

## Publishing a Picture Book (8W6)

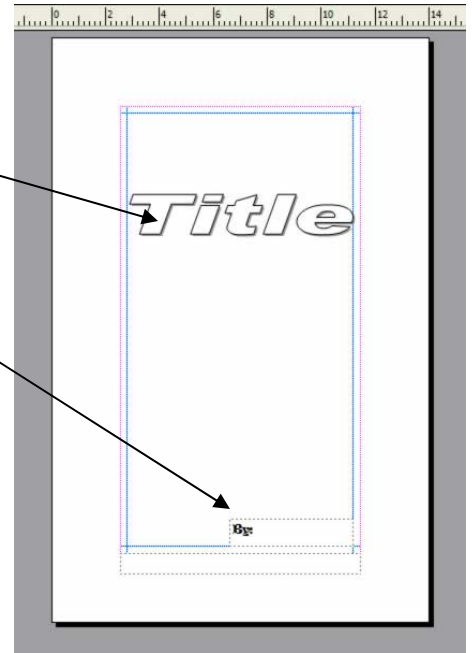
**Task:** Publish a picture book choosing appropriate language, ideas, plot, font and text placement.

**Step 1:** Run *Microsoft Publisher 2002*

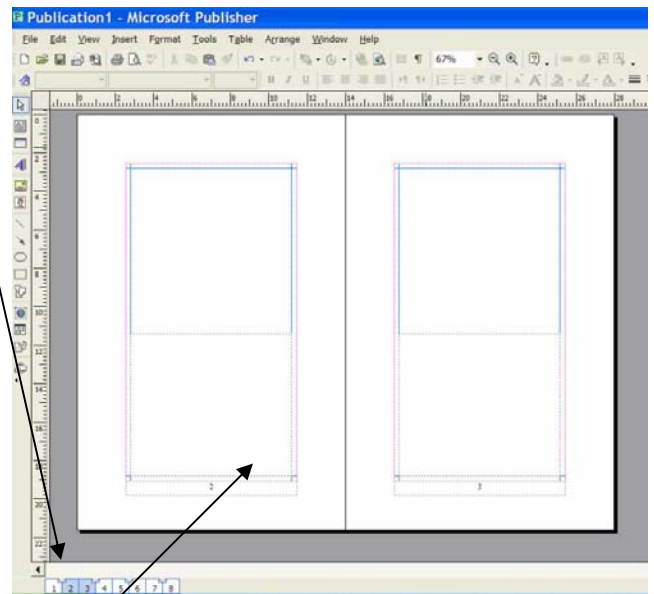
**Step 2:** Open the template file as instructed by your teacher.

**Step 3:** Double click the Title box. Type the title of your book. Click **OK**.

**Step 4:** Click once in the box near the bottom of the first page after the word “By:”. Type the author’s name(s).

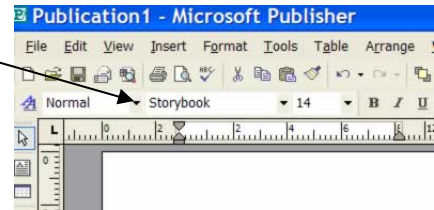


**Step 5:** Select page 2 by clicking on the page tabs near the bottom of the window. Note: Because this is a book layout, you see two pages at a time (e.g. 2 – 3).



**Step 6:** Click in the text box on page two.

**Step 7:** Select an appropriate font (e.g. Storybook), size (e.g. 14) and style (e.g. bold). Think about your audience when you are making these selections.



