

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.

Margins	Paper Lyout]		
Margins				
Top:	0.6"	<u>B</u> ottom:	0.6"	
Inside:	0.75"	Outside:	0.75"	×
Gutter:	0"	Gutter position:	Left	-
Orientation				
Portrait Pages Multiple p	ages: Mirror	margins 💌		
Preview				
	Whole document	•		
Apply to:				

Step 5: Click on the Paper Option and Select Page Size A5 and Apply to Whole Document

Paper_size:	5		
A5			
Height: 8.27"			
Paper source			
First page:		Other pages:	-
Auto Tray 1 Bypass		Auto Tray 1 Bypass	
Preview	Ŧ		Ŧ

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

Margins	Paper	Layout			
Margins					
Top:	0.6"	×	Bottom:	0.6"	×
Inside:	0.75	•	Outside:	0.75"	×
Gutter:	0*	*	Gutter position:	Left	w
Orientation	1				
Portrai	t Land	dgcape			
Pages					
ages					
Multiple p	ages:	Mirror ma	argins 💌		
Multiple p	ages:	Mirror ma	argins 💌		
<u>M</u> ultiple p Preview	bages:	Mirror ma	argins 🔻		
Multiple p Preview	oages:	Mirror ma	argins 💌		
Multiple p	bages:	Mirror ma	argins 💌		
Multiple p	bages:	Mirror ma	rgins 💌		
Multiple p	bages:	Mirror ma	rgins 💌		
Multiple ; Preview	bages:	Mirror ma	argins 💌		

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

Margins Paper	Layout
Section	
Section start:	New page 👻
Suppress endno	tes
leaders and footers	
Different odd ar	nd even
Different first pa	age
From edge: .6	
	Eooter: .6
age	
Vertical alignment:	Тор 💌
review	

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.