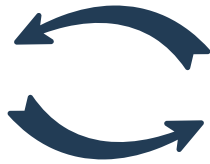
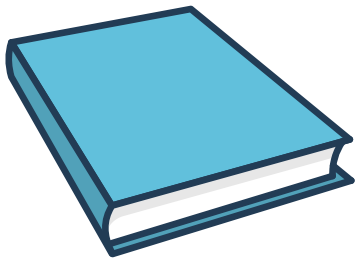




## FORMATTING GUIDE

Use this simple Guide to convert your existing Lulu book to other formats. Offering your book in a variety of formats increases the chances that a would-be reader will make a purchase, and allows all readers to make the decision that best suits their reading preferences.

It's free and easy to transfer your book into all of our available formats!



### PRINT

Paperback print books are the most common choice among self-published authors. The variety of formats at the most reasonable prices make this option appealing.

**With your Print File prepared, you can easily create a Hardcover book:**

1. Adjust page sizes – Lulu offers hardcover books in two sizes:
  - a. 6 x 9 (Dust Jacket & Hardcover)
  - b. 8.25 x 10.75 (Dust Jacket & Hardcover)
  - c. Adjust layout accordingly if the page size is changing
  - d. Verify that page numbering is still accurate

*\* Using the same size for both paperback and hardcover allows you to use the same interior*

2. Update the ISBN – Use a new ISBN for each format
  - a. Update the Copyright page with the new ISBN
  - b. Update the cover with the new ISBN Barcode
3. Update the cover – Hardcover books have different margins and bleeds for the cover
  - a. On the cover step, note the new size and margins
  - b. Adjust the cover file accordingly

Follow the remaining steps in the Lulu publishing wizard to complete a second print format!

### EBOOK

Ebooks carved out a portion of the market as an accompaniment to printed books. An ebook is a simple means of presenting options for your readers, and is so easy to do, you should absolutely take advantage and create one.

1. Open your Print File in MS Word
  - a. Select all the contents and 'Clear Formatting'
2. Update the Copyright page to include your new ISBN
3. Set the title, copyright, dedication, and any other front matter to Heading 1
4. Set all Chapter titles to Heading 2.
5. Remove all Header/Footer content
6. Remove all Text Boxes
7. Set all images 'in line' with text, and all text justification should be set to the 'left.'

The cover for your ebook can be the same as your print.

8. Isolate the front cover in a separate file
  - a. Size it to 792x612 pixels
  - b. Set the resolution between 72-150dpi

Follow the remaining steps in the Lulu publishing wizard to complete an ebook version of your book!