

Formatting Your Novel For Print

By: Sidney Reetz

10/21/2017

Take a deep breath.

There is no need to hire someone to format your book for you. Print formatting is scary the first time you do it, but once you have the basics under your belt, it's a breeze!

I've developed this document to hopefully save you hours, days or even weeks of googling, testing and hair pulling.

If you have any questions please feel free to email me at: sidneyreetz@gmail.com

Let's get started!

***NOTE: For this example I'll be working in Word 2013

Page Sizing

First determine the sizing of your book from the company you are hiring to print your books.

I use Lightning Source and am a fan of the 5"x7" option they offer. However, the sky is the limit on sizing options. So select which is the best for you and your novel.

Here are just a few options:

PAPERBACK BOOKS

Trade paperback books, available with perfect binding, are our most popular offering.

Current sizes:

- 4 x 6" (154 x 102mm)
- 4 x 7" (178 x 102mm)
- 4.25 x 7" (178 x 108mm)
- 4.37 x 7" (178 x 111mm) A
- 4.72 x 7.48" (190 x 120mm)
- 5 x 7" (178 x 127mm)
- 5 x 8" (203 x 127mm)
- 5.06 x 7.81" (198 x 129mm)
- 5.25 x 8" (203 x 133mm)
- 5.5 x 8.25" (210 x 140mm)
- 5.5 x 8.5" (216 x 140mm)
- 5.83 x 8.27" (210 x 148 mm) A5
- 6 x 9" (229 x 152mm)
- 6.14 x 9.21" (234 x 156mm)
- 6.5 x 6.5" (165 x 165 mm)
- 6.625 x 10.25" (260 x 168mm) (Graphic Novel)
- 6.69 x 9.61" (244 x 170 mm) (Pinched Crown)
- 7 x 10" (254 x 178 mm)
- 7.44 x 9.69" (246 x 189mm)
- 7.5 x 9.25" (235 x 191mm)
- 8 x 8" (203 x 203mm)
- 8 x 10" (254 x 203mm)

HARDCOVER BOOKS

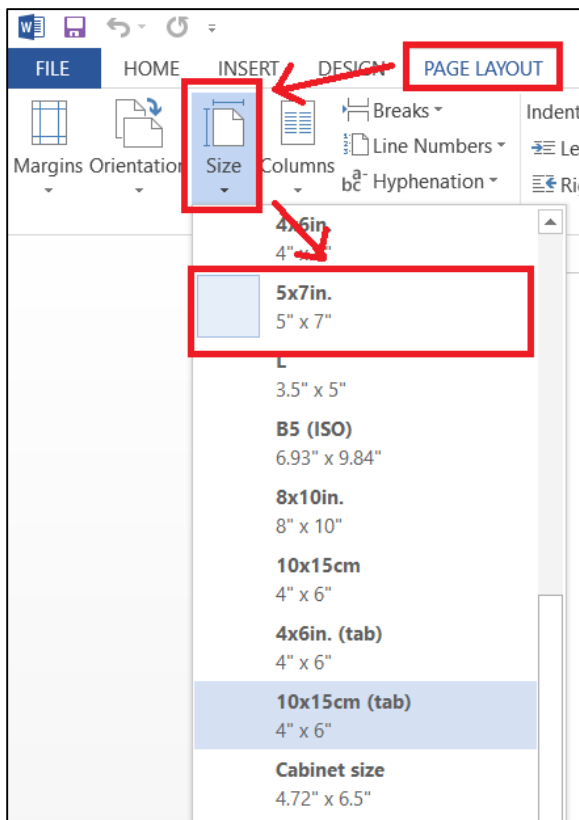
Hardcover books are available in case laminate, cloth, or jacketed with such marks of craftsmanship as stamping available upon request.

Current sizes:

- 5 x 8" (203 x 127 mm) Case Lam/Cloth/Dust Jacket
- 5.5 x 8.5" (216 x 140mm) Case Lam/Cloth/Dust Jacket
- 5.83 x 8.27" (210 x 148 mm) Case Lam
- 6 x 9" (229 x 152mm) Case Lam/Cloth/Dust Jacket
- 6.14 x 9.21" (234 x 156mm) Case Lam/Cloth/Dust Jacket
- 6.69 x 9.61" (244 x 170 mm) Case Lam
- 7 x 10" (254 x 178 mm) Case Lam
- 7.5 x 9.25" (235 x 191) Case Lam
- 8 x 8" (203 x 203) Case Lam
- 8 x 10" (254 x 203mm) Case Lam
- 8 x 10.88" (276 x 203) Case Lam
- 8.25 x 10.75" (273 x 210) Case Lam
- 8.5 x 8.5" (216 x 216) Case Lam
- 8.5 x 11" (280 X 216mm) Case Lam

Once you have your size: Go to the Page Layout tab and select the Size option under Page Setup.

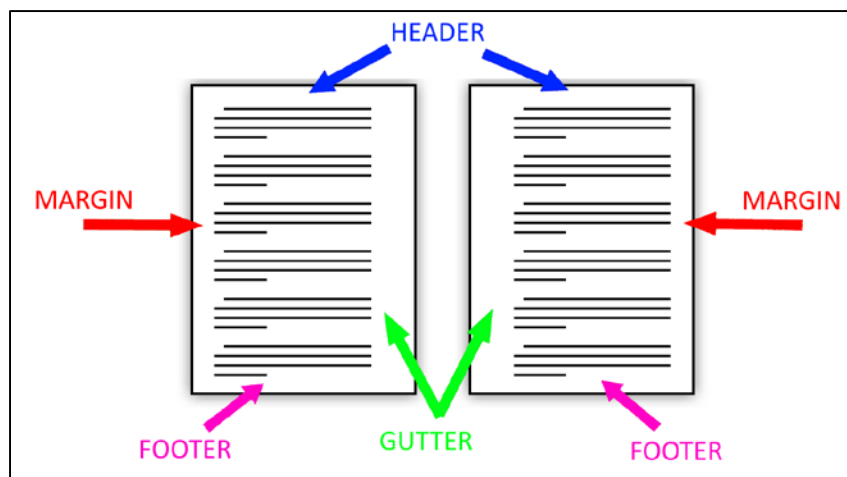
From the drop down list select your preferred page sizing.



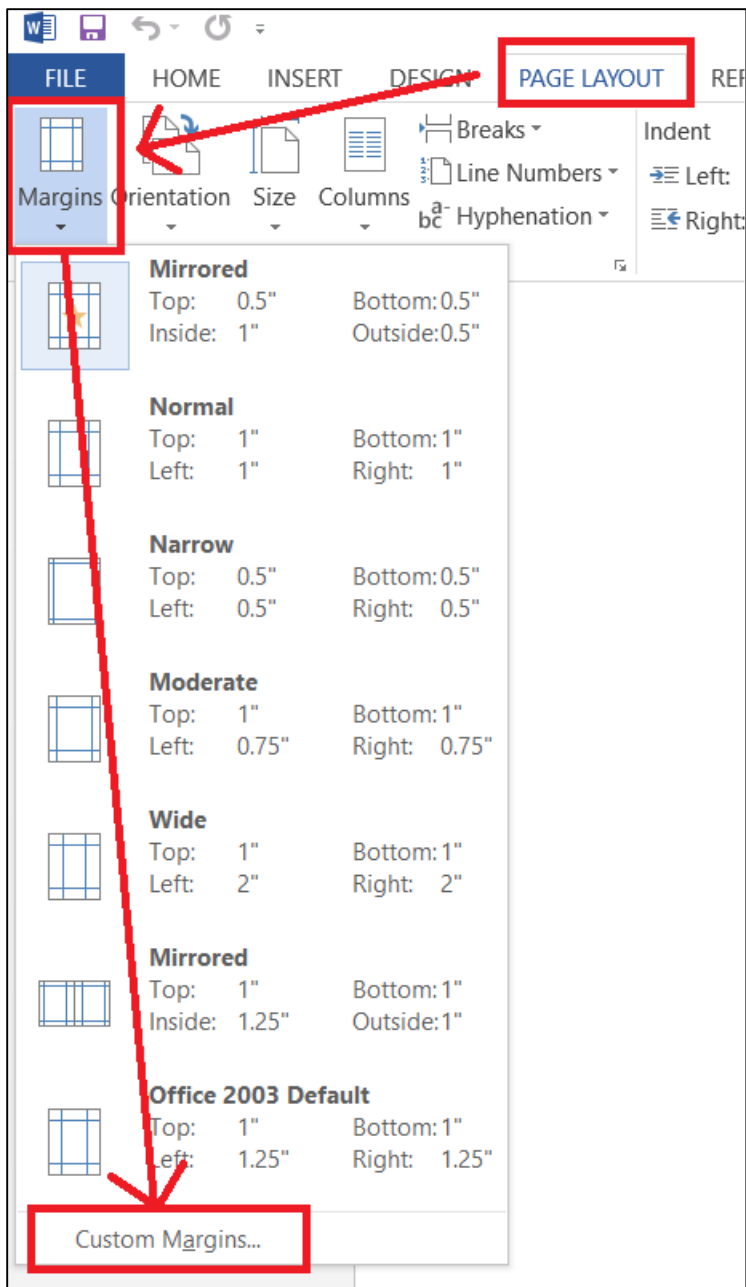
Your pages should now be sized to your selection.

