



# BOOK FORMATTING

A Do-It-Yourself Guide for Self-Publishing

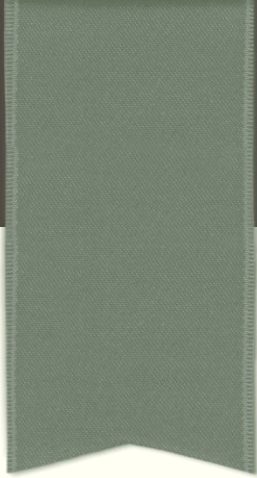
Bret Cousins, ARWA



# Book Formatting

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- What is Book Formatting? – ebook vs print
- Studying how it is done by Trad. publishers
- Functions of Word Processing (centered on Microsoft Word)
  - Fonts
  - Word spacings
  - Sections
  - Headers and Footers
  - Margins
  - Paginations
  - Odd and even pages
  - How to add pictures (if you have any)



# WHAT IS BOOK FORMATTING?

Ebook vs Print

# Ebook needs much less formatting than a print book

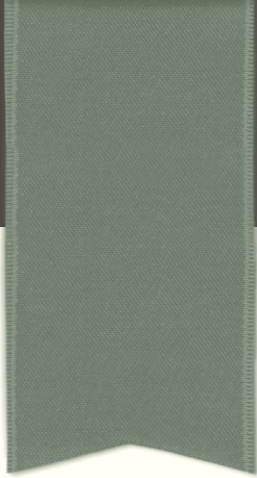
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## ebook

- Takes a straight file, Word or PDF
- Margins, headers & footers, page numbers, alignments are irrelevant
- Font needs to be set
- Ereaders are flexible, allowing for magnification of words for easier reading
- Two types of files:
  - .mobi – Amazon
  - .epub – everything else (Kobo, Apple, etc.)

## Print

- Takes Word and PDF files
- File must be set up as how the pages will actually be printed
  - Page size
  - Font and font size
  - Alignments
  - Headers and footers
  - Pagination
  - Margins (including gutters on the spine size)
  - Different even and odd pages
  - How the start of each chapter looks
- Standard book sizes



