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1 Introduction

The Kindle Add-In for Microsoft Word is an easy way for authors to produce beautiful looking Kindle eBooks and paperbacks with professional styles for title pages, drop caps, and chapter headings, all within the familiar Microsoft Word interface.

To get started, open your book in Microsoft Word and select the Kindle tab. Select Get Started. This prepares your Word document for best results as a Kindle eBook and a 6" x 9" print paperback. This operation can take a minute or two (see section 3.1). After you select Get Started, the formatting features on the Kindle tab are enabled (see section 1.1).

1.1 Overview of Kindle Tab

Before you select Get Started, most of the styling features are grayed out, although you can preview your book by selecting Kindle Previewer. After you select Get Started, the following options are enabled on the Kindle tab as shown in Figure 1:

- **Insert Into Book**: Here you can insert one of several template pages (see section 3.2), insert separators between transitions in text, and insert section breaks (see section 3.4.3).
- **Apply Common Elements**: Here you can apply the styles used most frequently in a book (see section 3.4.3).
- **Apply Elements by Type**: Here you can apply all of the styles available in the Kindle Add-In which are categorized into Title Page Elements (see section 3.4.1), Book Start and End Elements (see section 3.4.4), and Book Body Elements (see section 3.4.3).
- **Current Paragraph Formatting**: This section identifies the Kindle Add-In formatting that is being applied at the cursor location and allows you to clear the formatting and return your selection to plain body text.
- **Review**: Here you can show or hide paragraph marks and other formatting symbols and preview your book in Kindle Previewer (see section 3.6). Use this to find formatting errors such as extra spaces or empty lines.
- **Prep for Publish**: Here you can add page headers and page numbers to the book (see section 3.5).
- **Help**: Provides support options for this plug-in (see sections 3.7 and 3.8).

![Figure 1: Kindle tab options](image-url)
2 Anatomy of a Kindle Book

Kindle books are generally organized into the following divisions:

- **Book title page**: Displays a book's title, author name, and other publication information.
- **Front matter pages**: Other front matter pages, such as Preface, Introduction, Author’s Note, Acknowledgements, Foreword, Table of Contents, Lists of Figures, or any other content that appears before the first chapter of the main manuscript.
- **Part pages**: A divider page to identify a new book part in a multi-part book. (In both fiction and nonfiction, chapters can be grouped together and labeled as Part 1, Part 2, etc.)
- **Chapter pages**: The text of the book.
- **Back matter pages**: Can include About the Author, Appendices, Endnotes, Bibliography, Index, or any other content that appears after the last chapter of the main manuscript.

Kindle books also require a Kindle Interactive TOC, sometimes referred to as the NCX. Creating a Kindle Interactive TOC displays the hierarchical structure of a Kindle book and allows the user to navigate it from any page via the Kindle menu (see Figure 2).

![Figure 2: Kindle Interactive TOC example](image)

The fastest way to develop a Kindle Interactive TOC and standardize the appearance of your chapter titles is to tag the paragraph text you want in the Kindle Interactive TOC with the **Chapter Title** element (other parts of your book can be added to the Kindle Interactive TOC by tagging them with the applicable **Book Title**, **Part Title**, **Subchapter Title**, **Dedication**, and **Copyright** elements). You can also insert a **Table of Contents page** suitable for a paperback by selecting **Insert Page Template > Table of contents page** after you have set your **Title Page** and **Chapter Title** elements.
3 Formatting Your Book

The following sections will guide you through the process of formatting your book with the Kindle Add-In for Microsoft Word:

- Getting started (section 3.1)
- Adding preformatted sample pages (section 3.2)
- Selecting your theme (section 3.3)
- Formatting your content (section 3.4)
  - Formatting front matter and back matter pages (section 3.4.1)
  - Formatting your table of contents (section 3.4.2)
  - Formatting each chapter (section 3.4.3)
- Preparing your book for publishing (section 3.5)
- Previewing your book (section 3.6)

