Bibliocrunch

24 HOURS
TO

FORMAT
YOUR BOOK

ABIGAIL CARTER

24 Hours To Format Your Book

By Abigail Carter

Copyright Page

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INTRODUCTION

So you've written a book. Congratulations! There are many options out there for getting your book into the world and many authors choose to self-publish their work. This can be a daunting endeavor as there are a lot of moving parts.

This guide is meant to help you understand and, perhaps, even create your own ebook in a couple of different ways. Most professional ebook formatters use InDesign to create the interior layouts of books destined for both print and ebook form. InDesign is not an easy program to learn, nor is it a cheap program to buy or subscribe to. For those reasons it is not always within the reach of an author.

I have found a couple of great alternatives to InDesign that are a little easier to work with and allow you to create beautiful books. There is still a learning curve and a lot of trial and error, but if you are feeling up for the challenge, formatting your own book can be a rewarding experience.

If you are not up to doing your own formatting, then I suggest hiring a professional, many of whom can be found on Bibliocrunch.com. Post a job and have the professionals come to you! This guide will help you understand what to look for in a well-formatted book.

Happy publishing!

Best,

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TABLE OF CONTENTS

I. UNDERSTANDING AN EBOOK

There is a lot that goes into an ebook besides your words. First, it helps to understand the various parts of a standard print book.

A. PARTS OF A BOOK

1. Cover

This is self-explanatory but should include title, subtitle, and author name at the very least. The spine usually contains the title, author last name, and publisher logo. The back cover includes a book summary, testimonials, author bio, and author photo.

2. Front Matter

Front Matter is all the pages of a book that come before the first chapter begins. Here are the typical parts of a book's front matter:

a. Title page (title, subtitle, author name, affiliations)
b. Copyright page (year published, ISBN, Library of Congress info)
c. Copyright Acknowledgments (for titles with reprinted/permissioned material)
d. Dedication (if included)
e. Table of Contents (if included)
f. Foreword (if included—usually written by someone other than the author)
g. Preface (if included—usually written by the author)
h. Acknowledgments (if included)
i. Introduction (if included)

3. Body Matter

a. Parts – a set of closely related sections
b. Sections – a set of closely related chapters
c. Chapters – a set of closely related text or topics
   (in that order)

4. End Matter
Material that comes at the end of the book.

a. About the Author
b. Acknowledgments (if not included in front matter)
c. Other books written and links to social media/website/etc.
d. Glossary (if included)

e. Bibliography (if included)
f. Index (if included)

The ebook is a little different than a print book in that there are no real pages. Depending on the device your book is being read on (tablet, smart phone, computer), words will flow according to the size of the screen. It's also important to remember that people reading on these devices can customize the font, font size, and line spacing to their own preferences.

This also means that photos and images embedded in your text may not appear where you expect them to or in the size you might want them to be seen. These formatting limitations, therefore, make specialty books more of a challenge to format. Children's books with lots of illustrations and poetry books where you want to control the layout of the text provide examples of some challenging ebooks to format.

When formatting an ebook, it's important to remember this, as there is now no reason to set a fancy font or font size or use headers and footers for the page numbers. You can see that when it comes to formatting an ebook, the simpler the better.

As well, people reading ebooks also don't use page numbers to navigate the book. Instead they use hyperlinks, and thus there are a lot of opportunities to add some pretty nifty features to your ebook that would be impossible in a print book.

B. STANDARD VS. FIXED LAYOUT FORMATS

A standard ebook allows for text to flow no matter the size of the device the book is being viewed on. Standard ebook form is best for text heavy books with a few images embedded into the text. Images will essentially cause a paragraph break, however, and text does not flow neatly around them the way it does in a print book.

A fixed layout book is an option for image heavy books. Essentially, the fixed layout ebook takes the control away from the reader and sets the book the way it is meant to be read. There is a more complex process to creating a fixed layout book, so if you have a children's book, a cookbook, or a book of poetry with complex word layouts, you may want to hire a professional who can set this up for you.

C. EBOOK FORMATS

Ebooks come in a dizzying array of formats. The standards are EPUB, PDF, and MOBI, MOBI being specific to Amazon Kindle books. All other online ebook retailers use the EPUB standard. But, because vast majorities of the people buying ebooks are reading on a Kindle, you will likely need to produce your book both in EPUB and in MOBI formats.

An EPUB file is actually a group of HTML files compressed into a .ZIP file. It is possible to change the extension of your EPUB file to .ZIP and get access to the HTML. You can make changes to the HTML (if you are inclined), re-zip the files, and rename it back to an EPUB.

PDF (Portable Document Format) is the format usually used when you will be printing a hard copy (hardcover or paperback) of your book. PDF files are actually final print files that (usually) cannot be modified, so they can easily be shared among operating systems and printing systems without any changes to the original file.

II. AN OVERVIEW OF TOOLS FOR FORMATTING EBOOKS

A. TOOLS

InDesign
InDesign is the most common tool used for formatting a book. It is certainly what all the professional book formatters use. Its drawbacks are cost and the learning curve to use it. For the purpose of this book, we will be looking at some alternative tool to use instead of InDesign, which are hopefully a tad simpler. Cost for InDesign is about $20 per month for a subscription to the Adobe suite of products.

Calibre
Calibre is a free app that is really an ebook management system, but you can use it to convert any number of ebook file types to different ebook file types. It has many options which include rescaling font sizes, recognizing text structures like headings and tables of contents, and inserting metadata (info about your book) into your ebook file. To make changes in your ebook using Calibre, it helps to have a decent understanding of HTML. **But take note:** Using Calibre can mess with your book's formatting. For this reason, I am not recommending them as a tool in this guide.

Pressbooks
Pressbooks is a WordPress-based software that provides you with a number of ebook templates that allow you to write, edit, organize, and output your book into ebook or print formats. Your book then becomes its own mini website (you can set it to private or public) and thus is an easy way to have others read it before it is published (a great way of distributing your book to beta readers). Setting up your Pressbook is free, but when you want to generate an ebook, you will pay a fee unless you want a watermark on your final ebook. Generating an ebook (EPUB and MOBI) file for one book will cost a one-time fee of $19.99. To add a print version (PDF), it will cost $99 per book.

Scrivener
Scrivener is a powerful word processing program built specifically for authors. It allows you to maintain all of your files (including chapters, scenes, photos, tables, research, web pages, and much more) all within one Project file. The power for writers comes in the ability to easily move chapters and scenes around, view them in an outline form or a corkboard with note cards form, write yourself notes and, of course, compile your book into a variety of formats without having to change anything in the format of the original. The Scrivener program costs about $45 but it is a one-time fee. Be sure to check Bibliocrunch's Author Academy to see how you can save 20 percent off that cost.

MS Word with Book Design Templates

Word is obviously the most well-known of the text processing options, but you can also use Word to convert your files into ebook and print formats. There are, however, quite a few gotchas when converting files from Word. For the purposes of this guide, we will be using a Word template that you can buy. It will allow you to easily format your book in Word for both print and ebook output. Each template costs around $60, but you can use them over and over again.

[Vellum](#)

Vellum is a full-featured text editor that you download to your computer. It allows you to both write your book and then output it into print and ebook formats. They have beautiful templates and it is very easy to use in comparison to many of the other options available. At this time Vellum is only available to Mac users. The cost is about $25 to output a single book in a variety of formats.

Pages

It is also possible to use the Apple-based Pages as a text editor as it integrates well with iBooks Author and iBookstore and thus converts files easily into EPUB format. The only drawback is that it does not convert files into the MOBI format.

For the purposes of this book, I am going to cover the basics of how to format and output an ebook using the following tools:

Pressbooks
Scrivener
Vellum
Book Design Templates for Word

In all these examples, I am going to assume that you have your manuscript in a Word format to start. I will show you how to import your Word files into the tool, how to use the tool, and finally how to output, or compile, it into an ebook (EPUB, MOBI) and, where possible, into a PDF for print.

B. PREPARING YOUR MANUSCRIPT

To make life easier, no matter what tool you use to format your book, here are some general things to avoid as you write:

- Do not use tabs.
- Do not justify your text.
- Use Times New Roman in 12 point.
- Never use more than three returns in a row.

- Don't adjust leading or line height.
- Avoid special characters.

