# Chapter One

This Word document is a template for how to write a book on Leanpub in Word. It is intended for people who want to use Leanpub's **Word** writing mode.

This document is actually an example of a fully-formatted document that will work if you upload it to Leanpub right now!

From a Word document formatted like this one, Leanpub's book generators will produce PDF, EPUB, and MOBI ebook files, each with an automatically-generated Table of Contents.

You can use these ebook files to sell your book on Leanpub, Amazon, Apple, Google Play, or anywhere else you like.

There is no obligation to publish the book on Leanpub, though you may want to consider the fact that we pay 80% royalties on every sale, when you're deciding where you want to publish and sell your book!

On the Leanpub bookstore, we also make it easy to publish books when they're in-progress, building an audience as you write. When you're done, you can of course take your book and publish it elsewhere, too. (Yes, you can sell your book on Amazon at the same time as it is on Leanpub. You can even export a print-ready PDF for publishing on Amazon KDP.)

## Starting a New Book

If you are starting a new book, we recommend you begin with this document. All you have to do to get started, is to delete the template chapter content you're reading right now, and replace it with your own!

When you are writing in Word, you can **start new chapters** by choosing the style "Heading 1" in Word, and then typing the chapter name on a line by itself.

If you select "Chapter One" at the top of this document, you will see that it is in the style "Heading 1".

You can start sub-sections by choosing the style "Heading 2" in Word, and then typing the sub-section name on a line by itself. You've already seen an example of this above; if you select "Starting a New Book", you will see that it is in the style "Heading 2".

## Formatting an Existing Manuscript

If you have already written a book in Word, you will need to manually change your existing Word document, to match the formatting in this document.

For most books, especially short fiction and novels, this may just mean that you will need to style all your chapter headings in the style "Heading 1".

You will also want to delete any Table of Contents you may have in your current Word manuscript. We will generate a Table of Contents in your ebook automatically.

# Chapter Two

We are assuming that you are already familiar with writing in Word, and probably even better at it than us!

So, in this chapter, we are not going to try to teach you how to write in Word. Instead, we are going to show you examples of **everything you can use in Word, that will also work in the Leanpub ebook files** created from a Word document.

Just to be clear, anything that Word lets you do, but we do not show in the examples below, will not be recognized by Leanpub's book generators.

The features we support are complete when it comes to the needs of most books, especially short fiction and novels.

You can write words that are *in italics,* **in bold**, and that are ***in bold and italics***. You can also write words ~~in strikethrough~~.

*You can write whole sentences in italics.*

**You can write whole sentences in bold.**

***You can write whole sentences that are in bold and italics.***

~~You can write whole sentences using strikethrough.~~

You can use footnotes. For example, there is a footnote at the end of this sentence.[[1]](#footnote-1) All footnotes in the EPUB and MOBI ebook files will appear at the end of the chapter.

You can include [web hyperlinks](https://leanpub.com/) in your book, like in this example.

You can use block quotes. Below is an example of a block quote:

The lazy brown fox just left the dog alone.

You can add images to your book by just pasting them into your Word documents. Below this paragraph is an image we have pasted into this document:



Images you add in Word will be centered on the page in your ebook files automatically, even if you do not center them in Word.

## Uploading and Creating a Preview of Your Book

You can generate a new version of your book any time by uploading a new Word document to Leanpub.

To upload a Word document to Leanpub, go here:

https://leanpub.com/YOUR\_BOOK/upload\_word

...making sure to replace YOUR\_BOOK with your book's unique web address.

You can also find a link to the "Upload Word Document" page by clicking "Versions" in the menu at the top of the web page, when you are working on your book in Leanpub.

For more help getting started on your new Leanpub book, please see the walkthrough for the **Word** writing mode here: <http://help.leanpub.com/en/articles/5398704-walkthrough-word-writing-mode>.

OK, that's it!

1. This is the text written in the footnote. [↑](#footnote-ref-1)