

HOW TO BUILD AND BIND A BOOK

*A step by step guide
to using the
screw & post method*

*Bonnie
Christine*



FIVE THINGS YOU CAN DO BEFORE BUILDING YOUR PORTFOLIO

Presenting a finished body of work in a way that you're proud of is an essential step in pushing your career forward as a creative. Whether you're an artist, a photographer, illustrator, painter, writer or surface pattern designer (like me!) - making a handmade portfolio that is a true reflection of yourself and your work will help advance your career as a creative. When it comes to a portfolio - going the extra mile really will pay off!

1) Finish a body of work. Possibly the most useful part of preparing for a portfolio is the motivation it brings to complete a body of work that you're proud of and ready to share. If you're like me, it's easy to have several half-way completed projects or collections, unfinished ideas and untitled documents floating around your hard drive. When you decide to build a portfolio, you'll gain the motivation you need to complete all those projects and package them nicely (with document names and perhaps even a story to go with them!). Once you've cleaned up all those messy edges of a project, you'll feel prepared and ready to move on to the next step.

2) Gather materials & decide on a method. The next phase of portfolio building is to gather the materials you'll need to actually make a book. Take some time to research the different book binding methods and decide on one that fits your work best. Some of my favorites include the drum leaf method, screw and post method and the coptic stitch method.

3) Decide on what to include. You'll also want to decide on what exactly you'd like to include in your portfolio. Simple portfolios may only include actual artwork or photographs. More complex portfolios could include a table of contents, several collections, an about page, contact page, product mock ups, and more.

4) Have an end viewer in mind. Who will be seeing your book? Whether you're planning on showing your portfolio to an art director, professor, agent or publisher, keeping them in mind as you design your book will give you focus and clarity on what or what not to include. Making a list of companies or individuals you hope to share your work with will help give you guidance (not to mention motivation!).

5) Gather inspiration for your book. When it comes to your portfolio, the possibilities are endless! Start looking at handmade books, inspiration boards and collections. You could fill your pages with printed images, painted pages, actual sketches or illustrations, found bits of inspirations and more. Think 'sophisticated scrapbooking' and let your imagination run with you!

*Bonnie
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GATHER MATERIALS AND TOOLS

MATERIALS

- BOOK BOARD BIG ENOUGH FOR 2 COVERS
- SELF ADHESIVE LINEN HINGING TAPE
- 2 SCREW POSTS
- FABRIC OR BOOK CLOTH
- PRINTED INSIDE PAGES
- 2 PIECES OF PRINTED DECORATIVE PAPER FOR INSIDE COVERS
- DUO-TAC SHEETS OR DOUBLE SIDED TAPE - IF YOU NEED TO MANUALLY CREATE DOUBLE SIDED PAGES.
- PELLON EZ-STEAM - 1 SIDED PRESSURE SENSITIVE

