

for Microsoft Word

BOOK DESIGN TEMPLATES

from TheBookDesigner.com

Template Formatting Guide

Draft v2.5

BOOKDESIGNTEMPLATES.COM

BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Table of Contents

Getting Started is Easy!	3
Template Layout Overview	4
Quick Start Tips	5
Transfer Your Content	6-7
Drop-Caps	8
Section Breaks	9
Looking Professional with Styles	10
Template Style Guide	11-13
Layout Starts with Show/Hide	14
Mark-up Symbols Decoded	15-16
Gutter Spacing	17
Save to PDF	18
Licensing Requirements	19

DRAFT VERSION 2.8

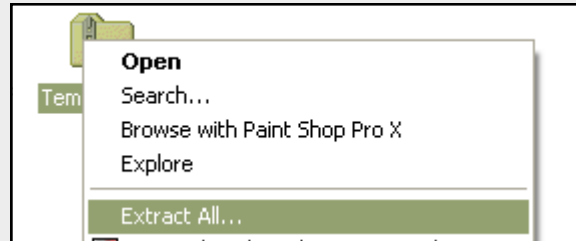
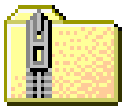
BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Getting Started is Easy!

Uncompress the Template ZIP File



Locate the compressed (zip) template folder that you just downloaded. Uncompress or extract the folder to a location of your choice on your computer, such as the desktop.

Install the Included Fonts



Name	Size	Type
OFL License Information		File Folder
Mate-Italic.otf	22 KB	OpenType Font file
Mate-Regular.otf	22 KB	OpenType Font file
MateSC-Regular.otf	24 KB	OpenType Font file
TheanoDidot-Regular.ttf	166 KB	TrueType Font file
TheanoModern-Regular.ttf	177 KB	TrueType Font file

Inside the template folder, locate the ***"Fonts (INSTALL FIRST)"*** folder and open it. Install all of the included fonts by opening and installing each one individually.

Alternately, you may drag the font files to your PC's "C:\Windows\Fonts" folder or to your Macintosh's "Font-Book".

Open the Word Template



Name	Type
Fonts (INSTALL FIRST)	File Folder
Awakened (6x9 Print Format - With Front Matter) v1.08.dotx	Microsoft Word Template
Awakened (6x9 Print Format - With Front Matter) v1.08.pdf	Adobe Acrobat Document

Open the uncompressed folder containing the Word Template. Open the template file with Microsoft Word (.DOTX extension).

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

Template Layout Overview

 $\{1\}$

Body Text: T

Body Text: Text is controlled by several author selectable formatting Styles that are designed to give you a professional layout without any guesswork. Choose from normal, non-intended, italicized and capitalized text to make your artisan work stand out.

 $\{1\}$

BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Quick Start Tips

Use Styles for Proper Layout

War·and·Peace¶
The·End·of·the·Proletariat·Rising¶

Every formatted section of the book template has a corresponding style in Word that is pre-configured for the best layout results. You can utilize these Styles to quickly format new chapters.

Use Odd-Page Section Breaks to End Chapters

.....Section Break (Odd Page).....

Books have special page formatting requirements that call for chapters to begin on the right-hand, or verso page. The first page of each chapter of your book must start on an odd-page to meet this formatting specification. After the last paragraph of each chapter, insert an odd-page section break to ensure that the next chapter begins where it should. Section Breaks can also be used to add additional pages to the front-matter of your book.

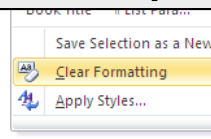
Drop Caps Can be Removed and Added Easily

Call me Ishmael. Some years ago—never mind how long precisely—having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. *It is a way I have of driving off the spleen and regulating the cir-*

Some templates feature a drop cap letter at the chapter opening. Word makes it easy to insert a drop cap as needed. When copying over the text of your manuscript to the template, you should delete the template drop-cap and re-create it once your text copy has been completed.

