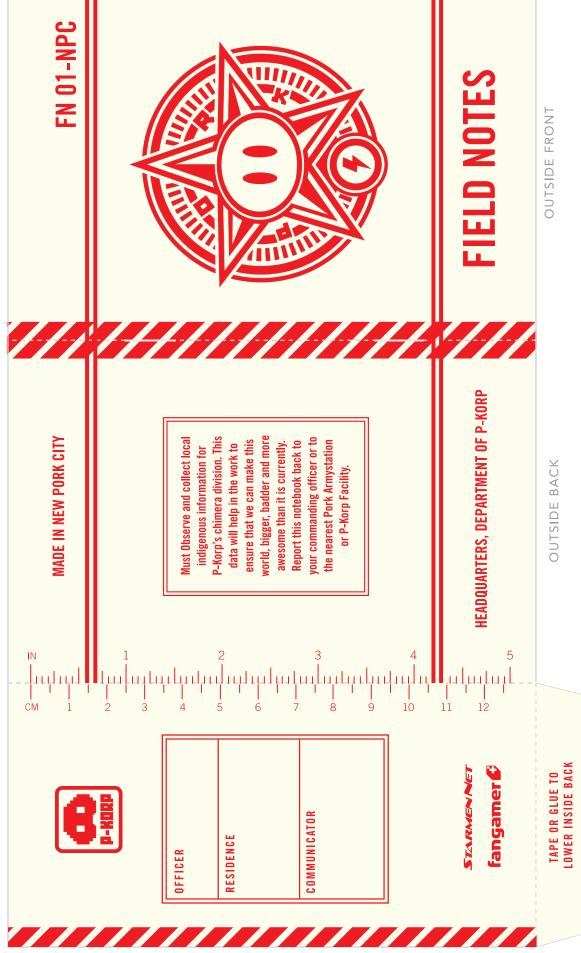
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- It is recommended that thicker paper/card paper is used to print this page- the cover. Thinner plain paper is recommended for the inside pages. This PDF is set up for 8.5" x 11". It is not suggested to print it out larger, due to later steps when stapling.
- -The reverse side of the cover, the checkered pattern, is option to print. When all pages are printed out, cut out the solid shape on the outside edge, make sure not to cut off any tabs. You can use scissors but an xacto blade & ruler is better suited for this (be careful).
- For the pages portion (printed on plain thin paper) of your booklet, you will need to print 5 pages of the 2-up sheet. Pick whichever paper type you like. Cut on the solid lines. Once you cut out the 5-6 pages, you will have 10-12 booklet pages.
- Assemble the back pocket of the cover on the booklet by folding the inside pocket panel and gluing or taping the tab to the inside of the reverse side of the back panel.
- Now, it's time to put your booklet together by laying the 10 plain pages flat, then laying the new booklet cover flat over it, all lined up. With the cover facing up and the stapler stapling downwad, staple in the two designated spots (solid white lines on the spine. on the spine of the booklet (small thin ovals). You may want to get a paper clip or two to hold the cover and inside pages together when stapling. Once you are done stapling, fold the spine of the booklet, and use a glass or hard object to push and fold the booklet down, Make sure not to mark the cover when folding

An optional step is to round the two right corners when looking at the finished folded booklet. This is best done with a x-acto blade. It's not required, but it makes it look and feel nice.



