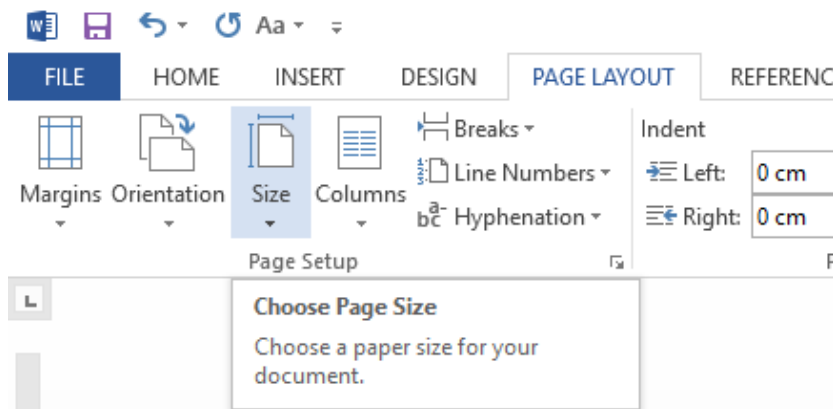
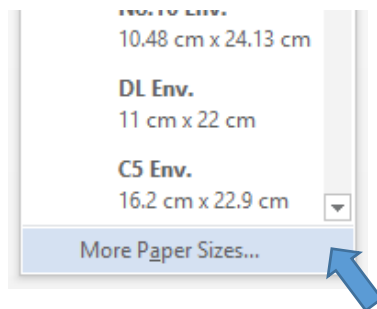


# Printing to PDF

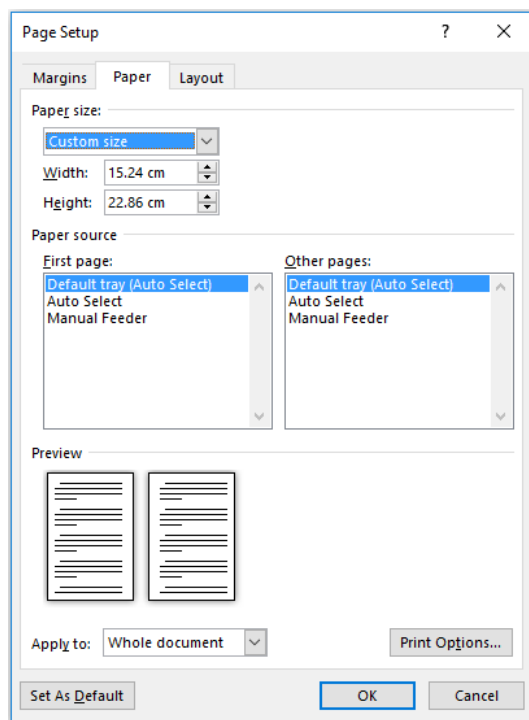
1. When printing to a pdf file, the document size and pdf page size must match. To check this first click on the 'Page Layout' tab and click on 'Size'.



2. A list will drop down. If you are printing your book to a pdf, this will invariably be a different size to those on the list, so select 'More Paper Sizes, which you will find at the bottom of this list

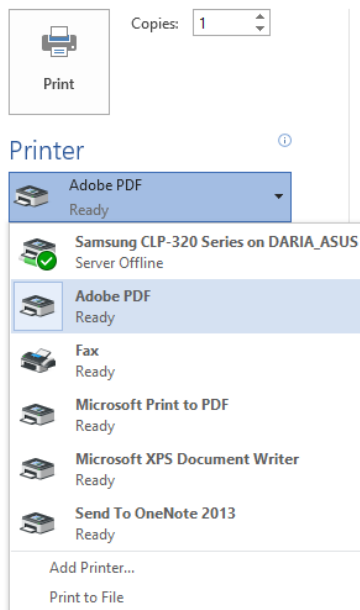


3. If you are using a pre-formatted book template, the paper size will be set to 'custom'. Make a note of the 'Width' and 'Height'.



