

Spine Sewing

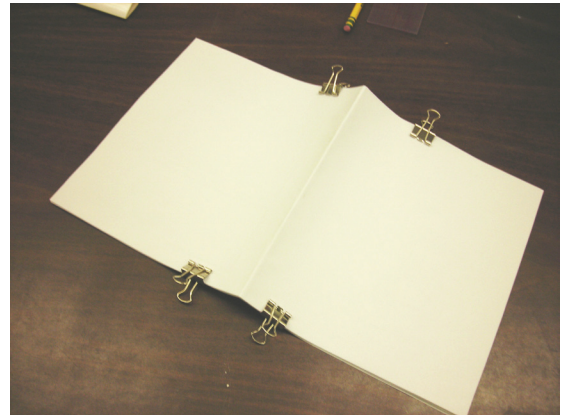
Step 1

Before you begin Spine Sewing, make sure that your document (cover and guts) is all printed out, collated, and folded. Keeping your collated document together is key.

Step 2

Marking the holes.

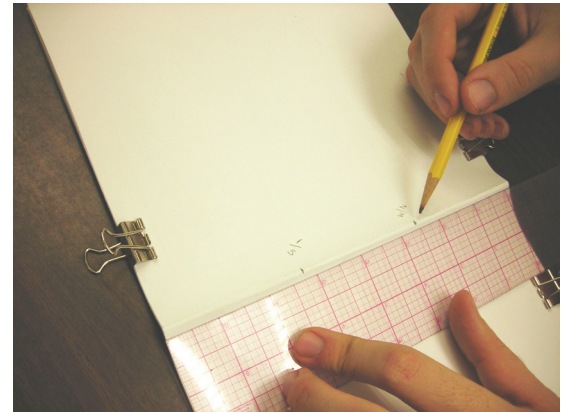
- Clip 2-4 metal binder clips to your document. to make sure the pages don't move around unwantedly.
- Using a ruler, mark out on your spine two marks; one $1/3$ of the way up your spine, and another $2/3$ of the way up
- Make sure that the "bottom" of the document is pushed all the way to the left.
- While using one hand to keep the papers steady, use the other hand to hold down the Punch button on the puncher, giving it sufficient time to punch through all of the sheets,.
- Release the button and remove the sheets, placing them to the side.
- Repeat for all remaining parts of the document.
- Recollate your document parts.



Step 3

Punching the holes your document.

- Gather up your piles of collated, punched documents.
- Using an awl (a punching tool, see right) punch the two holes at the five points you just marked. It is important that the metal clips are still on. Make sure that there is sufficient cardboard under where you are punching, so that you are not punching into the table, a venture that is harmful to the awl.
- Keep the metal clips on.



Step 4

Sewing and finishing.

- Thread about 3' worth of string (to be safe) on a binder's needle.
- Follow the diagram below to thread your document, tying it when indicated.
- When finished, cut off any extra thread and remove the binder clips.
- Repeat steps 2 and 3 for the rest of your documents.

