

Chapter 1 : Book consumption in the U.S. by format | Statistic

Start writing: All the aspects of your characters will need to be familiar to you. Use action words. Instead of using the word said, use words that create an image in your mind, such as whispered, yelled, voiced, or mentioned.

Book formats[edit] In the hand press period up to about books were manufactured by printing text on both sides of a full sheet of paper and then folding the paper one or more times into a group of leaves or gathering. The binder would sew the gatherings sometimes also called signatures through their inner hinges and attached to cords in the spine to form the book block. Before the covers were bound to the book, the block of text pages was sometimes trimmed along the three unbound edges to open the folds of the paper and to produce smooth edges for the book. When the leaves were not trimmed, the reader would have to cut open the leaf edges using a knife. US Letter is added for comparison. Those made by printing four text pages on each side of a sheet of paper and folding the paper twice to form a gathering containing four leaves or eight pages are called quartos fourths. Similarly, books made by printing eight pages of text on each side of a sheet, which was then folded three times to form gatherings of eight leaves or sixteen pages each, are called octavos. The size of the resulting pages in these cases depends, of course, on the size of the full sheet used to print them and how much the leaves were trimmed before binding, but where the same size paper is used, folios are the largest, followed by quartos and then octavos. These terms are often abbreviated, using 4to for quarto, 8vo for octavo, and so on. The octavo format, with eight leaves per gathering, has half the page size of the quarto format before trimming. Smaller formats include the duodecimo or twelvemo , with twelve leaves per sheet and pages one-third the size of the quarto format, and the sextodecimo or sixteenmo , with sixteen leaves per sheet, half the size of the octavo format and one quarter the size of the quarto. The vast majority of books were printed in the folio, quarto, octavo or duodecimo formats. For example, folios were rarely made by simply binding up a group of two leaf gatherings; instead several printed leaf pairs would be inserted within another, to produce a larger gathering of multiple leaves that would be more convenient for binding. Bibliographers still refer to such books as folios and not octavos because the original full sheets were folded once to produce two leaves, and describe such gatherings as folios in 8s. Similarly, a book printed as an octavo, but bound with gatherings of four leaves each, is called an octavo in 4s. For example, to print two leaves in folio containing pages 1 through 4, the printer would print pages 1 and 4 on one side of the sheet and, after that has dried, print pages 2 and 3 on the other side. If a printer was printing a folio in 8s, as described above, he would have to print pages 1 and 16 on one side of a leaf with pages 2 and 15 on the other side of that leaf, etc. The arrangement of the pages of type in the press is referred to as the imposition and there are a number of methods of imposing pages for the various formats, some of which involve cutting the printed pages before binding. Modern book production[edit] As printing and paper technology developed, it became possible to produce and to print on much larger sheets or rolls of paper and it may not be apparent or even possible to determine from examination of a modern book how the paper was folded to produce them. For example, a modern novel may consist of gatherings of sixteen leaves, but may actually have been printed with sixty-four pages on each side of a very large sheet of paper. Modern books are commonly called folio, quarto and octavo based simply on their size rather than the format in which they were actually produced, if that can even be determined. Scholarly bibliographers may describe such books based on the number of leaves in each gathering eight leaves per gathering forming an octavo , even where the actual number of pages printed on the original sheet is unknown [4]: Other terms for book size have developed, an elephant folio being up to 23 inches tall, an atlas folio 25 inches, and a double elephant folio 50 inches tall.

Chapter 2 : How to Format Your Self-Published Book

You have now put your book in the correct basic format. If your book is in separate files, for example each chapter in its own file, you must INSERT Chapter One, then place the cursor at the END of Chapter One and INSERT Chapter Two, and so on, into the main book file.