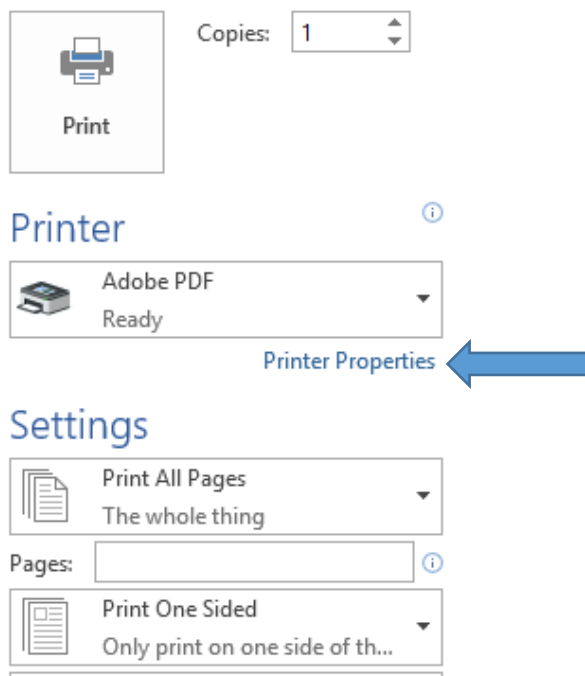
4. Click OK or Cancel to close this window.
5. Open the print dialog box by either clicking CTRL+P or selecting 'Print' under the 'FILE' tab. In this dialog box click on the Printer and select 'Adobe PDF'.

