

**LEVELED  
READER  
NONFICTION  
TEMPLATES**

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**Users' Guide**

## **Welcome to the Leveled Reader Nonfiction Templates**

We hope these templates will be a useful tool for you as you design children's books.

### **What You'll Need to Know to Use the Templates**

These templates were designed using Adobe InDesign software. To use the templates, you will need the InDesign application. You can find a free seven-day trial of Adobe InDesign here: <https://www.adobe.com/products/indesign/free-trial-download.html>

You will also need to have working knowledge of the InDesign software. To brush up on your InDesign skills, there are many tutorials on the Adobe website: <https://creativecloud.adobe.com/cc/learn/app/indesign>  
You can find many tutorials and answers to questions by searching Google.

The InDesign skills you will need include:

- Creating text boxes, selecting and sizing typography
- Creating image boxes and importing images
- Creating color palettes
- Knowledge of Parent Pages
- Knowledge of Layers
- Knowledge of Character and Paragraph Styles
- Knowledge of CC Libraries
- Some skills in type manipulation for book cover
- Basic understanding of preparing files for offset printing

## Naming Your InDesign Files and Assets

### InDesign Files

Please name your files using a clear system, such as the following:

COUNTRY NAME ABBREVIATION\_BOOK TITLE\_\_LEVEL#\_language(s)

*For example:*

SN\_MONARCHS\_L3\_fra

*If the book is in more than one language:*

SN\_MONARCHS\_L3\_fre\_wol

**Country name abbreviations:** please use two letter international country codes. International country codes can be found here:

[https://www.nationsonline.org/oneworld/country\\_code\\_list.htm](https://www.nationsonline.org/oneworld/country_code_list.htm)

**Language abbreviations:** please use ISO 639-3 codes to specify the language(s). ISO codes can be found here:

[https://iso639-3.sil.org/code\\_tables/639/data](https://iso639-3.sil.org/code_tables/639/data)

### Illustration Files and Other Assets

Illustrations should be named as follows:

book title\_illustration #

*For example:*

monarchs\_1, monarchs\_2, etc

Other assets, such as logos, author photos, etc., can be named accordingly:

company logo, author photo\_1, author photo—2, etc.

## About Your Templates

The Leveled Reader Nonfiction template is 155mm x 210mm.

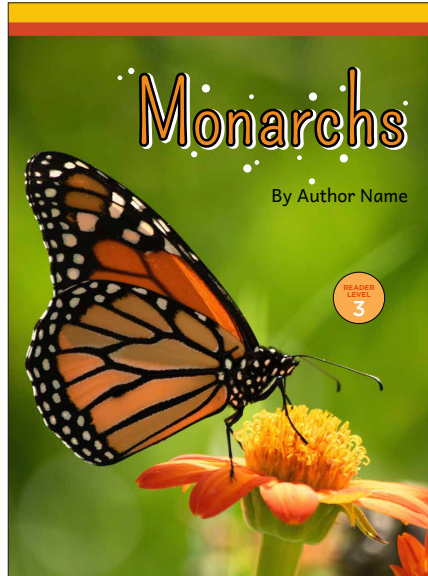


Photo by Suzanne D. Williams on Unsplash

Cover



Photos by James Wheeler on Unsplash

Interior Spread



# Design Elements and Sample Layouts

The Reader Nonfiction book contains design elements to bring your content to life in a visually exciting way. The following pages demonstrate some commonly used design elements.

**Decorative rules and borders**

**Pointer box with label and text**

**Side bar**

# Beware!

**MONARCH PREDATORS**

Ad pri sonet persequeris. Omnium fastidii nec ut. Ut primis iudicabit nam, ex his velit error, audiam principes pro ut. Ea vim partem dolorem recusabo. Hinc elaboraret per an, te oblique commune mea.

**SONET:**  
Lorem ipsum  
Lorem ex eum  
dolore quodsi.

**DANGER!**  
Lorem ipsum dolor sit amet, ex eum dolore quodsi. Lorem ipsum dolor sit amet.

**Praying Mantis**

**Fire Ants**

**Oriole**

**Transparent text box**

**Photo box with label**

2

Large photo by James Wheeler; Mantis and ants by oktavianus mulyadi; Oriole by Mark Gutowski  
All on Unsplash



## Table of Contents

Lorem ipsum dolor .....	4
Cu prima .....	6
Meliore graecis nam .....	8
Nec rebum .....	12
Eum modo omnis .....	16
Ad pri sonet .....	18
Omnium fastidii .....	20
Ad pri sonet .....	24
Ea vim .....	26

1

Photo by Alex Guillaume on Unsplash

Full page photo

Speech bubble

## Lorem Ipsum

Lorem ipsum dolor sit amet, ex eum dolore quodsi. Cu prima meliore graecis nam, elaboret nam fastidi ei vel tempor theophrastus.

### EA VIM PARTEM

Id sea augue nobis, usu et convenire erroribus mediocritatem, ut tota honestatis pri. Pro cu amet hendrerit dissentias. Eam ea putant invidunt, quaeque electram nec ex. Appetere complectitur eu has, idque splendide interpretaris per no, decore nonumes detraxit ne vis.



6



7

Character guide

Pointer box with label

Photo by Errin Minuskin on Unsplash

Full spread photo or illustration



**BLENDING IN**

Lorem ipsum dolor sit amet, ex eum dolore quodsi. Cu prima meliore graecis nam, ei vel tempor theophrastus. Nec rebum sanctus ne. Eum modo omnis definiebas te.

