

How to Create Folded Booklets with Publisher 2003

Or How I got into the Publishing Business...

by Jay “the Computer Guy” Nemrow

Jay’s Preamble

Be very, very careful what you say to Jay when he comes to visit. Brenda knows better now. She told me that she always used a certain software package to make booklets, but that the version she had didn’t work with her new setup. I just happened to mention that I thought MS Publisher could do that for her and the battle began. She had tried Publisher before and walked away from it because it wasn’t producing calendars that she wanted to include in the booklets.

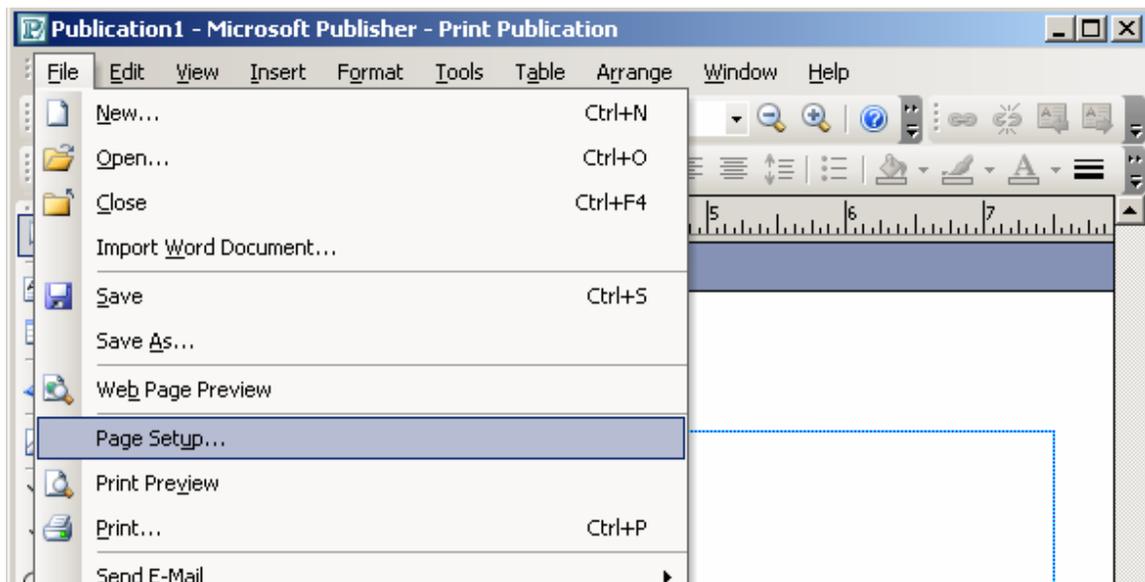
I decided that I would figure out if it could be done with Publisher and nothing else. I found out I could!!

Here’s how.

