

Instantly Create Professional eBooks

Designer  
Graphics

Premium

Book

TEMPLATES



**Easily  
Make Books  
in Minutes!**

**Save Time with  
MS Word Format  
Designer Templates**

**BookLoops**

**Loaded with Quick Options!**

[www.booktemplate.org](http://www.booktemplate.org)

**This Premium Book Template** is designed for books that will be printed either by POD (Print On Demand) services or for large quantities by commercial book printer.

This book template has been created by [booktemplate.org](http://booktemplate.org) for authors, book publishers, self publishers, and beginners. This is far more than a run of the mill template with directions, tips, and links for easily creating and bringing books to the marketplace.

- Easy to use MSWord format
- Instantly covert to a PDF file
- Save tons of time
- Loaded with Quick Reference Options

You can add, edit, or eliminate pages, headers, footers, sections, or headings.

Edit Any Way You Like  
Use Your Template Again and Again

Create an appealing professional book  
that people want to buy.



# Book

## Master Premium Template 202

### Cover Graphics

5.5x8.5" (139.7 mm x 215.9 mm)

Your book cover will influence buying decisions and represents you. People judge books by the cover. If you are not a graphic designer then investing in a great cover is a wise decision. Your book cover is usually the first thing people see about your book and will appear in ads and on your website.

Having a matching header or including the title in your header as in this template maintains a consistent quality and message for your reader throughout the book.

[Click here for a custom book cover](#),  
custom header graphics, or other book graphics.

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**Note:** Open this template as a document and delete the instructions and tips within as you create your book and delete or write in each section.

Insert Your Book Title Here

## Testimonials

**Testimonials** can lend credence to your book, boost your reputation, and help you make sales. You can include them here at the front of the book, on your cover, on your website, and in other advertising. Testimonial (**examples only**) and format:

*“This is the perfect template and information source for authors and publishers who want to quickly produce professional books.” - J.K. Rowling*

*“I wish I had these templates available when I first began writing.” - Dean Koontz*

*“This is great for authors or anyone looking to easily create their own books.” - Oprah Winfrey*

You can write sample endorsements such as these for your book and send them to people along with a copy of your book and politely request their signature. While you might not get testimonials from every one you would like, you can get testimonials from well known people. Complimentary remarks by celebrities help sell books. Word-of-mouth is powerful and influential energy. Your hype about your own products or books often sounds self-serving and self-promotional. However, when a celebrity or high profile prestigious person talks, people listen.

Find out how you can get celebrity [book testimonials](#) and other prestigious endorsements for your book.

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## **Title Page**

Insert Your Book Title Here

Book Sub Title

*Author*

**The title page** lists the full title and subtitle of the book. This page may also include the name of the author or editor, the publisher, whether this is an original or revised edition, location of the publisher and the date published.

A book title is a critical factor for the success of a book. Consider your subject matter, topic, book type, audience, message, and marketing when you create your title and subtitle. Review book titles on bestseller lists and in your genre.

Insert Your Book Title Here

## Copyright Page

**Your copyright page** contains the critical information needed to protect your work. This page should show the copyright notice as follows:

Title:

Subtitle:

Author:

Published by: (Your name or company name, website and additional contact information)

All rights reserved. No part of this book may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without written permission from the author, except for the inclusion of brief quotations in a review.

ISBN: (International Standard Book Number) Not always required for marketing your own book.

Library of Congress Number

Copyright © 2011 by (Your name):

First Edition, 2011

Published in (Your Country)

Find out about [self publishing](#) and ISBNs.

Insert Your Book Title Here

## **The Dedication Page**

**The dedication page** is where you offer praise to associates, family, or friends for inspiration and support for support while writing this book. You can also acknowledge any individual or organization that provided you with financial support for this endeavor.

Note: As with all sections throughout this template you can omit the dedication or delete the description and create your own.

Insert Your Book Title Here

## **Epigraph**

**An epigraph** is a phrase, quotation, or poem. The epigraph can serve to set the tone of the book, as a preface, a summary, a counter-example, or to connect the other works to encourage comparison or enlist a conventional context.

Note: As with all sections throughout your document you can omit the epigraph or delete the description and create your own.