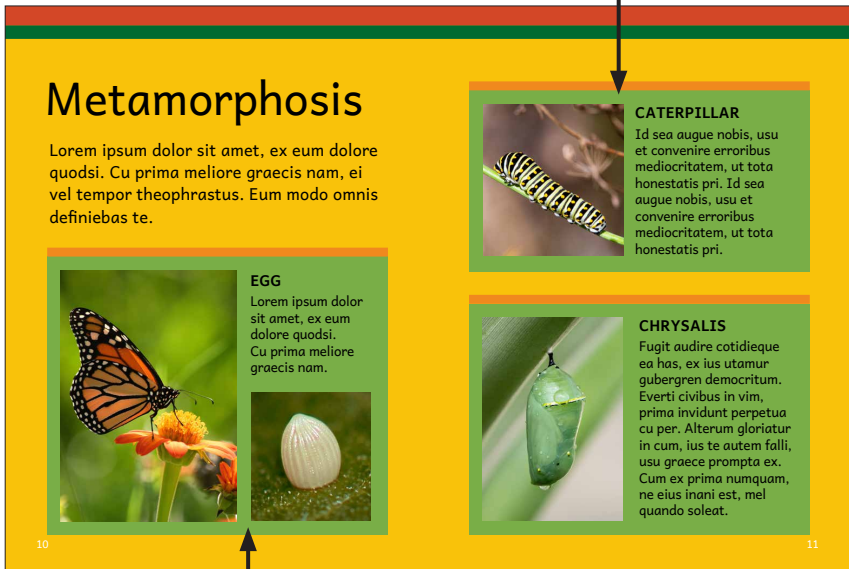
Ad pri sonet persequeris. Omnium fastidii nec ut. Ut primis iudicabit nam, ex his velit error, audiam principes pro ut. Ea vim partem dolorem recusabo. Hinc elaboraret per an, te oblique commune mea.



Ad pri sonet persequeris. Omnium fastidii nec ut. Ut primis iudicabit nam, ex his velit. Ea vim partem dolorem recusabo.

Large text box

Text box with photo



# Metamorphosis

Lorem ipsum dolor sit amet, ex eum dolore quodsi. Cu prima meliore graecis nam, ei vel tempor theophrastus. Eum modo omnis definiebas te.



**EGG**

Lorem ipsum dolor sit amet, ex eum dolore quodsi. Cu prima meliore graecis nam.



**CATERPILLAR**

Id sea augue nobis, usu et convenire erroribus mediocritatem, ut tota honestatis pri. Id sea augue nobis, usu et convenire erroribus mediocritatem, ut tota honestatis pri.



**CHRYSALIS**

Fugit audire cotidieque ea has, ex ius utamur gubergren democritum. Everti civibus in vim, prima invidunt perpetua cu per. Alterum gloriatur in cum. ius te autem falli, usu graece prompta ex. Cum ex prima numquam, ne eius inani est, mel quando solet.


Text box with multiple photos

Large photo by Dayne Topkin inset by Alex Guillaume, both on Unsplash

Butterfly by Photo by Suzanne D. Williams, caterpillar by Joshua J. Cotten, chrysalis by William Warby all on Unsplash

# What Do Monarchs Eat?

Fugit audire cotidieque ea has, ex ius utamur gubergren democritum. Everti civibus in vim, prima invidunt perpetua.



12

Text box with photo

Speech bubble



Eam ea putant invidunt, quaeque electram nec ex in amet solet phaedrurum, eos ut at essent putant.



Electram putant

Character guide in a circle

13

# Weather Danger



**SNOW**  
Lorem ipsum dolor sit amet, ex eum dolore quodsi. Cu prima meliore graecis nam, ei vel tempor theophrastus.

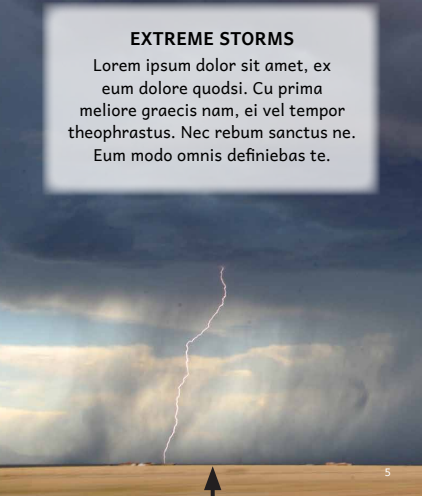


**HIGH WINDS**  
Eam ea putant invidunt, quaeque electram nec ex, decore nonumes detraxit ne vis.

4

## EXTREME STORMS

Lorem ipsum dolor sit amet, ex eum dolore quodsi. Cu prima meliore graecis nam, ei vel tempor theophrastus. Nec rebum sanctus ne. Eum modo omnis definiebas te.



5

Full page photo or illustration with transparent text box

## Design Elements Included in the Template

To help you get started, the template contains the following set of elements for your use.

### BLENDING IN

Lorem ipsum dolor sit amet, ex eum dolore quodsi. Cu prima meliore graecis nam, ei vel tempor theophrastus. Nec rebum sanctus ne. Eum modo omnis definiebas te.

Ad pri sonet persequeris. Omnium fastidii nec ut. Ut primis iudicabit nam, ex his velit error.

Large text box



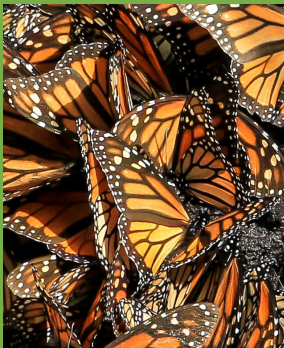
Lorem ipsum dolor sit amet, ex eum dolore quodsi. Cu prima meliore graecis omnis.

Small text box with small image



Oriole

Photo box with label



Ad pri sonet persequeris. Omnium fastidii nec ut. Ut primis iudicabit nam, ex his velit. Ea vim partem dolorem recusabo.

Text box with text and image

Electra putan

**SONET:**  
Lorem ipsum  
Lorem ex eum  
dolore quodsi.

Pointer boxes

Speech bubble 1

Cu prima meli  
grae nam, ei vel  
tempor theophrastus.  
Nec rebum sanctus  
ne. Eum mod omnis  
definiebas te.



Character guide (girl)

Speech bubble 2

Lorem ipsum  
cu prima meli gra nam,  
ei vel tempor thhrastus.  
Nec rebum graecis  
an ne.



Character guide (boy)

“Cu prima meligræ  
nam, ei vel tempor theo  
phrastus. Nec rebum  
sanctus febo ne. Eum mod  
omnis definiebas te.”

