

Images Size Quality Option:

Change the default resolution to high fidelity in Word. This must be done before placing images.

macOS: [tap for support.microsoft.com/Mac](http://tap.for.support.microsoft.com/Mac)

- Click the app-name menu > **Preferences**. Then, under **Authoring and Proofing Tools**, select **Edit**.
- Under **Image Size and Quality**, select **High fidelity** in the **Default resolution** list.

Windows: [tap for support.microsoft.com/Windows](http://tap.for.support.microsoft.com/Windows)

- Select **Click File > Options** (under "more") > **Advanced**.
- Under **Image Size and Quality**, select **High fidelity** in the **Default resolution** list.

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 bigger at the start. You will then treat this extra 0.125 inch per-side as bleed. This bleed area will be removed when we trim your book down to size.

For example, 8.5 in x 11 in Perfect bind book Your page size if including the bleed area will be 8.75 in x 11.25 in.

Minimal Margin Recommendations when the document is setup to the trim size:

- Saddle Stitch: Set margins at least 0.25 away from all page edges.*
- Perfect or Coil Bind: Set margins at least 0.25 in at the top/bottom and 0.5 at the left/right away from the page edge.*
- Case: Set margins at least 0.375 in at the top/bottom and 0.625 at the left/right away from the page edge.*
- Optional Drilling: Set margins at least 0.25 in at the top/bottom and 0.75 at the left/right away from the page edge.*

* Please add 0.125 to the minimal numbers listed above when the document is built to include bleed.

As the page count increases it does help readability to increase the bind safety area. See our Text Guides for more details.

Export your Word file as a professional PDF...

macOS:

Word for Mac has a built-in, fairly simple PDF conversion process.

- Save your file as a .doc file as you normally would. *
- Go to the **File** menu tab and then select **Save as**.
- Name your file (or leave it the same).
- In the format pop-up menu, choose **PDF**. Select **Best for printing**. Click **Save**.

*Note: As stated, be sure to save a .doc (or .docx) version of your document before saving the PDF. This way you will be able to go back and make changes if needed after the PDF is created.

Windows:

- Select **File** from the menu tab
- 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**.
- Review your PDF.

