



LINTOR Make-A-Book, Inc.

LINTOR Make-A-Book, Inc.
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USING THE LINTOR TEMPLATES

- ❖ Once you have selected the book style and template you want, click on that icon which will bring you to the title page. Highlight the area you wish to change and begin typing.
- ❖ Repeat this process with the dedication page, story text, and author pages.
- ❖ Use the scroll bar at the side to move between title, dedication, text, and author pages. However, this process is not necessary when inputting within the text section, since the text will automatically continue from page to page.
- ❖ Once the story is completed, use the spell-check and proof your copy.
- ❖ Full page hand drawn illustrations are achieved by using the return or enter key to create a blank page (or space) in the document.
- ❖ You may import material (text or graphics) into your story from other available computer programs according to your word processing instructions. Please note: when importing graphics it is important to select the Lintor **Graphics** template. You can import anything from your digital camera, scanner or clip art files.
- ❖ **Poetry Books:** Lintor provides formats for a variety of styles of poems. Delete the styles you will not be using.
- ❖ **Chapter Books:** For chapter consistency, copy the lay-out for the first chapter, and then paste it at the beginning of each subsequent chapter.

CREATING YOUR OWN TEMPLATES

It's easy to create and customize a template for your class.

For Lintor templates: to create your own templates, duplicate one of the templates provided and make the desired changes. Adjust the rest of the template as desired. Then save as stationery, template or readonly depending on your word processing system.

Document Margins and Orientation

Small Portrait

Margins:

Left: 1.25", Right: 6.50"

Top: 1.5", Bottom: .75", Gutter: 0"

Orientation:

Landscape (Print on 1/2 sheets of paper)

Large Portrait

Margins:

Left: 1.25", Right: 1.0"

Top: 1.5", Bottom: .75", Gutter: 0"

Orientation:

Portrait (Print on 8 1/2" x 11" paper)

Large Landscape

Margins:

Left: 1.25", Right: 1.25"

Top: 1", Bottom: .05", Gutter: 0"

Orientation:

Landscape (Print on 8 1/2" x 11" paper)

PRINTING YOUR PROJECT

When you're ready to print, keep in mind that printing is a function of your printer, not the Lintor templates. It is best to familiarize yourself with your printer's operation.

Paper Size Specifications:

Small Portrait (6" x 9") holds 1/2 sheets of 8 1/2" x 11" paper

Large Portrait (9" x 12") holds 8 1/2" x 11" paper

Large Landscape (12" x 9") holds 8 1/2" x 11" paper

Paper:

Use Premium Papers for Printing in Color (particularly when printing back-to-back in color).

The paper you select will make a difference in the finished book. For best results we recommend using the Lintor Premium Paper. It is 32 lb., acid free, and allows no bleed through.

Double Sided Printing:

Check your printer's preferences, and set the printer to print pages in reverse order. Print odd numbered pages first, remove the title page, which should be the last page to print, flip pages, insert in paper feed and print even pages.

Double Sided Printing for Small Portrait Books:

Cut your 8.5" x 11" paper in half before printing to end up with 8.5" x 5.5" sheets. Then follow instructions above for double sided printing.

Check your printer's manual for specific instructions.