

## PAMPHLET LAYOUT STEPS

NOTE: These are for Microsoft Word on the Mac OS. If you have another operating system, you may need to search for the functions. And if you are using another text editing software package, then you will have to improvise!

Make sure pamphlet text is pasted into a Word document

Page Setup > Landscape orientation

Format > Document > .75" margins (top, bottom, left, right)

Format > Columns > 1.5" spacing

Select All

Format > Font

Format > Paragraph > Alignment > Left

Format > Paragraph > Single line spacing

Format > Paragraph > 3 points spacing after

Format > Paragraph > Indentation > Special > First line > .25"

If prose, select first letter of text > Font > 18 points

Insert cursor after title but before first letter of text > hit return once > Insert >

Break > Column break

hit return once > Insert > Break > Column break

hit return once > Insert > Break > Column break

hit return once > Insert > Break > Column break

(you should have two blank sheets before text begins)

On each page of text, insert cursor before second to last line > Insert > Break >

Column break

On bottom line of each page of text insert page numbers, starting with 3

On upper lefthand corner of each document page, insert number, starting with 1

Select, cut, and paste text pages into their corresponding document page, so the numbers match

Delete numbers from upper lefthand corners

Remove indentation that does not indicate paragraph break by placing cursor in text at that point > Format > Paragraph > Indentation > Special > First line > .0"

Cut and paste any window/ orphan text into previous (numbered) pages

Place cursor next to page numbers > Format > Paragraph > Alignment > Center

Select page numbers by double clicking > Format > Font > Font of choice > Bold

Select title text by double clicking > Format > Font > Font of choice > Format of choice

Print double-sided (making sure both sides are facing the same way up, "landscape" format), collate and fold in half! Print first sheet on card stock for cover weight. Use long reach stapler to fasten along the spine or stitch the spine with (preferably) linen thread. I'll post stitching instructions separately.

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JS