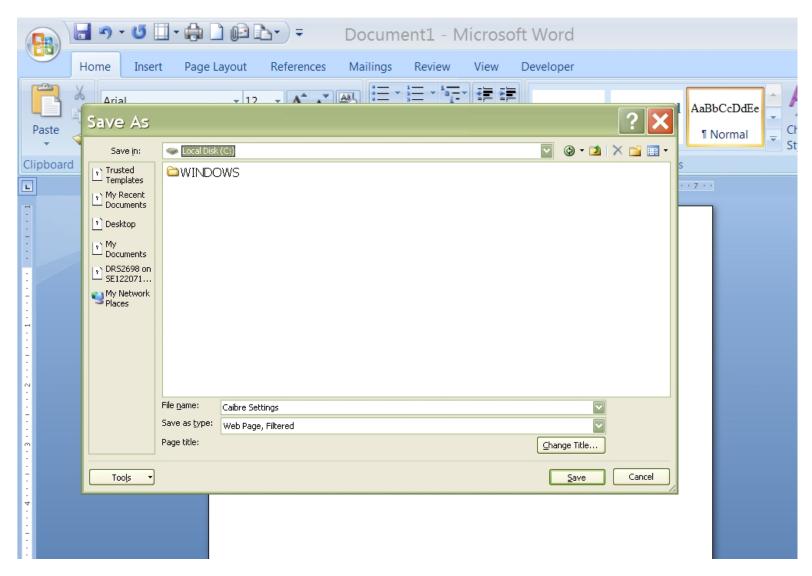
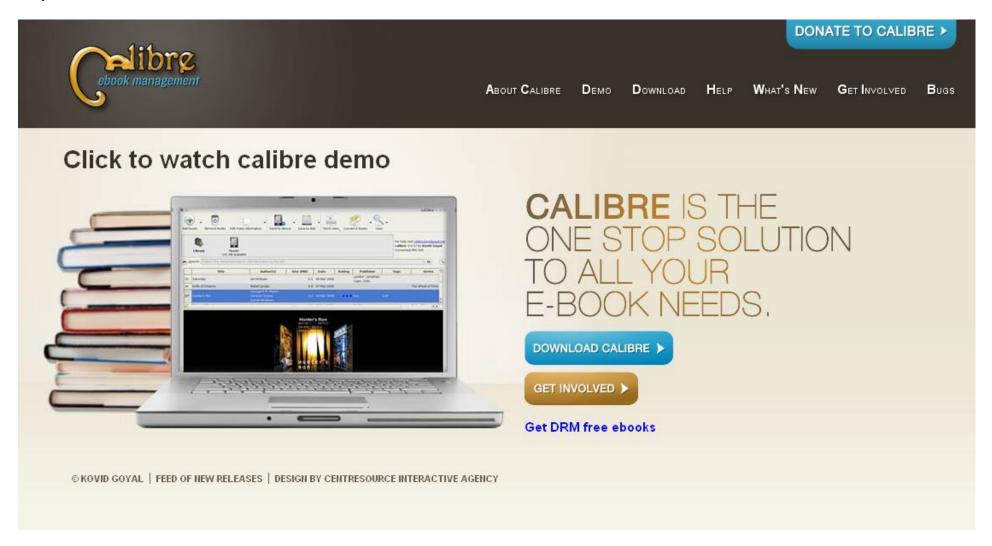
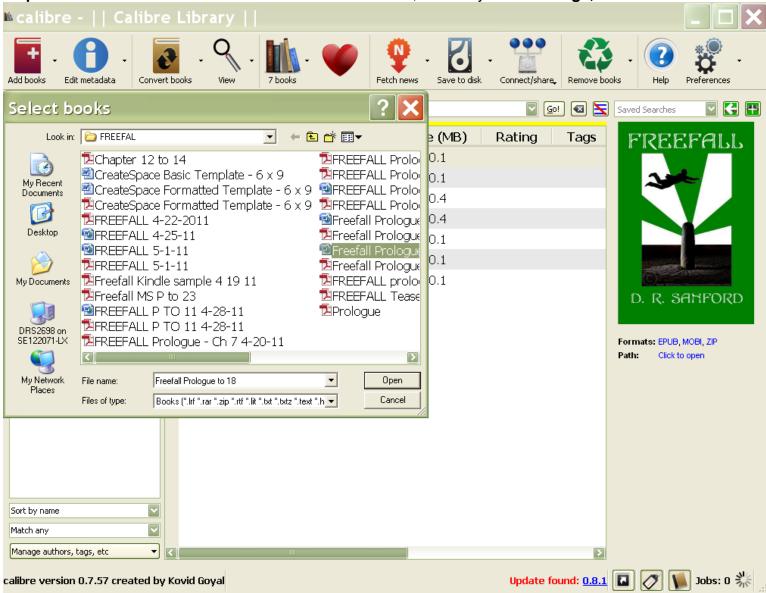
Step 1: Build your manuscript however you like it, with your headings and fonts, then **Save** your document as **Web Page, Filtered**. I use double-spaced, Arial 12pt for body and 16pt for Chapter Headings. At the end of each chapter, go to Insert, then click on Page Break. Remember, the e-book doesn't much care about the extra work you put into a Word document. This preps it for a better conversion that is less subject to Word document formatting.