Quote

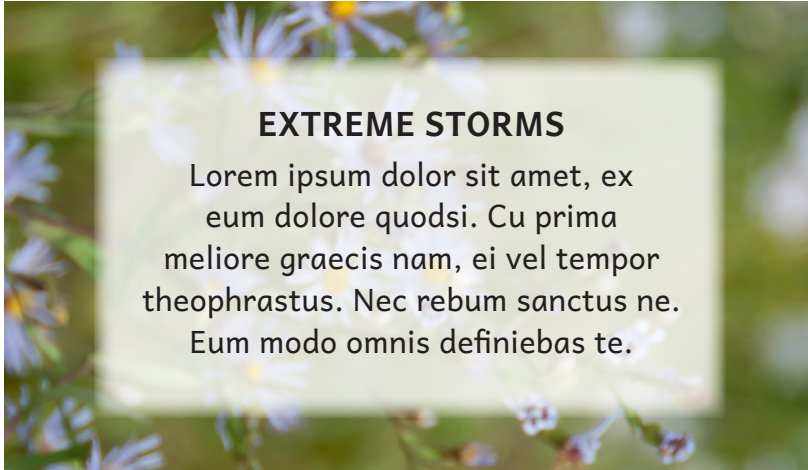


Character guide in circle (girl)



Character guide in circle (boy)





## **EXTREME STORMS**

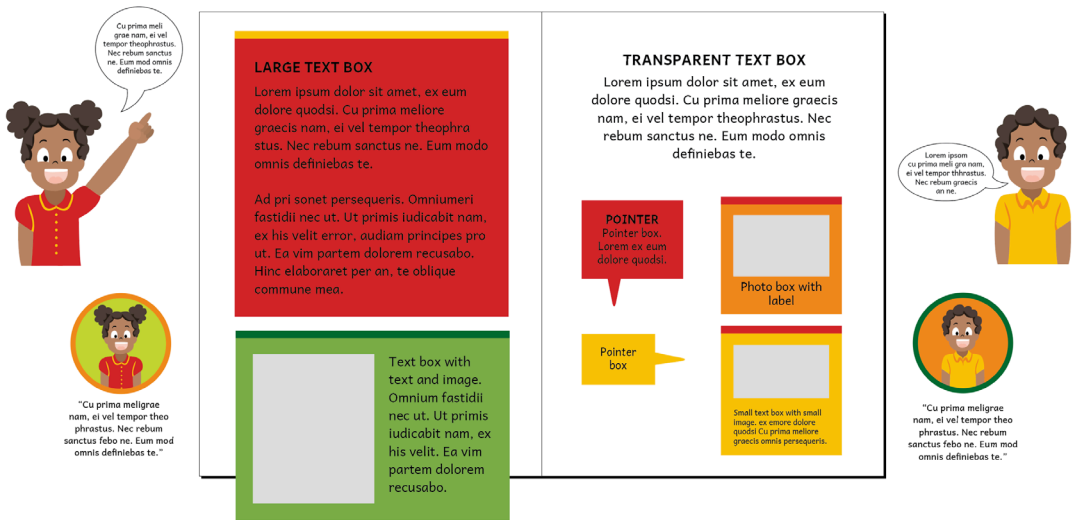
Lorem ipsum dolor sit amet, ex  
eum dolore quodsi. Cu prima  
melioe graecis nam, ei vel tempor  
theophrastus. Nec rebum sanctus ne.  
Eum modo omnis definiebas te.

**Transparent text box**

## Design Elements Included in the Template (continued)

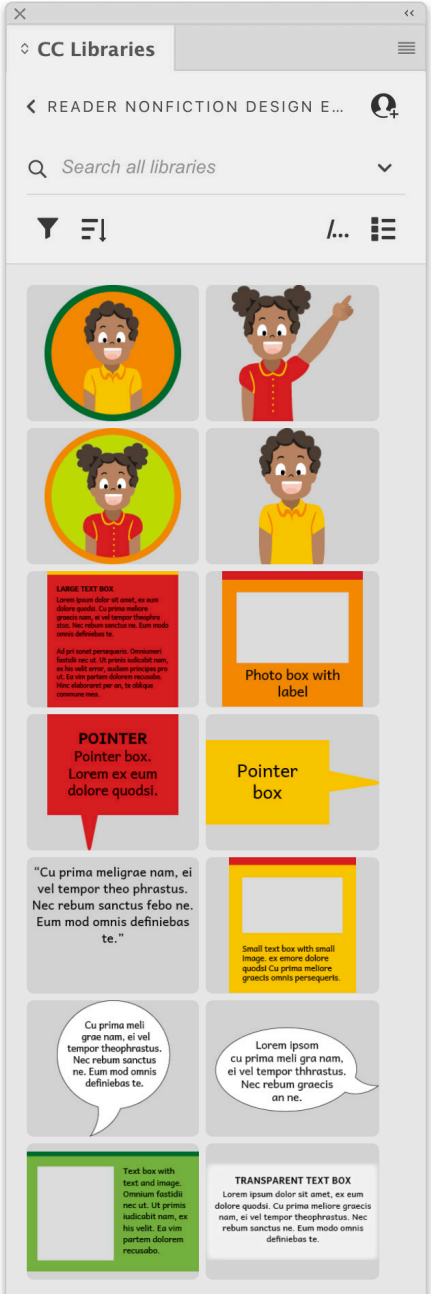
When you open the “Leveled Reader Nonfiction\_155x210” template, you will find the design elements on the first two pages and the pasteboards.

These design elements are a starting point, and the sizes and colors may be changed to fit your needs. You may also enjoy creating your own design elements to suit the content and spirit of your book.





The design elements can also be found in the InDesign **CC Libraries** panel. You can simply click and drag the element you want to use onto your page.



