Book Block Bootcamp

Spread the words.

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Today's Agenda

1. **Bookbinding Service at EPL**
2. **Set up Book Dimension**
   - Page Size
   - Margins
3. **Front and Back Matter**
   - Verso & Recto Pages
   - Copyright Page
4. **Formatting Manuscript**
   - Page Breaks vs Section Breaks
   - Styles
   - Table of Contents
   - Fonts
   - Alignment, Indentation & Spacing
   - Running Headers
   - Page Numbers
   - Adding Images

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Bookbinding at EPL

- Machine-assisted, hands-on book making using Perfect Bind method
- Limit of 1 book per month and 5 copies per binding session
- Book size is limited to 5.5" x 8.5"
  - 50 pages minimum
  - 700 pages maximum
- Cream internal pages printed in B&W only.
  - No full bleeds on internal pages
- Covers are printed in color one-side only
- Pricing is $0.05 per page + $1.00 for cover/bind before tax.

Bookbinding at EPL

| Books you can make at EPL	Books you cannot make at EPL
Novels	Textbooks, e-books or books that are in copyright
Family history/memoirs	Children's picture books
Poetry	Photobooks
Short story collections	Repairing old spines
Anthologies	Books in sizes other than 5.5" x 8.5"
Recipe books	Books with less than 50 pages or more than 700 pages

Book Dimensions

Google Doc to Word

If you are using Google Docs, you'll want to change the Page Setup to Statement size first!

**Since this guide is for MS Word, you'll have to download your file.**

File > Download > Microsoft Word
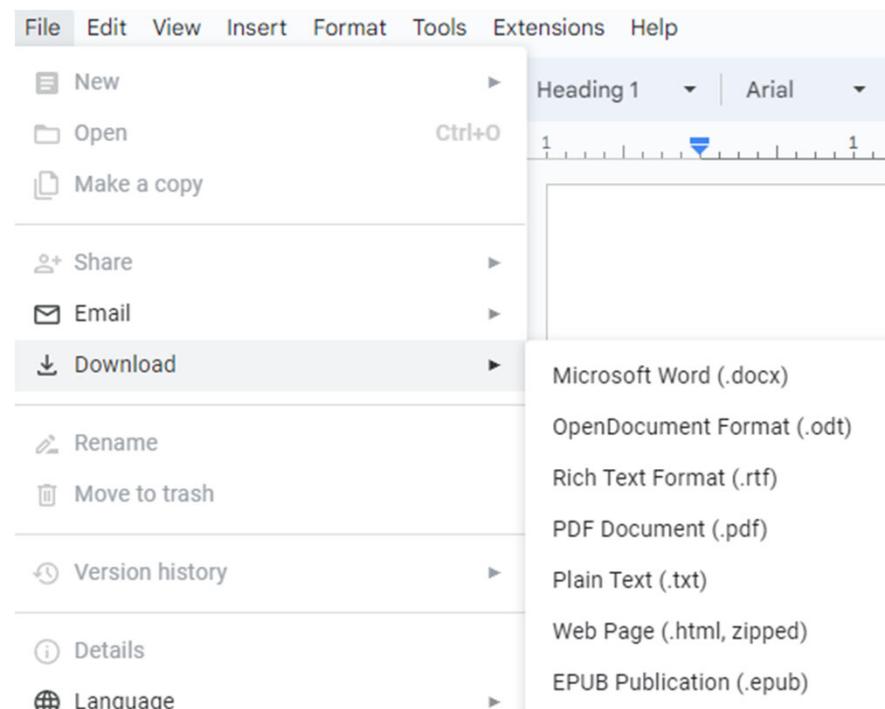
Page Size

- **Match your document to your book size!**

- **At EPL our book size is 5.5" x 8.5"**

- **Layout** > **Size** > **Statement** or
  More Paper Sizes > **Custom Sizes** >
  enter **5.5 in** (13.97 cm) & **8.5 in** (21.59 cm)

- **Make sure it's applied to the Whole Document**

Page Size

EDMONTON PUBLIC LIBRARY epl.ca
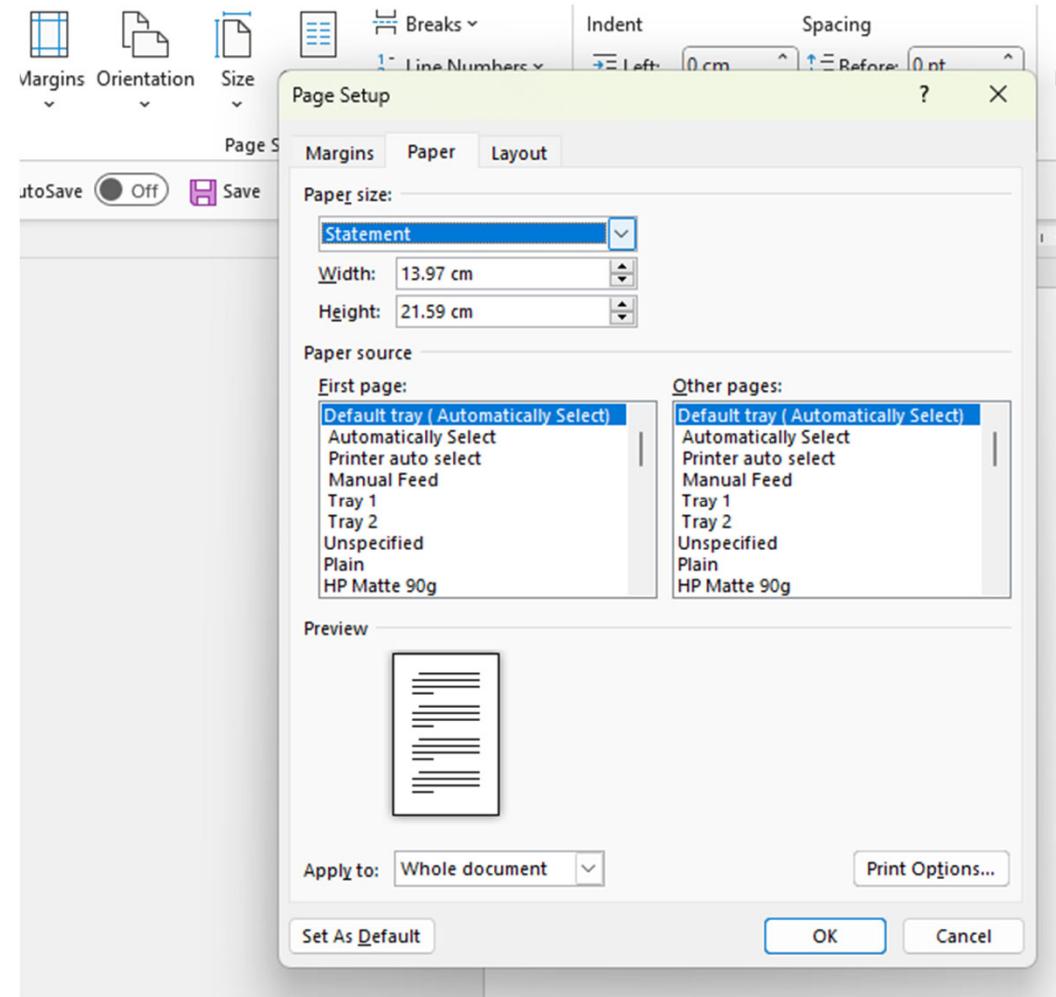
Margins

- **The <u>minimum</u> margins for your books should be 0.25 in (.64 cm)**

- **<u>Recommend</u> <u>margins</u> at 0.5 in (1.27 cm)**

- **For books we want the pages set to Mirror Margins.**
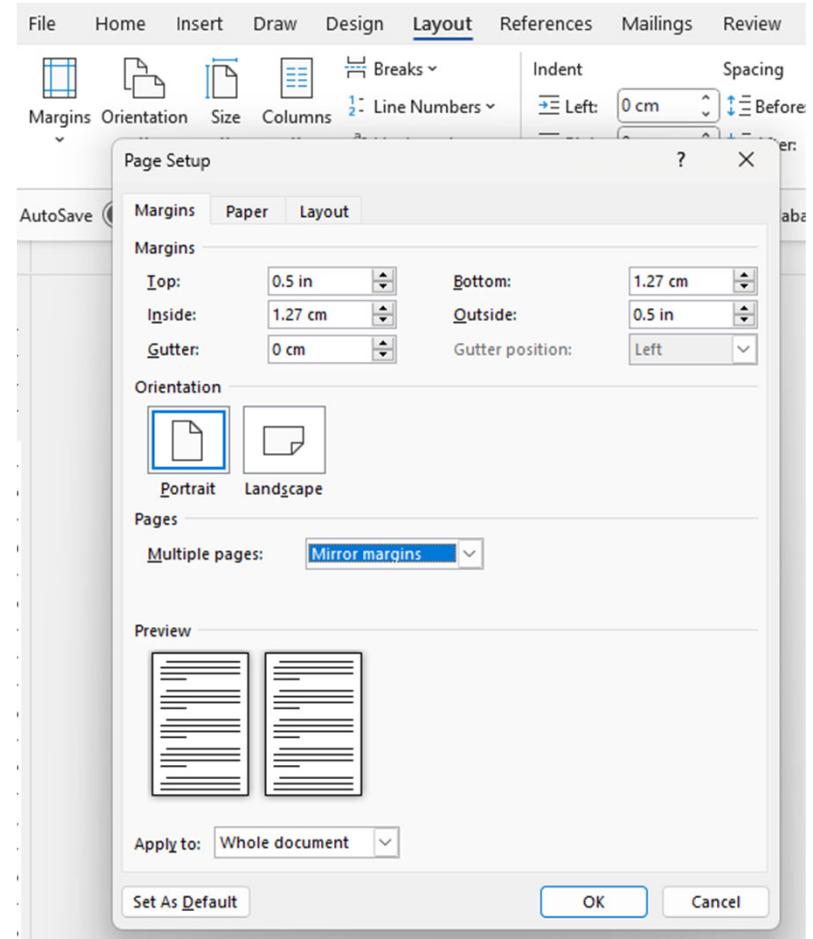
Gutters

- **Gutter is the inner margins of a bound book; adjacent inner margins of facing pages when book is open.**

- **In a bound book, some of this gap will appear as a margin, and some will disappear into the binding.**

