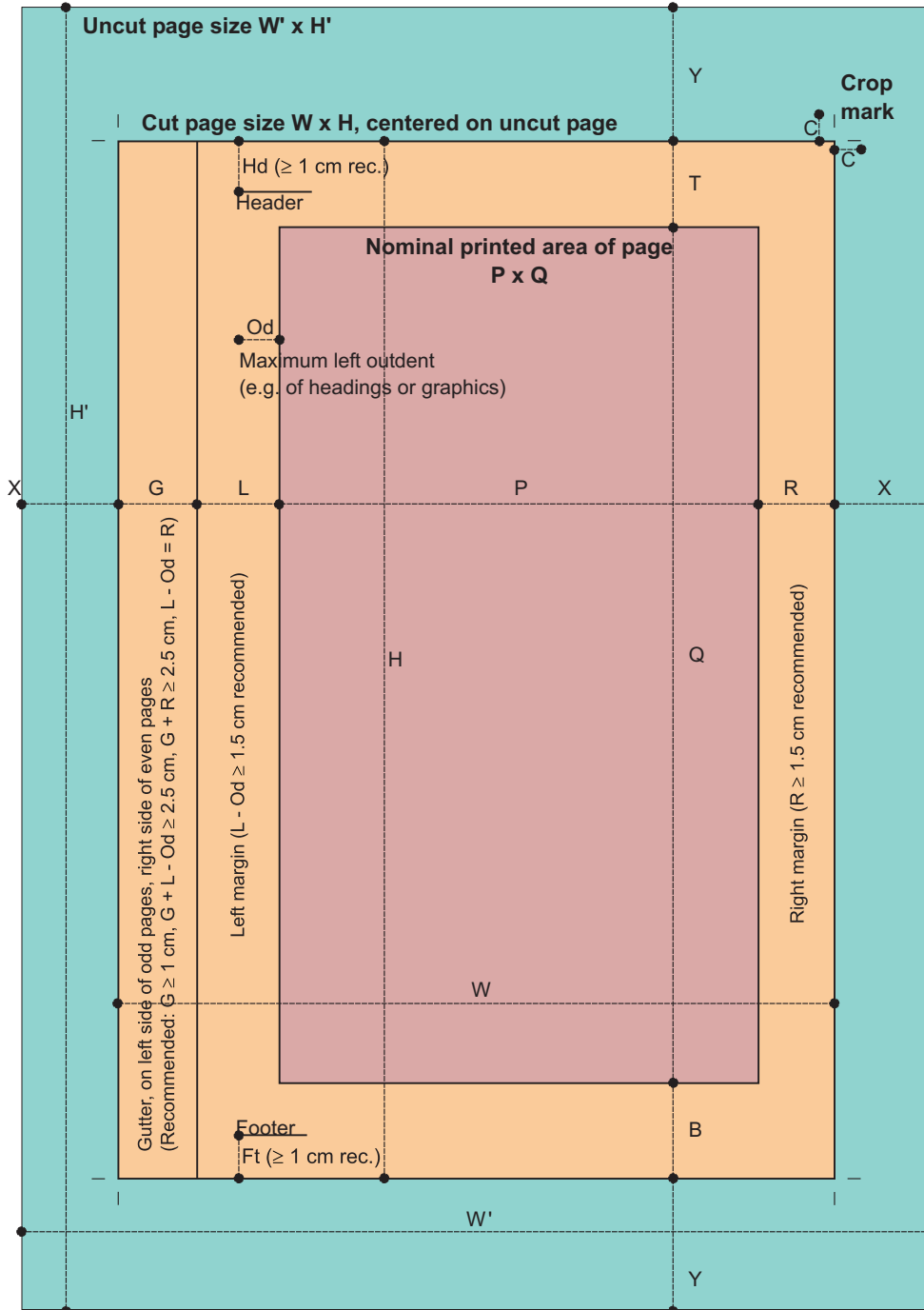


Setting the Page Dimensions for Printed Books in Microsoft Word

<p>Step 1. Decide on Cut paper size = $W \times H$ Uncut paper size = $W' \times H'$ Gutter for binding = G Margins = L, R, T, B Heading outdent = Od Header & footer margins = Hd, Ft</p>	<p>Step 3. Set page in Word Top margin = $Y + T$ Bottom margin = $Y + B$ Left margin = $X + L$ Right margin = $X + R$ Gutter = G Header (from edge) = $Y + Hd$ Footer (from edge) = $Y + Ft$ Paper size = $W' \times H'$ Different odd & even headers/footers</p>	<p>Step 4: Insert or draw crop mark graphics in Word headers Dimensions = $C \times C$</p> <p>Step 5. Position crop marks relative to uncut page $(X - C, Y - C)$ $(X + W, Y - C)$ $(X - C, Y + H)$ $(X + W, Y + H)$</p>
<p>Step 2. Compute $X = (W' - W)/2$ $Y = (H' - H)/2$</p>		



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