THE BOOK BLOCK

FORMATTING AND SAVING
Microsoft Word



INSTITUTE of Museum and Library SERVICES
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
friends of the frisco public library
PUBLIC Frisco Library

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Open the Template in MS Word

You can use one of our templates as a fresh document and transfer over your text, images, and content.

This guide will also help you format an existing Word document.

Both transferring content to a template or re-formatting an existing Word document are similar in terms of time and effort.

Tools to Always Use

Always use the following tools when creating your document. If you *do not* use these tools, differences in layout can occur between the on-screen word processor and the printed book.

Align Text

Avoid using the space bar to position text on a page.

Use your **text alignment tools**:



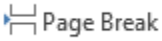




New Page

Avoid using pressing enter key to add blank lines to move to a new page.

Use **Page Break** Tool:



Insert Images

Avoid cutting and pasting an image into the document.

Avoid dragging and dropping an image into the document.

Use **Insert Picture from File** from the Insert Tab.



Font

Font type and size is a personal choice.

Common Font Sizes: 10 to 12 point

Common Font Types: Garamond, Times New Roman, Arial, Veranda, Tahoma

Common Line Spacing: 1.15 to 1.25

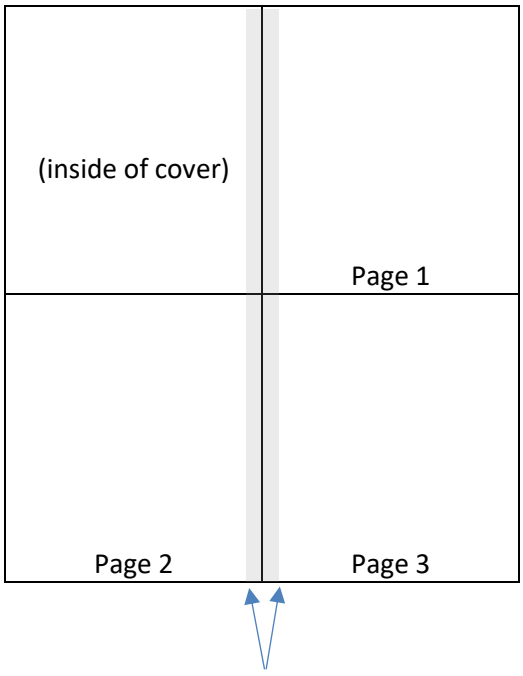
Avoid single and double spacing.

Example fonts are all 11pt size.

Notice some font types appear larger than others.

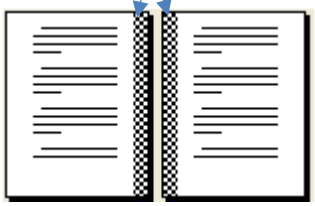
Notes on Layout:

Page 1: **When a book prints, the first page will be on the right hand side.** Odd pages will fall on the right hand side and even on the left. The inside of the cover that wraps the Book Block is always blank. So while in Word your first page will appear on the left, when it prints it will be on the right. This can be important if you are expecting the content of two pages to both be visible as a two page spread.

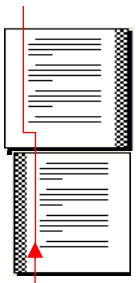


Gutter

Book binding view.



Single page word processor view.



Gutter: Area where additional margin space is added (left for odd pages, right for even pages) so that text stays visible after a book is bound. This causes your margins to look misaligned as you scroll down between odd and even pages in your word processor. However, that offset in alignment is necessary for the binding of the book.

Sections Breaks

You will want to use section breaks to apply different formatting to each section of the Book Block

Examples of sections that may require different formatting or page numbering:

