Create and Print a Booklet using Word

You can easily create a book/booklet, using Word. **Books or booklets** are created from a blank sheet. You can use A4 paper (default) which means every page will be A5 in size. Or A3 which means every page will be A4 in size. To create a book-fold brochure you need to adjust the page setup.

**Set-up a book-fold**
- From **File** menu, choose **Page Setup**.
- Choose the **Margins** tab.
- Change **Multiple pages** to **Book fold**.
  Note that the left and right margins change to the Inside and Outside margins and the Orientation automatically changes to from Portrait to Landscape.
- Click **OK** to finish. If you have chosen A4 size paper the page you now see on your screen is half an A4 piece of paper.

**Understanding book-folds**
A book-fold document prints two pages on each side of the paper. If the document is printed on A4 paper, each page you view in Microsoft Word will occupy half of an A4 piece of paper. After printing the document you then fold the paper in half so that it opens like a book. This option is intended for documents that have more than two pages

- On a Book-fold each page is viewed separately on your screen.  
  **Page 1** is the front cover of the booklet.  
  **Page 2** is the first inside page.  
  **Page 3** is the second inside page  
  **Page 4** is the back page. Note, when creating a book-fold document that has more than 4 pages the first page is always the front page and the last page is always the back page.  
- When printed, pages 4 and 1 will print on one side of the paper, then pages 2 and 3 will be printed on the other side.  
  Note, this will change automatically if the document has more than 4 pages.
Printing book folds

When printing a book fold document you need to print on both sides of the paper.

- If you're using a duplex printer: Click Properties, then set the options you want.
- If you aren't using a duplex printer: In the Print dialog box, select the Manual duplex check box. Word will print all of the pages that appear on one side of the paper, and then prompt you to turn the stack over and feed the pages again. Note, next time you print a document you will need to uncheck the Manual duplex check box.