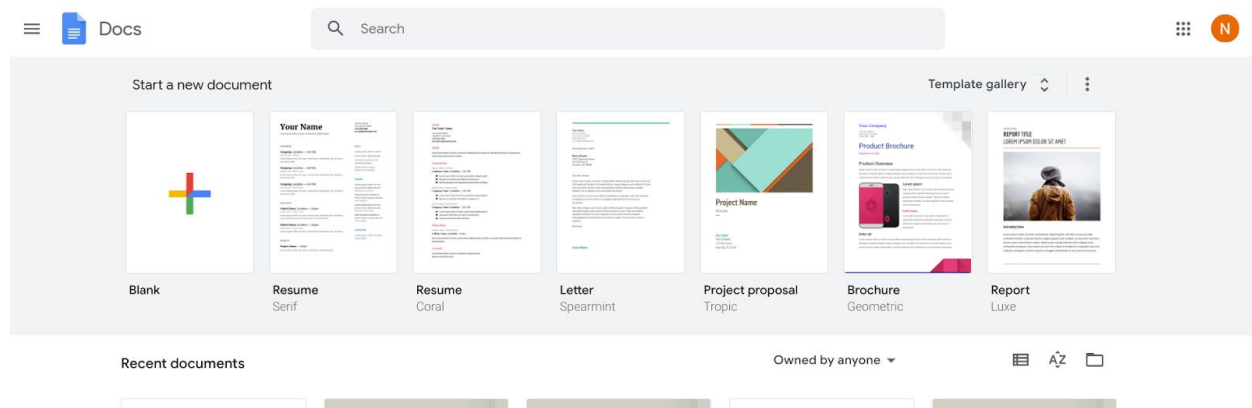


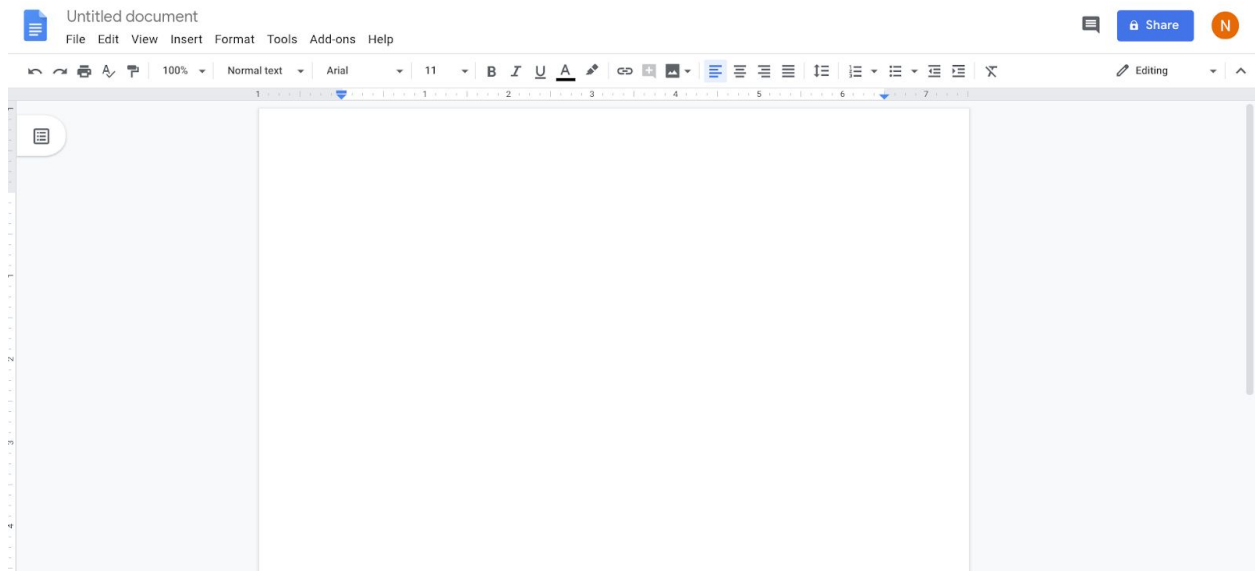
How to Create an E-book, Workbook, Checklist, and Worksheet

E-books, workbooks, checklists, and worksheets are things that almost every online entrepreneur has to make. So time to learn!

We'll start with creating an e-book! First go to Google Docs (<https://docs.google.com/>) and login with your Google account (if you have a Gmail email address, you can login with that; if you don't have a Google account, create one, it's free). Then click on Blank for Start a new document at the top:

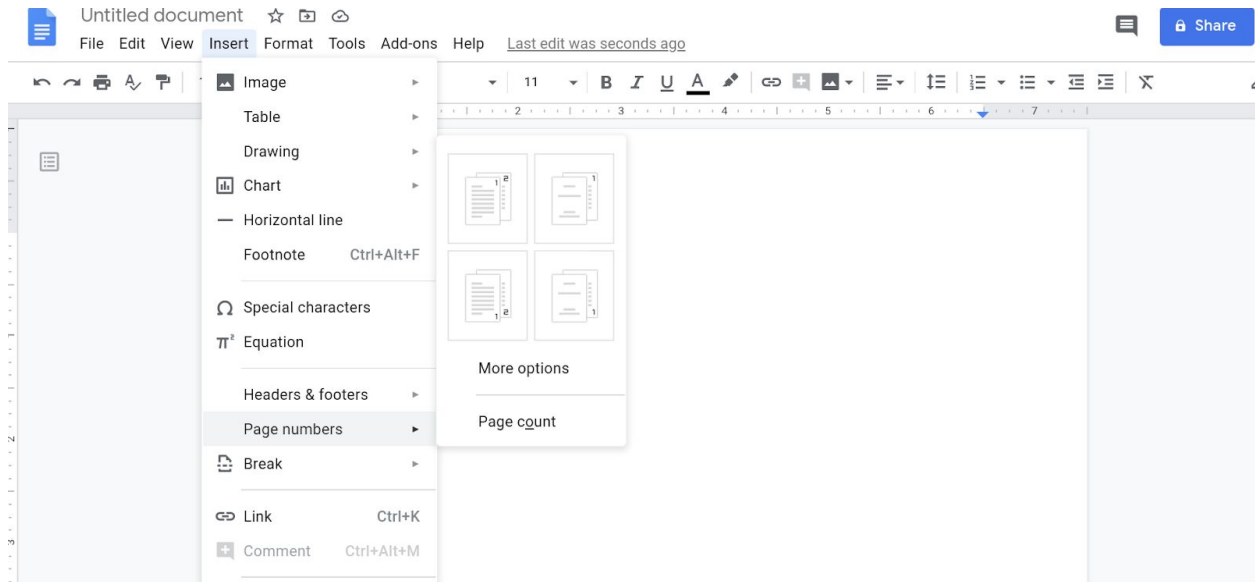


This will bring up a new document for you to fill out:

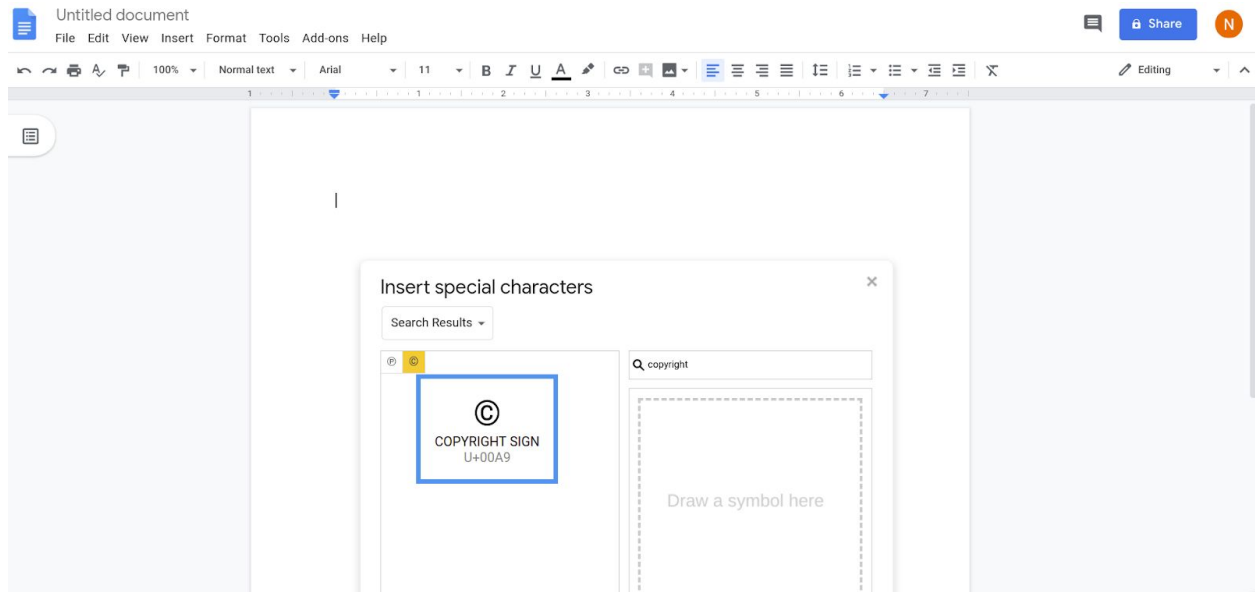


Write up whatever you want and format as you'd like it. You can change the font (it's Arial by default; you can add more fonts by clicking on 'More fonts'). Change the font size (14-18pt is usually the best for the e-books and workbooks). You can bold text (the B), italicize text (the I), underline text (the U). You can change colors (you can choose a custom color by clicking on 'CUSTOM' and typing in the hex code for the color you want - helps with staying on brand). You can choose a highlight color for the text. You can hyperlink parts of the text (if it's an opt-in offer/lead magnet, you may want to link to the sales page for the service/product it ties into). You can add an image. You can choose the alignment, the line spacing (1.5 - 2 is usually best), or add a bulleted or numbered list.

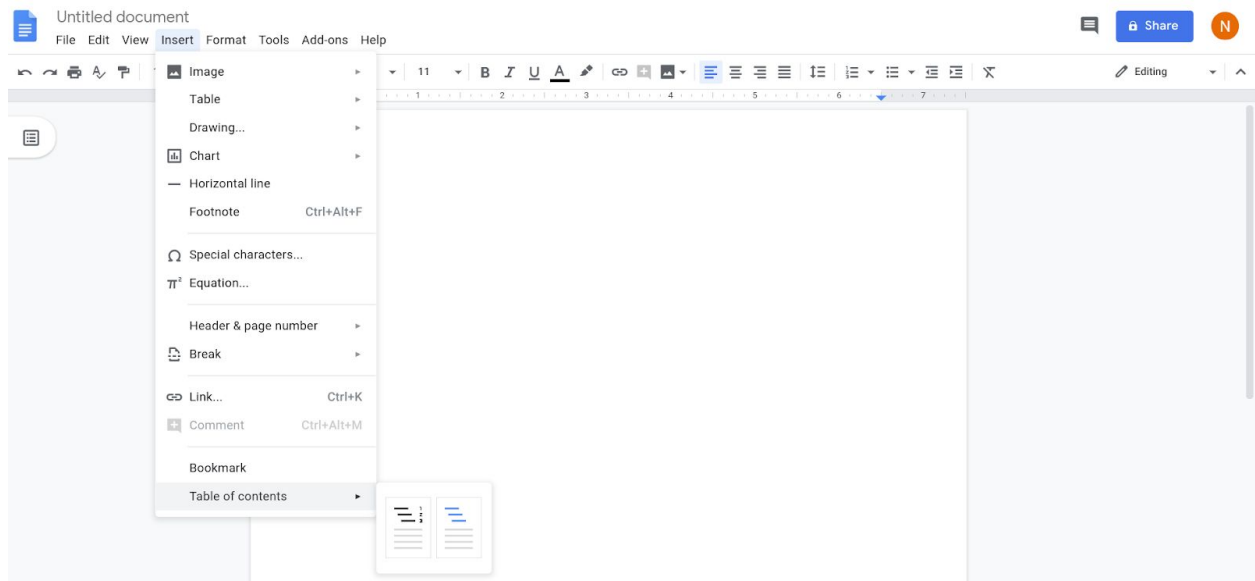
If it's over 10 pages, you may want to add page numbers. For that, just click on Insert > Header Page numbers, and then choose which where you want it to appear:



