

# DLite Press

*Your story, Your way*



DLite Press

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## Page Layout

The layout of your book is very important. The average paperback book size is six inches wide and nine inches tall, which is much smaller than the average size of a sheet of an 8.5 x 11 inch sheet of paper. This means that if you are submitting a book for printing, you will need to select the proper page setup.

Your page layout can be designed with any word processing software if your book is for a small audience of friends or family. Any serious work, however, should be prepared using a page layout program, namely a desktop publishing, DTP program. Book buyers will not buy a book if it does not have professional typeset. Often there are subtle differences in the typography, point type and line spacing; even line breaks can affect the appearance of a smooth and consistent paragraph. A page layout program is designed to give the user maximum control over the appearance of the page, including graphic placement and rotation, drawing capabilities, text shaping, and the position of type on the page. DTP software programs will also include tools for easy rotation, scaling and cropping of photographs and graphics.

In the absence of DTP software, your next best option would be to use any word processing program. After creating your page layout and formatting your document, the final version must then be converted to PDF format before submission.

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DLite Press

Full Service Self-Publisher

Keep 100% Of Your Rights!

Keep 100% of Your Profits!

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## Layout Guidelines

Using a word processing program to create a page layout

A good, basic page layout is to leave a 3/4-inch margins on the outside edges and allow a 1-inch margin on the inside, "spine" edge. Think of how a book reads. Your copyright page is always an even numbered page, followed by the title page, which should be an odd numbered page. The first chapter always starts on the odd numbered page.

If you are using Microsoft Word, go into the "Format" menu and choose "Document." Then click the "mirror margins" option. This will change the "left" and "right" options to "inside" and "outside." (Page Layout/Margins/-Mirrored - in the most recent version of Word). Set your top, bottom and outside margins at "0.75" and your inside margin at "1".

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## Image Placement

If you are including images in your document, 300dpi is the optimum resolution. The images must be embedded and saved with the document. Do not include images as a links or reference. Images should be cropped, rotated and scaled to fit the page.

Use the picture-formatting tool to crop and align your image. Use the text-wrapping tool to wrap words around the image. 'In line with text' or 'tight' are two options, however, you can experiment to find what works best in your document. In the newer word processing programs, the picture editing tools can be used to create picture effects such as shadowing, reflection or 3-D rotation. The tools can also be used to adjust the image brightness and contrast.

When your image is perfectly positioned and sized, you are ready to move on.



## Paper Size and Typeset

Next, you will need to set your page size. In Page Layout/Paper Size, set your paper width and height. If your book were six inches by nine inches, you would set your page width to six inches and your page height to nine inches.

Your next step is the font size and font (typeset). The print size of most books is between 11 and 12 points. Fonts come in two basic styles: serif and sans-serif. Serif fonts typically have the decorative curly flourishes, while the sans-serif fonts do not. The majority of print books are set in a serif font for easy reading. Some basic serif fonts are Book Antiqua, Bookman Old Style, Century Schoolbook, Garamond and Times New Roman. Sans-serif fonts are best for online documents and eBooks. Examples of sans-serif fonts are Arial, Calibri, Century Gothic, Futura, Tahoma and Verdana.

Your font size and type will determine how many words will fit on a page. However, if the font is too small your book will be difficult to read. After selecting your font size and type, you should always print a page or two to determine readability. Each line should have 50-60 characters, including spaces. Each page should have approximately 35-40 lines. This should give you about 250 words per page.

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## Headers & Footers

Your last step will be to create a header and/or footer. The header can contain your title on the left hand page and your chapter title, book title or name on the right hand page. You should also add page numbers, perhaps in the footer.

If your book has multiple chapters, you can use Word to create section breaks. This will allow each chapter to have its own header. To create a new section, at the beginning of your chapter, insert a "break" and choose "section break - next page". This will enable you to "turn off" the header on that page, and to create a new header (*e.g.*, with the new chapter title) for that section. You will then need to go into the "view header/footer" menu and turn *off* the "same as previous" option; otherwise, your header will simply pick up whatever you had in the last chapter.

Your final step is to create a PDF file of your work. The web offers PDF file creation programs that are available as a free download. If creating your PDF using Adobe always select PDF/X-1a:2001 for a high definition PDF file

With your book as a PDF file, it is now ready for printing.