Formatting for Smashwords

Before you start, I advise you to download the Smashwords Style Guide by Mark Coker. It's free, you can read it online if necessary, and you should read it from front to back – even the parts that won't pertain to you. It helps to have read everything once before you start.

My books are fiction with no pictures other than the cover. Everything is straight typing from chapter one to the end. **I type and format in Microsoft Word 2007**.

If you are formatting a simple book with front matter, a linked table of contents, text with nothing more than bold, italics, underline, etc., and back matter – then you can use this simple guide to format your book.

→ Obviously, start with a new page in Word. The default margins should already be set to 1" top/bottom/left/right. You can double-check this under Page Layout/Margins. It will likely be the Normal setting.

The first thing I type is the name of my book – Sunshine Hunter – followed by Chapter One. Now I type for days/weeks/months on end until I get to ### - the end.

After editing until I'm blue in the face, it's time to format, and I'm going to choose the Nuclear Option before I even consider formatting. If I would have done this with my first book, I wouldn't have had so many problems. Before proceeding, **be sure to make a backup copy** – just in case!
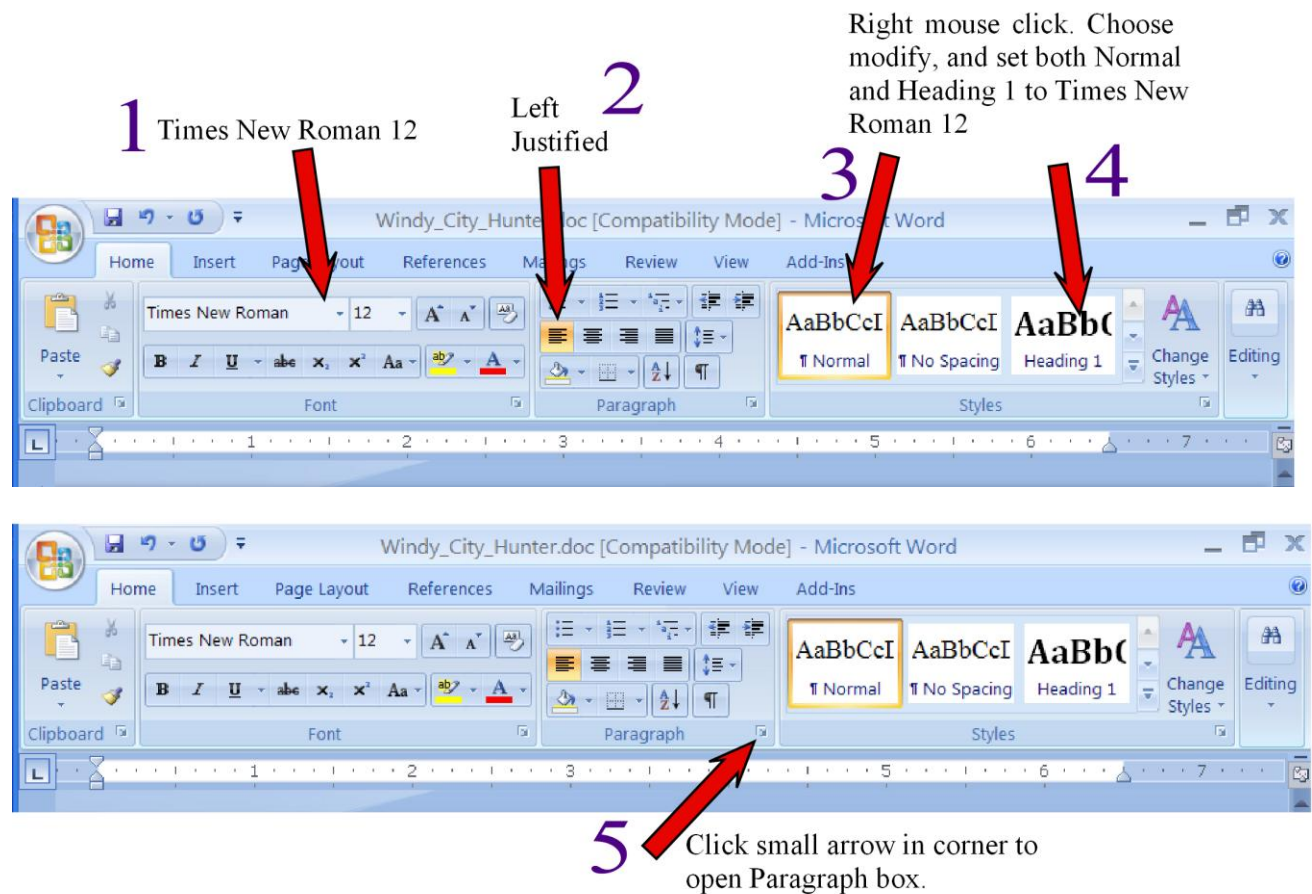
→ There is only ONE thing I need to watch for before I nuke, and that is *italics*. I like to use italics during oddball scenes or to show emphasis, and when I nuke, they will all be gone. If you use **bold**, <u>underline</u>, ~~strikethrough~~, etc., these will be gone as well, and you will have to go back and change them by hand. Make notes in your notebook, or use a highlighter on a hard copy, which is what I do, but you will have to redo these instances.
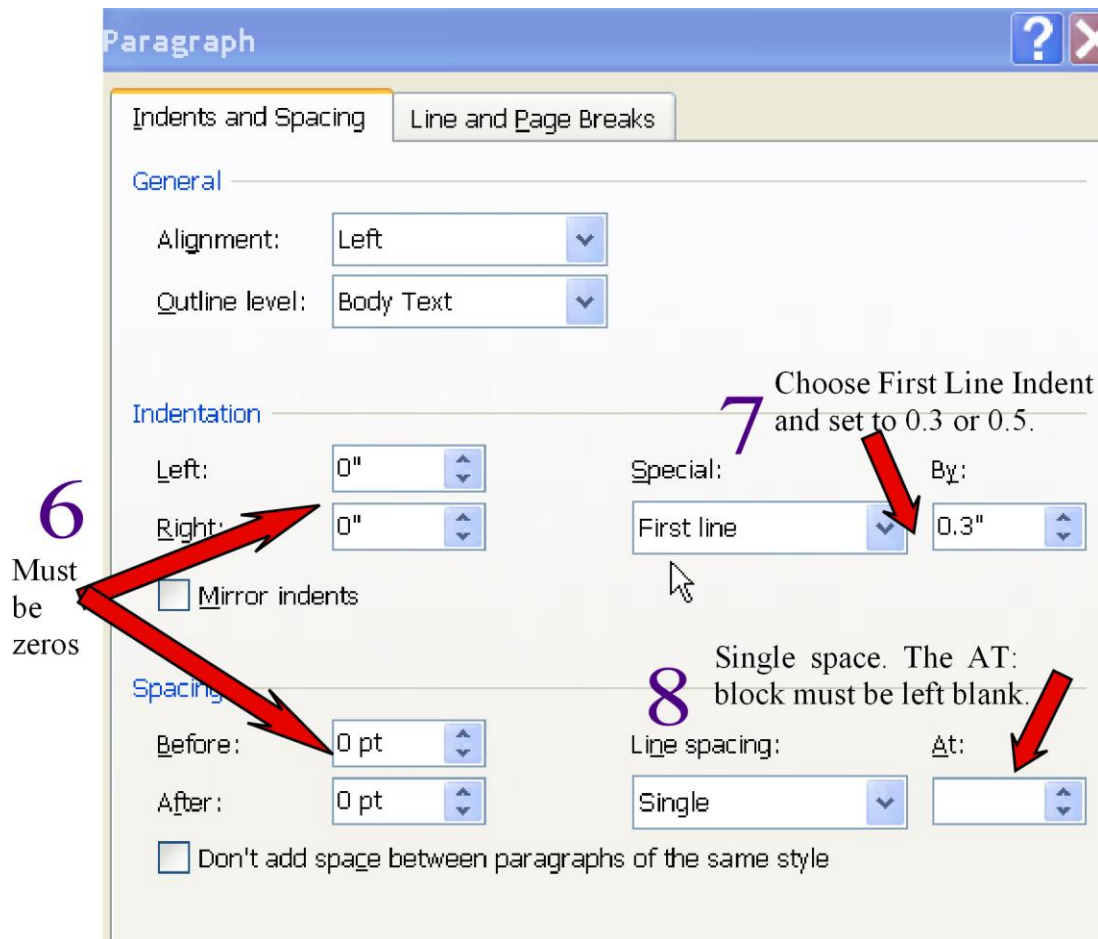
→ Ready. Nuke. Simply select all, from chapter one to the end (CTRL+A), copy, and drop it into the Notepad from your Accessories folder on your computer. All formatting – even sneaky hidden formatting which you can't see – will be stripped away. Copy it again, this time from the Notepad, and drop it into a **new**, blank, word document.

