Contents

Introduction

Development of a science as a whole and a linguistic science, in particular is connected not only to the decision of actuality scientific problems, but also with features internal and foreign policy of the state, the maintenance of the state educational standards which are to the generators of progress providing social economic society. It forms the society capable quickly to adapt in the modern world.

It is now clearly seen in the economic socio-political and cultural life of the Republic of Uzbekistan today, when we are celebrating the 21th anniversary of the National Independence of our Fatherland, Uzbekistan. Conditions of reforming of all education system the question of the world assistance to improvement of quality of scientific-theoretical aspect of educational process is especially actually put. President I.A.Karimov has declared in the programme speech "Harmonic development of generation a basis progress of Uzbekistan[1]": "... all of us realize that: achievement of the great purposes put today before us, noble aspiration necessary for updating a society". The effect and destiny of our reforms carried out in the name of progress and the future, results of our intentions are connected with highly skilled, conscious staff, the experts who are meeting the requirements of time The Qualification Paper under review is dedicated to the study of the function ' their structural, semantic and functional properties in English used in the contexts (on the material of) which presents an interest both for theoretical investigation and for practical usage. We have basis to approve that many linguists have brought the invaluable contribution: studying various properties of the function words that has created necessary theoretical preconditions for des conjunctions and their types.

The Actuality present a certain interest both for the theoretical investigation for the is explained on one hand by the profound interest to the use of the multimedia information resourses, and on the other hand by the absence of widely

[1]I.A.Karimov, “ Independent Uzbekistan” мехнат 2009. 56. p

approved analysis of the positive and negative effects of using E-text books in teaching English as a foreign language.

The subject matter of our qualification paper is to make the electronic manual on the topic “United Nations Organization”.

The Aim of the qualification paper is to define the specific features of the e-text books used to introduce linguistic data.

It is our task to prepare learned professionally competent, energetic specialists and real patriots.

In this plan the National programs on training personal was warred out. It is directed to the formation of the new generation of specialists with the high common and professional culture, creative and social activity with the ability to orientate in the social and political life independently, capable to raise and solve the problems to the perspective.

The novelty of the work is that the electronic manual on the topic “United Nations Organization” which have not been researched yet; moreover studying the compiling E-books. We have analyzed the electronic manual on the topic “United Nations Organization” for the first time.

The Qualification paper consists of Introduction, Main part, Conclusion and Bibliography.

Introduction gives prove to the choice of the theme of the research, determines the aim, the tasks of the ward, points out language material, the methods of the ward, points out language material, the methods of the ward, practical and theoretical importance of the ward. It also indicates the perspective further investigations in this sphere. The main part includes III Chapters which are followed by several paragraphs:

The aim of a given Qualification paper puts forward the following **tasks**:

- to analyze the literature on the most actual problems of compiling e-books

-to analyze the e-books compiled on different subjects earlier in our country and abroad.

-to analyze the problem of the e-books related to teaching English.

-to analyze the structure of the e-books.

The methods of investigation used in this qualification Paper are as follows: structural, semantic, stylistic, structural and translational.

The Practical Value of the research is that the material and the results of the given qualification paper can serve as the material for theoretical courses of lexicology, translation, comparative typology as well can be used for practical classes in analytical reading, practical grammar, home- reading, current events and oral speech practice taught with the help of e-books

Theoretical Value of this paper is that it can be used as a theoretical material for compiling e-books on different other linguistic and non linguistic disciplines.

The methods of investigation used in this research are as following: complex approach to the study of the structural, semantic features of simple sentences including their subtypes and subgroups structural, distributional way of analysis of the English language units.

Methodological bases of the research is Decrees of the President of Republic Uzbekistan about development of languages, educations and sciences, the national program on a professional training, and also basic researches in the field of the theory of linguistics in particular theoretical grammar, translation theory and typology.

The structure of the paper- This Qualification Paper consists of Introduction, Two Chapters, Conclusion and Bibliography.

Chapter I Theoretical basis of compiling E-books using the material on "Stay in touch"

1.1 Technology and Reading e-books in education

An e-book is an electronic copy of a book. It also offers the convenience of size and portability; you can store your entire library on a laptop or other device. Now it is possible to have a library in every classroom or even in your pocket[2].

E-book, in full electronic book, digital file containing a body of text and images suitable for distributing electronically and displaying on-screen in a manner similar to a printed book. E-books can be created by converting a printer's source files to formats optimized for easy downloading and on-screen reading, or they can be drawn from a database or a set of text files that were not created solely for print.

The industry for buying and selling e-books first emerged as a mainstream business in the late 1990s, when companies like Peanut Press began selling book content for reading on personal digital assistants(PDAs), handheld devices that were the predecessors of today's smartphones and tablet computers. However, in the aftermath of the dot-com crash of 2000–2002, e-books did not find wide acceptance by the publishing industry, and investment in e-reading devices and e-book technologies subsided. The industry's resurgence may have begun when the Sony Corporation released an e-reading device in 2006 and Amazon.com released the Kindle in 2007, after which sales of e-books in the United States grew rapidly

How e-books are distributed

E-books are usually distributed on the Internet as downloadable files that can be read offline, as live Web pages that must be read online, or as Web pages that are cached by a Web browser for reading offline.The source of the catalog or metadata (which is data about the data) for a file may be entirely distinct from the source of the file itself. In other words, customers might find, read about, and buy e-books on a retailer's Web site, but, when they purchase the e-books, they will download the files directly from the publisher's or distributor's servers, which may

[2] http://aalbc.com/survey.htm

be on the other side of the world. (The same applies to e-books in a public or institutional library). This distinction is hidden from the customer, but for businesses it is very significant. It allows for e-book files to be stored and managed in only one place (or very few places), even though customers may find them listed for sale or loan in any number of places. Without this distinction, all e-book distribution would occur within closed, proprietary systems, where e-book buyers or library patrons would have to get their books directly from a small number of owners of e-book files.