III. FORMATTING USING PRESSBOOKS

Pressbooks offers an easy way to both write and compile your book into ebook or print formats. To get started:

Step 1: Register for a Pressbooks Account

1. Go to Pressbooks.com and click the "Create Your Book" link.
2. Give your Pressbooks.com site a name (name.pressbooks.com) where "name" can be your book name, your author name, or anything else you can think of. I recommend using your author name in case you have more than one book in you.
3. Give your book a title.
4. Set your privacy to either "Private" or "Public."
5. Verify you are human.
6. On the next page you will fill out your personal info and then will need to verify your account via email.

Step 2: Set Up Your Pressbook

Once you have verified your account, click the link in the verification email sent by Pressbooks. You will land inside the dashboard of your new Pressbooks "site," or management center. If you use WordPress you will recognize this interface.

Add your book info
Click the "Book Info" link in the left column. This is the place where you will enter all the information related to the book: author, title, subtitle, descriptions, ISBN… etc. All the information that will go into the front matter of both your ebook and your print book.
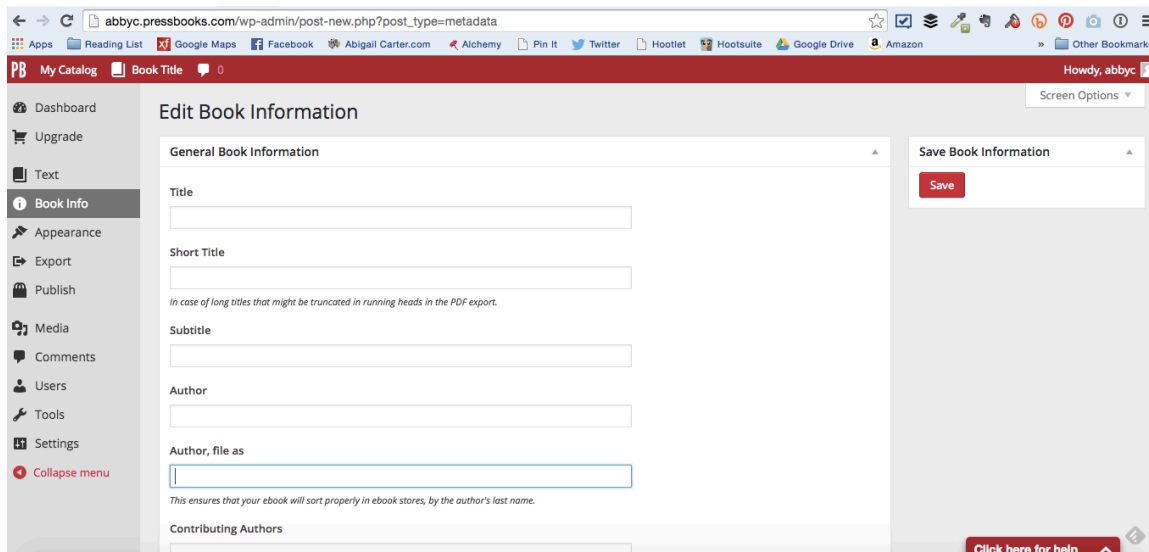
Step 3: Add/Organize Your Text

This is where you will either begin writing your book, or where you will import all your Word files to. Click on "Add Chapter" from the menu that appears beside your book's title.

Book Title Export Add Front Matter Add Back Matter Add Chapter Add Part

This will open to a blank page where you can enter the chapter title and begin typing in the text box.
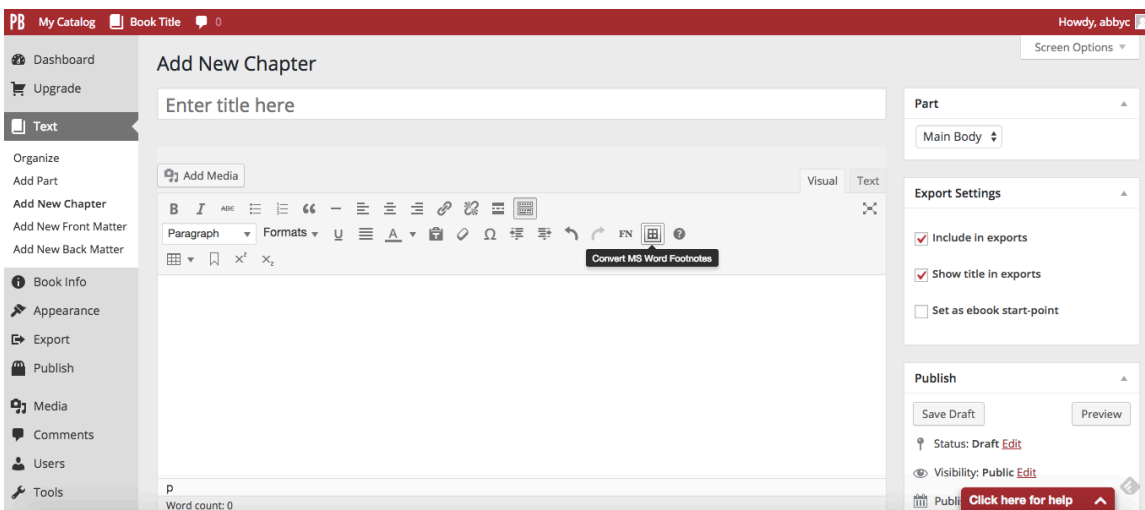
A note on importing Word files:

Word files often have all sorts of hidden formatting. If you cut and paste into Pressbooks from a Word file, some of this unwanted formatting may come with it. You can always paste into Pressbooks by clicking "Edit" in your browser and then selecting "Paste and Match Formatting." (This is using Chrome for Mac, but most browsers have a similar option). This will ensure that the text you are pasting will match the formatting where you are pasting it.

Pasting a Word file with footnotes

Also note that Pressbooks has a special button if you are pasting text from Word that contains footnotes. See the above screen shot.

Step 4: Choose Your Book Design Theme

Now for the fun part! This is where you get to choose what the inside of your book will look like. To choose a theme:

1. Click "Appearance" from the left navigation.
2. Scroll through the themes until you find one that you like. When you roll over it with your mouse, you will be able to see more details about the theme by clicking the "More Details" button.
3. When you have found one that you like, click "Activate."

When you go to look at your book now, you will see that this theme will be active and your book will appear with the styling of the theme you have selected.
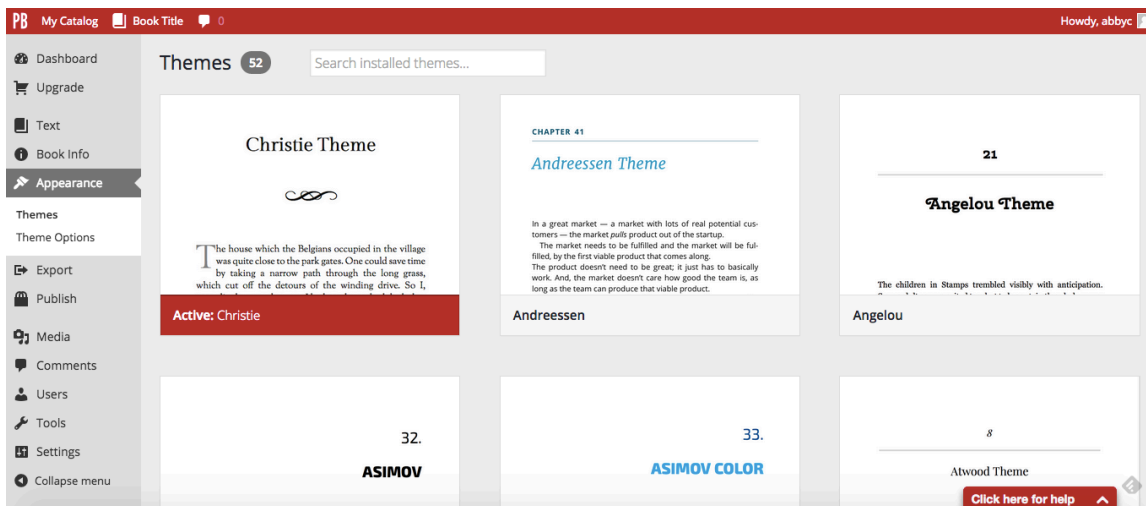
Set your theme options

To set up your theme options, Click "Appearance" in the left navigation and then click "Theme Options."

