

Indie publishing: A Walk Through Createspace
Formatting your book for Print on Demand with MS Word
An interactive, participatory 6-hour seminar.
Instructor: Bart Palamaro

Students who complete this course will be able to:

- Properly format a professional book interior for Createspace using only MS Word:
 - Understand the aesthetics of a print book, what looks good, what doesn't.
 - Critical Word page setup requirements: Margins, Paper and Layout.
 - Pre-processing a typical manuscript file so it is ready for Createspace formatting.
 - Titles, front matter, copyright and disclaimer, automatic Table of Contents.
 - Pictures, tables and graphics.
 - Chapters, chapter headings, embedded graphics, sections.
 - Headers and footers, automatic page numbering, proper placement of author name and title.
 - Using MS Word functions such as Styles and Sections to simplify your work and give a consistent appearance.
 - Body text paragraph format, font selection, sizing, indents, initial caps.
 - How to change interline spacing, inter paragraph spacing and what to use them for.
 - Special formatting styles for embedded letter, poem, newspaper, etc.
- Open a free Createspace account with proper royalty and tax setup.
- Start a title, author, add other contributors, contents, description, bisac number key words, author bio.
- Know when and how to get an ISBN (required by Createspace)
- Choose an appropriate book format (size and shape) for their requirements.
- Understand front and back cover size and resolution requirements, choosing a cover style.
- Get a custom cover template to send to your cover artist, upload and approve properly formatted covers. (We touch on creating covers)
- Proof a book using Softproof and print copies, troubleshoot problems.
- Pick sales channels.
- Price their book.
- Order books, costs, drop shipping to a third party.
- Convert to KDP (Kindle format)