

Easy Journal in WordPerfect

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Do you use WordPerfect and have a printer attached to your computer?

Then you've already got all that you need to create your own amateur journal.

This journal you are looking at is a simple, basic design for creating a 4-page journal printed front and back on a single sheet of letter-size paper. (I am using WordPerfect version X6 for this, and as far as I know other versions have the same capability.)

I assume you already know the basics of using WordPerfect so I'm not going to repeat them.

Follow the steps below to create the template.

Setting Up the Layout

1. Start WordPerfect, or open a new document if WordPerfect is already open (Press Ctrl+N).
2. Click 'File' > 'Page Setup'.
 - a. In the list that appears, select 'Letter' size paper (it may be the default option),
 - b. then click the button for 'Landscape' orientation
 - c. then click the button under 'Page definition and orientation' that says 'Applies to Current and following pages'.
 - d. Then under 'Document Margins', change the 'Left' setting to 0.5 in.
 - e. Then click the 'Equal' box just above that, to make all margins 1/2 inch.
 - f. Then click the tab at the top for 'Layout'.
 - g. Under 'Two-sided printing' click the button for 'Book (side to side)'.
 - h. Under 'Divide page', change 'Columns' to 2
 - i. Click 'Okay' to exit and return to the main screen.

Your layout is now set up, and your screen should show

the blinking cursor in the upper left corner of the sheet, with the right side of the sheet grayed out.

You are now at the top of what will become page 1 of your four pages.

Setting Up your Title and Number and/or Date

3. Click 'Format' > 'Styles'
 - a. Scroll down among the available styles and click on 'Heading 1' and then click on 'Insert'.
 - b. Type the title of your journal and press Return.
 - c. Type the Number and/or Date of your journal, then move the cursor to the start of that line, press Shift+F7 to center it, move the cursor at the end of the line and press Return twice.

(Note to members of the National Amateur Press Association: a *title* is required for journals distributed by NAPA. Also *either a number or a date, or both*. I recommend using both, but you are free to use only one or the other if you wish. You also must identify yourself as the publisher, but more about that later.)

Writing Your Content

You are now ready to type in whatever content you want to include in your journal, and your subject matter can be whatever you want, provided it's nothing unlawful as determined by U.S. Postal Regulations. That's because the U.S. Postal Service is what NAPA uses to mail out the monthly bundles.

If you want to indent your paragraphs, you can do so in either of two ways. You can just press the Tab key at the start of each paragraph, or you can set a specific distance that the first line in a paragraph will automatically be indented, regardless of where the tab stops are. To do that, click Format

> Paragraph > Format and set the specific distance you like in the box 'First line indent'. If you do that before you start typing any of your content, it will apply to your whole content for the rest of the journal.

If you already have a text file elsewhere in your computer that you want to include, you can open it in its own window, select and copy the text you want, return to your journal and paste it in wherever you want to put it.

If that text is in a different font or type size, you can make it conform to the font and type size you have chosen for your journal by using the 'Paste Special' option under 'Edit' and then select 'Unformatted Text'.

Optional – Including Photos and Graphics



Clipart butterfly.

It's easy to add illustrations of many kinds. Click 'Insert' > 'Graphics and Pictures', then from the menu that pops up choose the source of your graphic (Clipart, From File, etc.). If you choose Clipart, WordPerfect opens a large selection of clipart images. (This butterfly is one of them.) If you choose 'From File' then WordPerfect will open a

directory of your computer and you navigate to where the picture is that you'd like to use, select it, and then press 'Insert'.

Either way, the image will first appear with several little square 'handles' around it that you can click on to drag the image to exactly where you want it. You can also right-click on it and a submenu will pop up that lets you control how the accompanying text wraps around the image, create a caption for the image, and other options.

Colophon – Optional (Unless ...)

A colophon is "a statement at the end of a book, typically

with a printer's emblem, giving information about its authorship and printing." (Google Dictionary)

Yours can be as minimal or as elaborate as you want. But if you haven't identified yourself as the publisher on the title page, this is the place to do that. (*Identifying the publisher is required in each journal for NAPA distribution.*) Other information like address, email, etc. is optional.

If you have a printer's emblem and wish to include it, insert it like any other graphic, as I did below.

Information about how you produced your journal may be of interest to the others, but that too is optional.

Printing

As laid out on the screen, the pages aren't in "imposition" order, that is, where on the paper each page is supposed to print. So to prepare your journal for printing, click on File > Print. This will bring up a window to your printer. Click on the Layout tab. In the right hand column I had to check 'Off' for two-sided printing, and checked the box for 'Print as booklet' to print it on my particular printer.

Because there's such a variety of printers I'll have to leave it to you to learn how your own printer handles printing on both sides (duplex printing). If you have a printer that does it automatically you'll only have to set the appropriate options in your printer properties once you start the print process. That usually just means clicking that it is a duplex job, and which way the printer should flip the paper, on the long edge or the short edge. This template is set up for short edge flipping.

If you have to do manual flipping, your printer may or may not help you. Basically, it will print all sheets on one side, then you manually flip the paper into the feed position for the other side to print. Experiment with just one copy at a time until you have mastered which way you have to flip the paper.

Colophon for this journal

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