



# BibliU eReader

## PDF Submission Requirements

2022

PDF File types	3
eBook Cover	4
Layout	4
Page size and orientation	5
Compiling PDF Files	5
Page Numbers and Labels	5
Navigation Enhancement	6
Images	6
Security settings	7
Exported Format	7
Accessibility	7

## PDF File types

BibliU is compatible with PDF versions 1.2 and up, created with Acrobat versions 3.0 and up. If you are using an earlier version of Acrobat, contact us to determine whether your files will be acceptable.

BibliU encourages all content providers to deliver ePUB2 or ePUB3 files over PDF where possible in order to enable chapter-level analytics within the BibliU eReader.

PDF Type	Description	Acceptability
<b>PDF Normal</b>	Standard PDF files with recognizable text that can be edited, searched, and copied. These will be PDF files created per ISO standardized sets and subsets, e.g., PDF/X, PDF/A, and all variants of these specifications.	Preferred. This type of PDF best supports the functionality of the eReader.
<b>PDF image + OCR</b>	PDF files created from scanned documents using OCR software that include selectable, searchable text underneath the original page image.	Acceptable. The quality of PDF image + OCR files can vary. Pay particular attention to the following: <ul style="list-style-type: none"><li>• image quality (page images should be square and legible)</li><li>• alignment of the underlying text (when highlighting the imaged text, the selection rectangles should line up very closely)</li><li>• accuracy (underlying text should be proofread and corrected to ensure accurate searches)</li></ul>
<b>PDF - Image only</b>	PDF files that do not contain searchable text. PDF files created from scanned documents without using OCR are probably PDF image-only files.	Not acceptable. Selectable, searchable text drives much of the functionality of the eReader, so PDF image-only files should be avoided where possible

## eBook Cover

Every PDF document should start with the cover image. The cover page should meet the following criteria:

1. Should match the size of the rest of the page
2. Need to be in a JPG or PNG format

We recommend an image resolution of no less than 72 dpi and a minimum size of 250 pixels wide.

## Layout

Text within each page should be laid out so that text-to-speech follows a logical ordering of elements.

Text positioning should not happen using spaces. Wherever positioning is required that should happen with absolute positioning of text in the PDF document, otherwise the BibliU reader might trim whitespaces and text overlapping could appear. For example, in data tables columns might not align well in each row of the table.

To ensure the best reading experience for BibliU users, all pages should have the same size.

Content should not lie outside the page border, otherwise, processing may fail or be unreadable for BibliU users.

## Page size and orientation

BibliU recommends saving PDF documents with the following page display settings:

Single-Page, Fit-Visible, non-full screen.

All pages should be the same size, except where specific pages of the original are different sizes (for example, gatefolds and inserts). Pages that are rotated in the original document (such as maps or figures) should be rotated in the PDF to ensure proper viewing online. Do not include 2-page spreads. The BibliU eReader is designed to show just one page at a time.

## Compiling PDF Files

BibliU discourages all parties from sending files consisting of combined PDFs.

## Page Numbers and Labels

The BibliU reader is using both page numbers and page labels to provide the best possible user experience. In order to match page numbering with that of the physical copies of books:

1. Each page should have a page label associated, otherwise page numbering starts with the very first page as page number 1.
2. For BibliU to display non-numeric (i.e. Roman numerals) page numbers, page labels must be present in the PDF document.
3. Only use alphanumeric page numbers in the labels.
4. Do not repeat page numbers.

**Note:** BibliU uses the Table of Contents (TOC) from within the ePub/PDF content file provided by SPCC. **SPCC must ensure the TOC is as it wishes it to appear in BibliU, in the source file prior to depositing the file in the FTP folder.**

## Navigation Enhancement

Please include navigational aids such as bookmarks and hypertext links, which help readers move efficiently through documents and locate information easily. Bookmarks are used to drive the Table of Contents in the online reader and are critical for enabling a patron to interact with the book.

Support for embedded links are planned for the future—specifically, links to pages within the current PDF and links to external websites. Please include such links in your files where possible.

To ensure the BibliU reader renders fonts correctly:

- All fonts should be embedded in the PDF document, including all 14 base PDF fonts as well as any custom fonts used.
- Every font must have a valid CMap in the PDF document.
- All used glyphs should be present in fonts, which can be guaranteed by embedding the full font set.
- Text should not be scanned. Otherwise BibliU cannot guarantee the use of correct fonts, and text overlapping could appear.

## Images

Images need to be embedded in either JPG or PNG formats.

We recommend an image resolution of no less than 72 dpi and no greater than:

- Color images – 300 dpi
- Grayscale images – 450 dpi
- Monotone images – 600 dpi

There are exceptions. For example, a very small color image may need to be 600 dpi to be legible, while a document with several very large color images could be 72 dpi and still retain clarity.

## Security settings

Remove any security settings before submitting your files. In some cases, a PDF may be “certified” to prevent unauthorized editing. Document certification may cause processing delays within BibliU, so we recommend against including this feature.

## Scanned Documents

BibliU cannot guarantee the quality of scanned documents in its reader, thus processing of scanned documents is done in a best effort basis. Moreover, the pages should be scanned upright.

List of features that are not supported for scanned documents:

- Text-to-speech
- Text search
- Copying
- Printing

## Exported Format

PDF/A-2b is the preferred format (although PDF/A-2a and PDF/A-2u are also accepted).

There is no limit on the maximum size of PDF files sent to BibliU, however large files over 1GB may cause issues in processing and will be extremely difficult for users to download for offline access.

## Accessibility

We encourage you to submit documents as accessible PDF files. This greatly improves the research experience for patrons with physical disabilities.

Following the guidelines above will result in documents with many accessible-PDF characteristics: searchable text, fonts that allow characters to be extracted to text, navigational aids and hyperlinks. In addition, we recommend that your documents include language and title indication, structure tags and proper reading order, and alternate descriptions for non-text elements.