

A Quick Beginners Guide to Self-Publishing

We know that when writing your book, whether it is a large work of fiction, a collection of poems or a family history, that the excitement can take over as the words and ideas come tumbling out to settle on the page.

That is the reason we have created this little booklet to offer some ideas to allow you to maintain a focus and have in mind what you are working towards as the final product throughout the whole process.

Combining these helpful hints with the excitement and passion already bubbling away will result in a great finished file to allow us to turn them into a book for you to release to the world (or at least your closest friends and family).

However, if you would prefer we can of course undertake all of the steps in this booklet for you using your pre-typed documents, but this will of course come with a cost for the time we have to spend on it.

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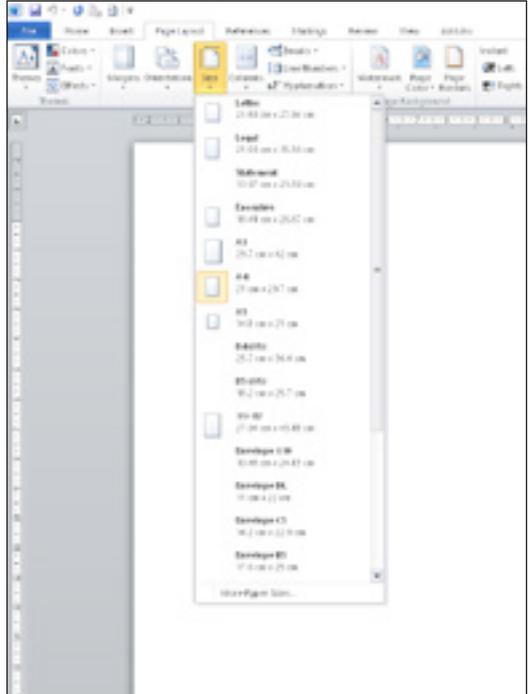
Units 1 & 2, Lion Barn Ind. Estate, Needham Market, Suffolk IP6 8NZ

Setting the page up

Whilst it isn't essential, if you have a finished book size in mind then it can be a very good idea to set the page size as this before inputting any type.

Whether you are using Microsoft Word to type the book or any other programme it should be relatively straight forward to set the document up at the size you want it to be finished. We would be happy to talk you through this stage if you have any concerns.

If you have already started typing the book then do not worry, it can still be changed at this stage but may involve a little more work to ensure that pages start and finish where you intend. This will not involve a lot of time to rectify and we would be happy to talk you through it if you prefer.



A4 = 297 x 210mm

A5 = 210 x 148mm

Whether the book is A4 or A5 we would suggest not making the type any smaller than 8 and no larger than 13.

If the book is a children's book or similar then the font is best made a little larger and also it is best practice to work with a font that has standard letter characters. When children are learning to read it can be very difficult if every book has a slightly different looking 'a' for example so try not to pick a font that is too fancy.

Make it look pretty

A very helpful tool to use when typing your text is the page break tool. If you add a page break at the end of a section of type then it will always make sure that the page ends at this point. This is very useful when coming to the end of chapters or adding blank pages.

This is always the preference to using Returns or the 'Enter' key as these will move about when the file is opened in different machines whereas page breaks will not.

Once you have gotten the hang of page breaks it can be used to perfect the page order and layout with

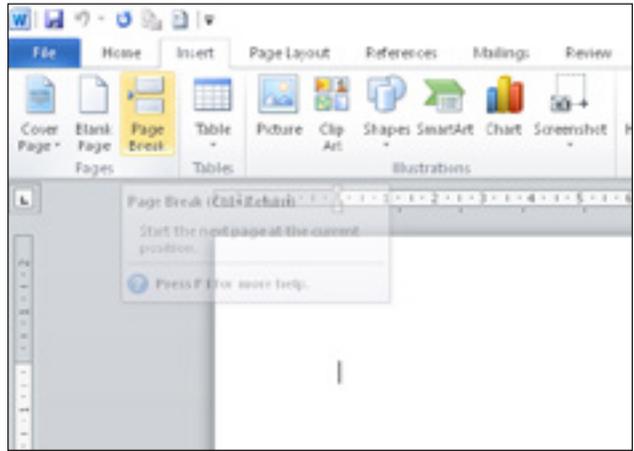
very little effort. It is common practice to start new chapters or new sections on right hand facing pages within the book. Within your electronic document this will be the odd numbered pages.

The next aspect to try and incorporate would be any images you want included.

Images can be added in many different ways and are often found in 'photo sections' as is very common in autobiographies or they can be interspersed throughout the text to help illustrate a certain event within the book. Either approach can work very well and truly comes down to personal preference.