3.1 Getting Started

When you're ready to format your book for Kindle, select the Kindle tab and choose Get Started. This opens a wizard that helps you choose a theme and set a trim size for your paperback. When done, your Word document’s fonts and spacing are optimized for best results as a Kindle book and your selected paperback size. Margins are automatically set for a paperback book and are adjusted automatically when you add pages or delete pages as you work. The optimization process can take a minute or two. When complete, all of your book content defaults to body text and can be formatted with elements as described in the following sections. The thumbnails of your book are displayed in the Navigation Pane (see Figure 3).
3.2 Adding Preformatted Sample Pages

If you need to add pages to your book, place your cursor where you want to add the page(s) and click the arrow next to **Insert Template Page** to select from the following options. Each option adds a new page with sample text that is formatted to match the current theme and includes all of the elements available for that page type. Just type over the sample text and the new page becomes a part of your book.

- **Book opening quote**: Inserts a page formatted for a quote and credit.
- **Dedication**: Inserts a page with a sample dedication and creates an entry in the Kindle Interactive TOC.
- **Part title page**: Inserts a divider page to identify a new book part in a multi-part book (e.g., Part 1, Part 2, etc.) and creates an entry in the Kindle Interactive TOC.
- **Other page**: Inserts a generic front matter or back matter page that you can use to create pages such as Preface, Introduction, Author’s Note, Acknowledgements, etc.
- **Copyright page**: Inserts a page with sample copyright content and creates an entry in the Kindle Interactive TOC.
- **Chapter title page**: Inserts a page that represents the first page of your chapter and creates an entry in the Kindle Interactive TOC.
- **Book title page**: Inserts a page that specifies the book title and author’s name. This also creates an entry in the Kindle Interactive TOC.
Table of Contents: Inserts a table of contents page containing the chapters formatted with the Chapter Title element. This is suitable for eBooks and print books. In eBooks, users can always access the Kindle Interactive TOC from the device menu.

3.3 Selecting Your Theme

The Choose Theme button lets you choose from pre-defined book styles. These styles have been created by professional book designers and produce a well-styled book for your readers. There are four themes available: Classic, Modern, Amore, and Cosmos. Any element that you have marked in your book will be updated to the style defined in the active theme. Classic theme is active by default. You can switch themes at any time, including switching back to the previous theme.

3.4 Formatting Your Content

The following sections describe how to use the features of in the Kindle Add-In to format your Kindle book. To see page breaks and other hidden characters, select Show Paragraph Marks.

3.4.1 Formatting Front Matter and Back Matter Pages

On the Kindle tab, click the arrow next to Title Page Elements to display the following options for formatting these pages.

- Book Title: Select this option to format the selected paragraph as the title of your book. This also creates an entry in the Kindle Interactive TOC.
• **Book Subtitle**: Select this option to format the selected paragraph as the subtitle of your book. This should be used in conjunction with the book title.

• **Author Name**: Select this option to format the selected paragraph as the author name of your book. This should be used in conjunction with the book title.

• **Part Title**: Select this option to format the selected paragraph as a part title in a multi-part book. (In both fiction and nonfiction, chapters can be grouped together and labeled as Part 1, Part 2, etc.) This also creates an entry in the Kindle Interactive TOC.

• **Part Subtitle**: Select this option to format the selected paragraph as the subtitle of a part. This should be used in conjunction with the part title.

On the **Kindle** tab, click the arrow next to **Book Start and End Elements** to display the following options for formatting other front and back pages of your book:

• **Page Title**: Formats the title of the page and creates an entry in the Kindle Interactive TOC.

• **First Paragraph**: Removes the indent for the paragraph, but doesn’t add drop cap. This element adds space between the page title and first paragraph for a good looking page.

• **Opening Quote**: Formats an opening quote for your book and places it on its own page.

• **Opening Quote Credit**: Formats the originator of your opening quote separately and distinctly from the opening quote.

• **Dedication**: Formats the header for your dedication page and creates an entry in the Kindle Interactive TOC.

