Creating and Formatting e-Books
Handout #6
Formatting the Details

Front Matter

The front matter includes title page, copyright page, and table of contents (TOC). For an e-book, having few front matter pages increases the amount of content shown in a preview or sample.

Table of Contents

1. Generally, the TOC will be after the copyright page. There may not be a TOC in a fiction book.
2. Add a page break to make a page for the TOC.
3. Type "Table of Contents," and format it, as desired. Press Enter.
4. Follow instructions for Windows or Mac version of Word.

Footnotes

Your footnotes are now endnotes, either at the end of the chapters or the end of the book. You may want to link the reference number to the endnote.

Many authors choose not to add an index because readers can search for terms with their e-readers.

Website Links

Readers expect website reference to link to the website. Create these hyperlinks.

Internal Links

You can add links within the e-book to other chapters, charts, or back matter.