

# THE PSYCHOTHERAPY AND COUNSELING WORKBOOK CREATOR

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STEP 3: CREATING THE COVER AND  
COMPLETING THE BOOK

# IN THIS SECTION, YOU WILL GO THROUGH 4 STEPS TO FINISH YOUR WORKBOOK.

USING THE LEFT NAVIGATION, YOU WILL: CREATE A COVER, ADD AN INTRODUCTION TO YOUR WORKBOOK, ADD THE TECHNIQUES AND PAGES FOR YOUR CLIENTS TO KEEP A MOOD LOG.

The screenshot shows a web application interface for creating a workbook. At the top, there is a blue header with the text "CREATE BOOK" and a close button. Below the header, there are two tabs: "PROBLEM CHECKLIST" and "CHOOSE TECHNIQUES", followed by the active tab "CREATE BOOK", which is highlighted with a red arrow. To the right of the tabs, there is a "Date of Birth" field with the value "01/01/1975" and a link "Click here to see video instructions". Below the tabs, there is a section titled "CREATE BOOK" with a light blue background. It contains an "Instructions" box with the text "Please go through all four steps to create your book." and a close button. Below the instructions, there is a list of four steps: "1.ADD A COVER", "2.ADD INTRODUCTORY PAGE", "3.TECHNIQUES IN BOOK", and "4.ADD LINED PAGES". A red arrow points to the first step, "1.ADD A COVER". Below the list of steps, there is a section titled "Select a cover image :" with a horizontal scrollable row of seven cover image thumbnails. The first thumbnail shows colorful butterflies, the second shows two hands shaking, the third shows two silhouettes, the fourth is a geometric pattern, the fifth is a pen on a notepad, the sixth is a brick wall, and the seventh is a solid gold color. Below the thumbnails, there is a text input field labeled "Add copy to your cover page" with the placeholder text "Add Copy Here:", a small black square icon, and a "Remove" button.

# CREATING THE COVER IS FUN AND EASY.

1. SELECT FROM 12 DIFFERENT COVER BACKGROUNDS. (1)

2. TYPE IN A "TITLE." (2)

The screenshot displays the 'CREATE BOOK' web application interface. At the top, there is a blue header with the text 'CREATE BOOK'. Below the header, the user's 'Client Name' is 'Test Client' and their 'Date of Birth' is '01/01/1975'. A navigation bar includes 'PROBLEM CHECKLIST', 'CHOOSE TECHNIQUES', and 'CREATE BOOK'. The main content area is titled 'CREATE BOOK' and contains instructions: 'Please go through all four steps to create your book.' A sidebar on the left lists four steps: '1. ADD A COVER', '2. ADD INTRODUCTORY PAGE', '3. INCLUDES IN BOOK', and '4. ADD LINKS/PAGES'. The main area features a 'Select a cover image' section with a row of 12 different background thumbnails. A red '(1)' is placed to the left of this row. Below the thumbnails is an 'Add copy to your cover page' section with an 'Add Copy Here:' input field and a 'Remove' button. A red '(2)' is placed to the left of this section. A large preview of a book cover is shown, featuring a stone wall background with a white rectangular area for the title. The text 'Prepared by John Jones, Ph.D.' is visible at the bottom of the preview. An 'ADD COVER TO BOOK' button is located in the bottom right corner of the interface.

TO ADD A TITLE, WRITE IT IN THE COPY BOX. (1)  
CHANGE THE COLOR OF YOUR TITLE BY SELECTING A COLOR IN  
THE COLOR BOX. (2)  
THEN CLICK ON THE IMAGE TO PLACE THE COPY. (3)