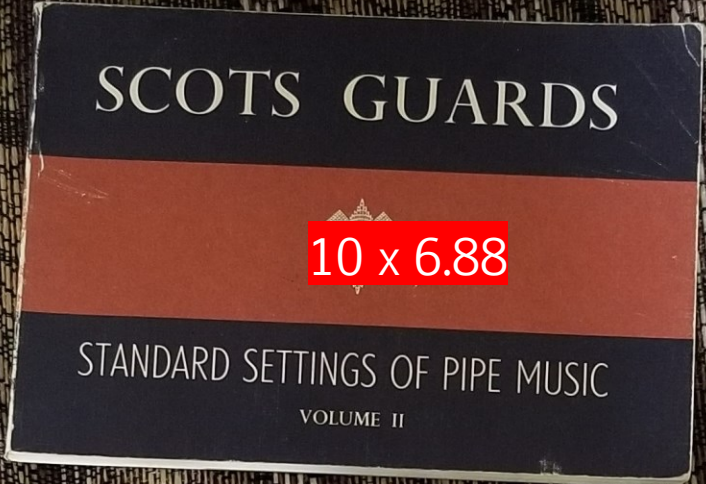
# PRINT BOOK FORMATTING

Research how traditional publishers do it

# Study book structure

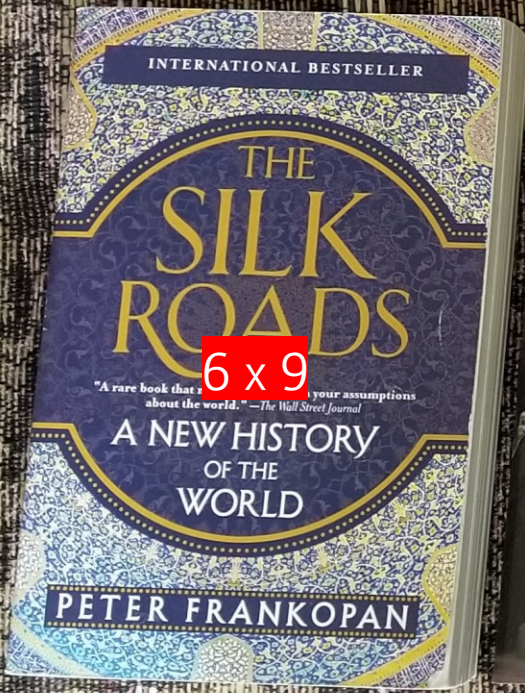
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- Take a series of books
  - Different sizes
  - Different types (headers, paginations, etc.)
  - Find text you can easily read (publishers sometimes format too tight to reduce pages)
  - If you are not reading it comfortably, neither will your readers
- Measurements
  - Need a good metric ruler (in & mm)
  - How many lines per page
  - How tall is a capital letter (mm)
  - How tall is a small letter (mm)
  - Measure space between letters and words (mm)
  - Measure page size (in)
  - Measure outside margin and line length for both even and odd pages (can calculate inside margin size)

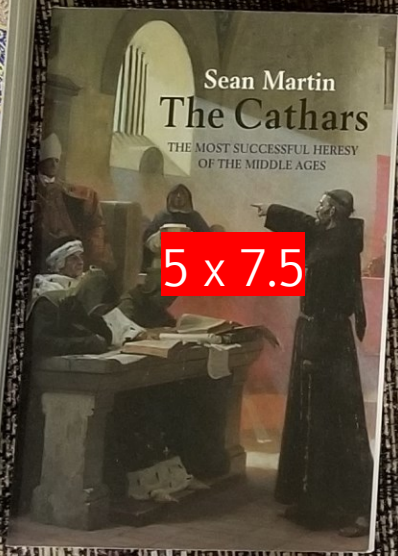


10 x 6.88

Infinite # of sizes, best to stick to standard ones  
Generally measured in inches