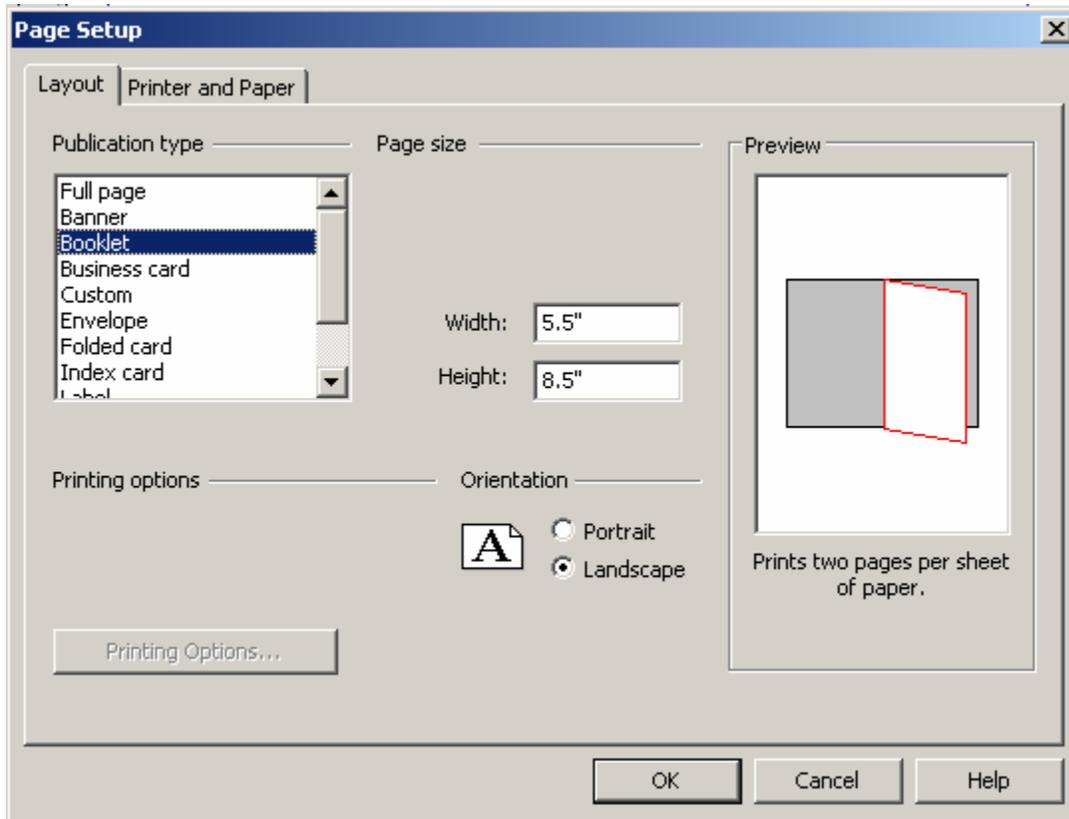
(The first booklet I did was on Publisher 2000, so it can be done that way, too. If you want detailed instructions on how to make it work on 2000, let me know!)

Creating the Document

One of the keys to a successful booklet seems to be letting Publisher know from the very beginning that you are making a booklet. You do this by clicking on Page Setup... under File on the menu bar:



This will give you the Page Setup box. Under Publication type, choose Booklet. Normally, Publisher thinks you want to do a folded booklet with letter-size paper that will create a booklet that is 5.5” wide and 8.5” tall. This is the kind of booklets most of us create.

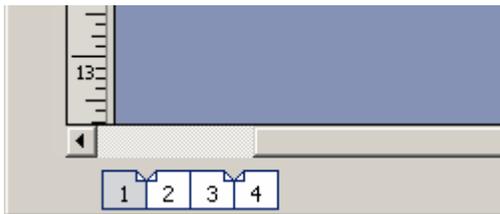


If you have other requirements (like you want a wider booklet made out of legal size paper), you can change the paper size by clicking on the Printer and Paper tab in the Page Setup box. When you have everything the way you want it, click on the OK button at the bottom of the box.

You will be asked if you want to add three pages to your publication. I advise you to click Yes to prevent problems that may crop up as you go along, which will be talked about later.

An Obnoxious Jay Comment: *I hate inch-wide margins on a folded pamphlet. It looks silly. Click on Arrange on the menu bar, select Layout Guides... and you can change your Margin Guides. I usually set everything to 0.5", which looks very nice to me!*

Down on the lower left corner of the Publisher window, you will see a nifty thing that I don't have a good name for, so I am giving you a picture:



This tells you that you have a publication with 4 pages (which is actually everything that will be printed on one piece of paper, front and back). The shaded page (hey, it's page 1!) is the one you can see right at the moment. If you click on one of the other pages, you

