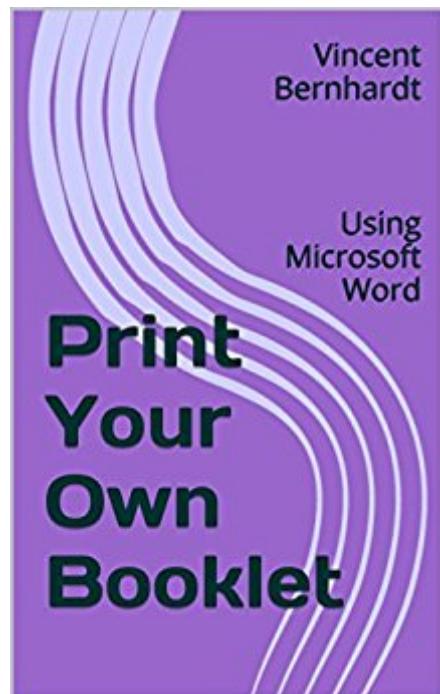


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# Print Your Own Booklet: Using Microsoft Word



## **Synopsis**

Ever want to be an author? Turn your Word document into a booklet without any added expense. Take your Word document and turn it into a professional-looking booklet. This book covers all you need to know. How to set your document up. How to review it. How to manage pictures in your document so they appear properly in your booklet. How to turn your booklet into a PDF file. How to add those final touches to make your new booklet get the attention it deserves. This is an easy step by step guide to teach anyone to make their own booklet. If you ever wanted to publish your own work, this is a great way to start.

## **Book Information**

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## **Customer Reviews**

I have a program that I do in my church every year. I have tried to make my handout that has over twenty pages less cumbersome by turning it into a booklet. I saw this short book and was hopeful that it could walk me through the steps. It has two sections. The first is "Simple Printing" and the second is "Customized Printing." I did not try the customized printing yet. But I am so excited! I followed the easily laid out instructions and have successfully printed out my booklet using the simple printing section of this handy book. If you need to print out a booklet, this is an amazing

resource. I cannot recommend it highly enough. I big thank you to the author. I have wanted to make this handout into a booklet for years!

Very informative and helpful. Exactly what I needed. Highly recommend this well written material.

Mary E. Poynter

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