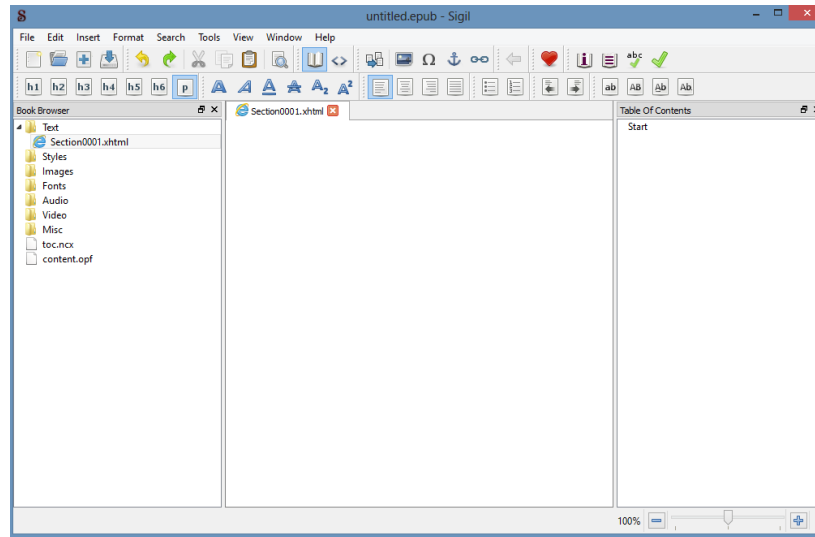
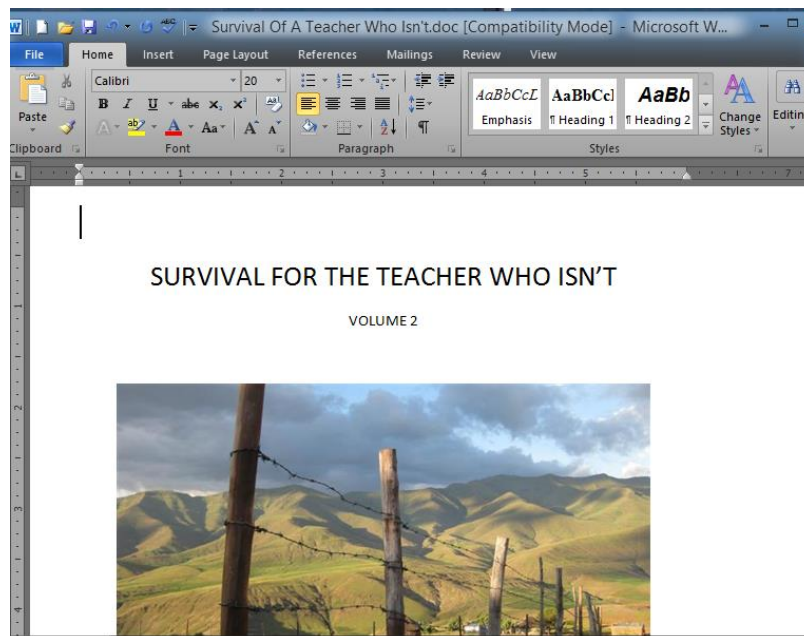


