

## Appreciation Book Instructions

### ***For a hardcopy book:***

1. Print the **template**.
2. Help the child complete the sentence starters, prompting when necessary.
3. Together plan what digital pictures will be used and where the pictures will be added to the book.
4. Then transfer the information to the **template** on the computer.
5. Print the completed **template**.
6. Use the two sheets of construction paper to create a cover for the book. Let the child be creative and decorate the cover.
7. Use the printout [Three Ways to Bind a Handmade Book](#) to complete the book.

### ***For a digital book:***

1. Create an account at [Tikatok](#) using an e-mail account.
2. In the section labeled **Personalize Book**, click **Create a Book**.
3. Together preview the templates by clicking the yellow **Preview** button.
4. Once a template is decided upon, select it by clicking the red **Create** button.
5. From the next open window, print the worksheet of the selection.
6. Together plan what digital pictures will be used and where the pictures will be added to the book.
7. Help the child complete the sentence starters, prompting when necessary.
8. Together follow the steps on each page to add text and pictures. The **Page Style**, **Text**, **Text Color**, and **Copy Style** as well as add additional photo and text boxes can be customized, too.
9. After previewing the book together and correcting any errors, Share the book using the options of e-mail, Facebook, and Twitter as well as embedding it in a website.
10. An additional option is to purchase a hardcover, softcover, or digital version of the book.