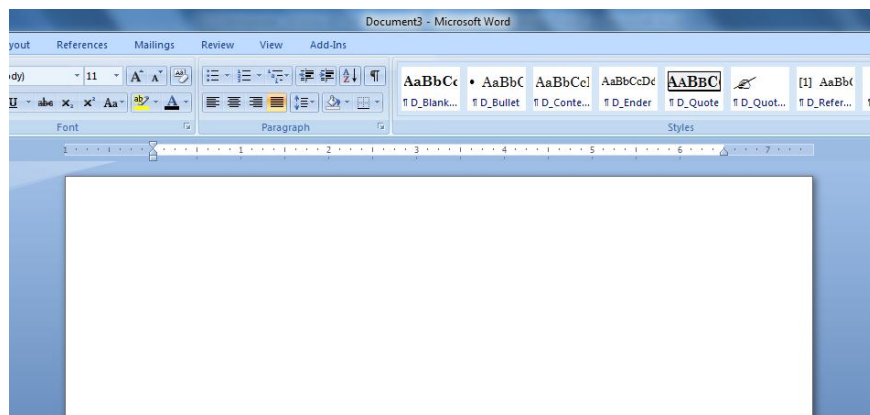
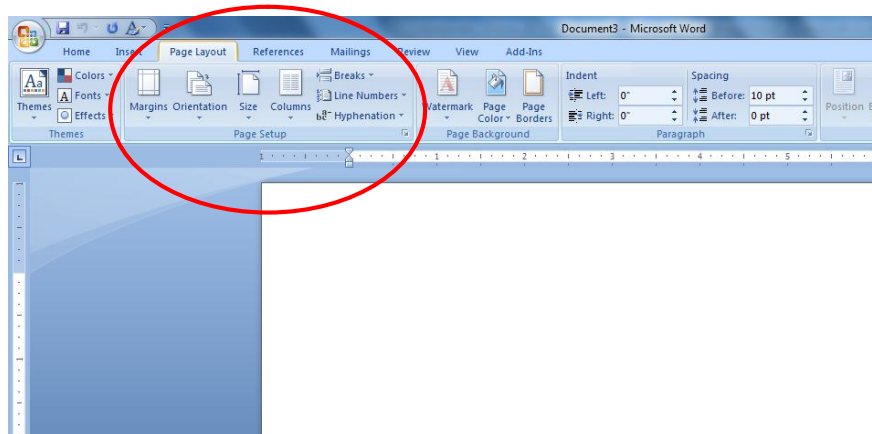


# GUIDELINES FOR PAGE SETTING OF A5 PAGE SIZE BOOK

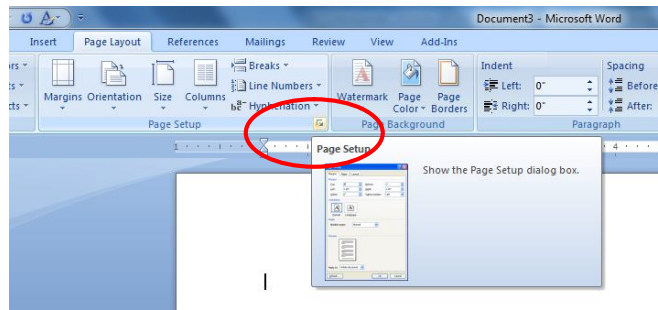
## Step 1: Open the MS-WORD



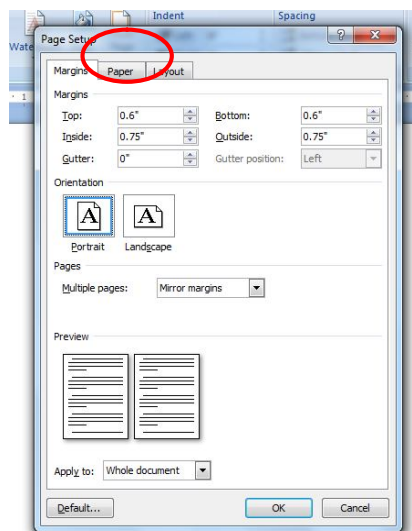
## Step 2: Select Page Layout Option



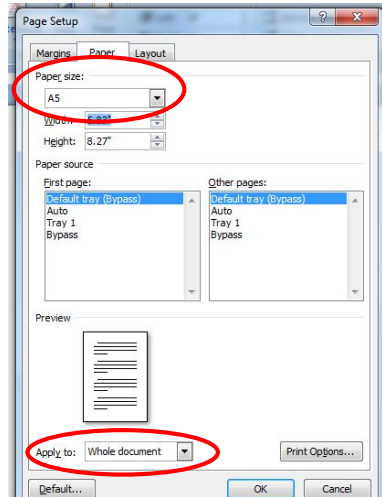
### Step 3: Click here to open the Page Setup



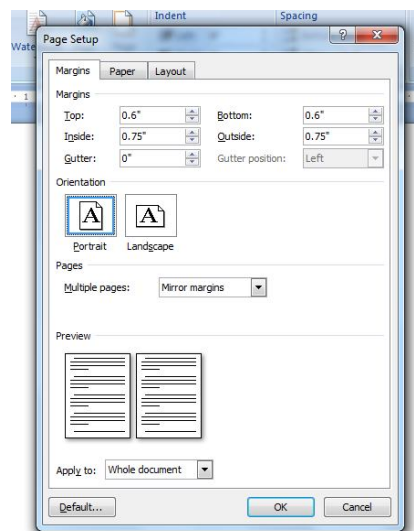
### Step 4: After clicking Page Setup dialogue box is opened.



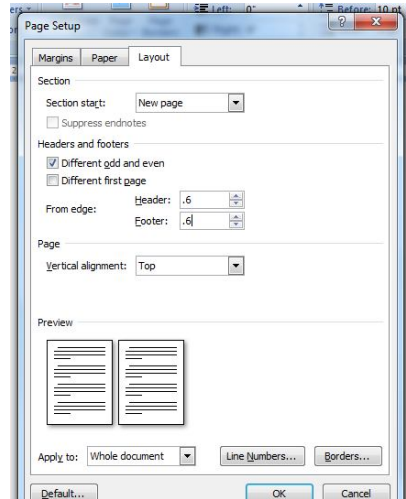
### Step 5: Click on the Paper Option and Select Page Size A5 and Apply to Whole Document



**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.**