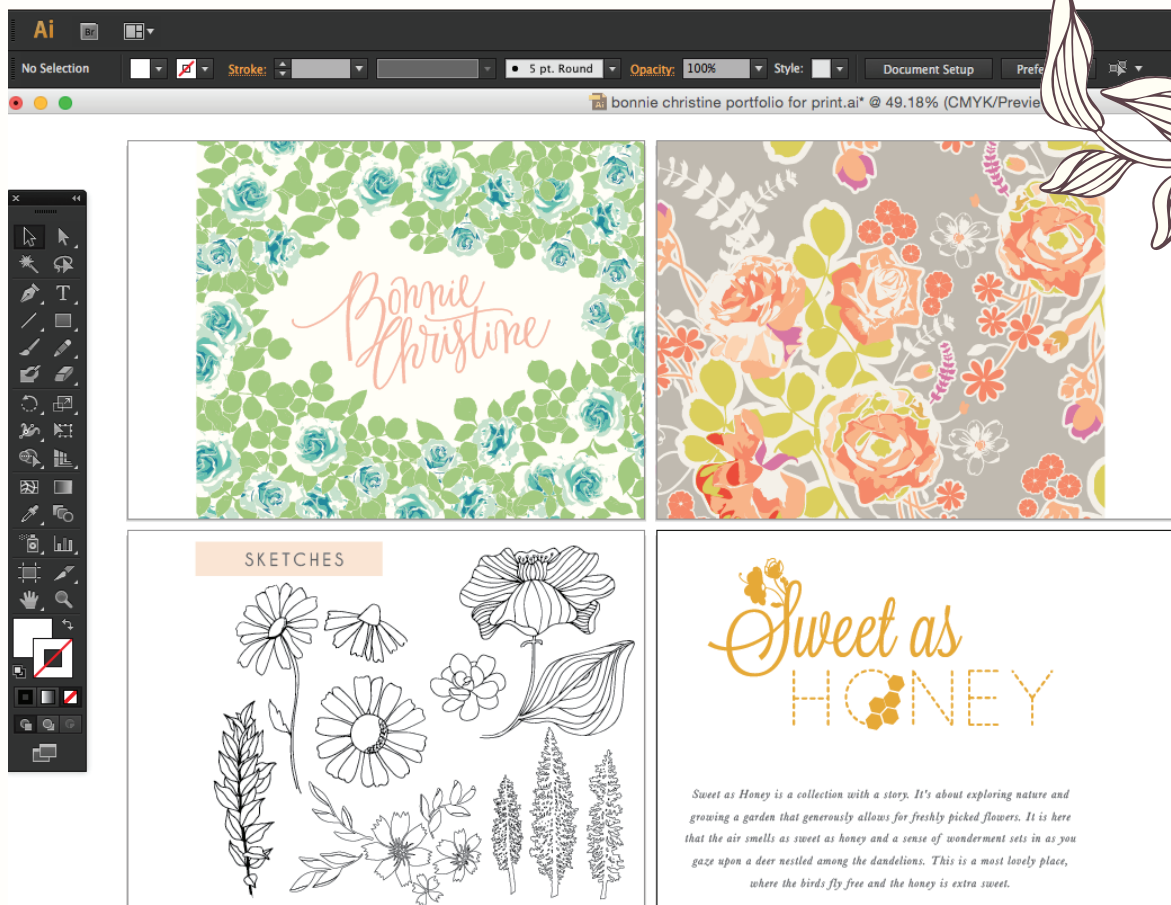
TOOLS

- LARGE CUTTING MAT
- RULER
- X-ACTO KNIFE
- BONE FOLDER
- PENCIL
- DRILL
- 1 LARGE SPRING CLAMP
- IRON

let's make a book!

*Bonnie
Christine*





PREPARE & PRINT YOUR FILES

First, you'll need to decide what size pages you'd like your book to have and then prepare and print them. 8.5" x 11" would be easiest to print, but may be too small to effectively showcase your work.

My final page size measured 13" x 9.5", with a 1.75" margin on each page to accommodate for the binding (which left my printable area measuring 11.25" x 9.5").

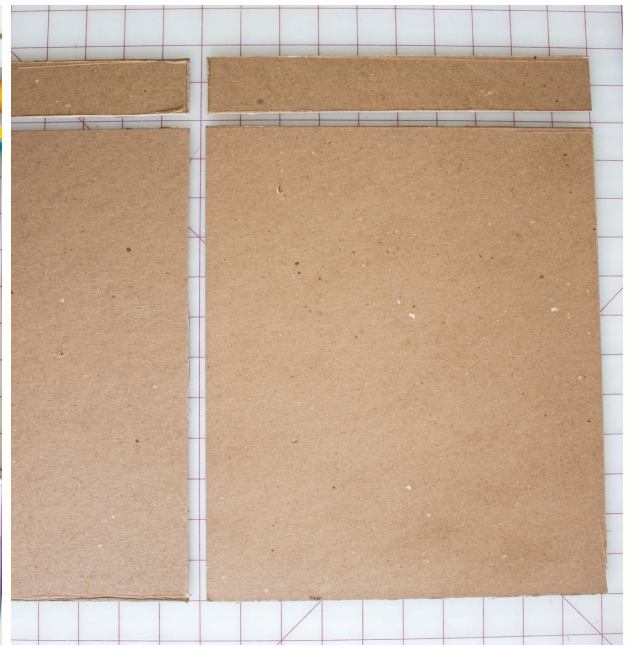
Pages Size: _____ *Margin Size:* _____ *Printable Area:* _____

If you choose to have double sided pages, be sure to alternate the edge where your 1.75" margin is (see above). One page will have the margin on the left side, and the 'back page' will need to have the margin on the right side.

After you decide on a size for your pages and finish designing them, it's time to have them printed. (For detailed instruction on how to design your pages, please refer to my course *Design, Print and Build your Portfolio on CreativeLive.*)

You can either print the pages at home, or outsource the job. For home printing, I recommend using an Epson Stylus Printer and Epson Premium Presentation Paper. For outsourcing, I recommend using Palmer Printing.

Bonnie Christine



CUT THE BOOK BOARD AND SPINES

Use a ruler and pen or pencil to measure and mark the book board.

