



Smashwords Style Guide - How to Format Your Ebook (Smashwords Guides 1)

Mark Coker

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The Smashwords Style Guide has helped indie authors produce and publish over 130,000 high-quality ebooks. 200,000 copies of the Smashwords Style Guide have downloaded!

This guide offers simple step-by-step instructions to create and format an ebook using Microsoft Word.

The Smashwords Style Guide is required reading for any author who wants to distribute their book via Smashwords to major ebook retailers such as the Apple iBookstore, Barnes & Noble, Sony, Kobo and Diesel.

Authors and publishers who don't yet use Smashwords can still benefit from the Guide. It provides detailed information on how ebook formatting is different from print formatting, how to create a reflowable ebook, and it offers step by step illustrated instructions on how to tame the beast of Microsoft Word.

INSIDE THE SMASHWORDS STYLE GUIDE

GETTING STARTED

- Welcome to Smashwords!
- Do-it-yourself, or hire help?
- Good formatting examples
- What Smashwords publishes, what we don't publish
- Five common formatting mistakes to avoid
- How Smashwords publishes books
- How Smashwords distributes books
- How ebook formatting is different from print formatting
- How we convert your book into multiple ebook formats
- The three secrets to ebook formatting
- How to avoid (and fix) AutoVetter errors
- Introduction to Meatgrinder conversion system
- Your required source file
- Understanding the different ebook formats

FREQUENTLY ASKED QUESTIONS

FORMATTING

- Pre-Prep
- Making Word Behave
- Step 1: Make a back up
- Step 2: Activate Word's Show/Hide
- Step 3: Turn off Word's "AutoCorrect" and "AutoFormat" features

Step 4: Eliminate text boxes

Step 5: The Nuclear Method

Formatting

Step 6: Unify Manuscript around Normal paragraph style

Step 7: Managing and modifying paragraph styles, fonts

Step 7a. How to choose the best paragraph separation method (first line indent or block?)

Step 7b: How to implement your chosen paragraph separation method

Step 7b-a: How to define a proper first line indent

Step 7b-b: How to define trailing “after” space for block paragraphs

Step 7b-c: Special tips for poetry, cookbooks and learning materials

Step 7b-d: How to define proper line spacing

Step 8: Check your normalized text

Step 9: Why you should never use tabs or the space bar for indents

Step 10: Managing paragraph returns

Step 11: Managing hyperlinks

Step 12: Designating chapter breaks, page breaks, section breaks

Step 13: Working with images

Step 14: Text justification

Step 14a: Centering text

Step 15: Managing font sizes

Step 16: Style formatting, symbols and glyphs

Step 17: Headers and footers

Step 18: Margins, page sizes and indents

Step 19: Add the Heading style to your Chapter headers (optional)

Building Navigation

Step 20: Building navigation into the manuscript

Step 20a: Creating the NCX

Step 20b: Creating the linked Table of Contents

Step 20c: Advanced link building (Footnotes, Endnotes)

Step 20d: Troubleshooting and testing

Front Matter

Step 21: Front matter

Step 21a: Blurbs (optional)

Step 21b: Title and copyright page (required!)

Step 21c: Add a Smashwords license statement below copyright page

The End of Your Book

Step 22: The end of your book

POST-FORMATTING

Step 23: Preparing your cover image

Step 24: Review requirements for Premium Catalog distribution

Uploading Your Book to Smashwords

Step 25: How to upload your book

Step 26: How AutoVetter works

Step 27: After you publish – check your work

Step 27a: Check for EPUBCHECK compliance (important!)

How to Market Your Book

Step 28: Read the Smashwords Book Marketing Guide (also available at Amazon)

Step 29 Read The Secrets to Ebook Publishing Success (available at Amazon)

Helpful Resources

Send Feedback

About the Author

APPENDIX

Keyboard shortcuts (save hours with these tricks!)

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Lisa Marsh:

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