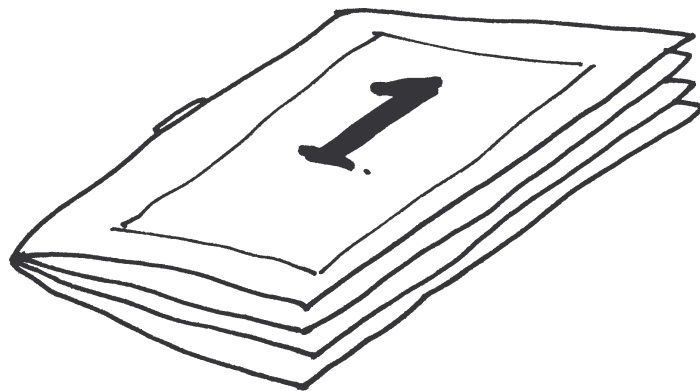


HOW TO MAKE 8-PAGE BOOKLETS



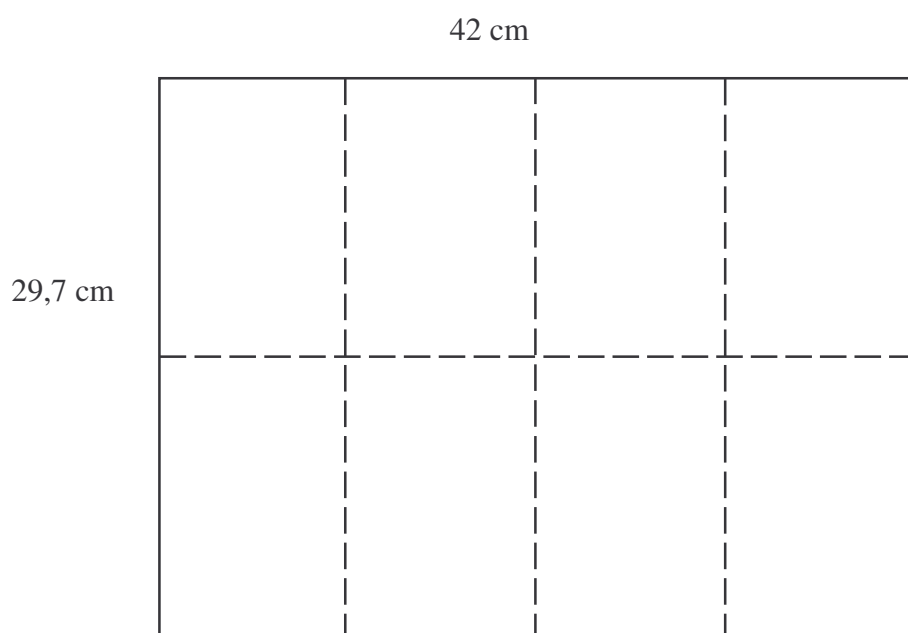
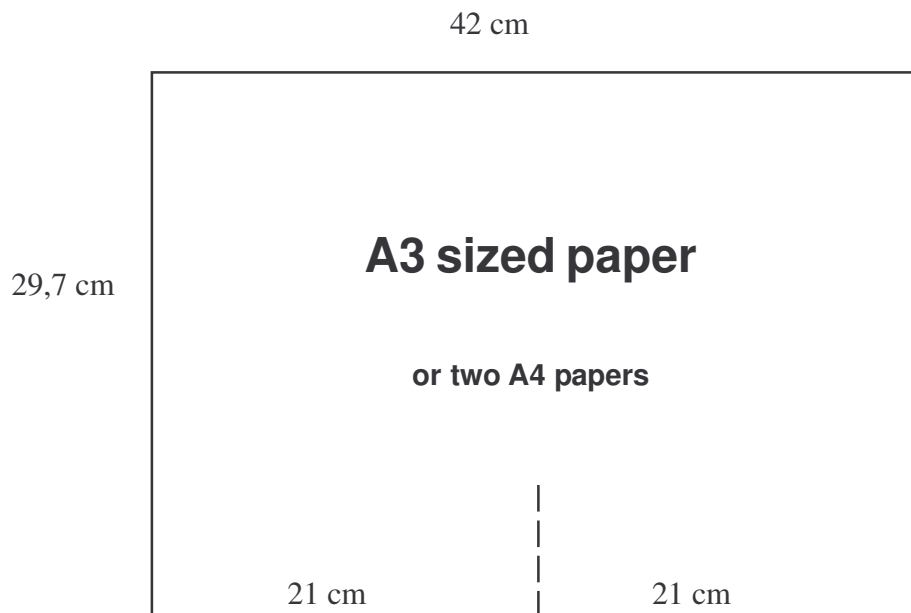
Make an 8-page booklet from one double-sided A4-sized photocopy. If you make your original drawing on A3-sized paper, you can use the same original also for making 8-page accordion minibooklets. See a separate handout on that.



