



**1** Open a new document (or file) in the programme of your choice (e.g. OpenOffice, Microsoft Word, MS Powerpoint, QuarkXPress, Adobe InDesign, Google Docs etc.)

**2a** Change the **Page Dimensions** :  
For the **small** size book (A6 from A4/Letter sheets) use :  
*Portrait – width : 8.8cm (88mm) height : 13.3cm (133mm)*  
*Landscape – width : 13.3cm (133mm) height : 8.8cm (88mm)*

**2b** For the **larger** size book (A5 from A3/Ledger sheets) use :  
*Portrait – width : 13cm (130mm) height : 19.3cm (193mm)*  
*Landscape – width : 19.3cm (193mm) height : 13cm (130cm)*

**3** Change the **Page Margins** :  
For all sizes of book, set margins to 0.1cm (1mm)

**4** **Add** your text and any images to the document.  
Up to 38 pages worth for the smaller size book, and up to 46 pages worth for larger size books.

**5** **Save** your document. You need to retain your 'master' document to be able to edit and make changes.

**6** **Export** (or **Save As**) your document as a PDF.  
This will be uploaded as your "Content PDF".

### Things to Remember :

If you are using the "Custom" design for your book, you need to create a Cover Image using the same page dimensions as above. Cover Images must be saved as a JPEG file (.JPG) or PNG.

You can keep making changes to your master document, exporting PDF versions and uploading to bookleteer to update your book. Always click "save and generate PDFs" to update your book.

Bookleteer automatically adds page numbers to generated books.