

## COVER DESIGN WITH WORD 2007

If you own an image editing program and know how to use it, that is the way to go; however, I am going to show you how to create a cover with Word 2007. Publishing a book for free is not the same as writing, editing, and preparing a book for publication for free. You already have an investment in a computer and word processing software. I want to demonstrate that you can prepare your book for publication with relatively little expense.

Creating a book cover with Word 2007 is limited and a little tedious, but definitely doable. You can use shapes and color fills to create colored panels; however, the procedure that follows addresses a simple one-color cover with contrasting type.

Your cover must be a single (one-piece) PDF that includes the back cover, the spine, and the front cover. We will create a 12 by 18 image, and make our own template by calculating the width of the spine and the margins.

I recommend that you prepare both the front cover and back cover text in advance, so that you can copy and paste them into their respective columns on your homemade cover template. Be sure to allow room for an area 1.7 inches high by 2.5 inches wide in the lower right hand corner of the back cover (measure from the edges), so that CreateSpace can add white space for your barcode, ISBN, and ordering information.

### **PROCEDURE:**

The book I will use as an example is a 6 X 9 inch book with 222 pages printed on white paper. Standards are from CreateSpace, but should work for any cover.

1. Select Print Layout View.
2. Open a New Word Document.
3. Click the Page Layout Tab.
4. Click the little down arrow in the lower right hand corner in Page Setup.
  - a. Click the Paper tab in the Page Setup dialog box.
  - b. Click on Custom Size.

- c. Enter 18 inches in the Width area.
  - d. Enter 12 inches in the Height area.
5. Calculate your page margins.
- a. Calculate the top and bottom margins.
    - i. Subtract the height of your book (9 inches in our example) from 12 inches, the height of our page. That would be 3 inches in our example.
    - ii. Divide the answer (3) by 2 to get the top and bottom margins. The top and bottom margins are 1.5 inches for our example.
  - b. Calculate the left and right margins.
    - i. Calculate the spine width. The spine width is calculated by multiplying the thickness of the paper used to print your book by the number of pages in your book. Your publisher or printer will supply the paper thickness. CreateSpace uses a white paper that is 0.002252 inches thick. For our example, we multiply 222 pages by 0.002252 inches to get a spine width of 0.5 inches.
    - ii. Calculate the total width of your cover by adding the width of the back cover, the spine, and the front cover. For example, that would be 6 inches added to .5 inches added to 6 inches or 12.5 inches in our example.
    - iii. Subtract the total width of the cover from 18 inches, the width of our page. For our example, we subtract 12.5 from 18 to get 5.5 inches.
    - iv. Divide the answer (5.5) by 2 to get the left and right margins. The left and right margins are 2.75 inches for our example.
6. Click the Margin icon in the Page Setup group.
- a. Click on Landscape
  - b. Enter the top and bottom margins. That is 1.5 inches for our example.

- c. Enter the left and right margins. That is 2.75 inches for our example.
  - d. Click OK. Click ignore if you get a message that one or more margins are outside the printable area.
7. Create two equal columns with the spacing in between equal to the width of your book's spine.
  - a. Click on Columns in the Page Setup area.
  - b. Click More Columns on the bottom of the dialog box.
  - c. Click 2 in the More Columns dialog box. The width should be 6 inches and the spacing should be .5 inches. If Equal Column Width is checked, as it should be, the dimensions of the second column will not show because they are the same as the first column.
  - d. Click OK.
  - e. Enter .5 inches in the **Indent Left** and the **Indent right** Windows in the **Paragraph** section. This will ensure a .5-inch margin on your front and back cover. You can also click in the column and adjust your indents manually.
8. Create the spine.
  - a. Click the Insert tab, move to the Text area, and click on Text box.
  - b. Click on *Draw Text Box* near the bottom of the Built-In dialog box. Your cursor will change to a plus sign.
  - c. Draw a box by clicking the left mouse button near the center of your cover and dragging the cursor to the right and down. It does not matter how big the box is because you will use Word to size and place the spine text box. The ribbon changes to Text Box Tools with the Format tab highlighted.
  - d. Resize the text box.
    - i. Enter 9 inches in the upper Size Box located on the right end of the ribbon. This matches the height of the book in our example.

- ii. Enter .5 inches in the lower text box to match the spine width in our example.
  - iii. Click the down arrow in the lower right corner of the Size section to bring down the Format Text Box dialog.
  - iv. Click the Text Box tab and enter .125 inches in the left and right internal margin boxes. NOTE: This is the internal margin required for the spine by CreateSpace regardless of the size of your book. Click OK.
  - v. Click on Position in the Arrange section, and then click on More Layout Options at the bottom of the box.
  - vi. Add the left margin (2.75 inches) to the width of the back cover (6 inches) to get the distance the spine should be from the left edge of the page (8.75 inches).
  - vii. Enter 8.75 inches in the Absolute Position box in the Horizontal position section. Click down to **Page** in the **To the Right of** box.
  - viii. Enter 1.5 inches the **Absolute Position** box in the Vertical section. Click down to Page in the Below box. Click **OK**. NOTE: Your template is complete. All that is left is to enter your cover text, remove the border around the text box, and add a background color.
- e. Add text to the spine.
- i. Click inside the spine text box.
  - ii. Click on **Text Direction** in the **Text Section**. This allows you to type vertically.
  - iii. Click on the **Home** tab, and then click on the **Center Text** icon in the **Paragraph** section.
  - iv. Type the name of your book, leave some space, and then Type your name. As you know, the title should use a sans serif font and be all caps. Click in between the title and your name and add spaces until it looks balanced. NOTE: CreateSpace recommends that you do not put text on the spine if you have less than 130 pages.

