

## Instructions for Formatting Your Book

1. Open a new Microsoft word document
- 2. ON THE TOP LIST, CHOOSE “LAYOUT”**
3. Click on “Orientation” and choose “Landscape”
- 4. NEXT, WHILE STILL IN THE “LAYOUT” SECTION, CHOOSE “MARGINS”. MAKE SURE THE MARGINS ARE ON THE “NORMAL” SETTING WHICH WILL GIVE YOU A 1-INCH MARGIN ON THE TOP, BOTTOM, LEFT AND RIGHT (THIS SHOULD ALREADY BE THE SETTING, SO YOU ARE JUST DOUBLE CHECKING!).**
5. Next, while still in the “layout” section choose “columns”, then choose “more columns” on the very bottom
6. Adjust your number of columns to “two” and change the width to “3.5”. The spacing will automatically change to “2”.
- 7. HIT “OK”**
8. Now you are ready to begin writing your story! While you are writing you will notice that your story will have two columns, much like a book would have. Don't forget to save your document (ctrl+S)!

*HAVE FUN* and **BE CREATIVE**. You can add pictures and change the font style and size- just keep your margins!

