

FORMATTING INSTRUCTIONS FOR KINDLE

You will need to download the free programs Sigil, Calibre and Amazon Previewer.

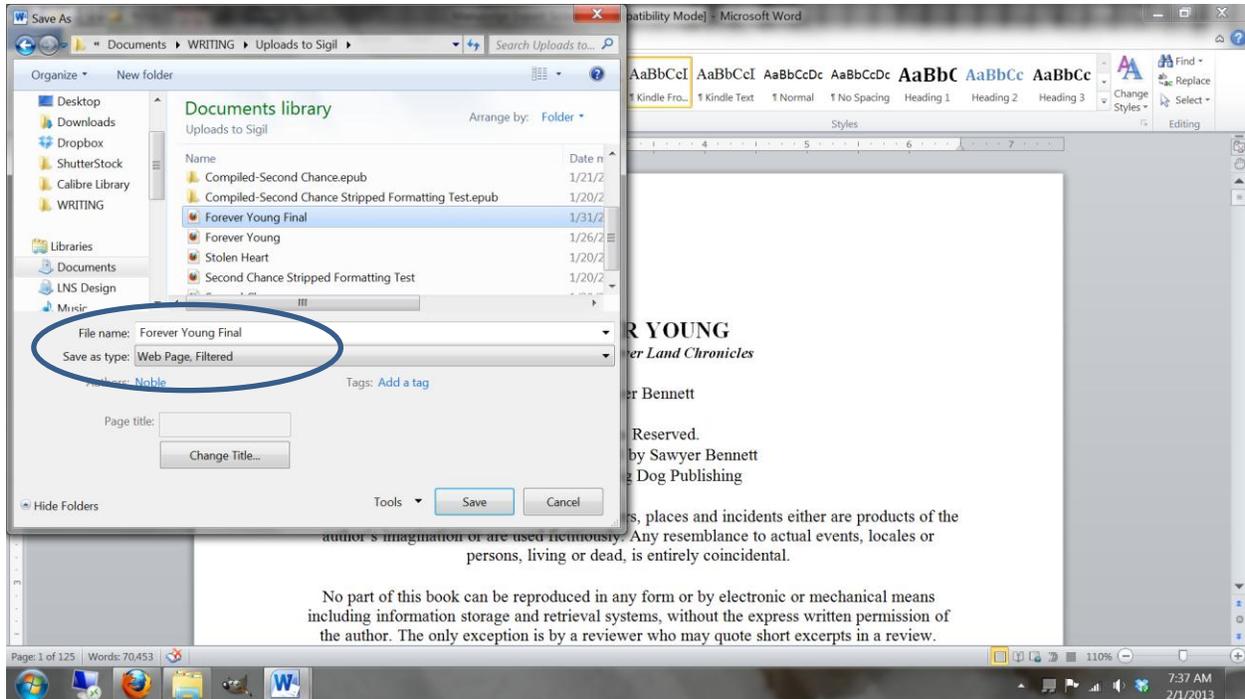
While you can upload a Word document directly to Amazon and convert it to Mobi, you may find that your formatting can get messed up in the process. Instead, you can use the program Sigil to convert your Word document into an EPub file. Sigil will also create your Table of Contents and links for you automatically and quicker than doing manually in Word.

Once you have created your EPub file in Sigil, you can upload it directly to Amazon Previewer to convert it to Mobi. However, I have found that some of the formatting can still be messed up, particularly if your original Word document was not completely free of weird formatting.

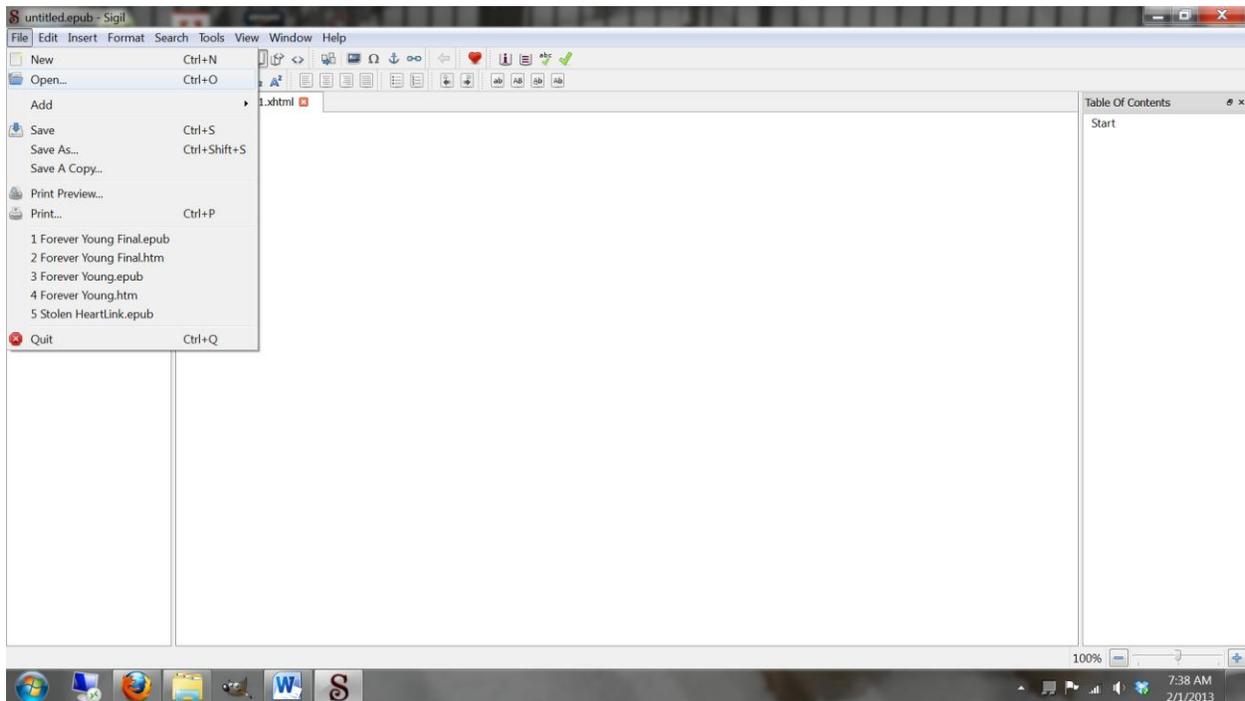
The program Calibre is a nice conversion program that will convert most forms of digital books to another form. Calibre will nicely convert your EPub file to a Mobi file. The only problem...Amazon will not accept a Mobi created by Calibre. To get around that, I merely import my EPub file into Calibre, then just "convert" that EPub file to an EPub output file. Whatever Calibre does when it runs your file through its conversion process, it seems to take out any little bugs in formatting. Then, you can take your new and improved EPub file, and open it with Amazon Previewer, which will convert it to Mobi.

You may not need to go through the steps with Calibre if your formatting is good. It's just an extra step added if you find you still have some formatting issues. Here are the steps in order.

