**Don’t Make These 10 Newbie Mistakes**

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1. Don’t forget to keep hitting SAVE.
2. Don’t only save your work in one place. Save it to 3 places. I send mine to my email on occasion.
3. Don’t eat and drink over the keyboard.
4. Don’t name your final draft, final final final…ad infinitum. Label final drafts with the date.
5. Don’t keep old mobi, ePub, and PDF files where you will confuse them with the latest edition. Date them and put them in a folder marked: Previous editions.
6. Don’t keep files in download limbo. Move formatted versions and files into the appropriate folder immediately. Create file systems to organize your final books.
7. Don’t give a rough draft to a friend or relative who will share it everywhere. You know who they are. They’re the same ones who can’t keep a secret.
8. Don’t query the top agents first. You will probably find a typo in the query or first 20 pages, and/or find a better way to word something.
9. Don’t despair. Overnight success stories are amazing because they are so very rare.
10. Don’t give your only book away free.