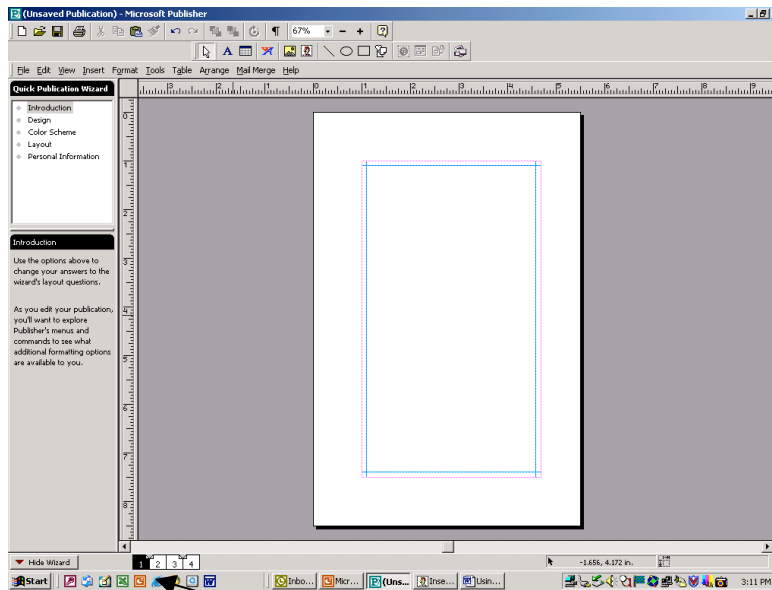
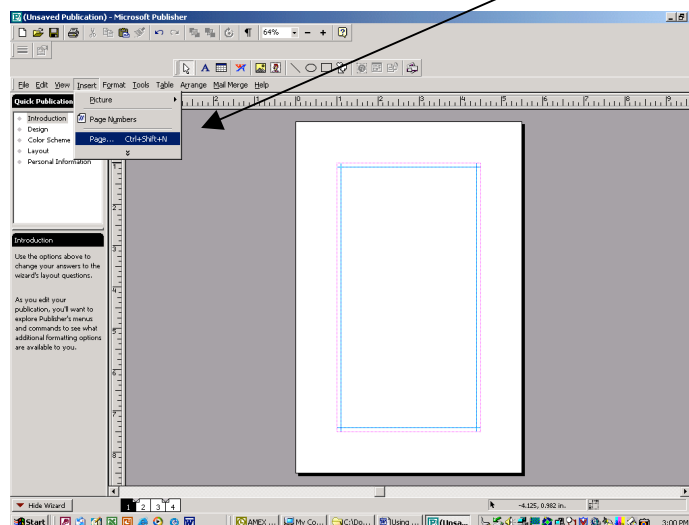


