

# Publishing Guidelines Microsoft Word 2013

## Style Sheets:

Download one of the style sheets from our website and insert your text.

Please also download and take a look at our **Checklist**.

Different size text fields may cause shifts or changes when you insert your text.

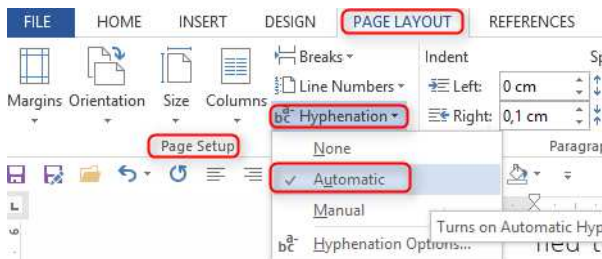
For further details and instructions for how to proceed with your document, please refer to the following hints.

## Hyphenation:

It is highly recommended that you align your text as justified text. Use automatic hyphenation to ensure even word spacing.

Never separate a word manually by only using "-". When a manual separation is required, hold "CTRL" and press "-" to add the correct hyphenation. This will ensure the whole text is edited and re-hyphenated, the manual hyphenation will be included.

To activate the automatic hyphenation: Go to > **Page Layout** > **Page Setup** > **Hyphenation** > **Automatic**



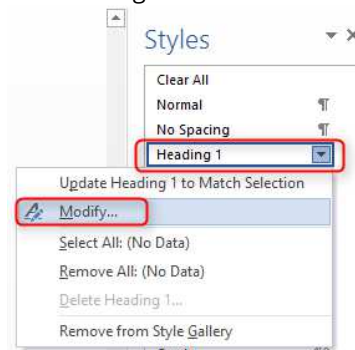
## Table Of Contents:

To include a table of contents in your document, you first need to apply heading styles to the text you wish to include in the table of contents.

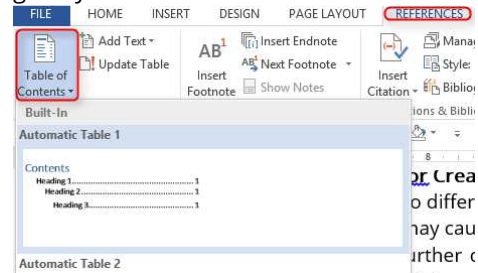
To apply a heading style, select the text and choose the desired heading in the > **Styles** group on the > **Home** tab.



You can also modify the heading styles by choosing one heading from the list and click on > **Modify...**



You can now insert the table of contents. Click where you wish to insert the TOC. Then click > **References** > **Table of Contents** and choose an **Automatic Table** from the gallery.

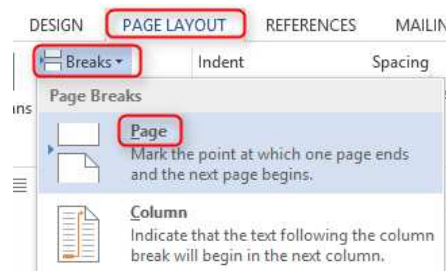


You can also custom your table of content by choosing > **References** > **Table of Contents** > **Custom Table of Contents**

## Page Breaks:

Use Page Break instead of ENTER several times to manage your page breaks. This way you avoid having to manually re-break the pages as you edit your text.

Click where you want to start a new page and go to > **Page Layout** > **Breaks** > **Page**. Or > **Insert** > **Page Break**.



## Too Many Pages:

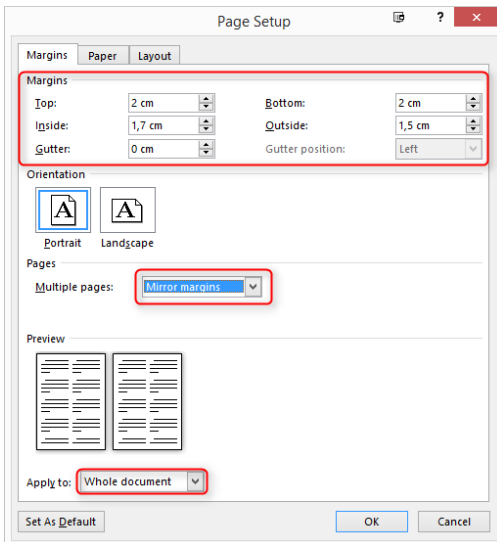
Here are some tips on how to reduce the number of pages.