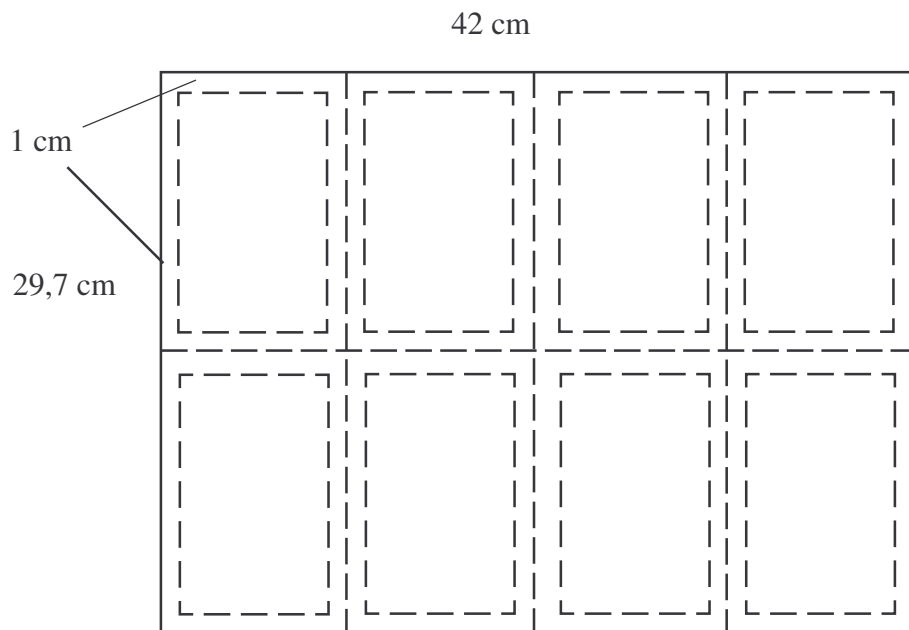


How to make an eight-page booklet I

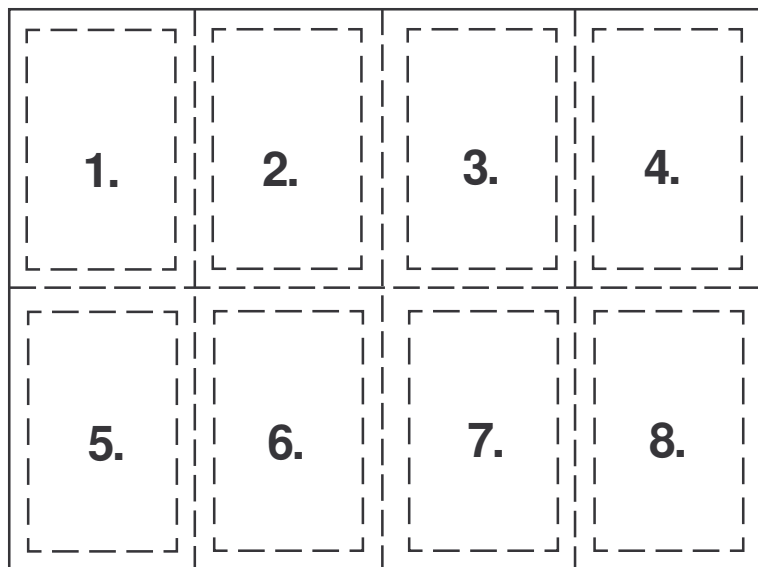
To make the booklets, you need an A4 photocopier. If you are **also** making an accordion minibooklet from the **same** original, it is better to use an A3 sized paper. But if you make only the folded eight-page booklet, you can use two A4 sized papers side by side, as below.