Front Matter

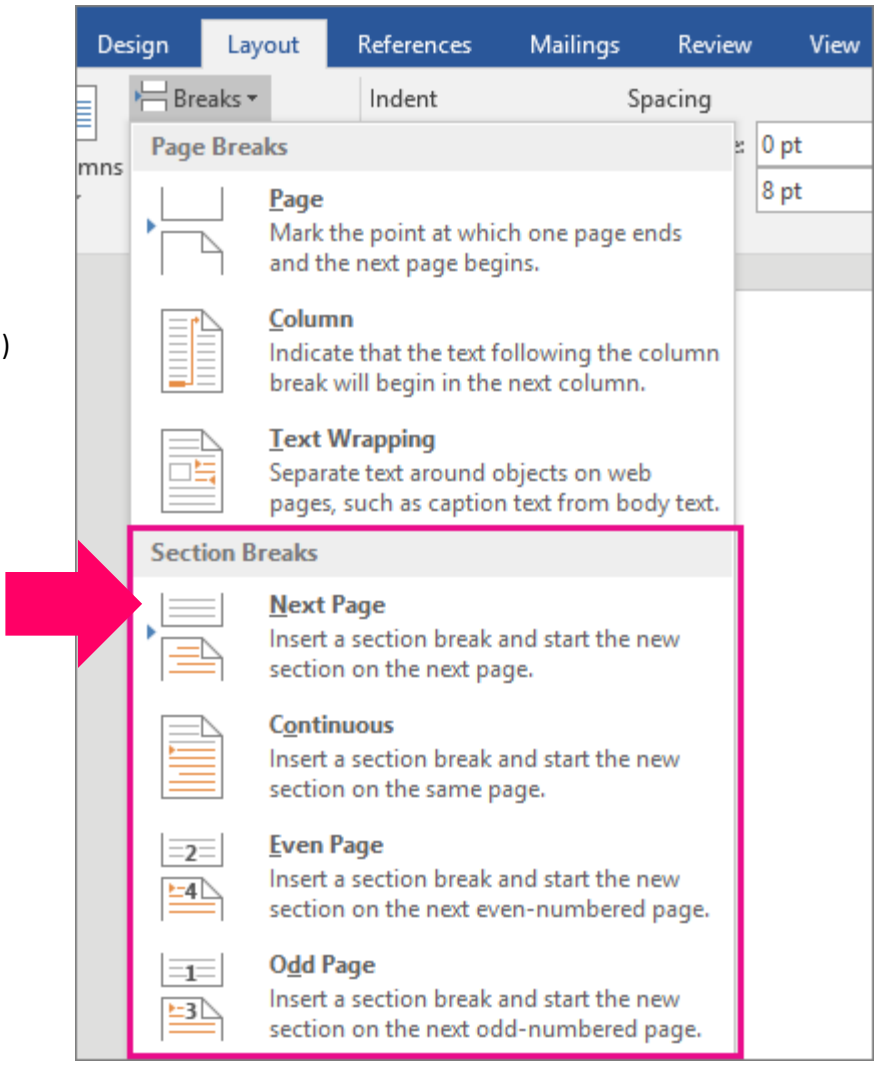
- Title page
- Series title page
- Dedication
- Copyright
- Table of Contents
- Foreword (Preface, Introduction)

Core

- Chapters

Back Matter

- Appendix
- Glossary
- Index
- List of Contributors
- References
- Resources



Add section breaks to your document if necessary.

Click on the end of the last page of a section.

Select the **Layout Tab**

Click on dropdown arrow next to **Breaks**

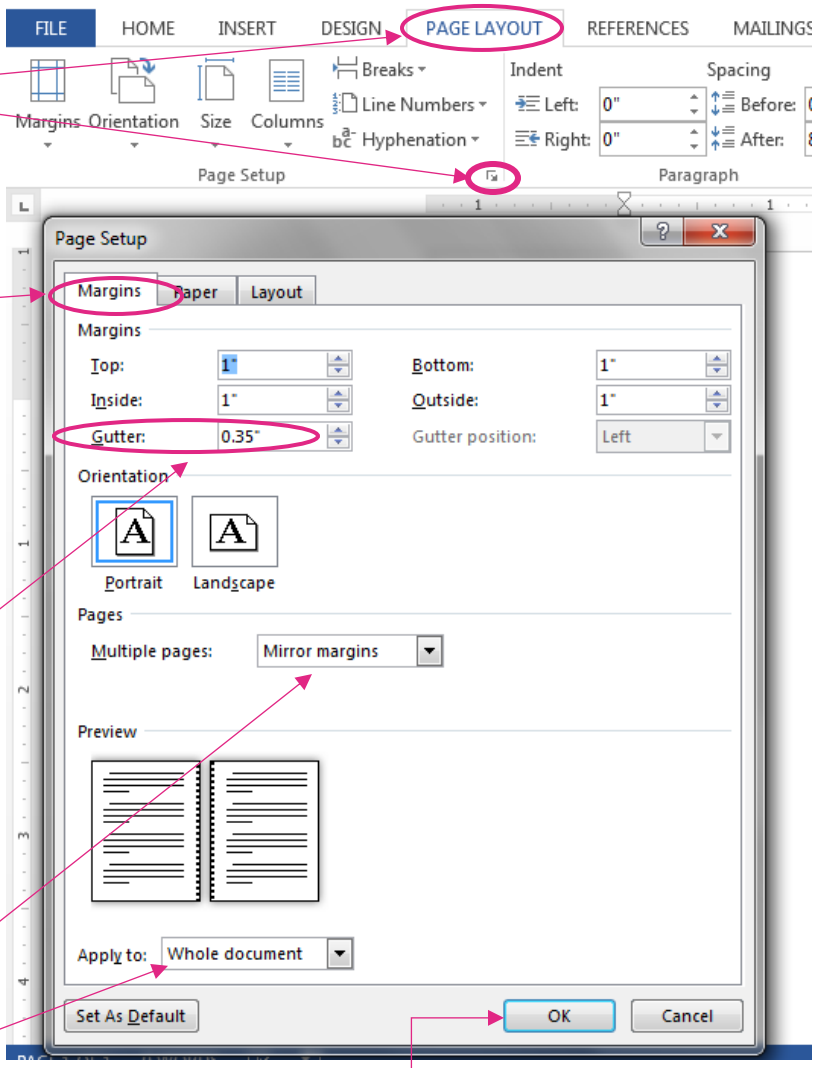
Choose **Next Page**

Repeat as needed.

