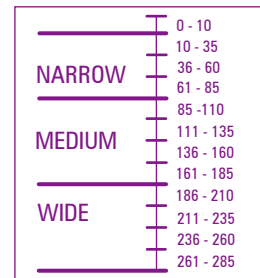


HOW TO USE YOUR HALFBACK™ TEMPLATE

for MicrosoftWord® Version 97 and higher

1 Determine the thickness of your document.

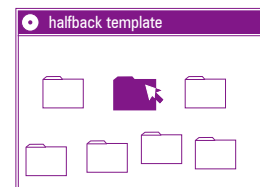
If you have standard 20 lb. (75g/m²) bond or copy paper, just count your sheets. If you have non-standard paper, measure the width of your document with the thickness scale (figure 1). Place your assembled document sheets on the thickness scale (figure 1) and note what increment is appropriate for your document thickness.



(figure 1)

2 Open the template.

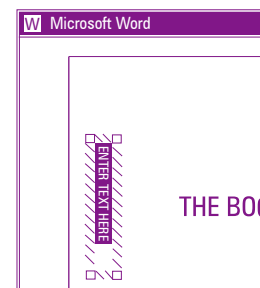
On your computer, open the design of your choice. The next window lets you choose between Narrow, Medium and Wide. Then select the range of pages that will fit your book. The template will open.



(figure 2)

3 Modify the template

In MicrosoftWord®, highlight the text you want to modify (i.e.: ENTER AUTHOR NAME) and enter your own information (figure 3). Make sure not to move the vertical text boxes, otherwise the text may not fit on the spine.



(figure 3)

4 Finish your Halfback™ Cover.

Print a test page. Then print your cover on an ink jet printer (not a laser printer). Your computer may alert you to a margin problem. Please ignore. Do not let the software reset the margins. **Resetting the margins will result in spine placement errors.** Bind your Halfback™ as described in the Halfback™ instruction sheet.