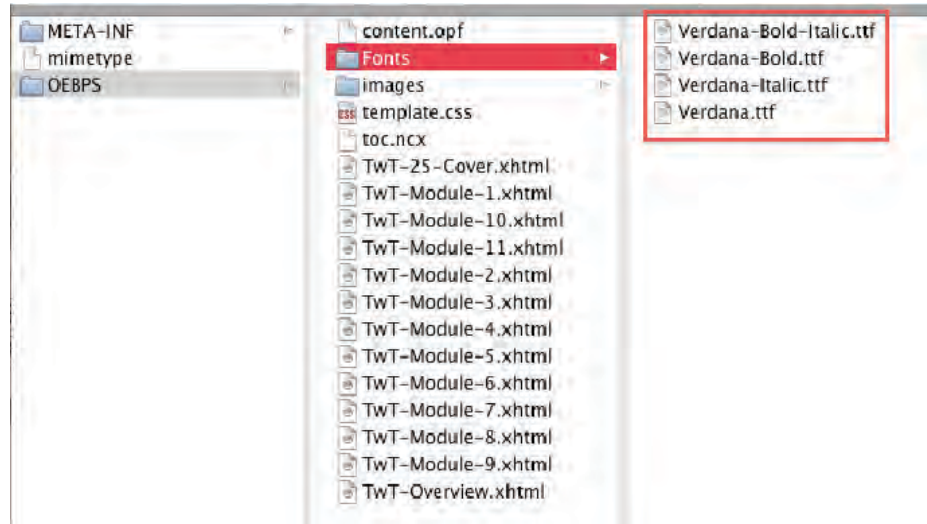
1. Unzip the .epub file you created (use whatever archive utility you have - Winzip, Springy Archiver, etc.). You may need to change the file extension of the .epub file to .zip.
2. Open the encryption.xml file located in the META-INF folder
3. Rename the fonts for bold, italic, and bold italic so that the names have dashes (instead of spaces) between them

```

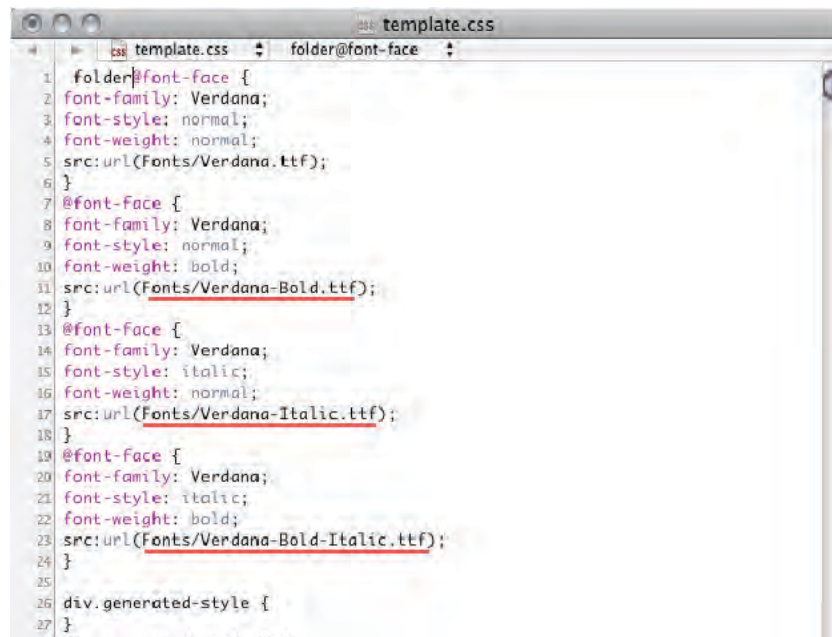
1 <encryption xmlns="urn:oasis:names:tc:opendocument:xmlns:container"
  xmlns:enc="http://www.w3.org/2001/04/xmlenc#" xmlns:deenc="http://
  ns.adobe.com/digitaleditions/enc"><enc:EncryptedData
  deenc:compression="none"><enc:EncryptionMethod Algorithm="http://
  ns.adobe.com/pdf/enc#RC"/><enc:CipherData><enc:CipherReference
  URI="OEBPS/Fonts/Verdana.ttf"/></enc:CipherData></
  enc:EncryptedData><enc:EncryptedData
  deenc:compression="none"><enc:EncryptionMethod Algorithm="http://
  ns.adobe.com/pdf/enc#RC"/><enc:CipherData><enc:CipherReference
  URI="OEBPS/Fonts/Verdana-Bold.ttf"/></enc:CipherData></
  enc:EncryptedData><enc:EncryptedData
  deenc:compression="none"><enc:EncryptionMethod Algorithm="http://
  ns.adobe.com/pdf/enc#RC"/><enc:CipherData><enc:CipherReference
  URI="OEBPS/Fonts/Verdana-Italic.ttf"/></enc:CipherData></
  enc:EncryptedData><enc:EncryptedData
  deenc:compression="none"><enc:EncryptionMethod Algorithm="http://
  ns.adobe.com/pdf/enc#RC"/><enc:CipherData><enc:CipherReference
  URI="OEBPS/Fonts/Verdana-Bold-Italic.ttf"/></enc:CipherData></
  enc:EncryptedData></encryption>

```

4. Save the file with the changes implemented
5. Rename the fonts inside the OEBPS/Fonts folder so that the names have dashes (not spaces) between bold, italic, and bold-italic



6. Open the template.css file inside the OEBPS folder and rename the fonts as you did in steps 3 and 5



7. Save the changes to the template.css file
8. Rezip the epub file (and change the extension back to .epub if you had to change it to .zip in step 1).

