



WEBINAR 5C TRANSCRIPT

Designing the Interior of Your Book with MS Word

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Webinar 5C Transcript: Your Book's Interior

Webinar 5C Transcript: Design Your Book Interior with Microsoft Word

Kudos!! If you are here, it means it's time for you to design your book and get it ready for publication.

This means that you have faced the obstacles and you have pressed through.

I am so very proud of you. I know how much work has gone into your process so far.

Now we are going to be using Microsoft Word, which is available for PC's and Apple products. If you are a techy, you'll breeze through this video and get it done.

If you aren't a techy, like me, then you may have to stop at spots and watch the video a couple of times. But don't worry. If I can do it. You can do it!!

One thing that I have learned is that if you do anything one step at a time, you can do it. Don't rush through it. Accomplish one step and then you will be ready to go to the next.

In this video we are going to design the interior of your book and get it ready to print!

We will

- Set your book and page size.
- Set up the styles of your paragraphs, your chapter Titles and other Headings.
- Set the page Margins and block the print so that it is even on each side.
- Add a Header, a Footer, and number your pages.
- Set up your Table of Contents.
- Add the Front pages to your book
- Add your bio on the end.

We'll also Tweak the settings and page numbers for a beautiful, professional quality book.

To get started, you will want to have your document already written in Word. The less formatting the better at this point.

First we'll set book and page size.

So to get started, you will open up MS Word to a blank (new) document.

1. Establish your book size. (Page size)

Click on Layout, and then Size. There are many document sizes available, but most won't suit your project.

This (slide) enlarges that box so that you can see better.

Webinar 5C Transcript: Your Book's Interior

At the bottom, you will see "more page sizes."

Click on that and you will see an opportunity to designate a "custom size"

Change 8.5 to 6. Change 11 to 9. You will want your entire document to be in book size. 6x9 books are a good, professional size.

Now leave this open, and go to your original document.

Put your cursor before the first word, and click Control A. That will highlight your entire document.

Then click Control C. That copies the document to your computer notepad.

Go back to the blank page which is now 6"x9". Put your cursor at the top of the page and click on Control V. That will paste your book into the new document.

Now let me just add a note here. The commands I use in this document are for a PC. If you are using a Mac, you will click Command, instead of Control. After Command, you will still use A, C, and V in the same way.

**You will be very pleased to see your document
already looking a lot like a book!!
Woo Hoo!! We're on the way!**

Now we are going to set up "styles" for your book.

In other projects, you may use very unusual fonts for effect, but you will find that keeping your fonts fairly simple will print better.

There are basically two kinds of common fonts. Serif and Sans Serif. The serif fonts have little extra marks and curls on them like Times New Roman and Georgia. The Sans Serif fonts are simpler in design. The most used Sans Serif is Arial. Often Helvetica. When you look at these two categories beside each other, you will notice the difference.

The reason these two are recommended above all others is that these fonts can be used on any operating system. Some can be used on Windows and Apple systems, but not on some of the less popular operating systems. (Like Unix-x).

Webinar 5C Transcript: Your Book's Interior

When I published my first book, I used a traditional printer. I thought I would be very original with my fonts, and I had a call from the printer. They couldn't print my fonts, so I had to choose some more common ones.

So the first thing you want to decide is what fonts you want and what size. And what color. You will decide a Paragraph Font. A Heading 1 Font, and a Heading 2 font.

For this demonstration, I am using Georgia.

Click Home at the top left of your screen, and

you will see a **"Styles"** section pop up on the top right.

Right click on the Heading1, and a menu will drop down.

Left click **Modify**.

This is where you can design your chapter titles.

A panel will pop up for you to choose your design. You can change the font, size, and color. And many other things.

Usually, I leave everything else the same, unless I want my headings to be centered.

Be sure to click OK at the bottom afterwards to save your choices.

Now continue to Heading 2.

Make your choices and set those up. Just a suggestion here. You don't want your book to wander all over the place. Usually you would want to set up the same font, but smaller. Maybe a color with the chapter titles being black.

You will be able to experiment with this to decide what you like.

To apply these new settings, go to your document and highlight the headings you want in each style, and click on the Heading key you have just designed. The headings will automatically change.

If you notice, there is an arrow at the extreme right of your Styles panel. Click on that, and more options for creating styles will drop down. One that you might want to use is the "Quote" format. I like the Intense Quote option because it includes a line above and below. Adds some character.

Webinar 5C Transcript: Your Book's Interior

Here (on this slide) is a quote in my document before and after the application. Once again you can right click on that option and set up your own fonts and design for your quotes.

Now you can go through your document and do all of this by hand by highlighting the headings and changing each one. However, if you use styles you get an added benefit.

When it is time to set up your Table of Contents, the Titles and pages will automatically populate your document. We'll do that in just a minute.

Right now, just look at the progress of your book. It's looking more and more like the book you want!

Now let's set your margins. If you want to change them, you can do that by clicking on the Margin setting.

Go to **Layout** and **Margins** at the extreme left. When you click here, go down to "mirror" option.

Now still on Layout

Go to the tiny icon in the right-hand corner.

A Page Setup panel will pop up and from there you can select Margins. Then you can set up your margin preferences.

There is something called the Gutter there. I would leave that blank for now. When you start to print your book, you will have direction about the size of your gutter.

That was confusing to me when I first started publishing. I didn't know what the gutter was.

