

Cover Page

Short Info & Instructions For Cover Page Editing

This page is reserved for your eCover image or “Front Matter”. It is a simple, plain page. It is kept this way to make it very easy to delete all of this content and replace it with your own.

A “Page Break” has also been applied, which you can remove by turning on the “Paragraph Marks” from the main ribbon, finding exactly where the page break is, and deleting it.

You can turn this off and on inside the “Paragraph” section of the main ribbon by left clicking on the backwards “P” symbol. Or at least, it looks like a backwards P. You can find this icon in the upper right hand corner of the “paragraph” section above.

To delete all this text/content, simply highlight it and delete. Then replace it with your own unique contents. It’s that easy.

Legal Disclaimers & Copyright Info

The text you will find below is a very generic base for your Legal Terms and Copyright Information. Do feel free to make changes to any or all of this content to fit your needs. This is just a base included in case you do not have a Legal Terms or Copyright section and do not know where to begin when adding this portion.

Copyright Info

All contents copyright © 20XX by **Your Name** and [OfficialWebsiteName.com](#). All rights reserved. No part of this document or accompanying files may be reproduced or transmitted in any form, electronic or otherwise, by any means without the prior written permission of the publisher.

Legal Disclaimers

This ebook is presented to you for informational purposes only and is not a substitution for any professional advice. The contents herein are based on the views and opinions of the author and all associated contributors.

While every effort has been made by the author and all associated contributors to present accurate and up to date information within this document, it is apparent technologies rapidly change. Therefore, the author and all associated contributors reserve the right to update the contents and information provided herein as these changes progress. The author and/or all associated contributors take no responsibility for any errors or omissions if such discrepancies exist within this document.

The author and all other contributors accept no responsibility for any consequential actions taken, whether monetary, legal, or otherwise, by any and all readers of the materials provided. It is the readers sole responsibility to seek professional advice before taking any action on their part.

Readers results will vary based on their skill level and individual perception of the contents herein, and thus no guarantees, monetarily or otherwise, can be made accurately. Therefore, no guarantees are made.

Table of Contents

Legal Disclaimers & Copyright Info 2

Chapter 1: Your Title Text..... 4

 Subchapter Sample – Main Style 4

 Subchapter Sample – Style 2..... 5

Chapter 2: More Sample Text 7

 Final Subchapter Sample..... 7

Chapter 1: Your Title Text

Subchapter Sample – Main Style

Above, you will see the main “Heading 1” Chapter style displayed. You will also see the Subchapter “Heading 2” style as well. These can be edited to fit your content needs through the main ribbon inside the “Styles” section, which you can find to the far right of the main ribbon. To modify any of the styles, simply right click on any of the styles you would like to change, and select “Modify” from the options provided.

Also, throughout this template, you will see that the Header sections have different text in them. This is done by placing in “Section Breaks” in between each new chapter. If you need more chapters, and would like to add new text to the corresponding Header section, these are the steps you need to follow:

- 1. Add a Section Break at the end of your Chapter.** Do this by going to the [Page Break icon](#) found in the upper left hand corner of Word, next to the Office Button. It will be the very last icon displayed and will resemble a broken page. Left click the icon. Next, select “[Next Page](#)” under the “[Section Breaks](#)” area. It will be the first option underneath this area.
- 2. Unlink the Headers.** Do this by double clicking inside the new page’s Header section, then select the “[Design](#)” tab directly underneath the new section that appears called: “[Header & Footer Tools](#)”. This should appear on the main ribbon towards the upper middle. Once you are inside that section, find the “[Link to Previous](#)” button that is automatically depressed(it appears an orange color) and left click it. This will unlink the Headers so that you can make changes without affecting the previous Headers.
- 3. Change the Text.** Now all that is left to do is to make changes to the existing text. If you find the “Author Name” text wrapping down a line, simply remove some of the tabs that were inserted by hitting the delete or backspace key. Then it should all line up again.

Once you begin making changes such as those outlined above, it gets much easier to remember the steps 😊. On the next page, you will see a different sort of layout.

Important Tips & Tricks

This text is a bit smaller than the main body of text to the right of here. The reason for that is we don't want to distract too much from the rest of the content.

