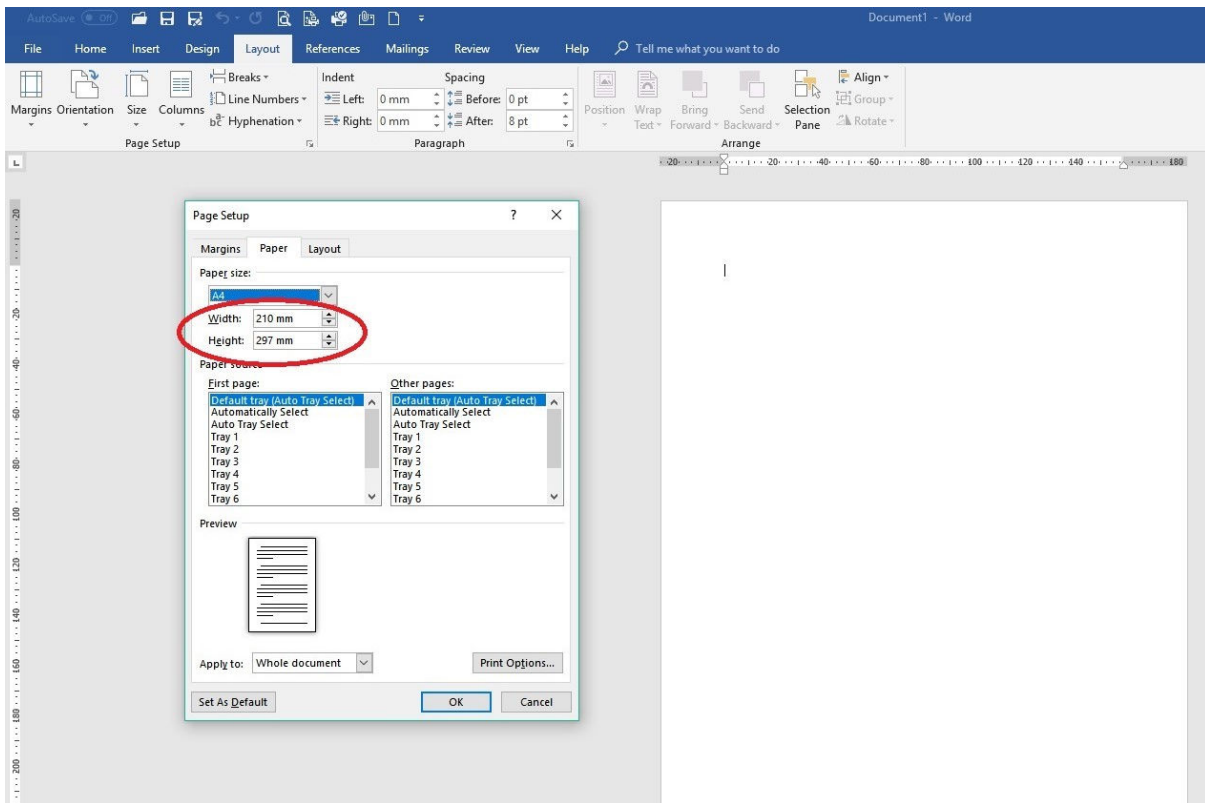