• **Copyright Text**: Formats a paragraph of your copyright page and creates an entry in the Kindle Interactive TOC.

### 3.4.2 Formatting Your Table of Contents

Your table of contents will be automatically formatted for both print and eBook distribution. Some of the style elements are included only in the Kindle Interactive TOC of an eBook and are not included in the Table of Contents in a print book.

<table>
<thead>
<tr>
<th>Element</th>
<th>Print TOC</th>
<th>Kindle Interactive TOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Title</td>
<td>Not included</td>
<td>Appears as “Book Title page”</td>
</tr>
<tr>
<td>Dedication (paragraph)</td>
<td>Not included</td>
<td>Appears as “Dedication”</td>
</tr>
<tr>
<td>Copyright</td>
<td>Not included</td>
<td>Appears as “Copyright”</td>
</tr>
<tr>
<td>Page Title</td>
<td>Text marked with Page Title element</td>
<td>Text marked with Page Title element</td>
</tr>
<tr>
<td>Part Title</td>
<td>Text marked with Part Title element</td>
<td>Text marked with Part Title element. This element is a parent element of any Chapter Titles contained within it.</td>
</tr>
<tr>
<td>Chapter Title</td>
<td>Text marked with Chapter Title element</td>
<td>Text marked with Chapter Title element. This element is a parent element of any Subchapter Titles contained within it.</td>
</tr>
</tbody>
</table>
### 3.4.3 Formatting Each Chapter

On the **Kindle** tab, click the arrow next to **Book Body Elements** to control the appearance of the first page of each chapter:

- **Chapter Title**: Adds a font face and size, makes an entry in the Kindle Interactive TOC, and adds a page break so that the current chapter begins on a new screen. Selecting **Insert Section Break** in the Kindle ribbon will also add a page break.

- **Chapter Subtitle**: Decorates and positions descriptive text about the chapter below the chapter title.

- **Chapter First Paragraph**: Removes any indent from the paragraph and adds a drop cap whose appearance is set by the active **Template**.

- **Block Quote**: Highlights long quotes that you want to distinguish from your narrative.

- **Poem**: Improves formatting and readability of poetry in eBooks.

- **Chapter Quote**: Formats an opening quote of a chapter.

- **Subchapter Title**: Formats the title of a subchapter.

- **Separator**: Adds a decorative element to indicate a transition in the text. The type of separator depends upon the theme selected and changes automatically when you change the theme.

### 3.5 Preparing Your Book for Publishing

Once you have applied your desired book elements, styles, and theme you can select the **Prep for Publish** button to insert headers and page numbers. Headers and page numbers begin from the first instance of a **Page Title** or **Chapter Title** element (whichever comes first).

The default headers show the book title right-aligned on the first page and the author name left-aligned for the second page. These headers alternate for each subsequent page. The headers can be customized by double clicking and changing the text. The headers and page numbers will change in appearance to match the selected theme.

**Important**: You must set the book title, author name, and chapter styles before inserting headers or page numbers.
3.6 Previewing Your Book

After you have made all the improvements and changes you wish to your book, you can review the layout and formatting on a simulated device by launching Kindle Previewer. To use Kindle Previewer, select the Kindle Previewer button in the upper right.

Kindle Previewer launches with its own controls for changing device type, text size, and font face (see Figure 5). You can move through your book page-by-page using the arrow keys. You can also type a book location, or drag the scroll bar to change the position dynamically.

![Kindle Previewer](image)

Figure 5: Kindle Previewer

There is also a Kindle Interactive TOC view that allows you to navigate to the start of the chapter. To preview your book’s Kindle Interactive TOC, select the list button at the bottom of the Inspector window as shown in Figure 6.
3.7 **Getting Help**

To see a sample book that demonstrates how the various elements can be used, select **Help > View sample book**.

3.8 **Sending Feedback**

To contact us about your experience with this beta, select **Help > Provide Feedback**.