A Day in a Child's Life:
A Customizable Book for Strengthening a Child's Bahá'í Identity
<mark>Instructions for Personalizing the Children's Book:</mark>
My Name is _____, and I Am a Baha'i!
By Susanne M. Alexander and YOU!

This project is provided by Marriage Transformation LLC (www.marriagetransformation.com; www.bahaimarriage.net). Marriage is a fundamental support system for a happy, healthy, and successful child.

<mark>**Note:**</mark> If you are someone who generally assembles products without reading the instructions, you may be very tempted to ignore this document. However, there are a number of pitfalls you could experience if you do not look ahead. I urge you to do so…

Thank you for creating this customizable book for a child you wish to closely connect to the Bahá'í Faith. I hope that it helps you to assist your child (grandchild, niece, nephew, friend, neighbor…) in having a strong Bahá'í identity.

Technical Requirements

- Microsoft® Office Word software (or compatible software)
- The ability to move and adjust photos and graphics (some instructions included)
- Digital photos of your child and the people that your child interacts with (or hard copy photos that you will glue into the appropriate places on a printed copy of the book)
- A color printer or access to a printer that can print in color (ideal); black and white is possible; copy centers can print from your electronic file if needed
- Additional graphics (optional)

<mark>**Before You Begin Editing/Creating!!:**</mark> Make a **copy** of the book document and title it with your child's name and the date. You may need to use the original document another time for another child in the family or to create a new one for the same child.

Permissions

Commercial Printers: You have permission from the author, Susanne M. Alexander and her company Marriage Transformation LLC to print the customized version of the book entitled "My Name Is _____, And I Am a Bahá'í".

Users: You are using electronic documents. You have permission to make multiple books from the original file for the same child as he/she grows up. You also have permission to make books for any other children in the immediate family as the first child whose book you create. You do not have permission to use the graphics or photos provided for any purpose other than the creation of this book for children.

Editors/Customizers: Later in this document are the specific items you are permitted to edit and what you are not allowed to edit. Please read it carefully.

How to Use This Book

This book is designed for children ages approximately 1 to 9 years old and provides many learning opportunities. When the child is young, adults can read it aloud and help establish basic Bahá'í practices and

familiarity with Bahá'u'lláh, 'Abdu'l-Bahá, and Bahíyyih <u>Kh</u>ánum. As the child develops reading skills, the personalization of the content may encourage and strengthen his or her efforts to read. At younger ages, you may choose to not use the footnoted version. Older children will learn from the footnotes as well as still enjoy the personalized content. Making multiple versions of the book (perhaps one each year) may help show your child his or her growth and progress.

Fostering a Bahá'í Identity

The Universal House of Justice shares the following guidance:

333.5 Unlike the children of some other religions, Bahá'í children do not automatically inherit the Faith of their parents. However, the parents are responsible for the upbringing and spiritual welfare of their children, and Spiritual Assemblies have the duty to assist parents, if necessary, in fulfilling these obligations, so that the children will be reared in the light of the Revelation of Bahá'u'lláh and from their earliest years will learn to love God and His Manifestations and to walk in the way of God's Law. It is natural, therefore, to regard the children of Bahá'ís as Bahá'ís unless there is a reason to conclude the contrary. It is quite wrong to think of Bahá'í children as existing in some sort of spiritual limbo until the age of fifteen at which point they can "become" Bahá'ís. In the light of this one can conclude the following:

333.6 Children born to a Bahá'í couple are regarded as Bahá'ís from the beginning of their lives, and their births should be registered by the Spiritual Assembly.

333.7 The birth of a child to a couple, one of whom is a Bahá'í, should also be registered unless the non-Bahá'í parent objects. (The Universal House of Justice, *Messages 1963 to 1986*, p. 550)

Structure of the Book

Note: You will choose the version of the book that best works for the person reading to the child, the child's age, and the child's developmental level and background knowledge of the Bahá'í Faith.

Version 1 (With Footnotes)

The general flow of this book is to take a young child through his or her typical day. Some pages are about general positive habits, such as eating healthy food and reading books. Others include Bahá'í content, such as prayers and information about the Bahá'í Faith and its principles. Most pages contain the child's personalized story. The top portion of each page (the story) is for a younger child to hear or an older child to read. There are footnotes of Bahá'í quotations at the bottom of most pages to help you to understand the spiritual principles you are teaching the child or for an older child to read directly. Use your best judgment and knowledge of the child to determine whether it is appropriate or timely to share the footnotes with him/her. You may also choose to summarize the spiritual principles from the quotations at times for the child to encourage him or her to learn them.