Page Setup

You will need to format the margins and gutter.

Page Layout tab → Page Setup



Margins

Recommended: 1 inch margins

- Top 1 in
- Bottom 1 in
- Inside 1 in
- Outside 1 in

Margins must be greater than ¼ (.25) inches.

Anything that is ¼ inch or closer may be trimmed
off in the binding process.

Gutter

Set the gutter to **.35 inches**.

Mirror Margins

Set the multiple pages to **mirror margins**.

Apply to Whole Document

OK

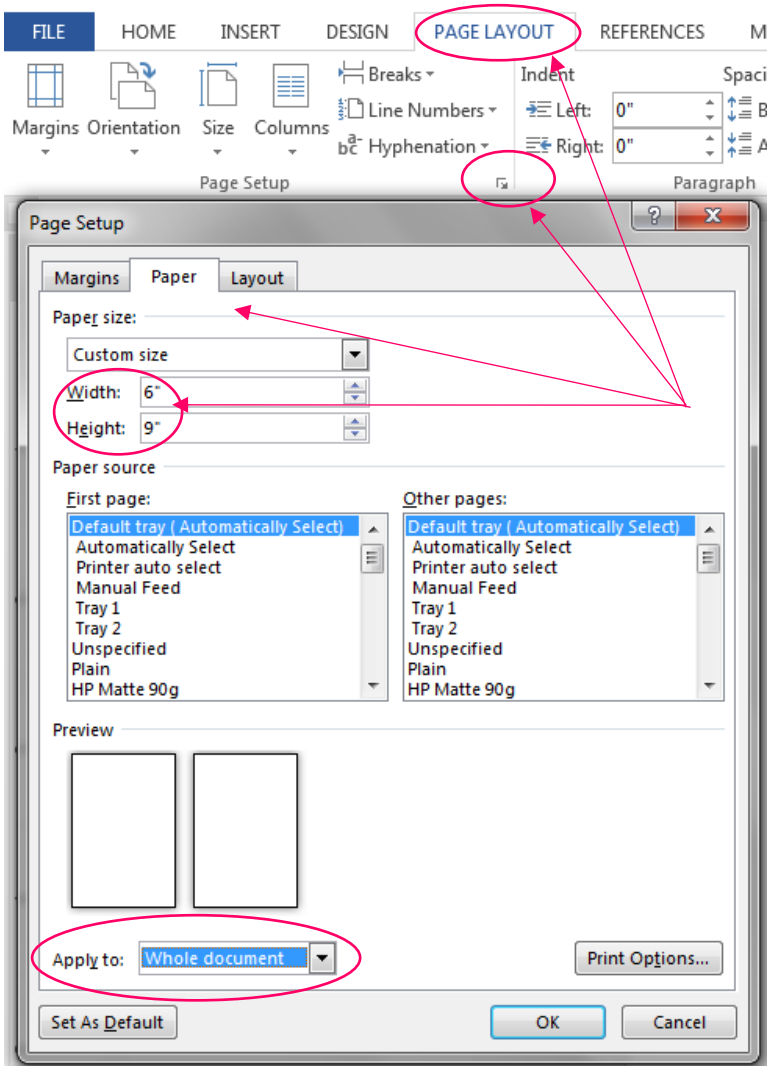
Paper Size

You will want to set your page sizes to the overall size of the book.

For a 6 inch by 9 inch book, set:

- Width: 6 inches
- Height: 9 inches

Page Layout Tab → Page Setup



Common Book Sizes:

Small Picture Book
5 in x 5 in

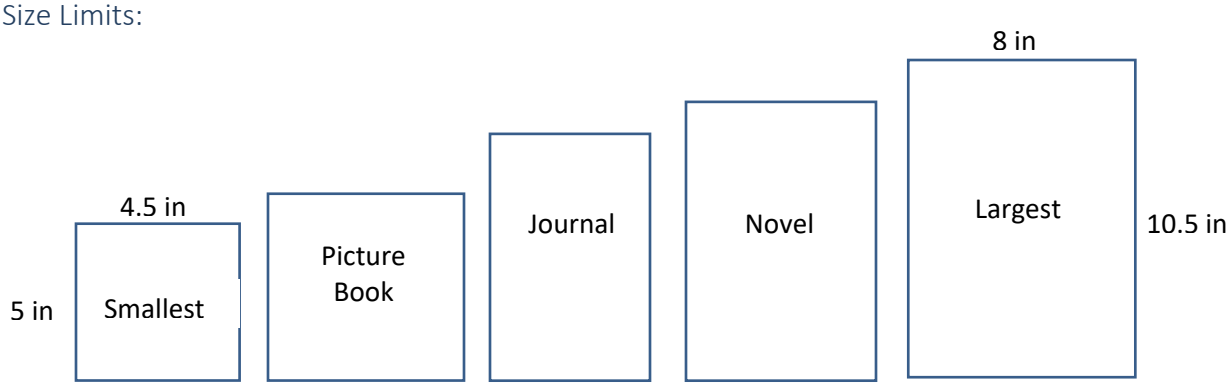
Large Picture Book
7 in x 7 in

Journal
5.5 in x 8.5 in

Novel
6 in x 9 in

Textbook
7 in x 10 in

Size Limits:



Headers and Footers

You will want to format the header and footer of each section. You will likely want to include page numbers in your books. Often the front matter pages are not numbered.

Page Numbers

You will want to add page numbers to each section of the book that requires numbering in the book.

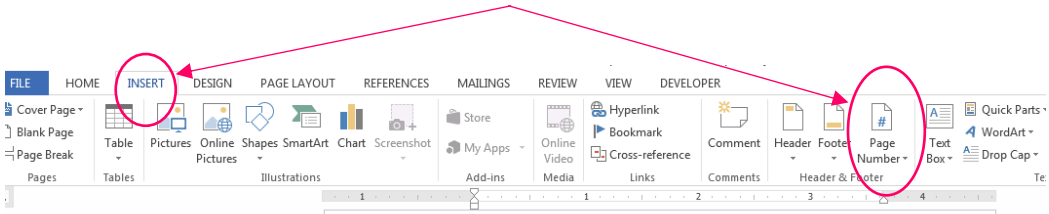
Recommended: R**educe font size for page numbers and header text by 1**.

Paragraphs are using font size of 12.

Make the header and footer a font size of 11.

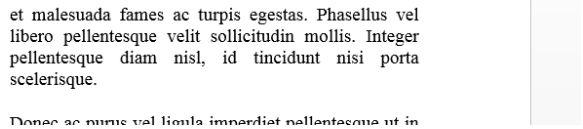
Go to page of the section you wish to format.

Insert Tab → Page Number



Avoid placing page numbers on the inside and outside margin of the document because they will get lost in the spine and not be visible.

Recommended: **Centered page numbers**


et malesuada fames ac turpis egestas. Phasellus vel libero pellentesque velit sollicitudin mollis. Integer pellentesque diam nisl, id tincidunt nisi porta scelerisque.

Donec ac purus vel ligula imperdiet pellentesque ut in

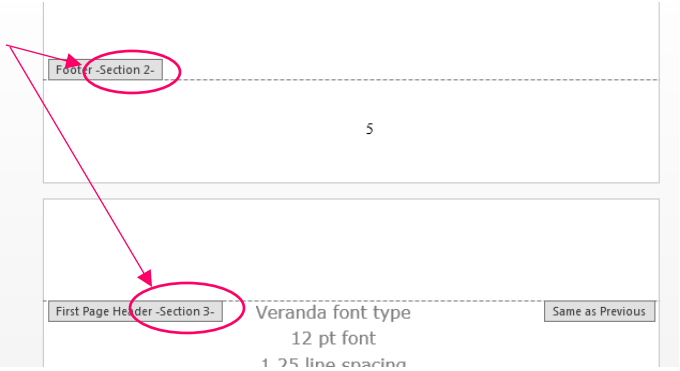
Different Page Numbers and Formats for Different Sections

It is common to use i, ii, iii… for the front matter of the Book Block, and another numbering format for the core of the book. The header information can also change with each section.

Click on the page where you want to start, stop, or change page numbering.

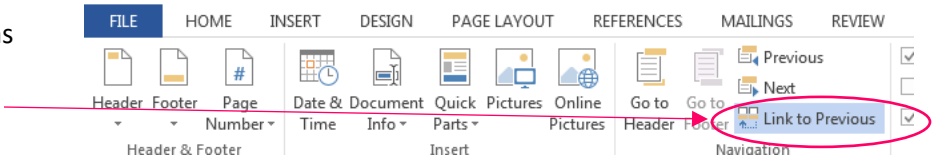
Double click on the top or bottom of the page to open the Header and Footer Tools menu.

