

Binding Techniques

saddle staple bound

materials sharp x-acto, bone folder, metal ruler, long-neck
stapler; suggested: newsprint or white xerox

practice example 5 X 7.5" booklet
printed on 8.5 X 11" [letter] paper

- * booklet must be an even number of pages divisible by 4
- 1 print ready: make a blank dummy for yourself and number
the pages
- 2 rearrange the page spreads in your document to reflect
the order of your dummy
- 3 print your booklet: double sided, with crop marks
- 4 make sure the pages are collated in the correct order
- 5 tape the corners of your paper to hold them together
- 6 measure to find the center [spine] of your booklet
- 7 measure to find the placement of [equidistant] staples
- 8 bind: one fast pop of the stapler; twice; staple from the
outside cover of your booklet, so that the toothy part of
the staple is buried on the inside of the booklet
- 9 trim: picture window style [meaning don't cut all the way
through the edges of your paper, ergo cutting off your
crop marks]; cut only the two long edges of your book,
NOT the edge opposite of your spine
- 10 fold: use bone folder
- 11 with the book folded crisply in half, trim the last edge
opposite the spine [make sure everything is square]