

FORMATTING AN EBOOK

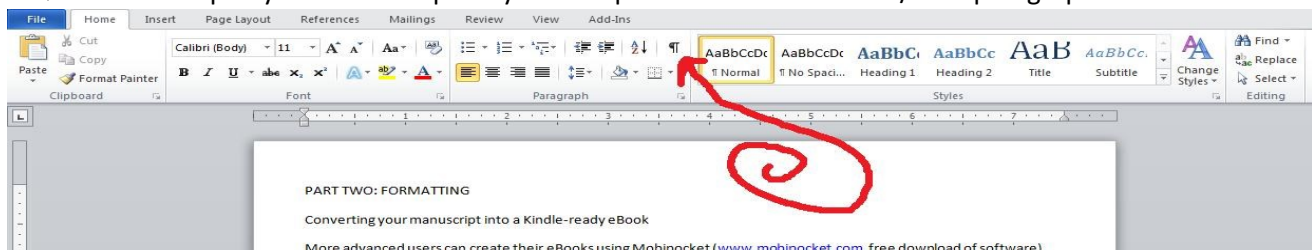
How to Convert your Word Document into an eBook

The simplest way to make an eBook is using Microsoft Word, so I will show you how that's done. I have published over 600 books with Word .doc (.docx) files and found that for most of us, Word is all you'll ever need.

1) **STEP ONE** – make certain that your book is as perfect as it can possibly be. Several people (if not a professional editor or two) have pored over it and found your errors. Spelling mishaps are only the beginning. Please (one more time PLEASE) do not overlook the good grammar and punctuation your schoolteachers taught you. As a matter of fact, look up the following books and try to get some or all of them.

- **EATS, SHOOTS & LEAVES** by Lynne Truss (punctuation primer with history of the language, the way it is headed, and humor)
- **KEYS FOR WRITERS** by Ann Raimis (everything you need to know about writing and punctuation in a very friendly format)
- **MLA HANDBOOK FOR WRITERS OF RESEARCH PAPERS** by Joseph Gibaldi (has great info, if a little dry)
- **WRITING TOOLS 50 Essential Strategies for Every Writer** by Roy Peter Clark (invaluable for fiction and non-fiction writers)
- **THE PLOT THICKENS 8 Ways to Bring Fiction to Life** by Noah Lukeman (fiction writers PURCHASE NOW!)

2) **STEP TWO:** Open your manuscript on your computer and hit the “Show/Hide paragraph marks” button.



It looks like a backwards “P”. Now you can see things that will royally mess up the Kindle conversion process. If you see “arrows” before each new paragraph, then you have been hitting “Tab” every time you want a new paragraph instead of setting your indentions using the Word programming.

3) **GO TO KDP:** You will have already set up an account with the Kindle Digital Publishing Platform (<https://kdp.amazon.com>), so go there now and click “add new title.” You will fill in all the blanks regarding your book including author name and any contributors, a short synopsis, the category you want it sold in, a number of “keywords” to aid customers when they are searching for a book on Amazon, and the author’s Bio, if desired. Then it will ask you to upload your cover. It describes for you right there the correct size required of your .jpeg. Then you will upload your Word .doc or .docx. Wait a few moments until VOILA! It will say, “Successfully converted” and you can look at it in the Kindle Previewer. If it looks good, go ahead to the next page where you decide your price and royalty choices. If it looks funny, go back to your document in Word and fix whatever you missed. Start over again until you get it right!

4) **PUT ON SALE:** If it looks good in the Previewer, put it on sale! Manage your account with Author Central (Useful Links sheet), and get to work on your next book.

NOTE: If you ever find yourself confused on any of these steps, remember who your internet best pal is: Google. Go to Google.com and type in your question. You might be amazed at how many responses you’ll find and how easily you are able to solve your dilemma!