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Lacuna Docs

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This copy holds every page as it stood on that date. Videos play from the web, so each one has a link. The newest copy is always at docs.lacuna.pub.

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Create Your First Book in 5 Minutes

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Getting Started with Lacuna

docs.lacuna.pub/getting-started/

Lacuna turns your finished manuscript into a book that is ready to publish. Import your Word document, choose one of 32 pre-made styles, and generate an EPUB and a print-ready PDF for Amazon KDP, IngramSpark, Apple Books and other stores. Lacuna runs on your own computer: Windows, Mac or Linux.

Try it with your own book. The trial is unlimited and has every feature, so you can format your whole book before you buy. Paying unlocks generating your final files: $149, once, with every update included.

Download Lacuna for Windows, Mac or Linux · See pricing

Watch the Lacuna masterclass

Video: Find Your Way Around the Lacuna App
Watch on YouTube: www.youtube.com/watch?v=O3RUbCSiNfI

Watch on YouTube

A tour of the whole app, from importing a manuscript to generating the finished files.

How to format your book in four steps

1. Import your manuscript

Video: How to import your manuscript (1:01)
Watch online: docs.lacuna.pub/getting-started/#docs-clip-import-manuscript

Click **Import Your Manuscript** on the dashboard and choose your Word document (.docx). Every line set to Heading 1 becomes a section, and your text, pictures, footnotes and links come with it.

- Import your manuscript: the import step by step, and what comes across.
- Best practices for importing: set up the headings in your Word document for a clean import, with example manuscripts to download.

2. Arrange your sections

Your sections are listed in the sidebar. Drag them into order, rename them, and add front and back matter such as a dedication, a table of contents or an About the Author page.

- Section types
- Manage book sections

3. Choose your book's style

Pick one of 32 pre-made styles, then make it your own: fonts, section titles, drop caps, ornamental breaks, page layout and more. The preview shows your book on e-readers and in print as you work.

- Choose a style
- How to use presets

4. Generate your EPUB and print-ready PDF

Open **Generate** and choose **Generate E-Book** for your EPUB, or **Generate Print-Ready PDF** for your paperback or hardcover.

- Generate your EPUB
- Generate your print-ready PDF

What you need

- A computer running Windows, Mac or Linux.
- Your manuscript as a Word document (.docx). Google Docs, LibreOffice and Pages can all save one.

Questions

> **Is Lacuna free?**
>
> Lacuna is free to download, and the trial has every feature with no time limit: import your manuscript, style it, and preview it on e-readers and in print. You pay once, $149, when you are ready to generate your final files. See the trial and the full version.

> **Is Lacuna a subscription?**
>
> No. You pay once and keep every update. See pricing and plans.

> **How does Lacuna format my manuscript?**
>
> It reads the headings in your Word document to split it into sections, then sets every section in the style you choose. You change the look in one place and the whole book follows. See best practices for importing.

> **Can I get my book out of Lacuna?**
>
> Yes. Generate an EPUB, a print-ready PDF or a Word document (DOCX) from the **Generate** menu, as often as you like.

Start formatting your book

Download Lacuna for Windows, Mac or Linux and import your manuscript. Format the whole book in the trial; pay once, $149, when you are ready to publish.

Importing Your Manuscript

docs.lacuna.pub/getting-started/import-word-document/

Import your finished manuscript as a Word document (.docx) and Lacuna turns it into a book: every section in place, your text, pictures and notes carried across, and the whole book set in the style you choose. Lacuna is book formatting software for Windows, Mac and Linux that makes an EPUB and a print-ready PDF from your manuscript.

WHAT IT DOES	WHERE TO FIND IT
Makes a new book from your manuscript, with a section for every **Heading 1**.	**Import Your Manuscript** on the dashboard, the screen Lacuna opens on.
WORKS WITH	**BEFORE YOU START**
Word documents (.docx), from Microsoft Word, Google Docs, LibreOffice and other word processors.	Set your section titles to **Heading 1** in your Word document. Best Practices for Importing Your Manuscript shows how.

How to import your manuscript

Video: How to import your manuscript (1:01)
Watch online: docs.lacuna.pub/getting-started/import-word-document/#docs-clip-import-manuscript

1. **Click Import Your Manuscript** on the dashboard.
2. **Click** the box under **Manuscript File** and choose your Word document (.docx), or drop it on the box.
3. **Type** your book's title in **Book Title**, and your name under **Author Information**. **Subtitle**, **Middle Name** and **Last Name** are optional.
4. **Check** the **Language**: it is the language your book is written in.
5. **Choose** a **Chapter Section Type**. **Numbered** counts your chapters for you (Chapter 1, Chapter 2) and keeps their subtitles. **Unnumbered** keeps your chapter titles exactly as you wrote them. See chapter types.
6. **Click Import Manuscript**.

Your book opens in the editor, with its sections in the sidebar on the left and a preview on the right.

What gets imported

Video: What gets imported (0:40)
Watch online: docs.lacuna.pub/getting-started/import-word-document/#docs-clip-import-what-comes-across

Here is what Lacuna takes from your manuscript, and what you set in Lacuna instead.

Lacuna imports from your Word document

Your words and your book's structure

- A section for every Heading 1, with its subtitle
- Front and back matter, typed by their titles (*Copyright*, *Dedication*, *Prologue*, *Epilogue*, *About the Author* and more)
- Subheadings (Heading 3 and below)
- Bold, italic, underline, strikethrough, small caps, superscript and subscript
- Centered, right-aligned and justified paragraphs
- Bulleted and numbered lists, nested levels included
- Tables, with their header row
- Footnotes and endnotes
- Pictures, with their alt text, in the book's image library
- `*`, `~ ~ ~`, `###` and `---` as ornamental breaks
- Page breaks
- Links (in Microsoft Word, made with **Insert**, then **Link**)
- Paragraphs set to **Quote** or **Intense Quote**, as blockquotes
- Drop caps, on the paragraphs you gave them (in Microsoft Word, made with **Insert**, then **Drop Cap**)

You style in Lacuna

Your book's style sets these, so every section matches

- Fonts and font sizes
- Line spacing and first-line indents
- Headers, footers and page numbers
- The table of contents (Lacuna makes its own)
- How drop caps look

Section breaks in your Word document are ignored.

Lacuna also adds a **Title Page**, a **Copyright** page and a **Contents** page, unless your Word document already has them. Its title page uses the title and name you typed.

To see every item above in a real manuscript, download the Lacuna Import Example and import it.

Drop caps from your Word document

Video: Where your Word drop caps go in Lacuna (0:34)
Watch online: docs.lacuna.pub/getting-started/import-word-document/#docs-clip-drop-caps-imported

Lacuna puts a drop cap on every paragraph you gave one in Microsoft Word. In each section, the first is that section's drop cap, and every one after it is another drop cap. Lacuna styles them all the same way, in your book's style.

To put them in your Word document, see how to add drop caps in your Word document. To style or move them, see drop caps.

How to check your import

Read down the sections in the sidebar:

- **Every section title is there.** With **Numbered** chapters, each chapter shows its number and subtitle, such as *1. The Bilberry Weeks*.
- **Nothing extra.** A section named after a line of your text means that line was set to Heading 1. A section called **Untitled** at the top is usually a title page from your Word document: Lacuna made its own, so you can delete it.
- **Nothing missing.** A missing section means its title was not set to Heading 1, so its text joined the section before it.

How to fix sections after importing

You can fix everything in Lacuna, without going back to your Word document:

- **Rename, move or delete a section** from the sidebar. See manage book sections.
- **Join two sections:** select both in the sidebar, right-click, and choose **Merge 2 Sections**.
- **Split a section:** click in the text where the new section should start, open **Breaks** in the editor toolbar, and choose **Split Section**.

- **Add a section** the import missed. See how to add a section.

If many sections are wrong, fix the headings in your Word document and import it again. To add another Word document to a book you already have, open **Add New Section(s)** at the foot of the sidebar and choose **Import From Manuscripts (*.docx)**.

Questions

> **Where do I find Import Your Manuscript?**
>
> On the dashboard, the screen Lacuna opens on. If a book is open, open the **File** menu and choose **Close Project** to get back to it. To add a Word document to the book that is open, use **Add New Section(s)**, then **Import From Manuscripts (*.docx)**.

> **My import is taking a long time**
>
> Pictures take the longest: each one is prepared for your book on the way in, so a manuscript with many large pictures takes longer than one that is mostly text. Pictures several megabytes each import faster if you shrink them first.

> **My sections aren't right**
>
> Lacuna makes a section for every line in Heading 1. If a title is missing, set it to Heading 1; if there is an extra section, the line it is named after is set to Heading 1 by mistake. See common import mistakes.

> **How do I delete pages from a manuscript I imported?**
>
> Pages in Lacuna come from sections. Right-click a section in the sidebar and choose **Delete**, or select text in the editor and delete it.

> **Can I import a .doc, .odt or Pages file?**
>
> Save it as a Word document (.docx) first. Lacuna imports .docx files only.

Format your book with Lacuna

Download Lacuna for Windows, Mac or Linux and import your manuscript today. The trial is unlimited and has every feature, including all 32 pre-made styles, so you can format your whole book before you buy. Paying unlocks generating your final EPUB and print-ready PDF files: $149, once, with every update included.

Best Practices for Importing Your Manuscript

docs.lacuna.pub/getting-started/importing-best-practices/

Here is how to set up your Word document (.docx) so Lacuna imports it right every time, with every section in place: front matter, chapters and back matter. Lacuna finds each section by its heading, so it comes down to one rule: **set every section title to Heading 1.** Doing it now, in Microsoft Word, Google Docs or LibreOffice, saves you fixing sections later.

WHAT IT DOES	WHERE TO SET IT
Every line in **Heading 1** becomes a new section in Lacuna. A **Heading 2** right under it becomes that section's subtitle.	In Microsoft Word, the headings on the **Home** tab (Word calls them Styles). Check them in the **Navigation Pane**, on the **View** tab.
WORKS WITH	**BEFORE YOU START**
Word documents (.docx), saved from Microsoft Word, Google Docs, LibreOffice or any other word processor.	Download the example manuscripts at the end of this page to see a Word document set up the way Lacuna reads it.

How Lacuna reads your Word document

Lacuna goes by the **heading** you give each line, never by how it looks. A line set to Heading 1 starts a new section even if it is small and plain. A line typed in big, bold letters stays text if it is set to Normal.

Heading 1 *Chapter 3*	**A new section** titled with that line
Heading 1 with a colon *Chapter 1: The Bilberry Weeks*	**A section with a subtitle** *Chapter 1*, subtitled *The Bilberry Weeks*
Heading 1 **Heading 2** *Chapter 2*, then *The Llama and Beaver* on the next line	**A section with a subtitle** The same result as the colon: *Chapter 2*, subtitled *The Llama and Beaver*
Heading 3 and smaller, anywhere in a section	**A subheading** never a new section
Heading 1 *Copyright*, *Dedication*, *Prologue*, *Epilogue*, *About the Author*	**A section of that type**
`***` or `~~~`, `###`, `---` on a line of its own	**An ornamental break**
Page break	**A page break** inside the section
¶ Normal	**Your text**

Page breaks and section breaks in your Word document never start a section. Only your headings do.

How to set up section titles in your Word document



Video: How to set up section titles in your Word document (0:40)
Watch online: docs.lacuna.pub/getting-started/importing-best-practices/#docs-clip-word-heading-1

The clip and steps show Microsoft Word. Google Docs and LibreOffice have the same headings: see Google Docs and LibreOffice.

1. **Click** anywhere in a section title.
2. **Choose Heading 1** on the **Home** tab, in the row Microsoft Word calls **Styles**.
3. **Repeat** for every section title: chapters, and front and back matter such as the dedication, prologue, epilogue and acknowledgments.

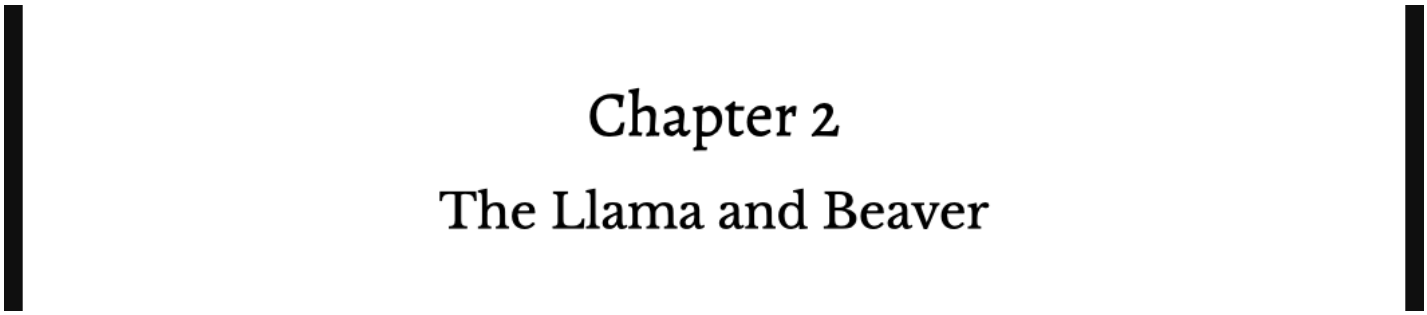
The **Home** tab highlights the heading of the line your cursor is in, so it always tells you what Lacuna will see. How Heading 1 looks in your document does not matter: Lacuna sets your titles in your book's style when you import.

How to add a section subtitle

> **Video:** How to add a section subtitle (0:28)
> Watch online: docs.lacuna.pub/getting-started/importing-best-practices/#docs-clip-word-subtitle-two-ways

There are two ways, and Lacuna gives the same result for both.

- **On one line, with a colon.** Type the title and subtitle on one Heading 1 line, such as *Chapter 1: The Bilberry Weeks*. Lacuna splits it at the colon.
- **On a line of its own.** Put the title alone in Heading 1, such as *Chapter 2*, and the subtitle on the next line in **Heading 2**, such as *The Llama and Beaver*.



After importing, style subtitles on the section subtitles page.

How to add subheadings

Inside a section, set subheadings to **Heading 3**, and smaller ones to **Heading 4** and below. Heading 3 and below are the only headings that never start a new section. See add subheadings to your book to style them after importing.

> ⚠ **Why not Heading 2?**
>
> A Heading 2 that begins with a word such as *Chapter*, *Prologue* or *Introduction* starts a new section, because some writing programs, such as Scrivener, export their chapter titles as Heading 2. Heading 3 never does, so it is the safe choice for every subheading.

How to check your headings before you import

Microsoft Word's **Navigation Pane** lists every heading in your document, in order. It is the quickest way to see your book the way Lacuna will. In Google Docs, open **View**, then **Show outline**; in LibreOffice, open the **Navigator**.

1. **Click** the **View** tab in Microsoft Word.
2. **Tick Navigation Pane**.
3. **Read** down the list. Every section title should be there, at the left edge, and nothing else at that level.

Anything at the left edge that is not a section title will become a section of its own. A section title missing from the list will join the section before it.

Common import mistakes

Heading 1 on a line that is not a title

> ▶ **Video:** Heading 1 on a line that is not a title (0:23)
> Watch online: docs.lacuna.pub/getting-started/importing-best-practices/#docs-clip-word-heading-1-not-a-title

This is the most common mistake. A line of ordinary text is set to Heading 1, often because it was pasted from somewhere else or Heading 1 carried on from the title above. It can look exactly like the text around it, so you only find it on the **Home** tab or in the Navigation Pane.

Title Page

Copyright

Contents

Untitled

About the Book

1. The Bilberry Weeks

2. The Llama and Beaver

3. The Beaver Dam

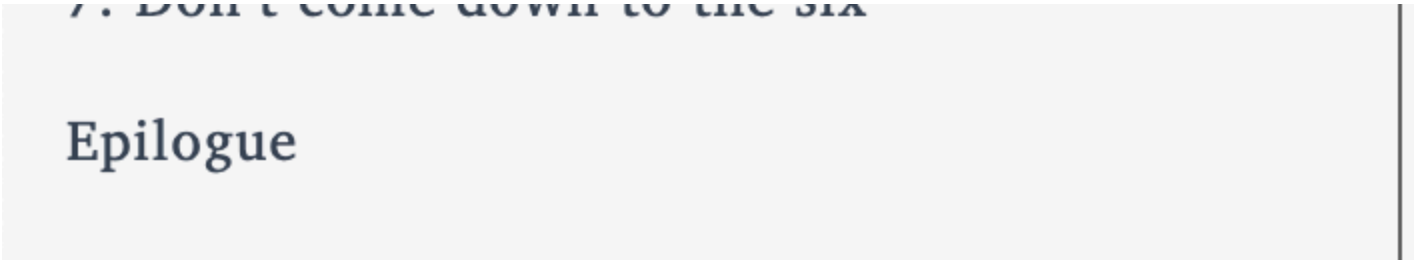
4. Tidal Waves of Despair

5. Damn, that’s prolific

They fell silent again.

6. Momma Bear and Penguin

7. Don’t come down to the six



To fix it: click the line in your Word document, choose **Normal** on the **Home** tab, and import again. Or fix it in Lacuna: select the extra section and the one before it, right-click, and choose **Merge 2 Sections**.

A title that looks like Heading 2 but is Heading 1

Video: A title that looks like Heading 2 but is Heading 1 (0:30)
Watch online: docs.lacuna.pub/getting-started/importing-best-practices/#docs-clip-word-heading-1-looks-like-2

A title made to look smaller is still set to Heading 1, so Lacuna makes it a section. That is right for a section title. If the line is really a subtitle or a subheading, set it to **Heading 2** or **Heading 3** instead of changing its size.

A table of contents in your Word document

Leave the table of contents out of your Word document, whether you typed it or Microsoft Word made it. Lacuna makes one for you, with page numbers in your print book and links readers can tap in your e-book. It updates itself as you add, move and rename sections, and you choose how it looks: leader dots, subheadings, chapter numbers and more. A table of contents from your document can do none of that.

To fix it: delete the table of contents from your Word document before you import. Then set up Lacuna's on the table of contents page.

A title typed as bold or large text

A title set to Normal and made bold or large looks like a heading, but Lacuna reads it as text, so the section joins the one before it.

To fix it: set the line to Heading 1.

A title page before your first heading

Lacuna makes your title page from the title and author you type when you import. A title page in your manuscript, before the first Heading 1, arrives as an extra section called **Untitled**. Leave the title page out of

your Word document. If it is already there, delete the **Untitled** section after importing. The *Pawsitively Sabotaged* example below has one, so you can see it happen.

To design your title page, use Lacuna's Title Page Designer: place your title, name and artwork exactly where you want them, and the page looks the same on every e-reader and in print.

Eight or more empty lines in a row

Eight or more empty paragraphs in a row start a new section. If you only meant to leave space, delete the empty lines.

Ornamental breaks and page breaks

Type `***`, `~ ~ ~`, `###` or `---` on a line of its own, and Lacuna turns it into an ornamental break. Every ornamental break in your book then takes the same look, which you change in one place.

A page break stays a page break in your book. It never starts a new section, so you do not need one before each title: every section already starts on a new page.

How to add drop caps in your Word document

> **Video:** How to add drop caps in your Word document (0:37)
> Watch online: docs.lacuna.pub/getting-started/importing-best-practices/#docs-clip-word-drop-caps

The clip and steps show Microsoft Word.

1. **Click** in a paragraph that should open with a drop cap.
2. **Choose Insert**, then **Drop Cap**, then **Dropped**.
3. **Repeat** for every paragraph that should open with one, each chapter's first paragraph included.

In each section, the first drop cap is where that section's drop cap goes, and every one after it is another drop cap. How they look in your document does not matter: Lacuna sets them in your book's style when you import. See drop caps.

Google Docs and LibreOffice don't keep drop caps in a Word document. Add those in Lacuna after you import, from each paragraph's paragraph menu.

Download the example manuscripts

Two Word documents set up the way Lacuna reads them. Open one in Microsoft Word with the Navigation Pane showing (or in Google Docs or LibreOffice), then import it and compare.

- **Pawsitively Sabotaged (example)**: a short mystery by Melissa Erin Jackson, shared with her permission. Titles in Heading 1, subtitles both ways, a few Heading 3 subheadings and her `~ ~ ~` ornamental breaks.
- **Lacuna Import Example**: a short nonfiction manuscript. Each section explains one thing Lacuna imports and contains it: front matter, subtitles, subheadings, bold and italic, lists, a table, a footnote, a picture, ornamental breaks and page breaks, a link and a blockquote.

Google Docs and LibreOffice

Lacuna imports Word documents (.docx). Both programs save one, and their headings carry across.

- **Google Docs:** set titles to **Heading 1** in the menu on the toolbar that shows **Normal text**, and check them with **View**, then **Show outline**. Save with **File**, then **Download**, then **Microsoft Word (.docx)**.
- **LibreOffice:** set titles to **Heading 1** in the box at the left of the toolbar, and check them in the **Navigator**. Save with **File**, then **Save As**, choosing the Word (.docx) format.

Questions

> **Do I need to use styles in Microsoft Word?**
>
> Only for your headings. Set every section title to Heading 1, and subtitles and subheadings to Heading 2 or Heading 3. Your text can stay in Normal: Lacuna sets its look from your book's style.

> **How do I add a chapter subtitle?**
>
> Put it after a colon on the title's Heading 1 line, or on the next line in Heading 2. See how to add a section subtitle.

> **How does Lacuna split my manuscript into sections?**
>
> Each Heading 1 starts a new section, and so does a Heading 2 that begins with a section word such as *Chapter*, and eight or more empty lines in a row. Page breaks and section breaks do not. To change sections after importing, see manage book sections.

> **Will Lacuna import the links in my document?**

Yes. Links made in Microsoft Word with **Insert**, then **Link**, come across as links. A few older documents keep links as field codes, which arrive as plain text; add those again in Lacuna with the link button.

Does Lacuna import OpenOffice or LibreOffice files?

Save the file as a Word document (.docx) first, with **File**, then **Save As**. Lacuna does not open .odt or .doc files.

Why won't Lacuna recognize my Word document?

Lacuna opens only .docx files, so a .doc, .odt or .pages file is greyed out when you choose a file. Open it in Microsoft Word, Pages, Google Docs or LibreOffice and save it as a Word document (.docx).

Is there a manuscript template?

Yes: download the example manuscripts. Type over one, keeping its headings, or use them as a guide for your own.

How many words can Lacuna handle?

There is no limit on words or sections. Lacuna imports a whole novel in one go.

Try it with your manuscript

Download Lacuna for Windows, Mac or Linux and import your manuscript today. The trial is unlimited and has every feature, including all 32 pre-made styles, so you can format your whole book before you buy. Paying unlocks generating your final EPUB and print-ready PDF files: $149, once, with every update included.

Pricing and Plans

docs.lacuna.pub/getting-started/pricing/

One payment, no subscription. Try every feature free first: you only buy when you are ready to generate your final files. See the trial and the full version.

1 computer

$149 once

$149 per computer

For an author on one computer.

Best value

2 computers

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$119.50 per computer

Save $59

Your desktop and your laptop.

3 computers

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$113 per computer

Save $108

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- **Client work**: format books for other authors
- **Unlimited books**, under any pen name
- **Windows, Mac or Linux**
- **A new computer**: move your license when you replace one

After you buy, see manage your Lacuna license to activate it, and Lacuna software updates to keep it current.

Questions

Is this a subscription?

No. Lacuna is a one-time purchase. No monthly fees, no yearly renewals, no surprise charges.

What's your refund policy?

All sales are final. The trial has every feature and no time limit, so you can try Lacuna on your own book before you buy.

What if I get a new computer or reformat my computer?

Deactivate Lacuna on your old computer, then activate it on the new one with the same license. If you can no longer reach the old computer, email support@lacuna.pub and we'll help you move your license.

Can I format books for other authors?

Yes. You can use your license to format books for clients. We can only give technical support to the license owner, not to the authors you format for.

How do I activate my license?

After you buy at lacuna.pub/pricing, you get your license key by email. In Lacuna, open **Help**, choose **Activate License**, and paste it in. There is nothing else to download.

Still have questions?

Email us at support@lacuna.pub and we'll get back to you promptly.

Ask ChatGPT How to Use Lacuna

docs.lacuna.pub/getting-started/ask-chatgpt/

We will never add AI to Lacuna

Lacuna has no AI in it. This page only helps you learn the app with ChatGPT, if that is how you like to learn.

ChatGPT can and still will get things wrong. If a step doesn't match what you see in Lacuna, open the docs page it links.

Lacuna's docs are also published as AI-friendly files, so ChatGPT can answer any question you have about the app.

How to ask ChatGPT about Lacuna

1. Open ChatGPT or Claude. Gemini, Grok and others work too.
2. Copy the prompt below into the chat box and send it.
3. Ask your question, such as "How do I add a drop cap to one section only?"
4. Ask "Is there a video of that?" when you want to watch the steps. ChatGPT gives you a link to the video.

Copy the prompt

You are helping me use Lacuna, a desktop app for Windows, Mac and Linux that formats a finished manuscript into an EPUB and a print-ready PDF. I will ask you how to do things in it.

Lacuna's docs are at https://docs.lacuna.pub/ and are published for you to read. https://docs.lacuna.pub/llms.txt describes every docs page in a line. Each page is also a file, and the list of those files' addresses is at the end of this message.

Before you answer each question, even the first one, open https://docs.lacuna.pub/llms.txt with your web tool

Copy the prompt

Related

- Getting started: the path from your Word document to your EPUB and print-ready PDF.
- Edit Styles menu: where you change the look of your whole book.
- Section Options menu: where you change one section.

How to Edit Your Book's Metadata

docs.lacuna.pub/book-navigation/edit-book-metadata/

Your book's metadata is its title, authors, language, description and cover. Stores and e-readers read it to list your book, and Lacuna uses it on your Title Page and in your running heads.

How to open your book's metadata

Video: How to open your book's metadata (0:28)
Watch online: docs.lacuna.pub/book-navigation/edit-book-metadata/#docs-clip-metadata-open

1. Click your book's title at the top of the sidebar.
2. Choose a tab: **Author & Title**, **Book Details** or **Cover Image**.

You can also click **Edit** on your Title Page.

There's no Save button: a change saves when you leave the field or pick from a list. To take one back, choose **Edit › Undo**, or press Ctrl/Cmd + Shift + Z.

How to add your book's cover

Video: How to add your book's cover (0:47)
Watch online: docs.lacuna.pub/book-navigation/edit-book-metadata/#docs-clip-metadata-cover

1. Open **Cover Image**.
2. Drag your image onto **Upload Cover Image**, or click it to choose a file. To use an image already in your book, click **Browse Existing Images**.
3. Describe your cover under **Accessibility**, for readers who use a screen reader.

Your cover is the first page of your e-book. Your e-book needs one before it will generate.

To change your cover, click **Remove Cover**, then add the new one.

How to set your language, description and categories

The **Book Details** tab.

Video: How to set your language, description and categories (0:46)
Watch online: docs.lacuna.pub/book-navigation/edit-book-metadata/#docs-clip-metadata-book-details

Field	What it's for
Language	Your hyphenation, spellcheck and your e-book's language (below).
eBook ISBN	Your e-book's metadata only. To show an ISBN in your book, type it on your Copyright page.
Description	Your e-book's description, so stores and e-readers describe your book correctly. Up to 2,000 characters.
Categories	Your e-book's subjects, so stores and e-readers file your book correctly. Press Enter after each one.

What your book's language changes

Language sets	What happens
Hyphenation	Your print-ready PDF breaks words by your language's rules. English (U.S.) and English (GB) break words differently. See justification and hyphenation.
Your e-book's language	Stores read it, and e-readers hyphenate your e-book by it.
Spellcheck	The editor checks your spelling in this language.
Spelled-out chapter numbers	"One" and "Forty-Two" are written in your language.

Words you teach the Hyphenation Dictionary apply by language too: a word you fix for English (U.S.) applies to every book in English (U.S.).

English (U.S.) is the default. You can also choose English (GB), English (Canada), Spanish, French, Portuguese, Russian, German, Italian, Turkish, Polish, Dutch, Swedish or Danish.

How to set your title and author, and add contributors

The **Author & Title** tab.

Video: How to set your title and author, and add contributors (0:42)
Watch online: docs.lacuna.pub/book-navigation/edit-book-metadata/#docs-clip-metadata-contributors

Field	What it's for
Book Title, Subtitle	Your Title Page, your e-book's title and the **Book Title** in your running heads. The title is required.
Primary Author	Your Title Page, your e-book's author and the **Author Name** in your running heads. The first name is required.
Contributors	Up to five more people (an editor, an illustrator, a translator), each with a role.
Series Name, Book Prefix, Book Number	Your series, shown on your Title Page ("Book 2") and in your e-book's metadata.

To add a contributor, click **Add Contributor** and type their name. Each one has a **Role** you can change, so stores and e-readers know who did what. Your Title Page lists their names after yours.

Questions

Where do I edit my book’s details?

Click your book’s title at the top of the sidebar.

How do I make a cover page?

Add your cover image on the **Cover Image** tab: it becomes the first page of your e-book. The page inside your book with its title and author is your Title Page.

Can Lacuna design my cover?

No. Lacuna formats the inside of your book. Make your cover in a design tool, then add it as an image.

Does Lacuna make a back cover?

No. Your print-ready PDF is the inside of your book. The printed cover (front, spine and back) is a separate file you make for your printer.

What are e-book categories for?

They go into your e-book's metadata as subjects, so stores and e-readers file your book correctly. Type any you like and press Enter after each.

Related

- Justification and hyphenation: how your language breaks words.
- Copyright page: where your ISBN goes.
- Export your EPUB and print-ready PDF.

How to Find and Replace Text

docs.lacuna.pub/book-navigation/find-replace-text/

Search your whole book from the **Search** tab in the sidebar, or just the section you're in with the editor's find bar. Change a word everywhere at once, or one match at a time.

How to find text in your whole book

Video: How to find text in your whole book (0:30)
Watch online: docs.lacuna.pub/book-navigation/find-replace-text/#docs-clip-search-find

1. Click **Search** at the top of the sidebar, or press Ctrl/Cmd + Shift + F.
2. Type a word in the **Search** box. Every paragraph that holds it is listed under its section.
3. Click a result to go to it.

The section opens at the match, and your open preview moves there too (the same editor and previewer sync as the sync shortcuts). Matches are highlighted in purple while the Search tab is open.

Search also looks in footnotes, endnotes, image captions and alt text, and tags those results **[FOOTNOTE]**, **[ENDNOTE]**, **[IMAGE CAPTION]** or **[ALT TEXT]**. Click **Collapse All** or **Expand All** to fold the list.

How to match case or whole words

Two buttons under the Search box narrow what counts as a match. Click one to turn it on and again to turn it off.

Video: How to match case or whole words (0:42)
Watch online: docs.lacuna.pub/book-navigation/find-replace-text/#docs-clip-search-options

Choose	To
Match Case	Find the same capitals only: "treat" no longer finds "Treat".
Match Whole Word	Find the word on its own: "treat" no longer finds "treats".

Both also decide what **Replace All** changes.

How to replace text in your whole book

> **Video:** How to replace text in your whole book (0:47)
> Watch online: docs.lacuna.pub/book-navigation/find-replace-text/#docs-clip-search-replace-all

1. Click the arrow beside the Search box (**Show Replace**).
2. Type what to find in **Search** and the new words in **Replace**.
3. Click the **Replace All** button beside it.

Every match in your book changes at once, in body text, footnotes, endnotes and captions. To remove a word everywhere, leave **Replace** empty.

Changed your mind? Choose **Edit › Undo**, or press Ctrl/Cmd + Shift + Z: the whole replace comes back in one step.

How to find and replace in one section

> **Video:** How to find and replace in one section (0:58)
> Watch online: docs.lacuna.pub/book-navigation/find-replace-text/#docs-clip-section-find-replace

1. Click **Search** in the editor toolbar, or press Ctrl/Cmd + F.
2. Type a word. The bar counts the matches (“1 of 2”); press Enter or click the arrows to step through them.
3. To replace, click the arrow at the left (**Show Replace**) and type the new words.
4. Click **Replace current** to change this match and move to the next, or **Replace All** to change every match in this section.

The find bar finds a word whatever its capitals. To undo a replace here, click in your text and press Ctrl/Cmd + Z. Press Esc to close the bar.

Keyboard shortcuts

Press	To
Ctrl/Cmd + Shift + F	Open the Search tab (**Find in Project**).
Ctrl/Cmd + Shift + H	Open the Search tab with Replace showing (**Replace in Project**).
Ctrl/Cmd + F	Open the find bar in this section (**Find in Section**).
Ctrl + H **on Windows and Linux,** Cmd + Option + F **on a Mac**	Open the find bar with Replace showing (**Replace in Section**).
Enter	In the find bar, go to the next match. In its Replace box, replace the current match.
Esc	Close the find bar, or clear the Search tab's box.

The same commands are in the **Edit** menu: **Find**, **Replace**, **Find in Project** and **Replace in Project**. You can change any of these keys in keyboard shortcuts.

Questions

Can I replace one match at a time?

Yes, in a section's find bar: **Replace current** changes the match you're on and moves to the next. The Search tab only replaces every match at once, so click a result there to open its section first.

Can I search by preset?

Not with Search, which finds words. In the **Elements** tab, choose **Custom Presets** to list everything that uses a preset other than Default (see search elements).

Why didn't Replace All change a section title?

Search lists section titles and alt text, but Replace All doesn't change them. Right-click the section and choose **Rename** to change its title.

Why does the Search tab show fewer results than the find bar?

The Search tab counts paragraphs: a paragraph with the word in it twice is one result. The find bar counts every match.

Related

- Search elements: find every block quote, image or callout.
- Editor and previewer sync: how a result shows in your preview.
- Smart quotes: change every quote mark in your book at once.
- Manage sections: rename, move and delete sections.
- Keyboard shortcuts.

How to Find Elements in Your Book

docs.lacuna.pub/book-navigation/search-elements/

The **Elements** tab in the sidebar lists every element of a kind in your book: every image, subheading, footnote or ornamental break, section by section. Click one to go straight to it.

How to find elements

Video: How to find elements (0:38)
Watch online: docs.lacuna.pub/book-navigation/search-elements/#docs-clip-elements-find

1. Click **Elements** at the top of the sidebar, or press Ctrl/Cmd + Shift + L.
2. Click **Select Element Types** and tick the kinds you want.
3. Click a result. The editor and your preview go straight to that element.

Results are grouped by section, in book order, and each section shows its count. Tick as many kinds as you like; **Clear** starts over.

What you can find

Choose	Each result reads
Subheadings	**Subheading H2**, with its level.
Header Images	**Header Image**: a section with its own heading image.
Background Images	**Background Image**: a section with a picture behind its printed pages.
Tables	**Table**
Blockquotes	**Blockquote**, or **Handwriting**.
Text Conversations	**Text Conversation**
Callout Boxes	**Callout Box**
Grids	**Grid**
Columns	**Columns**
Bullet Lists	**Bullet List**
Ordered Lists	**Ordered List**
Footnotes/Endnotes	**Footnote** or **Endnote**, one for each note number in your text.
Images	**Image**
Ornamental Breaks	**Ornamental Break**
Line Rows	**Line Rows**
Page Breaks	**Page Break**
Links	**Text Link** or **Image Link**.
Device Specific Blocks	**Ebook-Only Block** or **Print-Only Block**.
Custom Presets	The element's name (**Paragraph**, **Subheading H2**, or **Section** for a section's own presets), marked **PRESET**.
Letter Spacing	**Paragraph**, marked **LETTER SPACING**: paragraphs with their own letter spacing.

How to find pictures missing alt text

Video: How to find pictures missing alt text (0:35)
Watch online: docs.lacuna.pub/book-navigation/search-elements/#docs-clip-elements-alt-text

1. Choose **Images**. A red warning marks each picture without alt text.
2. Click one to go to it, and add its alt text.

The image gallery lists them too, under **Missing alt text**.

How to spot elements that use a preset

A result marked **PRESET** uses a preset other than the Default one. The mark shows whatever kind you searched for.

Video: How to spot elements that use a preset (0:22)
Watch online: docs.lacuna.pub/book-navigation/search-elements/#docs-clip-elements-preset-badge

To list only those, choose **Custom Presets**.

What the marks on a result mean

Mark	Means
Red warning	The picture has no alt text.
Phone	It is inside an e-book only device-specific block.
Open book	It is inside a print only device-specific block.
PRESET	It uses a preset other than the Default one. Shows whatever you searched for.
LETTER SPACING	It has its own letter spacing. Shows while **Letter Spacing** is ticked.

Hover a mark to see what it means.

Questions

Can I search by presets?

Yes. Choose **Custom Presets**: it lists every element and section using a preset other than the Default one, each marked **PRESET**.

How do I find handwriting?

Choose **Blockquotes**. Handwriting results read **Handwriting**.

Related

- Find and replace: search your book's words.
- Previewer and editor sync: keep the editor and preview on the same spot.
- Presets: what a preset group is.

How to Manage Your Book's Sections

docs.lacuna.pub/book-navigation/manage-book-sections/

Every section of your book is in the sidebar on the left. Click a section to open it, drag it to move it, and right-click it for everything else.

How to select several sections

Select several sections, then right-click one of them: whatever you choose happens to all of them.

Video: How to select several sections (0:39)
Watch online: docs.lacuna.pub/book-navigation/manage-book-sections/#docs-clip-sections-select

Hold	And click
Ctrl/Cmd	Each section you want, one at a time. Click one again to leave it out.
Shift	The last section of a run: everything from the one you clicked first to this one.

With several selected, the menu can delete, move, convert or set the device type of them all at once, merge them into one section, or put them in a new book part or volume (**Create Part from Selected Sections**).

Selecting doesn't open a section. Click one without holding a key to open it.

Drag and drop

Everything in the sidebar can be dragged: a section, several selected sections, a book part or a whole volume.

Video: Drag and drop (0:29)
Watch online: docs.lacuna.pub/book-navigation/manage-book-sections/#docs-clip-sections-drag

- A **blue line** shows where it will land.
- A **blue ring** around a book part or volume puts it inside.
- **Red** means it can't go there.

Numbered chapters renumber themselves to match their new place.

Everything in the right-click menu

Right-click any section for everything you can do to it.

Video: Everything in the right-click menu (0:20)
Watch online: docs.lacuna.pub/book-navigation/manage-book-sections/#docs-clip-sections-right-click

Choose	To
Rename	Change its title and subtitle.
Begin body matter here	Start your body matter at this section.
Clone	Copy it, right below. Or copy it for the e-book only or print only.
Move to Top / Move to Bottom	Move it to the start or end of your book.
Convert To	Change its section type.
Set Device Type	Put it in the e-book only, print only, or neither (**Hidden**).
Set Heading Image	Put a picture with its title.
Add New Section After	Add a new section right below it.
Delete	Remove it from your book.

Book parts and volumes have a shorter menu: **Rename**, **Begin body matter here**, **Add New Section** and **Delete**. A volume's also has **Add New Book Part**, **Import from Manuscript** and **Import from Other Lacuna Project** (box sets).

Where your body matter begins

The bookmark in your sections marks where your book really begins: everything above it is front matter. Lacuna puts it at your first chapter, and it stays there until you move it.

Video: Where your body matter begins (0:28)
Watch online: docs.lacuna.pub/book-navigation/manage-book-sections/#docs-clip-body-matter-start

1. Right-click the section where your book really begins.

2. Choose **Begin body matter here**. The bookmark moves beside it.

Where	What the bookmark changes
Print	Page 1 starts here, when your page numbering uses Roman numerals for front matter.
E-book	E-readers open your book here.

Hover the bookmark to see what it means. When print and the e-book begin in different places, a purple bookmark marks where print begins and a green one where the e-book begins.

How to add a section

Video: How to add a section (0:49)
Watch online: docs.lacuna.pub/book-navigation/manage-book-sections/#docs-clip-sections-add

1. Click **Add New Section(s)** at the bottom of the sidebar.
2. Choose its type under **Front Matter**, **Chapters** or **Back Matter**, or choose **Default Section**.

Front matter goes in its usual place (a Dedication after your Copyright page, for example). In a book with volumes, or one that already has that section, it goes at the end of your book instead: drag it up to where you want it. Everything else goes at the end of your book. To put a section right where you want it, right-click the section above and choose **Add New Section After**.

The same menu imports more chapters from a Word document (**Import From Manuscripts**), copies sections from another book, and makes a book part or volume.

How to delete a section

Video: How to delete a section (0:24)
Watch online: docs.lacuna.pub/book-navigation/manage-book-sections/#docs-clip-sections-delete

1. Right-click the section and choose **Delete**.
2. Click **Delete**.

Changed your mind? Choose **Edit › Undo**, or press Ctrl/Cmd + Shift + Z.

Book parts and volumes

Book parts (purple) and volumes (blue) hold sections. Click the arrow beside one to fold it up.

Video: Book parts and volumes (0:36)
Watch online: docs.lacuna.pub/book-navigation/manage-book-sections/#docs-clip-sections-parts

- To make one, choose **Create New Book Part** or **Create New Volume** in **Add New Section(s)**, or select sections, right-click and choose **Create Part from Selected Sections**.
- A part can go inside a volume, but not inside another part. A volume can't go inside anything.
- Deleting a part or volume keeps its sections.

Questions

How do I delete a section?

Right-click it and choose **Delete**.

Can I get a deleted section back?

Yes. Choose **Edit › Undo**, or press Ctrl/Cmd + Shift + Z.

Why did my new chapter go to the end?

New chapters go at the end of your book. Drag it where you want it, or right-click the section above and choose **Add New Section After**.

How do I rename a section?

Right-click it and choose **Rename**.

Why did my chapter numbers change?

Numbered chapters number themselves by their place in your book, so moving one renumbers the rest.

Related

- Section types: what each kind of section does.
- Book parts and volumes.
- Table of contents: which sections it lists.
- The sidebar's other tabs: **Search** (find and replace) and **Elements** (search elements).

How to Choose a Style for Your Book

docs.lacuna.pub/book-design/choose-book-themes-templates/

A style sets your whole book's look at once. Start from one of Lacuna's premade styles, or use a style you saved from one of your own books. Try any of them on your book first: nothing changes until you apply.

WHAT IT DOES	WHERE YOU FIND IT
Restyles your whole book in one click.	**New Style** in the header bar.
TWO KINDS	**WORKS IN**
Premade Styles from Lacuna, and **My Styles** you save yourself.	EPUB, print-ready PDF and DOCX.

Premade styles or your own styles

	Premade Styles	My Styles
Who makes it	Lacuna: 31 ready-made looks	You, from a book you've already formatted
Best for	Starting a new look fast	Giving every book in a series the same look
What it sets	How every element and your body text look	Whatever you choose to save, even trim size and margins
Share it	Every Lacuna user has them	Export it as a file and send it to another author

How to try and apply a premade style

Video: How to try and apply a premade style (0:51)
Watch online: docs.lacuna.pub/book-design/choose-book-themes-templates/#docs-clip-style-apply

1. Click **New Style** in the header bar.
2. Click a style. Your preview shows your book in it; nothing is saved yet.

3. Click **Apply Style to Book**.

Changed your mind before applying? Click **Cancel & revert** or press Escape. After applying, choose **Edit** › **Undo** (Ctrl/Cmd + Shift + Z).

What a premade style changes, and what it keeps

It changes

- Chapter titles, subtitles and numbers
- Drop caps, first paragraphs and indents
- Subheadings, blockquotes, breaks and other elements
- Body text and running heads, in print

It keeps

- Your text and images
- Trim size, margins and page numbering
- Your own preset groups
- Each section's own settings

To go back to Lacuna's original look, choose **Default** under **Starting points**.

How to save and use your own style

Video: How to save and use your own style (0:58)
Watch online: docs.lacuna.pub/book-design/choose-book-themes-templates/#docs-clip-style-save

1. Format a book the way you like it.
2. Click **New Style**, open **My Styles**, and click **Save Current Book as Style**. The first time, choose a folder for your styles with **Set Folder…**. Once you have saved styles, it's under **New**.
3. Name it and click **Save Style**.

To use it in another book, open **My Styles**, click it and click **Apply Style to Book**. See My Styles for choosing what a style carries, updating it and sharing it.

Questions

Which style should I choose?

Try a few on your own book. Your preview shows each one, and nothing changes until you click **Apply Style to Book**.

Can I save a style in Lacuna as a new style?

Yes. Save your book's look in **My Styles**, as above.

How do I add a style to only one page?

A style is for the whole book. To give some sections a different look, use preset groups.

Do I need to apply styles in Word?

No. In your Word document, set each section title to Heading 1. Lacuna's style does the rest. See Import Best Practices.

Related

- My Styles: save, update and share your own styles.
- Presets: give some sections a look of their own.

How to Use the Edit Styles Menu

docs.lacuna.pub/book-design/edit-styles-menu/

Edit Styles is where you change how your whole book looks: drop caps, indents, section titles, chapter numbers and more. Each item opens a panel, and the preview shows your changes as you make them.

Where to find the Edit Styles menu

Video: Where to find the Edit Styles menu (0:14)
Watch online: docs.lacuna.pub/book-design/edit-styles-menu/#docs-clip-edit-styles-open

Edit Styles is in the header bar, between **New Style** and **Print Settings**. The palette button in the strip down the right side opens the same menu.

When to use the Edit Styles menu

Use it for a change you want in every section: every drop cap, every chapter number, every section title. To change one section only, use that section's Options menu.

What's in the Edit Styles menu

The left column holds **Paragraph Styling**, **Spacing**, **Notes** and **Manage**. The right column holds **Section Heading Settings**, **Chapter Type Settings** and **Parts & Volumes**.

Choose	To
Drop Caps	Style the large first letter of your sections.
First Line Styling	Style the first line of your chapter types, and of the text after a break or subheading.
Justification & Hyphenation	Justify your text and choose how words break, in the e-book and in print.
Indentation	Set how far paragraphs indent, and whether the first one does.
Paragraph Spacing	Set the space between paragraphs.
Endnote Settings	Style your endnotes and choose where they print.
Preset Manager	See every preset group and where each preset is used.
Copy Styles from Another Book	Bring styles, and sections if you like, from another Lacuna book.
Heading Title	Style section titles.
Heading Subtitle	Style section subtitles.
Heading Spacing	Set the space above and below section headings.
Chapter Heading Images	Put a picture with every chapter type's title.
Numbered Chapter Settings	Choose how chapter numbers read and look.
Book Part Settings	Number your book parts and choose their prefix ("Part").
Volume Settings	Number your volumes and choose their prefix.

The three **Section Heading Settings** are a quick way to edit the presets for your section titles, subtitles and the space around them.

Questions

Where do I change my book's font?

Your body text's font is in **Print Settings** › Body Text. Each heading panel, such as **Heading Title**, has its own **Font** row. See fonts.

How do I change the line spacing?

Set **Line Spacing** in **Print Settings** › Body Text. Edit Styles sets the space between paragraphs (**Paragraph Spacing**) and around section titles (**Heading Spacing**).

Where do I style blockquotes, tables and lists?

Not in Edit Styles. Click the pencil on one in your text and its own panel opens.

How do I add an index?

Not here. Click **Open Index** in the strip down the right side to open the Index panel and mark your topics, and add an Index section (**Add New Section(s)** › **Back Matter** › **Index**) where the index should print. See how to add an index.

Related

- Presets: give some sections or elements a look of their own.
- Section options: change one section.
- Choose a style and My Styles: change or save your book's whole look at once.

How to Use the Print Settings Menu

docs.lacuna.pub/book-design/print-settings-menu/

Print Settings is where you set up your printed book: trim size, margins, page numbers, headers and footers, body text and more. Each item opens a panel beside your text, and the print preview shows your changes as you make them.

Where to find the Print Settings menu

Video: Where to find the Print Settings menu (0:14)
Watch online: docs.lacuna.pub/book-design/print-settings-menu/#docs-clip-print-settings-open

Print Settings is in the header bar, between **Edit Styles** and **Generate**. The open-book button in the strip down the right side opens the same menu.

When to use the Print Settings menu

Use it for a print setting you want in your whole book: every page's margins, every chapter type's starting side, every footnote. To change one section only, use that section's Options menu and choose **Customize Print Settings**. See section print settings.

Everything here shapes your print-ready PDF. Your EPUB is not affected, except by **Justification & Hyphenation**, which sets both.

What's in the Print Settings menu

The left column holds **Headers & Footers**, **Notes** and **Page Colors & Backgrounds**. The right column holds **Page Setup** and **Typography & Layout**.

Choose	To
Page Layouts	Choose what each header and footer shows, and make header and footer presets.
Typography	Set the font, size, letter spacing, weight and transform of your header and footer text.
Spacing	Set the space for the header and the footer.
Borders	Add a line under the header or above the footer.
Section Type Options	Hide or show headers and footers on chapter openings and on front matter.
Footnotes	Style how your footnotes print, and restart their numbers in each section.
Page Colors	Set the page background, text and border colors.
PrintedEdges	Import a PrintedEdges template, so your print-ready PDF carries your edge art.
Trim Size	Choose your book's page size, or set your own.
Margins	Set the safe zone, the content zone, the header and footer bands, and bleed.
Page Numbering	Choose where page 1 starts, and number your front matter in Roman numerals.
Chapter Type Options	Start your chapter types on a right-hand page, and show or hide headers and footers on their first page.
Spread Alignment	Keep the lines on facing pages in step, and make facing pages end at the same height.
Body Text	Set your body font, size and line spacing, and how printed lines break.
Widows & Orphans	Set the fewest lines of a paragraph that may sit alone at the top or bottom of a page.
Justification & Hyphenation	Justify your text and choose how words break, in print and in the e-book.
Watermark	Paint a word such as DRAFT or CONFIDENTIAL behind every page, the first page of each section, or the first page only.

An item that reads **Needs a fix** has a problem the print preview found. Choose it and the panel opens on the fix.

Questions

How do I change the margins in Lacuna?

Click **Print Settings**, then **Margins** under **Page Setup**. See how to set your page margins.

Does Lacuna add page numbers?

Yes. Your print-ready PDF numbers every page. **Page Numbering**, under **Page Setup**, chooses where page 1 starts; **Page Layouts**, under **Headers & Footers**, chooses where the number prints. See how to number your book's pages.

Where do I change my book's font and line spacing?

In **Body Text**, under **Typography & Layout**: set **Font**, **Size** and **Line Spacing** and click **Apply**. See Body Text. Headings, headers and footers have their own fonts in their own panels.

Can I add a watermark?

Yes. Click **Print Settings**, then **Watermark** under **Typography & Layout**. Turn on **Show watermark**, type a word or pick one (**DRAFT**, **CONFIDENTIAL**, **DO NOT COPY**, **SAMPLE**), and choose where it shows. It prints only in your print-ready PDF. For a picture behind your pages, use a background image.

Related

- Edit Styles menu: the styles for your whole book, in print and in the e-book.
- Section print settings: change one section's print settings.
- Preview print: see your printed pages as you change them.
- Export a print-ready PDF: make the file your printer asks for.

How to Use Your Book's Image Gallery

docs.lacuna.pub/use-the-editor/image-gallery/

The image gallery holds every picture in your book: the ones in your text, your cover, heading images, backgrounds and full-page images. Open it to sort pictures into folders, set their alt text, see where each one is used, and replace or delete a picture everywhere at once.

How to open the image gallery

Video: How to open the image gallery (0:28)
Watch online: docs.lacuna.pub/use-the-editor/image-gallery/#docs-clip-gallery-open

1. Click **Open Image Gallery**, the picture button in the side menu on the right.
2. To go back, click **Editor** at the top left, or press Esc. You are right where you left off.

Use	To
Folders (left)	Open a folder. Your own folders are under **Project**, starting with **Library**; **Smart** folders gather pictures for you.
Search whole project...	Find a picture by its name or alt text, in every folder.
Sort (Name) and the arrow beside it	Sort by **Name**, **Date added**, **Date updated** or **File size**, up or down.
View buttons	Show pictures in a **Very small grid** up to a **Large grid**, or as a **List** with each picture's folder, size, dimensions and alt text.
Undo and Redo arrows	Undo what you changed in the gallery.
More gallery actions (...)	**Compress Images**: run Lacuna's picture compression again on every picture. Lacuna already compresses each picture when you add it.

How to add pictures to the gallery

Video: How to add pictures to the gallery (0:15)
Watch online: docs.lacuna.pub/use-the-editor/image-gallery/#docs-clip-gallery-upload

1. Open the folder the pictures go in.
2. Click **Upload** and choose one picture or several.

You can also drag picture files from your computer onto the gallery: onto a folder among your pictures to put them in it, or anywhere else for the folder you have open.

Every picture you add anywhere in your book (in your text, as your cover, as a heading image or a background) is kept here too. For the files that work, see Images.

How to sort pictures into folders

Video: How to sort pictures into folders (0:50)
Watch online: docs.lacuna.pub/use-the-editor/image-gallery/#docs-clip-gallery-folders

1. Click **New folder**, type a name, and click **Create**.
2. Drag pictures onto the folder, in the Folders list or among the pictures.

To move several pictures at once, hold Ctrl/Cmd and click each one (hold Shift to take a run of them), then drag them, or click **Move to...** in the bar at the bottom. Folders only help you find pictures: moving one changes nothing in your book.

Right-click a folder and choose	To
Open	Show its pictures.
Rename	Change its name.
New folder inside	Make a folder inside this one.
Delete folder	Remove the folder. Its pictures and folders move up to the folder above it; nothing is deleted.

Smart folder	Shows
Missing alt text	Every picture with no alt text yet.
Recently added	Your 24 newest pictures.

How to see a picture’s details

Video: How to see a picture's details (0:42)
Watch online: docs.lacuna.pub/use-the-editor/image-gallery/#docs-clip-gallery-details

Click a picture. Its details show on the right.

Details	Shows
Alt text	The picture's description for screen readers: **Set** or **Missing**.
Dimensions, File size	Its size in pixels, and its file size.
PPI	How sharp the picture would print as a full-page image at your trim size. Hover the icon beside it for the size that prints sharply (300 PPI).
Compressed	The size of its e-book copy, or **None**.
Color	**RGB**, **Grayscale** or **Transparent**.
Used in	Every place the picture is in your book.

Preview, at the top of the details, shows the picture larger.

Set a picture’s alt text

1. Click the picture.
2. Type a description in **Alt text**, then click outside the box. It is saved for every place the picture is used.

Right-click a picture

Right-click any picture for everything you can do to it. With several selected, **Move to…** and **Delete** work on all of them.

Choose	To
Open	Show its details.
Rename	Change its name in the gallery. Lacuna keeps the file's ending (.png, .jpg) for you.
Replace…	Swap in a new picture everywhere it is used (below).
Move to…	Put it in another folder.
Delete	Remove it from your book (below).

How to replace a picture everywhere

> **Video:** How to replace a picture everywhere (0:29)
> Watch online: docs.lacuna.pub/use-the-editor/image-gallery/#docs-clip-gallery-replace

1. Click the picture, then **Replace Image** at the top of its details. Or right-click it and choose **Replace…**.
2. Choose the new picture.

Every place that uses the picture now shows the new one: your text, the cover, heading images, backgrounds, full-page images, the publisher logo and ornamental breaks. It keeps its name and folder in the gallery.

A picture on a title page design asks first: if the new picture has a different shape, it looks stretched until you adjust the design.

To swap the picture in just one place in your text, use **Upload** or **Browse Images** under it (see Images).

How to delete a picture

Video: How to delete a picture (0:41)
Watch online: docs.lacuna.pub/use-the-editor/image-gallery/#docs-clip-gallery-delete

1. Right-click the picture and choose **Delete**.
2. Check the places listed: the picture is taken out of each one.
3. Click **Delete image**.

Changed your mind? Click **Undo** at the top of the gallery, or press Ctrl/Cmd + Shift + Z.

Questions

How do I put a picture from the gallery into my text?

From your text, not the gallery. Click where it goes, click **Add Image** in the toolbar, then **Browse Existing Images**, and pick it (see Images).

What does PPI mean in a picture's details?

Pixels per inch: how sharp the picture would print if it filled a whole page at your trim size. Aim for 300. A smaller picture in your text needs fewer pixels, so a low number there is fine.

Why can't I type alt text for a picture?

Alt text belongs to the places a picture is used, so the box stays locked until the picture is in your book. Place it first, then set its alt text here.

Can I undo in the gallery?

Yes. Click **Undo** at the top of the gallery, or press Ctrl/Cmd + Shift + Z. It undoes what you changed since you opened the gallery.

Related

- Images: put a picture in your text, caption it and lay it out.
- Search Elements: jump to each picture in your text that is missing alt text.
- Chapter heading images and full-page images.
- Edit book metadata: your cover.

How to Save and Back Up Your Book

docs.lacuna.pub/book-navigation/save-and-back-up/

Your book is one Lacuna project file (`.lacuna`) that holds its text, images and styles. Save it with the Save button, let Auto Save save it for you, and turn on backups to keep dated copies in another folder.

How to save your book

> **Video:** How to save your book (0:20)
> Watch online: docs.lacuna.pub/book-navigation/save-and-back-up/#docs-clip-save-button

1. Click **Save** at the top right, or press `Ctrl/Cmd` + `S`.
2. The first time, choose a folder and a name for your book.

You see	It means
Save *	You have changes that aren't saved yet (the icon turns amber).
Save	Everything is saved.
Last Saved at 2:41 PM	The end of the window's title: when you last saved.

If you close Lacuna or open another book before saving, Lacuna asks **Save Changes?** first.

How to turn on Auto Save

Auto Save saves your book for you every few minutes, whenever it has changes. New books start with it on, every 5 minutes.

> **Video:** How to turn on Auto Save (0:34)
> Watch online: docs.lacuna.pub/book-navigation/save-and-back-up/#docs-clip-save-auto-save

1. Turn on the **Auto Save** switch beside **Save**.
2. Click the arrow beside the switch and choose how often, from **1 min** to **1 hr**.

Each book keeps its own Auto Save setting. The switch appears once you have saved a book for the first time.

How to save a copy under a new name

1. Choose **File › Save as**, or press Ctrl/Cmd + Shift + S.
2. Choose a folder and a new name.

You keep working in the new copy. The old file stays as it was when you last saved it.

How to turn on backups

Backups are dated copies of your book, kept in a folder you choose, so your book file is never your only copy.

> **Video:** How to turn on backups (0:53)
> Watch online: docs.lacuna.pub/book-navigation/save-and-back-up/#docs-clip-save-backups-on

1. Click the cogwheel (**Lacuna Settings**) on the right of the editor.
2. Under **Project Backups**, click **Choose Folder…** and pick a folder.
3. Turn on the switch beside **Backups are off**.

Choose	To
Keep	Set how many copies of each book to keep: **1**, **2**, **3**, **5**, **10** or **25**. The oldest is removed when a new one goes past it.
Frequency	Set how often saving adds a copy: **Every Save**, or at most every **15 Minutes**, **30 Minutes** or **60 Minutes**.

Backups work for every book you open. Lacuna also makes one when you open a book, and a save that changes nothing never adds one.

Pick a folder on another drive, so your copies survive if your main drive fails. Don’t pick a cloud-synced folder: two computers can overwrite each other’s copies.