Here you will be able to set up general theme options, such as chapter headings, table of contents, font size, social media sharing buttons, page sizes, footnote styles, etc.

Step 6: Export Your Book

Once you have all your chapters in the order you want them, have your theme selected, and its options set, you will be ready to export your book. To export your book:

1. Click "Export" from the left navigation.
2. Select your format for output (EPUB, MOBI, PDF, InDesign, and three flavors of XML are available).
3. Click big red "Export My Book" button.

4. Your exported files will appear under the button. Just click on each one to download it to your computer.
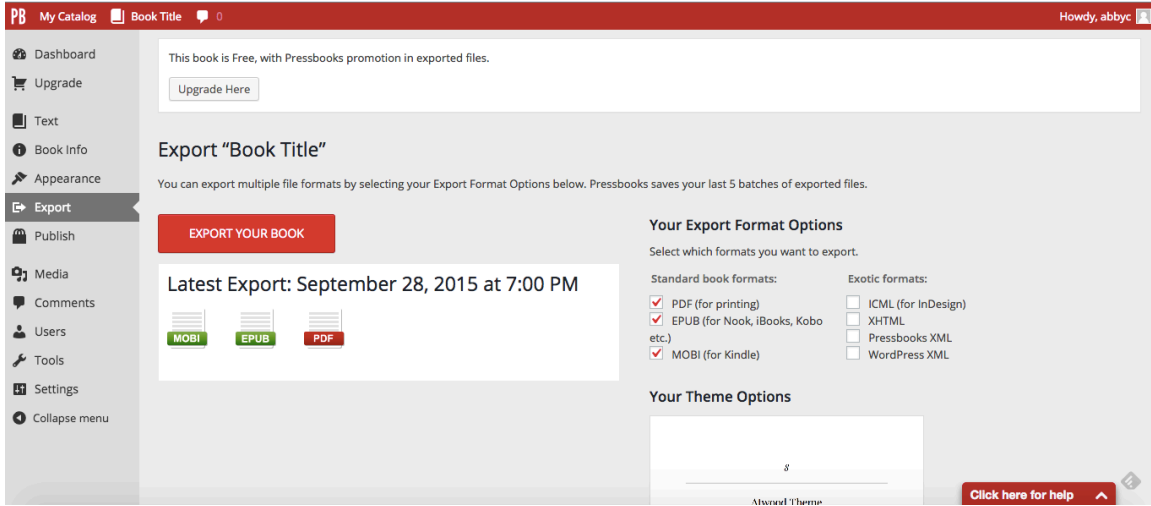
IV. FORMATTING USING SCRIVENER

Scrivener is a powerful word processing program used by many writers. It has some wonderful features that make it ideal for a writer, one of which is the compile option. It lets you output your book into a number of formats without ever needing to format your original text. The compile features are many, so for the purposes of this guide, I will attempt to keep it simple and just show how to compile your book into an ebook.

Note: I am assuming that you have some working knowledge of Scrivener. If you are interested in learning more about Scrivener, be sure to check out my other guide, *24 Hours to Learn Scrivener*, available through Bibliocrunch's Author Academy.

A. COMPILATION OPTIONS

1. Choose File -> Compile or select the Compile button.
2. From the Compile menu select "All Options" so you will see all the options available to you. Later, when you have things set up, you will be able to just use the "Summary" tab to view the most basic options available when compiling your book.
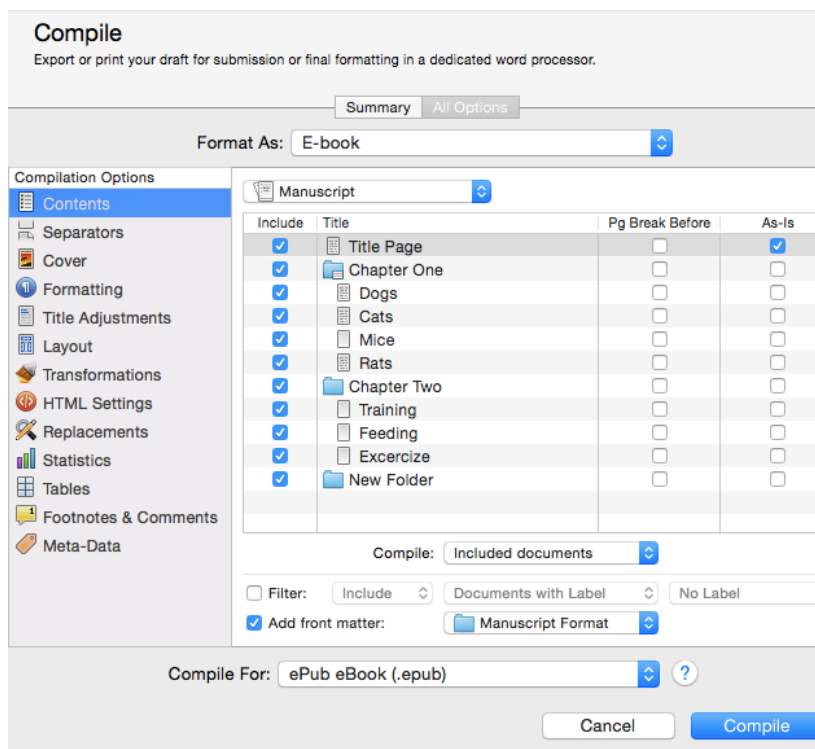
The compile menu in All Options view

The compile menu in Summary view

Now to set up the Compile options for your ebook.

Format As: Here is where you will select the type of book you will be formatting. There are many options. For the purposes of this guide, you would select ebook.

Novel
Predefined Formats
E-book
E-book (with Parts)
Enumerated Outline
iBooks Author Chapters
Non-Fiction Manuscript Format
Paperback Novel
Paperback Novel (with Parts)
Plain Text Screenplay (Celtx, Movie Magic)
Proof Copy
Script or Screenplay
Standard Manuscript Format
Synopses and Titles
Synopsis Outline
Project Formats
Proof preset
My Formats
Remember the Moon - Mobi Settings
Remember the Moon Print settings
Original
✓ Custom
Manage Compile Format Presets...

The "Format As" dropdown menu

Compilations Options: On the left side of the menu you will see a column with the heading "Compilation Options." This is where you will set everything up.

Contents: Here you select which folders and text (parts, chapters, and scenes) you want to include in your compiled ebook. You can select to have a page break before each item (which you would select before each chapter) or not (between scenes). You can also choose to output the files as they are and they will be generated without applying any of the ebook-specific formatting.

Separators: Here is where you can choose to automatically add symbols, icons, or blank lines between chapters or scenes or at the end of your book.

Cover: Here is where you need to set up your cover. First, you will need to drag and drop your cover image into your Binder. Usually I put covers in the "Research" folder, or else you can create a folder and call it "Cover" and put the image into that folder.
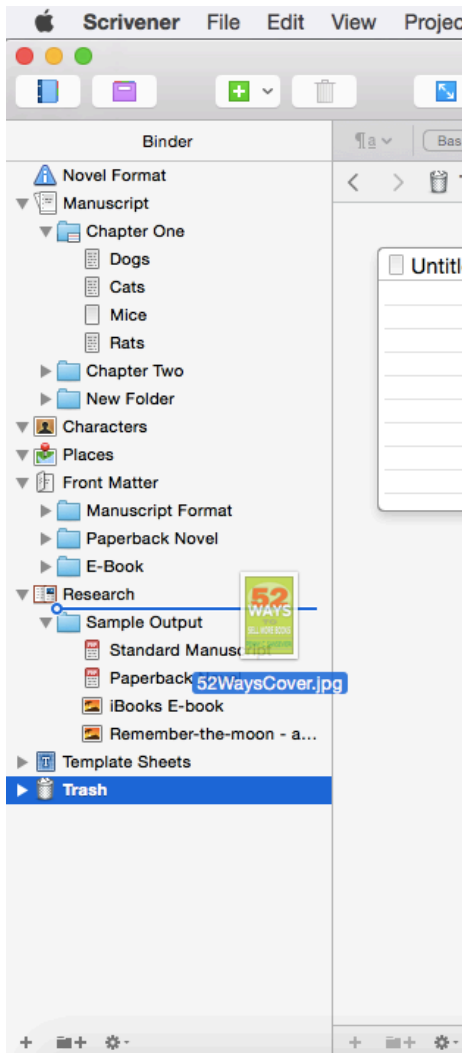
Adding a cover image to the Binder. Just drag and drop.

