



www.jvatbooks.com
Boycott commercials, read a book.
jvat@jvatbooks.com

Hi,

Formatting your word manuscript is not hard. It does take a little time though. I created this step by step instructions file for myself because I was tired of trying to remember the steps it takes to format my books when it came time to publish. I've posted it on my website because lately there have been quite a few people asking for recommendations for a person for hire to format their book for them. I believe independent authors should stick together and help each other out whenever possible. I hope this helps you save some money on the front end, so you can use it on the back end for advertising.

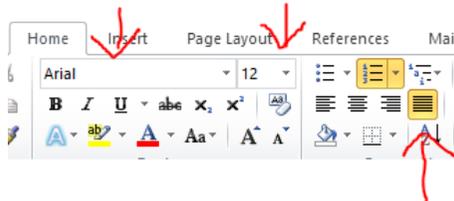
Of course if it helps you can thank me by purchasing one of my books. I promise they cost less than any formatting fee you would spend. If you still need some help, I'll do it for you, but you have to buy my *Fatally Linked* book. Leaving a review will be up to you, but I would appreciate it.

Juliann Vatalaro
Author

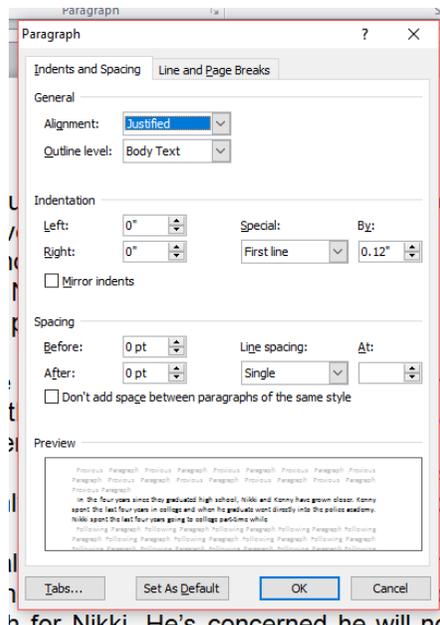
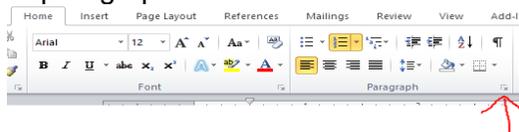
Formatting your paperback and eBook in Word:

Ebook:

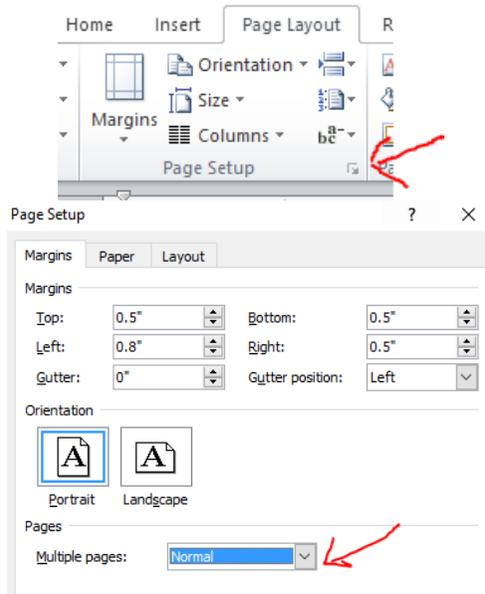
1. Open your manuscript.
2. From the Home tab, click edit, select, select all
 - a. Pick your font (Arial or Times Roman are the preferred).
 - b. Pick your size (12 is preferred).
 - c. Pick justified.



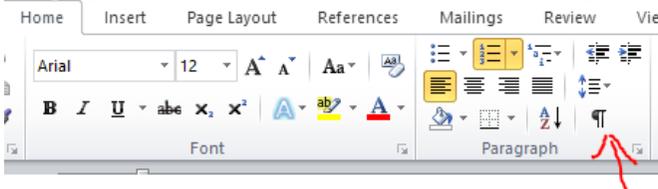
3. From the Home tab, click edit, select, select all
 - a. Select paragraph and set as below



4. From the Page Layout tab
 - a. Select page set up and set multiple pages to normal.



5. Turn paragraph on and delete all extra enters and spaces.



Reviews mean everything to an author. If you enjoyed this book and this series please leave an honest review. ¶

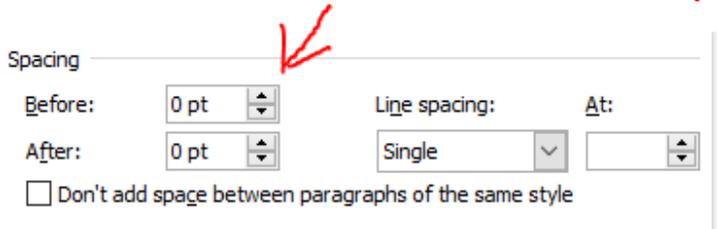
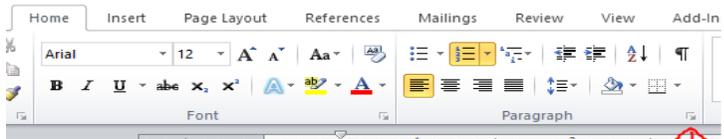


Nikki and Kenny have the type of relationship we all hope and strive for. Jamie and Alex give it their best shot in 'Runaway Haven'. ¶

6. Make sure your title, disclosure, dedication & copy write pages are formatted the way you would like.

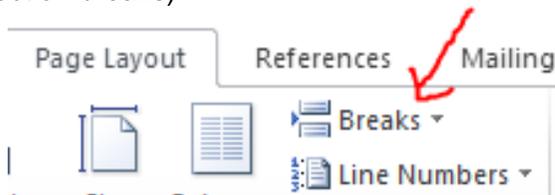
a. To add empty lines above or below text use paragraph spacing before and below.

i. Highlight text, select paragraph

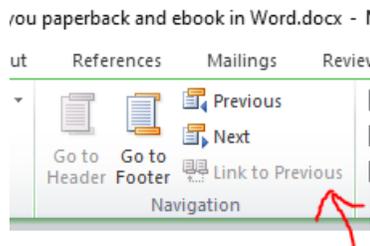


You may have to play around with this until you get the desired spacing.

7. Go to Chapter 1 and put the cursor in front. Add a section break.
 - a. Select the Page Layout tab, breaks, continuous.
 - i. Make sure section 1 has ended on the page before the cursor and your chapter 1 page is in section 2. (If your paragraph button is off, turn it on to see your section breaks)



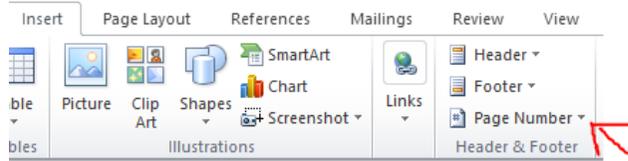
8. If you are not already on your chapter 1 page, return to the top of that page.
 - a. Double click in the header area of that page.
 - b. Type the author's name and format text style and position as desired.
 - c. Make sure Link to Previous is turned off.



d. Go to the Header section of the next page and type the title of the book. Format to match. Make sure Link to Previous is off.

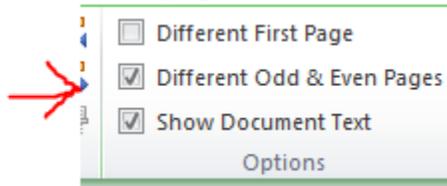
9. Click in the Footer area of the second page of chapter 1.

a. On the insert tab click page number and format the same as your header.

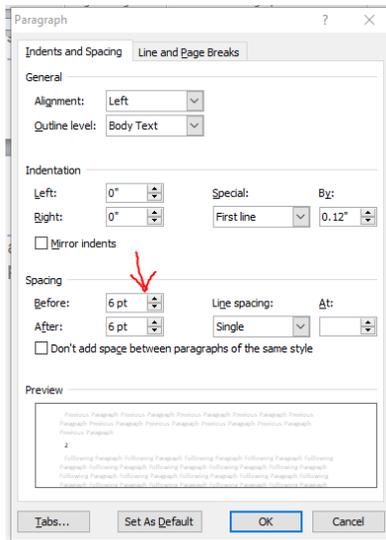


b. Make sure Link to Previous is off.

c. Different odd & even pages should be checked.



d. Highlight the text, go to Page Layout, Paragraph, set before and after to 6.



10. Go to the first page of the book. Make sure the header and footer are blank on all pages before chapter 1.

11. Formatting chapter heading text: From the Home tab, right click on the Header 1 style, select modify.

- a. Set you desired text font, height and position.
- b. Click this button to put space above and below.



(You can just do below, which I think would be preferred, but you work with what you have).

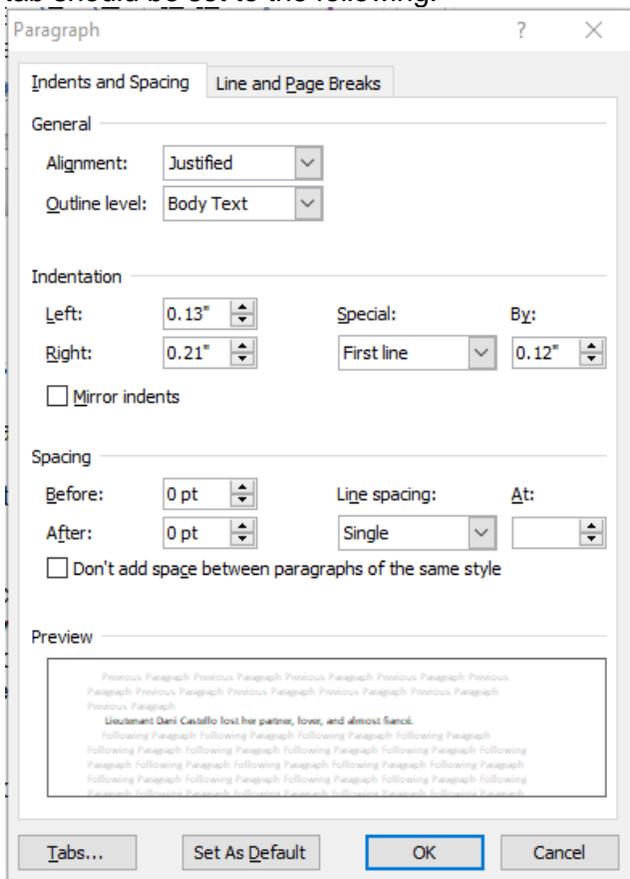
- c. From the Home tab, go to find, chapter.
 - d. Highlight chapter 1 and click header 1. Repeat for each chapter.
12. Scan down all the pages for the following:
- a. Make sure the page numbers are correct.
 - b. Make sure all your section breaks (ex: ***) are centered. You can do this by doing a search for your break and hitting ctrl e.
 - c. I like to set the before & after to 6 on my section breaks, but that is up to you. See step 9d.
13. This step takes the longest. While you can do it by scanning and not really reading, you should go slow to make sure you catch everything.

One more time, turn the paragraph on and go through your whole document and check one last time for the following:

- a. Extra paragraph marks.
- b. Any extra dots before and after indented text. (You will know it's extra when you see it).
- c. Arrows before each indented text.
- d. Make sure all indented text is lined up. You may have to backspace to line it up.

Paperback book:

Use the same formatting that you did for the ebook version except paragraph tab should be set to the following:



That's it. Not so bad, right? I hope this helped. If so, consider purchasing one of my books as a thanks.

<http://www.jvatbooks.com>

Juli Vatalaro

Author

jvat@jvatbooks.com