

APPENDIX J

Creating Miniville and Minicity Directories

Covers were printed on colored lightweight oak tag. Once the cover and the pages were printed, they were folded in half to create 5 ½ X 8 ½ booklets.

The landscape orientation was used, with clip art along with the print to make the cover and the next two sample pages of the Miniville and Minicity Directories. (If the names of the town and the city are different, they should be placed in the same positions as the samples.) The next step is typing the information on the computer of all buildings with the titles in alphabetical order, such as:

Anderson, Ann & Bob 5 Cool Lane Jane & Jeffrey	567-0099
Castle Hill Library 101 Maple St Julia, head librarian Michael, assistant librarian Ann, librarian	567-6453
Pizza Palace, The 29 Main St Scott Adams, pizza maker Jim Miller, waiter	543-7621

Divide the entries into 4 groups. Cut and paste the groups as follows: on the first page, place the 4th group on the left side of the page and the 1st group on the right side; on the second page place the 2nd group on the left and the 3rd group on the right. Then print the first page with the 4th and 1st groups, then turn it over and upside down in the printer to receive the second page on the reverse side, with the 2nd and 3rd groups on the back. Now, with the cover on top and the 2 pages underneath, when it's folded the 5 ½ X 8 ½ booklet is complete with the entries in alphabetical order.