Understanding and Inserting Pages

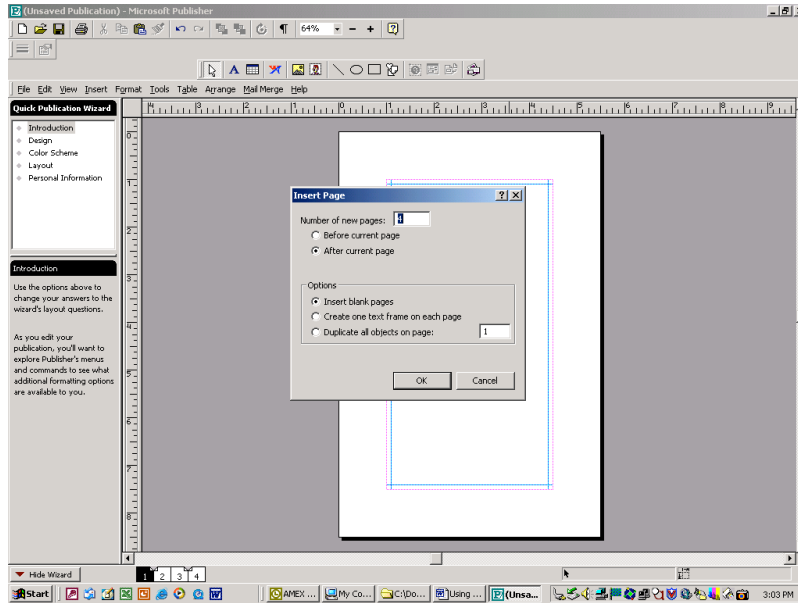


- At the bottom left-hand corner, click on page 1. This is the cover page. The other numbers indicate how many pages will be in the book. What you'll want to remember is that this book is folded in half (i.e., one page is equal to a half sheet of letter-sized paper). Two pages are equal to one 8 ½" x 11" letter-sized paper.
- Ideally, you'll want an even amount of pages, preferably in increments of four. In this type of book, eight pages is appropriate (equal to two sheets of letter-sized paper with print on the front and back).
- To insert pages, go to the top menu bar, click on **INSERT**, then on **PAGE**.

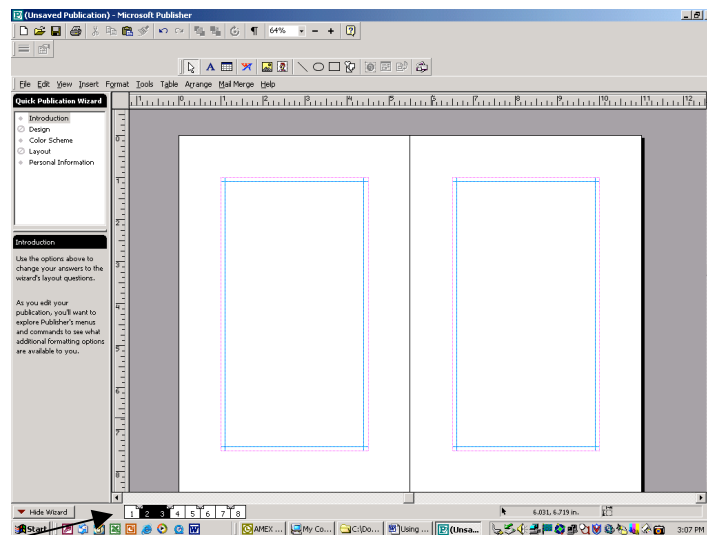


P-CHILD

- An insert window will appear asking **NUMBER OF NEW PAGES** and **OPTIONS**. Since this is a book fold, you'll always want to add pages in increments of four. Determine where you'll want the pages added (**BEFORE** the current page you are on, or **AFTER**). Look at the bottom to see which page you are on.
- Inserting blank pages is always an option. This will allow you to insert more text and pictures. Click **OK**.



On the bottom of the screen, you'll notice that you now have eight pages.




