

“Loved” 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.

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

(This is where an Introduction and/or a Foreword would go: If your Foreword and/or Introduction end on a right side, make sure to include a blank page so that 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).

Chapter 1: 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. Make sure to copy and paste your own text one chapter/section at a time.

(This is where an Afterword and/or Appendix would go: If your last chapter ends on a right side, make sure to include a blank page so that the Afterword and/or Appendix can start on the right hand side. It doesn't have to start on the right hand side, but it is highly recommended).

Notes: I choose to footnote each reference with a tiny number like this: ¹ 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.

Custom Fonts: “Loved” comes with the Quicksand 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.