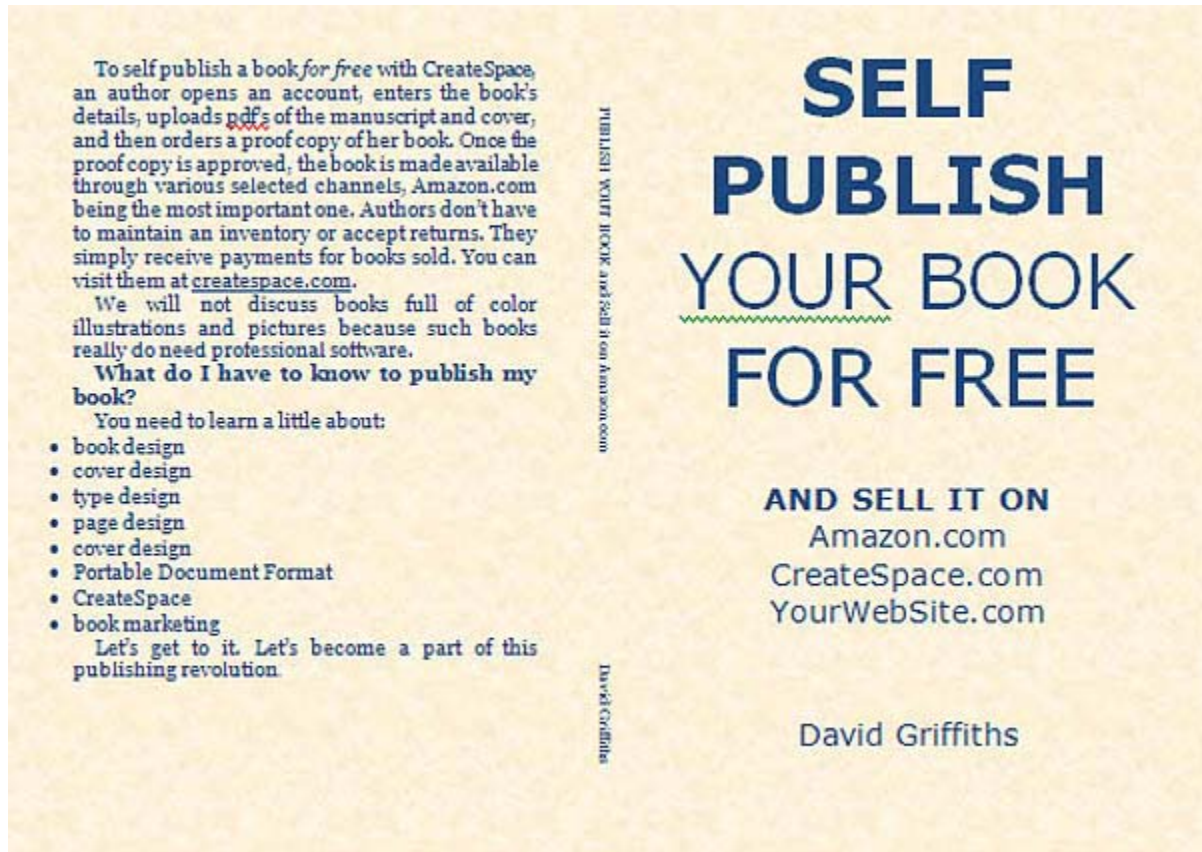
- v. Center the text top to bottom on the spine by going to **Paragraph** section under the **Home** tab, and click the down arrow. Add one or two points in the **Before** or **After Spacing** boxes as required.
- f. Add text to the back cover.
  - i. The easiest way to add the cover text is to copy and paste a ready-made file into the left column. If you type directly into the cover, remember you are using columns, so you must do the back cover first. Be sure to leave room for the bar code.
  - ii. Enter a column break at the bottom of the back cover.
    - 1. Click the **Page Layout** tab.
    - 2. Click **Insert Page and Section Breaks** in the Page Setup group.
    - 3. Click Column in the Page Breaks dialog box.
- g. Add text to the front cover. The easiest way to add text to the front cover is to insert a ready-made file; however, entering text directly on the front cover is not as difficult as the back cover because you know exactly what goes on the front cover.

## 9. Finishing Touches

- a. Add back ground color to the page
  - i. Click the Page Layout Tab.
  - ii. Click Page Color in the Page Background group. NOTE: You have a choice among Theme Colors, Standard Colors, More Colors (literally all colors), and Fill Effects. Fill Effects consists of Gradients, Textures, Patterns, and Pictures.
  - iii. Select a background color, texture, or pattern. The entire cover, except for the spine, will fill with your selection.
- b. Add back ground color to the spine
  - i. Click inside the spine text box and then click **Format** under the **Text Box Tools** tab.

- ii. Click the Shape Fill icon in the **Text Box Styles** group. The spine will fill with your previous selection.
- c. Remove the border from the spine text box.
  - i. Click inside the spine text box and then click **Format** under the **Text Box Tools** tab.
  - ii. Click on **Shape Outline** in the **Text Box Styles** group.
  - iii. Click on **No Outline** in the drop down menu.
- d. Color your text to contrast with the background you selected.

Congratulations. You have successfully created a book cover in Word 2007.



This cover was created in Microsoft Word 2007.