Creating and Formatting e-Books
Handout #5
Next Steps in Formatting

Clear formatting

Removing of all those carefully placed tabs and chapter division is an easy process using the Clear Formatting option in the Edit menu.

Change Fonts

If your content text isn't in Times New Roman, now is the time to make that change.

Page Breaks

Remove page breaks that are not between chapters.

Chapter Titles

Whether you have chapter titles or just number designators, you need to format these correctly so a table of contents (TOC) is easier to build.

Your chapter titles need to be in a style named Heading 1.

Sub-titles

If you want to have the sub-titles in the table of contents, you need to format them using the style Heading 2.

Paragraph

Non-fiction books generally have no paragraph indent. A line space is used between paragraphs. The easiest way to have an appropriate space is to set the spacing after the paragraph in the paragraph format menu.

Fiction books have a paragraph indent with no space between paragraph. This can be set in the paragraph format menu.

Once these changes have been made, go back and re-format bold, italic, and block quotes.