

# Technical

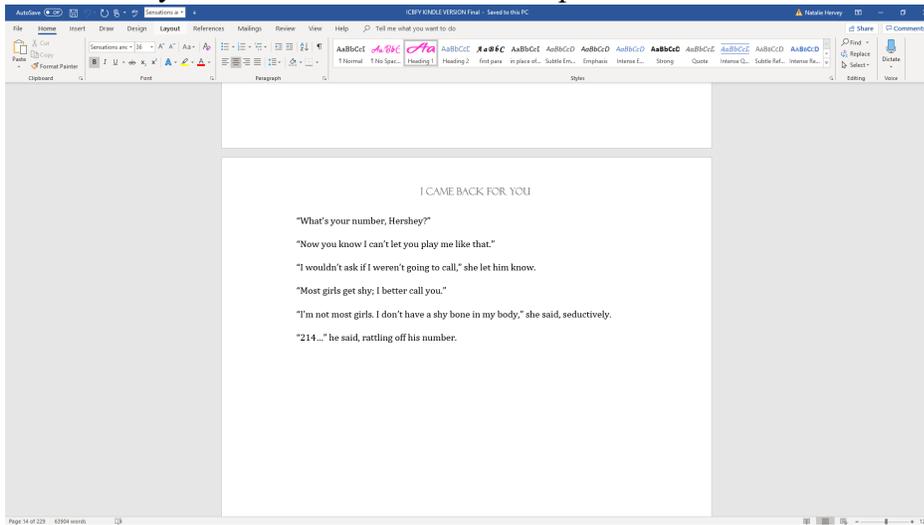
- **Inserting a section break in Microsoft Word**
- **Transforming an E-Book cover into a paperback cover**

# Inserting a Section Break in Microsoft Word

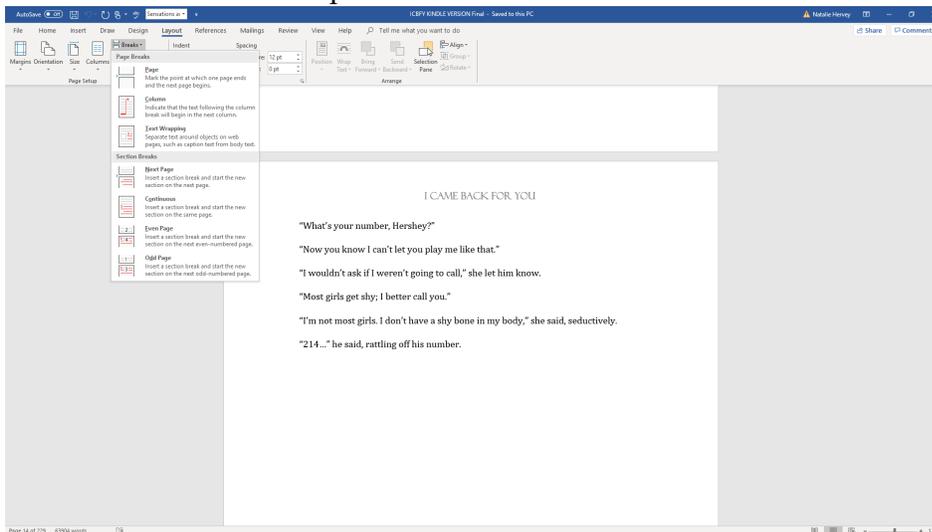
In the writing industry section breaks are used when formatting a paperback book. The section break relays the message that the new page will have a different page layout than the current page. For example, the first few pages of a novel will not have a page number or a header, but the other pages will. Likewise, when starting a new chapter in a book, a section break is used so the page number and header aren't visible.

Below are instructions for how to insert a section break when starting a new chapter.

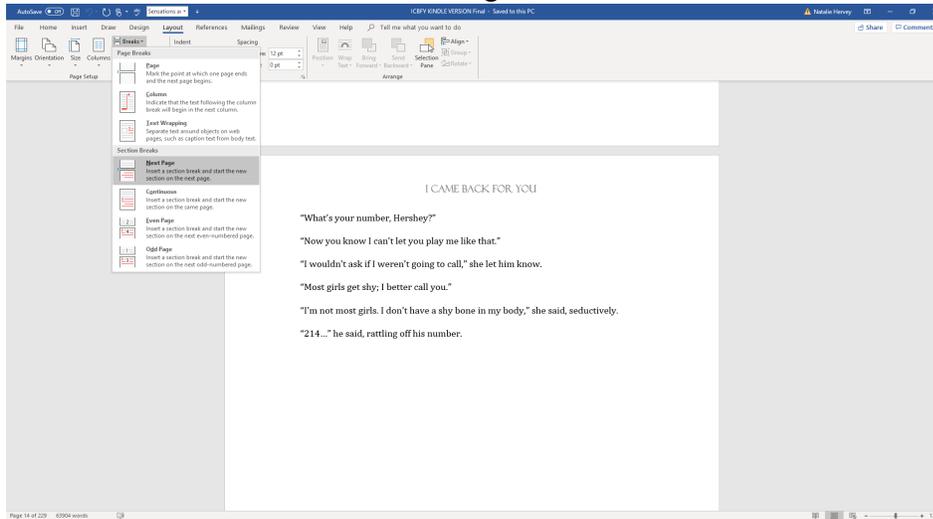
## 1. Click 'Layout' from the tool bar at the top of the screen.



## 2. Select the 'Breaks' dropdown.



### 3. Scroll down and click the 'Next Page' command.



### 4. Clicking 'Next Page' will insert the section break and jump to the next page. As you can see, there is no page number or header.