Closed, proprietary systems exist where a particular company (or consortium of companies) holds the e-book files and controls all the places a customer or library patron can access them. These systems are kept closed by a proprietary form of digital rights management (DRM): a file-encryption and access-control system that locks e-books both to a customer's identity and to specific software controlled by the company. Examples are Amazon Kindle and Apple iBooks.

In open systems, e-book files may exist in only one place, but anyone can access and download the files (whether for purchase or free download), because their metadata are freely available and can be freely shared. Examples are catalogs created in the Open Publication Distribution System (OPDS, part of the Internet Archive's BookServer project) and incorporated into e-reading applications. The nonprofit Project Gutenberg is an example of an open distribution system. A single distribution system may incorporate both closed, proprietary elements and open elements.

Arguments for and against DRM are highly contentious. From an ethical perspective, its use is fiercely condemned by those who believe it restricts consumers' rights and criminalizes reasonable copying and sharing. Its proponents, on the other hand, argue that DRM is a necessary tool for protecting intellectual property from casual piracy. From a business perspective, its use can be criticized for creating a clumsy user experience, while it can be defended as a tool for securing clear market share.

How e-books are read

E-books are read on any computing device with the software to display their given file format. While Amazon's mobi, open PDF, and EPUB formats have become de facto standards, the use of proprietary DRM systems means that not all PDF-, EPUB-, and mobi-capable software can open these files.

With the necessary software installed, e-book-reading devices include personal computers, handheld tablet computers and game consoles, dedicated e-readers, mobile phones (especially powerful smartphones), and consoles attached to televisions or other screens. Rapid changes and advances in screen technology, processing power, the miniaturization of computing components, and wireless Internet connectivity are constantly changing the nature and range of e-reading devices.

E-books — electronic books — are available at your library in a range of formats. Some can be downloaded and transferred to different devices, while some can only be viewed online

1.2. The process of creating e-books

The entire process of creating e-books can be divided into two stages[3]:

1. creating and preparing e-book pages
2. compiling files into an executable application

Therefore, to create an e-book, you should know:

1. how to create pages linked by hyperlinks using the HTML language
2. how the EBook Maestro compiler works

We hope that you already have the knowledge and skills necessary to create HTML pages so we will move over to the compiler at once. If you have never created HTML pages and you do not know how they are created, we strongly recommend that you fill this gap. A lot of resources are devoted to HTML and you will not have any difficulties in finding learning material[4].

[3] http://www.barnesandnoble.com

[4] Moore, Michael G.; Greg Kearsley (2005). Distance Education: A Systems View (2nd ed.). Belmont, CA: Wadsworth. ISBN 0-534-50688-7. "Key Facts", External Programme, University of London.

It is the compiler that is entrusted with the responsibility of packing all eBook files into one executable file.

This executable file includes three virtual file «containers» (eBooks created with EBook Maestro STANDARD or FREE have two «containers»). Actually, there are more of them, but you will mostly work with three of them.

The first one is used for eBook files. All pages, images, multimedia files and other files you want to offer your readers are stored here.
The second one contains auxiliary files. For instance, it can be a page with the table of contents or with bookmarks for quick navigation.
The third one contains protected files. These files can be decrypted and read only after the reader registers the eBook and enters the key. (Not available in EBook Maestro FREE / STANDARD).

In order to create an eBook, it is enough just to fill the first «container». The second and the third ones are optional.

The main window of the eBook contains the Main Panel and the optional Left Panel. The Main Panel displays pages from the first and third «containers», while the Left Panel displays pages from the second one.

So what do we need to create an e-book?

It's all easy! In order to compile and create an executable eBook file,we should show the compiler the directory with files for the Main Panel and, if necessary, the subdirectory for the Left Panel and the subdirectory with protected files. The compiler will pack and encrypt all files and we will get a standalone e-book application.

You should take the following requirements into account when preparing eBook files:

1. Since ALL files from the directory will be included into the eBook, make sure there are no unnecessary files.
2. Files for the Left Panel must be located in a separate subdirectory of the main directory. For instance, if eBook files are located in the directory

'C:\MyEBooks\FirstEBook', files for the Left Panel can be located in 'C:\MyEBooks\FirstEBook\TableOfContents'.

3. Protected files must be also located in a separate subdirectory of the main directory. For instance, if eBook files are located in the directory 'C:\MyEBooks\FirstEBook', protected files can be located in 'C:\MyEBooks\FirstEBook\Protected'.
4. Since after the compilation absolute links become invalid, all hyperlinks between files must be relative.

Producing an eBook involves three stages:

1. **Writing** the material. This is the **hard** bit - you're on your own here!
2. **Preparing**: Putting the material into a format suited to the eBook compiler that you are using and designing a navigation system for the reader to use. This is the preparation stage, that is covered on this page.

Producing: Running the eBook compiling software, that combines all your documents into one file - see the **Compiling & Testing** page for this topic.

