

Creating a Booklet Using Pages in Mountain Lion

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Introduction

- When might I want to create a booklet?
 - To give as a gift with a few of your favorite recipes
 - Program booklet for a club you belong to
 - Informal wedding ceremony program
 - Anniversary party program
 - Bowling banquet program

Planning Ahead

- Make sure you know exactly how many pages you'll need. Make a rough sketch on paper before beginning in Pages.
- Have a good idea of the information you want in your booklet.
- Gather any pictures and documents that you want to include. It's much easier to have your documents ready to copy and paste rather than typing directly onto the page.

Setting Up the Booklet

- Open Pages
- Select File→New→Blank Landscape. Double-click to open.
- Enlarge view to 125% to ease workability.
- View page thumbnails.
- Eliminate Headers and Footers using Inspector.

- Set top and bottom margins to 0.5 inches.
- Create a text box with symbol at top of page. Make box 1/2 in. x 5 inches. Label it box 1.
- Create a second box, starting at 6 inch mark and ending at 10 1/2 inches.
- Outline the 2 boxes using the Inspector. Inspector→Graphic→Stroke→Line→Style→Thickness→Color

Creating More Pages

- Use Command C and Command V to create as many page templates that you will need for your booklet. Click on the page in the Thumbnail column to do this. Make a few extras in case you need to delete any pages.

Ready to Begin

- Page 6 of my booklet design is the back and front cover page when folded. I have a golf poem on the back page. I copied and pasted the poem from a Text Edit document. Use the fonts in the toolbar to edit the poem content.
- I inserted a small picture at the bottom of the page and then positioned it by placing the curser in front and using the space bar to move the picture way to the right.

- Always remember that you can fix anything bad that happens by using Edit→Undo. I use it very often! It's a good friend.
- Once the poem and picture are on the page, the Inspector is very helpful in spacing the paragraphs evenly. The Text Inspector becomes another good friend, just like Edit→Undo.
- Besides the spacing, the Inset Margin helps to make this page more pleasing to the eye.

Backside of Cover Pages

- The left side of page 5 of my booklet shows small flowers that have been copied and pasted along with a short note that I designed the booklet.
- The right side of page 5 has a picture of a yellow bird. The original picture had the bird facing to the right, but I used Arrange→Flip Horizontally to face it left.
- Using the Graphics Inspector.....Opacity, Reflection

Front Cover Page

- Copy & Paste wording
- Copy & Paste tulips
- Copy & Paste “Spring” at top of page
- Use Colors in the tool bar to save favorite colors to reuse on other pages

Getting Ready to Print

- Select File→Print. Choose the page you want to print (from 6 to 6) and number of copies. The picture of the page shows up in the preview.
- It's always a good idea when printing a booklet to print sample pages first to be sure the direction of printing is the same on both sides. It's very easy to have the upside-down effect.