

## Choosing a Font:

To have Lulu convert your document to a PDF, be sure to choose fonts from the following list. If you use a font that is not on this list, the Lulu converter will substitute one of these fonts in its place. This may adversely affect your formatting.

- \* Arial
- \* Book Antiqua
- \* Bookman Old Style
- \* Century
- \* Courier
- \* Garamond
- \* Palatino
- \* Tahoma
- \* Times New Roman
- \* Verdana
- \* Symbols

Follow these general guidelines when choosing your fonts:

- \* Serif fonts are best for printed documents. Use serif fonts like Garamond, Times New Roman and Palatino for blocks of body text.

- \* Sans serif fonts are best for online documents and for display text. Use sans serif fonts like Arial and Verdana if you intend your book to be viewed online.

- \* Use bold sans serif fonts for title text or headings.

## Size:

- \* Microsoft Word: Choose Document from the Format Menu, then use the Margins tab. When adding a gutter, make sure to select Mirror Margins. Apply your settings to the whole document.

Suggested Dimensions

Page Size      8.25" x 10.75"

Margins        .5"

## Setting Your Margins:

Leave at least .5" margins on all your pages. Most books will require a gutter of .2" to .3". A gutter provides a little bit of extra margin on the spine edge of your pages, making your book easier to read without putting too much stress on the spine.

## **Page Numbering:**

When creating your book, make sure that your title page falls on an odd-numbered page (on the right-hand side of your book) and the copyright page falls on an even-numbered page (on the left-hand side of your book).

Here are some helpful resources for perfecting your page numbers in Microsoft Word:

\* <http://www.health.ufl.edu/itcenter/training/handouts/Word/Word-HeadersFooters.doc>

\* Page Numbering in Word, a forum sticky

## **Creating a Table of Contents:**

Word allows you to create your table of contents manually, without using the more sophisticated styles settings. Use the Mark Table of Contents box to insert TOC fields into your document. Follow these steps.

1. Highlight the first line of text that you want to include in your table of contents and press ALT+SHIFT+O.
2. In the Level box, select the level and click Mark. (Mark 1 is left-aligned, Mark 2 is indented, Mark 3 is indented even more – you get the picture.)
3. To mark additional entries, select the text, click in the Entry box and click Mark. When you're through adding entries, click Close.
4. Click where you want to insert the table of contents.
5. On the Insert menu, point to Reference, and click Index and Tables.
6. Click the Table of Contents tab.
7. Click the Options button.
8. In the Table of Contents Options box, click to select the Table entry fields check box.
9. Clear the Styles and Outline levels check boxes.

## **How do I insert images into my document?**

There are many ways to insert images into your documents. An easy way to ensure that your image stays where you want it is to create a paragraph in your word processing document to hold the image, then insert it. To insert an image in a Microsoft Word document:

1. Move the insertion point to the end of the paragraph that introduces your image. Press Enter.
2. With the insertion point in the new paragraph, select Picture > From File from the Insert menu. (You can also paste an image from the clipboard.)
3. Browse to select the file, then click Insert.
4. Adjust the sizing and placement of the image:

- \* Resize the image so that it fits in the text boundaries.
  - \* Use the cropping tools to remove extra white space from the image.
  - \* Select Paragraph from the Format menu and change spacing above and below to add padding around the image.
  - \* Use paragraph alignment to center- or left-align the image.
  - \* Select Reference > Caption from the Insert menu to add a figure caption to the image.
5. Save your document.

## **Publishing:**

Go to: [www.lulu.com](http://www.lulu.com)

Sign in using:

Log in: [nferro@fisdck12.net](mailto:nferro@fisdck12.net)

Password: HUMANITIES

### 1. Start a New Project

What you are doing in this step:

In this step you'll give your project a working title.

-Put only the first name and last initial of each of your group members in the "Author" box.

-You will also select:

- Keep it private and accessible only to me.

### 2. Select your book size and style:

-Full Color Printing

-8.25 x 10.75

-Casewrap Hardcover

### 3. Add files from your computer:

1. Locate the file(s) on your computer by clicking the 'Browse' button.

2. Select a file and the file name will appear in the box.

3. Click the 'Upload' button. A progress bar will display how much of the file has uploaded. The progress bar will disappear and the file will appear in the list under 'My Project Files'.

4. Repeat steps 1-3 to upload multiple files for your book. See the 'Multiple Files' section below for a warning on using multiple files.

5. Files in the 'My Project Files' list can be rearranged by clicking the up and down arrows and dragging to the order you want them to be in.

6. Click the 'Make Print-Ready File' button.

### 4. Create your cover:

In this step you'll set up the cover of your book. This step is broken into three tabs, Themes, Backgrounds & Pictures, and Text. For full control of your cover click the 'One-Piece Cover (advanced)' button to create and upload a PDF to the specifications found on Selecting a Theme:

-Click the 'Themes' tab, available themes will be displayed.

-Choose a theme by clicking on its thumbnail. A pop-up will appear confirming that you want to apply the theme.

-Click 'Accept' to apply the theme to your cover.

Changing your background color:

-In the 'Backgrounds & Pictures' tab click on the square next to 'Color:' at the top of the tab. A color picker will pop up.

Changing your background pictures (Background images will cover up background color.)

Upload an image:

-Click the 'Edit Picture' icon corresponding to the part of the cover you want to change.

-Add an image from your computer by clicking the 'Upload A File' button.

-Click 'Browse' to select a file from your computer, then click 'Upload'.

Changing Text:

-Click the 'text' tab to edit how the Title, Author name, and Description appear on the cover.

-Click the tab for the part of the cover (Front Cover, Back Cover and Spine (if Perfect Bound) you want to edit.

-Click in the box with the text you want to edit. Type.

-Click outside of that box and the cover will update.

-Select a font from the drop- down menu at the top of the tab and your cover automatically updates.

-Click on the color box next to the font drop-down.

-Choose a color by selecting a hue (color) on the wheel and a brightness on the square.

-Change the font and font color for each block of text on your cover by clicking the 'Use a Single Font & Text Color' checkbox.

-Select a font or font color from beneath each text area.

When you've gotten your cover looking the way you want, click the 'Make Print- Ready Cover' button.

-Click the Save and Continue button.

5. Describe your project:

In this step you describe your book so that readers can find and buy it.

Select the category your book falls in or pick the best match.

Enter all of the keywords that describe your book. These keywords will make it easier for “customers” to find your book. Use terms that are distinct and specific to your book and avoid general book and avoid general keywords that could describe any book.

-Write a description of your book. This description will appear on the item page for your book and customers will use it to decide if they're interested in your book.

- Tell us what language your book is written in.
- Set your copyright.
- Select the type of license you'd like to use.
- Tell us which edition of the book this is.
- Enter the name of the publisher of the book. This could be your name or your imprint.

Save

### **Cost:**

Cost for a 24 page book: \$19.80

Each additional page is .20

Minimum 24 pages, maximum 800 pages.