



## A BiblioYou Tutorial

### Setting up the pages and the text on your pages.

There are many ways to format a book for publication. This tutorial works through a basic formatting of a simple Microsoft Word based book. Once these techniques are learned, there are many simple steps that can be added to “spice up” the design of the book. It is best to follow this step-by-step tutorial with your book file open, repeating the steps outlined on the book you are preparing.

\*Note that this reformat is being done in Microsoft Word 2007. The window may look different versions of Word. Word’s formatting preference selections in this document are underlined. These are items that may look different or that may be found in a different placement on other versions of Word. Often these selections are also found in drop down menus at the top of a Word window.

Remember, BiblioYou offers a list of publishing professionals that can help prepare your book. Need Help? ([Click Here](#))

1. Open your text-based file in Microsoft Word. This file is formatted at 8 ½” x 11”. We will be reformatting it to a small paperback size of 5 ½” x 8 ½”. The book can be formatted to most any size at this point, but it is very important that the size is adjusted before any further formatting. Figure 1 shows the initial format for this book.

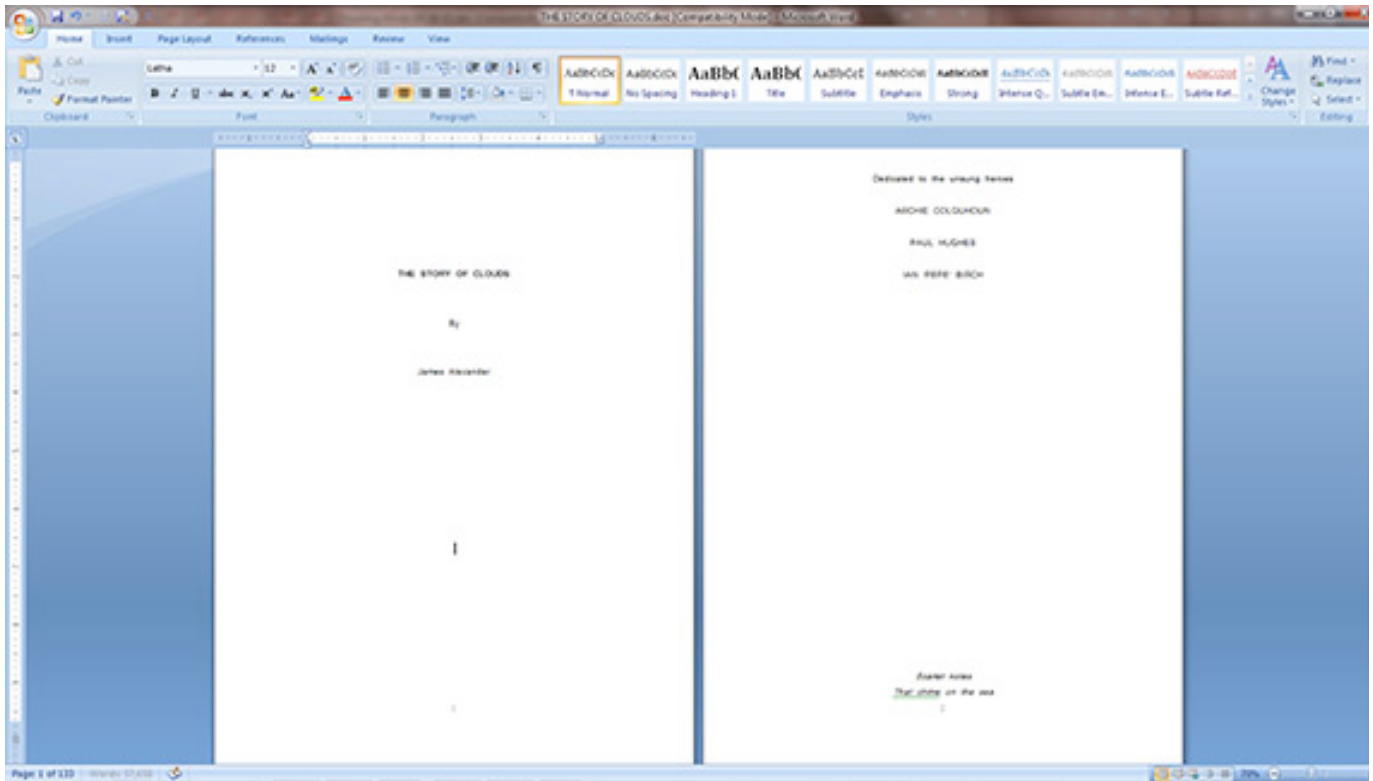


Figure 1

2. Choose the Page Layout tab, then click on the bottom right corner of the Page Setup section of the tools panel. (Figure 2)

\*(Note that this selection is also available as a drop down from File at the top of the window. When using different versions of Word, this may be the only place such selections would be available)

