

Self-Publishing 101: Introduction to Ebooks

Obtain an ISBN

- Learn about and obtain your free ISBN from Library and Archives Canada's ISBN Canada:
<https://library-archives.canada.ca/eng/services/publishers/isbn/pages/isbn.aspx>

Ebook Metadata: Information about the Ebook

- Metadata will need to be entered into ebook creation software and on distribution websites
- **BASIC:** Determine and note core metadata (title, author, ISBN, pub date, format, etc.)
- **ADVANCED:** Research how to optimize discoverability using metadata. An example:
 - <https://www.thebookdesigner.com/2012/05/self-publishing-basics-introduction-to-metadata/>

Copyright Resources

- **Canadian Intellectual Property Office – Copyright**
 - Learn about copyright in Canada and register copyright
 - http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr02281.html
- **Creative Commons**
 - Creative Commons licenses work alongside copyright and enable modification of copyright terms to best suit your needs. There is no registration to use Creative Commons licenses.
 - www.creativecommons.org



Copyright



Copyleft



Creative Commons



Public Domain

Ebook Project Checklist

Must haves:

- A digital copy of your manuscript that has been edited and basic formatting applied (.doc, .docx, .html, .rtf)
- Portable storage device to save your working files (USB, Portable Hard Drive)
 - Inspiration Lab 'General Technology Skills' guide:
<http://www.vpl.ca/guide/inspiration-lab-general-technology-skills>
 - See sections on "Using External Storage" and "using Cloud Storage"

Optional:

- Backup copy of any website links
- Photographs, illustrations, other graphics (.jpg, .png) as separate files and resized
- Alternate text for pictures and illustrations, 125 character descriptions to add under images so that text readers can describe the image
- Cover artwork (.jpg, .png)
 - This can be created using Adobe InDesign CC or Photoshop CC in the Inspiration Lab or using other free online tools such as Pixlr or GIMP
- Video and audio files (Interactive PDF or Fixed layout EPUB 3.0 only)
- Note: file names should have no spaces



Free Media Sources:

- Inspiration Lab 'Photo Editing with Photoshop CC' guide:
<http://www.vpl.ca/guide/inspiration-lab-photo-editing-photoshop-cc>
- See sections on "Need More Help?" to find information on using free media and links to help you search for free media

Self-Publishing Resources

Inspiration Lab Self-Publishing guide:

- www.vpl.ca/guide/inspiration-lab-self-publishing-ebook-format
- See section on “Publishing and Distribution”

Resources for Writers guide:

- www.vpl.ca/guide/resources-writers
- See section on “Publishing & Self-Publishing”

LinkedIn Learning courses (Access from

www.vpl.ca/InspirationLab) *May be US-based

- [Ebooks: Distributing and Marketing](#) with David Wogahn
- [Publish an Ebook](#) Learning path
- [Learning Metadata for Book Publishing](#) with Joshua Tallent



Book Designer blog posts that might be of interest:

- *4 Levels of Editing Explained: Which Service Does Your Book Need?*
www.thebookdesigner.com/2014/04/4-levels-of-editing-explained-which-service-does-your-book-need/
- *Using Photos in Your Book: Understanding Print Resolution*
www.thebookdesigner.com/2010/10/using-photos-in-your-book-understanding-print-resolution/
- *Preparing Images for Your e-Book*
www.thebookdesigner.com/2015/10/preparing-images-for-your-e-book/

Library Services Centre: Small Press and Author Program:

- <http://www.lsc.on.ca/Small-Press-Author-Program.htm>
- This program makes it easier for libraries to purchase physical books from independent authors

Learn More

Computer and Technology Help (www.vpl.ca/events)

- Drop in to practice your computer and technology skills and get help from VPL staff. For days, times and locations, check out the “Computer & Technology” category in our Events Calendar

LinkedIn Learning (<https://www.vpl.ca/digital-library/linkedin-learning>)

- Free self-directed video courses on a wide range of technology topics including self-publishing, from basic to advanced, for VPL cardholders

VPL’s Self-Publishing Guide (<http://www.vpl.ca/guide/inspiration-lab-self-publishing-ebook-format>)

- Learn to self-publish eBooks using one of three digital tools – from basic to advanced – available in VPL’s Inspiration Lab

VPL’s Sigil Guide (<http://www.vpl.ca/guide/inspiration-lab-sigil>)

- Learn how to get started in Sigil to make your EPUB ebook – available for free at home and in VPL’s Inspiration Lab

VPL Adobe InDesign Guide (<http://www.vpl.ca/guide/inspiration-lab-adobe-indesign>)

- Learn how to get started in Adobe InDesign to make your formatted ebook – available in VPL’s Inspiration Lab

VPL’s Resources for Writers (www.vpl.ca/guide/resources-writers)

- A guide that links to resources for writers, including publishing and self-publishing, marketing and the writing community

VPL Indie Authors (www.vpl.ca/indieauthors)

- The submission page for independent authors who wish to donate their books to the library.

We are here to help!

- Talk to VPL staff in person, by phone (604-331-3603) or by email (inspirationlab@vpl.ca)