To add your cover image to your ebook, click on "Cover" under "Compilation Settings" in the Compile menu. Click on the "Cover Image" dropdown and locate the image you have previously added to the Binder. Your cover image should appear.
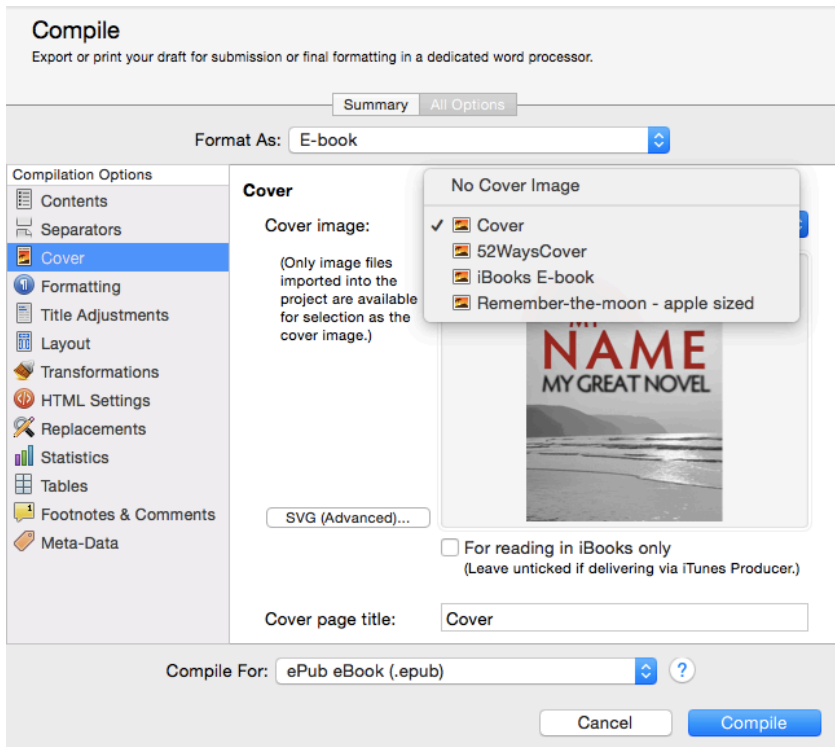
Formatting: This is where you set the titles for folders, or chapters and text, or scenes. You can determine as well what information you want included in your ebook. You can choose to include title, synopsis, metadata, notes, and text. For most novels you would select only the title and text to be included.

Title Adjustments: Depending on how you have formatted your titles in the Formatting section, you may want to turn off that formatting for the front matter of your book. You may have adjusted your titles to have "Chapter #" as the prefix. In this menu, you can choose to suppress that for front matter and end matter titles where you would not want to have "Chapter #" show up (Table of Contents, Acknowledgments, etc.)

Layout: This is where you determine how you want the table of contents to be generated. Most ebooks have a generated table of contents that is centered and has the title "Contents," but you can change all of these options.

Transformations: This is where you can manipulate and convert special characters that may appear in your manuscript. For example, if you know you have double spaces after a period throughout your document, you can choose to have them converted to single spaces, a better option for ebooks.

HTML Settings: Here you can adjust Scrivener-specific links to HTML links. You can have all links underlined or not.

Replacements: This option is similar to the Search and Replace option in Word. Click the + button to add a search and replace parameter. You can set these for the whole project or for just the current compile preset. This feature is handy when it comes to ebook formatting as it allows you to search for formatting that can mess up an ebook (i.e., tabs and double spaces). You can also use it to replace a name of a character or place without doing so in the original document.

Statistics Options: You can determine what is included in your project word count and how that information is displayed in your final book.

Tables: If you have tables in your book, you can use this option to determine how your table will look when it breaks across two pages.

Footnotes and Comments: This is where you determine how your footnotes, endnotes, comments, and annotations will appear in your final book.

Metadata: If you have already filled in your project's metadata (the basic information about your book, such as title, author, publisher, etc. that will show up automatically in your ebook) it will appear here automatically. If you haven't, you can add it all here and it will become a part of your ebook. Ensuring this is as complete as possible is highly recommended as it will be important in how your book is searched and discovered.

B. COMPILING YOUR BOOK

Once you think you have all your settings the way you want them, click the Compile button at the bottom of the menu. You will be prompted to save your file somewhere and then the magic will begin. When the process is complete, navigate to the folder you have saved your compiled book into and take a look.

V. FORMATTING USING WORD AND BOOK DESIGN TEMPLATES

A. STEPS TO FOLLOW

Book Design Templates create interior book templates to use with Word, allowing you to easily create books that have beautiful interiors. You will pay for each template (around $60), but then you can use it for multiple books. Here's how to get started:

Step 1: Download the template
Download the purchased template and unzip the file. Be sure to do a "save as" and give it a new file name (your book's title for instance) so that you don't overwrite the template and can use it again in its original state.

Step 2: Install the fonts
Some of the templates come with fonts that need to be installed before they will work. The fonts are located in the Fonts folder of the unzipped file. If you have purchased ebook only or "2-way" templates, then the fonts are already built in.
- Installing fonts on a Mac: https://support.apple.com/en-us/HT201749
- Installing fonts on a PC: http://www.cnet.com/how-to/how-to-add-remove-and-modify-fonts-in-windows-10/

Step 3: Open the template file
From the unzipped file, open the Word template file. It will be named the same name as the template you purchased.

The file will open and will contain dummy text to get you started. It will already be set up with headers and footers, margins, styles for all the titles, etc.

Step 4: Place your text
Open your manuscript's first chapter in Word. **Note:** It is best to cut and paste your chapters into the Template one at a time as this will be the best way to preserve the formatting and page numbering.

Select and copy your entire chapter. Open the Book Template chapter and highlight the dummy chapter 1 text and then paste your copied text. On a Mac, you can click Edit -> Paste and Match Formatting to be extra safe.

Tips:
- Paste your chapters into the template in order and one at a time. This will preserve the page numbering.

- If you have a preface, paste it over the dummy chapter 1 text, and then paste your chapter 1 over chapter 2, etc., again to ensure the page numbering works properly.
- It is recommended that you show the formatting marks before beginning. Being able to see them will ensure that you don't delete something by mistake. To turn on reveal formatting:
    - Click View -> Reveal Formatting (Mac)
    - Click the "Show/Hide" button in the Home tab (PC)
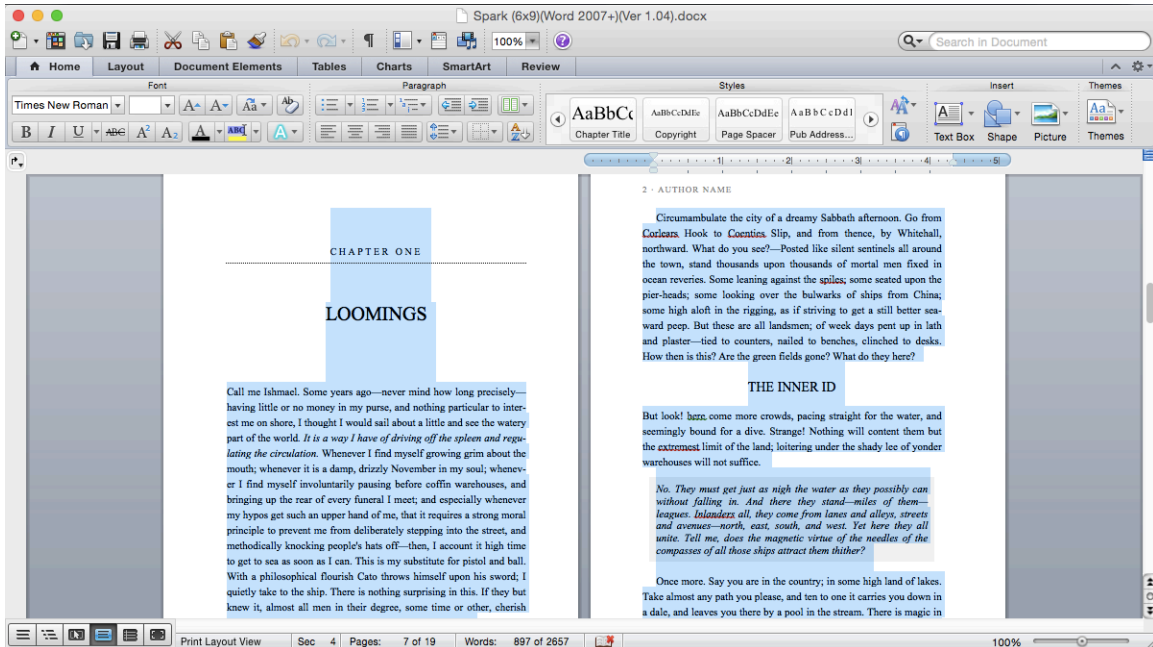
Figure 1: Select the dummy text and then paste text copied from your chapter.