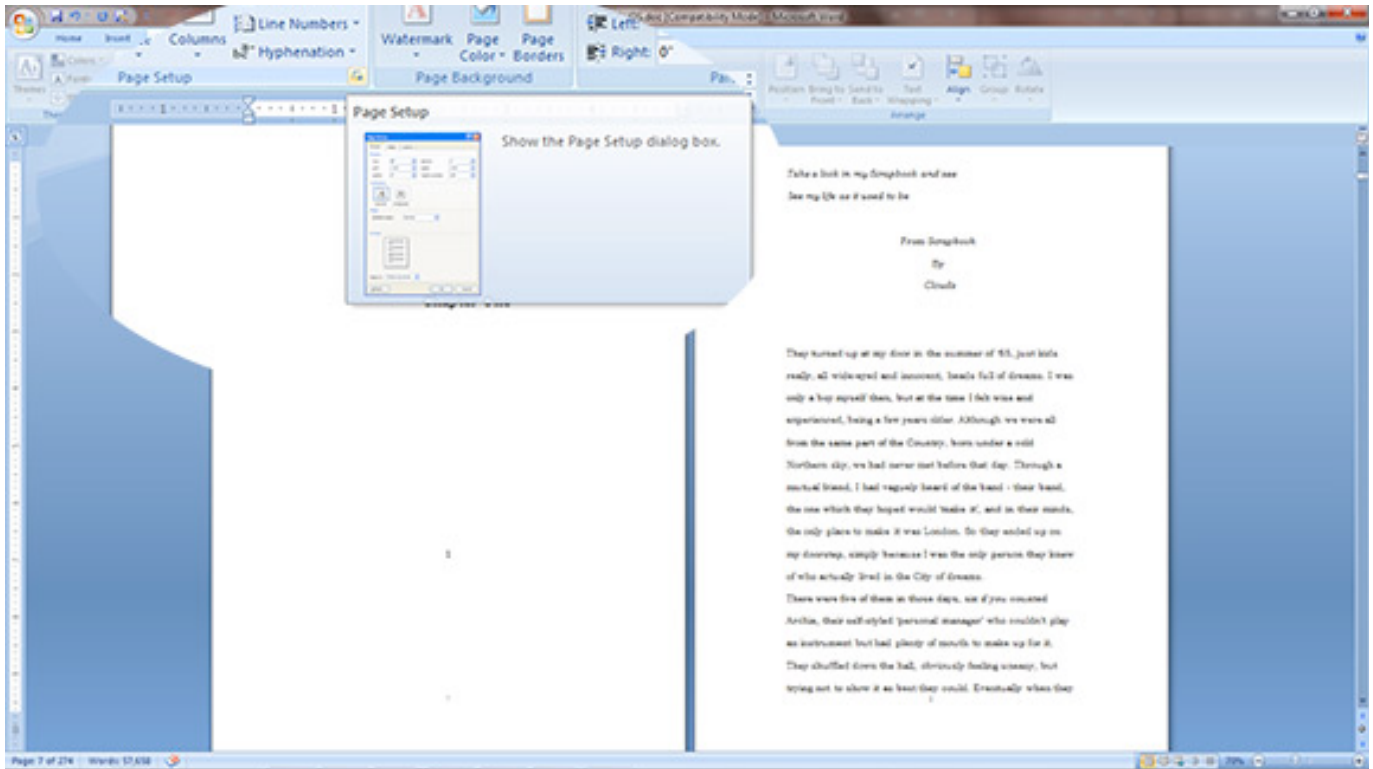


Figure 2

### 3. The Page Setup window will open (Figure 3)

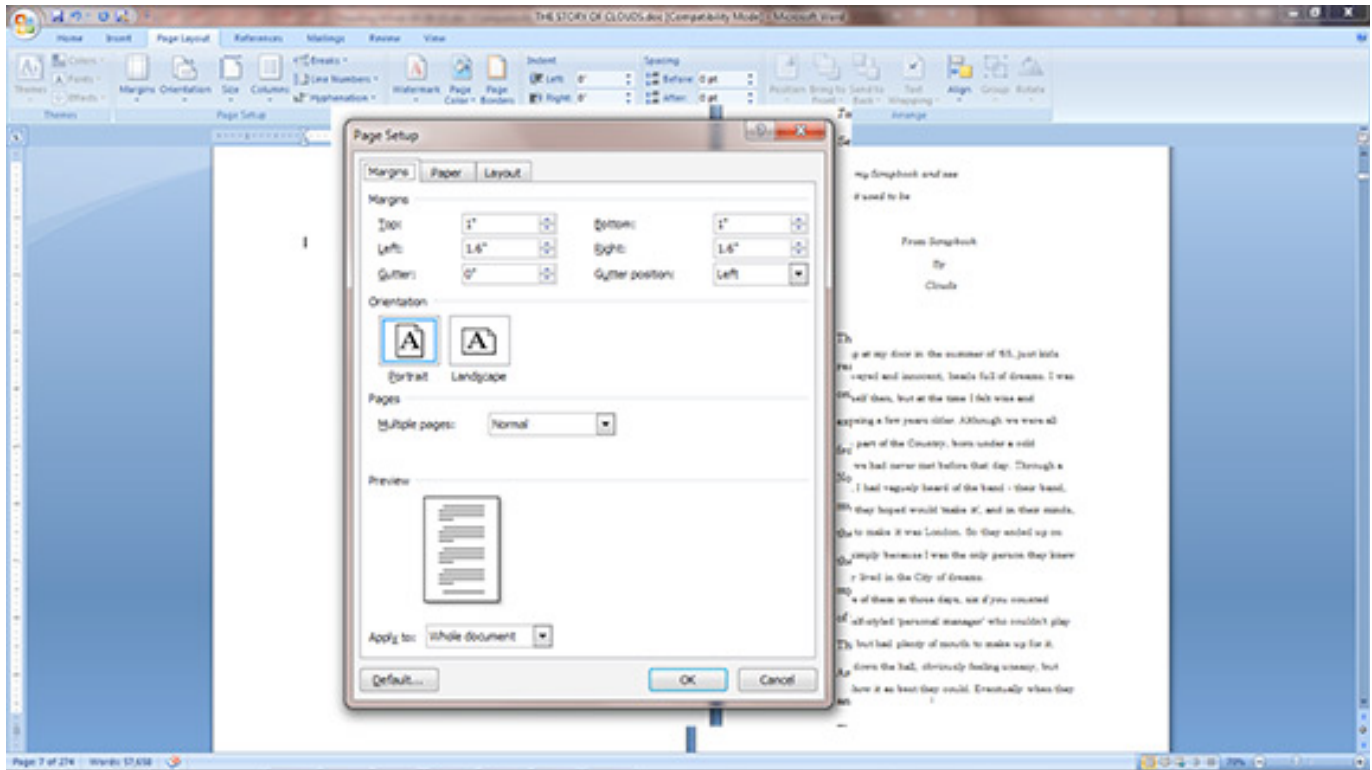


Figure 3

4. On the Margins tab, set the Top & Bottom margins to .8” and the Left and Right margins to .7”. Make sure Whole Document is set at bottom.

(Figure 4)

(These can be set to any value according to preference)