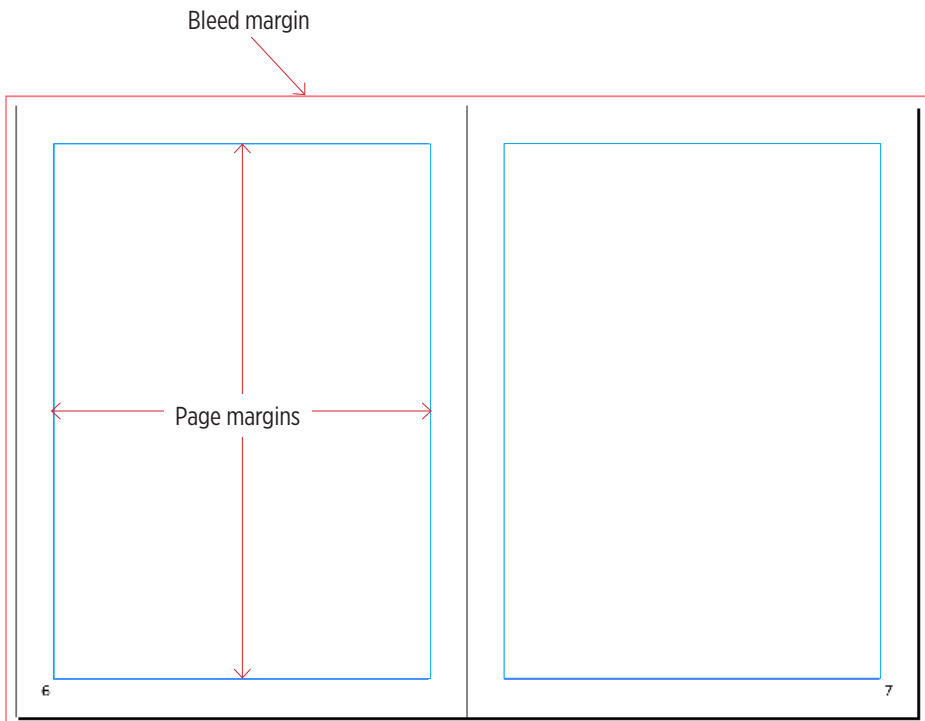
## Using Parent Pages

The parent pages have blue **page margins** and red **bleed margins**.

All full-page or full-spread bleed images must extend to the outer red **bleed margin**.

Typography should not go outside of the blue **page margins**.

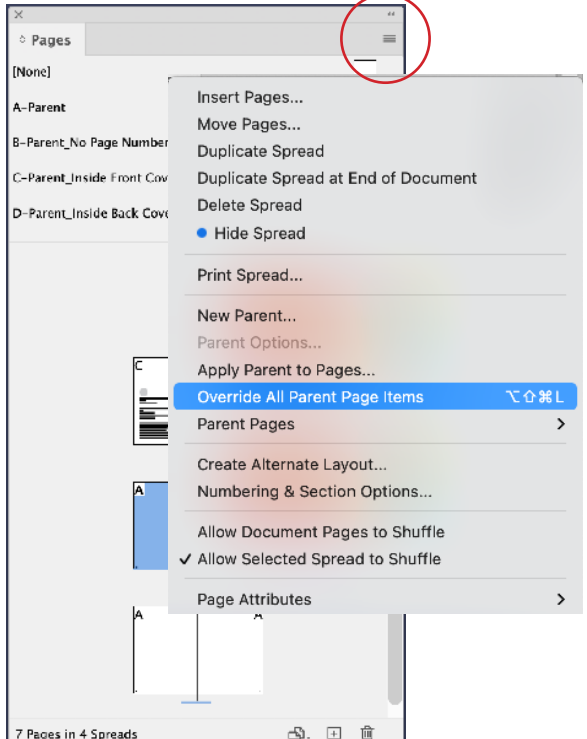
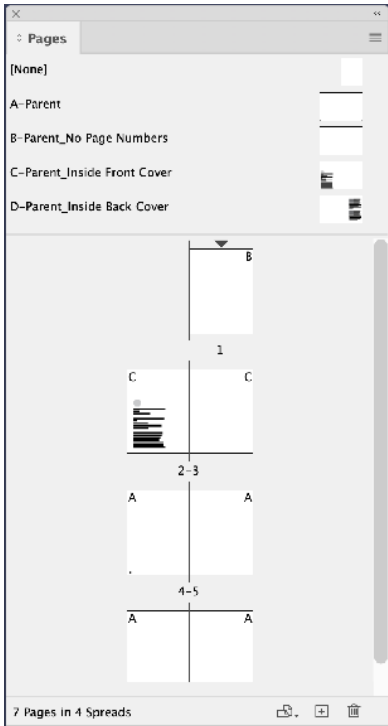
Page numbers are on each parent page, set in Andika. To unlock page numbers, highlight the pages you would like to unlock in the Pages panel, and choose “Override All Parent Page Items” from the panel menu.



## Using Parent Pages (continued)

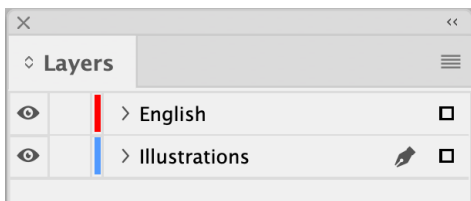
The parent pages include text pages with page numbers, as well as templates for the inside front and back covers. There is also a “Parent\_No Page Numbers” parent page with no page numbers. Use this parent page for your front and back covers.

**Important Note:** When parent pages are opened, all items on the pages will be **locked**. To **unlock** the items, highlight the pages you would like to unlock, and choose “Override All Parent Page Items” from the box menu. Now all items on the pages will be unlocked.

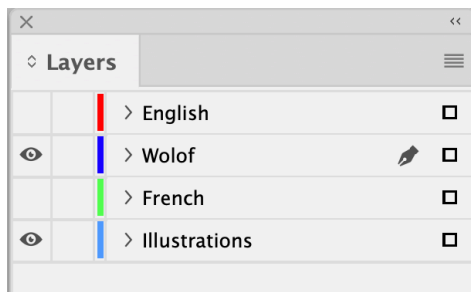


## Using Layers for Text and Multiple Languages

All text on your pages should be on a separate layer, not on the same layer as the Illustrations and photos. This allows you to add multiple language versions of your book in one InDesign file.



If your book will be published in **only one language**, you will need only one text layer, as shown above. Your text layers should be named with the name of the language you are using.



If your book will be published in **several languages**, create a layer for each language, and name them accordingly. You can hide the languages you are not using by clicking off the “eye” icon in the left column.

## Text Color

**Books in more than one language:** it is important to use **only 100% black text** on all interior pages. Using any other color will increase printing costs.

**Books in one language only:** you may also use **white text** over colored backgrounds, photos or illustrations.

**Colored text** may be used for front and back covers.

## Recommended Font Family

The recommended typeface for the Leveled Reader Fiction template is Andika. Andika has several font styles available. All fonts are free and can be downloaded from <https://fonts.google.com>

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Andika Regular

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*

Andika Regular Italic

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

Andika Bold

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***

Andika Bold Italic

## Font Size

Font size will depend on how much text you have on each page. If possible, keep the font size consistent throughout the book for each design element. The font size may increase or decrease to fit your text comfortably. The sample below is Andika Regular, 17/23 point. (17 pt. is the type size, 23 pt. is the leading.)

