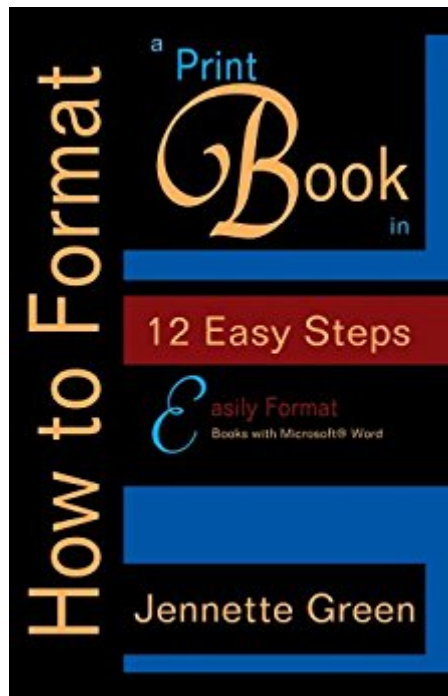


The book was found

How To Format A Print Book In 12 Easy Steps: Easily Format Books With Microsoft® Word (Format A Book (Volume 1 Of 3))



Synopsis

Have you written a book that you would like to publish? If so, you are in good company. Publishing a book has never been easier, with companies such as CreateSpace and Lightning Source available to take your book and distribute it to all of the major online retailers, such as this online retailer and Barnes & Noble. So what is stopping you? Make your mark on the publishing world today. In this book, you will learn simple techniques to turn your manuscript into a professional looking print book, using Microsoft Word 2003 or Microsoft Word 2010. Take advantage of the author's years of experience producing professional book files for satisfied clients. Her tips and tricks to mastering the technical details of publishing a book are presented in a simple, step-by-step format that anyone can understand. Dozens of accompanying illustrations make learning the steps even easier. Bonus! While you are learning to prepare your book for print publishing with CreateSpace or Lightning Source, you will also be taking steps to prepare your document for conversion to the popular ebook formats.* Use this book to make your publishing dreams come true today! Topics included in this book: Microsoft Word 2003 and 2010 vs. Microsoft Word 2007 – the Image Problem Print View, Normal View and Formatting Code Set Up Your Book Trim Size and Margins Consistency of Style Set Up Body Text Format Style Hyphenation Find and Replace Special Characters Section Breaks Eliminate Extra Paragraph Returns Chapter Title Headings Headers and Footers How to Insert a Table of Contents To Do List for Formatting a Print Book Print to PDF Color vs. Grayscale Images in Book Interior Convert Images to Grayscale with Adobe Acrobat Pro Convert Images to Black and White with Adobe Photoshop Save Your PDF as an Adobe PostScript File Check Image DPI Set Up a Custom Profile in Preflight If Your File has Very Dark (or Light) Black & White Images Convert Microsoft Word Documents to PDF, Using the Adobe Acrobat Program And much, much more... *Conversion to ebook formats is not covered in this book. Please see the second book in this series for complete information on this topic. • "How to Format a Print Book in 12 Easy Steps" is best suited for fiction novels, or general nonfiction books. If your print nonfiction book requires a great deal of specialized formatting, you may consider using a professional page layout program, such as Adobe InDesign. The use of InDesign is not covered in this book. Format a Book Series (3 Volumes): 1. How to Format a Print Book in 12 Easy Steps: Easily Format Books with Microsoft® Word 2. How to Format an eBook for Kindle, NOOK, and Smashwords in Two Hours or Less 3. How to Format Book Covers for Print Publication in 8 Simple Steps All three books in this series are combined into one comprehensive volume entitled, Book Formatting for Self-Publishers, A Comprehensive How-To Guide. It is available in both ebook and paperback editions. For Windows/PC; tips for Mac at the "Format A Book" website.