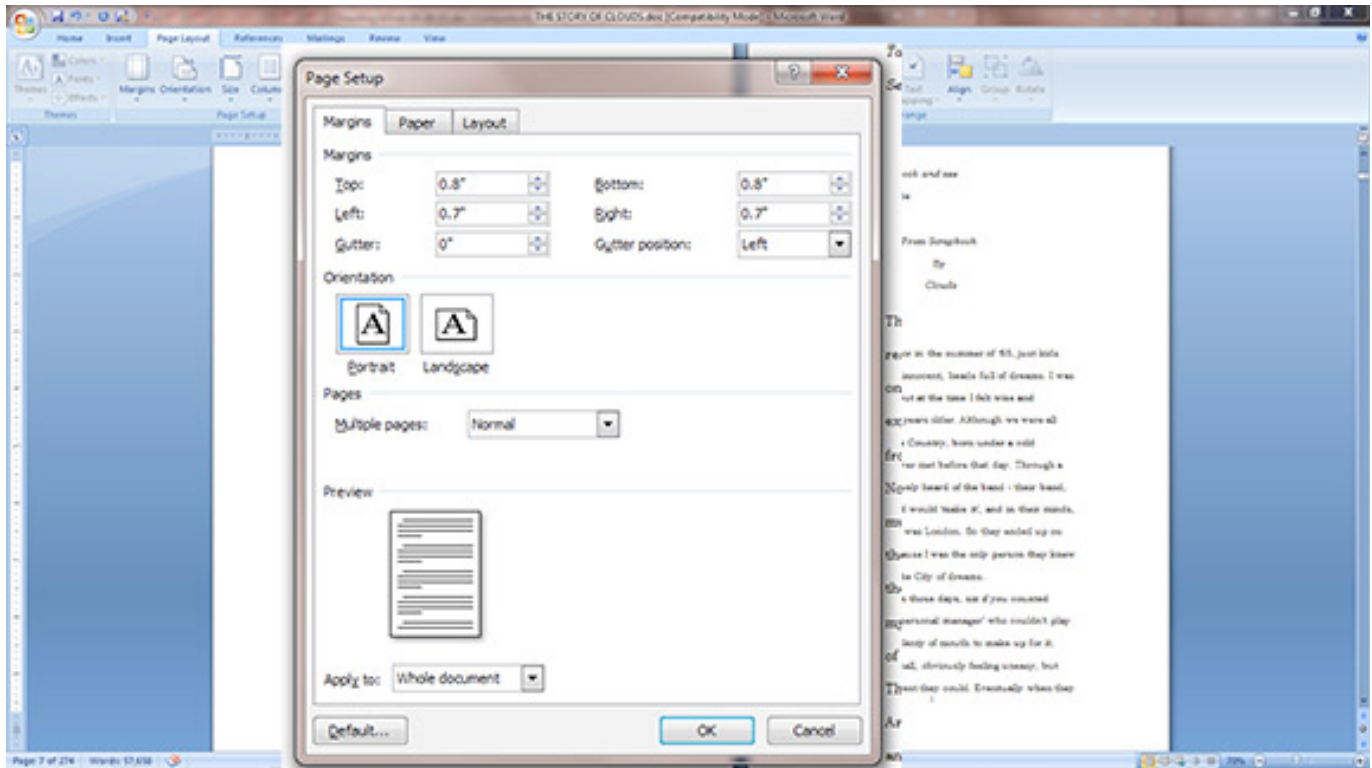


Figure 4

5. Click on the Page tab (Figure 5).

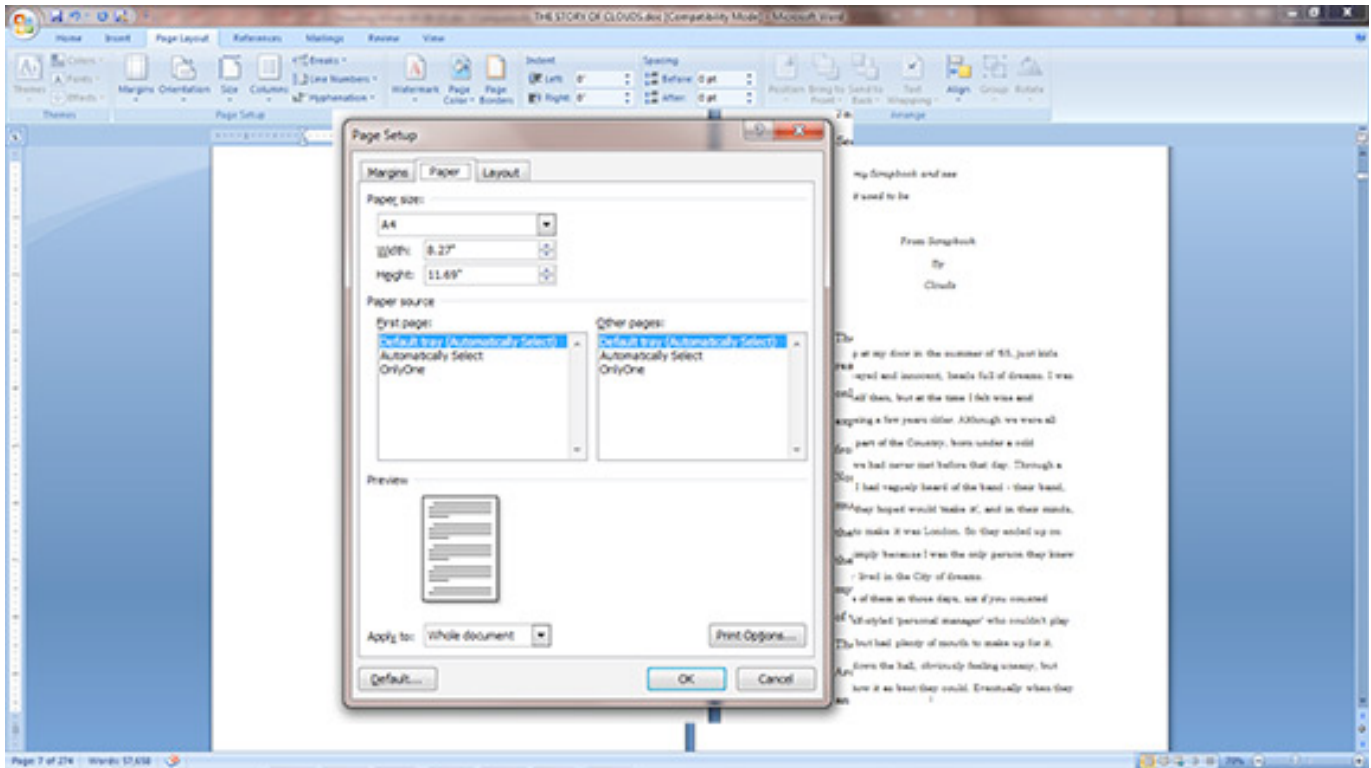


Figure 5

6. Set the Page Size to Half Letter, or Width of 5.5" and Height of 8.5". Make sure Whole Document is set at bottom. (Figure 6)

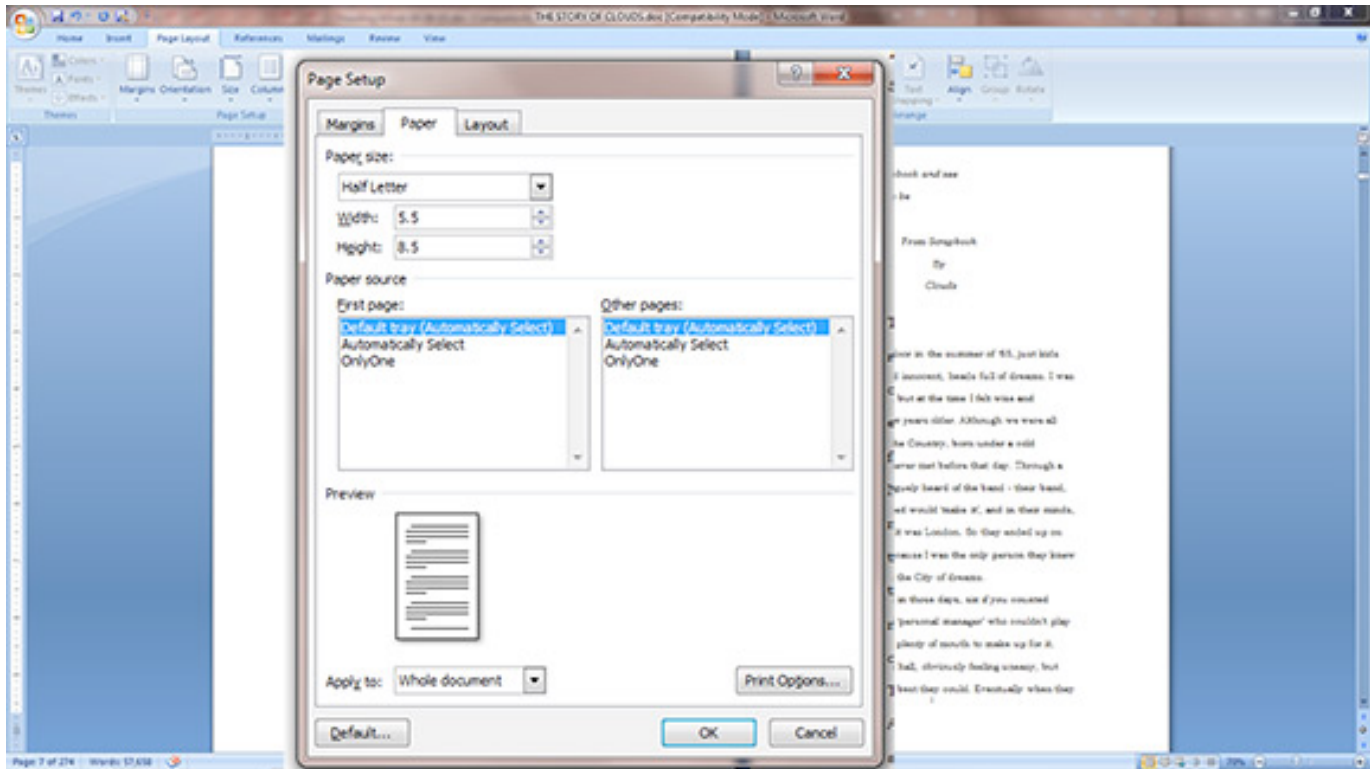


Figure 6

7. Click on Layout Tab. (Figure 7)

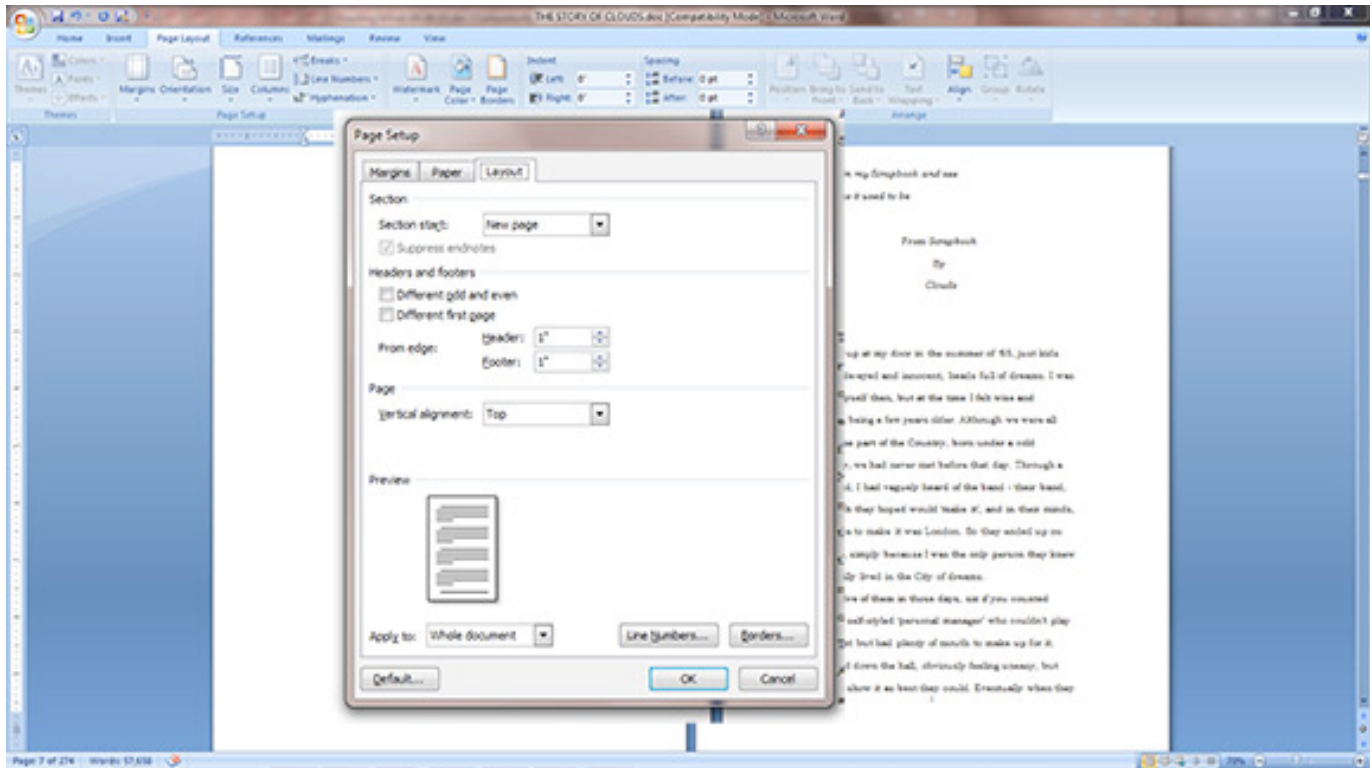


Figure 7



8. Make sure the Different odd and even, and the Different first page boxes are checked. Make sure the Header and Footer are set at .5", and the Vertical alignment is set to Top. Make sure Whole Document is set at bottom. Click the OK button. (Figure 8)