- **Some binders add the gutter and inside margins together as one measurement.**
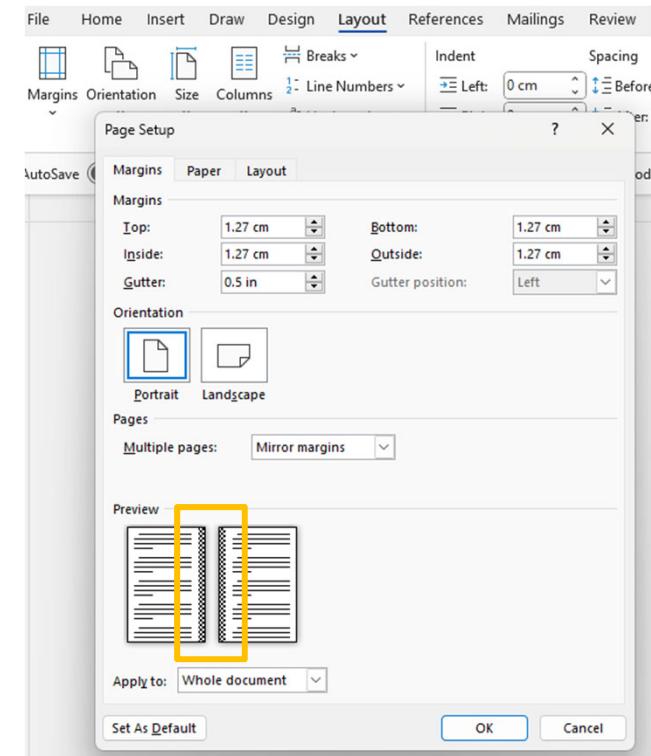
Gutters

- **The more pages the book has, the bigger the gutter needs to be.**

Page Count	Gutter Margin (min)
40 to 150 pages	0.125 in (3.2 mm)
151 to 300 pages	0.25 in (6.4 mm)
301 to 500 pages	0.375 in (9.6 mm)
501 to 700 pages	0.50 in (12.7 mm)
700 pages +	0.625 in (15.9 mm)

Adapted from Kindle Direct Publishing
https://kdp.amazon.com/en_US/help/topic/GVBQ3CMEQW3W2VL6

Front and Back Matter

Verso & Recto

- **Recto is the "right" or "front" (odd pages) and verso is the "left" or "back" side (even pages).**

- **Books always start on Page 1, the recto side.**
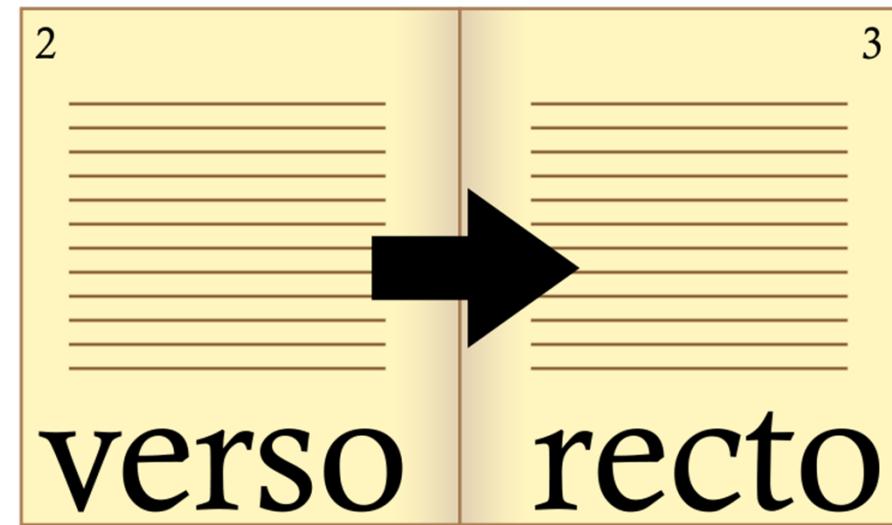
Common Front Matter

1. **Half-title [bastard page]**
2. **Other books by** (verso of the half-title)
3. **Title Page**
4. **Copyright Page [colophon]** (verso the title page)
5. **Dedication**
6. **Table of Contents**
7. **Foreword and/or Preface**
8. **Lists of Tables and Figures**
9. **Lists of Contributors**
10. **Acknowledgements** (sometimes at the back)

verso pages	recto pages
	half title — i
blank — ii	title — iii
copyright © — iv	dedication — v
blank — vi	contents — vii
contents 2 or blank — viii	acknowledgments — ix
blank — x	introduction — xi
introduction 2 or blank — xii	
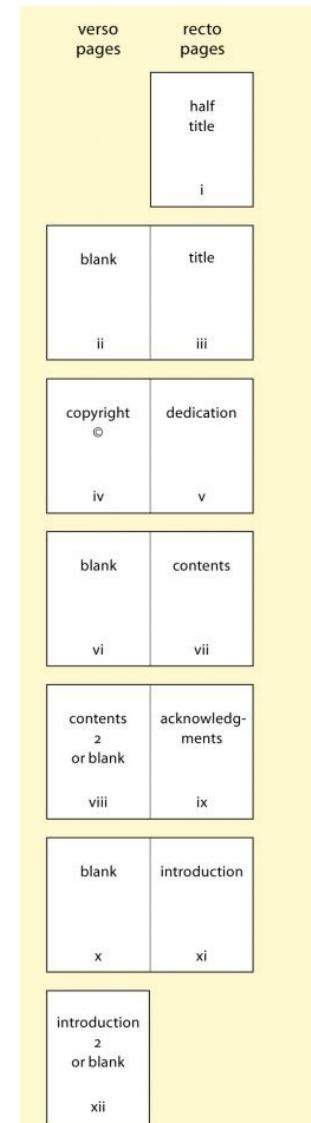
Half-Title vs Title Page

- **Half -Title has nothing but the book's title, though many books skip this page.**

- **Half-Title usually uses the same typesetting for the Title as the book's Cover.**

- **Title page includes:**
  - **Book title (with the subtitle)**
  - **Author's name**
  - **Publisher's name and city**

Copyright Page

Verso the title page, these two pages are the legal pages of the book. What to include:

- **Title, subtitle**
- **Author name**
- **Copyright year and holder**
- **Type of copyright notice**
- **Copyright of sources used**
- **Cover, Editor and other direct contributor credits**
  - With an introduction by…
  - Color illustrations by…
  - Translated by...
- **Disclaimer if applicable**
- **ISBN** (include e-book, paperback and hardcover ISBN numbers if applicable)
- **Publisher name, city, country**
- **Country of printing**

Copyright Page Example

TITLE OF BOOK
Copyright © Author Name, YEAR

For information contact:
(Address, website)
http://www.website.com

Book and Cover design by Designer
ISBN: 1234567890

First Edition: Month 2024
Printed at EPL Makerspace, Edmonton, Alberta, Canada

A good place to look at what you want to include on your copyright page is *https://pagemaster.ca/what-to-include-in-your-books-copyright-page/* or *https://blog.reedsy.com/guide/parts-of-a-book/copyright-page/*

Include information such as:
- Type of copyright notice (reserving all rights/creative commons/public domain),
- Disclaimer,
- Publisher (if you're self-publishing the publisher is you),
- ISBN,
- Copyright of sources used (including, but not limited to: cover art, fonts, photographs, forwards, maps, illustrations, poems, lyrics, excerpts of copyrighted material),
- Place of printing,
- CIP/LCC Information

ISBN

- The International Standard Book Number (ISBN) is a globally recognized unique identification number required for the sale and distribution of a publication in Canada.

- In Canada, it's free for self-published authors and publishers who are Canadian residents to register an ISBN.

- Apply for multiples if doing e-book, hardcover, softcover, audiobook, etc.

Reminder:

Getting an ISBN can take up to three weeks so plan in advance. You request an ISBN though the [Government of Canada website](#)

Common Back Matter

1. **Acknowledgements**
2. **About the author**
3. **Appendix or addendum**
4. **Chronology or timeline**
5. **Endnotes**
6. **Glossary**
7. **Index**
8. **Copyright permissions** (may also appear in the front matter in conjunction with the colophon page)
9. **Discussion questions**
10. **Bibliography/reference list**
11. **Bonus material**
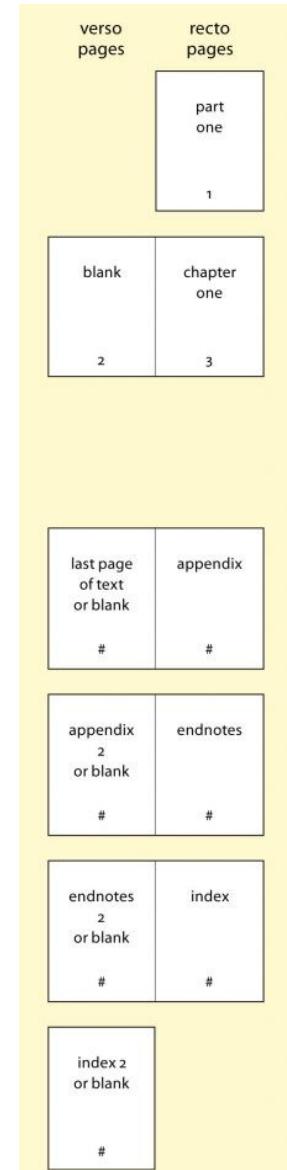
Formatting Manuscript

Viewing Formatting

- **Using the tools in your word processor will make it much simpler to prepare your book for print or digital distribution.**

- **We will be using the Pilcrow (aka "Show/Hide button" or "backward P") to reveal the various formatting features**

Viewing Formatting

- **Hitting the Show/Hide button allows the non-printing characters to be revealed.**

- **"Nonprinting characters" is Word's term for anything that takes up space or has a formatting function but does not appear on the printed page, including spaces, tabs, page or paragraph breaks, etc.**
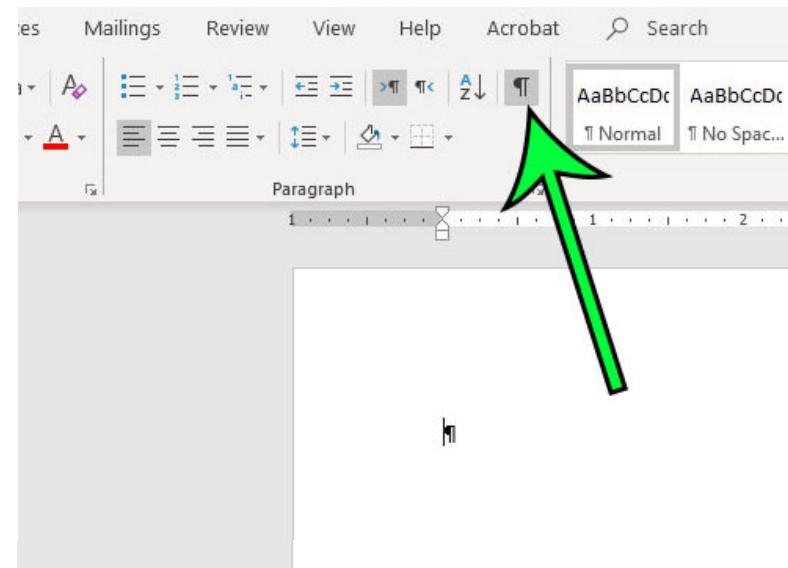
Formatting Mark		Meaning
¶	Enter	paragraph mark (pilcrow)
↵	Shift + Enter	line break
·······Column Break·······		Column Break
·······Page Break·······		Page Break
·······Section Break (Continuous)·······		Continuous Section Break