Book Information

File Size: 2329 KB

Print Length: 139 pages

Publisher: Diamond Press (March 21, 2012)

Publication Date: March 21, 2012

Sold by:Â Digital Services LLC

Language: English

ASIN: B007NE0L1Y

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Enabled

Best Sellers Rank: #506,228 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #223

inÂ Books > Computers & Technology > Software > Word Processing #364 inÂ Books >

Computers & Technology > Graphics & Design > Desktop Publishing #593 inÂ Kindle Store >

Kindle eBooks > Computers & Technology > Graphic Design

Customer Reviews

As a very busy person, it takes a LOT to get me to take time out to go find a book I have previously downloaded and leave a review, but this book certainly has accomplished that. So often, you see books advertised as written by someone who has been there as a professional publisher, and then you find the work is poorly organized, poorly written, and poorly edited. NOT THIS BOOK! This book is everything I could aspire to, even aside from the fact I need to create a book and publish it physically. It's a well-done book even if I never needed to know the information it contains. I am an author of several ebooks and the editor/publisher of some others. I and my co-authors are about to wade into the heady space of print production, and I was feeling a bit dazed by all the information available on . (: I love you, but you really need to organize your "how to" pages better). Ms. Green took me step-by-step into this physical print jungle/quagmire, never leaving me feeling lost or abandoned. Her instructions are extremely clear, and she also explains the WHY for many of the steps that are required (thus making it less likely that we will skip a step and eventually have to do it over again). Bottom line: the price Ms. Green has entered is WAY too low. It is worth much more than she charges! I fully expect this book to save me much time and gnashing of teeth. Thanks for

your excellent work.

Although I use InDesign, this was a helpful guide for formatting. The author has a great style of writing, and even those who are not technically inclined will find this guide helpful!

As the author of "Le Point de non Retour" and several other novels; I am always looking for anything to help with what I do. This book certainly did that! :)Le Point de non Retour (The Point of no Return) (New Beginnings)

[Download to continue reading...](#)

How to Format a Print Book in 12 Easy Steps: Easily Format Books with Microsoft® Word (Format a Book (Volume 1 of 3)) Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Word Search Book for Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Book Formatting for Self-Publishers, a Comprehensive How-To Guide: Easily Format Books with Microsoft Word; Format eBooks for Kindle, NOOK; Convert Book Covers for Lightning Source, CreateSpace Book Formatting for Self-Publishers, a Comprehensive How-To Guide: Easily Format Books with Microsoft Word; Format eBooks for Kindle, Nook; Convert Bo The Best Large Print Word Search Puzzle Book: A Collection of 50 Themed Word Search Puzzles; Great for Adults and for Kids! (The Best Large Print Word Search Puzzle Books) (Volume 1) Large Print SPANISH Word Search Puzzles (Revised Edition No.1) (Large Print SPANISH Word Search Puzzles (Revised Edition Vol 1)) (Volume 1) (Spanish Edition) Large Print Wordsearch Puzzles Bible Word Search: Giant Print Word Searches for Adults & Seniors The Everything Easy Large-Print Crosswords Book, Volume V: 150 Easy Crossword Puzzles in Large Print (Volume 5) Large Print Word Search Puzzle Book (Word Search Puzzle Books For Adults) (Volume 1) Swear Word Coloring Book Adults Retro & Pop Art Edition : A Very Sweary Coloring Book: 44 Stress Relieving Curse Word Pictures To Calm You The F**k Down (Swear Word Coloring Books) (Volume 4) Adult Swear Word Coloring Book : Fuck You & Other Irreverent Notes To Annoying People: 40 Sweary Rude Curse Word Coloring Pages To Calm You The F*ck Down (Adult Swear Word Coloring Books) (Volume 1) The Everything Easy Large-Print Crosswords Book, Volume VI: More Than 100 Easy Crossword Puzzles in Large Print The

Everything Easy Large-Print Word Search Book, Volume 7: More Than 100 New Easy-to-read
Puzzles Large Print Bible Word Search Volume 1: 100 Bible Related Word Search Puzzles
Spanish-English Word Puzzle Book: 14 Fun Spanish and English Word Games (Bilingual Word
Puzzle Books) (Spanish Edition) Color to Release Your Anger (BLACK & WHITE Special Edition):
The SPECIAL EDITION Adult Book with 80+ Intense 3D Swear Word Book Pages (Adult Books,
Books ... Swear Word Books) (Just F*cking Color 4) Fingerspelling Word Search Games - 36 Word
Search Puzzles with the American Sign Language Alphabet: Volume 01 (Fingerspelling Word
Search Games for Adults) Sing You Home Large Print (Large Print, companion soundtrack, Large
Print)

[Dmca](#)