How to restore a backup

1. In **Lacuna Settings**, click **Open** next to **Backup folder**. Each book has its own folder there, named after its file.
2. Find the copy you want. Its name ends in the date and time it was made: `Pawsitively Sabotaged 2026-10-18 14-30-05.lacuna`.
3. Choose **File › Open Project** and open that copy.
4. Choose **File › Save as** and save it with your books.

Lacuna won't save over a copy inside the backup folder, where old copies are cleaned up. If you try, it says **This is a backup copy** and offers **Save to Another Folder…**.

How to open your book again

Lacuna's first screen lists your recent books under **Projects**. Double-click one, or hover it and click **Open**. For a book that isn't listed, click **Open Lacuna Project File**.

With a book open, choose **File › Open Recent Project** or **File › Open Project**.

Questions

Does Lacuna save my book?

Yes, to your computer. Lacuna saves your book as a `.lacuna` file in the folder you choose, and Auto Save keeps saving it while you work.

Does Lacuna keep copies of my book on its site?

No. Your book is never uploaded: it stays in its file on your computer, and backups go to a folder on your computer that you choose.

Does Auto Save make backups?

Yes, when backups are on. Every save counts, whether you click Save or Auto Save does it, and **Frequency** decides how often one becomes a backup.

Why don’t I see the Auto Save switch?

It appears after you save a new book for the first time.

Why does my book say “Project no longer found”?

Its file was moved, renamed or deleted, or is on a drive that isn’t plugged in. Click **Locate File** and pick it where it is now.

Does removing a book from the list delete it?

No. The **X** on a recent book only takes it off the list; the file stays where it is.

Related

- Keyboard shortcuts: change the Save shortcut.
- Manage sections: get a deleted section back with Undo.

How to Preview Your E-Book

docs.lacuna.pub/book-navigation/preview-ebook/

The preview on the right of the editor shows your book on a real e-reader. Pick a device, turn its pages, and see every change you make a few seconds later.

How to choose a device

Video: How to choose a device (0:28)
Watch online: docs.lacuna.pub/book-navigation/preview-ebook/#docs-clip-preview-ebook-devices

1. Click the device list at the top of the preview.
2. Choose a device. Your book redraws in its frame.

Choose	To see your book
Kindle Tablet	On a Kindle tablet, in color.
Kindle E-reader B&W	On a black-and-white Kindle.
Apple iPhone	In Apple Books on a phone.
Apple iPad 11-inch	In Apple Books on a tablet.
Kobo Clara BW B&W	On a black-and-white Kobo.
Kobo Clara Colour	On a color Kobo.
Nook Simple Touch B&W	On a black-and-white NOOK.
Android Tablet	In Google Play Books on a tablet.
eBook PDF Preview	As an e-book PDF: no page numbers, the same margins on every page, and links you can click.

Each device lays your book out the way that reader does, and black-and-white screens show it in gray. The print modes are at the bottom of the same list: see How to Preview Print.

Lacuna remembers the last device you used for each book.

How to turn pages

Video: How to turn pages (0:41)
Watch online: docs.lacuna.pub/book-navigation/preview-ebook/#docs-clip-preview-ebook-pages

Hover the preview and click the **Previous page** or **Next page** arrow at its edge, or turn pages with your mouse's scroll wheel.

Do this	To
Click a section in the sidebar	Open its first page in the preview.
Click the open section again	Go back to its first page.
Click the list button at the top right of the preview	Choose any section. It opens in the editor too.
Go to previous Section / Go to next Section	Jump to the section before or after (the arrows on each side of the list button).

How to change the reader settings

Readers choose their own font size, font and page color on their devices. Try their choices here: they change only the preview, never your e-book.

Video: How to change the reader settings (0:42)
Watch online: docs.lacuna.pub/book-navigation/preview-ebook/#docs-clip-preview-ebook-reader-settings

Click **Font settings** (Aa):

Choose	To
Font Size	Make the text bigger or smaller: four sizes, from small to extra large.
Font Family	Read in Charis SIL, Baskerville, EB Garamond, OpenDyslexic, TeX Gyre Pagella or Tinos.

Click **Preview settings**:

- **Page Color**: **Light**, **Dark** or **Sepia** changes the color of the page in the preview. Choose Dark to check your book in dark mode. Your e-book is unchanged.

- **Show Edit Buttons**: turn the edit buttons on or off.
- **Follow Along**: turn the preview to the paragraph you click in the editor. See how to make the preview follow you.

How to use the edit buttons

Hover part of your book in the e-reader preview, such as a section title or a blockquote, and edit buttons appear on it. Click one to open that part's style settings: the quickest way to restyle what you're looking at.

> **Video:** How to use the edit buttons (0:48)
> Watch online: docs.lacuna.pub/book-navigation/preview-ebook/#docs-clip-preview-ebook-edit-buttons

1. Hover the part you want to change in the preview.
2. Click its button. Its settings open, and the preview shows your changes before you click **Apply**.

A section title has a button for each part of it:

Click	To open
Spacing	Heading Spacing: the space around the title.
Image	Heading Image: a picture above the title.
Background	Heading Background Image: a picture behind the title.
Title	Heading Title: the title's font, size and look.
Number	Numbered Chapter Settings: the chapter number (numbered chapters only).
Subtitle	Heading Subtitle: the subtitle's font, size and look.

Other parts, such as blockquotes, lists and tables, show one **Edit** button. To hide the buttons, turn off **Show Edit Buttons** in **Preview settings**.

When the preview updates

The preview redraws about three seconds after you stop typing. Formatting, adding or moving something shows sooner. The spinner beside the device list turns while it redraws.

While a style panel is open, the preview shows your changes before you click **Apply**.

Preview looks stuck? Click the spinner (**Force refresh device preview**) to redraw it now.

How to make the preview follow you in the editor

Turn on **Follow Along** and the preview turns to the paragraph you click or move to in the editor, on an e-reader, in print or in the eBook PDF.

> **Video:** How to make the preview follow you in the editor (0:33)
> Watch online: docs.lacuna.pub/book-navigation/preview-ebook/#docs-clip-preview-follow-along

1. Click **Preview settings**. On a print mode or the eBook PDF, it's the gear beside the device list.
2. Turn on **Follow Along**.

Typing never moves the preview: it follows when you click or move to another paragraph. Page through the preview freely; it follows you again at your next click in the editor. Follow Along is off each time you open Lacuna, and the whole-book spread view has no Follow Along, since the editor isn't on screen there.

How to jump between the editor and the preview

Choose (Preview menu)	Or press	To
Show Editor Content in Preview	Ctrl/Cmd +]	Turn the preview to the paragraph your cursor is in. It flashes so you can spot it.
Show Preview Content in Editor	Ctrl/Cmd + [	Move the editor to the first paragraph on the page the preview shows.

Clicking a search result moves both the editor and the preview to it. You can change these keys in keyboard shortcuts.

Questions

How do I sync the editor and the preview on Windows?

Turn on **Follow Along** in **Preview settings** and the preview follows the paragraph you click. For one jump, press Ctrl/Cmd +] to turn the preview to the paragraph your cursor is in, or Ctrl/Cmd + [to move the editor to the page the preview shows. Both are in the **Preview** menu.

Why won't my preview show next to the editor?

It's hidden: click **Toggle Preview Panel** at the top of the menu on the right, or press Ctrl/Cmd + Shift + P. If it shows **Device Incompatibility** or **Section Hidden**, the section is set to print only or hidden: right-click it and change **Set Device Type**.

How do I make the Kindle preview bigger on the screen?

Make the Lacuna window bigger, or full screen: the device fills the preview's height, up to 40% of the window's width. The preview can't be dragged wider. To make the text bigger, choose a larger **Font Size** in **Font settings**.

Why does my book look off-center in the preview?

Kindle, Kobo and NOOK don't center a page top to bottom, so a title page sits near the top there; Apple Books and Google Play center it. The preview shows what each reader really does. In print, see How to Preview Print.

Related

- How to Preview Print: your print-ready PDF, page by page.
- Manage sections: **Set Device Type** and the sidebar.
- Store-specific EPUBs: each device shows its own store's links.

How to Preview Print

docs.lacuna.pub/book-navigation/preview-print/

Choose a print mode in the preview to see the pages of your print-ready PDF: your trim size, margins, headers and page numbers. Turn its pages, check its spreads, and draw guides on them.

How to choose a print mode

Video: How to choose a print mode (0:41)
Watch online: docs.lacuna.pub/book-navigation/preview-print/#docs-clip-preview-print-modes

1. Click the device list at the top of the preview.
2. Choose a print mode, at the bottom of the list.

Choose	It builds
Print - Single Section (Fast)	One section at a time, quickly. Every section starts at page 1, sections don't start on a right-hand page, and the contents page and index show no page numbers.
Print - Whole Book (Slower)	Your whole book, so every page number is right, and so are the contents page, the index and right-hand starts. It takes longer on a long book.

Use the fast mode while you adjust settings, and the whole book to check before you export your print-ready PDF. The first time you choose the fast mode, a note lists what it leaves out: click **Got it**.

How to turn pages

Video: How to turn pages (0:38)
Watch online: docs.lacuna.pub/book-navigation/preview-print/#docs-clip-preview-print-pages

Hover the page and click the **Previous page** or **Next page** arrow, or use your mouse's scroll wheel. Click a section in the sidebar to open its first page.

Under the page	Shows
Trim: 5" × 8"	Your trim size. Click it to change it.
Page 4 of 5	Where you are: in the section (fast mode) or in your book (whole book).

How to see your book as spreads

See your book the way a reader holds it: two facing pages at a time.

> **Video:** How to see your book as spreads (0:34)
> Watch online: docs.lacuna.pub/book-navigation/preview-print/#docs-clip-preview-print-spreads

1. In **Print - Whole Book (Slower)**, click **Open whole-book preview** (the book button beside the page count).
2. Turn spreads with the arrows, your scroll wheel, or the keys. Close it with the **X** or Esc.

Spreads are the place to check spread alignment, running heads, and where your sections open.

How to use the print preview settings

Click **Print preview settings** (the gear beside the device list) and turn on a switch to check your pages. None of them reach your exported PDF. The gear turns blue while one is on.

> **Video:** How to use the print preview settings (1:23)
> Watch online: docs.lacuna.pub/book-navigation/preview-print/#docs-clip-preview-print-settings

Turn on	To
Uniform Margins	Give every page the same left and right margin.
Page Side Labels	Label each page Verso (Left) or Recto (Right).
Grayscale Mode	See colored text and images in gray, as a black-and-white printer prints them.

Follow Along, at the foot of the same menu, turns the preview to the paragraph you click in the editor: see how to make the preview follow you.

How to use margin guidelines

Margin guidelines draw your page's zones on every preview page, so you can see where your margins land. They never print.

Video: How to use margin guidelines (1:20)
Watch online: docs.lacuna.pub/book-navigation/preview-print/#docs-clip-preview-print-margins

1. Click **Print preview settings** (the gear beside the device list).
2. Turn on a guide under **Margin Guidelines**.

Turn on	To draw
Safe Zone	Your printer's safe area (dark gray). Keep everything inside it.
Content Zone	Your margins: the box your text sits in (magenta).
Header & Footer	The bands your page numbers and running heads sit in (blue).

The **Margin Guidelines** button in the Print Page Margins panel turns on all three at once.

Questions

Why do my page numbers start over at every section?

You're in **Print - Single Section (Fast)**, which lays out one section at a time. Choose **Print - Whole Book (Slower)** to see your real page numbers; your exported PDF always has them.

Does the table of contents show page numbers?

Yes, in **Print - Whole Book (Slower)** and in your print-ready PDF. The fast mode can't know where other sections land, so it shows none.

Why does my book look off-center on the page?

Print pages mirror their margins: the inside margin, by the spine, differs from the outside one, so the text sits to one side. Turn on **Uniform Margins** in **Print preview settings** to see every page with the same left and right margin.

Related

- Trim sizes, page margins, headers and footers, page numbering.
- Export your print-ready PDF.
- How to Preview Your E-Book, and how to jump between the editor and the preview (the shortcuts work in print too).

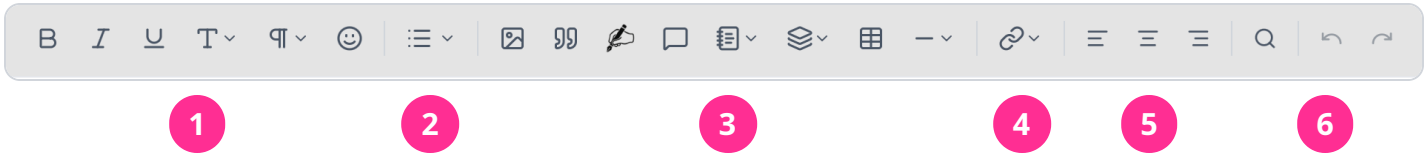
How to Use the Editor Toolbar

docs.lacuna.pub/use-the-editor/editor-toolbar/

The editor toolbar sits above your text. Use it to format words, turn lines into headings and lists, add elements like images, callout boxes and tables, and search the section you're in.

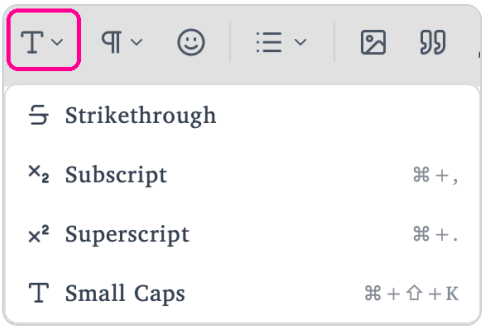
WHERE YOU FIND IT Above your text, in every section you type in.	**MENUS** A small arrow on a button means it opens a menu.
SHORTCUTS Point at a button, or open a menu, to see its keyboard shortcut.	**SELECT TEXT FOR MORE** Text color and highlight appear when you select words.

The parts of the toolbar

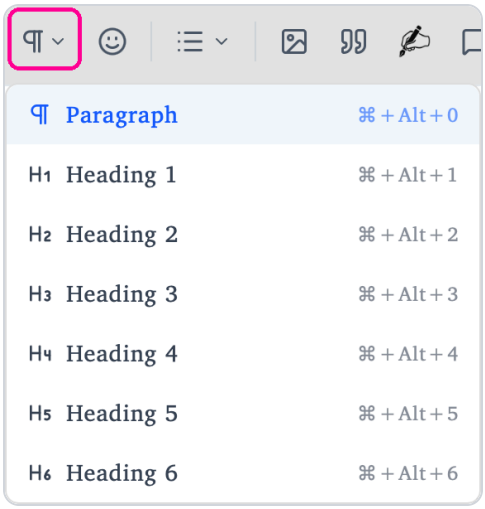


1 Format text

Button	What it does
Bold, Italic, Underline	Emphasis for the words you select.
Text Formatting	A menu: **Strikethrough**, **Subscript**, **Superscript** and **Small Caps**.
Paragraph & Headings	Makes a line body text (**Paragraph**) or a subheading (**Heading 1** to **Heading 6**). See subheadings.
Insert Emoji	Opens the emoji picker. It stays open so you can add several. See emojis.



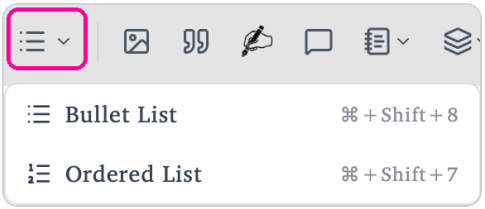
Text Formatting



Paragraph & Headings

2 Lists

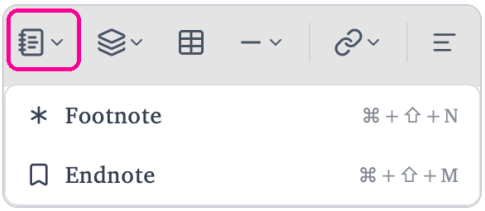
Button	What it does
Lists	A menu: **Bullet List** and **Ordered List**. See lists.



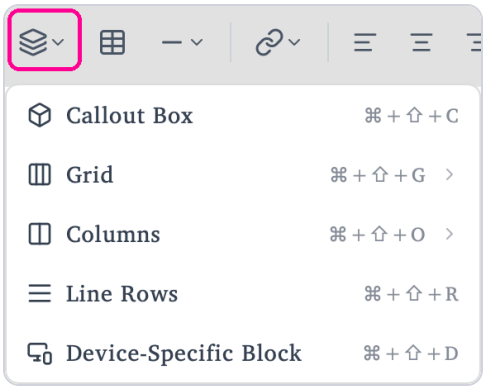
Lists

3 Add elements

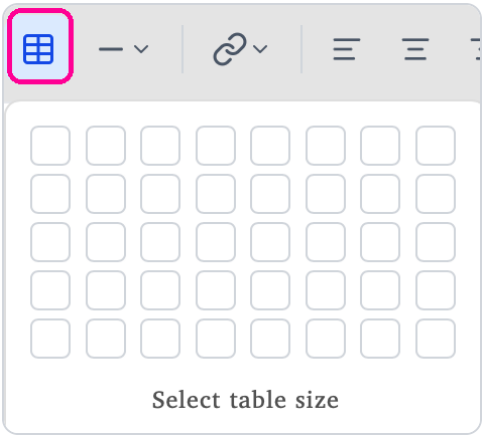
Button	What it does
Add Image	Upload a picture, or choose one already in your book. See images.
Blockquote	Sets a passage apart as a quote. See blockquotes.
Handwriting	A handwritten look, for letters and notes. See handwriting.
Text Conversation	Turns lines like “Name: message” into a text message conversation. See text conversations.
Insert footnote or endnote	A menu: **Footnote** and **Endnote**. See footnotes and endnotes.
Containers	A menu: Callout Box, Grid (2 to 4 cells side by side), Columns (2 or 3), Line Rows (blank lines to write on) and Device-Specific Block (e-book only or print only).
Insert Table	Point at the grid to choose rows and columns, then click. See tables.
Breaks	A menu: Ornamental Break, Page Break and **Split Section** (everything after the cursor becomes a new section).



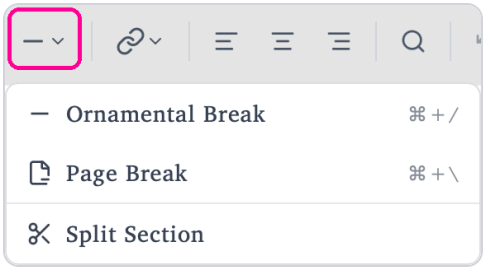
Insert footnote or endnote



Containers



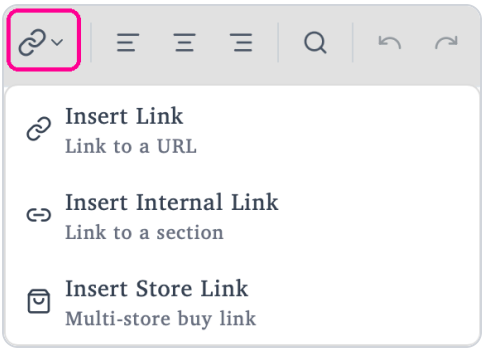
Insert Table



Breaks

4 Links

Button	What it does
Insert Link	A menu: **Insert Link** (a web address), **Insert Internal Link** (another section of your book) and **Insert Store Link** (one link to your book in several stores). See links.



Insert Link

5 Alignment

Button	What it does
Align Left, Align Center, Align Right	Aligns the line. Click the blue one again to go back to your book's normal alignment.

6 Search, Undo and Redo

Button	What it does
Search	Finds and replaces text in this section. See find and replace.
Undo, Redo	Shown only in very wide windows. Otherwise press Ctrl/Cmd + Z and Ctrl/Cmd + Y.

How to format text

Video: How to format text (0:29)
Watch online: docs.lacuna.pub/use-the-editor/editor-toolbar/#docs-clip-toolbar-format-text

1. Select the words.
2. Click a button, or open **Text Formatting** and choose one.

How to add an element from a menu

Video: How to add an element from a menu (0:28)
Watch online: docs.lacuna.pub/use-the-editor/editor-toolbar/#docs-clip-toolbar-add-element

1. Click where the element should go.
2. Click the button, then choose from its menu. **Grid** and **Columns** open a picker when you point at them: choose how many. A new grid or set of columns starts with the paragraph you clicked in.

How to color or highlight text

Select words and a small menu appears above them, with more than the toolbar has: **Text color**, **Highlight color**, and under **More actions**, **Add to Index** and **Remove Double Spacing**. See color and highlight text and mark words for your index.

Questions

Can I use small caps for headings?

Yes. Select the words and choose **Text Formatting** › **Small Caps**. For every section title at once, open **Edit Styles** › **Heading Title** and choose **Small Caps** under **Transform** (shown when your font has small caps).

Where is text color?

Select the words. **Text color** and **Highlight color** are in the menu that appears above them.

Why can’t I see Undo and Redo?

They show only in very wide windows. Press Ctrl/Cmd + Z to undo and Ctrl/Cmd + Y to redo.

How do I justify text?

Justified text is set for the whole book. See justification and hyphenation.

Why is Device-Specific Block grayed out?

The section is already set to e-book only, print only or hidden, so a block inside it would change nothing.

Why is there no toolbar on my title page or table of contents?

Lacuna builds those sections for you, so they have their own settings instead. The same goes for full-page images, endnotes and the index.

Related

- Keyboard shortcuts: every shortcut, including the toolbar’s.
- Find and replace: search one section or the whole book.

How to Use Keyboard Shortcuts

docs.lacuna.pub/use-the-editor/keyboard-shortcuts/

Keyboard shortcuts run Lacuna's commands without the mouse, from saving your book to adding a chapter or a blockquote. You can see every one, and change most of them, on the **Hotkeys** tab of **Lacuna Settings**.

How to see every keyboard shortcut

> **Video:** How to see every keyboard shortcut (0:20)
> Watch online: docs.lacuna.pub/use-the-editor/keyboard-shortcuts/#docs-clip-shortcuts-open

1. Click **Open Keyboard Shortcuts** (the keyboard button in the side menu on the right), press F1, or choose **Help › Keyboard Shortcuts**.
2. **Lacuna Settings** opens on **Hotkeys**, with every shortcut you can change, in groups. Click **Editor** at the top left to go back.

You also see a command's shortcut beside it in the menus, in the Command Palette (Ctrl/Cmd + P), and when you point at a button in the editor toolbar.

How to change a keyboard shortcut

> **Video:** How to change a keyboard shortcut (0:26)
> Watch online: docs.lacuna.pub/use-the-editor/keyboard-shortcuts/#docs-clip-shortcuts-change

1. Click the shortcut beside a command. It says **Press shortcut…**
2. Press the keys you want. Lacuna keeps them right away and marks the row **Custom**.

Choose	To
Reset to default	Go back to Lacuna's shortcut for that command (the arrow on a changed row).
Unbind shortcut	Leave the command with no shortcut (the bin).
Restore defaults	Put every shortcut back. It shows once you've changed one.

Press Esc to stop without a change. If another command already uses those keys, Lacuna asks first: **Reassign** moves them to this command, **Cancel** leaves both as they were.

Every keyboard shortcut

The groups match the **Hotkeys** tab, so you can find any of these there to change it.

On a Mac, the **Lacuna** menu keeps **Settings…** on Cmd+, and **Hide Lacuna** on Cmd+H, so **Replace in Section** is Cmd+Option+F and **Subscript** is Cmd+Shift+, there. Cmd+Q quits, with the usual save prompt.

File

Press	To
Ctrl/Cmd + N	**Create Book from Scratch**
Ctrl/Cmd + O	**Open Project**
Ctrl/Cmd + S	**Save**
Ctrl/Cmd + Shift + S	**Save As**

Edit

Press	To
Ctrl/Cmd + Shift + Z	**Undo Project Change**: a change to your book, such as a deleted section
Ctrl/Cmd + Shift + Y	**Redo Project Change**
Ctrl/Cmd + Shift + U	**Show History**
Ctrl/Cmd + F	**Find in Section**
Ctrl + H **on Windows and Linux,** Cmd + Option + F **on a Mac**	**Replace in Section**
Ctrl/Cmd + Shift + F	**Find in Project**
Ctrl/Cmd + Shift + H	**Replace in Project**
Ctrl/Cmd + Shift + L	**Find Elements**
Ctrl/Cmd + Shift + X	**Index Selection**: files the selected words in your index. With nothing selected, opens the Index panel

Copy Styles from Another Book and **Open Hyphenation Dictionary** have no shortcut until you give them one.

Sections

Press	To
Ctrl/Cmd + Shift + A	**Add Section**: a Default Section
Ctrl/Cmd + Shift + I	**Add Numbered Chapter**
Ctrl/Cmd + Shift + J	**Add Unnumbered Chapter**

View

Press	To
Ctrl/Cmd + Shift + E	**Section Explorer**
Ctrl/Cmd + P	**Command Palette**
Ctrl/Cmd + Shift + P	**Device Preview**
Ctrl/Cmd + Alt/Option + Z	**Zen Mode**: buttons show only their icons
Ctrl/Cmd + =	**Zoom In**
Ctrl/Cmd + -	**Zoom Out**
Ctrl/Cmd + 0	**Reset Zoom Level**

Preview

Press	To
Ctrl/Cmd +]	**Show Editor Content in Preview**
Ctrl/Cmd + [	**Show Preview Content in Editor**

Text Editing

These work while your cursor is in your text.

Press	To
Ctrl/Cmd + Z	**Undo in Editor**: your typing in this section
Ctrl/Cmd + Y	**Redo in Editor**
Ctrl/Cmd + K	**Add/Edit Link**
Ctrl/Cmd + Shift + N	**Add/Edit Footnote**
Ctrl/Cmd + Shift + M	**Add/Edit Endnote**
Ctrl/Cmd + Shift + C	**Toggle Callout Box**
Ctrl/Cmd + Shift + G	**Insert Grid**
Ctrl/Cmd + Shift + O	**Insert Columns**
Ctrl/Cmd + Shift + R	**Insert Line Rows**: blank lines to write on
Ctrl/Cmd + Shift + D	**Toggle Device-Specific Block**
Ctrl/Cmd + Shift + B	**Toggle Blockquote**
Ctrl/Cmd + Shift + T	**Toggle Text Conversation**
Ctrl/Cmd + Alt/Option +	**Text Conversation: Set as Receiver (Left)**
Ctrl/Cmd + Alt/Option +	**Text Conversation: Set as Sender (Right)**
Ctrl/Cmd + Alt/Option +	**Text Conversation: Toggle Character Name**
Ctrl/Cmd + Shift + K	**Toggle Small Caps**
Ctrl/Cmd + /	**Insert Ornamental Break**
Ctrl/Cmd + \	**Insert Page Break**

Help

Press	To
F1	**Keyboard Shortcuts**

Formatting keys

These are built into the editor, so they aren't on the **Hotkeys** tab and can't be changed.

Press	To
Ctrl/Cmd + B	**Bold**
Ctrl/Cmd + I	**Italic**
Ctrl/Cmd + U	**Underline**
Ctrl + , **on Windows and Linux,** Cmd + Shift + , **on a Mac**	**Subscript**
Ctrl/Cmd + .	**Superscript**
Ctrl/Cmd + Alt/Option + 0	**Paragraph**
Ctrl/Cmd + Alt/Option + 1 **to** Ctrl/Cmd + Alt/Option + 6	**Heading 1** to **Heading 6**
Ctrl/Cmd + Shift + 8	**Bullet List**
Ctrl/Cmd + Shift + 7	**Ordered List**
Shift + Enter	A new line in the same paragraph
Tab	A tab, for indented verse. In a list, moves the item in a level
Ctrl/Cmd + A	Select all. Inside a blockquote, callout box, grid or text conversation, just that

Questions

What is Zen Mode?

It shows only icons on the buttons along the top and in the sidebar, which leaves more room for your text. Press Ctrl/Cmd + Alt/Option + Z, or choose **View › Zen Mode**, to turn it on or off.

Why doesn’t Cmd+Shift+Z redo on my Mac?

In Lacuna it is **Undo Project Change**, which undoes changes to your book such as a deleted section. To redo typing, press Ctrl/Cmd + Y; to use other keys, change them on the **Hotkeys** tab.

Can I change the Bold shortcut?

No. Bold, Italic, Underline and the other formatting keys are built into the editor. Every shortcut on the **Hotkeys** tab can be changed.

Related

- Editor toolbar: every button and menu above your text.
- Find and replace: search one section or the whole book.
- Manage sections: undo a deleted section with Ctrl/Cmd + Shift + Z.

How to Customize the Editor

docs.lacuna.pub/use-the-editor/customize-the-editor/

The **Aa** button on the right of the window sets how the editor looks while you work: its font, text size and line spacing, with switches for spell check and smart quotes. Your exported e-book and print-ready PDF stay as your book's styles make them.

How to change how the editor looks

Video: How to change how the editor looks (0:51)
Watch online: docs.lacuna.pub/use-the-editor/customize-the-editor/#docs-clip-editor-customize-tour

1. Click **Aa** (**Change the Editor's Font, Font Size, and Settings**) in the side menu at the far right of the window.
2. Change any setting. The editor shows it at once.
3. Click **Apply** to keep it. **Cancel** puts everything back.

Setting	What it does
Font Family	The editor's font. Starts as Charis SIL. The mark beside it warns when a font lacks bold, italic or small caps.
Text Size	How big the editor's text is, from **XS** (where it starts) to **XL**.
Line Spacing	The space between the editor's lines, from 1×. Starts at 1.75×.
Smart Quotes	Curls quotes as you type. On to start. See smart quotes.
Spell Check	Underlines misspelled words in the editor. Off to start.

Font Family, **Text Size**, **Line Spacing** and **Spell Check** change only the editor. Your book keeps the font, size and spacing set in body text. **Smart Quotes** is different: the quotes you type are part of your book, so they print and export as typed.

These settings are Lacuna's, not the book's: every book you open on this computer uses them. **Restore to Default** puts back the settings Lacuna starts with. The preview has its own **Aa** (**Font settings**), which

changes only the e-reader preview.

How to turn on spell check

1. Click **Aa** and turn on **Spell Check**.
2. Click **Apply**. As you type, words the spell checker doesn't know are underlined.

The underlines are only in the editor: they never reach your book.

How to use smart quotes

Smart quotes are the curly quotation marks and apostrophes of a typeset book (“ ” ‘ ’). An opening quote curls toward the words it opens and a closing quote curls back, so a reader sees at a glance where speech starts and stops. The straight quotes on your keyboard (" ') come from the typewriter, and in a printed book they look like a mistake.

Lacuna curls your quotes for you as you type, and it can change every quote already in your book at once.

How to turn smart quotes on or off

1. Click **Aa**, turn **Smart Quotes** on or off and click **Apply**.
2. Click your Title Page in the sidebar, then click back to your section. The editor uses the new setting from then on.

The switch changes only the quotes you type from then on. To change the ones already in your book, change every quote at once.

How to change every quote in your book

1. Choose **Edit › Convert Straight Quotes to Smart Quotes…**, or **Edit › Replace Smart Quotes with Straight Quotes…** to go the other way.
2. Choose all quotes, only double quotes or only single quotes, then click **Convert** (or **Replace**).

The text of every section changes, footnotes and endnotes included, and apostrophes come out right (*'90s*, *rock 'n' roll*). Changed your mind? Choose **Edit › Undo**, or press Ctrl/Cmd + Shift + Z.

Questions

How do I change the font size?

For the editor only, click **Aa** and choose a **Text Size**. To change the size of your book's text, set its body text size.

How do I change the line spacing?

For the editor only, click **Aa** and set **Line Spacing**. For your book's lines, set **Line Spacing** in body text.

Does Lacuna have spell check?

Yes. Click **Aa**, turn on **Spell Check** and click **Apply**.

How do I stop two hyphens turning into a dash?

Press Backspace on Windows and Linux, Delete on a Mac right after the dash appears, and your two hyphens come back (the same works for a quote that curled). To stop words breaking with a hyphen at the end of a line, see justification and hyphenation.

How do I quote several paragraphs in a row?

Start each paragraph with an opening quote and close only the last one, the way books print it. Lacuna curls each paragraph's opening quote the right way, as you type and when it changes every quote.

Related

- Body text: your book's font, size and line spacing.
- Find and replace: a search with a straight quote finds curly ones too.
- Keyboard shortcuts: undo and the rest.

How to Use the Paragraph Menu

docs.lacuna.pub/use-the-editor/paragraph-menu/

Every paragraph has its own menu: click in a paragraph and a small gear appears at its top right. Use it to give that one paragraph its own drop cap, indents or letter spacing, or to turn it into a heading or blockquote.

What's in the paragraph menu

Video: What's in the paragraph menu (0:45)
Watch online: docs.lacuna.pub/use-the-editor/paragraph-menu/#docs-clip-paragraph-menu-tour

Choose	To
Paragraph	The menu's title: turn it into a subheading (**Heading 1** to **Heading 4**), a Blockquote, Handwriting or a Callout Box.
Duplicate block, Copy to clipboard, Delete block	The three icons beside the title: copy the paragraph right below, copy its text, or delete it.
Set as First Paragraph (Drop Cap)	Move the section's drop cap to this paragraph.
Force Drop Cap	Give this paragraph a drop cap of its own.
Disable Indentation	Remove this paragraph's first-line indent.
Apply First Line Style	Give this paragraph the first line style, such as small caps. Greyed out, with the reason, where the section's first-line styling is off.
Letter Spacing	Tighten or loosen the space between its letters, in print.
Copy indents, Paste indents	Copy this paragraph's indents, and paste them onto another.
First-Line Indent	Indent its first line by its own amount. Below 0 pulls the first line out: a hanging indent.
Left Indent	Move the whole paragraph to the right.

A heading's menu has only the title and the three icons. The gear turns blue while a tick is on, and purple when the paragraph has its own letter spacing or indents.

Lists, tables and text conversations have no gear, and it hides while words are selected.

How to move or add a drop cap

The drop cap shows in the preview and in your exported book, not in the editor.

> **Video:** How to move or add a drop cap (0:57)
> Watch online: docs.lacuna.pub/use-the-editor/paragraph-menu/#docs-clip-paragraph-drop-caps

1. To move the section's drop cap, open the paragraph menu on the paragraph that should have it and tick **Set as First Paragraph (Drop Cap)**.
2. To add another, open the next paragraph's menu and tick **Force Drop Cap**. Tick it on as many paragraphs as you like.

Untick it to undo. To style drop caps or turn them off, see drop caps.

How to adjust letter spacing in one paragraph

Letter spacing is for your print book: it changes your print-ready PDF, not your EPUB. Tighten a paragraph to pull a short last word up a line, or to close gaps that run down the page.

> **Video:** How to adjust letter spacing in one paragraph (0:44)
> Watch online: docs.lacuna.pub/use-the-editor/paragraph-menu/#docs-clip-paragraph-letter-spacing

1. Open the paragraph menu and click the **Letter Spacing** number.
2. Type a value and press Enter: below 0 tightens, above 0 loosens. **−** and **+** change it a little at a time.

Small values do it: it runs from −0.05 em to 0.1 em. Watch your print preview while you set it; **Print - Single Section (Fast)** shows each change quickly. To go back, set it to 0.

A paragraph with its own letter spacing prints exactly as you set it: Fix runts leaves it alone. To find every one, tick **Letter Spacing** in the sidebar's Elements tab.

How to make a hanging indent

A hanging indent keeps the first line at the margin and moves the rest of the paragraph in, the usual look for a bibliography or glossary.

Video: How to make a hanging indent (1:05)
Watch online: docs.lacuna.pub/use-the-editor/paragraph-menu/#docs-clip-paragraph-hanging-indent

1. Open the paragraph menu and set **Left Indent** first: how far in the rest of the paragraph sits.
2. Set **First-Line Indent** to the same amount below 0 (24 and −24, for example).
3. For the next entry, click **Copy indents**, open the other paragraph's menu and click **Paste indents**.

Indents show in your print-ready PDF, your EPUB and your Word document. To set them for your whole book or a whole section, see indentation.

Questions

How do I create hanging indents?

In the paragraph menu, set a **Left Indent**, then a **First-Line Indent** of the same amount below 0. Then click **Copy indents** and **Paste indents** onto each paragraph that should hang the same way.

How do I indent the first line of one paragraph?

Set **First-Line Indent** in its paragraph menu. For every paragraph in your book, see indentation.

Why isn't my paragraph indented?

Open its paragraph menu: **Disable Indentation** and **Force Drop Cap** both remove the first-line indent. To indent a whole section, use its Options menu.

Does Letter Spacing change the space between lines?

No, only the space between letters. The space between lines is **Line Spacing**, in **Print Settings** › Body Text.

Related

- Indentation: indents for your whole book or a whole section.
- Drop caps and first paragraph styling.
- Section options: the same kind of menu, for a whole section.
- Editor toolbar: formatting for the words you select.

How to Color and Highlight Text

docs.lacuna.pub/use-the-editor/color-highlight-text/

Give any words in your book a color, or a highlight behind them. Select the words, and both are in the small menu that appears above them.

How to color text

Video: How to color text (0:36)
Watch online: docs.lacuna.pub/use-the-editor/color-highlight-text/#docs-clip-color-text

1. Select the words, then click **Text color** (the A) in the menu above them.
2. Choose a color. Press Esc when you're done.

Choose	To
A circle	Use that color.
The striped circle	Take the color off.
The square and the slider	Mix any color: drag in the square, slide for the shade.
The color code box	Type a code such as #800020 and press Enter.
+	Save a brand color.
WCAG Contrast	Check the words are easy to read: a green check means they are.

Colors and highlights show in your e-book, your print-ready PDF and your DOCX. The colors in your Word document come in with it when you import.

How to highlight text

Video: How to highlight text (0:30)
Watch online: docs.lacuna.pub/use-the-editor/color-highlight-text/#docs-clip-highlight-text

Select the words, then click **Highlight color** (the highlighter) in the menu above them.

2. Choose a color. Press Esc when you're done.

The highlight picker works the same way as the text color one.

How to remove a color or highlight

Video: How to remove a color or highlight (0:31)
Watch online: docs.lacuna.pub/use-the-editor/color-highlight-text/#docs-clip-color-remove

1. Select the words and open **Text color** or **Highlight color**.
2. Click the striped circle, the first one in the row (**No Color** for text, **Transparent** for a highlight).

How to save a brand color

A brand color is one you save to use again anywhere in your book.

Video: How to save a brand color (0:48)
Watch online: docs.lacuna.pub/use-the-editor/color-highlight-text/#docs-clip-color-brand

1. Open **Text color** or **Highlight color** and click **+**.
2. Choose the color, then click **Save**.

It shows in every color picker in this book. Click it twice to change it, or point at it and click its **×** to delete it. A style saved in My Styles, and **Copy Styles from Another Book**, bring brand colors along (**Brand Colors**).

Other places you can set colors

Many parts of your book have colors of their own: text, backgrounds and borders. Set those in each element's settings.

To color	See
Every printed page and its text	Print page colors
Section titles and subtitles	Section titles, section subtitles
Subheadings	Subheadings
Chapter numbers and drop caps	Chapter numbering, drop caps
Callout boxes, grids and columns	Callout boxes, grids, columns
Tables, text conversations and line rows	Tables, text conversations, line rows
Image captions, ornamental breaks and list markers	Image captions, ornamental breaks, lists
Footnotes, header and footer lines, contents entries	Footnotes, headers and footers, table of contents

Questions

Is there a way to change the text color in Lacuna?

Yes. Select the words, then click **Text color** in the menu above them.

Can I color text in a table?

No, the menu with **Text color** doesn't open inside a table. To color a table's header row, click the table, then **Edit Table Style** › **Header Row** › **Text Color**.

Will my colors show in black and white?

Yes, as shades of gray. A black and white print book prints your colors in gray (your print-ready PDF keeps them, whichever **Interior Color** you choose): turn on **Grayscale Mode** in the print preview settings to check. Some e-readers are black and white too: choose **Kindle E-reader**, **Kobo Clara BW** or **Nook Simple Touch** in the e-reader preview to see your colors there.

Related

- Editor toolbar: the rest of the formatting controls.
- Print page colors: the page and text color for your whole printed book.

Section Types

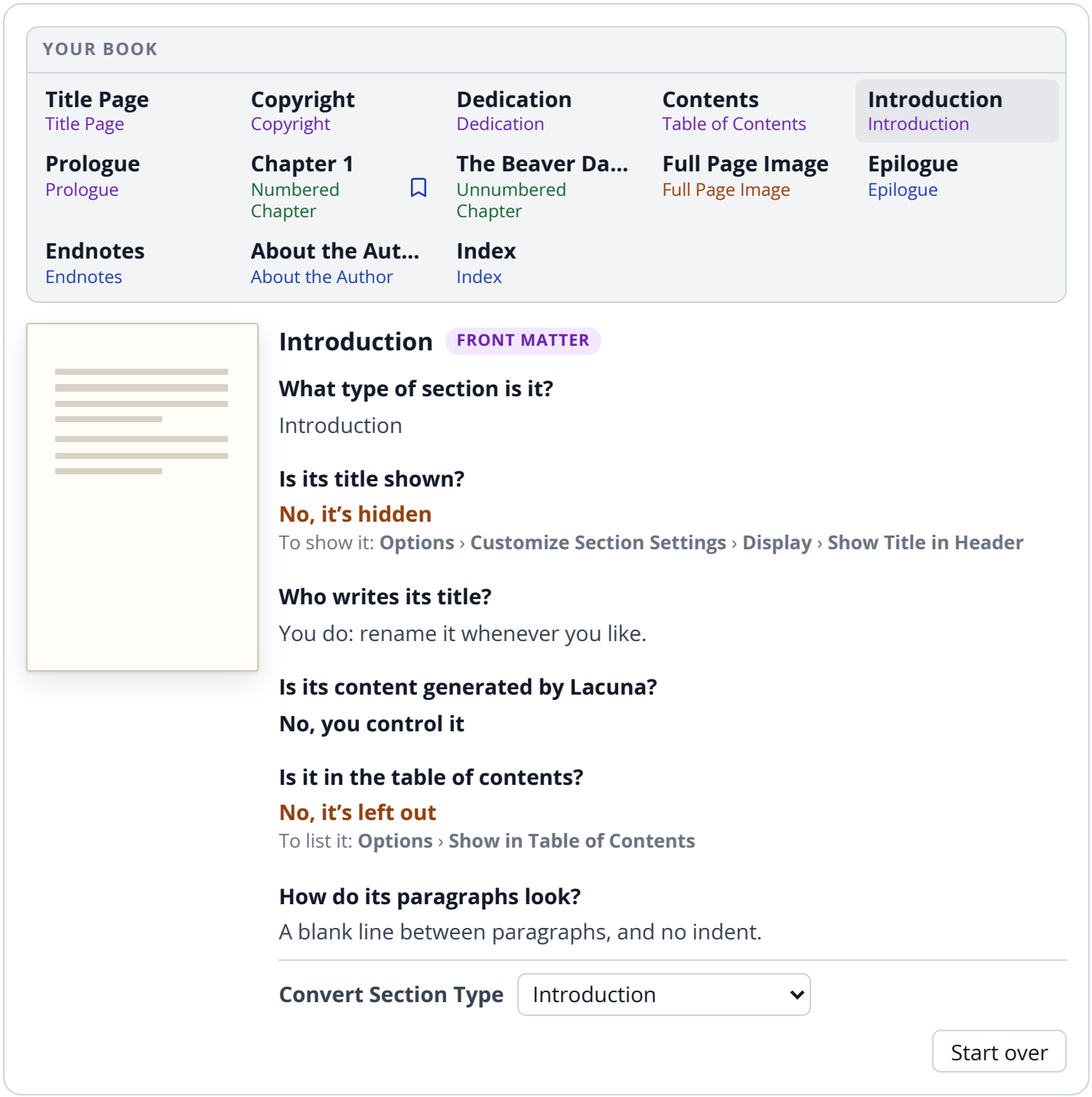
docs.lacuna.pub/book-structure/section-types/

Every section in your book has a type: a title page, a dedication, a chapter, an index. The type tells Lacuna what the section is, so Lacuna formats it the way books format that kind of page.

WHAT IT DOES	WHAT IT DECIDES
Tells Lacuna what each section of your book is.	The section title, the table of contents, the paragraph styling, and what the section does.
WHERE YOU CHOOSE IT	**WORKS IN**
When you add a section, or later in its **Options** › **Convert Section Type**.	EPUB, print-ready PDF and DOCX.

What section types change

Click a section to see the page its type draws, and what Lacuna does with it.



Why Lacuna has section types

Printed books follow habits readers expect. A section type carries those habits for you, so you never set them one section at a time. For every section, its type decides:

The section title and subtitle

Shown at the top of the section, or hidden.

Hidden: Title Page, Copyright, Dedication, Introduction, Full Page Image

The table of contents

Listed, or left out.

Left out: Title Page, Copyright, Dedication, Table of Contents, Foreword, Introduction, Full Page Image

The paragraph styling

Chapters
A drop cap, and indented paragraphs after the first

Every other type
Space between paragraphs, no indent

What the section does

Some types do the work for you. A Title Page, Table of Contents, Endnotes or Index is LACUNA GENERATED: Lacuna builds its content. A Full Page Image takes over its whole page, and Numbered Chapters number themselves. See what Lacuna builds.

Each of these is a starting point. Change any of them for one section, and its type stays the same.

Front matter, chapters and back matter

A book has three parts, and Lacuna groups the section types the same way.

Front matter before your story

Title Page | Copyright | Dedication | Table of Contents | Foreword | Preface | Introduction | Summary | About This Book | Author Note | Prologue

Body matter begins

Chapters your story

Numbered Chapter | Unnumbered Chapter

Back matter after your story

Epilogue | Extended Epilogue | About the Author | Also By | Acknowledgments | Bibliography | Endnotes | Other Books | Appendix | Glossary | Index

Anywhere a Default Section is for anything that isn't a named type

Full Page Image | Default Section

These groups are there to help you find the type you want in the menus. They don't limit where a section can go: put an About This Book at the back or a Summary after your story, and Lacuna formats it the same way. What decides where your book's front matter stops is where your body matter begins.

Where your body matter begins

A section's type does not decide where your body matter begins. The bookmark in your sections does: everything above it is front matter, so a Prologue can stay in your front matter. See where your body matter begins to move it.

Front matter pages hide their headers and footers, page numbers included: see how to hide or show headers and footers on chapter openings and front matter.

Sections Lacuna builds for you

Add one of these, and Lacuna does the work. Each one stays right as your book changes, which a page you type yourself can't.

Table of Contents

LACUNA GENERATED

- Rebuilt from your sections every time you export
- Page numbers and leader dots in print
- Links in the e-book

Table of Contents

Endnotes

LACUNA GENERATED

- Gathers the notes from the sections before it
- Each section's notes under its title
- In the e-book, readers jump to a note and back

How to Add Endnotes

Index LACUNA GENERATED

- Built from the topics you mark in your text
- Sorted under letter headings
- Page numbers in print, links in the e-book

How to Add an Index

Full Page Image

- One image, and nothing else on the page
- To the paper's edge, the safe zone or the text block, on one page or across two
- No title, and left out of your table of contents

Full Page Images

Chapters have types too

Your story's chapters come in two types. A **Numbered Chapter** is numbered for you: Chapter 1, Chapter 2, and so on. An **Unnumbered Chapter** has only the title you give it. Both get the drop cap and indented paragraphs. See Chapter Types for when to use each.

Questions

Why doesn't my Introduction have a title?

Lacuna hides an Introduction's title, the way many printed books open theirs. To show it, open the section and choose **Options** › **Customize Section Settings** › **Display**, then turn on **Show Title in Header**.

Why doesn’t my Dedication have a title?

A dedication page usually shows only its words, so Lacuna hides its title. Turn it on the same way: **Options** › **Customize Section Settings** › **Display** › **Show Title in Header**. See how to add a dedication page.

Why isn’t my Foreword in the table of contents?

Lacuna leaves a Title Page, Copyright, Dedication, Table of Contents, Foreword, Introduction and Full Page Image out of it. To list one, open the section, click **Options**, and turn on **Show in Table of Contents**.

Why is my Untitled section in the table of contents?

A Default Section is listed under whatever title it has. Give it a title, give it the type it really is, or turn off **Show in Table of Contents** in its **Options**.

Can my Prologue look like a chapter?

Yes. Open it and choose **Options** › **Customize Section Settings** › **Text**. Set **Indent All Paragraphs**, **Drop Cap** and **First Line Style** the way you want (see how to give any section type first-line styling). It stays a Prologue.

Related

- How to Manage Your Book’s Sections: add, delete, select and drag sections.
- Chapter Types: numbered and unnumbered chapters.
- Table of Contents: what Lacuna lists, and how.
- Section Titles: style the title and subtitle every section shows.

Chapter Types

docs.lacuna.pub/book-structure/chapter-types/

Every chapter is one of two chapter types, **Numbered Chapter** or **Unnumbered Chapter**, formatted the same way. The difference is who writes the title: Lacuna numbers one, you name the other.

WHAT IT DOES	WHERE YOU CHOOSE IT
Decides whether Lacuna numbers a chapter for you.	**Add New Section(s)** › **Chapters**, or a section's **Options** › **Convert Section Type** › **Chapters**.
SHORTCUTS	**WORKS IN**
Numbered Chapter Ctrl/Cmd + Shift + I, Unnumbered Chapter Ctrl/Cmd + Shift + J.	EPUB, print-ready PDF and DOCX.

What both chapter types get

Numbered or unnumbered, every chapter type gets

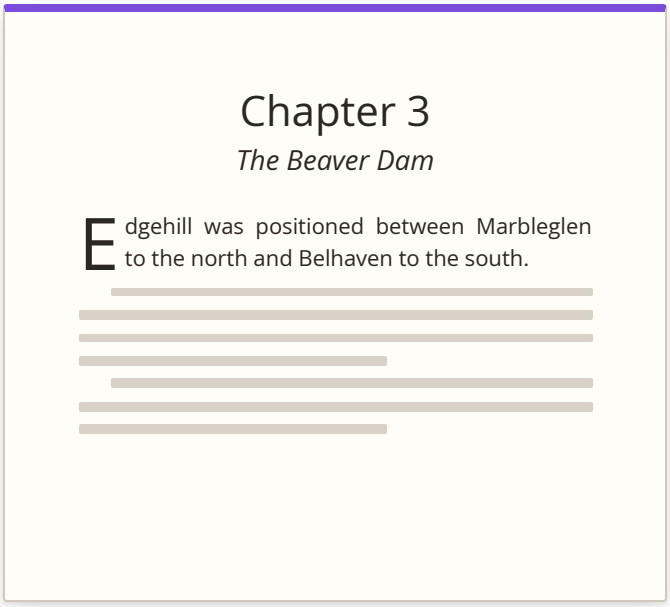
- A drop cap on the first paragraph
- Indented paragraphs, with no space between them
- Your book's chapter heading image
- A title and subtitle at the top
- An entry in your table of contents

Numbered or unnumbered

The same chapter, both ways. Type a name, or pick a number format.

Numbered Chapter

Numbered chapters are titled automatically, from their place in your book.



TITLE

Chapter 3

SUBTITLE

The Beaver Dam

NUMBER FORMAT

Chapter + Number

One setting for every numbered chapter type in your book.

In your section list

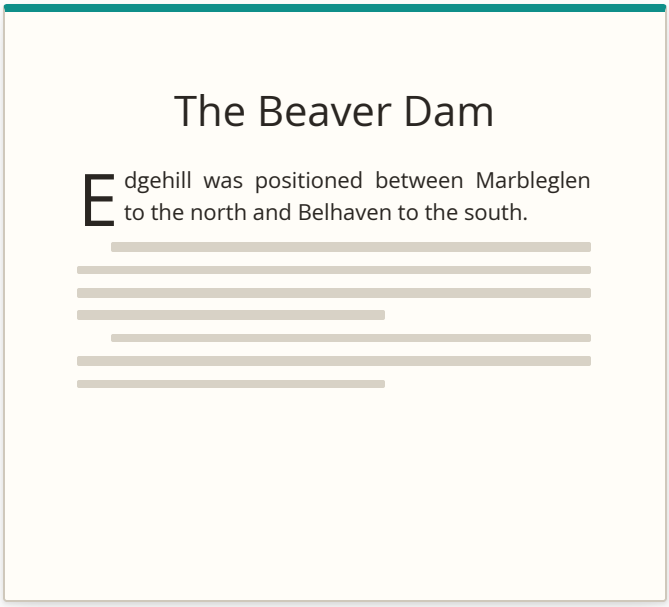
3. The Beaver Dam

In your table of contents

Chapter 3: The Beaver Dam

Unnumbered Chapter

Unnumbered chapters keep the title you give them, wherever they sit.



TITLE

The Beaver Dam

SUBTITLE

Optional

In your section list

The Beaver Dam

In your table of contents

The Beaver Dam

Why you can’t change a numbered chapter type’s title

Lacuna writes it (Chapter 1, Chapter 2) and rewrites it whenever your chapters move. To give a numbered chapter type a name, use its **subtitle**: Lacuna never changes it.

Video: Why you can’t change a numbered chapter type’s title (0:49)
Watch online: docs.lacuna.pub/book-structure/chapter-types/#docs-clip-chapter-subtitle

1. Click **Rename** at the top of the chapter.
2. Type the chapter’s name in the subtitle box, then click **Save**.

Several narrators? Put each chapter’s narrator in its subtitle.

Numbered chapter types stay in order

Lacuna renumbers whenever you add or move chapters, so your book always stays in order. **Undo** puts the old numbers back.

- Only numbered chapter types get a number. Unnumbered chapter types and other sections, such as a Prologue, are left out of the count.
- In a box set, each volume starts again at Chapter 1.

Choose the number format for numbered chapter types

One format for every numbered chapter type in your book: **Edit Styles** › **Numbered Chapter Settings** › **Format**.

Format	Chapter 3 prints
Chapter + Number	Chapter 3
Chapter + Number (padded)	Chapter 03
Chapter + Spelled	Chapter Three
Chapter + Spelled (capitalized)	Chapter Three
Chapter + Roman	Chapter III
Number Only	3
Number Only (padded)	03
Spelled Only	Three
Spelled Only (capitalized)	Three
Roman Only	III
Hidden	*No number, only the subtitle*

Padded numbers are padded to your book's largest chapter number: Chapter 03 in a book of twelve chapters.

Custom Number Format lets you write the number line yourself. The prefix word and the number's font are on Chapter Numbering.

Change a chapter's type

Video: Change a chapter's type (0:50)
Watch online: docs.lacuna.pub/book-structure/chapter-types/#docs-clip-chapter-convert

1. Open the chapter and click **Options**.
2. Choose **Convert Section Type** › **Chapters**, then the other chapter type.

To Numbered Chapter

Leave **Keep current titles as subtitles** on, and the chapter's name moves under its number.

To Unnumbered Chapter

It keeps its title, such as Chapter 3. Rename it.

Several at once: select them, right-click, and choose **Convert To** › **Chapters**.

Choose your chapter type when you import

When you import a Word document (.docx), **Chapter Section Type** sets every chapter to **Numbered** (the default) or **Unnumbered**. Choose Unnumbered to keep your chapter titles exactly as written.

- A chapter is a heading that starts with *Chapter*. *Chapter 1: The Bilberry Weeks* splits at the colon, so the name becomes the subtitle.
- Any other heading, such as *Interlude*, comes in as a Default Section. Change its type after you import.

Questions

How do I turn off chapter numbers?

Make them unnumbered chapter types. Or keep them numbered and choose **Hidden** in **Numbered Chapter Settings** › **Format**.

How do I add a subtitle to a chapter?

Click **Rename** at the top of the chapter, type it in the subtitle box, and click **Save**.

How do I put a character's name under each chapter?

Make it the chapter's subtitle. Style it in **Edit Styles** › **Heading Subtitle**.

Why did my chapter numbers change?

Adding, moving or deleting a chapter renumbers the ones after it. Subtitles never change, and **Undo** puts the old numbers back.

How do I remove the big first letter of a chapter?

That’s the drop cap. Turn it off for one chapter in **Options** › **Customize Section Settings** › **Text** › **Drop Cap**, or for the whole book in Drop Caps.

Related

- Section Types: what every section’s type decides.
- Chapter Numbering: the number’s format, prefix and font.
- Section Subtitles: style the subtitle under each chapter’s number.
- Chapter Heading Images: one image over every chapter’s title.

How to Use Book Parts

docs.lacuna.pub/book-structure/book-parts/

A book part groups sections under a page of its own, like “Part I” before its chapters. Make one, choose how its page looks, and number your parts.

How to make a book part

Video: How to make a book part (0:21)
Watch online: docs.lacuna.pub/book-structure/book-parts/#docs-clip-parts-create

1. Click **Add New Section(s)** at the bottom of the sidebar.
2. Choose **Create New Book Part**.

Your new part is called **New Part** and goes at the end of your book. Drag sections onto it to put them inside, and right-click it and choose **Rename** to name it.

Already have the sections? Select them, right-click and choose **Create Part from Selected Sections** (see book parts and volumes in Manage Sections). The sections have to sit next to each other.

How to choose how a book part’s page looks

Video: How to choose how a book part's page looks (0:38)
Watch online: docs.lacuna.pub/book-structure/book-parts/#docs-clip-parts-modes

1. Click the book part in the sidebar.
2. Click the button beside **Select Book Part Mode:** and choose how its page looks.

Choose	To
Lacuna Generated	Let Lacuna make its page: its number and title, in the look you set. Every part starts here.
Full Page Image	Show a picture as its page (see Full-Page Images).
Custom Content	Write its page yourself, like any section.
No Page	Leave out its page. Its sections stay grouped under it in your table of contents, and its line opens on the first of them.

How to style the page Lacuna makes for a book part

On **Lacuna Generated**, the settings for its page are right below the button. They're shared by every book part in your book.

> **Video:** How to style the page Lacuna makes for a book part (0:31)
> Watch online: docs.lacuna.pub/book-structure/book-parts/#docs-clip-parts-page

Setting	What it does
Center on Screen	Centers the number and title down the page.
Alignment	**Left**, **Center** or **Right**.
Top Margin	The space above them, when **Center on Screen** is off.
Number Position	The number **Above** or **Below** the title, or **Inline** (Part I: Title).
Part Number Typography	The **Font**, **Weight** and **Size** of "Part I".
Part Name Typography	The **Font**, **Weight** and **Size** of the part's title.
Spacing Between Elements	The space between the number and the title.

How to number your book parts

> **Video:** How to number your book parts (0:45)
> Watch online: docs.lacuna.pub/book-structure/book-parts/#docs-clip-parts-numbers

1. Click the book part, then **Part Settings** beside the button.
2. Make your change on a tab and click **Apply**.

Tab	What it sets
Prefix Text	The word before the number (**Prefix Text**, “Part”), or none (**Show Prefix Text** off).
Part Numbers	The **Number Style**: **Roman** (I), **Numbers** (1) or **Words** (One), or no number (**Show Part Numbers** off).
T.O.C. Custom Format	How a part reads in your table of contents, from {part-prefix}, {part-number}, {title} and {subtitle}. It starts as Part I: Title.

The same panel is **Edit Styles** › **Book Part Settings**. Parts are numbered from I through your book.

How book parts look in print and e-books

Where	How a book part looks
Print-ready PDF	Its page starts on a right-hand page, with no header or page number.
EPUB	Its page comes before its sections, and the e-reader's contents list its sections under it.