Version 2 (Without Footnotes)

Everything is the same as Version 1 except that the footnotes have been deleted and the rest of the content on the page spaced out. This version may be more appropriate for a child who finds Version 1 too busy and distracting or for a parent who has read the quotations in the footnotes in a previous version and no longer wants them as a reference. One of the accompanying documents is a set of the compiled footnote quotations.

Guidelines/Restrictions for Making Edits

We encourage you to customize most of this book to your child. As you edit and customize the content, the book will become a personalized journal representing your child's daily life and spiritual journey. Consider doing a new one each year for the child's birthday or some other special occasion. You have received a document containing a sampling of customized pages or portions of pages to assist you in being creative with this project.

Please make the following edits:
(See next section for technical help)

1. Add the name of the person/people customizing the book to the front cover below my name and following the word "With".
2. Replace/Delete text throughout the book wherever indicated by the **ALL CAPITALIZED TEXT** [Example: When instructed to "INSERT CHILD's FIRST, MIDDLE, AND LAST NAMES," you will delete these words and replace them with the actual name of the child.]
3. Add text that personalizes the book for your child.
4. Adjust the simplicity or complexity of the wording or the font size to match the age of the child.
5. Add pages with topics that are important to you in raising your child or to make the book more age-appropriate.
6. Insert photos of your child wherever indicated or appropriate.
7. Delete or change any text that does not match your child's life or experience. [Example: This book is designed with the mother at home and the father working. You may have a different arrangement in your home. Some items may also just say "Mommy" or "Daddy" and you may wish to change them to "Mommy or Daddy" or the alternate parent or "Mom" and "Dad" or whatever name the child uses.]
8. Delete pages that are not applicable to your child.
9. Remove or replace any graphics or generic photos that do not match your child's interests or experience; some additional graphics from our Art Explosion program have been included in a separate document. You can replace any of the graphics with a photo of your child instead. [**Note:** The graphics that I have provided are approved for commercial use, which is a restriction for me, but you can substitute your own graphics from any program you wish as long as you are not selling the book.]
10. Adjust the size of any graphics or photos to accommodate more of them or your text edits.
11. Contact the Bahá'í International Community (http://media.bahai.org) if you want to obtain a photo of a different House of Worship.

You cannot make the following edits:

- Modify or use the photos of 'Abdu'l-Bahá, Bahíyyih Khánum, the Shrine of Bahá'u'lláh, or the Houses of Worship for any purpose other than to change their size if needed for formatting a page. These photos are used in this book with permission of the Bahá'í International Community (http://media.bahai.org) for this purpose only, and the Bahá'í International Community holds the international copyright.
- Put personal photos on the same pages with the photos of 'Abdu'l-Bahá, Bahíyyih Khánum, or the Shrine of Bahá'u'lláh.
- Remove Susanne M. Alexander's name as coauthor.
- Remove Susanne M. Alexander's contact and copyright information (although you can move it elsewhere in the book if needed).

Some Technical Help

The challenge with offering technical assistance is that everyone buying this book could be using a different piece of hardware and be using a different version of software! This book was created in Microsoft Word 2007, an application of Microsoft Office XP. Keeping that in mind, here are some hints for inserting and formatting photos and graphics into the Microsoft Word book document that may assist you.

Inserting the Photo (or Graphic)
1. Save the digital photos of the child and the people the child interacts with onto the hard drive of your computer, and note the folder where they are stored.
2. Go to the page where you want to insert the photo and put your cursor at the place you want the photo to be.
3. Using your mouse, click on "Insert" on the toolbar.
4. Click on "Picture".
5. Locate the folder where you have stored the photos.
6. Double click on the photo you want (you may need to switch to Thumbnail view to see your selection). The photo will be placed in your document and be ready for formatting.

Clip Art Options

Clipart graphics come standard with most versions of Microsoft Word. You can find other graphics software packages on the Internet or at a computer supply store.

