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 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! - <u>opstand.net/print-zines</u>

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. T**rim long edge up to 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 ✿ Page Bottom

Efficient Assembly

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

Back Cover

Page Bottom ↓

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

Page 13 Page Bottom

LAYOUT GUIDE

✿ – **Page numbers required for eas assembly**

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

Cut lines + Margins

Front Cover

Sheet Orientation Marker ★

Page Bottom ↓

If you can read this re-print the template"fit to paper"

Page 6 ✿ Page Bottom

Assembling 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 to right - Cover, 2, 4, 6
6. Then, right to left: **6 inside 4, both inside 2 & all those inside the cover**
7. Crease with bone folder
8. Staple along the spine line
9. Trimming optional**

Page Bottom ↓

Page 11

Page 9 Page Bottom

Making Originals

- Please **number at least pages 2, 4 & 6** for ease of assembly
- 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 (if you plan on scanning a physical original copy, this does not apply to digital artists)

Trimming 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. T**rim long edge up to the edge of the cover**
5. Rotate so *long edge is against backboard*
6. **Trim the protruding bottom pages**

Page ✿ 4 Page Bottom ↓

Don't write between these lines, its the spine

Don't write between these lines, its the spine

Page 3

Page 14

Dont write between these lines, its the spine

If you can read this re-print the template "fit to paper"

Page 12

Page 1

LAYOUT GUIDE

LAYOUT GUIDE

Page 7

Page 10

Dont write between these lines, its the spine

Page 8

Page 5

Page 2 Page Bottom

Page 13 Page Bottom

Page 6 Page Bottom

Page 9 Page Bottom

LAYOUT GUIDE

Without Instructions

– Page numbers required for eas assembly

Cut lines + Margins

Back Cover

Page Bottom

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

Front Cover

Sheet Orientation Marker

Page Bottom

Page Bottom

Page 11

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

Page 4

Page Bottom

Don't write between these lines, its the spine

Don't write between these lines, its the spine

If you can read this re-print the template"fit to paper"

Page 3

Page 14

Dont write between these lines, its the spine

If you can read this re-print the template "fit to paper"

Page 12

Page 1

LAYOUT GUIDE

LAYOUT GUIDE

Page 7

Page 10

Dont write between these lines, its the spine

Page 8

Page 5

Leave this section blank
for your publishing library!
or white it out if you don't
plan on sending it to a library

If you can read this re-print the template"fit to paper"

If you can read this re-print the template "fit to paper"