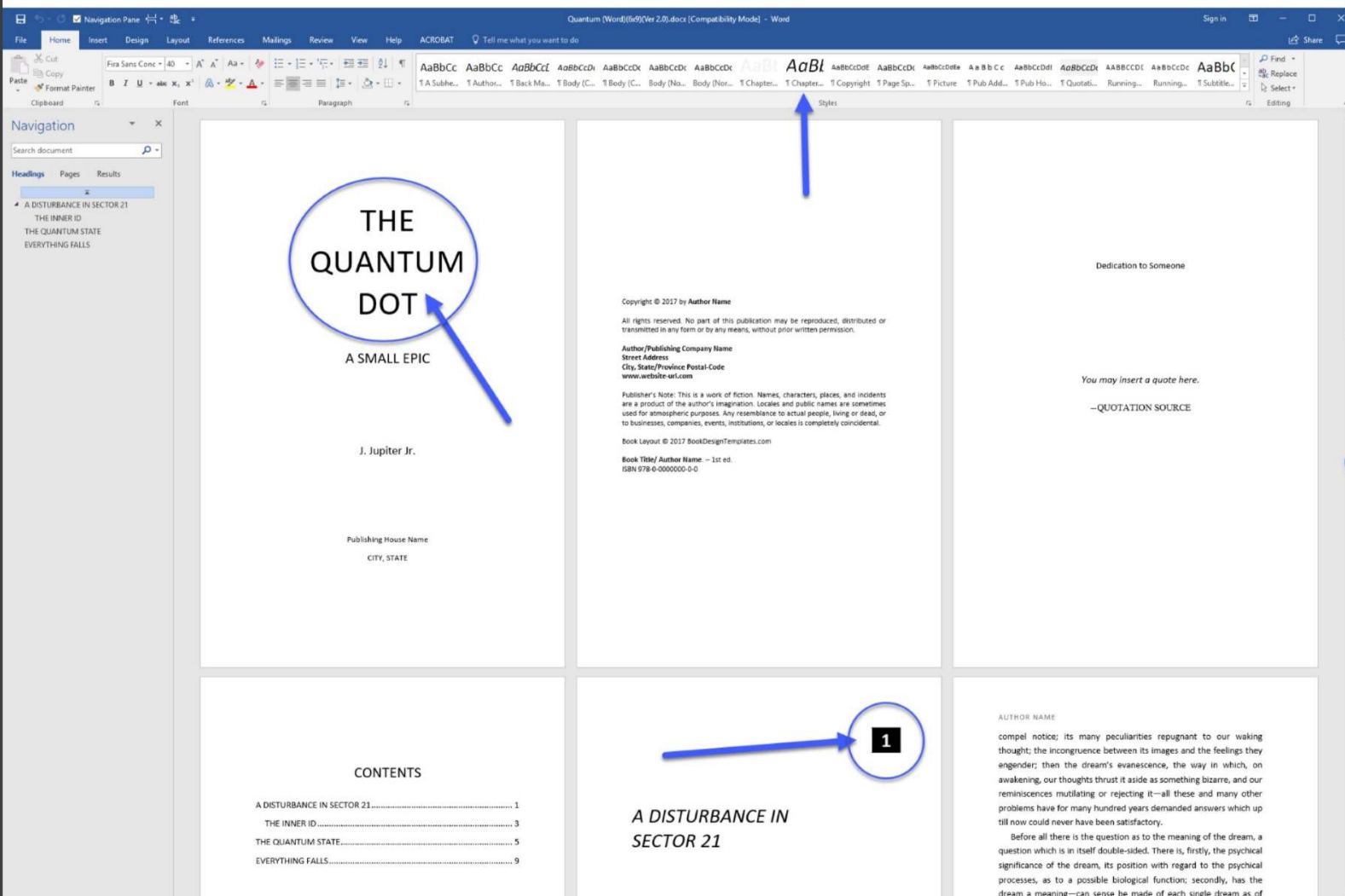


Word Template Formatting Guide



Book
Design
Templates

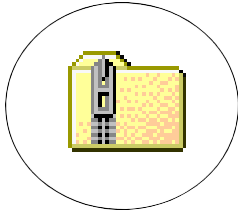


Contents

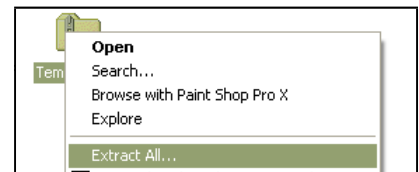
Getting Started & Installation	3
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Getting Started

Installation is Easy!



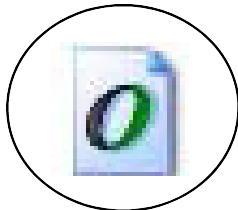
Open The Download .ZIP File Folder OR Extract the Template Files from the ZIP Download File



Locate the compressed (zip) template folder that you just downloaded.

On many PCs, you must extract the contents of the .ZIP file folder to a location of your choice on your computer, such as the desktop. This will allow you to access the template files, documentation, links and other materials.

Newer PCs and Macs will allow you to open and work out of the .ZIP file without extracting the contents. The .ZIP file will appear as a standard folder on your PC or Mac, containing the template and related files.



Install the Fonts

Name	Size	Type
OFL License Information		File Folder
Mate-Italic.otf	22 KB	OpenType Font file
Mate-Regular.otf	22 KB	OpenType Font file
MateSC-Regular.otf	24 KB	OpenType Font file
TheanoDidot-Regular.ttf	166 KB	TrueType Font file
TheanoModern-Regular.ttf	177 KB	TrueType Font file

Inside the template folder, locate the **“Fonts (INSTALL FIRST)”** folder and open it. Install all of the included fonts by opening and installing each one individually.

(Alternately, you may drag the font files to your PC’s “C:\Windows\Fonts” folder or to your Macintosh’s “Font-Book”.)



Open the Template file for your version of MS Word.

Name	Type
Fonts (INSTALL FIRST)	File Folder
Awakened (6x9 Print Format - With Front Matter) v1.08.docx	Microsoft Word Template
Awakened (6x9 Print Format - With Front Matter) v1.08.pdf	Adobe Acrobat Document

Open the folder containing the Word template.

For Word 2007 and newer, open the template file with the Microsoft Word .DOCX extension.

Note: The template will contain sample chapters and content to help you get started. You may overwrite or remove this content as needed.

Template Layout Overview

Chapter Heads: Unique and stylized designs are made simple though the use of pre-set Styles for chapter numbers and titles.

 $\{1\}$

Loomings

Body Text: T

Body Text: Text is controlled by several author selectable formatting Styles that are designed to give you a professional layout without any guesswork. Choose from normal, non-indented, italicized and capitalized text to make your artisan work stand out.

Pro Design: Drop caps, dingbats and Styles for small-caps text are included with select templates.

Pagination: Page numbering is controlled with section breaks to ensure that every segment begins on the correct page. (Most often on recto, or “odd” pages.)

Book Construction Basics for Print

Chapters Start on Recto Pages:

Books can have blank pages too. The vast majority of books follow the industry standard of chapter openers starting on a Recto, or right-hand (odd) page. Often, the prior chapter ends on an odd-numbered page. When this happens, it is customary to make the back of that page blank, to allow the next chapter to start on the correct page. This is also true for many front matter pages like dedications and quotations.



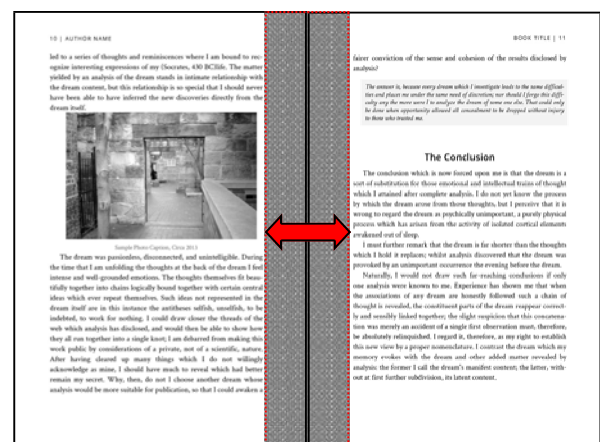
Verso (Left)
Even Number

Recto (Right)
Odd Number

Books have Gutter Margins:

Books have bindings in the center to hold all of the pages together. These bindings cause the pages to roll inward toward the center in what is called a gutter. Extra page spacing, or gutter margins, are required on the inside edges of the page to account for the gutter.

Even pages will have larger margins on the right side, and odd pages will have larger margins on the left side to allow the page to appear centered when bound in book form.



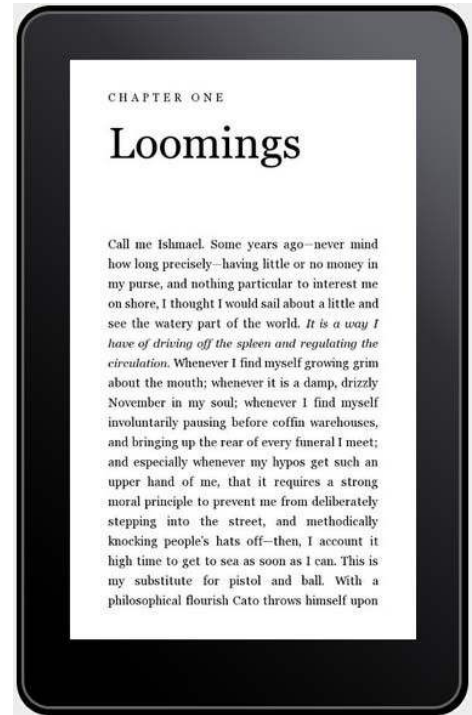
Even Page
Right Gutter

Odd Page
Left Gutter

Book Construction Basics for eBooks

Most Formatting is Discarded during eBook Conversion:

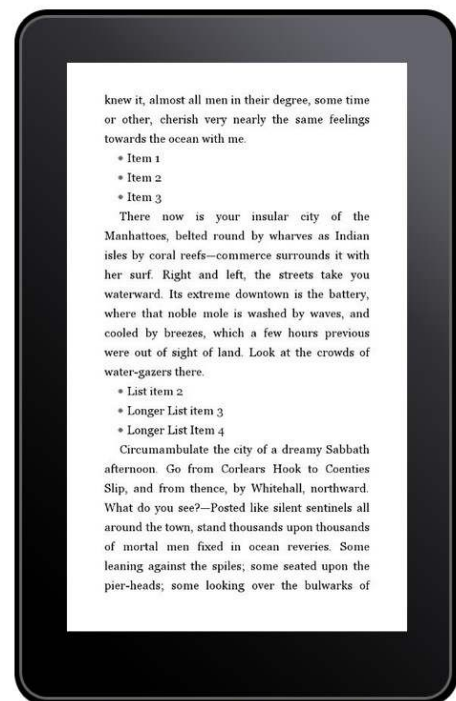
eBooks and eReader platforms are still in their infancy. Although newer eReaders may incorporate some font embedding, drop-caps, and fixed layout, eBooks are still dominated by minimal text layout options. As such, templates are built with formatting that is most common across the multitude of eReader platforms, and omit format features that most often malfunction, like fancy fonts and fixed layout.



eBooks Have No Page Sizes:

eBook formats will not have a set page size. Word does require a page size for the document, but once the file has been converted to an eBook, the margins, gutters, and spacing will be ignored by eReader devices.

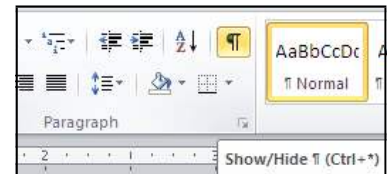
Further, Section Breaks get converted by eReader platforms into page-breaks automatically. This removes blank pages automatically from your finished eBook file.



Key Concepts & Quick Start Tips

Use Show/Hide to See Formatting Markup

Word's Show/Hide command will reveal hidden formatting marks in your template, like section breaks, tabs, & carriage returns. Turning on this mode to see these marks will make formatting much easier. This is essential for adding and removing Section Breaks and making sure you have the proper spacing and paragraph alignment in your book. We advise turning this mode on during the entire process of formatting your book using the template.



Use Styles for Proper Layout

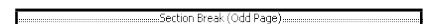
Every formatted section of the book template has a corresponding Style in Word that is pre-configured for the best layout results. You can utilize these Styles to quickly format new chapters. After pasting in your manuscript text, always apply the proper Word Style to ensure proper layout. There are Styles for virtually every formatting scenario in the template, from chapter names and numbers, to the text on the title page and copyright page text.



Use Odd Page Section Breaks at the End of Chapters and other Sections

Books have special page formatting requirements that call for chapters to begin on the right-hand, or recto page. The first page of each chapter of your book must start on an odd-page to meet this formatting specification. After the last paragraph of each chapter, insert an odd-page section break to ensure that the next chapter begins where it should.

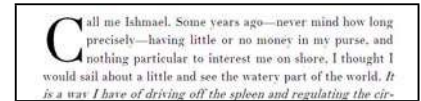
Section Breaks can also be used to add additional pages to the front-matter of your book. Simply insert a new Section Break (Odd Page) after the dedication or quotation page in the template and the next page will be a blank recto page, ready for text.



Key Concepts & Quick Start Tips(cont)

Drop Caps Can be Easily Removed and Added

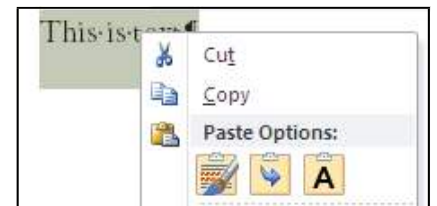
Some templates feature a drop cap letter at the chapter opening. Word makes it easy to insert a drop cap (or raised cap) as needed. When copying over the text of your manuscript to the template, you should delete the template drop cap and re-create it once your text copy has been completed.



Copy/Paste Merge Formatting Text where Possible.

The templates utilize preformatted Styles to control the layout of the text. When pasting in new text from your manuscript, we advise pasting with “Merge Formatting”, or pasting with “Keep Text Only” to prevent your original text font and style from transferring to the template.

Some versions of Word do not have this paste function, so the standard paste will have to be used. You may utilize the styles in Word to stylize and format the text after pasting.



Page Numbers are Pre-Configured by Section

Section Breaks signal to Word that the template is beginning a new chapter, front-matter page, or back-matter page. The template’s built-in samples have pre-defined page numbering for each of these sections, with some containing page numbers, some pages that omit page numbers and others have Roman numerals. It is important to keep this in mind when creating new sections, especially chapters, to preserve the page numbering scheme of the book.



Tip: More advanced layout and formatting instructions can be found in the “Layout Essentials” section of this guide.

Transfer Your Manuscript & Format It

Transfer Your Content

Transfer your Manuscript to the Template with Ease

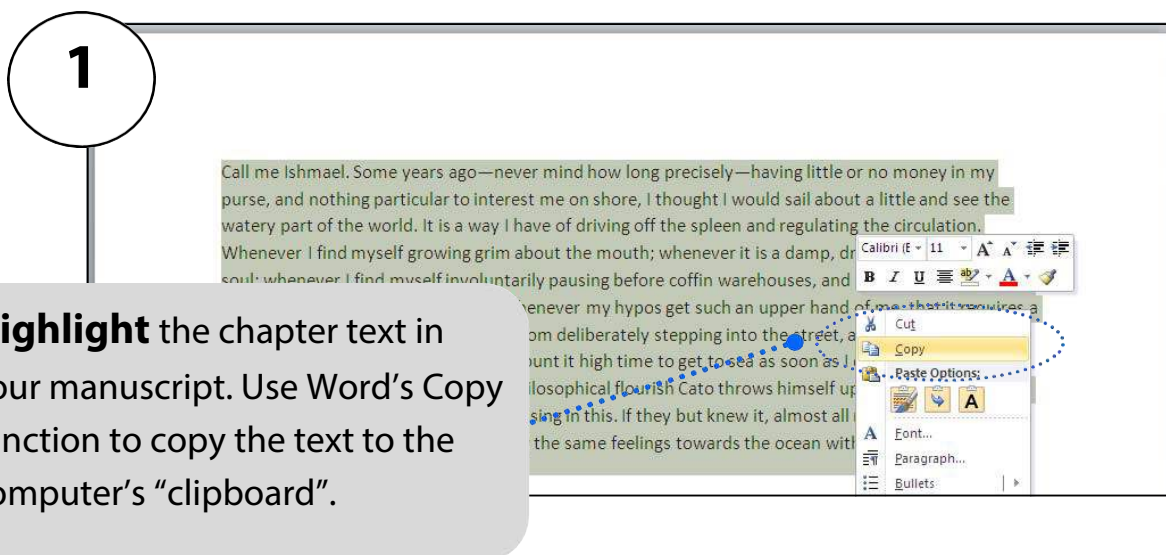
Transferring your manuscript is as easy as using copy and paste. Our pre-formatted templates come with three sample chapters that you can overwrite with your own text and replicate as needed.

