

Communicate: In Print

Making a book

Open a new document.

Write the title on page 1.

Choose the font and size and centre if you wish.

Turn to page 2 using the page navigation icons on the bottom toolbar.

Set up the page template that will be the model for each page of the book.

Do this as follows:

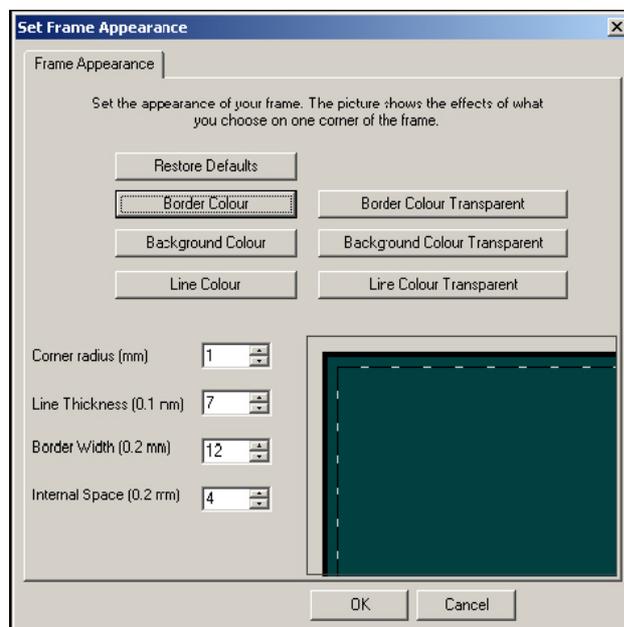
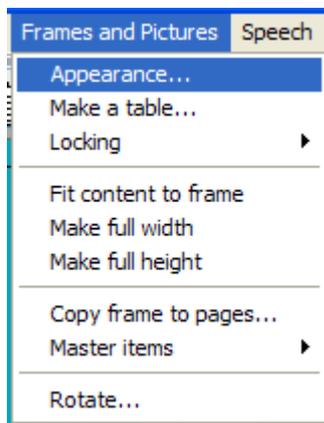
1. **Make a frame to hold the photographs.**

Click on this icon and drag a square in the “paper”.
Make it square so that it can hold either portrait or landscape photos.



If you just click you can change the shape afterwards by right clicking in the frame and use the drag points to make it the size you want

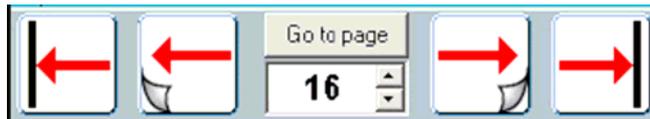
2. **Make the frame the appearance you want.** From **Frames and Pictures** select **Appearance**.



Position the frame where you want it.

3. Set up the number of pages you want

Decide approximately how many pages your book will have – over estimate rather than underestimate – it is easy to remove pages. Set up the number of pages you want by typing the number in the page box at the bottom of the screen.



Click on **Go to Page**.

Return to page 2.

4 Put this "picture frame" on all the remaining pages.

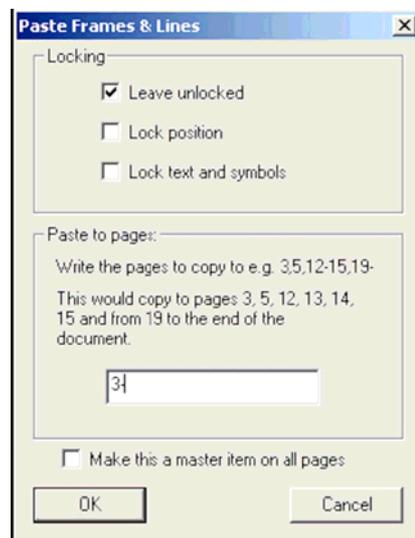
Click back on the graphics frame to highlight it.

Copy this frame to all the pages in the rest of the book:

From **Frames and Pictures** select **Copy frame to pages**.

