

## Back Cover

You might reserve the back cover for information about the authors.



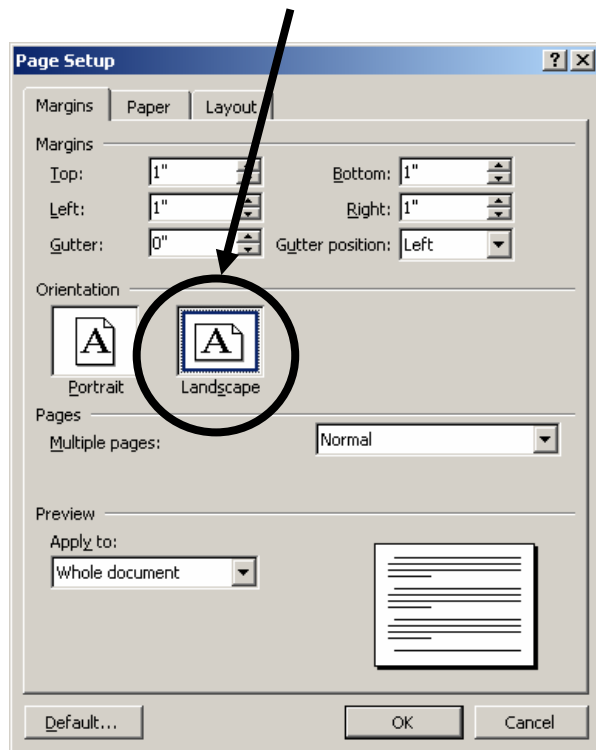
Created by:  
David M. Marcovitz

# Nature Walk Field Guide Instructions

David M. Marcovitz

## Setting Up the Booklet

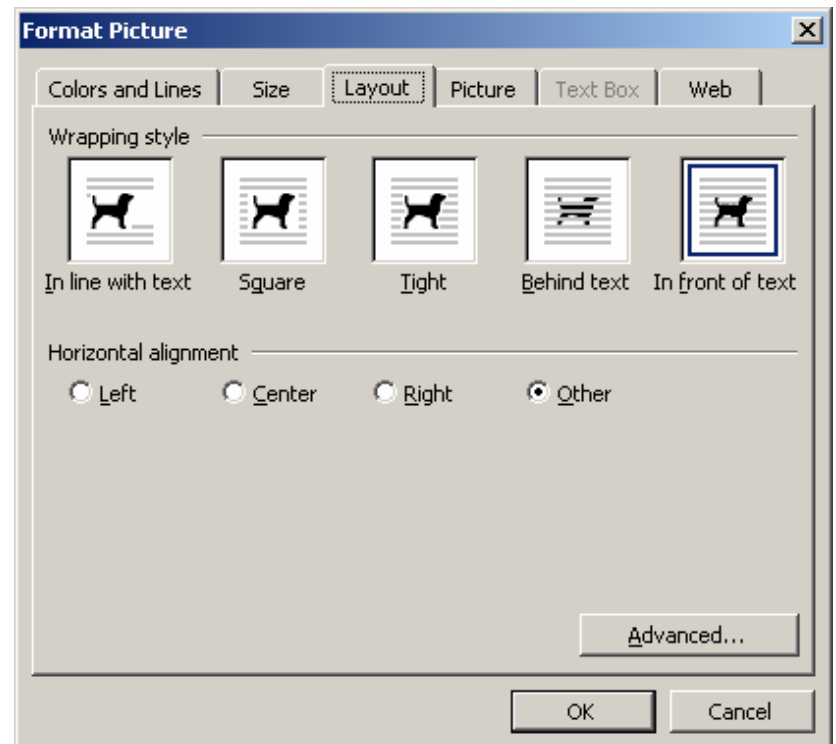
Begin by choosing Page Setup from the File menu selecting Landscape Mode.



Next, you should insert page breaks so you have enough pages (1 page break if your booklet is 4 half-pages; 3 page breaks if your booklet is 8 half-pages). Be sure you are in Page Layout View (see the View menu).

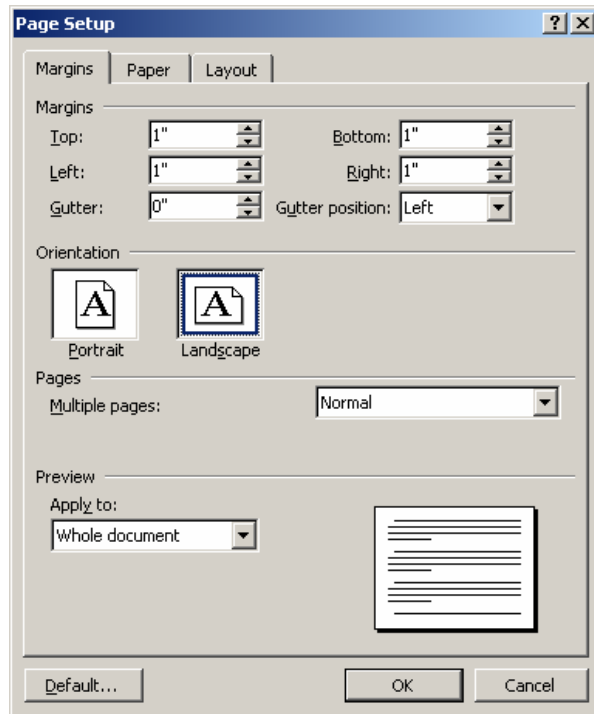
## Pictures

There is plenty of room for pictures in a booklet. Be sure to resize the pictures by either scaling them or dragging from the handle in the corner of the picture. Also be sure to have Layout “in front of text” so you can move them where you want (this is only available if you didn’t insert your pictures into a text box).



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## Dividing the Pages

Use your Draw tools (go to the View menu and choose Toolbars and Drawing if you don't see them at the bottom of the screen) to draw a line down the middle of each of your pages except the last one which will be your centerfold.

This will divide the pages for your booklet. The first physical page will contain the back and front covers (pages 8 and 1 if you have an 8-page booklet). The second physical page will contain pages 2 and 7, the third will contain pages 6 and 3, and the fourth will contain the centerfold (pages 4 and 5). You can remove the lines later if you don't want them, but you need them now to know where each page is.

## Wide Tables

If you have a wide table, you might want to make it sideways (remember this document is for printing so readers can always turn the page. Making a sideways table is not hard, but it is awkward. You can create a table by choosing Insert and Table from the Table menu. Note that if your table will be sideways, your rows will be columns and your columns rows. After creating the table, select the table and choose Text Direction from the Format menu. After you make the table sideways, you can adjust the size.

# The Centerfold



This is a good place to use the drawing tools to draw a map of the nature walk. It will be folded, but it will not be divided in any other way.