### 1. Custom the margins:

Click on > **Page Layout** > **Page Setup** > **Margins** > **Custom Margins**

Modify the margins "Top" and "Bottom" to your liking. Do not reduce the "Inside" margin. It will move the text too close to the binding. The text will become harder to read.

Then select "Mirror margins" and > **Apply to: Whole document**.



Please note that the original settings of the style sheet are the optimal settings and should only be adjusted slightly.

## 2. Choose a different font.

Changing the font while maintaining the same font size can reduce the number of pages.

This is how the different fonts relate to each other in size:

Modern	-6 %
Garamond	-4 %
Times New Roman	100 %
Arial	+3 %
Book Antiqua	+8 %
Verdana	+21 %

Change the font from e.g. Times New Roman to Garamond to save 4% of the pages.

## 3. Change the font size

You can also change the font size itself.

Font size 12: Very pleasant to read.

Font size 11: Perfect for Paperbacks.

Font size 10: You may need glasses!

Font size 9: Only for fine prints.

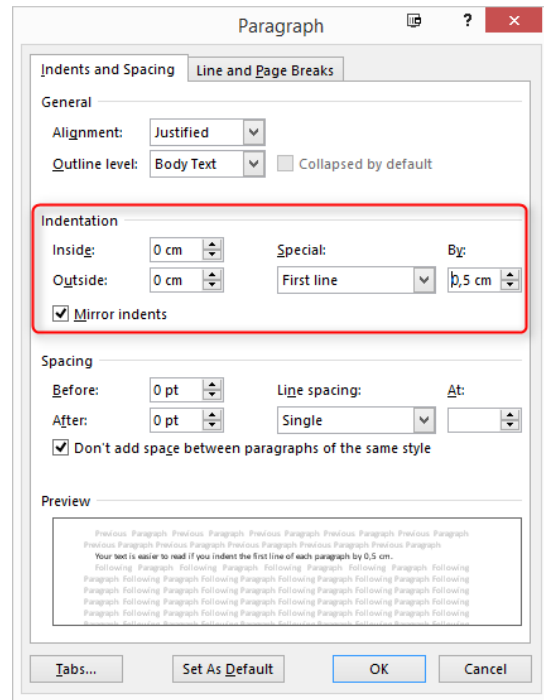
Font size 8: No more fun!

And even smaller really hurts the eyes of the reader!

## Indent The First Line Of A Paragraph:

Your text is easier to read if you indent the first line of each paragraph by 0,5 cm or 0,2 inches.

Select the whole text and go to > **Home** > **Paragraph** > **Indents and Spacing**.



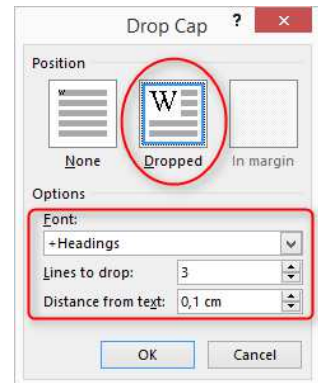
Or press TAB at the beginning of each line.

## Drop Cap To Begin A Chapter:

A drop cap is a large initial capital letter for ornamental purposes or to add interest.

Place the cursor at the beginning of the paragraph and go to > **Insert** > **Drop Cap** > **Drop Cap Options...**

Set the options as follows:

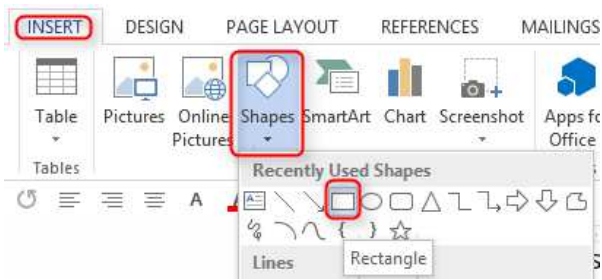


## Hide Page Numbers:

The first and blank pages should not display page numbers.

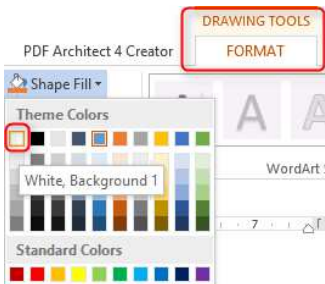
Usually the display of the page numbers starts with the actual content of the book e.g. pages 5 to 7. Our style sheets are already set up this way.

The easiest way to hide page numbers is to cover them with a white rectangle shape. Go to the page number you want to hide and insert a rectangle shape: > **Insert** > **Illustrations** > **Shapes**



Click and drag to draw the shape. Place it above the page number you want to hide. Now change the inside fill and border colour to white.

Select the shape, go to > **Drawing Tools > Format** and change the colour of **Shape Fill** and **Shape Outline** to white.



## Embed Fonts:

The printing machines need to recognize the fonts. Therefore, fonts need to be embedded.

Go to > **FILE > Options > Save** and check the **Embed fonts in the file** option.

Preserve fidelity when sharing this document:

- Embed fonts in the file
- Embed only the characters used in the document
- Do not embed common system fonts

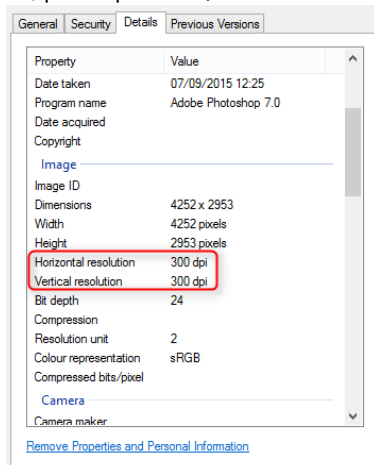
Save your file.

## Picture Resolution:

The recommended resolution for pictures is 300 DPI/PPI (dots per inch, pixels per inch).

Anything less results in fuzzy or blurred prints. How to check the resolution:

Right click on the picture file and choose > **Properties** from the context menu. Select the **Details** tab and find the **Horizontal resolution**.



## Spelling And Hyperlinks:

Please pay meticulous attention to spelling. Readers will be very unhappy if a book contains misspellings.

Use the spelling and grammar checker by simply pressing F7 after you are finished with your text.

Check each suggestion. Use the suggested words, edit the words directly or ignore the suggestions.

After the check run, look through all pages for any remaining flaggings. Take care of them.

We also recommend the removal of [Hyperlinks](#). Right click on the word and click **Remove Hyperlink**.

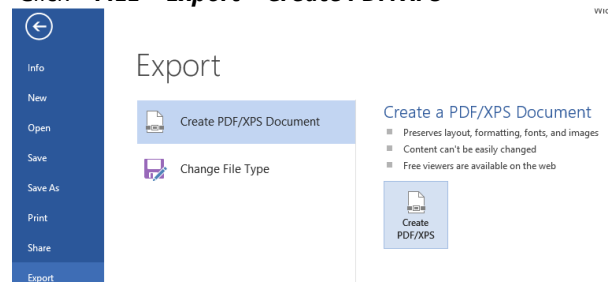
## Create A PDF File:

You are almost done. Please take another look at our **Checklist** which is available under **Downloads**.

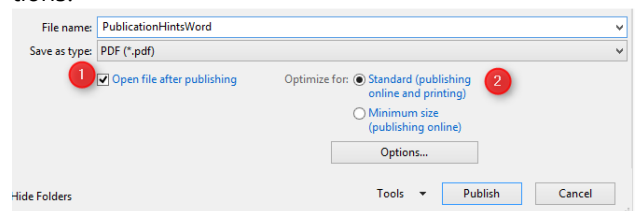
Now we have to create a PDF file. There are several ways to do this: Create directly from Word, use a free-ware pdf creator etc.

### 1. Create directly from Word

Click > **FILE > Export > Create PDF/XPS**



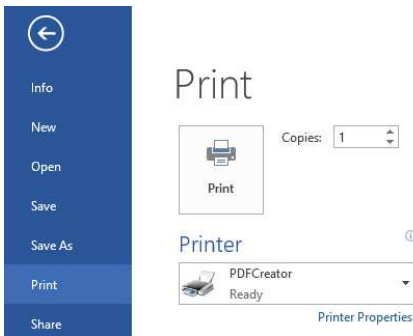
The Save-As dialog appears. Set the following options:



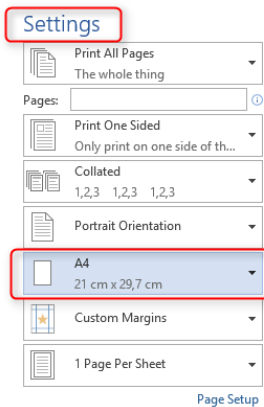
Now click > **Publish**.

### 2. Use PDFCreator:

You can download PDFCreator for free at [www.pdf-forge.org](http://www.pdf-forge.org). PDFCreator operates like a regular printer. Click on > **Print** and change the default printer to the PDFCreator printer.

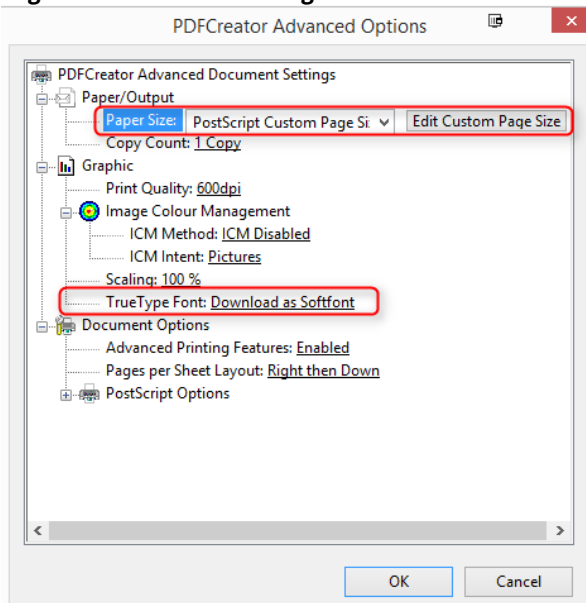


Select the right format from > **Settings**.

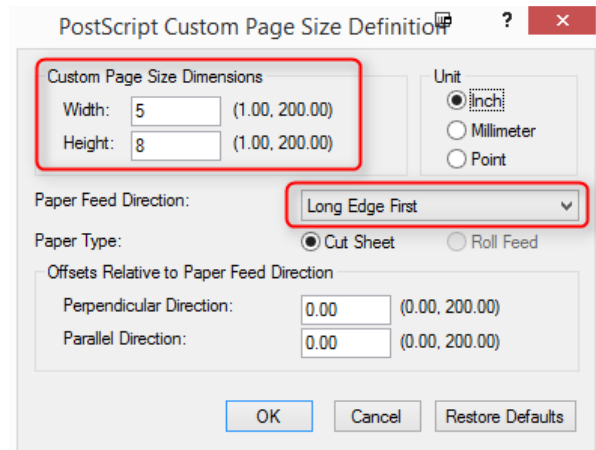


If the required format is not available, you can create your own format:

Go to > **Control Panel > Devices and Printers** and right-click on the PDFCreator. Click on > **Printing Preferences > Advanced > Paper Size > PostScript Custom Page Size > Edit Custom Page Size**

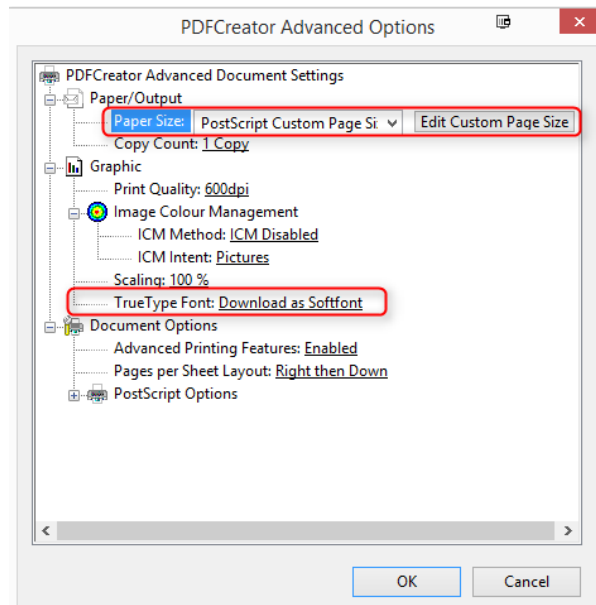


Enter the custom size dimensions:



Click > **OK**.

Set **Download as Softfont** under **TrueTypeFont**:



Click > **OK**

**Congratulations - You are done!**

This PDF file is your book interior that you can upload during the online book publication process.

**Good luck and have lots of fun!**