

How 2 Format your Ebook in Word & convert to a PDF file (Part 2)

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Now that you have the basic format for your ebook, it's time to move on to the finer details. Here are some more tips for formatting your ebook in Word and converting it into a PDF file.

Illustrations. Ebooks often include photos, pictures, charts, and other illustrations. However it's important to realize that because illustrations contribute to a larger file size, some ebook publishers only accept text submissions.

There is more than one way to add illustrations to your ebook, but one method is to use a scanner and then convert the pictures to .gif or .jpg files. You can then format the photos any way you like using software such as Photoshop or the GIMP.

You can't really add illustrations directly into Word (you can, but it's a nuisance) so if you plan to create an ebook with a lot of pictures, it's a better idea to use a desktop publishing program. Always leave enough of a margin between the illustration and the text, and add captions when necessary.

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The table of contents is easy, Word automatically generates a table of contents when you use Headings formats for the chapter titles and subheads.

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Time for Acrobat

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