Donec·sollicitudin,·augue·ac·laoreet·tempor,·leo·metus·euismod... ...iverra·erat.·Donec·tellus·
lectus,·blandit·vitae·semper·vitae,·porta·nec·ex.·Duis·mattis·odio... ...are.·Curabitur·fermentum,·
nisi·ac·facilisis·facilisis,·turpis·ex·tincidunt·elit,·eu·pulvinar·metus... ...e·leo·ut·lacinia.·In·convallis·
interdum·sem,·a·hendrerit·orci·commodo·id.·Duis·volutpat·sed·... ...nibh·fermentum,·tincidunt·
mauris·et,·aliquet·nisi.·Nunc·interdum·lacus·ac·ligula·fringilla·ver... ...agna,·eu·eleifend·lectus·
gravida·non.·Pellentesque·rhoncus,·arcu·eget·pellentesque·matt... ...er·arcu·velit·non·ante.·Sed·
et·pretium·arcu.¶

¶ ·····Section·Break·(Next·Page)·····

Chapter·Three¶

There·Be·Poems·and·Quotes·in·This·Chapter¶

The·European·languages·are·members·of·the·same·family.·Their·separate·existence·is·a·myth.·For·science,·music,·sport,·
etc,·Europe·uses·the·same·vocabulary.·The·languages·only·differ·in·their·grammar,·their·pronunciation·and·their·most·
common·words.¶

Everyone·realizes·why·a·new·common·language·would·be·desirable:·one·could·refuse·to·pay·expensive·translators.·To·
achieve·this,·it·would·be·necessary·to·have·uniform·grammar,·pronunciation·and·more·common·words.¶

Who·is·Silvia?·What·is·she?↵
··That·all·our·swains·commend·her?↵
Holy,·fair,·and·wise·is·she;↵
··The·heaven·such·grace·did·lend·her,↵

Page Breaks

- **Do not press Enter repeatedly to get to a new page – instead Insert a Page Break to start your text on a new page.**

- **You should use this for the start of new chapters or poems, or to insert blank pages.**

- **Page Break pushes any information after that page break onto the next page.**

Page Breaks vs Sections

- **Page Break pushes any information after that page break onto the next page.**

- **Is great for adding blank pages.**

- **Section Break Next Page also pushes to next page AND splits your document into different parts to allow you to apply complex formatting.**

Using Sections

- **One reason we want Sections in a document is to have specific parts of the book with different headers & footers.**

- **For example, if each chapter is a new section, we can have the individual Chapter Titles across the top of the page.**

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Odd Page Header -Section 1-

a·odio·interdum·porttitor·nec·
quis·lorem.·Integer·vitae·varius·lectus.¶

Mauris· suscipit· arcu· a· massa· pharetra,· vel·
rutrum· metus· mattis.· Sed· scelerisque,· lectus· vel·
fermentum·volutpat,·velit·turpis·ullamcorper·turpis,·
eget· faucibus· est· nulla· quis· tortor.· Curabitur· in·
vulputate·urna,·in·mattis·tortor.·Phasellus·eu·posuere·
elit.·Praesent·imperdiet·magna·a·nibh·mattis·aliquam.·
Aenean· bibendum· magna· eget· sem· molestie·
bibendum.·Cras·purus·neque,·sodales·porttitor·ante·
id,·porttitor·interdum·tortor.·Mauris·lacinia·sit·amet·
risus·in·placerat.·Morbi·urna·erat,·gravida·eget·risus·
a,·cursus·molestie·mauris.¶

Nulla·scelerisque·ex·id·est·vestibulum·facilisis.·
Fusce·ultricies·tempor·cursus.·In·tristique·tincidunt·
imperdiet.· Maecenas· scelerisque· aliquet· dolor,· a·
pretium· lorem· elementum· at.· Vestibulum· lacinia·
nulla·et·sollicitudin·egestas.·Mauris·tempus·erat·eget·
congue· congue.· Etiam· vestibulum· at· turpis· eget·
scelerisque.· Nulla· faucibus· mauris· justo,· in·
consectetur· odio· tincidunt· tincidunt.· In· porttitor·
efficitur·tincidunt.¶

Donec·sollicitudin,·augue·ac·laoreet·tempor,·leo·
metus· euismod· massa,· in· elementum· quam· tellus·
viverra·erat.·Donec·tellus·lectus,·blandit·vitae·semper·
vitae,·porta·nec·ex.·Duis·mattis·odio·diam,·id·ornare·
mauris·tempus·ornare.·Curabitur·fermentum,·nisi·ac·
facilisis·facilisis,·turpis·ex·tincidunt·elit,·eu·pulvinar·
metus·dui·rhoncus·dolor.·Nam·feugiat·vitae·leo·ut·
lacinia.·In· convallis· interdum· sem,· a· hendrerit· orci·
commodo· id.· Duis· volutpat· sed· nunc· euismod·
eleifend.· Donec· vitae· nibh· fermentum,· tincidunt·
mauris·et,·aliquet·nisi.·Nunc·interdum·lacus·ac·ligula·
fringilla·venenatis.·Praesent·gravida·efficitur·magna,·
eu·eleifend·lectus·gravida·non.·Pellentesque·rhoncus,·
arcu·eget·pellentesque·mattis,·dui·dui·mollis·enim,·at·
ullamcorper·arcu·velit·non·ante.·Sed·et·pretium·arcu.¶

¶————Section Break (Next Page)————

Odd Page Footer -Section 1-

¶

First Page Header -Section 2-   Same as Previous

Chapter·Three¶
Why·Sections¶

Lorem·ipsum·dolor·sit·amet,·consectetur·adipiscing·
elit.· Phasellus· eleifend· erat· nec· finibus· euismod.·
Suspendisse·congue·feugiat·tellus,·a·malesuada·nulla.·
Vestibulum·rutrum·ut·ante·vitae·accumsan.·Donec·
ac·arcu·maximus,·blandit·orci·sit·amet,·dictum·eros.·
Suspendisse· potenti.· Aliquam· et· augue· tellus.·
Vestibulum·eu·placerat·est,·non·vulputate·sem.¶

Aliquam· sodales· euismod· mauris.· Nullam·
facilisis· elementum· velit,· quis· lacinia· urna· egestas·
non.·Nulla·tristique·libero·non·ex·porttitor,·sit·amet·
dapibus·justo·sodales.·Phasellus·feugiat,·risus·a·luctus·
fringilla,· enim· ligula· commodo· nulla,· a· porta· leo·
lacus· sed· dui.· Sed· pellentesque· eros· non· ultricies·
maximus.· Aliquam· a· augue· urna.· Donec· nec· ante·
quam.¶

Suspendisse·pulvinar·leo·nunc,·eu·aliquet·nisi·
molestie·eget.·Curabitur·a·sollicitudin·nisi,·et·ultricies·
urna.· Fusce· lobortis· accumsan· metus· ut· maximus.·
Pellentesque·tincidunt·felis·non·convallis·malesuada.·
Nunc·nec·lobortis·nisl,·vitae·gravida·diam.·Phasellus·
porta·ligula·sit·amet·eros·scelerisque·fringilla.·Duis·
lacinia,· mauris· ac· convallis· efficitur,· sem· nisl·
euismod·elit,·sed·semper·nisi·metus·sit·amet·sapien.·
Proin·sollicitudin·dolor·erat,·in·ultricies·metus·
tempor· iaculis.· In· eu· justo· tincidunt,· scelerisque·

First Page Footer -Section 2-   iam.·Nam·augue e   Same as Previous

¶

Odd Page Header -Section 2-   dictum·justo.·Cras·at·rutrum·
diam.·Fusce·dapibus·dolor·sit·amet·sem·ultrices,·sit·
amet·ornare·justo·feugiat.¶

Suspendisse· ut· faucibus· nulla.· Phasellus·
euismod·tortor·et·ligula·tincidunt·interdum.·Lorem·
ipsum· dolor· sit· amet,· consectetur· adipiscing· elit.·
Aliquam·erat·volutpat.·Etiam·mattis·pharetra·ante·ut·
interdum.· Nam· interdum· convallis· turpis· at·
venenatis.· Sed· laoreet· augue· id· nisi· suscipit,· ac·
pulvinar· ipsum· tristique.· Proin· porta· viverra·
elementum.¶

Duis· posuere· dolor· eget· urna· efficitur,· vel·
aliquam·ex·interdum.·Donec·a·lectus·orci.·Aliquam·
erat·volutpat.·Curabitur·velit·mauris,·pulvinar·et·eros·
vitae,· efficitur· venenatis· libero.· Vestibulum· eget·
purus· viverra,· tincidunt· orci· a,· molestie· neque.·
Quisque· ut· nibh· faucibus,· commodo· sem· non,·
faucibus·metus.·Class·aptent·taciti·sociosqu·ad·litora·
torquent· per· conubia· nostra,· per· inceptos·
himenaeos.· Maecenas· posuere· dictum· egestas.·
Aenean· placerat· lorem· pharetra· viverra· finibus.·
Phasellus·quis·dui·et·elit·ullamcorper·nec·non·ipsum.·
Phasellus· ipsum· sapien,· tincidunt· a· tincidunt· et,·
maximus· non· arcu.· Aliquam· erat· volutpat.· Etiam·
viverra· faucibus· metus· vitae· pulvinar.· Praesent·
condimentum,· sapien· vel· suscipit· imperdiet,· nunc·
nulla·efficitur·nulla,·a·facilisis·dolor·arcu·mattis·ex.·
Vestibulum·nec·massa·a·odio·interdum·porttitor·nec·
quis·lorem.·Integer·vitae·varius·lectus.¶

Proin·luctus·libero·ac·sagittis·scelerisque.·Proin·
suscipit·ac·purus·sit·amet·cursus.·Donec·augue·felis,·
scelerisque· at· mauris· vitae,· fringilla· porta· nunc.·
Mauris·eget·velit·ante.·Maecenas·dapibus·eget·turpis·
ut· varius.· Mauris· ultricies· accumsan· massa· in·
tempor.·Curabitur·mollis·non·magna·non·malesuada.·
Morbi· tortor· velit,· eleifend· ut· ante· vel,· imperdiet·
facilisis· diam.· Vestibulum· fermentum· viverra·
faucibus.¶

