Guide to using the Inca Template

This information was originally included in the template, but it wasn't so easy to use and read at the same time, so here's a step by step instead:

Starting out

Load up the Inca Template of your preferred size (6x9 or 5x8), rename it and save to your local drive.

Fill in the details on the first page **only**, **Title**, **subtitle** and **author name**. You need to overtype the existing text, not paste into it. If the format changes, use **ctrl-Z** to undo whatever you did that changed it out of recognition and try again.

To update title and author fields across the document, select all (**ctrl-A**) and then the **F9** key. Note that this also updates your table of contents. You will see that the template has populated the copyright page too. If you are just starting your book, select '**Page Numbers Only**'.

Now double-click on the header of any later page in the template to open the **headers and footers** menu. Go through the pages until you find one with '**Author Name**' at the top. Click and press **F9**.

Page down until you find a header with the word **Book Title.** Click it again press **F9**.

If you don't want the Inca information on the front page, highlight it and press **Delete**.

Entering your Text

Type, or 'copy and paste' your text in here. Use the '**Keep Text Only**', or 'Paste without Formatting' options. Your text will then appear as style **Normal**, and any inconsistency you have in your original work will be removed. If you have madly filled your original manuscript with italics and odd font sizes, these will also be removed (and good riddance to them – that sort of thing hacks off both reader and agent). Remember if you put any of them back, use the styles detailed below, and not the **Blunder In Uselessly** buttons .
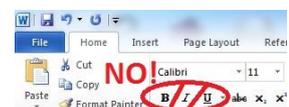
Updating Chapter Headings

Chapter headings should be in **Mixed Case**, even though they appear in upper case in the manuscript. When you update the TOC, you will see they come out correctly. Be careful not to remove the hidden characters. If in doubt, type the new chapter title inside the existing text and then delete the extra text manually. Remember if you do find a problem, hit ctrl-Z to undo whatever you did last, and try again. Make sure you have **Navigation Pane** ticked on the **View** menu.

Adding Chapters

Ideally, you should have chapters of 2-3000 words, which will fit the template and save having too many of them. Your reader will become irritated I you insist in having lots of short ones. If you have too many, consider compressing some together. If you really need to fill your book and the TOC with words and dozens of chapters, copy and paste between two chapter headings. If you reveal hidden characters using the **Show/Hide** button, you will see the section breaks that separate the chapters. This is what really helps with the layout of the document.

At the end of last two template chapters, you will find points to copy from in bold to help with catching that tricky section break thing.

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..*.*.*¶

¶⋯⋯⋯⋯⋯⋯⋯⋯⋯Section Break (Next Page)⋯⋯⋯⋯⋯⋯⋯⋯

Do not use 'New Page' for chapter breaks, although you can use it to separate scenes or time factors inside chapters themselves. Always use some sort of section break at this point. Asterisks, dashes or small pictures. (For example ∗∗∗ or - - - or even ◢ ◢ ◢)

Location of Show/Hide button
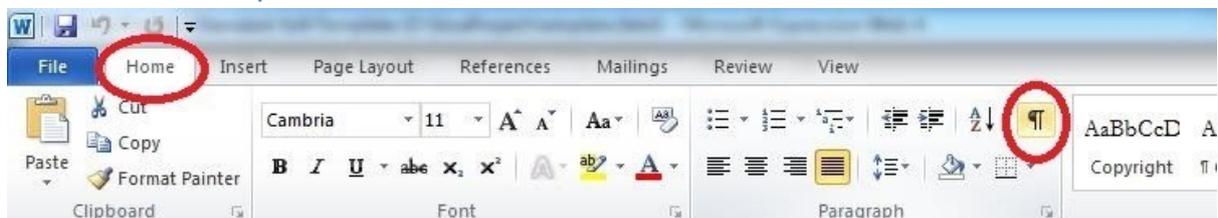
Styles

The heading styles have been set with the spacing you can see here. If you need to change this, you should modify the styles, Heading 1, Heading 2, etc. that control it, rather than inserting spaces manually. Ideally, if you find yourself

The Styles toolbar should be your main port of call. **Never hit the B I U buttons** – these are only there for beginners and children, and to maintain backward compatability with the 1970s.