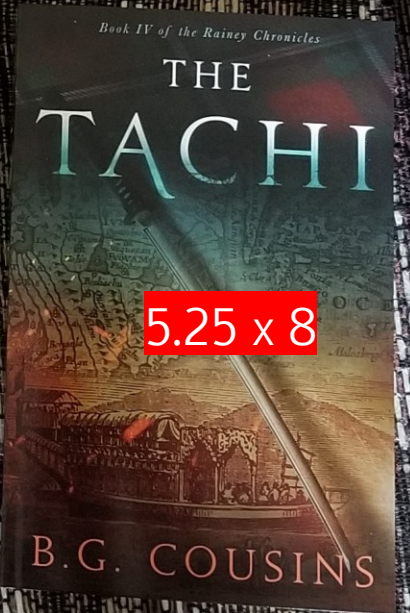
6 x 9



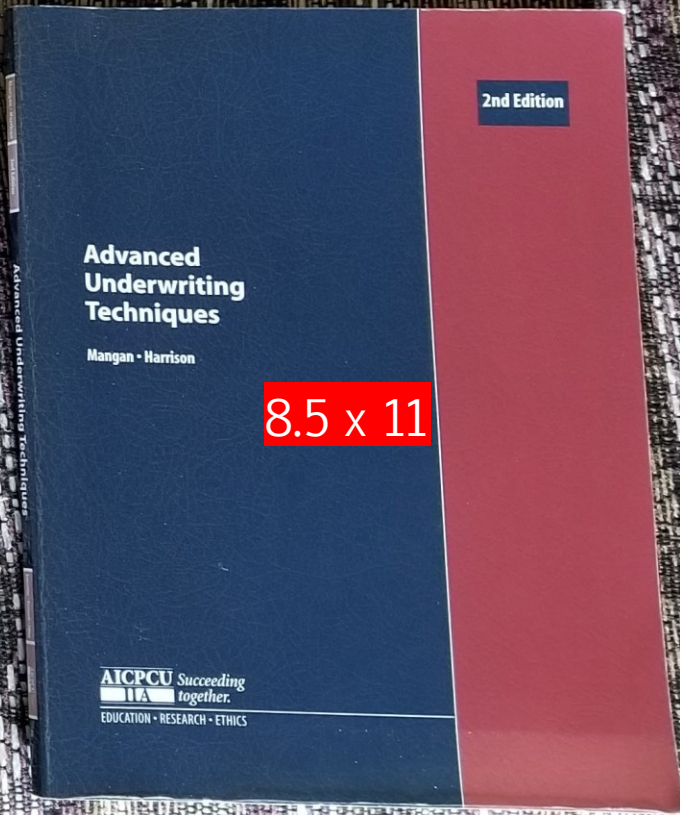
5 x 7.5



5.75 x 9



5.25 x 8



8.5 x 11

that's the first thing you'd best figure out. What's he  
known him for years. He's a friend of my brother's and  
en friends since I was about twelve. Like a second big  
He's fun to be around and very respectful towards me. I  
dea he loved me. He kept that to himself. We've never  
ed. When he told me he loved me, all I could see is our  
p evaporating and I didn't want that. I liked it the way it  
there any reason he decided now was a good time to  
us love? A change in his life? A big promotion?"  
s joining the army."  
rly leaned back against the wall. "Oh. Maybe running  
sn't such a bad idea."  
y do you say that?"  
erly stayed quiet. Jillian waited for her to collect her  
s, taking a handkerchief from her purse and wiping her  
verly?"  
y uncle fought in the last war," Beverly began. "He died  
ere, leaving his young pregnant wife to move in with us.  
ied a lot. After the baby was born she got worse.

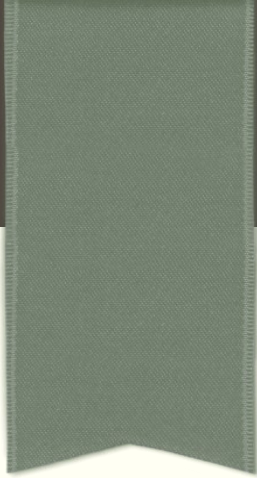
- Measure spacings between lines, letters.
- Measure line length and outer margin.
- Calculate inner margin.
- Measure in mm

had no idea he loved me. He kept that to himself. We've never  
even kissed. When he told me he loved me, all I could see is our  
friendship evaporating and I didn't want that. I liked it the way it  
was."  
"Was there any reason he decided now was a good time to  
express his love? A change in his life? A big promotion?"  
"He's joining the army."  
Beverly leaned back against the wall. "Oh. Maybe running  
away wasn't such a bad idea."  
"Why do you say that?"  
Beverly stayed quiet. Jillian waited for her to collect her  
thoughts, taking a handkerchief from her purse and wiping her  
eyes.  
"Beverly?"  
"My uncle fought in the last war," Beverly began. "He died  
over there, leaving his young pregnant wife to move in with us.  
let. After the baby was born she got worse.  
left us and stepped in front of a train. Her son,  
angry all the time. My father could never control  
the wrong crowd. He was killed in a gang  
rs ago."  
ned to face Jillian with the most serious  
ne war will be coming to us soon enough. I don't  
y husband on anyone. Following him around the

# Study book structure

---

- Take a series of books
  - Different sizes
  - Different types (headers, paginations, etc.)
  - Find text you can easily read (publishers sometimes format too tight to reduce pages)
  - If you are not reading it comfortably, neither will your readers
- Measurements
  - Need a good metric ruler
  - How many lines per page
  - How tall is a capital letter
  - How tall is a small letter
  - Measure space between letters and words
  - Measure page size
  - Measure outside margin and line length for both even and odd pages (can calculate inside margin size)
- What to do with the measurements
  - Pick an approximate book size you like (hard cover and paperback can have different sizes)
  - Determine what measurements you have taken that fit what you want
  - Outside margins tend to be much bigger than it needs to be (wastes space)
  - Experiment with your word processor and print test pages to determine font size, letter and word spacing to match what you want.
- Picking a book size
  - Pick from a selection offered by the printer
  - Can create your own size (not recommended)
  - Generally can be done last



# MANUSCRIPT FORMATTING

How to work it in Word

# You Have a Manuscript

---

Assume in a Word document, 8.5 x 11

**First step: standardize it**

1. Highlight entire document
2. Change the font (std: Times New Roman size 12)
3. From your calculations, adjust paragraph indents and line spacings
4. Option: Forced alignment on the right

road, there was a short wall and metal fence around the front yard. The place had been abandoned years before when Uncle Albert bought it cheap and renovated it into the boarding house. The main floor had a small lobby with a high counter. To the left of the counter was the dining room with the kitchen behind a

Cosette lived in day in Souchez. B

The six rooms more popular one guests got older, i Cherie's room, wa a slanted ceiling ar Cherie had learne ceiling several tim

She walked on sat on a bench to arriving in Souche Cherie all through

Cherie had go country road ridin her a ride twice a Over time, she be hope that Cherie had experienced target.