Sed·vestibulum·maximus·lectus·condimentum·
volutpat.·Aliquam·et·lacus·quis·libero·scelerisque·

Odd Page Footer -Section 2-   quis·facilisis·nisl.·Quisque·

Even Page Header -Section 2-   finibus·ante·su   Same as Previous

Curabitur· vel· ipsum· dignissim,· ornare· risus· sed,·
hendrerit· turpis.·Vestibulum·eget·hendrerit·ex.·Proin·
et·sapien·aliquet,·facilisis·ante·eu,·interdum·orci.·Duis·
a·vestibulum·metus,·non·commodo·nibh.·Curabitur·
laoreet,· neque· et· elementum· facilisis,· libero· quam·
maximus·nisi,·ut·consectetur·augue·odio·et·magna.¶

Phasellus· sagittis· magna· ante,· vitae· pharetra·
eros· efficitur· eget.· Nam· vehicula· libero· consequat·
felis· ullamcorper· cursus.· Sed· dignissim· finibus·
sapien,· id· suscipit· dui· bibendum· ac.· In· finibus·
aliquam· tempus.· Sed· luctus· sagittis· velit· eget·
vulputate.· Donec· nisi· eros· eget· ligula· elementum·
lacinia·ac·id·quam.·Vestibulum·et·neque·vitae·purus·
ultrices·feugiat.¶

Ut· sit· amet· ante· vulputate,· dignissim· nisi· id,·
aliquam·velit.·Sed·ornare·posuere·vestibulum.·Nam·
elit· turpis,· pretium· eu· varius· at,· lobortis· sit· amet·
metus.·Nullam·sodales·dui·sit·amet·vulputate.·Cras·
velit·nisi,·vehicula·eu·imperdiet·id,·rhoncus·ut·mi.·
Nam· feugiat,· velit· quis· vulputate· egestas,· lorem·
libero· pharetra· magna,· vel· maximus· turpis· nisi· ut·
odio.·Class·aptent·taciti·sociosqu·ad·litora·torquent·
per·conubia·nostra,·per·inceptos·himenaeos.·Etiam·
volutpat· fermentum· eleifend.· Sed· iaculis,· metus·
bibendum·rutrum·auctor,·tellus·sapien·tristique·eros,·
quis· euismod· quam· tortor· non· augue.· Praesent·
bibendum·posuere·finibus.·Fusce·accumsan·sed·massa·
nec·sagittis.·Morbi·in·justo·tincidunt,·varius·tellus·
sed,· imperdiet· purus.· Proin· bibendum· finibus· nulla.·
Cras· sollicitudin· neque· vitae· convallis· varius.· Sed·
tincidunt·semper·felis,·eget·consequat·sem·tincidunt·
quis.· Praesent· lacus· tortor,· posuere· sed· felis· id,·
porttitor·condimentum·elit.¶

Mauris· suscipit· arcu· a· massa· pharetra,· vel·
rutrum· metus· mattis.· Sed· scelerisque,· lectus· vel·
fermentum·volutpat,·velit·turpis·ullamcorper·turpis,·
eget· faucibus· est· nulla· quis· tortor.· Curabitur· in·
vulputate·urna,·in·mattis·tortor.·Phasellus·eu·posuere·
elit.·Praesent·imperdiet·magna·a·nibh·mattis·aliquam.·
Aenean· bibendum· magna· eget· sem· molestie·

Even Page Footer -Section 2-

Styles

- **Creating a Style (or Modifying an existing one) can allow you to edit your spacing, indentation, font, in one place.**

- **Keeps your book block CONSISTENT!**

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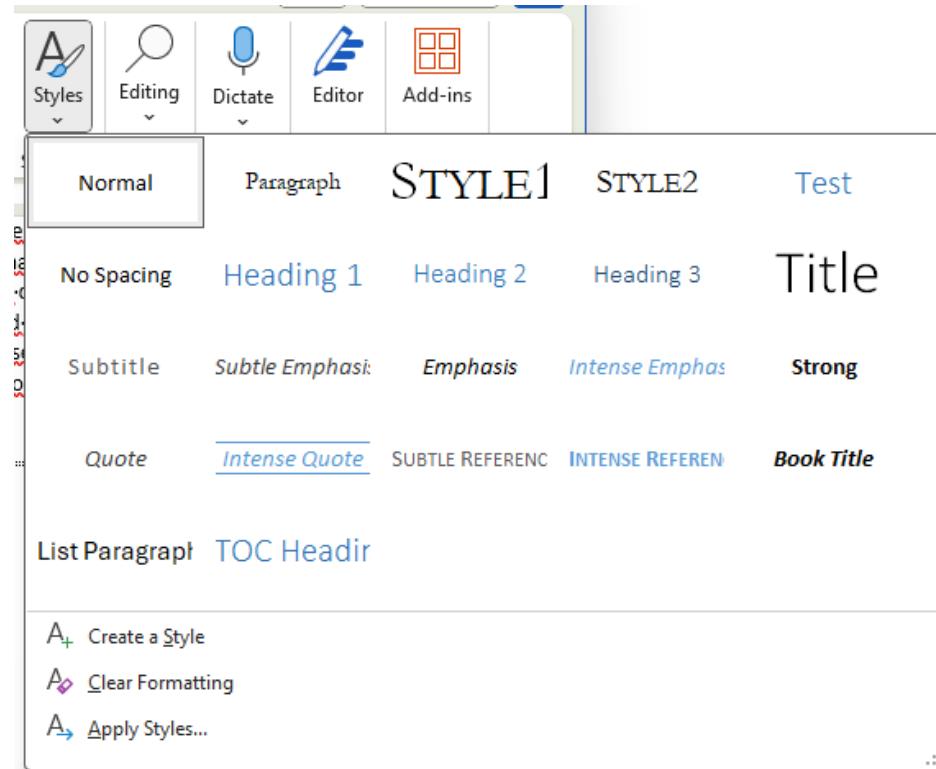
Styles

- **Styles ensure consistency by defining the appearance of text elements throughout your document.**

- **Allows for quick changes throughout your document – for both font and formatting.**

- **Using Heading Style easily creates Table of Contents**
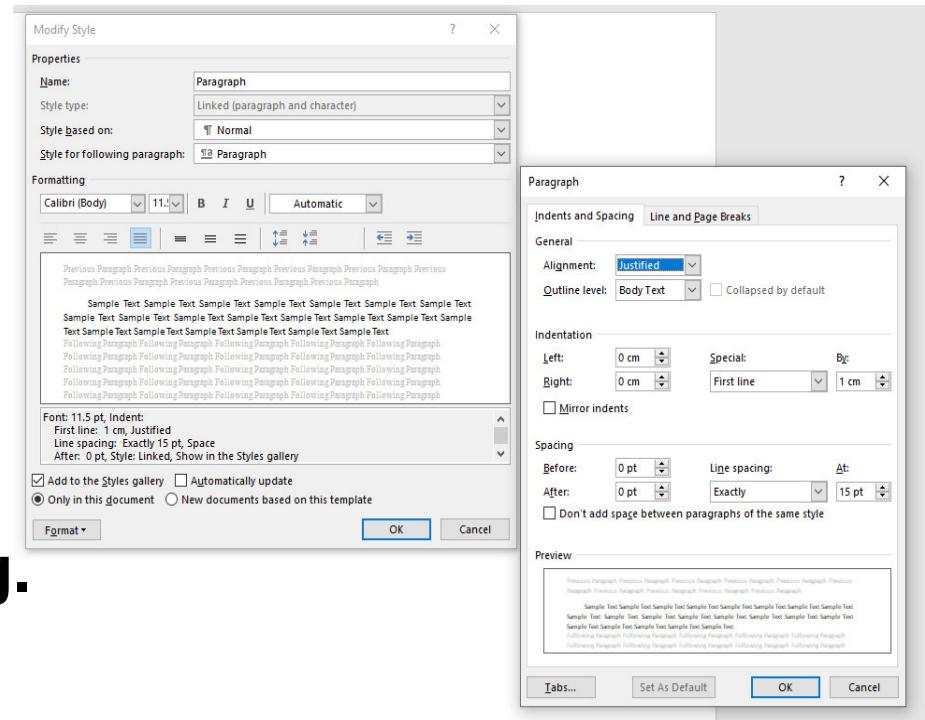
Fonts

- **Serif fonts have decorative lines or tapers (also commonly referred to as "tails" or "feet") while sans serif fonts don't—hence the "sans" in their title.**

AaBbCc

- **Serif fonts are easier to read in printed materials but on small screens, are harder to read, especially if they have low resolution.**

Fonts

- **The standard book font is the one that is used to type the main body text.**

- **For headings, you can choose a different font; a complementary sans-serif font or a bolder version of the serif font used for the body text.**

- **Not all fonts are free to print with when you are selling your work! You may need to research your specific font.**

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Fonts

- **Free fonts to print: https://www.fontsquirrel.com/faq**
- **Noto fonts are intended to be visually harmonious across multiple languages, with compatible heights and stroke thicknesses. Noto Sans & Noto Serif**
  Copyright 2012 Google Inc. All Rights Reserved. This Font Software is licensed under the SIL Open Font License, Version 1.1
- **DejaVu fonts are a font family whose purpose is to provide a wider range of characters.**
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- **Monstserrat Inspired by the old posters and signs in the traditional Montserrat neighborhood of Buenos Aires.**
  Copyright 2011 The Montserrat Project Authors (https://github.com/JulietaUla/Montserrat)

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Fonts

Common or standard fonts include:

Arial

Baskerville

Book Antiqua

Bookman Old Style

Century

Courier

Garamond

Palatino

Sabon

Tahoma

Times New Roman

Veranda

Noto Serif

DejaVu Serif

Montserrat

REMINDER:
Not all fonts are free to print with when you are selling your work! You may need to research your specific font.

