# Book Formatting Made Easy

Presented by Robert Harrison Seneca Author Services



www.senecaauthorservices.com

### Moby Dick

Call me Ishmael. Some years ago—never mind how long precisely—having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hats off—then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship. There is nothing surprising in this. If they but knew it, almost all men in their degree, some time or other, cherish very nearly the same feelings towards the ocean with me.

There now is your insular city of the <u>Manhattoes</u>, belted round by wharves as Indian isles by coral reefs—commerce surrounds it with her surf. Right and left, the streets take you waterward. Its extreme downtown is the battery, where that noble mole is washed by waves, and cooled by breezes, which a few hours previous were out of sight of land. Look at the crowds of watergazers there.

Circumambulate the city of a dreamy Sabbath afternoon. Go from <u>Corlears</u> Hook to <u>Coenties</u> Slip, and from thence, by Whitehall, northward. What do you see?—Posted like silent sentinels all around the town, stand thousands upon thousands of mortal men fixed in ocean reveries. Some leaning against the spiles; some seated upon the pier-heads; some looking over the bulwarks of ships from China; some high aloft in the rigging, as if striving to get a still better seaward peep. But these are all landsmen; of week days pent up in lath and plaster—tied to counters, nailed to benches, clinched to desks. How then is this? Are the green fields gone? What do they here? Formatting takes your finished manuscript and prepares it for publication, transforming it from this...

Formatting transforms your manuscript into a book.

### ...to this!

#### Herman Melville

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Once more. Say you are in the country; in some high land of lakes. Take almost any path you please, and ten to one it carries you down in a dale, and leaves you there by a pool in the stream. There is magic in it. Let the most absent-minded of men be plunged in his deepest reveries—stand that man on his legs, set his feet a-going, and he will infallibly lead you to water, if water there be in all that region. Should you ever be athirst in the great American desert, try this experiment, if your caravan happen to

#### Moby Dick

be supplied with a metaphysical professor. Yes, as every one knows, meditation and water are wedded for ever.

But here is an artist. He desires to paint you the dreamiest, shadiest, quietest, most enchanting bit of romantic landscape in all the valley of the Saco. What is the chief element he employs? There stand his trees, each with a hollow trunk, as if a hermit and a crucifix were within; and here sleeps his meadow, and there sleep his cattle; and up from yonder cottage goes a sleepy smoke. Deep into distant woodlands winds a mazy way, reaching to overlapping spurs of mountains bathed in their hill-side blue. But though the picture lies thus tranced, and though this pine-tree shakes down its sighs like leaves upon this shepherd's head, yet all were vain, unless the shepherd's eye were fixed upon the magic stream before him. Go visit the Prairies in June, when for scores on scores of miles vou wade knee-deep among Tiger-lilies-what is the one charm wanting?-Water-there is not a drop of water there! Were Niagara but a cataract of sand, would you travel your thousand miles to see it? Why did the poor poet of Tennessee, upon suddenly receiving two handfuls of silver, deliberate whether to buy him a coat, which he sadly needed, or invest his money in a pedestrian trip to Rockaway Beach? Why is almost every robust healthy boy with a robust healthy soul in him, at some time or other crazy to go to sea? Why upon your first voyage as a passenger, did you yourself feel such a mystical vibration, when first told that you and your ship were now out of sight of land? Why did the old Persians hold the sea holy? Why did the Greeks give it a separate deity, and own brother of Jove? Surely all this is not without meaning. And still deeper the meaning of that story of Narcissus, who because he could not grasp the tormenting, mild image he saw in the fountain, plunged into it and was drowned. But that same image, we ourselves see in all rivers and oceans. It is the image of the ungraspable phantom of life; and this is the key to it all.

Now, when I say that I am in the habit of going to sea

#### **Chapter One**



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There now is your insular city of the Manhattoes, belted round by wharves as Indian isles by coral reefs-commerce

# Anatomy of a book page

## Chapter One

## Chapter header

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Drop cap

There now is your insular city of the Manhattoes, belted round by wharves as Indian isles by coral reefs—commerce

### Text block

### Folio

Running heads

Inside margin/

Outside margin

gutter

0.875"

0.75"

Herman Melville

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Folios

Now, when I say that I am in the habit of going to sea

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Note: Dimensions vary depending on length of book. Margins are "mirrored" left-

to-right.