However, you should seek to do everything in your power to be a professional friend of your editor. One of the simplest ways to do that – which too many authors fail to consider – is formatting. I can hardly read this manuscript. Plus, once you have the basics down, you can create a template for future use. While this article attempts to offer standardized recommendations, some editors, agents or publishing houses may have their own formatting stipulations. Always be sure to scan websites for that information, and when in doubt, ask. The following formatting recommendations hold true for both fiction and nonfiction manuscripts in the U.S. Any accepted variations are noted, and comments are appreciated with regard to differences for international markets. Save that for your interior design, which comes much later after the editing process. Times New Roman is no longer used by The Times. Set alignment to left justified Left justified text is also known as ragged right text. The text will align itself along its left side, leaving its right side nonuniform unjustified. Use a single space after periods If you were trained to type two spaces after a period, retrain yourself. In the digital age, use a single space. Use double-spaced line spacing This may be the greatest help to your editor. You want to ensure they see your every last word, so give your words room to breathe on the page. Indent all paragraphs by one space. Format paragraphs according to genre standards Fiction authors should use indented paragraphs without full paragraph breaks. Nonfiction authors may opt for no indentation so long as paragraphs are separated by a full paragraph break. Rather, use page breaks. Rather, begin numbering on the page your story begins. Choose to place your page numbers at the top left of the page. Send your manuscript as one Word document. And whatever you do, never send your editor individual chapters as separate files.

Chapter 3 : Learn How to Write a Synopsis, Quick & Easy Format Tips & Examples

With the greatest of respect for book designers and internal formatters, formatting isn't exactly the sexiest of topics for an author to consider. You'd much rather paint a new world on the canvas of your book than talk about unadorned, point Times New Roman.

Share via Email Which is the best ebook format? Martin Argles for the Guardian Could you please clarify the various formats for digital books? Then I can decide which hardware to buy. I hope to avoid opting for a latter-day equivalent of Betamax. Lydia W An ebook format should offer a good reading experience, be an open standard format or at least openly licensed , have the support of both publishers and hardware vendors, and be guaranteed to work for the foreseeable future, if not forever. Buying ebooks requires compromises and an act of faith. The Wikipedia page on ebook formats lists a couple of dozen, but most can be discounted. Another Wikipedia page, Comparison of ebook formats , has a table to show which e-readers support which formats. However, the situation is worse than it sounds because the files can be either unprotected or protected by a DRM digital rights management wrapper. DRM can stop you from reading an ebook even if the file format is compatible with your e-reader. DRM is particularly dangerous when the file has to be authenticated by an online server because the supplier can go bust or shut down the server or cut you off. You might think this is unlikely but both Google and Microsoft have done it, albeit not with ebooks. While DRM is often hated by users if they know about it , book publishers may insist on it. They are understandably afraid of the widespread piracy that afflicts the music and movie industries. Most authors are not going to make up any losses by performing live. In many respects, ePub is the best choice. It was developed by the International Digital Publishing Forum design by committee , and most popular e-readers can handle it, with the notable exception of the Amazon Kindle. It has two main drawbacks. Historically, MobiPocket has also been a reasonable choice. However, MobiPocket has two things in its favour: There is even a fix that enables MobiPocket vendors to enable the DRM-protected books they have sold to be redownloaded in Kindle format. This is an awkward one to recommend because it is proprietary to Amazon, and most files have DRM. On the other hand, it works well, it has massive support from publishers, and Amazon makes it very easy to buy and consume books on multiple platforms. Although we are used to PCs that offer a wide range of choices at every level, the Kindle is a typical vertically-integrated consumer platform. In these, a single company owns or controls everything or as much of it as it can from top to bottom: Vertically-integrated businesses can develop more integrated products with greater ease of use, while freeing consumers from all the burdens of choice. Basically, you give up your freedom in exchange for a simpler and perhaps more satisfying life. Of course, when the vertically integrated company goes bust, gets out of the business, or changes its mind for any reason, then you may well be stuck with a dying or unsupported system. Usually, you will also be stuck with a load of content that you can no longer access conveniently, if at all. However, ebooks are bits, not atoms, so there should be no physical obsolescence, as there is with Betamax tapes or cartridge-loaded games. In the wise words of Mark Pilgrim: The next best is ePub, but I can understand why people buy Kindles.

Chapter 4 : How to Format a Book: 10 Tips Your Editor Wants You To Know

Use font and format commands to format it to the desired font and size. However, most books have a "running header" that includes not only the page number, but, typically, the title of the book on one side and the title of the current chapter on the other.