Gutters & Margins

The gutter is the margin on the bound edge of the book page.

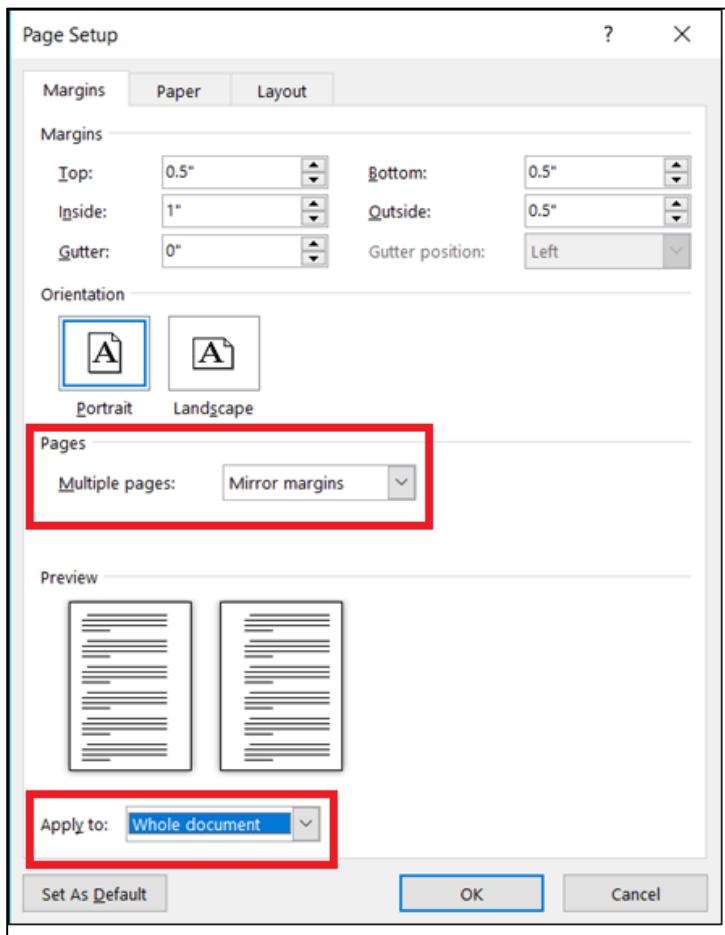


To set your gutters and margins go to your Page Layout tab and select Margins, then select Custom Margins at the bottom.



For my 5"x7" book - here are the setting I have in place:
(The spacing will change based on your chosen print size.)

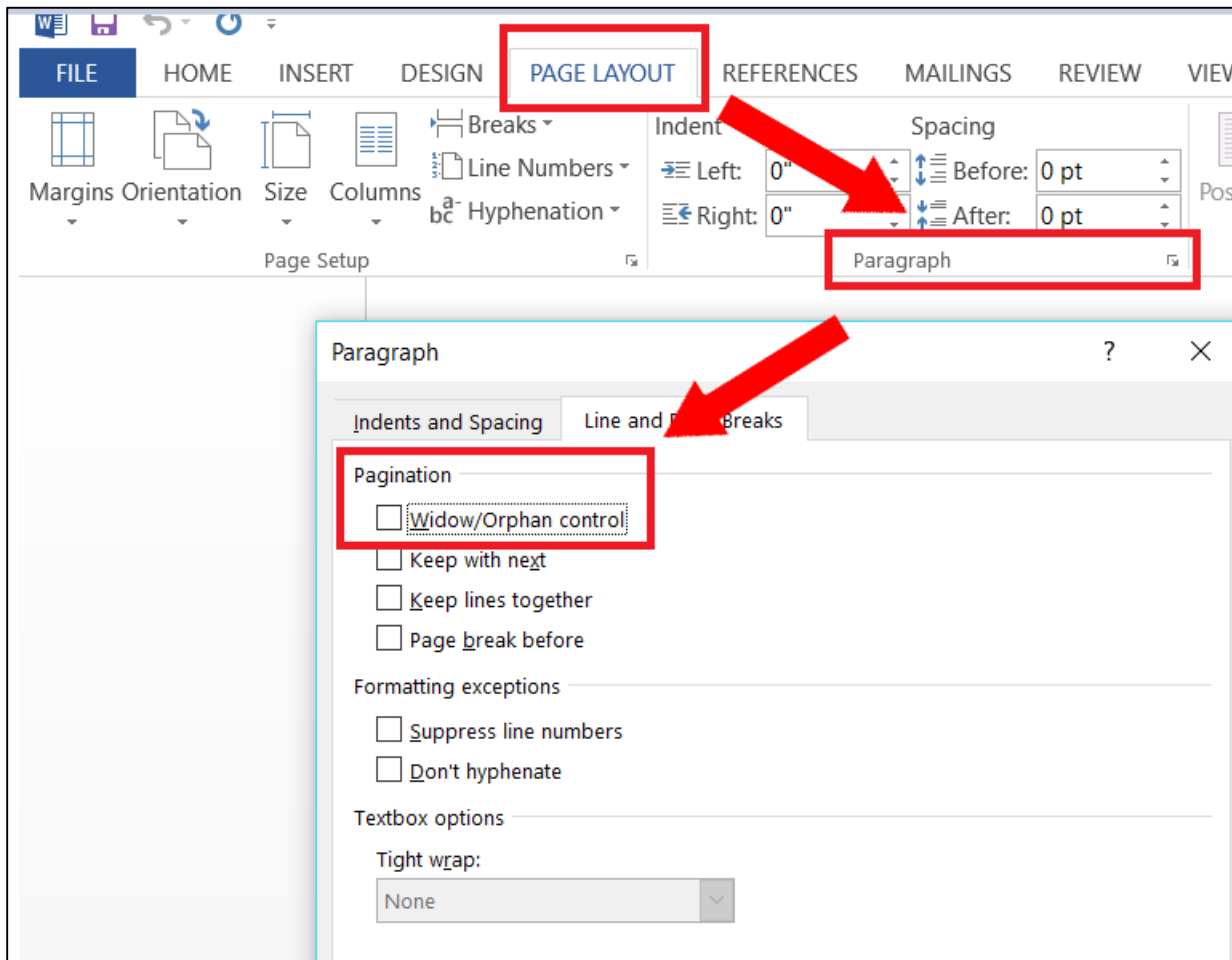
Make sure to select Mirror Margins under the Pages option.
Also select Apply To: Whole Document.



Your Word document should now begin to start looking like a book!

Here how to fix it:

First, select your whole document. Then go to your Page Layout tab again and select the Paragraph option. Under Pagination, unselect the Widow/Orphan control. This should fix the problem.

