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Quick Reference Card

Adding metadata to your eBook

Corel® WordPerfect® lets you publish WordPerfect documents to MOBI and EPUB, two of the most popular eBook formats. If you're publishing an eBook in the hopes of selling it through an online vendor or having it added to a library's digital catalog, you should take the time to properly add metadata. Online vendors and digital libraries will reject the eBook if eBook metadata doesn't adhere to their standards.

Understanding eBook metadata

In a nutshell, metadata in eBooks is the equivalent to bibliographic information in printed work. Metadata helps eBook retailers and librarians better catalog your eBook and makes your eBook more discoverable in online searches. Here are some eBook metadata best practices.

Title field

For best results, capitalize every word in the title and subtitle except articles, conjunctions, or prepositions unless they are the first or last word in the title.

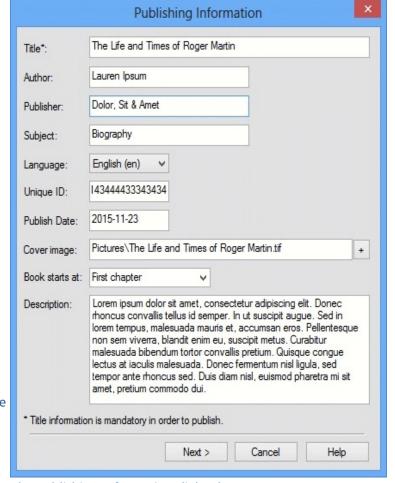
It's also a good idea to avoid using colons or dashes in your title. If a colon or dash in a title is surrounded by spaces, many online vendors treat the text that follows as a subtitle.

Author Field

Use the following syntax: "First name" "Last name." And, it is critical that the author name you use is consistent throughout your metadata, in the eBook, and on the eBook cover.

Unique ID field

This is a must for anyone who wants their eBook to reach a wider audience, Although there are several common identifiers for eBooks you could use, International Standard Book Number (ISBN) is recommended. For more information about obtaining an ISBN, see www.isbn-international.org. If you don't choose a unique identifier, WordPerfect automatically assigns one based on the date and time of publishing.



The Publishing Information dialog box

Publish Date field

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While not mandatory, a cover can help your work reach a wider audience. If your eBook includes a cover, make sure that the title and author name match exactly that information in the **Publishing Information** dialog box. Many online vendors treat the eBook cover and the eBook contents as two separate pieces. Any discrepancy between them will likely result in your eBook being rejected by the vendor. And, online vendors will not accept any eBook if it includes pricing information or ads on the cover.

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There are a few things that online vendors definitely *don't* want in an eBook description: Pricing information, advertisements, or hyperlinks.

Updating eBook metadata

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First, reopen the WPD file that you originally published to an eBook format.

Then, make sure the **eBook Publisher** toolbar is displayed. If it isn't, click **View ▶Toolbars**, enable the **eBook Publisher** check box, and click **OK**.

On the **eBook Publisher** toolbar, click **Publish to eBook**, enable the check boxes for the formats you want to publish to, and click **Next**.

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In closing

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