

Instructions for using MS Word template

<http://lboeckl.50webs.com>

Using the template

Overview

These instructions cover using the MS Word template from this website. In this chapter you will be getting your book into the preformatted Microsoft Word template, which must meet the requirements Lulu has to print your book. This is critical because not only does Lulu have specific requirements but so do all of the companies in between Lulu, up to and including Amazon itself.

Now if you have a very lengthy book and are a very experienced MS Word user and you have already formatted components such as the: headers, footers, chapters, sections etc then I have provided a checklist as a guide to the formatting in your existing book.

— If you want to test your book right now without putting it into the template then go to **Checklist Step 1.8** now. If you get errors then please come back here and continue with the step by step process.

Checklist Step 1.0

Before you start there is only one issue which you must address right now. That issue is does the master template have enough chapters for the book you have written? If this template has enough chapters already preformatted inside then you can skip onto the next **Checklist Step**. Congratulations, you just saved yourself some work. If it does not have enough chapters then the first thing you must do is to add chapters till it does have enough chapters for your book.

___ Open the master template and compare it to your book. Are there enough chapters for your book? The Master template has 18 chapters built into it already.

___ If the master template has enough chapters then jump to the next **Checklist Step**. If the master template does not have enough chapters in it then proceed with the remainder of this checklist. Adding pages and chapters is a very delicate operation because it involves fixing the page title associations that you will break once you add in the new chapters. You must first determine what kind of chapter you would like to add to your book. There are two potential chapter types you could seek to add to the book. The standard chapter is what I term the first type of chapter. This exists in the master template in chapters 1-18 along with the specialty named chapters: appendix, bibliography and index. The second type is one formatted very differently. It is much easier to add and those are the unnumbered pages at the end of the template. Let's start by adding the standard type of chapters first.

Before you go to all that extra work just one more question? Do you need all the extra chapters that are already in the master template? If for example you are going to have an Index but no bibliography or appendices, then you should first go into the template and rename those sections in order to avoid doing the extra work. If you don't need to add chapters but simply rename them then proceed to **Checklist Step 1.1**. If changing the titles of the chapter names after chapter 18 in the master template is not going to fit your book then skip the next **Checklist Step** and move to **Checklist Step 1.2**.

Checklist Step 1.1: Renaming template headers.

If you are here it is because your book will fit into the template and only requires the renaming of the chapters continue using this checklist step. You will begin to reformat the master template and put in the information required into the headers. The headers are at the top of every page and have the chapter names on the one side of the book and the title on the facing pages of your book.

__ Click on the big backwards P on your toolbar. When you hover the pointer over it you will see it say show/hide. After you click it you will see the formatting of your book.

__ Starting with the first page in your Chapter 19, double click on the header at the top of the page. If you like the amount of inserts in the template you don't

have to change anything. If you would prefer to start your chapters closer to the top of the page delete the extra lines, one at a time till you like the look of the beginning of the chapter. Publishers recommend that you start your chapters in the middle of the page so that the text does not look crowded. On Lulu's website there are recommendations for word and character counts per page. I recommend that you review them. They are located on the book formatting FAQs page. You will notice that any spacing changes you may have made are now the same for the last five chapters of your book.

__ Starting with Chapter 19 change the name and number of the chapter.

__ Repeat till you have renamed all of the remaining chapters in the template. Record the numbers below to make sure that you have done this step.

__ __ __ __.

__ Starting with your Chapter 19 go into the master template and find the first page where you have the first page that has the label Appendix A Title on the header at the top of the page. This step is not referring to the chapter title at the beginning of the chapters. An example of a title header page in the master template is page number 55. It is labeled CHAPTER EIGHTEEN TITLE at the top of the page. Double click the header and rename it to your chapter 19 title. You can also change the header spacing at this time if you want more or less lines in the header box.

__ Continue this process for your books Chapters 20 - 23 of your book (or whatever you have titled them in your book. Mark them completed in the space below.

— — — —.

Now if your book will now fit into the template move to **Checklist Step 1.3**. Congratulations you saved yourself some work by retitling the master template. If your book does not fit into the master template yet then proceed to the immediate next **Checklist Step 1.2**.

Checklist Step 1.2 Adding chapters to the master template. If your book requires more chapters than is already in the master template continue on with this checklist.

__ Go to the last chapter of the master template. That would be your chapter 18. Hit the backwards capital P on your toolbar to see the formatting for the book.

__ Highlight the entire last chapter starting from the title going all the way to the end of the chapter which closes with the words “section break new page.”

