

Step 1: Welcome + Important Info

Welcome

- 😊 **Welcome** to The Tiny Book Course: [read](#) or [listen](#).
- 😊 **TBC History:** How did this course get started? [read](#) or [listen](#).
- 😊 **Course Duration:** How long will it take to complete this course? 60 days? Less? More? [read](#) or [listen](#).
- 😊 **Course Expectations:** What will you have by the end of this course? [read](#) or [listen](#).

Schedule

- 😊 **Schedule:** Download full schedule with dates, times, and Zoom links for each [here](#).

August 23 Orientation Meeting

August 30 Official first day of the course

September 7 First Co-working Session

September 20 Second Co-working Session

September 28 Social Hour

October 3 Third Co-working Session

October 16 Fourth Co-working Session

October 25 Graduation Celebration

October 29 Final day of the course

Support + Ask For Help

- 😊 **Introduce Yourself:** Introduce yourself to the team. We're excited to officially "meet" you! Instructions: [read](#) or [listen](#).
- 😊 **Asking for Help:** How to email a Book Coach and ask for help. [read](#) or [listen](#).
- 😊 **Writing Feedback:** How to email a Book Coach and ask for help. [read](#) or [listen](#).

Step 2: Get Prepared

Prepare Your Space

- ☺ **Prep Your Space:** Create a calm, inspiring writing workspace. Instructions: [read](#) or [listen](#).

Prepare Your Time

- ☺ **Prep Your Schedule:** Declutter your schedule. Free up time to work on your book. Instructions: [read](#) or [listen](#).
- ☺ **Prep Your Calendar:** Schedule time to work on your book. Put tiny book appointments into your calendar, including coworking sessions with the TBC team, if you want to come! Instructions: [read](#) or [listen](#).
- ☺ **Prep Your Loved Ones:** Talk to your partner, kids, housemates, and other important people in your life. Ask for their support as you work on this project. Instructions: [read](#) or [listen](#).

Step 3: Begin Working

Choose Your Book Topic

- 😊 **Types of Books by Category:** Decide what kind of book you want to write: cookbook, how-to book, list book, letter book, activity book, question book, journal, or something else? Instructions: [read](#) or [listen](#).
- 😊 **Types of Books by Time Available to Write:** Don't have much time? Consider doing a very quick book that only takes 1 hour, 5 hours, or 10 hours to write. Instructions: [read](#) or [listen](#).
- 😊 **Consider Your Audience:** Decide who's going to read your future book. Is this book just for your family and friends? For your clients? Students? The whole wide world? Instructions: [read](#) or [listen](#).

Set Your Intention

- 😊 **Your Five Reasons:** Make a list of 5 reasons why you want to write this book. Why is this important to you? Instructions: [read](#) or [listen](#).
- 😊 **Your Intention:** Set your intention for the book. Instructions: [read](#) or [listen](#).
- 😊 **Your Commitment to "Tiny":** Simplify, simplify, simplify. Find a way to make this process easier for yourself. Instructions: [read](#) or [listen](#).

Plan Your Book

- 😊 **Outline:** Make a list of what's going inside your book. This is called an outline. Keep it simple. The simpler, the better. Instructions: [read](#) or [listen](#). [Sample outlines to inspire you](#).

- 😊 **Book Title:** Choose a title (or working title) for the book. (Reminder: you can always change it later. You can call it *My Untitled Tiny Book* for now.) Instructions: read or listen.
- 😊 **Supplies and Materials:** Gather materials that you need in advance (if any). Photos, painting supplies, a particular textbook or research materials. Get everything in one place. Instructions: read or listen.

