


Ms SCHMIT'S SHEET-O-PAPER BOOKLET INSTRUCTIONS

TIPS & TRICKS HOW TO MAINTAIN HIGH LEVEL OF CRAFTSMANSHIP


- KEEP PAPER FLAT ON WORK SURFACE AT ALL TIMES
- ROLL & SLIDE ONE SIDE OF PAPER TO THE OTHER SIDE FOR FOLDS
- STACK EDGES OF PAPER EXACTLY ON TOP OF EACH OTHER
- USE BONE-FOLDER TO MAKE CREASES CRISP & CLEAN
- WORK SLOWLY & CAREFULLY FROM THE START - IT ENDS UP SAVING TIME OVERALL!
- PLACE HEAVY OBJECTS ON TOP OF FINISHED TEXT BLOCK TO ACHIEVE MAXIMUM COMPRESSION

PART 1 MAKING BOOKLET BASE

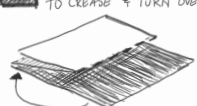
1 8.5" x 11" SHEET OF PAPER....



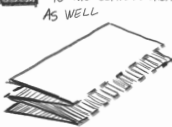
2 HAMBURGER FOLD (TEXT ON OUTSIDE)



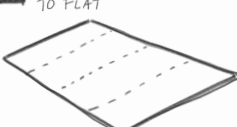
3 FOLD TOP FLAP BACK TO CREASE & TURN OVER



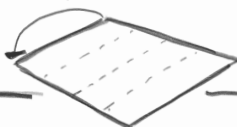
4 FOLD OTHER FLAP BACK TO THE CENTER CREASE AS WELL



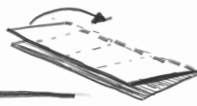
5 OPEN BACK UP TO FLAT




6 PRESS FLAT & THEN HOT DOG FOLD IT



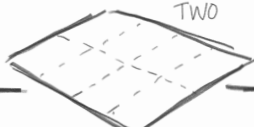
7 OPEN & REVERSE HOT DOG FOLD



8 REPEAT #7 AT LEAST 5 MORE TIMES



9 OPEN BACK UP TO FLAT & MOVE ON TO PART TWO




PART 2 TURNING INTO BOOKETS


NOTE: IF CREATING A BOOKLET WITH PRE-PRINTED STUFF ON IT, PAY ATTENTION TO THE DIRECTION OF THE TEXT. IT WILL CLUE YOU IN TO WHICH KIND OF BOOKLET STRUCTURE IT IS.

OPTION A ACCORDION BOOKLET

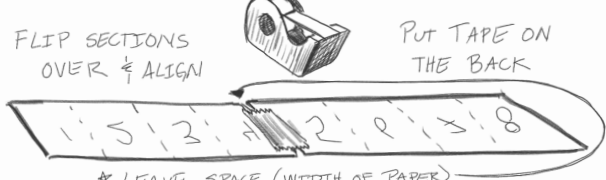
1 CUT ALONG THE HOT-DOG FOLD
• SEPARATE TOP SECTION FROM BOTTOM



2 TAPE




FLIP SECTIONS OVER & ALIGN PUT TAPE ON THE BACK



* LEAVE SPACE (WIDTH OF PAPER)


3 ZIG-ZAG PAGES BACK & FORTH TO COLLAPSE THE PAGES TOGETHER - FORMING "TEXT BLOCK"



* REVERSE FOLDS AS NEEDED

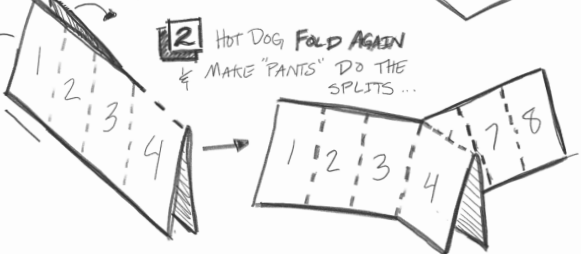
OPTION B PANTS BOOKLET

1 CUT ALONG HOT DOG FOLD BUT KEEP PAGES 4 & 5 TOGETHER...

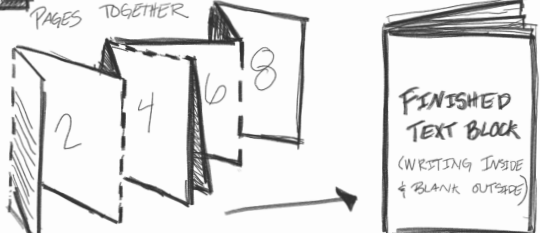


(LOOKS LIKE A PAIR OF PANTS)

2 HOT DOG FOLD AGAIN & MAKE "PANTS" DO THE SPLITS...



3 COLLAPSE PAGES BY ZIG-ZAGGING PAGES TOGETHER



* REVERSE FOLDS AS NEEDED

FINISHED TEXT BLOCK
(WRITING INSIDE & BLANK OUTSIDE)