→ Save at this time in a .doc format – not .docx. Choose Save As / Word 97-2003; your file extension will be .doc.

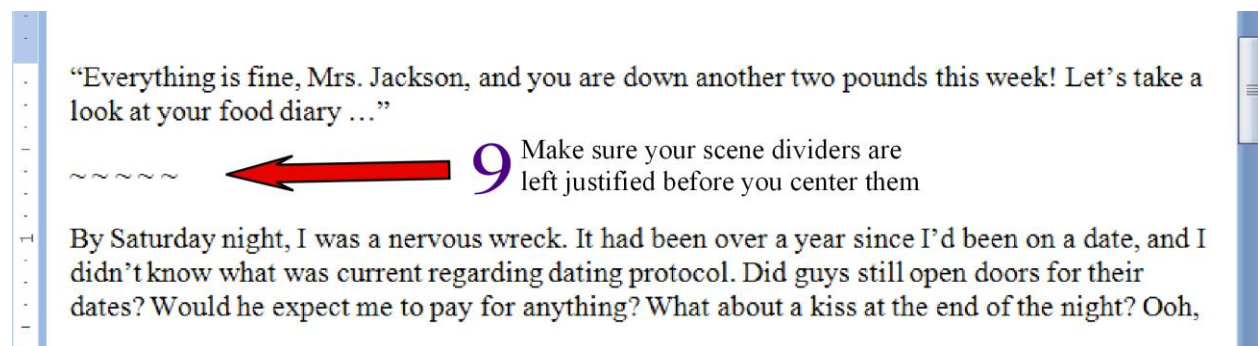→ Highlight your entire book again by pressing CTRL+A.

While your entire book is highlighted, do the following eight steps:

1 Times New Roman 12

2 Left Justified

3 Right mouse click. Choose modify, and set both Normal and Heading 1 to Times New Roman 12

4

5 Click small arrow in corner to open Paragraph box.

Paragraph

Indents and Spacing | Line and Page Breaks

General

Alignment: Left
Outline level: Body Text

Choose First Line Indent
7 and set to 0.3 or 0.5.