Eight pages

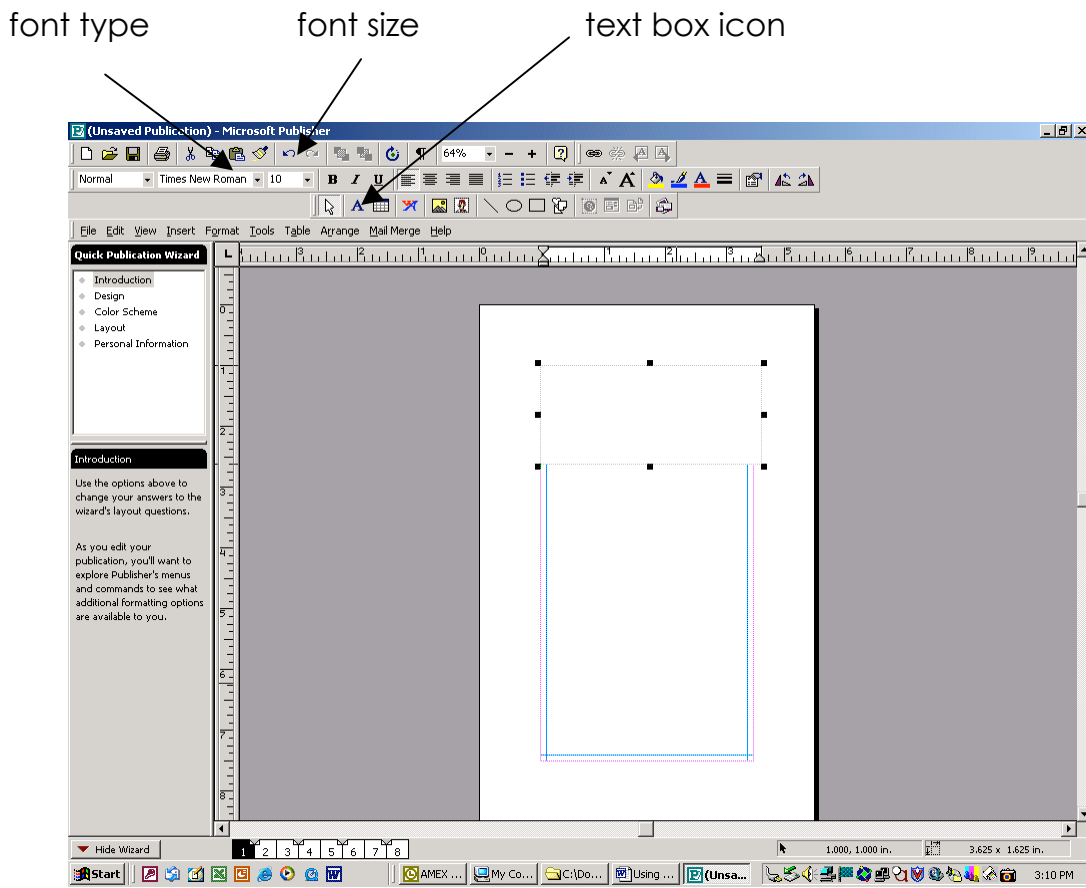
P-CHILD

The table below will help you decide how many pages and sheets of paper you will need for your book.

Number of Pages in Book	Number of Letter-Sized Sheets (double sided)
4	1
8	2
12	3
16	4

Creating a Cover Page

- To create a cover page, click on page 1 at the bottom. At the top, click on the text box icon . Draw a text box in the area where the title will be located. There should be black squares around the box. Use the black squares to resize the text box as needed and use the **MOVE ICON** (a picture of a moving van) to move the text box to the desired location. See page 17 for additional information on resizing, moving, and adjusting font size in text boxes.
- Before typing in your title, determine the font and size you want to use. Click on the down arrow on the right side to change the font and size. Once selected, type in your title.

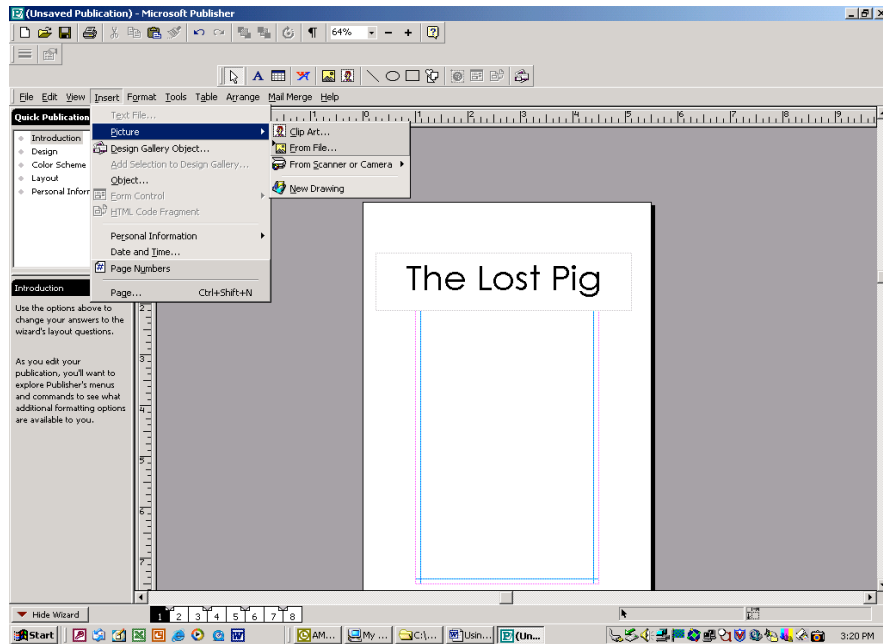


- When inserting text or pictures, stay within the pink and blue lines. These lines are the printing margins. Any text or pictures outside of these lines may not be printed.

