

Margin Specifications

- If using MicroSoft Word: on the Menu Bar go to **File** and click on **Page Setup**. A screen will appear with 3 tabs entitled **Margins, Paper and Layout**. Change the values in each screen to those provided below for the planner type you have ordered.
- Other word processing software programs accepted are: Adobe Pagemaker, Corel and Word Perfect.
- Please note; it is very important in Microsoft Word to set your footer as below as it keeps the page numbers within the correct margins.

INCHES		PAGE SIZE		MARGINS						FOOTER
Book Type	Book Size	Width	Height	Top	Bottom	Left	Right	Gutter	Header	Footer
Advanced Collegiate Value Planner	5.25" x 8.25"	5.25"	8.25"	0.46"	0.46"	0.48"	0.48"	0"	0"	0.46"
Advanced Binder Teachers' Planbook Subject Planner	8.25" x 10.5"	8.25"	10.5"	0.5"	0.5"	0.8"	0.8"	0"	0"	0.5"
Mid-Size Intermediate Primary	6.75" x 8.25"	6.75"	8.25"	0.5"	0.5"	0.75"	0.75"	0"	0"	0.5"
Deluxe Custom	See above applicable size.									

CENTIMETERS		PAGE SIZE		MARGINS						FOOTER
Book Type	Book Size	Width	Height	Top	Bottom	Left	Right	Gutter	Header	Footer
Advanced Collegiate Value Planner	13.33cm x 20.96cm	13.33cm	20.96cm	1.17cm	1.17cm	1.17cm	1.17cm	0cm	0cm	1.17cm
Advanced Binder Teachers' Planbook Subject Planner	20.96cm x 26.67cm	20.96cm	26.67cm	1.27cm	1.27cm	2.03cm	2.03cm	0cm	0cm	1.27cm
Mid-Size Intermediate Primary	17.15cm x 20.96cm	17.15cm	20.96cm	1.27cm	1.27cm	1.9cm	1.9cm	0cm	0cm	1.27cm
Deluxe Custom	See above applicable size.									