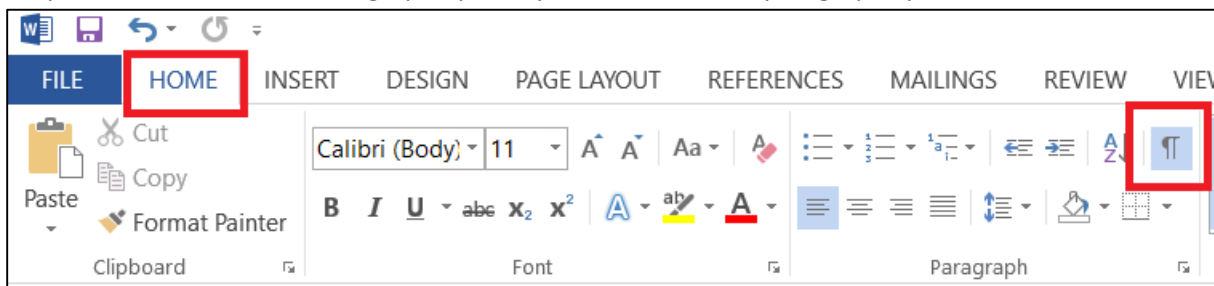


Section Breaks

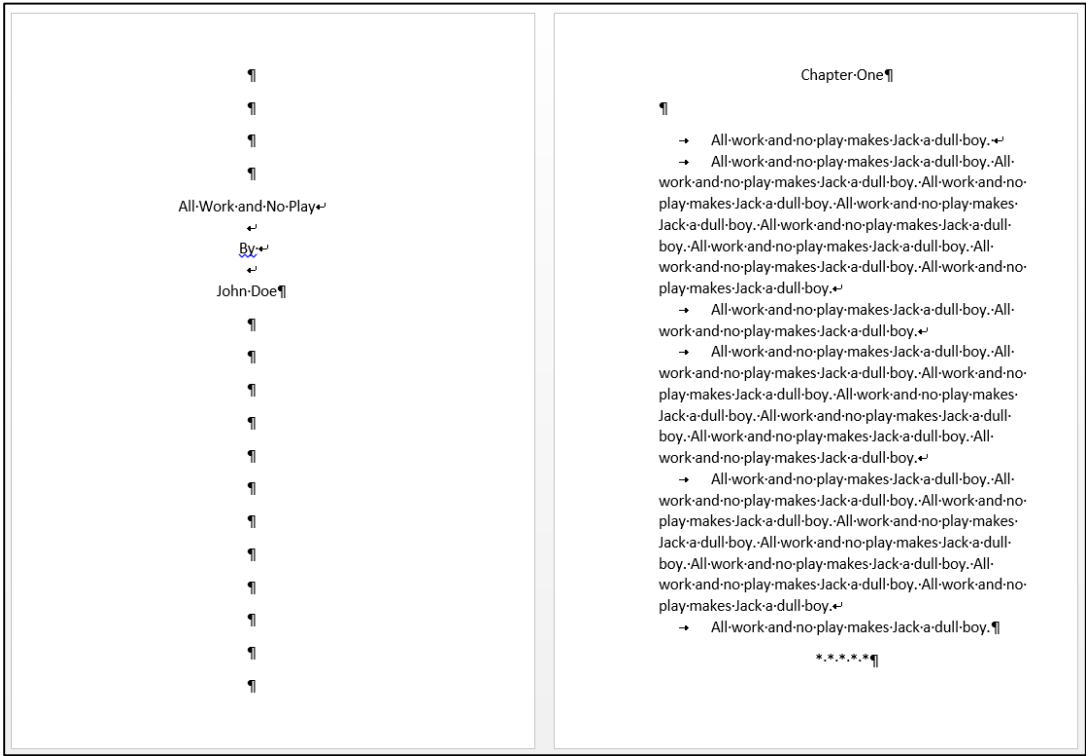
Next, let's break up the document so we can then add headers and page number with a lot more ease. Let's meet our dear friend the Section Break.

First, you'll want to turn on your paragraph marks view.

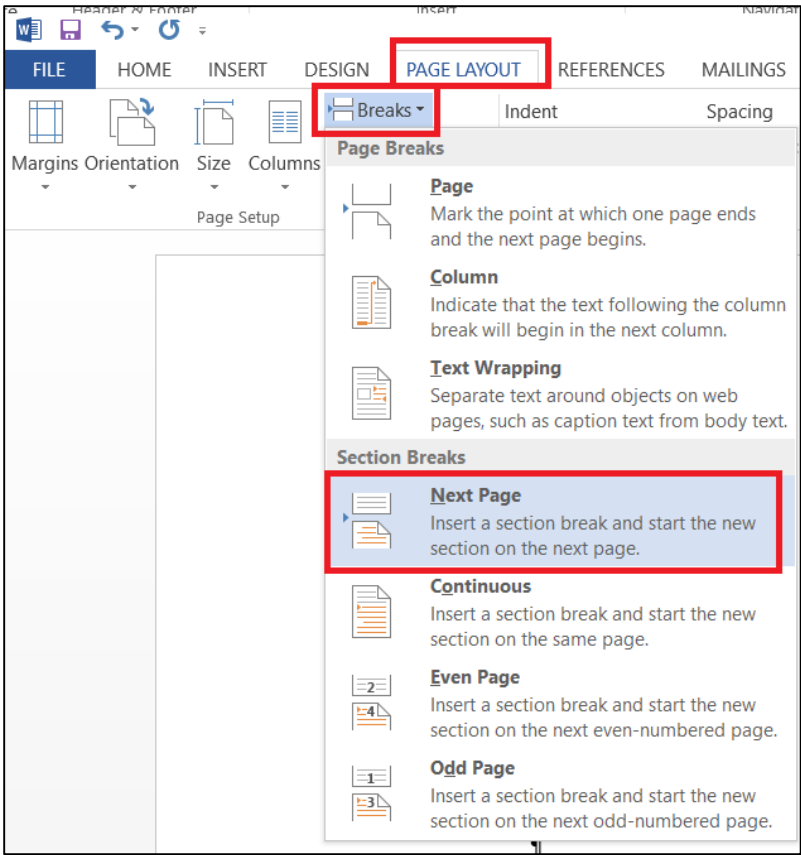
On your Home tab, in the Paragraph option, you'll see this little paragraph symbol. Click on it.



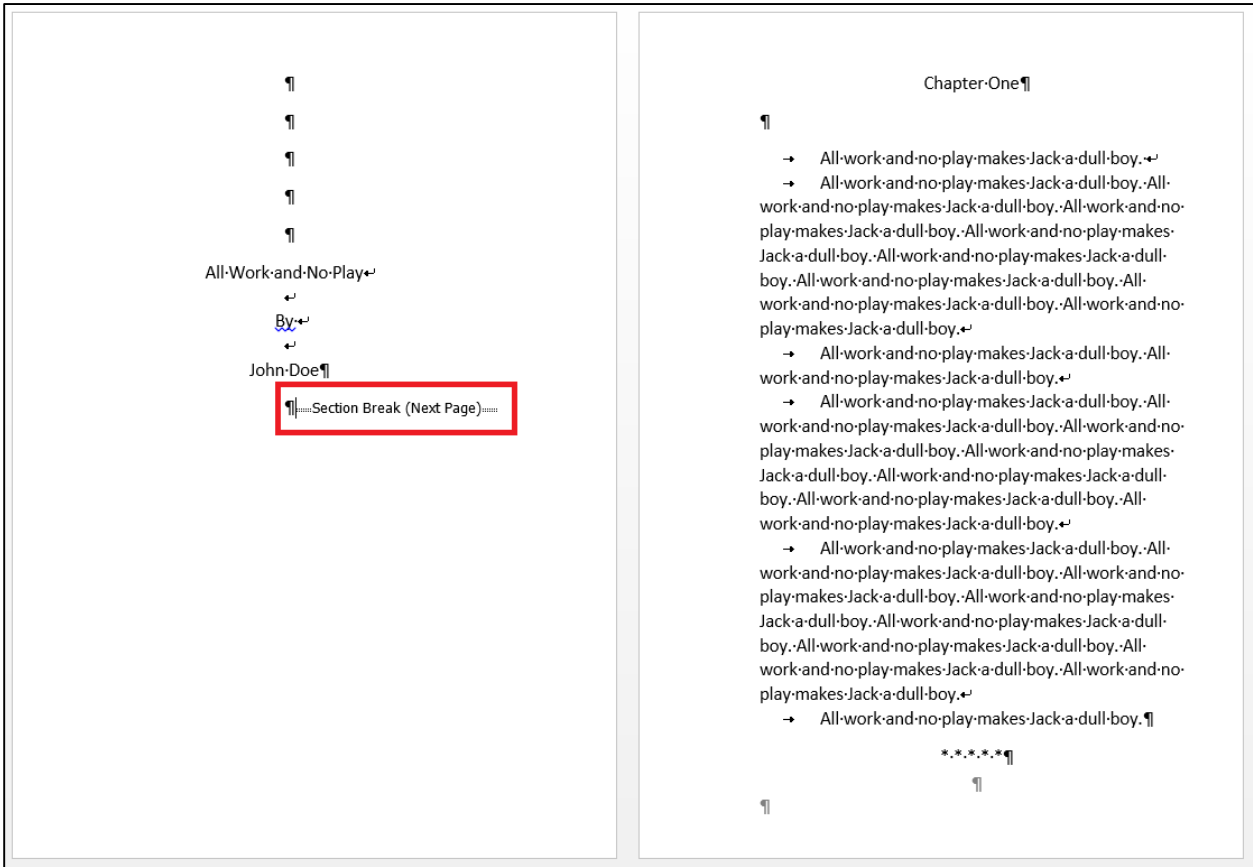
This will show you all the nontext commands coded into the document.



