IngramSpark

Interior Builder Overview

To begin the process of creating your interior, click the “Interior” tab at the top left-hand side of the screen.

- The first thing you will want to do is select the layout of your book. You can scroll through the layouts to see a preview of each one and can see a more detailed sample both in PDF and ebook formats by clicking the sample icons below each layout option. Your interior file will be formatted using the fonts and design elements from the interior layout you select, so take the time you need to review and select the layout that best works for your book.

There are two options for uploading your book’s interior:

Option 1: Upload an Existing Word Document

- To upload your Word document, click “Upload Document”.
- The “File Prep” page provides quick tips about properly formatting your Word document to make this process easier.
- The interior file font and style will match that of the layout you chose to get started.
- The Title page, Table of Contents, and Chapter Headings will be automatically generated within the book building tool, so these should not be duplicated within your Word document.

How to Format Your Document Inside Microsoft Word

1. First, turn on the non-printable characters Word uses to embed spacing and style information. Word makes these characters invisible since they are not normally displayed when printing or sharing your document, but you will need to make them visible prior to uploading the document in the IngramSpark book building tool. To turn on these characters you can click the “Show/Hide” button on the toolbar or press Ctrl+Shift+8 (CMD +8 for Mac users).
2. Next, open the Styles sheet in Word. *Ensure the “Show/Hide” button is activated before you begin formatting each chapter or section title.*
3. Highlight each Chapter or Section title and select “Heading 1” from the Styles menu. *Make sure the return character at the end of the title line is also highlighted prior to formatting your chapter or section titles with the Heading 1 style.*
4. Next, add a page break at the end of every chapter or section of your book. To insert a page

break, place your cursor at the end of each chapter and click the “Page Break” button to insert a page break. If this results in placing a return character above the next chapter or section title, you will probably want to remove it to ensure the title is placed at the top of the page. The book building tool uses these page breaks to divide your book into separate chapters or sections. *You will need to individually format each chapter or section of your book in this way to ensure it is divided correctly when you upload it within the book building tool.*

5. Finally, while images within your book will be uploaded into the book building tool, they often must be reformatted to ensure proper placement. If you have a large number of images within your book, we encourage you to remove the images from your Word document and instead upload the images directly within the book building tool using the “Editing” tool to insert your images at the proper locations throughout your book, along with the captions and photo credits you might choose to use.
6. After saving your Word document, you should now be ready to upload it into the book building tool.

Back within the book building tool, move to the “File Upload” tab and either drag and drop your document within this box or click the browse button to upload it. As you upload your files, you will see them broken into multiple chapters or sections in the box on the right-hand side of the screen.

If there are images you would like to add to your book, you can click the “Add Images” tab to upload them. You will be able to place these images in your book within the book building tool’s “Editing” tool.

Option 2: Create Your Book From Scratch

Click “Edit” to access the “Editing” tool, where you can either create your book from scratch or edit and add to the Word document you previously uploaded. The “Editing” tool is divided into three sections:

- Front Text: table of contents and title page
- Body Text: chapters or sections of your book
- Rear Text: references or an author biography

You can drag any of these individual sections to another part of your book if you feel it fits better somewhere else.

Just above the “Body Text,” you will find preformatted pages that you can easily add to your book as well, including a dedication page, copyright page, and author bio page. These are preformatted for your convenience but can easily be edited using our Editor.

Using the "Editing" Tool

1. To get to the Editor simply click the pencil icon in the section you want to edit.
2. On the left-hand side of the screen you will see the "Edit" page while the right-hand contains the "Preview" page, which is a preview of the layout of your book based on the edits you make.
3. At the top of the "Edit" page you will find:
    - The option to change the format/style of each section of your book. This defaults to "Chapters" as this is the most common book division, but you can also choose from "Notes," "Parts," "Photo Insert," "References," and a "Text Insert." You can click the "Preview" page to preview any of these different styles.
    - The "Content Title" represents how the Chapter or Section title will be presented within the Table of Contents. The "In Contents" switch allows you to select whether or not you want to include this section within the Table of Contents. *This is on by default, as you will normally want to include each section within the Table of Contents of your book.*
    - The icon toolbar functions much the same as a typical word processing program, such as Microsoft Word. You can hover over each icon for a brief explanation of how that icon functions.
    - "Find & Replace" allows you to select a word you'd like to replace throughout the text or in single places within the chapter.
    - The "Styles" menu is similar to what you find in a program like Microsoft Word, and will allow you to properly format your text. This is especially helpful if you are either creating your book from scratch or need to format something you missed if you uploaded a Word document.
    - Note that you can upload another file.
    - You can also change the appearance of your "Chapter Numbers" by using the dropdown menu labeled "Chapter Numbering."
    - To insert an image, place your cursor where you want the image and click the image icon. Our Image Controls allow you to upload an image, choose the image's placement within the text, select the image's size, include a caption for the image, and even offer attribution to the photographer or creator. To insert an image:
        - click the "Upload Image" button
        - select your image for upload
        - click your newly uploaded image

    - select the image's placement within the text
    - click "Insert Image/Apply Changes"
4. Before leaving the Editor, you will need to update the page count of your book in preparation for building your cover. Our cover builder will need to properly calculate the spine width of your book, so keeping the page count up-to-date is very important. Click "Page Count" to update the page count of your book.
5. Save your work by clicking the "Save" button after you make significant changes to the section you're working on, or press "Save & Close" when you are ready to exit the "Edit" page.

Preview Your Book's Interior

1. Click the "Preview Book" tab on the left-hand side of the screen. Here you will see the dropdown menu for changing your book's layout. This allows you to see your book's interior in different layouts to choose the one that's right for you. *Please note: the last layout you leave in the layout menu will be the layout that is used to produce your book.*
2. You can preview a part of your book or the entire interior of your book. Once you've made your selection, click the "Generate Preview" button to create a preview of your book.
3. Now you can scroll through the pages of your book to see what it will look like once printed. *You can skip directly to any page in your book by typing in a page number and pressing the "Return" key on your keyboard.*