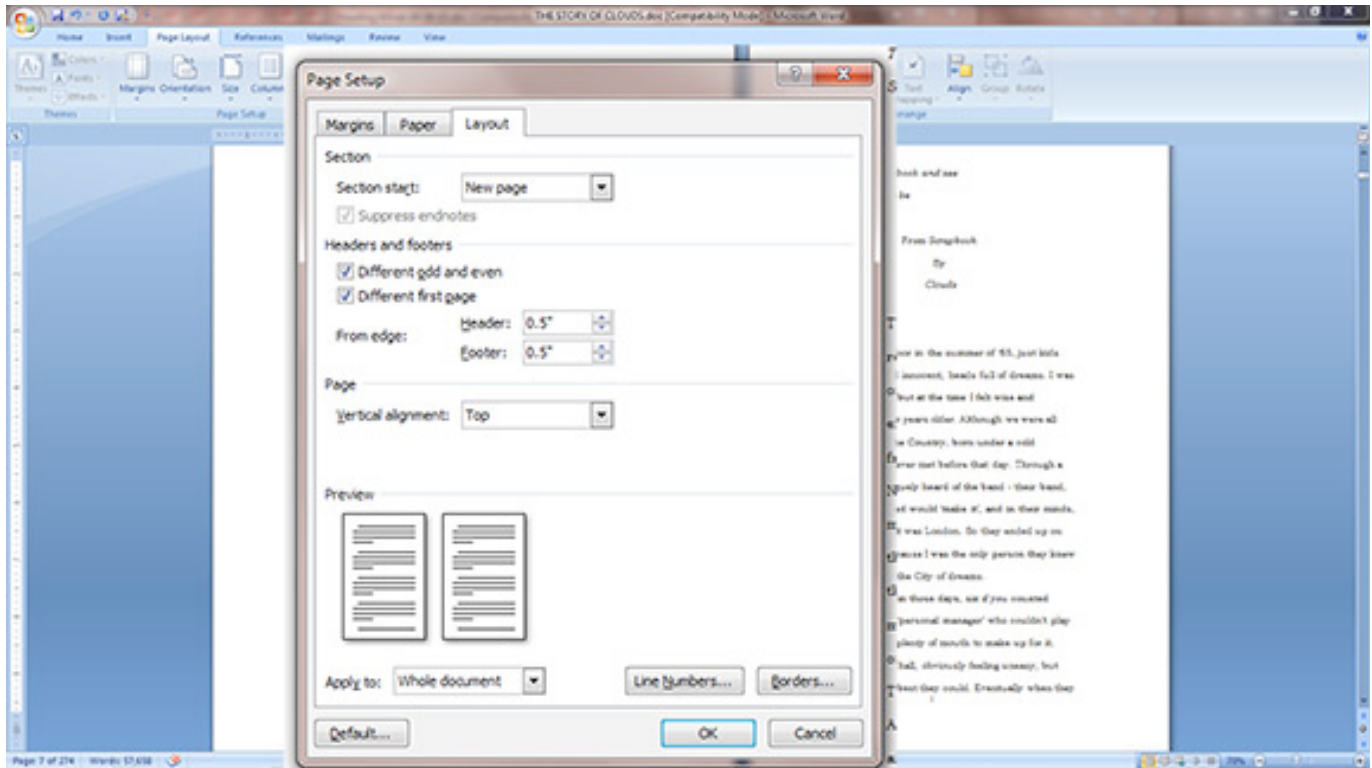


Figure 8

9. You will see that the page is now formatted to the new size. Notice that the lines are double-spaced. We want to set the spacing to single spaced, like most commercial books. (Figure 8)

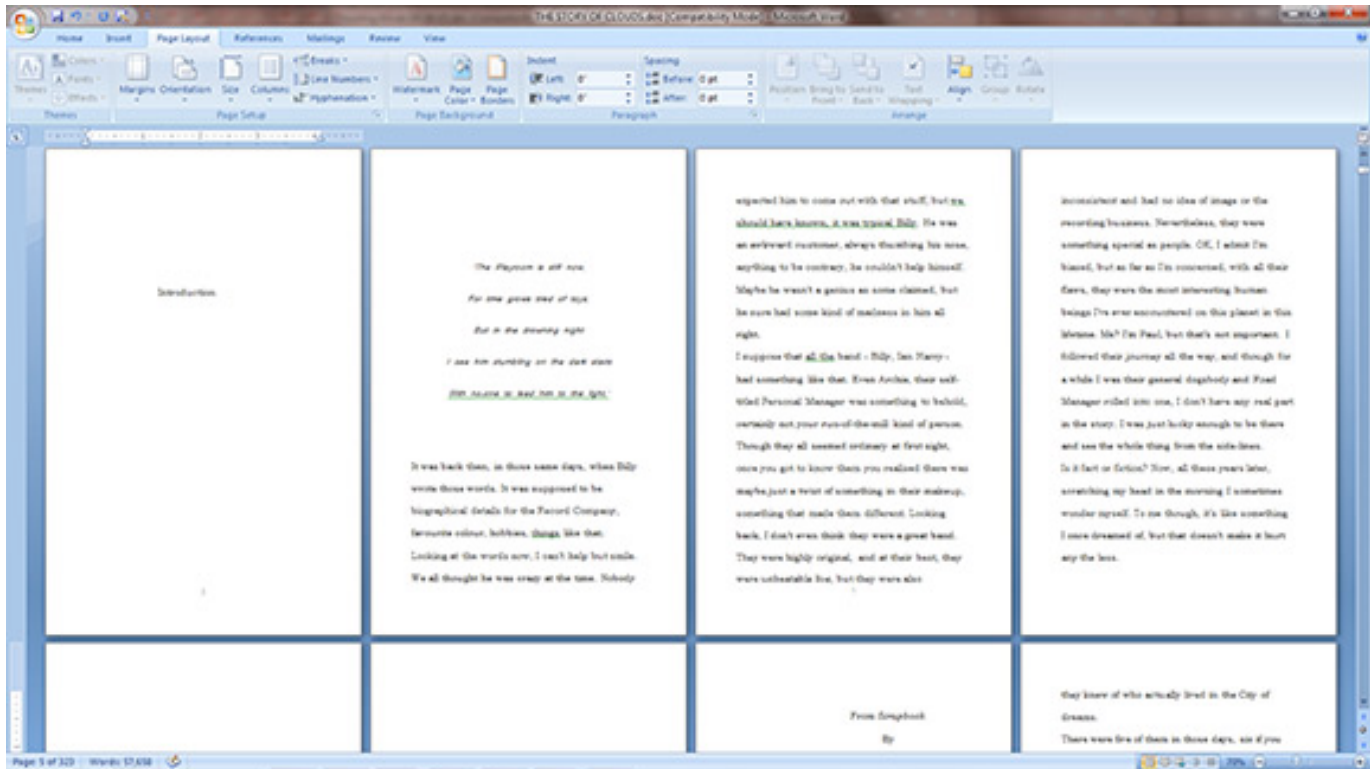


Figure 8

10. First select all of the text in the window. Select it all with keyboard stroke Command + A in Mac, or Control + A on a PC (also available under Edit dropdown). Then Right Click anywhere on the selected text, drop down to Paragraph and click. (Figure 9)