Inserting Microsoft Word Clipart

1. Go to the page where you want to insert the clipart and put your cursor at the place you want the graphic to be.
2. Using your mouse, click on "Insert" on the toolbar.
3. Click on "Picture" or "Clip Art".
4. Search by subject or other criteria for desired graphics. (**Note:** You may have to insert your original program disk with the graphics on it.)
5. Double click on the graphic to insert it into your document.

Adjusting the Size and Position of a Photo (or Graphic)

1. Right-click on the photo or graphic.
2. Click on "Format picture…" on the menu.
3. A box will appear with tabs on the top. The only two you will likely use are "Size" and "Layout"
4. Click on the "Size" tab and adjust the size of the photo as needed. **Note:** You may be able to simply click on the photo and drag its corners to resize it as well.
5. Click on the "Layout" tab
   a. Choice: "In line with text" – this allows the photo to be placed within the text. The text will *not* "wrap" around the photo on each side. Photo and graphic placement is slightly difficult. It is unlikely you will choose this, but it may be helpful.
   b. Choice: "Square" – this allows you to choose specific placements on the page for the photo, left, center, or right. If you choose "Other" you can manually move the photo wherever you want. If there is text, it will flow, or "wrap," around the photo.
   c. Choice: "Tight" – this allows you to choose specific placements on the page for the photo, left, center, or right. If you choose "Other" you can manually move the photo wherever you

want. It is similar to the above "Square" option, but it will wrap text more tightly around the photo.

6. Adjust the spacing on the top and bottom of the photo by adding in returns to create blank lines or deleting excess lines that are there.

Making the Pages into a Book

Printing Options

- Use your own personal printer
- Ask a professional copy center to print it for you. **NOTE: SOME PRINTERS WILL NOT COPY WHAT THEY VIEW AS COPYRIGHTED MATERIAL. TAKE THESE INSTRUCTIONS WITH YOU SO THAT THE PRINTER IS CLEAR THAT YOU HAVE THE AUTHOR'S PERMISSION TO PRINT THE DOCUMENT (see page 1)!**

Paper and Ink

- The pages will look best with colored ink on white paper, but you may choose to print the book in black ink instead, or on colored paper.
- The pages will be most durable if you use photograph paper, brochure paper, or cardstock (48-110 lb. weight).
- The quality of the photos will be highest if you use photograph or brochure paper, either matte or glossy.

Binding
Note: You can be as simple and inexpensive or as complex and expensive with binding as you wish. The following are a variety of binding choices. You may come up with something better!

- Print the book on plain paper and staple the edges or corner.
- Print the book on cardstock and staple the edges or corner.
- Punch holes in the book and hold the book together with string or ribbon.
- Insert the printed pages of the book into clear plastic protector sheets (2 pages per plastic sheet, inserted with the backs of the pages together). You can put the sheet covers into a thin binder.
- Purchase a presentation book that has the clear plastic sheets bound together. If you insert two pages inside each plastic sheet, back to back, then the pages will turn just like a regular book (If you put a black sheet between them, the pages won't be as see-through). One possible source is www.avery.com, where you can do a search for "presentation book" or "sheet protectors" and find what you need. Most only go up to 24 pages, so your book may be too large to fit.
- Take the printed pages to a print shop and have them laminate the pages (potentially back-to-back) or use your own laminator. Some printers have 8.5 by 11 lamination pockets to create very uniform pages. You can then hole-punch the pages and put them in a small binder or pay the printer to spiral-bind it. If you choose this option, ensure that the lamination extends over the edges of the pages enough to keep the paper inside sealed.
- Stores with copy centers such can also offer a number of binding options to you.

Help Available

If you have difficulty in creating this personalized book for your child, and you are unable to find assistance, please contact me (and I'll do my best, but no guarantees!):

Susanne M. Alexander, Marriage Transformation LLC.
Email: Susanne@marriagetransformation.com

Feedback Appreciated

I welcome hearing from you what works for you, what is a challenge, and any creative suggestions for future editions of this book. The more feedback I receive, the better the book serves its intended purpose—helping children have a strong connection to Bahá'u'lláh and the Bahá'í Faith.

Acknowledgements

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This book was initially created for Karida Tashakor from me, her "Nana Susanna Banana" (grandmother), and her mother (Michelle) as a goal set during a Ruhi Book 6, *Teaching the Cause*, study circle.

Loving Greetings,

Susanne M. Alexander