



*how\_to:*

DIY

2024\_CALENDAR

TO\_DO\_LIST

MISSISSIPPI

BOOK\_BIND

SYSTEM

APOHL.XYZ





## *contents*

<i>Introduction</i>	04
<i>Acknowledgments</i>	07
<i>Components:</i>	08
<i>booklet inserts</i>	10
<i>Mississippi binder</i>	16
<i>container cover</i>	23
<i>slip cover</i>	26
<i>How to:</i>	31
<i>tools</i>	31-77
<i>layout</i>	31-77
<i>assembly</i>	31-77
<i>conclusion</i>	89



# Introduction

This calendar is designed to be as modular, open-source, accessible, and DIY as possible. Inspired by the need to get things done, and the will or lack thereof to do so, the process of design for this “calendar” became an intense, emotional, and reflective process over the course of several months in the year of 2023. In the end, the design functioned as a response to a personal need to remember something, or someone (ourselves or otherwise), important.

Each “calendar” contains 12 monthly pocket-size to-do list booklets. Each booklet employs a dynamic cascading grid with modular space for each day of each month. Booklets can be removed each month for daily use.

The container cover, built with a “Mississippi” binder, functions as storage for monthly booklets that are not currently in use, and incorporates a calendar of the 2024 year from beginning to end.

The cover design, which functions also as an invoice of cost and material, incorporates two open-source typefaces (Google Fonts).

San-Serif: Roboto Mono

Serif: Cormorant Garamond

To explore the modularity and graphic quality of the cascading grid, booklet cover designs are generated by creative programming via P5.js. Further documentation on the code and integration of tools in the project will be documented and released at an undetermined future date.

The calendars and booklets are printed in black and white, and color is introduced via paper and other binding material. Binding systems are intentionally flexible, and can be completed with thread and needle, adhesive, saddle-stitch stapling, and many other methods, although I (Aubrey) prefer a combination of adhesive, staples, and small metallic binder clips.

*Love,*

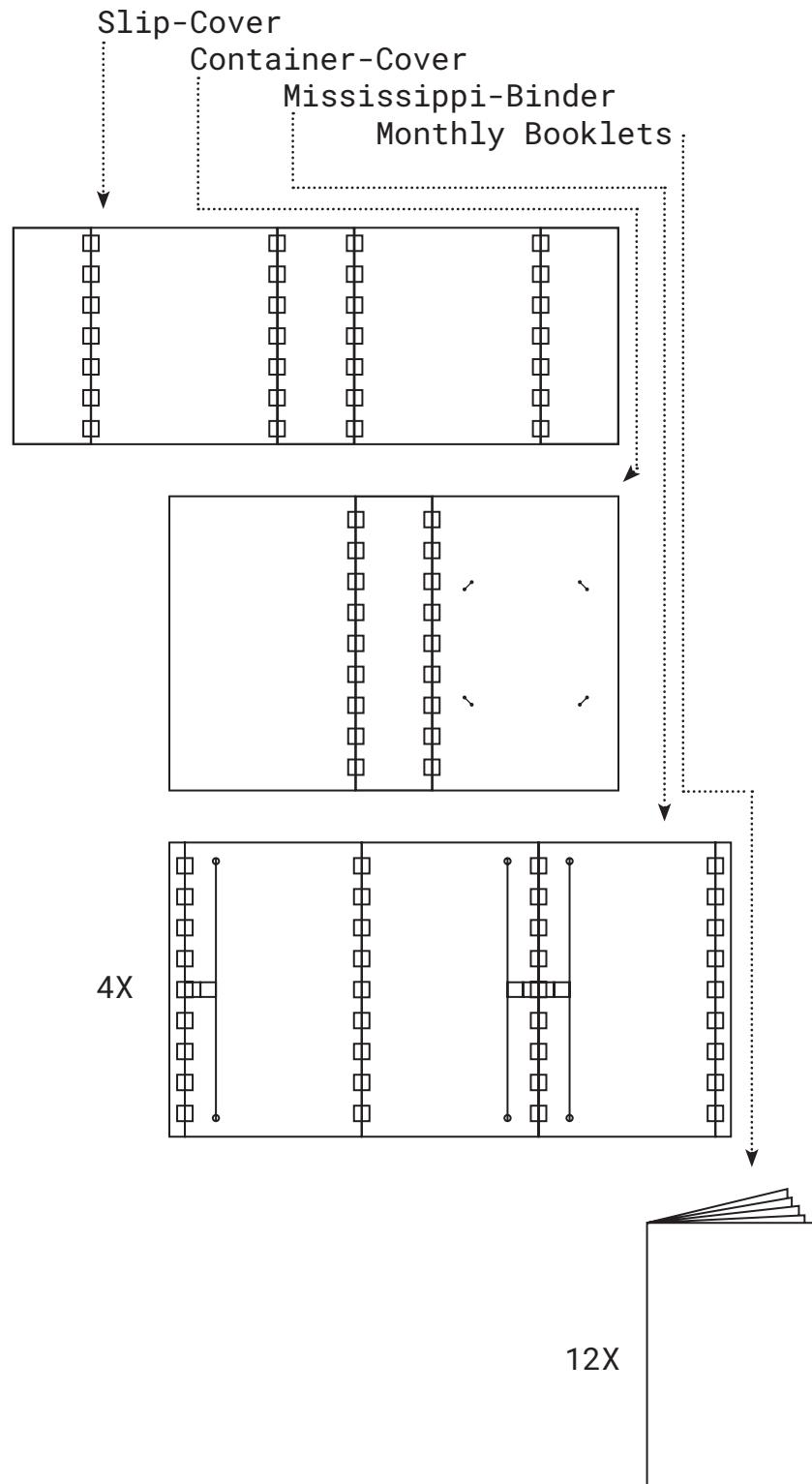
*AP*



# Acknowledgments

Thanks to:

My dogs / My students / Ryan /  
Rachel / Taggert / Daniel / Hunter /  
Amber / Mary / Graham / My family /  
Birds / Music / Love / Grief / 2023 /  
Mississippi / &  
Many  
Many  
More



## Components

Slip-Cover  
Container-Cover  
Mississippi-Binder  
Monthly Booklets

There are twelve booklets, one for each month of the year. Each booklet featured a 20 page saddle-stitch bound signature and card-stock cover. Each signature is comprised of 5 sheets of regular paper.

Cover size: 5.5" x 4.25"  
Spread size: 5.5" x 4.25"  
Page size: 2.75" x 4.25"

The Mississippi (River) Binder is an accordion style insert binder that connects to the outer cover at the inside spine. The binder, comprised of card-stock is built in 4 segments. Each segment is rotated 180 degrees at the connecting point to complete the binder from start to finish. There are three insert cuts per segment.

Segment size: 9.05" x 4.75"  
Total length: 27.15" x 4.75"

The Container-cover, the outside cover that encases the Mississippi-binder and booklets, is a card-stock cover that functions also as an invoice of production cost and material.

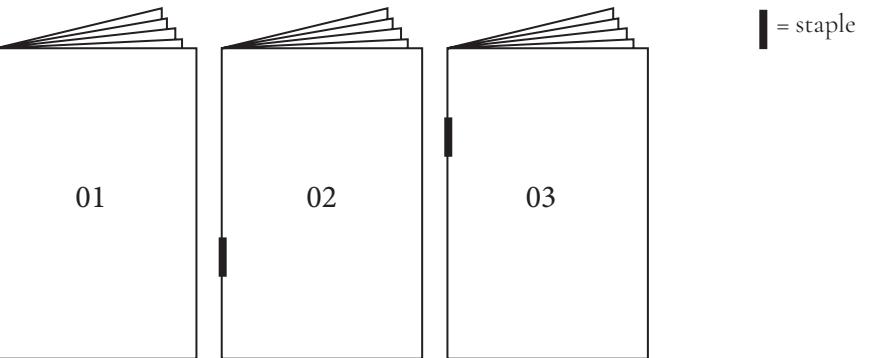
Full size: 7.25" x 4.75"  
Front/back cover: 3" x 4.75"  
Spine: 1.25" x 4.75"

The Slip-cover is a card-stock paper slip that holds all calendar contents together when not in use.

Full size: 9.75" x 3.5"  
Front/back cover: 3" x 3.5"  
Spine(s): 1.25" x 3.5"

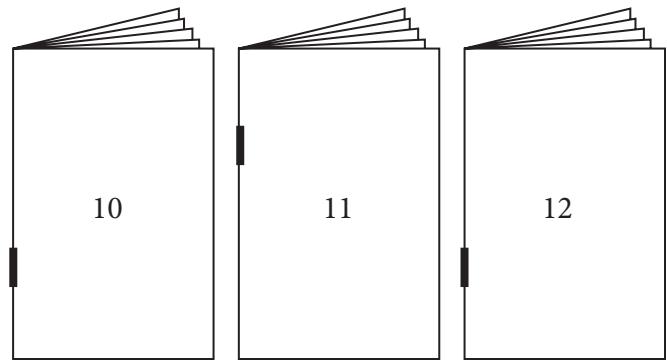
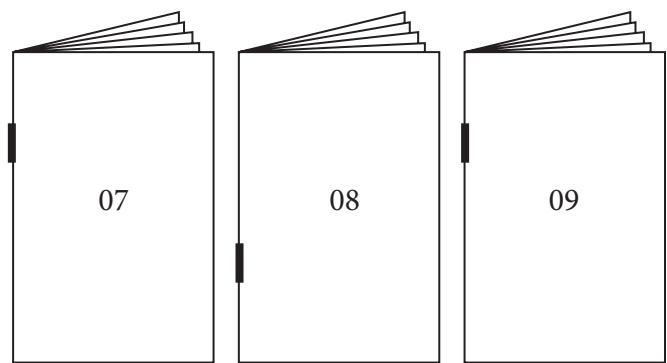
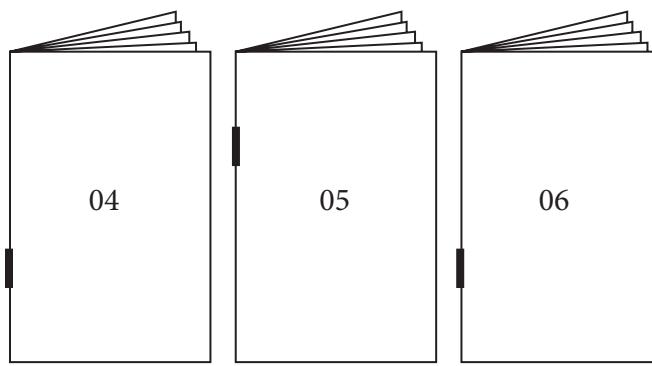
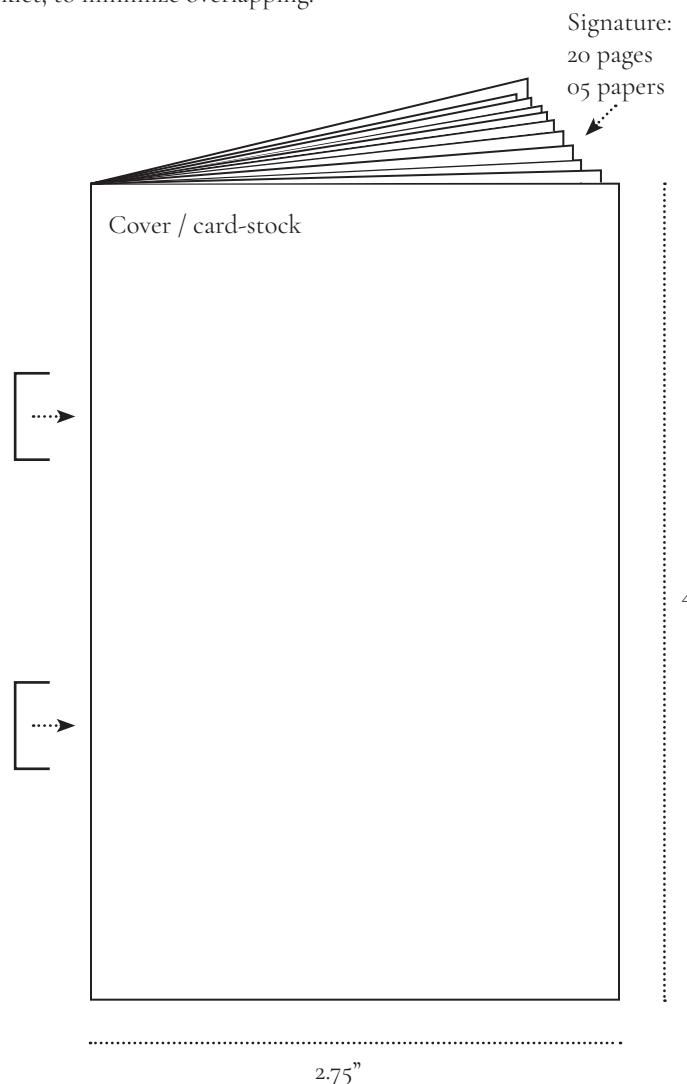


10



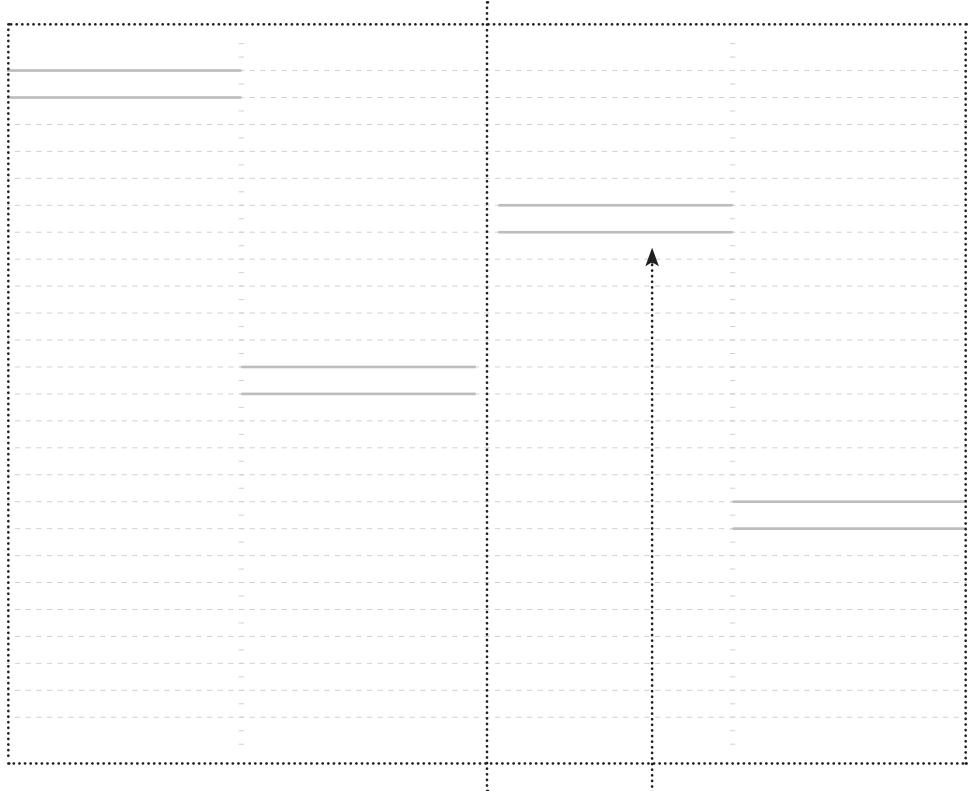
Booklets are saddle stitch bound, regular paper signature to card-stock cover.

\*it is suggested to stagger staples, one per booklet, to minimize overlapping.



