

## Typesetting In Microsoft Word Selfpublishing

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This 2007 version of the book was the last version published. For partial updates, please visit Aaron Shepard's Publishing Page. Please note also that the Word versions described in this book possessed an earlier interface as well as features better suited to print publishing.

Nowadays, new technologies and services have made it easier than ever to publish your book, but there's one question you may still face: Do I need an expensive page layout program, or can I just use a word processor like Microsoft Word? With this book as guide, you'll soon be producing pages from Word that no reviewer will scoff at.   
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Still working the hard way? Make your life easier with this compilation of articles from Editorium Update, a nitty-gritty electronic newsletter for publishing professionals. Here's the scoop on Microsoft Word's macros, styles, templates, wildcards, customization features, and much, much more. Full of specific, step-by-step examples that will take you far beyond the basics, this is a rich and detailed guide for anyone who wants to master Microsoft Word. Some of the sharpest, most useful tidbits about Microsoft Word I've ever seen. Jack Lyon does a superb job of presenting expert-level instruction at a level almost any Word user can manage. -Dan A. Wilson, The Editor's Desktop This is not your usual 'Ctrl+B will make characters bold' stuff. This is serious information for people who regularly use Word to edit serious material. -Tom Anderson, Word Help for Professional Editors, Sacra Blue. Jack Lyon is quite simply the Microsoft Word Jedi Master: Obi-Jack. He automates tasks in Word that would be hard to do 'by hand'-and in some cases, just flat out wouldn't be possible to do. If you use Word to do your job, like me, and have wished that Word 'could only do this or only do that' . . . check it out. -Doug Clapp, PocketPCPress Jack M. Lyon is a book editor who got tired of working the hard way and started creating programs to automate editing tasks in Microsoft Word. He's been working in publishing since 1978 and editing on the computer since 1985. In 1996 he founded the Editorium ([www.editorium.com](http://www.editorium.com)), which provides Microsoft Word add-ins for publishing professionals. Formerly managing editor at Deseret Book Company, he now owns and operates Waking Lion Press ([www.wakinglionpress.com](http://www.wakinglionpress.com)). He is also the coauthor of a business book, Managing the Obvious, and a contributor to Word Hacks from O'Reilly.

After eighty years of brutal Nazi domination millions have been persecuted and killed in a never-ending holocaust. But this oppressive and violent world still retains a few heroes;Now Leigh, the preeminent scientist of her generation, is pitched into the final battle. One that ranges from London to Berlin to Jerusalem. But will she destroy what she loves to save what she can only imagine? After one more murder and one chance remark, now is the time to reset history. The new novel by Ian Andrew.

**LEARN HOW TO WRITE A NOVEL WITH THIS COMPLETE, PRACTICAL COURSE.** Designed to take you from the moment you first put pen to paper right through to the process of contacting publishers (or uploading an ebook file) and promoting your book, this is the most important book on writing that you'll ever read. It introduces you to the craft of fiction writing, the art of words and the way in which to use them. It gives you inspiration, ideas and practical advice. It gives you the background and the skills you'll need to succeed. Unlike other books on the market, however, it also helps you begin to critique your own work, meaning that at every step of the writing process you'll be producing the best art you can. There are plenty of other essential writing tools in this book, as well, including techniques for overcoming writer's block; with nearly a quarter of the book focussing on how to get published, how to publish yourself, which courses you do - and don't - need, the nuts and bolts of competitions and festivals and the importance of social media, this really is the most comprehensive companion to the subject available. **ABOUT THE SERIES** The Teach Yourself Creative Writing series helps aspiring authors tell their story. Covering a range of genres from science fiction and romantic novels, to illustrated children's books and comedy, this series is packed with advice, exercises and tips for unlocking creativity and improving your writing. And because we know how daunting the blank page can be, we set up the Just Write online community at [tyjustwrite](http://tyjustwrite), for budding authors and successful writers to connect and share.

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This quick reference guide deciphers the jargon that you need to know, assisting with the smooth and stress-free publication of your book.

The Fine Print of Self-Publishing (Fourth Edition) offers a comprehensive guide to the self-publishing world, and is a must-read for any author considering self-publishing his or her book.

Lizzie, Sam and Megan are very different people who became best friends over good coffee and good laughs at school drop-off. Single-mum Megan is contemplating a slightly scandalous relationship. Newly divorced Sam is navigating the 'delights' of online dating. And Lizzie is flat out juggling four kids and an absent husband. As if that wasn't enough, this year the trio have decided to embrace their inner parent helper and volunteer to go on the annual school camp. If they think their personal lives are chaotic, this camp's going to teach them what chaos really means ...

