

Back Cover

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

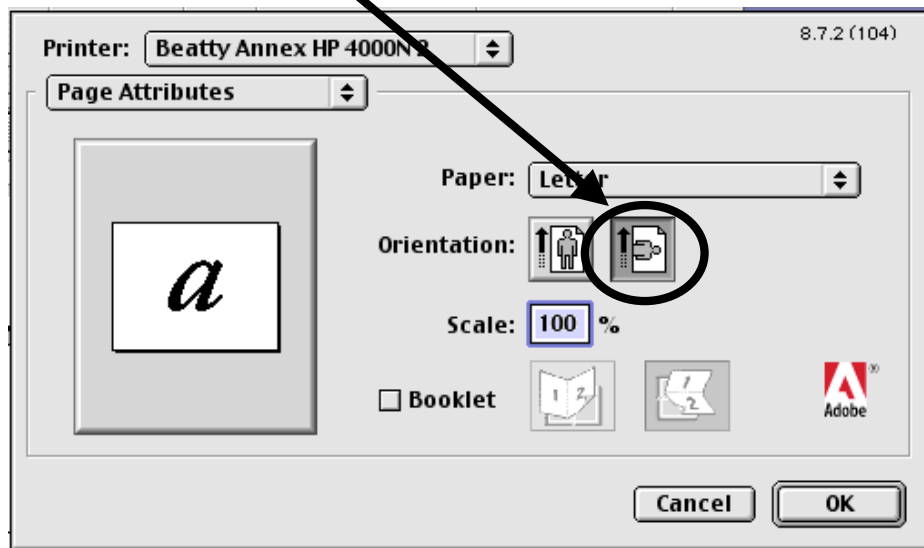


Nature Walk Field Guide Instructions

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Setting Up the Booklet

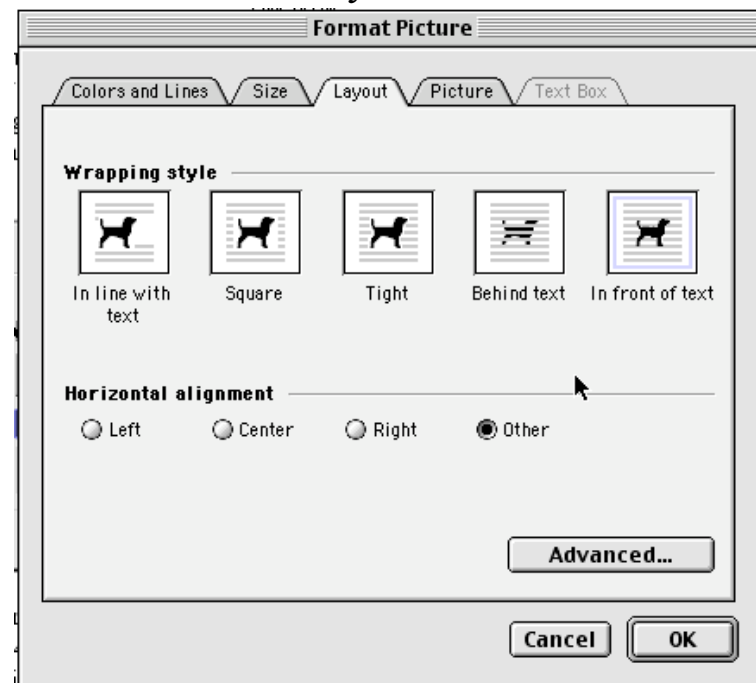
Begin by choosing Page Setup from the File menu and selecting Landscape Mode.



Next, you should insert 3 page breaks so you have a total of 4 pages (these pages will be divided in half). 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 on the corner of the picture. Also be sure to set your pictures to have Layout “in front of text” so you can move them where you want.



Newsletter Handout

The newsletter handout describes the process for creating a newsletter using Drawing tools. This is a very similar process, so use that handout for guidance. All your text should go in drawn text boxes, not in the regular Word word processing area. You probably want to set your text boxes to have no line and no fill (see Newsletter handout).

Printing

When printing your document, it will come out of the printer one-sided. If you use a copy machine, you can copy it one-sided to two-sided. If you are just printing one copy, you can turn over every other page and glue the pages together (always use the best technology, even if it is glue, not the necessarily the fanciest technology).

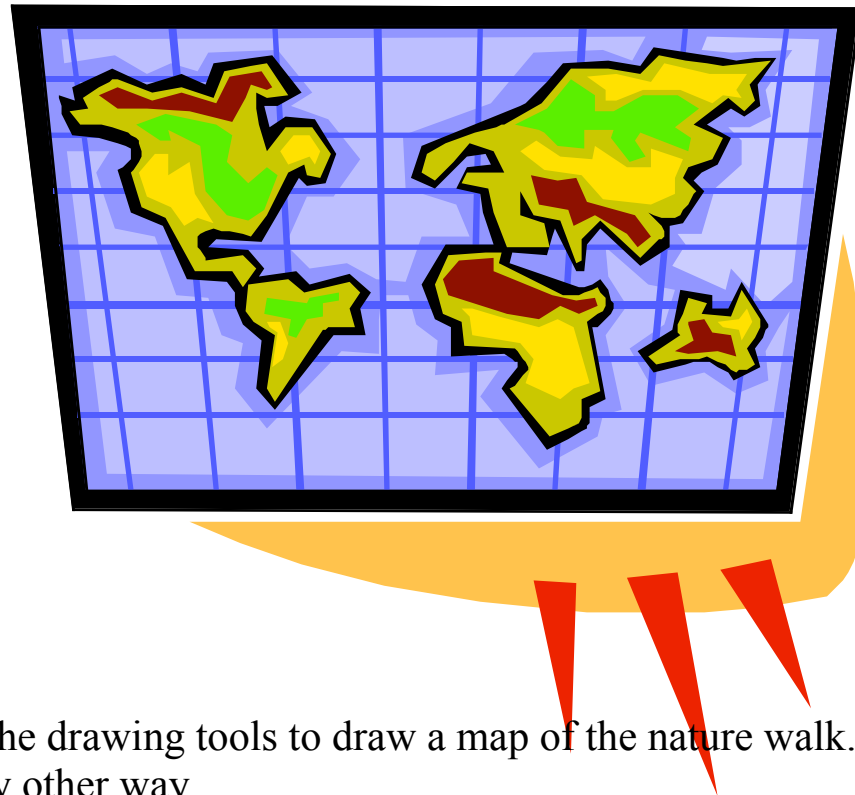
Dividing the Pages

Use your Draw tools to draw a vertical line down the middle of each of your pages (except the last page 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). The second page will contain pages 2 and 7. The third page will contain pages 6 and 3. The fourth page will be 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.

Sideways Table

To have a wider table, you might choose to make your text box for the table sideways. First, create the table to be wide enough. Then, choose Text Direction from the Format menu to put it sideways.

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 up in any other way.