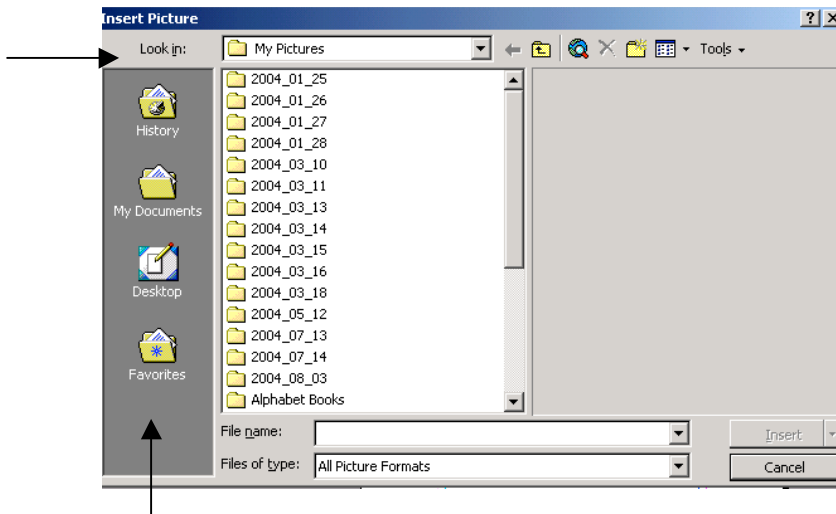
Inserting Pictures

In your book, you will have the option to use clip art or photo images taken from a digital camera or a scanner. For consistency, you should decide to use either all clip art or all photo images, not both.

- Click on **INSERT** at top, scroll down to **PICTURE**, then click on **FROM FILE**.



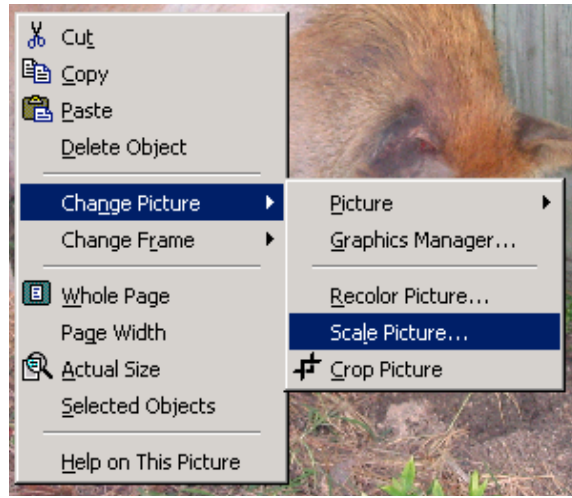
- An **INSERT PICTURE** window will appear. The **LOOK IN** window at the top shows where the computer is currently searching for your picture.



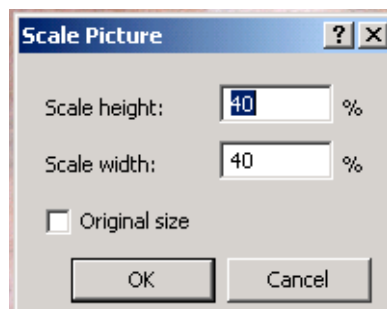
- To help you locate your picture, there are folders on the left side of the window. Click on the appropriate icon and continue searching for the file that your picture is in. Double click on the file once you have found it.

Resizing Images

- After you have inserted your picture, you may notice that the picture is larger than the book itself. The best way to resize your image is by scaling your picture. Scaling your picture will ensure that the image is resized proportionately.
- To resize your picture, right click on top of the image once. Scroll to **CHANGE PICTURE**, then click on **SCALE PICTURE** to the right.

