

# Introduction

If you are thinking about writing a book you might also want to consider publishing your book in a digital format or an e-book. This is a great way to offer additional value to your readers as well as expanding your audience. One of the main reason people do not design eBooks is they think they will need expensive software or extensive technical skills to create the eBook. This is not the case you can start your book today by using a program that almost everyone is familiar with and have already installed on your computer. The program I am referring to is Microsoft Word a program that most writers already use to write their books with and would not take much change to set it up for writing eBooks.

The newer version of Microsoft Word has a lot of features that will make creating the eBook much easier. You can use styles to format or update the formatting of a book you have already done to work on different platforms. To create the table of contents automatically you can use the Reference tool, you can also create design templates for future books so that you can spend more time writing the book and less time setting it up. This book will help you master these skills so that you can create your eBooks with little effort. This book uses Microsoft Word 2010 for the examples but the steps are basically the same in all versions of Word just may have different steps to get to them.

Before you get started there are some decisions you want to make, first there are over 20 eBook formats that are used at this time, some of these formats can be read across platforms but some are specific to a certain reader. You will also need to take into consideration is that reader screen sizes vary as well as the page size, image formats and other elements of your book. If you want your eBook to be readable on multiple devices you will also need to create different formats for them. You will need to decide where you are going to sell your eBook for example if you sell it on Amazon you will need to put the book in MOBI format while other readers such as for Barnes and Nobel uses ePub format. These are the two most common formats for readers. You should decide this before starting your book. Your format choice will tell you which formatting you can use. This book will cover the formatting for Amazon as it is the most popular as well as the most widely used. Another thing you want to consider is if your book is going to have pictures. Some readers such as the Kindle are only in black and white so you if you do have pictures make sure the images look good in black and white.

Once you have created your book there are several conversion programs that will convert your file to anyone them from your word document. Both Amazon and Barnes and Nobel's have these utilities that you can download and view your work in to make sure it is set up the way you want it to be.

Most likely you will either use MOBI or ePub as your format since they are the two most popular formats. If this is the case you will need to keep this in mind, these formats drastically reduce your choices when it comes to formatting your document. In Word you are limited to one basic style Times, New Roman and you are limited to font sizes 10, 12, 14 or 18 points. Do not use tables, WordArt or graphs. If you really need them in the book make sure you use images instead and then embed them in the document. Make sure your cover is a separate image file and do not place it in the document itself, during the conversion the cover will be added to the eBook. Make sure you indent every paragraph.

# Design your eBook in Word

When using word you have the option to save your file as a doc, .pdf, or .html formats, once saved you can use other programs to convert the files into the proper eBook format. The first step in creating your eBook is to create a Word document or if you are going to write several books save it as a template for future books.

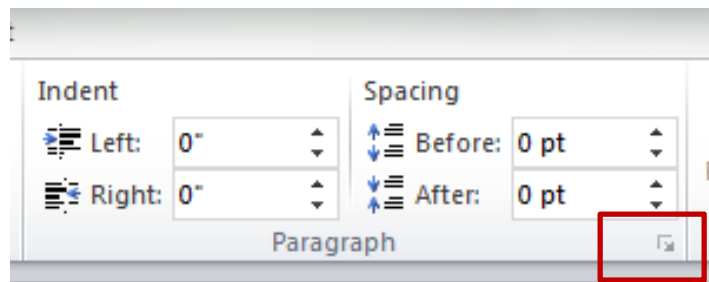
While you are writing your book there are some formatting you need to keep in mind as you go along. One of the most common mistakes writers make is that what they have already written will convert to a eBook the same way, these tips are mainly for Kindle but they will also apply to almost all other forms of eBooks so that you can avoid these mistakes and make your book look the way you want once it is done with the conversion process to convert your book to digital.

As you write your book you want to avoid using tab and space keys to indent a paragraph or picture, to set the indents for a paragraph in Word.