__ Copy the chapter and then move to the end of the last line you just copied, labeled “section brake new page. Paste the copied chapter in at exactly that spot.

You will need to break the title of the page header association with the previous chapters’ page header title. You must do this in order to get the newly pasted in chapter header to title correctly. When referring to title header; the reference is to the title header

which appears at the top of your chapters between the title page and the next chapters title page. This step is not referring to the chapter title at the beginning of the chapters. An example of a title header page in the master template is page number 55. It is labeled CHAPTER EIGHTEEN TITLE at the top of the page.

__ Since you copied chapter 18 in the last step, make sure you are on the second copy of chapter 18 before proceeding. Double click on the title of the page header in the chapter you just added. The formatting toolbar pops up. Move your pointer over each of the icons on the toolbar till you find the one that says “same as previous,” while hovering over that icon. Click that icon one time. You have just broken the association with the previous chapters’ page header. You did this by toggling off the page header feature which will not allow you to change the name of this chapter header till you did this. If you did not change it, the previous page headers name would have changed to the same new name you just typed in.

__ MS Word may pop up a dialog box requesting you to say yes or no to this action. Select yes.

__ On that same title header change the chapter number to Chapter 19.

__ You have two chapters which have identical titles (18) at the beginning. On the second copy of the chapter go now and change the title page to 19. It will save you a fair amount of confusion by doing this now.

__ Double check that you have done this correctly. Check that you now have not a chapter beginning with 19 now but also scroll down and check the title header says 19 as well. Scroll back to chapter 18 and check its title header as well.

__ If it does not display what you have just done then close the master template without, and I repeat without, saving it and repeat the checklist step above.

__ If the master template does display correctly the new chapter that you have added then continue looping on this checklist till you have added all the chapters to the master template that your book requires.

__ If your master template now has enough chapters for your book skip the next checklist and jump to **Checklist Step** . Congratulations your master template should now be ready to start moving your book into it.

Checklist Step 1.3 Adding your books chapters, headers and titles into the master template.

__ Highlight all the text in your book for a single chapter and copy it. You can hit Ctrl-C or go up to the Edit menu and select copy from the File menu, not cut. I prefer Ctrl-C as you don't have to leave your highlighted text for the copy. You should now have nothing in chapter one from your book.

__ Go to the template and click on the spot directly below the chapter number that corresponds to the chapter you have copied and paste it into the template. You can

do this quickly by hitting the Ctrl-V key or again you can go to the Edit menu and select paste.

___ Repeat this sequence of copying and pasting till all of your chapters are moved into the template. If you have an enormous chapter book and exceed the 18 preformatted chapters in the template you can fix that. For now just stop after chapter 18 has been moved into the template. Don't do anything yet as depending on the book you can retile the extra sections in the template and that will give you an additional five chapters to work with. I will address how to create more chapters in the template a little later. If you have more than 23 chapters you may want to consider reducing your chapter totals to fit the template, as it is a fair amount of work, now that's just a suggestion mind you.

___ I am putting some space here so that you can record each chapter number after you have copied it. Better safe than sorry. Do not delete any extra pages yet, even if there are many more chapters in the template than in your book.

___ Chapter numbers you have moved into the template:

Checklist Step 1.4: Filling in the basics.

The next thing you are going to do is starting from the very beginning of the template type the information into the template. You can copy and paste but the formatting might get affected in the template. If

your dedication/acknowledgement section goes on for many pages then copying it will probably be easier.

__ Title Page fill it in. You should use the information that you put together at the end of chapter one for this.

__ Fill in future projected Publication date. Don't forget it takes awhile even you are happy with your book to get to Amazon so I would add at least four months onto the current date for your books publication date. You don't want the book look it is old before it even got to Amazon's bookshelves for sale. Don't worry about the ISBN number yet. Leave ISBN field blank for now.

__ Move your book's Preface. On Amazon they have a featured called Search Inside. It allows shoppers to read nine pages past the front cover of your book online. That's nine pages from your very first page, not the numbered pages in your book. So you should aim to set the hook for your book in those first nine pages. That means your preface is a really big opportunity to get readers interested in your book. So make sure your preface gets your books mission and tone across.

__ Acknowledgements/Dedication filled in.

__ *Leave Contents page blank for right now.

__ The last page must be blank. Leave at least one page blank and two is ok as well.

__ Move your appendix(s) into the template.

__ Move your Bibliography into the template.

__ Move your Index into the template.

If your book fit into the template then you have it all in the template now. If this is your case then move to the head of the class. Move onto **Checklist Step** at this time.