Running heads

Front matter and back matter: Pages that come before and after the main text.



### Front matter

Title page and copyright page are the only mandatory pages. All pages start on a recto page (right hand page) except for the copyright page, which is on a verso page (left hand page).

### Back matter

Back matter pages can contain About the Author, Appendix, Index, etc. New pages/sections always start on a recto page. Back matter pages are numbered continuously from last page of main text. Tools to format your book

- Adobe InDesign
- Affinity Publisher (does not export EPUBs)
- Vellum
- Atticus
- Scrivener
- Reedsy
- Microsoft Word (does not export EPUBs)

## Adobe InDesign

PROS

- Industry standard page layout software
- Unprecedented control and customization

## CONS

- Expensive (\$23/month for InDesign, \$60/month for full Adobe suite)
- Very steep learning curve
- Difficult to export EPUBs

## Adobe InDesign Interface



www.adobe.com

## Affinity Publisher

### PROS

- Less expensive than InDesign. Purchase once, not a subscription. (\$70, \$165 for full Affinity suite)
- Has most of the capabilities of InDesign

## CONS

- Very steep learning curve
- Does not to export EPUBs





https://affinity.serif.com/en-us/

## Vellum

## PROS

• Easy to learn and use

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Styles

📩 Popular

T Serif T Sans Serif

T Script \* Accessible

- Template-based
- Produces professionalquality print books and ebooks.
- Easy to format extras like text conversations, images, handwritten notes, etc.

## CONS

- Expensive (\$250, onetime purchase).
- Runs on Mac only (can run on PC with MacInCloud).



www.vellum.pub

## Vellum Interface

Moby Dick Herman Melville i≡ ∞

Title Page Contents



Call me Ishmael. Some years ago-never mind how long preciselyhaving little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hats off -then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship. There is nothing surprising in this. If they but knew it, almost all men in their degree, some time or other, cherish very nearly the same feelings towards the ocean with me.

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But look! here come more crowds, pacing straight for the water, and seemingly bound for a dive. Strangel Nothing will content them but



1





#### Moby Dick 7

Though I cannot tell why it was exactly that those stage managers, the Fates, put me down for this shabby part of a whaling voyage, when others were set down for magnificent parts in high tragedies, and short and easy parts in genteel comedies, and jolly parts in farces—though I cannot tell why this was exactly; yet, now that I recall all the circumstances, I think I can see a little into the springs and motives which being cunningly presented to me under various disguises, induced me to set about performing the part I did, besides cajoling me into the delusion that it was a choice resulting from my own unbiased freewill and discriminating judgment.

#### ISHMAEL

ISHMAEL

I think the captain is mad.

STUBB

STUBB

Don't let him hear you say that. He'll tie you to the yardarm.

He's obsessed with this whale.

#### You might be too if it bit your leg off.

Chief among these motives was the overwhelming idea of the great whale himself. Such a portentous and mysterious monster roused all my curiosity. Then the wild and distant seas where he rolled his island bulk; the undeliverable, nameless perils of the whale; these, with all the attending marvels of a thousand Patagonian sights and sounds, helped to sway me to my wish. With other men, perhaps, such things would not have been inducements; but as for me, I am tormented with an everlasting itch for things remote. I love to sail forbidden seas, and land on barbarous coasts. Not ignoring what is good, I am quick to perceive a horror, and could still be social with it—would they let

#### 8 Herman Melville

me—since it is but well to be on friendly terms with all the inmates of the place one lodges in.

By reason of these things, then, the whaling voyage was welcome; the great flood-gates of the wonder-world swung open, and in the wild conceits that swayed me to my purpose, two and two there floated into my inmost soul, endless processions of the whale, and, mid most of them all, one grand hooded phantom, like a snow hill in the air.

Not ignoring what is good, I am quick to perceive a horror, and could still be social with it—would they let me—since it is but well to be on friendly terms with all the inmates of the place one lodges in.

