Non-Fiction Book Template

*On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document*

Yours Name Here

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On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. You can use these galleries to insert tables

**Non-Fiction Book Template**



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You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly

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*Dedication*

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## Author’s Note

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.

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### This is level 3 heading, see the styles group

You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

#### This is level 4 heading, see the styles group

You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

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# Non-Fiction Book Template

Chapter One

## How to Use this Free Template?

### About this 5.5 x 8.5 book template

This is our free and best 5.5 x 8.5 book template in Microsoft Word format. It has been designed with clean and professional-looking layout. This free & amazing looking template is a “best fit” for non-fiction books. However, you can use it for other genres too.

Fonts, styles, formatting – just everything is perfectly made in this template. You are allowed to use and modify this template for your PERSONAL USE ONLY. Please also read our “Important Notes” document attached in the download package.

Our templates usually consist of dummy text throughout the document so before you submit your book for final printing, please make sure there remains no placeholder text in the manuscript.

### How you can use this template?

Even if you are not very good with Microsoft Wood, still by using this template, you can make your book(s) look shine. Either write your book from scratch or copy your existing content into this template, you’ll definitely love it.

Headings and body text are formatted through “Styles” so if you want to make any changes in the formatting then you can modify that particular style. Your formatting changes will then automatically be reflected in the entire template.

### Modifying formatting, sections & styles

Make sure you check the “Navigation Pane” to know about the headings’ level and also check the “Styles” group for available styles.

This template is formatted into “Sections”. If you know “Sections” in Microsoft Word then you can easily modify them, otherwise, please read about using “Sections” first. There are many tutorials available for using Sections in Word, Google it!

Every Section has “Different First Page”, “Different Odd & Even Pages”, so please also take care of these things when inserting new sections into this template.

Make sure you add new chapters into their own sections to follow the theme of this template. It would also be great if every chapter starts with an odd page.

### Automatic table of Contents

You can simply update the entire table of contents with a single mouse click as this template has an automatic TOC inserted at the beginning of the template.

#### This is level 4 heading, dummy text

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