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5-10 Book Deal Instructions

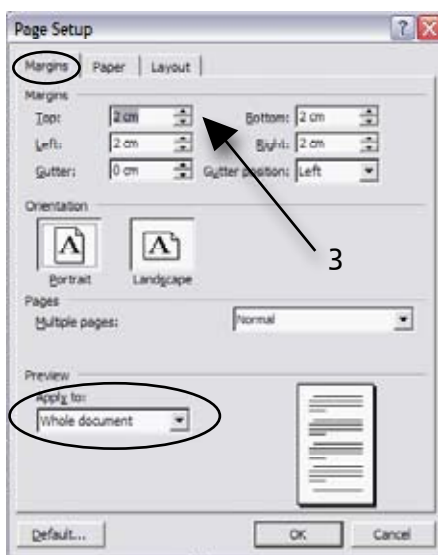
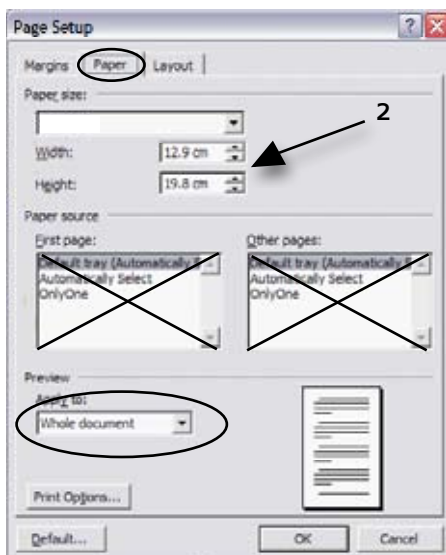
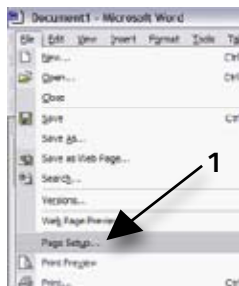
If these guidelines are not followed we may need you to resubmit the document or you may be disappointed with your books.

Important Guidelines

- 1) These instructions are for versions of **Microsoft Word up to 2003**, please email info@penpress.co.uk for 2003+ instructions.
- 2) The document must be provided as a **single file** (not separate chapters).
- 3) Make sure that your document is within the page limit you have paid for. If it is too long or short you can change the font size and line spacing to shorten it.
- 4) Please supply the **exact title** and **author name** you want to appear on the cover
- 5) Send the disk with the cheque and order form overleaf.
- 6) We print the file as received so make sure you've used spell check and are happy with the formatting before you send it!
- 7) Documents converted to print ready PDFs will be exact reproductions (please embed fonts) - **Microsoft Word files may vary slightly.**

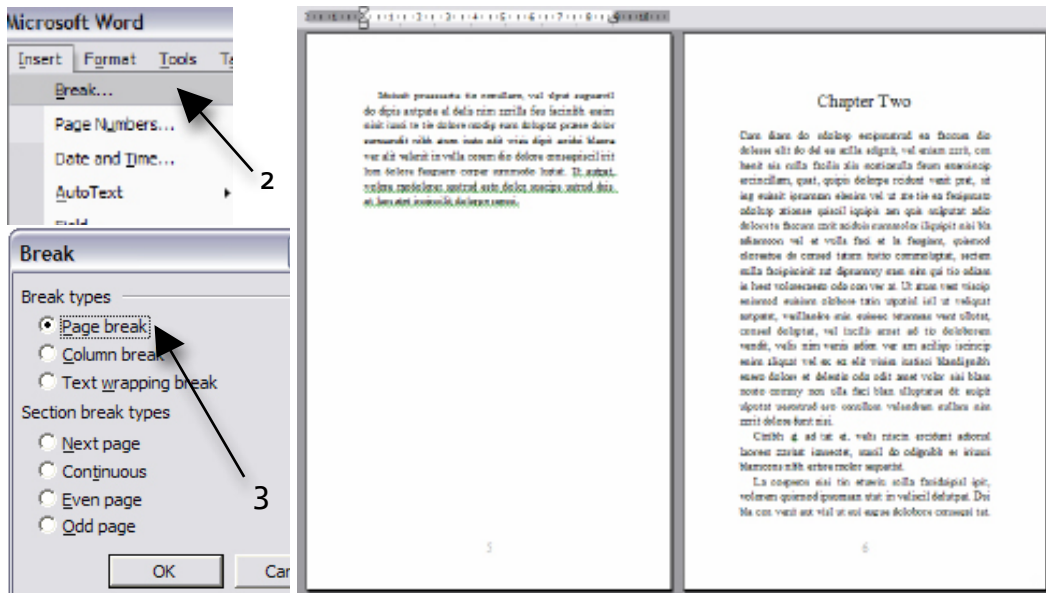
Setting the Page Size and Margins

- 1) Select Page Setup from the File menu.
- 2) You will see the menu (below) pop up. In the 'Paper' section change the **Width** to 12.9cm and the **Height** to 19.8cm. Make sure Whole document is selected in the Apply to: drop down menu.
- 3) Set the Margins to 2cm each. Again make sure Whole document is selected in the Apply to: drop down menu.



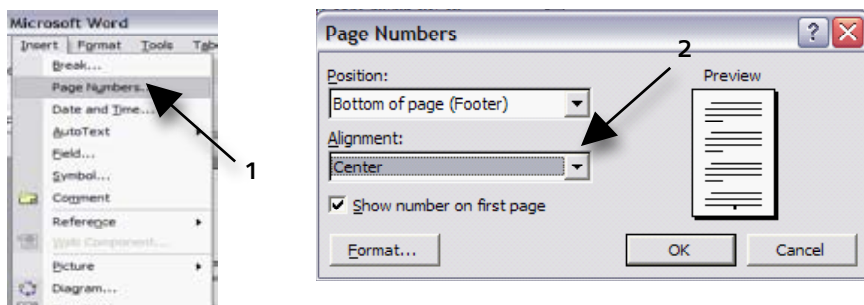
Starting Chapters on a New Page

- 1) Place the cursor at the end of the chapter.
- 2) Select Break from the Insert menu.
- 3) The pop-up menu below should appear, select Page Break and click OK.
- 4) Below is an example of how the layout should look having completed these instructions.



Inserting Page Numbers

- 1) Select page numbers from the Insert menu.
- 2) Select 'Bottom of page' and 'Center' in the two drop-down boxes and press OK.



Save the finished document as a .doc / .rtf / .pdf / .docx

Submission Form

Please write clearly. **Exact** book title and author name required in order to correctly produce the cover. Please send a correctly sized, **single** Microsoft Word document (.doc only) or PDF on disk with your cheque. Allow a **minimum** of 28 days for delivery.

(Please note: If there are any problems with the file we will ask for a re-submission delaying delivery time. Processing new files can incur a £35 fee so please ensure you have submitted the final version of the text.)

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Advanced Options (optional)

30 for the price of 20 £199 or £279.9 or _____ copies (we will provide a quote)

Basic Sizing and Layout £35 per hour (or part thereof)

(If you cannot size the book according to the instructions we can do it for you. This service includes, sizing the document, starting the chapters on new pages and one proof prior to printing. Most books take 1-2 hours.)

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