Communicate: In Print Help Sheet: Making a story or information 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.
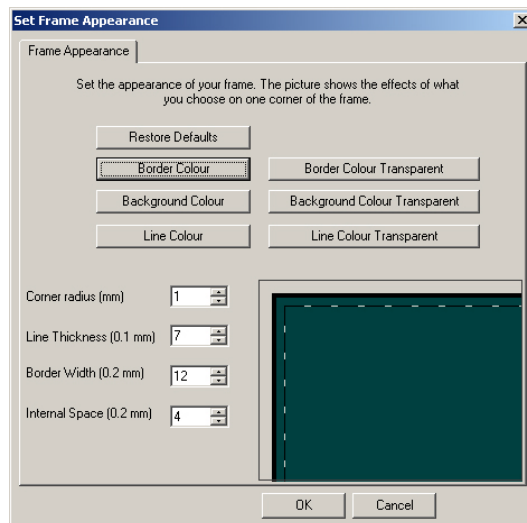Set up the page template page that will be the model for each page of the book.
Do this as follows:

1. Make a frame to hold the photographs.

Click on this icon and drag a square in the "paper". (If you just click you can change the shape afterwards – right click in the frame and use the drag points to make it the size you want) Make it square so that it can hold either portrait or landscape photos.
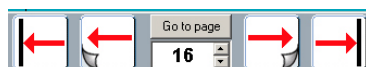Make the frame the appearance you want. From **Frames and Pictures** select **Appearance** We decided on a dark green background. The internal space makes sure that picture does not go quite to the edge, so always leaving a dark green border.

Position the frame where you want it.

2. 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
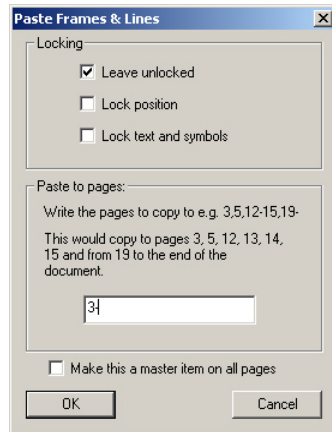
Click on **Go to Page**.

Return to page 2

---

3. 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-

Paste Frames & Lines

Locking
☑ Leave unlocked
☐ Lock position
☐ Lock text and symbols

Paste to pages:
Write the pages to copy to e.g. 3,5,12-15,19-
This would copy to pages 3, 5, 12, 13, 14,
15 and from 19 to the end of the
document.

3-

☐ Make this a master item on all pages

OK   Cancel

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

Now we can word through page by page adding the story and pictures.

Adding symbol text to each page:

Set the font and graphics sizes

The owl Click on this icon and then in the document underneath 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.

Change the text if necessary to put the text required for this page.

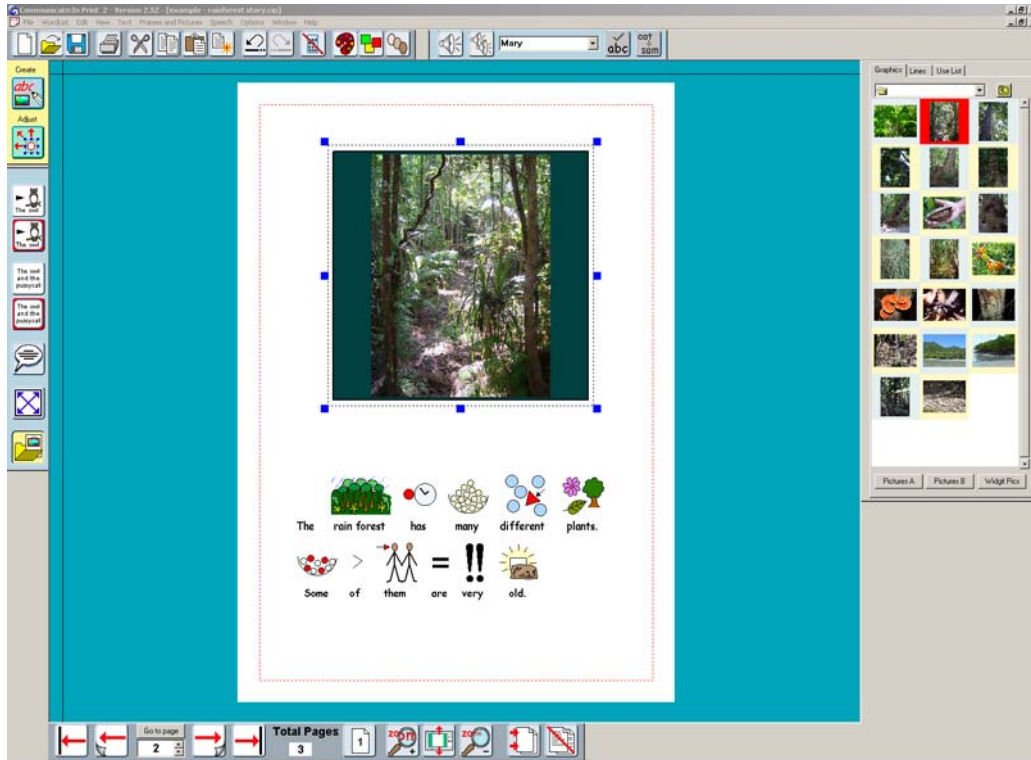**Put a picture into the graphics frame**

Open the graphic browser by clicking on this icon
on the left hand toolbar.
Navigate to the Widgit Pictures, Photos folder
Select your chosen topic folder
(eg Rainforest or Antarctica)
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, add the picture.
Repeat until the story is finished.

 If you have not made enough pages, add extra pages and copy an empty picture frame onto the new pages.
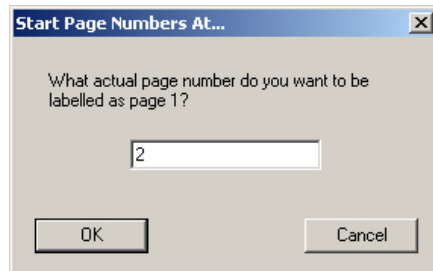
   Delete any unnecessary pages

Add in page numbering as follows.
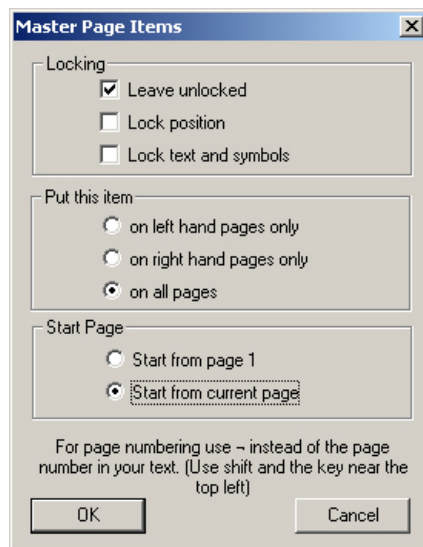
Go to page 2

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

Widgit
SOFTWARE

124 Cambridge Science Park, Milton Road, Cambridge CB4 0ZS
Tel: 01223 425558   Fax: 01223 425349
Email info@widgit.com   web www.widgit.com

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 items 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.