

User Training

**Creation of Digital Library of Scanned Documents,
Books & Existing Digital Files**

using

Wegenic eLibraryPlus Server

Objectives

Objectives of this training sessions are to learn:

- Concepts, components & functions of E-library
- Multi-author, team driven collaboration features of Publishing Service
- Create E-Books from scanned PDFs
- Create E-Books from multiple (new & existing) documents
- Define access control for E-Books
- Manage E-Book Subscriptions
- Assign E-Book Properties such as categories & metadata
- Create articles/sections within E-Books
- Bulk upload of PDFs for auto creation of E-Books

Webgenic eLibraryPlus Server

- It comprises of 2 components:
 - ✓ E-library
 - ✓ Publishing Service

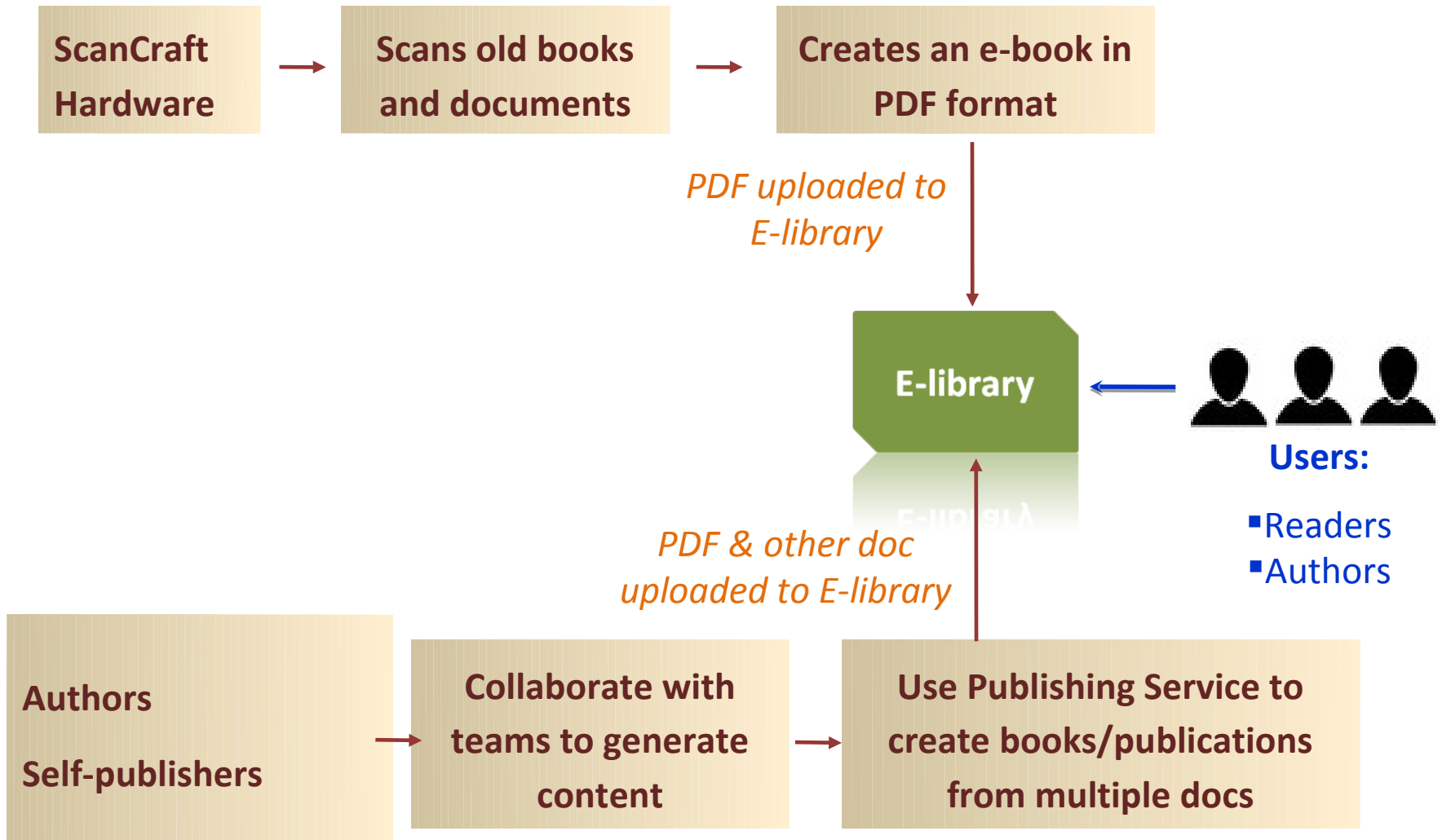


What is E-library?

- An area where digital content such as e-books are stored.
- Similar to a physical library where books are actually stored.
- A service to access digital content including e-books.



What is E-library?



Who are Readers?

- Who access E-library for reading e-books, just like in a physical library.
- Who search E-library for downloading books.
- Who can access books in E-library based on the access status assigned to the e-book and permissions granted to the user.
- Who participate in discussions in forums that are generated in reference to the books they read.



