



HOW TO PREPARE YOUR
eBOOK
FILES



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BOOKBABY IS YOUR SOURCE FOR HIGH QUALITY eBooks.

There's a reason why we deliver the highest quality eBook conversion services in the business. It's the time and effort our experienced pre-press technicians put into the creation of every digital book file. Every detail is checked and double-checked again. Great eBooks are created because we test every file on all the popular eReaders, including Kindle and Nook. You can give our experienced team a head start on the process by learning a few of the key elements of preparing your files for conversion.

Remember – your BookBaby Publishing Specialist is available to answer any questions you encounter along the way.



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Conversion Team Leader

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STEP ONE

GET IT RIGHT THE FIRST – AND FINAL – TIME.

The most important part of any eBook job happens before you start doing any formatting work:

Take the time to read over your manuscript one more time. And even one more time again.

This is your last chance to change your file without incurring correction charges AND delays to your project. What you provide us is what we work with to produce your eBook. Our conversion process is detailed and built to provide high-quality digital files.

* And remember: BookBaby does not proofread your file. *

Making changes – even small ones – requires us to restart the process from scratch. We'll need to charge \$100 to remove your file from the process and to submit an entirely new file. If you require us to make changes to the file, it will cost \$50 + \$2 for each change.

The ePub file we send out after conversion is for formatting purposes only. You can use it on your eReader to preview how your book will look in a digital format. It's NOT meant as an editing or galley proof. Of course any errors that BookBaby has introduced into the conversion process will be corrected at no charge.

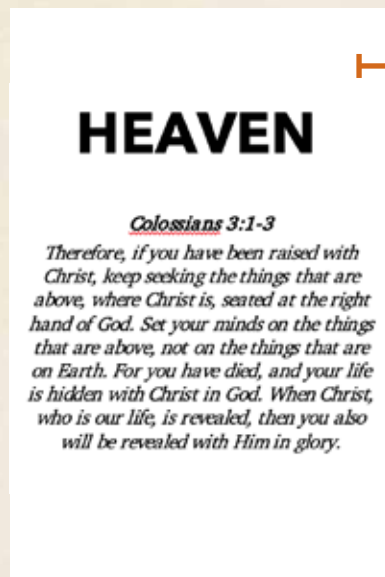
Typical formatting example

Below is an example of how the fonts change from Word document to ebook (margins, words in a line, and wrapping of text).

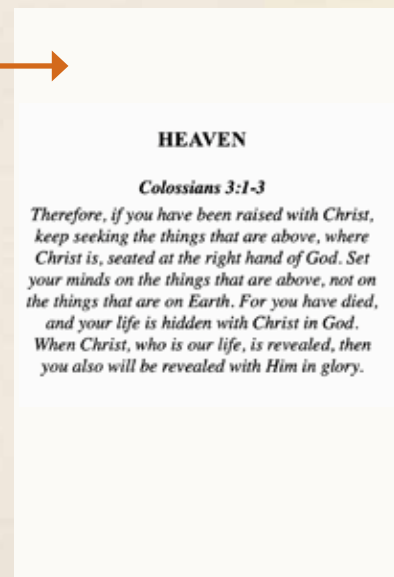
COVER IMAGE



WORD DOCUMENT



EBOOK



STEP TWO

GENERAL FORMATTING GUIDELINES

The more you can do at this stage to follow our formatting guidelines, the better – and faster – your project will go. Here are some of the more common issues that can affect your eBook conversions.

Author Naming

Pick one main author with all others listed as “Contributors”. *Contributors can also include illustrators, editors, and other applicable credits.

Author name cannot contain a URL or contact information even if the author is identifying as a website or blog.

If you’re writing and publishing under a pen name it must be unique. For instance, your pen name cannot be Mark Twain.

The author and contributor names that appear on the book cover or in the manuscript must be provided in the distribution information as well, and they must match in terms of how they’re written (middle initials, professional credentials, etc.) and must be cased appropriately. This means that the first letter of both first and last name should be capital letters. (Ex: Oscar Wilde)

by Oscar Wilde

If you’re an entity or organization then that name can be used as the author. (Ex: National Geographic)

by National Geographic

Titles and Subtitles

Capitalize only the principal words of your title and subtitle.

Articles, conjunctions, and prepositions do not get capital letters unless they start the title. (Ex: Snow White and the Seven Dwarfs)

Snow White and the Seven Dwarfs

Acronyms may stay all caps.

As with the author name the title and subtitle must match the title and subtitle provided on the cover.

Titles and subtitles cannot contain URLs or contact information, regardless of content.

Fonts

Use standard or common fonts when choosing fonts for your eBook. A few examples below:

Aria Book Antiqua Courier
Garamond Times New Roman

A stylized font might not convert correctly and will be substituted for a common font.

You can use **bold**, *italic*, and underline.

Please apply these settings from the formatting menu and do not use font variations.

x Do not embed fonts into your eBook manuscript.

Hard returns

Your text should wrap naturally. The return key should not be used in the middle of sentences to start new lines. Only use the return/ enter key to start new paragraphs.

TIP: Use the “Show all hidden formatting” button to see all hard returns. If you see hard returns in the middle of paragraphs, delete them and let your text wrap naturally.