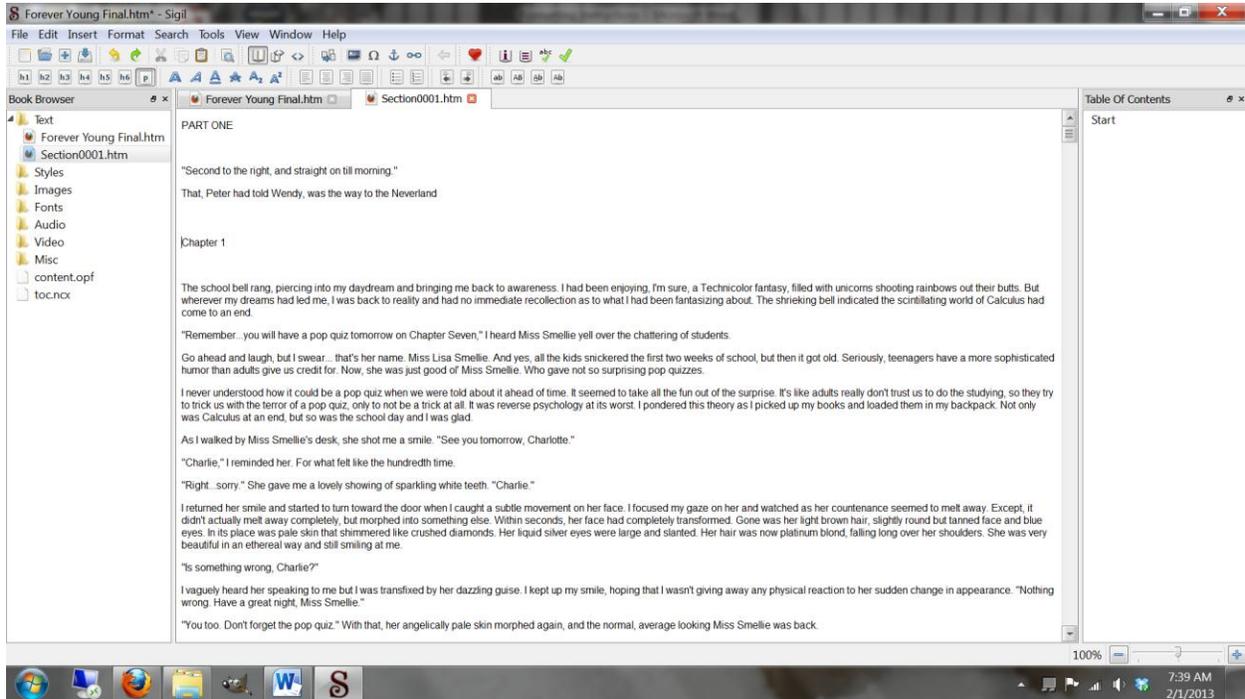
1. Before converting your Word document into a Mobi file for Amazon, it must be clean. That means you cannot have any tabs or funky formatting. Once you have a clean document, save it as an HTML page (see below...choose Save As Type – Web Page, Filtered).



2. Open up Sigil. Click File, Open (or Ctrl O) and choose the Web Page, Filtered file you just saved from Word.

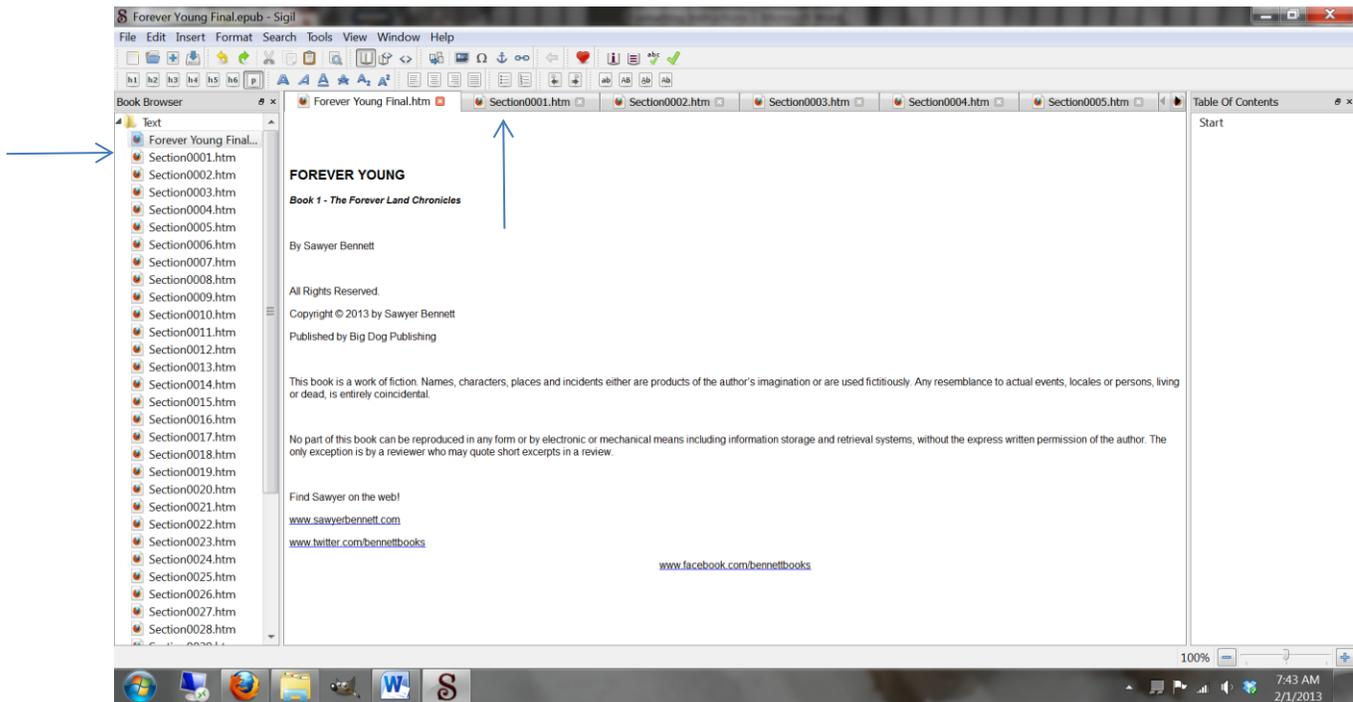


- This is what your file will look like in Sigil. Note that you have a Book Browser on the left that will show the pages of the documents. Your document is in the middle which note there are tabs that correspond to the files in your Book Browser. Finally, a Table of Contents on the right that is blank at this point. We will create that later.

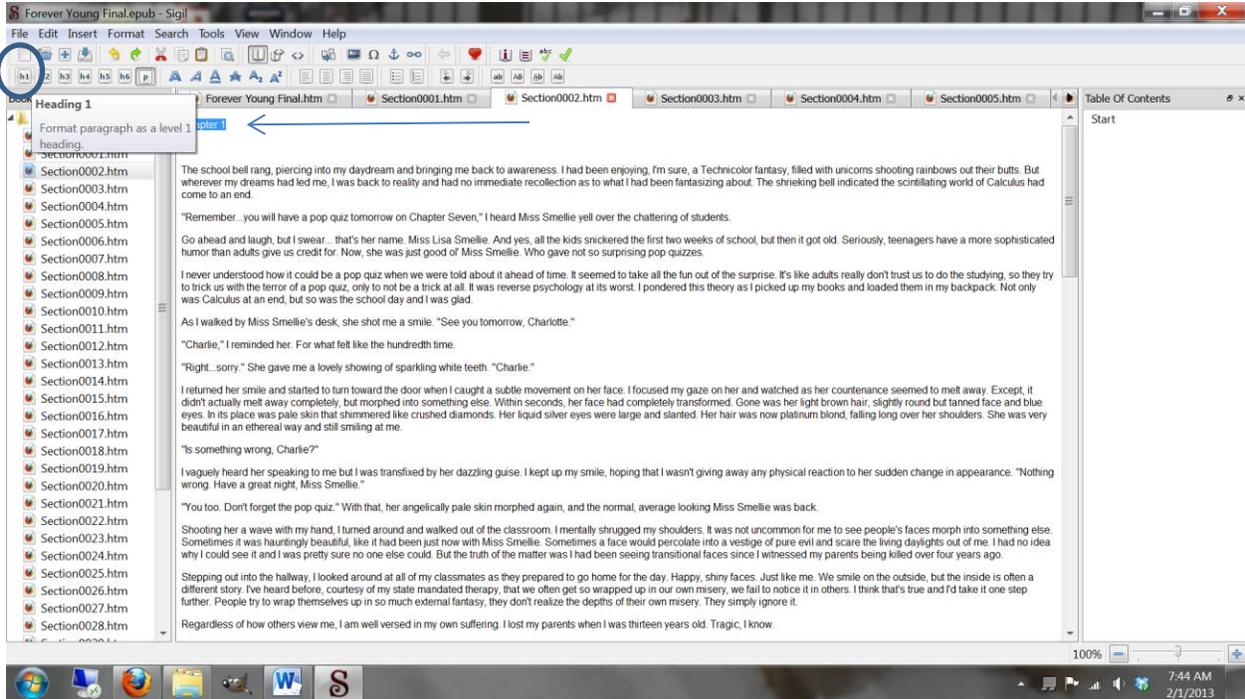


- Next you will want to take the large document you just imported and break it down into Chapters. You will also have separate pages for your Title Page, Copyright Page, Dedication, etc. You will want each of those to be its own page in Sigil. To break the file down, merely put your cursor in front of the word that will start the next page, then hit Ctrl-Enter. This will break the page at that point. Go through entire document until you break each Chapter into separate pages. When you are finished, it will look like this.