Copy the frame to pages 3-

As you make pages you will now have a ready made placeholder for your images.



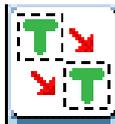
Now we can work through page by page adding text and pictures.

5. Adding symbol text to each page:

Set the font and graphics sizes



Click on this icon and then in the document underneath the frame for the picture. Type a typical sentence and set the font and graphic sizes so that it fits well on the page. This should be the longest text you might want, rather than the text for this page. This is to determine what is the best font and graphic size to have throughout the book.



Click on the “change settings” button to remember these temporary settings. This will then be the default font on each page.

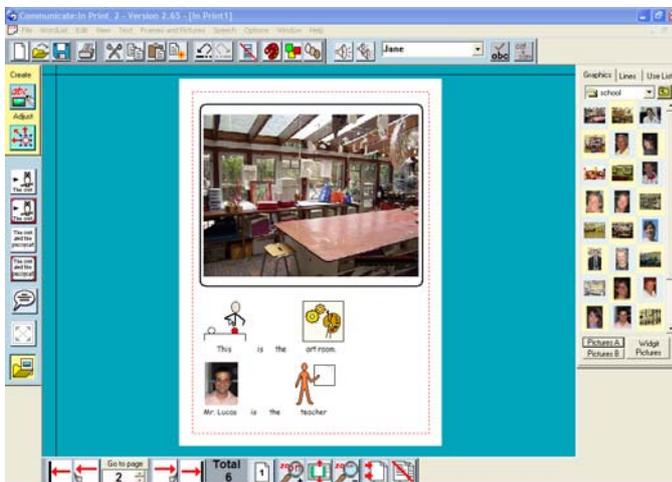
6. Put a picture into the graphics frame



Open the graphic browser by clicking on this icon on the left hand toolbar. Navigate to Pictures A, which will take you to My Pictures. Use the drop down menu to navigate to where your pictures are saved. Click on the picture you want, then click in the graphics frame on the page.



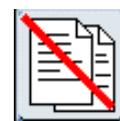
Now you will have something looking rather like the next screenshot.



Turn to the next page.

Type the text for this page and add the picture.

Repeat until the book is finished.



Click on this icon to delete any unnecessary pages at the end of the document.

7. **Add in page numbering as follows:**

Go to page 2

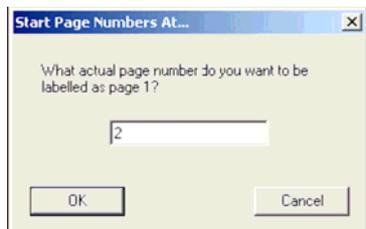


Click on this icon and make a text box in the bottom centre page.

Shift → to add the page number, you will see that the → immediately changes to the number of the page.

This will be “2”, but it would be better if this were “1” as it is the first page with a number.

To achieve this go to the **Edit** menu and selecting **Start page numbers at..**

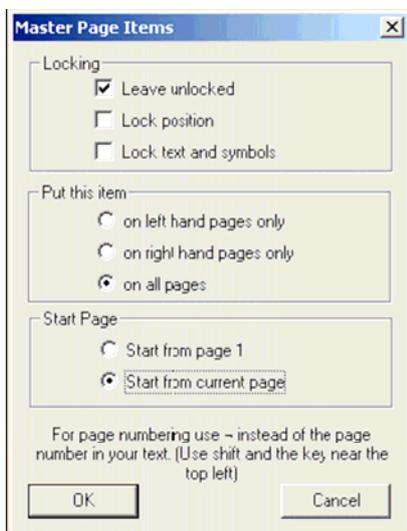


You will see that the page number changes as required.

Now make this page number box into a Master item so that it appears on all pages.

Go to **Frames and Pictures, Master Item-> Make master item**

Make sure you set the radio button near the bottom to “Start from current page” – since we do not want a page number on the title page.



Finish the front cover, perhaps putting on some graphics and a border. Always put the border on last. Borders can be found in Widgit Pictures/Patterns/Borders.

