3cross
publishing

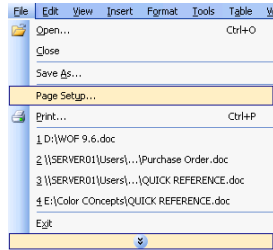# 8 1/2 x 5 1/2
Book Template

www.3CrossPublishing.com
1-877-626-7596

9757 Widmer
Lenexa, KS 66215

Document Set Up For Microsoft Word

STEP 1 File Menu

Select Page Setup

STEP 2. Margin Tab

Set Margins
Top Margin to 1"
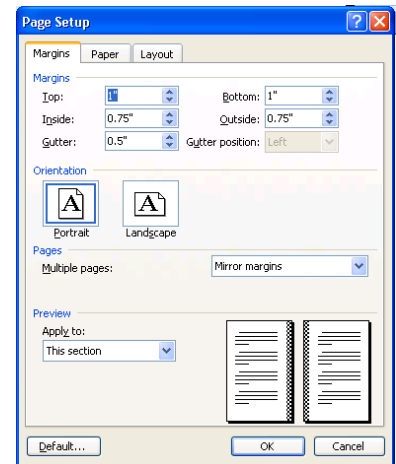Inside Margin to .75"
Gutter to .5"
Bottom to 1"
Outside Margin to .75"
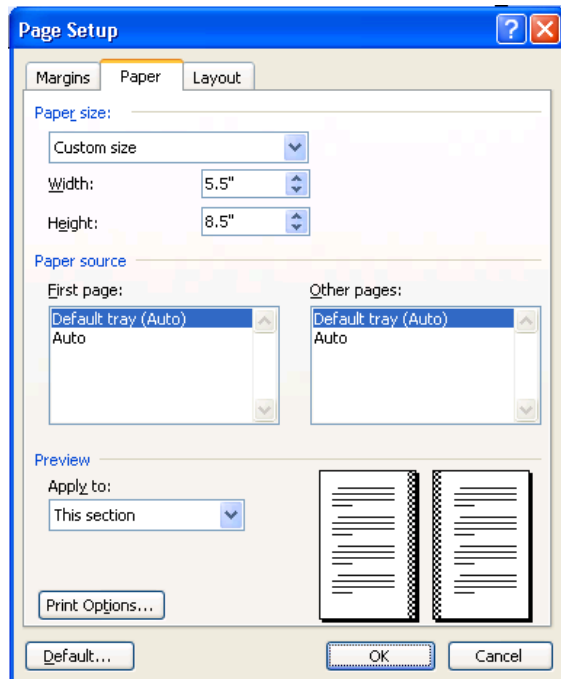*Orientation*
Portrait
Pages
Mirror Margins

STEP 3 Paper Tab

Paper Size
Custom Size
Width: 5.5"
Height: 8.5"

STEP 4 Layout

Section
Section Start: New Page
Headers and Footers
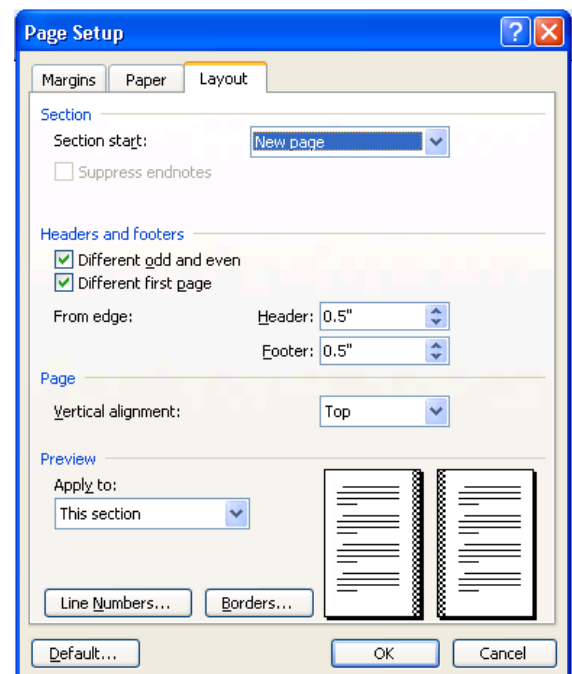Check Different odd and even
Check Different first page
From Edge
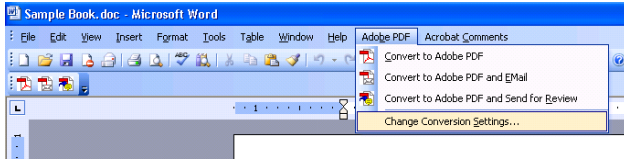   Header 0.5"
        Footer 0.5"
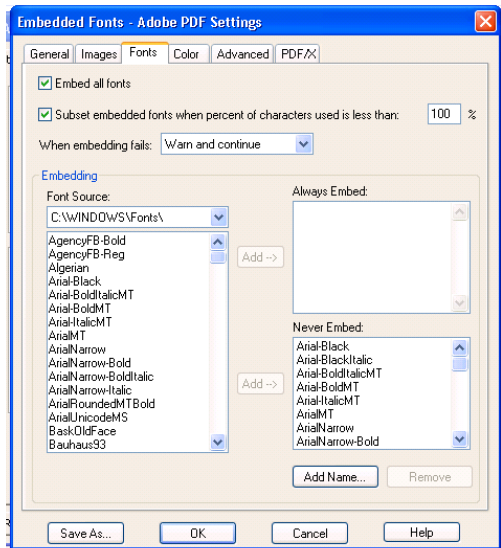*Page*
Vertical Alignment: Top

