

Printing and Binding the Booklet

Materials required:

- 5 sheets of 24 pound, 8.5" x 11" white paper that accepts colour printing
- 1 sheet of 61 pound matte-finish photo paper, 8.5" x 11" to serve as the book cover.
- 1 steel -edged ruler
- 1 pencil
- 1 sewing needle
- 1 push pin
- 750 to 1000 mm. (30 to 40 inch) length of waxed dental floss
- Stack of phone books to serve as a paper press and to protect your table surface

Method:

1. Print the entire 10 pages of the pdf file on the 5 sheets of 24 pound paper using the following settings:
 - a. double sided
 - b. borderless
 - c. Matte finish photo paper setting
 - d. 8.5" x 11" paper size

Because you are using a photo setting on the printer you may have to turn the paper over by hand (as each page goes through the printer) since photo print will not work "double-sided" on some printers. You should use 24 pound paper. A lighter weight paper will allow colour to bleed through from one side of the page to the other. A heavier paper will make your 5 sheet signature too thick and hard to handle.

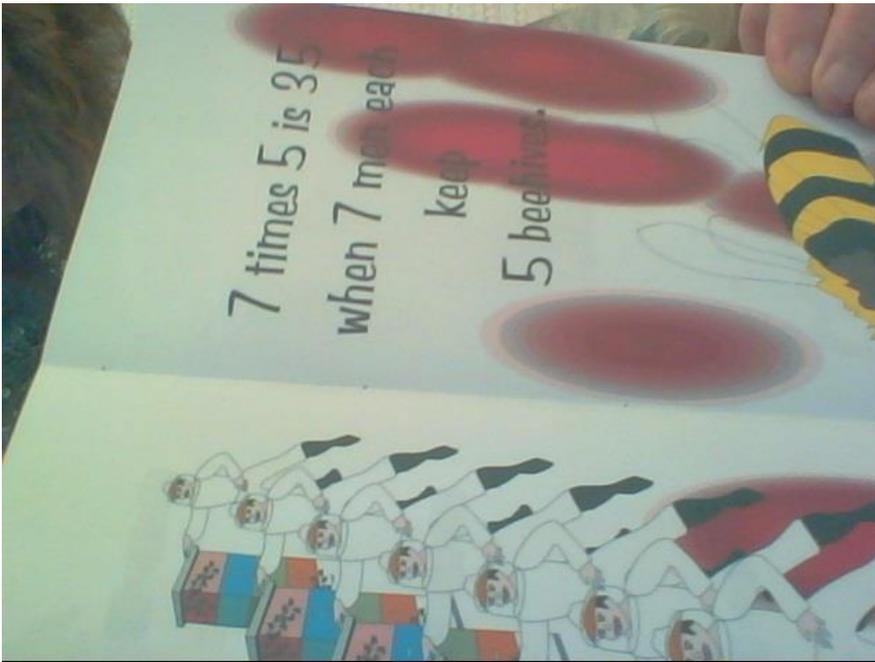
2. To make your cover, print the first page of the pdf file once more, but this time, print it on the heavy matte-finish photo paper. Do not print the rest of the file this time – just the first page. Use the same settings as above, but there is no need to use "double-sided".
3. Fold each of the 5 sheets in half with the crease running the long way. Match the edges of the page carefully. (Don't worry if the fold doesn't sit exactly on the centre of the printed picture.) Make each crease tight and accurate. Fold the pages individually - not as a group.



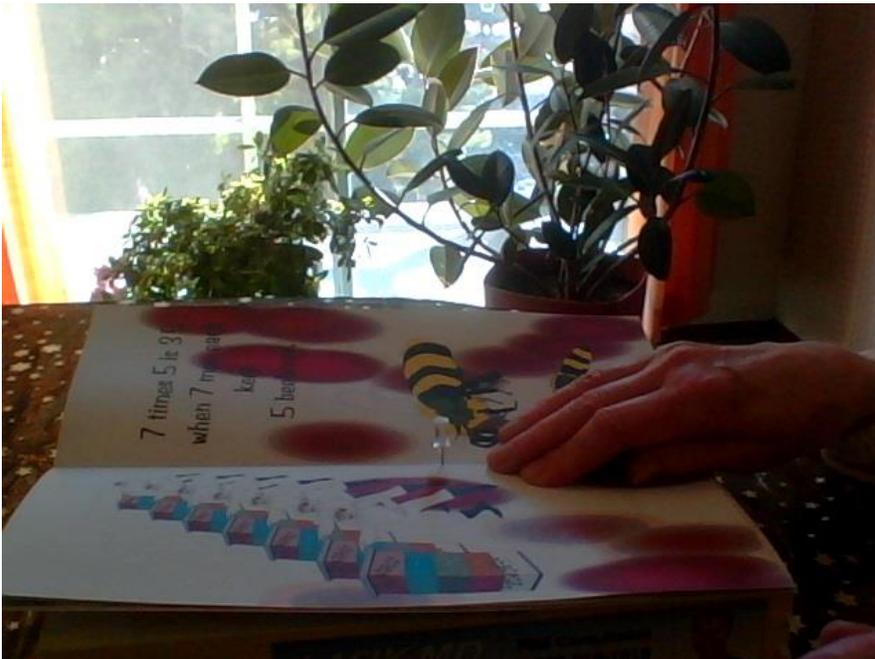
- To fold the cover page, place the printed cover upside down against a window and mark the ends of the printed centreline on the back side of the sheet. (You will be able to see the printing on the backside of the paper because of the light shining through the window.) Return (with your marked copy) to your working table, and place your steel edge between the two centreline marks. Score the backside of the cover between the marks with something similar to an empty ball point pen. Because the book cover is scored, it will fold neatly and exactly along the centreline – right where you have scored the paper.
- Now you can assemble the entire booklet and set it to press under your stack of phone books:



6. After about 24 hours remove the booklet from under the stack, then prepare the centre page so the booklet is ready to sew. Prepare it by placing a series of pencil marks along the centre line – one at $\frac{1}{2}$ an inch from the top, another at $\frac{1}{2}$ an inch from the bottom and four more at 2 inch spaces between.



7. After marking the centre page, re-assemble the booklet once more. Make sure all the pages are in the right order. Include the cover.
8. You will now use the push pin to make a series of six holes for your needle to ease through when you sew the book. Place a phone book or a magazine under your working booklet and use the push pin at each pencil mark, as show below:



9. Thread your needle with a single thickness of the waxed dental floss. Starting from the outside and bottom of the booklet, insert the needle through the first hole at the bottom – this hole being one of the six holes that you created using the push pin. Continue threading your needle through hole after hole.



10. Sew in and out through the holes until you have sewn from the bottom to the top of the book:



11. Now sew in the opposite direction - from the top to the bottom of the book - going through each hole in the opposite direction. Your finished sewing job will look like this:



12. Pull the dental floss so the book is held tightly together. You can now tie off the two ends with a triple granny knot, trim the ends and put your booklet under your stack of phone books for another couple of hours. Voila! A finished product!



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