FOLDING THE INTERNATIONAL RULES OF PETANQUE BOOKLET

Step 1: Make collated, 2-sided prints.

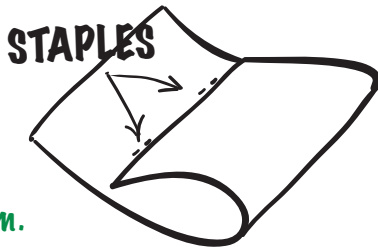(Use "land-scape" orientation, with "flip on short edge" printer setting.)

Step 2: Make stack(s) of 3 pages.

Step 3: Put 2 staples on the dotted line, about 1 inch from top & bottom, as shown.
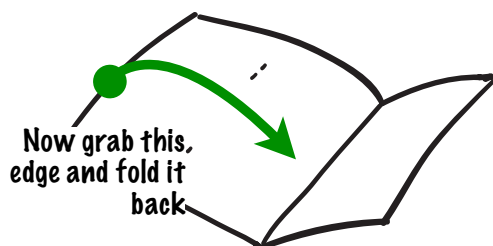
Step 4: Make first fold: Flip the pile with the front facing down and fold.

Use the staples as a guide for the first fold. Keep the leading edge just short of them.

Step 5: Crisp the fold & open back up.

Step 6: Make second fold.

Now grab this, edge and fold it back

Step 7: Push the leading edge all the way against the first fold to make the second fold. Crisp the fold & you're done!

Tips:

The hardest part is the stapling: Take a scrap piece of paper, draw some straight lines on it and practice making the staple go in right where the line is. It may help to put a mark on the side of your stapler to show exactly where the staple comes out. You also want to watch that the stapler is squared up with the edges of the page.

If you're lucky, the pages should already be collated and you just have to grab them three at a time. Otherwise, you'll have to do your own collating. Pile the cover pages with the FPUSA logo facing up, that's Pile 1. Pile the pages with the page numbers 12, 13 & 2 facing up, that's Pile 2. Pile the pages with the page numbers 8, 9 & 4 facing up, that's Pile 3. Now make a three page sandwich with one sheet from Pile 1 on top, Pile 2 in the middle and Pile 3 on the bottom. Easy.

Get the pages well aligned and staple as close as you can get to being right on the dotted line marked on the cover page. You want the staples going in from the outside to the inside of the document.

Now turn the three pages over and using the staples as a guide, fold the bigger half in two (keep the edge just shy of the staples) and then flatten to fold, then crimp the folded edge crisply. Instead of trying to fold the next fold on top of the fold you've just made, it works best if you then open the first fold back up and use the line of the inside of that fold as a guide for making the second fold. Flatten the edge of the second fold and you're done.