When you open your book, the gutter is the part of the page that is in the binding. Or close to it. You will need more space there, or your printing will be too close to the binding for the book to be readable. The size of your gutter will depend on the number of pages. You will get direction from the printer just before your publication.

Take some books you are observing and notice the amount of margins. Automatically, the page setup will have a selection. You can adjust yours to the size you like.

The main thing is to put the same margin all around – and choose your gutter later.

Next you will want to have your paragraphs "justified." That means that the paragraphs are even on each side. So highlight your document by holding down Control and hitting A. Then make sure you are on the Home page and

click the justified option.

Webinar 5C Transcript: Your Book's Interior

Your book will snap into a beautiful looking document.

Hey just look at your book! It's taking on character and really looking like a book! Isn't it?

OK. Let's go on.

Now let's add a Header, a Footer, and Number the pages.

Click the Insert tab at the top of your Word Screen and open Header.

When you click **Header**, a panel will pop up for you to choose a Header style. Choose one and it will be added to the top of your document – on all pages. Add what you want.

The Book Title usually goes here. Add it and close the Header.

Now when you add a Header, a tab will pop up at the top which says "Header and Footer."

Click that and you will have the option to go ahead and choose your footer. (At extreme left).

You'll want to choose a Footer which compliments the Header.

When you have the Header and Footer tab open, you can choose to have different words on the odd and even pages.

Also you can click the page numbering options. I usually choose to have the pages numbered in the center of the bottom page.

Whew!! This can be tedious, but you can do it.

Remember, if I did it, you can too!!

Pause and take a deep breath!!

Now let's go on...

Table of Contents

In the search bar at the top, write Table of Contents, and you will be able to choose your Contents choices.

You can have **Contents** or **Table of Contents**.

Click on the option you choose and your Table of Contents will pop up with the page numbers.

When you make changes and the page numbers change, then you can update the table and it will automatically update.

Webinar 5C Transcript: Your Book's Interior

You will almost always want to Improve the Appearance of your Table of Contents

Highlight the Table of Contents. The editing box should appear to the right. If that goes away too fast, then click on **Home** on your taskbar and you will be able to edit from there.

In this case, I changed the font to Georgia 12. That automatically caused more space to go between the chapter titles.

You can also add space by hitting Enter.

Play around with it until you have your Table of Contents looking like you want it.

Reveal Code

Sometimes there will be spaces on the page, and you won't be able to adjust them correctly.

In those cases go to **Home** and look for this funny little backwards "P." Click on it, and you will be able to see the spaces which have been generated in your document.

Then you can remove them or add others.

Adjust the spaces until you have the look you want.

Click on the "P" again, and the codes will disappear.

Next let's add the Front Pages. Add your "Front Matter"

At the beginning of your book, you will want to add your Front Matter.

Remember in the last webinar we discussed the Front Matter.

Title Page, The Copyright Page, The Dedication, The Acknowledgements, The Foreword, the Table of Contents

If you have already written out what you want to say, you can copy and paste to pages in the front of your book. But that calls for some blank pages here.

You add pages by putting your cursor at the top of a page. In front of first word.

Then click **Insert**. Then **Pages** (at far left).

Then **Blank Page**.

Another page will pop up.

You will need to add several pages for your front pages.

Webinar 5C Transcript: Your Book's Interior

Adjusting page Numbers.

This is very important, and can make your book look great or not so great.

Remember that I have mentioned before that you want all chapter beginnings and many other pages to be odd numbers.

When you are looking through your book after it's published, the odd numbers will be on the right. That's the professional way .

However, on your computer, the odd numbers will be on your left. Backwards from your printed book.

That's why it is important to watch for odd and even numbered pages, rather than just looking at the placement on your screen.

Since the pages alternate odd and even numbers, If you have two pages side by side – with both needing to be odd numbers – as you see in this slide,

add a blank page and you will make both of them odd. Otherwise, you will wind up with one of them having an even number.

You might think of it like this: Every odd numbered page is the front of a page. Every even numbered page is the back of a page.

So it goes like this.

1. **Title Page is odd number**
2. **Copyright goes on the back of Title page, so it is even and right next to Title page.**
3. **Dedication Page is odd.**
4. **Acknowledgement Page is odd.**
5. **Foreword page is odd.**
6. **Table of Contents is odd.**
7. **Chapter beginning is odd.**

It's really important to get this right!

You can adjust the screen page size in the bottom right corner of your screen, and take a look at all of your pages together. That can help you see how it is stacking up.

When you are stacking your pages, you will need to insert blank pages to make the correct numbers line up.

You can see where blank pages have been added on this screen.

I suggest that you look at some books you have and you will see where the blank pages are. They are the back of the pages.

If one of the items we mentioned has more than one page, then don't add a blank page after that.

Webinar 5C Transcript: Your Book's Interior

For instance, if your Foreword has more than one page – which it usually does – then you might not need a blank page.

If you remember that everything except copyright begins on odd, you will get it right.

Finally you add Your Bio

This last page (Odd) is your Bio. This page goes in the back of your book. After your main content. It would be great to have a headshot and a little about yourself. Why you are writing this, etc.

And that's it for your book interior design.

If anything was confusing, go back and listen to that part again. Or read your PDF transcript which comes with this video.

Also, I might mention that Word has great help. Just plug in your questions into the Search bar, and you will get lots of info.

You are Amazing!! You have written your book, designed it, and readied it for printing. This is a huge feat and I am here to celebrate you!!

Many others will be celebrating you as well!

See you in the next video!