Chapter numbers keep counting across parts: a part doesn’t start them again.

How to show book parts in your table of contents

A book part is listed with its sections indented under it, even on **No Page**.

To	Do
List the part alone	Turn off **Include Book Part Sections** on your table of contents.
Leave the part out	Turn off **Show in Table of Contents** in the part's **Options**. Its sections stay listed.
Change how one part reads	**Options** › **Customize TOC Text**.
Change how parts look	**Styling** › **Part Entries** on your table of contents (see Table of Contents).

Book volumes and box sets

A volume holds a whole book, so you can put several books in one box set. A part can go inside a volume, and its page has the same four choices. See Book Volumes / Box Sets.

Questions

How do I format Part 1?

Click the part in the sidebar. On **Lacuna Generated**, its page's settings are right there, and **Part Settings** sets its prefix and number style.

Can I delete a part without deleting its sections?

Yes. Right-click the part and choose **Delete**: its sections stay in your book, outside any part.

Do chapter numbers start again in each part?

No. They keep counting across parts. Each volume starts again at Chapter 1, like a book of its own.

Related

- Manage Sections: drag sections into a part, fold one up, select several.
- Full-Page Images: a picture as a part's page.
- Table of Contents: style part entries.
- Book Volumes / Box Sets: several books in one.
- Section Types: what each kind of section does.

How to Make a Box Set with Volumes

docs.lacuna.pub/book-structure/book-volumes/

A volume holds one whole book of a box set: its sections and its book parts. Each volume gets its own page, and its chapters start again at Chapter 1.

How to add a volume

Video: How to add a volume (0:28)
Watch online: docs.lacuna.pub/book-structure/book-volumes/#docs-clip-volume-add

1. Click **Add New Section(s)** at the bottom of the sidebar.
2. Choose **Create New Volume**. A new, empty volume goes at the end of your book.

Already have the sections? Select them, right-click and choose **Create Volume from Selected Sections**. To name a volume, right-click it and choose **Rename**.

Volumes are blue in the sidebar, book parts purple.

How to put sections in a volume

Right-click the volume to add to it, or drag sections onto it (drag and drop).

Video: How to put sections in a volume (0:34)
Watch online: docs.lacuna.pub/book-structure/book-volumes/#docs-clip-volume-add-sections

Choose	To
Add New Section	Add a section of any type at the end of this volume.
Add New Book Part	Add a book part inside this volume.
Import from Manuscript	Bring in a Word document as this volume's sections.
Import from Other Lacuna Project	Bring in the sections of another book you made in Lacuna.

This	Can go inside
A section	A book part or a volume.
A book part	A volume, but not another book part.
A volume	Nothing: volumes sit side by side.

Deleting a volume keeps its sections and book parts.

How chapters are numbered in a box set

Chapters start again at Chapter 1 in each volume, and book parts at Part I, in your EPUB and print-ready PDF. Move a chapter into a volume and it renumbers at once.

Video: How chapters are numbered in a box set (0:24)
Watch online: docs.lacuna.pub/book-structure/book-volumes/#docs-clip-volume-numbering

How to give each volume its own table of contents

A table of contents lists what sits beside it: put one inside a volume and it lists only that volume.

Video: How to give each volume its own table of contents (0:24)
Watch online: docs.lacuna.pub/book-structure/book-volumes/#docs-clip-volume-contents

Where your Contents is	What it lists
Outside every volume	Each volume as one entry, and the sections outside volumes. Turn on **Include Volume Sections** to list each volume's sections under it.
Inside a volume	Only that volume's sections and book parts.

To add one, right-click the volume and choose **Add New Section** › **Front Matter** › **Table of Contents**. It goes at the end of the volume; drag it up to sit first. Everything else about it is on Table of Contents.

How to choose how a volume's page looks

Click a volume in the sidebar, then click the button beside **Select Volume Mode:**.

Choose	To
Lacuna Generated	Lacuna makes the page: its number and title.
Full Page Image	A picture is the page (full-page images).
Custom Content	You make the page in the editor, like a section.
No Page	No page in your book. Its chapters still start at Chapter 1, and its line in the contents opens on its first page.

A volume's page is styled the way a book part's is: see how to style the page Lacuna makes for a book part. In print, each volume's page starts on a right-hand page.

How to change how your volumes are numbered

Volume Settings, beside **Select Volume Mode:**, sets how every volume is numbered.

> **Video:** How to change how your volumes are numbered (0:48)
> Watch online: docs.lacuna.pub/book-structure/book-volumes/#docs-clip-volume-settings

Tab	What it sets
Prefix Text	The word before the number. Starts as "Volume", in your book's language.
Volume Numbers	**Roman** (I, II), **Numbers** (1, 2) or **Words** (One, Two), or no number.
T.O.C. Custom Format	How a volume reads in your table of contents. Starts as "Volume I:" and the volume's title.

The same panel opens from **Edit Styles** › **Volume Settings**. Click **Apply** to keep your changes.

Questions

Why did my chapter numbers start over at 1?

Each volume is its own book, so its chapters start at Chapter 1. Chapters outside volumes keep their own count.

Why doesn’t my table of contents list the chapters in my volume?

A table of contents outside your volumes lists each volume as one line. Turn on **Include Volume Sections** in it, or put a Contents inside each volume. The e-reader’s own contents menu nests each volume’s sections under it either way.

Related

- Book parts: group chapters inside a book.
- Manage sections: select, drag and drop, and the right-click menu.
- Table of contents: **Include Volume Sections** and **Volume Entries**.
- Full-page images: a picture as a volume’s page.
- Export EPUB and print-ready PDF.

How to Show a Section Only in Print or Only in Your E-Book

docs.lacuna.pub/book-structure/device-specific-sections/

A device-specific section goes into one edition of your book only: your print-ready PDF or your e-book. A hidden section stays in your project and goes into neither.

Set it from the section's right-click menu in the sidebar. For a few paragraphs inside a section, use a device-specific block instead.

How to show a section only in print or only in your e-book

Video: How to show a section only in print or only in your e-book (0:29)
Watch online: docs.lacuna.pub/book-structure/device-specific-sections/#docs-clip-device-sections-set

1. Right-click the section in the sidebar and choose **Set Device Type**.
2. Choose **Ebook** or **Print**.

Choose	To put the section in
Any	Your e-book and print: every file. Where every section starts.
Ebook	Your e-book only: the EPUB and the eBook PDF. A phone marks the section.
Print	Print only: your print-ready PDF and your Word document (DOCX). A book marks the section.
Hidden	No file at all. The section stays in your project. A crossed-out eye marks it.
Split to Both Device Types	Two copies: one for your e-book, one for print.

A mark beside the section shows where it goes:

Beside the section	Means
A phone	E-book only.
A book	Print only.
A crossed-out eye, the name gray and italic	Hidden: in no file.
Nothing	In your e-book and print.

To change several sections at once, select them and right-click one of them.

If the section is where your body matter begins, Lacuna asks **Continue with this change?**, because the edition you take it out of needs a new start. Click **Continue**, then right-click the section where that edition should begin and choose **Begin body matter here**.

How to preview a print-only or e-book-only section

Video: How to preview a print-only or e-book-only section (0:30)
Watch online: docs.lacuna.pub/book-structure/device-specific-sections/#docs-clip-device-sections-preview

The editor shows every section. The preview shows a section only on a device the section goes to. Otherwise it says so, or an e-reader stays on the section before it:

Open	The preview shows
A print only section on an e-reader	The section before it: a print only section is not in the e-book, so the e-reader has no page to turn to (device-renderer.tsx:294 never raises the message).
A print only section on the eBook PDF	**Device Incompatibility**, and which preview to switch to.
An e-book only section on a print mode	**Device Incompatibility**, and which preview to switch to.
A hidden section, on any device	**Section Hidden**.

Switch the device list at the top of the preview: an e-reader or the eBook PDF for an e-book section, a print mode for a print section. See how to choose a device and how to choose a print mode.

How to make one copy of a section for your e-book and one for print

Video: How to make one copyright page for your e-book and another for print (0:26)
Watch online: docs.lacuna.pub/book-structure/device-specific-sections/#docs-clip-copyright-split

1. Right-click the section in the sidebar and choose **Set Device Type** › **Split to Both Device Types**.

You get two copies, one under the other, with the same title, text and settings: a phone marks the e-book copy and a book marks the print copy. Open each and change what differs. A split chapter keeps its number in both editions.

Split a section once: a section that already has its copy is skipped. To copy a section into one edition and leave the original in both, choose **Clone** › **Clone as EPUB Only** or **Clone as Print Only** instead.

How to hide a section from every export

Keep an outline, notes or a chapter you are not ready to publish in your project without putting it in your book.

Video: How to hide a section from every export (0:38)
Watch online: docs.lacuna.pub/book-structure/device-specific-sections/#docs-clip-device-sections-hide

1. Right-click the section in the sidebar and choose **Set Device Type** › **Hidden**.

Its name turns gray and italic, with a crossed-out eye beside it. The section stays in the sidebar to open and edit, and the preview shows **Section Hidden** while it is open. A hidden chapter gives up its number to the next chapter.

To put it back in your book, choose **Set Device Type** › **Any**.

How to filter the sidebar by device type

Video: How to filter the sidebar by device type (0:51)
Watch online: docs.lacuna.pub/book-structure/device-specific-sections/#docs-clip-device-sections-filter

1. Click **Filter sections**, the button beside **Add New Section(s)** at the bottom of the sidebar.
2. Under **Filter by Device Type**, untick the types to hide: **Any (E-Book & Print)**, **E-Book Only**, **Print Only** or **Hidden**.

The button turns blue while a filter is on. Book parts and volumes always show. Click **Reset Filters** to show every section again.

Which sections each file includes

In	Sections it includes
Your EPUB and eBook PDF	**Any** and **Ebook** sections.
Your print-ready PDF	**Any** and **Print** sections.
Your Word document (DOCX)	The same as print: **Any** and **Print** sections.
Every file	Never a **Hidden** section.

Each file numbers only the chapters it includes, and its table of contents lists only the sections it includes. A Contents section you split uses each copy's own settings for its edition.

Questions

Can I keep a draft chapter in my book without publishing it?

Yes. Right-click it and choose **Set Device Type** › **Hidden**. It stays in your project and goes into no file until you set it back to **Any**.

Why does the preview say Device Incompatibility?

The section is print only and the preview is on the eBook PDF, or e-book only and the preview is on a print mode. Switch the device, or set the section back to **Any**. An e-reader shows no message: it stays on the section before.

Why do two chapters have the same number in the sidebar?

One is hidden, or one is e-book only and the other print only. A hidden chapter keeps the number it would have, and the next chapter takes it too. An e-book chapter and a print chapter each count only in their own

edition.

Related

- Device-specific blocks: a few paragraphs for print only or e-books only.
- Copyright page: one copyright page for your e-book and another for print.
- Manage sections: the right-click menu, selecting several sections, and where your body matter begins.
- Preview your e-book and preview print: switch devices.
- Export an EPUB and export a print-ready PDF: the Pre-Flight Check flags a hidden body matter start.

How to Design Your Book's Title Page

docs.lacuna.pub/book-structure/title-page-designer/

Your title page is the page inside your book with its title, author and publisher. Design it in Lacuna's designer: place your words, logo and artwork exactly where you want them, and the page looks the same on every e-reader and in print.

How to switch to the designer

Use the designer for your title page unless you have a reason not to. Click **Title Page** in the sidebar, then click **Designer Mode** at the top right. The same link, now reading **Lacuna Mode**, switches back.

Video: How to switch to the designer (0:30)
Watch online: docs.lacuna.pub/book-structure/title-page-designer/#docs-clip-title-page-designer-switch

Where	Lacuna Mode	Designer Mode
Print-ready PDF	Text, in your fonts.	Your design, scaled to fit inside the page's safe zone. Never cropped or stretched.
E-book	Text. Each e-reader sets it its own way.	Your design as one picture, filling the screen.
Word document (DOCX)	Text.	Your design as one picture.

Switching keeps both: your design stays in the designer while you use Lacuna Mode. Neither mode prints a page number, header or footer on the title page.

How to design your title page in the designer

The designer opens with your title and author on a 6 by 9 inch page (and your subtitle, if your book has one). Drag anything to move it, drag a corner to resize it, and double-click text to change its words.

Video: How to design your title page in the designer (0:52)
Watch online: docs.lacuna.pub/book-structure/title-page-designer/#docs-clip-title-page-designer-design

Click	To add
Text	A line of text, in your title's font.
Image	A picture from your book's images: your publisher's logo, artwork, an ornament.
Rectangle, Circle, Line	A shape.

Click anything on the page for its settings in the bar above it: text has its font, size, bold, italic, underline, capitals, color, alignment, border and spacing; a picture has its corners and border; a shape has its fill and outline. Right-click anything to bring it to the front, send it back, copy it or delete it.

Magenta lines show when something lines up with the middle of the page, its margins or another item. Press Ctrl/Cmd + Z to undo. Lacuna saves your design as you go.

How to start the designer over

1. Click **Options** at the top right and choose **Reset Designer**.
2. Click **Reset designer**.

Everything on the page goes, and the designer starts again from your book's title and author. This can't be undone.

How to use your own picture as your title page

Made your title page in another program? Right-click **Title Page** in the sidebar and choose **Delete**, then add your picture as a full-page image and drag it to the top of your book. To bring a title page back, choose **Add New Section(s)** › **Front Matter** › **Title Page**.

How to style your title page in Lacuna Mode

In Lacuna Mode, Lacuna lays out the page from your book's details. Click **Edit** at the top to change them (see Edit Book Metadata).

Video: How to style your title page in Lacuna Mode (1:03)
Watch online: docs.lacuna.pub/book-structure/title-page-designer/#docs-clip-title-page-lacuna-mode

Group	Sets
Layout	**Center on screen**: centers the page on Apple Books and Google Play Books.
Publisher, Publisher Logo	Your publisher's name and website, or a logo in place of the name.
Title Typography to Publisher	Each line's font, size and the space around it.

Questions

I changed my book's title. Why didn't my title page change?

In Designer Mode the words are yours: double-click the title to change it, or start over with **Reset Designer**. In Lacuna Mode the title page always shows your book's details.

My book isn't 6 by 9 inches. Can I use the designer?

Yes. Lacuna scales your design to fit any trim size without cropping or stretching it; on a page of another shape, the space left over goes to two sides.

Does the title page print on a right-hand page?

Yes, as your book's first page: a printed book's first page is always a right-hand page. To start other sections on the right, see page numbering.

Related

- Edit Book Metadata: the title, author and series your title page starts from.
- Full-page images and page margins (the safe zone).
- Copyright page and dedication page, the pages that follow it.
- Section types and Manage Sections.

How to Add a Copyright Page

docs.lacuna.pub/book-structure/copyright-page/

Your copyright page says who owns your book and how it may be copied. Lacuna writes one for you with your name and the year, and you can change its words and its look, or give your e-book and print each their own.

How to add a copyright page

Video: How to add a copyright page (0:37)
Watch online: docs.lacuna.pub/book-structure/copyright-page/#docs-clip-copyright-add

1. Click **Add New Section(s)** at the bottom of the sidebar.
2. Choose **Front Matter** › **Copyright**.

It goes right after your title page and opens with Lacuna's wording: *Copyright © 2026 by* your name, *All rights reserved.*, and a line saying no part of your book may be copied without the publisher's permission. The name is the author in your book's details, and the year is the year you add the page.

In a book with volumes, or one that already has a copyright page, it goes at the end of your book instead: drag it up to where you want it.

New books and imported Word documents already have a copyright page. If your Word document has its own, Lacuna keeps your words instead.

To make another section your copyright page, right-click it and choose **Convert To** › **Front Matter** › **Copyright**. Its words stay as they are.

How to customize your copyright page

The bar below your copyright page's text holds its settings. **Add Formatted using Lacuna to end of text** is on to start, and its switch turns it off. While it is on, three buttons beside it put the line on the left, in the center or on the right.

Video: How to customize your copyright page (0:25)
Watch online: docs.lacuna.pub/book-structure/copyright-page/#docs-clip-copyright-customize

1. Open your copyright page and click the arrow at the right of the bar below your text.
2. Change a setting. There is no Apply button: each change takes effect at once.

Setting	What it changes
Font Size	The size of the page's text, in points. It starts a little smaller than your body text.
Line Spacing	The space between lines, in lines.
Paragraph Spacing	The space after each paragraph, in pixels.
Push content to bottom of page	On: your text sits at the foot of the page. Off: it starts at the top. Print and e-book PDF only.

These settings belong to this copyright page only.

How to make one copyright page for your e-book and another for print

Your e-book and your print book often need different lines, such as their own ISBN. Split your copyright page in two, and change each one.

Video: How to make one copyright page for your e-book and another for print (0:26)
Watch online: docs.lacuna.pub/book-structure/copyright-page/#docs-clip-copyright-split

1. Right-click your copyright page in the sidebar.
2. Choose **Set Device Type** › **Split to Both Device Types**.

You now have two copyright pages, one under the other, with the same words and settings. The first is in your e-book only (a phone beside it), the second in print only (a book beside it). Open each and change what differs.

Changed your mind? Choose **Edit › Undo**. See device-specific sections for more on e-book and print sections.

What the e-book and print do with your copyright page

Where	What happens
Print	Starts on a new page. No headers, footers or page number print on it, like the rest of your front matter. Your text sits at the foot of the page.
E-book	Its own page, marked in the e-book file as your copyright page. Your text starts at the top.
Both	Its title is hidden, it isn't listed in your table of contents, and its words are never hyphenated, so ISBNs and web addresses stay whole.

Your copyright page is front matter while it sits above the body matter bookmark, so it counts toward your front matter's page numbers (Roman numerals, if they are on). To print headers and footers on front matter, see how to hide or show headers and footers on chapter openings and front matter.

Questions

Does Lacuna put my ISBN on my copyright page?

No. Type it on the page yourself. The **eBook ISBN** in your book's details goes only into the e-book file, and that is the one the e-book's **ISBN** check looks for. For a different ISBN in print, make a copyright page for each.

Does my copyright page have a page number?

Not a printed one. It counts toward your front matter's pages, but front matter prints no page numbers unless you turn on headers and footers for front matter.

Why is my copyright text at the bottom of the page?

Lacuna puts it at the foot of the page, where most printed books put it. To start it at the top, open the bar's settings and turn off **Push content to bottom of page**.

Related

- Section types: what each kind of section does.
- How to Manage Your Book's Sections: add, move and delete sections, and move the body matter bookmark.
- Device-specific sections: sections for the e-book only or print only.
- Page numbering and headers and footers for front matter pages.
- Dedication page: the page that often follows it.

How to Add a Dedication Page

docs.lacuna.pub/book-structure/dedication-page/

A dedication is the short page near the front of your book that honors someone. Add one from the sidebar, put your own words on it, and choose where they sit on the page.

How to add a dedication page

Video: How to add a dedication page (0:32)
Watch online: docs.lacuna.pub/book-structure/dedication-page/#docs-clip-dedication-add

1. Click **Add New Section(s)** at the bottom of the sidebar.
2. Choose **Front Matter** › **Dedication**.

Your dedication goes right after your Copyright page and opens in the editor. In a book with volumes, or one that already has a dedication, it goes at the end of your book instead: drag it up to where you want it.

It starts with sample words, centered and in italics: select them and type your own.

Your words are centered when each line is set to **Align Center** in the editor toolbar. The sample words already are.

How to place your dedication on the page

The bar under the editor sets where your dedication sits on its page.

Choose	To
Top Margin	Set how far down the page your words start. A new dedication starts at 48 px.
Center on screen	Put your words in the middle of the page, top to bottom. **Top Margin** does nothing while it is on.

On e-readers, Apple Books and Google Play center it. Kindle, Kobo and Nook put it at the top of the screen instead. Hover the warning sign beside **Center on screen** for the list, and preview your e-book on each device to compare.

What the e-book and print do with your dedication

A dedication is front matter: it sits above the bookmark that marks where your body matter begins.

Where	What happens
E-book	It gets its own screen. E-readers open your book at your body matter, after it.
Print	It gets its own page, with no header, footer or page number. Its page still counts in your page numbers.
Both	Its title is hidden, and it isn't listed in your table of contents.

To print headers, footers or a page number on front matter, see how to hide or show headers and footers on front matter.

Questions

Can I change my dedication's font and spacing?

It uses your book's body text font. Select words to set italics, bold or alignment with the editor toolbar, and set the space above them with **Top Margin**.

Can I make a dedication page for free?

Yes. Lacuna's trial does everything but **Generate**, so you can add, place and preview your dedication before you buy.

Why doesn't my dedication show its title?

Lacuna hides it, since a dedication page usually shows only its words. To show it, open **Options** › **Customize Section Settings** › **Display**, turn on **Show Title in Header**, and click **Apply**.

Related

- Section types: what each kind of section does.
- Copyright page and title page designer: the other front matter pages.
- Manage Sections: move a section, and where your body matter begins.
- Page Numbering and Headers & Footers: front matter in print.

How to Add Full-Page Images to Your Book

docs.lacuna.pub/book-structure/full-page-images/

A full-page image is a picture with a page of its own: a map, an illustration, a frontispiece, or a title page you designed yourself. Add one as its own section, turn a picture in your text into one, or use one as the page of a book part or volume.

How to add a full-page image

Video: How to add a full-page image (0:59)
Watch online: docs.lacuna.pub/book-structure/full-page-images/#docs-clip-fpi-add

1. Click **Add New Section(s)** at the bottom of the sidebar and choose **Full Page Image**.
2. Drag your picture onto **Upload Full Page Image**, or click it to choose one from your computer. To use a picture already in your book, click **Browse Existing Images**, choose it and click **Select Image**.

The new section goes at the end of your book; drag it where you want it in the sidebar. Nearly any picture works, and JPEG works best. To change it, click **Remove Image** and add another.

The **Print Quality** line under the picture says whether it is sharp enough for print (300 PPI) and the size in pixels it should be. In **Accessibility**, describe the picture for readers who use a screen reader.

How to choose how far a full-page image reaches in print

Two settings shape a full-page image in print: **Extend To** is the area the picture covers, and **Scale** is how the picture fits inside that area.

Video: How to choose how far a full-page image reaches in print (0:35)
Watch online: docs.lacuna.pub/book-structure/full-page-images/#docs-clip-fpi-extend-to

Choose	To
Content Zone	Fill the area your text fills, inside your margins. A new picture starts here.
Safe Zone	Fill out to your printer's safety line, over the header and footer bands.
Full Bleed	Print past the edge of the page, so the picture runs to every edge once trimmed.

With **Full Bleed**, Lacuna adds bleed to your print-ready PDF for you; set how much in Page Margins. **Margin Guidelines** draws the zones on your print preview while you work; they never print.

How to choose how a full-page image fits its area

Scale matters when the picture and its area are different shapes, like a square picture on a tall page.

Video: How to choose how a full-page image fits its area (0:33)
Watch online: docs.lacuna.pub/book-structure/full-page-images/#docs-clip-fpi-scale

Choose	To
Contain	Show the whole picture. Space may be left around it. A new picture starts here.
Cover	Fill the area completely. Edges that don't fit are cut off.
Stretch	Fill the area exactly. The picture may look squashed or stretched.

How to spread a full-page image across two pages

Video: How to spread a full-page image across two pages (0:24)
Watch online: docs.lacuna.pub/book-structure/full-page-images/#docs-clip-fpi-spread

1. Click **Two-Page Spread** in **Layout**.
2. To see both pages at once, choose **Print - Whole Book (Slower)** in the preview and click **Open whole-book preview** (see spreads).

Lacuna splits the picture down the middle and prints the left half on a left-hand page, facing the right half on a right-hand page. Use a wide picture: the **Print Quality** line gives the size for both pages together. Only a

Full Page Image section can spread.

For art behind your text across two pages, use a background image instead.

How to turn a picture in your text into a full-page image

Video: How to turn a picture in your text into a full-page image (0:59)
Watch online: docs.lacuna.pub/book-structure/full-page-images/#docs-clip-fpi-in-text

1. Click the picture in your text, then **Full Page** in the bar above it.
2. Choose its **Extend To** and **Scale** on the **Full Page Image** card. The card draws the page it prints on.

It prints on a page of its own where it sits in your text. On **Content Zone** that page keeps your header and page number; **Safe Zone** and **Full Bleed** take them off. It can't spread across two pages.

Change swaps the picture, **Alt Text** describes it, and **Inline Image** in its bar puts it back in your text.

How to use a full-page image for a book part or volume

A book part or volume can show a picture as its page, in place of the page Lacuna makes for it.

Video: How to use a full-page image for a book part or volume (0:52)
Watch online: docs.lacuna.pub/book-structure/full-page-images/#docs-clip-fpi-part

1. Click the book part or volume in the sidebar.
2. Click the button beside **Select Book Part Mode:** (or **Select Volume Mode:**) and choose **Full Page Image**.
3. Add your picture as you would for a section.

It has the same **Extend To** and **Scale**, but can't spread. The part still groups its sections in your table of contents, and in print its picture starts on a right-hand page.

How it looks on an e-reader and in print

Where	How it looks
Print-ready PDF	A page of its own, set by **Extend To** and **Scale**, with no header or page number (a picture in your text on **Content Zone** keeps them). A spread prints across two facing pages.
E-reader	A screen of its own, with the whole picture as large as the screen allows. **Extend To**, **Cover** and **Stretch** change print only. A spread shows each half on its own screen.

On e-readers, a portrait picture about 3:4 (3 wide, 4 tall) fills the screen best. Check both in the e-book preview and the print preview.

Questions

What size should my full-page image be?

The **Print Quality** line under your picture gives the size in pixels for sharp printing (300 PPI) at your trim size. For e-readers, a portrait picture about 3:4 fills the screen best.

Can I add a caption to a full-page image?

No. A full-page image has no caption. To keep a caption with a picture on a page of its own, use Put on its own page.

Can I crop my picture in Lacuna?

No. Crop it before you upload it. In print, **Cover** fills the page and cuts off what doesn't fit.

Is a full-page image my book's cover?

No. Your cover goes in Book Metadata; a full-page image is a page inside your book.

Related

- Images: pictures in your text.
- Background images: art behind your text.
- Page margins: your safe zone and bleed.
- Book parts and volumes.
- Image gallery: every picture in your book.

How to Use Lacuna's Table of Contents

docs.lacuna.pub/book-structure/table-of-contents/

Lacuna builds your table of contents for you: page numbers in your print-ready PDF, links in your EPUB, and a fresh list every time you export.

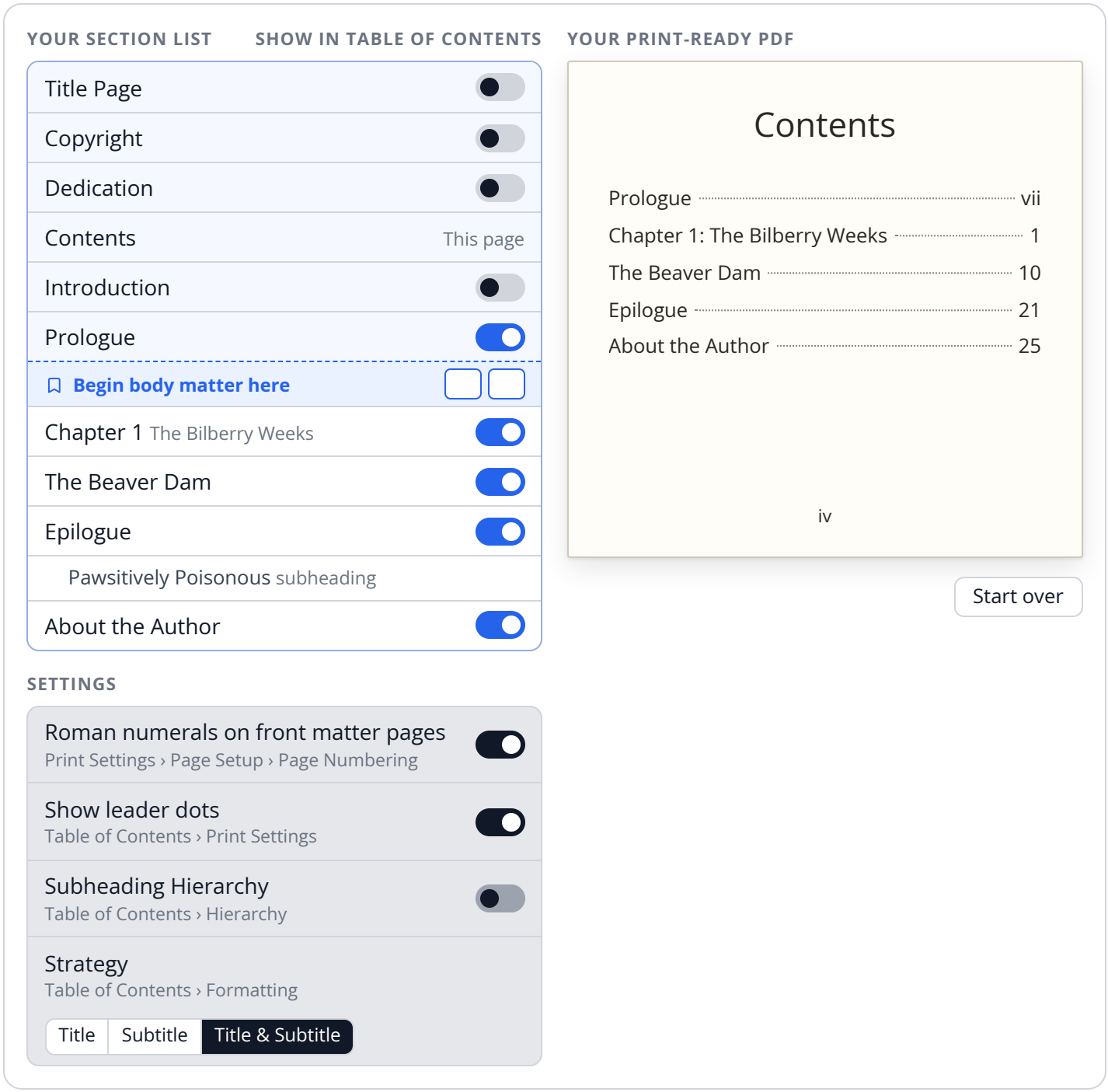
WHAT IT DOES	WHERE YOU FIND IT
Lists your sections, with page numbers in print and links in e-books.	New books and imported Word documents already have one, titled **Contents**. Click it to see its settings.
HOW TO ADD ONE	**WORKS IN**
Add New Section(s) › **Front Matter** › **Table of Contents**	EPUB, e-book PDF and print-ready PDF. A Word document (.docx) gets Microsoft Word's own table of contents.

Why use Lacuna's table of contents

	A table of contents you type	Lacuna's table of contents
Page numbers in print	You look up every page and type it	Filled in for you in your print-ready PDF
Links in your e-book	None	Every entry is a link in your EPUB and e-book PDF
You add, move or rename a section	You fix the list by hand	The list follows on your next export
Your page count changes	Page numbers go wrong	Page numbers follow

How Lacuna builds your table of contents

Switch sections on and off, drag the **Begin body matter here** bookmark, or change a setting, and watch the page follow.



The bookmark marks where your body matter begins. See how to move it.

How to add a table of contents

Video: How to add a table of contents (0:31)
Watch online: docs.lacuna.pub/book-structure/table-of-contents/#docs-clip-toc-add

New books and imported Word documents already have one. To add another:

1. Click **Add New Section(s)**.
2. Choose **Front Matter** › **Table of Contents**.

Lacuna titles it **Contents** and puts it after your title page, copyright and dedication.

How to show or hide sections in the table of contents

Most sections have **Show in Table of Contents**.

Video: How to show or hide sections in the table of contents (0:36)
Watch online: docs.lacuna.pub/book-structure/table-of-contents/#docs-clip-toc-hide-section

1. Open the section and click **Options**.
2. Under **Table of Contents Options**, turn **Show in Table of Contents** on or off.

Hiding a book part or volume hides only its own entry. The sections inside keep theirs.

Change the text the table of contents shows for a section

Video: Change the text the table of contents shows for a section (0:39)
Watch online: docs.lacuna.pub/book-structure/table-of-contents/#docs-clip-toc-entry-text

1. Open the section and click **Options** › **Customize TOC Text**. It's there while the section is listed.
2. Type the new text, or pick one of the section's headings, and click **Save**.

Your running heads use the new text too. **Reset to Default** brings back the section's title.

Choose how chapter types are listed

Click your table of contents and choose a **Strategy** under **Formatting**: the title, the subtitle, or both.

Strategy	Chapter 1 is listed as
Title	Chapter 1
Subtitle	The Bilberry Weeks
Title & Subtitle (where it starts)	Chapter 1: The Bilberry Weeks

Page numbers and leader dots Print only

Your print-ready PDF gives every entry the page its section starts on. To see page numbers in the preview, choose **Print - Whole Book (Slower)**.

Roman numerals for front matter

With **Roman numerals on front matter pages** on, your front matter is numbered i, ii, iii and page 1 starts at the body matter bookmark. New books and imported Word documents start with it on. See Page Numbering.

Leader dots

Find these under **Print Settings** on your table of contents.

Setting	What it does
Show leader dots	A line from each entry to its page number. On when you start.
Leader style	**Dotted**, **Solid**, or **Custom** with a character you type.
Align leader endings	Ends every line at the same spot, with page numbers in a column. Off when you start.

To drop page numbers or dots from one kind of entry, use the **Page Numbers** tab in its entry style.

Add subheadings to your table of contents

Video: Add subheadings to your table of contents (0:16)
Watch online: docs.lacuna.pub/book-structure/table-of-contents/#docs-clip-toc-subheadings

Turn on **Subheading Hierarchy** under **Hierarchy**, and each section's subheadings are listed under it, with their own page numbers and links.

Setting	What it does
Subheading Hierarchy	Lists the subheadings inside each section. Off when you start.
Max Depth	How many levels of subheadings are listed. Starts at 2.
Numbering Style	A number before each subheading, such as 1 or 1.1. Starts at **None (indent only)**.

Book parts and volumes in your table of contents

A book part is listed in bold, with its sections indented underneath. A volume is one line until you turn on **Include Volume Sections**.

Setting	What it does
Include Book Part Sections	Lists the sections inside each book part under it. On when you start.
Include Volume Sections	Lists each volume's sections under it. Off when you start, so each volume is one entry.
Indent Size	How far nested entries are indented. Starts at 16 px.

Style your table of contents

Click **Styling** at the top of your table of contents and choose **Section Entries**, **Subheading Entries**, **Part Entries** or **Volume Entries**. The same panels open from **Options** › **Edit TOC Styles**.

Tab	What it sets
Text	Font, size, weight, style, color and capitals.
Spacing	The space **Around Entry**, such as more room above each book part.
Page Numbers	**Show page numbers** and **Show leader dots** for this kind of entry.
Border	A border around the entry: **Style**, **Roundness** and **Color**. On **Default**, the color follows your book's border color in print. Subheading entries have none.

Questions

Does the table of contents show page numbers?

Yes, in your print-ready PDF. Your EPUB gives each entry a link instead, because e-readers have no fixed pages.

How do I include chapter titles in my table of contents?

Give each numbered chapter type its name as its subtitle. With **Strategy** on **Title & Subtitle**, where it starts, the entry reads *Chapter 1: The Bilberry Weeks*. Each entry reads as the chapter's heading does: its language, its number format and its chapter word.

Why isn't my Foreword in the table of contents?

A Foreword, an Introduction and the pages before your table of contents start hidden. Turn on **Show in Table of Contents** in the section's **Options**.

Can I type my own table of contents?

No. Lacuna builds it from your sections, so there's nothing to type. To change one entry, use **Customize TOC Text**.

Related

- Section Types: which sections start in your table of contents, and where your body matter begins.
- Chapter Types: numbered and unnumbered chapter types, and where a chapter's name goes.
- Page Numbering: Roman numerals and where page 1 starts.
- Book Parts and Book Volumes: group your sections.

Add Images to Your Book Content

docs.lacuna.pub/use-the-editor/add-images-to-book/

Put a photo or illustration anywhere in your text, then lay it out: line it up, size it, give it room, float it so your text runs beside it, or give it a page of its own. For the full tour, watch the deep dive first.

Video: Add Images to Your Book in Lacuna: Gallery, Captions, and Full-Page Images
Watch on YouTube: www.youtube.com/watch?v=LSbxXctnLuM

WHAT IT DOES	WHERE TO FIND IT
Places pictures in your text and lays them out: alignment, width, spacing, floating, captions and alt text.	The **Add Image** button in the editor toolbar. Click a picture to show its tools.
WORKS IN	**BEFORE YOU START**
EPUB, print-ready PDF and DOCX. **Text Wrap**, **Fit to Page** and a full-page image's **Extend To** are print only.	JPEG and PNG work best. For text that wraps around a picture's outline, use one with a transparent background.

Add an image

Video: Add an image (0:38)
Watch online: docs.lacuna.pub/use-the-editor/add-images-to-book/#docs-clip-image-add

1. **Click** in your text where the picture goes.
2. **Click Add Image** in the editor toolbar. A box for the picture appears.
3. **Click Upload Image** to choose a picture from your computer, or **Browse Existing Images** to choose one already in your book.
4. **In the gallery**, click the picture, then **Select Image**.

You can also **paste** a picture straight into your text: copy one from a web page (right-click, **Copy Image**) or copy an image file on your computer, then paste it where you want it. Every picture you add is kept in your book's image gallery, ready to use again.

Which files work

JPEG, PNG, WebP, GIF, BMP, TIFF, SVG, ICO, TGA, QOI, OpenEXR, HDR, DDS, Farbfeld and the PBM, PGM and PPM family, up to 30 MB each. Lacuna keeps JPEG and PNG as they are and converts the rest to one of them when you add the picture. iPhone photos in HEIC, AVIF images, and EMF or WMF drawings are not supported: save them as JPEG or PNG first.

Lay out an image

Video: Lay out an image (0:49)
Watch online: docs.lacuna.pub/use-the-editor/add-images-to-book/#docs-clip-image-adjust

Click a picture to select it. A bar of tools appears above it:

- **Align.** Line the picture up on the **Left**, **Center** or **Right**.
- **Float.** Let your text run beside the picture (see Float an image).
- **Width.** The picture's maximum width on the page, as a percentage. **Fit to Page** shrinks a picture that would otherwise be pushed to the next page, so it fits the space left on the current one. *Print only.* Floating is off while **Fit to Page** is on.
- **Space.** The room around the picture, on all four sides or each side on its own, and **Put on its own page** (see Put on its own page).
- **Full Page.** Makes the picture fill a page of its own (see full-page images).

Under the picture sit **Alt Text** (see Alt text), **Link** (makes the picture a link, to a web address or another section of your book), **Caption** (see Captions), and **Upload** and **Browse Images**, which swap in a different picture and keep its layout and caption.

Float an image

Video: Float an image (0:23)
Watch online: docs.lacuna.pub/use-the-editor/add-images-to-book/#docs-clip-image-float

1. **Click** the picture, then **Float**.
2. **Choose Left** or **Right**. **None** puts it back in line with your text.

Your text now runs beside the picture, in your ebook, your print-ready PDF and DOCX. Give a floated picture a width well under 100% (under **Width**) so there is room for text beside it. The editor keeps showing the picture in its own box; the previews show the float.

Wrap text around an image Print only

Video: Wrap text around an image (0:31)
Watch online: docs.lacuna.pub/use-the-editor/add-images-to-book/#docs-clip-image-wrap

1. **Click** a floated picture, then **Float**.
2. **Choose Wrap** in **Text Wrap** to make the text follow the picture's own outline instead of its rectangle.
3. **Set** the gap between the text and the picture, from 0 to 48 px (12 px to start with).

Wrap is meant for pictures with a transparent background, such as a logo, an ornament or a cut-out illustration: the text follows the edge of what is drawn, keeping the gap you set. The outline shows in the print preview and your print-ready PDF.

Print only, Beta

Text Wrap shapes the text only in your print-ready PDF. In EPUB and DOCX a floated picture keeps the text beside its rectangle. **Wrap** needs the picture floated, and isn't available for a picture with a caption.

Give a picture its own page

There are two ways, and the caption decides between them.

	Full page image	Put on its own page
Caption	None	Comes along, under the picture
Size	Fills the page: to your margins, the safe zone, or the trimmed edge	Keeps its width
Where	**Full Page** in the bar above the picture	**Space** menu in the bar above the picture

Full page image

To give a picture a page of its own, click **Full Page** in its bar; see full-page images.

Put on its own page

> **Video:** Put a picture and its caption on a page of their own (0:28)
> Watch online: docs.lacuna.pub/use-the-editor/add-images-to-book/#docs-clip-image-own-page

1. **Click** the picture, then the **Space** menu in its bar.
2. **Turn on Put on its own page**. The picture and its caption move to a page by themselves, and your text continues on the next page.
3. **Turn on Center on page** to set them in the middle of that page.

The picture keeps its width, alignment and caption.

For a picture that is a section of its own, like a frontispiece or a book part divider, use a full-page image section. For the same art at the top of every chapter, use chapter heading images.

Captions

A caption is the line of text under a picture.

Add a caption

> **Video:** Add a caption to an image (0:36)
> Watch online: docs.lacuna.pub/use-the-editor/add-images-to-book/#docs-clip-image-caption

1. **Click** the picture, then **Caption** under it.
2. **Choose Add Caption**.
3. **Write** the caption. Bold, italic and links work in captions.
4. **Click Save Caption**.

The caption shows under the picture in the previews and every format. In the editor, the picture's **Caption** button turns blue. To change the words later, open **Caption** and choose **Edit Caption**; to take the caption

off, choose **Remove Caption**.

Style your captions

Video: Style your captions (0:50)
Watch online: docs.lacuna.pub/use-the-editor/add-images-to-book/#docs-clip-image-caption-style

Every caption uses a caption preset, shown under **Preset** in the **Caption** menu. Pick another preset there to restyle this caption, or click the pencil beside it to open the **Image Caption** panel and change the preset itself, which restyles every caption that uses it.

Every caption starts in the **Default** preset, so styling it once styles every caption in your book. For captions with a look of their own, choose **Create New Preset...** under **Preset**. More on preset groups: Presets.

All the image caption settings

The **Image Caption** panel has four tabs. Click **Apply** when you are done.

Text tab	Sets
Font	The caption's typeface. **Inherit from Body** uses your body text's font.
Size	5 to 72 pt.
Line Spacing	The space between a long caption's lines, 1× to 3×.
Weight	How heavy the letters are, with an italic button beside it.
Alignment	**Inherit** lines it up the way its picture is aligned. Or left, center, right, or justified.

Spacing tab	Sets
Around Caption	The room outside the caption, up to 100 px: all four sides, in pairs, or one by one.
Maximum Width	How wide the caption can grow, 1% to 100%. Lower it to keep a long caption within a narrow picture.

Border tab	Sets
Enable Borders	A line around the caption. The settings below show once it is on.
Thickness	The line's width, up to 16 px: all four sides, in pairs, or one by one.
Inside Caption	The gap between the caption and its border, up to 48 px. While **Enable Colors** is on, the **Colors** tab's **Inside Caption** is used instead.
Line Style	**Solid**, **Dashed** or **Dotted**.
Roundness	Rounds the corners, 0 to 32 px.

Colors tab	Sets
Enable Colors	Turns on the settings below.
Text Color	The caption's color. **Inherit from Body** keeps your text's color.
Background	A band of color behind the caption. **Transparent** for none.
Border Color	The color of the border from the **Border** tab. **Default** follows your book's Border color in print, and black when none is set.
Inside Caption	The gap between the caption and the edge of its band or border, up to 48 px.

A caption's border color lives on the **Colors** tab, so turn on **Enable Colors** to change it.

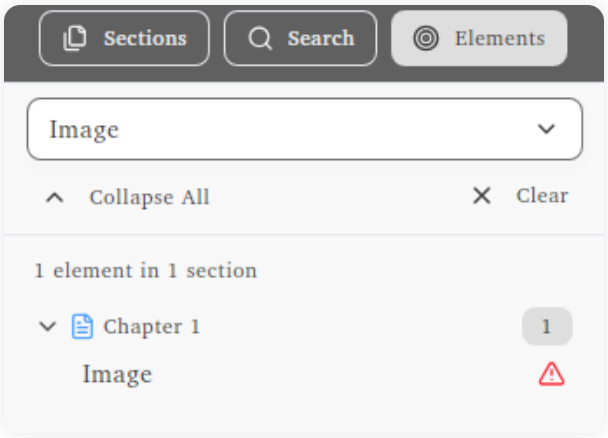
Alt text

Video: Add alt text to an image (0:35)
Watch online: docs.lacuna.pub/use-the-editor/add-images-to-book/#docs-clip-image-alt-text

Alt text is a short description of a picture for readers who cannot see it, such as those using a screen reader. Add it to every picture.

1. **Click** the picture, then **Alt Text** under it.
2. **Describe** what the picture shows, in up to 255 characters.
3. **Click Save Alt Text**.

A picture without alt text shows a **red border**, and its **Alt Text** button is red. Both turn normal once you save a description.

> **How do I find every picture missing alt text at once?**
>
> Use the **Elements** tab in the sidebar to list pictures without alt text, and jump straight to each one. The image gallery also lists them under **Missing alt text**.
>
> 
>

Questions

What is the difference between Full Page and Put on its own page?

Put on its own page keeps the picture at its width, **with its caption**, on a page by itself. **Full Page** makes the picture fill the page, out to your margins, the safe zone or the trimmed edge, **with no caption**. Each has a short video: Full page image and Put on its own page.

Can Lacuna handle a book with a hundred pictures or more?

Yes. There is no limit on how many pictures a book can have. Lacuna keeps your original pictures in your book file and makes one optimized copy of each picture for each format, then reuses it, so your files stay small. Kindle copies are compressed harder to suit Kindle's size limits.

Can I make a children's picture book?

Yes, for print: full-page images out to the edge of the page (**Full Bleed**), background images behind your text, floated pictures with text wrapped around their outline, and grids for several pictures side by side. Lacuna's ebooks are reflowable: each picture and its text flow to fit the reader's screen, rather than fixed spreads that look the same on every device.

What size should my pictures be? Will they look sharp in print?

For print, aim for about 300 pixels for every inch the picture fills on the page: a picture printed 5 inches wide needs about 1,500 pixels across. Smaller pictures still print, but can look soft. You don't need to shrink anything for ebooks: Lacuna sizes and compresses each picture for each store.

Can I use photos from my phone?

Yes, as JPEG or PNG. iPhones often save photos as HEIC, which Lacuna doesn't read: export or share the photo as a JPEG first.

Will the pictures in my Word manuscript come in?

Yes. When you import a Word manuscript, its pictures come in with it, converted to JPEG or PNG where needed. Drawings Word saved as EMF or WMF can't be read and are left out: save those as PNG or JPEG and add them to your book.

My picture won't show up.

Check the file: HEIC, AVIF, EMF and WMF files aren't supported, and each picture must be under 30 MB. Lacuna names the reason when it turns a picture down. If the picture is in your book but missing from a preview, click the preview's refresh button.

Can I crop or edit a picture in Lacuna?

No. Edit the picture in a photo app, then swap it in with **Upload** or **Browse Images** under the picture; its layout and caption stay. A full-page image set to **Cover** crops itself to fill the page. To swap it everywhere it is used at once, replace it in the image gallery.

Can a full-page image have a caption?

No. A full-page image fills its page, with no caption. For a picture with its caption on a page of its own, use Put on its own page under **Space** instead.

How do I put a picture at the start of every chapter?

Use chapter heading images: set the picture once and it appears with every chapter heading.

How do I put several pictures on one page?

Place them in a grid: each row holds 2 to 4 pictures side by side, and you can add as many rows as you need.

I chose Wrap, but the text still runs beside a rectangle.

Look at the print preview or your print-ready PDF: the editor always shows the picture's box. If the print preview shows a rectangle too, check that the picture is floated, has no caption, and has a transparent background. A picture with a solid background has a rectangle for its outline.

My picture jumped to the next page and left a gap.

A picture too tall for the space left on a page moves to the next one. Turn on **Fit to Page** under **Width**, and the picture shrinks to fit the space that is left. *Print only.*

How do I replace a picture without losing its settings?

Click **Upload** or **Browse Images** under it, and choose the new picture. Its width, alignment, spacing and caption stay as they were. Its alt text stays too, unless the new picture already has alt text in your gallery. To change a picture everywhere it is used at once, replace it in the image gallery.

How to Use Subheadings

docs.lacuna.pub/use-the-editor/add-subheadings-to-book/

A subheading is a heading inside a section, below its title. Turn any line into one, then style each level once: every subheading of that level in your book follows.

How to add a subheading

Video: How to add a subheading (0:32)
Watch online: docs.lacuna.pub/use-the-editor/add-subheadings-to-book/#docs-clip-subheading-add

1. Click in the line.
2. In the editor toolbar, open **Paragraph & Headings** and choose a heading level, **Heading 1** to **Heading 6**, or press Ctrl/Cmd + Alt/Option + 1 to Ctrl/Cmd + Alt/Option + 6.

Each level has its own style and its own presets. To make the line body text again, choose **Paragraph**.

Importing a Word document? See how to set subheadings in Word.

How to style a subheading

Video: How to style a subheading (1:03)
Watch online: docs.lacuna.pub/use-the-editor/add-subheadings-to-book/#docs-clip-subheading-style

1. Click into the subheading, then click the pencil in its toolbar (**Edit Subheading Style**).
2. Set it up on the panel's tabs and click **Apply**.

Tab	What you can set
Text	**Font** (or **Inherit from Body**), **Size**, **Letter Spacing**, **Weight**, **Transform** and **Alignment**.
Spacing	**Spacing Around Heading**, and the space above it at the top of a page or section.
Border	Turn on **Enable Borders**, then set **Thickness**, **Spacing Inside Border**, **Style** and **Roundness**. Borders can be colored too: see how to color a subheading.
Breaks	**Prevent Page Breaks**, to keep it with its text, and **Add Before Heading**, to put an ornamental break above it.
Colors	A text color, a band of color behind it, and its border's color. See how to color a subheading.

The panel styles one level, named in its title (**Subheading H2**): every Heading 2 on the same preset changes with it.

In the e-reader preview, point at a subheading and click **Edit** to open the same panel.

How to color a subheading

Video: How to color a subheading (1:04)
Watch online: docs.lacuna.pub/use-the-editor/add-subheadings-to-book/#docs-clip-subheading-colors

1. Click into the subheading, then click the pencil in its toolbar.
2. Open **Colors** and turn on **Enable Colors**.
3. Choose a **Text Color**, a **Background Color**, or both, and click **Apply**.

Choose	To
Text Color	Color its words. **Inherit from Body** keeps your text color.
Background Color	Put a band of color behind it. **Transparent** means no band.
Border Color	Color its border, when the **Border** tab turns one on. **Default** follows your print page colors.
Width	Stretch the band across the page (**Full Width**), or hug the words like a highlighter (**Around Text**).
Spacing Around Text	Set the room between the words and the band's edges.

To color a border, turn it on in the **Border** tab first, then choose its **Border Color** here. Colors show in your e-book and your print-ready PDF.

How to keep a subheading with its text

Turn on **Prevent Page Breaks** on the **Breaks** tab, and the subheading stays on the same page as the text below it: it is never the last line of a page.

It is for your print-ready PDF. Your e-book carries it too, but only some e-readers honor it, and the e-reader preview often won't show it: check your print preview.

How to put a break above a subheading

Put an ornamental break above every subheading of a level, without adding one by hand.

Video: How to put a break above a subheading (0:42)
Watch online: docs.lacuna.pub/use-the-editor/add-subheadings-to-book/#docs-clip-breaks-subheading

1. Click into a subheading and click the pencil in its toolbar.
2. Open **Breaks**, turn on **Add Before Heading**, choose a **Preset**, and click **Apply**.

How to remove the space above a subheading

A subheading's top spacing can look too large where nothing sits above it. Turn on either rule on the **Spacing** tab, under **Rules**; anywhere else, your spacing stays as you set it.

Turn on	To remove the space above it
Trim Top Spacing at Page Start	When it lands at the top of a printed page, from page 2 on. Print only.
Trim Top Spacing at Section Start	When it is the first thing in a section, right under the section's title. In print and in your e-book.

Where else your subheading styles appear

Lacuna styles some headings it makes for you with your subheading presets, so they match your subheadings with no extra work.

Where	Which heading
Endnotes at the end of each section	The heading above the notes (**Notes**): **Subheading Preset (H2)**.
An Endnotes section	The heading for each volume and book part (**Subheading Preset (H1)**), and for each section (**Subheading Preset (H2)**).
An Index	Its letter headings: **Heading Preset (H2)**.

Each one has a pencil beside its preset box that opens the same subheading panel.

How to use presets for subheadings

Every subheading uses the **Default** preset for its level until you choose another.

Choose a preset for a subheading

Video: Choose a preset for a subheading (0:28)
Watch online: docs.lacuna.pub/use-the-editor/add-subheadings-to-book/#docs-clip-presets-subheading

Click into the subheading. Its toolbar shows above it.

2. **Choose** a preset in the toolbar's **Preset** box.
3. **Click** the pencil beside the box to style that preset.

The editor shows every subheading the same way; the print preview shows its preset.

Questions

Can I use small caps for subheadings?

Yes. Select its words and choose **Text Formatting** › **Small Caps** in the editor toolbar. The panel's **Transform** has **CAPS**, but no small caps.

Why isn't my subheading in the table of contents?

Turn on **Subheading Hierarchy** in your table of contents. It lists Heading 2 to Heading 6, never a Heading 1.

Where do I set the color of a subheading's border?

On the **Colors** tab, as **Border Color**, once **Enable Colors** is on. The **Border** tab sets everything else about it.

Related

- Ornamental breaks: style the break above your subheadings.
- Table of contents: list your subheadings under each section.
- Search elements: find every subheading in your book (tick **Subheadings**).
- First paragraph styling: style the first line after each subheading (**Apply After** › **Subheadings (H1-H6)**).
- Presets: how presets work.

How to Add Links to Your Book

docs.lacuna.pub/use-the-editor/add-links-to-book/

A link turns words in your book into something your reader can tap: a web page, your book in their own store, or another section of your book. Your EPUB and e-book PDF keep every link clickable, and your print-ready PDF prints the web address instead.

Add a link from **Insert Link** in the editor toolbar. Each kind has its own color in the editor.

Choose	To link to	In the editor
Insert Link	A web page, such as your website. Add a web link.	Blue
Insert Internal Link	A section of your book, or a subheading in it. Link to a section.	Purple
Insert Store Link	Your book in each reader's store, one address per store. Add a store link.	Orange

How to add a web link

Video: How to add a web link (0:58)
Watch online: docs.lacuna.pub/use-the-editor/add-links-to-book/#docs-clip-links-add

1. Select the words to link.
2. Open **Insert Link** and choose **Insert Link**. Or press Ctrl/Cmd + K.
3. Type the web address in **URL**, starting with https://, and click **Add link**.

The words turn blue. **Title** holds the words the link shows, your selection to start: change them there to change the words in your book. To check the address, click the arrow beside **URL** (**Open link in new tab**): the page opens in your browser.

With nothing selected, Ctrl/Cmd + K links the word your cursor is in. The menu over selected words has the same link button.

How to link to another section of your book

Video: How to link to another section of your book (0:57)
Watch online: docs.lacuna.pub/use-the-editor/add-links-to-book/#docs-clip-links-internal

1. Select the words to link.
2. Open **Insert Link** and choose **Insert Internal Link**.
3. Choose the section in **Target Section**.
4. To jump to a subheading in it, choose the subheading in **Target Subheading**. The row shows only when the section has subheadings; **Beginning of section** jumps to its start.
5. Click **Add link**.

The words turn purple. In your EPUB and e-book PDF, a tap jumps to that section or subheading.

How to add a store link

Video: How to add a store link (1:10)
Watch online: docs.lacuna.pub/use-the-editor/add-links-to-book/#docs-clip-links-store

A store link holds a different address for each store, so a reader on a Kobo gets your Kobo page and a reader on a Kindle gets your Amazon page.

1. Select the words to link, such as the title of your next book.
2. Open **Insert Link** and choose **Insert Store Link**.
3. Paste your book's address for each store you sell in: **Amazon**, **Apple Books**, **Barnes & Noble**, **Kobo**, **Google Play**. Fill in **Generic** too, such as your website or a universal book link: print and PDFs use it.
4. Click **Add link**.

The words turn orange. Each file you make picks the address that fits it:

In	The link uses
Print-ready PDF, e-book PDF, Word (DOCX)	**Generic**. If it's blank, the first one filled in of Amazon, Kobo, Apple Books, Barnes & Noble and Google Play.
An EPUB for Any store	The same as print: **Generic** first.
An EPUB for one store	That store's address. If it's blank, **Generic**. With neither, the words show without a link. Make an EPUB for one store.
The e-reader preview	The device's store (Kindle: Amazon, iPhone and iPad: Apple Books, Kobo: Kobo, NOOK: Barnes & Noble, Android: Google Play), else **Generic**. With neither, the words show without a link.

To keep a store link out of your printed book, put it in a device-specific block set to **E-Book only**.

How to edit or remove a link

Video: How to edit or remove a link (0:56)
Watch online: docs.lacuna.pub/use-the-editor/add-links-to-book/#docs-clip-links-edit-remove

1. Click anywhere in the link. A bar under it names its kind: **External Link**, **Internal Link** or **Store Link**.
2. Click **Edit**, change what you need, and click **Update link**.
3. To take the link off, click **Unlink**. Your words stay.

Remove link, in the window **Edit** opens, takes the link off too. Ctrl/Cmd + K with your cursor in a link opens it to edit. Clicking a link in the editor never opens it: it only puts your cursor there.

How links look in print

Video: How links look in print (0:50)
Watch online: docs.lacuna.pub/use-the-editor/add-links-to-book/#docs-clip-links-print

A printed page can't be clicked, so your print-ready PDF prints each web and store link's address in place of its words, underlined. A link to a section of your book prints as plain words.

To print the address without an underline:

1. Open **Print Settings** and choose **Body Text**.
2. Under **Links**, turn off **Underline links**.
3. Click **Apply**.

Only your print-ready PDF changes. To print different words than your e-book shows, put each version in a device-specific block: one set to **Print only**, the other to **E-Book only**.

How links work in e-books and Word

In	Your reader gets
EPUB	Every link is underlined and opens with a tap: web and store links open the page, links in your book jump there.
E-book PDF	The same: every link is clickable.
Word (DOCX)	Web and store links are Word hyperlinks. Links in your book jump to the section or subheading.
Print-ready PDF	Web and store links print their address in place of the words. Links in your book print as plain words. How links look in print.

Click a link in the e-reader preview to check it: web and store links open in your browser, and links in your book jump there.

How to link a picture, a caption or a note

To link	Do this
A picture	Click **Link** under the picture. Link it to a web page, a section of your book or a store. A Word export links no pictures.
A caption	In the caption window, select words and click **Add Link**. Link them to a web page, a section of your book or a store, as in your text.
A footnote or endnote	In the note window, select words and click **Add Link**. Notes take web links only.

Questions

Does Lacuna keep the links from my Word document?

Yes. Links made in Microsoft Word come in as web links, and links to a heading in your Word document become links to that section or subheading.

