

Click to verify

























Book Formatting Format Your Paperback Paperback and Hardcover Manuscript Templates To help you format your manuscript, we created templates in Microsoft Word. For the best results, follow the instructions in this guide. Depending on your book, some steps may be unnecessary (for example, if your book doesn't have images). Video: Templates for paperback formatting: Decide what kind of template you want and find your trim size. You can download blank templates or templates with sample content. The blank templates have the page size and margins set. The templates with sample content include formatted front matter (e.g., title page, table of contents) and chapters with placeholder text. Customize the parts you want to keep, and delete the sections you don't. The most common trim size for paperbacks in the US is 6" x 9" (15.24 x 22.86 cm), but you have several trim size options. If you're unsure which size to pick, find books with content similar to yours to get an idea of what readers expect. To find your template, click Download and open the ZIP folder. Choose your language and trim size. Important: Make sure to remove any template sample text from your final manuscript. If there is remaining template text in your manuscript, you may receive an error on upload, or your manuscript may be rejected on review. Download (Blank templates) Download (Templates with sample content) NEW - Use Amazon Endure, our custom font, specifically designed to reduce your page count and save you money on printing costs. For information on printing costs, visit Color Ink Options. Note that this font is currently not available in Japanese, Kanji, or Cyrillic characters. Download (Amazon Endure Font) Download(Templates with Amazon Endure Font) Note:Only blank templates are available for Japanese.If your book contains bleed or is written in Japanese, please convert your file to a PDF before uploading to KDP.If your manuscript contains images or graphics that bleed to the edge of the page, you'll need to increase the trim size. Visit Set Trim Size, Bleed, and Margins for more information. ^ Back to top Tips for formatting front matter: Copy and paste. If you copy content from another document and paste it into the template, the formatting may transfer and require correction. ISBN. You can add an International Standard Book Number (ISBN) to your copyright page if you want, but it's not required. If you do add it, make sure it matches the number assigned to your book. If you add the number, format it like this: 978-X-XXXX-XXXX-X. Table of contents. Add the page numbers later. When you insert your book content into the chapters, the page numbers will shift. Placeholder text. Before you start customizing the chapter pages, check that there's no placeholder text left in your front matter. If you don't want to keep a front matter section, you'll need to delete the placeholder text and the section itself: Go to the Home tab in Word. In the "Paragraph" section, turn on the Show/Hide button (¶). This will help you see where section breaks begin. Highlight the placeholder text in the section you want to remove. Hit the Delete key. Place your cursor in front of the Section Break marker. Hit the Delete key. ^ Back to top Tips for formatting chapter pages: Add or delete chapters. As a first step, we recommend that you update the template to include the numbers of chapters you want. To add chapters: Highlight and copy the last chapter. Put your cursor at the end of the last chapter. Hit the Enter key. Paste the copied text. Put your cursor at end of the second to last chapter. Go to the Insert tab. In the "Pages" section, click Page Break. Hit the Enter key to insert space above the last chapter title. Note sure how much space to insert? See the other chapters to compare. To delete chapters: Highlight the chapter you want to delete and hit the Backspace key. Customize headers. After you add or delete chapters, update the headers. To replace the placeholder text for the book title (odd pages) and author name (even pages) with your information: Double-click on the header. Highlight the placeholder text and hit the Delete key. Add your information, including additional formatting (e.g., font). Make sure the title and author name match exactly what you enter during title setup. Double-click on the chapter text to leave the header. Copy and paste. Again, if you copy content from another document and paste it into the template, the formatting may transfer and require correction. Placeholder text. When you're done formatting your chapters, check that there's no placeholder text left. If there is, customize or remove it. ^About the Author. At the end of the template, there's a formatted page for your author biography. If you want to keep it, customize it. If not, remove it. ^ Back to top After you finish customizing the rest of your book, find the page numbers on which each chapter begins. Then add them to the table of contents page. ^ Back to top Customize or remove all placeholders. Check one last time for remaining placeholder text. When you upload your book, it goes through our review process and may be rejected if it contains placeholder text.Book details. Does the information in your file (e.g., book