Step 4: Write Your Book

Get Unstuck

- ☺ **Clear Distractions:** Hang a Do Not Disturb sign on your door and start writing! Instructions: [read](#) or [listen](#).
- ☺ **Try the “Email a Friend” Method:** Try the “email to a friend” exercise, if you feel stuck and the words are not flowing. Instructions: [read](#) or [listen](#).
- ☺ **Explore Writing Prompts:** Still feeling stuck or uninspired? Try a writing prompt to get new ideas flowing. Instructions: [read](#) or [listen](#).
- ☺ **Diffuse Stress:** Still struggling? Do something to de-stress. When you feel better, you write better. Instructions: [read](#) or [listen](#).
- ☺ **Keep it Simple:** Stay committed to your book outline. Resist the temptation to add more, more, more and to overcomplicate the project. Instructions: [read](#) or [listen](#).
- ☺ **Be Inspired by Other Tiny Books:** Remember that simplicity is a gift to your future reader. Less is more. Instructions: [read](#) or [listen](#).
- ☺ **Validate Your Unique Book:** Remember that the world needs all kinds of books: short books, long books, joyful books, serious books, helpful books, entertaining books, simple books. Instructions: [read](#) or [listen](#).
- ☺ **Revisit Your “Why”:** If you start losing your motivation, go back and read your list of “5 reasons why I want to write a book.” Remember why you started. Instructions: [read](#) or [listen](#).

Additional Sections To Write

- 😊 **Book Description:** Write a short description of your book. Instructions: [read](#) or [listen](#). [Sample book descriptions](#).
- 😊 **Author Bio:** Write a short author bio. Instructions: [read](#) or [listen](#). [Sample bios](#).
- 😊 **Dedication:** Add a dedication to your book. Instructions: [read](#) or [listen](#).
- 😊 **Acknowledgments:** Add an acknowledgments section to your book. Instructions: [read](#) or [listen](#).
- 😊 **Copyright:** Add a copyright note to your book to protect your intellectual property. Instructions: [read](#) or [listen](#).

Permissions + References

- 😊 **What are copyrights?:** Copyrights and permissions can seem like an overwhelming topic. We'll go over different copyright and permissions terms, their definitions, what they mean to you as an author wishing to reference another author's work, and what they mean to you as an author protecting your own work. Instructions: [read](#).
- 😊 **Using Song Lyrics, Quotes, Etc:** If you want to include someone else's work in your book (for instance, a song lyric, quote, recipe, photo, etc.), reach out to the creator. Ask for permission to include their work. Make sure it's okay. Instructions: [read](#) or [listen](#). [Sample email](#) to ask for permission - copyrighted work.
- 😊 **Stories About Other People:** If you want to include a story about someone else in your book (for instance, a story about your client and her divorce), reach out to that person. Ask for permission to include their story. Instructions: [read](#) or [listen](#). [Sample email](#) to ask for permission - personal story.
- 😊 **Referencing Sources:** If you'll be using quotes or ideas from other books or articles, you'll want to cite the book, article, blog, etc. in your book. Instructions: [read](#) or [listen](#).

Step 5: Edit Your Book

Edit + Proof

- 😊 **Editing:** Edit your book—or have someone do this for you. Instructions: read or listen.
- 😊 **Proofreading:** Proofread your book—or have someone do this for you. Instructions: read or listen.

Beta Readers

- 😊 **Beta Readers:** If you want, give your book manuscript to someone you trust. Ask for their feedback. (Or not. This is completely optional.) Instructions: read or listen. Sample email – “Would you please take a look and give feedback?”

The Final Check

- 😊 **The “Good Enough” List:** Create a Good Enough List, so you’ll know when your book manuscript is “good enough” and ready for design and printing. This will help you avoid spinning in circles and feeling like the project is never done. Instructions: read or listen.
- 😊 **Final Check:** Any last changes, additions, or subtractions you want to do to your manuscript before your book gets designed and ready for printing? Now is the time! Instructions: read or listen.

Step 6: Design Your Book

Book Specs

- ☺ **Choose Paper Type, Ink Color + Cover Finish:** Now that your manuscript is written, it's time to start thinking about your physical book. First, we'll talk about paper types, ink color and cover finish for your printed book. [read](#) or [listen](#).
- ☺ **Choose Your Format:** Decide what format you want your book to be: hardcover, paperback, ebook. You can pick more than one, if you want. Instructions: [read](#) or [listen](#).
- ☺ **Choose Your Size:** Decide what size you want your book to be. In this course, we provide templates for the following sizes: 5x8, 6x9, 7x10, 8x8, and 8.5x11 inches. Instructions: [read](#) or [listen](#). [Watch the video demonstration](#).
- ☺ **Templates:** Download the template that corresponds to whatever size you want. Instructions: [read](#) or [listen](#).

