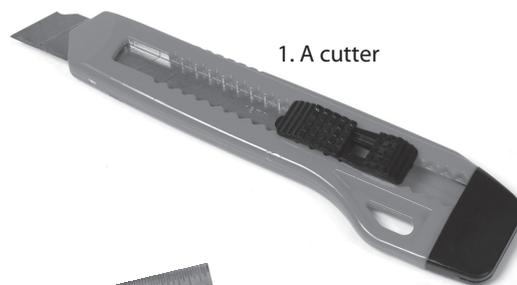


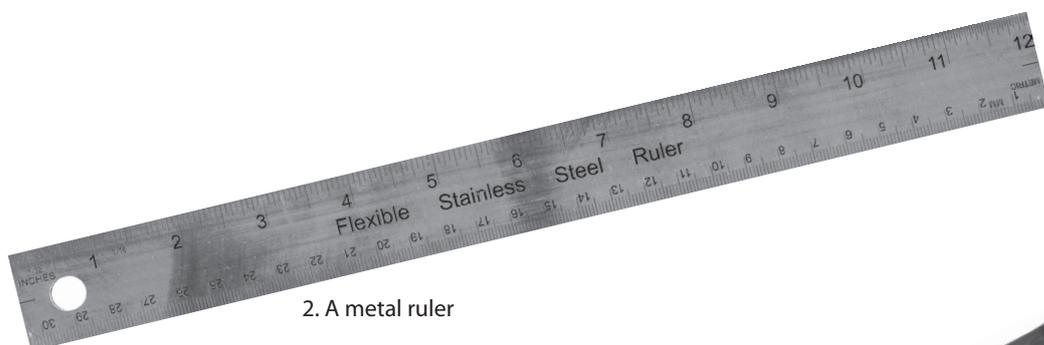
“Untold stories of a dying moon”

Instructions on making the mini booklet

Before starting: Required tools to make the booklet



1. A cutter



2. A metal ruler



3. A stapler



4. An A4 size cardboard or any other protective surface

Important notice:

Please, be careful when using the cutter.

Never try to cut thick elements in one move.

Use the metal ruler as your guide and repeat the cutting procedure as many times as needed.

Using a scissor at step 4 is not recommended.

Remember: Don't hurry!

A good result depends on your patience.

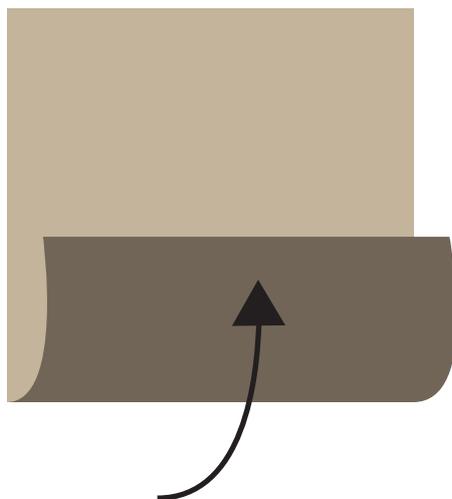
Section 1: How to print the “Booklet for printing on A4.pdf”

Note: For the best possible result, the paper must be **perfectly centered**. Please, adjust your printer’s paper input tray.

Paper recommendation: Simple A4 paper 80 gsm. Thicker paper cannot be folded correctly by hand.



1. Print **only** the page “SIDE A”.



2. Turn the **printed** paper in this way and place it again into the printer.



3. Print the page “SIDE B”.

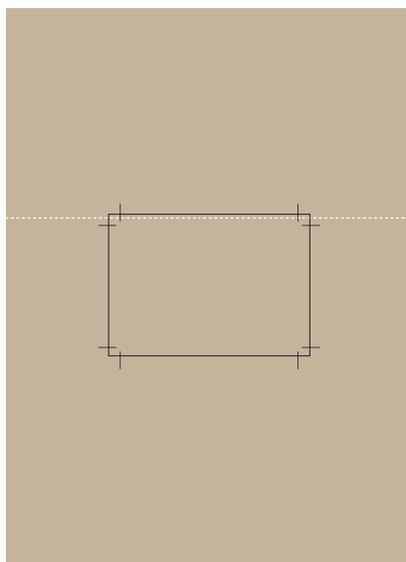
Section 2: How to print and cut the “Cover for printing on A4.pdf”

Note: This is one-side printing. After printing the cover, a temporary cutting is needed for its best adjustment to the folded booklet.

