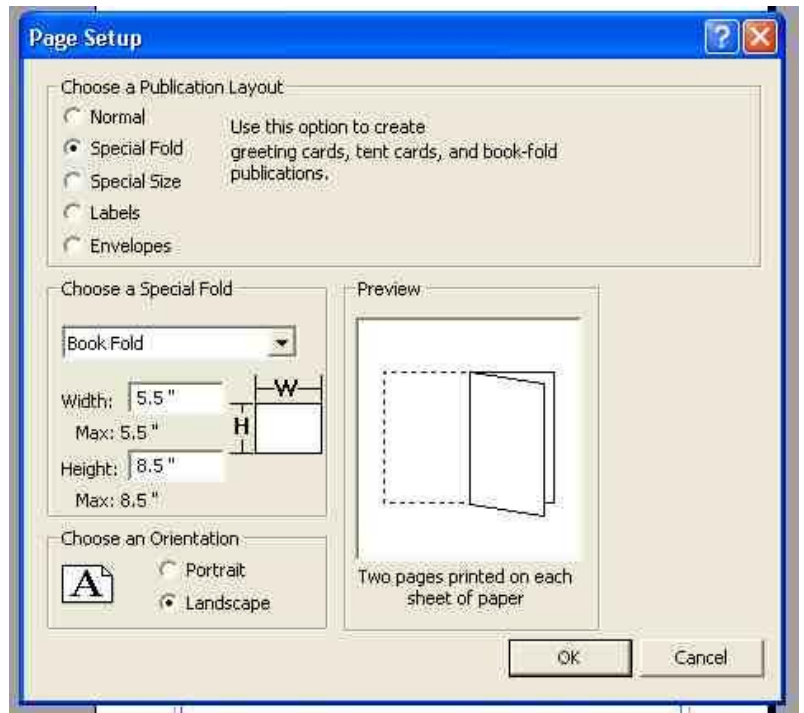


## Make a Booklet with Microsoft Publisher

1. Open Microsoft Publisher. Choose **Blank Publications**, then **Full Page**.
2. Click **File**, then **Page Setup**.

3. In the **Page Setup** dialog box, under **Choose a Publication Layout**, click on **Special Fold**.



4. In the same dialogue box, under **Choose a Special Fold**, choose **Book Fold**.

5. Under **Choose an Orientation**, click **Landscape**.

6. Click **OK**.

7. If a dialog box pops up asking **Automatically insert pages?** click **Yes**.

8. You'll now be given a booklet with four pages. Move from page to page by using the page icons at the bottom of the screen.

9. In Microsoft Publisher you need to place a text box on each page before you can key in text. To do this, click the **A** (text frame) icon, then draw a box.

10. After drawing a text box on page 4, click **Insert**, then **Page**. When the dialogue box pops up, choose **Create one text box on each page**. Four new pages will be inserted. Repeat once more so that you have a total of 12 pages.

Below are some suggestions for each page. You can use these or come up with your own ideas.

<p><b>front cover</b></p> <p>book title</p> <p>by (your name)</p>	<p><b>inside cover</b></p> <p>This book is dedicated to:</p> <p>date (month and year)</p>	<p><b>page 3</b></p> <p>Some memories of your child's birth</p>
<p><b>page 4</b></p> <p>The first time your child smiled, or some other early and exciting event</p>	<p><b>page 5</b></p> <p>Another big milestone—crawling, walking or babbling</p>	<p><b>page 6</b></p> <p>Some of your child's early words or perhaps a song he or she liked (likes) to sing</p>
<p><b>page 7</b></p> <p>The routine of a typical day for your child</p>	<p><b>page 8</b></p> <p>Your child's favourite toy, favourite friend, favourite thing to do</p>	<p><b>page 9</b></p> <p>A piece of your child's art or writing; a handprint or footprint</p>
<p><b>page 10</b></p> <p>A description of how much your child has grown, matured and learned since he or she was born</p>	<p><b>page 11</b></p> <p>This page can be blank.</p>	<p><b>back cover</b></p> <p>This page can be blank.</p>

11. Complete the text of your booklet and add clip art or scanned pictures, borders and colour. You could also colour black-and-white clip art by hand and glue in pictures.
12. Print your booklet. Photocopy the pages back-to-back. Copy the cover onto card stock. Fold and staple. ***Congratulations!***