Interior Layout

- ☺ **Creating Your Interior Layout Using Microsoft Word:** If you chose to work in Microsoft Word please follow along with our step-by-step guide. [All the resources](#).
- ☺ **Creating Your Interior Layout Using Apple Pages:** If you chose to work in Apple Pages please follow along with our step-by-step guide. [All the resources](#).
- ☺ **Creating Your Interior Layout Using Canva:** If you chose to work in Canva please follow along with our step-by-step guide. [All the resources](#).

Cover Design

- 😊 **Start Here:** The videos in the following three steps will walk you step-by-step through creating your cover. But before you begin, read this to decide if you'd like to hire help or DIY. Instructions: [read](#) or [listen](#).
- 😊 **Design Your Book Cover:** Learn to use Canva to design a book cover you love. [watch](#).
- 😊 **Download Your Publishing Template:** Use the IngramSpark cover generator to prepare your cover for print. [watch](#).
- 😊 **Finalize Your Book Cover + Barcode:** Using your publisher template and your Canva cover art, go back into Canva to place your cover art on the printer's cover template. [watch](#).
- 😊 **Ask for Help:** Struggling? Feeling confused? Email us and tell us what's going on. We will do everything within our power to help you out. Instructions: [read](#) or [listen](#).

Step 7: Publish Your Book

Publishing 101

- 😊 **How Self-Publishing Works:** Get educated about how self-publishing works. Instructions: [read](#) or [listen](#).
- 😊 **Decide Between a Public or Private Book Release:** If you haven't already done so, decide whether you want to release your book publicly (customers can buy it online) or privately (not available for sale to the public, only you are allowed to order copies). Instructions: [read](#) or [listen](#).
- 😊 **Choose a Publisher Name:** If you're planning to sell your book online, decide what the "publisher name" for your book will be. It can be your name, the name of your company, or something else. Instructions: [read](#) or [listen](#).
- 😊 **Acquire an ISBN/LCCN:** If you're planning to sell your book online, get your ISBN. This will go onto the back cover of your book. An LCCN is a Library of Congress Control Number, it isn't a requirement, but it is always an option. Instructions: [read](#).
- 😊 **Create Your IngramSpark Account:** Regardless of whether you intend to sell your book or not, create an account at [IngramSpark.com](https://www.ingramspark.com). This is where you will upload your files for self-publishing and printing. Instructions: [read](#) or [listen](#).
- 😊 **Price Your Book:** If you're planning to sell your book online, decide on a price for your book. Instructions: [read](#) or [listen](#).
- 😊 **Understanding Distribution + Book Returns:** An important part of the publishing process is understanding how bookstore distribution and book returns work. This lesson will help you understand your choices around making your book returnable or not. [read](#) or [listen](#).
- 😊 **Set Up Your Preorder Campaign:** Having a presale is a great way to build excitement around your book while taking the time you may need to prepare for a launch. Instructions: [read](#).

Review The Upload Checklist

- 😊 **Uploading Your Book to IngramSpark:** Take a look at the Upload Checklist to make sure you have everything you need for a smooth and successful upload. Instructions: [read](#) or [listen](#).
- 😊 **The Upload Checklist Video Tutorial:** We recommend you watch this video tutorial with your upload checklist handy! :) It will cover everything you'll need to upload your book to IngramSpark. [Watch](#).

Upload Your Book

- 😊 **Upload Your Book:** Once you have completed everything on the Upload Checklist, it's time to upload your book. Instructions: [read](#) or [listen](#).
[Private, Not for Sale, Video Tutorial](#)
[Public, For Distribution, Video Tutorial](#)
- 😊 **Common Upload Errors:** You've made it to the point where you're ready to upload your final files (Hooray!), but just as you push the button to upload, an error screen appears. Don't worry...we got you! These are a few common upload errors and how to fix them. [read](#) or [listen](#).
[Troubleshooting Images](#)
- 😊 **Digital Proof:** Look at your digital proof (PDF) and make sure everything looks good. If there's anything you want to change, go ahead and make the change, then upload your print files again, just like before. Instructions: [read](#) or [listen](#).
[Watch the video demonstration](#).
- 😊 **Printed Proof:** Order your proof copy—this is a physical, printed version of your book so that you can do one more final check. When you get it in the mail, check it out and make sure it all looks good. Instructions: [read](#) or [listen](#).
- 😊 **Approve + Enable Distribution:** Once you're satisfied and happy with how everything looks, click "approve" in IngramSpark to officially publish your book. Hooray! You did it! When you click "approve," you can indicate if you want to release your book publicly (customers can buy it online) or privately (not available for sale to the public, only you are allowed to order copies). You can change this setting later, if you want. Instructions: [read](#) or [listen](#).