### BOOKLET INSERTS (ZINE STYLE!)

11

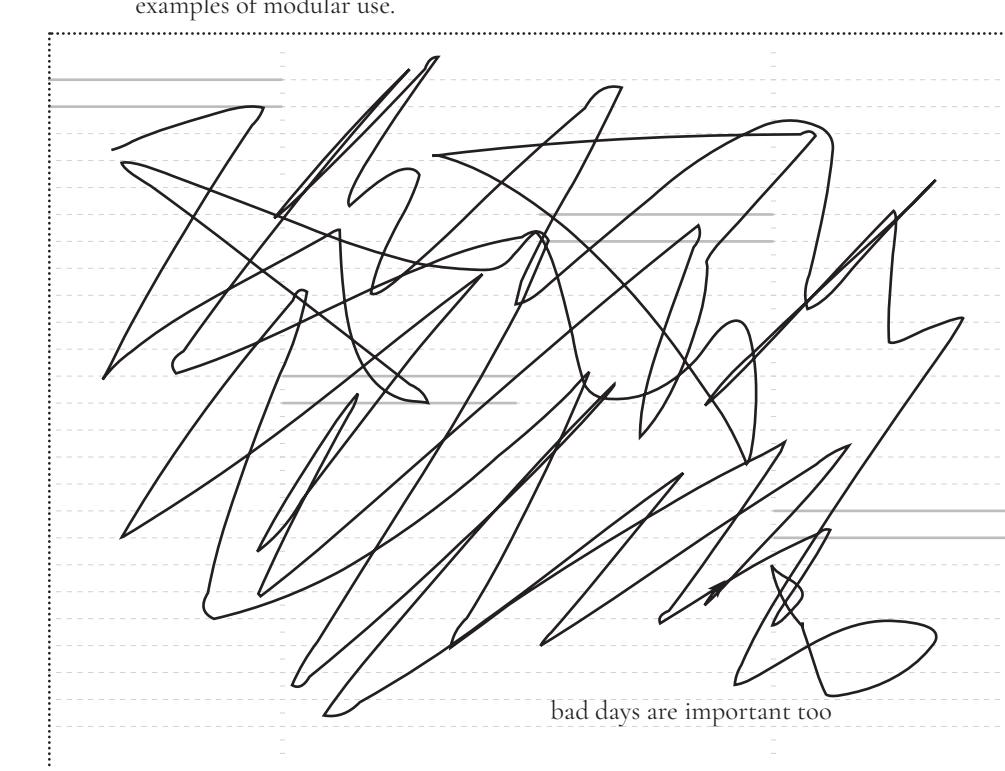
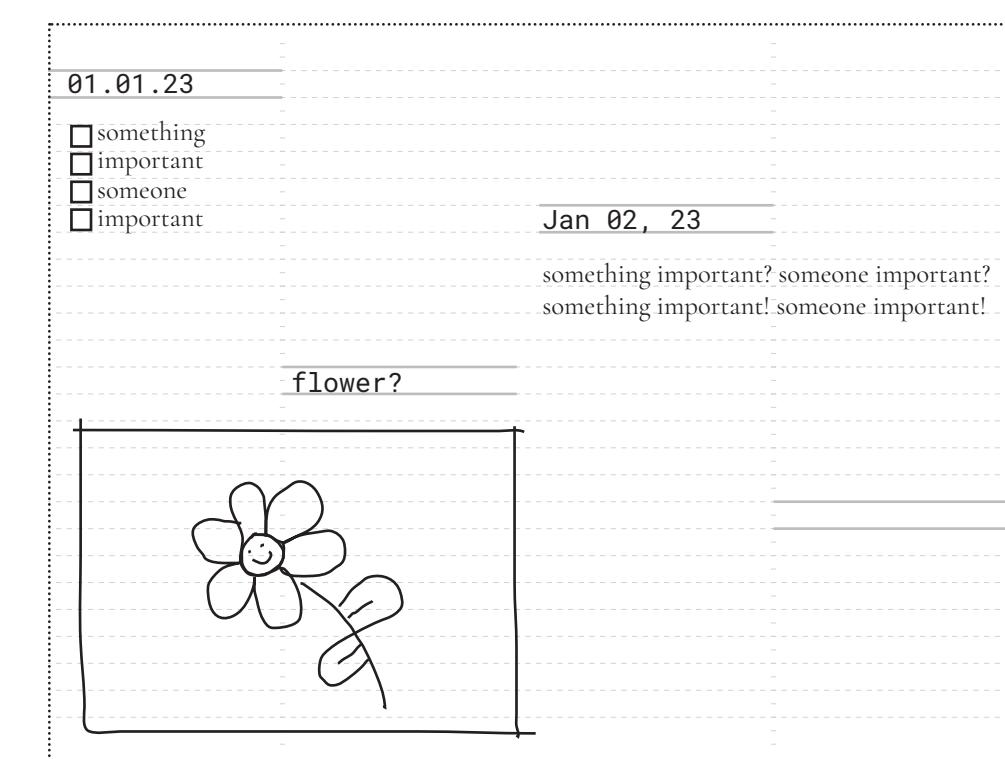


The grid layout for each booklet is designed to be used in as flexible of a method as possible.

Spaces are allotted for user input of date, subject, etc, and can be used either in a daily manner, or a more open note taking structure and use.

The grid is based on a cascading system of four columns. Rows are designed for flexible height, and there are more than enough headline spaces for each day of the month.

### BOOKLET INSERTS (ZINE STYLE!) (layout)





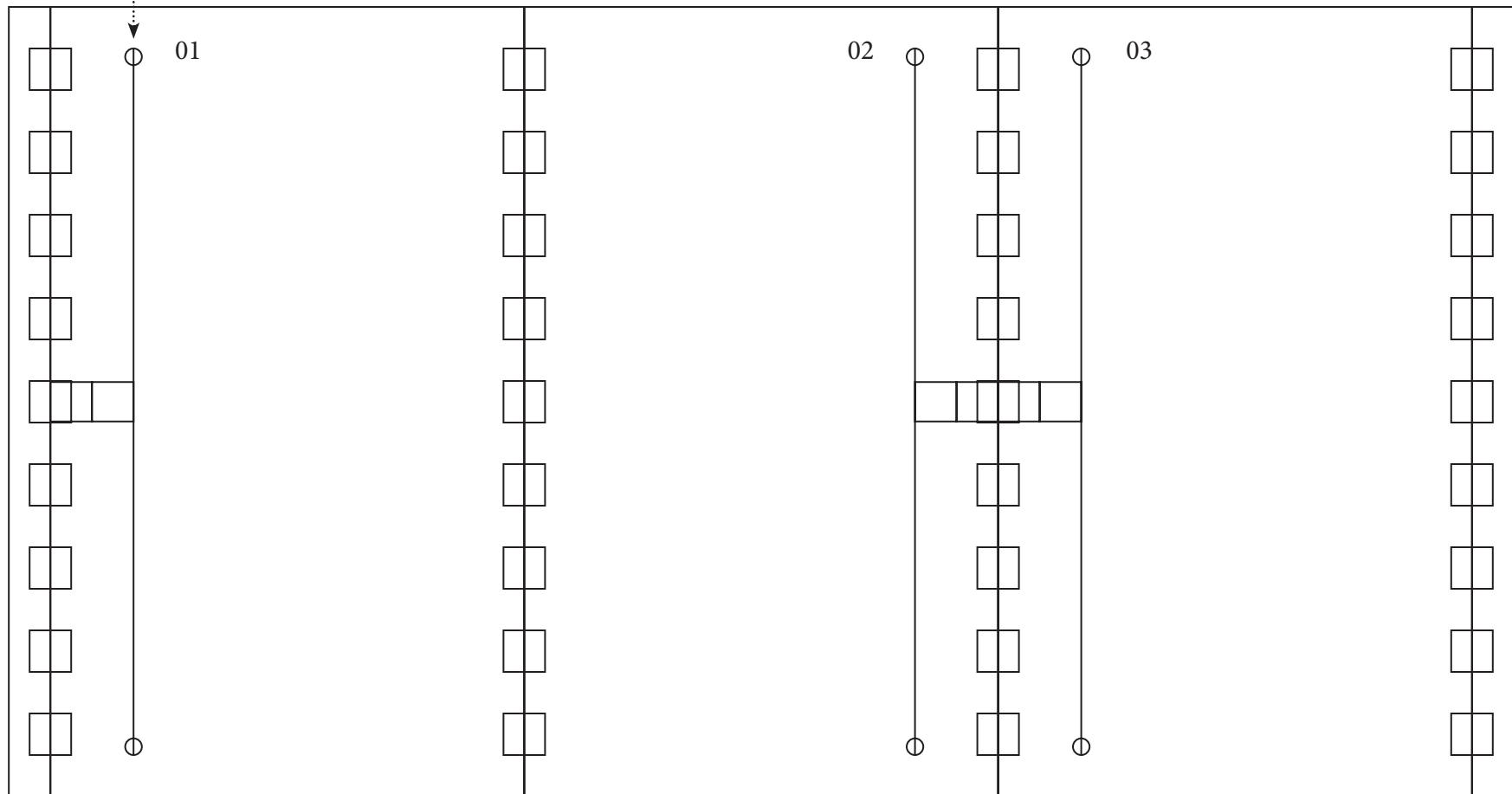
## *BOOKLET INSERTS (ZINE STYLE!) (design)*



Cuts for monthly booklets to be inserted by front/back cover. Laser/cricut cut recommended (if available), or cut very, very, very, very carefully.

.25" tabs on either side of the binder segments are for attaching to cover spine and additional binding segments.

Scored (dashed) lines assist with folding/creasing of the binder edges.



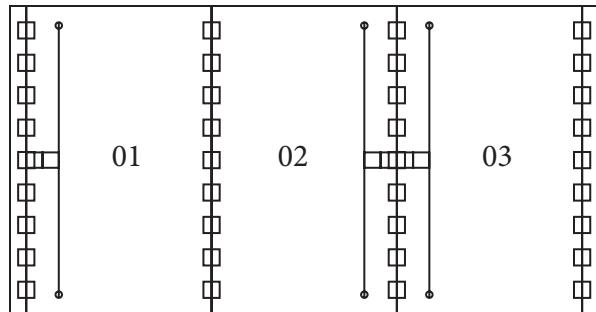
.25"

2.85"

9.05"

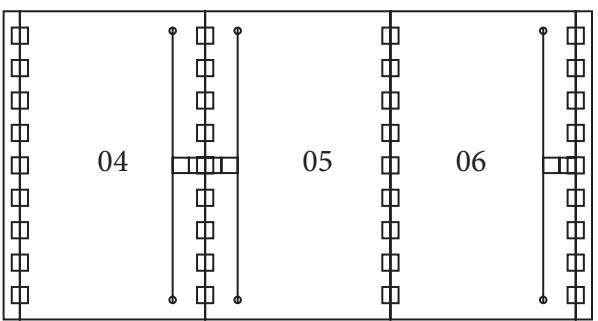
\*calendars ordered from apohl.xyz feature  
pre-cut and scored (laser-cut) elements.

## MISSISSIPPI (RIVER) BINDER



Four binder segments, three booklet inserts each, are required to complete the 12 month booklet set-up.

The first segments should start with an insert cut, and the last segments should end with an insert cut. Each segments is rotated 180 degrees when attached in consecutive order.



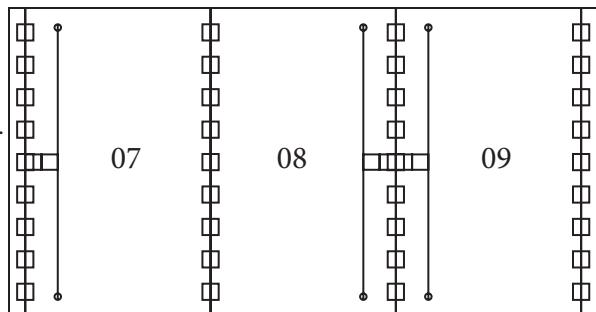
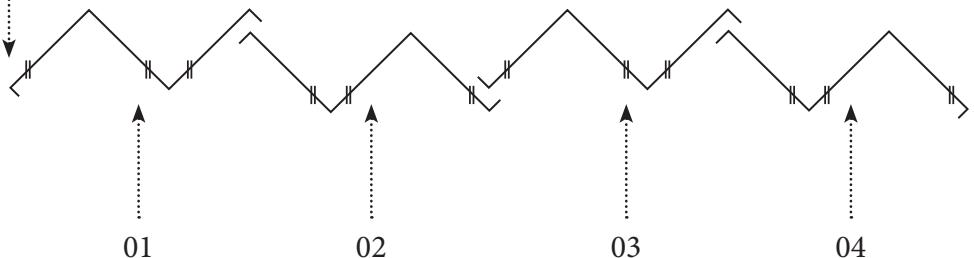
Insert cuts should always be folded towards the spine of the overall book structure.

#### Mississippi-binder folding and layout orientation:

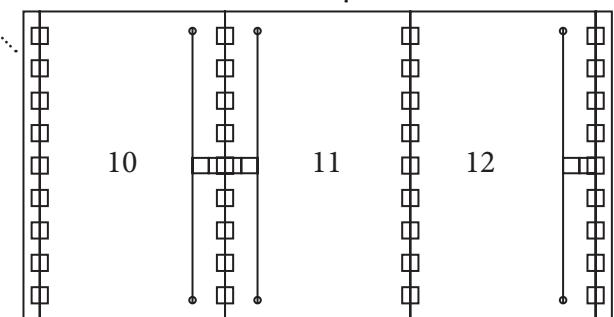
Start and end tabs are folded inwards to attach to Container-cover inside spine.

Segments are bound by overlapping tabs. Fold tabs accordingly.

Insert cuts should be oriented in the valleys of the folds. || = cut



07      08      09



10      11      12

\*As long as basic orientation and folding parameters are met, the actual binding method is up for interpretation/exploration.

\*The terminal ends of insert cuts in the binder are reinforced with paper hole-punch reinforcing stickers on the back side of each segment.

## MISSISSIPPI (RIVER) BINDER



January						
SU	MO	TU	WE	TH	FR	SA
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
SU	MO	TU	WE	TH	FR	SA
			01	02	03	
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
SU	MO	TU	WE	TH	FR	SA
			01	02		
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
SU	MO	TU	WE	TH	FR	SA
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May						
SU	MO	TU	WE	TH	FR	SA
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
SU	MO	TU	WE	TH	FR	SA
			01			
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
SU	MO	TU	WE	TH	FR	SA
			01	02	03	04
05	06	07	08	09	10	11
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
SU	MO	TU	WE	TH	FR	SA
			01	02	03	
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
SU	MO	TU	WE	TH	FR	SA
			01	02	03	04
05	06	07	08	09	10	11
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
SU	MO	TU	WE	TH	FR	SA
			01	02	03	04
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
SU	MO	TU	WE	TH	FR	SA
			01	02	03	04
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
SU	MO	TU	WE	TH	FR	SA
			01	02	03	04
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Scored (dashed) lines assist with folding/creasing of the cover edges.

1.25"

Cuts on the front cover allow for the insert of a 2" x 2" personal photo.

4.75"

back

spine

front

7.25"

\*Mississippi-binder attaches to inside spine of Container-cover.

## CONTAINER COVER



\*all units and values are approximate

#### MATERIAL:

- REGULAR PAPER {R} ·
- CARD STOCK PAPER {C} ¶

#### MATERIAL COUNT:

· 09 · CARD STOCK	»	»	»	»	8.5x11"
· 24 · REGULAR	»	»	»	»	8.5x11"
· . . = . 33 · {Total}	¶				

#### TOOLS:

- PRINTER/PRINT SERVICE ·
- CUTTING SYSTEM » {Blade, Etc} ·
- ADHESIVE » » {Tape &/or Glue} ·
- STRAIGHT EDGE » {Ruler} ·
- STAPLER/BINDING SYSTEM ¶

#### PAPER COST:

· REGULAR	»	»	~	»	\$00.25
· CARD STOCK	»	»	~	»	\$00.50

#### PRINTING COST:

· SINGLE-SIDE {C}	»	~	»	»	\$00.75
· DUPLEX {C}	»	»	~	»	\$01.00
· SINGLE-SIDE {R}	»	»	»	»	\$00.50
· DUPLEX {R}	»	»	~	»	\$00.75

ASSEMBLY COST	»	»	~	»	\$24.25
DESIGN {APOHL XYZ}	»	~	»	»	\$??.??