Copy/Paste Non-Formatted Text to the Template

NON-FORMATTED Manuscript Text



The templates utilize preformatted Styles to control the layout of the text. When pasting in new text from you manuscript, it is recommended that you clear any formatting from the manuscript text first. This can be accomplished by selecting all of the text in the manuscript. Then choose "Clear Formatting" under the Style selection drop down box

BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

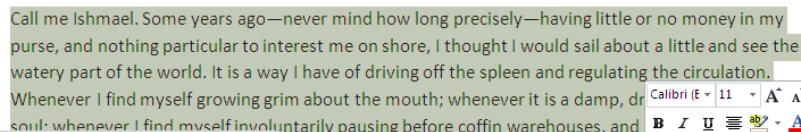
Transfer Your Content

Transfer your Manuscript to the Template with Ease

Transferring your manuscript is as easy as using copy and paste. Our pre-formatted templates come with three sample chapters that can you can overwrite with your own text and replicate as needed. Simply open your manuscript in Word and highlight the chapter text you want to move to the template. Use the “copy” command on the highlighted text. Next, open the template in Word. Highlight the sample chapter text and then “paste” the copied text over it. Re-highlight the new chapter text and apply “body” Styles as need to automatically layout the chapter.

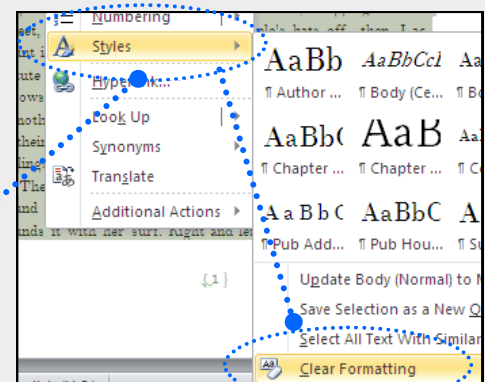
1

Highlight the chapter text in your manuscript. Use Word’s copy function to copy the text to the computers “clipboard”.



Call me Ishmael. Some years ago—never mind how long precisely—having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and

Tip: For best results, clear the formatting for all of the text in your manuscript first. You can do this by highlighting all of the text, then select the Styles menu, and “**clear formatting**”. This ensures that you get a clean copy of text into the new template.



BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Transfer Your Content

Highlight the chapter text in the template that you wish to overwrite or delete. Be careful not to highlight the chapter name, number, or the hidden “section break” mark-up at the end of the chapter.

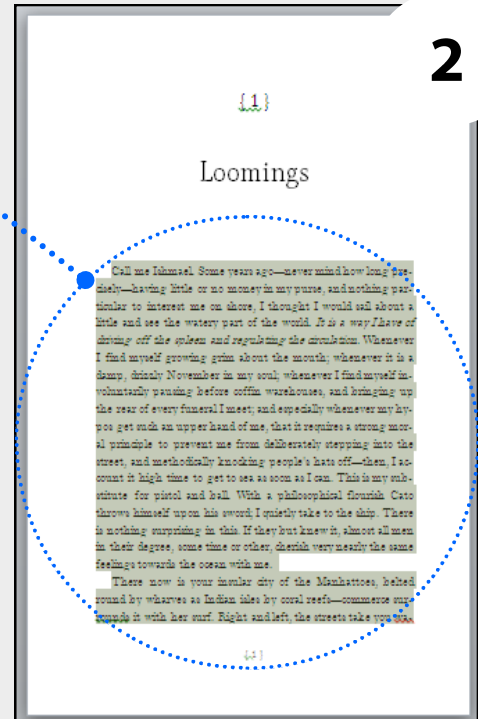
Tip: Chapters always end with a **“Section Break (Odd Page)”** to ensure that the next chapter starts on an odd page. Use “Show/Hide” to expose this, or re-add it. **This is very important as**

first voyage as a passenger, did you yourself feel such a mystical vibration, when first told that you and your ship were now out of sight of land? ¶
.....Section Break (Odd Page).....