The document format

By this I mean the type of file that your material should be in to work with your eBook compiler software. There *are* some differences between compilers, so I was in a chicken-and-egg situation when writing this page! See the section below on "Organising your documents into folders".

However, with the exception of the Adobe Acrobat format, most eBook compilers require the documents to be in **HTML format** - i.e. web page format. Adobe Acrobat can be tricky to use, and I will not be covering its use on this website.

When producing eBook pages (or, indeed, any web pages), you can either set the content in a table of a fixed width, or you can let it expand to the width of the reader's browser window.

My advice is to set it in a fixed-width table. This way you retain complete control over the layout. This is particularly important if you are producing an eBook for an accreditation **Portfolio**. This website is set in a table 644 pixels wide,

which means that it can be viewed in the popular monitor display size of 800 x 600 pixels without any sideways scrolling - very important if you don't want to annoy your reader!

Web page production software

So, you've got to be an HTML wizard? Not really. At the basic level, if you have produced your documents in a modern word processor (need I mention MS Word for Windows?) there is usually an option to save the document "as a web page" or in "HTML format". This usually produces somewhat bloated code (especially Word 2000), but it is acceptable.

However, it's much better if you can use a dedicated web authoring package. I use "Dreamweaver" from **Macromedia**, but there are cheaper and easier packages to use.

Worth looking at is WebExpress. It's only £50 (as and you can **download from here** and try it out for free. Another one worth considering is Namo Web Editor. You can also **download it** and try it for free. Price is about the same as WebExpress.

Both of these packages are "WYSIWYG" - i.e. you are working in what looks to be the final web page and you hardly ever need to touch HTML code. But if you *do* feel like getting stuck into HTML, an excellent and free HTML editor is **Arachnophilia**.

Note: I do *not* recommend using Microsoft's FrontPage for producing eBooks. It produces superflous code and extra folders. Try it if you like (I may be wrong) but you could have problems.

Organising your documents into folders

A small but important point - check how your eBook compiler works *before* converting your documents. Some compilers (such as **Activ eBook**, which I recommend) require all your documents, including any images used) to be in only one folder.

Others, such as **eBook Paper** (another of my recommendations) allow you to organise your work in more than one folder - such as having a separate folder for images. This is the norm when you are building a true website.

If you check this first, it will save you a lot of re-working later.

Navigating around eBook

Most eBook compilers have navigation tools such as "Next Page", " want to put in a navigation bar - again, like this website. The choice is entirely up to you. Basically, your eBook can look just like a website, or it can be plain sequential pages.Previous Page" and "Back to the Index Page". They also give you, whilst you are compiling the eBook, the opportunity to put your documents into the order in which they should be read - like turning the pages of a paper book[5].

But you may also want to add your own navigation system - a little like this web site. You can have hypertext links to other documents within the eBook, as well as links to external websites (accessible only when the reader is online).

If you are producing an eBook for an accreditation portfolio, there are some extra navigation tools you can use. I show what you can use on the ***Portfolio p***age.

Testing your eBook before compiling it

Some eBook compilers such as **Active eBook**, allow you to save the parameters of your eBook. This means that you can produce the book, then test it, and if anything is wrong, you can correct the raw documents and then re-compile it.

However, from experience, and having used a number of compilers, I recommend that you test your eBook thoroughly *before* compiling it. It saves time and eases frustration!

Many web authoring packages allow you to preview your pages in a web browser, so it's easy to test your eBook. Make sure that your current browser meets the minimum requirements of your eBook compiler software (typically MS Internet Explorer v. 4.0 or higher). Also, make sure that you view the pages in the monitor size for which you have designed your eBook (say 800 x 600 pixels).

[5] http://www.barnesandnoble.com

If you have built in your own navigation system into your eBook, you can simply open up your starting page (which you might have named "index.htm" or similar), and then navigate around your book in the browser, as a reader will.

If you are relying on the eBook compiler's own navigation system (e.g. the "Next Page", "Previous Page" buttons), you will need to open up each page in your browser. I find it helpful to use the *Windows* Explorer to find the files, and then double-click on each file to fire up your browser.

Remember, also, to check all of the hypertext links in your eBook pages. To check links to external websites, you will need to be online for this part of the process.

When everything seems OK, you can then proceed with **compiling your eBook**. And you haven't finished testing yet!

Creating eBooks with PowerPoint. Using common presentation tools like Microsoft's PowerPoint or other presentation tools teachers and students can easily create their own talking electronic books. These books can be "played" on a computer or printed out and bound. Another classroom application of the PowerPoint eBook is to use technology to create digital "Big Books" for class reading and other activities. Obtaining printed teacher big books and their associated student small books can be an expensive prospect and there are limited titles available. But by using a video projector or large screen television connected to an online computer, a teacher can connect to one of the picture books online and then display the book to the whole class to use as an instructional reading activity, or to use the book as example of writing, culture, or art. These digital big books would not by themselves cost anything extra, and they have the added advantage of being able to be placed onto a disc and made available at the students' home for outside reading. The easiest way to start creating your presentation eBook is to create a folder to store all your files in and then create a template to use for your eBook.

