DERABIS COLLEGE, DERABISH

Value Added / Short-term Courses Offered During the Year 2022-23

E-TEXT PUBLISHING

Aim:

To equip learners with the knowledge and skills necessary to create, format, and publish electronic texts (e-texts) across various digital platforms. The course focuses on the technical aspects of e-text creation, as well as the design, editing, and distribution processes involved in digital publishing.

Objective:

The main objective of E-Text Publishing to provide a comprehensive understanding of the processes involved in creating, formatting, and publishing digital texts. By the end of the course, learners will have acquired the technical skills and knowledge necessary to produce high-quality e-texts, integrate multimedia elements, ensure compatibility across platforms, and effectively market and distribute their digital publications.

Course Syllabus

Module 1: Introduction to E-Text Publishing

1. **Overview of E-Text Publishing**
   - Definition and types of e-texts
   - History and evolution of digital publishing
   - Importance and benefits of e-texts
2. **E-Text Formats**
   - Popular e-text formats (ePub, PDF, MOBI)
   - Comparison of different formats
   - Choosing the right format for your project

Module 2: Tools and Software for E-Text Creation

1. **Word Processing Tools**
   - Microsoft Word
   - Google Docs
   - OpenOffice Writer
2. **Professional Publishing Software**
   - Adobe InDesign
   - QuarkXPress
   - Scribus
3. **E-Text Conversion Tools**
   - Calibre
   - Kindle Create

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Module 3: Digital Typography and Design

1. **Typography Basics**
   - Understanding fonts and typefaces
   - Choosing the right font for e-texts
   - Typography for readability
2. **Design Principles**
   - Page layout and structure
   - Use of white space
   - Visual hierarchy and balance
3. **Interactive Elements**
   - Adding hyperlinks
   - Embedding multimedia (images, videos, audio)
   - Interactive features (quizzes, pop-ups)

Module 4: E-Text Creation and Formatting

1. **Document Structure**
   - Creating a table of contents
   - Using headings and subheadings
   - Structuring chapters and sections
2. **Text Formatting**
   - Paragraph styles and alignment
   - Lists and tables
   - Footnotes and endnotes
3. **Images and Graphics**
   - Inserting and positioning images
   - Image captions and alt text
   - Creating and inserting charts and graphs

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