Font

- **Font size is typically around 12pt.**
- **Chapter headings can be bigger, averaging 14pt – 20pt.**

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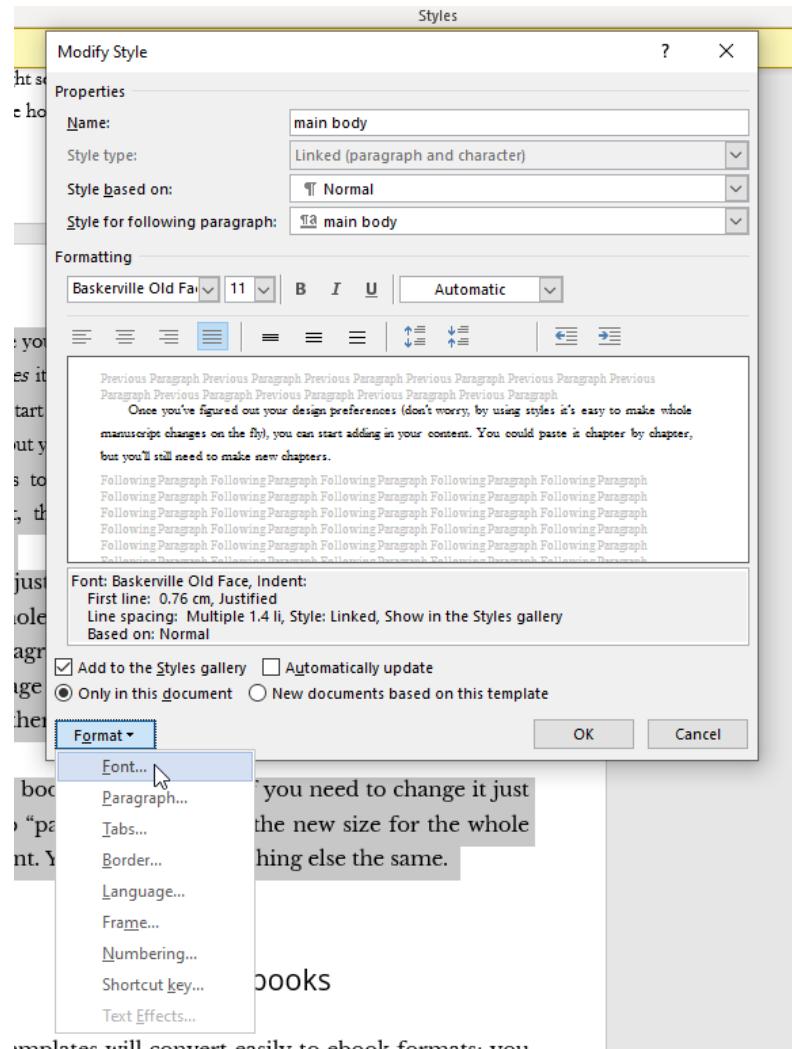
Alignment, Indentation, Spacing

Typically:
- **Novels are Single Spaced**
- **Alignment is Justified**
- **The first paragraph of the chapter or after a scene break will not be indented**
- **The first lines of every other paragraph are indented** (0.3" or .76 cm)
- **There is no spacing before or after each paragraph**

Alignment, Indentation, Spacing

- **BUT, you can play with design too!**

- **In some templates line spacing is set at Exactly at 15 pt or Multiple at 1.4.**

- **And poetry can really go wild.**

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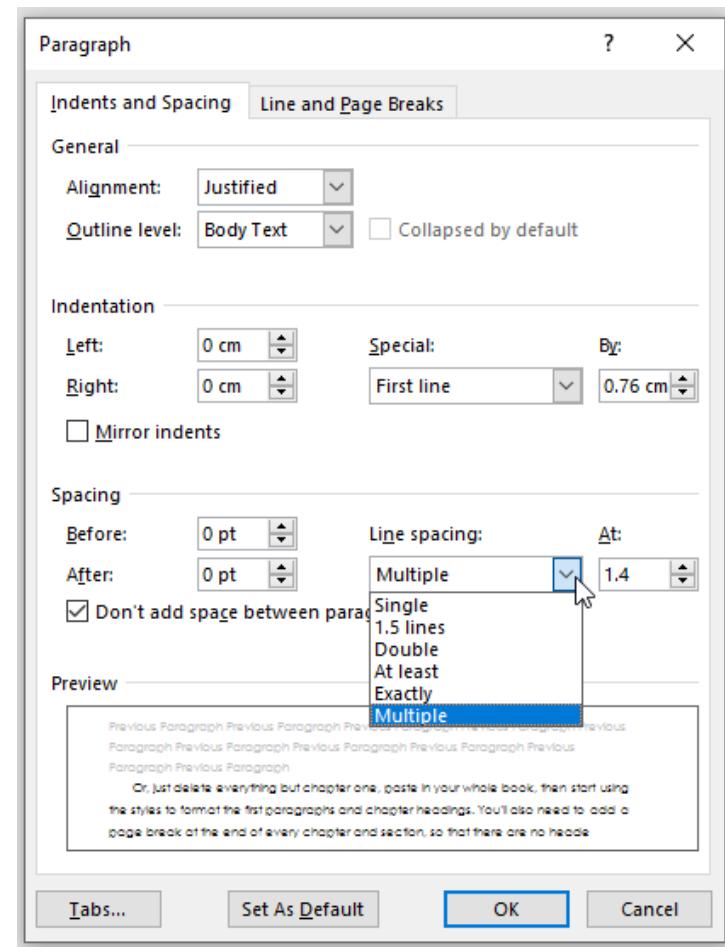
Alignment, Indentation, Spacing

- **When using unique spacing make sure you are using the alignment and indenting options. Don't fall back on the space or tab bar.**

- **Select the Pilcrow to see the formatting.**

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Chapter Spacing

- **Most chapters are aligned centered.**
- **Put a little bit of white space at the top of the page, or start chapters partway down the page.**
- **Use the Before and After spacing to achieve this.**

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Formatting Part 2

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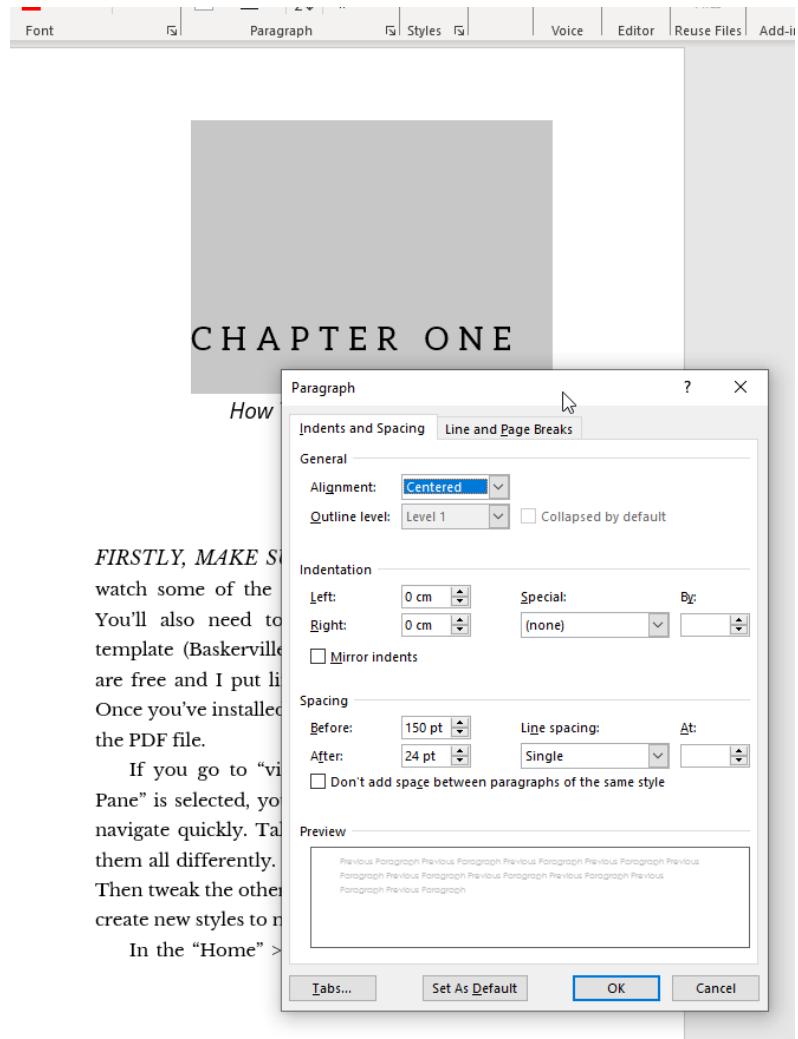
Table of Contents

- **The default Word Table of Contents rely on your use of styles and includes the first three heading levels.**

- **Click the References tab. Click Table of Contents, then Custom Table of Contents.**

- **Click the Options button in the Table of Contents dialog box to map the styles you used to the ToC framework.**

Table of Contents

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Table of Contents

- **After you've edited your document, page numbers and headings may change; to update your Table of Contents, right-click in the table and choose Update Field, or choose Update Table.**

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Page Breaks vs Sections

- **Page Break pushes any information after that page break onto the next page.**

- **Is great for adding blank pages.**

- **Section Break Next Page also pushes to next page AND splits your document into different parts to allow you to apply complex formatting.**

Using Sections

- One reason we want Sections in a document is to have specific parts of the book with different headers & footers.

- For example, if each chapter is a new section, we can have the individual Chapter Titles across the top of the page.

https://www.youtube.com/watch?v=Q7-gDV0RiCM

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Odd Page Header -Section 1-

...dio interdum porttitor nec quis lorem. Integer vitae varius lectus.¶

Mauris· suscipit· arcu· a· massa· pharetra,· vel· rutrum· metus· mattis.· Sed· scelerisque,· lectus· vel· fermentum·volutpat,·velit·turpis·ullamcorper·turpis,· eget· faucibus· est· nulla· quis· tortor.· Curabitur· in· vulputate·urna,·in·mattis·tortor.·Phasellus·eu·posuere· elit.·Praesent·imperdiet·magna·a·nibh·mattis·aliquam.· Aenean· bibendum· magna· eget· sem· molestie· bibendum.·Cras·purus·neque,·sodales·porttitor·ante· id,·porttitor·interdum·tortor.·Mauris·lacinia·sit·amet· risus·in·placerat.·Morbi·urna·erat,·gravida·eget·risus· a,·cursus·molestie·mauris.¶

Nulla·scelerisque·ex·id·est·vestibulum·facilisis.· Fusce·ultricies·tempor·cursus.·In·tristique·tincidunt· imperdiet.· Maecenas· scelerisque· aliquet· dolor,· a· pretium· lorem· elementum· at.· Vestibulum· lacinia· nulla·et·sollicitudin·egestas.·Mauris·tempus·erat·eget· congue· congue.· Etiam· vestibulum· at· turpis· eget· scelerisque· congue.· Nulla· faucibus· mauris· justo,· in· consectetur· odio· tincidunt· tincidunt.· In· porttitor· efficitur·tincidunt.¶