A PowerPoint eBook template is available that you can use to get started on your PowerPoint eBook. The reason to use a template (whether you download it or

create your own), is to save you time later, this way you won't have to repeatedly add items like page turners to you book pages. And the folder is to have all the necessary files in a common location so you don't have to look for them, for example when you burn your book to a CD you will also need to make sure that any sound or video files are transferred also. If you don't have PowerPoint try downloading and using Open Office's presentation tool. Open Office is a free productivity suite of tools and is available from http://www.openoffice.org/.

The Template Whether you are creating your own eBook template or downloading one it should have some common elements of layout and control. You will most likely need at least two page layout templates, one for the start of the eBook and another for the contents. And you will need page turning buttons, and if you are creating talking eBooks then you will also need a speech button which will act as a placeholder for right now. The page turning buttons should be set for an "Action Setting" of going to the next or previous slide. You should also now set your background color. Choose one that is either a white or a light pastel. Some pastel colors like light yellow have actually been found to improve readability for many people.

1.3 Advantages and disadvantages of eBooks

Over 2 million free e-books were available between July 4th and August 4th in 2009. Mobile availability of e-books may be provided for users with a mobile data connection, so that these e-books need not be stored on the device. An e-book can be offered indefinitely, without ever going "out of print". In the space that a comparably sized print book takes up, an e-reader can potentially contain thousands of e-books, limited only by its memory capacity. If space is at a premium, such as in a backpack or at home, it can be an advantage that an e-book collection takes up little room and weight.

E-book websites can include the ability to translate books into many different languages, making the works available to speakers of languages not covered by printed translations. Depending on the device, an e-book may be readable in low light or even total darkness. Many newer readers have the ability to

display motion, enlarge or change fonts, use Text-to-speech software to read the text aloud for visually impaired, partially sighted, elderly or dyslectic people or just for convenience, search for key terms, find definitions, or allow highlighting bookmarking and annotation. Devices that utilize E Ink can imitate the look and ease of readability of a printed work while consuming very little power, allowing continuous reading for weeks at time[6].

While an e-book reader costs much more than one book, the electronic texts are at times cheaper. Moreover, a great share of e-books are available online for free, minus the minimal costs of the electronics required. For example, all fiction from before the year 1900 is in the public domain. Also, libraries lend more current e-book titles for limited times, free samples are available of many publications, and there are other lending models being piloted as well. E-books can be printed for less than the price of traditional new books using new on-demand book printers.

An e-book can be purchased/borrowed, downloaded, and used immediately, whereas when one buys or borrows a book, one must go to a bookshop, a home library, or public library during limited hours, or wait for a delivery. The production of e-books does not consume paper and ink. The necessary computer or e-reader uses less materials. Printed books use 3 times more raw materials and 78 times more water to produce. Depending on possible digital rights management, e-books can be backed up to recover them in the case of loss or damage and it may be possible to recover a new copy without cost from the distributor. Compared to printed publishing, it is cheaper and easier for authors to self-publish e-books. Also, the dispersal of a free e-book copy can stimulate the sales of the printed version.

Drawbacks

Ebook formats and file types continue to develop and change through time through advances and developments in technology or the introduction of new

[6] Dickey, Michele, D (2005). "Three-dimensional virtual worlds and distance learning" (PDF). British Journal of Educational Technology 36 (3): 439–51. Retrieved 20 April 2011.

proprietary formats. While printed books remain readable for many years, e-books may need to be copied or converted to a new carrier or file type over time. Because of proprietary formats or lack of file support, formatted e-books may be unusable on certain readers. PDF and epub are growing standards, but are not universal.

Paper books can be bought and wrapped for a present and a library of books can provide visual appeal, while the digital nature of e-books makes them non-visible and intangible. E-books cannot provide the physical feel of the cover, paper, and binding of the original printed work. An author who publishes a book often puts more into the work than simply the words on the pages. E-books may cause people "to do the grazing and quick reading that screens enable, rather than be by themselves with the author's ideas".[59] They may use the e-books simply for reference purposes rather than reading for pleasure and leisure.[60] Books with large pictures (such as children's books) or diagrams are more inconvenient for viewing and reading.

A book will never turn off, can last for several decades or longer and would be unusable only if significantly damaged. The shelf life of a printed book exceeds that of an e-book reader, as over time the reader's battery will drain and require recharging. Due to faults in hardware or software, e-book readers may malfunction and data loss can occur. As with any piece of technology, the reader must be protected from the elements (such as extreme cold, heat, water, etc.), while print books are not susceptible to damage from electromagnetic pulses, surges, impacts, or temperatures typically found in automobiles on a hot day.

The cost of an e-book reader far exceeds that of a single book, and e-books often cost the same as their print versions. Due to the high cost of the initial investment in some form of e-reader, e-books are cost prohibitive to much of the world's population. Furthermore, there is no used e-book market, so consumers will neither be able to recoup some of their costs by selling an unwanted title they have finished, nor will they be able to buy used copies at significant discounts, as they can now easily do with printed books. Because of the high-tech appeal of the e-reader, they are a greater target for theft than an individual print book. Along

with the theft of the physical device, any e-books it contains also become stolen. E-books purchased from vendors like Amazon or Barnes & Noble.com are stored "in the cloud" on servers and "digital lockers" and have the benefit of being easily retrieved if an e-reading device is lost. Not all e-booksellers are cloud based; if an e-book is stolen, accidentally lost, or deleted, in the absence of a backup it may have to be repurchased.