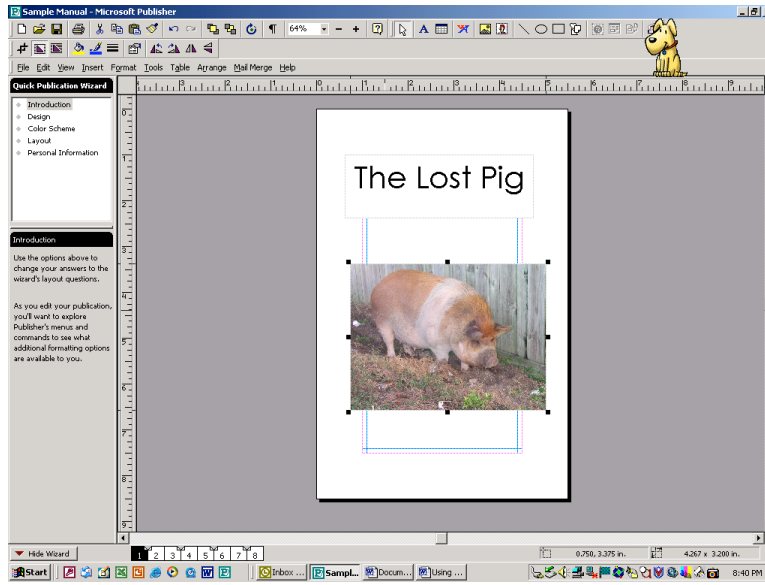


- A **SCALE PICTURE** window will appear. Decide what height and width percentage you want the image to be. Then click OK. The image should appear on the cover. You may need to do this several times until you find the desired proportion.

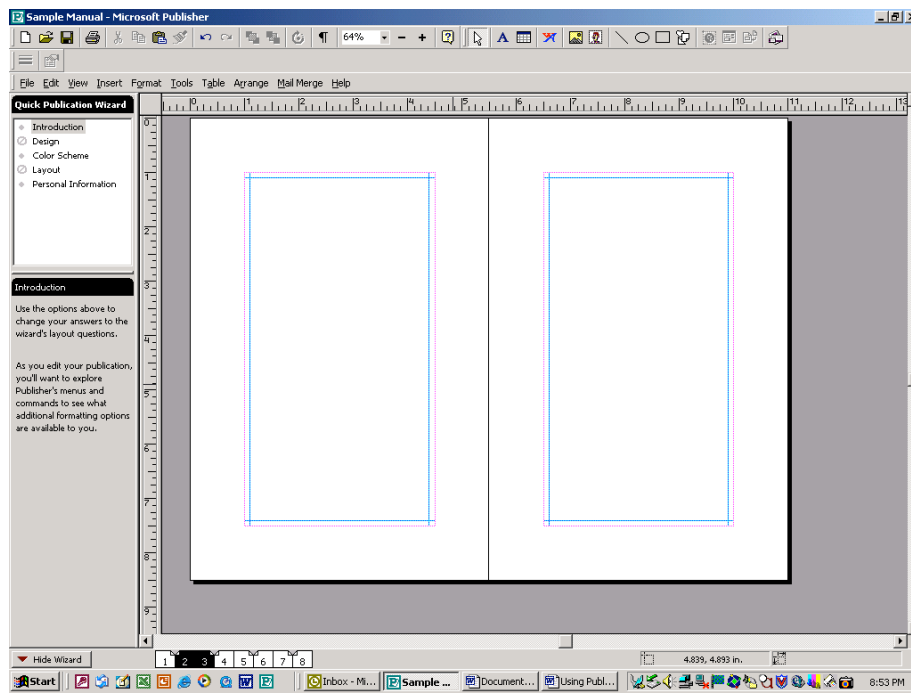


P-CHILD


- To move your picture, click on the image and then **DRAG** the image to the desired spot. If your image does not move, click on it again and make sure there are black boxes around the border and the **MOVE** icon appears.