Below are standard formats and examples for basic bibliographic information recommended by the Modern Language Association MLA. For more information on the MLA format, see [http: Basics](http://Basics) Your list of works cited should begin at the end of the paper on a new page with the centered title, Works Cited. For dates, spell out the names of months in the text of your paper, but abbreviate them in the list of works cited, except for May, June, and July. Use either the day-month-year style 22 July or the month-day-year style July 22, and be consistent. With the month-day-year style, be sure to add a comma after the year unless another punctuation mark goes there. When reports were written on typewriters, the names of publications were underlined because most typewriters had no way to print italics. If you write a bibliography by hand, you should still underline the names of publications. But, if you use a computer, then publication names should be in italics as they are below. Always check with your instructor regarding their preference of using italics or underlining. Our examples use italics. Capitalization, Abbreviation, and Punctuation The MLA guidelines specify using title case capitalization - capitalize the first words, the last words, and all principal words, including those that follow hyphens in compound terms. Use lowercase abbreviations to identify the parts of a work e. Separate author, title, and publication information with a period followed by one space. Use a colon and a space to separate a title from a subtitle. Include other kinds of punctuation only if it is part of the title. Use quotation marks to indicate the titles of short works appearing within larger works e. Also use quotation marks for titles of unpublished works and songs. Format Examples Books Format: Publishing company, publication date. *Vanishing Wildlife of North America*. National Geographic Society, *A History of the Heroes of the Imagination*. Searles, Baird, and Martin Last. Facts on File, Inc. If the dictionary or encyclopedia arranges articles alphabetically, you may omit volume and page numbers. Pettingill, Olin Sewall, Jr. Levinson, David, and Melvin M. *Encyclopedia of Cultural Anthropology*. If an edition is named on the masthead, add a comma after the date and specify the edition. Website or Webpage Format: Electronic publication information Date of publication or of the latest update, and name of any sponsoring institution or organization. If you cannot find some of this information, cite what is available. When printing this document, you may NOT modify it in any way. For any other use, please contact Science Buddies.

Chapter 5 : How to Format Your Book for Self Publication – Bookstand Publishing

For a book format, use the mirror margins to create facing pages for a book that is double-sided. This creates a wide margin on the top and side for a book binding. On each page, the inside margins are the same width and the outside margins are the same width.

Select the file you need: With the input of the expert designers, our product team designed a book production tool that allows authors to create manuscripts that meet the high standards set by the industry. Whether you want to create an ebook, or produce physical copies, there are many reasons to turn to the Editor: We tested the RBE this morning and were able to typeset an 80,000 word novel in under 10 minutes. Looking for a professional formatting tool? Sign up for free to start using the Reedsy Book Editor within seconds. Learn more about how Reedsy can help you craft a beautiful book. Why is book formatting important? The readability of a book depends entirely on how your manuscript is formatted. So if you want to go toe-to-toe with traditionally published titles, your product needs to look its best, inside and out. For more information on typesetting, check out our guide to interior book design. [Click To Tweet](#) The art of typesetting is not new. In fact, manuscripts produced during the medieval era conformed to a well-defined set of rules that publishers today are still following. Meanwhile, you will have to: Note that we will also soon introduce a chapter break feature to automatically split the content of one chapter into two, saving you copy and paste time when importing a manuscript for the first time. Once your manuscript is nestled comfortably into the editor, the formatting can begin! Available paragraph styling options are: On to step Step 3 - Add images, endnotes, and scene breaks Books that meet industry standards but are also unique and personal? The next step is to enrich your existing content with: Images and captions Endnotes Scene breaks for fiction You will find your endnotes in a dedicated chapter at the end of your book for reference: Step 4 - Add a book cover You can now click on the Export icon which will lead you to our Export page – where most of the magic happens. The first thing you should do here is upload your cover. Make sure you upload an image that follows the requirements of the ebookstores you are using for distribution. For best results, we recommend your cover image use a ratio of 1:

Chapter 6 : CreateSpace Community: A Step-By-Step Guide to Formatting Your Book's Interior

the shape and size of a book as determined by the number of times the original sheet has been folded to form the leaves. Compare duodecimo, folio (def 2), octavo, quarto. the general physical appearance of a book, magazine, or newspaper, such as the typeface, binding, quality of paper, margins, etc.

Here are the basics steps on formatting your manuscript in Microsoft Word for self publication. These steps include including setting up the correct trim size, setting up the correct margins, formatting the text, and numbering the pages. Be sure your book is in ONE electronic file. Set up your page size. All other adjustments stay the same. This creates space for the binding of the book. No spaces between paragraphs. You are now ready to put your book into this format. Close your existing book file. You have now put your book in the correct basic format. This will make the chapter location and the page numbering easier to visualize. Body Text should be set to 10 to 12 point Times New Roman text font. Actually, you may use any font you want; however, it is best to use an easy-to-read font. Also, keep the font and the font size consistent for a professional-looking book. On an odd numbered page, the Page Number should be on the Outside Right. In most cases page one is also the first page of Chapter One. When working in Microsoft Word, this can be a bit confusing. Page ONE will then have the page number on the right side of the page, making it a right-hand page. Remember, you are creating a book, so think as though you had the book lying open in front of you on the table. If you choose not to adhere to the right-hand Chapter starts, however, that is acceptable to us. Registering will also give you access to our preformatted MS Word Templates that you can download to your computer. To register, please go to www.

