

*You may:*

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

*You may not:*

- Adapt or build on this work
- Save this resource to a school network or VLE
- Republish this resource on the internet

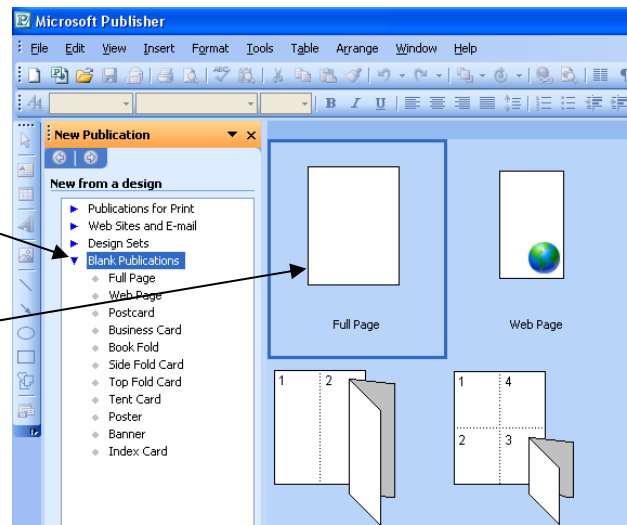
**A subscription will enable you to access an editable version and save it on your protected network or VLE**

## Setting up a booklet in Publisher (Office 2003)

Open Publisher

Choose 'blank publications'

Choose 'full page' by double clicking



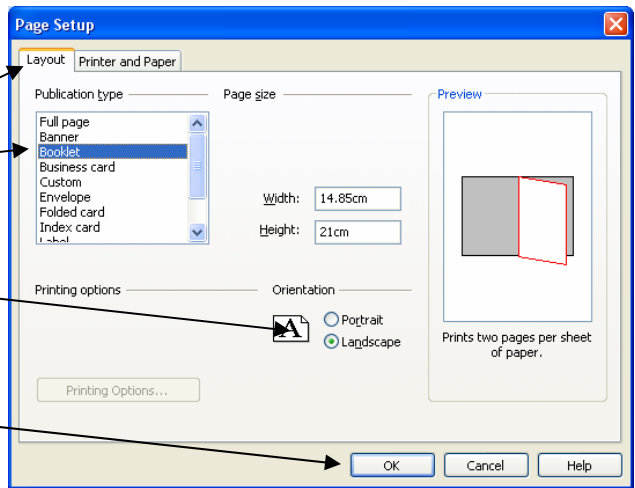
To make this into a booklet go to the 'file' menu and choose 'page setup'

Then make sure you are on the 'layout' tab

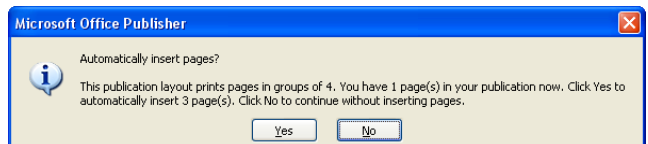
Then choose 'booklet'

Check you have the page set to landscape

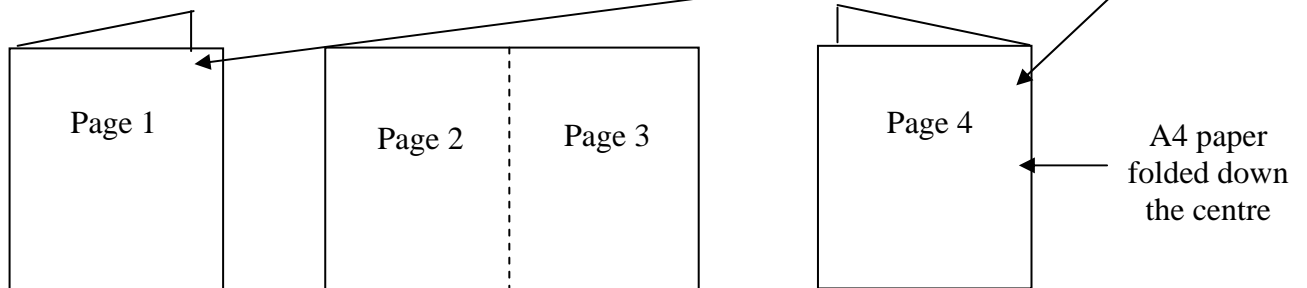
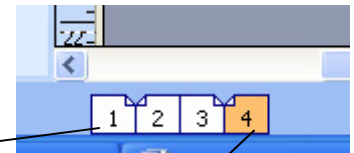
Click 'ok'



If this window appears click 'yes'



This will give you a 4 page (sides) A5 booklet which can be printed back-to-back on one sheet of A4 and then folded.



If you want an 8 page booklet (2 sheets of folded printed on both sides) go to the 'insert' menu, choose 'page'. When the window pops up, number of new pages should be 4, then click 'ok'