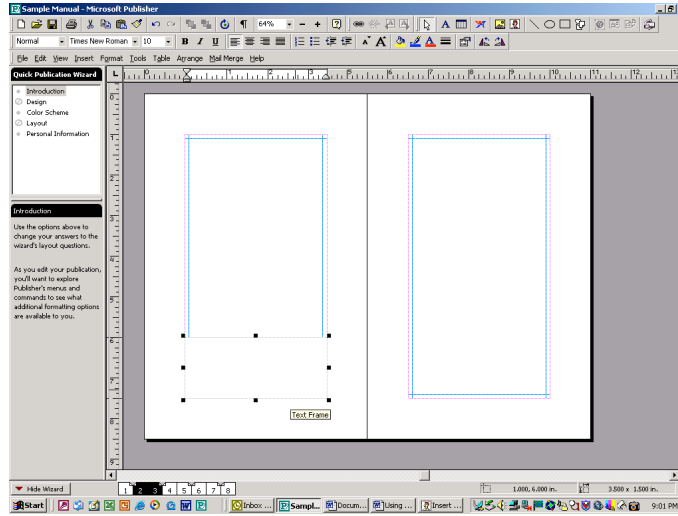


- At the bottom left, click on page 2. In the window, pages 2 and 3 will appear.



Inserting Text

- At the top, click on the **TEXT BOX** icon . In the area where the text will be, click and drag the size you would like the text box. Try to stay close to the pink and blue margin lines, as doing so may delete part of the text when printing. Resize your text box to fit the entire text.



Resizing Text Boxes

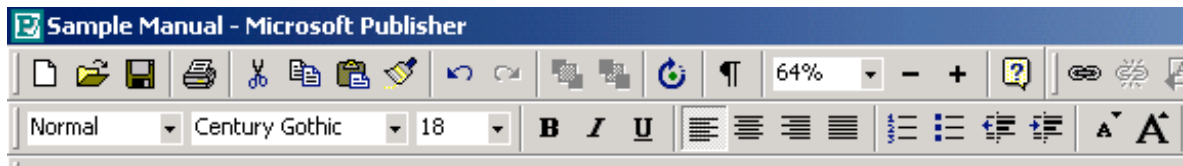
- Click on one of the black squares around the text box. A **RESIZE** message should appear. Click and drag the text box to the appropriate size. You may have to realign your text box so it is centered on the page.

Moving Text Boxes

- Click on the center of a text box until there are black squares around it.
- Move your cursor until you see a **MOVE** icon. When it appears, click once and then drag the text box to the appropriate location.

Selecting Font Type and Size

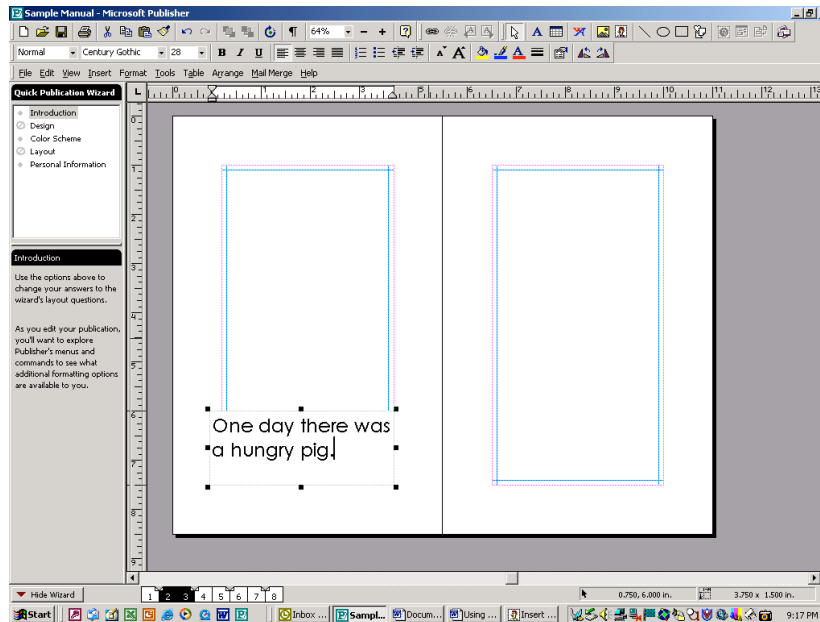
- Go to the font type box in the top menu bar. Click on the arrow and scroll to the font you want to use. To change the size, click on the arrow and then scroll to the size you want.