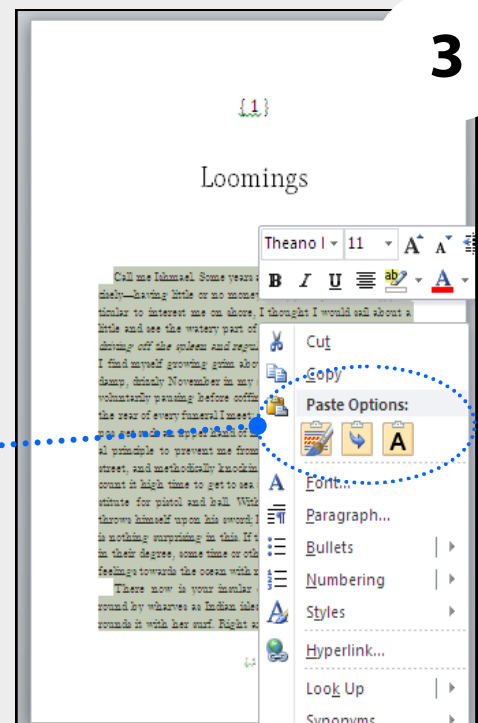
Paste the chapter text in the template that you wish to overwrite or add. If you have the option, use **Paste “Merge Formatting”**, or **Paste “Keep Text Only”**.

After pasting the text, you can highlight and re-apply Styles for the text you entered, as well as apply “drop caps” at the beginning of the paragraph.

2



3



BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

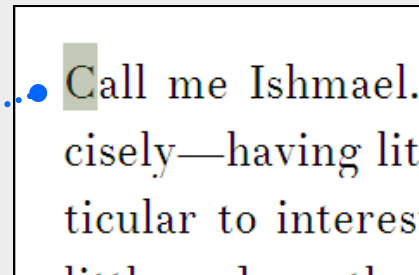
MS WORD TEMPLATE FORMAT GUIDE

Drop Caps

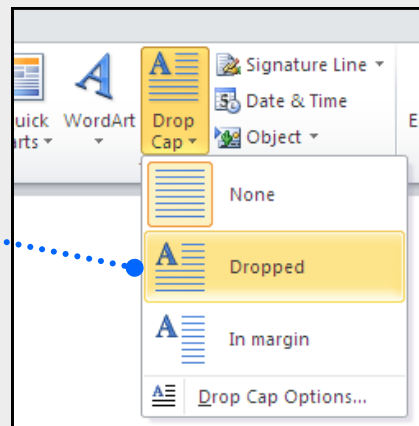
Call me Ishmael. Some years ago—never mind how long precisely—having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. *It is a way I have of driving off the spleen and regulating the cir-*

Drop Caps are used on the first paragraph of select template designs. Creating a drop-cap is a three step process that is easy to complete.

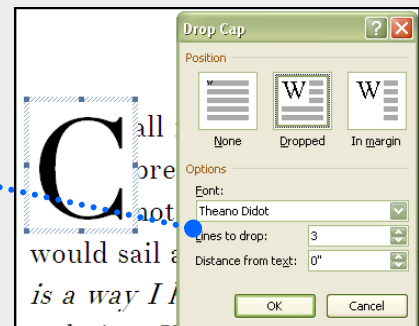
Highlight the first character of the chapter's opening paragraph.



Select Drop Cap from the insert tab, "text" section, and choose "dropped"



Tip: Optionally, select Drop Cap properties to adjust the size of the drop cap to the number of lines that you wish the drop cap to occupy.



BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

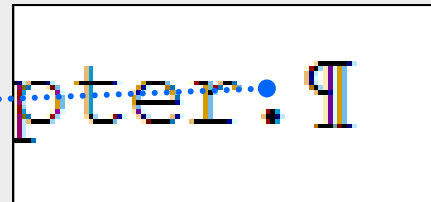
Section Breaks

The last paragraph of the chapter.

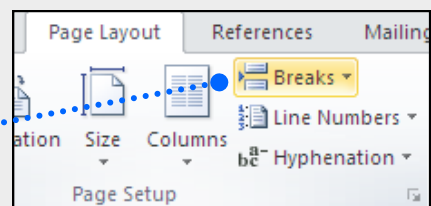
Section Break (Odd Page)

Section Breaks are used after the last paragraph of a chapter. Inserting a section break assures that the next chapter or front-matter page starts in the correct place. Most section breaks will be for “odd” , or verso pages. Chapters should always start on an odd-page, so be sure that every chapter ends in a section break (odd-page).