Are links clickable in my e-book?

Yes. Every link in your EPUB and e-book PDF opens with a tap. Your print-ready PDF prints web addresses instead.

Can I link an email address?

No. A link needs a web address starting with `https://` or `http://`. Type your email address as plain words.

Related

- Editor toolbar: the **Insert Link** menu.
- Device-specific blocks: text for print only or e-books only.
- Export an EPUB: one file for each store, with its own store links.
- Search elements: find every link in your book (tick **Links**).
- Keyboard shortcuts: change `Ctrl/Cmd` + `K` in Hotkeys.

How to Add Emojis to Your Book

docs.lacuna.pub/use-the-editor/add-emojis-to-book/

Add emojis anywhere in your text, from the editor toolbar or your computer's own emoji picker. Lacuna turns each one into a full-color picture, so it prints in your print-ready PDF and looks the same on every e-reader.

How to add an emoji

Video: How to add an emoji (0:42)
Watch online: docs.lacuna.pub/use-the-editor/add-emojis-to-book/#docs-clip-emoji-add

1. Click in your text where the emoji goes.
2. In the editor toolbar, click **Insert Emoji** (the smiley face).
3. Type a word in **Search**, or browse the categories, and click an emoji.

The picker stays open, so you can click several emojis in a row. The icons along its top jump to each category, from **Frequently used** (your recent picks) to **Flags**. Click **Insert Emoji** again, or anywhere outside the picker, to close it.

How to use your computer's emoji picker

1. Click in your text where the emoji goes.
2. On Windows, press Win+. (period). On a Mac, press Control+Cmd+Space, or fn+E on newer Macs.
3. Click an emoji.

Lacuna treats these emojis the same as the ones from **Insert Emoji**. One with a skin tone shows in the default yellow (see the questions below).

How emojis look in print and e-books

Video: How emojis look in print and e-books (0:29)
Watch online: docs.lacuna.pub/use-the-editor/add-emojis-to-book/#docs-clip-emoji-print

Where	Your emojis
The editor	Your computer's own emojis, so they can look a little different from your book.
Print-ready PDF	Full-color pictures from Noto Color Emoji, the height of the text around them.
EPUB and the e-reader preview	The same pictures, so every e-reader shows them alike. Each carries the emoji's name for screen readers.
DOCX	Characters, which Word draws in its own emoji font.
©, ®, ™ and the arrows	Text in your book's font, never pictures.

An emoji takes the height of the text around it, so it is larger in a subheading than in your paragraphs. In a text conversation, a message of only emojis can show them larger with **Enlarge Emoji-Only Messages**.

In your EPUB, every emoji in your text is its own small picture of about 3 KB, so even a hundred add only about 300 KB.

Questions

Do emojis work in e-books?

Yes. Lacuna puts each emoji in your EPUB as a small picture, so it shows on Kindle, Apple Books, Kobo and every other e-reader, even one with no emoji font of its own.

Can I use emojis in a printed book?

Yes. Your print-ready PDF holds each emoji as a full-color picture, the same one you see in the print preview, ready for KDP, IngramSpark or any printer.

Can I use an emoji with a skin tone?

Yes, but it shows in the default yellow. Lacuna's pictures have no skin tones, so an emoji with one from your computer's emoji picker gets the default-tone picture in your print-ready PDF and EPUB. An emoji newer than Lacuna's pictures stays as text.

Why does a heart or check mark in my text stay a symbol?

A symbol typed as text, such as ❤, ✓, © or ™, stays text in your book's font. Only its emoji form, from **Insert Emoji** or your computer's emoji picker, becomes a picture, so a plain ❤ and the emoji ❤️ can sit side by side.

Related

- Editor toolbar: where **Insert Emoji** sits among the other buttons.
- Text conversations: larger emojis in emoji-only messages.
- Preview your e-book and preview print: see your emojis as your readers will.

How to Use Text Conversations

docs.lacuna.pub/use-the-editor/add-text-conversations-to-book/

A text conversation shows a text message exchange the way a phone does: each message in its own bubble, one person's on the left and the other's on the right, with names above them. Use it for texts, chat logs, or any back and forth your characters have on a screen.

WHAT IT DOES	WHERE TO FIND IT
Turns lines of dialogue into chat-style bubbles, with names, pictures, receipts and times.	The **Text Conversation** button in the editor toolbar, or `Ctrl/Cmd` + `Shift` + `T`.
WORKS IN	**BEFORE YOU START**
EPUB, print-ready PDF and DOCX.	Write each line as Name: message, one line per message.

Turn text into a conversation

Video: Turn lines of text into a conversation (0:44)
Watch online: docs.lacuna.pub/use-the-editor/add-text-conversations-to-book/#docs-clip-conversation-create

1. **Write** each message on its own line, starting with the person's name and a colon: `Betty: Want to be my test subject?`
2. **Select** the lines. Click before the first line, then hold `Shift` and click after the last.
3. **Click Text Conversation** in the editor toolbar.
4. **Choose** each person's side in the **People** list: **Receiver** bubbles sit on the left, **Sender** bubbles on the right. **All left** and **All right** set everyone at once.
5. **Click Yes, create bubbles**.

Each line becomes a bubble, and each person's name becomes a name row above their messages. With two people, Lacuna starts with the first person on the left and the second on the right, so often there is nothing to change.

The window has two other choices:

- **No, keep plain** makes the conversation with your lines exactly as written, names and all.

- **Nevermind** closes the window and leaves your lines untouched.

Lines without names work too: each selected paragraph becomes a bubble on the left, and you set the sides afterwards.

Add messages and names

> **Video:** Add messages and names (1:01)
> Watch online: docs.lacuna.pub/use-the-editor/add-text-conversations-to-book/#docs-clip-conversation-messages

1. **Click** a message. Its tools appear above it.
2. **Click** the plus (**Add Message**) and choose **Add message above** or **Add message below**. The new message starts on the same side as the one you clicked.
3. **Type** the message.
4. **Set** its side with **Set as Receiver (Left Align)** or **Set as Sender (Right Align)**.
5. **To add a name**, add a message where the name goes, type the name, and click **Set as character name**.

The message tools, from left to right:

- **Set as Receiver (Left Align)** and **Set as Sender (Right Align)** move a bubble to the left or the right.
- **Set as character name** turns a message into a name row. Click it again (**Remove character name**) to turn it back.
- **Set as image** turns a message into a picture (see Add a picture).
- The **receipt** menu shows a delivery status under the bubble: **Sending**, **Delivered**, **Read** or **Failed**, or **None** for no status.
- The **time** menu shows a time under the bubble, on a 12-hour or 24-hour clock.
- **Add Message** adds a message above or below.
- **Remove Message** deletes the message.

You can also drag a message to a new place, or out of the conversation.

Keyboard shortcuts

The side and name shortcuts work on every message you select, so you can change a whole scene at once:

Press	To
Ctrl/Cmd + Shift + T	Make a conversation
Ctrl/Cmd + Alt/Option +	Set as Receiver (Left)
Ctrl/Cmd + Alt/Option +	Set as Sender (Right)
Ctrl/Cmd + Alt/Option +	Set as character name, or remove it

Add a picture

Video: Add a picture to a conversation (0:48)
Watch online: docs.lacuna.pub/use-the-editor/add-text-conversations-to-book/#docs-clip-conversation-image

1. **Click** a message, then the plus (**Add Message**), and add a message where the picture goes.
2. **Click Set as image**. The message becomes a box for a picture.
3. **Click Upload Image** to choose a picture from your computer, or **Browse Existing Images** to choose one already in your book.
4. **In the gallery**, click the picture, then **Select Image**.

The picture sits on its sender's side of the conversation, like a photo sent in a chat. Click it to show its tools:

- **Size** sets the picture's **Width**, as a share of the space a message can take, and its corners. **Match Bubble Corners** rounds them like the bubbles; turn it off to set the picture's own **Corner Radius**.
- **Show character name** shows the sender's name with the picture.
- **Set as text message** turns it back into a text message.
- The sides, receipt, time, **Add Message** and **Remove Message** work as they do for a text message.

Style your conversations

Video: Style your conversations (0:42)
Watch online: docs.lacuna.pub/use-the-editor/add-text-conversations-to-book/#docs-clip-conversation-style

1. **Find** the conversation's preset at its foot, **Default** to start with.

2. **Click** the pencil beside the preset to style it.
3. **Click Apply** to keep your changes.

Every conversation uses a preset, so a change styles every conversation that uses it. Choose another preset from the menu at the conversation's foot, for example one per character or one per app your characters text in. The panel has four tabs.

Bubbles

- **Receiver Colors** and **Sender Colors.** The **Background** and **Text Color** of each side's bubbles.
- **Style.** The **Font** of the messages (or **Inherit from Body** to match your book's text), their **Size**, and the bubbles' **Corner Radius**.
- **Emojis. Enlarge Emoji-Only Messages** shows a message of one to three emojis larger, the way phones do. **Emoji Size** sets how large, **Transparent Background** takes the bubble away behind them, and **Show Name** keeps the sender's name on them.
- **Spacing. Inside Bubble** is the room between a bubble's edge and its words. **Between Bubbles** is the space from one message to the next; a little more is added when the speaker changes. **Fit to Content** makes each bubble as wide as its message; when it is off, every bubble takes 80% of the width.

Names

- **Text.** The names' **Font**, **Size**, **Transform** (**None**, **CAPS** or **Capitalize**) and **Weight**.
- **Spacing Around Name.** The space above and below a name (**Top / Bottom**). **Line Up with Bubble Text** lines the name up with the words in the bubble; turn it off to set the name's own left and right spacing.
- **Layout. Placement** puts the name above the bubble (**Top**), inside it (**Bubble**), or on the same line as the message (**Inline**). **Repeat Names** shows the name on every message; when it is off, the name shows only when the speaker changes.

Receipt & Time

- **Text.** The **Font**, **Size**, **Transform** and **Weight** of the small receipt and time text under a bubble.
- **Spacing Around Receipt.** The space above and below it (**Top / Bottom**), and **Line Up with Bubble Text**, which lines it up with the words in the bubble.

Spacing

- **Spacing Around Conversation.** The room above and below (**Top & Bottom**) and on each side (**Left & Right**) of the whole conversation.

Questions

I clicked Text Conversation, but the names stayed in the bubbles.

Lacuna finds names only at the start of a line, followed by a colon, as in `Betty: Sure thing, sugar.` If your lines are written another way, or you chose **No, keep plain**, the names stay in the text. Click the trash button at the conversation's foot (**Remove conversation formatting**) to turn it back into paragraphs, fix the lines, and try again.

All the bubbles ended up on one side.

With one person, or with three or more, every bubble starts on the left. Select the messages that belong on the right and press `Ctrl/Cmd` + `Alt/Option` + `  `, or set each person's side in the **People** list before you click **Yes, create bubbles**.

I wrote my text messages in Word. Can Lacuna turn them into bubbles?

Yes. Import your Word manuscript, and the messages come in as ordinary paragraphs. Select them and click **Text Conversation**. If you wrote each one as `Name: message`, Lacuna makes the name rows and sides for you; otherwise every line becomes a bubble on the left, and you set the sides afterwards.

Can a group chat have more than two people?

Yes. Every person gets a name row, and you choose each one's side. A common choice is to put the person whose phone the reader is looking at on the right, and everyone else on the left.

How do I turn a conversation back into normal text?

Click the trash button at the conversation's foot (**Remove conversation formatting**). Each message and each name becomes a paragraph again, and each picture becomes an ordinary image.

Related

- Presets: save a conversation style and reuse it.
- Image Gallery: the library of pictures in your book.

How to Format Blockquotes and Epigraphs

docs.lacuna.pub/use-the-editor/add-blockquotes-to-book/

A blockquote sets a passage apart from your text: a quotation, a letter, a poem. Turn any paragraphs into one, style every blockquote at once, and show one above a section's heading as an epigraph.

How to add a blockquote

Video: How to add a blockquote (0:21)
Watch online: docs.lacuna.pub/use-the-editor/add-blockquotes-to-book/#docs-clip-blockquote-add

1. Select the paragraphs, or click in one.
2. In the editor toolbar, click **Blockquote**, or press Ctrl/Cmd + Shift + B.

Every paragraph you selected goes into one blockquote. You can also turn a paragraph into a blockquote from its paragraph menu. Paragraphs set to **Quote** in your Word document import as blockquotes, one per paragraph.

A bar at the blockquote's foot holds its controls:

Choose	To
Preset	Choose the preset it uses.
The pencil (Edit blockquote style)	Style its preset.
The settings button (Blockquote settings)	Turn on its two settings (below).
Copy blockquote	Copy it, to paste somewhere else.
Remove blockquote	Turn it back into ordinary paragraphs. Its words stay.

The settings button holds two settings, both off until you turn them on. The button turns blue while either is on.

Choose	To
Keep Lines Together	Keep the whole blockquote on one page.
Show Above the Section Heading	Print it above the section's title, as an epigraph. Only for a blockquote that sits straight in the section.

The **Handwriting** button beside **Blockquote** in the toolbar turns it into handwriting.

How to style blockquotes

Video: How to style blockquotes (0:41)
Watch online: docs.lacuna.pub/use-the-editor/add-blockquotes-to-book/#docs-clip-blockquote-style

1. Click the pencil on the blockquote's bar (**Edit blockquote style**).
2. Set it up on the **Text** and **Spacing** tabs, and click **Apply**.

Every blockquote on the same preset changes with it. In the e-reader preview, point at a blockquote and click **Edit** to open the same panel.

Text

Setting	To
Font	Choose its typeface.
Size	Set its size, in points.
Weight	Make it lighter or bolder, or turn on **Italic**.
Line Spacing	Set the space between its lines. Kobo e-readers use their own.
Alignment	Align it left, center or right, or justify it.

Spacing

Setting	To
Spacing Around Blockquote	Set the space above and below it (**Top / Bottom**), and how far it sits in from your text on each side (**Left / Right**).
Spacing Between	Set the space between its paragraphs.
Use Indentation	Indent the first line of each of its paragraphs.
Trim Top Spacing at Page Start	Remove the space above it when it starts a printed page. Print only.
Trim Top Spacing at Section Start	Remove the space above it when it is the first thing in a section. In print and in your e-book.

Spacing Between works between paragraphs (Enter). A line break (Shift+Enter) stays inside one paragraph.

How to put a blockquote above the section heading

An epigraph is a quotation that opens a chapter or another section, above its title. Make the quotation a blockquote, then show it above the section's heading.

Video: How to put a blockquote above the section heading (0:42)
Watch online: docs.lacuna.pub/use-the-editor/add-blockquotes-to-book/#docs-clip-blockquote-above-heading

1. Click the settings button on the blockquote's bar (**Blockquote settings**).
2. Choose **Show Above the Section Heading**.

Where	The blockquote
Your print-ready PDF, e-book and Word document	Prints above the whole heading: its heading image, title and subtitle.
The e-reader and print previews	Shows above the heading, as in your book.
The editor	Stays where you put it, tinted amber, with a thick amber rule below it.

- **Any section type.** It works in chapter types and in front and back matter, such as a Dedication or a Copyright page.
- **Several quotes.** Turn it on for each one: they stack above the heading in the order they appear in the editor.
- **A hidden heading.** In a section type that hides its heading, the quote simply prints first, before the section's text.
- **Only a blockquote straight in the section.** One inside a callout box, a grid or a table doesn't offer the setting, and stays where it is.

To move it back into your text, click the settings button again and choose **Show Above the Section Heading** to turn it off.

How to keep a blockquote on one page

Click the settings button on the blockquote's bar and choose **Keep Lines Together**. When it doesn't fit at the foot of a page, the whole blockquote moves to the next one. It is off until you turn it on, so a long quotation can split.

Where	Keep Lines Together
Print-ready PDF	Keeps it on one page.
Word document (DOCX)	Keeps it on one page.
Apple Books and Nook	Keep it on one page.
Kindle	Keeps its paragraphs together, but can split inside one.
Kobo and Google Play	Split it at the foot of the page, like any text.

The warning icon beside **Keep Lines Together** lists the same. Switch devices in the e-reader preview to see each one.

How to use presets for blockquotes

Every blockquote uses the **Default** preset until you choose another, so styling one styles them all. To give some blockquotes a look of their own, such as letters or poems, make a preset for them.

Make a preset for a blockquote

Video: Make a preset for an element (0:47)
Watch online: docs.lacuna.pub/use-the-editor/add-blockquotes-to-book/#docs-clip-presets-blockquote

1. Click the **Preset** box at the blockquote's foot and choose **Create New Preset...**.
2. Choose a group under **Choose an existing group**, then click its **Create in** button (such as **Create in Elegant**). Or choose **Create a new group**, type a name and click **Create Group and Preset**.
3. Click the pencil and style the preset, then click **Apply**.

A new preset starts from Lacuna's own blockquote look (centered, in a small caps font), not from your Default, so the blockquote changes at once. Style it with the pencil.

Choose a preset for a blockquote

1. Click the **Preset** box at the blockquote's foot.
2. Choose a preset. Type in the box to search when you have many.

The **Preset** box inside the panel chooses which preset the panel edits, not which one the blockquote uses.

Questions

How do I align a blockquote?

Click its pencil and choose an **Alignment** on the **Text** tab: left, center, right or justified. Every blockquote on the same preset follows.

How do I make one blockquote from several paragraphs?

Select all the paragraphs, then click **Blockquote**. To join two blockquotes that sit together, click at the start of the second one and press Backspace: they join when they share a preset and settings.

Related

- Presets: how preset groups work.
- Handwriting: a blockquote set in a handwriting font, for letters and notes.
- Callout boxes: a boxed tip, warning or sidebar.
- Search elements: find every blockquote in your book (tick **Blockquotes**).

How to Add a Handwriting Font to Your Book

docs.lacuna.pub/use-the-editor/add-handwriting-to-book/

Handwriting sets a passage in a handwriting font: a letter, a note, a journal entry. Turn any paragraphs into handwriting, style every handwriting block at once, and see how it prints and shows on e-readers.

How to add handwriting

Video: How to add handwriting (0:39)
Watch online: docs.lacuna.pub/use-the-editor/add-handwriting-to-book/#docs-clip-handwriting-add

1. Select the paragraphs, or click in one.
2. In the editor toolbar, click **Handwriting**.

Every paragraph you selected goes into one handwriting block, tinted blue in the editor. You can also turn a paragraph into handwriting from its paragraph menu: click the menu's title and choose **Handwriting**. To turn a blockquote into handwriting, click in it and click **Handwriting**.

A bar at the block's foot holds its controls:

Choose	To
Preset	Choose the preset it uses.
The pencil (Edit handwriting style)	Style its preset.
The settings button (Handwriting settings)	Turn on its two settings (below).
Copy handwriting	Copy it, to paste somewhere else.
Remove handwriting	Turn it back into ordinary paragraphs. Its words stay.

The settings button holds two settings, both off until you turn them on. The button turns blue while either is on.

Choose	To
Keep Lines Together	Keep the whole block on one page. Where it works is the same as for a blockquote.
Show Above the Section Heading	Print it above the section's title, like an epigraph. Only for handwriting that sits straight in the section.

How to style handwriting

Video: How to style handwriting (0:53)
Watch online: docs.lacuna.pub/use-the-editor/add-handwriting-to-book/#docs-clip-handwriting-style

1. Click the pencil on the handwriting's bar (**Edit handwriting style**).
2. Set it up on the **Text** and **Spacing** tabs, and click **Apply**.

Every handwriting block on the same preset changes with it. In the e-reader preview, point at handwriting and click **Edit** to open the same panel.

Text

Setting	To
Font	Choose from the handwriting fonts. Lacuna comes with 41, each name drawn in its own font.
Size	Set its size, in points.
Weight	Make it lighter or bolder, where the font has more than one weight. **Italic** works only for a font that has an italic.
Line Spacing	Set the space between its lines. Kobo e-readers use their own.
Alignment	Align it left, center or right, or justify it.

The **Font** list shows only handwriting fonts. To add one from Google Fonts, click **Add** beside the **Font** box, and choose **Handwriting** under **Choose category** as you add it. The fonts guide explains the check mark beside a font and its weights.

Spacing

Setting	To
Spacing Around Handwriting	Set the space above and below it (**Top / Bottom**), and how far it sits in from your text on each side (**Left / Right**).
Spacing Between	Set the space between its paragraphs.
Use Indentation	Indent the first line of each of its paragraphs.
Trim Top Spacing at Page Start	Remove the space above it when it starts a printed page. Print only.
Trim Top Spacing at Section Start	Remove the space above it when it is the first thing in a section. In print and in your e-book.

Spacing Between works between paragraphs (Enter). A line break (Shift+Enter) stays inside one paragraph.

How to use presets for handwriting

Every handwriting block uses the **Default** preset until you choose another, so styling one styles them all. To give some handwriting a look of its own, such as letters in one hand and a journal in another, make a preset for it. Handwriting presets are separate from blockquote presets.

Choose a preset for handwriting

Video: Choose a preset for handwriting (0:27)
Watch online: docs.lacuna.pub/use-the-editor/add-handwriting-to-book/#docs-clip-handwriting-preset

1. Click the **Preset** box at the handwriting's foot.
2. Choose a preset. Type in the box to search when you have many.

The **Preset** box inside the panel chooses which preset the panel edits, not which one the handwriting uses.

How handwriting looks in print and on e-readers

Video: How handwriting looks in print and on e-readers (0:28)
Watch online: docs.lacuna.pub/use-the-editor/add-handwriting-to-book/#docs-clip-handwriting-print

Your handwriting keeps its font everywhere you publish it:

Where	Handwriting
Print-ready PDF	Prints in its handwriting font.
E-book (EPUB)	Carries the handwriting font inside it, so e-readers show it.
Word document (DOCX)	Carries the handwriting font too.

Your e-book carries only the fonts your book uses, so a handwriting font you never use adds nothing to it. To compare, switch the preview between an e-reader and **Print - Single Section (Fast)**.

How to remove handwriting

Click **Remove handwriting** (the trash can) at its foot, or click in it and click **Handwriting** in the toolbar again. Your words stay, as ordinary paragraphs. To make it a blockquote instead, click in it and click **Blockquote**.

Questions

How do I find all the handwriting in my book?

Open Search Elements and choose **Blockquotes**. Handwriting results read **Handwriting**.

Why isn’t my font in the handwriting Font list?

The list shows only fonts in the Handwriting category. When you add a font with **Add**, choose **Handwriting** under **Choose category**. A font added as **Content** doesn’t show in this list.

Related

- Blockquotes: indent a quotation, letter or poem, and put one above a section's heading.
- Text conversations: text messages between people, as bubbles.
- Fonts: what the check beside a font means, and why the Weight list changes from font to font.
- Presets: how preset groups work.

How to Use Ornamental Breaks

docs.lacuna.pub/use-the-editor/add-ornamental-breaks-to-book/

An ornamental break separates scenes inside a section. In Lacuna, a break can be blank space, text, a line or an image.

A new book's breaks start as **Space**: you see a gap, not an ornament.

How to add an ornamental break

Video: How to add an ornamental break (0:31)
Watch online: docs.lacuna.pub/use-the-editor/add-ornamental-breaks-to-book/#docs-clip-breaks-add

1. Click at the end of the scene.
2. In the editor toolbar, open **Breaks** and choose **Ornamental Break**, or press `Ctrl/Cmd` + `/`.

Typing `***` on a line of its own and pressing Enter works too.

How to style your ornamental break

Video: How to style your ornamental break (0:50)
Watch online: docs.lacuna.pub/use-the-editor/add-ornamental-breaks-to-book/#docs-clip-breaks-style

1. Click the pencil on any break (**Edit ornamental break style**).
2. Under **Break Type**, choose **Space**, **Text**, **Line** or **Image**, set it up, and click **Apply**. Every break that uses the same preset changes with it.

Kind	What you can set
Space	How much blank space, top and bottom. Nothing is drawn.
Text	**Content** (or a quick pick: **, , ~ ~ ~ and more),** Font**,** Weight**,** Size**,** Color **and** Position**.
Line	**Thickness**, **Width**, **Color** and **Position**. Leave **Color** on **Default** to follow the book's Border color in print.
Image	A built-in image or your own picture, its **Width**, **Position** and **Alt Text**.

Every kind also has **Keep together with content** (on), so a break never ends a page, and **Trim Top Spacing at Page Start** for print.

How to use built-in images

Video: How to use built-in images (0:16)
Watch online: docs.lacuna.pub/use-the-editor/add-ornamental-breaks-to-book/#docs-clip-breaks-image

1. In the break's panel, choose **Image**, then **Choose from Built-In Images**.
2. Pick one and click **Apply**. To use your own picture, click **Upload or Choose from Gallery**.

How to use presets

Every break starts on the **Default** preset, so styling one styles them all. To give some breaks a look of their own, make a new preset for them.

Video: How to use presets (1:03)
Watch online: docs.lacuna.pub/use-the-editor/add-ornamental-breaks-to-book/#docs-clip-breaks-preset

1. Click the break's **Preset** box and choose **Create New Preset...**.
2. Give it a name and click **Create Group and Preset**. The break now uses it.
3. A new preset starts as **Space**: click the pencil and style it.

To move another break onto it, choose it in that break's **Preset** box.

Where else ornamental breaks appear

Above subheadings

> **Video:** How to put a break above a subheading (0:42)
> Watch online: docs.lacuna.pub/use-the-editor/add-ornamental-breaks-to-book/#docs-clip-breaks-subheading

1. Click into a subheading and click the pencil in its toolbar.
2. Open **Breaks**, turn on **Add Before Heading**, choose a **Preset**, and click **Apply**.

Before your endnotes

> **Video:** How to put a break before your endnotes (0:48)
> Watch online: docs.lacuna.pub/use-the-editor/add-ornamental-breaks-to-book/#docs-clip-breaks-endnotes

1. Open **Edit Styles** › **Endnote Settings** and turn on **Add Endnotes At End Of Section**.
2. On the **End of Section** tab, leave **Separator Style** on **Ornamental Break** (the default), choose its **Ornamental Break Preset**, and click **Apply**.

See endnotes.

The first line after a break

To start each scene with small caps, turn on **Apply After** › **Ornamental Breaks** in First Line Styling. See how to repeat the first-line style after breaks and subheadings.

Breaks from your Word document

The easiest way to get breaks is to have them in your Word document already: put `***`, `* * *`, `---`, `~~~` or `###` on a line of its own between scenes, and each becomes an ornamental break when you import your

manuscript.

Questions

Why can’t I see my ornamental break?

New books start with **Space**, a gap with nothing drawn. Click the break’s pencil and choose **Text**, **Line** or **Image**.

Can I use my own image?

Yes. In the break’s panel, choose **Image**, then **Upload or Choose from Gallery**.

Can I change the color of a break?

Yes. A **Text** break has **Color**, and so does a **Line**.

Why did my break move to the next page?

Keep together with content keeps it with the scene that follows, so it never ends a page. Turn it off in the break’s panel to let it stay.

Related

- Presets: how presets work.
- Page breaks: start the next text on a new page instead.

How to Add Page Breaks to Your Book

docs.lacuna.pub/use-the-editor/add-page-breaks-to-book/

A page break ends a page early: the text after it starts on a new page. Every section already starts on a new page, so you only need one inside a section.

How to add a page break

Video: How to add a page break (0:41)
Watch online: docs.lacuna.pub/use-the-editor/add-page-breaks-to-book/#docs-clip-page-breaks-add

1. Click at the end of the text that should finish the page.
2. In the editor toolbar, open **Breaks** and choose **Page Break**, or press Ctrl/Cmd + \.

A grey **Page Break** bar marks it in the editor. Everything after it starts on a new page.

How to remove a page break

Video: How to remove a page break (0:22)
Watch online: docs.lacuna.pub/use-the-editor/add-page-breaks-to-book/#docs-clip-page-breaks-remove

1. Hover over the **Page Break** bar.
2. Click the bin at its right (**Remove page break**).

You can also click the bar and press Backspace on Windows and Linux, Delete on a Mac.

How page breaks print and show on e-readers

Video: How page breaks print and show on e-readers (0:10)
Watch online: docs.lacuna.pub/use-the-editor/add-page-breaks-to-book/#docs-clip-page-breaks-ereader

In	The text after a page break
Print-ready PDF	Starts on the next page, left or right.
Kindle, Apple Books and Google Play Books	Starts a new screen.
Kobo	Runs on: Kobo ignores page breaks.
Word document (DOCX)	Starts a new page in Word.

Page breaks from your Word document

A page break in your Word document stays a page break in your book, and so does a paragraph set to start on a new page (Word's **Page break before**). A page break at the end of a section is left out, because the next section starts on a new page anyway. See importing best practices.

Questions

Do I need a page break before each chapter?

No. Every section starts on a new page by itself, in print and on e-readers.

How do I start a chapter on a right-hand page?

Not with a page break: it starts the next page, left or right. To start a chapter type on a right-hand page, see how to start chapters on a right-hand page; for one section, see how to start your section on the right-hand page.

How do I remove the page breaks that came in with my manuscript?

Click **Elements** at the top of the sidebar, click **Select Element Types** and tick **Page Breaks**: every page break in your book is listed (see how to find elements). Click one to go to it, then remove it.

Related

- Ornamental breaks: a scene break inside a section, without a new page.
- Editor toolbar: the Breaks menu, and **Split Section**, which starts a new section instead.
- Endnotes: start each chapter's notes on a new page.

How to Add Callout Boxes to Your Book

docs.lacuna.pub/use-the-editor/add-callout-boxes-to-book/

A callout box sets a passage apart from your text, inside a border: a tip, a sidebar, a warning or a note your reader shouldn't miss. Put any paragraphs in one, then style every box at once.

How to add a callout box

Video: How to add a callout box (0:37)
Watch online: docs.lacuna.pub/use-the-editor/add-callout-boxes-to-book/#docs-clip-callout-add

1. Click in the paragraph, or select all the paragraphs the box should hold.
2. In the editor toolbar, open **Containers** and choose **Callout Box**, or press Ctrl/Cmd + Shift + C.

A box holds whatever you put in it: paragraphs, subheadings, lists, blockquotes, pictures. You can also turn one paragraph into a box from its paragraph menu: click **Paragraph** at the top of the menu and choose **Callout Box**.

Every box has a toolbar at its foot:

Click	To
Preset	Choose the box's preset.
The pencil (Edit callout box style)	Style the box, and every box on the same preset.
The settings button (Callout box settings)	Keep the box on one page, or let it split.
Float	Float the box so your text runs beside it.
Copy (Copy callout box)	Copy the box, to paste it somewhere else.
The trash (Remove callout box)	Take the box away. Its text stays.

How to style a callout box

Video: How to style a callout box (0:42)
Watch online: docs.lacuna.pub/use-the-editor/add-callout-boxes-to-book/#docs-clip-callout-style

1. Click the pencil at the box's foot (**Edit callout box style**).
2. Set it up on the panel's tabs and click **Apply**. Every box on the same preset changes with it.

Border tab	Sets
Thickness	The border's width, 0 to 30 px. One number sets all four sides; click **Expand** to set them in pairs or one by one.
Line Style	**Solid**, **Dashed**, **Dotted** or **Double**.
Radius	Rounds the corners, 0 to 24 px.
Color	The border's color. **Default** follows your book's Border color in print, and black when none is set.

Styling tab	Sets
Background	A color behind the box. **Transparent** for none.
Text Color	The color of the words in the box. **Inherit from Body** keeps your text's color.
Line Height	The space between lines in the box, 1× to 3×. Kobo uses its own.

Spacing tab	Sets
Around Callout Box	The room outside the box, 0 to 100 px: all four sides, in pairs, or one by one.
Inside Callout Box	The room between the border and the words, 0 to 100 px.
Trim Top Spacing at Page Start	In print, removes the space above the box when it starts a new page.
Trim Top Spacing at Section Start	Removes the space above the box when it is the first thing in a section, in print and in your e-book.

In the e-reader preview, point at a callout box and click **Edit** to open the same panel.

How to color a callout box

Video: How to color a callout box (0:49)
Watch online: docs.lacuna.pub/use-the-editor/add-callout-boxes-to-book/#docs-clip-callout-colors

1. Click the pencil at the box's foot.
2. Open **Styling** and choose a **Background**, a **Text Color**, or both.
3. For the border, open **Border** and choose its **Color**.
4. Click **Apply**.

A **Default** border takes your book's Border color in print. A color you choose stays the same on every page and in every e-reader, dark mode included.

How to float a callout box beside your text

Video: How to float a callout box beside your text (0:34)
Watch online: docs.lacuna.pub/use-the-editor/add-callout-boxes-to-book/#docs-clip-callout-float

1. Click **Float** at the box's foot.
2. Choose **Float Left** or **Float Right**.
3. Under **Choose the max width**, choose how wide it can be: 25% to 75% of the page (50% to start).

The text after the box runs beside it in your print-ready PDF and your e-book. The editor keeps showing the box full width; the previews show the float. To stop floating, open **Float** and click the lit button again.

Kindle and DOCX show a floated box across the page.

How to keep a callout box on one page

Every new callout box keeps together: when it doesn't fit at the foot of a page, the whole box moves to the next one.

Video: How to keep a callout box on one page (0:15)
Watch online: docs.lacuna.pub/use-the-editor/add-callout-boxes-to-book/#docs-clip-callout-keep-together

1. Click the settings button at the box's foot (**Callout box settings**).
2. Untick **Keep Lines Together** to let a long box split across pages.

You set this box by box. How it reads in each place:

Where	A kept box that doesn't fit
Your print-ready PDF, Apple Books, Nook	Moves to the next page, whole.
Kindle, Kobo, Google Play	May split across two pages.

The warning beside **Keep Lines Together** lists the same readers. Switch the device preview to see each one.

How to use presets for callout boxes

Every callout box uses the **Default** preset until you choose another, so styling one box styles them all. To give some boxes a look of their own, such as a tip box and a warning box, make a preset for them.

Make a preset for a callout box

Video: Make a preset for a callout box (0:38)
Watch online: docs.lacuna.pub/use-the-editor/add-callout-boxes-to-book/#docs-clip-callout-preset

1. Click the box's **Preset** box and choose **Create New Preset...**.
2. Give it a name and click **Create Group and Preset**. The box now uses it.
3. Click the pencil to style it.

A new preset starts from Lacuna's plain box (a 2 px solid border, square corners), not from your Default.

Choose a preset for a callout box

Choose it in the box's **Preset** box. The box takes that preset's look at once.

Questions

What is a callout box in a book?

A passage set apart in a box, with a border, a background or both, so a reader spots it at a glance: a tip, a sidebar, a definition or a warning.

Do callout boxes work in e-books and on Kindle?

Yes. They appear in your EPUB, your print-ready PDF and your DOCX. On Kindle a floated box sits across the page, and a long box may split across two pages.

How do I remove a callout box and keep its text?

Click the trash at the box's foot (**Remove callout box**): the box goes and its text stays. To keep the box without its border, set **Thickness** to 0 on the **Border** tab.

Can a callout box have a dashed border?

Yes. On the **Border** tab, choose **Dashed**, **Dotted** or **Double** under **Line Style**.

Why did my callout box jump to the next page?

Keep Lines Together is on, so a box that doesn't fit at the foot of a page moves to the next one whole. To let it split, click the settings button at the box's foot and untick it.

Related

- Blockquotes: set a quotation apart without a box.
- Presets: how preset groups work.
- Print page colors: the Border color a Default border follows.
- Search elements: find every callout box in your book (tick **Callout Boxes**).

How to Place Text and Pictures Side by Side with Grids

docs.lacuna.pub/book-design/grids/

A grid puts 2 to 4 cells side by side on one row, each holding its own text or pictures. For one passage that flows from column to column, use columns instead.

Add a grid from the editor toolbar, and style every grid in your book at once from its panel.

How to add a grid

Video: How to add a grid (0:41)
Watch online: docs.lacuna.pub/book-design/grids/#docs-clip-grid-add

1. Click in the paragraph that goes in the first cell, or select every paragraph it should hold.
2. In the editor toolbar, open **Containers**, point at **Grid** and choose how many cells. Or press Ctrl/Cmd + Shift + G for two.

What you selected moves into the first cell, and the other cells start empty. A cell holds paragraphs, subheadings, lists and pictures, but not a callout box, columns or another grid: those are greyed out inside a cell.

Every grid has a toolbar at its foot:

Click	To
Preset	Choose the grid's preset.
The pencil (Edit grid style)	Style the grid, and every grid on the same preset.
2, 3 or 4 cells	Set how many cells it has.
Copy (Copy grid)	Copy the grid, to paste it somewhere else.
The trash (Remove grid (keeps content))	Take the grid away. What it holds stays, in order.

How to put two paragraphs side by side

Video: How to put two paragraphs side by side (0:31)
Watch online: docs.lacuna.pub/book-design/grids/#docs-clip-grid-side-by-side

1. Add a grid around the first paragraph.
2. Select the paragraph that goes beside it, and cut it with Ctrl/Cmd + X.
3. Click in the grid, press Tab to move to the empty cell, and paste with Ctrl/Cmd + V.

Tab moves to the next cell and Shift+Tab to the one before. In the last cell, Tab takes you below the grid.

For pictures side by side, click in a cell and add a picture there.

How to add or remove cells

Video: How to add or remove cells (0:25)
Watch online: docs.lacuna.pub/book-design/grids/#docs-clip-grid-cells

Click	To
+ at the grid's right edge (Add cell)	Add a cell at the end. A grid holds up to 4.
× at a cell's top right (Remove cell)	Remove that cell. What it holds moves into the cell before it (the first cell's, into the next). It shows when you point at a cell of a grid with 3 or 4 cells.
2, 3 or 4 at the grid's foot	Set the number of cells. With fewer, what the cells taken away held moves into the last cell kept.

Cells always share the row equally: two cells take half the width each, four take a quarter. Nothing you put in a cell is lost when you remove it.

How to style a grid

Video: How to style a grid (1:00)
Watch online: docs.lacuna.pub/book-design/grids/#docs-clip-grid-style

1. Click the pencil at the grid's foot (**Edit grid style**).
2. Set it up on the panel's tabs and click **Apply**. Every grid on the same preset changes with it.

Text tab	Sets
Font	The font in the cells. **Inherit from Body** uses your text's font.
Size	5 to 72 pt.
Line Spacing	The space between lines, 1× to 3×. Kobo uses its own.
Justify Text	**Project Setting** follows your book's justification; **On** lines the text up on both edges of each cell; **Off** keeps a ragged right edge.

Colors tab	Sets
Background	A color behind the whole grid. **Transparent** for none.
Text Color	The color of the text in the cells. **Inherit from Body** keeps your text's color.

Border tab	Sets
Thickness	The border around the grid, 0 to 30 px (0, no border, to start). One number sets all four sides; click **Expand** to set them in pairs or one by one.
Line Style	**Solid**, **Dashed** or **Dotted**, for the border and the line between cells.
Radius	Rounds the corners, 0 to 24 px.
Color	The color of the border and the line between cells. **Default** follows your book's Border color in print, and black when none is set.
Between Columns › Thickness	The line between cells, 0 to 30 px. 0 for none.

Spacing tab	Sets
Around Grid	The room outside the grid, 0 to 100 px. Left and right make the grid narrower than your text.
Inside Cells	The room inside the cells, 0 to 100 px. Left and right set the room at the grid's outer edges.
Between Cells › Gap	The space between cells, 0 to 100 px.
Trim Top Spacing at Page Start	In print, removes the space above the grid when it starts a new page.
Trim Top Spacing at Section Start	Removes the space above the grid when it is the first thing in a section, in print and in your e-book.
Keep Lines Together	Keeps the whole grid on one page. Off to start.

In the e-reader preview, point at a grid and click **Edit** to open the same panel.

How to draw a line between cells

Video: How to draw a line between cells (0:37)
Watch online: docs.lacuna.pub/book-design/grids/#docs-clip-grid-line

1. Click the pencil at the grid's foot and open **Border**.
2. Under **Between Columns**, set **Thickness**, and click **Apply**.

The line takes the **Line Style** and **Color** above it, the same as the border around the grid. Set **Thickness** to 0 to take it away. The dashed lines between cells in the editor only show where each cell begins: they never print.

How to keep a grid on one page

At first, a grid that doesn't fit at the foot of a page continues on the next one. To keep a short grid whole:

1. Click the pencil at the grid's foot and open **Spacing**.

2. Under **Rules**, turn on **Keep Lines Together** and click **Apply**.

It is part of the preset: every grid on the same preset keeps together. How a kept grid that doesn't fit reads in each place:

Where	A kept grid that doesn't fit
Your print-ready PDF, Apple Books, Nook	Moves to the next page, whole.
Kindle, Kobo, Google Play	May split across two pages.
Your DOCX	Its row stays on one page.

The warning beside **Keep Lines Together** lists the same readers. Switch the device preview to see each one.

How to use presets for grids

Every grid uses the **Default** preset until you choose another, so styling one grid styles them all. To give some grids a look of their own, such as a framed pair of photos, put them on another preset.

Make a preset for a grid

1. Click the grid's **Preset** box and choose **Create New Preset...**.
2. Give it a name and click **Create Group and Preset**. The grid now uses it.
3. Click the pencil to style it.

A new preset starts from Lacuna's plain grid (no border, no line between cells), not from your Default. Watch it on a blockquote in make a preset for an element.

Choose a preset for a grid

Choose it in the grid's **Preset** box. The grid takes that preset's look at once.

How grids look in print and on e-readers

Where	Your reader sees
Your print-ready PDF	The cells side by side, each as wide as the others.
E-books, Kindle included	The cells side by side across the screen. On a phone, four cells get narrow: check them in the e-reader preview.
Your DOCX	A one-row Word table.

Text in a cell has no first-line indent and no drop cap.

Questions

Can I put several pictures on one page?

Yes. Put 2 to 4 pictures in a grid, one in each cell, and add another grid under it for the next row. Click in a cell to add a picture there.

Do grids work on Kindle and in e-books?

Yes. The cells stay side by side in your EPUB, Kindle included, in your print-ready PDF and in your DOCX.

Why can’t I remove a cell?

A grid always has at least two cells, so the × shows only on a grid of three or four. To take the whole grid away and keep what it holds, click the trash at its foot.

Why did my grid split across two pages?

Keep Lines Together is off to start, so a long grid continues on the next page. To keep it whole, turn it on in the grid’s panel, on the **Spacing** tab.

Related

- Columns: one passage that flows from column to column.
- Images: add the pictures that go in your cells.
- Tables: rows and columns of information, with lines and a header row.
- Presets: how preset groups work.
- Search elements: find every grid in your book (tick **Grids**).

How to Format Text in Columns in Your Book

docs.lacuna.pub/book-design/columns/

Columns pour one passage into two or three columns, newspaper style: the text fills the first column, then carries on in the next. They suit glossaries, word lists and other dense reference text in your print book.

To set separate things side by side, each in its own box, use a grid instead.

How to put text in columns

Video: How to put text in columns (0:46)
Watch online: docs.lacuna.pub/book-design/columns/#docs-clip-columns-add

1. Select the paragraphs the columns should hold.
2. In the editor toolbar, open **Containers**, point at **Columns** and choose two or three columns. Or press Ctrl/Cmd + Shift + O for two.

The editor keeps your text in one column inside a gray box; the print preview shows the columns. A columns block holds paragraphs, lists and subheadings. Every block has a toolbar at its foot:

Click	To
Preset	Choose the preset these columns use.
The pencil (Edit columns style)	Style these columns, and every columns block on the same preset.
2 / 3	Change the number of columns.
Copy (Copy columns)	Copy the block, to paste it somewhere else.
The trash (Remove columns (keeps content))	Take the columns away. Your text stays.

How to change the number of columns

Video: How to change the number of columns (0:22)
Watch online: docs.lacuna.pub/book-design/columns/#docs-clip-columns-count

1. Click **2** or **3** at the foot of the block.

How columns look in print and on e-readers

Video: How columns look in print and on e-readers (0:28)
Watch online: docs.lacuna.pub/book-design/columns/#docs-clip-columns-print

Columns are made for print. E-readers that can’t show columns show the passage as one ordinary column, in the same order, so nothing is lost.

Where	Your columns
Your print-ready PDF	Two or three columns, as you set them.
Apple Books, Nook	The columns.
Kindle, Kobo, Google Play	One column.
Your DOCX file	Word’s own columns.

Switch the device preview to see each one.

How to style columns

Video: How to style columns (0:51)
Watch online: docs.lacuna.pub/book-design/columns/#docs-clip-columns-style

1. Click the pencil at the block’s foot (**Edit columns style**).
2. Set it up on the panel’s tabs and click **Apply**. Every columns block on the same preset changes with it.

Text tab	Sets
Font	The font of the text in the columns. **Inherit from Body** keeps your body text's font.
Size	Its size, 5 to 72 pt.
Line Spacing	The space between lines, 1× to 3×. Kobo uses its own.
Justify Text	**Project Setting** follows your book's justification. **On** or **Off** sets it for these columns.
Even Column Heights	In print, ends the columns at about the same height. Off fills each column to the foot of the page before the next one starts.

Colors tab	Sets
Background	A color behind the block. **Transparent** for none.
Text Color	The color of the words. **Inherit from Body** keeps your text's color.

Border tab	Sets
Thickness	The border around the block, 0 to 30 px. One number sets all four sides; click **Expand** to set them in pairs or one by one.
Line Style	**Solid**, **Dashed** or **Dotted**, for the border and the line between columns.
Radius	Rounds the corners, 0 to 24 px.
Color	The color of the border and the line between columns. **Default** follows your book's Border color in print, and black when none is set.
Between Columns: Thickness	The line between the columns, 0 to 30 px. 0 draws no line.

Spacing tab	Sets
Around Columns	The room outside the block, 0 to 100 px: all four sides, in pairs, or one by one.
Inside Columns	The room between the border and the text, 0 to 100 px.
Between Columns: Gap	The space between the columns, 0 to 100 px.
Trim Top Spacing at Page Start	In print, removes the space above the block when it starts a new page.
Trim Top Spacing at Section Start	Removes the space above the block when it is the first thing in a section, in print and in your e-book.
Keep Lines Together	Keeps the whole block on one page.

In the e-reader preview, point at a columns block and click **Edit** to open the same panel.

How to add a line between columns

Video: How to add a line between columns (0:39)
Watch online: docs.lacuna.pub/book-design/columns/#docs-clip-columns-rule

1. Click the pencil at the block's foot.
2. Open **Border** and, under **Between Columns**, set **Thickness** above 0.
3. Click **Apply**.

The line takes the **Line Style** and **Color** set above it, the same as the border.

How to keep columns on one page

Columns flow across pages: a long passage carries on onto the next page. To keep a whole block on one page:

1. Click the pencil at the block's foot and open **Spacing**.

2. Turn on **Keep Lines Together** and click **Apply**.

A block that doesn't fit then moves to the next page whole, in print, Apple Books and Nook. Kindle, Kobo and Google Play may still split it. The setting is part of the preset, so it applies to every columns block on the same preset.

How to use presets for columns

Every columns block uses the **Default** preset until you choose another, so styling one block styles them all. To give some passages a look of their own, make a preset for them.

Make a preset for columns

> **Video:** Make a preset for columns (0:38)
> Watch online: docs.lacuna.pub/book-design/columns/#docs-clip-columns-preset

1. Click the block's **Preset** box and choose **Create New Preset…**.
2. Give it a name and click **Create Group and Preset**. The block now uses it.
3. Click the pencil to style it.

A new preset starts from Lacuna's plain columns (no border, no line between columns), not from your Default.

Choose a preset for columns

Choose it in the block's **Preset** box. The block takes that preset's look at once.

Questions

Why doesn't the editor show my columns?

The editor keeps your text in one column on purpose: columns are laid out again on every printed page, so the editor can't know where each line will break. Switch the preview to print to see them.

Why is Columns greyed out?

Columns can’t go inside a callout box, a grid or other columns. Point at the greyed item to see which. Put the columns outside the box.

Related

- Grids: two to four boxes side by side, each with its own content.
- Presets: how preset groups work.
- Print page colors: the Border color a Default border follows.
- Search elements: find every columns block in your book (tick **Columns**).

How to Format Bulleted and Numbered Lists in Your Book

docs.lacuna.pub/use-the-editor/add-lists-to-book/

A list sets items out one per line, each with a bullet or a number. Turn lines into a list from the editor toolbar, nest items under each other, and style every list in your book at once.

How to add a bulleted or numbered list

Video: How to add a bulleted or numbered list (0:35)
Watch online: docs.lacuna.pub/use-the-editor/add-lists-to-book/#docs-clip-lists-add

1. Select the lines the list should hold, or click in one.
2. In the editor toolbar, open **Lists** and choose **Bullet List** or **Ordered List**. Or press Ctrl/Cmd + Shift + 8 for bullets, Ctrl/Cmd + Shift + 7 for numbers.

Each line becomes an item. Press Enter at the end of an item to add the next one. To switch a list between bullets and numbers, click in it and choose the other one.

Importing a Word document? Its bulleted and numbered lists come in with it, nested levels included. See what gets imported.

Click in a list, and its toolbar shows above it:

Click	To
Preset	Choose the list's preset.
The pencil (Edit list style)	Style the list, and every list on the same preset.
Start	Numbered lists only: start at another number.
The settings button	**Keep Lines Together**: keep the list on one page.

How to nest list items

Video: How to nest list items (0:14)
Watch online: docs.lacuna.pub/use-the-editor/add-lists-to-book/#docs-clip-lists-nest

1. Click in the item. It can be any item but the first.
2. Press Tab. The item moves in one level, under the item above it.

Press Shift + Tab to move it back out.

A nested list is a list of its own. It starts on its parent list's preset, so its bullets match. To change them, give it its own preset.

How to start a numbered list at another number

Use it to carry numbering on after a paragraph: when a list stops at 2 and picks up again below a paragraph, start the second list at 3.

Video: How to start a numbered list at another number (0:18)
Watch online: docs.lacuna.pub/use-the-editor/add-lists-to-book/#docs-clip-lists-start

1. Click in the numbered list. **Start** shows in its toolbar.
2. Type a number, or click the box and choose one.

It works with every kind of numbering: a list in a, b, c that starts at 3 starts at c.

How to style your lists

Video: How to style your lists (0:44)
Watch online: docs.lacuna.pub/use-the-editor/add-lists-to-book/#docs-clip-lists-style

1. Click in a list, then click the pencil in its toolbar (**Edit list style**).

2 Set it up on the **Markers**, **Spacing** and **Text Styling** tabs, and click **Apply**.

Every list on the same preset changes with it, bulleted and numbered alike: one preset styles both. In the e-reader preview, point at a list and click **Edit** to open the same panel.

Markers tab	Sets
Bullet Marker	Its **Style**: **Disc**, **Circle**, **Square**, **None**, or **Custom**, a symbol you type in **Symbol** (up to four characters). Its **Color**: **Inherit from Body** keeps your text's color.
Ordered Marker	Its **Style**: **1, 2, 3**, **a, b, c**, **A, B, C**, **i, ii, iii**, **I, II, III** or **None**. Its **Color**, as for bullets.

Spacing tab	Sets
Indentation	How far the list sits in from your text, up to 100 px: both sides together (**Left / Right**) or one by one.
Space Between Items	The **Gap** between one item and the next, up to 50 px.
Space Around List	The space above and below the list, up to 100 px: together (**Top / Bottom**) or one by one.
Trim Top Spacing at Page Start	Removes the space above a list that starts a new page. Print only.
Trim Top Spacing at Section Start	Removes the space above a list that is the first thing in a section. Print and e-books.

Text Styling tab	Sets
Enable Text Styling	Off to start: list items look like your body text. Turn it on for the rows below.
Font	The items' typeface. **Inherit from Body** uses your body text's font.
Size	5 to 72 pt.
Line Spacing	The space between lines in an item, 1× to 3×. Kobo uses its own.
Text Justification	Lines the items' text up on both sides.

How to change the bullets and numbers

Video: How to change the bullets and numbers (0:42)
Watch online: docs.lacuna.pub/use-the-editor/add-lists-to-book/#docs-clip-lists-markers

1. Click in a list and click the pencil.
2. On **Markers**, choose a **Style** under **Bullet Marker** for bulleted lists, or under **Ordered Marker** for numbered ones.
3. Click **Apply**.

Choose **Custom** to type your own symbol, such as or , in **Symbol**. Your print-ready PDF and DOCX show it; some e-readers show a plain round bullet instead. The warning beside **Symbol** names them.

How to keep a list on one page

A list splits across pages when it runs out of room. To keep a short list in one piece, click the settings button in its toolbar and tick **Keep Lines Together**: a list that would split moves to the next page, whole. You set it list by list.

Where	A kept list that doesn't fit
Your print-ready PDF, Apple Books, Nook	Moves to the next page, whole.
Kindle, Kobo, Google Play	May split across two pages.

The warning beside **Keep Lines Together** lists the same readers.

How to use presets for lists

Every list uses the **Default** preset until you choose another, bulleted and numbered alike, so styling one list styles them all. To give some lists a look of their own, put them on another preset.

Make a preset for a list

1. Click in the list, open the **Preset** box in its toolbar and choose **Create New Preset...**.

2. Give it a name and click **Create Group and Preset**. The list now uses it.
3. Click the pencil to style it.

A new preset starts from Lacuna's standard list look, not from your Default. More on preset groups: Presets.

Give a nested list its own bullets

> **Video:** Give a nested list its own bullets (0:20)
> Watch online: docs.lacuna.pub/use-the-editor/add-lists-to-book/#docs-clip-lists-nested-preset

1. Click in a nested item. The toolbar is now the nested list's.
2. Choose another preset in its **Preset** box, or make one.

Every nested list on that preset changes with it. For a different bullet on each level, use a preset per level.

How lists look in print and on e-readers

Where	Your reader sees
Print-ready PDF	Your bullets, numbers and spacing as set. A long list carries on onto the next page, unless **Keep Lines Together** is on.
E-books	The same, except that some e-readers show a **Custom** symbol as a plain round bullet, and Kobo uses its own line spacing.
DOCX	A Word list, with your bullets and numbers.

Questions

Why do my nested items have the same bullets as the rest?

A nested list starts on the **Default** preset, like every new list. Put it on another preset to give it its own bullets: see Give a nested list its own bullets.

Why does my custom bullet show as a plain dot on Kindle?

Some e-readers, Kindle among them, can't show a custom symbol and draw a plain round bullet instead. Your print-ready PDF and DOCX always show it. Switch the device preview to see each reader.

How do I turn a list back into normal paragraphs?

Select its items, open **Lists** and choose the same kind again (**Bullet List** for a bulleted list). Each item becomes a paragraph.

Related

- Tables: rows and columns, for information side by side.
- Presets: how preset groups work.
- Search elements: find every list in your book (tick **Bullet Lists** or **Ordered Lists**).
- Editor toolbar: the **Lists** menu and the other buttons.

How to Add Tables to Your Book

docs.lacuna.pub/use-the-editor/add-tables-to-book/

A table sets information out in rows and columns, with a header row on top. Add one from the editor toolbar, then style every table in your book at once from its panel.

How to add a table

Video: How to add a table (0:28)
Watch online: docs.lacuna.pub/use-the-editor/add-tables-to-book/#docs-clip-table-add

1. Click in the paragraph the table should follow.
2. In the editor toolbar, click **Insert Table**, point at the grid to choose rows and columns (up to 5 by 8), and click.

The table goes below that paragraph. A table of two rows or more starts with a header row. Click in a cell to type or paste.

Importing a Word document? Its tables come in with it, header row included. See what gets imported.

How to add rows and columns

Click in the table, and **+** buttons appear around it.

Video: How to add rows and columns (0:32)
Watch online: docs.lacuna.pub/use-the-editor/add-tables-to-book/#docs-clip-table-rows-columns

Click	To
+ beside a row	**Add row above** or **Add row below** it.
+ under the table	Add a row at the end.
+ at the right of the table	**Add column before selection** or **Add column after selection** (beside the column you clicked in), or **Add column at the beginning** or **at the end**.

How to delete a row, a column or a table

- **A row or a column:** drag across every cell in it to select them, then press Backspace on Windows and Linux, Delete on a Mac.
- **A table:** click **Delete table** (the bin) in the table's toolbar.

Deleting a table's only row or only column deletes the table. Changed your mind? Press Ctrl/Cmd + Z.

The table's toolbar

Click in a table, and its toolbar shows above it.

Click	To
Preset	Choose this table's preset.
Edit Table Style (the pencil)	Open the Table panel and style your tables.
Merge cells	Join the cells you selected into one.
Split cell	Split a merged cell back into its cells.
Toggle header row	Make the first row a header row, or a plain row again.
Toggle header column	Make the first column header cells, styled like the header row.
The settings button	A menu: **Avoid splitting across pages**, **Set column widths** and **Reset column widths**.
Delete table	Remove the whole table.

How to set column widths

Drag the line between two columns: what one gains, the other loses. For exact widths, type them in.

Video: How to set column widths (0:33)
Watch online: docs.lacuna.pub/use-the-editor/add-tables-to-book/#docs-clip-table-column-widths

1. Click the table's settings button and choose **Set column widths**. A percentage shows above each column.

2. Type the width you want and press Enter. The other columns adjust so the table still fills the width.

Reset column widths in the same menu makes every column equal again.

How to keep a table on one page

A table splits across pages when it runs out of room. To keep a short table in one piece, click its settings button and tick **Avoid splitting across pages**: a table that would split moves whole to the next page, and the settings button turns blue. Leave it off for a long table.

Where	A table kept in one piece
Print-ready PDF	Moves whole to the next page.
Apple Books and NOOK	Moves whole to the next page.
Kindle	Splits between rows, never inside one.
Kobo and Google Play Books	Splits like any other text.

How to style your tables

Video: How to style your tables (0:44)
Watch online: docs.lacuna.pub/use-the-editor/add-tables-to-book/#docs-clip-table-style

1. Click in a table, then click the pencil in its toolbar (**Edit Table Style**).
2. Set it up on the **Table**, **Header Row** and **Data Cells** tabs, and click **Apply**.

Every table on the same preset changes with it. In the e-reader preview, point at a table and click **Edit** to open the same panel.

Text in a cell lines up on the left. To center a cell, click in it and click **Align Center** in the editor toolbar.

Table tab	Sets
Spacing Around Table	The space above and below the table, up to 100 px: together (**Top / Bottom**) or one by one.
Border	The line around the whole table, up to 10 px: all four sides, in pairs, or one by one.
Color	The outer line's color. **Default** follows your book's Border color in print, and black when none is set.
Trim Top Spacing at Page Start	Removes the space above a table that starts a new page. Print only.
Trim Top Spacing at Section Start	Removes the space above a table that is the first thing in a section. Print and e-books.

Header Row tab	Sets
Background	The header row's band. **Default** is gray.
Text Color	The header row's text. **Default** is black.
Font	The header's typeface. **Inherit** uses your body text's font.
Size	5 to 40 pt.
Weight	How heavy the letters are, with an italic button beside it.
Transform	**None**, or **CAPS** for capitals.
Bottom	The line under the header row, up to 10 px.
Column	The lines between header cells, up to 10 px.
Color	The color of both lines. **Default** works as it does for the outer border.
Inside Cells	The room inside each header cell, up to 50 px: all four sides, in pairs, or one by one.
Repeat Header	On to start: a table that continues onto another page shows its header row again at the top of it.

