

# Ms. Stockton's Little Cheat-Sheet on how to assemble your book

**\* PLUS \***

How to make a  
cloth cover  
(on back)

♥ Have fun!

♥ you're welcome!

## ASSEMBLING THE BOOK

Now it is time to bind your book. This means putting the pages together with a cover and endpapers. Here is how to put your book together.

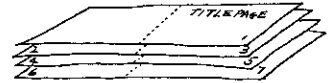
### MATERIALS —

- YOUR DRAWINGS
- GLUE STICK
- SCISSORS
- RULER



Be sure to use a flat work area. Put newspaper under your work to keep your work surface neat.

1. Begin with page one. Stack your pages one right after another.



2. Fold each page. Pile the folded pages with page one on the bottom.



Be sure to fold the paper so that the drawing is inside and the blank side is out.



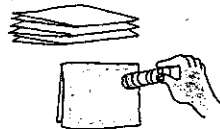
3. You have assembled all your pages, folded, in the right order. Turn the stack of pages so that the fold is in front of you.



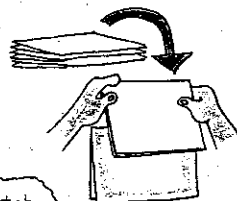
4. Take the top sheet and flip it over toward you so that the fold is away from you.



5. Use a glue stick on the back of your folded drawing. Make sure you come close to the edges, corners, and fold.



6. Take the next folded page. Line it up and set it on the glued side of the first page.

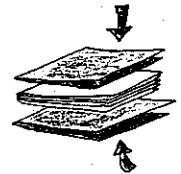


Be sure corners match, then smooth pages out.

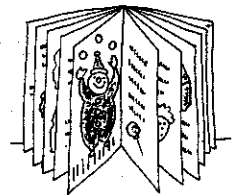
7. Let the pages dry before you glue the next two pages together. Continue this until all your pages are glued. Be careful not to glue over the edge or your pages will stick together.



8. If you want endpapers, glue a plain (or colored) folded sheet to the front and back of your other pages.



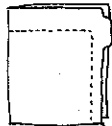
9. Fan out the pages. The blank sides are glued together and are connected at the folded sides. Set the book upright and fan out the pages so they can dry.



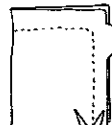
Be sure to check your pages. Make sure the corners and edges are even. If necessary, use scissors to trim the pages.

# THE OUTSIDE COVER

## MANILA FILE FOLDER



Using a ruler, measure the file folder to make a rectangle a little larger than your folded pages.

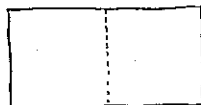


Cut out the rectangle through both sides of the folder.

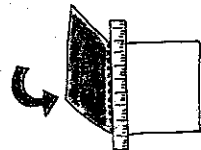


OR

## POSTER BOARD



If you are using poster board, cut a rectangle a bit larger than your unfolded pages. Draw a straight line in the center of the poster board with a pencil.



Using your ruler as a guide, fold the poster board on the line, making a sharp crease.

## MATERIALS =

MANILA FILE FOLDER  
(white or colored)  
OR POSTER BOARD

- GLUE STICK
- SCISSORS
- RULER
- PENCIL



**1** COVER FOLDED  
PAGES TOGETHER

**2** OPEN COVER  
GLUE BACK OF THE BACK PAGE

**3** LINE UP BACK COVER AND BACK PAGE SO THAT THE CENTER FOLDS ARE MATCHED. PRESS DOWN AND SMOOTH FROM CENTER FOLD OUTWARD.

**4** FOLD OVER SO THAT THE TITLE PAGE IS ON TOP AND THE FLAP IS DOWN.

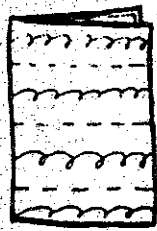
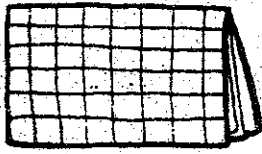
**5** APPLY GLUE ALONG THE EDGES OF FLAP

**6** OPEN UP FRONT COVER AND PRESS FLAP SMOOTH FROM CENTER FOLD OUTWARD

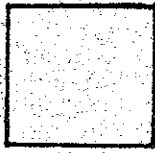
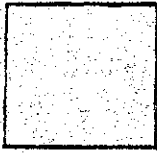
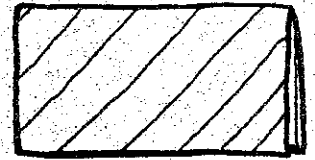
**7** LET DRY

**8** YOU CAN USE YOUR SCISSORS TO TRIM COVER DOWN TO A SMALL BORDER AROUND THE PAGES.

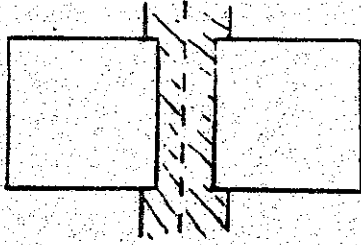
P.S. If you want to cover your cover with cloth, do so between steps 1 & 2. See Ms. Stockton for an extra-special sheet on how to make a cloth cover, if you want more explicit directions. ☺



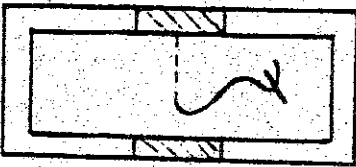
## CLOTH BINDING



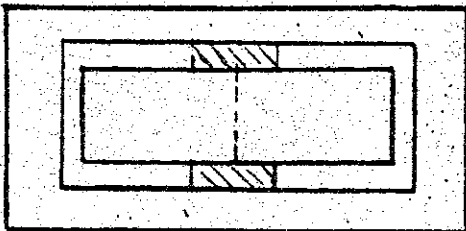
1. Cut 2 pieces of cardboard larger than your story pages.



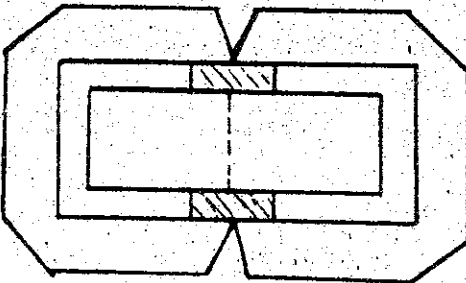
2. Join 2 pieces of cardboard using 2 pieces of masking tape with sticky side up. Cardboard should be about 1/4 inch apart. Fold ends in.



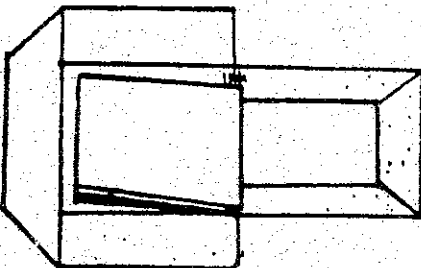
3. Measure and cut (story pages) to fit entire width and length of cardboard. Leave a 1/2 inch margin all around. Using a darning needle and heavy duty white thread (or dental floss), sew through paper and masking tape.



4. Place cardboard on wrong side of ironed material. Lightweight cottons work well.



5. Miter edges of material by cutting off the corners. Material at center book seam.



6. Fold over pages to one side. Apply generous amount of diluted white glue along material. Fold over each flap. Fold over one story page to fit the inside of each cover. Glue paper to cover raw edges of material.