

## Preparation of Books/Cards

### Required Materials:

- Printed book/card material
- 5 x 4 inch cards (made of heavy cardstock/Bristol board)
- Paper cutter or scissors
- Clear glue stick
- Lamination supplies (laminator, pouches/roll – 5mil laminate is the most durable)
- Corner rounder/cutter
- Books require some form of a ‘binding machine’ or a hole punch and metal rings.

### Step 1 – Cutting the cards

1. Using a paper cutter or scissors, cut along the solid black lines separating the picture cards from the information cards.



### Step 2 – Prepare the book/card pages

1. Before gluing, consider if the material should be color-coded, if it isn't already. You can purchase many colors of cardstock for card and book page backings. Or, you can purchase colored stickers to adhere on the backs of the cards (or draw dots) to color code them.
2. Apply the clear glue stick to the back of a cut printed book page or – be sure to reach the edges, and make sure there are no clumps/lumps of glue. Do not use craft glue.
3. If you are preparing ‘Cards’ then simply adhere the image in the center of the card.
4. If you are preparing a ‘Book’ adhere the image to the card – leaving extra room on the left “binding” side of the card (this is so that you can bind your book without interfering with the printed page).
- 5.



### Step 3 – Laminate

1. Laminate your materials according to the instructions supplied with your laminator.
2. When the laminated materials have cooled, trim the extra laminate from all the edges of the cards. Be sure to leave 1/2cm around each edge so that the laminate will not peel from your cards.
3. Use a ‘corner cutter’ or ‘corner punch’ to give your cards and book pages a nice rounded edge (prevents poky/sharp corners).

### Step 4 – Preparing a Book

1. Cut, glue and laminate all pages as described in step 1-3.
2. If using a binding machine – trim the laminate off the binding edge so that the binder will catch the cardstock and not just the laminate – this will add extra strength to the binding edge (the children won't be able to split the laminate as it will be hidden by the binding).
3. If using a hole punch and metal rings then keep the laminate edge on all 4 sides of the pages.