

Some Instructions on How to Make a Paul Johnson Type Booklet Using Word (or a similar piece of software)

1. Make your folded booklet and write a word on each page (so when we unfold it we'll know which way up each page is).

2. Unfold the booklet and take a photo of it (make sure it's flat)

If your booklet has writing on both sides, you will need to make a separate page

3. Add your photo to your Word document (or Powerpoint, or whatever software you are using)

4. Click on Page Layout-Margins, then custom margins - set the top, bottom, left , right to zero.

5. Stretch your photo of the unfolded booklet to fit the A4 page onscreen.

6. Right click the picture and click 'Send to Back'.

7. Now you can Insert Text Boxes to add your text in the right place.

8. If you need to rotate it to be upside down (you will know this by looking at the writing on the photo for that section of your unfolded booklet), just use the rotation arrow above your text box.

9. Click on the corner of the document so that you select your original picture of the unfolded booklet and press DELETE.

10. You can insert any extra pictures or photos you want now.

11. Save your booklet.

12. If you can print it out, print then fold.

13. If you can't print out at home, send me a copy and I can print and fold it for you.

Any questions or help needed - don't hesitate to email me and I'll get back as soon as I can. - Mr Hodge