

# THIS IS HOW A PRINT READY WORD-FILE LOOKS LIKE

## **The document has to be the correct size.**

The document should be 5 mm larger on all sides. You can change the size of the document in "Page Setup" in Word.

### **Print ready format**

170 x 240 mm  
210 x 297 mm (A4)

### **Document size**

180 x 250 mm  
220 x 307 mm

## **The work area (the blue box)**

The work area is 5 mm larger than the format of the book. Here you make your setup.

## **Print size / book format (the white dots)**

Print besides the crop marks (everything outside the white dots). Images (as shown in the bottom) as well as other items that should extend to the edge of the print must be at least 5 mm in addition to the print size.

## **The safety zone (the white line)**

Here text and other important elements are inserted, that are vital to the dissertation. If necessary, correct your "margins".

## **Tips**

Image resolution should be around 300 dpi. (this means that images taken from the internet, mobile phones, etc. isn't good enough).