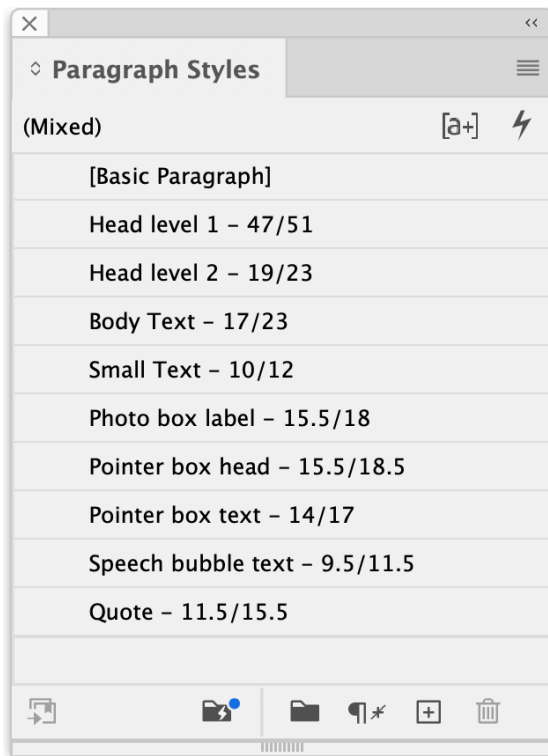
Science is the process that takes us from  
confusion to understanding.

— Brian Greene

## Using Paragraph Styles

Your book will contain multiple type styles for different types of information, as you have seen in the book samples on the previous pages. The most efficient way to specify your type style is to use the Paragraph Styles panel. Highlight the text you want to style, and then select the desired style from the panel list. All of the styles in the template use the Andika type family.

If you need a style that is not on the list, you can create a new style and add it to the list. Learn more about creating paragraph and character styles [here](#).



## Nonfiction Book Samples for Inspiration

Following are sample nonfiction readers to illustrate layouts using similar elements, but with different designs.



### Feathers for Survival

Emperor penguins live in Antarctica, where temperatures can drop to  $-40^{\circ}\text{F}$  ( $-40^{\circ}\text{C}$ ).

To survive the extreme cold, emperor penguins have a covering of 30,000 **waterproof** contour feathers.

Under this outer layer are up to 150,000 **insulating** down feathers.

**Chick**

**Emperor penguin**

**Let's Talk**  
How did scientists discover how many feathers an emperor penguin has?  
(The answer is on page 24.)

Emperor penguins hunt for fish in the freezing ocean. Sometimes they dive up to 1,600 feet (488 m) beneath the icy water!

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## Fantastic Feathers

Birds are the only animals with feathers.

Their feathery covering protects them from thorns, insects, hot sun, wind, rain, and snow.



A bird moves its feathers as it flies or when it shows off.

It may pull them close to its body to keep warm.

The feathers are attached to tiny **muscles** that allow a bird to move them.

Feathers are made from keratin. It's the same stuff that your hair and nails are made from.



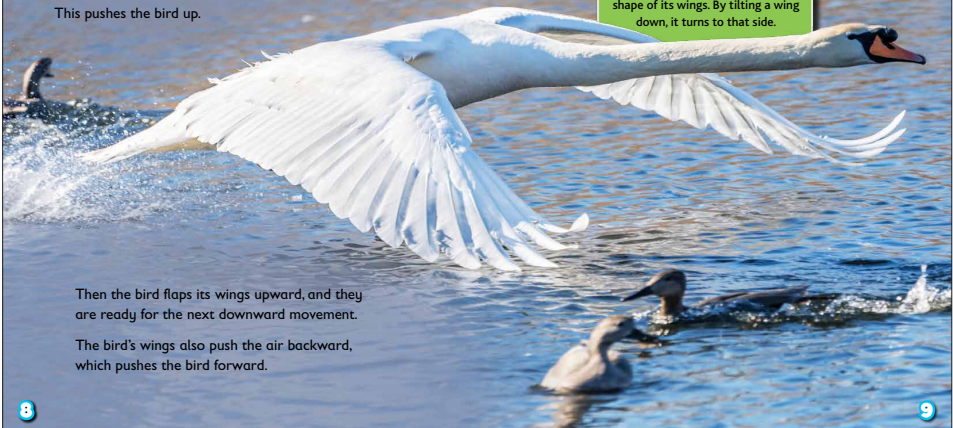
## Feathers for Flying

The big stiff feathers on a bird's wings help it fly.

As a bird flaps its wings downward, they force the air down.

This pushes the bird up.

A bird changes direction by moving its feathers to change the shape of its wings. By tilting a wing down, it turns to that side.



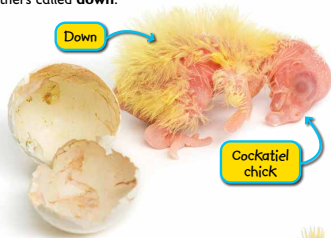
Then the bird flaps its wings upward, and they are ready for the next downward movement.

The bird's wings also push the air backward, which pushes the bird forward.



## How Do Feathers Grow?

When a chick hatches, it has a covering of tiny, fluffy feathers called **down**.

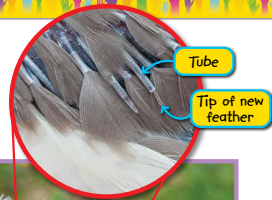


After a few days, tiny spikes sprout from the chick's body.

Each spike is a new feather that's rolled up like a tiny tube.



Soon the feathers begin to uncurl from the tips of the tubes.



The feathers on a bird's body are called contour (CON-toor) feathers. Under the contour feathers are tiny, soft, down feathers that keep the bird warm.



If you want to see an adult cockatiel, turn to page 23.



6

7

## Feathers for Singing

To attract a mate, a male club-winged manakin bird sings to females.

He does this by using his wings like a musical instrument.

He raises his little wings above his back.

Then he shakes the feathers back and forth—100 times a second!

The feathers rub together and make a loud tick *ting, tick ting* sound.



The feathers in the manakin's wings work a little like the bow of a violin moving over the strings.

