

So, you want to be an Independent Author

Chapter 2: Writing – Effective Use of the Tools



PAGE SIZE TEMPLATES

https://kdp.amazon.com/en_US/help/topic/G201834230

MANUSCRIPT ORGANIZATION GUIDE (front/back matter)

https://kdp.amazon.com/en_US/help/topic/GDDYZG2C7RVF5N9J

FREE TOOLS

Writing

- Apache Open Office
- LibreOffice
- Reedsy.com

Plotting/Storyboarding

- Canva
- Milanote (100 notes)
- Post-It Notes

Editing

- Grammarly
- ProWritingAid

Dictation

- Google Docs
- LilySpeech (open office)
- Descript (1hr/mo)
- Otter.ai (10x30min/mo)
- ?Word? (it's on most computers)

THE BASICS OF MANUSCRIPT SET-UP

Writing

- Single spacing or 1.5 is fine (no need for 2x spacing)
- A single space after full stops
- A single 'enter' after paragraph, unless it's a scene break, then use 3
- Page break between chapters (not rows of 'enter')
- Use ruler indents (with styles) instead of tabs or spaces for paragraph indents.
- No indents for first paragraph of chapter (or after scene break)

Helpful Formatting with Styles

- Use Heading style for chapter headings
- Set Normal style to full justify
- Set Normal style to desired paragraph indent
- Create 'No Spacing' or 'First paragraph' style to remove indents from the first paragraph of chapters (or after scene breaks).