Insert Section Breaks for each new section in your novel. You can find this button on your Page Layout Tab under Breaks. Make sure to select the Next Page break.



I place one on the page BEFORE my Chapter One like so:



Then I add one to the end of each chapter:

[illegible]

Section Break (Next Page)

Chapter Two

- "All-work-and-no-play-makes-Jack-a-dull-boy."↵
- "All-work-and-no-play-makes-Jack-a-dull-boy."↵
- All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.↵
- All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.↵
- All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a↵
- All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.All-work-and-no-play-makes-Jack-a-dull-boy.↵
- "All-work-and-no-play-makes-Jack-a-dull-boy."↵
- "All-work-and-no-play-makes-Jack-a-dull-boy."↵

Don't forget to turn off your paragraph markings view once you're done.

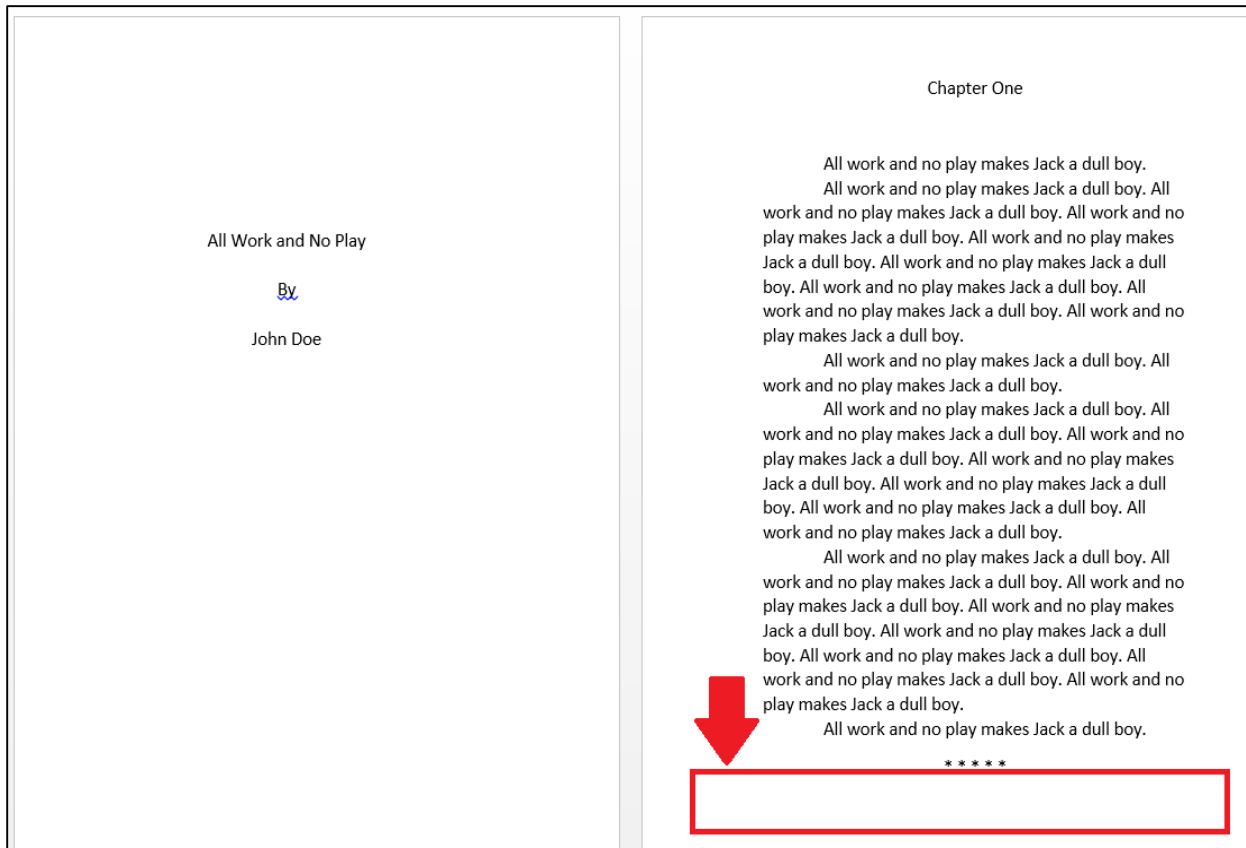
Page Numbers

Alright! Let's get some page numbers in this document! (This is where doing your Section Breaks first will save you a great deal of work and anguish!)

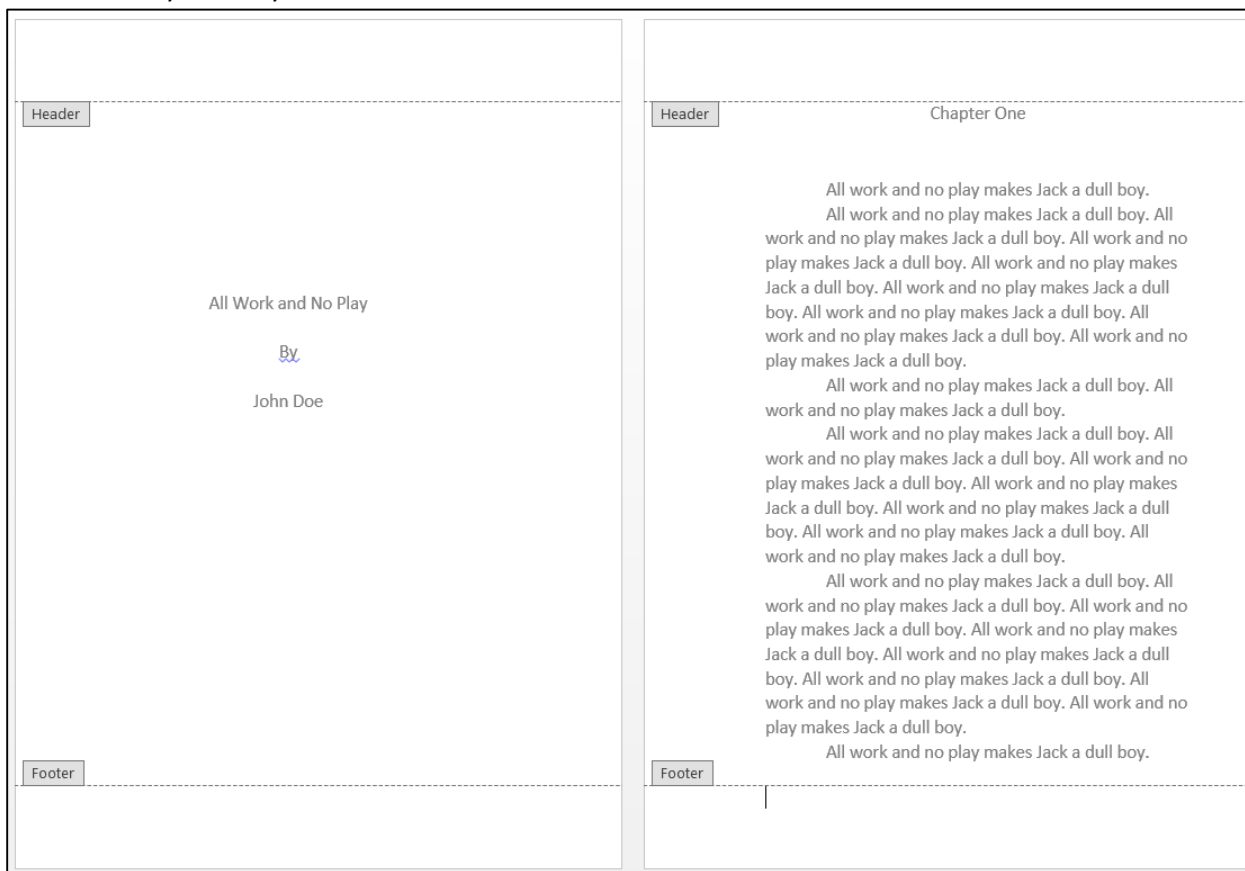
Page numbers for novels start on the first page of your prologue or first chapter. So you can't just select the whole document and click on add page numbers. You'll have numbers on your title page and it'll look horribly unprofessional.

