

# **(BOOK TITLE GOES HERE)**

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(Author name goes here)

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# Table of Contents

(Note: Reference books should always have a Table of Contents, but novels do not require one. If you don't want a Table of Contents, simply delete this entire page.)

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## Foreword

Replace this wording with your own foreword. A foreword is written by somebody other than the author, and usually tells of some interaction between the writer of the foreword and the author during the writing of the book. Also, be sure to spell “foreword” properly. When it is a part of a book, as it is here, it’s spelled “Foreword”. When it’s a direction of travel, it’s spelled “Forward”. If you don’t have a foreword, simply delete this entire page.

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## Chapter One

You can either keep the words “Chapter One” above, or replace them with a chapter title, or use both. Whichever way you prefer.

Replace this wording with the body of your book. We’ve put a break after each chapter that will force the next chapter to start on an ODD (right hand) page. This is the industry standard format, and highly recommended.

For the main body copy, we’ve used Times New Roman 11 pt., justified left and right, with line spacing of 1.25-, and first-line indent of 0.25”. For chapter heads, we used Arial Bold 12 pt., and centered.

If you have a particular font that you want to use in place of our pre-selected fonts, you can make those changes by selecting Format > Styles and Formatting. Word will open a column to the right of your file that shows paragraph formatting style that we’ve used.

At the bottom of the list, be sure to select “Show: Formatting in Use.” You should only see a handful of styles, maybe 8 to 10 total. The style you’ll use for most of the book are “Normal” and “Chapter heads.” The other styles are used primarily for the front part of the book: title page, table of contents, etc.

Hover over a style name, click the dropdown box, and select “Modify.” Then you can change the font, the size,



and various other options.

But remember: Always look over your file very carefully after making any changes at all, to assure that the changes you made didn't adversely affect other parts of your book.

The rest of this chapter is just filler. It shows how typical pages will look throughout your book. This will also help you see how your headers and footers will look on a page that is filled with text.

A word of warning about Headers and Footers: If you aren't an expert at using them, they can be very frustrating. We recommend that you leave off headers and footers and let us add page numbers for you. But, if you feel like a challenge, you can attempt to create your own headers and footers.

To edit your headers and footers, select "View > Header and Footer." (Remember to turn this option OFF the same way when you want to go back to editing the main part of your book.)

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