Data Cells tab	Sets
Font	The cells' typeface. **Inherit** uses your body text's font.
Size	5 to 40 pt.
Row	The lines between rows, up to 10 px.
Column	The lines between columns, up to 10 px.
Color	The color of both lines. **Default** works as it does for the outer border.
Alternate Row Colors	Shades every second row so a wide table is easier to read across. **Row Color** (light gray to start) shows once it is on.
Inside Cells	The room inside each cell, up to 50 px: all four sides, in pairs, or one by one.

How to use presets for tables

Every table uses the **Default** preset until you choose another, so styling one table styles them all. To give some tables a look of their own, put them on another preset.

Make a preset for a table

1. Click in the table, open the toolbar's **Preset** box and choose **Create New Preset...**.
2. Give it a name and click **Create Group and Preset**. The table now uses it.

A new preset starts from Lacuna's standard table look, not from your Default. Click the pencil to style it. More on preset groups: Presets.

Choose a preset for a table

Video: Choose a preset for a table (0:31)
Watch online: docs.lacuna.pub/use-the-editor/add-tables-to-book/#docs-clip-table-preset

1. Click in the table and open the **Preset** box in its toolbar.
2. Choose a preset. Click the pencil beside it to style that preset.

How tables look in print and on e-readers

Where	Your reader sees
Print-ready PDF	A long table continues on the next page, with its header row repeated when **Repeat Header** is on.
E-books	The table fills the screen's width, each column keeps its share, and long words wrap inside their cells.
Kindle	A table with borders sits slightly in from the text, with a small zoom icon below it. The Kindle previews show it.
DOCX	A Word table, its header row repeating on each page when **Repeat Header** is on.

Some e-readers show **Alternate Row Colors** without the color. Check your tables in the e-reader preview on each device.

Questions

Does Lacuna make clean tables in EPUB e-books?

Yes. Each table goes into your EPUB as a real table that fills the reader's screen, keeps your column widths as shares of it, and wraps long words inside their cells.

Why did my table jump to the next page?

Avoid splitting across pages is on for it (tables made before Lacuna 2.7.0 started with it on). Click the table's settings button and untick it.

Can I color the text in a table?

Not cell by cell. The **Header Row** tab's **Text Color** colors the header row of every table on the preset.

Related

- Editor toolbar: **Insert Table** and the other buttons.
- Presets: how preset groups work.
- Search elements: find every table in your book (tick **Tables**).
- Grids: pictures or text side by side, without a table's lines.
- Lists: bulleted and numbered items.
- Line Rows: answer lines to write on, beside a question.

How to Add Answer Lines to Your Book

docs.lacuna.pub/use-the-editor/add-line-rows-to-book/

Line Rows are blank ruled lines your readers write on: answer lines in a workbook, fill-in lines in a journal or planner. Add them from the editor toolbar, set how many and how wide, and style them all at once.

How to add answer lines

Video: How to add answer lines (0:34)
Watch online: docs.lacuna.pub/use-the-editor/add-line-rows-to-book/#docs-clip-line-rows-add

1. Click at the end of the paragraph the lines should follow.
2. In the editor toolbar, open **Containers** and choose **Line Rows**. Or press Ctrl/Cmd + Shift + R.

Three full-width lines appear, with their toolbar along the bottom.

To put lines beside a question, click in a table cell, a grid cell or a callout box first. A two-column table with the question on the left and the lines on the right makes a fill-in row.

How to change the number of lines and their width

Video: How to change the number of lines and their width (0:30)
Watch online: docs.lacuna.pub/use-the-editor/add-line-rows-to-book/#docs-clip-line-rows-size

1. On the lines' toolbar, click **+** or **−** in the line count (**3 LINES** to start), or type a number up to 500.
2. Click the width (**100 %** to start) and choose how much of your text width the lines fill, from 10% to 100%.
3. Narrower lines sit at the left. Click **Align center** or **Align right** to move them.

On the lines' toolbar	To
Preset	Choose these lines' preset.
Edit line rows style (the pencil)	Open the Line Rows panel and style your lines.
The line count	Set 1 to 500 lines.
The width	Set how much of your text width the lines fill, 10% to 100%.
Align left, Align center, Align right	Place lines narrower than your text.
Keep lines together	Keep the lines on one page.
Copy line rows	Copy the lines with their settings, to paste anywhere in your book.
Remove line rows	Delete the lines. Ctrl/Cmd + Z brings them back.

How to keep answer lines on one page

Lines split across two pages when they run out of room. To keep them whole, turn on **Keep lines together** on their toolbar: lines that don't fit at the foot of a page move to the next one. It's off for new lines, and you set it for each block of lines.

Where	Lines kept together that don't fit
Your print-ready PDF, Apple Books, NOOK	Move to the next page, whole.
Kindle, Kobo, Google Play Books	May split across two pages.

The warning beside **Keep lines together** lists the same readers.

How to style your answer lines

Video: How to style your answer lines (0:45)
Watch online: docs.lacuna.pub/use-the-editor/add-line-rows-to-book/#docs-clip-line-rows-style

1. Click the pencil on the lines' toolbar (**Edit line rows style**).
2. Set the lines on the **Lines** tab and click **Apply**.

Every block of lines on the same preset changes with it. The editor always draws plain gray lines: your style shows in the print preview, the e-reader preview and your exported files. In the e-reader preview, point at the lines and click **Edit** to open the same panel.

Lines tab	Sets
Row height	The room to write on each line, in em: 2 em is twice your text size. 2 em to start.
Thickness	How heavy each line is, 0.25 to 3 pt. 1 pt to start.
Line color	The lines' color. **Default** follows your book's Border color in print, and black when none is set.

How to use presets for answer lines

Every block of lines uses the **Default** preset until you choose another, so styling one styles them all. To give some lines a look of their own, such as closer, finer lines for a journal, put them on another preset.

Make a preset for answer lines

1. Open the **Preset** box on the lines' toolbar and choose **Create New Preset...**.
2. Give it a name and click **Create Group and Preset**. The lines now use it.

A new preset starts from Lacuna's standard lines (2 em rows, 1 pt thick, **Default** color), not from your Default. Click the pencil to style it. More on preset groups: Presets.

Choose a preset for answer lines

Video: Choose a preset for answer lines (0:20)
Watch online: docs.lacuna.pub/use-the-editor/add-line-rows-to-book/#docs-clip-line-rows-preset

1. Open the **Preset** box on the lines' toolbar.
2. Choose a preset. The lines take its look in print and in the previews.

How answer lines look in print and on e-readers

Where	Your reader sees
Print-ready PDF	Ruled lines at your preset's row height, thickness and color, ready to write on.
E-books	The same lines. Their rows grow with the reader's text size.
DOCX	Real ruled lines in Word, at your row height and thickness, so someone can type on them. They always fill the text width.

Readers can't write on an e-reader. To keep answer lines out of your e-book, put them in a print-only device-specific block.

Questions

Can I make a printable workbook in Lacuna?

Yes. Import your Word document, add answer lines wherever your readers write, and generate a print-ready PDF for KDP, IngramSpark or any printer.

Why don't my answer lines change in the editor?

The editor draws every block of lines the same plain way and shows only how many there are, their width and alignment. Your row height, thickness and color show in the previews and your exported files.

Can I open a book with answer lines in an older version of Lacuna?

No. Line rows need Lacuna 2.7.9 or newer. Lacuna 2.6.0 to 2.7.8 opens a section that has them blank, and saving it there loses that section's text.

Related

- Tables: a question and its lines side by side.
- Callout boxes and grids: lines inside a box or a cell.
- Presets: how preset groups work.
- Search elements: find every block of lines in your book (tick **Line Rows**).
- Keyboard shortcuts: change Ctrl/Cmd + Shift + R in Hotkeys.

How to Add Footnotes

docs.lacuna.pub/use-the-editor/add-footnotes-to-book/

A footnote is a note your reader finds at the bottom of the page, marked by a small raised number in your text. You add footnotes in the editor, and style how they print in Print Settings.

WHAT IT DOES	WHERE TO FIND IT
Puts a note at the foot of the page its number is on, under a short line.	Add one with the notes button in the editor toolbar. Style them in **Print Settings**, then **Footnotes**.
WORKS IN	**FOOTNOTE OR ENDNOTE?**
Print-ready PDF, EPUB and DOCX.	A footnote sits under the text of its page. An endnote waits at the end of a section or the back of your book. You can switch a note at any time.

How to add a footnote

Video: How to add a footnote (0:42)
Watch online: docs.lacuna.pub/use-the-editor/add-footnotes-to-book/#docs-clip-footnotes-add

1. **Click** in your text where the note's number should go.
2. **Open** the notes button in the editor toolbar and choose **Footnote**. You can also press Ctrl/Cmd + Shift + N.
3. **Type** your note in the window that opens.
4. **Click Add**.

The number appears in your text, in blue. Lacuna numbers your footnotes for you, starting at 1 in each section, and renumbers them when you add or remove one.

The window's toolbar formats the note's text (bold, italic, small caps and more) and adds a link. When you import your Word document, its footnotes come across as Lacuna footnotes.

How to change or remove a footnote

Video: How to change or remove a footnote (0:37)
Watch online: docs.lacuna.pub/use-the-editor/add-footnotes-to-book/#docs-clip-footnotes-change

1. **Click** the footnote's number in your text. The same window opens.
2. **Make** your change and click **Update**, or click **Remove** to delete the footnote.

In the window	To
Type	**Numbered**, or **Symbol** to mark the note with a symbol you choose: †, ‡, §, *, ¶ or ◊.
The arrow beside Footnote:	Turn the note into an endnote, or back.
Update	Save your changes.
Remove	Delete the footnote. The others renumber.

Edit a footnote from the preview

Video: Edit a footnote from the preview (0:27)
Watch online: docs.lacuna.pub/use-the-editor/add-footnotes-to-book/#docs-clip-footnotes-preview

In the e-reader previews, click a footnote's number: a pop-up shows the note. Click the pencil in the pop-up, and the footnote's window opens in the editor. Print preview has no pop-up.

How to style your footnotes in print

Video: How to style your footnotes in print (1:15)
Watch online: docs.lacuna.pub/use-the-editor/add-footnotes-to-book/#docs-clip-footnotes-style

1. **Click Print Settings** in the top bar.
2. **Choose Footnotes**, under **Notes**.
3. **Change** the settings, then click **Apply**.

3

The Footnotes panel opens beside your text, and the print preview shows each change. These settings style every footnote in your book.

Reset Numbering Per Section, at the top of the panel, starts your footnotes at 1 in each section. Turn it off to number them straight through your print book. It saves as soon as you click it.

Note Styling tab	Sets
Font	The note's font. **Inherit** uses your body text font.
Size	The note's text size, in points.
Color	The note's color. **Page Text Color** follows your page colors.
Justify Text	Lines each note up on both edges. Also in e-books.
Paragraph Breaks	Starts each paragraph of a note on a new line. Also in e-books, and for endnotes.
Line Spacing	The space between a note's lines.
Text Indent	How far each note's first line is indented.
Spacing Between Notes	The space between one note and the next.

Reference tab	Sets
Size	The size of the number in front of each note at the foot of the page. The raised number in your text sizes itself to the text around it.
Suffix	What follows that number: **. (Period)**, **) (Paren)** or **None**. Also in e-books.

Area tab	Sets
Style	The line above your footnotes: **Solid**, **Dashed** or **Dotted**.
Width	The line's thickness.
Above Line	The space between your text and the line.
Below Line	The space between the line and your first note.

How footnotes appear in print, e-books and Word

In your	Your footnotes
Print-ready PDF	Sit at the foot of the page their number is on, under the line.
EPUB	Open in a pop-up when your reader taps the number, on e-readers that show pop-ups. Others list a section's footnotes at its end.
DOCX	Are Word footnotes, at the foot of the page in Microsoft Word.

Questions

Should I use footnotes or endnotes?

Use footnotes for notes your reader should see on the same page, such as a source or a short aside. Use endnotes to keep the page clean and gather notes at the end of each section or the back of your book. You can switch any note later, with the arrow beside **Footnote:** in its window.

Can my footnote numbers run through the whole book?

Yes, in your print book. Turn off **Reset Numbering Per Section** in the Footnotes panel. The editor, your e-book and your Word document still start each section at 1.

Why do my footnotes show *, † or ‡ instead of numbers?

The section has endnotes too. Lacuna keeps them apart for your reader: endnotes keep the numbers, and footnotes take symbols in order (*, †, ‡, §, ‖, ¶). The footnote's **Type** stays locked while the section has an endnote.

Related

- How to Add Endnotes: notes at the end of a section or the back of your book.
- Search Elements: find every footnote in your book.
- Print preview: see your footnotes on the printed page.

How to Add Endnotes

docs.lacuna.pub/use-the-editor/add-endnotes-to-book/

Endnotes are notes your reader finds at the end of a chapter or at the back of your book, instead of at the bottom of the page. Each note leaves a small raised number in your text, and the reader can jump from the number to the note and back again.

WHAT IT DOES	WHERE TO FIND IT
Gathers your notes at the end of each chapter, at the back of your book, or both.	Add a note with the notes button in the editor toolbar. Style notes in **Edit Styles**, then **Endnote Settings**.
WORKS IN	**BEFORE YOU START**
EPUB, print-ready PDF and DOCX.	Choose where your endnotes print. Until you do, they do not appear in your book.

Add an endnote

Video: Add an endnote (0:39)
Watch online: docs.lacuna.pub/use-the-editor/add-endnotes-to-book/#docs-clip-endnotes-create

1. **Click** in your text where the note's raised number should go.
2. **Open** the notes button in the editor toolbar and choose **Endnote**. You can also press Ctrl/Cmd + Shift + M.
3. **Type** your note in the window that opens.
4. **Click Add**.

The note's number appears in your text. Lacuna numbers your notes for you and renumbers them whenever you add or remove one.

To change a note later, click its number in your text. The same window opens with your note in it.

Footnote or endnote?

The window has a small arrow beside **Endnote:**. Use it to turn the note into a footnote, or back again, at any time.

Choose where your endnotes print

Your endnotes can print in two places. Use whichever suits your book, or both.

	At the end of each chapter	At the back of your book
How	Turn on **Add Endnotes At End Of Section**	Add an **Endnotes** section
Your reader sees	Each chapter's notes right after that chapter	One list, grouped under each volume, book part and chapter

At the end of each chapter

Video: Print endnotes at the end of each chapter (0:55)
Watch online: docs.lacuna.pub/use-the-editor/add-endnotes-to-book/#docs-clip-endnotes-end-of-section

1. **Open Edit Styles**, then **Endnote Settings** (see Style your endnotes).
2. **Turn on Add Endnotes At End Of Section** at the top of the panel.
3. **Click** the new **End of Section** tab to set the heading and the separator.

Every chapter that has endnotes now ends with them. The **End of Section** tab appears only while this switch is on, and it holds:

- **Title Text.** The heading above each chapter's notes. It starts as *Notes*.
- **Subheading Preset (H2).** Which subheading style that heading uses. The pencil beside it opens the style so you can change it.
- **Separator Style.** What sits between the chapter's text and its notes: an **Ornamental Break** (the default) or a **Page Break**, which starts the notes on a fresh page.
- **Ornamental Break Preset.** Which ornamental break style the separator uses. The pencil beside it opens the style so you can change it.

The separator can use any ornamental break preset, including one you made. Here it uses *Floral*, a preset with a built-in image:

> **Video:** How to put a break before your endnotes (0:48)
> Watch online: docs.lacuna.pub/use-the-editor/add-endnotes-to-book/#docs-clip-breaks-endnotes

At the back of your book

> **Video:** Gather endnotes at the back of the book (1:03)
> Watch online: docs.lacuna.pub/use-the-editor/add-endnotes-to-book/#docs-clip-endnotes-back-of-book

1. **Click Add New Section(s)** at the bottom of the sidebar.
2. **Point to Back Matter**.
3. **Choose Endnotes**. The new section is added at the end of your book, and opens.

The new **Endnotes** section gathers every endnote that comes before it, in reading order. A heading for each volume, book part and chapter keeps the notes easy to find. The section's page sets how those headings look:

- **Book Volume Title Headers (H1).** The subheading style and alignment for each volume's heading, in box sets and anthologies made of volumes. Turn on **Hide book volumes** to leave them out.
- **Book Part Title Headers (H1).** The subheading style and alignment for your book part headings. Turn on **Hide book parts** to leave them out.
- **Section Title Headers (H2).** The subheading style and alignment for each chapter's heading.
- **Global Styling Settings.** Opens the Endnotes panel, which styles the notes themselves: their text and spacing (see Style your endnotes).

If your book has no Endnotes section yet, the Endnotes panel offers to add one at the end of your book: click **Yes**.

You can add more than one Endnotes section, for example one at the end of each volume. Each one gathers the notes that come after the Endnotes section before it.

Style your endnotes

Video: Open the Endnotes panel (0:17)
Watch online: docs.lacuna.pub/use-the-editor/add-endnotes-to-book/#docs-clip-endnotes-find

1. **Click Edit Styles** in the top bar.
2. **Choose Endnote Settings**, under **Notes**.

The Endnotes panel opens beside your text. **Global Styling Settings** on your Endnotes section's page opens the same panel.

The panel controls how every note looks. As with the rest of your book, you can save your choices as a preset and watch them change in the preview as you work. The panel's tabs:

- **Text.** The font, size and line spacing of your notes, and **Text Justification**.
- **Spacing.** The space around your notes and between one note and the next.
- **Backlinks.** The small return arrow ( ) that takes your reader from a note back to where they were reading. *EPUB only.*
- **End of Section.** The heading and separator for notes at the end of each chapter, described above.

Questions

I added endnotes, but they don't appear in my book.

Your notes need a place to print. Turn on **Add Endnotes At End Of Section**, or add an **Endnotes** section at the back of your book. Until you do one of these, your endnotes are not printed anywhere.

Why does each note appear twice?

Both places are turned on: **Add Endnotes At End Of Section**, and an **Endnotes** section. Each one prints every note. Keep the one you want and remove the other.

Why does every chapter start its notes at 1?

Endnote numbers start again in each chapter, the way most printed books number them. In an Endnotes section at the back of your book, each chapter's notes sit under that chapter's name, so a reader always knows which 1 they are looking at.

Why do some of my notes use * or † instead of numbers?

When a chapter has both footnotes and endnotes, Lacuna keeps them apart for your reader. Endnotes keep their numbers (1, 2, 3), and footnotes switch to the traditional symbols: asterisk (*), dagger (†), double dagger (‡), section mark (§), and onward.

Can I edit an endnote from the preview?

Yes, in the e-reader previews. Click the note's number in the preview, then the pencil in the popup, and Lacuna takes you to that note in the editor. This works the same way as footnotes. Print preview does not show the popup.

Related

- How to Add Footnotes: notes at the bottom of the page instead.
- Subheadings: the styles your endnote headings use.
- Ornamental Breaks: the decorative divider before each chapter's notes.

How to Show Content Only in Print or Only in Your E-Book

docs.lacuna.pub/use-the-editor/device-specific-blocks/

A device-specific block holds content that only one edition gets: your print book or your e-book. Use one when a few paragraphs differ inside a section, such as a buy link only your e-book readers can tap.

How to add a device-specific block

Video: How to add a device-specific block (0:38)
Watch online: docs.lacuna.pub/use-the-editor/device-specific-blocks/#docs-clip-dsb-add

1. Click in a paragraph, or select every paragraph the block should hold.
2. In the editor toolbar, open **Containers** and choose **Device-Specific Block**. Or press Ctrl/Cmd + Shift + D.

The paragraphs move into a block marked **PRINT ONLY**: every new block starts as print only. A block can hold anything: paragraphs, subheadings, pictures, tables, callout boxes. It always takes whole pieces, so clicking inside a table or a callout box puts the whole table or box in the block.

The block's toolbar sits along its foot:

At the block's foot	To
Device-specific blocks (the info icon)	What a device-specific block does, with a link to this page.
Device	Choose **Print only** or **E-Book only**.
Copy device-specific block	Copy the block with everything in it, to paste anywhere in your book.
Remove device-specific block (the trash)	Take the block away. Everything in it stays, and shows in every edition.

How to switch a block between print and e-book

Video: How to switch a block between print and e-book (0:26)
Watch online: docs.lacuna.pub/use-the-editor/device-specific-blocks/#docs-clip-dsb-switch

1. Click the **Device** list at the block's foot.
2. Choose **Print only** or **E-Book only**.

Choose	To show it in
Print only	Your print-ready PDF and your Word document (DOCX). The block is purple.
E-Book only	Your EPUB and your eBook PDF. The block is green.

To give each edition its own version of the same lines, put two blocks one after the other: one **Print only**, one **E-Book only**.

How to see device-specific blocks in the preview

Video: How to see device-specific blocks in the preview (0:28)
Watch online: docs.lacuna.pub/use-the-editor/device-specific-blocks/#docs-clip-dsb-preview

The editor shows every block, so you can format them all. Your e-book preview and print preview show what each edition gets:

Where	Shows
The editor	Every block, for both devices.
The e-reader previews and your EPUB	**E-Book only** blocks.
eBook PDF Preview and your eBook PDF	**E-Book only** blocks.
Print - Single Section (Fast), Print - Whole Book (Slower) and your print-ready PDF	**Print only** blocks.
Your Word document (DOCX)	**Print only** blocks. Word follows print.

How to find device-specific blocks

Video: How to find device-specific blocks (0:48)
Watch online: docs.lacuna.pub/use-the-editor/device-specific-blocks/#docs-clip-dsb-find

1. Click **Elements** at the top of the sidebar, then **Select Element Types**.
2. Tick **Device Specific Blocks**. Every block in your book is listed by section, as **Print-Only Block** or **Ebook-Only Block**.
3. Click one to go to it.

Tick other kinds as well, such as **Subheadings** or **Images**, and anything inside a block shows a mark beside it:

Mark	Means
Phone	It is inside an **E-Book only** block.
Open book	It is inside a **Print only** block.

More on the Elements tab: how to find elements in your book.

How to remove a device-specific block

1. Click **Remove device-specific block** (the trash) at the block's foot.

The block goes and everything in it stays, now in every edition. Or click inside the block and choose **Containers** › **Device-Specific Block** again, or press Ctrl/Cmd + Shift + D.

Device-specific blocks or device-specific sections

- **Use a block** when a few paragraphs inside a section differ.
- **Use a section** when a whole section differs, such as a copyright page with its own ISBN. Right-click the section in the sidebar and choose **Set Device Type**. See device-specific sections and how to make one copyright page for your e-book and another for print.

You can use both in the same book.

Questions

Why is Device-Specific Block greyed out?

Either the section is set to **Ebook**, **Print** or **Hidden**, so all of it already goes to one device (or none), or your cursor is inside a table, list, callout box, grid or columns, where a block can't go. Point at the greyed item to see which. For the section, right-click it in the sidebar and choose **Set Device Type** › **Any**.

Why is my device-specific block red?

It disagrees with its section: a **Print only** block in a section set to **Ebook**, or an **E-Book only** block in a section set to **Print**. It shows in neither edition. Switch the block's device, remove the block (its content stays), or set the section to **Any**.

Related

- Device-specific sections: a whole section for the e-book only or print only.
- Copyright page: one copyright page for your e-book and another for print.
- Search elements: find every block in your book.
- Preview your e-book and preview print: see what each edition gets.
- Keyboard shortcuts: change Ctrl/Cmd + Shift + D in Hotkeys.

How to Add an Index to Your Book

docs.lacuna.pub/book-index/add-index-to-book/

An index lists the topics of your book and where each one appears. You mark the words in your text, and the Index section builds the list for you: page numbers in print, links in the e-book.

How the index works

You build your index in the **Index** panel, which opens on the right while you work in your text.

In the Index panel	Means
Topic	A heading in your index: a name, a place, a subject.
Reference	A place in your text filed under a topic. It prints as a page number. In your text, its words get a green dashed underline.
Mention	Words that match a topic but aren't filed under it yet. They get an amber underline.

The underlines show only while the Index panel is open, so your text reads clean the rest of the time. To keep them on, open **Index options** (the settings button beside **Add topics**) and turn on **Show index helpers at all times**.

Topics and references belong to your whole book. How the index looks in print is set on the Index section's settings page.

Where to find the Index panel

Open it from	How
The side menu	Click **Open Index**, the icon after the editor font settings in the strip down the right side.
The Edit menu	Choose **Index…**.
The keyboard	Press Ctrl/Cmd + Shift + X with nothing selected.
The Command Palette	Press Ctrl/Cmd + P and type **Index**.
Selected words	Open **More actions** and choose **Add to Index**. This also indexes the words.
The Index section	Click **Open Index panel** at the top of its settings page.

How to mark words for your index

Video: How to mark words for your index (0:56)
Watch online: docs.lacuna.pub/book-index/add-index-to-book/#docs-clip-index-mark

1. Select the words: a name, a place, a term.
2. Press Ctrl/Cmd + Shift + X, or open **More actions** above the words and choose **Add to Index**. While the Index panel is open, the menu over your words also has an **Index** button.
3. In the box that opens, file a name under the surname, add every other place your book uses the words, or click **Done**.

In the box	To
Indexed as	Shows the topic the words went under: one whose name or other spellings match, or a new topic named after them.
File as	File a name under the surname: **Darby Graham** becomes **Graham, Darby**. Your text's words still match it.
Add all N more	File every other place your book uses those words under the same topic.
Change	Pick another topic, or type a name to make one.
Done	Close the box.

While the Index panel is open, click an indexed word to see its topics.

On an indexed word	To
The star	Make this reference the topic's main discussion: its page number prints in bold.
The arrow	Open the topic's page in the Index panel.
The ×	Remove this reference. The words stay in your text.
Also file under…	File the same words under a second topic too.

Words in a caption, a footnote or an endnote are indexed in their own window: select them there and click **Index**, or press Ctrl/Cmd + Shift + X.

How to index or skip a mention

A mention is a place where a topic's words appear without a reference yet. Click one to decide.

Video: How to index or skip a mention (0:48)
Watch online: docs.lacuna.pub/book-index/add-index-to-book/#docs-clip-index-mentions

1. Click a word with an amber underline. A box names the topic it mentions.
2. Click **Index** to file it under that topic, or **Not a mention** when the words mean something else there.

Not a mention sets the words aside for good: Lacuna never offers them again.

How to review every mention at once

Video: How to review every mention at once (0:39)
Watch online: docs.lacuna.pub/book-index/add-index-to-book/#docs-clip-index-review

1. In the Index panel, find **Needs attention** at the top and click **Review** beside **N mentions are not indexed yet**.
2. Look through the list: every mention, under its topic, checked. Click a row to see it in your text.
3. Uncheck any you want to skip, or click **Not a mention** on one that means something else.
4. Click **Index all N**.

Unchecked mentions are skipped until you reopen the book or change their paragraph.

How to add the Index section

Your index prints where your Index section is. Until you add one, Needs attention asks.

Video: How to add the Index section (0:31)
Watch online: docs.lacuna.pub/book-index/add-index-to-book/#docs-clip-index-section-add

1. Open the Index panel and find **Needs attention** at the top.
2. Click **Yes** beside **You do not have an index section**. Or click **Add New Section(s)** at the bottom of the sidebar and choose **Back Matter** › **Index**.

The Index section goes at the end of your book and opens on its settings page.

The Index section has no text to type: Lacuna builds its list from your references every time you preview or export. An Index outside every volume lists your whole book. To give each volume of a box set its own, see index one volume.

How your index looks in print, e-books and Word

In your print-ready PDF, each topic prints with its page numbers. E-books have no fixed pages, so each reference is a numbered link (1, 2, 3) that jumps to its place. In Word, it is Word's own index, which adds the page numbers when Word updates it. More on each, and every setting: Style Your Index.

Questions

How do I add an index to my book?

Add an Index section, then mark your topics: select the words and press Ctrl/Cmd + Shift + X. The list builds itself, with page numbers in your print-ready PDF and links in your EPUB.

Why are words in my text underlined in amber?

They match a topic in your index but aren't filed under it yet. Click one to index it or set it aside, or review them all. Green dashed words are already indexed.

Why does my index have no page numbers in the preview?

You're in **Print - Single Section (Fast)**, which lays out one section at a time. Choose **Print - Whole Book (Slower)** to see them. Your print-ready PDF always has them.

Can I type my index by hand?

No. The Index section has no text of its own: it prints the list Lacuna builds from the words you mark.

Related

- Manage Index Topics: rename, other spellings, subentries, See and See also, merge and delete.
- Add Index Topics in Bulk: paste a list, index by style, import a topic list.
- Style Your Index: columns, letter headings, page numbers and ranges.
- Preview print: see your index with its page numbers.

How to Manage Index Topics

docs.lacuna.pub/book-index/manage-index-topics/

Every topic in your index has its own page in the Index panel. Open it to rename the topic, add the other words your text uses for it, indent it under another topic, send readers elsewhere, merge it or delete it.

Every change applies at once, as a step Ctrl/Cmd + Shift + Z undoes. There is no Apply. To open the panel, see where to find the Index panel.

How to find a topic

The panel lists every topic in the order your index prints them, under letter bars, with **N topics · N references** at the top.

In the list	To
Search topics…	Find a topic by its name or its other spellings.
Needs attention	What to fix, each with its button (see what Needs attention means).
The chips on a row	Where the topic's references are, one chip per section. Click one to go there; click again for the next.
N not indexed	The topic has that many mentions not filed yet.
The trash can	Delete the topic (point at its row to see it).
A topic's name	Open its page.

How to edit an index topic

Video: How to edit an index topic (0:56)
Watch online: docs.lacuna.pub/book-index/manage-index-topics/#docs-clip-index-topic-edit

1. Click the topic in the list. Its page opens.
2. Change what you need. Each change applies as you make it.

On a topic's page	To
Back to topics, the arrows	Go back to the list, or to the topic before or after this one.
Topic name	Rename it. The old name stays as another spelling, so its references still match.
Sort as	File it under another letter: **The Hobbit** sorted as **Hobbit**. Leave it empty to sort by the name.
Also matches	Other words your text uses for the topic: a nickname, a short form. Plurals ending in s or es are found without one.
Match case exactly	Match only as capitalized: **Turkey** but not **turkey**.
See also	Send readers to another topic.
Subentry of	Indent it under another topic.
References	Every place filed under the topic, by section. Click one to go there, star the main discussion, or × to remove one.
Merge into	Fold this topic into another.
Delete topic and N references	Delete the topic and its references at once (undo brings them back).

When you add another spelling, Lacuna counts where your book uses it and offers **Index N mentions** to file them all. **Also list** ("Abe Lincoln. See Lincoln, Abraham") prints the spelling as its own entry that sends readers to this topic.

The star on a reference marks the topic's main discussion: the place readers should turn to first. With **Bold the main discussion** on (it is to start), its page number prints in bold. Star it on the topic's page, or click the indexed word in your text and click its star.

How to make a topic a subentry

A subentry sits indented under its main topic: **wild** under **cats**.

1. Open the topic's page.
2. Under **Subentry of**, pick the main topic, or type a new name to make one.

Topics nest up to three levels. Click the × beside **Subentry of** to make it a main topic again. To file many at once, type `cats > wild` in Add topics.

How to add See and See also cross-references

Video: How to add See and See also cross-references (0:41)
Watch online: docs.lacuna.pub/book-index/manage-index-topics/#docs-clip-index-cross-ref

1. Open the topic's page and click **Add a See or See also**. A new line appears, set to **Automatic** and your first topic.
2. Choose the kind.
3. Choose the topic to send readers to. Only topics already in your index are offered.

Kind	Prints
Automatic	**See** while this topic has no references of its own, **See also** once it has. New cross-references start here.
See	Sends readers to the topic that holds the page numbers: *Honest Abe. See Lincoln, Abraham.*
See also	Adds a related topic after this one's page numbers.
Custom	Your own words in place of See, such as **See under**.

The **Renders** line under them shows how the entry reads, with sample page numbers. Click the × at the end of a line to remove it.

How to merge two index topics

Merge two topics that mean the same thing: **Harris** and **Harris, Betty**.

Video: How to merge two index topics (0:53)
Watch online: docs.lacuna.pub/book-index/manage-index-topics/#docs-clip-index-merge

1. Open the topic whose name should go.

2. Under **Merge into**, pick the topic that keeps its name.
3. Read what will happen and click **Merge**.

Its references move to the other topic, and its name stays there as another spelling. When Lacuna spots two topics that look alike, Needs attention offers **Merge** for them too.

How to delete index topics

Deleting a topic also removes its references from your text. The words themselves stay.

To delete	Do this
One topic, from the list	Point at its row, click the trash can, then **Delete topic**.
One topic, from its page	Click **Delete topic and N references** at the bottom.
Every topic	Open **Index options** (the settings button beside **Add topics**), choose **Delete all topics…**, then **Delete all topics**.

Press Ctrl/Cmd + Shift + Z to bring a topic and its references back.

What Needs attention means

The box at the top of the topic list shows what to fix, each row with its button. It hides when there is nothing left.

When it says	Then
You do not have an index section…	**Yes** adds one at the end of your book (the Index section). **No** puts the question away.
N mentions are not indexed yet	**Review** lists them all.
“A” looks like the same topic as “B”	**Merge** folds the first into the second.
“X” has no references	**Delete topic**, or find its mentions with another spelling first.
“X” is filed under “T”, but its words no longer name it	You changed the words. File them under the topic they name now, keep them as another spelling, make a topic of them, or remove the reference. **Show where** lists the places.

Questions

Why does Needs attention say my topic has no references?

The topic is in your index, but no place in your text is filed under it, so it would print with no page numbers. Its words may be spelled differently in your book: add that spelling under **Also matches**, then **Index N mentions**. Delete it only if your book never mentions it.

Can I undo deleting a topic?

Yes. Press Ctrl/Cmd + Shift + Z: the topic and every reference come back, in one step.

Related

- Add an Index: mark words, mentions, Review and the Index section.
- Add Index Topics in Bulk: paste a list with subentries and cross-references.
- Style Your Index: how subentries and cross-references print.

How to Add Index Topics in Bulk

docs.lacuna.pub/book-index/add-index-topics-in-bulk/

You don’t have to mark topics one by one. Paste a list of topics, pick up every term set in one style, or import a list from another book, and Lacuna files every mention in one step.

Each way shows you first how often your book mentions each topic, and nothing is indexed until you click. Ctrl/Cmd + Shift + Z undoes the whole step.

How to paste a list of index topics

Video: How to paste a list of index topics (0:56)
Watch online: docs.lacuna.pub/book-index/add-index-topics-in-bulk/#docs-clip-index-paste-list

1. In the Index panel, click **Add topics**.
2. Type or paste one topic per line. Lacuna counts each one’s mentions as you go.
3. Check the topics to add. Topics your book mentions start checked. Click **File as** on a name to file it under the surname.
4. Click **Index N mentions**.

A topic your book already has is marked **(already a topic)**, and its new mentions are filed too.

Shortcuts in a topic list

Click a shortcut under the box to add its symbol where you are typing, or point at it to see what it does. Every one is optional.

Type	To
cats > wild	File **wild** as a subentry of **cats** (**Subentry**). Up to three levels.
Lincoln, Abraham | Abe Lincoln	Also find **Abe Lincoln** in your text (**Also matches**).
The Hobbit ~ Hobbit	Sort it under H (**Sort as**).
Turkey !	Find **Turkey** but not **turkey** (**Match case**).
Honest Abe -> Lincoln, Abraham	Send readers to the other topic (**See**).
copyright ->+ permissions	Add a related topic (**See also**). One per line: repeat the topic on another line for more.
# Places	A note to yourself. Lines that start with # are skipped, and so are blank lines.

How to index every word set in one style

For books whose important terms are already set apart: species names in italics, key terms in bold.

Video: How to index every word set in one style (0:45)
Watch online: docs.lacuna.pub/book-index/add-index-topics-in-bulk/#docs-clip-index-by-style

1. Click **Add topics**, then **Add by style...** at the bottom.
2. Under **Style to look for**, choose **Italic**, **Bold**, **Small caps**, **Underline** or **Handwriting**. Every word or phrase in that style is listed, with how many times it appears.
3. Uncheck any that aren't topics. To file them all as subentries of one topic, pick it under **Under topic**.
4. Click **Index N runs** (a run is one place set in the style).

How to import a topic list

A topic list is a plain text file, one topic per line, with the same shortcuts. Export one from a book to use its topics in another, such as the next book in a series.

Video: How to import a topic list (0:57)
Watch online: docs.lacuna.pub/book-index/add-index-topics-in-bulk/#docs-clip-index-import

1. In the Index panel, open **Index options** (the settings button beside **Add topics**) and choose **Import topics…**.
2. Pick the `.txt` file. Lacuna lists its topics and counts their mentions.
3. Check the topics to keep, and add your book's spelling to any that are not found.
4. Click **Index N mentions**.

In the import review	To
A checked topic	Found in your text, or already in your book. Its count is how often your book mentions it.
Not found in the text	Topics your book never mentions in those words. Unchecked to start.
Add a spelling	Type the words your book uses (a middle initial, a nickname) and click **Add**. The topic is counted again and kept as another spelling.
See …	A topic that only sends readers elsewhere. It brings that topic with it.
Add without indexing	Add the checked topics and leave their mentions for Review.
Index N mentions	Add the checked topics and file every mention, in one step you can undo.

Importing never removes a topic. Nothing is added until you click: closing the panel first asks whether to import or **Discard import**.

To export your topics, open **Index options** and choose **Export topics…**. Lacuna saves them as `index-topics.txt`. A topic list holds the topics, their other spellings and cross-references, not where they appear in your text.

Questions

Why are some of my topics unchecked?

Your book never mentions them in those words, so indexing them would add topics with no page numbers. Check one to add it anyway, or add the spelling your book uses.

What does “Not found in the text” mean?

Your book doesn’t use those words. A name in a book often carries a middle name or initial a list leaves out: click **Add a spelling** and type it the way your book does.

Related

- Add an Index: mark words one at a time, and review mentions.
- Manage Index Topics: edit, merge and delete the topics you added.

How to Style Your Book's Index

docs.lacuna.pub/book-index/style-your-index/

How your index looks is set on its Index section's settings page. Every change applies at once, in your print-ready PDF, your e-book and your Word document.

The topics themselves are in the Index panel: see Add an Index.

How to open your index settings

Video: How to open your index settings (1:08)
Watch online: docs.lacuna.pub/book-index/style-your-index/#docs-clip-index-style

1. Click your **Index** section in the sidebar. No Index section yet? Add one.
2. Change the settings you want. There is no Apply.

Open Index panel at the top takes you to your topics.

Columns

Setting	Does
Print columns	1, 2 or 3 columns in print. 2 to start. E-books always use one.
Columns Preset	The columns preset that sets the gap and any line between them.

Topics

Setting	Does
Topic Preset (List)	A list preset for the topics' text, or **None (plain list)**.
Subentries	**On own lines** stacks each subentry under its topic. **Run together** strings them after it, to save space.
Subentry indent, Sub-subentry indent	How far each level sits in, in em. 1.5 em to start. Shown with **On own lines**.

Letter headings

Setting	Does
Show letter headings	An A, B, C heading over each letter's topics. On to start.
Include empty letters	A heading for letters that have no topics too.
Heading Preset (H2)	The subheading preset the letters use.
Alignment	Left, center or right.

Page numbers

Setting	Does
Bold the main discussion	Print the starred reference's page number in bold. On to start.
Italic for figures and tables	Print page numbers of words in a caption or a table in italics.
Key text	The line at the top of the index that explains bold and italics. Leave it empty for the wording shown in the box.
Link page numbers in the ebook PDF	Make each page number in your eBook PDF a link to its page. Print never links.

The main discussion is the reference you star on the topic's page or on the indexed word.

Page ranges

Setting	Does
Join consecutive pages	Print 46, 47, 48 as 46–48. On to start.
Shortest range	The fewest pages in a row that join. 3 to start.
Shorten ranges	**Chicago** prints 321–28. **Full** prints 321–328.

Only body text joins into ranges: page numbers of captions, tables and notes stay on their own, and a range never runs from roman to arabic numbers.

Sorting

Under **Alphabetize**, choose how topics that start with the same letters are ordered.

Choose	To sort
Word by word	**New Deal** before **newborn**. Used to start.
Letter by letter	**newborn** before **New Deal**: spaces are ignored.

Punctuation

Leave a box empty for the usual mark, shown in it.

Box	Holds
Before the first page number	A comma and a space to start.
Between page numbers	A comma and a space to start. E-books keep their links a space apart unless you set one.
Before See and See also	A period and a space to start.
Between run-in subentries	A semicolon and a space to start.

How your index looks in print and on e-readers

Video: How your index looks in print and on e-readers (0:29)
Watch online: docs.lacuna.pub/book-index/style-your-index/#docs-clip-index-print

In	Your index shows
Print-ready PDF	Every topic with its page numbers, in columns, under letter headings. Nothing is a link, so the file is ready for KDP, IngramSpark or any printer.
eBook PDF	The same page numbers, each a link to its page (unless you turn **Link page numbers in the ebook PDF** off).
E-books (EPUB)	Numbered links (1, 2, 3) instead of page numbers, because e-books have no fixed pages. Each one jumps to its place. Always one column.
Word (DOCX)	Word's own index: the list without numbers until Word updates the field, which adds them.
Print - Single Section (Fast)	The topics without page numbers. Choose **Print - Whole Book (Slower)** to see them.

To see the page numbers in the preview, choose **Print - Whole Book (Slower)** in the device list (Preview print).

How to index one volume

In a box set, an Index section inside a volume lists only the references in that volume. An Index outside every volume lists the whole book.

1. Add an Index section.
2. Drag it into the volume in the sidebar, after the volume's last section.

Each volume can have its own Index, each with its own settings.

Questions

How do I format the index?

Click your Index section in the sidebar and change its settings: columns, letter headings, bold page numbers, ranges, sorting and punctuation. Your print-ready PDF, e-book and Word document all follow them (columns are for print only).

Is my index safe for KDP?

Yes. Your print-ready PDF never links its index's page numbers, so it is ready for KDP, IngramSpark or any print-on-demand service. Only the eBook PDF has links.

Why is my e-book index in one column?

E-readers reflow their pages, and columns scroll poorly there. **Print columns** sets print only.

Related

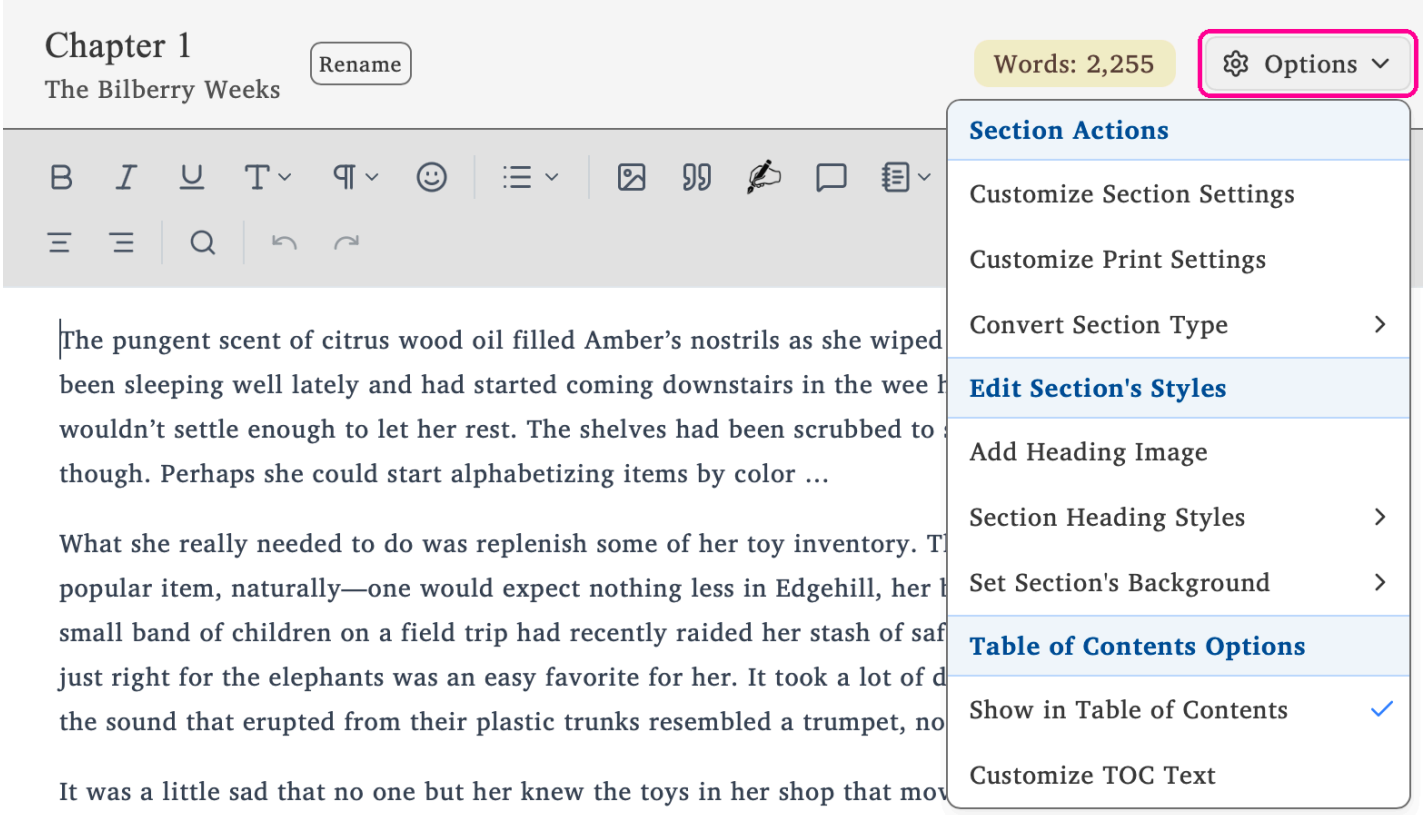
- Add an Index: mark topics and add the Index section.
- Manage Index Topics: subentries, See and See also, the main discussion.
- Lists, subheadings and columns: the presets the index uses.
- Export your print-ready PDF, EPUB and DOCX.

How to Change a Section’s Options

docs.lacuna.pub/book-design/section-options-menu/

Every section has an **Options** menu, at the top right above your text. To change just that section, start here. To change the whole book, use **Edit Styles** and **Print Settings** in the header bar.

What’s in the Options menu



Item	What it changes in this section
Customize Section Settings	Indents, **Drop Cap** and **First Line Style**, and whether the title, subtitle and heading image show.
Customize Print Settings	In print: **Start Page Side**, headers, footers and page numbers, hiding the title, widows and orphans, and its own body font.
Convert Section Type	What kind of section it is. See section types.
Add Heading Image	An image with this section's title. See heading images.
Section Heading Styles	Which preset styles its **Heading Title**, **Heading Subtitle** and **Heading Spacing**.
Set Section's Background	A heading background image, and in print, page colors and page backgrounds.
Show in Table of Contents	Whether it is listed. **Customize TOC Text** changes the words it's listed as. See table of contents.

A Table of Contents section also has **Edit TOC Styles**. Some items don't show on some sections: a title page has no heading image, for example.

Heading styles use presets

Choosing a preset in **Section Heading Styles** changes only this section. Editing a preset changes every section that uses it. See presets.

How to turn off the drop cap in your section

Video: How to turn off the drop cap in your section (0:32)
Watch online: docs.lacuna.pub/book-design/section-options-menu/#docs-clip-options-drop-cap

1. Open the section, then **Options** › **Customize Section Settings**.
2. Set **Drop Cap** to **Disabled** and click **Apply**.

How to add or remove indentation in your section

Only chapters are indented by default. A prologue, epilogue or any other section starts with block paragraphs.

Video: How to add or remove indentation in your section (0:37)
Watch online: docs.lacuna.pub/book-design/section-options-menu/#docs-clip-options-indentation

1. Open the section, then **Options** › **Customize Section Settings**.
2. Set **Indent All Paragraphs** to **Enabled** (or **Disabled** to remove indents) and click **Apply**.

How to start your section on the right-hand page in print

Video: How to start your section on the right-hand page in print (0:41)
Watch online: docs.lacuna.pub/book-design/section-options-menu/#docs-clip-options-start-right

1. Open the section, then **Options** › **Customize Print Settings**.
2. On **Page Start**, set **Start Page Side** to **Recto (Right-hand page)** and click **Apply**.

How to copy your section’s changes to other sections

Video: How to copy your section’s changes to other sections (0:49)
Watch online: docs.lacuna.pub/book-design/section-options-menu/#docs-clip-options-apply-others

1. In **Customize Section Settings** or **Customize Print Settings**, click **Apply to Other Sections**.
2. Click **Changed** to pick what you changed, tick the sections, and click **Apply**.

How to go back to the book's settings

Set an item back to **Default**, or click **Reset to Defaults** at the foot of the panel, then **Apply**. Images come off with **Remove Image**.

Questions

How do I start some chapters on the right-hand page but not all?

Open each chapter's **Options** › **Customize Print Settings** and set **Start Page Side**, or set one and use **Apply to Other Sections**.

How do I remove the big first letter of a chapter?

For one section: **Options** › **Customize Section Settings** › **Drop Cap** › **Disabled**. For every section: drop caps in **Edit Styles**.

Why doesn't my prologue have indents?

Only chapters are indented by default. Set the prologue's **Indent All Paragraphs** to **Enabled**, as above.

Where do I edit headers and footers?

For the whole book, in **Print Settings**. For one section, in **Options** › **Customize Print Settings** › **Headers & Footers**.

How do I add a different picture to each chapter?

Open each chapter's **Options** › **Add Heading Image**. See heading images.

I changed a chapter's title style and every chapter changed. Why?

They share a preset. Make a new preset for that chapter instead. See presets.

How do I make a section e-book only or print only?

Right-click the section in the sidebar and choose **Set Device Type**. See device-specific sections.

Related

- Section types: what each kind of section is.
- Per-section print settings: every print setting one section can have.
- Presets: give some sections a look of their own.

How to Change One Section’s Style Settings

docs.lacuna.pub/book-design/section-style-settings/

Section Settings is the panel behind **Customize Section Settings** in a section’s Options menu. It changes one section’s indents, first paragraph, drop cap and heading parts, and leaves the rest of your book on the settings in **Edit Styles**.

Every setting starts on **Default**, which follows the section’s type. Change one and the section keeps it until you set it back.

What’s in Section Settings

Video: What’s in Section Settings (1:00)
Watch online: docs.lacuna.pub/book-design/section-style-settings/#docs-clip-section-style-panel

The **Text** tab holds the indents and the first paragraph. Each setting overrides one book-wide setting for this section only:

Setting	Choose	Instead of
Indent All Paragraphs	**Default** (chapter types indent, other section types don't), **Enabled** or **Disabled**. It also decides which paragraph spacing applies.	**Edit Styles** › **Indentation**
Spacing From Left Edge	0 to 100 px. Moves whole elements in from the left, every line and not just the first.	Nothing: only a section has it. See how to indent a whole section's elements.
Applies To	Which kinds move: **All elements**, or tick the kinds, from paragraphs and images to each subheading level.	Nothing: only a section has it.
Indent First Paragraph	**Default**, **Enabled** (indent it like the rest) or **Disabled** (start it at the margin).	**Remove Indentation of First Paragraph** in **Edit Styles** › **Indentation**
Drop Cap	**Default** (chapter types have one), **Enabled** or **Disabled**. **Enabled** needs **Enable Drop Caps** on in **Edit Styles** › **Drop Caps**.	**Enable Drop Caps** in **Edit Styles** › **Drop Caps**
First Line Style	**Default** (chapter types get it), **Enabled** (your book's first-line look), **Disabled** or **Small Caps**.	**Edit Styles** › **First Line Styling**

The **Display** tab says which parts of the section's heading show:

Switch	Shows
Show Title in Header	The section's title at the top of its first page. On a numbered chapter type, its prefix and number.
Show Subtitle in Header	Its subtitle.
Show Image in Header	Its heading image.

Title Page, Full Page Image, Copyright, Dedication and Introduction start with the title and subtitle off, as in most printed books. Every other section type starts with all three on.

A blue asterisk marks each setting, and each tab, this section sets differently from your book. The **Options** button turns blue too, and **Customize Section Settings** gets a blue dot.

How to indent the first paragraph in one section

A section's first paragraph starts at the margin, so a drop cap or small caps sit flush. To indent it like the rest in one section:

Video: How to indent the first paragraph in one section (0:40)
Watch online: docs.lacuna.pub/book-design/section-style-settings/#docs-clip-section-style-first-paragraph

1. Open the section, then **Options** › **Customize Section Settings**.
2. Under **First Paragraph**, set **Indent First Paragraph** to **Enabled** and click **Apply**.

Choose **Disabled** to keep it at the margin in a section where your book indents it. For the whole book, turn off **Remove Indentation of First Paragraph** in Indentation.

How to go back to the book's settings

To put one setting back, choose **Default** and click **Apply**. To put every setting in the panel back at once:

Video: How to go back to the book's settings (0:43)
Watch online: docs.lacuna.pub/book-design/section-style-settings/#docs-clip-section-style-reset

1. At the foot of the panel, click **Reset to Defaults**.
2. Click **Reset settings**, then **Apply**.

Reset to Defaults is greyed out until the section changes something. It clears both tabs, and leaves the section's heading presets and heading image alone. Changed your mind? Use the history buttons at the foot of the panel.

How to copy a section's settings to other sections

Click **Apply to Other Sections** at the foot of the panel, choose the settings, tick the sections and click **Apply**. Watch it in how to copy your section's changes.

Three settings go by other names in that window:

In the panel	In the window
Indent All Paragraphs	**Paragraph Indentation**
Indent First Paragraph	**First Paragraph Indentation**
Spacing From Left Edge and Applies To	**Element Indentation**, both together

Section types with fewer settings

Section type	In Section Settings
Title Page, Full Page Image	No **Customize Section Settings** in the **Options** menu.
Copyright	The **Display** tab only.
Table of Contents	The **Display** tab only, without **Show Image in Header**.

Where each setting has its own page

- Indentation: **Indent All Paragraphs**, **Element Indentation** and the book's indent size.
- First paragraph styling: **First Line Style**.
- Drop caps: **Drop Cap**.
- Section headings: the **Display** switches.
- Section print settings: the section's page start, headers and footers, and body font, in **Customize Print Settings**.

Questions

Why aren't my paragraphs indented?

Only chapter types indent by default. For a prologue, epilogue or any other section type, set **Indent All Paragraphs** to **Enabled**, and check that **Disable All Indentation** is off in **Edit Styles** › **Indentation**.

How do I indent the first line of the first paragraph?

For one section, set **Indent First Paragraph** to **Enabled**, as in how to indent the first paragraph in one section. For every section, turn off **Remove Indentation of First Paragraph** in Indentation.

How do I remove the big first letter of a chapter?

Set **Drop Cap** to **Disabled** and click **Apply**. For every section, turn off **Enable Drop Caps** in Edit Styles › Drop Caps.

Does Show Title in Header put the title in the running header?

No. It shows the title at the top of the section's first page. The running header is set in **Print Settings** › Headers & Footers.

Related

- Section options: everything in a section's **Options** menu.
- Section print settings: one section's print-only settings.
- Edit Styles menu: the book-wide settings these override.
- Presets: give some sections a heading look of their own.

How to Change One Section's Print Settings

docs.lacuna.pub/book-design/section-print-settings/

Every section can print differently from the rest of your book: start on a right-hand page, print without headers and footers, hide its title, or use its own font. Open the section, click **Options** at the top right and choose **Customize Print Settings**.

These settings change your print-ready PDF. Your EPUB keeps the book-wide look.

How to open a section's print settings

Video: How to open a section's print settings (0:39)
Watch online: docs.lacuna.pub/book-design/section-print-settings/#docs-clip-section-print-open

1. Open the section, click **Options** at the top right and choose **Customize Print Settings**.
2. Open a tab, change a setting, and click **Apply**.

Tab	What it changes
Page Start	The side it starts on, and white-on-black colors for its first page.
Headers & Footers	Its header and footer presets, hiding them on its first page or every page, its page numbers and borders.
Content	Hiding its title, subtitle or heading image in print, and its own widows and orphans.
Typography	Its own body font, weight, size and line spacing.

A blue asterisk on a tab or a row marks a setting this section sets differently from your book. Under the panel's title, **Section:** names the section it belongs to.

How to start your section on the right-hand page in print

Video: How to start your section on the right-hand page in print (0:41)
Watch online: docs.lacuna.pub/book-design/section-print-settings/#docs-clip-options-start-right

1. Open **Options** › **Customize Print Settings**. The panel opens on **Page Start**.
2. Set **Start Page Side** and click **Apply**.

Choose	To
Default	Follow your book: see how to start chapters on a right-hand page.
Recto (Right-hand page)	Start on a right-hand page. Lacuna adds a blank page before it when it needs one.
Verso (Left-hand page)	Start on a left-hand page, the same way.

To start every chapter type on a right-hand page, use Chapter Type Options instead. A section's own **Start Page Side** comes first.

How to print your section's first page in white on black

Video: How to print your section's first page in white on black (0:46)
Watch online: docs.lacuna.pub/book-design/section-print-settings/#docs-clip-section-print-invert

1. On **Page Start**, turn on **Invert First Page Colors**.
2. Click **Apply**.

Only the section's first page changes. For other colors, or for every page of the section, use print page colors.

How to hide headers and footers on every page of your section

The first page of every section hides its headers and footers unless you change it. To hide them on the rest of its pages too:

Video: How to hide headers and footers on every page of your section (0:59)
Watch online: docs.lacuna.pub/book-design/section-print-settings/#docs-clip-section-print-headers-off

1. Open the **Headers & Footers** tab.

2 Under **All Headers & Footers**, turn on **Disable on All Pages** and click **Apply**.

Page numbers and borders go with them, so their rows leave the tab.

Setting	What it does
First Page	Under **Page Layout Preset**: the header and footer preset for its first page. That page shows it only when it shows headers, footers or page numbers.
Other Pages	The preset for the rest of its pages.
Disable on First Page	Under **All Headers & Footers**: hides them on its first page. On when you start.
Disable on All Pages	Hides them on every page of it, page numbers and borders included.
Show on First Page	Under **Page Numbers**: prints the page number on its first page while the rest of its header and footer stays hidden.
Show on All Pages	Prints the page number on every page of it, even where headers and footers are hidden.
Disable on First Page / Disable on All Pages	Under **Borders**: hides the header and footer lines on its first page, or on every page.

To give the section a different header and footer layout, choose a preset for **First Page** or **Other Pages**: see how to give one section different headers and footers.

How to change page numbers for one section

Video: How to change page numbers for one section (0:52)
Watch online: docs.lacuna.pub/book-design/section-print-settings/#docs-clip-numbering-one-section

1 On **Headers & Footers**, under **Page Numbers**, turn on **Show on First Page** or **Show on All Pages**.

2 Click **Apply**.

Show on First Page prints the number on the section's first page while the rest of its header and footer stays hidden. **Show on All Pages** prints it on every page, even where headers and footers are hidden. Where page 1 falls, and Roman numerals, are set for the whole book in page numbering.