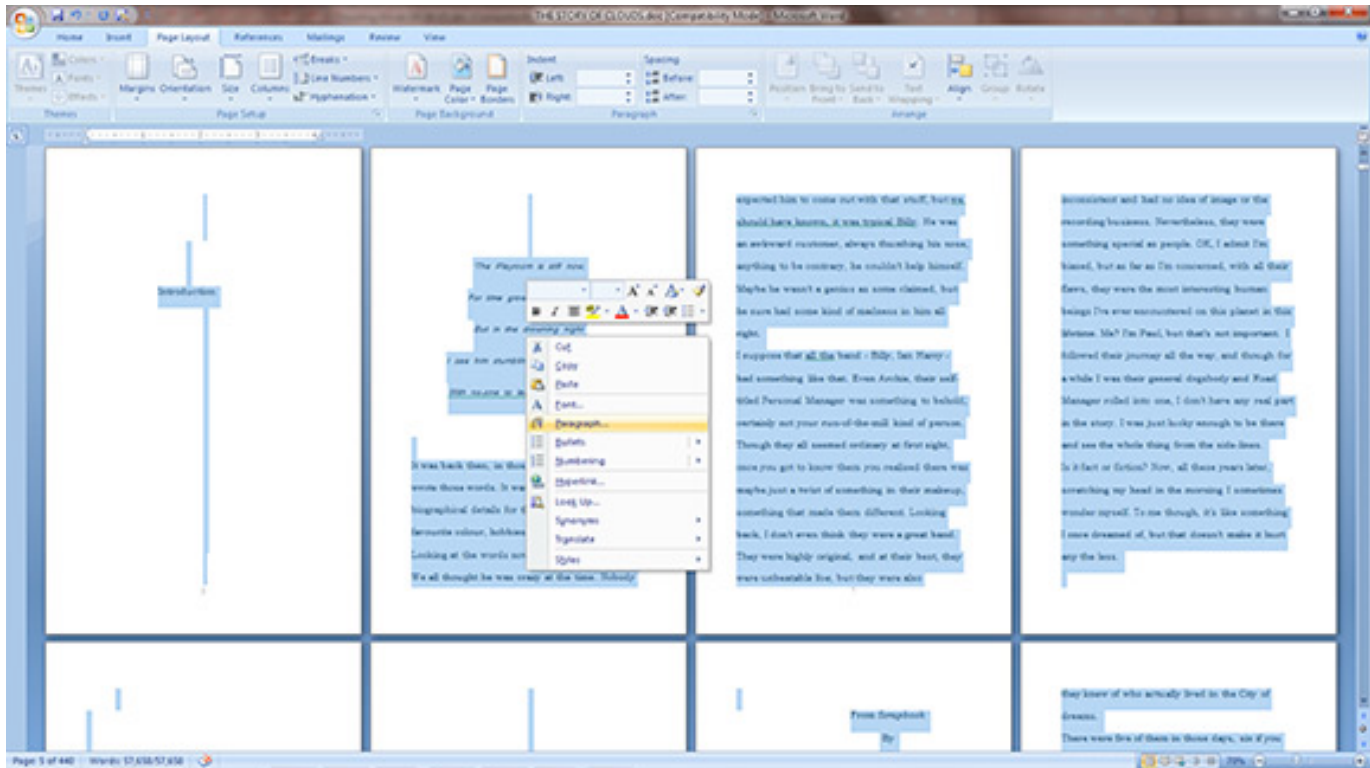


Figure 9

## 11. The Paragraph widow will open. (Figure 10)

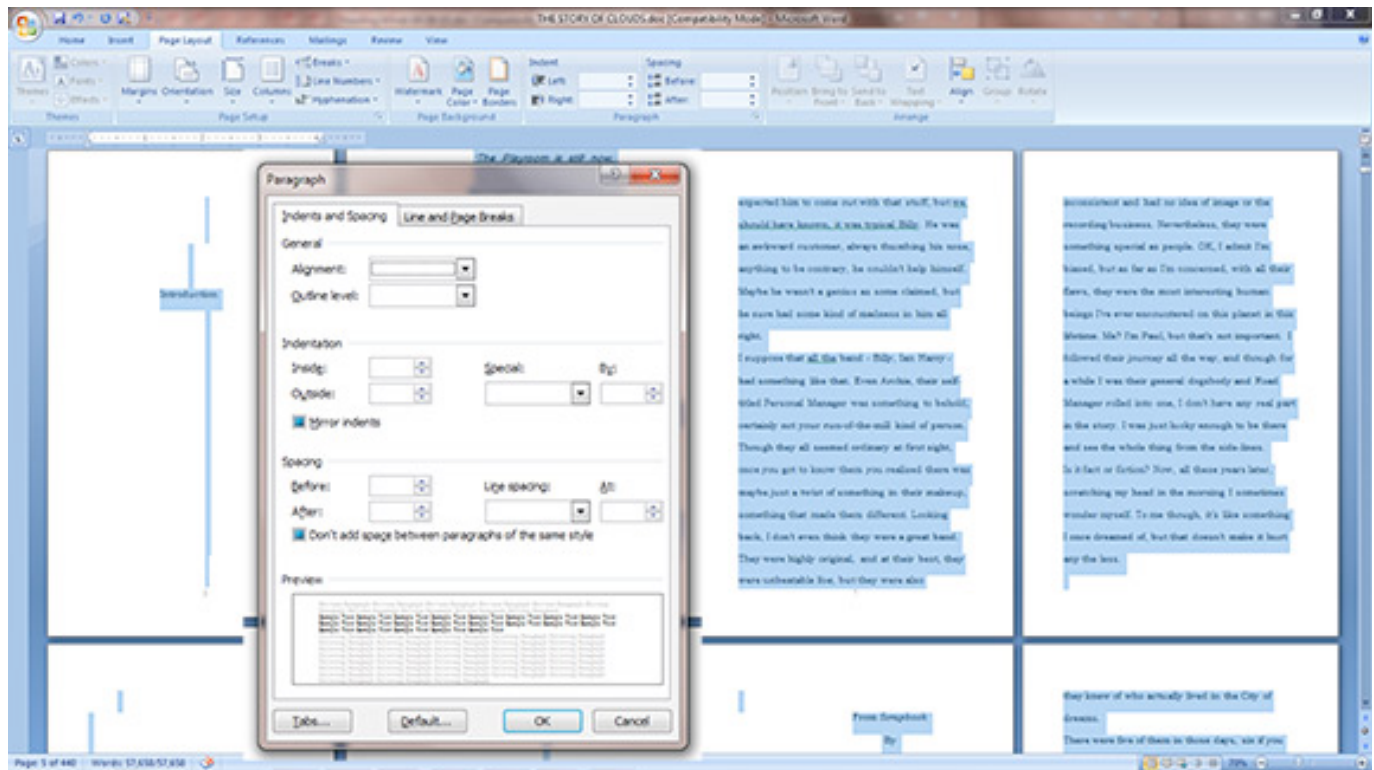


Figure 10

12. To set up your book with “Block” paragraph formatting, in the Indents and Spacing tab, set Left and Right Indentation to 0”, Set Special to (none), set Spacing for Before as 0pt, After as 10pt (Or whatever you’d like), and Line spacing as Single. (Figure 11)

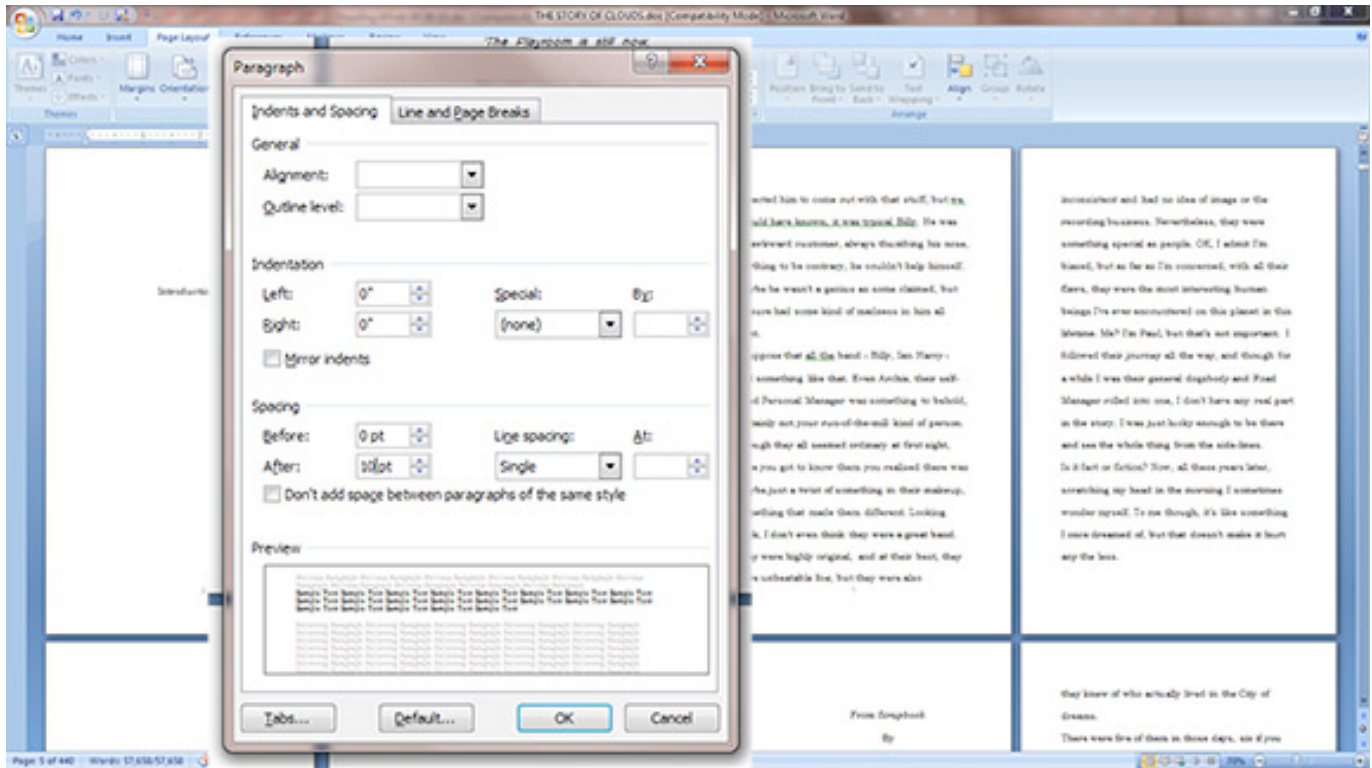


Figure 11

13. To set up your book with “Indented” paragraph formatting, in the Indents and Spacing tab, set Left and Right Indentation to 0”, Set Special to First Line, set By to .3”, set Spacing for Before as 0pt, After as 0pt, and Line spacing as Single. (Figure 12)