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## **Disclaimer**

**Disclaimers** do not necessarily provide protection against claims though adding a disclaimer cannot hurt. The following is provided as a **sample only** and you should consult with an attorney for your specific disclaimer needs or if you have questions regarding a disclaimer. There have been rulings that state an alternative or option must be provided for buyers if they refuse to abide by a disclaimer. The last sentence in the following example serves that purpose:

This book is designed to provide information on \_\_\_\_\_ only. This information is provided and sold with the knowledge that the publisher and author do not offer any legal or other professional advice. In the case of a need for any such expertise consult with the appropriate professional. This book does not contain all information available on the subject. This book has not been created to be specific to any individual's or organizations' situation or needs. Every effort has been made to make this book as accurate as possible. However, there may be typographical and or content errors. Therefore, this book should serve only as a general guide and not as the ultimate source of subject information. This book contains information that might be dated and is intended only to educate and entertain. The author and publisher shall have no liability or responsibility to any person or entity regarding any loss or damage incurred, or alleged to have incurred, directly or indirectly, by the information contained in this book. You hereby agree to be bound by this disclaimer or you may return this book within the guarantee time period for a full refund.

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## **Foreword**

**The foreword** is positioned on the right-hand side and this is a pitch for the book written by someone other than the author. If possible have a recognized expert on the book's subject or in the field contribute the forward. This is prestigious and can add clout to your book.

You can write a sample foreword for review by possible contributors. If your foreword is well written they will sometimes add their signature and you are ready to go. If your contributor is well known you might add a note on your cover, website, or other advertising that states: "Foreword by (his or her name.)"

Insert Your Book Title Here

## **Acknowledgements**

**A book acknowledgement** is the page dedicated to thanking the individuals and organizations that helped you get your book written and published. In addition to showing your appreciation acknowledgments are a terrific opportunity for marketing your book.

Make a list of each person who in any way inspired you, contributed to your knowledge, influenced you, or helped you in the creation of this book. Send each one of them a thank you note and a copy of your book letting them know their name is under the acknowledgments. They will spread the word about your book. Also make note of anyone who provided cover graphics or specific illustrations.

There are two accepted spellings of the word: acknowledgement and acknowledgment. Also double check the spelling of the names of the people and organizations you acknowledge.

Sample dedication formats:

I wish to personally thank the following people for their contributions to my inspiration and knowledge and other help in creating this book:

Thank you to the following individuals who without their contributions and support this book would not have been written:

See more about:

[how to write a book acknowledgement.](#)

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## **Table of Contents**

Chapter One: How to Use This Template .....	14
Chapter Two: Book Cover.....	16
How to Insert a Cover Graphic Into This Document.....	16
Chapter Three: Headings and Quotes.....	17
Heading 2 .....	17
Heading 3 .....	17
Heading 4.....	17
Chapter Four: Pictures.....	18
Chapter Five: Tables .....	19
Chapter Six: Graphics.....	20
Chapter Seven: Writing .....	21
Chapter Eight: Book Printing .....	22
Chapter Nine: Marketing.....	23
Appendix.....	24
Glossary.....	25
Bibliography .....	26
Recommended Reading.....	28
Index .....	29
About the Author .....	30
More Books and Products by the Author.....	31
Contact Information.....	32
Final Steps for Creating Books with this Template ...	34

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### **Working with the Table of Contents**

You can hold down the “Control” button on your keyboard and simultaneously click your mouse on a heading in the table of contents to move about within your Word book file.

**Note:** The table of contents can be updated automatically as you make changes. Right click anywhere on the table of contents and select update. By changing the “Chapter” headings and sub headings throughout the book to your chosen titles, and keeping the table of contents updated periodically while you work, you can refer to the table of contents as an outline.

When your book is complete make sure you update the table of contents and index if you choose to include one, before converting your book to another file type for printing, sale, or distribution. (Delete these instructions and others when creating your book.)

Note: Open this template as a new document and delete all links and instructions as you are creating your book. This template is sold for private use only and may not be distributed or resold as a template.