Open your manuscript in Word and highlight the chapter text you want to move to the template. Use the “Copy” command on the highlighted text. Next, open the template in Word. Highlight the sample text in **chapter 1** and then “paste” the copied text over it. Re-highlight the new chapter text and apply “Body” Styles as need to automatically layout the chapter.

Note: We recommend copying over each chapter, one at a time, to ensure uniform text transfer and formatting. (Copy/Pasting the entire book at one time is recommended only for advanced/experienced users.)

Note: If your book has a preface or introduction, replace the text in the sample chapter 1 with the preface or introduction. Then paste your chapter 1 over the template’s sample chapter 2. This will preserve all page number formatting.

Always start by overwriting the chapter 1 sample, to ensure the page numbers and running heads replicate correctly.



Transfer Your Content

Highlight the chapter text in the template that you wish to overwrite or delete.

Be careful not to highlight the chapter name, number, or the hidden “Section Break” markup at the end of the chapter.

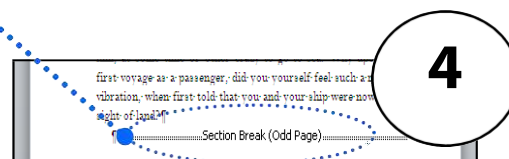
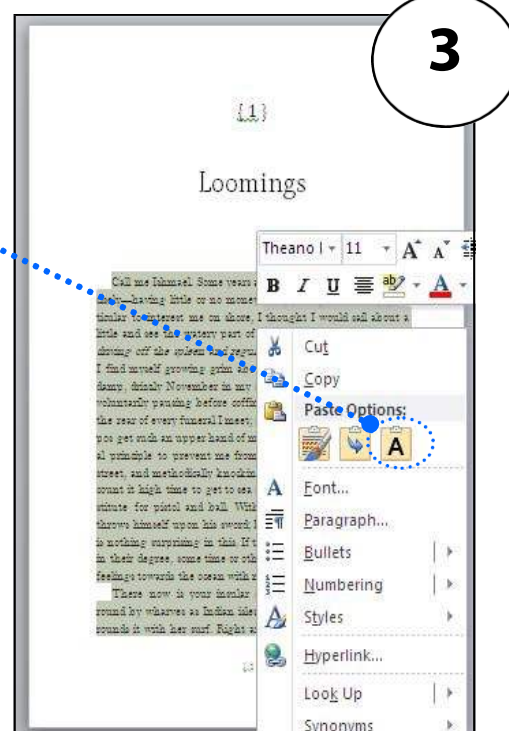
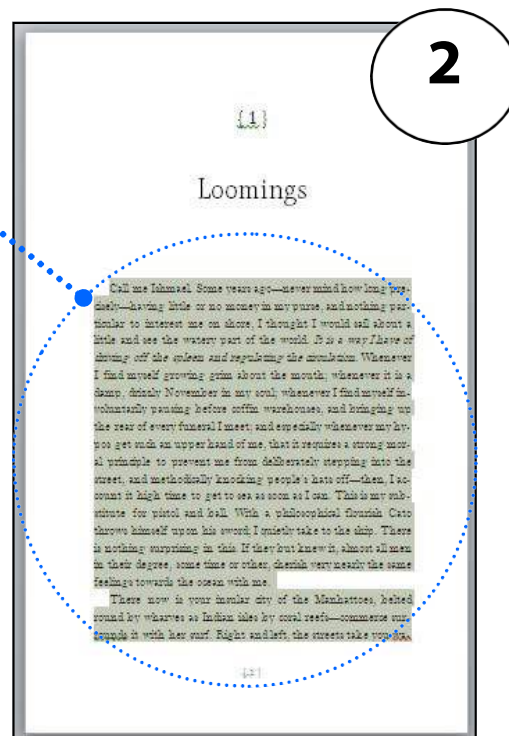
We recommend using “Show/Hide” to view the hidden markup during this step, as outlined in the “Layout Essentials” section of this manual.

Paste the chapter text in the template that you wish to overwrite or add. If you have the option, use **Paste “Merge Formatting”**, or **Paste “Keep Text Only”**.

After pasting the text, highlight and reapply Styles for the text you entered, as well as apply the “Drop Cap” at the beginning of the paragraph.

Chapters always end with a single “Section Break (Odd Page)” after the last paragraph, to ensure that the next chapter starts on an odd (right-hand) page.

You may add this from the “Page Layout” tab in Word, under the “Page Setup”, “Breaks” drop-down menu. **Use “Show/Hide” to see this normally hidden markup document.**



Inserting More Chapters & Chapter Headers

CHAPTER · THREE ¶

Inserting New Chapters are easy to do. Simply add a new Section Break (Odd Page) at the end of the last sample chapter and begin formatting.

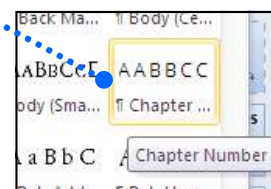
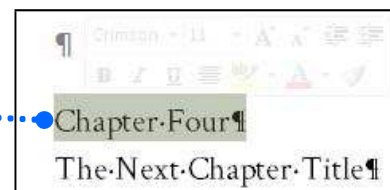
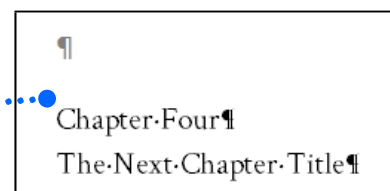
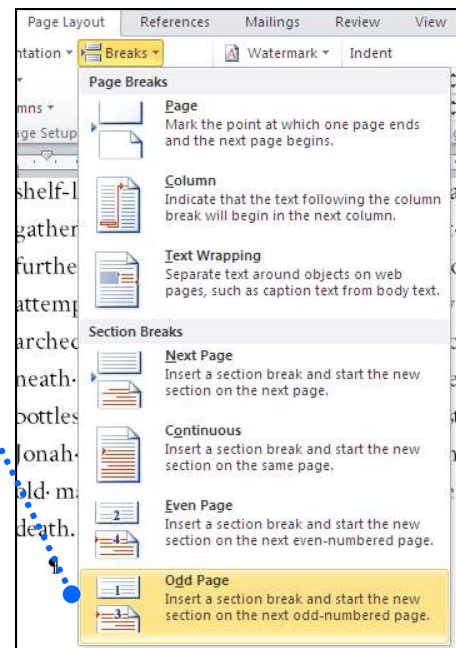
Insert a Section Break (Odd Page) after the last paragraph of the last chapter. **Click** the Breaks drop down on the Page Layout tab. **Click** Odd Page from the menu to insert the break.

Tip: This will create a new, odd-numbered blank page. You may optionally use a Section Break (Next Page) if you do not want blank pages in your finished book file. You only need one section break per chapter.

Type the new chapter header text for the chapter number and/or name.

Highlight the new chapter header text and apply the appropriate styles.

Tip: Optionally, copy and paste the pre-formatted chapter header from the previous chapter and change it.



Inserting More Chapters & Chapter Headers (cont)

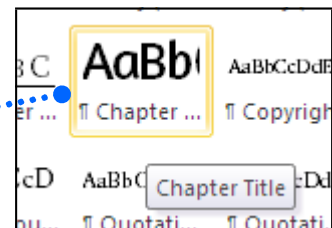
Dreams Have a Meaning

Tip: If your chapter name or title name exceeds the width of the page, Word will automatically hyphenate the title and break it into two lines.

To manually break the line in the middle, use the carriage return (SHIFT+ENTER). This will move the following text to the next line without hyphenation.

The Surprising and Enduring Role of Ordinary Spinach

Tip: Templates with a Table of Contents (TOC) automatically generate the TOC using text that is formatted with specific styles. Typically, the Chapter Name/Title, Back Matter Title, & Subhead A style formatted text will appear in the TOC when updated.



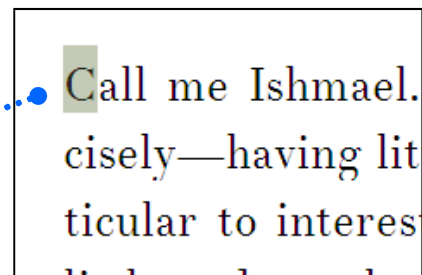
Contents¶	
Dreams Have a Meaning.....→.....	1¶
The Three Tendencies.....→.....	3¶

Drop Caps

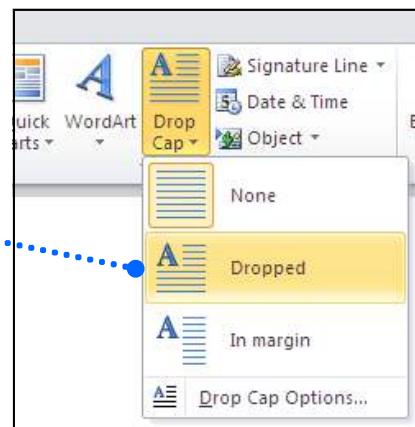
Call me Ishmael. Some years ago—never mind how long precisely—having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. *It is a way I have of driving off the spleen and regulating the cir-*

Drop caps are used on the first paragraph of select template designs. Creating a drop cap is a three step process that is easy to complete.

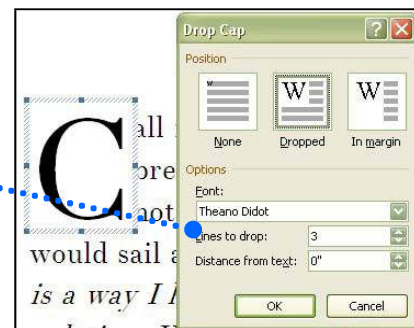
Highlight the first character of the chapter's opening paragraph.



Select Drop Cap from the insert tab, "Text" section, and choose "Dropped".

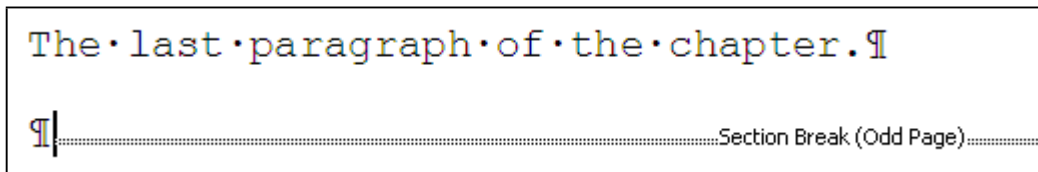


Tip: Optionally, select Drop Cap Properties/options to adjust the size of the drop cap to the number of lines that you wish the drop cap to occupy.



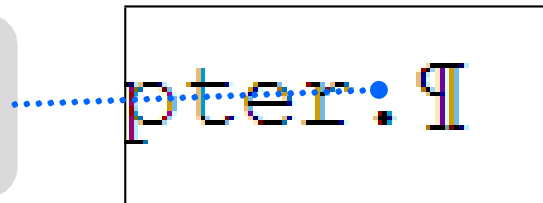
Tip: Raised Caps are an option on some templates. To create a raised cap, highlight the first character of the paragraph and select the raised cap style.

Section Breaks

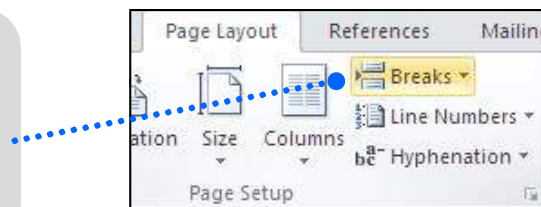


Section Breaks are used after the last paragraph of a chapter. Inserting a section break assures that the next chapter or front matter page starts in the correct place. Most section breaks will be for “odd” , or verso pages. Chapters should always start on an odd-page, so be sure that every chapter ends in a “Section Break (Odd Page)”.

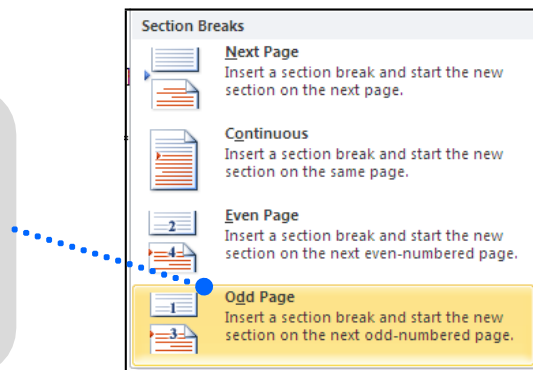
End the last paragraph of chapter or page text with an “ENTER” or pilcrow.



Select the “Breaks” dropdown from the “Page Layout” tab, “Page Set-up” section.



Select Odd Page to insert an Odd Page Section Break.
If you require a next page section break, choose it from the menu.



Tip: Be sure that you only have a single Section Break (Odd page), and not two in a row, as this can throw off page numbering in your final file. The Sample chapters in the template include a Section Break.

Headers and Footers (Print Only)

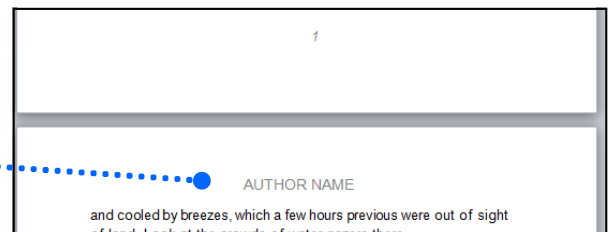


Running heads and page numbers are included in your template and are designed to automatically paginate correctly in each chapter without author intervention. In most templates, the front-matter and first page of the chapter will omit the running head. The book title and author will only appear on subsequent chapter pages, per industry standards.

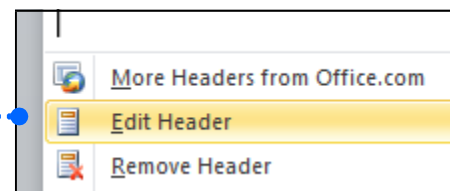
You must modify the running heads to include both the author's name and book title. All running heads are linked throughout the book. By changing the author's name and book title on the first chapter's running heads, the change will propagate throughout the entire template automatically, saving you time and effort.

Note: eBook templates do not utilize running heads or page numbers. If present, they will be removed during eBook conversion automatically.

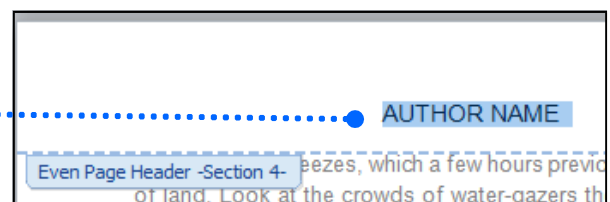
Navigate to the second page of the first chapter of your book.



Double click the header area, or choose Header / Edit Header from the Insert tab to edit the header.



Change the header by over-typing the text already in place.



When finished, click "Close Header and Footer" on the title bar.

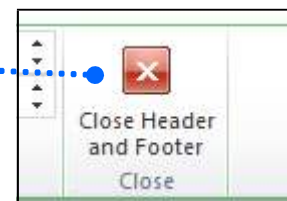


Table of Contents

Contents	
Loomings	1
Straight for the Water	2

The Table of Contents (TOC) included with non-fiction templates is pre-formatted to match the interior style of your book, and is designed to automatically update itself with the push of a button, so there is no need to manually change the table.

The table is generated from the chapter titles and subheadings you have in your book, based upon the styles used to format them. Once you have completed the copy of your manuscript to the template, and applied the Chapter Title, Subhead, and Back Matter Title Styles, the table's update procedure will automatically generate the TOC using the tagged titles and subheads.

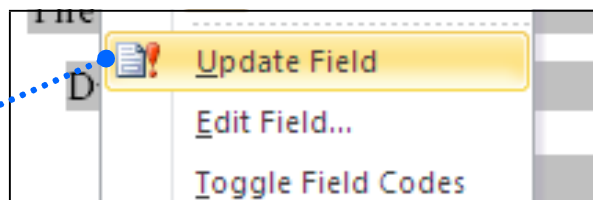
The TOC has 2 levels of indention, based upon the Style used:

First Level: Text Formatted with styles: Chapter Title, Back Matter Title

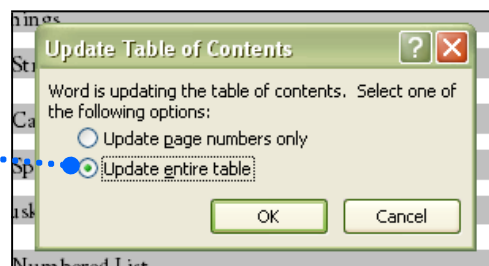
Second Level: Text Formatted with style: A Subhead (Level 1)

Note: The Table of Contents Title , Title (Title Page), and Subtitle (Title Page) Styles do not appear in the TOC.