TOTAL {VALUE}	»	»	~	»	\$??.??
»	»	»	»	»	»

\*cost per unit (sheet of paper),  
\*cost of work (labor) & resources  
\*does not include paper cost

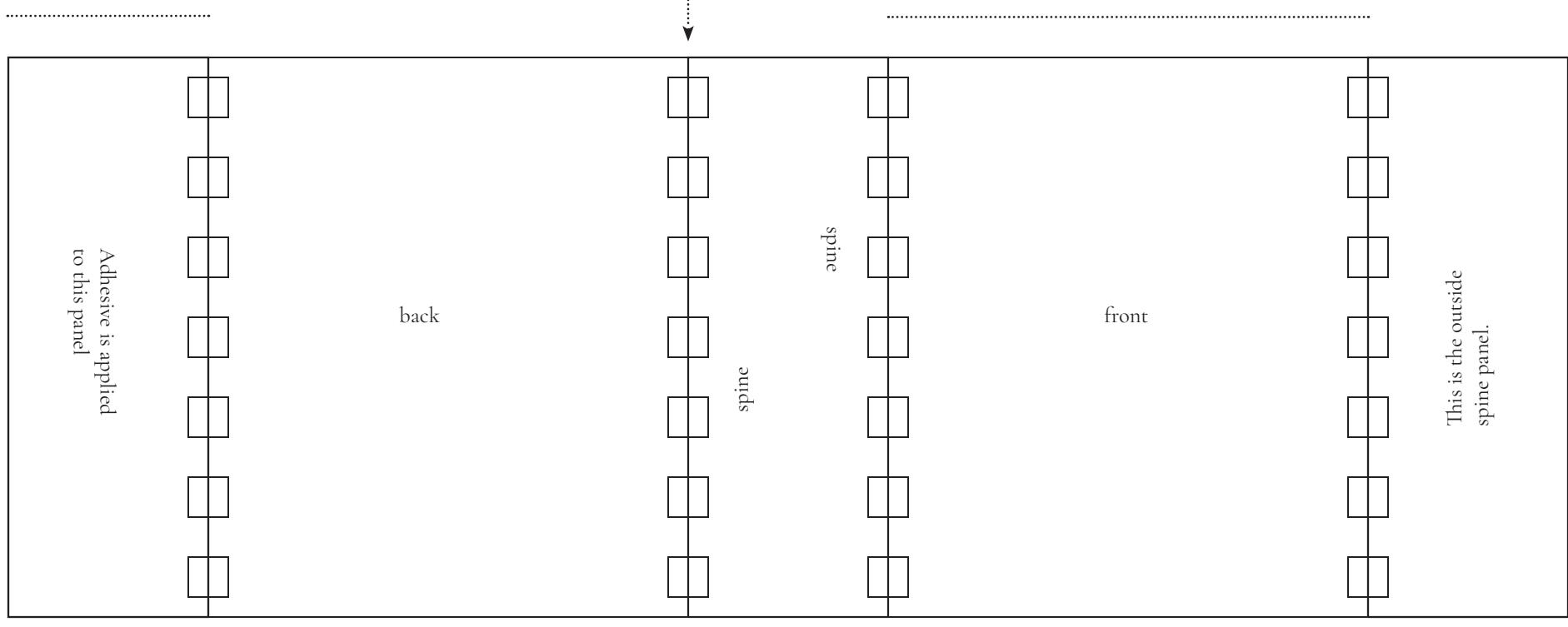
12.{month} BOOKLETS {R}	»	»	»	»	24 · X · 8 · 8.5x11"
12 · BOOKLET COVERS {C}	»	»	»	»	03 · X · 8 · 8.5x11"
· OR ACCORDION BINDER {C}	»	»	»	»	04 · X · 8 · 8.5x11"
· OR CONTAINER COVER {C}	»	»	»	»	01 · X · 8 · 8.5x11"
· · · OR SLIP COVER {C}	»	»	»	»	01 · X · 8 · 8.5x11"



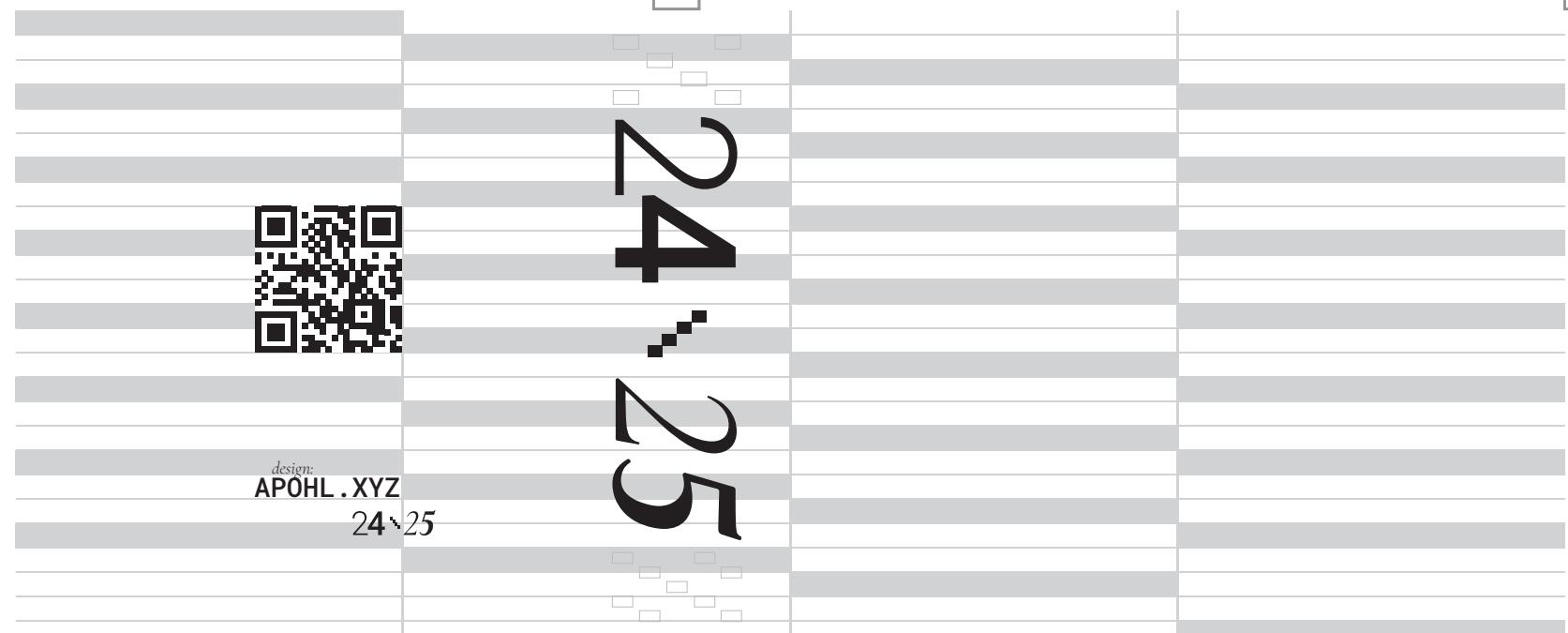
Scored (dashed) lines assist with folding/  
creasing of the cover edges.

1.25"

3"



## SLIP COVER



SLIP COVER (design)



# How to:

Like all things design, there is more than one way to bind/assemble this book, and none of them are wrong as long as you find use in the final output.

That being said, this "how to" manual will walk you through my (Aubrey) method of production and assembly. Some tools used in my process may not be available to you, however, there are endless alternatives to consider.

As is the core focus of the project, this process is meant to be as open-source and accessible as possible. I encourage you to explore your own methods and functions for the alternative binding process, calendar use, and design functionality from start to end.

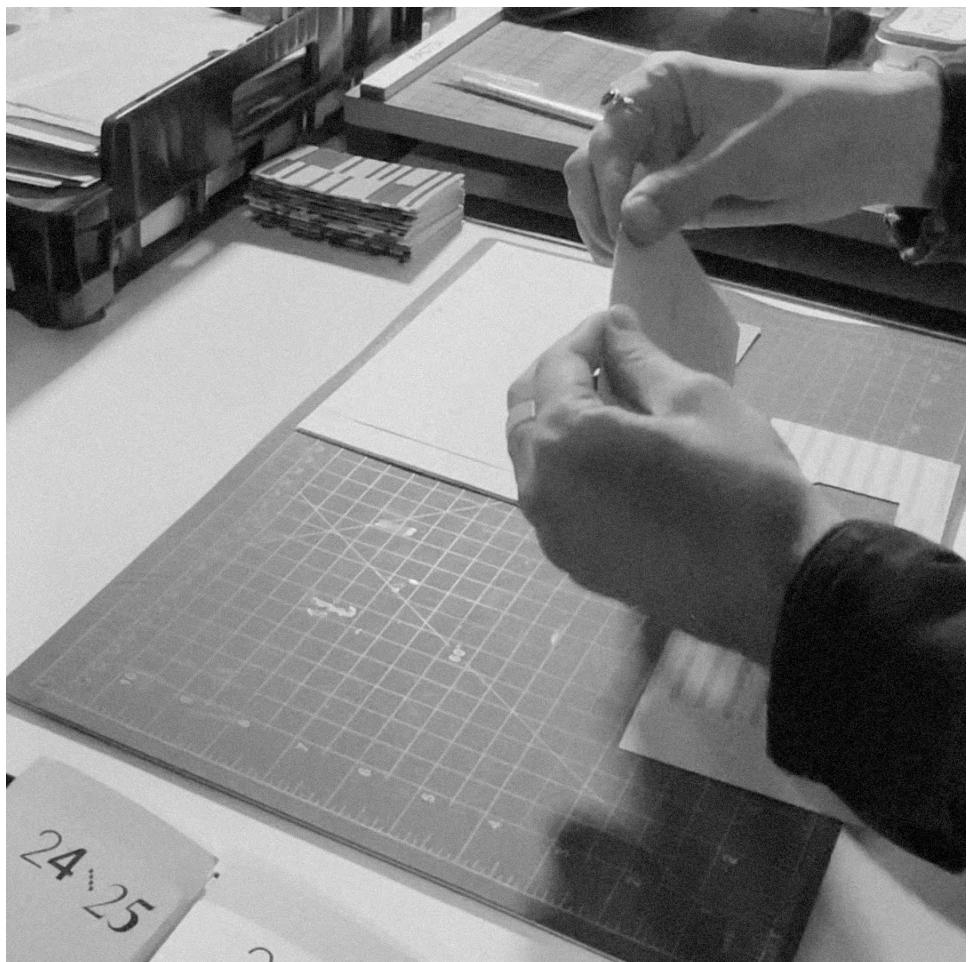


Begin by folding the scored edges of the slip-cover and container-cover. Fold and crease so that the front and back cover are on the outside facing portion of the covers.

First, gather all components/materials.

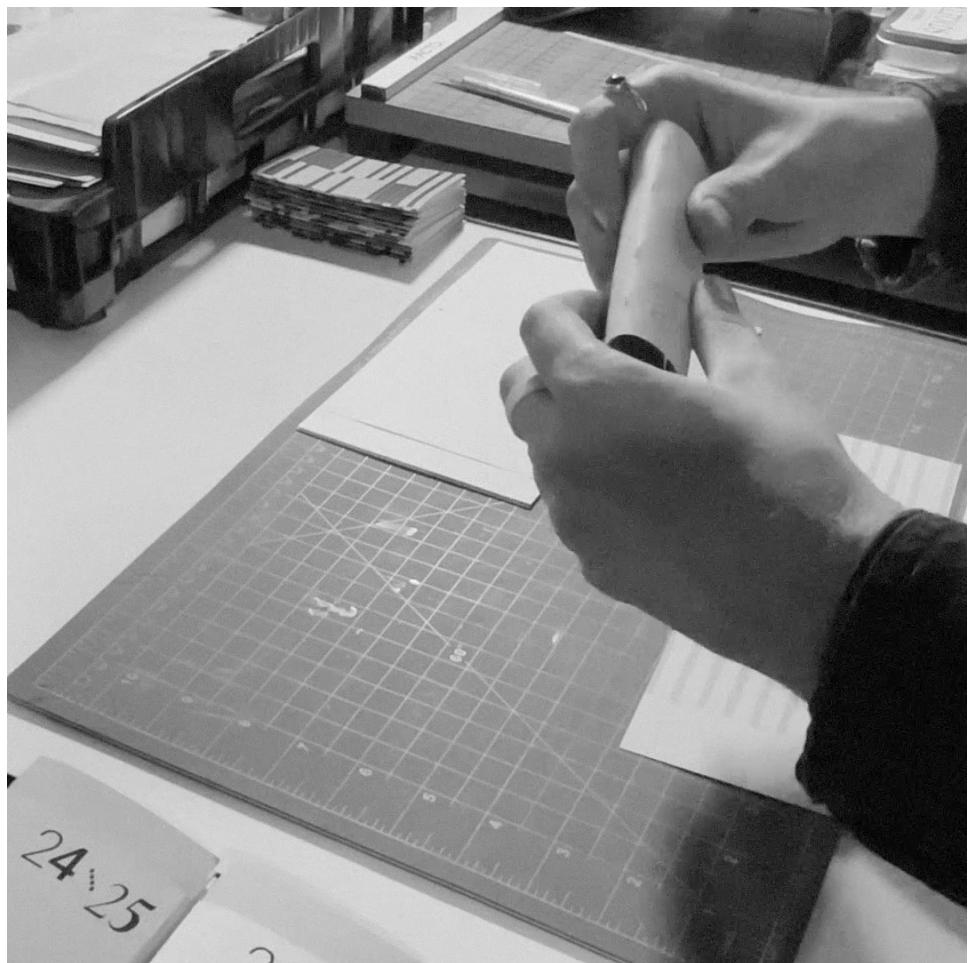
- o1. Slip-cover
- o2. Container-cover
- o3. Mississippi-binder segments
- o4. Monthly booklets.

\*In my process, I use an additional piece of cut card-stock (1.15" x 4.75") to bind the Mississippi-binder together and then to the container cover as a method of reinforcing the spine as well as providing a moment for an accent color. It is recommended, but no necessary.