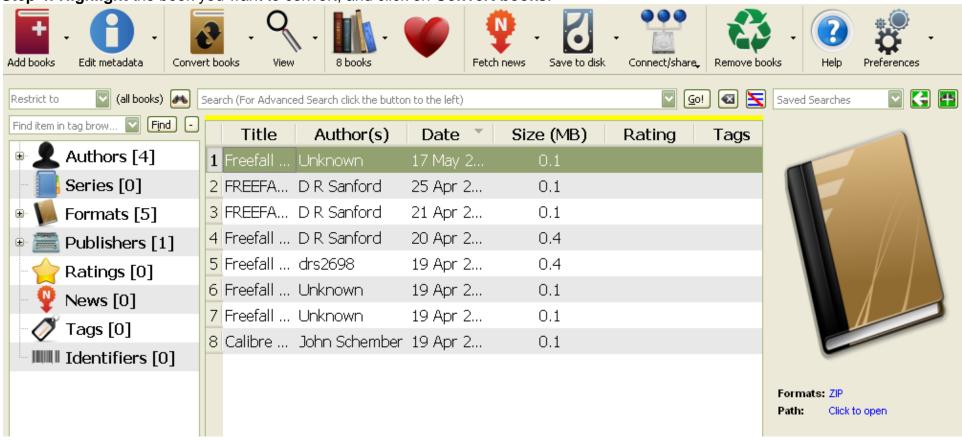
Step 2: Go to calibre-ebook.com and download the free software.



Step 3: Install and run the software. Click on Add books, choose your Web Page, Filtered document from the folder you saved it in.



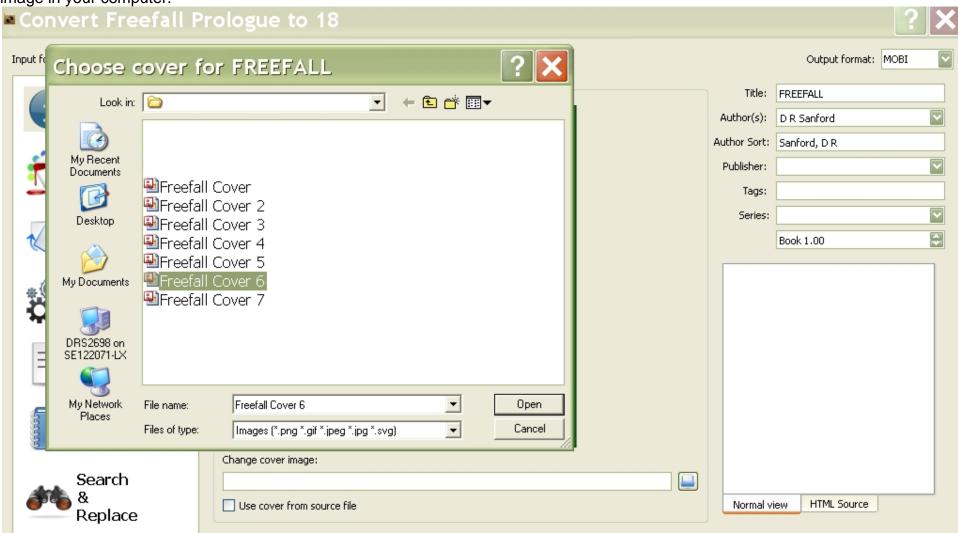
Step 4: Highlight the book you want to convert, and click on Convert books.



