



Bookbooster Style Manual

By D. S. Mills

This free guide is for the use of Bookbooster authors and should not be reproduced for any other purpose. It is designed to make you familiar with eBook base text formatting. When your book is configured to these specifications, Bookbooster will transform it into ePub and PDF or RTF formats.



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The difference between an eBook and a print book:

So, you've got your MS perfectly set up. You may have written it using WordPerfect or Libre Office, but, most likely, you used Word for Windows (in the Print Layout view because that looks so much better). And you carefully selected a variety of impressive type styles for your title, front matter and chapter headings. You configured your headers and footers, added page numbers, dinky symbols, let the system autocorrect any errors... And—joy—it now looks exactly like a page in a printed book!

Problem. An eBook is not a print book. It will be read on a diverse selection of devices that allow the reader to configure the typestyle, spacing, size of type and more. And these devices rely on text that flows. So your built-in spacings, text boxes, wonderful float left images and page breaks will simply create infuriating gaps and constrictions.

Also, eBooks are interactive. Page numbers have no relevance in a text that reforms and relies on hyperlinks for navigation. And, if you begin a new chapter on a new page, you get great gaps in an ePub text. Then, with eBooks, navigation is important. It is customary that the chapter heading links upward to your Table of Contents and down from that again to the relevant chapter. That way, the reader can find her place instantly. She should also be able to link to your blog, website and author profile and be able to see what other books you've written—even sample a first chapter if she wishes. All on the one file.

So, to configure your masterpiece for the internet age, what you have probably done is what you now need to undo.

Courage. It's not that bad. But the instructions here are condensed so require careful study and an hour or two of application.

Garbage in - garbage out:

Bookbooster only accepts book MSS configured in Word. If your word file has been converted previously from any other system, the chances are that the conversion to word imported unnecessary codes that will make your eventual file a mess.

So, if your file has such a history, you are best to strip it of all codes, hidden formats, text boxes and the rest. This is easily done.

Just open your file in **Notepad**. This is a basic program found in **Programs/Accessories** that strips out codes and reduces Word to basic text. You may not need this step but it is there if you do and a dead simple conversion.

Back to basics - the view:

Now let's sort out Word. First you need to view your file properly. So select **Normal** view.

***View/paragraph style/edit/select all/format/style/normal**. Depending on your version of Word this may begin as **format/styles and formatting/new style** etc.

*Next, turn on the **Show/Hide Paragraph Return symbol**. Throughout your document, use no more than two Para Returns as spacing between chapters.

Delete the trimmings:

Get rid of columns, floating images, headers, footers, and page numbers.

*To get rid of headers and footers (generally the page number is in the header):

View/Headers & Footers/highlight/delete.

*If you have your chapter headings in columns, change them to a single, simple list.

*Delete all page breaks. **Find/^b and ^m/replace (with nothing).**

Disable Word auto formatting:

- *Tools/auto correct/auto format/and unclick all.
- *Then, Format/style/modify/format/paragraph/special. Or, in a later version it may be format/styles and formatting/new style/format/paragraph/special.
- *Special may read 'none'. Change it to **first line**. And make the indent **0.8cm**.
- *Make the line spacing **single**.
- *The 'before' and 'after' spacing should be **0**.
- *Under 'AT', leave the space blank.

Set the default font:

Once again, go through the steps above to arrive at the 'New Style' window, then **format/font** and choose your font. This should be an industry standard font that all devices can handle. **Times New Roman, Garamond, Arial**. But nothing extreme. (Sorry. Papyrus doesn't cut it.) Make that font **regular** and **11** or **12** point.

You will later use **bold** for chapter headings and **14** point for titles.

Remember that you don't have to strain your eyes with Word while you are doing all this. Just set the zoom control to 150%. Can't find it? It's in one of the drop down lists for 'add buttons'. Just click it on.

Set justification:

Very simple. **Edit/select all/** then look at the graphic examples in the toolbar at the top of your screen and select either align left or justify.

While you may wish your book to be justified (columns square on both sides) like a printed book, it is not a good idea for some devices where **left justification** works better (left margin aligned but right ragged). But your call.