An early-vocabulary building book for an adult and a very young child to share.

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and legal forms, business practices, and more. While we don't aspire to publish a New York Times bestseller or a national bestseller, we are deeply committed to quality books that help creative professionals succeed and thrive. We often publish in areas overlooked by other publishers and welcome the author whose expertise can help our audience of readers.

NOTE: PLEASE VISIT AARON'S PUBLISHING PAGE FOR ANY UPDATES TO THIS BOOK. It's not hard to find instructions for converting from Word to Kindle -- but these instructions are usually less helpful than they could be. Many, for example, proclaim that Word's HTML output requires extensive alteration and cleanup before submission. This advice is misguided. Some who offer it have drawn their conclusions after simply choosing the wrong export option. Others fuss about a moderate amount of excess code, not realizing that it doesn't increase file size enough to matter or that the Kindle ignores it anyway. Other instructions will imply the opposite: that conversion is straightforward and just what you would expect. Supposedly, as long as you start with a properly formatted Word document, you'll wind up with a well-formatted ebook. Well, it doesn't really work that way -- not without a few techniques for tricking or bullying the Kindle into doing what you want. In this book, Aaron Shepard offers his own tips for moving your document from Word to Kindle, with a focus on desktop Word versions from 2003/2004 to 2010/2011.

////////// Aaron Shepard is a foremost proponent of the new business of profitable self publishing, which he has practiced and helped develop since 1998. He is the author of "Aiming at Amazon," "POD for Profit," and "Perfect Pages," as well as two other books on Kindle formatting. ////////// CONTENTS Getting Started 1 FIRST STEPS Working with Word Document Setup Text Cleanup 2 KINDLE FORMATTING Special Characters Font Formatting Paragraph Styles Paragraph Spacing Paragraph Justification Line Breaking Page Layout 3 SPECIAL ELEMENTS Other Paragraphs Lists Tables Text Boxes and Sidebars Footnotes and Endnotes Pictures 4 NAVIGATION Web Links Internal Links Tables of Contents Menu Items 5 FINAL STEPS HTML Export Book Covers Book Data Submitting and Previewing ////////// SAMPLE By default, Word will apply the Normal style to your paragraphs. Amazon knows this, so for some Kindles, it hijacks that style, changing its formatting to what Amazon prefers. This can lead, for example, to unwanted space above or below a paragraph. If you want control of your own formatting, then, you'll have to avoid the Normal style and apply something different. There's no problem, though, with applying styles based on Normal, or even with applying a duplicate of Normal under a completely different name. In regard to this, watch out for manual page breaks in recent versions of Word. Unless you're in Compatibility Mode, each break is now placed in a paragraph of its own, and the Normal style is assigned automatically. That in itself isn't a problem -- but if you then hit Return and start typing, your new paragraph will be in Normal as well. (This is another reason to stick to the paragraph format setting "Page break before" to start a new page.) You can change all paragraphs already in Normal style to a different one by using the Format menu in the Find and Replace dialog. Don't enter any text, but place your cursor in first the Find box and then the Replace while choosing a style for each.

Is love enough? Contemporary women's fiction novel, *The Butterfly Storm*, set in Greece and on the north Norfolk coast, is a heartwarming story about relationships, family and belonging.

Life in the troubled neighbourhood of Cabramatta demands too much too young. But Sonny wouldn't really know. Watching the world from her bedroom window, she exists only in second-hand romance novels and falls for any fast-food employee who happens to spare her a glance. Everything changes with the return of Vince, a boy who became a legend after he was hauled away in handcuffs. Sonny and Vince used to be childhood friends. But with all that happened in-between, childhood seems so long ago. It will take two years of juvie, an inebriated grandmother and an unexpected discovery for them to meet again. *The Coconut Children* is an urgent, moving and wise debut from a young and gifted storyteller.