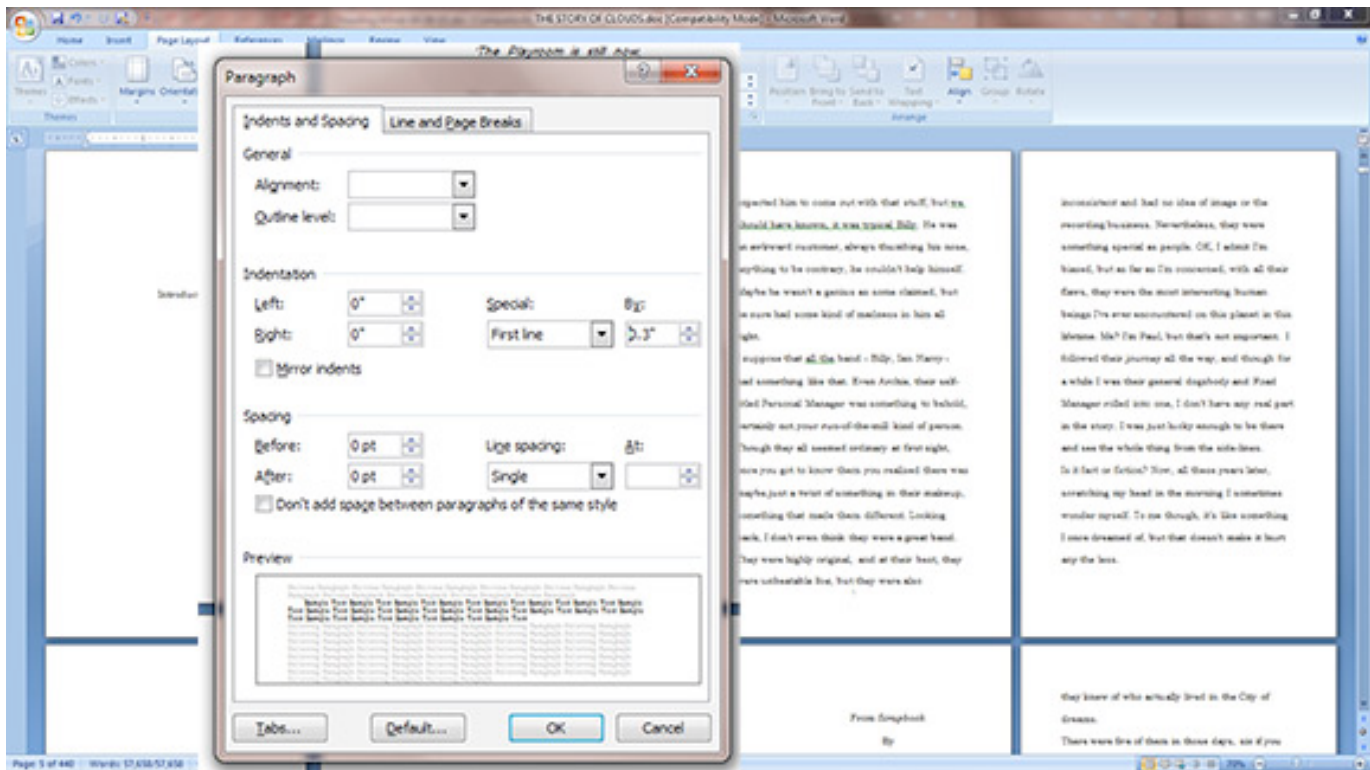


Figure 12



14. Now click on the Line and Page Breaks tab (Figure 13)

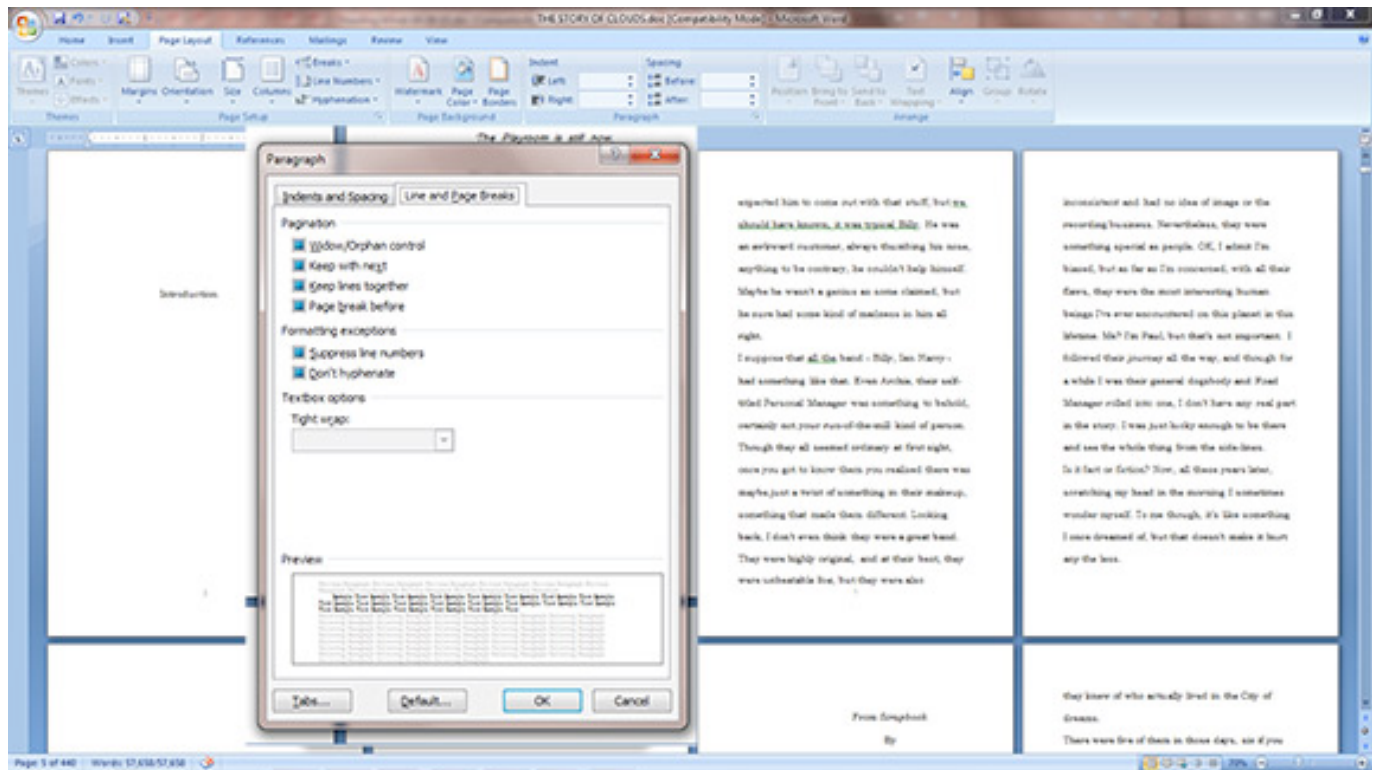


Figure 13

15. Make sure Window/Orphan control, and Don't hyphenate are checked, and all other boxes are unchecked (Figure 14)

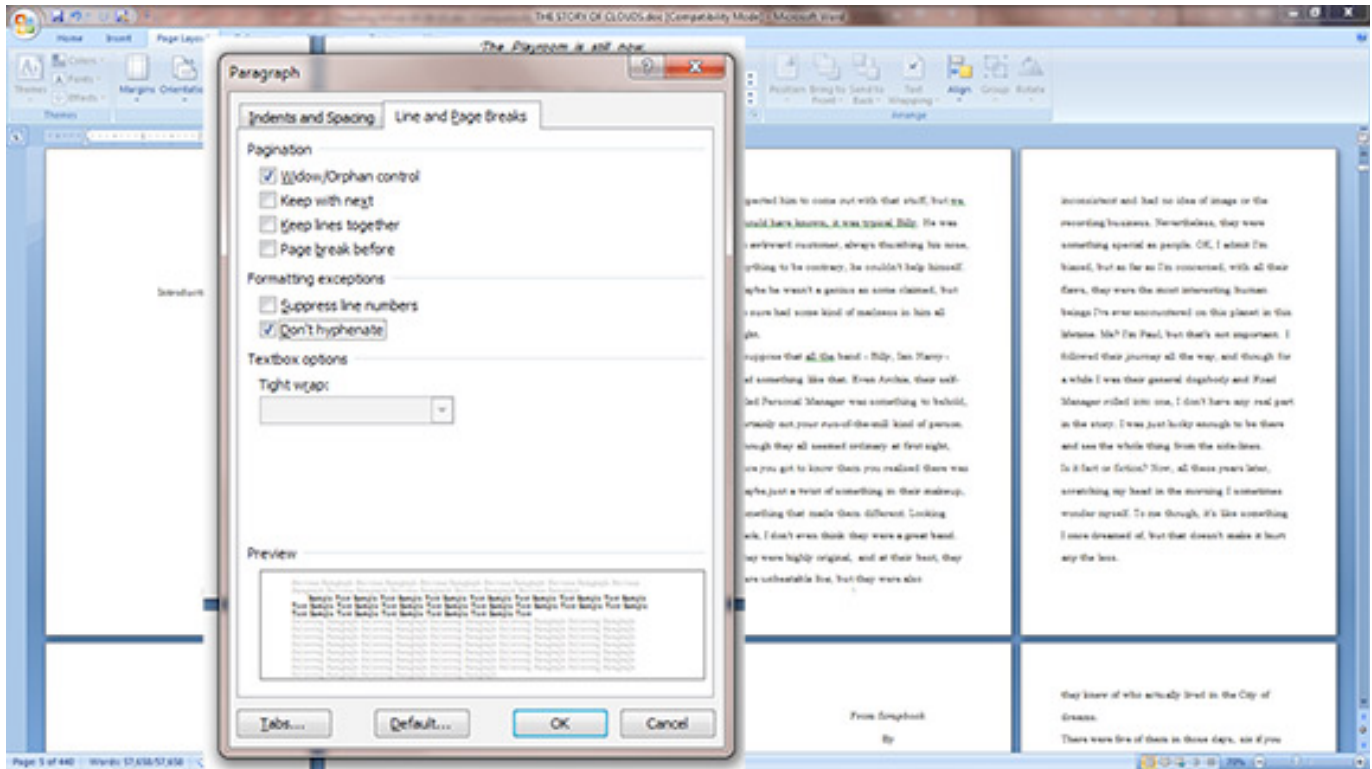


Figure 14



16. You will see that spacing now has the appearance of a professional book (Figure 15)

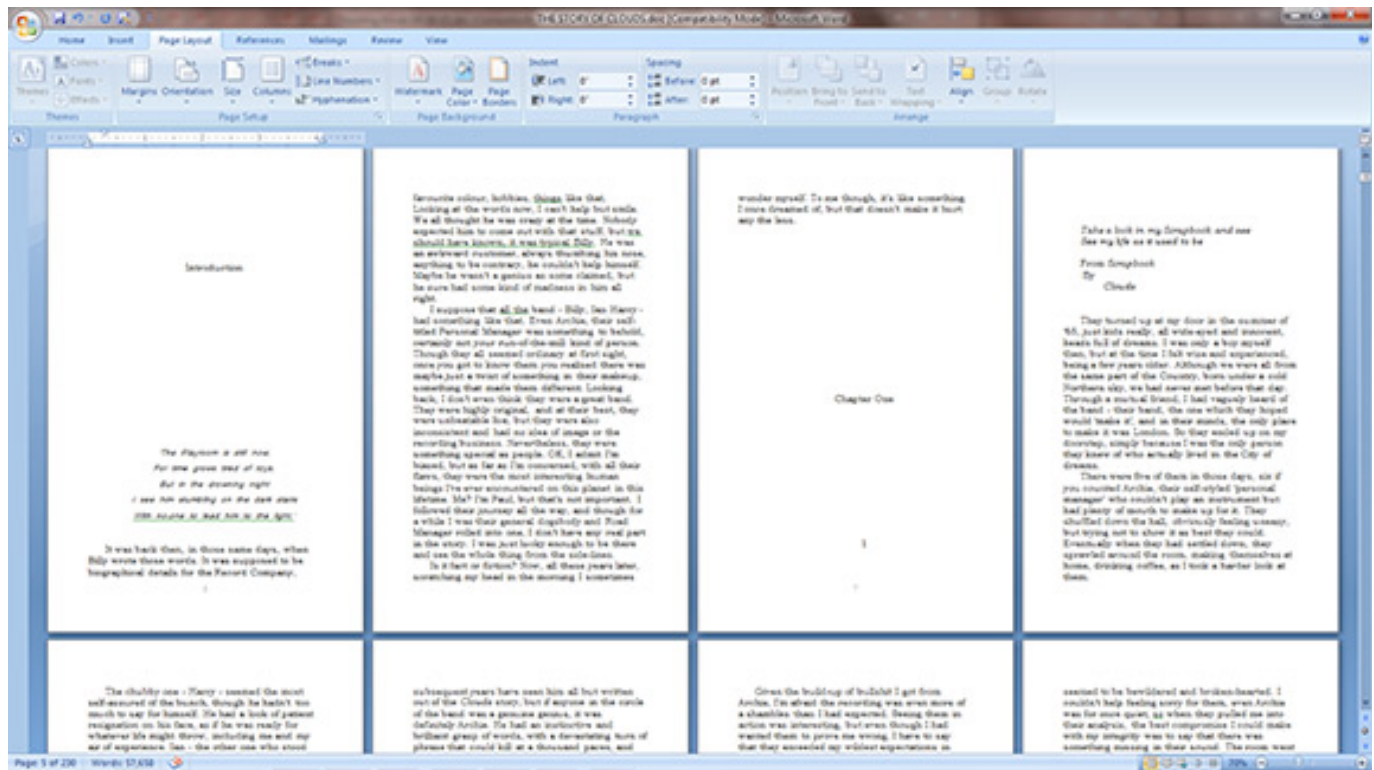


Figure 15

17. Place an insertion point before “Chapter One” (Click before C). On the Page tab, Click on the Breaks button, drop down to Next Page and click. This will move the insertion point to the next page and create a Section. Section breaks are useful for creating different visual aspects for different parts of a book, and for creating a Table of Contents, especially when an eBook is later created for the final print formatted file. (Figure 16)

