Dear author,
this page should help you to verify that your contribution has the right size. We used Acrobat Reader 7 that is available from http://www.adobe.com - it is FREE!!

## If you use MS WORD

1. set the units to centimeters - Tools -> Options -> General
2. check the Page Set-up and set Portrait, A4 format for the WHOLE document
3. use print - one page per one sheet - "print on both sides" option should not be allowed
4. check margins - left, right and top should be 25 mm , botom should be 35 mm .

Check the final manuscript by Acrobat Reader 7 - available from http://www.adobe.com and check if you see similar content of the PRINT window - especially

1. Page Scaling set to NONE
2. On PREVIEW part - you should see

- Document size set to $210 \times 297 \mathrm{~mm}$ and
- Paper Size 210x297 mm

3. using the bar at the botom [1/72(1)] you can check if all pages have the same size


We do hope that this short HELP will help you to set your printing options correctly.
If you use inches the size should be 8,27 " x 11,69" (no guarantee) that is equivalent of $210 \times 297 \mathrm{~mm}$.
Font used in this document is Times New Roman size 10

