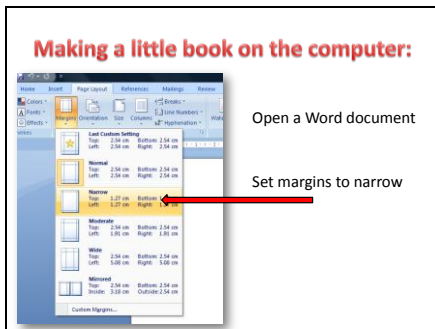# Making Little Books – 4 Using a Computer

Slide 1

Sometimes for the sake of having a neat-looking little book, with print that is easy to read, we would like to create it on the computer and then fold it into the little book.
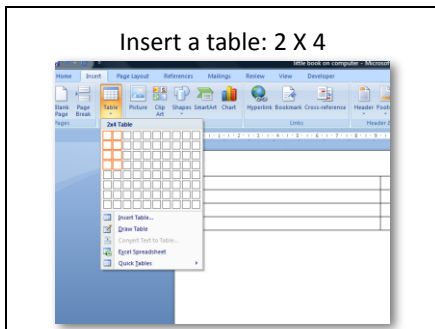
Slide 2

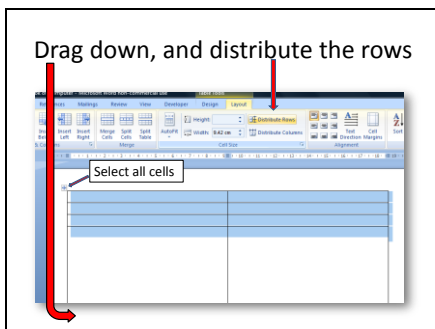A little book can be quite easily created in Microsoft Word.
Firstly, in your Word document, go to the 'Page Layout' ribbon, click on 'margins' and select narrow – you want to be able to print as close to the edges as possible.
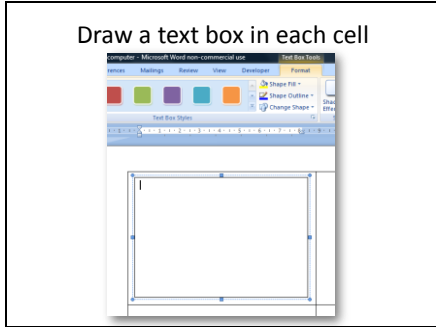
Slide 3

Now, choose the 'Insert' ribbon, go to insert table, and create a table that is two columns by three rows. (The paper is in portrait layout.)

Slide 4

Stretch your table all the way to the bottom by dragging on the boom line – it will want to create another page, but don't let the table itself go onto the next page. If a second blank page is created that is ok, it means you have gone as far down as you can. When you print, you won't print the second page.
Go to the 'Layout' ribbon (which appeared when you created the table) and distribute the rows evenly down the page.
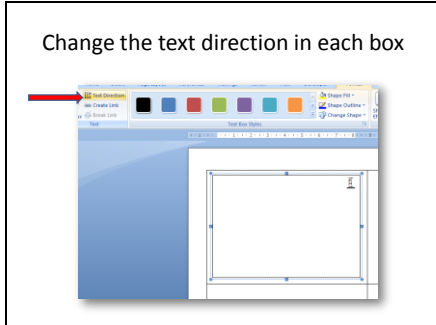
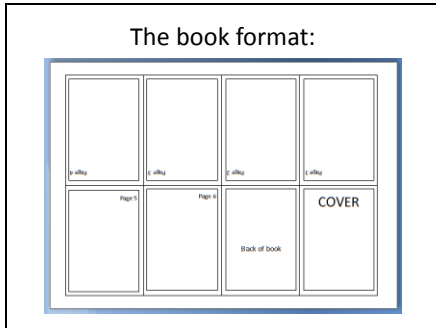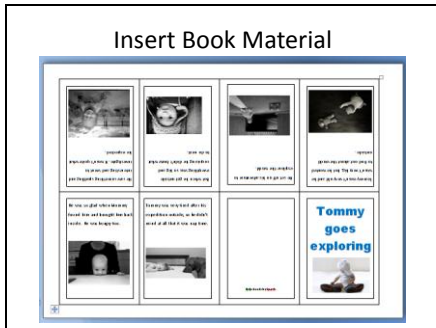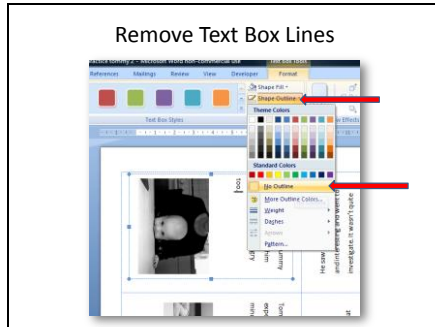|		
Slide 5	\n\nDraw a text box in each cell	Go to the 'Insert' ribbon and choose 'insert text box', and go down to 'draw text box. Draw a text box inside each cell of the table.\n\nYou *can* just operate within the table, but using the text boxes seems to provide a little more control. (Try it and see!)
Slide 6	\n\nChange the text direction in each box	Change the text direction in the text box.\n\nThis is why you need to keep your page in portrait view. If you change it to landscape you will need to turn the text in some boxes upside down – and it won't allow this!\n\nThe top of the text in each box needs to be towards the edge of the page.
Slide 7	\n\nThe book format:	For the purposes of the slide, the page is presented in landscape here.\n\nNotice how the pages are positioned within the book, the front and back covers and the other 6 pages.
Slide 8	\n\nInsert Book Material	Insert your material – photos, text – into the pages of your book.\n\nWhen you insert photos, you may find they slide around and mis-behave a bit. It helps if you right-click (or go to format) and select text-wrap 'tight'. Then they should be movable at your request.\n\nTry not to let your material get too close to the edges.\n\nBe aware that some printers will not print near the bottom edge of the page. You may need to print a copy and try folding it and then make adjustments.
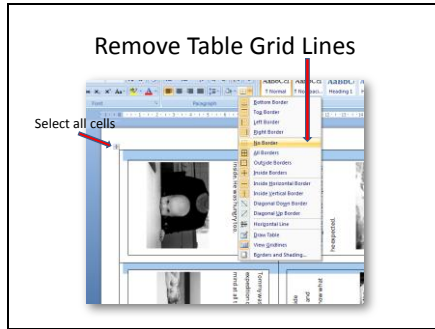
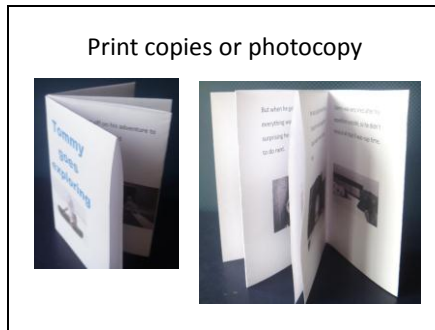| Slide 9	**Remove Table Grid Lines** Select all cells	On your table, click on the little square at the top-left corner. This will 'select' the whole table. Now go to the borders button on the home ribbon (or similar on the table design ribbon) and click on 'no border'. The table lines will disappear.
Slide 10	**Remove Text Box Lines**	Select each text box, go to format, shape outline, and click 'no outline' to make those borders disappear as well.
Slide 11	**Print copies or photocopy**	Print out your little book. Fold and cut it as per previous instructions. Note any changes you need to make before producing more copies. Share a copy with each student in your class!!