Step 8: Market Your Book

Celebrate + Share

- ☺ **Celebrate:** Your book is DONE! Celebrate this momentous occasion in your own way—dance party, dog snuggles, cake and coffee, whatever feels good to you. YOU DID IT. Instructions: [read](#) or [listen](#).
- ☺ **Share With Us:** Email us to share the happy news! “My book is done!” Instructions: [read](#) or [listen](#).
- ☺ **Order Author Copies:** Order copies of your book to share with friends, family, and people you love. Consider donating one or two copies to your local public library, too. Instructions: [read](#) or [listen](#).

Market Your Book

- ☺ **Announce Your Book:** Announce your book to the world. This could mean texting your family to share the happy news, sending a press release to the media, doing a quick post on your website or blog, or something else. Instructions: [read](#) or [listen](#). [Sample announcement](#).
- ☺ **Create a Marketing Plan:** If you want to sell your book, put together a marketing plan. Make a list of action steps you can take to generate book sales. (We have a few ideas for you to consider.) Instructions: [read](#) or [listen](#). [Sample marketing plan](#).
- ☺ **Thank Your People:** Send a thank you to all the people who helped make this book possible. Let each person know, “You were an important part of this project, whether you realize it or not.” Instructions: [read](#) or [listen](#). [Sample thank you letter](#).

- 😊 **Celebrate Some More:** Celebrate even more. Seriously. This is a major achievement. Something millions of people fantasize about but never actually do. Treat yourself to a fancy meal or something else you want.
Instructions: [read](#) or [listen](#).
- 😊 **Log Your Ideas:** Maybe you're already dreaming about writing a second, third, or fourth book? Amazing. Write down ideas. Now that you've gone through the journey once, the second time will be so much easier.
Instructions: [read](#) or [listen](#).

Attend Graduation

- 😊 **Attend The Tiny Book Course Graduation:** Come to the Graduation Celebration to see a presentation of finished books and books-in-progress!
Instructions: [read](#) or [listen](#).

Additional Resources

Hiring Editors, Illustrators, or Other Professionals

- 😊 **Book Budget:** Create a budget for your book. How much are you willing to spend to get this project done? (Note: your budget can be \$0. That's totally fine.) Instructions: [read](#) or [listen](#). [Sample budgets](#).
- 😊 **Considerations for Hiring Help:** Based on your budget, decide if you want to hire professionals to help you complete this project—or not. Instructions: [read](#) or [listen](#).
- 😊 **Hiring Professional Support:** If you decide that you want to hire people, reach out via email (the sooner the better) and make sure they're available. Instructions: [read](#) or [listen](#). [Professionals we recommend](#). [Sample email](#) to reach out to see if someone is available.
- 😊 **Illustration Guide:** If you are looking to create an illustrated book, like a gift book or children's book, here are some additional resources for you. Instructions: [read](#).
- 😊 **KDP Resource Guide:** Learn about publishing your book with Amazon's Kindle Direct Publishing. [read](#).
- 😊 **Audiobook Resource Guide:** Here are resources on how to turn your book into an audiobook. Instructions: [read](#).
- 😊 **Building Your Author Business:** Now that you're a published author, remember that promoting and selling your book is a marathon, not a sprint. Instructions: [read](#) or [listen](#).
- 😊 **20 Quick Book Ideas:** Is it possible to write a book...in just one day? Yes! Try one of these super-quick book ideas. Tiny projects. Quick wins. [read](#) or [listen](#). This resource comes from our Write Your Book In One Day free community workshop.

- 😊 **The Tiny Book Course Graduate Gallery:** Take a look at a few beautiful books written by graduates of The Tiny Book Course. So inspiring!
- 😊 **Music for Writers:** Alex recommends the following music playlists if you like having calm, chill background music while you write: Peaceful Piano, Stones Start Spinning, Kora Chill, Lo-Fi Chill, Beautiful Chorus, Coffee Table Jazz, Hang Drum Meditation Music, Low and Slow, and Peaceful Writing Time.