Covers should measure $1/2$ " taller than the interior pages and at least $1/2$ " wider than the printable area of your pages. For example, my cover board measured 10 " x 11.75 ".

Your Cover Board Measurement: _____

Spines should measure $1/2$ " taller than the interior pages. To calculate the width, take the width of the cover board and add $1/4$ ". Subtract that number from the width of your interior pages and add $1/2$ ". For example, my spines measured 1.5 ".

Your Spine Measurement: _____

Cut the board along the guides using a ruler and an x-acto knife. Book board can be very difficult to cut, so be prepared to take several strokes with the knife. Remember, measure twice and cut once! It's essential that all of your boards and spines measure exactly the same.



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ATTACH COVER BOARD TO SPINE WITH LINEN TAPE

Begin by cutting two pieces of linen tape, each about 6 inches taller than the book board.

Lay the cover board and spine directly beside each other, leaving a 1/4" gap in between them. Make sure that the top and bottom line up exactly.

Carefully peel away the adhesive back to the linen tape and begin pressing it down to attach the two sides, leaving an extra 3" at the top and bottom. Make sure that the linen tape is square with the spine and press firmly up and down. Flip the book board over and fold the loose ends up.

Press each side of the seam with a bone folder to smooth out the joint. Repeat steps for the other set.

*Bonnie
Christine*



CUT THE COVER FABRIC

Cut two pieces of fabric that measure 2" taller than and 2" wider than the hinged covers.

If you'd like the spine to be covered in a coordinating fabric, cut two pieces of fabric that measure 2" taller than the cover board and twice as wide as your spine. For example, My fabrics measured 12" x 15.5" and 12" x 3".

Cover Fabric Measurement: _____ *Spine Fabric Measurement* _____





APPLY FUSIBLE AND ADD SPINE FABRIC

Turn the fabric right side down and adhere the EZ-Steam fusible to the wrong side of the fabric. Make sure the fusible reaches all of the edges. **You could also apply the fusible in a large area before trimming the fabric, to ensure fused edges.*



If adding a contrasting fabric to the spine:

Take the spine fabric and fold over 1/4" of the long side and press. Apply the fusible to the wrong side, overlapping the pressed edge.

Take the spine fabric and line it up to the left side of the cover fabric (both with right sides up) and press. Repeat for other side.

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ADHERE FABRIC AND TRIM CORNERS

Lay each book board down with the hinge to the left. Place the fabric on top, being careful to line up the seam of the spine fabric with the actual hinged seam beneath. (*If your fabric is directional, double check the direction is going the correct way for the front and back covers.) Press with an iron set to hot with NO steam.

Be careful to only press the fabric where the book board lies beneath (leave the edges loose for now).



Flip the board over to where the book board and fused side of fabric faces up. Measure out 3/16" from each corner and trim the corners off at a 45° angle. Repeat for other set.

Hint: you can use the edge to a spare piece of book board to measure out from each corner!

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ADHERE FABRIC TO THE BACK

Begin by folding up the fabric edge to one of the long sides of the board. Working from left to right, begin iron the fabric down, tugging gently to ensure a tight fit as you go.

Iron the two long sides opposite each other first.

For the short sides, begin by tucking in the small amount of fabric at the corner, and ironing from left to right again. The cut corners should line up exactly, with no book board showing at the corner. Tug gently as you go to keep the fabric taut.



Flip the cover over and iron from the top one more time, making sure to go over all the edges. Repeat for the back cover.



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ADHERE COVER PAPER TO INSIDE COVERS

Take the pieces of decorative paper you wish to use as the inside cover and place them wrong side up. Cut a piece of Duo-Tac double side adhesive to match the size exactly (mine measured 9.75" x 13.25"), or use smaller pieces of Duo-Tac to cover the edges and center of the pages.

Remove the backing to the Duo-Tac and carefully adhere to the paper. Remove the 2nd piece of backing to expose the sticky side and place the paper adhesive side down onto the hinged book board. Be sure it's squared and press firmly to smooth.

With the bone folder, gently crease along the hinge, being extra careful not to puncture the paper.



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FINALIZE INSIDE PAGES

Once you have the pages of your book designed and printed, you'll need to finalize them. **For detailed instructions on how to design and print the inside pages, please refer to my course, Design, Print and Build your Portfolio on CreativeLive.*

To create double sided pages manually:

If you'd like your pages to be double sided, but were not able to print them this way, you can still create them by using adhesive. Place side #1 face down and cover the back with Duo-Tac adhesive. Remove the 2nd piece of adhesive and carefully place side #2 down, right sides up. You'll have to be extra careful to keep the edges in line, but this will allow you to create double sided pages for your book.