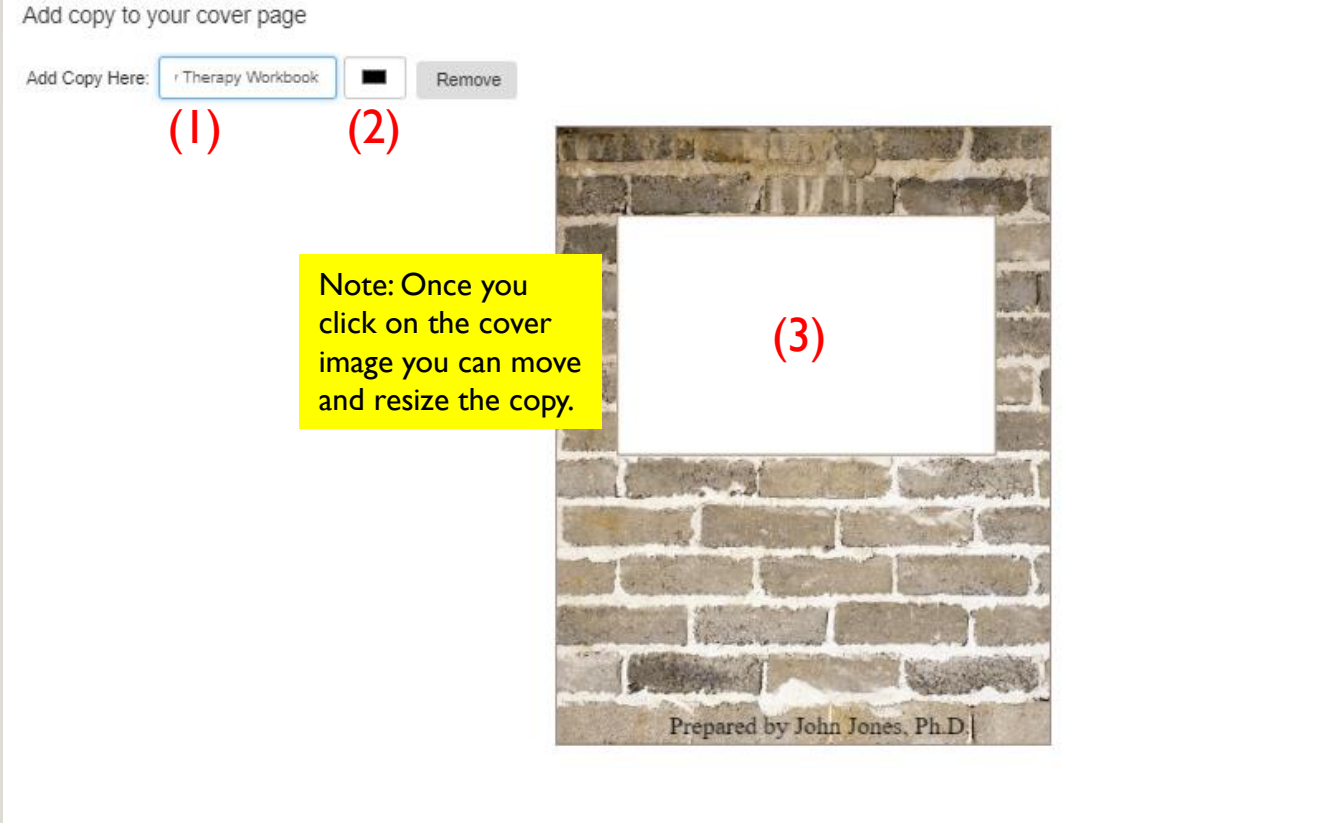
Add copy to your cover page

Add Copy Here:

(1) (2)

Note: Once you click on the cover image you can move and resize the copy.

