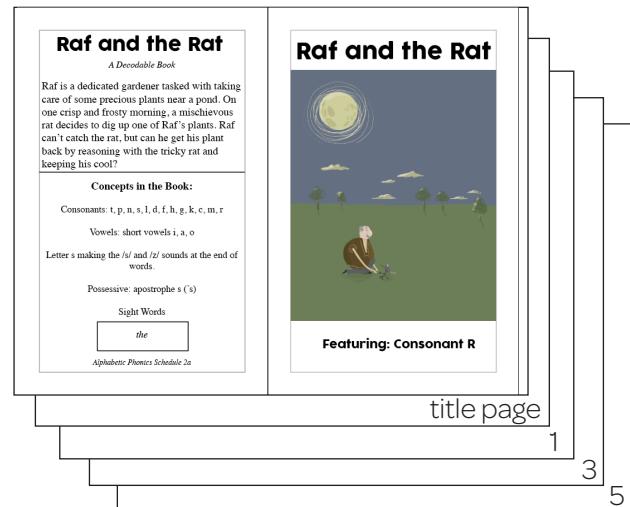


# Directions for Putting Together a Double-Sided Book.

Print the *Double-Sided Book File*. Many printers require selecting double sided printing with a short edge or top bind for vertical double-sided book. Test print one book before printing a large number of books.

**Step 1:** Take pages straight from the printer and lay them flat.

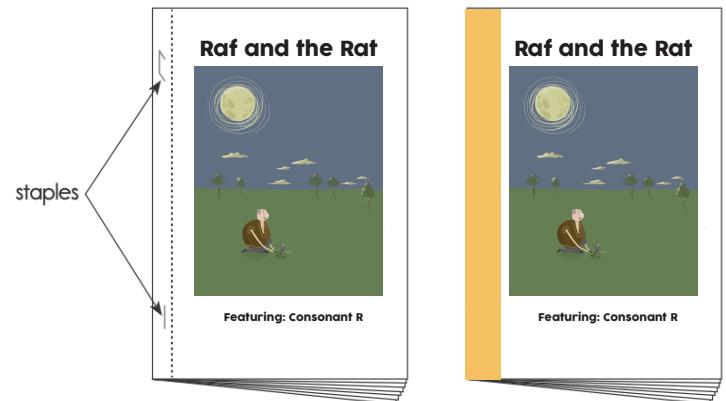


**Step 2:** Fold the whole stack of pages in half.



**Step 4.** Place two staples on the left hand spine.

**Step 5:** Cover the staples with a strip of tape by placing the strip vertical and covering the staples in the front, and then wrapping to the back of the book.



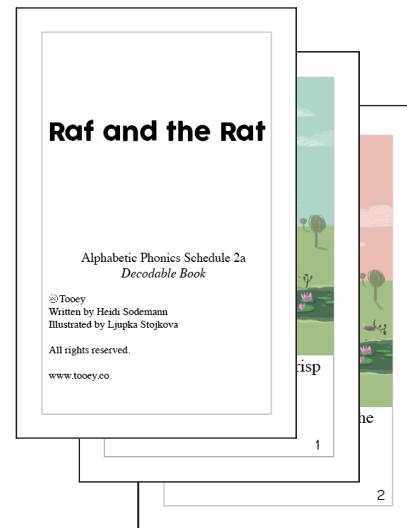
# Directions for Putting Together a Single-Sided Book

Print the *Single-Sided Book File*.

**Step 1:** Fold the front/back cover page in half (illustrations should be on the outside).



**Step 2.** Cut the other pages in half and order them sequentially and put them in a stack.



**Step 3:** Insert the stack of pages into the cover.

**Step 4.** Place two staples on the left hand spine.

**Step 5:** Cover the staples with a strip of tape by placing the strip vertical and covering the staples in the front, and then wrapping to the back of the book.