The advent of Amazon's Kindle in 2007 allowed millions of writers to make the leap from paper to the electronic screen. Several eReader competitors recently joined the ring, introducing products such as the Apple iPad, Barnes & Noble Nook, the updated Sony Reader, and Samsung Papyrus. The publishing world is experiencing a revolution with these electronic readers and you can catch up to speed by learning the ins and outs of publishing with this low-cost, high-profit publisher. *The Complete Guide to Writing & Publishing Your First eBook* is a guide for anyone who's dreamt about becoming a published author and is intrigued by the profitable new prospect of ePublishing but didn't know where to start. eBook sales hovered around \$500 million at the end of 2009, and are steadily climbing. If you're passionate about writing and using new technology to market yourself and your work, this book will explain how you can do what you love and increase your earning potential. Start off with understanding what an eBook is and the differences between traditional and digital publishing, and the benefits involved. You will identify and learn the details of more than 15 eReaders, including the three top-selling: Kindle, Nook, and Sony Reader. You will employ the basics of analyzing your audience, brainstorming, writing, editing, and marketing according to the type of eReader. You will learn the process of getting your book published, how to change or alter the format or style of your book to match the necessities of the eReader, and how to optimize the format of any text for e-reading. We spent dozens of hours interviewing writers who are experts in the art of digital publishing to provide a complete overview of everything you need to know about publishing your eBook. Not only will you learn how to upload your work through an eReader, you will also hone your writing skills with tips, writing exercises, and writing resources. You will learn how to target your book to the right demographic and what you can do to promote your book in online inventories. You will learn the basics of viral marketing promotion, SEO, and building a business with digital publications. You will learn how to work with your eReader to produce innovative content, and you will learn how to monitor for updates to the electronic publishing industry. No matter what your goals are, you can start publishing from your home with eReader technology.

Man Booker Prize Finalist, LA Times Book Prize Finalist, New York Times Editor's Choice, and an American Booksellers Association National Indie Bestseller! Named a Best Book of 2016 by Newsweek, NPR, The Guardian, The Telegraph, and The Sunday Times! In the smash hit historical thriller that the New York Times Book Review calls "thought provoking fiction," a brutal triple murder in a remote Scottish farming community in 1869 leads to the arrest of seventeen-year-old Roderick Macrae. There is no question that Macrae committed this terrible act. What would lead such a shy and intelligent boy down this bloody path? And will he hang for his crime? Presented as a collection of documents discovered by the author, *His Bloody Project* opens with a series of police statements taken from the villagers of Culdrie, Ross-shire. They offer conflicting impressions of the accused; one interviewee recalls Macrae as a gentle and quiet child, while another details him as evil and wicked. Chief among the papers is Roderick Macrae's own memoirs where he outlines the series of events leading up to the murder in eloquent and affectless prose. There follow medical reports, psychological evaluations, a courtroom transcript from the trial, and other documents that throw both Macrae's motive and his sanity into question. Graeme Macrae Burnet's multilayered narrative—centered around an unreliable narrator—will keep the reader guessing to the very end. *His Bloody Project* is a deeply imagined crime novel that is both thrilling

and luridly entertaining from an exceptional new voice.

**WHAT IS THE STORY GRID?** The Story Grid is a tool developed by editor Shawn Coyne to analyze stories and provide helpful editorial comments. It's like a CT Scan that takes a photo of the global story and tells the editor or writer what is working, what is not, and what must be done to make what works better and fix what's not. The Story Grid breaks down the component parts of stories to identify the problems. And finding the problems in a story is almost as difficult as the writing of the story itself (maybe even more difficult). The Story Grid is a tool with many applications: 1. It will tell a writer if a Story ?works? or ?doesn't work. 2. It pinpoints story problems but does not emotionally abuse the writer, revealing exactly where a Story (not the person creating the Story/the Story) has failed. 3. It will tell the writer the specific work necessary to fix that Story's problems. 4. It is a tool to re- envision and resuscitate a seemingly irredeemable pile of paper stuck in an attic drawer. 5. It is a tool that can inspire an original creation.

Nothing rivals the sense of accomplishment that comes from getting your first book published. It is thrilling and exciting to see your name in print. As a first-time author, you are eager to share your work and voice with the world, but you may be wondering just how to break into this challenging and ever-changing industry. The Complete Guide to Getting Your First Book Successfully Published is here to help make your dream a reality. This helpful book details the types of publishing you may choose, including traditional, subsidy, vanity, print-on-demand (POD), and self-publishing. You will learn about the tried-and-true basics of book publishing as well as about innovative additions to the industry, such as e-readers like Amazon's Kindle and Apple's iPad. You will learn everything from copyrighting and cataloging to book printing and binding. This book will also show you the different tax write-offs available for authors. You will be taught how to write a killer query letter and a perfect book proposal to increase your chances of having your book considered by traditional publishers. You will also discover what to look for in a literary agent and how to read the fine print on publishing contracts. This book discusses how to create, develop, and maintain a strong relationship with your editor, which is an integral part of getting your publishing success. Recognize how to find the right freelance editor to objectively edit your book without compromising your tone. And learn about the types of editing you may need and how much to charge an editor for those services. Once the editing is complete, you're ready for the design process. But don't worry this book will guide you through it. Learn how to create a cover and interior design that will grab your readers attention and complement your book's theme and tone. Reader familiarity is the biggest factor in sales, with 60 percent of readers saying their decision to purchase a book hinges on already being fans of the author. Thus, it's important to establish yourself as a likable and talented author.