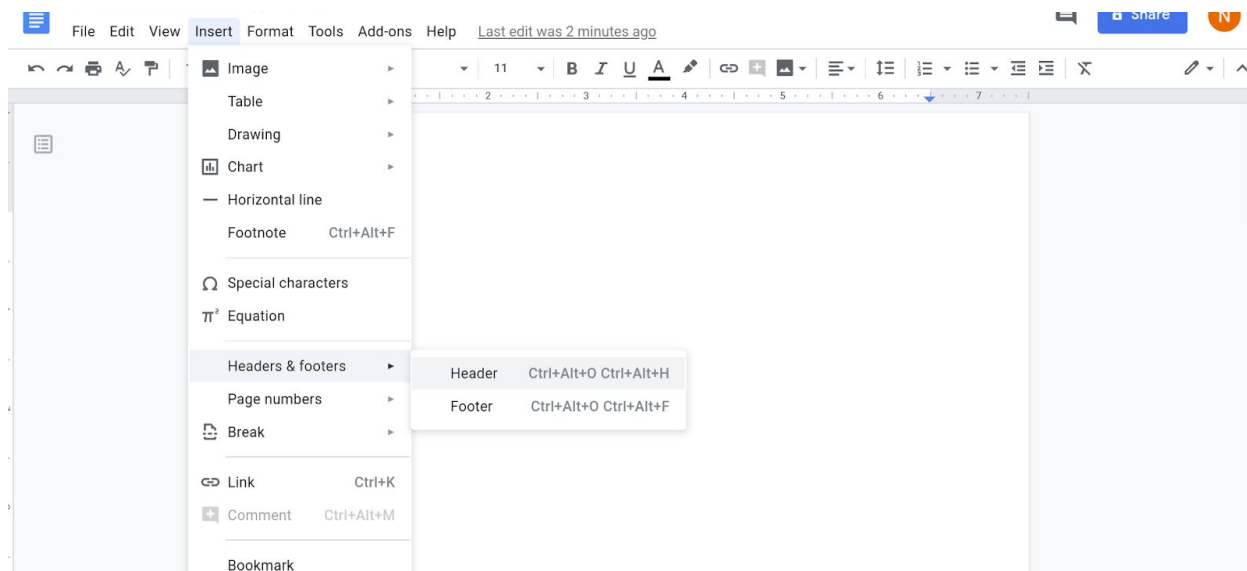
You can include a copyright symbol by clicking on Insert > Special characters, and typing in 'copyright' in the search box (that'll pull up the copyright symbol; just click on it to add it to the document):



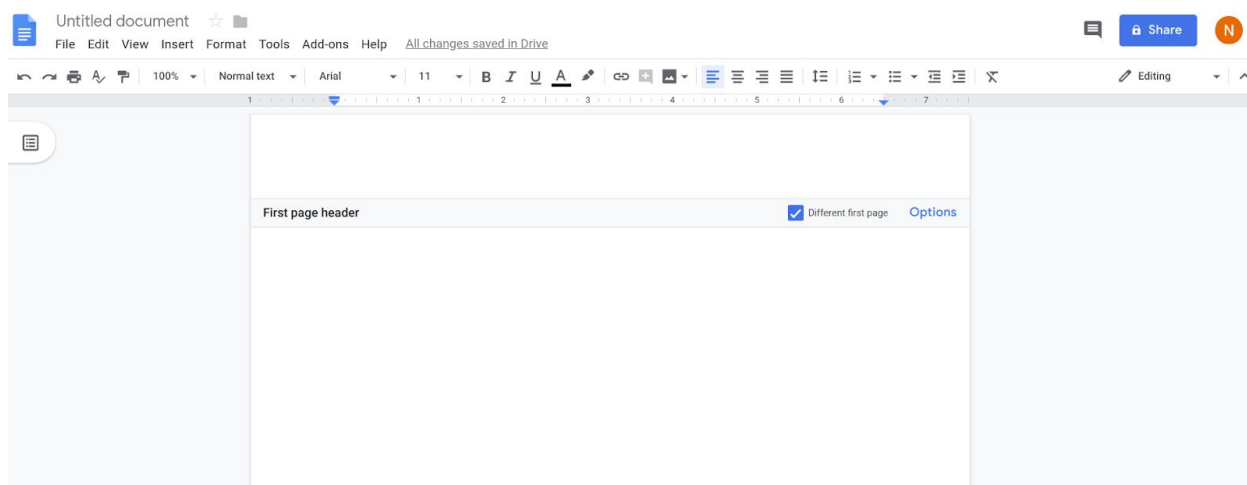
If content is split up (like chapters or lessons), you can add a table of contents. You'll need to change the text that you want to appear in your table of contents from Normal text to Heading 1, Heading 2, Heading 3, and so on. Then click on where you want the table of contents to occur, then click on Insert > Table of contents, and select which you'd like:



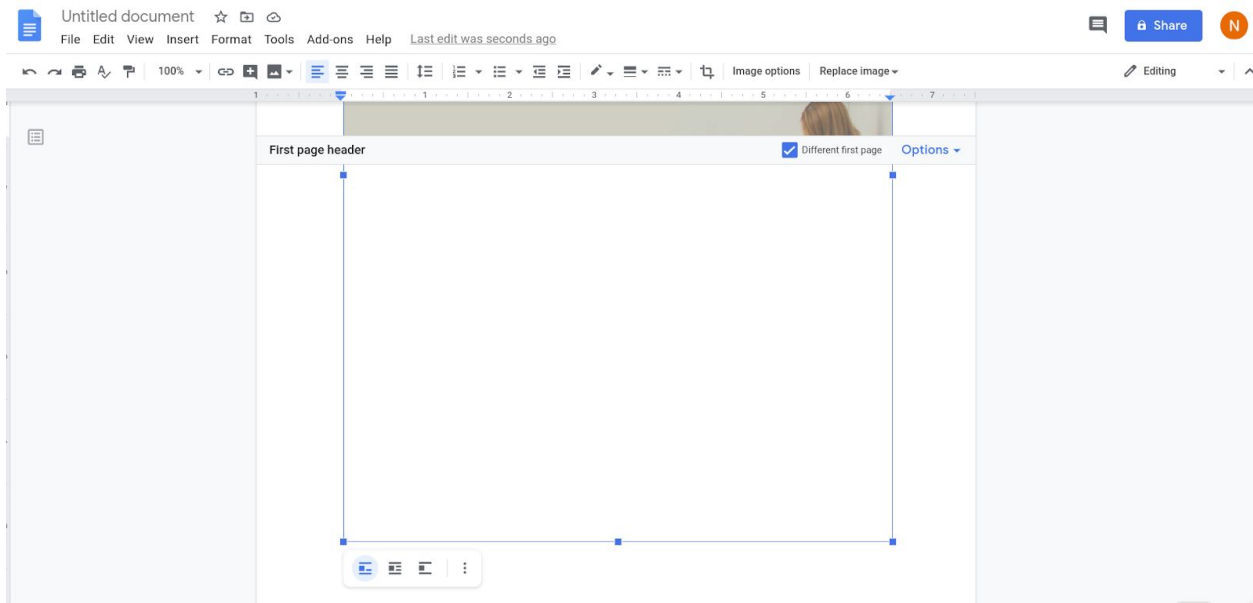
If you want to add a cover, click on Insert > Header & footers > Header:



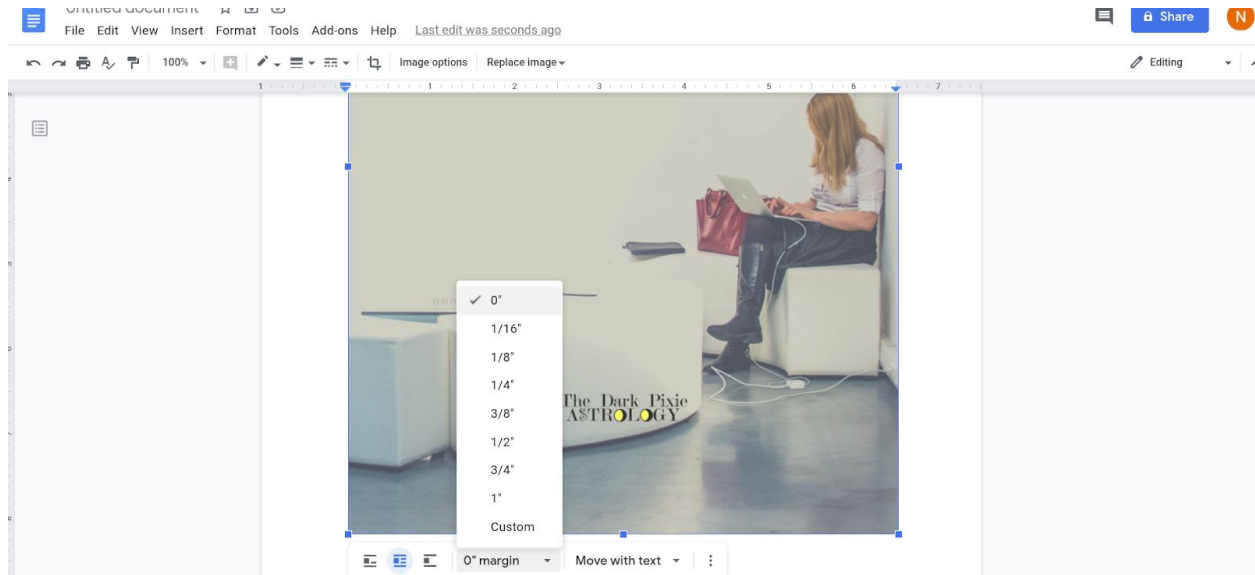
In the header, a checkbox will appear for 'Different first page' - make sure to check that box otherwise everything will be your cover!:



Then in the header, click Insert > Image > Upload from computer, and upload your cover image (you can create one in Canva really easily!). Then click on the image, and at the bottom of the image, a little rectangle with options will appear:

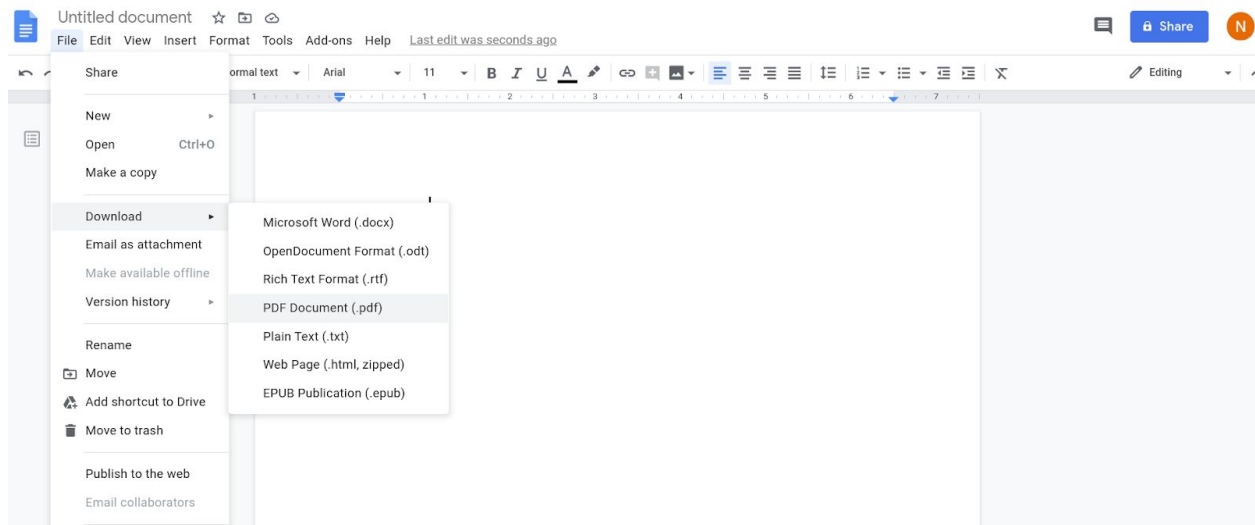


Click on the middle option (is Wrap text). Then a dropdown menu for margin will appear; it automatically is at $\frac{1}{8}$ ", so select 0" margin from the dropdown menu:



Then drag the borders of the image to cover the whole page. Some of the bottom of the image will be cut off (unless you create the image to be letter size, 8.5" x 11", in Canva). Once it's the page is covered, click off of the box and the cover is complete.

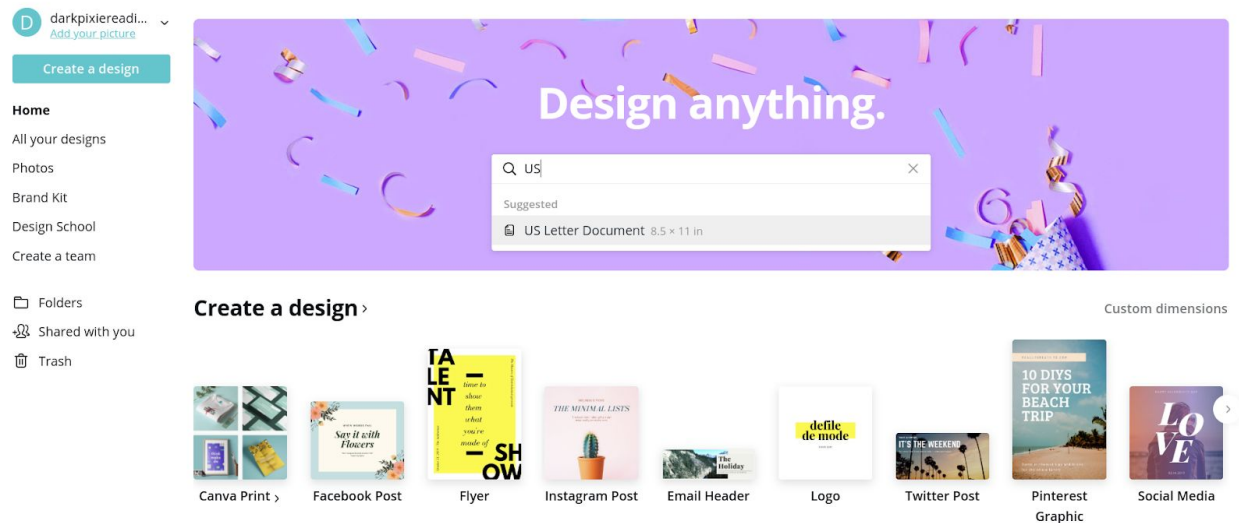
You'll want to download as a PDF file (makes it accessible across devices and operating systems). Click on File > Download > PDF Document (.pdf):



This will download the e-book to your computer. And you're done!

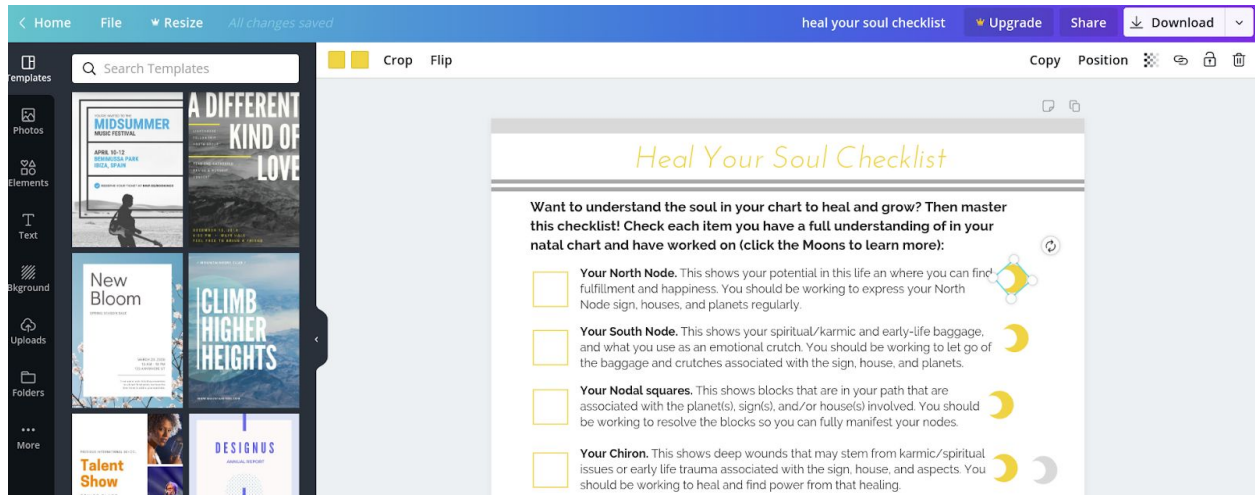
To create a checklist or worksheet, use Canva for free

(<https://www.canva.com/>). Login or create an account. In the search box, type in US letter (or if you're in Europe, type in A4) so people can fill it out online or print it up:



I like to keep checklists and worksheets simple so it's not too terrible for people to be able to print up (and it can make it easier to keep it readily viewable on smart phones). Add text, shapes, lines, icons, whatever you'd like (just try to avoid images). If it's a checklist and you want people to actually check things off, create small boxes (or whatever shape you want) for that. If it's a worksheet for people to fill out with information, leave room for that (or add boxes for that as well).

