

How To Hand Bind a Book

Items needed:

- 1 sheet of Cardstock*
- 1-10 pages of Blank paper, at desired size
 - A paper cutter or scissors may be needed if you chose to use a sheet of paper that is not 8.5"x11" (standard printer paper)
- Binder's Thread*
- Scissors
- Pencil/marker*
- 2-4 Binder clips*
- A Bone Folder*
- A Binding Awl*+
- Needle*+
- A hard, flat surface with reasonable room to allow hand movement and the folding of paper

*These objects are not necessary as other objects can be used in their place.

Examples are given in step 1a.

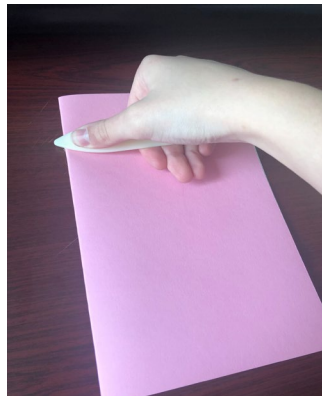
+This object is very sharp and if you are younger than 12 or don't feel comfortable you will want to ask an adult for help.

1. First, gather the supplies you want to use. This includes making sure that the surface you are working on is big enough for you to move your hand around while folding paper. Some notes about the items being used:
 - a. Many of these items can be traded out for other similar items. For example, Binder's thread can be traded for yarn, or embroidery floss. A ruler, or the palm of your hand, can be used instead of a bone folder. Printer paper, drawing paper, or construction paper may be used in place of cardstock. A Binding awl can be switched out for a hole punch or scissors.
 - b. The number of blank pages you decide to use will depend on the number of pages you want. An important concept to keep in mind that these sheets of paper will be folded in half, meaning that one sheet will become four pages within your book.

2. Next, take the cardstock and blank paper and stack it together in one pile. You will need to make sure that the stack of paper is all aligned. This can be done by holding the paper in both hands and gently tapping the ends of the paper on the table to make it into one neat stack. It should look like this.



3. After the paper is neatly stacked, you will need to lay it in front of you in the landscape position (the longest part of the paper is on the top and bottom).
 - a. **Note:** It is at this point you may want to place binder clips on each of the four corners, or two on each short side the stack. These are to help keep the paper aligned as you move into the next steps.
4. Now, you will need to fold the paper in half. This can be done by taking one side (holding it in the middle of the shorter side) and carefully pulling it across itself and to the same place on the other side. While doing this make sure the paper is still aligned and the fold is as equal on both sides.
 - a. Gently press down on the fold creating a crease.
 - b. Then further the crease by using a bone folder (or another dull hard object) to make a crisp crease.
 - i. **Note:** The book should be able to stay flat and closed on its own.



5. Open the book so that the blank pages inside are facing you. Using the binding awl, you will want to poke three holes along the crease as follows:

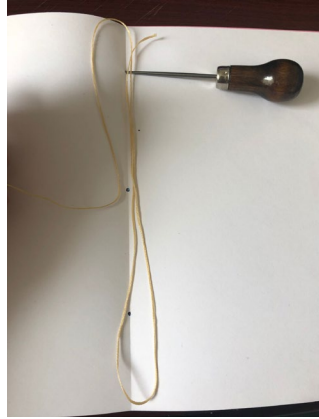
1. One in the middle
2. One between the top edge and the middle hole
3. One between the bottom edge and the middle hole

Note: You can make dots using a pencil or marker before you poke the holes, so that it is easier to tell where you need to place them.



- a. The awl is used by gently placing the tip (sharp end) onto the location you would like to make the hole and gently pushing/rotating the awl until it goes through the paper. The hole needs to go through both the blank pages and the cover that you've chosen for your book.
 - i. **Note:** The holes need to be big enough that you will be able to thread the binder's thread and a needle through it.
- b. Repeat for all three holes, while creating the last hole keep the awl in the hole to keep the pages aligned.
 - i. **Note:** If you are using scissors, you will want to keep the paper folded (covers facing you) and carefully snip in the same places as above, you don't want a hole bigger than 2 or 3 mm. If you are using a hole punch, you may want to tape both the outside and inside area before punching the holes to prevent the thread from ripping the holes larger than they need to be.

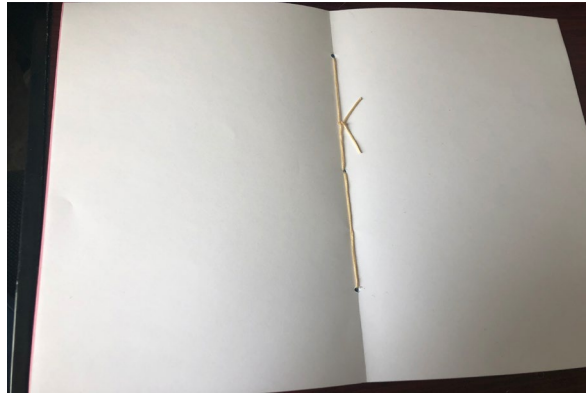
6. To tie the book together a 3-hole Pamphlet Stitch will be used.
- First, you need to cut the thread. This is done by holding the thread at one end of your book with your thumb and then running it up the length of the book, back down and then to the top again. The length is about 2 ½ times the length of your book. It should look like this.



- Secondly, you need to thread the needle. Make sure the eye (the hole part) of the needle is large enough for the thread you are using to fit through it. You don't need to tie it off, but it may be helpful. Make sure that you can move with the needle without the thread falling out. There needs to be about an inch or two threaded through the eye.
 - Note:** If you are having trouble threading the needle, it may be helpful to cut the end of the thread at an angle. This will make the thread have a "point" so it can be thread through the eye easier.
- Then, open the book so the blank pages are facing you. You now need to thread the needle through the middle hole to the outside cover. Pull the string until about ¾th of it is on the outside of the book.
- Next, go through the bottom hole from the outside to the inside and pull the string taut.
 - Note:** Be careful to not pull too tightly or you could undo the work you have done so far or rip the holes in the crease of your book.
- Then, thread the needle back through the middle hole following the inside crease of the book. You should be on the outside of the book again.
 - Note:** At this point you may now take the awl out of the final hole.
- Continue threading the needle from the middle hole to the top hole, pull taut. You should now be on the inside of the book again and have

both ends of the string there. It is at this point the thread can be unthreaded from the needle.

- g. Tie the two loose ends together, make sure to double, or triple, knot so that the they won't come untied. The knot should be done as close to the crease as possible. Failure to make it close to the crease you will have a book that will be damaged easier. You may also tie the string in a bow if you would like.
- h. Finally, cut the extra string off. Make sure you have enough string left after tying it that you can retie it if it were to come apart.



- 7. If you would like you may take the bone folder and run it along the crease gently once more to make the book lie flat again.
- 8. Design the cover if you would like, but this step is optional.
- 9. You now have your very own book to fill with whatever you would like.