Update the TOC by right-clicking the text of the TOC and choosing "Update Field" from the menu.



Choose "Update entire table" by clicking the radio-button next to it. **Click "OK"** to update the TOC.



Tip: Do not type over any text in the TOC, this may disable it's ability to update automatically. Instead, update your chapter titles & subheads.

Chapter Name Header (Print Only)

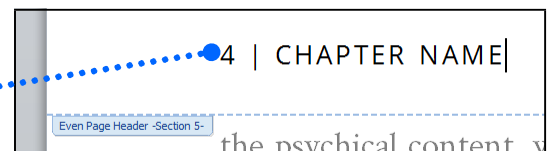


Chapter name headers are sometimes required to meet an author’s design or layout goals. By default, our templates come configured with the author’s name as the standard running head on even pages of the book. You can convert the author name running head to a customizable chapter name by following these easy steps.

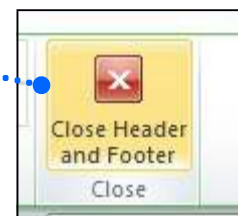
Note: These steps should only be completed after all chapters have been formatted in the manuscript and all pages are included. This step should be a “last step” before going to print, as un-linking the headers in the template may interfere with proper page numbering if performed before all pages are in the book file.

Complete the process of transferring your manuscript to the template and complete all other formatting.

Open the even page header in the first chapter by double clicking it.

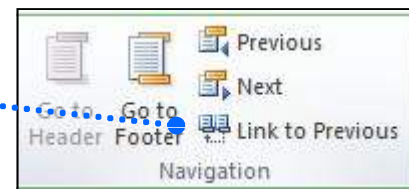


Change the author name to the title of the first chapter then **Close**.



Open the even page header in the next chapter by double clicking it.

Unselect the **Link to Previous** button in the navigation section .



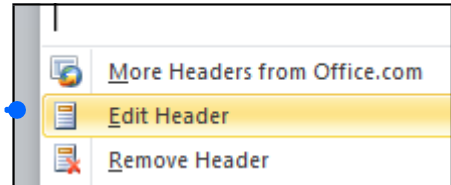
Change the author name to the title of the chapter then **Close**.

Repeat for all subsequent chapters.

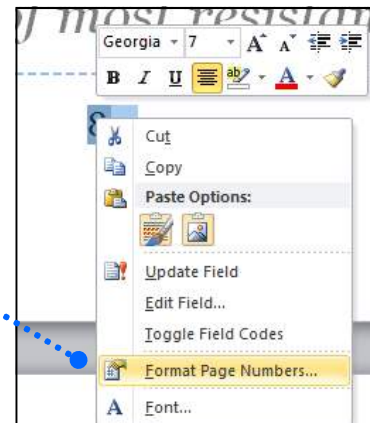
Page Numbering Sequence or Style (Print Only)

Occasionally, you may wish to change the page number sequence or style. Word utilizes a simple system to keep track of page numbering, with the option to “continue” a sequence from a previous section, or to start the numbering at a specific page number in the section. You can easily manage page numbering with the steps below.

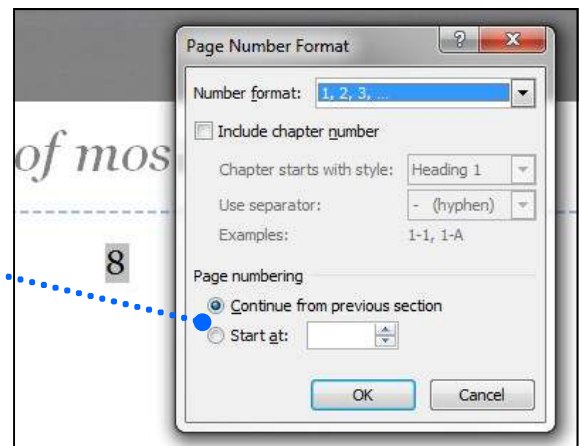
Double click the header area, or choose **Header / Edit Header** from the Insert tab to edit the header.



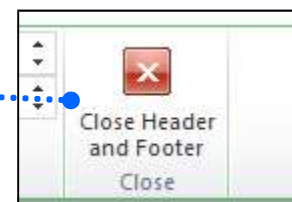
Highlight the page number in the header, or footer and right-click it to bring up menu. Choose **“Format Page Numbers”**.



Choose “Continue from previous section” to have the numbering continue the sequence from a previous section or chapter.
Choose “Start at:” and enter a page number if you wish to re-start the numbering sequence.
You may also change the numbering style to Roman numerals here.



When finished, click **“Close Header and Footer”** on the title bar.



Formatting Chapters to be Contiguous

The templates and our instructions are geared toward producing books with chapters and other title pages starting on a recto, or right-hand page, odd page. This produces a well-flowing book with expected and consistent breaks between chapters. This also adds blank even pages where needed in the book, to maintain a consistent odd-page start for chapter and title pages.

However, some book project require that all chapters be contiguous, or that the book not contain any blank verso, left-hand pages. To do this, you can quickly and easily convert all Section Break (Odd Page) formatting marks to Section Break (Next Page) marks, eliminating blank pages caused by section breaks, and forcing all chapters to begin on the page immediately following the end of the previous chapter. This approach is useful for short story collections or books with many chapters.

Format the book as normal, completing the addition of all chapters, with a section break at the end of the last paragraph of each chapter.

Choose “Custom Margins” from the Margins drop-down menu on the Page Layout tab.

Click the “Layout” tab.

Choose “Whole Document” from the Apply to drop-down menu.

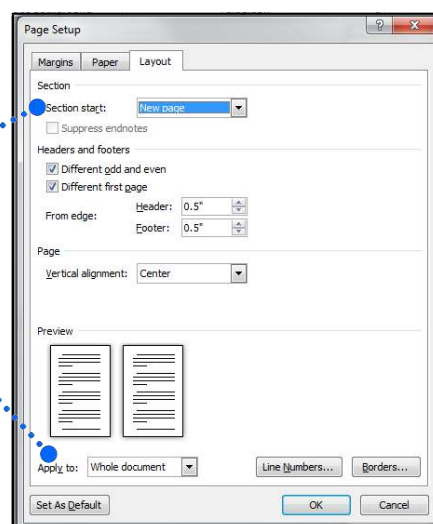
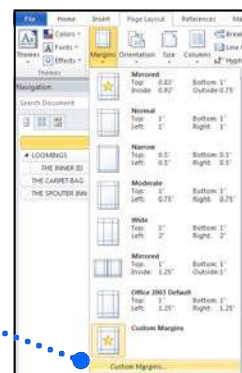
Choose “New Page” from the Section start drop-down menu.

Click “OK”

All “Section Break (Odd Page)” breaks will convert to “Section Break (Next Page)” breaks, removing blank pages.

or invest his money in a pedestrian trip to Rockaway Beach? Why is almost every robust healthy boy with a robust healthy soul in him, at some time or other crazy to go to sea? ¶

Section Break (Odd Page)



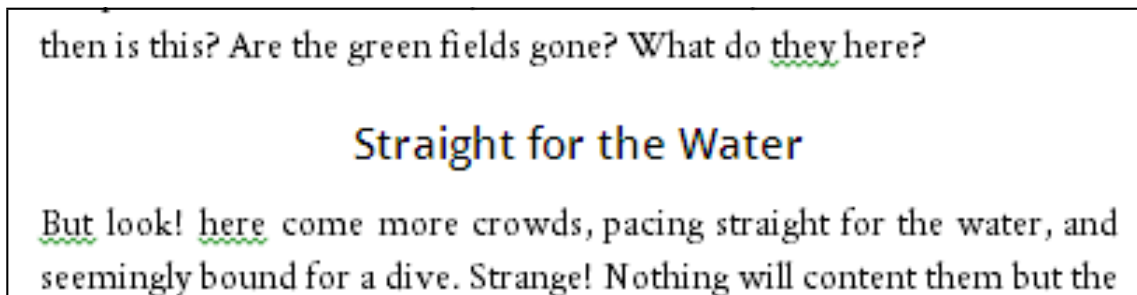
Why is almost every robust healthy boy with a robust healthy soul in him, at some time or other crazy to go to sea? ¶

Section Break (Next Page)

Non-Fiction Template

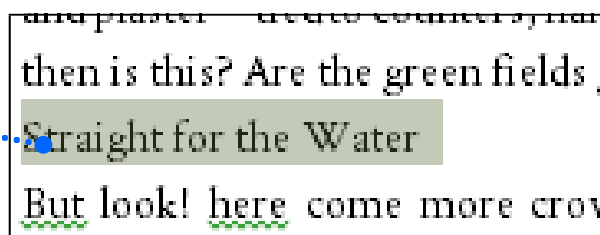
Feature Formatting

Subheads (Non-Fiction)

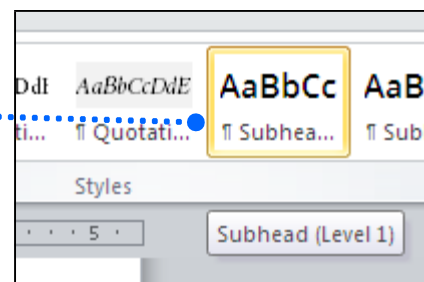


Subheads are utilized in non-fiction books for a variety of reasons including breaking a complex chapter into organized sections and to start or highlight a new idea. There are two levels of subheadings included in the template file for ease of organization. Subheads are also visible on the Table of Contents as a indented line and page number, organized below the chapter titles in the table. This makes subheads a great way to help your readers find what they need in your non-fiction book.

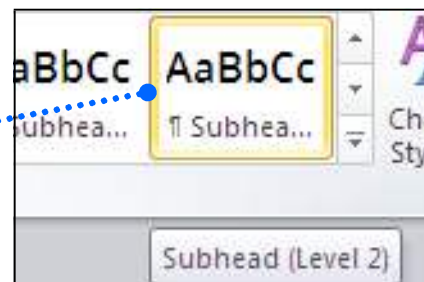
Highlight the subheading text that you wish to format as a subhead.



Select the Subhead (Level 1) Style from the Style menu.



For a second level subheading, **Choose** the B Subhead (Level 2) style from the Style Menu.



Tip: Typically, only Subhead A will appear in the TOC, though some templates, like Poetry Templates, will show all the subheads in the TOC.

Quotations (Non-Fiction)

sor. Yes, as everyone knows, meditation and water are wedded forever.

But here is an artist. He desires to paint you the dreamiest, shadiest, quietest, most enchanting bit of romantic landscape in all the valley of the Saco.

What is the chief element he employs? There stand his trees, each

Quotations, Extracts and Pull Quotes are utilized to highlight a section of text or an idea from a passage of text. The non-fiction templates comes with three styles to choose from to properly format these sections of text.

Quotation (Extract No Indent) - The first line of the extract will not have an indentation. This style of quotation will indent the entire paragraph and center it on the page.

Quotation (Extract Indented) - The first line of the extract will have an indentation. This style of quotation will indent the entire paragraph and center it on the page.

Quotation (Pull Quote) - Pull quotes will format with a left side indentation, be italicized, and may have shading behind the text to set it apart.

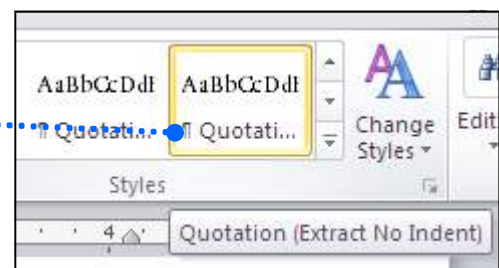
Separate the text you wish to format as a quotation into its own paragraph.

they possibly can without raising the wind there they stand—miles of them—leagues.¶
Inlanders! all, they come from lanes and alleys, streets and avenues—north, east, south, and west. Yet here they all unite. Tell me, does the magnetic virtue of the needles of the compasses of all those ships attract them thither?¶
Once more, Say you are in the country; in some high land of lakes. Take almost any path you please, and ten to one it carries you down in a

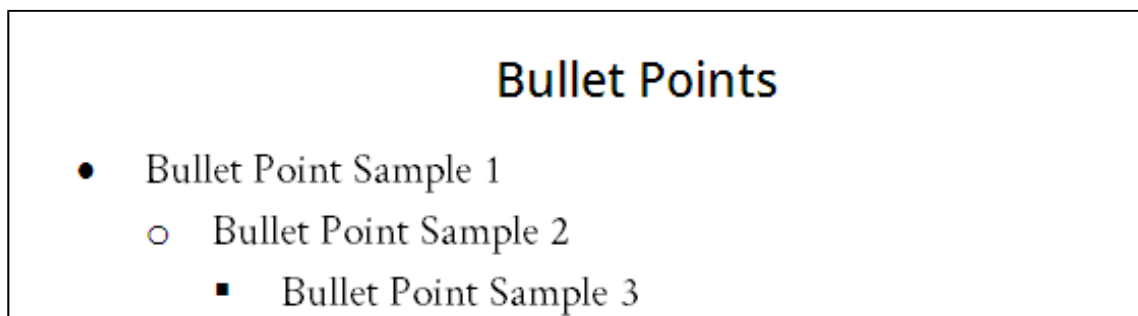
Highlight the text that you want to format as a quotation style.

them—leagues.¶
Inlanders! all, they come from lanes and alleys, streets and avenues—north, east, south, and west. Yet here they all unite. Tell me, does the magnetic virtue of the needles of the compasses of all those ships attract them thither?¶
Once more, Say you are in the country; in some high land of lakes. Take almost any path you please, and ten to one it carries you down in a

Click the quotation style that you would like to apply from the style menu to format the paragraph.



Bullet Points and Numbered Lists (Non-Fiction)



Bullet Points and Numbered Lists are frequently used tools to summarize ideas or to get your main points across to your readers. There are two custom styles for formatting both bullet points and numbered lists in the template, formatted to match the layout of the book.

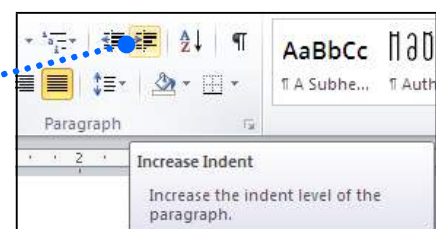
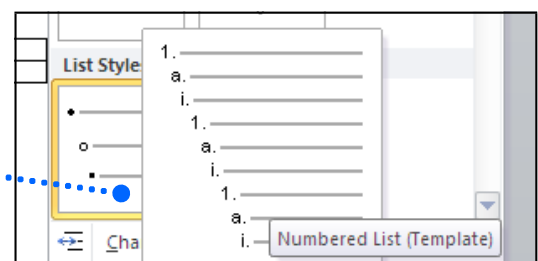
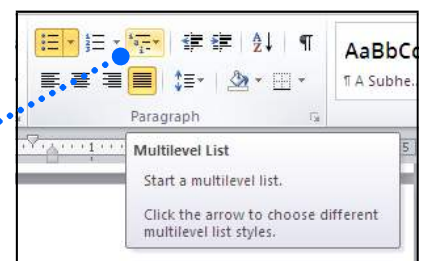
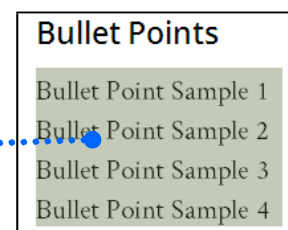
NOTE: These styles are applied from the Multilevel List menu, instead of the Styles gallery.

Create your bullet points or numbered list by placing each point or item as a new line of text. Then **highlight** the lines.

Click Multilevel List drop down from the Paragraph section of the Home tab.

Click the Bullet Point or Numbered List style you wish in the List Styles section.

Click the **Increase Indent** or **Decrease Indent** buttons to align each item on the list to its proper level.



