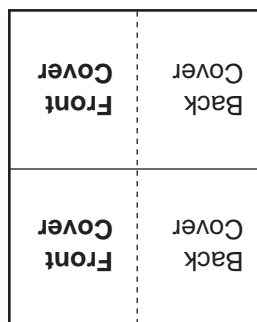


Our example is for eight pages to insert into the cover. If you are planning on printing two-sided, you might find it easier to make two one-sided originals and then copying them to one sheet. Some printers allow you to print two-sided as well.

Start with a standard sheet of white paper.

To design the pages:

NOTE: For each sheet you will have two covers. Using card stock gives the final book strength and colored paper makes it look less like a "copy."

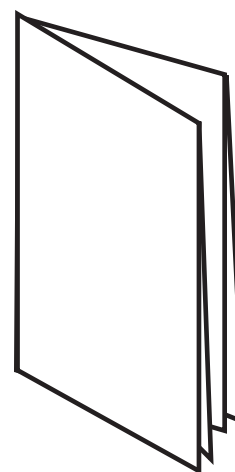


The solid line is where you will cut the page in half. The dashed line is where you will fold the paper.

Start with a standard piece of colored card stock or paper.

To design the cover:

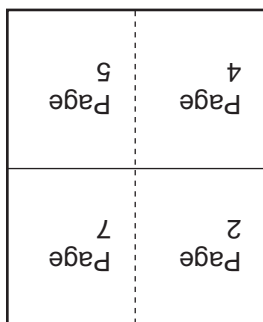
Separate Cover



Minibooks: Quarter-Sheets

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We get 8-pages by printing on both sides of two sheets. Cut the sheets in half (solid line) and folding them (dashed line). Since this sample is for eight pages, you'll note on each spread (the two pages that will be on the same piece with a fold line down the middle) that they add up to a number one more than the total number of pages. So our spread with page 8 also has page 1 (8 + 1 = 9). Pages 4 and 5 are together (4 + 5 = 9) . . . as are the rest (3 + 6 = 9) and (2 + 7 = 9). Make sure all of your odd numbered pages are on the right side of the sheet. For printing, make sure that the correct even number pages fall in the correct location.



Testing your layout is simple. Get a blank piece of paper. Fold and cut it to how you plan on assembling it. Then, after assembling write your numbers on it and take it apart. This will allow you to check your layout. You can also print out your layout and assemble it.

Self-Cover

A self-cover minibook allows you to print the cover with the rest of your pages. You will not have the option of printing the cover on a heavier sheet of paper. All of the pages will be the same thickness.

Use the same layout as the design for the inner pages under "Separate Cover." Page 1 will be your front cover and page 8 will be your back cover.

Templates

You can find templates / samples for a variety of quarter-sheet minibooks on Scribd (*larajla_Templates* or *SUPP_AEP Supplements*).



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