## Print

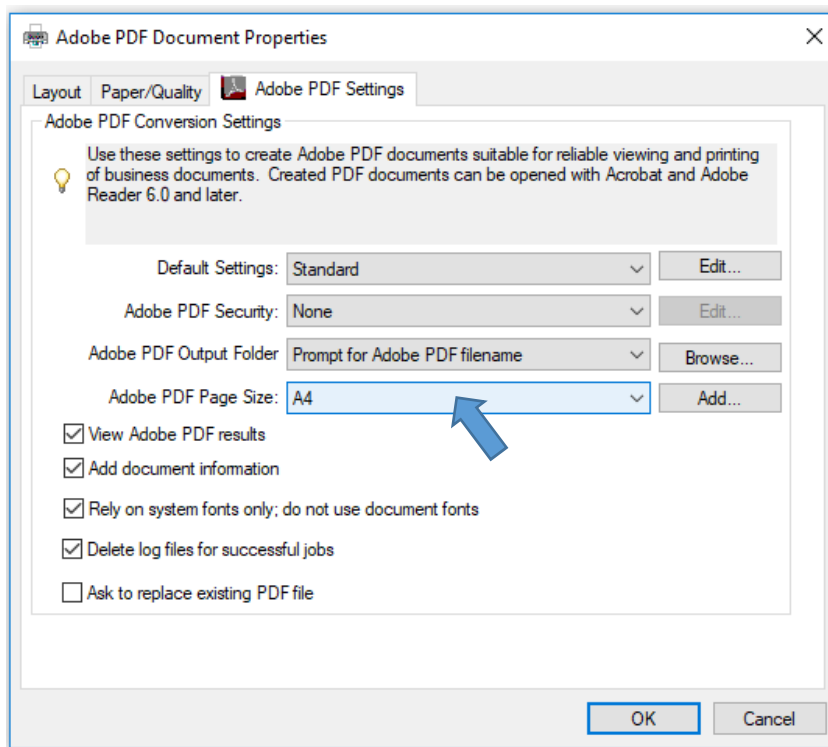


6. Next, click on 'Printer Properties'

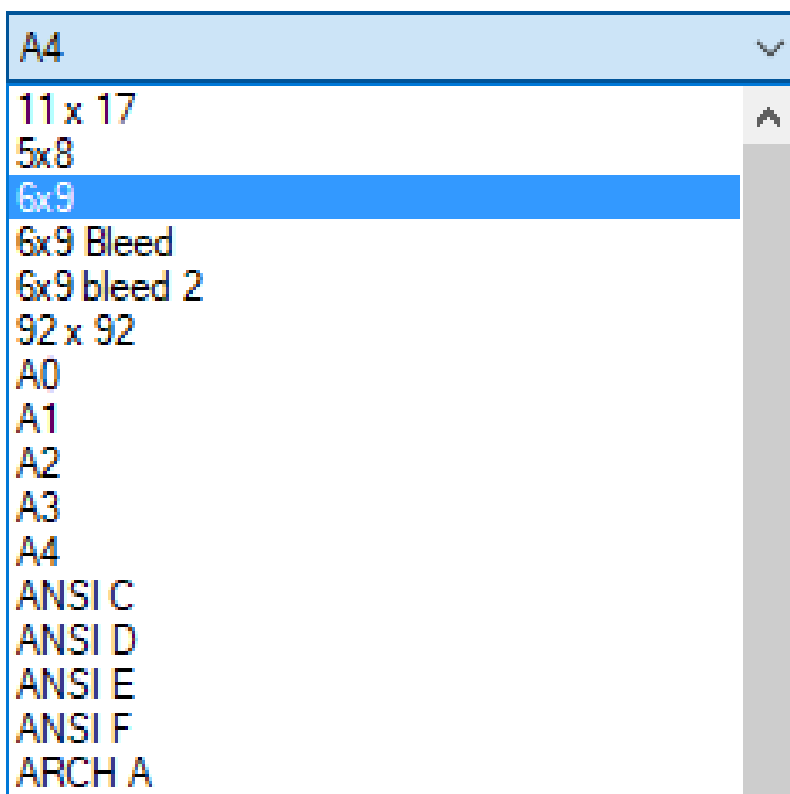
## Print



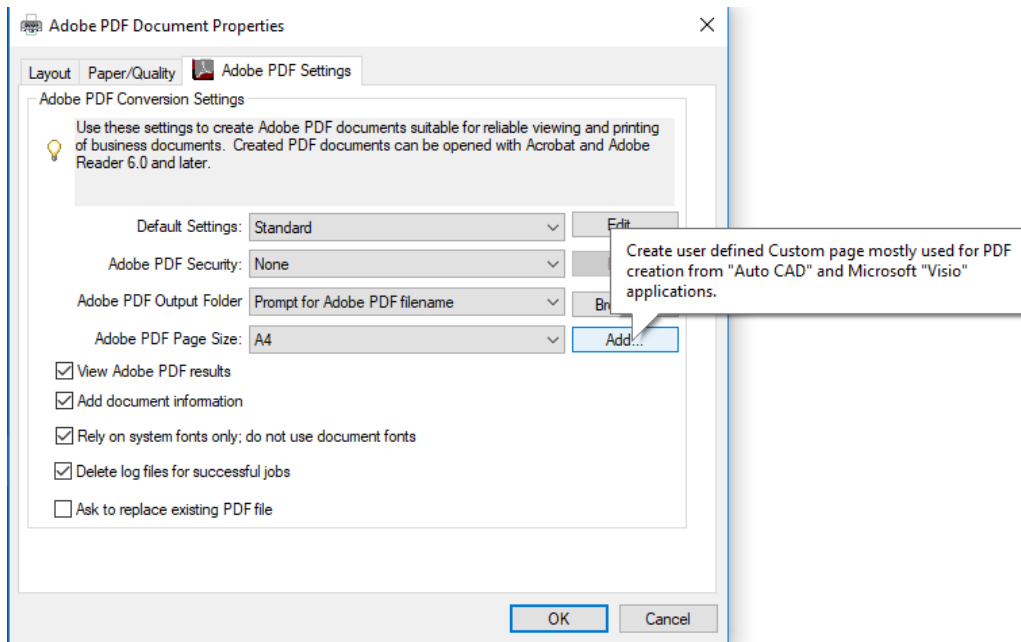
7. In this dialog box, first select Adobe PDF Size. The default will either be A4 or Letter.



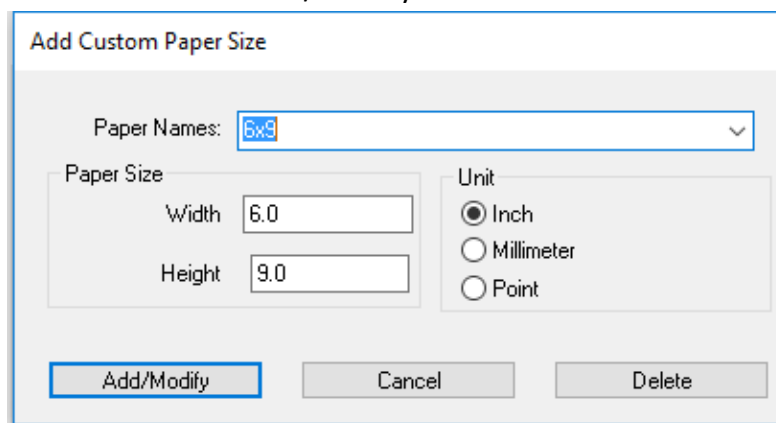
8. A drop down menu with many sizes will appear. Scroll around to see if your book page size is listed. If so, select this and skip to step 12.



