

Seven Days to kindle

the overwhelmed author's guide to
formatting an **amazon kindle** Book
IN AN HOUR A DAY



HUGH O. SMITH

Seven Days TO kindle

styles guide

Setting up your STYLES

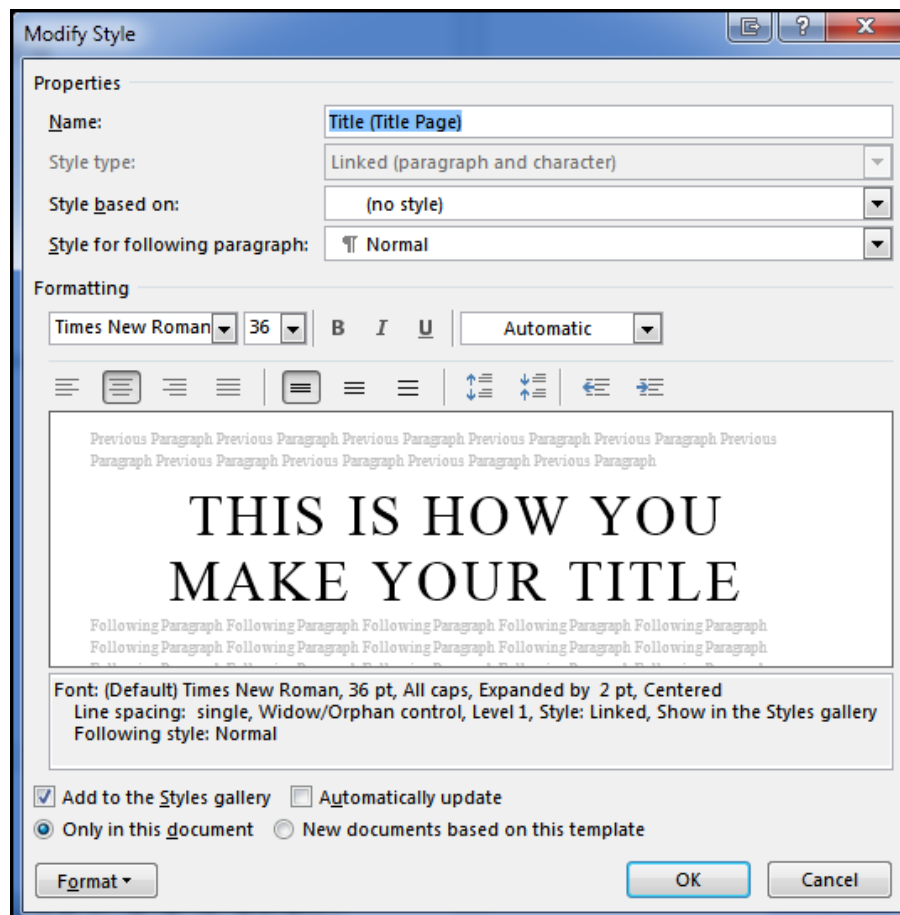
If your ribbon is collapsed this is the time to open it up and keep it open, we're going to need to access it constantly. If it's collapsed, right click anywhere on the menu and uncheck "COLLAPSE THE RIBBON."

You can find STYLES in your ribbon by clicking HOME then choosing STYLES.

Below are the styles you'll use. To make the STYLES click on the STYLES in the ribbon then click on the dropdown on the right. Click on CREATE A STYLE, name your style then click MODIFY. This is where you'll tell Word what you want the style to look like. Below are the specifications for each style that I use.

Normal - this is the default style. The body of your book is in this style. We won't be making any changes to the normal style template.

Title Page- for your title page.



Author - for your title page.

The 'Modify Style' dialog box is shown with the following settings:

- Properties:**
 - Name: Author Name (Title Page)
 - Style type: Paragraph
 - Style based on: (no style)
 - Style for following paragraph: ¶ Normal
- Formatting:**
 - Font: Times New Roman, 16 pt, Bold, Font color: Black, All caps, Expanded by 2 pt, Centered
 - Line spacing: single, Space
 - After: 90 pt, Widow/Orphan control, Style: Show in the Styles gallery
- Options:**
 - Add to the Styles gallery Automatically update
 - Only in this document New documents based on this template

The preview window displays the text "NEW AUTHOR" in a bold, all-caps, centered font.

