

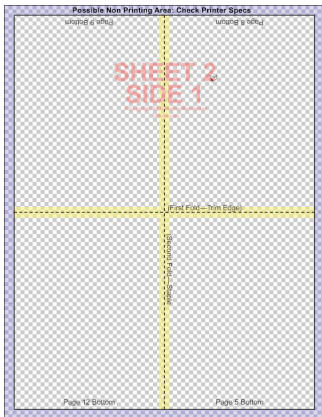
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BOOK TEMPLATES

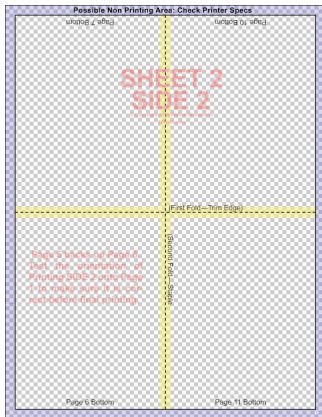
Getting Started & Tips

The Templates are organized by size and booklet length. Open the ones you want to use in your graphics program. Each file is named to indicate exactly which page it guides. Because you will be printing both sides of each sheet of paper, the sheet number and page (side 1 or side 2) are the last two digits of the file name. These files are transparent, indicated by the checkerboard backgrounds.



4up-16pg-2-1

This template is for side 1 of sheet 2 in a 2 sheet, 16 page booklet.



4up-16pg-2-2

This template is for side 2 of sheet 2 in a 2 sheet, 16 page booklet.

To start, print one sheet, front and back. To get the second side right: hand mark the leading edge with an arrow showing the side facing you before you print. Adjust how you insert the page, marking the paper each time before you print. When you get both side correct, throw the other copies away. Save this page.

Now print out the entire set of templates, front and back. Fold, staple, and trim them. This gives you a dummy to work out your project.

Although the inside fold has a yellow warning, you can cut images in half and place them a spread—the inside edges touching (or almost touching) the center fold line. Your success will depend on how carefully you fold the paper:



I recommend that you use a ruler and a round scribe (a bone folder, or plastic scribe) to score the page for the folds. This keeps the fold accurate and if the paper is coated, it permits folding without chipping the coating. I use my paper cutter which has a smooth surface. A piece of wood clamped from edge to edge at 45°, in from a corner, gives a good surface to work with.

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Using the printed template, I would sketch in the text and pictures. This image fills the page 2-3 spread. On the unfolded template, this image appears on the same sheet, but on two separate pages: using it as a guide, I put in the image, cut in half and on separate layers. With the template off, and everything correct, the finished print, folded, trimmed, and stapled, will look like the final image..

I don't trim the booklet until I have folded and stapled the pages. To staple, I use a deep throated stapler, which is an ordinary stapler mounted on a long base. Most office supply stores have or can order them. They are not expensive. For a bit more money, you can get a saddle stapler, which has an inverted V over which the folded paper is straddled, and the stapler is mounted an inch above. If you're more ambitious you can actually stitch your pages with needle and thread.

I prefer a roll cutter to the ubiquitous blade utters, which never cut straight. However, when you have several sheet of paper or more, even a roll cutter pulls the sheets out of square. The answer is to tightly but safely clamp the pages with a bar or your hand (be safe) before cutting. Depending on the job, I use a roll cutter or a thick metal rule clamped in place, then I cut with an X-Acto knife.

I take time when I trim. The time often feels excessive, but if you have to start over, you'll come to appreciate the extra time.

Save ink! If your printer accepts these settings, use grayscale economy or grayscale ink saver modes. Only print with full color ink at best quality (for your paper) when you are certain everything is correct.

Save paper! Use cheap, recycled paper for as much as you can.

Avoid thick photo papers, they do not like to be folded, and the shingling is terrible.

Although I have used thin glossy photo paper, coated 2 sides, glossy papers scratch and show every sort of blemish. I prefer matt coated or plain paper. But check your supplier, new papers are constantly being introduced. Allow plenty of time for the pages to dry.

If you want to hide the staples, design your book with an outside page that has nothing on it, which will act as endsheets. Then make a separate cover that you can glue to the front and back endsheets. I have used spray glues (messy), stick glues (they dry out and things fall apart), double sided tape (tricky, and you have to quick and accurate), dry mount tissue—hot (although I have a mounting press, I have used an iron, steam off, but be careful with temperatures, some inks shift color with heat, and coated papers may stick together), and cold (uses pressure, may or may not be an advantage over hot mounting tissue).

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