title, author name) exactly match the book details you entered during title setup? Check your title page and headers to see if your information matches.Images. If you want to add images to your book, they should be high resolution. High resolution refers to the number of dots per inch (DPI) an image has. The more dots or pixels an image has, the clearer it will be. High-resolution images have at least 300 (DPI). Learn more about creating high-resolution images.Legibility. Can customers easily read the text in your manuscript? Text should be at least 7-point font, not cut off, or overlapped by other elements. Also, make sure the text doesn't blend into the background. This may happen if the text and background colors are too similar.Save as PDF. For the best results, save your formatted manuscript as a PDF. When saving, make sure to embed the fonts. Want to preview your paperback before making it available to customers? Order a proof copy. ^ Back to top Was this article helpful? Yes | NoThe survey is hosted by Qualtrics, so you'll visit their site to fill it out. Formatting your book doesn't have to be overwhelming. Whether you're writing a novel, journal, textbook, or workbook, the right template can save you hours of frustration and help you create something that looks truly professional. In this guide, you'll find over 50 trusted sources—free and paid—for book templates across every major platform, format, and publishing goal. Get Our 6" x 9" Pre-Formatted Book Template for Word or Mac We will send you a Book Template for US Trade (standard paperback size). Microsoft Word and Google Docs remain two of the most accessible tools for drafting and formatting a book, especially for authors who want full control without learning complex software. These platforms are ideal for basic manuscript formatting, and many services provide free or low-cost templates specifically designed to meet publishing standards. Whether you're preparing your book for print-on-demand, self-publishing an ebook, or just looking for a clean writing layout, the options below offer a solid starting point. Microsoft's template gallery includes dozens of pre-formatted book templates for Word. You'll find designs for novels, memoirs, workbooks, and more. The templates are easy to customize and compatible with most modern versions of Microsoft Word. Microsoft Create - Writing Templates Best for: Authors who want free, attractive Word templates with no learning curve. Google Docs offers a built-in template gallery with options for reports, essays, and some basic book layouts. While fewer in number than Word's, these templates are ideal for collaborative writing or cloud-based editing. Google Docs Template Gallery Best for: Writers working in teams or those who prefer to draft entirely in the cloud. TheGoodDocs offers over 200 downloadable book templates, many of which are available in both Google Docs and Word formats. Templates are organized by genre and purpose, including fiction, nonfiction, and illustrated formats. Book Templates - TheGoodDocs Best for: Authors seeking genre-specific layouts in either Word or Google Docs. Template.net provides a wide range of downloadable book templates for Word, Google Docs, Pages, and more. Many are designed for commercial or educational use, and new templates are added regularly. Some files are free, while others require a subscription. Template.net - Book Templates Best for: Users who want variety in style and format across multiple platforms. Amazon KDP offers downloadable DOCX and PDF templates for every supported trim size. These templates come with placeholder text and pre-set margins to help authors avoid formatting issues during the upload process. KDP Paperback & Hardcover Templates Best for: Self-publishers preparing a book specifically for Amazon KDP. Lulu's free publishing toolkit includes Word templates for every standard trim size they support. Each download also includes layout guides for covers and instructions for working with print-ready files. Best for: Authors publishing through Lulu who want print-safe Word templates. Curated by publishing expert Joel Friedlander, this site offers professional, genre-specific templates for Word and Apple Pages. Each template includes detailed instructions, pre-set styles, and is designed to work for both print and digital formats. These are premium templates. BookDesignTemplates - Word & Pages Templates Best for: Authors who want polished, industry-standard formatting and are willing to invest in quality design. When you upload a Word manuscript to Draft2Digital, you can apply one of their pre-formatted style sheets during conversion to EPUB. These templates are automated but can give your ebook a professional appearance with minimal effort. Draft2Digital Template Options Best for: Authors converting a Word doc into a well-formatted ebook quickly. While not a template in the traditional sense, Smashwords offers a comprehensive style guide with downloadable Word files that show how to format for their platform. These templates are minimal but designed to ensure compliance. Smashwords Style Guide (PDF) Best for: Authors publishing through Smashwords who need to meet strict formatting rules. Book Bolt's interior generator offers dozens of pre-made