

## Smashwords Basic Formatting Tips

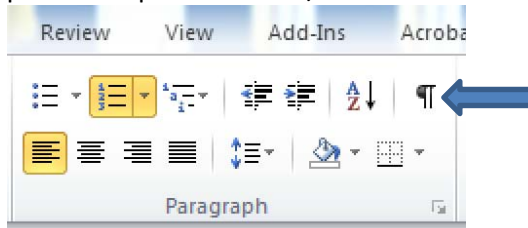
Goal: To prepare a book manuscript that meets the Smashwords Premium Catalog requirements

Required: A Microsoft Word file of your manuscript, Word 2010 software, and a Smashwords account

- First, read the *Smashwords Style Guide* by Mark Coker available as a free download: <http://www.smashwords.com/books/view/52>
- Next, follow the steps below to eliminate document formatting that is not compatible with Smashwords

*Using Microsoft Word 2010:*

- Open your manuscript and save it as a Word 97-2003 Document (.doc format). Do not revise your original file—make a copy. Save often.
- From the “Home” tab, turn on hidden characters by clicking the paragraph mark (¶) in Paragraph options. This reveals many of the formatting symbols. Smashwords’ conversion process requires removal/revision of most of the document formatting.



- Use the “Replace” function under the Editing options to complete the following steps.



From the top of the document:

*1. Replace more than one space with one space*

Find what: [space][space]

Replace with: [space]

Click the “Replace All” button [Repeat until all are replaced]

*2. Replace tabs preceded by spaces with nothing*

Find what: [space]^t

Replace with: [nothing]

Click the “Replace All” button

*3. Replace tabs with nothing*

Find what: ^t

Replace with: [nothing]

Click the “Replace All” button

4. *Replace Manual Line Breaks with Paragraph Marks*

Find what: ^l

Replace with: ^p

Click the "Replace All" button

5. *Replace spaces following Paragraph Marks with nothing*

Find what: ^p[space]

Replace with: ^p

Click the "Replace All" button

6. *Replace spaces between Periods and Paragraph Marks with nothing*

Find what: .[space]^p

Replace with: .^p

Click the "Replace All" button

7. *Replace more than one Paragraph Mark with one Paragraph Mark*

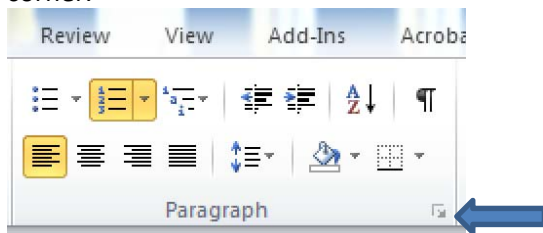
Find what: ^p^p

Replace with: ^p

Click the "Replace All" button [Repeat until all are replaced]

8. *Select all of the text in the document:*

From the "Home" tab, expand Paragraph options by clicking on the down arrow in the lower right hand corner.



Under the "Indents and Spacing" tab of the Paragraph pop-up box enter the following settings:

General

Alignment: Left

Outline level: Body Text

Indentation

Left: 0"

Right: 0"

Special: First line

By: 0.3" [or your preferred indent]

Spacing

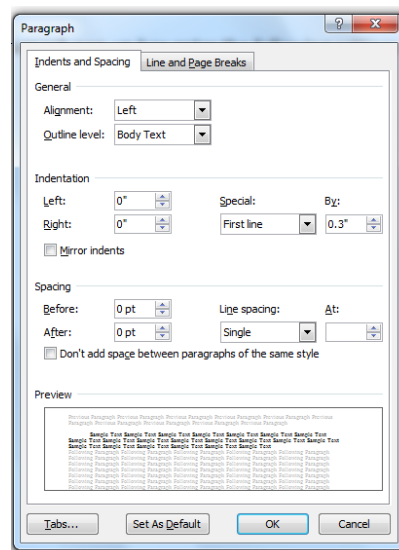
Before: 0 pt

After: 0 pt

Line spacing: Single

At: [blank]

Click the "OK" button



9. Review the entire document and adjust the formatting as needed. Do not use more than two Paragraph Marks next to each other and do not use tabs or multiple spaces. Formatting should be very limited.
10. After formatting in the Word document has been eliminated following the steps above, moderate formatting can be added. Do not, however, use tabs, multiple spaces, or multiple line or paragraph returns. Acceptable formatting includes right, center and left justification, increasing and decreasing point sizes of text and titles, adding images, and changing fonts and point sizes.

*Other tips:*

- The *Smashwords Style Guide* by Mark Coker provides detailed instructions for creating a linked Table of Contents. Note that the TOC should not include ampersands (&) or quote marks (“ ”) as they interfere with the Smashwords conversion.
- Be sure to include authors’ or editors’ names in the cover image. This is required for inclusion in the Smashwords Premium Catalog.
- Smashwords copyright page requires publisher and copyright statements:

Published by First name Last name [or Publisher Name] at Smashwords

*[or]*

Published by First name Last name [or Publisher Name]  
Smashwords Edition

*[then]*

Copyright 2014 Author name [Use the current year and do not use ©]

- Be prepared to revise and resubmit your MS Word .doc file for Smashwords conversion at least a few times before it meets all of the Premium Catalog requirements. Smashwords will indicate what must be corrected each time—this can take a few minutes or a few days. You can set a future date for publication to the Smashwords site to allow time to tweak the book file before it goes public.