Quick Tips: Page Size (Mac)

Whether your book has a portrait, landscape, or square orientation, your desired book size should match the document page size in Microsoft Word. If the design includes images or shapes that extend off the edge of the page, please add 0.125" bleeds to the page size. Follow the steps below to create a custom page size for your document in Word (Mac).

1. From the menu, select **File** > **Page Setup...**.
2. Set the **Paper Size** option to **Manage Custom Sizes...**.
3. Click the **+** button to add a custom paper size.
4. Enter the **Paper Size Width** and **Height**.
5. Click **OK** to save and **OK** again to apply the custom paper size.

The following screenshots provide an example of the general location of the menu options; however, actual location and size of menus may vary based on the version of the software and the size of the display.

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