Delete all indents created by your tab key or space bar:

Such indents are likely to disappear in some readers. Get rid of them using the find feature in edit.

***Edit/select all. Find/^t/replace (with nothing)/select all.**

Cut down on spacing and paragraph returns:

As explained, all your careful spacing will translate to PDF but infuriate the hell out of readers using ePub files because their little devices will show nothing but interminable white space. So use no more than two between chapters and none after chapter headings.

You can check all double para returns with the find feature.

***Find/^p^p/Find next.**

This will alert you to any paragraph return that doubles up. You will probably find that you have put in multiple paragraph returns between sections of your chapter. Don't. One is enough. This leads us to formatting for text:

Standard book layout:

An example follows:

Chapter 1

It was a dark and stormy night. Fred Snodgrass removed his finger from the trigger and put the water pistol back into his pocket. As it dripped inside his trouser leg, the poison stung. He smiled foolishly at the Rottweiler that had clamped its jaws around his ankle and was looking up for approval.

'Good dog,' he said.

As the dog, reassured, dug its fangs further into his flesh, its owner, the fat woman in the sweatsuit, called out, 'Let go, Merlin!' Then, to Fred, 'It's your fault for showing him the gun. He's trained to attack when he sees a gun. And, anyway, what's wrong with you? A grown man with a water pistol!'

'It's full of weed-killer. I use it to squirt between the pavers here.'

'Ridiculous man!'

The walk hadn't started well.

It was one of those days. He'd begun by stubbing his toe on the bed-leg as he'd gone to get his first cup of tea. Then he'd scalded himself in the shower and cracked a tooth on his first bite of Muesli. It wasn't the brand he normally bought and appeared seeded with small bolts.

Next, as he put on his trousers, the brass fly-zipper stuck half way up, then parted below—so that he couldn't get them off! After half an hour fighting the zip, he'd finally cut himself out of the pants, ruining them for good, and had to wear his beige ones.

Example ends. Let's examine what is going on here.

First, the entire passage is justified left except for the indents you have converted by using the find and replace feature on Word.

After each of your chapter headings, you probably have your first paragraph starting with an indent. Wrong. **The first line of a chapter should not be indented.** Remove it.

Then there is the new chapter section—in this case, the flashback from: *It was one of those days.* **Such sections also begin without indents** and are preceded by a single paragraph return.

If your chapter was number three, not number one, it would be separated from the previous chapter by two paragraph spaces only.

Symbols:

Note that there are standard em dashes in the text above (*bought—one*). Be careful with symbols. Many don't translate to ePub.

Some—for instance, the © (copyright) symbol or Word smart quotes—tend to show up as question marks or little boxes. So it's important to check in an eReader. By the way, bold and italics are no problem.

As for dialogue—follow the usual book conventions shown above. This manual is not designed to explain such punctuation. That is a completely different subject that you should understand by now. If not, find a printed novel and see how it's done.

*Single quotes are the norm with double quotes when there is a quotation inside a quotation. **Do not use Word's smart quotes**, which show up as squares.

*Another trap - the dash. That one was a hyphen by the way, straight off the keyboard. Have a look at your keyboard. That's the one. Please don't use the space, hyphen, space you are used to as a dash. You should use a legitimate **em dash** (not the en) and not the variations in the symbol list that look like it because they could end up displaying as squares. Check for this, and, if you find you are using a troublesome symbol, don't try to replace it individually. Again, use the **Find and Replace** feature with select all.

The symbol for an em dash is **^+** and you should use this to replace all space-hyphen-space dashes (-). This is easily done. Enter **tabspace/hyphen/tabspace** into find... not that of course. I'm talking about the keys on your keyboard in this instance... and replace with **^+**. To find en dashes, enter **^=**.

Table of Contents and hyperlinks:

I explained that navigation is different in an eBook. You are looking at a PDF file now but will have noticed that the section headings in the list at the top of the file are clickable (or hyperlinked) to the relevant sections through the file.

Not only that. The section head above (Table of Contents) can be clicked to return you to the original Table of Contents at the start of the file. In other words, the thing links **two** ways – up or down. This is mandatory whether your file is an ePub or PDF. And you need to put in these links. The link up is called a **Bookmark**. The link down is a plain **hyperlink**.

