


## Using **Word Processing** to Create a Booklet (Bookfold)

### INSTRUCTIONS

**Content of booklet:** Booklet must be at the appropriate grade level, and/or in the major area of your teaching/studies such as language art, math, science, social studies, health education, physical education, or sport administration.

<b>----- Things to Accomplish -----</b>		
	<b>Yes</b>	<b>No</b>
1. No less than <b>seven sheets (Individual)</b> OR <b>eight sheets (Collaborative)</b> of original <b>printouts</b> (8.5" x 11") must be submitted along with the <b>finished product</b> , all of which will later be placed in your portfolio. The original printouts (from the computer printer) <b>shall not be folded when included</b> in your portfolio.		
2. The booklet <b>CONTENT PAGES</b> will be saved as a separate file from the booklet <b>COVER PAGE</b> .		
3. Use <b>Book fold</b> option from the <b>Page Setup</b> menu, and change the <b>margin</b> of pages to .5" all around (Top, Bottom, Left, and Right Margin).		
4. Type in the content of your booklet from beginning to end. The pages of your booklet will flow in order from page 1, 2, 3, to the last page. You should use Footer to insert page number and number of pages (Page X of Y)		
5. Order of pages will be automatically correct for booklet printing when using <b>Book fold</b> instead of <b>Normal</b> from <b>Page Setup</b> : If five sheets are used, pages 8 and 1 are together...8 on the left column and 1 on the right, then 2 and 7, 6 and 3, and finally 4 and 5.		
6. The booklet cover sheet shall be prepared by using the <b>Book fold</b> option from the <b>Page Setup</b> menu, and change the <b>margin</b> of pages to .5" all around (Top, Bottom, Left, and Right Margin) just like the margins of your content pages.		
7. The Cover Page of the booklet shall be on a single sided sheet. <b>NOTE:</b> You may consider using heavier stock for them or laminate them (See example in class).		
8. The use of following graphics and text enhancements are recommended: <ul style="list-style-type: none"> <li><input type="checkbox"/> Pull Quotes*, boxes, borders, frames, and rules (using the Rectangle tool and Line tool).</li> <li><input type="checkbox"/> Appropriate text sizes for <b>headlines, subheads, and/or pull quotes*</b>.</li> <li><input type="checkbox"/> At least three different <i>typefaces</i> and <i>type styles</i>.</li> <li><input type="checkbox"/> Text alignments ---centered type, and left- or right-justified text</li> <li><input type="checkbox"/> Bullets and/or numbering.</li> <li><input type="checkbox"/> Visuals symbols or icons.</li> <li><input type="checkbox"/> Some pictures or graphics or charts or graphs or diagrams used as enhancements.</li> </ul>		

<p>9. The following graphics and text enhancements are present:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Text variations <u>are effectively used</u>.</li> <li><input type="checkbox"/> Text variations <u>are consistently used</u> once a variation has been made.</li> <li><input type="checkbox"/> Major <i>headlines</i> are bolder and larger than <i>subheads</i>.</li> <li><input type="checkbox"/> Titles (headlines) and/or subtitles (subheads) are set-off from the main text entries.</li> <li><input type="checkbox"/> Personalized logo must be used (See example/demonstration in class).</li> </ul>		
<p>10. <i>White space</i> is effectively used.</p>		
<p>11. There are no errors present of any kind.</p>		
<p>12. The appearance is flawless.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All lines are lined up neatly and appropriately.</li> <li><input type="checkbox"/> All text is formatted neatly and systematically lined up.</li> <li><input type="checkbox"/> There are no <i>orphans</i> or <i>widows</i> at the beginning or end of the page or column.</li> </ul>		
<p>Your Name: _____ Date Submitted: _____</p>		



**What is “Pull Quote”?**

A **\*pull quote** is an excerpt from the main text that adds visual interest to the page and attracts the reader's attention. When you create a pull quote, use a large, bold font to make it really stand out from the rest of the text. You can also add shading behind the text, add a decorative border above or below the text, or create hanging quotation marks around the text.