

EBOOK WRITER PRO

BY WHITE DOVE BOOKS

USER MANUAL

AND LICENCE DOCUMENT

Statement of Rights

You are Entitled to Sell this Software for 100% Profit. You may give it away as a Bonus or Bundle it with other Information Products.

Brought to You by Ewen Chia

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You are Going to Love This Software

You are going to **LOVE** this software. For a start, you are able to create your own unique money making ebooks in the most popular Portable Document Format (PDF), turn out articles for huge increases of traffic, easily manage and backup your products and even set up reminders for those important events all from this one software package.

Impressed? Well it gets even better ...

Congratulations!

You are hereby granted **Master Resale Rights** to the **eWriterPro** Software. That means you can do the following ...

- You May Sell it for 100% Profit
- You May Bundle it With Other Software or Information Products
- You May Give it Away as a Free Bonus

However, you **MUST** supply the entire package just as you received it including this Manual and all the accompanying files. It is very important that users receive this document which includes the **software licence and terms of use** - just supply the original Zip file you were supplied!

Let's Create a Book!

Right then - I know you can't wait to get started so let's create our first book together!

Open the software and click on the *Ebooks* menu option

Then click the *New* icon

That wasn't hard was it? You are now ready to create your masterpiece!

Type Your Heading

Let's Start with a Heading - Type-in ...

My First eBook

Now click the *Style* menu

Move your mouse to the left of the text you typed - the cursor changed to an arrow - click the mouse - and the text is highlighted.

At the top you can see all the normal controls you would have in a fullfunction Wordprocessor like *Word* - except ours is much more stylish don't you think?

OK - Centre the text & Embolden it - easy 2 intuitive clicks! Now we'll choose our Font - click the 'A' icon (Properties) As you can see, we've got full functionality - choose 24 point. Click [Return] a couple of times

Now for the Body Copy

Then Left Justify and choose your body typeface. I usually go for Times New Roman 16 point for eBooks - that's the face this eBook is using. As you can see, it's nice and easy to read!

TIP

Just underneath the 'A' icon there is a bar labelled *Font* with a little arrow at the bottom-right corner.

That's a nice little short-cut to the Fonts Menu

We need a couple of *pages* here.

I'll leave you to type some paragraphs of text and then copy them just to give us some text to work with!

To Copy & Paste, you first click the ***Document*** tab and you will see the little icons at the top

TIP

You can Copy and Paste using the normal short-cut keys ... [Ctrl

C] - Copy

[Ctrl V] - Paste

Lets Add a Footer

I always add a *footer* to my eBooks - it makes them look very professional! This is very easy with eWriterPro

Headers and footers are text that appears on every page of the document except the first page. The first page will have a separate header and footer. The process to add, edit and delete are the same for all headers and footers.

First go to ***page 2*** of your document

Then click the ***Insert*** tab at the top

Click the ***Footer*** button

Type in the following text and click OK ...

My Footer Text

That's it!

Now every subsequent page will have that text at the bottom.

By the way, creating a Header or Footer for page 1 is just as simple - you do exactly the same thing but with your cursor on page 1. I really like this little feature - most professional authors start their footers on page 2 and this feature handles that for you automatically.

Now I know you will want to play about with all the great features you are beginning to find as you move around the software, but for now, I just want to make sure you can save your work and create your PDF document.

Saving your Book

Right, so let's save our work.

There are various ways to do this and you can save in various formats too including *Word* if you want. Oh, by the way, you can read-in Word files too and just use eWriterPro to create the PDF if you want - entirely up to you.

At the very top of the screen, you click the *disk* icon A dialogue box opens

Type in your document name and fill out the remaining fields too

Click OK

Done!

Creating Your PDF eBook

It couldn't be simpler!

Click the *PDF* icon

Another dialogue box opens

As you can see, you can easily set the security options you want, for example if you wanted to setup a password when someone uses your eBook - it's pretty intuitive.

When you are ready, click *OK*

A save dialogue box opens

Just type in the name you want for the PDF

Select where you want to save it - I choose the Desktop for convenience.

Click ***OK***

Done!

You have created your first book - now tell me that wasn't easy.

Document Management

Now click the ***Close*** icon

You should now be back at the ***Ebooks*** menu

As you can see there is a Document Management system built-in too!

