

Formatting a Word Document for Publishing on Amazon

The Starting point

- Word for Window
- Double Spaced
- Any font
- Letter size paper
- 1/2 inch indents
- Page breaks at the end of ALL chapters

The End Point

- Format acceptable to Amazon
- Single spaced
- Proper margins
- Proper book size
- Pagination
- Header
- Proper fonts

Decisions to Make

- Trim size
- Bleed
- Margins
- Font style
- Font size
- Spacing
- Indenting paragraphs
- Mirror margins
- Pagination
- Headers
- Footers
- Alignment
- Hyphenation

Font Styles

- Times New Roman
- Garamond
- Bookman Old Style
- Antigua
- Palatino
- Serif fonts?

Serif Vs. Sans Serif

Sans Serif

Aa

Montserrat

Serif

Aa

Playfair Display

Most Popular Trim Sizes

- 5 X 8
- 5.25 X 8.5
- 6 X 9

- Custom trim size

Bleeding

- Definition
- Text
- Images

Spacing

- Single spacing between lines
- Extra spacing between paragraphs
- Additional spacing after major headings

Paragraph Indenting

- If indenting use 1/4 inch to 1/2 inch
- If not indenting justify to left

Mirror Images

- Mirror images format the book so that additional gutter space alternates between pages.

Pagination

- Place page numbers in header or footer
- Place page numbers at left, center, or right
- Decision on where to start numbering

Margins

- Pages: 300-500
- Inside gutter: .625 inches
- Outside no bleed: .250 inches
- Outside with bleed: .375 inches

Headers

- Used for pagination
- Used for title
- Used for author

Footers

- Can be used for pagination
- Can be used for references

Alignment

- Left justified
- Right justified
- Fully justified

Hyphenation

- Hyphenation makes the page look right
- Choices on types of hyphenation