

Your Ebook Title or Book Cover

To Be Placed on this Page

written by: Author Name

Ebook Title

A Short Subtitle Can Go In This Area



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All of the text found within this template is either meant for instructions on how to make adjustments to your new template, or as example text so that you can see how a particular layout design will appear. Please remove this underlined text/content before you release your ebook. Thank you.

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Chapter 1

About this Template

In this first paragraph, the “**No Spacing**” style has been applied to reduce the space between the Subchapter title and this text. You can change it back to the “**Normal**” style if you so desire. In addition to this, a “**Drop Cap**” has been applied to the first letter using: “**Insert > Drop Cap**”, with a setting of “**2 lines**” in place. You can always remove the “**Drop Cap**”, by clicking on it to select it, and hitting the delete key. You will need to re-type the first letter of the first word after you’re done.

It is also important to note that there is not only a graphic used for the top Header section throughout this template, but there is another graphic image used (separately) for the entire page contents. This “page contents” graphic has been placed using the “**Page Layout > Watermark**” settings, and can be removed this way as well. You can always replace the existing “page contents” graphic with your own as well.

The main text style, or “**Normal**” style, has been set to 11pt., Calibri, with equal paragraph spacing above and below. You can change any of the styles in use throughout this template by right clicking and selecting “**Modify**” on any of the styles listed within the main ribbon.

The “**Page Layout**” Margins are set at the following: “**Normal**” (1” all around). You can change these settings by going to: “**Page Layout > Margins**” on the main toolbar/ribbon. From there, you will find several different options to choose from. Keep in mind, if you make changes to the preset margins, you may have to adjust the header and footer images to compensate for the changes.

This Area Is A Text Box

It has been aligned flush with the right side of this page. You can change any of these settings by left clicking to highlight this box. You can also move the box around by dragging and dropping any portion of it, such as the bounding box lines, or the entire text box itself.

The “**No Spacing**” style has been applied to this text, but you can change it as you wish.

These little text box areas are for highlighting important portions of your ebook or short report contents.

You can change the color scheme, font family, font size, weight, and anything else you wish, to match up with your own original layout design(s).

You can even copy and paste this wherever you want additional text boxes.

Have fun with it!

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The fonts used throughout this template have been included with your download, and are also available from free font foundry websites such as: www.dafont.com , www.fontsquirrel.com , www.urbanfonts.com , and www.1001freefonts.com . There are many others you can find by searching through your favorite search engine and typing in “free fonts download”.

Everything included within this Template can be modified by YOU, so you can create something original of your own using this as your “base”.

Photoshop .psd files for any and all graphics used have also been included so that you can make adjustments to those as well. It is recommended that you use Photoshop CS3 or higher, as these graphics have been made within CS3. Each graphic was hand made by myself, so there will be no copyright infringement issues for you.

How to Add a New Chapter

Adding a new chapter is really simple, and these instructions are for those of you that are new to it. So, if you are seasoned with Word, then you can skip all these instructional contents and just start modifying!

To add a new chapter, simply type out your main chapter text and apply the “**Heading 1**” style to it. Then hit “Enter” and begin adding your content for that chapter. After you have added all your contents and created all your Subchapters, be sure to go up to the **Table of Contents section**, right click, and select “**Update Field**”. When the new window pops up, select “**Update entire table**”.

That’s all there is to adding a new chapter.

Deleting a sample chapter is the same, except you are going to highlight all the contents, including the main chapter title and any subchapter titles, then simply hit the delete key.



Creating a PDF File and Mac Users

Whenever you create a PDF file directly from Word (2007 and older), many end users that are on an Apple operating system will have trouble viewing your PDF....IF you are using a Windows operating system. Mac users that are generating PDF files should not encounter this issue.

This is an issue I've had to deal with over and over again.....until I found two of the best solutions. These are worth gold to Windows users, so keep these in your "secret swipe folder" ...lol (they aren't really a secret and can be found through your search engine of choice).

The two best ways to create a readable PDF file with use on a Mac computer are the following:

1. **This Is The Top Method That I Have Had No Issues With** – If you have access to Adobe[®]™ Acrobat[®]™ already installed (these instructions assume you have Acrobat 9.2 or higher), you should also have an "add-in/on" that is simply named "**Adobe PDF**".