Indentation

Left: 0"
6
Right: 0"
Must
be
zeros
Mirror indents

Special: First line   By: 0.3"

Spacing

Single space. The AT:
8 block must be left blank.

Before: 0 pt
After: 0 pt
Don't add space between paragraphs of the same style

Line spacing: Single   At:

Click anywhere in your document to remove the highlight. Save.

Now is the time to go back through and fix italics, bold, underline, etc. If you use a designation between scene breaks (I use ~ ~ ~ ~ ~), and you had this centered, it isn't now. See #9. Re-center by hand. I no longer center these while I'm typing; I do it when I format.

"Everything is fine, Mrs. Jackson, and you are down another two pounds this week! Let's take a look at your food diary …"

~ ~ ~ ~ ~
9 Make sure your scene dividers are left justified before you center them

By Saturday night, I was a nervous wreck. It had been over a year since I'd been on a date, and I didn't know what was current regarding dating protocol. Did guys still open doors for their dates? Would he expect me to pay for anything? What about a kiss at the end of the night? Ooh,
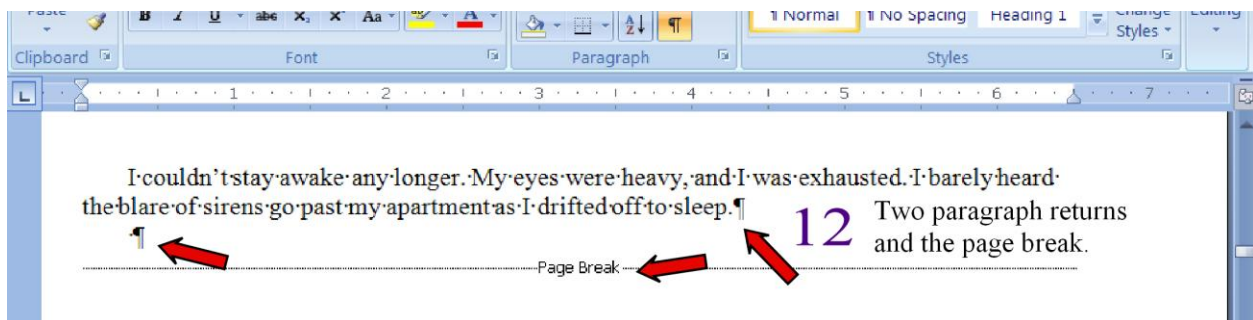
Time to turn on the Show/Hide feature. See #10. This will show all of your formatting thus far – your first line indents, your single spacing, your paragraph returns.
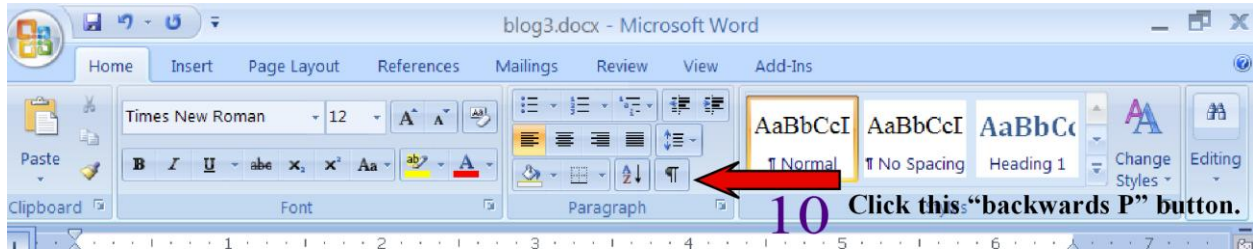
Time to put in page breaks after each chapter. Insert/Page Break. See #11 Be sure to have two paragraph returns **before** the page break.
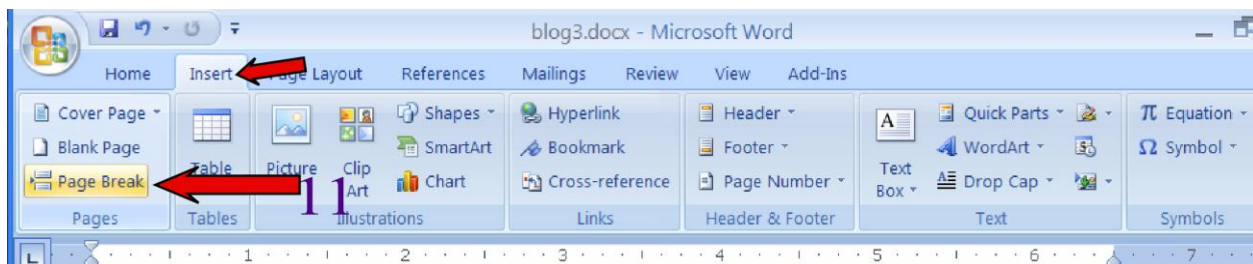
See #12 for the appearance of my page breaks at the end of my chapters.

Time for the Table of Contents. I fix my chapter headings at this time, too.

It's important to use the normal type that you've been using to create your TOC. Don't use a heading style. Simply put your cursor where you want your TOC to appear in your book – which will be the page before your Prologue or Chapter One.

Now manually type out your TOC:

Table of Contents

Chapter One

Chapter Two

Chapter Three

Etc.