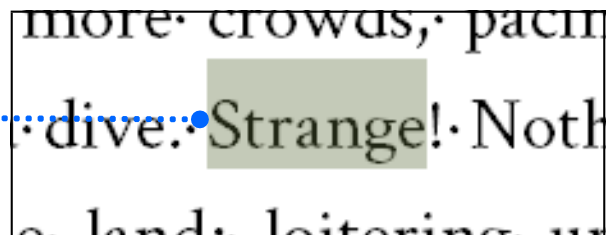
Index (Non-Fiction)

Index	
bulwarks, 2	Infallibly, 2
crosslights, 9	Niagara, 3

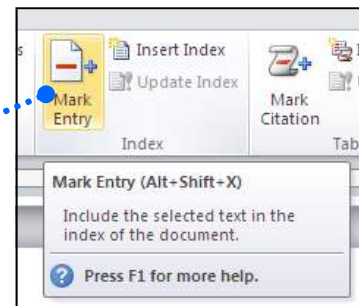
The Index functions included in Microsoft Word make it easy to generate a dynamic index for your book project. Adding a word or phrase to the index can be completed in a few short steps.

NOTE: Word will tag your entry with {XE " " } in the text of the document. These tags are invisible in your printed, PDF or eBook final files.

Highlight the text you wish to add to the book's index.

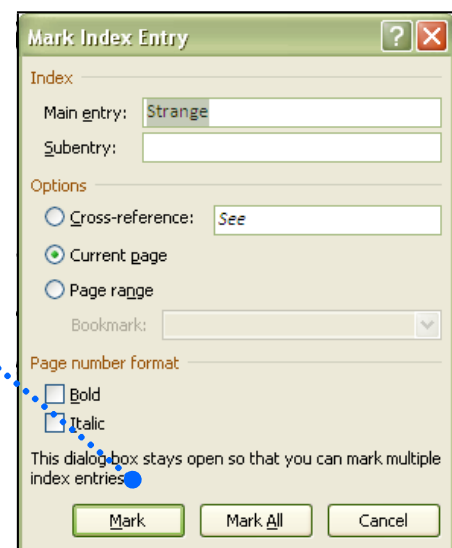


Click Mark Entry, found on the References tab in the Index area.



Adjust entry text to your preference and add cross-references if needed. You may also bold or italicize the text.

Click Mark or Mark All to add the text to the index at the end of the book.

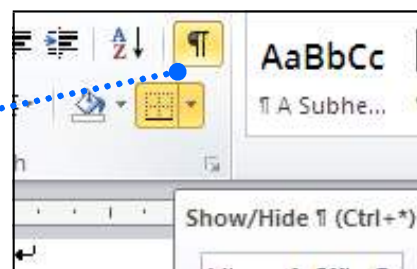


Updating the Index (Non-Fiction)

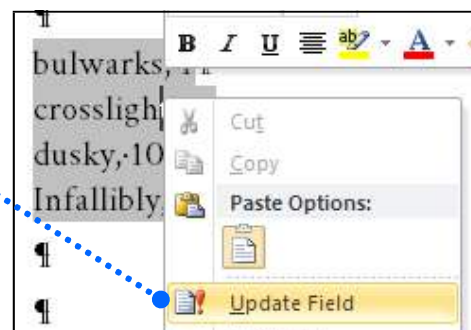
Index	
bulwarks, 2	Infallibly, 2
crosslights, 9	Niagara, 3

Updating The Index upon completion of the book is a simple task that takes only a few seconds to finish. Once you have all of your index entries finalized in the body of the work, you may update the index to dynamically generate entries.

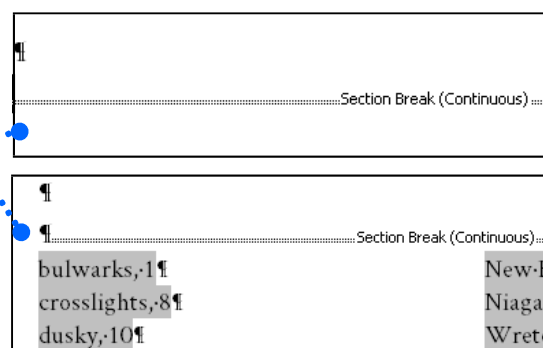
Click Show/Hide to expose the formatting markup for the document in the index section at the end of the template.



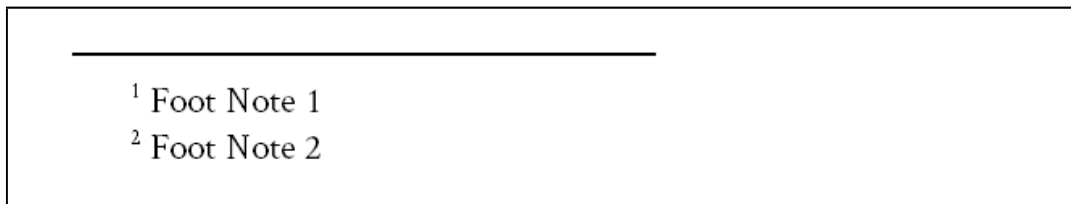
Click the text in the sample index and **Right Click** to bring up the menu. **Click** Update Field.



Tip: If an extra Section Break (Continuous) appears and moves the index text down a page, you may correct the issue by adding a carriage return (pilcrow) before the Section Break to pull the text up to its proper position. Place your cursor behind the Section Break and press **ENTER**.

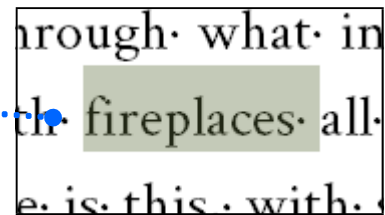


Footnotes (Non-Fiction)

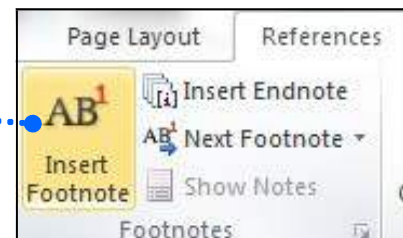


Footnotes can be a valuable way to reference material in your book project. The notation functionality in Word allows you to create a virtually endless number of references that automatically update at the page bottom.

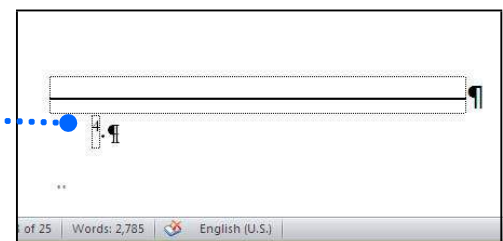
Highlight the text that you wish to reference in the footnote.



Click Insert Footnote in the Footnotes section of the References tab on the toolbar. This will add a superscript Arabic numeral next to the word.



Inserting a Footnote will automatically add a new Arabic numeral to the bottom of the page, matching the one next to the text you highlighted and will allow you to add an entry.



Tip: For eBook formatted files, all footnotes and endnotes will automatically become hyperlinked to the note at the back of the document upon conversion to eBook format. The in-text citation will appear as a superscript number that is "clickable" on the eReader device's screen. Once clicked, the note will appear for the reader.

Footnotes (Non-Fiction)

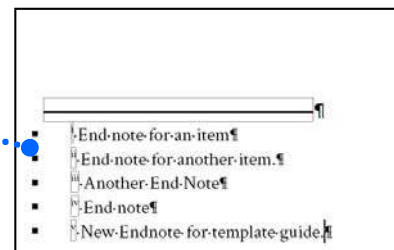
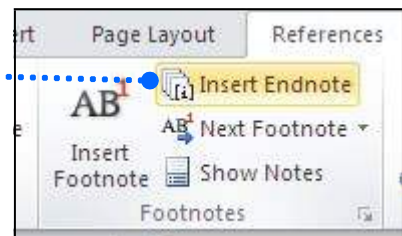
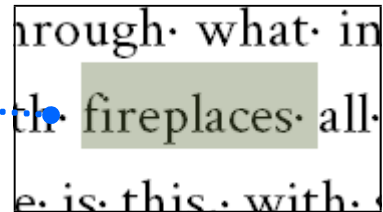
-
- ¹ This is an endnote, which will appear at the end of the chapter. It will also serve as a footnote for your eBook.
- ² This is a second endnote.

Endnotes can be a valuable way to reference material in your book project. The notation functionality in Word allows you to create a virtually endless number of references that automatically update and in the endnote section at the chapter's end. Endnotes will display after the Section Break (Odd Page), and should be added as a last step, after the entire manuscript is formatted in the template.

Highlight the text that you wish to reference in the endnote.

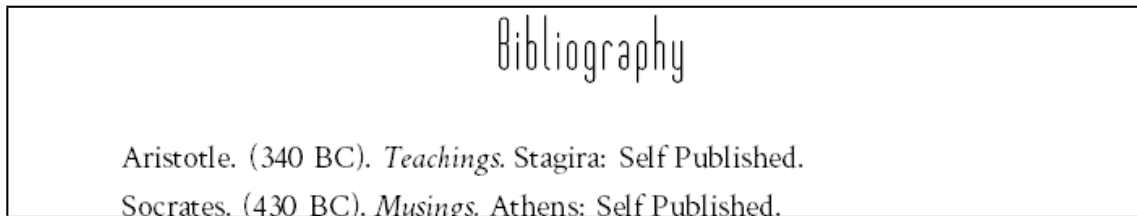
Click Insert Endnote in the Footnotes section of the References tab on the toolbar.

Inserting an endnote will automatically add a new Arabic numeral to the Endnote section, at the end of the chapter, after the Section Break and allow you to add an entry.



Tip: Some versions of Word have a bug that causes the document to scroll to the last page when you insert an endnote for the first time. This will require you to scroll back up to the end of the chapter you were working on to enter the endnote.

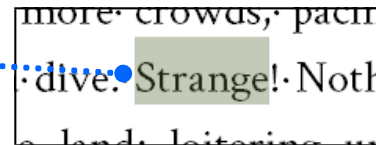
Citations (Non-Fiction)



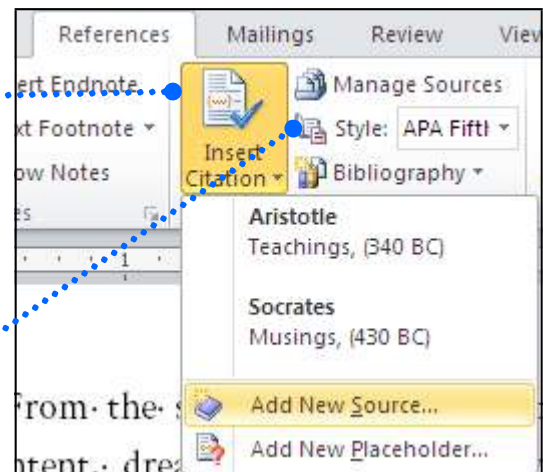
The Bibliography and Citation system in Word makes adding references in both MLA and APA format an easy task. Simply mark an entry you wish to cite, insert a citation, and then fill out the easy form to add entries. Word goes one step further by automatically cataloging your sources in a handy list for easy use in multiple locations.

NOTE: Bibliography and Citation functions are not supported in .DOC formatted files.

Highlight the text you wish to add to the book's bibliography.



Click Insert Citation, found on the References tab in the Citations & Bibliography area. Choose from an existing source or Add New Source.



Tip: You may choose MLA or APA from the Style dropdown to set the default for citation formatting.

If you are adding a new source, a form will appear that will allow you to enter your source's information. This info will be added to the bibliography when you update it.

Create Source

Type of Source: Book Language: Default

Bibliography Fields for APA Fifth Edition

Author: [Text Box] Edit

☐ Corporate Author [Text Box]

Title: [Text Box]

Year: [Text Box]

City: [Text Box]

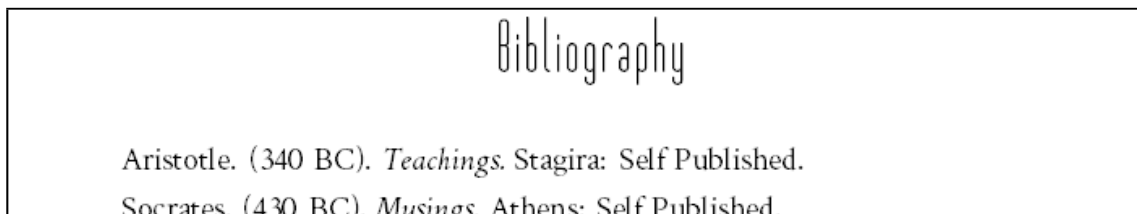
Publisher: [Text Box]

☐ Show All Bibliography Fields

Tag name: Placeholder1

OK Cancel

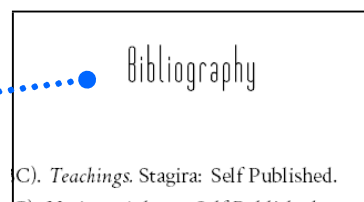
Updating the Bibliography (Non-Fiction)



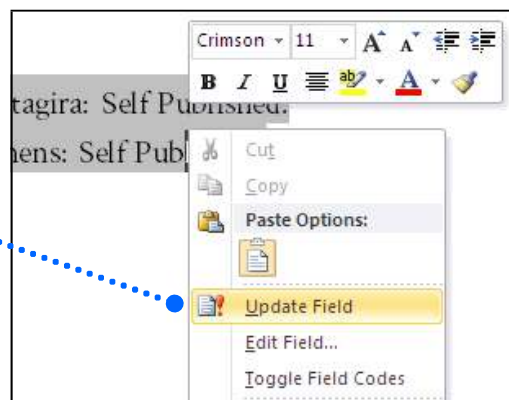
Updating the bibliography upon completion of the book is a simple task that takes only a few seconds to finish. Once you have all of your citations finalized in the body of the work, you may update the bibliography to dynamically generate entries, using the sources you have created through the citation process.

NOTE: Bibliography and Citation functions are not supported in .DOC formatted files.

Navigate to the bibliography section at the end of the book.

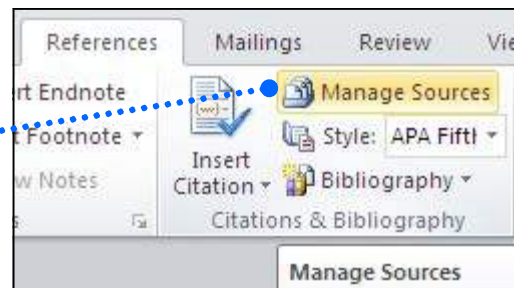


Click the text in the sample bibliography and **right click** to bring up the menu.



Click Update Field.

Tip: You may manage your sources using the Manage Sources button in the Citations & Bibliography section of the References tab.

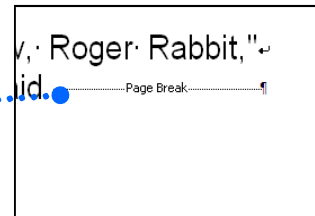


Children's Template Feature Formatting

Illustrated Pages

Illustrated Pages in children's book templates are designed to allow easy inclusion of an image and some accompanying text on the page. To create an illustrated page, you must first start with a blank page. Counter to the typical book template, you will utilize Page Breaks, instead of the Section Break (Odd Page) in most areas of the children's book template, to allow finer control of each page in the book.

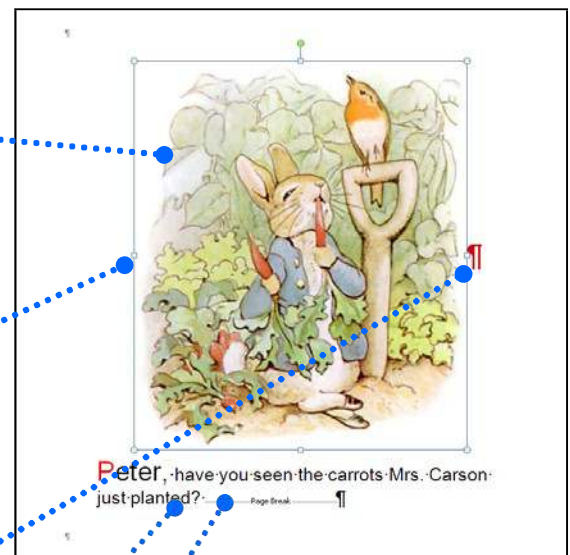
Insert a Page Break at the end of the current page, to create a new blank page in the template.



Insert an image onto the new blank page first. (Go to the insert tab, then select picture)

Resize the image as needed by using the drag boxes on the corners or side of the image file.

Press Enter to assure that the image is in its own paragraph, as in the example shown.



Add Body Text below the image and format it using the styles included.