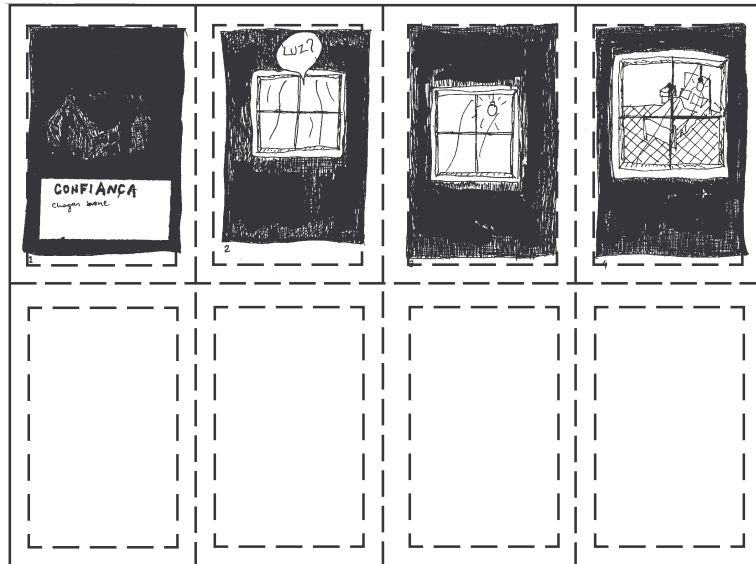
1. Divide the sheet of paper in eight parts as above, draw thin pencil lines along the divisions.



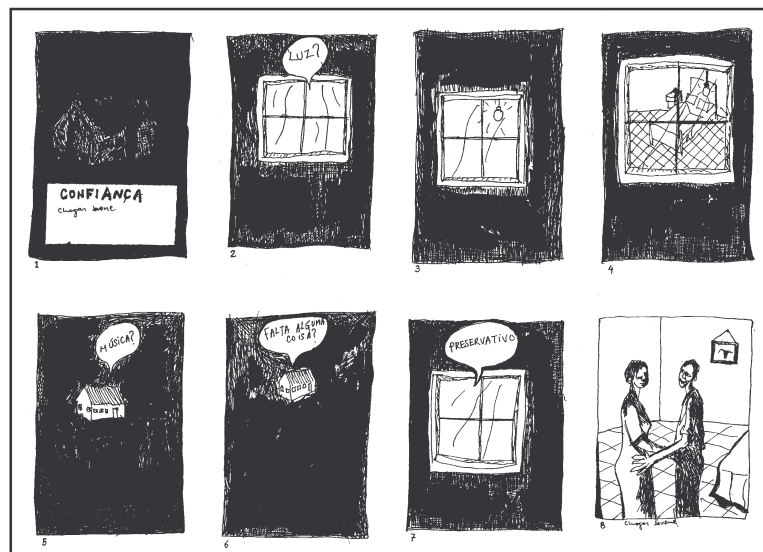
2. Draw guiding lines 1 cm inwards from the division lines. You should draw within these lines only.