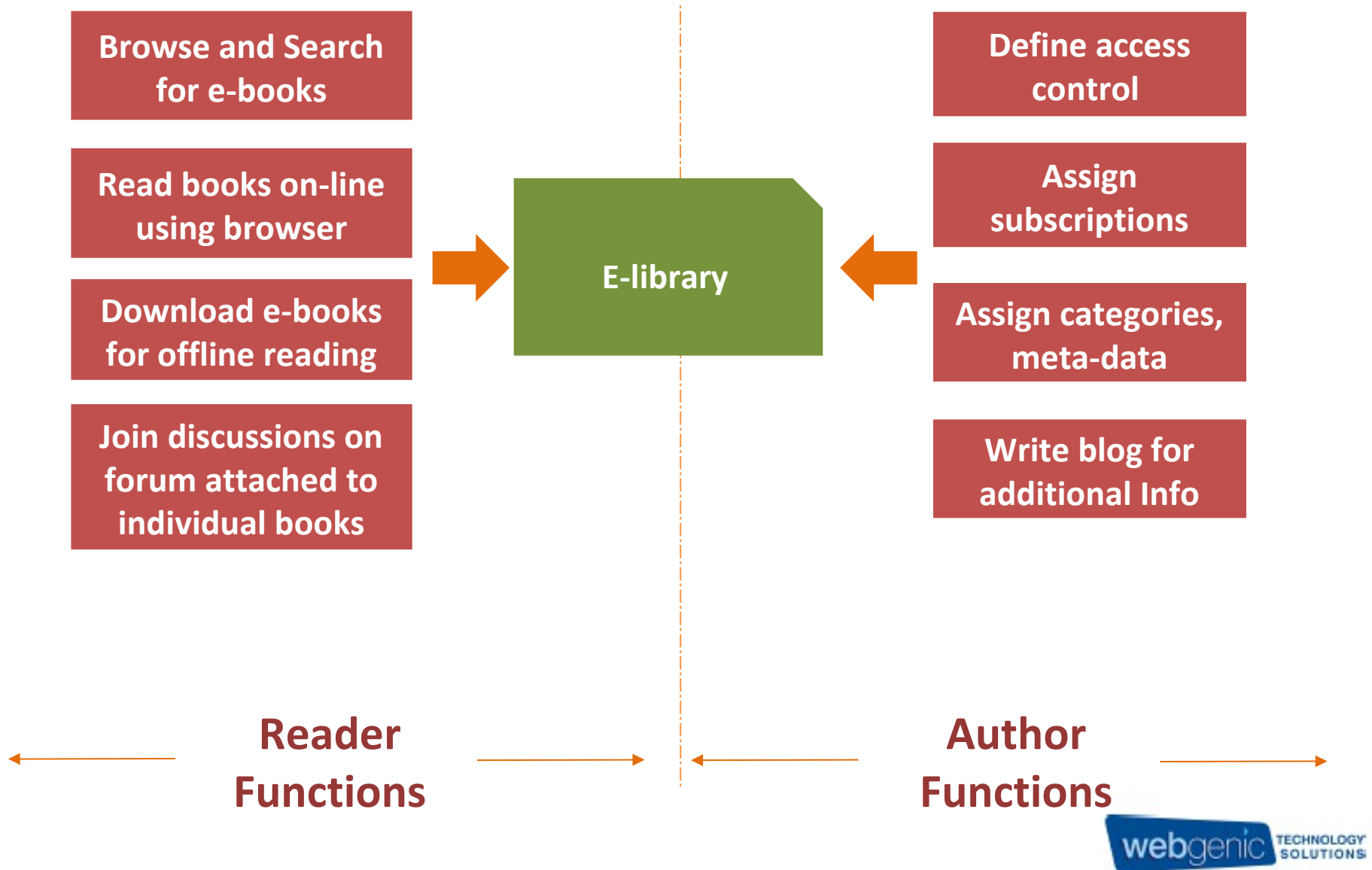
Who are Authors?

- Members who create books in E-library.
- Who assign subscriptions to books for reader access.
- Who assign categories, meta-data to the book for browsing & searching books.
- Who write blogs to provide additional information such as website, newspaper articles, and so on, in reference to the created/exiting book.



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Functions of E-library



Functions of E-library : Reader

1

Browse and Search for e-books

2

Read books on-line using browser

3

Download e-books for reading

4

Join discussions on forum attached to individual books

- E-Library Server is configured in such way that users have to login to see catalog
- E-books can be selected by browsing the Catalog.
- Catalog provides following search options to find and select books online:
 - Basic Search
 - Advanced Search
- Selecting (clicking) the book opens the Reader Area of the book
- Books are view-able depending upon the type of access defined for the book.