The townsfolk weren't much better, ignoring her existence in general. Her aunt treated her more

Font ? X

Font Advanced

Font:	Font style:	Size:
Garamond	Regular	12
Futura XBikit BT	Regular	8
FuturaBlack WGL4 BT	Italic	9
Gabriola	Bold	10
Gadugi	Bold Italic	11
Garamond		12

Font color: Automatic Underline style: (none) Underline color: Automatic

Effects

- Strikethrough
- Double strikethrough
- Superscript
- Subscript
- Small caps
- All caps
- Hidden

Preview

\_\_\_\_\_ was \_\_\_\_\_

This is a TrueType font. This font will be used on both printer and screen.

Set As Default Text Effects... OK Cancel

road, there was a short wall and metal fence around the front yard. The place had been abandoned years before when Uncle Albert bought it cheap and renovated it into the boarding house. The main floor had a small kitchen behind a

Cossette lived in a room with a slanted ceiling and a slanted ceiling several times over. She walked on a bench to arrive in Souchez. Cherie all through

The six rooms available for guests made up the second floor. Three faced the street while the three more popular ones, located at the back of the house, overlooking the well-cared-for lawn. As the Canadian guests got older, it became Cherie's job to help them u

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Paragraph ? X

Indents and Spacing | Line and Page Breaks

General

Alignment: Justified

Outline level: Body Text  Collapsed by default

Indentation

Left: 0 cm Special: First line By: 0.63 cm

Right: 0 cm

Mirror indents

Spacing

Before: 0 pt Line spacing: Multiple At: 1.27

After: 0 pt

Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
 Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
 The six rooms available for guests made up the second floor. Three faced the street while the three more popular ones, located at the back of the house, overlooking the well-cared-for lawn. As the Canadian guests got older, it became Cherie's job to help them u  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Tab... Set As Default OK Cancel

Fonteneau were best friends. Neither would want to see the other suffer in their businesses. “Hugo Gaudin buys from local farmers,” Cherie added. “People in Souchez know that. Besides, large stores want to maximize their profits. They won’t undercut Hugo so much that the lower quality will be acceptable. She glanced over her shoulder. “How did you choose produce, du Bellay?” Cherie tapped her chin. “So young, and Cherie’s hand Fonteneau from long ago you’re wa “Compliant?” Fonteneau grin Cherie smiled

Paragraph ? X

Indents and Spacing Line and Page Breaks

Widow/Orphan control

Keep with next

Keep lines together

Page break before

Formatting exceptions

Suppress line numbers

Don't hyphenate

Textbox options

Tight wrap: None

Preview

Chapter 2

OK Cancel

“This is much better,” du Bellay said. “Clear, concise and the proper length. I suppose it was too much to ask for a little enthusiasm about a new store opening?”

Standing across his desk from him, Cherie frowned. Victor du Bellay had been chief editor of L’Abeille for almost twenty years. Regardless of his suppression of Cherie’s opinions in her writing, she liked him. He had taught her much of what she knew about the real world of publishing.

Du Bellay rubbed his hand over his balding head and smiled up at her. “No, I suppose that would be opinion.” He placed Cherie’s article into his outbox. “We’ll print it in this week’s edition.”

He reached into his desk and pulled out a cheque.

“Merçi,” Cherie said, taking the cheque.

# You Have a Manuscript

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**First step: standardize it**

1. Highlight entire document
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4. Option: Forced (justified) alignment on the right
5. Start chapters on new page (section breaks, not page breaks)

Margins Orientation Size Columns

Page Setup

Breaks Indent Spacing

**Page Breaks**

- Page**  
Mark the point at which one page ends and the next page begins.
- Column**  
Indicate that the text following the column break will begin in the next column.
- Text Wrapping**  
Separate text around objects on web pages, such as caption text from body text.

