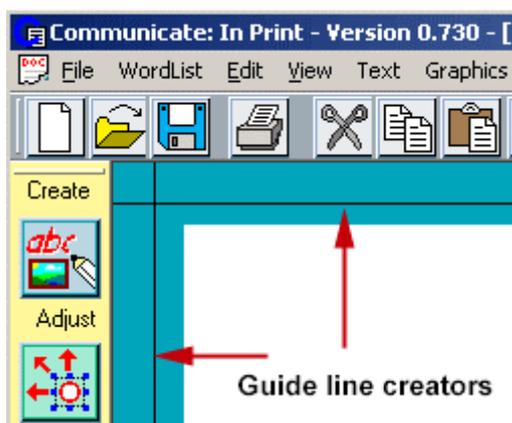


## **Communicate: In Print** **Making a Book - Using Guides for Layout**

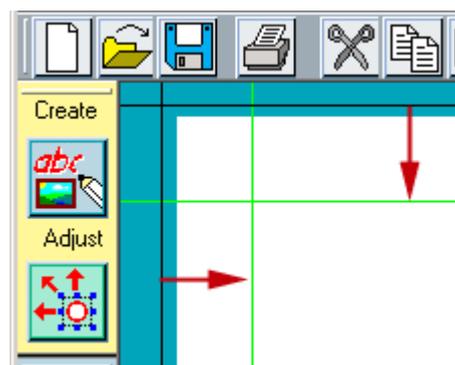
To aid you in the positioning of your layout, Communicate: In Print includes guide lines for your use. They are very easy to use and may be locked into position and may also be made into **Book guides** so that you can have the same guidelines on every page throughout your book. This can help maintain page layout consistency.



To position the guide line click and hold down your **left mouse** button on either the horizontal or vertical guide lines that border your document.

Now drag it to the position you want on the page. Notice that the line turns green.

To remove a guide drag it back off the page.



### **Locked and Book Guides**

To lock a guide, right click on it and choose **LOCK** this guide in place. It will then turn grey.

To unlock a locked guide right click on it and choose **UNLOCK** this guide.

To make a guide appear on all pages, right click on it and choose **Make into a Book** guide. It will then turn red and appear on all pages. If you move the guide on one page it will move on all the pages.

To turn a book guide into a page guide, right click on it and choose **Make into PAGE** guide. This will then turn the guide back to green and delete it from all the other pages.