What is the difference?

A bookmark is as it sounds. You bookmark the place you want the link to go to then return to the place where you want to link from (further up in the document) and hyperlink to that bookmark.

How?

*Highlight the **TARGET** (the place you want the link to go to) first. The bookmark is the **TARGET**. Name it using **one word** only and hit **add**.

*Now **control/home** to return you to the start of your book – where you now highlight the place you want to start from. In this case, it will be the *Table of Contents and hyperlinks* chapter heading under the original Table of Contents. **Highlight** those words. Then select **insert/hyperlink/Place in Document**, find the bookmark's name, **highlight** it and hit **okay**. You have now linked from the top of the document to the specific place lower down that you bookmarked. You get it. It's not that hard.

Next, you need to link from the **TARGET**, or chapter head in the document, back to the chapter head list at the top. In this case, you do the reverse. First bookmark the *Table of Contents* heading that introduces all your chapter names at the top of the document. And call that bookmark **refTOC**. Now, just hyperlink those chapters to **refTOC**. And all your chapter headings will take you back to the head of the book when clicked.

After you've done this with all your chapter headings you need to check that all links work. The **go to** feature in the bookmark window is useful here.

When that's done, remove all hidden bookmarks. You'll see a little slot with a tick in it beside **HIDDEN BOOKMARKS**. **Click that tick on and off** and, wonder of wonders, up will come a list of strangely named bookmarks you didn't put there. Delete them. Unfortunately, this requires you to click the **DELETE** button every time until they are all gone. There seems no quick way to avoid this.

Beginnings and endings:

So how do you set your book out? Begin your book like this:

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Talks WithAI

by
Gina Stoner

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Shafting Samson

I walk down the lane.

I want to die.

As if school isn't bad enough. To get monstered each day in the quad just sucks.

There's this low-life called Simpson. Nickname: Samson. He's a total drop-kick but big. He picks on any kid who's not as dumb as he is.

He shoves me up against the fence and says, 'Watch where you're goin'!' Then the two hoons he hangs around with cack themselves and hoot. They're deadbeats who'll end up as landfill. But right now, that doesn't help.

I want to die.

That shows you the exact format and spacing for the beginning of your book. We will, of course, add the book cover at the top.

Now for the end:

'So what do I do?'

'Don't do. Be.'

I know he's telling me something important and it's a pain in the arse because I can never quite get what he's saying.

Then I realise I'm so busy listening to him that I've forgotten to listen to myself. That I'm so keen to tell him what happened that I've forgotten what's happening in me now.

I shut up and try to stand straight, try to hang off the hook, try to relax my body, to relax from the yacking in my skull.

He watches me carefully, then stretches. 'Like a ginger beer?'

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ABOUT THE AUTHOR:

Gina Stoner is a British writer who has spent a lifetime studying systems of self-development with extraordinary teachers. She has summarized much of what she has learned in the deceptively simple *Talks with AI* - which uses the "young adult" format as a medium to open the way to a radical way of living.

CONNECT WITH GINA STONER:

You can read Gina's articles on the GinaAndFriends.com.au. Or email her at gina@bigpond.com

Discussion on beginnings and endings

At the start, you begin with your copyright statement, the copyright information, the title, the table of contents and the first chapter exactly as set out here. No extra spaces. Remember what was said about ePub formats.

Then you list your table of contents and link to the chapters throughout your book. Of course only the first link works in this example.

At the end, you have the possibility to link to your website or blog or your email. You can also put the first chapter of your next book or novel on the end of the file with a link to wherever it can be found. Simple enough, but not shown here. Note that ABOUT THE AUTHOR and CONNECT WITH GINA STONER are linked back to the table of contents. If you click them, you'll find this is so.

All done? Now spell check please.

Yes. We don't want mistakes that make you look ridiculous. The Word spell checker is an excellent facility.

So that is the rundown. Your Bookbooster format.

Do your best to set things out like this and we'll take it from there. Don't bother and your file will most probably be rejected or returned with comments until you get it right.