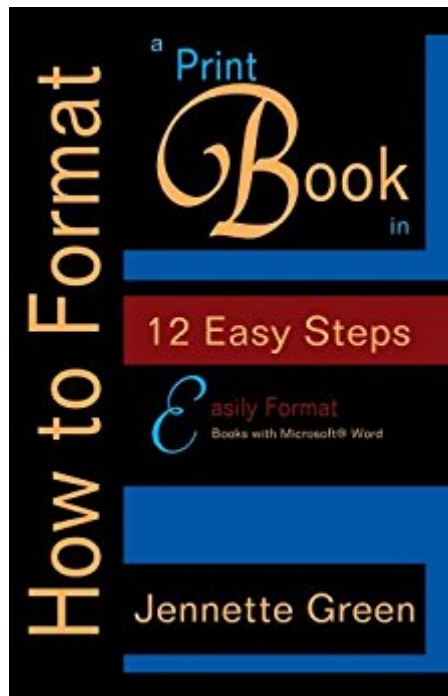# How To Format A Print Book In 12 Easy Steps: Easily Format Books With MicrosoftÂ® Word (Format A Book (Volume 1 Of 3))

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 authorâ ™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 â˜' the Image ProblemPrint View, Normal View and Formatting CodeSet Up Your Book Trim Size and MarginsConsistency of StyleSet Up Body Text Format StyleHyphenationFind and Replace Special CharactersSection BreaksEliminate Extra Paragraph ReturnsChapter Title HeadingsHeaders and FootersHow to Insert a Table of ContentsTo Do List for Formatting a Print BookPrint to PDFColor vs. Grayscale Images in Book InteriorConvert Images to Grayscale with Adobe Acrobat ProConvert Images to Black and White with Adobe PhotoshopSave Your PDF as an Adobe PostScript FileCheck Image DPISet Up a Custom Profile in PreflightIf Your File has Very Dark (or Light) Black & White ImagesConvert Microsoft Word Documents to PDF, Using the Adobe Acrobat ProgramAnd 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. â œHow to Format a Print Book in 12 Easy Stepsâ • 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 MicrosoftÂ® Word2. How to Format an eBook for Kindle, NOOK, and Smashwords in Two Hours or Less3. How to Format Book Covers for Print Publication in 8 Simple StepsAll 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.

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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)

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