



Booklets

=Shortcut =Advice =Caution

Creating a booklet for a play or musical event? Have a lot of information to share? Publisher 2003 gives it's users options to create a stylish booklet that can be used for a variety of purposes. Although Publisher 2003 does not have a wizard that guides through the process like it does for making newsletters or brochures, with a little background information and instruction, making booklets can be easy.

Process Summary

1. Change Page Setup
2. Create Cover Page
3. Insert Objects
 - Text Box
 - Graphics
 - Calendar

Two Options for Making Booklets

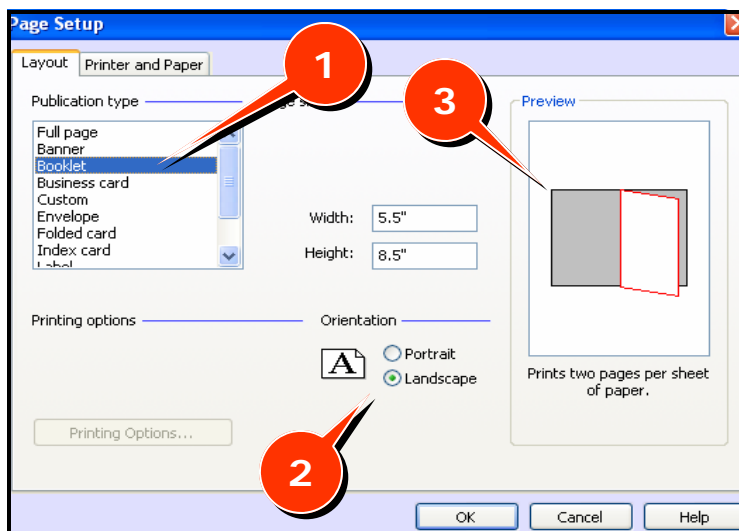
Booklets can be created using **Publisher 2003** or **Microsoft Word**. Both have similar steps and page set-up but one may fit better with your project over the other. If you are creating a simple four page booklet, perhaps for a musical program or event, **Microsoft Word** provides attractive templates that are simple to download, customize and print. Use **Publisher 2003** if you are creating multi-page booklets with a lot of complex information.

Figure 1

Getting Started

The best way to start is by using **Page Setup** to let Publisher know it's making a booklet. To do this:

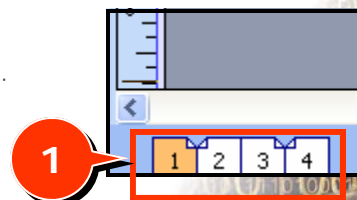
1. Open **Publisher 2003** and under **New Publication**, select **Blank Print Publication** on the menu.
2. Go to **File > Page Setup**.
3. Under **Publication Type**, select **Booklet** (Figure 1, 1). Make sure the **Landscape** option is selected and click **OK**. (Figure 1, 2)



By default, the width and height measurements are set for a 4 page folder booklet with letter-sized paper, the most common type of booklet created. The preview shows what the booklet will look like (Figure 1, 3).

Also, if the paper size needs to be changed, click the **Printer and Paper** tab in the **Page Setup** window and change the option under **Paper > Size** to desired style. The default size is based on the standard letter size..

4. When prompted to automatically insert pages, click **Yes**. Four pages should be in your document now.



Changing Margins

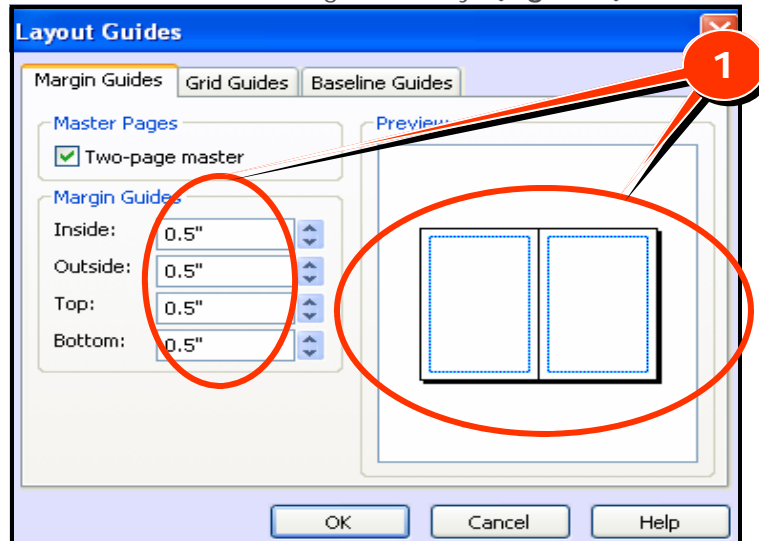
With a new booklet, the margins set to the default 1 inch wide style.