**Section Breaks**

- Next Page**  
Insert a section break and start the new section on the next page.
- Continuous**  
Insert a section break and start the new section on the same page.
- Even Page**  
Insert a section break and start the new section on the next even-numbered page.
- Odd Page**  
Insert a section break and start the new section on the next odd-numbered page.

0 pt 0 pt

Position Wrap Bring Send Selection Align Group Rotate

Text Forward Backward Pane

Arrange

ad, there was a short wall and metal fence around the front yard. The place had been abandoned years before when Uncle Albert bought it cheap and renovated it into the boarding house. The main floor had a small lobby with a high counter. To the left of the counter was the dining room with the kitchen behind a swinging door at the back. To the right was the tavern. Uncle Albert and Aunt Rosette lived in rooms behind the tavern. Cherie had begun working there clearing tables her first job in Souchez. By the age of twelve, she was working behind the bar.

The six rooms available for guests made up the second floor. Three faced the street while the three more popular ones faced the back of the house, overlooking the well-cared-for lawn. As the Canadian guests got older, it became Cherie's job to help them up the stairs, one at a time. The seventh room, Cherie's room, was in the attic. It was very precarious to get a ninety-year-old ex-soldier up there. With its slanted ceiling and one small window facing the street, it only took up about ten percent of the attic. Cherie had learned to lean over anytime she was near the walls after hitting her head on the slanted ceiling several times. The rest of the attic was used for storage.

She walked one hundred sixty meters along Rue Carnot to the square in front of the town hall and sat on a bench to wait for Fonteneau. He was a nice enough man whom she had known of since moving to Souchez. He owned the hardware store. His son, Pierre, was a bully who had tormented Cherie all through her local school years.

Cherie had gotten to know Fonteneau Sr. better over the last two years after he found her on a country road riding her bicycle the forty kilometers to Saint Pol in the rain. Since then, he had offered her a ride twice a week to Saint Pol during his supply runs to fill the shelves of his hardware store. Over time, she began meeting other members of his family. Eventually, some of them touched on a hope that Cherie might become interested in Pierre. Their history said otherwise. The trauma Cherie had experienced from Pierre's behaviour had her keep to herself, which made her an even bigger target.

The townsfolk weren't much better, ignoring her existence in general. Her aunt treated her more

Page break resets pagination, section break doesn't

AutoSave Off | New Novel | Search | Bret Cousins BC | Share | Comments

File Home Insert Design Layout References Mailings Review View Help

Clipboard: Paste, Cut, Copy, Format Painter

Font: Garamond, 12, Bold, Italic, Underline, Text Color, Background Color, Paragraph Spacing, Paragraph Style (Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis)

Editing: Find, Replace, Select, Dictate, Editor

Click on this helps set section breaks

Fonteneau were best friends. Neither would want to see the other suffer in their businesses.¶

“Hugo Gaudin buys from local farmers,” Cherie added. “People in Souchez know that. Besides, large stores want to maximize their profits. They won’t undercut Hugo so much that the lower quality will be acceptable. He will lose business with some brand-name products, but I doubt anyone will choose produce, dairy and meats shipped from Paris when they can get fresher products from him.”¶

She glanced over to see Fonteneau nodding.¶

“How did you get so smart?” he asked.¶

Cherie tapped her temple with her finger. “Research. It’s what we journalists do.”¶

“So young, and yet so smart. You would make a great—”¶

Cherie’s hand shot up. “No. You promised you would not bring up Pierre again.”¶

Fonteneau frowned. “I was going to say you’d make a great village mayor some day. I’ve concluded long ago you’re way too smart for Pierre. He prefers his women...”¶

“Compliant?” Cherie asked, finishing his sentence.¶

Fonteneau grinned. “I was going to say dumb but was looking for a better word.”¶

Cherie smiled back.¶

Section Break (Next Page)¶

**Chapter 2**¶

¶

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He reached into his desk and pulled out a cheque.¶

“Merri,” Cherie said, taking the cheque.¶

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**First step: standardize it**

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2. Change the font (std: Times New Roman size 12)
3. From your calculations, adjust paragraph indents and line spacings
4. Option: Forced (justified) alignment on the right
5. Start chapters on new page (section breaks, not page breaks)
6. Design your chapter start pages (be consistent)



Layout ribbon options:

- Margins Orientation
- Size Columns
- Line Numbers
- Hyphenation
- Breaks
- Indent: Left (0 cm), Right (0 cm)
- Spacing: Before (0 pt), After (0 pt)
- Position: Wrap Text, Bring Forward, Send Backward
- Selection Pane
- Align, Group, Rotate

Fonteneau were best friends. Neither would want to see the other suffer in their businesses.