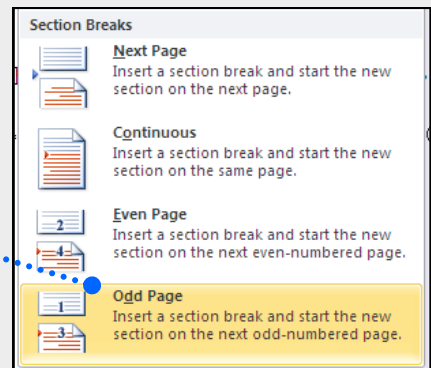
End the last paragraph of chapter or page text with an “ENTER” or pilcrow.



Select the “Breaks” Dropdown from the “page layout” tab, “page set-up” section.



Select Odd Page to insert an Odd-Page Section Break.
If you require a next page section break, choose it from the menu.

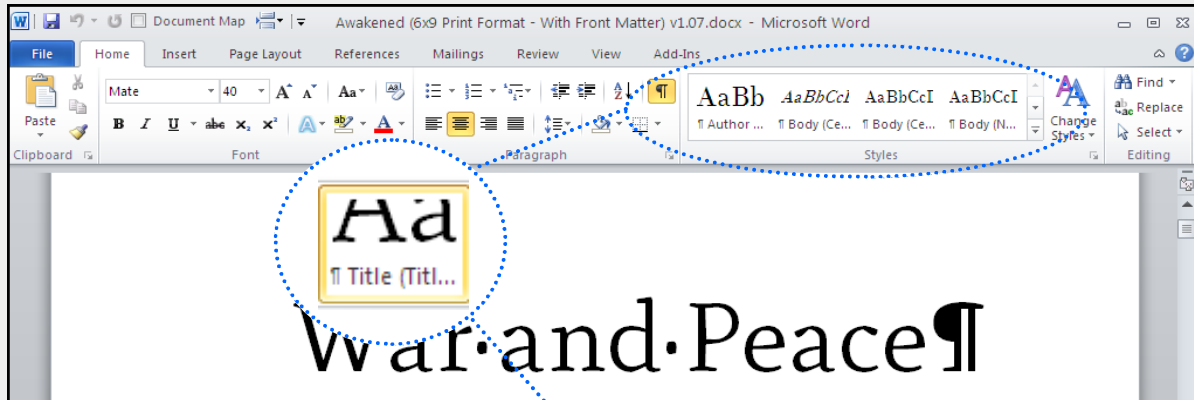


BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Looking Professional with Styles



Styles are pre-configured formatting specifications that control typography. Here, there are two different Styles utilized. The “Title” style sets the book title text to a large font and centers it. The “Subtitle” style then formats the book’s subtitle to be smaller, and also centered on the page.

Format a Page with Styles

Styles are a valuable tool for uniformly formatting text within a document. Each Style is a pre-configured command that formats the text you highlight in a document a specific way. Styles can control everything from the font size and position, to the detailed paragraph typography necessary to present a properly laid out book page. There are a number of template Styles included to format your book correctly.

Styles are easy to use. **Highlight** a section text that you want to format and then choose the Style you want to use from the Word **Home Tab** in the **Styles** section. The text will automatically format to the presets in the pre-defined Style.

BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Template Style Guide

Title Page

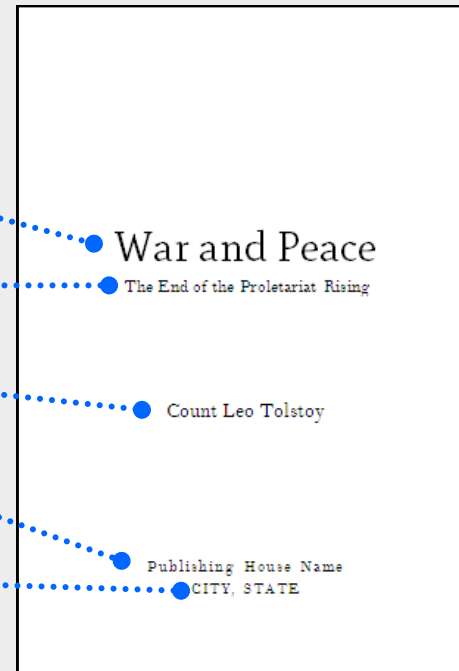
Title (Typically Large, Centered)

Subtitle (Typically Medium, Centered)

Author Name (Medium, Centered)