Chapter 7 : The 6 Most Popular eBook Formats To Know About | Edudemic

KINDLE PUBLISHING - A STEP-BY-STEP GUIDE TO WRITE, EDIT, FORMAT, PUBLISH & MARKET FOR NO \$\$\$ (Writing, Editing, Self-Publishing & Amazon Marketing Secrets) (HOW TO BOOK & GUIDE FOR SMART AUTHORS 1).

Apr 21, Sep 4, 8: Either way, it is time to get your idea in final print. To transform those notes into a tangible book, you will first need an interior file. While there are a bevy of programs awaiting your perusal, there are indeed choices for keeping it simple. Microsoft Word is a sophisticated program that lends simple and professional aesthetic touches to the formatting of your interior file. One common mistake is leaving the page size at 8. When trimming to the preferred trim size, the margins no longer meet requirement. Depending on your version of Microsoft Word, the locations and titles of the below tabs may vary. For the purposes of this article, we are using Page Layout. Once you get started with formatting your book, there are several areas in this tab you will need to examine. Primarily, Margins and Size. Click here and then visit the area that allows you to enter more paper sizes so you can ensure that your correct width and height are entered. Once more, with feeling: Page Layout - Size - More paper sizes. The rest can be left at default unless you have anything fancy to do. Be sure to apply this to the "Whole document" prior to proceeding. A quick note about bleed: Bleed simply means you have elements extending all the way to the edges of a page. If you are submitting your book with any images or elements that bleed, you will add. For the trim size of 6" x 9" plus bleed, you will size your file at 6. Simply put, the necessary updates to your margins can be found under Page Layout - Margins - Custom Margins. Customize your margins based upon the submission requirements for your page count, and whether you are including bleed. For example, for a page book, you will need at least. The outside margins include the top, bottom, and the outside edges of the pages. Picture an open book. These should mirror each other, having the same distance on both sides. You can typically select Mirror Margins in the Multiple Pages area and then set your preferred size for the gutter margins. Set just your gutter margin to eliminate redundancy. The inside margin area can be left at "0". When reviewing your pages one at a time, remember that the first page is going to appear on the right in your open book. The next will appear on the left, and so on. Top, bottom and outside margins will appear more consistent if you keep them the same size. Please review the requirements for your page size, as this will differ slightly if you are including bleed. If you are not including bleed, the requirement is at least. Next to Multiple Pages, select Mirror Margins. Set your gutter margin dependent upon your page count. Page numbering and headers: Prior to typing your book, we recommend adding your page numbers or your headers. If you add them later, it can disrupt other formatting preferences you might have. To insert these, please visit Insert and view the available header and footer options. It is common to include a header at the top and a page number in the bottom or footer area. If you do not want your header to show on the first page, visit Header - Edit header - and then click on "Different First Page" so that this one stands out. The "Different First Page" preference will fall under the options in this section. How do you feel about drop caps in a story? As a potential note, you will need to have a written paragraph in order to use this action. This is a fun option for the beginning of a new chapter. We advise against hitting Enter to begin text on a new page. Instead, visit Insert and then Page Break. If you hit the Enter key to begin Chapter 2 on a new page, this formatting will not hold if you later decide to add two new paragraphs to Chapter 1. We also recommend visiting Page Layout? Breaks to play with the available options. These will typically provide smoother transitions and will result in fewer conversion errors. The text will flow there naturally as you type. Hitting Enter will bring you to a new line to begin your next paragraph.

Chapter 8 : Book size - Wikipedia

#1 - Avoid Hard Indents in Your Book Format. A hard indent is when paragraph indentations are created by manual use of the keyboard's Tab key.