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Page Setup dialog box:

- Margins | Paper | Layout
- Paper size: Letter 8.5"x11" 22x28cm
- Width: 21.59 cm
- Height: 27.94 cm
- Paper source:
  - First page: Default tray (Front Tray), Front Tray
  - Other pages: Default tray (Front Tray), Front Tray
- Preview: [Thumbnail of page layout]
- Apply to: This section
- Buttons: Set As Default, OK, Cancel, Print Options...

### Chapter 2

“This is much better,” du Bellay said. “Cl

much to ask for a little enthusiasm about a ne

Standing across his desk from him, Cher

L’Abeille for almost twenty years. Regardless

she liked him. He had taught her much of wh

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File Home Insert Design **Layout** References Mailings Review View Help

Margins Orientation Size Columns Breaks Line Numbers Hyphenation

Indent: Left: 0 cm, Right: 0 cm | Spacing: Before: 0 pt, After: 0 pt

Position Wrap Bring Forward Send Backward Selection Pane Rotate

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Fonteneau grinned. “I was going to say du Bellay.”

Cherie smiled back.

Page Setup

Margins Paper Layout

Margins

Top: 2.54 cm Bottom: 2.54 cm

Left: 2.54 cm Right: 2.54 cm

Gutter: 0 cm Gutter position: Left

Orientation

Portrait Landscape

Pages

Multiple pages: Normal

Preview

Apply to: This section

Set As Default OK Cancel

## Chapter 2

“This is much better,” du Bellay said. “Cl... much to ask for a little enthusiasm about a ne... Standing across his desk from him, Cher... L’Abeille for almost twenty years. Regardl... she liked him. He had taught her much of wh... Du Bellay rubbed his hand over his baldin... be opinion.” He placed Cherie’s article into his outbox. “We’ll print it in this week’s edition.”

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Layout ribbon options:

- Margins Orientation Size Columns Line Numbers Hyphenation
- Indent: Left: 0 cm, Right: 0 cm
- Spacing: Before: 0 pt, After: 0 pt
- Position Wrap Bring Forward Send Backward Selection Pane Rotate
- Align Group Rotate

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Page Setup dialog box (Layout tab):

- Section start: New page
- Suppress endnotes:
- Headers and footers:
  - Different odd and even:
  - Different first page:
  - Header: 1.25 cm
  - Footer: 1.25 cm
- Page vertical alignment: Top
- Preview: [Thumbnail of page layout]
- Apply to: This section
- Buttons: Set As Default, OK, Cancel

### Chapter 2

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- Indent: Left: 0 cm, Right: 0 cm
- Spacing: Before: 0 pt, After: 0 pt
- Position Wrap Bring Forward Send Backward Selection Pane Rotate

guests got older, it became Cherie's job to help them up the stairs, one at a time. The seventh room, Cherie's room, was in the attic. It was very precarious to get a ninety-year-old ex-soldier up there. With a slanted ceiling and one small window facing the street, it only took up about ten percent of the attic. Cherie had learned to lean over anytime she was near the walls after hitting her head on the slanted ceiling several times. The rest of the attic was used for storage.

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The townsfolk weren't much better, igno... like an employee than a niece. Her only refu... poetry and progressing into short stories. Af... off to the small journalism school in Amiens... landed the part-time job at L'Abeille, her plan... aunt and uncle since the pay wasn't enough f...