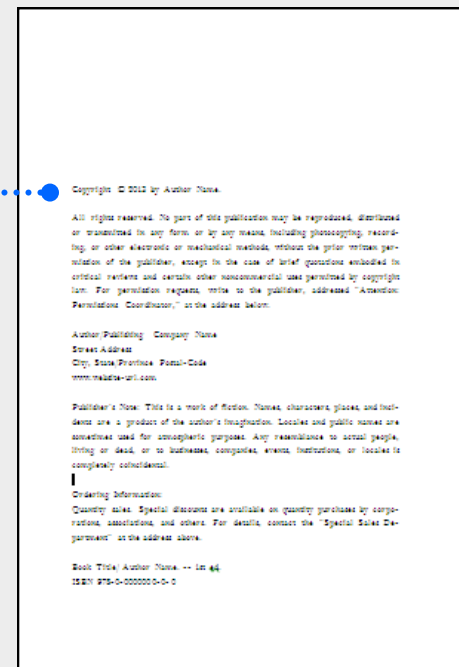
Pub House (Small, Expanded, Centered)

Pub Address (Small, Centered, Caps)



Copyright Page

Copyright (Small, Left Aligned)



BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

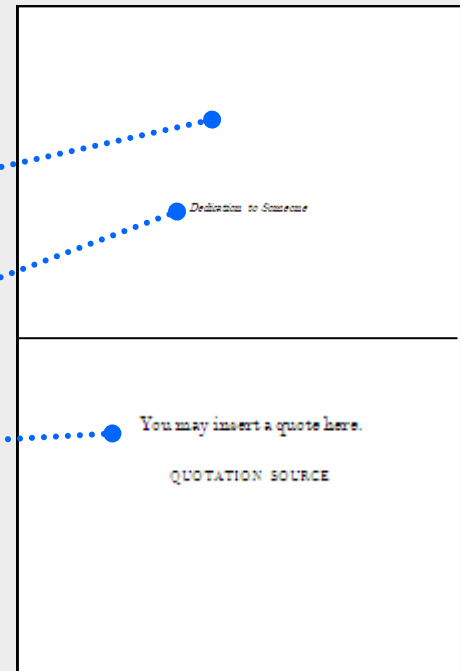
Template Style Guide

Dedication & Quotation Pages

Page Space (Blank, Tall, Centered)

Body (Centered Italic) (Medium, Centered, Italicized)

Body (Centered) (Medium, Centered)



Chapter Title Page

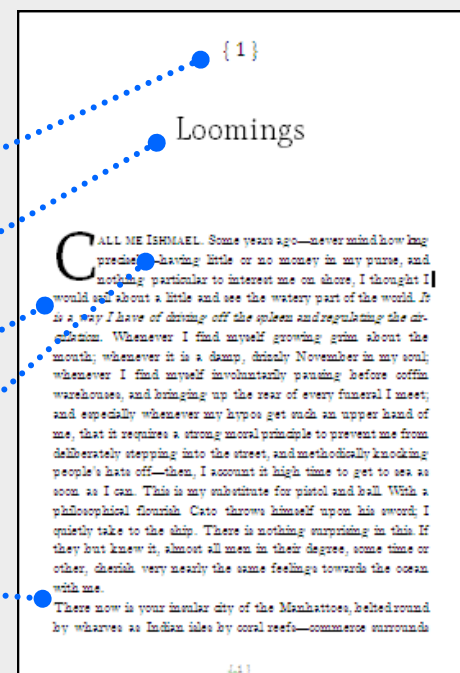
Chapter Number (Customized)

Chapter Title (Customized)

Body (Normal) (Indented, Justified)

Body (Small Caps) (Capitalized)

