

### Step 3: Preview your chapter or book.

Note: Before you can PREVIEW BOOK, you must create a cover. If you are unsure of the exact title and photo you want on your cover, just create any name as title and add any photo as a placeholder until you finally decide on your choices. You can easily change your book cover anytime and as many times as you desire. To create a new book cover at any time, simply click on CREATE COVER and complete title, author's name and add your new photo.

A. At any point, you can view what your finished book will look like by following these steps:

1. Click the SAVE BOOK button.
2. Then click the PREVIEW BOOK button.



3. In the window that appears, drag the desired chapters for your book from the Available Chapters list to the Selected Chapters list. These will be the chapters included in your book. NOTE: Initially, all chapters will appear in Available Chapters **until moved to Selected Chapters.**

"Please use your mouse to drag the chapters you wish to preview from the 'Available Chapters' column to the 'Selected Chapters' column. You can arrange them in any order you wish."

Available Chapters

Selected Chapters

Chapter One

Chapter Two

Chapter Three

Chapter Four

Chapter Five

Chapter Six

**For Example:**

"Please use your mouse to drag the chapters you wish to preview from the 'Available Chapters' column to the 'Selected Chapters' column. You can arrange them in any order you wish."

Available Chapters

Selected Chapters

Chapter Three

Chapter Four

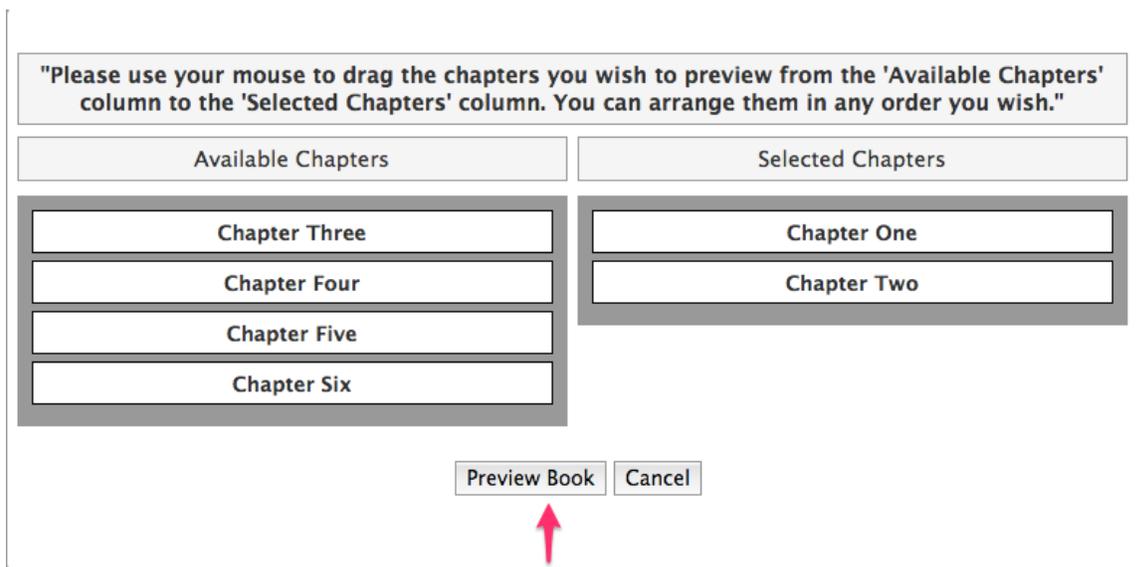
Chapter Five

Chapter Six

Chapter One

Chapter Two

4. To change the order of chapters in your book, drag a chapter to a new position within the Selected Chapters list.
5. To keep a chapter from appearing in your book, drag the chapter from Selected Chapters list to the Available Chapters list. If you decide to put that chapter back in your book later on, you can drag the chapter over to the Selected Chapters list.
6. When you've selected all the chapters you want to preview, click "Preview Book." A PDF will be downloaded to your computer that you can view using a program like Adobe Reader, Adobe Acrobat or Preview. If you do not have Adobe Reader on your computer, you can [download a free version here](#).



**Please note: The preview PDF will show you EXACTLY how your book will be printed, including cover title, page numbers, margins and photo locations. You can preview your book at any point to see how it's shaping up, but it is especially important to preview it one last time before you decide to order books. The last Preview Book screen you see before you order is what gets sent to the printers.**

B. If there are blank pages between other pages or other chapters in your Preview Book PDF, make sure you try one of the following fixes before you send it to the printer:

1. Make the image smaller in the editor. Many times, a large image will generate an extra page as a "buffer" so that it doesn't cover up any text. Reducing its size should fix this.

2. Place the image between paragraphs, instead of at the end of your chapter. An image at the end of the chapter may, again, generate that “buffer” page so that the image doesn’t conflict with the text. An image with text following it doesn’t need to generate that extra page, because it already has a “buffer”