The display resolutions of reading devices are currently lower than those of printed materials and may cause discomfort due to glare on the screen or difficulty holding the device. Due to digital rights management, customers typically cannot resell or loan their e-books to other readers. However, some Barnes & Noble e-books are lendable for two weeks via their 'Lend Me' technology. Additionally, the potential for piracy of e-books may make publishers and authors reluctant to distribute digitally. E-book readers require various toxic substances to produce, are non-biodegradable, and the disposal of their batteries in particular raises environmental concerns. As technologies rapidly change and old devices become obsolete, there will be larger amounts of toxic wastes that are not easily biodegradable like paper.

Reading devices for e-books in a reflowable format such as EPUB may display page numbers, but these numbers change from device to device depending on factors such as the size of the display and the selected font size. This makes them unsuitable for citation purposes. To remedy this problem, Amazon Kindle e-books contain what are called "location numbers", that is, numbers in the margin of the electronic text that indicate where the corresponding page begins in the printed version of the book. However, if there is no standard hard copy in print, which may increasingly be the case as the popularity of digital publishing grows, these "location numbers" will not exist. APA, MLA and the Chicago Manual of Style have all tried to address the problem of accurate academic citation by recommending that versions be identified; e.g., Kindle edition, Kindle DX version, or any other “source of e-book". The wide variety of versions, text and font sizes

make this solution impractical. The only real solution would be a standard format for all devices[7].

No Kobo Refunds: Paper books can usually be returned or exchanged (within a prescribed time period), however Kobo e-Books cannot be returned. Amazon Kindle eBooks do allow refunds within 7 days.

The USA's Federal Aviation Administration requires the prohibition of e-book reader use on commercial airliners during takeoff and landing.

Anti-circumvention techniques may be used to restrict what the user may do with an e-book. For instance, it may not be possible to transfer ownership of an e-book to another person, though such a transaction is common with physical books. Some devices can phone home to track readers and reading habits, restrict printing, or arbitrarily modify reading material. This includes restricting the copying and distribution of works in the public domain through the use of "click-wrap" licensing, effectively limiting the rights of the public to distribute, sell or use texts in the public domain freely.

Most e-book publishers do not warn their customers about the possible implications of the digital rights management tied to their products. Generally they claim that digital rights management is meant to prevent copying of the e-book. However in many cases it is also possible that digital rights management will result in the complete denial of access by the purchaser to the e-book. With some formats of DRM, the e-book is tied to a specific computer or device. In these cases the DRM will usually let the purchaser move the book a limited number of times after which they cannot use it on any additional devices. If the purchaser upgrades or replaces their devices eventually they may lose access to their purchase. Some forms of digital rights management depend on the existence of online services to authenticate the purchasers. When the company that provides the service goes out

[7] Dickey, Michele, D (2005). "Three-dimensional virtual worlds and distance learning" (PDF). British Journal of Educational Technology 36 (3): 439–51. Retrieved 20 April 2011.

of business or decides to stop providing the service, the purchaser will no longer be able to access the e-book.

As with digital rights management in other media, e-books are more like rental or leasing than purchase. The restricted book comes with a number of restrictions, and eventually access to the purchase can be removed by a number of different parties involved. These include the publisher of the book, the provider of the DRM scheme, and the publisher of the reader software.

The e-books sold by most major publishers and electronic retailers, including notably Amazon.com and Apple Inc., are DRM-protected and tied to the publisher's e-reader software or hardware. The first major publisher to omit DRM was Tor Books, one of the largest publishers of science fiction and fantasy, in 2012. Smaller e-book publishers such as O'Reilly Media, Carina Press and Baen Books had already forgone DRM previously.

1.4 e-Book compilers

e-Book compilers - my recommendations

If you're going to create an eBook, you will need an eBook compiler[8].

An eBook compiler is a program that takes the source files (the content of your eBook) and compiles them into an easy-to-distribute format.

Commercial quality eBook compilers cost from US $30 or less, up to several hundred dollars.

Recommendation #1

There are lots of choices, and price is not always a guide to quality! For example Activ eBook has been independently rated as one of the most feature-rich eBook compilers, but it is also one of the cheapest - costing just US $29.95. This is my recommended software for you. I've tried many compilers and this is not only the cheapest, but it is also the easiest to use, and it produces good results.

The control you get over your eBook is good. It includes password protection, page ordering, the ability to save your compilation parameters (so it's easy to re-compile your eBook after changing your source documents) and a host

[8] http://www.softbook.com/consumer/bookstore.asp

of other features that I haven't seen in far more expensive products. My only reservation is that all the source documents - including images - must be in one folder / directory. But I can live with that!

The latest development in this software is the ability to allow your readers to co-brand your eBook - see my "Recommendation #2". I found the branding option a little harder to use than with eBook Paper, but it works well.

You can download a copy of Active eBook for free and try before you buy - the only limitation is the number of pages you can compile. If you like it, you can buy an unlock code online in minutes with your credit card, and you then have a full working copy. You won't go far wrong with Active eBook.

Recommendation #2

My only other recommendation is eBook Paper. This is not quite as easy to use as Activ eBook (you can't save the compilation parameters, for example), but it does share with Activ eBook the feature of allowing readers to co-brand your eBook with their own website URL, email address, message - and whatever else you allow them to insert. This encourages readers to distribute your eBook with your own marketing messages and links as well as their own. This is a fine example or viral marketing! eBook Paper costs $47. No free trial here, so you'll have to trust my judgement. Hype Alert!