How to hide your section’s title in print

Video: How to hide your section’s title in print (0:55)
Watch online: docs.lacuna.pub/book-design/section-print-settings/#docs-clip-section-print-hide-title

1. Open the **Content** tab.
2. Under **Heading Suppression**, turn on **Hide Title**, **Hide Subtitle** or **Hide Image**, and click **Apply**.

Setting	What it does
Hide Title	Under **Heading Suppression**: prints the section without its title.
Hide Subtitle	Prints it without its subtitle.
Hide Image	Prints it without its heading image.
Override Widows & Orphans	Under **Pagination**: gives it its own **Widows** and **Orphans**, in lines (0 to 6).

To hide the title in your e-book as well, use **Show Title in Header** in **Customize Section Settings**: see how to show a hidden section title.

How to set widows and orphans for one section

Video: How to set widows and orphans for one section (0:49)
Watch online: docs.lacuna.pub/book-design/section-print-settings/#docs-clip-section-print-widows

1. On **Content**, under **Pagination**, turn on **Override Widows & Orphans**.
2. Set **Widows** and **Orphans**, in lines, and click **Apply**.

They start at your book’s values. **Orphans** is the fewest lines of a paragraph that may sit at the foot of a page, **Widows** the fewest that may carry over to the top of the next: see widows and orphans for the whole book.

How to give your section its own body font

Video: How to give your section its own body font (1:10)
Watch online: docs.lacuna.pub/book-design/section-print-settings/#docs-clip-section-print-typography

1. Open the **Typography** tab and turn on **Enable Body Text Override**.
2. Set **Font**, **Weight**, **Size** and **Line Spacing**, and click **Apply**.

Setting	What it does
Enable Body Text Override	Turns the section's own body text on. Off, it uses your book's body text.
Font	Its body font, from the same list as your book's. Choosing a font sets **Weight** back to regular.
Weight	How heavy its paragraphs print.
Size	Its text size, 6 to 50 pt.
Line Spacing	The space between its lines, 1.0 to 2.5 times the text size.

The font reaches everything in the section that has no font of its own. The size and line spacing apply to its paragraphs.

How to copy your section's print settings to other sections

1. Click **Apply to Other Sections** at the foot of the panel.
2. Click **Changed** to tick what you changed here, tick the sections, and click **Apply**.

It works the same way as in Section Settings: watch it in how to copy your section's changes to other sections.

How to go back to the book's settings

Click **Reset to Defaults** at the foot of the panel, click **Reset settings**, then click **Apply**. To put back one setting, set it to **Default** or turn its switch off. The history buttons at the bottom of the panel undo either.

Questions

Should my chapters start on a right-hand page?

Printed books open the first chapter on a right-hand page, and many open every chapter there. Lacuna starts only the first chapter on a right-hand page unless you turn on **All chapters start on a right-hand page** in Chapter Type Options. For one section, set its **Start Page Side**.

Why is there a blank page before my section?

Its **Start Page Side** is **Recto** or **Verso**, or your chapter types start on a right-hand page, and the section would have landed on the other side. Lacuna adds a blank page to get there. Set **Start Page Side** to **Default** to let it start on either side.

Why does my chapter's first page still show its headers and footers?

Because **Hide all headers and footers** is off in **Print Settings** › **Section Type Options**, and that switch decides for every chapter type. A chapter's own **Disable on First Page** can show its first page's headers and footers, but not hide them. Turn the book-wide switch back on: see chapter openings and front matter.

Can one section use a different font?

Yes. Open its **Options** › **Customize Print Settings** › **Typography**, turn on **Enable Body Text Override** and choose the font. Your print-ready PDF changes; your e-book keeps your book's font.

How do I remove orphan lines?

For your whole book, set **Orphans** and **Widows** in **Print Settings** › **Widows & Orphans**: see widows and orphans. For one section, turn on **Override Widows & Orphans** on its **Content** tab and set them there.

Related

- Section options: everything else you can change for one section.
- Section style settings: indents, drop cap and first line for one section, in print and e-book.
- Headers and footers: your book's layouts and presets.
- Page numbering: where page 1 starts, Roman numerals, right-hand page starts.
- Trim sizes and page margins: the page every section prints on.

How to Use Presets

docs.lacuna.pub/book-design/presets/

A preset is a group of styles for a distinct list of elements: section titles, blockquotes, subheadings, text conversations, headers and footers and more. Put an element in a preset group, and it takes that group's style. Change the group's style once, and every element in the group updates.

WHAT IT DOES	WHERE TO FIND IT
Gives elements a style from a preset group, so you can change every element in the group at once.	The **Preset** box: in an element's bar in the editor, at the top of the section heading panels, and in **Print Settings**, then **Page Layouts**.
WORKS IN	**BEFORE YOU START**
EPUB, print-ready PDF, ebook PDF and DOCX. Header and footer presets reach the print-ready PDF and DOCX.	Your book's original styles are the **Default** preset group. Every element is in it until you choose another group.

How to use presets

Every book starts with one preset group, **Default**, which holds all of its original styles. Every element is in the Default group until you put it in another one.

To put an element in a group, choose the group in its **Preset** box. To make a new group, choose **Create New Preset**. The pencil beside the box, or the panel itself, styles that group's preset.

You find the **Preset** box in three places:

- **In the editor:** in an element's bar, or in the toolbar above it.
- **On section headings:** at the top of the **Heading Title**, **Heading Subtitle** and **Heading Spacing** panels.
- **For headers and footers:** in **Print Settings**, then **Page Layouts**.

Why and when to use presets

A change to the **Default** group applies to every element of that type that is still in Default. Use more preset groups when you want a variety of styles: a second look for some blockquotes, a different title for your front matter, one conversation style per character.

A group holds one style for each kind of element, so an “Elegant” group can give your section titles, blockquotes and subheadings a matching look.

Change a preset once, update it everywhere

> **Video:** Change a preset once, update it everywhere (0:29)
> Watch online: docs.lacuna.pub/book-design/presets/#docs-clip-presets-edit-everywhere

1. **Open** the preset’s panel from any element in the group: the pencil beside its **Preset** box, or a section’s heading panel.
2. **Change** what you like.
3. **Click Apply**. Every element in the group updates, in every section.

Using presets in the editor

Blockquotes, subheadings, text conversations and the other elements in your text each have a **Preset** box and a pencil.

Make a preset for an element

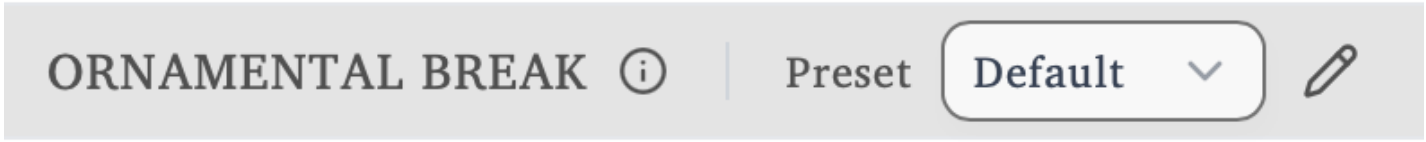
> **Video:** Make a preset for an element (0:47)
> Watch online: docs.lacuna.pub/book-design/presets/#docs-clip-presets-blockquote

1. **Click** the **Preset** box in the element’s bar (for a blockquote, at its foot) to list its presets.
2. **Choose Create New Preset…**. Choose a group for it, such as Elegant, or **Create a new group**, then click **Create in Elegant** (the button names the group).
3. **Click** the pencil beside the box to style the preset.
4. **Click Apply** in the panel. Every element using the preset changes.

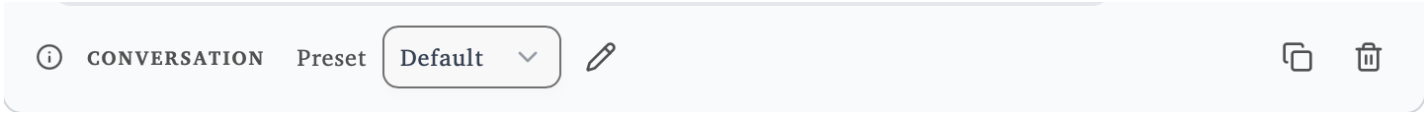
The element you made the preset from uses it straight away. A new preset starts from Lacuna’s standard look for that element, not from your Default, so your blockquote may change at once (in the clip it turns to small caps). Type in the **Preset** box to search when you have many.

Where to find the Preset box

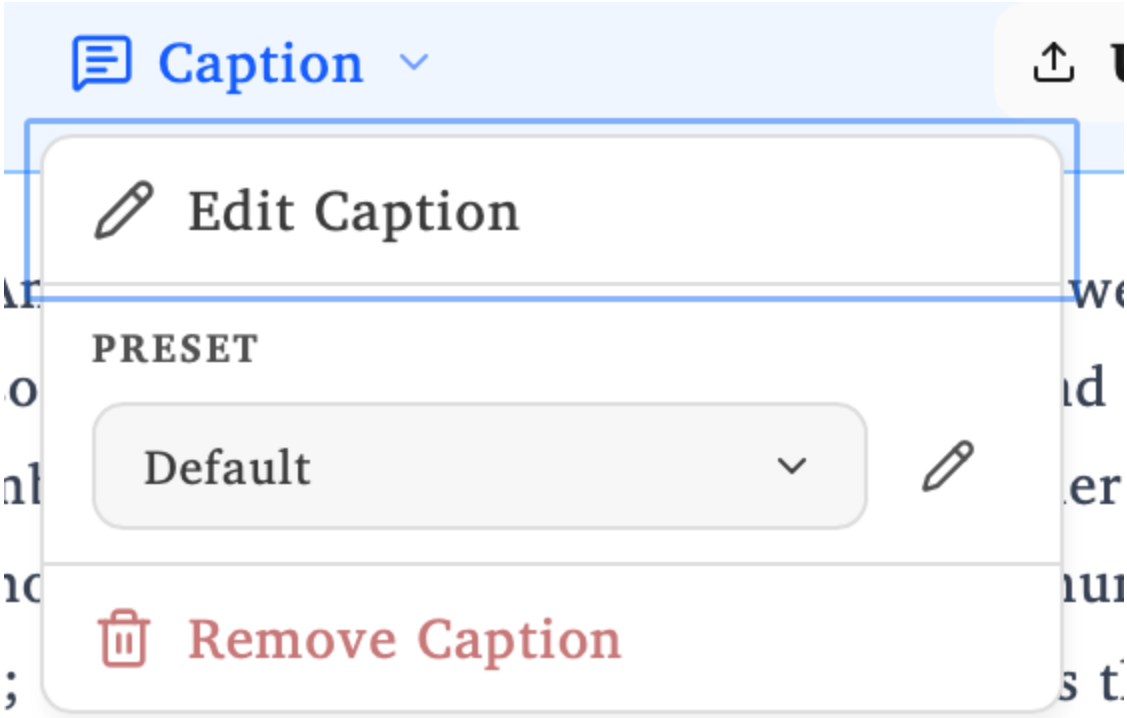
Some elements carry the **Preset** box on the element itself, in the editor. An ornamental break:



A text conversation, at its foot:



Others keep it in a menu that opens when you click the element, such as an image's **Caption** menu (see Style your captions):



Using presets on section headings

Video: Make a preset for a section title (1:07)
Watch online: docs.lacuna.pub/book-design/presets/#docs-clip-presets-heading-create

A section's title, subtitle and heading spacing each use a preset, chosen in the **Preset** box at the top of their panel: open the section's **Options** menu, then **Section Heading Styles**, then **Heading Title**, **Heading Subtitle** or **Heading Spacing**. A small green dot beside an item in that menu marks a section that uses a preset.

To make one, choose one, or copy one to other sections, see How to use presets for section titles.

Using presets for headers and footers Print only

Video: Choose a header and footer preset for a section's first page (1:01)
Watch online: docs.lacuna.pub/book-design/presets/#docs-clip-presets-header-footer

Header and footer presets are made in **Print Settings**, then **Page Layouts**, which has the same **Preset** bar as the heading panels. Each section then chooses one for its first page and one for its other pages.

1. **Open** the section's **Options** menu and choose **Customize Print Settings**.
2. **Click** the **Headers & Footers** tab.
3. **Turn off Disable on First Page**, so the section's first page can show a header or footer at all.
4. **Choose** a preset under **Page Layout Preset**: **First Page** for the section's opening page, **Other Pages** for the rest.
5. **Click Apply**.

To give more sections the same first page, use **Apply to Other Sections** in the same panel and tick **Page Layout Preset (First Page)** or **Page Layout Preset (Other Pages)**. See Per-section print settings for the rest of the tab.

See where a preset is used

Video: See where a preset is used (0:28)
Watch online: docs.lacuna.pub/book-design/presets/#docs-clip-presets-manager

1. **Open Edit Styles** and choose **Preset Manager**, under **Manage**.
2. **Click** a group to see its presets, with how many there are and how often they are used.
3. **Click** a preset. **Section Locations** lists every section using it, with how many uses there are. A section title preset is listed as **Section Title**.

The Preset Manager is also where you **Rename Group** or **Delete Group**. To move one preset to another group, or delete it, use the **…** button beside its **Preset** box.

Deleting a preset sends everything that used it back to **Default**. The window that asks you to confirm lists where the preset is used, so you know what will change.

Questions

Can I find everything using a preset?

Yes. In the sidebar, click **Elements** and choose **Custom Presets**: it lists every element and section heading that uses a preset other than Default. The **Preset Manager** shows the sections using each preset.

Can I save my whole book’s look, not just one element?

Yes, as a style rather than a preset. A preset is the look of one kind of thing (a heading, a blockquote). A style saved in **My Styles** carries your book’s settings and can carry its presets too, ready to apply to any book: see My Styles.

How to Save and Reuse Your Own Book Styles

docs.lacuna.pub/book-design/my-styles/

A saved style is your own book's look, kept as a file you can apply to any book. **My Styles** is where you save, apply, update, share and delete them.

Lacuna's own premade styles are on Choose New Style. This page is about the styles you make yourself.

Where to find My Styles

Video: Where to find My Styles (0:41)
Watch online: docs.lacuna.pub/book-design/my-styles/#docs-clip-my-styles-where

Click **New Style** in the header bar, then **My Styles**, beside **Premade Styles**. The first time, click **Set Folder…** and choose a folder: every style you save or import is one `.lacunastyles` file in it, so you can back the folder up or keep it in sync between computers.

Click	To
The folder button (Open in Finder)	Show your styles folder in Explorer or Finder.
The folder path	Where your styles are. Each is one .lacunastyles file.
Refresh	Read the folder again, after you copy a style file into it.
Change…	Keep your styles in another folder. No file is moved.
Search your styles	Find a style by its name, or by a font it uses.
Recent or A–Z	Sort by last updated, or by name.
New	**Save Current Book as Style**, **Create from Another Book…** (from a .lacuna file) or **Import Style…** (from a .lacunastyles file).

How to save your book's look as a style

1. Format a book the way you like it: its styles, its presets, its print settings.

2. Click **New Style**, open **My Styles**, then **New** › **Save Current Book as Style**.
3. Name it, such as `Romance`, choose what it carries, and click **Save Style**.

Watch it on how to save and use your own style. To save the look of a book that isn't open, choose **New** › **Create from Another Book…** and pick its `.lacuna` file.

A style holds how things look, never your text. Heading images and ornamental break images travel with it; fonts travel by name only.

How to choose what a style carries

> **Video:** How to choose what a style carries (0:49)
> Watch online: docs.lacuna.pub/book-design/my-styles/#docs-clip-my-styles-contents

Style contents starts with everything ticked. Choose a quick set, then tick or untick anything:

Choose	To
Everything	Tick every setting and every preset.
Settings only	Tick the settings and no presets.
Presets only	Tick the presets and no settings.
None	Untick everything, then tick what you want.

Column	Holds
Settings › Project Settings	Drop Caps, First Paragraph, Heading Image Settings, Book-Wide Formatting, Book Part Settings, Book Volume Settings, Brand Colors.
Settings › Print Settings	Trim Size, Page Layout, Body Typography, Headers & Footers, Page Margins & Chapter Layout, Page Numbering, Footnotes, Page Colors.
Presets	Every preset in your book, by group, **Default** first. A group's box ticks the whole group.

Anything you untick stays out of the style, so a book you apply it to keeps its own. Leave **Trim Size** unticked, and the style fits books of any page size.

How to apply a saved style to a book

Video: How to apply a saved style to a book (0:42)
Watch online: docs.lacuna.pub/book-design/my-styles/#docs-clip-my-styles-apply

1. Open the book, click **New Style**, and open **My Styles**.
2. Click a style. Your preview shows your book in it; nothing is saved yet. Click it again to put your book back.
3. Click **Apply Style to Book**.

Applied by mistake? Choose **Edit** › **Undo**. If the style uses a font you don't have, Lacuna says so before applying:

Click	To
Get Fonts First	Download the missing fonts, then apply.
Apply Anyway	Apply now. Those parts of the style use substitute fonts.
Cancel	Apply nothing.

Everything in a saved style's menu

Right-click a style, or point at it and click its **…** button (**Style actions**).

Choose	To
Rename	Type a new name on the card and press Enter. Its file is renamed too.
Update from This Book…	Replace what you tick with this book's version. Your book doesn't change.
Export…	Save a copy of its .lacunastyles file, to send to someone.
Delete…	Move its file to your Recycle Bin or Trash.

A style's card also shows when it was last updated and how many presets and images it carries.

How to update a saved style from your book

Video: How to update a saved style from your book (0:47)
Watch online: docs.lacuna.pub/book-design/my-styles/#docs-clip-my-styles-update

1. Right-click the style and choose **Update from This Book...**.
2. Tick what to replace with this book's version, and click **Update** (the button names the style).

Updating is permanent for what you tick; unticked parts keep their saved version. Click **Export a Copy First** to keep the old version as a file. Your book doesn't change, only the saved style.

The same window opens from **New** › **Save Current Book as Style**: choose **Update an existing style** at the top.

How to share a style with another author

Video: How to share a style with another author (0:22)
Watch online: docs.lacuna.pub/book-design/my-styles/#docs-clip-my-styles-export

1. Right-click the style and choose **Export...**.
2. Choose where to save the `.lacunastyles` file, and send it.

To bring one in, open **My Styles** and choose **New** › **Import Style...**. A style you already have is noticed: **Skip** it, or **Create Duplicate**. A file copied straight into your styles folder shows up after **Refresh**.

How to rename or delete a saved style

Video: How to rename or delete a saved style (0:55)
Watch online: docs.lacuna.pub/book-design/my-styles/#docs-clip-my-styles-rename-delete

Right-click the style and choose **Rename**, type the new name and press Enter. The file is renamed too, and no book changes.

To delete, right-click it, choose **Delete…**, then **Delete Style**. The file goes to your Recycle Bin on Windows, or the Trash on a Mac, so you can get it back.

Questions

Can I save a style in Lacuna as a new style?

Yes. Open **My Styles** and choose **New** › **Save Current Book as Style**. It then sits beside Lacuna's premade styles under **New Style**.

Can I make a template for every book in a series?

Yes. A saved style is your template: save the first book's look, then apply it to each new book from **My Styles**.

Why can't I save a style?

My Styles needs a folder first. Click **Set Folder…**, choose where your styles should live, and **New** appears.

Will my style change another book's page size?

Only if **Trim Size** was ticked when you saved it. Untick it, and the style keeps each book's own page size.

Does a style include its fonts?

No. A style names its fonts but doesn't carry them. If one isn't installed, Lacuna offers **Get Fonts First** before applying.

Related

- Choose New Style: Lacuna's premade styles, and what a style changes and keeps.
- Presets: the preset groups a style carries.
- Edit Styles menu: **Copy Styles from Another Book** brings one book's styles into this one, without saving a style.
- Fonts: install the fonts a style uses.

Fonts

docs.lacuna.pub/book-design/fonts/

Every panel that styles text has a **Font** row: your body text, section titles, subheadings, headers and footers, captions and more. They all work the same way, so what you learn here applies everywhere you choose a font.

WHAT IT COVERS	WHERE YOU SEE IT
Choosing a font, the check or warning beside it, its weights, and fonts missing from your computer.	The **Font** row of any style panel, such as **Print Settings**, then **Body Text**.
MATTERS MOST IN	**BEFORE YOU START**
Your print-ready PDF, which never fakes a style the font does not have.	Look for the green check before you settle on a font.

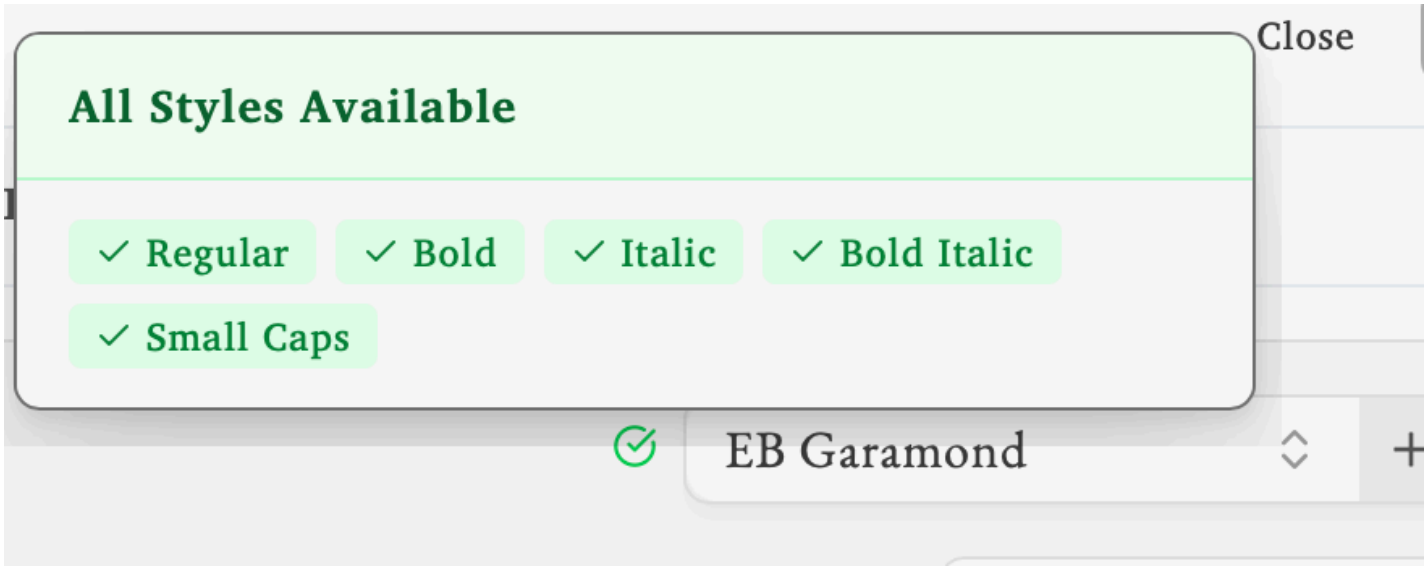
Choosing a font

Click the **Font** box to list your fonts, type to find one, and click it. Each name in the list is drawn in its own font, and a check mark beside a name marks the font you have now.

Once you choose, a green check or a warning triangle appears beside the **Font** box. It tells you whether the font can print every style your book may use.

What the check mark and the warning mean

Lacuna looks inside every font for five styles: Regular, Bold, Italic, Bold Italic and Small Caps. A font that has all five gets a green check. Hover over the check to see them.



A font that is missing any of them gets a warning triangle instead. Its tooltip lists what is missing, then the styles the font does have.



A print-ready PDF never fakes a style the font does not have. E-readers do their best to fake one, so your ebook may look fine while your printed book does not:

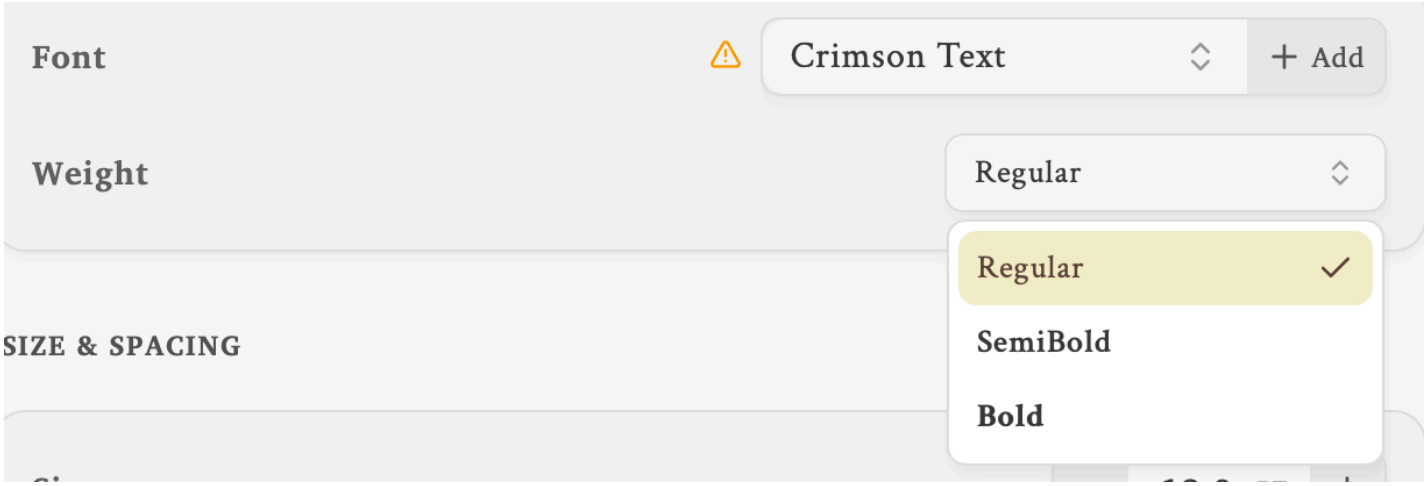
Missing style	In print	In an ebook
Bold	Bold text prints at the font's nearest weight, often Regular.	The e-reader thickens the letters.
Italic	Italic text prints upright.	The e-reader slants the letters.
Bold Italic	Bold italic text prints in the font's italic, not bold (or upright, if the font has no italic either).	The e-reader thickens and slants the letters.
Small Caps	Small caps text prints as ordinary lowercase.	The e-reader shrinks capital letters, which can look thin.

Small caps count only when they are real: the font has to carry its own small capital letters, not just claim to. Many good fonts have bold and italic but no small caps, like Crimson Text above, so check before you use small caps in your book.

To pick a font that prints every style, choose it and look for the green check before you click **Apply**. Serif fonts with every style include EB Garamond, Spectral, Literata, Source Serif 4, Charis SIL and Alegreya.

Weights

The **Weight** list beside a font offers only the weights that font has. Crimson Text has three:



Some fonts have one weight, others as many as nine.

Opening a book on another computer

If a book uses fonts you don’t have, Lacuna tells you as soon as it opens (**A font is missing** or **Some fonts are missing**) and lists them. Click **Download fonts** to fetch them, or **Not now** to carry on. Until the fonts are added, the text prints in a stand-in font and won’t match your layout.

Questions

How do I add fonts?

Click **+ Add** beside any **Font** box and follow the steps. A new font joins every font list, with its own check or warning.

Can I use small caps?

Yes, with a font that has real small caps: the green check, or no **Small Caps** row in the warning’s tooltip. In print, small caps text set in a font without them prints as ordinary lowercase.

How to Design Chapter and Section Headings

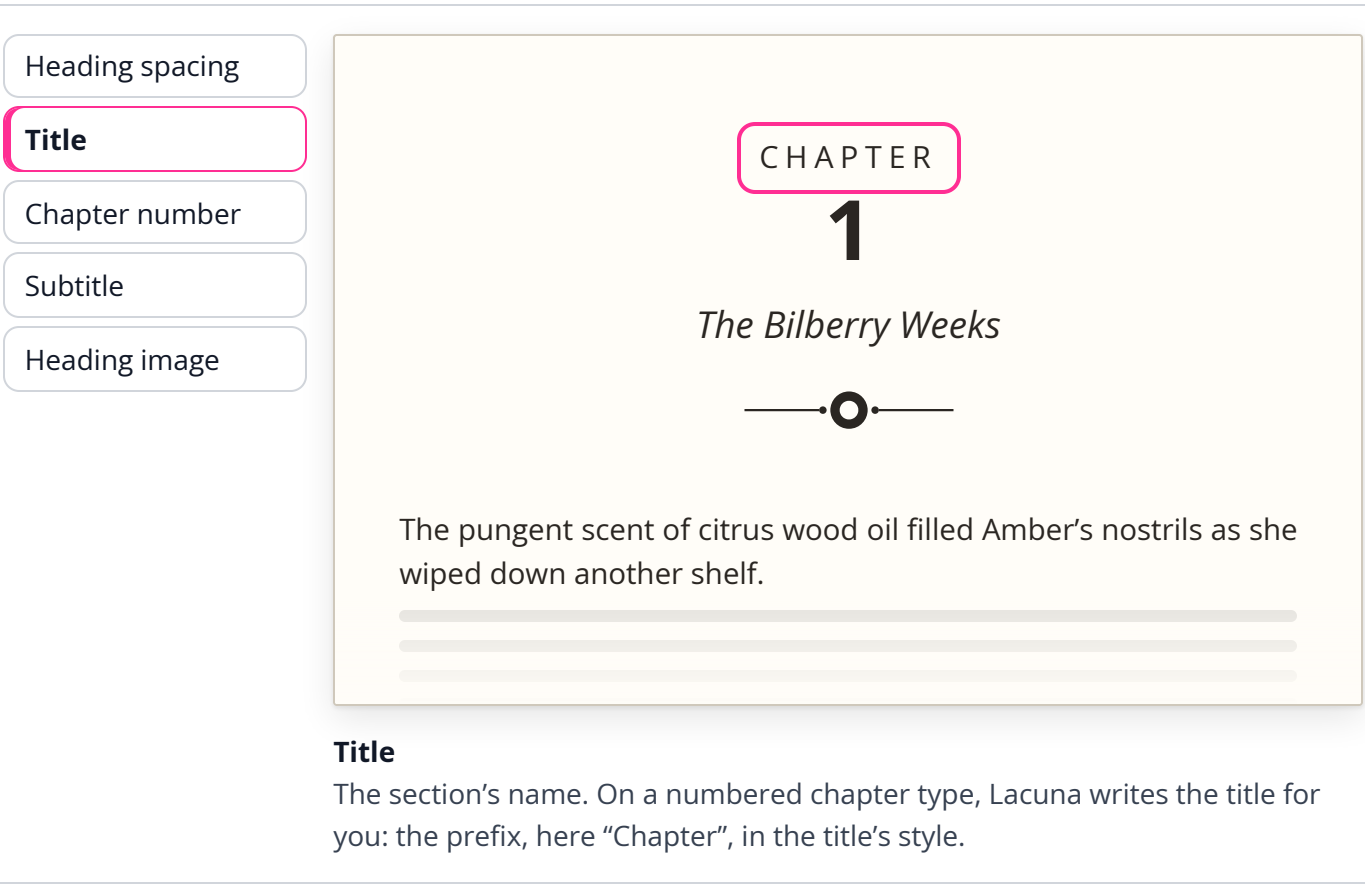
docs.lacuna.pub/book-design/section-headings/

A section heading is everything at the top of a section, before its text: the space around it, the title, the chapter number on a numbered chapter type, the subtitle and a heading image. Each part has its own panel; this page shows what each one is and where to find it.

WHAT IT IS The spacing, title, chapter number, subtitle and heading image at the top of a section.	**WHERE YOU STYLE IT** **Edit Styles** › **Section Heading Settings** and **Chapter Type Settings**.
ONE SECTION DIFFERENT Its **Options** › **Section Heading Styles**, or **Add Heading Image**.	**WORKS IN** EPUB, print-ready PDF and DOCX.

The parts of a section heading

Click a part to see what it is.



Title
The section's name. On a numbered chapter type, Lacuna writes the title for you: the prefix, here "Chapter", in the title's style.

From the top, a heading stacks these parts:

Part	What it is
Heading spacing	The space above and below the whole heading: **Top** and **Bottom**.
Title	The section's name, with its font, color, underline and alignment. On a numbered chapter type, Lacuna writes it: the prefix, such as Chapter. See Section Titles.
Chapter number	On a numbered chapter type only: 1, One, I, or none (**Hidden**), kept in order. The prefix sits above, beside or below it. See Numbered Chapter Settings.
Subtitle	A second line under the title: the name of a numbered chapter type, a narrator. See Section Subtitles.
Heading image	A picture with the heading: before the title, between the title and subtitle, after both, or beside them. See Chapter Heading Images.

A section can also put a picture behind its whole heading: **Options** › **Set Section's Background** › **Set Heading Background Image**.

Where to style a section heading

Video: Where to style a section heading (0:29)
Watch online: docs.lacuna.pub/book-design/section-headings/#docs-clip-heading-where

Part	Every section	One section
Heading spacing	**Edit Styles** › **Heading Spacing**	**Options** › **Section Heading Styles** › **Heading Spacing**
Title	**Edit Styles** › **Heading Title**	**Options** › **Section Heading Styles** › **Heading Title**
Chapter number	**Edit Styles** › **Numbered Chapter Settings**	No: one format for every numbered chapter type in the book. Its font follows the title.
Subtitle	**Edit Styles** › **Heading Subtitle**	**Options** › **Section Heading Styles** › **Heading Subtitle**
Heading image	**Edit Styles** › **Chapter Heading Images** (chapter types only)	**Options** › **Add Heading Image**

How presets work for section headings

A section's title, subtitle and heading spacing each use a preset group: **Default**, until you give the section another. Change Default, and every section still in it changes. To make one section look different (your front matter, a prologue), choose another preset in the **Preset** box at the top of its panel.

The **Edit Styles** items open the preset the section you are on uses. A green dot beside an item in **Section Heading Styles** means that section uses a preset other than Default. To make, choose or copy one, see How to use presets for section titles.

Section types that hide their heading

Some front matter opens with no title, as in most printed books. These section types start with their title and subtitle hidden:

Section type	Is its title shown?
Title Page	No. Lacuna builds the whole page; design it in the title page designer.
Copyright	No, it's hidden. Show it below.
Dedication	No, it's hidden. Show it below.
Introduction	No, it's hidden. Show it below.
Full Page Image	No. The page is the image.

Every other section type shows its title and subtitle. A section's type decides this, not its name: a Default Section titled "Dedication" shows its title.

How to show a hidden section title

Video: How to show a hidden section title (0:43)
Watch online: docs.lacuna.pub/book-design/section-headings/#docs-clip-heading-show-title

1. Open the section, click **Options** and choose **Customize Section Settings**.
2. On the **Display** tab, turn on **Show Title in Header**, then click **Apply**.

Turn on	To show
Show Title in Header	The title. On a numbered chapter type, its prefix and number.
Show Subtitle in Header	The subtitle.
Show Image in Header	The heading image.

Turn one off to hide that part on any section. **Apply to Others** copies the switches to other sections. To hide a title in print only, use **Customize Print Settings** › **Content** › **Hide Title** (see per-section print settings).

Questions

How do I turn off chapter numbers?

Choose **Hidden** in **Edit Styles** › **Numbered Chapter Settings** › **Format**: each numbered chapter type opens on its subtitle. Or change them to the Unnumbered Chapter type.

How do I add a different name below each chapter, for several narrators?

Make it the subtitle: click **Rename** at the top of the section, type the name in the subtitle box and click **Save**. Style them all in **Heading Subtitle**.

Can an image separate the chapter number from its name?

Yes. Set the heading image's **Placement** to **Between Title & Subtitle**.

Related

- Section Titles and Section Subtitles: style the heading's text, and their presets.
- Numbered Chapter Settings: number formats, the prefix and the number's own font.
- Chapter Heading Images: a picture above, below or beside the title.
- Section Types: what each section type decides.

How to Style Chapter and Section Titles

docs.lacuna.pub/book-design/style-section-titles/

A section title is the main line of a section's heading. Style it in the **Heading Title** panel, give some sections a look of their own with a preset, and type `{break}` to start a new line in a title.

Where to find the Heading Title panel

Open	When
Edit Styles › Heading Title	To style the titles of your whole book. **Edit Styles** is in the bar above the editor.
Options › Section Heading Styles › Heading Title	To give the open section a title of its own, with a preset.

Both open the same panel, on the preset the open section uses. Most sections use **Default**, so a change there reaches every section still in Default.

How to style section titles

Video: How to style section titles (1:01)
Watch online: docs.lacuna.pub/book-design/style-section-titles/#docs-clip-title-style-tabs

1. Open **Edit Styles** and choose **Heading Title**.
2. Change what you like in its tabs. The print preview shows each change as you make it.
3. Click **Apply**.

Change a section title's font, size and case

In the **Text** tab:

Setting	To
Font	Choose the title's typeface.
Size	Set its size, from 4 to 72 pt.
Letter Spacing	Spread or tighten the letters, from -5 to 20 px.
Weight	Choose how bold it is, and italic.
Transform	**None**, **CAPS**, **lower** or **Capitalize**, and **Small Caps** when the font has small caps.

On a numbered chapter type, the **Text** tab may open with **Chapter number has its own text style**. It means the chapter number is styled in Numbered Chapter Settings, so these settings leave the number alone. Click **Open number text settings** to style it there.

Color a section title

In the **Colors** tab, turn on **Enable Colors**, then set:

Setting	To
Text Color	Color the title. **Inherit from Body** keeps your text color.
Background Color	Put a band of color behind it. **Transparent** means none.
Width	**Full Width** runs the band across the page. **Around Text** fits it to the title.
Spacing Around Text	Add room inside the band, around the title.

Underline a section title

Video: Underline a section title (0:48)
Watch online: docs.lacuna.pub/book-design/style-section-titles/#docs-clip-title-underline

1. In the **Underline** tab, turn on **Show Underline**.
2. Set its style, thickness and width, then click **Apply**.

Setting	To
Style	**Solid**, **Dashed**, **Dotted** or **Double**.
Thickness	Set how thick the line is, from 1 to 10 px.
Color	Color the line. **Default** follows your book's border color in print, and prints black when none is set.
Width Mode	**Text Width** matches the title. **Custom** sets a **Width** in percent.
Distance from Text	Set the gap between the title and the line.

Align a section title and set its spacing

In the **Position & Spacing** tab:

Setting	To
Alignment	Put the title at the left, center or right.
Spacing around Title	Add space around the title. Click **Expand** to set the top and bottom apart from the sides, or each side on its own.

For the space around the whole heading (image, title and subtitle together), see section headings.

How to show your section title in the header or footer

In **Print Settings** › **Page Layouts**, drag **Section Title** from **Page Elements** into a header or footer area. On a numbered chapter type it shows the number, such as Chapter 3. See How to choose what your headers and footers show.

How to use presets for section titles

Every section's title uses **Default**, your book-wide title style, until you give it another. To style some titles differently, make a preset: a named title style that any section can use. Change the preset later, and every section using it changes with it.

Make a preset for a section title

Video: Make a preset for a section title (1:07)
Watch online: docs.lacuna.pub/book-design/style-section-titles/#docs-clip-presets-heading-create

1. **Open** the section, then its **Options** menu. Choose **Section Heading Styles**, then **Heading Title**. The **Preset** box shows **Default**.
2. **Click** the **…** button beside **Preset** and choose **Create New Preset**.
3. **Type** a name for it, such as “Elegant”, and click **Create Group and Preset**. The panel now edits your new preset.
4. **Style** it in the panel’s tabs.
5. **Click Apply**. The section’s title now uses your preset.

A new preset starts from Lacuna’s standard title look, not from your Default, so check its size and spacing before you apply.

Choose a preset for a section title

Video: Choose a preset for a section title (0:46)
Watch online: docs.lacuna.pub/book-design/style-section-titles/#docs-clip-title-preset-choose

1. **Open** the section’s **Options** menu, then **Section Heading Styles**, then **Heading Title**.
2. **Choose** a preset in the **Preset** box. A **Switched from** badge shows the change is not saved yet.
3. **Click Apply**.

Copy a section title preset to other sections

Video: Copy a section title preset to other sections (0:43)
Watch online: docs.lacuna.pub/book-design/style-section-titles/#docs-clip-title-apply-others

1. **Open Heading Title** for a section that uses the preset.
2. **Click Apply to Others**.
3. **Leave Title Style** ticked under **Settings to Apply**: it is ticked when the window opens.

4. **Tick** the sections under **Sections to Apply To**, then click **Apply**.

Apply to Others stays grey while this section's title is on the **Default** preset, or while a preset change is unsaved. Point at it to see why. The same window can copy **Subtitle Style** and **Spacing** too.

How to start a new line in a section title

Type `{break}` in a section, part or volume title where the new line should start. The heading breaks there in print, in the e-book and in the DOCX. Everywhere else the title reads as one line.

> **Video:** How to start a new line in a section title (0:45)
> Watch online: docs.lacuna.pub/book-design/style-section-titles/#docs-clip-title-break

1. Click **Rename** above the editor. Or right-click the section in the sidebar and choose **Rename**.
2. Type `{break}` where the new line starts, such as `Chapter 7{break}Don't come down to the six`.
3. Click **Save**.

Hover the info icon beside **Save** (in a rename window, the **Tokens** label) to see the tokens you can type. It turns blue once your title holds one.

Lacuna sets the title of a numbered chapter type for you, so type `{break}` in its subtitle instead, or convert it to the Unnumbered Chapter chapter type.

Where	The title
The heading in the print-ready PDF, the EPUB and the DOCX	Starts a new line at each {break}.
The contents page, running heads, PDF bookmarks and the e-reader's chapter menu	Reads as one line, with a space for each {break}.
The sidebar and the bar above the editor	Reads as one line. **Rename** shows the {break}.

How the editor shows a title with a line break

Video: How the editor shows a title with a line break (0:21)
Watch online: docs.lacuna.pub/book-design/style-section-titles/#docs-clip-title-break-one-line

Above the editor, a title that uses `{break}` shows in blue, on one line. Hover it to see why. In the sidebar, its right-click menu says **Rename (Uses Tokens)**, so a rename keeps the break.

Questions

Can I use small caps for chapter titles?

Yes, when the title's font has small caps. Choose **Small Caps** under **Transform** in the **Text** tab.

How do I change the chapter title font?

Open **Edit Styles** › **Heading Title** and choose a **Font** in the **Text** tab.

Can I underline chapter titles?

Yes. Turn on **Show Underline** in the **Underline** tab, then choose a solid, dashed, dotted or double line.

How do I give a numbered chapter a name?

Type it in its subtitle: Lacuna sets the title of a numbered chapter type ("Chapter 1") for you. See Section Subtitles.

Related

- Section Subtitles: the line under the title.
- Numbered Chapter Settings: chapter numbers and their prefix.
- Section headings: the whole heading, and the space around it.
- Presets: how preset groups work.

How to Add and Style Section Subtitles

docs.lacuna.pub/book-design/style-section-subtitles/

A subtitle is the line under a section's title, such as a numbered chapter type's name under "Chapter 1". Add one when you rename the section, style every subtitle in the Heading Subtitle panel, and give some sections their own look with a preset.

How to add or remove a subtitle on a section

1. Click **Rename** at the top of the section.
2. Type the subtitle in the subtitle box, then click **Save**.

To remove a subtitle, clear the subtitle box and click **Save**. Right-clicking the section in the sidebar and choosing **Rename** opens the same two boxes, **Title** and **Subtitle**.

To keep a subtitle but leave it off the page, open the section's **Options** › **Customize Section Settings** › **Display** and turn off **Show Subtitle in Header**.

Chapter Types shows this on a numbered chapter type, where the subtitle carries the chapter's name.

How to style section subtitles

Every subtitle is styled in the **Heading Subtitle** panel. Open it any of these ways:

From	Choose
Options menu	**Options** › **Section Heading Styles** › **Heading Subtitle**
Edit Styles	**Edit Styles** › **Heading Subtitle**, under **Section Heading Settings**
E-reader preview	Hover the section's heading and click **Subtitle**

The panel edits the preset of the section you have open: **Default**, your book-wide subtitle look, until you give that section a preset of its own. Its settings are on four tabs; click **Apply** to save them. The Title Page and Full Page Image section types have no **Section Heading Styles**.

Text

Setting	To
Font	Choose the typeface.
Size	Set the size, in points.
Letter Spacing	Tighten or loosen the space between letters.
Weight	Set how heavy the letters are. **Italic** beside it sets the subtitle in italics.
Transform	**None**, **CAPS**, **lower** or **Capitalize**, and small caps when the font has them.

Colors

Setting	To
Enable Colors	Turn on the settings below.
Text Color	Color the subtitle. **Inherit from Body** keeps your text color.
Background Color	Put a colored band behind it. **Transparent** means no band.
Width	**Full Width** runs the band across the page; **Around Text** hugs the subtitle.
Spacing Around Text	Set the room inside the band, around the subtitle.

Underline

Setting	To
Show Underline	Draw a line under the subtitle.
Style	**Solid**, **Dashed**, **Dotted** or **Double**.
Thickness	Set the line's thickness.
Color	Color the line. **Default** follows your print Border color, and prints black when none is set.
Width Mode	**Text Width** matches the subtitle; **Custom** sets a **Width** in percent.
Distance from Text	Set the gap between the subtitle and its line.

Position & Spacing

Setting	To
Alignment	Set the subtitle left, centered or right.
Spacing around Subtitle	Set the space outside the subtitle: all four sides together, in pairs (**Top & Bottom**, **Left & Right**), or each side alone.

How to use presets for section subtitles

Every section's subtitle uses **Default**, your book-wide subtitle style, until you give it another. To style some subtitles differently, make a preset: a named subtitle style that any section can use. Change the preset later, and every section using it changes with it.

A preset lives in a group. Put your subtitle preset in the same group as your section title preset, such as Elegant, and the two make one look.

Make a preset for a section subtitle

Video: Make a preset for a section subtitle (1:16)
Watch online: docs.lacuna.pub/book-design/style-section-subtitles/#docs-clip-subtitle-preset-make

1. **Open** the section, then its **Options** menu. Choose **Section Heading Styles**, then **Heading Subtitle**. The **Preset** box shows **Default**.
2. **Click** the **...** button beside **Preset** and choose **Create New Preset**.
3. **Choose** a group for it, such as Elegant, and click **Create in Elegant**. Or click **Create a new group**, type a name, and click **Create Group and Preset**. The panel now edits your new preset.
4. **Style** it in the panel's tabs.
5. **Click Apply**. The section's subtitle now uses your preset.

A new preset starts from Lacuna's standard subtitle look, not from your Default, so check its size and spacing before you apply.

Choose a preset for a section subtitle

Video: Choose a preset for a section subtitle (0:50)
Watch online: docs.lacuna.pub/book-design/style-section-subtitles/#docs-clip-subtitle-preset-choose

1. **Open** the section's **Options** menu, then **Section Heading Styles**, then **Heading Subtitle**.
2. **Choose** a preset in the **Preset** box. A **Switched from** badge shows the change is not saved yet.
3. **Click Apply**.

A green dot beside **Heading Subtitle** in the menu means the section uses a preset of its own.

Copy a section subtitle preset to other sections

Video: Copy a section subtitle preset to other sections (0:43)
Watch online: docs.lacuna.pub/book-design/style-section-subtitles/#docs-clip-subtitle-apply-others

1. **Open Heading Subtitle** for a section that uses the preset.
2. **Click Apply to Others**.
3. **Leave Subtitle Style** ticked under **Settings to Apply**: it is ticked when the window opens. Tick **Title Style** too to copy the section's title preset with it.
4. **Tick** the sections under **Sections to Apply To**, then click **Apply**.

Apply to Others stays grey while this section's subtitle is on the **Default** preset, or while a preset change is unsaved. Point at it to see why.

How to start a new line in a section subtitle

`{break}` works in a subtitle the same way as in a title: type it in the subtitle box where the new line starts. See how to start a new line in a section title.

How to show your section subtitle in the header or footer

In **Print Settings** › **Page Layouts**, drag **Section Subtitle** from **Page Elements** into a header or footer area. A section with no subtitle leaves that spot empty, and a `{break}` reads as a space. See How to choose what your headers and footers show.

Questions

How do I add a subtitle to a chapter?

Click **Rename** at the top of the chapter, type the subtitle in the subtitle box, and click **Save**.

Why didn’t my change reach every subtitle?

Heading Subtitle changes the preset of the section you have open. Sections on another preset keep theirs: open one of them to change that preset, or copy your preset to them.

Related

- Section Titles: style the title above your subtitles.
- Section headings: every part of a section’s heading, and the space around it.
- Chapter Types: why a numbered chapter type’s name goes in its subtitle.
- Headers and footers: put the subtitle in your printed running heads.
- Presets: how preset groups work.

How to Format Chapter Numbers

docs.lacuna.pub/book-design/style-chapter-numbering/

Lacuna numbers every numbered chapter type for you. Numbered Chapter Settings decides how that number reads (Chapter 3, Three, III or a format of your own), the word before it, and how the number looks.

One setting for every numbered chapter type in your book. It works in your EPUB, print-ready PDF and Word document (DOCX).

How to choose a chapter number format

Video: How to choose a chapter number format (0:29)
Watch online: docs.lacuna.pub/book-design/style-chapter-numbering/#docs-clip-chapter-numbers-format

1. Click **Edit Styles** and choose **Numbered Chapter Settings**.
2. On **Format**, choose a format, then click **Apply**.

Format	Chapter 3 prints	Chapter 24 prints
Chapter + Number	Chapter 3	Chapter 24
Chapter + Number (padded)	Chapter 03	Chapter 24
Chapter + Spelled	Chapter Three	Chapter Twenty-four
Chapter + Spelled (capitalized)	Chapter Three	Chapter Twenty-Four
Chapter + Roman	Chapter III	Chapter XXIV
Number Only	3	24
Number Only (padded)	03	24
Spelled Only	Three	Twenty-four
Spelled Only (capitalized)	Three	Twenty-Four
Roman Only	III	XXIV
Hidden	*No Chapter 1 line at all, prefix and number. The subtitle alone, or no heading when there is no subtitle.*	

In a book of 24 numbered chapter types.

- **Padded** adds a zero only when your book has 10 or more numbered chapter types: Chapter 03 of 24, but Chapter 3 of 7. In a box set, each volume pads to its own count.
- **Spelled** capitalizes the first word (Twenty-four); **(capitalized)** capitalizes every word (Twenty-Four). For one-word numbers they look the same.

The examples on the cards in the app show chapter 42.

How to show only the subtitle on numbered chapter types

Hidden removes the whole “Chapter 1” line, the prefix and the number, so each numbered chapter type opens on its subtitle alone. Choose it when you number chapter types to keep your book in order but want only each chapter’s name on the page.

Video: How to show only the subtitle on numbered chapter types (0:29)
Watch online: docs.lacuna.pub/book-design/style-chapter-numbering/#docs-clip-chapter-numbers-hidden

1. On **Format**, choose **Hidden**.
2. Click **Apply**.

Where	With Hidden
The chapter's heading	No “Chapter 1” line. The subtitle alone; with no subtitle, the chapter opens straight into its text.
Contents, sidebar, PDF bookmarks	Each chapter is listed by its subtitle alone.
Running heads	Use **Section Subtitle** in your headers and footers to show the chapter's name.

To take a chapter out of the count altogether, change it to the Unnumbered Chapter type instead.

How to write your own chapter number format

Turn on **Custom Number Format** to write the whole number line yourself: any words you like, with a token where the number goes.

Video: How to write your own chapter number format (0:57)
Watch online: docs.lacuna.pub/book-design/style-chapter-numbering/#docs-clip-chapter-numbers-custom

1. On **Format**, turn on **Custom Number Format**.
2. In **Number Format**, type your words and click a token to add the number.
3. Check the **Preview**, then click **Apply**.

Token	Click	Chapter 3 prints
{number}	**Number**	3
{paddedNumber}	**Padded Number**	03
{roman}	**Roman**	III
{spelled}	**Spelled**	Three

To change a number's case, type `:upper`, `:lower` or `:title` inside its braces: `{roman:lower}` prints iii.

You type	Chapter 3 prints
No. {paddedNumber}	No. 03
{spelled}	Three
Chapter {spelled:lower}	Chapter three
{spelled:upper}	THREE
· {roman} ·	· III ·
Book {roman:lower}	Book iii

In a book of 10 or more numbered chapter types, for the padded number.

- The **Preview** always shows chapter 42.
- Nothing you type is refused. Text in braces that isn't a token prints as you typed it. With no token at all, a warning shows beside **Number Format** and your numbered chapter types print a plain number.
- Your words look like your section title; the number takes the Number Text style.
- The custom format writes the whole line, so the **Chapter Prefix** tab does nothing while it is on. Turn it off to go back to the format you had.

How to change the chapter prefix

The prefix is the word before the number. Change the word, put it above, beside or below the number, and set the space between them.

Video: How to change the chapter prefix (1:05)
Watch online: docs.lacuna.pub/book-design/style-chapter-numbering/#docs-clip-chapter-numbers-prefix

1. Open the **Chapter Prefix** tab.
2. Change the **Prefix**, the **Placement** or the **Spacing Between**, then click **Apply**.

Setting	To
Prefix	Change the word: *Ch.*, *Lesson*, *Day*. Leave it empty for your book's language's word for chapter.
Placement	Put the prefix **Above** the number, on the **Same Line**, or **Below** it.
Alignment	On the same line, line up a small prefix with a big number at its **Bottom**, **Center** or **Top**.
Spacing Between	Add space between the prefix and the number, in pixels.

The **Only** formats (Number Only, Spelled Only, Roman Only) and Hidden print no prefix.

The prefix always looks like your section title: same font, size, weight, case and color. Change it in section titles.

How to style the chapter number on its own

The number looks like your section title until you turn on **Custom Styling**. Then it gets its own font, size and color, while the prefix keeps the title's look.

Video: How to style the chapter number on its own (1:00)
Watch online: docs.lacuna.pub/book-design/style-chapter-numbering/#docs-clip-chapter-numbers-number-text

1. Open the **Number Text** tab and turn on **Custom Styling**.
2. Change the settings, then click **Apply**.

Setting	To
Font	Set the number in another font, or **Section Title Font**.
Size	Make it bigger or smaller, from 6 to 72 points.
Letter Spacing	Space out its letters or digits.
Weight	Make it lighter, bolder or italic.
Transform	Set it in **CAPS**, **lower** or **Capitalize**, or **None**.
Text Color	Color the number, or **Inherit from Title**.
Background Color	Put the number on a colored block. **Spacing Around Number** then sets the room inside it.

With Custom Styling on, changing your section title no longer changes the number: the **Heading Title** panel says so, with a button back here.

Chapter number styles you can make

A few looks built only from these settings, with your section title’s font for the prefix.

Looks like	Settings
CHAPTER 3	Chapter + Number, **Placement** Above. **Number Text**: another font at 48 pt. Prefix in Small Caps from your section title.
CHAPTER 3	Chapter + Number, Same Line, **Alignment** Center. **Number Text**: 36 pt.
III Chapter	Chapter + Roman, **Placement** Below, **Spacing Between** 6 px.
THREE	Spelled Only. **Number Text**: Transform CAPS, Letter Spacing 3 px.
3	Number Only. **Number Text**: Text Color white, Background Color dark, Spacing Around Number 6 px.
Chapter 3	Chapter + Number. **Number Text**: a Text Color.
· III ·	Custom Number Format · {roman} ·.
The Bilberry Weeks	Hidden, with each chapter's name as its subtitle.

Chapter numbers in other languages

Spelled numbers and the default prefix follow your book's **Language**, set in book metadata: *Chapitre Trois* in French, *Capítulo Tres* in Spanish, *Kapitel Drei* in German. Digits and Roman numerals stay the same.

Type your own **Prefix** to use another word.

Questions

How do I turn off chapter numbers?

Choose **Hidden** on **Format**: the whole “Chapter 1” line goes, and each numbered chapter type shows only its subtitle, in your contents too. Or change your chapters to the Unnumbered Chapter type and name them yourself.

How do I put a name under each chapter number?

Make it the chapter’s subtitle: click **Rename** at the top of the chapter. Style it in section subtitles.

Why do Chapter + Spelled and Chapter + Spelled (capitalized) look the same?

They differ only for numbers of two words: Twenty-four or Twenty-Four. Chapter Three is the same in both.

Why doesn’t my chapter number change when I change my section title?

Custom Styling is on in **Number Text**. Turn it off, and the number follows your section title again.

Why does my custom format print a plain number?

It has no token. Click **Number**, **Padded Number**, **Roman** or **Spelled** to add one.

Why doesn’t my padded number show a zero?

Your book has fewer than 10 numbered chapter types, so no number needs one.

Related

- Chapter types: numbered or unnumbered, and why you can’t rename a numbered chapter type.
- Section headings: every part of a chapter’s heading and how they fit together.
- Section titles: the look your prefix and number start from.
- Section subtitles: style the name under each number.

How to Add Chapter Heading Images

docs.lacuna.pub/book-design/chapter-heading-images/

A heading image is a picture that sits with a section's title: above it, below it or beside it. Set one picture for every chapter type at once, or give one section a picture of its own.

How to add a heading image to every chapter type

Video: How to add a heading image to every chapter type (0:58)
Watch online: docs.lacuna.pub/book-design/chapter-heading-images/#docs-clip-heading-images-chapter-types

1. Click **Edit Styles** and choose **Chapter Heading Images**.
2. Click **Upload Chapter Header Image**, or **Browse Existing Images** to use a picture already in your book.
3. Click **Apply**.

The picture goes on every section whose type is a chapter type: **Numbered Chapter** or **Unnumbered Chapter**. Other section types, such as a Prologue or an Epilogue, don't get it; give them one of their own (see below).

How to change a heading image's size

Video: How to change a heading image's size (0:28)
Watch online: docs.lacuna.pub/book-design/chapter-heading-images/#docs-clip-heading-images-size

The **Image** tab shows the picture with its dimensions and file size.

Setting	To
Maximum Width	Set the widest the picture can be, as a percentage of the text's width. A picture is never stretched past its own size.
Alt Text	Describe the picture for readers who use a screen reader.
Remove Image	Take the picture off.

How to move a heading image above or below the title

Video: How to move a heading image above or below the title (0:44)
Watch online: docs.lacuna.pub/book-design/chapter-heading-images/#docs-clip-heading-images-position

1. Open the **Position & Spacing** tab.
2. Choose a **Placement**, then click **Apply**.

Choose	To
Before Section Title	Put the picture above the title.
Between Title & Subtitle	Put it between the title and the subtitle.
After Title & Subtitle	Put it under the whole heading, just above the text. Every heading image starts here.
Alignment	Line it up on the left, center or right.
Spacing Around Image	Add space above and below it (**Top / Bottom**) or beside it (**Left / Right**).

The **Position & Spacing** tab opens once the heading has a picture.

How to put a heading image beside the title

Video: How to put a heading image beside the title (0:57)
Watch online: docs.lacuna.pub/book-design/chapter-heading-images/#docs-clip-heading-images-side-by-side

1. On **Position & Spacing**, turn on **Side by Side**.
2. Choose an **Image Side** and what it sits **Beside**, then click **Apply**.

Choose	To
Image Side	Put the picture on the **Left** or **Right** of the text.
Beside: Title	Set the picture beside the title. The subtitle stays below it on its own.
Beside: Title & Subtitle	Set the picture beside both.

