

Booklet Assembly Costs and Instructions

Costs and Bindery Hardware

As of this writing, the best price I could find for 1,000 36 page booklets was \$1.29 each. Getting the pages printed at a copy shop, I could make the booklets for about .50 cents each.



The minimum equipment needed is a long arm saddle stapler. This one cost \$38 dollars on amazon.

If you fold the pages carefully and the booklet is no thicker than 36 pages, you don't need a paper cutter.

If you need a paper cutter, a cheap one won't work well. You need to lock down the stack or the sheets will shift, making uneven rough cuts.

This one was \$220 on Amazon.



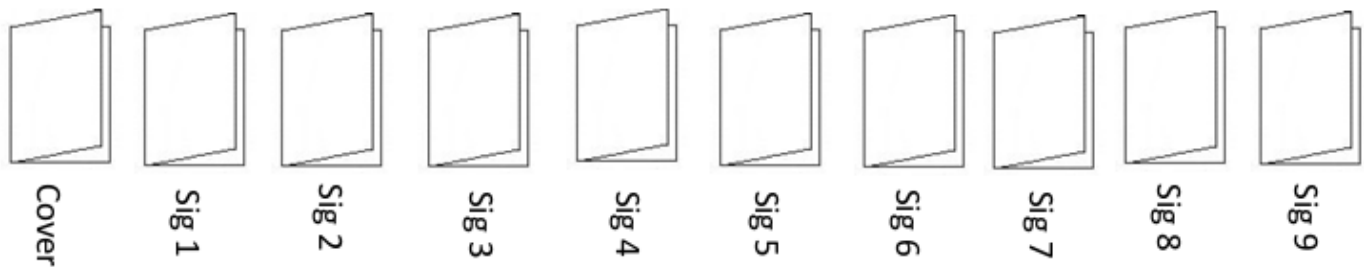
Folding the pages is the most time consuming part of the process. A cheap folder probably won't do a good enough job to not need a paper cutter. You can make this type of booklet with a single fold paper folder. If you decide to make the type of booklets described in the advanced section, you will need a paper cutter, and a multi-fold paper folder.

Printing the Booklets

Booklets are made by printing the pages on both sides of 8 1/2" x 11" paper. I used 20 lb. paper for the pages, and 32 lb. paper for the cover. Then each page is folded in half. These are called a signature. One side of the sheet is Sig 1a, the flip side is Sig 1b...

Assembling the Booklets

When you have folded them all, you will have nine signatures, and a cover. Lay out stacks of each signature as illustrated.



Slide sig. 9 into sig. 8, then both into 7, then all into 6, 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 with the saddle stitch stapler. When you have a stack of booklets, put pressure down the spine to flatten the booklets.

Advanced Section

How to Make Different Number of Pages Booklet

You can determine the page layout by making a mock-up booklet. When you fold a 8 1/2" x 11" sheet of paper in half, you have 5 1/2" x 8 1/2", which makes 4 pages on 1 Signature. So if you have a 40 page booklet,

You will need 10 Signatures. To mock-up your booklet, fold 10 sheets of paper in half and put them together, one inside another, just like when you assembled the Signatures into a booklet. On each page, write the page number. When you pull them apart, you will have a mock-up that shows each page placement

How to Make Different Size of Booklet

Start with an 8 1/2" x 11" sheet of paper. Fold it in half to make it 5 1/2" x 8 1/2". Fold it in half again. You have a 4 1/4" x 5 1/2" size Signature, which has 8 pages. 5 of these signatures makes a 40 page booklet. Combine each Signature, then number each page. When you are finished pull them apart. Half of the pages will be upside down, which is how you will need to lay them out. After you put these Signatures together to build your booklet, staple them together along the spine. You will need to trim off the top edge fold to complete the booklet. You now have a pocket sized booklet.