Checklist Step 1.5: Removing color images.

If you are making a color book then you can check off this step and jump to next one. The reason is because if you have images already in your book then you need to understand that you may have to remove them and recopy them back into your text after you have converted them to black and white.

__ Check your book and see if there are any images in your book that are in color.

__ If so then open your image editing software and convert them to black and white. Then paste them back into the spot they were in your book. If you installed Paint.Net program and this is new to you then let's walk through the process together.

__ Click the Adjustments tab – top middle of program and then click black and white. After you have converted your picture to black and white then look on the left side of the program for a toolbar labeled tools. In the upper left of that toolbar is a tool labeled rectangle select tool. Just put your pointer on top of the tools and

the labels will display themselves after a second. Click the rectangle tool and then put your pointer in the upper left corner of your picture. Hold down the left mouse button and drag the pointer all the way into the bottom right corner of your picture. Let go off the mouse button. Now the whole picture has been selected by the tool. Go to the Edit tab towards the upper right side of the program and click Edit and then Copy. Now it has been copied and is ready to be copied into your book.

__ Repeat this process till of your images are now black and white and all pasted into your book.

If you don't have any images in your book you still needed the program in order to create a custom book cover for your book later. You will cover that in a later chapter.

Checklist Step 1.6: Template headers & finishes.

__ Fill out the Contents page with the books contents and page numbers.

Now you will begin to reformat and put in information into the headers throughout the book. The headers are at the top of every page and have the chapter names on the one side of the book and the title on the facing pages of your book.

__ Click on the big backwards P on your toolbar. When you hover the pointer over it you will see it say show/hide. After you click it you will see the formatting of your book.

__ Starting with Chapter One double click on the header at the top of the page. If you like the amount of inserts in the template you don't have to change anything. If you would prefer to start your chapters closer to the top of the page delete the extra lines, one at a time till you like the look of the beginning of the chapter. Publishers recommend that you start your chapters in the middle of the page so that the text does not look crowded. On Lulu's website there are recommendations for word and character counts per page. I recommend that you review them. They are located on the book formatting FAQs page. You will notice that the change you made to the formatting for the header in Chapter one has now been made to all of the chapters in your book.

__ Go to page two of your book. Double click on the header. I have inserted three lines for spacing. If you are good with that spacing then delete the placeholder title and type in the title of your book. Your title is now throughout the entire book as well.

__ Go to page three of your book. Double click the header and type in the name of the first chapter of your book. That name is now in every header throughout the first chapter of your book.

__ Repeat for every chapter of your book, Appendix(s), Bibliography, Index etc. I will put a place for you to record them below just as you did with the cutting and pasting of chapters.

must be divisible by four. In the template it lists the page you are on and the total number of pages in bottom towards the left. If you are on page 24 of 40 page book then it looks like this: 24/40. 40 is your total page count at this point. Don't worry about the fact that in the end your book must have a total page count divisible by four. If it is not divisible by four just add in the extra pages until it is.

__ Double check all of your pages for your fonts, your footnotes and everywhere in between. Don't forget, they must be one of the fonts in this list: Arial, Book Antigua, Bookman Old Style, Century, Courier, Garamond, Palatino, Tahoma, Times New Roman, Verdana, Symbols. If not then your book will fail while uploading causing pain and delay.

__ Check any embedded images in your book. Make sure they are all set to grayscale instead of color. They can get muddy when they convert them for you. I have included some images at the end of this book so that you can see what black and white images will look like in your book when it is printed.

__ Your name and title of your book should be in the properties section of your template now. You should go into it and put your name and information inside of it. Here's how to do that:

- Inside of MS Word click File (left corner)
- Click properties. If you can't see properties then click the double chevron to display hidden functions. You will then see properties. This works to unhide items for all MS Word headers.

- Click the general tab and delete my info and insert your own.
- Save your changes.

__ Print your book out on your printer. Perform the checks needed on the output to insure that it looks exactly the way you want it to appear when it is inside the covers of your new book. I am inserting a footnote here to remind you to look over your footnotes as well¹. I won't use anymore footnotes in the book. This one was purely a reminder to make sure that you checked yours in your book.

If your book is now complete then congratulations you have now created a book in your Microsoft Word template that is ready to be converted into the format that Lulu needs to print your book. You can peruse some of the MS Word formatting explanations that will follow in this chapter if you would like to review some formatting tips or you can now simply move on to chapter three.