Although you may be tight on your promotion budget, this book arms you with dozens of low-cost tactics to get your book and your name in the limelight, increase your following, and maximize your sales. You will learn about book tours and signings, sending out press releases, preparing for news interviews, getting your Web site high in search engines, and tapping into social media networks like Facebook, YouTube, and Twitter. You will also learn how to market your book on Amazon, the key player in book sales, in order to get your book maximum exposure. Take advantage of the expert advice we've gathered from all types of publishers and authors to give you a real-life glimpse into today's publishing industry. An extensive resources section of this book includes places to find literary agents and POD companies as well as a sample query letter, a book proposal, and a press release. You'll also benefit from referring to a sample blog post and a fact-based article to craft your perfect marketing campaign from these examples. With The Complete Guide to Getting Your First Book Successfully Published in your hand, you're sure to hit the ground running to becoming an established, respected author in the publishing industry.

Wool introduced the world of the silo. Shift told the story of its creation. Dust will describe its downfall. Juliette, now mayor of Silo 18, doesn't trust Silo 1, especially its leader, Donald. But in the world of the Silos, there is no black and white — everything is shades of gray. Donald may not be the monster Juliette thinks he is, and may in fact be key to humanity's continued survival. But can they work together long enough to succeed?

**#1 NATIONAL BESTSELLER \* INSTANT NEW YORK TIMES BESTSELLER** "T. J. Newman has written the perfect thriller! A must-read." —Gillian Flynn "Stunning and relentless. This is Jaws at 35,000 feet." —Don Winslow "Falling is the best kind of thriller...Nonstop, totally authentic suspense." —James Patterson "Amazing...Intense suspense, shocks, and scares...Chilling." —Lee Child You just boarded a flight to New York. There are one hundred and forty-three other passengers onboard. What you don't know is that thirty minutes before the flight your pilot's family was kidnapped. For his family to live, everyone on your plane must die. The only way the family will survive is if the pilot follows his orders and crashes the plane. Enjoy the flight.

Self-publishing is a fast-growing industry, and bookstores and consumers alike are beginning to acknowledge the value of self-published books. In this valuable guide, industry experts coach you in becoming a player in the self-publishing arena—whether it is self-publishing your own book or providing professional services for others who want to self-publish. Entrepreneur Press is a leading small to midsized business trade publisher, provides aspiring, emerging, and growing entrepreneurs with actionable solutions to every business challenge—ultimately, leading them from business idea to business success.

Profits from Pages Self-publishing is a fast-growing industry, and bookstores and consumers alike now acknowledge the value of self-published books. In this valuable guide, industry experts coach you in becoming a player in the self-publishing arena—whether it is self-publishing your own book or providing professional services for others who want to self-publish. Our experts reveal the tricks of the self-publishing trade: how to evaluate book ideas and recognize a hot-seller; how to develop an effective marketing plan; getting books reviewed and landing great publicity; getting books into traditional and non-traditional sales channels; tapping into the potential of online publishing, and more. Addresses dramatic game-changers including print-on-demand and ebooks Reviews industry player offerings including Ingram and Amazon Covers critical marketing tools including author websites and social media marketing Features interviews with industry insiders and practicing self-published authors Plus, a quick-reference guide to every step in the publishing process helps you along your way. The First Three Years In addition to industry specific information, you'll also tap into Entrepreneur's more than 30 years of small business expertise via the 2nd section of the guide - Start Your Own Business. SYOB offers critical startup essentials and a current, comprehensive view of what it takes to survive the crucial first three years, giving you exactly what you need to survive and succeed. Plus, you'll get advice and insight from experts and practicing entrepreneurs, all offering common-sense approaches and solutions to a wide range of challenges. • Pin point your target market • Uncover creative financing for startup and growth • Use online resources to streamline your business plan • Learn the secrets of successful marketing • Discover digital and social media tools and how to use them • Take advantage of hundreds of resources • Receive vital forms, worksheets and checklists • From startup to retirement, millions of entrepreneurs and small business owners have trusted Entrepreneur to point them in the right direction. We'll teach you the secrets of the winners, and