How to convert a source document for reading on an Amazon Kindle

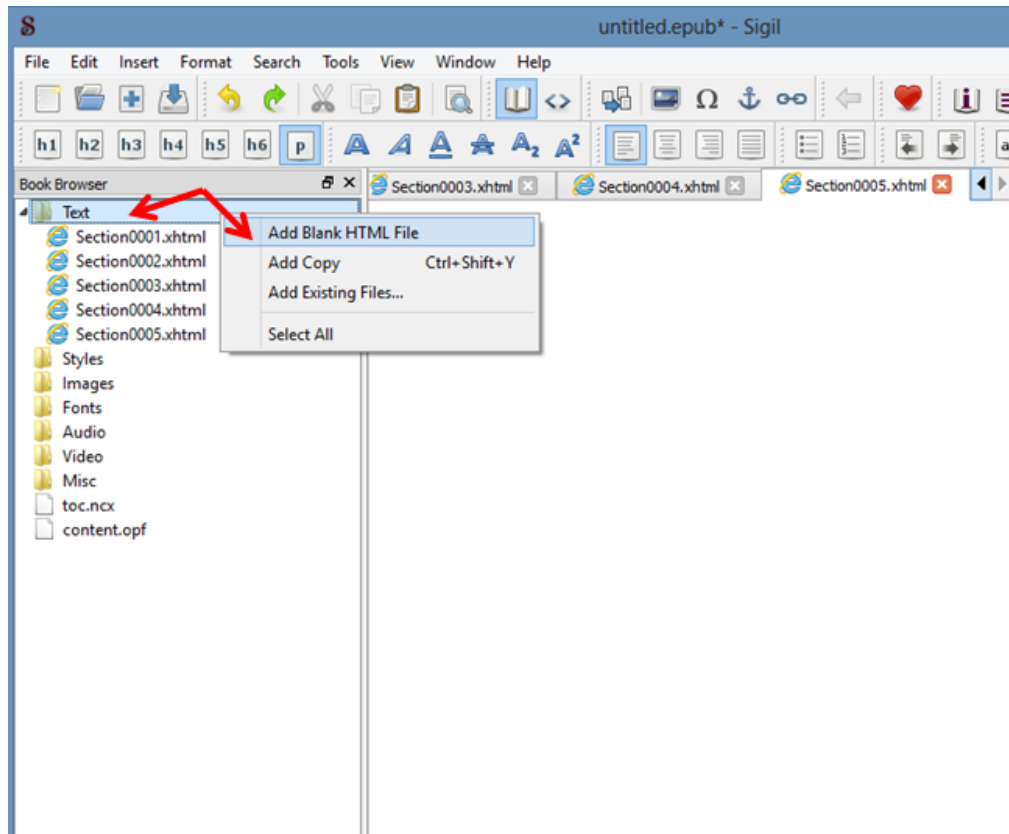
1. Begin by opening a new Sigil document



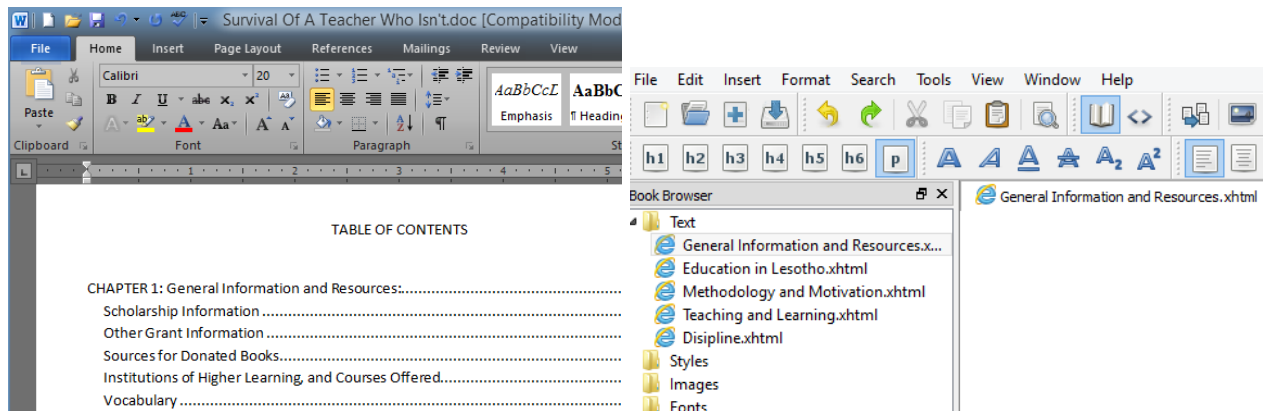
2. Next bring up the source document you will be converting. In this example I will be using the “Survival of a Teacher Who Isn’t.”, which is a Word document