There are lots more great features in eWriterPro including the ability to backup and restore your work in zipped format; we have a great document management system; and there's even a calendar and diary system too.

Everything you need as a professional eBook writer!

Now We Need a Cover

Creating covers for eBooks isn't that straight-forward, but I have got a few tips for you that you are also going to love! Firstly, I have provided you with some Resource Links on the *Home Page*, so click the *Home* menu option and we'll take a look ...



You see there's a row of links under the Header - they are my extraspecial recommended resources for Professional Writers.

There are some great *free* downloads for you there too!

Creating a Cover

Click the Free Cover link

As you can see, it takes you to a website where you can create a free cover online - for a freebie it's pretty good too!

You can use it for now. Then - when you start being successful - you can get the Professional Cover software - the next link along. By the way, this software is by far the best automated cover software I have seen - and it's very affordable too.

To create your cover, you first need to create a flat graphic. Use your favourite graphic editor to accomplish this - there are many ***free*** ones on the web including ...

- [Gimp](#) - very comprehensive but steep learning curve.
- [VCW VicMan's Photo Editor](#) - a lot easier to use (I use it and quite like it) but not as complete.

The professional cover software changes your flat file into something really exciting ...



A Few Mouse Clicks and You Get this ➡



You can produce CD covers, eBook covers, Software Boxes (as in the above example) DVD covers and just about anything else you will ever need! It is a very comprehensive program.

My Top Tips and Recommendations

What to Write

My number 1 tip is to find a ***problem*** that people want to solve. This is very important: don't start writing until you have identified a particular problem. Do your research, solve that problem and provide some real value in your text.

Sounds easy doesn't it? Well, it is - the reason that so many people fail at their first eBook is because, often, they don't follow that simple piece of advice right there. People are ready and willing to pay for solutions to problems that are occupying their thinking. Do your research well before you even think of setting pen to paper (metaphorically).

Hosting

Now if you are operating online you already have a hosting company, but if you are still just beginning, it's something you need.

There are free hosting services on the web, but all the ones I tried had their drawbacks: some want to put their ads on your site; some just don't deliver the reliability you will need. I started out using a free service myself. I won't name the company: at first, everything seemed ok but then one day, my site was down and when I contacted them they just said, "yeah ... we're having a bit of trouble right now" - and that was it!

So there I was thinking, "hold on a moment - that's not good enough" but there was nothing I could do about it. So that was when I decided I needed a proper service! I scoured the web and found the service I recommend on the *Home Page* - they are professional and affordable too!

Payment Processors

Paypal - you can setup a *Buy Now* button from a bog-standard Paypal account without buying a shopping cart; and, if you only intend to sell one item, that's all you need - it will certainly get you going.

Without any additional software at all, you can get Paypal to accept your payment and then direct your visitor to a special download page on your website where they can download your eBook. To setup your automatic download facility, just go to your Paypal account. Click the "Merchant Services" tab. Then click on the "Buy Now Buttons" - easy!

ClickBank - there are many different payment processors, but I chose ClickBank simply because they have a built-in *Affiliate Network*. You can allow other people to sell your book and pay them a commission - that's a win-win deal. They get your great work and a commission; you get more sales.

You don't need a shopping cart because ClickBank can send people automatically to your download page after making payment. There is a small fee to setup your account, and then they charge a fee for each transaction - but you can sell as many items as you want.

Autoresponder

It took me a long time to realise the importance of an Autoresponder! It's simple really - if you want to sell your books, the best way is to also create a Newsletter or eCourse; something people need to sign-up for.

You use a free eBook to entice people to sign-up - oh by the way, there are 5 really good *free* eBooks on the *Home Page* for you to use! The actual rights are inside the books - some of them, you can even sell for 100% profit if you wish.

In the Newsletter or eCourse you get the chance to build a relationship with your readers. They get the opportunity to sample your writing style; and they will come to trust you provided you are offering quality in the Newsletter or eCourse. Then, my friend - some of them will be ready to actually **buy** your eBooks!

So, as you can see from this brief but valuable overview, an Autoresponder is very important. After your hosting, it's the next most important thing you will need!

There are free services on the internet. However, if you want to ensure your mails actually get through the spam filters, you need a professional service - and the service I recommend is, by far, the **best** one to go with. Why? Because, again, they are professional and affordable!

Software Support

The final thing on the *Home Page* is a banner ad from Tiger Software - they are the company that created **eWriterPro** for **White Dove Books** - I promised Tom that he could have a link.

