WHAT SHOULD YOU EDIT AS YOU GO ALONG?

Now I have mentioned editing in passing previously, and the very next chapter will deal with it in full, but it is worth mentioning here that there are a few things you can watch out for, and not to watch out for, while you are actually writing the first draft of your eBook.

First, there is spelling. Leave spell checker off until you have a complete draft manuscript. If you attempt to spell check as you write, you will lose focus and flow, so don't do it.

If you aren't sure about the accuracy of a piece of information as you write it, insert a comment (Insert>Comment) or highlight the text so that you won't forget to come back later and research the information.

Incidentally, that's a great way to keep track of things you want to do once you start editing. If there is anything you aren't sure of, you can highlight it in a different color and then go back to it later.

That's really all you need to be thinking about at this stage; the main goal here and the most challenging thing of all is to get something down that will serve as your first draft. Once you have done that, you will have something solid that you can work on – even if you think it will take a fair bit of work to get it to look good and to end up with the final result you wanted in the first place.

Once you complete a draft of the entire manuscript you will want to start using the Track Changes tool (Tools>Track Changes) before you start editing. This will allow you to clearly see the changes that you are making for all future drafts. When the next draft is complete, just click on the Track Changes tool bar check mark drop down menu and select Accept All Changes in Document. I save each draft as a different copy identified by the date at the end of the file name.