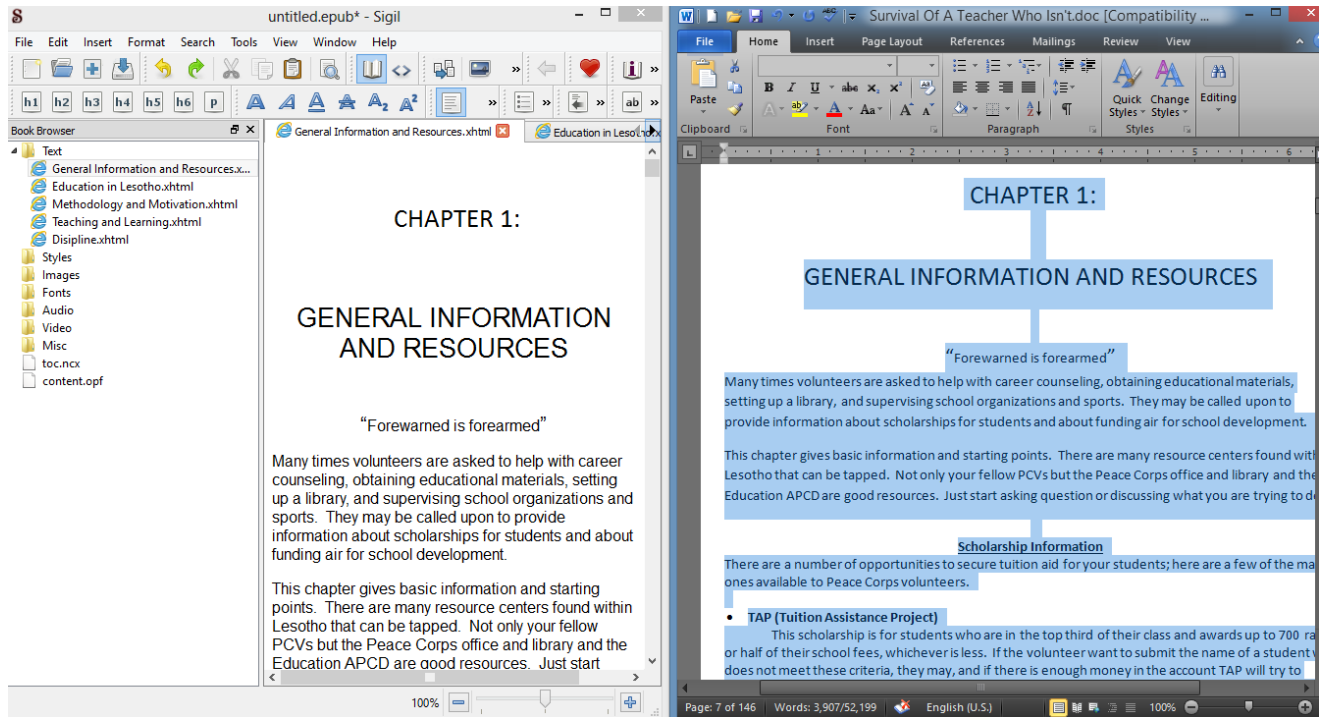
- The first step is to create the sections that will comprise the ebook. Think of these as the various chapters. In Sigil, these are shown on the left hand side underneath “Text”. You’ll want to create a new section for each chapter contained within the source document. To create a new section, right-click on **Text** and select **Add Blank HTML File**. Create as many sections as there are chapters. In our source document, there are five chapters. So I have create 5 sections:



- Now rename each section to the corresponding chapter. Do this by right clicking **Section*.html** and giving it the chapter’s name. Be sure to leave the .html extension.



