

AUTOMATED BOOK LAYOUT FORMATTING FOR PRINT

INTRODUCTION

This Book Layout Formatting Guide is for people who are not professional designers. It explains, step by step, how to prepare the Word file .docx of your book, your images, and how to use Path A of the book formatting tool. The path A of this online tool helps you with automated book formatting from a Word Document .docx. The rest of the paths B, C and D will help you with manuscript already designed and in .pdf format, big format illustrated books and catalogues, and designing the book cover,

01 WHAT THIS ONLINE TOOL DOES (AND WHAT IT DOES NOT)

WHAT IT DOES:

- Automatically formats and converts your Word manuscript into a print-ready PDF (for Amazon KDP, IngramSpark, and other printing houses).
- Calculates the cut margins, the inner “gutter” (the inner edge of the page that sits in the spine), and trim bleed.
- Starts every new chapter on an odd page (the right-hand side page when the book is open).
- Builds and inserts automatically a table of contents from the chapter titles.
- Lets you download up to 10 free 5-page samples with a watermark per session.
- The full print-ready book design , with no watermark, downloads after you pay \$19 USD (with PayPal or a card). Each full download is one payment. If you format a different with a different style and want another complete print-ready book design PDF, you pay again.

WHAT IT DOESN'T DO (..YET, OR NOT ON THIS PATH)

- It does not format old .doc files. Use .docx only.
- It does not draw Word tables as tables, only as images
- It does not store your file on the internet, the work happens in your browser and your archive is deleted when you close the tab.
- It does not replace a human proofreader, check well the preview and the sample before you pay and download.

**I suggest you use Chrome or Edge -
the PDF viewer works best there.**





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02

HOW TO PREPARE THE WORD FILE

THE FILE TYPE :

- Save the manuscript as a “.docx” file (Word: File → Save As → Word Document).
- If your book has a “.doc” extension, open it and save as “.docx”. If you upload a .doc file here, you will see a red message and it won't work.

CHAPTER TITLES (THIS MATTERS VERY MUCH) :

Do not just make the letters bigger by hand. Use Word styles:

1. Select the chapter title.
2. On the Home selection bar, choose Heading 1.
3. For a section inside the chapter, Heading 2.
4. For a smaller heading, Heading 3.

That is how this formatting tool can recognize: “this is a chapter”, “this is a section” and format your book accordingly.

The book title has to be on the book title page, and it is the title that you will introduce in the “Book title” window of the tool.

BODY TEXT :

- Keep the body text as “Normal” while preparing the manuscript in Word.
- One paragraph = one block. Do not press Enter in the middle of a sentence unless you want the following text to belong to a new block.
- **Bold** and *Italic* styles from the Word document are kept in the PDF.
- **Bold** and *Italic* together may show as *Italic* only, depending on the chosen font. If that matters, use one or the other.

LISTS & TABLES :

Bullet lists in Word are fine. The viewer also has a list button.

WHAT NOT TO PUT IN YOUR WORD DOCUMENT:

- Tables (prices, grids, comparisons). The engine does not draw them. Screenshot or export the table as a 300 DPI .jpg or .png and treat it as an image (see image instructions below).
- Text boxes, WordArt, shapes, Word watermarks will not appear.

*Complex footnotes / endnotes: check how they are rendered in the PDF.



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CONTINUED - LISTS & TABLES:

- A designed book cover. In all printing standards the book cover design has to go as a separate design, you can create it in the Path D. This Path A is formatting only the interior of the book.
 - Do not number the pages in your Word document, it is done automatically by this formatting tool.
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HALF-TITLE PAGE & COPYRIGHT PAGE :

If you want a page with only the title, and another with the copyright, type them before the first Heading 1, as a "Normal text". Do not use Heading styles on these pages. Those pages keep the normal 1, 2, 3... count. The table of contents, if you check the box to generate it, has its own footer: "Table of Contents - 1".

A USEFUL TIP :

Before downloading the sample, click the "Generate the PDF Preview" button just above the Visor's navigation bar. The preview window will open in the Visor - and here you can see how the changes that you made in Word format have been applied to the PDF design. You can also see the 2-page view, as it would appear in an open book.

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HOW TO PREPARE THE IMAGES:

In the **Free Test Phase** you can upload **max. 2 images** per manuscript and practice to "inject" them with the image tags.

FORMAT & QUALITY :

- Only **.jpg or .png** image formats
- **Ideally 300 DPI** (print quality). If you are seeing the preview on your cell phone it might look ok, but for a printed book the image needs to comply with this condition for a professional result.

Do not "stretch" the images to fit the page, make sure the original quality is high.

CROPPING TO THE TRIM SIZE (TO AVOID THE WHITE EXCESS) :

All the images will occupy **one full page** of the book (inside the text block margins). In your image editor program or app crop them to the same proportion as the book trim size: If you choose the book trim size 6 × 9 - the images have to be of the same proportion.

