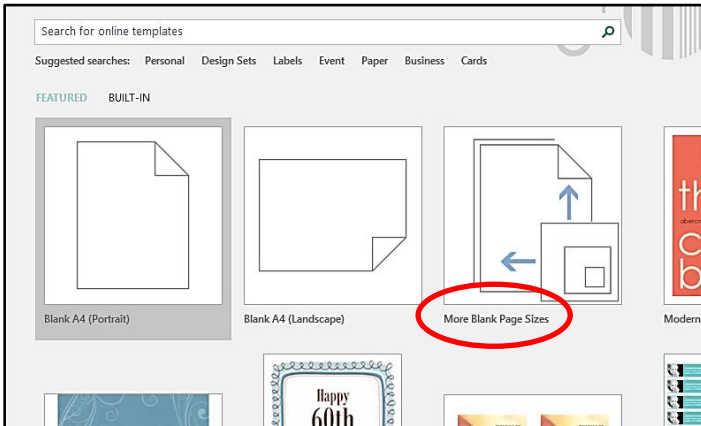


Help Guide 4

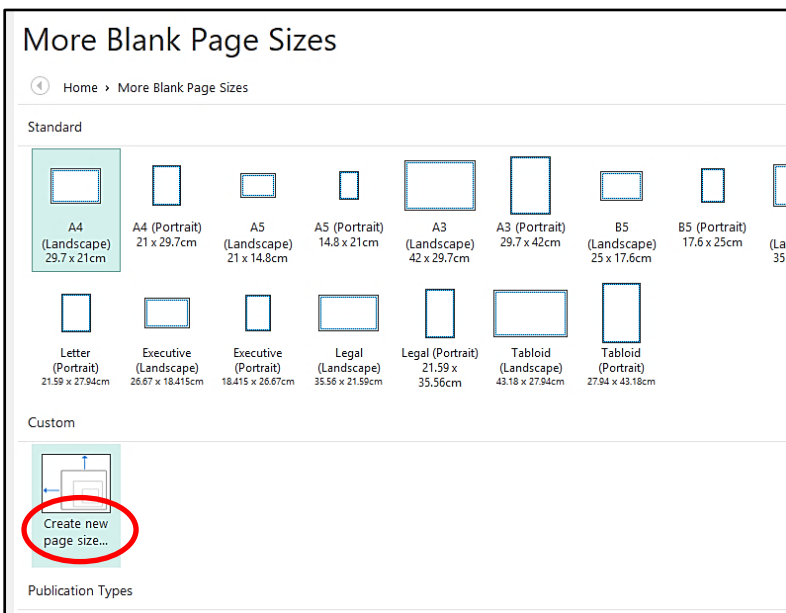
Creating an A5 booklet in Publisher



From the Home Page, select **More Blank Paper Sizes**.



Select **Create New Page Size**.



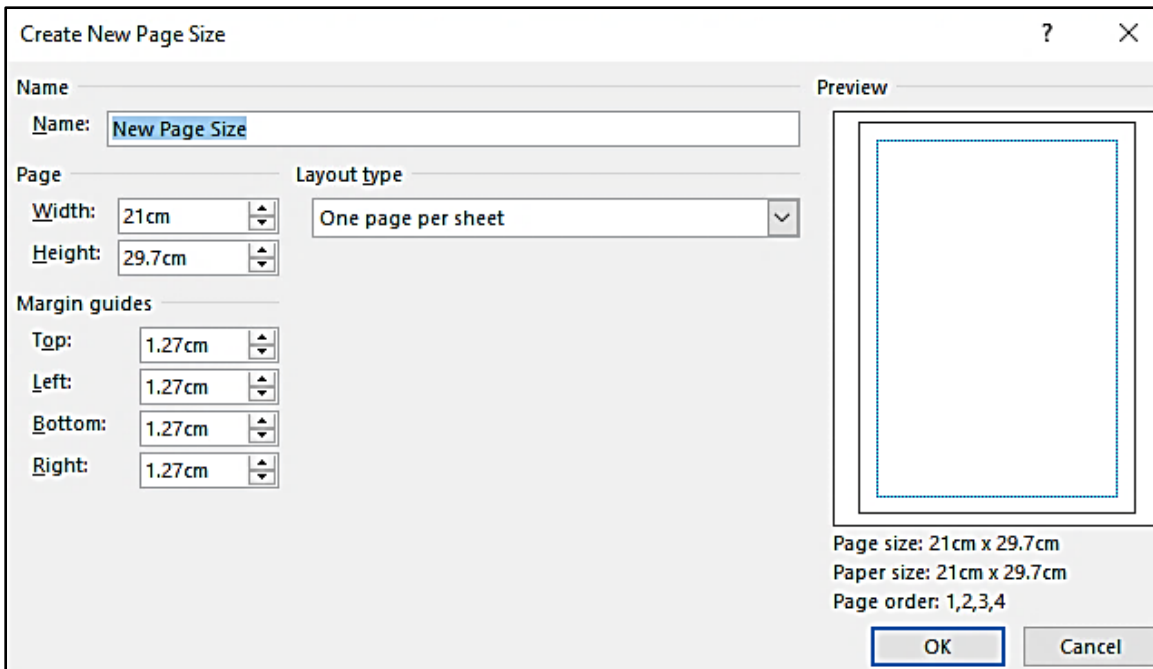
Once you've created a custom page size it will appear under **Custom** in the **Size** menu.

