Elements Sample Book

Utilizing Elements in Kindle Create Add-in for Microsoft Word

Author Melissa

Book Title Copyright © 2018 by Author Name. All Rights Reserved.

All rights reserved. No part of this book may be reproduced in any form or by any electronic or mechanical means including information storage and retrieval systems, without permission in writing from the author. The only exception is by a reviewer, who may quote short excerpts in a review.

Cover designed by Cover Designer

This book is a work of fiction. Names, characters, places, and incidents either are products of the author’s imagination or are used fictitiously. Any resemblance to actual persons, living or dead, events, or locales is entirely coincidental.

Author Name

Visit my website at www.AuthorName.com

Printed in the United States of America

First Printing: Aug 2018

Name of Company

ISBN-13 ooo-0-0000000-1-2

This is the Dedication, used to thank or acknowledge someone in particular. The paragraph will be added to the Kindle Table of Contents as “Dedication,” so you don’t need to add a heading.

This is the Book Epigraph. Introduce your book with a quote, phrase, excerpt, poem, or verse that sets the stage for your book. It should always start on a new page. Use the attribution to tell readers where the quote comes from or who originally said it.

—ATTRIBUTION

FOREWORD

THE FIRST PARAGRAPH STYLE GIVES you nice spacing after any title, as well as the right indents for the first part of your text. You can also try adding uppercase letters to half of the first line for added styling.

“Other Pages” include sections like the Preface, Introduction, Author’s Note, Acknowledgements, Foreword, About the Author, Table of Contents, Lists of Figures, or any other content that appears before the first chapter of the main manuscript.

The Other Page Title will automatically add that text and location to the Table of Contents when you create your Kindle book. You can preview this any time using the Kindle Previewer and checking the Table of Contents view. That will make it easier for readers to navigate throughout your book. You don’t need to create a Table of Contents with hyperlinks in your document because Kindle Create Add-in for Microsoft Word creates one automatically. If you already wrote one out, you can still mark the heading with the Other Page Title style.

You may have many different front matter sections, and you can use the same Other Page Title style for all of them. The Foreword is usually written by someone else to introduce your book, while you as the author can write a Preface or Introduction to set the stage for the book yourself. The Acknowledgements section can belong in either the front matter (beginning of the book) or the back matter (back of the book). You may have additional non-chapter sections of your own that you want to appear in the Table of Contents and be styled consistently.

PART 1

The First of Parts

CHAPTER 1

The First Chapter

T

HE FIRST PARAGRAPH STYLE GIVES you nice spacing after the title, as well as the right indents for the first part of your text. Try adding uppercase letters to half of the first line for added styling. For even more stylistic impact, add a Drop Cap from the “Format…” menu in Microsoft Word. We recommend using a line height of three for the drop cap in this template.

You can keep adding these styles to as many chapters as you have. Most of your chapters won’t have all of the styles we’re using here. Just be sure to only use the styles that have the letter “K” before them; that’s how you know they belong to this template and will show up right in your Kindle book.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus. Pellentesque ut mi elementum sapien pellentesque ultricies a id diam.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus. Pellentesque ut mi elementum sapien pellentesque ultricies a id diam. Nam convallis eros in feugiat porta. Fusce varius ipsum sed arcu tincidunt, laoreet ultricies elit consectetur. Curabitur vel commodo enim. Etiam volutpat venenatis sem a euismod. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

Now check out this example of a block quote:

Use the Block Quote style for long quotations. For quotations that are more than four lines of prose or three lines of verse, remove the quotation marks and mark it as a Block Quote. This style also works for excerpts, or to set text apart that comes from another document in your book, like a letter.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Curabitur vel commodo enim. Etiam volutpat venenatis sem a euismod. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

✽✽✽

Those three symbols above are a Separator. You can either copy and paste the exact symbols from this document, or just mark any characters in your manuscript with the KSpeparator style. We recommend using three asterisk stars. Then, when you preview and publish your document, the special symbols you see here will appear in your book. You can use a separator when you are ready to shift scenes or perspectives or show that time has passed.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus.

You could have several subchapters within one chapter. These are like scenes that have titles, but do not go into the Table of Contents.

Lorem ipsum dolor sit amet, ut mi elementum sapien pellentesque ultricies a id diam. Nam convallis eros in feugiat porta. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

Use the KPoem style if your book includes a verse

So your poem or song doesn’t look any worse

When readers make their font large or even decide to read on a little phone,

And so that when you extend past a single line

Your intended structure reads just fine.

Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi.

CHAPTER 2

The Chapter that comes next

T

HE FIRST PARAGRAPH STYLE GIVES you nice spacing after the title, as well as the right indents for the first part of your text. Try adding uppercase letters to half of the first line for added styling. For even more stylistic impact, add a Drop Cap from the “Format…” menu in Microsoft Word. We recommend using a line height of three for the drop cap in this template.

You can keep adding these styles to as many chapters as you have. Most of your chapters won’t have all of the styles we’re using here. Just be sure to only use the styles that have the letter “K” before them; that’s how you know they belong to this template and will show up right in your Kindle book.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus. Pellentesque ut mi elementum sapien pellentesque ultricies a id diam.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus. Pellentesque ut mi elementum sapien pellentesque ultricies a id diam. Nam convallis eros in feugiat porta. Fusce varius ipsum sed arcu tincidunt, laoreet ultricies elit consectetur. Curabitur vel commodo enim. Etiam volutpat venenatis sem a euismod. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

Now check out this example of a block quote:

Use the Block Quote style for long quotations. For quotations that are more than four lines of prose or three lines of verse, remove the quotation marks and mark it as a Block Quote. This style also works for excerpts, or to set text apart that comes from another document in your book, like a letter.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Curabitur vel commodo enim. Etiam volutpat venenatis sem a euismod. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

✽✽✽

Those three symbols above are a Separator. You can either copy and paste the exact symbols from this document, or just mark any characters in your manuscript with the KSpeparator style. We recommend using three asterisk stars. Then, when you preview and publish your document, the special symbols you see here will appear in your book. You can use a separator when you are ready to shift scenes or perspectives or show that time has passed.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus.

