

Using CreateSpace's Formatted Templates

The formatted interior templates provide a basic layout for your book's interior. Copy and paste your book's content into the template by section, such as the front matter (title page, acknowledgements page, etc.), chapters and back matter.

To add your manuscript to our interior templates:

1. Highlight the placeholder text of one section in the template.
2. From your manuscript, copy the section of text you want added to the template.
3. Go back to the template and paste the text into the highlighted area. Alternatively, you may type text directly in the placeholder text area.
4. Repeat the above steps for each section of the template.

Note: Do not paste your entire manuscript into the template using *Control+A* or *Command+A* on your keyboard to "select all." Doing so may alter the format structure of the template, such as the margins, page size, headers and page numbers.

Other Tips for Using Formatted Templates:

The Contents page contains ten chapters. To add more chapters to the Contents page:

1. Place your cursor after the Chapter Ten page number
2. Hit *Tab* on your computer's keyboard to add a new row
3. Continue hitting *Tab* until you have created the desired number of rows

The headers provide the author name on left-facing pages and the book title name on right-facing pages. To change the header text:

1. In the template, navigate to the **Insert** tab
2. Select *Header*
3. Click *Edit Header*
4. Re-type your desired header text

The body of the formatted templates contains ten chapters. To add chapters to the body:

1. In the template, navigate to the **Page Layout** tab
2. Select *Breaks* and insert a *Next Page* section break at the end of the template's last chapter
3. Highlight the previous chapter and copy the placeholder text
4. Paste the chapter onto the new page that you created in step 1

We want to hear about your experience with our interior templates. Send us your [feedback](#).