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# Chapter One: How to Use This Template

This exciting book template from BookLoops ([booktemplate.org](http://booktemplate.org)) has been designed after years of writing, creating, publishing, and marketing thousands of books. This attractive template and graphics have been created with ease of use for the writer, creator, or publisher and an optimized experience for your reader. The instructions and book creating and publishing information have been included to help you produce professional books.

Whether you are an experienced professional writer or this is your first book this template is for you. The design saves tons of time, creates product consistency for the professional and is easy for the beginner to use.

This template design is best suited for print whether a standard print run or POD (Print on Demand.)

A document created with this template can be easily converted to a PDF file while maintaining fonts and formatting. You can also visit our website for help with [file conversions](#) to convert a document created with this template to another file type.

There are live links for help in this template for you but keep in mind that any URLs you include will not be live in a printed document. If you need a template for an eBook please see our website: [booktemplate.org](http://booktemplate.org) In Word hold down the 'Control Button' on your keyboard and click on a link in this book to get information.

The table of contents and index are live links and need to be updated as you create your book. You can hold down the "Control" button on your keyboard and simultaneously click your mouse on a heading in the table of contents to move about within your book.

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Again, when you print this document the Table of Contents will not be live.

See Chapter Two for instructions on how to insert a different cover graphic.

**IMPORTANT:** Always make sure you open this template as a document. The elements of a document created with this template can be changed. You can edit, replace, or delete the sample text, headings, tables, graphics, pictures, text boxes and so on. You can also change the fonts and sizes and save as a new style. Any changes made and saved when opening this file as a template will permanently change the template.

There are instructions throughout this template and at the end under the heading: [Final Steps for Creating Books with this Template](#).

If you need writing help see [book writing and resources](#).

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## **Chapter Two: Book Cover**

Your book cover will influence buying decisions and represents you. People judge books by the cover. Your book cover is usually the first thing people see about your book and will appear in ads and on your website.

[Order a custom book cover.](#)

(In Word hold down the control button and click links.)

### **How to Insert a Cover Graphic Into This Document**

In Word place your cursor on the cover page and choose “Insert” then “Picture.” Choose the picture on your computer that you want to use for the cover graphic.

Then choose “Format” from the main menu and then “Position” and place the cover in the center. If the cover is hiding your text then highlight or select the picture then choose “Format” then “Send to Back” and then “Send Behind Text.” You can resize the picture or cover graphic to fit the page if needed. Cover art can be adjusted to fit the page by choosing a corner of the graphic and stretching to size.

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## **Chapter Three: Headings and Quotes**

*“Either write something worth reading or do something worth writing.”*

- Benjamin Franklin

**Tip:** Adding a relevant quotation by a well known person at the beginning of each chapter can be though provoking and provide credence. Quotes are allowable to reprint when attributed to the originator so include the person’s name. Select a quote that expresses the theme of your chapter.

Headings:

Chapter titles are: Heading 1 style.

You can use the following styles for subheadings in your chapters:

### **Heading 2**

#### **Heading 3**

#### *Heading 4*

See the Table of Contents for how these headings appear in a tier formation.

Insert Your Book Title Here

## Chapter Four: Pictures



Pictures can greatly enhance your reader's experience and are easy to insert anywhere in this template.

## Chapter Five: Tables

Some people conceive concepts and learn better from visual aids. Tables present information in a different way and can make your points easier for people to understand.

Sample Table:

<b>City or Town</b>	<b>Point A</b>	<b>Point B</b>	<b>Point C</b>	<b>Point D</b>	<b>Point E</b>
<b>Point A</b>	—				
<b>Point B</b>	87	—			
<b>Point C</b>	64	56	—		
<b>Point D</b>	37	32	91	—	
<b>Point E</b>	93	35	54	43	—

Sample Table

## Chapter Six: Graphics

If you are using MSWord 2007 or a later version you can add “smart art” graphics to your book to further express your points visually as the example below demonstrates. Or you can produce a graphic in another program and insert that.



Insert Your Book Title Here

## **Chapter Seven: Writing**

Learn about writing styles, formats, [book writing](#), and writer resources.

(In Word hold down the control button and click link.)

Insert Your Book Title Here

## Chapter Eight: Book Printing

There are several options for printing your book.

**Quantity Printing:** A quantity for an economical print run will vary by region. In the US, for example, most print price breaks begin at between 2,000 and 3,000 copies.

