

Quick Tips: Page Size (Windows)

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 change the page size of your document in Word (Windows).

1. Select the **Layout** menu.
2. Select the **Size** button.
3. Select **More Paper Sizes....**
4. In the **Page Setup** pop-up box, change the width and height dimensions.
5. Click **OK** to apply the changes.

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.