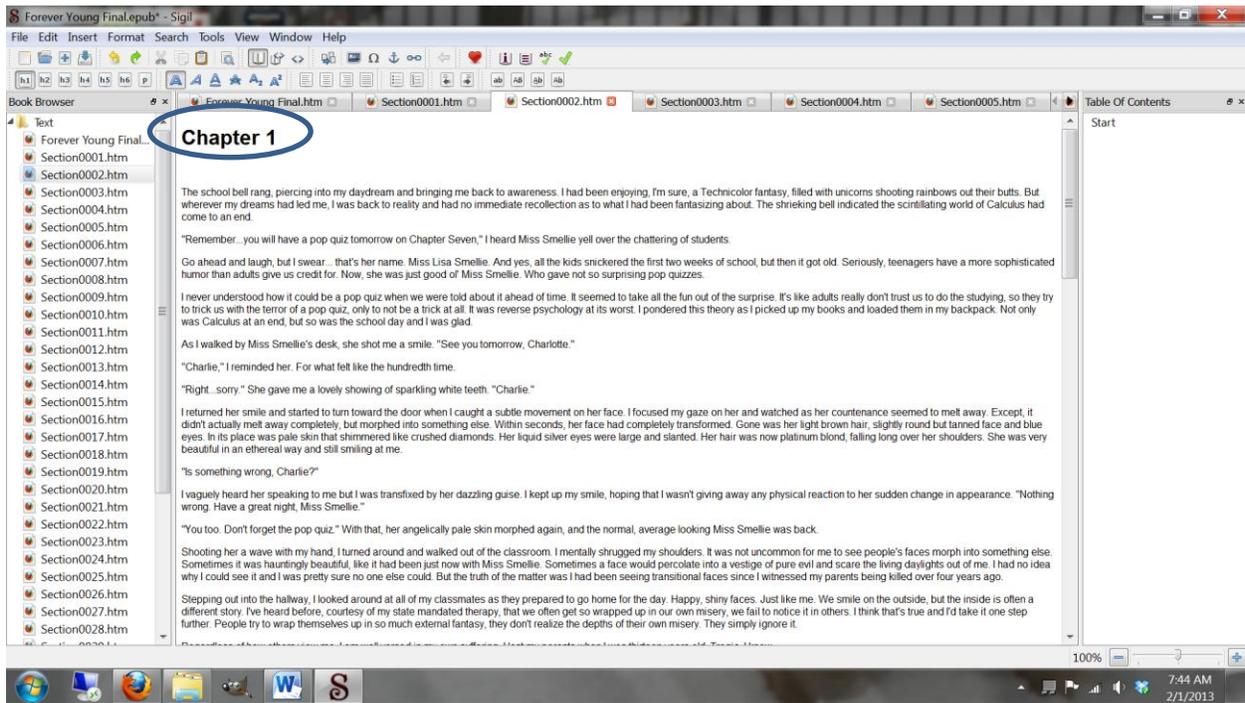
Notice how there are now several pages in your Book Browser and also the many tabs running across the top of your document. To get from chapter to chapter, either double click on the document in the Book Browser or on the top tabs.



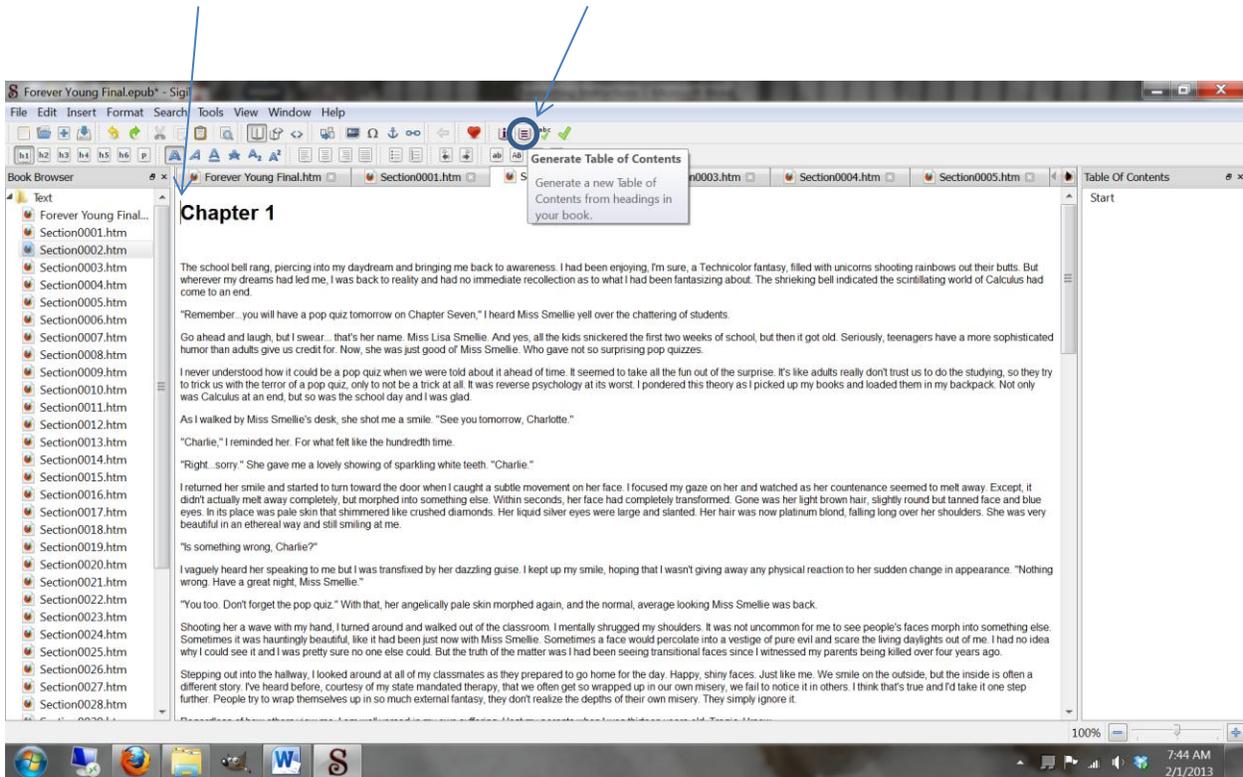
- Next, we will create Table of Contents. Go to each page that starts a new Chapter. Highlight the chapter, then choose H1 button on far left of your screen. This will create formatting for a Chapter Header.



