A BiblioYou Tutorial

Justifying the text in your book

There are many ways to format a book for publication. This tutorial works through a basic formatting of a simple Microsoft Word based book. Once these techniques are learned, there are many simple steps that can be added to "spice up" the design of the book. It is best to follow this step-by-step tutorial with your book file open, repeating the steps outlined on the book you are preparing.

*Note that this reformat is being done in Microsoft Word 2007. The window may look different versions of Word. Word's formatting preference selections in this document are underlined. These are items that may look different or that may be found in a different placement on other versions of Word. Often these selections are also found in drop down menus at the top of a Word window.

Remember, BiblioYou offers a list of publishing professionals that can help prepare your book. Need Help? (Click Here)

Justifying your book's text

There are several ways to justify the text in a book. Click on the <u>Home</u> tab at the top of the screen. Notice on this page that the Introduction and lines that follow are "Center Justified." This is OK for portions of the book, such as the beginning of a chapter, the title page, and so on, but you probably won't want to center justify the main text for your book. You will likely want to either "Full Justify," or "Left Justify" the text. To "Full Justify" select the text that you would like to affect, and click the right-most justification button in the <u>Paragraph</u> section. Do not choose the entire book file to make this change unless you would like to justify all text the same.
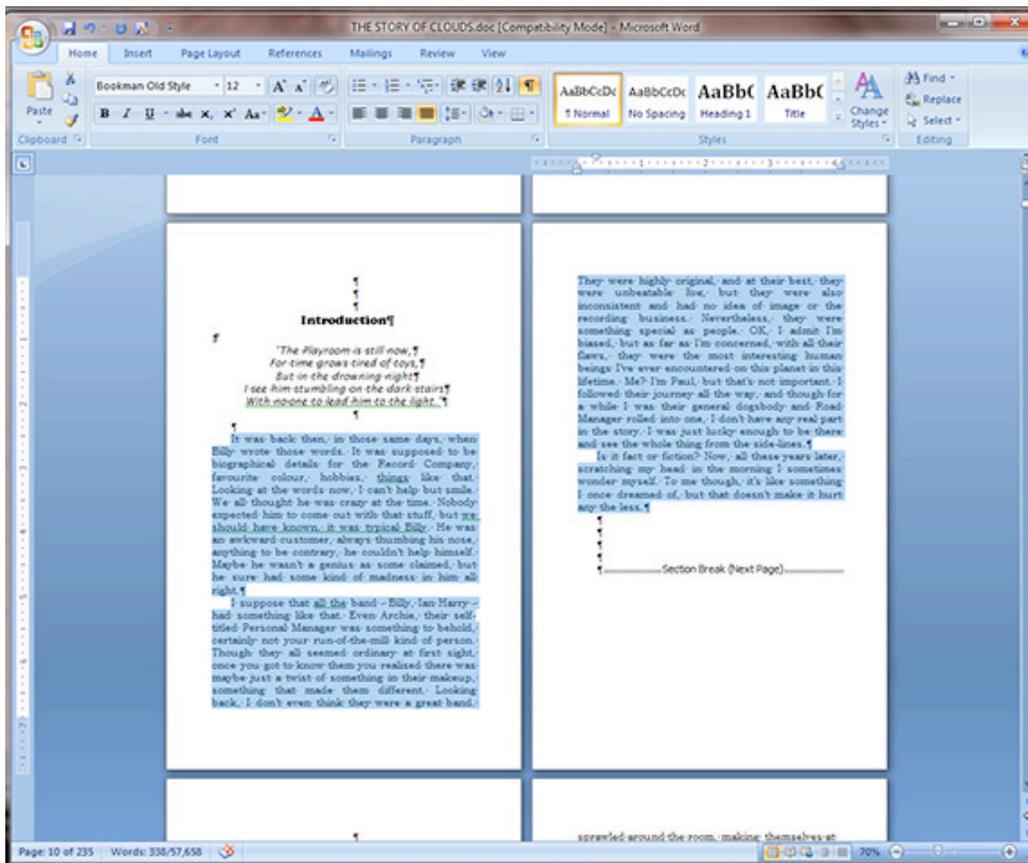
Or, you can "Left Justify" your text by selecting all text that you would like to affect and click the left-most justification button in the paragraph section. Finally, to center portions of text, select it and choose the middle-most button under the Paragraph section. Notice that you can also right-click on selected text and drop down and click Paragraph to find these settings. This is the page with centered title, and quote at the top, and "Left Justified" text.