Check to see if a section break exists that will allow a change in formatting of the page numbers.

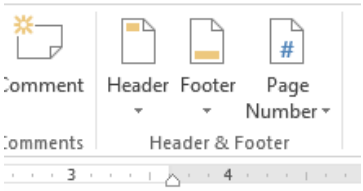


Deselect (not highlighted) **Link to Previous Section.**

This disconnects the sections and allows the header and footer to change.



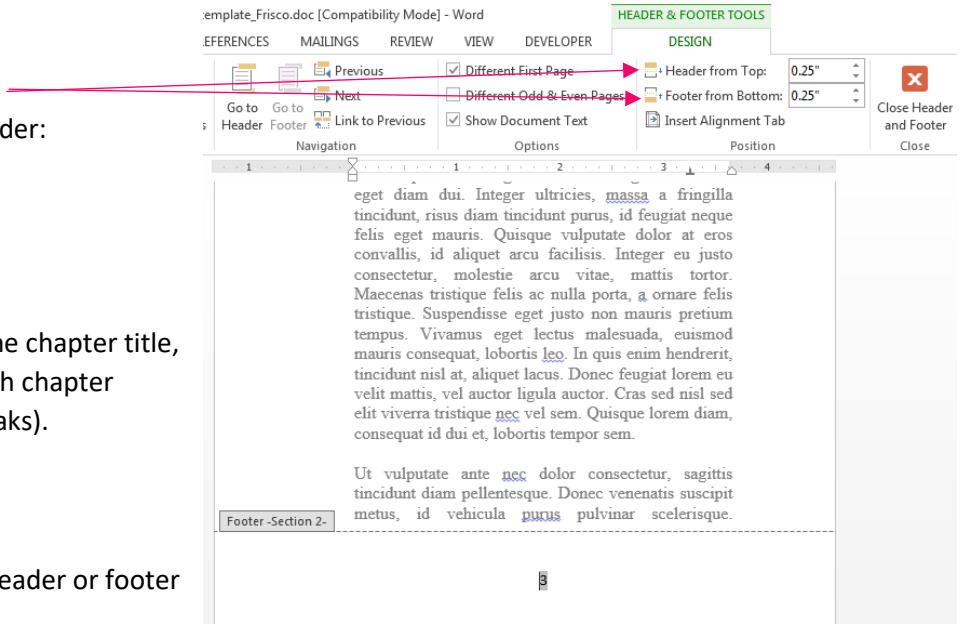
Insert Tab → choose to add page numbers or edit either the header or footer.



Note: If your change only impacts the first page of the section, make sure **Different First Page** is *not* selected. Double click the header or footer area and look in Options group of the Header and Footer tools ribbon menu.

Edit Header and Footers

You will want to make sure the margin for the Headers and Footers are **at least .25 inches**.



Things to consider for header:

- author name
- book title
- chapter title

To create a header with the chapter title, you will want to make each chapter a section (see Section Breaks).

To Edit Header / Footer:

Double click the header or footer area.

Type in the header or footer area.

Control alignment, font choices as usual in the Home Tab.