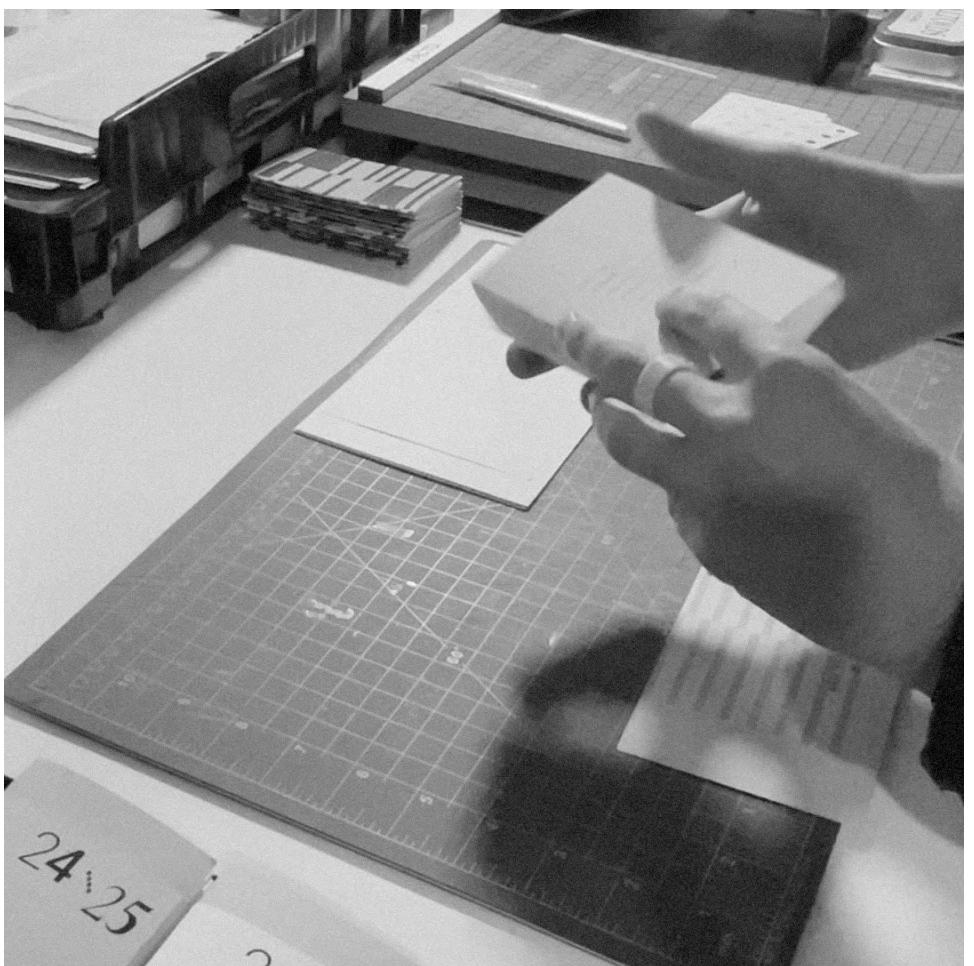


34

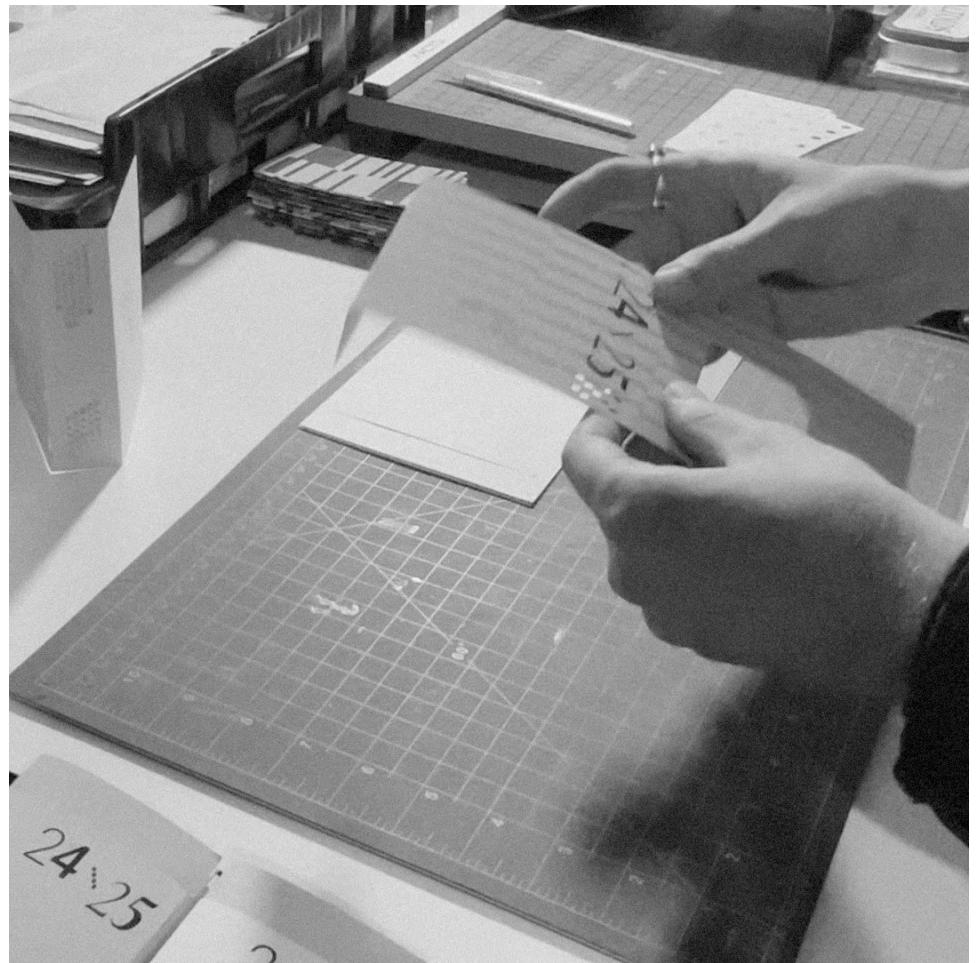


Double check after folding so make sure that the components are oriented correctly and are evenly folded.

Repeat this process for the slip-cover and container-cover are folded at each seam. Fold the paper at laser-cut scored edges, and creasing them tightly by folding them against a flat surface.



35

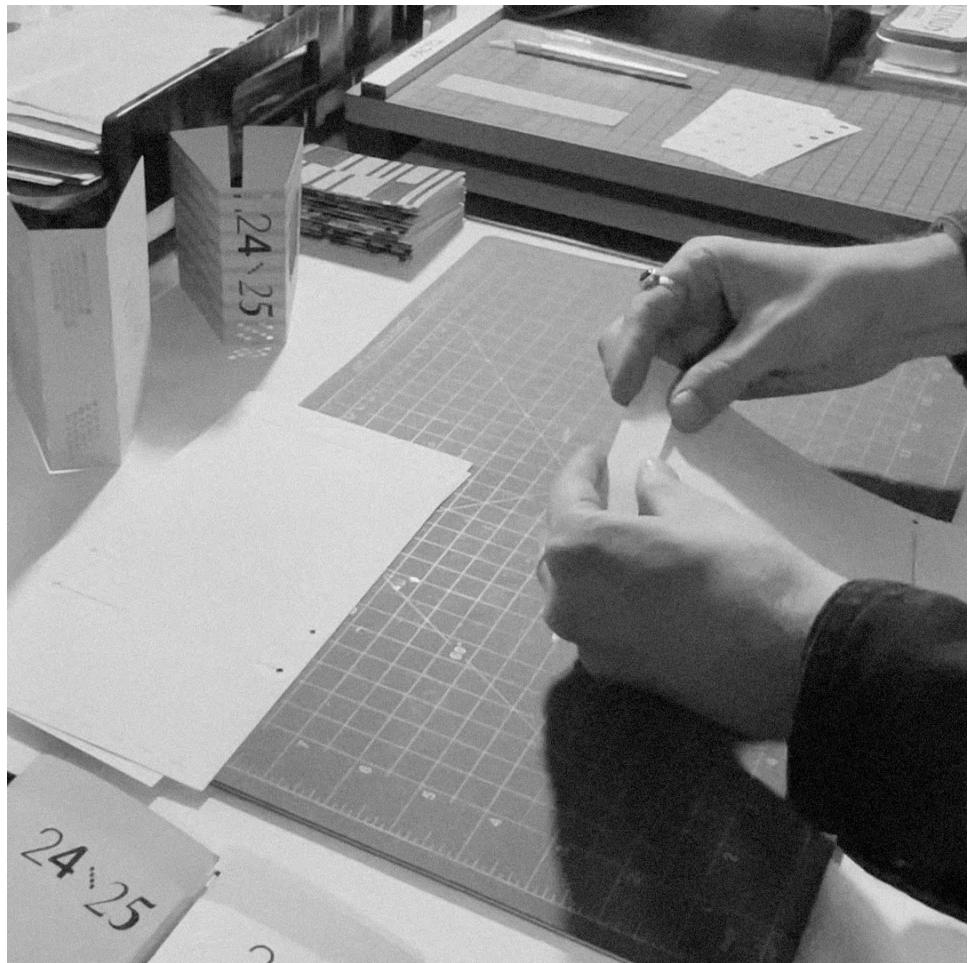


Repeat this process for the slip-cover and container-cover are folded at each seam. Fold the paper at laser-cut scored edges, and creasing them tightly by folding them against a flat surface.

Once the slip-cover and container-cover are folded, you can set them aside. They will be used again to finish the binding process, but I recommend waiting to apply any adhesive or binding methods until all other components are completed.

Next, prepare to fold and assemble the Mississippi-binder, which is the core component of this book system. Make sure that each binder segment is fully cut and prepped with paper reinforcing stickers on the back side of the panels.

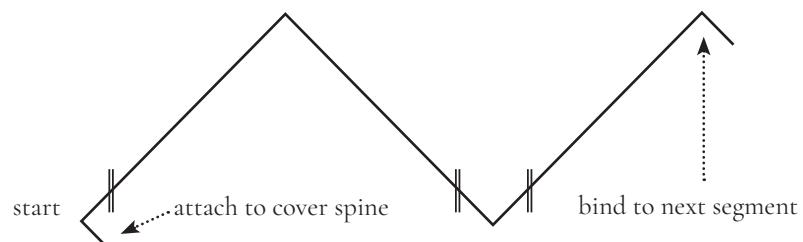




Continue the folding process for each binder segment by following the scored lines. Make sure that insert cuts are oriented in the valley of each panel fold closest to the cover spine.

Each new segment should be rotated 180 degrees from the previous in order to complete the four segment, 12 booklet insert binder. Refer to the layout diagram in the components section of this manual.

The first panel of the Mississippi-binder, which will attach to the inside spine of the container-cover directly adjacent to the inside front-cover, should begin with a single insert cut that is oriented closest to the book spine. The outside tab that is directly adjacent to this cut should be folded behind the first binder segment, as it will be directly attached to the container-cover spine once all segments have been folded and stitched together.



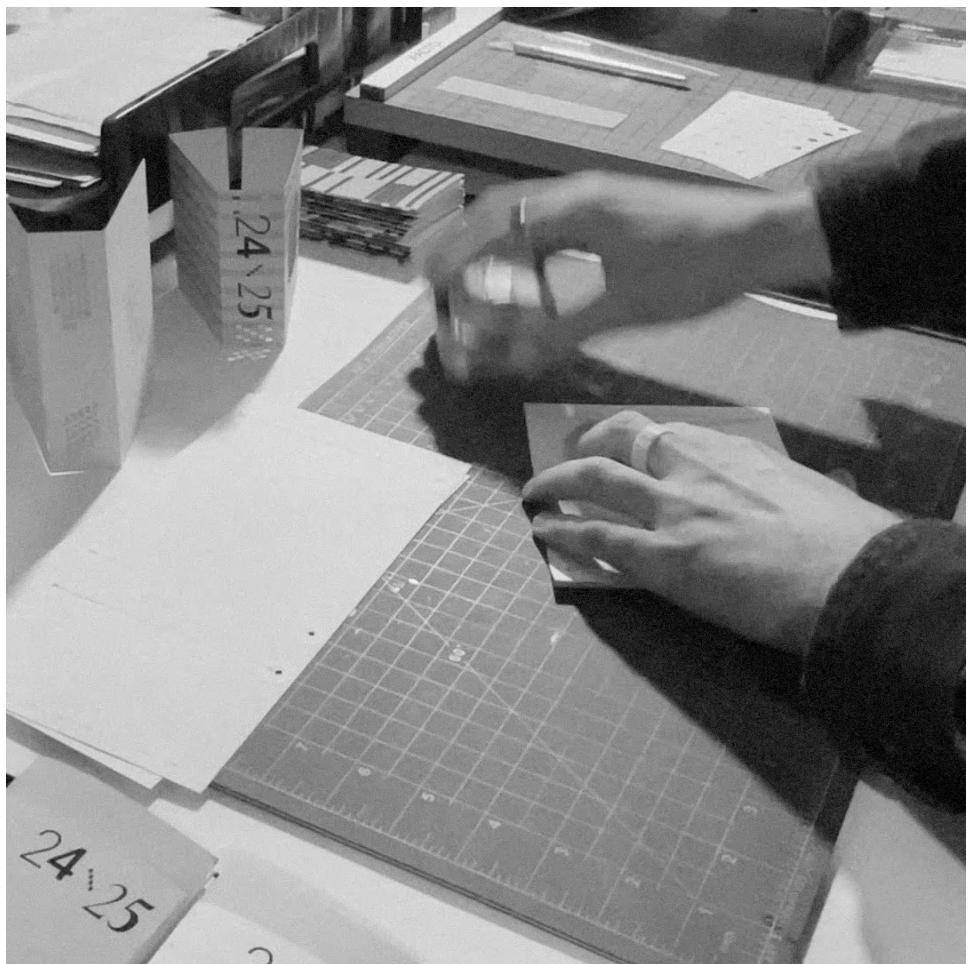


40



The binder needs to be as flat as possible when assembled and folded to reduce spring and tension in the overall book structure.

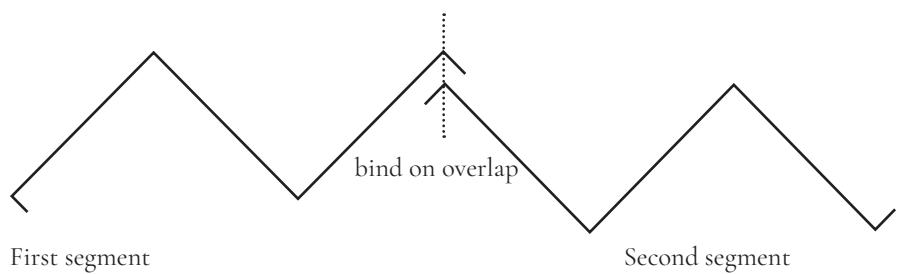
Each fold for the binder should be creased as tightly as possible. If you have access to a bone-folder, it can be used to make your folds as flat as possible. If you do not have a bone-folder, I found that the hard but rounded edge of an Altoids can works quite well.



41



Each binder segment is the same in orientation, but the second and fourth are rotated to complete the 12 month insert layout. Except for the tabs at the end and beginning of the total binder, the inside tabs are to be overlapped at the scored seam and bound together to stitch one segment to the next.



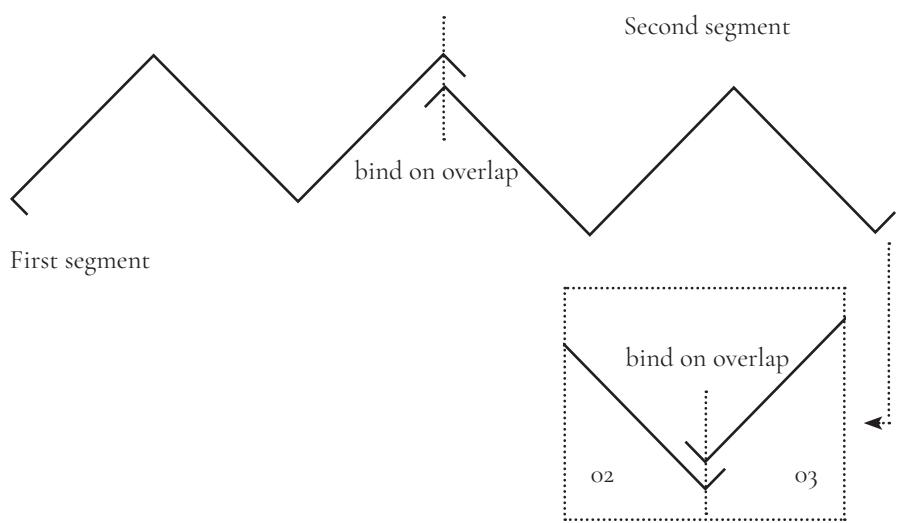
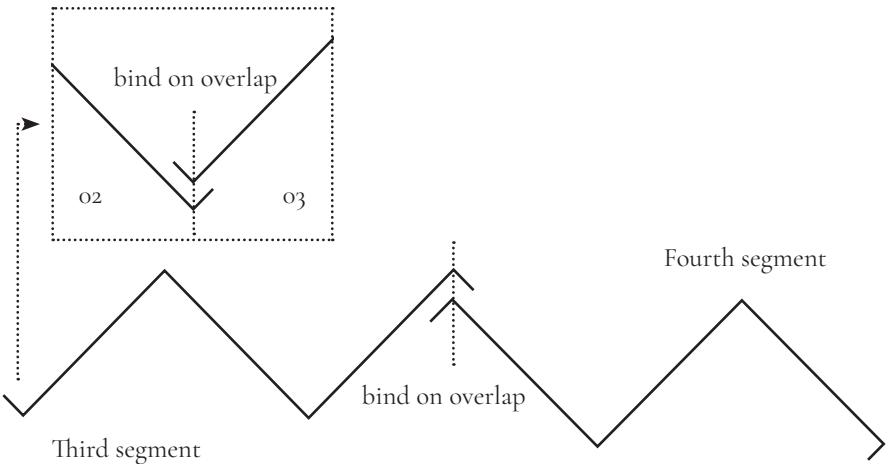
For my process, I used a saddle stitch booklet stapler. If you do not have access to this machine or one similar, consider alternative methods of binding. Adhesive, needle and thread, etc.

My preference for the staple binding system is the overall dryness of production and use of minimal adhesive. In this assembly, I use three staples per overlapping binder segments (on the folded seams).





44



45



Flip through the binder and make sure that all insert cuts are oriented correctly before you proceed. Refer to the layout diagram in the components section of this manual.

Continue this process until all four Mississippi-binder segments are folded and stitched together. The mid-point of the binder, the intersection of segments o<sub>2</sub> and o<sub>3</sub>, should be the only portion of the binder where the overlapping seam meets in a valley. The terminal end of segment o<sub>2</sub>, and the beginning end of segment o<sub>3</sub> should both meet with an insert cut on each side, creating a valley of 2 booklet inserts in the middle of the binder.