give you exactly what you need to lay the groundwork for success. BONUS: Entrepreneur's Startup Resource Kit! Every small business is unique. Therefore, it's essential to have tools that are customizable depending on your business's needs. That's why with Entrepreneur is also offering you access to our Startup Resource Kit. Get instant access to thousands of business letters, sales letters, sample documents and more – all at your fingertips! You'll find the following: The Small Business Legal Toolkit When your business dreams go from idea to reality, you're suddenly faced with laws and regulations governing nearly every move you make. Learn how to stay in compliance and protect your business from legal action. In this essential toolkit, you'll get answers to the "how do I get started?" questions every business owner faces along with a thorough understanding of the legal and tax requirements of your business. Sample Business Letters 1000+ customizable business letters covering each type of written business communication you're likely to encounter as you communicate with customers, suppliers, employees, and others. Plus a complete guide to business communication that covers every question you may have about developing your own business communication style. Sample Sales Letters The experts at Entrepreneur have compiled more than 1000 of the most effective sales letters covering introductions, prospecting, setting up appointments, cover letters, proposal letters, the all-important follow-up letter and letters covering all aspects of sales operations to help you make the sale, generate new customers and huge profits. The biggest hurdle for junior scholars looking to embark on an academic career is to make the transition from PhD candidate to that first (ideally tenured) job. An imperative part of this process is getting published and yet - increasingly - this is becoming something harder to achieve.

Watching Cartoons with Boys is a collection of short stories and personal essays. It catalogues different cartoons that have been important to the author at different stages of her life, as well as some of the relationships that have developed in parallel. "Funny, engaging and relatable: Emma talks through important cartoons and life lessons. Grab a bowl of popcorn!" - Cazz, Nerd Burger "Nostalgic, clever and funny, Watching Cartoons with Boys is a reminder of all the ways that cartoons intersect with and reflect our own lives." - Jess Gately, Underground Writers --- Emma Michelle is a Canberra-born Melbourne writer. Her work has been published by Kill Your Darlings, Farrago, and The Conversation. In 2016 her short story "Like Siamese" was longlisted for the Birdcatcher Books Short Story Award.

Willow watched her father diminish in front of her as Alzheimer's pulled him further away each day. When a fire creates the perfect disaster, Willow's desperation to find a cure to the disease causes her to change Samantha Ellison's life forever. Treated as an experiment, Willow injects Samantha with a serum that mimics Alzheimer's and deteriorates her brain. With Sam's mental capacity declining at an alarming rate, it won't be long until people start looking for answers. With Willow's husband as the doctor, it's only a matter of time before he uncovers the truth. The only question is whether he discovers Willow's secrets in time to save the innocent life at stake.

In 14th century France, Aida is accused of being a witch when the Black Death wipes through her village. Abandoned by her family, she is surrounded by death and disease, but when a woman who may actually be a witch tells her how to cure the plague, it may mean uncovering a dark magic.

Book Design Made Simple gives DIY authors, small presses, and graphic designers-novices and experts alike-the power to design their own books. It's the first comprehensive book of its kind, explaining every step from installing Adobe InDesign right through to sending the files to press. For those who want to design their own books but have little idea how to proceed, Book Design Made Simple is a semester of book design instruction plus a publishing class rolled into one. Let two experts guide you through the process with easy step-by-step instructions, resulting in a professional-looking top-quality book

You know your first draft has problems, but what's the best way to fix them? How do you know where to start editing? Or for many writers the bigger question becomes, How do I know when I'm done? Popular bloggers Stephanie Morrill and Jill Williamson have been where you are, and they want to help you understand, and even come to love-yes, love-the editing process. In this revised and updated edition of Go Teen Writers: Edit Your Novel, you'll learn:¿Methods for efficiently editing your novel.¿What problems to look for in your manuscript and how to solve them.¿Where to start editing, and how to know when you're done.¿How to keep track of your story's character, storyworld, and setting details.¿How a critique group can help you.¿The pros and cons of traditional and self-publishing.¿An overview of pitching your novel and making writing your career.¿And much more! Teaching yourself how to edit a first draft can feel hard, discouraging, and isolating. But using this guide, you'll feel as encouraged, empowered, and capable as if you had a writing coach sitting alongside you.

A surprising and useful book full of information and indispensable to anyone involved in communicating ideas through typographic means.--Milton Glaser, president, Milton Glaser, Inc. TYPE & LAYOUT should be required reading before students are allowed to touch a computer.--Dennis G. Martin, Ph.D., Professor of Communications, Brigham Young University.

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