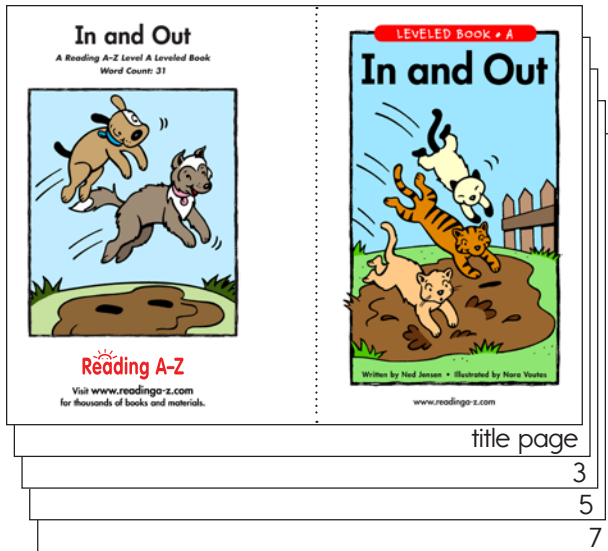


MAKING A VERTICAL DOUBLE-SIDED BOOK

Printer settings may vary. Many require selecting double-sided printing with a short edge or top bind for vertical double-sided books. Test your printer settings before printing a large number of books.

Step 1 — Flat pages straight off printer

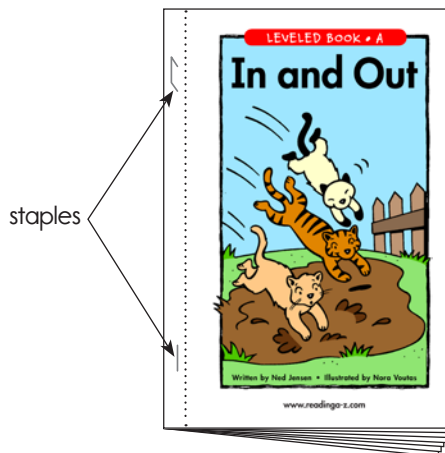


1. Take printed pile straight off the printer.
No cutting is necessary.
2. Fold the whole stack in half, taking care to line up the corners.
3. Staple two times just to the left of the vertical dotted line at the left edge of the folded front cover.
4. Place one strip of 1-inch tape along the left side, using the dotted line as a guide (just covering it), covering the staples on the front and wrapping to the back of the book (optional).

Step 2



Step 3



Step 4



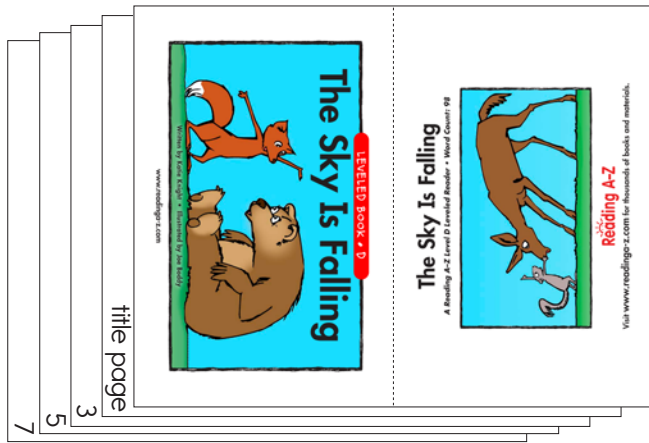
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MAKING A HORIZONTAL DOUBLE-SIDED BOOK

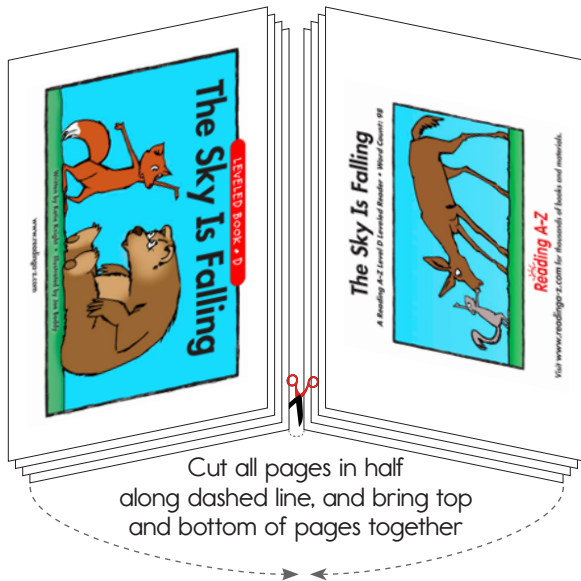
Printer settings may vary. Many require selecting double-sided printing with a long edge or left bind for horizontal double-sided books. Test your printer settings before printing a large number of books.