That's it; we'll come back to them in a bit.

Now it's time to bookmark the chapter headings.

I start by making sure each chapter heading is left justified, bold, with a paragraph return following:
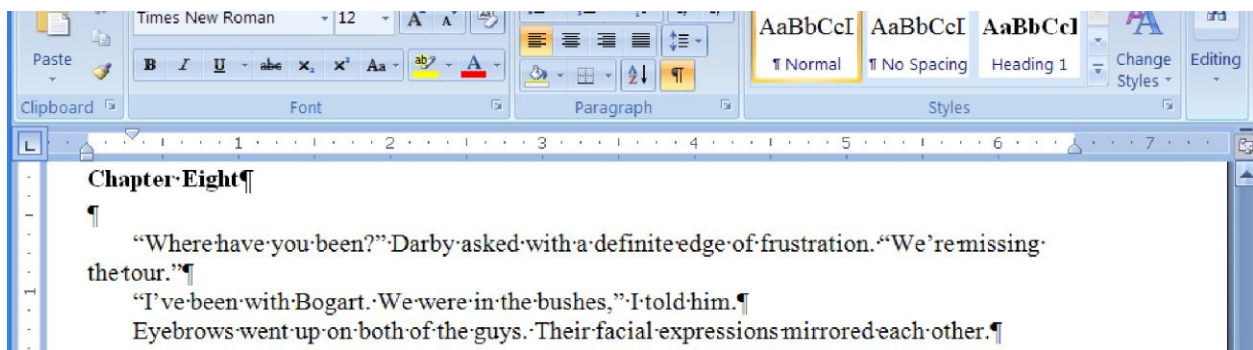
I personally don't do anything fancy with my chapter headings. A page break always starts them on a new page, and I simply bold them. In one of my books, I used bold and underline. If you want to change the font and/or type size, now is the time to do it, but be warned, some