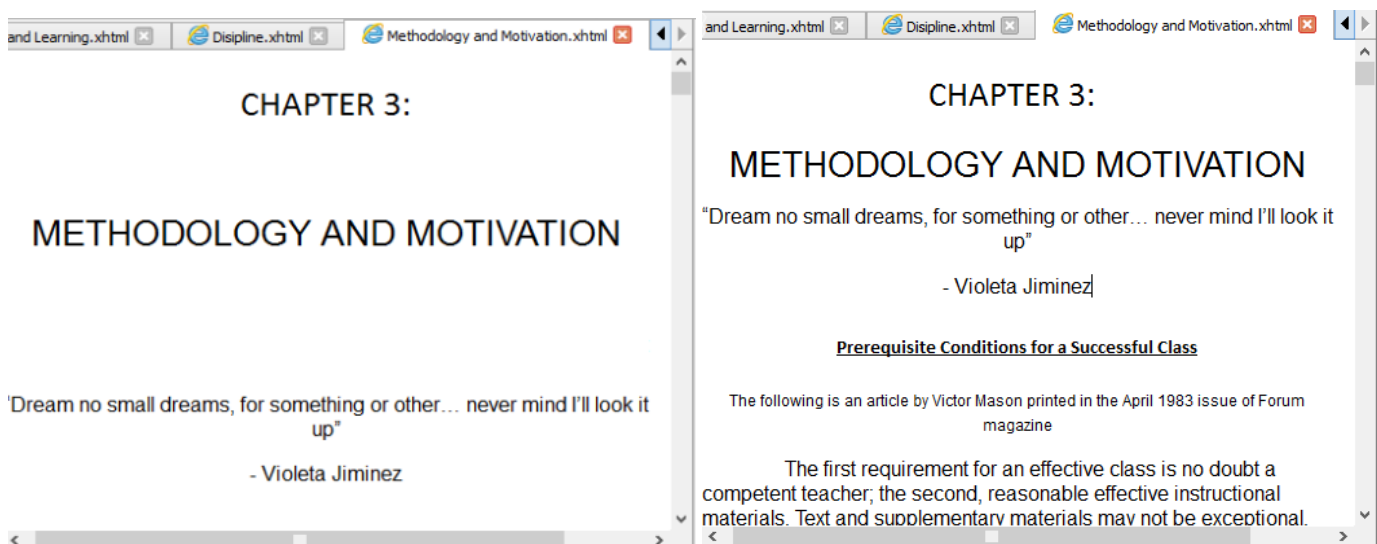
- Now we are ready to copy and paste a section from the source document into Sigil. In this example we will transfer the first chapter, "General Information and Resources". Double click that section in Sigil. You'll see a tab to the right selected and a blank section. Copy the entire chapter in the source document and paste it into that section in Sigil.



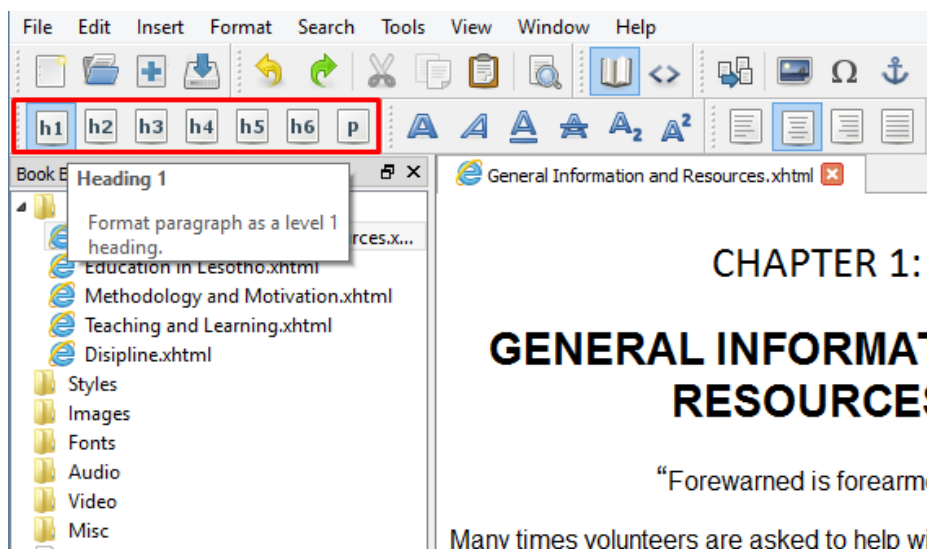
- Repeat for each section/chapter until all the text is transferred. At this point we will be done with the source document as all the information will be contained within Sigil. Now we must fix the formatting errors and oddities contained in Sigil. Take the following page for example. There is too much space in between lines, so we want to delete the extra spaces to condense it somewhat. This is at your discretion for each page on the document.