Returning to the boarding house also meant she had to earn her keep cleaning the rooms again. She found putting together a weekly column on the happenings around the village didn't take up much time and was easily done after her chores. She continued to write poetry and short stories about events in France where she could voice her opinion. These writings, however, were never placed before

Page Setup dialog box:

- Margins: Top: 2.54 cm, Bottom: 2.54 cm, Left: 2.54 cm, Right: 2.54 cm, Gutter: 1 cm, Gutter position: Left
- Orientation: Portrait (selected), Landscape
- Pages: Multiple pages: Normal
- Preview: [Thumbnail of a two-page spread]
- Apply to: Whole document
- Buttons: Set As Default, OK, Cancel

File Home Insert Design **Layout** References Mailings Review View Help

Margins Orientation Size Columns Breaks Line Numbers Hyphenation

Page Setup

Indent: Left: 0 cm Right: 0 cm Spacing: Before: 0 pt After: 0 pt

Paragraph

Position Wrap Bring Forward Send Backward Selection Pane Rotate

Arrange

Align Group

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gutter



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The townsfolk weren't much better, ignoring her existence in general. Her aunt treated her more like an employee than a niece. Her only refuge was to retreat into books and writing, starting with poetry and progressing into short stories. After finishing her schooling at the local *lycée*, she had set off to the small journalism school in Amiens with plans of never going back to Souchez. When she landed the part-time job at L'Abeille, her plans imploded. She had reluctantly moved back in with her aunt and uncle since the pay wasn't enough for her to rent her own place.

Returning to the boarding house also meant she had to earn her keep cleaning the rooms.

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The six rooms available for guests made up the second floor. Three faced the three more popular ones faced the back of the house, overlooking the well- As the Canadian guests got older, it became Cherie's job to help them up the time. The seventh room, Cherie's room, was in the attic. It was very precarious year-old ex-soldier up there. With a slanted ceiling and one small window facing only took up about ten percent of the attic. Cherie had learned to lean over and near the walls after hitting her head on the slanted ceiling several times. The rest used for storage.

She walked one hundred sixty meters along Rue Carnot to the square in front of hall and sat on a bench to wait for Fonteneau. He was a nice enough man whom she had met since arriving in Souchez. He owned the hardware store. His son, Pierre, was a tormenter of Cherie all through her local school years.

Cherie had gotten to know Fonteneau Sr. better over the last two years after meeting him on a country road riding her bicycle the forty kilometers to Saint Pol in the rain. He had offered her a ride twice a week to Saint Pol during his supply runs to fill the hardware store. Over time, she began meeting other members of his family. Even some of them touched on a hope that Cherie might become interested in Pierre. The

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Odd Page Header -Section 2- *lear out her room.* That meant she would be relegated to the shed out behind the house f Same as Previous

a few days. At Aunt Cosette's boarding house, early April meant Canadians. Very old Canadians. They came to visit the big white memorial a few kilometers down the road—a memorial she never bothered to visit, to a long-ago war she knew little about. Very few of them spoke any French at all. Aunt Cosette had learned enough English to deal with them, but Cherie just avoided them as much as possible.

It was the only time of year when all six rooms plus Cherie's third floor room were rented together. Souchez was not much of a tourist place in Flanders. Artists, photographers and the odd historian were their usual clientele. Most of the home's income came from Uncle Albert, who was a carpenter. It was in his work shed that Cherie would be living for the next four days.

The old Canadians had been coming to Souchez every April for as long as Cherie could remember. The boarding house was a popular one for them, being only a few kilometers from their memorial. The house was a large brick structure rendered white to look like smooth stone. Set back from the road, there was a short wall and metal fence around the front yard. The place had been abandoned years before when Uncle Albert bought it cheap and renovated it into the boarding house. The main floor had a small lobby with a high counter. To the left of the counter was the dining room with the kitchen behind a swinging door at the back. To the right was the tavern. Uncle Albert and Aunt Cosette lived in rooms behind the tavern. Cherie had begun working there clearing tables her first day in Souchez. By the age of twelve, she was working behind the bar.

The six rooms available for guests made up the second floor. Three faced the street while the three more popular ones faced the back of the house, overlooking the well-cared-for lawn. As the Canadian guests got older, it became Cherie's job to help them up the stairs, one at a time. The seventh room, Cherie's room, was in the attic. It was very precarious to get a ninety-year-old ex-soldier up there. With a slanted ceiling and one small window facing the street, it only took up about ten percent of the attic. Cherie had learned to lean over anytime she was near the walls after hitting her head on the slanted ceiling several times. The rest of the attic was used for storage.

She walked one hundred sixty meters along Rue Carnot to the square in front of the town hall and sat on a bench to wait for Fonteneau. He was a nice enough man whom she had known of since arriving in Souchez. He owned the hardware store. His son, Pierre, was a bully who had

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