



Guidelines for Submitting Manuscripts which have been Typed using Microsoft Word or Microsoft Publisher

Microsoft Word documents do not transport well from one computer to another, problems such as formatting changes occur and we cannot reliably print your book directly from a Word file.

This document gives you the steps necessary to prepare your Word file correctly and then to make a PDF file from it which we can use to print your book. Most of the guidelines below are also applicable to the Microsoft Publisher software also.

Preparing your book using Microsoft Word

Step 1 The page size of your document must match the page size you would like in your book.

E.g. If your book will be an A5 sized novel then your Word page size must be set to A5 size also. We mention this because, as Word is an American software program, it automatically defaults to the standard American letter page size which does not match any of the New Zealand page and paper sizes. If you type your novel at American Letter size, which is close to A4 size, when we reduce it down to fit A5 the font size will also reduce and may become too small to read.

Step 2 Set up your pages as left and right hand pages, this is called “Mirrored” in Word. Setting all the pages as left hand, which is the default setting, will result in your margins being wrong on alternate pages and also your page numbers being in the wrong place (unless they are centred)

Step 3 Set up your margins, with the pages set to “mirrored” the inside margins, which will be the ones nearest the spine of your book should be set to a larger size than the outside margins in order to allow for the binding of the book. Not doing this will result in your pages looking slightly off centre to your reader due to part of the margin being taken up by the binding at the spine.

Step 4 Type your text, add your photos etc and format your fonts, headings, Chapter titles etc. If you want each chapter to start on a right hand page then it may be necessary to insert a blank page at the end of some chapters to ensure this happens.

Step 5 When your book is completed and you are happy with all your formatting, layout etc PLEASE PLEASE proof read your book at least twice. Also, if possible, get a friend to proof read it to, you will be amazed how many typos get overlooked time and again when an author reads their own work. We can't emphasize how important this is as it can cause us several hours extra work having to re-lay up all your files for printing if you submit a new file once you receive the proof copy of your book which we supply so you can conduct final checks on the print quality and binding etc.

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Step 6 When you are happy with your manuscript and its layout and formatting and are ready to submit the file for us to produce your book, then the final stage is to save your file as a PDF file.

Why? PDF stands for Portable Document Format. This format was designed by Adobe specifically to enable a file to be moved from one computer to another and for the document to be able to be opened on the receiving computer and be exactly the same as it was on the computer it was generated on. If you make a PDF file it will retain all the formatting. spacing , fonts, page sizing etc on our system as it had on your. This enables us to reliably print your file without fear of things changing as would invariably happen if you sent us your native Word file.

Step 7 Making your PDF file. Ideally you should have the software program called Adobe Acrobat Distiller. This is not the same as Adobe Acrobat Reader, if you are reading this document then you must already have the Acrobat Reader, which is free anyway, installed on your computer. The full version of Adobe Acrobat is an expensive software program and there are cheaper and free programs for making PDF files available on the internet. Many computers come with a PDF writer software installed on them already and this usually takes the form of a printer in your printers list. When you print a document to a PDF writer “printer”, instead of printing out the document on paper , it will create a PDF file , usually on your desktop or a location you choose, which can then be emailed to us or copied onto a CD etc. We recommend a free PDF maker called “Cute PDF” which is available as a free down load at this link <http://www.cutepdf.com/products/cutepdf/Writer.asp>.

Conclusion If you are a regular user of Microsoft Word you will probably already be familiar with the points outlined in the preceding paragraphs. Many first time authors are not however and fall into these traps without even realizing it. We apologize in advance if you are a Word power user and these guidelines are for those not so familiar with the program.

If you are unsure about and of the points raised in these guidelines then please feel free to call or email us. We are more than happy to help our clients to achieve the outcomes they want for there work whether it be a novel or non fiction book, Attention to details such as those mentioned in the text above help to achieve a professional looking end result, which is good for your readers and good for us at Bookprinting.co.nz

Dave Else