3. Start drawing in the sequence as above.

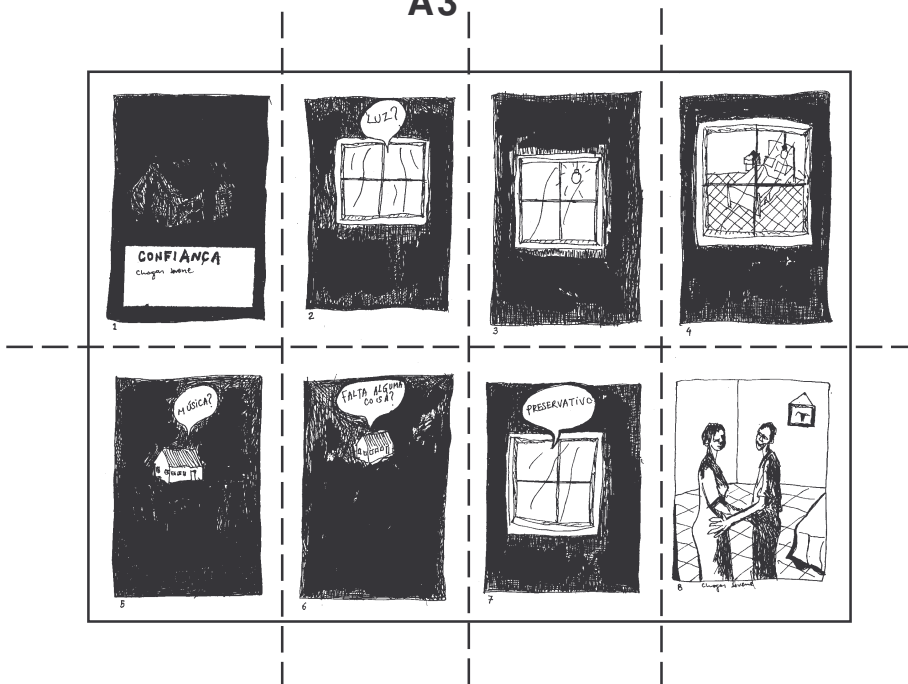


4. proceed like this.



5. Finish the drawing and remove the guiding lines.

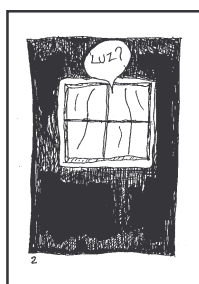
A3



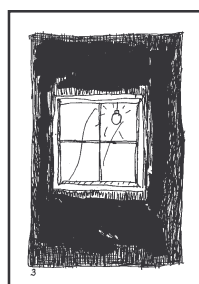
6. Cut the original (after having copied it for the accordion minibooklets, if you plan to make them too) so that each page is 10,5 cm x 14,8 cm, according to the model.



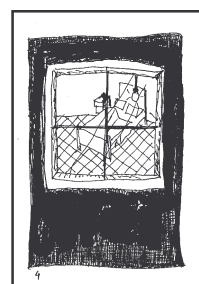
1.



2.



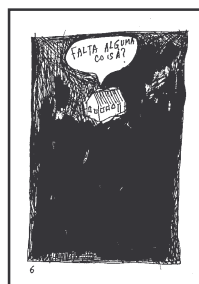
3.



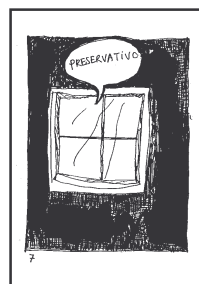
4.



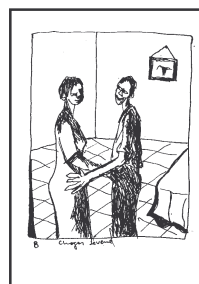
5.



6.