Here is how you do it:

Go to the first page of your chapter one and double click on the footer space here:

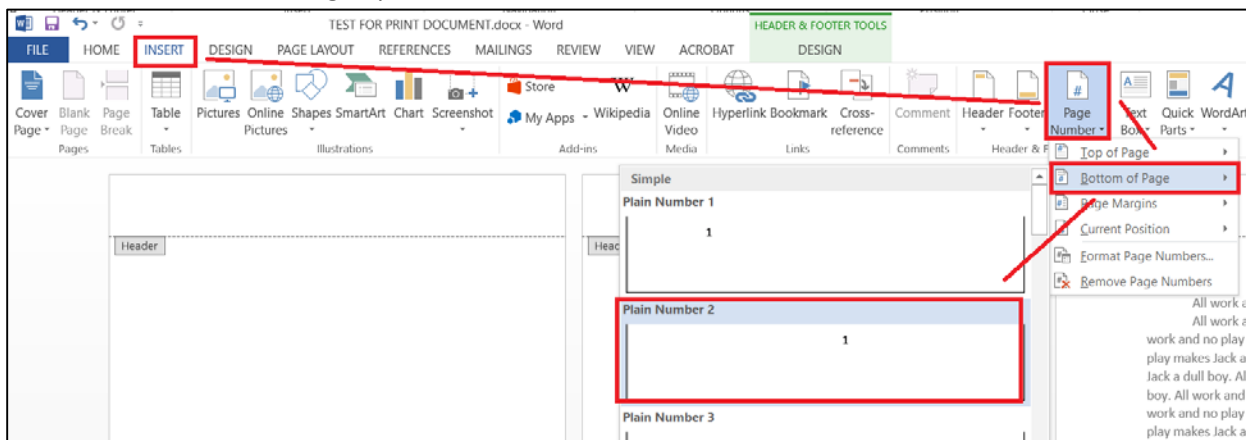


This will take you into your Headers and Footers like so:



I like my page numbers centered on the bottom of the page, so I first center my cursor. (Page numbers can be positioned anywhere you like though, even in the Header instead of the Footer. But for this example, I'll add them to the Footer.)

Next, go to your Insert Tab and click on the Page Number icon. Go to the Bottom of the Page option and select Plain Number 2.



The diagram illustrates the structure of a two-page spread in a book. It shows the layout of headers, footers, and page numbers for an even page (left) and a first page (right).

Left Page (Even Page):

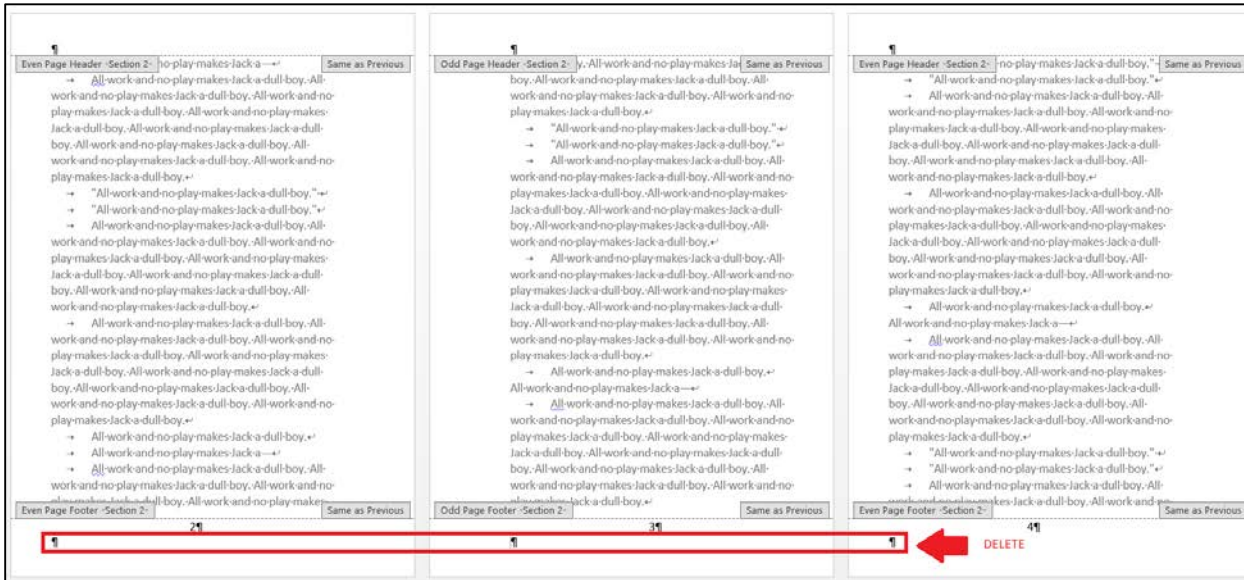
- Header:** Even Page Header -Section 1-
- Text:** All-Work-and-No-Play, By, John-Doe
- Section Break:** Section Break (Next Page)
- Footer:** Even Page Footer -Section 1-

Right Page (First Page):

