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### **Create a booklet or book in Word - Office Support**

Pocket folders, also known as presentation folders, are more than a vehicle to store information; they're a symbol of your organization. Your image is embedded in your pocket folder, your philosophy emblazoned front and center. That's why your pocket folder design and printing are so important.

### **Downloadable pocket folder layout guidelines are free at ...**

Take a guided tour of Baltimore, Boston, Chicago, Denver, Los Angeles, Nashville, New Orleans, New York City, and many other cities. We asked authors, booksellers, publishers, editors, and others to share the places they go to connect with writers of the past, to the bars and cafés where today's authors give readings, and to those sites that are most inspiring for writing.

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If you've ever wanted a quick answer to a nagging question or had the thought that there must be a better way, then this second edition of Word Pocket Guide is just what you need. Updated for Word 2003, this compact book covers Microsoft Word's keyboard shortcuts, user interface, commands, and tasks. Following an overview of fundamental Word concepts, the guide explains how to accomplish specific tasks, such as formatting, spelling, editing, printing, customizing, and more.

### **Word Pocket Guide: A Quick Reference to Common Tasks ...**

Create Booklets. Open Word and select the Page Layout tab, then click on the icon in the corner of Page Setup to launch the Page Setup dialog. It's probably best to do this before creating your document, then you'll get a better idea of how the layout will look.

### **How To Create Printable Booklets in Microsoft Word**

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