Body (No Indent) (Non-indented,



BOOK DESIGN TEMPLATES

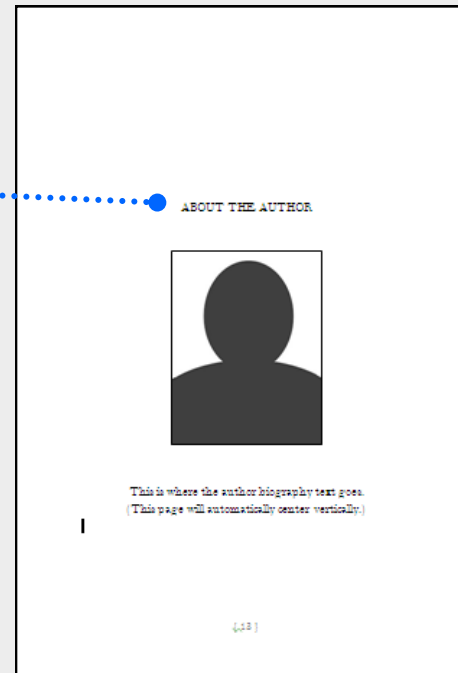
BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Template Style Guide

Author Page

Body (Centered) (Small, Centered)



About the Included Styles

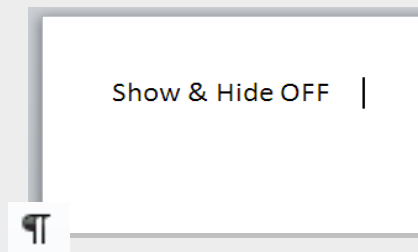
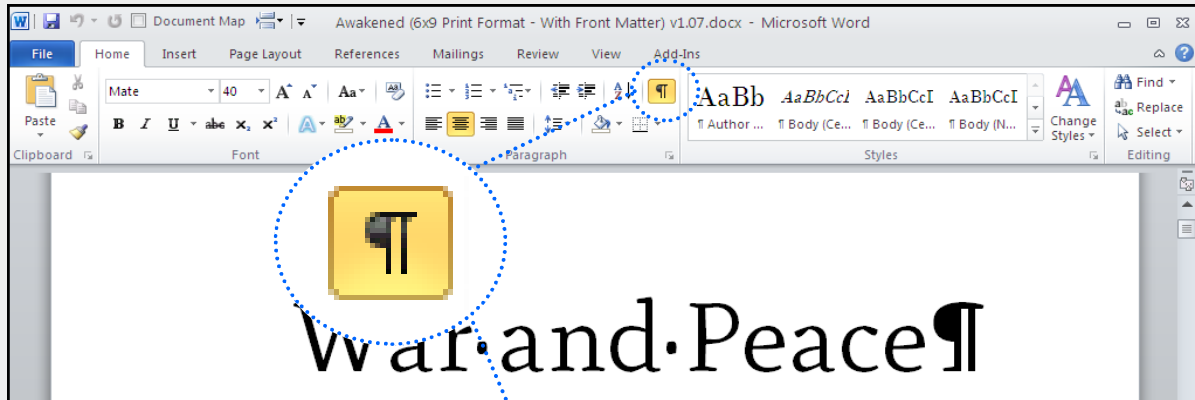
The Styles listed here are typically included with each template and are specifically formatted to meet the design goals of that template. The examples shown are for reference only. Template specific or custom Styles may also be included with specific templates to meet a design or layout goal, and are not included on this list of Styles.

BOOK DESIGN TEMPLATES

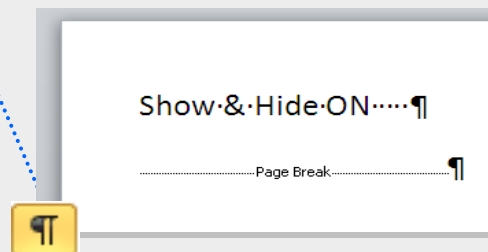
BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Layout Starts with "Show/Hide"



When Show/Hide is off, no markup is visible.



Press the Show/Hide button to see the mark-up.

Reveal Formatting Marks with Show/Hide

Microsoft Word is a powerful application with many features and settings that control the layout of your document. On the surface, Word appears to work like magic, splitting pages, formatting paragraphs and shifting rows of text automatically. However, Word has an underlying system of formatting marks that are normally invisible to the user that you can expose and use to assist in getting the right layout.

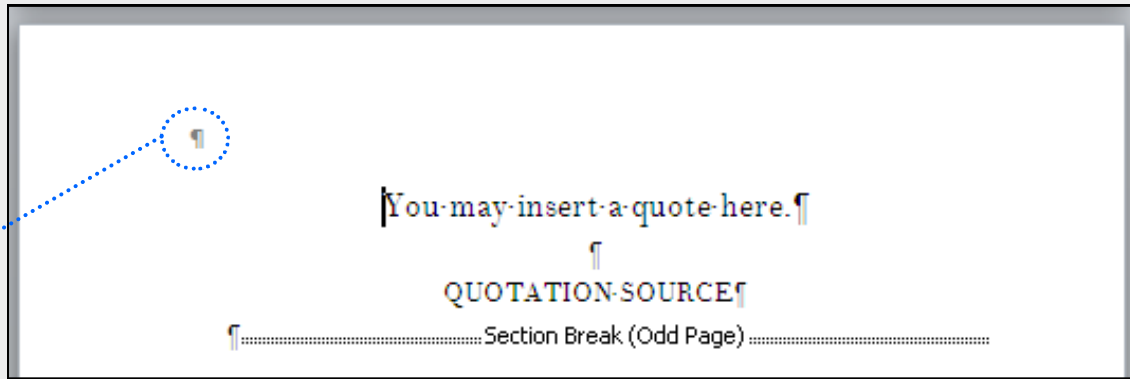
The Show/Hide button allows you to view the hidden formatting marks embedded inside every document or template. These special marks are used by Word to control the way the text, paragraphs and pages flow. Once the format markup is visible, the document's layout scheme becomes easy to modify as desired. Found on the **Home/Paragraph** section of the Microsoft Word toolbar, the **Show/Hide** button can be switched between on and off at any time to make adjustments to the document.

BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Mark-Up Symbols Decoded



Paragraph End (Pilcrow)

This symbol shows the end of a paragraph or distinct segment of text. It is created by pressing the **ENTER** key one time. When formatting a document, the various formatting Styles utilize this symbol to demark a break. The following paragraph may be a different style or continue the previous one if you choose.



Carriage Return / Line Break

The carriage return symbol breaks a line of text and begins on the next line without breaking the paragraph or style. Created by pressing the **SHIFT + ENTER** keys, the carriage return is useful for a number of formatting challenges, including adding spaces within a paragraph, adding a line of text that is not indented, and adding a new line to style-controlled block.



Tab

Tab marks represent an indention created by pressing the **TAB** key. Traditionally, tabs were utilized to indent the first line of a paragraph. In the pre-formatted Styles of the template, first line indents are controlled by the Styles, and are automatically created for the first line after a paragraph break.

BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Mark-up Symbols Decoded

Space



The small, height-centered dot represents a space between characters and is created by pressing the **SPACEBAR**. This is useful for aligning text and removing extra spaces from the document.

Section Break (Odd Page)

.....Section Break (Odd Page).....

The Odd Page Section Break is the most common document break used when formatting a book. Since chapters and most book segments start on the right-hand, or verso pages, a **Section Break (Odd Page)** at the completion of a chapter assures the next chapter starts where it should. Section Breaks can be created on **Page Layout** under **Breaks**.

Section Break (Next Page)

.....Section Break (Next Page).....

Like the Odd Page Section Break, the Next Page break will ensure a clean transition to the next physical page of the book. This is useful when you want to break a Title or other front matter page over to a recto, or left-hand page of the book.

Page Break

.....Page Break.....

Page Breaks demark the end of a page and force the next line of text be on the next page. Section Breaks are preferred as they preserve formatting for documents that require pages to begin on verso or recto pages, like books.

BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

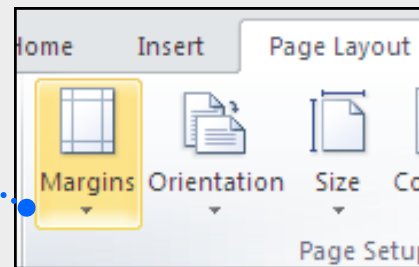
Gutter Spacing



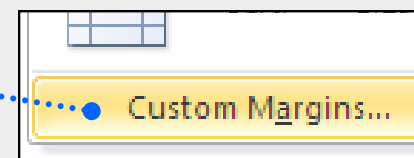
Margins	
Top:	1"
Bottom:	1"
Left:	1"
Right:	1"
Gutter:	0"
Gutter position:	Left

Gutter Spacing is utilized to increase the inside margin of a book page to prevent the text from printing too close to the spine-fold of the book. Our templates include generous margins to meet most printing needs, however, longer works may require additional gutter margin spacing.

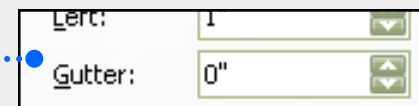
Select the Margins Drop-Down on the "Page Layout" tab in the "Page Set-up" section.



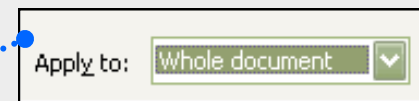
Choose Custom Margins.



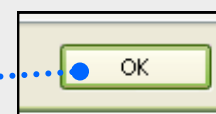
Add Additional Spacing in the gutter section as needed.



Choose "Whole Document" in the "apply to" drop down box.



Push "OK"



BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

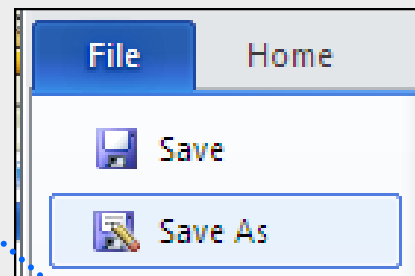
MS WORD TEMPLATE FORMAT GUIDE

Save to PDF

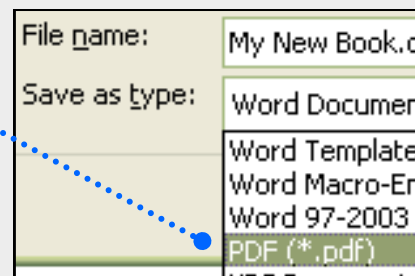
File name:	My New Book
Save as type:	PDF (*.pdf)

PDF files are the most common type required by print-on-demand services due to their standardized formatting and small size. Though there are many ways to export a Word document to a PDF, one of the most effective is to utilize Word's built in "Save As PDF" functionality.

Choose "Save As" from the "File" tab.



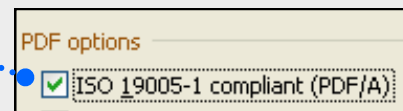
Choose PDF from the "Save as type:" drop-down box.



Press "Options"



Check "ISO 19005-1" in the options list if available. This will embed fonts and graphics into your PDF file.



Press "Save"



Note: Always open the PDF to verify that it saved correctly.

BOOK DESIGN TEMPLATES

BY JOEL FRIEDLANDER, THEBOOKDESIGNER.COM

MS WORD TEMPLATE FORMAT GUIDE

Licensing Requirements

Q: Can I use the template on all my books?

A: Our templates are copyrighted and licensed to one author for use on one book only. For multiple book use, please upgrade to the "Multiple-Use" license, and then you can use the same template on all your books. We also offer a "Commercial-Use" license for use on multiple books, by multiple authors.

Q: What are the license options for using these templates?

A: We offer several licensing options for the templates to fit a variety of budgets and needs.

Single use licensed templates may be utilized to format or create a single book, novel or other publicly distributed work. The ISBN, ASIN or title of the work must be registered with this site.

Multiple-use licensed templates may be used to format or create multiple books, novels or other publicly distributed work by a single author. The ISBN, ASIN or title of the work(s) must be registered with this site.

Commercial use licensed templates may be used to format or create multiple books, novels or other publicly distributed work for multiple authors. The ISBN, ASIN or title of the work(s) must be registered with this site.

Q: What are the requirements to register a template I use?

A: Each use of the template must be registered by ISBN, ASIN or title on our easy to use form.

Q: What if I purchased a single-use license and want to utilize the same template for another book?

A: You may purchase an unlimited-use upgrade license for the template.

Q: What are the license requirements for the fonts included with the templates?

A: Fonts supplied with our templates are Open-Source or are licensed as free for commercial use and redistribution.

Q: If I heavily modify or customized the template I purchased, do I still have to register or license it?

A: Yes. Any work that is developed, derived, formatted, or designed utilizing our template as a foundation is still considered under license for that template product and must be licensed and registered.

Q: Can I use the template for books I am creating for my clients/friends/wife?

A: The commercial template license is available for commercial use. If you want to buy a custom template design that you can use in your business or for clients, please contact us.

Note: Be sure to register your templates at bookdesigntemplates.com!