Name Type a name for the custom page size that you are creating.

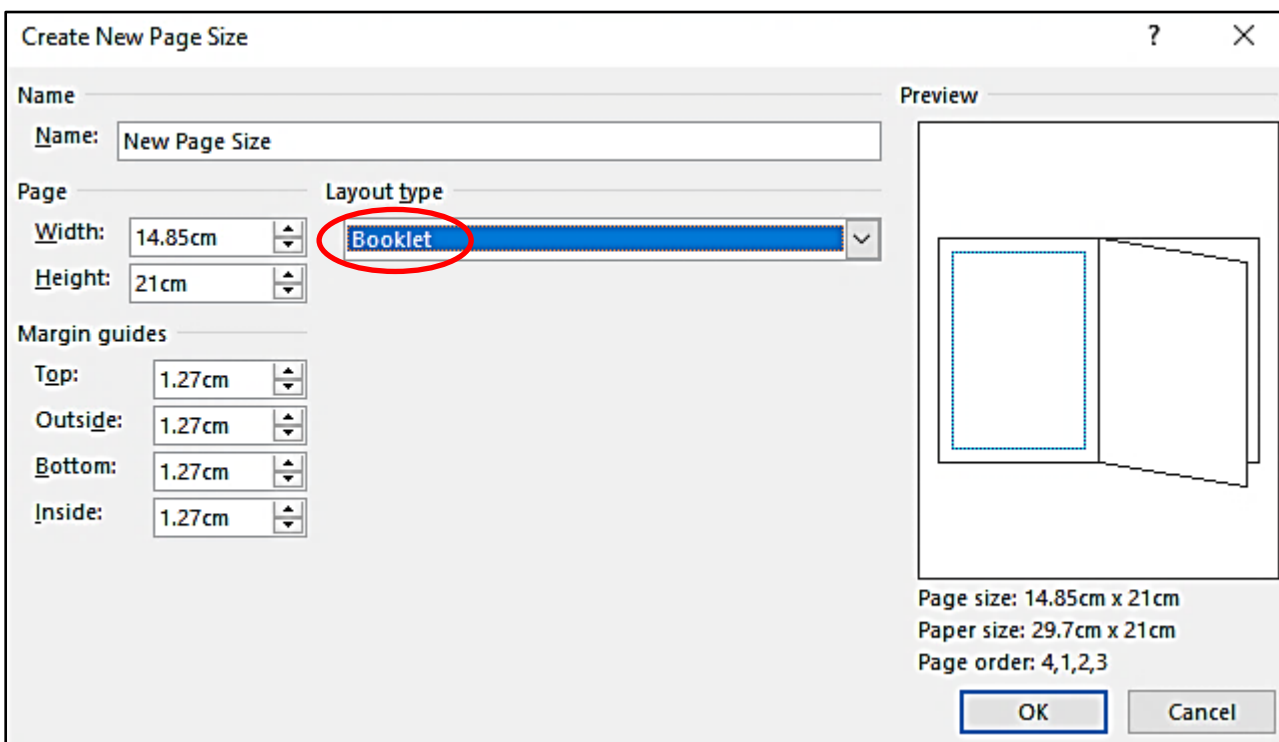
Width Enter the width of the page.

Height Enter the height of the page.

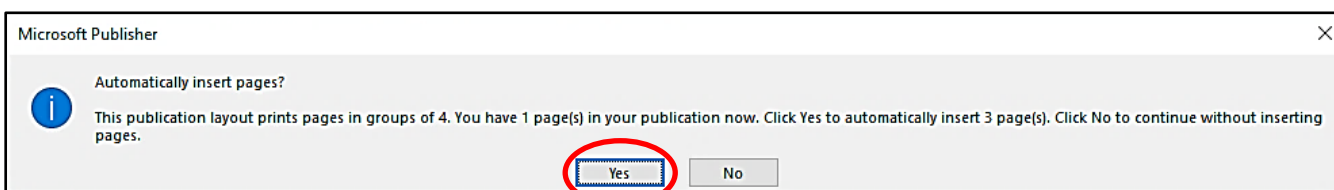
A5 booklet
Width: **14.85**cm
Height: **21**cm



Click the page **Layout type** and select **Booklet**.



Under **Margin Guides**, change the margins if you want, and then click **OK**.



If you are prompted to automatically insert pages, click **Yes**. Microsoft Publisher will insert pages so that the total number is a multiple of four, because one sheet of paper becomes four pages.