Beware of the ‘book job printers.’ These are general printers who will also print books. They often do not produce high quality books.

There are only a few dozen actual book printers in the US. See more information on [book printers and book printing](#).

Use an RFQ from (Request for Quote form) to submit to book printers and get quotes for a quantity print run (usually 2,500 books or more.)

**Print On Demand:** There are now numerous choices for short run printing or small quantities. While the cost per copy is usually significantly more than quantity printing through a bonafide book printer, the convenience for almost instant small quantities can be desirable.

This book template is designed to be adapted to the requirements of most printing services with all the flexibility and options of Word. You can change styles, fonts, margins and so on to suit your needs.

See more about [print on demand](#).

Insert Your Book Title Here

## **Chapter Nine: Marketing**

You can see more about [book marketing](#) here.

To create additional chapters type the chapter name at the top of the page where you want to begin and format the chapter name as Heading 1.

Insert Your Book Title Here

## **Appendix**

**The appendix** contains relevant lists and resources such as reference books, reports, website URLs, associations, conferences, video URLs, forms, and so on. The appendix can be multiple sections. An appendix can add value for your readers.

### **Resources**

As with all sections you can omit this one or delete the description and create your own appendix.

Insert Your Book Title Here

## Glossary

**The glossary** is an alphabetical list of terms and definitions specific to your subject matter.

Sample entry:

**book template** - A predesigned set of values in a software program or in printed form for creating books to certain specifications. These specifications can include font sizes and styles, line spacing, paragraph settings, indentions, margins, screen or paper size, heading and footer styles, colors, page numbering, custom created graphics, special information, and more. They can also include specific sections such as a cover page, foreword, copyright page, table of contents, index, glossary, appendix, about the author page and so on.

As with all sections you can omit this one or delete the description and create your own glossary.

Insert Your Book Title Here

## **Bibliography**

**The bibliography** is an alphabetical list of the reference materials or sources used to create this book. Sources are alphabetized by author or, if no author is given, by title and then the second or third lines are indented (MLA style.) Here are sample listings for each type of reference:

### **BOOKS:**

One Author:

Tomlin, Terrance. *To Be Happy*. New York: Simon and Schuster, 1988.

More than One Author:

Cooper, Doris K. and Timothy M. Cooper. *My Last Day of Being Fat*. Townville, PA: Troubadour Press, 1991.

No Author Given:

*The Earth as I See It*. Washington, DC: National Geographic Society, 2002.

### **PERIODICALS:**

Smith, Sally. "A Dogs' Life." *Newsweek* 4 Oct. 2001: 65.

"A Walk Across the Antarctic: Part II." *National Geographic* August, 1988: 52.

PERIODICALS ONLINE:

Walls, Horace. "Horse Racing" *Newsweek* 28 December 2004. Telecom, 18 March 2007  
<<http://fasterhorses.telecomgroup.com>>.

### **NEWSPAPER:**

Collins, Bryan. "Single and Happy." *New York Times* 21 November 2007: 20.

"Low Cholesterol Life." *Providence Journal-Bulletin* 17 May 20010: A6.

ENCYCLOPEDIA ARTICLES: Print and Online:

"Animal Study." *World Book Encyclopedia*. 2001 edition.

Insert Your Book Title Here

Penn, Joseph. "The Green Home." Book of Popular Science. 2005.

"Wyoming." World Book. 2 May 2006.

<<http://www.worldbookonline>>.

**PAMPHLET:** (Usually the same as book with no author given)

Healthy Breathing. Providence, Rhode Island: American Lung Association, 2011.

**TELEVISION PROGRAM:**

"Inside India." WSFE, Channel 17, Providence, Rhode Island. August 21, 2005.

**INTERVIEW:**

Plain, Sarah. Telephone interview. April 4, 2010.

**ONLINE SERVICES and the WEB:**

Gordon, Daniel. "Green Rain." 20 March 2007

<<http://www.evergreensources.com/pollution/greenrain.html>>.

"Plant Care." 28 February 2008.

<<http://www.sciences.com/scidata/plantcare/edu.html>>.

As with all sections you can omit this sample biography or delete the description and create your bibliography.