Before

After



6.a Sometimes the font will be smaller or larger than desired. There are two ways to change it. The first is to use the heading tags. **h1** represents a “level 1” heading, or the title. **h2** would be the subtitle, and so on. **p** represents the paragraph, or main body. Each will be resized/bolded according to the font styles associated with them. Highlight the word you want to change and select one. They are located here:

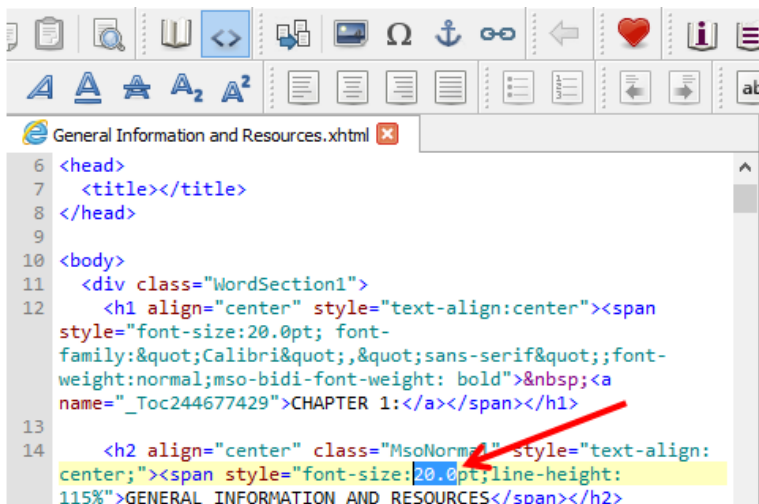


6.b However, this method doesn't always work unfortunately. The other way is to change the font size manually. First click next to the word you want to change and then switch to code view.

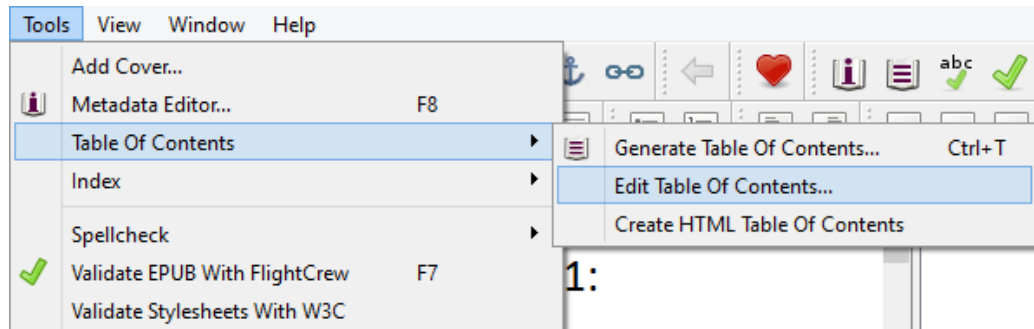


CHAPTER 1:
GENERAL INFORMATION AND RESOURCES
“Forewarned is forearmed”
Many times volunteers are asked to help with career counseling

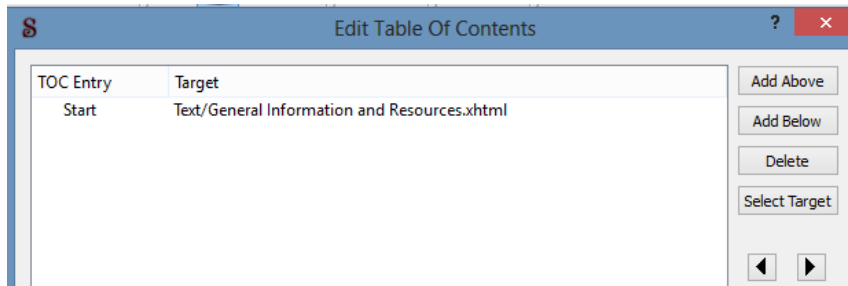
6.c Then locate where the font size is and change it to the desired size. 20 is too large, so I will change it to 14.