Male club-winged manakin

Female



18

19



# FRILLED LIZARD

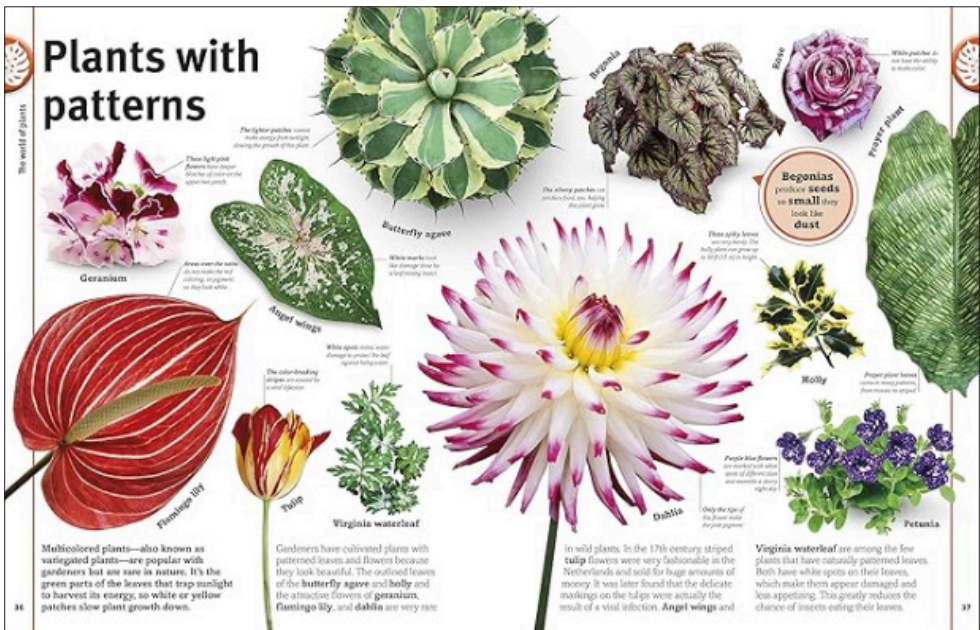
WHEN THIS LIZARD IS ALARMED, IT DOES SOMETHING STRANGE: IT REES UP MOUTH WIDE AND UNFURLS A RUFF OF BRILLIANT ORANGE, SCALY SKIN AROUND ITS NECK. (Scientists call it the frill.)

It's the number of Australian frilled-neck lizards that are being killed by a new disease called chytrid fungus. The disease is spreading rapidly but it's not clear if it's the same as the one that killed the Tasmanian devil. It's not clear if it's the same as the one that killed the Tasmanian devil. It's not clear if it's the same as the one that killed the Tasmanian devil.

**WHERE IT'S FOUND:** Forests and woodlands in southern Australia.

**Fun FACT:** The scales of a frilled-neck lizard are so large that they can be used to make a hat or a bag.

The Ultimate Book of Reptiles © National Geographic Kids, 2023



## Plants with patterns

**Geranium**  
These light-colored flowers are popular in gardens. The leaves are dark green and have a scalloped edge.

**Butterfly agave**  
The light blue flowers come in many colors and are very popular in gardens. The leaves are dark green and have a scalloped edge.

**Begonias**  
The colorful flowers are very popular in gardens. The leaves are dark green and have a scalloped edge.

**Holly**  
The dark green leaves are very popular in gardens. The leaves are dark green and have a scalloped edge.

**Flamingo lily**  
The colorful flowers are very popular in gardens. The leaves are dark green and have a scalloped edge.

**Angeli wings**  
The colorful flowers are very popular in gardens. The leaves are dark green and have a scalloped edge.

**White marble**  
The colorful flowers are very popular in gardens. The leaves are dark green and have a scalloped edge.

**Tulip**  
The colorful flowers are very popular in gardens. The leaves are dark green and have a scalloped edge.

**Virginia waterleaf**  
The colorful flowers are very popular in gardens. The leaves are dark green and have a scalloped edge.

**Dahlia**  
The colorful flowers are very popular in gardens. The leaves are dark green and have a scalloped edge.

**Pecunia**  
The colorful flowers are very popular in gardens. The leaves are dark green and have a scalloped edge.

Multicolored plants—also known as variegated plants—are popular with gardeners but are rare in nature. It's the green parts of the leaves that trap sunlight to harvest its energy, so white or yellow patches slow plant growth down.

Gardeners have cultivated plants with patterned leaves and flowers because they look beautiful. The colorful leaves of the butterfly agave and the attractive flowers of geranium, flamingo lily, and dahlia are very rare.

In wild plants, in the 17th century striped tulip flowers were very fashionable in the Netherlands and sold for huge amounts of money. It was later found that the delicate markings on the tulips were actually the result of a viral infection. Angeli wings and

Virginia waterleaf are among the few plants that have naturally patterned leaves. Both have white spots on their leaves, which make them appear damaged and less appealing. This greatly reduces the chance of insects eating their leaves.

Trees, Leaves, Flowers & Seeds © DK Our World in Pictures, 2019



# Hippopotamus



To stay cool, hippos spend most of their day in rivers and lakes.

Did you know?

Jungle Animals © Little Hippo Books, 2022

## A Sheep's Life

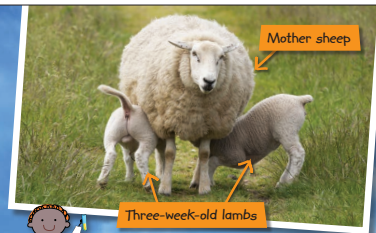
Animals such as sheep, cows and dogs are **mammals**. A baby mammal grows inside its mother's body.

This sheep has just given birth to twin lambs. She gently licks them clean.



After just one hour, the lambs can stand and walk.

Mammals are animals with hair, fur or wool. A mammal mother feeds her babies with milk from her body.



Three-week-old lambs



### Be a Scientist!

It's your turn to write the words!  
 What is happening in the pictures on this page?  
 How are the lambs changing?  
 Write a description of what you observe in each picture.



Three-month-old lambs

Mother sheep

## Designing the Book Cover

A good book cover must be eye-catching and inviting. This can be achieved by using bright colors, enticing images, and fun typography.

Use the “Parent\_no page numbers” parent page for the cover. The cover should include the **author’s name** and the **illustrator’s name**. If the text was translated, please include the **translator’s name** as well.

**Designer Tip:** Try designing the cover *after* the interior pages are completed. By designing the interior pages first, you will become familiar with the content and you will have created the mood and spirit of the book. With the interior pages completed, the cover will be fun and easy to design.