Donec·sollicitudin,·augue·ac·laoreet·tempor,·leo· metus· euismod· massa,· in· elementum· quam· tellus· viverra·erat.·Donec·tellus·lectus,·blandit·vitae·semper· vitae,·porta·nec·ex.·Duis·mattis·odio·diam,·id·ornare· mauris·tempus·ornare.·Curabitur·fermentum,·nisi·ac· facilisis·facilisis,·turpis·ex·tincidunt·elit,·eu·pulvinar· metus·dui·rhoncus·dolor.·Nam·feugiat·vitae·leo·ut· lacinia.·In·convallis·interdum·sem,·a·hendrerit·orci· commodo· id.· Duis· volutpat· sed· nunc· euismod· eleifend.· Donec· vitae· nibh· fermentum,· tincidunt· mauris·et,·aliquet·nisi.·Nunc·interdum·lacus·ac·ligula· fringilla·venenatis.·Praesent·gravida·efficitur·magna,· eu·eleifend·lectus·gravida·non.·Pellentesque·rhoncus,· arcu·eget·pellentesque·mattis,·dui·dui·mollis·enim,·at· ullamcorper·arcu·velit·non·ante.·Sed·et·pretium·arcu.¶

¶·············Section Break (Next Page)·············¶

Odd Page Footer -Section 1-

¶

First Page Header -Section 2-   Same as Previous

CHAPTER·THREE¶
WHY·SECTIONS¶

Lorem·ipsum·dolor·sit·amet,·consectetur·adipiscing· elit.· Phasellus· eleifend· erat· nec· finibus· euismod.· Suspendisse·congue·feugiat·tellus,·a·malesuada·nulla.· Vestibulum·rutrum·ut·ante·vitae·accumsan.·Donec· ac·arcu·maximus,·blandit·orci·sit·amet,·dictum·eros.· Suspendisse· potenti.· Aliquam· et· augue· tellus.· Vestibulum·eu·placerat·est,·non·vulputate·sem.¶

Aliquam· sodales· euismod· mauris.· Nullam· facilisis· elementum· velit,· quis· lacinia· urna· egestas· non.·Nulla·tristique·libero·non·ex·porttitor,·sit·amet· dapibus·justo·sodales.·Phasellus·feugiat,·risus·a·luctus· fringilla,· enim· ligula· commodo· nulla,· a· porta· leo· lacus· sed· dui.· Sed· pellentesque· eros· non· ultricies· maximus.· Aliquam· a· augue· urna.· Donec· nec· ante· quam.¶

Suspendisse·pulvinar·leo·nunc,·eu·aliquet·nisi· molestie·eget.·Curabitur·a·sollicitudin·nisi,·et·ultricies· urna.·Fusce·lobortis·accumsan·metus·ut·maximus.· Pellentesque·tincidunt·felis·non·convallis·malesuada.· Nunc·nec·lobortis·nisl,·vitae·gravida·diam.·Phasellus· porta·ligula·sit·amet·eros·scelerisque·fringilla.·Duis· lacinia,· mauris· ac· convallis· efficitur,· sem· nisl· euismod·elit,·sed·semper·nisi·metus·sit·amet·sapien.· Proin· sollicitudin· dolor· erat,· in· ultricies· metus· tempor· iaculis.· In· eu· justo· tincidunt,· scelerisque·

First Page Footer -Section 2-   ...am·Nam·augue·e   Same as Previous

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Odd Page Header -Section 2-   ...lictum·justo.·Cras·at·rutrum· diam.·Fusce·dapibus·dolor·sit·amet·sem·ultrices,·sit· amet·ornare·justo·feugiat.¶

Suspendisse· ut· faucibus· nulla.· Phasellus· euismod·tortor·et·ligula·tincidunt·interdum.·Lorem· ipsum· dolor· sit· amet,· consectetur· adipiscing· elit.· Aliquam·erat·volutpat.·Etiam·mattis·pharetra·ante·ut· interdum.· Nam· interdum· convallis· turpis· at· venenatis.· Sed· laoreet· augue· id· nisi· suscipit,· ac· pulvinar· ipsum· tristique.· Proin· porta· viverra· elementum.¶

Duis· posuere· dolor· eget· urna· efficitur,· vel· aliquam·ex·interdum.·Donec·a·lectus·orci.·Aliquam· erat·volutpat.·Curabitur·velit·mauris,·pulvinar·et·eros· vitae,· efficitur· venenatis· libero.· Vestibulum· eget· purus· viverra,· tincidunt· orci· a,· molestie· neque.· Quisque· ut· nibh· faucibus,· commodo· sem· non,· faucibus·metus.·Class·aptent·taciti·sociosqu·ad·litora· torquent· per· conubia· nostra,· per· inceptos· himenaeos.· Maecenas· posuere· dictum· egestas.· Aenean· placerat· lorem· pharetra· viverra· finibus.· Phasellus·quis·dui·et·elit·ullamcorper·nec·non·ipsum.· Phasellus· ipsum· sapien,· tincidunt· a· tincidunt· et,· maximus· non· arcu.· Aliquam· erat· volutpat.· Etiam· viverra· faucibus· metus· vitae· pulvinar.· Praesent· condimentum,· sapien· vel· suscipit· imperdiet,· nunc· nulla·efficitur·nulla,·a·facilisis·dolor·arcu·mattis·ex.· Vestibulum·nec·massa·a·odio·interdum·porttitor·nec· quis·lorem.·Integer·vitae·varius·lectus.¶

Proin·luctus·libero·ac·sagittis·scelerisque.·Proin· suscipit·ac·purus·sit·amet·cursus.·Donec·augue·felis,· scelerisque· at· mauris· vitae,· fringilla· porta· nunc.· Mauris·eget·velit·ante.·Maecenas·dapibus·eget·turpis· ut· varius.· Mauris· ultricies· accumsan· massa· in· tempor.·Curabitur·mollis·non·magna·non·malesuada.· Morbi· tortor· velit,· eleifend· ut· ante· vel,· imperdiet· facilisis· diam.· Vestibulum· fermentum· viverra· faucibus.¶

Sed·vestibulum·maximus·lectus·condimentum· volutpat.·Aliquam·et·lacus·quis·libero·scelerisque·

Odd Page Footer -Section 2-   quis· facilisis· nisl.· Quisque·

Even Page Header -Section 2-   ·finibus· ante· s...   Same as Previous

Curabitur· vel· ipsum· dignissim,· ornare· risus· sed,· hendrerit·turpis.·Vestibulum·eget·hendrerit·ex.·Proin· et·sapien·aliquet,·facilisis·ante·eu,·interdum·orci.·Duis· a·vestibulum·metus,·non·commodo·nibh.·Curabitur· laoreet,· neque· et· elementum· facilisis,· libero· quam· maximus·nisi,·ut·consectetur·augue·odio·et·magna.¶

Phasellus· sagittis· magna· ante,· vitae· pharetra· eros·efficitur·eget.·Nam·vehicula·libero·consequat· felis· ullamcorper· cursus.· Sed· dignissim· finibus· sapien,· id· suscipit· dui· bibendum· ac.· In· finibus· aliquam· tempus.· Sed· luctus· sagittis· velit· eget· vulputate.· Donec· id· eros· eget· ligula· elementum· lacinia·ac·id·quam.·Vestibulum·et·neque·vitae·purus· ultrices·feugiat.¶

Ut· sit· amet· ante· vulputate,· dignissim· nisi· id,· aliquam·velit.·Sed·ornare·posuere·vestibulum.·Nam· elit· turpis,· pretium· eu· varius· at,· lobortis· sit· amet· metus.·Nullam·sodales·dui·sit·amet·vulputate.·Cras· velit·nisi,·vehicula·eu·imperdiet·id,·rhoncus·ut·mi.· Nam· feugiat,· velit· quis· vulputate· egestas,· lorem· libero· pharetra· magna,· vel· maximus· turpis· nisi· ut· odio.·Class·aptent·taciti·sociosqu·ad·litora·torquent· per·conubia·nostra,·per·inceptos·himenaeos.·Etiam· volutpat· fermentum· eleifend.· Sed· iaculis,· metus· bibendum·rutrum·auctor,·tellus·sapien·tristique·eros,· quis· euismod· quam· tortor· non· augue.· Praesent· bibendum·posuere·finibus.·Fusce·accumsan·id·massa· nec·sagittis.·Morbi·in·justo·tincidunt,·varius·tellus· sed,·imperdiet·purus.·Proin·bibendum·finibus·nulla.· Cras· sollicitudin· neque· vitae· convallis· varius.· Sed· tincidunt·semper·felis,·eget·consequat·sem·tincidunt· quis.· Praesent· lacus· tortor,· posuere· sed· felis· id,· porttitor·condimentum·elit.¶

Mauris· suscipit· arcu· a· massa· pharetra,· vel· rutrum· metus· mattis.· Sed· scelerisque,· lectus· vel· fermentum·volutpat,·velit·turpis·ullamcorper·turpis,· eget· faucibus· est· nulla· quis· tortor.· Curabitur· in· vulputate·urna,·in·mattis·tortor.·Phasellus·eu·posuere· elit.·Praesent·imperdiet·magna·a·nibh·mattis·aliquam.· Aenean· bibendum· magna· eget· sem· molestie·

Even Page Footer -Section 2-

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Page Numbers

- **Typically aligned centered or to the outside of the page** (even page left, odd page right).

- **First pages in a chapter may not have page numbers at all.**

- **Front Matter is either not numbered or uses roman numerals.**

Page Number Format

Number format: 1, 2, 3, ...

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

● Continue from previous section
○ Start at:

OK   Cancel

Odd Page Footer
5

Even Page Footer
6
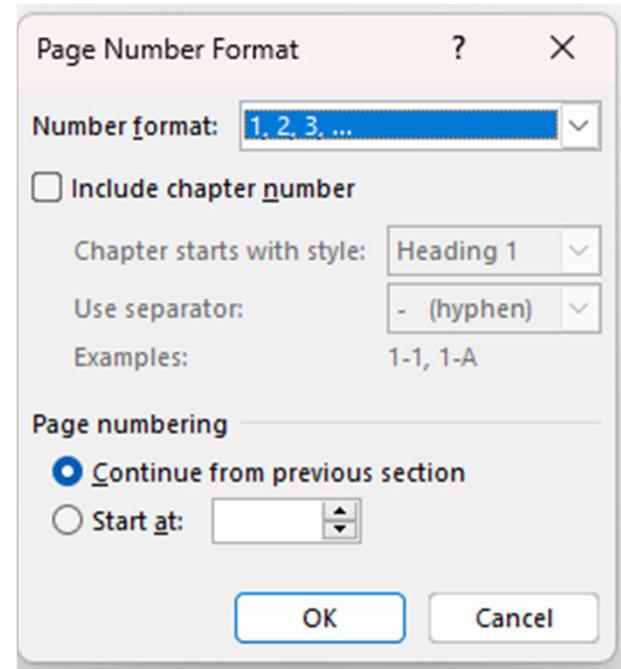
Page Numbers

- **If you want the front matter to have different number formatting you'll need sections**