(3)

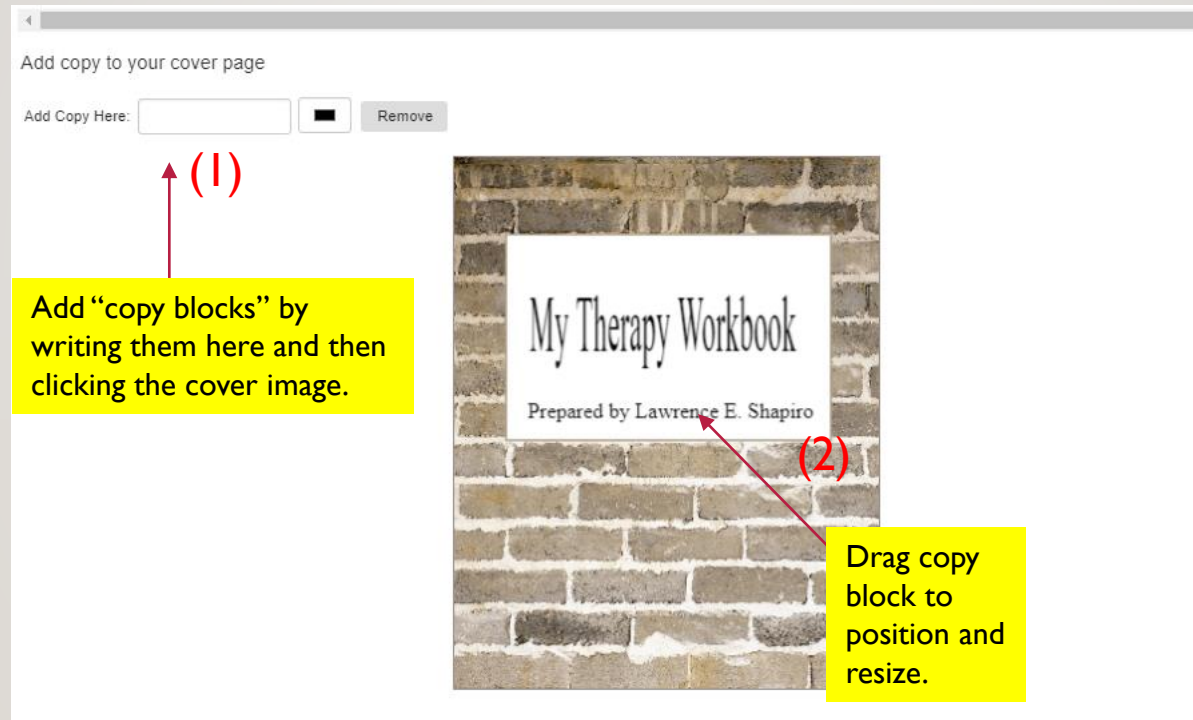


Prepared by John Jones, Ph.D.

ADD ADDITIONAL COPY BLOCKS (SUCH AS “PREPARED BY...” OR “PREPARED FOR...” BY REPEATING THE WAY YOU CREATED THE TITLE.

IN OTHER WORDS, JUST WRITE WHAT YOU WISH IN THE COPY BOX (1) AND THEN CLICK ON THE COVER IMAGE (2) AND MOVE OR RESIZE.

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Add copy to your cover page

Add Copy Here:

(1)

Add “copy blocks” by writing them here and then clicking the cover image.


(2)

Drag copy block to position and resize.

ONCE YOU ARE HAPPY WITH THE COVER, CLICK THE “ADD COVER TO BOOK” BUTTON (1).

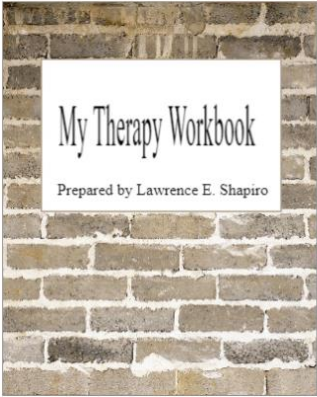
NOTE: ONCE YOU HAVE ADDED THE COVER, YOU CAN'T GO BACK AND EDIT IT BECAUSE IT IS SAVED AS AN IMAGE. HOWEVER, YOU CAN CREATE A NEW COVER IN MINUTES FOR YOUR WORKBOOK BY REPEATING THE PROCESS JUST DESCRIBED.