Once the pages are finalized, score each side to allow each page to bend. Measure to the margin (mine was 1.75") and score along the side using the edge of a ruler and bone folder. Crease here, and then stack the pages in order.





STACK AND CLAMP

Carefully stack the inside pages in order and place squarely on the back cover. Place the front cover on top, ensuring that it lines up with the back cover exactly (including the hinge).



Place book along side an edge to a table or counter top. Clamp securely in the middle to prevent the pages from slipping.

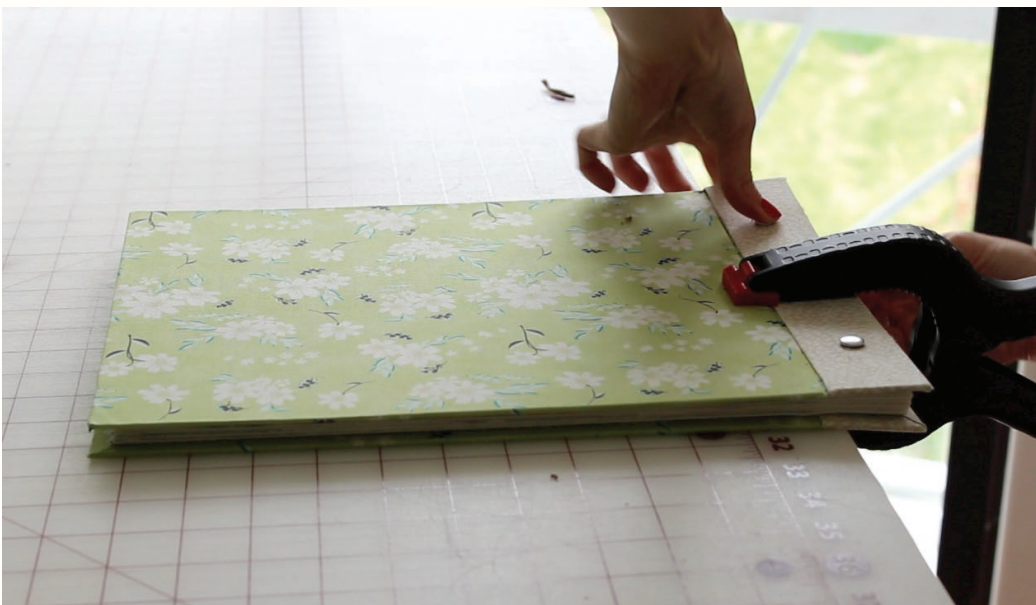
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DRILL HOLES AND INSERT SCREW POSTS

With a pencil, make two dots where you'd like the screw posts to go. For mine, I measured 2" from the top and bottom and centered them along the hinge.

Use a drill bit to create the pair of holes, being sure to press straight down with a firm hand. Leave the clamp in place, and insert the screw and posts.





CONGRATULATIONS, YOU MADE A BOOK!

Now, go show it to everyone!

We'd love to see it too. Use [#DIYPortfolio](#) on Instagram to share your images!



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JOIN ME FOR DESIGN, PRINT AND
BUILD YOUR OWN PORTFOLIO
ON CREATIVELIVE!

TINY.CC/DIYPORT



Present your work in a professional, handmade portfolio.

No matter how beautiful your work is, it won't sell if it's not presented in a polished, professional way. In Design, Print, and Build Your Own Portfolio, I will take you through the complete portfolio design process, so you'll feel confident about showing your work.

In this class I'll teach you how to:

- Design your portfolio and develop your pages
- Print, build, and bind your portfolio
- Stand out from the crowd and contact companies

Designers, photographers, and artists will all learn about what belongs in a portfolio and what to leave out. I will help you design a portfolio that reflects your true style and helps you attract the kind of clients you really want to work with.

If you've been putting off putting together your portfolio, this class will help you get motivated to assemble a portfolio that showcases your work and demonstrates exactly how talented you really are. See you there! Enroll here: <http://tiny.cc/diyport>

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*stay in
touch!*



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WELCOME!

This ebook is designed for anyone who wants to learn how to bind their own book. It's made to work as a stand alone guide, or as a written accompaniment to my online course, **Design, Print and Build your Portfolio** (view course here: tiny.cc/diypor).

For this application, I've chosen to build a portfolio, however you can use these same steps to bind any type of book you like!

In this tutorial, I'm sharing with you the **screw and post method**. It's my favorite book binding method (especially for portfolios) because it allows for easily changing out the pages. This means it will be especially convenient to add new work and refresh any statistics regularly.

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