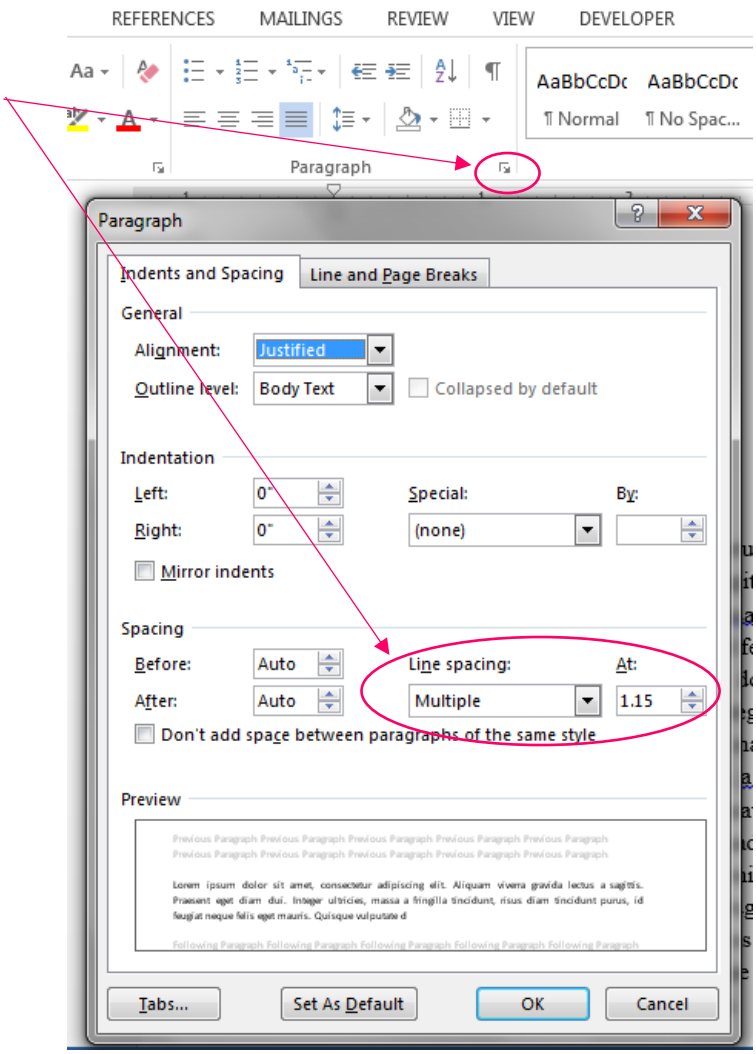
Line Spacing

For professional looking results, keep your line spacing **between 1.15 and 1.25**.

Avoid single and double spacing.

- Most Common: 1.15
- Largest Spacing: 1.25

Home Tab → Paragraph Settings



Font

Choose a font that matches your reader.

Common Font Choices:

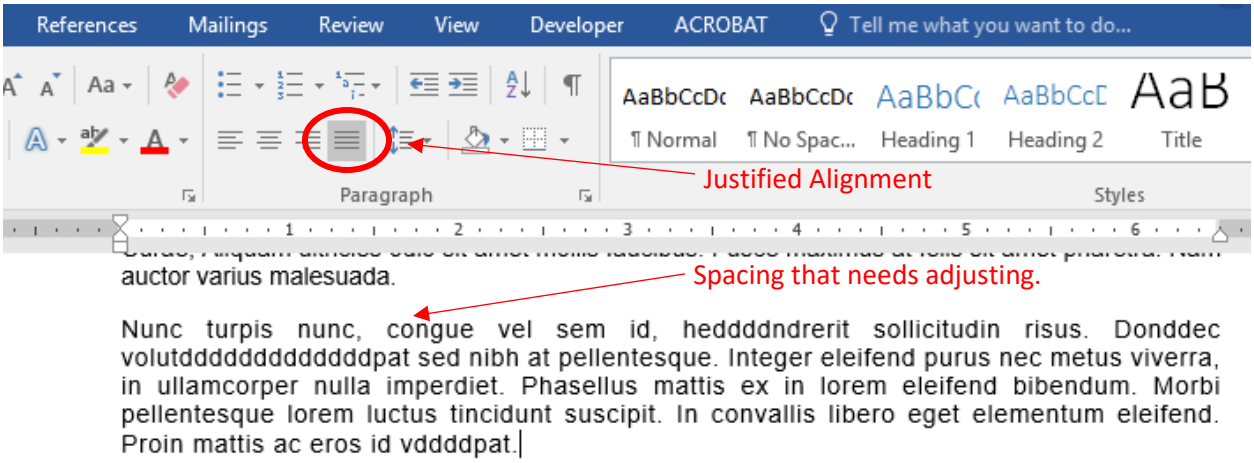
- Garamond
- Times New Roman
- Arial
- Veranda
- Tahoma

Font Size

- Most Common:
  Between 10 and 12 pt

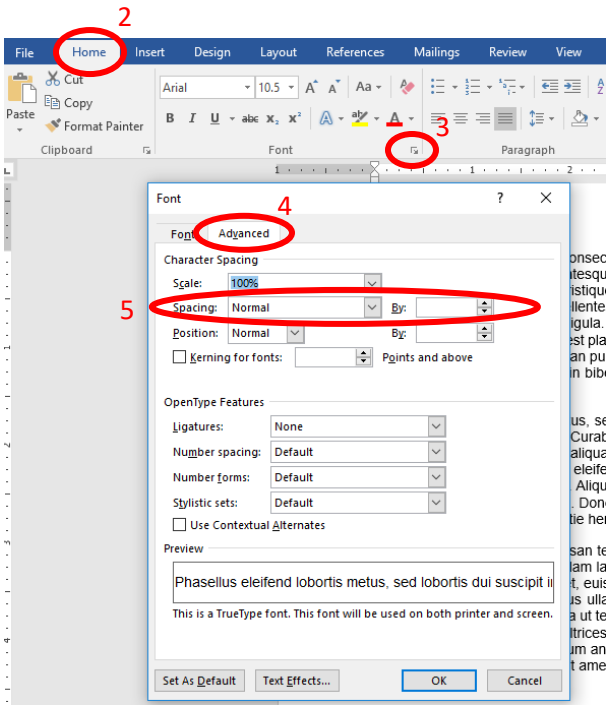
Fixing Justification Text Alignment

Occassionally when using a Justified text alignment, you will notice some lines have more spacing between the words than desired.



