

Fixing Formatting

This isn't the most enjoyable part of the book-making process, but doing these few things can help reduce the cost of editors. That said, I'll keep this document brief.

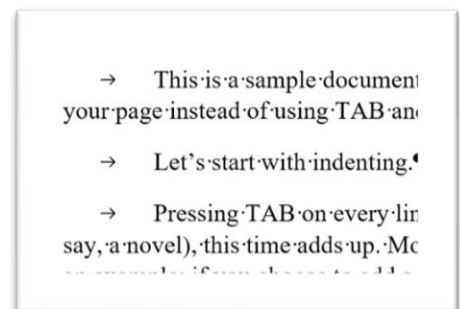
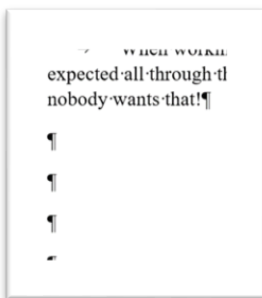
Identifying Formatting Issues

The two main ones I will go through here are to do with indentation and page breaks and both can be identified in the same way.

First, go to the *Paragraph* tab in the toolbar and click the ¶ symbol. This will mark every space, new line, and indent you've added to your document.

If you've used the TAB key for indents, you'll see something like the image to the right.

The arrows at the start of each line indicate the TAB key has been pressed. (If you're wondering, the dots between words indicate spaces and the paragraph symbol indicates a new paragraph.)



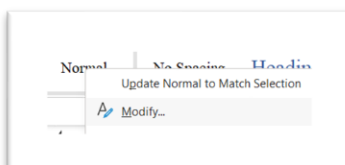
If you've pressed ENTER to get to the next page, you'll see something like the image to the left with the paragraph markers going all the way to the start of the next page.

Fixing the Formatting

TAB

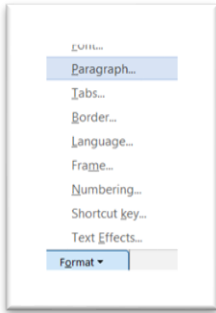
First, let's fix the TAB problem.

Highlight all your text (using CTRL+A) and head over to the *Styles* bar.



Choose *Normal*. Right click this and click *Modify*. From here you can choose the font, size, spacing, and overall aesthetics of all text written in the *Normal* style.



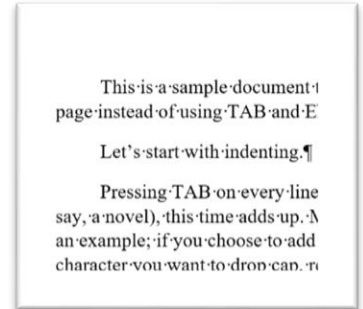


To set a standard indent on every new line, click the *Format* button (bottom left) and choose *Paragraph*.

To indent only the first line, use the dropdown menu below *Special* and choose *First Line*, then under *By* choose the level of indent you want.



At first, this will further indent each of your paragraphs and may look a bit odd, but don't worry, all that's left to do is delete each TAB in your document (use *Find and Replace*, enter ^t, and replace with nothing).



In the end, your document will look like the image to the right and your formatting will transfer perfectly to other software.

ENTER

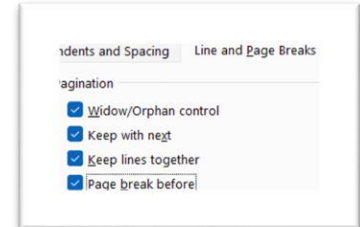
Next up: the ENTER problem.

It is perfectly fine to press CTRL+ENTER when starting a new page, but the problem here is that you now need to mess with the formatting of your heading (and remember how you formatted all previous ones!).

Similar to the TAB problem, the ENTER problem can be easily solved with the *Styles* bar. Choose *Heading 1* and set the fonts, size, and any typeface you want (bold, italic, etc.).

Click *Format* (bottom left corner) and choose *Paragraph*.

On the top bar, choose *Line and Page Breaks*. Under *Pagination* you'll see four boxes. Tick *Page break before*.



Now any text you set to the *Heading 1* style will automatically start on a new page with your formatting preferences.

This process can be done for subheadings, quotes, lists, and many other elements of your document and your settings can be saved for future documents so you never again have to tap ENTER a thousand times or press TAB on every indent.

These are just two of the most common formatting errors editors find when working on novels, but there are many, many more things to consider. These two things will make your editor happy and save them some time, meaning they can focus more on making your story shine.

Your editor will still look for these things, and will be more than happy to fix them for you – after all, it's our job – so don't fret over the details if you aren't tech savvy or if you use a different word processor to MS Word.

The advice in this document is tailored for those using MS Word, but other word processing programmes have similar functions which will deliver a similar result.