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CONTINUED - CROPPING IMAGES :

- If you choose the 8.5 × 8.5 trim: the image has to have a square crop.
- If the image is wider or taller than the book page, it will not be stretched. It will be centered and you may see white bands on the sides instead of the image occupying the full page. Choose the book trim size first and then crop or adjust the images accordingly, before uploading them.

IMAGE FILE NAME :

Use short and clear file names, that help you to remember and indicate where in the book you want them.

- For example: chapter2.jpg , town-map.png , grandma-young.jpg
- **Avoid:** spaces, odd signs, (you can use hyphen/dash and underscore) or extensive descriptions.

The file name will be used to generate the image tag that you will insert in your manuscript. The formatting tool will inject them automatically into your book according to where the tag is placed.

TABLES, MAPS, GRAPHS AND EXCELL SHEET FRAGMENTS :

- Convert them into **images - .jpg or .png**.
- Ideally **300 DPI (print quality)**.
- Upload them the same way as the images, follow the same tagging instructions, and they will be inserted in the book as full page illustrations the same way as the images.

It is important that these images have supreme quality for print.

04**HOW TO UPLOAD THE MANUSCRIPT AND THE IMAGES :**

1. On the site, click Start formatting from Word Document in the Path A box (or scroll down to "Upload your file").
2. Drop the .docx or choose the file. You should see the file name.
3. The uploaded document will automatically appear in the Original Manuscript Viewer.
4. Just above the Viewer window you'll see the button "Add HD images". Pick 1 or 2 images for your Free samples..
5. In the Images Tab you will see each image and a ready-made tag, for example: [IMAGE:chapter2.jpg]

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CONTINUED - HOW TO UPLOAD THE IMAGES :

Every time you change the Word file, upload the images again. Images are not stored in the cloud or anywhere - if you close or reload the page all files are automatically deleted.

05**ITAGS (SHORT CODES) FOR IMAGES AND TABLE OF CONTENTS :**

A Tag is a CODE. It's an instruction to the tool - the formatting tool reads it and "injects" the Image or the Table of Contents according to where you put the tag in the uploaded Word document.

IMAGE [IMAGE:CHAPTER_O2.JPG] :

- Copy the Image Tag - On the option bar of the IMAGE Viewer there is a button "COPY IMAGE TAG" - click it and copy the image tag.
- Paste the tag into the Word document in the ORIGINAL DOC Viewer. It has to be pasted on its own line, not "floating" beside the text.
- This image will result in **a full page size image**, you can check its position by clicking the "Generate the PDF Preview" button..

Image right before a new chapter:

If you put the image tag on its own line and it is followed by a chapter Heading 1 on the next line, then:

- The image will sit on an even page (left side, facing the new chapter).
 - The new chapter (Heading 1) will be on the odd page - on the right side.
 - If the previous chapter ended on an even page, the site leaves a blank odd page to the right, then the even page with the image, and opposite of it - the new chapter on the odd page. That is how your printed book will appear clean, esthetically pleasing and professional.
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TABLE OF CONTENTS [INDICE.AQUI] / [TOC.HERE] :

When you check the "Generate table of contents" box (in the Book Editing section) - this tool will automatically detect the titles formatted with the Heading 1 (or H2 or H3) style and generate the Table of Contents.

In the same section you can also choose:

- TOC from only chapter Heading 1 (H1) - as in most novels;
- or including the H2 and H3 titles - as in manuals and self-help books.

If you **uncheck** "Generate table of contents" box - none is built.

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CONTINUED - TABLE OF CONTENTS [TOC.HERE] :

If you DO NOT plant the TOC Tag in the Word document - the Table of Contents will appear on the first odd page (left side) just before the first **Heading 1 style Title**. That would be between the copyrights page and the first chapter.

If you DO plant the TOC Tag in your Word document : the TOC will appear depending on where you inserted the tag (it has to be on its own line for the tool to read it correctly).

- On the options bar of your ORIGINAL DOC Viewer there is a **button "INDICE.AQUI" (TOC.HERE)** - put the cursor where you want the TOC to go and click this button on the options bar. The TOC Tag will paste there and the tool will receive the instructions to generate the TOC automatically where the tag was planted.
- The Table of Contents **always starts on the odd page**.
- If you want the TOC at the end of the book and the last chapter ends on an odd page, the TOC will not be added on the same page. Instead, the tool will add another blank page on the even side and print the TOC on the next odd side page.
- The TOC has its own page count - the footer of the page will say "Page 1 - Table of Contents", "Page 2 - Table of Contents" etc. (it will not mix with the page count of the book).

06

THE ORIGINAL DOC VIEWER: HOW TO DO "MARKDOWN"

After uploading the Word file, work in the "ORIGINAL DOC" tab of the Viewer. You can use the options bar above the window to make any necessary changes you haven't already made in Word. Here is an explanation of the icons you will see on the bar:

THE BUTTON : WHAT IT DOES ?