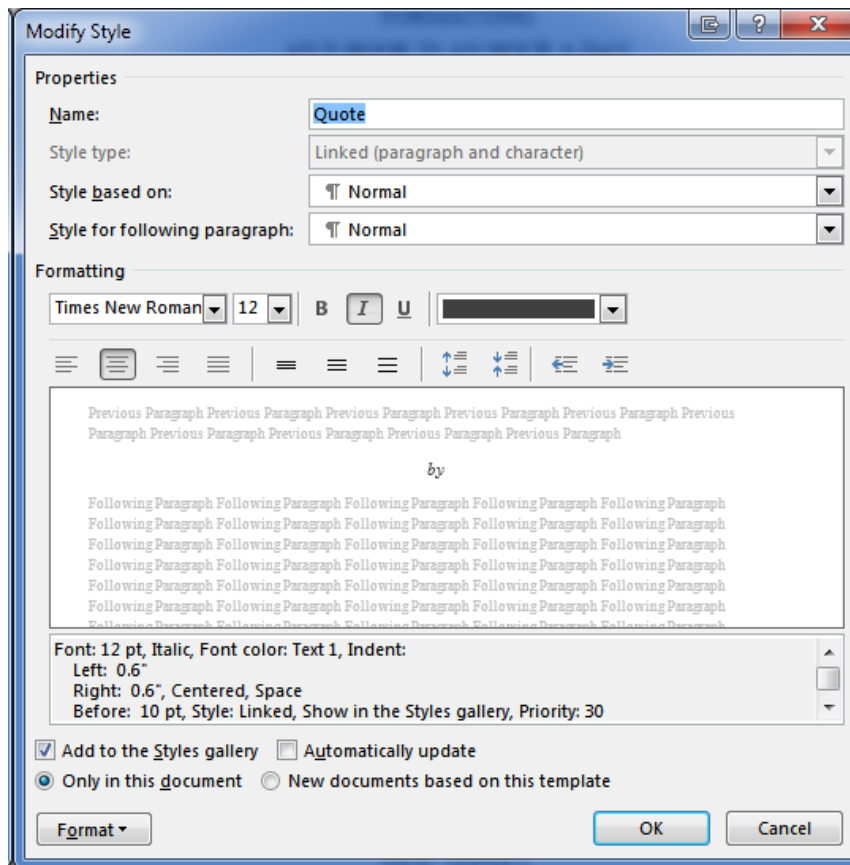
Publishing House - for your title page.

The 'Modify Style' dialog box is shown with the following settings:

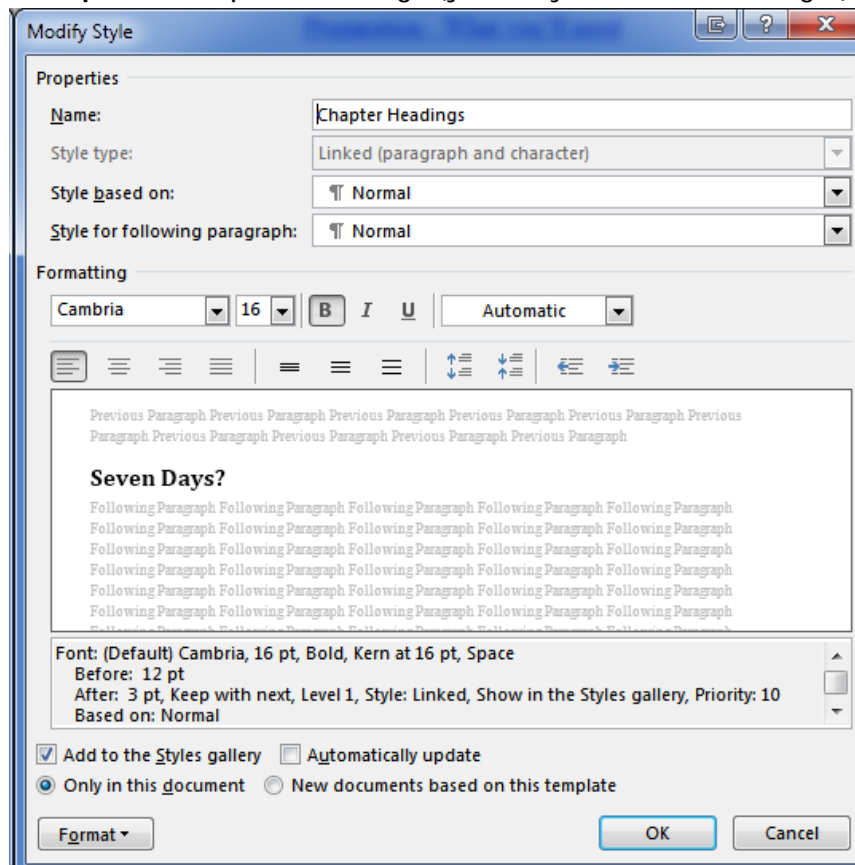
- Properties:**
 - Name: Pub House (Title Page)
 - Style type: Paragraph
 - Style based on: (no style)
 - Style for following paragraph: ¶ Normal
- Formatting:**
 - Font: Times New Roman, 10 pt, Font color: Black, Expanded by 1.6 pt, Centered
 - Line spacing: single, Space
 - After: 4 pt, Widow/Orphan control, Style: Show in the Styles gallery
- Options:**
 - Add to the Styles gallery Automatically update
 - Only in this document New documents based on this template

The preview window displays the text "Dedication Page" in a centered font.

