

Text Narration for Child's Book **in MS Office Word**

Summary: Follow the directions below for text size, formatting, page order, etc. You will be copy-pasting book graphics to pages – one on the top half and another on the bottom half. Then you'll be typing a narration below each graphic. Examples are on the last pages of this document.

Type and grammar/spell check the narrative text for each page of the book.

Make sure your name is typed in the lower right corner of the cover (Step 6 below).

Directions:

- 1) Open a new MS Office Word document.
- 2) Format the document to have 2" left margins. It's to make sure there's room for the binding when the book is assembled. You can trim off extra paper later.
- 3) Use a simple, easy to read font like Arial, Calibri, or Cambria. Size it to be 16 to 20 for the whole document – it's easy for the child to see and read (and grandparents, if they read to them).
- 4) Use 1.15 or 1.5 line spacing for the whole document. You might have only one line per page anyway.

FIRST PAGE OF DOCUMENT:

- 5) Copy and paste your Book Cover graphic on the top half of the first page of the document.
- 6) Type your name below the bottom right corner of the book cover.
- 7) Copy and paste your Optical Design on the bottom half of the first page.
- 8) Below the Optical Design, type a narration for it. Ideas include:

This is a design that has the color red. Red is (child's name) favorite color!

(Child's name) likes the color red. Here is a design that has the color red.

Note: Avoid using the word "favorite" for every page. Its redundant. Change things up a couple times.

SECOND PAGE:

9) Copy and paste the Favorite Animal on the top half of the second page of the document.

10) Below the animal drawing, type a narration for that page. Ideas include:

Robin loves her calico cat, Snickers.

Nick's favorite animal is a lizard.

11) Copy and paste the Favorite Food on the bottom half.

12) Below the food, type a narration for that picture. Ideas include:

Chocolate ice cream makes Scott's mouth water.

April's favorite food is spaghetti.

THIRD PAGE:

13) On the top half, copy and paste the "Family Portrait" of the child and the people they live with. If you have more than one group drawing, do the first one.

14) Type a narration for that picture underneath it. Ideas include:

Darcie lives with her mom, Betty, and her dad, Joe.

Chris lives with his Mom, Dad, and brothers.

15) If you have another family group drawing, copy-paste it to the bottom half and narrate that one too. If you don't have another family group drawing, copy-paste The End picture on the bottom half.

FOURTH PAGE:

16) If you had more family group drawings to past and narrate, The End picture could go on the top or bottom half of this page.

FINISHING THE DOCUMENT:

- 17) Save the document with a descriptive file name in the correct Student Shared folder.
- 18) Proofread it plus do a grammar and spell check. Go ahead, just do it – simple mistakes can be surprisingly easy to make.
- 19) Save the document again if you made fixes.

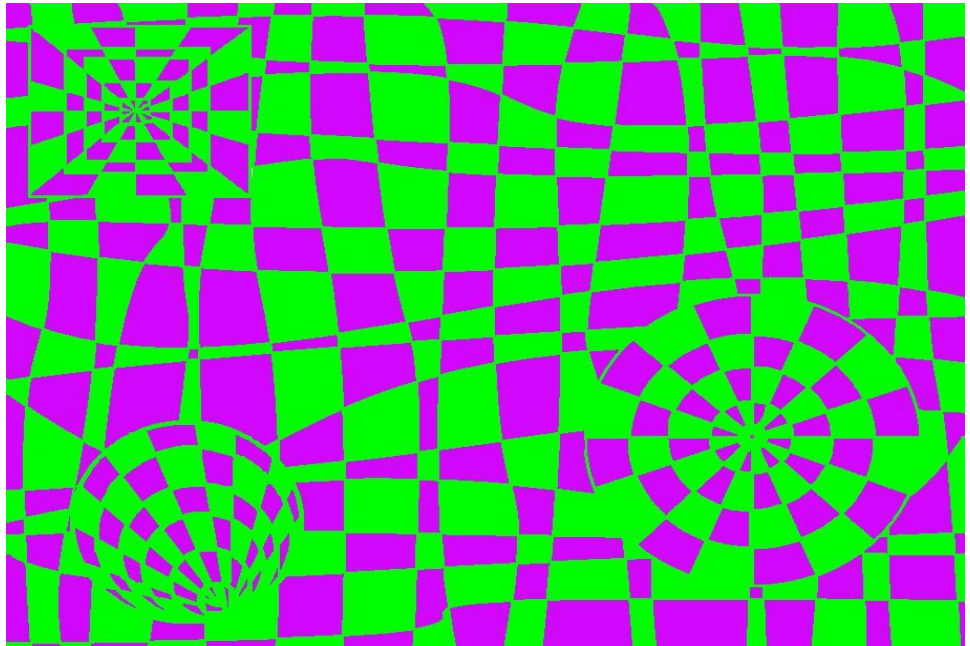
THE EXAMPLES ARE ON THE NEXT PAGES,

There is no checklist this time. Just make sure you followed directions (including grammar/spell check).