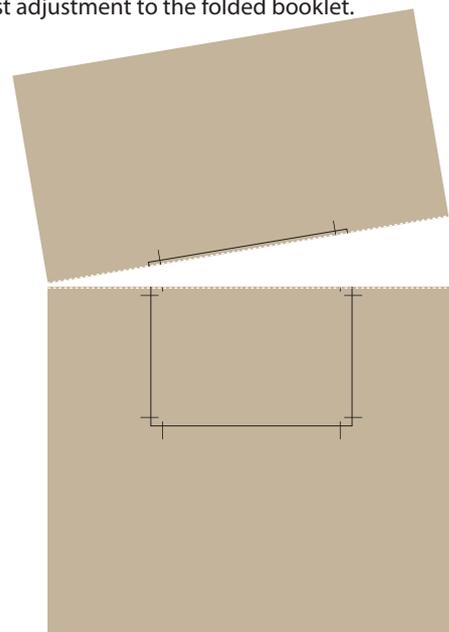
Paper recommendation: Simple or high quality A4 paper, between 80 and 175 gsm.



1. Print the cover.



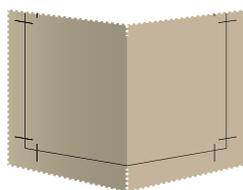
2. Cut the paper along the upper horizontal dashed line.



3. This is how the cutting should be done.



4. In the same way, remove the unnecessary parts of the paper as shown. This cutting is temporary. Don’t cut on the crop marks; they are needed at later stage.



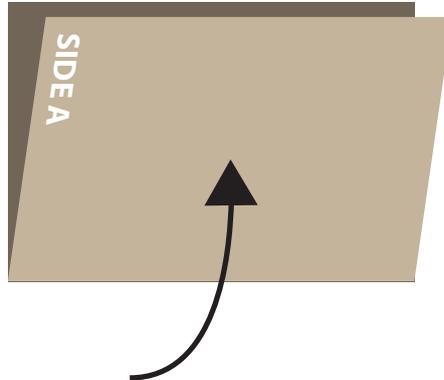
5. Fold the cover on the middle vertical dashed lines.

Section 3: How to fold the booklet

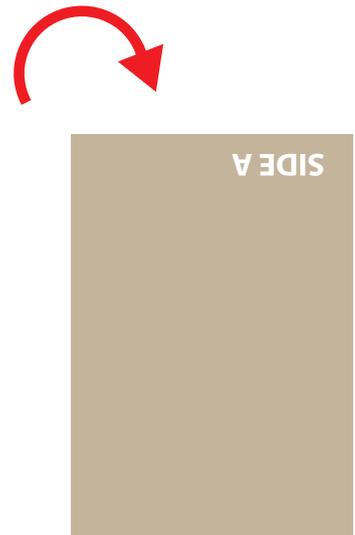
Note: Please, make sure you fold the paper **exactly on the folding marks**.



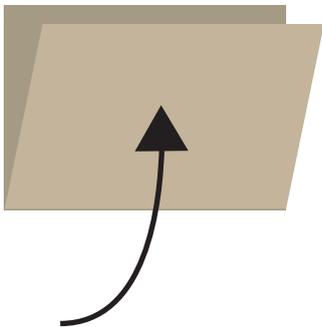
1. Place the paper with the "SIDE B" up, keeping this direction: The indication "SIDE B" must be on the left side.



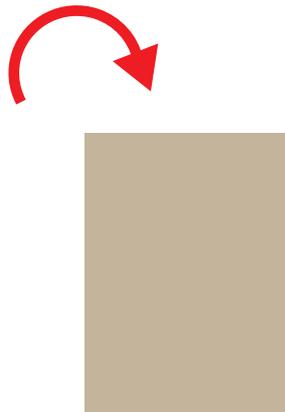
2. Fold the paper in the middle as shown.



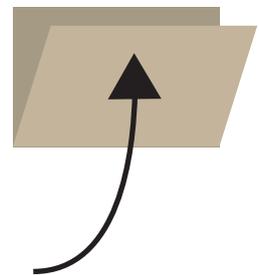
3. Turn the folded paper clockwise.



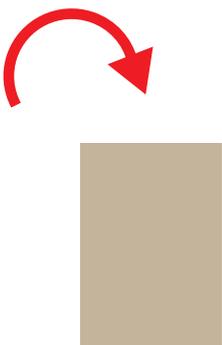
4. Fold the paper in the middle again, as shown.



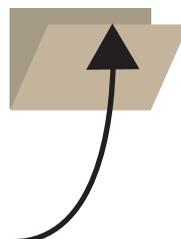
5. Turn the folded paper clockwise.



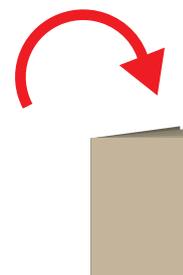
6. Fold the paper in the middle once more.



7. Turn the folded paper clockwise.



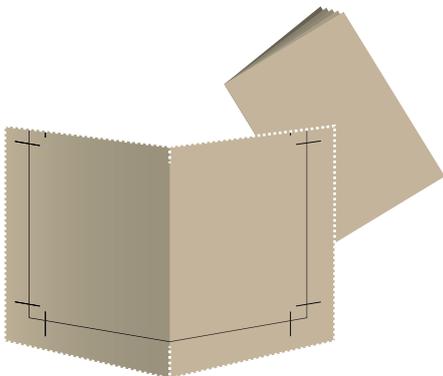
8. Do the last folding.