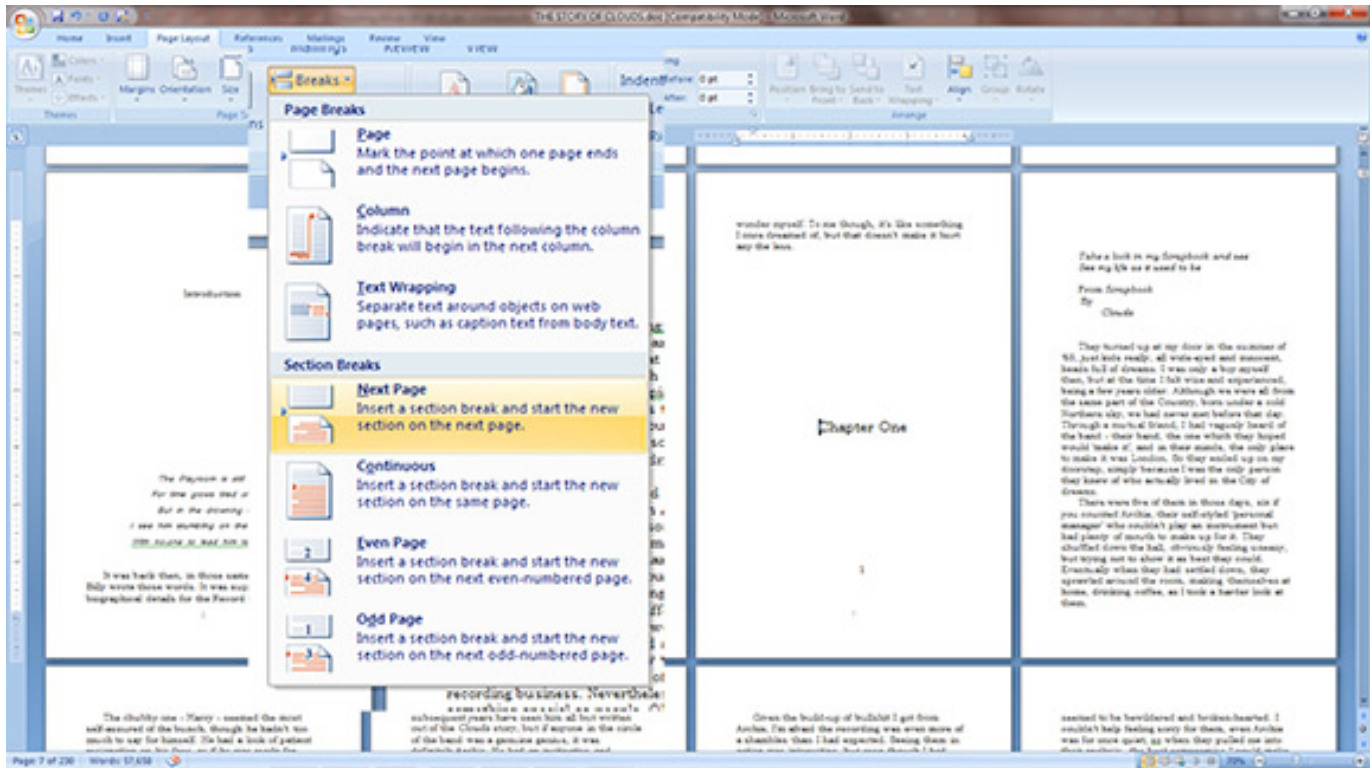


Figure 16

18. Notice that Chapter One has moved to a new page. (Figure 17)

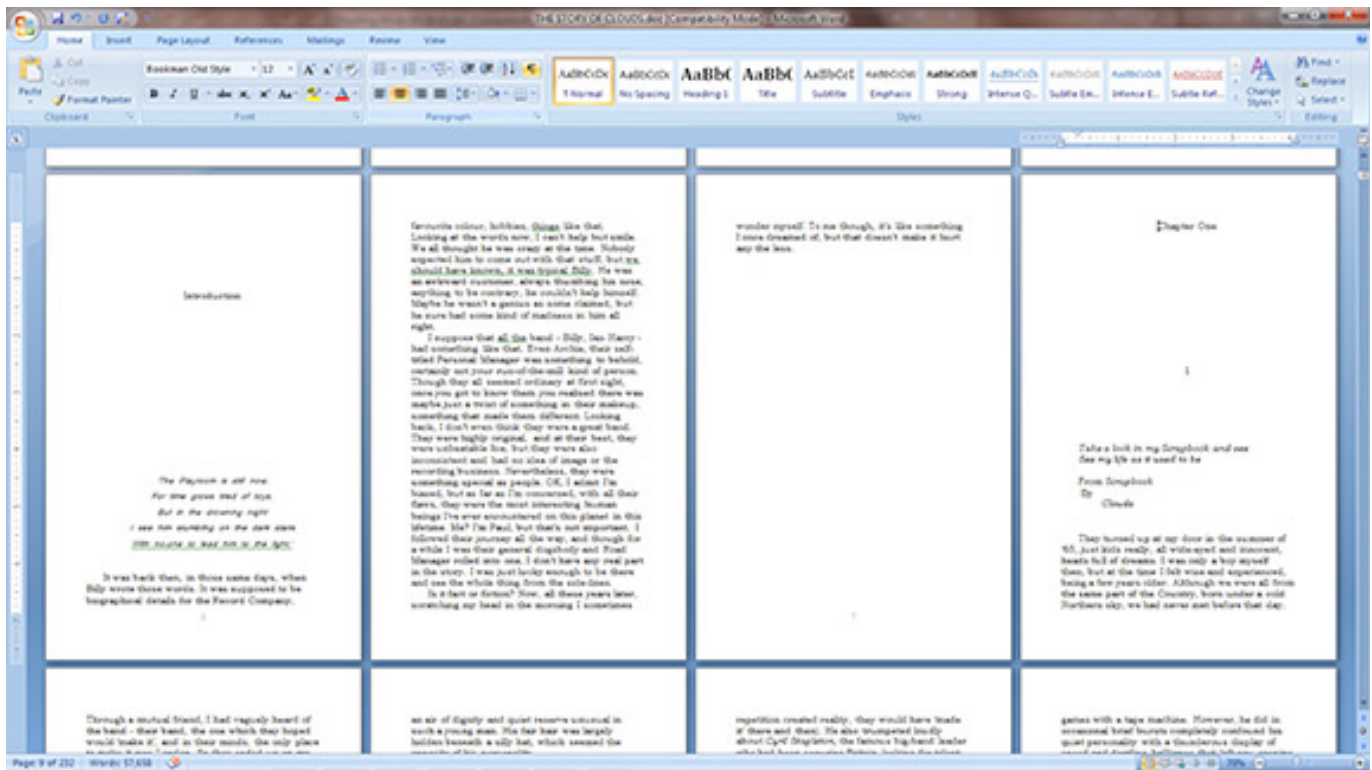


Figure 17

19. At this point, click on the Show Non-printing Characters button (looks like a backwards P). This will show formatting marks, and breaks. Notice that the insertion that has just been created now shows Section Break (Next Page). (Figure 18)

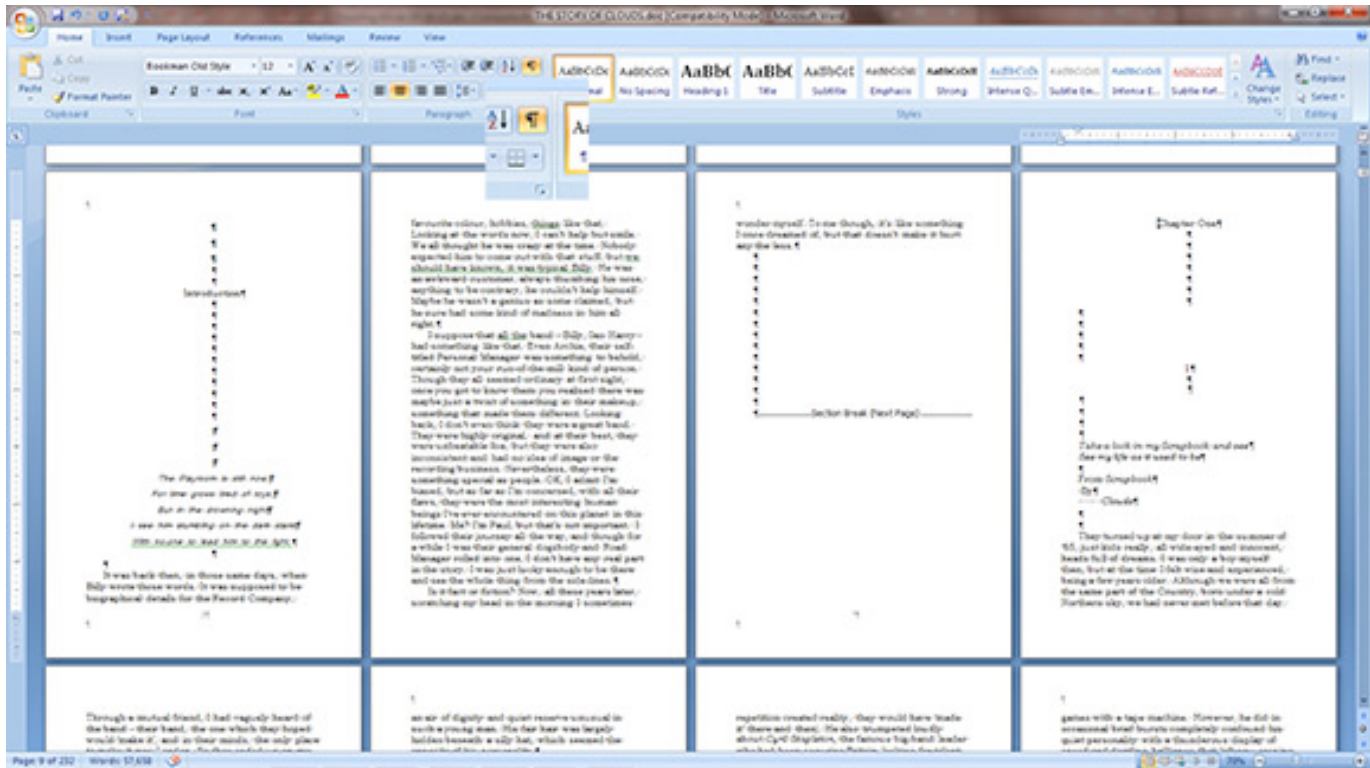


Figure 18