formats in the meatgrinder will automatically upsize and bold your chapter headings, so if you make them too big, they will be crazy whack big in a couple of the formats. That's one of the reasons I simply stick with Times New Roman 12 and bold.
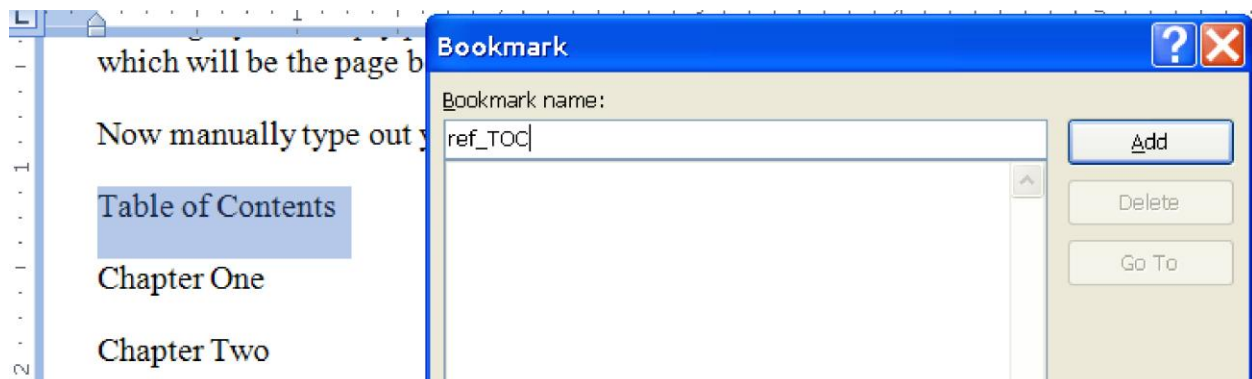
Now, highlight the chapter, Insert/Bookmark, and name the bookmark the same name as your chapter:
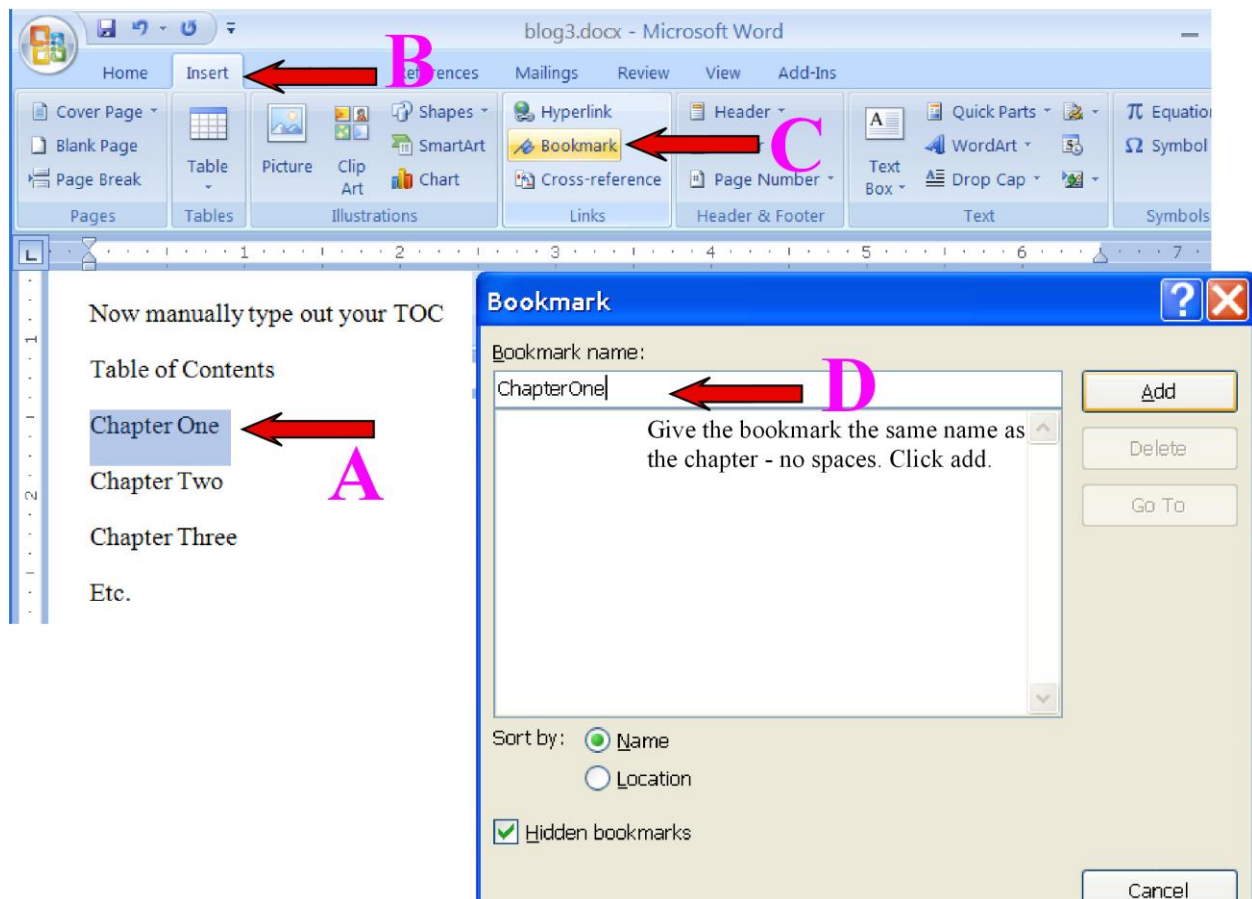
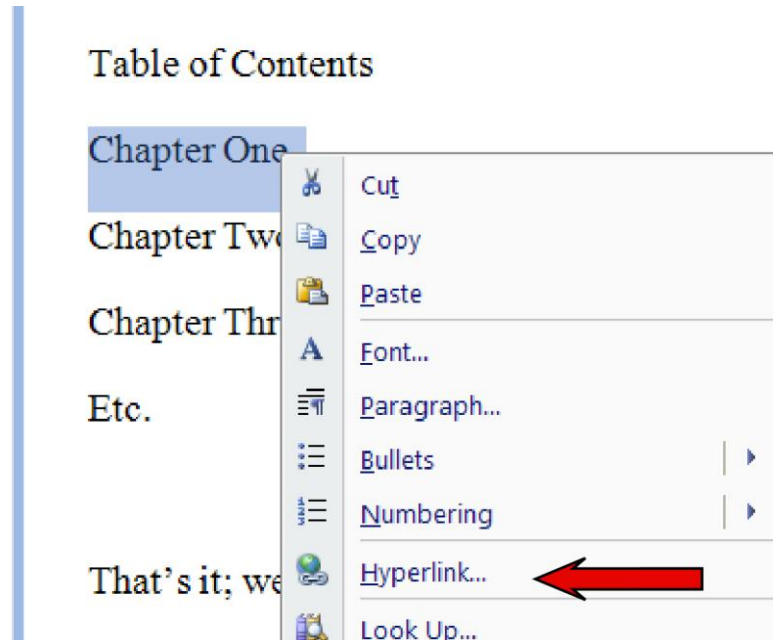Do that for each of your chapter headings.

