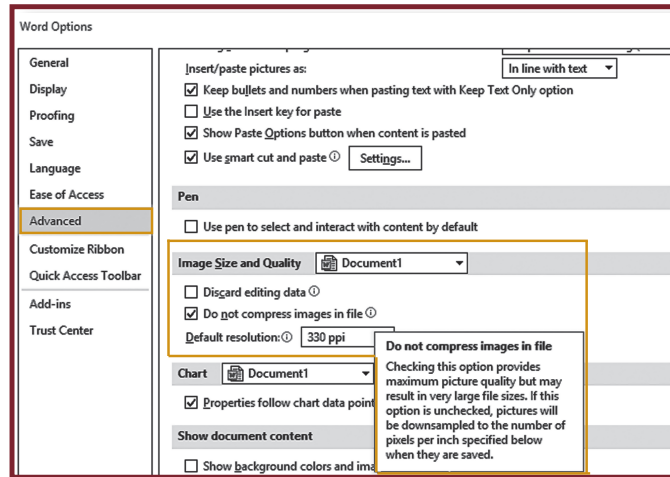


MICROSOFT WORD *Tips*

Images Size Quality Option:

- File > tab > Select > Options
- Advanced
- Image Size and Quality (330 ppi)
- Check: Do not compress images in file



Bleed:

With Microsoft Word, PowerPoint or Adobe Photoshop you do not have the ability to add bleed when exporting your PDF. To get around this, make your page/image size 0.25 inches (1/4 inch) bigger at the start. You will then treat the extra 0.25 inches (0.125 inch all round) as bleed, which will be removed when we trim your book. Setup your margins as recommended in our binding templates guides, be sure to add in the extra 0.125 inch for the bleed.

For example, 8.5 in x 11 in Perfect bind book. Your page size including the bleed will be 8.75 inches x 11.25 inches. We recommend the Margins be set to at least 0.375 in at the top/bottom and 0.5 at the left/right away from the page edge.

Export your Word file as a professional PDF

In order to convert your Word file into a proper, print-ready PDF, the usual Save as option won't do.

Instead go to...

- **File**
- Select **Export** or **Save & Send** (depending on your version of word)
- Select **Create PDF/XPS Document**.
 - Choose **Optimize for Standard** (publishing and printing)
- Select **Options** button and choose...
 - Page range – **All**
 - Publish what - **Document**
 - PDF options - **PDF/A Compliant**
 - Select - **OK**
- Select **Publish**.

