

BOOK LAYOUT CHEAT SHEET

Setting Your Margins

- 1) Highlight the entire document (control-A)
- 2) Justify the margins (control-J)
- 3) While your document is still highlighted, Click "Page Layout" in the Word document menu at the top
- 4) Click "Margins." A drop-down menu will open
- 5) Scroll down and click "Wide."

Your manuscript pages should now be book pages.

Setting Your Document to Single-Space

- 1) If your manuscript is double-spaced you must highlight the document (Control-A) and single-space the entire document. In the menu at the top, in the "paragraph" section, hover your mouse over the 5th box: "Line and Paragraph Spacing." Click on this. A drop-down menu will appear. Click 1.0. Your document has now been single-spaced.

Creating Your Dedication Page

- 1) Add a blank page between your title page and the body of your book.
- 2) Write your dedication about a quarter of the way down the page ("To Mom") and center it.

Adding Chapters

- 1) If you've written a non-fiction book you will need to add a page that lists your chapters. This page should be located after your dedication page, or just prior to the start of the body of your book.

Things to Include in Your Back Matter

- 1) Request for reviews
- 2) Your web address, and/or a request to sign-up for your mailing list
- 3) Tease the next book in your series (Sample chapters are a good tease)
- 4) A brief bio of yourself

Request For Reviews Swipe Copy

If you enjoyed reading ***** please go to Amazon and leave a review. For writers like me, getting reviews (especially on Amazon) means I can submit my books for advertising. Reviews also help you share your reading experience with new readers. So please leave a review—it's a win-win for everyone! Do it now before you forget.