Once you have any photos to be included in an electronic format, whether scanned or straight from a digital camera, the next step is to insert them.

If you opt for the separate 'photo sections' option then you may find it easier to create these pages in a specialised publishing programme rather than word or similar. Microsoft publisher is more



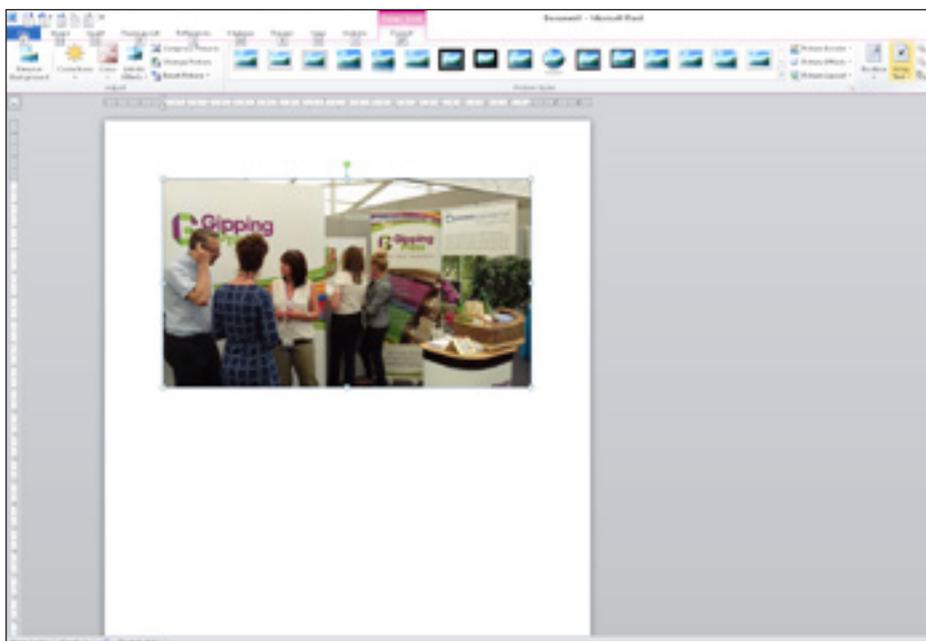
than up to the task. Once you are happy with their layout captions then save the file as a pdf and simply let us know where the photo sections are to go in the finished book. We will then combine the files before they go to print.

Inserting images into the text is slightly more complicated but can be very effective in illustrating the story for readers.

If you 'insert' an image into Microsoft Word it will place the picture wherever you had the cursor within the text. Do not panic where the image first appears as you can resolve that very easily.

The most important thing to alter first is the 'wrap' if you select the option for square then you will find that you can easily pick the image up and move it around the page freely to wherever you would like it to be.

There is also the option to add borders around the image. Whilst this can be a very nice idea it is important that all of the images have the same border otherwise it can become a little untidy.

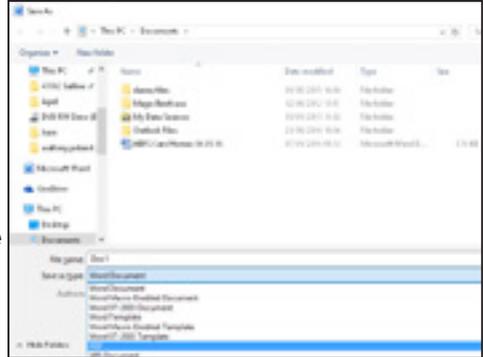


Exporting your finished file

Once you are happy with how everything appears on screen then you are ready to send the files in to us for a book proof to be made for your final approval.

It is best to save your file as a pdf file as this will remove the possibility of any movement occurring when the file is opened in Word on another machine.

To save as a pdf if you click on the save as option next to where you would click save. This will bring up a similar screen as when saving for the first time. Under where you type in the file name there is a drop down menu with different file types. If you select pdf and then save you will have just created a pdf.



After this stage the final decisions on what material and how many copies to have printed etc can all be made and the book can be put into production!

We are also able to register your book for an ISBN number for you if you would like to go down this route. An ISBN is a registration number with the National Libraries so that people all over the world can search and find your book. It is not essential to have an ISBN if you are going to sell it but it can prove very useful.



We will also generate the ISBN Barcode for you.



We can of course undertake as much or as little of the previous stages for you as you would like us to, and would be happy to discuss your individual needs and requirements with you.

Whilst this booklet can provide some helpful guidelines nothing beats picking up the phone or discussing it one-to-one. We honestly would love to talk it through with you and discuss what you have in mind for your work.

Call Bob or Danny on 01449 721599 or email enquiries@gippingpress.co.uk to start the conversation with us.

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