1. Create and name poetry document and share with: ttubach@csmh.org

2. Page setup = "statement" 5.5" X 8.5", portrait

3. Type Poems:

4. Poem Title: left aligned, size 14, **bold**, space.


6. Poem: left aligned, size 10, regular. **Insert page break** (don’t use the ENTER key)

7. Print: PDF

8. 🌐 orientation, auto-rotate off, two-sided on.

9. Position: landscape, chop 8.25" left, 5.5" right.

10. Front cover (card stock): Title + first and last name + “Charter Press” on front cover.

11. Back cover (card stock): Themed-illustration

12. Small binder clips x3, two left and one right (toward bottom of cover)

13. Stabbing: .5” from top, make four holes at .5”, 2”, 3.5” and 5”. Use 24” thread

**Extras**

Title page, size 36-48. Choose font.

Copyright Page

Dedication Page, size 18. Choose font.

Blank Page


Poetry Books


• Paragraph 3: Conclusion. Reflect on the poems in this collection. Mention several. Maybe end with something like “Perhaps the questions is thus: What isn’t poetry?

Would it be possible to rewrite this essay in verse? A ‘What is Poetry?’ poem?! Those brave enough are encouraged to try this.

Complete Layout:

1. Title page
2. Copyright page
3. Dedication page
4. blank page
5. poem #1
6. poem #2
(all poems continue)

If the last poem ends on an even number: insert blank page after “About the Author” poem

‘What is Poetry?’ Essay

Front cover has artistic title, first and last name + ‘Charter Press”

Back cover has a theme-based illustration, based on the title.

Copyright Page (start with this, then add more):

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