Functions of E-library : Reader

Browse and
Search for e-books

Read books on-
line using browser

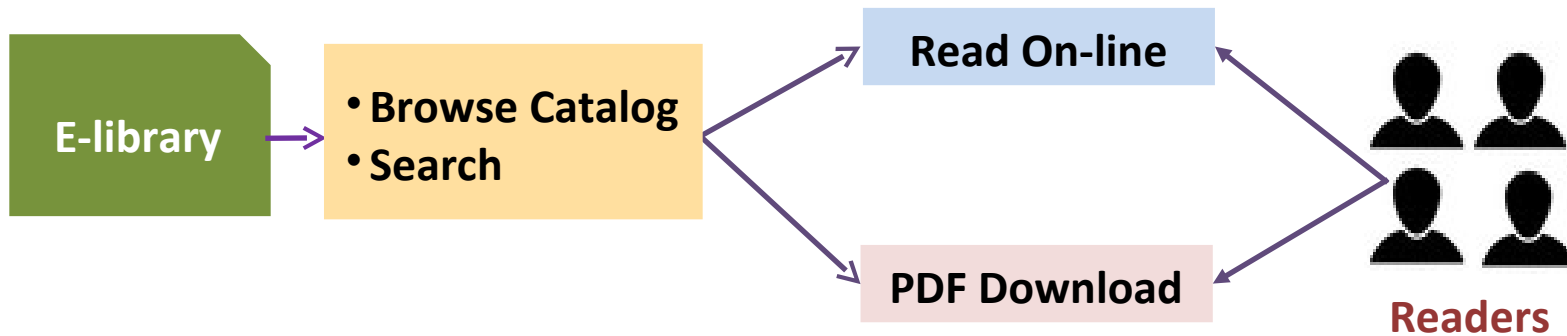
Download e-books
for reading

Join discussions on
forum attached to
individual books

- Read books online by accessing the Catalog using browsers such as Chrome, Firefox, and so on.
- Each book has unique Ebook-ID and a URL
- Download books in PDF format to your computer for offline reading.



E-library function – Read and Download



Functions of E-library : Reader

Browse and
Search for e-books

Read books on-
line using browser

Download e-books
for reading

**Join discussions on
forum attached to
individual books**

- Forums act as a communication channel between the readers and authors.
- Forums are a platform for discussion about a particular book.
- These are also a place where readers can have a discussion about a book among themselves. The discussion can be viewed & searched later for information.

Functions of E-library : Author

- Three modes of book access can be defined:
 - View Summary (title, description etc)
 - Preview Online (read in browser)
 - Download PDF (for offline reading)
- Access control for each mode can be defined as:
 - Login Required
 - Subscription Required
 - Open to All
 - Disabled

Define access
control

Assign
Subscriptions

Functions of E-library : Author

- Access control for book can be set to **Subscription Required**
- E-library provides an powerful & easy to use **Multi Book Subscription** concept which greatly reduces subscription management efforts.

Define access
control

Assign
Subscriptions

Functions of E-library : Author ...contd.

- **Multi-book Subscription** : An easy way to provide a group of readers to access a set of books.
- A subscription group is created.
- Desired books are added into the group.
- Desired readers (subscribers) are assigned to the group.
- The readers can then access all books in that group.
- When any new book is added into the group, all readers get instant access to it.

Define Access
Control

Assign
Subscriptions

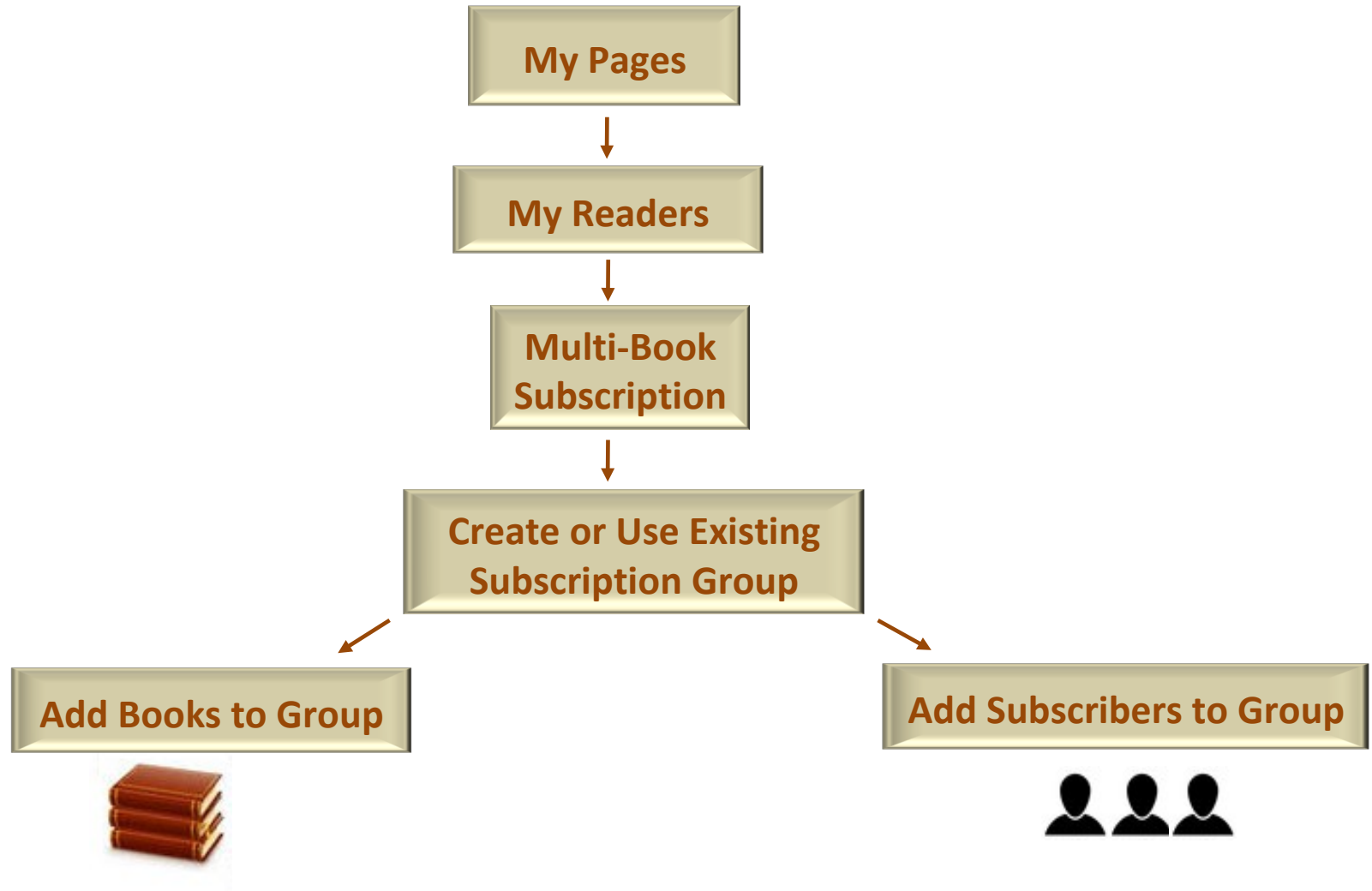
Functions of E-library : Author ...contd.

