CREATE A CHILDREN'S PICTURE BOOK
Student Workbook

LiveWriteSHARE

Create a Children's Picture Book

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TIME **TABLE**

It is not essential to specify a timetable, especially as you probably already have a very comprehensive one your student is already working to and one which the program will slot into! It may help though, with your planning and it certainly will help you maintain momentum, to have a designated time to work on the Child Writes program with your budding author / illustrator.

	DAY / DATE / TIME
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	
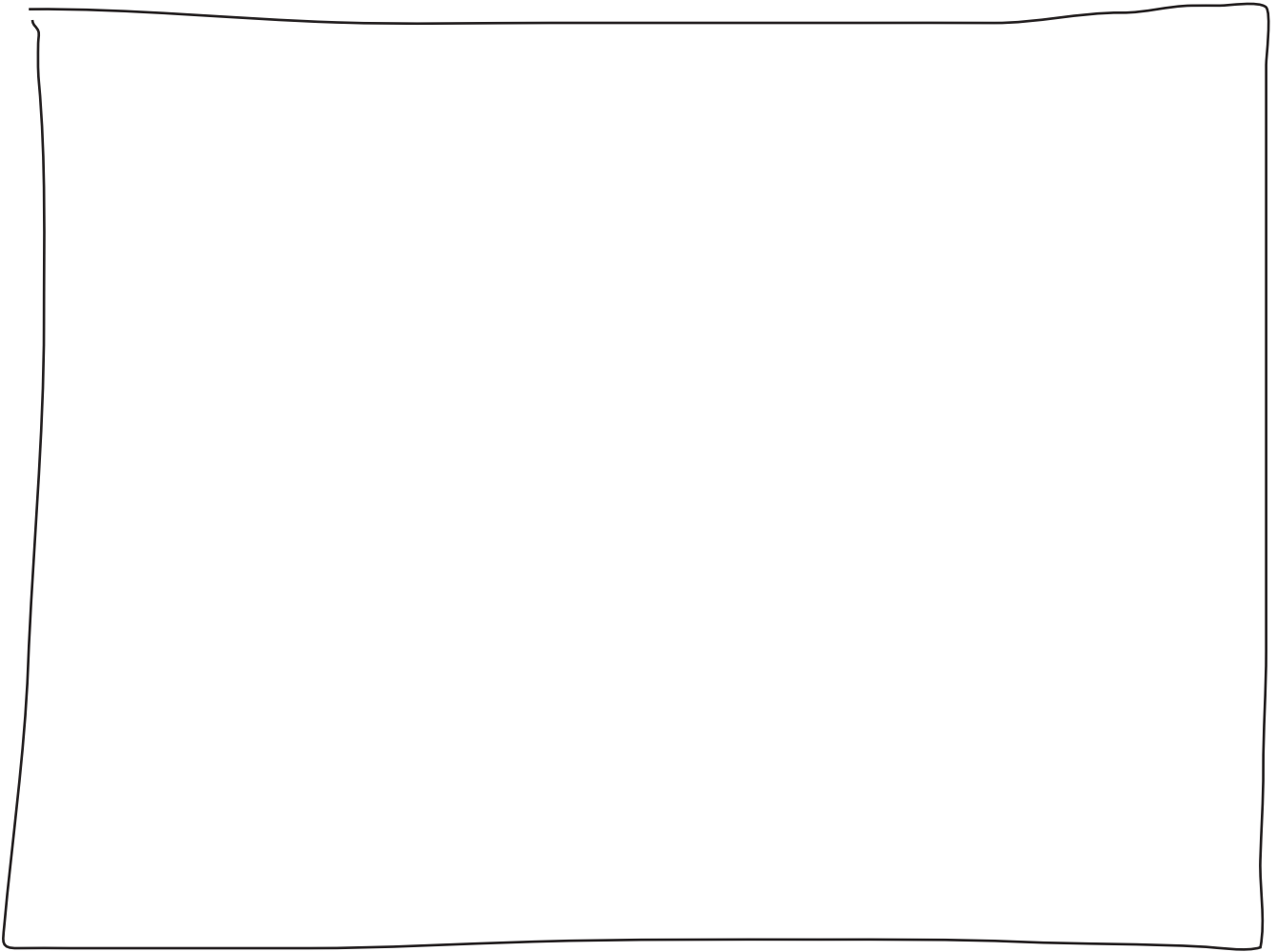
PROGRAM **SCHEDULE**

