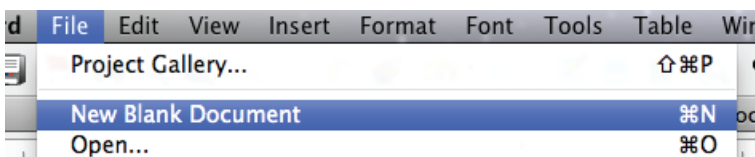


## DOC to PDF - Text Based Books Layout for Microsoft Word

This document is not intended to be an in-depth tutorial but a step-by step prep for printing.

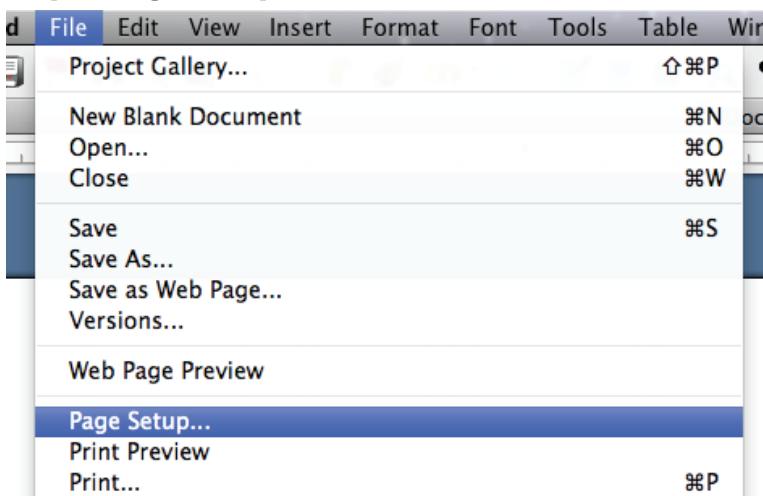
If your book is primarily text, you are welcome to use Microsoft Word, or other similar word processing applications to create your book file. Below we offer instructions on formatting your Word document for the popular 6x9 page format. Of course, if you prefer another format, just use those dimensions. Please note that you will need to create your cover file separately. This can be done with MS Word, however, it is best accomplished with InDesign, Photoshop or other similar programs.