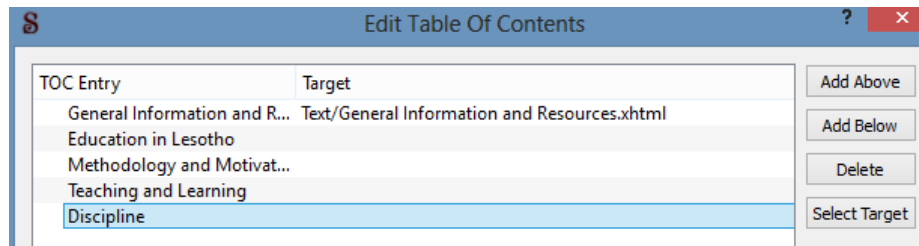
7. After cleaning up the formatting in the document, we will need to make a Table of Contents. Begin by going to **Tools > Table of Contents > Edit Table of Contents**



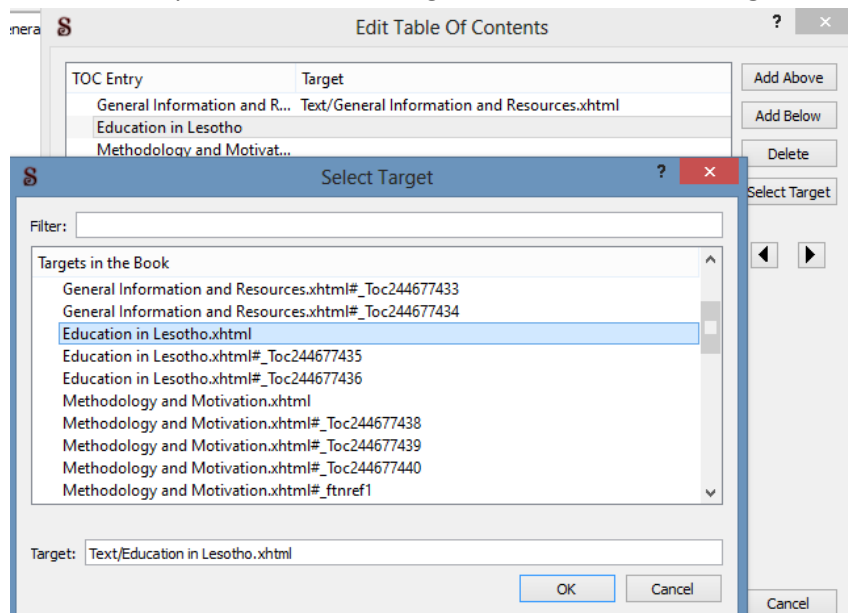
8. You then be presented with the following screen:



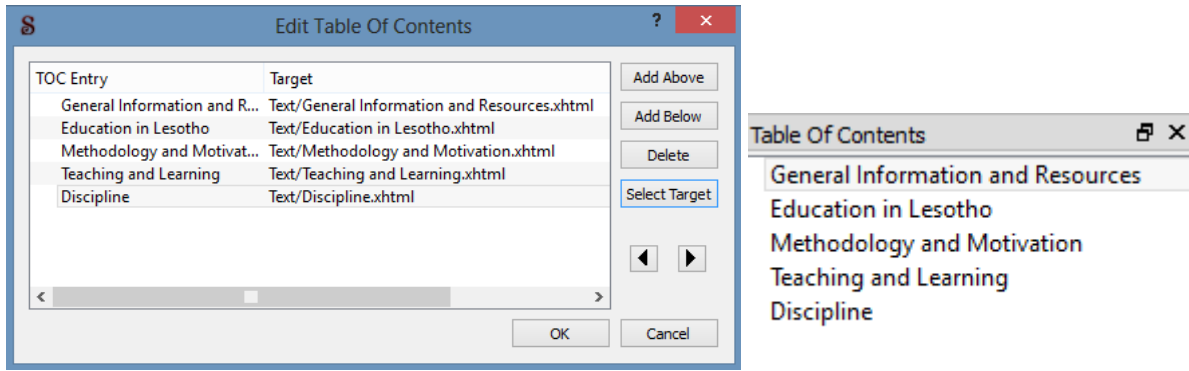
9. Determine the amount of chapters (in this example there is five), select the **Start** entry, and click the Add Below button for the desired amount of chapters- less one since the first is already created. There will then be “invisible” lines below the first entry, so simply double-click the empty boxes to begin filling it in with the names of the chapters. Rename the **Start** one to the first chapter.



10. Now we need to select the target section it will point to. The name of the chapter should correspond to the sections created earlier, so it's only a matter of choosing them from the **Select Target** dialog.