- Subscription requests can also be initiated by readers.
- If reader does not have subscription for any book, an option is available in the reader area of the book to send subscription request.
- Author can view & accept subscription requests by logging into the account.

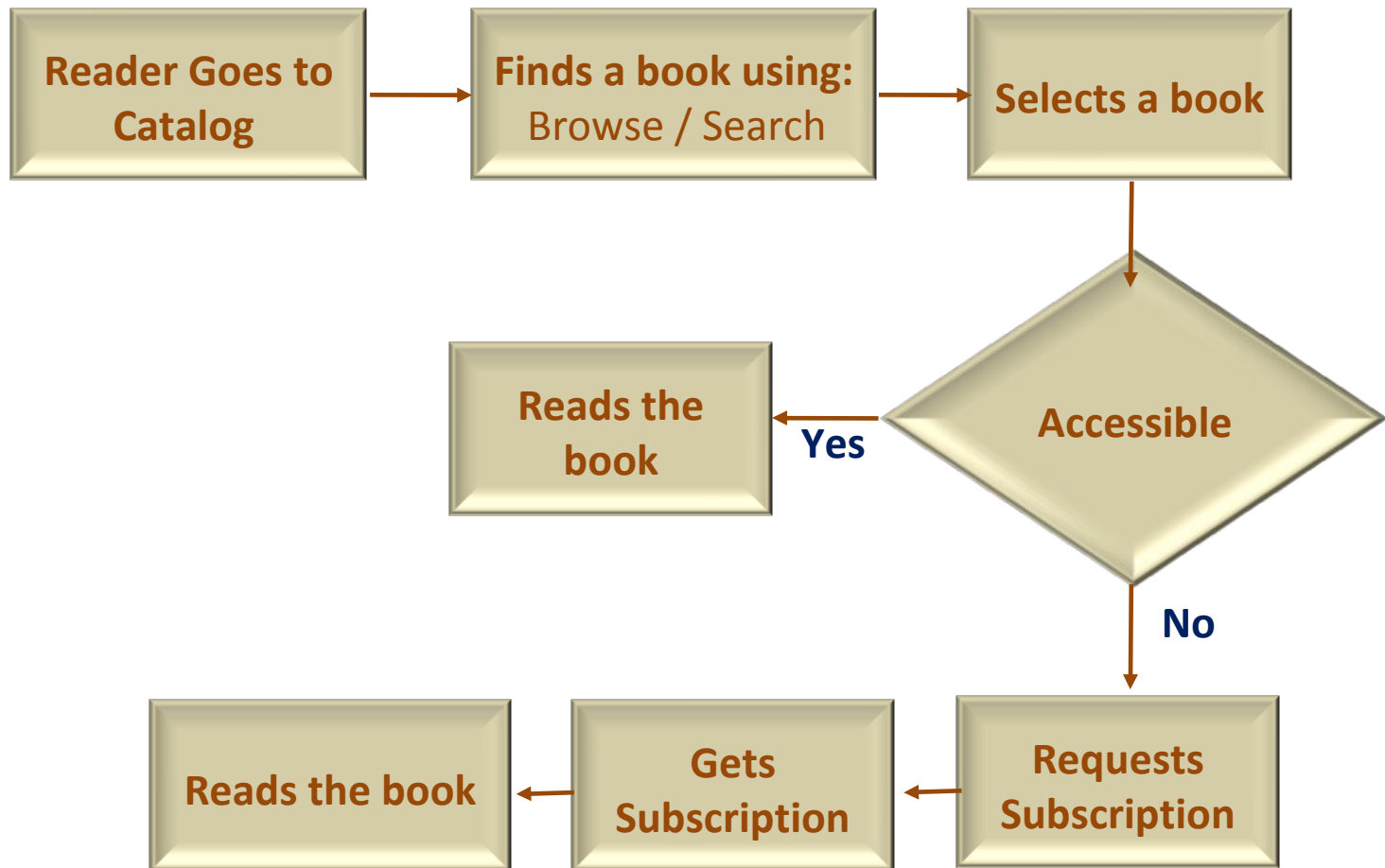
Define Access
Control

Assign
Subscriptions

Multi-Book Subscription



Book reading process in a nutshell



What is Publishing Service?

