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Dear zine maker,

I know if you're new at making a zine on computer or copier that you're more than likely discouraged and clenching your hair. Well I was there once. And I got through it the hard way, trial and error. Guess what? This may help you out, but you still have to understand it, and you may have to learn other things from experience, but hang in there, I'm right there with you.

Layouts of a folded half-sheet of paper zine with more than one sheet are, despite all appearances to the contrary, not rocket science. The easy way, which is always recommended, is to staple together folded blank papers (or paperclip them together) which will be your "dummy copy" then make a pencil note on each page what you want to go on them. (See the zine in this series on *How To Decide On A Topic* and *How To Brainstorm* for info on how you decide the theme to choose what works you want to use.) Be sure to include a page number, though you can leave the page number off the final one, this is just so you know where each page will go. Then... take it apart from the staples into separate papers and open your word processor on computer (if you intend to do this on photocopier skip the following paragraph).

Somewhere like "Page Setup" or "Settings" or "Options" should have document layout orientation, where you should set it to "Landscape" instead of "Portrait" so that you can put the text on the page the direction similar to this zine. Then under "Format" or "Settings" you should set it to 2 columns with a gutter between. Type up or paste in the text content or place or insert images. Start with the outer side of the cover sheet of paper, then fill in the next sheet of paper to match your "dummy copy" and on to the outer side of the next sheet, and so on each sheet at a time turning them over as you go until

you finish with the middle-most side of the middle sheet. Then print them back to back. How? See from the way your paper feeds into the printer or by writing an arrow in pencil on the top of the top sheet to see which direction it comes out when printed on, then inserting it so that it will print the back side on the opposite, desired, page-turn direction. If you have a printer that prints double-sided automatically (pooney on you for taking away the fun) set the double-sided printing settings to show the landscape page-turning page otherwise it will print the wrong direction. Then make as many double-sided photocopies of the original as desired and staple and fold them together, unless you wish to add more to them first, in which case on to the next step!

When adding content for multiple copies of a zine (flat that is, not three-dimensional texture-zines, though one can add that later if one wants to) one might make part of the zine on computer first in the layout format (if you don't, I still suggest making a dummy copy to plan which page goes where and read the previous paragraph to get an idea of how the dummy copy is used), or additional components (cut and taped/glued/applied textures, objects, and pieces of paper with images or text one can photocopy to make the final zine flat) page by page until you have the original "hard-copy" from which copies will be made... one can check this out by making the first copy of the final product from it and putting it together, and (here comes the catch) you might still have to do some trial and error if you didn't plan out the production or were confused or absent-minded in how it was meant to be copied. Anyway, making a zine that is harder than one has done before (or more creative) is something one should do on a regular basis in order to improve (bragging that you've done as simple as this two-sided zine here can only go so far before people think that's all you're capable of, so you have to prove them otherwise).

And remember the Zen of Zine-Making:

Create, Be Independent, Express, and Experiment!

How to Self-Publish, the zine series

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How to Plan a Layout / So That It Comes Out
By
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As Intended