A side-by-side picture lines up the same way as what it sits beside. Beside the title, it moves with the title's alignment. Beside the title and subtitle, give your section title and section subtitle the same alignment: when they differ, the picture goes to its own edge of the page and the title and subtitle keep to theirs.

Publishing to Amazon? Choose **Amazon (Kindle)** or **Multiple stores** when you export your EPUB, so Kindle gets a side-by-side heading made for it.

How to add a heading image to one section

Video: How to add a heading image to one section (2:00)
Watch online: docs.lacuna.pub/book-design/chapter-heading-images/#docs-clip-heading-images-one-section

1. Open the section, click **Options** and choose **Add Heading Image**.
2. Click **Upload Section Header Image**, or **Browse Existing Images**.

The picture shows right away, and its panel has the same **Image** and **Position & Spacing** tabs. On a chapter type, a section's own picture takes the place of the one in Chapter Heading Images.

To	Do this
Give several sections one picture	Select them in the sidebar (hold **Ctrl/Cmd** and click each), right-click one and choose **Set Heading Image**.
Copy a section's picture to others	Click **Apply to Others** in its panel and choose the sections.
Show no picture	In **Options** › **Customize Section Settings** › **Display**, turn off **Show Image in Header**.
Show no picture in print	In **Options** › **Customize Print Settings** › **Content**, turn on **Hide Image**.
Put a chapter type back on the book's picture	In **Options** › **Edit Heading Image**, click **Remove Image**.

A title page, a table of contents and a full-page image have no heading image.

Questions

How do I put an image before the chapter title?

On **Position & Spacing**, set **Placement** to **Before Section Title**.

Can the image go between the chapter heading and the text?

Yes. That is where it starts: **After Title & Subtitle** puts it under the heading, just above the text.

Do heading images show in the e-book?

Yes. They are in your EPUB, your print-ready PDF and your Word document.

Why doesn't my Prologue or Epilogue show the heading image?

Chapter Heading Images go only on chapter types (Numbered Chapter and Unnumbered Chapter). Give any other section its own from **Options** › **Add Heading Image**.

Related

- Section titles and section subtitles: the heading text the picture sits with, and its alignment.
- Section headings: every part of a heading, and where each is styled.
- Images: pictures in your text, and the image gallery.
- Full-page images: a picture that is a page of its own.

How to Add and Style Drop Caps in Your Book

docs.lacuna.pub/book-design/style-drop-caps/

A drop cap is the large first letter that drops into the opening lines of a paragraph. Chapter types open with one: style it once for your whole book, move it, add more, or bring them in from your Word document.

Which section types get a drop cap

Both chapter types, numbered and unnumbered, open with a drop cap. Other section types, such as a Prologue or an Epilogue, have none until you give them one.

Where	To
Edit Styles › Drop Caps › Enable Drop Caps	Turn drop caps off, or back on, in your whole book.
Options › Customize Section Settings › Drop Cap	Give one section a drop cap, or take it away.
Paragraph menu › Set as First Paragraph (Drop Cap)	Move a section's drop cap to a different paragraph.
Paragraph menu › Force Drop Cap	Add more than one drop cap to a section.

Drop caps show in the preview and in your exported book, not in the editor.

How to style your drop caps

One style for every drop cap in your book.

Video: How to style your drop caps (0:47)
Watch online: docs.lacuna.pub/book-design/style-drop-caps/#docs-clip-drop-caps-style

1. Choose **Edit Styles** › **Drop Caps**, in the header bar.
2. Change the **Text** and **Spacing** tabs, then click **Apply**.

Text	Sets
Font	The letter's font. **Chapter Font** uses the font of your text.
Size	How big the letter is, in points.
Weight	How bold it is, and whether it is italic.
Color	Its color. **Inherit Text Color** matches your text.

Spacing	Sets
Letter Height	How tall the letter's space is, so how many lines sit beside it.
Spacing around letter	The space between the letter and your text. Click **Expand** to set the top and bottom apart from the sides.

Enable Drop Caps, above the tabs, turns every drop cap in your book off or on. The letter is always a capital.

How to fit the drop cap to your text

Change **Letter Height** and the bottom of **Spacing around letter** together until the letter sits snug against your text. Check it in your print preview.

Video: How to fit the drop cap to your text (0:46)
Watch online: docs.lacuna.pub/book-design/style-drop-caps/#docs-clip-drop-caps-fit

1. In **Edit Styles** › **Drop Caps**, click **Spacing**.
2. Change **Letter Height**, then click **Apply**.

How to turn the drop cap on or off in one section

Video: How to turn off the drop cap in your section (0:32)
Watch online: docs.lacuna.pub/book-design/style-drop-caps/#docs-clip-options-drop-cap

1. Open the section, then **Options** › **Customize Section Settings**.

2. Set **Drop Cap** and click **Apply**.

Choose	To
Default	Follow the section type: chapter types have one, other section types don't.
Enabled	Give the section a drop cap, whatever its type.
Disabled	Take its drop cap away.

How to move a drop cap to a different paragraph

Move a section's drop cap down when its first paragraph is a photo credit, an epigraph or a date line.

Video: How to move a drop cap to a different paragraph (0:33)
Watch online: docs.lacuna.pub/book-design/style-drop-caps/#docs-clip-drop-caps-move

1. Click in the paragraph that should have the drop cap, and open its paragraph menu: the gear at its top right.
2. Tick **Set as First Paragraph (Drop Cap)**.

In a section type with no drop cap of its own, such as an Epilogue, this gives the section one. Untick it to move the drop cap back. Which paragraph counts as a section's first is on first paragraph styling.

How to add more than one drop cap to a section

Give another paragraph a drop cap too, such as the first one after an ornamental break.

Video: How to add more than one drop cap to a section (0:33)
Watch online: docs.lacuna.pub/book-design/style-drop-caps/#docs-clip-drop-caps-add-more

1. Click in the paragraph and open its paragraph menu.
2. Tick **Force Drop Cap**. Repeat on as many paragraphs as you like.

The section keeps its own drop cap, and the paragraph's first-line indent goes. Untick it to remove the drop cap.

Drop caps from your Word document

Put drop caps in Microsoft Word on the paragraphs that should have them, and Lacuna puts them in the same places when you import. Their look comes from **Edit Styles** › **Drop Caps**.

How to add drop caps in your Word document

Video: How to add drop caps in your Word document (0:37)
Watch online: docs.lacuna.pub/book-design/style-drop-caps/#docs-clip-word-drop-caps

1. In Microsoft Word, click in the paragraph.
2. Choose **Insert** › **Drop Cap** › **Dropped**.
3. Repeat for every paragraph that should open with a drop cap, each chapter's first paragraph included.

Google Docs and LibreOffice don't keep drop caps in a Word document. Add those in Lacuna after you import, from each paragraph's paragraph menu.

Where your Word drop caps go in Lacuna

Video: Where your Word drop caps go in Lacuna (0:34)
Watch online: docs.lacuna.pub/book-design/style-drop-caps/#docs-clip-drop-caps-imported

In your Word document	In Lacuna
A section's first drop cap	The section's drop cap, on that paragraph (**Set as First Paragraph (Drop Cap)**). A section type with none of its own, such as an Epilogue, gets one.
Every drop cap after it in the section	Another drop cap (**Force Drop Cap**).
No drop cap in a section of a chapter type	The chapter type's own drop cap, on its first paragraph.

So in a section of a chapter type whose only drop cap in Word is further down, the drop cap goes there, not at its start. Give its first paragraph one too.

Export your book as a Word document and import it again, and every drop cap stays where it was.

Questions

How do I remove the big first letter of a chapter?

That's the drop cap. Turn off **Enable Drop Caps** in **Edit Styles** › **Drop Caps** for your whole book, or set that section's **Drop Cap** to **Disabled** in **Options** › **Customize Section Settings**. A whole first line in capitals is first paragraph styling.

Why isn't my drop cap showing?

Drop caps show in the preview and your exported book, not in the editor. Only chapter types have one on their own: for a section of another type, set its **Drop Cap** to **Enabled**. A paragraph inside a blockquote, list, table or callout box never gets one.

Can I change the drop cap's font?

Yes. Choose it in **Edit Styles** › **Drop Caps** › **Text** › **Font**.

How do I change the space around a drop cap?

Set **Spacing around letter** on the **Spacing** tab. Click **Expand** to set the top and bottom apart from the sides.

Related

- First paragraph styling: which paragraph is first, and its first line.
- The paragraph menu: everything you can change for one paragraph.
- Section options: drop caps and indents for one section.
- Best practices for importing your manuscript: set up your Word document.

How to Style Your First Paragraph and First Line

docs.lacuna.pub/book-design/style-first-paragraph/

The first paragraph of your chapter types can open with its first line in small caps or a larger size. You can choose which paragraph counts as the first, give the look to any section type, and repeat it after ornamental breaks and subheadings.

Where to find first paragraph settings

Open	To change
Edit Styles › First Line Styling	Every chapter type: how the first line looks, and where the look repeats (**Apply After**).
A section's Options › Customize Section Settings	One section: its **First Paragraph** card holds **First Line Style**, **Drop Cap** and **Indent First Paragraph**.
A paragraph's gear menu	One paragraph: **Set as First Paragraph (Drop Cap)** and **Apply First Line Style**.

How to style the first line of your chapter types

Video: How to style the first line of your chapter types (0:52)
Watch online: docs.lacuna.pub/book-design/style-first-paragraph/#docs-clip-first-line-style

1. Choose **Edit Styles** › **First Line Styling**.
2. Set **Text Style** and **Font Size**, and click **Apply**.

Setting	Choose
Text Style	**Normal** or **Small Caps**.
Font Size	**XS** or **S** for a smaller first line, **L** or **XL** for a larger one. **M** is your text's size.
Apply After › Ornamental Breaks	Repeat the look after each ornamental break. See below.
Apply After › Subheadings (H1-H6)	Repeat the look after each subheading, at every level.

Both chapter types get it: **Numbered Chapter** and **Unnumbered Chapter**. A section named "Chapter 5" of another section type doesn't. It shows in the preview and in your exported book, not in the editor.

How to choose which paragraph is the first

A section's first paragraph is its first paragraph of text. When your section opens with something else, such as a date line or a photo credit, set the paragraph where your text really starts as the first.

1. Click in the paragraph and open its paragraph menu (the gear).
2. Tick **Set as First Paragraph (Drop Cap)**.

The drop cap, the first-line style and the start at the margin all move to it. Paragraphs above it look like any other paragraph. If you tick it on several paragraphs, the first one counts.

Watch it in how to move or add a drop cap. Importing a Word document? A drop cap in it sets the first paragraph for you; see drop caps.

How to repeat the first-line style after breaks and subheadings

At first, only a section's first paragraph gets the look. **Apply After** gives it to the paragraph right after each ornamental break or subheading too, so each new passage opens the same way.

Video: How to repeat the first-line style after breaks and subheadings (0:36)
Watch online: docs.lacuna.pub/book-design/style-first-paragraph/#docs-clip-first-line-apply-after

1. In **Edit Styles** › **First Line Styling**, under **Apply After**, turn on **Ornamental Breaks**, **Subheadings (H1-H6)**, or both.
2. Click **Apply**.

The paragraph after each one also starts at the margin, like a section's first paragraph. For one paragraph anywhere else, tick **Apply First Line Style** in its paragraph menu. It is greyed out, with the reason, in a section whose first-line styling is off.

How to give any section type first-line styling

Only chapter types get first-line styling on their own. To give it to a Prologue, an Epilogue or any other section type:

> **Video:** How to give any section type first-line styling (0:59)
> Watch online: docs.lacuna.pub/book-design/style-first-paragraph/#docs-clip-first-line-section

1. Open the section, then **Options** › **Customize Section Settings**.
2. Under **First Paragraph**, set **First Line Style** to **Enabled** and click **Apply**.

Choose	To
Default	Follow your book: on in chapter types, off in other section types.
Enabled	Turn it on in this section, in the look set in **Edit Styles** › **First Line Styling**.
Disabled	Turn it off in this section, after breaks and subheadings too.
Small Caps	Turn it on in this section, in small caps whatever your book's **Text Style**, at your book's **Font Size**.

To give other sections the same, click **Apply to Other Sections**. See how to copy your section's changes.

How first paragraph styling works with drop caps and indentation

With	What happens
Drop caps	The first paragraph gets both: the drop cap, and the first-line style beside it. Turn either off and the other stays. A paragraph with **Force Drop Cap** gets the first-line style too.
Indentation	The first paragraph starts at the margin while **Remove Indentation of First Paragraph** is on, as it is at first. With **Apply After** on, so does the paragraph after each break or subheading.

Questions

Does Set as First Paragraph (Drop Cap) move the small caps too?

Yes. The first-line style and the start at the margin move with the drop cap, to the paragraph you tick.

Why doesn't my prologue have small caps?

Only chapter types get first-line styling on their own, and Prologue is a section type of its own. Set the prologue's **First Line Style** to **Enabled**, as in how to give any section type first-line styling.

How do I indent the first line of a paragraph?

First Line Styling changes how the first line looks, not where it starts. Indents are in **Edit Styles** › **Indentation**; see indentation.

Can I use small caps for headings?

Yes, for section titles. In **Edit Styles** › **Heading Title**, set **Transform** to **Small Caps** (offered when the title's font has small caps). See section titles.

Related

- Drop caps: the large first letter, and drop caps from a Word document.
- Indentation: where first lines start, and the first paragraph's indent.
- Paragraph menu: everything for one paragraph.
- Ornamental breaks and subheadings.

How to Justify Text and Hyphenate Words

docs.lacuna.pub/book-design/justification-and-hyphenation/

Justified text ends every line at the same right edge, and hyphenation splits a word at a line end so the gaps between words stay even. Lacuna turns both on for every book.

Change them for your EPUB and print-ready PDF together, or one at a time, in **Edit Styles** › **Justification & Hyphenation**. To decide where one word breaks, teach it to the **Hyphenation Dictionary**.

Where to set justification and hyphenation

Open	To set
Edit Styles › Justification & Hyphenation	Your whole book: justification and hyphenation, in your EPUB and print-ready PDF.
Print Settings › Justification & Hyphenation	The same panel, opening on its **Print** tab when e-book and print are set apart.
Edit › Hyphenation Dictionary…	Where one word may break, or that it never breaks, in your print-ready PDF.
Edit Book Metadata › Language	The language whose rules your words break by.
The pencil on a list, columns or grid	That element alone. Each follows your book until you change it.

How to turn justification on or off

Video: How to turn justification on or off (0:46)
Watch online: docs.lacuna.pub/book-design/justification-and-hyphenation/#docs-clip-justification-justify

1. Choose **Edit Styles** › **Justification & Hyphenation**.
2. Turn **Justify body text** on or off and click **Apply**.

Off, each line ends where its last word ends, so the right edge is ragged. The preview shows the change before you apply it, in the e-reader and in print.

It sets your paragraphs. Titles, captions and lists have their own alignment, and a paragraph you **Align Center** or **Align Right** in the editor toolbar keeps that.

How to turn hyphenation on or off

Video: How to turn hyphenation on or off (0:49)
Watch online: docs.lacuna.pub/book-design/justification-and-hyphenation/#docs-clip-justification-hyphenation

1. Choose **Edit Styles** › **Justification & Hyphenation**.
2. Turn **Enable automatic hyphenation** on or off and click **Apply**.

Off, no word is split at a line end, and the rules below disappear from the panel. Justified lines then stretch their word spaces further to fill the line, so most books keep it on.

How to set the hyphenation rules

With **Enable automatic hyphenation** on, the panel shows two more cards.

1. In **Edit Styles** › **Justification & Hyphenation**, set the rules under **Hyphenation Rules** and **Word Splitting**.
2. Click **Apply**.

Hyphenation Rules	To	Works in
Hyphenate capitalized words	Let names and other capitalized words break. Off to start, so they stay whole.	Print
Hyphenate last word	Let the last word of a paragraph break. Off to start, so a paragraph never ends on a piece of a word.	Print and e-book
Keep hyphenated words on one page	Move a line that ends with a hyphen at the foot of a page to the next page, so no word is split across pages. Off to start.	Print
Most hyphenated lines in a row	How many lines in a row may end with a hyphen, 1 to 5. Starts at 2.	Print and e-book

Word Splitting	To	Works in
Shortest word to hyphenate	Words with fewer letters are never split, 4 to 10. Starts at 6.	Print and e-book
Fewest letters before a break	How many letters stay on the line before the hyphen, 1 to 5. Starts at 2.	Print and e-book
Fewest letters after a break	How many letters carry to the next line, 1 to 5. Starts at 3.	Print and e-book

Your print-ready PDF follows every rule. Your EPUB carries the rules marked for e-books to the reader's app, which breaks the lines itself: Apple Books, Kobo, Nook and Google Play read them, and Kindle splits words its own way. The amber triangle beside each card lists the same readers.

How to set e-book and print differently

The panel starts with **Apply to both formats** on, so one **All Formats** tab sets your EPUB and your print-ready PDF together.

Video: How to set e-book and print differently (0:37)
Watch online: docs.lacuna.pub/book-design/justification-and-hyphenation/#docs-clip-justification-formats

1. At the top of the panel, turn off **Apply to both formats**. The panel splits into an **eBook** tab and a **Print** tab.
2. Set each tab and click **Apply**.

Turn **Apply to both formats** back on and print takes the e-book's settings. The panel opens with it off whenever the two formats differ. Opened from **Print Settings**, it lands on the **Print** tab.

How to teach Lacuna where a word breaks

A name, an invented word or a technical term can break in the wrong place. The **Hyphenation Dictionary** holds the words you decide for.

Video: How to teach Lacuna where a word breaks (0:51)
Watch online: docs.lacuna.pub/book-design/justification-and-hyphenation/#docs-clip-justification-dictionary

1. Choose **Edit** › **Hyphenation Dictionary…**.
2. Click **Add words**, choose the **Language**, and type one word per line with a hyphen wherever it may break, such as `Han-ni-bal`. A word with no hyphen, such as `Lacuna`, never breaks.
3. Click **Add words** under the list.

Each word in the list has a **Never break** switch, a pencil to change its breaks and a trash to remove it. The dictionary is kept on your computer, by language, and every book you format on it uses the words. It changes your print-ready PDF only: e-readers break words themselves.

The **Word lists** button beside **Add words** imports or exports a plain text file with one word per line, so you can carry your words to another computer. To open the dictionary from the keyboard, give **Open Hyphenation Dictionary** a shortcut.

How your book's language changes hyphenation

Words break by the rules of your book's language, so **English (U.S.)** and **English (GB)** split the same word differently. Set it in **Edit Book Metadata** › **Book Details** › **Language**; see what your book's language changes. Dictionary words belong to a language too: a word you add for English (U.S.) applies to every book in English (U.S.).

Questions

How do I justify text in Lacuna?

Your text is justified already. If it isn't, choose **Edit Styles** › **Justification & Hyphenation**, turn on **Justify body text** and click **Apply**.

Can I left-align one paragraph?

No. **Align Left** in the editor toolbar changes nothing in your EPUB or print-ready PDF: justification is set for your whole book. **Align Center** and **Align Right** do work on one paragraph.

Why are there wide gaps between the words?

A justified line with no hyphen stretches its spaces to reach the edge. Keep **Enable automatic hyphenation** on, and for print turn on **Adjust word spacing** and the **Paragraph Optimizer** in Body Text.

How do I stop a name being split?

Hyphenate capitalized words is off to start, so names stay whole in print. For a word in lower case, add it to the **Hyphenation Dictionary** with no hyphen.

Why does Kindle split words differently from the preview?

Kindle breaks words with its own engine, so the hyphenation rules don't reach it. Switch the device preview to a Kindle to see your pages as it shows them.

Related

- Body Text: how justified lines break in print, with the Paragraph Optimizer, word spacing and runts.
- Edit Book Metadata: the language your words break by.
- Indentation and Paragraph Spacing: the rest of your paragraphs' look.
- Editor toolbar: center or right-align one paragraph.

How to Indent Paragraphs and Quotations

docs.lacuna.pub/book-design/style-indentation/

Lacuna indents the first line of every paragraph in your chapters, except the first paragraph after the title. You can change how far it indents, indent the first paragraph too, turn indents off, and move quotations and whole sections in from the left edge.

Where to find indentation settings

Open	To indent
Edit Styles › Indentation	Every chapter: how far first lines indent, and the first paragraph.
A section's Options › Customize Section Settings	One section: whether its paragraphs indent, its first paragraph, and whole elements from the left edge.
The pencil on a blockquote	Quotations, from the left and right.
A paragraph's gear menu	One paragraph, including hanging indents.

How to indent a whole section's elements

Element Indentation moves everything in a section in from the left edge, every line and not just the first: the nonfiction look where subheadings sit to the left of the text.

Video: How to indent a whole section's elements (0:51)
Watch online: docs.lacuna.pub/book-design/style-indentation/#docs-clip-indentation-section-elements

1. Open the section, then **Options** › **Customize Section Settings**.
2. Under **Element Indentation**, set **Spacing From Left Edge**.
3. In **Applies To**, untick anything that should stay at the margin, such as a subheading level, and click **Apply**.

To give other sections the same indent, click **Apply to Other Sections**. See how to copy your section's changes.

How to change the indent size

Video: How to change the indent size (0:47)
Watch online: docs.lacuna.pub/book-design/style-indentation/#docs-clip-indentation-size

1. Choose **Edit Styles** › **Indentation**.
2. Set **Indent Size** and click **Apply**.

The preview shows each change before you apply it. The size is used in every section that has indents, not just chapters.

Choose	To
Disable All Indentation	Turn off first-line indents everywhere, in your EPUB and print-ready PDF.
Indent Size	Set how far the first line of each paragraph moves in, in px.
Remove Indentation of First Paragraph	Start the first paragraph after a section's title at the margin. On by default.

How to indent the first paragraph

The first paragraph after a section's title starts at the margin. To indent it like the rest:

Video: How to indent the first paragraph (0:39)
Watch online: docs.lacuna.pub/book-design/style-indentation/#docs-clip-indentation-first-paragraph

1. In **Edit Styles** › **Indentation**, turn off **Remove Indentation of First Paragraph**.
2. Click **Apply**.

For one section only, open its **Options** › **Customize Section Settings** and set **Indent First Paragraph** to **Enabled** or **Disabled**. To make a later paragraph the first, tick **Set as First Paragraph (Drop Cap)** in its paragraph menu.

How to turn off indentation in your whole book

Video: How to turn off indentation in your whole book (0:39)
Watch online: docs.lacuna.pub/book-design/style-indentation/#docs-clip-indentation-whole-book

1. In **Edit Styles** › **Indentation**, turn on **Disable All Indentation**.
2. Click **Apply**.

Your paragraphs then have space between them instead, set in Paragraph Spacing › **Indentation Disabled**.

How to indent one section

Video: How to add or remove indentation in your section (0:37)
Watch online: docs.lacuna.pub/book-design/style-indentation/#docs-clip-options-indentation

Only chapters are indented by default. To indent a prologue, epilogue or any other section, or to take a chapter's indents away, see how to add or remove indentation in your section.

How to indent a quotation

Make the quotation a blockquote: it sits in from your text on the left and the right. You set how far in the blockquote's own style; see how to style blockquotes.

Questions

How do I indent quotations?

Make it a blockquote, which sits in from both sides of your text. To change how far, see how to style blockquotes.

How do I indent the first line of a paragraph?

Chapters are indented already: set how far in **Edit Styles** › **Indentation** › **Indent Size**. For one paragraph, set **First-Line Indent** in its paragraph menu.

Why aren’t my paragraphs indented?

Only chapters are indented by default. For any other section, set **Indent All Paragraphs** to **Enabled** in its Options, and check that **Disable All Indentation** is off.

How do I make hanging indents?

In the paragraph menu, set a **Left Indent** and a **First-Line Indent** of the same amount below 0. See how to make a hanging indent.

Why is the paragraph after an ornamental break indented?

Only a section’s first paragraph starts at the margin. To start the paragraph after each break or subheading there too, turn on **Apply After** › **Ornamental Breaks** or **Subheadings (H1-H6)** in First Line Styling.

Related

- Edit Styles menu: everything that styles your whole book.
- Section options: change one section.
- Paragraph menu: indents for one paragraph.
- First paragraph styling: small caps or a larger first line.

How to Set the Space Between Paragraphs

docs.lacuna.pub/book-design/paragraph-spacing/

Paragraph spacing is the gap below each paragraph, before the next one. Lacuna keeps two values for your whole book: one for sections whose paragraphs are indented, and one for sections with block paragraphs, which have no indent and a gap between them instead.

Set both in **Edit Styles** › **Paragraph Spacing**. The same values are used in the e-reader preview, your EPUB and your print-ready PDF.

Which spacing a section uses

Section	Uses
A chapter type	**Indentation Enabled**, since its paragraphs are indented.
Every other section type	**Indentation Disabled**: block paragraphs, separated by the gap.
A section whose Indent All Paragraphs you set	The value that matches it: **Enabled** uses **Indentation Enabled**, **Disabled** uses **Indentation Disabled**.
Every section, once Disable All Indentation is on	**Indentation Disabled**, because nothing is indented any more.

The panel marks the value your chapter types use with **Active**.

How to set the space between indented paragraphs

Chapter types are indented, so the indent already shows where each paragraph starts. Most books keep this at 0.

Video: How to set the space between indented paragraphs (0:48)
Watch online: docs.lacuna.pub/book-design/paragraph-spacing/#docs-clip-paragraph-spacing-indented

1. Choose **Edit Styles** › **Paragraph Spacing**.
2. Under **Indentation Enabled**, set **Spacing** and click **Apply**.

The preview shows each change before you apply it.

Choose	To
Indentation Enabled › Spacing	The gap below each paragraph in indented sections, in px. A new book starts at 0.
Indentation Disabled › Spacing	The gap below each paragraph in block sections, in px. A new book starts at 16.
Active	Marks the value your chapter types use right now. It moves to **Indentation Disabled** when **Disable All Indentation** is on.

How to set the space between block paragraphs

Block paragraphs have no indent, so this gap is what separates one from the next. A new book starts at 16 px.

Video: How to set the space between block paragraphs (0:41)
Watch online: docs.lacuna.pub/book-design/paragraph-spacing/#docs-clip-paragraph-spacing-block

1. Choose **Edit Styles** › **Paragraph Spacing**.
2. Under **Indentation Disabled**, set **Spacing** and click **Apply**.

A section that has no indent for any reason uses this value: every section type but chapter types, a section whose **Indent All Paragraphs** is **Disabled**, and every section once **Disable All Indentation** is on in Indentation.

How to give one section the other spacing

The spacing follows the section's indent, so switch its indent. Open the section, then **Options** › **Customize Section Settings**, set **Indent All Paragraphs** to **Enabled** or **Disabled**, and click **Apply**. See how to add or remove indentation in your section.

There is no spacing value for one section alone: a section is either indented, with the **Indentation Enabled** spacing, or block, with the **Indentation Disabled** spacing.

Questions

How do I remove the space between paragraphs?

Set **Indentation Disabled** › **Spacing** to 0 and click **Apply**. If a chapter type shows gaps, check that **Indentation Enabled** › **Spacing** is 0 and that **Disable All Indentation** is off in Indentation.

How do I change the line spacing?

Line spacing is the distance between the lines inside a paragraph, not between paragraphs. Set it in **Print Settings** › **Body Text** › **Line Spacing**; see set the size and line spacing.

Where do I change the spacing in my book?

Between paragraphs, here in **Paragraph Spacing**. Between lines, in Body Text. Above and below section titles, in **Edit Styles** › **Heading Spacing**; see section headings.

Should my Word document be single or double spaced?

Either. Lacuna sets the space between paragraphs and the line spacing from its own settings, so the spacing in your Word document does not carry over.

Related

- Indentation: how far paragraphs indent, and turning indents off.
- Section options: indent one section, or take its indents away.
- Body Text: line spacing, font and size.
- First paragraph styling: the first line after a title or break.
- Edit Styles menu: everything that styles your whole book.

Body Text Typography

docs.lacuna.pub/print-ready/body-text-typography/

Your body text is the paragraphs that make up most of your book. The **Body Text** panel sets the font they print in, how large they are and how much space sits between their lines, and, for print, how each paragraph breaks into lines.

WHAT IT DOES	WHERE TO FIND IT
Sets the font, size and spacing of your book's paragraphs, and how their lines break in print.	**Print Settings**, then **Body Text**, under **Typography & Layout**.
WORKS IN	**BEFORE YOU START**
The **Text** tab: print-ready PDF and ebook PDF. The **Line Breaking** tab: print-ready PDF only. EPUB and DOCX leave the body font, size and spacing to the reader's app.	Set your trim size first. Choose a font with the green check, so every style prints (see Fonts).

Choose your body font

Video: Choose your body font (0:46)
Watch online: docs.lacuna.pub/print-ready/body-text-typography/#docs-clip-body-font

1. **Open Print Settings** in the top bar and choose **Body Text**, under **Typography & Layout**.
2. **Click** the **Font** box to list your fonts. Type to find one, then click it.
3. **Check** the mark beside the font: a green check means it prints every style.
4. **Click Apply**.

Your changes show in the print preview as you make them. **Apply** saves them, as one step you can undo; **Close** without applying puts everything back. Changing the font sets **Weight** back to Regular.

The green check or warning beside the font tells you whether it prints every style your book may use: bold, italic, bold italic and small caps. **Weight** lists only the weights the font has. See Fonts for what the check and the warning mean, and what happens in print when a style is missing.

Set the size and line spacing

Video: Set the size and line spacing (0:27)
Watch online: docs.lacuna.pub/print-ready/body-text-typography/#docs-clip-body-size-spacing

1. **Open Print Settings**, then **Body Text**.
2. **Set Size**, in points (12 pt unless you change it, and never below 6).
3. **Set Line Spacing**, the distance from one line to the next as a multiple of the text size (1.0 to 2.5).
4. **Click Apply**.

Smaller text and tighter spacing fit more words on each page, so your book gets shorter.

Underline links, under **Links**, is on unless you turn it off. A print-ready PDF prints each link as its web address; with this off, the address prints without an underline. See how links look in print.

How lines break Print only

The **Line Breaking** tab controls how justified paragraphs break into lines in your print-ready PDF and its preview. It changes nothing in your EPUB, DOCX or ebook PDF, where the reader's app breaks the lines. Whether your text is justified, and how words are hyphenated, are set in Justification & Hyphenation.

The three settings below each fix a different problem, and work together. The pictures show the same paragraph from the Epilogue of *Pawsitively Sabotaged* with each setting off and then on.

Paragraph Optimizer Beta

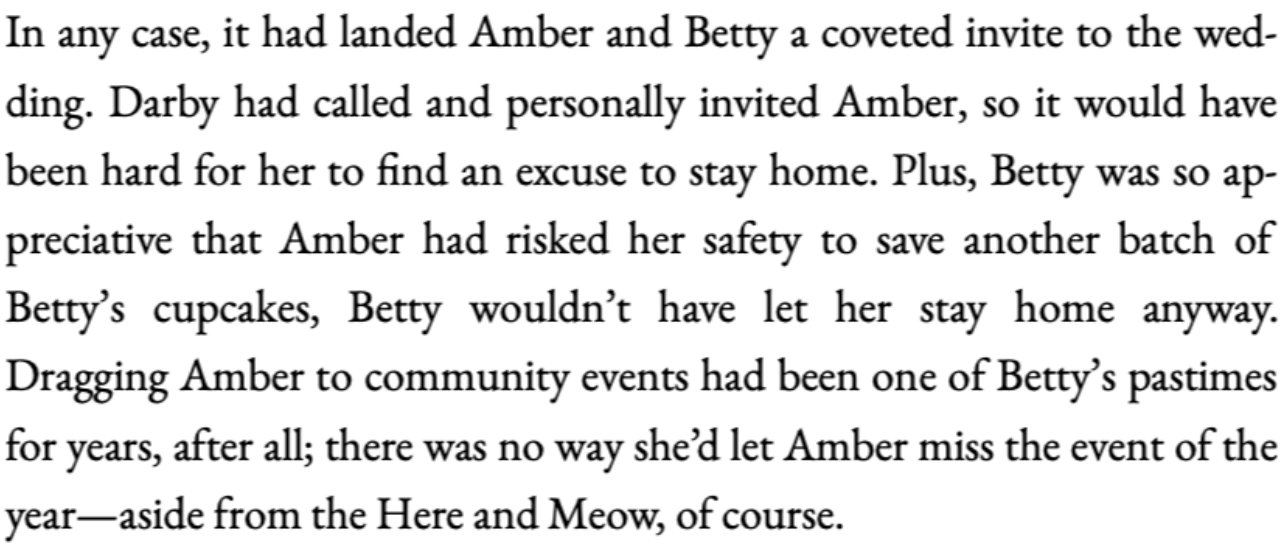
Video: Turn on the Paragraph Optimizer (0:34)
Watch online: docs.lacuna.pub/print-ready/body-text-typography/#docs-clip-body-optimizer

1. **Open Print Settings**, then **Body Text**, and click the **Line Breaking** tab.
2. **Turn on Paragraph Optimizer**. The line under it changes from **Line-by-line (fast)** to **Whole-paragraph (best quality)**.
3. **Set Letter Spacing Adjustment Allowed**, if you like (0 to 10%).
4. **Click Apply**.

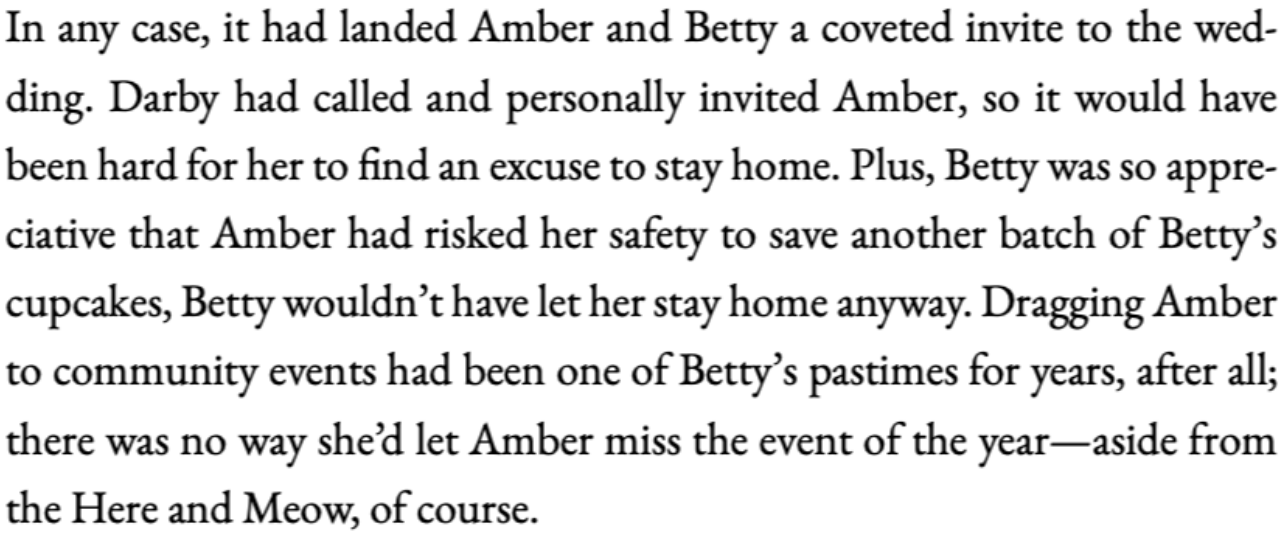
Off, Lacuna fills each line before it starts the next. On, it chooses where all of a paragraph's lines end together, so one line can be set a little tighter to spare the next a wide gap or a split word. It is the method TeX uses (a Knuth-Plass line breaker).

Letter Spacing Adjustment Allowed shows while the optimizer is on. It lets the optimizer set a line's letters slightly closer once its word spaces are already at their narrowest. It only ever tightens, and 0% never changes letter spacing.

Off: the fifth line is stretched with wide gaps between its words.



On: the lines before it give a little, and the gaps even out.



Word spacing

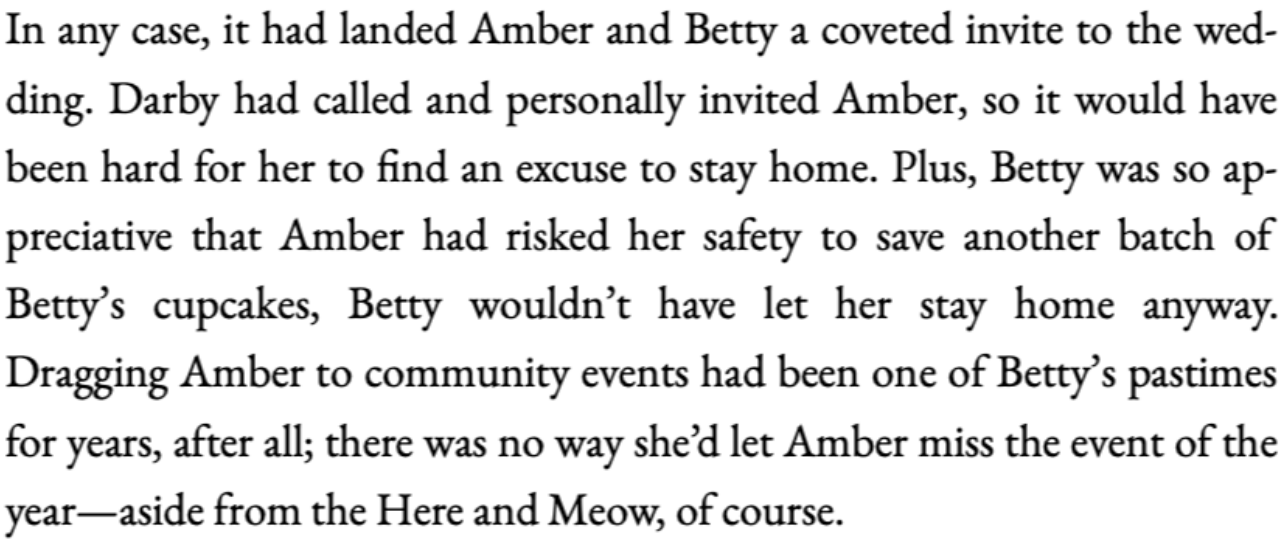
Video: Let word spaces flex (0:29)
Watch online: docs.lacuna.pub/print-ready/body-text-typography/#docs-clip-body-word-spacing

1. **Open** the **Line Breaking** tab of **Body Text**.
2. **Turn on Adjust word spacing**.
3. **Set Narrowest space** (50 to 100%) and **Widest space** (100 to 300%), or keep 85% and 200%.
4. **Click Apply**.

Justified lines always stretch or squeeze their word spaces to fill the line. **Adjust word spacing** lets Lacuna use that room while it chooses where lines break, so more words fit without being split and fewer lines end up gappy. 100% is the font's normal space. A word is hyphenated only when leaving it out would stretch the spaces past **Widest space**.

Adjust word spacing is on for new books. Books saved before it existed keep it off, so they print exactly as they did; turn it on to use it.

Off: "ap-preciative" is split, and the fifth line has wide gaps.


In any case, it had landed Amber and Betty a coveted invite to the wed-
ding. Darby had called and personally invited Amber, so it would have
been hard for her to find an excuse to stay home. Plus, Betty was so ap-
preciative that Amber had risked her safety to save another batch of
Betty's cupcakes, Betty wouldn't have let her stay home anyway.
Dragging Amber to community events had been one of Betty's pastimes
for years, after all; there was no way she'd let Amber miss the event of the
year—aside from the Here and Meow, of course.

On: "appreciative" fits whole, and no line is gappy.

In any case, it had landed Amber and Betty a coveted invite to the wedding. Darby had called and personally invited Amber, so it would have been hard for her to find an excuse to stay home. Plus, Betty was so appreciative that Amber had risked her safety to save another batch of Betty's cupcakes, Betty wouldn't have let her stay home anyway. Dragging Amber to community events had been one of Betty's pastimes for years, after all; there was no way she'd let Amber miss the event of the year—aside from the Here and Meow, of course.

Fix runts

Video: Fix runts (0:19)
Watch online: docs.lacuna.pub/print-ready/body-text-typography/#docs-clip-body-runts

1. **Open** the **Line Breaking** tab of **Body Text**.
2. **Turn on Fix runts**, under **Runts**.
3. **Click Apply**.

A runt is a paragraph's last line holding one short word on its own. **Fix runts** pulls that word up onto the line above. It narrows the paragraph's word spaces first, and sets its letters slightly closer only when that is not enough. Books saved before word spacing existed fix runts by setting letters closer only; turn **Fix runts** off and on again to fix them the new way.

Off: "uncle?"" sits alone on the paragraph's last line.

"You're like my grandparents," Amber had said. "Family."

"Family," he agreed. "But am I really grandpa-aged? Can't I be the cool uncle?"

On: "uncle?"" moves up, and the paragraph takes one line.

“You’re like my grandparents,” Amber had said. “Family.”

“Family,” he agreed. “But am I really grandpa-aged? Can’t I be the cool uncle?”

Widows and orphans Print only

Video: Keep lines together across pages (0:37)
Watch online: docs.lacuna.pub/print-ready/body-text-typography/#docs-clip-widows-orphans

1. **Open Print Settings** and choose **Widows & Orphans**, under **Typography & Layout**.
2. **Set Orphans**: the fewest lines of a paragraph that may sit at the bottom of a page before it continues on the next (1 unless you change it).
3. **Set Widows**: the fewest lines of a paragraph that may carry over to the top of the next page (2 unless you change it).
4. **Click Apply**.

Both go from 0 to 6 lines. When a paragraph would leave fewer lines than that on either side of a page break, Lacuna moves lines to the next page.

To give one section its own values, open its Options menu, choose **Customize Print Settings**, open the **Content** tab, and turn on **Override Widows & Orphans** under **Pagination**.

Start sections on a right-hand page

The side a section starts on is not a **Body Text** setting. For every chapter type, see how to start chapters on a right-hand page in **Chapter Type Options**. For one section, see how to start your section on the right-hand page in print.

Questions

How do I change my book’s font?

Open **Print Settings**, choose **Body Text**, pick a font in the **Font** list, and click **Apply**. See Choose your body font. Headings, headers and footers have their own fonts in their own panels.

How do I make the text bigger?

Raise **Size** in the **Body Text** panel and click **Apply**. Your page count grows with it. See Set the size and line spacing.

How do I change the line spacing?

Set **Line Spacing** in the **Body Text** panel: 1.0 is the tightest, and larger numbers add space between lines.

How do I add fonts?

Click **+ Add** beside the **Font** box and follow the steps. See Fonts.

How do I get rid of orphan lines?

Raise **Orphans** (a paragraph's lone first line at the bottom of a page) or **Widows** (its lone last line at the top of the next) in **Print Settings**, then **Widows & Orphans**. See Widows and orphans. For a lone short word at the end of a paragraph, turn on Fix runts.

When your text is set, export a print-ready PDF for KDP and IngramSpark.

How to Number Your Book's Pages

docs.lacuna.pub/print-ready/page-numbering/

Your print-ready PDF numbers its pages for you. You choose where page 1 starts, whether your front matter gets Roman numerals, and which pages show their number.

Where	What you can change
Print Settings › Page Numbering	Roman numerals on front matter pages, and the section that starts on page 1.
Print Settings › Chapter Type Options	Page numbers on chapter opening pages, and which chapters start on a right-hand page.
A section's Options › Customize Print Settings	That one section's page numbers, and the side it starts on.
Print Settings › Page Layouts	Where the number sits on the page. See headers and footers.

How to number front matter in Roman numerals

With Roman numerals on, every page before your body matter is numbered i, ii, iii, and page 1 is where your body matter begins. Turn it off and your pages run 1, 2, 3 from the title page to the end. New books and imported Word documents start with it on.

Video: How to number front matter in Roman numerals (0:44)
Watch online: docs.lacuna.pub/print-ready/page-numbering/#docs-clip-numbering-roman

1. Click **Print Settings**, then **Page Numbering** under **Page Setup**.
2. Turn **Roman numerals on front matter pages** on or off, and click **Apply**.

Page 1 is where your body matter begins, marked by the bookmark beside a section in the sidebar. Lacuna puts it at your first chapter, or at the book part or volume that opens with it. To start page 1 somewhere else, click the button beside **Section that starts on page 1** (it shows while Roman numerals are on) and choose the section. Or right-click the section in the sidebar and choose **Begin body matter here**. Both move the same bookmark, so e-readers open your book there too. See where your body matter begins.

Front matter pages hide their headers and footers, so their Roman numerals count but don't print. To show them, see how to hide or show headers and footers on chapter openings and front matter.

How to show page numbers on chapter opening pages

The first page of every chapter hides its headers and footers, page number included. You can print the number on its own.

Video: How to show page numbers on chapter opening pages (0:48)
Watch online: docs.lacuna.pub/print-ready/page-numbering/#docs-clip-numbering-chapter-openers

1. Click **Print Settings**, then **Chapter Type Options** under **Page Setup**, and open the **Headers & Footers** tab.
2. Turn on **Show page numbers**, and click **Apply**.

To print the whole header and footer on opening pages instead, see how to hide or show headers and footers on chapter openings and front matter: the same switches are in **Print Settings** › **Section Type Options** too. Any section that isn't a chapter, such as an Epilogue, has its own switch: see how to change page numbers for one section.

How to start chapters on a right-hand page

Lacuna adds a blank left-hand page wherever a chapter needs one. The blank page counts, but prints no number.

Video: How to start chapters on a right-hand page (0:54)
Watch online: docs.lacuna.pub/print-ready/page-numbering/#docs-clip-numbering-starting-side

1. In **Chapter Type Options**, open the **Starting Side** tab.
2. Turn on a switch, and click **Apply**.

Turn on	To
Only the first chapter starts on a right-hand page	Start your first chapter on the right. On when you start.
All chapters start on a right-hand page	Start every chapter on the right.

Book parts and volumes always start on a right-hand page. A section's own Start Page Side comes first.

How to change page numbers for one section

Video: How to change page numbers for one section (0:52)
Watch online: docs.lacuna.pub/print-ready/page-numbering/#docs-clip-numbering-one-section

1. Open the section, then **Options** › **Customize Print Settings**, and open the **Headers & Footers** tab.
2. Under **Page Numbers**, turn on a switch, and click **Apply**.

Turn on	To
Show on First Page	Print the number on its opening page, while its headers and footers stay hidden.
Show on All Pages	Print the number on every page of it.

Disable on All Pages, under **All Headers & Footers**, takes every header, footer and page number off the section. See per-section settings for the rest of the panel.

Questions

Does Lacuna add page numbers?

Yes. Your print-ready PDF numbers every page, and prints the number wherever your header or footer layout has a **Page Number**.

Why do my page numbers reset at every chapter?

It's your print preview, not your book. **Print - Single Section (Fast)** shows one section at a time, so each starts at page 1 and the page count is that section's. Choose **Print - Whole Book (Slower)** to see your real page numbers.

Can each chapter start again at page 1?

No. The count runs through your whole book, and only the body matter bookmark starts it again at 1.

Why do only some chapters start on a right-hand page?

Only your first chapter, book parts and volumes start on the right when you start. Turn on **All chapters start on a right-hand page** in **Chapter Type Options** › **Starting Side** for every chapter.

Why is there a blank page before my chapter?

The chapter starts on a right-hand page, so Lacuna added a blank left-hand page before it. Change it in **Chapter Type Options** › **Starting Side**, or in the section's Start Page Side.

Why are my early pages in Roman numerals?

Roman numerals on front matter pages is on, so every page above the bookmark is numbered i, ii, iii, starting with your title page. Turn it off to number every page 1, 2, 3.

Does the table of contents show page numbers?

Yes. In your print-ready PDF, each entry shows the page its section starts on. See page numbers and leader dots.

Related

- Headers and footers: where the page number sits, and what prints beside it.
- How to set the space for headers and footers.
- Where your body matter begins: the bookmark, and what it changes in the e-book.
- Print preview: see your real page numbers.

How to Set Your Trim Size

docs.lacuna.pub/print-ready/trim-sizes/

Your trim size is the size your printed pages are cut to. Set it under **Page Setup** in **Print Settings**, and see each change in the print preview. Your page margins are measured from its edges.

How to choose your trim size

Video: How to choose your trim size (0:34)
Watch online: docs.lacuna.pub/print-ready/trim-sizes/#docs-clip-trim-size

1. Click **Print Settings** and choose **Trim Size**, under **Page Setup**. Or click the **Trim** size under the print preview.
2. Click a size. Your book changes to it right away.

Group	Sizes, width × height in inches
Pocket	4 × 6, 4.25 × 6.87, 4.25 × 7, 4.37 × 7, 4.5 × 7
Small	5 × 8, 5.06 × 7.81, 5.25 × 8
Standard	5.5 × 8.5, 6 × 9, 6.14 × 9.21
Large	6.69 × 9.61, 7 × 10, 7.44 × 9.69, 7.5 × 9.25, 8 × 8, 8 × 10, 8.5 × 11
Specialty	**A6** 4.13 × 5.83, **A5** 5.83 × 8.27, **B5** 6.93 × 9.84, **A4** 8.27 × 11.69

A new book is 6 × 9. To read the sizes in millimeters (A4 reads 210 × 297), see how to work in millimeters.

How to set a custom trim size

Video: How to set a custom trim size (0:46)
Watch online: docs.lacuna.pub/print-ready/trim-sizes/#docs-clip-trim-custom

1. In **Trim Size**, turn on **Custom Size**.

2. Type the **Width** and **Height**, in inches or millimeters, then click **Apply**.

Each side can be 3 to 12 inches (76 to 305 mm). A size typed in millimeters is kept in whole millimeters. Turn **Custom Size** off to go back to the list.

How to work in millimeters

Lacuna shows every page measurement in inches or millimeters. One setting switches them all, in every book, and Lacuna remembers it.

1. Click **mm** at the top of **Trim Size** or **Margins**. Or open **Lacuna Settings** (the cogwheel in the side menu) and, on **Project Settings**, set **Page measurements** to **Millimetres**.
2. Type your trim size, safe zone, margins and bleed in millimeters.

Trim sizes, every margin, bleed, and the size under the print preview all switch together. Click **in** to go back. Switching never changes your pages, only how their sizes are shown.

Questions

Can Lacuna support my trim size?

Yes. Choose one of the 22 sizes in **Trim Size** (A4 and A5 included), or turn on **Custom Size** and set any size from 3 to 12 inches on each side (76 to 305 mm).

Why is my PDF bigger than my trim size?

Your book has bleed: something prints to the edge of a page, so every page grows by the bleed. The printer trims it off, back to your trim size.

Related

- Page margins: the space between the trimmed edge and your text, and bleed.
- Preview print: see your pages at their size.
- Export your print-ready PDF.

How to Set Your Page Margins

docs.lacuna.pub/print-ready/page-margins/

Your margins are the space between the edges of your trim size and your text. Set them in **Print Settings** › **Margins**, and see each change in the print preview.

How margins work

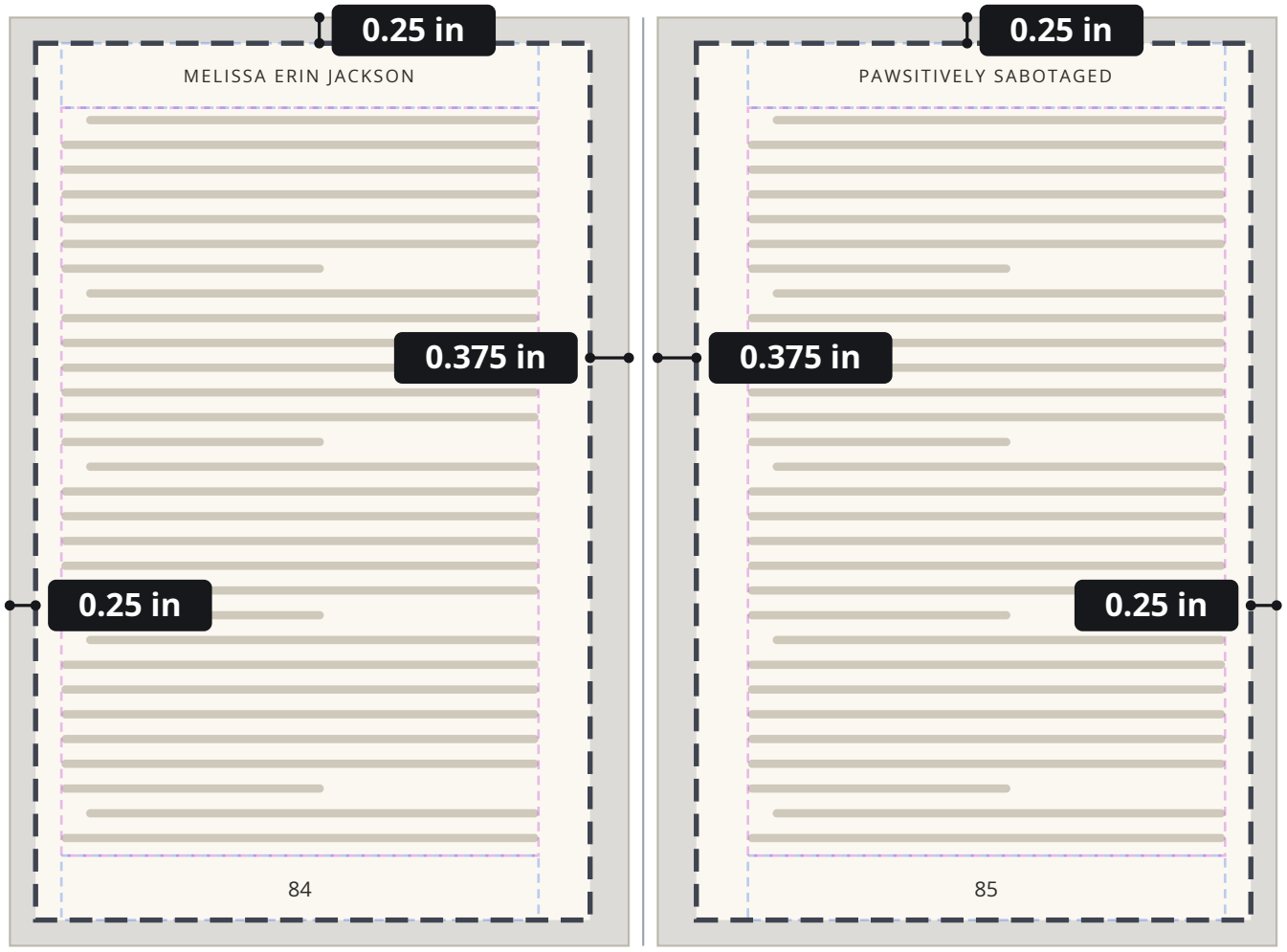
Your page has three zones. The **safe zone** keeps everything clear of the cut, and the **content zone** and the **header and footer zones** all sit inside it. Pick a zone and drag its sizes to see both facing pages change.

SAFE ZONE CONTENT ZONE HEADER & FOOTER

The least space your printer demands between the cut edge and anything on the page. The blade can land a little off, so nothing sits closer.

Inside (gutter) 0.375 in

Outside (all other edges) 0.25 in



Two facing pages, 6 × 9 in. The spine is in the middle.

Start over

How to build your margins

Your margins are built in layers, and every layer is measured from the one before it. Set them in this order, in **Print Settings** › **Margins**:

1. **Safe Zone**: how far your printer asks you to keep everything from the trimmed edge. Set it first.

2. **Content**: extra room between the safe zone and your text, at the spine and the outer edge.
3. **Header** and **Footer**: the bands above and below your text, where running heads and page numbers sit.
4. Click **Apply**.

The print preview shows each change as you make it; nothing is kept until you click **Apply**.

Bleed

The safe zone keeps everything in from the cut. Bleed is the opposite: extra page past the trim, which the printer cuts off, so a picture printed to the edge shows no white sliver. Lacuna adds it for you when something in your book is set to **Full Bleed**: a full-page image, a background image or a heading image, or a PrintedEdges design. Set how much on the **Safe Zone** tab, under **Bleed**:

Set	To
Amount	How far past the trim your pages reach. Amazon KDP, IngramSpark and Lulu want 0.125 in; some printers ask for 3 mm or 5 mm.
Edges	**Three outer edges** (Amazon KDP, IngramSpark), or **All four edges**, the binding side too (Lulu, BookVault).

Your margins stay measured from the trimmed edge: the bleed is added outside them. To add bleed to a book with nothing at the edge (Lulu asks for it on every book), use Force Bleed when you export. How bleed works in your print-ready PDF is on the export page.

See your margins on the page

Video: See your margins on the page (0:27)
Watch online: docs.lacuna.pub/print-ready/page-margins/#docs-clip-margins-guidelines

Click **Margin Guidelines**, in the panel's tab bar, to draw your margins on every preview page. Click it again to hide them. They never print.

Guide	Shows
Safe Zone	Your printer's safe area (dark gray). Keep everything inside it.
Content Zone	Your margins: the box your text sits in (magenta).
Header & Footer	The bands your page numbers and running heads sit in (blue).

To turn one guide on at a time, use Print preview settings.

Set your safe zone

On the **Safe Zone** tab, the first, set how far your printer asks you to keep everything from the trimmed edge, page numbers too.

Set	To
Inside (gutter)	Keep everything this far from the spine. A thicker book needs more.
Outside (all other edges)	Keep everything this far from the top, bottom and outer edge.

Below 0.25 in, an orange warning appears beside the box. You can still keep it.

Check your safe zone against your printer

Video: Check your safe zone against your printer (0:41)
Watch online: docs.lacuna.pub/print-ready/page-margins/#docs-clip-margins-safe-zone

At the bottom of the **Safe Zone** tab, below **Bleed**, a card checks your safe zone against your printer's minimums. It names your book's page count (**212-page book**, for example) with a green check or an orange warning.

1. Choose your printer: **Amazon KDP**, **IngramSpark** or **Lulu**.
2. Click the arrow to see each minimum, with a check or how far off you are.
3. Click **Use suggested** to set your safe zone to the minimums.

Only the safe zone counts toward these minimums: the space you add on the other tabs is your own. For Lulu, the card also says whether your book has the bleed Lulu wants. The link beside the printer opens its own guidelines.

Add space inside the safe zone

Video: Add space inside the safe zone (0:39)
Watch online: docs.lacuna.pub/print-ready/page-margins/#docs-clip-margins-content

On the **Content** tab, under **Space Inside the Safe Zone**, add room between the safe zone and your text: your design, on top of what your printer asks.

Set	To
Inside (gutter)	Add room at the spine, so text near it stays readable.
Outside (all other edges)	Add room at the outer edge.

How to set the space for headers and footers

Your header and footer each get their own band of space, between the safe zone and your text. The band is there whether or not a page shows a header or footer, so your text sits in the same place on every page.

Video: How to set the space for headers and footers (0:47)
Watch online: docs.lacuna.pub/print-ready/page-margins/#docs-clip-margins-header-footer

1. In **Print Settings** › **Margins**, open the **Header** or **Footer** tab.
2. Set its two values, then click **Apply**.

Set	To
Total Space	The whole band, from the safe zone to your text. More space starts your text further in.
Space Above Header / Space Below Footer	Where the header or footer sits in its band: at 0, right at the safe zone; more moves it toward your text.

