

Formatting Workshop Outline

- 1) A look at some books – proper layout from publishers
- 2) Page (book) size
Page layout tab, then access Page Setup for 'Paper'
- 3) Margins, gutters etc.
Page layout tab, then access Page Setup for Margins and Layout
- 4) Title page
Create this by adding a section break (new page) at the start. (Note that using a section break, rather than a page break, becomes important when it comes to page numbering.)
- 5) Discussion of fonts, then how to select and change the font to desired
Home tab, then Font. Font types and sizes
(Consideration of audience, length of text, book size, etc)
- 6) Paragraph layout, including indents, line spacing, justification
Paragraph box then Indents and Spacing tab, followed by Line and Page Breaks tab
(especially for Widows and Orphans)
- 7) Chapters and sub-sections (new pages and gaps)
Headings for chapters (and perhaps sub-sections) – header styles
Sub-section demarcation – some tips

- 8) Table of Contents (References tab, then Table of Contents box)
(Plus temporary use of a Table of Contents)

- 9) Title page

- 10) Imprint page (reverse of title page), including publisher's details (name and address),
© Author and year of first publication, Copyright statement, ISBNs and production
info (e.g., editor, cover designer, etc.)

- 11) Forewords, prefaces, dedications, introductions, acknowledgements – what they are
and how to handle them

- 12) Page numbers
Insert tab, then 'Page Numbers' – but it's not that simple

- 13) Page headers
Insert tab, then Header and Footer box

- 14) Converting to a pdf
Save as, then pdf – but use ISO option

- Jenny
- 1) Format
- 2) Main Body
- 3)

Formatting Workshop Outline

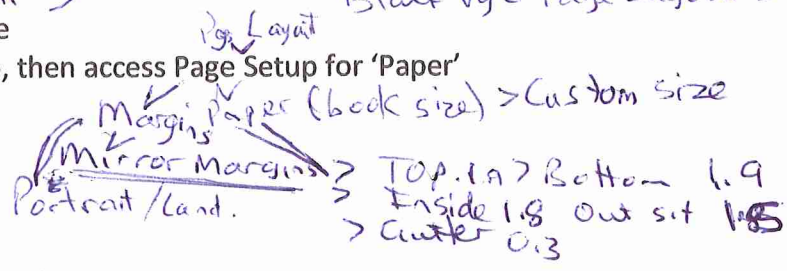
1) A look at some books – proper layout from publishers

1) C+I A11 >

Blank Pg = Page Layout > Breaks > Next Pg. F4 Repeats

2) Page (book) size

Page layout tab, then access Page Setup for 'Paper'



3) Margins, gutters etc.

Page layout tab, then access Page Setup for Margins and Layout

Ctrl Enter = Title, name, Page Break (Ctrl+Enter)
 Ctrl Shift End = apply from cursor
 " " Home " " " "

4) Title page

Create this by adding a section break (new page) at the start. (Note that using a section break, rather than a page break, becomes important when it comes to page numbering.)

Para. >

F4 = repeat

5) Discussion of fonts, then how to select and change the font to desired

Home tab, then Font. Font types and sizes (Consideration of audience, length of text, book size, etc)

Palatino Lynotype

NO indent > special cursor > None
 F4
 OR Find / Replace

6) Paragraph layout, including indents, line spacing, justification

Paragraph box then Indents and Spacing tab, followed by Line and Page Breaks tab (especially for Widows and Orphans)

1st para = para dropdown or layout

> Justified (not pic bk) > Go to each 1st para F4

Line & Space > multiple 1

Line and Page Breaks (Don't have Widow Orphan Control) re OFF

7) Chapters and sub-sections (new pages and gaps)

Headings for chapters (and perhaps sub-sections) – header styles

Sub-section demarcation – some tips

Chap/Head gap distinguished by ~ or * ^{tilde}

Para > Line + Page Break > OFF Widow Orphan

Para > centre Before 60 After 30pt

after Page Break manually add page to get work ^{it to}

Once you're happy > go to ^{Home} Style > Rt click > update Heading to match selection

advise!
Book > Fit to Print

8) Table of Contents (References tab, then Table of Contents box)
(Plus temporary use of a Table of Contents)

Cursor before Page Break. > Ref > Table of Contents > options choose

9) Title page + Author

(Sometimes ^{incl} the dedication or imprint)

10) Imprint page (reverse of title page), including publisher's details (name and address),
© Author and year of first publication, Copyright statement, ISBNs and production info (e.g., editor, cover designer, etc.)

© - Sam
VIS Copy - Australia
cover users copyright legal
see Creative Commons License (Library)

11) Forewords, prefaces, dedications, introductions, acknowledgements – what they are and how to handle them

Someone else writes - I write
Talk about glossary - or Authors Note - quirk about the book if longer because preface
Front (separate pg) eg Dedication (start) (end), glossary (at end) for made up words
Subject matter how it got there

12) Page numbers

Insert tab, then 'Page Numbers' – but it's not that simple

Odd Pg on Rt.
NB Link to previous.
turn OFF/on

13) Page headers

Insert tab, then Header and Footer box

14) Converting to a pdf

Save as, then pdf – but use ISO option