#### HOW TO USE THE TEMPLATE

#### HAND DRAWN ZINES

- 1. Set your print scale to "Fit to paper" when printing templates If you don't your pages will have a tiny line of text at the bottom to change the scale
- 2. De-select "Print on both sides" or select "1 Sided print" - you want each side of the template on different sheets to prevent bleed through
- 3. Select the **highest resolution** print you are able to
- 4. Print it
- 5. Fill in your blank template according to the instrucions on the following pages (they are also on the layout guide itself)
- 6. Scan your compled zine highest resoution (dpi) you can select on your scanner

### And you're done!

- Don't want to print the instructions or layout guide?
  - Print only pages 8 & 9
- Want two blank templates?
  - Print out page 9 Twice <u>If you're submitting to Coven</u>
     <u>Press, please don't do this</u>; we need the space on the back cover to plug operation newsstand

### HOW TO FORMAT ORIGINALS

- Please number <u>at least</u> pages 2, 4 & 6 for ease of assembly - other pages optional
- Please do not write in the grey cross margin, the libraries need wiggle room to align and re-format
- You may want to leave a 1/8"in scanning margin around the sheet to prevent cutoffs

### HOW TO ASSEMBLE PRINTS

- 1. Print the Zine "Fit to Printable area" for assembly
- 2. Cut along the shorter dashed line
- 3. Cut the dashed lines on the two halves you made
- 4. Fold each stack of leaflets on the middle of the three lines with the Cover, Pg 2, Pg 4, Pg 6 on the outside
- 5. line up your folded stacks, left->right:Cover, 2, 4, 6
- 6. Then, right->left: 6 inside 4, both inside 2 & all those inside the cover
- 7. Crease the spine with bone folder
- 8. Staple along the spine lines
- 9. Trimming optional looks nice tho

Check out "Be a Zine Newsie - Digital Zine" for illustrations! - opstand.net/print-zines

### HOW TO TRIM ZINE PRINTS

- 1. Place Spine of your stapled zine against the backboard of your cutter
- 2. Trim the top edge
- 3. Rotate so the top edge is against backboard
- 4. Trim long edge <u>up to</u> the edge of the cover
- 5. Rotate so long edge is against backboard
- 6. Trim the protruding bottom pages

### EFFICIENT ASSEMBLY TIPS

- Cut your prints all at once using a paper cutter one cut at a time takes longer
- Keep your cut leaflets in stacks so you can fold them all at once
- Put all of the pages from each zine in a stack together before creasing, then stapling each

The more of one step in the folding process you do at once (or better yet, in one motion) the faster your production will be - it is a huge time sink switching between tasks to finish one zine at a time or doing the same task multipe times when they could be combined into one motion - like folding the stacks.

Page 2 Sottom

## Efficient Assembly

- cut at a time takes longer Cut your prints all at once using a paper cutter - one
- stacks & fold them at once Keep your cut leaflets in

• Page

Put all of the pages from then stapling each together before creasing each zine in a stack

between tasks **production will be** - it is a motion) the faster your once (or better yet, in one folding process you do at huge time sink switching The more of one step in the

assembly

for eas

required

numbers

Page 13 Bottom

Page 6 C



This is not a zine, keep it flat for use as a

reference:

### Back

Page

Cover

Bottom

Please leave this grey the hosting library! area for the use of

Cut lines + Margins

### Front

Cover

Bottom

Orientation  $M_{arker}$ Sheet

# <u>Assembling Prints</u>

- 1. Print the Zine "Fit to Printable area" for assembly
- 2. Cut along the shorter dashed line

Cut the dashed lines on the

two halves you made

- Fold each stack of leaflets 4, Pg 6 on the outside lines with the Cover, Pg 2, Pg on the middle of the three
- 5. line up your folded stacks left to right - Cover, 2, 4, 6
- Then, right to left: 6 inside 4, both inside 2 & all those inside the cover
- Crease with bone folder
- 8. Staple along the spine line
- Trimming optional\*\*