- Provides Multi-author, team driven collaboration environment
- Create new digital publications / books by combining new and/or existing documents
- Supports multiple input document formats such as Word, OpenOffice, Text, embedded images, PDF etc.
- Author can collaborate online with the team of experts such as Illustrators, editors to preview and edit the content of the book.
- Each team member can work online & independently to add/remove documents by logging into the server remotely
- Each team equipped with dedicated discussion forum and blog to discuss and collaborate.



Functions of Publishing Service



Functions of Publishing Service

1

Upload Content

- Content is the data used to create e-books.

2

Build books
online

- Content can originate from the following sources:

3

Preview of book
for editing

- ✓ Scanned pages using ScanCraft

4

Blogs by Authors

- ✓ Individual content created manually by team members using Word, OpenOffice, PDF and more,

Functions of Publishing Service ... contd.

1

Upload Content

Content created using ScanCraft

2

Build books
online

- Scan individual pages of a book using ScanCraft.

3

Preview of book
for editing

- Generate a single PDF file which is ready for upload.

4

Blogs by Authors

- Upload this file as a part of the new book.

Functions of Publishing Service ... contd.

1

Upload Content

Content created using other applications

2

Build books
online

- Create content required for book creation such as:

3

Preview of book
for editing

- ✓ Chapters
- ✓ Front and Back Cover
- ✓ Title Page, and so on.

4

Blogs by Authors

- Use text applications such Word, PDF, and so on, to create your content.
- Upload these files as a part of the new book.

Functions of Publishing Service ... contd.

1

Upload Content

- Use the author area to upload the content.

2

Build books
online

- You can upload data to different folders in the application.

3

Preview of book
for editing

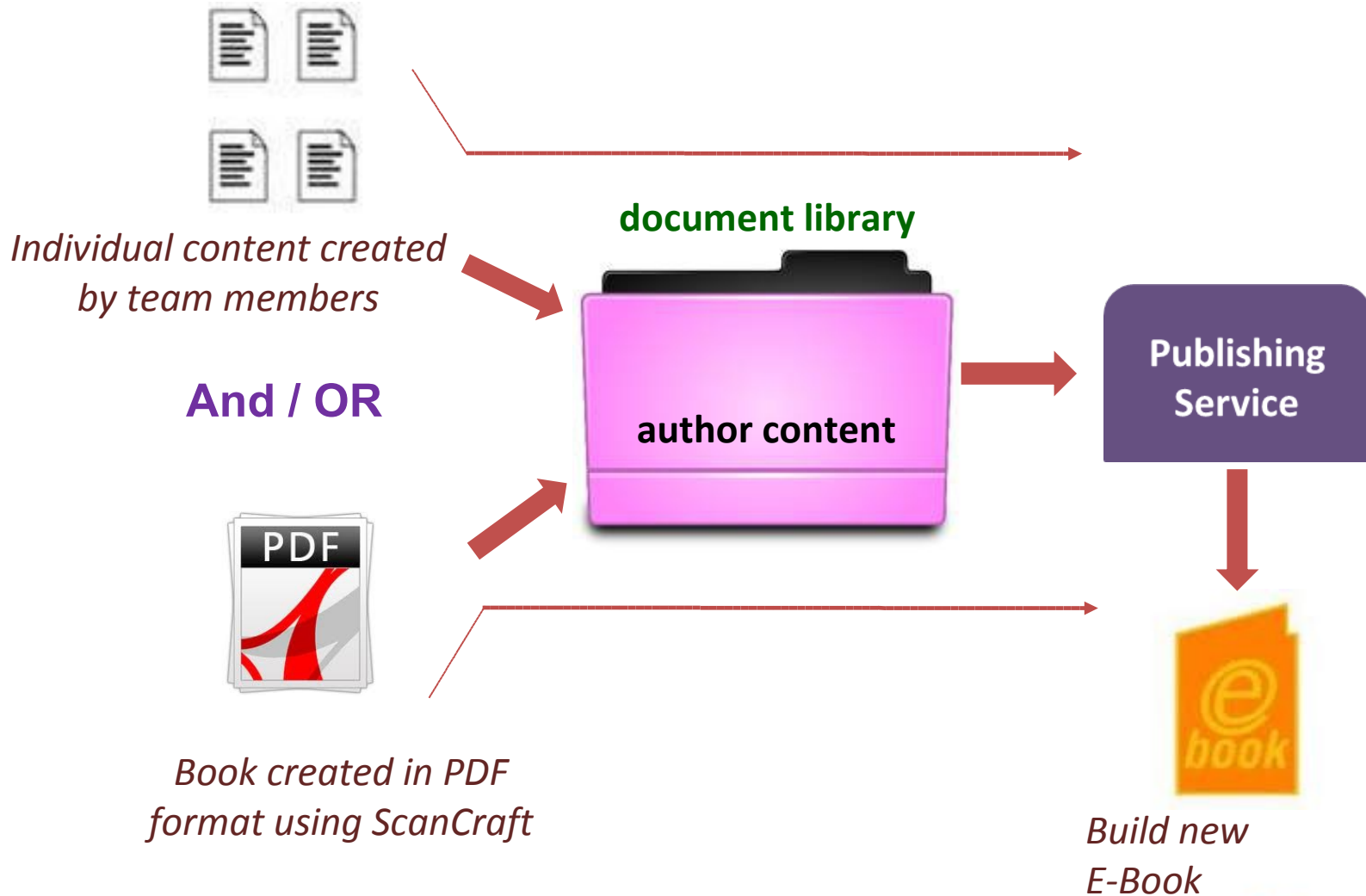
- This area is called the document library.