Pilcrow – allows you to see hidden characters such as hard returns or where an image is anchored

Hard returns – when enter/return is used to start new line of paragraph

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No Hard returns – letting text wrap naturally

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STEP THREE

EBOOK PAGE FORMATTING

Most eBooks are composed of reflowable text. This is called a “dynamic” layout – that allows the font to automatically adjust based on the eReader screen size or if the font size is changed on the reader. Please note that eReaders are typically set to auto justify eBooks. Remember to switch that feature off in order to see your preferred text alignment.

While page numbers, page breaks, headers, and footers don’t exist in eBooks, a page break must be inserted to indicate the start of a new chapter or section. This won’t only create a new entry in the ePub Table of Contents, but will also allow every chapter or section to start on a new page on the eReader.

Text Alignment:

Alignment can be adjusted by the reader on many devices. We recommend **left justification** with a ragged right margin.

You can choose left or center alignment but **please avoid using full or right justification**. We understand that you may have passages that are in a kind of texting format – that switches back and forth between right and left justification to give it that feel. That’s fine for a limited number of passages, but please minimize the use of right justification.

Styles Pane

Writing your manuscript is demanding. Formatting your manuscript to look consistent, which is essential to a good conversion, can be just as challenging.

Using **Microsoft Word Styles Pane** makes formatting (and by extension the conversion) of your manuscript that much less complicated.

You may use tabs or your program’s paragraph **or** alignment formatting functions, **but do not use a mixture of both**.



Spaces and Page Breaks:

✗ Do not use the space bar to format paragraphs or individual lines.

✗ Avoid double spaces after punctuation marks as well as extra spaces between words.

To start a new page, insert a page break rather than hitting the return key several times.

Headers and Footers:

✗ Don't use headers or footers as they vary from device to device. Instead, incorporate important content into the body of your manuscript or use endnotes.

Drop Caps

✗ Drop Caps are not supported on all devices and are not recommended.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo.

Multimedia Files

Audio and video files are only supported with fixed layout conversion. At this time BookBaby only offers fixed layout eBook for Apple Books.

Other notes

On an eReader, whatever the user isolates on their screen is a "page," so all headers, footers, indexes, and page numbers will be deleted.

When supplying footnotes and/or endnotes make sure cross referencing is done. Please note that each link will incur an extra \$3 charge.

STEP FOUR

TEXT AND IMAGE QUALITY

✗ Do not use very large or very small font sizes.

We recommend 8-12pt font size for body text and 14-18pt for chapter titles.

Be aware that special symbols may not convert properly to ePub unless they are characters in a standard font set. They may change during conversion.

Any image editing done within your formatting program will be discarded during conversion. Do all image resizing outside of the document, utilizing a program like Photoshop or another image editing program, then reinsert them before saving. **All images must be in .jpg, minimum 150 dpi, and in RGB color mode. Any image that you submit should not exceed 4 million pixels.**

Cover image: At least 1400px wide, portrait or vertical rectangle-shaped artwork (no squares) and we recommend a height/width ratio of 1.5 (1400px wide x 2100px high)

Full-page images: At least 1400px wide, portrait or vertical rectangle-shaped artwork (no squares) and we recommend a height/width ratio of 1.5 (1400px wide x 2100px high)

Logos or simple images: 75-100 pixels high and these *can* be square. Don't worry too much about the exact size of images within your document. The best approach is to scale your images how you want them to appear in relation to the text in your manuscript.

Minimal text wrapping is possible. Whenever possible all images (except full-page images) should be set "in-line" with text.

IN-LINE IMAGE

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.



Photo by Karolina Grabowska from Pexels.

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TEXT-WRAPPED IMAGES



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STEP FIVE

OTHER CONSIDERATIONS

Watch out for these potential issues!

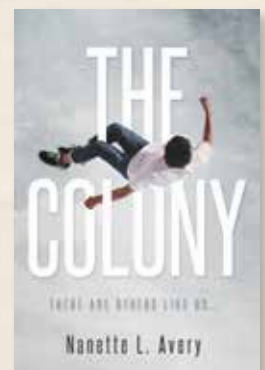
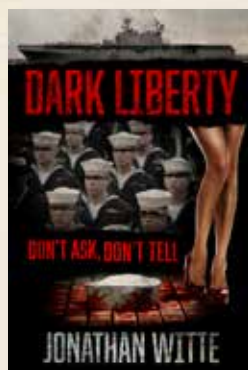
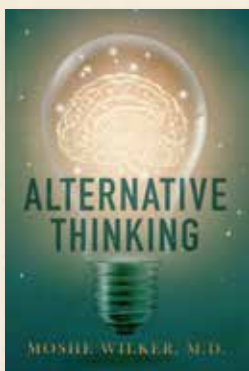
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STEP SIX

UPLOAD YOUR MANUSCRIPT

When your cover and your manuscript files are complete, please login to your BookBaby account and select “complete my order” on the quotation you would like to use.

Clicking the “complete my order” button will take you back to the project center where you will upload your files, review digital proofs and checkout. To produce the best looking eBook, please upload your manuscript file in Word (.doc, .docx), InDesign (.indd) or PDF (.pdf) formats.

Our team will review your files and send you an email letting you know that your files are in production.

Don't worry - we've got your back

The last few pages had a lot of information that might be new or even confusing. But relax – the experts at BookBaby are here to help. Our eBook conversion team will review every file you send us. You can have real peace of mind that we'll never produce poor eBook files. We understand how hard you've worked to write your manuscript and we won't let you down. Our file preparation experts will review every detail of your file just in case you've missed something.

Once you've uploaded your files and completed your check out – and relax! BookBaby will make sure you're thrilled with your eBooks – guaranteed!



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