

How to Create an Ebook  
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Everyone who is anyone on the Internet says you should write your own ebook. But how do you actually make it into a high quality ebook? It's easier than you think. Here it is – step by step.

Write your book using Word. It's the simplest way to do this.

As you write, put a heading on each page that you will want to show up in the table of contents. Look at your toolbar in Word. You see a box on the left that says normal. In the pull-down menu, there are headings. Pick one and use the same one throughout. This is easier if you do it while you write, but you can go back and do it later.

Make sure the rest of the text on the page is set back to normal.

Make sure to save often!

When you are finished with your masterpiece, go through and check for all the red and green underlines that Word puts in for typing and grammatical errors.

Now read it again. Sometimes a word will slip through the spell check. For me a common one is hat, when it should be that.

Double-check all your headings. Are they formatted correctly? Do they say what you want them to say? Remember, this will appear in your table of contents, so don't make it too long.

Now, create your title page and your copyright and disclaimer page.

Now click where you want the table of contents to appear. Go above to "insert". Click on "index and tables".

Click the Table of Contents tab.

Change 'show levels' to 1.

Click on options.

Whichever heading style you used, put a 1 in that box.  
Clear the rest.

Hit OK.

Hit OK.

You now have a click-able table of contents.

If you go to the File Menu, most of you see an option to create pdf. Mine stopped working and I never could figure out why, so I am using eDocPrinter. You can get it here <http://www.regnow.com/softsell/visitor.cgi?affiliate=40184&action=site&vendor=7677> for \$29. Don't let the page scare you, it's not hard to use. I'm really slow at learning all this new stuff, and I was able to figure it out.

If you've bought a master resale rights book that came with the Word doc, it's easy to go in and clean it up. But what about the ones that only give you the pdf file?

Don't worry, that's easy too.

Open the pdf file.

Right click anywhere in the document.

Click "select all"

Go up to "Edit" on the toolbar.

Select "Copy to Clipboard"

Now go over to a new Word doc.

Right click on the page.

Hit paste.

Ta-Da! Ready to edit.

Now go and create your masterpiece!

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Carole offers 2 resources for helping you get your business off the ground on a shoestring budget. See what treasures you can find- <http://clearance.CommonSenseLiving.com>  
And <http://ConvenienceNet.com/bizhome.html>