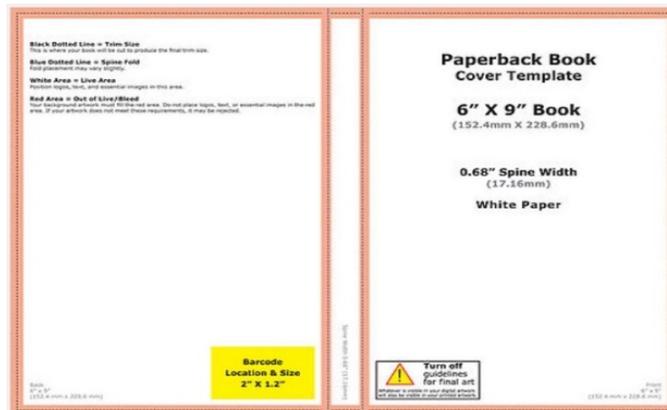
# Transforming an E-book Cover into a Paperback Cover with Kindle Direct Publishing

## Material:

E-book cover  
Adobe Photoshop  
Barcode

## Download The Template

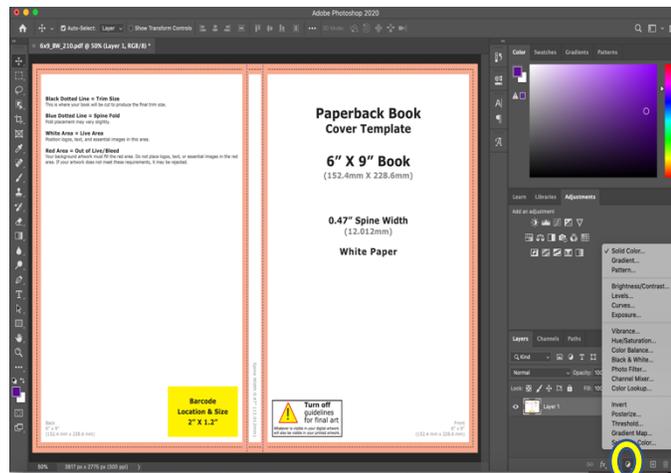
You can download the Paperback Book Cover Template at [https://kdp.amazon.com/en\\_US/cover-templates](https://kdp.amazon.com/en_US/cover-templates). You will need to know the trim size and page count of the book. The trim size refers to the size of the book, and the page count determines the size of the spine for the book. After inputting the specifications, download and save the template.



Template from Amazon.com

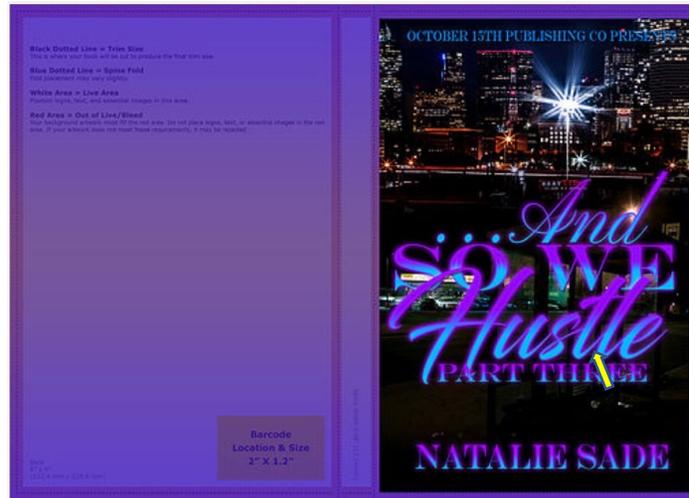
## Create The Cover

Open the cover in Adobe Photoshop and pick a color for your paperback.

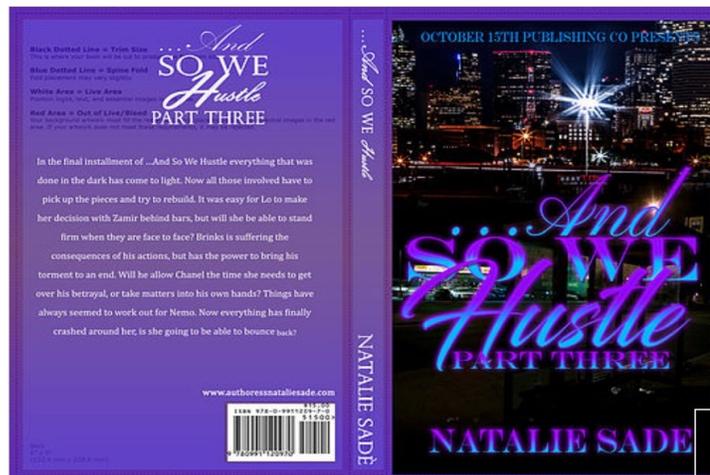


## Insert the E-book cover

After selecting the color, add the E-book cover to the right side of the template.



From Adobe Photoshop, lighten the Opacity (found on the bottom right-hand side) of the color. Now that the bleed lines (the red/orange lines) are visible, be sure to stay within them. It is important that no text, logos, or essential photos cross those lines because they can be cut off during the printing process.



## Add the synopsis, spine text, and barcode

- The synopsis should be centered and big enough for potential buyers to read.
- For the spine text, you will add the title and author's name. Use the Move tool (the first tool in the tool bar on the left-side of Adobe Photoshop) to turn the text sideways at a 90 degree angle. Place it between the lines of the spine.
- Add a white box over the barcode location and place your barcode on top of it.

After double checking to ensure none of the text, photos, etc. are in the bleed lines, click the “eye” beside the cover template on the right-hand side of Adobe Photoshop. This will hide the template leaving you with the finished product. Save the file as a PDF.