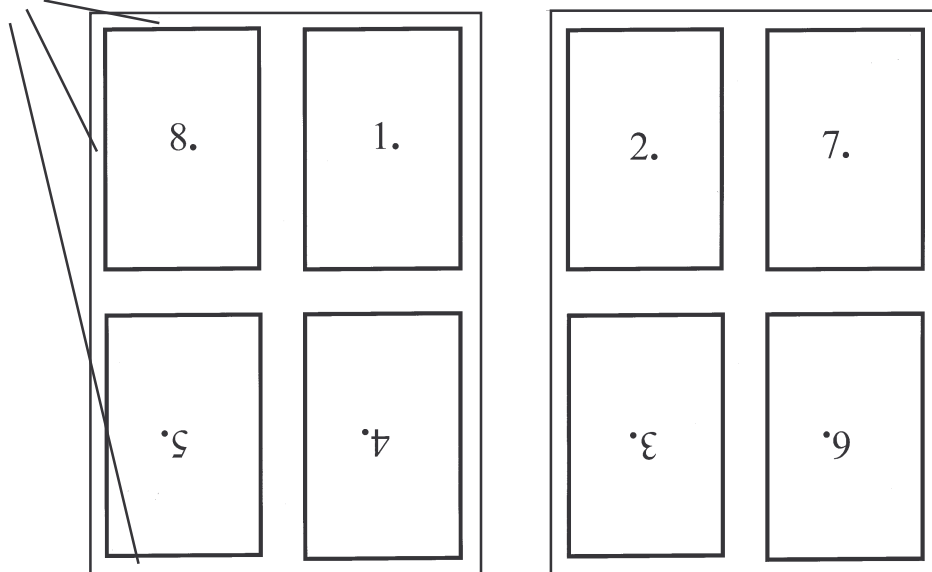


7.

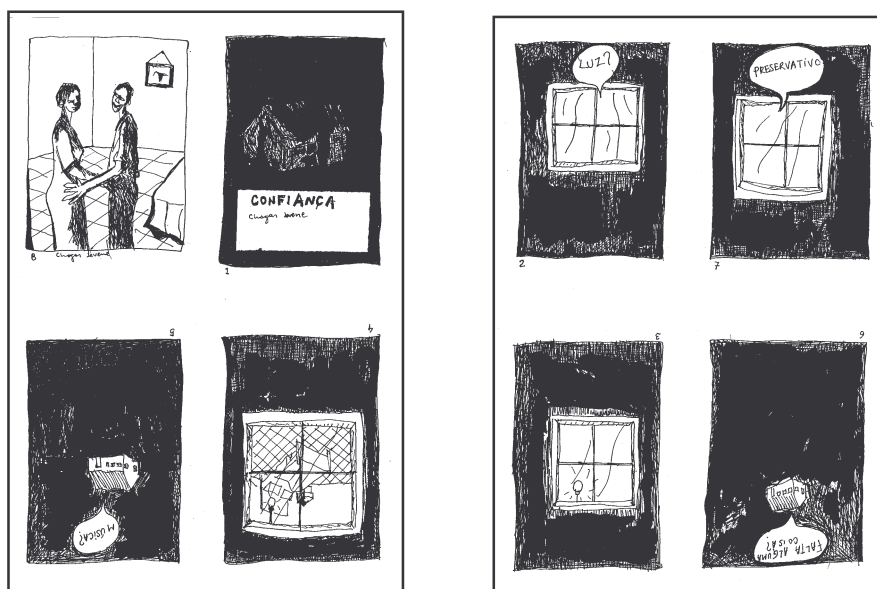


8.