Step 5: The first page of the conversion process shows your book without any Metadata. Fill in the fields for Title, Author, etc... and



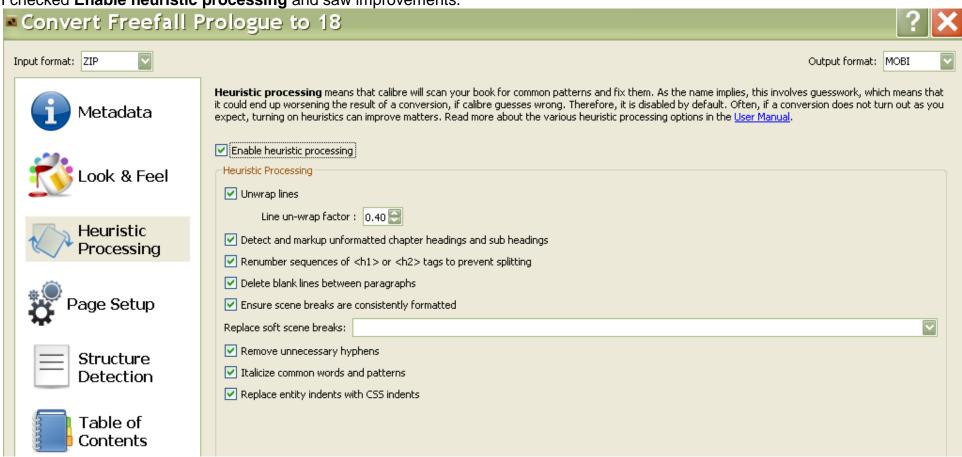
Step 6: The image below shows the **Title and Author** fields completed. Clicking on **Change cover image** allows you to browse for the image in your computer.



Step 7: Your Metadata is set. Now go to Look & Feel. I chose to check the Remove spacing between paragraphs box. It just

solved some problem with the code that added extra space. Convert Freefall Prologue to 18 Input format: ZIP Output format: MOBI Disable font size rescaling Metadata ÷ Base font size: 0.0 pt Font size key: _ook & Feel ÷ Minimum line height: 120.0 % Line height: 0.0 pt Heuristic Input character encoding: Processing Remove spacing between paragraphs Indent size: 1.5 em Text justification: Original Page Setup Linearize tables Transliterate unicode characters to ASCII Insert blank line Keep ligatures Smarten punctuation Structure Extra CSS Detection

Step 8: Now go to **Heuristic Processing**. What is that? No idea, but I had a few conversions that just were not working out very well. I checked **Enable heuristic processing** and saw improvements.

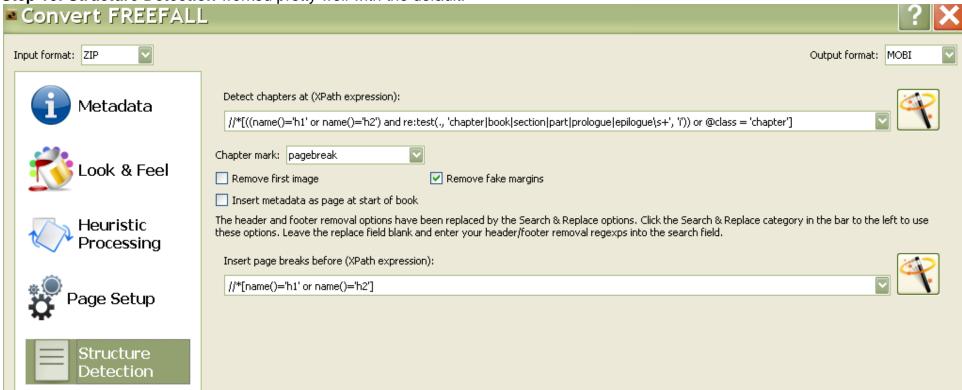


Step 9: Go to Page Setup and choose your Output Profile and Input Profile. Generally, it already knows your input. This is where

you get specific with Output. Kindle for Kindle, Nook Color for most Nooks, iPad, etc...



