BEFORE YOU BEGIN:

The UNICEF MICS Children's Book template is designed to be combined with your own data — using your Adobe InDesign or QuarkXpress software — to create engaging, dynamic books ideal for presenting MICS findings to a general audience. An illustation library that features food, landscapes, people, textures and more is also included. You may use these illustrations or choose to incorporate your own.

When using this template, it is highly suggested that you work with a designer or a communication specialist. Also, it is strongly recommended that the Children's Book be professionally printed.

The UNICEF MICS Children's Book Package includes:
- The MICS book template
- An extensive library of over 300 illustrations depicting:
  - People
  - Objects — both representational and abstract
  - Background landscapes
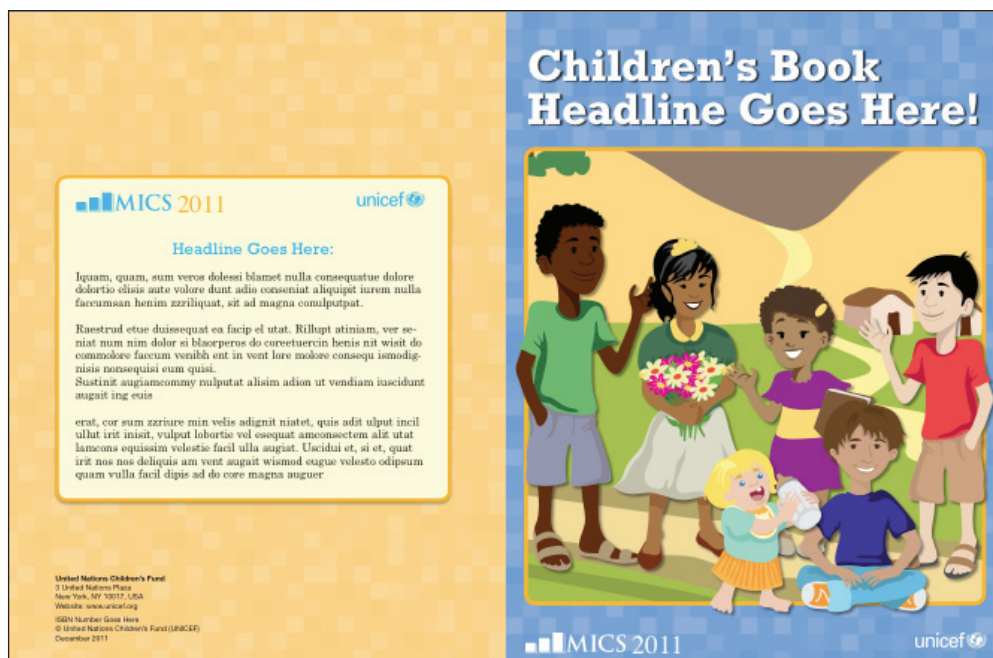 - Textures
- A folder of type fonts

The Template

The Book template is designed as a series of spreads, and includes:
- Front & back cover spread
- Table of Contents spread
- 4 sample interior spreads
- A Master spread that can be added to the Book

COMPONENTS OF THE CHILDREN'S BOOK:

Front Cover

Replace sample headline, book description, logos, and indicia with your copy.

On the front cover, you can customize:
- The color of the border (the abstract texture)
- The background (landscape) image and opacity
- Characters can be interchanged, moved, and resized

MICS

Table of Contents

Replace sample description and chapter and section titles with your own narratives (or "content").

Chapters can be added or deleted.

The character and background can be customized.

The color of the chapter icons can be changed to match the colors of their respective chapters' page borders.

Interior Pages
Each interior page includes several text and image elements, all of which can be edited, deleted, or supplemented with additional illustrations.

Page Components:

Text Elements:

Cut and paste your copy into each text element.

Each text element can also be moved, resized, or deleted using your design software.

