



1. At the top of your program window, click on **Page Layout**.

Click on **Size**.

A drop-down menu will appear, click on **More Paper Sizes...**

2. A pop-up window will appear labeled **Page Setup**.

Click on the **Paper** tab.

3. Under the **Paper size:** drop-down menu select **Custom size**.

Set your **Width:** and **Height** options to **0.25"** larger than your finished size.

Click **OK** to close the window.

4. At the top left of your program window, click on **File**.

A drop-down menu will appear, click **Export**.

A pane will appear to the right, be sure **Create PDF/XPS Document** is highlighted and click **Create PDF/XPS**.

5. A pop-up window will appear labeled **Publish as PDF or XPS**.

Select **Options...** near the bottom right of the window.

Another pop-up window will appear labeled **Options**.

Make sure all settings match the example shown and click **OK**.

6. Choose your save destination and click **Publish**.

