

# Booklet Assembly Instructions

## Bindery Hardware

To begin, you will need bindery Hardware. A long armed saddle stapler, which is necessary for assembling the booklets. I purchased this one on Amazon for \$38.



The “Daily Christian Walk Guide” Booklet is not thick, so if you fold the pages carefully, you can get by without a paper cutter.

If the booklet is thick, it is a good idea to trim the lead edge of the booklets once they are assembled. The more pages, the more that edge progressively pushes out toward the lead edge, and the rougher the finished booklet looks. This is fine if you are making a few, but if you are making a lot, such as for an event, you might want to invest in a paper cutter.

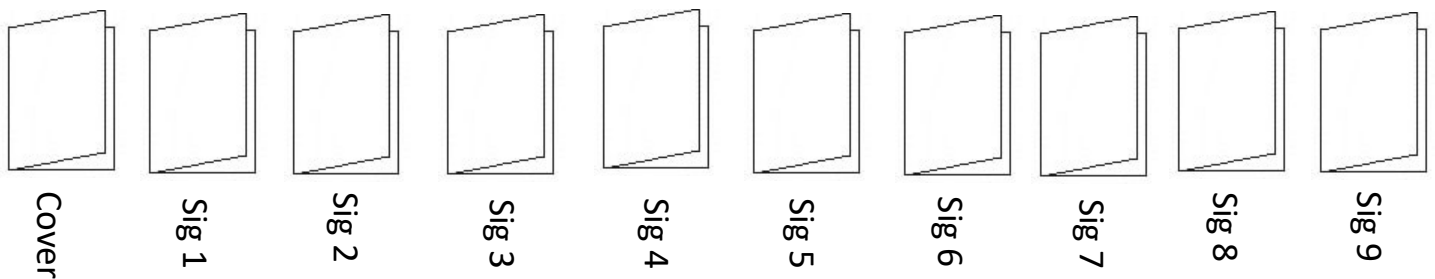
I purchase this one on Amazon for \$220. It is a high quality paper cutter that locks down the material trimmed.

Cheap paper cutters don't work well. As the blade dulls they tend to shift the material, making a rough crooked cut.



## Printing the Booklet

Booklets are made up of folded pages called signatures. You start with a 8 1/2" x 11" sheet of paper. Print both sides. For example the first signature, sig 1A, and sig 1B, are pages 1, and 2 of the document pages. The page numbers on the printed pages are different. Document pages 3 and 4 are sig 2A, and sig 2B, and so on... I used 20 lb. paper, and 32 lb. cover stock, which seemed to work well. When you have printed them all, and folded them all in half, you end up with nine signatures, and a cover. Lay them out in a row.



## Assembling the Booklet

Slide Sig nine into sig eight, then both into seven, then all into six, and so on. At the end you slide them all into the cover. Tap them to straighten as much as possible, then staple them together along the spine. When you have a short stack of booklets, put pressure down the spine to flatten the booklets.