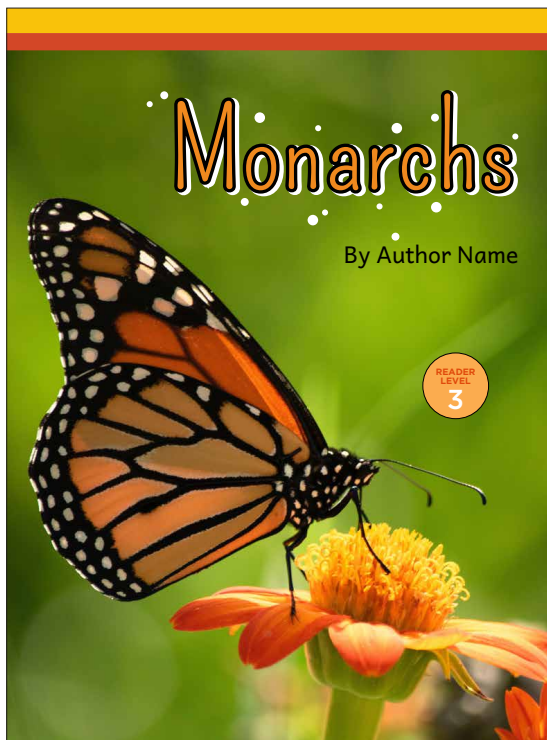


Photo by Suzanne D. Williams on Unsplash

## Choosing the Cover Font

Choose a font that reflects the spirit of your content, photos and illustrations. Get creative by using drop shadows, outlines, multiple colors, etc. Try putting your title on a curve, or changing the sizes of words and letters. The title treatment is a great way to create excitement.

Following are some recommended fonts to use for your covers. All fonts are free and can be downloaded from <https://fonts.google.com>

### **Lilita**

**AaBbCcDdEeFfGgHhIiJjKkLl**

### **Rampart One**

**AaBbCcDdEeFfGgHhIiJjKk**

### **Gluten**

**AaBbCcDdEeFfGgHhIiJjKk**

### **Pompiere**

**AaBbCcDdEeFfGgHhIiJjKkLlMm**

### **Bitter**

**AaBbCcDdEeFfGgHhIiJjKkLl**

### **LUCKIEST GUY**

**ABCDEFGHIJKLMNnOPQR**

### **Balsamic**

**AaBbCcDdEeFfGgHhIiJjKk**

### **Andika**

**AaBbCcDdEeFfGgHhIi**

### **Itim**

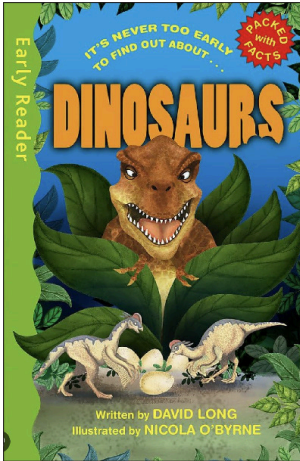
**AaBbCcDdEeFfGgHhIiJjKk**

### **Titan One**

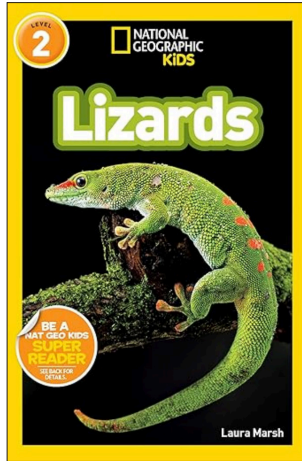
**AaBbCcDdEeFfGgHhIiJjKk**

## Book Cover Samples for Inspiration

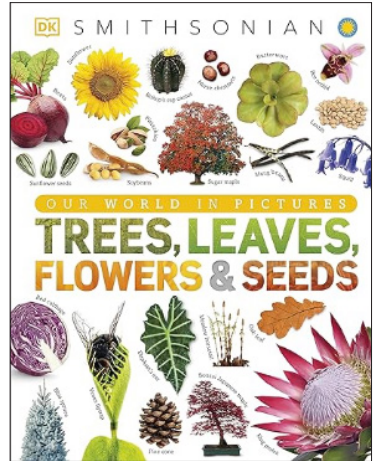
The following samples illustrate some successful designs and simple type manipulations to make your book cover fun and interesting.