## Atticus

### PROS

- Easy to learn and use
- Template-based
- Produces professionalquality print books and ebooks.
- Easy to format extras like text conversations, images, etc.
- Web-based

### CONS

- Slow to sync.
- Can be glitchy...save often!
- Somewhat pricey, \$150

## **Atticus Interface**



www.atticus.io



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my lungs, I do not mean to have it inferred that I ever go to sea as a passenger. For to go as a passenger you must needs have a purse, and a purse is but a rag unless you have something in it. Besides, passengers get sea-sick-grow quarrelsome-don't sleep of nights-do not enjoy themselves much, as a general thing;-no, I never go as a passenger; nor, though I am something of a salt, do I ever go to sea as a Commodore, or a Captain, or a Cook. I abandon the glory and distinction of such offices to those who like them. For my part, I abominate all honorable respectable toils, trials, and tribulations of every kind whatsoever. It is quite as much as I can do to take care of myself, without taking care of ships, barques, brigs, schooners, and what not. And as for going as cook,-though I confess there is considerable glory in that, a cook being a sort of officer on ship-board-yet, somehow, I never fancied broiling fowls;-though once broiled, judiciously buttered, and judgmatically salted and peppered, there is no one who will speak more respectfully, not to say reverentially, of a broiled fowl than I will. It is out of the idolatrous dotings of the old Egyptians upon broiled ibis and roasted river horse, that you see the mummies of those creatures in their huge bake-houses the pyramids.

No, when I go to sea, I go as a simple sailor, right before the mast, plumb down into the forecastle, aloft there to the royal mast-head. True, they rather order me about some, and make me jump from spar to spar, like a grasshopper in a May meadow.

And at first, this sort of thing is unpleasant enough. It touches one's sense of honor, particularly if you come of an old established family in the land, the Van Rensselaers, or Randolphs, or Hardicanutes. And more than all, if just previous to putting your hand into the tar-pot, you have been lording it as a country schoolmaster, making the tallest

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## Scrivener

### PROS

- Inexpensive (One-time purchase of \$60)
- Runs on Mac and PC
- Integrated with excellent writing tools such as Outliner and Corkboard

## CONS

- Formatting ("compiling") is difficult, not intuitive
- Interface is clunky, developers have no plans to update

## **Scrivener Features**



#### Corkboard

The corkboard is one of the writer's most familiar planning tools. But before Scrivener, if you moved index cards on the board, you'd also have to reshuffle the sections those cards represented in your manuscript to reflect your changes. In Scrivener, every section of your project is attached to a virtual index card. Scrivener's corkboard lets you step back and work with just the synopses you've written on the cards—and when you move them, you're rearranging your manuscript at the same time.

#### Outliner

Find the structure of your writing with Scrivener's powerful outliner. Like the corkboard, the outliner lets you work with an overview of a chapter, a part, or even your whole manuscript—but puts even more information at your fingertips. Arrange your draft however you want using folders and subfolders. Review synopses of what you've written so far or summarise what you need to write next. Check word counts. View meta-data. And when you suddenly realise your epilogue would work better as a prologue? No problem. Easily reorganise everything using drag and drop.



https://www.literatureandlatte.com/scrivener/

## **Reedsy Studio**

### PROS

- It's free
- Web-based, so can be accessed anywhere
- Exports as PDF and EPUB
- Template-based, easy to learn and use

## CONS

 Very basic, only three overall styles to choose from

## Create your account with Reedsy.com. Select Apps > ReedsyStudio



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In the Beginning

T hen it hit me. I'd bought the bike! I had no idea where it would take me. I didn't know what type it was, I had no knowledge or mechanical skills about these things. But I bought it because I wanted it. And I made an effort. It was my goal that year to fix it up, get it out on the road. She left me six months later. She went to Portland. Said she might go to school out there or get a job in a book store. I didn't understand.

## She said it was her calling. Something was pulling her there.

Back up your book Need an editable version of your book as a backup? Export a simple .docx version of your manuscript.

## Microsoft Word

• Most authors already use it and are familiar with at least its basic functions

### CONS

- Formatting in Word can be a challenge, especially when starting from scratch
- Does not export EPUBs, so need another program to convert (Calibre is free and does a good job converting DOCX to EPUB)

## Start with Word Template from KDP



### tinyurl.com/ax7jwd83



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HERMAN MELVILLE

#### AN MELVILLE

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Moby Dick

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