Subscribe to our FREE email newsletter and download free character development worksheets! A synopsis conveys the narrative arc, an explanation of the problem or plot, the characters, and how the book or novel ends. It ensures character actions and motivations are realistic and make sense. It summarizes what happens and who changes from beginning to end of the story. It gives agents a good and reliable preview of your writing skills. Agents look for good writing skills. Let yours shine in your synopsis by using active voice and third person. Unique Point of View. An agent is usually looking for an idea of fresh or unique elements. Is your plot cliché or predictable? Have elements that set your story apart from other things they have seen. Use these elements to advance your plot and story. Focus on clarity in your writing and avoid wordiness. Remember, less is more. **What to Avoid When Writing a Synopsis** While there is no universal standard for the length of a book or novel synopsis, agents usually favor one to two pages, single-spaced. Sometimes an agent might ask for a chapter outline instead, which is a synopsis of each chapter. Here are some tips on what to avoid when writing a synopsis: Mentioning too many characters or events. Including too much detail about plot twists and turns. What you want to do is write a book summary with enough detail about the plot to intrigue the reader or agent. Unnecessary detail, description, or explanation. Make each word in your synopsis count. Editorializing your novel or book. Writing back cover copy instead of a synopsis. Focus on summarizing your novel or book. **The Synopsis Format** Friedman gives some of the best tips for formatting a synopsis. She recommends beginning with a strong paragraph identifying your protagonist, problem or conflict, and setting. The next paragraph should convey any major plot turns or conflicts necessary and any characters that should be mentioned in order for your book summary to make sense to whomever is reading it. Lastly, she recommends indicating how major conflicts are resolved in the last paragraph. Download **The Dreaded Synopsis** today and see synopsis examples for paranormal suspense, international thriller, fantasy, and mystery novels. Be sure to read more about writing and their favorite products from the WD Editors. Want to get your synopsis critiqued? Use our writing critique service and get personalized feedback on your own synopsis!

Book formats. In the hand press period (up to about) books were manufactured by printing text on both sides of a full sheet of paper and then folding the paper one or more times into a group of leaves or gathering.

People will judge your book by appearances, and if it appears slipshod and unprofessional, readers will assume its content is no better than its presentation. All it takes is some common sense and a basic grasp of Word. Before you start formatting, make sure your text is as good as it can be! Make sure straight quotes have been converted to smart quotes " " , double hyphens -- into solid m-dashes, and so on. Look at a Book! Pull a few books off the shelf -- preferable the same "trim size" yours will be e. Note the font size and style. Pay attention to how chapters begin. Look at the running headers. Note how subheads are handled. If necessary, photocopy a few pages to keep as a reference. One of the most common "DIY" errors I see in self-published books is double-spacing between paragraphs. If you look at a commercially published book, you will see that there is never an extra line between paragraphs. This is "manuscript format. An extra line space is used only to indicate a change of section or scene. So first, go into the "paragraph" format menu and uncheck the box that adds "extra space between paragraphs of the same type. One quick way to do this is to simply do a search-and-replace command, using the "more" option to access the "special" option menu. Open the "replace" menu, and click the button that says "More. Then move your cursor to the "replace" field and click "paragraph" once. If you need to insert tabs, now is the ideal time to do it - after clicking "paragraph," click "tab. In Word, go to the "Page Layout" menu and select "size. Name your setting e. Next, set your margins. One tell-tale sign of a self-published book is tiny, tiny margins! Your book has two types of margins: Exterior top, bottom, and outer edge and interior or "gutter," where the book is bound. Exterior margins should be at least half an inch three quarters is better , and the gutter should be at least one quarter inch deeper than the exterior margins. Set your margins to the desired width and apply to the entire document. You can select your entire document and justify it using the toolbar, or go to the "Styles" menu, select "Normal," then "modify" and change the alignment there. The second approach ensures that justification applies only to your regular text, not to chapter headings and subheads -- and it will also apply the style to any text you insert later. You may also wish to turn off the format command that prevents "widows and orphans. However, this can also result in an uneven bottom margin, particularly if a three-line paragraph is bumped to the next page. Fonts and Tabs Amateur self-publishers are often tempted to "dress up" their books with an abundance of fancy fonts. The interior of your book should have no more than two or three fonts one for your "normal" text, one for chapter headings, and possibly one for subheadings or captions. Note that most books set "normal" text in a "serif" font e. Unless your book is meant to be for children or large type, your text font should be no larger than 10 or 12 points. Keep in mind that different fonts have different sizes, so a point setting in one font may be as large as a point setting in another. To choose a font, set up several test pages. Pull two full pages of text from your book and save them as a separate file. Now print out your test pages and compare them. To compare fonts, glance quickly at the page. Can you read the text easily? Does your eye begin to follow the words? Or is your attention wavering, your eye jumping from one part of the page to another without taking in the content? Do you have to bring the page closer, or squint, to read it? Does the text look crisp and clean, or is it dense and cluttered? Another factor is how a font contributes to the overall length of your book. While one of your test documents may print out at less than two full pages e. Remember that in POD, every page costs money - so any tricks you can use to shorten your book will make it more affordable. A final step is to set your tabs. Typically, tabs should be between. Again, look at a published book, and measure! To set your tabs, you can either "select all" and go into the "Paragraph" menu, or go back to the "Style" menu and set them within the "Normal" font style. By the way, when I say "tabs," I do mean tabs. I do not mean "indent. If you have a first-line indent, remove it in the paragraph menu and set up a tab spacing instead. Chapter Titles and Subheads In a published book, chapters generally begin one-third to halfway down the page. Another, and more professional, method is to use the style menu to set up a first-level chapter header that specifies such elements as font and spacing. Right-click on the "first level header" style and take a look at your options.