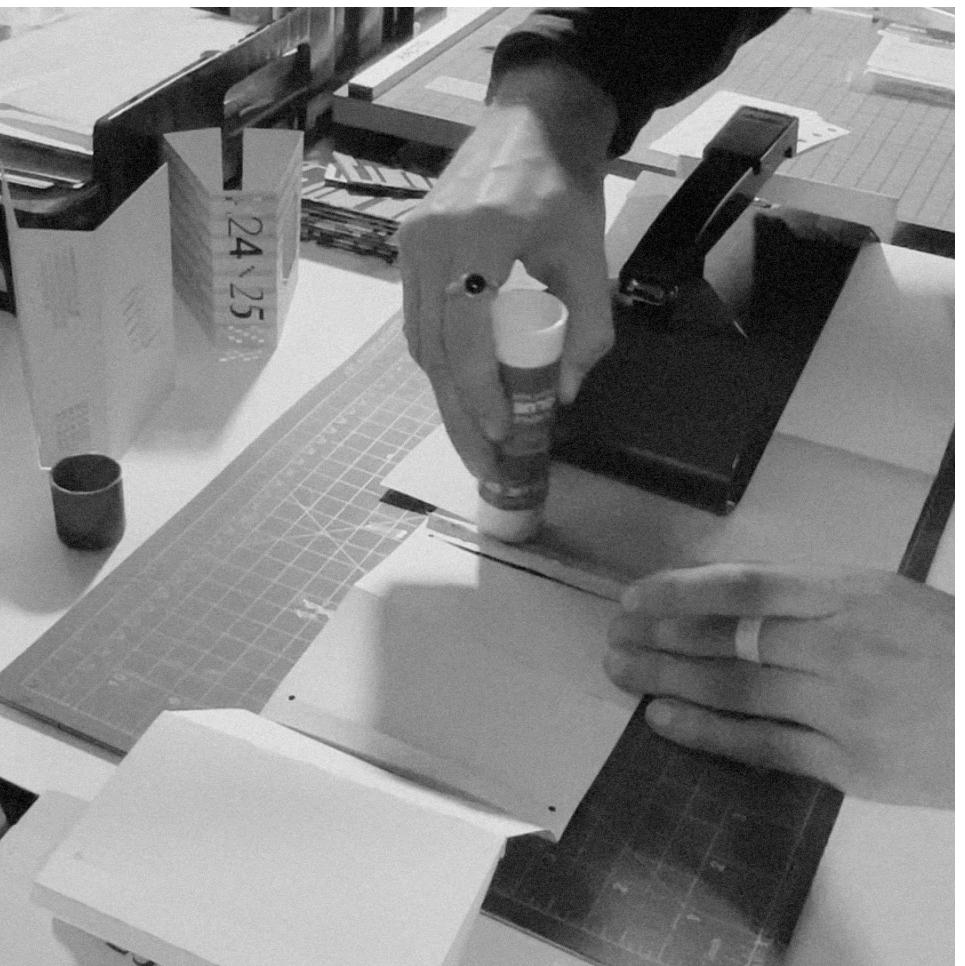
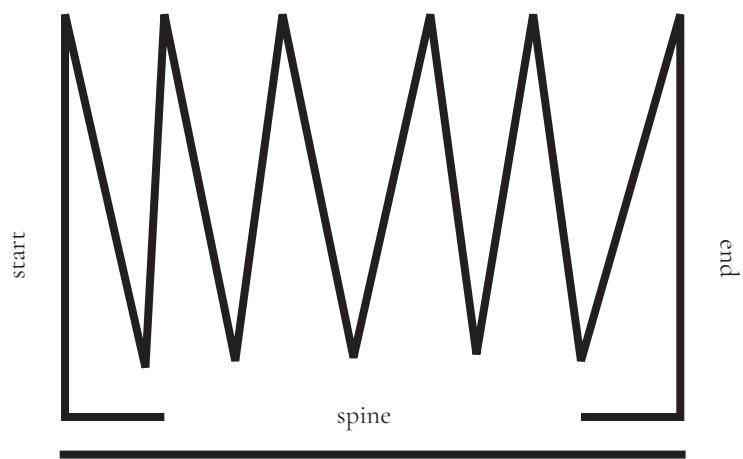




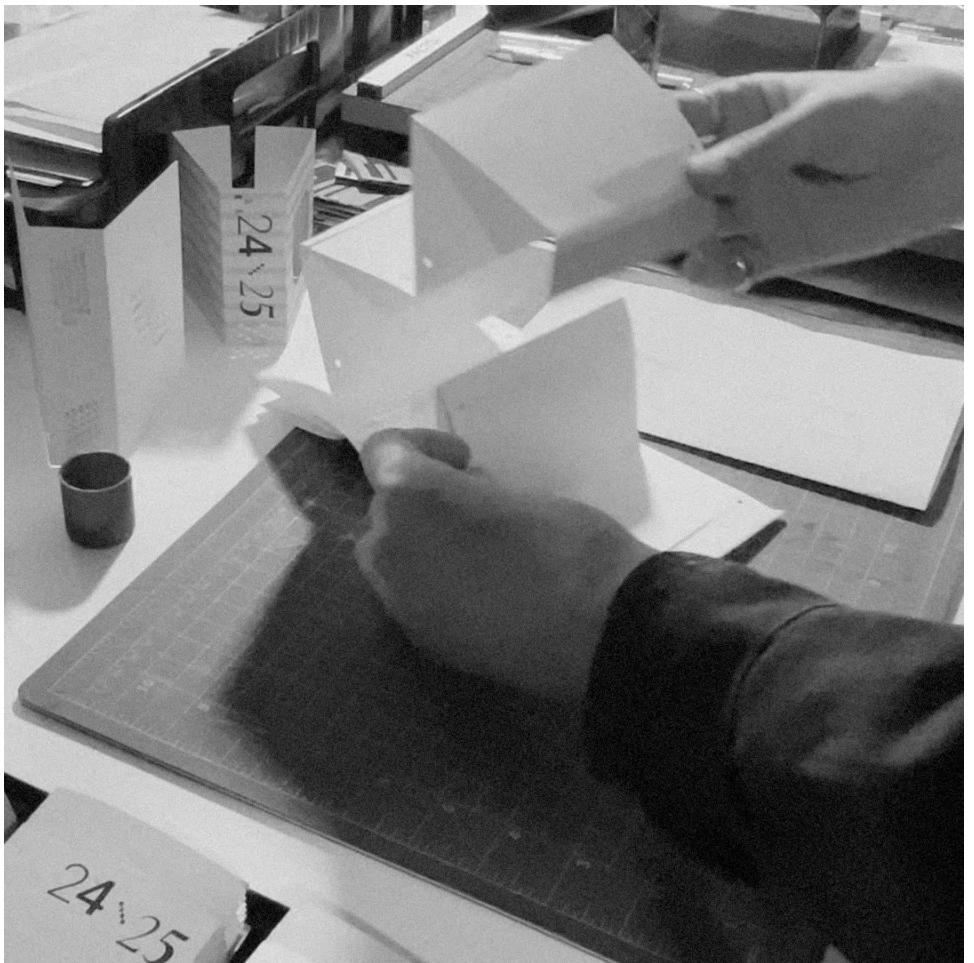
48



Apply adhesive, in my case, a strong glue stick, to either of the outside tabs of the binder. These tabs should be folded so they are oriented behind the binder itself as opposed to continuing the peaks and valleys, so make sure to apply adhesive to the front-side of the tab, as it will be folded backwards to attach to the cover.

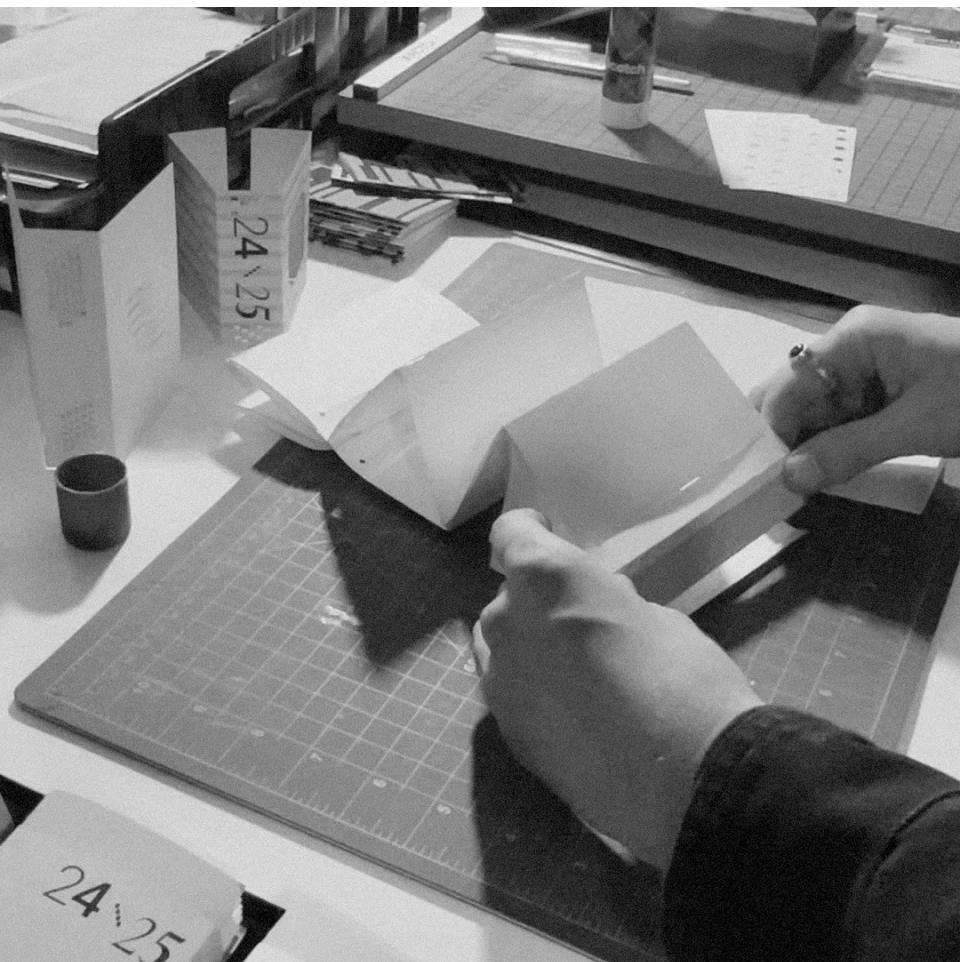
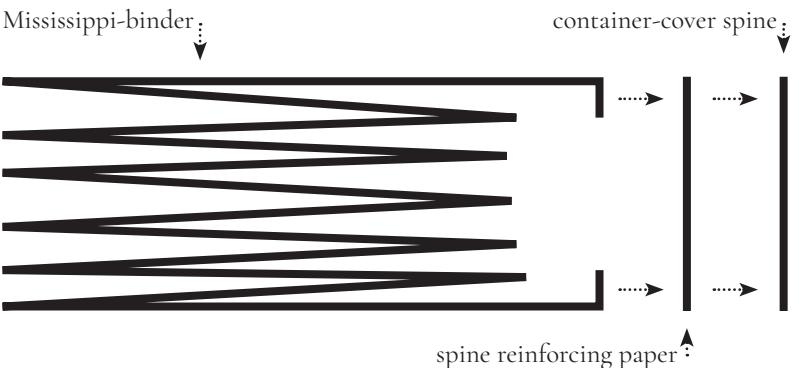


49



In my process, I use a 1.15" x 4.75" piece of card-stock to attach both ends of the Mississippi-binder together, and adhere the total component directly to the inside container-cover spine. This method is not necessary, but solves a few potential issues:

1. The slightly smaller width, as compared to the container-cover spine, allows for booklet-insert space between the front and back covers and the Mississippi-binder (when centered on the spine).
2. The extra layer of paper acts both as an accent color for the overall design, but more importantly, as a reinforcement of the total book structure spine.



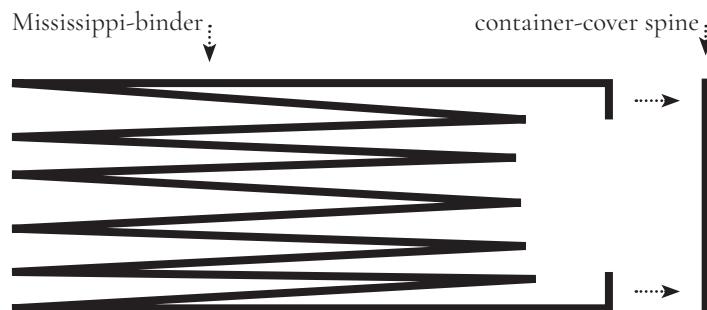


52



Make sure to crease and fold these seams as flat and tightly as possible to reduce tension and spring.

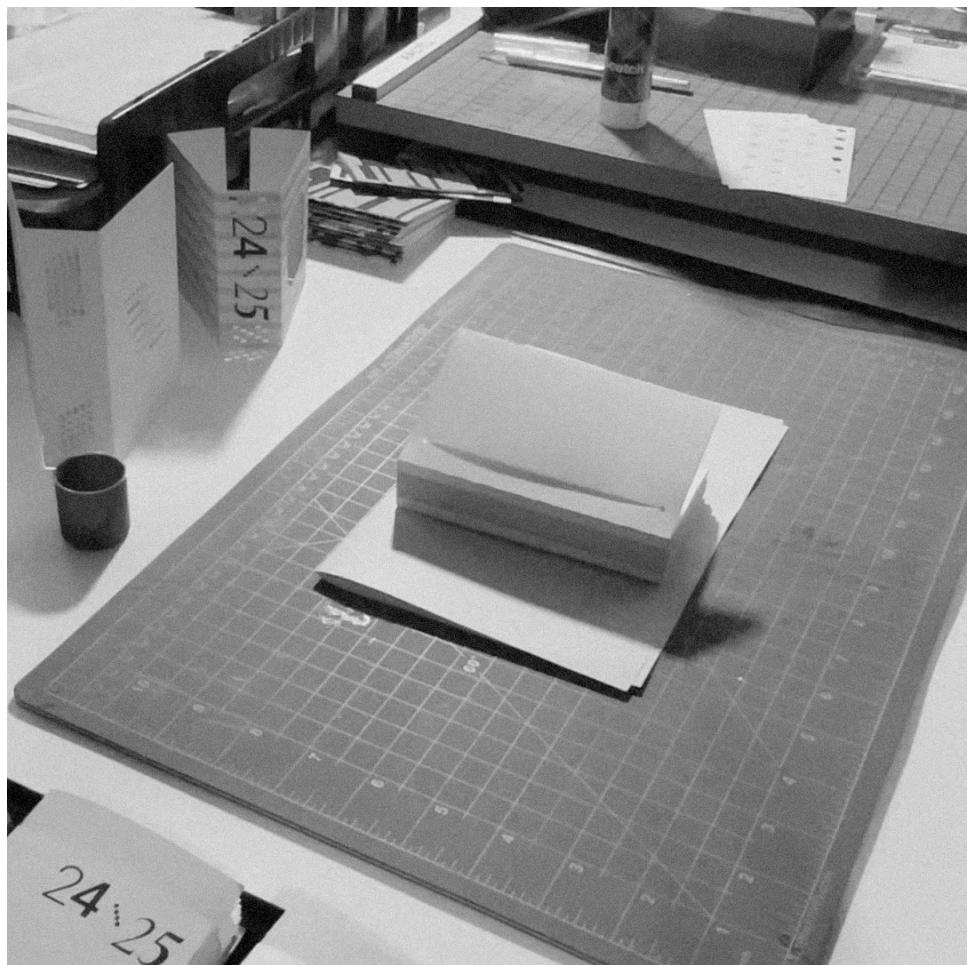
Once the binder is glued to the reinforcing paper (or directly to the spine), fold the components inward to complete the Mississippi-binder form. It should fold into a series of zig-zags, and all booklet insert cuts should be nearest the spine. The binder is attached only at its far edges, although you are welcome to pursue alternative methods of binding inner folds to the spine. Its function and book structure is primarily determined by the user.



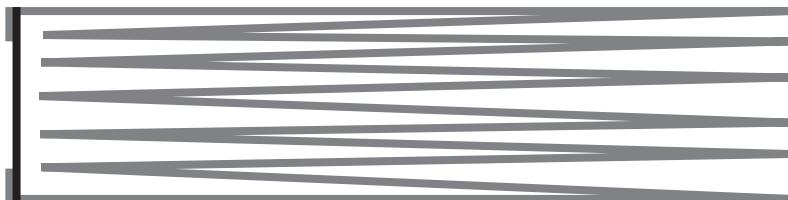
53



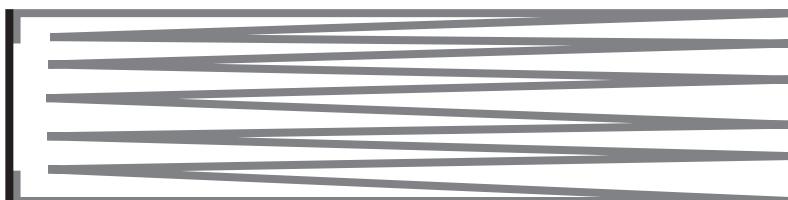
54



Option o1: Binder adheres between spine and reinforcer. More flex.