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## **Recommended Reading**

While not all books include a “Recommended Reading” section, this is another opportunity to help your readers, promote your own materials, and drive traffic to your websites by printing your URLs here.

As with all sections you can omit this one or delete the description and create your recommended reading list.

## Index

**The index** helps your readers locate specific information within your book. This is located at the back or end of the book for easy reference. In Word, click on “References” and then “Mark Entry” and go through the book marking where the word appears. You can mark the word one time and select “Mark All” and each page number where the word appears will be in your index next to the word.

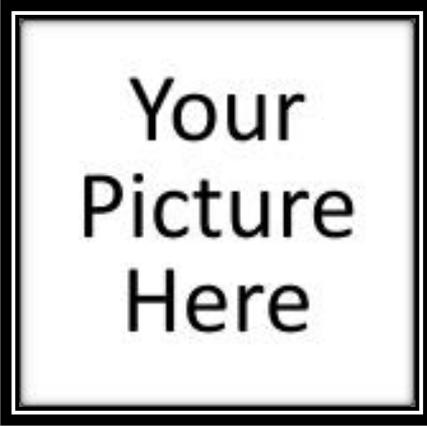
List all the main headings, subheadings and words readers might look for. A good rule of thumb is to mark people, places, things, ideas, formulas, and subject specific words for your index. Then to build your index come back to this page and choose “Insert Index” (also under “References.”)

**IMPORTANT:** The index must be updated every time after you make changes in the book. Before you convert your book to a PDF, print file or other finish format, make sure the last thing you do is update your Table of Contents and Index.

As with all sections you can omit this one or delete the description and create your own index.

Insert Your Book Title Here

## About the Author



Delete the picture box and replace with your picture. Include your profile information as is relevant to this book.

As you create your 'about the author' epitome, focus on your purpose. This is your opportunity to establish yourself as an expert in your field,

share additional information, and connect with your readers. You can include URLs for your website, social networking profiles, and publications about you or that you have written.

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## More Books and Products by the Author



Using color costs more with some types of printing. You can take advantage of both here to present an already interested reader in your additional books and products.

You can create full color graphic descriptions here of your books and products.

**Tip:** If you provide services such as consulting you can also mention this here with the URL or your web page that further describes what you offer.

As with all sections you can omit this one or delete the description and create your own books, products, or description of services you offer here.

[Click here if you need a custom graphic book cover.](#)

Insert Your Book Title Here

## **Contact Information**

Company Name:

Author:

Address:

Visit our website:

Email:

Phone:

Fax:

Twitter:

Facebook:

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# ORDER FORM

Name \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Visa \_\_\_ MC \_\_\_ Am Express \_\_\_

Card # \_\_\_\_\_

Exp \_\_\_\_\_ Card Security Code \_\_\_\_\_

Product	Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
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Total \_\_\_\_\_  
Shipping \_\_\_\_\_  
CA Tax \_\_\_\_\_  
Grand Total \_\_\_\_\_

Fax to:  
Call:  
Email:  
Website:  
Address City, State Zip

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## **Final Steps for Creating Books with this Template**

Proofreading: Because our minds have been programmed to autocorrect reading, proofreading requires more than one pair of eyes. Spell check does not catch all errors so read for sentence structure, meaning of words, and grammar errors.

Scan through your book and check for any tails and edit. A tail is when something is split between two pages such as a table, or an image on one page and the caption on the next, or headings left at the bottom of a page while the paragraph text starts on the next page.

Certain pages are sometimes purposely left blank so that Chapter Headings always start on the right or odd number pages, or by book printers in order to make a large print run economical due to the sort of printing method being used. Check with your printer for these specifications.

Again make sure you update the table of contents and index if you choose to include one, before converting your book to another file type for printing. See more about [file conversion](#).

Hold down the control button and click links below to get help with:

[Cover and Header Graphics](#)

[File Conversion](#)

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Please let us know if you need additional help, how you have used this template, or if you have any other questions or suggestions for us.

We would love to hear from you.

Thank you,

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[contact@booktemplate.org](mailto:contact@booktemplate.org)

**Remove Instructions:** Delete this section and all template instructions and hyperlinks that were included in your document from this template.

# Back Cover

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