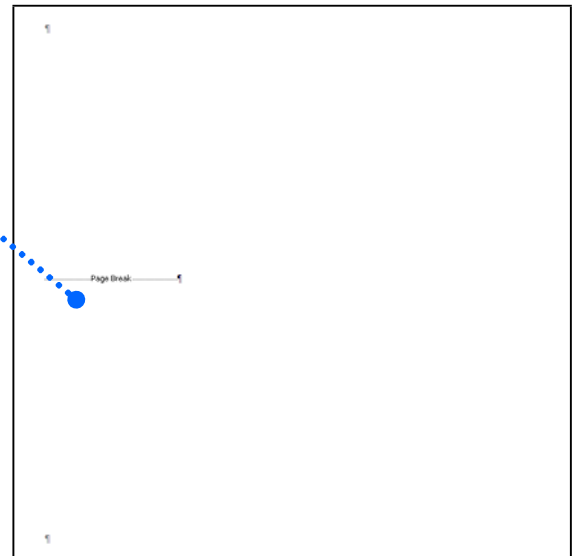
Insert a Page Break to move to the next page of the template.

SPECIAL NOTE: The eBook-only illustrated children's book has a special set of instructions, found at the end of this chapter.

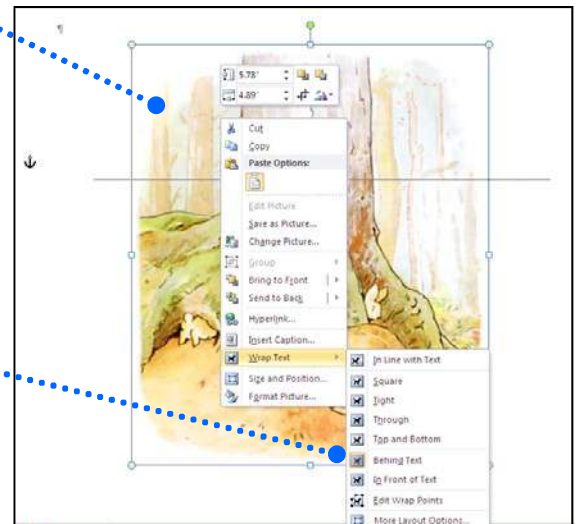
Full Bleed Illustrated Pages

Illustrated Pages with a “Full Bleed” require a few extra steps to ensure that they image fills the entire page. You must insert an additional Page break to create the page that will come after the page with the full bleed image first, as the full bleed image will likely prevent you from inserting a new page otherwise. You will also need to utilize the text-box feature in word if you wish to place text over the image.

Insert two Page Breaks at the end of the current page, to create 2 new blank pages in the template. Navigate to the first blank page.



Insert an image onto the new blank page first. (Go to the insert tab, then select picture)



Change the Wrap Text settings for the image by right-clicking the image and selecting Wrap Text from the menu. Choose “Behind Text” to make the image unlock so that it can be expanded larger than the page.

Tip: Be sure that your printing company will accept documents with a full bleed image. Some printers will not accept a full-bleed and place a border of white space around your image.

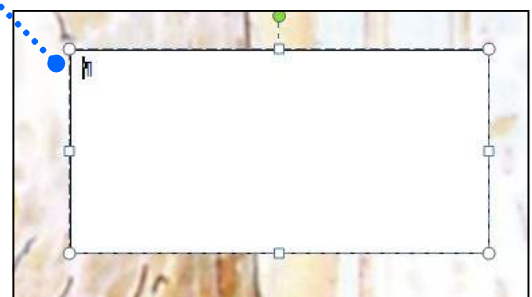
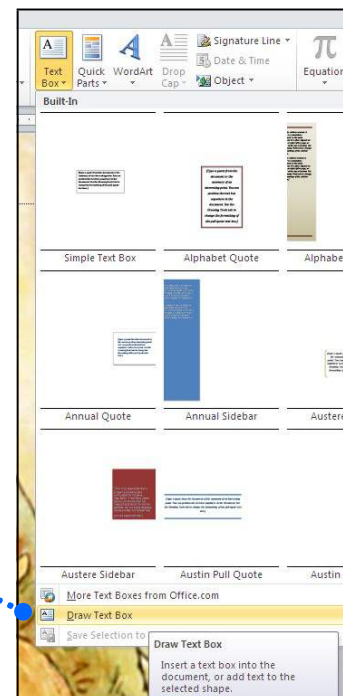
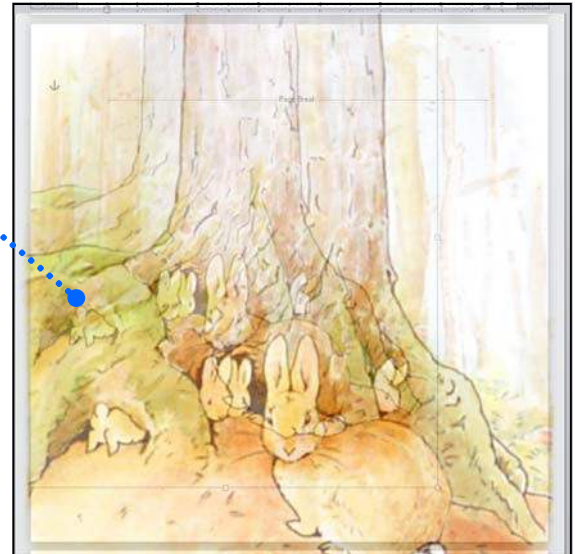
Full Bleed Illustrated Pages (Cont)

Expand the image file, using the drag boxes, until it is larger than the page. You can reposition the image as needed to center it as you wish.

TIP: After resizing the image, Word may move the image up or down on the page, or cut-off part of the image. You must click on the image and drag it to the desired place or page to get the image to appear correctly.

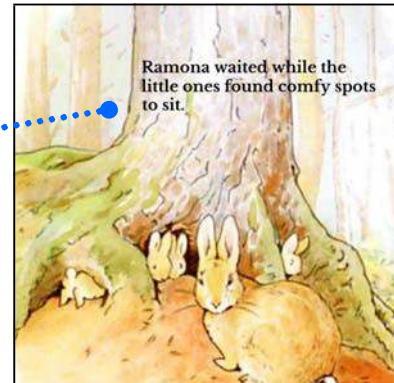
Insert a text box over the image if you wish to add text to page. On the Insert Tab, select the “Text Box” drop down from the Text section. Choose “Draw Text Box” from the menu. Draw the box where you would like the text to appear.

TIP: Illustrated Book templates have a special style (Body (Text Box)) that is pre-formatted to look great in a text box where the text is typically larger.

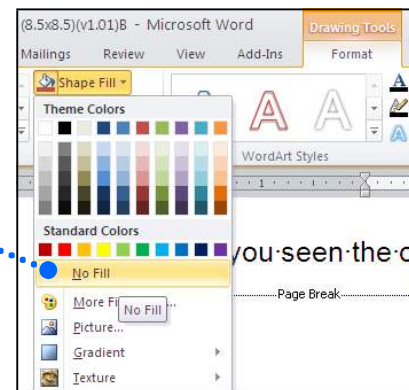


Full Bleed Illustrated Pages (Cont)

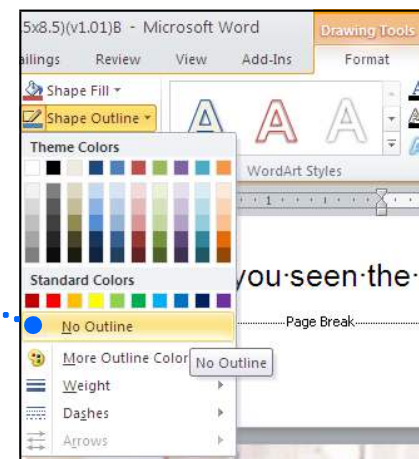
Change the text box to have no border and a transparent background to allow the text to seamlessly blend in with the full-bleed image.



Click on the text box. Then select the "Format" tab under drawing tools. Choose "Shape Fill" and "No Fill" from the drop down. (Note: This item may also be found on the Format Tab under "Text Box Style" in some versions of Microsoft Word.



Click on the text box. Then select the "Format" tab under drawing tools. Choose "Shape Outline" and "No Outline" from the drop down. (Note: This item may also be found on the Format Tab under "Text Box Style" in some versions of Microsoft Word.



SPECIAL NOTE: Documents containing text boxes require that the PDF be created in **NON-PDF/A Format**, counter to the instructions in the "Getting Ready for Print" section of this guide. PDF/A formats will cause the text box to print with a white background, instead of being transparent.

eBook-Illustrated Images

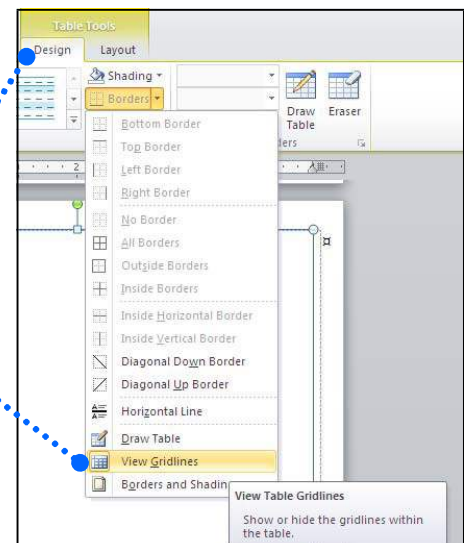
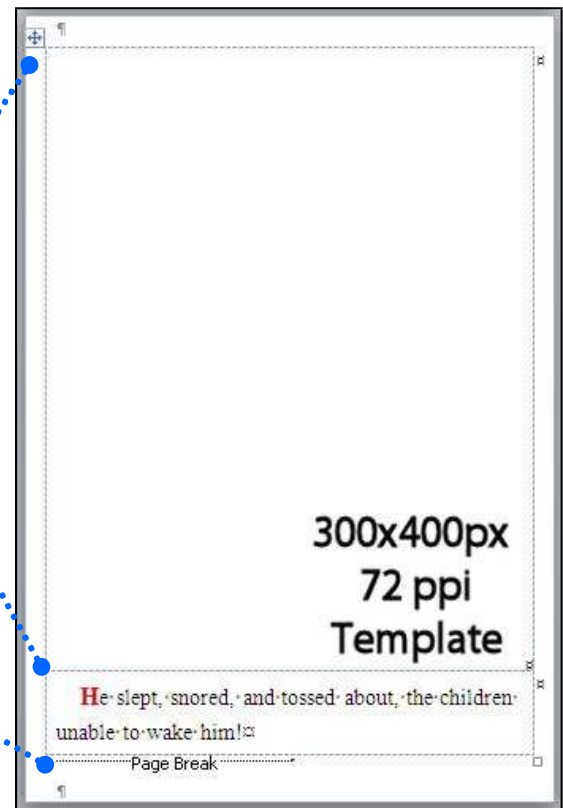
eBook- Illustrated Pages require a precision layout and underlying structure to assure that images appear correctly on a multitude of eReader devices, and the corresponding text stays with the image as intended. Different eReader device models may vary greatly in the number of pixels available for use on the physical screen. We have assessed the most common models and have created our eBook template to accommodate the widest range of devices for image sizing, resolution, and text layout functionality.

The eBook- Children's Template utilizes a specially formatted table on each page of the body of the book to assure that images and text appear together on the eReader screen.

The top table cell contains the image file, while the bottom cell contains the formatted text block.

New pages may be added by copying this table and the included "page break", and pasting it on a new page.

TIP: If the table lines are hidden, you may enable a special "View Gridlines" mode by clicking on the image or text in the table. Then click the "Design" tab in the "Table Tools" ribbon menu. Select the "Borders" drop down and click "View Gridlines." These lines will remain invisible in the finished eBook.



eBook-Illustrated Images (Cont)

Delete the sample image in the table by clicking on it and pressing the delete or backspace key on your keyboard.

The empty table cell will have a place-holder marker icon.

Place your cursor in the cell, before the place-holder marker icon

Select Picture from the insert tab. Your image will appear in the table.

Click the Picture to highlight it, then apply the “Image Cell (Centered)” Style, from the Style Gallery.

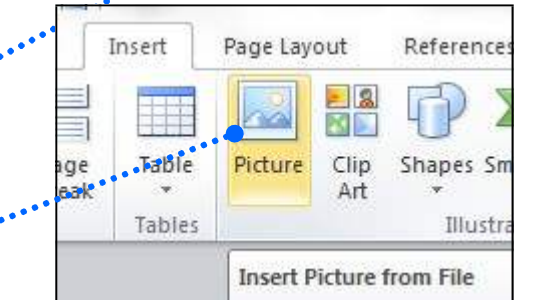
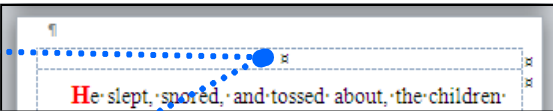


Image Size Requirements. We have created a table below with the graphical image size requirements for the template to achieve the best results. Images should be a maximum of 300 pixels wide, and 400 pixels high, or smaller. To properly display in Word, the image should be set to 72 ppi / dpi (pixels per inch / dots per inch) or 28.346 dpc (dots per centimeter).

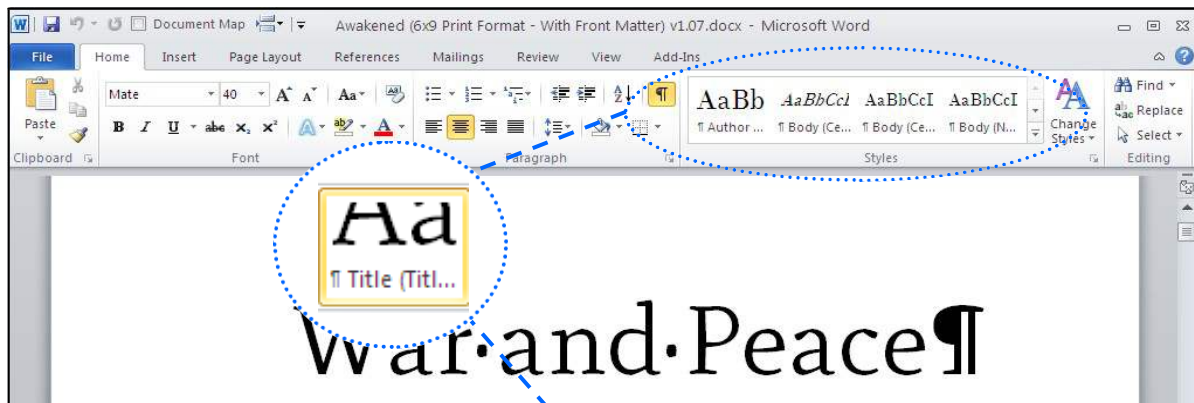
Graphical (72 ppi)		
Pixels Wide	Pixels High	Lines of Text
300	400	2
300	350	4
300	300	6
300	200	8 / Title Page

Adapted from Print	
Inch (72.0 dpi)	Metric (28.346 dpc)
4.167" x 5.556"	105mm x 141mm
4.167" x 4.861"	105mm x 123mm
4.167" x 4.167"	105mm x 105mm
4.167" x 2.778"	105mm x 70mm

TIP: For best results on Kindle, save the final file in “WebPage / Filtered (HTML)” format, and compress the HTML file and the FILES folder into a .ZIP file for upload to Amazon KDP.

Using Styles & Included Style List

Looking Professional with Styles



Styles are pre-configured formatting specifications that control typography. Here, there are two different Styles utilized. The “Title” style sets the book title text to a large font and centers it. The “Subtitle” style then formats the book’s subtitle to be smaller, and also centered on the page.

Format a Page with Styles

Styles are a valuable tool for uniformly formatting text within a document. Each Style is a pre-configured command that formats the text you highlight in a specific way. Styles can control everything from the font size and position, to the detailed paragraph typography necessary to present a properly laid out book page. There are a number of template Styles included to format your book correctly.

Styles are easy to use. **Highlight** a section text that you want to format and then choose the Style you want to use from the Word Home tab in the **Styles** section. The text will automatically format to the presets in the pre-defined Style.

Tip: Styles are a critical component of what makes the template’s formatting work. Virtually every formatting feature has a corresponding style to make layout simple.