Time to go back to the Table of Contents you typed out at the beginning of your book.

Here you will place one last bookmark. Highlight your phrase Table of Contents, insert/bookmark, name it ref_TOC, and add:
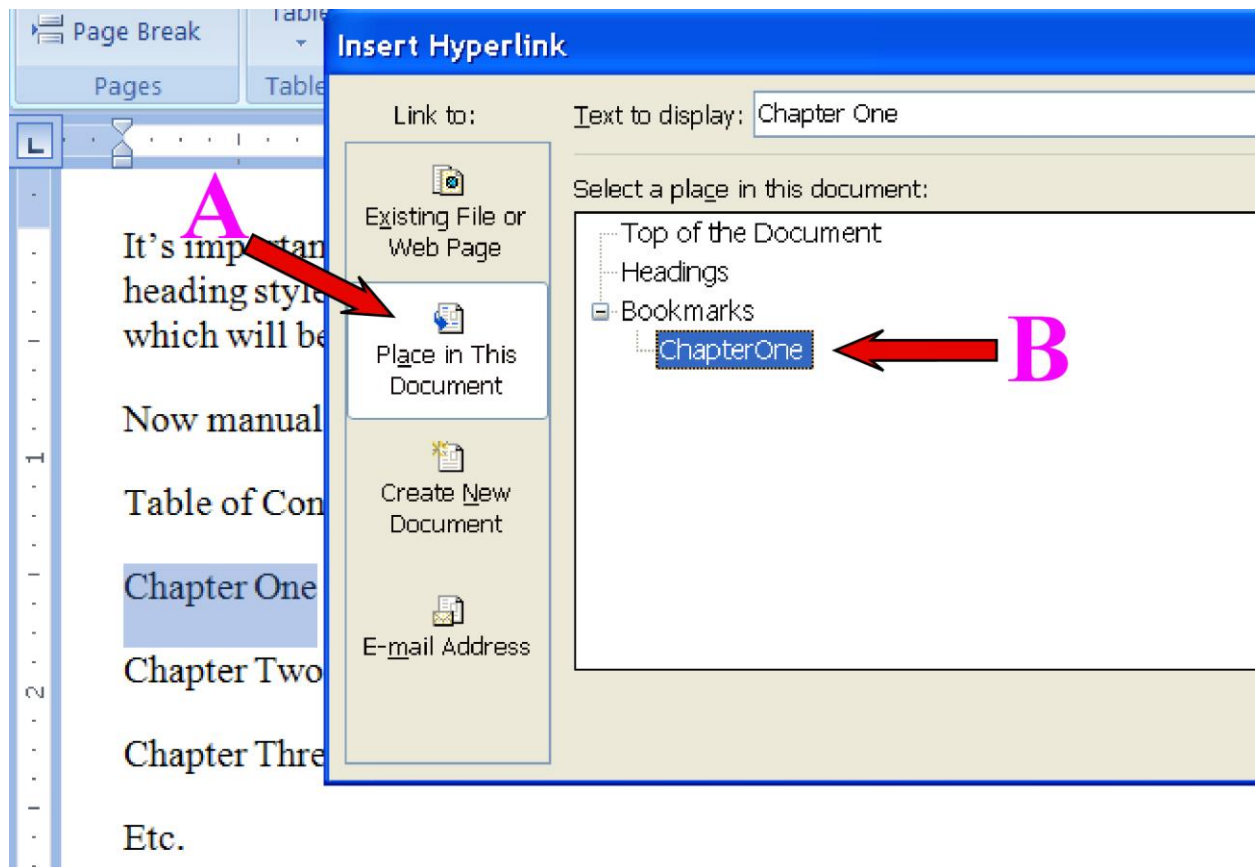
Now, make the Table of Contents active, clickable links.

Highlight Chapter One, **right mouse click Hyperlink:**

A hyperlink box will come up. Click "Place in this document." Your bookmarks will come up in the bookmark box. Select your bookmark (ChapterOne), and click ok. Repeat this for each chapter. For the illustration, I only set one bookmark.

Once all of your links are completed, you can control/click each chapter in the TOC to be sure it goes to the right place, but you can also open the bookmark box again by simply clicking insert/bookmark - then click the chapter and then the GO TO button. If all of your chapters have been bookmarked and linked properly, they will go to the correct chapter headings in your book.
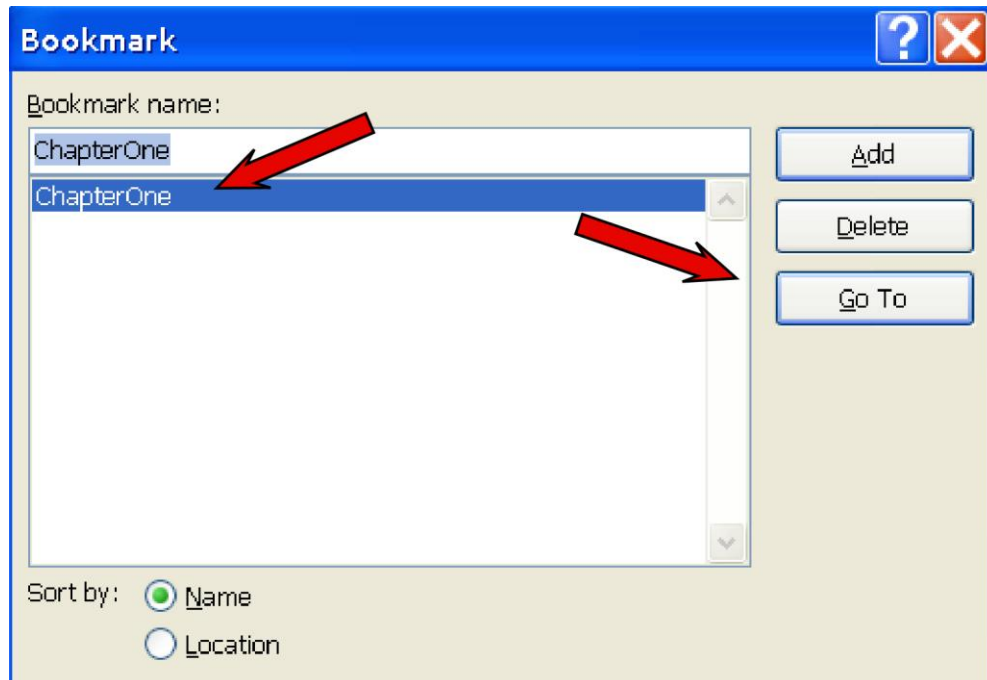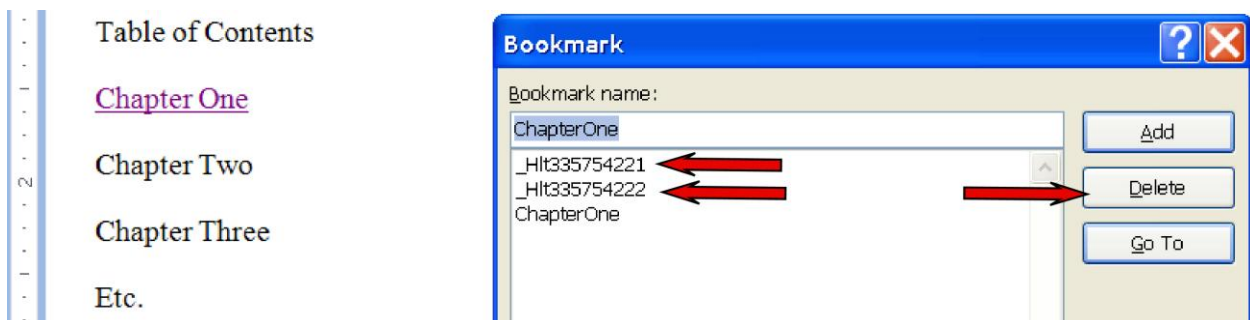
One last step before we leave the TOC. You have to remove hidden bookmarks. Open the bookmark box again by clicking insert/bookmark.