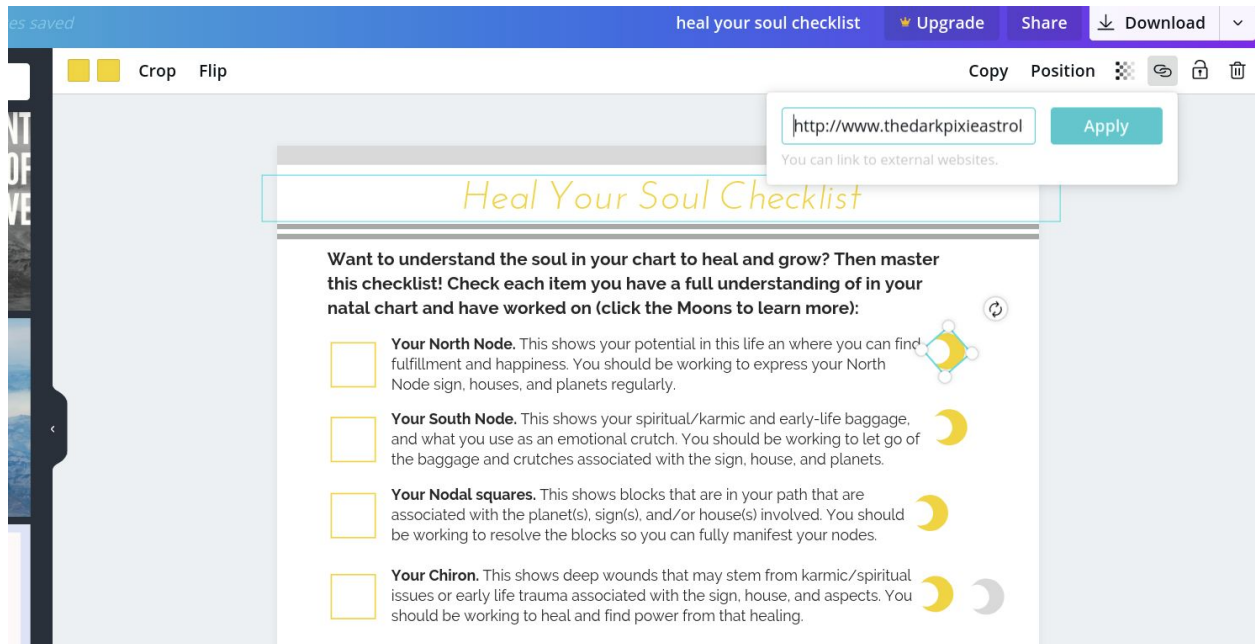
This is a shot of the Heal Your Soul Checklist in Canva:



You can see it's pretty simple! Text, some lines, some boxes. One tip I learned that I used with this checklist is to link to extra resources that are relevant to the tip. So on the checklist, there are Moons next to each point. The yellow Moons are linked to the Soul Astrology Masterclass (which this checklist ties in to). The grey Moons link to blog articles about the point listed. The bottom has a key that says that the yellow Moons link to the Soul Astrology Masterclass and the grey Moons link to a free resource:



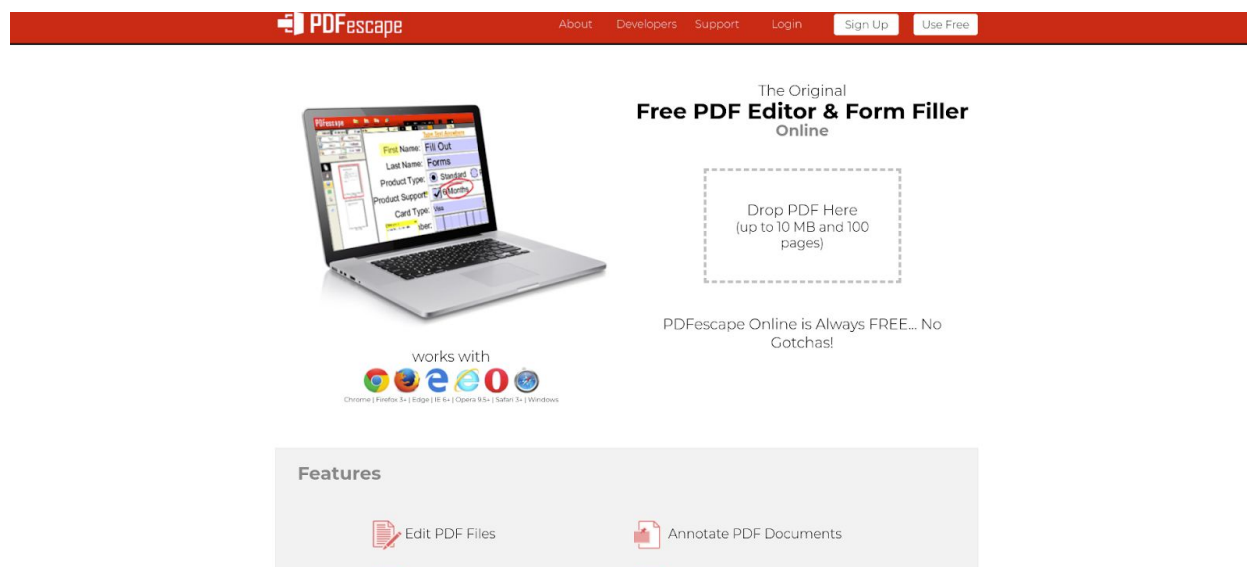
To link something in Canva, just click on it (where shape, icon, or highlight text), and then click on the hyperlink icon in the top right, copy/type in your link, then click Apply:



I got this checklist idea from a guru - outline the steps/units/lessons in a course or chapters/lessons/units in an e-book, and give that away as an opt-in offer/lead magnet. Include links to free resources, and link on every point to the paid product. They say checklists don't convert as well statistically to turn people into buyers, but this one actually does for me!

