

MAKING A VERTICAL RAZ POCKETBOOK

Flat Pages



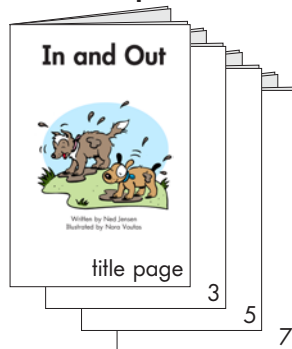
Step 1



Step 2



Step 3



Step 4



Step 5



1. Fold just the first page in half so that the fold is on the bottom and the front cover faces you.
2. Fold the page in half again so that only the front cover faces you and the folds are on the left and bottom.
3. Repeat steps 1–2 for each additional page. Insert each folded page inside the previous one. (When completed, all book page numbers should be in order.)
4. Close the book and square up the edges of all the pages. Staple two times along the fold.
5. Place one strip of 1-inch tape along the fold, covering the staples on the front and back of the book (optional).



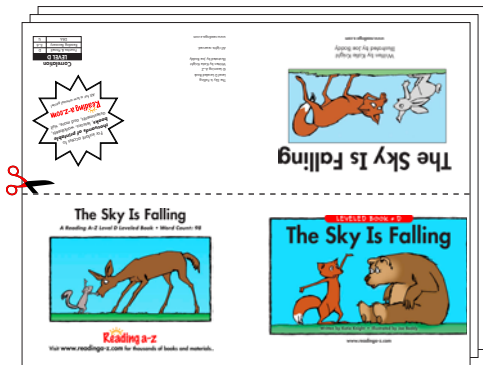
Finished Book

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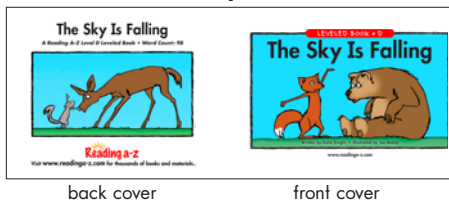
MAKING A HORIZONTAL RAZ POCKETBOOK

Step 1



Flat Pages

Step 2



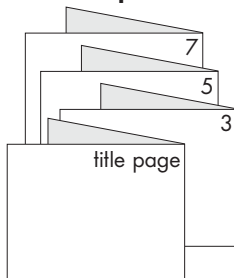
back cover

front cover

Step 3



Step 4



Step 5



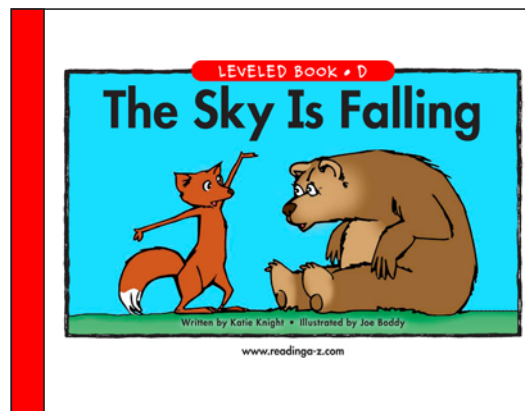
Step 6



Step 7



1. Take the paper stack straight off the printer. Cut through the whole stack along the dashed line. Discard any blank halves.
2. Place only the front/back cover page in front of you.
3. Fold the page in half so that the fold is on the left and the front cover faces you.
4. Place the remaining pages with the pictures facing you. Then fold each page in half so that the fold is on the right.
5. Put all of the folded pages in numerical order. Place the stack of folded pages inside the cover page.
6. Close the book and square up the edges of all the pages. Staple two times along the fold.
7. Place one strip of 1-inch tape along the fold, covering the staples on the front and back of the book (optional).



Finished Book

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