

BOOK FOLDING INSTRUCTIONS

Cut and Fold



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TABLE OF CONTENTS

Cut and Fold

REQUIRED TOOLS	3
Book	
Ruler	
Bone folder (optional)	
Pencil	
Elastic band	
Scissors	
Scoring Tool	
Scoring Guide	
FINDING YOUR BOOK	5
Book	
FINDING YOUR STARTING PAGE	6
Calculating your starting page	
Example	
MARKING YOUR BOOK	7
Ruler alignment	
Mark the measurements	
SCORING YOUR BOOK	8
Book orientation	
Find your depths	
Scoring your book	
Tie back the page	
CUTTING YOUR BOOK	10
Cut your marks	
Tie back the page	
FOLDING YOUR BOOK	11
Make your folds	
Inverted or Embossed	
Tie back the page	

REQUIRED TOOLS



Book

Book

You will need a hardcover book that is at least 21 cm in height. It's essential that the book has a hard cover as a paperback book won't have the strength to hold up your design. Make sure the book's spine is securely attached as it may cause the pages to fall out or your image to be distorted. When looking at your book pages, make sure they are all flush and even together. Flip through the pages of the book to make sure there are no pictures or graphics that may cause inconsistencies in the look of your folded book. It's best to choose a book that has only text and no other design elements (such as a banner for the first page in each chapter). The length of your book will depend on the pattern you are using. Each pattern will tell you how many pages the book needs to be.



Ruler

Ruler

You will need a 30 cm (12 inch) ruler. I use a T-ruler that has a guide on top making the marks more accurate. However, any ruler will do the trick.



Bone Folder

Bone folder (optional)

You may want a bone folder to help crease the pages as you are folding. I use my thumb nail, but that may not work well for everyone (ex. if you have really long/short nails, sensitive fingers, nail polish that may rub off on the book, etc.).



Pencil

Pencil

You will need a pencil with a fine tip. I find that mechanical pencils work best as they give the most accurate marks possible.



Elastic Band

Elastic band

You will need something to tie back your pages as you fold. A paper weight or a very large rubber/elastic band. The pages tend to want to fold back on you and get in the way of your work. If you're going to be folding several books, you may want to invest in a book folding stand.



Scissors

Scissors

You will need a pair of scissors. Something with a comfortable handle as you will be making many cuts.



Scoring Tool

Scoring Tool

You will need something to score your pages with. It should have a fairly fine tip that will mark the pages without cutting through them. These can be found on Amazon.



Scoring Guide

Scoring Guide

You will need a straight edge to help guide your score line. It can be a ruler or a dedicated book folding guide.

FINDING YOUR BOOK

Book

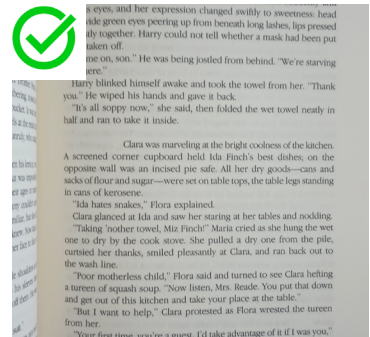
You will need a hardcover book that is at least 21 cm in height. It's essential that the book has a hard cover as a paperback book won't have the strength to hold up your design. Make sure the book's spine is securely attached as it may cause the pages to fall out or your image to be distorted. When looking at your book pages, make sure they are all flush and even together. Flip through the pages of the book to make sure there are no pictures or graphics that may cause inconsistencies in the look of your folded book. It's best to choose a book that has only text and no other design elements (such as a banner for the first page in each chapter). The length of your book will depend on the pattern you are using. Each pattern will tell you how many pages the book needs to be.



Good spine



Flush, even pages



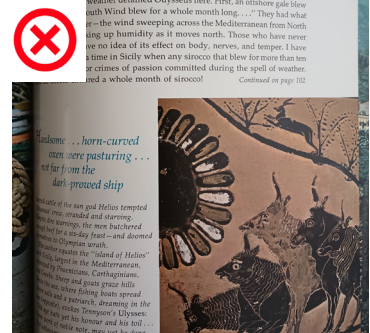
Text only



Bad spine



Uneven pages



Pictures

FINDING YOUR STARTING PAGE

Since your book is not likely to have the exact number of pages you need for your pattern, you will need to calculate your starting page. This will center the design in your book.

Calculating your starting page

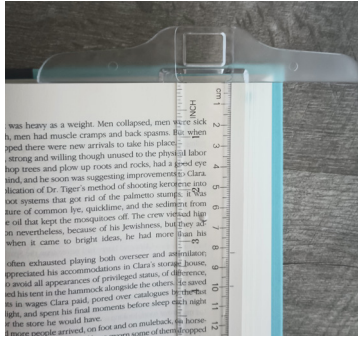
Flip to the end of the book and find the last numbered page and write that number down. If there are any pages after that, add them to the total making sure to count each sheet of paper as 2 pages (because each sheet has a paged number on both the front and back of the sheet). Now, flip to the beginning of the book and count any additional pages that are before page 1. These would be any pages that are un-numbered or have roman numerals. Again, counting each sheet as 2 pages. Add that number to the total which will give you the total number of pages in the book. Subtract the number of pages required for the pattern. Then divide that number by 2. This gives you the starting page.

