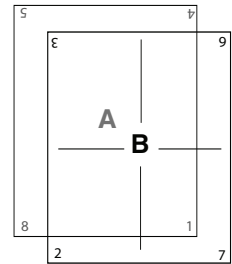


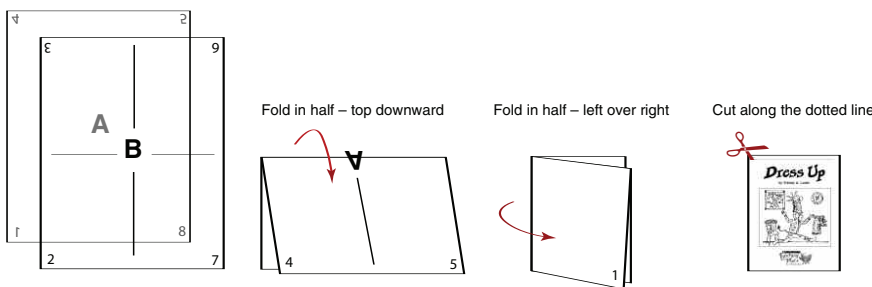
Making the Reproducible Books

For 8-page (2 sheets) books

1. Put the reproducible pages into the photocopier in alphabetical order with the letters in the middle of the page facing up.
2. Photocopy double sided.

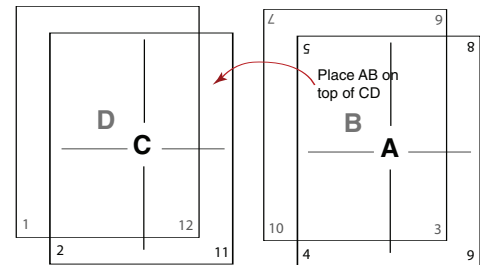


3. Fold the sheet in half (top edge down to bottom), with the B-side facing you.
4. Fold again along the middle of the page.
5. Trim the top edges of the book with scissors and staple along the fold.



For 12- or 16-page (4 sheets) books

1. Put the pages into the photocopier in alphabetical order with the letters facing up.
2. Photocopy double sided.



3. Make sure the double-sided sheets are in order. Page A should be on top.
4. Fold the top edge of the sheets down to the bottom.
5. Fold the pages along the middle.
6. Trim along the top edge with scissors.
7. For **12-page** books remove the middle (blank page) and staple along the edge.
For **16-page** books, staple along the edge.