Frankly, Tom has been a pleasure to work with and as you will see as soon as you begin using the software, his work is absolutely top-class. Tom is also handling all the support directly.

Just Click the **Help** menu in the software to go to the Support Forum any time you want.

Command Reference

Working with the Grids

Sorting Grid Rows.

Grids can be sorted ascending or descending on all columns

1. Click on the column header you want sorted alphabetically ascending
2. By clicking on the column head again it will sort the column descending

Removing Columns.

Columns can be added and removed from the Grids

1. Click on the column you want to remove.
2. While clicking on the column, drag it off the column header

Adding Columns

1. Right click anywhere on the column header and choose Column Chooser
2. The Column Chooser will appear
3. Drag the column that you want to add from the column chooser window to the grid's column header

Grouping Columns

1. Drag the column or columns you want to group by to the top of the grid
2. To remove the groupings by dragging the column back to the grid's column header

Adding Niche

1. Type in the Niche or select from a list by clicking the button on the text field
2. Select the Niche you want to add and click Select button

Adding Niche Category

1. Type in the category or select from a list by clicking the button on the text field
2. Select the Category you want to add and click Select button

Adding usage rights

1. On the purchased item detail window click the Rights tab
2. Click the Add button
3. Select the Right you want to add and click Select button

Backing up data

It is strongly recommended you back up your data regularly. The backup utility will backup everything that is loaded into eWriterPro Manager. This means all projects, outsourcing contacts, reminders, books, articles and purchased items. Everything is backed up into a zip file.

1. Click the Home tab
2. Select the Backup All button

Restoring data

Restoring a back up is similar to the backup process. All data that including purchased items, books and articles will be deleted that were added after the backup occurred.

Restoring to previous backup.

1. Click the Home tab
2. Select the Restore All
3. Verify that you understand that all data added after the backup will be deleted by clicking OK
4. Select the backup
5. Click Open

Updating document information

1. Click the Document Tab on the top
2. Click the Information button within the document group
3. Update the information and click OK
4. Click File tab on the top
5. Click Save drop down then Save to update all changes

Changing fonts

1. Click Style Tab on the top
2. In the Font group, click the Properties
3. Select the changes and click OK

Headers and Footers

The headers and footers will appear on every page of the document except the first page. The first page will have a separate header and footer. The process to add, edit and delete are the same for all headers and footers.

Adding a Header and Footer

1. Go to the Insert tab at the top
2. Click the Header or Footer button
3. Type in the text you want and click OK

Editing Header and Footers

1. Double clicking the header and footer will allow you to edit
2. Edit the content like you would any other text
3. Click off the header or footer to end editing

Hyperlinks

1. Go to the Insert Tab
2. Click the Hyperlink button
3. Type in the text you want displayed in the Link Text field
4. Type in the website address you want to the text to link to
5. Select the box to make the link blue highlighted
6. Click Ok when finished

Images

Add Image

1. Click the Insert Tab
2. Click The Image button
3. Find the appropriate image and select Open
4. Resize Image and drag image to the size and location wanted

Editing Image Properties

1. Select the image you want to edit
2. Click the Style Tab
3. Click the Image button
4. Edit the properties and click OK

Text Frames

Text frames are individual text areas that different font styles and colors can be used without affecting the rest of the document. These text frames can be moved to any portion of the document by clicking and dragging the text frame.

Adding New Text Frame

1. Click on the Insert tab
2. Click the Text Frame button
3. Drag and resize the new text frame by clicking on it

Editing Text Frame Properties

1. Select the Text Frame you want to edit
2. Click the Style Tab
3. Click the Text Frame
4. Edit the properties and click Ok

Generating PDF

Tiger eWriterPro can generate PDF's without having any additional software installed. You can specify any security settings when generating your PDF. All security options for your PDF are saved.

Create a PDF

1. Click the PDF button.
2. Select the PDF Security options and passwords you want
3. Click Ok
4. Type in the File Name and location you want to save to
5. Click Save

Saving documents

There are two ways to save your documents. eWriterPro keeps its own version that you can edit. For distribution, you can also save the document as a Word, RTF, Text or HTML formats.

To Distribute Your Content

1. Click Save drop down
2. Select Save As
3. Enter in a file name
4. Select a file type
5. Click Save