

9. Insert pages 5 and 16 inside pages 4 and 17.
10. Insert pages 6 and 15 inside pages 5 and 16.
11. Insert pages 7 and 14 inside pages 6 and 15.
12. Insert pages 8 and 13 inside pages 7 and 14.
13. Insert pages 9 and 12 inside pages 8 and 13.
14. Insert pages 10 and 11 inside pages 9 and 12.
15. At this point the book is ready to be stapled. Here are the two techniques we recommend to accomplish this.

Technique one is the easier of the two. Use a long-armed stapler (the district duplicating office usually has one or two) to staple the pages of the book together. Staple along the outside binding so that the pointed ends of the staples are inside the book.

TECHNIQUE ONE

