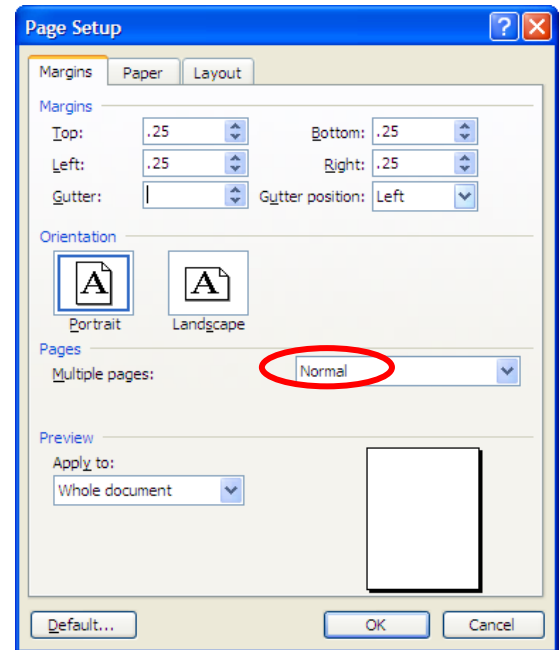


Create a Booklet to Print at Copyworks!

Create your booklet in MS Word or Publisher. Start with a blank, normal document page. **DO NOT** choose book fold as a page set up in either program. Once the pages are created the file needs to be saved as a pdf file.

In MS Word:

1. Start a new, blank document.
2. On the **File** menu, click **Page Setup**, and then click the **Margins** tab.
3. Type or select the amount of space you want for the Top, Bottom, Left and Right margins. The Copyworks! printer will need a minimum of 1/4 inch margin.
4. Pages, Multiple pages must say Normal. Choose OK when finished.
5. Add text, graphics, headers or footers, page numbers, and other elements to your document as usual.
6. If you want a cover page to be one sided (blank on the other side) insert a blank page as the 2nd page of the document.
7. Save the Word document. Convert the file to a pdf.
8. Start your Copyworks! job.



In MS Publisher:

1. Start a new, blank document by choosing **Blank Print Publication** or **Blank Publications, Full Page**. **DO NOT** choose book fold.
2. On the **Arrange** menu, click **Layout Guides**, and then click the **Margin Guides** tab.
3. Under Margin Guides, type the margin values that you want. The Copyworks! printer will need a minimum of 1/4 inch margin. Choose OK when finished.
4. Add text, graphics, headers or footers, page numbers, and other elements to your document as usual.
5. If you want a cover page to be one sided (blank on the other side) insert a blank page as the 2nd page of the document.
6. Save the Publisher document. Convert the file to a pdf.
7. Start your Copyworks! job.