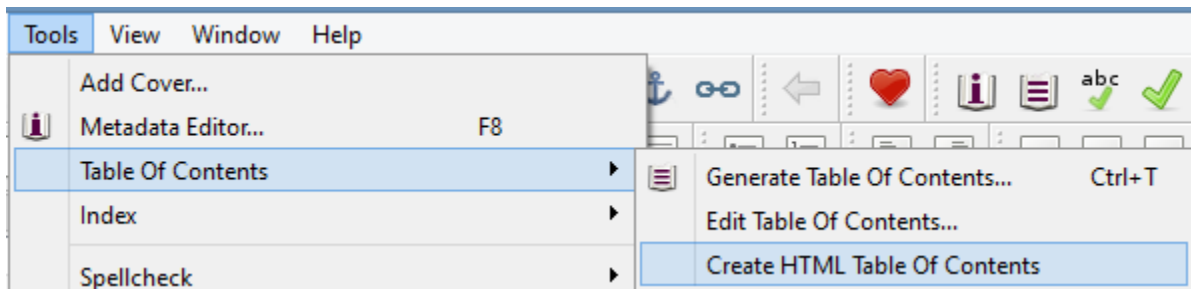


11. Congratulations, you now have a completed Table of Contents that will link on the Kindle.

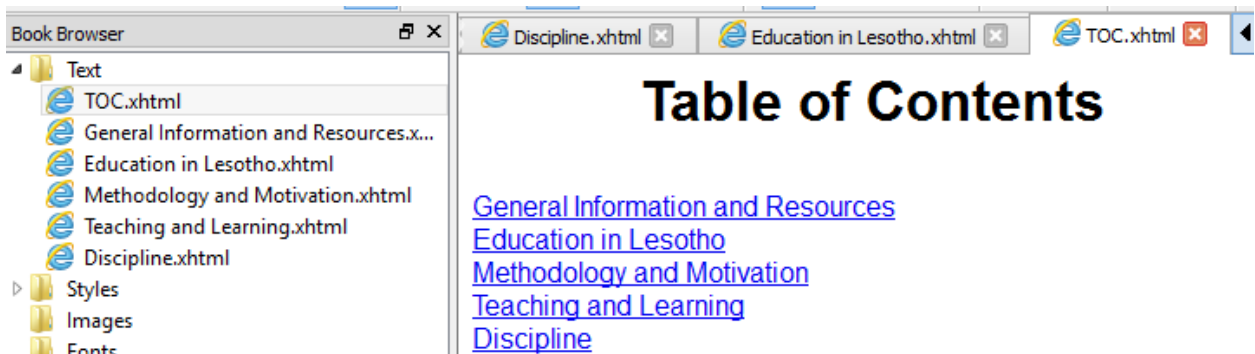


12. It is wise to create an actual table of contents section to begin the document, as well as an option cover page. You can create a Table of Contents page by going to

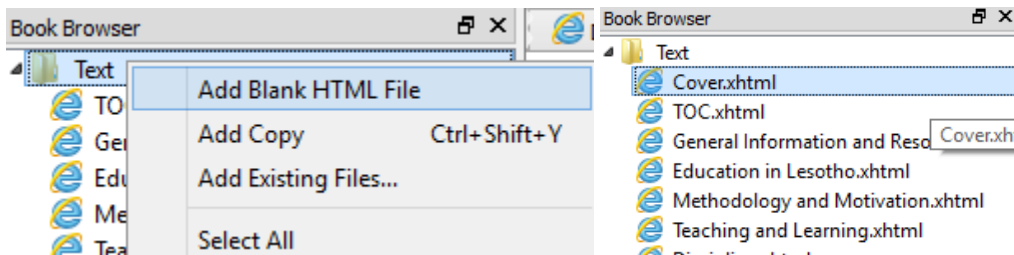
Tools > Table of Contents > Create HTML Table of Contents



13. You will now have a Table of Contents page with links that will take you to the respective chapter when clicked on the Kindle.