4

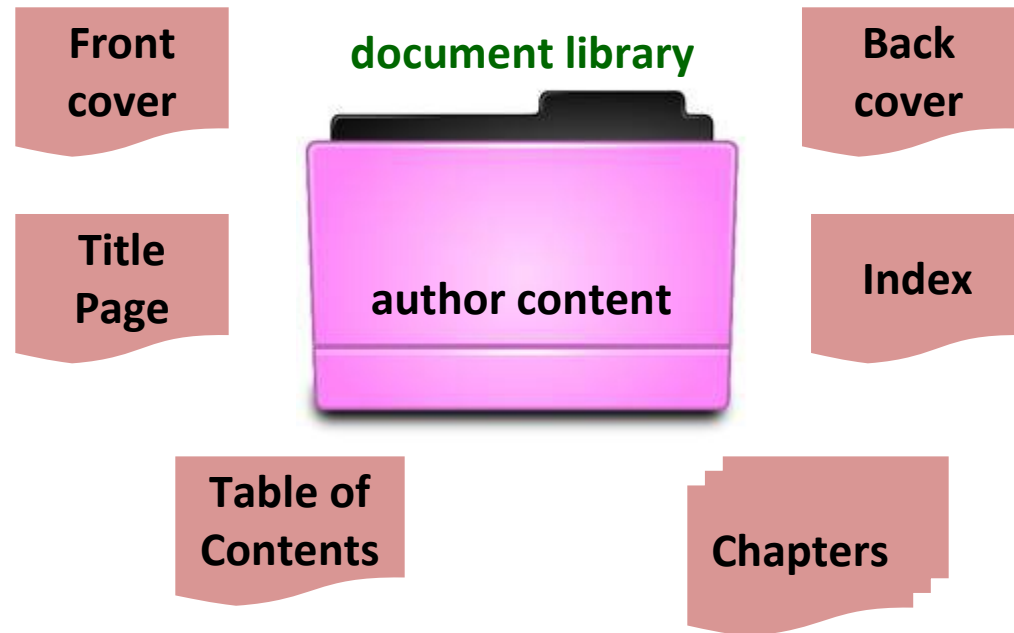
Blogs by Authors

- Document library stores different folders of content in the author content folder.

Publishing Service – Upload Content



Publishing Service – Upload Content



Functions of Publishing Service



It comprises of the following 4 phases:

- Upload the content.
- Build the book (at any stage in the process).
- Author and the team preview the book, make modifications, again upload the updated content to rebuild the book.
- When the book is ready for publishing, it is available to readers depending on the access control defined for it.

Functions of Publishing Service

1

Upload Content

- An area where authors post their opinions or any information on a regular basis.

2

Build books
online

- An author or a knowledgeable person writes a blog entry using Publishing Service.