Don't be put off by the over-the-top hype on both of these product sites! They did somewhat conflict with my natural English reserve, but, having used both of these products myself, I can tell you that the hype is justified:)

Unless you are producing an eBook which is not going to change very often, and unless you intend distributing many copies of your eBook, I do not recommend that you use the Adobe Acrobat .PDF format (see below). The software is relatively expensive, and it can be complex to use. Prepare for a steep learning curve!

Rather the looking at every single compiler available, this page will tell you what the choices are, and on what factors to base your decision.

Some of the more expensive eBook compilers charging you not only for their compiler. They also extract an royalty fee for each eBook you distribute.

Using one of these compilers is a real disincentive to you when you are wanting to give your eBooks away for marketing purposes, never mind selling them!

Avoid these compilers! You'll find out soon enough which ones they are - if you opt for compilers outside my recommendations.

Compiler types

eBook compilers broadly fall into three main types:

Compilers which use HTML documents as their source. Some rely on the viewer having a particular browser (usually Microsoft Internet Explorer) installed. Others have their own display engines - see details below.

PDF compilers. They produce eBooks which need Adobe Acrobat Reader to view

Compilers which compile other document formats. Bit old-fashioned now, but there are still some around.

HTML compilers

These convert HTML files (i.e. website files) into a format which can be viewed in a web browser.

Having some experience in producing web pages is an advantage if you use this type of compiler, but you can, at a pinch, use the "Save as Web Page" or "Save as HTML" options that many word processors have. And many web authoring programs make it relatively easy to produce web pages.

HTML compilers have these advantages:

The software is usually easy to use

You can easily edit the pages and re-compile your eBook. This is useful if your information needs frequent updating.

You can easily use your existing website pages - or use your eBook pages for a website

Software tends to be relatively inexpensive (although I have seen prices range from less than $US30 to several hundred dollars).

You can use the interactive features of web pages, such as JavaScript.

Generally speaking, you produce a separate HTML file for each page of your eBook. The compiler then produces a single file, which is easy to distribute.

There are three main types of HTML compilers:

Ones which use Microsoft's Internet Explorer's ("MSIE") own display engine. These rely on the reader having MSIE (usually version 4 or higher) installed on their PC, which probably covers 80% - 90% of all PC owners[9].

This approach means that your eBook can have all the enhancements that fairly advanced web pages have. And, of course, MSIE is backed by high development resources, so you can be certain that your eBooks will have a regular upgrade path, irrespective of your compiler. A wide range of compilers from the least expensive (including Active eBook) to high-priced compilers have gone down this route.

Ones which have their own display engine. This approach probably adds another 5% to 10% to your potential readership, since everything that they need to run and view your eBook is contained in a single file. The file size can be a bit bigger than those using the MSIE viewer software, and you may be restricted as to web features you can add to your eBook. As MSIE develops, this gap is likely to widen, since eBook compilers probably won't be able to keep up.

"Zip-up compilers". These cheap compilers are really just another form of the WinZip type of compression programs. They put all your eBook files into a single self-extracting executable file, which are then viewed (after extracting them) in the user's normal web browser. Not a very neat solution, as the reader has normally to create a separate folder just to hold all your eBook's files

PDF Compilers

"PDF" is a special file format designed by software company Adobe. Its main use is if you want to preserve the appearance of the original document as

[9] http://www.softbook.com/consumer/bookstore.asp

much as possible - say a complex word-processed document. You compile your files with the Adobe Acrobat software, which are then compiled into a file which can only be read by the Adobe Acrobat Reader software. This is a free 5Mb download, and it is installed already on many machines worldwide.

PDF eBooks can be read on both PC and Apple Mac computers, and a few other platforms as well. It's a good format if you expect your readers to want to be able to print out your eBook, and if you want to have absolute control over its layout.

But the Adobe Acrobat compiler is relatively expensive - over $US 200, and it is not easy to use if you want to take full advantage of all its features. And it's not a very good method if you want to continually update your eBook.

Other compilers

Some eBook compilers, usually the older ones, ignore the HTML format and compile text files or Rich Text Format files. They lack the interactivity of HTML compilers, and the sophistication of the PDF format. If all that you are doing is presenting plain text, in pages that are to be read sequentially, then these might do for you. But generally, this type has had its day.

However... there is massive interest in eBooks as a more general publishing format, and big bucks and even bigger corporations are taking an active interest in developing mass-market formats. This is not the place to go into these developments in detail, but if you are interested in the shape of publishing to come (maybe!), there's a lot of good info on this eBooks'n'Bytes page

I first started this small website as a guide to using eBooks to produce "Accreditation Portfolios".

If you've arrived on this page wondering what all this is about, let me explain..

What is an "accreditation portfolio"?

Increasingly, qualifications are being gained not only by formal exam, but also by the submission of evidence that the candidate is competent in his or her

field. This evidence is usually a series of paper documents which substantiate competence against a series of criteria. The candidate takes each criterion (often referred to as "PCs" or Performance Criteria) and points the Assessor to the document which provides evidence of competence. This is an "accreditation portfolio"[10].

When I had to produce an accreditation portfolio to prove competence as a "Technology Means Business" ("TMB") Advisor, I thought that producing the portfolio electronically would make it easier both for myself and, even more importantly, for the Assessor. It proved a success, and attracted a lot of interest. So I thought that I would share my experience and help others who are going through a similar accreditation process, whether it is TMB or any other type of accreditation or competence-based assessment, such as NVQs.