Template Style Guide

Title Page

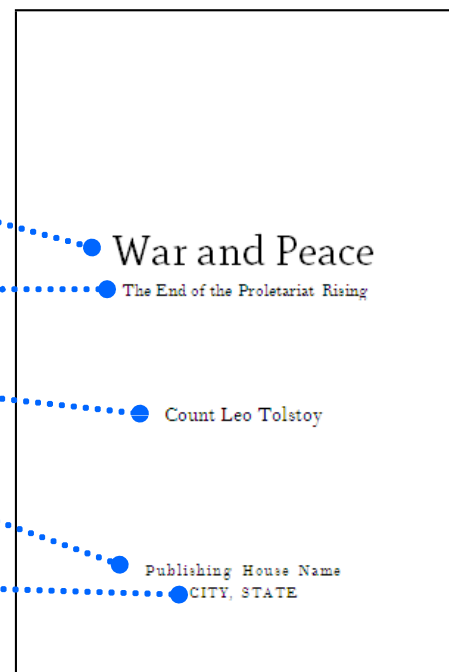
Title (Typically Large, Centered)

Subtitle (Typically Medium, Centered)

Author Name (Medium, Centered)

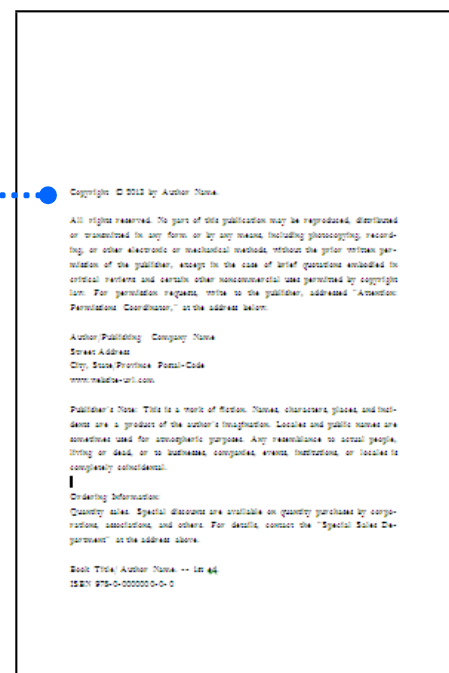
Pub House (Small, Expanded, Centered)

Pub Address (Small, Centered, Caps)



Copyright Page

Copyright (Small, Left Aligned)



Template Style Guide

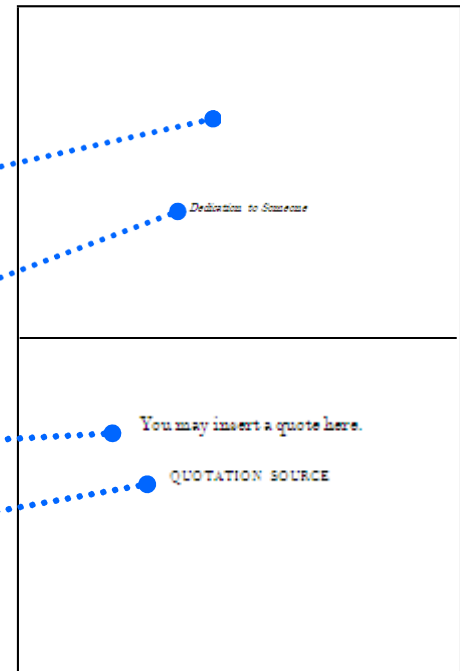
Dedication & Quotation Pages

Page Space (Blank/White, Tall, Centered)

Body (Centered Italic) (Medium, Centered, Italicized)

Body (Centered) (Medium, Centered)

Body (Small Caps) (Medium, Centered)



Chapter Title Page

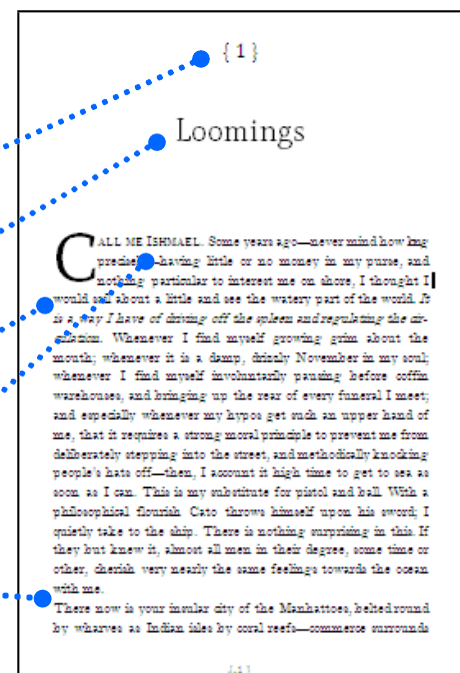
Chapter Number (Customized)

Chapter Title (Customized)

Body (Normal) (Indented, Justified)

Body (Small Caps) (Capitalized)

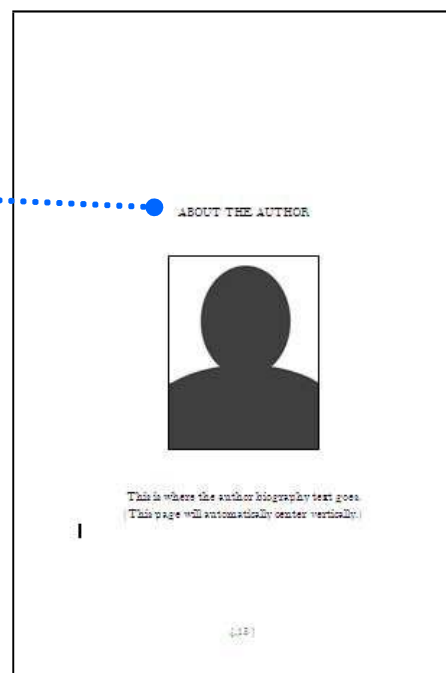
Body (No Indent) (Non-indented,



Template Style Guide

Author Page

Body (Centered) (Small, Centered)



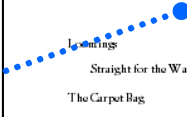
About the Included Styles

The Styles listed here are typically included with each template and are specifically formatted to meet the design goals of that template. The examples shown are for reference only. Template specific or custom Styles may also be included with specific templates to meet a design or layout goal, and are not included on this list of Styles. The next few pages feature non-fiction template specific styles.

Template Style Guide

Table of Contents

Table of Contents Title (Centered)

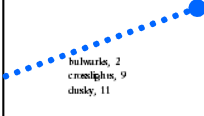


Contents	1
Leavings	1
Straight for the Water	2
The Carpet Bag	4
The Spouter Inn	8
Dusky	10
Numbered List	11
Bullet Points	11
Index	15
End Notes	17

i

Index & Back-Matter

Back Matter Heading (Centered)



Index	
bulwarks, 2	Infallibly, 2
crosslights, 9	Nugens, 3
dusky, 11	

15

Template Style Guide (Non-Fiction)

Extracts & Pull Quotes

Quotation (Extract No Indent)

(Mirror Indented Paragraph, Non-indented First Line of Text)

Quotation (Extract)

(Mirror Indented Paragraph, Indented First Line of Text)

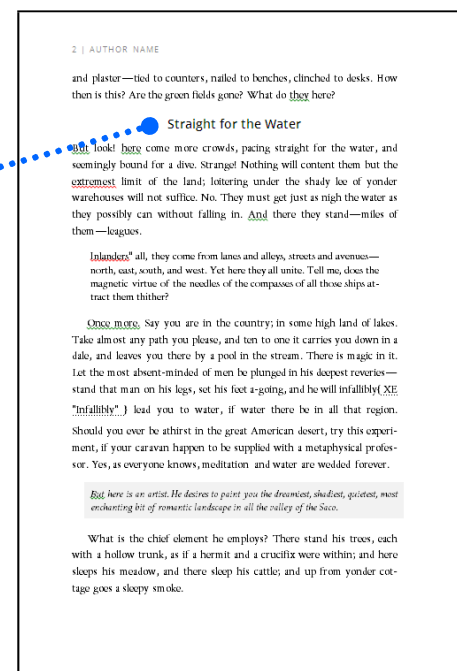
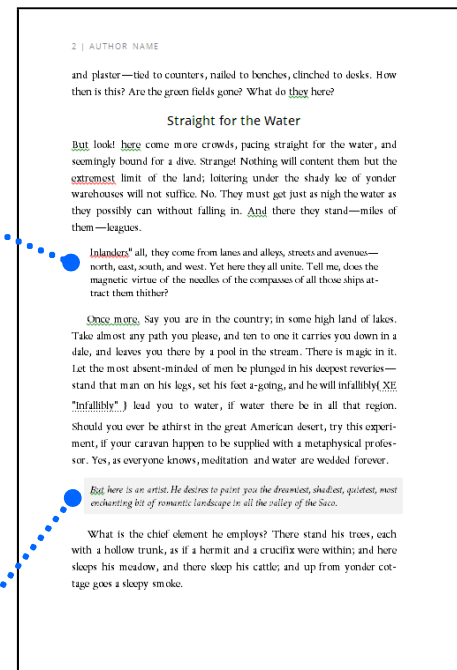
Quotation (Pull Quote)

(Left Indented Paragraph, Non-indented First Line of Text, Italic, Shaded)

Subheads

A Subhead (Level 1) (Centered, 1 Indention level on the Table of Contents)

B Subhead (Level 2) (Centered,)



Template Style Guide (Non-Fiction)

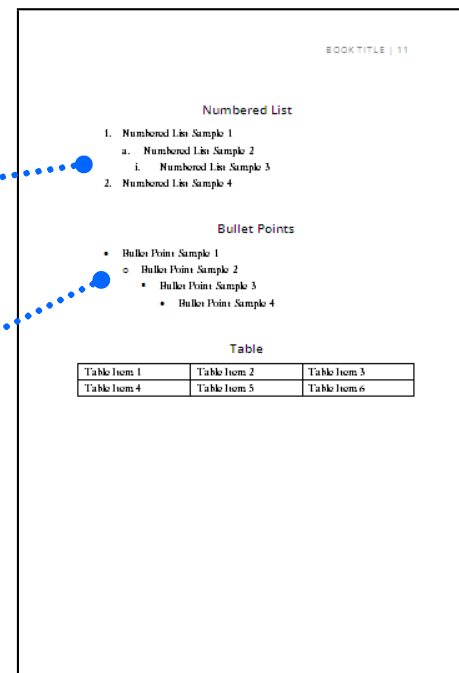
Bullet Points & Numbering

Numbered List (Template)

(0.25" Tab Spacing, Body Fonts)

Bullet Points (Template)

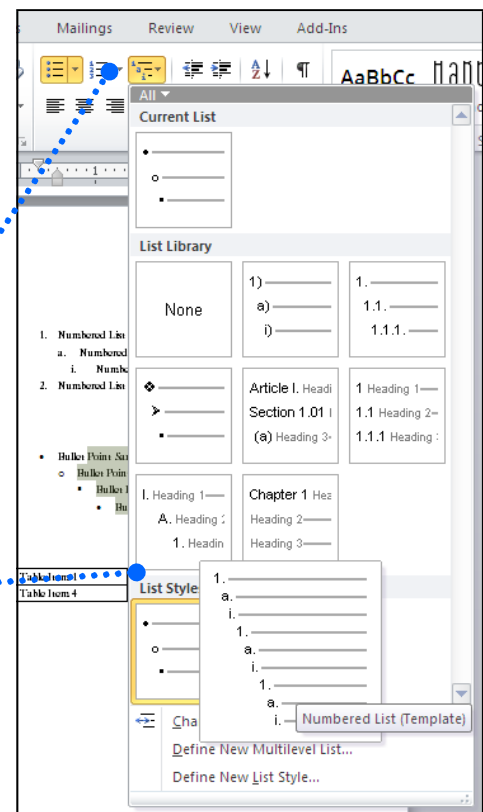
(0.25" Tab Spacing, Body Fonts)



Tip: The bullet point and numbered list styles do not appear in the Word Styles gallery or list.

To access the bullet and numbered list style, you must select from the **Multilevel List** menu on the Paragraph section of the Home tab.

The bullet point and numbered List styles will be in the **List Styles** section of the drop down.



Template Style Guide (Children's Only)

Half Title Page

Half Title
(Centered, Large)

One
Amazing Day
on Sparkle
Street

Raised Caps

Raised Cap
(Single Character, Larger)



Chapter 1

It's Almost Friday,
Girls!

During the last class at school is when Sophia first noticed the strange smell in the hallway. That's also when she noticed that there were a lot of people scurrying back and forth, although she didn't stop to think what that might be about. No, Sophia didn't ever mean to make anyone else feel bad, that was the last thing she wanted.

1

Template Style Guide (Children's Only)

Illustrated Pages

Body (Large)

(Large Text)

Body2 (Normal), (Centered), etc.

(Alternate set of body text in template)

Body (Text Box)

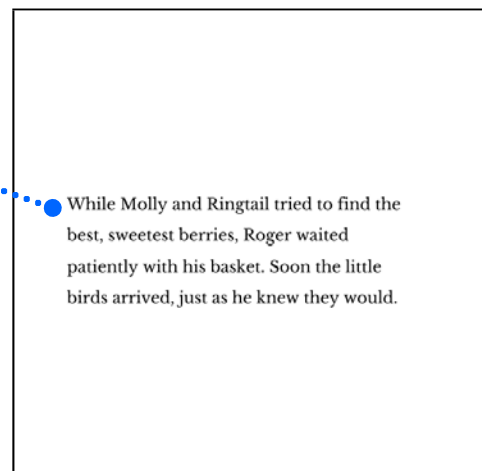
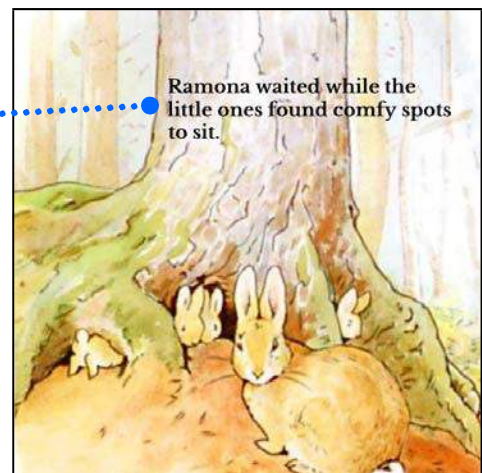
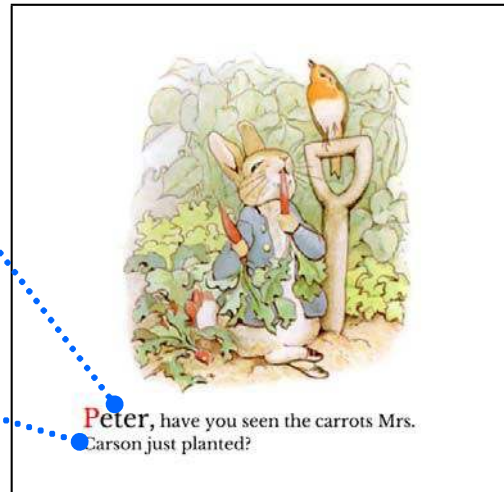
Body2 (Text Box)

(Special Text formatted for Text Boxes)

Body (Double Spaced)

Body2 (Double Spaced)

(Body Normal Text, Double Spaced)



Template Style Guide (Poetry Only)

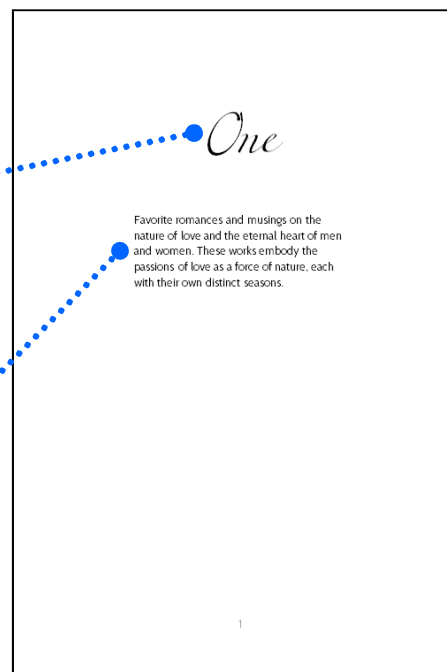
Book Part Page

Chapter Number

(Large Text)

Chapter Preface

(Narrowed Column, No Indent)

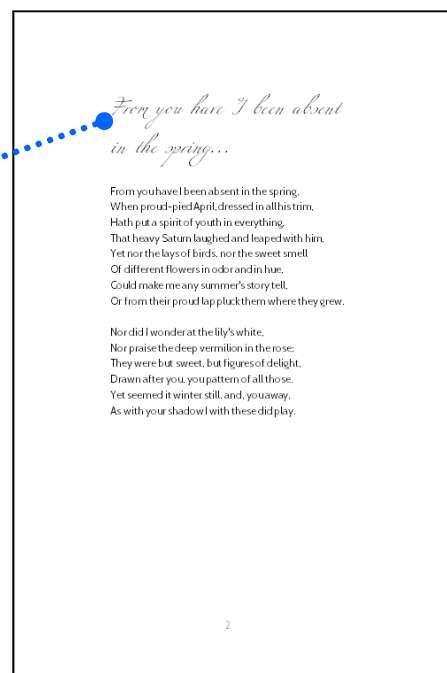


Poetry Subheads

A Subhead (Left Aligned Text)