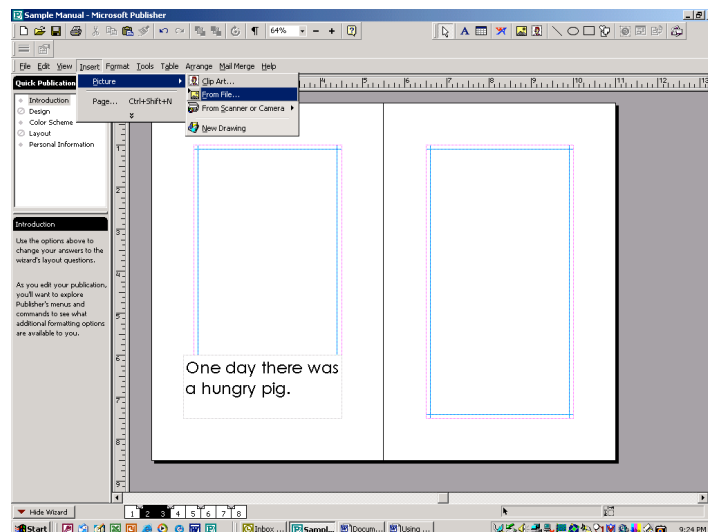
↑ Font Type ↑ Font Size

P-CHILD

- Go back to the text frame and type in your text.

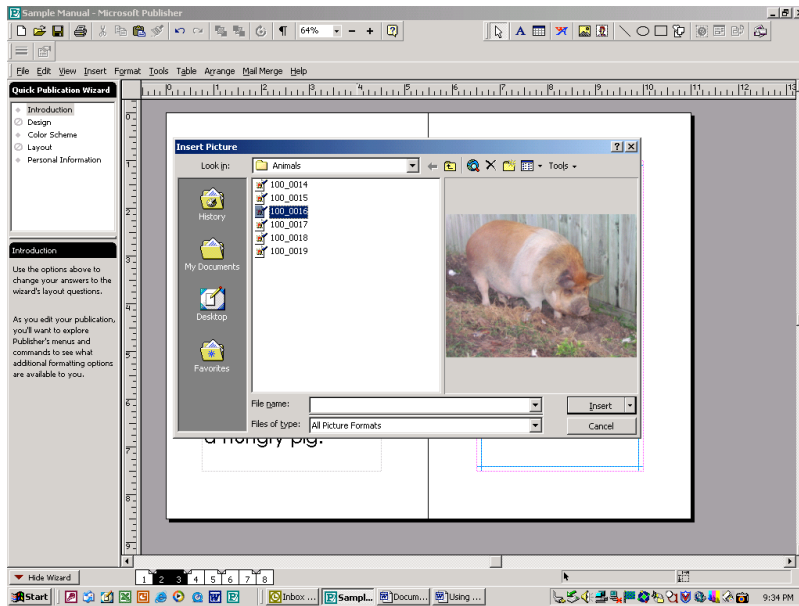


- To insert an image, click outside of the text frame, then go to the top of the page and click on **INSERT**. Scroll to **PICTURE** then select **FROM FILE**.



P-CHILD

- The **INSERT PICTURE** box will appear. Find the picture that matches the text and click on **INSERT**.



- If needed, refer back to the directions on the prior pages to **MOVE** and/or **RESIZE YOUR PICTURE**. Go to page 3 and insert text and a picture to match. Continue this process with the remainder of the book. To move to the next page, click on the page number at the bottom. Refer back to the previous pages of this manual for assistance.

