

MAKING A VERTICAL DOUBLE-SIDED RAZ BOOK

Step 1 — Flat pages straight off printer.

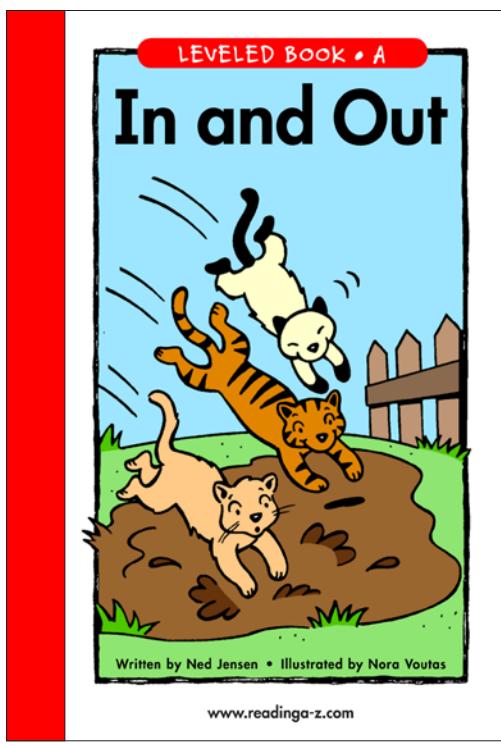


1. Take printed pile straight off the printer. *No cutting is necessary.*
2. Fold the whole stack in half, taking care to line up the corners.
3. Staple two times just to the left of the vertical dotted line at the left edge of the now folded front cover.
4. Place one strip of 1-inch tape along the left side, using the dotted line as a guide (just covering it) covering the staples on the front and wrapping to the back of the book (optional).

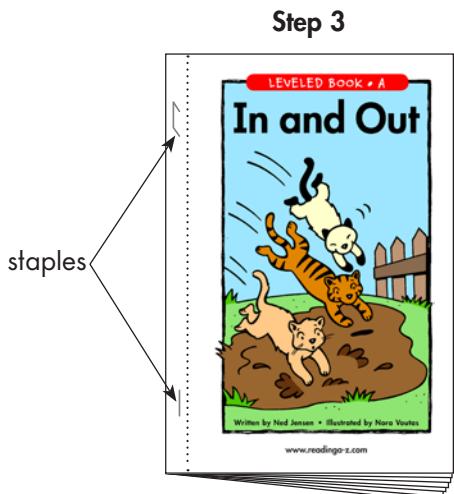
Step 2



Step 4



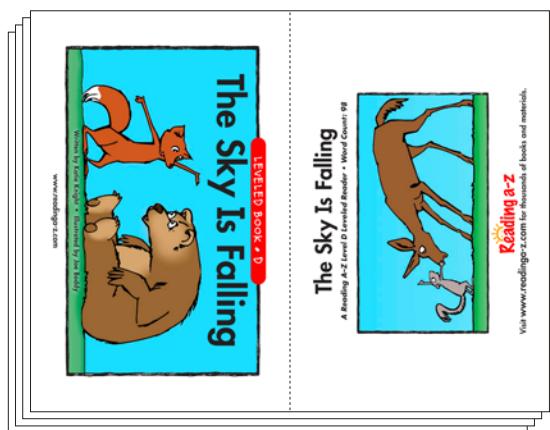
Finished Book



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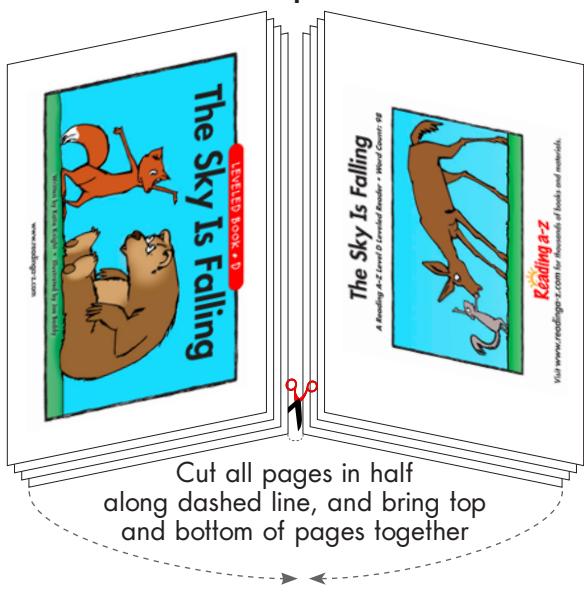
MAKING A HORIZONTAL DOUBLE-SIDED RAZ BOOK

Step 1



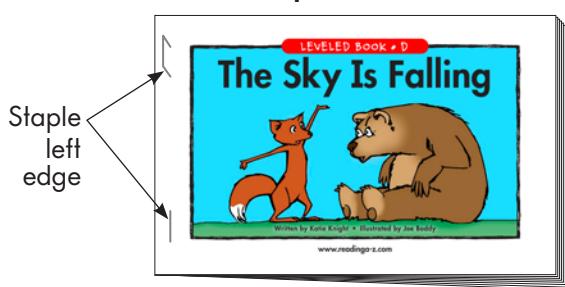
Flat pages straight off printer

Step 2



Cut all pages in half along dashed line, and bring top and bottom of pages together

Step 3



Staple left edge

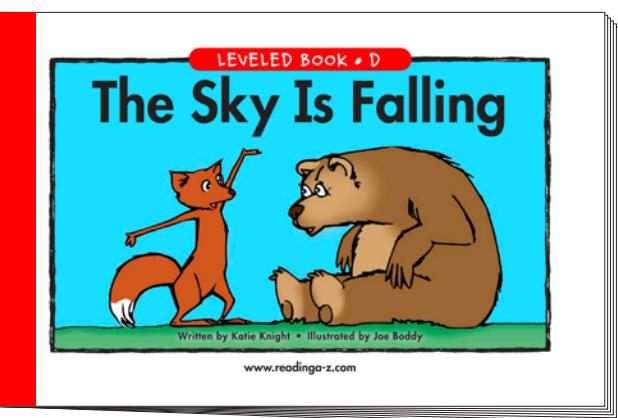
1. Take the printed book straight off the printer (this will work for books with any page count).

2. Cut the whole stack in half along the dotted line. Then match the tops and bottoms together making one pile as shown in the illustration at left.

3. Square up the edges of all the pages. Staple left side with at least two staples.

4. Place one strip of 1-inch tape along the left side, covering the staples on the front and back of the book (optional).

Step 4



Finished Book

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