

TEXT PAGES GUIDE

PREPARING YOUR PDF PAGES FROM WORD



Version 1.6 { 20 May 2021 }

This guide is designed to walk you through the steps in the correct order to prepare your manuscript as a pdf in a way that it can be professionally printed.

1

PREPARING YOUR BOOK TEXT PAGES IN WORD (OR GOOGLE DOCS WHICH IS A SIMILAR PROCESS)

Setting up your document size correctly *before you get started* is very important.

Changing it later will lead to problems, especially when it comes to page breaks and readability.

Setting up your document size.

First step – choose your book size.

The options are below and are listed as height x width.

| | |
|---------------------|---------------------|
| 198 x 130 mm | (7.8 x 5.1 inches) |
| 210 x 148 mm | (8.3 x 5.8 inches) |
| 228 x 152 mm | (9.0 x 6.0 inches) |
| 240 x 170 mm | (9.4 x 6.7 inches) |
| 216 x 216 mm | (8.5 x 8.5 inches) |
| 297 x 210 mm | (11.7 x 8.3 inches) |

- In Word under the **'Page Layout'** tab;
- Select 'Size' and then **'Custom Page Size ...'**
- Now enter your **'Height'** and **'Width'** based on one of our sizes above
- Select **'Ok'** to confirm

2 SETTING UP YOUR MARGINS

Now that your page size has been set up correctly you need to set up your margins,

Under the 'Page Layout' tab;

Select 'Margins'

Word has some pre-defined margin options or alternatively define a custom size

For our 198 x 130 mm book and 210 x 148mm book we recommend 'Custom Margins...' as follows;

Top: 20 mm (0.79 inch)

Bottom: 20 mm (0.79 inch)

Left: 11 mm (0.44 inches)

Right: 11 mm (0.44 inches)

For our 228 x 152 mm book, 240 x 170 mm book, 216 x 216mm book and 297 x 210mm book we recommend a 'Moderate' margin as follows;

Top: 25 mm (1 inch)

Bottom: 25 mm (1 inch)

Left: 19 mm (0.75 inches)

Right: 19 mm (0.75 inches)

3 HEADERS AND FOOTERS

Next you may want to set up a 'Header' and 'Footer'.

Header: There are different options to consider for your header like 'Different first page' or 'Different odd and even page'. Other things to consider is what size font you want the header. Do you want it slightly smaller or the same size as the font in the main document page? Do you want the header to be centered or right aligned?

Footer: The footer is used most often for page numbering. Make sure you use the 'Page Numbers' function to automate this process when more pages are created. Again you may want to reduce the font size slightly from that on the main part of the page.

4

PARAGRAPH SPACING AND LINE SPACING.

Setting up your paragraph spacing correctly is definitely going to help with readability.

Some people like to have a small indent at the start of each paragraph.

If you want to set this up then you need to follow these steps:

- Place the cursor at the start of you document before typing any text.
- Next 'Right Click' your mouse.
- Select 'paragraph' from the resulting pop up.
- Under 'Indentation' where you see 'Special:' select 'First Line'
- Then where you see 'By:' set as 50mm (0.2 inches).

Save the changes.

Now for your paragraph spacing and line spacing;

- Place the cursor at the start of you document before typing any text.
- Next 'Right Click' your mouse.
- Select 'paragraph' from the resulting pop up. Under 'Spacing' where you see 'Before:' you can leave this as 0pt. Where you see 'After:' choose a spacing of 10 or 12pt which is considered best for most books.
- Next , where you see 'Line Spacing' set this to 1.5 lines which usually works well.
- Finally, you may want to 'Justify' your document, which means the word spacing is adjusted so the text falls flush with both margins. 'Align Text Left ' is also an option but we do not advise 'Center' or 'Align Text Right' which can make it very difficult to read.

Once again 'Save changes'.

5

FONT

Setting your 'Font Style' and 'Font Size'

For printed books a serif font is considered better for reading – Times Roman, Georgia, Century, Garamond and Baskerville. The actual font size depends on your intended reader as the smaller the font size the more difficult it is to read. Our suggestion is 11 point as a comfortable reading size. You can use 12 point but any bigger than this looks unprofessional.

6

SUMMARY

In summary to help with the readability of your book consider the following points we have discussed as a guide:

- Set the page size
- Set your margins
- Set the line spacing for your body text
- Set the spacing before and after your paragraphs
- Set the alignment (Use left aligned or justified)
- Set your base font (the body text for your book)

7

SAVE TO PDF

Saving from word to a pdf document.

- In word select 'File', 'Save As'
- Choose a location you want your document saved
- Change the 'File Format' to PDF
- Then save

Review your PDF prior to upload as there are sometimes some issues in creating a compliant PDF from Word.

8

UPLOADING YOUR PRINT READY TEXT PDF DOCUMENT

We cannot stress the importance of a final proof read before submitting your PDF.

Any niggles in the PDF will be niggles in the print.

Double check that you have the correct book size by referring to point 1 above.

Once are happy with your book text pdf it can be uploaded directly to us at

www.burpleonline.co.za/c/180/self-publish