layouts for journals, logbooks, planners, and low-content books. These can be exported as PDF files but often start from editable Word templates. Book Bolt Interior Wizard Best for: KDP sellers and creators working on low-content or repeatable book formats. Word and Google Docs templates are perfect for writers who want to keep things simple, accessible, and under their control. If you're starting your first book, testing a layout, or working toward a DIY publishing route, this category offers a range of flexible, author-friendly tools without a steep learning curve. If you need full design control, support for advanced typography, or complex nonfiction layouts, professional desktop publishing tools like InDesign, Affinity Publisher, and QuarkXPress are the gold standard. These platforms are often used by designers, publishers, and experienced authors creating print-ready files for POD or offset printing. Templates in this category offer the most precision and polish but may require a learning curve if you're new to layout design. Adobe provides an official library of free InDesign templates, including options for books, ebooks, and long-form documents. Many include sample content and layered design elements for easy customization. InDesign eBook Templates - Adobe Best for: Authors or designers familiar with InDesign who want a professionally structured layout from the start. Envato offers thousands of high-quality, downloadable InDesign templates through its Elements subscription service. These include both print books and ebooks, with themes for fiction, workbooks, manuals, and more. Envato Elements - Book Templates Best for: Creative professionals who need a wide selection of stylish layouts and already subscribe to Envato. Creative Market is a marketplace of one-off design assets. Their book templates for InDesign are ideal for authors who want a well-designed, genre-appropriate layout without a long-term subscription. You'll also find some Canva and Affinity options here. Creative Market - Book Templates Best for: Authors or freelancers looking to purchase a single polished template at a time. Affinity Publisher is a popular alternative to InDesign, especially for Windows users or those avoiding Adobe's subscription model. Its growing community has produced a number of free and paid book templates available through forums and third-party sites. Affinity Publisher - Forum Thread on Templates Best for: Authors or small publishers using Affinity Publisher who want free or community-built templates. QuarkXPress offers sample book projects and layout templates for authors and publishers working on large-format or highly styled documents. It's widely used in textbook and enterprise publishing. QuarkXPress - Book Layout Resources Best for: Professional publishers or designers already working within the Quark ecosystem. While not a full book template, IngramSpark's tool lets you generate print-accurate cover templates based on your page count and trim size. Files are downloadable in PDF and INDD formats, making it easy to create a spine-perfect layout in InDesign. IngramSpark Cover Template Generator Best for: Authors designing their own covers in InDesign who need exact spine and margin dimensions. These tools are best suited for authors with some design knowledge or access to a designer. They're especially useful for nonfiction projects with diagrams, sidebars, or complex structure, as well as fiction writers who want maximum visual polish in their print editions. For authors who want stylish layouts without using traditional design software, drag-and-drop platforms like Canva and Adobe Express offer a user-friendly alternative. These tools let you customize templates visually, often with no technical skills required. They're particularly useful for workbooks, planners, short nonfiction, and illustrated projects like children's books. While not always ideal for long novels or complex formatting, these platforms are fast, flexible, and great for visually oriented books. Canva's library includes templates for books, magazines, and journals. You can create multi-page layouts, upload your own content, and export for print or digital use. Some templates are free; others require a Pro account. Canva - Book Templates Canva - Booklet Templates Best for: Authors creating visually rich books such as planners, guides, or short nonfiction with images and design elements. Adobe Express offers a simpler alternative to InDesign, with ready-made layouts for booklets and short-form content. While it's less robust than Canva in terms of templates, it integrates well with Adobe's creative tools and works well for photo books or branded PDFs. Adobe Express - Booklet Templates Best for: Users already in the Adobe ecosystem who want quick, design-forward booklet creation. Designhill focuses primarily on cover design, offering editable templates that you can modify online and download in print-ready formats. While it doesn't support full interiors, it's a quick way to generate a professional-looking cover without hiring a designer. Designhill - Book Cover Templates Best for: Self-publishers who need a polished, customizable book cover fast and affordably. Drag-and-drop platforms are ideal for authors who prioritize design