- **Sometimes adding page numbers can be tricky, so always start at the beginning and work your way through the document**
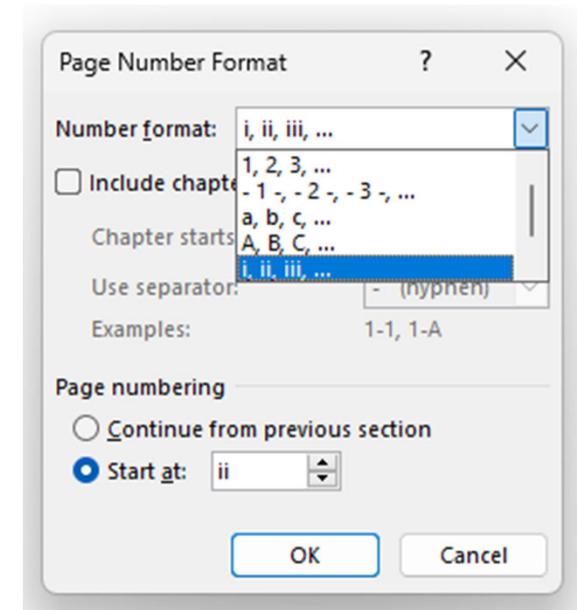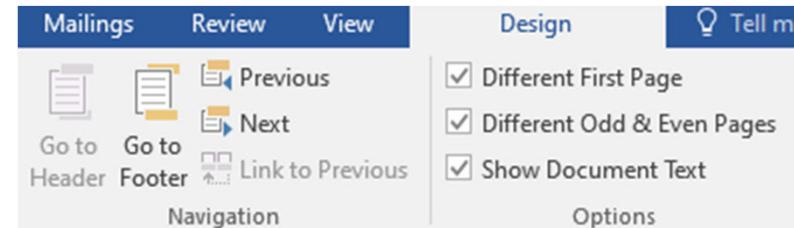
Running Heads

- A running head is a heading printed at the top of each page of a document or book.

- Usually this is either Author/Title or Book Title/Chapter Title where there is one of these elements at the top alternating odd and even pages.

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First Page Header -Section 1-

Even Page Header -Section 1-

Odd Page Header -Section 1-

...am augue elit, convallis quis erat eu, rhoncus dictum justo. Cras at rutrum diam. Fusce dapibus dolor sit amet sem ultrices, sit amet ornare justo feugiat.¶

...facilisis nisl. Quisque vehicula felis nisl, sed finibus ante suscipit quis. Curabitur vel ipsum dignissim, ornare risus sed, hendrerit turpis. Vestibulum eget hendrerit ex. Proin et sapien aliquet, facilisis ante eu, interdum orci. Duis a vestibulum metus, non commodo nibh. Curabitur laoreet, neque et elementum facilisis, libero quam maximus nisi, ut consectetur augue odio et magna.¶

CHAPTER·ONE¶
THE·EXAMPLE¶

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus eleifend erat nec finibus euismod. Suspendisse congue feugiat tellus, a malesuada nulla. Vestibulum rutrum ut ante vitae accumsan. Donec ac arcu maximus, blandit orci sit amet, dictum eros. Suspendisse potenti. Aliquam et augue tellus. Vestibulum eu placerat est, non vulputate sem.¶

Aliquam sodales euismod mauris. Nullam facilisis elementum velit, quis lacinia urna egestas non. Nulla tristique libero non ex porttitor, sit amet dapibus justo sodales. Phasellus feugiat, risus a luctus fringilla, enim ligula commodo nulla, a porta leo lacus sed dui. Sed pellentesque eros non ultricies maximus. Aliquam a augue urna. Donec nec ante quam.¶

Suspendisse pulvinar leo nunc, eu aliquet nisi molestie eget. Curabitur a sollicitudin nisi, et ultricies urna. Fusce lobortis accumsan metus ut maximus. Pellentesque tincidunt felis non convallis malesuada. Nunc nec lobortis nisl, vitae gravida diam. Phasellus porta ligula sit amet eros scelerisque fringilla. Duis lacinia, mauris ac convallis efficitur, sem nisl euismod elit, sed semper nisi metus sit amet sapien. Proin sollicitudin dolor erat, in ultricies metus...

Suspendisse ut faucibus nulla. Phasellus euismod tortor et ligula tincidunt interdum. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam erat volutpat. Etiam mattis pharetra ante ut interdum. Nam interdum convallis turpis at venenatis. Sed laoreet augue id nisi suscipit, ac pulvinar ipsum tristique. Proin porta viverra elementum.¶

Duis posuere dolor eget urna efficitur, vel aliquam ex interdum. Donec a lectus orci. Aliquam erat volutpat. Curabitur velit mauris, pulvinar et eros vitae, efficitur venenatis libero. Vestibulum eget purus viverra, tincidunt orci a, molestie neque. Quisque ut nibh faucibus, commodo sem non, faucibus metus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Maecenas posuere dictum egestas. Aenean placerat lorem pharetra viverra finibus. Phasellus quis dui et elit ullamcorper nec non ipsum. Phasellus ipsum sapien, tincidunt a tincidunt et, maximus non arcu. Aliquam erat volutpat. Etiam viverra faucibus metus vitae pulvinar. Praesent condimentum, sapien vel suscipit imperdiet, nunc nulla efficitur nulla, a facilisis dolor arcu mattis ex. Vestibulum nec massa a odio interdum porttitor nec quis lorem. Integer vitae varius lectus.¶

Proin luctus libero ac sagittis scelerisque. Proin suscipit ac purus sit amet cursus. Donec augue felis, scelerisque at mauris vitae, fringilla porta nunc. Mauris eget velit ante. Maecenas dapibus eget turpis ut varius. Mauris ultricies accumsan massa in tempor. Curabitur mollis non magna non malesuada. Morbi tortor velit, eleifend ut ante vel, imperdiet facilisis diam. Vestibulum fermentum viverra faucibus.¶

...us lectus condimentum ...quis libero scelerisque...

Phasellus sagittis magna ante, vitae pharetra eros efficitur eget. Nam vehicula libero consequat felis ullamcorper cursus. Sed dignissim finibus sapien, id suscipit dui bibendum ac. In finibus aliquam tempus. Sed luctus sagittis velit eget vulputate. Donec id eros eget ligula elementum lacinia ac id quam. Vestibulum et neque vitae purus ultrices feugiat.¶

Ut sit amet ante vulputate, dignissim nisi id, aliquam velit. Sed ornare posuere vestibulum. Nam elit turpis, pretium eu varius at, lobortis sit amet metus. Nullam sodales dui sit amet vulputate. Cras velit nisi, vehicula eu imperdiet id, rhoncus ut mi. Nam feugiat, velit quis vulputate egestas, lorem libero pharetra magna, vel maximus turpis nisi ut odio. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam volutpat fermentum eleifend. Sed iaculis, metus bibendum rutrum auctor, tellus sapien tristique eros, quis euismod quam tortor non augue. Praesent bibendum posuere finibus. Fusce accumsan id massa nec sagittis. Morbi in justo tincidunt, varius tellus sed, imperdiet purus. Proin bibendum finibus nulla. Cras sollicitudin neque vitae convallis varius. Sed tincidunt semper felis, eget consequat sem tincidunt quis. Praesent lacus tortor, posuere sed felis id, porttitor condimentum elit.¶

Aliquam sodales euismod mauris. Nullam facilisis elementum velit, quis lacinia urna egestas non. Nulla tristique libero non ex porttitor, sit amet dapibus justo sodales. Phasellus feugiat, risus a luctus fringilla, enim ligula commodo nulla, a porta leo ...squue eros non ultricies...

First Page Footer -Section 1-

Even Page Footer -Section 1-

Odd Page Footer -Section 1-

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First Page Header -Section 2-   Same as Previous

Odd Page Header -Section 2-

Even Page Header -Section 2-

CHAPTER·TWO¶
SLIGHTLY·DIFFERENT¶

Lorem·ipsum·dolor·sit·amet,·consectetur·adipiscing· elit.·Phasellus·eleifend·erat·nec·finibus·euismod.· Suspendisse·congue·feugiat·tellus,·a·malesuada·nulla.· Vestibulum·rutrum·ut·ante·vitae·accumsan.·Donec· ac·arcu·maximus,·blandit·orci·sit·amet,·dictum·eros.· Suspendisse·potenti.·Aliquam·et·augue·tellus.· Vestibulum·eu·placerat·est,·non·vulputate·sem.¶

Aliquam·sodales·euismod·mauris.·Nullam· facilisis·elementum·velit,·quis·lacinia·urna·egestas· non.·Nulla·tristique·libero·non·ex·porttitor,·sit·amet· dapibus·justo·sodales.·Phasellus·feugiat,·risus·a·luctus· fringilla,·enim·ligula·commodo·nulla,·a·porta·leo· lacus·sed·dui.·Sed·pellentesque·eros·non·ultricies· maximus.·Aliquam·a·augue·urna.·Donec·nec·ante· quam.¶

Suspendisse·pulvinar·leo·nunc,·eu·aliquet·nisi· molestie·eget.·Curabitur·a·sollicitudin·nisi,·et·ultricies· urna.·Fusce·lobortis·accumsan·metus·ut·maximus.· Pellentesque·tincidunt·felis·non·convallis·malesuada.· Nunc·nec·lobortis·nisl,·vitae·gravida·diam.·Phasellus· porta·ligula·sit·amet·eros·scelerisque·fringilla.·Duis· lacinia,·mauris·ac·convallis·efficitur,·sem·nisl· euismod·elit,·sed·semper·nisi·metus·sit·amet·sapien.· Proin·sollicitudin·dolor·erat,·in·ultricies·metus· tempor·iaculis.·Ins·eu·justo·tincidunt·scelerisque.· Nam·augu

First Page Footer -Section 2-   Same as Previous

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justo.·Cras·at·rutrum· diam.·Fusce·dapibus·dolor·sit·amet·sem·ultrices,·sit· amet·ornare·justo·feugiat.¶

Suspendisse·ut·faucibus·nulla.·Phasellus· euismod·tortor·et·ligula·tincidunt·interdum.·Lorem· ipsum·dolor·sit·amet,·consectetur·adipiscing·elit.· Aliquam·erat·volutpat.·Etiam·mattis·pharetra·ante·ut· interdum.·Nam·interdum·convallis·turpis·at· venenatis.·Sed·laoreet·augue·id·nisi·suscipit,·ac· pulvinar·ipsum·tristique.·Proin·porta·viverra· elementum.¶