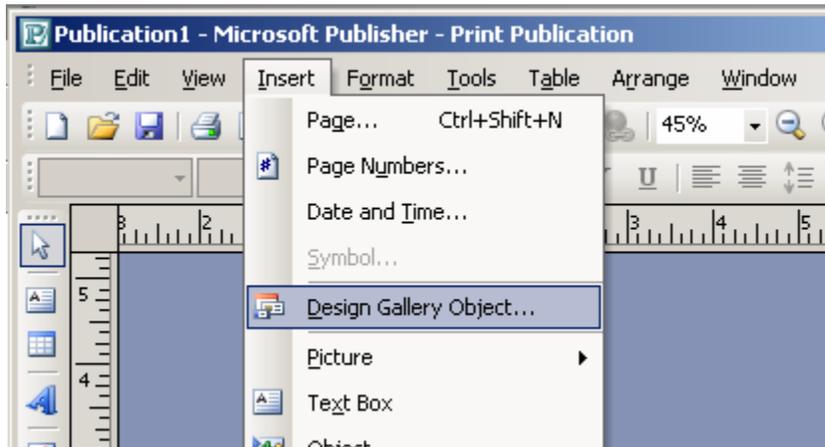
will see them. Since you are making a booklet, you will often see two pages in the window at once, just as if you were looking at the open booklet! Groovy!

Hopefully, you are somewhat familiar with Publisher, so I won't go into specifics here. Just for Brenda's sake, I will show you how to put a wonderful calendar on the page, since I know every home economist must have calendars in their booklets (It is a law, as far as I'm aware).

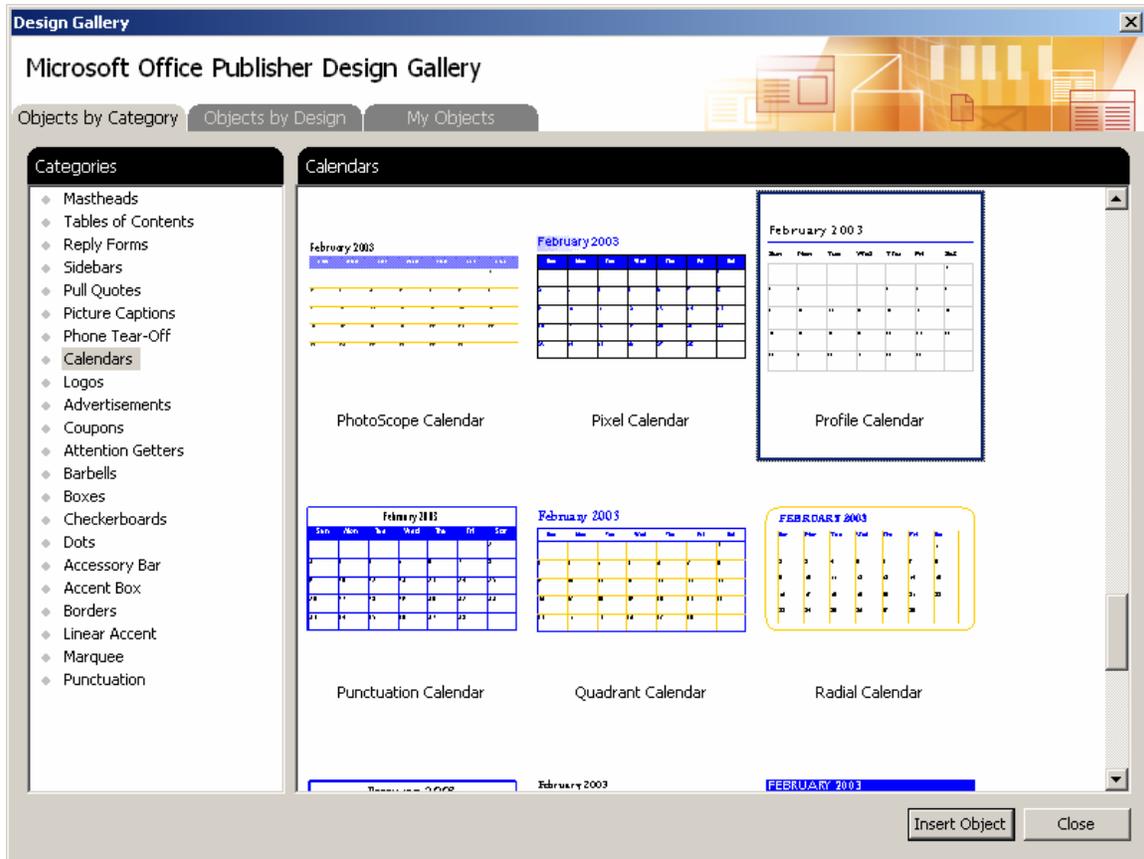
Inserting a Wonderful Calender in your Booklet

Since I have no experience in creating *unwonderful* calendars, you will have to make do with a wonderful one, which I know a lot about (ask anyone).