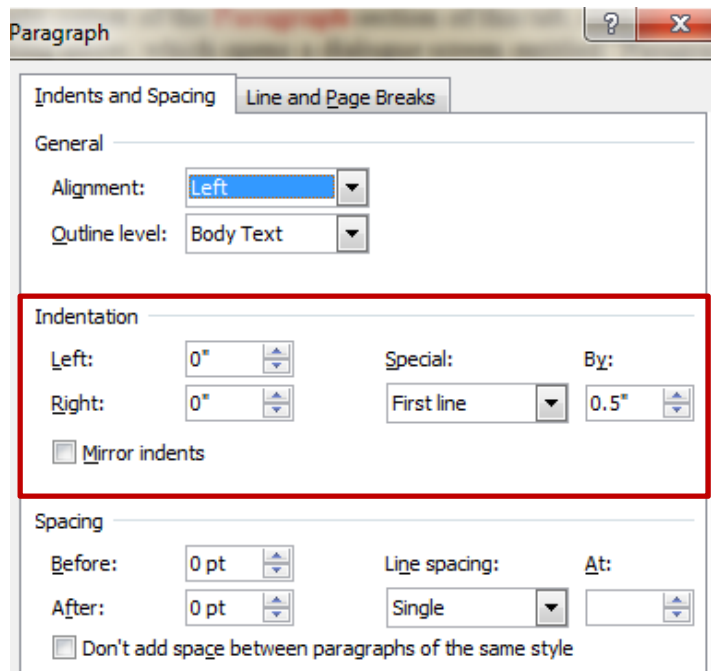
Click on the **Page Layout** tab at the top of the screen in Word



In the bottom-right corner of the **Paragraph** section of this tab, click the button resembling a downward pointing arrow, which opens a dialogue screen entitled “Paragraph”



In the Paragraph dialogue box, locate the **Indentation** section, using the **Special** dropdown box to **First line** and **By** to 0.5” for your preferred indent.

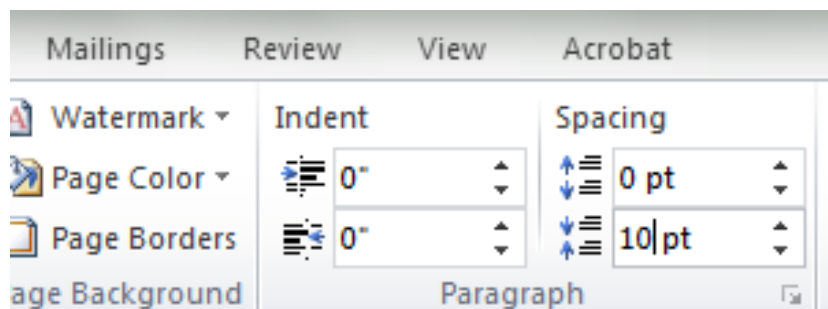


When using the **Return** key to insert a new paragraph there is no guarantee that the space between the paragraphs will appear correctly on all platforms. So when you set up your document you need to set up the spacing of your paragraphs so that they will appear correctly.

Click on the **Page Layout** tab at the top of the screen.



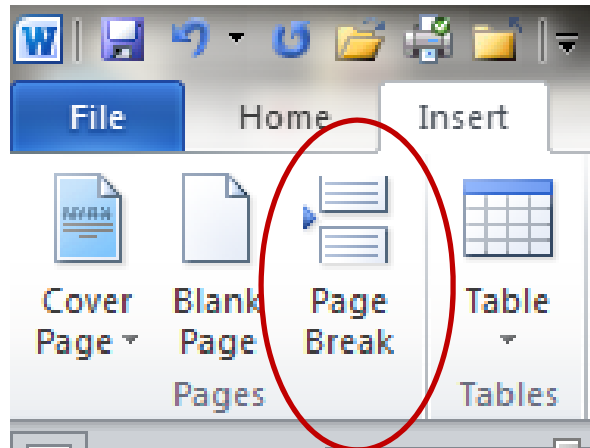
When the tab opens find the section called **Indent and Spacing** you can enter a value for your preferred space after a paragraph in this case we are going to set it to a 10 point space after a paragraph, before the next paragraph.



You will need to make sure you create a page break between chapters to prevent the text from running together. To insert a page break you will need to click on the **Insert** tab



Once you have the tab open click on **Page Break**



The **show/hide** feature is a button on the home tab that you will need to use so that you can toggle on and off of the formatting symbols. These symbols are not normally visible but you can use them to see where there is a page or paragraph break. These symbols will help you understand how your book will look once converted. To see the formatting marks you will need to click on ¶ in the paragraph section of the home tab.