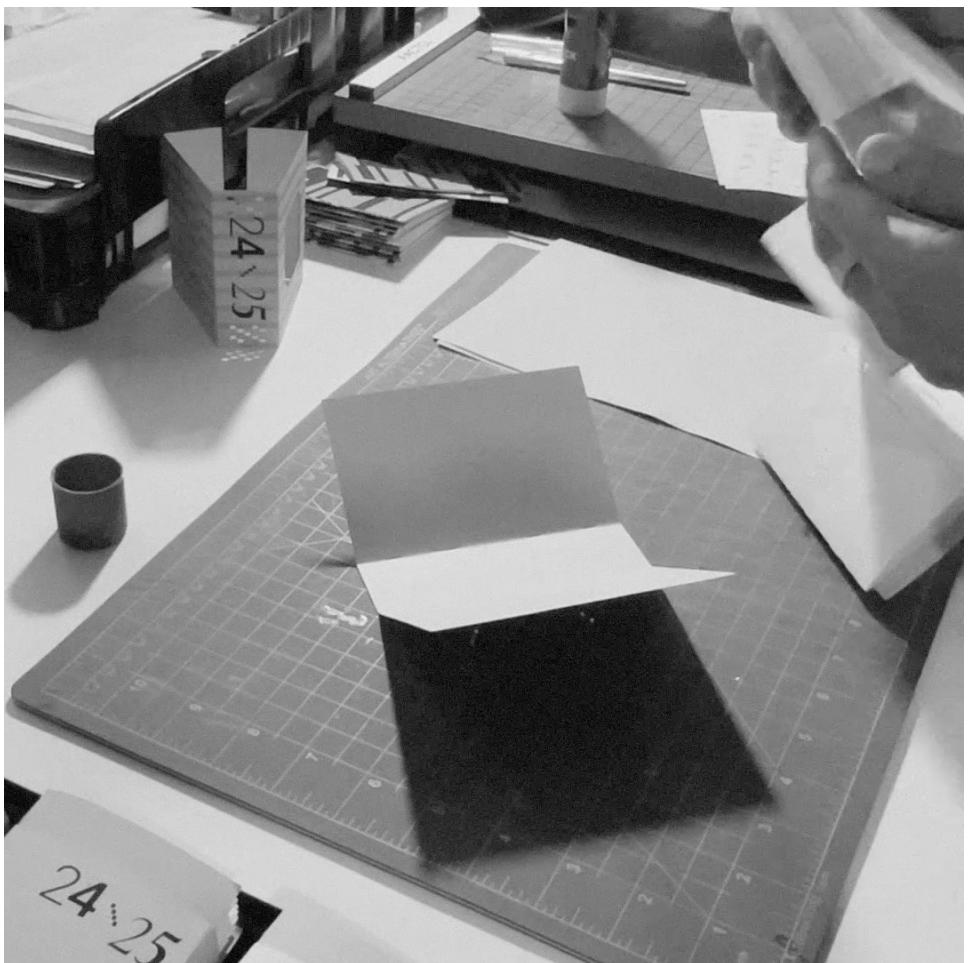
Option o2: Binder adheres directly to reinforcer. Stronger spine.



If you are using the reinforced spine, the binder should look as it does on the previous page. Please refer to the diagrams to observe the two suggested methods of the finished Mississippi-binder. In my process, I use a glue stick to (carefully) cover the entire surface of the paper reinforcer before attaching to spine.

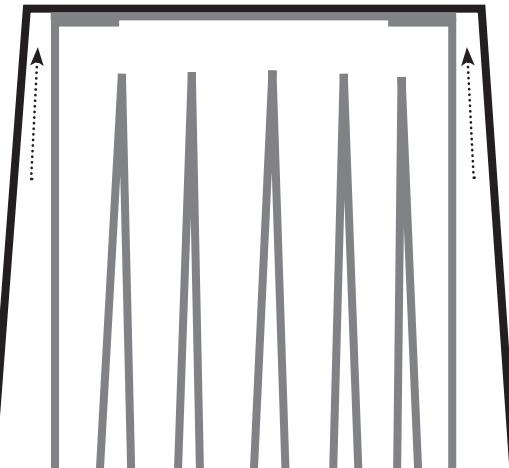


55



Once adhesive is applied to the Mississippi-binder, carefully attach it to the inside spine of the container cover.

The paper reinforcer is designed to be slightly smaller than the true width of the spine. Center the binder on the spine as precisely as possible. The small gaps on either side of the binder allow space for a booklet to fit in smoothly at the beginning and end of the book. If you are not using the paper spine and gluing the binder end-tabs directly to the container-cover spine, I recommend leaving a small amount of space (about a tenth of an inch) on either side.





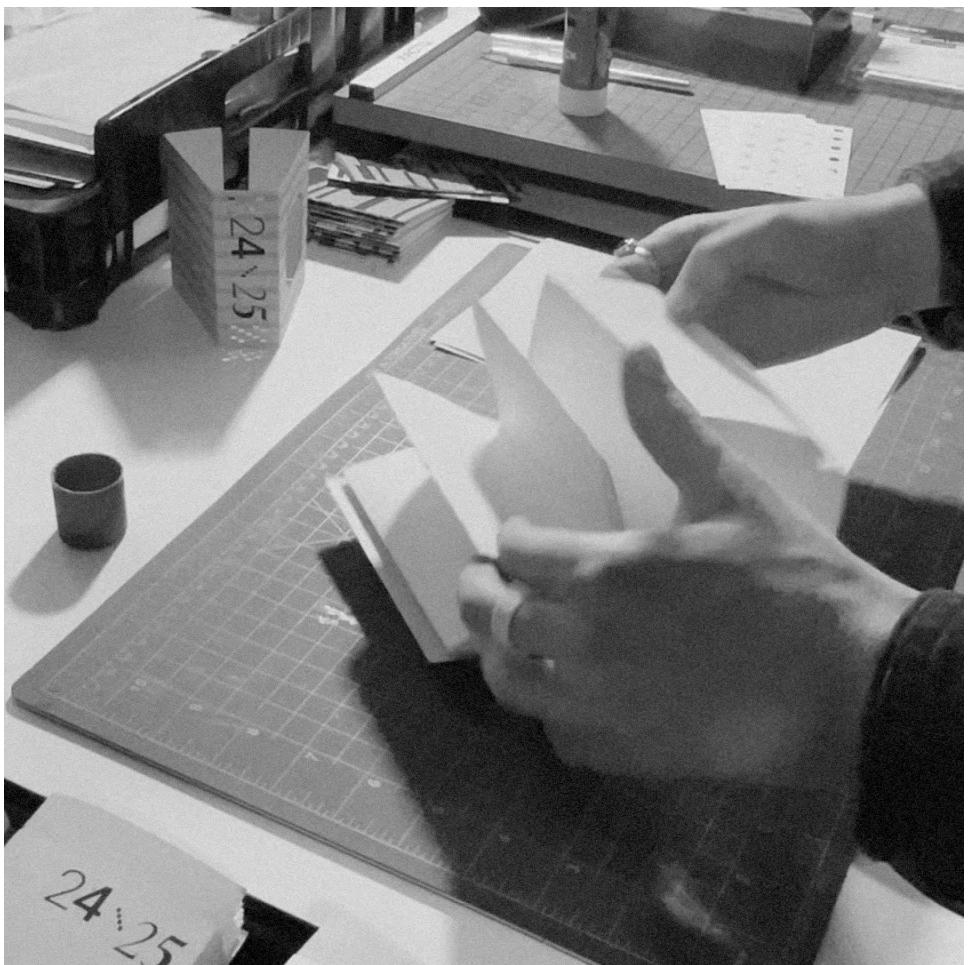
After the Mississippi-binder has been adhered to the container-cover, gently but firmly press the components together as flat and evenly as possible. In general, I apply adhesive as close to if not slightly over the edge of glued elements. You can use the edges of scrap paper to protect the other book components from unwanted adhesive residue.

Flip through the bound components before moving on to the next step to make sure elements are secure, bound, and functional. Feel free to explore small adjustments and changes to the process. For example, in my process, I do not adhere the overlapping binder tabs from each segments flat against one another. Instead, I use a series of binder clips (later in the process) to hold these elements flush in place. This is nothing more than a personal preference, and alternative methods are more than possible, if not more functional.

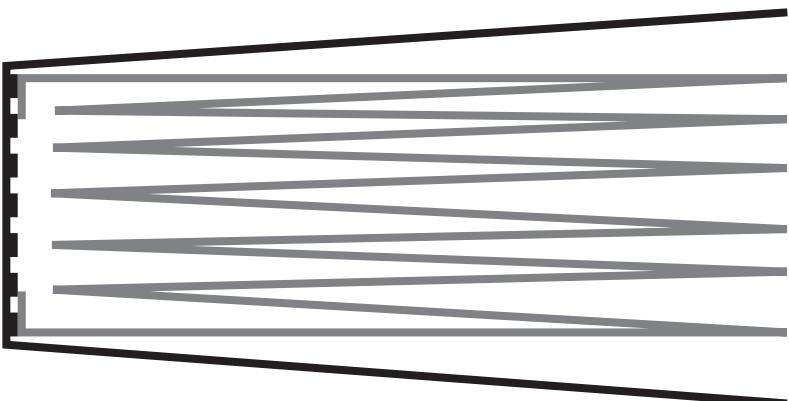




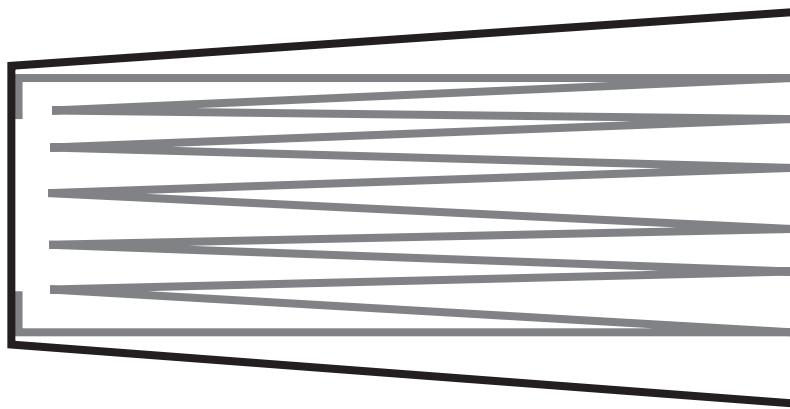
60



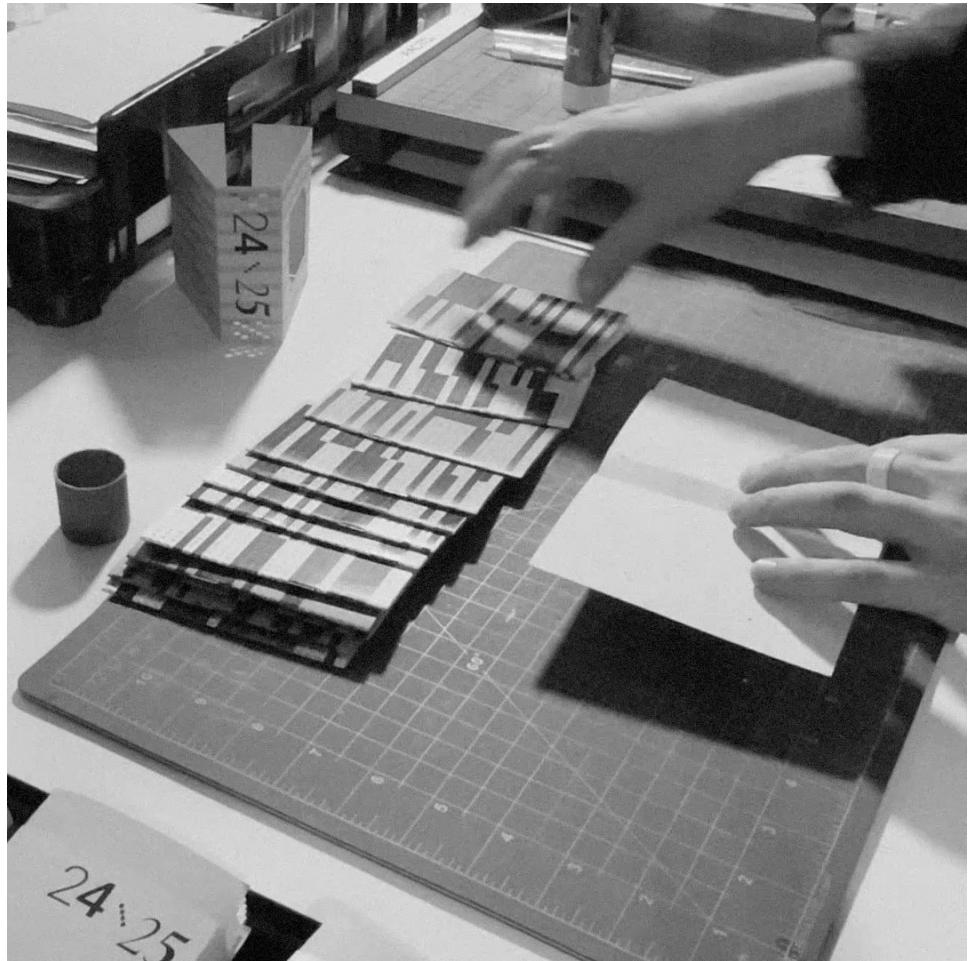
Container-cover + Mississippi-binder / with paper spine reinforcer



Container-cover + Mississippi-binder / no paper spine reinforcer



61



The next few steps walk through the method of inserting the monthly booklets into the Mississippi-binder. For the sake of this how-to process, we will assume you already have the bound booklets. If you don't, and want to build them yourself, refer to the previous components section of this manual.

Each spread of booklets should meet at their spines, make sure they are fitting and fold-able within the Mississippi-binder as you continue to insert them. The points of connected binder segments often pose a bit of a challenge in this step, as the layer of paper tends to get in the way of the booklet sliding all the way to the peak of the binder fold. Patience and gentle care is the trick here, and once these booklets are in place, it will be easier to remove and re-insert them in the future.

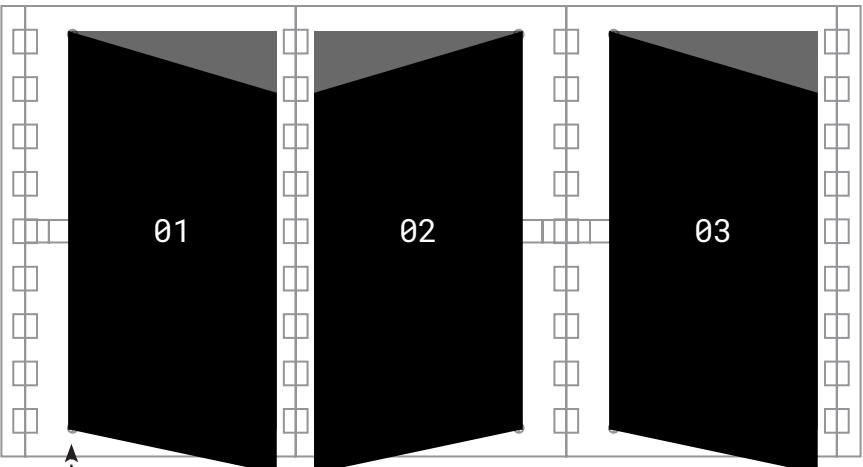
The booklet insert cuts should measure 4.25" or slightly above, to allow the booklet cover to slide securely into place. When inserting the booklets into the Mississippi-binder, do so by use the front or back card-stock cover. If the booklet is in the right side of the book spread, the back cover should be inserted. If the booklet is on the left side of the book spread, the front cover should be inserted.

Remember that even strong paper can be quite delicate. Be gentle and patient with this process. Although it may feel stiff at first, the elements will settle into place after the book is finished and use begins.

