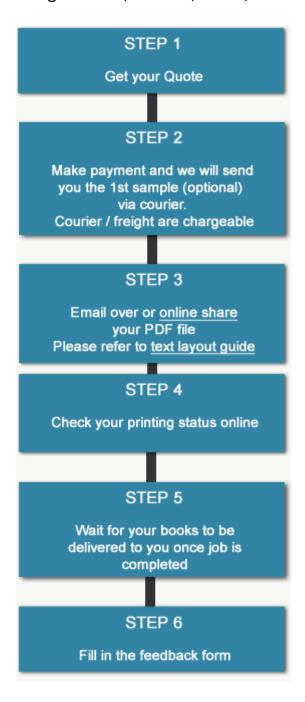


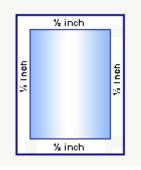
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Text Layout Guide

You may wonder what should you do before you send your books for printing. Follow the basic guide below to ensure the printing can be done with ease.

• Set page margins at least ½ inch on all sides – top, bottom, left and right.



- Ensure your document paper size and templates are correct.
- Go to page set up on your document for correct templates Change paper size to required size A5 & A4 standard.
- Convert all files to PDF all in a single page text file. Don't join 2 or more pages together.
- As for the cover, please provide the spine margin and join the front and back page together.
- Make sure your resolution is not less than 300dpi for the front cover for clear and sharp print.
- Proofread your document before sending. We are not responsible on any errors.
 Use spell check feature to help you.
- Forward your PDF files to us for test print.

^{*} Nevertheless, we can also print a high volume of books should your need arises.