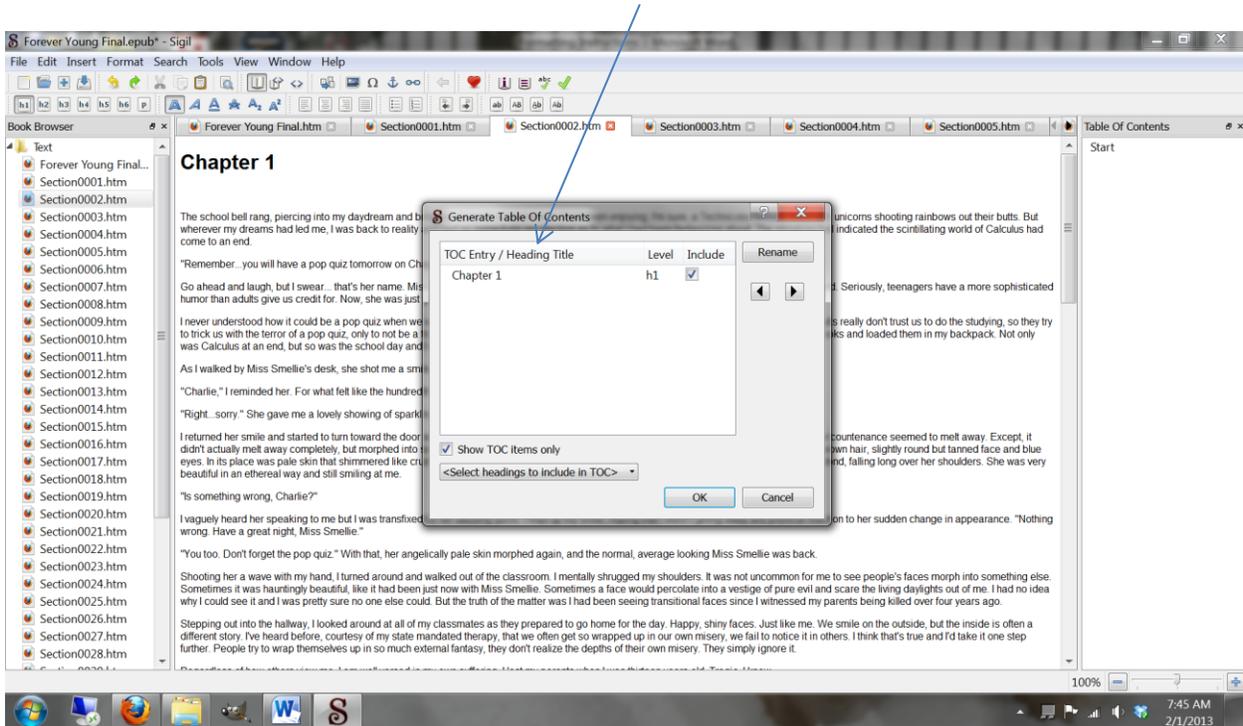
The resulting Chapter Heading will look like this...



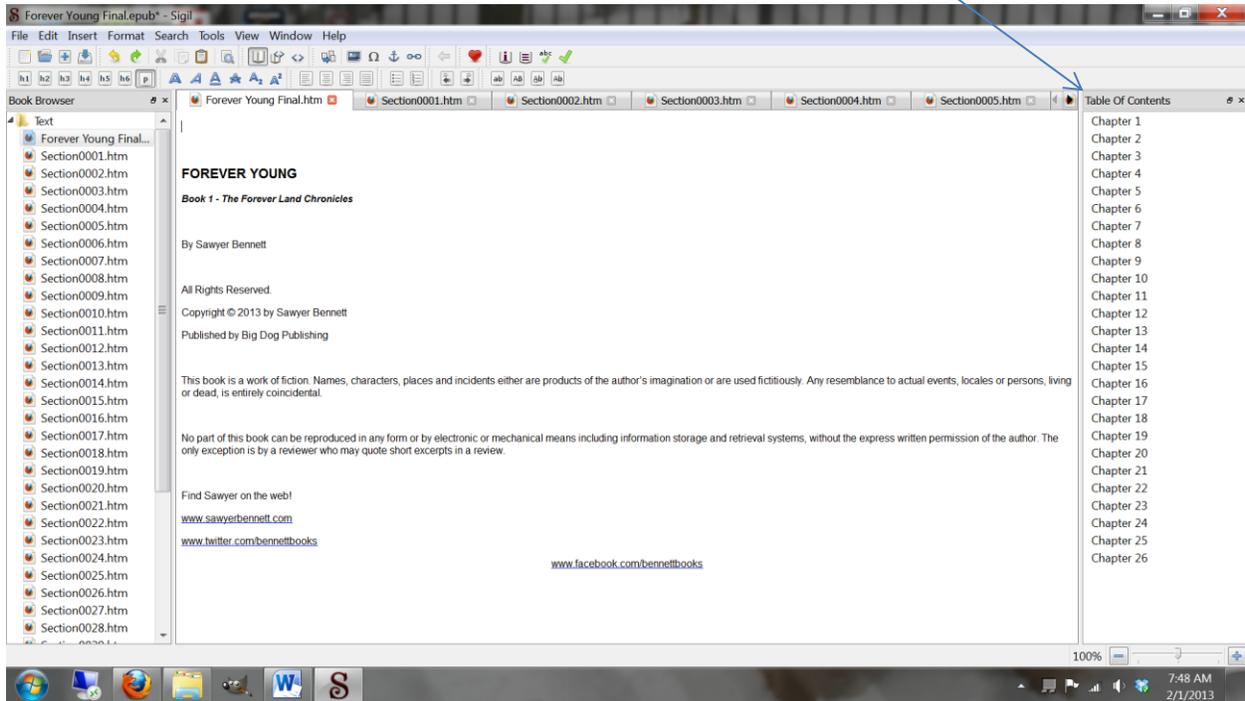
6. After you have all of the Chapter headings formatting with H1 button, you will now set up your Table of Contents. Place your cursor in front of the word "Chapter". Go to TOC button indicated on screen shot below and click.



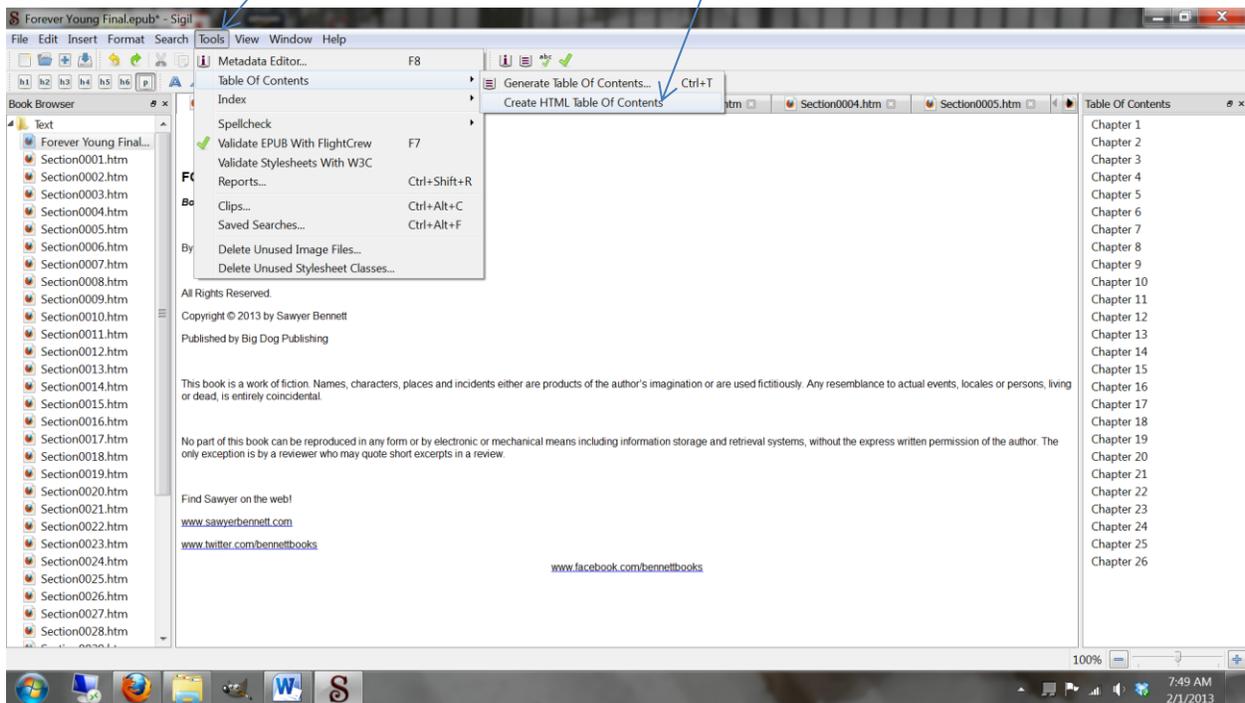
It will bring up a box with that Chapter under the TOC Entry/Heading Title. Click Okay.