Step 10: Structure Detection worked pretty well with the default.



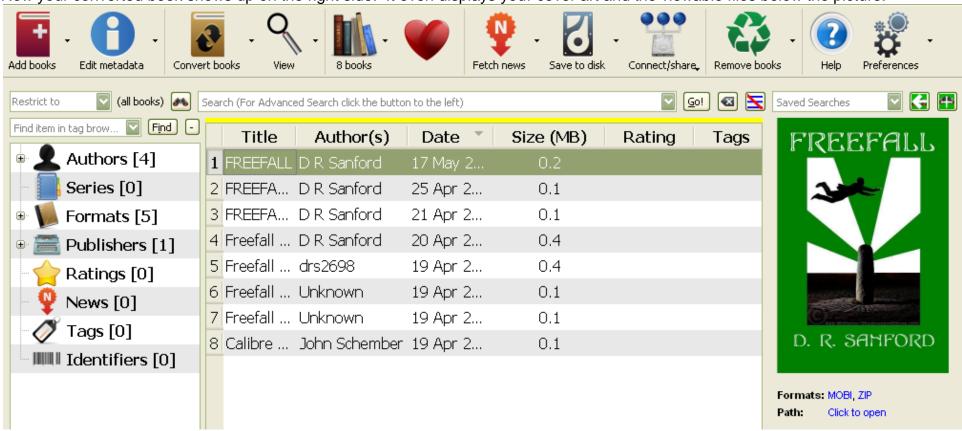
Step 11: On Table of Contents, I checked the first box. I think the Structure Detection settings know that you have placed chapters

after Page Breaks and auto-generates a Table for you. Convert FREEFALL Input format: ZIP Output format: MOBI Force use of auto-generated Table of Contents Metadata Do not add detected chapters to the Table of Contents Number of links to add to Table of Contents | 50 Chapter threshold TOC Filter: Level 1 TOC (XPath expression): Heuristic **Processing** Level 2 TOC (XPath expression): Page Setup Level 3 TOC (XPath expression): Structure Detection Table of Contents

Step 12: That should do it for your simple conversion. E-books really just need to know where the page breaks are. Font resizing is easily done on the Kindle. Go ahead and **press OK** on the bottom right.

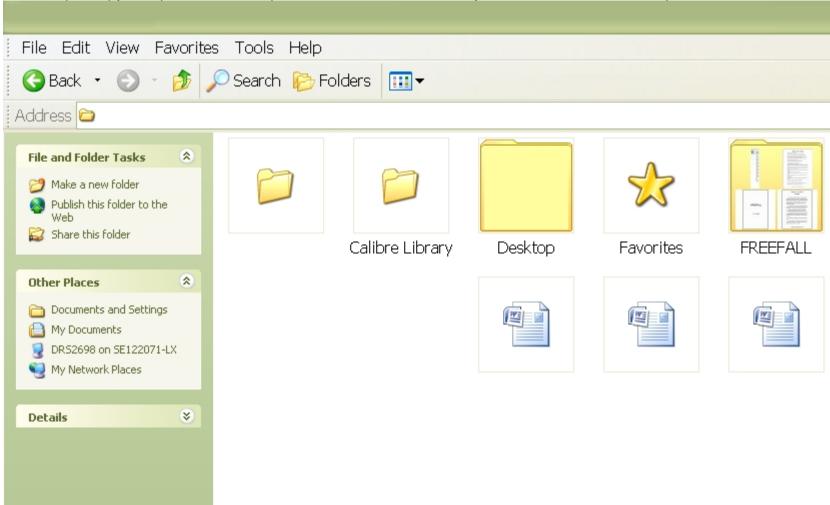


Now your converted book shows up on the right side. It even displays your cover art and the viewable files below the picture.



During Calibre setup, it asked you to choose a drive where it could place your Calibre Library folder. Your files will be stored there. I

did a simple copy and paste from computer to Kindle and was ready to double-check the set up.



I hope this guide has been helpful. I found that trial and error worked best, along with the tutorials provided by Calibre.