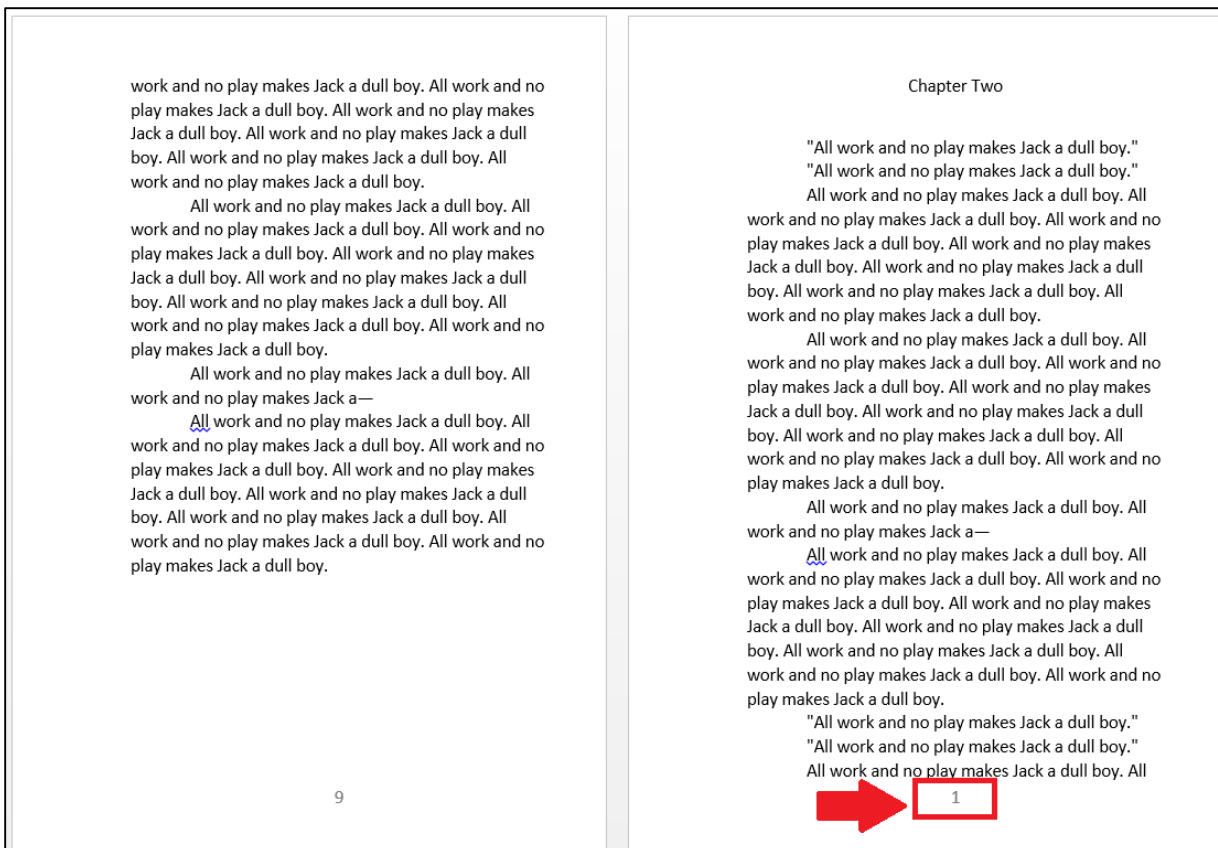
- Header:** First Page Header -Section 2-, Chapter-One, Same as Previous
- Text:** A list of items, each preceded by a right-pointing arrow (→).
- Page Number:** 1 (highlighted in a red box with a large red arrow pointing to it)
- Footer:** First Page Footer -Section 2-

[illegible]

Just go to your page two, three and so on - and insert your page number again.
Make sure to delete any extra enter paragraph strokes that might show up.



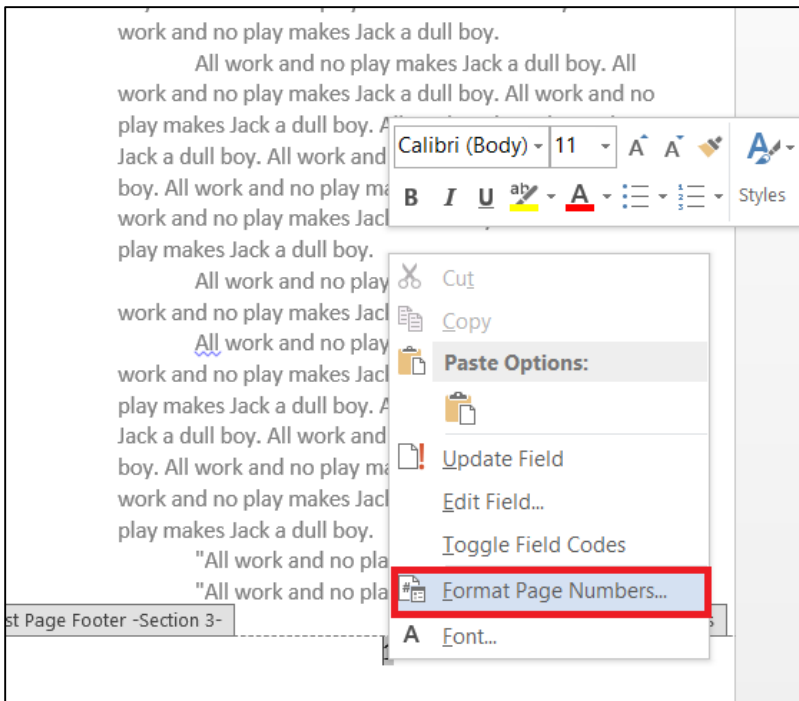
Next, you'll notice that the page numbers at the start of the rest of your chapters will begin at 1 again. That's okay!
We're going to have to go through and restart the page numbers at the beginning of each chapter in the book.



Here is how to do that:

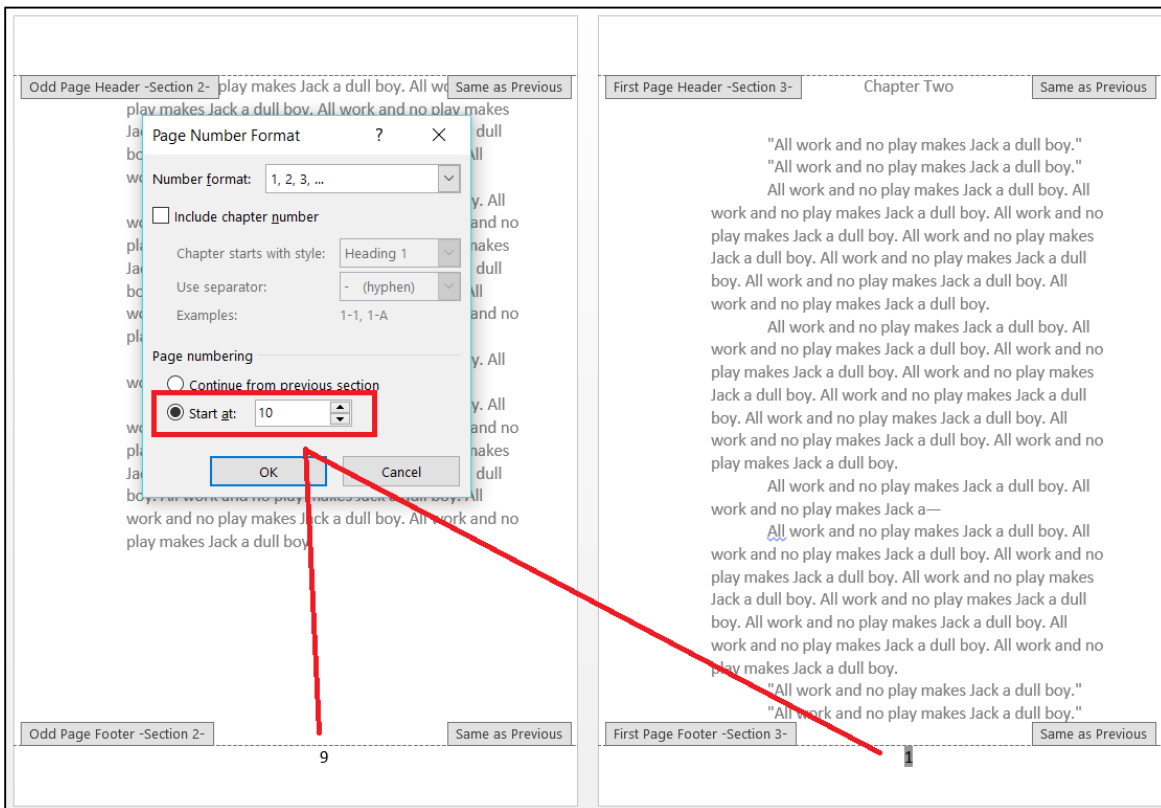
Double click in your Footer, highlight the page number and right click your mouse over it.

In the window that pops up, select the Format Page Numbers option.



In the Page Number Format box that comes up, go to the Start At option.

Since Chapter One ended on page 9, you need Chapter Two to begin on page ten. So type 10 into this field.



And here it is!

[illegible]

You'll have to restart your page numbers after every section break. So check and double check your numbers continuity in the manuscript.

