Basic Formatting for Bound (Printed) Books

1. Set “Styles” for the Manuscript
2. Copyright Page
3. From the styles menu (click on the small arrow in the lower right corner) click on “AA” at the bottom left to create a new style
4. Choose the following options on the main page:
5. Name: Copyright
6. Style Type: Paragraph
7. Style based on: No Style (Never choose ‘normal’ because it creates automatic changes you may not want)
8. Style for following paragraph: It will automatically change to “Name”
9. Under ‘formatting’ choose: Times New Roman, 10, left unjustified
10. Click on Format on the bottom left and choose ‘paragraph’ and choose the following options:
11. Indentation: 0 and Special: None
12. Spacing: ‘Before’ and ‘After’ – 0, Line Spacing – single
13. Chapter Title
14. From the styles menu (click on the small arrow in the lower right corner) click on “AA” at the bottom left to create a new style
15. Choose the following options on the main page:
16. Name: Chapter Title
17. Style Type: Paragraph
18. Style based on: HEADING 1 (so it can be formatted in a Table of Contents TOC)
19. Style for following paragraph: It will automatically change to “Name”
20. Under ‘formatting’ choose: Type of font that matches topic of book, The size that is at least 24, Centered
21. Click on Format on the bottom left and choose ‘paragraph’ and choose the following options:
22. Indentation: 0 and Special: None
23. Spacing: ‘Before’ and ‘After’ – 0, Line Spacing – single
24. Book Body
25. From the styles menu (click on the small arrow in the lower right corner) click on “AA” at the bottom left to create a new style
26. Choose the following options on the main page:
27. Name: Book Body
28. Style Type: Paragraph
29. Style based on: No Style (Never choose ‘normal’ because it creates automatic changes you may not want)
30. Style for following paragraph: It will automatically change to “Name”
31. Under ‘formatting’ choose: Bookman Old Style, 12 (may be 11 if the author wants to reduce the page count), left unjustified
32. Click on ‘Format’ on the bottom left and choose ‘paragraph’ and choose the following options:
33. Indentation: 0 and Special: First Line - .3
34. Spacing: ‘Before’ and ‘After’ – 0, Line Spacing – single
35. You may need to create other styles for chapter title, subheading, quoted passages, songs or poetry: create them and name them accordingly with the appropriate options as you need them
36. Set Margins
37. In the ‘Page Layout’ click on ‘Margins’ and select ‘Custom Margins from the bottom
38. Top and Bottom: .5
39. Left and Right: .4
40. Gutter: .3 - .75 (.3 for 200 pages, add .1 for each additional 100 pages)
41. Pages: Mirror Margins
42. Apply to: Whole Document
43. Page Size
44. In ‘Page Layout’ click ‘Size’ and ‘more paper sizes’ from the bottom
45. Width: 6 or 5.5 to increase page count
46. Height: 9 or 8.5 to increase page count
47. Apply to: Whole Document
48. Insert page break after title page and insert Copyright page
49. Page Breaks
50. Clear all page breaks
51. insert ‘next odd page’
52. under page layout click on drop down menu for ‘Breaks’
53. select ‘next odd page’ under ‘Section Breaks’ (you may have to scroll down’
54. for books with small or numerous chapters, you may be select ‘Next Page’ under ‘Section Breaks’
55. Chapter Titles
56. Go to google get Spanish
57. Highlight number and period and right click to paste
58. Highlight entire title and go to Home tab and click erase then Aa and select Capitilize each word twice.
59. Hit back arrow go to Layout choose breaks then page break
60. Put a return after the chapter title and number that you pasted from google
61. highlight text and select ‘Chapter Title’ from style menu then highlight title and hit chapter title
62. remove all extra paragraph symbols
63. Headers
64. on the first chapter, double-click on the header or scroll to the header on above the first chapter
65. on the ‘design’ tab select the following options
66. Different on first page
67. Different on odd and even pages
68. On the first chapter only make sure that ‘link to previous section’ is not selected
69. go to the header on the second page of the chapter and choose the following option from the ‘Design’ tab:
70. Different on first page
71. Different on odd and even pages
72. On the first chapter only make sure that ‘link to previous section’ is not selected
73. Paste the authors name in Copperplate Gothic Light or in a font they choose; size 11 or 12 depending on length of title
74. go to the header on the third page of the chapter and choose the following from the ‘Design’ tab:
75. Different on first page
76. Different on odd and even pages
77. On the first chapter only make sure that ‘link to previous section’ is not selected
78. Paste the title of the book in Copperplate Gothic Light or in a font they choose; size 11 or 12 depending on length of title – must be the same size at the author name
79. Follow the same steps on all chapters but make ***sure*** that ‘Link to previous’ ***is selected***
80. Page Numbers
81. Double-click on the footer on the first page of the first chapter
82. on the ‘design’ tab select the following options
83. Different on first page
84. On the first chapter only make sure that ‘link to previous section’ is not selected
85. Click on the ‘Page Number’ drop down menu on the left and select ‘Format Page Numbers…’ using the following options:
86. select ‘Start at’ and type 1
87. From the same menu select placement for page number (middle bottom)
88. Highlight number and change font to Copperplate Gothic Light
89. go to the footer on the second page of the chapter and choose the following option from the ‘Design’ tab:
90. Different on first page
91. On the first chapter only make sure that ‘link to previous section’ is not selected
92. Click on the ‘Page Number’ drop down menu on the left and select ‘Format Page Numbers…’ using the following options:
93. select ‘Start at’ and type 1
94. Highlight number and change font to Copperplate Gothic Light
95. From ‘page number’ menu select placement for page number (middle bottom)
96. go to the header on the third page of the chapter and choose the following from the ‘Design’ tab:
97. Different on first page
98. Different on odd and even pages
99. Click on the ‘Page Number’ drop down menu on the left and select ‘Format Page Numbers…’ using the following options:
100. select ‘Start at’ and type 1
101. On the first chapter only make sure that ‘link to previous section’ is not selected
102. Paste the title of the book in Copperplate Gothic Light or in a font they choose; size 11 or 12 depending on length of title – must be the same size at the author name
103. Follow the same steps on all chapters but make ***sure*** that ‘Link to previous’ ***is selected***
104. Book Body
105. Click on the first paragraph after the chapter title
106. Drag downward until there is a quote or a break of some sort
107. Choose ‘Book Body’ from style menu
108. If you click on it more than once, it may remove italics
109. If the last page of a chapter has 4 lines of text or less, do the following:
110. Highlight the entire page before it
111. Open the ‘paragraph options
112. Change ‘Line Spacing’ to: Multiple
113. ‘at’ .9