Adding a new chapter

To insert a new chapter, put your cursor at the bottom (below the text) of the last chapter and click Insert -> Break -> Section Break (Next Page). This will create a new page to start the new chapter.

Adding a chapter heading (applying a style to a selection of text)

Type and then select your chapter heading or the text you want to format using a style (see following screenshot). Find the style you want to use. In the case of chapter headings, use the style called "Chapter Title" style and apply it to your selection. You can create quotations, subheads, captions, bulleted and numbered lists, and more using this method. The more you use the styles to format your book, the better. This will ensure you book is consistent throughout.

Inserting footnotes

Highlight the text that you want to reference.

Click Insert -> Footnote (Mac) or Insert Footnote from the References tab (PC). This will add a superscript numeral to the text and a matching numeral at the bottom of the page.

Note: When outputting as an ebook, the footnotes will become hyperlinks that link to the back pages of the book.
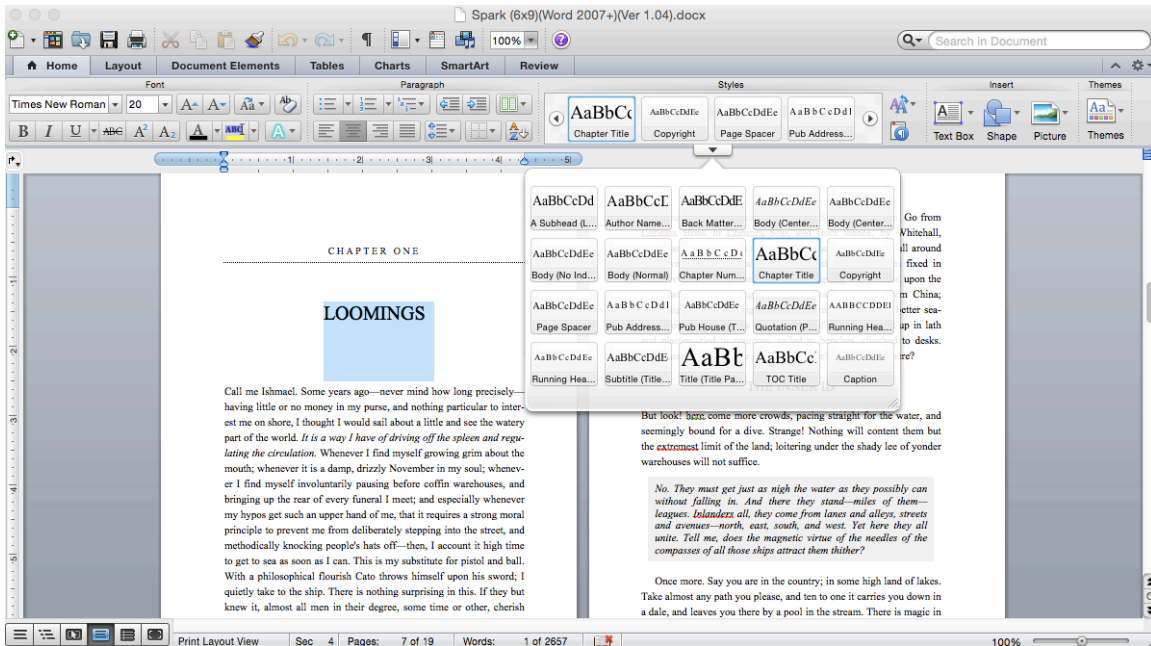
Figure 2: Select your heading, then click styles and apply the style "Chapter Title" to your selection.

Adding a bulleted or numbered list

Select the text that you want to be bulleted. Click the multilevel list button to see the list styles that have been set up for the template. These styles do not appear in the regular styles menu. (This is good to know when using Word in general.)

Adding images

- Place your cursor where you want the image to be placed.
  - Click Insert -> Photo -> Picture from file (Mac)
  - Click the Picture icon from the Insert tab (PC)
- Resize the image by grabbing a corner and moving it inward.
- Have the text wrap around the image by double clicking on the image and clicking the "wrap text" button in the image menu (Mac); right click the image to get the wrap text menu (PC).
- Add a caption to the image by clicking Insert -> Caption (Mac) or right clicking the image and click "Insert Caption" (PC).

Tips for adding images in ebooks:

- Images should be in their own paragraph with no wrap text applied.
- Be sure to center your image using the center button.
- Ensure images are a minimum of 500 pixels wide, maximum 1500 pixels, and at least 72 dpi.
- Remove all borders and lines around images.
- Remember that your images may be seen in black and white, so they should be clear.

B. OVERVIEW OF STYLES (INCLUDED WITH MOST TEMPLATES)

Styles for title page:

Title (centered, large)

WAR AND PEACE
The End of the Proletariat Rising

Subtitle (centered, medium)

Count Leo Tolstoy

Author Name (centered, medium)

Publishing House Name
CITY, STATE

Pub House (centered, small, expanded)

Pub Address (centered, small, caps)
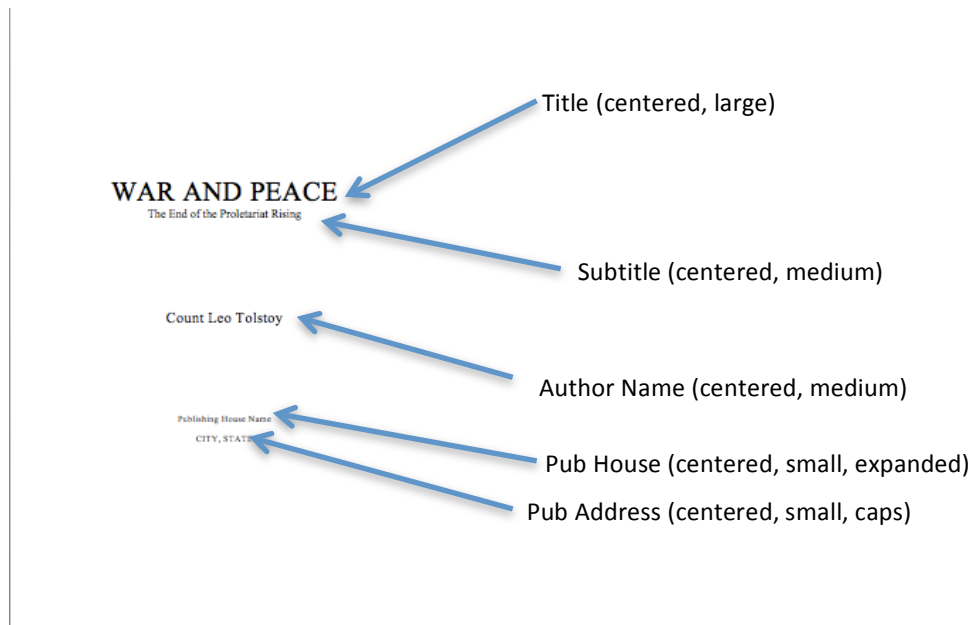
Styles for copyright page:
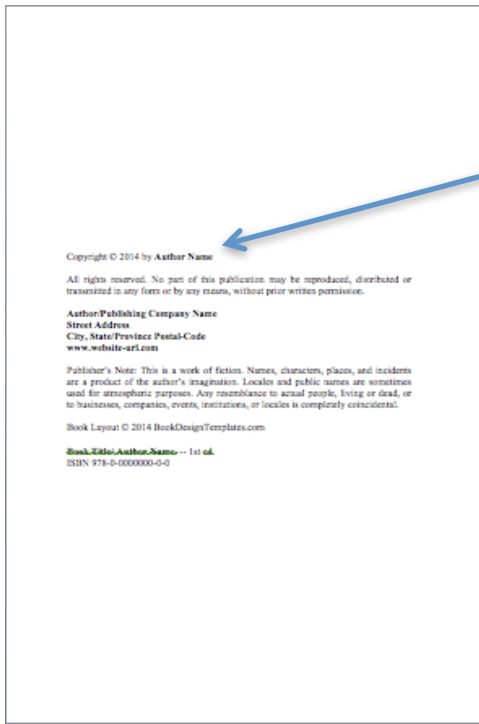
Copyright (left aligned, small)