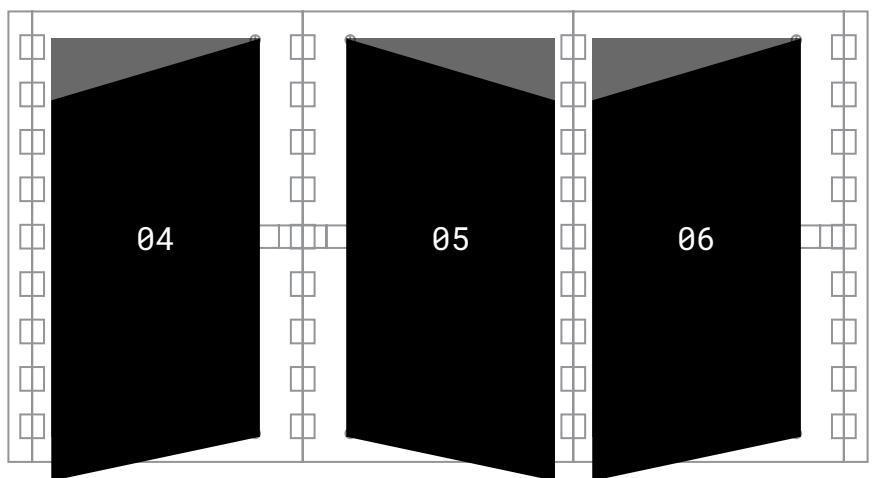




64



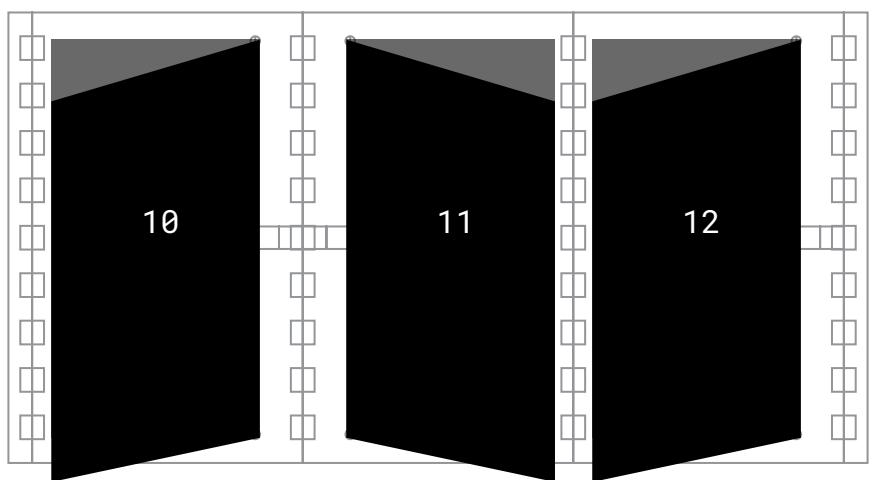
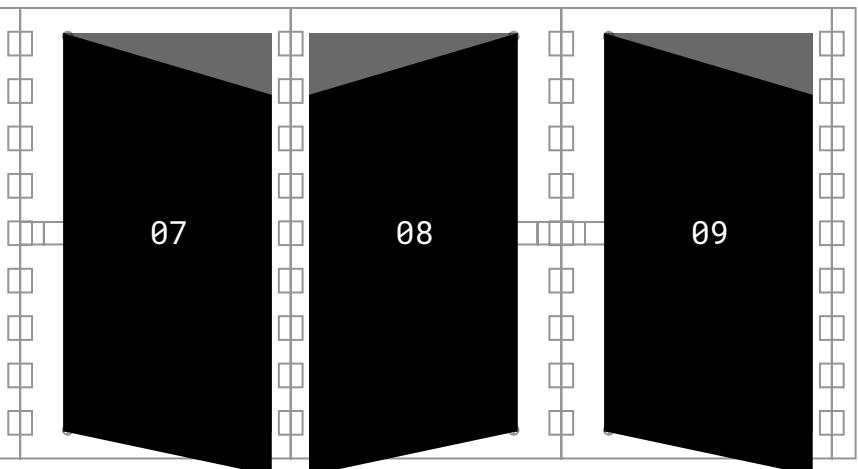
Insert booklets so that pages turn in accordance with overall book.



65



66



67



Once all booklets are inserted and secured, fold all the components together and compress them gently but firmly. It may not be possible to remove all spring, tension, and airy space within the binding system. The dimensions in this process are exaggerated slightly to accommodate both the thickest and thinnest of material, as well as the addition of material such as book marks, scrap book elements, sticky notes, etc.

If the container, binder, and booklets are all in place, it is time to apply adhesive to our slip-cover, which will slide over the bound components to hold them securely in place.

On the printed side of the slip cover, there should be a single panel that is left blank. This is where you will apply adhesive (glue-stick, in this case) as evenly and to the edge as possible.





70



Fold the opposite side of the slip cover totally over and overlapping the blank panel that you just applied adhesive to. Carefully use your thumbs to match corner to corner, side to side. The end product of the slip-cover should have even width spines (1.25").

The spine printed with 24/25 is the back spine, and should cover the flat spine of the bound book when the slip cover is in use.

Set the slip cover aside, as there is one final step in the (my) process. This is an optional step, but for me, adds structure and interest to the binding system. You will need four small binder clips. If you purchased a DIY Calendar from apohl.xyz, they should be included in your components.

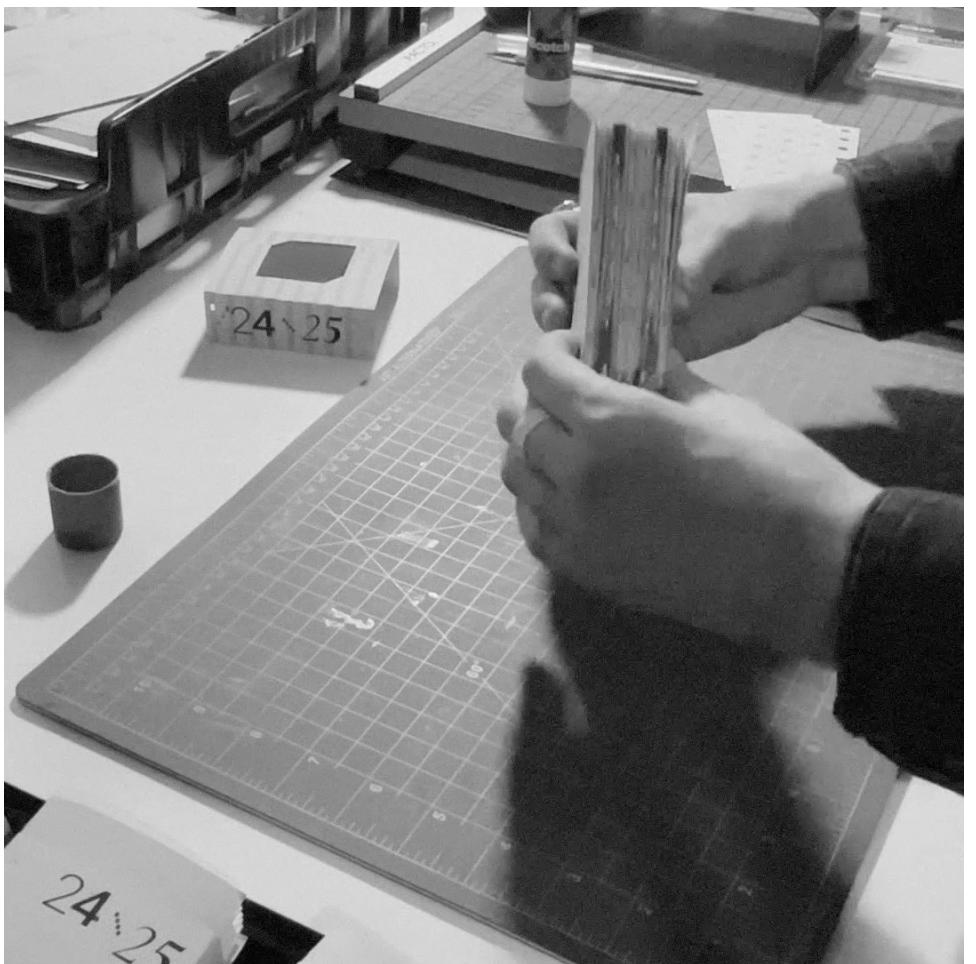


71



Locate the two sections of the Mississippi-binder where the connected segments seams are outward facing. In my process, which used staples as opposed to adhesive to bind these segments together, the overlapping binder taps are unattached to the binder itself, causing them to splay out and get in the way of page turning or folding. Using two binder clips per segment seam (between segments 1 and 2, and segments 3 and 4), clasp them over the loose components. This will also keep the surrounding inserted booklets securely in place.

Once again, this process is personal preference, but I enjoy the graphic quality of the binder clips on the outer contents of the book, and they provide a structure that keeps all components in a more even rectangular prism.



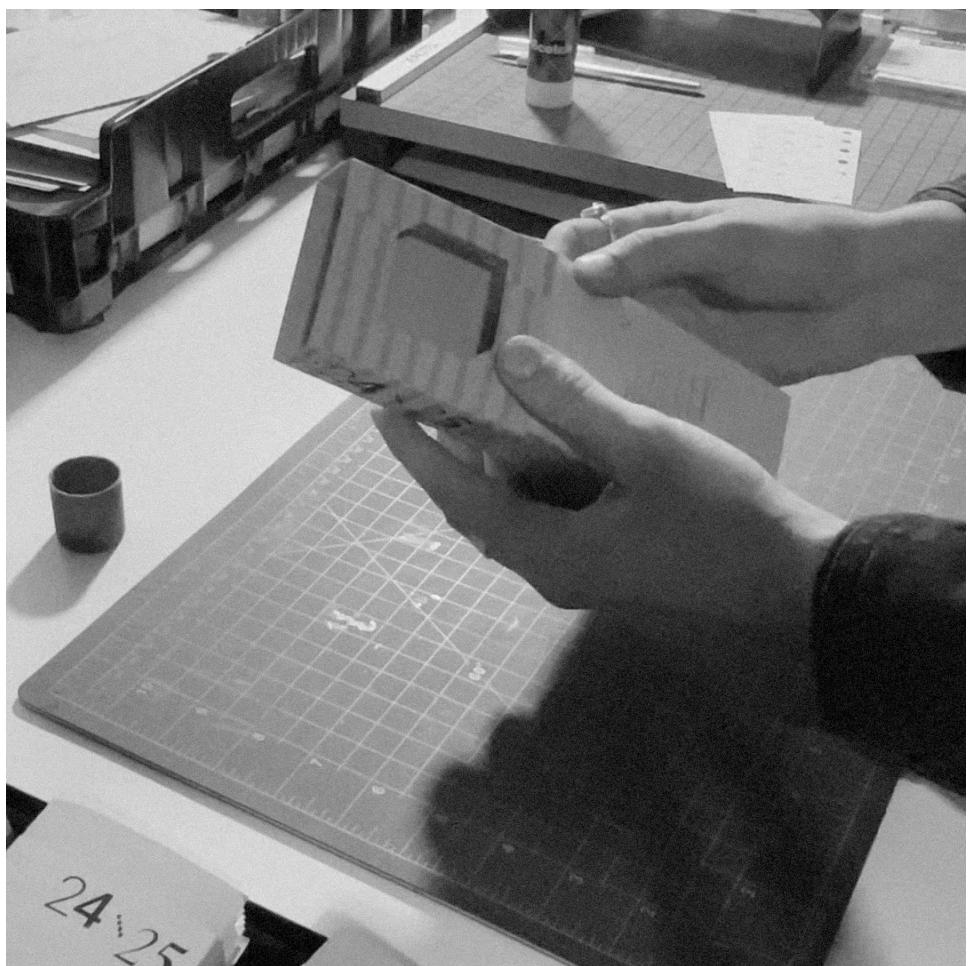


74



The final step is to apply the slip cover. I recommend to slide the back of the booklet in first, and pinch the two top corners of the open spine to ensure the slip cover slides on smoothly.

Make sure to be aware of laser cut elements that may get caught when applying the slip-cover. Once again, patience and care. the slip-cover should be a relatively tight fit, and should not fall off on its own.

