# Format Your Chapter Title (set as Heading 1)

As you prepare text for uploading to Pressbooks, your entire Word document should be formatted using Word styles. All standard styles, including basic text formatting and bulleted lists will be retained by the import feature. Subheads will be included as long as they are identified using Word styles.

Remember to reserve use of Heading 1 for chapter titles. The Pressbooks import will use the first appearance of Heading 1 as a chapter title, with subsequent appearances of Heading 1 as the beginning of new chapters.

## Format Your Headings (set as Heading 2)

Headings should be set as Heading 2 or higher.

### Or, Use Other Heading Levels (Heading 3)

## Paragraph Text (set as Normal)

Set all regular paragraph text as “Normal” using the style menu in Word. Most standard text formatting will be retained when uploading your file into Pressbooks. For instance, **bold**, *italics*, superscript, and [hyperlinks](https://www.youtube.com/watch?v=h1-ZdH3cC48), will appear in the Pressbooks import. Take note that some formatting, like small caps or underline, will not be imported; fonts or text colours will not be imported either. If needed, these additions can be made in Pressbooks.

## Tables

|  |
| --- |
| You can include tables in standard Word formatting.  |
| These will import into Pressbooks and will retain their basic structure. | Column 2 | Column 3 | Column 4 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Text Boxes and Images

Text boxes created in Word will not import into Pressbooks. Instead, mark text to be included in a text box in the Word file, and then create the box in Pressbooks. For example,

<Include the Following in a Text Box>

Likewise, do not embed images or multimedia in your Word file. Any illustrations should be added in Pressbooks. To keep your document organized, maintain consistent figure numbering, and include an insert tag and the caption in your Word file. For example,

<Insert Figure 1.1 here>

Figure 1.1. An illustration that will be uploaded to Pressbooks and inserted in my document.

## References

Endnotes[[1]](#endnote-1) or footnotes created in Word will be imported into Pressbooks. Be sure to just use one style; all notes will appear as endnotes in Pressbooks.

## Further Information

* For a short overview of the Pressbooks import tool, see “[Tutorial: How to Import Word Files into Pressbooks](https://www.youtube.com/watch?v=h1-ZdH3cC48).”
* For more a more detailed discussion, see “[Bring Your Content into Pressbooks](https://guide.pressbooks.com/chapter/bring-your-content-into-pressbooks/#chapter-156-section-3),” in the [Pressbooks User Guide](https://guide.pressbooks.com/).

## Notes

1. Example of an endnote. [↑](#endnote-ref-1)