Example

Last Numbered Page	_____	356
Extra Pages at End	_____	+ 4
Extra Pages at Beginning	_____	+ 10
Total Pages	_____	370
Total Pages Required for Pattern	_____	- 340
Number of Unnecessary Pages	_____	30
		÷ 2
Starting Page*	_____	15

* this is not the numbered page 15, but rather 15 pages from the beginning of the book. This is to account for the un-numbered pages in the beginning. If you want to calculate the numbered page you should start on, take the Starting Page from above (15) and subtract the Extra Pages at Beginning (10) which equals 5. So, in this example, you would start on the page that has 5 printed on the corner of the page.

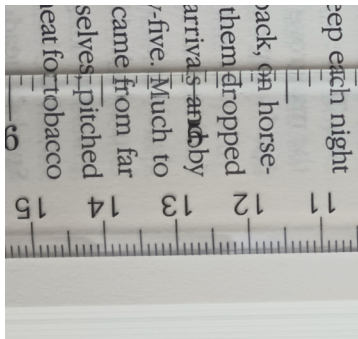
MARKING YOUR BOOK



Ruler alignment

Ruler alignment

Start by aligning your ruler to the top and far right side of your page. This is where a T-ruler comes in handy as it allows you to make sure the ruler is perfectly parallel with your page. If you have a standard ruler, just try to make the top of the ruler as flush with the top of the page as best you can.



Marking your book

Mark the measurements

Place a mark by each measurement for that page. Once you've marked the page, flip to the next page and be sure to advance your cursor to the next page if using the excel spreadsheet, or put a checkmark next to the page if using a printed PDF. Continue marking each page until you have marked the entire pattern.

SCORING YOUR BOOK

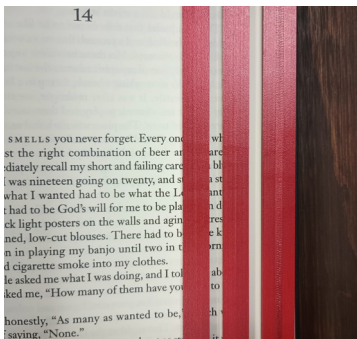


Book orientation

Book orientation

Open to the page that has the first mark.

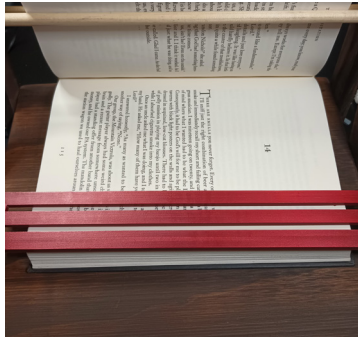
Face the book so that the marks are closest to you.



Finding your depth

Find your depths

You will be folding your pages back to 2 different depths. One for the design, and one for the background. The depths that you choose will have an impact on the final look of your book. It is best to choose depths that are fairly close together, within 1 cm of each other. The reason for this is that if they are farther apart, some of the folded sections, especially those that are thin, might start to bend and distort your design. Another thing to consider when choosing your depths is whether you want the folds to show up in the margins or in the text area of the page. I like to fold my background layer to the margin and my design layer to the text. This gives a solid white background while the design has some dark text on it to add visual depth. Each book's margin will vary, but as a general rule of thumb, I like to choose depths of 1.5 cm and 2.5 cm. The first being for the background, and the second being for the design.



Scoring your book

Scoring your book

Use your scoring guide and scoring tool to crease each page at the 2 depths you chose. If you're using a ruler for your guide, you will need to measure each page from the right hand side of the page, and then align your ruler to those marks while using your scoring tool to crease the page.

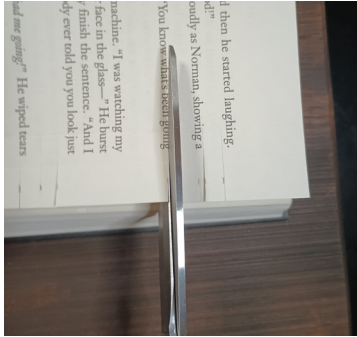


Tying back the page

Tie back the page

Tuck that folded page under your paper weight, elastic band, or stand, and repeat the process until you have folded every page that has marks on it.

CUTTING YOUR BOOK



Cutting your marks

Cut your marks

You will need to cut each of the marks you have made on each page. Try to use the text on the page as a guide by cutting parallel to a line of text. Your cut should go all the way to the furthest score line.



Tying back the page

Tie back the page

Tuck that folded page under your paper weight, elastic band, or stand, and repeat the process until you have folded every page that has marks on it.

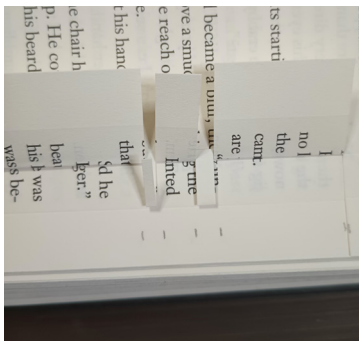
FOLDING YOUR BOOK



Inverted

Inverted or Embossed

Decide whether you want your design to be inverted or embossed (going inward from your background, or sticking out of your background).



Making a fold

Make your folds

For an inverted design, you will fold the first section to the closest score mark. You will fold the next section to the furthest score mark, and you will alternate like that until all sections are folded. For embossed, you will start with the furthest score mark, and then alternate.



Tying back the page

Tie back the page

Tuck that folded page under your paper weight, elastic band, or stand, and repeat the process until you have folded every page that has marks on it.