Page 11

### Page 9

### Making Originals

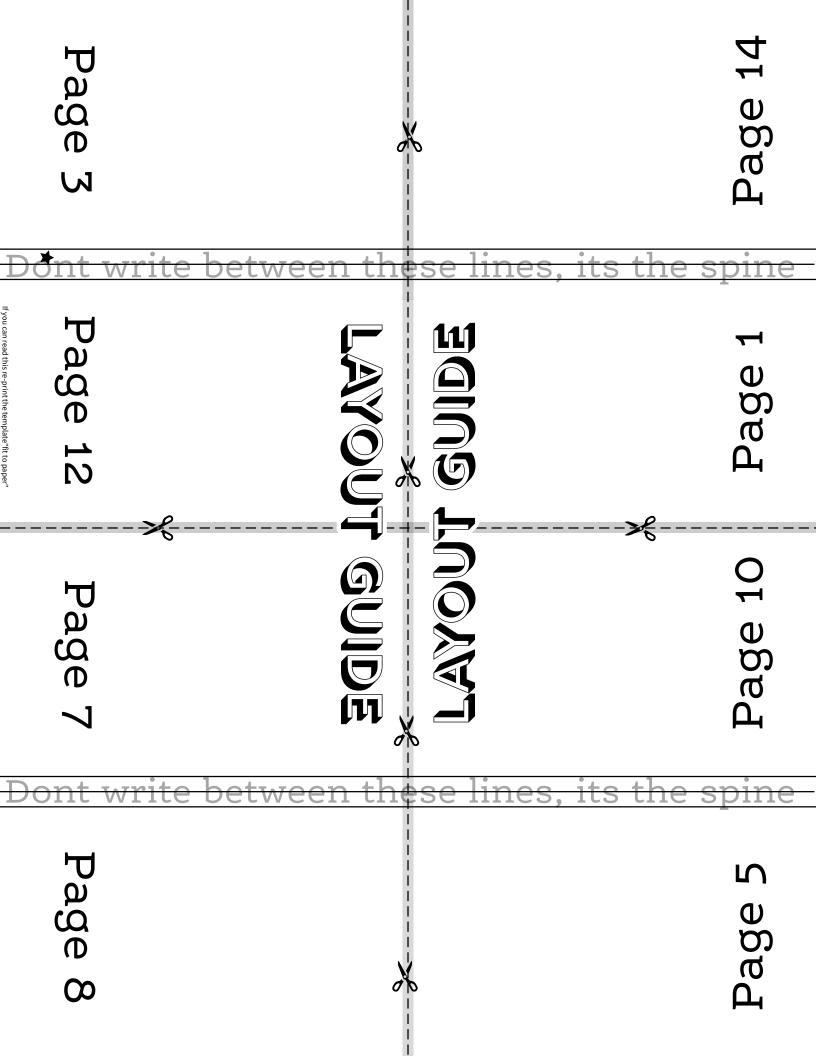
- Please number at least assembly pages 2, 4 & 6 for ease of
- Please do not write in the to align and re-format grey cross margin, the libraries need wiggle room
- You may want to leave a copy, this does not apply to scanning a physical original cutoffs (if you plan on around the sheet to prevent 1/8"in scanning margin digital artists)

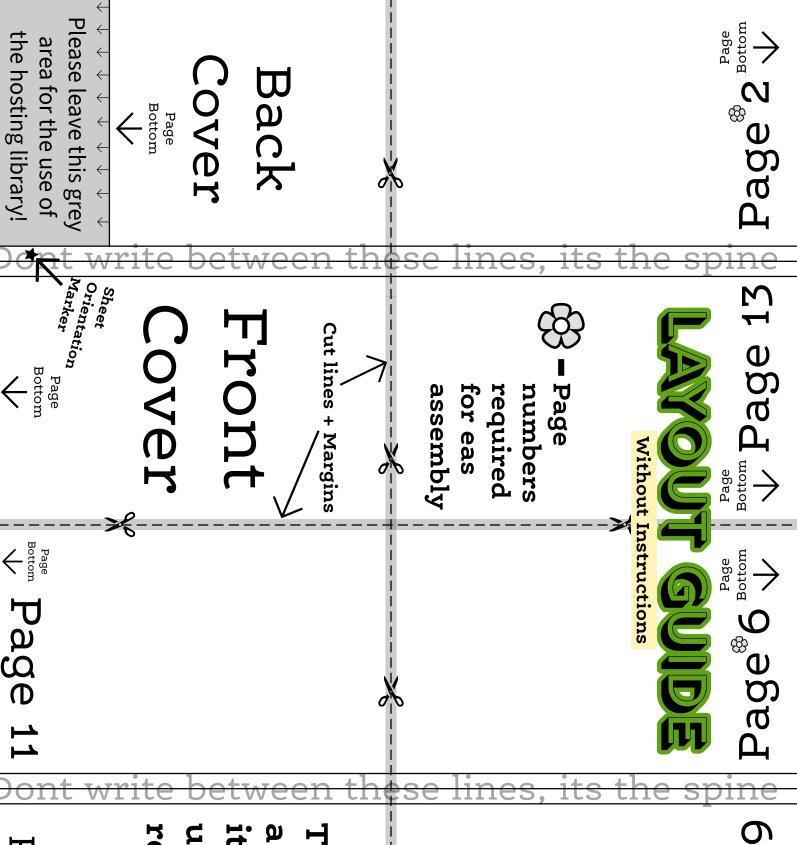
# **Trimming Prints**

- 1. Place Spine of your stapled zine against the backboard of your cutter
- Trim the top edge
- Й Rotate so the top edge is against backboard
- Trim long edge up to the edge of the cover
- against backboard Rotate so long edge is
- <u></u> bottom pages Trim the protruding



Bottom





6 a Sed wothon a sine, keep it flat for use as a reference:)
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