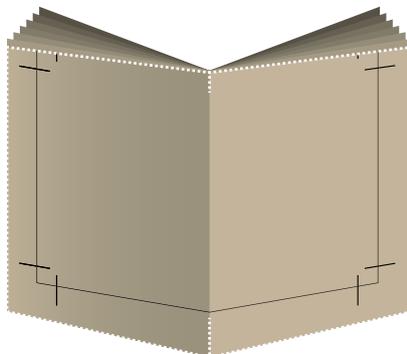
9. Your 32-page booklet is almost ready. The first page must be a blank one. If it isn't, check the folding.

Section 4: Finishing the job

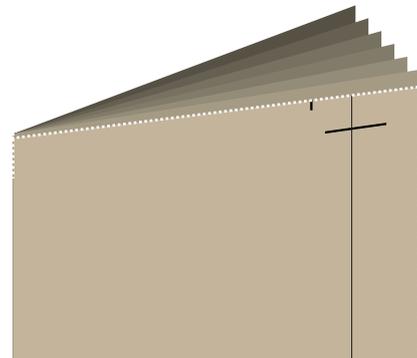
Note: The ideal cutting becomes with a metal ruler and a cutter. Using a scissor at this step is **not recommended**. Before cutting the booklet, **place a cardboard or any other protective surface** on your table/desk to avoid scratches. Please, **be careful** with your fingers!



1. Take the folded booklet and the cover.



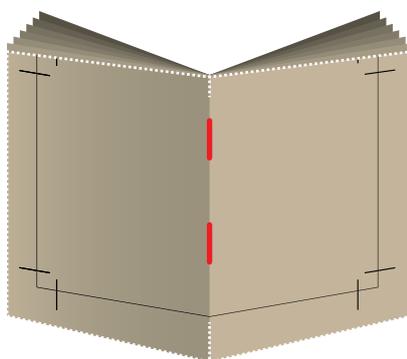
2. Place the booklet inside the cover.



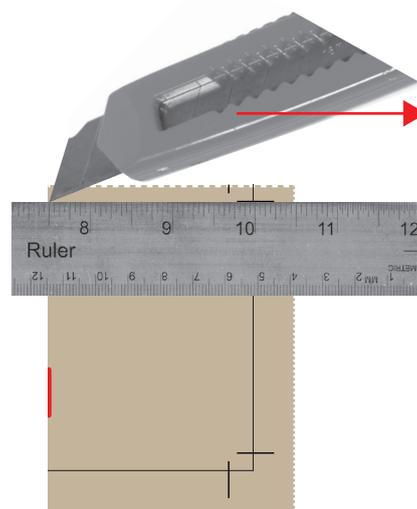
3. Keep their both up sides top aligned.



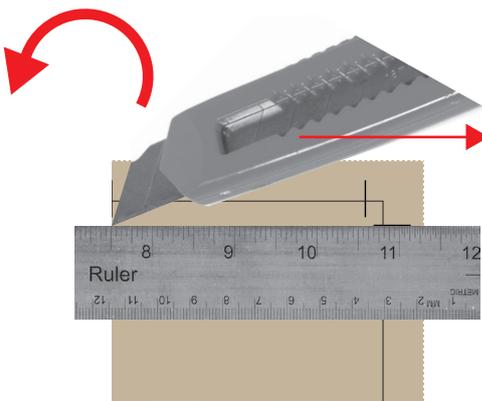
4. Use the stapler to join them. If you are not sure that you can staple them together at the right points, make a test before on another piece of paper.



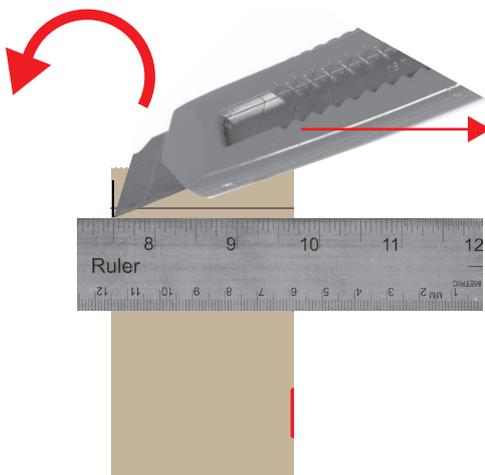
5. Staple the cover and the booklet together, twice, as shown.



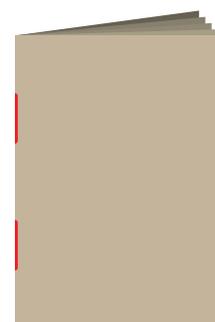
6. Finally, use the metal ruler and the cutter to cut the stapled booklet to its final dimensions, according to the crop marks. Don't try to cut the booklet in one move. Press and drag the cutter smoothly and repeat the cutting procedure as many times as needed.



7. Turn the booklet counterclockwise and repeat the cutting.



8. Turn it counterclockwise once more and do the last cutting.



9. Your booklet is ready.