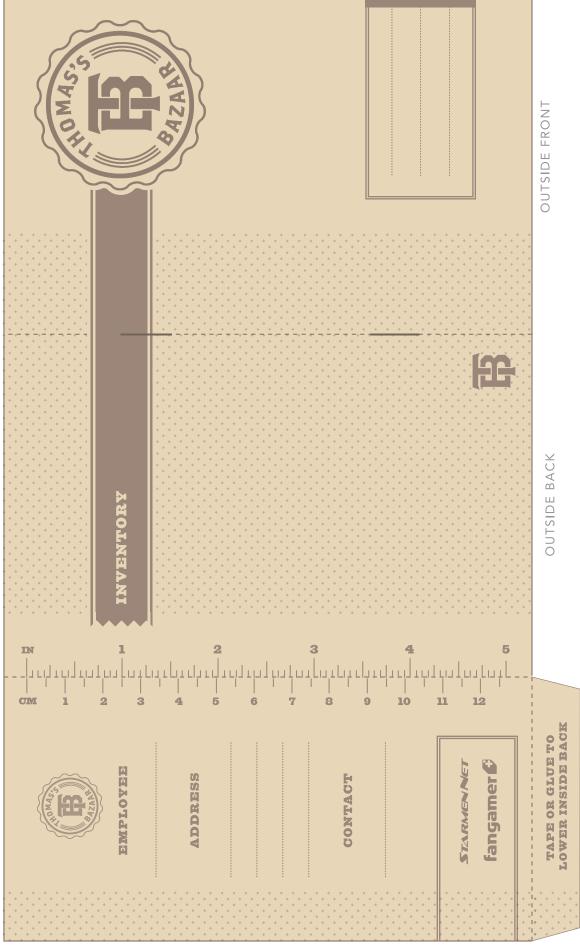


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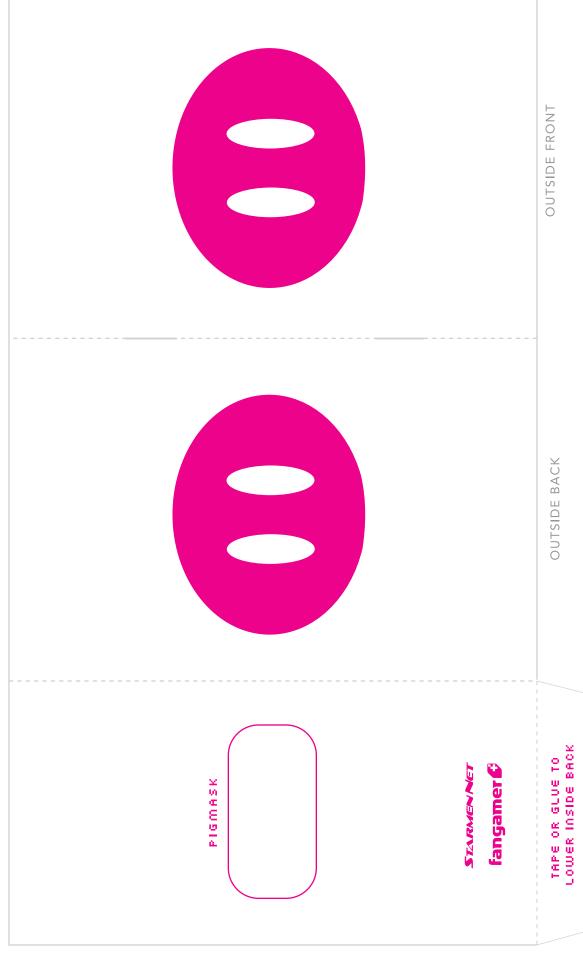


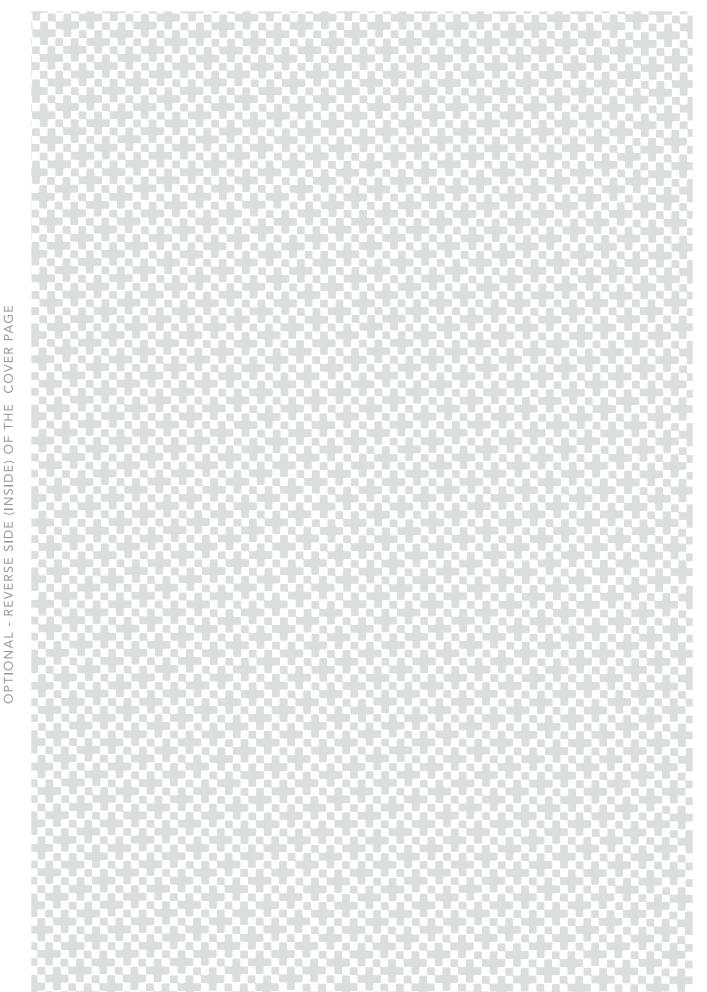
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														*

CUT THIS
LINE TO
THE EDGE

DONT CUT