Step 1



Flat pages straight off printer

Step 2

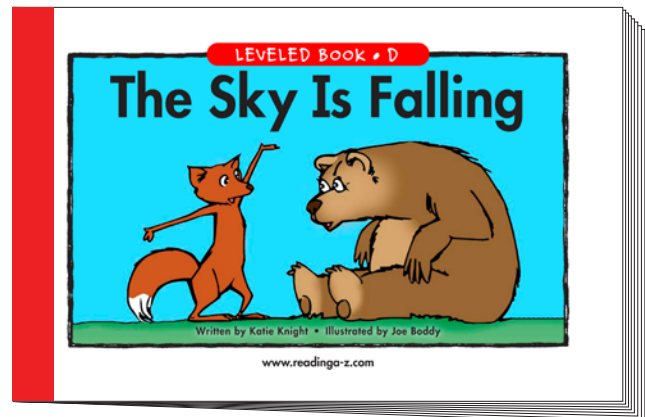


Tape left edge

Step 3



Step 4



Finished book

1. Take the printed book straight off the printer (this will work for books with any page count).
2. Cut the whole stack in half along the dotted line. Then match the tops and bottoms together making one pile as shown in the illustration at left.
3. Square up the edges of all the pages. Staple left side with at least two staples.
4. Place one strip of 1-inch tape along the left side, covering the staples on the front and back of the book (optional).

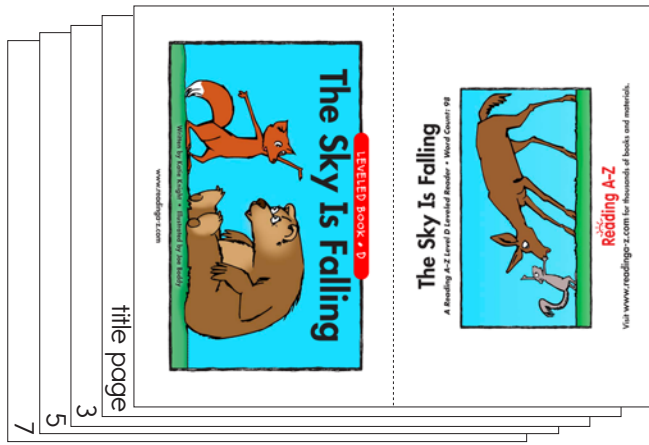
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MAKING A HORIZONTAL FOLD-ONLY DOUBLE-SIDED BOOK

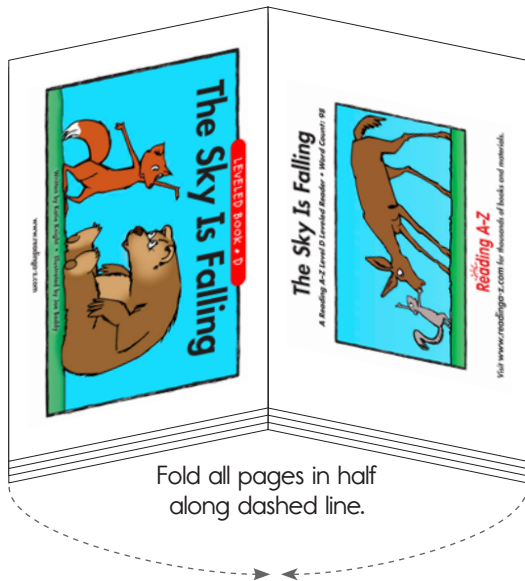
Printer settings may vary. Many require selecting double-sided printing with a long edge or left bind for horizontal double-sided books. Test your printer settings before printing a large number of books.

Step 1



Flat pages straight off printer

Step 2



Fold all pages in half along dashed line.

Step 3

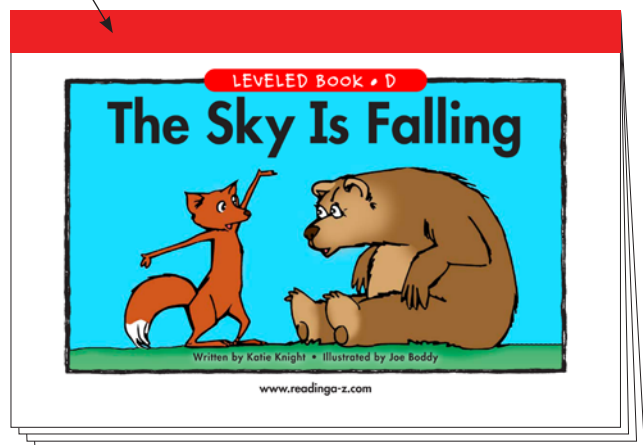
Staple along top



1. Take the printed book straight off the printer (this will work for books with any page count).
2. Fold the whole stack in half along the dotted line, taking care to line up the corners.
3. Staple two times just above the dotted line at the top edge of the folded front cover.
4. Place one strip of 1-inch tape along the top, covering the staples on the front and back of the book (optional).

Step 4

Tape along top



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