Duis·posuere·dolor·eget·urna·efficitur,·vel· aliquam·ex·interdum.·Donec·a·lectus·orci.·Aliquam· erat·volutpat.·Curabitur·velit·mauris,·pulvinar·et·eros· vitae,·efficitur·venenatis·libero.·Vestibulum·eget· purus·viverra,·tincidunt·orci·a,·molestie·neque.· Quisque·ut·nibh·faucibus,·commodo·sem·non,· faucibus·metus.·Class·aptent·taciti·sociosqu·ad·litora· torquent·per·conubia·nostra,·per·inceptos· himenaeos.·Maecenas·posuere·dictum·egestas.· Aenean·placerat·lorem·pharetra·viverra·finibus.· Phasellus·quis·dui·et·elit·ullamcorper·nec·non·ipsum.· Phasellus·ipsum·sapien,·tincidunt·a·tincidunt·et,· maximus·non·arcu.·Aliquam·erat·volutpat.·Etiam· viverra·faucibus·metus·vitae·pulvinar.·Praesent· condimentum,·sapien·vel·suscipit·imperdiet,·nunc· nulla·efficitur·nulla,·a·facilisis·dolor·arcu·mattis·ex.· Vestibulum·nec·massa·a·odio·interdum·porttitor·nec· quis·lorem.·Integer·vitae·varius·lectus.¶

Proin·luctus·libero·ac·sagittis·scelerisque.·Proin· suscipit·ac·purus·sit·amet·cursus.·Donec·augue·felis,· scelerisque·at·mauris·vitae,·fringilla·porta·nunc.· Mauris·eget·velit·ante.·Maecenas·dapibus·eget·turpis· ut·varius.·Mauris·ultricies·accumsan·massa·in· tempor.·Curabitur·mollis·non·magna·non·malesuada.· Morbi·tortor·velit,·eleifend·ut·ante·vel,·imperdiet· facilisis·diam.·Vestibulum·fermentum·viverra· faucibus.¶

Sed·vestibulum·maximus·lectus·condimentum· quis·libero·scelerisque· facilisis·nisl.·Quisque·

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ante·suscipit·quis.· Curabitur·vel·ipsum·dignissim,·ornare·risus·sed,· hendrerit·turpis.·Vestibulum·eget·hendrerit·ex.·Proin· et·sapien·aliquet,·facilisis·ante·eu,·interdum·orci.·Duis· a·vestibulum·metus,·non·commodo·nibh.·Curabitur· laoreet,·neque·et·elementum·facilisis,·libero·quam· maximus·nisi,·ut·consectetur·augue·odio·et·magna.¶

Phasellus·sagittis·magna·ante,·vitae·pharetra· eros·efficitur·eget.·Nam·vehicula·libero·consequat· felis·ullamcorper·cursus.·Sed·dignissim·finibus· sapien,·id·suscipit·dui·bibendum·ac.·In·finibus· aliquam·tempus.·Sed·luctus·sagittis·velit·eget· vulputate.·Donec·id·eros·eget·ligula·elementum· lacinia·ac·id·quam.·Vestibulum·et·neque·vitae·purus· ultrices·feugiat.¶

Ut·sit·amet·ante·vulputate,·dignissim·nisi·id,· aliquam·velit.·Sed·ornare·posuere·vestibulum.·Nam· elit·turpis,·pretium·eu·varius·at,·lobortis·sit·amet· metus.·Nullam·sodales·dui·sit·amet·vulputate.·Cras· velit·nisi,·vehicula·eu·imperdiet·id,·rhoncus·ut·mi.· Nam·feugiat,·velit·quis·vulputate·egestas,·lorem· libero·pharetra·magna,·vel·maximus·turpis·nisi·ut· odio.·Class·aptent·taciti·sociosqu·ad·litora·torquent· per·conubia·nostra,·per·inceptos·himenaeos.·Etiam· volutpat·fermentum·eleifend.·Sed·iaculis,·metus· bibendum·rutrum·auctor,·tellus·sapien·tristique·eros,· quis·euismod·quam·tortor·non·augue.·Praesent· bibendum·posuere·finibus.·Fusce·accumsan·id·massa· nec·sagittis.·Morbi·in·justo·tincidunt,·varius·tellus· sed,·imperdiet·purus.·Proin·bibendum·finibus·nulla.· Cras·sollicitudin·neque·vitae·convallis·varius.·Sed· tincidunt·semper·felis,·eget·consequat·sem·tincidunt· quis.·Praesent·lacus·tortor,·posuere·sed·felis·id,· porttitor·condimentum·elit.¶

Mauris·suscipit·arcu·a·massa·pharetra,·vel· rutrum·metus·mattis.·Sed·scelerisque,·lectus·vel· fermentum·volutpat,·velit·turpis·ullamcorper·turpis,· eget·faucibus·est·nulla·quis·tortor.·Curabitur·in· vulputate·urna,·in·mattis·tortor.·Phasellus·eu·posuere· elit.·Praesent·imperdiet·magna·a·nibh·mattis·aliquam.· eget·sem·molestie·

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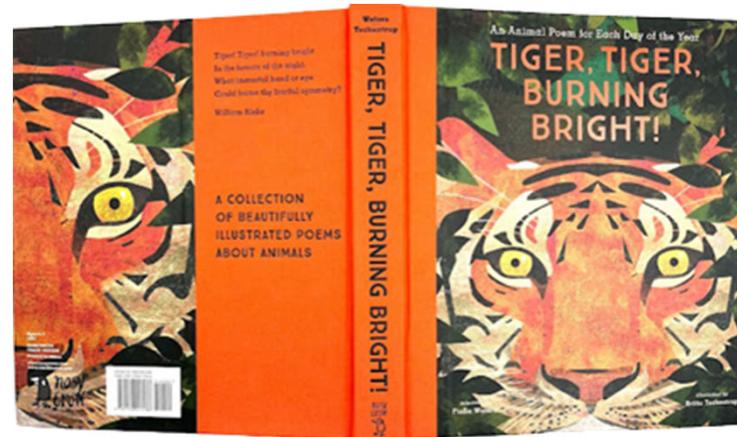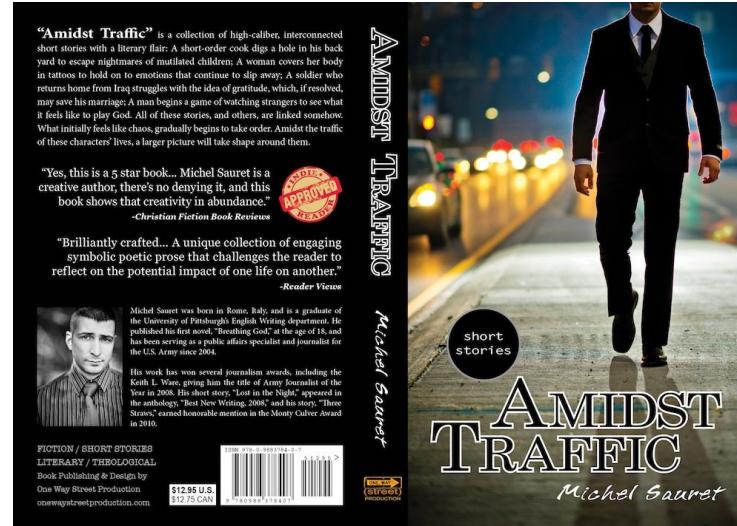
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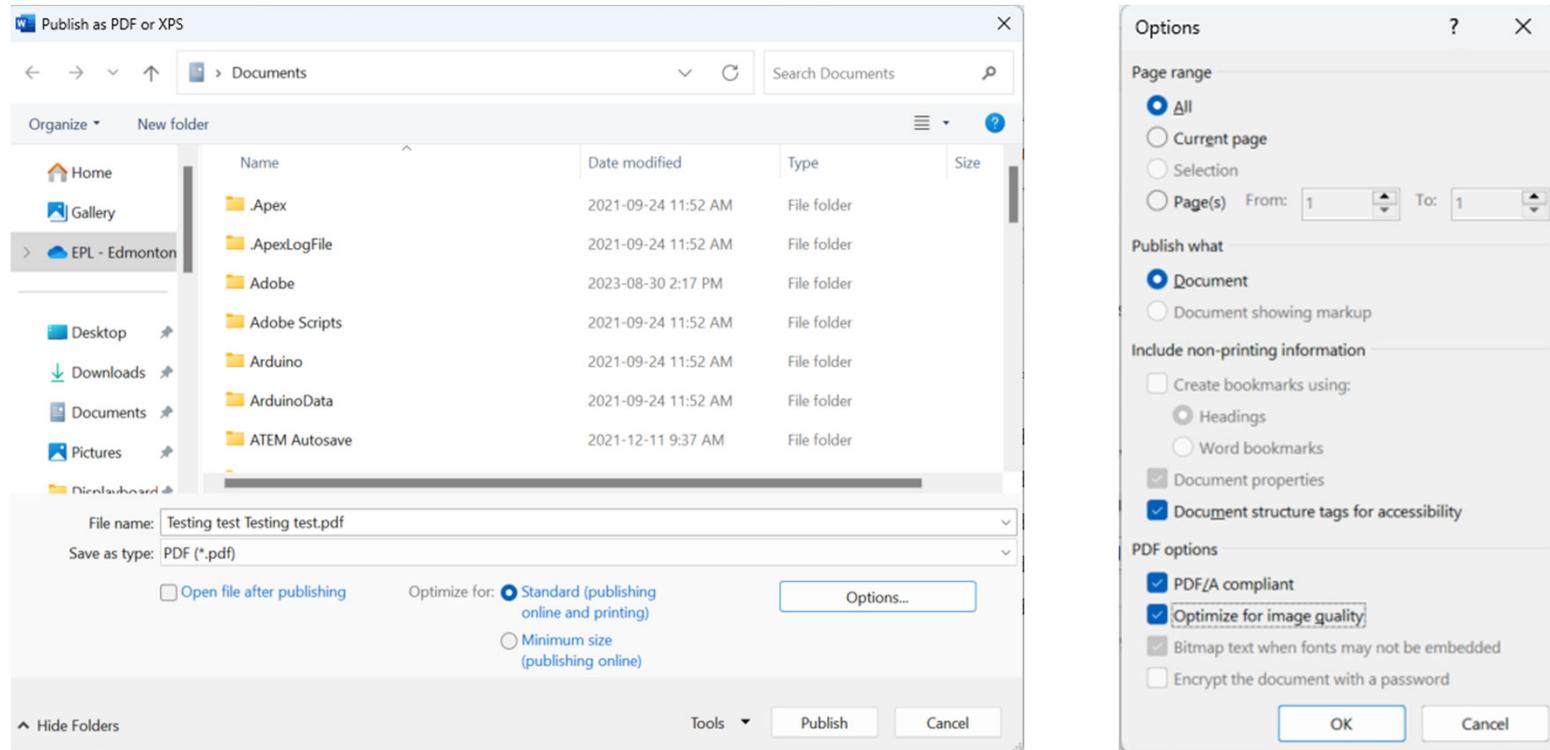
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