### Step 1: New MS Word Document

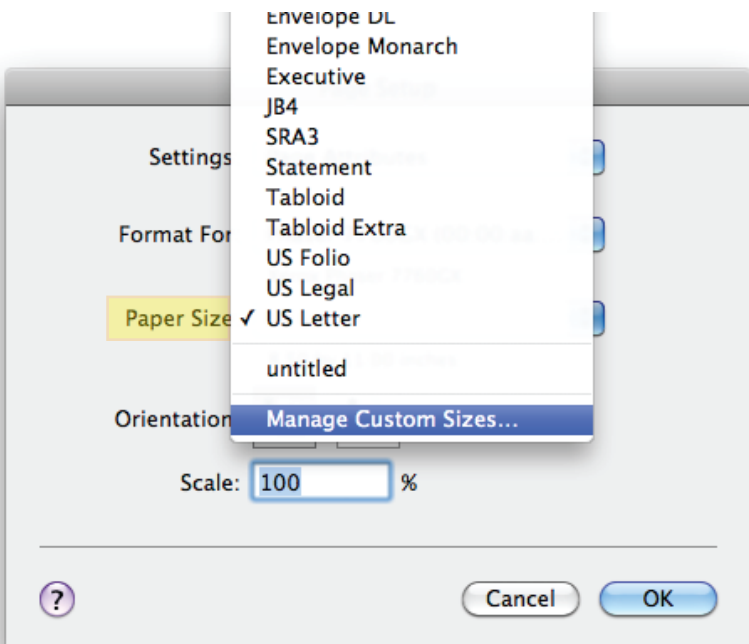


**File > New Blank Document**

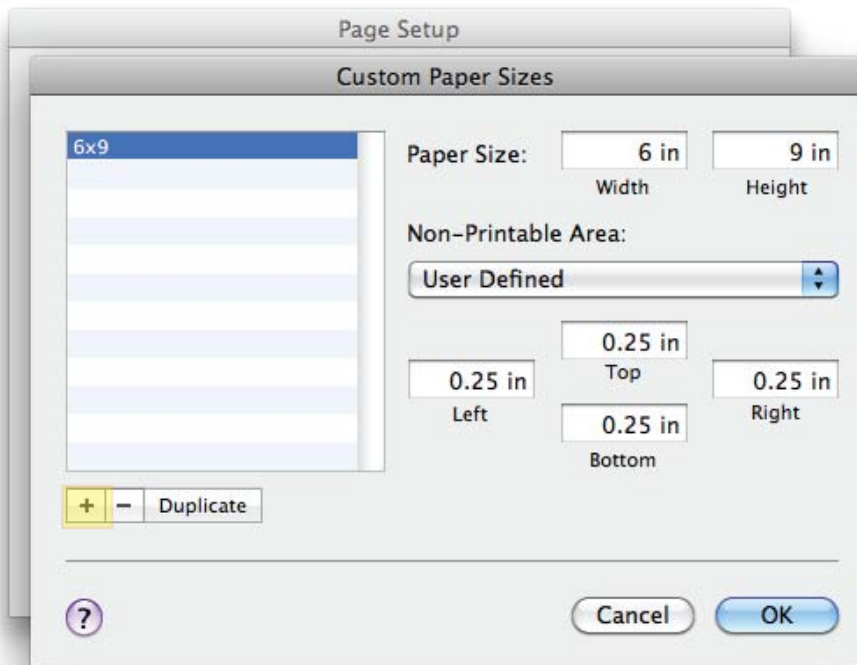
### Step 2: Page Setup



**File > Page Setup**



**Paper Size > Manage Custom Sizes**



Click on the '+' button.

Name it '6x9' by double clicking on 'untitled'

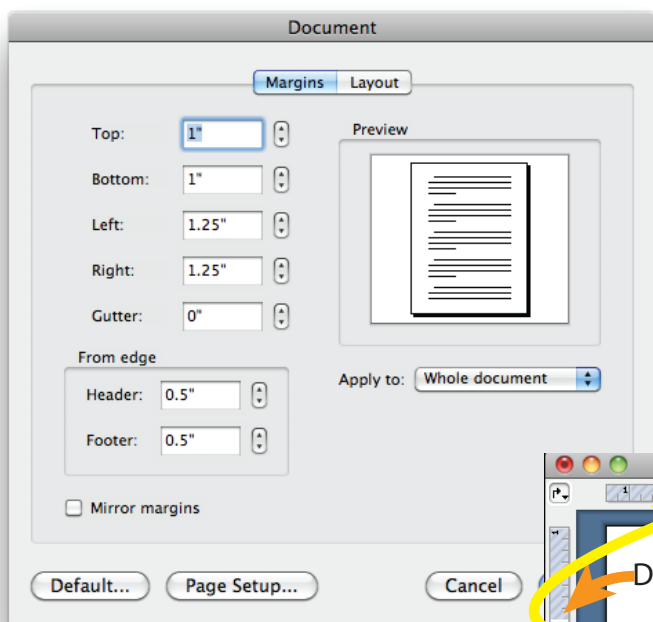
Adjust the paper size to be 6" width and 9" height.

Non-Printable Area should be as shown: .25"

Click 'OK' when done.

