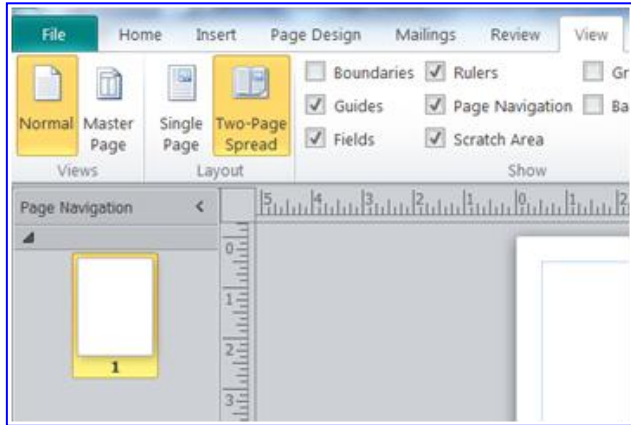




Two-Page Spread

Two-page spread enables you to create a document in book a format.

Create Two-Page Spread



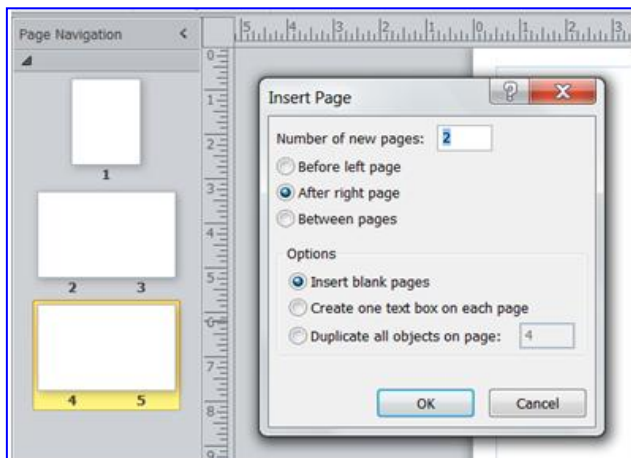
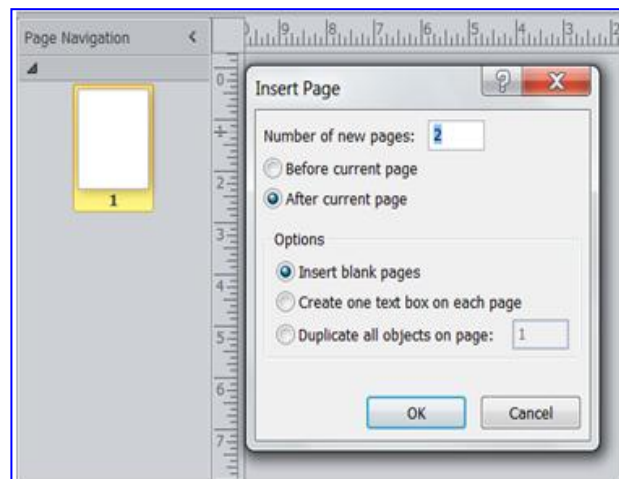
1. Click on the Two-Page Spread option on the View tab in the Layout Group.

The two-page spread won't be visible until you add pages. When you add the second page it will automatically add the third page creating the two-page spread.

2. Right click page 1 in the navigation pane to insert a page.

You will see that Number of pages automatically adds 2 for the two-page spread. If you add 4 pages, it will add 2 two-page spread pages.

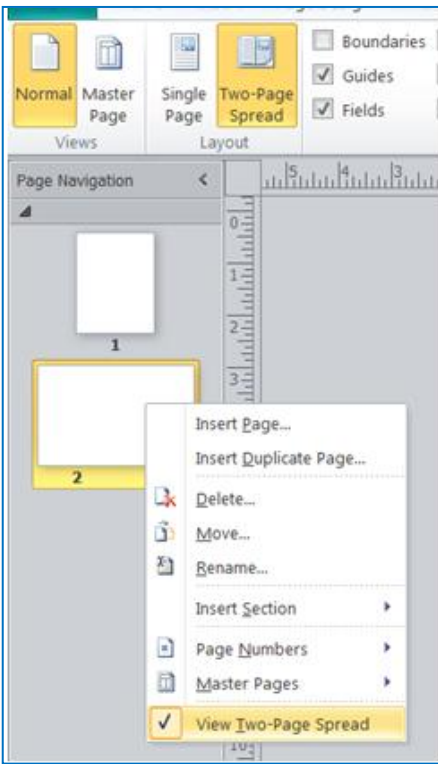
Choose options for the inserted pages and click OK.



