

Binding Instructions

- 1) **Slit** 4" in spine of some inner pages? not the ~~middle page 34-35~~ nor covers.
- 2) **Score** and fold all covers at their hinges.
- 3) **Cloth** tape 1" on inner cover's spine at staple points so staples won't rip through?
- 4) **Staple** all pages except outer:
Align, hold down, wack down.
- 5) **Flatten** staples.
- 6) **Fold** booklet and press at center.
- 7) **Trim** the open edges of front and back.
- 8) **Bend** Hinge toward front 1/4" back.
- 9) **Clamp**; roller press.
- 10) Same for back.
- 11) **Vice** press.

Adding Outer Cover:

- 12) **Tape** all 4 edges.
- 13) **Align** covers along top edges and **clamp**.
- 14) **Check** alignment of bottom edge.
- 15) **Remove** **bottom** tape.
- 16) **Prop** outer cover over inner cover with *plastic lids?*
- 17) **Open** tapes and roll down to top.
Then repeat with back clamps and tapes.
- 18) **Press** spine and/or hinges. 19. **Check** trim.