B Subhead (Centered Text)

C Subhead (Left Aligned Text, with a Narrowed, Center Text Column)



Template Style Guide (Poetry Only)

Narrow-Left Paragraph Styles

Poetry (Narrow, Rag Right)

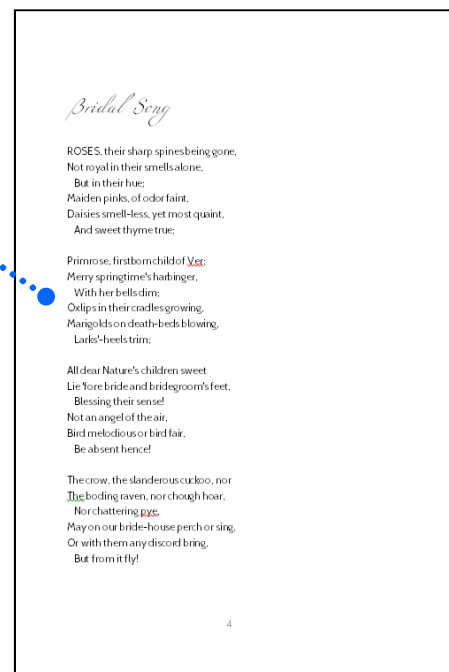
(Narrowed Text Column on Left of Page,
Rag-Right Paragraph Text)

Poetry (Narrow, Centered)

(Narrowed Text Column on Left of Page,
Centered Paragraph Text)

Poetry (Narrow, Justified)

(Narrowed Text Column on Left of Page,
Justified Paragraph Text)



Tip: Pairs with Subhead A

Narrow-Center Paragraph Styles

Poetry (Centered, Narrow, Rag Right)

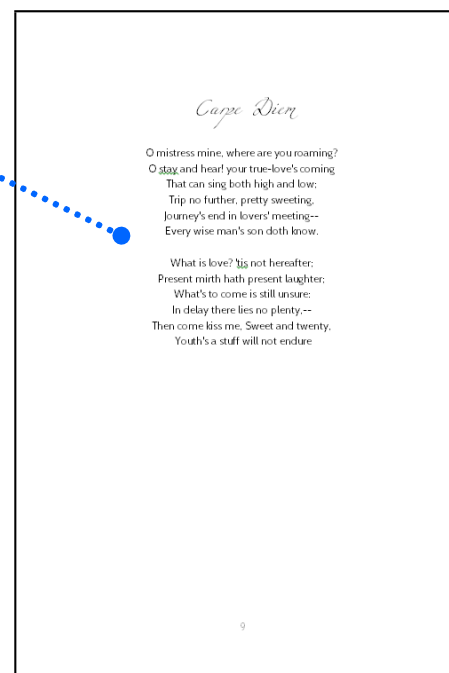
(Narrowed Text Column on Center of Page,
Rag-Right Paragraph Text)

Poetry (Centered, Narrow, Centered)

(Narrowed Text Column on Center of Page,
Centered Paragraph Text)

Poetry (Centered, Narrow, Justified)

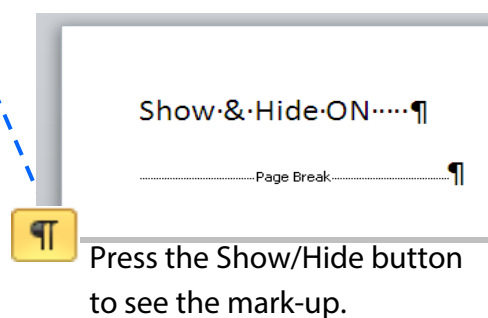
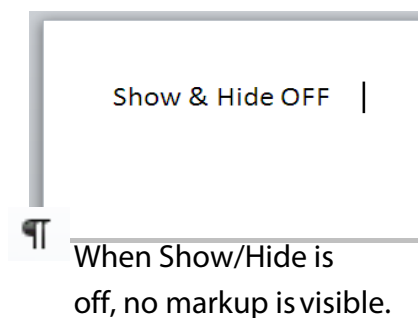
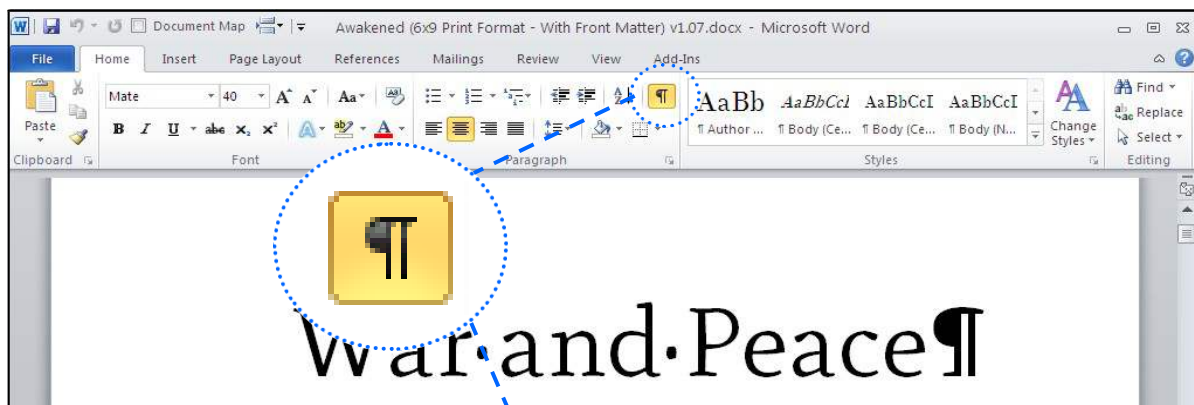
(Narrowed Text Column on Center of Page,
Justified Paragraph Text)



Tip: Pairs with Subhead B or C

Layout Essentials

Layout Starts with “Show/Hide”



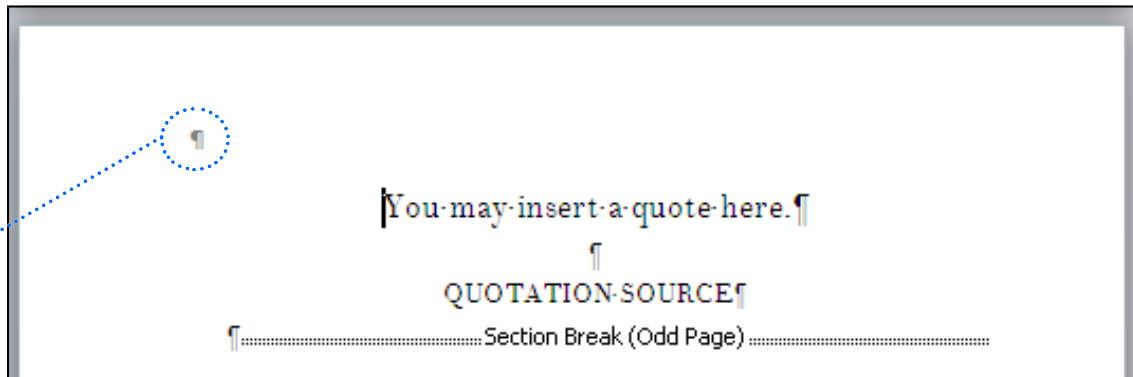
Reveal Formatting Marks with Show/Hide

Microsoft Word is a powerful application with many features and settings that control the layout of your document. On the surface, Word appears to work like magic, splitting pages, formatting paragraphs and shifting rows of text automatically. However, Word has an underlying system of formatting marks that are normally invisible to the user that you can expose and use to assist in getting the right layout.

The Show/Hide button allows you to view the hidden formatting marks embedded inside every document or template. These special marks are used by Word to control the way the text, paragraphs and pages flow. Once the format markup is visible, the document's layout scheme becomes easy to modify as desired. Found on the **Home** tab, **Paragraph** section of the Microsoft Word toolbar, the **Show/Hide** button can be

Tip: We strongly advise using “Show/Hide” to reveal formatting marks during the entire process of formatting your book using the template.

Mark-Up Symbols Decoded



Paragraph End (Pilcrow)

This symbol shows the end of a paragraph or distinct segment of text. It is created by pressing the **Enter** key one time. When formatting a document, the various formatting Styles utilize this symbol to demark a break. The following paragraph may be a different style or continue the previous one if you choose.



Carriage Return / Line Break

The carriage return symbol breaks a line of text and begins on the next line without breaking the paragraph or style. Created by pressing the **Shift + Enter** keys, the carriage return is useful for a number of formatting challenges, including adding spaces within a paragraph, adding a line of text that is not indented, and adding a new line to a style-controlled block.

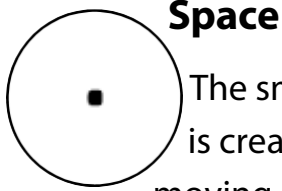


Tab

Tab marks represent an indentation created by pressing the **Tab** key. Traditionally, tabs were utilized to indent the first line of a paragraph. In the pre-formatted Styles of the template, first line indents are controlled by the Styles, and are automatically created for the first line after a paragraph break.

Tip: Carriage Returns are handy if you have a title or chapter name that is too long to fit on one line, allowing you to manually break the line.

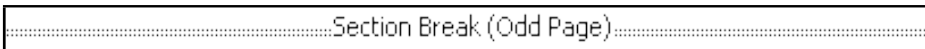
Mark-up Symbols Decoded



Space

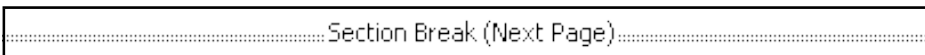
The small, height-centered dot represents a space between characters and is created by pressing the **Spacebar**. This is useful for aligning text and removing extra spaces from the document.

Section Break (Odd Page)



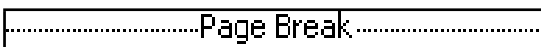
The Section Break (Odd Page) is the most common document break used when formatting a book. Since chapters and most book segments start on the right-hand, or recto pages, a **Section Break (Odd Page)** at the completion of a chapter assures the next chapter starts where it should. Section Breaks can be created on the **Page Layout** under **Breaks**.

Section Break (Next Page)



Like the Section Break (Odd Page), the **Section Break (Next Page)** break will ensure a clean transition to the next physical page of the book. This is useful when you want to break a Title or other front matter page over to a verso, or left-hand page of the book, instead of a recto page like a chapter opening.

Page Break

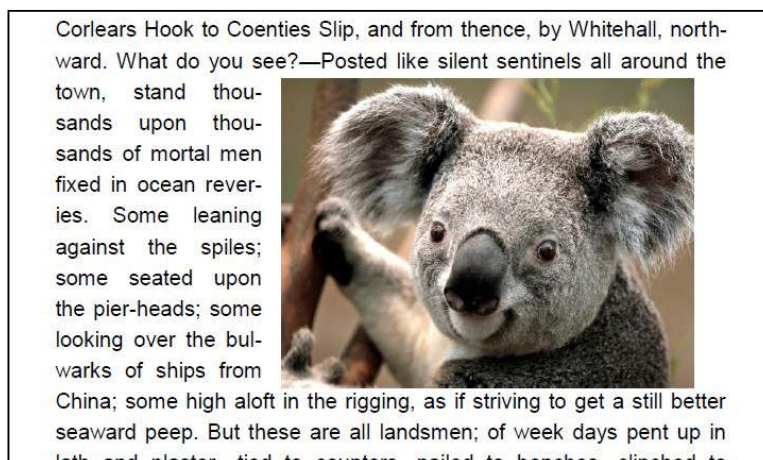


Page Breaks demark the end of a page and force the next line of text to be on the next page. Section Breaks are preferred as they preserve formatting for documents that require pages to begin on verso or recto pages, like books.

Tip: Page Breaks are used most often in illustrated children's books, where images and pages of text must be managed by hand.

Adding Photos & Images

Adding Images and Photos



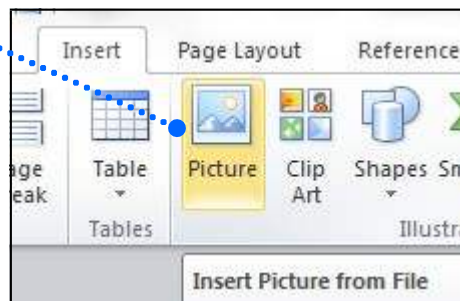
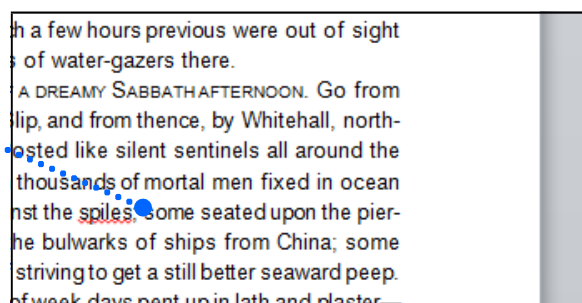
Inserting Images into your template can add life and a whole new range of possibilities to express your ideas. Since our templates can utilize the full feature set of Word, image embedding and formatting is an easy task. You may insert an image, resize it, reposition it and add captions as needed.

Place your cursor on the page in the approximate location you wish to insert your image and click.

Select Picture from the insert tab.

Tip: We recommend inserting images from the toolbar, instead of using the “drag-and-drop” technique for placing images into your template document.

Special Note: Inserting images into the Children’s Illustrated templates require special care. Instructions can be found in the “Children’s Template Feature Formatting” section of this guide.



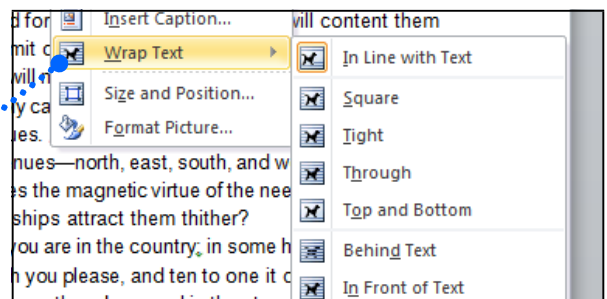
Adding Images and Photos

Your image will appear in the document on its own line of text, or, if it is a small image, in line with the chapter text.

You may move the image by dragging it to a new location with your mouse. You may also resize the image by clicking it, and using the grey boxes on the image perimeter to resize the image.

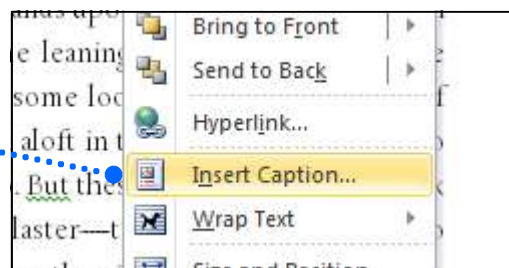
To wrap the text around the image, right click the image and choose the "Wrap Text" menu. Then select the appropriate style of word wrap.

The text will automatically wrap around the image.

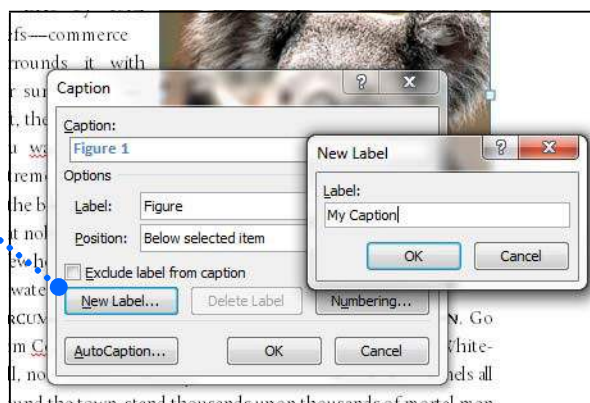


Adding Images and Photos

You may caption the image by right-clicking on the image and selecting “Insert Caption” from the menu.



You must label the caption. You may choose a pre-defined label, or create your own with the “New Label” button.



Once you apply the label, you have the option of typing in a custom caption for your image by clicking the placeholder caption.



You may adjust the caption's size and position, as well as add more lines of text if needed.



eBook Image Tips

Make sure images are in their own paragraph, with no text wrap applied.

