

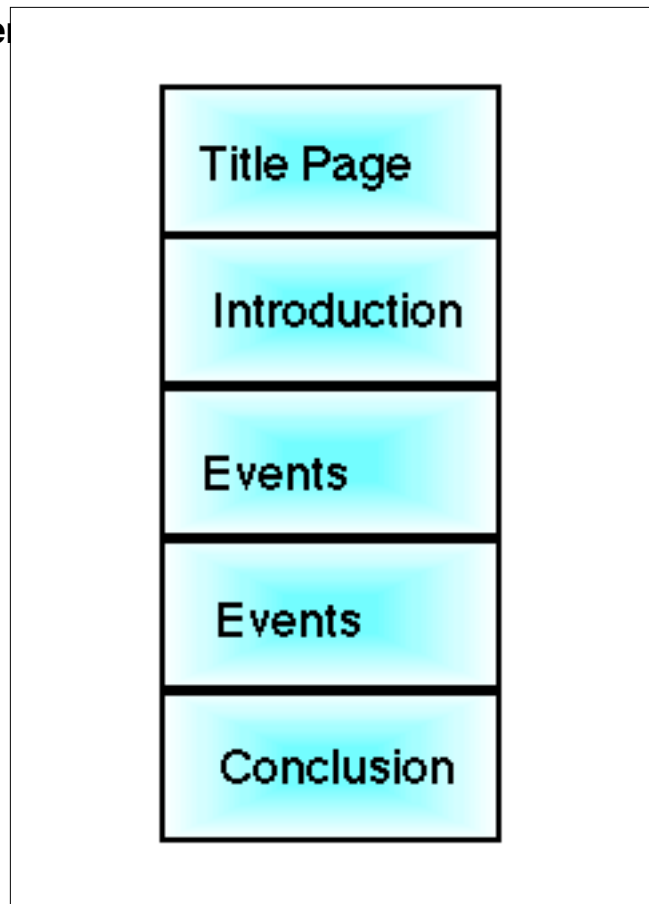
Making a Book Using AppleWorks Draw

- 1. Create a new Drawing document.**
- 2. Choose Page View under the word Window on the menu bar.**
- 3. Minimize your page, so you can see the whole page at one time without having to scroll up and down.**
- 4. Now you need to decide how you want your page oriented, horizontal or vertical. You can make this adjustment by Choosing Page Setup under the word File on the menu bar.**
- 5. You will need to decide how long you want your book to be. Five pages is a good number to start out. Choose Document from the Format menu. Type 5 in the Down box. Click okay.**
- 6. Choose Edit Master Page from the Options menu. Draw a rectangle that covers the entire page. Fill it with a gradient, color or pattern. Beware this will be the background on all of the pages of the book. Choose wisely!**
- 7. Choose Edit Master Page again from the Options menu. This allows you to unselect that function. Now you can see all the pages of your book.**
- 8. Choose the Text tool or Letter A on the tool palette. Drag a rectangle on the page. Select a size that can easily be read. I recommend 36 point or larger. Now you are ready to type your story.**

*** Having students map out their pages ahead of time helps in this stage of the book.**

9. Looking at the parts of a book and making a list of the parts they want to include is important. Parts they may want to include may be a title page, dedication, author's note and of course the story.

10. Once their work is edited by utilizing Writing Tools under the File menu, student



***Turn the book into a Slide Show-**

Go to "Window" on the menu bar. Drag down to slide show. Click on the boxes next to "Fade", "Loop" and "Advance every". Then click on "Start". To stop slide show press "Apple" and "Q" at the same time.