You could have several subchapters within one chapter. These are like scenes that have titles, but do not go into the Table of Contents.

Lorem ipsum dolor sit amet, ut mi elementum sapien pellentesque ultricies a id diam. Nam convallis eros in feugiat porta. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

Use the KPoem style if your book includes a verse

So your poem or song doesn’t look any worse

When readers make their font large or even decide to read on a little phone,

And so that when you extend past a single line

Your intended structure reads just fine.

Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi.

PART 2

The Second of Parts

CHAPTER 3

And Then There were Three Chapters

T

HE FIRST PARAGRAPH STYLE GIVES you nice spacing after the title, as well as the right indents for the first part of your text. Try adding uppercase letters to half of the first line for added styling. For even more stylistic impact, add a Drop Cap from the “Format…” menu in Microsoft Word. We recommend using a line height of three for the drop cap in this template.

You can keep adding these styles to as many chapters as you have. Most of your chapters won’t have all of the styles we’re using here. Just be sure to only use the styles that have the letter “K” before them; that’s how you know they belong to this template and will show up right in your Kindle book.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus. Pellentesque ut mi elementum sapien pellentesque ultricies a id diam.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus. Pellentesque ut mi elementum sapien pellentesque ultricies a id diam. Nam convallis eros in feugiat porta. Fusce varius ipsum sed arcu tincidunt, laoreet ultricies elit consectetur. Curabitur vel commodo enim. Etiam volutpat venenatis sem a euismod. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

Now check out this example of a block quote:

Use the Block Quote style for long quotations. For quotations that are more than four lines of prose or three lines of verse, remove the quotation marks and mark it as a Block Quote. This style also works for excerpts, or to set text apart that comes from another document in your book, like a letter.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Curabitur vel commodo enim. Etiam volutpat venenatis sem a euismod. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

✽✽✽

Those three symbols above are a Separator. You can either copy and paste the exact symbols from this document, or just mark any characters in your manuscript with the KSpeparator style. We recommend using three asterisk stars. Then, when you preview and publish your document, the special symbols you see here will appear in your book. You can use a separator when you are ready to shift scenes or perspectives or show that time has passed.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus.

You could have several subchapters within one chapter. These are like scenes that have titles, but do not go into the Table of Contents.

Lorem ipsum dolor sit amet, ut mi elementum sapien pellentesque ultricies a id diam. Nam convallis eros in feugiat porta. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

Use the KPoem style if your book includes a verse

So your poem or song doesn’t look any worse

When readers make their font large or even decide to read on a little phone,

And so that when you extend past a single line

Your intended structure reads just fine.

Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi.

CHAPTER 4

The Final Chapter of this Book

T

HE FIRST PARAGRAPH STYLE GIVES you nice spacing after the title, as well as the right indents for the first part of your text. Try adding uppercase letters to half of the first line for added styling. For even more stylistic impact, add a Drop Cap from the “Format…” menu in Microsoft Word. We recommend using a line height of three for the drop cap in this template.

You can keep adding these styles to as many chapters as you have. Most of your chapters won’t have all of the styles we’re using here. Just be sure to only use the styles that have the letter “K” before them; that’s how you know they belong to this template and will show up right in your Kindle book.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus. Pellentesque ut mi elementum sapien pellentesque ultricies a id diam.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus. Pellentesque ut mi elementum sapien pellentesque ultricies a id diam. Nam convallis eros in feugiat porta. Fusce varius ipsum sed arcu tincidunt, laoreet ultricies elit consectetur. Curabitur vel commodo enim. Etiam volutpat venenatis sem a euismod. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

Now check out this example of a block quote:

Use the Block Quote style for long quotations. For quotations that are more than four lines of prose or three lines of verse, remove the quotation marks and mark it as a Block Quote. This style also works for excerpts, or to set text apart that comes from another document in your book, like a letter.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Curabitur vel commodo enim. Etiam volutpat venenatis sem a euismod. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

✽✽✽

Those three symbols above are a Separator. You can either copy and paste the exact symbols from this document, or just mark any characters in your manuscript with the KSpeparator style. We recommend using three asterisk stars. Then, when you preview and publish your document, the special symbols you see here will appear in your book. You can use a separator when you are ready to shift scenes or perspectives or show that time has passed.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ac ligula dictum, elementum mi in, lacinia neque. Ut commodo faucibus tellus, sit amet efficitur magna dictum facilisis. Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi. Suspendisse suscipit at ex ut faucibus.

You could have several subchapters within one chapter. These are like scenes that have titles, but do not go into the Table of Contents.

Lorem ipsum dolor sit amet, ut mi elementum sapien pellentesque ultricies a id diam. Nam convallis eros in feugiat porta. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam auctor leo sit amet ex finibus, ac auctor purus convallis. Proin felis purus, vehicula sed lacus vel, ornare eleifend magna. Sed quis nibh pulvinar, faucibus tellus a, volutpat tellus.

Use the KPoem style if your book includes a verse

So your poem or song doesn’t look any worse

When readers make their font large or even decide to read on a little phone,

And so that when you extend past a single line

Your intended structure reads just fine.

Nam at lectus ac mauris convallis mattis nec at arcu. Praesent dignissim cursus risus at luctus. Maecenas metus nisl, gravida eget justo nec, semper tristique mi.