If a header or footer reaches your text, an orange note says so. It still saves, so check the preview.

The same two tabs are in **Print Settings** › **Headers & Footers** › **Spacing**. What goes in them (page numbers, your title, its font) is on Headers and Footers.

How to work in millimeters

Every margin shows in inches or millimeters, and one setting switches them all, in every book.

1. Click **mm** at the top of the **Margins** panel. Or open **Lacuna Settings** (the cogwheel in the side menu) and, on **Project Settings**, set **Page measurements** to **Millimetres**.
2. Type your safe zone, content, header and footer space, and bleed in millimeters.

Your trim size and the size under the print preview switch with them. Click **in** to go back. Switching never changes your pages, only how their sizes are shown.

Questions

How do I change the margins in Lacuna?

Click **Print Settings** and choose **Margins**. Set your printer's safe zone on the **Safe Zone** tab, add your own space on **Content**, **Header** and **Footer**, then click **Apply**.

Does Lacuna set my margins for Amazon KDP?

Yes, for books up to 150 pages: a new book's safe zone meets Amazon KDP's minimums. For a longer book, the card on the **Safe Zone** tab shows a warning; click **Use suggested**.

Related

- Trim sizes: the page your margins are measured from.
- Preview print: margin guidelines and spreads.
- Headers and footers and page numbering.
- Full-page images, background images and PrintedEdges: what makes your book bleed.
- Export your print-ready PDF.

How to Set Up Your Headers and Footers

docs.lacuna.pub/print-ready/headers-footers/

Headers and footers are the lines at the top and bottom of your printed pages: the page number, your book's title, a section's title. Set them for the whole book in **Print Settings**, then change them for a type of section or for one section.

How to choose what your headers and footers show

Each page has six areas for headers and footers: three across the top, three across the bottom. Left-hand and right-hand pages each have their own.

Video: How to choose what your headers and footers show (1:01)
Watch online: docs.lacuna.pub/print-ready/headers-footers/#docs-clip-headers-footers-layout

1. Click **Print Settings** and choose **Page Layouts**, under **Headers & Footers**.
2. Choose **Left Page** or **Right Page**.
3. Drag an element from **Page Elements** into one of the six areas.
4. Click **Apply**.

Drag	To show
Page Number	The page number. See page numbering.
Section Title	The section's title. A numbered chapter shows its number, such as Chapter 3.
Section Subtitle	The section's subtitle (a numbered chapter's name).
Author Name	Your name.
Book Title	Your book's title.
Part Title	The title of the book part the page is in.
Volume Title	The title of the volume the page is in.
Custom Text	Several of these in one area, with your own words between them. See Custom Text.

To take an element out, hover it and click the **X** at its top-right corner. To move it, drag it to another area.

How to style one header or footer element

Every element uses the header or footer text from **Typography**. Give one element its own weight, italics or capitals from the gear on it.

> **Video:** How to style one header or footer element (0:51)
> Watch online: docs.lacuna.pub/print-ready/headers-footers/#docs-clip-headers-footers-element-style

1. In **Page Layouts**, hover a placed element and click the gear at its top-left corner.
2. Turn on **Custom style**.
3. Choose its **Weight** and **Transform**, and click **Apply**.

Option	What it does
Custom style	On: styles just this element. Off: it goes back to the **Typography** style.
Weight	Any weight of the header or footer font, with **Italic** beside it.
Transform	**None**, **CAPS**, **lower** or **Title**.

A styled element's gear turns blue. Font and size stay the ones in **Typography**.

How to combine several elements in one header or footer area

Custom Text puts several elements in one area: your name and the page number side by side in the middle of the footer, for example, with only the number in bold.

> **Video:** How to combine several elements in one header or footer area (1:25)
> Watch online: docs.lacuna.pub/print-ready/headers-footers/#docs-clip-headers-footers-custom-text

1. In **Page Layouts**, drag **Custom Text** into an area, and click it.

2. In **Custom Page Element Text**, click the tokens you want (**Author Name**, **Page Number**), and type anything between them.
3. To style one part, click its badge, turn on **Custom style**, and choose its **Weight & style** or **Transform**.
4. Click **Save**, then **Apply**.

Tokens	Add
Page & Book	**Page Number**, **Author Name**, **Book Title**
Section	**Section Title**, **Section Subtitle**
Book Part	**Part Title**, or its **Part Prefix**, **Part Number** and **Part Name** on their own
Book Volume	**Volume Title**, or its **Volume Prefix**, **Volume Number** and **Volume Name** on their own

A styled badge turns blue, and the **×** on a badge removes it. **Preview**, under the tokens, shows how it will read. You can also type a token, such as `{page-number}`.

All the header and footer settings in Print Settings

Click **Print Settings**. Everything under **Headers & Footers** applies to your whole book.

Choose	To
Page Layouts	Choose what each header and footer shows, and make header and footer presets.
Typography	Set the **Font**, **Size**, **Letter Spacing**, **Weight** and **Transform** of the header text and the footer text.
Spacing	Set the space for the header and the footer. See how to set the space for headers and footers.
Borders	Add a line under the header or above the footer.
Section Type Options	Hide or show headers and footers on chapter openings and front matter.

How page numbers and the body matter bookmark work together

Page numbers count from the body matter bookmark in your sections: right-click a section and choose **Begin body matter here** to move it. With **Roman numerals on front matter pages** on, the pages above the bookmark are numbered i, ii, iii, and the section beside it is page 1.

Front matter pages hide their headers and footers, so their numbers count but don't print. See Page Numbering to choose where page 1 starts.

How to hide or show headers and footers on chapter openings and front matter

Chapter openings and front matter pages hide their headers and footers, unless you change it. Front matter is every section above the body matter bookmark.

Video: How to hide or show headers and footers on chapter openings and front matter (0:45)
Watch online: docs.lacuna.pub/print-ready/headers-footers/#docs-clip-headers-footers-section-types

1. Click **Print Settings** and choose **Section Type Options**, under **Headers & Footers**.
2. Turn a switch on or off, and click **Apply**.

Switch	What it does
Hide all headers and footers	Under **First page of chapter**: hides them on the first page of every chapter after the body matter bookmark (numbered and unnumbered). On when you start.
Show page numbers	Shown while the switch above is on: keeps just the page number on those pages.
Hide headers and footers	Under **All pages of front matter sections**: hides them on every page of every section above the body matter bookmark. On when you start.

With **Hide headers and footers** off, front matter works like every other section: its first page stays bare and the pages after it show headers and footers.

For one front matter section, open its **Options** › **Customize Print Settings** › **Headers & Footers**:

To	Turn
Show its headers and footers	**Disable on First Page** off. They show on all its pages.
Show only its page numbers	**Show on All Pages** on, under **Page Numbers**. With Roman numerals on, they print as i, ii, iii.

Every other section hides its headers and footers on its first page too, and shows them on the pages after it. Change those one section at a time.

The same chapter switches are also in **Chapter Type Options** › **Headers & Footers**, under **Page Setup**.

How to make a header and footer preset

A header and footer preset is a second layout you can give to some sections. Your book's own layout is the **Default** preset.

> **Video:** How to make a header and footer preset (1:18)
> Watch online: docs.lacuna.pub/print-ready/headers-footers/#docs-clip-headers-footers-make-preset

1. In **Page Layouts**, click **Preset actions** (**...**) beside the preset box and choose **Create New Preset**.
2. Name its group and click **Create Group and Preset**.
3. Drag elements into the empty layout, on both pages, and click **Apply**.

Each preset group holds one header and footer layout, so each new layout gets a new group. To change a preset, choose it in the preset box, change it, and click **Apply**.

How to give one section different headers and footers

Every section can use one preset for its first page and another for the rest of its pages.

Choose a header and footer preset for a section's first page

> **Video:** Choose a header and footer preset for a section's first page (1:01)
> Watch online: docs.lacuna.pub/print-ready/headers-footers/#docs-clip-presets-header-footer

1. Open the section, click **Options** and choose **Customize Print Settings**.
2. Open the **Headers & Footers** tab and turn off **Disable on First Page**.
3. Choose a preset for **First Page**, and click **Apply**.

For the rest of the section's pages, choose a preset for **Other Pages** the same way.

Setting	What it does
First Page	The preset for the section's first page. That page shows it only when **Disable on First Page** is off or it shows page numbers.
Other Pages	The preset for the rest of the section's pages.
Disable on First Page	Under **All Headers & Footers**: hides them on the section's first page. On when you start.
Disable on All Pages	Hides them on every page of the section.
Show on First Page / Show on All Pages	Under **Page Numbers**: keeps the page number where headers and footers are hidden.
Disable on First Page / Disable on All Pages	Under **Borders**: hides the lines you set in **Print Settings** › **Borders**.

To give more sections the same settings, click **Apply to Other Sections** at the bottom of the panel, tick the **Headers & Footers** settings, then tick the sections.

The panel's other tabs (where the section starts, its title, its body text) are on Section Print Settings.

Questions

Where can I edit the headers and footers?

In **Print Settings**, under **Headers & Footers**, for your whole book. For one section, open its **Options** and choose **Customize Print Settings**.

How do I have different headers and footers on different pages?

Left-hand and right-hand pages each have their own in **Page Layouts**. For one section's pages, make a preset and choose it for that section.

Related

- Page numbering: where page 1 starts, Roman numerals, right-hand page starts.
- Per-section settings: everything else one section can change in print.
- Presets: how preset groups work.
- Page margins: the space headers and footers get.

How to Align the Facing Pages of Your Book

docs.lacuna.pub/print-ready/spread-alignment/

In a printed book, the lines on the left page sit at the same heights as the lines on the right page, and both pages end together. Spread Alignment keeps them that way when subheadings, pictures and blockquotes push lines off the grid.

WHAT IT DOES	WHERE TO FIND IT
Keeps the lines on facing pages in step (**Grid Snapping**) and makes facing pages end at the same height (**Spread Balancing**).	**Print Settings** › **Spread Alignment**, under **Page Setup**.
WORKS IN	**BEFORE YOU START**
Print-ready PDF only. See it in the print preview; e-books have no facing pages.	Check spreads in **Print - Whole Book (Slower)**, two pages at a time. Spread Balancing is in beta.

How to keep the lines on facing pages in step

Elements that aren't a whole number of body lines tall, such as a subheading, a picture or a callout box, push the lines after them off the body text grid. Grid Snapping nudges each paragraph back onto it.

Video: How to keep the lines on facing pages in step (0:47)
Watch online: docs.lacuna.pub/print-ready/spread-alignment/#docs-clip-spread-grid-snapping

1. Open **Print Settings** and choose **Spread Alignment**, under **Page Setup**.
2. Under **Grid Snapping**, set **Apply to** and click **Apply**.

Choose	To
Disabled	Leave every paragraph where it falls. Facing pages may end at slightly different heights.
Every Paragraph	Nudge every paragraph onto the body text grid. The strongest alignment; it may add a little space around subheadings and pictures.

How to make facing pages end at the same height

Grid Snapping keeps lines on the grid. Spread Balancing goes one step further: it moves page breaks so the left and right pages of each spread end on the same line.

Video: How to make facing pages end at the same height (0:40)
Watch online: docs.lacuna.pub/print-ready/spread-alignment/#docs-clip-spread-balancing

1. Under **Spread Balancing**, turn on **Balance facing pages**.
2. Set the rows that appear, then click **Apply**.

Setting	What it does
Run balancing	**Live preview** balances as you work, so the print preview matches your PDF. **Export only** balances only your exported PDF, for a quicker preview on a long book.
Allow widow/orphan violations	On, the balancer may break a widow or orphan to balance a hard spread. Off, your widows and orphans stay intact and that spread stays slightly uneven.
Line removal	How many lines balancing may pull off the longer page. **Orphans** moves none past the orphan minimum; **Orphans + 1** to **+ 3** let more spreads balance, with a little more rearranging.

The **Standard** balancer fixes each spread on its own, so a spread it can't fix stays uneven. For those, choose the Optimized balancer.

How to choose the balancer

Balancer chooses how Spread Balancing picks its page breaks.

Video: How to choose the balancer (0:29)
Watch online: docs.lacuna.pub/print-ready/spread-alignment/#docs-clip-spread-balancer

Choose	To
Standard	Fix each spread on its own as the pages are laid out. Fast. Every book used it before 2.9.3.
Optimized	Plan the page breaks of a whole stretch of pages together, so far fewer spreads end uneven. Up to ten times slower on some books, and in beta.

With **Optimized**, set **Run balancing** to **Export only** if the preview feels slow while you work.

Questions

Why do my facing pages still end at different heights?

Check your paragraph spacing. Space between paragraphs pulls lines off the body text grid, so some spreads have no clean grid to line up to. Set it in **Edit Styles** › **Paragraph Spacing**. For a spread that still looks wrong, email hello@lacuna.pub: Spread Balancing is in beta.

Related

- How to Preview Print: see your book two pages at a time.
- Body Text: the font, size and line spacing that set the grid, and widows and orphans.
- Page Margins: the box your lines sit in.

How to Use Background Images

docs.lacuna.pub/print-ready/background-images/

Put a picture behind the printed pages of a section: a faint watermark on every page, artwork on a section's opening page, or one wide image across two facing pages. A section can have several backgrounds, each with its own rule for where it shows.

WHAT IT DOES	WHERE TO FIND IT
Puts images behind a section's printed pages, each with one rule for where it shows.	The section's **Options** menu, then **Set Section's Background**, then **Set Print Page Backgrounds**.
WORKS IN	**BEFORE YOU START**
Print-ready PDF only. EPUB, DOCX and the ebook PDF leave backgrounds out.	JPEG works best. Use a PNG with a transparent background for **Wrap Text**. The **Print Quality** bar tells you whether a picture is large enough.

Add a background image

Video: Add a background image (0:54)
Watch online: docs.lacuna.pub/print-ready/background-images/#docs-clip-bg-add

1. **Open** the section's Options menu, choose **Set Section's Background**, then **Set Print Page Backgrounds**. The **Page Backgrounds** panel opens.
2. **Click + Add Background**.
3. **Click Upload Page Background** to choose a picture from your computer (or drop one on it), or **Browse Existing Images** to choose one already in your book. In the gallery, click the picture, then **Select Image**.
4. **Lower** the **Opacity** if your text sits on top of the picture, so it stays easy to read.

A new background shows on the section's first page, as large as fits on the page, and the print preview shows it at once. Every change saves as you make it: **Done** only closes the background's settings.

Each background is a row in the panel. Its picture and a summary of its settings (**Single Page**, **First page**, **25% opacity**) show on the row; click the row to open its settings again. To swap the picture and keep the settings, use **Replace** (**Upload Image** or **Choose From Gallery**). **Remove Image** deletes the background.

Choose which pages it shows on

Video: Choose which pages it shows on (0:45)
Watch online: docs.lacuna.pub/print-ready/background-images/#docs-clip-bg-show-on

1. **Click** the background's row to open its settings.
2. **Choose** where it shows in **Where**, under **Show On**.
3. **For particular pages**, choose **Chosen pages…**, set the pages, then click **Use These Pages**.

Where	Shows on
First page	The section's first page.
Every page	Every page of the section, including a blank page the printer adds at its end.
Every left-hand page	Every left-hand page of the section.
Every right-hand page	Every right-hand page of the section.
Chosen pages…	**The first** few pages, **Pages** A **to** B, or **The last** few pages, counted from 1 to 200 within the section.

Counting from the end keeps a rule right when a section grows or shrinks: "the last 2 pages" are always the section's last two.

Several backgrounds in one section

Click **+ Add Background** again for each rule you need, for example a full-page picture on the first page and a faint watermark on every page after it.

When two backgrounds cover the same page, only one shows: the one lower in the list. The panel keeps the list in order for you: backgrounds for the whole section (**Every page**, every left or right page) sit at the top, backgrounds counted from the start below them, and backgrounds counted from the end at the bottom. If a section is too short for both a first-pages and a last-pages background, the first-pages one wins and the last-pages one fills whatever pages are left.

Spread an image across two pages

Video: Spread it across two pages (0:20)
Watch online: docs.lacuna.pub/print-ready/background-images/#docs-clip-bg-spread

1. **Click** the background's row to open its settings.
2. **Choose Two-Page Spread** in **Pages It Covers**, under **Layout**.
3. **Choose** where it shows in **Where**: **Opening spread**, **Every spread** or **Chosen spreads...**

Lacuna cuts the picture down the middle and puts the left half on a left-hand page and the right half on the facing right-hand page, so a reader sees the whole picture across the open book. Keep faces and words away from the middle of a wide picture, where the book's binding runs.

How the pages pair up:

- **A section with a spread starts on a right-hand page.**
- **Lacuna adds a left-hand page before the section** for the opening spread's left half, with headers and footers turned off. The section's first page carries the right half.
- **The spreads after it** pair the section's pages 2 and 3, then 4 and 5, and so on.
- **If the pages don't pair up evenly**, the section's last page shows its half alone.
- **A blank page** appears before the added left-hand page only when the section before it ends on a left-hand page, since the added page has to be a left-hand page.

To see a spread the way a reader will, switch the previewer to **Print - Whole Book (Slower)** and click the book icon beside the page count (**Open whole-book preview**), which shows the book two facing pages at a time.

Size and place it

Video: Size and place it (0:21)
Watch online: docs.lacuna.pub/print-ready/background-images/#docs-clip-bg-image-settings

Under **Image Settings**:

- **Extend To.** How far the picture reaches: the **Content Zone** (your text area, inside the margins), the **Safe Zone** (out to where nothing is cut off in trimming), or **Full Bleed** (to every edge of the page, which needs bleed in your print settings).

- **Scale.** How the picture fills that area: **Contain** shows all of it (it may leave space around it), **Cover** fills the area and crops what doesn't fit, **Stretch** fills it exactly and may distort it.
- **Position.** Lines the picture up with the **Top**, **Center** or **Bottom** of the area.
- **Opacity.** How strong the picture is, from 0 to 100%. Around 10 to 25% suits a picture behind text.

The **Print Quality** bar in the **Image** card checks the picture's size against the area it fills, for your trim size, your **Extend To** choice and, for a spread, both pages. Green means it prints sharply at 300 PPI; otherwise it gives the size in pixels to aim for.

Wrap text around a background Beta Print only

Video: Wrap text around a background (0:24)
Watch online: docs.lacuna.pub/print-ready/background-images/#docs-clip-bg-wrap

1. **Use** a picture with a transparent background, such as a PNG.
2. **Choose** the side the picture sits on in **Wrap Text**: **Left**, **Right**, or **Auto** to let Lacuna work it out.
3. **Set** the gap between your text and the picture, from 0 to 48 px (12 px unless you change it).

Your text then keeps to the other side of the picture's shape instead of running over it. Lacuna follows the picture's outline wherever it is more than half opaque, so a transparent PNG wraps its shape. A picture without transparency, such as a JPEG, wraps its whole rectangle.

On a section's opening page, the heading wraps too: it narrows to fit beside the picture. To make room, Lacuna may move the heading down by up to one line's height. If it still would not fit beside the picture, the heading stays at the top of the page, over the picture.

A page background never pushes your text onto the next page.

Use the same backgrounds in other sections

Video: Use the same backgrounds in other sections (0:35)
Watch online: docs.lacuna.pub/print-ready/background-images/#docs-clip-bg-apply-others

1. **Set up** the backgrounds in one section the way you want them.
2. **Click Apply to Others** at the top of the **Page Backgrounds** panel.

3 **Tick** the sections that should get them, then click **Apply**.

Each chosen section gets a copy of every background in this one, in place of the backgrounds it had. A section with page backgrounds shows a blue dot beside **Set Print Page Backgrounds** in its Options menu. You can undo an apply.

To clear backgrounds from many sections at once, open a section with no backgrounds: the button reads **Remove From Others**. Tick the sections to clear and click **Remove Backgrounds**.

Questions

Can I add a watermark to my pages?

Yes. Add a background with **Where** set to **Every page** and the **Opacity** low (10 to 20%), then use **Apply to Others** to put it in every section. A watermark is print only: EPUB and DOCX books leave backgrounds out.

Why is there a blank page before my section?

The section has a background that spreads across two pages. Its left half needs a left-hand page before the section, and Lacuna adds one. When the section before ends on a left-hand page, a blank right-hand page has to come first so the added page lands on the left. See Spread an image across two pages.

Do background images show in my ebook?

No. Page backgrounds are for print: they appear in your print-ready PDF and in the print preview. EPUB, DOCX and the ebook PDF leave them out, since an e-reader reflows its pages and has no fixed page to put a picture behind.

How do I put a background on every section?

Set it up in one section, then click **Apply to Others** in the **Page Backgrounds** panel and tick the other sections. See Use the same backgrounds in other sections.

Two backgrounds cover the same page. Which one shows?

The one lower in the panel's list. Whole-section backgrounds sit at the top, backgrounds counted from the start below them, and backgrounds counted from the end at the bottom, so a background for particular pages shows in place of an every-page one on those pages.

Why does some of my text run over the picture?

Either **Wrap Text** is set to **None** (the text runs over the picture, which suits a faint background), or the text would not fit beside the picture. A page background never moves text to another page, so lines that don't fit beside it run over it. Try a smaller picture, a different **Position**, or a smaller gap.

My section heading sits on top of the picture.

The heading only moves beside a wrapped picture when it fits there after moving down by at most one line. Otherwise it keeps its place at the top of the page. Make the picture smaller, move it lower with **Position**, or put it on the other side of the page.

How large should a background image be?

Large enough for the area it fills at 300 PPI. The **Print Quality** bar in the panel works it out for your trim size and **Extend To** choice and gives the size in pixels to aim for: for a 6 x 9 in book filled to its bleed, about 1838 x 2775 pixels, and twice as wide for a two-page spread.

Where did the Split Page tab go?

Single-page and split-page backgrounds are one panel now. Choose **Two-Page Spread** in **Pages It Covers** to split a picture across two facing pages. See Spread an image across two pages.

Can a full-page image section have a background?

No. A full-page image section is already one picture filling its page, so its Options menu has no **Set Print Page Backgrounds**. To put a picture on a page of its own, see full-page images.

How to Set Page Colors for Your Print Book

docs.lacuna.pub/print-ready/print-page-colors/

Page colors set the paper color, the text color and the color of every line and border in your printed book. Set them for the whole book in **Print Settings**, or for one section from its **Options** menu.

They are print settings: your print-ready PDF and the print preview use them. Your EPUB keeps its own colors.

How to set page colors for your whole book

Video: How to set page colors for your whole book (1:03)
Watch online: docs.lacuna.pub/print-ready/print-page-colors/#docs-clip-page-colors-book

1. Open **Print Settings** and choose **Page Colors**.
2. Set **Background** and **Text** under **All Pages**, and **Border color** under **Borders**.
3. Click **Apply**.

The print preview shows each color as you pick it, before you apply.

Set	To color
Background	The paper: every page, edge to edge.
Text	The text on every page.
Border color	Every border and line left on **Default**. See how to color every border and line at once.

Every picker starts on **Default**, your book's usual colors: white paper, black text, black lines.

How to pick a color

In the picker	To
Default, the striped circle	Clear the color. The page keeps your book's usual color.
A colored circle	Pick that color.
The square and the slider	Mix a color by eye.
The color code box	Type a color code such as #F3E6C8 and press Enter.
+	Save a brand color, for every color picker in this book. See how to save a brand color.
WCAG Contrast	How well the text reads on the background, shown once both are set.

How to set page colors for one section

Video: How to set page colors for one section (1:11)
Watch online: docs.lacuna.pub/print-ready/print-page-colors/#docs-clip-page-colors-section

1. Open the section, then **Options** › **Set Section's Background** › **Set Print Page Colors**.
2. Set **Background**, **Text** and **Border color**, and click **Apply**.

A section's color wins over the book's, one color at a time: set only its **Background** and it keeps the book's **Text**. **Apply to Other Sections** copies the section's colors to the sections you tick. **Reset to Default** clears them, so the section follows the book again. A section with its own colors shows a blue dot beside **Set Print Page Colors**.

To turn only a section's first page black with white text, use **Invert First Page Colors** in its print settings.

How to color every border and line at once

Video: How to color every border and line at once (0:57)
Watch online: docs.lacuna.pub/print-ready/print-page-colors/#docs-clip-page-colors-border

Border color colors every border and line in your printed book that has no color of its own: callout boxes, subheadings, captions, tables, columns, grids, line rows, title and subtitle underlines, ornamental lines, and the header and footer rules.

1. Open **Print Settings** and choose **Page Colors**.
2. Under **Borders**, set **Border color** and click **Apply**.

A line prints in the first of these it finds:

1. The color chosen in the element's own style panel.
2. The section's **Border color**.
3. The book's **Border color**.
4. Black. An ornamental line uses your text color instead.

A color you choose in an element's panel (**Color** on a table's or a callout box's **Border** tab) always keeps it, on every page and in every e-reader. The **How Border Color Works** tooltip beside every border color picker says the same.

Where page colors show

In	Page colors used
Print-ready PDF and the print preview	**Background**, **Text** and **Border color**.
E-book PDF	**Border color**, on lines left on **Default**. Pages stay white.
Word document	**Border color**, on lines left on **Default**.
EPUB	None. A color chosen in an element's own panel stays in every e-reader, dark mode included.

How page colors print

A **Background** covers the whole page, edge to edge. KDP and IngramSpark ask for bleed when ink reaches the edge, so turn on **Force Bleed** when you export your print-ready PDF.

Your PDF keeps the colors you chose, as RGB, which KDP and IngramSpark accept. Lacuna doesn't convert them to CMYK, so a printed shade can differ a little from your screen. For a black and white book, turn on **Grayscale Mode** in the print preview settings to see your colors as gray.

Questions

Is there a way to change the text color in Lacuna?

Yes. For every printed page, set **Text** in **Print Settings** › **Page Colors**. For a few words, select them and click **Text color** in the menu above them: see color and highlight text.

Do page colors show in my e-book?

No. Your EPUB keeps white pages and the colors set on each element. The e-book PDF and the Word document use only **Border color**, on lines left on **Default**.

Does Lacuna convert my colors to CMYK?

No. Your print-ready PDF keeps the RGB colors you chose, which KDP and IngramSpark accept. Pick colors a little softer than you would for a screen, and check how they look in gray with **Grayscale Mode** in the print preview.

Should I choose Black & White or Full Color when I export?

Either. It describes your book and doesn't change the file: both make the same PDF, in your book's colors. See export a print-ready PDF.

Why is a border still black after I set Border color?

That element has a color of its own. Open its style panel and set its border **Color** back to **Default**, and it follows your page colors.

Related

- Background images: a picture behind a section's pages.
- Per-section print settings: **Invert First Page Colors**, and the rest one section can change.
- Color and highlight text: color a few words, and save brand colors.
- Preview print: **Grayscale Mode** and the print preview's modes.
- Export a print-ready PDF: bleed and **Force Bleed**.

How to Add Printed Edges to Your Book

docs.lacuna.pub/print-ready/printed-edges/

Printed edges are art printed on the outer edges of your pages, so a design shows when the closed book is fanned. PrintedEdges makes a template for your book, one page of edge art for every page, and Lacuna prints it on every page of your print-ready PDF.

Import the template once, in **Print Settings** › **PrintedEdges**. It fits only the book it was made for, so a new trim size needs a new template.

How to order your template

PrintedEdges cuts the template for three facts about your book. Find them in Lacuna first:

Give PrintedEdges	Where to find it
Your trim size	In **Print Settings** › **Trim Size**. See trim sizes.
Your page count	Beside your word count at the top of the editor, as **pg**. Order when your book is final: the template has one page of art for each page.
Your bleed	Lacuna adds 0.125 in on the top, bottom and outside edge unless you changed it under **Bleed** on the **Margins** panel. See bleed.

Order through the panel's own links (**Visit** at the top, or **Claim your 20% discount**). Lacuna authors get 20% off, with no code to type: a "Welcome Lacuna creators!" banner at the top of their site confirms the discount is on.

How to import your template

Video: How to import your template (0:48)
Watch online: docs.lacuna.pub/print-ready/printed-edges/#docs-clip-printed-edges-import

1. Open **Print Settings** and choose **PrintedEdges**, under **Page Colors & Backgrounds**.
2. Click **Import Template** and choose the PDF PrintedEdges made for this book.

Importing turns edge printing on: there is no switch. The card at the top of the panel names the file and checks it against your book, and every print-ready PDF you export now carries the art. Lacuna adds the bleed the art needs on its own. Every change in this panel saves at once, with nothing to apply.

Where the edge art shows

In	Edge art
Your print-ready PDF	Always, on every page the template or its repeat covers.
Print - Whole Book (Slower) preview	While **Show in preview (Whole Book, Slower)** is on.
Print - Single Section (Fast) preview	Never. It lays out one section at a time, so its pages cannot line up with the template.
Your e-book PDF and EPUB	Never.

To see it, choose **Print - Whole Book (Slower)** in the print preview's device list.

How to check the template fits your book

The card rechecks the template every time your book changes, so order the template when your book is final.

The card says	What to do
This template fits your book	Nothing. Pages, page size and trim size all match. A template with more pages than your book fits too: the extra pages go unused.
The template does not cover every page	Your book has more pages than the template. Pages past its end repeat its last spread, or order a longer template.
This template was made for a different bleed	The card names the **Bleed Amount** and edges to set on the **Margins** panel so the art prints as designed. See bleed.
This template was made for bleed on all four edges	Set the bleed edges to **All four edges** on the **Margins** panel, as the card says (or **Three outer edges** when it says the three outer edges).
The template pages are a different size to this book	The template was made for another page size. Order one for this book.
The trim size changed since this template was imported	Order a new template for the new trim size.

After an export, a **Check Your Printed Edges** warning in the Generate window means the same thing: click **Review Template** to open the panel. See warnings after you export.

How to choose which pages carry edge art

Video: How to choose which pages carry edge art (0:24)
Watch online: docs.lacuna.pub/print-ready/printed-edges/#docs-clip-printed-edges-coverage

1. Under **Coverage**, click in **Skip pages** and type a page or a range, such as `14` or `60-65`.
2. Press Enter.

Those pages print with no edge art, and the pages after them keep their own: page 15 keeps its art when page 14 is skipped. Page numbers count your book's physical pages, the numbers the whole-book preview shows. Click the **×** on a page to put its art back.

Choose	To
Repeat the last spread	Keep the art going on pages past a shorter template's end: right-hand pages repeat its last right-hand page, left-hand pages its last left-hand page. On to start; shows only when your book has more pages than the template. Off, those pages print plain.
Skip pages	Print the pages you type with no edge art. Enter or a comma adds a page, a list or a range with a hyphen (60-65). The pages after a skipped page keep their own art.
Clear all skipped pages	Take every skip off at once. Shows once you have three or more.

A page past your book's last page turns red: it is kept in case your book grows, and ignored when printing.

How to put the edge art behind your text

Under **Artwork**, **Placement** sets where the art sits on the page:

Choose	To
Foreground	Paint the art over everything on the page. The usual choice: edge art sits where your text never goes.
Background	Paint the art under your text, borders and page backgrounds, so your text always stays on top. Choose it if your content is not visible with your template.

How to hide the edge art in the preview

Video: How to hide the edge art in the preview (0:33)
Watch online: docs.lacuna.pub/print-ready/printed-edges/#docs-clip-printed-edges-preview

1. Under **Artwork**, turn off **Show in preview (Whole Book, Slower)**.

The whole-book preview lays your pages out again without the art, so you can work on your book with it out of the way. Your exports carry the art whatever this is set to.

How to remove the template

Video: How to remove the template (0:31)
Watch online: docs.lacuna.pub/print-ready/printed-edges/#docs-clip-printed-edges-remove

1. Click **Remove**, at the top of the card.
2. Click **Remove Template**.

This deletes Lacuna's copy of the file and turns edge printing off, and your pages go back to their trim size. To get it back, choose **Edit › Undo** or press Ctrl/Cmd + Shift + Z, or import the file from PrintedEdges again. To swap in a new template, remove this one first, then import the new one.

How to check your exported PDF

PrintedEdges has a free PDF validator. Under **Before you print**, click **Check your exported PDF** and run your print-ready PDF through it before you order books.

Questions

Why don't I see the edge art in the preview?

Choose **Print - Whole Book (Slower)** in the preview's device list: the single-section preview lays out one section at a time and never shows it. Check that **Show in preview (Whole Book, Slower)** is on.

Why is my text hidden by the edge art?

Set **Placement** to **Background**, under **Artwork**. The art then goes under your text, which always stays on top.

Do I need a new template when my book changes?

Yes for a new trim size. A template with more pages than your book still fits, and a shorter one repeats its last spread on the pages past its end, so a few pages more or fewer need nothing.

Can I make sprayed edges with Lacuna?

Not sprayed, printed: PrintedEdges' templates give the look of custom edges from virtually any traditional or print-on-demand printer, with no per-copy fee. Import one as above.

Related

- Export a print-ready PDF: the file that carries the art, and the **Check Your Printed Edges** warning.
- Trim sizes and page margins: the size and bleed the template is cut for.
- Preview your print book: the whole-book preview that shows the art.
- PrintedEdges' PDF validator: check your exported file.

How to Export Your Book as an EPUB

docs.lacuna.pub/publish-book/export-book-epub-file/

Click **Generate** and choose **Generate E-Book** to save your book as an EPUB, ready to upload to a store. The same window checks your book first, makes a file for one store or one for each, and exports an e-book PDF.

How to export an EPUB

Video: How to export an EPUB (0:39)
Watch online: docs.lacuna.pub/publish-book/export-book-epub-file/#docs-clip-epub-export

1. Click **Generate** at the top right and choose **Generate E-Book**.
2. Under **Store**, choose the store you will upload to (see How to make an EPUB for one store).
3. Click **Generate E-Book** and choose where to save it.

When it's done, click **Open Folder** to find your file, or **Open File** to open it.

With **Store** on **Any**, keep **Format** on **EPUB 3.0**: it's the right choice for every store. **EPUB 2.0** is only for very old e-readers.

How to use the Pre-Flight Check

The **Pre-Flight Check** on the right checks your book every time the window opens. A failed check has a **Fix** button (a wrench) that takes you where to fix it.

Video: How to use the Pre-Flight Check (0:21)
Watch online: docs.lacuna.pub/publish-book/export-book-epub-file/#docs-clip-epub-preflight

Check	What it means
Cover Image	**Required.** Your book needs a cover (Book Metadata, **Cover Image** tab).
ISBN	A suggestion. Add your **eBook ISBN** in Book Metadata if you have one.
Image Alt Text	A suggestion. Every picture should have a description for screen readers.

Suggestions never block generating. If the section where your body matter begins was deleted or hidden, it shows under **Required** too.

How to make an EPUB for one store

Every store reads e-books its own way, and some books only look right in a file built for that store. Choose a store and Lacuna builds the file just for it, with your store links pointing at it.

> **Submitting to a store?**
>
> Always generate that store's file.

Video: How to make an EPUB for one store (0:26)
Watch online: docs.lacuna.pub/publish-book/export-book-epub-file/#docs-clip-epub-store

Choose	What Lacuna builds
Any	One file for anywhere, in the **Format** you pick.
Amazon (Kindle)	Pictures beside a section title laid out the way Kindle shows them, columns kept to one column (Kindle's converter breaks them), and see-through pictures set on white.
Apple Books	The standard file, with store links to Apple Books.
Barnes & Noble	A paragraph that starts with a drop cap never ends a page, so the big letter can't move to the next page alone on Nook.
Kobo	A .kepub.epub file, Kobo's own format, which Kobo's e-readers open in Kobo's own reader instead of the Adobe one they use for plain EPUBs.
Google Play	No styling that Google Play removes and warns you about, so your upload comes back clean, and title and part pages centered on Android screens.

A store's file is always EPUB 3.0, named for its store: *My Book (Amazon).epub*.

How to export one EPUB for each store

Video: How to export one EPUB for each store (0:33)
Watch online: docs.lacuna.pub/publish-book/export-book-epub-file/#docs-clip-epub-multiple-stores

1. Under **Output**, click **Multiple stores**.
2. Click a store to leave it out or put it back. **Link found** means your book has a store link for it.
3. Click **Choose folder** and pick where the files go.
4. Click **Generate 6 E-Books** (the button counts your files).

Each store gets its own file in that folder, named for it: *My Book (Apple Books).epub*. **Generic** is a file for anywhere that isn't one of these stores. Lacuna remembers the folder for next time.

How to export an e-book PDF

An e-book PDF is your e-book as fixed pages, for advance copies and selling directly. For a printed book, export a print-ready PDF instead.

Video: How to export an e-book PDF (0:16)
Watch online: docs.lacuna.pub/publish-book/export-book-epub-file/#docs-clip-ebook-pdf

1. Under **Store**, choose **Any**, then click **PDF** under **Format**.
2. Set the page, then click **Generate E-Book**.

Setting	To
Trim Size	Choose the page size.
Margin Size	Set the space between the page edge and your text, on every side.
Full-Bleed Cover	Make your cover fill its whole page, edge to edge. Turn it off to keep the cover inside the margins.

Questions

Why doesn’t my e-book look right on Kindle, Kobo or Nook?

Some features need the file built for that store. Choose the store under **Store**, generate its file, and upload that one.

I get warnings when I upload to Google Play. What do I do?

Generate the **Google Play** file: choose **Google Play** under **Store**. It leaves out the styling Google Play’s checks remove, so those warnings don’t come back.

How do I download my finished e-book?

Lacuna saves it straight to your computer, wherever you choose when you click **Generate E-Book**. Click **Open Folder** in the message that follows to find it.

Can I export an EPUB on the free trial?

No. Everything else works on the trial, but **Generate** needs a license.

Do I need an ISBN?

No. The ISBN is a suggestion and never stops you from exporting.

Why can’t I click Generate E-Book?

A required check failed, usually a missing cover. Click **Fix** beside it. To export without fixing it, click **Generate Anyway** at the bottom left.

Related

- Edit book metadata: your cover and ISBN.
- Store links: one link that points at each reader’s store.
- Preview your e-book on each e-reader before you export.
- Export a print-ready PDF for your printed book.

How to Export Your Book as a Print-Ready PDF

docs.lacuna.pub/publish-book/export-print-ready-pdf/

Click **Generate** and choose **Generate Print PDF** to save your book's pages as a print-ready PDF, ready to upload to a print-on-demand service such as Amazon KDP, IngramSpark or Lulu. The same window shows your final page size and adds bleed when your printer asks for it.

> ⚠ **This is the print-ready PDF, not the e-book PDF**
>
> The e-book PDF is a different file, made in a different window (**Generate E-Book**), with its own page size and margins. For a printed book, always choose **Generate Print PDF**. See what the e-book PDF is for.

How to export a print-ready PDF

> ▶ **Video:** How to export a print-ready PDF (0:39)
> Watch online: docs.lacuna.pub/publish-book/export-print-ready-pdf/#docs-clip-print-export

1. Click **Generate** at the top right and choose **Generate Print PDF**.
2. Click **Generate Print-Ready PDF** and choose where to save it.

When it's done, click **Open Folder** to find your file, or **Open File** to open it. The PDF has your book's pages, not its cover.

Under **Interior Color**, you can choose **Black & White** or **Full Color**. They make essentially the same PDF, in your book's own colors: the only difference is the tint on the little page in the window. To see how your pages look in gray, turn on **Grayscale Mode** in the print preview settings.

If the section where your body matter begins was deleted or hidden from print, the window lists it under **Pre-Flight Check**: click **Fix** to choose another. To export without fixing it, click **Generate Anyway** at the bottom left.

How to check your page size

Your PDF takes two things from your print settings. Every page is your **trim size**, the size of the printed book. Your **margins** decide where your text and your headers and footers sit on each page. Set them in Trim Sizes and Page Margins.

The card at the top of the window shows the size of every page in your PDF.

Video: How to check your page size (0:23)
Watch online: docs.lacuna.pub/publish-book/export-print-ready-pdf/#docs-clip-print-page-size

The card says	It means
No bleed in this PDF	Every page is your trim size.
Bleed margins are included in this PDF	Every page is larger than your trim size by the bleed. Your trim size shows beside the final size.

Click **Change trim size** to choose another size: the window closes and the **Trim Size** panel opens.

How bleed works

Bleed is extra paper around each page that the printer trims away, so a picture that runs to the edge has no white line. Lacuna adds it to your PDF on its own when something in your book reaches the page edge:

Your book has	Bleed
A full-page image set to Full Bleed	Added on its own
A page background or heading background set to Full Bleed	Added on its own
Printed edges	Added on its own
None of these	None, unless you turn on **Force Bleed**

Bleed only adds paper around each page. Your margins are measured from the trim, so your text and page count stay the same. How much bleed, and on which edges, is one setting for your whole book: **Amount** and **Edges**, on the **Margins** panel's safe zone (see bleed), or in this window once **Force Bleed** is on.

How to use Force Bleed

Some printers ask for bleed on every page, even when nothing in your book reaches the edge. Lulu, for example, wants 0.125 in of bleed on all four edges of every interior file (see Lulu's guide to full bleed). Without it, Lulu adds white space around your pages. **Force Bleed** adds that bleed.

Video: How to use Force Bleed (0:27)
Watch online: docs.lacuna.pub/publish-book/export-print-ready-pdf/#docs-clip-print-force-bleed

1. Turn on **Force Bleed**.
2. **Edges** switches to **All four edges**, which Lulu wants. Set **Amount** to what your printer asks for.

Choose	To
Amount	Set how far each page grows past the trim. Amazon KDP, IngramSpark and Lulu want 0.125 in. If you're not sure, use 0.125 in.
Three outer edges	Add bleed to the top, bottom and outside edge. Amazon KDP and IngramSpark ask for this.
All four edges	Add bleed to the binding edge too. Lulu and BookVault ask for this.

Lacuna saves **Force Bleed** with your book. It shows only when nothing in your book bleeds on its own.

How to fix a warning after you export

Your PDF is saved either way. A warning in the window means something may not print the way you expect.

Warning	What to do
Font Coverage Issues Detected	Some characters aren't in your font and may print as blank squares. Click **View Font Report** to see each one, its font and its pages.
Check Your Printed Edges	Your printed edges template doesn't match your book's page count or page size. Click **Review Template** to open **PrintedEdges**.

Questions

Why does my PDF not match the one in the previewer?

Make sure you generated a print-ready PDF (**Generate Print PDF**), not an e-book PDF. The print preview uses your print trim size and margins; the e-book PDF comes from **Generate E-Book**, with its own page size and margins.

Can I make a printed book with Lacuna?

Yes. Lacuna makes the print-ready PDF of your book's pages, which you upload to a print-on-demand service such as Amazon KDP, IngramSpark or Lulu. The PDF doesn't include your cover.

How do I download my print-ready PDF?

Lacuna saves it straight to your computer, wherever you choose when you click **Generate Print-Ready PDF**. Click **Open Folder** in the message that follows to find it.

Is my PDF ready for Amazon KDP?

Yes, once your trim size and margins meet KDP's. The **Margins** panel checks your margins against Amazon KDP, IngramSpark or Lulu for your page count: see check your safe zone against your printer.

Can I export a print-ready PDF on the free trial?

No. The print preview works on the trial (with a DEMO watermark), but **Generate** needs a license.

Related

- Trim sizes and page margins: your page size, margins and bleed.
- Preview your print book page by page before you export.
- Printed edges: art on the edges of your pages.
- Export an EPUB for your e-book, or an e-book PDF for advance copies.

How to Export Your Book as a Word Document (DOCX)

docs.lacuna.pub/publish-book/export-docx-file/

Click **Generate** and choose **Generate DOCX** to save your formatted book as a Word document (.docx). It keeps your sections, headings, notes, pictures and styling, on the same page as your print book unless you choose another.

How to export a Word document

Video: How to export a Word document (0:39)
Watch online: docs.lacuna.pub/publish-book/export-docx-file/#docs-clip-docx-export

1. Click **Generate** at the top right and choose **Generate DOCX**.
2. Click **Generate DOCX** and choose where to save it.

When it's done, click **Open File** to open it, or **Open Folder** to find it. The file is named after your book's title.

How to set the page size and margins

Your Word document starts on your print book's page: the same size and margins, with facing pages mirrored as in print. Change either one to give the Word document a page of its own.

Video: How to set the page size and margins (0:54)
Watch online: docs.lacuna.pub/publish-book/export-docx-file/#docs-clip-docx-page

Setting	To
Page Size	Choose any print trim size, or a paper size: **A3** or **US Legal**.
Top, Bottom	Set the margins above and below your text.
Inside, Outside	The side margins while the page follows print: inside by the spine, outside by the page's edge.
Left, Right	The side margins once you change the page, the same on every page.
Use the print page	Go back to your print book's page.

While your Word document follows print, a new trim size or new margins for your print book change it too. Your page is saved with your book and changes only the Word document, never your print book.

Margins show in inches or millimeters, as you choose under **Page measurements** in **Lacuna Settings**.

What your Word document keeps

In your book	In your Word document
Sections	Each one starts a new page. Hidden sections are left out.
Section titles and subtitles	Word's **Heading 1** and **Heading 2**, in your title's style.
Subheadings	Word headings below them, **Heading 3** and down.
Body text	Word's own font, size and spacing, so it stays easy to edit, with your indents and drop caps.
Quotes, callouts, lists, tables, grids, captions, text conversations, ornamental breaks	The look your book gives them, in the fonts you chose. Lacuna puts those fonts in the file.
Footnotes and endnotes	Word's own footnotes and endnotes, where your book puts them.
Pictures	In place, with their captions and alt text.
Links	Working links to websites and to other sections.
Running heads and page numbers	Word headers and footers, as on your printed pages.
Table of contents and index	Word's own. Right-click one in Word and choose **Update Field** to fill it in.
Blocks inside table and grid cells	Lists, blockquotes, callout boxes, tables and pictures stay inside their cell.
Your book's details	Word's **File** › **Info**: your title, author and the rest of your book metadata.

Questions

Can I turn my Lacuna book into a Word document?

Yes. Click **Generate**, choose **Generate DOCX**, and save it. You can export it as often as you like.

Can I make a 6 x 9 Word document?

Yes. Under **Page Size**, choose **6 x 9 in**. If your print book is 6 x 9, the Word document already is.

Why does my table of contents say “Right-click and select ‘Update Field’”?

Word builds its own table of contents. Right-click it in Word and choose **Update Field**, and Word lists your sections with their page numbers.

Why isn’t my body text in my book’s font?

Lacuna leaves body text in Word’s own font and size, so your Word document stays easy to edit. Everything you styled, such as titles, quotes and callouts, keeps its look.

Can I export a Word document on the free trial?

No. Everything else works on the trial, but **Generate** needs a license.

Related

- Export an EPUB and export a print-ready PDF of the same book.
- Trim sizes and page margins: your print book’s page, which your Word document follows.
- Import your manuscript: bring a Word document into Lacuna.

Lacuna's Trial and the Full Version

docs.lacuna.pub/account-licensing/lacuna-trial-vs-full-version/

Format your whole book in the trial, with every feature and no time limit. You pay once, $149, when you are ready to generate your final files.

TRIAL: FREE, NO TIME LIMIT

Import
Your Word document, as many books as you like

Arrange
Sections, front and back matter

Style
All 32 pre-made styles, every setting

Preview
E-readers and print, as you work

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Your EPUB, PDFs and DOCX

What you can do in each

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FORMAT YOUR BOOK		
Import your Word document		
Arrange sections, front and back matter		
All 32 pre-made styles, presets and fonts		
Images, footnotes, endnotes, tables and every other element		
As many books and pen names as you want		
PREVIEW YOUR BOOK		
E-reader previews, such as Kindle, Kobo and Apple Books		
Print preview The trial's pages carry a DEMO watermark. It goes away when you activate your license.	 DEMO watermark	 Clean pages
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Generate E-Book An EPUB for e-book stores, or a PDF e-book		
Generate Print-Ready PDF A print-ready PDF for your paperback or hardcover		

	Trial	Full version
	Free, no time limit	$149 once
Generate DOCX A Word document of your formatted book		

Buy when your book is ready: activate your license in the app and **Generate** turns on, with your book just as you left it.

Questions

Do I lose my work when I buy?

No. You keep working in the same app. Open **Help**, choose **Activate License**, and paste your license key: **Generate** turns on, with your book just as you left it. See manage your license.

Is there a time limit on the trial?

No. Take as long as you need, and format as many books as you like.

Why are all sales final?

Because the trial lets you try every feature on your own book first, for as long as you like. You only buy once you know Lacuna works for you.

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Yes. You can use your license to format books for clients. We can only give technical support to the license owner, not to the authors you format for.

Format your book with Lacuna

See pricing → Download Lacuna

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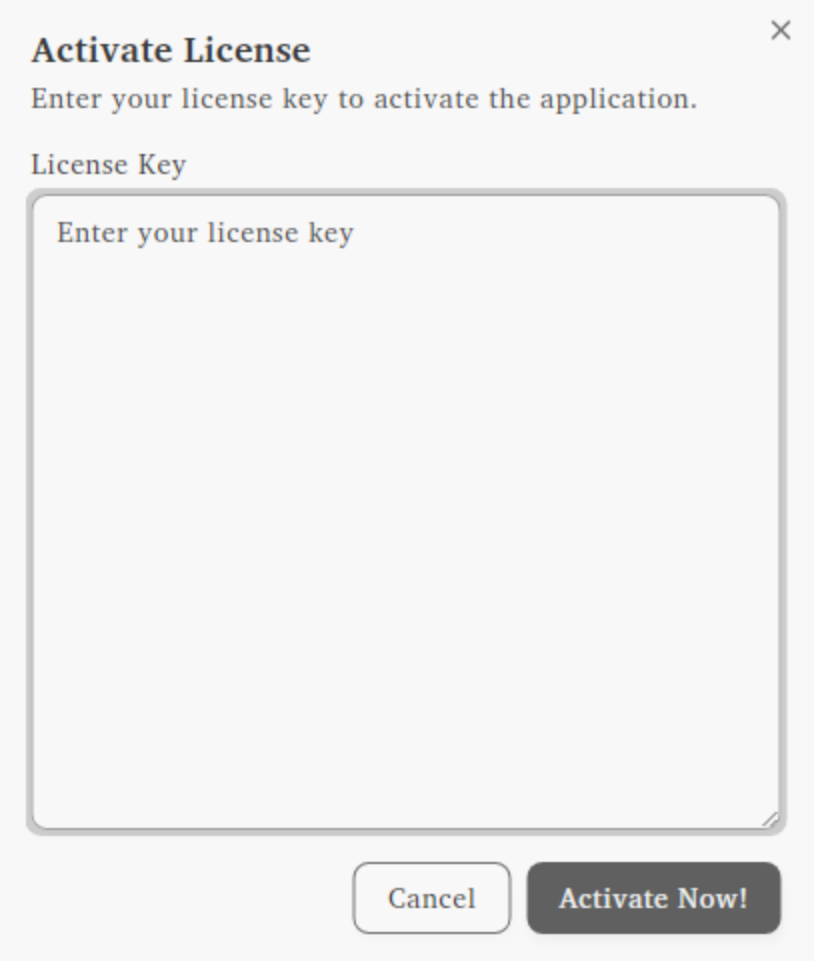
docs.lacuna.pub/account-licensing/manage-lacuna-license/

Your license turns on **Generate** in Lacuna. Activate it on each computer you use, and move it to a new computer whenever you need to.

WHAT IT DOES	WHERE TO FIND IT
Activating turns on **Generate**: your EPUB, print-ready PDF and DOCX.	The key near the bottom of the side menu on the right, or the **Help** menu.
HOW MANY COMPUTERS	**BEFORE YOU START**
As many at once as your license covers: one, two or three.	Have your license key ready. It comes by email when you buy.

How to activate your license

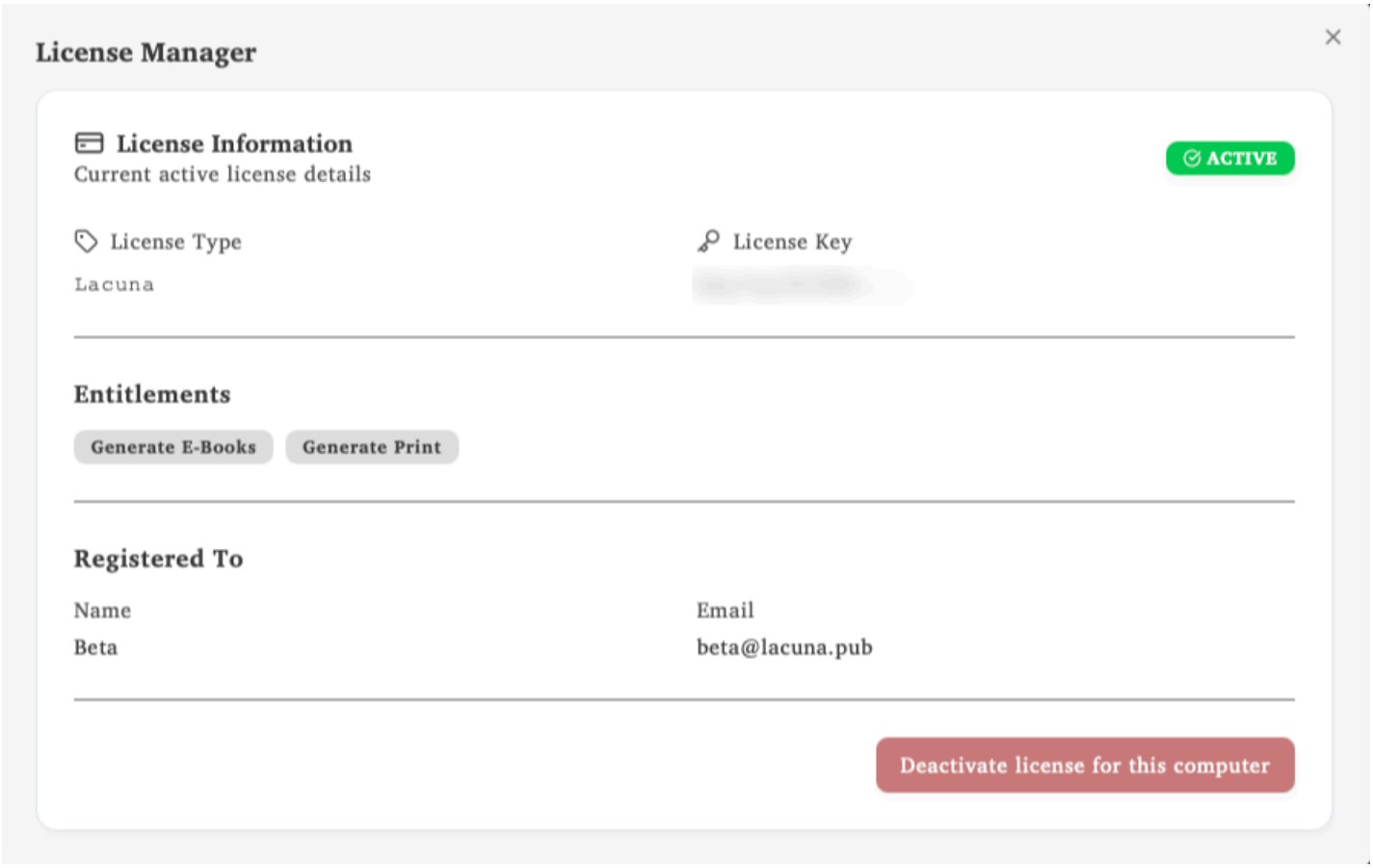
1. **Click** the red key near the bottom of the side menu on the right, then **Activate with license key**. Or open the **Help** menu and choose **Activate License**.
2. **Paste** your license key from your purchase email.
3. **Click Activate Now!**



Generate turns on right away, with your book just as you left it. The key in the side menu turns gray, and its tooltip now says **Manage License**.

How to see your license

Click the key near the bottom of the side menu, or open the **Help** menu and choose **License Manager**. The License Manager shows that your license is active, what it lets you generate, and who it is registered to.



How to move your license to another computer

Your license is active on as many computers at once as you bought: one, two or three. To use it on a different computer, deactivate it on one you no longer need, then activate it on the new one.

1. **Open** the License Manager on the computer you are leaving.
2. **Click Deactivate license for this computer**.
3. **Activate** your license on the new computer with the same key.

Do this before you sell, replace or reset a computer. If you can no longer open Lacuna on the old one, email support@lacuna.pub and we'll move your license for you.

Questions

> **Where is my license key?**
>
> It comes by email when you buy. If you can't find it after a few minutes, check your spam or junk folder, then email support@lacuna.pub.

My license says it is already active on too many computers

Your license is active on every computer it covers. Deactivate it in the License Manager on a computer you no longer use, then activate it again. If you can't reach that computer, email support@lacuna.pub.

Can I use my license on Windows and on a Mac?

Yes. Your license key works in Lacuna on Windows, Mac and Linux, and each computer counts once, whatever it runs.

Do I need to pay for updates?

No. Every license includes every update. See Lacuna software updates.

I want to use Lacuna on more computers

Licenses cover one, two or three computers. See pricing and plans, or email support@lacuna.pub and we'll help.

How to Update Lacuna to the Latest Version

docs.lacuna.pub/account-licensing/lacuna-software-updates/

Lacuna looks for a new version each time you open it and shows a notice on the home screen when one is ready. Nothing downloads until you click, and every update is free with your license.

How to check for updates

On Windows and Linux, open a book, then choose **Help** › **Check for Updates** from the menu bar. On a Mac, choose **Lacuna** › **Check for Updates…** from the menu bar, on the home screen or in a book.

If you have the latest version, a message says **No updates available. You have the latest version!** If a newer one is out, the **Software Update Available** window opens with what is new in it. Click **Update Now** to install it, or **Skip This Version** to close the window.

How to install an update

1. Save and close your book. Lacuna restarts as soon as the download finishes.
2. On the home screen, click the **update is ready** notice at the foot of the left column, then click **Start download**.
3. Keep Lacuna open while the bar fills. Lacuna restarts on the new version.

The notice says	What to do
Lacuna v… update is ready	Click it to see what is new in that version.
New in v…	Read the highlights, then click **Start download**. **All updates on lacuna.pub** opens the full list.
Downloading v…	Keep Lacuna open. It restarts on the new version when the bar fills.
Oops! There was an error.	Click the link under it to download the new version from lacuna.pub, then run the installer.

The trial updates the same way as the full version, and your license stays active.

What is new in each version

The notice lists the highlights of the version it offers. For every version, click **All updates on lacuna.pub** in the notice, or open lacuna.pub/updates.

Questions

Are updates free?

Yes. Every license includes every update, and the trial updates the same way. See pricing and plans.

Where can I see what changed in each version?

At lacuna.pub/updates. The update notice in Lacuna lists the highlights of the version it offers.

How do I upgrade my license to two or three computers?

That is a license change, not a software update. See pricing and plans for the two and three computer licenses, or email support@lacuna.pub.

The update failed. What do I do?

Click the download link in the notice, or go to lacuna.pub and download the new version for your computer, then run the installer.

Related

- Manage your license: activate your license and move it to another computer.
- The trial and the full version: what each can do.
- Pricing and plans: one, two or three computers.

Create Your First Book in 5 Minutes

docs.lacuna.pub/getting-started/create-first-book-fast/

Coming soon.

How Lacuna Can Make You More Money

docs.lacuna.pub/publish-book/make-more-money/

Coming soon.