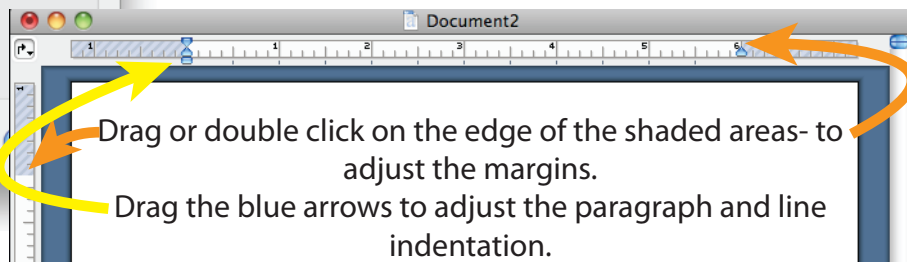
### Step 3: Margins and Indentation

#### Format > Document



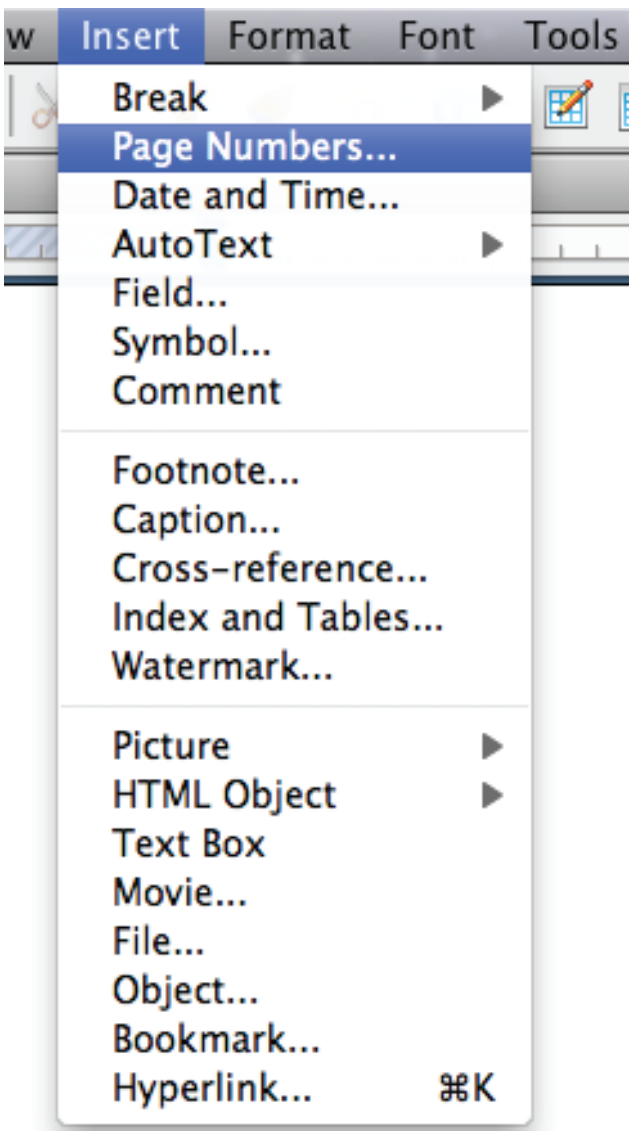
Now that your page size is correct, you can adjust the margins to any size you want. We can print whatever margins you choose; however, it is always best to have at least .5" inside margin to ensure that your text is not lost in the gutter.

**Use Format > Document  
OR  
Drag on the ruler on the sides**



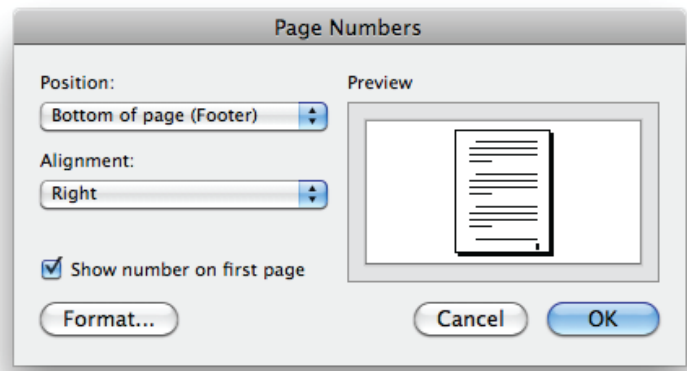
Drag or double click on the edge of the shaded areas- to adjust the margins.  
Drag the blue arrows to adjust the paragraph and line indentation.

