Book Page Paper Layout: Margin and Fold Guides Explained

Original tasks 1, 2, 3 / complete keys

Task 1

On a 15 cm wide sheet folded in half, each page has a 1 cm inner margin and a 1 cm outer margin. Find the fold line, gutter zone, and writing areas.

Answer: Fold line at 7.5 cm. Gutter zone 2 cm wide, from 6.5 cm to 8.5 cm. Left writing area 1 cm to 6.5 cm. Right writing area 8.5 cm to 14 cm. Outer margins 1 cm each.

Reason: Half of 15 cm is 7.5 cm. Inner margin per page is 1 cm, so total gutter is 2 cm centered on 7.5 cm, giving 6.5 cm to 8.5 cm. Subtract outer margins from each edge to find writing areas.

Check: Measure with a ruler: distances from fold to inner guides should both be 1 cm; outer margins should both be 1 cm.

Task 2

A single page is 12 cm wide with a 2 cm inner margin on the left and a 1 cm outer margin on the right. Where does the writing area start and end?

Answer: Writing area starts at 2 cm from the left edge and ends at 11 cm from the left edge.

Reason: The inner margin is on the left, so the writing area begins after 2 cm. The outer margin is 1 cm on the right, so the writing area ends 1 cm before the 12 cm edge, at 11 cm.

Check: Measure 2 cm from the left and 1 cm from the right; the gap between should be 9 cm.

Task 3

Design a simple book-page layout for a 10 cm by 15 cm sheet with a fold guide down the center and a page-number field. Use hypothetical margins and explain your choices.

Answer: A valid layout might use a 1 cm outer margin, a 1 cm top margin, a 1 cm bottom margin, and a 1.5 cm inner margin per page. The fold line is at 5 cm. The gutter zone is 3 cm wide, from 3.5 cm to 6.5 cm. Page numbers sit in the bottom margin, centered under each page and outside the gutter. This is one valid outcome; other margin choices are acceptable if they keep content clear of the fold.

Reason: The layout must separate fold and margin guides, keep inner margins symmetric, and place page numbers outside the writing area. Because art and layout have multiple valid outcomes, judge against the rubric rather than a single exact answer.

Check: Use the rubric: guides labeled, inner margins symmetric, writing area clear of fold after folding, page numbers in bottom margin, measurements recorded.

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Original tasks 4 / complete keys

Task 4

You fold a test sheet and notice the margin guides near the fold look distorted. Suggest one adjustment and explain how to check it.

Answer: Increase the gutter width by moving each inner margin guide farther from the fold, then fold a new test sheet and measure the distance from the fold to each inner guide. They should remain equal and the writing area should stay clear of the bend.

Reason: Distortion near the fold often means content or guides are too close to the bend. Widening the gutter gives clearance. Checking requires a new fold and ruler measurement, not an assumption.

Check: Measure fold-to-inner-guide distances on both sides; they should match, and a folded sheet should show no guide crossing the crease.

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Source rubric / reflection

- [ ] Margin guides are clearly labeled and distinguishable from fold guides.
- [ ] Inner margins are symmetric around the fold line on a two-page spread.
- [ ] Writing area stays clear of the fold guide after folding a test sheet.
- [ ] Page-number field sits in the bottom margin and does not enter the gutter zone.
- [ ] Measurements are recorded and can be independently checked with a ruler.

Reflection: What did you check, what did you change, and what will you try next?