



## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank

Dimensions 198mmx129mm

you various templates to start with a blank document or own specification.

I have chosen our blank from and it is something

Save

that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >



**SUMMARISE**

**DEFINE**

**PARAPHRASE**



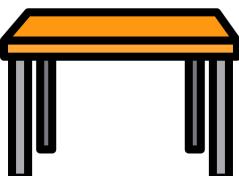


## Account Details

## Accessibility Settings

Dark Mode

Font Size





## Account Details

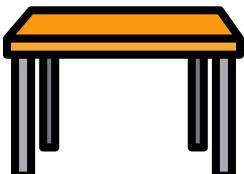
Username: XiAoMingzxc123ilovenps

[Change Password](#)

## Accessibility Settings

[Dark Mode](#)

[Font Size](#)



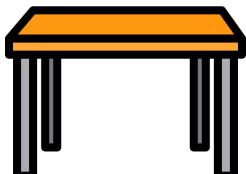


## Account Details

Username: XiAoMingzxc123ilovenps

[Change Password](#)

## Accessibility Settings





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank

Add Comment

you various templates to start with a blank document to your own specification.

I have chosen our blank page from the page size. Now there is something

that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

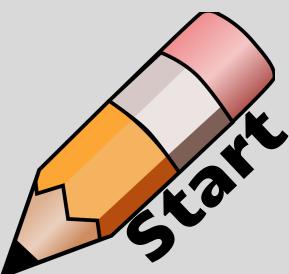
< 1/13 >



**SUMMARISE**

**DEFINE**

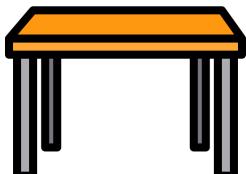
**PARAPHRASE**





## Account Details

## Accessibility Settings





# UPLOAD

## FILES

- FORMATTING A BOOK IN WORD
- FOUCAULT'S POWER
- EINSTEIN'S THEORY OF GENERAL RELATIVITY

## DOWNLOADS

## GOOGLE DRIVE





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >



Add Comment

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

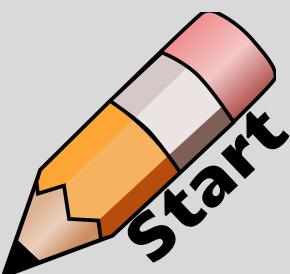
Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**



# SUMMARY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque cursus massa ut justo faucibus tempor. Duis ultrices lacus eu mollis facilisis. Vestibulum molestie dictum elit.



Save



Save As



Export



Home

# SUMMARY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque cursus massa ut justo faucibus tempor. Duis ultrices lacus eu mollis facilisis. Vestibulum molestie dictum elit.

# DEFINE

Lorem ipsum: A dummy text of the printing and typesetting industry.

Hello: A greeting

NPS2001B: Computational Problem Solving Class in NUSC



Save



Save As



Export



Home

# SUMMARY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque cursus massa ut justo faucibus tempor. Duis ultrices lacus eu mollis facilisis. Vestibulum molestie dictum elit.

Saved



Save



Save As



Export



Home

# SUMMARY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque cursus massa ut justo faucibus tempor. Duis ultrices lacus eu mollis facilisis. Vestibulum molestie dictum elit.

# DEFINE

Lorem ipsum: A dummy text of the printing and typesetting industry.

Hello: A greeting

NPS2001B: Computational Problem Solving Class in NUSC



Save



Save As



Export

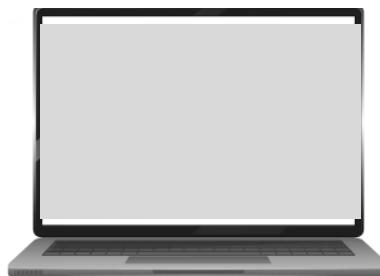
Saved



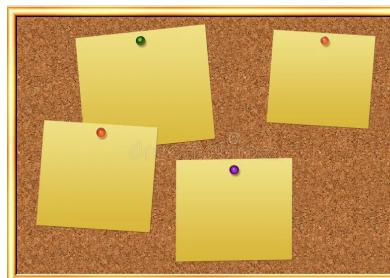
Home

**STU[DY]<sup>2</sup>**

**the only friend you need**



Upload your  
readings here



Click here for  
quick access to  
your recent  
readings



Click here to  
organise your  
readings, access  
past readings in  
your folders



