How to print mini-books

1. Printer settings
   a. 8 ½ by 11 paper (normal printer paper).
   b. Select orientation – landscape.
   c. Select double-sided, flip long-edge. See below if you can’t print double-sided.
   d. Select print “actual” size. If you don’t have that choice, it will still print fine, you’ll just have an extra margin to cut off.

How to make mini-books

Materials: printed book, scissors, stapler

1. Hold the page so you see the cover of the book.
   Fold in half along the dotted line with scissors so you can still see the book cover. Leave folded for now.

2. Fold on the solid line so that you still see the book cover.
3. Check to see if the pages have come out in order.

4. Open the page up to full size and cut along the dotted line.
5. Fold book back together, make sure the pages are in order.

6. Staple them together along the spine.

Note: If you cannot make double-sided copies, you can photocopy single-sided copies of each page, cut the mini-book pages apart, and stack them together in order, with the title page on top. Then staple the pages together along the left-hand side.

Step 1: