

Quick Guide to Formatting Your Book Block

There are several basic word processing programs you can use to create your book block. Some examples are Microsoft Word, Open Office, and Pages.

Getting Started

Decide what you want your pages to look like in terms of margins, font, point size, line spacing, etc. and then apply those settings to the whole document.

Set Your Page Size

The page size of your document must match the final desired cut size of your book. One of the most common sizes is 6 X 9 (width x height in inches). The largest size our machine can produce is 8.25 x 10.5 and the smallest is 4.5 x 5— but you can make your book almost any size within this range. To set your page size in MS Word go to Page Layout > Size > More Paper Sizes and manually enter the width and height.

Book Basics

All books should begin with a title page. The title page should contain the book title and author, and can also list the subtitle and publisher name if relevant. The next page in your PDF should be the copyright page so that the title page and copyright page will print on the front and back of the same sheet of paper.

Some people like to have a blank sheet of paper at the beginning of their book, right before the title page. If you plan to include this, just remember that a blank sheet of paper equals two blank pages in your document. Use the page break tool to create additional pages. The title page should fall on the on right-hand side of book, so it should be an odd page in your document. Whether your book has any dedications, a preface, or a table of contents is up to you. Browse existing books for examples to get a sense of standard formatting options.

Formatting Tips:

- Standard font size is between 10pt and 12pt type.
- Some font suggestions are: Garamond, Palatino, Times New Roman, and Century.
- A line spacing of 1.15 or 1.25 is suggested.
- Use the page break tool whenever possible but especially for blank or title pages and at the beginning and end of a chapter, story, or poem.
- If your book is over 80 pages use mirror margins. In MS Word under Page Layout you can select Mirrored margins.
- Use the Insert Picture tool to place images within your document.
- At the end of a chapter, story, or poem, use the Page Break tool to start a new page instead of the enter key.
- Use the Table of Contents tool to create a contents table that can be updated automatically if your page numbers change.

Creating a PDF file to Print on the EBM

In order for us to print your book on our Espresso Book Machine the final book block must be sent to us in PDF format. Go to File and choose the Save As option. When saving your file click on the Save as Type drop-down menu and select PDF from the list.