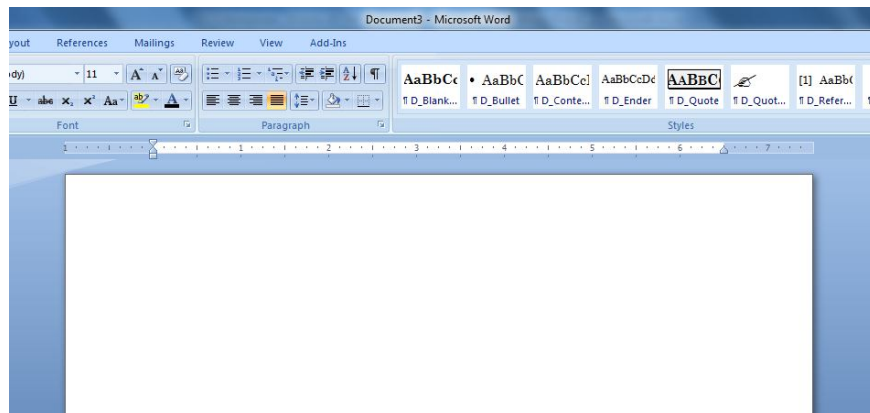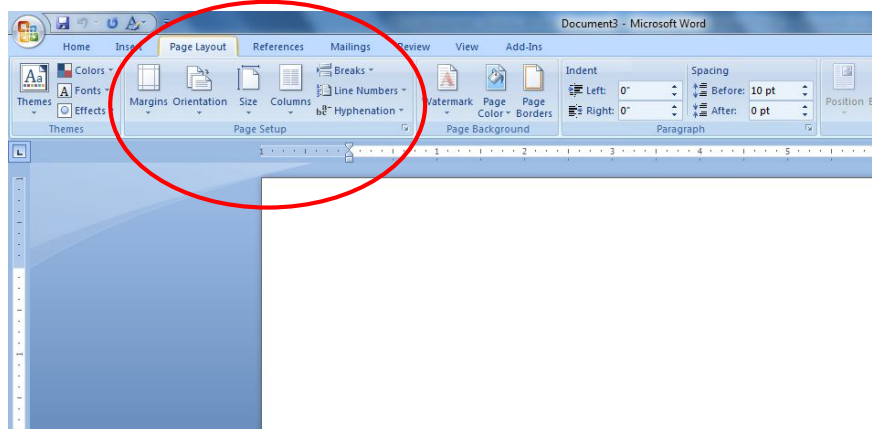# GUIDELINES
FOR
PAGE SETTING
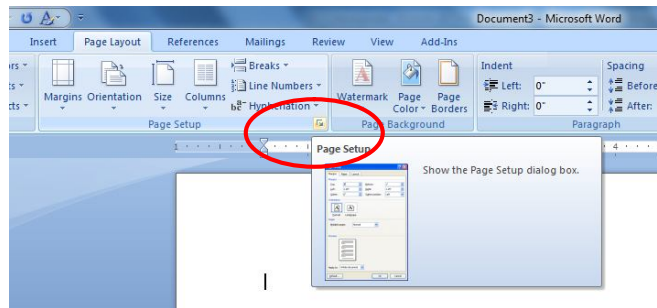# OF
A4 PAGE SIZE BOOK

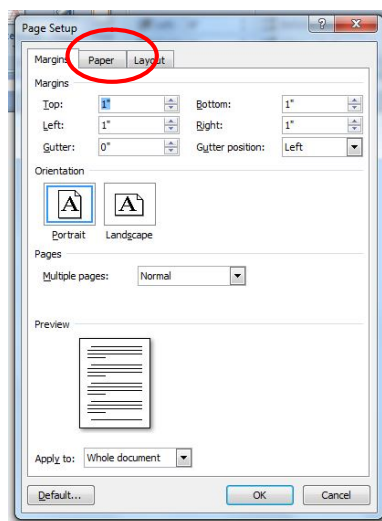## Step 1: Open the MS-WORD

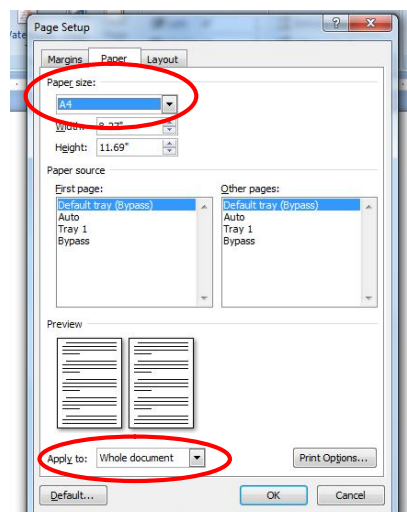## Step 2: Select Page Layout Option

Step 3: Click here to open the Page Setup

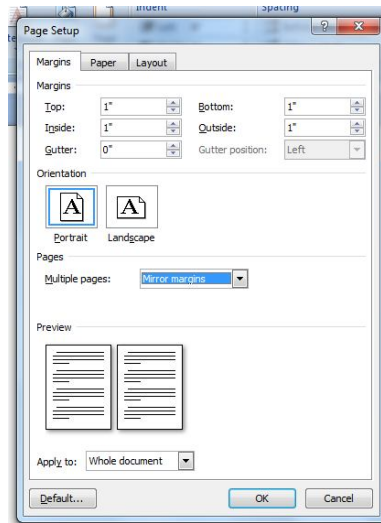## Step 4: After clicking Page Setup dialogue box is opened.
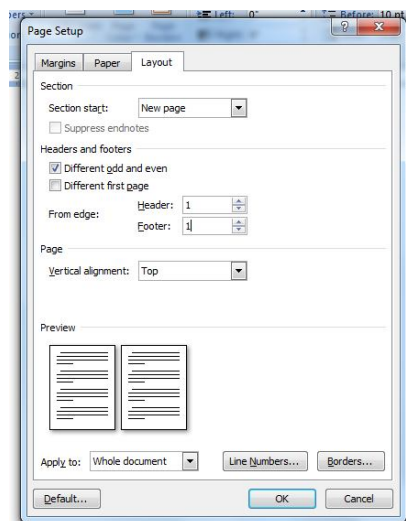

Step 5: Click on the Paper Option and Select Page Size A4 and Apply to Whole Document

Step 6: Set the Margins, Orientation, Pages and Apply to as display in fig.

Step 7: Select Layout Out and set the Section Start, Headers & Footers and Apply to as display in fig.

Step 8: At last click on OK button and start typing your Book Matter.

Note: Please use Left Page Header for Book Name and Right Page Header for Chapter Name alongwith Page Nos.