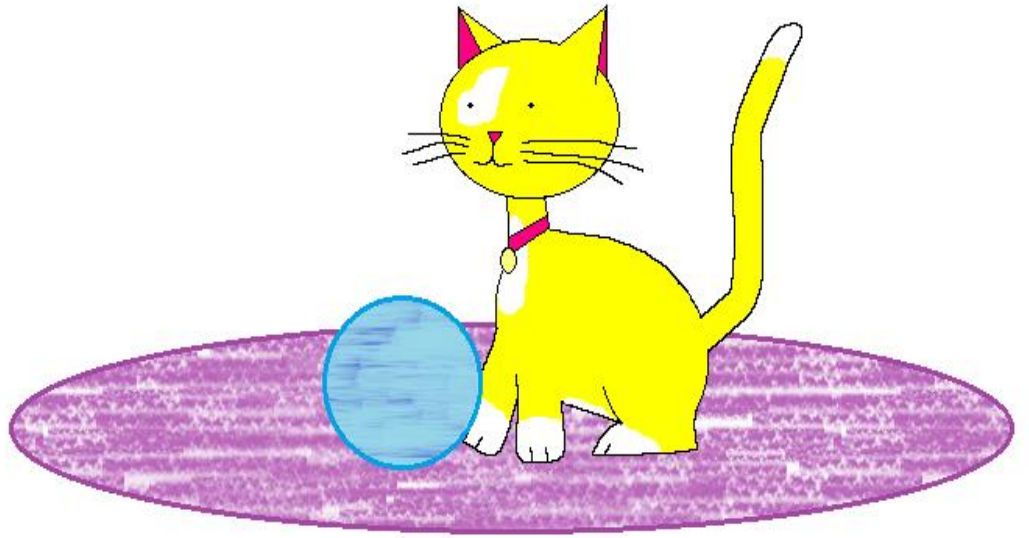
Especially for....



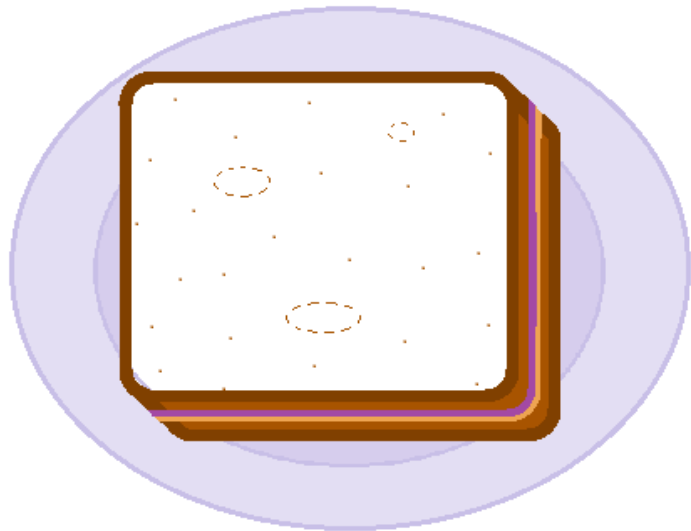
By: Jane Smith



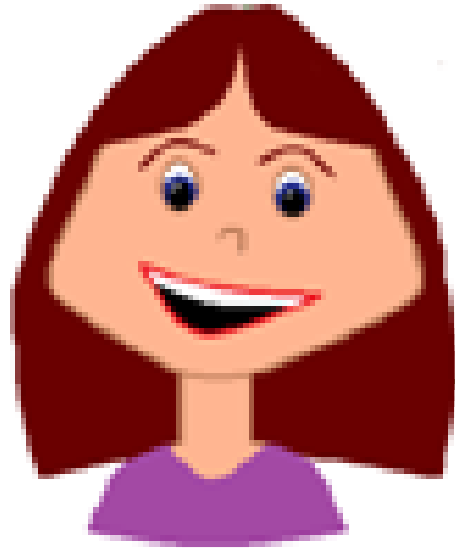
Abygail likes the colors purple and green.



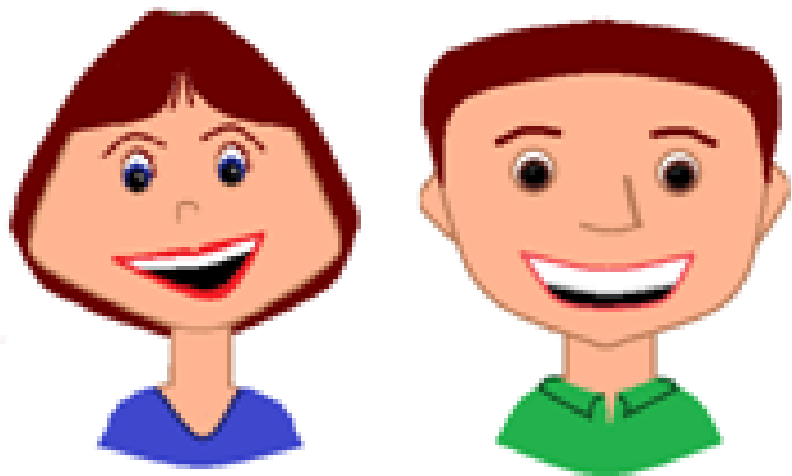
Abygail's favorite animal is her cat, Ginger.
Ginger has soft furl



Abygail's favorite food is a peanut butter and
jelly sandwich. They are the best!



This is Abygail. This book is all about her.



This is Abygail's mom, Julie, and her dad, Steve.

...glub glub...

The End

...glub glub...

