



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

By 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

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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: Blurb (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!)

Revision: June 16, 2012

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Step 26: How AutoVetter works

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### **Users Review**

#### **From reader reviews:**

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##### **Adrian Woodson:**

Spent a free time to be fun activity to do! A lot of people spent their sparetime with their family, or their very own friends. Usually they undertaking activity like watching television, going to beach, or picnic from the park. They actually doing same task every week. Do you feel it? Will you something different to fill your personal free time/ holiday? Might be reading a book could be option to fill your cost-free time/ holiday. The first thing that you'll ask may be what kinds of book that you should read. If you want to test look for book, may be the publication untitled Smashwords Style Guide - How to Format Your Ebook (Smashwords Guides 1) can be good book to read. May be it might be best activity to you.

##### **Sean Owens:**

This Smashwords Style Guide - How to Format Your Ebook (Smashwords Guides 1) is brand-new way for you who has curiosity to look for some information as it relief your hunger of knowledge. Getting deeper you in it getting knowledge more you know or you who still having bit of digest in reading this Smashwords Style Guide - How to Format Your Ebook (Smashwords Guides 1) can be the light food for yourself because the information inside this particular book is easy to get simply by anyone. These books produce itself in the form and that is reachable by anyone, yep I mean in the e-book type. People who think that in book form make them feel sleepy even dizzy this publication is the answer. So there is no in reading a reserve especially this one. You can find actually looking for. It should be here for you. So , don't miss this! Just read this e-book style for your better life and also knowledge.

##### **Wayne Queen:**

With this era which is the greater man or who has ability in doing something more are more treasured than

other. Do you want to become among it? It is just simple approach to have that. What you must do is just spending your time not very much but quite enough to experience a look at some books. One of several books in the top listing in your reading list is usually Smashwords Style Guide - How to Format Your Ebook (Smashwords Guides 1). This book that is certainly qualified as The Hungry Mountains can get you closer in getting precious person. By looking upward and review this e-book you can get many advantages.

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