Styles for dedication page:

Page space (adds space to top of page)
Body (Centered Italic)

Styles for quotations and author page:

Body (Centered)
Body (small caps)

Styles for chapter title page:

CHAPTER ONE — Chapter Number

Chapter Title

LOOMINGS

Body (No Indent) – no indent, justified

Call me Ishmael. Some years ago—never mind how long precisely—having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. *It is a way I have of driving off the spleen and regulating the circulation.* Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an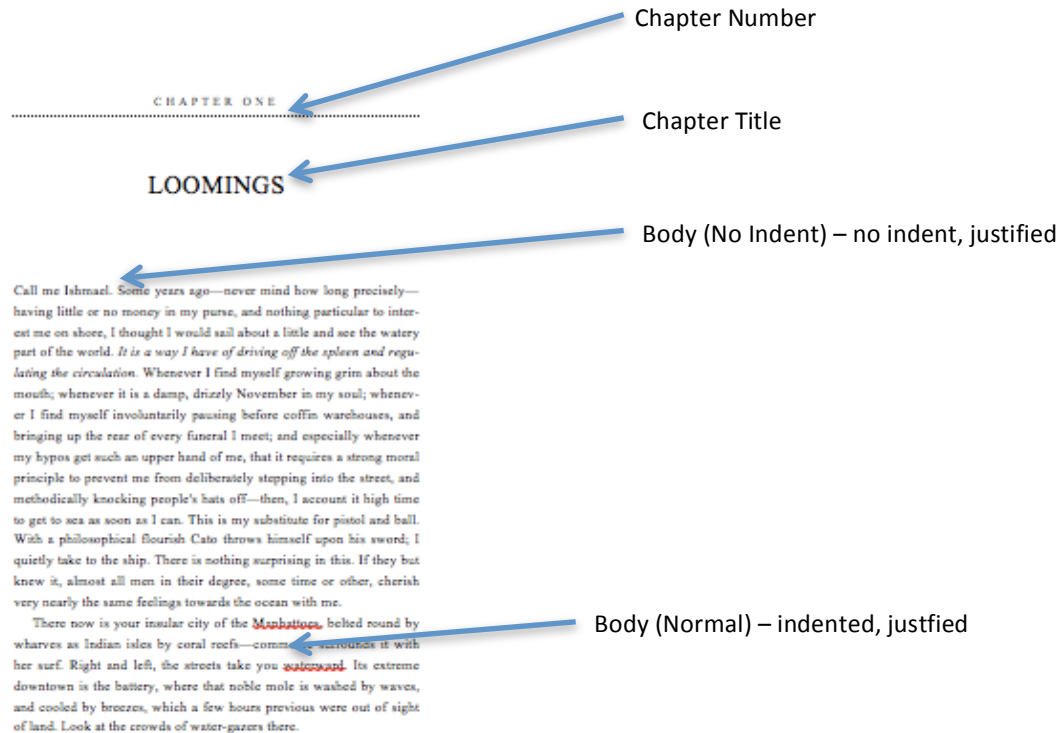 upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hats off—then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship. There is nothing surprising in this. If they but knew it, almost all men in their degree, some time or other, cherish very nearly the same feelings towards the ocean with me.

There now is your insular city of the Manhattoes, belted round by wharves as Indian isles by coral reefs—commerce surrounds it with her surf. Right and left, the streets take you waterward. Its extreme downtown is the battery, where that noble mole is washed by waves, and cooled by breezes, which a few hours previous were out of sight of land. Look at the crowds of water-gazers there.

Body (Normal) – indented, justfied

Other headings
- Table of Contents Title (Centered)
- Back Matter Heading (Centered)
- A Subhead (Level 1)
- B Subhead (Level 2)

Extracts and pull quotes
- Quotation (Extract No Indent) – First line of text is not indented. Overall text is indented in line with body text indent.
- Quotation (Extract) – First line of text is indented. Overall text is indented in line with body text indent.
- Quotation (Pull Quote) – Indented in line with body text indent. First line not indented, italic, shaded box.

C. SAVING YOUR BOOK AS AN EBOOK

Kindle: For Amazon's Kindle Direct Publishing (KDP), you can simply save your book as a DOCX file and upload it to KDP. They will convert the file into a MOBI (Kindle specific) format. KDP will ask you to add your cover as a separate file and will stitch it together with your content.

Calibre: Calibre is really an ebook management system, so not really built as a tool to convert Word doucments into EPUB and MOBI files, but it will.
Open Calibre, and choose "Add Books" at the top of the window. Then select your DOCX file. Highlight your book in the list and click the "Convert" button. You will be able to add a cover using this tool. **Note:** Calibre was not really built for the purpose of converting a Word file into an EPUB file and it does so without much regard to the formatting, so use this tool with caution.

Hamstersoft (http://www.hamstersoft.com/free-ebook-converter/) is another tool for conversion (works only with Microsoft OS).

Vibrosoft is another conversion tool that works with both Mac and PC. (http://www.vibosoft.com/epub-creator-for-mac.html)

Here is a comprehensive list of other conversion tools:
http://wiki.mobileread.com/wiki/E-book_conversion

D. OVERALL TIPS FOR FORMATTING EBOOKS FROM WORD

- Use styles to format your text. E-readers will use these styles to format the ebook specifically for that device. You will have little control over fonts or sizes.
- Use section breaks rather than page breaks at the ends of chapters (Section Break, Next Page).
- Avoid using drop caps (those super-large first letters that are sometimes at the beginning of chapters) to begin chapters.
- Ensure images are in their own paragraph and are centered.
- Avoid using fancy fonts. These will be replaced anyway by the e-reader.
- Be sure to use the bullet styles that come with the template; otherwise bullets will not translate well in ebook form.

VI. FORMATTING USING VELLUM (MAC ONLY)

Vellum is a downloadable MAC-only app that enables you to both write, format, and output ebooks with beautiful touches like drop caps and flourishes (pretty designs sometimes found under chapter headings). Your ebook is tailored for each format so that your ebook will look perfect no matter which device it is being read on.

Vellum is a free download, but then you pay to output your book ($9.99 for one title, $29.99 for ten titles, or $199.99 for unlimited titles).

Step 1: Download and Open Vellum

Go to the Vellum site and click the download button. Double click on the .ZIP file that will be located in your Downloads folder. This will result in the Vellum app appearing (purple and white flower icon). It is recommended that you move the app into your Applications folder so it's easy to find.

Step 2: Open Vellum

Double click on the Vellum icon. You will be given the option to "Open…" or "Start a New Book." Click on Start a New Book.
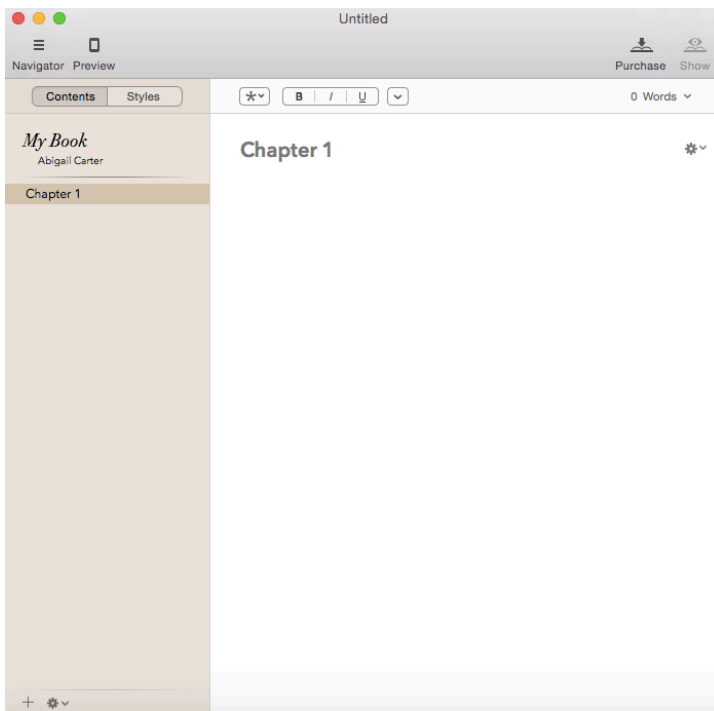

Figure 3: Opening screen

Step 3: Import Your Text

Vellum only imports DOCX files (Word)**.** If you have created your manuscript using something other than Word, you will need to save it in DOCX format (this can be done in most word processing programs, including Scrivener and Pages).

