

Formatting e-Books for Writers

Checklist

- Save in a new file, even a new file folder.
- File Name. Give your manuscript a file name easily recognized by the reader.
This is especially true for PDF or e-books downloaded from your website.
- Cover. Begin looking for a graphic artist. Begin looking for a cover.
- Convert your manuscript to DOC (not DOCX).
- Remove graphics, sidebars, and pull quotes.
- Remove page numbers, footnotes, and other information in header and/or footer.
- Remove cover image.
- Remove blank pages.
- Move endorsements, dedication, author profile, etc. to end of manuscript.
- Remove all formatting.
- Remove page breaks.
- Font. Use serif for body text (i.e. Times New Roman). Use sans serif for chapter titles and subheads. (i.e. Ariel).
- Add bold, underline, and italic.
- Change or add page breaks.
- Format paragraphs.
- Format chapter titles using Heading 1 style.
- Format subheads using Heading 2 style (this can be done at the same as chapter titles).
- Create and link the table of contents.
- Add front matter.
- Link endnotes.
- Link website URLs.
- Add images, text boxes, or tables.
- Add the cover image.
- Upload to e-publisher.
- Preview the e-book.
- Correct any problems that may show up.
- PUBLISH.