

There are many different ways of making books! One possible way is as follows.

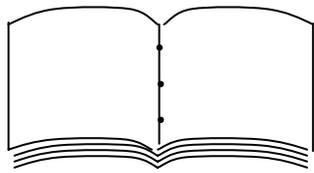
**You will need :**

- 📖 Paper for pages of booklet
- 📖 Strong darning needle
- 📖 Cotton thread
- 📖 Glue - should be the kind that does not make paper wet. Can be PVA glue or "Craft Glue" (available in small bottles from K-Mart). To spread glue evenly use scrap pieces of cardboard, starting from the centre moving outwards.
- 📖 Endpapers - two sheets can be coloured paper (A4 size for an A5 booklet or double the width of the page)
- 📖 Cover boards - can be ordinary cardboard
- 📖 Binding cloth for spine - can be bookcloth book binding tape or any firmly woven cloth or pliable canvas 50 mm wide
- 📖 Cover of book - can be coloured decorated paper, cardboard, wallpaper, etc
- 📖 Dust jacket - a design could be created in keeping with the book's theme.

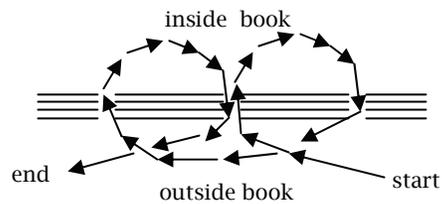
**Method :**

1. Go to Blank Publications in Microsoft Publisher and choose Book Fold.
2. Go to File then Page Setup and choose A4 landscape.
3. Insert pages in multiples of four (usually 12 or 16 pages).
4. Make a folder for each child and copy a named Publisher booklet to the folder and to a floppy disc.
5. Some children prefer to write their first drafts long hand while others like to type straight onto the computer. It may be easier for them to type the story into Microsoft Word first.
6. When a story is ready to be published, it is typed or copied into the Publisher Booklet. Decisions are made about how much text should be on each page allowing for illustrations.
7. The final draft is printed and copied double-sided on a photocopier.
8. The illustrations are then completed.
9. Carefully fold each page in half as accurately as possible. Crease along the fold. Place each page, one inside the other to form a bundle or section. Align all the pages carefully together by holding all the pages together in a block and gently knocking or tapping each of the four sides on the table. To keep these pages aligned, paper clips or bull dog clips may be used to secure them. Crease again along central fold.

10. Using a strong darning needle, punch three equidistant holes through the spine. Thread the needle with a double thread and secure with a knot. Start sewing from the outside in, entering through the central hole. Bind the booklet using saddle stitch as shown in the diagram. Tie off with a double knot on the outside making sure that the long stitch (outside the booklet) is caught within the knot.

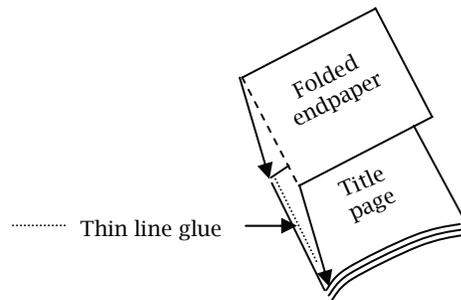


*Punching three equidistant holes through spine*



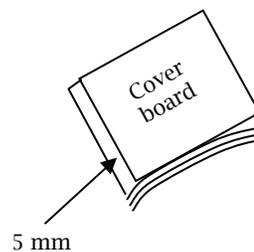
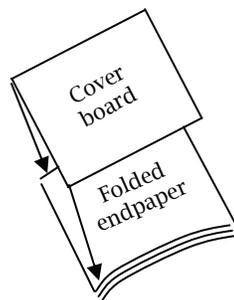
*Saddle stitch*

11. For endpaper : Place a folded page to the front of the booklet putting the endpaper's folded edge along the booklet's stitched side. Using a very thin line of glue along the edge, attach the folded endpaper to the booklet. Repeat with the back of the booklet.



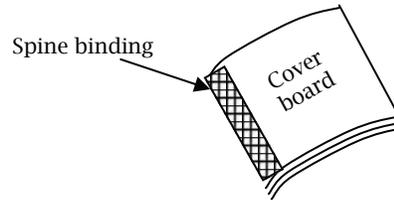
*Attaching folded endpaper to front of booklet*

12. Glue piece of cardboard (cover board) to the front of the booklet, ensuring that the cover board is at least 5 mm from the spine. Repeat for the back of the booklet. Place booklet under a heavy weight and leave to dry overnight.



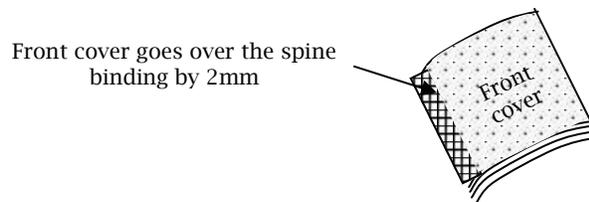
*Gluing cover board to front of booklet at least 5 mm from edge of spine*

13. Spine binding : Cut the spine binding so it will fit the height of the booklet. At this point a ribbon bookmark (at least 8 cm longer than the height of the booklet) may be glued inside the binding. Glue the binding around the spine of the booklet so that the spine binding covers approximately 25mm on both front and back of booklet and overlaps the cover board.