flexibility over deep formatting control. If your book leans toward visual storytelling, guided journals, or short marketing content, these tools can help you produce something polished without steep software learning curves. If you're looking for a streamlined way to produce print- and ebook-ready files without having to learn design software, dedicated formatting tools offer the best of both worlds. These apps are built for authors, often with built-in templates, automatic layout handling, and direct export to formats like PDF and EPUB. While some are free, others are paid—but all are focused entirely on simplifying the publishing process for writers. Reedsy offers a clean, browser-based writing and formatting tool with built-in typesetting. You can choose from several attractive layout styles, write or paste in your manuscript, and export it as a professional-quality PDF or EPUB. It's completely free. Reedsy Book Editor Reedsy Export Styles Overview Best for: Authors who want to write and format in one place without downloading any software. Vellum is a Mac-only book formatting app known for its elegant, built-in styles and effortless output. It generates beautiful print PDFs and EPUBs with minimal input from the user. Layouts adapt automatically as you write or edit. Vellum Styles Overview Vellum Website Best for: Mac users seeking an ultra-polished look for both ebooks and print with very little effort. Atticus is a newer cross-platform alternative to Vellum. It runs in the browser (with offline support) and includes formatting, writing, and collaboration tools. It also supports print layout and ebook exports. Atticus Book Formatting Tool Best for: PC and Chromebook users who want Vellum-like formatting without needing a Mac. Kindle Create is Amazon's official tool for formatting books for Kindle. It includes theme-based styles for fiction, nonfiction, and textbooks. It's easy to use and ideal for authors publishing exclusively on Amazon. Kindle Create Download & Guide Best for: Authors publishing directly to Kindle who want Amazon-compatible formatting with minimal setup. Pressbooks is a browser-based book production tool originally built for open educational resources, but it's now widely used by authors and small publishers. It offers layout themes, collaboration, and multi-format export (PDF, EPUB, MOBI). Pressbooks Overview Pressbooks Appearance Settings Best for: Writers and educators creating books for both digital and print with a collaborative workflow. These tools are great for authors who don't want to worry about design but still want professional results. Whether you're preparing an ebook, a paperback, or both, these apps help you get there faster and more reliably than starting from scratch. If your book involves complex formatting—like equations, footnotes, citations, or technical documentation—LaTeX and docs-as-code platforms offer powerful, precise control over your output. These tools often support version control, automation, and beautiful typesetting, especially for nonfiction or academic publishing. They require some technical familiarity but offer unmatched flexibility and precision in return. Overleaf is an online LaTeX editor that makes it easy to create books using templates from the academic and technical publishing world. Their gallery includes memoir-style books, thesis layouts, course books, and more. Everything runs in your browser, and collaboration is built-in. Overleaf Book Template Gallery Best for: Academics or tech-savvy writers who want structured documents with rich typographic features. The memoir class is one of the most flexible LaTeX classes for book formatting. It supports poetry, fiction, nonfiction, and textbooks with fine control over headings, page design, footnotes, and indexing. Available through the Comprehensive TeX Archive Network (CTAN). Best for: Experienced LaTeX users building multi-genre print books from scratch. Leantyp uses a lightweight markup language (Markua or Markdown) to generate beautifully formatted ebooks and PDFs. You can write in any plain text editor and publish instantly. Leantyp is especially popular among tech authors and nonfiction writers. Leantyp Overview Leantyp Markua Guide Best for: Developers and nonfiction writers who prefer writing in Markdown and want fast, flexible publishing. GitBook is a modern documentation platform that's great for publishing long-form guides, handbooks, or internal documentation. While not designed for commercial books, it can produce highly readable structured content from Markdown with live collaboration and publishing features. Best for: Teams creating web-first documentation, open-source books, or internal guides. MkDocs is a static site generator for Markdown-based documentation, and its Material theme includes a "Book Mode" that supports navigation, section numbering, and PDF export. It's best suited for software manuals, tutorials, or web-first nonfiction books. MkDocs Material - Book Mode Best for: Technical writers and developers creating version-controlled content in Markdown. Hugo is another static site generator, and the "Book" theme is purpose-built for publishing structured documents like tutorials or handbooks. It's fast, clean, and designed to work well with search and versioning. Best