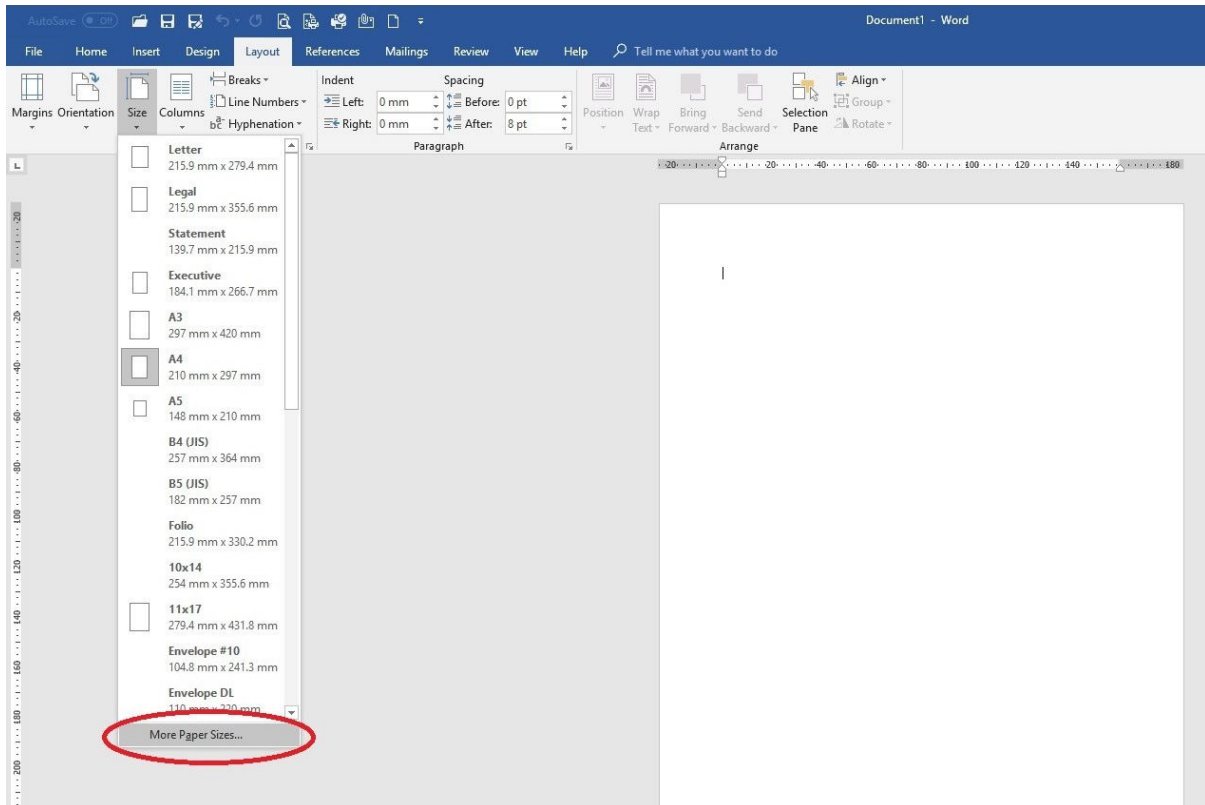