First, click on Insert on the menu bar, then choose Design Gallery Object...

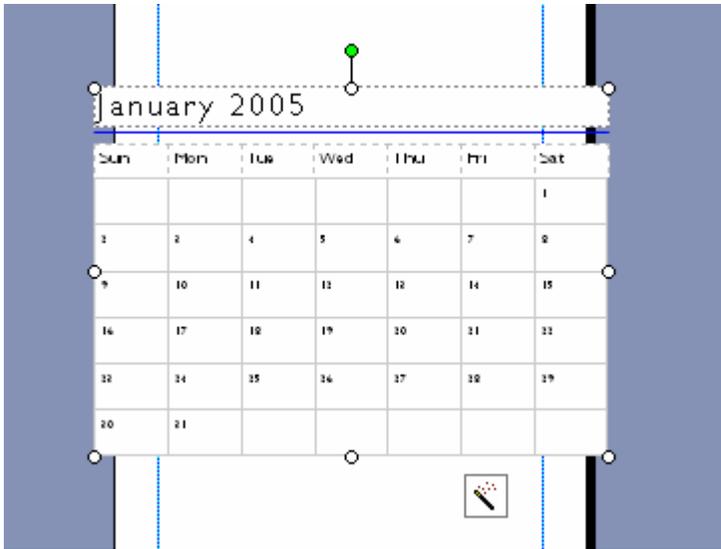


...which will take you to the Design Gallery box (obviously designed by home economists that know a thing or two about pretty boxes):

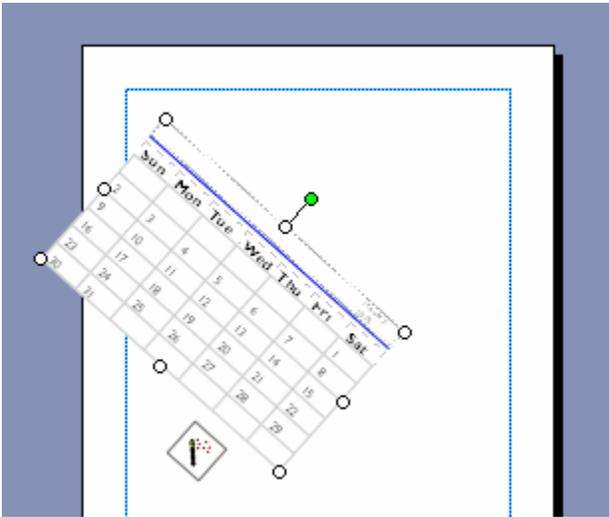


Here, you should select Calendars in the left panel and then choose yourself a nice calendar to put on your page. You will click on the Insert Object button when you have made your choice.

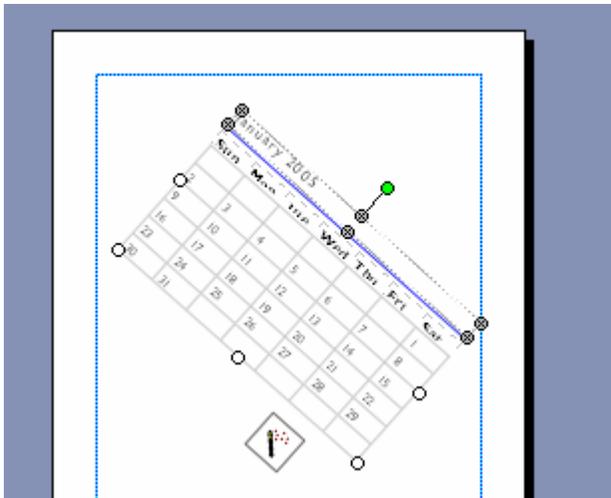
Another obnoxious Jay comment: When you are dealing with such small pages in a folded booklet, you should use a rather unadorned calendar. Glitzy stuff looks bad when you shrink it down to fit the page. (There's my Home Ec degree talking...) I like the Profile Calendar because it is very clean and there is even room to jot something in each day!