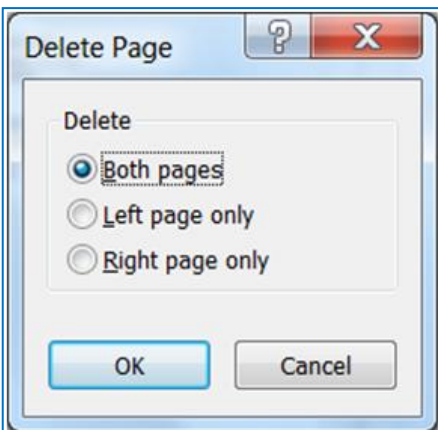
3. This Insert Page dialog box has an added option when you right click on any page other than the first page. You will be able to place new pages Before or After selected page.



Undo Two-Page Spread



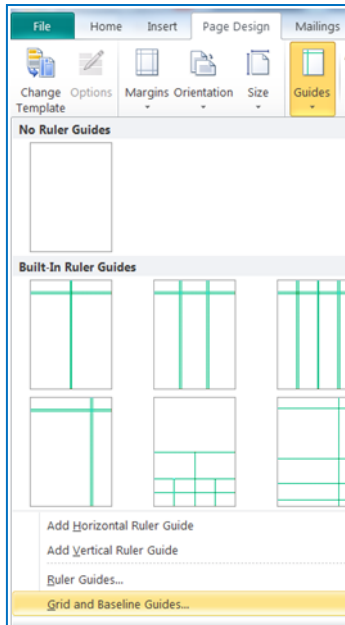
Right click the two-page spread page in the navigation pane. Remove checkmark in front of the View Two Page Spread option.



If you click on the Delete option the Delete Page box opens. Choose which option you want to delete and click OK.



Undo Two-Page Master

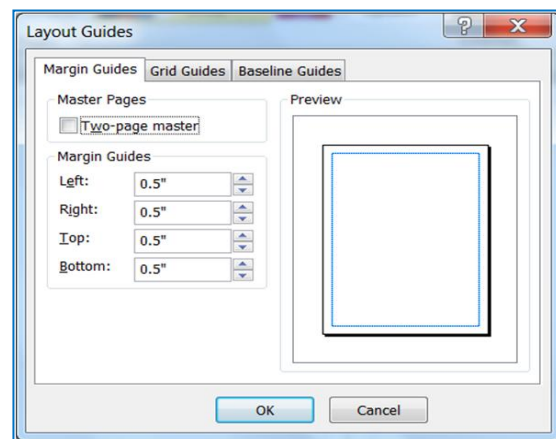
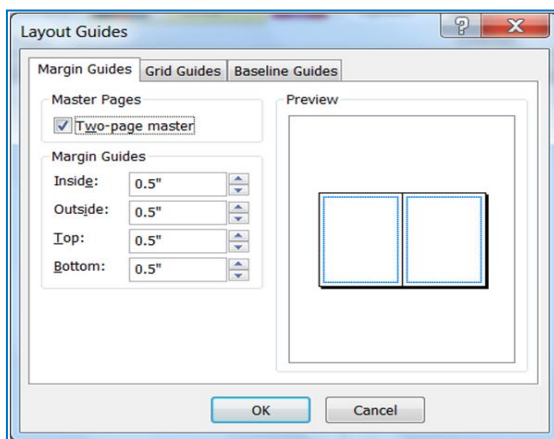


Click on the Page Design tab. Click on the Guides menu arrow. At bottom of menu, click on Grid and Baselines Guides...

Layout Guides dialog box will open

Click on the Margin Guides.

Remove the checkmark from the box next to Two-page master.



Be sure to read the warning when changing a Two-Page Master before you click on OK.

