

## BOOK DESIGN REQUEST

### File Submission Instructions

## Having your book designed has never been so easy

By following the simple steps below your finished book can be sent to you in a matter of days. All you need is Word. The less you do, the better for us. Please don't spend time formatting your book. By this we mean don't create headings and paragraph spacing or insert images or chapter breaks. All of this will need to be removed so that we can utilise Adobe Indesign to complete your book.

To create your book, we need you to do the following. The body of your text is to be supplied as a simple word document utilising Arial or Times New Roman. Headings need to be on a separate line to your text as per the sample below

BOOK TITLE

AUTHOR

CHAPTER 1 HEADING

Simple text is then typed. You do not need to use double spacing between paragraphs as this will be done automatically by our designers. When you get to the end of a paragraph all you need to do is close off the paragraph with a full stop.

This is a new paragraph. As you can see there is no spacing required. You can continue to do this with all of your paragraphs until you have completed your chapter.

CHAPTER 2

The spacing before and after the chapter headings make it easy for us to find the chapter headings amongst the text you have sent us. If you want to place an image with your text all you need to do is the following.

INSERT PHOTO 1 here. Please use a space before and after the photo tag so we can easily find where to insert your photos.

When you save and name your photos, please name your photos according to the INSERT PHOTO tag that you have included. In regards to captions, please type the caption as part of the file name of the photo.

An example would be **Save as** 1 - Pictured are myself and my family members at a picnic.

As we place the photos we will remove the numerical reference in the final edit and the final caption will be, "Pictured are myself and my family members at a picnic".