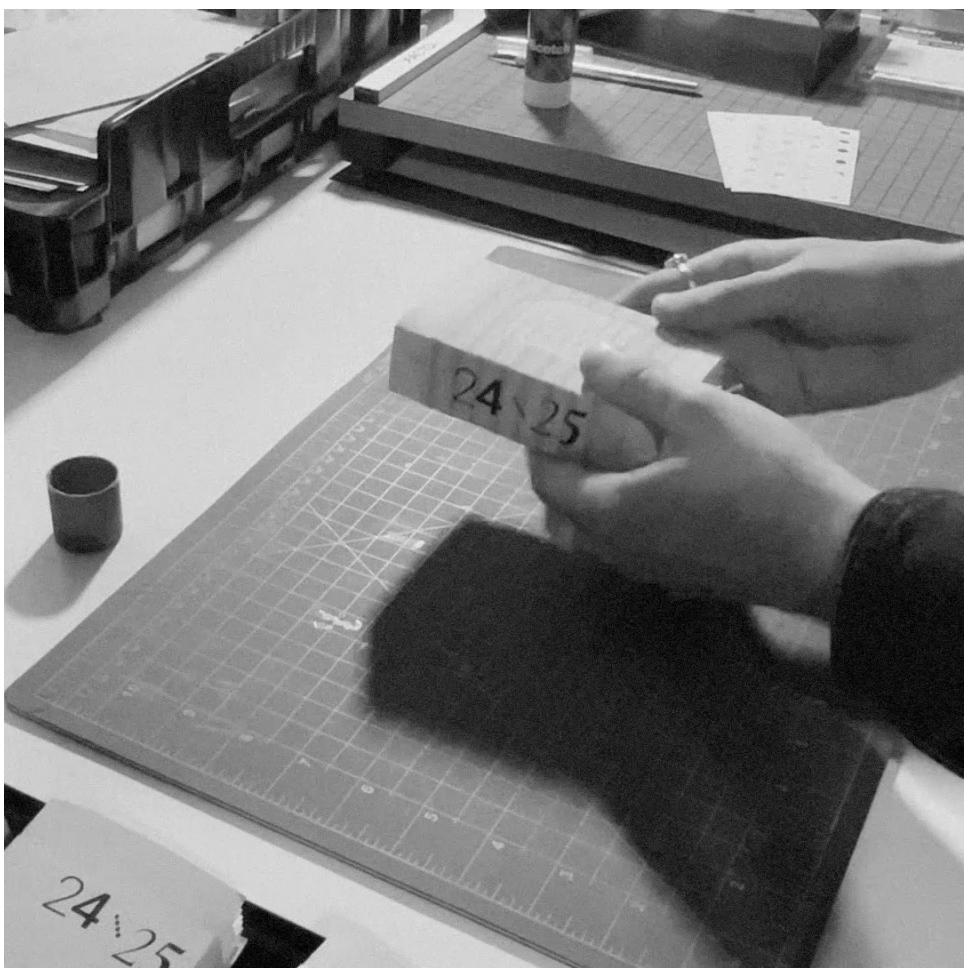


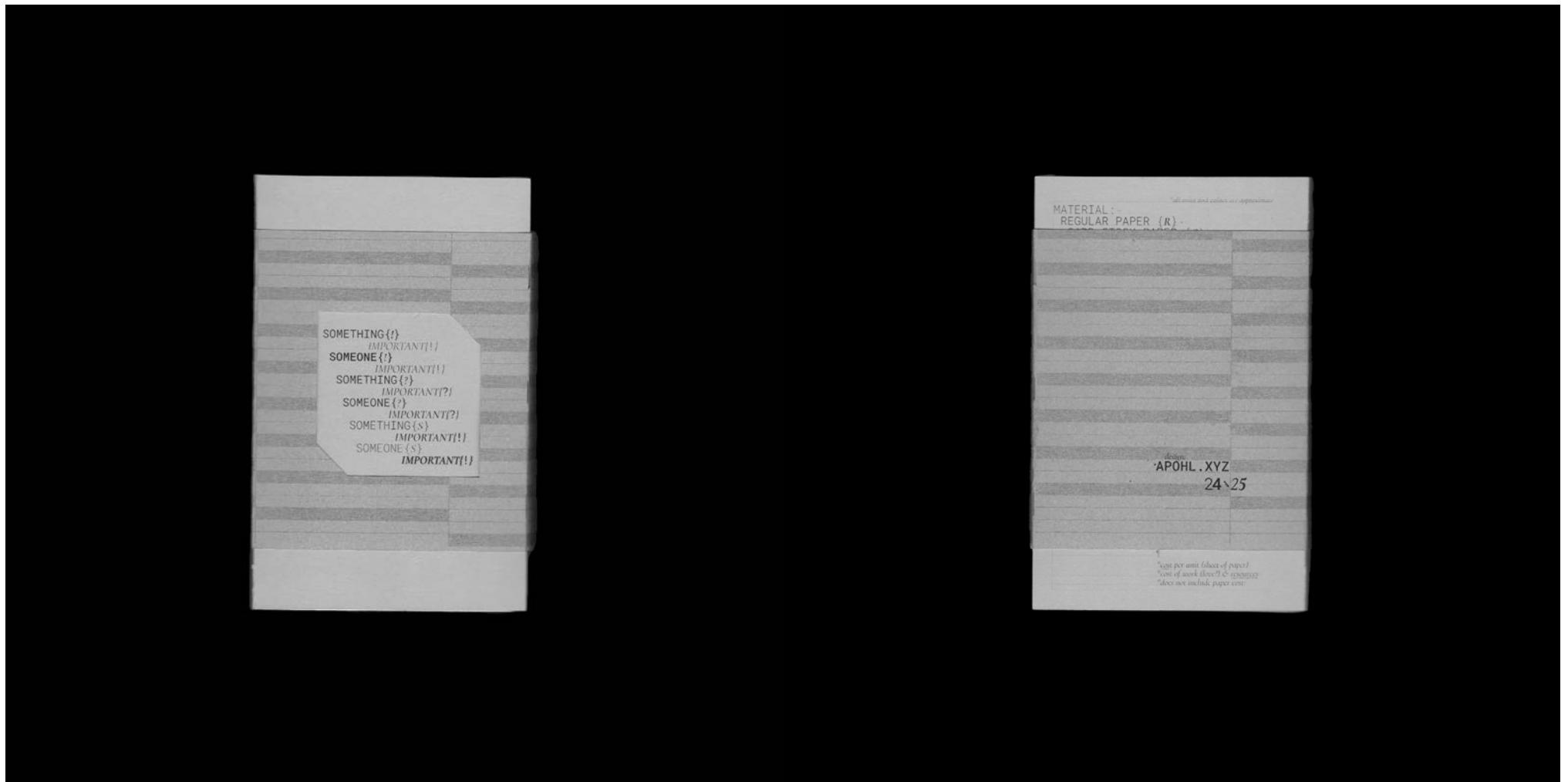
75

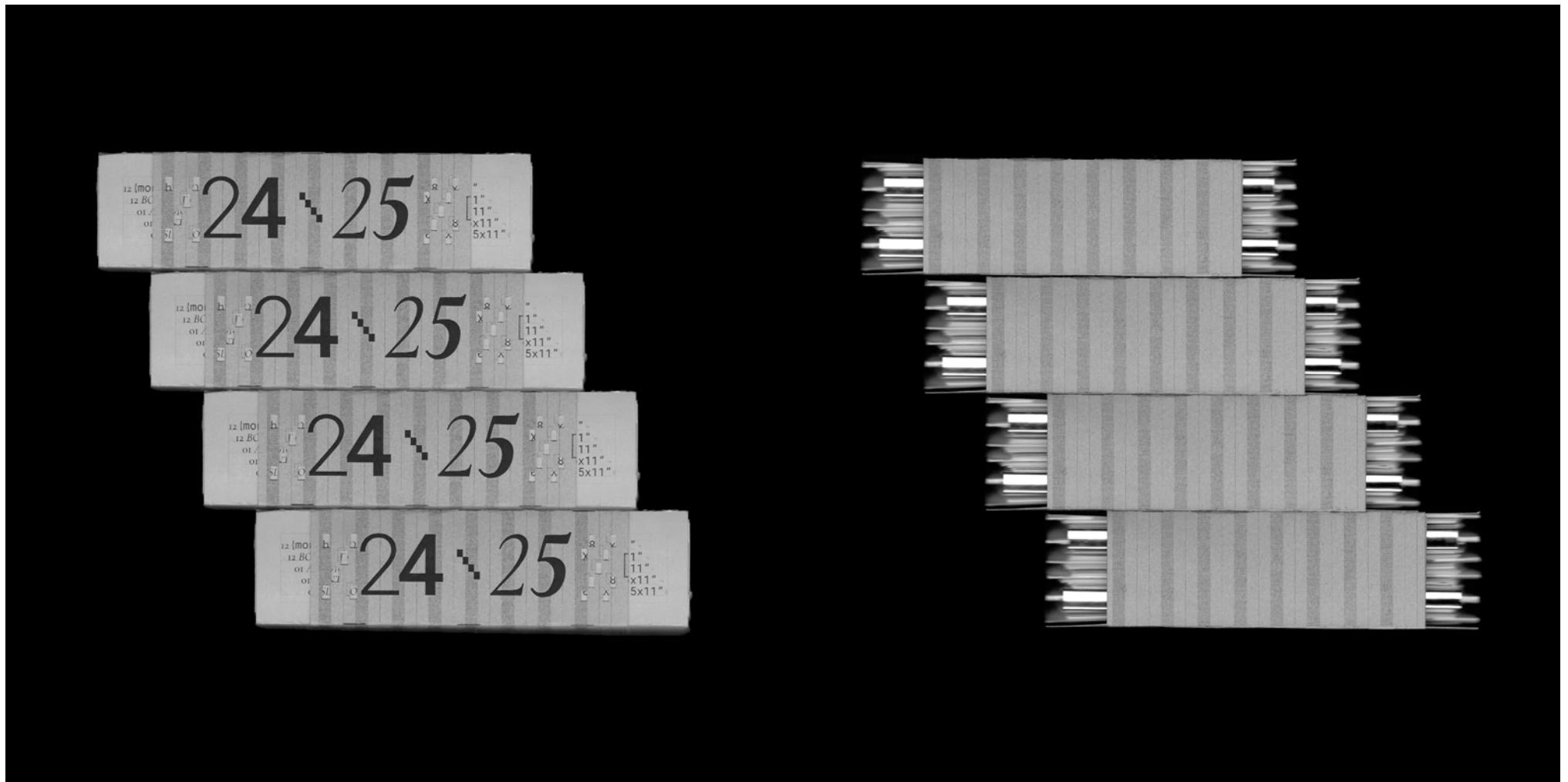


Center the slip-cover on the calendar book, so that the front cover text (or added personal photo) can be viewed through the laser cut threshold on the front of the slip-cover.

# Viola!









\*all costs and values are approximate

**MATERIAL:**  
REGULAR PAPER {R} -  
CARD STOCK PAPER {C} -

**MATERIAL COUNT:**  
09 CARD STOCK - 8.5x11"  
24 REGULAR - 8.5x11"  
= 33 {Total} +

**TOOLS:**  
PRINTER/PRINT SERVICE  
CUTTING SYSTEM {Blade, Etc}  
ADHESIVE {Tape &/or Glue}  
STRAIGHT EDGE {Ruler}  
STAPLER/BINDING SYSTEM

**PAPER COST:**\*  
REGULAR - \$00.25  
CARD STOCK - \$00.50

**PRINTING COST:**  
SINGLE-SIDE {C} - \$00.75  
DUPLEX {C} - \$01.00  
SINGLE-SIDE {R} - \$00.50  
DUPLEX {R} - \$00.75

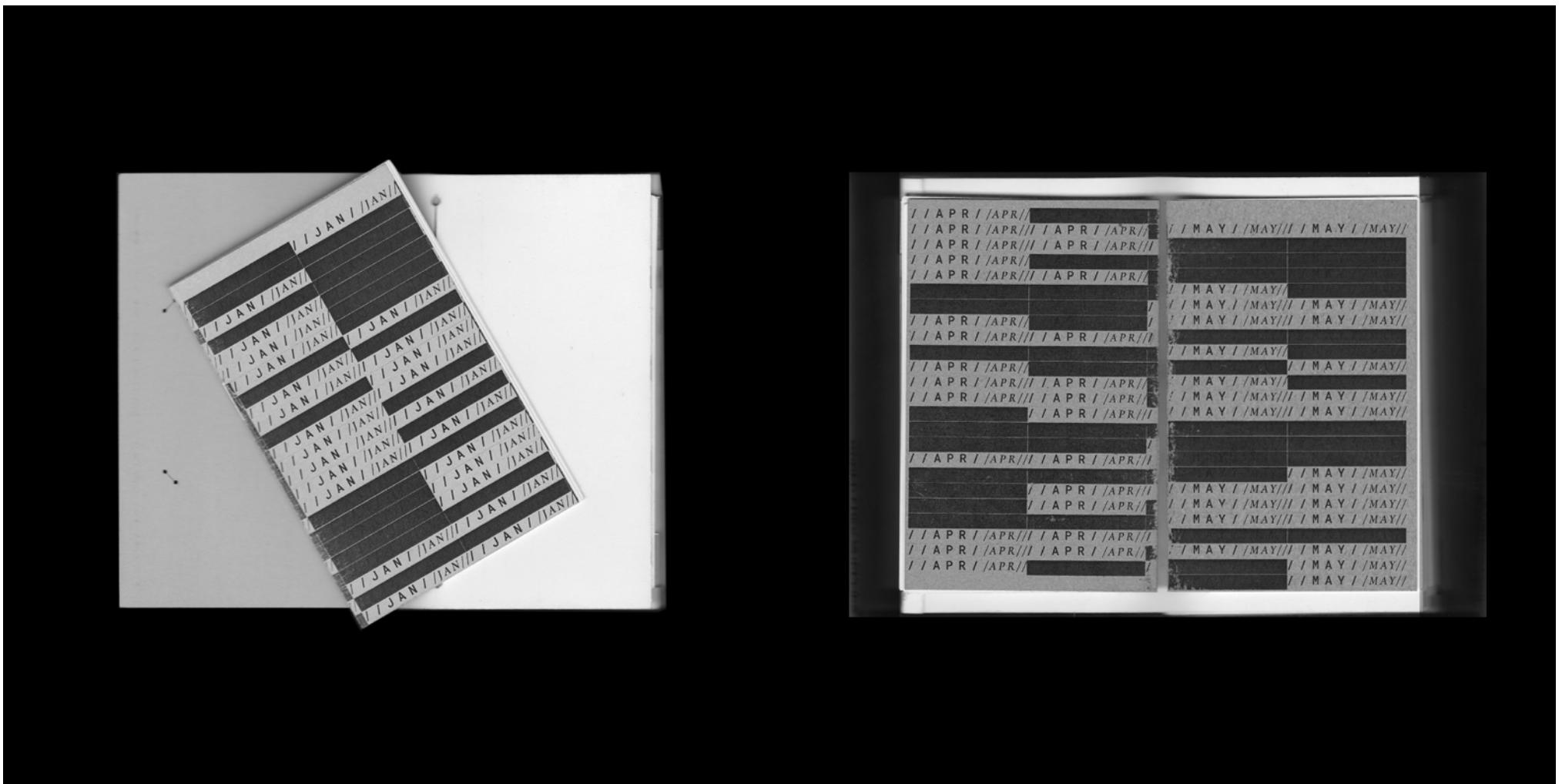
**ASSEMBLY COST:**  
DESIGN {APOHL\_XYZ}\* - \$24.25  
TOTAL (VALUE)\* - \$27.??

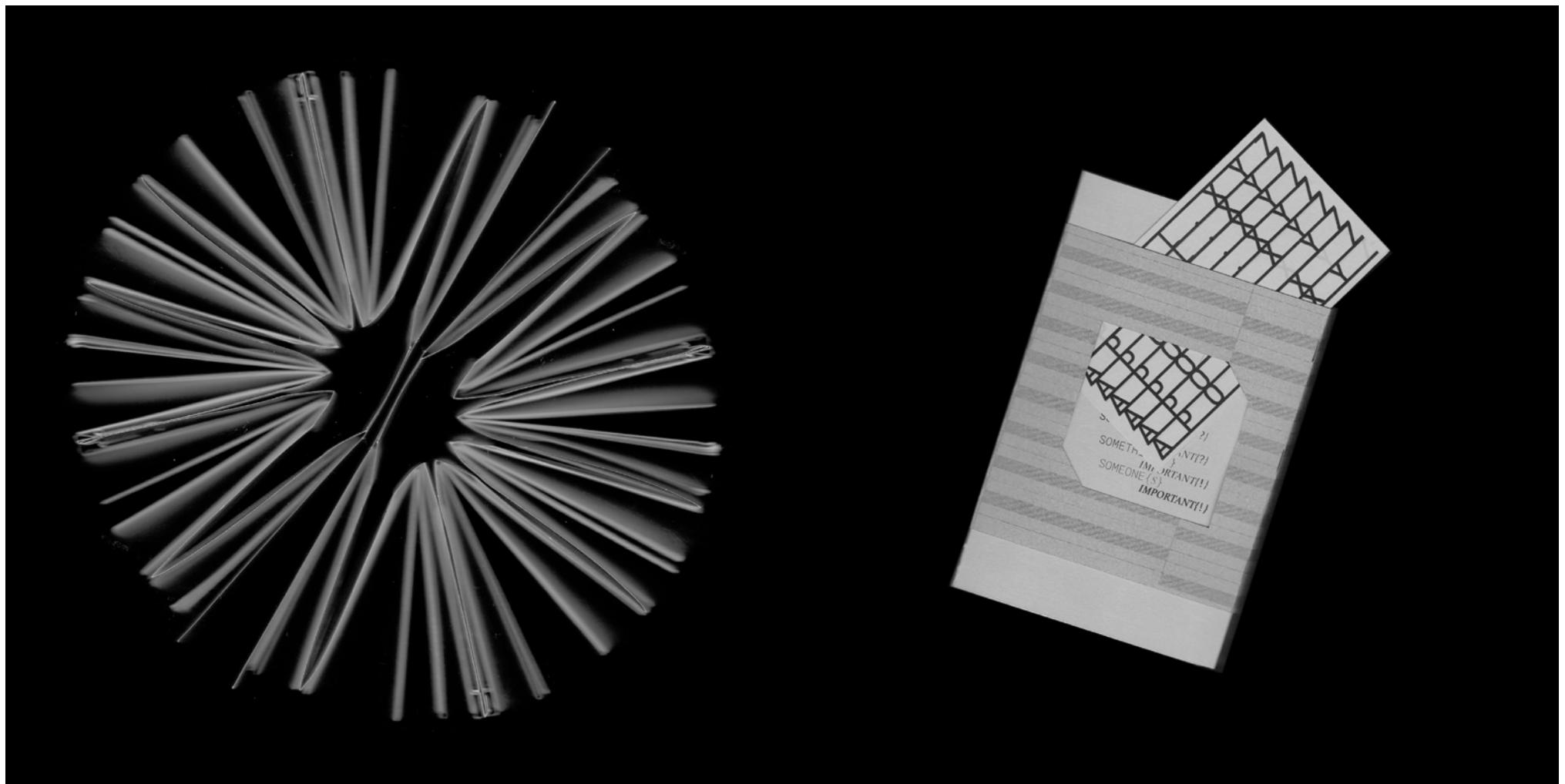
\*cost per unit (sheet of paper)  
\*\*cost of work (flex) & resources  
\*\*\*does not include paper cost

**12 MONTHLY BOOKLETS:** R  
12 BROCHURE COVERS: C  
or ACCORDION BINDER: C  
or CONTAINER COVER: C  
or SLIP COVER: C

**SOMETHING {}**  
**IMPORTANT{!}**  
**SOMEONE {}**  
**IMPORTANT{!}**  
**SOMETHING {}**  
**IMPORTANT{?}**  
**SOMEONE {}**  
**IMPORTANT{?}**  
**SOMETHING {s}**  
**IMPORTANT{!}**  
**SOMEONE {s}**  
**IMPORTANT{!}**

**24 X 8.5x11"**  
**03 X 8.5x11"**  
**04 X 8.5x11"**  
**01 X 8.5x11"**







# Conclusion

I hope you find/found excitement and interest in this process. This is a growing and ongoing project, and your personal experiences/explorations with this calendar, and more importantly, the binding methods, are a vital continuation of the project and its research.

At the core of this research, aside from addressing personal needs and interests in/via design, is an observation of accessibility and affordability in design and design process. This is not to say that these things should be cheap, low in quality (the opposite in fact), or even easy for that matter, but I hope you, the onlooker (user, designer, friend, human, artist, etc), are able to realize the potential that identifying and solving design needs has for improving our lives, for the sake of personal reflection, exploration, and discovery if nothing else.

Design is an act of community, and its solutions are potentially infinite. Above all else, love each other deeply and be kind.

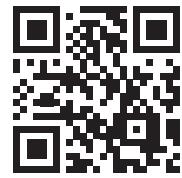
Love,  
AP



90



*apohl.xyz*



91





*thank you:*

DIY

2024\_CALENDAR

TO\_DO\_LIST

MISSISSIPPI

BOOK\_BIND

SYSTEM