Drag and Drop (Chapter by chapter)
- Find your Word file and drag it on top of the Vellum icon.
- Click on the name of the chapter you have just imported. It will appear in the tan pane on the left (the Navigator).
- You can drag subsequent chapters from your Finder directly into the Navigator. You can repeat this for each chapter in your book.
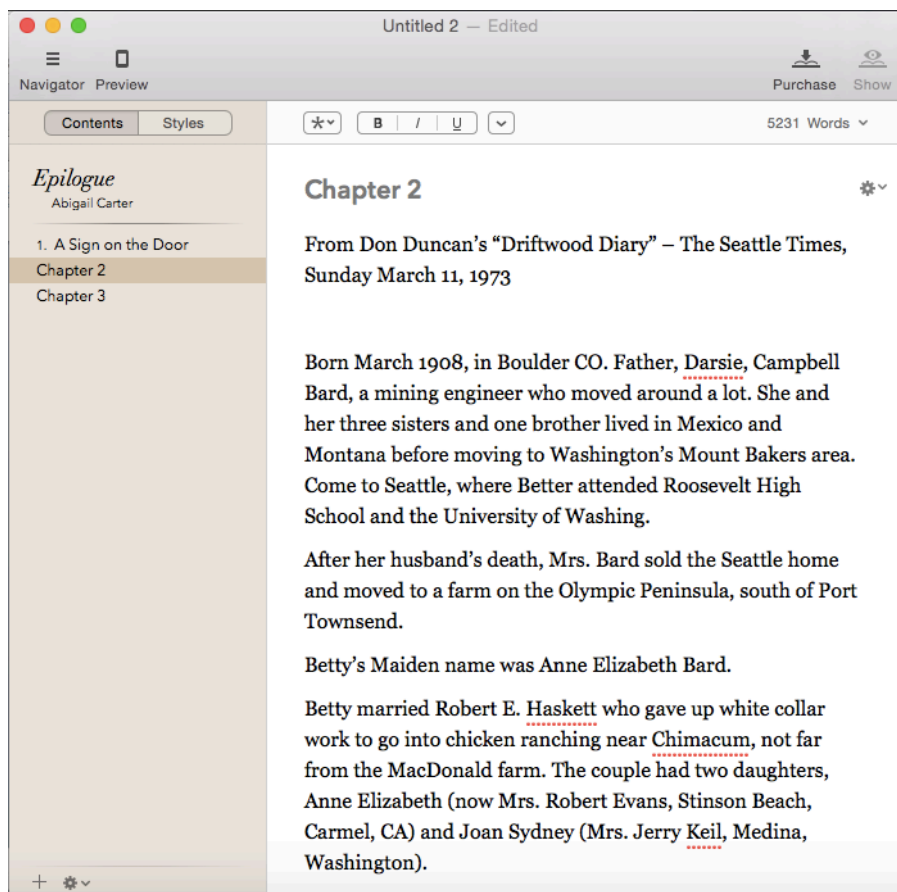

Figure 4: Adding chapters to your book

You can also import a file by clicking File -> Open.

Importing one long manuscript file
If your manuscript is in one long Word file, then there are a few ways that Vellum is able to detect chapter breaks when you import your manuscript file:

- A page break before the title of a chapter
- Centered, bold text, especially if it begins with the word Chapter
- Standard element titles like Prologue or Acknowledgments
- More than three empty paragraphs in a row

Import a folder of chapter files
You can also drag an entire folder of chapter files into the Navigator. Vellum will use the names of the files within the folder to determine the chapter order (chapter 1.docx, chapter 2.docx, etc.).

Reimporting your Word file
- If you make changes in the Word version of your manuscript, you can reimport the file using File -> Reimport. This will replace your Vellum chapter files with the reimported one. **Note:** When you do this, your Vellum formatting will be lost.

Step 4: Formatting Your Text

Adding Chapter breaks
- If Vellum has not detected your chapter breaks, then you can go into your Word file and add one of the previously mentioned options to ensure proper chapter breaks in Vellum.
- Alternatively, within Vellum, you can place your cursor where you want the chapter to break and from the top menu click Chapter -> Split Chapter at Cursor.

Adding Metadata to your ebook
- Click on the title of your book in the Navigator to view the form where you fill in your book's metadata. Keep in mind, this is the metadata for the entire book, not just the chapter you have imported. Fill out this information if you know it, or leave it to fill out later.
- The information you add here will be used by Vellum to generate your book's title page.
- When typing in your title, use title case (Capitalize the first letter of each word in the title. Here is a handy converter that allows you to convert your titles correctly.) rather than all caps, as this title will be used in numerous places and caps will not always be desirable.
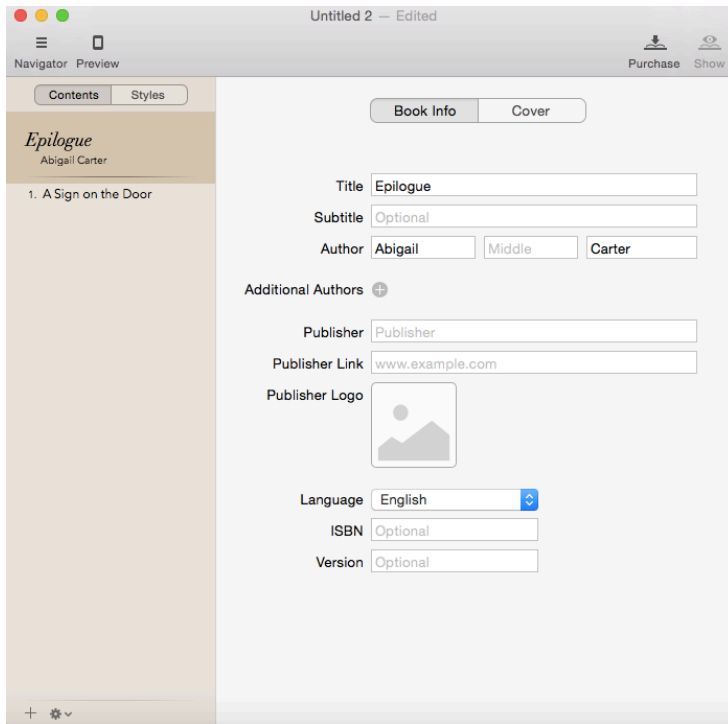
Figure 5: The metadata or book information screen

Adding a cover to your ebook
Click on the title of your book in the Navigator to view the metadata (book info) form.
There are two tabs at the top of the form: "Book Info" and "Cover." Click "Cover."
Click on the dummy image of the cover and you will be prompted to browse your files to
find your cover image. Select it and the cover will be added.

Adding special features to your text
Vellum allows you to format special items, such as ornamental icons between scenes,
quotes, alignment, images, and hyperlinks. Use the star icon at the top of the page to
access the Text Features menu.