To change margins:

1. Go to **Arrange > Layout Guides**.

- Under the **Margin Guides** tab, change all margins to desired level. Changing the margins to .5 adds more room to a booklet while maintaining readability. (Figure 2).

Figure 2



The Cover Page

Although **Publisher 2003** does not offer a wizard to help create the look and feel of your booklet, there are design options that offer templates for your cover page using the **Quick Publication Options** and **Publication Designs** window.



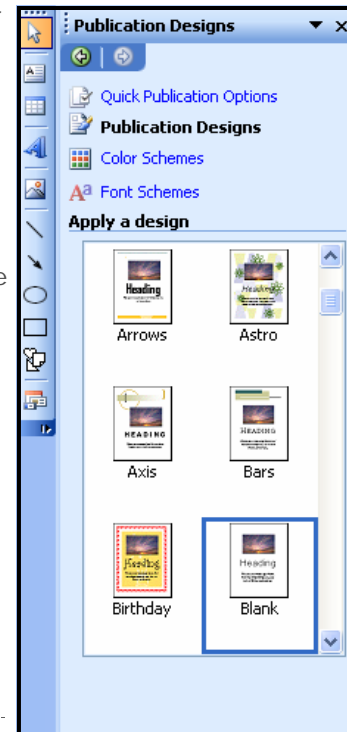
If there is no **Publication Design** window (Figure 3), go to **View > Toolbars > Task Pane**.

- Select any of the templates by clicking their icon.
- The template will show on your cover page. Change the images in the templates to personalize your booklet. Keep the theme and audience of the booklet in mind.
- To change the colors of your template, go to **Color Schemes** on the **Publication Designs** window and choose a scheme. Keep in mind your booklet's purpose and the audience that it is geared toward when designing.



These templates only affect the cover page and can not be used on the inside or back pages of your booklet. Selecting any other of the template options will only change the cover page.

Figure 3



Inserting Objects

To make your booklet as dynamic as possible, you can insert graphics, text-boxes and even calendars to create the ideal effect and a unique look.

Text Boxes

Text boxes are areas for text to be written. They enable the author to add any personalized text into the booklet to customize it. Text boxes can be overlapped and placed anywhere on the booklet but be careful to make sure the booklet is readable and will make sense to your audience before getting too creative with their positions.

- Go to **Insert > Text Box**
- Click and drag your cursor to create a text box to the size that you want.

3. Format your text and arrange on the page to create the desired affect.

Graphics

Graphics and images add a visually appealing look to booklets and should be used according to the booklets purpose. If the event is more of an artistic, creative event like a play or poetry reading, graphics can help peak interest in a potential audience.

To add graphics:

1. Go to **Insert > Picture**.
2. Choose to add either clip-art from the clip-art gallery or your own file by choosing **From File**.
3. After finding the picture you wish to insert, arrange it on your page.

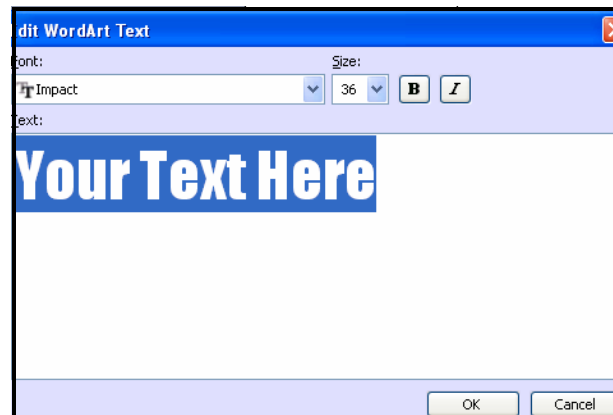
Figure 3

WordArt

WordArt can be used in booklets for displaying the event or booklet title in an eye-catching way.