### Step 4: Page Numbering

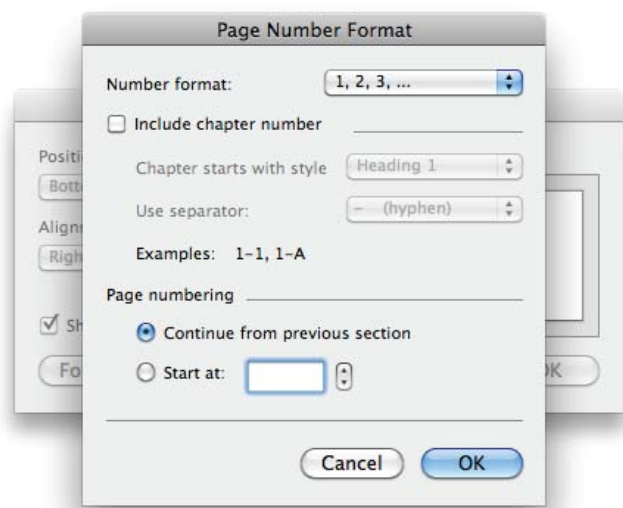


### Insert > Page Numbers...

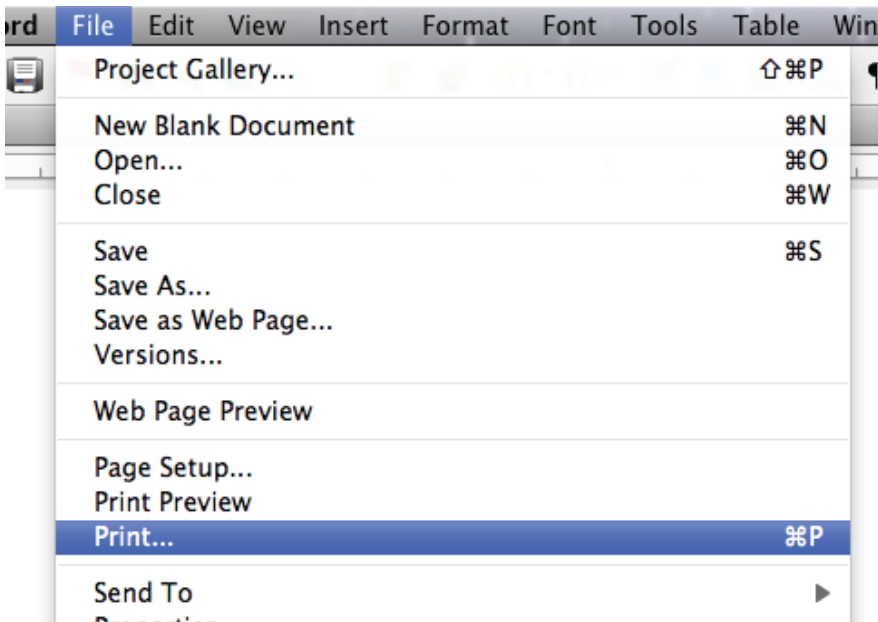
### Options



### Format



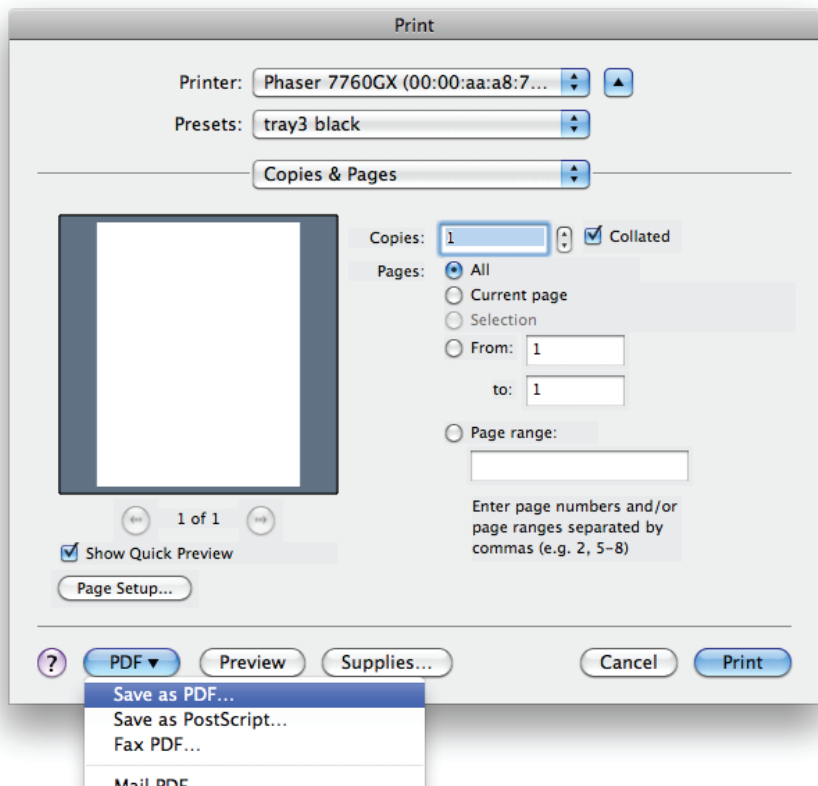
### Step 5: Creating a PDF



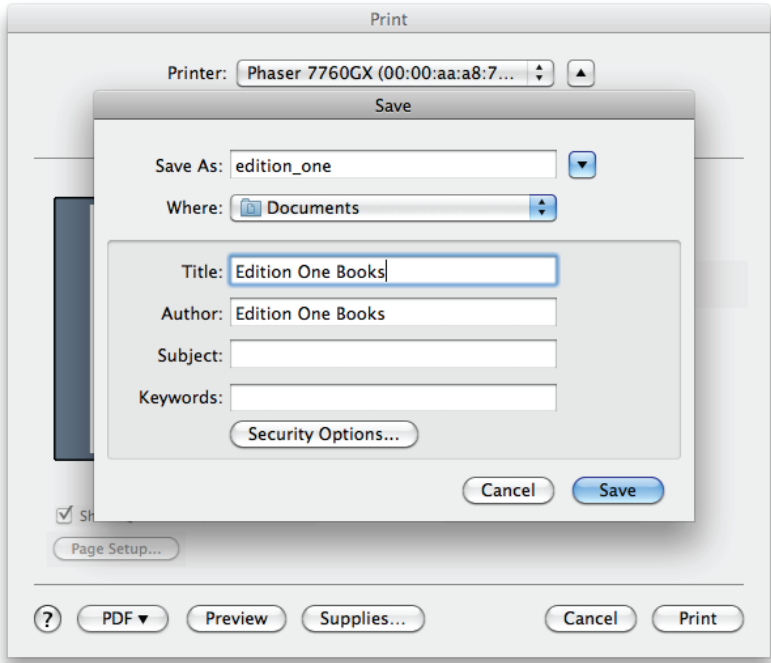
### File > Print...

Once you have finished creating the book, save as a PDF.

Saving as a PDF is under 'Print', NOT 'Save As'



### Left bottom corner PDF > Save as PDF



Name your PDF file, preferably with your name.  
Fill out additional information as desired.

Be sure to note where you are saving the file!

**Step 6: Send us your PDF file**

[www.editiononebooks.com/login.php](http://www.editiononebooks.com/login.php)