The benefits of an electronic portfolio

It makes it easy for the Assessor rapidly to jump from the Performance Criterion to the appropriate evidence, using hypertext links

Evidence can easily and quickly be added to the portfolio - a lot of evidence is in electronic format already.

The portfolio can be stored and transmitted electronically. It can be emailed to the Assessor. It can be stored on a floppy disk or CD ROM (my own portfolio, which had over 30 evidence documents, fitted easily on a 1.4 Mb floppy disk)

It's cool!

How to produce an electronic portfolio

The principles are the same as for producing any other type of eBook - you should have read the pages on Preparing and Compiling & Testing before reading the rest of this page. In addition to producing HTML pages, there are the following elements which you should take account of when designing and building your eBook portfolio.

I'm going to use my own TMB portfolio as an example (clients' names have been obscured for confidentiality), but the same principles should apply to almost

[10] http://www.softbook.com/consumer/bookstore.asp

any type of portfolio - such as an NVQ portfolio for example. But always read your accreditation guidelines carefully!

The software that I used was Macromedia's Dreamweaver for producing the web pages that made up the portfolio and Activ eBook for compiling the eBook. See the Software page for my comments on this excellent package, and the Compiling & Testing page for some screenshots of Activ eBook in action. My preferred graphics package is Paintshop Pro (this is an Amazon.com link - price around $US 80), or about £80 + VAT from Digital Workshop in the UK.

The elements of a portfolio

It will normally contain:

An introduction Here, you may be obliged to include some personal details, such as your CV. But you should also include some instructions to the Assessor on how to use your portfolio.

Summary Sheets for each of the Units in your portfolio, Elements within each Unit, and Personal Competencies within each Element. The PCs should repeat word for word what is in the accreditation document given to you, should describe the circumstances under which you met that PC, and should hypertext link to the specific piece in the document which proves your competence..

Evidence Documents These should be clearly marked, pointing to the part of the document which proves your competence, and clearly labels the Unit, Element and PC to which it refers. Often, one document will be used as evidence for more than one PC. It is then useful to colour code both the reference in the Summary Sheet (as shown above) and the label on the Evidence Document..

The Navigation System in your portfolio should allow the reader rapidly to return to the page from which they clicked through to the Evidence Document. How this can be done with multiple references in an Evidence Document I'll explain in this next section...

Tips and Tricks

These should save you going through some of the learning curve that I experienced!

Use fixed width tables throughout your portfolio. This means that you retain absolute control over the layout of your documents. This is particularly important if you are going to use "layers" (see below) to label your Evidence Documents. I set all of my documents in a main table 700 pixels wide. This is viewable in an 800 x 600 pixel window (the most common size) without sideways scrolling.

Mark the point in your Evidence Document that you want the reader to go to with an "anchor" label. This is an invisible bookmark on a page that you give a name to, such as "first-item". Most web authoring packages support this feature. When you hypertext link to this anchor in, say, "page1.htm", your link should be to "page1.htm#first-item".

I used "layers" to put labels on my Evidence Documents. These are floating panels that you can position anywhere on your page with precision, irrespective of the other contents on the page. If you set your Evidence Page content in a fixed width table, as recommended above, your layers should be in the same place on the screen relative to the rest of the text, no matter what size window your reader is using. Layers are a very easy to implement with the Dreamweaver web authoring software. Cheaper packages may not support this feature. You could mark up your original documents (say, "Insert Text Field" in MS Word), but it's not so easy to change. Or you could very simply put the label in a little coloured table next to the relevant paragraph. But whatever you do, make sure that you mark up your Evidence Documents clearly, so that the Assessor knows which PC you are trying to prove.

Use the "go back" Javascript function to allow the reader to return to the previous document that was being used. Don't panic - this is easy to use! Let me illustrate . This panel on an Evidence Document has a little clickable "Back" graphic. Now you could put an absolute document reference on this to return to a specific page, such as "unit-1.htm". But if there is more than 1 label on a page, the reader may click on the wrong Back Button. So what you do is, instead of putting an absolute reference in the clickable image, you simply insert: "javascript:history.back()". You put this on every Back Button, so copying and

pasting makes it very easy to insert these layers. It also makes it a lot simpler for the Assessor, as they are not only returned to the same page that they were viewing, but the same part of the page.

Keep your images small Mostly, the little buttons and such like won't take up much file space. But if you are using scanned documents for evidence, try to reduce the file size without losing too much quality. I used an inexpensive (free to try) little program called JPEG Optimiser from Xat.com. This can really shrink the file size of JPEG images (they also have a program that shrinks GIF files as well). The file size of your portfolio is important if you are emailing it, or if you are trying to squeeze it on to a floppy disk.

Maybe these tips will help you. I hope so. You may find it a little alien at first, unless you are used to building web pages. But once you get stuck into it, the techniques are not too difficult to master, and you will end up with a highly readable portfolio. And if you make life easy for your Assessor, your portfolio will be viewed more favourably!

Links to other eBook web resources

Here's some other websites which you might find useful:

eBooks 'n Bytes

Reviews of many different compilers. If you don't trust my judgment, check out this site!

eBook Cover Art

If you're planning to get your eBook widely distributed, a graphic for your book will boost it. Get one professionaly produced at this site. (That's a sample below..)

http://www.ebook-cover-art.com

eBook Marketing

Discover how the most successful E-Book Marketer to-date produced well over 1,000,000 (one million) downloads for his first Free E-Book, "Search Engine Tactics", and how you can do the exact same with your E-Books!