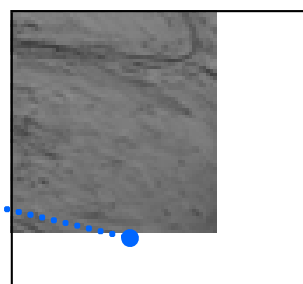
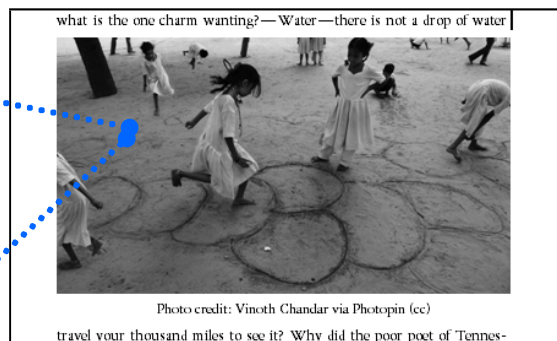
Use the center paragraph button to center the entire paragraph that the image resides in.

For best results, images should have a width of 500 pixels or greater, at 72ppi to fill the screen's width. (1,500 pixels maximum).
(For picture book templates, there are special images size requirements)

Do not use borders or lines around your image, as they will not translate correctly for most eBook platforms.

Images should have crisp contrast and be bright enough to view on a variety of eReader devices, which may have a color or grayscale screen.

Tip: Though we have high-contrast grayscale images in our sample here, you can also use color photos in your eBook files. Many newer eBook readers have sharp color screens that will display color images nicely.



Getting Ready for Print & Creating PDFs

Gutter Spacing



Margins

Top:	1"	Bottom:	1"
Left:	1"	Right:	1"
Gutter:	0"	Gutter position:	Left

Gutter Spacing is utilized to increase the inside margin of a book page to prevent the text from printing too close to the spine-fold of the book. Our templates include generous margins to meet most printing needs, however, longer works may require additional gutter margin spacing.

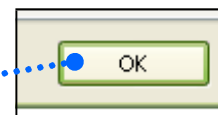
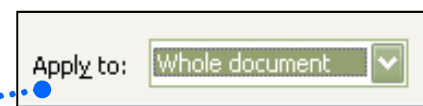
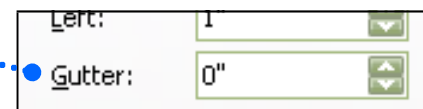
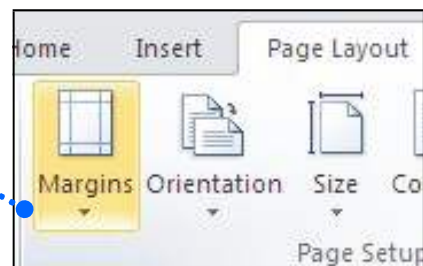
Select the Margins drop down on the Page Layout tab in the Page Setup section.

Choose Custom Margins.

Add Additional Spacing in the Gutter section as needed.

Choose Whole document in the Apply to drop down box.

Click OK.



Tip: The default gutter spacing will accommodate up to **500** pages on most POD paper options. If you have a long work, are using thicker paper, or want larger margins, you should consult with your POD printer partner to determine an appropriate amount of gutter spacing.

Save to PDF

File name:	My New Book
Save as type:	PDF (*.pdf)

PDF files are the most common type required by print-on-demand services due to their standardized formatting and small size. Though there are many ways to export a Word document to a PDF, one of the most effective is to utilize Word's built in "Save As PDF" functionality.

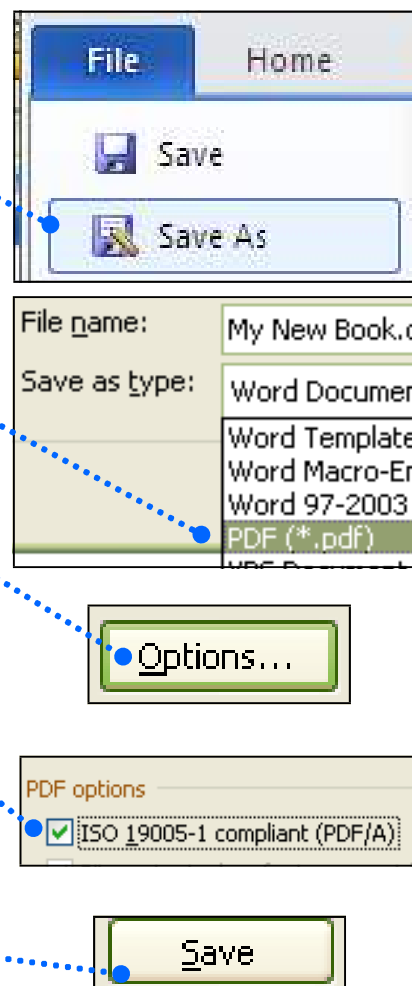
Choose "Save As" from the "File" tab, or by pressing the "Office" button.

Choose PDF from the "Save as type" drop down box.

Click "Options".

Check "ISO 19005-1 compliant (PDF/A)" in the PDF options list if available. This will embed fonts and graphics into your PDF file. (Optional)

Click "Save"

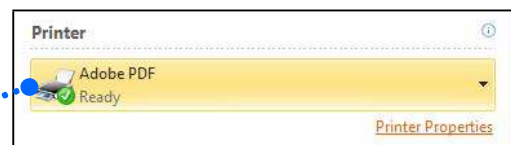


Note: Always open the PDF to verify that it saved correctly. Some printers prefer non-PDF/A documents. Please follow your printer's guidelines & specifications. **Illustrated Children's Book should not utilize the PDF/A Format.** Some versions of Word for Mac require you to create a custom page size that matches your template's trim size to save or print to PDF correctly.

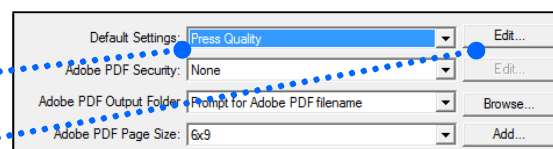
Using Adobe Acrobat to Print a PDF

Adobe Acrobat (XI or newer) is recommended to create the highest quality, highest resolution PDF documents for print. Adobe can be purchased from Adobe.com as a stand-alone product, or as part of the “Creative Cloud” package.

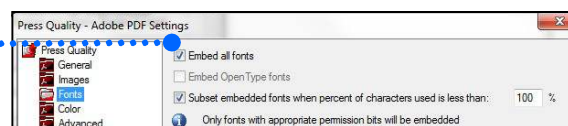
Choose “Adobe PDF” as your printer from the “File / Print” tab, or by pressing the “Print” button.



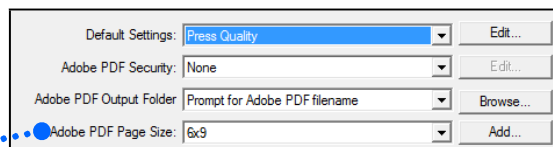
Choose “Press Quality” from the “Default Setting” drop-down. Then choose **“Edit”**.



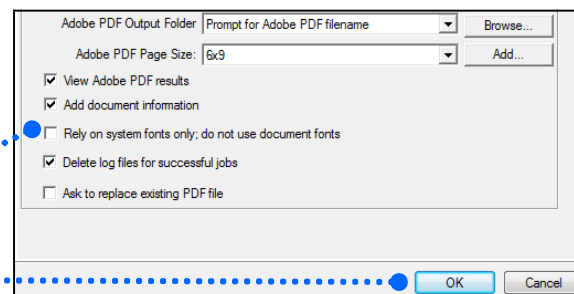
Check “Embed all fonts” in the Fonts menu option. Press OK. (or cancel if it is already checked.)



Select the final book trim-size in the Page size drop-down. Add the correct size if it is not in the list of options.



Un-Check “Rely on system fonts”.



Press “OK” and then Print.

Note: MS Word’s PDF creation system has a limit of 220dpi. Though high-enough for razor sharp print for print-on-demand books, some vendor’s automated print check tools, like CreateSpace, may flag the PDF file as low-resolution. These book files typically print with superb quality. However, to achieve the maximum output resolution, creating your PDF with Adobe Acrobat will produce the highest resolution PDF files.

Getting Ready for eBook Conversion & Upload

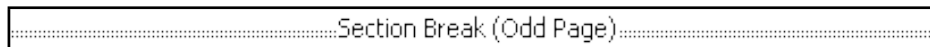
eBook Template Tips

Use Styles for Proper Layout



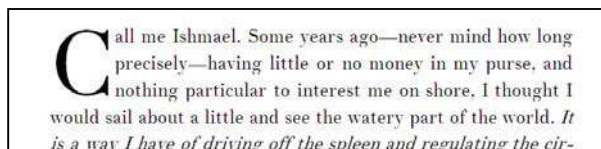
eBooks also utilize Styles to control the layout of the document. Although fonts are often controlled by the eReader device, the size, position and other typographical features of the text will carry forward for the majority of eReader devices. This makes using styles a must for eBook templates.

Use Section Breaks to End Chapters



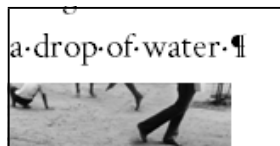
Books formatted for eReading devices utilize section breaks prior to a new chapter, just like their print formatted cousins. When an eBook is viewed on the eReader device, a section break will cause the next chapter to start at the top of the screen, preserving the flow one would expect in a book.

Drop Cap Letters Should be Avoided



Some print templates feature a drop cap letter at the chapter opening. Our eBook formatted templates omit these, as most eBook formats do not correctly render drop cap lettering. For the best results, avoid using drop caps in your eBook.

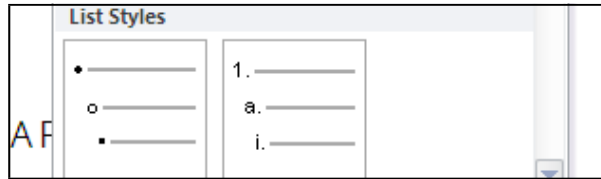
Center Images in their Own Paragraph



eBooks handle image insertion in a much different way than is native to Word, as most eBook formats are very similar to web-page in how they are encoded. To ensure that your images look right in your eBook, always place an image in its own paragraph, by using a carriage return before the image you insert. Use Word's center paragraph button to center an image if you desire. Do not use word-wrap to attempt to wrap text around an image, as it is unlikely to translate to the eBook correctly.

eBook Template Tips

Use only Template Specific Bullet Point Styles



Most eBook formats do not support the built-in bullet points in Word. Our eBook specific templates have customized bullet point styles that include bullet points that will translate correctly to eBook formats as intended. These styles can be found under the Multilevel List section selection menu.

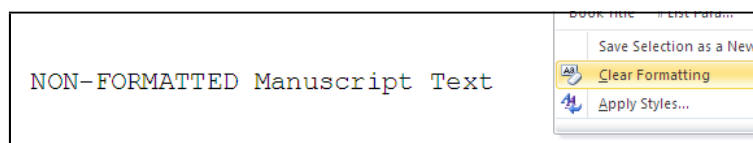
Avoid Using Non-Standard or “Fancy” Fonts



Few eReader formats will accept or embed fonts that are not installed on the device. Our eBook templates are designed to use a safe typeface that will be substituted by the eReader device's own default font. For best results, do not attempt to embed or utilize your own fonts for your eBook.

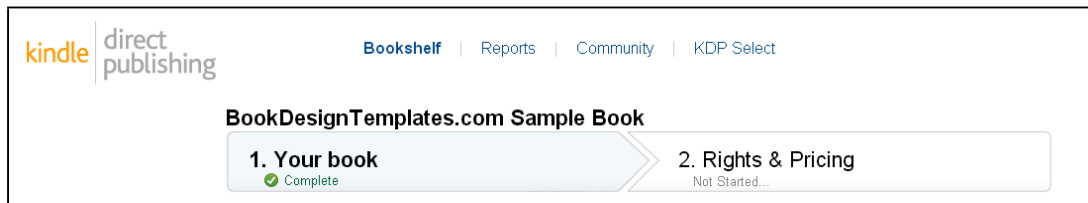
Note: We use Times New Roman font, or similar, for all eBook templates to ensure maximum compatibility with as many devices as possible.

Review and Follow Publisher Specific Guidelines Before Conversion



Our eBook formatted templates are designed to be compatible with a wide array of eReader formats. However, eReader platforms are not universal and some may require additional adjustments to your document before conversion. We recommend that you read and follow your publisher's specific guidelines prior to converting your eBook document to their platform.

Kindle Tips



Our eBook ready templates are designed for Kindle right out of the box, so no special steps are needed to upload your book to the Kindle Direct Publishing website (KDP). Just be sure to follow our formatting tips for eBooks and for adding photos/images to eBooks to get the best results.

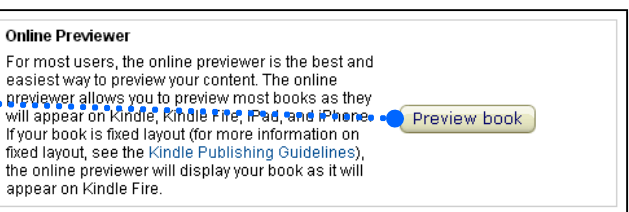
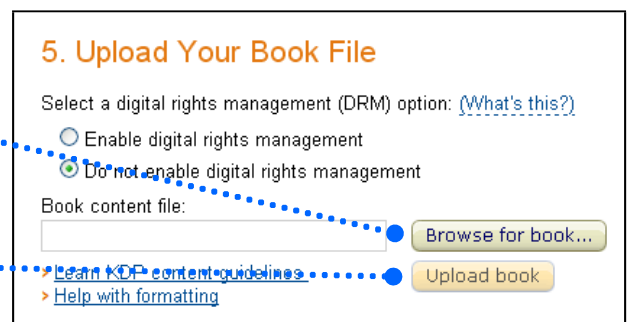
NOTE: We recommend that you upload your eBook’s finished .DOCX file directly to KDP, and allow KDP to do the file conversion for your Kindle Edition. (You may also upload an ePub version.)

Browse for your book’s .DOCX or .ePub file on your computer and select the file.

Click Upload book.

When the upload is complete, you will see the message, “Upload and conversion successful!”

Preview your book and make changes as needed.



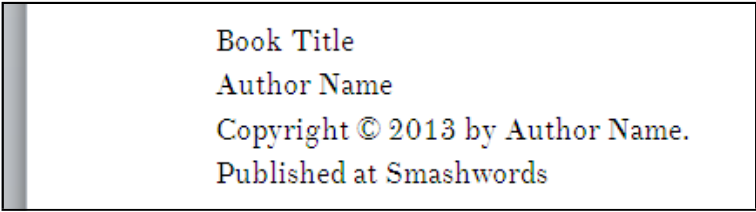
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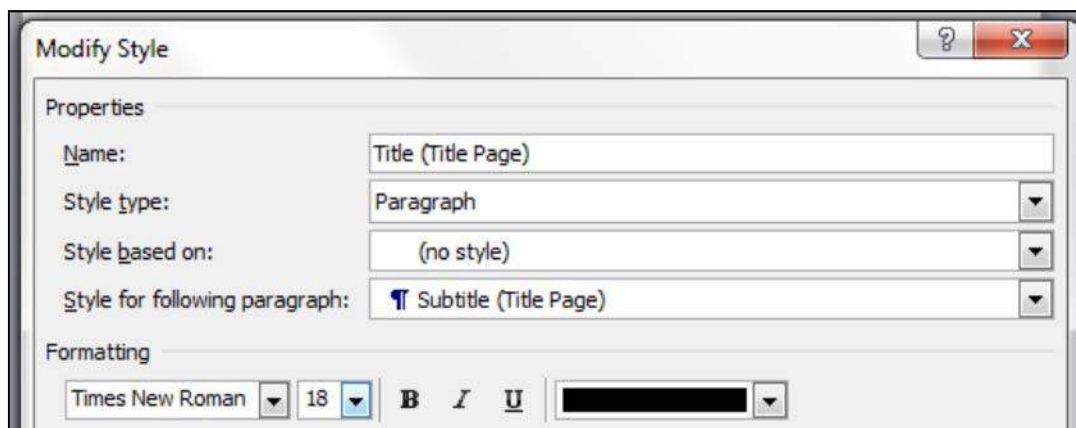


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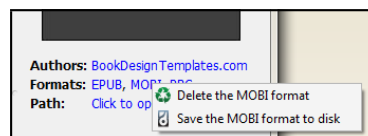
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