For those of you who have books with a formatting problem or are printing a different sized book of some kind then please move on to the next checklist.

Checklist Step 1.7 Cleanup tasks.

If you have arrived at this checklist then you are here to clean up the loose ends or problems still remaining with your book. This section is not going to be

¹ Check all of your footnotes in your printed copy. Are the Fonts consistent and do they look easily readable?

checklist driven. Select from the heading that you need to fix your book. Once you have found what you need in this checklist step then it is a good rule of thumb to go back through the previous checklists and make sure that any changes you made in formatting has been checked before continuing onto chapter three (creating covers for your book).

Page Numbering: The page numbering should have remained continuous as well. If however you wanted unnumbered pages in your extra chapters then just copy the page labeled “unnumbered pages start here.” Then paste them following those pages in the template.

Page Footers: Editing the footers on added pages and chapters. If you don't like how the footers are centered in your book then copy one of the previous footers that you did like and paste it into the footer section of the chapter you are not happy with. Sometimes you will have to do this twice in order to get the first one to center correctly so use patience when editing the footer formatting.

MS Word properties: Configuring Settings for 6x9 books. If you are using the template then you should now have your book into the template. If you did not use the template then the following settings for your book are recommended in order to get it set up properly for 6x9 printing.

__ Go to the File tab at the top left of your screen. Select Page Setup from the drop down list. A box will

pop up titled Page setup. In the Margins tab make sure the following values are in your Page setup fields.

__ Top, Inside, Outside and Bottom should be set to: 0.7. The gutter should be set to 0.25.

__ Paper orientation set to portrait. And the pages section should be set to “Mirror Pages.”

__ On the Paper tab it should be set to custom size and a width of 6” and a height of 9”.

__ On the Layout tab you should have the section start set to “New Page”. In the headers and footers both of the different boxes should be checked on. The From Edge settings should be 0.5” for header and footer.

If you are trying to do something different than the template and this books instructions layout then I recommend you go online and speak to one of the support folks at Lulu if you still can’t get the book to look what you want it to look like.

Checklist Step 1.8 Testing your book.

You are now ready to print your book and see what the book looks like that you have created.

__ Open your virtually completed book up in your MS Word program and click the File menu and select the Print option.

__ In the top of the dialog box is a drop down box. In

that box is the name of the printer where your document will print if you select OK. Single click on the right side of that pull down box.

__ Select the printer labeled CutePDF Writer. Then click the OK box at the bottom. This will invoke the CutePDF program.

__ When the CutePDF program brings up its dialog box then you can save your converted book by clicking OK. Depending on the length of your book it will take a few moments to convert and save your book. The document your book has become is the same name as it was in MS Word but now has a .PDF extension instead of a .DOC extension on the end of it.

__ If you chose not to use the template provided at my website and you had error messages when the CutePDF program converted your book from MS Word then you can do one of two things. You can either go into the previous Checklist Step and double check the configuration instructions in that checklist or you need to start at the beginning of the book and copy your book into the template provided. If you don't there is no predicting what your book will look like if you upload it to Lulu with formatting errors in it. That's even if it allows you to upload the document at all.

__ You can either double click on the PDF file you created or you can open it from the Adobe Reader program. It doesn't matter which way you choose to view your book in this format.

__ First, scroll through your book on your monitor. You are checking for the formatting and the looks of your book. If there is something you don't like then go back to your book in MS Word and repair it.

__ If your book looks good on the monitor, then print it out on your printer. This time make sure that the printer connected to your PC is the printer selected when you print out your book.

__ Review your entire book from the title page to the very last blank page. If you are happy with how it looks then you are now ready to move to chapter three and design the covers for your book.

Creating Covers

In creating the covers for your book you have several different ways you can choose to design your cover. The first and simplest method is to select one of the covers designed by Lulu. If you select one of her covers and then essentially the only decision you must make is whether or not to have your name and title of the book on that cover. There is nothing you really have to do other than press a few buttons. The second way is to select one of Lulu's designs from her gallery and then download and customize it to your liking. This will involve using the Paint.Net program but is still very simple to do with the checklist and instructions. The third way to go is to create the covers in the Paint. Net. Program and then upload them. A little more complicated but still a very manageable set of work items. The only thing you won't be able to do with all three of these options is too design anything for the spine of the book. If your book is long enough Lulu will allow you to select the text and color for the spine but no custom images. If you really want a custom image on the spine then you would be required to do what they call a one piece cover and that is complicated. It is complicated because there are many variables involved, including calculating the actual spine width of your fin-

ished book. Upon determining those numbers you would then have to tackle making a cover with those numbers correctly factored in, that it is centered in all three sections of the book exterior. This book was written for you to succeed in getting published and for sale onto Amazon therefore I am not going to introduce a topic where I am not 100% confident that I can checklist it and that you could do it without having to struggle or fear that you can do it.