Uncheck and then check again the hidden bookmarks box.
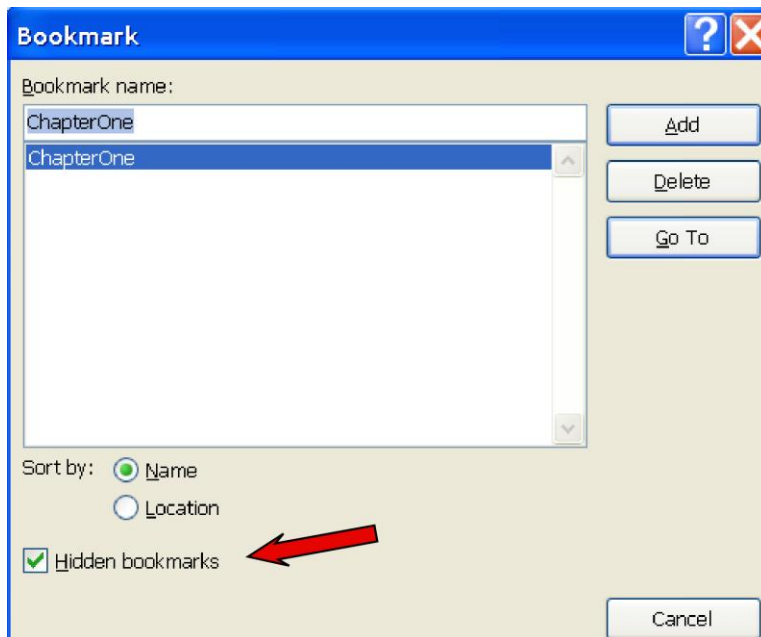
Hidden bookmarks start with an underline. There may be one hidden bookmark, or there may be a ton of them, but you need to delete them one by one:
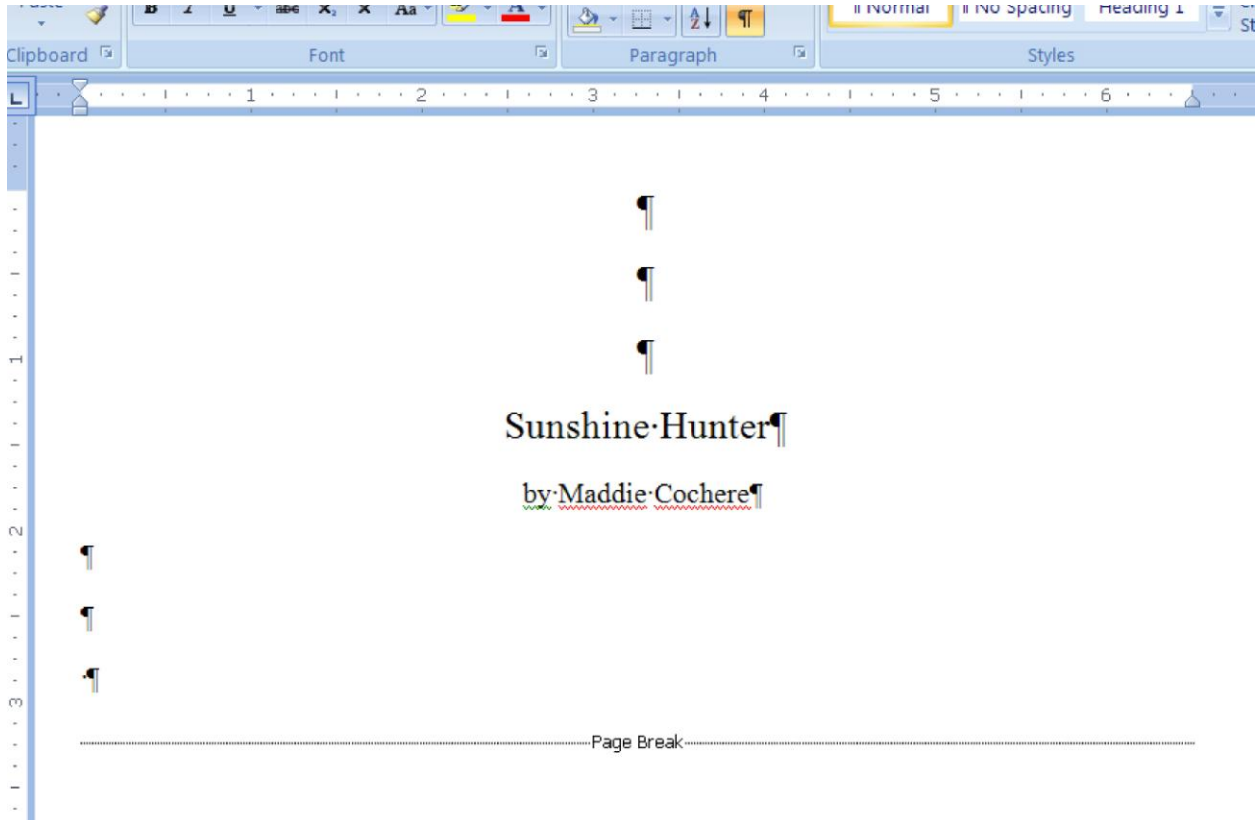

Whoo-hoo! Almost done. Everything from here on out is a cakewalk.