Yeah, I know, the calendar is bigger than the page! You will need to play around with the little circles at the corners of the calendar to adjust its size (just click and drag). If you are in a wild mood, you can click and drag the *green* circle that is just above the calendar and rotate the calendar around to a strange angle.



See? I did this by clicking and dragging one of the corner circles (making the calendar smaller) and then rotating the calendar around by clicking and dragging the *green* circle! I know what you want to say -- **“Quit fooling around, Jay!”** -- but you must know that I recently trademarked that phrase and if you say it, you must pay me a nickel (per person, US funds only).



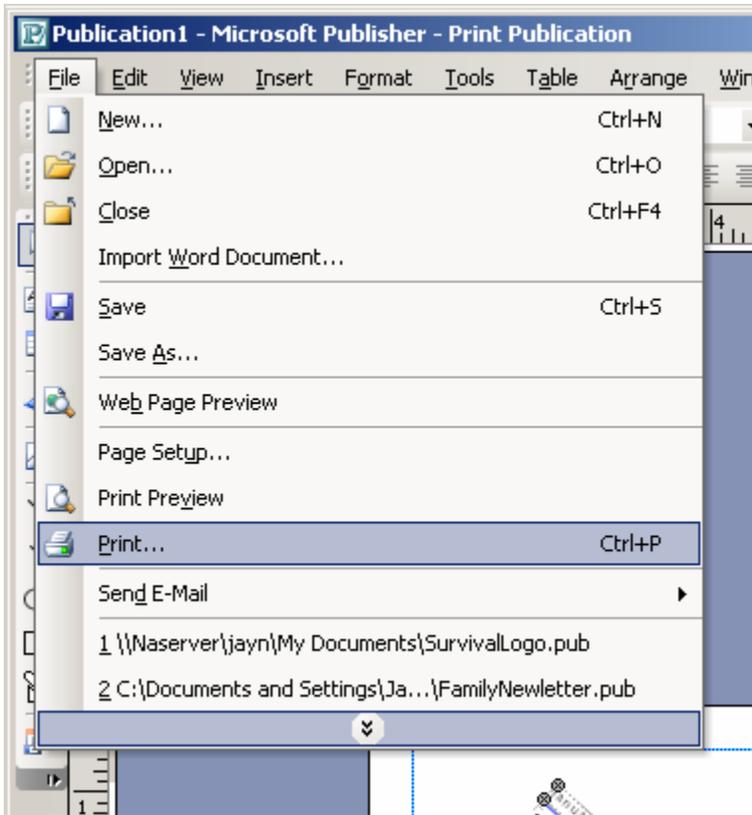
I finally got this thing to look like this by moving the calendar, rather than changing sizes and rotating. You do this by clicking and dragging on one of the *sides* of the calendar. There is a *sweetspot* where you will see your arrow cursor grow four smaller arrows which tells you that if you click and drag right then, you will be moving the calendar around. Of course, if you don't hit that sweetspot just right, you will likely destroy the calendar and all of Western civilization with it (which may or may not be a good thing, depending on your perspective). Since this is just a practice booklet, tear it to shreds – civilization will just have to cope.

This calendar is actually a *table*, just like the one you are likely used to working with in Word. Once you have it at a size and in a position you like, you can add text inside each little box and make it look really snazzy! Your supervisor will be suitably impressed and you will be offered large cash prizes for your ingenuity (if you have any luck at all)! It never hurts to try!