As you might have guessed then the chapter will be divided into three sections addressing the three different types of cover projects. I recommend you review all three sections. Let's get started.

Checklist Step 2.0: Reviewing Lulu's own cover designs.

The decision you must make here is predicated on whether or not you like Lulu's cover designs. In order to do this you must now go to Lulu's website and look over her covers.

__ Go to Lulu's website and scroll down the left hand side banner. Under Book FAQs there is a link to book cover FAQs. Click it.

__ The first answer in the FAQ has a link labeled "View the gallery covers here". Click it. A window will pop up after 15 or 20 seconds showing you all of Lulu's cover designs. Once you have reviewed them you must make a decision as to whether or not you want to use one of them. If you do want to use one of

Lulu's stock covers unmodified, then the only thing you need to know is how to determine Hex color values for your spine and rear cover. Therefore I do recommend that you review the next checklist in order to see some other options available to you and how to determine matching colors for your books spine and rear cover.

Checklist Step 2.1: Modifying Lulu's covers.

If you have found one of Lulu's covers that you really think speaks to your book then let's download it and talk about the issues surrounding using one of Lulu's covers.

__ To download a cover by Lulu, click on the link just below the image labeled "download this cover". It will pop up in a window a few moments.

__ Right click anywhere on the displayed image and another smaller dialogue box will pop up next to your pointer.

__ Select copy image from the window. You have now copied the cover into the memory of your PC. It is not stored anywhere yet so don't shut down your PC till you saved the image in memory.

__ Open the Paint.Net program.

__ Go to heading labeled view. Select it and then select Ruler. You will see a ruler across the top and the left side of your screen in the program.

__ Go back to that same heading and make sure the setting is inches and not pixels. If the pixels entry is checked then click on the inches entry just above it to change what type of numbers the ruler will show you. You will need this to make decisions as to what is centered on your cover.

__ On the headings at the top of the program select Edit.

__ Then select Paste. Just paste, not any of the other option. Once you do this the cover will appear in the paint program. Now that you have the image in the program you can see that is much larger than what you need for a book cover. How did I know this?

__ Go to the menu heading at the top of the program and select “Image” and then select “Resize” from the menu. This will bring up the resolution and the size of the image you have selected. You can see both the pixels and the size in inches. The size you need for our cover is a width of 6.25” by a height of 9.25”. Before you change any of the settings however you need to increase the resolution to 300 pixels per inch.

__ Highlight the 96.00 number already in the resolution box and then type 300.

__ In the Resampling box uncheck maintain aspect ration. If you didn’t do this then when you changed a dimension in the Print Size box the other dimension would automatically change to a size that you don’t

want.

__ Now in the Print Size boxes go to the Width box. Highlight that number and type in 6.25.

__ Now in the Print Size boxes go to the Height box. Highlight that number and type in 9.25.

__ Click Ok and the image was resized for you. I recommend saving that image right now.

__ Click on File and select Save As. When the window appears then you must give your cover image a name.

__ I recommend saving the file as a PNG file for now but you could also save it as a JPG. Lulu will accept either format for your covers. I get nervous with JPG though because it does compression on your image and I don't know if that could affect the image quality. With that your image is now saved onto your PC.

With this paint program you can do many things to that image. You could draw on it. You could paste other images onto it and of course you can title the image anything that strikes your fancy. Just remember that this image is a quarter of inch (0.25") to big for your book. It will be trimmed down when it is printed so make sure that you don't get close to the edge of the image when you are laying it out for use in your book. The second issue that I want you to understand is regarding cover colors. Not the marketing issues but the technical issues. I have read that due to the technology of POD printing that sometimes when darker covers are

selected that you can get a light line where the spine meets the front and back covers. In order to see how bad this issue really is I am going to violate the marketing advice that I have read about and select a dark blue color for the entire outside of the book. You will both know when the book is published if that is a factor in publishing future books. So I didn't go for the nicest looking book cover but the most dangerous one from a POD printing technology perspective.

Let's go over some instructions on how to modify your cover that you saved in the previous step. If you would like to type some words on your cover do the following.