These are the deadlines I have agreed to work towards:

Session	Time/Date	Unit		
1		Unit 1	Imagine it – Developing the story idea	☐
2		Unit 1	Imagine it - Still Developing the story idea	☐
3		Unit 2	Write it – Picture book structure and writing	☐
4		Unit 2	Working Session	☐
5		Unit 3 & 4	Evaluate it – Evaluating and re-writing the manuscript as needed Edit it – Editing the manuscript	☐
6		Unit 3 & 4	Working Session	☐
7		Unit 5 & 6	Proofread it – Proofreading the manuscript Appraise it – Publically appraising and re-writing the manuscript as needed	☐
8		Unit 5 & 6	Working Session	☐
	Allow 5 Days T/A	1st MAJOR DEADLINE	MANUSCRIPT	☐
9		Unit 7 & 8	Plan it – Planning book layout See it – Preparing the storyboard	☐
10		Unit 7 & 8	Working Session	☐
	Allow 5 Days T/A	2nd MAJOR DEADLINE	STORYBOARD	☐
11		Unit 10	Draw it - Drawing skills and character development	☐
12		Unit 10	Working Session	☐
13		Unit 9 (a)	Feel it (a) – Preparing the dummy rough	☐
14		Unit 9 (a)	Working Session	☐
15		Unit 9 (b)	Feel it (b) – Preparing the dummy rough	☐
16		Unit 9 (b)	Working Session	☐
	Allow 10 days T/A	3rd MAJOR DEADLINE	DUMMY ROUGH	☐
17		Unit 11 (a)	Illustrate it (a) – The illustration process and creating final illustrations	☐
18		Unit 11 (a)	Working session	☐
19		Unit 11 (b)	Illustrate it (b) – Creating final illustrations	☐
20		Unit 11 (b)	Working Session	☐
21		Unit 11 (c)	Illustrate it (c) – Creating final illustrations	☐
22		Unit 11 (c)	Working Session	☐
	Allow 10 days T/A	FINAL DEADLINE	ILLUSTRATIONS	☐
23		Unit 12	Finish it – Approving proofs, planning book launch and tidying up loose ends.	☐
24		Unit 12	Working Session.	☐

This is how I would like to celebrate my book being published:

These are ideas for the places I would like to donate my book to:

_____

_____

_____

_____

LETTER OF **COMMITMENT**

(for a student! If you are a happy, organised, self guiding adult... well, this is an example of a letter of commitment!)

Student:

I, ... (author), will endeavour to stay on task and to finish the requirements of the LiveWriteShare program. I understand I need to make time available in order to fulfil the weekly tasks. I may even have to give up some television time or other fun activities in order to get all the work done.

I realise that I will need to really work very hard. There will be moments when I probably would really like to pull out, but I won't quit!

I will stay involved in the process until my book is published!

Name: ....

Signature: ....

Date: ....

Parent / Guardian / Teacher:

I realise my son / daughter / student is participating in the LiveWriteShare program and the ultimate goal is to have their work published. It is a special opportunity and as such, I will endeavour to lend my child my full support. I understand there is a considerable amount of work my child / student will need to do and I will endeavour to support him / her.

I will also participate by assisting with the editing process and making submissions, to Boogie Books where required. Just prior to printing, I understand I will be requested to sign a final release form sanctioning the printing.

Parent / Tutor Name: ....

Signature: ....

Date: ....

TRACKING **CHANGES**

Track Changes is a tool used to manage changes in Microsoft Word documents. All manuscripts submitted to Boogie Books should be in Microsoft Word format. This function allows two or more people to edit a document and each change is recorded, so that it can be accepted or rejected later, by the other editor.

