

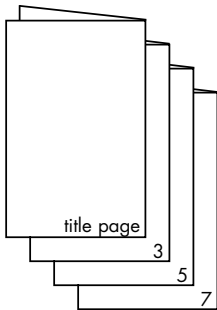
# MAKING A VERTICAL BOOK

8 or fewer pieces of paper, folded in half



Step 1

1. Fold the front/back cover page in half, taking care to line up the corners. (Illustrations should be on the outside.) Set it aside. Color covers are available for some of the books. If you have a color printer, you may wish to download a color cover (available as a separate downloadable PDF file).



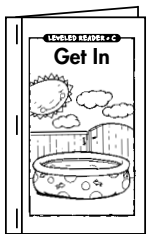
Step 2

2. Fold the remaining book pages in half and stack them with the folded edge on the right. Place in sequence 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.



Step 3

3. Insert the stack of pages into the cover so that the loose edges are tucked into the fold of the cover.

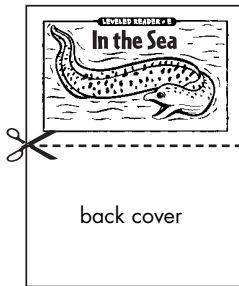


Step 4

4. Square up the edges of all the pages. Tuck the inner pages as tightly as possible into the fold. Staple three times as near as possible to the vertical line at the left edge of the book cover.

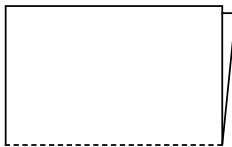
# MAKING A HORIZONTAL BOOK

For 8 or fewer pieces of paper, folded in half:



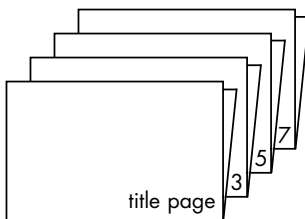
Step 1

1. Cut the front cover/back cover in half along the dotted line. Set aside the two pieces.



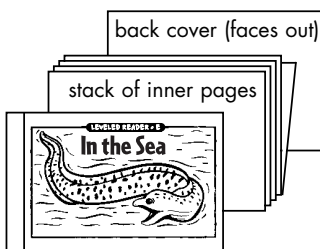
Step 2

2. Fold each of the other pages in half, taking care to match up the corners.



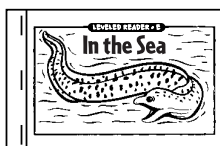
Step 3

3. Stack the folded pages with the folded edges on the bottom. Place in sequence 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.



Step 4

4. Place the front cover on top of the stack of inner pages. Flip over the back cover and place it on the bottom of the stack of pages so that it faces out.



Step 5

5. Square up the edges of all the pages. Staple three times as near as possible to the vertical line at the left edge of the book cover.

# MAKING A LARGER HORIZONTAL BOOK

**9–18 pieces of paper, folded in half**

**Supplies needed: stapler; hole punch; ribbon, yarn, or twine**

1. Follow Steps 1 through 4 for making a smaller horizontal book.
2. Books that use more than 8 pieces of paper are too thick to use a regular stapler to staple the entire stack. If you have access to a heavy-duty stapler, this is an ideal option. If not, you can use a hole punch to punch three holes, similar to notebook paper (see left-hand illustration below). Punch the front cover first, and then use it as a template for punching the other pages so that all holes are positioned the same.
3. Then use ribbon, yarn, or twine to assemble the book. Be sure to make the knots loose so that the paper is less likely to tear when pages are turned. Using softer material to tie the book will also help protect the pages.

For added stability, before tying your book, you can divide the stack of pages in half and staple each half using a regular stapler. Be sure to square up the pages and staple 1/2" in from the left edge, halfway between holes (see right-hand illustration below).

NOTE: Other alternatives for book assembly include binder clips with removable handles, plastic report cover spines cut to size, or anything else you can think of!



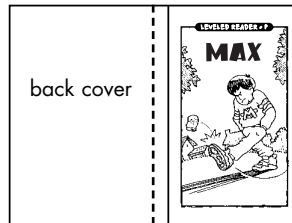
**For books that use more than 18 pieces of paper, divide the stack into three or four equal sections (instead of two) before stapling.**

**Stapling is recommended for larger books.**

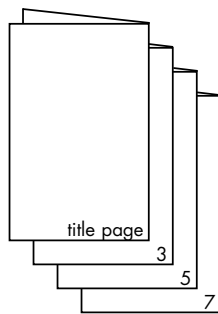
# MAKING A LARGER VERTICAL BOOK

9–18 pieces of paper, folded in half

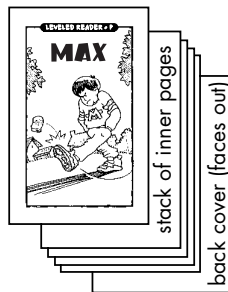
Supplies needed: stapler; hole punch; ribbon, yarn, or twine



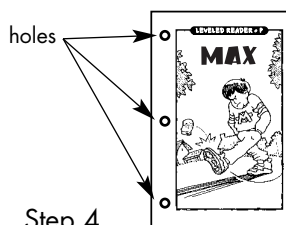
Step 1



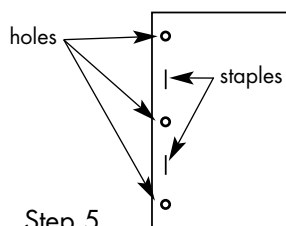
Step 2



Step 3



Step 4



Step 5

1. Cut the front cover/back cover in half along the dotted line. Set aside the two pieces.
2. Fold the remaining book pages in half and stack them with the folded edge on the right. Place in sequence 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. Place the front cover on top of the stack of inner pages. Flip over the back cover and place it on the bottom of the stack of pages so that it faces out.
4. Books that use more than 8 pieces of paper are too thick to use a regular stapler to staple the entire stack. If you have access to a heavy-duty stapler, this is an ideal option. If not, you can use a hole punch to punch three holes, similar to notebook paper. Punch the front cover first, and then use it as a template for punching the other pages so that all holes are positioned the same. Then use ribbon, yarn, or twine to assemble the book. Be sure to make the knots loose so that the paper is less likely to tear when pages are turned. Using softer material to tie the book will also help protect the pages.
- 5: For added stability, before tying your book, you can divide the stack of pages in half and staple each half using a regular stapler. Be sure to square up the pages and staple 1/2" in from the left edge, halfway between holes.

NOTE: Other alternatives for book assembly include binder clips with removable handles, plastic report cover spines cut to size, or anything else you can think of!

**For books that use more than 18 pieces of paper, divide the stack into three or four equal sections (instead of two) before stapling.**

**Stapling is recommended for larger books.**