10 mm



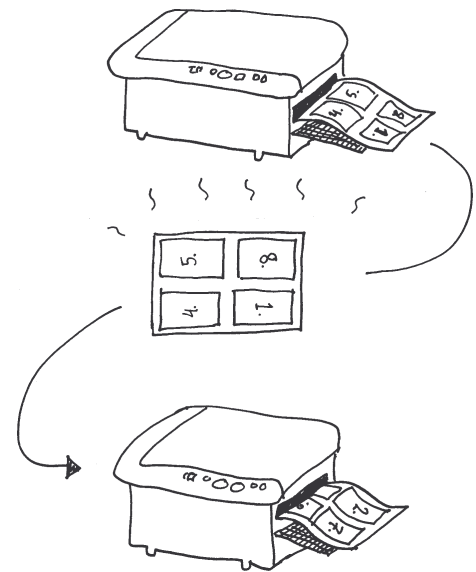
7. Paste the pages on two A4-sized papers in this order.



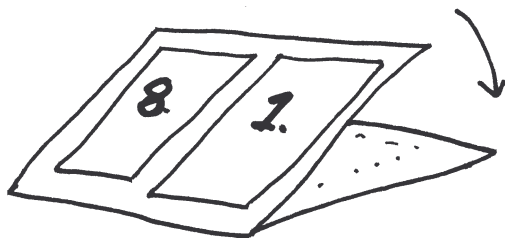
8. Now you are ready for photocopying.

9. Photocopy the two assembled pages on one sheet of paper. Make sure the direction is right when you photocopy the second time.

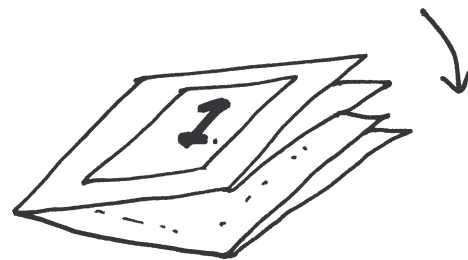
When you have photocopied one side, let the paper cool a little before you do the other side. This will avoid the paper to get stuck.



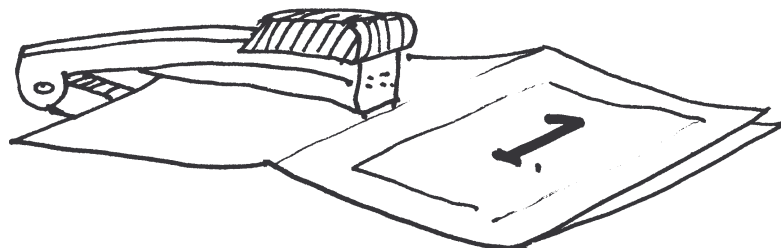
Now you are ready to start folding the photocopies into booklets:



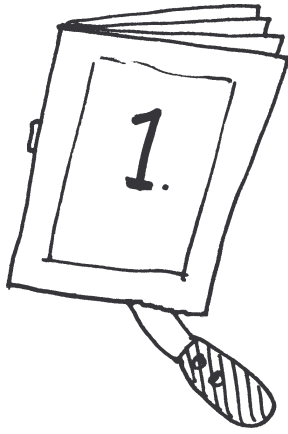
10. Fold the page, so that page **number 1.** is up with the last page **number 8.** next to it.



11. Fold once more, so that page **number 1.** remains on top.



12. Staple the booklet in the middle of the long fold. You will need a slightly bigger stapler.



13. Cut open the bottom fold with a knife.



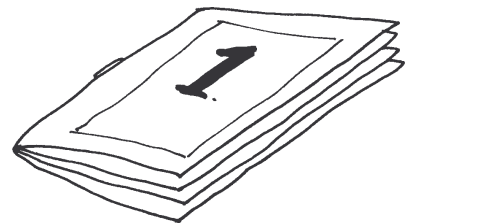
... or use scissors.

14. Your booklet is **ready!**



If you have a **meeting** with, say 20 participants, you can easily prepare for them 20 booklets in advance. When the participants leave, they will all go with a story which they can show to their friends and colleagues.

In this way you can **fortify** the message you present in the meeting.



Do you need to **lobby**, say a Town Council with 30 members? Make an 8-page story on the issue, copy it, fold, staple and cut it, then you can send the booklet to each of the Town Council members. You can be **guaranteed** that they will read it!