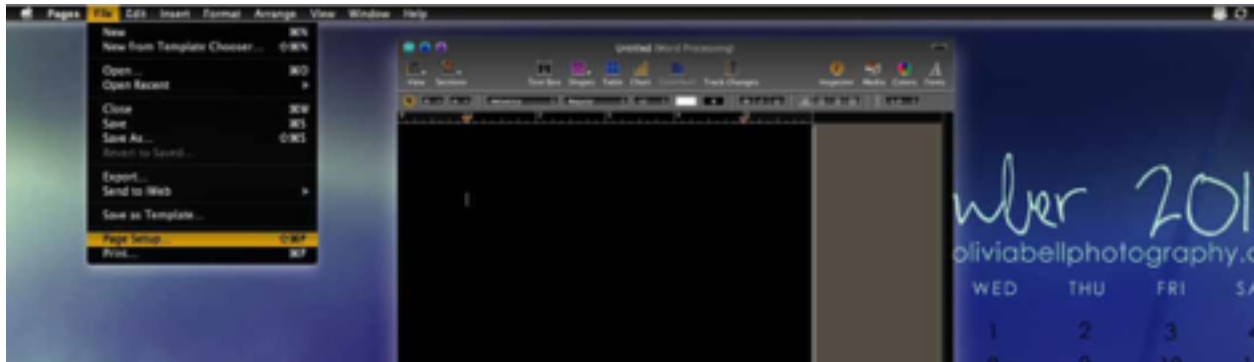


Convert Apple Pages To PDF

The steps below will help you set up your document to the correct size and then step you through creating the PDF. If your finished book size is 8.5" x 11" skip steps 1 - 8.

1. Go to File > Page Setup...



2. Click the Page Size drop down list

3. Click Manage Custom Sizes...



4. Click the blank area on the left side and enter a name for your new page size.



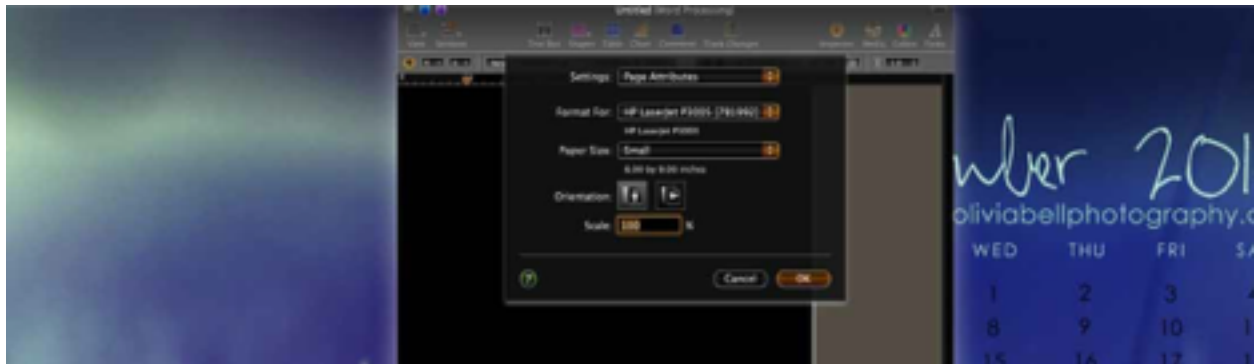
5. Change the width and height of your book



6. Change the margins to at least 0.625 (this is the minimum we recommend for printing). *It is fine if you would like your margins to be larger.*



7. Click the **OK** button when finished



9. To convert to PDF click File > Export

10. Choose PDF format with Best quality and click **Next**

11. Type a name for your document

12. Choose where you want to save the document

13. Click **Export**

Please remember if you have any unusual fonts or images you need to save them as a PDFx1a to embed them for printing.