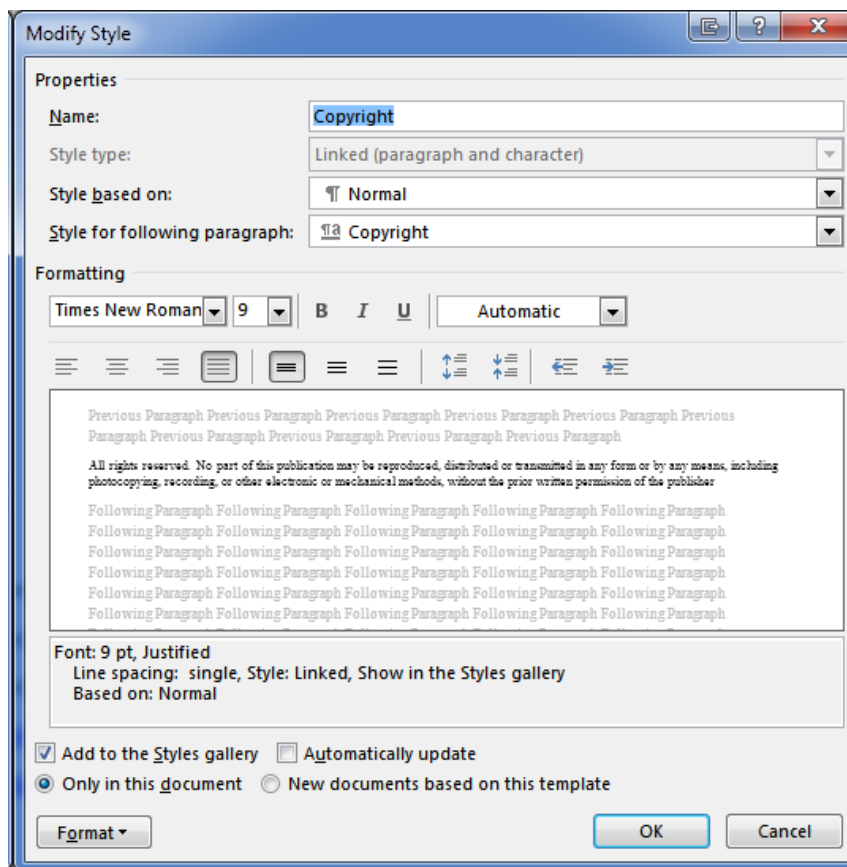
Quote - if you have a quote page.



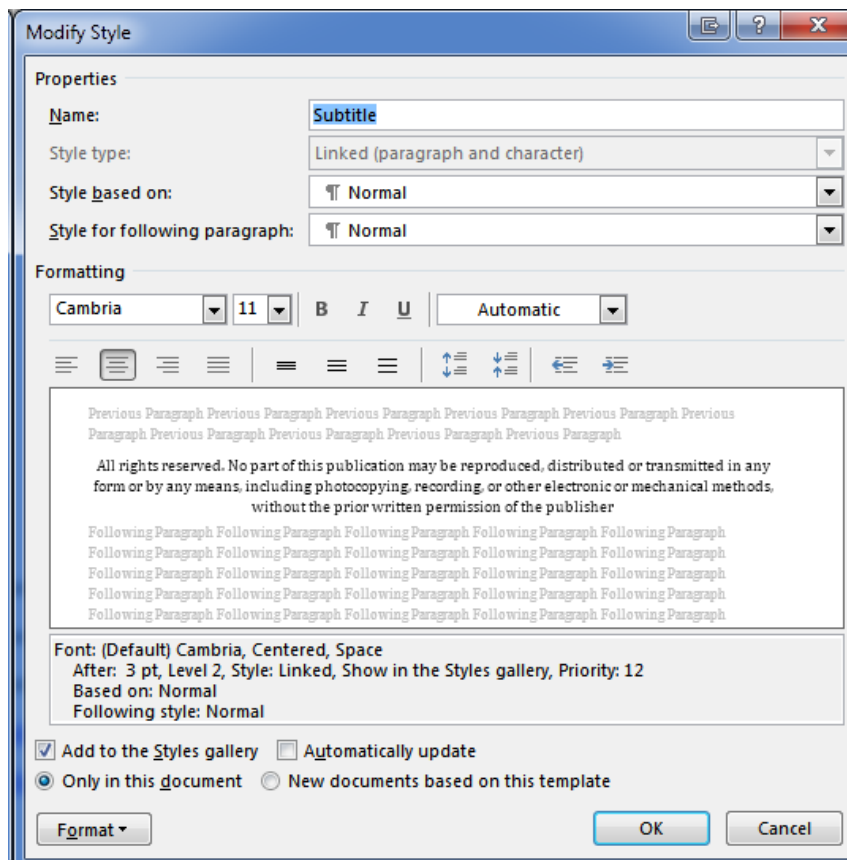
Chapter - Chapter headings (you may also use Heading 1)



Copyright - Style you can use for your copyright page.



Subheadings - Subheadings or Subtitles



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