

Hi gang! Shannon McRoberts here with a tutorial on Smashwords formatting ☺

This tutorial goes with the blog about Smashwords formatting I ran across here
[<http://jwmanus.wordpress.com/2012/12/26/format-a-nice-looking-novel-for-smashwords/>]
I have used this on my own book revision and first try right into the premium catalog my book went. Some others thought this would be helpful if I could give a hand and make a tutorial. This tutorial is for Microsoft Word 2010. This tutorial assumes from this point on that you have knowledge of Word enough to navigate.

So, this is what I did in Word 2010:

Open a blank document

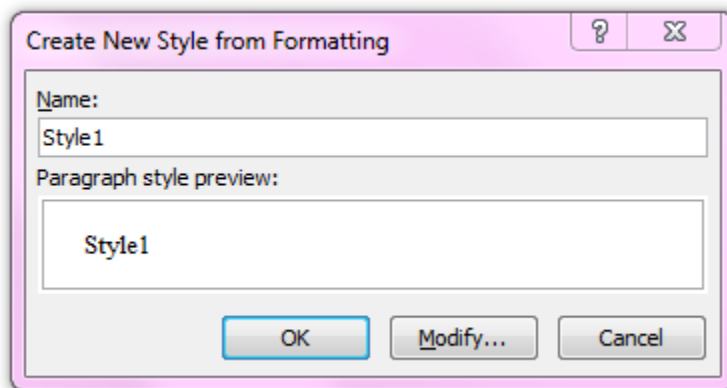
Type any words you want; I typed Hello in my practice run

Highlight the word

Right Click the highlighted word and a menu will appear

Look towards the bottom for Styles-Save Selection as a New Quick Style

This box will show up:



Replace Style1 with a name of your choice that you will remember and can find in your ribbon.
Click Modify.

This box will open:

Modify Style ? ☰

Properties

Name: Normal,Normal Smashwords

Style type: Paragraph

Style based on: (no style)

Style for following paragraph: ¶ Normal

Formatting

Times New Roman 12 B I U Automatic

[List Icon] [Bulleted List Icon] [Numbered List Icon] [Decrease Indent Icon] [Increase Indent Icon] [Align Left Icon] [Align Center Icon] [Align Right Icon] [Justify Icon] [Decrease Indent Icon] [Increase Indent Icon] [Bulleted List Icon] [Numbered List Icon] [Decrease Indent Icon] [Increase Indent Icon]

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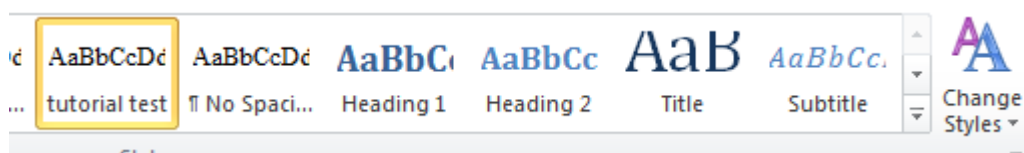
Font: (Default) Times New Roman, 12 pt, Indent:
 First line: 0.3", Left
 Line spacing: single, Widow/Orphan control, Style: Quick Style

☒ Add to Quick Style list
☒ Only in this document ☐ New documents based on this template

Format OK Cancel

From here you will want to follow the blog and adjust the settings as outlined to make your permanent style that you can quickly access. Please pay attention.....you need to make sure you have the “new documents based on this template” radio button selected. I could not get it to save in my ribbon if that was not selected...in fact I had to make them 4 times before I figured out that it was not sticking when I restarted Word without that button being selected ☺

Once you have made all needed adjustments you want to click OK. I named mine “tutorial test”. See how it is now in the ribbon:



Now, the only part I found confusing was making the “center” style. This is an actual screen shot of the first modify screen and then also the “format, paragraph” box for my “center” settings. It worked, so feel free to set it up like this! I have also included all the other style and paragraph boxes that illustrate how I made my styles.

Modify Style

Properties

Name:

Style type:

Style based on:

Style for following paragraph:

Formatting

Times New Roman 12 **B** *I* U Automatic

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Indent:
 First line: 0", Centered, Style: Linked, Quick Style
 Based on: Normal, Normal Smashwords

☒ Add to Quick Style list ☐ Automatically update
☒ Only in this document ☐ New documents based on this template

Format OK Cancel

Paragraph

Indents and Spacing Line and Page Breaks

General

Alignment:

Outline level:

Indentation

Left: Right:

Special: By:

☐ Mirror indents

Spacing

Before: After:

Line spacing: At:

☐ Don't add space between paragraphs of the same style

Preview

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Tabs... Set As Default OK Cancel

Modify Style

Properties

Name:

Style type:

Style based on:

Style for following paragraph:

Formatting

Times New Roman 12 **B** *I* U Automatic

☐ Left ☐ Center ☐ Right ☐ Justify ☐ Indent Left ☐ Indent Right ☐ Decrease Indent ☐ Increase Indent ☐ Bulleted List ☐ Numbered List ☐ Decrease Indent ☐ Increase Indent

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Style: Linked, Quick Style
Based on: Normal, Normal Smashwords

☒ Add to Quick Style list ☐ Automatically update
☒ Only in this document ☐ New documents based on this template

Format OK Cancel

Paragraph

Indents and Spacing **Line and Page Breaks**

General

Alignment:

Outline level:

Indentation

Left: Right: Special: By:

☐ Mirror indents

Spacing

Before: Line spacing: At:

☐ Don't add space between paragraphs of the same style

Preview

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Paragraph

Indents and Spacing **Line and Page Breaks**

Pagination

☒ Widow/Orphan control
☐ Keep with next
☐ Keep lines together
☒ Page break before

Formatting exceptions

☐ Suppress line numbers
☐ Don't hyphenate

Textbox options

Tight wrap:

Preview

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 Now, to prepare your book this is what you are going to do...copy the entire file and dump it into WordPad. If you don't have WordPad get the free Notepad++ if you use Notepad++ DO NOT turn on word-wrap! That really screws things up. Here comes the fu
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If you do not want to do this on your own I do have a really good formatting person to suggest. <http://smashwords-formatting.com/> is who I got my formatting from first. She also does Create Space and ePub. She formatted ALL of my short stories and novellas for me for 40 bucks. She did it in less than a week and it was flawless. She offers unlimited revisions!

Now, time to prepare your manuscript for conversion. What you didn't think we were done did you? LOL! To prepare your book this is what you are going to do....copy the entire file and dump it into WordPad. If you don't have WordPad get the free Notepad++. If you use Notepad++ DO NOT turn on word-wrap! That really screws things up. Here comes the fun part. TAKE OUT ALL YOUR EXTRA SPACES. Yup, all of them. Nothing between any of it including the chapter titles. If you followed this tutorial then it will look better in Word once you apply styles. Just fix it up nice in your text editor by removing all the extra spaces. This is what Smashwords Style Guide refers to as "nuking". I found using Notepad helped me get rid of those pesky hidden spaces that Word added to odd things. I would suggest after you are done saving your work as a .txt file. That way if you have to start over you have all of it saved. Then once all of this is fixed you want to copy it all and paste it into a fresh new Word. All you have to do is apply the styles.

I hope this helps! I know it unlocked the mystery for me.

PS if you have Windows 7 there is this neat thing called a snipping tool that lets you get these cool screen shots by drawing blocks around things!