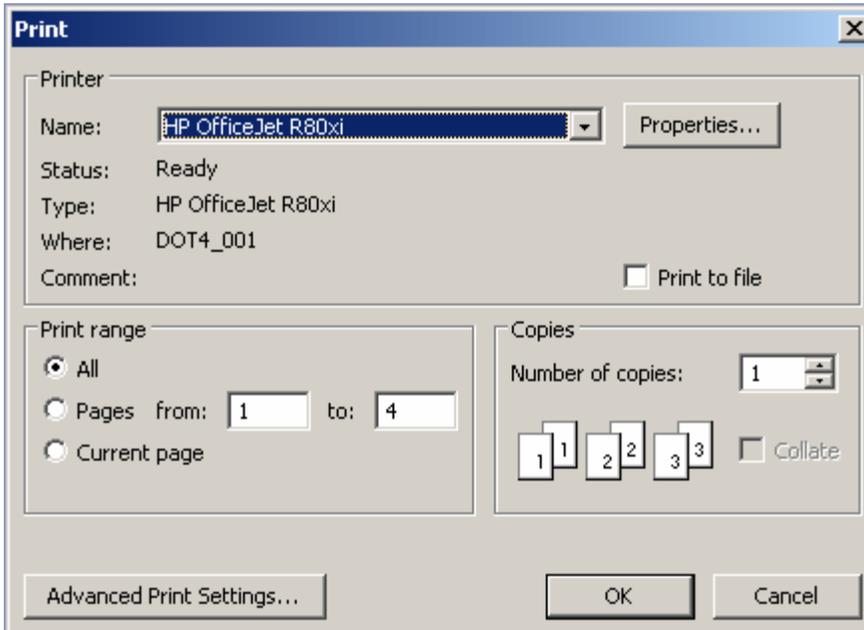
Printing your Booklet

Now, many of you have extorted extremely nice copiers (that can print double-sided copies straight off of your computer) from Extension so I expect you to show that this was money fabulously well spent by having the copier print and collate the booklets for you. (You will still need to get the secretary to fold and staple the things.) I can come around and show you how and save your poor part-timers that joy of spending a day sweating over the copier when you can have the thing do most of the work in about two minutes! (This has been a gratuitous plug for Jay's next raise. All rights reserved.)

I am supposing that you have dirtied up the other three pages on your own booklet in Publisher with the text of the Gettysburg Address or something or other because printing out the booklet with only an askew calendar on one page will not be satisfying in the least.



When you are ready to print, **PLEASE** don't just hit the little printer icon under the menu bar! Click File on the menu bar and then click on Print... because that will make myself and your part-time galley slave (that was actually my job title after high school) much happier! You will see this Print box:



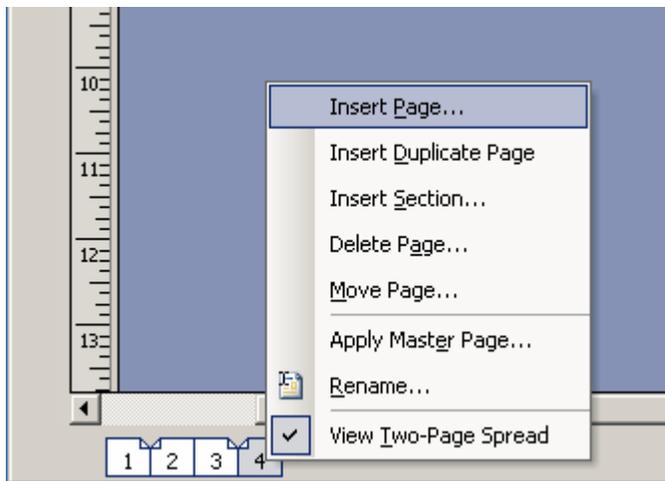
If your printer has any capacity to print in *duplex*, please click on the Properties... button and make it so! The nutrition educators will bless your name and bring you cookies for

saving them the grief of spending a week trying to make a thousand fuzzy copies of this booklet! Let the printer do the work!

