

Preparing Your File for Editing

FOLLOWING THESE STEPS WILL SAVE TIME AND MAKE IT EASIER FOR ME TO FOCUS ON YOUR STORY.

- Make sure the file is a docx. This helps to prevent hiccups between other software and Word.
- Send me the book as a single file, rather than divided into different files. This helps me to make sure your book is consistent throughout.
- If you have pictures, please place them in a separate file. They slow things down significantly every time I save my work, and make the file size huge.
- If you have one, leave the table of contents for the design stage, when the page numbers won't change. A proofreader should check it.
- Set it in an easy to read font. Fancy typography comes later, in the design stage. For ease of reading (and catching errors), I like Times New Roman, size 14, with 1.5 line spacing.
- Another design element that should come later is colors. Use black text on a white background, please!
- Use three asterisks (***) to show section breaks. This helps me to spot if you added a line break where it wasn't supposed to be, and they can be removed during design.
- Use Word's ribbon (the ruler) to make proper indents, not the Tab key. Don't indent the first paragraph in a chapter or after a section break.
- No page numbers on your text, please. Word shows it automatically in the status bar, and page numbers don't stay consistent on ereaders with custom fonts.
- While I'm working on the file, leave it alone! Any changes you make at this stage will need to be re-edited. Step away, focus on marketing your book, and leave it safely in my hands.