

Fairy Tale Book

Assignment:

You are to be the editor of a book of Fairy Tales. Select a minimum of three Fairy Tales / Short Stories from: the Brothers Grimm, Hans Christian Andersen, or Aesop's Fables. Use Microsoft Word to construct a booklet containing a front cover, table of contents, title pages, the stories themselves, and a back cover summary.

Do **NOT** use your MLA Template for this assignment.

Formatting Directions:

1. Open a new Word document.
2. [File, Print, change Orientation to Landscape]
3. Also in the Print menu, click [Page Setup, then Multiple Pages, then Book Fold.]
4. Set top and bottom margin to 1". Set inside & outside margin to 0.7". Set the gutter to 0.4". [Page Layout, Margins, Custom Margins]

Front Cover:

- Go to [Insert, Cover Page] to create a cool cover for your book.
- Use an appropriate font to create a large title. (The book title is not the name of an individual fairy tale, but the name you give to this compilation that you are creating.)
- Smaller than the main title, list the individual stories.
- List yourself as Editor.
- Insert one or two pictures that you have downloaded from the internet. [Insert, Picture]
- Word inserts a bunch of information on this cover that is not necessary. Think about what is on the front of a book. You are the designer, so feel free to add, delete, or modify whatever you need from the cover.
- [Insert, Header / then Footer] Put your full name and the book title in the header and the page number in the footer – both beginning on the 2nd page (use

“Different First Page” option under the Design Tab)

Table of Contents

- This should be just inside the front cover.
- Wait until you are done with everything else to add the page numbers.

Story Title Page

- Each Fairy Tale / Short Story should have a full title page preceding it.
- Include: Title, Author, date written (if known), a picture.

Story Text

- There are three links in the assignment box taking you to fairy tale texts. From those, select three stories to work with.
- To remove the website’s preformatting, paste the text first into the program “Notepad ++”, which is on your desktop.
- Once pasted in, press <ctrl A> to select all text and then <ctrl J>. This removes forced line breaks.
- Press <ctrl C> to copy it again.
- Back in Word, press <ctrl V> to paste it into your book.
- Format the stories so that they look good on the page.
- Font should be readable.
- Use relevant pictures periodically, if you like.
- If there are strange line breaks, copy the text into the program

Back Cover

- Design the back cover so that it matches the front.
- Write 3 or 4 “reviews” by famous newspapers or individuals praising your book.