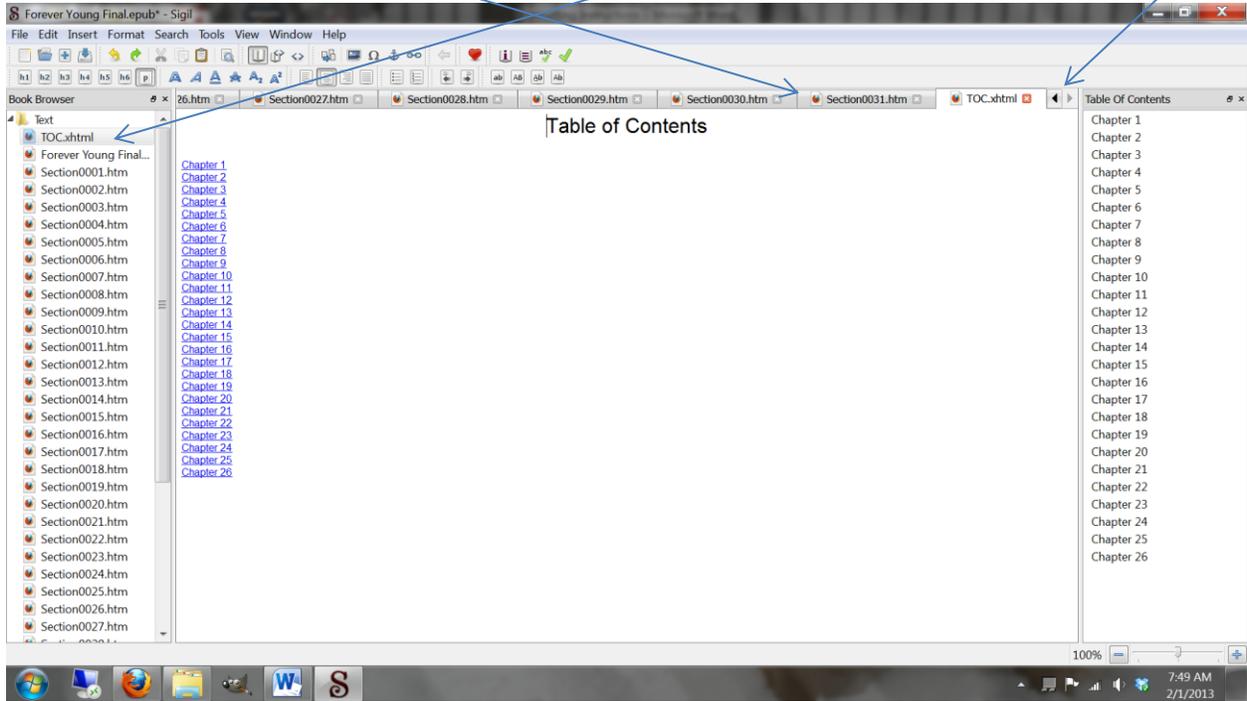
After you have done all of the Chapters, your TOC should look like this.



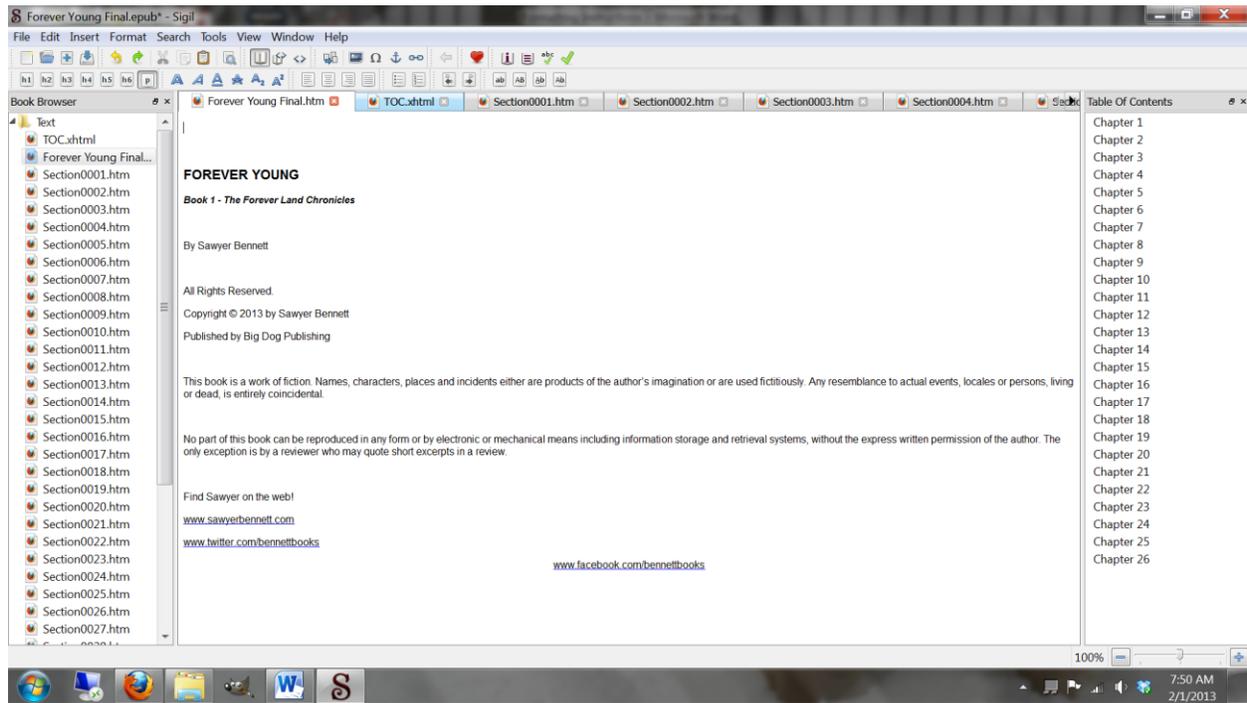
7. Now go to Tools, Table of Contents and choose Create HTML Table of Contents.



You will then get a new page in your document called TOC.xhtml. You can see this in your Book Browser and Tabs above. Note that even though the TOC.xhtml is at the top of your Book Browser, it is at the end of your Tabs. You will need to move the Tab to the front by clicking/holding on the Tab and dragging it left to rearrange the order. You will need to scroll your tabs using the arrows at the right.



