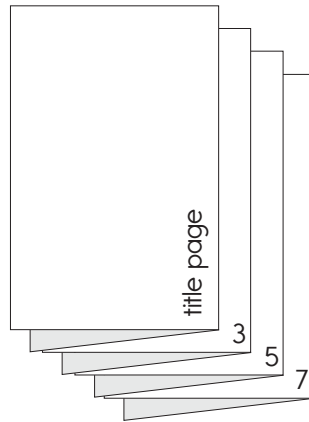


MAKING A VERTICAL SINGLE-SIDED BOOK

Step 1



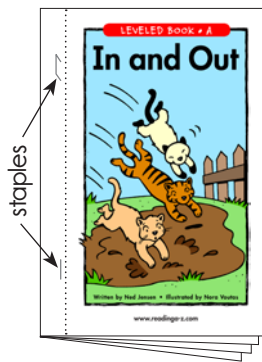
Step 2



Step 3



Step 4



Step 5



Finished book

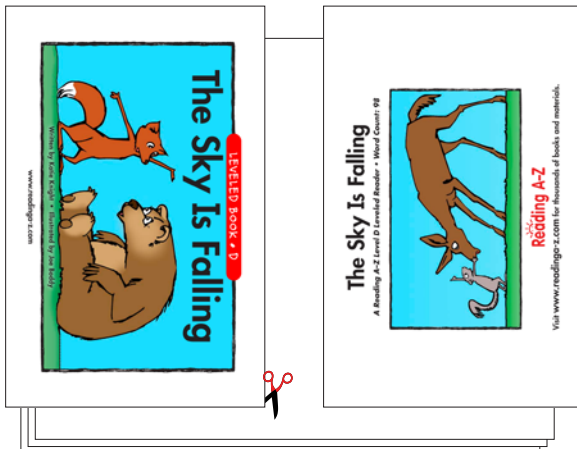
1. Fold the front/back cover page in half, taking care to line up the corners. (Illustrations should be on the outside).
2. Fold the remaining book pages in half taking care to line up the corners and stack them with the folded edge on the right. Place in order as shown in the illustration at left (title page, 3, 5, 7, 9, and so on). Regardless of the number of pages in your book, the odd-numbered pages should be stacked sequentially.
3. Insert the stack of pages into the cover so that the loose edges are tucked into the fold of the cover.
4. Square up the edges of all the pages. Tuck the inner pages as tightly as possible into the fold. Staple two times just to the left of the vertical dotted line at the left edge of the folded front cover.
5. Place a strip of 1-inch tape along the left side, using the dotted line as a guide (just covering it), covering the staples on the front and wrapping to the back of the book (optional).

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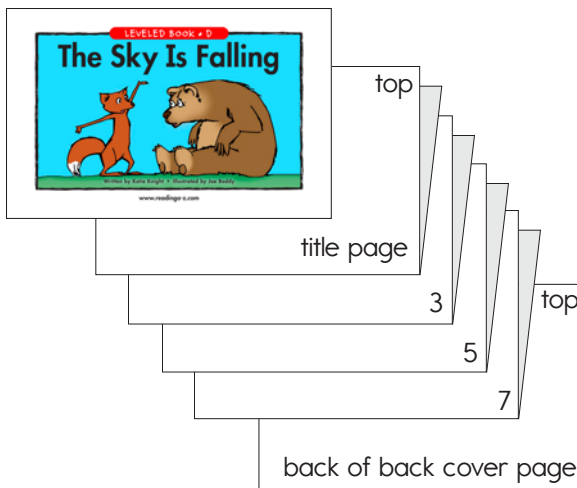
MAKING A HORIZONTAL SINGLE-SIDED BOOK

Step 1



Flat pages straight off printer. *Cut cover only.*

Step 2



Step 3



1. Take the printed book straight off the printer (this will work for books with any page count). Cut only the cover in half following the dotted line.
2. Then fold all remaining pages in half, matching the tops and bottoms together and making one pile in page order. See the illustration for Step 2.
3. Square up the edges of all the pages. Staple the left side with at least two staples.
4. Place one strip of 1inch tape along the left side, covering the staples on the front and back of the book (optional).

Step 4



Finished book

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