When finished, download as a PDF Print file.

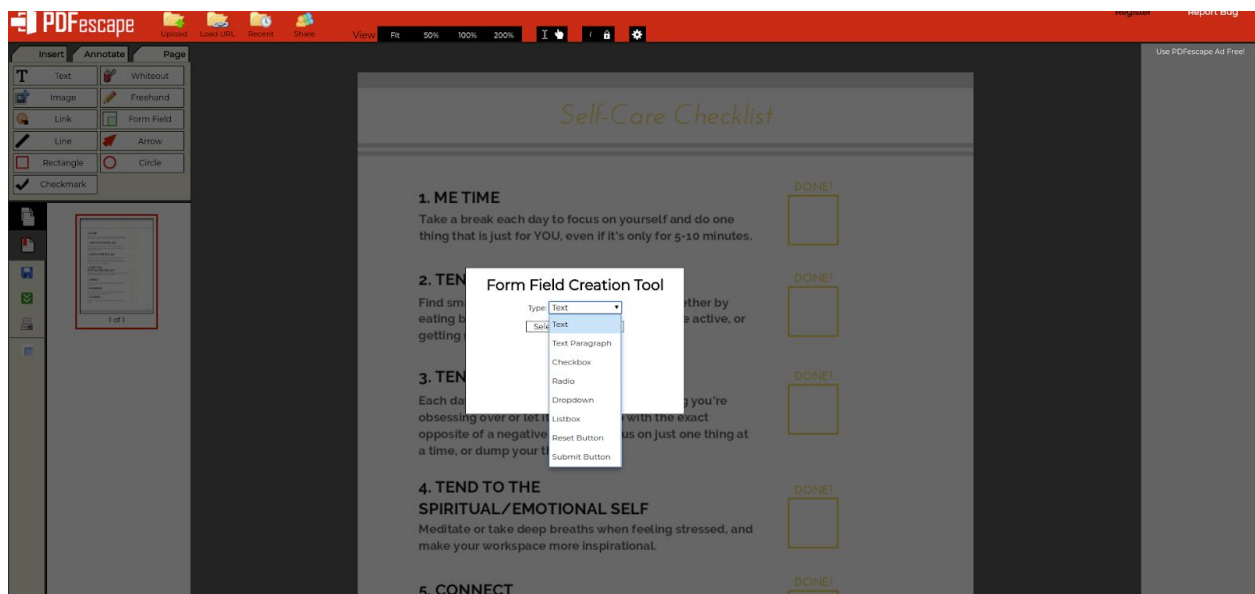
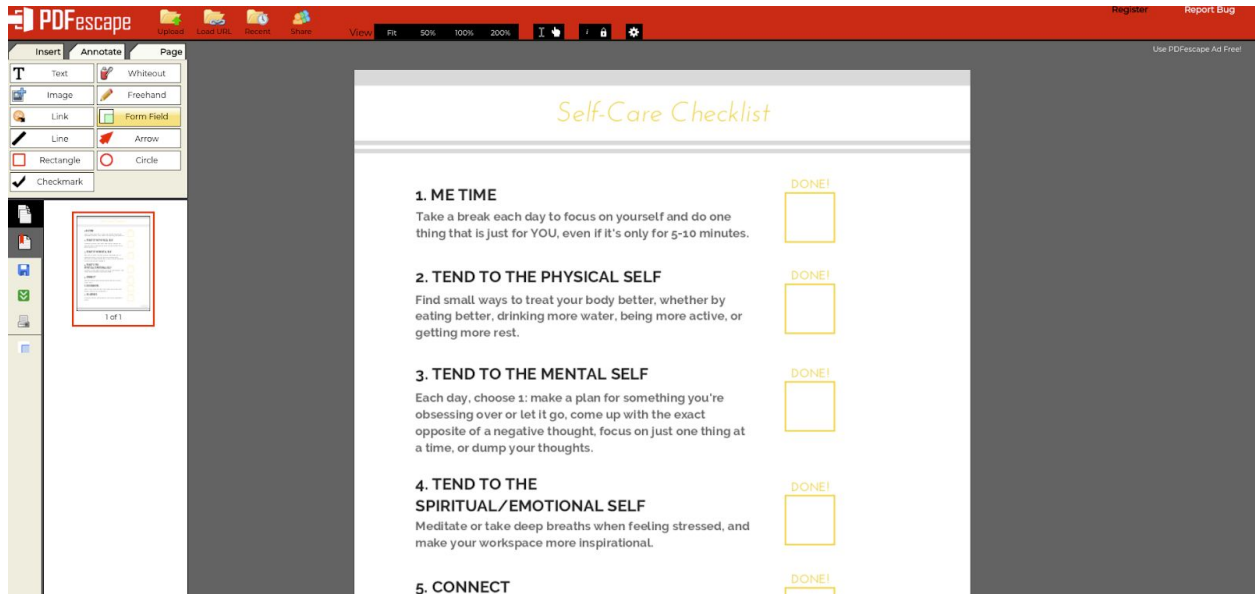
To **create a workbook**, follow all of the same steps for creating an e-book. Once it's downloaded as a PDF file to your computer, go to PDF escape (<https://www.pdfescape.com/>):