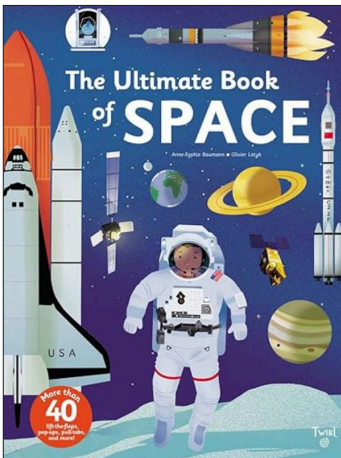
© Orion Children's Books, 2015



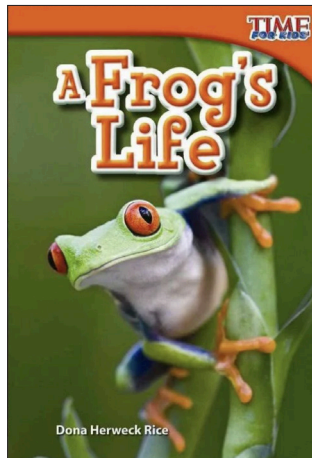
© National Geographic Readers, 2012



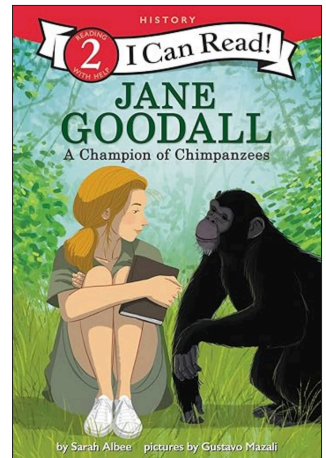
© DK Our World in Pictures, 2019



© Twinkl, 2016



© Time for Kids, 2011



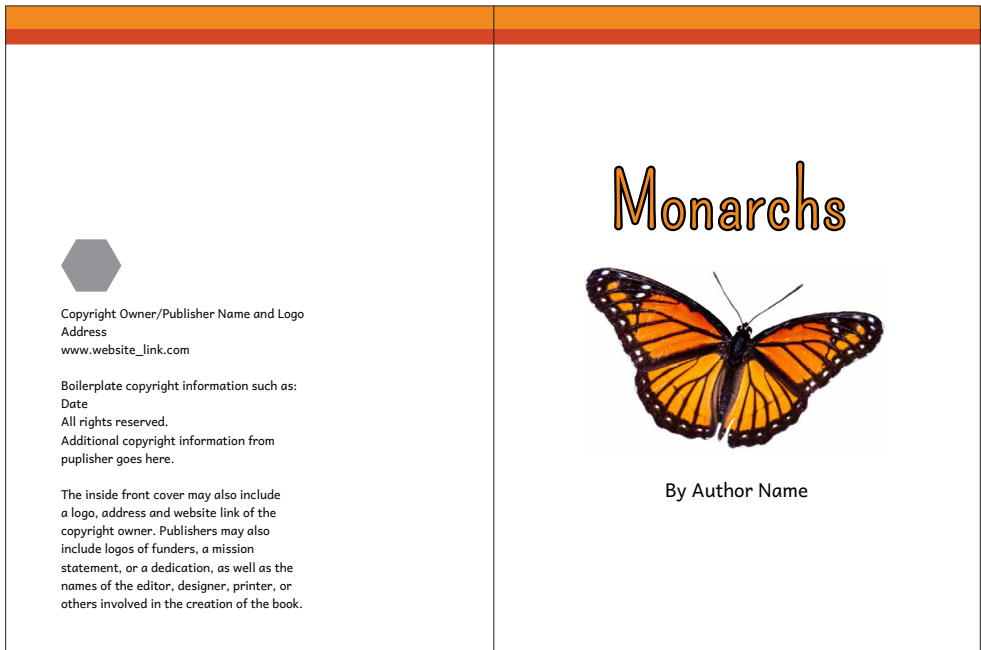
© Harper Collins, 2020

## Creating the Title Page

The title page is the first page of the book—a bridge between the cover and the story—setting the stage for the excitement to follow. The title page should use a similar title treatment to the cover’s, but the title and bylines are smaller.

## Copyright Information on the Inside Front Cover

Use the “Inside Front Cover” parent page template for copyright information. The text for your inside front cover will be delivered by the publisher and may include a logo, address, and the website link of the copyright owner. Publishers may also include logos of funders, a mission statement, or a dedication, as well as the names of the editor, designer, printer, or others involved in the creation of the book.



Inside front cover

Title page



## Inside Back Cover with Author/Illustrator Biography

Use the “Inside Back Cover” parent page template for the author, illustrator or photographer biographies. When possible, include a portrait with the biographies.

### Discussion

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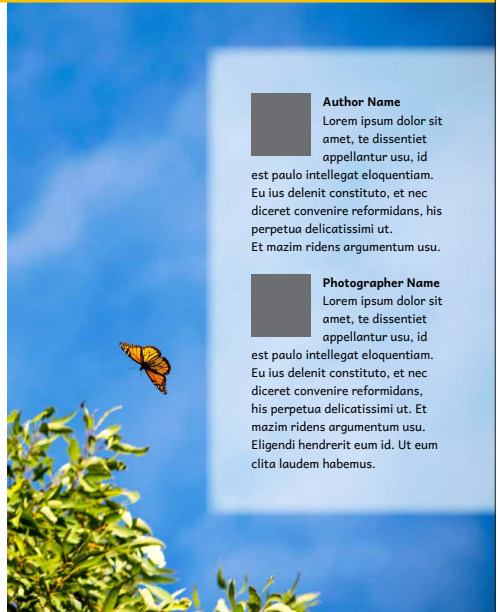


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14



#### Author Name

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#### Photographer Name

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Inside back cover with bios and portraits



## Back Cover Book Synopsis

Use the “Parent\_no page numbers” parent page for the back cover. The back cover is ideal for a preview of the types of images used in the book, and a short synopsis of the content, as shown in the example below.



The book cover has a green background with a yellow and orange horizontal bar at the top. The title 'Monarchs' is written in a large, orange, outlined font with white dots around it. Below the title is a line of placeholder text. Two photographs are shown: one of a monarch caterpillar on a green stem and one of a monarch butterfly on a red flower. Below the photos is the subtitle 'Learn All About Monarch Butterflies!' in bold black text, followed by another line of placeholder text.

# Monarchs

Lorem ipsum dolor sit amet, ex eum!



## Learn All About Monarch Butterflies!

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ei vel tempor theophrastus.  
Eum modo omnis definiebas te.

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## The 100 First Children's Books Templates

The 100 First Children's Books guideline offers recommendations for "first collection" of children's literature. It is intended for Read@Home and other early reading programs involved in the development and/or selection of books to support children's pre-reading and early reading skills.

To support the development of the books suggested in the guideline, Read@Home has also created a series of InDesign templates for designers. Each template contains two parts:

- An InDesign Master Template in the proper trim size, with pre-created parent pages for ease of use.
- A PDF Users' Guide to aid designers working with the templates.

The following templates are available:

### First Book Template

- These are square books. The square size mimics the format of most board books for this age group.

### Picturebook Template

- This template is fairly large, in order to give space for interesting images and engaging design.
- This template can be used for fiction or nonfiction.
- It is available in both portrait and landscape trims.

### Leveled Reader - Fiction Template

- This template is available only in portrait trim, and at a smaller size than a picturebook.
- The size is standard for leveled readers in the children's book industry.

### Leveled Reader - Nonfiction Template

- This template includes nonfiction features such as a table of contents, captions, sidebars, and bibliographies.

### Comic Template

- This template includes panel layouts for sequential storytelling.
- Its user guide also includes more detailed information about developing comic books, as their process is more complex than standard narrative books.

### Important Notes

All links connect to the [Early Literacy Resource Network](#). You can also search "100 First Children's Books" on the site to find a web page containing all the relevant resources.

The trim sizes for these templates were selected by Blue Tree Group.

- They are based on cost-effectiveness for offset print runs of 10k+, on coated paper for the brightest color reproduction.
- Print runs between 2500 and 10k are generally printed in a sheet machine with no cut-off feed, thus trim size also plays a minor role in cost.
- Print runs under 2500 are generally most affordable when printed digitally on-demand, thus trim size is a less critical cost factor.

Suggestions about procurement, cover and paper weight, and other helpful topics are available at [Early Literacy Resource Network](#).