1. Layout

PAGE 5	PAGE 4	PAGE 3	PAGE 2
PAGE 6	PAGE 7	BACK 8	COVER 1

Lay out the design on one page that's the full size of the sheet of paper, like this. A single page InDesign file set up with 4 columns and 2 rows works well.

(You can prepare pages 2-3-4-5 right side up, and then flip them all upside down for printing.)

If you start with a tabloid size sheet of paper (11 × 17"), each page will measure 4.25 × 5.5". If it's letter size paper (8.5 × 11"), then it will be 2.75 × 4.25"

2. Long Fold, Short Fold

Fold the sheet in half the long way, and then unfold it.

Next, fold it in half the other way, parallel to the short edge.

Now there are 4 sections.

3. Edges To Centre Fold

Fold both sides towards the centre, so that the edge lines up with the middle fold.

Now there are 8 sections.

This is a good time to check whether the folds are lining up nicely with the printed artwork. If not, you might want to check the measurements of the file, including margins, and check whether it was sent to print at actual size.

4. Cut!

Cut only the centre line, as shown, with either a knife or scissors. The cut does not reach the paper edge.

IF YOU CUT WITH A KNIFE...

- Paper can be either flat or folded.
- Make sure to use a cutting mat, and a non-slip metal ruler.

The most important thing here is that you're only cutting the long centre fold line between the middle pages.

5. Fold Again

The cut should look like this:

Now, fold the whole sheet in half the long way, with the artwork on the outside.

6. Finish

Push the sides together until the centre of the sheet bends outward where it's been cut, and fold the whole thing around for an 8 page book!

Wow!

FOLDING LIKE A PRO: *Using a tool called a bone folder (or folding bone) helps make the folds nice and clean and even – and you can also use it to smooth out the final book to help the pages lay flat. The COMD studio has bone folders to use, and you can also buy your own at art/craft/bookmaking supply stores.*

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1-Sheet Booklets + Zines

★ Like this one!
★ 8 pages
★ No staples needed