To use word art:

1. Go to **Insert > Picture > WordArt**.
2. Choose the design style that best fits with your booklet and click **OK**.
3. Type your text into the dialog box, replacing the words "Your Text Here". Change the look of your text by using the **Fonts**, **Size** and formatting options at the top of the window (Figure 3).



- ★ **WordArt** is useful on the cover page, acting as the attention getter. Placing **WordArt** on the inside of booklets may be useful in your publication, but this tool is mainly for titles and cover pages.

An Example of Word Art

Calendars

In a booklet, it may be convenient to add a calendar to show events or upcoming shows, for instance.

To add a calendar:

1. Go to **Insert > Design Gallery Object**.
2. In the **Categories** menu, select **Calendars**.
3. Choose the style of calendar that you want and select **Insert Object**.
4. Your calendar will be added to your booklet. Change size and style of the calendar to best fit your booklet. You may need to change the size of the font to enable writing more information within the daily boxes.

More than 4 Pages?


When you create a new booklet, Publisher gives the booklet 4 pages automatically. If you want more pages than 4, you can insert new pages by going to **Insert > Page**. However, **Publisher 2003** inserts pages into booklets in increments of 4 so inserting "one" new page will insert four.

Printing the Booklet

Figure 4

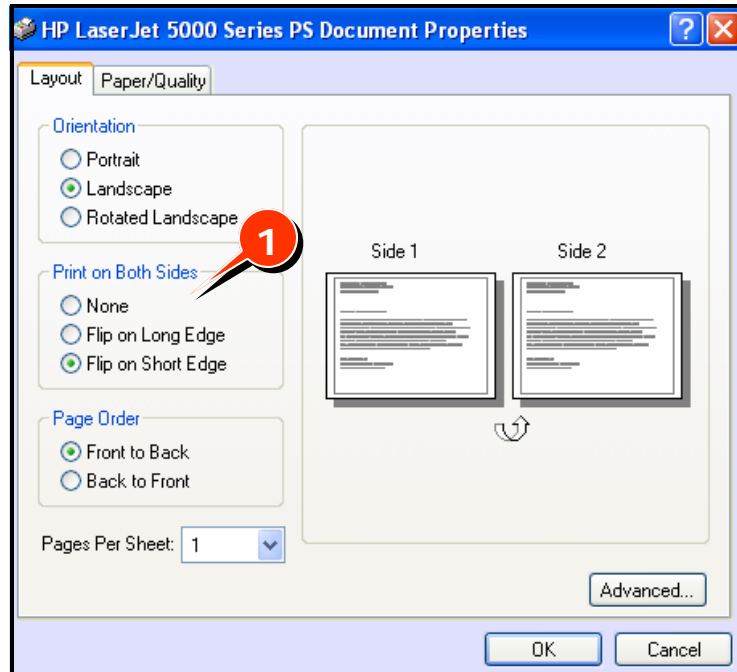
To print a booklet in Publisher 2003, settings have to be changed slightly.

1. Go to **File > Print**.


 Do **NOT** hit the **Print** icon. You need to change print settings and the icon will not prompt you to change them


2. If your printer can not print on both sides click **OK**. The booklet will **Print** your pages separately and bind them in whatever matter you wish.

3. If your printer is capable of printing on both sides of the paper, click **Properties** in the **Print** window. Change the option under **Print on Both Sides** to reflect your booklet (**Figure 4, 1**). **Flip on Short Edge** makes the traditional booklet.



4. Click **OK**.

 Publisher 2003 will automatically order your pages in printing to make your booklet flow. Be sure to follow the page order when adding and taking content out.

 Check your print preview and test your documents before the final print.