for: Programmers or dev teams who want to publish books or documentation online using Hugo. LaTeX and docs-as-code tools are a strong fit for authors who want technical control, reproducibility, or structured publishing workflows. They're best used when visual customization is less important than functionality, automation, or scholarly formatting. Low-content and no-content books are a fast-growing niche in self-publishing. These include journals, planners, activity books, music sheets, logbooks, and similar formats that don't require original writing on every page. To save time and ensure compatibility with platforms like KDP, many creators use premade interior templates. The tools below specialize in helping you generate, customize, or download interiors suitable for this market. Book Bolt provides an extensive Interior Wizard that includes over 100 ready-made layouts for journals, planners, logs, and more. Interiors are available in a variety of trim sizes and can be downloaded in PDF format, ready to upload to Amazon KDP. Book Bolt Interior Wizard Best for: KDP sellers focused on publishing repeatable low-content books quickly and at scale. Tangent Templates is a web-based platform offering a comprehensive library of interiors for no-content and low-content books, plus tools for creating custom layouts. It's widely used by KDP authors and includes extras like a category research tool and a cover generator. Best for: Independent publishers looking for a robust toolkit dedicated to low-content publishing on Amazon. Creative Fabrica offers a growing collection of KDP interiors, many of which are free with a subscription. The site includes calendars, trackers, puzzle books, and more, often bundled with matching covers or fonts. Creative Fabrica - KDP Interiors Best for: Designers or hobbyists looking for a variety of themed or seasonal book interiors. InstantPublisher offers downloadable Microsoft Word templates for basic book interiors, such as cookbooks, poetry collections, and journals. Though less focused on low-content books than others here, their tools are straightforward and free to use. InstantPublisher Templates Best for: Beginners who want to get started with basic book types like journals or personal memoirs. Amazon provides basic PDF and DOCX templates for lined notebooks and blank journals, designed to meet their print specs. These are simple but reliable options for creating compliant low-content books. KDP Lined and Blank Templates Best for: First-time KDP authors creating notebooks or journals using Amazon's default sizes. These tools are ideal for creators who want to publish books quickly without writing new content on every page. If you're building a catalog of planners, trackers, or activity books, they provide a simple way to stay consistent and compliant with print-on-demand standards. A well-formatted book cover and correctly sized interior are critical for print-on-demand platforms. If your spine width is off, or your margins are incorrect, your book may be rejected or printed poorly. These tools help you generate precise, platform-specific templates for covers and page layouts, based on your book's trim size, page count, and binding type. Use them early in the publishing process to make sure your layout matches your printer's requirements. Amazon KDP's Cover Calculator lets you generate a downloadable cover template in PDF or PNG format. You input your book's trim size, page count, paper type, and binding, and the tool gives you an exact layout for front cover, back cover, and spine. Best for: Authors using KDP who need an exact template for designing a paperback or hardcover cover. IngramSpark's tool creates spine-accurate templates in INDD, PDF, and PNG formats. It's essential for books printed through Ingram, which uses slightly different margin and bleed requirements than KDP. IngramSpark Cover Template Generator Best for: Authors distributing through IngramSpark who need precise files for professional print production. Lulu provides downloadable cover and interior templates for every trim size it supports. These include safety zones, bleeds, and spine dimensions, ensuring your design files match their print specs exactly. Lulu Templates & Guidelines Best for: Authors using Lulu's platform who want easy-to-follow templates for cover and interior layout. DIY Book Covers offers a free tool that helps you create basic print or ebook covers using drag-and-drop elements. It's not a template generator in the strictest sense but provides a guided way to produce a properly sized cover, especially for first-time authors. DIY Book Covers - Free Cover Creator Best for: Beginners designing their own covers without graphic design software. These tools can save you from common errors like misaligned spines, text outside the safe zone, or incorrect bleed settings. Even if you're working with a designer, using these resources will help you provide the exact specifications needed to get professional, print-ready results. For many writers, the process starts long before layout—it begins with organizing ideas, characters, and chapters. Writing software like Scrivener, Ulysses, and Novel Factory includes or supports templates designed to streamline that process. Some offer full manuscript