

1. Divide your word document into separate chapter files. (This is because if you Copy/Paste or Highlight/Drag you will lose all formatting like italics)
2. Go to KDP
(https://kdp.amazon.com/en_US/help/topic/G201857950#filems) or go to Ingramspark
(https://cdn2.hubspot.net/hubfs/2313295/IngramSpark_August_2016/PDF/file-creation-guide.pdf) and find the size of book you want your book to be. They will have suggested margins for you. They both recommend at least .50 for margins, but these are measurements I use for a little wiggle room: if the book 151 to 400 pages your *Inside Margin* is .75 inches and your *Outside Margin* is .50 inches (but I'll give you the exact measurements later when you have to enter them into InDesign)
3. Open InDesign.
4. Now we need to create the first file for Chapter One.
5. Go to 'Create New Document' – Click on 'Print' (This for your paperback/hardback version but will work as an epub as well)
6. The Right Column, you enter all your measurements:
 - a. *Width* and *Height* (this is the book size) are listed in Picas, but if you type in the number of inches followed by *in* it will automatically convert it to picas.
 - b. *Pages*: 1
 - c. *Start Page #*: 1
 - d. Both *Facing Pages* and *Primary Text Frame* should be checked.
 - e. *Columns*: 1
 - f. *Gutter*: Again in Picas, but type it in inches and it will convert. This is .75 inches.
7. In the *Margins* section (**Make sure the little chain is unlocked**):
 - a. *Top*: .5 inches
 - b. *Bottom*: .5 inches
 - c. *Inside*: .75 inches
 - d. *Outside*: .5 inches
 - e. (Note: *Inside Margin* and *Gutter* are the same number and will be entered in InDesign separately.)
8. Click on the ICON next to the Title and Preset Details, then name your Preset for future books. Hit *Save Preset* and save it with the title of your book and the book size, just to make it easier to remember later.
9. Hit *Okay*
10. In the upper right hand corner there is a drop-down button, make sure it's on *Book*.
11. Click on *Pages* to see the pages of your book and the *Master Pages*.
12. Anything that you want done to the whole book is done in *Master Pages*. (i.e. page numbering)
13. Go to the *Type* TAB and click on *Paragraph Styles*. Place it on the right of your screen below the *Pages* window.

14. Drag the Chapter One Word document to the InDesign blank (text body only, we'll do Chapter headings later).
15. Since you don't want the text to be at the top of the page, click on the arrow tool and then click on the text box that surrounds the text and drag it down to where you want the text to start.
16. Now to make your character style for your book so you only have to do it once:
 - a. Click the *T* for text button on the left side bar.
 - b. Click anywhere in the text and hit *Apple A* to select all the text.
 - c. In your *Paragraph Style* window, Click on the *Normal+* text and rename it to your book title.
 - d. Right click on the character style and click on *Edit [whatever you named it]*
 - e. Go to *Basic Character Formats* TAB and enter data. Font, size and Leading (Leading is how much space is in-between the lines of text I like 18pt, but it's up to you)
 - f. Go to *Indents and Spacing* and make the *First Line Indent* .3 inches or whatever looks good to you. Also for *Alignment* make it *Left Justify*.
 - g. Go to *Hyphenation* and un-click the *Hyphenate* button. Unless you want hyphens, I don't like them so I like to take them all out.
17. Now, if changing the font and the spacing gives you an error in the bottom left hand corner, it's because you need to add more pages. Go to *Layout* and click on *Insert Pages*, add however many pages you need. If you end up with too many you can always delete the extra pages.
18. For Chapter Headings: Click the *T* button on the left panel so that you are in Text mode. Then drag a rectangle across the page, from margin to margin, to make it even. In upper left, you can designate Font and Size. On the Right of the upper menu bar you can designate Justification.
19. Now for Page Numbering:
 - a. Double click on your *Master Pages* in the *Master Page* window.
 - b. Two blank pages will show up.
 - c. Like before click on *T* and make a long rectangle where you want your page numbering to go (top or bottom)
 - d. Go to the *Type* TAB.
 - e. Go to *Insert Special Character*.
 - f. Click on *Markers* and *Current Page Number*.
 - g. *Copy* and *Paste* the rectangle on the page next to it. (Make sure you click back on the arrow tool to copy, paste or move anything)
 - h. If you don't want a page number on the first page of each chapter do this (make sure you're on the page itself):
 - i. Go to *Layout* TAB.
 - ii. Go to *Pages*
 - iii. Go to *Apply to Master Pages*
 - iv. Make sure it says *None* for the *Apply Master* section drop-down menu then hit *OK*.

20. For the beginning pages (copyright, title page, dedication, chapters, etc)
Make a separate Document for them using your *Paragraph Style* template.
21. Also, if you want a bio in the back, make a page for that as well.
22. Now for Chapter Two: This method is so you don't have to copy and paste your *Paragraph Style, Page Numbering* or anything additions you make to your *Master Pages* into a new document every time. Just be careful and make sure you pay attention, so you don't accidentally save over a previous chapter!
23. Click *Save As* – Rename to *Chapter Two* –
24. Make sure you're in the *Text Box* - Click *Command A* to Highlight all text –
Delete all text – *Drag* in Chapter Two Word Doc into *Text Box*
25. Click *Command A* to highlight text again – Then Click on your *Paragraph Style* that you saved in your *Paragraph Styles Window* – Then add or delete pages as needed. (I always end up with extra pages because when I'm writing my manuscript I double space everything)
26. Use the *Save As* method for every chapter until you've made a file for each chapter.
 - a. NOTE: Page numbers will be made continuous later once you bring all the individual files into one *Book* Document. (So don't worry that each individual chapter starts with page one)
27. Now to put it all together.
28. Close all your files and place them in a folder.
29. Go to *File* and *New* and create a *Book*.
30. A small box labeled *Book* on the top appears.
31. Drag in all your files in the order you want them to appear.
32. Now you want the page number to begin on your first chapter, so in order for that to happen you have to make your title page/copyright page/dedication page as 'non-pages'. Here's how to do this:
 - a. One at a time, go to each 'page' before chapter one (i.e. title page etc.) and *double click* on the number on the right side.
 - b. Make sure *Automatic Page Numbering* is checked.
 - c. Under *Page Numbering* make sure the *Style* drop-down menu is on: i, ii, iii, iv. And make sure that the *Include Prefix when Numbering Pages* is checked.
 - d. Under *Document Chapter Numbering* make sure *Start Chapter Numbering at:* is at '1.'
33. You're all done! Now to Exporting.
34. Go to your *Book* box.
35. Click the upper right hand corner.
36. Click on *Export Selected Documents to PDF*.
37. Change bottom TAB to *Print*.
38. Hit *Save*.
39. Presets are good, hit *Export*. That's your PDF for your print copy.
40. For EPUB click the same upper right button on the *Book* window.
41. Click on *Export Book to Epub*.
 - a. If you plan on posting links in your Epub, make sure the drop-down menu is on *Reflowable*.

42. To see your epub, view it in *Adobe Digital Editions* (it comes with the Adobe Suite)
- a. Epubs exported from InDesign will make all the opening pages one page for some reason (i.e. Title page, copyright page, dedication page)
Here's how to make the pages their own separate page:
 - i. Download the free program, 'Sigil.'
 - ii. Open your epub in Sigil.
 - iii. Place the cursor where you want to split the page.
 - iv. Then hit the 'Split At Cursor' button on the top menu bar.
 - v. Click Save and you're done!