Select a cover image :



Add copy to your cover page

Add Copy Here:   Remove



(1)

ADD COVER TO BOOK

YOU CAN ALSO UPLOAD AN INTRODUCTION TO YOUR BOOK WHICH IS UNIQUE TO EACH CLIENT. (1)

PLEASE MAKE SURE THAT THE INTRODUCTION IS IN PDF FORMAT. (2)

CLICK THE ORANGE BUTTON “ADD INTRODUCTORY PAGES TO YOUR BOOK.” (3)

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CREATE BOOK

Client Name: Test Client Date of Birth: 01/01/1975 [Click here to see video instructions](#)

PROBLEM CHECKLIST CHOOSE TECHNIQUES CREATE BOOK

CREATE BOOK

Instructions: Please go through all four steps to create your book.

1. ADD A COVER

2. ADD INTRODUCTORY PAGE (1)

3. TECHNIQUES IN BOOK

4. ADD LINED PAGES

Instructions: You may want to add any instructions you like to explain how your client will use this workbook. You may also wish to add information about yourself or your practice. Please note that the instructions must be in a PDF file format. Once you have uploaded the document click the button Add Introductory Pages to the Book.

Add introductory page:

No file chosen

(2) Make sure your introductory pages are in PDF format before uploading.

(3)

THE NEXT STEP IS TO CHECK THE TOOLS YOU HAVE ADDED TO THE WORKBOOK (1).

YOU CAN DELETE TOOLS HERE THAT YOU HAVE DECIDED NOT TO INCLUDE (2).

WHEN YOU ARE HAPPY WITH THE TOOLS YOU HAVE SELECTED, YOU CAN PRINT THEM OUT (3) AND USE THIS SHEET TO KEEP TRACK OF ASSIGNMENTS.

**CREATE BOOK** Client Name: David Greenwald Date of Birth: 01/01/1950 [Click here to see video instructions](#)

PROBLEM CHECKLIST CHOOSE TECHNIQUES **CREATE BOOK**

**CREATE BOOK**

Instructions: Please go through all four steps to create your book.

1. ADD A COVER  
2. ADD INTRODUCTORY PAGE  
3. TECHNIQUES IN BOOK (1)  
4. ADD LINED PAGES

Instructions: These are the techniques you have selected for your Workbook. You can print the Table of Techniques to use as a way to keep track of assignments.

| TECHNIQUE NAME                                       | DESCRIPTION                                                                                                                                                                                                   | OBJECTIVE                                                                                                                                                      | PAGE COUNT | (2) |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|
| Are People Out to Get Me?                            | This worksheet is designed to help people develop some new strategies when they judge others' behavior as malicious.                                                                                          | To help you see that your feeling that others might be trying to undermine you or harm you might be inaccurate and to consider other ways to relate to people. | 5          |     |
| Are You a Distracted Eater?                          | This worksheet is designed to help people who eat excessively gain more control over their eating habits.                                                                                                     | To become less distracted when you are eating and to eat less during the day.                                                                                  | 5          |     |
| Asking for What You Want and Need                    | This worksheet is designed to help people think about how they typically ask for what they want and need in order to identify how they might want to change their communication styles in certain situations. | To help you think about how you ask for what you want and need in order to identify how you can change your communication style.                               | 4          |     |
| Automatic and Distorted Thinking in Eating Disorders | This worksheet helps people identify and keep a record of distorted thoughts to explore what might trigger negative, automatic thinking.                                                                      | To identify and address the distorted and automatic thoughts that support disordered eating habits.                                                            | 4          |     |
| Create a Fear Ladder                                 | This worksheet helps people imagine the process of overcoming their fears as a ladder                                                                                                                         | To overcome your anxiety by learning to face your fears step by step.                                                                                          | 4          |     |

**PRINT TECHNIQUE TABLE (3)**

**PRINT BOOK**



THIS IS THE WAY THE LIST OF TECHNIQUES WILL LOOK WHEN YOU PRINT IT OUT. YOU CAN USE THIS FORM TO KEEP TRACK OF ASSIGNED AND COMPLETED WORKSHEETS.