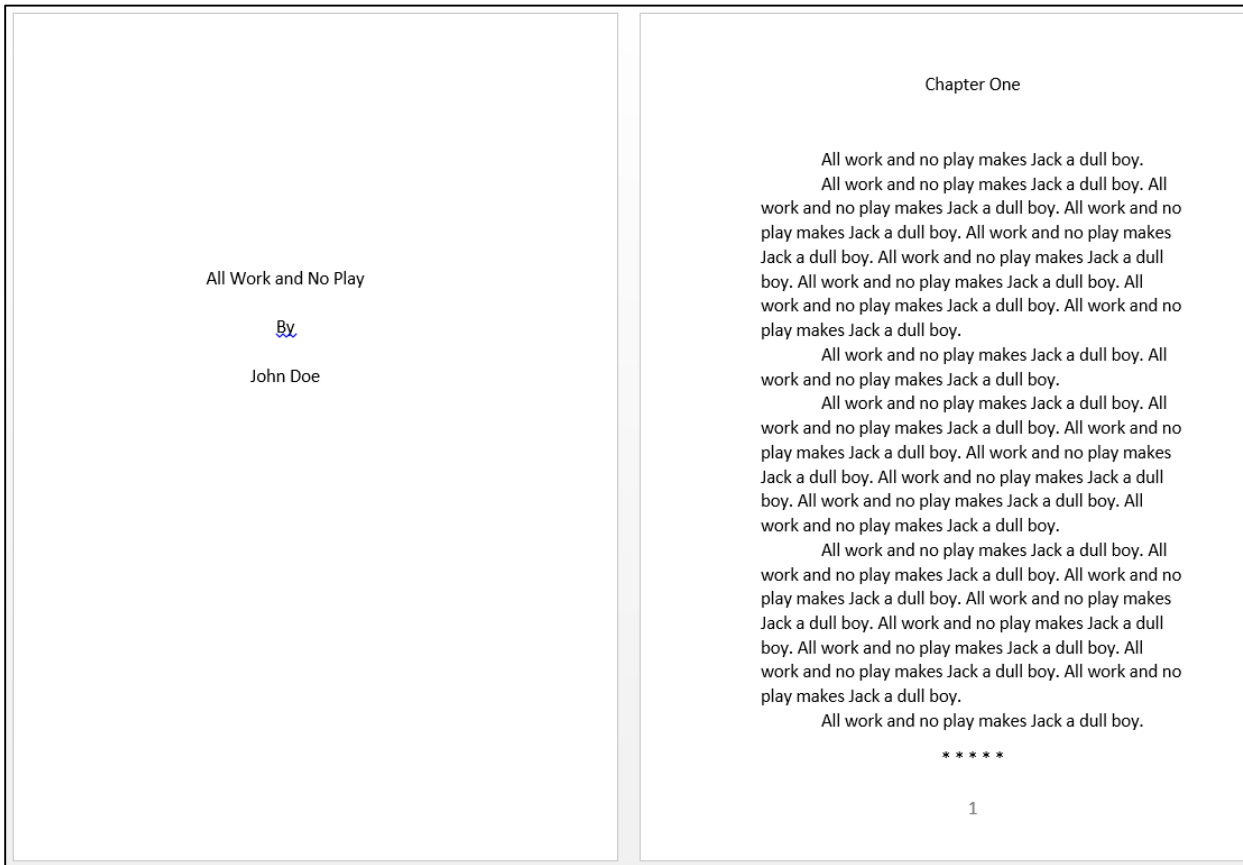
Now, let's work on that Header.

HEADER: Book Title & Author Name

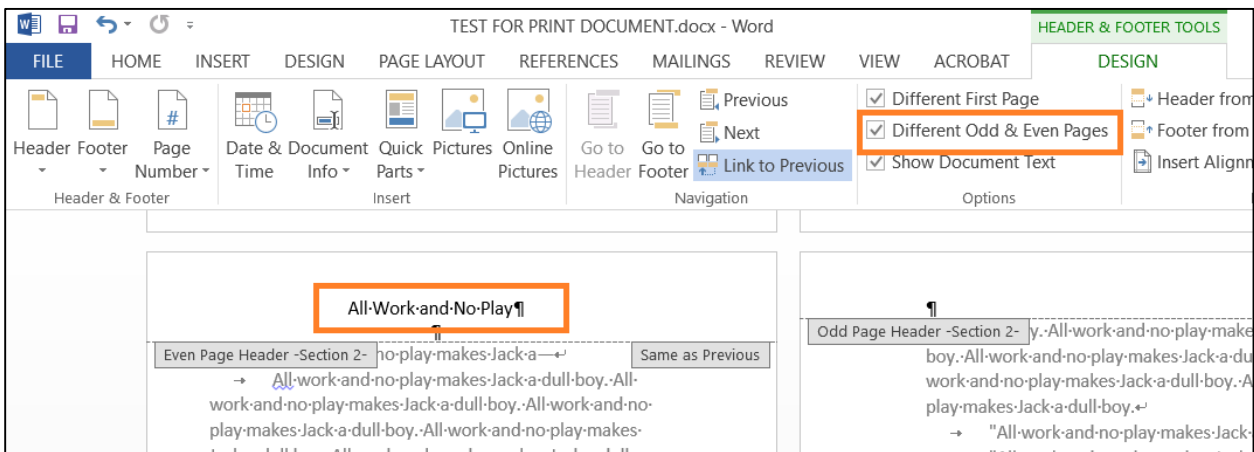
For novels, professional print books have the title of the book on one side and the author name on the other as so:

[illegible]

However, you **DO NOT** want these to show up on any page that a chapter begins on.



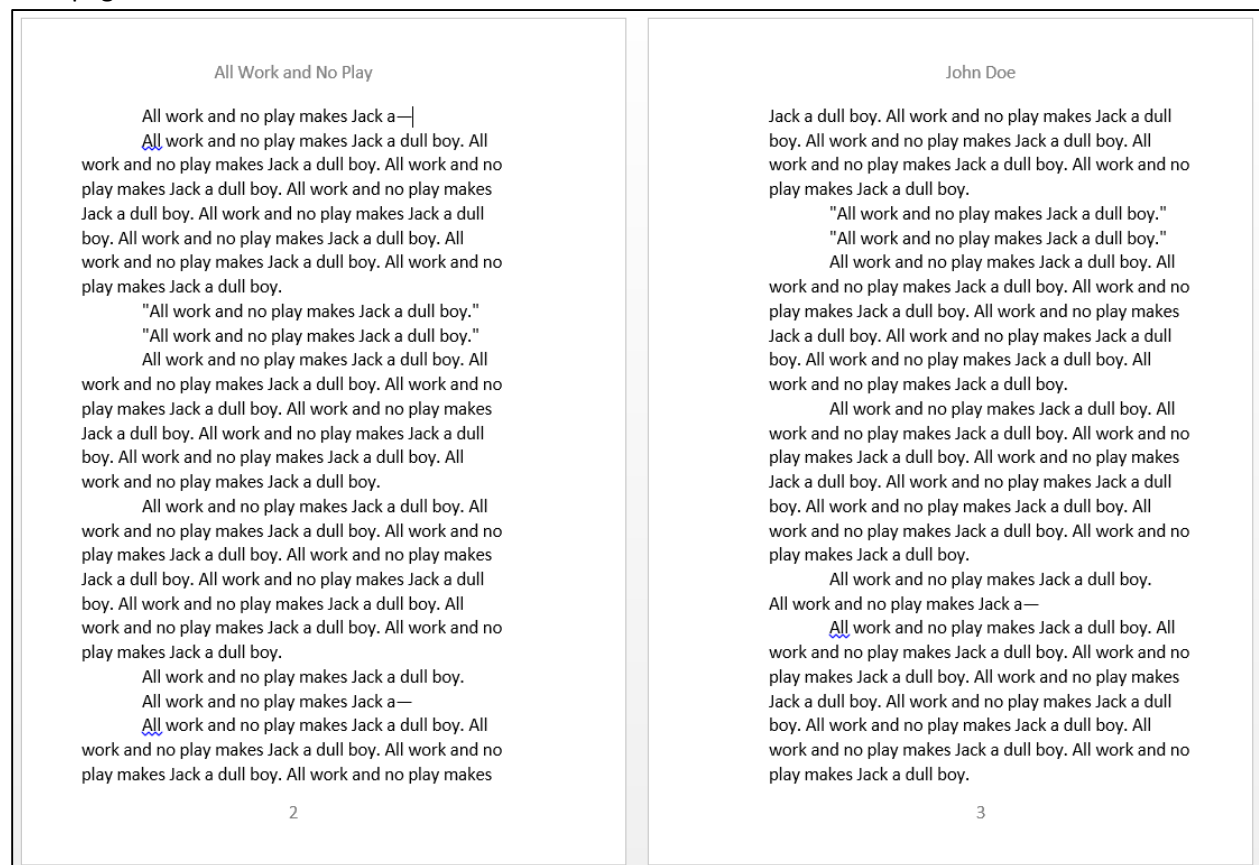
To do this, go to your page 2 (the second page of your chapter one). Double click in the Header section of your document and type in your books title. Make sure you have Different Odd & Even Pages selected on your tool bar.



