



- 1. Print the document double-sided (flip on long edge)
- 2. We recommend you laminate the book to ensure it does not get damaged and is durable.
- 3. Cut out along the dashed lines (the square in the centre and around the tabs) using a craft knife and/or scissors.
- 4. Bind the book together either using wire or plastic comb binding so that the book can fold back on itself.

Alternatively punching holes at the side and using treasury tags would work.