__ In the lower left is a box which allows you to pick colors. In the upper right side that is a box labeled "more". Click on it now. You now see more information about any color you will select.

__ Click on color in the big round circle or from the box beneath that circle in order to select a color for your words that you are going to type on your cover.

__ Click on the symbol that looks like a capital A on the left hand side toolbar labeled "Tools". It is about two thirds of the way down in that toolbar.

__ There is a box labeled "Font" above the image. Select the font you would like to type in.

__ To the right of the Font box is a number box. You can select up to 72 from the box by scrolling down the

right side of it. What I want you to do is now type 140 into that box. This way you will be able to see what you are typing.

__ Move your pointer to the middle of the image and type testing 123. You can now see that text on the image. A few notes for manipulating your text in this program. When you move your pointer over the symbol that looks like a cross, your pointer turns into a hand. When your pointer is a hand you can drag your text anywhere on that image. If you look on the right side of the screen you will see a box labeled “History”. At the bottom of the box is where you can undue what you have just typed. This is very handy for quickly making corrections when you make mistakes.

Hex Color Values:

Pay particular attention to the box on the middle right labeled Hex. When you click on a color either in the big round circle or from the box beneath that circle, the color you selected will produce a specific Hex code as to what that color is. It is displayed in the Colors box whenever you have selected a color. You don't need to know what the hex code is for the letters you typed but you will have to know what colors blend well for your spine and your rear cover. That is because Lulu requires that input the hex value for what colors you want on your covers. The other method they give is to select from a few colors in a box from her website but it really is limited. Don't use that method. Instead use the method where you tell her what hex values you want. To show you how to determine the colors that match your cover and their values let's do the following.

__ Select the Paintbrush symbol for the Tools toolbar.

__ After you have selected the paintbrush you need to increase the brushes size you need in order to see it on the cover. Go to the Brush Width box above the image and select 100. That's really big, you should see this color very easily now.

__ Go to the colors box and select a color you think might look good for the spine of your book.

__ After having selected the color now go to the left side of your image and you will see the pointer turn into a bulls eye. While holding down the left mouse button drag the line all the way down your image. You should see very clearly now if you have found a good complimentary color for your book. If you hate the color go back to the History box and select the undue button and then continue choosing other colors till you have found that you want for your spine. Once you have found that color then write that number down! In fact I would copy it from the Color box and paste it into your book, labeling what that number means. I recommend that you should now paste that hex color value onto the copyright page somewhere. I will include a step later to make sure you have removed that from your book before it goes for publication (**Checklist Step**). Once you have found the perfect color you need for your books cover, you really don't want to loose it.

Checklist Step 2.2: Custom Cover

The reason I had you look at how to manipulate Lulu's cover was so that you didn't have to explain the same material twice in this section as well. You can go straight into making a totally custom image rather simply and quickly now.

__ Open up your paint program and select File and New. In the dialog box that popped up make sure that you change the resolution to 300 and input the values of 9.25" for height and 6.25" for width.

__ You are now looking at a blank canvas so to speak. If you want a color field then select the color you want the color field to be from the Colors box.

__ Then select the paint bucket from the Tools toolbar and move your pointer into the image somewhere.

__ Left click the mouse button and you should see your image get completely repainted the color that you chose for it.

You can do other things too. You have reviewed these possibilities in the previous checklist so no need to repeat them here. There are some other possibilities that I didn't mention though. You can do things like open pictures up into the paint program and copy all or part of them onto your covers. To copy or all or part of another image into your cover image do the following steps.

__ Go to your tools toolbar and select the Rectangle

tool in the left hand corner. Move your pointer into an image that you want to copy.

__ Holding down the left mouse button highlight the areas of the picture you would like to copy. Release when you have the portion of the picture you would like to copy.

__ Go to the Edit menu and select copy.

__ Open up the cover image you want to paste the detail into.

__ Go back to the Edit menu and select paste. You can then move the image around your cover wherever you would like it to be by holding down the left mouse button while you move the detail around.

You can see just how easily you can get very creative for covers that are custom or by modifying Lulu's own cover designs. Since you will need to spend some time here I recommend that you do. I also recommend that you play with the power of the image editing program. I won't detail the functions but it is quite powerful and can do anything that you can think of to an image for you. So explore it so that you are comfortable with it when you really get serious in producing your covers. In the next chapter you will take everything you have created and upload these files to Lulu. I hope you are as excited as I am at this point as you are not very far from ordering your proof copy of your book!

