Appendix 2: Book Arts Creative Writing Project Layout Instructions

Book Arts Instructions

1. Create the layout for your installment in Word, following the guidelines below. Try to stay within one side of a sheet of paper (i.e., one page on Word, with two columns as explained in the guidelines), although you may go onto multiple pages so long as you follow the template.
2. If you choose to do images, you can save them as image files (e.g., JPEGs) and move them into the Word document.
3. Before emailing your file, save it as a PDF. Double-check to make sure that all the formatting has stayed the same.

Making a Page Spread Using Microsoft Word (instructions developed by Sarah Smith, Program Manager of Dartmouth's Book Arts Workshop):

1. Open up Word and create a new document.
2. Click on Layout in the toolbar at the top of the application window (not the top of your screen).
    a. This should give you tool options such as margins, orientation, size, etc.
    b. Click on Orientation and choose Landscape. This should fit two pages side to side.
3. Click on Margins (next to where you just clicked Orientation) and choose Narrow to give you enough room on your pages for your designs.
4. Click on Insert in the toolbar at the top of the application window. Now you should see a toolbar with a lot of choices of things to add to your pages.
5. Click on Shapes and choose the simplest line (all the way to the left in the line section).
6. You will be drawing a line down the middle of the page to divide your two pages. Locate the middle of the page (the middle of your PAPER is 5.5 inches. The middle of your page space between margins is 5 inches). Place your cursor at the top of the page, under the middle mark (5) and drag down to the bottom of the page—make sure your line is straight. You can move this line around if you think you're not exactly in the middle.
7. To place text on this page, click Insert in the top bar again and choose Text Box (to the right end of the tool bar) and select Draw Text Box.
8. Move your cursor to where you want to place the top right corner of your text box and click and drag the size box you want. You can change this after you copy and paste your text into the box.

Some useful links are:
Add, copy, or remove a text box in Word
Insert Pictures in Word

Layout instructions adapted from "Appendix 2: Book Arts Creative Writing Project Layout Instructions" by Christie Harner published in *Nineteenth-Century Gender Studies*, vol. 17, no. 1, 2021.