Creating and Formatting e-Books
Handout #9
Format Changes for Other Files

EPUB Files

1. Save the file that you've already cleaned with a new file name to indicate that it is your EPUB manuscript.
2. Change the chapter breaks to "Section Break." EPUB devices ignore "Page Breaks" and handles line spaces differently.
3. Change fractions from the Word symbol for the fraction to the digits, "1/4." Some EPUB readers don't translate the Word symbols correctly.
4. Some EPUB readers don't recognize internal or external links. I leave them in for those that can use them.
5. Remove the table of contents. EPUB conversion automatically adds it.

PDF Files

1. Format the manuscript as a print version with page numbers, headers, footers, etc.
2. Save the Word DOC as a PDF file. Each word processor has a different method for this conversion. See the programs documentation.
3. Add security features as desired. Using Adobe Acrobat is the easiest method to do this.

For Print Versions

CreateSpace

CreateSpace allows DOC, DOCX, RTF, and PDF files for the interior of a print book. A PDF file will ensure the book will be exactly as formatted.

It's now possible to create a print book at the same time as a Kindle book through KDP. A couple of cautions: 1) It is a beta service at this time (November 2017). 2) The author cannot order copies at wholesale. 3) Doesn't offer complete distribution options.

Barnes and Noble

Barnes and Noble's self-publishing division is Nook Press. Print books can be published through Nook Press, as well as e-books.

Nook Press accepts DOC and PDF files. Embedded fonts are required.

ISBN

ISBN stands for International Standard Book Number. In the United States, these numbers are distributed by Bowker. (For those living outside of the United States, a list of agencies can be found at ISBN-International.) This number is used by book stores and libraries to order books.

Amazon and other independent publishing companies offer a single ISBN at no- or low-cost. While this may seem like a good deal, there are some drawbacks. The primary problem is the publisher's name attached to the ISBN.

The free or low-cost numbers from another company will be owned by that company. It means they have control over the Books-in-Print data. When someone looks up that number, it will be listed as published by Amazon, Nook Press, Lulu, or whatever company owns the ISBN.

In addition, if the free ISBN from Amazon is used through the KDP to Paperback program, it will be listed as self-published. In spite of the advancements in independent publishing, there is still a negative viewpoint by some bookstores and libraries.

Writers can easily set up a publishing name. It can be as simple as Smith's Publishing or use blog brand. This is the name that is then inserted when giving the book details. (Please check local governments for information about licenses and permits.)

ISBN numbers can seem expensive. I'm still using the same set of ten numbers I purchased in 2011, although I will have to order new ones this year. A different ISBN is needed for each version: Kindle, EPUB, print, etc.

ISBN number aren't required for e-books. However, things change. Companies are constantly make changes. Think for a moment if Amazon decides to change the Kindle identifiers from ASIN to another system. Think also, what if Amazon doesn't keep a searchable database of old ASIN. Sources outside of Amazon will not be able to find the older Kindle books.