

## Book Layout Instructions

### Download the Cover Template and Open It:

<https://docs.google.com/open?id=0B94EZz4a8XmENWI1MGViNWetYzY3ZCooMWM2LWExYTUtN2IyMGEzMmEwMzU5>

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- Click DOWNLOAD.
- Double-click to open.

### Open and Apply Master Pages:

1. Click on PAGES (at right) to open the Master Pages panel. You'll see "A Title Page," "B Master Text," and "C Master Visual." These are your master pages, formatted correctly for your book. You can apply them to any pages in your book. You can also change the text formatting and other details--**just make sure to keep the same margins!**
2. To apply a master to some pages, right click on the name of the master page, then click "Apply Master to Pages" and enter the pages numbers you'd like.

### Place Text or Images:

1. For text, click on the "T" tool, then click in the text box you want to place text in.
2. Go to FILE + PLACE.
3. Select the document or image you'd like to place in the book and then in the text box. You should see the text flow into the text box on the page.
4. If needed, size the image text to fit in the margins by clicking on the SELECTION TOOL (black arrow, top left). Then click on the little squares on the edge of the box to change the size. **Make sure your document or image fits in the light blue margins on your page!**
5. Does your text fit? Look for the red +sign. **Click on the red +sign to take the overflow text and put it on the next page.** Do this until you've taken care of all the overflow text!

### Save your Work:

File + Save As to several flash drives and your desktop. Open Google Docs and upload your book to save it there, too. Let's make sure we don't lose any of our great work!

**\*\*\*IMPORTANT: InDesign goes out and "fetches" the images and documents you've placed--so make sure you've saved everything that will go into your book in ONE FOLDER!\***

### Package Files

### Test Print

### Export your book and your cover as pdfs:

1. Choose File > Export.
2. Specify a name and location for the file.
3. For Save As Type (Windows), choose **Adobe PDF (Print)**, and then click Save.
4. Click Export.
5. Save As to a flash drive as well as to Google Docs or Dropbox.
6. Attach your pdf to an email and send it to me.