III. Viewer Phase

Part 7 - Integrating the EPUB document in the Intel Education Viewer

This part explains how to prepare your local version of the Viewer and integrate your final EPUB document.

A. Localizing the Viewer:

If this is first time you have created a digital manual, you will need to localize the viewer interface. For additional detail see the Viewer Localization Materials section of the File Sharing Site. You will only need to do the following steps once.

1. Create a folder called Master Viewer with the following subfolders:
 - a. CurriculumResources – contains all curriculum resources for a manual (For example if this were the Essentials manual then all Essentials curriculum resources would be located here)
 - b. Fonts – fonts for the Viewer
 - c. Help_Manual – contains the About and the Help file
 - d. HelpGuide – all Help Guides (number of Help Guides in this folder is up to the country manager.)
 - e. Images – contains all application images
 - f. PDF – contains a PDF for each Module of the Manual
 - g. preload – application files
 - h. Swfs – swfs for the application
 - i. xml – interface files

2. Translating the Interface:

All interface files are located in the xml folder.

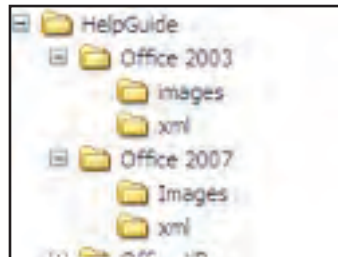
- a. Translate the following files in the xml folder:
 - i. config.xml
 - ii. consts.xml
 - iii. labels.xml
 - iv. menu.xml

Digital Manual Process Guide

- v. messages.xml
- b. Glossary will be created later using a Macro
- c. Do not change the languagefonts.xml or print.css

B. Integrating a Manual:

1. Create a copy of the Master Viewer Folder and name it [CurriculumManualname]
2. Add the new ePub file into Intel® Education Viewer folder
3. Replace the <bookname> in xml > config.xml with name of new ePub
4. Create a new glossary.xml file and copy it into xml > glossary.xml
5. Replace CurriculumResources folder content with the Resources for this ePub. If the folder is not named "CurriculumResources" then change the name or change the <resourcesFolderName> entry in xml > config.xml
6. Create a new whtdata0.xml file and copy into CurriculumResources > whxdata > whtdata0.xml
7. Move Help Guide version folders into the HelpGuide folder. Each version should be in a separate folder within HelpGuideFolder



8. Create domain entries in HelpGuide > config.xml. Each entry will have the path from the HelpGuide folder to the Version number. The first <domain> entry will be the default. For example:
 - <domain title="Office 2007" location="Helpguide\Office 2007"/>
 - <domain title="Office 2003" location="Helpguide\Office 2003"/>
9. Copy pdf's for the manual into the pdf folder

C. Create a Glossary.xml file

All manuals should use the same glossary file.

1. Create a spreadsheet with all glossary entries:

2. Run Macro to create a glossary.xml
3. Save the file to the desktop or another location
4. Replace xml > glossary.xml with the glossary created with the Excel make_glossary_xml macro

D. Create a whtdata0.xml file

This file lists all the resources and their location for the Viewer.

1. Each curriculum should have its own resource spreadsheet.
2. Run Macro to create whtdata0.xml
3. Save the file to the desktop
4. Replace CurriculumResources > whxdata > whtdata0.xml with xml file generated with the Excel make_resources_xml macro

E. Translate the Help Manual

The Help manual is an HTML file found in the Help_Manual folder of the Viewer application. It's contents will need to be translated once you've completed a digital manual and the localization of the application.

Part 8 - Testing and Debugging

Once you have a localized version of the Viewer and a completed EPUB file you are ready to begin testing and debugging. It is critical that you test every page of content in the viewer and every link to make sure they work correctly. When you find an error, you will need to correct it in the InDesign file(s) and re-export the EPUB file and test again.

A. Test the Viewer Functionality

1. With all the files from Part 7 localized, open the Viewer and test each of the menu buttons and tabs to be sure they behave as expected. (You may want to conduct a side-by-side comparison with the US-English version).

Digital Manual Process Guide

B. Test the Digital Manual Content

To help track issues and test the EPUB, there is a QA spreadsheet (xls) located in the Adaptation section of the File Sharing Site.

- 1.** Test all links in the Table of Contents.
- 2.** Scroll through each page of the content using the content slider at the bottom of the Viewer. You want to pay special attention to make sure the table of contents item that is highlighted matches the content in the manual as you use the slider. If the content and the TOC are out of sync, you will need to review the InDesign file to check for a format or styling error.
- 3.** Check each hyperlink to make sure it opens the correct page in a browser. If the links do not work as expected, check the Hyperlinks panel in InDesign.
- 4.** Check the links to all the Resource files. Make sure each link opens the corresponding file.
- 5.** Check the links to the Help Guide steps. Make sure each link opens the correct step in the Help Guide.
- 6.** Check each glossary term by hovering over it in the Viewer to check that the definition appears. If no definition appears, check the glossary.xml to make sure the word is there and defined and then check the EPUB to make sure the glossary character style was applied to that word.