

## Steps To Walk Through For Publishing on Lulu

### Check Off As You Complete each Step

#### Sign up and Login to your account on Lulu.com

Click on **My Projects** tab Top Right

On the Left -Under **Start a New Project**

- Click *paperback book*
- Click *standard paperback*
- Click *US trade 6 x 9*
- Click **Download Template** and save it on your computer

**Now go back and copy and paste your story file onto the Template**

#### **Format The New Template Doc by:**

- **Do you have 32 pages?** If not cut and paste another story from your writing to make up the difference OR add lots of blank sheets!
- Make sure your document is 12 point font and 1.5 line spacing
- Select Control A – after it's all highlighted, Click **Justify**-under paragraph
- Number the pages in footer
- Add a title page –example on the next several pages
- Add a copyright page on the back of the title page-example on next several pages
- Add a table of contents if it applies
- Add a blank page behind the table of contents page

- Scroll through each page and make sure it starts where it should and ends where it should- most chapters start in the middle of the page and the first paragraph in each CHAPTER is not indented.
- Run a spell check
- Save as a **PDF IMPORTANT CLICK PDF OPTIONS and THEN CLICK IOS to embed fonts**

Now you are all ready to upload the Formatted PDF File

**Go Back to Lulu.com same page**

- Click ***Make this Book***
- Fill In Information and Click on ***Make Only Available To Me***
- Click **save and continue on bottom right**
- Click **upload file on bottom left – find your file –then hit upload**
- Click **do not add an ISBN number Save and Continue**
- Click **Make Print Ready File**
- **Download your file and review it**
- **Click Save and Continue**

**Now that you are in Cover Wizard**

- Scroll through top and **make your selections** for background, layout and theme
- Click far right **MIDDLE ORANGE BUTTON-ADD IMAGES**
- **Upload** photos of your choice for the cover –**Click Done to upload**
- **Drag and drop from Image Area into your cover**
- Select Title area and type in title
- Tinker with Colors, Fonts and Photos
- Select Back Cover Text – Add in a summary and make it appealing
- Click Save upper left

- When you have everything laid out the way you want for your cover, click **save and continue**
- Click **Make Print Ready File**
- **Save and Continue**
- **Preview your book stats –this is where you can edit anything before it is complete**
- **Click Save and Continue**

**Example for copyright page**

*Isabel's Secret* by Jan May

Copyright 2014 by Jan May

All rights reserved. No part of this book may be used or reproduced in any manner, whatsoever, without written permission, except where noted in text.

New Millennium Girl Books

690 Laurel Drive

Aurora, IL 60506

Printed in the United States of America

First Edition

by New Millennium Girl Books

Cover by Julianna Davis

**Example for Title Page**

**Isabel's Secret**

**by**

**Jan May**

**Publisher Name (Make one Up!)**