

# “Fearless” Designer Book Template Tutorial

*\*Highly Recommended: Replace one section at a time*

**Title Page:** Customize the Book Title, Sub Title, and Author Name with your own. Feel free to change the font and/or font sizes.

**Copyright:** Customize the Author Name, Cover Design, Cover Photo, Author Photo, and ISBN numbers with your own. Feel free to change the font and/or font sizes.

**Endorsements:** Customize the endorsements with your own. Feel free to change the font and/or font sizes. If you do not plan on including endorsements, you may delete this section entirely.

**Dedication:** Customize the dedication with your own. Feel free to change the font and/or font sizes.

**Blank Page before Table of Contents:** This page is left blank intentionally.

**Table of Contents:** To customize, highlight all the text underneath Table of Content and click on Insert, click on Index and Tables, click on Table of Contents, and select Simple from Formats to replace with your own. Feel free to change the font and/or font sizes.

**Before You Begin...:** Customize with your own text. Feel free to change the font/and or font sizes. If you do not plan on including an introduction or a before you begin..., you may delete this section entirely. If you plan on having a Foreword instead of an Introduction, you may place that here instead. If you plan on having both a Foreword and an Introduction, place the Foreword before the Introduction.

**Genesis:** Customize Section One with your own text. Feel free to change the font and/or font sizes one day/chapter/section at a time. Make sure you keep the heading as Heading 1 so that it will show up in the Table of Contents. Each section or chapter should start on the right hand side. If your Foreword and/or Introduction end on a right side, make sure to include a blank page so that Section One or Chapter One can start on the right hand side. (It doesn't have to start on the right hand side, but it is highly recommended).

**Day One:** Customize Chapter One with your own text. Feel free to change the font and/or font sizes one day/chapter/section at a time. Make sure you keep the heading as Heading 1 so that it will show up in the Table of Contents. Each section or chapter should start on the right hand side. If your Foreword and/or Introduction end on a right side, make sure to include a blank page so that Section One or Chapter One can start on the right hand side. (It doesn't have to start on the right hand side, but it is highly recommended).

**Appendix #1:** Customize the Appendix with your own. Feel free to change the font and/or font sizes. If you do not plan on having an Appendix, you may delete this section entirely or replace with an Afterword. The same applies on Appendix #2.

**Blank page after Appendix #1:** This page is left blank intentionally.

**Appendix #2:** The page before it was left blank so this could start on the right hand side.

**Notes:** I choose to footnote each reference with a tiny number like this: <sup>1</sup> in the text body of the book because I do not like the way Microsoft Word does their footnotes. Then I reference them back here with regular sized numbers. Feel free to customize the same, as well as to change the font and/or font sizes to your liking.

**Acknowledgements:** Customize the Acknowledgements with your own. Feel free to change the font and/or font sizes.

**About the Author:** Customize About the Author with your own. Feel free to change the font and/or font sizes.

**Headers/Footers:** Customize the Headers with your Author Name. You can leave the page numbers unless you want to put them at the bottom of the page instead. Feel free to change the font and/or font sizes. Headers should not begin on a new chapter title page unless each chapter is only one page then (in this case) I left them in there otherwise there would be no Headers/Page Numbers.

**Custom Fonts:** “Fearless” comes with the ChunkFive font. Make sure to install it before opening so that the fonts will load properly. You might need to restart your computer to make sure they show up. If you would like to try another custom font, I recommend using <https://www.fontsquirrel.com/> or <http://www.dafont.com/> or <https://fonts.google.com/>. Make sure the font you choose is available for commercial use, not personal use. Make sure to pay the person you bought the font from if there is a fee.

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**Uploading to Kindle:** You will need to save your CreateSpace document as a new one for Kindle. This is really important because Kindle does not accept Headers/Page numbers. You will need to remove those before uploading. Kindle also does not accept PDF's so your embedded fonts will not work in Kindle. For now, upload the .docx or .doc. Before doing so, you will need to add hyperlinks to the Table of Contents. Highlight the Introduction and click on Insert, click on Hyperlink, click on Document, click on Anchor, and click on Headings to select the Introduction from the menu and click Okay, and then click Okay again.