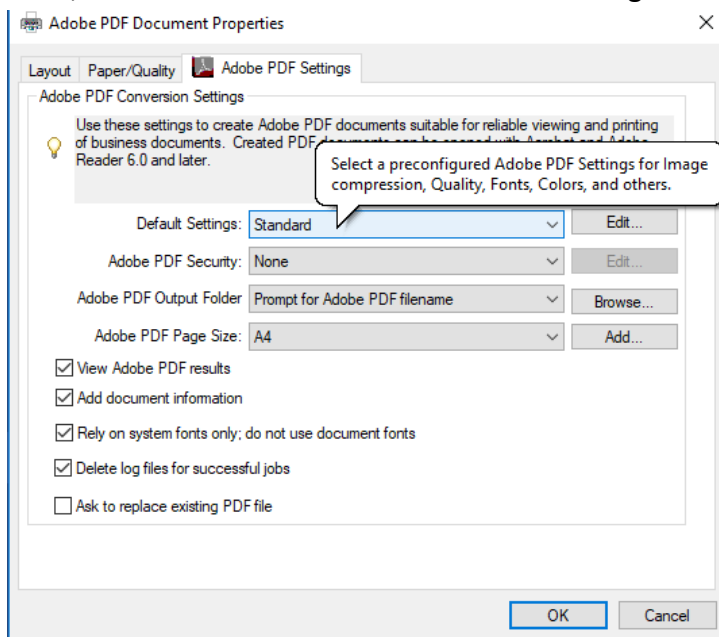
9. If your page size is not listed, click on the 'Add' button



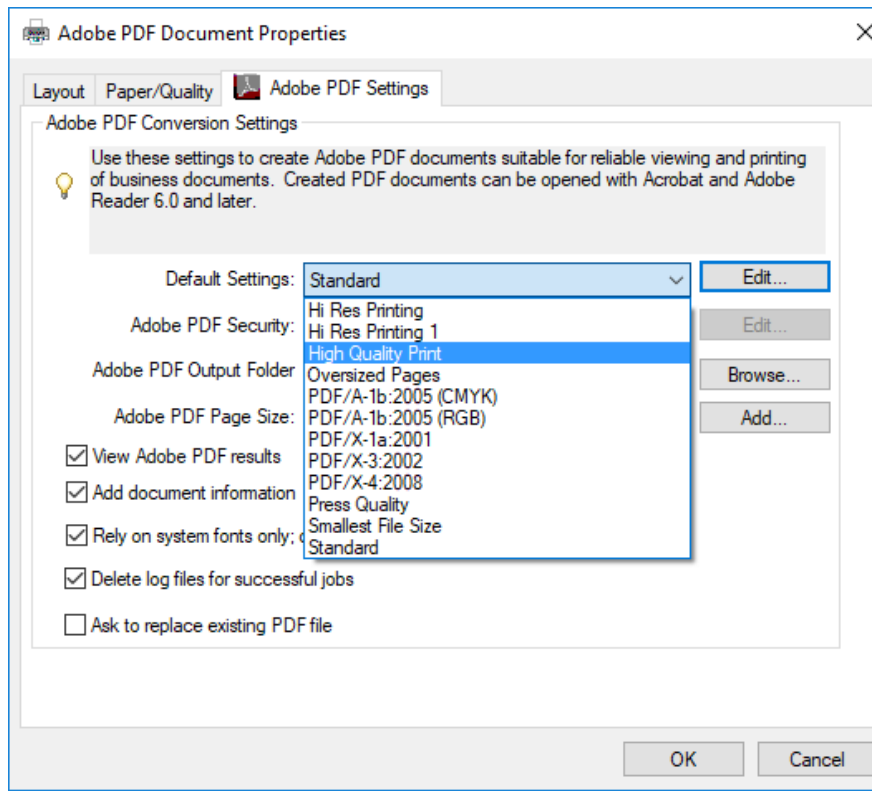
10. In the new dialog box type in a name for your book size and then enter its dimensions and then click on Add/Modify



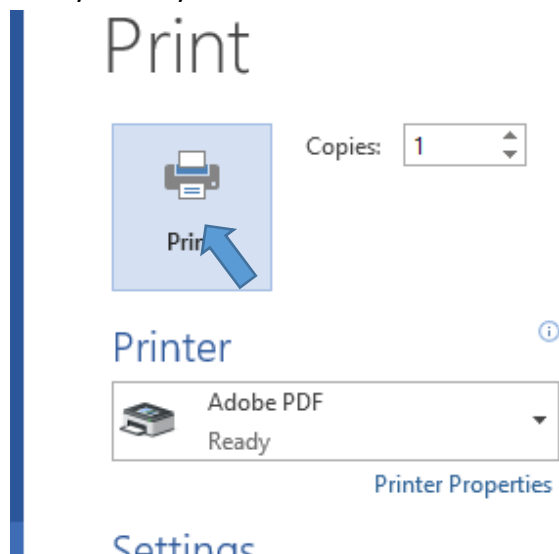
11. Next, click on the field next to 'Default Settings'



12. Here select 'High Quality Print' and hit OK



13. Now you may click on 'Print'



14. A blinking icon will appear at the bottom of your screen in the task bar. Click on this to determine where your pdf file will be placed.



## 15. Name and place your pdf file