B	Bold
I	<i>Italics</i>
H1	The Chapter Title (the largest)
H2	Section Title, subtitle
H3	The smallest title
Body	Leaves the text as normal body text (reverts all styles)
Quote	Highlighted / quote style text
List	Bullet points
[IMAGE:]	Inserts the Image Tag
[INDICE.AQUI]	Pasts the Table of Contents tag [TOC.HERE]



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CONTINUED - THE VIEWER :

You can also Cut, Copy, Paste, and Delete using the toolbar icons or by right-clicking with your mouse.

The font and size menus (Heading 1, Heading 2, Heading 3, Body Text, Highlighted Text/Quotes) are located in the "Manuscript Editing Workshop" section, just above the Viewer. There, you choose the typeface for each level. You use the Viewer to format and send instructions to the tool, while the Workshop allows you to select the size and style for the final PDF output.

When you finish editing, click the "Generate PDF Preview" button (either the test button on the left or the "Book Preview" button on the right). The PDF will open in the Viewer's PDF PREVIEW tab.

07**HOW THE BOOK IS PAGINATED - ODD AND EVEN PAGES :**

Think of an open book lying on a table:

- Odd numbers = right side (1, 3, 5...). This is where chapters (H1) and the Table of Contents begin.
- Even numbers = left side (2, 4, 6...). This is where the images will appear.

That is why you might see a blank page injected; it is not a mistake. It ensures the next chapter starts on the right (an odd-numbered page) or allows an image to appear on the left (an even-numbered page) facing the chapter.

In the Chrome browser's PDF previewer, under the "Two-Page View" option, we have inserted a blank page at the beginning solely to ensure page 1 appears on the right. This page is not printed and is not included in the downloadable file. To download the 5-page sample PDF, please use the golden button; do **not** use the download icon from the browser's standard toolbar.

08**PRINT SPECIFICATIONS WORKSHOP :**

Before or after uploading the Word file, fill in the Book Printing Specifications selections. **Do NOT start formatting** anything before completing this step, as this determines the page size and the flow of text and chapters within the book. Select:

- Book format (e.g., 6 × 9 inches).

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CONTINUED - PRINT SPECIFICATIONS WORKSHOP :

- **Paper type** (cream, white, etc.): Ask your printer which type they accept; if your book contains images, we recommend white paper that is slightly thicker to prevent ink show-through.
 - **Book Title:** This text appears in the PDF header. If you leave it blank, the viewer will not automatically generate a title based on the first H1 heading.
 - **Bleed:** Select this option if your printer requires a bleed (an extra 0.125 inches around the edges for trimming).
 - **The page count and book spine width** update automatically when the preview is generated.
 - Make sure to **complete all these selections**, as the inner margins (gutter) depend on the paper type and the number of pages in the book.
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09

THE TWO KINDS OF DOWNLOAD:

BUTTONS IN THE LEFT COLUMN – FREE TRIALS:

- Watermarked preview (the entire book on screen).
- **Download 10 Free Samples** (5 pages each) per session: the first 5 actual pages, watermarked, without the viewer's extra blank sheet. Up to 10 times per session. The downloaded file is named FormatBookForPrint.Com-01.pdf.

BUTTONS IN THE RIGHT COLUMN – PAID LAYOUT-READY BOOK:

- Book preview (same as above: watermarked on screen).
- **Download The Complete Formatted Book PDF - \$19 USD:** PayPal and credit card payment buttons appear. Upon payment confirmation, the download of the fully laid-out, formatted, and print-ready book begins automatically. No watermark and no 5-page limit. One payment = one PDF file download. If you wish to download another complete book or modify the design and download it again, you will have to pay again.

Do not use the Chrome toolbar **generic download button** to "bypass" the website's download button: that viewer includes an extra alignment sheet, and unexpected distortions may occur.

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SUGGESTED TASK SEQUENCE :

Before uploading your book file, do all the basic formatting in Word and save the file as .docx.

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CONTINUED...

10

SUGGESTED TASK SEQUENCE :

Before uploading your book file, do all the basic formatting in Word and save the file as .docx.

For initial free tests, I recommend creating a separate sample file with just 5–10 pages so you can quickly find a style you like. A book with 100, 200, or 300+ pages will take longer to render into a PDF each time you process it.

1. Prepare your Word file using H1, H2, and H3 heading styles.
2. Crop your images to match the book's aspect ratio and ensure they are 300 DPI.
3. Upload the Word file (.docx) and the images.
4. Select the book format and paper type, and enter the book title in the "Print Specifications" section.
5. In the "EDITABLE ORIGINAL" tab of the viewer, insert [IMAGE:...] tags wherever the images should go.
6. Decide on the table of contents: either leave it at the beginning or place the [TOC.HERE] tag wherever you want it to appear.
7. Check the H1/H2/H3 headings, bold text, and quotes in the viewer.
8. Generate the preview. Check the chapters (on the right), images, and table of contents.
9. Download a 5-page sample. Experiment with different fonts - download up to 10 variations to make it easier to choose and decide on the final look.
10. Once you are satisfied with everything, upload the full book file, format it, generate a preview of the complete book, pay, and download the full PDF - fully laid out and ready for print

CONTACT AND SUPPORT :

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