Now, you might see your header appearing in the pages BEFORE your page 2 - worry not!

The screenshot shows the Microsoft Word ribbon with the 'Navigation' group selected. The 'Link to Previous' button is highlighted with an orange box. A large orange arrow points to this button. To the right of the arrow, the word 'UNSELECT' is written in orange capital letters inside an orange box. The background shows a document with a repeating header/footer pattern.

Your pages should look as so:



The pages with your chapter titles should have NO HEADERS:

[illegible]

And that is the vast majority of your print formatting!

Embedding Your Fonts in a PDF Document

Since I use Lightning Source as my printer, there is one last step I need to do.

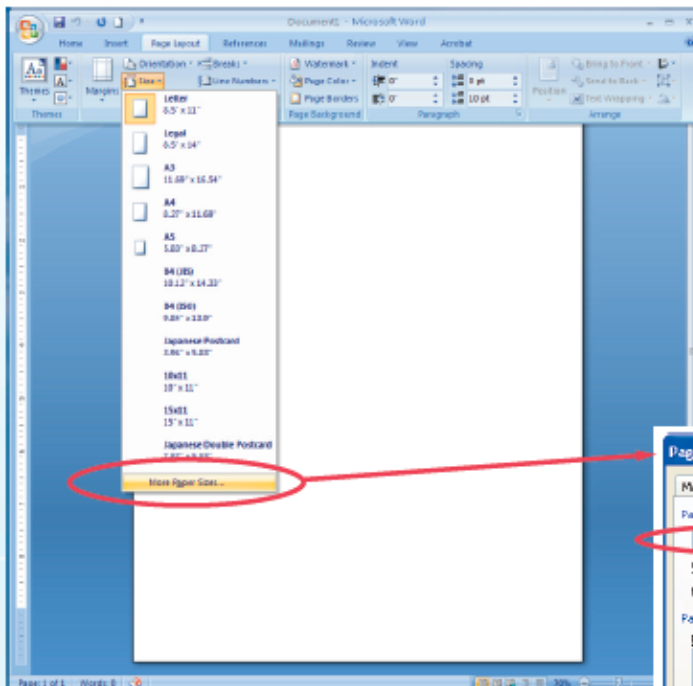
Once I have my manuscript completely formatted and proofed for errors, I have to convert it to a PDF file format for submission to Lightning Source. You'll need Adobe Acrobat for this part.

Once you have the PDF file, you need to ensure that all the fonts you use in your document are embedded into the file.

Thankfully Lightning Source sent me this handy-dandy How To document that lays out the process here: (These belong to Lightning Source, not me.)

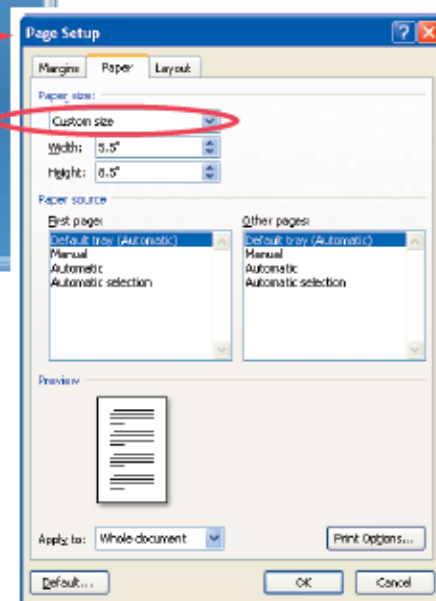
MICROSOFT WORD 2007

PAGE CREATION AND FONT EMBEDDING



Open Microsoft Word. Select the "Page Layout" menu option. Then click on the "Size" tab for the available page sizes. If the desired page size is not listed, Select the "More Paper Sizes".

This will open a new box that contains additional page sizes and the option of creating a 'Custom' size page.

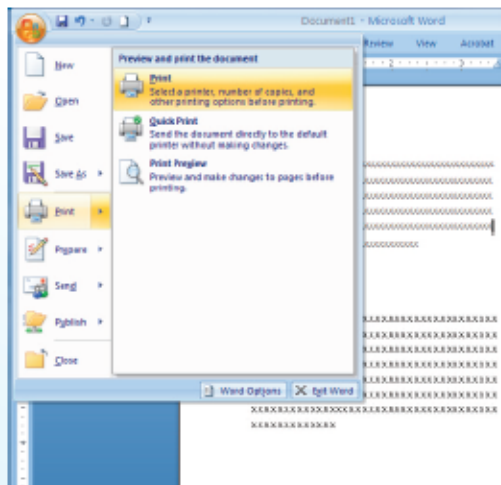


Enter the 'Width' and 'Height' of the desired page. Flow your text into the page, allowing for a .5 inch margin between the content and the page edge.



**Lightning
Source®**

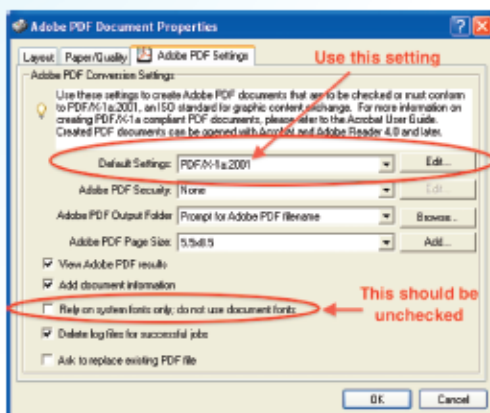
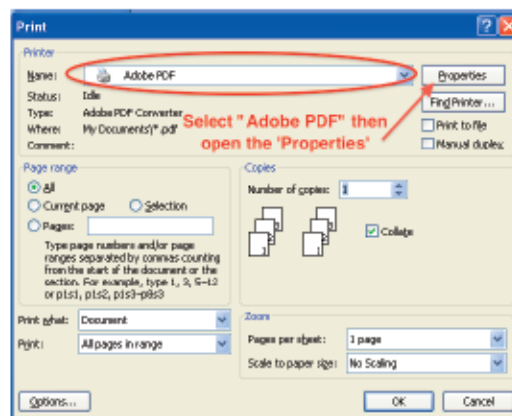
MICROSOFT WORD 2007 PAGE CREATION AND FONT EMBEDDING



To create a PDF from your Word file, select the 'Print' option. This will open the 'Print' dialog box

Open the printer 'Name' dropdown menu and select "Adobe PDF". Then, you will open the 'Properties' dialog box by clicking the Properties button.

If you do not see this printer option, you may need to install Adobe Acrobat Professional.



In the 'Adobe PDF Document Properties', you will select the PDF/X-1a:2001 setting, and uncheck the 'Rely on system fonts only, do not use document fonts' option.

Clicking OK, should create a compliant PDF with all fonts embedded.

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4/15/10

And there you have it! Once you save your PDF with the embedded fonts, you are ready to send your book off to be printed!