

## Importing Word Docx

### Step 1: Import your manuscript

1. Facts to Consider Before Importing a Word Docs, Google Doc, Pages...etc
  - Heading H2 - Chapter Heading (in the table of content)
  - Heading H3 - Sub-chapter, Section Heading (in the table of content)
  - H4, H5... not in the table of content
  - Normal - body text, paragraph
  - Images Insert the images, copied and pasted photos won't be imported
  - List & Table Short list and tables, one item per line

Designrr is a tool to import finished content

Import the Word file in Letter or A4 paper size and in portrait orientation

2. Formatting a Word File: headings, paragraphs, short bullet or numbered lists, tables (with a page) and images  
Use the correct heading tools in Words, not increase the size of text
3. What NOT to do: Avoid long paragraph, Pictures and Images (centered between paragraphs or headings)

### Step 2: Review your documents

Still can make changes

### Step 3: Choose a template: Design editor

### Step 4: Publish

### Step 1: Importing & Initial Layout

- Import your Content, click "+Create" button
- Select the import option: PDF or URL link
- Enter the URL and click "Add"
- Select a theme for the topic of eBook
- Click "Let's Start" Button
- The Docs Editor

### Step 2: Review the Current Layout

- Adjust Font Style, size, line spacing and justification. Tip: Find a template that already has a font and layout that you like and then use that same one for all of your projects. You only need to change cover image and add colors to your headers and footers
- Adjust Paragraph Spacing, Margins and Padding

- Split Topics Using Heading. You need to use the heading tag feature for it to be a true heading. Table of content: H2 and H3
- H1 - ebook title
- H2 - Chapter titles
- H3 - sub-chapters