*Covering spine with 50 mm spine binding  
so 25 mm on front and 25 mm on back of  
booklet*

14. Attach outer decorative front cover to cover board so that the outer front cover overlaps the spine binding by 2 mm. Repeat this step for the back cover. Leave to dry overnight under a heavy weight.



*Attaching front cover*

15. Trim booklet with guillotine to even up edges.
16. A dust jacket in keeping with the book's theme could be created with a book blurb on the front flap and an author blurb and photograph on the back flap. Alternatively, glue title, author and illustration on the front cover and glue photo of author, author blurb and book blurb on the back cover.
17. Instead of a plain ribbon bookmark (step 13), a bookmark in keeping with the book's theme could be made.
18. To celebrate the achievement of making a book there could be a book launch with reading and signing by the author!
19. Enter the book into the Make Your Own Story Book competition run by the Children's Book Council of WA.
20. The children could share books with their buddy classes. Books could be barcoded and covered to allow them to be borrowed or they could be displayed in the library for other children to read.

## GLOSSARY - PARTS OF A BOOK

**Acknowledgments** Thank people who helped with the book. May also include sources of illustrations, photographs and information.

**Afterword** Found at the end of the book, this is a short concluding section.

**Appendix** Found at the back of the book, this extra information may be in the form of tables, charts and lists and helps to clarify the text.

**Author blurb** Found on the back cover or back flap of the dust jacket, this is information about the author and may include a photograph.

**Bibliography** Found at the back of the book, this is a list of books or references the author has used or it may be a list of books recommended for further reading. It is arranged alphabetically by author.

**Blurb** Usually on the back cover or front flap of the dust jacket, this is a short summary of the book.

**Body** This is the main part of the book and contains text and maybe illustrations.

**Caption** Title or explanation printed above or below an illustration.

**Chronology** This is a timeline of personal and or historical events relating to the book.

**Contents** This is at the beginning of the book and is a list of chapters or sections and the page numbers where they begin.

**Cover** This is the outside binding of the book which may be hardback or paperback. Some hardback books have dust jackets for protection.

**Dedication** Found towards the front of the book, this is a personal message from the author usually to thank someone for their help, support or inspiration.

**Dust jacket** This is the removable paper cover that wraps around a hardback book to help protect it from dust. The design is very important as it helps to attract readers and buyers.

**Endpapers** This is the link between the body of the book and the cover. Usually consist of folded sheets of paper attached to the inside front and back covers. Sometimes decorations on these pages continue a theme from the book cover or text.

**Epilogue** This is a short section at the end of a book often dealing with what happens after the actual conclusion of the story.

**Foreword** Usually written by someone other than the author, this is a short introduction by a famous person or notable expert who recommends the book and says why it is valuable.

**Glossary** This is an alphabetical list of specialised words with their meanings usually found at the back of the book.

**Gutter** This is the inside margin between the printing area and the binding.

**Illustration** This is a picture, diagram or map used to explain or decorate text.

**Imprint page** Usually on the back of the title page (title verso), this page contains details of the copyright owner, publishing details, printer, ISBN and other cataloguing information. Also known as the copyright page.

**Index** Found at the back of the book, this is an alphabetical list of names and subjects and the pages where they are found.

**Introduction** Found at the beginning of the book, in this section the author tells the reader what the book is about and how it might be used. In reference books, it often gives you instructions so you understand how the book works.

**ISBN** The International Standard Book Number is a unique 10 digit number which identifies a particular book and is represented by a barcode. In 2007 this will change to a 13 digit number. It is found on the imprint page and usually on the back cover. Occasionally two or more titles will have the same number.

**Leaf** a sheet of paper that is made up of two sides or pages - a recto page and a verso page.

**Page** one side of a sheet or leaf of paper. When looking at an open book, the page on the right is called a recto page (an odd number page) and the one on the left is called a verso page (an even number page).

**Preface** Written by the author and found at the front of the book, this is an explanation of the book. The author may include his or her reason for writing the book. Thanks may be expressed to those who helped in the writing.

**Prologue** Appearing at the beginning of a story, this is part of the text. It introduces the story (as opposed to an epilogue) and gives information about the setting, time period or characters.

**Spine** This is the backbone of the book. It is part of the book's cover or jacket and links the front and back covers. This binding edge is seen when the book is on the shelf.

**Text** In a book this is the main written or printed part.

**Title page** This page at the front of the book contains the title of the book and names of the author, illustrator, editor and translator (where applicable) as well as publisher. The title here may differ from the title on the spine.

This unit of work was created for the 29th year of the **Make Your Own Story Book (MYOSB)** competition in WA. For information about this annual competition go to <http://wa.cbc.org.au/myosb.htm> to find handy hints, important dates, entry forms and flyers.

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