frameworks, while others allow exports that integrate with your publishing workflow. This section includes both built-in options and downloadable community templates to help you write more efficiently from day one. Scrivener includes several project templates out of the box, such as "Novel," "Short Story," "Non-fiction," and "Scriptwriting." These help you structure your manuscript from the start, complete with folders for chapters, front matter, and notes. Scrivener Template Overview Best for: Writers who want to stay organized and focused during drafting, with basic formatting baked in. Beyond the built-in options, Scrivener users have created and shared hundreds of custom project templates. These include genre-specific novel planners, nonfiction outlines, and hybrid plotting structures. Templates are often shared in forums and writing communities. Best for: Authors who want genre-specific writing frameworks or plotting tools built directly into their Scrivener project. Squibler is a web-based writing app that offers templates for books, screenplays, and short stories. Their Scrivener-style layouts and drag-and-drop interface help writers move quickly through drafts using pre-structured chapters and sections. Best for: Writers who want a distraction-free drafting environment with built-in templates for various writing formats. Novel Factory is a writing program focused on plot-first drafting, and it offers built-in templates for fantasy, romance, mystery, and other genres. These guide you through character arcs, worldbuilding, and story structure. Novel Factory Templates Overview Best for: Plot-driven fiction authors who want step-by-step guidance while writing. Ulysses is a writing app for Mac and iOS with powerful export options. You can create or install custom export styles to output manuscripts in ePub, DOCX, or PDF formats. While not a layout tool, it's excellent for generating clean, ready-to-import drafts. Ulysses Export Styles Gallery Best for: Apple users who prefer a minimalist writing environment but still want polished output. Obsidian is a note-taking app favored by knowledge workers and Zettelkasten users, but some writers use it for long-form projects. The community has shared "starter vaults" for novels and nonfiction, offering folder structures, writing templates, and backlinks. Obsidian Forum - Book Templates Best for: Outliners and research-heavy writers who want a highly customizable digital workspace. These tools are best for authors who prioritize the drafting and planning process but still want to export manuscripts cleanly into publishing or layout tools. Whether you're an outliner, discovery writer, or somewhere in between, this group helps bridge creativity and structure. Some print-on-demand and hybrid publishing services provide their own formatting templates as part of their setup process. These tools often include interior and cover templates, layout guides, and walkthroughs specific to the platform's print specifications. They may not offer the customization of design tools or the power of formatting apps, but they're useful for getting a book into production quickly and safely. Blurb provides free downloadable templates for use in Adobe InDesign, as well as its own design tool called BookWright. Templates support photo books, trade books, and magazines, and are tailored to Blurb's trim sizes and printing requirements. Blurb Book Templates BookWright Software Best for: Authors or visual storytellers creating photo-heavy books, cookbooks, or art portfolios. Bookemon is a user-friendly platform aimed at educational publishing and personal books like family histories or school projects. Their browser-based editor offers a range of built-in templates for quick layout creation. Best for: Teachers, parents, and community writers creating personal or classroom print books. BookBaby offers downloadable templates for book interiors and covers, matched to their supported trim sizes. While their service is paid, the templates themselves are free to download and can be used to prepare files for upload. Best for: Authors using BookBaby for publishing services who want to DIY their layout using the platform's specs. FastPencil is a cloud-based writing and publishing platform that includes a built-in layout engine. While limited in design flexibility, it provides templates for novels, memoirs, and business books, plus integrated printing and distribution. Best for: Writers who want a simplified, all-in-one writing and publishing workflow. These platforms are best for authors publishing directly through a specific service and looking for compatibility over customization. They're especially useful for simple projects, first-time authors, or anyone who prefers an integrated workflow from writing to print. No matter where you are in your writing journey, there's a tool here that can help you take the next step with clarity and confidence. Choose the template that fits your style, your workflow, and your audience—and start turning your manuscript into a finished book. Your readers are waiting. Get Our 6" x 9" Pre-Formatted Book Template for Word or Mac We will send you a Book Template for US Trade (standard paperback size). Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material.