3

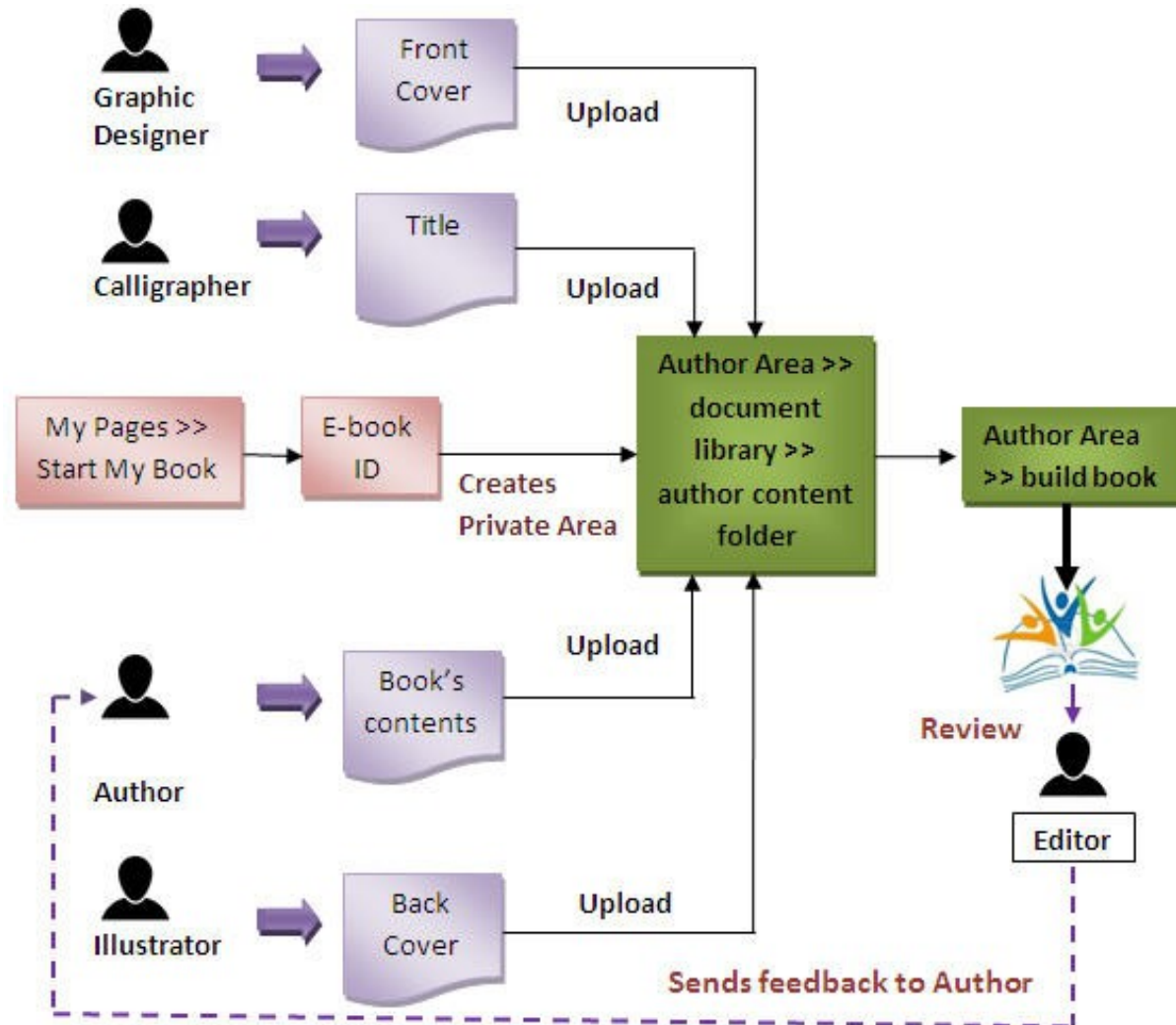
Preview of book
for editing

4

Blogs by Authors

- Blog entries can provide enriching experience to the readers.

