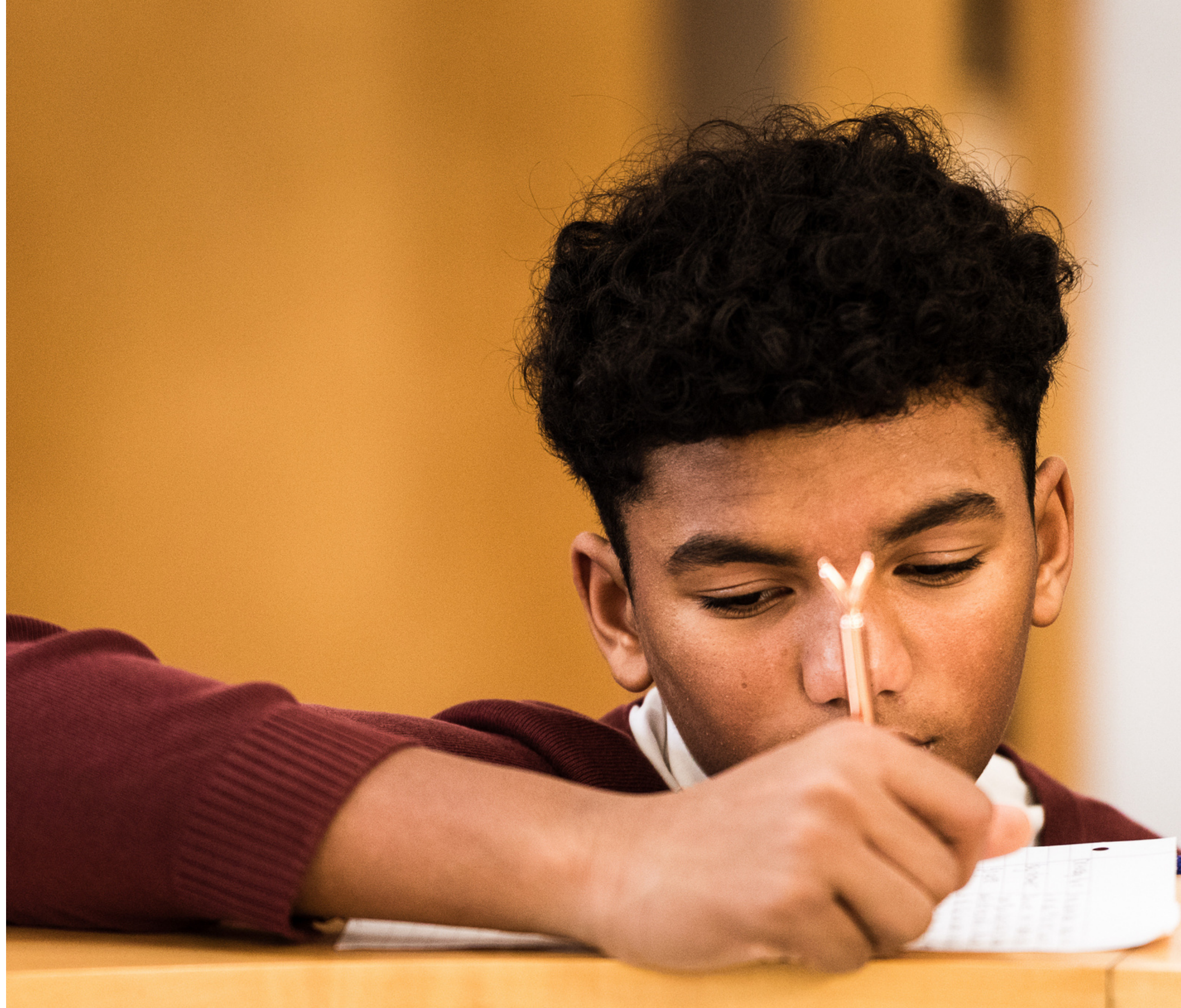


FIRST STORY **YOUNG  
AMBASSADORS**  
PROGRAMME

# **PUBLISHING MODULE**



5. Producing your  
magazine



## Printed magazines

You'll need to produce PDF files if you intend to print the magazine, or distribute it online as a PDF through websites like issuu.com. PDF stands for Portable Document Format – this file type should print or display exactly the same no matter what you do with it. There are two types of app you could use to create PDF files: word processing apps and desktop publishing apps.

### **Word processing apps**

Word processing apps, like Microsoft Word (there is a free online version) or Google Docs (free to use by anyone) are flexible enough to produce a high-quality printed magazine. They allow you to set up styles (fonts) for each of the text elements (e.g. title, normal text, image caption, header text) and apply them to each sections of text. This the quickest and easiest way to ensure the contents of your magazine is consistently formatted and professional-looking, and there are online tutorials for using text styles. You can also add images and to size and position them in your document. When you have finished proofreading and corrected any mistakes, it's easy to save the file as a PDF ready for printing.

### **Desktop publishing apps**

These apps are specifically designed for publishers to lay out books and magazines. Microsoft Publisher is the most common example, but there are free desktop publishing apps available. They work slightly differently to word processing apps, in that everything is in a box which can be freely positioned on the page. You can set the boxes up so that text flows from one to another, and you can specify how much space there is between text and images. However, they take a while to learn to use effectively, so if you don't already know how to use a desktop publishing app.

There are many apps and web platforms you can use to produce your magazine. We recommend you stick to what you know, unless you're very good at learning how to use apps or website building sites. Some of the options are listed next.

Read the Designing your Magazine resource for guidance about the different design elements that you will need to consider.

## Digital magazine production

There are two straightforward ways of doing this: as a blog or as an ebook.

### *Blogs*

A common blogging website is [wordpress.com](https://wordpress.com) – you can create a free blog, and apply a ready-made theme to make it look like a magazine

- Add some pages with information about the magazine and a contents page
- Put each piece of writing up as a separate blog post
- Include images and even adapt the theme
  
- Wordpress will manage the contents page blog layout for you. Check examples of literary magazines already on Wordpress (you can search for these). There are online tutorials on how to use Wordpress, and there are many other blogging websites you could use.

### *Ebooks*

Ebooks are digital versions of books that can be read on ebook readers or other devices using special apps (e.g. **Kindle, Kobo**). There are two standard ways to publish an ebook: as a Kindle book or as an EPUB book – Kindle books can only be read on Amazon ebook readers or apps, EPUB books can be read on any other ebook reader. Kindle is by far the most common format, and there are free apps for PCs, Macs, Apple and Android tablets, iPhones and Android phones that will read Kindle books.

A free app called **Calibre** will convert a Microsoft Word or PDF document to an ebook in either format. It also allows people to read either format of ebook.

Once you've created your ebook, you need to decide how to distribute it. Will you email it to your readers, or put it on your school website so anyone can download it, or both?

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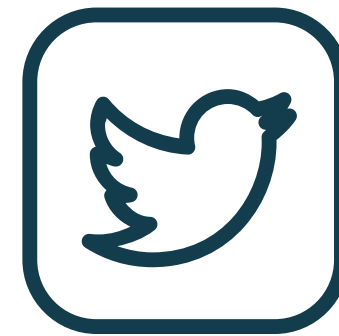
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