Experiment - you might want to put, say, a space of "60" this is picas, not lines above your chapter head and 10 or 12 below it. Here, you can be a bit more creative with fonts. A fancy font is fine for a chapter heading, providing it is appropriate to your text e. Avoid script fonts with lots of swirls and curls. You may also want to set the words "Chapter X" in a smaller, plainer font above the chapter title, or incorporate the number into the chapter title itself e. These are simply some of the most common; there are more attractive non-serif fonts, such as Myriad Pro. As with your chapter heading, use the style menu to establish a bit of space both above and below your subheads. Spacing established through the paragraph menu only applies if your subhead actually has text above it - so if the subhead appears at the top of a page, that extra space will disappear as it should. Subheads and chapter headings should be left-justified rather than full-justified. Typically, subheads should be no more than 16 points in size, but you may need to go larger if you have several layers of subheads; you can also use italics and even underlining to set off sub-sub-heads. If you want to generate a table of contents automatically, designate your chapter titles as "Heading 1" in Word again, you can go into the Styles menu to select the font, style, etc. Make sure that nothing else is set in this style! If you use subheads in your text, they can be designated as "Heading 2" -- which will enable you to include them in your table of contents if you wish. You can actually specify as many headings as you wish to be added to a table of contents, but it starts to look pretty cluttered if you use more than two. Some books always start a new chapter on the right-hand page, even if this means leaving a blank page. A final touch you may wish to add is to begin each chapter with a "drop cap. Just go to the "Insert" menu and select "Drop Cap. Headers, Footers and Page Numbers The easiest way to number pages is to insert the page number in a footer at the bottom of every page. Insert only the page number I recently received a book that actually said "Page 1, Page 2, Page Just go to the "Insert" menu and select "Page Number," then choose the option of inserting it, centered, at the bottom of each page. Use font and format commands to format it to the desired font and size. However, most books have a "running header" that includes not only the page number, but, typically, the title of the book on one side and the title of the current chapter on the other. Next, go to the "Insert" menu, and at the beginning of the first page on which you wish a header to appear, click "Header. Click "blank" [type text]. Next, go to the first page of your chapter; if you see the words "type text" at the top of the page, delete them. Finally, click the red "close header and footer" button to return to your text and check your headers. Repeat this process for each chapter. When you start a new chapter, click the "Link to Previous" button under the header that you want to change e. This enables you to specify that you do not want to pick up header from the previous chapter on that page. Illustrations If your book includes illustrations, the easiest way to handle this in Word is to set up a blank page for every illustration or photo. You can include more than one illustration per page. This is much easier than trying to embed illustrations within your text. Just insert a page break before and after the "illustration" page, then import the image from an image-processing program, and type in your caption if any , and any necessary photo credits. You can process your illustrations in another program, convert them to individual PDF files, then replace the blank pages in your Word document after you have converted that to PDF. Just make sure your image pages are the same size as the rest of your document. Front Matter Front matter includes your title page, copyright page, table of contents, and optional pages such as a dedication or acknowledgement, a list of figures or illustrations, etc. These pages should not be numbered, so they must be in a separate section that has no header or footer. The copyright page appears on the reverse of the title page. Instead, include a basic copyright statement, such as: No part of this book may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior permission of the author.