Figure 6: Adding a text feature

Element Types

Vellum uses "Element Types" as a way of classifying each sub-document within a book. Elements include: Chapter, Part, Introduction, Epilogue, Acknowledgments, etc. It is important for page numbering, formatting, and readability that each document within your book be set with an element type.
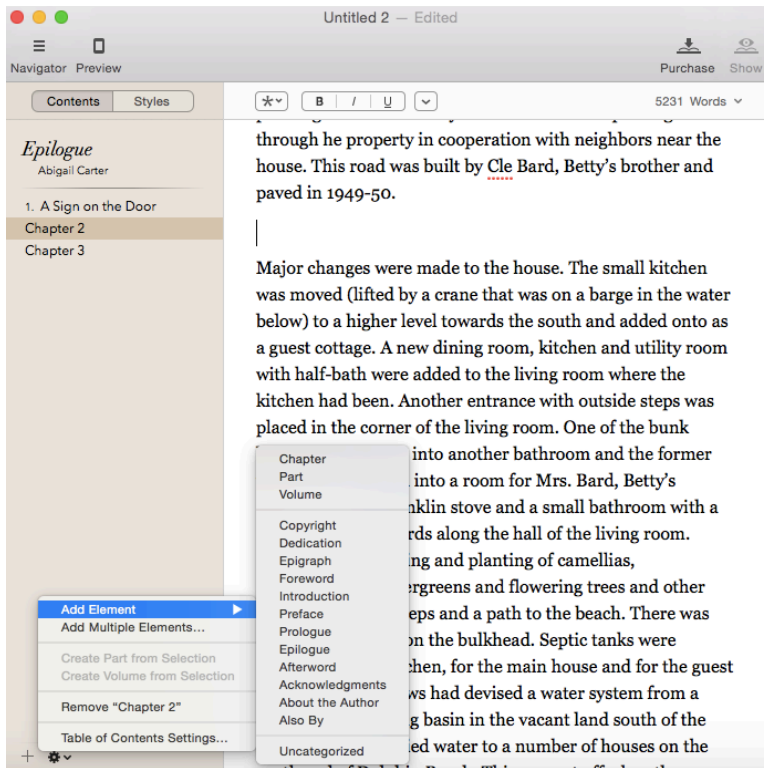
Figure 7: Add Element

To add a new element
- Click the small gear icon at the bottom of the Navigator pane. Click "Add Element" and then choose an element type that you want to add. This will create a new page in the Navigator with the element name as the title. If the element has metadata information (i.e., the copyright page), that information will appear on the page.
- You can also click Chapter -> Add Element from the top menu.
- If you want to add more than one element at once, then click "Add Multiple Elements" and all the elements will appear with check boxes. Check the ones you want to add and then click "Add" at the bottom of the pane.

Converting an element
- If you have an element you would like to convert to another type of element, click on the element you want to convert. In the top right corner of the Text Editor pane (the white pane), click the gear icon. Then click "Convert."
- Alternatively click Chapter -> Convert To from the top menu.

Declaring a "Start Page" for your ebook
Unlike print books, most ebooks dispense with the front matter and open right on the first page of the first chapter. Vellum determines which page your ebook starts with based on the elements you have selected. It will ignore front matter pages and begin at the first document that it considers "main text" (prologue or chapter 1 are the usual

start pages). Your front matter can remain, but your ebook won't open to it. People will have to navigate to it specifically when reading your book.

Step 5: Generating Your Ebook

- When your manuscript is complete and edited, you will be ready to generate your book into ebook format. Vellum generates ebooks into the following formats: Google Play, iBooks, Kindle, Kobo, Nook, and a generic EPUB format for everything else.
- To generate an ebook using Vellum, you will have to purchase a license. You can purchase one-book, ten-book, and unlimited-book licenses. You will be able to generate your book in all the book seller formats using one license.
- When generating your ebook, Vellum will create a file of your book's interior and a cover image file. As part of its book generation process, Vellum creates a folder named with your book's title. Within this folder will be subfolders for each of the booksellers with files specific to the seller. Each subfolder will contain a book interior file (EPUB or MOBI) and a cover file (JPG).
  - o Google Play: EPUB and JPG
  - o iBooks: EPUB and JPG
  - o Kindle: MOBI and JPG
  - o Kobo: EPUB and JPG
  - o Nook: EPUB and JPG

Although most sellers use EPUB files, each bookseller has different EPUB requirements. Vellum has incorporated these into the generated book files.

To generate your ebook
- Click File -> Generate ebook.
- You will be prompted to select which platforms (booksellers) you want to create ebooks for. Check or uncheck whichever of the platforms you like. By default, all are selected.
- If this is your first time generating ebooks and you have selected Amazon's Kindle platform, you will be prompted to install KindleGen, which is needed to generate your Kindle book. Agree to the terms and conditions and then download the version appropriate for your computer's operating system.
- Next, you will be prompted by Vellum to select where on your computer you want your ebooks to be saved.
- Finally, click "Generate."
- Navigate to your folder to find the generated ebook files.

VII. PROOFING YOUR EBOOK

You will need to open your ebook to see how it looks and to see if everything was generated the way you expected. This is very much a trial and error process and you may have to set your presets several times (Scrivener) or adjust for formatting (Word and Vellum) before you get your book looking exactly the way you want it. If you minimize your formatting and don't try to do fancy things (drop caps, multiple leveled bullet lists, tons of images), it will be easier.

A. TESTING A MOBI FILE

The easiest way to test a MOBI file is to download the Kindle app for your computer: https://www.amazon.com/gp/digital/fiona/kcp-landing-page

Download the app, then open it. Go to File -> Open and find your MOBI file.

B. TESTING AN EPUB FILE

Download an e-reader for your computer: (http://www.adobe.com/solutions/ebook/digital-editions.html)

Download the app, then open it. Go to File -> Open and find your EPUB file.

Validating your EPUB file
This will not determine how your book looks on e-readers but will ensure it follows EPUB standards.
Go to http://validator.idpf.org, select your file, and then click the "Validate" button.

Testing an EPUB file for iBooks
On a Mac, look in your applications for the iBooks application and double click to open it. If your computer doesn't have the iBooks application, go to the App store and do a search on iBooks. Download it to your computer.

To open your book in the iBooks app, click File -> Open from the top menu. Locate your iBooks EPUB file and click "Open."

There is no easy way to proof an iBook on a PC since there is no PC version of iBooks.

C. THINGS TO LOOK FOR WHEN PROOFREADING

Most problems with your ebook will be obvious, but here is a list of things to look for:

1. **Extra spaces** – These will appear as large white gaps in your text.
2. **Rogue page breaks** – A page that breaks in the middle of a chapter.
3. **Bullet lists/numbered lists** – These are one of the first things that break when formatting an ebook.
4. **Images** – Do they appear where they are supposed to? Do they have their captions?
5. **Page numbering (Headers and footers)** – Should NOT appear. Did you remove it from your file?
6. **Opening page** – Does the ebook open on a title page or copyright page? It should be set to open on the first page of the main text (Introduction, Preface, Chapter 1).
7. **Cover** – Is it appearing correctly?
8. **About the Author** – Have you included links to all your social media accounts and your website so that people can easily find you? Does it include a link to buy the print version of the book?
9. **Chapter headings** – Do the chapters appear in the right order with the correct headings?
10. **Table of Contents** – Does the table of contents generated by the ebook application look right? Is it correct? Do the links go where they are supposed to? (Click every one.)
11. **Hyperlinks** – Do they go where they are supposed to? (Click them all!)

VIII. CONCLUSION

Hopefully with this guide, you will find at least one ebook formatting platform that suits you. If you are still feeling overwhelmed with the idea of formatting your own book, there are plenty of folks who can help you. Bibliocrunch makes it easy for you to find them.

Sign up for a FREE Bibliocrunch membership, post a job explaining your needs, and freelancers will bid on your job. Select from them based on their price, portfolio, and rating.

Here is a sample job post:

Title: Seeking an ebook formatter for my completed manuscript
Job Description: I have a XX,000 word nonfiction book in Word format and I need it to be formatted for Kindle, Google Play, iBooks, Kobo, and Nook. I have the cover ready in JPEG format.
The book has several photographs and 3 tables (be sure to add any special items in your book).
I am looking for a clean and simple interior design with a flourish after each chapter heading. I am hoping to have this job completed in 2-3 weeks.

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1) Bibliocrunch.com to connect with trusted professionals to help guide you through the publishing process
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4) Find us on Twitter @Bibliocrunch.
5) Our weekly chat for authors called #indiechat on Twitter
6) Find us on LinkedIn to connect with like-minded authors
7) Live in NYC? We have a Meetup that gathers once a month. http://meetup.com/selfpub