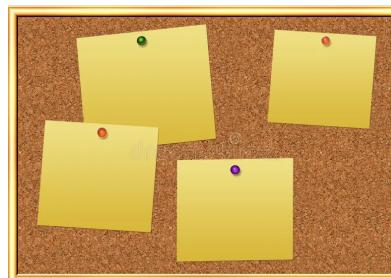
This leads to the  
settings page



Do not show again



Upload your  
readings here



Click here for  
quick access to  
your recent  
readings



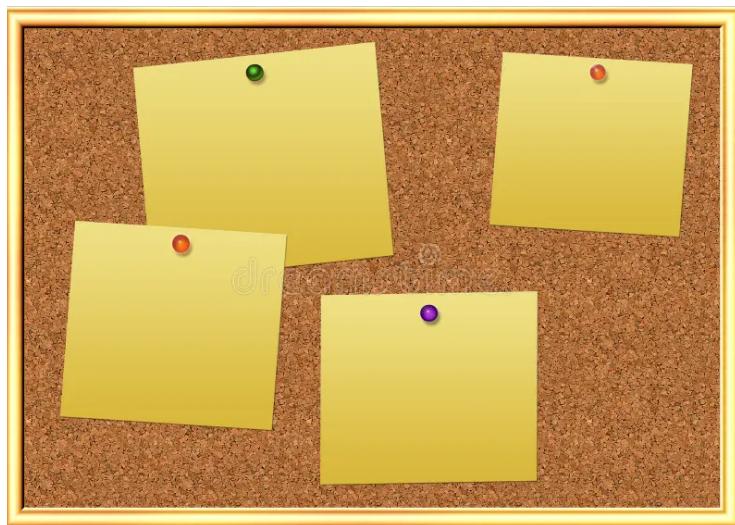
Click here to  
organise your  
readings, access  
past readings in  
your folders



This leads to the  
settings page



Do not show again







**UPLOAD  
FILES**

**DOWNLOADS**

**GOOGLE DRIVE**



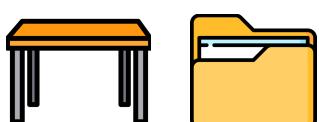


# UPLOAD FILES

## DOWNLOADS

- FORMATTING A BOOK IN WORD
- FOUCault's POWER
- Einstein's THEORY OF GENERAL RELATIVITY

## GOOGLE DRIVE





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to

### **Highlight texts in the reading that you would like us to process**

...  
information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

#### Formatting a Book in Word

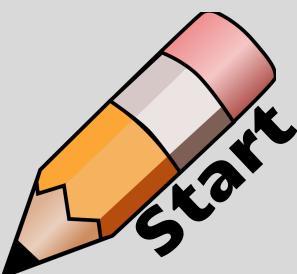
Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

**< 1/13 >**

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >



**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

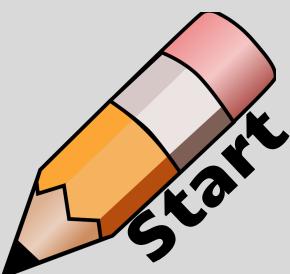
Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**



# DEFINE

Lorem ipsum: A dummy text of the printing  
and typesetting industry.

Hello: A greeting

NPS2001B: Computational Problem Solving  
Class in NUSC



Save



Save As



Export



Home

# SUMMARY

**LOREM IPSUM**  
Lorem ipsum dolor sit amet, consectetur  
adipiscing elit. Quisque cursus massa ut justo  
faucibus tempor. Duis ultrices lacus eu mollis  
facilisis. Vestibulum molestie dictum elit.

# PARAPHRASE

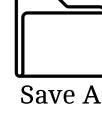
Aenean elementum justo nec velit luctus  
egestas. Suspendisse sed justo libero.



Aenean consequat accumsan rutrum. Integer vitae pulvinar libero, eget ultricies elit.



Save



## Save As



## Export



Home

# SUMMARY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque cursus massa ut justo faucibus tempor. Duis ultrices lacus eu mollis facilisis. Vestibulum molestie dictum elit.

# DEFINE

Lorem ipsum: A dummy text of the printing and typesetting industry.

Hello: A greeting

NPS2001B: Computational Problem Solving Class in NUSC

# PARAPHRASE

Aenean elementum justo nec velit luctus egestas. Suspendisse sed justo libero.



Aenean consequat accumsan rutrum. Integer vitae pulvinar libero, eget ultricies elit.



# DEFINE

Lorem ipsum: A dummy text of the printing  
and typesetting industry.