Plus, it gives you more room to add different things, such as:

- **Bullet Points.** These are always handy to have.
- **Second Point.** And the spacing is just right so that the text is easily read.

Or, you can even add images to further illustrate something important...like so:



The image above was retrieved from www.SXC.hu and is intended here for illustrative purposes only.

As you can see, the text above is a bit smaller than the rest, and a different, lighter color. That's because it's a "credit" to the image provider. Many free image repositories will ask you to add that, and using a smaller sized font is a good way to do so without distracting from the surrounding contents.

Subchapter Sample – Style 2

On this page, you will see that the Subchapter Sample text is right aligned to give a bit more contrast. This is done by first applying the "Heading 2" style to the text, and then selecting the "Right Align" option inside the "Paragraph" styles area in the main ribbon. You can turn this off and on simply by left clicking the "Right Align" option. By default, the Heading text will fall back to the left side.

I also applied a different color to the Subchapter text. This is done manually by highlighting all the Subchapter title text, and selecting a new color from the "Font" section in the main ribbon. You can set it back to the default color for the "Heading 2" style by highlighting all the text again, and then simply left clicking on the "Heading 2" style.

You will also notice a colored section to the left of these paragraphs. This was done by inserting a "Simple Text Box". To add text boxes, simply click on the following from the main ribbon: "Insert" > "Text Box" > "Simple Text Box". There are other options available, but this is my favorite to make manual changes to, such as adding color, resizing, placement, margin spacing, etc.

In fact, there are actually two text boxes to the left. The first, darker colored text box contains the "title" of the section....or what the contents are about. The second contains the actual explanation that normally follows special sections such as these.

You can always copy and paste the text box to another page if you need to. Then just reposition it to wherever you would like it.

You can also make changes to the text box colors by first left clicking inside the text box, then, on the main ribbon, underneath the "Text Box Tools" section that will appear, select the "Format" tab.

There are lots of different styles you can apply there to get just the right look you want for your special sections 😊.

Below, you will see that I've created a two column section. This section can be modified easily enough, and I'll explain how to do it inside the actual columned section below.

Before you can create a two or three columned section, you must first type out the text, or contents. Once you have done this, you can then create your columns. For this example, I will create a two column layout.

Create your columns by highlighting(selecting) all of the paragraphs you want to include within your columned layout. Do this by left clicking and dragging across all the portions of text. Once it is highlighted, go to the following on the main ribbon: "Page Layout" > "Columns" > "Two". Then you will have your text running in

a two columned layout. And, if you want three columns, just do the same thing, only select "Three" instead 😊.

You can remove the columns by following the same instructions above, but this time, select "One".

An important thing to note is that sometimes, using columned sections can throw off your Headers and Footers if they run too close to the top or bottom of your pages. Or, if they take up an entire page. So you want to be careful and aware of this.

Also, be sure that you have **all** of your text you want included inside of your columned area(s) to be typed out fully beforehand.

You will also see that I placed a colored section behind the columned text. This is done by inserting a "Simple Text Box" and then setting the "Text Wrapping" to "Behind".

There are lots of other things you can do with columns, including adding images inside.

Chapter 2: More Sample Text

Final Subchapter Sample

I thought, just to spice things up a bit more, I would throw in another illustrative image. So that's what you see here. This time, I aligned the image to the right instead of its default placement, which is to the left.

This can create a bit more interest within your ebook contents, and also helping to break up the text making reading easier 😊.



The above image was supplied by www.SXC.hu and is shown for illustration purposes only.

When placing images, it's important to note that by default, not only will the image "left align", it will also be inserted with the wrap settings of "In Line with Text". This is not always the best option. Especially if you want your text to wrap completely around the image, as it is displayed above. To fix this, simply select the image, click on the "Format" tab underneath the "Picture Tools" area on the main ribbon, and change the "Text Wrapping" settings to "Square". While this isn't the only setting you can select, it is the one I favor. I encourage you to play around with all these settings and see what works best for you.

One last tip....the little image credit bit added under the photo above was added using a "Simple Text Box". I made the box "transparent" by removing("no color") the colors from the outline and shading options. Then manually aligning it where I wanted it to be.