
Creating a Booklet Using Pages 5.0 Mavericks

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Introduction

When might you want to create a booklet?

- ❖ To give a few of your favorite recipes as a gift
- ❖ 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. View→show ruler.
- ❖ Use Setup gear (upper right) to Eliminate Headers and Footers. (Also View→Inspector)
- ❖ Set all document margins to 0.0 inches.
- ❖ Create a text box with symbol at top of page. Make box to the size of 1/2 in. x 5 inches wide and 7.5 inches tall, leaving a half inch at the top of the page.
- ❖ Outline the box using Format (top right).
Border→Line→Stroke→Style→Thickness→Color→Opacity
- ❖ Copy and Paste that box and move it to the right of the page from the 6" mark to 10.5".
- ❖ You have now completed the most tedious part of making a booklet.

Creating and Formatting Additional Pages

- ❖ Click on the page you've created in the Thumbnail column. Then go to Setup→Section→Create a new section→After this section. A new page is created.
- ❖ Click on this new thumbnail and follow the above procedure to make the pages you'll need for your booklet. (The Pages format bar located at the top of the screen can also be used. Click on Insert→Section.)
- ❖ Only page 1 of your booklet has the 2 outlined boxes. Click on the thumbnail for page 1 and then drag to highlight the whole page to the right. Use Command C and Command V to copy and paste this page to the rest of your pages. If that doesn't work, click on both boxes and then use Command C to copy and then Command V to paste the 2 boxes on all of your created pages.
- ❖ You may need to adjust the boxes on each page to line them up correctly.

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 left side for the back cover. I copied and pasted the poem from a Text Edit document. I used the Format icon to change the size and style of fonts and aligned the poem onto the page.
- ❖ Next, I inserted a text box at the bottom of the poem and then dragged a picture into the box. (I was only successful at doing this step when the pictures were on the desktop.)
- ❖ Besides the spacing, the Inset Margin helps to make this page more pleasing to the eye.
- ❖ Always remember that you can fix anything bad that happens by using Edit→Undo. I use it very often! It's a good friend.

Backside of Cover Pages and Front Cover

- ❖ On the left side of page 5, my booklet shows small flowers that have been copied and pasted into a text box along with a short note that I designed the booklet.
- ❖ The right side of page 5 has a picture of a yellow bird placed into a text box. The original picture had the bird facing to the right, but I used Arrange→Flip Horizontally to face it left. I used Style to make some other changes.
- ❖ For my cover page (right side of page 6), I copied and pasted the booklet title, etc. Then I proceeded to make a text box at the top of the page and inserted the Spring jpg. A smaller text box at the bottom of the page holds the flower jpg.

Getting Ready to Print

- ❖ Before actually printing your booklet pages, check to be sure that the boxes are aligned properly. They sometimes move a bit during editing.
- ❖ Select File→Print. Choose the page you want to print (from 1 to 6) and the 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.

Have fun and get creative while learning
something new! The best way to learn is by doing!

-Marilyn