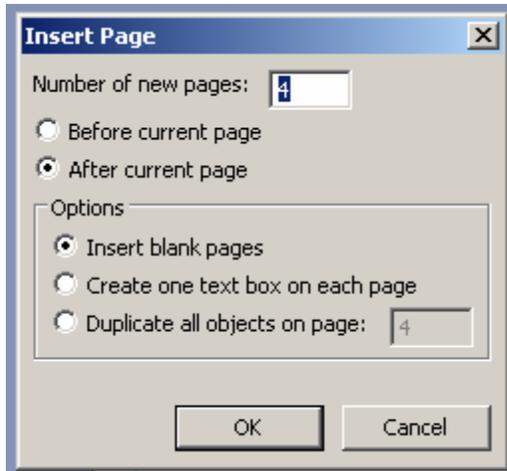
Some of you might be concerned that, since the computer says it is going to print four pages, that you will get just that – four letter-sized pages that you will have to shrink down on the copier, tape together, and finally make copies of. (You can already see the smoke coming out of the Records Techs’ ears, can’t you? Remember, no smoking in public buildings!) Rest assured that your copier/printer will produce a paper with everything in the right place and ready to be folded (only if you used DUPLEX, though). When the first one comes out right, *I beg you not to assign the 4H kids to make copies!* There is a wonderful section of the Print box that says Copies and you should type “ten bajillion” in there (or perhaps you need less than that) and let your multi-million-dollar “document center” (that is how much your supervisor said it cost her, of course) actually pay its way!

Making Bigger Booklets

Most of you will not be content to produce just four page booklets on a single sheet of paper – you will demand bigger things. (We know you too well.) I will now reveal the PowerUser® way of adding more pages to your booklet.



You will hopefully remember the slick way of change pages by clicking on the little numbered pages on the lower-left part of the Publisher window (seen above). To add more pages, you can *right-click* (click on the right-side mouse button) on the last page of the booklet and click on Insert Page... in the box that appears. This bring you to this Insert Page box:



Usually, you can just click on the OK button here and *four* new pages will be inserted *after* the current (last) page. Of course, there are other options here that you can explore as you like, but this is the simple way to get the results you will likely want.

You may be wondering why Publisher likes to use pages in groups of four, which is a good question. In the world of booklets, four booklet pages fit on one sheet of paper. If you have an eight page booklet, it fits on two sheets, and so on. You want to add booklet pages this way so your booklet will look good and you won't have unintended blank pages at the end. Also, remember that page one is your front cover, page two is your inside front cover, the second to the last page is your inside back cover, and your last page is your back cover. If you are not careful in making sure that your booklets always have multiple of four pages, your back cover will not come out on the correct page and it will look bad and your supervisor may take back the money they gave you for being so smart.

The Best Printer so far...

I've done this in a few places and the Xerox Document Centers that some offices have are fantastic for making booklets. Many of you like having a heavier colored paper for the cover of your booklets and you often have to print and copy those separately on many copiers. The Xerox Document Centers can actually pull the blank colored paper for the booklet covers off of another paper bin, print it, and collate it right in with the regular white pages! Too cool! I was able to print out a run of 50 great-looking 24-page booklets with a light blue printed cover in just under three minutes, already collated and ready to be folded and stapled! I set the whole job up on the computer, using Publisher all by itself, and just picked up the stack of (unfolded) booklets from the copier. You too can have the same pleasant experience if you have the right equipment!

Now, you will need to know how to configure your copier to produce this marvelous feat. It is usually easy, but it is different for each model of copier. Feel free to call me or bug me about it when I am in your office and I will be glad to see what your copier can do and show you how to make perfect booklets!

Conclusion

With all of this valuable information at your fingertips, you should now be prepared to lead a smallish third-world country (who will we liberate next?). Well, perhaps not, but you should be well on your way to experimenting with creating your own booklets using Microsoft Publisher 2003.

Of course, you can always call Jay or any of the other computer specialists out there to assist you in any way.

Have a great day!!

End Notes

If you want to see the actual Publisher document that I used, it is [here](#).