Creating and Formatting e-Books for Writers
E-book Fundamentals
Handout #4

1. Beginning

To convert a manuscript to an e-book format, it's important to begin with a clean Word document. Documents from other word processors will work, but will require more tinkering down the road. Most word processors have a feature to export to Word. Use a DOC file rather than a DOCX file.

2. Cleaning Up

Remove graphics, sidebars, footnotes, page numbers, and pull quotes. These items don't work well when using an e-reader.

- Save graphics in a separate folder to re-insert later in the process.

- Copy footnotes to a page at the end of the chapter or at the end of the book.

- Sidebar information can be incorporated within the text or included as an appendix.

- Pull quotes are design elements not needed in an e-book.

- Users of e-readers determine the size of the font on the page. This can throw page numbers, as well as footnotes, into odd places on the page.

3. Remove the front and back cover image, if they are included in the document being converted.

Resources

Smashwords Style Guide

This free download is specific to formatting and publishing through Smashwords. But it does have some helpful information and tips.

Building Your Book for Kindle

Amazon's instructions for formatting and using KDP. This also has good information about e-book development. There is a separate version for each computer platform, PC and Mac.

Lulu's Complete E-book Creator Guide

This is a free guide for EPUB conversion. The guide is available as PDF or DOC file. You are required to give an e-mail address to receive the e-book.

Formatting e-Books for Writers

Susan K. Stewart's book, which details the steps of formatting an e-book.