To ensure your book created in word is the correct trim size, please use the following instructions –

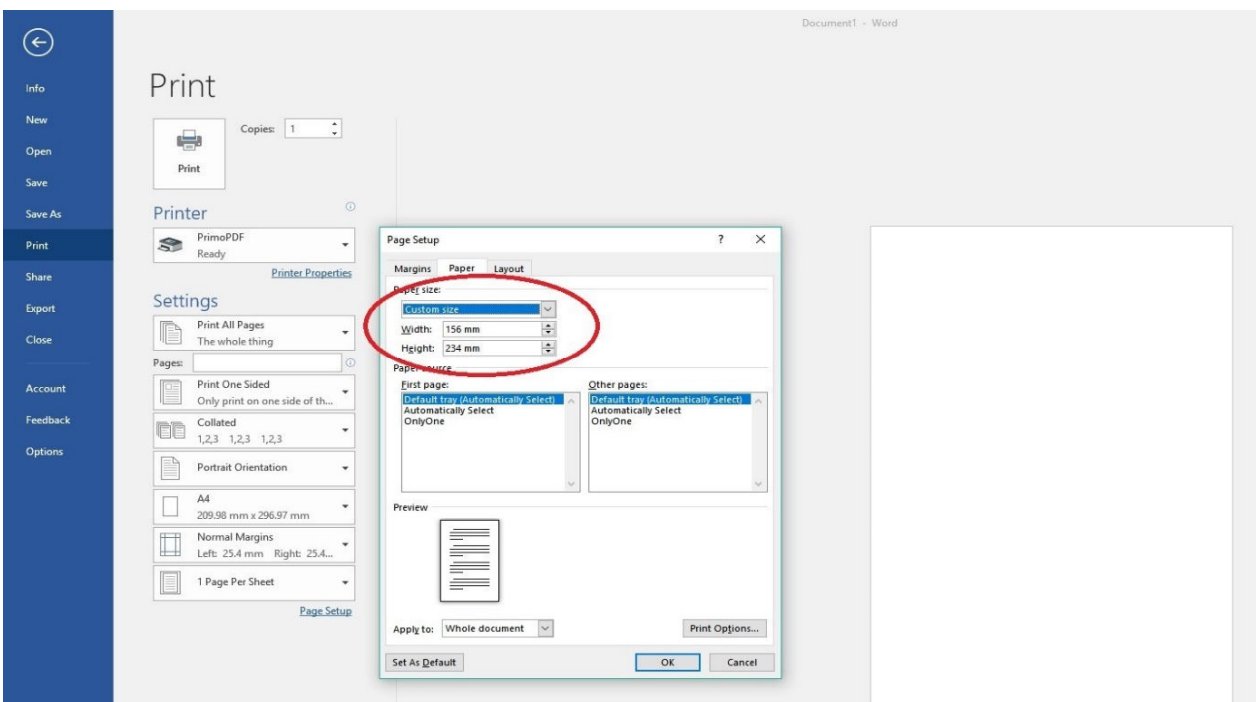
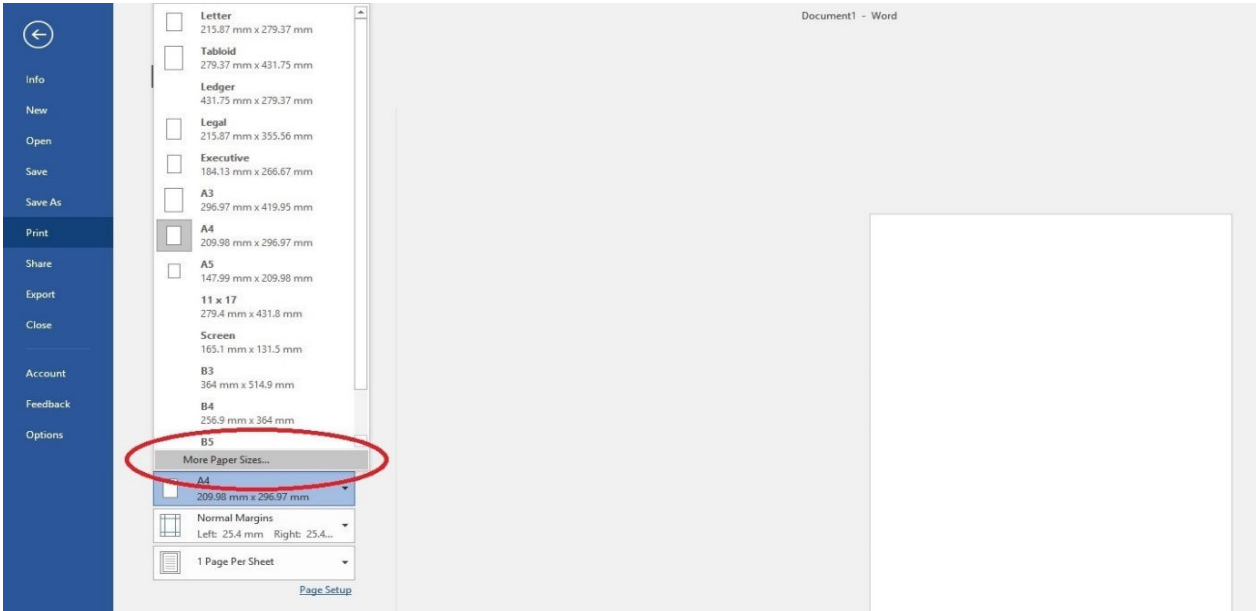
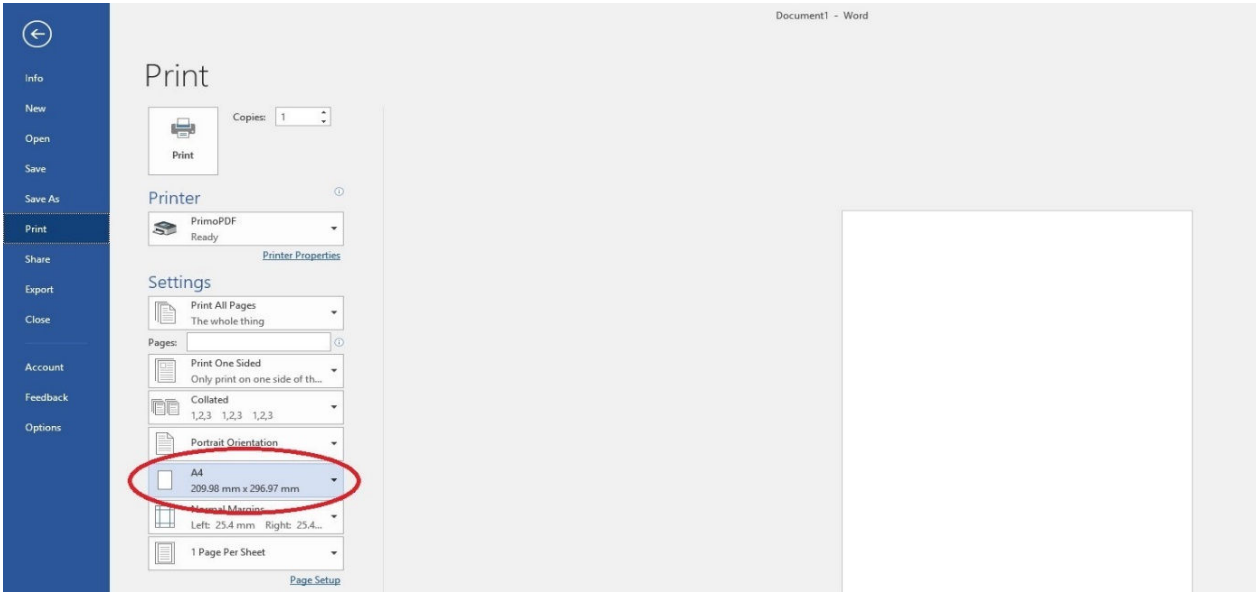
When word initially opens its default page size is A4. If you require a bespoke size you need to adjust the dimensions in the layout area before starting to enter text and images.

Go to - Layout>Size>More Paper Sizes> and open the 'Paper' tab. In here you can enter your preferred Height and width.



Once your document is complete (Auto and you're ready to convert the file to PDF to print out (we suggest Primo PDF), you will need to double check the printer settings are adjusted to the custom page size. To do this please use the following instructions which are based on Windows 10 (other Windows versions and Operating Systems may differ)

Click the field where the size is noted and go to >More paper sizes> then open the 'Paper' tab. In here you can enter your preferred Height and Width. This will tell the printer what size you want to print. If this isn't adjusted, though your word document size has been customized, the printer may print and re-size automatically. This is especially important if you are converting to PDF!!!

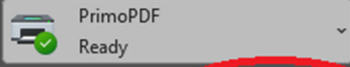


# Print



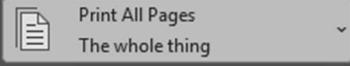
Copies: 1

## Printer

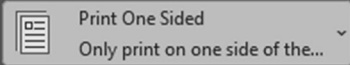


[Printer Properties](#)

## Settings



## Pages:



[Page Setup](#)

PrimoPDF Document Properties

Layout Paper/Quality

Tray Selection

Paper Source: Automatically Select

Colour

Black & White  Colour

Advanced...

OK Cancel