To adjust the spacing:

1. Highlight the lines that you want to adjust.
2. Click on the Home tab.
3. Click on the Font Menu
4. Select the Advance tab.
5. Spacing Dropdown:
    a. Expand: increase space
    b. Condense: decrease space



Images

Images in the Book Block (all interior pages of the book) can be printed in black and white (grayscale) or color. Grayscale images will cost you less to print.

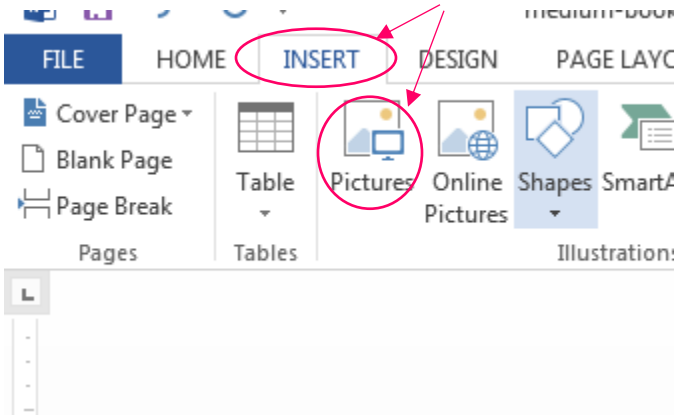
- The higher resolution of the image, the better it appears when printed.
- Avoid cropping and resizing images in MS Word.
  To achieve the highest quality, it is best to edit image size and appearance in photo editing software such as Adobe CS Photoshop or other photo editing software.

Recommendations for Images:

- TIFF format
- 300 dpi
- Sized correctly before inserting

To insert an image:

Insert Tab → Pictures



Avoid using drag and drop to insert images.

Avoid using cut and paste to insert images.

Using cut/paste or drag/drop will result in loss of quality of the image and often result in a corrupted file for printing.

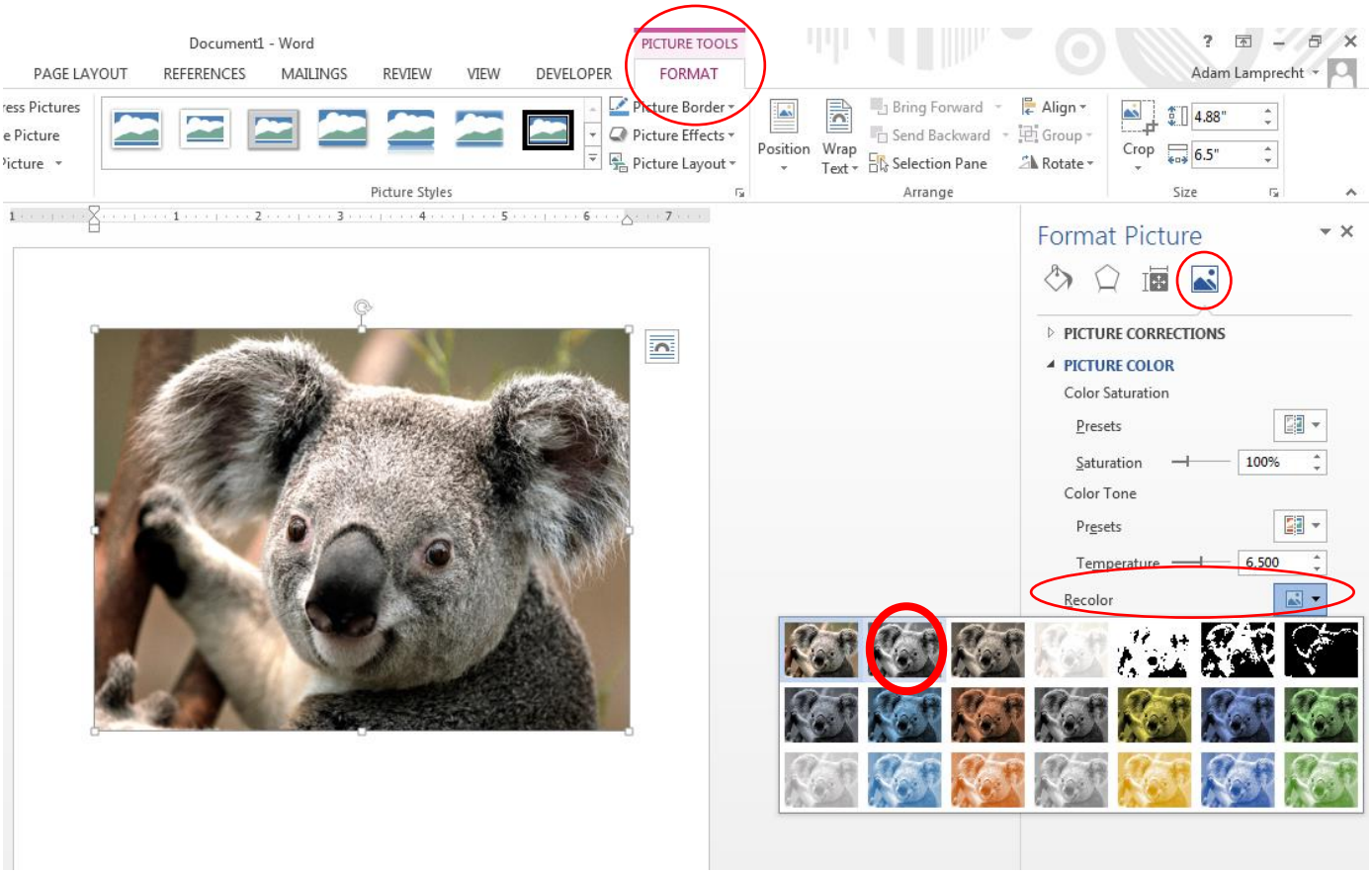
Note: You must own the rights, or have permission *in writing*, to use any images included in your book.

