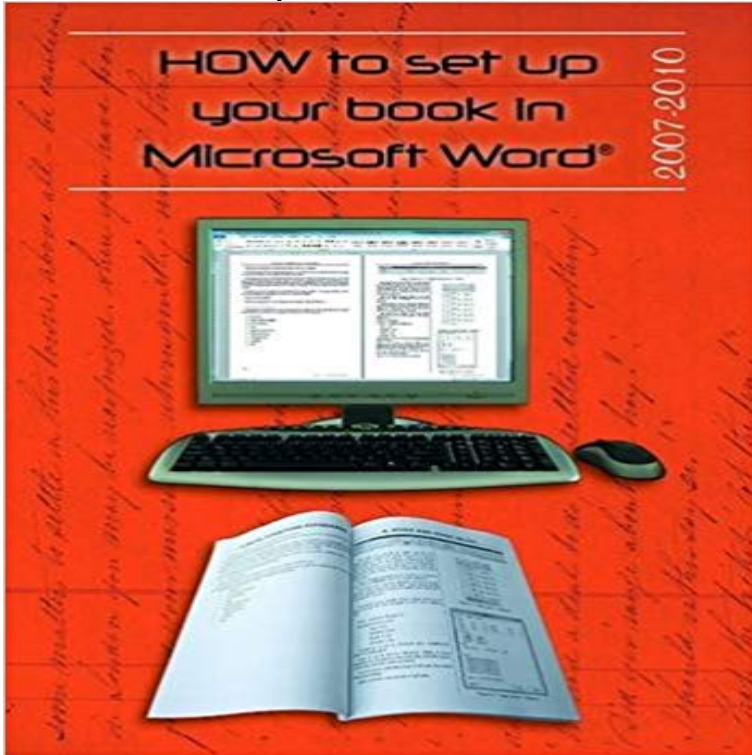


How to Set Up Your Book in Microsoft Word



The How to set up your book in Microsoft Word is in two halves. The first half of the book is set out for those that have 2000/2003 on their computers. If you turn the book over the back half of the book is set out for those that have 2007/2010 on their computers. Microsoft Word is not the best software to set up a book in, but it is cost effective as most people have it on their computer. Some of the topics in this book: Page Setup Section Breaks Style Headers and Footers Page Numbering Inserting Images Table of Contents & Table of Figures Creating a PDF. This book does not tell what size or fonts to choose but shows you how to get what you want.

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