**Step 8:** Type the text for the page.


**Step 9:** Continue entering the text on each page, following the instructions in Steps 5 – 8.

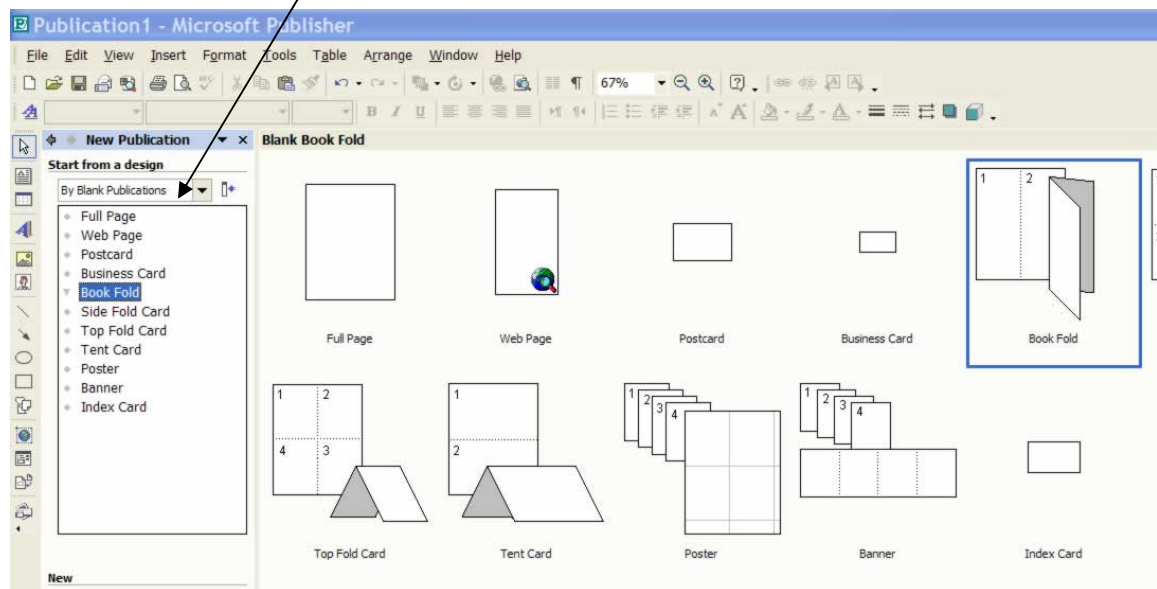
**Step 10:** On the last page, (p. 8), click in the text box and add information about the author.

**Step 11: (optional)** To add pictures electronically, select Insert >> Picture. Then choose “Clip Art” or “From File”. You can also draw the pictures by hand, after the pages are printed.

**Step 11:** Save your work. Be sure to spell check before you print.

### NOTES (for teacher):

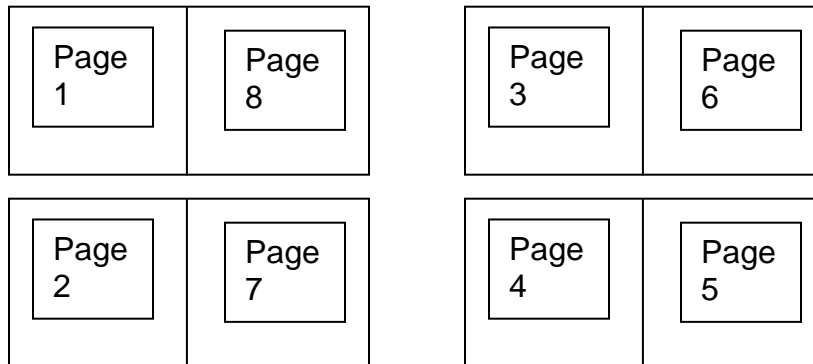
This book template is found in *Microsoft Publisher* in the “New Publication” window. If you don’t see this window, you can open it by clicking on . Ensure that “By Blank Publications” is visible under “New Publication”.



This template file has been set up in landscape format, so that the book will print on 8.5 x 11 paper folded in half. When entering text in the template,

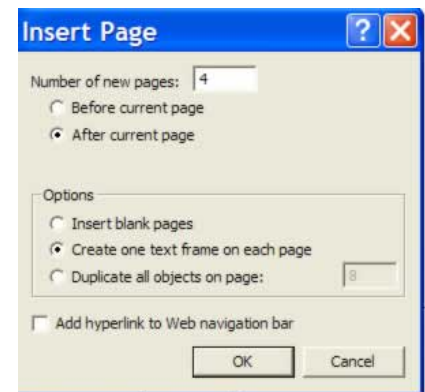
follow the page numbering in the software to enter text sequentially on pages 2, 3, 4, etc.

When the document is printed, the pages are printed in the correct order so that when the paper is folded, the book will have the pages in proper sequence. In other words, when the book is printed, page 1 and page 8 will appear side-by-side, as will page 2 and page 7, page 3 and page 6, and page 4 and page 5, as follows:



If you are able to print back-to-back (duplex printing), then you will simply fold the pages and staple in the middle. If the pages are printed on one side only, you will need to glue them together before assembling the book.

**To insert more pages**, you must do so in multiples of **four** so that the pagination will be correct. To add more pages, select **Insert >> Page**. In the dialogue box, the default number of pages is 4. If you select “Create one text frame on each page”, the program will automatically place a full size text box on each page as it is created.



**To delete pages**, select **Edit >> Delete Page**. Follow the instructions on the screen.

To resize a text box, click once on the border of the box; then, place the mouse pointer over a resize “handle” (a small circle on the border). When the pointer changes to the word “resize”, drag the edge of the box to resize it.