Whenever you're ready to create your PDF file from your Word .doc template, click the above mentioned "add-in/on" under the "Save as.." option list displayed. **USE ONLY THIS OPTION WHEN GENERATING YOUR PDF FILE.**

If you see an option named: "PDF or XPS", this option will cause serious problems for your Mac readers. I highly suggest you **NOT** use this option. And, finally, if you do not have Adobe Acrobat installed on your computer, then I recommend using a different PDF generator altogether. The option auto supplied by Word will not do the job correctly.

This method also allows all your graphics, header, and footer layout designs to display in the finished PDF file properly.

2. If you do not have access to Adobe Acrobat 9 or higher, then try the following instead: Open up your Word .doc template inside Open Office Writer (any version should do fine). Make any adjustments that are needed to the layout design, and when you're ready, hit the "PDF" icon to create your PDF file.

Of course you will have to choose a name for your new PDF file, but it's pretty simple. The only issues you're going to have with this method is that Ooo Writer displays a Word .doc file rather differently, so you will have to manually fix any issues with the layout and design. If you are not familiar with Ooo Writer well enough, this could be a rather time consuming process.

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Again, I highly recommend going with option #1 listed above. It is the simpler method for flawless PDF creation/generation.



Chapter 2

Bonus Instructions

With your ebook or short report, you may want to include other sections or graphics. I will go through the most commonly added sections below as an “added bonus”.

Adding an Image



This is the top most commonly added section/graphic to ebooks or short reports. There are several options that you can choose from when adding images, but the main choice is to have the text flow around, or “wrap” around your content(s).

It’s super easy to do this, so if you don’t know how, I’ll explain it quickly....

1. First, be sure you have positioned your blinking cursor in the place you wish your image to be added within your ebook or short report content(s).
2. Next, click the “**Insert**” tab on the main toolbar/ribbon. From there, click the “**Picture**” icon and find the image you want to add. Find the image on your computer, and select “**Insert**”.
3. From here, your image will be inserted and have the “**Normal**” style pre-applied, so if you want to apply a different text style, go ahead and do that from the main toolbar/ribbon. Do this just as you would with text.
4. Finally, re-select the image by left clicking it, go to the “**Picture tools > Format**” tab that will appear in the main toolbar you’re your image is inserted, click the “Text wrapping” option, and choose any of the following: “**Square or Tight**”. Next, click the “Align” option in the same



“Picture tools > Format” tab area and choose any of these settings: “Left, Center, Right”. You can make further adjustments to your image(s) at any time by clicking on the image again to return to the “Picture tools > Formatting” tab.

5. You can also resize your image by left clicking to highlight it, then simply holding down your left click button and dragging any corner of the image inwards or outwards, depending on how you want to resize it.

This same process is what is used to add the images inside the header section as well.

Removing or Adding Page Breaks

Throughout this template, there are manually added “Page breaks”. To view these, or any other element, such as paragraphs, spaces, and styles, simply left click on the backwards “P” icon on the main toolbar/ribbon. This will show you where everything is located, just in case you need to remove any Page breaks or change other elements.

You can turn this off by left clicking the backwards “P” again.

If you want to add a Page break, you have a couple of options. First, to add a Page break, either click on the “Insert” tab, or click the Page break icon that is above and slightly to the right of the “Insert” tab.

The most common Page break added is the simple “Page break”. Another option, if you wanted to change your header and footer sections, or any portion of the layout design throughout your contents, is to add a “**Section break > Next Page**”. There are several other options available, and I encourage you to have a look through them.



Making Changes to the Included Graphics

Most people want to know how to make changes to the included images such as the header and footer graphics. You can do this by opening up the Photoshop .psd file in your image editing software program. Make your changes to this file, re-save it, delete the existing graphic, then add your newly edited graphic to the template where you wish.

This is the only way to make changes to the text added versions of the graphics, or to make color changes. For your convenience, a “**No Text**” version has been included so that you can simply add your own text directly from Word overtop of the header graphic. Either way is perfectly fine 😊.





Conclusion

The End

Well, that's it. And this is the final "chapter" to the template. I hope you get much use from this template and the included "hand-made" graphics included.

Merry Christmas!

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