*** If paragraph formatting is lost when new copy is placed into the text box, the provided Paragraph Style Sheets can be used to restore formatting.*
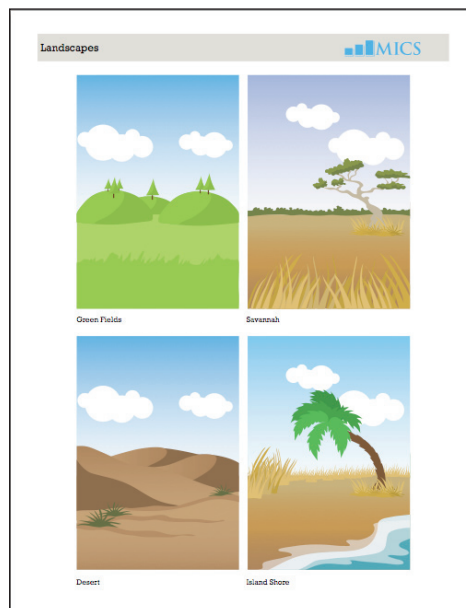
*** When new text boxes are added, use the Style Sheets to format each element, e.g., "Chapter Title," "Section Header," "Paragraph Copy," etc.*

Illustration Elements:

Every illustration may be edited using your design software. You can move, resize, interchange, and delete elements.

The Illustration Library

The MICS library contains hundreds of illustrations that can be added, deleted, interchanged, moved, and scaled to any size.
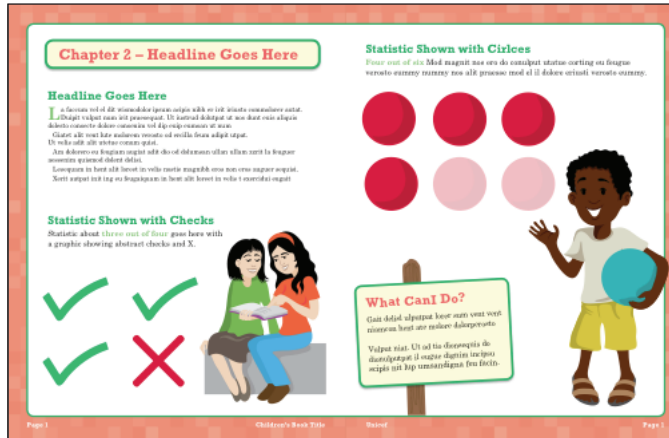
Representing Statistics:

Like the other pages in the Template, the statistics pages are designed to be easily populated with your own findings, which may be described in both text and illustrative icons.

The MICS illustration library includes many illustrations, both representational and abstract, that can be used to represent statistical information in various ways.

Contrasting Icons:

On the left-hand page below, statistics are represented through contrasting icons — checks and X's.
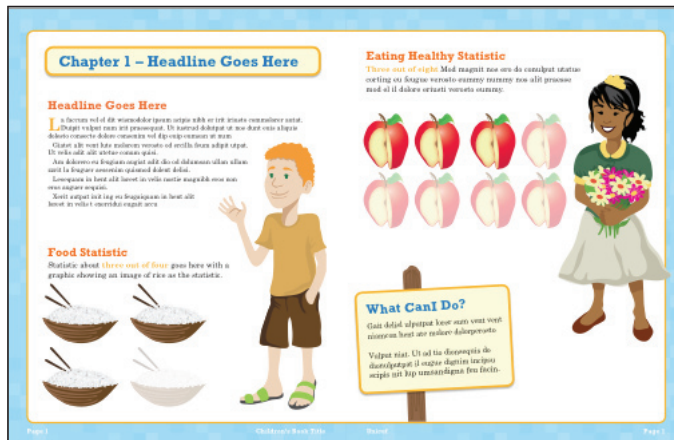
** *Note that abstract icons have been used to indicate these statistics.*
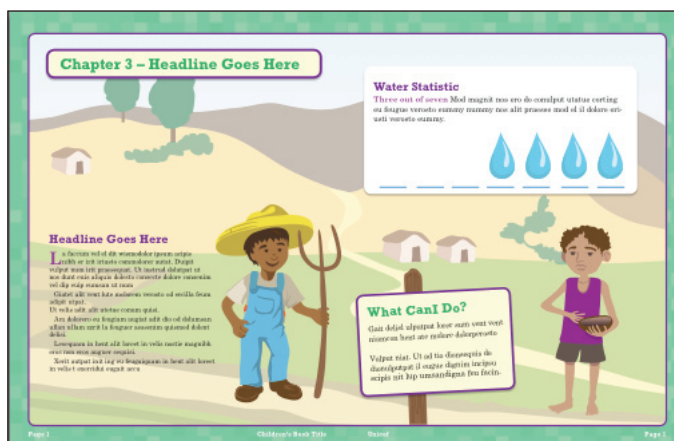