Hello: A greeting

NPS2001B: Computational Problem Solving  
Class in NUSC



Save



Save As



Export



Home

Saved

# SUMMARY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque cursus massa ut justo faucibus tempor. Duis ultrices lacus eu mollis facilisis. Vestibulum molestie dictum elit.

# PARAPHRASE

Aenean elementum justo nec velit luctus egestas. Suspendisse sed justo libero.



Aenean consequat accumsan rutrum. Integer vitae pulvinar libero, eget ultricies elit.



Save



Save As



Export

Saved



Home

# SUMMARY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque cursus massa ut justo faucibus tempor. Duis ultrices lacus eu mollis facilisis. Vestibulum molestie dictum elit.

# DEFINE

Lorem ipsum: A dummy text of the printing and typesetting industry.

Hello: A greeting

NPS2001B: Computational Problem Solving Class in NUSC

# PARAPHRASE

Aenean elementum justo nec velit luctus egestas. Suspendisse sed justo libero.

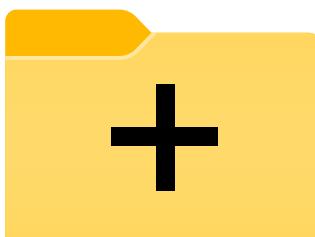


Aenean consequat accumsan rutrum. Integer vitae pulvinar libero, eget ultricies elit.



Saved





Life Sciences



History



NPS2001B



Psychology



Archives

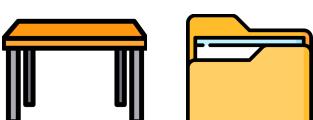


# UPLOAD FILES

## DOWNLOADS

### GOOGLE DRIVE

- FORMATTING A BOOK IN WORD
- FOUCAULT'S POWER
- EINSTEIN'S THEORY OF GENERAL RELATIVITY





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**



# PARAPHRASE

Aenean elementum justo nec velit luctus  
egestas. Suspendisse sed justo libero.



Aenean consequat accumsan rutrum. Integer  
vitae pulvinar libero, eget ultricies elit.



# DEFINE

Lorem ipsum: A dummy text of the printing and typesetting industry.

Hello: A greeting

NPS2001B: Computational Problem Solving Class in NUSC

# PARAPHRASE

Aenean elementum justo nec velit luctus egestas. Suspendisse sed justo libero.



Aenean consequat accumsan rutrum. Integer vitae pulvinar libero, eget ultricies elit.



Save



Save As



Export



Home

# PARAPHRASE

Aenean elementum justo nec velit luctus  
egestas. Suspendisse sed justo libero.



Aenean consequat accumsan rutrum. Integer  
vitae pulvinar libero, eget ultricies elit.



Saved

# DEFINE

Lorem ipsum: A dummy text of the printing and typesetting industry.

Hello: A greeting

NPS2001B: Computational Problem Solving Class in NUSC

# PARAPHRASE

Aenean elementum justo nec velit luctus egestas. Suspendisse sed justo libero.



Aenean consequat accumsan rutrum. Integer vitae pulvinar libero, eget ultricies elit.



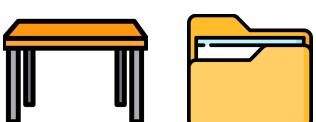
Saved





# NPS2001B

- User Experiences
- Formatting a Book in Word
- Machine Learning
- PageRank Algorithm





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**





## Formatting a Book in Word

We often get customers come to us asking for advice on how to set-up the page size, margins and other typesetting questions so we thought we would put all this information in a simple and easy to read document.

Blank document – We will start with a blank document. Word can offer you various templates to use but you ideally want to start with a blank document and format your book to your own specification.

Page Size – After we have chosen our blank document it is time to choose the page size. Now there are plenty of sizes to choose from and it is something that will need a lot of thinking. Today we will format a B-Format book at 198mm high x 129mm wide. This is a standard size for a novel. If you are struggling to find a page size that you think is suitable for your book, then head over to our other post for more information – Hardback and Paperback Book Sizes.

To change the page size, we go to Layout > Size > More Paper Sizes... This will bring up another window where we can input our own custom size.

### Formatting a Book in Word

Under paper size you want to click the drop-down box and select custom size and then fill out the width and height of the finished paper size you want. In our case we want a book 198mm high x 129mm wide. As my word document measurements are in cm's we will

< 1/13 >

**SUMMARISE**

**DEFINE**

**PARAPHRASE**