Step One: Turn on the TRACK CHANGE function by selecting REVIEW from the menu and then left clicking on TRACK CHANGES in the TRACKING area at the top of the screen. The icon will be highlighted once it has been turned on. Alternatively, you can click on the arrow which will open a drop down menu. Simply select TRACK CHANGES from the menu.
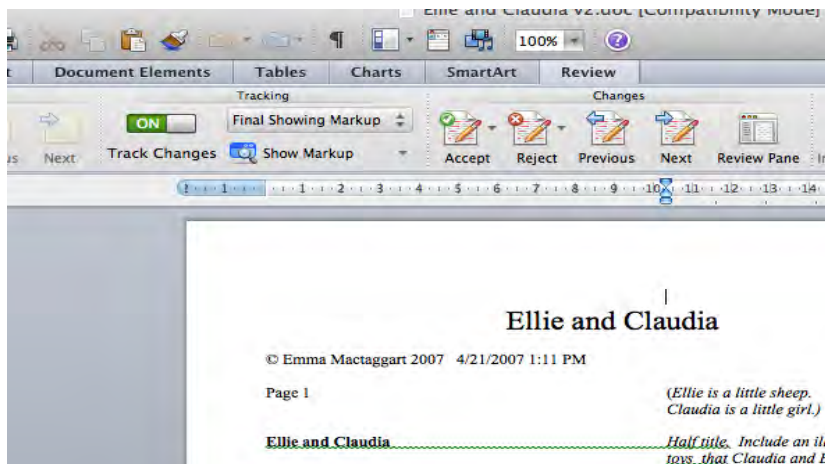
Step Two: Edit the document as you would normally. You will see the highlighted changes. If you want to at any stage see what the manuscript will look like as a finished document, you can select FINAL in the drop down menu to the right of the TRACK CHANGES icon.
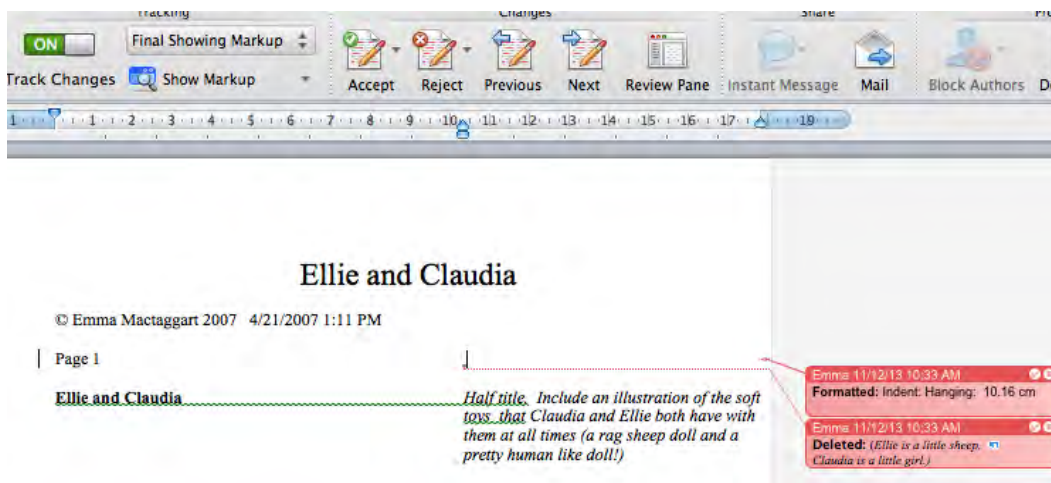
Step Three: After you have finished editing, saved the document and shared the file with the alternative author or editor, they can accept or reject changes by hovering their cursor over the highlighted changes, and then right clicking to choose either the ACCEPT or REJECT options. Choose one and select it.

Alternatively, changes can be accepted or rejected by using the ACCEPT and REJECT icons in the CHANGES area at the top of the screen (to the right of the TRACKING area). You can also click on the drop down menu to accept or reject all changes in the document, rather than accepting or rejecting changes individually.

Step Four: Save the document with a new name, designating the order of revisions, so that you can always go back to an earlier version of the manuscript.

For example: EmmaMactaggartThreeBearsDraftOne.doc   **becomes**   EmmaMactaggartThreeBearsDraftTwo.doc

WHY IS A **BOOK A BOOK?**

After thinking about what you already know about books, write a list of the parts of a book, for example, a front cover. Can you think of anything else?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____