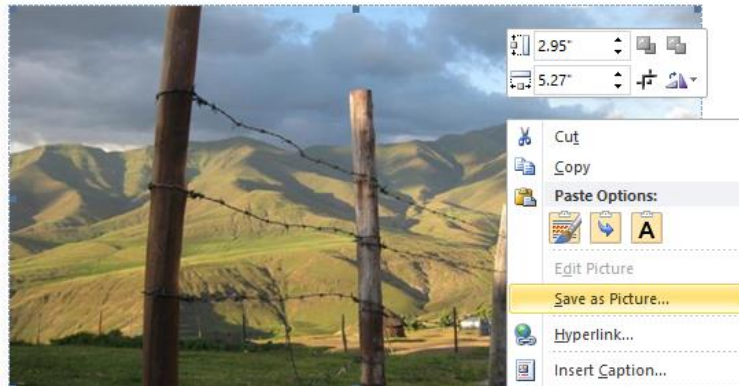
14. We can optionally add a Cover Page. In the next few steps I'll demonstrate how to create one and add an image. Begin by clicking on **Text** and selecting **Add Blank HTML File**. Drag it to the top spot and rename it **Cover.xhtml**



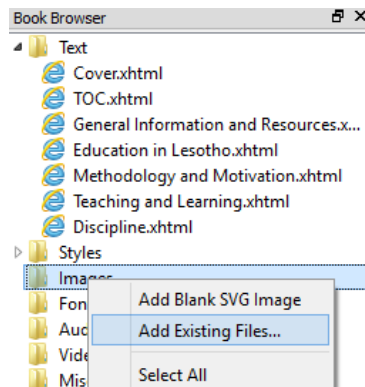
15. You can now create the cover page. If the source document has one, you can copy the text. Otherwise you can customize it to your liking. In this example, the source document contained a picture. In order to place it in Sigil, you must first save it to its own independent file. In Word, right click the picture and select **Save As Picture** (In PDF, right click and choose copy image. Paste it in Paint and save as .jpg)

SURVIVAL FOR THE TEACHER WHO ISN'T

VOLUME 2



16. Now right-click on the Images folder in the Book Browser pane in Sigil and select **Add Existing File** and then select the picture you saved from the Word doc.

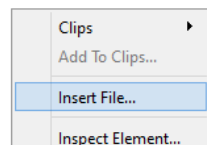


17. Right click in the spot you'd like to insert the image on the cover page

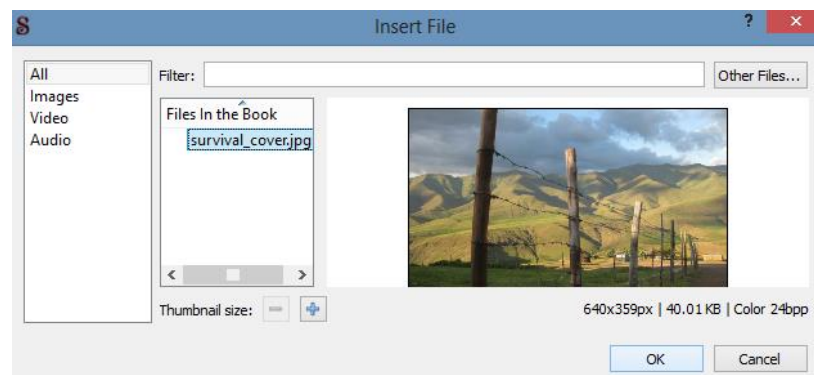


SURVIVAL FOR THE TEACHER WHO ISN'T

VOLUME 2



18. Select the image file and hit **OK**



19. You know have a full-fledged Cover Page.


Book Browser

- Text
 - Cover.xhtml
 - TOC.xhtml
 - General Information and Resources.x...
 - Education in Lesotho.xhtml
 - Methodology and Motivation.xhtml
 - Teaching and Learning.xhtml
 - Discipline.xhtml
- Styles
- Images
 - survival_cover.jpg
- Fonts
- Audio
- Video
- Misc
- toc.ncx
- content.opf

Education in Lesotho.xhtml | Cover.xhtml | TOC.xhtml

SURVIVAL FOR THE TEACHER WHO ISN'T

VOLUME 2



by: Fry Bacon

Table Of Contents

- Cover Page
- Table of Contents
- General Information and Resources
- Education in Lesotho
- Methodology and Motivation
- Teaching and Learning
- Discipline