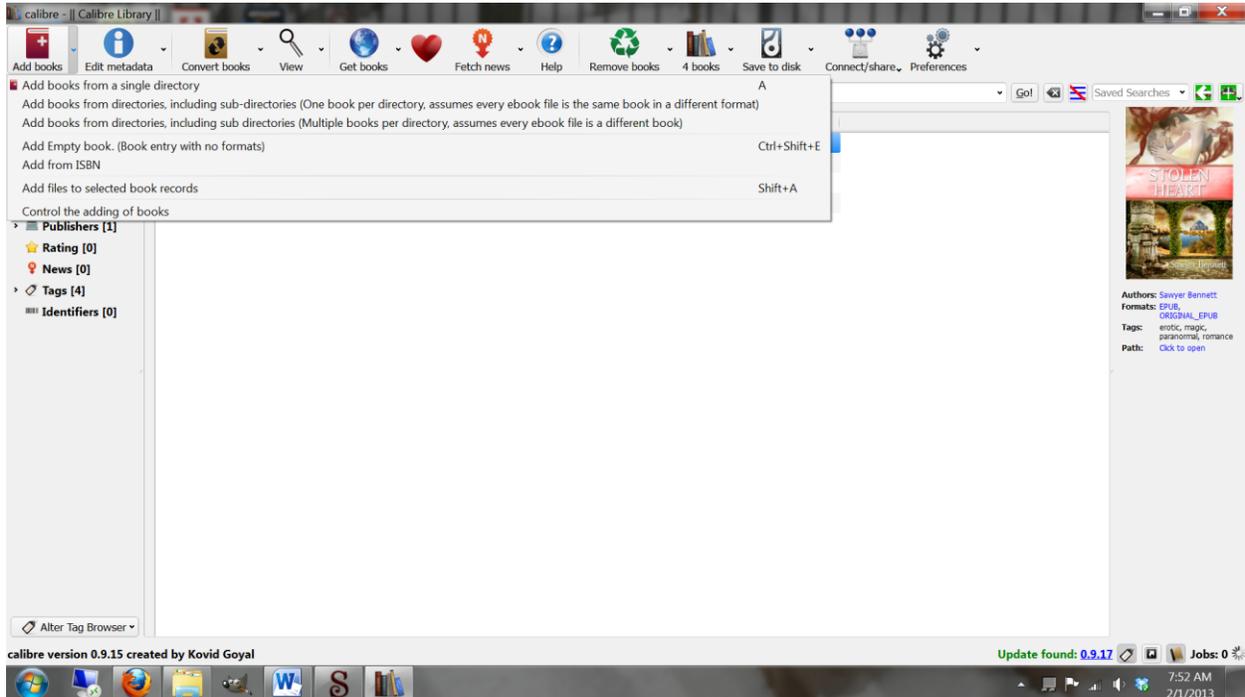
When you finish dragging that tab, it should look like the below screen shot. Note that is between my copyright page and my first Chapter.



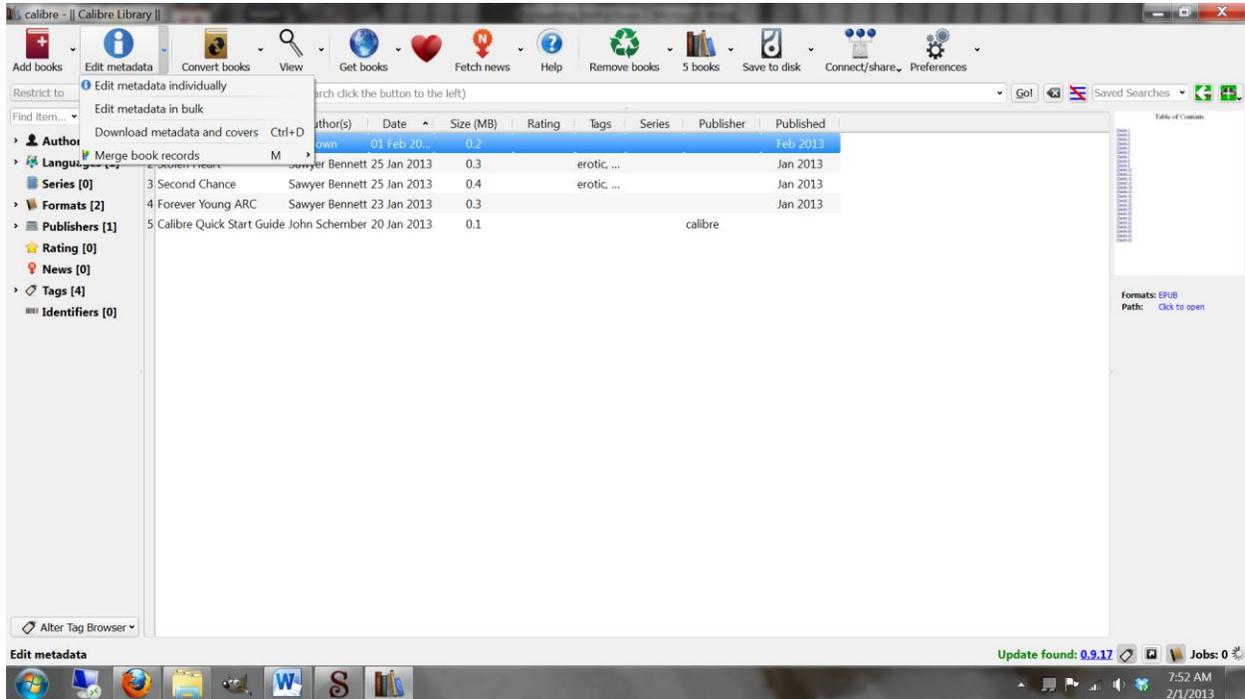
Now save your document. This will save as an EPub file.

- At this point you can try to upload your EPub file to the Amazon Previewer, which will convert it to Mobi. Check out the formatting and see if it is okay. If not, complete next steps.

