# Preparing for Print

The current status of your book is probably text written in a Word document with a generic 8 1/2 x 11 paper size. This size may be easier to work with and proof read from, but it certainly isn't the size that you wish to print your book in. Editing your Microsoft Word document to the proper specifications may seem difficult, but in reality is it fairly simple to accomplish. First of all, make sure that you proof read your entire book to avoid any costly changes that would have to be done by us. The next step is to change your document size to the proper dimensions. It is always best to be in contact with one of our sales representatives about all the specifics of your job. They will be able to tell you the exact measurements that you need to adjust your document size to. After confirming the size with a sales representative, you have to go to the "File" menu and select "Page Setup." (1). Once the window opens, you need to change the margins to .5 inches all around. (2). It is very important to leave large enough margins so that text will not be hidden in the spine and that the text looks balanced overall. Next is changing the document size, which you can accomplish by selecting the "Paper" tab next to "Margins." (3). Now, you will have to put in the specific paper size that you and the sales representative have talked about. Our standard perfect bound trim size is 8.25 x 5.25. You can edit these numbers next to "Width" and "Height." (3).

2

3

1
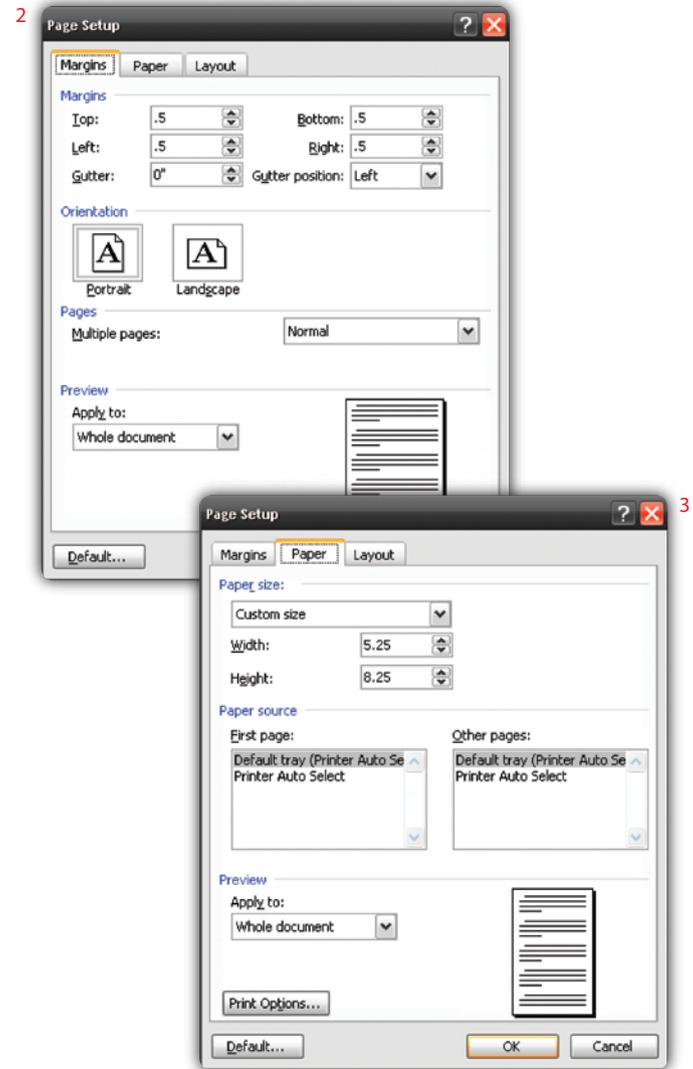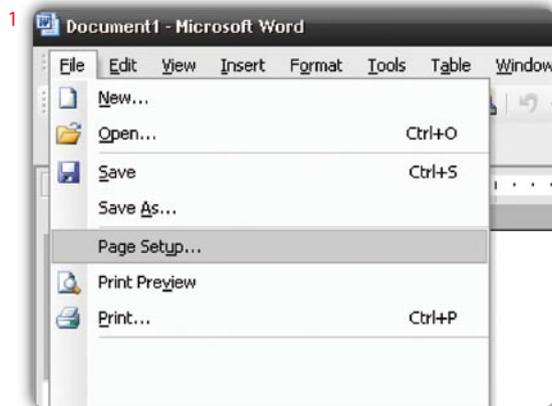
Next, select the "Layout" tab where you can change the distance of the header and footer from the trim. (4). The header and footer are often used for the page number, the author's name and the name of the book or chapter. Generally 1/4 of an inch looks the most balanced on a page and setting it to anything less than 1/4 of an inch from the trim is not acceptable. After you have finished all these changes in the "Page Setup," press "OK" and your text will reflow over the new page size. This is a good time to go through the text again to make sure the text flow and line breaks look good overall. At this point you will also know exactly how many pages your book will have. This information will have to be forwarded to your sales representative. To edit the header and/or footer, go to the "View" menu and select "Header and Footer." (5). After you have done the finishing touches on your document you can prepare a postscript file for us. Go to the "File" menu and select "Print." (6). In the "Print" window make sure to check "Print to file" below "Properties" and "Find Printer..." (7). Other than that, you only need to make sure the paper size in the printer properties is set to letter and that you have selected "All" for the "Page Range." The last step is to simply press "OK" and to save the file onto your computer.