

## HOW TO MAKE A MINI NOTEBOOK AND CALENDAR

To make your mini notebook and calendar, print out the cover sheet onto good quality card which isn't too thick. Smooth cards works well. I used 220gsm.

Print out 4 copies of your pages onto paper.

Cut out all your pieces.

Stick your cover pieces back to back. The inside cover is very slightly smaller than the outside cover.

Fold in half and score along the fold - do this for the cover pieces and for the pages.

Use a hole punch to punch holes centrally on your folded outer cover.

Do the same for each page.

Do each page individually..... It doesn't work as well or look as nice if you layer your pages, fold them over and then punch them. (I know, I tried this way first!)

Fit your pages centrally inside your booklet cover.

Feed a narrow ribbon through the booklet cover and pages from the front, at the back of the booklet, feed the ribbon back through the pages so that it ends up coming out on the front cover.

Tie into a bow and trim the ends.

These little booklets/calendars are great little gifts on a craft stall or use them as nice extra stocking fillers.

They would also be nice to use as a little gift popped inside a card.

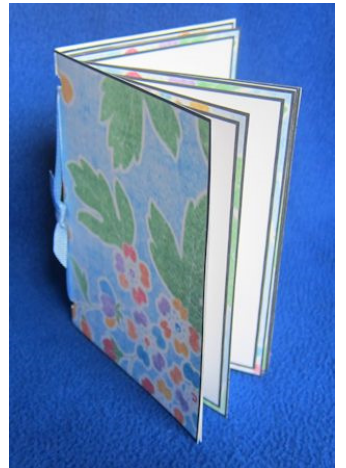


Photo 1 - sticking front and back covers together.

Photo 2 - shows the inside once the pages are in - using hole punch going through whole booklet from front to back.

Photo 3 - shows the inside of the booklet when you just punch 2 holes through the spine of the booklet.

Photo 4 - same as photo 3.

Photo 5 - shows a finished version of kit 10 - without text.

Photo 6 - shows a finished version of kit 1 - without text.

Photo 7 - shows a finished version of kit 2 - without text.

Photo 8 - shows a finished version of kit 1 where the cover sheet has been used the other way round.