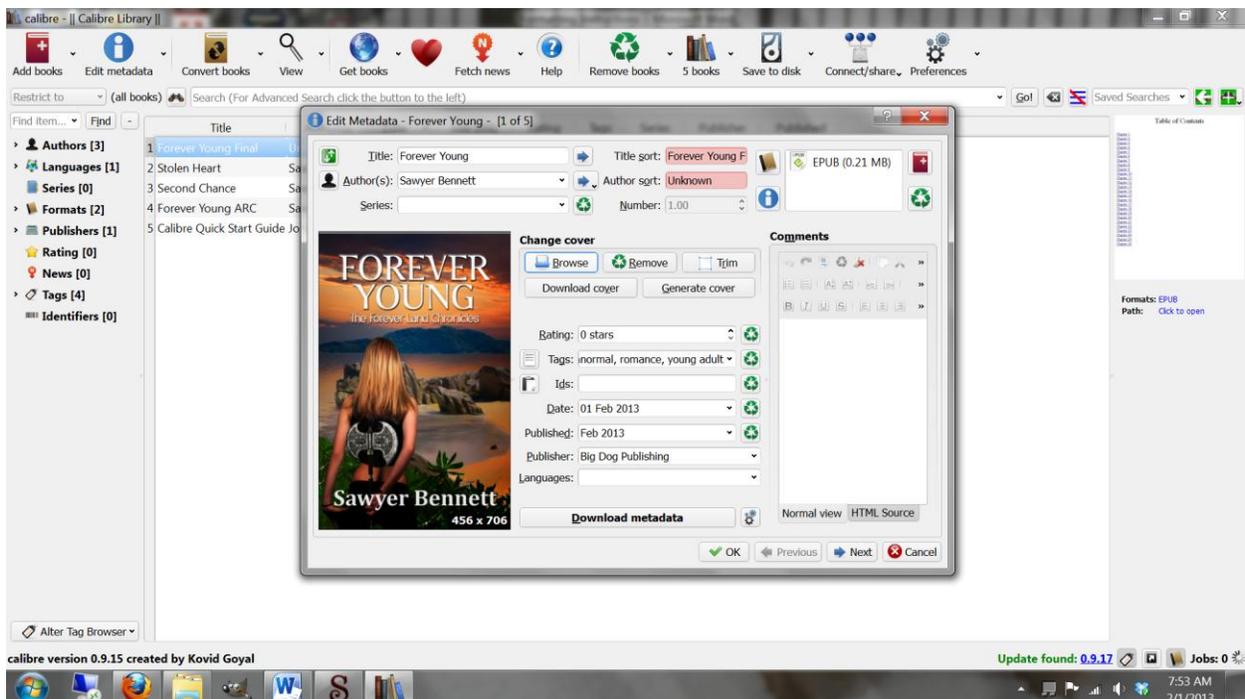
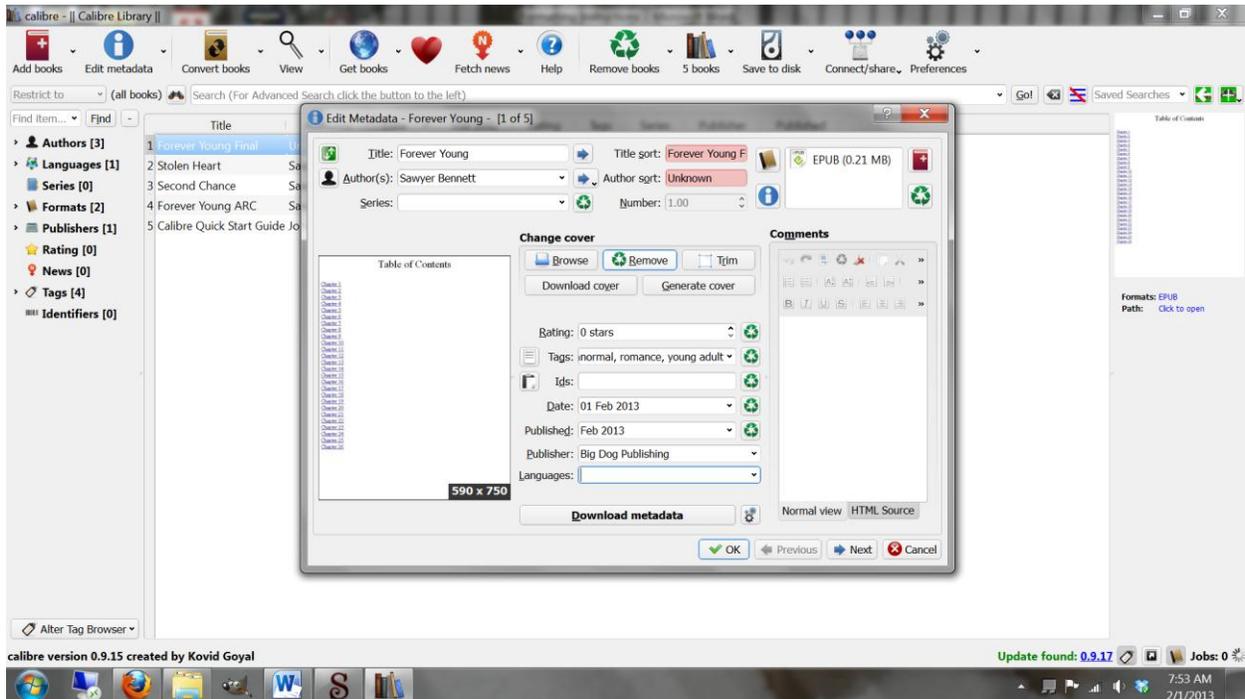
Open up the Calibre program. Choose Add Books Button, then choose Add Books from a single directory. Choose the EPub file you just saved from Sigil.



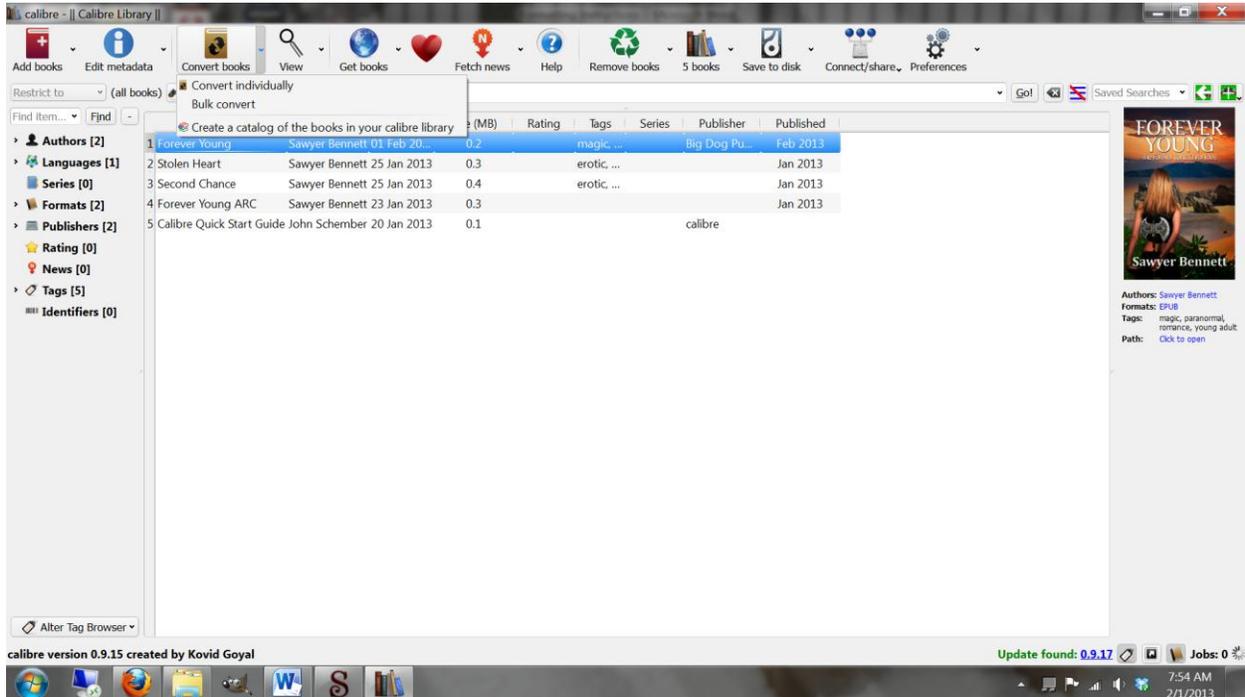
9. Fill in the Meta Data information by highlighting your book, choosing the Edit Metadata button, Edit metadata individually.



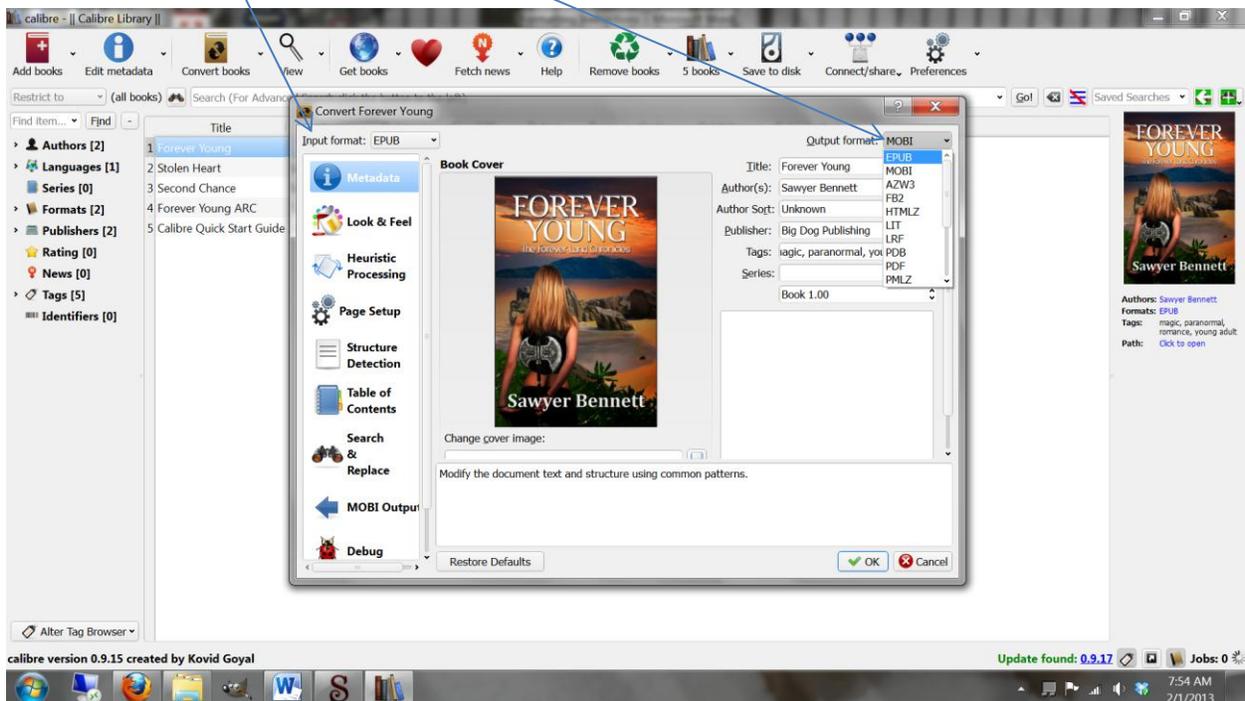
- For Metadata, make sure you fill in the fields indicated below. Note that in the Cover Space, my TOC is showing. Click on the Remove button which will remove that as your cover, then click on Browse to upload your book cover.