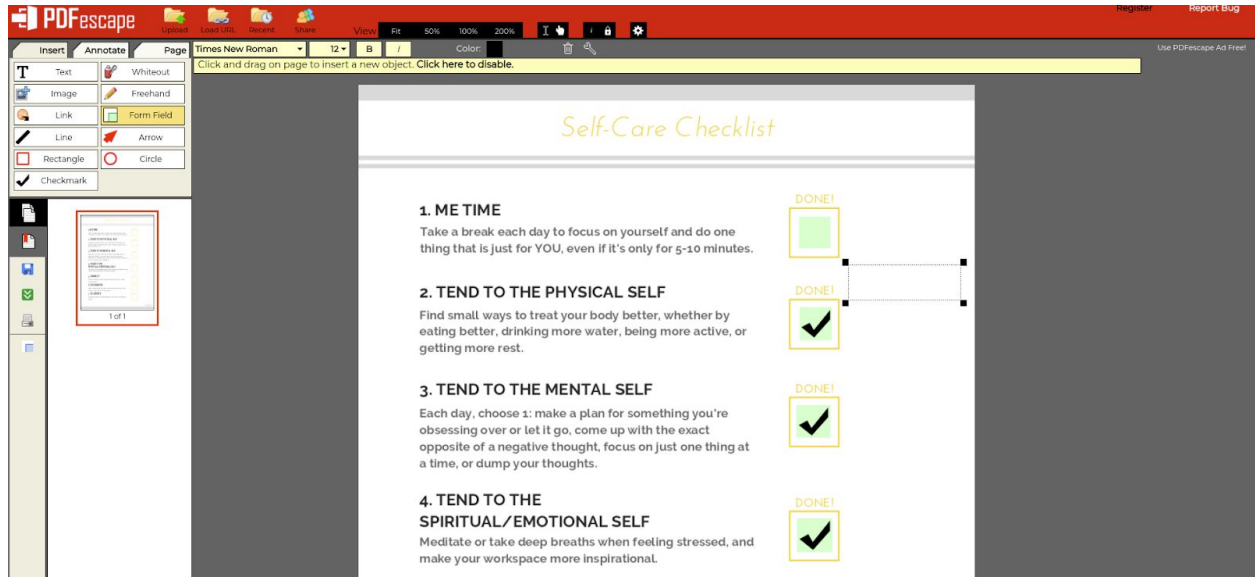
This is a free online tool you can use to make any of your PDF files fillable (up to 100 pages or 10MB; suitable for opt-ins offers/lead magnets which will be smaller, but some bigger workbooks and paid products may be too large, in which case, I recommend using DocHub; it's free up to 2,000 documents).

If you have a checklist or worksheet you want to make fillable, you can use PDF Escape for that as well (upload that instead of a workbook).

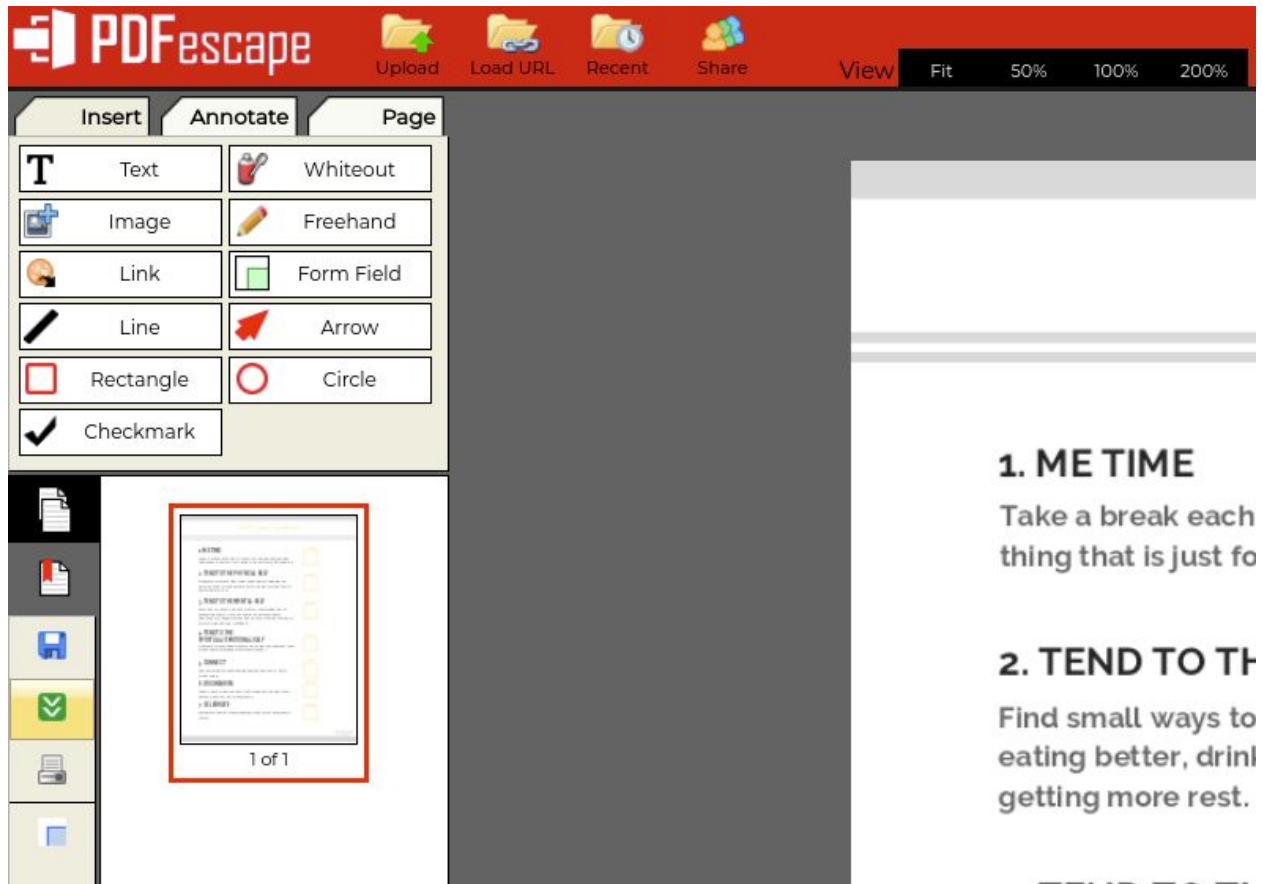
Click on Use Free (upper right), then click on Upload PDF to PDFescape, and upload. Once uploaded, click on Form Field in the upper left, and select the type you want:



Click where on the page(s) you want the type you select to occur. You can adjust the size, text, color, etc.:



When you're done, click on the little green square with two white arrows pointing down in the left sidebar to save and download as a PDF file:



And you've got a fillable PDF file!