

Preparing Your Manuscript For Conversion to EBook

3 Easy Steps

These easy preparations will keep your formatting and conversion costs low. Additionally, doing these simple things will help your eBook turn out the way you want it.

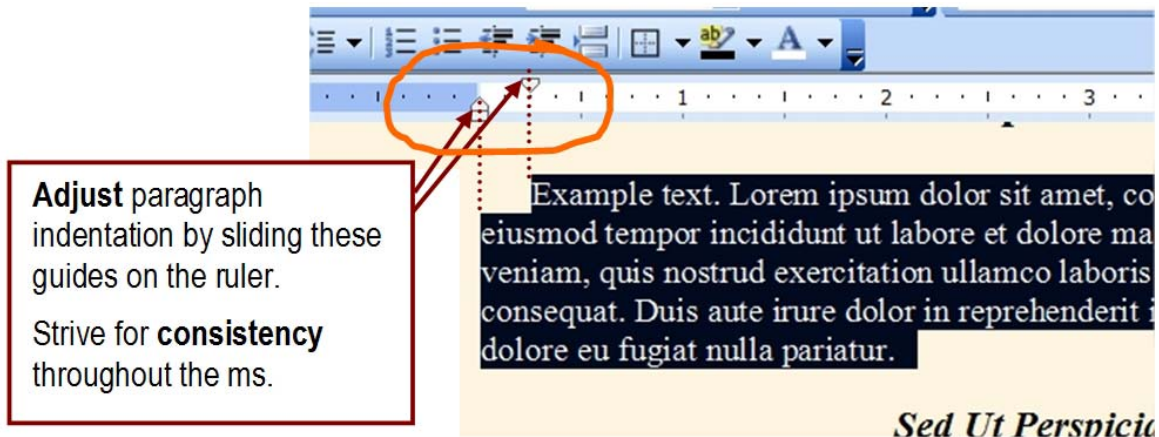
1. The most important thing is to handle your indentations correctly.

(We can correct almost everything else, but this would require a time consuming paragraph-by-paragraph check.)

It's EASY. Just make your paragraph indentations by using the indentation guide on the ruler at the top of Microsoft Word or whatever word processor you are using.

★**VERY IMPORTANT**★ Do Not use tabs for indentions, or the space bar for indentations, they will not translate properly during the conversion process - they will leave big gaps in front of your paragraph and will look uneven.

Indentions should be uniform and only .25 or .3 (¼ to ⅜ of an inch). Kindle does not handle deep indentions well. See illustration below:



2. Sadly, Fancy FONTS won't convert.

Fancy Chapter Headings

will default

and look like this↓ inside a Nook or Kindle:

Fancy Chapter Headings

Or this:

Fancy Chapter Headings

Not so fancy, eh?

This is because each reading device manages the font according to the reader's preference. Each device also manages the size and line spacing.

The only way around this, if you would like Fancy Font Headings, is to create and embed special chapter heading as images in place of the text chapter headings and use hidden text for the actual chapter headings. We can do this at an extra charge. (\$25 for 25 chapters). But it will not work for Smashwords.

3.) Embedding Images, Photos and Hotlinks:

Email us a high resolution copy of your book **cover**, and any other **images** you wish to include.

Embed images exactly where you want them in the text. Like this→ We'll size them for you and make sure they translate into a viewable image inside the eBook.

You may need to send us copies of the original .jpg or .png image.

We'll do our best to put them where they belong. But please be aware that each eReader handles image spacing differently. We can assure you the image will be in line with the text you have placed it in, but there may be a gap around the photo or image. We include several free image placements with our conversion service. Including Author bio photo and three book cover images for promoting your other books at the end of this book.



You can embed **hotlinks** to your website or other web content. Just place the link in the manuscript where you want it, like this: InkLionBooks.com And make sure the actual link is correct. We'll do the rest.

That's it!
You're on your way to publication!

Just double-check your manuscript before sending it to us:

- Are all **indentations** made using the ruler guides?
- Your ms is **spell-checked**
- Grammar-checked**
- Edited** by a competent editor (besides you)
- Images are located exactly where you'd like them

Following these simple steps will keep your costs lower and make converting and compiling your manuscript into an eBook a smooth successful process.

Thank you,

Clarke Baldwin
Clarke@InkLionBooks.com

Kat Baldwin
[Kathleen@ KathleenBaldwin.com](mailto:Kathleen@KathleenBaldwin.com)