Alignment of Images

Because you added a gutter (additional margin space on sides of the page that are bound together) when you select to center your image will seem slightly off-center. The gutter causes the margins around the page to be unequal on each side, so while the image is not centered on the paper it is centered on viewable area of the page (some of that paper is bound together to form the spine and is not visible).

Format Pictures for Grayscale

Printing in color on the Book Block pages can be expensive. If you want to save costs, apply a grayscale tone to your images.



Right Click on the image.

Select **Format Picture.**

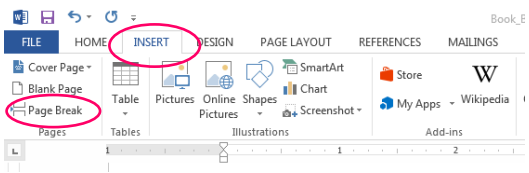
Click the **Picture icon** in the Format Picture sidebar.

Click on the **Recolor drop down**.

Hover over the thumbnail images to find the one labeled **"Grayscale"** and select.

Page Breaks

Now is a good time to add Page Breaks so that each chapter or sections begins on a new page.



Even Number of Pages: Required

You must have an even number of pages to successfully print. Add blank pages if necessary.

Saving As PDF

Save the final print version as a PDF/A or a PDF/X. Saving as a PDF/A maintains formatting selections and is readable by the book printing machines.

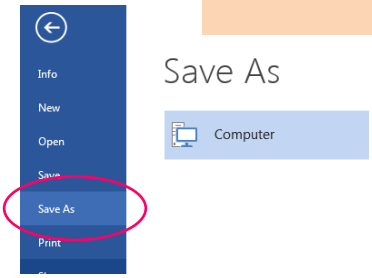
Mac Users:

MS Word on a Mac does not offer the option to save as a PDF/A. Save as Word document and use the public library computers to save as a PDF/A. Alternatively you can convert a PDF to PDF/A at:

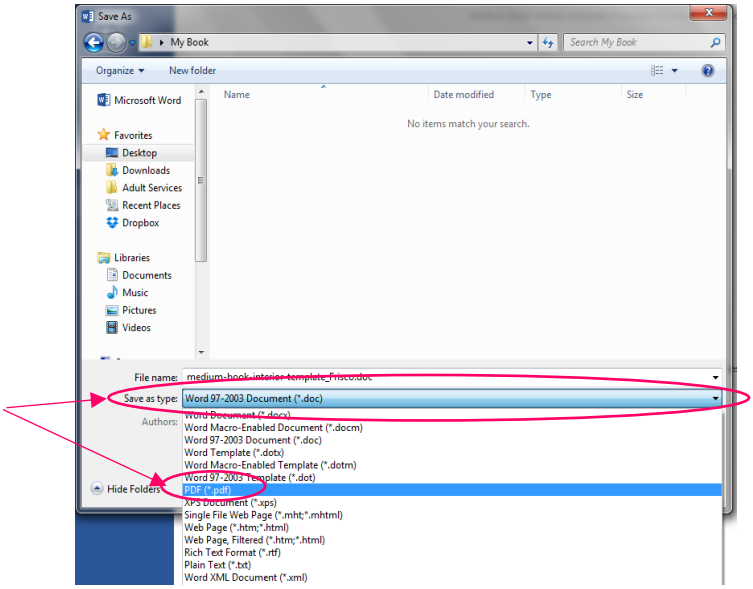
docupub.com/pdfconvert

Save As

File –> Save As



Use the drop down menu to select PDF.



Options: Check PDF/A