Varying Opacity:

In the example below, statistics are represented through configuring each unit's opacity setting.

** *Note that representational icons — rice bowls and apples — have been used to indicate these statistics.*

Empty Spaces:

In the example below, statistics are represented through the presence or absence of icons.

DESIGN EDITING BASICS

Pages
Each page consists of three layers: background, art, and text.
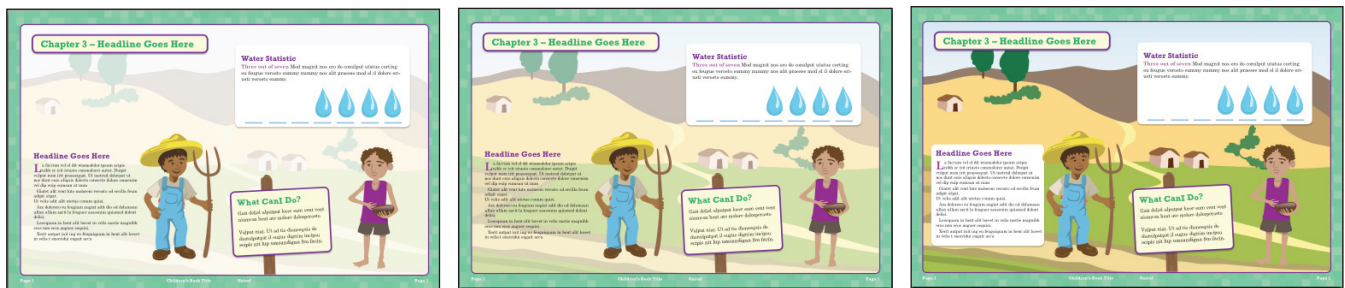A layer must be unlocked before it can be edited.
** *It is recommended that a page's background be locked whenever the background is not being edited.* **

Each page also includes a border, formatted as a .tiff file. Borders can be color-customized.

Images:
Use your design software's toolbars to edit images:

Control opacity: Increasing the transparency of the background will make other page elements "pop" on the page.

Tip: If you choose to set the background at full opacity (as in the example above at far right), using a white textbox optimizes legibility.

To Add illustrations From The Image Library:
    1. Add picture box by selecting the Rectangular Frame Tool from the tools palette.
    2. Click and drag to create a box.
    3. Go to the main navigation menu at the top and click "File" > "Place" > "Illustration Library"
    4. Select the illustration you want to import into the template.
    5. Once the file has been placed in the picture box, it can be resized and moved.

** *To wrap text around the new image, use the Text Wrap tool.*

To Add a Page
    1. Go into the Pages palette; select Master spread.
    2. Drag the Master spread into the layout and place it in the desired location.

To Edit The New Spread's Design:
    1. Select both pages.
    Select "Override All Master Page Items." (InDesign only)
    2. Change border color using the Color Swatch menu.
    3. Lock background layer.

You can also refer to the Adobe and Quark websites for online guidance:
    http://www.adobe.com/support/indesign/gettingstarted/index.html
    http://www.quark.com/products/quarkxpress/quark_training/default.aspx