NOTE THAT THE TECHNIQUES ARE IN ALPHABETICAL ORDER, JUST AS THEY WILL APPEAR IN THE WORKBOOK.

| NAME: David Greenwald                                  |                                                                                                                                                                                                               | DOB: 01/01/1950                                                                                                                                                | DATE: 02/24/2019 |                |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| <b>List of Techniques</b>                              |                                                                                                                                                                                                               |                                                                                                                                                                |                  |                |
| TECHNIQUE NAME                                         | DESCRIPTION                                                                                                                                                                                                   | OBJECTIVE                                                                                                                                                      | DATE ASSIGNED    | DATE COMPLETED |
| Are People Out to Get Me?                              | This worksheet is designed to help people develop some new strategies when they judge others' behavior as malicious.                                                                                          | To help you see that your feeling that others might be trying to undermine you or harm you might be inaccurate and to consider other ways to relate to people. |                  |                |
| Are You a Distracted Eater?                            | This worksheet is designed to help people who eat excessively gain more control over their eating habits.                                                                                                     | To become less distracted when you are eating and to eat less during the day.                                                                                  |                  |                |
| Asking for What You Want and Need.                     | This worksheet is designed to help people think about how they typically ask for what they want and need in order to identify how they might want to change their communication styles in certain situations. | To help you think about how you ask for what you want and need in order to identify how you can change your communication style.                               |                  |                |
| Automatic and Distorted Thinking in Eating Disorders.  | This worksheet helps people identify and keep a record of distorted thoughts to explore what might trigger negative, automatic thinking.                                                                      | To identify and address the distorted and automatic thoughts that support disordered eating habits.                                                            |                  |                |
| Create a Fear Ladder.                                  | This worksheet helps people imagine the process of overcoming their fears as a ladder they have made the difficult decision to climb.                                                                         | To overcome your anxiety by learning to face your fears step by step.                                                                                          |                  |                |
| Developing Your Self-Care Plan.                        | This worksheet will help people identify the areas of their lives where they can implement self-care activities.                                                                                              | To help you develop a self-care plan by identifying what you value and require as part of your day-to-day life.                                                |                  |                |
| Do-It-Yourself Exposure and Response Prevention Guide. | This worksheet teaches people exposure and response prevention therapy (ERP), a method used to treat stubborn obsessions and compulsions.                                                                     | To learn to tolerate the anxiety and distress your fears provoke by directly exposing yourself to them.                                                        |                  |                |

THE LAST STEP IS TO ADD PAGES SO YOUR CLIENT CAN KEEP A  
“MOOD DIARY.” (1)

YOU CAN ADD UP TO 12 PAGES IN THE MOOD DIARY. (2)

7Sessions

CREATE BOOK

Client Name: David Greenwald Date of Birth: 01/01/1950 [Click here to see tutorials.](#)

PROBLEM CHECKLIST CHOOSE TECHNIQUES CREATE BOOK

CREATE BOOK

Instructions: Please go through all four steps to create your book.

1. ADD A COVER

2. ADD INTRODUCTORY PAGE

3. TECHNIQUES IN BOOK

4. ADD MOOD DIARY (1)

Add pages at the end of the book for clients to keep a Mood Diary.

Add Mood Diary Pages (2)

PRINT BOOK

# THIS IS THE WAY THE MOOD DIARY APPEARS IN THE WORKBOOK.

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Mood Diary

Instructions: A Mood Diary can help you become more aware of your emotions and the situations and thoughts that trigger them. It can also help you keep track of how you react to different emotions and how these reactions affect your day-to-day happiness and sense of fulfillment.

| Date | Predominant Mood | What influenced your mood? | What did you do in reaction to your mood? |
|------|------------------|----------------------------|-------------------------------------------|
|      |                  |                            |                                           |
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# READY TO GO?

START CREATING WORKBOOKS FOR YOUR CLIENTS TODAY.

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