Saving PDF Settings

Step 1 Adobe PDF Menu – *Change Conversion Settings*

Step 2 Adobe PDFMaker
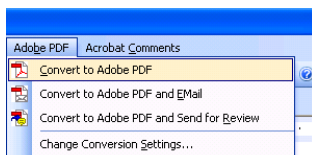*Select "Advanced Settings*

Step 3 Select Fonts Tab
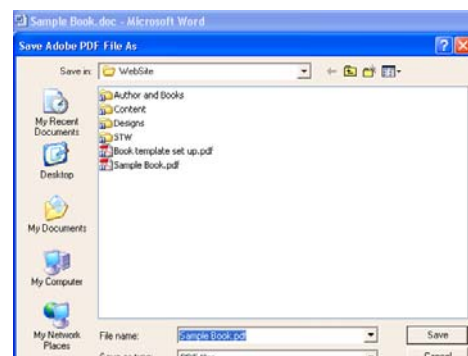*Check the "embed all fonts box"*

Typically, text files do not need any special settings except for embedding fonts. If your book has special images please contact a 3Cross Publishing representative to assist you.

Saving Word File To PDF

Step 1 Adobe PDF
Convert to Adobe PDF

Step 2 Save PDF
Type file name and sav

3Cross Publishing Design and Layout Services

3Cross Publishing has a network of professional designers, editors, and layout specialists to meet all your needs. However, our authors are free to do all of these tasks themselves.

If you would like to perform these tasks yourself, below are some helpful hints to assist you. **REMEMBER, 3CROSS PUBLISHING REQUESTS PDF FILES TO PRINT FROM**. 3Cross Publishing also requests the original source file (i.e. MS WORD) in order to review setup and original document layout.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL A 3CROSS PUBLISHING REPRESENTATIVE AT 1-877-626-7596.

TEXT TIPS:
Even though the previous guidelines are for Microsoft Word, the same settings could be used for almost any program. Below are some guidelines to remember when laying out a book.

- The inside margin should be at least the same size as the outside margin to allow for the binding edge.
- The finished book will actually be slightly smaller than 8 1/2 x 5 1/2. Allow for an 1/8" to be trimmed off each side during the bindery process.
- The best way to ensure document integrity through the publishing process is to submit Adobe Acrobat PDF files. Contact a 3Cross Publishing representative if you do not understand this process.
- Select a font that is pleasing to the eye. Some samples are as follows:
  ARIAL
  Bookman Old Style
  Garamond
  Times New Roman

COVER TIPS:
- Use CMYK color, not RGB on all elements within cover.
- If a bleed edge is desired, then there must be a bleed of at least 1/8" on all sides where the bleed is wanted.
- Remember, to leave enough room on the spine to insert the text (410 Pages per inch / 205 sheets per inch.
- The best way to ensure document integrity through the publishing process is to submit Adobe Acrobat PDF files. Contact a 3Cross Publishing representative if you do not understand this process.