Book building from scratch

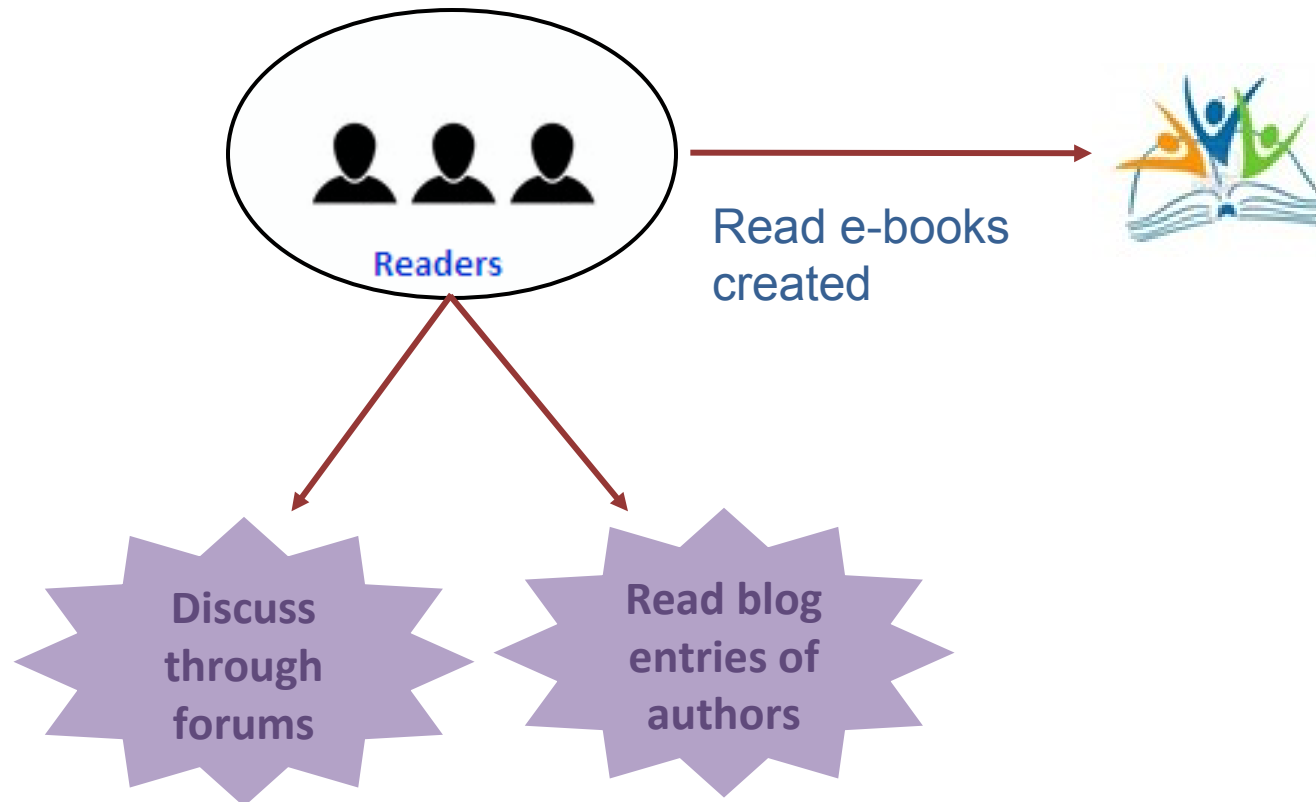


Reader Community vs. Authoring Team

- eLibraryPlus server has a concept of **reader community** and **authoring team**.
- Each book has its own reader community (a group of readers)
- Readers share & discuss information about a book by participating in dedicated forum attached to the book.
- They also read dedicated blog attached to the book.



Reader Community



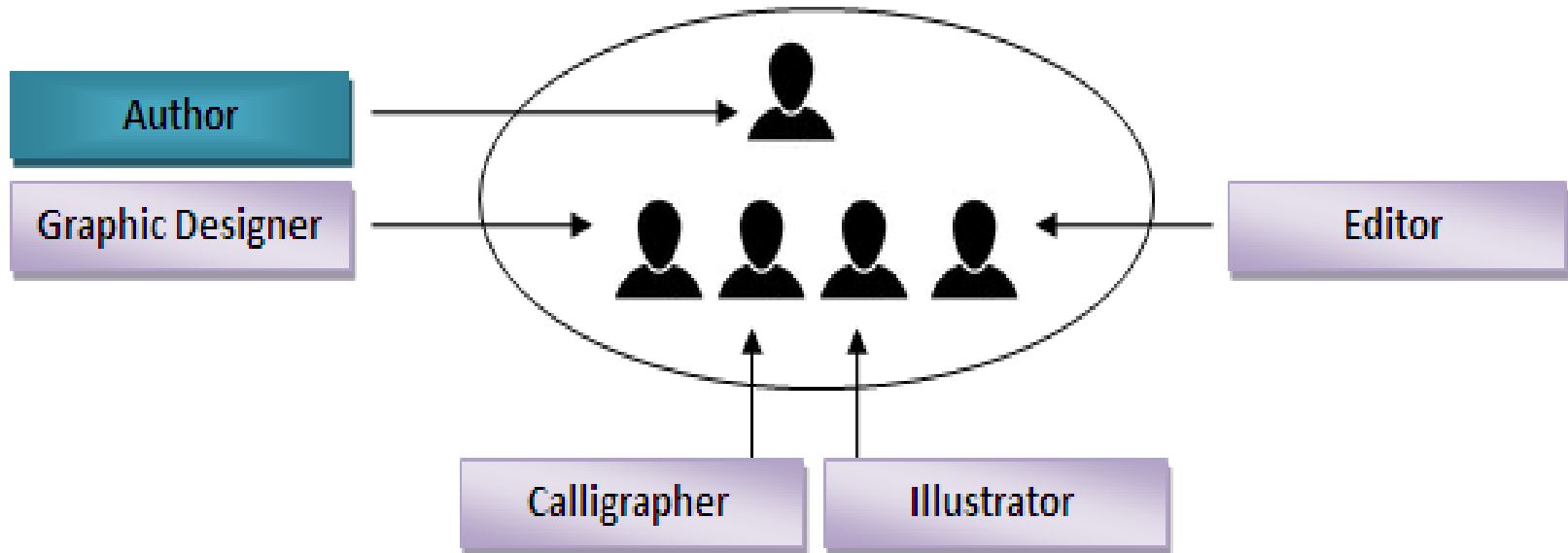
Reader Community vs. Authoring Team ...

contd.

- **Author team** is a group of authors, graphic designers, illustrators, and so on, who collaborate to build the book.
- Members in an author's team provide support with content creation, content editing, designing the book's pages, and so on.



Author's Team



Setting Book Properties

Following book properties are available for setting

Default Properties

- **Main Title** (searchable)
- **Short Name** (searchable)
- **Alias URL**
- **Keywords** (searchable)
- **Web Summary** (searchable)
- **Publish Date**
- **Expiration Date**

Setting Book Properties... contd.

Customizable Properties

- **Categories**

- ✓ Created by admin
- ✓ Assigned by Author
- ✓ Books can be browsed / searched based on categories

- **Metadata**

- ✓ Multiple metadata sets can be created
- ✓ Created by admin
- ✓ Assigned by Author
- ✓ Books can be searched based on metadata

Articles withing Books

- Articles (sections) can be created based on page range
- Following properties can be assigned for each article
 - ✓ Title
 - ✓ Short Title
 - ✓ Author(s)
 - ✓ Summary
 - ✓ Keywords
- All properties of articles are searchable

Bulk Upload of Books

Bulk Upload feature automates upload of large number of PDFs and creation of ebooks.

Using Zip File

- Zip file with multiple PDF files
- Zip file with multiple PDF files and metadata (.csv) file
- Zip file with only metadata (.csv) file

Using Server Side Folder (for admin only)

- Large number of PDFs can be copied to designated server side folder
- The server will upload from the designated folder

Thank you