Time for front matter.

Go to the top of your document. Return three or four times to move your title down on the page (or add your title at this time). Your book should never have more than four returns at any one time.

Type your title with your name underneath. Return three or four times and insert a page break.

I set my title in 16 pt. with my name in 12 pt.

Next is your copyright page. DO NOT include the copyright symbol © . If you do, your book will not pass the AutoVetter. Ask me how I know.

Rather than to show copyright text here, you should check samples in books at Smashwords. You can view any book quickly by simply choosing the view online option for the sample.


You can view several copyright pages and write yours as you feel best suits you. It must include the words Smashwords Edition. When you are finished, center your text on the page and insert a page break.

<div align="center">

Copyright 2012 by Maddie Cochere
Smashwords Edition

Copyright text.

</div>

You should now be to your Table of Contents. If you have an extra page break before the TOC, simply delete.

Back Matter. At the end of my book, I show my other titles with blurbs and links to my books at Smashwords:
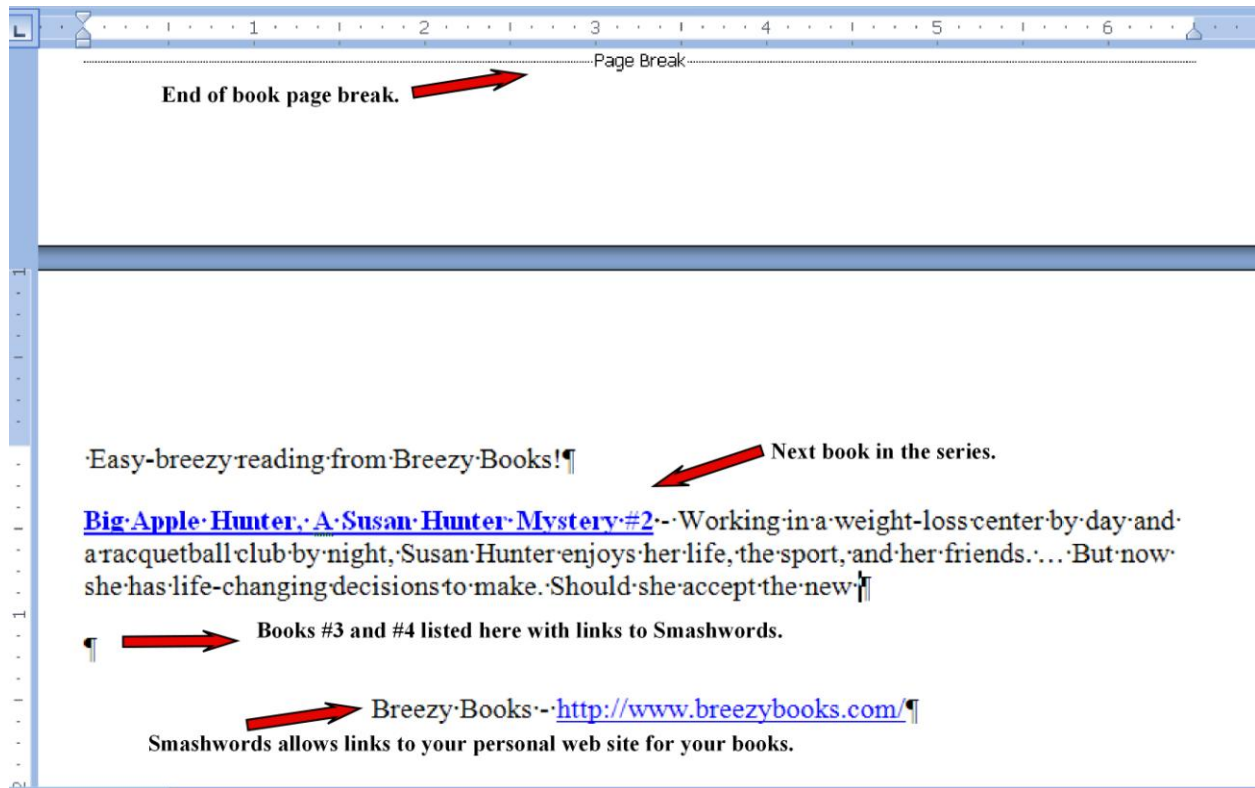
There is only one more step. Go to the top of your document and add your cover image. I use a .jpg image 1600 x 2400. Insert a page break.

Your're done!

I don't zip. I don't' save in html.

Scroll through the entire thing with your show/hide button on (backward P), and see how everything looks; it should look great. Now scroll through with the show/hide off. Your book should look wonderful.

Send it up to Smashwords! It will pass the AutoVetter and be in their premium catalog in a day or two.