The template has a basic set of styles set up already for you. The styles are summarised below, although they may appear in a different order on your particular version of Word. If you can't find one, press the tiny down arrow (in the red star) to reveal all your available styles for this document:

You can see how each of the other styles has been applied inside the text of your document. You are set up with **Arial 11**, which makes for the smallest file size when converting to PDF. In the event you want to change your fonts, it is a single update on the relevant style – see later.

To find what style a word/section is, click on it and you will see the style highlighted as above (in yellow).

From left to right, with the buttons numbered

1. This is how your author name is formatted
2. Copyright page text
3. Header and footer text and formatting (you can update the size and style of your header and footer, including the page numbering here).
4. Chapter heading, but not included in the table of contents – ideal for if you insist in a Prologue but are too embarrassed to admit it.
5. Normal - this is the main body text of your document, including paragraph, line spacing, indents, font size etc.
6. Use when you want normal text to be bold (you can instead use the style **Strong**)
7. Use for centring normal text (removes the **Normal** style indents to make it look right)
8. Use for changing normal text to italic (you can instead use the style **Emphasis**)
9. Use to underline normal text
10. Normal text with no spacing between the lines - e.g. for verse
11. Main chapter heading to be included in the table of contents
12. Main title of your book
13. Main subtitle
14. Greyed-out italic text

You will find other styles if you click the **down** arrows on the right of the box (in the red star), including **Heading 2** for lesser titles inside chapters.

Changing the Normal font (or any others)

You might want to change the font of your text. Click on the text you want to change, anywhere in the document, right-click on the **highlighted** style at the top of the **Home** menu, Select **Modify** - you can now change the font, paragraph, line spacing etc. Until you feel comfortable, remember to do everything on a <u>**copy**</u> of your manuscript in case anything goes horribly wrong.

Backups

While we're on this, always make a copy of your manuscript to a thumb drive, Dropbox or other external location as often as possible, or at least at each major stage. Computers fail and there's nothing more demoralising than losing your life's work.

Page Numbering

This happens automatically. The style of the text is set under **Headfoot** - #3 on the diagram above. Numbering should start at 1. If you add extra chapters correctly but the numbering goes wrong, double-click on the first of those wrong numbers and then right-click on it. Select the **Format Page Numbers** option and change the Page Numbering to **Continue from Previous Section**.
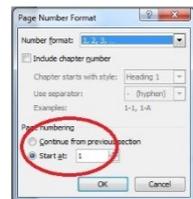
About the Author

You will find it the template has added your name in to the final page. Type a load of fascinating blurb about yourself, before submitting.

Bookmarks

When you submit your WORD document (not PDF) to **Kindle**, they need bookmarks for TOC, Beginning, End etc. These are already included in the template, so you need do nothing more.

Section Dividers

There is already a five star break at each chapter end (* * * * *) , trying to subliminally suggest to the reader that they should submit a good review, but if you separate scenes or time inside a chapter, fit in a shorter line of something similar to denote the break (e.g. * * *). Use the style, **Normal Centred**. This removes the paragraph indent to centre the text on the page.

You can of course change these into anything you like, including little graphics. Keep them in monochrome to save putting the price of your book up for colour printing. Note though that pictures can take up a load of storage, increasing the size of your book, and therefore increasing up and download times.

Margins

The margins are set to be **mirrored** so that the print book has the correct spacing for the spine to be glued on. Please don't change these unless you are making a small booklet with only a few pages.

Page Size

The template is 6x9 in those good old inches. This is one of Createspace's preferred sizes. If you need to really change the size, you need to go to the **Page Layout** tab and then press the tiny button in the bottom right hand corner on the greyed out line that says '**Page Setup**'. When you put the new details in, make sure you set to change the **Whole Document**.

Completion

Updating your table of contents (TOC)

Click on the table and hit **F9**. You will be prompted for **page numbers only** or **entire table**. You should select the latter if you have updated any of your chapter headings. Check that the table of contents looks good and that all the capitalisation is correct. The TOC should be in **mixed case**, even though the content headings appear in upper – one of the magics of the TOC fairy.

Converting to PDF for upload to Createspace

Once you are happy, you save the file as a PDF (in Word, **File**, **Save as**, and then **save as type PDF**. You upload that and it makes sure that CS can't mess around with your formatting as they convert it.