Make Your Knowledge Sell

Ken Evoy's guide to how to profit from your knowledge has become a classic. Highly recommended.

If you want a free email course on this subject, click here to fire up your email program. If that doesn't work, copy and paste this:

Until now, there really wasn't much of a choice for packaging information. Let's take a look at the possibilities...

Text - Can be opened and viewed on any computer platform. This format produces the smallest file size; however, it is very plain and unprofessional. You cannot include any images, you must use the same font style and size throughout your document and cannot use any special text formatting, such as bold and italics. Not a good choice for selling information products.

HTML - Provides the greatest amount of customizations. This format supports any technology used within a web page[11]. It doesn't require any special viewers, as it relies on the Internet Explorer browser to display the content. However, it is very insecure and unorganized, as you must distribute each individual file (files are not compiled into one file format for distribution), which will cause confusion, as your user will have to locate the proper file to begin reading your information.

DOC (Microsoft Word Documents) - Provides a great deal of customization options, including image formatting, text formatting, font colors and font styles. However, the DOC file sizes can be very large. In addition, as not all of your customers will have Microsoft Word installed on their computer, your document may not display properly.

PDF (Adobe Acrobat) - Provides a great way to compress files created in a variety of different programs, such as word processing programs, spreadsheet programs, etc. However, users are required to download and install a special viewer. In addition, you are very limited on creativity, as your information will be displayed as it is in a word processor. In addition, the security options are very limited.

[11] http://www.softbook.com/consumer/bookstore.asp

As HTML provides you with the greatest amount of customizations, it seems this is the best format. HTML ebooks are completely interactive with the Internet and can be as simple or dynamic as you'd like. Your projects can contain live links, graphics, forms, JavaScript, and more. You can easily create a dynamic presentation utilizing the latest technology.

Sounds great, doesn't it?

Well, it is except for the packaging issue. How will you get your files to your customers? You certainly can't distribute your raw HTML files to your customers - that certainly wouldn't be very professional. The good news is ... there are ebook compiler software programs available on the Internet that will compress all of your files into one stand-alone file you can distribute to your customers. This software program is known as an HTML compiler and eBook Starter is just that and more...

eBook and ePub formats that can be read on the iPad

Plain Text Books

Microsoft Word .doc Books

PDF Books

Adobe DRM ePub books (Barnes & Noble app)

Adobe DRM ePub books (Stanza app)

Fairplay DRM ePub book (iBooks app)

Kindle DRM books (Kindle app)

1.5 Conclusion

E-book, in full electronic book, digital file containing a body of text and images suitable for distributing electronically and displaying on-screen in a manner similar to a printed book. E-books can be created by converting a printer's source files to formats optimized for easy downloading and on-screen reading, or they can be drawn from a database or a set of text files that were not created solely for print.

The industry for buying and selling e-books first emerged as a mainstream business in the late 1990s, when companies like Peanut Press began selling book content for reading on personal digital assistants(PDAs), handheld devices that were the predecessors of today's smartphones and tablet computers. However, in the aftermath of the dot-com crash of 2000–2002, e-books did not find wide acceptance by the publishing industry, and investment in e-reading devices and e-book technologies subsided. The industry's resurgence may have begun when the Sony Corporation released an e-reading device in 2006 and Amazon.com released the Kindle in 2007, after which sales of e-books in the United States grew rapidly.

E-books are usually distributed on the Internet as downloadable files that can be read offline, as live Web pages that must be read online, or as Web pages that are cached by a Web browser for reading offline.The source of the catalog or metadata (which is data about the data) for a file may be entirely distinct from the source of the file itself. In other words, customers might find, read about, and buy e-books on a retailer's Web site, but, when they purchase the e-books, they will download the files directly from the publisher's or distributor's servers, which may be on the other side of the world. (The same applies to e-books in a public or institutional library). This distinction is hidden from the customer, but for businesses it is very significant. It allows for e-book files to be stored and managed in only one place (or very few places), even though customers may find them listed for sale or loan in any number of places. Without this distinction, all e-book distribution would occur within closed, proprietary systems, where e-book buyers or library patrons would have to get their books directly from a small number of owners of e-book files.

E-book websites can include the ability to translate books into many different languages, making the works available to speakers of languages not covered by printed translations. Depending on the device, an e-book may be readable in low light or even total darkness. Many newer readers have the ability to display motion, enlarge or change fonts, use Text-to-speech software to read the text aloud for visually impaired, partially sighted, elderly or dyslectic people or just for convenience, search for key terms, find definitions, or allow highlighting bookmarking and annotation. Devices that utilize E Ink can imitate the look and ease of readability of a printed work while consuming very little power, allowing continuous reading for weeks at time.

While an e-book reader costs much more than one book, the electronic texts are at times cheaper. Moreover, a great share of e-books are available online for free, minus the minimal costs of the electronics required. For example, all fiction from before the year 1900 is in the public domain. Also, libraries lend more current e-book titles for limited times, free samples are available of many publications, and there are other lending models being piloted as well. E-books can be printed for less than the price of traditional new books using new on-demand book printers.

An e-book can be purchased/borrowed, downloaded, and used immediately, whereas when one buys or borrows a book, one must go to a bookshop, a home library, or public library during limited hours, or wait for a delivery.

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