

# ***Easy Journal in PagePlus***

Number 1, November 2017

I compose *Pennant Bravo* and Nancy Heber's *Journeys* using Serif's PagePlus desktop publishing software and I know of two other NAPA members who use it: Gary Bossler, for *Ohio Views*, and Jack Oliver, for *Oliver's Twist*.

**If you use Microsoft Windows and have wondered about getting a genuine desktop publishing program, you might like to know that PagePlus X9 is now available for \$24.99** – this price reduction is because Serif is creating a new desktop publishing program to be part of its new Affinity suite of programs for Mac as well as Windows. *There will be no future updates to PagePlus, but you can get the full program, with a license, for this price.* However, you cannot get the printed manuals and a physical CD, so it would also be prudent to buy the \$2.99 Download Protection Service in case you would have your computer crash, be stolen, be corrupted by viruses, or when you buy a new computer. You can download PDF copies of the manuals at <http://www.serif.com/int/ie/productmanuals/>.

Since PagePlus has been around for years, there are quite a few tutorials on YouTube, both by Serif and by users. This is helpful to know because desktop publishing programs are more complex than word processor programs. (But also more powerful.)

If you bought, but have never used, Page Plus because you felt overwhelmed by it, or are willing to buy version X9 while this “legacy” (close-out) offer is in effect, this *Easy Journal in PagePlus* fits into the series of “Easy Journal” templates to encourage new amateur journal publishing..

***With all that said, let us now turn to making an Easy Journal in PagePlus.***

I'm taking the simplest possible approach, in step by step fashion, to show how to create a basic four-page amateur journal printed on both sides of a single letter size sheet of paper.

## ***Setting up the Publication Layout***

1. Start the program.
2. When the opening screen appears, click on “New Document,” scroll down to the Landscape layouts and click on “Letter”.
3. The blank sheet will appear on the screen.
4. Click on File, then Publication Setup. In the Publication Setup window that appears, make the following changes:
  - 4.1 In the “Booklet” box, select “Side Fold Booklet”
  - 4.2 In the “Start on” box, select “Right Side”. You will see the preview window display a folded booklet in response.
  - 4.3 Now select “Margins” from the list in the left-hand box of the Publication Setup window.
  - 4.4 Change the “Margin Guides” so that each of the four margins is set to 0.5 inches if they are not already set that way. Leave the other options as they are.
  - 4.5 Click “Okay” at the bottom of this window, which closes the Publication Setup window and return you to the main screen.

## ***Setting up the Text Frames***

5. Click on the Standard Text Frame icon, located in the vertical column of icons on the left edge of the screen. Move the cursor onto the page and you will see that the cursor has become a set of crosshairs. Position it a half inch in and down from the upper left corner of the page. When you get near that spot you’ll see the blue margin guidelines appear (if they’re not already visible anyway). Click and hold on that corner and drag the cursor to the lower right corner and let go. This sets up the area for composing page 1.
  - 5.1 Repeat this process for the other 3 pages by double-clicking on each of the Pages preview in turn, on the right edge of the screen.
  - 5.2 Once all 4 pages have a Standard Text Frame in place, return to page 1, click anywhere in the text frame, and you

will see a small black box appear at the bottom right of the text frame. Click on that box; the icon will change to a mini text page with an arrow on its upper left. Move that icon to the page 2 preview screen and double-click on it. When that page appears in the main window, click in its text frame. The cursor will change back to an arrow. (You have just linked page 1 to page 2, so that as you type on page 1, your text will automatically flow into page 2 when you reach the bottom of the page. (Or when you might insert new text anywhere on page 1 causing it to flow over to page 2.)

5.3 Click on the Text Frame in page 2 now, and you will see the black box icon again, at the bottom right. To enable the text to flow automatically from page 2 to page 3, and then from page 3 to page 4, follow similar steps above to link all 4 pages. (Do not link page 4 to anywhere – it is the last page in this template.)

### ***Creating the Title and Number and/or Date***

6. Return to page 1, click anywhere in the Text Frame, and the cursor will be blinking in the upper left corner. In the horizontal ribbons across the top of your screen you will see a box with the word Body. Click on the down arrow of that box and click on Heading, then type the title of your journal. You will see it appear on the page as you type. When finished, press Return.

6.1 The “style” will have changed back to Body. Click on the icon in that ribbon for “Center Aligned Paragraph” and type the Number of your journal and/or its date. Then press Return twice, and click the icon for either Left Aligned Paragraph or Justify Paragraph, whichever you prefer. (I set it for justified paragraphs for this paper, as you can see.)

6.2 You are now ready to type the content of your journal. By default, I expect your paragraphs will be set without an indentation but with a 10-point gap between paragraphs, so that’s how I’m setting up this issue. If your default is something else, that’s all right and you can just go with it.

## **Typing a Colophon**

7. After you've typed all your content, you can enter a few blank lines and put a colophon in. This is a good place to identify yourself as the publisher. (That's a requirement, just like a title and a number and/or date, for journals distributed via the NAPA bundles.) You can put in other information too, if you want, like address or any notes about your publication. If you want it to have a stand-out heading, you can select a style other than Body, of course.
8. Optional – inserting images. You can pull in images if you wish, by clicking Insert > Picture > From File, navigate to any image file in your computer, and insert it. (You may have to click on the corners of the image to resize it as necessary to suit you.) This is what I did to insert my pressmark in the colophon. There are many other ways to get images, but I'm passing over them to keep this template simple.

## **Printing**

9. Printing – Since there is such a variety of printers, I will have to leave it to you to know how to print your journal on both sides of the sheet on your particular printer. You're in luck if your printer does automatic duplexing, but even if it doesn't and you have to manually feed the sheet in a second time to print on the back, just experiment with how to do it so the pages are in correct order once the sheet is folded. Once you've got that nailed down, you are ready to print your finished journal. Current requirement for bundle distribution is 95 copies, sent to Mailing Manager Harold L. Shive, 501 Sand Gap Rd., Pennsboro WV 26415-3049. Check the website verify any changes affecting the bundles:

[www.AmateurPress.org](http://www.AmateurPress.org)

## **Colophon**

Published by Bill Boys, 184 Reinhard Ave., Columbus OH 43206. The paper used is Staples 20-lb Multipurpose paper, 96 bright. It is printed on a Ricoh Aficio SP C420DN color laser printer that's about six or seven years old.