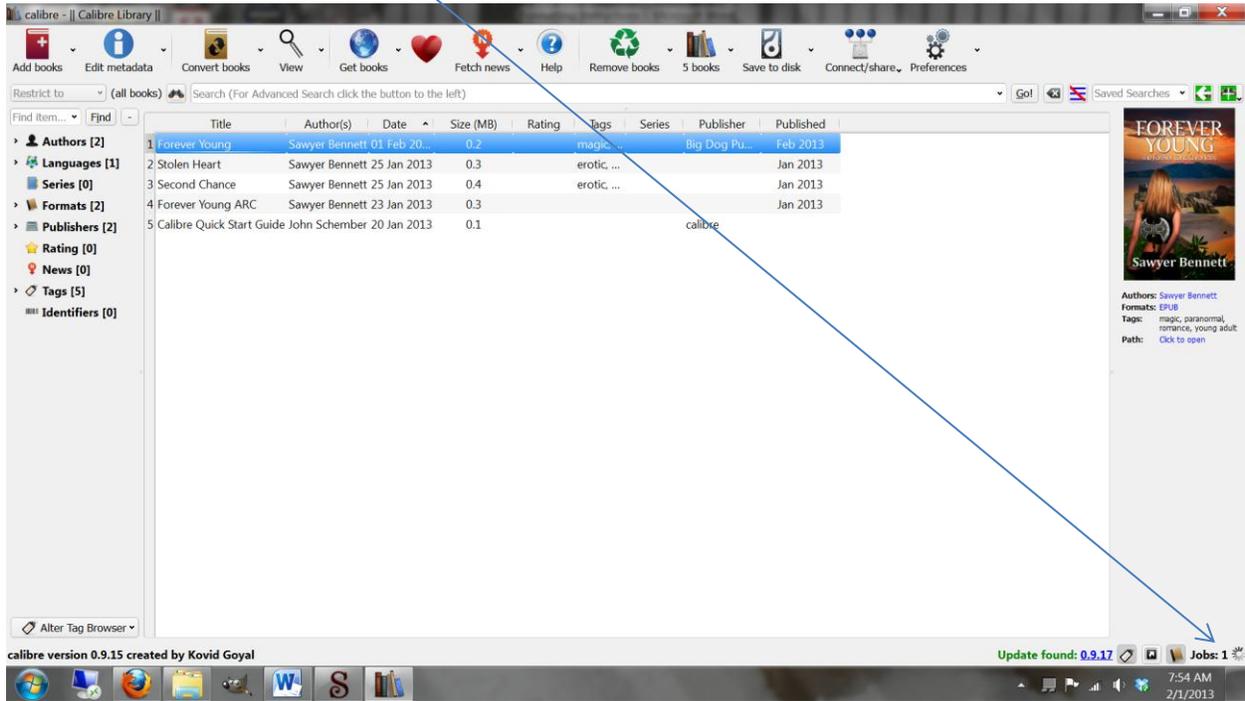
11. Next you want to “convert” your book. Now, you are not really converting it from one format to another. Here we just want to run it through Calibre’s formatting so we will convert it from an EPub to an EPub. Choose Convert Books, Convert Individually.



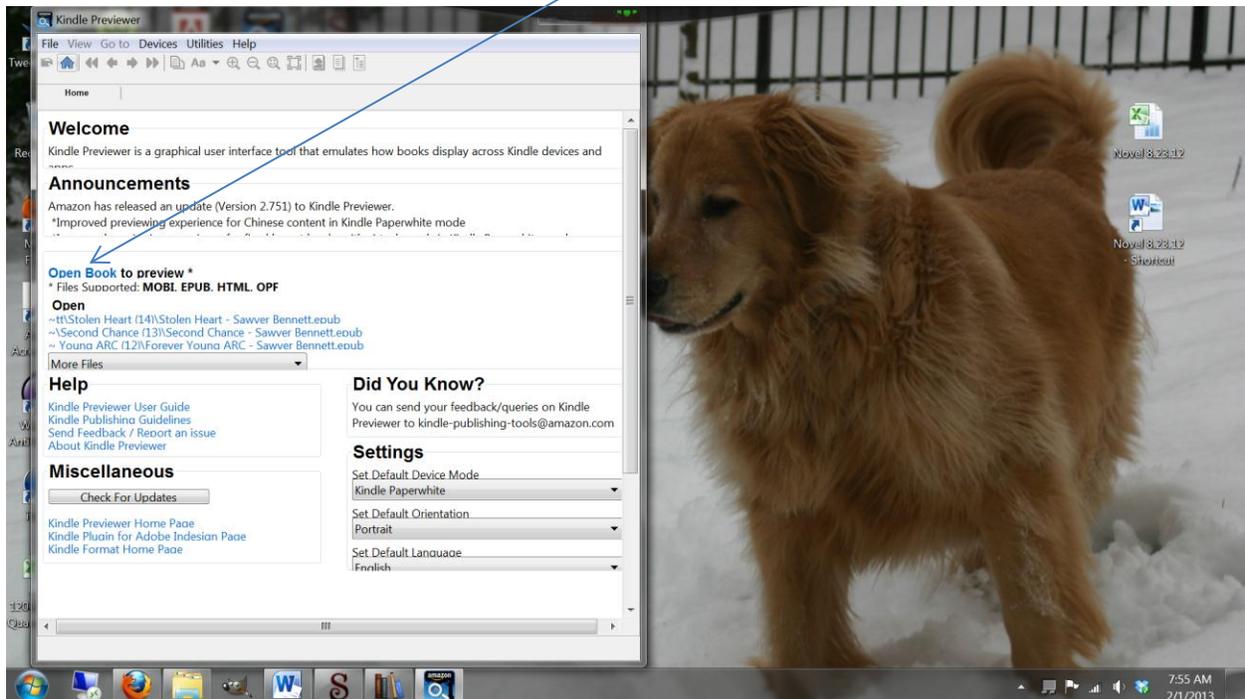
Make sure your Input Format and Output Format but say EPub.



As the file is converting, there will be a dashed circle that is spinning to indicate it is working. When the circle stops spinning, the file is complete.



12. Now you will open up Amazon Previewer and choose Open Book. Choose the EPub file that you just ran through Calibre. There will be a Calibre folder where the new EPub format was saved.



When the file is opened, you will get a confirmation box that will tell you where the new Mobi file is saved. This location is the file that you will ultimately upload to Amazon KDP.

